

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

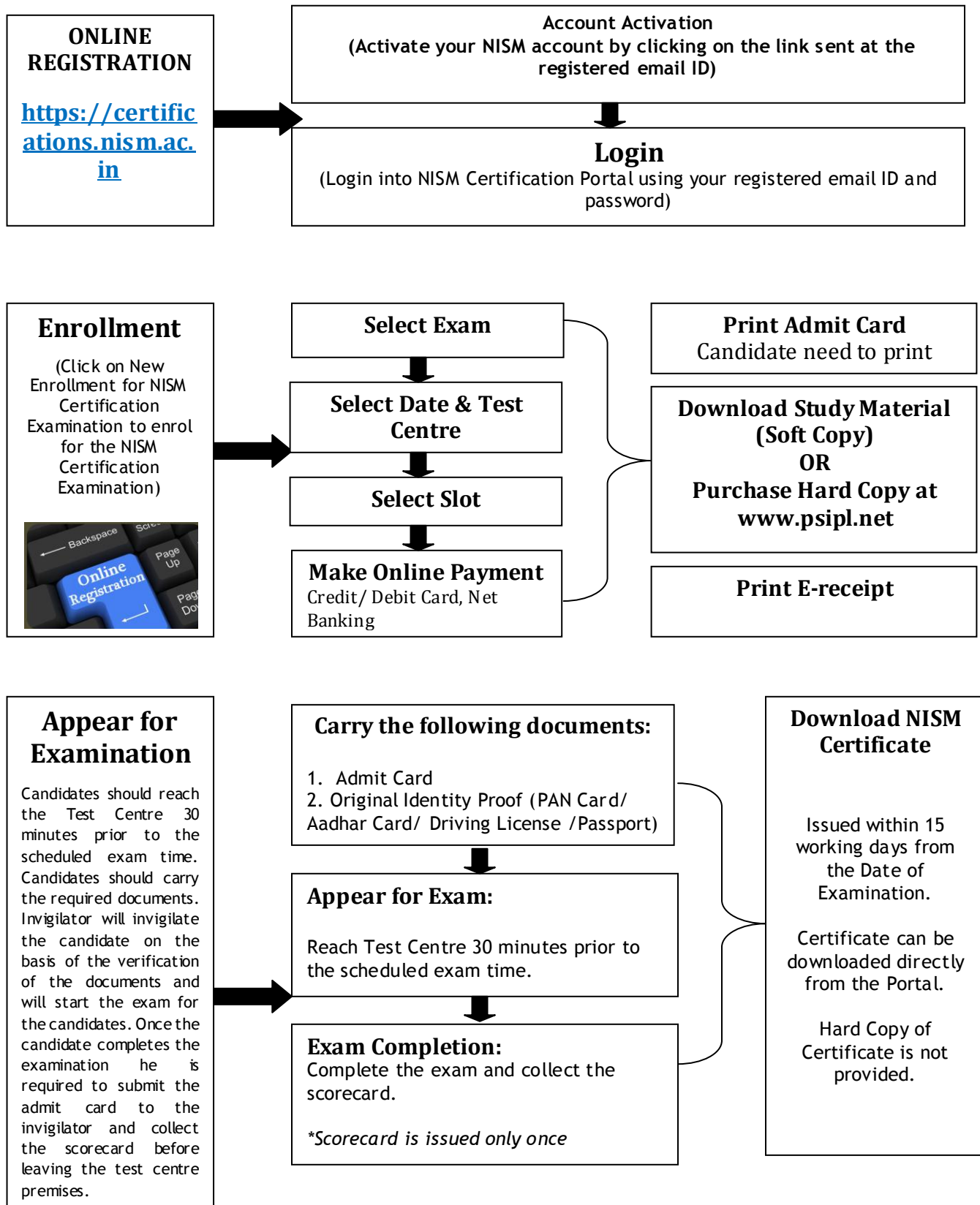
Call: +91-22-33545858, **Mobile:** +91-9820912814

