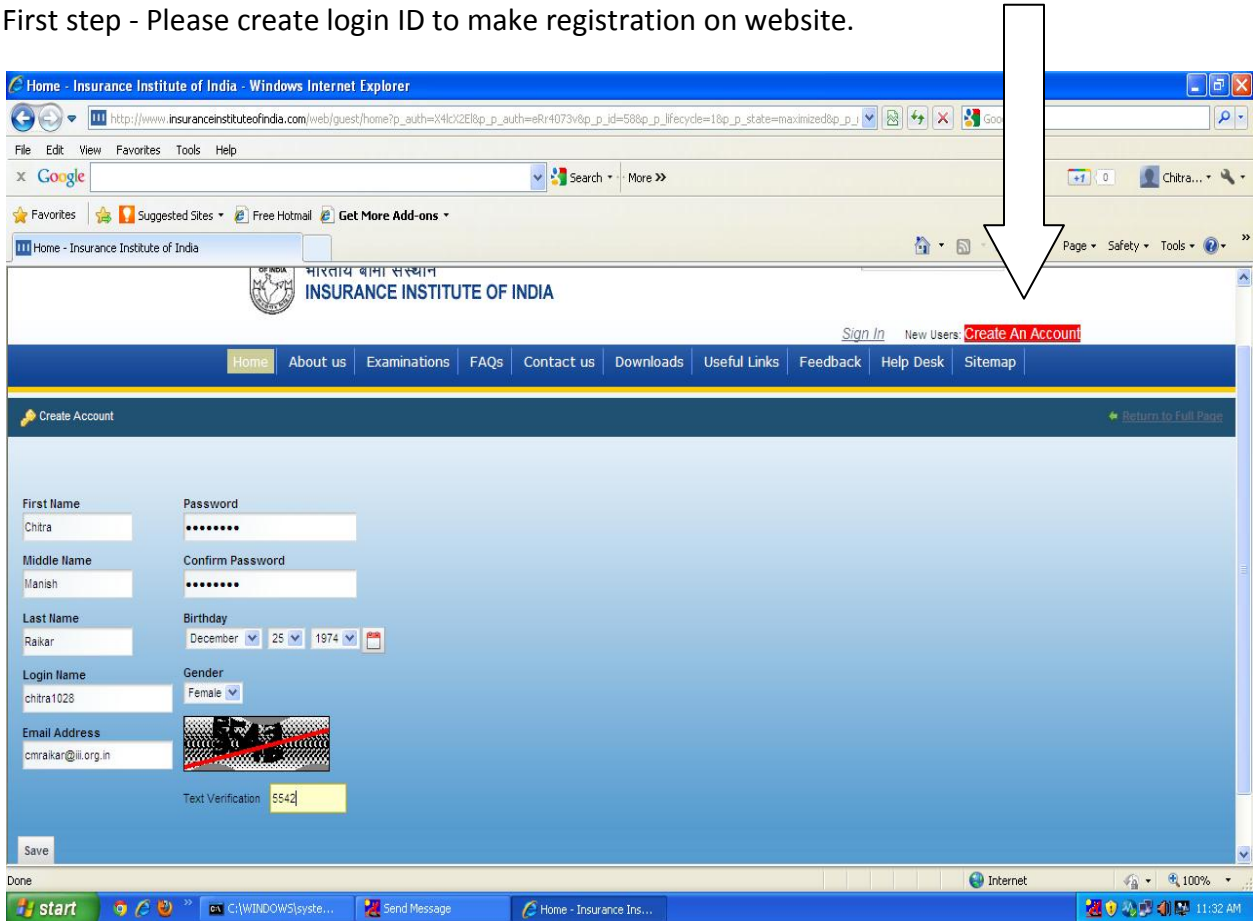


Help Manual for Already Registered Candidates

The candidates who are already registered with Insurance Institute of India(III). i.e the candidates who already have Registration No (8 digits)

First step - Please create login ID to make registration on website.

