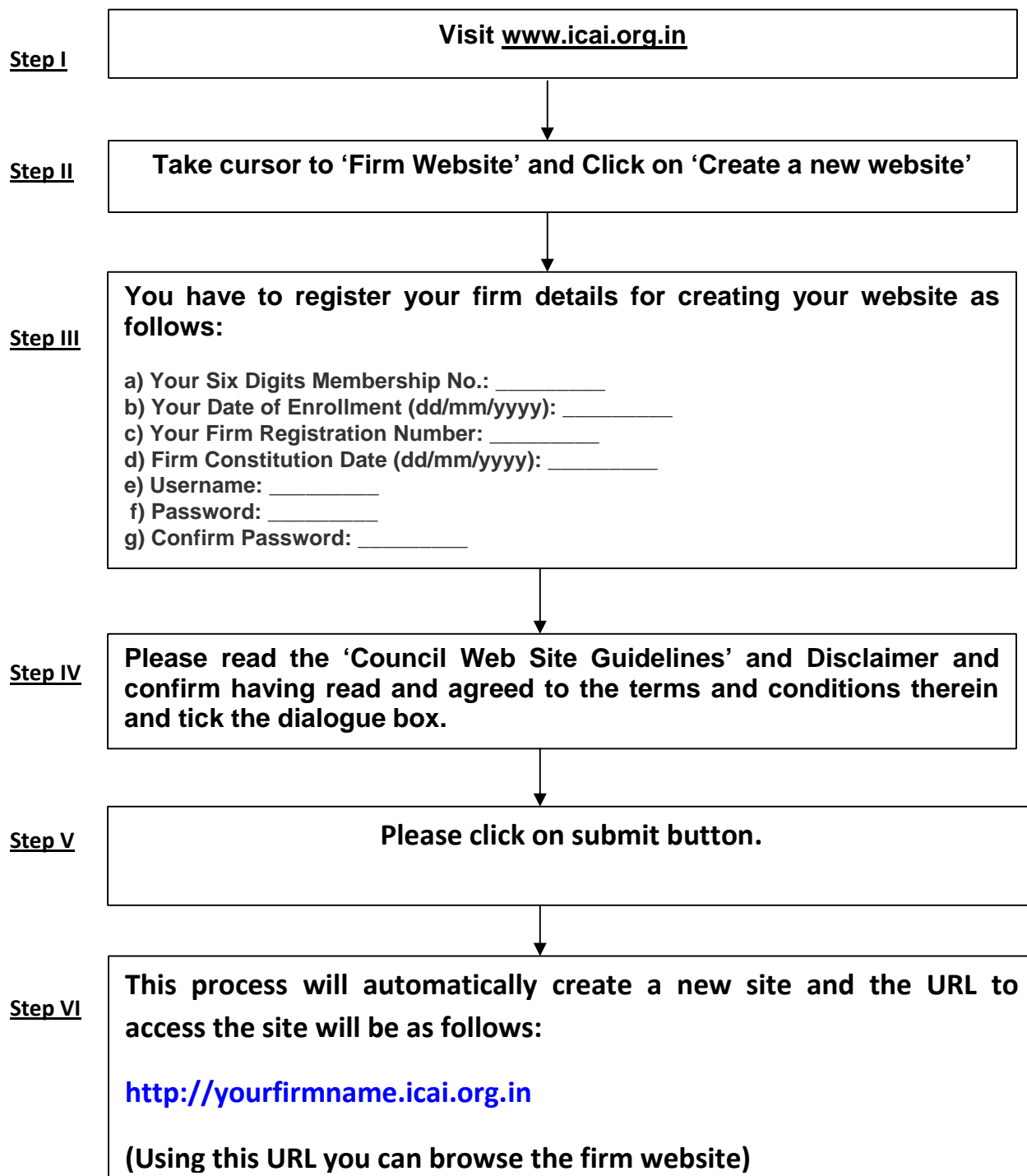


**CREATION OF WEBSITES BY CA FIRMS AND PRACTITIONERS IN [WWW.ICAI.ORG.IN](http://www.icaig.org.in)**



On clicking the "Submit" button, a new Site will be automatically created based on your firm's name and the URL to access the site will be as follows <http://yourfirmname.icaig.org.in>