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

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

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 enrolment)
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: sample@sample@gmail.com Entered E-mail Address is available

Note: Certificates and Study Material will be sent to this email address

*Confirm E-mail Address: sample@sample@gmail.com

*Password: *****

*Confirm Password: *****

*Title: Mr. ▼

*First Name: NISM

Middle Name:

Last Name: Sample

*Father Name: SAMPLE NISM SAMPLE

*Date of Birth: 01/01/1990 30 Clear

*Gender: Select ▼

*Permanent Account Number (PAN): ABCDE1234E x

*Scanned Image of PAN Card: Browse...

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"**

Contact Information :

Please provide accurate address for proper dispatch of workbook/certificate.

*Address Line 1: FLAT NO- 102
 Address Line 2: BUILDING NO-7
 Address Line 3: SAKET APPARTMENTS
 *City: VASHI
 *Pincode: 40703 Search Pincode (India Only)
 *State: Maharashtra
 *Country: India
 Tel. Residence: ISO: + 91 STD: Phone:
 *Mobile Phone: ISO: + 91 Mobile: 9999999999

Educational Qualification Details:

*Educational Qualification: Graduation
 Graduation:
 *Major Subject: Commerce
 *Institute/University: COMMERCE
 *Year Of Passing: 2007
 *Percentage/Grade: 72

Step 2: Fill the Online Registration Form

Part2. 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.

Educational Qualification Details:

*Educational Qualification: Graduation
 Graduation:
 *Major Subject: Commerce
 *Institute/University: COMMERCE
 *Year Of Passing: 2007
 *Percentage/Grade: 72

Professional Details:

Professional Qualification: Others
 Institute/University:
 Year Of Passing: 2014
 Percentage/Grade:

Occupational Details:

*Occupation: Not employed
 *Total Experience (In years): <1

Please enter the verification code as it is shown in the image alongside.

86278

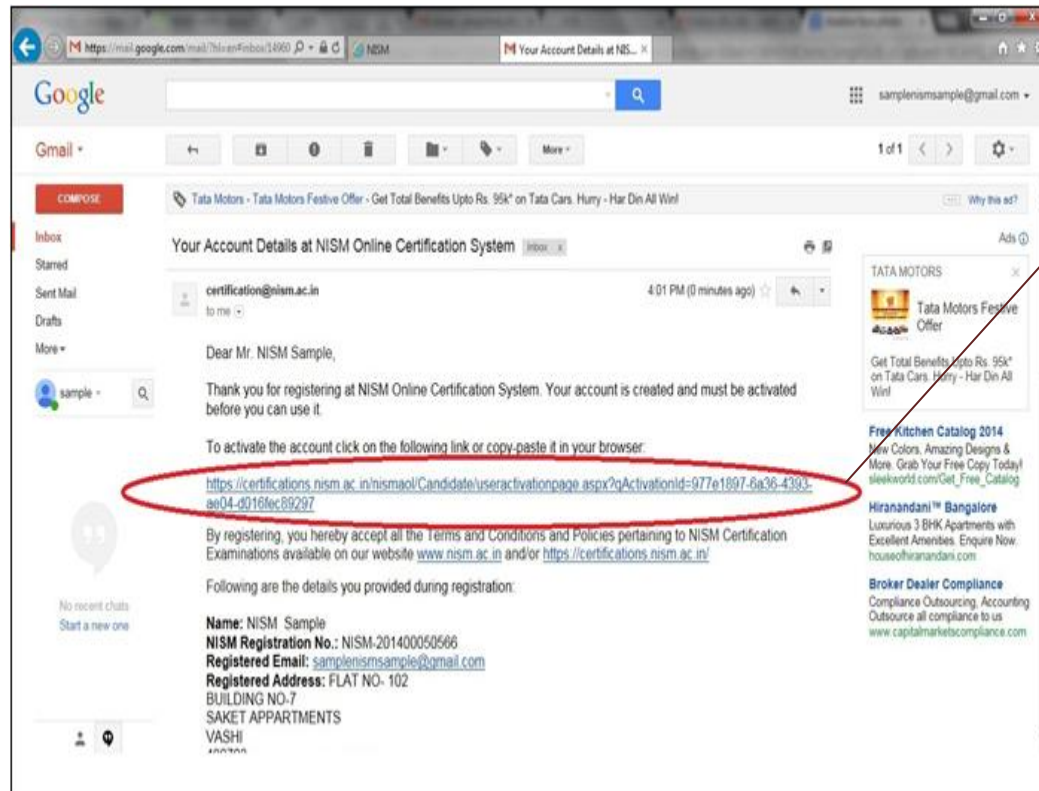
☒ I agree that all the above information provided by me is true to the best of my knowledge. I certify that all the above information provided by me is true to the best of my knowledge. I am aware that if any of the above information is found to be incorrect/incomplete NISM may take disciplinary action including withdrawal of certificate.

