1. Students' Profile registration and Login Creation AndApplying For Exam

1.1 Pre-requisites

New applicants/already enrolledstudents are required to generate their login id and password in ICAI SSP (Self Service Portal) using the profile registration form in order to gain access to the SSP and start filling the examination related forms.

The profile registration form for aspiring students is different than the profile registration form for the already enrolled students.
A valid e-Mail id and mobile number is required for the profile registration. The e-Mail and mobile number will be verified using verification link/OTP.

An E-Mail / Mobile no. to be used for one student profile registration only and can't be used for profile registration of multiple students. If any mobile no. or e-Mail id already registered for any student or member then SSP will not allow the e-Mail or mobile no. to be used for any new registration.

1.2 Login to ICAI Self Service Portal

To login to the ICAI SSP, visit **https://eservices.icai.org** and ***enter your login and password and apply for the exams***

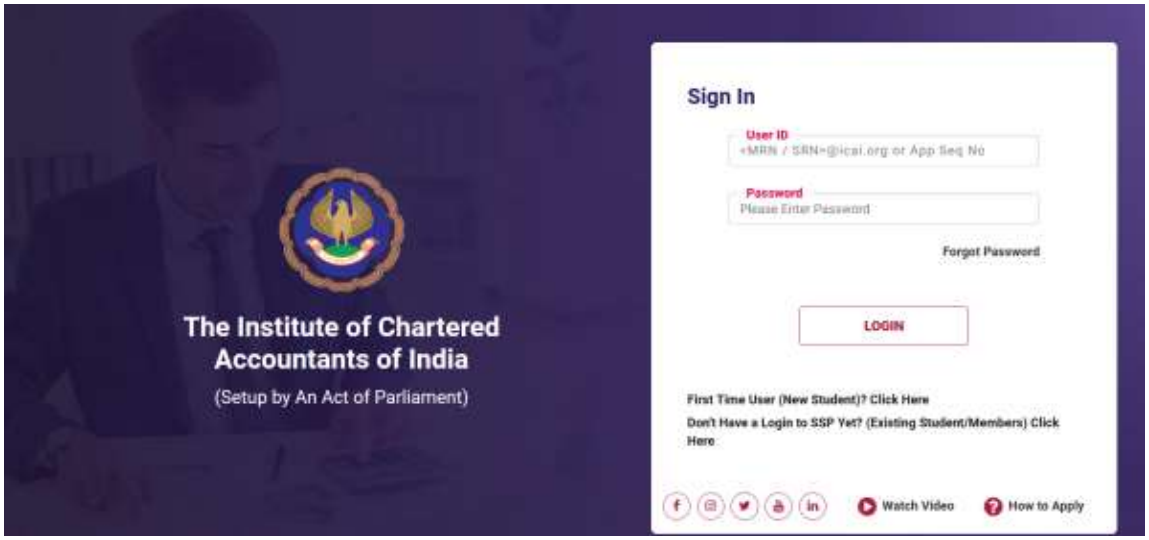
In case you do not have login and password for SSP you will have to create the same.
Make sure that the login creation process is completed before you can access the SSP portal.

1.2.1 Eligibility to Login

- Students who are aspiring to pursue CA course or already enrolled students of CA courses in ICAI.

1.2.2 Steps: To log in to the SSP Portal

1. Go to **https://eservices.icai.org**
2. The sign in/ICAI Login form will be opened.
3. To apply for profile registration of a First Time User (New Student) click on the mentioned link as shown on the following image.



1.3 Existing Students: Profile Registration and Login Creation on SSP Portal

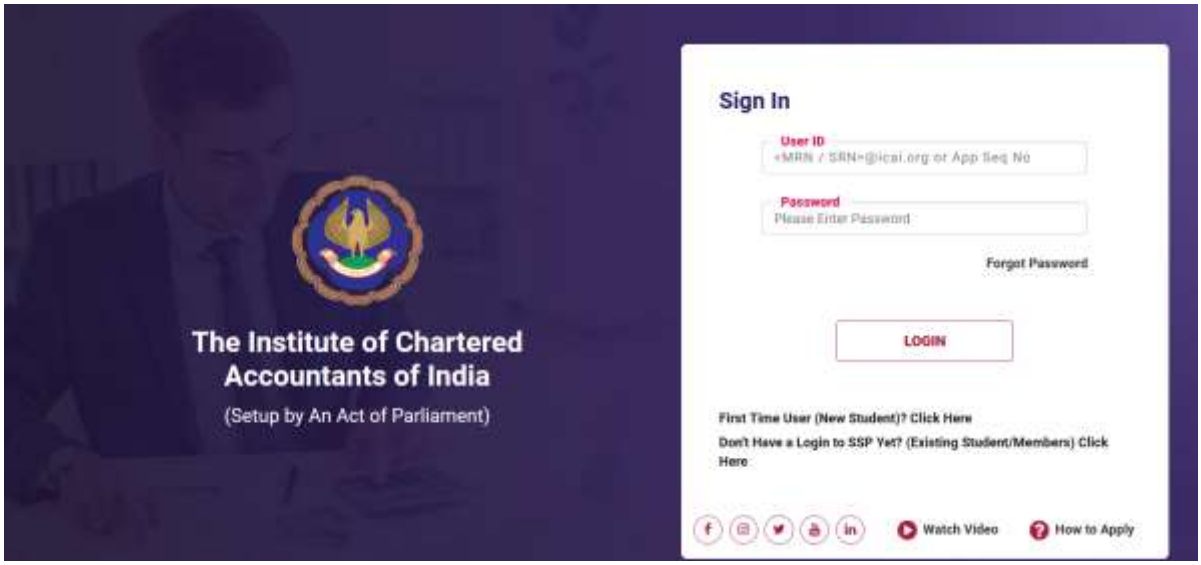
1.3.1 Eligibility to access this form

- **Already enrolled students for CA courses with ICAI but do not have a login at the SSP**

This form will be used by the CA students, who enrolled prior to SSP system became operational (May-2019 onwards) and do not have a login id and password to login to the SSP system.

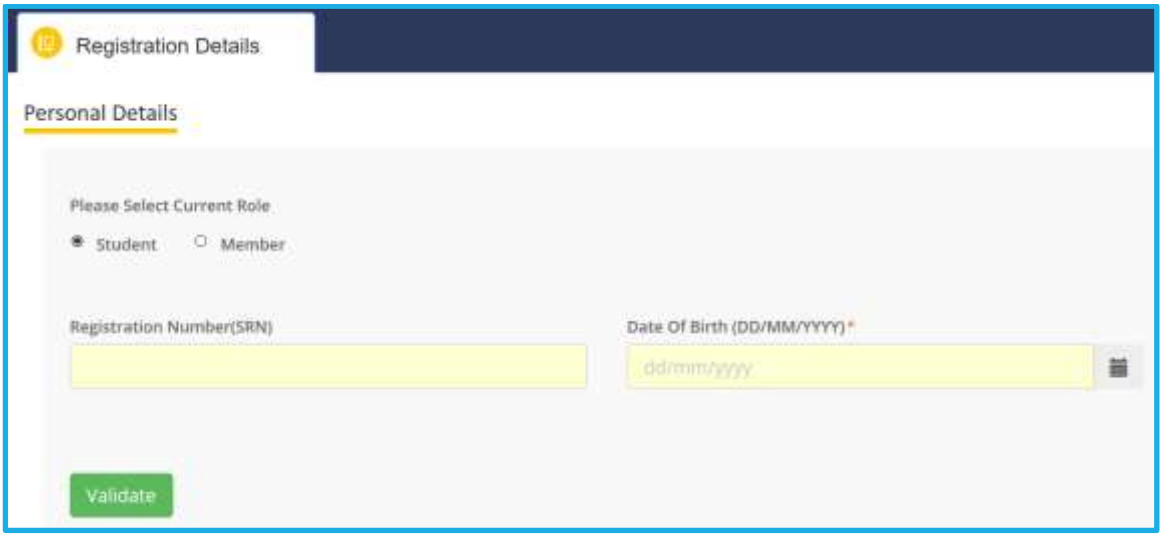
1.3.2 Steps: Profile Registration and Login Creation form for existing students

1. Visit eservices.icai.org



Click on "**Don't Have a Login to SSP Yet? (Existing Student/Members)**click here'.

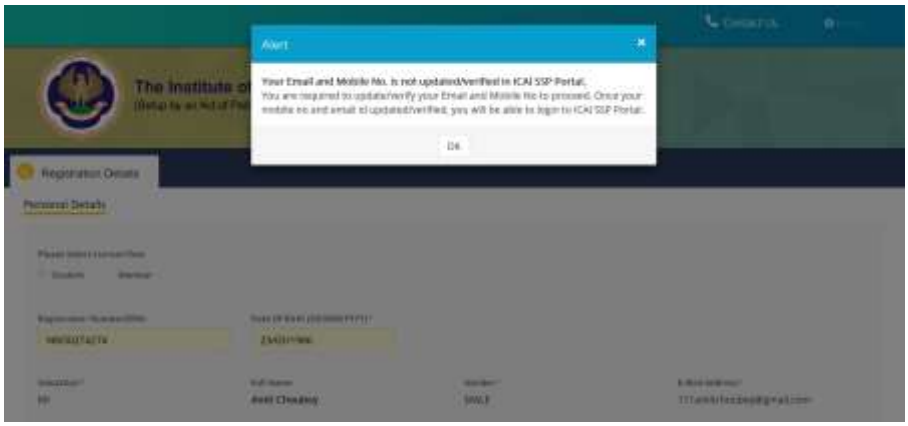
2. Select the current role as **Student.**
   Enter your **SRN no. and Date of Birth (DD/MM/YYYY** format)**.**



Click on **'Validate'** button.

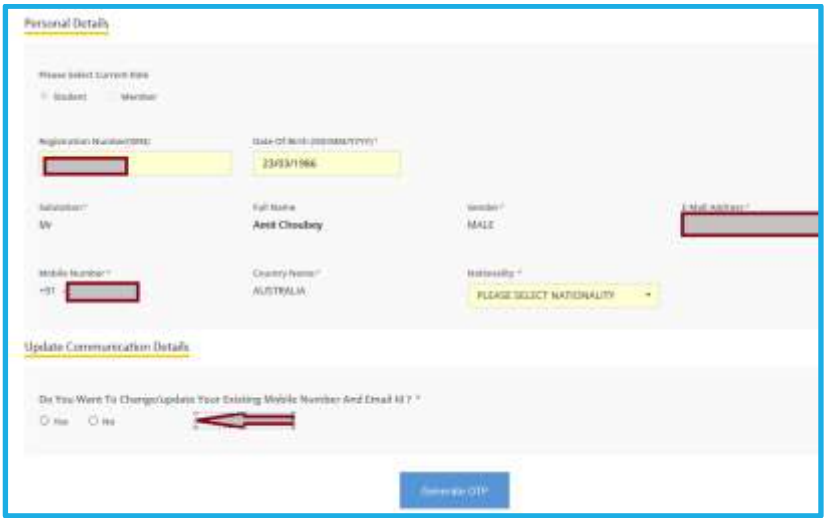
3. After validation of your student registration details, the available profile data will be displayed. Also the system will prompt if the e-Mail and mobile no. is already validated in your profile or not.

4. If your mobile no. and e-Mail id is not validated in the system, then an information screen similar to the following will appear. You would be required to click on OK and proceed to provide the required e-Mail id and mobile no.



5. If you want to change the existing e-Mail and mobile No. then select "YES" on **'Do you want to change/update your existing mobile number and e-Mail id?'** field and Fill your correct mobile no. and e-Mail id else select NO to keep the existing mobile no. and e-Mail id.(Please note that the phone number & E-Mail ID have to be unique or else the system will not proceed)

   Click on Generate OTP button.



