

# AMCA CLIENT PORTAL

## USER MANUAL GUIDE



**AMCA**  
INTEGRITY | CONFIDENTIALITY | TIMELY



## ACTIVATING YOUR PORTAL ACCOUNT

- 1 The AMCA Client Portal can be accessed through this link ([Login \(amca.ae\)](https://amca.ae)) as provided on the email upon Opening the Assignment
- 2 To activate your account, click on the '**Activate Your Portal Account**' button

AMCA  
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Client ID ⓘ  
CIN#-----

Password  
Password ⓘ

Remember me

Login

Reset Your Password?

How to Activate Your Portal?  
Discover the process of activating your portal account, which will provide you with a secure and streamlined platform. A detailed [User Manual](#) will guide you through the activation process.

→ Activate Your Portal Account



## ACTIVATING YOUR PORTAL ACCOUNT

- 3 Fill out the necessary information as required:

*The email address of the Authorized Signatory, receiving the automated mails from AMCA*

*Unique ID for your company which is specified on the AMCA Notification Mail during Assignment Opening*

- 4 Click on the '**Activate Button**'

Registered Email ID

Registered Email ID

Client ID ?

CIN#-----


Activate

Portal Activation Completed? [Log In](#)



# ACTIVATING YOUR PORTAL ACCOUNT

- 5 You will be redirected to the Activation Confirmation page and an email confirmation will be sent to the **Registered Mail ID** containing the **Client ID** and **Password** of your account





### Activated Successfully

Your AMCA Portal Account has been successfully activated.  
Your login credentials, including your Client ID and Password, have been securely sent to your registered email-id.

[LOG-IN to your Portal](#)

#### AMCA Portal Activation

 AMCA Notification  
To  Support Team

Dear Test Client Portal,

Your AMCA Portal Account has been successfully activated with the following details:

Client ID: **CIN#02969**  
Password: **4EE22F**

[LOG-IN to your Portal](#)

Thank You! for using AMCA Portal. If you need any further assistance, kindly contact us.

- 6 You may now log in to your portal by clicking on '**Log-In to your Portal**' button and entering your account credentials



## RESETTING YOUR PASSWORD

- 1 To reset your password, click on the **'Reset Your Password?'** button

The screenshot shows the AMCA login interface. At the top left is the AMCA logo with the tagline "INTEGRITY | CONFIDENTIALITY | TIMELY". Below the logo are two input fields: "Client ID" with a help icon and "Password" with a toggle icon. A "Remember me" checkbox is located below the password field. A large brown "Login" button is centered below the inputs. At the bottom left, a "Reset Your Password?" button is highlighted with a red rectangular border. To the right of the login form is a section titled "How to Activate Your Portal?" which includes a video thumbnail showing hands holding a tablet with a play button, a short paragraph of text, and a link that says "→ Activate Your Portal Account".



## RESETTING YOUR PASSWORD

2 You will be prompted to provide your **Registered Mail ID** and **Unique Client ID**

Registered Email Id

Email Id

Client ID ⓘ

CIN#-----

Reset Password


< Back to Log In

3 Click on '**Reset Password**' to complete password resetting.



## RESETTING YOUR PASSWORD

- 4 An email confirmation will then be shared containing the new password that can be used to log in to your account.





### Reset Successful

You have successfully reset your password. Your password have been securely sent to your Registered Email ID.

[Log In to your Portal](#)

#### Reset Password

 AMCA Notification  
To  Support Team

Dear Test Client Portal,

Your password for the AMCA Portal Account has been successfully reset. Below are the following details:

Client ID: **CIN#02969**  
Password: **9C0393**

[LOG-IN to your Portal](#)

Thank You! for using AMCA Portal. If you need any further assistance, kindly contact us.