

How to Register and Enroll for NISM Certification Examination Online

A Step-by-Step Tutorial

This guide will help you to navigate the online registration system. You may print this document and use it to assist you in the process.

General Guidelines:

- To register for NISM Certification Examination, candidate needs to fill in the Online Registration Form available on the NISM Online Certification System at <https://certifications.nism.ac.in>
- Use Internet Explorer version 6.0 to 9.0 for Registration process

NISM Certification
Examinations are
conducted across 150 cities
in India.

NISM Test Administrators,
namely, **NSE**, **BSE** and **MCX-SX**.

Recommendations:

- **Register and Enroll** well in advance, for the best chance of reserving a seat on the date and location you prefer.
- **Complete your profile before** registering for a test. This will allow you to complete your registration more quickly.
- **Be prepared** Study NISM workbook for the respective examination to help yourself prepare for the test day .Study material is free for download after you Enroll and make payment for the Exam .
- **For purchase of study material, you may contact:**
Printography Systems (India) Private Limited
13/D, Kurla Industrial Estate, Nari Seva Sadan Road,
Narayan Nagar, Ghatkopar (West), Mumbai-400086

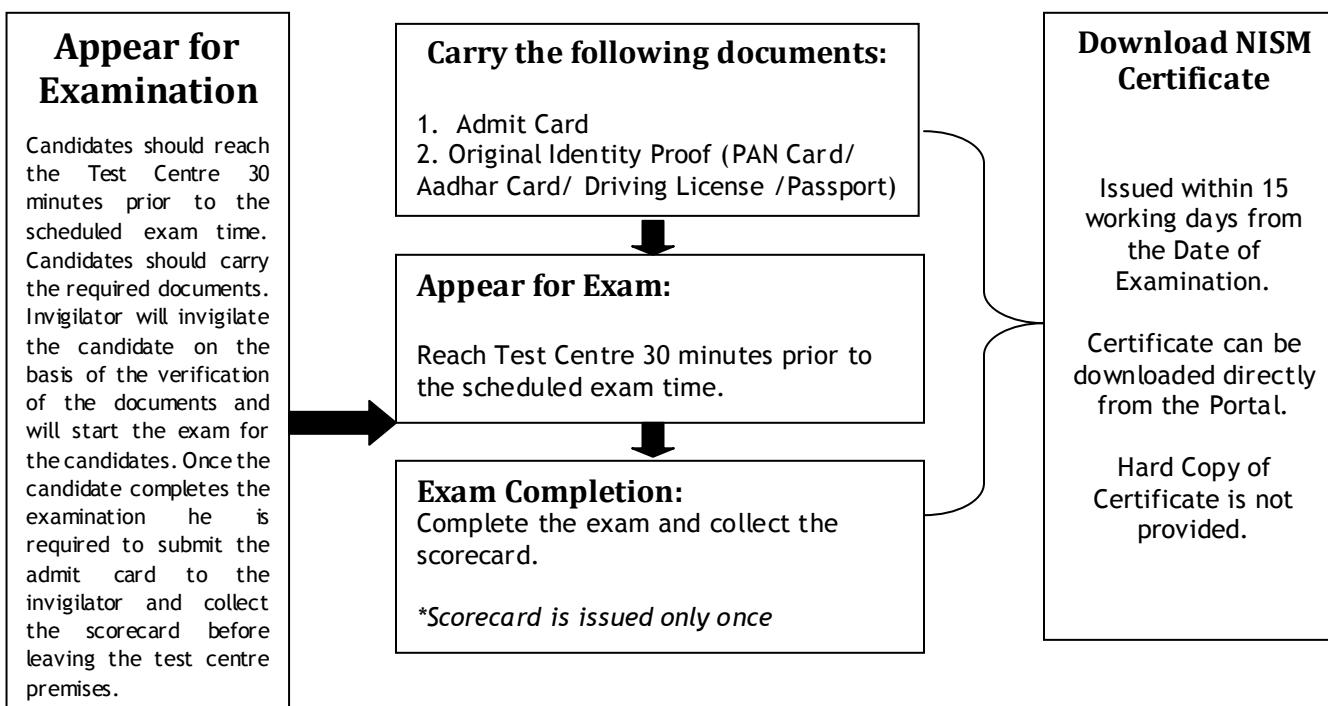
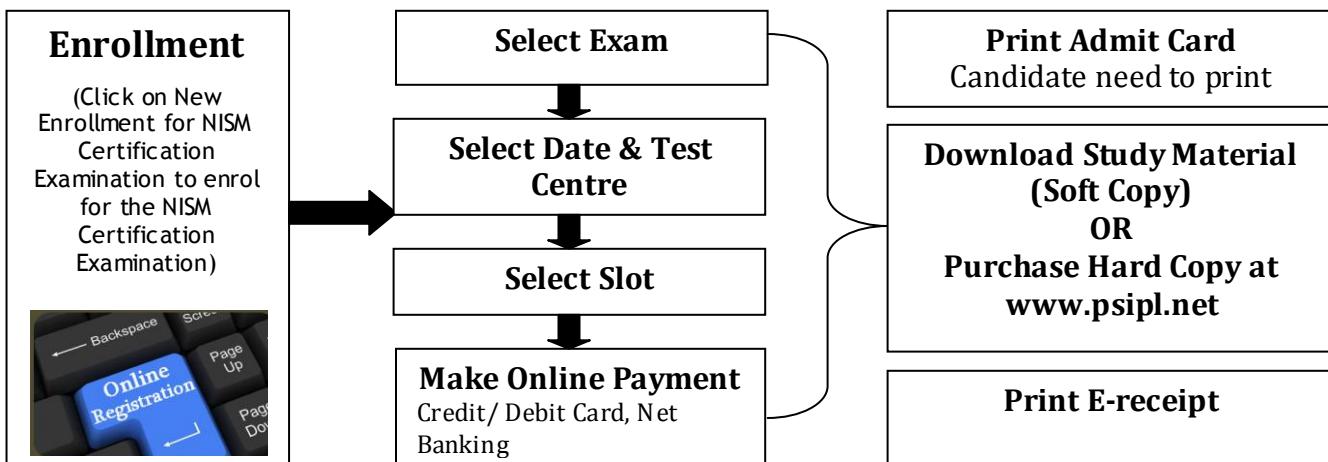
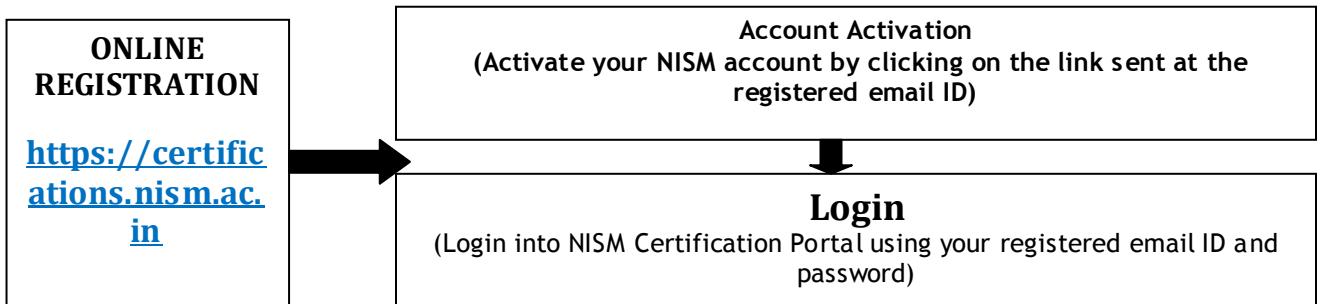
For query regarding the
dispatch of the books,
kindly write to
support@psipl.net
or contact 022-
43406000,+91-
8097898700/01

