What is CDC Access?

CDC Access is a web portal developed by CDC with the aim to provide its customers a single-point-access through which all online services offered by CDC are accessible from one Login ID based on Unique Identification number (UIN) and Password. This portal eliminates the need to maintain multiple login IDs & their passwords for accessing different CDC web portal services.

What does CDC Access offer to its customers?

This one window solution caters to users' requirements for of a variety of services such as:

Services related to customer's CDS Account (previously offered through eAccess portal)

eIPO (previously offered through eServices portal)

eDividend (previously offered through eServices portal)

R/TA related services for securities under CDCSRS (Newly introduced service)

What are the key features of CDC Access?

The key features of CDC access are:

24/7 Web based online system

A single Login ID and password for all CDC's services

Access to all your CDS accounts from a single platform where your UIN exists as Principal

Activation / registration made easy. Every investor can now get himself registered and access his CDS account details.

Elimination of the need to approach your broker for creation of login ID

Instant view of account balances, activities and transaction performed

Real time online transfer of securities within the specified timings for IAS account holders

Cost effective (no charges of Transaction Order Book levied)

No need of actual signature

Access to investor's IPO subscription status & Dividend details all in one place

Access to physical shares details

User Friendly Interface

Availability of this facility to Non-Residents and Foreigners

Who can register at CDC Access web portal?

Anyone (Individual Resident, Non-Resident, Foreigner, Corporate), who is new and wants to invest in the capital market or already has physical shares or a CDS Account, can get itself registered at CDC Access web portal.

Do I need to submit a request or any form for registering on CDC Access?

No, you do not need to submit any physical request or form for activation of this service. CDC Access has an online registration process on the web portal for utilizing the full range of service offerings through this portal.

Which fields are mandatory while registering?

All the fields that are marked with an asterisk (*) are mandatory fields and must be filled for successful execution of registration process.

Upon login, you would see tabs under which it would be mentioned which services are activated for your account. You can always activate additional services by clicking "Activate" on your required service.

If I activate eAccess service, which services will be activated/offered in CDC Access?

How do I know which services are activated in my CDC Access account?

If you activate the eAccess service, all the services available in the CDC Access would be automatically activated.

How can I switch my CDS accounts to view the details of the accounts separately?

After clicking "My CDS Portfolio" option from the dashboard or "eAccess" from the menu bar, you would see the dropdown menu of Relationship No. from where you can select the account number for which you wish to view the details.

I have a CDS account, how do I login to CDC Access?

If you have already subscribed to CDC eAccess Services (both Account Information and Online Transactions) while filling the Investor Account Opening Form or the Sub-Account Opening Form and have the Relationship ID and Password, then you can use the same login credentials (Relationship ID and Password) to login to CDC Access. You will be guided once you enter your correct login credentials. If you do not have CDC Access service subscription, please proceed with the CDC Access Registration process.

I already have CDC eAccess subscribed. How do I login to CDC Access?

If you have already subscribed to CDC eAccess Services and have Relationship ID and Password, then you can use the same login credentials (Relationship ID and Password) to login to CDC Access. You will be guided once you enter your correct login credentials.

I am currently using eDividend services on CDC Access portal. How can I avail other services offered on CDC Access portal?

After login to CDC Access portal, please select the desired services from the dashboard for activation. You will be guided once you select the unactivated services.

Will I be able to access the details of my physical shares where CDC Share Registrar Services Ltd is not the RTA?

No, CDC Access can provide you with the details of physical securities held by you only for the securities where CDC Share Registrar Services Ltd is the RTA. Can I get registered on CDC Access if I don't have any CDS Account or physical securities? Yes, you can register yourself on CDC Access by clicking the "New User? Signup" button on CDC Access Home page even if you don't have CDS Account or physical securities. I am a Joint Account Holder in CDS account, can I activate eAccess service for my account? No, only Principal Account Holder can activate eAccess service for his/her account. I am the Attorney appointed in CDS Account, can I activate eAccess service for this account? No, only Principal Account Holder can activate eAccess service for his/her account. How to activate eAccess service after registration on CDC Access? The steps for activation of eAccess service are as follows: Login to the CDC Access portal. Select "Click here to activate eAccess Services" Section on dashboard or select eAccess from the menu. Submit the necessary details. Click "Submit" button to receive separate OTPs via SMS and email. Enter both the OTPs received via SMS and email. Your eAccess services are activated and can be accessed now.

How to activate CDC Share Registar Portfolio Service after registration on CDC Access?

