Manual for "Call for" /Edit of application and Change Mobile number and email id

Process 1: "Call for"/Edit of application2)
Process 2: Change Mobile Number and Email address	ţ
Process 3: Process to change correspondence /permanent address5	;
Process 4: Change/Reset Password6	5

Process 1: "Call for"/Edit of application

Step 1: Log in with valid credentials on smash.icsi.in

Step 2:

(CS)	THE INSTITUTE Company Secretz In PURSUIT OF PROFESS Statutory body under an Act of Partie	OF aries of India st Click 2nd Click	Welcome: 31	<mark>⊘</mark> Home <mark>●</mark> Logout
номе	MODULE - PROFILE	+ LOGOUT		
Welco	STUDENT SERVICES COMPLAINT MANAGEMENT SUBJECT EXEMPTION STUDENT REGISTRATION STUDY DISPATCH	APPLICATION STATUS DOWNLOAD REGISTRATION LETTER DOWNLOAD ID CARD + +	Click on Module > Student Services > Application Status 3rd Click	

Step 3:

THE INSTITUTE OF Company Secretaries of In PURBULT OF PROFESSIONAL EXCEL	Idia	Welcome: 31	🟠 Home 🕘 Logout
HOME MODULE + PROFILE + LOG	тио		
Application Status		1. If Stat	tus is "Call For"
REGISTRATION NUMBER	REGISTRATION DATE	APPLICATION STAT	us
316985000606/2016	16-06-2016	Call For 🥔	
Basic Details 💽 Relative & Educational Detail	Source of Information 2	Call for Edit 2	
>: Pop Up window should be enabled		2. Click Here	

Step 4:

ast Name			R					1			
ather@pouse	•		Father	*	0	Please Selec	đ				
ather Name/S	Spouse Name		GS Ravikumar		0.1			1			
/other Name	el.		R Jeyashree		0						
adhar Card N	Number				0						
Sender	Carrieros, -		Male	•	ii l	Select Gende	ar -	-	Tick Penresent	e that upor	will have to
lationality			Indian		0	Select Nation	nailty		enter same or n	new value b	efore
Date of Blitth		1	04/09/1998		Π	-	Charles and the second second	0	submitting the	application	1.
Category			OBC	-	2	Select Categ	ory	•			
Jualification			10th+2 passed	•		Select Qualit	lcation	٠			
lub Criteria			Select SubCriteria	•	10	Select SubCr	riteria	•			
- Docume	ent Upload										
Qualifier	etine Cardificate Name	ConsisterNey		Dath					125		
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8L NO 1 2 3 4 5 6	DOB Certificate / 10th Certin ID Proof Category Certificate Signature Photo 10+2 Marksheet / Certificate	toste	LEME ITERVIEAR	UPLOAD DATE 16-05-2016 16-05-2016 16-05-2016 16-05-2016 16-05-2016 16-05-2016	40 Ap Not/ Ap Ap	Approved proved proved proved proved proved	PREVIEW Download Download Download Download Download	REMOVE "N upl this	ot Approved" m oad this docum s application.	eans user ent , in ord	will have to ler to submi
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81.800 1 2 3 4 5 6	DOB Certificate / 10th Certificate ID Proof Category Certificate Signature Photo 10+2 Marksheet / Certificate Remarks History	T TYPE	LEME ITERVYEAR	UPLOAD DATE 16-05-2016 15-05-2018 15-05-2018 15-05-2018 15-05-2018 15-05-2018 15-05-2018	Ар Ар Not / Ар Ар	proved proved Approved proved proved proved proved	PREVIEW Download Download Download Download Download	REMOVE "Nup this	ot Approved" m oad this docum s application.	ieans user v	vill have to er to submi

Step 5:

HOME MODULE + PROFILE + LOGOUT		
Application Status		
REGISTRATION NUMBER REGISTRATION DATE	APPLICATION STATUS	
316985000808/2016 18-08-2018	ReSubmit	
Basic Details 🗿 Relative & Educational Details 👰 Source of Information 👰 Upload	Document 2	
Now Applic approved.	ation status will be "Resubmit", till the time application is	
Best viewed on screen resolution 1024x	768 pixels	
Website best viewed in IE9, Mozila 38.0 and above, C	hrome 39.0, Safari 5.0.1	

Process 2: Change Mobile Number and Email address

Step 1:



Step 2:

THE IN: Compare Statutory body of	STITUTE OF ny Secretaries of India of PROFESSIONAL EXCELLENCE of Professional Excellence		Welcome: 31	🟠 Home 🚇 Logout
HOME MODULE +	PROFILE + LOGOUT			
Change Commu	nication Details			
Current Mobile Number	9177777777	Enter your new mobile number		
Update New Mobile Num	nber 91			
Current Email Address	abc@gmail.com	Enter your new email address		
Update New Email Addre	ess]	
57/0	After Updating Communication detail , c	lick on		
Save	"Save" button			

Process 3: Process to change correspondence /permanent

address

Step 1: After Log in

Company IN PURSUIT OF Statutory body under	Secretaries of India
HOME MODULE +	PROFILE - LOGOUT
	CHANGE PASSWORD
Welcome To SMA:	BASIC INFORMATION 1st Click
	DOCUMENT DETAILS
	EDUCATION DETAILS
	CHANGE ADDRESS
	CHANGE COMMUNICATION 2nd Click
	CHANGE PHOTO/SIGNATURE

Step 2: To change Correspondence address

Search Criteria			
- Search Chiena			
Address Type	All	Y	Search Clear
	4-4 01-1-		
— Search Result	TSE CIICK		
			Total Records: 2 Page Size 20
SELECT	ADDRESS TYPE 🔻	FULL ADDRESS 🔻	PIN CODE 🔻
	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur	600041
		D-49, Anand Apartments, D 49, Anand apartments, 50	600041



Change Address			
Country *	Soloct Country	•	
State (Desuine a f	Colort Country	-	
State/Province •	Select State		
District *	Select District	•	
City *	Select City	*	
Address Line 1 *			After Undating new address, click on "Save"
Address Line 2			button.
Address Line 3			
Postal Code *			
Save Close			

Note: Same process will be for changing permanent address.

Process 4: Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Click on Profile > Change Password

- LOGOUT
SSWORD

Change Password	
Did Password*	
Vew Password*	(Minimum 8 Characters)
Confirm Password*	(Minimum 8 Characters)
Submit Reset	