Call: +91-22-33545858, Mobile: +91-9820912814

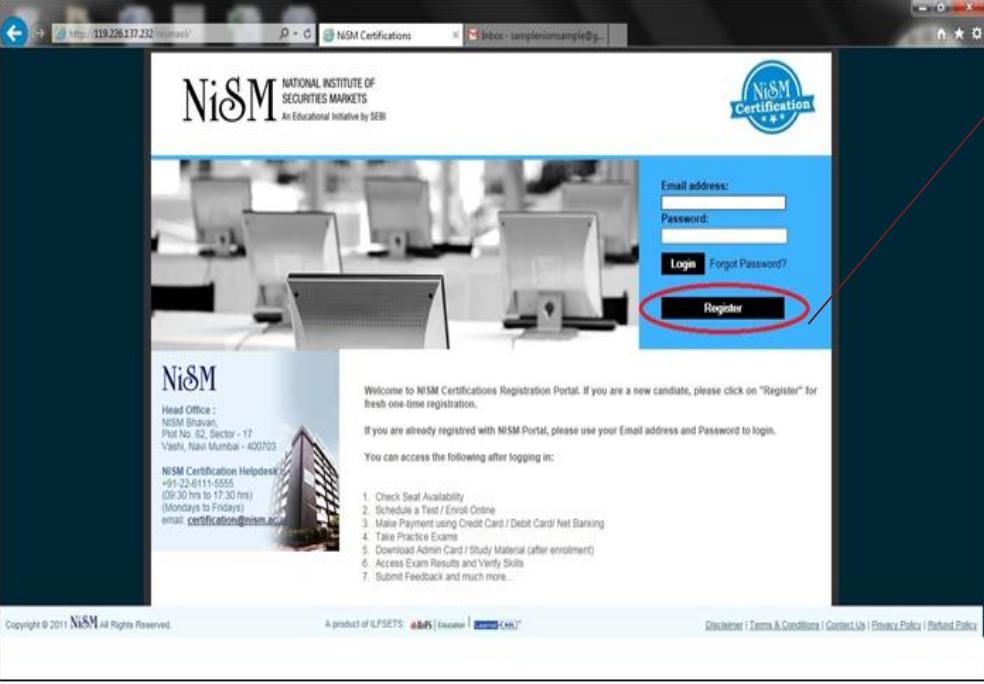
Email: books_nism@psipl.net Website: www.psipl.net

Enrollments will be closed
48 hours before the
commencement of the
Exam

NISM Certification Examinations - Registration and Enrolment Process Flowchart:



TO REGISTER FOR NiSM CERTIFICATION EXAMINATION FOLLOW THESE STEPS



Welcome to NiSM Certifications Registration Portal. If you are a new candidate, please click on "Register" for fresh one-time registration.

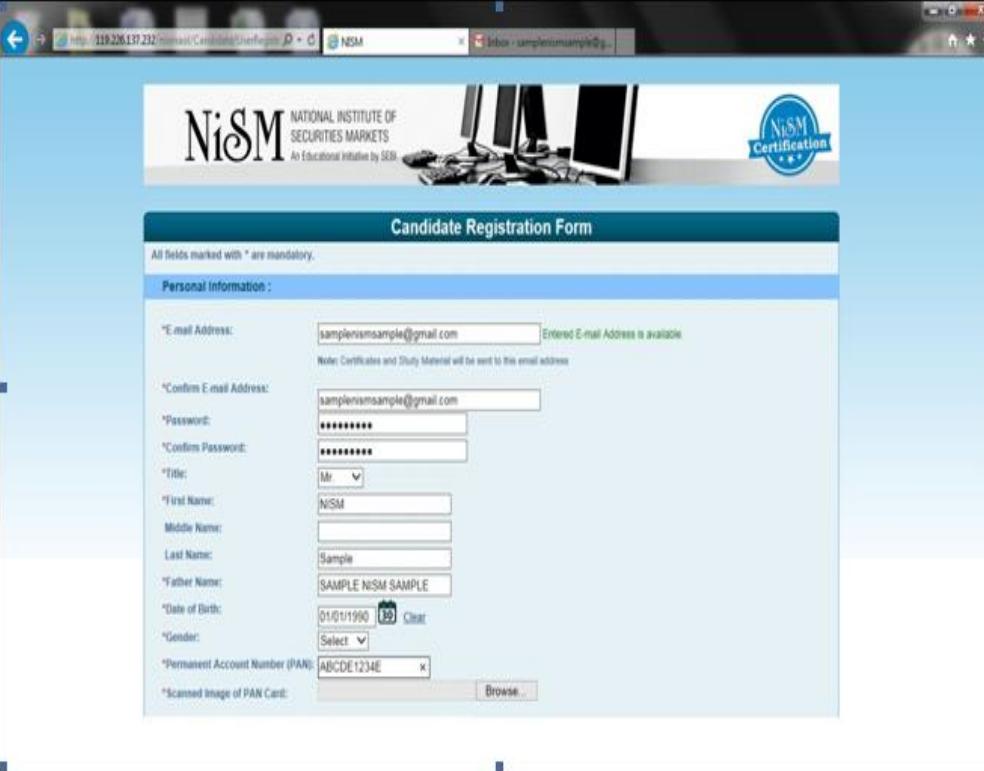
If you are already registered with NiSM Portal, please use your Email address and Password to login.

You can access the following after logging in:

1. Check Seat Availability
2. Schedule a Test / Enroll Online
3. Make Payment using Credit Card / Debit Card / Net Banking
4. Take Practice Exams
5. Download Admin Card / Study Material (after enrollment)
6. Access Exam Results and Verify Skills
7. Submit Feedback and much more...

