

Please read this document and follow the steps carefully to make it easier for you to use the on-line registration and payment system.

- 1) Read and perform the instructions mentioned in ‘Compulsory Settings’(it appears below the log-in box) :
- 2) **If you are registering for the first time**, please register by clicking on “**New User? [Register here](#)**” (given in the log-in page on top). Fill the on-line form and submit it by clicking the ‘Submit’ button.
 - a. After filling the on-line form and submitting it, you will get an NCFM registration number, eg. NCFM000001113333. This is your registration number for all future use (but this is not your user id).**Please note this down and keep it with you.**
 - b. **Important : You have also entered an user id and password while filling the on-line registration form.Please note these down so that you remember them at all times. These are case sensitive. So incase you have used an user id as PankajShah, you need to log-in as PankajShah and not pankajshah. Both user id and password are case sensitive.**
 - c. Please log-in to the system by entering your user id and password.
- 3) If you have forgotten your user id and password, please click on “**[Forgot User Id / Password](#)**”, (given on the log-in page on top). Fill in all the details **correctly, to get your user id and or new password.**