The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, New Delhi - 110002

User Manual for ICAI Member for Membership Fee Payment

This User Manual is intended for Existing Members of ICAI, who have successfully created login id on new self-service portal of ICAI and would like to pay Membership Fee Payment.

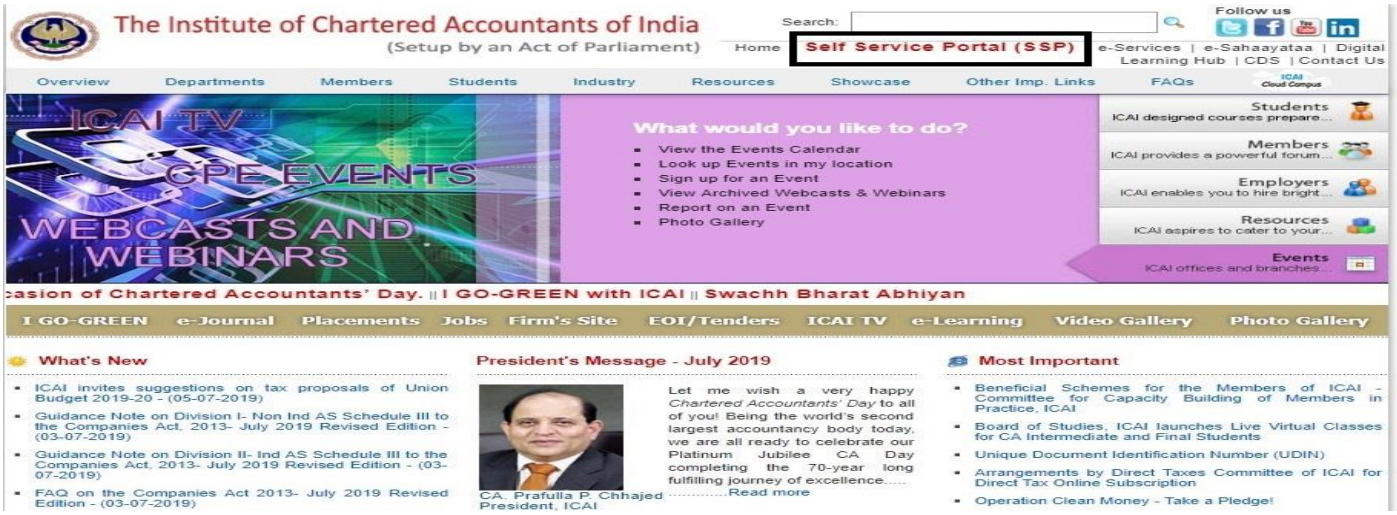
Note:

If Existing Members who have not created the Login ID on New platform, they need to create the create Login ID on new Self Service Portal. Refer User Manual "Registered in New Platform and already received Login Credentials".

