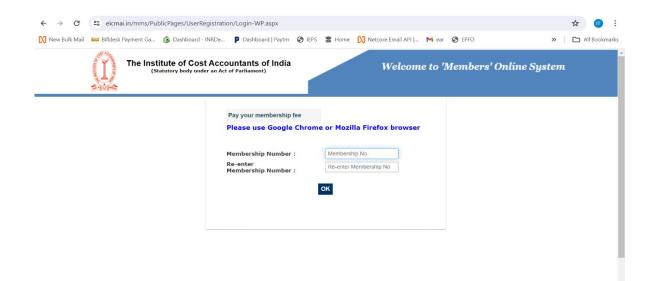
Membership Restoration steps: -

Members can apply for restoration of membership from Direct Membership Fee Payment option or through Login option.



Screen -1

- 1. From the screen 1, members have to click on the Direct Membership Fee payment link to redirect to the Pay your membership fee page.
- Members have to provide his/her membership no two times and then click "OK" button. (Screen – 2). After clicking the "OK" button, his/her name will be populated below with a disclaimer. Members have to choose the disclaimer and then click "Click to pay membership fee" button (Screen – 3).



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Screen -3

3. Below is the login screen of Members Online System. Members can try to login either through the password option or though the mobile OTP option.

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The Institute of Cost Accountants of India (Statutory body under an Act of Parliament)	Welcome to 'Members' Online System
	Sign in using PASSWORD OOTP Username (Membership No) Enter Username Password Enter Password Example :- Default Password Example :- Membership No: 54321 Oob : 0/12/1980 Password(Membership No: 94201 Obb) : 5432101121890 Brogot Password Need Help?
# 🔎 Type here to search O 🗄 🔚 📢 🐗 🏟	◆ 〒 40) ENG 15:34 08-12-2023 長
Screen -4	

- 4. If a removed member is trying to login, then the below screen (Screen 5) will appear with this POP UP Message.
- 5. Click "YES" button will redirect to the Restoration Application page.

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The Institute of Cost A (Statutory body under a		to 'Members' Online System
	For restoration of your name, please fill up the form M-4 with Attachments(Photo & Signature) and pay the Default year as well as FY 2024-25 Membership fee, Re-entrance fee (Remission/Amnesty) of Rs.50/- and Restoration fee (Remission/Amnesty) of Rs.50/- plus applicable taxes (18% GST). Do you want to Restore ?	Enter Password Sign in
	Yes No	Default Password Example :- Membership No: 54321 Dob: 01/12/1980 Password(Membership No + Dob) : 5432101121980 Forgot Password

Screen -5

- 6. The Restoration Application consists of three steps
 ✓ Personal Information
 ✓ Document Attachment
 ✓ Payment

ORM OF APPLICATION FOR RESTORATION OF MEMBERSHIP FORM : MA Personal Information Main and the second sec		of Cost Accountants of India nder an Act of Parliament)	'Members' Online System	Welcome Home Q Search ? Help (* Logo
Ambership No.		I FOR RESTORATION OF MEMBERS	нір	FORM : MA
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Father's Name Email ID Email ID Email ID Email ID Chittoor Email ID Email I	Last Name		molan	
Children	Father's Name	•	Email ID	
	Date of Birth		Domicile	
	Gender	Male O Female		
Qualification				
	Date of Birth		Domicile Chittoor	

Screen -6

				» 📘 ,
File Attachment				
Application No is .	Please keep it safe for further process.			
Document Attachment				
[Note] Passport Size Photo and Spec	cimen Signature(JPG, JPEG only) of app	licant are mandatory		
Attachment Type	Passport Photo 🗸	Choose File No file chosen	Attach	
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Screen -8

7. If a restoration application is partial and attachment and payment is incomplete, then from the next time onwards, whenever the member tries to login, the below POP UP message will appear.

The Institute of	ie Image: International Int	ksaleAd 🕥 BillDesk New Paym » 🔋 All Bookmarks e to 'Members' Online System
	Your Restoration application will be processed after successful 'Attachment and Payment' Do you want to Continue ? Yes No	Sign in using PASSWORD OTP Username (Membership No) Password Enter Password Sign in Default Password Example :- Membership No : 44921 Dob : 01/12/1980 Password(Membership No + Oob) : 549210121590 Forgot Password Need Help?

Screen -9

8. Click "YES" button will redirect to the pending Restoration Application's document attachment page (Screen -10).

File Attachment	. Please keep it safe for further pr	ocess.				
Document Attachment						
[Note] Passport Size Photo a	and Specimen Signature(JPG, JPEG only)	of applicant are mandato	ry			
Attachment Type	Passport Photo Passport Photo		Choose File No file chosen	Attach	files and then slick the 'At	ach'
	Specimen Signature	B bu	tton.	are building the r		
		TITLE				
	signature		View Doc			
photo		Car La				
[<u>[</u>]	Total File Size in (KB) :0					

Screen -10

9. If a restoration application is partial and payment is incomplete, then from the next time onwards, whenever the member tries to login, the below POP UP message will appear (Screen - 11).

Welcome to The Institute of Co: x S The Institute of Cost Accountant: x S The Institute of Cost A + > C e eicmai.in/MMS/Login.aspx?mode=EU Mainstall or deinstal S IEPS Intranet Stude Members/Dashboard S ICMAI-Asset-H			∨ 0• @	- \$ [all Bookm	× : narks
The Institute of Cost Accountants of India (Statutory body under an Act of Parliament)	Welcon	ne to 'Members' Online Sy	jstem	1		-
	on will be processed after successfu 'Payment' want to Continue ? Yes No	Sign in using PASSWORD OTP Username (Hembership No) Password Enter Password Sign in Default Paseword Example :- Default Paseword Example :- Password(Hembership No + Dob) : 5432101221980 Forgot Password Need Help?				
🐮 🔎 Type here to search 🛛 🛛 🖽 🧖	🤏 🙋 🖾 🤌	^ F	및 (J)) EN		:31 2-2023	6

Screen -11

10. Click "YES" button will redirect to the pending Restoration Application's payment page (Screen -12).

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	f Cost Accountants of India der an Act of Parliament)	'Members' Online System	Welcome
Online Payment Entry			
Members Information			
Application No		Member No -	
Salutation	1.	First Name	
Middle Name		Surname	
Address :		Country	. ~
		State	~
		City	~
Zip/Pin code			
Email ID	*	Mobile No.	
Payable Mode *	Billdesk 🗸	Currency Mode	۲. ب

Screen -12

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	RE-ENTRANCE FEE (50			378	_

Screen -13

- 11. After successful submission of restoration application, it will be available at the internal module of Member's Online System for departmental processing.
- 12. Internal team of Membership dept. will check the restoration application along with the document attachment and payment, and then they will approve the application and restore the member.