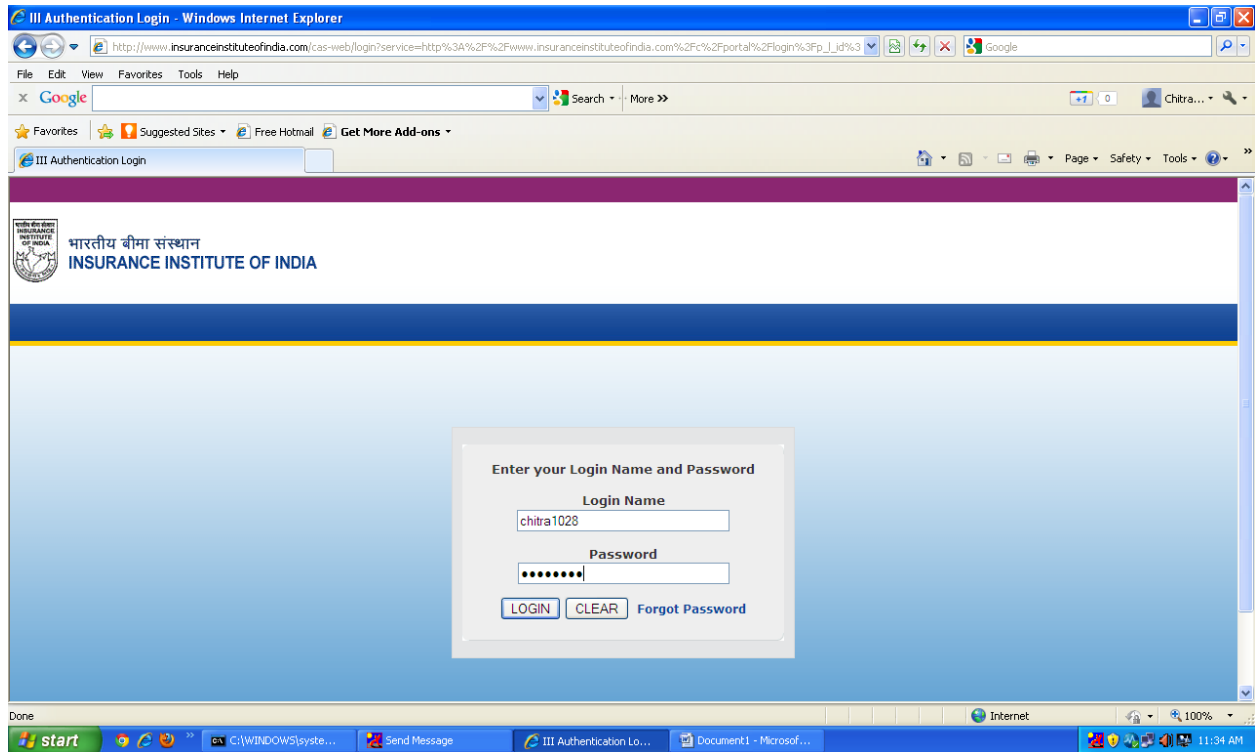


The screenshot shows the Insurance Institute of India website in a Windows Internet Explorer browser. The page title is "Home - Insurance Institute of India". The URL is "http://www.insuranceinstituteofindia.com/web/guest/home?p_auth=X4cX2E&p_auth=eRr4073v&p_id=58&p_lifecycle=1&p_p_state=maximized&p_p_...". The page features a navigation menu with links: Home, About us, Examinations, FAQs, Contact us, Downloads, Useful Links, Feedback, Help Desk, and Sitemap. A "Sign In" link and a "New Users: Create An Account" link are visible. The "Create Account" form is displayed, with the following fields filled: First Name (Chitra), Middle Name (Manish), Last Name (Raikar), Login Name (chitra1028), and Email Address (cmraikar@iiil.org.in). The Password and Confirm Password fields are masked with dots. The Birthday is set to December 25, 1974, and the Gender is Female. A text verification code "5542" is shown. A white arrow points to the "Create An Account" link in the top right corner.

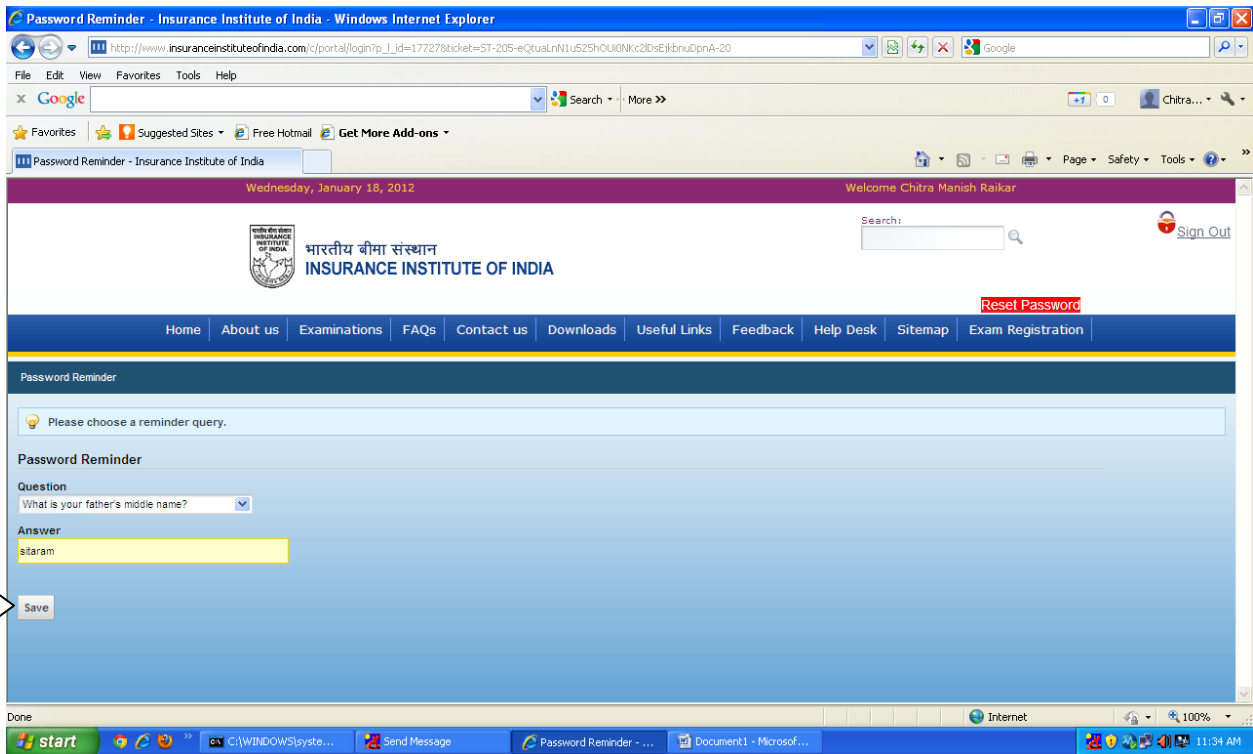
Please note the details of Login Name, password and Email Address. You will require login name, password and email address for all future correspondence with Insurance Institute of India. In case if you forgot password, your password will be mailed to you on above email address. You are requested to enter correct email address.

