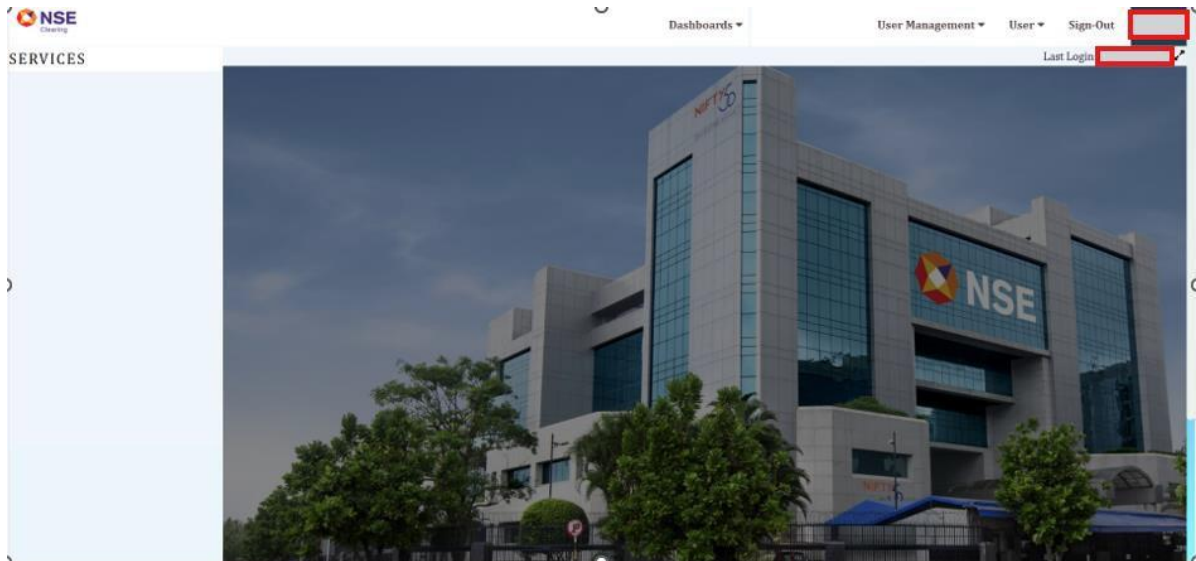


ANNEXURE I

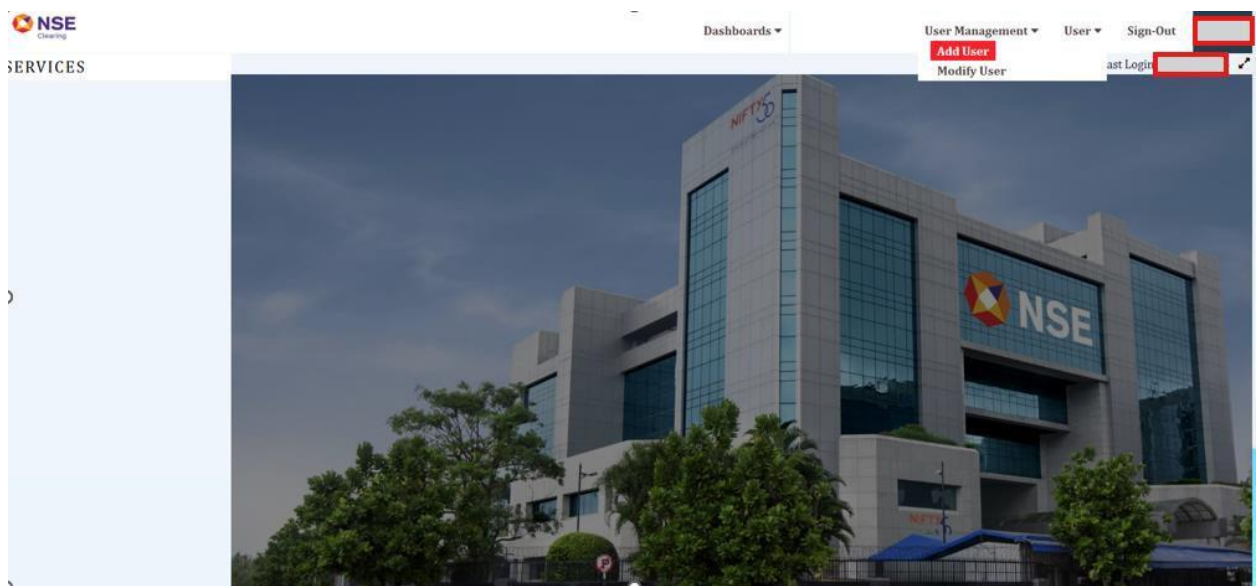
A. Creation of Sub user (As Clearing Member/PCM)

