National Stock Exchange of India ltd.

| Document Name	Member Portal User Guide Ver 1.0.docx
For	Member Portal
Applicable to	Member Admin User
Purpose	User creation and Maintenance

You may write to us at msm@nse.co.in or call us on:
Toll Free no: 1800 266 0050 (IVR option 1)
Charged no: 022 68645400/ 022 50998100 (IVR option 1)
(Monday to Friday between 8:00 am to 7:30 pm)   Page **1** of **7**

User Guide for Member Admin for Member Portal User creation and Maintenance

- ➢ Click on Member Portal link as given below:
  Live : https://enit.nseindia.com/MemberPortal/
  UAT: https://uat.connect2nsccl.com/MemberPortalRevamp/

- ➢ The below screen will open
- ➢ Enter the Admin User id , Member code ,Admin Password & Captcha
- ➢ Click on Login button
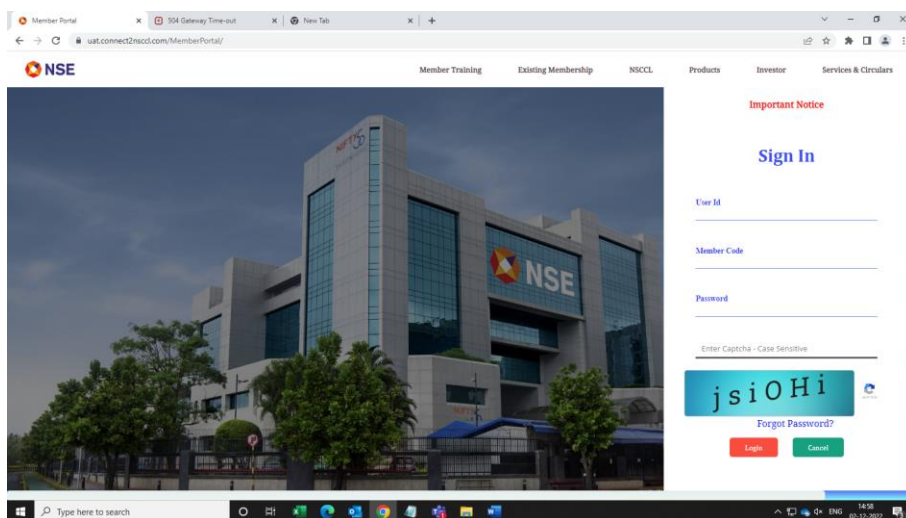
- ➢ The below screen will open
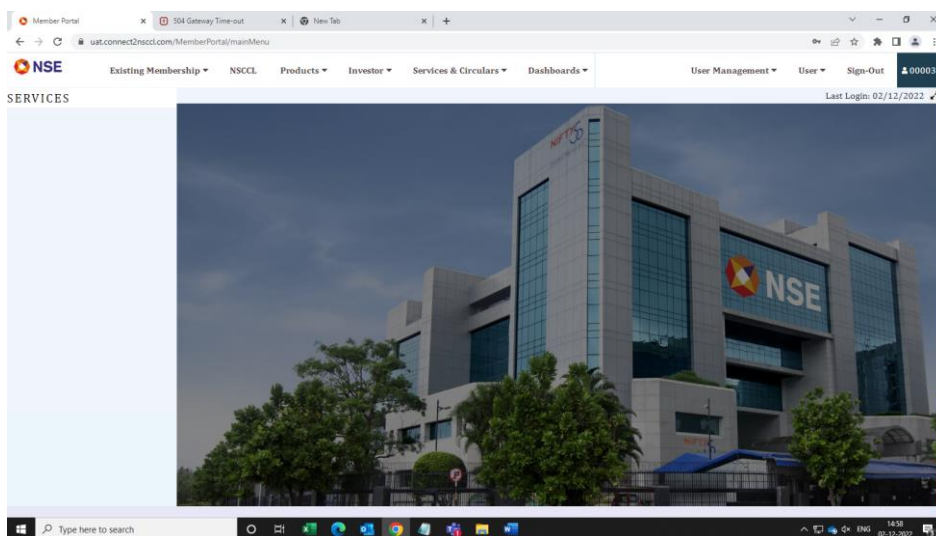
Procedure for New Sub User creation for the member:

➢ Click on User Management > Add User
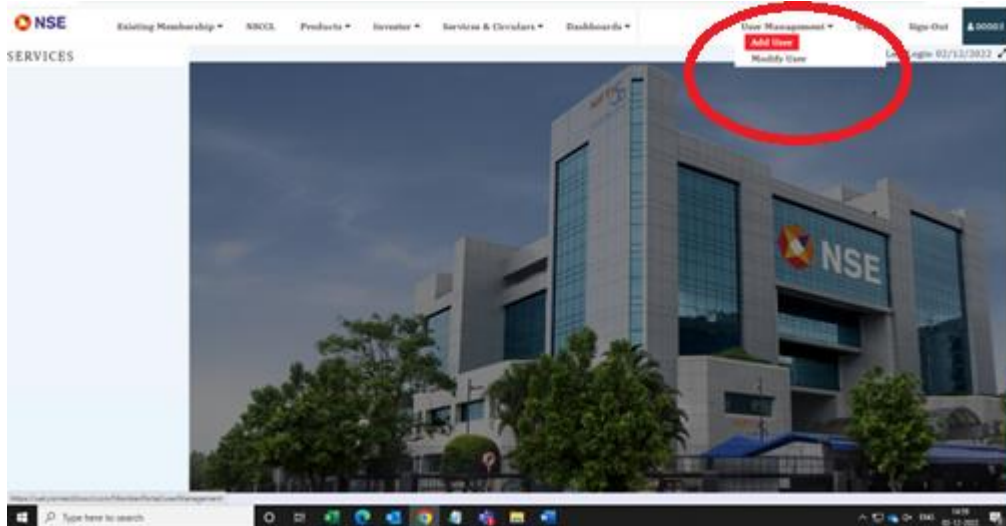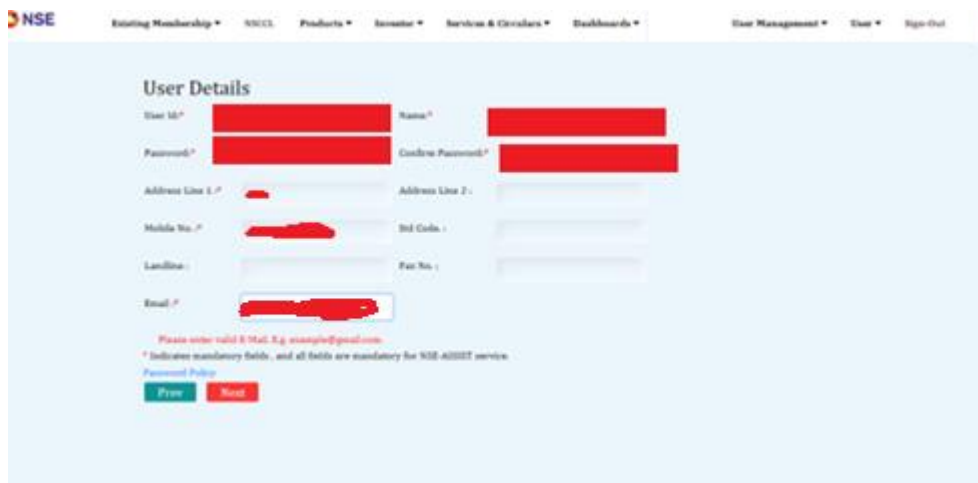
➢ The below screen will open
➢ Select the user type as "Sub user"
➢ Click on Next button
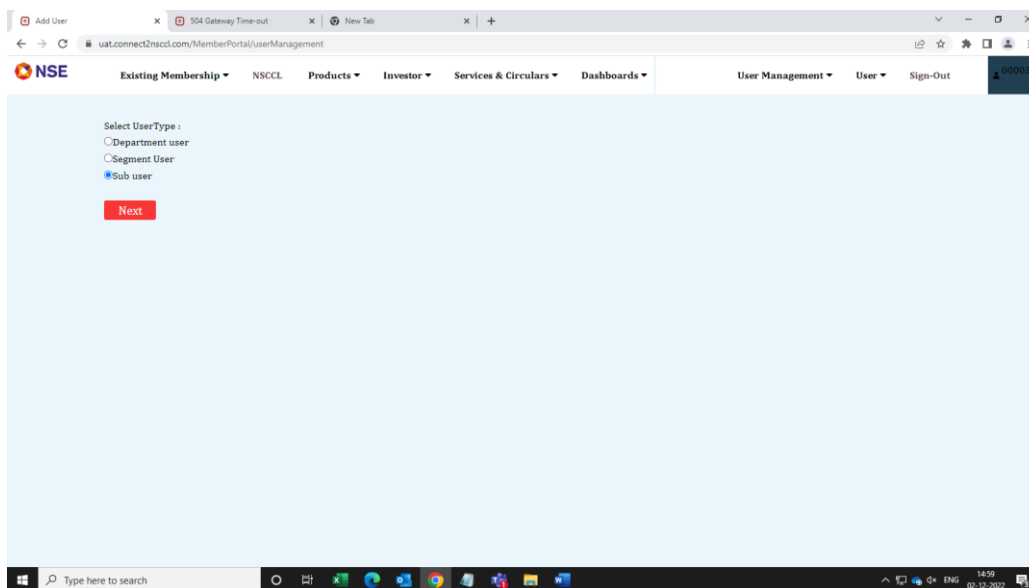
➢ Enter the User Details as shown below
➢ Click on Next Button