Help Manual for Already Registered Candidates

Please enter login name and password in following screen which you have recently created.



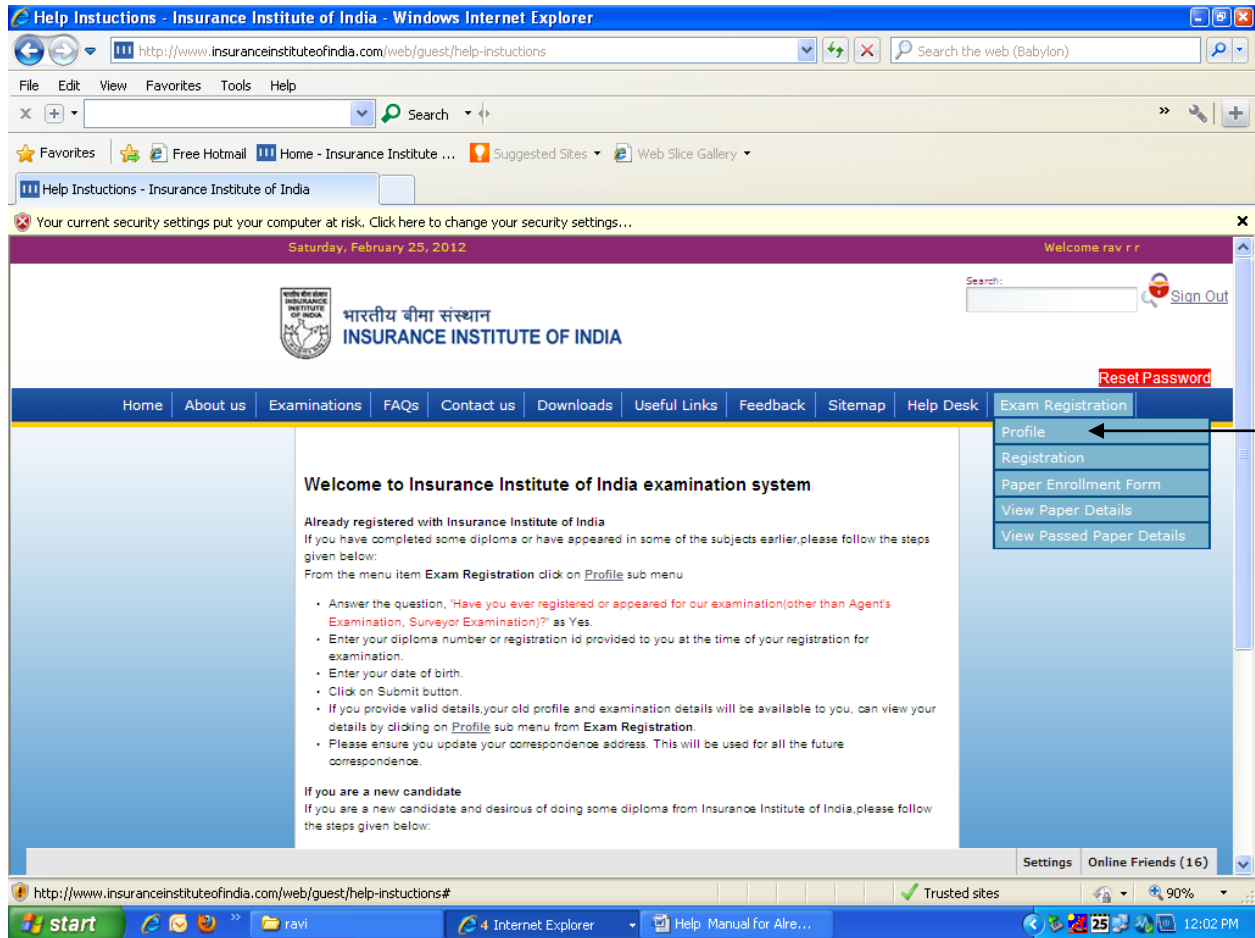
Help Manual for Already Registered Candidates



The system will ask you above question which will useful in case if you forgot password.

