


**User Registration
Instructions
For NFRA 2 e-Form**

NFRA 2 Form Landing Page

Step 1: Enter the URL (www.eformnfra2.nic.in). User will land on “Homepage”, having the pre-requisites for submitting the NFRA 2 Form. Refer **Screenshot 1**.

 **NFRA-2 eForm**
National Financial Reporting Authority

Home Sign In Sign up Forgot Password User Manual

Pre-requisites for NFRA 2 Form

During the process of submitting form, user needs to have following details/documents before proceeding with form filling.

1. Limited Liability Partnership Identification Number (LLPIN) or any other registration Number of the firm
2. Income Tax PAN of Auditor (for Indian firm)
3. Registration number of Auditor with the regulator/agency
4. The following details of the companies that need to be filled in:
 - I. Name of Company/Body Corporate
 - II. CIN / PAN of Company /Body Corporate Or FCRN of the company or Identity number of body corporate
 - III. Global Location Number of Company/Body Corporate (if applicable)
 - IV. Details of the Fees received by the Auditor from Company/Body Corporate
 - V. Currency Conversion rate (if fees received in Foreign Currency)
5. Network Registration Number of the auditor with ICAI
6. Details of the Partners of the auditor
7. Number of employees employed by the auditor
8. Digital Signature Certificate (DSC) of User

List of DSC providers

1. e-Mudhra
2. SafeScript
3. (n)Code Solution
4. TCS-CA
5. Capricorn

In case the organization providing DSC is different from below providers, drop a mail at helpdesk@nfra.gov.in with the details of DSC provider.

Technical Requirements for the Application

1. For JAVA
Download the latest version of JAVA from here [Click Here](#) for In case it does not work, please download offline version by clicking this link [Click Here](#)
2. DSC Signer Service
Download the utility from this link for WINDOWS [Click Here](#)

For technical queries drop a mail at helpdesk@nfra.gov.in
(Note : Please mention "NFRA-2:Company Name" in the subject line)

Best view in browser Internet explorer version 9.0 and above, Mozilla Firefox version 54.0 above, Chrome version 55.0 above

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Screenshot 1

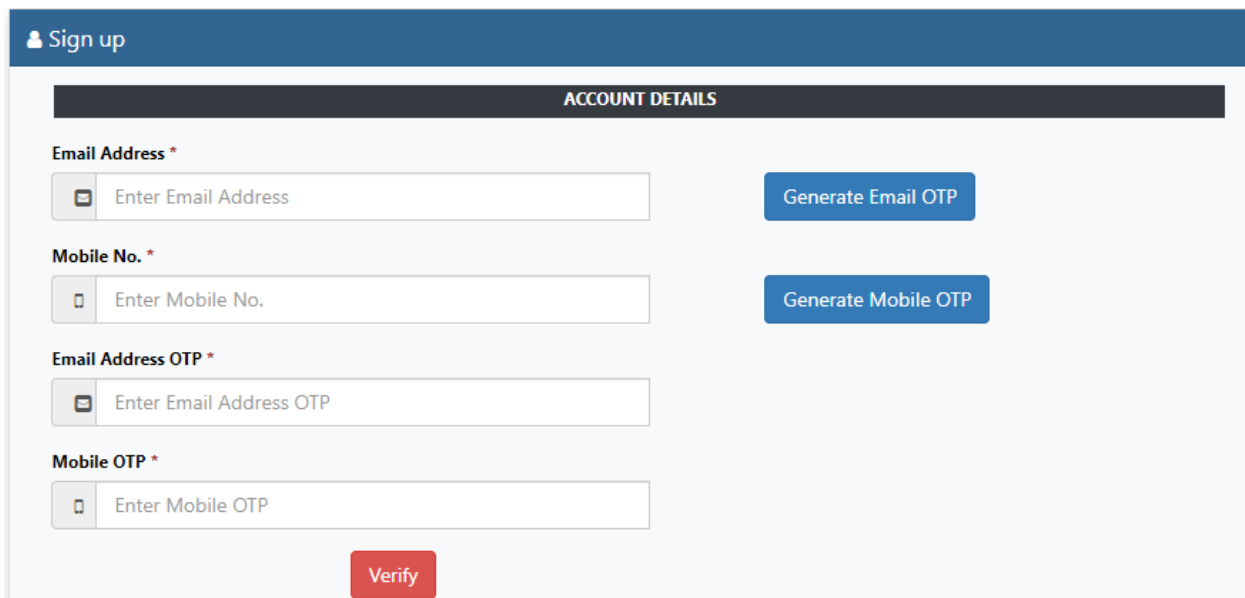
In addition, the Homepage consists of the following options and information for the user:

- **Home:** This option will facilitate the user to return back to the Home-page
- **Sign In:** This option will enable the user to log into the application for submission of form using credentials, created during signup process
- **Sign Up:** In order to proceed with the form submission, user needs to Sign Up on the portal, using this option. Details of which are explained in subsequent sections
- **Forgot Password:** This option will enable the user to create a new password in case the old one is forgotten
- **User Manual:** This option will enable the user to access the user manuals

New User Sign Up

Step 2: Click on Sign Up/New User Registration for registering on the portal. User will land on below screen Refer **Screenshot 2**.