## **MAINTAIN AND UPDATE YOUR WEBSITE**

Visit [www.icaai.org.in](http://www.icaai.org.in)

Take cursor to 'Firm Website' and Click on 'Log in'

**Fill in the following details:**

**Username:**

**Password:**

Please enter the user name and password which the system had generated when you have submitted the form. The user name and the site address will also be sent via sms to your mobile number registered with ICAI.

### **i) Update Your Homepage**

Click on 'Update Homepage'

Select Message Template from the drop-down-menu next to 'Default Homepage Content' OR Create your own Welcome Message by writing in the box below.

Enter following details:

META Title: (a brief title for your site)

META Keywords: (keywords for your site, separated by commas)

META Description: (description of your site)

Click 'Update'

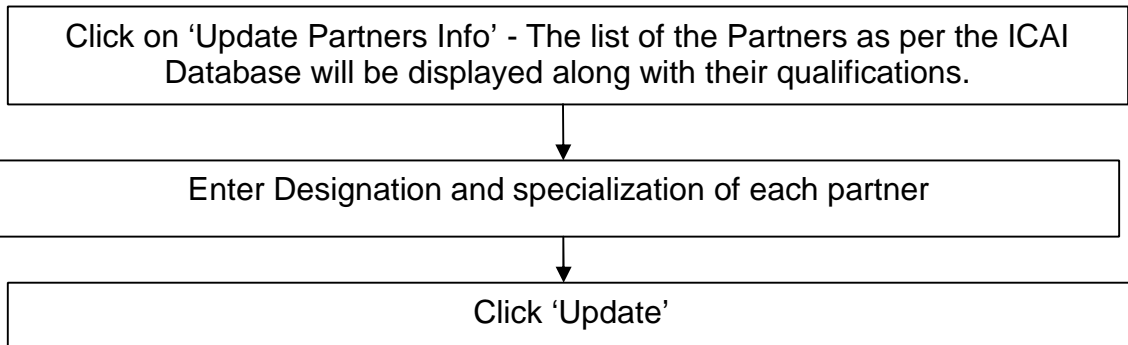
### **ii) Updating Your Services**

Click on 'Update Your Services'

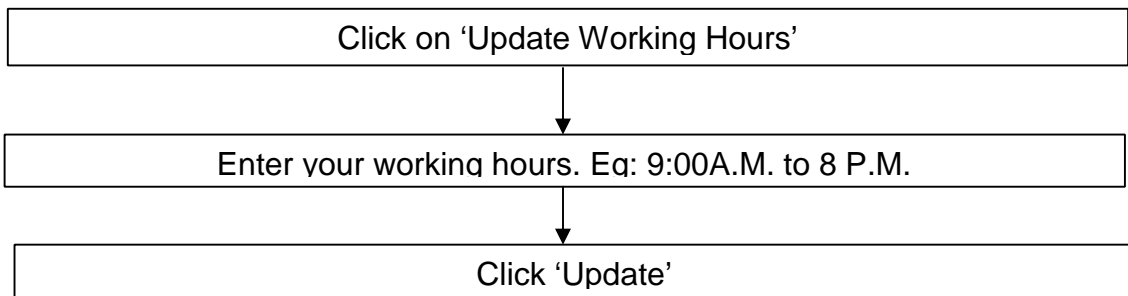
Select from the list of services displayed by clicking on the boxes appearing to the left of respective service.