Step 1: Login

Visit <https://certifications.nism.ac.in> and click on "Register"



Candidate Registration Form

All fields marked with * are mandatory.

Personal Information:

*E-mail Address: Entered E-mail Address is available
Note: Certificates and Study Material will be sent to this email address

*Confirm E-mail Address:

*Password:

*Confirm Password:

*Title:

*First Name:

Middle Name:

Last Name:

*Father Name:

*Date of Birth:

*Gender:

*Permanent Account Number (PAN):

*Scanned Image of PAN Card:

Step 2: Fill the Online Registration Form

Part 1 Complete all of the required sections highlighted with an asterisk (*).

If the given email ID will be available system will show **"Entered E-mail Address is available"** and candidate can proceed with the registration.

Candidate can retrieve the password by clicking on **"FORGOT PASSWORD"**

The screenshot shows the 'Contact Information' and 'Educational Qualification Details' sections of the registration form. In the 'Contact Information' section, fields include: Photo (Browse button), Alternate Email Address (sample2nam@gmail.com), Address Line 1 (FLAT NO- 102), Address Line 2 (BUILDING NO-7), Address Line 3 (SAKET APARTMENTS), City (VASHI), Pincode (40703), State (Maharashtra), Country (India), Tel. Residence (ISD: +91, STD: [empty], Phone: [empty]), and Mobile Phone (ISD: +91, Mobile: 9999999999). In the 'Educational Qualification Details' section, fields include: Educational Qualification (Graduation), Graduation, Major Subject (Commerce, Select), Institute/University (COMMERCCE), Year Of Passing (2007, 2014), and Percentage/Grade (72).

Step 2: Fill the Online Registration Form

Part 2. Fill in all the personal details including scanned copy of PAN Card ,upload proper recent, coloured ,passport size photograph, as same will be used on Admit card and Certificate.

All details filled up in the registration form is verified by NISM to ensure the authenticity of registration. In case the details are found improper, communication will be sent via email on the registered email ID.

The screenshot shows the 'Educational Qualification Details', 'Professional Details', and 'Occupational Details' sections. In the 'Educational Qualification Details' section, fields are the same as in the first screenshot. In the 'Professional Details' section, fields include: Professional Qualification (Others), Institute/University, Year Of Passing (2014), and Percentage/Grade. In the 'Occupational Details' section, fields include: Occupation (Not employed) and Total Experience (In years) (<1). At the bottom, there is a verification code input field with the code '86278' and a checkbox agreeing to the terms and conditions.

Step 2: Fill the Online Registration Form

Part 3 After completing the registration form click on “SUBMIT” to receive the activation link.

On successful completion of registration an activation link will be sent to the e-mail address specified by the candidate. Candidate's Account with NISM will be activated only after the candidate activates the link by clicking it.



Google

Inbox

Compose

Tata Motors - Tata Motors Festive Offer - Get Total Benefits Upto Rs. 95k* on Tata Cars. Hurry - Har Din All Win!

Your Account Details at NISM Online Certification System

certification@nism.ac.in to me

4:01 PM (0 minutes ago)

Dear Mr. NISM Sample,

Thank you for registering at NISM Online Certification System. Your account is created and must be activated before you can use it.

To activate the account click on the following link or copy-paste it in your browser.

<https://certifications.nism.ac.in/nismao/Candidate/useractivationpage.aspx?ActivationId=977e1897-6a36-4393-a04-d016fc89297>

By registering, you hereby accept all the Terms and Conditions and Policies pertaining to NISM Certification Examinations available on our website www.nism.ac.in and/or <https://certifications.nism.ac.in/>

Following are the details you provided during registration:

Name: NISM Sample
NISM Registration No.: NISM-201400050566
Registered Email: samplenismsample@gmail.com
Registered Address: FLAT NO- 102
BUILDING NO.7
SAKET APPARTMENTS
VASHI

Ads

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house@hiranandani.com

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Compliance Outsourcing, Accounting
Outsource all compliance to us
www.capitalmarketscompliance.com

Step 3: Click on the Activation Link

Part 1 Activation link is sent to the registered email ID provided by the candidate.

Candidate can check the *inbox and spam folder* for the receipt of the activation link.

National Institute of Securities Markets

Candidate Registration Form

Confirm Your Email

You have successfully registered on NISM Certifications. Your registration number is: **NISM-201400050566**

An activation email has been sent to the email address provided by you.

