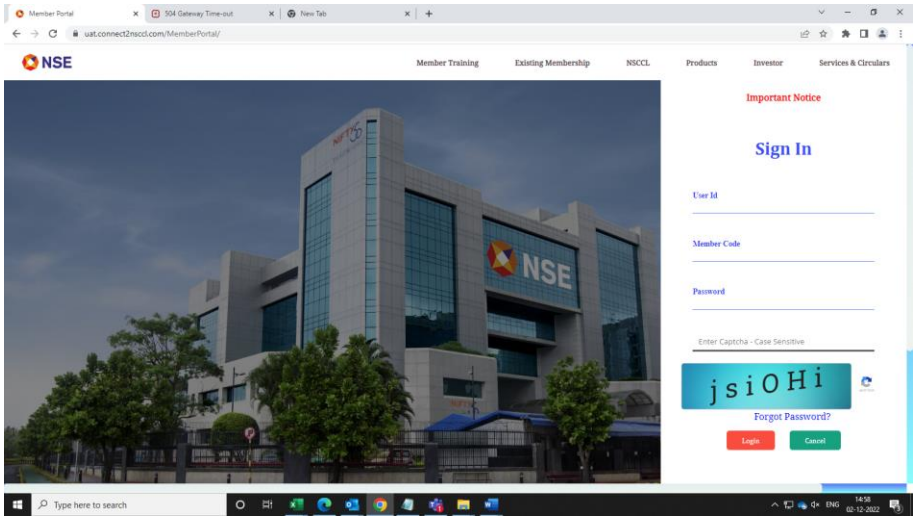
National Stock Exchange of India ltd.

Document Name	Member Portal User Guide Ver 2.0.docx
For	Member Portal
Applicable to	Member Admin User
Purpose	User creation and Maintenance

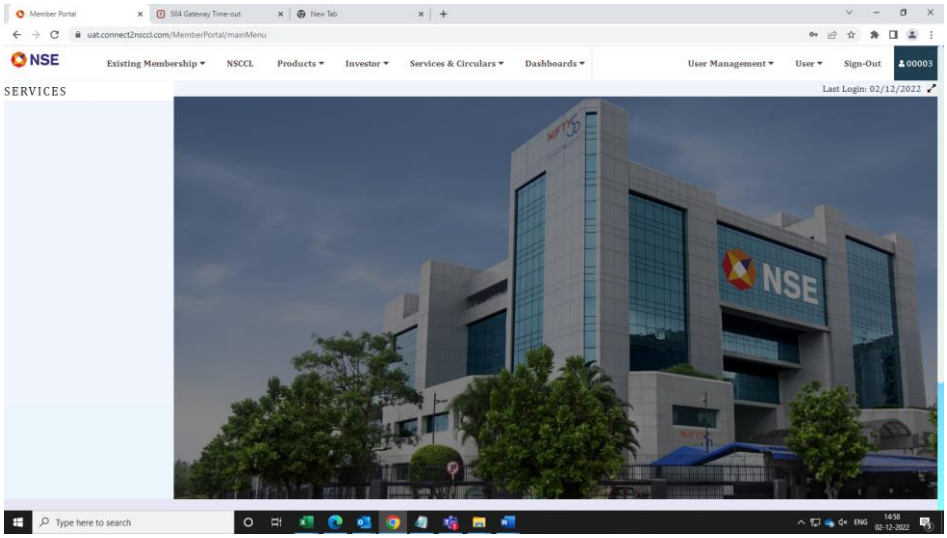
User Guide for Member Admin for Member Portal User creation and Maintenance

