

2019

# UDIN Web Portal

## User Manual

The concept of UDIN (Unique Document Identification Number) is implemented to curb the malpractices of misleading the Authorities and Stakeholders by non-CMAs misrepresenting themselves as CMAs and attesting the Costing Data / Documents / Certificates. UDIN will secure the certificates attested / certified by practicing CMAs. This also enables the third parties (Authorities / Regulators / Banks / Others) to check the authenticity of the documents through the UDIN web portal. Unique Document Identification Number (UDIN) is an 18 digit system generated Unique Number for every document Certified / Attested by a Practicing CMA.



# Registration

UDIN Portal Interacts with the Membership Database for verifying the details entered by the member at the time of registration and on every subsequent login. Members are therefore advised to ensure that their contact details are correct in the data maintained by Membership Department.

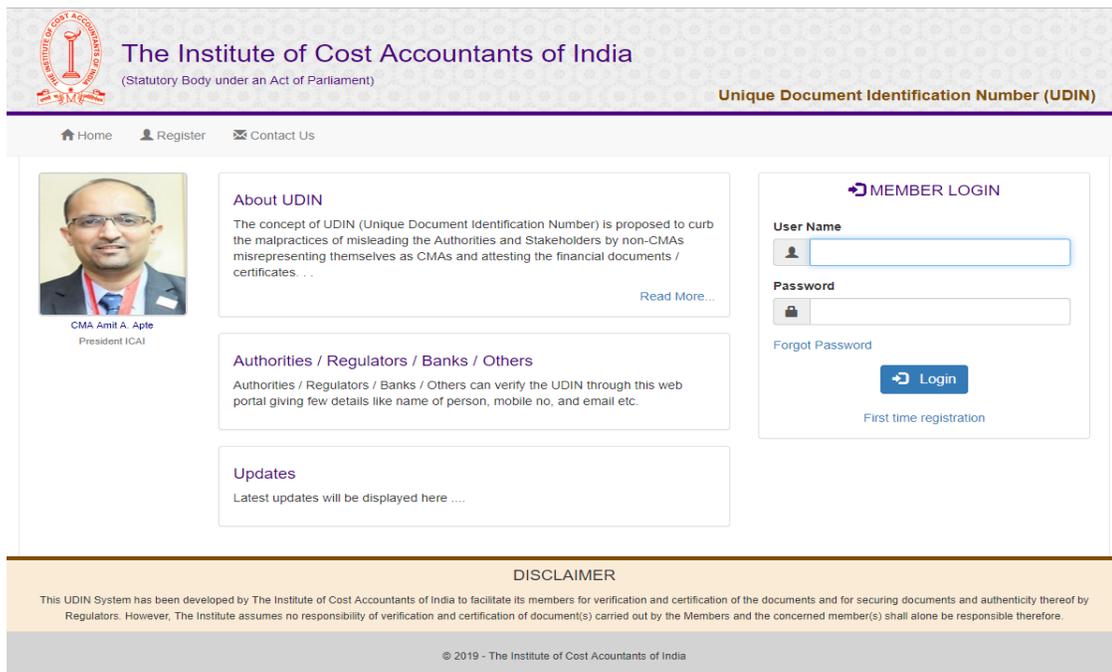
An OTP is sent for every function performed on UDIN Portal. OTP will be sent on official and personal Email-IDs. If none of the Email-IDs are available an error message will be displayed. It is therefore requested to ensure correct Email-IDs are registered with the Institute.

In case Members are not getting OTP, they are advised to check through Members Portal and ensure correct Email-IDs are updated. Please also check spam folder.

Members can login to Members Portal (<https://eicmai.in/MMS/Login.aspx?mode=EU>) to check and update their Email-IDs.

If all above does not work then please write to: [it.so1@icmai.in](mailto:it.so1@icmai.in).

1. Click on **Register OR First Time Registration**.



The screenshot displays the homepage of The Institute of Cost Accountants of India (UDIN). The header includes the institute's logo, name, and the text "(Statutory Body under an Act of Parliament)". A navigation bar contains links for Home, Register, and Contact Us. The main content area is divided into several sections: a profile picture of CMA Amit A. Apte, President ICAI; an "About UDIN" section explaining the concept; a section for "Authorities / Regulators / Banks / Others" detailing verification procedures; an "Updates" section; and a "MEMBER LOGIN" section with input fields for User Name and Password, a "Forgot Password" link, and a "Login" button. A "First time registration" link is also present. A disclaimer at the bottom states that the UDIN system is developed by the Institute to facilitate verification and certification, and that the Institute assumes no responsibility for verification carried out by members. The footer includes the copyright notice "© 2019 - The Institute of Cost Accountants of India".

2. Provide the details like **Membership Number [5 digits if membership number is of 3 or 4 digits no need to prefix 0 to make it 5 digits]**, **Date of Birth** and **Date of Enrollment** (As a member with the Institute *[NOT date of COP]*).