(Note: User needs to enter the **official email address and mobile number** for receiving OTPs and verifying the same.)



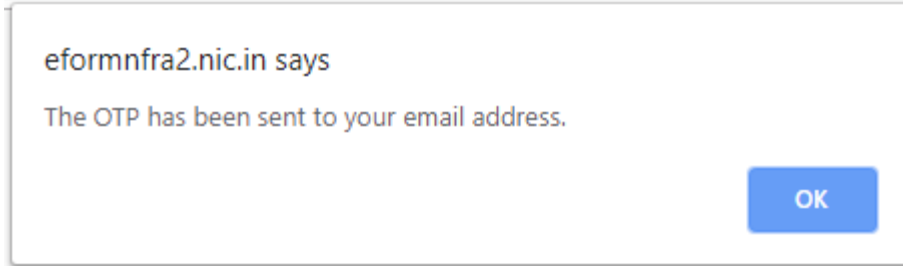
The screenshot displays a 'Sign up' page with a dark blue header. Below the header is a section titled 'ACCOUNT DETAILS' in a dark grey bar. The form contains four input fields, each with a small icon on the left and a corresponding 'Generate' button on the right:

- Email Address ***: Input field with 'Enter Email Address' placeholder and a 'Generate Email OTP' button.
- Mobile No. ***: Input field with 'Enter Mobile No.' placeholder and a 'Generate Mobile OTP' button.
- Email Address OTP ***: Input field with 'Enter Email Address OTP' placeholder.
- Mobile OTP ***: Input field with 'Enter Mobile OTP' placeholder.

A red 'Verify' button is located at the bottom center of the form area.

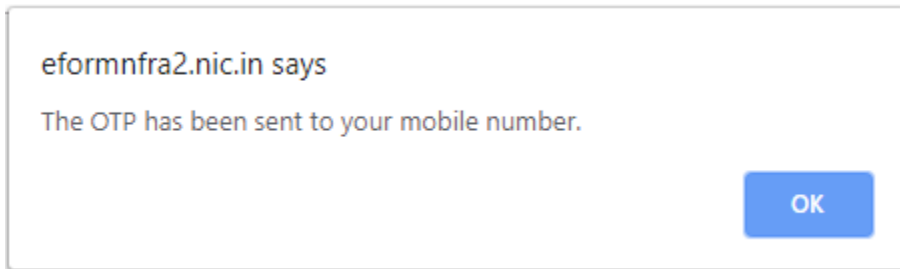
Screenshot 2

Step 3: Enter the official Email Address and click on “Generate Email OTP” for receiving OTP on given email address. User will see the following message. Refer **Screenshot 3**.



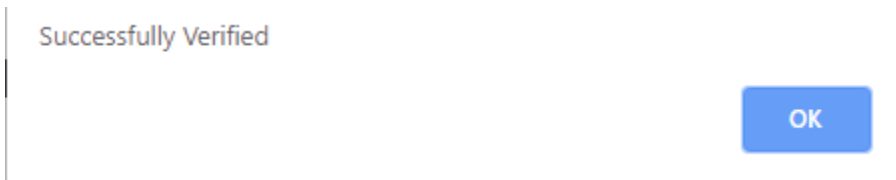
Screenshot 3

Step 4: Enter official Mobile Number and click on “Generate Mobile OTP” for receiving OTP on given mobile number. User will view the following message. Refer **Screenshot 4**.



Screenshot 4

Step 5: Post entering OTPs for both Email and Mobile, click on “Verify” button for registering Email Address and Mobile Number. User will view the following message. Refer **Screenshot 5**.



Screenshot 5

Step 6: Once the details are verified user will move to the next page in registration for entering Account Details, Authorized Person Details and Auditor Details. Refer **Screenshot 6**.



