



## FIRST TIME REGISTRATION

To register at UDIN portal, please take the following steps:

Step 1: Enter the homepage <https://udin.icaai.org>

Step 2: Click button “For first time sign up, click here”

**Step 3:** Enter your six-digit Membership No., Date of Birth and Date of Enrollment, and click the “Send OTP”.

An OTP will be sent to you at the mobile and email, as registered with the ICAI.

**New Credentials**

Please input your details below to generate UDIN credentials.  
These credentials will be sent you through email and sms that is registered with ICAI

Six Digits Membership Number (MRN):

Date of Birth:

Date of Enrollment:

Enter OTP:

We have sent OTP to your mobile no. XXXXXXX260 and email address vishal.\*\*\*\*\*@icai.in in our records.

**Step 4:** Enter OTP received and click “Continue”, you will receive username and system generated password at the mobile and email, as registered with the ICAI.

HOME HOW IT WORKS? SIGNUP HERE SEARCH UDIN HELP FAQs ICAI HOME

We have sent your login credentials to your mobile no. 991XXXX60 in our records.  
We have sent your login credentials to your email vishal.\*\*\*\*\*@icai.in address in our records.

How It Works? **SIGN UP** **LOGIN** **GENERATE UDIN** **PRINT UDIN**

**Search UDIN**

Enter UDIN

Enter Captcha Numerals

**Member Login**

Array

Username (Six-digits Membership No.)

Password

[Forgot Password](#) | [First time Sign Up? Click Here](#)

**SIGN IN**

Go to the link <https://udin.icai.org/?mode=login> and Enter your Membership No, Password and click “Login”

**Member Login**

Username (Six-digits Membership No.)

Password

[Forgot Password](#) | [First time Sign Up? Click Here](#)



## GENERATE UDIN

- ✓ After login, click **“Generate UDIN”**
- ✓ Enter details such as, your Client Reference Code/Number, Document Issued, Document Description, Date of Document, Keywords/Values (minimum three) with in the document and click the button **“Send OTP”**. Firm Registration Number (FRN) is **Optional**.
- ✓ An OTP will be sent to you at the mobile and email, as registered with the ICAI.
- ✓ Enter OTP received and click the button **“Preview”**. You will see the details you have entered for generating the UDIN.
- ✓ If there is any change in the content, you should click the button **“Back”** or else click the button **“Submit”**
- ✓ A UDIN will be generated and you can use that UDIN on the document for which it has been generated

HOME HOW IT WORKS? GENERATE UDIN LIST UDIN SEARCH CHANGE PASSWORD FAQS LOGOUT

Generate UDIN

Enter new document details

**\*Mandatory Fields**

Membership Registration Number or MRN:

Member Name:

E-mail ID:

Your Firm Registration No. or FRN:

Firm Name:

\*Your Client Reference Code/Number:

\*Document Issued Under:

\*Document Description:

\*Date of Document:

Keywords/Values: (Do not disclose client details)

\*1

\*2

\*3

4

5

Send OTP

UDIN - Preview

Membership Registration Number or MRN:

Member Name:

E-mail ID:

Your Firm Registration No. or FRN:

Firm Name:

Your Client Reference Code/Number: XXXXXX

Document Issued Under: Accounting

Document Description: XXXX

Date of Document: 01/07/2018

Keywords/Values:

Revenue XXXX

Net worth XXXXX

Loan amount XXXX

Back

Submit

Unique Document Identification Number (UDIN)  
for Practising Chartered Accountants

UDIN Home Generate UDIN List UDIN Search Change Password Logout

You are logged in as ANIL K. BHARGAVA (00000000)  
You last logged on: April 23, 2018 4:50PM

Generate UDIN  
Your document has been submitted successfully.  
Unique Document Identification Number (UDIN) for this document is:  
090000/230418/7 **Generated UDIN**