Submit Cancel

Step 2: Fill the Online Registration Form

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

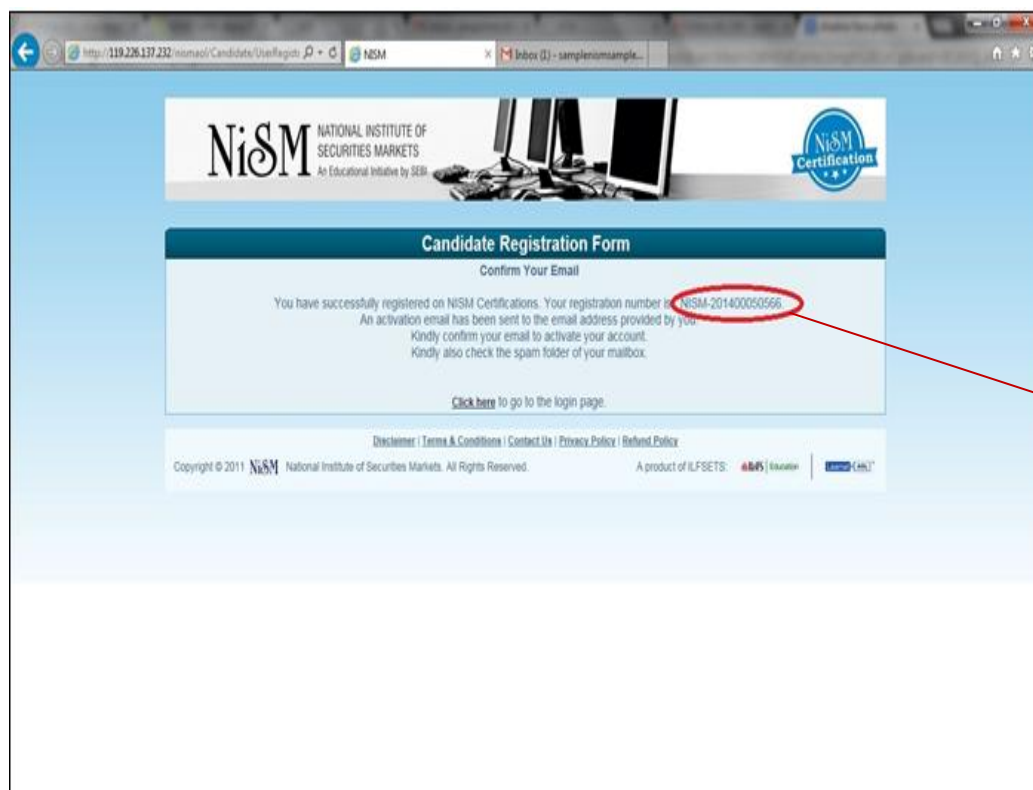
On successful completion of registration an activation link will be sent to the e-mail address specified by the candidate. Candidate's Account with NISM will be activated only after the candidate activates the link by clicking it.