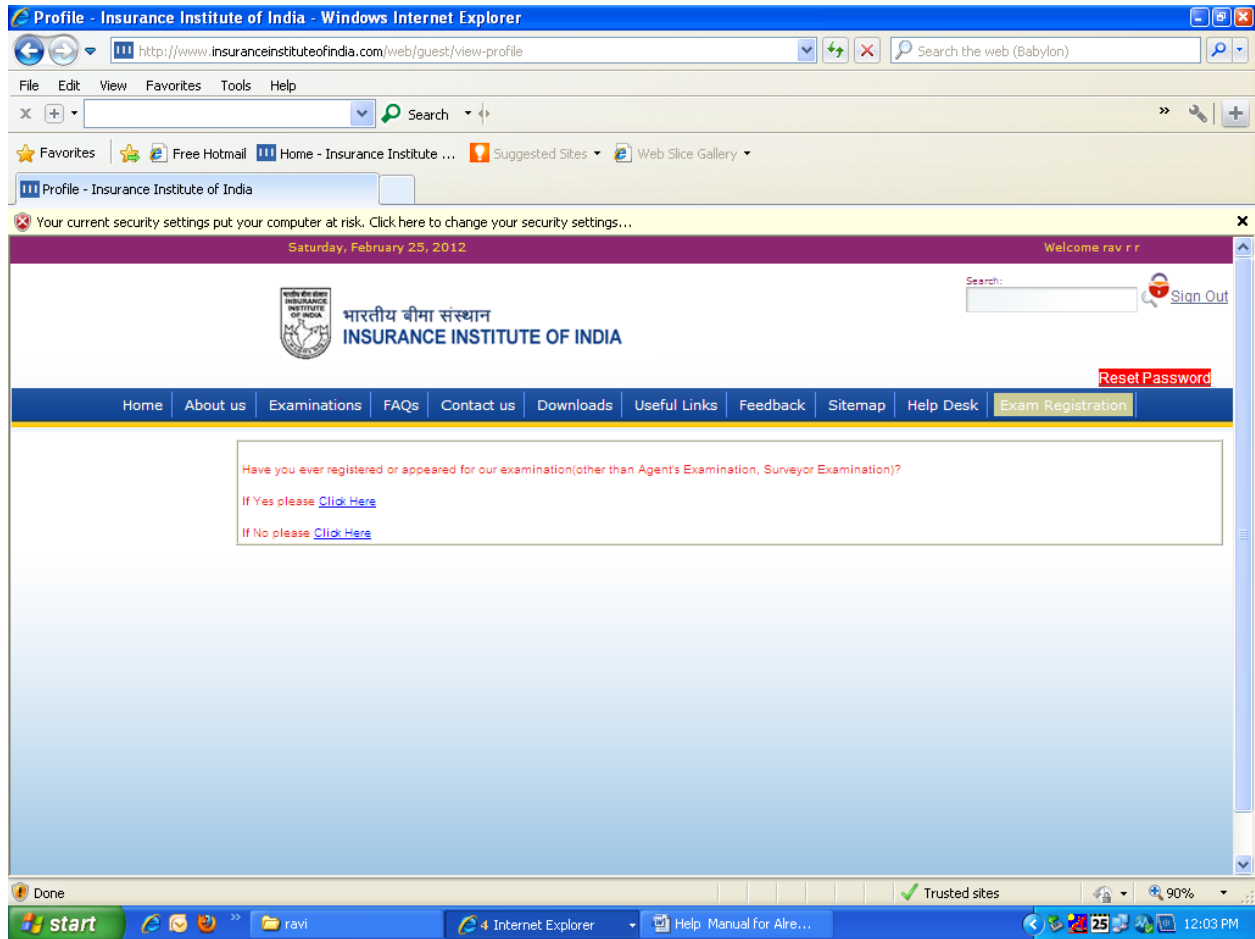
Help Manual for Already Registered Candidates

Please click on <<profile>>.



Help Manual for Already Registered Candidates

After Clicking on Profile below page will be open and then select your option



Help Manual for Already Registered Candidates

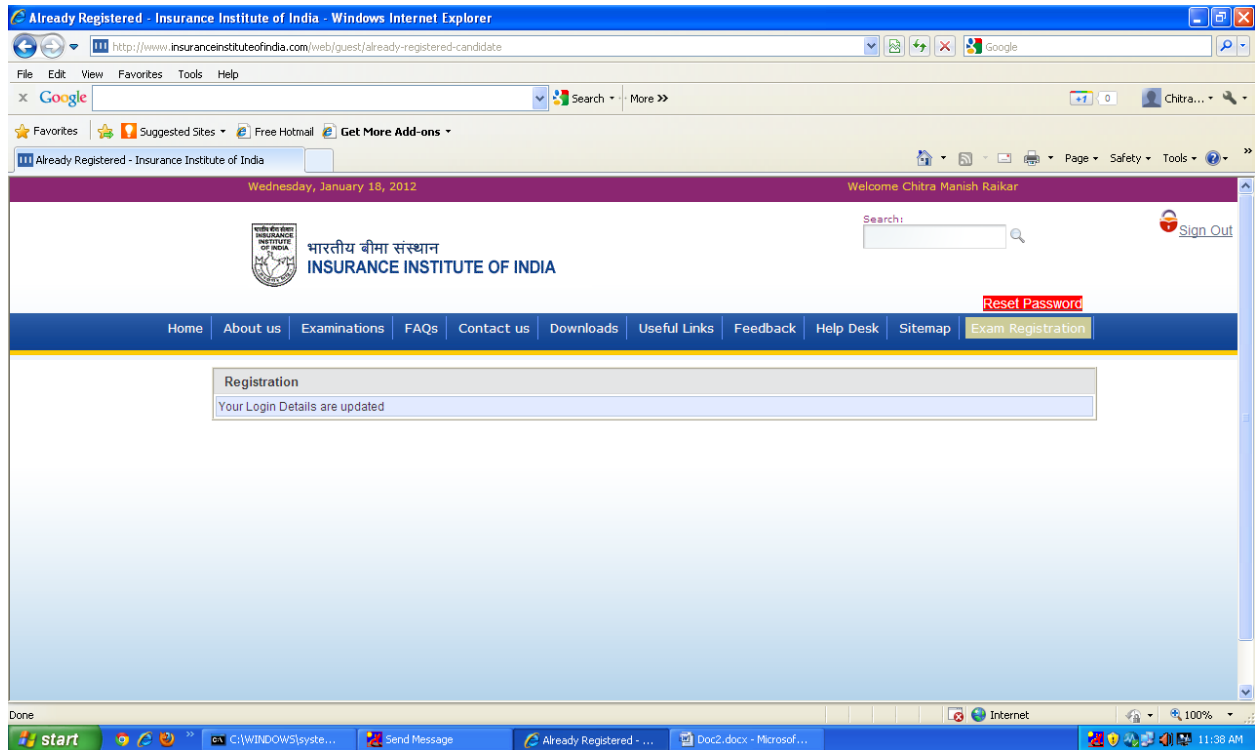
This is very important step. The system will ask you following details to map our new system.