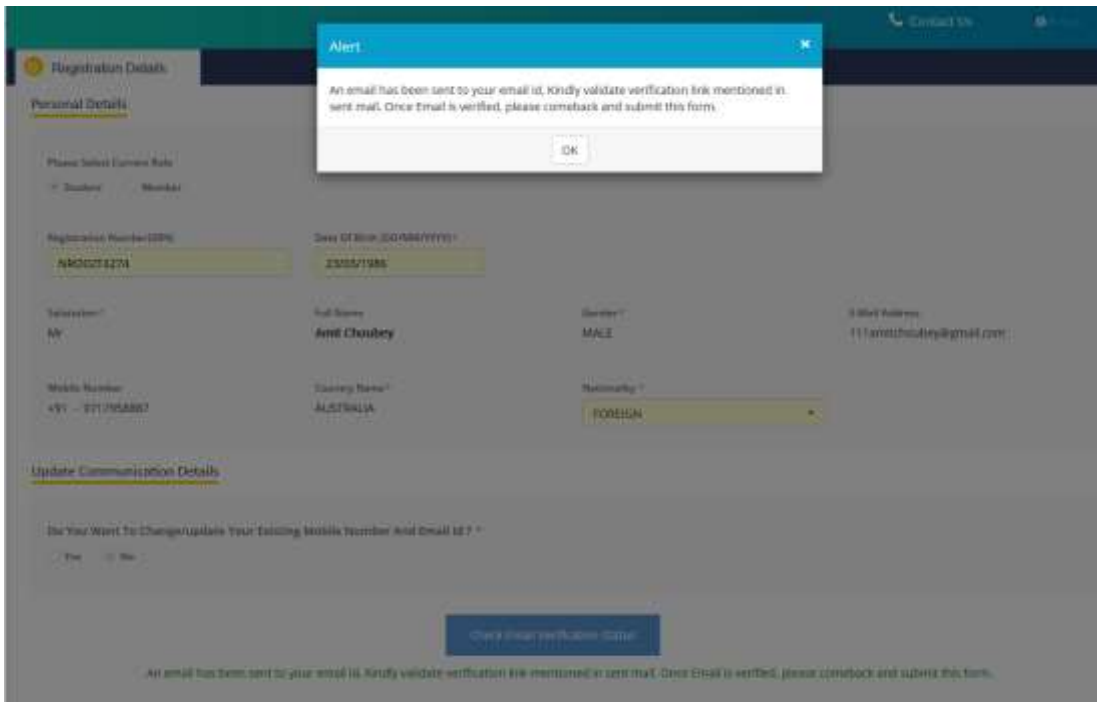
Your correct mobile no. and e-Mail id are critical for communication with ICAI.
Please provide your correct personal mobile no. and e-Mail id during registration.

You are strongly recommended not to use any cyber-cafe or other person's e-Mail id and mobile no. as you will be sentimportant communications from ICAIon these contacts.

6. System will ask to enter captcha as shown below to submit the form for OTP Generation.

7. After submission of the form you will receive the OTP on your registered mobile no. and e-Mail id.

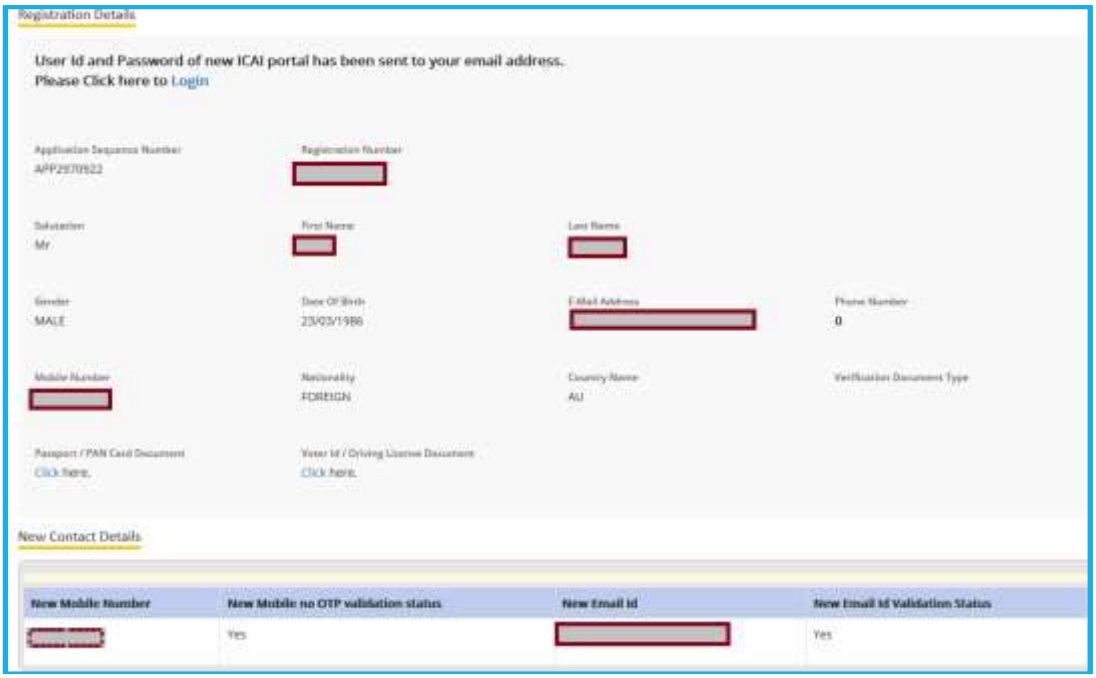
Please Note:
OTP will be not be received on non-Indian mobile numbers and you will need to use the OTP received on e-Mail.



8. Enter the received OTP and click on validate OTP buttontovalidate the OTP.

9. Click on I agree and click on the submit button to submit the form for your profile registration and login creation.

10. After submission of the form, the following view page appears.
Your new login details will be created and communicated to your newly registered e-Mail id.



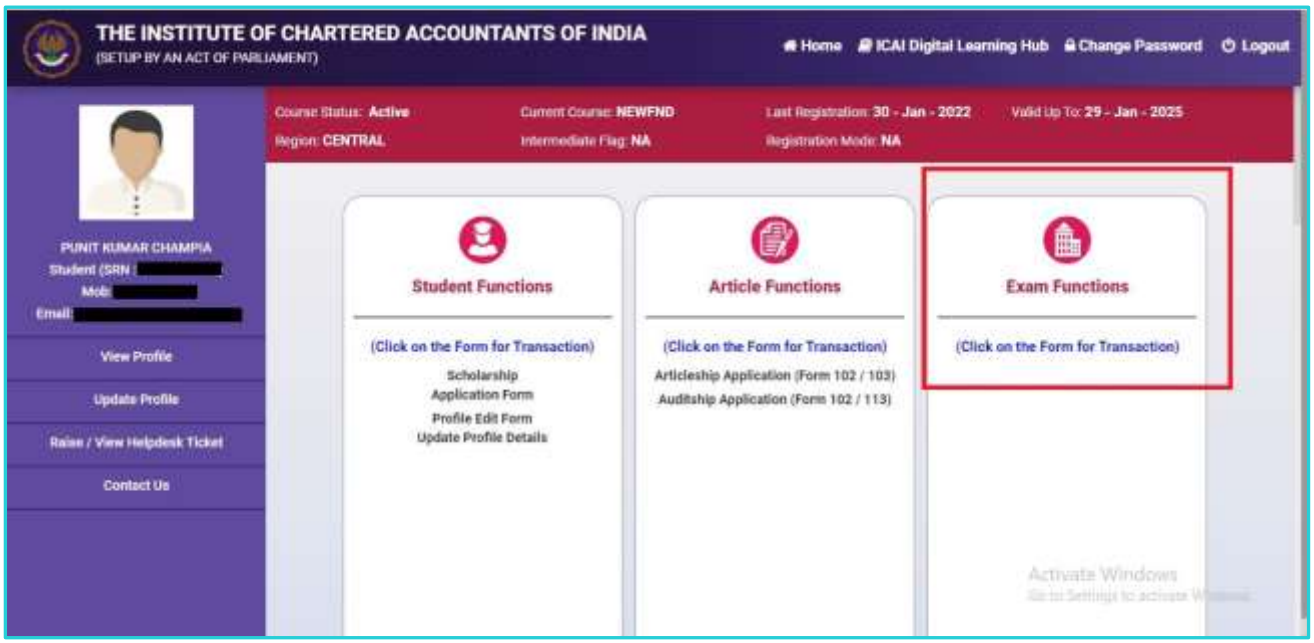
1.4 Students'Dashboard:After login

After successful login by students, the student's dashboard is displayed.

It contains vital information related to the student's profile, course detailsand communication details etc.

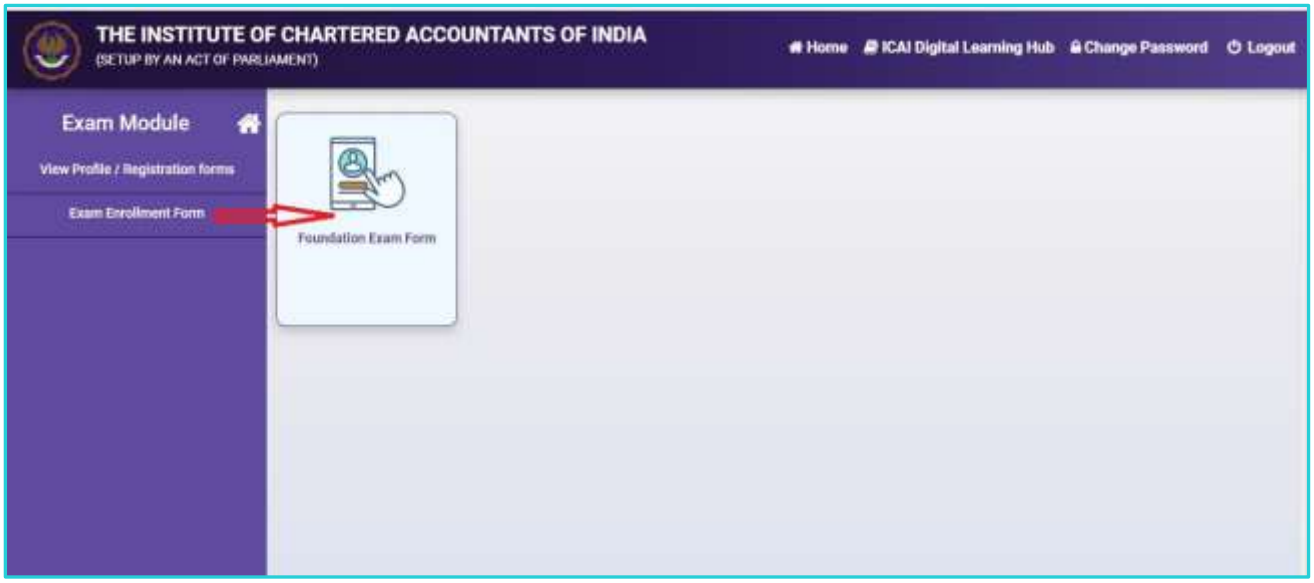
On the left-hand side, it contains the link to access the menu bar for various student life cycle related forms and their processing status.

There are 3 modules currently available to the students. **Students Functions**,**Articleship Functions** and **Exam Functions** as shown in the following image.

