



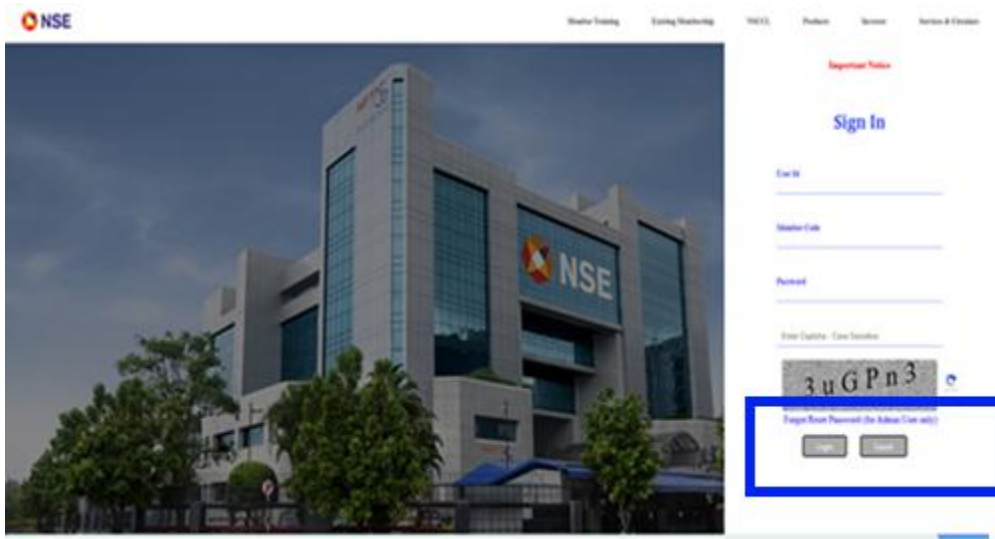
National Stock Exchange of India Ltd.

Document Name	UAT Member Portal User Guide Ver 2.0.docx
For	Member Portal
Applicable to	Member Admin User
Purpose	Member Portal Admin User Guide

User Guide for Member Portal Admin User Password Reset

A. Procedure for Member Admin user password reset on Member portal

- Click on any of the Member Portal link as given below:
<https://ims.connect2nsccl.com/MemberPortal/>
<https://inspection.nseindia.com/MemberPortal/>
<https://enit.nseindia.com/MemberPortal/>
- The below screen will open
- Click on **Forgot/Reset Password (For Admin User Only)** :



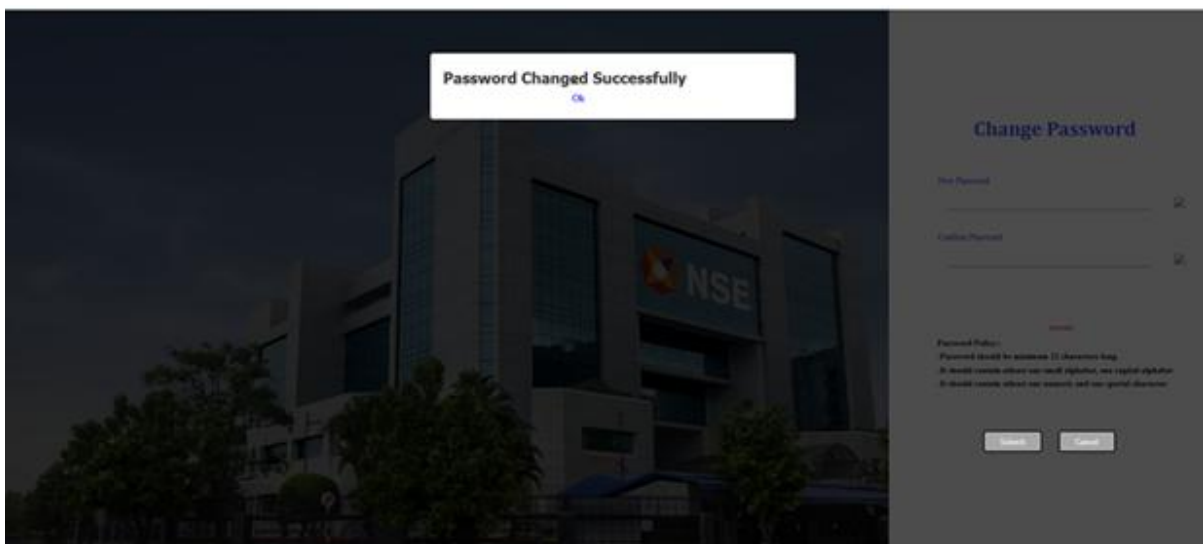
- Enter valid Admin User ID, Member Code and correct captcha



- Once validation is done, user will receive OTP on registered Mobile Number and Email.