Click 'Update'

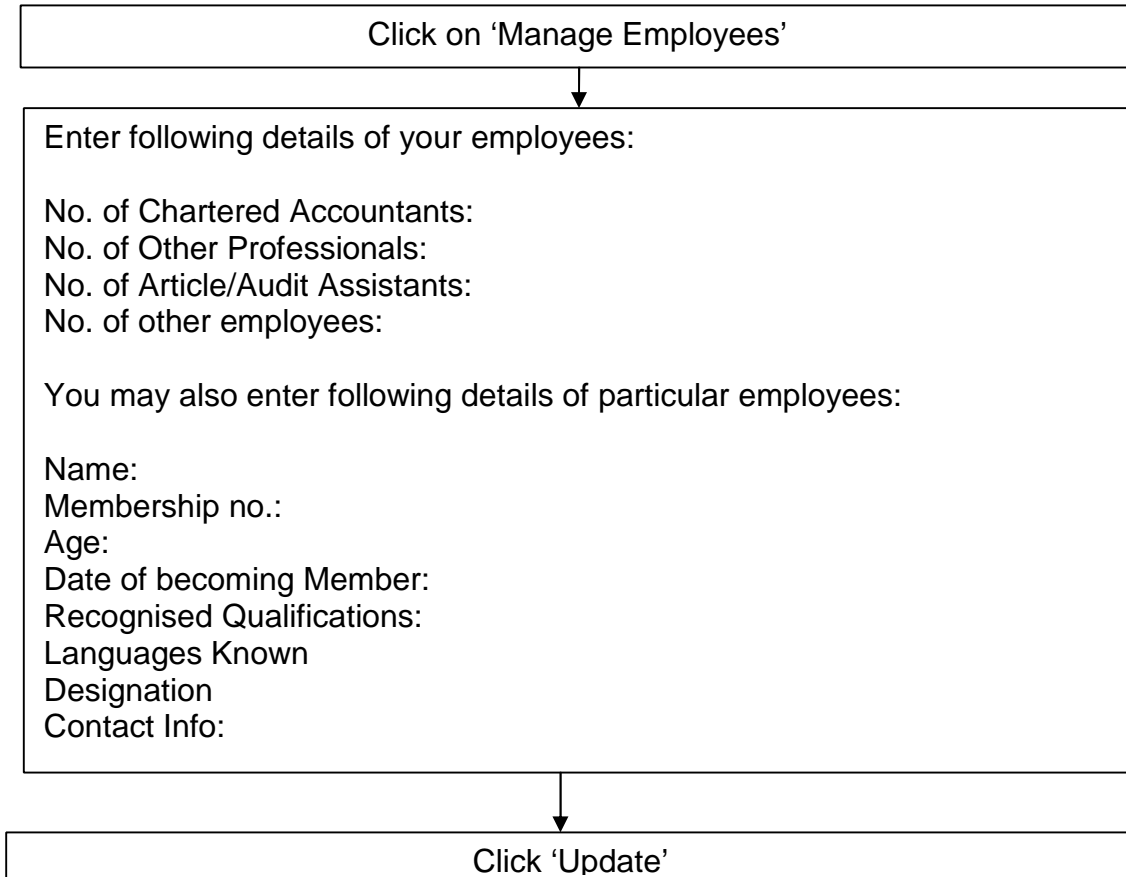
### iii) Updating Partners Information



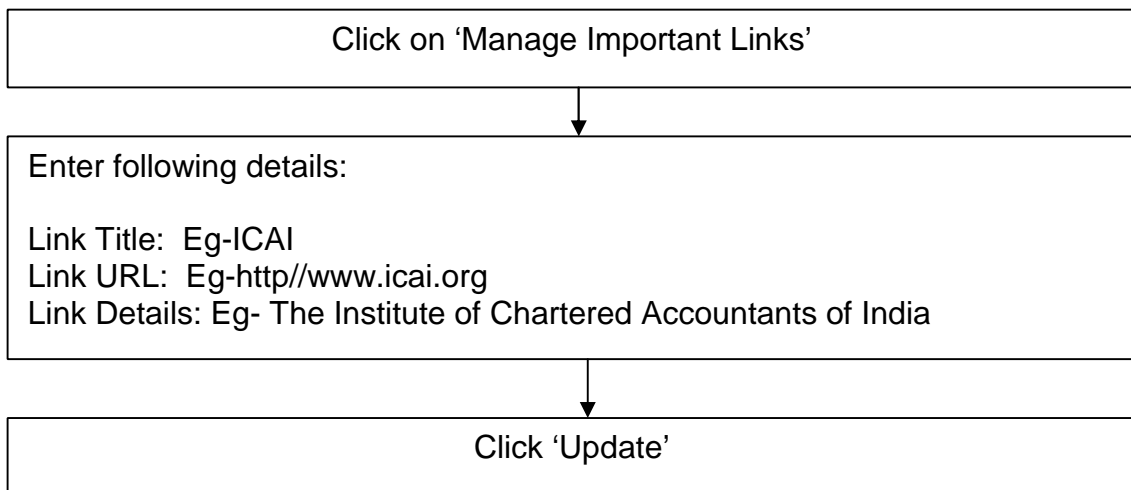
### iv) Updating Working Hours



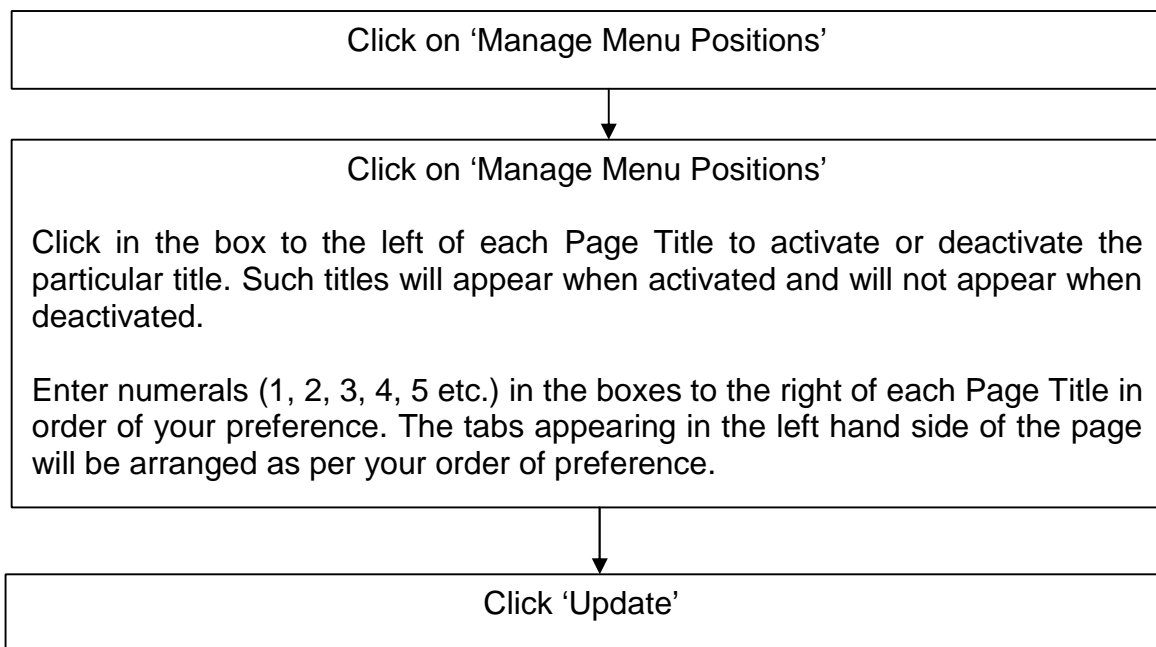
### v) Managing Employees



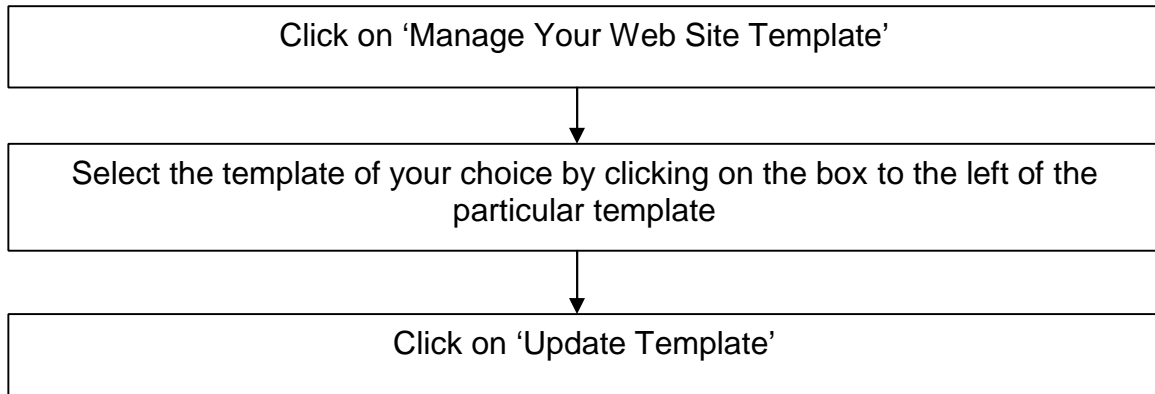
vi) **Managing Important Links** – This option will enable you to provide linkages from your Web site to other sites from time to time.