Kindly confirm your email to activate your account.

Kindly also check the spam folder of your mailbox.

[Click here to go to the login page.](#)

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A product of ILFSETS:

Step 3: Registration Number

Part 2 Once the account is activated candidate can login to his account.

The NISM Registration number can be used for any further communication with NISM.



Step 4: Login

Once the link is activated Candidate can login through NISM Certification website by using e-mail ID and password provided at the time of registration.

Registration Successful Screen and Candidate profile will be displayed as shown.

Step 5: ENROLL

Candidate can enroll for any of the NISM Certification Exam by using "enrolment for certification".

Candidate can also avail the facility of reschedule only 30 days prior to the scheduled examination date.

Candidate can take the print of the admit card by using "My Enrolments".

Candidate can choose the examination from the list of all NISM examinations.



Step 6: Test Center Selection

Candidate can select the city and test centre to check the seat availability.

Step 2: Check Seat Availability for NISM-Series V-A: Mutual Fund Distributors Certification Examination (English)

Mode of Payment: Credit Card / Debit Card / Net Banking

Available Examination City: Mumbai

Available Examination Centre: Mumbai - Nariman Point (NiSM)

Available From Date: 01/11/2014

Available To Date: 08/11/2014

Step 7: Check Seat Availability

Part 1 Candidate can choose the examination centre and can check the number of seats available by selecting the date range.

Part 2 Candidate can select examination slot from the available slots and enroll for the examination.

Step 3: Select a Time Slot

Examination Name: NISM-Series-V-A: Mutual Fund Distributors Certification Examination (English)

Seat availability status of Mumbai - Nariman Point (NiSM), Mumbai

Date	Day of Week	Exam Time	No. of Seats Available
01 Nov 2014	Saturday	10:00 To 12:00	24
01 Nov 2014	Saturday	12:00 To 14:00	21
01 Nov 2014	Saturday	15:00 To 17:00	31
<input checked="" type="radio"/> 02 Nov 2014	Sunday	10:00 To 12:00	31
02 Nov 2014	Sunday	12:00 To 14:00	27
02 Nov 2014	Sunday	15:00 To 17:00	33
07 Nov 2014	Friday	10:00 To 12:00	33
07 Nov 2014	Friday	12:00 To 14:00	30
07 Nov 2014	Friday	15:00 To 17:00	28
08 Nov 2014	Saturday	10:00 To 12:00	31
08 Nov 2014	Saturday	12:00 To 14:00	10
09 Nov 2014	Saturday	15:00 To 17:00	29



Step 8: Select a Time Slot

Candidate can further book the seat by making the online payment.

After selection and seat booking confirmation the system will take candidate to the payment gateway, where candidate can choose the Bank and mode of payment.

Step 9: Make your Payment

Candidate can proceed by making the payment through NISM payment gateway.

Choose your preferred mode of payment from the options listed

The screenshot shows a payment gateway interface for NISM Purchase. The merchant name is 'NISM Purchase' and the amount is '1269.25'. The payment method is set to 'Pay By Using VISA MasterCard'. The card number is '4328092356789001', the name on the card is 'Sample NISM', and the expiry date is '03/2023'. The CVV2 No./CVC2 No. is '123'. A note says 'Enter 3 digit no. printed on back of your card' with a placeholder '123'. Below the card details are 'Pay Now' and 'Cancel' buttons. A note at the bottom says 'Note: Fields marked as (*) are mandatory.' At the bottom of the form, there are logos for 'VeriSign Trusted', 'PCI Compliant', and 'Click to Verify'. A message at the bottom right says 'Your transaction is processed through a secure 128 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged. IP address and access time 30-10-2014 16:32:29.'

Step 10: Payment Conformation

After filling the payment details, click on "Pay Now"

Candidate will receive the payment/enrolment confirmation through E-mail and SMS.

With the NISM Candidate dashboard, candidate can access the following features:

Edit Profile: Candidate can change his password, communication address and education qualification. Candidate can edit his/her photograph, PAN number and scanned copy of the PAN Card only if it is marked as "NOT VERIFIED" by NISM operations team.

Practice Exams: Candidate can appear for any of the practice exams so as to get in the NISM testing software and to practice the examination modules.