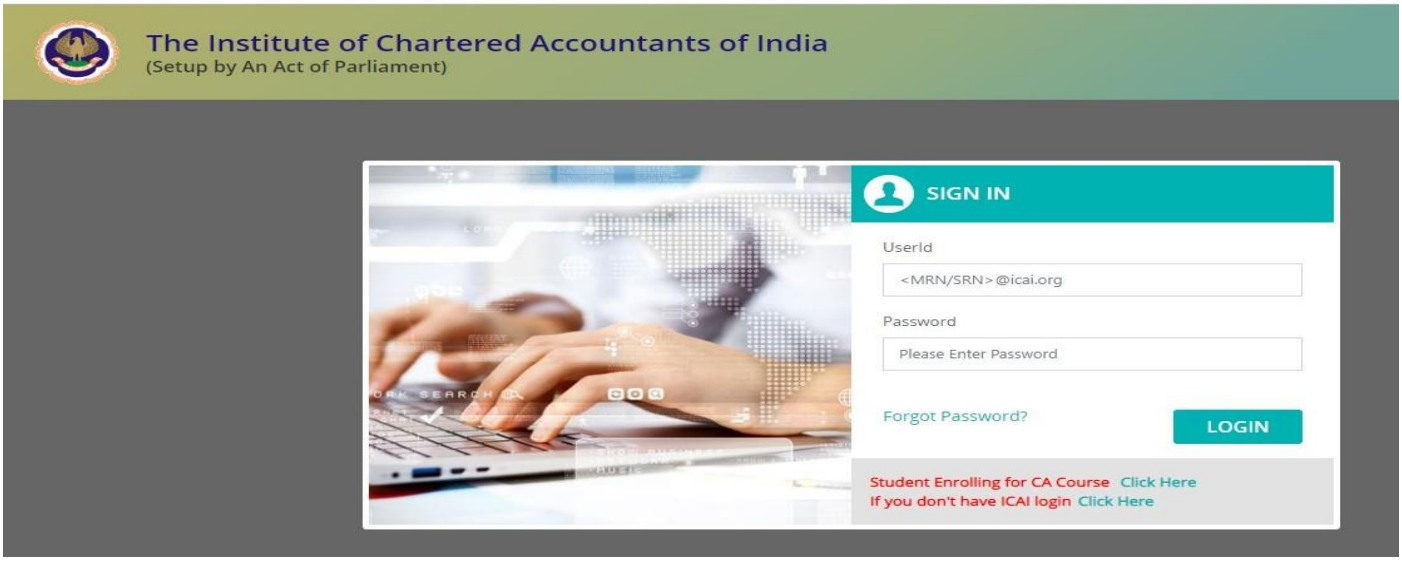
If Existing Members have already created New Login ID and forgot the password, thy need to use the Forget Password for Login.

Preferred Browser "Google Chrome".

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.