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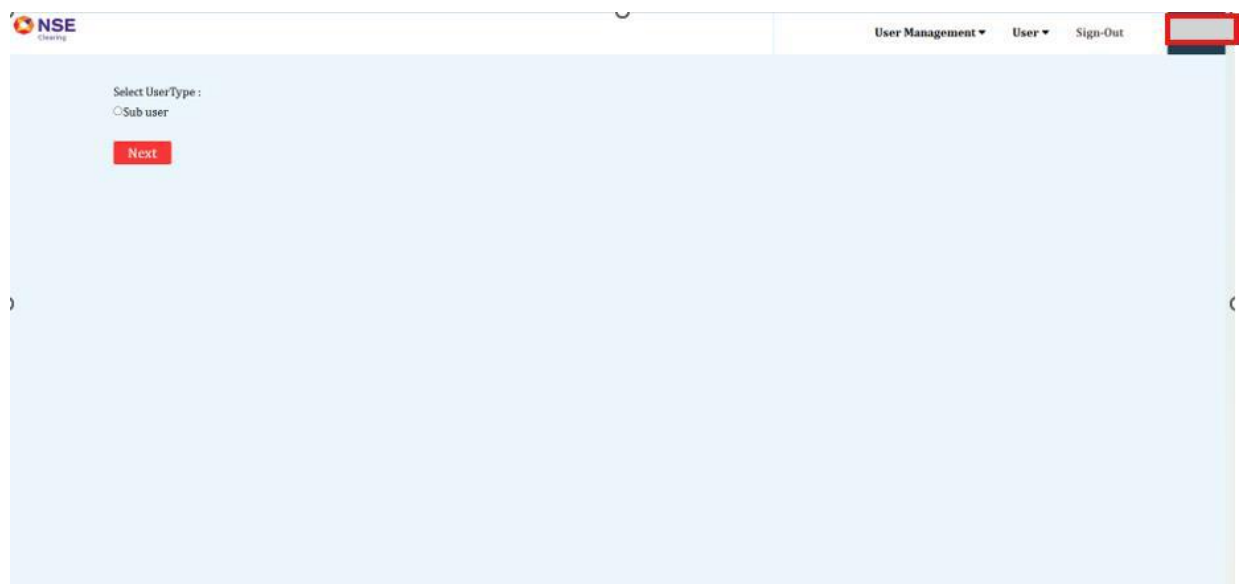
1. Open Internet browser from the desktop .Go to the link <https://ims.connect2nsccl.com/NCLMemberPortal/> and then click the Go button from the browser.



2. The members are requested to use their existing admin user ids in the NCL portal and click on forgot password and reset the admin password and further create sub users. Go to User Management and then click on Add User.



3. The following page will appear. Select Sub user and click on next.



4. Add user details, "User ID, Password, Address, mobile number and email id of Sub-user. Click on Next.



User Management ▼ User ▼ Sign-Out

User Details

User Id:*

Name:*

Password:*

Confirm Password:*

Address Line 1 :*

Address Line 2 :

Mobile No. :*

Std Code. :

Landline :

Fax No. :

Email :*

* Indicates mandatory fields , and all fields are mandatory for NSE-ASSIST service.

[Password Policy](#)

PrevNext

5.Member has to give role to Sub-user. Tick on

- NCL INSPECTION and submit.
- Sub-User should have access only to NCL_Inspection Sub-menu to access the relvant submisison utility



User Management ▼ User ▼ Sign-Out

Services:	ALL	CM	CD	CO	DEBT	FO	MFSS	REPO	SLB	WDM
INSPECTION-INTERNAL AUDIT	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
NCL_INSPECTION	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

SubmitCancel