- 1) Registration No
- 2) Date of Birth

The screenshot shows a web browser window displaying the Insurance Institute of India website. The page title is "Already Registered - Insurance Institute of India". The URL is "http://www.insuranceinstituteofindia.com/web/guest/already-registered-candidate". The page content includes a search bar, a "Sign Out" link, and a navigation menu with items like "Home", "About us", "Examinations", "FAQs", "Contact us", "Downloads", "Useful Links", "Feedback", "Help Desk", "Sitemap", and "Exam Registration". A "Reset Password" link is also visible. The main content area features a form titled "Enter Your Following Details" with a sub-header "Enter Your Diploma No. Or Registration No. And Date of Birth". The form has three rows: "Diploma No.:" with a radio button, "Registration No.:" with a radio button and a text input field containing "07204228", and "Date of Birth:" with a text input field containing "25-12-1974". Below the form are "SUBMIT" and "EXIT" buttons. A white arrow points to the "SUBMIT" button. The browser's status bar at the bottom shows "Done, but with errors on page." and the system tray includes the start button, taskbar, and system clock showing "11:37 AM".

Help Manual for Already Registered Candidates

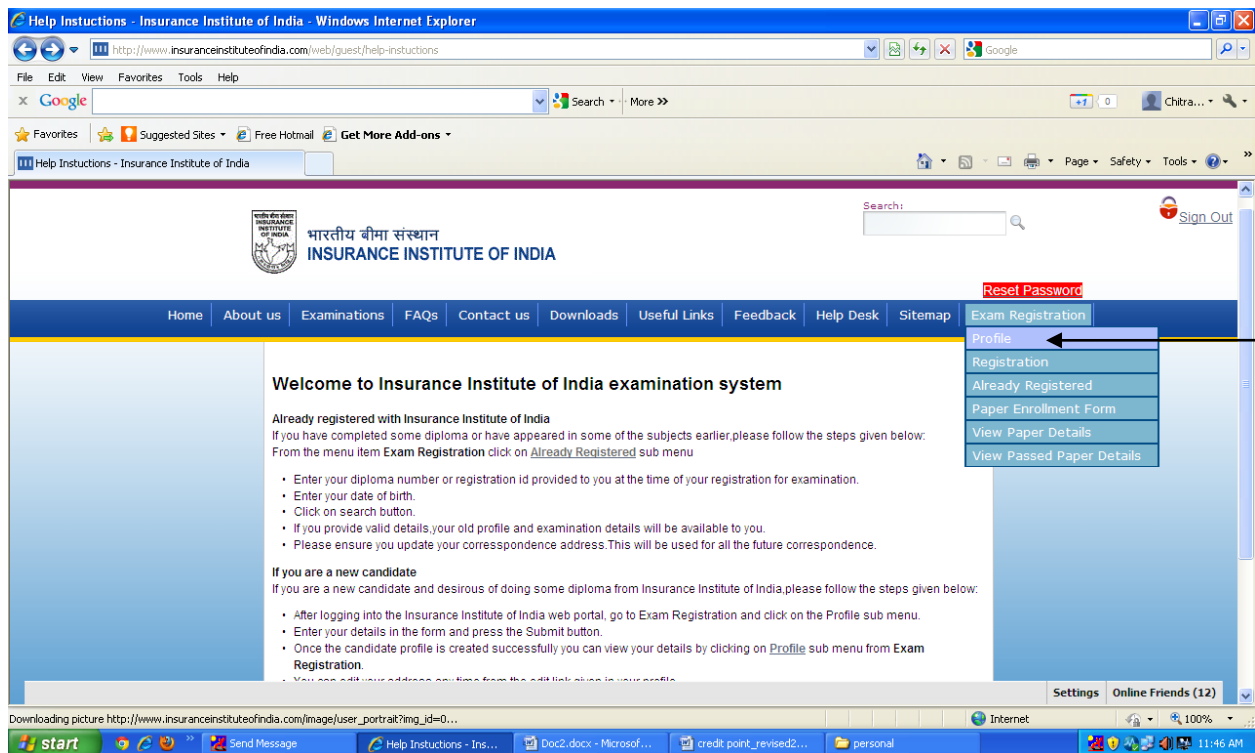
If you get following screen, Your registration is found in our system and mapped to it.



