

User Manual

For

Students for Applying:

Verification of Marks

Inspection / Certified Copies of Answer Books

Title	User Manual Document- SMASH
Document Name	ICSI-SMASH User Manual Post Exam Services-Student.docx
Version	1.0

Table of Contents

Introduction	3
Login	3
Process: Request for Verification of Marks/ Inspection/Certified Copies of Answer Books	3
(i) Add New Request	4
(ii) View Detail of Pending/Processed Requests:.....	8

Introduction

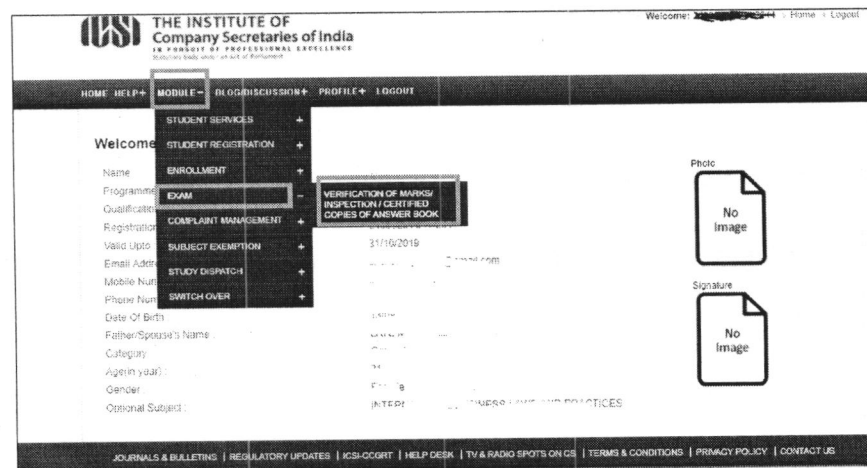
This document will help ICSI Students to request for Verification of Marks, Certified Copies/ Inspection of Answer Books.

Login

1. Students will visit (<https://smash.icsi.edu/scripts/login.aspx>)
2. Students will login to their account.
3. After successful login user will be redirected to the dashboard.
4. If user has forgotten password, then it can be recreated using “forgot password” link.

Process: Request for Verification of Marks/ Inspection/Certified Copies of Answer Books

1. User will mouse over to the header menu MODULE and scroll down to Exam submenu and click on “Verification Of Marks/Inspection/Certified Copies of Answer Books”. (Module > Exam> Verification Of Marks/Inspection/Certified Copies of Answer Books) As shown below



Screen 1 : Navigation Screen for Applying Post Exam Service Request

2. On click of Module > Exam> Verification of Marks/Inspection/Certified Copies of Answer Books menu link, below screen (screen 2) will appear.
3. On screen 2; **Search Button** will be used by student to search /filter previous/ already added VOM requests. User can filter request on the basis of VMCR No. , Application Status.
4. In Order to create a request, user will have to click on “Add New Request” button on screen 2.

Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under strict of Parliament

HOME HELP+ MODULE+ BLOG/DISCUSSION+ PROFILE+ LOGOUT

Request for Verification of Marks / Inspection / Certified Answer Books

Search Criteria

VMCR No. Request Type

Application Status

Search Result

Total Records: 0 Page Size: 20

SELECT	VMCR NO. ▼	REQUEST TYPE ▼	STAGE ▼	SYLLABUS ▼	YEAR EXAM ▼	MONTH EXAM NAME ▼	APPLICATION/ENTRY DATE ▼	PAYMENT MODE ▼	PAYMENT AMOUNT ▼	PAYMENT STATUS ▼	TRANSACTION ID ▼	APPLICATION STATUS ▼
No records Found												

[Click here](#)

Screen 2 : Request for Post Exam Services (Add New Request)

(i) Add New Request

1. Student can add new Service Request by clicking “**Add New Request**” button on screen 2. A new screen opens up as per screen 3 “Apply for Verification of Marks/Inspection/Certified Answer Books”.

Apply for Verification of Marks / Inspection / Certified Answer Books

Year Exam: 2017

Month Exam: JUN

Stage: Professional

Syllabus Name: 2012

Roll Number:

Registration Number:

Email ID: 1 [Click here to Change user Communication Details](#)

Mobile Number:

Correspondence Address: [Click here to Change your Correspondence Address](#)

Request Type: **Select Request Type**

- Select Request Type
- Verification of Marks
- Certified Copies
- Inspection of Answer Book

Result Details:

[Guidelines to be followed](#)

Screen 3 : On Click of "add New Request" on Screen 2

2. As per screen 3, user will select request type. However, before selecting any of the request type, student needs to verify his/her address and communication detail, visible on screen 3. In case, student wants to update any of the details, he/she will have to click on corresponding link (provided on screen 3) before proceeding to add any of the post exam service requests.
3. As user selects request type, result detail will be shown on screen as per screen 4.
4. User will have to select check boxes, in order to add subjects in the particular request. Read instructions in screen 4.
5. User will have to submit undertaking, by selecting checks box under guidelines

