Members can pay Annual Membership fee as well as Advance Payment of membership fee from the **Direct Membership Fee Payment** option.



Screen -1

- 1. Members have to click on the Direct Membership Fee payment link as shown in the screen 1 to redirect to the **Pay your membership fee** page.
- 2. Members have to provide membership no and needs to click the "Send OTP" button as shown in the screen 2. An OTP will be received to his/her mobile number which is registered to the membership database.



Screen -2

🗇 и Welcome to Th	he Institute of Co × The Institute of Cos	Accountants of X +	÷	- a
$\leftarrow \ \rightarrow \ \mathbf{C}$	O B == https://eicma	in/mms/PublicPages/UserRegistration/Login-WP.aspx		🛛 😩 එ
	The Institute of Cost (Statutory body under	Accountants of India an Act of Parliament)	elcome to 'Members' Online Sy	ıstem
		Pay your membership fee 6 digit OTP has been sent to your registered xxxx mobile number Member No : OTP : Enter Mobile OTP Resend OTP Sign in with OTP		

Screen -3

3. As per the Screen -3, a six digit OTP will be sent to his/her mobile number. After entering the OTP, member needs to click on the "Sign in with OTP" button to login into the Members' Online System.

Online Payment Entry							
Message : Member wishing to payment of Membership fee a	apply/renew Certificate Of Pra long with their Certificate of Pra	ctice(COP) should click on t actice fee by filling applicat	the menu "Certificate o ion (M3) form.	f Practice"> "Issue/Rene	wal Application	" and mai	ce
Members Information							
Application No	1.1		Member No				
Salutation			First Name				
Middle Name			Sumame				
Address :			Country	INDIA	*		
			State		v		
			City		~		
Zip/Pin code							
			12				
Payable Mode *	Billdesk		Currency Mode	INR V			
		Age Aboah					
							_
Fees Details							

Screen -4

4. Now the member is in the Direct Membership Fee Payment page. At First, the payment section is in deactivated stage. To activate the payment section, member needs to validate email address through OTP and upload the photograph (If the picture box is blank) as shown in the screen-5.

→ C	08	· # https://eicmai.in/MMS/Transact	.) tion/Payment/Me	mberOnlinePaymentEntryWP.aspx		E 🏠			۲	ŝ
(1	The Institute (Statutory body	of Cost Accountants of Ir under an Act of Parliament)	ndia	'Members' Online	System	Welcome # Home	CMA Q Search	7 Help	(* Lo	ogout
Upda	ate Email Addres	5								
	[Note] : Payme existing Phote	ent details will be activated or o field is blank).	nly after valid	lation of Email Id through C	OTP and uploading of t	ne Photo (	[14			
	[Note] : Payme existing Photo Kindly note th database.	nt details will be activated or o field is blank). at after successfull validation	nly after valid n/updation of	lation of Email Id through ( I these details, these record	DTP and uploading of the description of the descrip	he Photo ( bur memb	(If ership			
	[Note] : Payme existing Photo Kindly note th database. Email ID	nt details will be activated or field is blank). at after successfull validation	nly after valid n/updation of Email O	lation of Email Id through C f these details, these record	DTP and uploading of th ds will be updated in yo	he Photo ( bur memb	(If ership			
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Screen -5

