

Professional Staff member Login & Registration FAQs

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“PROFESSIONAL STAFF MEMBER” LOGIN AND REGISTRATION PROCESS

1. Who is a “Professional Staff Member”?

A Professional Staff Member refers to any person who is with or on behalf of a Professional of ICSI/ICAI/ICWAI as a staff.

Such members include:

- trainees of the professional firms
- non-professional members of professional firms etc.

2. Who is a “Professional”?

A Professional or Professional Member is a person who is a member of ICSI/ICAI/ICWAI and registered on MCA portal as ‘Business User’ under ‘Professional’ User Role.

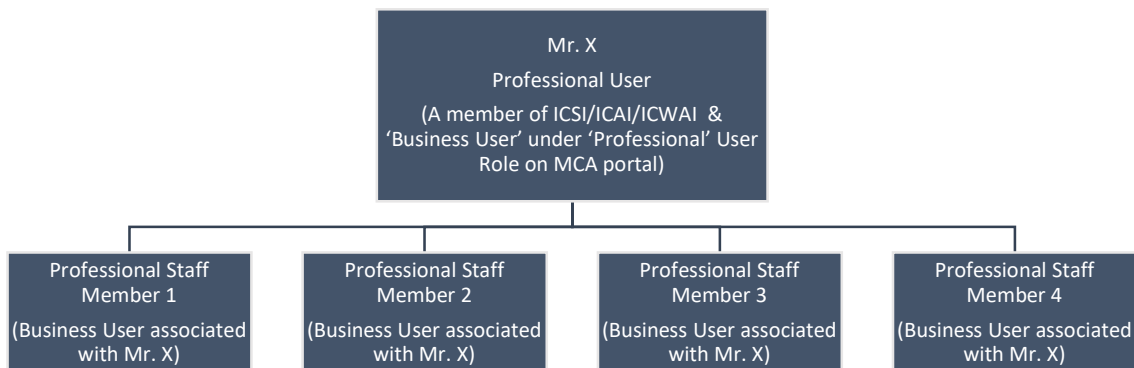
3. I am a member of a Professional Firm. I do not have a Professional Membership Number. Can I register myself as Business User to access the LLP Forms?

Yes, these users can register themselves under ‘Business User’ category as ‘Professional Staff Member’ User Role. These Users will be linked with the Professional Member who is already registered on MCA portal as a ‘Business User’ and they can file all the LLP forms.

4. What is the process to register as ‘Professional Staff Member’?

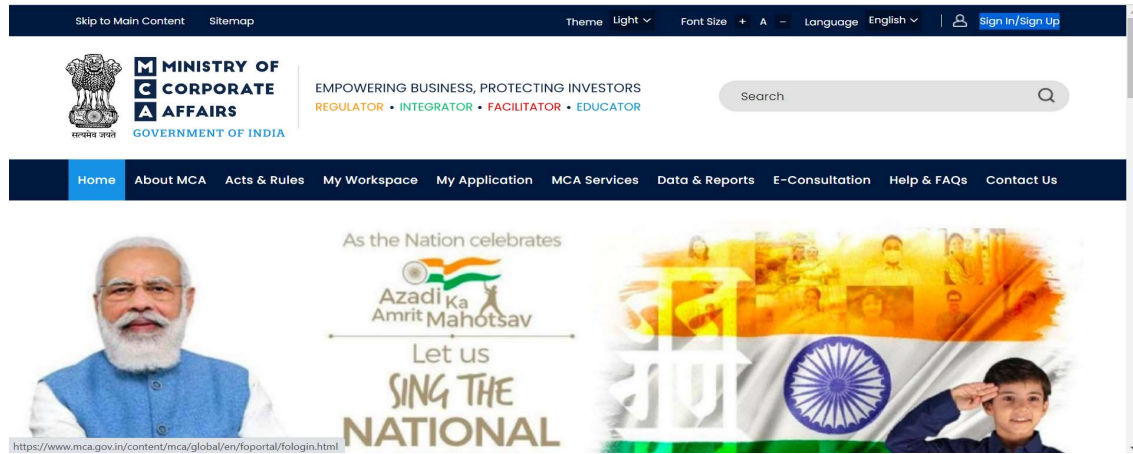
Below are the Pre-requisites to register as ‘Professional Staff Member’:

- Professional Staff Members are linked to one main Professional Member;
- The main Professional Member should be registered on MCA portal as ‘Business User’ under ‘Professional’ User Role.