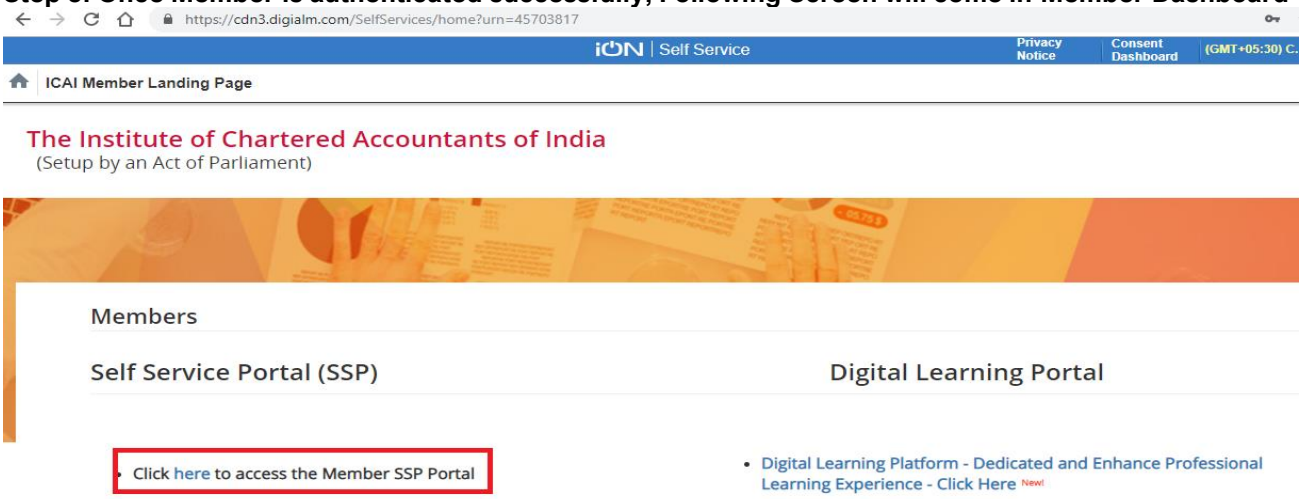


Step 2: The following Login Page will open https://eservices.icai.org

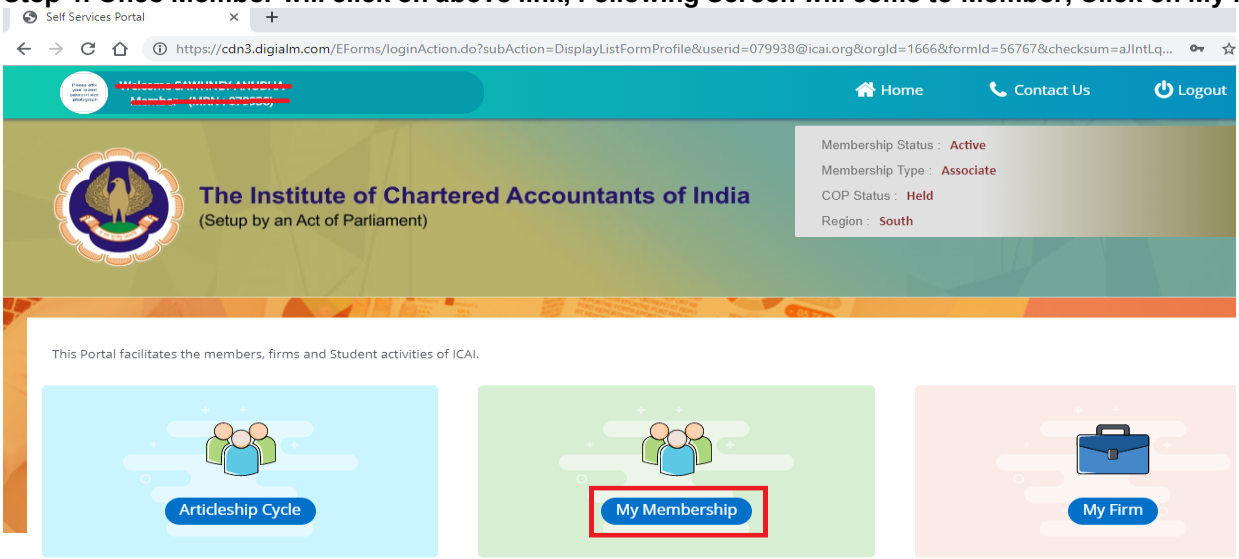


Note: User ID is MembershipNumber@icai.org, whereas password was received on Email/SMS at the time of creating first time login user.

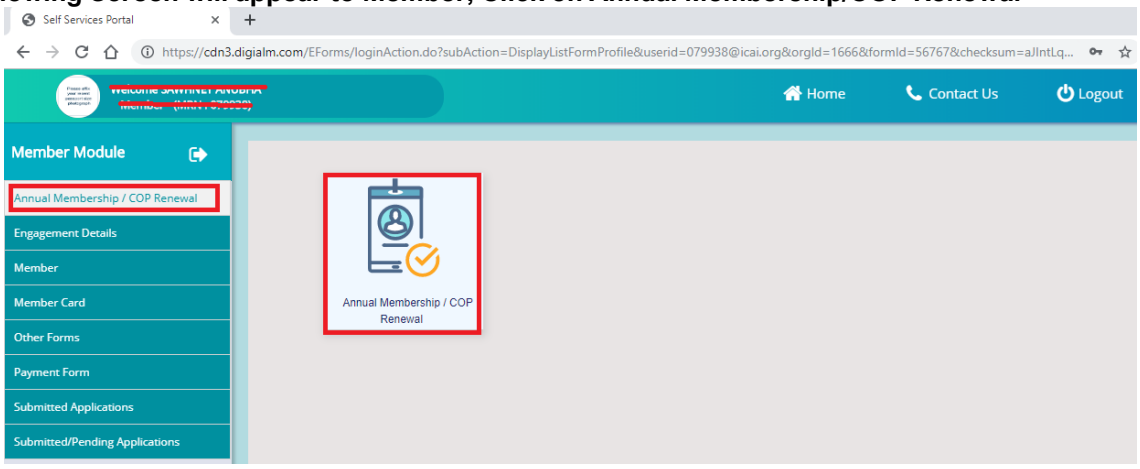
Step 3: Once Member is authenticated successfully, Following Screen will come in Member Dashboard