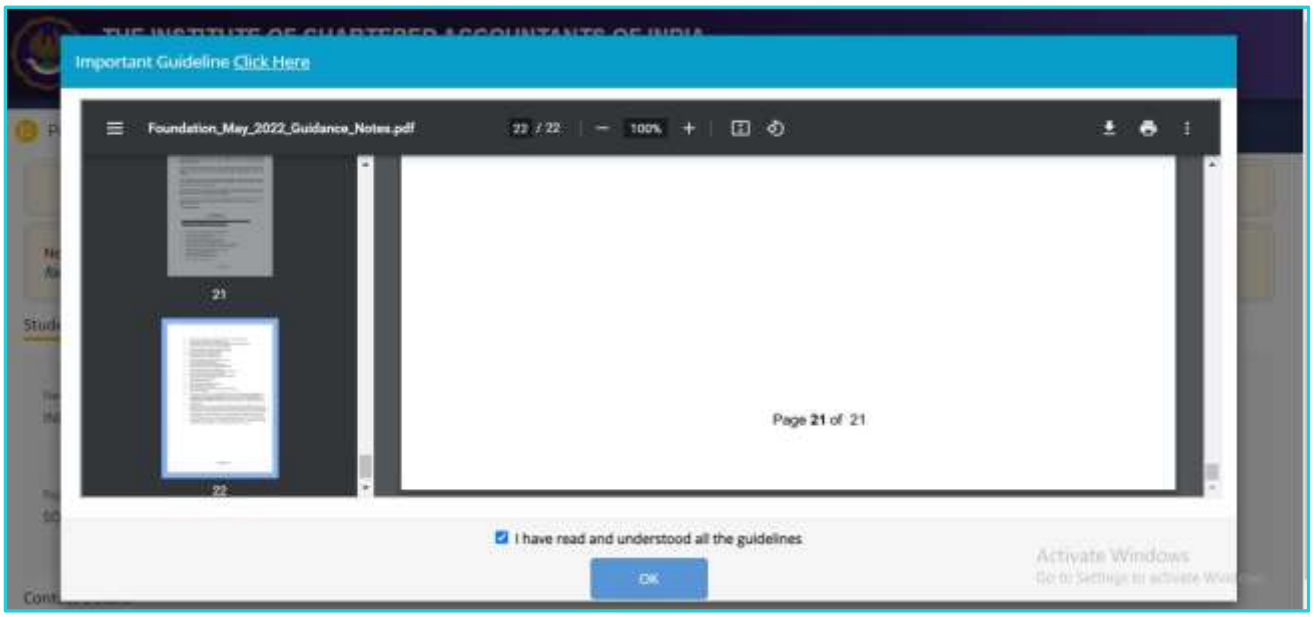


Foundation Exam Enrolment Form

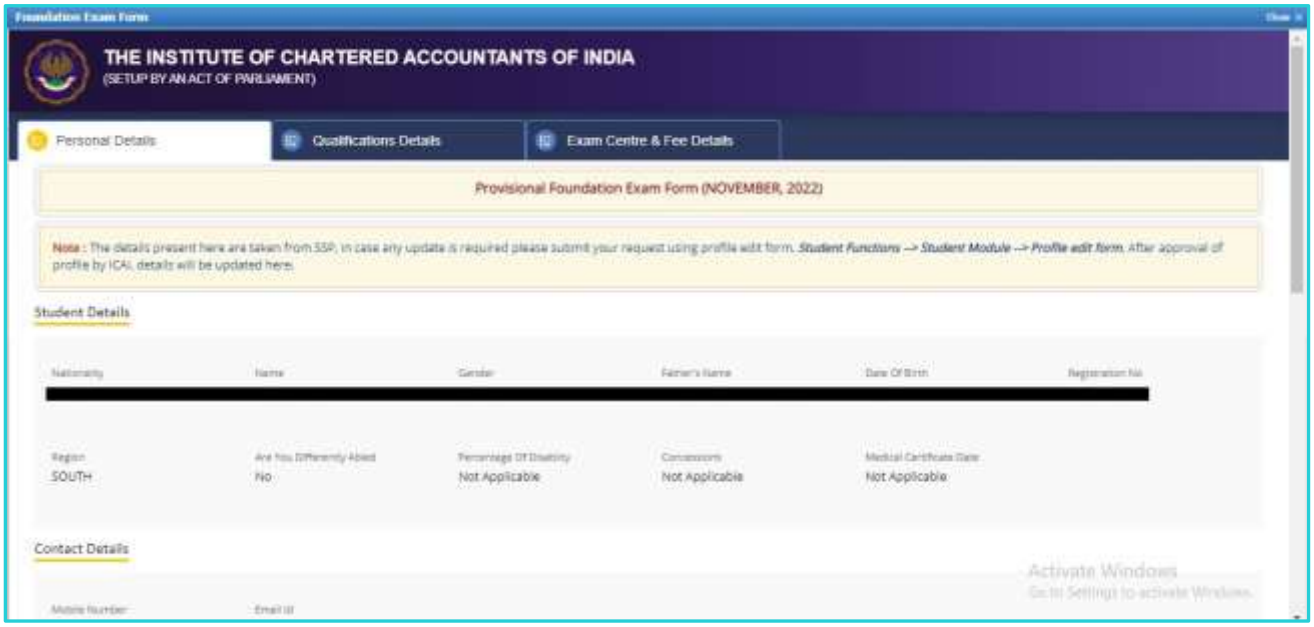
- Students need to click on the exam functions and then need to select the **Exam Enrolment form** and click on **Foundation Exam form**.



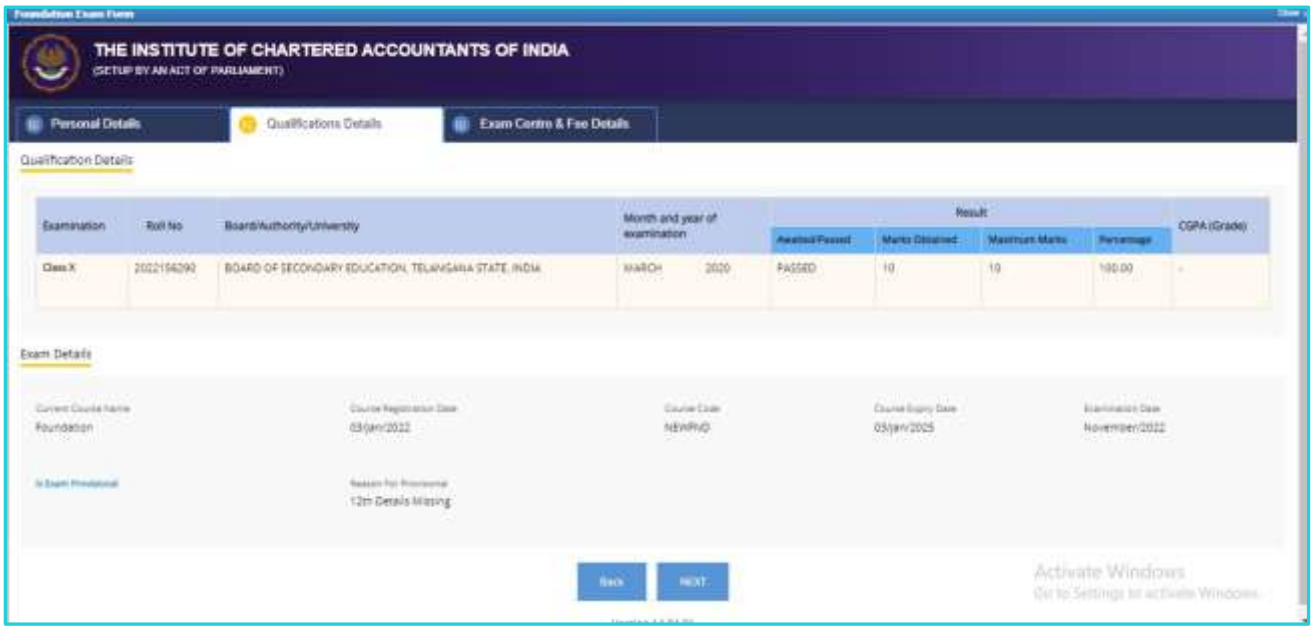
- When form loads, student must go through the Guidance Notes on the pop-up screen. Student can save and download the important guidelines. Students need to check on **"Ihave read and understood all the guidelines"**check box and after that only student can proceed for form filling.



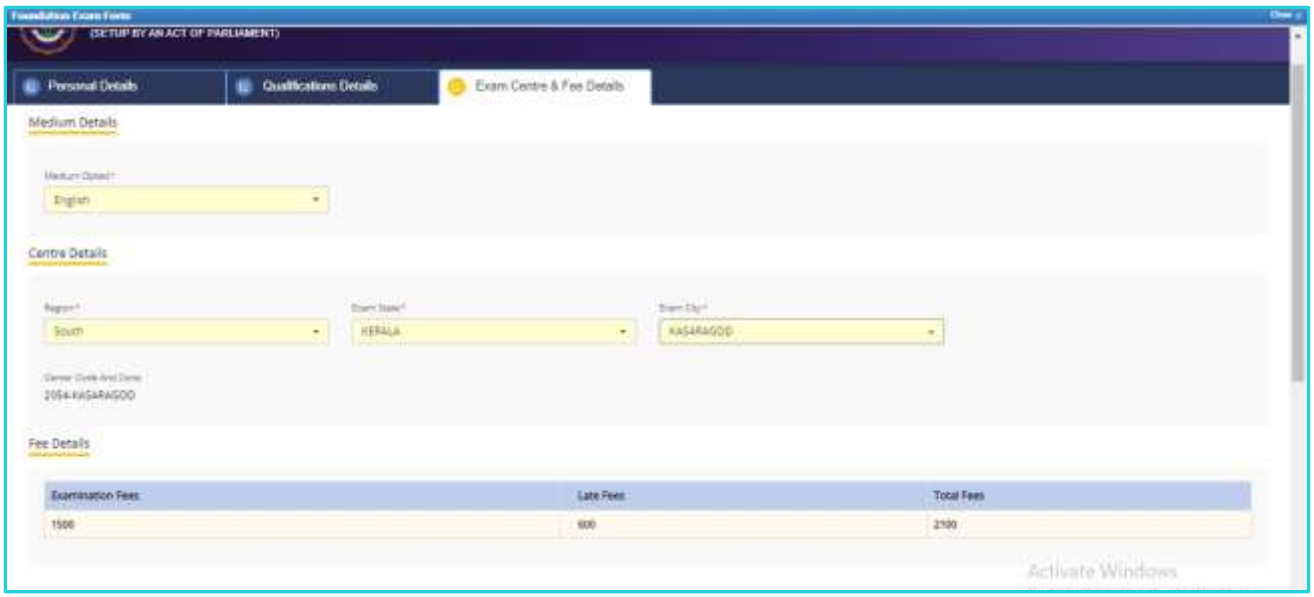
- Student should verify the details present in the Personal Details tab and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- **Students may note that the profile changes like Name/Photo-Sign/Qualification go through an approval process which may take 2 to 7 days time Hence you are advised to apply early and raise a ticket in case the changes are not approved as per above timleines.**

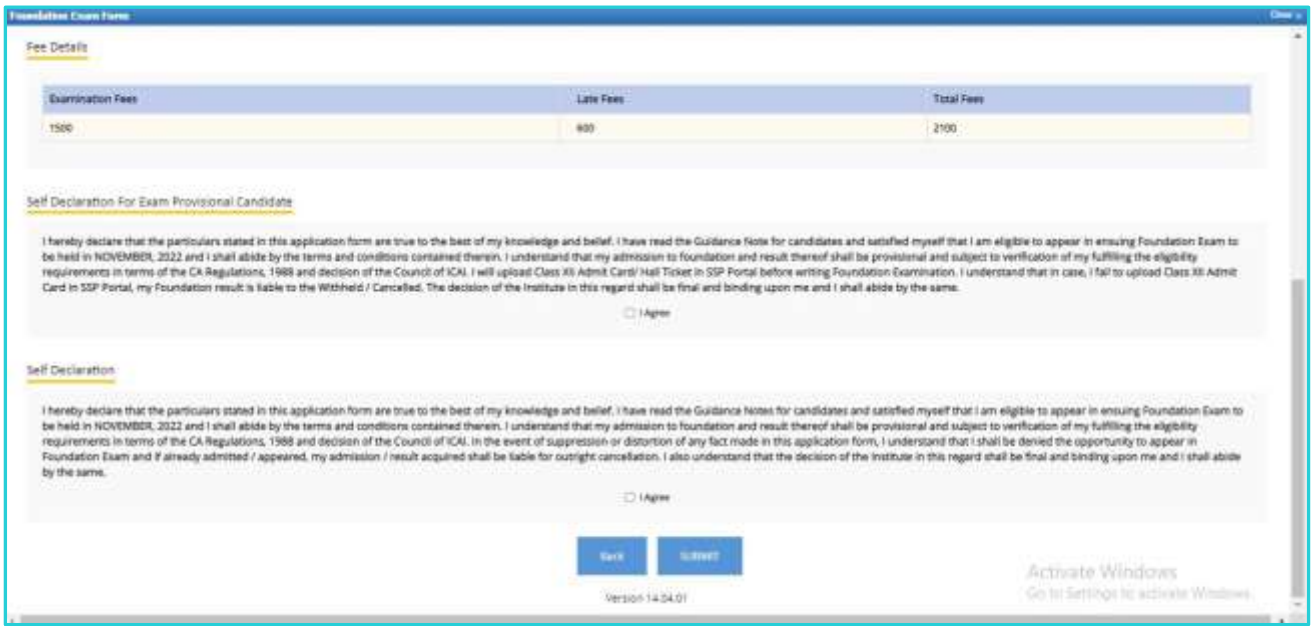


- Once student verify all the details in Personal Details tab then student should go to **Qualification Details** section by using **NEXT** button present at the bottom of **Personal Details** tab.
- In the Qualification details section, student can view and verify the qualification details and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- In the Exam Details section, all the necessary details are present for foundation examination along with **"Provisional Flag (When Y= Provisional)"** case and **reason** why the exam application has been accepted as Provisional.

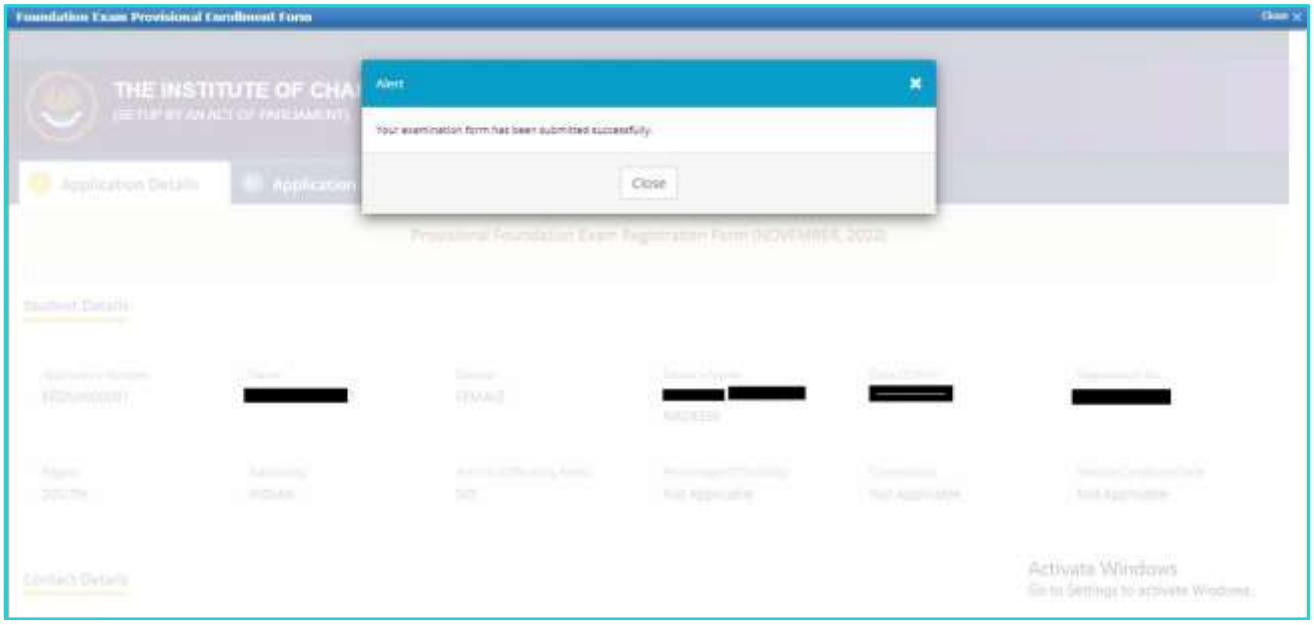


- Once student verify all the details in Qualification Details tab then student should go to **Exam Center and Fee Details** section by using **NEXT** button present at the bottom of **Qualification Details** tab.
- In the **Exam Center and Fee Details** section, student selects the **medium**using the dropdown in which student wants to write the exam.
- Student must select the center details using dropdown for**Region, Exam State and Exam city** in which student wants to write the exam.
- Based on the examination center and Group, examination fee will be auto-calculated. In case of any **late fee**, applicable late fee will be levied.