- After validation of OTP Change password screen > New password and Confirm Password

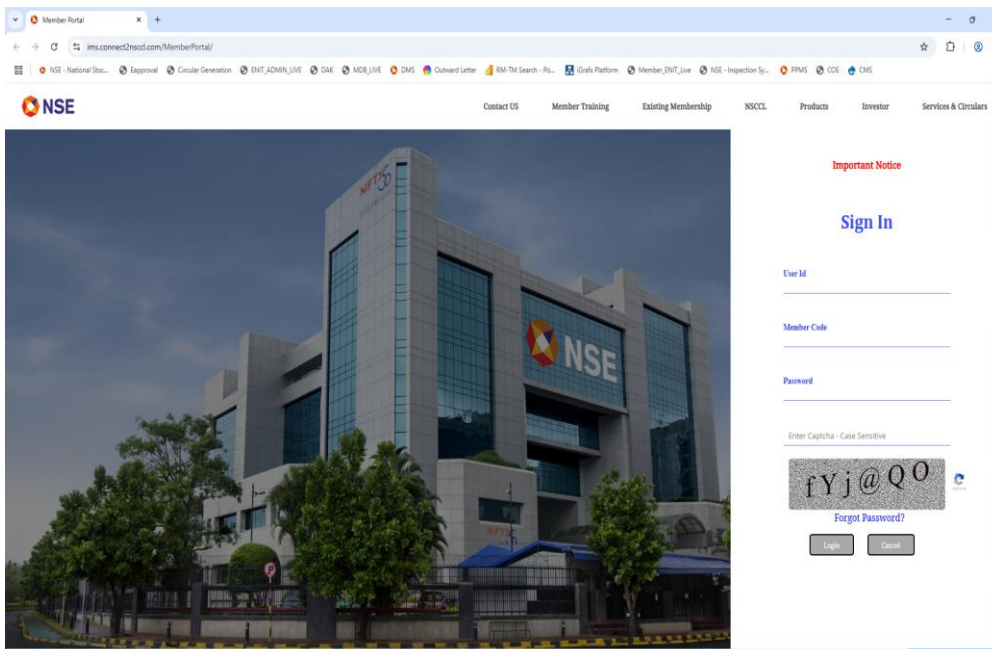


- Now the Admin user can login with new password :

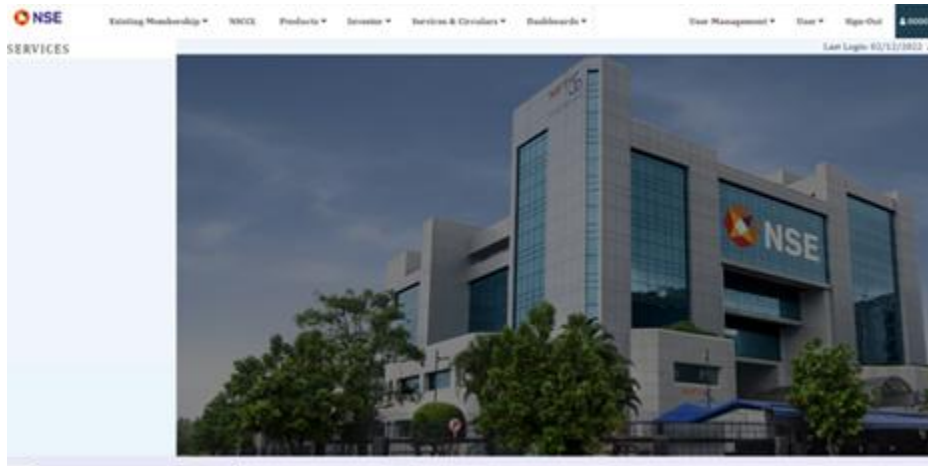


B. Procedure for Member Admin for creation of sub user on Member portal

- Click on any of the Member Portal link as given below:
<https://ims.connect2nsccl.com/MemberPortal/>
<https://inspection.nseindia.com/MemberPortal/>
<https://enit.nseindia.com/MemberPortal/>
- The below screen will open
- Enter the Admin User id , Member code ,Admin Password & Captcha
- Click on Login button