Print

### PRINT UDIN

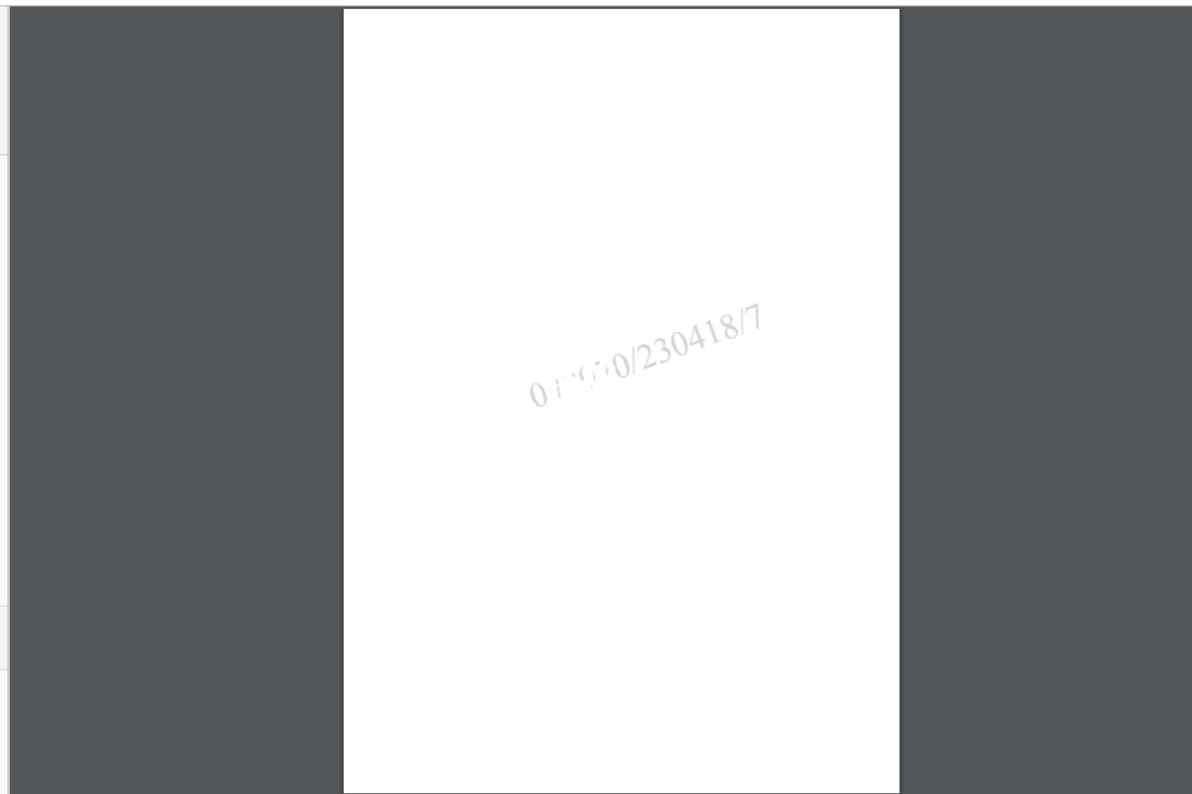
UDIN that have been generated would be displayed as watermarked on document(s) else the UDIN can be mentioned on the document(s) using a pen. "List UDIN" menu can be used to print the UDIN.

**Unique Document Identification Number (UDIN)  
for Practising Chartered Accountants**

UDIN Home   Generate UDIN   List UDIN   Search   Change Password   Logout   You are logged in as **ANAND KUMAR (090770)**  
You last logged on: April 23, 2018 4:50PM

**List UDIN Documents**

#	UDIN	MRN	Firm	Client Reference Code/Number	Document Issued Under	Document Description	Date of Document	Optional Keywords/Values	Status
1.	090770/230418/7	ANAND KUMAR (090770)	0	12345	ITA	Balance Sheet	01/04/2018	1. Profit 10000 2. Debtors 8000 3. Creditors 5000	Status: Active <a href="#">Print UDIN</a>





## SEARCH DOCUMENTS

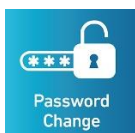
UDIN that have been generated can be searched on the criteria viz. UDIN, FRN, Client Reference Code, Document Issued Under, Date of Document and Document Status. "Search" menu can be used to search the UDIN.

**Unique Document Identification Number (UDIN)  
for Practising Chartered Accountants**

UDIN Home   Generate UDIN   List UDIN   **Search**   Change Password   Logout   You are logged in as A: [Name] [EMAIL (09:00:00)]  
You last logged on: April 23, 2018 4:50PM

**Search UDIN Documents**

Enter Search Details	
Unique Document Identification Number (UDIN):	<input type="text"/>
Firm Registration No. or FRN:	<input type="text"/>
Client Reference Code/Number:	<input type="text"/>
Document Issued Under:	Please Select ▾
Date of Document: (dd/mm/yyyy):	<input type="text"/>
Document Status:	<input type="text"/>
Search Type:	<input checked="" type="radio"/> Match All <input type="radio"/> Match Any
<input type="button" value="Search Records"/>	



## Change Password

The password generated is encrypted to ensure its appropriate safety. However, Members may change the password at any time. "Change Password" menu can be used to change the password.

- ✓ Sign in.
- ✓ Under "Sign-in", select "Change Password" menu.
- ✓ Enter your current Password.
- ✓ Enter your new password, then click send OTP. You will receive an OTP on your mobile and email, as registered with the ICAI.

**Change Password**

**Set New Password**

Current password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
<input type="button" value="Send OTP"/>	



## Revoke UDIN

The UDIN once generated can be withdrawn or cancelled with narration. Hence if any user search for this UDIN, appropriate narration indicated by Member with the date of revoke will be displayed for reference. "List UDIN" menu can be used to revoke the UDIN.

HOME	GENERATE UDIN	LIST UDIN	SEARCH	CHANGE PASSWORD	LOGOUT
------	---------------	-----------	--------	-----------------	--------

### Revoke Document

Document Details	
Unique Document Identification Number (UDIN):	094890/200418/5
Member Details:	VISHNOI PRATAP (094890)
Firm Details:	()
Client Reference Code/Number:	12345
Document Issued Under:	Companies Act
Document Description:	GST Audit Certificate
Date of Document:	20/04/2018
Optional Keywords/Values:	1. Turnover 100 lac 2. tax 1 lac 3. 4. 5.
Status:	Active
Enter reason to revoke this document:	<input type="text" value="XXXXXXXXXXXXXXXXXXXX"/>
<input type="button" value="Submit"/>	