- Before form submission, student must read and accept the **Provisional Declaration/Self Declaration**. Without accepting it student cannot submit the form.
- Once student clicks on**submit** button, the page will be redirected to **PAYTM** payment gateway page. Where student can make the payment and on **successful payment**, exam enrolment form will be submitted successfully.

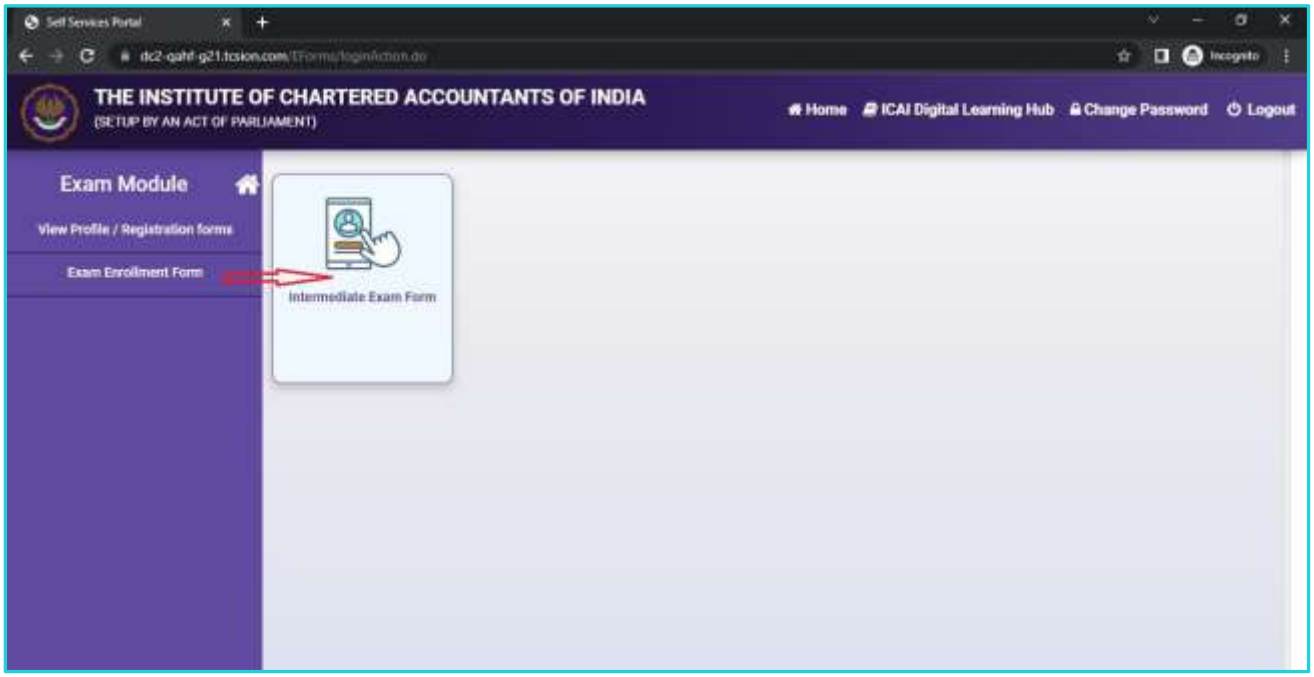


- Student should download the soft copy of exam enrolment form using **Application Print** tab and keep it with them for future reference.

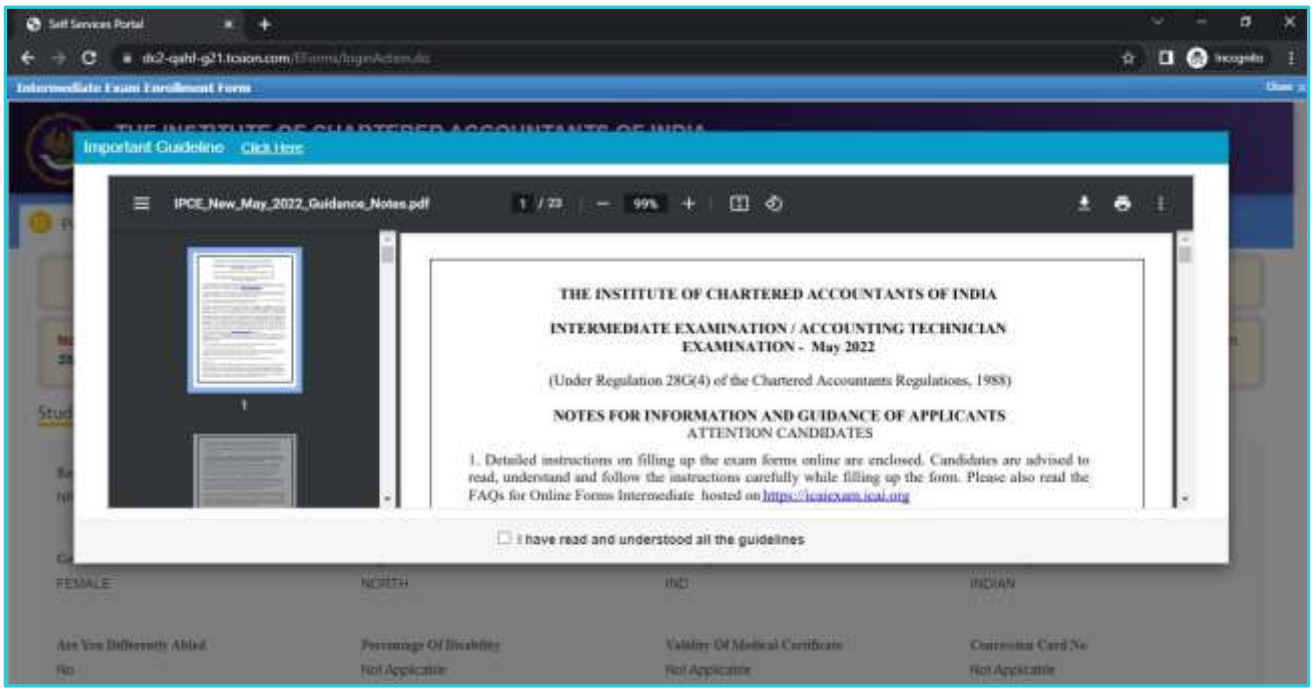
In case of payment failure, student need to submit the fresh application only. If amount is deducted for payment failure cases but not recorded as successful in SSP/exam portal, then refund shall be granted.(refer guidance notes for rules regarding refund of fees)

Intermediate Exam Enrolment Form

- Students need to click on the exam functions and then need to select the **Exam Enrolment form** and click on **Intermediate Exam form**.

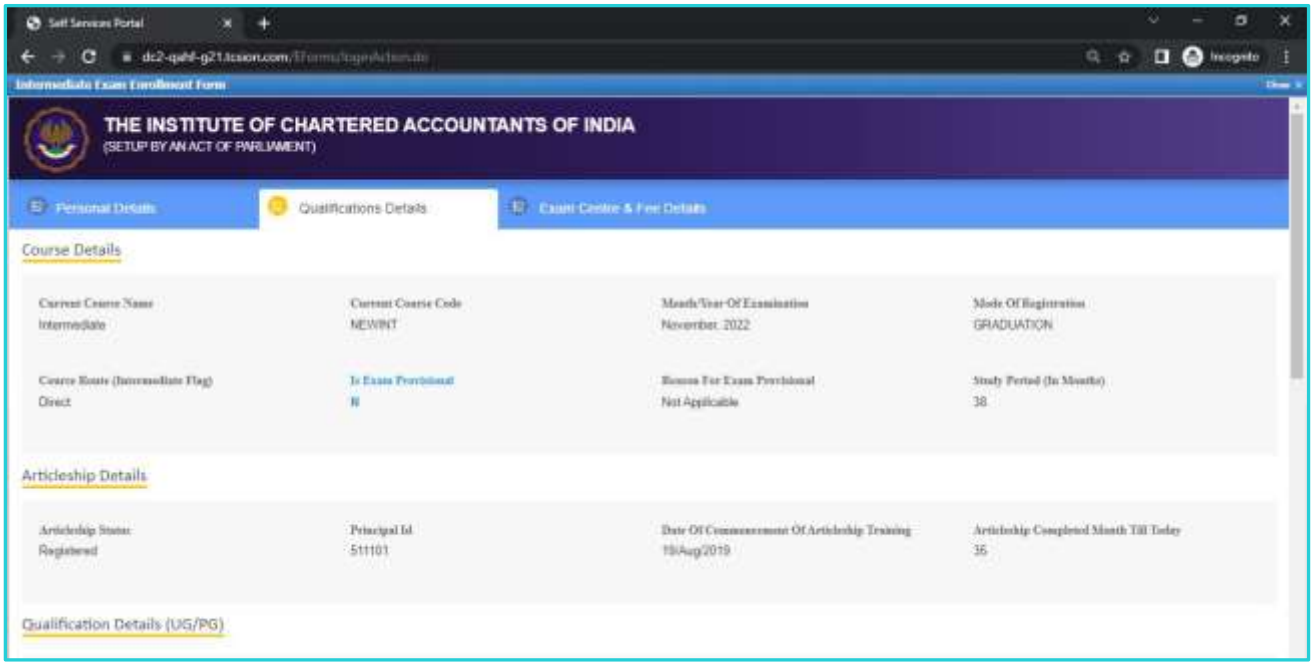


- When form loads, student must go through the Guidance Notes on the pop-up screen. Student can save and download the important guidelines. Students need to check on **"I have read and understood all the guidelines"** check box and after that only student can proceed for form filling.

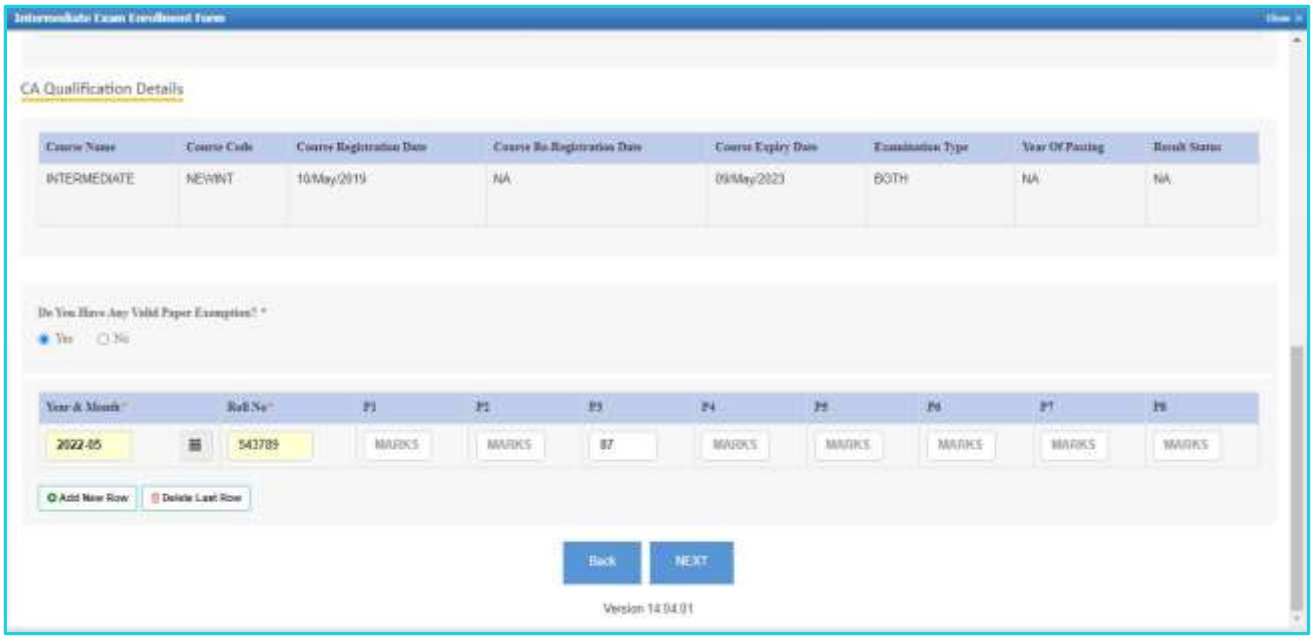


- Student should verify the details present in the Personal Details tab and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- **Students may note that the profile changes like Name/Photo-Sign/Qualification go through an approval process which may take 2 to 7 daystime Hence you are advised to apply early and raise a ticket in case the changes are not approved as per above timelimes.**

- Once student verify all the details in Personal Details tab then student should go to **Qualification Details** section by using **NEXT** button present at the bottom of **Personal Details** tab.
- In the Qualification details tab, student can view and verify the qualification details and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- In the Course Details section, all the necessary details are present for intermediate examination along with **"Provisional Flag (When Y=Provisional)"** case and **reason** for it(if applicable).