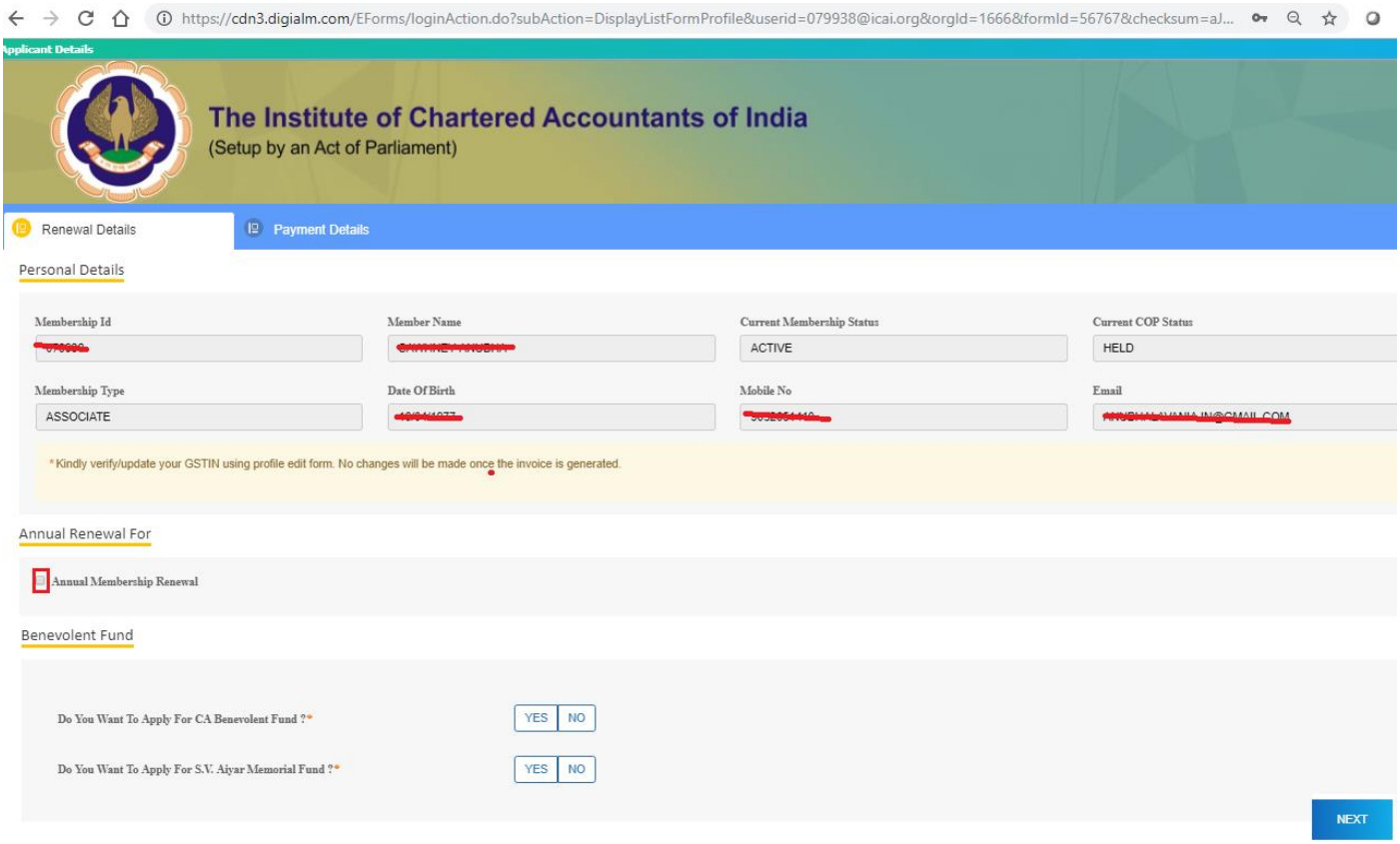
Step 4: Once Member will click on above link, Following Screen will come to Member, Click on My Membership