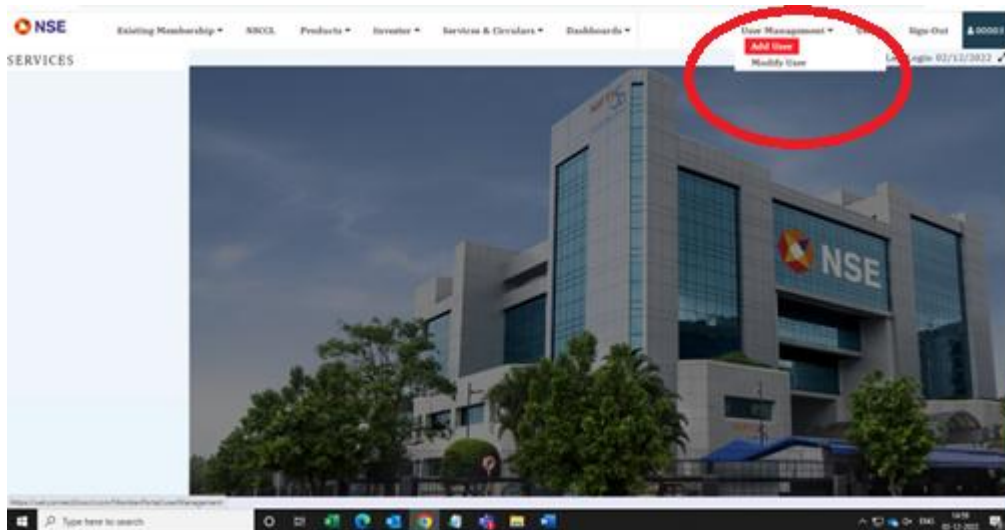


- The below screen will open

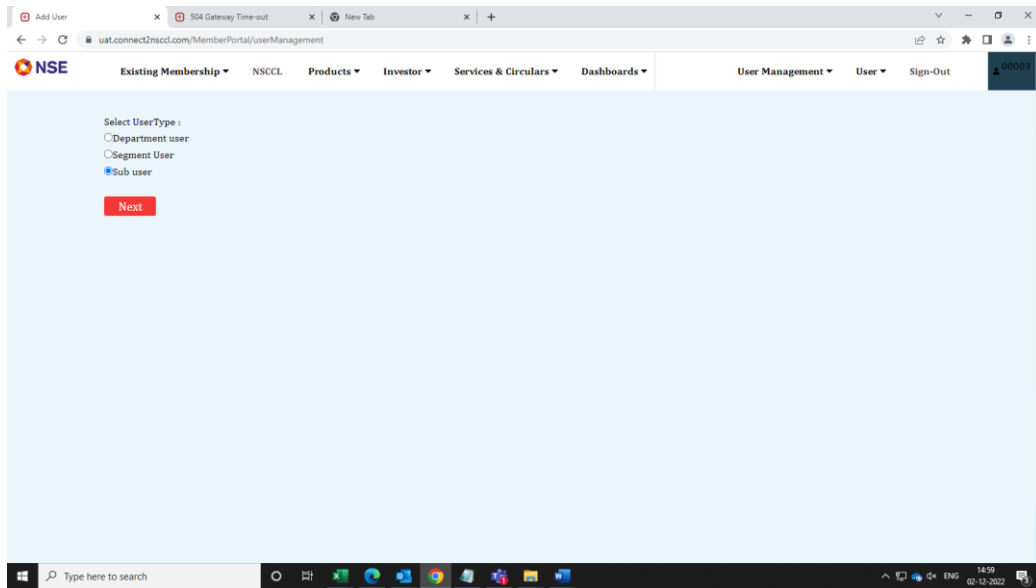


C. Procedure for New Sub User creation for the member by Admin User

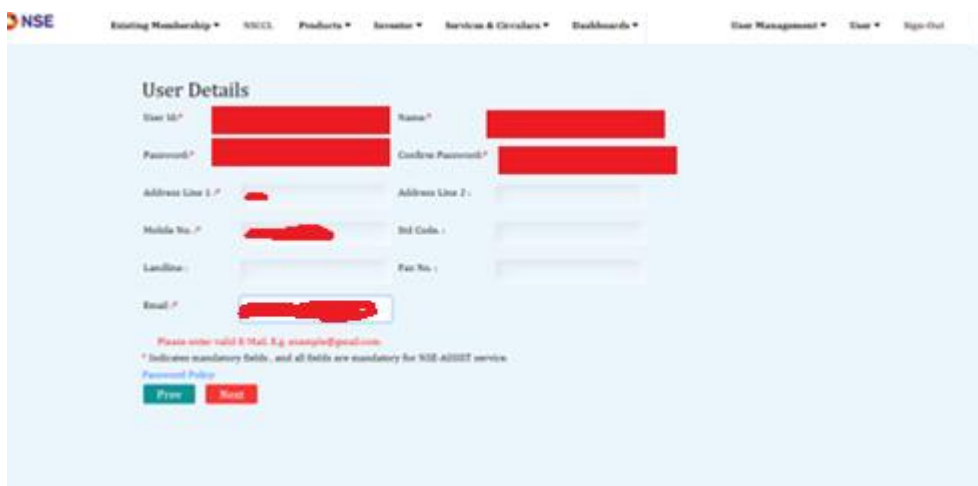
- Click on User Management > Adduser



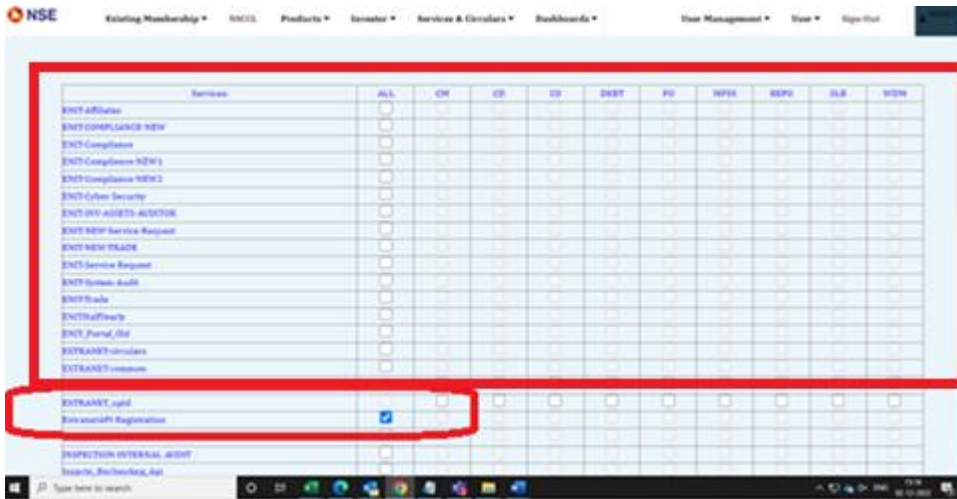
- The below screen will open
- Select the user type as "Sub user"
- Click on Next button