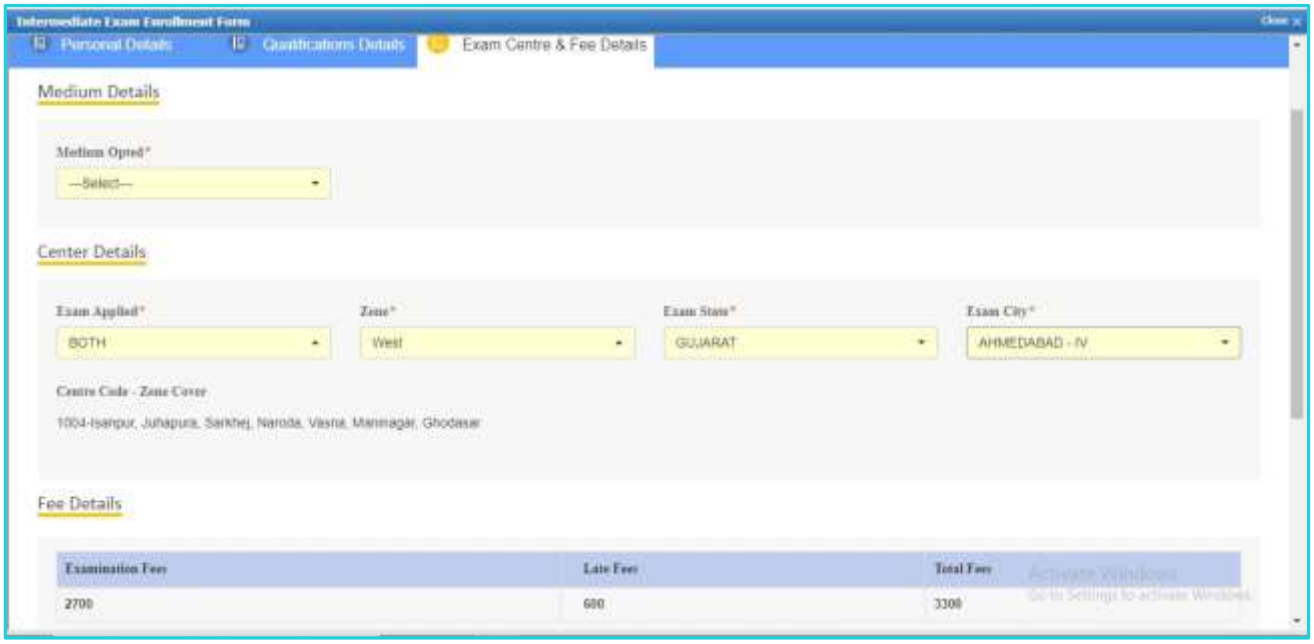


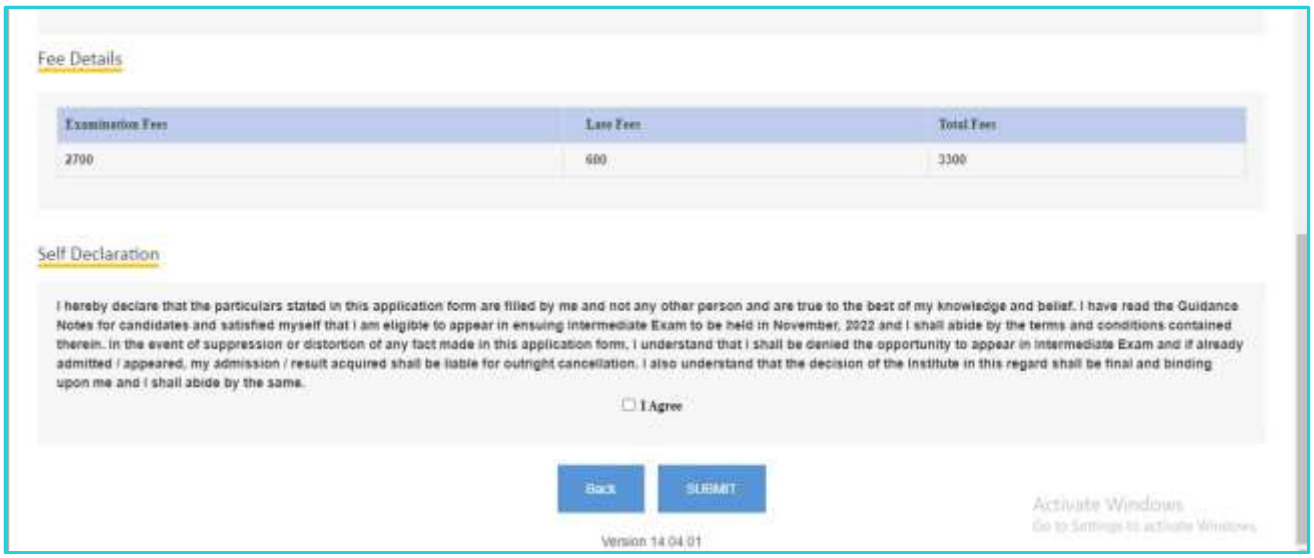
- In the **qualification details** section, student can enter their valid exemption details also if the details are not present in table. **Student should select the appropriate option for the exemption section**. The valid exemptions will be shown to the student andIf student wants to add any valid exemption, then student need to select **YES** otherwise student selects NO and proceed for **next** tab.
- In case student selects **YES**, then student should provide the accurate details in the Year and Monthcolumn(November 2019, November 2020, January, 2021, July 2021, November, 2021 and May 2022), provide correct Roll No for the particular-exam cycle and enter the correct marks for the paper in which student has got exemption.



- Once student verify all the details in Qualification Details tab then student should go to **Exam Center and Fee Details** section by using **NEXT** button present at the bottom of **Qualification Details** tab.
- In the **Exam Center and Fee Details** section, student selects the **medium** using the dropdown in which student wants to write the exam.
- In the Exam Applied dropdown, student must select that **Group/Units** carefully in which student wants to write the intermediate exam.

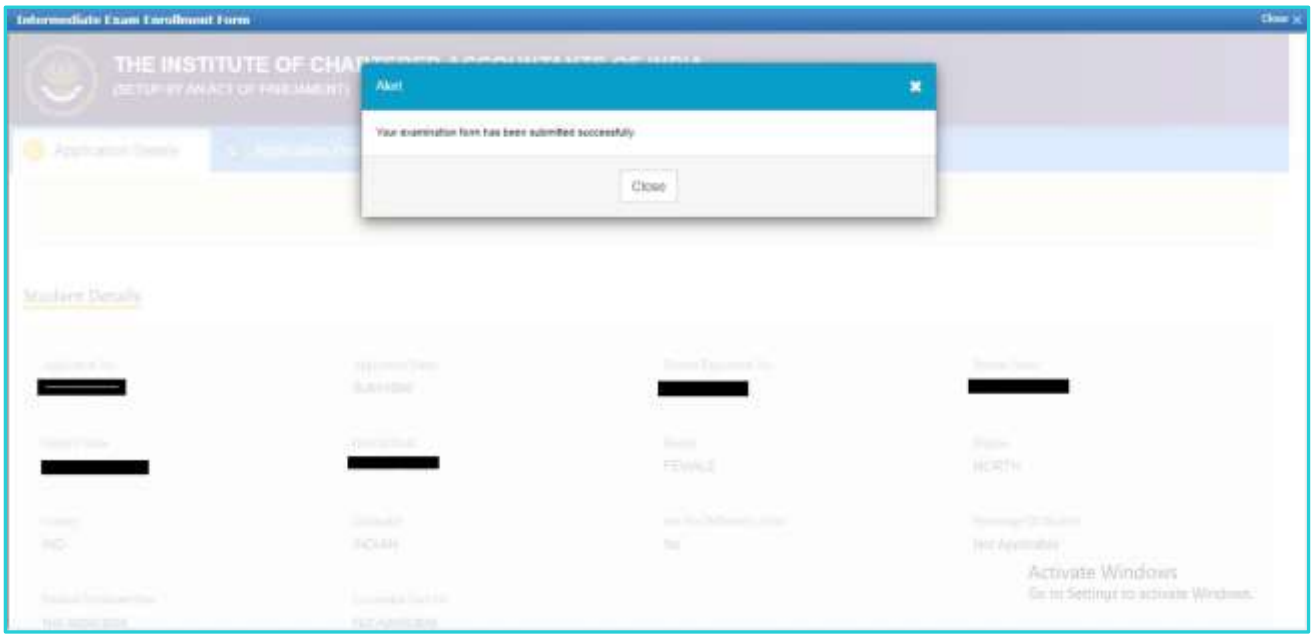
- Student must select the center details using dropdown for**Region, Exam State and Exam city** in which student wants to write the exam. List of cities is given at https://resource.cdn.icai.org/71188exam57181-citynov22.pdf
- Based on the examination center and Group, examination fee will be auto-calculated. In case of any **late fee**, applicable late fee will be levied.





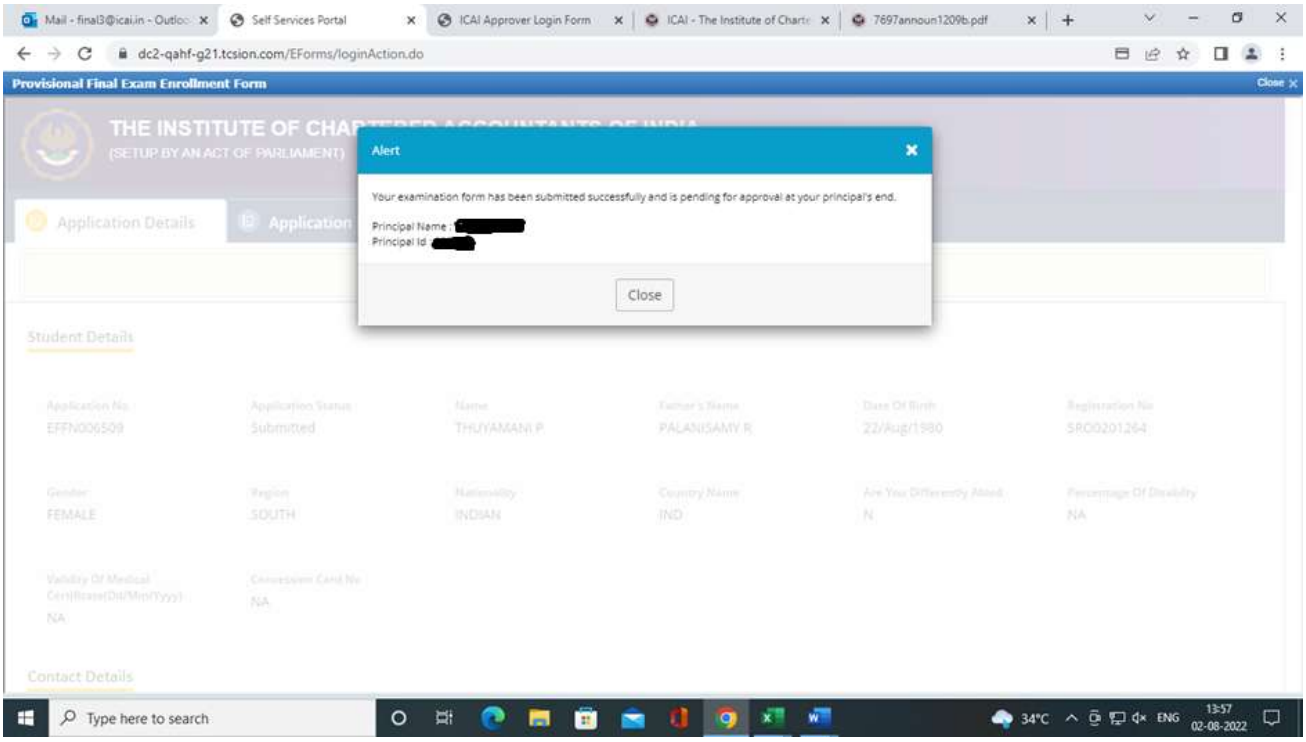
- Before form submission, student must read and accept the **Provisional Declaration/Self Declaration/Articleship Related Declaration**. Without accepting it student cannot submit the form.
- Once student clicks on **submit** button, the page will be redirected to **PAYTM** payment gateway page. Where student can make the payment and on **successful payment**, exam enrolment form will be submitted successfully.

