



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**  
*(Setup by an Act of Parliament)*

**VERSION 1.0**  
**2026**

**Empowering  
Professional Learning  
| Recording Practical  
Experience | Shaping  
Future Chartered  
Accountants**

**E-DIARY**  
**USER MANUAL FOR**  
**ARTICLE ASSISSTANTS**

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## User Manual on E-Diary

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This User manual is prepared with a view to support the article assistant (users) to navigate through the ICAI E-Diary portal and carry out required transactions like article assistants' attendance filling with tasks performed daily and submission on fortnightly basis, article assistants' stipend details such as stipend received or not, stipend amount, stipend transaction mode, Completion and Termination date.

A student is required to log in using SS Portal credentials and basic profile details related to articleship will appear on the home page, students need to fill attendance details, save and submit changes and verify the existing data to add in timely completion of attendance.

### Purpose

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The purpose of this user manual is to help the article assistants to fill in attendance and stipend details task-wise as fresh article assistants who are commencing their Practical Training from **1<sup>st</sup> January 2026 onwards (Fresh registrations only)**.

### About ICAI

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The Institute of Chartered Accountants of India (ICAI) is a statutory body established by an Act of Parliament, viz. The Chartered Accountants Act, 1949 (Act No. XXXVIII of 1949) for regulating the profession of Chartered Accountancy in the country. The Institute, functions under the administrative control of the Ministry of Corporate Affairs, Government of India. The ICAI is the largest professional body of Chartered Accountants in the world, with a strong tradition of service to the Indian economy in public interest.

The affairs of the ICAI are managed by a Council in accordance with the provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988.

Over a period of time the ICAI has achieved recognition as a premier accounting body not only in the country but also globally, for maintaining highest standards in technical, ethical areas and for sustaining stringent examination and education standards. Since 1949, the profession has grown leaps and bounds in terms of members and student base.

The main objective of the Institute of Chartered Accountants are as under :

- Regulate the profession of Accountancy
- Education and Examination of Chartered Accountancy Course
- Continuing Professional Education of Members
- Conducting Post Qualification Courses
- Formulation of Accounting Standards
- Prescription of Standard Auditing Procedures
- Laying down Ethical Standards
- Monitoring Quality through Peer Review
- Ensuring Standards of performance of Members
- Exercise Disciplinary Jurisdiction
- Financial Reporting Review
- Input on Policy matters to Government and so on...

For more information, visit <https://icai.org>

### Audience

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The audience of this user manual are active article assistant applicants undergoing CA regulatory course.

## Objectives

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Through this manual, users (article assistant) will be able to learn/know:

- To use the E-Diary Portal with ease.
- To fill in Termination Date
- How to enter required details in the respective fields
- To submit the attendance on fortnightly basis
- To fill stipend details
- View the submitted attendance
- Status of the submitted attendance

## Important Communication from ICAI

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ICAI's Members and Student services have been made online, in digitized form on a new platform which works on a Self Service Mode on the Self Service portal (SSP). Application forms are available online now barring a few which will also be available shortly. Kindly visit e-services on [www.icaai.org](http://www.icaai.org) to access various students and members related services available online.

The platform stabilization is underway & progressing to provide a user friendly interface. In the interim, all stakeholders are requested to kindly bear with us and continue to extend their support. We are thankful to ICAI family for understanding the implementation challenges.

Please follow the instructions in the next few sections of this document in order to be able to perform the needed activities on the ICAI SSP.

## Icon Glossary

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The following icons are used in this guide:



Tip: Supplemental information to help perform a task more easily.



Important: Make sure you follow the instructions listed here.

## Disclaimer

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ICAI takes utmost care for regular update of this manual with latest and relevant information, however due to continuous enhancements in the policy, process and software, in some cases the steps and highlighted information in this manual may vary slightly.



**Students are advised to accept the data and instructions mentioned in the SSP and E-Diary software as latest and accurate and proceed as instructed therein.**



ICAI Regional offices will take necessary action basing on the online submitted information by the students. So students are advised to submit the required information correctly, failing which, the submitted form will be rejected/returned/delayed during processing. ICAI won't be liable for any inconvenience caused due to incorrect/ambiguous information submitted while filling the forms.

