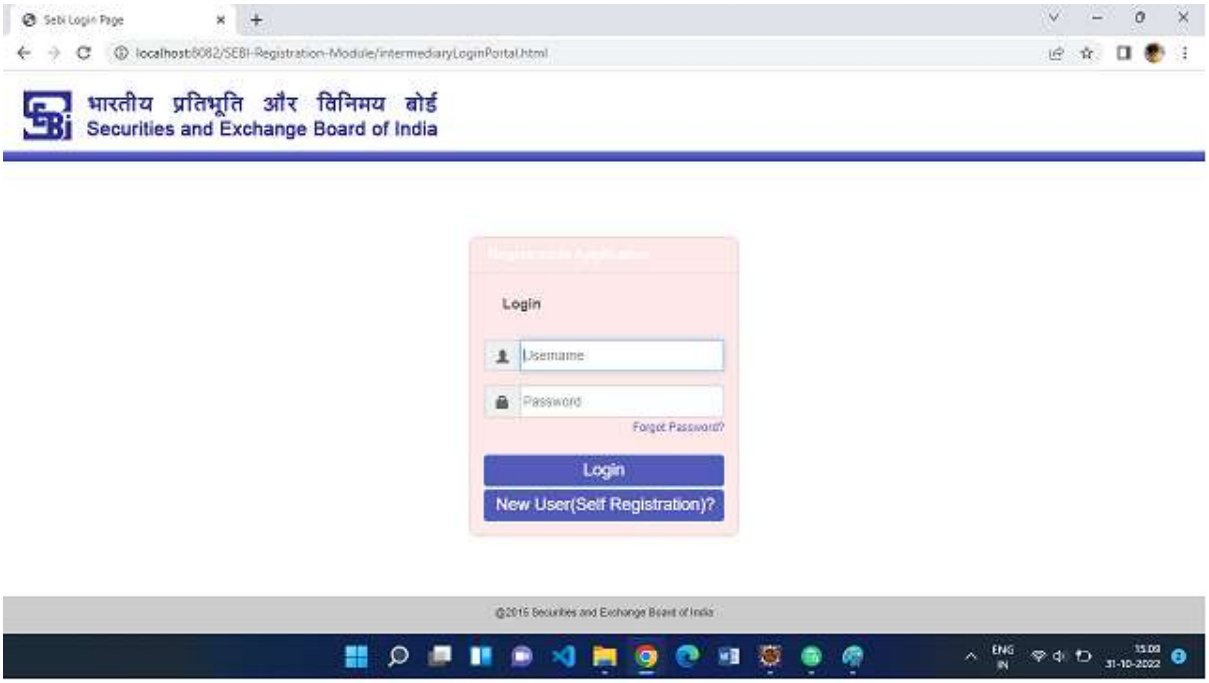
Incident Reporting Portal- User Manual

1. Steps for Self-Registration

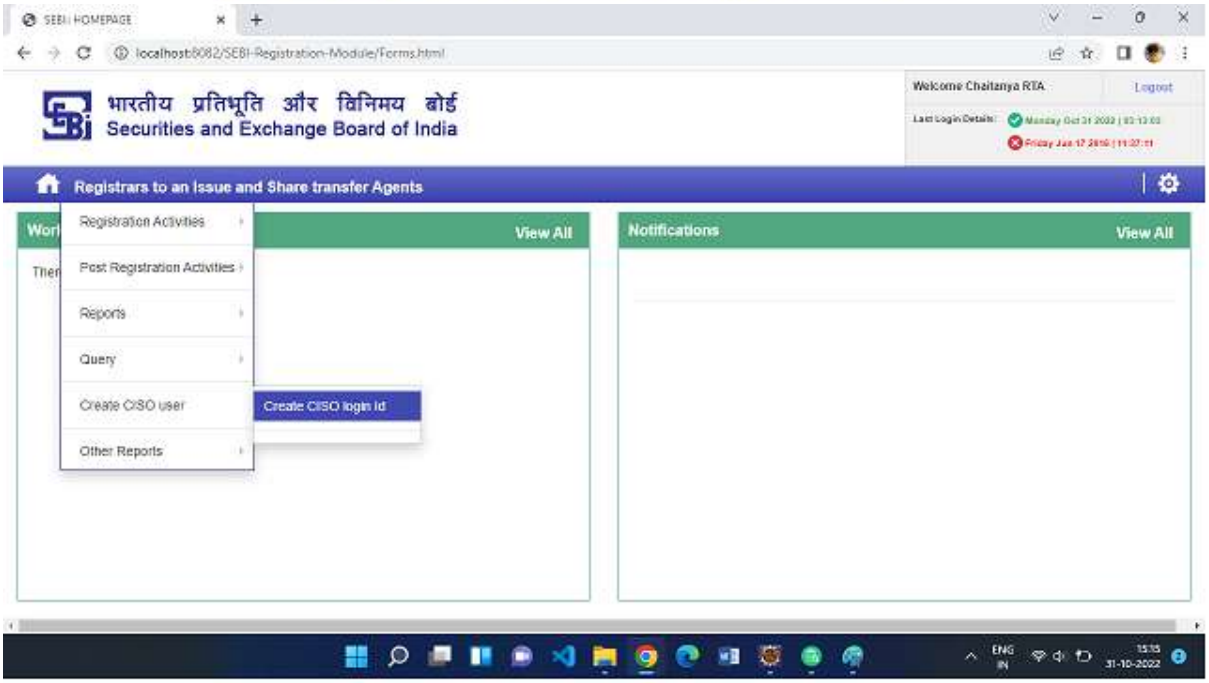
Step 1.1. Go to SEBI Intermediary Portal by visiting the URL: https://siportal.sebi.gov.in/intermediary/index.html

Step 1.2. Click on Registration Login and Enter your credentials to login to the SI Portal.