Step 3: Click on the Activation Link

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

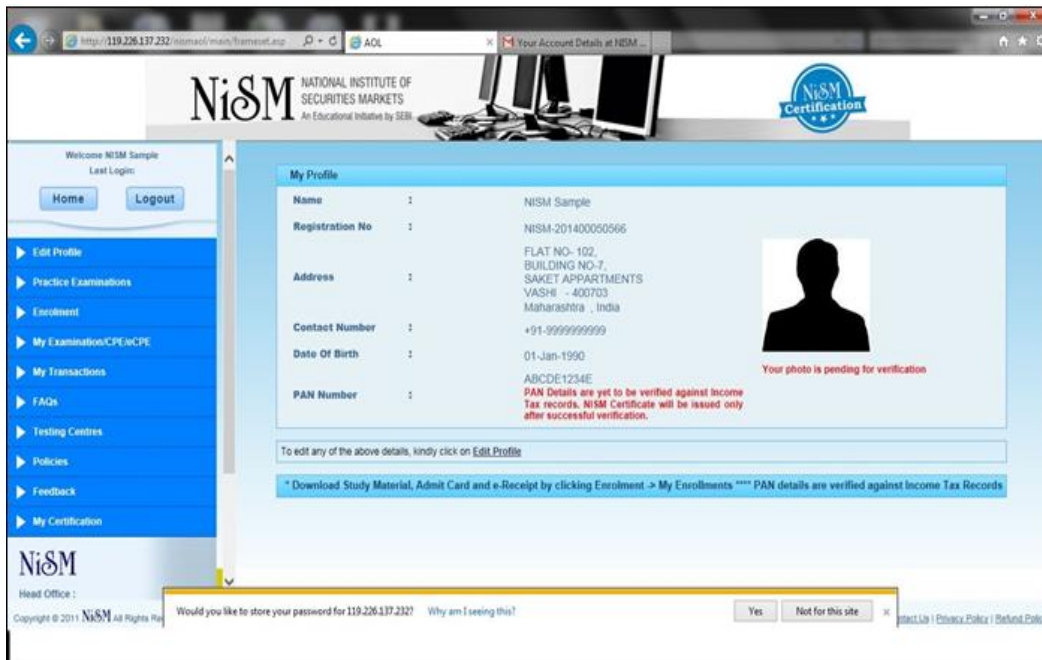
Candidate can check the *inbox and spam folder* for the receipt of the activation link.



Step 3: Registration Number

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

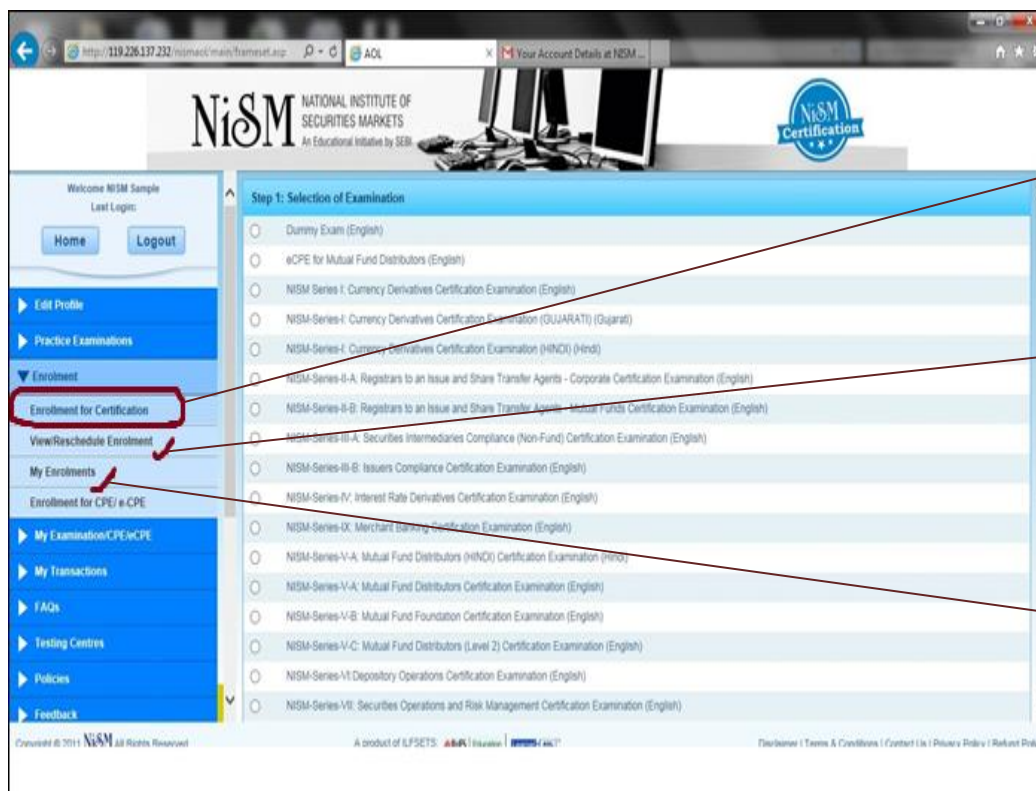
The NISM Registration number can be used for any further communication with NISM.