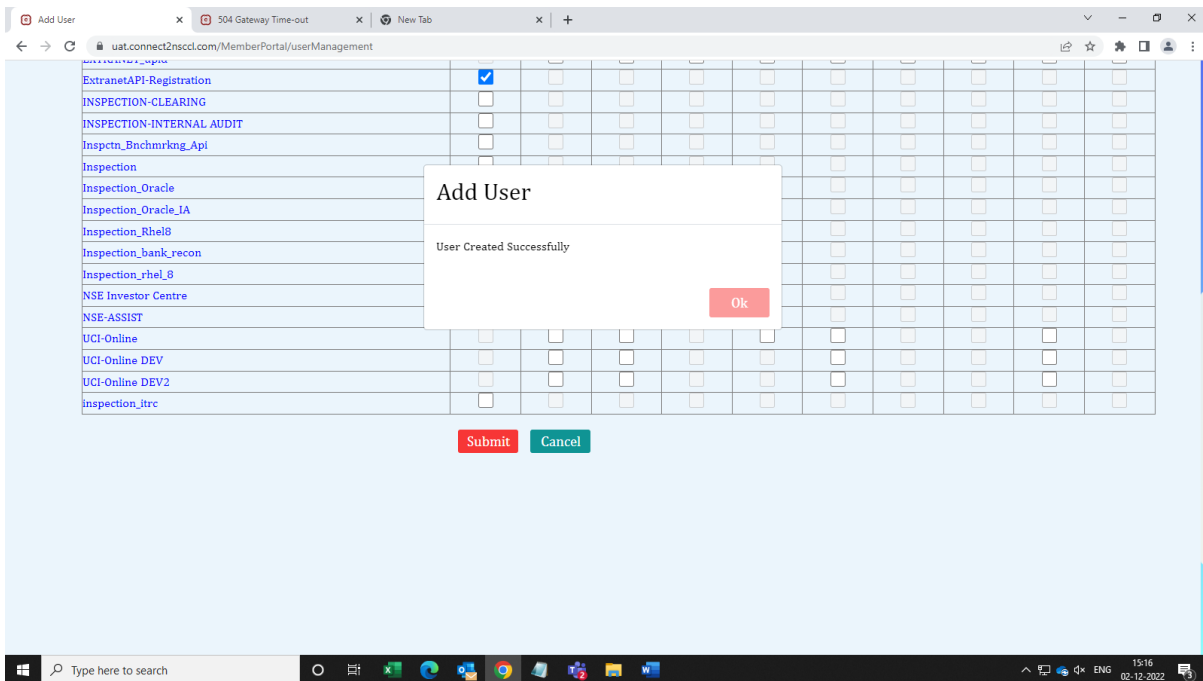
- Enter the User Details as shown below
- Click on Next Button