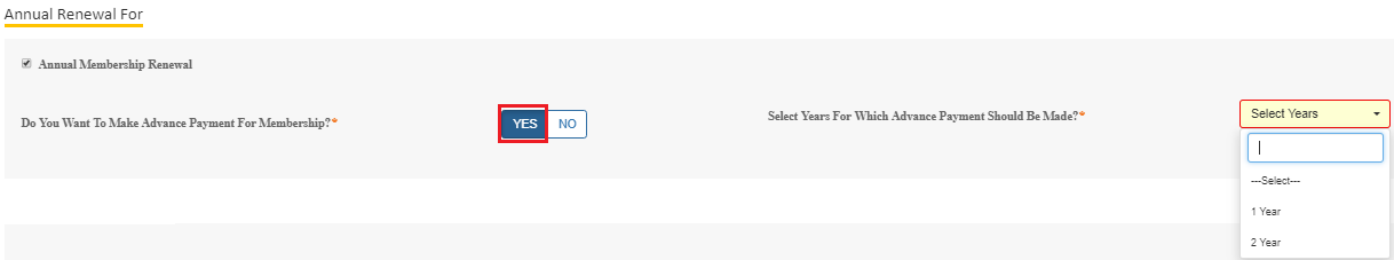
Step5: Following Screen will appear to Member, Click on Annual Membership/COP Renewal



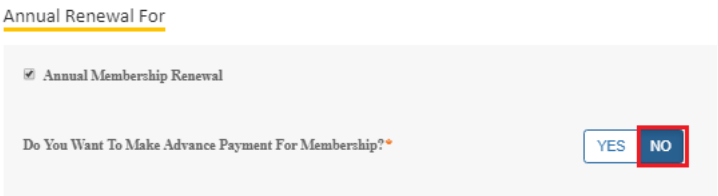
Step6: Following Screen will appear to Member, where member can see Renewal Details (Personal Details, Payment Details). Select Annual Membership Renewal. For GSTIN, Members are required to use for Profile Edit and update the GSTIN Number before payment the Member Renewal Fee.



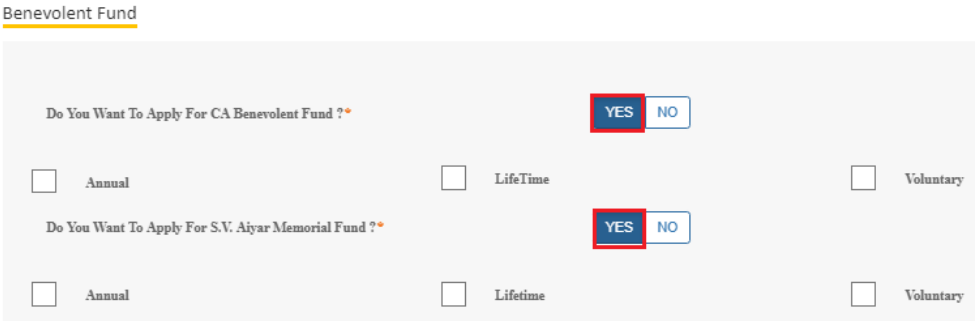
Step7: System will ask if you want to make for Advance Payment.
If Yes, System will ask for Select years for Advance Payment (1 year or 2 year).



