

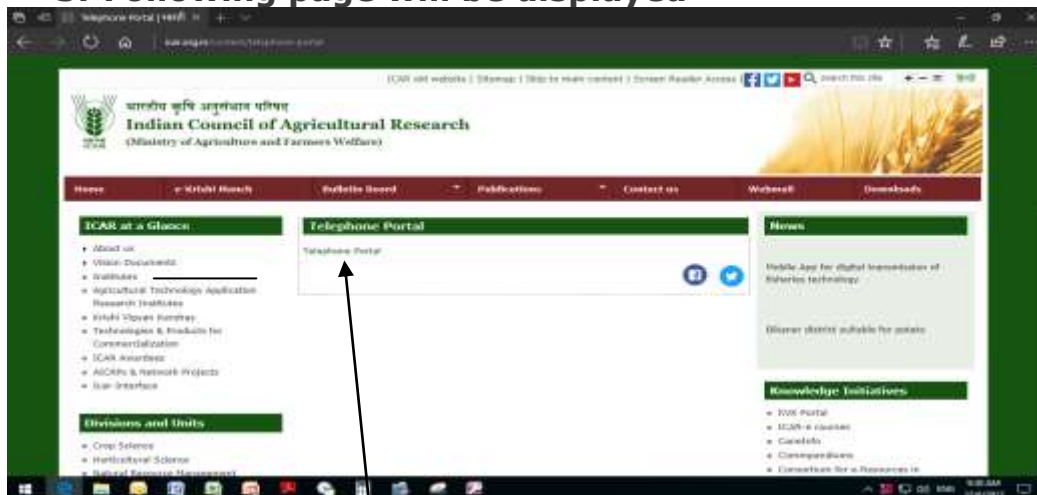
# Procedure for logging into ICAR Telephone Directory-2018 portal for uploading the contact details

1. Open the ICAR homepage on ICAR Website ([www.icar.org.in](http://www.icar.org.in))



2. Click on the [“Update contacts through Telephone Portal”](#) link.

3. Following page will be displayed



4. Click on the “Telephone Portal” link.

5. You will get the login page.



6. Now you can log in with your Login ID and Password as provided in our e-mail message/fax.

7. Enter your details/data.

8. After you have entered all your data, please **DON'T FORGET TO FINALIZE** it as shown below:-

a. Click on the “Modify Details” tab.



b. Now click the small rectangular “Box” and the “Finalize Your Data” buttons.



c. Now the colour of the “Your Data is Finalized” button will change from **RED** to **Green** indicating that your data has been received in the server.

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