



ATTENTION STUDENTS!

PROCEDURE FOR EXAMINATION ENROLMENT THROUGH NEW PORTAL (SMASH)

As the students are aware, the examination enrolment is being facilitated through the new portal <https://smash.icsi.in>

The steps for submitting the examination form is explained hereunder :

Step 1	<p>Visit SMASH Portal https://smash.icsi.in</p> <p>The following screen opens :</p> 
Step 2	<p>Enter the User Id (Student Registration Number), Password (created by them for the SMASH Portal) and the Verification Code.</p> <p>The following Online Account of the Student opens.</p> 

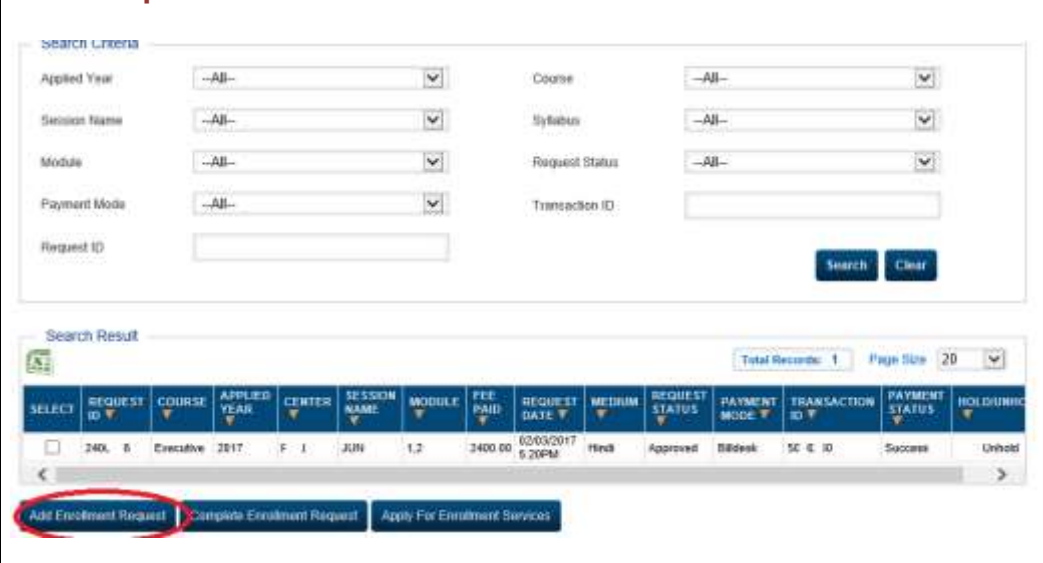
Step 3

Click on 'Module' / 'Enrollment' / 'Enrollment Request' as per the screen given below :



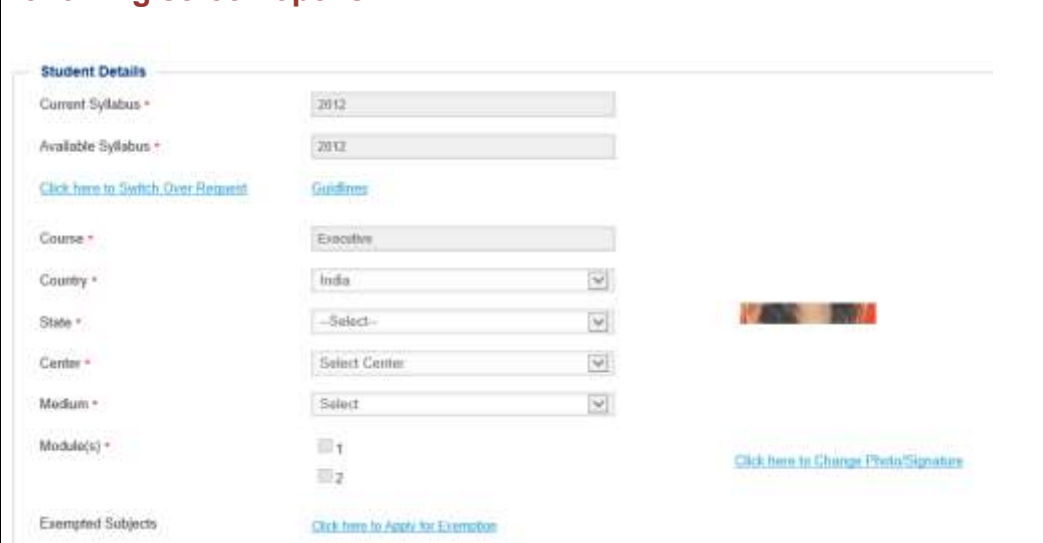
Step 4

On clicking the 'Examination Enrolment Request' the following screen opens :



Step 5

Click on the "Add Enrollment Request" as given above and the following screen opens :



Fill in the details (Country, State, Centre, Medium & Combination of Modules, etc.) and click on "Next" on the bottom of the screen.