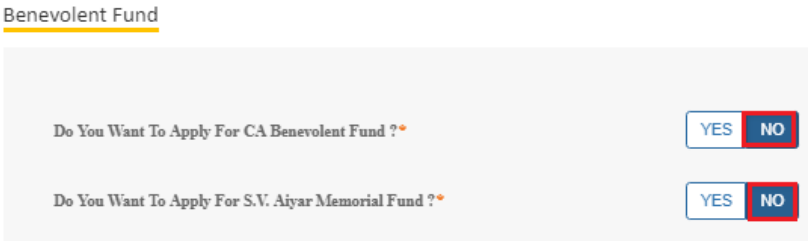
If No, System will by default consider for current year.



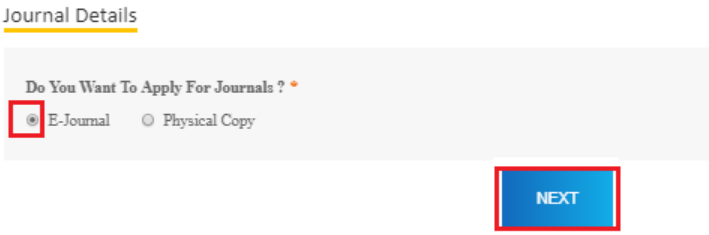
Step8: System will ask for Benevolent Fund, Select Yes/No,
If Yes, System will ask for Annual/Lifetime/Voluntary and Accordingly Payment would be added.



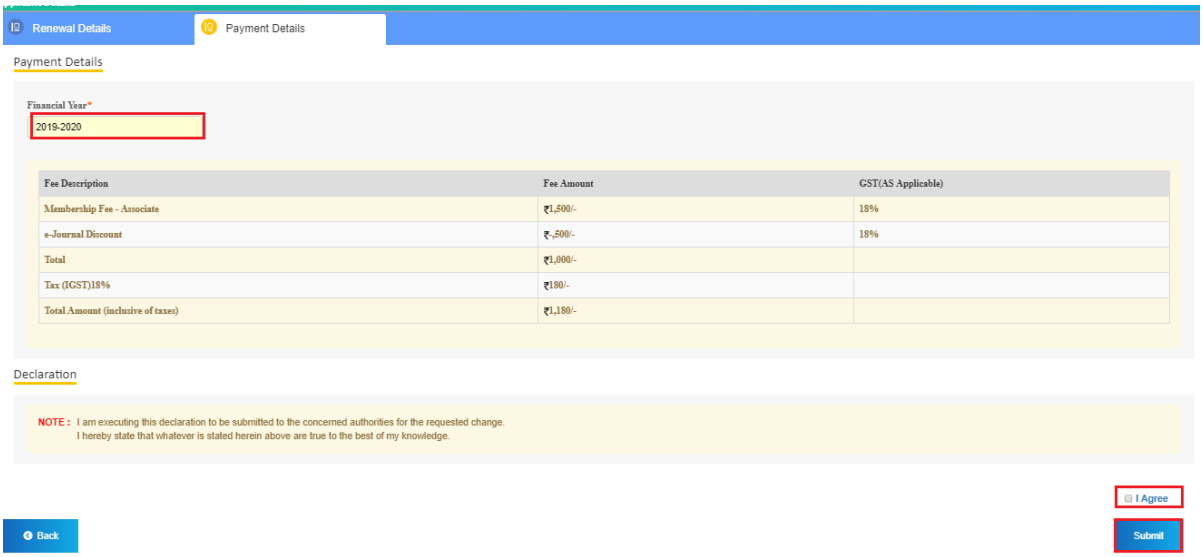
If No, System will not ask for Further details.



Step9: Select Journal Details (E-Journal or Physical Copy, Payment amount would be updated accordingly on basis of Selection). Click on Next Button.