- 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

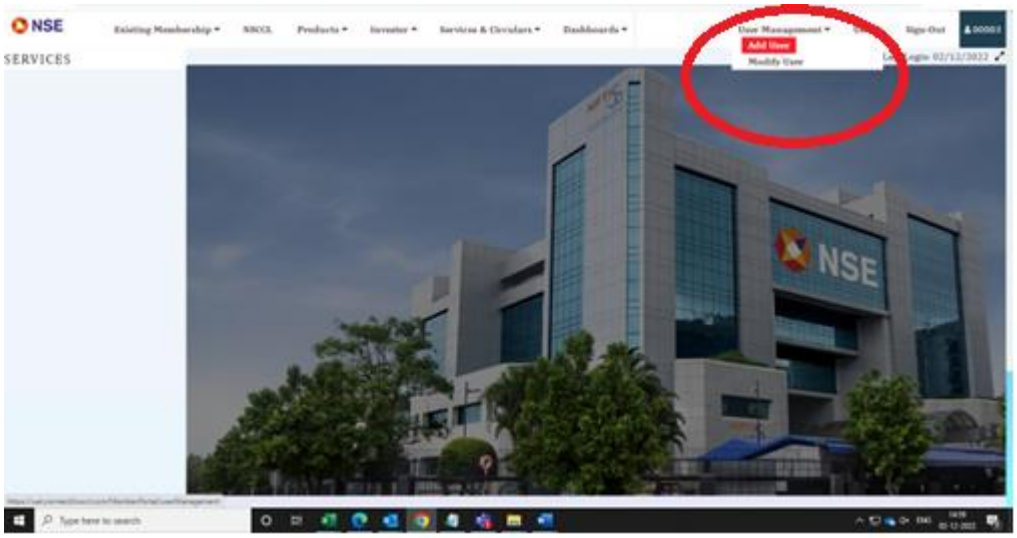


- The below screen will open

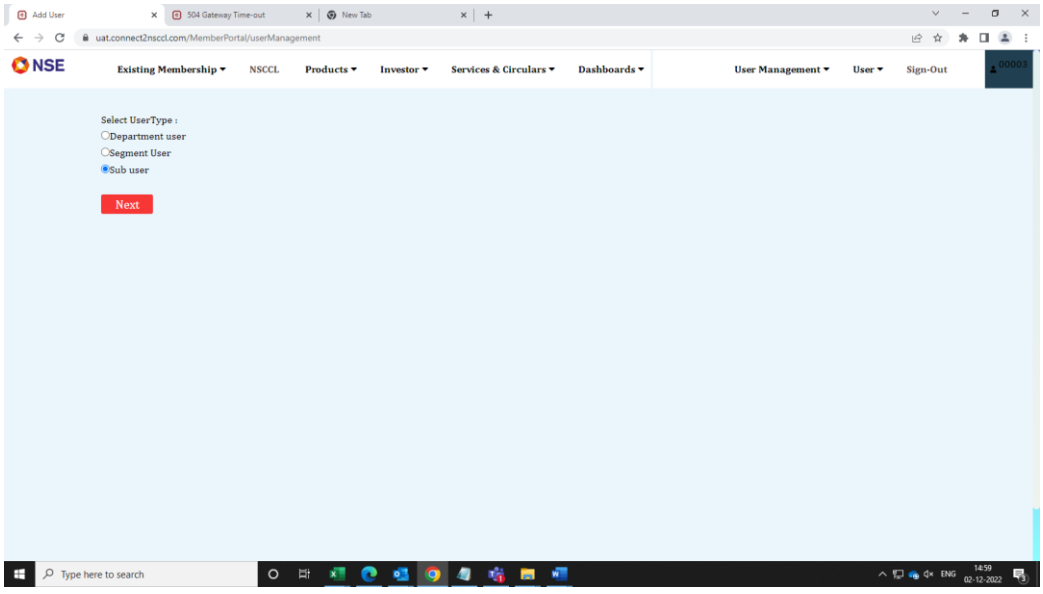


Procedure for New Sub User creation for the member:

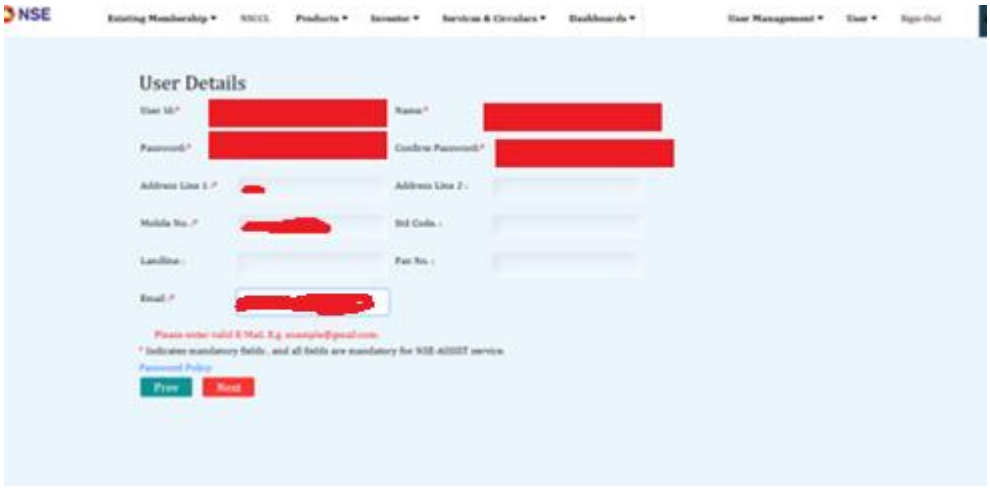
- Click on User Management > Add User



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

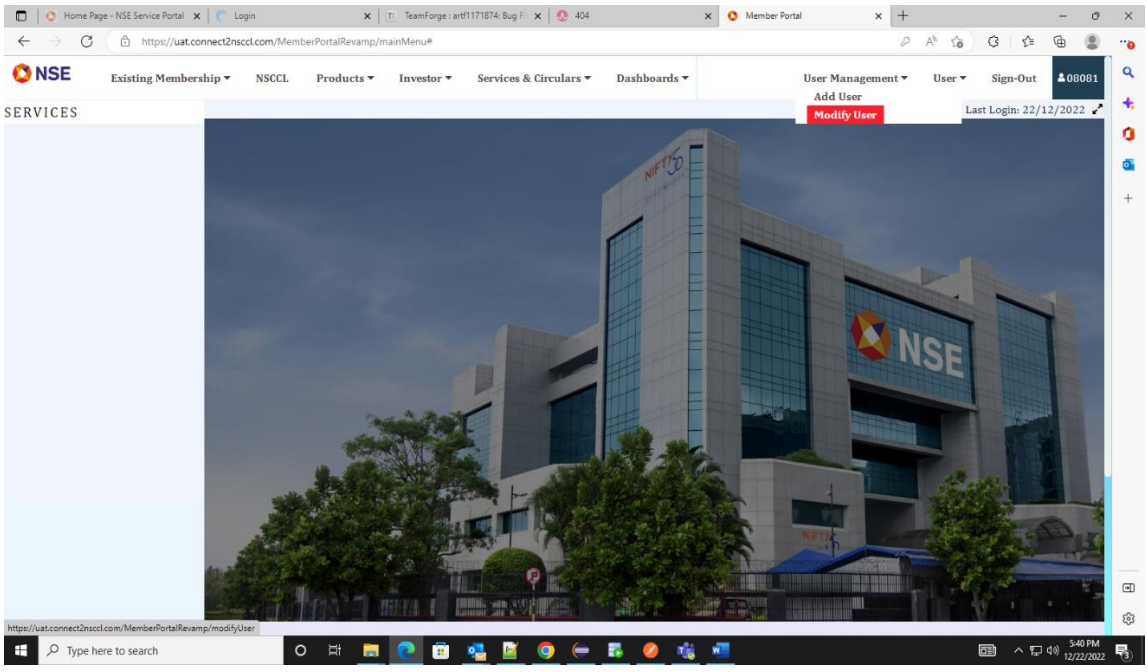


- Enter the User Details as shown below
- Click on Next Button



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:

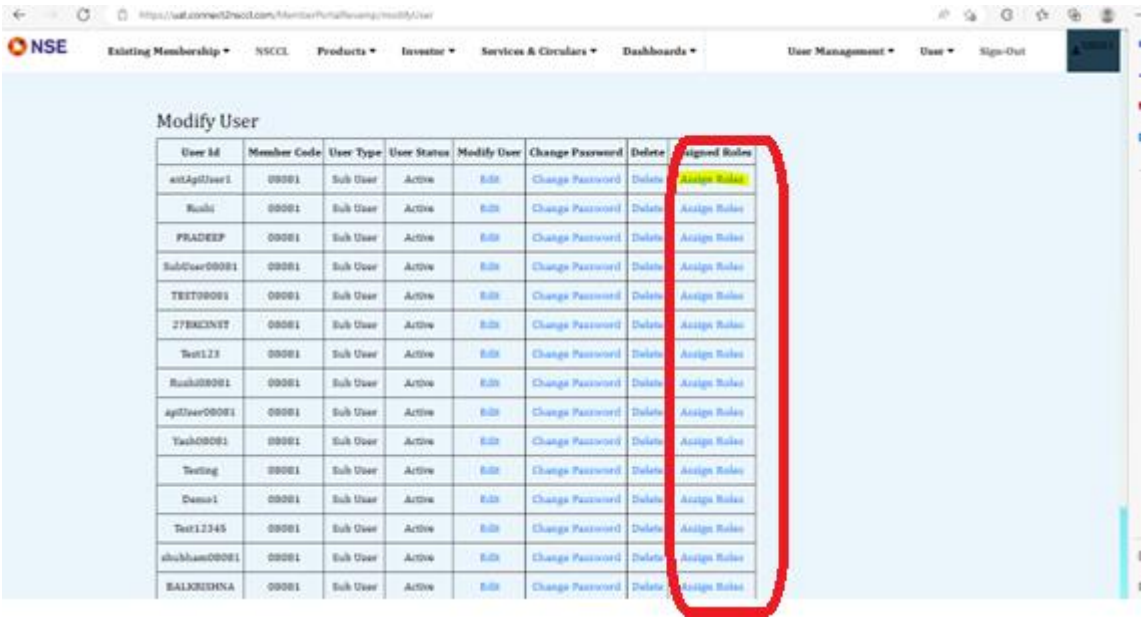
A. **Change User status**
B. **Modify User Details**
C. **Change Password**
D. **Delete User**

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)