- Put tick on the respective module where access is required

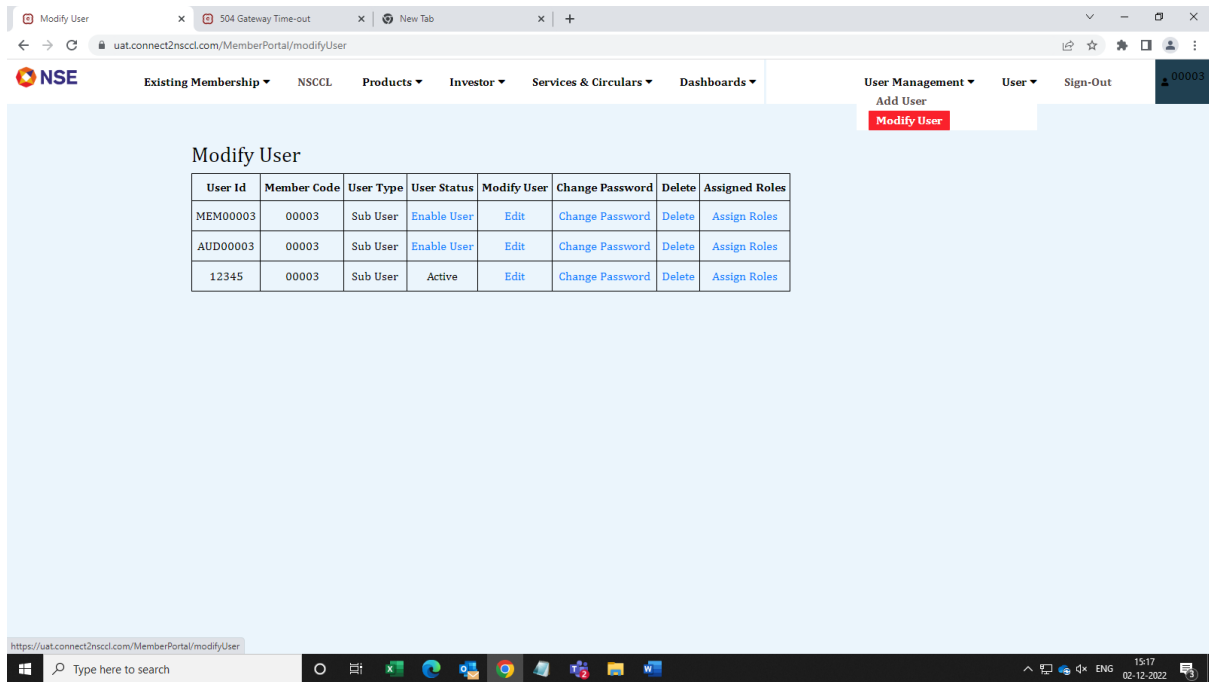


- Click on Submit button
- The below message will be displayed








D. Procedure for Modifying User details

- Click on User Management > Modify User