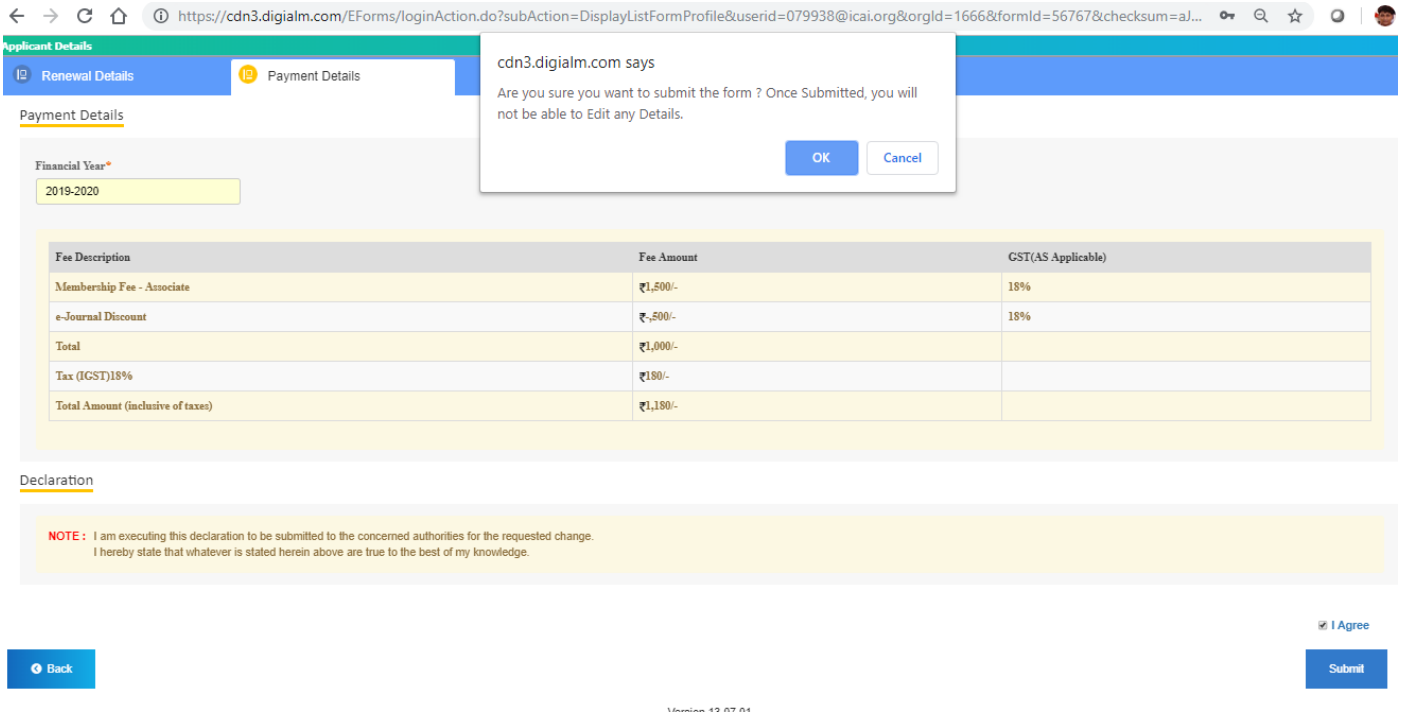


Select 10: Payment Details Section would display the Fee Description on the basis of details selected by members in previous tab (Renewal details), Click on I agree and submit for fee payment.



For any Update/Change click on back Button and modify the detailes selected. For GSTIN Details, Members are required to update GSTIN Number in profile update Section, Refer User manual on www.icai.org/sspfaq
Once, GSTIN details are verified and approved, Members would see the same in Payment Section.

Select 11: On click onf Submit, System sill ask for confirmation, once submitted, Members are not allowed to edit the details.



Step 12: System will ask for OTP/Captcha Verification.

Step13: Once payment is done, System will generate Payment slip and same would be available in Member Dashboard.