Procedure for Modifying User details

- ➢ Click on User Management > Modify User
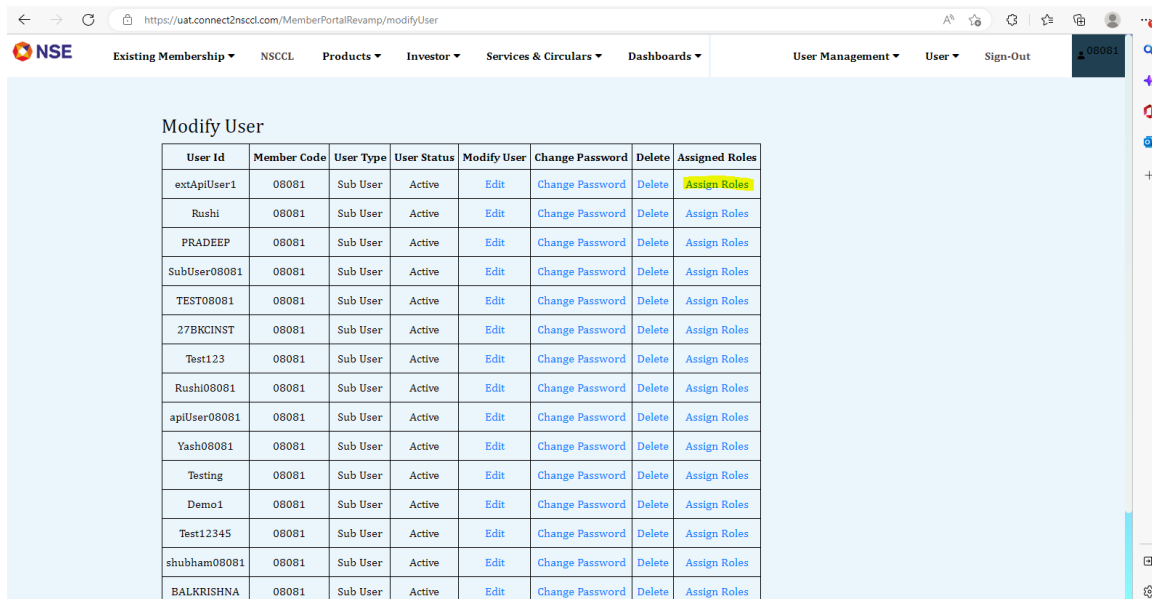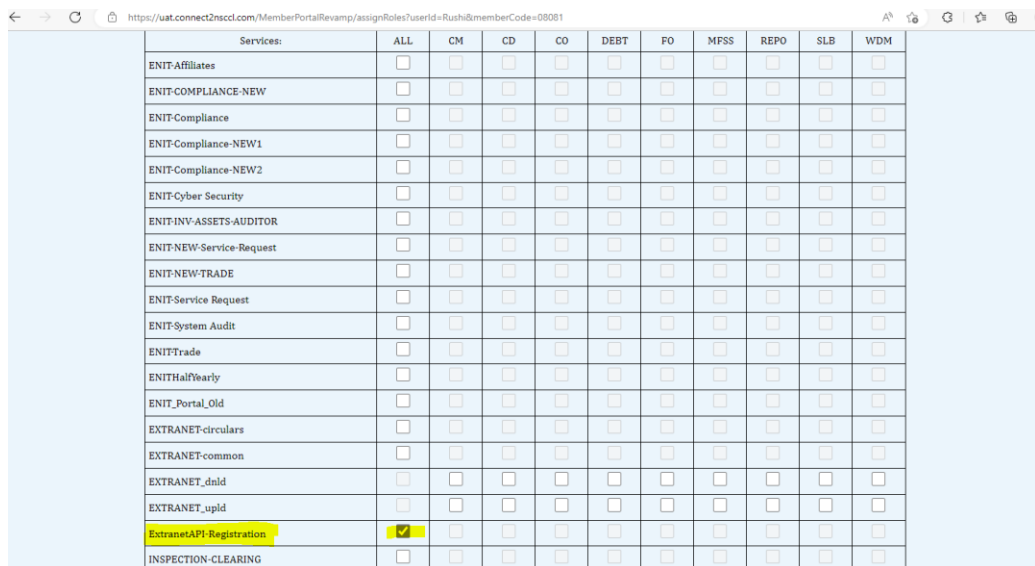- ➢ The below screen will be displayed
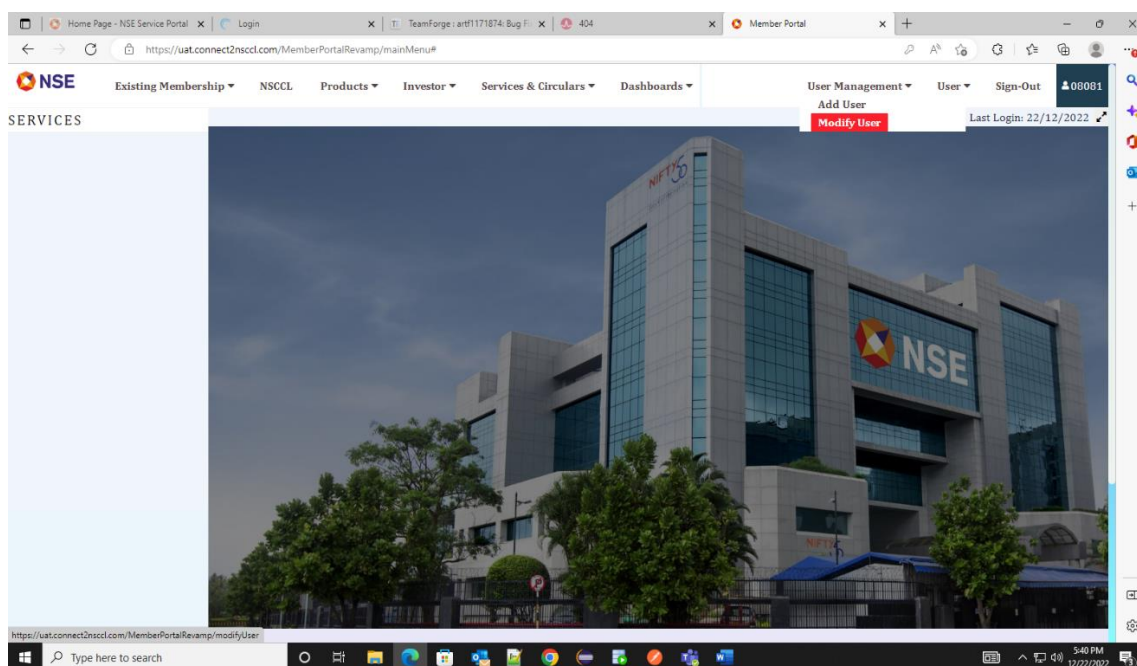
Below are the actions the Admin users can perform for its users:

