



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

FAQs on Webinar

1. How to Login for webinar?

- Step 1- Click on link provided by ICSI
- Step 2 - Select Option 'Member' if you are member of ICSI otherwise Select option 'Guest' if you are not a member of ICSI.
- Step 3 - Enter Login Credentials i.e. Membership No., Date of Birth, Mobile No. and Name.

2. How to enter correct Login Credentials?

Enter Membership number in format (e.g. A1234 or F1234) and enter Date of Birth as mentioned in ICSI database.

3. How to avoid wrong credentials while login for webinar?

- A. Members are advised not to enter any sign, special characters or space while entering membership number such as:-
ACS1234/FCS1234
A-1234/F-1234
A 1234/F 1234
A,1234/F,1234
M1234
- B. Enter Date of Birth in DD/MM/YYYY format. Do not enter any other date format.
- C. Enter 10 digits valid mobile number, do not put alphabets in Mobile number column.
- D. Do not enter your email id or address or any other data in any column.

4. What kind of queries to be raised by the members?

Members are advised to raise queries related to topic of webinar only. Please avoid any queries which are irrelevant to the topic.

5. How members can raise question in webinar?

Questions can be raised after logging into the link provided by ICSI.

There is an option check box to post the queries viz. *'Post Your Question here'*.

6. When Member can raise question regarding webinar?

Members may raise question prior to webinar or during the webinar. However it is advised that members should raise the queries before the webinar.

7. How many PCH members can obtain through webinar?

Member will be awarded 2 PCH per webinar.

8. If wrong credentials are entered, what will happen?

Member will not be able to login to the system and view webinar and no PCH will be awarded.

9. Any email is there for posting queries regarding PCH?

Members may sent the queries at email Id : cpe@icsi.edu

10. Whether webinar is mandatory to attend by every member of the institute?

Members who want to update their knowledge can join the webinar.

11. When PCH will be awarded after the completion of webinar?

PCH will be awarded by the automatic by the system after the membership credentials are validated against the ICSI membership database.