New User Registration

ACCOUNT DETAILS

Email * Mobile *

AUTHORIZED PERSON DETAILS

First Name * Middle Name
Last Name Designation

AUDITOR DETAILS

Firm Category *
 Individual Firm Indian LLP Foreign LLP Foreign Individual Foreign Firm

Firm Registration Number *

Correspondence Address Line 1 * Correspondence Address Line 2
City * Country *
State * District *
PIN/ZIP Code * Password *
Confirm Password *

Security code *

Enter Security Code *

Register

Password must have at least 8 characters, an uppercase, a lowercase, a number and a special character(!@#\$_). eg.- Nfra\$2019

Best view in browser Internet explorer version 9.0 and above, Mozilla Firefox version 54.0 above, Chrome version 55.0 above

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Screenshot 6

Step 7: User will fill in the details for the “Authorized Person”. Refer **Screenshot 7**.

AUTHORIZED PERSON DETAILS

First Name * Middle Name
Last Name Designation

Screenshot 7

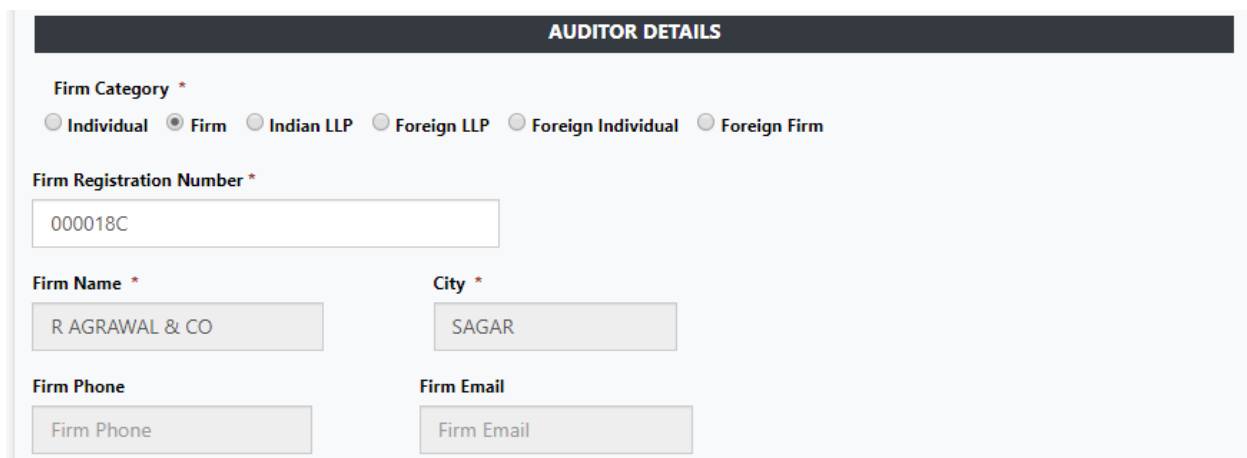
Step 8: In the Auditor Details section, for Firm Category, if user selects

- Individual
- Firm
- Indian LLP

The field for entering “Firm Registration Number” comes up. User will enter the “Firm Registration Number” in the box. Post this clicking on Tab, following details of the Firm will be auto-populated:

- Firm Name
- City
- Firm Phone
- Firm Email

Any details not updated in the database will be left blank. Refer **Screenshot 8**. After this, the user will fill the correspondence address details of the firm.



The screenshot displays a form titled "AUDITOR DETAILS". Under the heading "Firm Category *", there are six radio button options: "Individual", "Firm" (which is selected), "Indian LLP", "Foreign LLP", "Foreign Individual", and "Foreign Firm". Below this, the "Firm Registration Number *" field contains the text "000018C". The "Firm Name *" field is populated with "R AGRAWAL & CO" and the "City *" field with "SAGAR". The "Firm Phone" and "Firm Email" fields are currently blank, showing only their respective labels.

Screenshot 8

Step 9: In the Auditor Detail section, if the User is from a foreign country and for Firm Category if user selects “Foreign LLP,” the field for entering “Foreign LLP Number” comes up. Refer **Screenshot 9**. The user will fill in the:

- Foreign LLP Number
- Firm Name
- Correspondence Address

AUDITOR DETAILS

Firm Category *

Individual Firm Indian LLP Foreign LLP Foreign Individual Foreign Firm

Foreign LLP Number *

Firm Name *

Screenshot 9

Step 10: In the Auditor Detail section, if the User is from a foreign country and for Firm Category if user selects “Foreign individual”, the field for entering “Registration Number” comes up. Refer **Screenshot 10**.