E. Assign Roles

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

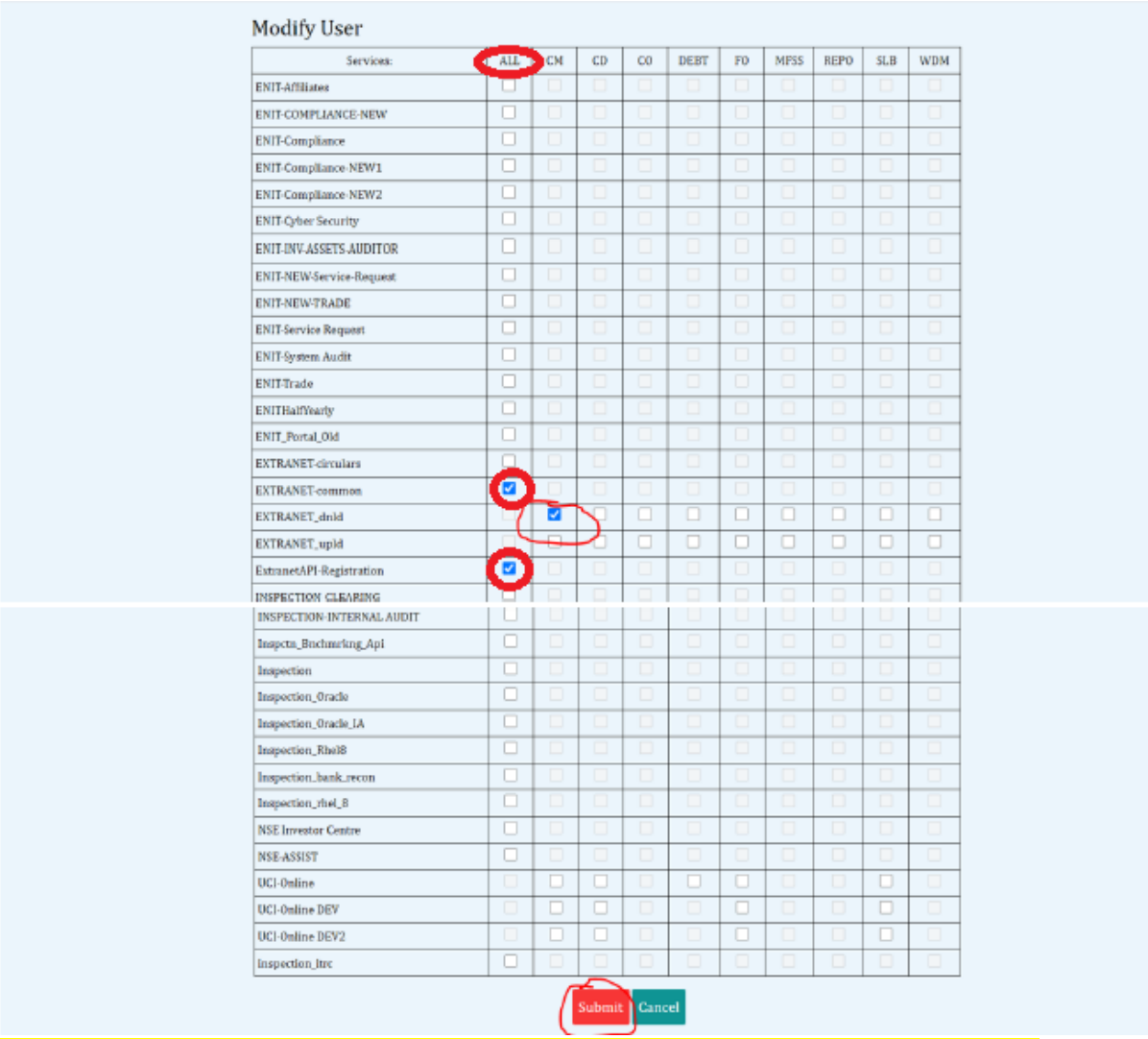
➢ In Assigned Roles >> Click on Assign Role



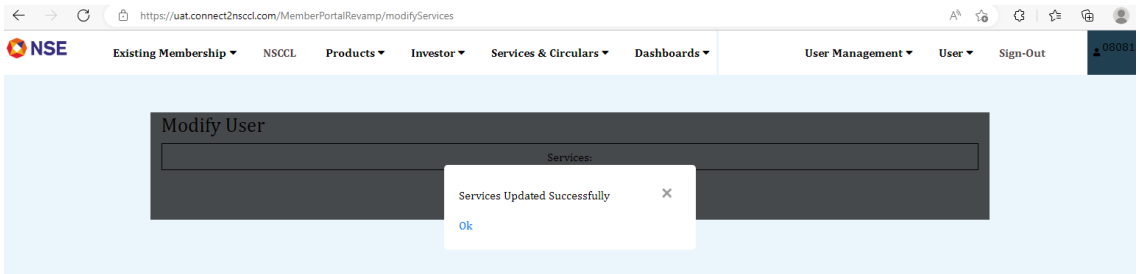
➢ On clicking Assign Roles the below screen would be displayed wherein all the segments will be represented column wise and the services will be mentioned row wise.