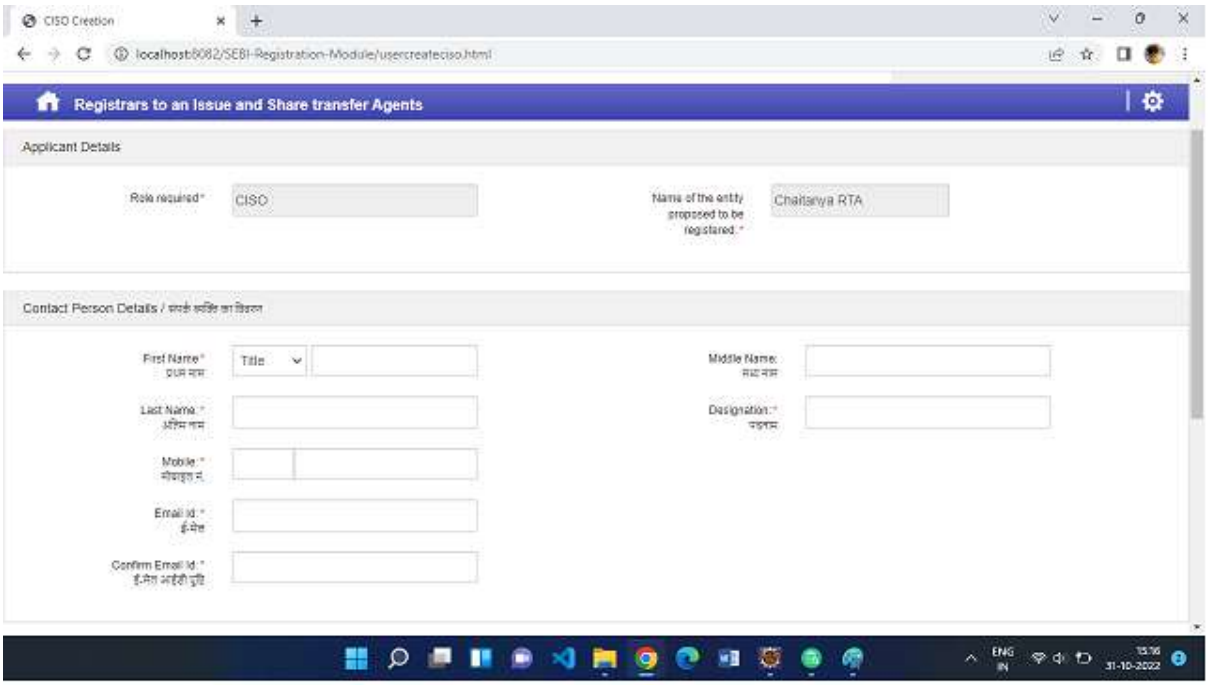


Step 1.3. Enter OTP and click on Validate OTP

Step 1.4. Go to Create CISO User -> Create CISO Login Id



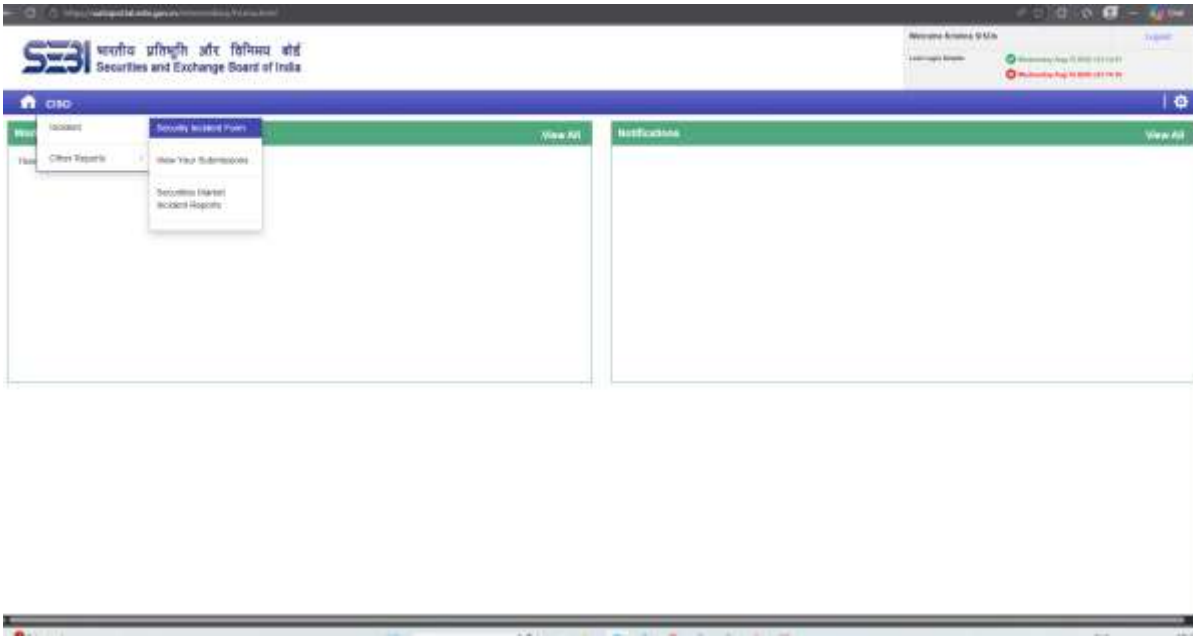
Step 1.5. Fill the form and click on submit button.