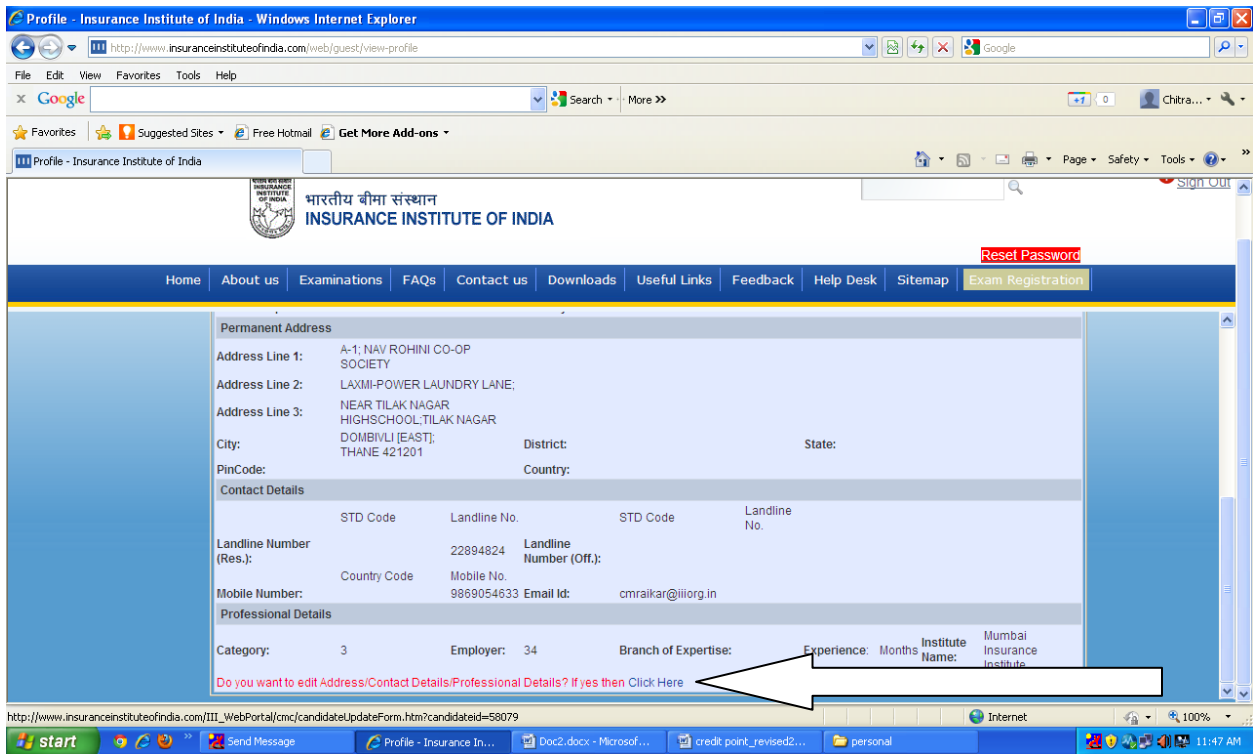
If you do not get **above screen** or any error like “Your details could not found”, I request you to please contact to Insurance Institute of India to find your details like date of birth and registration no. on following email address (1) examdata@iii.org.in (2) spshinde@iii.org.in (3) gogia@iii.org.in

Help Manual for Already Registered Candidates

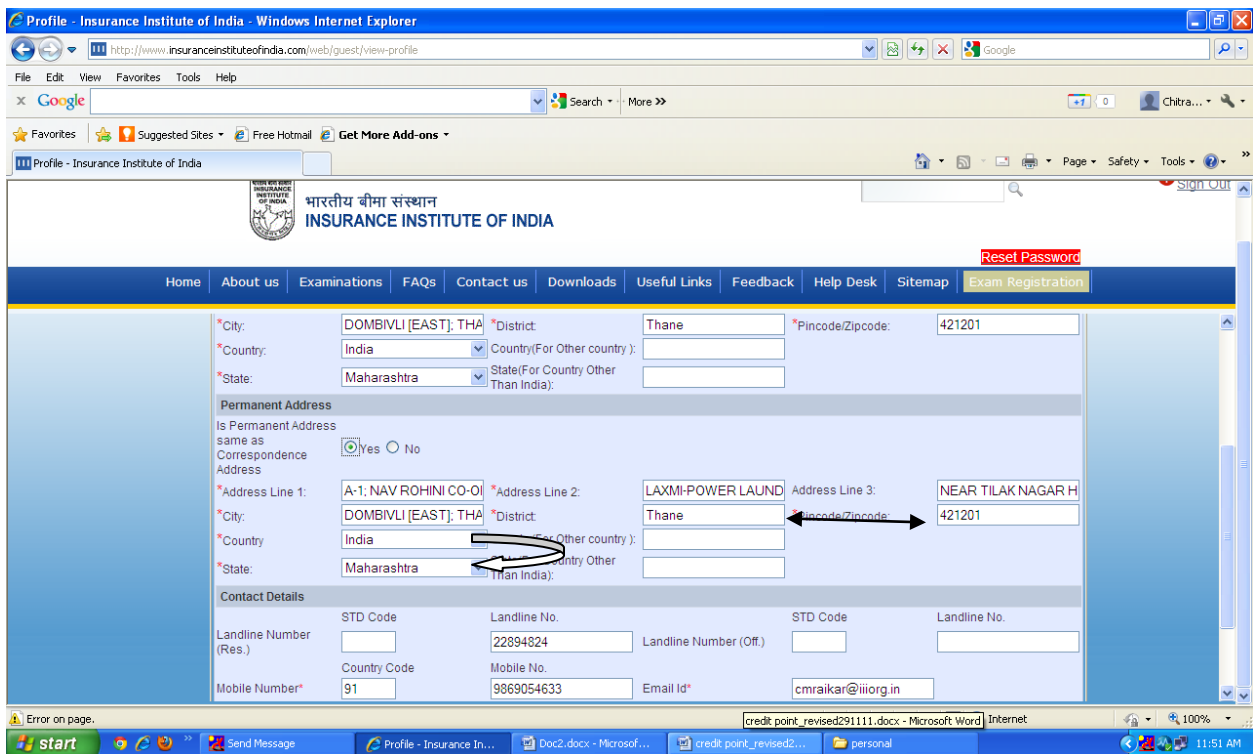
If you get above screen, then **only click on profile** to update the details like district, state, country, Pin code /Zip code, email Id and Mobile No in permanent and correspondence address.