Request Type: **Verification of Marks** 1st Select request type

Result Details 2nd Select subjects for which request is to be submitted

STAGE	MODULE NAME	SUBJECT CODE	SUBJECT NAME
<input checked="" type="checkbox"/>	Executive	421	Jurisprudence, Interpretation and General Laws
<input checked="" type="checkbox"/>	Executive	422	Company Law
<input type="checkbox"/>	Executive	423	Setting up of Business Entities and Closure
<input type="checkbox"/>	Executive	424	Tax Laws

Last Date to Apply: 31/08/2017 23:55

Guidelines to be followed 3rd Read Guidelines carefully, and Submit undertaking by selecting Check box

I have read the prescribed guidelines, rules and procedures and the same are acceptable to me. My Email-ID, Mobile Number and Correspondence Address are the same as registered on my student's portal of ICSI. I here by undertake that I am a bonafide student of the institute and the above answer book(s) belong to me. In case any particulars or statement is found to be false, the institute may take appropriate action against me, as deemed fit.

Total Amount to be Paid (In Rupees): 500.00

Proceed to Payment **Close** 4th Click here to proceed for payment

Screen 4: Request for Verification of Marks/Inspection/Certified Copies of Answer Books

- Once student clicks on "Proceed to payment" button, he/she will be redirected to below screen as per screen 5, where student will have to select payment gateway.
- After selecting payment gateway, user will have to click on "Next" button.

Choose Payment Mode/Gateway

Payment Mode/Gateway: **Please select**

- Please select
- Challan
- Axis Bank
- Kotak Bank
- Billdesk

Next

1. Select any one of the payment gateways

2. Click on Next Button

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM Pin, Internet Banking, Wallet/Cash Cards.
 * Axis Bank provides option to pay using Debit/Credit Card only.
 * Challan can be submitted to any Branch of Canara Bank.

Screen 5: Screen for payment gateway selection

- As user clicks on "Next" button on screen 5, Screen 6 will appear to user, showing transaction id and user detail.

Note: Note down transaction id for future reference

Your Request id is: 50336299

Your Transaction id is: 5303135

Your Request has been received.
 Please note this is for all future communication.
 The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
 This does not confirm that payment has been received.
 Please print your challan and take to your nearest Canara Bank branch for making payment.
 ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Verification of Marks

Name:- F STREET KANAKA...

Mobile Number:- 9886011000

Email Address:- f...@gmail.com

Amount:- 1000.00

Payment Mode:- Billdesk

Proceed

After verifying above details and noting down transaction id, click on "Proceed" button

Screen 6: Generation of transaction id, click proceed to redirect on Payment gateway Link

Your Transaction id is: 5303135

Your Payment of 500.00 has been processed successfully.

Payment Type:- Verification of Marks

Name:- H.

Mobile Number:- 91... ..

Email Address:-@mail.com

Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online (Billdesk) for Rs. 1000.00 towards the following fee(s) :-

S.No.	Description	Quantity	Amount
1	Verification of Marks	2	500.00
			Total Amount: Rs. 500.00

Accepted Amount: Rs. 1000.00
Amount in words: One Thousand Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Authorised Signatory

Print Click to print

Scroller

Screen 7: On Successful payment; Generation of receipt

- As user clicks on "Proceed" button, on screen 6, he/she will be redirected to make payment. On successful payment, receipt will be generated, which can be printed by user. User can also save this receipt in .pdf format, if using chrome browser.

(ii) View Detail of Pending/Processed Requests:

- On click of Module > Exam > Verification of Marks/Inspection/Certified Copies of Answer Books menu link, below screen (screen 8) will appear.

Request for Verification of Marks / Inspection / Certified Answer Books

Search Criteria

VMCR No. Request Type

Application Status

Search Result

Total Records: 1 Page Size: 20

SELECT	VMCR NO.	REQUEST TYPE	STAGE	SYLLABUS	YEAR EXAM	MONTH EXAM NAME	APPLICATION/ENTRY DATE	PAYMENT MODE	PAYMENT AMOUNT	PAYMENT STATUS	TRANSACTION ID	APPLICATION STATUS
<input type="checkbox"/>	122	Certified Copies	Foundation	2012	2017	JUN	24/08/2017	BILDESK	1000.00	Success	5303135	Pending

1. Select this check box

2. Click here to view detail of submitted request

Screen 8: Screen on click of Module > Exam > Verification of Marks/Inspection/Certified Copies of Answer Books

- In order to view detail, select desired entry from grid followed by click on "View Detail" button on screen 8. user will be redirected to below screen as per screen 9, where he/she will be able to have detailed view of already raised requests.
- Student can close screen 9 using "Close" button on respective screen.

Application Status	Pending	VMCR No	42
Student Name		Year Exam	2018
Month Exam	DEC	Course	Foundation
Syllabus	2012	Roll Number	1000222
Registration Number		Email ID	an108@gmail.com
Mobile Number		Request Type	Verification of Marks
Paid Amount	1500.00		
Correspondence Address	Noida Ashok Nagar		

Result Details			
S. No.	Module Name	Subject Code	Subject Name
1	Executive Module 1	421	Jurisprudence, Interpretation and General Laws
2	Executive Module 1	422	Company Law
3	Executive Module 1	423	Setting up of Business Entities and Closure
4	Executive Module 1	424	Tax Laws

Close

Screen 9: Detailed view of already raised requests