## Students' Log In

### Login to E-Diary for Articleship attendance

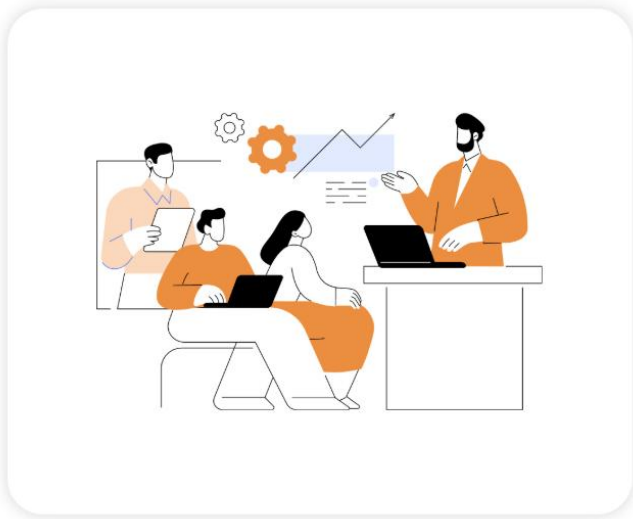


To login to the ICAI E-Diary, a student will have to log in using their SSP credentials.

#### Eligibility to Login

Students who are commencing articleship from ICAI from 1st January 2026 onwards

- **Steps: To log in to E-Diary**
  1. Click on redirect link on SSP login page
  2. Click on **User ID > Password > Sign In**
  3. The home or landing page will open



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### E-Diary Login

User ID

Password

[Forgot Password](#)

[Sign In](#)

## Enrolled Article Assistant/Students' Dashboard: After login

After successful login by Enrolled students, the student's dashboard displayed.

### Landing Page

- It contains vital information related to the student's profile. On the landing page, basic profile details of the user appear such as Name, SRN, Phone number, Email address, "Articleship Status", "Articleship Registration Date", "Articleship Termination/Completion Date", and option to fill E-Diary.

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Welcome, **HARINI B**

SRN: SR00804208 | Phone: 8072040725 | Email: harinibhagavankumar@gmail.com

Articleship Status: Registered | Articleship Registration Date: 13/Oct/2025 | Articleship Comp/Term Date:

Click here to provide the termination date.

**Termination Date**

Fill the task details for this fortnight.

**Date\***

**Fortnight**  **Month**  **Year**  **Duration (in days)\***

**Task\***  **SubTask\* (Min: 1, Max: 5)**  **Other Task**

View and submit your efforts for current fortnight [View](#)

The current fortnight details are shown below:

Date	Duration (In Days)	Task	SubTask	Edit/Delete



On the left-hand side, it contains tabs to access the already filled fortnights' E-Diary, stipend details and status of E-Diary

## View E-Diary

- By clicking on the left panel, a user can toggle between “Home”, “View E-Diary”, and “View Status”. The auto-filled Fortnight, Month and Year appears based on which user needs to fill other details.

The screenshot shows the ICAI E-Diary interface. At the top, there is a navigation bar with the ICAI logo and the text "The Institute of Chartered Accountants of India (Setup by An Act of Parliament)". Below this, a user profile section displays "Welcome, HARINI B" and contact information. A left-hand navigation panel is highlighted with a red box, containing three tabs: "Home", "View E-Diary", and "View Status". The main content area shows a form for entering task details for a fortnight. The form includes fields for "Fortnight" (F1), "Month" (November), "Year" (2025), "Date\*" (DD/MM/YYYY), and "Duration (In days)\*" (Half Day). Below these are fields for "Task\*" (Assurance Services), "SubTask\*" (Option 1), and "Other Task" (Enter Other Task).

- In case an article wants to terminate from articleship, user can select the date of termination which shall reflect in Form 109 at the user's end.

The screenshot shows the ICAI E-Diary interface for terminating articleship. It features a user profile section at the top with "Welcome, HARINI B" and contact information. Below this, a section titled "Click here to provide the termination date." contains a "Termination Date" field with a date picker (DD/MM/YYYY) and a "Submit" button.

