

**Sub: Updation of residential/personal email id & residential/personal mobile number in ICSI records**

Dear Member,

It is observed from our members’ database that you have not provided any residential/personal email id & residential/personal mobile number. You may please note that in future all statutory messages including about elections will be sent to your residential/personal email id & residential/personal mobile number.

Therefore, it is imperative that you urgently update your residential/personal email id & residential/personal mobile number.

**You can update your address / email id / mobile number online and offline both as detailed herein below:**

**Online:**

* Login to portal [www.icsi.edu](http://www.icsi.edu/)
* Click **Online services** on the right top corner and then click **Login on page**
* Fill the User name: Enter your membership no. (e.g. A1234) as per the sample given on the page
* Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email is correctly registered in the Institute’s record. Alternatively, you may send an email request for password with your ACS/FCS membership no. to [jitendra.kumar@icsi.edu](mailto:jitendra.kumar@icsi.edu)
* After login, go to **Members Option** (from top menu) then click on **Manage Account  Change of Address** (on the left side under Place your Request)
* Click on submit.

**Offline:**

Please email a scanned copy of the request letter duly signed along with one photo identity proof at [neeru.pandey@icsi.edu](mailto:neeru.pandey@icsi.edu) for registering the necessary changes in the Institute’s records.

Regards.

Subhashis Bagchi

(Deputy Director)

Dte. of Membership