5. Now the member has to enter the email address in the Email ID textbox and press TAB button from the keyboard.

4	→ C	08	# https://eicmai.in/MMS/Transaction	/Payment/MemberOnlinePaymentEntryWP.aspx	Ē	☆		0	۲	ப் ப
	M. Annual M.	The Institute (Statutory body o	of Cost Accountants of Indi inder an Act of Parliament)	a 'Members' Online System		Welcome (	CMA Q Search	<b>?</b> Help	(+ L	sgout
	Upo	date Email Address								
			6 dig	git OTP sent sucessfully to your Email.						
		[Note] : Payme	nt details will be activated only	after validation of Email Id through OTP and uploading	ng of the	Photo (1	If			
		[Note] : Paymer existing Photo Kindly note the database.	nt details will be activated only field is blank). at after successfull validation/u	after validation of Email Id through OTP and uploadi updation of these details, these records will be update	ng of the ed in you	Photo (1 r membe	If ership			
		[Note] : Payme existing Photo Kindly note the database. Email ID	nt details will be activated only field is blank). at after successfull validation/u xxxxxx@gmail.com	after validation of Email Id through OTP and uploadi updation of these details, these records will be update Email OTP	ng of the ed in you	Photo (1 r membe	lf ership			
		[Note] : Payme existing Photo Kindly note the database. Email ID Existing Photo	nt details will be activated only field is blank). at after successfull validation/u xxxxxx@gmail.com	after validation of Email Id through OTP and uploadi updation of these details, these records will be update Email OTP Change Your Existing Photo File should be in .jpg/.jpeg format Browse No file select and size within 150 KB.	ng of the ed in you cted.	Photo (1 r membe	If ership ach			

Screen -6

- 6. An OTP will be sent to the email address and the member needs to enter the OTP in the Email OTP textbox.
- After successful validation, a green tick will be appeared and Email ID successfully validated message will be displayed as shown in the screen – 7.

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←	→ C	0	and https://eicmai.in/MMS/Transact	tion/Payment/Me	emberOnlinePaymentEntryWP.as	ipx E				۲	<u>ے</u>
	The second second	The Institut (Statutory bod	te of Cost Accountants of In y under an Act of Parliament)	ndia	'Members' Onlin	e System	Welcome	CMA Q Search	7 Help	C Lo	gout
	Up	date Email Addre	:55								I
				Email II	) successfully validate	ed.					
		[Note] : Payn existing Pho Kindly note database.	nent details will be activated of to field is blank). that after successfull validation	nly after valid	lation of Email Id throug f these details, these rec	h OTP and uploading of the	e Photo (: Ir membe	If ership			
		Email ID	xxxxxx@gmail.com	317428	~						
		Existing Photo		Cł Fil ar	nange Your Existing Photo le should be in .jpg/.jpeg format id size within 150 KB.	Browse No file selected.	Atta	ach	5		
		(	Photo field can not be left blank)								

Screen -7

- 8. Now the member needs to upload the photo. (if existing photo field is blank). **The photo must** be in jpg or jpeg format and file size must be within 150 KB.
- 9. After successful validation of these details, member's payment section will be activated and member is now allowed to make payment of the current year membership fees and advance payment of membership fees.

MEMBERSHIP FEE       INR         IGST:       IGST:         Total Amount:       IGST:         Occlaration       Idecision of the Institute to summarily reject my application. I also undertake to make the payment, which is non-refundable and agree to abide by the rules and reg framed by the council applicable for admission / renewal.
IGST: Total Amount: Declaration 2 I declare that to the best of my knowledge and belief the information given above are correct and complete in all respect. In the event of being found otherwise, I shall a the decision of the Institute to summarily reject my application. I also undertake to make the payment, which is non-refundable and agree to abide by the rules and reg framed by the council applicable for admission / renewal.
Total Amount: Declaration I declare that to the best of my knowledge and belief the information given above are correct and complete in all respect. In the event of being found otherwise, I shall a the decision of the Institute to summarily reject my application. I also undertake to make the payment, which is non-refundable and agree to abide by the rules and reg framed by the council applicable for admission / renewal.
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framed by the council applicable for admission / renewal.
*** In any circumstances do not pay again either receint copy generated or not and/or error message is shown, wait T+3 working days to undat
and any circumstances do not pay again entier receipt copy generated of not analy of error message is shown, wait 1+5 working days to apart
same.

Screen -8

10. Finally check the declaration and click on the "**Pay Now**" button, which will redirect to the confirmation page and then subsequent to the Bank Page.