- To fill the E-Diary, users need to follow the path:

**Date** (select from calendar) > **Duration** (Half Day/ Full Day) > **Task** (to be selected from dropdown) > **Sub Tasks** (to be selected from dropdown; minimum 1 and maximum up to 5) > **Other Task** (non-mandatory field/ student can explain the task performed in detail) > **Save**

The screenshot shows the ICAI E-Diary interface for entering task details. It features a user profile section at the top with "Welcome, HARINI B" and contact information. Below this, a section titled "Fill the task details for this fortnight." contains a form with fields for "Date\*" (01/12/2025), "Fortnight" (F1), "Month" (December), "Year" (2025), and "Duration (In days)\*" (Half Day). Below these are fields for "Task\*" (Tax & Regulatory), "SubTask\* (Min: 1, Max: 5)" (Select Subtasks), and "Other Task" (Enter Other Task). A "Save" button is located at the bottom left of the form.

**Task\***

Assurance Services ▼

- Assurance Services
- Risk**
- Tax & Regulatory
- Growth
- DigiTech/Information Technology
- Compliance and Outsourcing
- Taxation
- Accounting
- Auditing
- Direct Tax Laws
- Indirect Tax Laws
- Management consultancy and services
- Others
- Holiday
- Leave
- Weekoff
- No Task Allocated