The Institute of Cost Accountants of India  
(Statutory Body under an Act of Parliament)

Unique Document Identification Number (UDIN)

Home Register Contact Us

### First Time Registration

**Membership Number (5 Digits):\***

**Date of Birth:\***

**Date of Enrolment:\***

**OTP:**

**i**

- Please provide details to register on UDIN Portal. Provided details will be verified with the Membership Database. If verified the Username and Password will be sent on the Email ID as registered with the Institute.
- You should be a full time practicing member to be able to register.
- You should have paid all your dues.

**DISCLAIMER**

This UDIN System has been developed by The Institute of Cost Accountants of India to facilitate its members for verification and certification of the documents and for securing documents and authenticity thereof by Regulators. However, The Institute assumes no responsibility of verification and certification of document(s) carried out by the Members and the concerned member(s) shall alone be responsible therefore.

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3. An OTP will be sent on the Email ID registered with the Institute. *It may please be noted that your email id must be registered with the institute for receiving OTP. If you are not receiving OTP OR you are getting error message regarding email id not found, please contact membership department and get your email id updated.*
4. Enter the OTP.
5. Username and Password will be sent on the registered Email-ID on successful verification of OTP. Members are advised to change the password. To change the password, please select Change Password option from dropdown menu on top right corner of menu bar.
6. If you forget your password, please use Forgot Password option to regenerate password.

## Generate UDIN

1. Click on **Generate UDIN** after successful login.
2. Please read the instructions on the page before your proceed to generate UDIN. After details entered and Send OTP button is clicked, an OTP will be sent on your registered email id.
3. After OTP successfully verified, details entered will be displayed with an edit option. If any edit is required in the entered details please click on edit button else click on submit button **[No edit is permitted after 18 digit UDIN has been generated]**. Clicking submit button generates the 18 digit UDIN.

**GENERATE UDIN**  
(Do not disclose client details)

❗

1. Any Financial Figure and its particular from the document such as turnover, net worth etc. for which UDIN is being generated is to be mentioned under Financial Figures and Particulars.
2. Two Financial Figures are mandatory out of three fields. In case there is no Financial Figure in the certificate being certified, 0 is to be mentioned in Financial Figure and in its particular please mention "There is no Financial Figure in Certificate".
3. In case the document is not available in the list below, Please select other and mention the nomenclature of the certificate in Document Description

<b>Membership Number</b>	<input type="text" value="16105"/>	<b>Financial Figures#</b>	<b>Financial Particulars#</b>
<b>Member Name</b>	<input type="text" value="Amit Anand Apte"/>	<input type="text" value="Figure 1"/>	<input type="text" value="Particulars 1 (10 to 50 Characters)"/>
<b>Document Type*</b>	<input type="text" value="Select Document Type..."/>	<input type="text" value="Figure 2"/>	<input type="text" value="Particulars 2 (10 to 50 Characters)"/>
<b>Certificate / Document*</b>	<input type="text" value="Select Document..."/>	<input type="text" value="Figure 3"/>	<input type="text" value="Particulars 3 (10 to 50 Characters)"/>
<b>Date of Signing*</b>	<input type="text" value="dd/mm/yyyy"/>	<b>Document Description*</b>	<input type="text" value="15 to 50 Characters"/>
<b>Client*</b>	<input type="text" value="Select Client..."/>	<input type="button" value="Send OTP"/>	

\* Mandatory Fields  
# Two financial figures / particulars are mandatory out of three

**DISCLAIMER**

This UDIN System has been developed by The Institute of Cost Accountants of India to facilitate its members for verification and certification of the documents and for securing documents and authenticity thereof by

4. The list of generated UDINs will be displayed on member's home page. Search option is provided for finding a UDIN. Generated UDIN cannot be deleted but can be revoked.

## Revoke UDIN

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UDIN generated cannot be deleted. Members however can revoke UDIN. If a UDIN is revoked the stakeholders who have searched for it in past will be intimated through email regarding revocation of UDIN. In future if someone searches for revoked UDIN, the revocation message entered by Member will be displayed.

1. Click on **Revoke** against the UDIN from the list of UDINs on member's home page.
2. Follow the instructions on the Revoke UDIN page.

## Date of Enrollment

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Please see below image to know how to find date of enrollment. Date of enrollment is marked with red box.

The Institute of Cost Accountants of India

Membership No. [REDACTED]



Certificate of Membership

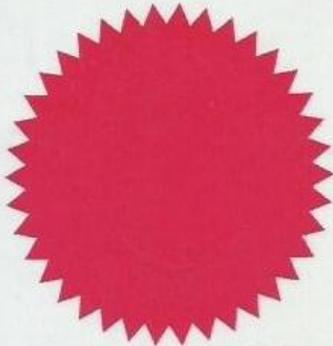
This is to Certify that

[REDACTED]  
of [REDACTED]

was admitted as an Associate of the Institute of Cost Accountants of India on the eighteenth day of May Two Thousand Eighteen.

Given by the Council under the Common Seal of the Institute of Cost Accountants of India.

This the twenty first day of May, 2018.



[REDACTED]  
President