- The below screen will be displayed

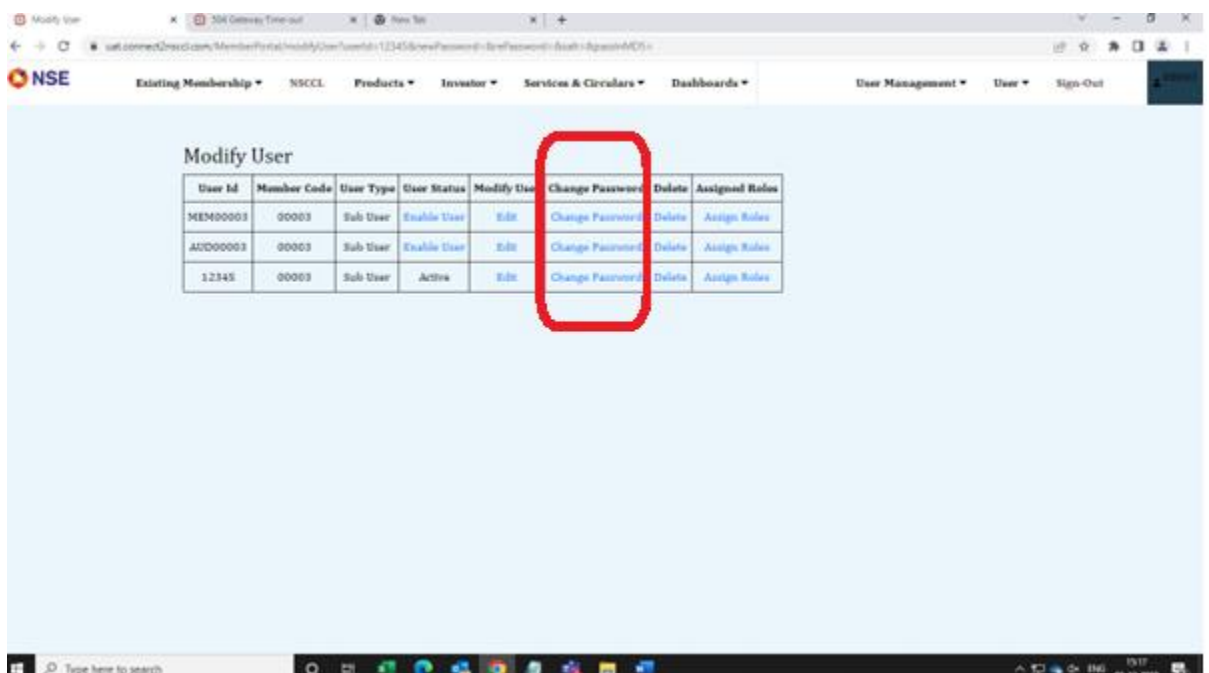


The below are the actions the Admin users can perform for its users

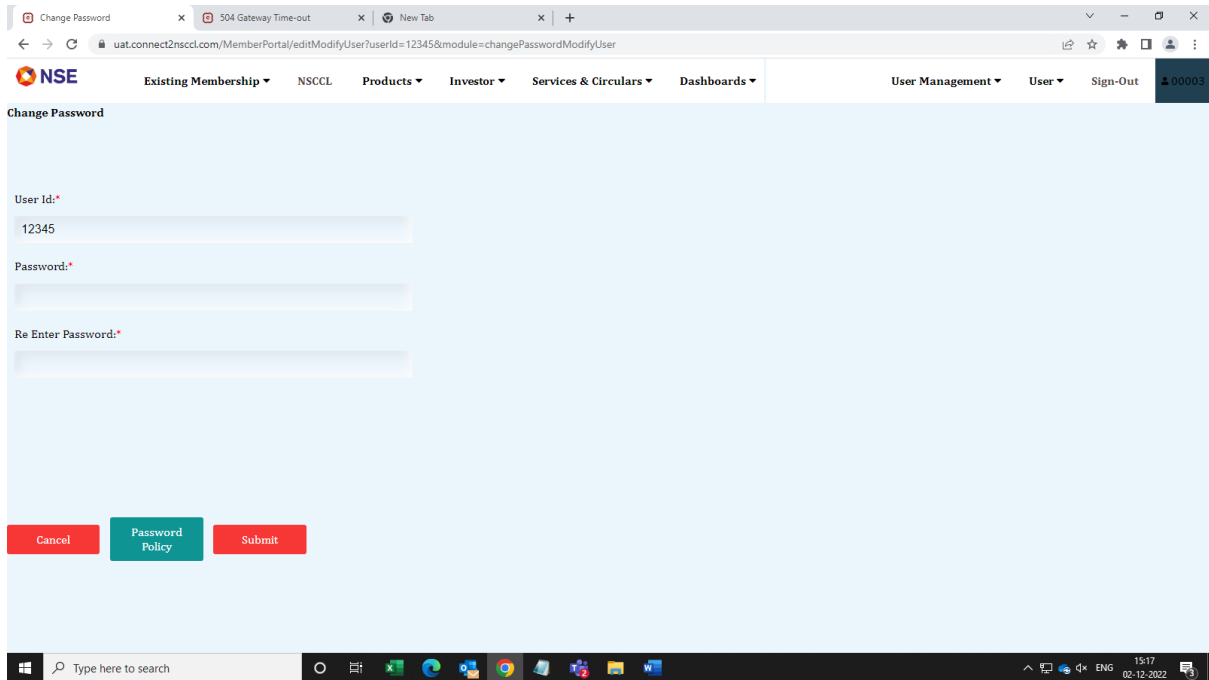
-  Change User status
-  Modify User Details
-  Change Password
-  Delete User
-  Assign Roles