**SubTask\* (Min: 1 , Max: 5)**

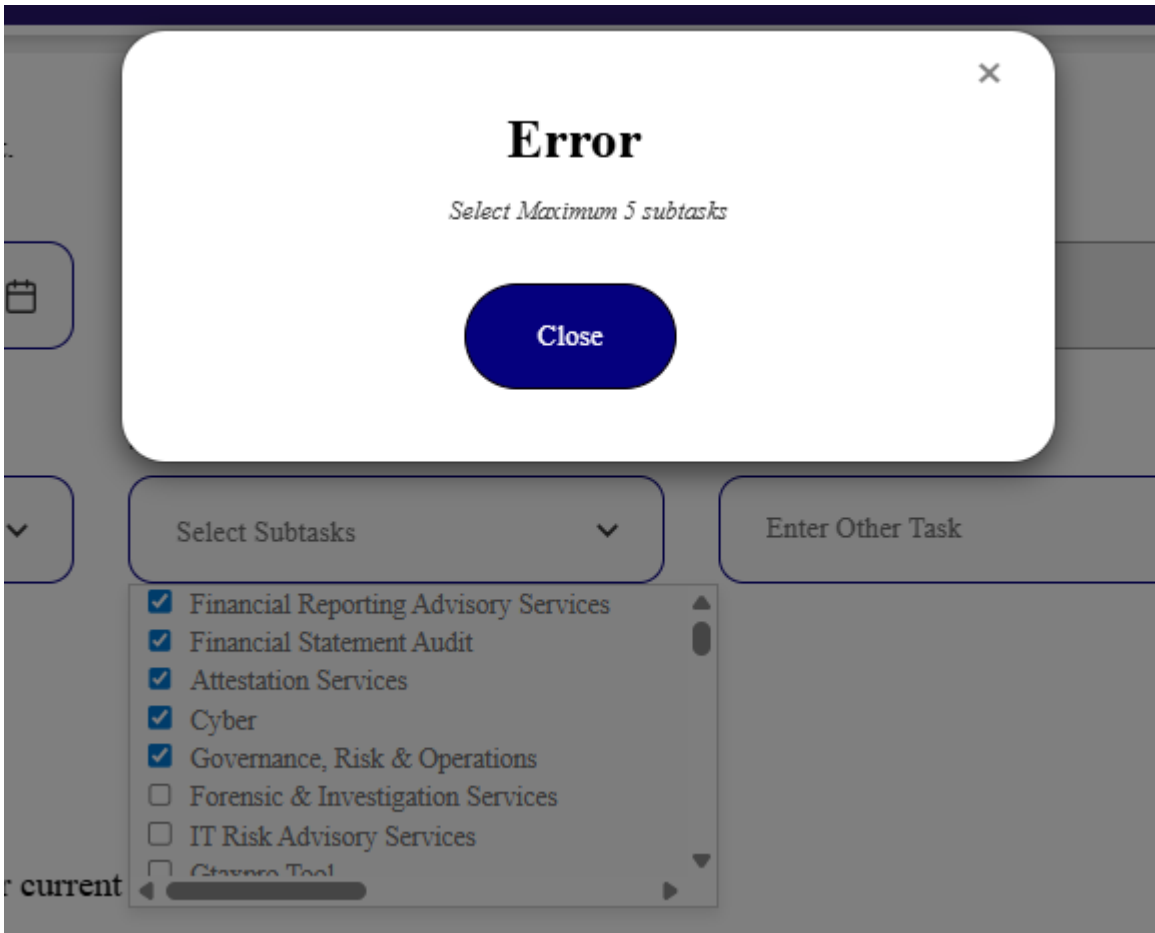
Oth

Select Subtasks ▼

- Financial Reporting Advisory Services
- Financial Statement Audit
- Attestation Services
- Cyber
- Governance, Risk & Operations
- Forensic & Investigation Services
- IT Risk Advisory Services
- Others



**Note:** If a user tries to select more than 5 sub tasks, he/she will get an error message saying; “Select Maximum 5 subtasks”



- The below message appears for the user to beware of scrutinization in the “Other Task” tab

Fill the task details for this fortnight.

**Date\***  
**Fortnight** 
**Month** 
**Year** 
**Duration (In days)\***

**Task\*** 
**SubTask\* (Min: 1 , Max: 5)** 
**Other\***

The activity may be scrutinised by ICAI as it is miscellaneous in nature

- Details of current fortnight’s filled E-Diary will appear on the home page itself

View and submit your efforts for current fortnight [View](#)

The current fortnight details are shown below:

Date	Duration(In Days)	Task	SubTask	Edit/Delete
16/12/2025	0.5	Assurance Services	Financial Reporting Advisory Services	
17/12/2025	0.5	Management consultancy and services	Cyber, Governance, Risk & Operations	

- Details of previous fortnights' E-Diary will appear after clicking on **View E-Diary > Select Fortnight > Filled E-Diary will appear below**

Traine Course: NEWFIN23    Region: SOUTH    13/Oct/2025    Mode of Payment: UPI  
 Traine City: COIMBATORE    Articleship Comp/Term Date:    Date of Payment: 31/Dec/2025

Home  
View E-Diary  
View Status

Update Stipend    Submit

Date	Duration(In Days)	Task	Subtask	Edit/Delete
01/12/2025	0.5	Tax & Regulatory	Financial Reporting Advisory Services, Financial Statement Audit, Attestation Services	
01/12/2025	0.5	Tax & Regulatory	Financial Reporting Advisory Services, Financial Statement Audit, Attestation Services	
02/12/2025	1	Assurance Services	Transaction Tax	
03/12/2025	0.5	Leave	Others	

Select Fortnight  
December\_F2  
November\_F2  
December\_F1

Member Details:  
 SRN: HARINI B  
 Name: SRO0804208  
 Traine Course: NEWFIN23  
 Traine City: COIMBATORE

MRN: 247023  
 Name: SURVAJITH S KRISHNAN  
 Region: SOUTH

Articleship Details:  
 Articleship Status: Registered  
 Articleship Registration Date: 13/Oct/2025  
 Articleship Comp/Term Date:

Stipend Amount:  
 Stipend Amount:  
 Stipend Received:  
 Mode of Payment:  
 Date of Payment:

Fortnight Details:

Update Stipend    Submit

Date	Duration(In Days)	Task	Subtask	Edit/Delete
01/12/2025	0.5	Tax & Regulatory	Financial Reporting Advisory Services, Financial Statement Audit, Attestation Services	
01/12/2025	0.5	Tax & Regulatory	Financial Reporting Advisory Services, Financial Statement Audit, Attestation Services	
02/12/2025	1	Assurance Services	Transaction Tax	
03/12/2025	0.5	Leave	Others	
03/12/2025	0.5	Assurance Services	Cyber	

- Before submitting E-Diary, student can edit or delete the filled E-Diary by clicking on Edit/ Delete

Date	Duration(In Days)	Task	Subtask	Edit/Delete
01/12/2025	0.5	Tax & Regulatory	Financial Reporting Advisory Services, Financial Statement Audit, Attestation Services	
01/12/2025	0.5	Tax & Regulatory	Financial Reporting Advisory Services, Financial Statement Audit, Attestation Services	
02/12/2025	1	Assurance Services	Transaction Tax	
03/12/2025	0.5	Leave	Others	
03/12/2025	0.5	Assurance Services	Cyber	

- While editing the tasks, students to make sure to click on **“Update”**

Fill the Updated task details for this fortnight.