➢ There are two types of services which the admin user can give access:

Common Service Access	Segment Specific Service Access
In This type of service, the admin can only provide the access to ALL segments by to the sub users under him. *For eg : In case of Extranet common service , the access would be given only for all segments i.e. in the below screenshot segment wise access is not allowed for extranet common service, thus member has the option to select 'All' and provide access for all segments.*	In This type of service, the admin has to provide the access to Specific segments to the sub users under him. *For eg: in the below screenshot the member has provided access to the sub-user for only CM segment in case of Extranet_dnld service.*

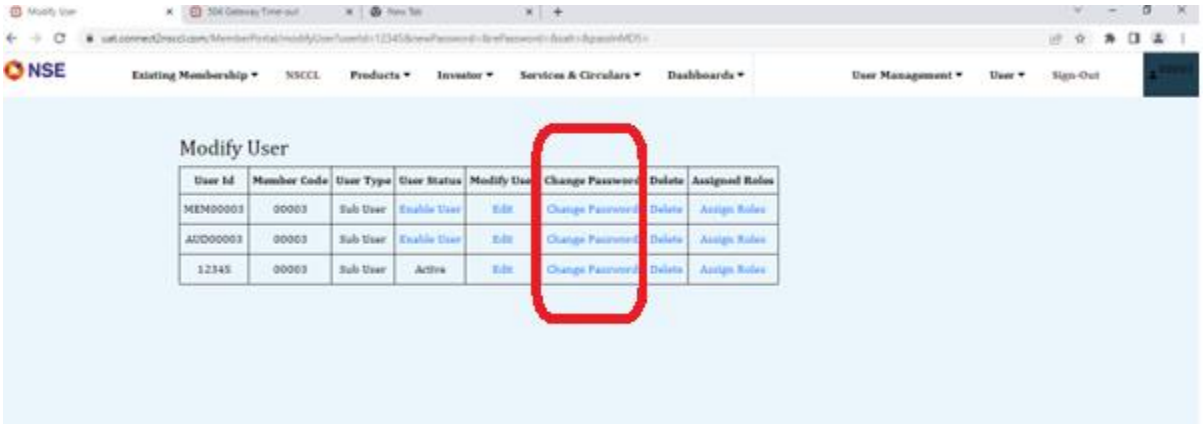


- Once the segments are selected for which access is to be given user then has to click on the Submit button to update the same in the system.
- Click on Submit button
- After successfully assigning service to sub user “Services Updated Successfully” will be displayed.