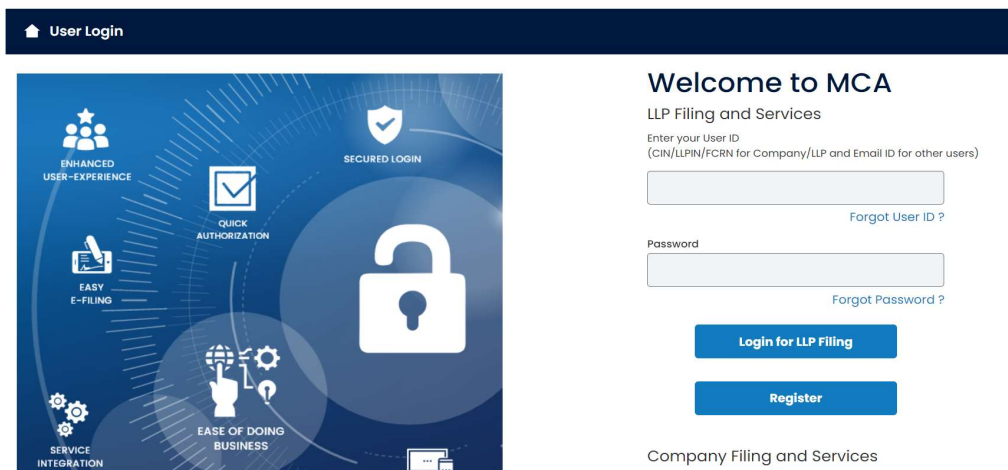


Below are the steps to register as ‘Professional Staff Member’:

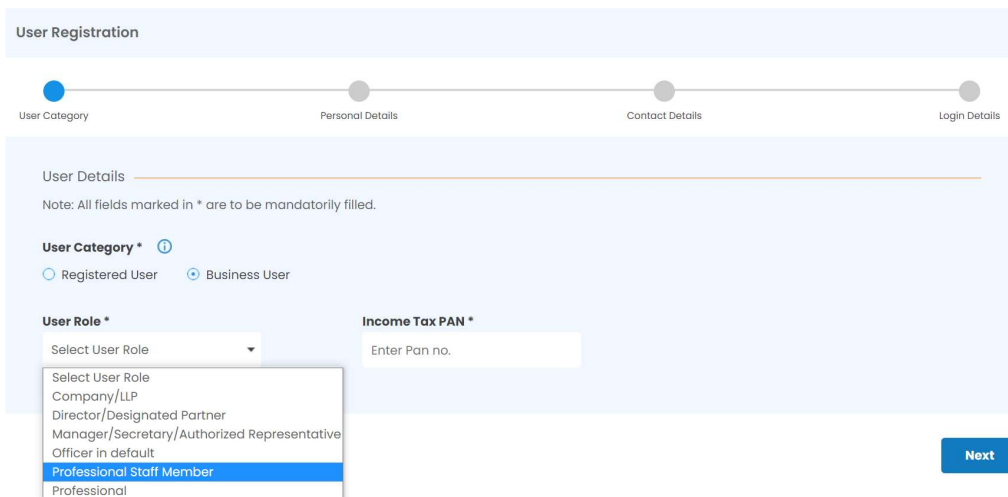
Step 1: Please click on 'Sign In/Sign Up' on MCA portal:



Step 2: Please click on 'Register':



Step 3: Please select 'Business User' in User Category and 'Professional Staff Member' from the User Role dropdowns:



Step 4: Please provide the Income Tax PAN of the Professional Staff Member

The screenshot shows a progress bar at the top with four steps: User Category, Personal Details, Contact Details, and Login Details. The 'User Category' step is active. Below the progress bar, the form is titled 'User Details' and includes a note: 'Note: All fields marked in * are to be mandatorily filled.' The form contains the following fields:

- User Category ***: Radio buttons for 'Registered User' and 'Business User' (selected).
- User Role ***: A dropdown menu with 'Professional Staff Member' selected.
- Income Tax PAN**: A text input field with the placeholder 'Enter Pan no.', highlighted with an orange border. A callout box to its right says 'PAN is Optional'.
- Professional Membership Institute ***: A dropdown menu with 'Select' selected.
- Professional Membership Number ***: A text input field with the placeholder 'Enter Here'.

A blue 'Next' button is located at the bottom right of the form.