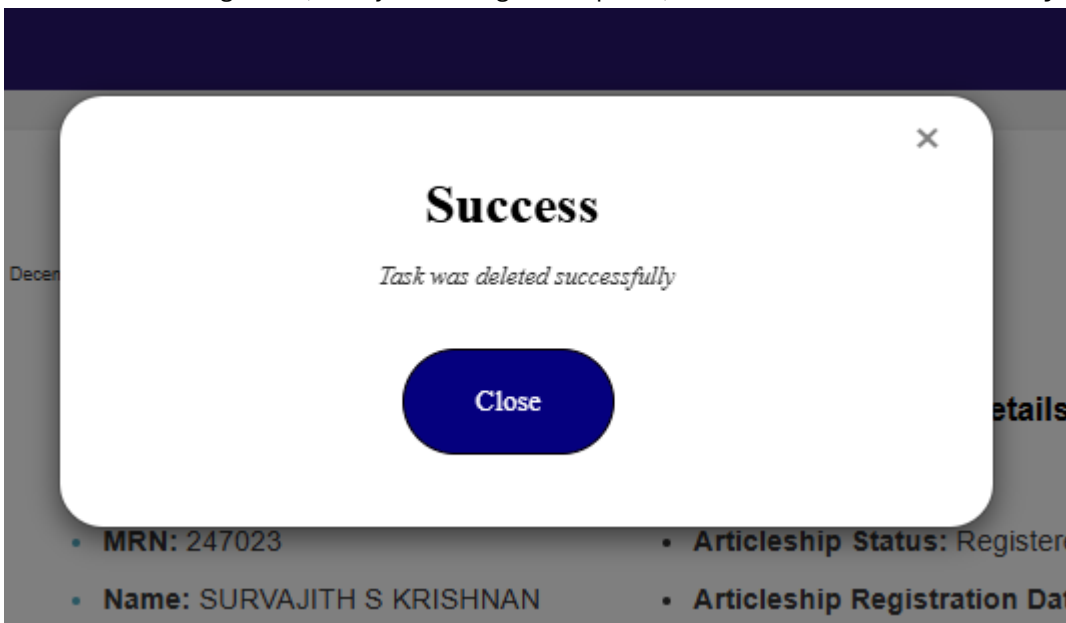
Fortnight: F1      Month: December      Year: 2025

Date\*: 01/12/2025      Duration(In Days)\*: Half Day      Task\*: Tax & Regulatory

SubTask \* (Min: 1 , Max: 5): Select Subtasks      Other Task: Enter Other Task

**Update**

- On deleting a task, the system will give an update; **“Task was deleted successfully”**



- A user can fill stipend details in the first fortnight only of the previous month; **Stipend amount > Amount received (Yes/No) > Mode of Payment** (select from dropdown) > **Date of payment**

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**Insert Stipend Details of Previous Month**  
Insert Stipend Details to submit your efforts

Stipend Amount\*: 5000      Amount Received\*: Yes      Mode of Payment\*: UPI      Date of Payment\*: 30/11/2025

**Update**

Fortnight Details:

**Submit**

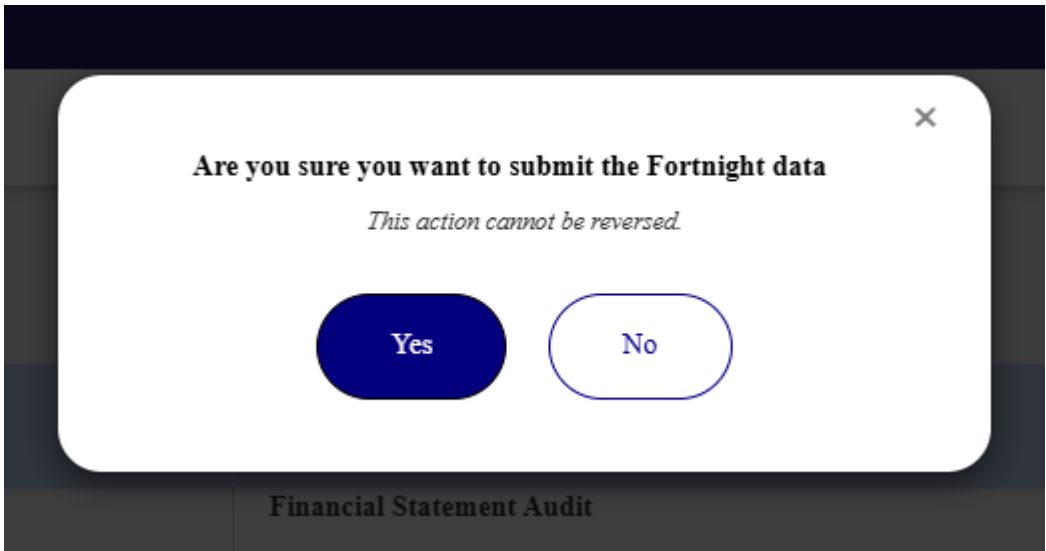
November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
28	27	26	25	24	23	22
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- After submitting stipend details, it will reflect on **“View E-Diary”** page and students will not be able to fill Stipend details in second fortnight (F2).