The user will fill in the:

- Registration Number
- Firm Name
- Correspondence Address

AUDITOR DETAILS

Firm Category *

Individual Firm Indian LLP Foreign LLP Foreign Individual Foreign Firm

Registration Number *

Firm Name *

Screenshot 10

Step 11: In the Auditor Detail section, if the User is from a foreign country and for Firm Category if user selects “Foreign Firm”, the field for entering “Firm Registration Number” comes up. Refer **Screenshot 11**.

The user will fill in the:

- Firm Registration Number
- Firm Name
- Correspondence Address

AUDITOR DETAILS

Firm Category *

Individual Firm Indian LLP Foreign LLP Foreign Individual Foreign Firm

Firm Registration Number *

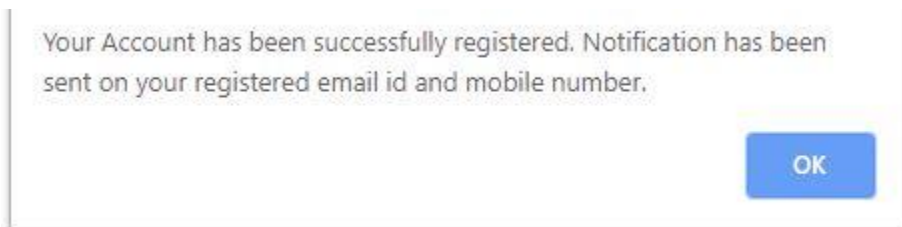
Firm Name *

Screenshot 11

Step 12: Post filling all the details in the Auditor Detail section, user needs to enter the desired password and re-enter the same password for confirmation. Then, user needs to enter the security code before clicking on “Register”.

(Note: The user shall follow this validation for setting up the password - Password must have at least 8 characters, an uppercase, a lowercase, a number and a special character (!@#\$_.). eg.- Nfra\$2019)

Step 13: Once user clicks on “Register” after filling all the necessary information, a message will be shown. Refer **Screenshot 12**. Email and SMS intimation will also be sent to user.



Screenshot 12

Post completion of registration the user will be taken to the Login Screen. Refer **Screenshot 13**.

Login

Email Address *

Password *

Security Code *

3k3kb

Enter Security Code

Login

Screenshot 13

Forgot Password

Step 14: In case the user forgets the account password, user will click on “Forgot Password” Link on the Homepage and following screen will be displayed. Refer **Screenshot 14**.

Forgot Password

ACCOUNT DETAILS

Email Address *

Enter Registered Email Address

Generate Email OTP

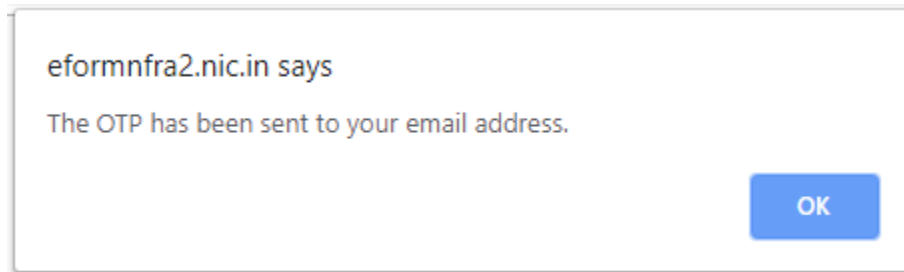
Email Address OTP *

Enter Email Address OTP

Verify Email

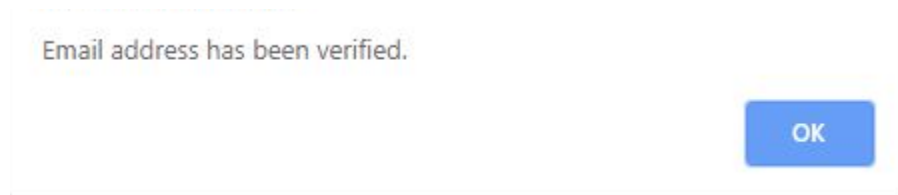
Screenshot 14

Step 15: User will enter the registered email address and click on “**Generate Email OTP**”. The following message will be displayed to the user. Refer **Screenshot 15**.



Screenshot 15

Step 16: User will enter the OTP sent on the registered email address and click on “**Verify Email**”. The following message will be displayed. Refer **Screenshot 16**.



Screenshot 16

Step 17: User will move to the next screen in which the registered email id will be pre-populated and the user needs to enter the new password and re-enter the same password for confirmation. Then, user needs to enter the security code before clicking on “**Submit**”.

(Note: The user shall follow this validation for setting up the password - Password must have at least 8 characters, an uppercase, a lowercase, a number and a special character(!@#\$_.). eg.- Nfra\$2019)

Step 18: After clicking on “**Submit**”, the new password gets updated.