Steps to Change the Password :

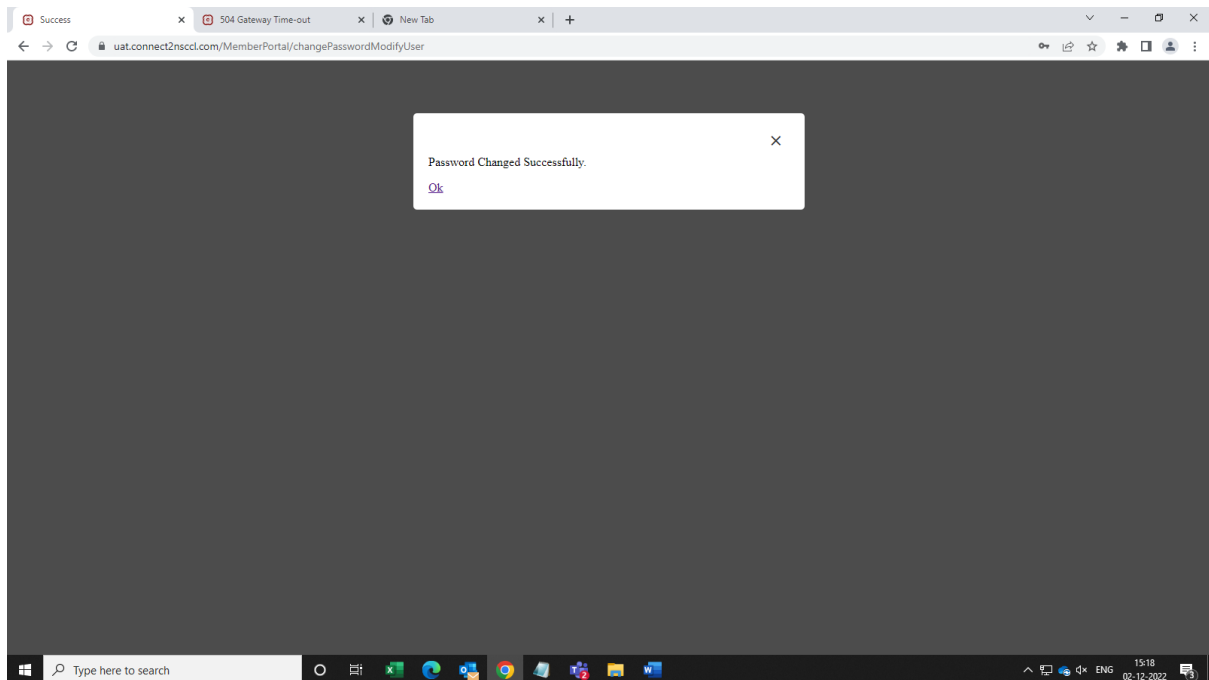
- If you want to change the password of the user , Click on Change Password



➤ On the below screen enter the new password and click on submit button



➤ The below message will be displayed



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