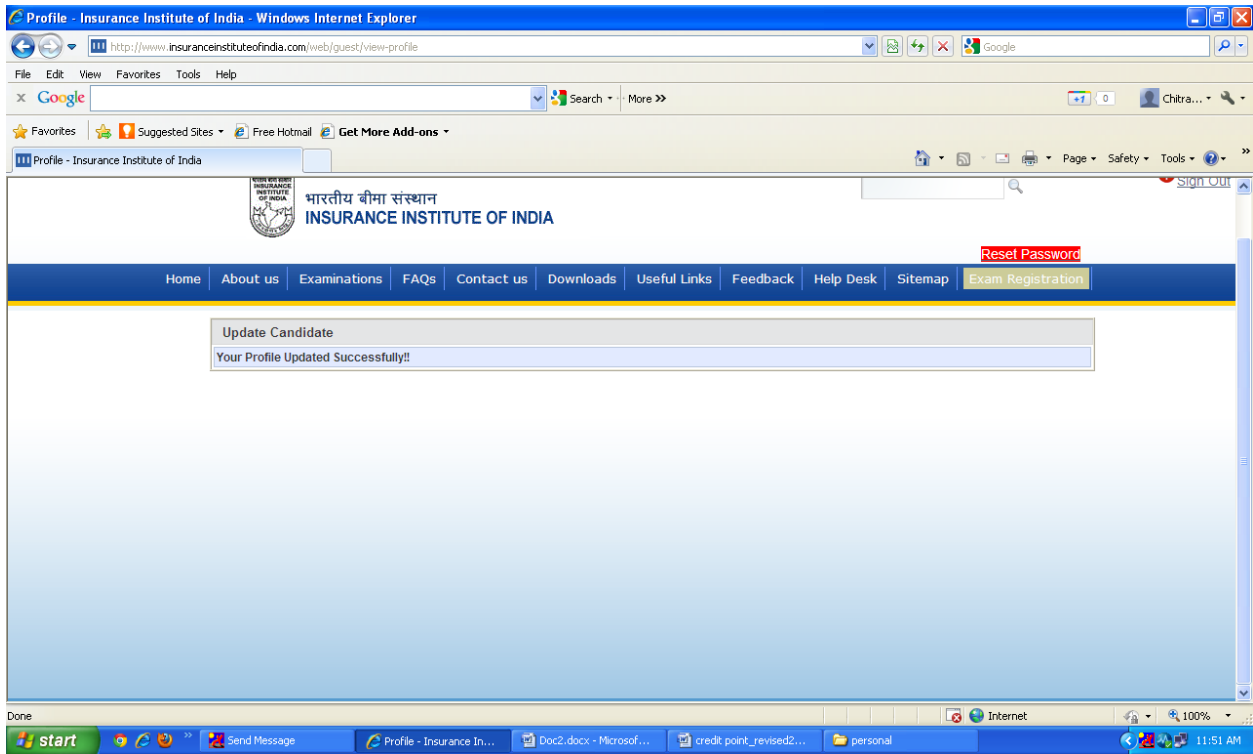
Help Manual for Already Registered Candidates



Please click on "Click Here" to update the details of the profile.