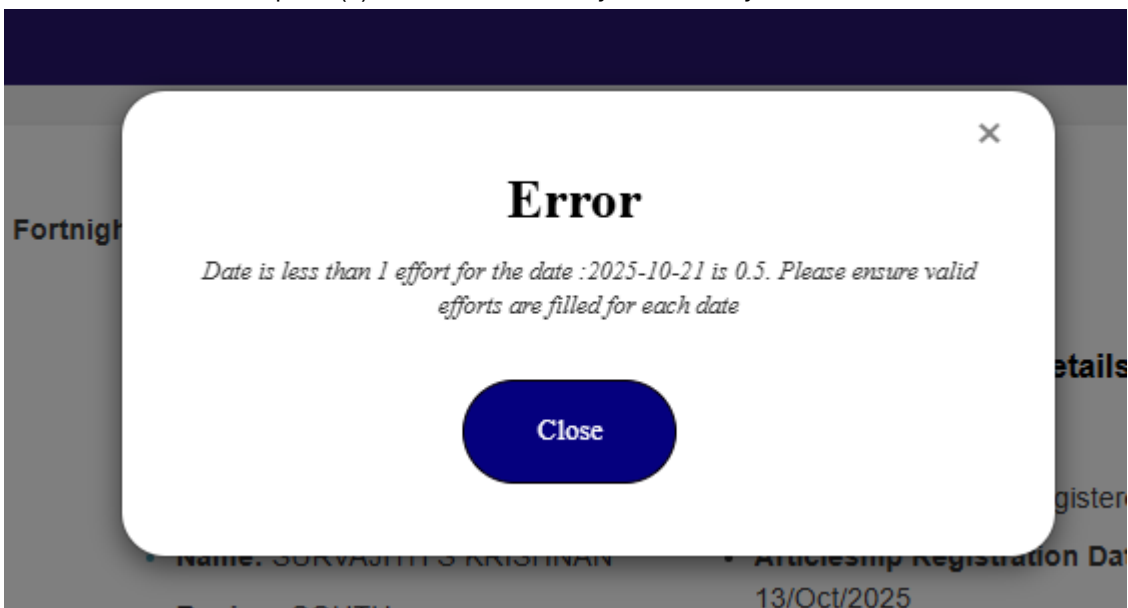
Select Fortnight Fortnight: December\_F1