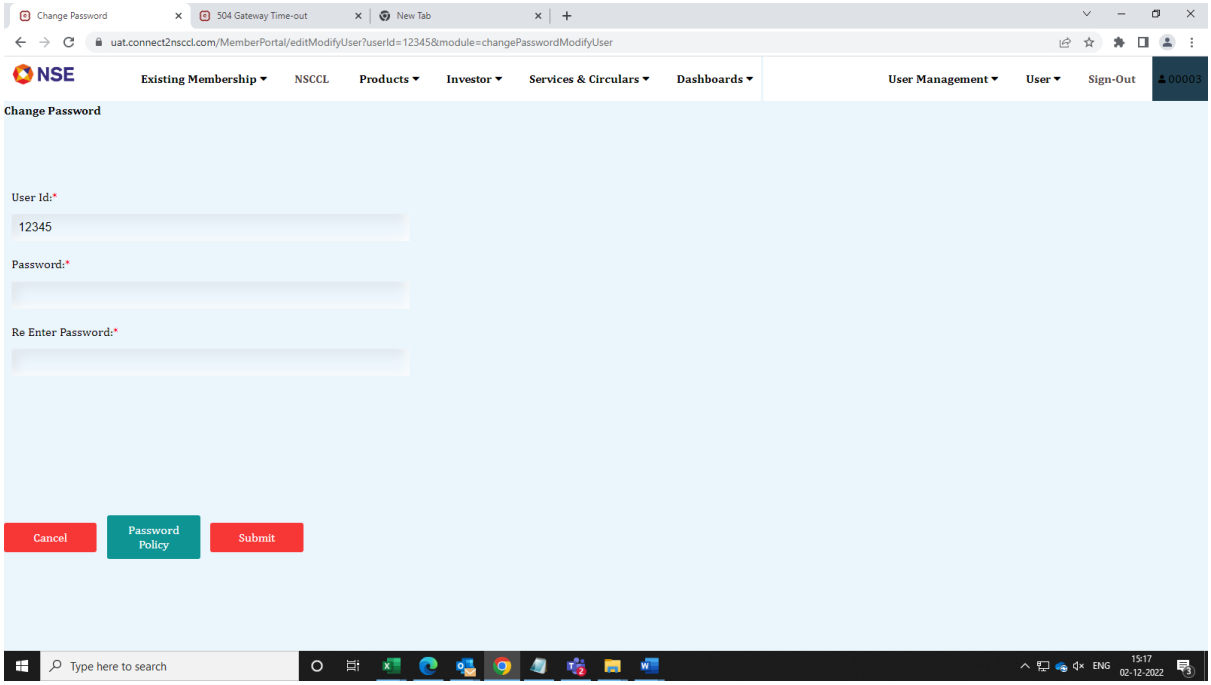


Steps to Change the Password :

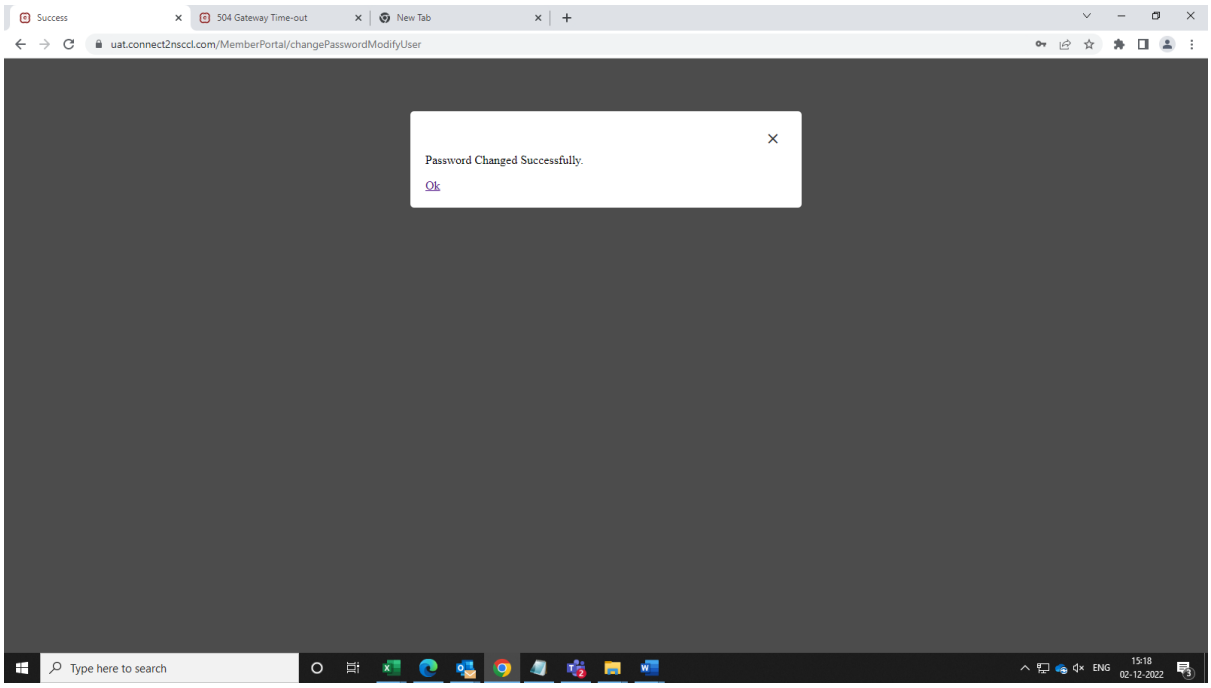
- If you want to change the password of the user , Click on Change Password



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



➢ The below message will be displayed



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