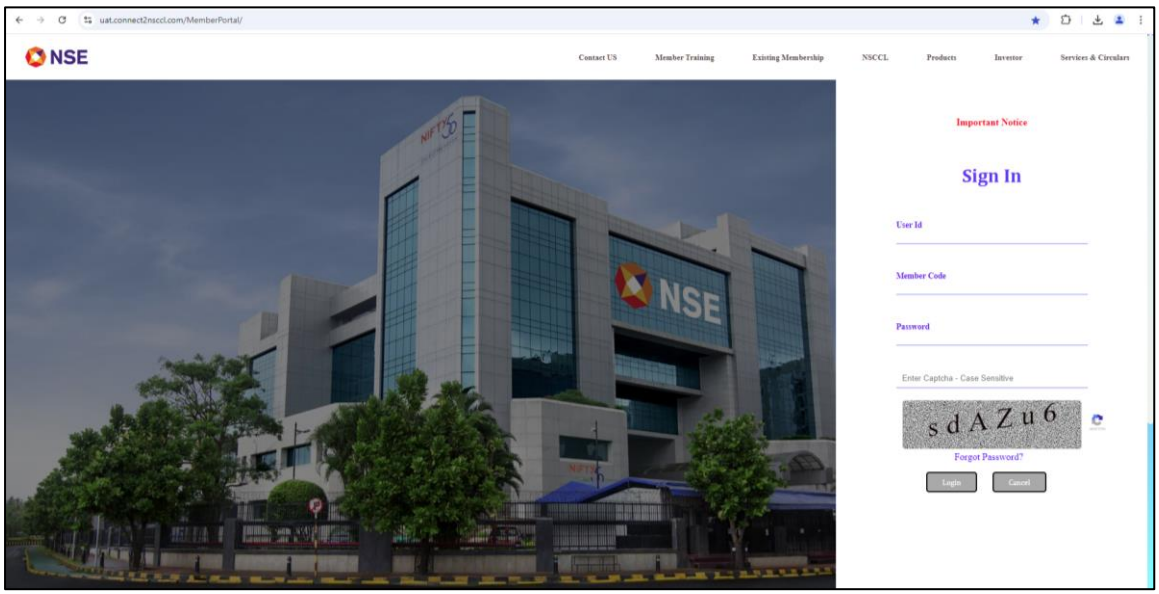
National Stock Exchange of India Ltd.

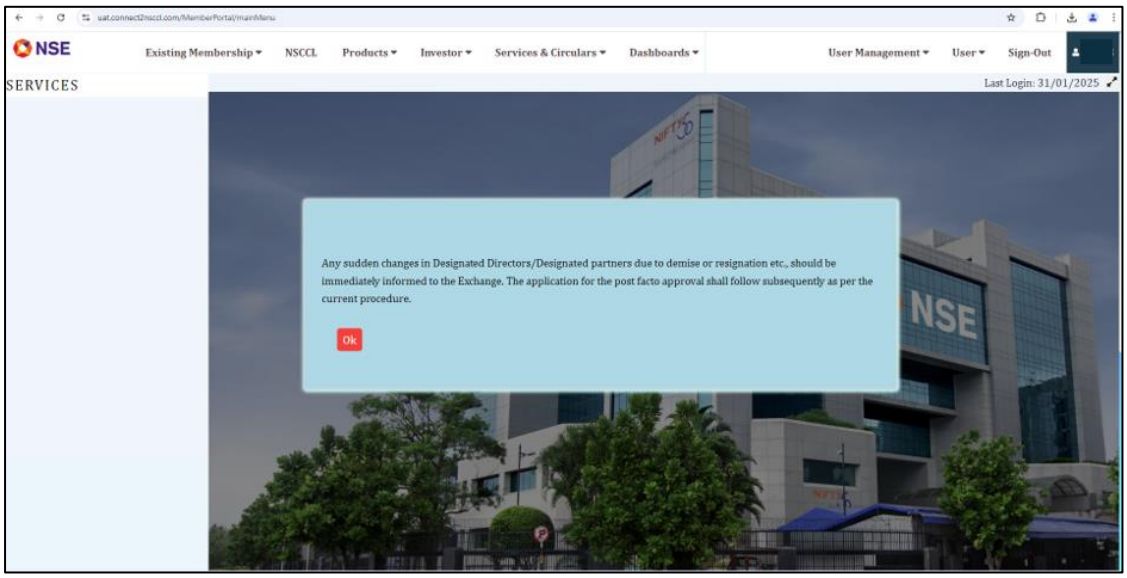
Document Name	Member Portal User Guide Ver 1.0.docx
For	Member Portal
Applicable to	Member Admin User
Purpose	User creation and Maintenance