Step 5: Please select the Membership Institute from the dropdowns and provide the Membership Number of the main Professional Member:

This screenshot shows the same 'User Details' form as in Step 4. The 'Professional Membership Institute *' dropdown menu is open, displaying a list of options: 'Select', 'ICAI', 'ICSI', and 'ICWAI'. The 'Income Tax PAN' and 'Professional Membership Number' fields remain empty. A blue 'Next' button is visible at the bottom right.

Step 6: Once details are updated in the above fields, the Name, Email ID and Phone Number of the main Professional member will get pre-filled.

This screenshot shows the 'User Details' form with several fields pre-filled with blue bars, indicating that the information has been auto-populated. The pre-filled fields are:

- Professional Name**
- Professional Email Id**
- Professional Phone Number**

The other fields, including 'User Category', 'User Role', 'Income Tax PAN', and 'Professional Membership Institute', remain as they were in the previous steps. A blue 'Next' button is located at the bottom right.

Step 7: Please provide the details of Professional Staff Member in the Personal Details section:

User Registration

Progress: User Category (checked), Personal Details (active), Contact Details, Login Details

Personal Details

First Name *
Name entered should be as per Income tax PAN
Enter Here

Middle Name
Enter Here

Last Name *
Enter Here

Date Of Birth *
DD/MM/YYYY

Gender *
 Male Female

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Step 8: Please provide Address, Contact Number and Email ID of the Professional Staff Member in the Contact Details section:

Progress: User Category (checked), Personal Details (checked), Contact Details (active), Login Details

Contact Details

Address Line 1 *
Enter Address Line 1

Address Line 2
Enter Address Line 2

Country *
Select Country

Pincode *
Enter Pin Code

State *
Enter State

City *
Select City

Area/Locality *
Select area/locality

Telephone Number - Residence (including STD code)
Enter Here

Telephone Number - Office (including STD code)
Enter Here

Mobile *
Enter Here

Email ID *
Enter Email ID

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Step 9: Please provide the Password and Hint Question in the Login Details section:

Login Details

Password *

Confirm Password *

Password Policy
a. It should be Alphanumeric.
b. minimum 6 characters and maximum 15 characters.
c. at least one special character (! @, #, \$, %, ^, &, *, (,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *
Select Hint Question

Hint Answer *
Enter Here

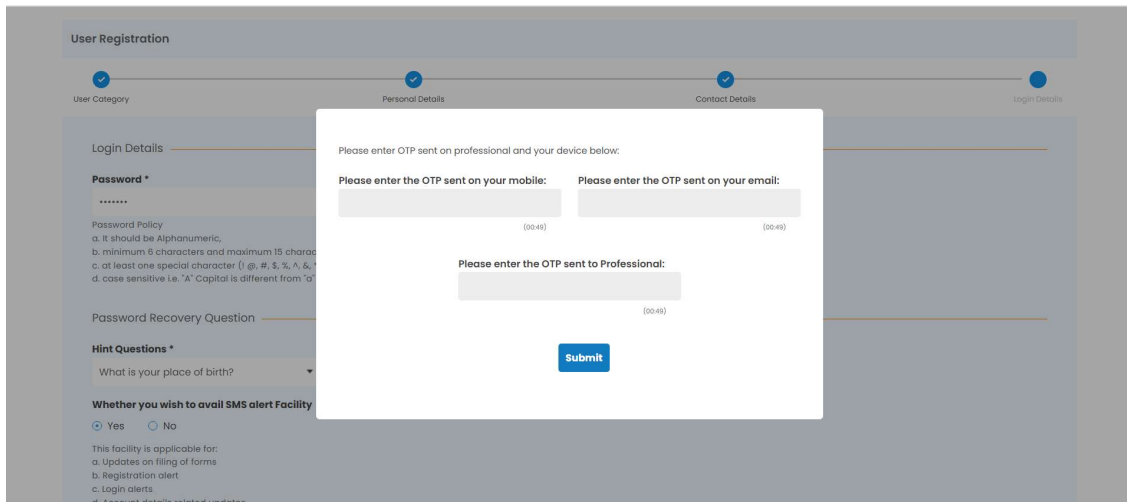
Whether you wish to avail SMS alert Facility
 Yes No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
e. MCA updates