<p><b>Student Details:</b></p> <ul style="list-style-type: none"> <li>• SRN: HARINI B</li> <li>• Name: SRO0804208</li> <li>• Trainee Course: NEWFIN23</li> <li>• Trainee City: COIMBATORE</li> </ul>	<p><b>Member Details:</b></p> <ul style="list-style-type: none"> <li>• MRN: 247023</li> <li>• Name: SURVAJITH S KRISHNAN</li> <li>• Region: SOUTH</li> </ul>	<p><b>Articleship Details:</b></p> <ul style="list-style-type: none"> <li>• Articleship Status: Registered</li> <li>• Articleship Registration Date: 13/Oct/2025</li> <li>• Articleship Comp/Term Date:</li> </ul>	<p><b>Stipend Amount:</b></p> <ul style="list-style-type: none"> <li>• Stipend Amount: 5000</li> <li>• Stipend Received: Yes</li> <li>• Mode of Payment: UPI</li> <li>• Date of Payment: 31/Dec/2025</li> </ul>
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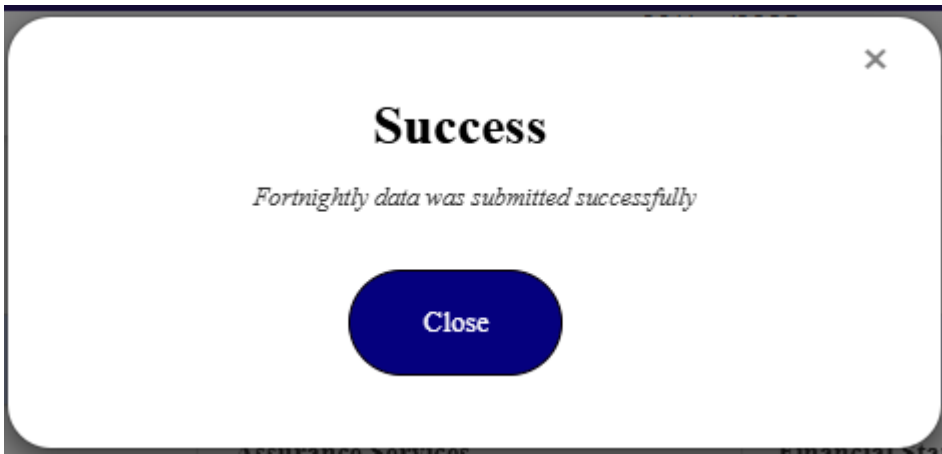
- On submitting, the system will give an alert **“This action cannot be reversed”**



- While submitting, if a student forgets to fill a full day’s (1) attendance for any particular date and only fills half day’s (0.5) attendance, then system will give the error with that particular date, then the student will have to fill complete (1) attendance and only then E-Diary can be submitted.

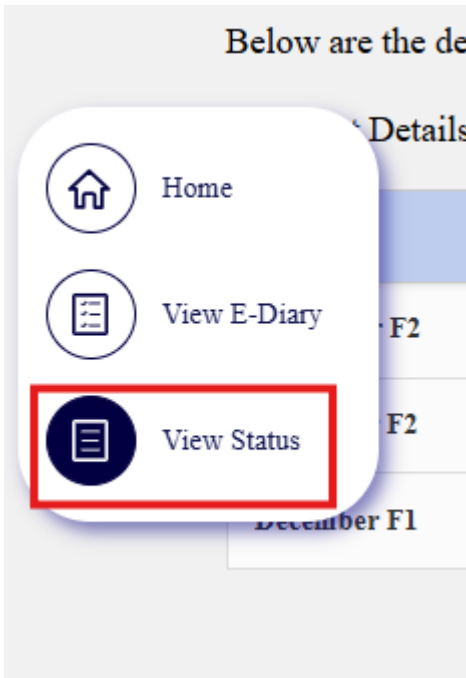


- Once the E-Diary is completely filled, click on **Submit**, a system will give a message that **“Fortnightly data was submitted successfully”**



## View Status

- Fortnight wise status of the E-Diaries will appear on “View Status” page.



Below are the details of previous fortnights:


Fortnight Details:

Fortnight	Status	Provisional Status	RO Approval Status	Remarks
November F2	Pending			
December F2	Pending			
December F1	Pending			


## Log Out

- To take an exit from E-Diary, students shall click on top right corner on the initials of name and then click “Logout”.

Application Tab Close



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HB

Welcome, **HARINI B**  
 SRO0804208 | 8072040725 | harinibhagavankumar@gmail.com  
 Articleship Status: Registered | Articleship Registration Date: 13/Oct/2025 | Articleship Comp/Term Date: 14/Oct/2025

**HARINI B**  
SRO0804208

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Logout

Click here to provide the termination date. ▼

**Termination Date**

📅

Submit

Fill the task details for this fortnight.

<b>Date*</b>	<b>Fortnight</b> ▼	<b>Month</b>	<b>Year</b>	<b>Duration (In days)*</b>
<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="DD/MM/YYYY"/> 📅	<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="F2"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="December"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="2025"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Half Day"/> ▼
<b>Task*</b>	<b>SubTask* (Min: 1 , Max: 5)</b>	<b>Other Task</b>		

\*\*\*\*\* End of the Document \*\*\*\*\*