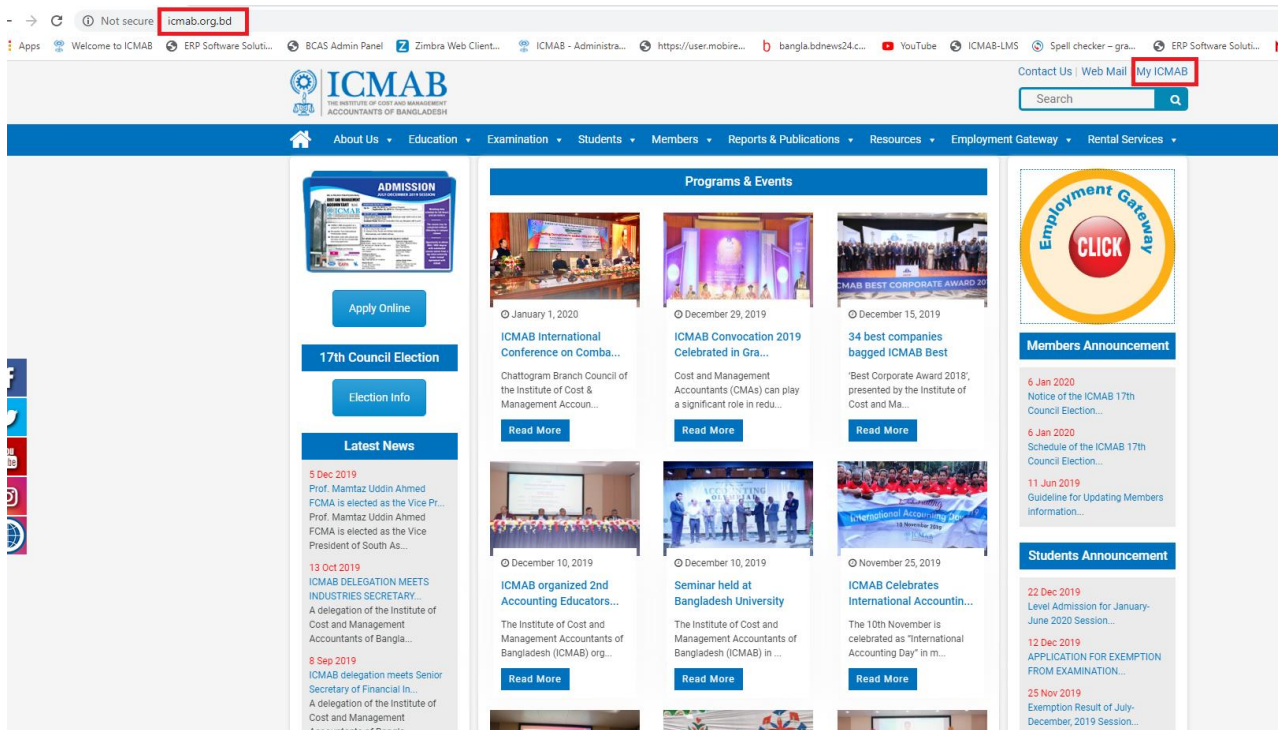


# Guideline for Members Password Management in ICMAB ERP System

The purpose of this Guideline is to assist ICMAB members for login into their profile easily. This guideline will also help ICMAB members to change his/her password in secured manner. For any technical assistance you may contact @ 01847360613 or 01847360626 or email to: [admin@icmab.org.bd](mailto:admin@icmab.org.bd) or [it.info@icmab.org.bd](mailto:it.info@icmab.org.bd) . Please note that As per CMA Regulations, 2019 we have partially disabled the updating of information in the member’s database till the date of Election. If there is any change you wish to make, please send e-mail to Election Commission “[ec@icmab.org.bd](mailto:ec@icmab.org.bd)”

## A. For login, please follow the following steps:

**Step-1:** Go to ICMAB web site: [www.icmab.org.bd](http://www.icmab.org.bd)



**Step-2:** Click “**My ICMAB**” at the top right corner

**Step-3 :** If you know your user ID and password write Your Six Character (**four digit**) membership number (**e.g. A-0012 or F-0001**) as “**USER NAME**” and **PASSWORD** in the respective log in boxes and click **LOG IN**.



USERNAME


PASSWORD

[LOG IN](#)

[Forgot password? Click Here](#)

## B. Changing Existing Password

**Step-4:** If you wish, you can change your password from the dashboard by Clicking **“Change Password”** Button



Welcome, Mr. XYZ

### Dashboard

Membership No : F-0000  
Name : Mr. XYZ  
Qualification : FCMA  
Designation : Executive Director  
Organization : T. K. Group of Industries  
Mobile : 8801710367828  
Email Address : it.info@icmab.org.bd  
Member Type : Fellow  
Last Login Date : 13/Jan/2020

[View Details](#) [Edit Information](#) [Change Password](#)

*Click here* (arrow pointing to Change Password button)

## C. Creation of new password please follow the following steps

**Step-1:** If you forgot your password and want to create your new password please click on **“Forgot password? Click here”** as shown below:

A light gray login form with two input fields: "USERNAME" and "PASSWORD". Below the fields is a blue "LOG IN" button. To the right of the button is a red-bordered box containing the text "Forgot password? Click Here".

**Step-2:** A **“password Recovery”** dialog box will appeared.

A dialog box titled "Password Recovery" with a white header bar. Below the title is the text "MEMBERSHIP NO. / STUDENT NO." followed by a white input field. At the bottom left is a blue button with the text "NEXT >>".

**Step-3:** write Your Six Character (four digits) membership number (e.g. A-0012 or F-0001) as “**USER NAME**” in the respective boxes and click “**NEXT**” An One Time Password (OTP) will be sent to your mobile and E-mail.

A screenshot of a web form titled "Password Recovery". The form has a light gray background and rounded corners. At the top, the title "Password Recovery" is displayed in a white box with a gray border. Below the title, the text "MEMBERSHIP NO. / STUDENT NO." is centered. Underneath, there is a white text input field with a red border containing the text "F-0001". Below the input field is a blue button with white text that says "NEXT >>". The entire form is set against a light gray background.

**Step-4:** Put Your **One Time Password (OTP)** in the respective log in boxes and click “**SUBMIT**”

A screenshot of a web form titled "Password Recovery". The form has a light gray background and rounded corners. At the top, the title "Password Recovery" is displayed in a white box with a gray border. Below the title, the text "PLEASE ENTER THE VERIFICATION CODE." is centered. Underneath, there is a white text input field with a red border containing the placeholder text "XXXXXXXX". Below the input field is a blue button with white text that says "SUBMIT". At the bottom of the form, there is a line of red text that reads: "An One Time Password (OTP) will be sent to your mobile and E-mail after submission of the Verification code." The entire form is set against a light gray background.

**Step-5:** Write the new **PASSWORD YOU WANT TO CREATE** in the respective log in boxes and click “**CHANGE PASSWORD**” For login into your profiles from here; please click “**Login? Click Here**”



**Change Password**

F-000:0

NEW PASSWORD ::

RE-TYPE NEW PASSWORD ::

**CHANGE PASSWORD**

[Login? Click Here](#)