My Examinations: Candidate can check his/her total number of enrolment made for examination so far by using "My Examinations" link. Candidate can also download the softcopy of the workbook within 24 hrs of the enrolment. Candidate can also download the copy of his certificate after the successful completion of the examination. This copy of certificate is made available after the necessary approvals and is emailed to the candidate at his registered email ID with 15-20 working days after the date of examination.

My Transactions: Candidate can check all transactions made to NISM by using "My Transactions" link. Candidate can also print e-receipt from this link.

Testing Centre: Candidate can check the postal address and contact details of NISM's own Testing centres.

Feedback: Candidate can drop a feedback to NISM by using the feedback link.

My Certification: Candidate can check the status of their certificate (validity) by using the "My Certification" link. This link will show all the NISM certification examination appeared by the candidate.

My Enrollments

Enrolment No.	Examination Name	Examination Date	Testing Centre Name	Slot Time From	Slot Time To	Workbook
140025433	NISM Series-V-A: Mutual Fund Distributors Certification Examination	02 Nov 2014	Mumbai - Norman Peale Auditorium (NPA)	12:00		

Download Print Admit Card Print E-receipt

Download Admit Card

Candidate can Download Admit Card ,Print E-receipt and can take the print of Admit Card by clicking on "My Enrollments."

NOTE: After enrolment is done, system will show Candidate's Admit Card. Please print the "ADMIT CARD" and carry it with you for the exam. Also, please carry original Identity Proof as follows:

- PAN Card
- Aadhar Card
- Driving License
- Passport

In absence of above documents, candidates shall NOT be permitted to appear for NISM Certification Examination.

Candidate can download the softcopy of the study material within 24 hours from the time of enrollment/payment of fees. After enrollment, a link is made available in your account on NISM Certification Portal to download the study material.

In case candidate wants to purchase a hardcopy of the study material, the same is made available at Rs. 150/- (Rupees One Hundred and Fifty Only). Additionally, you may be charged Rs. 20/- for delivery to non-serviceable pin codes.

For query regarding the dispatch of the books, kindly write to support@psipl.net or contact 022-43406000, +91-8097898700/01

Frequently Asked Question (FAQs):

1) I forgot my registered email ID, what should I do?

You can know your registered email ID by contacting NISM helpdesk and by providing NISM Registration number or PAN number.

2) I forgot my password, what should I do?

You can retrieve your password by clicking on “FORGOT PASSWORD” at NISM certification portal.

3) My photograph and PAN number is still not verified, what should I do?

You can proceed with the enrolment, Photograph and PAN details will be verified by NSIM operation team before the examination and if details are found improper the communication will be sent via email on your registered email ID.

4) From where can I print my admit card?

Admit card can be printed after successful completion of enrolment. It can be downloaded from NISM certification portal using the registered email ID and password.

5) My account is debited but I have not got the enrolment, what should I do?

You can check the status of your transaction from NISM helpdesk after 2 days of the transaction. Also, you need to check with your bank, if the transaction is unsuccessful, your amount will be credited into your bank account within 6-7 working days.

6) I am unable to download the study material, what should I do?

You can download the softcopy of the study material within 24 hours from the time of enrolment/payment of fees. After enrolment, a link is made available in your account on NISM Certification Portal to download the study material. In case of non-receipt of the study material you may contact NISM at +91-22-6111-5555 or email certification@nism.ac.in

In case you want to purchase a hardcopy of the study material, the same is made available at Rs. 150/- plus courier charges. To order the study material and check the availability through www.psipl.net

7) I am not carrying the original PAN card / I have lost my PAN card, will I be allowed to appear for the examination?

No, in case you are not carrying the original PAN card and a self attested copy of the PAN card, you will not be allowed to appear for NISM certification Examination.

8) Can I reschedule my NISM Certification Examination?

NISM Certification can be rescheduled 30 days prior to the scheduled examination date. This facility of reschedule is made available at candidate dashboard and this can be availed only once.

9) I reached late at NISM Test centre; can I still appear for the examination?

No, in case you reach at NISM Test Centre after the stipulated time, i.e., 30 minutes from the Test Start Time, you will not be allowed to appear for NISM Certification examination. Candidate is required to reach the NISM Test Centre 30 minutes before the scheduled examination slot. Invigilation can be done within 30 minutes of the scheduled examination time and decision of the Invigilator will be final.

10) I have cleared the NISM Certification examination, when can I get my certificate?

The softcopy of certificate is emailed to candidate at their registered email ID after the necessary approvals with 15-20 working days after the date of examination. Candidate can also download the certificate from NISM Certification portal using their registered email ID and password.