Note on Step 5 : If the 'Popup' is disabled in your browser, the examination form will NOT open. Therefore, please enable the 'Popup' Window in the browser (Internet Explorer/ Chrome, etc.) as per the image given below :



Step 6 The following page opens :

Click on the button "Next"

Step 7 The following screen opens :

Click on the button "Confirm Application" after verifying the enrolment details.

Note on Step 6 & 7 : Students who have already clicked on the on “Next” button (in Step 6) OR “Confirm Application” button (in Step 7) but could not successfully remit the payment, are required to complete the process of submission of examination enrolment form by clicking on the “Complete Enrolment Request” button. They shall NOT be able to complete the enrolment by clicking on the “Add Enrolment Request” button. If students have clicked on either “Next” button or “Confirm Application” button, they are advised to click on “Complete Enrolment Request” button instead of “Add Enrolment Request” button to complete the submission of examination form.

Step 8

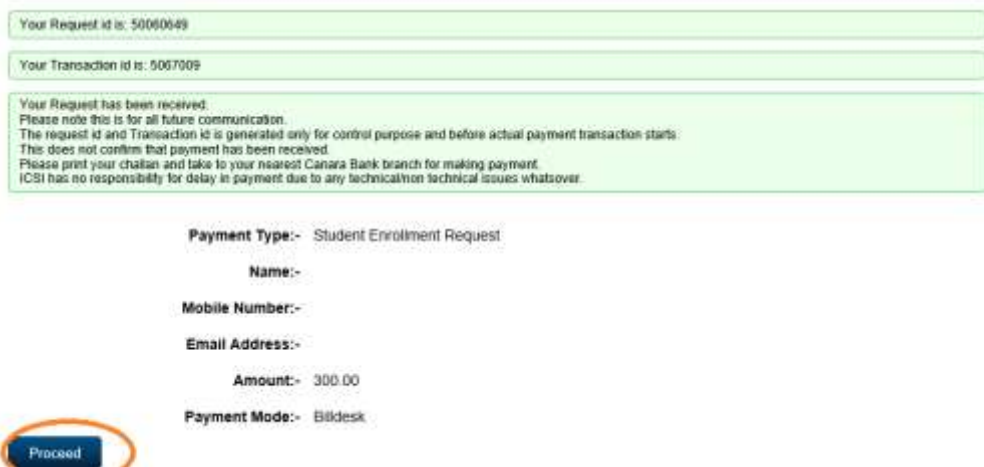
The following screen opens :



Select the Payment Gateway Service Provider (Billdesk, Axis Bank, Kotak Mahindra Bank, etc.) and click on the button “Next”.

Step 9

The following screen opens :



Click on the button “Proceed”

Step 10 The following screen opens :

Enter the Bank / Credit/ Debit Card details and click on the “Make Payment” button. For all successful payments a Fee Receipt is instantly generated. You may also re-generate and print duplicate receipt at the following link by entering the Transaction Id.

Re-generate and Print Duplicate Receipt

For every successful payment, an acknowledgement is generated as per the Sample Format given below :

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
PH: (011) 45341000 Fax: (011) 24626727
NOIDA OFFICE- ICSI HOUSE, C 37, INSTITUTIONAL AREA, SECTOR-82, Noida, Gautam Buddh Nagar, Uttar Pradesh - 201309,
India. PH: (0120) 4522000, Fax: (0120) 4284443
E-mail: info@icsi.edu, Website: www.icsi.edu, www.icsi.in
Call Centre helpline numbers : (011) 33132333, (011) 86204999

Receipt No : HQ/OL/99000045518 Receipt Date : 15-Mar-2017
Request ID : 2418359 Transaction ID : 5093679
Service Tax No : AAATT1103FST001 Memb./Regn./Ref.No : 5203 013

Mr/Ms/M/S : P Lakshmi Lavanya
Address : P Lakshmi Lavanya Plot No. 245, 2Nd Floor,
Road No. 6 S, Bhavani Nagar, Kapra, Hyderabad M No.
9704876555, Hyderabad, Hyderabad, Telangana, India, Status: Applied
Contact No : 9704876555
Email : lakshmi.lavanya@gmail.com

Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online payment (Kotak Bank) of Rs. 3600.00 towards the following fee(s) :-

S.No.	Description	Amount
1	EXAMINATION FEE	3600.00

Total Amount: 3600.00

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	3600.00	0.00	3600.00

Accepted Fees 3600.00

Amount in words: Three Thousand Six Hundred Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

The generation of acknowledgement as shown above is indicative of successful submission of examination form.