vii) **Managing Menu Positions** - This option will enable you to set the Menu appearing in the left hand side of your Website as per your order of Preference.

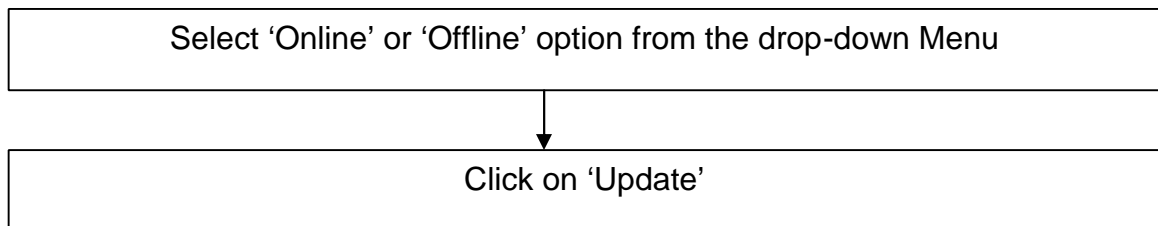


**viii) Managing Web Site Templates** – Certain inbuilt templates have been provided in the Website. Users may select the template of his choice and his website shall be designed as per the design of the chosen template.

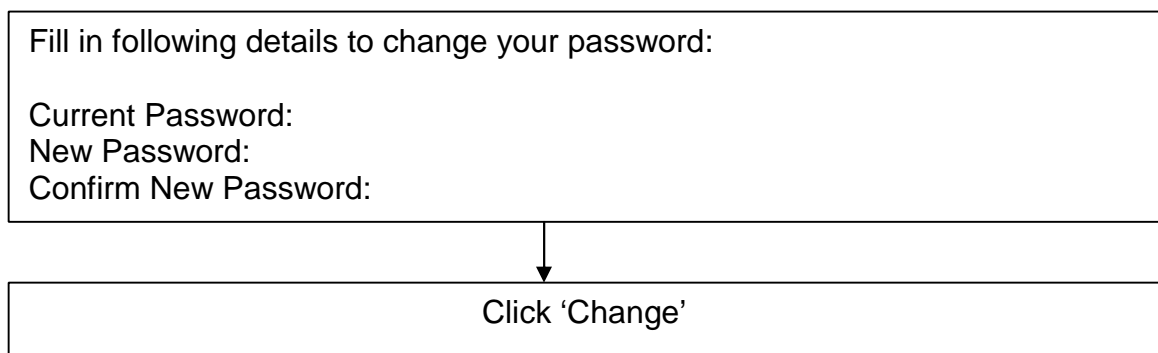


**ix) Managing Web Site Analytics** – One can come to know about the Web Site Statistics using google Analytics tool.

**x) Web Site Status** - The site will be accessible when made online and site cannot be accessed when made offline.



**xi) Changing Password:**



**xii) Logout:** Logging out will take you out from the maintenance menu of your web site. It is important to log out to protect your Website from misuse by any person.