In case of payment failure, student need to submit the fresh application only. If amount is deducted for payment failure cases but not success in SSP/exam portal, then refund shall be granted.(refer guidance notes for rules regarding refund of fees)



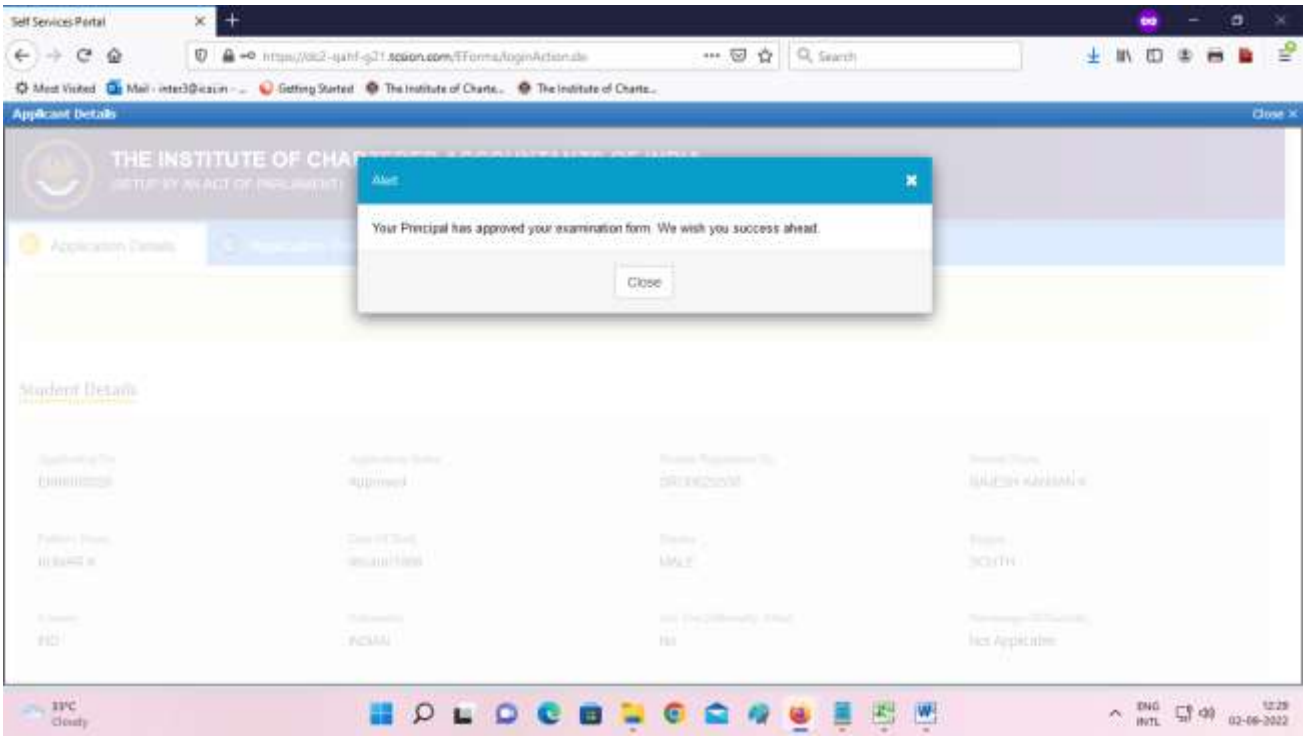
- Student should download the soft copy of exam enrolment form using **Application Print** tab and keep it with them for future reference.

In case the student is undergoing articleship (other than those thru Foundation Route or ICSI or ICWAI), an email will be sent to the Principal of the applicant for confirming the articleship details from their member's login.



Students are advised to request their Principal to login to their SSP dashboard and approve the same early.

The candidates can check the status of approval/rejection in their SSP login



In cases where the Registration Mode (i.e. route through which you have registered for Intermediate course like CPT/Foundation/Graduate/ICSI etc) OR Intermediate Flag OR Examination Type is not appearing on their Student function dashboard, the system will prompt to select one of the options given in the radio buttons as under.

Eligibility Condition

I Declare That I Meet The Following Selected Eligibility Criteria For Applying In Intermediate November, 2022 Examination:*

○ Registered For Intermediate On Or Before 1st March 2022 Based On Having Passed CPT/PE-I/Entrance/Foundation Or Converted To Intermediate From IPCE/Intermediate(IPC)/Intermediate(Erstwhile)/PE-II/PCE And Completed/Would Be Completing 8 Months Of Study Course As On 1st November, 2022.

○ Registered For Or Converted To Intermediate Through Direct Entry(Graduates/Post Graduates) And Completed/Would Be Completing 9 Months Of Articleship(Including 8 Months Of Study Course) As On 1st November, 2022.

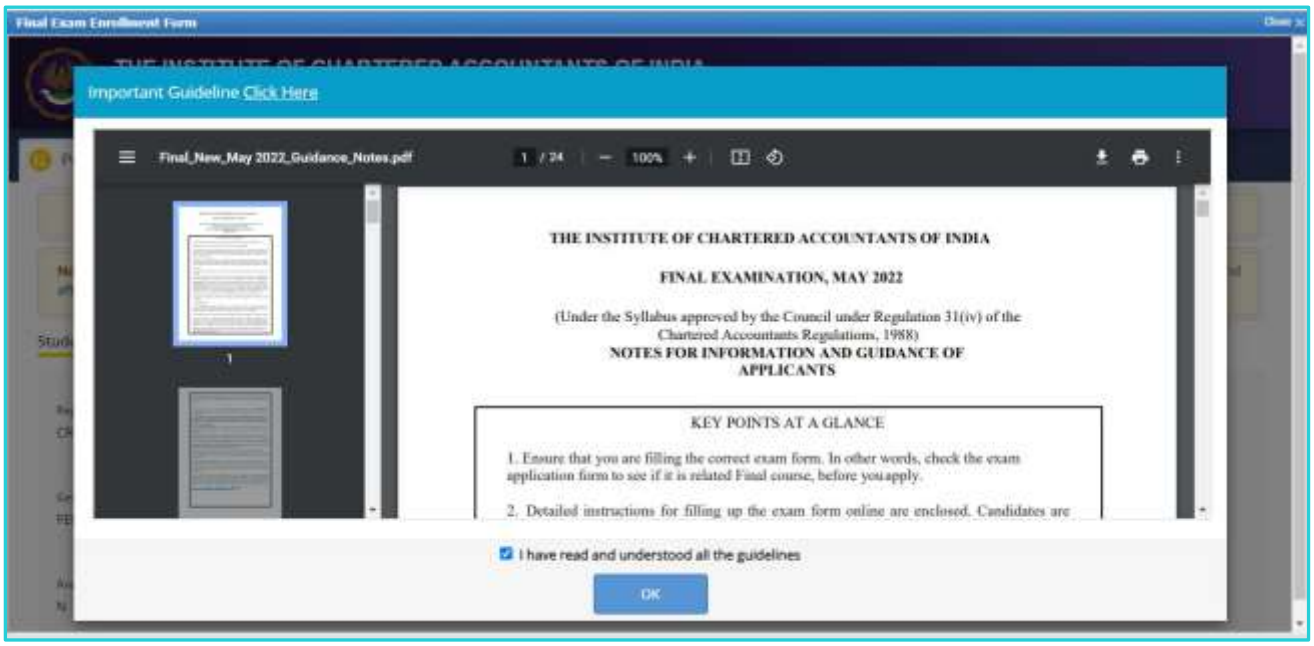
○ Registered For Intermediate(IPC)/ Intermediate Course Through CPT/FOUNDATION Route And Appeared In The Intermediate(IPC)/Intermediate Examination In One Or Both Groups But Did Not Qualify Both The Group Or Either Of Groups And Now Converted To Direct Entry Scheme And Commenced/Would Be Commencing Articleship On Or Before 31st October, 2022.

● Registered For Intermediate On Or Before 1st March 2022 Based On Passing Inter Level Of Institute Of Company Secretaries Of India Or The Institute Of Cost Accountants Of India Or Converted To Intermediate From IPCE/Intermediate(IPC)/Intermediate(Erstwhile)/PE-II/PCE Under The Direct Entry Scheme Based On Passing Inter Level Of Institute Of Company Secretaries Of India Or The Institute Of Cost Accountants Of India And Completed Or Would Be Completing 8 Months Of Study Period As On 1st November, 2022.

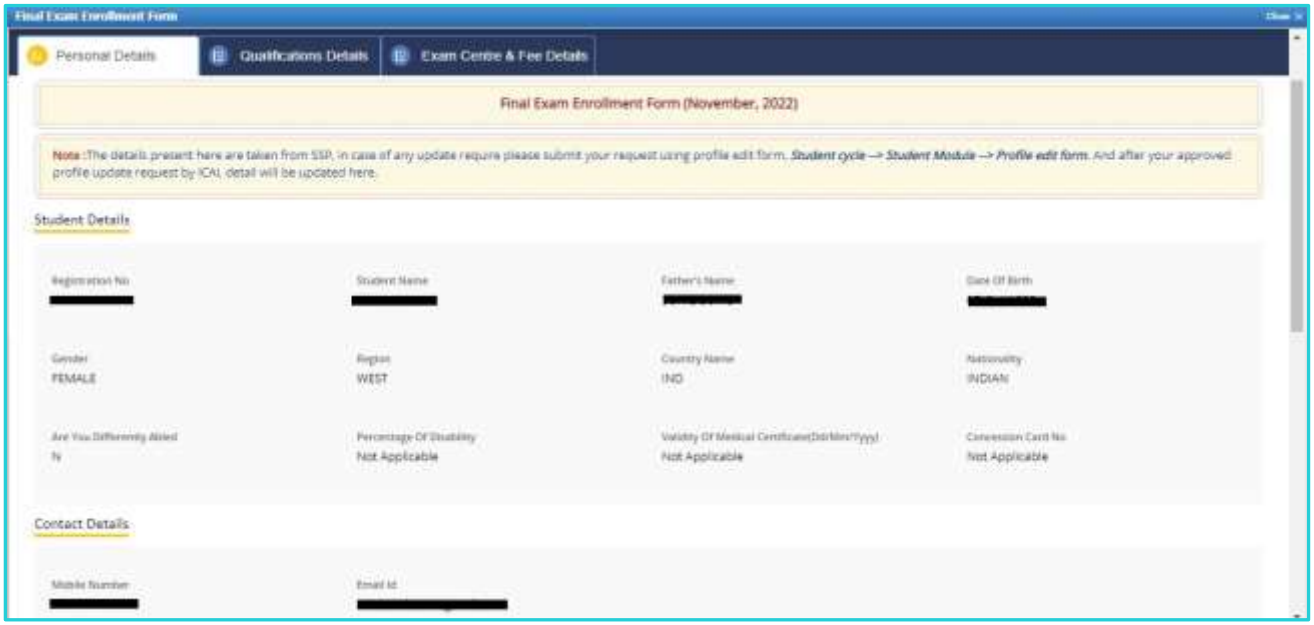
Final Exam Enrolment Form

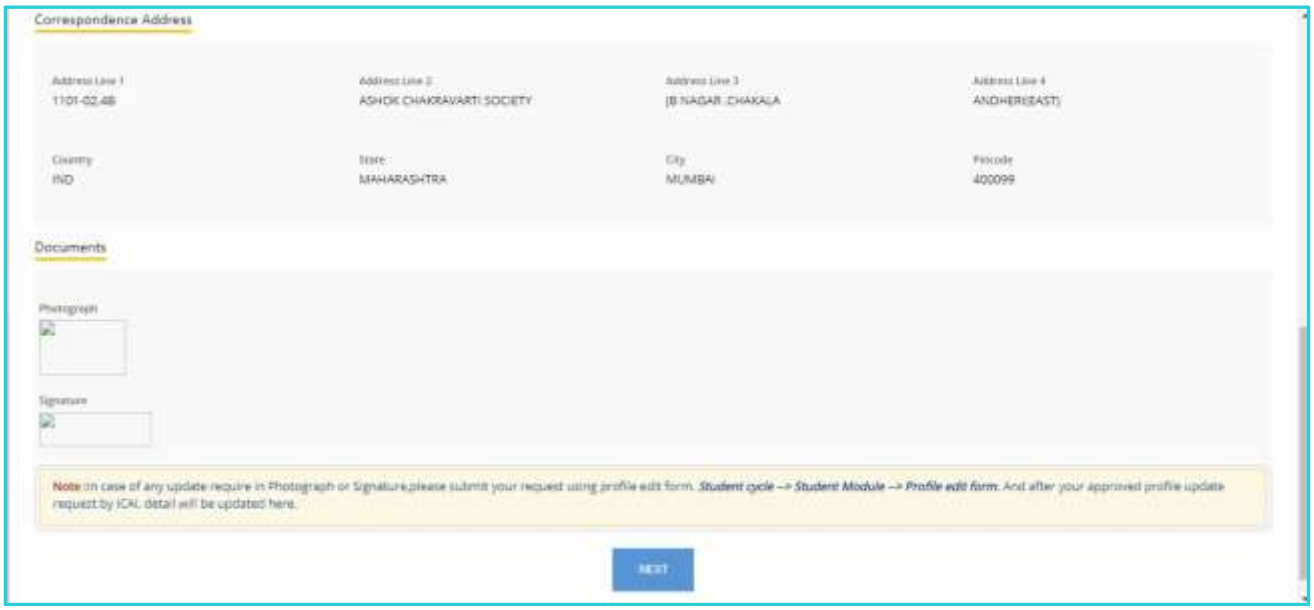
- Students need to click on the exam functions and then need to select the **Exam Enrolment form** and click on **Final Exam form**.