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

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- Assign Roles - Through this option , the admin user can provide the access to various modules available on member portal

➢ In Assigned Roles >> Click on Assign Role

➢ All the available services will be displayed, admin can choose service (ExtranetAPI-Registration)
➢ >> Put tick on box next to service

➢ Click on Submit button

EXTRANET_upld	☐	☐	☐	☐	☐	☐	☐	☐	☐
ExtranetAPI-Registration	☑	☐	☐	☐	☐	☐	☐	☐	☐
INSPECTION-CLEARING	☐	☐	☐	☐	☐	☐	☐	☐	☐
INSPECTION-INTERNAL AUDIT	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspctn_Bnchmrkng_Api	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection_Oracle	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection_Oracle_IA	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection_Rhel8	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection_bank_recon	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection_rhel_8	☐	☐	☐	☐	☐	☐	☐	☐	☐
NSE Investor Centre	☐	☐	☐	☐	☐	☐	☐	☐	☐
NSE-ASSIST	☐	☐	☐	☐	☐	☐	☐	☐	☐
UCI-Online	☐	☐	☐	☐	☐	☐	☐	☐	☐
UCI-Online DEV	☐	☐	☐	☐	☐	☐	☐	☐	☐
UCI-Online DEV2	☐	☐	☐	☐	☐	☐	☐	☐	☐
inspection_itrc	☐	☐	☐	☐	☐	☐	☐	☐	☐

Submit Cancel

➢ After successfully assigning service to sub user "Services Updated Successfully" will be displayed.