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 reschedulement only 30 days prior to the scheduled examination date.

Candidate can take the print of the admit card by using “My Enrollments”.

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

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

Mode of Payment:

Available Examination City:

Available Examination Centre:

Available From Date:

Available To Date:

Step 6: Test Center Selection

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

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
<input type="radio"/>	01 Nov 2014	Saturday	10:00 To 12:00	24
<input type="radio"/>	01 Nov 2014	Saturday	12:00 To 14:00	21
<input type="radio"/>	01 Nov 2014	Saturday	15:00 To 17:00	31
<input checked="" type="radio"/>	02 Nov 2014	Sunday	10:00 To 12:00	31
<input type="radio"/>	02 Nov 2014	Sunday	12:00 To 14:00	27
<input type="radio"/>	02 Nov 2014	Sunday	15:00 To 17:00	33
<input type="radio"/>	07 Nov 2014	Friday	10:00 To 12:00	33
<input type="radio"/>	07 Nov 2014	Friday	12:00 To 14:00	30
<input type="radio"/>	07 Nov 2014	Friday	15:00 To 17:00	28
<input type="radio"/>	08 Nov 2014	Saturday	10:00 To 12:00	31
<input type="radio"/>	08 Nov 2014	Saturday	12:00 To 14:00	10
<input type="radio"/>	08 Nov 2014	Saturday	15:00 To 17:00	28

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 4: Make Payment

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

Examination Centre Name: Mumbai - Nariman Point (NISM)

Address: 1st Floor, "C" Wing, Mittal Court, Opposite Vidhan Bhavan, Nariman Point, Mumbai 400021, Maharashtra

Examination centre City: Mumbai

Date of Examination: 02 Nov 2014

Time Slot: 10:00 To 12:00

Fee: Rs. 1200

Note : Bank Transaction Charges will be charged extra on payment gateway page. [Click Here for Transaction Charges.](#)

☒ I acknowledge that I have read and agree to the [Terms and Conditions](#).

[Book a Seat](#) [Cancel](#)

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 gate way, where candidate can choose the Bank and mode of payment.

Pay By: Welcome!

Please choose your preferred mode of payment from the options listed on left

Net Banking : Conveniently pay using the online access to your banking account.

Debit Cards : Pay using debit card linked to your bank account. Protected with 3D secure password and receive instant transaction status confirmation.

Credit Cards : Pay using your VISA/MasterCard credit card and enjoy extended payback period as per the terms and conditions of your bank. Protected with 3D secure password and receive instant transaction status confirmation.

[Cancel](#)

* Banks which are not available for payment option are on account of maintenance activity being carried out. Regret the inconvenience.