The steps for activation of CDC Share Registrar service are as follows:

Login to the CDC Access portal.

Select "Click Here to Activate RTA Services" from the dashboard or click CDC-RTA from the menu.

Submit the necessary details

Click "Submit" button to receive OTP via SMS and/or email.

Enter the OTP received via SMS and/or email.

Your CDC RTA Portfolio service is activated and can be accessed now.

How to activate eDividend Service after registration on CDC Access? The steps for activation of eDividend services are as follows: Login to the CDC Access portal. Select "Click Here to Activate eDividend Services" from the dashboard or click Dividend from the menu. Submit the necessary details. Click "Submit" button to receive OTP via SMS and/or email. Enter the OTP received via SMS and/or email. Your eDividend service is activated and can be accessed now. I have forgotten my password. How can I retrieve it or set a new password? In case you have forgotten your password, then please follow the below mentioned easy steps to set new password: Click "Forgot Password" option available on the CDC Access Home page Enter Login ID Click "Submit" button Enter both the OTPs received on SMS and email Enter a new password Click "Submit" button. Now you can login using your new password I want to change my Password. What is the process? To change your password, please follow the below steps: Login to the CDC Access portal. Click your name appearing on the top right of the screen Select "Change Password" Enter Existing and New Passwords Click "Submit" button Now you can login using your new password From where I can check Issuer announcements? You can check the details regarding Book Closure and Corporate Action Entitlements of all the listed companies from the Corporate Action Diary available under the tab of Corporate Action Diary on the Home page of CDC Access without logging into the portal.

Can I de-activate any service activated by myself?

No, service once activated on CDC Access cannot be de-activated. Can I see the status of upload of dividend details on Web Access Portal? Yes, you can check the details of Dividend Data uploaded and not uploaded by RTA from the Dividend Warrant Status tab available on the Home page of CDC Access without logging into the portal. From where I can see the Notices and Circulars issued by CDC from time to time on CDC Access portal? All the Notices and Circulars issued by CDC are available in the respective heads on the Home page of the CDC Access portal which can be viewed without logging into the portal. From where I can see the details of upcoming IPOs on Web Access portal? You can check the details of upcoming IPOs from the Upcoming IPO tab available on the Home page of the CDC Access portal without logging into the portal. In addition, alerts are also sent to all the clients who have registered for CDC Access services regarding upcoming IPOs. I do not see Portfolio Transfer in the menu? Portfolio Transfer facility is available only to IAS account holders and shall be activated upon providing duly filled and signed CDC Access Registration Form. Why Electronic Portfolio shows no balance whereas I have shares in my account(s)? Values shall appear in CDS Portfolio section only if eAccess service has been activated for the logged-in User ID having his UIN as Principal Account holder in CDS account. I already have eAccess service activated. Do I need to get eAccess services activated separately for all my accounts? No, subscribing for any one of the accounts would suffice for the activation of all other accounts where UIN is the Principal Account Holder. How can I view and update my CDC Access profile? CDC Access profile cannot be updated. In case any change is required, kindly get your Registration Details updated in CDS through your Participant(s). FAQs for Online subscription for Unpaid LOR

What is the process for subscription of Electronic Unpaid Letter of Right (LoR)?

Login to the CDC Access portal.

Click the eAccess option on the left grid of the Dashboard

Click the Online Transaction option

Select Manage Right Subscription from the Quick View

Click the Add Subscription option on the bottom of the screen

Enter the relevant details in respect of Right subscription in the Add Right Subscription Request Form.

Tick the checkbox for "I have read and agreed with the Terms & Conditions"

Click the Submit Subscription button.

Please note that subscription of Unpaid Letter of Rights (LoR) is available only for IAS account holders.

Can I subscribe for Unpaid Letter of Rights (LOR) held in my sub account online through CDC Access?

No, the facility for online subscription of Unpaid Letter of Rights (LoR) is only available for securities held in IAS accounts.

Can I cancel the already subscribed Unpaid Letter of Rights (LOR) through CDC Access?

Yes, you can cancel the already subscribed Unpaid Letter of Rights request through CDC Access by following the below process:

Login to the CDC Access portal.

Click the eAccess option on the left grid of the Dashboard

Then click the Online Transaction option

Select the Manage Right Subscription from the Quick View

Click the Cancel Subscription option on the bottom of the screen.

Tick the checkbox for "I have read and agreed with the Terms & Conditions" after entering Cancellation Remarks field

Click the Submit Cancellation button.

Note: Before you cancel the Letter of Right Subscription, please make sure that the payment against the subscription has not been made.