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
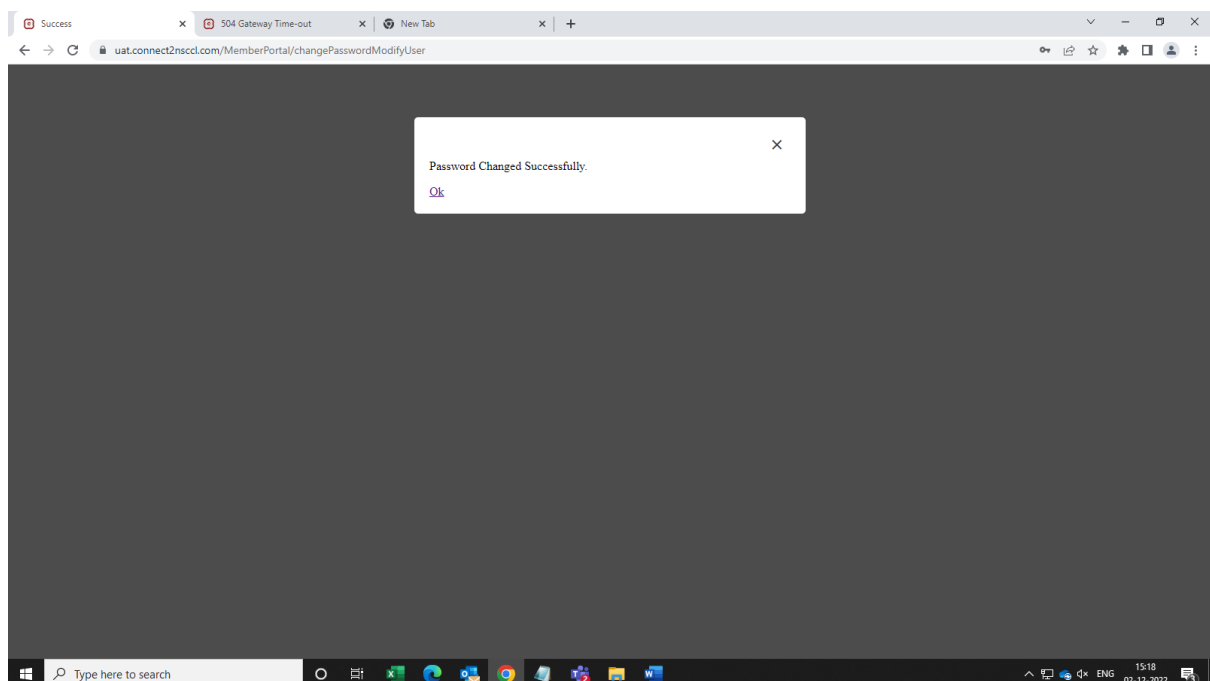
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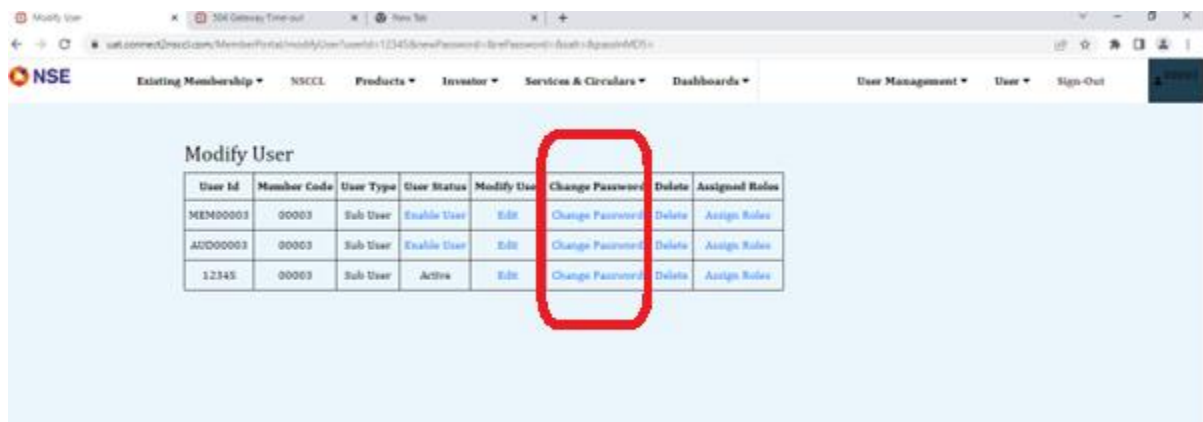*(Monday to Friday between 8:00 am to 7:30 pm)*