User Manual

Student Enrolment

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Introduction

This document will guide the registered student on how to enroll in the registered course for a particular session.

1 Add Enrollment Request

Registered students can enroll in the course for the session anytime after 6 months of the registration.

1. User will double click on web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open the web browser and type the URL http://smash.icsi.in in the web browser address bar.
2. User login with valid credential under USER LOGIN section.
3. After successful login user will navigate to Welcome screen where user go to the header menu MODULE and go to sub menu ENROLLMENT.

Screen: User navigate to Enrollment

4. User will click on Examination Enrollment Request under ENROLLMENT sub menu and navigated to the Examination Enrollment Request screen as shown in below screen.
5. User will be navigated to below screen where **User Request to Enroll**.
6. Click on the "Add Enrollment Request" button to open the enrollment form.

Screen: User Request to Enroll

Note: Enable popup window of the web browser.

Step 1. Make Sure Enrollment Request option is selected under Enrollment Request Type

Enrollment Request Type

◉ Enrollment Request ○ Addition of Module ○ Deletion of Module ○ InterChange of Module ○ Center Change ○ Medium Change

| 1.Basic Details | 2.Training Details | 3.Preview | 4.Payment |

Student Details

Current Syllabus *	2012
Available Syllabus *	2012

Click here to Switch Over Request   Guidlines

Switch Over Rules
Switch Over Rules are not provided yet.

Course *	Executive
Country *	India
State *	Delhi
Center *	DELHI (EAST)
Medium *	English
Module(s) *	☑ 1 ☑ 2

Step 2. Select desired state

Step 3. Select desired exam Center

Step 4. Select exam Medium

Step 5. Select Module(s)

Click here to Change Photo/Signature

Exempted Subjects   Click here to Apply for Exemption

Subject Code	Module Name	Subject Name	Exemption Basis
	No Records Found		

Step 6. Click Next to proceed

Next

Screen: **Enrollment Form**

Note: Review all the selected information in the enrollment form before clicking on the "Next" button as any later changes will be allowed up to certain stipulated dates and additional fee (varies from time to time) will be levied for all such changes.

7. After the click on "Next" button from screen Enrollment Form, Fee Detail page will be displayed.
8. Read the agreement and check the agreement checkbox (if agree) and then click on "Next" button on Fee Detail screen. On this screen user will have option to go back and make any changes.

Screen: Fee detail

9. Preview screen will be displayed to review the enrollment detail and confirm the enrollment for the session. On this screen user will have option to go back and make any changes.

Screen: Preview the enrollment detail

10. Click on "Confirm Application" button to make the payment.
11. Select the payment mode and click on "Next" button.

Choose Payment Mode/Gateway

Payment Mode/Gateway*   [Please select   ▼] ← Select Payment Mode

[Next] ← Click "Next" to make payment

* 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: Choose Payment Mode

12. Click on Next button to progress the payment and see the payment detail.

Your Request id is: 50046586

Your Transaction id is: 5043839

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 whatsover.

Payment Type:-	Student Enrollment Request
Name:-	RAGHU P NANDAN
Mobile Number:-	919828451971
Email Address:-	RaghuP@gmail.com
Amount:-	2400.00
Payment Mode:-	Billdesk

[Proceed] ← Click "Proceed" to get the Payment Receipt

13. Click on "Proceed" button to enter the payment detail, system will generate the payment receipt.

14. Student will retain the copy of the receipt for the examination fee remitted by them during the examination enrollment process.

Payment Status

Your Request id is: 50046586

Your Transaction id is: 5043839

Your Payment of 2400.00 has been processed successfully.

Payment Type:- Student Enrollment Request

Name:- RAGHU P NANDAN

Mobile Number:- 919828451900

Email Address:- Raghu @gmail.com

**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

HEAD OFFICE- ICSI HOUSE,22 INSTITUTIONAL AREA,LODI ROAD,NEW DELHI- 110003
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Buddha Nagar , Uttar Pradesh - 201309 , India. PH: (0120) 4522000 , Fax: (0120) 4264443
E-mail: info@icsi.edu, Website: www.icsi.edu, www.icsi.in
Call Centre helpline numbers : (011) 33132333, (011) 66204999

Receipt No : HQ/OL/99000015490   Receipt Date : 25-Feb-2017

Request ID : 2384328   Transaction ID : 5043839

Service Tax No : AAATT1103FST001   Memb./Regn./Ref.No :
                                          20000000/02/2017

Mr/Ms/M/S : RAGHU P NANDAN
Address : H.No.102/34 New Colony
Behind Pnb Ramganj, Ajmer, Ajmer,   Status: Applied
Rajasthan, India, 305001
919828451900
raghup @gmail.com

Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online payment (Billdesk) of Rs. 2400.00
towards the following fee(s) :-

S.No.	Description	Amount
1	EXAMINATION FEE	2400.00
	Total Amount:	2400.00

Basic ST @ 14%	S.B.Cess @ 0.50%	K.K.Cess @ 0.50%	Total Tax Amount	Total Amount	Rounding Off	Receipt Amount
0.00	0.00	0.00	0.00	2400.00	0.00	2400.00

Accepted Fees 2400.00
Amount in words: Two Thousand Four Hundred Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Authorised Signatory

Print

Screen: Payment Status/Receipt [Note: Retain a copy of the receipt for the examination fee paid during the examination enrollment process.]

1.1 Complete Enrollment Request

In case the enrollment process was not completed in one sitting then user can find the initiated enrollment form under Examination Enrollment Request screen, Search Result.

If user click on "Add Enrollment Request" button after enrollment initiation then the message will be displayed "Your request is in progress, please complete it." on the top of Enrollment Form. Follow below steps if this message displayed.

1. Select the enrolment record and click on "Complete Enrollment Request" button.
2. Make sure popup window is enabled.

Screen: Complete Enrolment Request

3. Continue completing the form from where it was left.