- When form loads, student must go through the Important Guideline on the pop-up screen. Student can save and download the important guidelines. Students need to check on **"I have read and understood all the guidelines"** check box and after that only student can proceed for form filling.



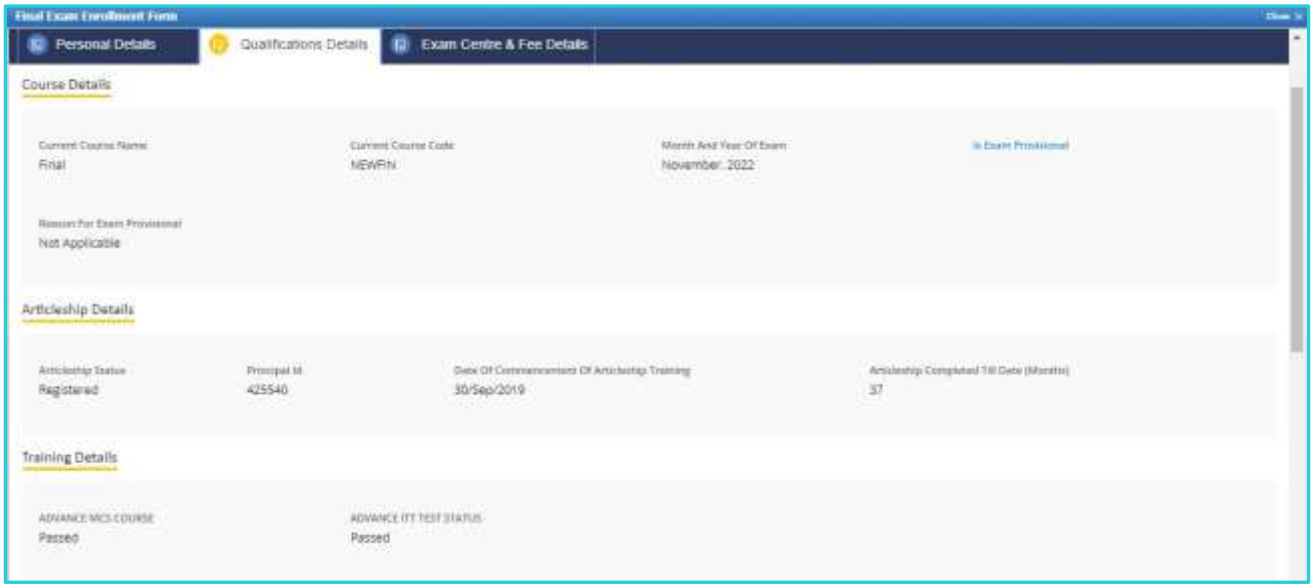
- Student should verify the details present in the Personal Details tab and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.





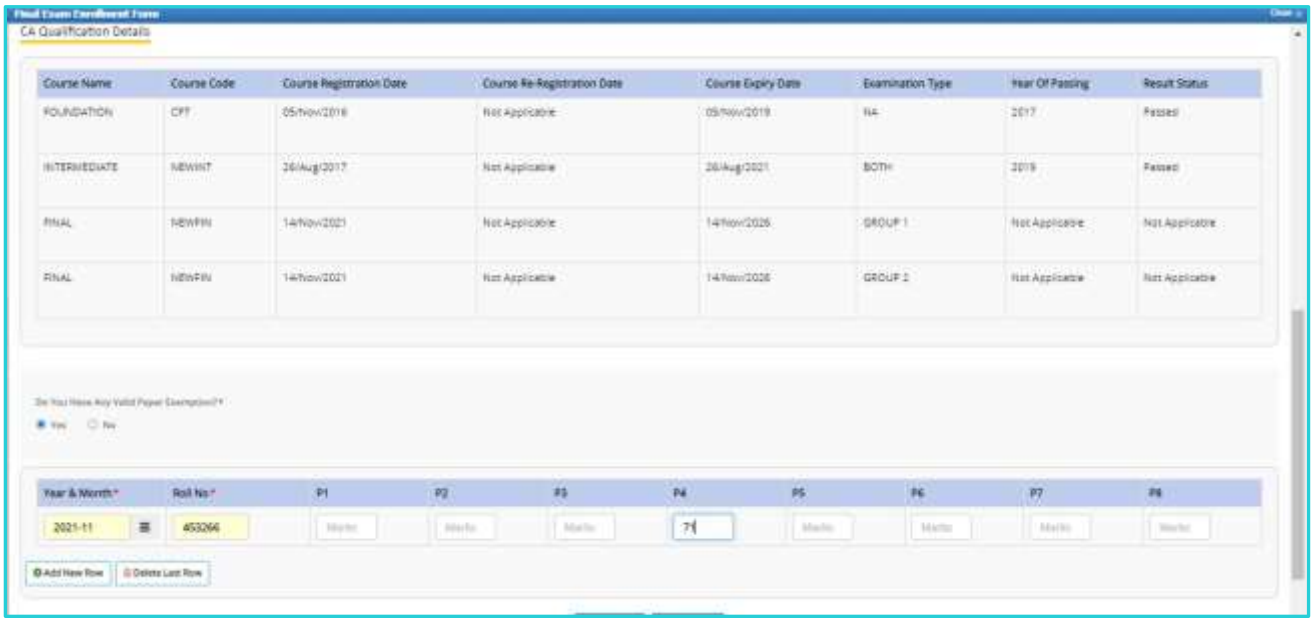
- Once student verify all the details in Personal Details tab then student should go to **Qualification Details** section by using **NEXT** button present at the bottom of **Personal Details** tab.
- In the Qualification details tab, student can view and verify the qualification details and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- **Students may note that the profile changes like Name/Photo-Sign/Qualification go through an approval process which may take 2 to 7 daystime Hence you are advised to apply early and raise a ticket in case the changes are not approved as per above timelines.**

- In the Course Details section, all the necessary details are present for final examination along with **"Is Exam Provisional"** case and **reason** for it (if applicable).



- In the **qualification details** section, student can enter their valid exemption details also if the details are not present in table. **Student should select the appropriate option for the exemption section**. The valid exemptions will be shown to the student andIf student wants to add any valid exemption, then student need to select **YES** otherwise student selects NO and proceed for **next** tab.

- In case student selects **YES**, then student should provide the accurate details in the Year and Monthcolumn(November 2019, November 2020, January, 2021, July 2021, November, 2021 and May 2022), provide correct Roll No for the particular-exam cycle and enter the correct marks for the paper in which student has got exemption.



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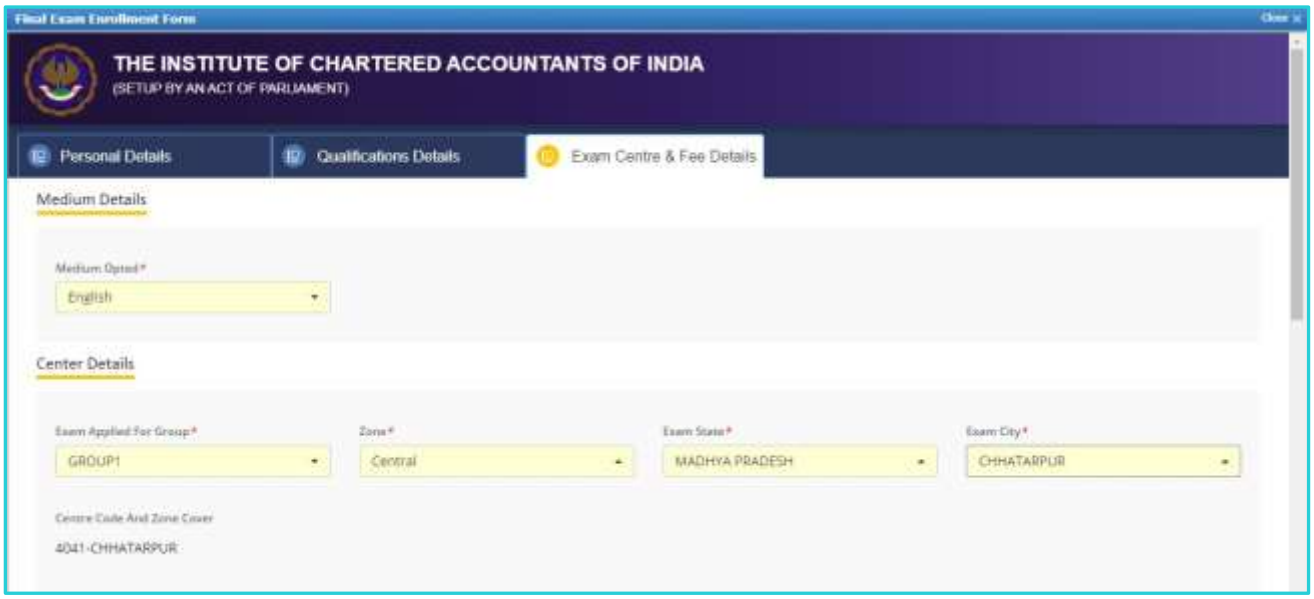
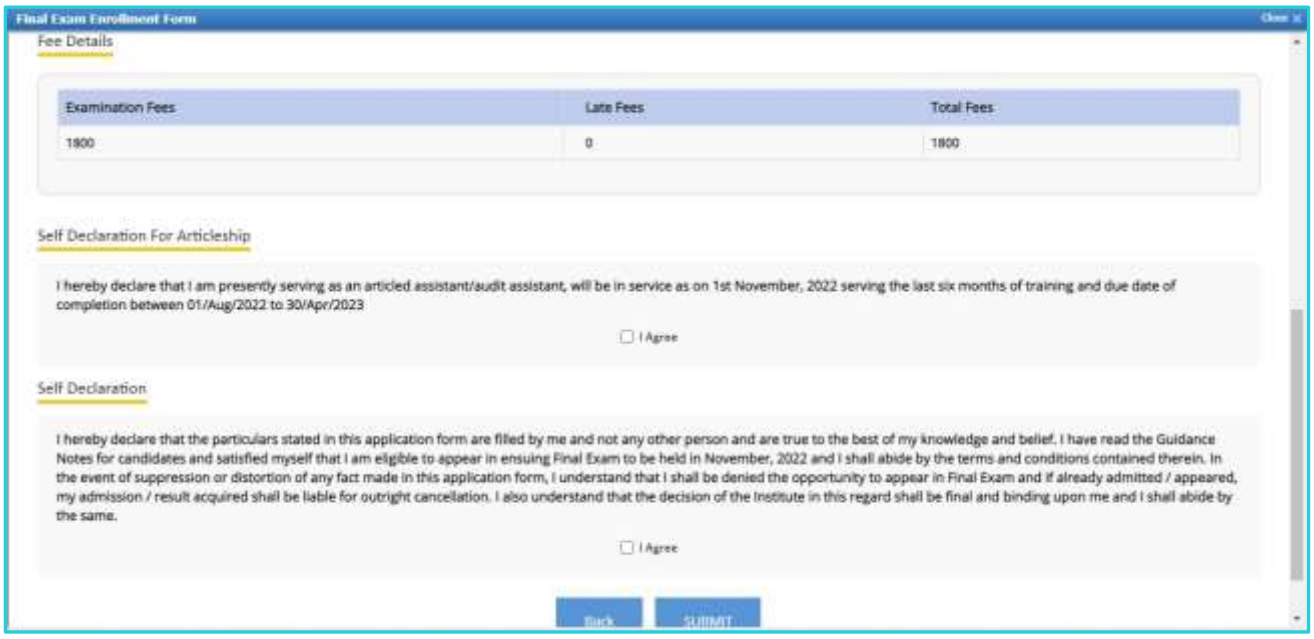
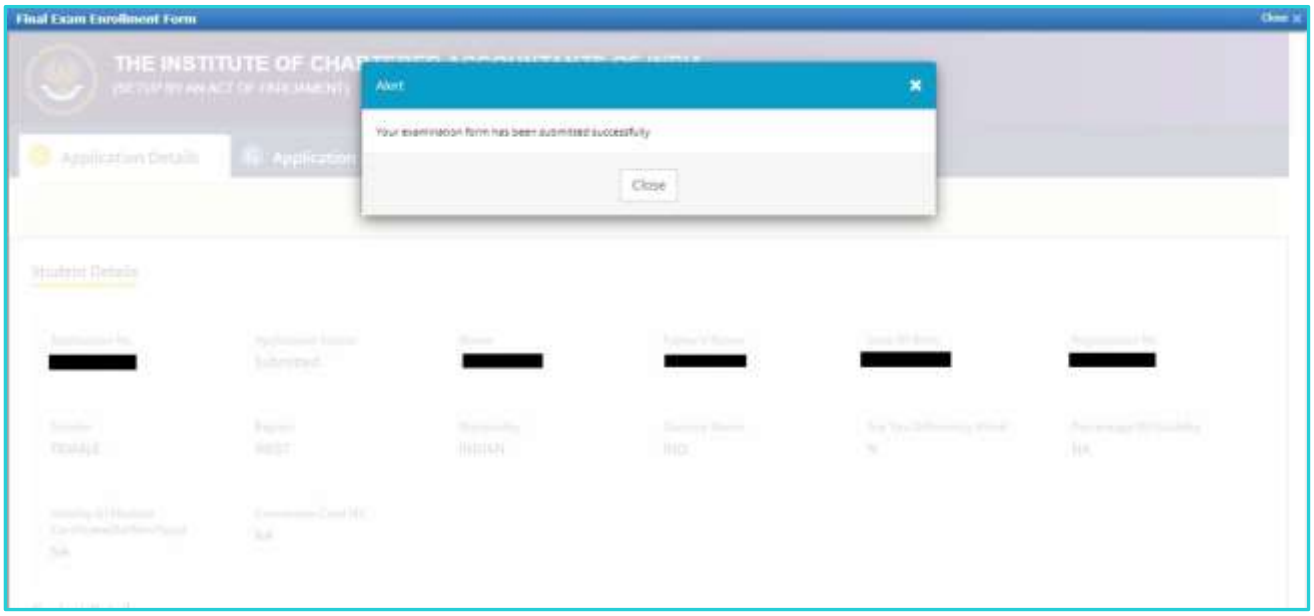
- In the **Exam Center and Fee Details** section, student selects the **medium** using the dropdown in which student wants to write the exam.
- In the Exam Applied dropdown, student must select that **Group** carefully in which student wants to write the final exam.
- Student must select the center details using dropdown for **Region, Exam State and Exam city** in which student wants to write the exam.The list of cities is given at https://resource.cdn.icai.org/71188exam57181-citynov22.pdf.
- Based on the examination center and zone, examination fee will be auto-calculated. In case of any **late fee**, applicable late fee will be levied.