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 web browser window with the URL <https://www.tpnl-india.in/PaymentGateway/Payment.aspx>. The page is titled "TechProcess Payment Services" and "POWERED BY TECHPROC...". It displays a payment form for "NISM Purchase" with an amount of "1269.25". The form includes fields for "Card Number", "Name as per card", "Expiry Date", and "CVV2 No./CVC2 No.". A "Pay Now" button is visible. A note at the bottom states: "Note: Fields marked as (*) are mandatory." A security message at the bottom indicates the transaction is processed through a secure 128 bit https internet connection.

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.

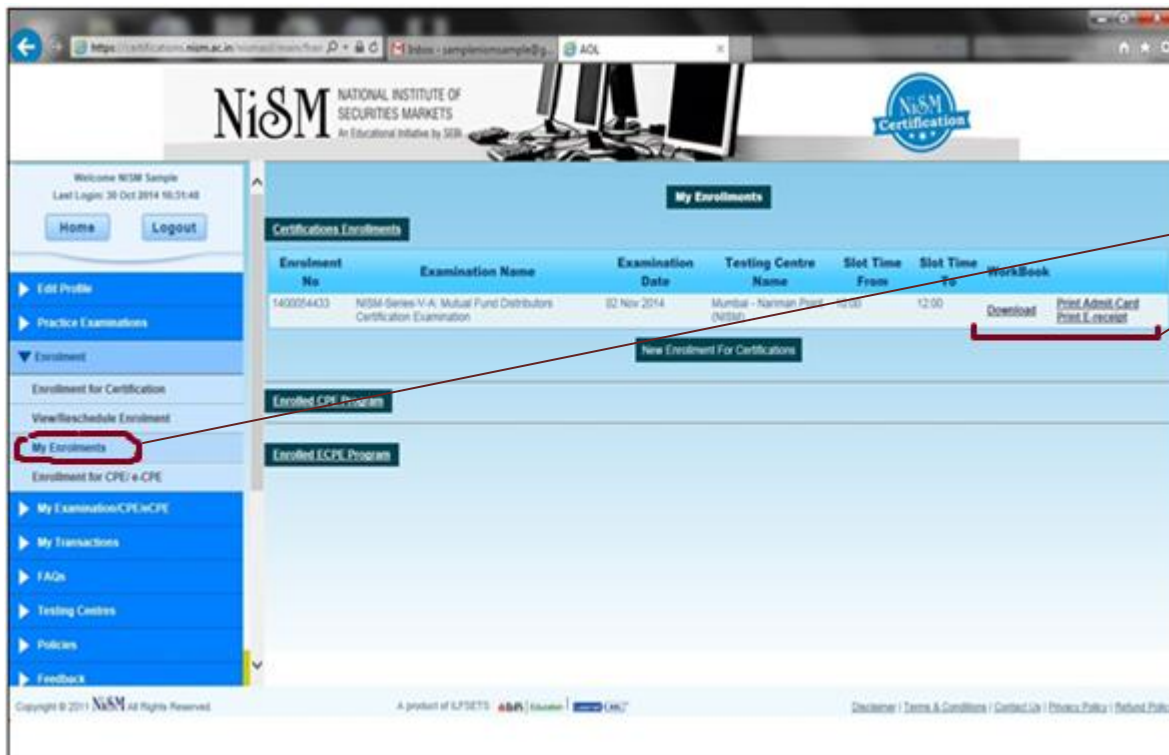
My Examinations: Candidate can check his/her total number of enrolment made for examination so far by using "My Examinations" link. Candidate can also download the softcopy of the workbook within 24 hrs of the enrolment. Candidate can also download the copy of his certificate after the successful completion 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.



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 charges Rs. 20/- for delivery to non-serviceable pin codes.

For query regarding the dispatch of the books, kindly write to support@psiip.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 NISM 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 changes. 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 rescheduling 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.