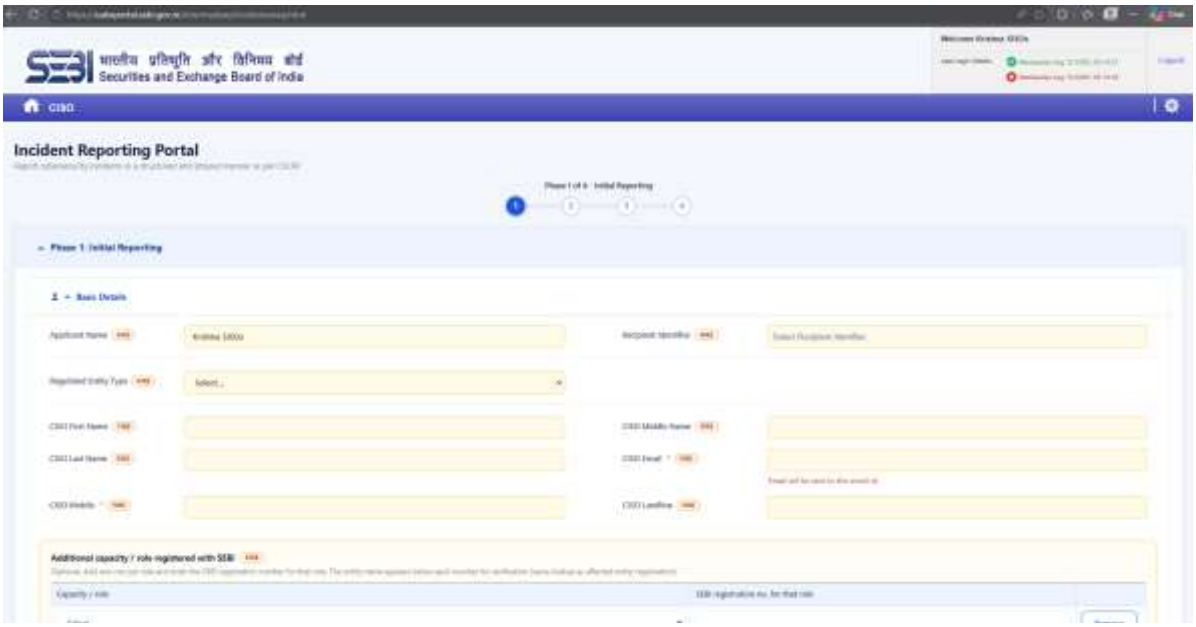
Your request to create CISO Role would be successfully submitted to SEBI. Once approved by SEBI, you will receive activation email on the email id mentioned above to activate the email.

2. Steps to Report Security Incident: -

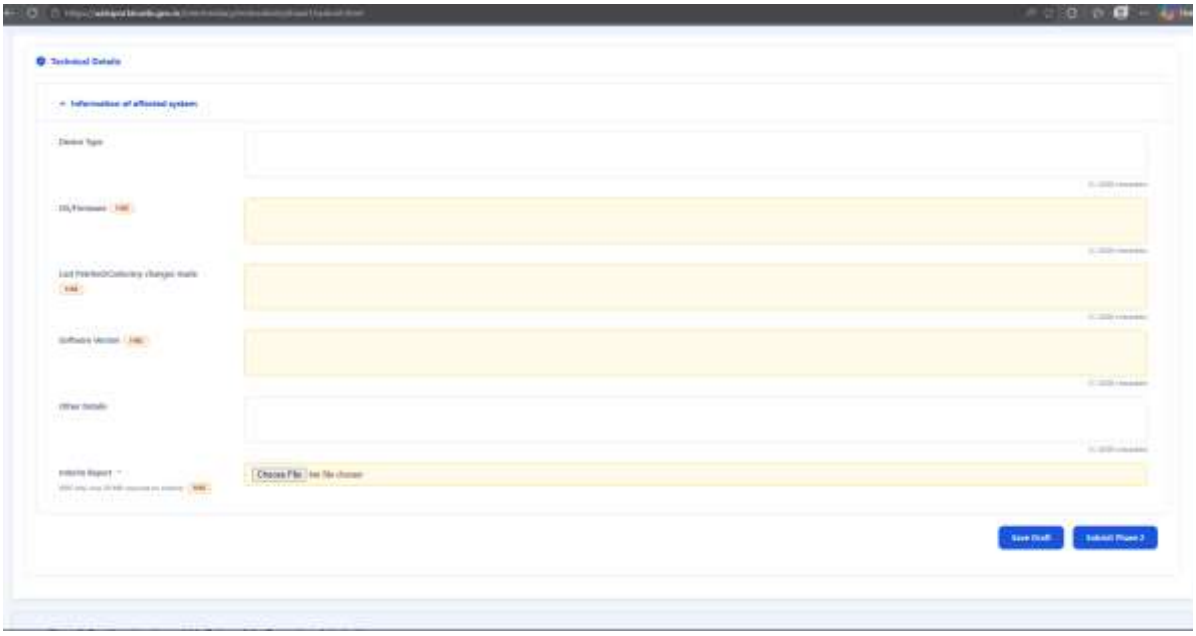
Step 2.1. Go to CISO-> Incident -> Security Incident Form