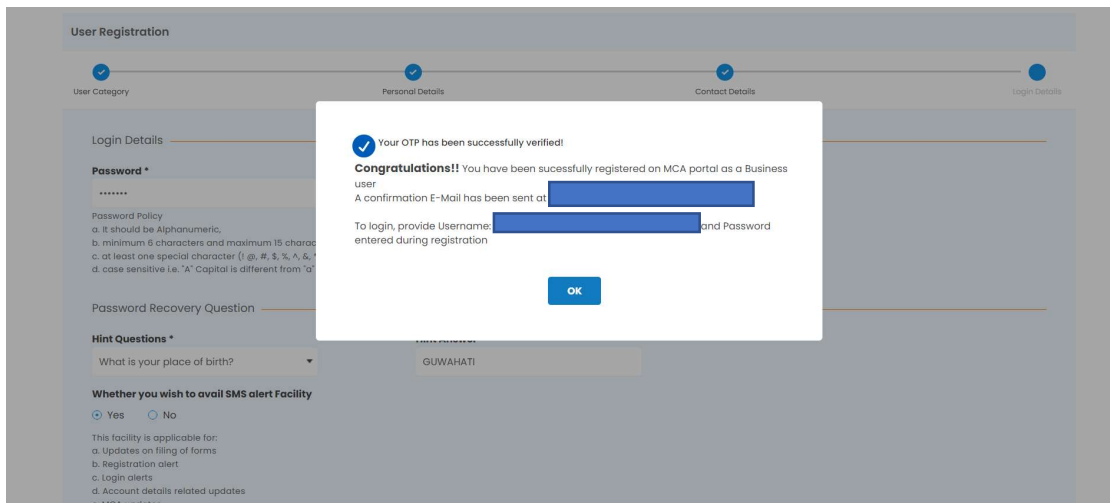
By clicking on Create My Account, you agree to our [Terms and Conditions](#)

Step 10: Two different OTPs will be shared to the Professional Staff Member and one OTP will be shared to the Email ID and Phone Number of the main Professional Member for verification purpose.

Please provide Two (2) OTPs for Professional Staff Member and One (1) OTP for main Professional:

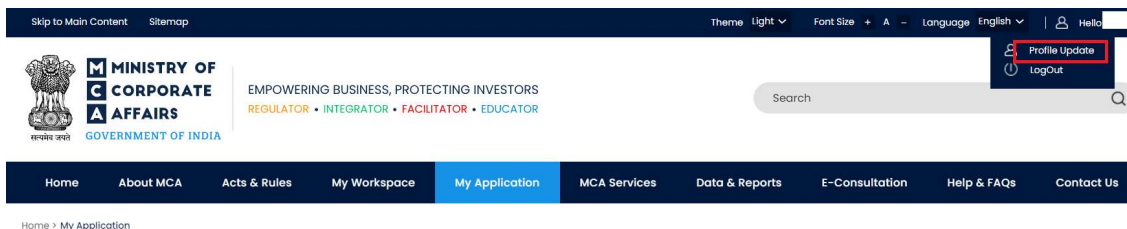


Step 11: User registration under Professional Staff Member will be created post successful OTP verification. The Professional Staff Members will have access to view and file all LLP forms.



5. I am a Registered User. What is the process to upgrade to 'Professional Staff Member'?

- After successful login on the top right section under "Hello Name" and select 'Profile Update' from the dropdown:



- On the Profile Update page, please click on 'Add Role':

Save

User Details

User Category: Registered User

User Role: Individual

First Name: [Input Field]

Middle Name: [Input Field]

Last Name: [Input Field]

Add Role

- Under 'Add User Role', please select 'Professional Staff Member' from the dropdown values:

Save

User Details

User Category: Registered User

User Role: Individual

First Name: [Input Field]

Middle Name: [Input Field]

Last Name: [Input Field]

Add Role

Add User Role

Select User Role

- Select User Role
- Director/Designated Partner
- Manager/Secretary/Authorized Representative
- Professional Staff Member**
- Professional

- After selecting the 'Professional Staff Member', please update the Name of the Institute and Membership Number of the main Professional Member and the Income Tax PAN (optional) of the Professional Staff Member:

User Role: Individual

First Name: [Input Field]

Middle Name: [Input Field]

Last Name: [Input Field]

Email ID: [Input Field]

Mobile Number: [Input Field] [Edit](#)

Address Line 1: [Input Field] [Edit](#)

Address Line 2: [Input Field] [Edit](#)

Add User Role

Professional Staff Member

Name of the Institute*

Enter name of the Institute

Income Tax PAN

ANHPB5637N

Membership number*

Enter Membership number

Verify PAN

- Once required details are provided, please click the 'Save' button and a successful message of confirmation will appear on the screen.