



USER MANUAL FOR LOGIN TO SELF SERVICE PORTAL FOR FRESH APPLICANTS TO CA FOUNDATION COURSE/ DIRECT ENTRY INTERMEDIATE

This User Manual is intended for fresh applicants who want to apply for CA foundation Course/Direct Entry Intermediate

Step 1: Please go the website ICAI.org. Once there, please click on the Service Portal Link on the top right corner of the screen.



Step 2: The following Login Page will open

<https://eservices.icai.org/per/g21/pub/1666/SelfServices/templates/Login%20Folder21052019122446/Login%20Folder/ICAI%20Phase%20II%20Login%20Page521052019122546.html>





Step 3:

For fresh students enrolling in CA Course i.e. either Foundation or Direct Entry Intermediate please click on the link **Student Enrolling for CA Course - Click here** - <https://cdn3.digialm.com/EForms/configuredHtml/1666/57499/login.html>

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(Setup by An Act of Parliament)

SIGN IN

Userid
<MRN/SRN>@icai.org

Password
Please Enter Password

Forgot Password? **LOGIN**

Student Enrolling for CA Course Click Here
If you don't have ICAI login Click Here

Step 4

For fresh students enrolling in CA Course i.e. either Foundation or Direct Entry Intermediate the following page will open after clicking

<https://cdn3.digialm.com/EForms/configuredHtml/1666/57499/login.html>. Here please click New Students Who wants to register for CA for first time [click here](#)

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Applicable To Only Fresh Candidates

Login
Login to Fill / Submit / View Application Form

New Students Who wants to register for CA for first time click here

User Id*
Enter User Id

Password*
Enter Password

Login [Forgot Password](#) [Change Password](#)



Step 5:

For fresh students enrolling in CA Course i.e. either Foundation or Direct Entry Intermediate after clicking

New Students Who wants to register for CA for first time [click here](#). The following screen will open. Please enter your details as shown in the screen and then click Generate OTP. The OTP will be sent to your mobile number and verification link will be sent to your email ID.

Personal Details

IMPORTANT NOTE:
1. Please enter your SALUTATION , NAME, DOB, GENDER as per your 10th / 12th CERTIFICATE.
2. NO CHANGE ALLOWED AFTER FORM SUBMISSION.
3. Please enter applicant's OWN MOBILE NO. and E-MAIL id as ALL IMPORTANT COMMUNICATIONS and OTP will be sent to applicant.
4. You will get a separate mail communication from Centralized Dispatch System for Study Material, through SMS / Email in 2-3 days after making the successful payment.

Salutation*	First Name*	Middle Name	Last Name
PLEASE SELECT SALUTATION	FIRST NAME	MIDDLE NAME	LAST NAME
Gender*	Date Of Birth*	E-Mail Address*	Mobile Number*
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	dd/mm/yyyy	EMAIL ADDRESS	91 MOBILE NUMBER
Country Name Of Nationality*	Nationality*		
PLEASE SELECT COUNTRY NAME	INDIAN		

Generate OTP

Step-6: Enter the captcha text and click on submit button to receive your OTP

Please enter the letters displayed in the image below.
If the image is not clear, click on Get New Image"

d n t p 5 k u

Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.

Submit

Step-7: You have received OTP for validation.

Message

OTP sent to your registered Mobile No and Email Id, Please validate OTP

OK



Step-8: Enter OTP and complete validation and complete the Login process.

3. Please enter applicant's OWN MOBILE NO. and E-MAIL id as ALL IMPORTANT COMMUNICATIONS and OTP will be sent to applicant.
4. You will get a separate mail communication from Centralized Dispatch System for Study Material, through SMS / Email in 2-3 days after making the successful payment.

Salutation*	First Name*	Middle Name	Last Name
Mr.	XXXXXX	MIDDLE NAME	LAST NAME
Gender*	Date of Birth*	E-Mail Address*	Phone Number
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	01/04/2004	XXXX@GMAIL.COM	STD CODE PHONE NUMBER
Mobile Number*	Aadhaar Number	Country Name Of Nationality *	Nationality *
91 9999999999	AADHAAR NUMBER	INDIA	INDIAN

* OTP:

Enter OTP

Resend OTP Validate OTP




OTP Expire in 2m 32s

Step9: Once OTP Validations is Completed, Applicant will receive login credentials on Email/SMS for login and completion of Course Registration Process.

<https://eservices.icai.org/EForms/configuredHtml/1666/57499/login.html>

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