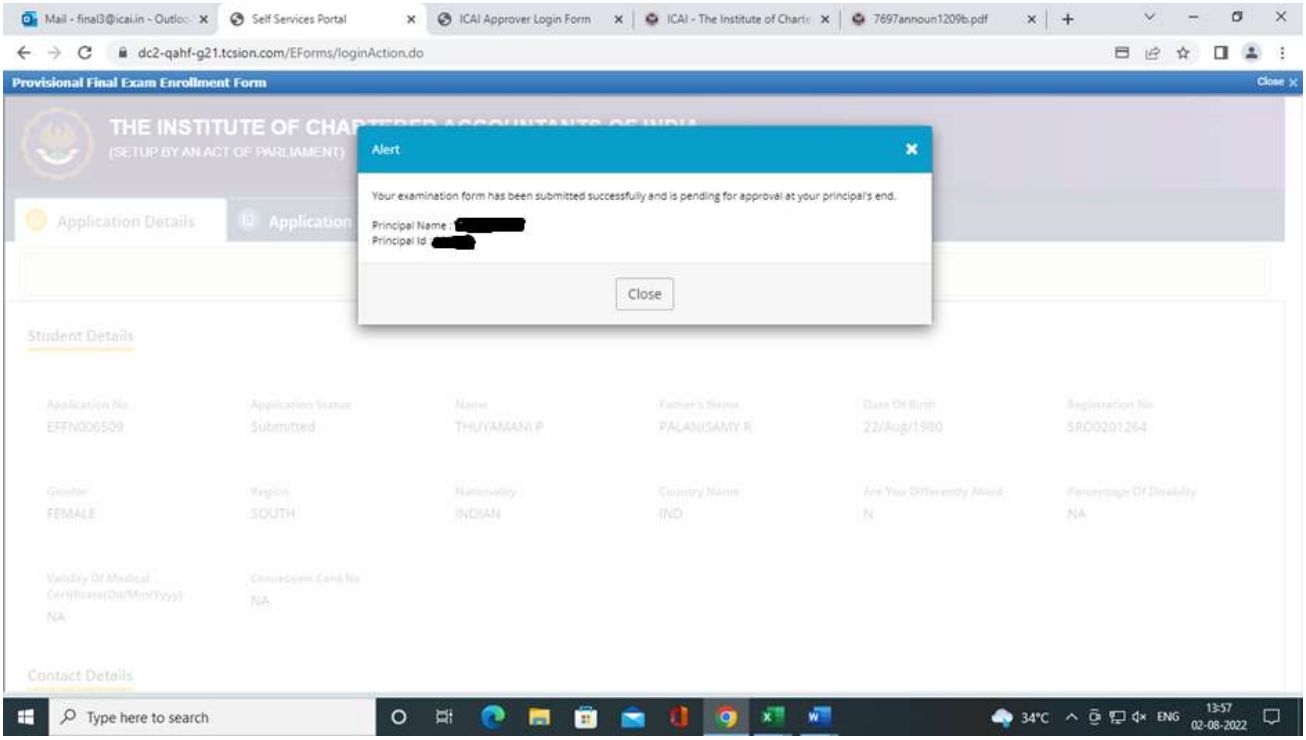
- Before form submission, student must read and accept the **Provisional Declaration/Self Declaration/Articleship/Advanced ITT or GMCS Related Declaration**. Without accepting it student cannot submit the form.
- Once student clicks on **submit** button, the page will be redirected to **PAYTM** payment gateway page. Where student can make the payment and on **successful payment**, exam enrolment form will be submitted successfully.

In case of payment failure, student need to submit the fresh application only. If amount is deducted for payment failure cases but not success in SSP/exam portal, then refund shall be granted.(refer guidance notes for rules regarding refund of fees)



- Student should download the soft copy of exam enrolment form using **Application Print** tab and keep it with them for future reference.

In case the student is undergoing articleship, an email will be sent to the Principal of the applicant for confirming the articleship details from their member's login.



Students are advised to request their Principal to login to their SSP dashboard and approve the same early.

The candidates can check the status of approval/rejection in their SSP login

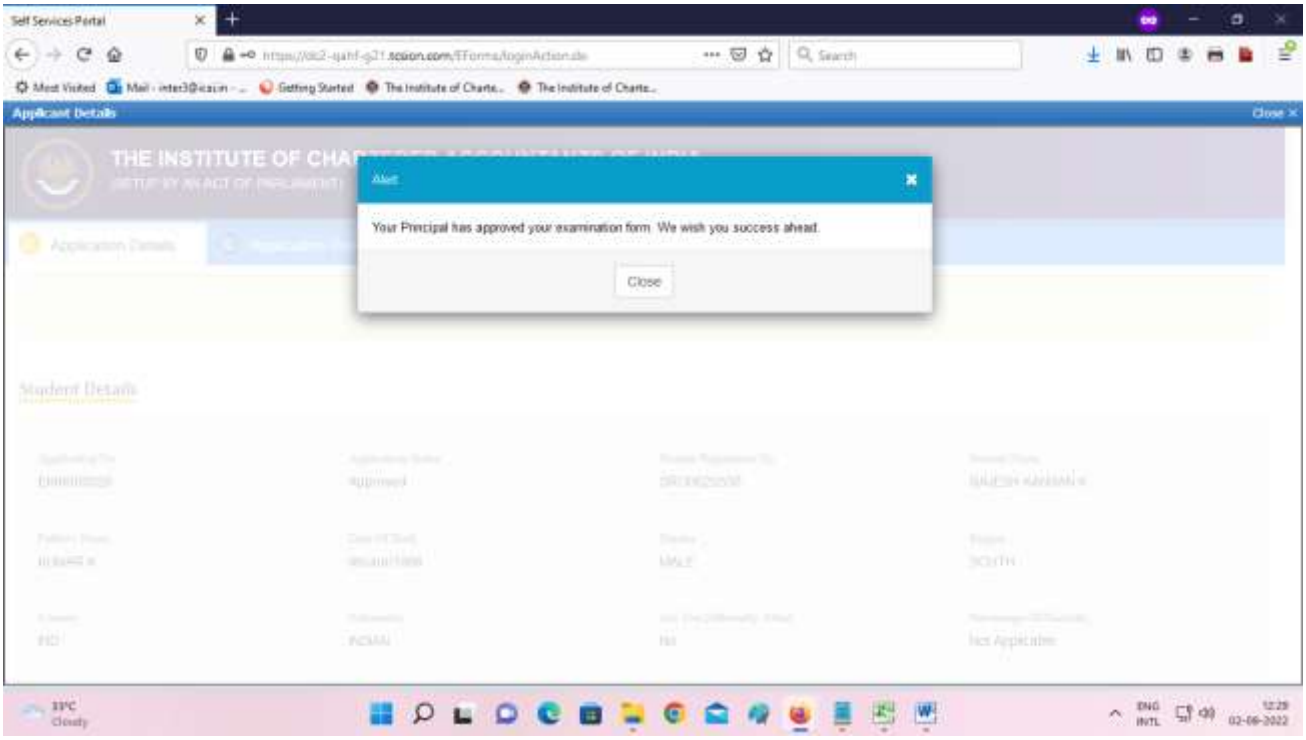

Self Services Portal
Applicant Details
Close
Alert
Your Principal has approved your examination form. We wish you success ahead.
Close
Student Details

Photo Requirements

The requirements of the photograph are:

• The photo should be coloured or black/white with 80% face (without face mask) visible including ears against a white background.

• Must have a clear contrast of the image.

• Do not wear goggles and caps while having the photo. However, they can wear spectacles.

• The background of the photograph must be in white and must be clearly visible.

• A straight-looking relaxed face should be there.

• If flash is used while taking the picture then make sure that there is no "red-eye".

• No caps, goggles are allowed, however, religious headwear is allowed but it should not cover the face.

• No selfies are allowed

• The photograph be scanned as jpg/jpeg having size 20-50 KB

Signature Requirements

The requirement of the scanned signature are:

• Signature should be done on a white sheet with a black pen.

• The file size of the image must be between 10-20 KB (clearly visible)

• The scanned signature should be well cropped so that there are no extra/white spaces and the image is stored as jpg/jpeg.

Where to contact in case of any concern related to following areas:

1. SSP login related, OTP not received– ssp.helpdesk@icai.in, contact at 7877966966

2. Profile changes submitted but not yet approved (name, photo, sign, qualification details, address etc.), Revalidation/Conversion – Raise a ticket in SSP or contact CRO at details given under the link https://resource.cdn.icai.org/53958list-contacts-cro.pdf.

3. Registration Mode(Foundation/Graduation/Post Graduation/ICSI/ICWAI) not updated or wrongly updated in SSP for Intermediate Candidates – Raise a ticket in SSP or contact CRO at details given under the link https://resource.cdn.icai.org/53958list-contacts-cro.pdf.

4. Articleship Status - Raise a ticket in SSP or contact WRO at details given under the link https://resource.cdn.icai.org/33499list-contacts-wro.pdf

5. For Intermediate exam form queries related to Eligibility concern ,Passing particulars not updated or wrongly updated in SSP contact intermediate_examhelpline@icai.in , contact at 0120-3054851, 3054852, 3054853, 3054835, 4953 751, 4953 752, 4953 753, 4953 754.

6. For Final exam form queries related to Eligibility concern ,Passing particulars not updated or wrongly updated in SSP contact final_examhelpline@icai.in, contact a t0120-3054851, 3054852, 3054853, 3054835, 4953 751, 4953 752, 4953 753, 4953 754.

7. For Foundation exam form queries contact foundation_examhelpline@icai.in , 7877966966

8. Exemption related concern – Contact concerned section inter.exemption@icai.in, final.exemption@icai.in, contact at 0120-3054851, 3054852, 3054853, 3054835, 4953 751, 4953 752, 4953 753, 4953 754.