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

- Click on Member Portal link as given below:
  Uat : https://uat.connect2nsccl.com/MemberPortal/
- The below screen will open
- Enter the Admin User id , Member code ,Admin Password & Captcha (For User id and Member code fields, add the respective member code, Password - Abcd@12345678)
- Click on Login button

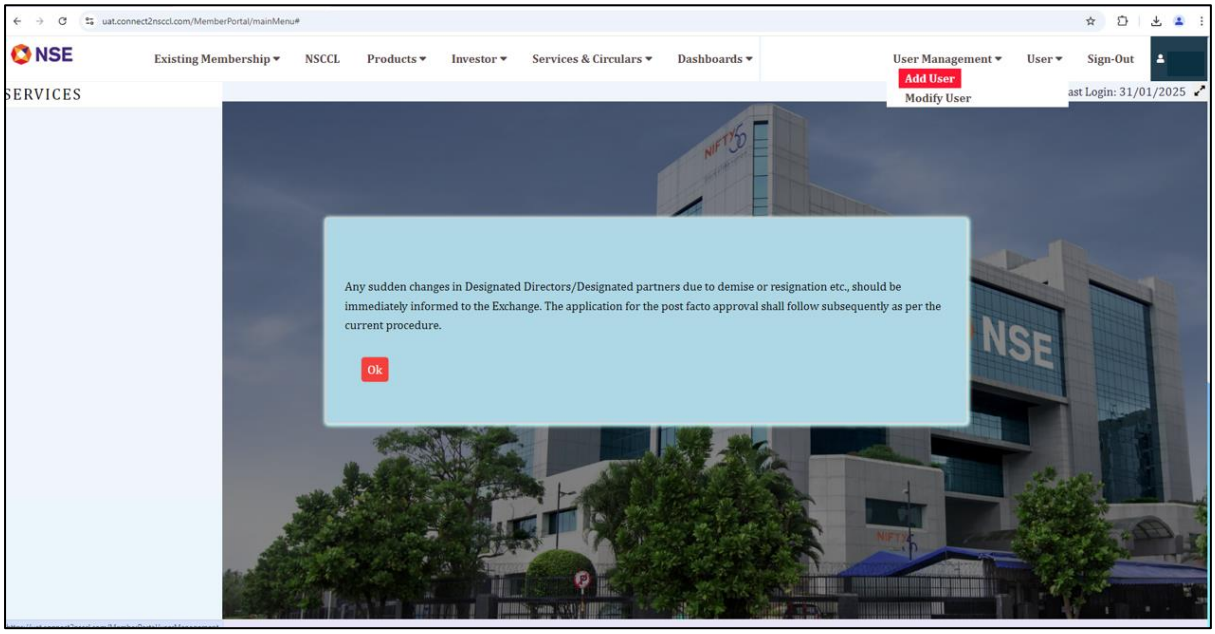


- The below screen will open

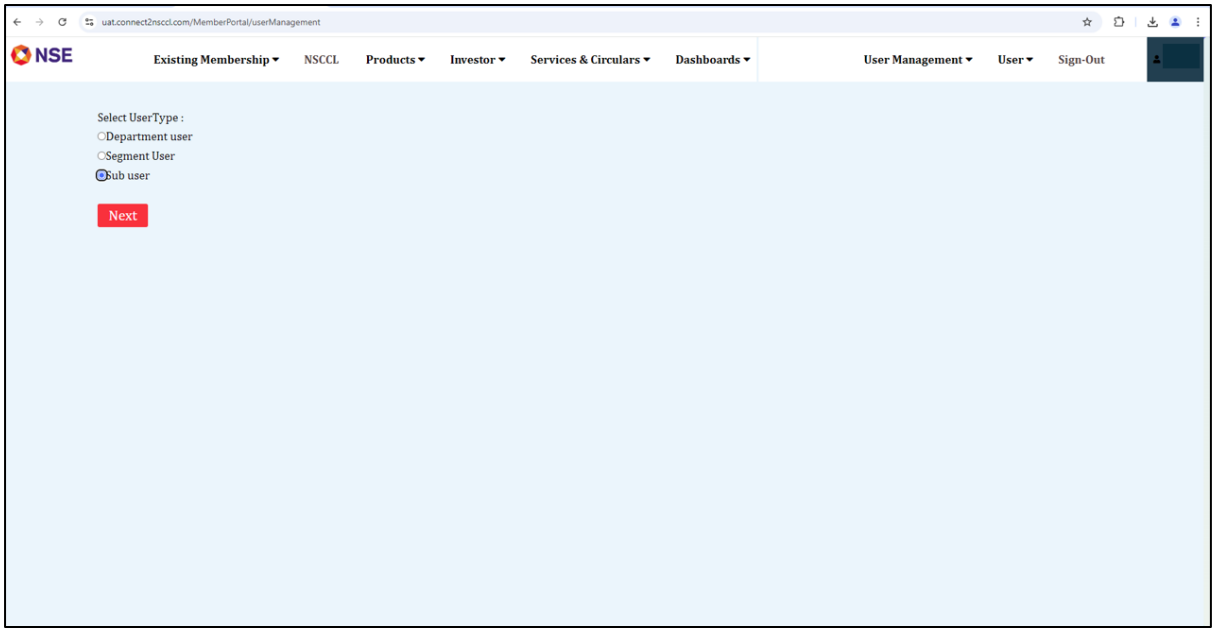


Procedure for New Sub User creation for the member:

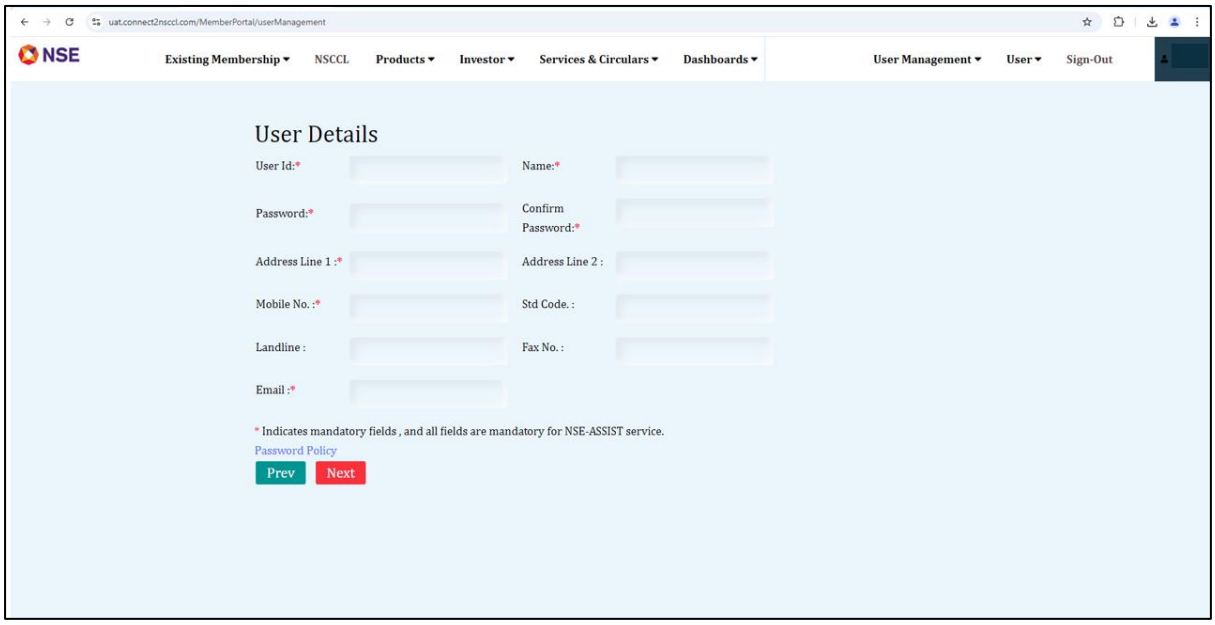
- Click on User Management > Add User



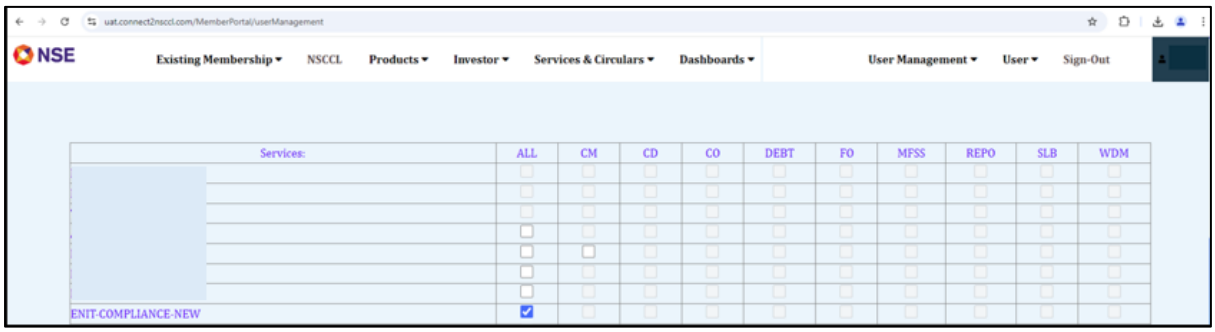
- The below screen will open
- Select the user type as “Sub user”
- Click on Next button



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



- Please Select **ENIT-COMPLIANCE-NEW**
- And click on check box of the ALL



- Click on Submit button



- After successfully assigning service to sub user “Services Updated Successfully” will be displayed.



- Sign off and log in with newly created sub user details , using url https://uat.connect2nsccl.com/MemberPortal/

****END OF DOCUMENT****