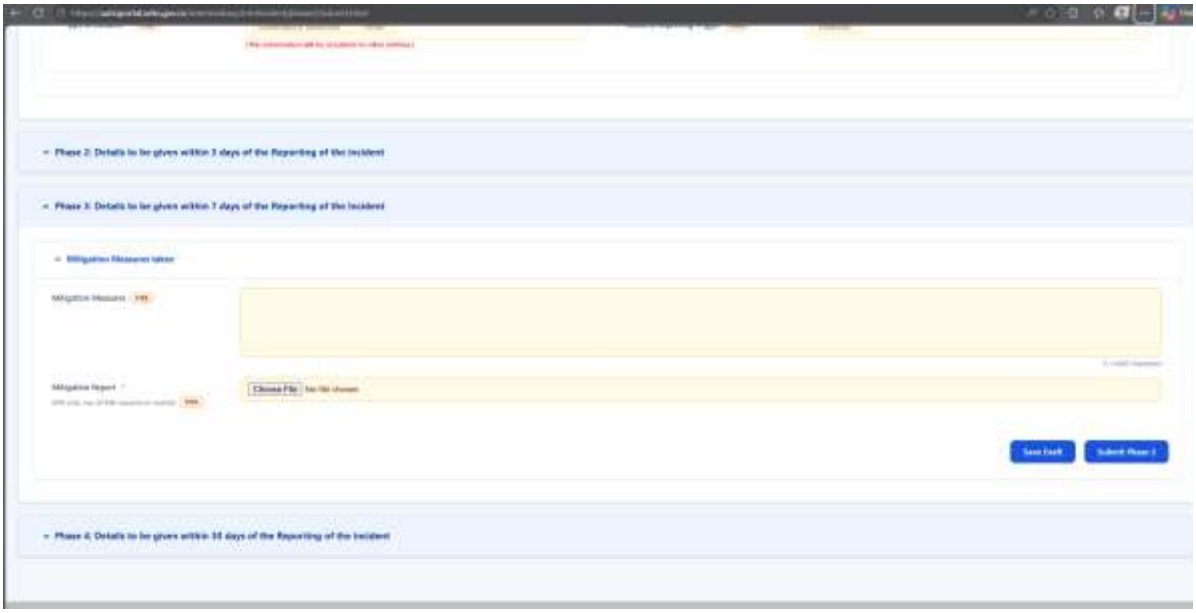
Step 2.2. Fill all the details of Phase 1 (Initial Reporting) and submit:



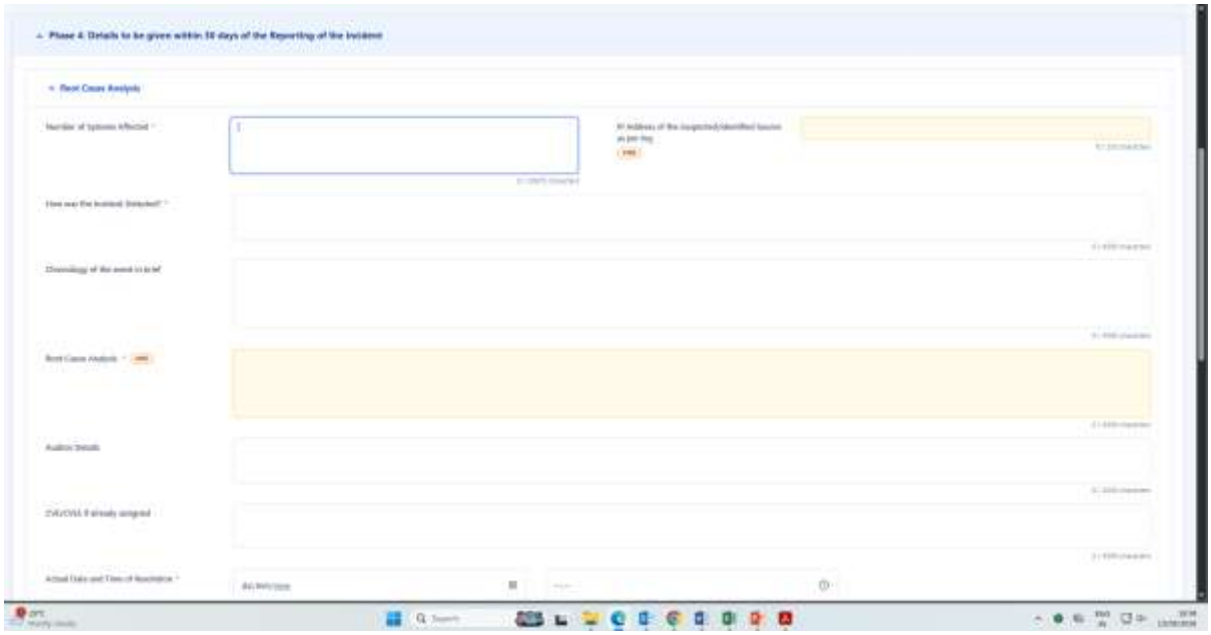
Step 2.3. Fill all the details of Phase 2 (Within 3 days of the Reporting of incident) and submit:



Step 2.4. Fill all the details of Phase 3 (Within 7 days of the reporting of the incident) and submit:

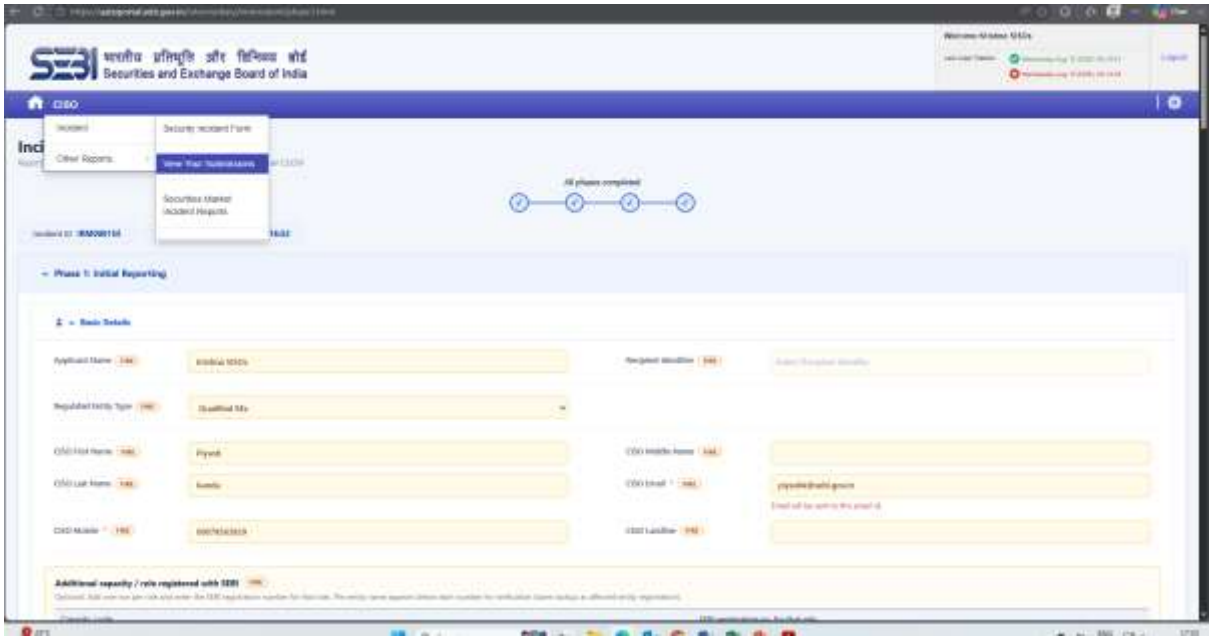


Step 2.5. Fill all the details of Phase 3 (Within 30 days of the reporting of the incident) and submit:



3. Steps to View Incidence Details which you have submitted

Step 3.1. Go to CISO -> Incident -> View Your Submission



4. Steps to View Incidence Details from common pool

Step 4.1. Go to CISO -> Incident -> Securities Market Incident Reports