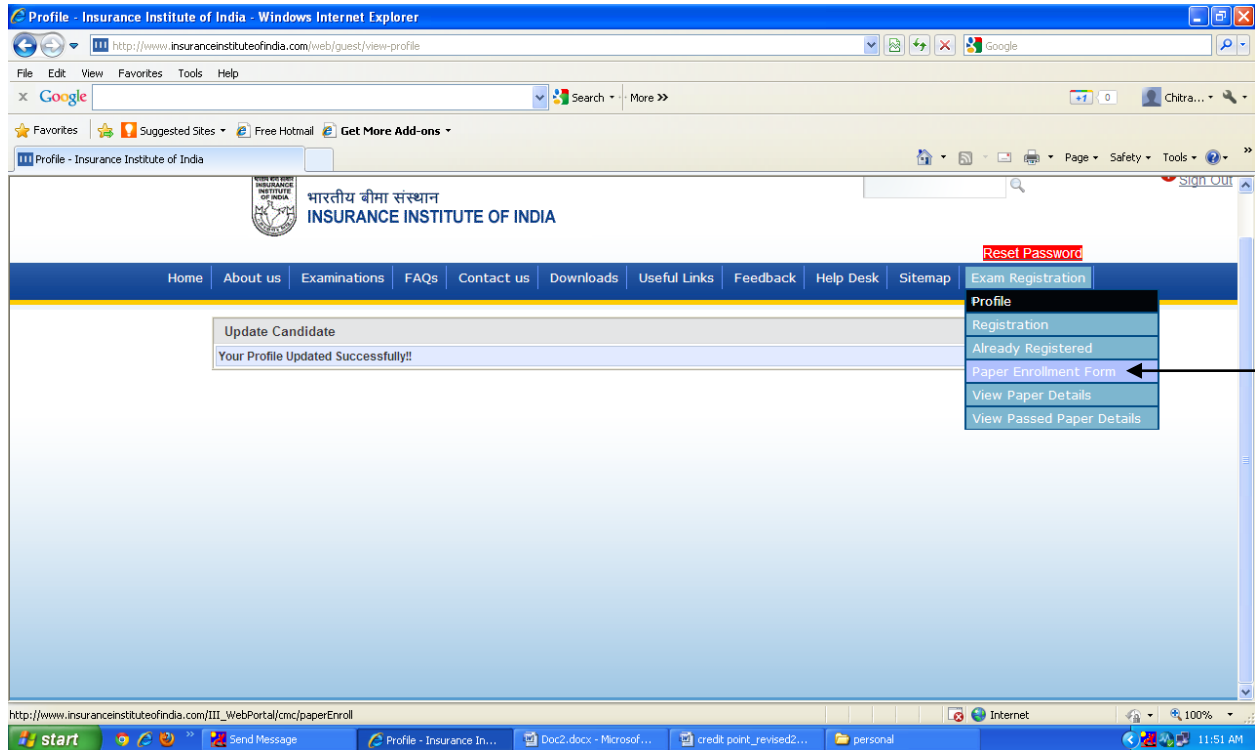


Help Manual for Already Registered Candidates



Help Manual for Already Registered Candidates

Please click on paper Enrollment form to make registration. Before enrolling the subjects, you are requested to please refer help of credit point system (effective from May 2012 examination) which is available on our website under Examinations->professional Examination menu.



Help Manual for Already Registered Candidates

Associateship Registration Fees

If you have already paid Associateship-registration fees, the system will not charge you registration fees of Associateship. But if you have not paid Associateship Registration fees, the system will charge Associateship-registration fees when you will select subject codes from mandatory subjects (2 from 4) of Associateship i.e subject codes (22,26,45,46) only first time only.

Fellowship Registration Fees

If you have already paid Fellowship-registration fees, the system will not charge you registration fees of Fellowship. But if you have not paid Fellowship Registration fees, the system will charge Fellowship-registration fees when you will select subject codes from mandatory subjects(1 from 5) of Fellowship i.e subject codes (28,81,92,47/A1,84/A2) only first time only.

Study Material (Apply / Not Apply)

If you want to purchase study material, click on study material [] . The system will charge you the study material amount.

Subjects	Language	Center	Study Material (Apply /Not Apply)	E-Learning (Apply /Not Apply)
(22) Life Assurance Underwriting	English	Mumbai Thane-194	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Date	Start Time	End Time	Subject Fee:	Study Material Amount	E-Learning Amount
20-05-2012	09:30:00	12:30:00	500	130	0

Due Amount: 700
Registration Amount: 0
Total Amount: 1330

[Add Subjects](#)

E-learning (Apply / Not Apply) – Only for Subjects (01,02,11,14)

If you want to E-learning facility for E-learning, click on E-Learning [] . The system will charge you the E-learning amount. By E-Learning facility, you will receive ID and password by Insurance Institute of India. By using ID, Password and link provided by III, you can enjoy the facility of E-learning.

Help Manual for Already Registered Candidates

You can select more than one subject by using <<Add Subjects>> button.

Registration For Examination

Registration Id: 07204228 Candidate Name: MRS CHITRA MANISH RAIKAR

Examination Type: Offline

Subjects	Language	Center	Study Material (Apply /Not Apply)	E-Learning (Apply /Not Apply)
.....Select.....Select.....Select.....	<input type="checkbox"/>	<input type="checkbox"/>

Date	Start Time	End Time	Subject Fee	Study Material Amount	E-Learning Amount
			0	0	0

Due Amount: 0

Registration Amount: 0 Total Amount: 0

[Add Subjects](#)

Your Current Selection

Registration ID	Subject	Language	Center	Sub. Amount	Study Material Amount	E-Learning Amount
07204228	(22) Life Assurance Underwriting	English	Mumbai Thane-194	500	130	0
07204228	(26) Life Assurance finance	English	Dubai-171	3000	0	0
Sub Total				3500	130	0

Help Manual for Already Registered Candidates

By clicking on <<Payment>> button, you can make online payment by using debit card, credit card and Internet Banking.

The screenshot shows a web browser window titled "Admin Forms - Windows Internet Explorer" with the URL http://www.insuranceinstituteofindia.com/III_WebPortal/cmc/examRegistration. The page contains a form for selecting subjects and a summary table.

Subjects	Language	Center	Study Material (Apply /Not Apply)	E-Learning (Apply /Not Apply)	
-----Select-----	-----Select-----	-----Select-----	<input type="checkbox"/>	<input type="checkbox"/>	
Date	Start Time	End Time	Subject Fee:	Study Material Amount	E-Learning Amount
			0	0	0

Due Amount: 0
Registration Amount: 0 Total Amount: 0

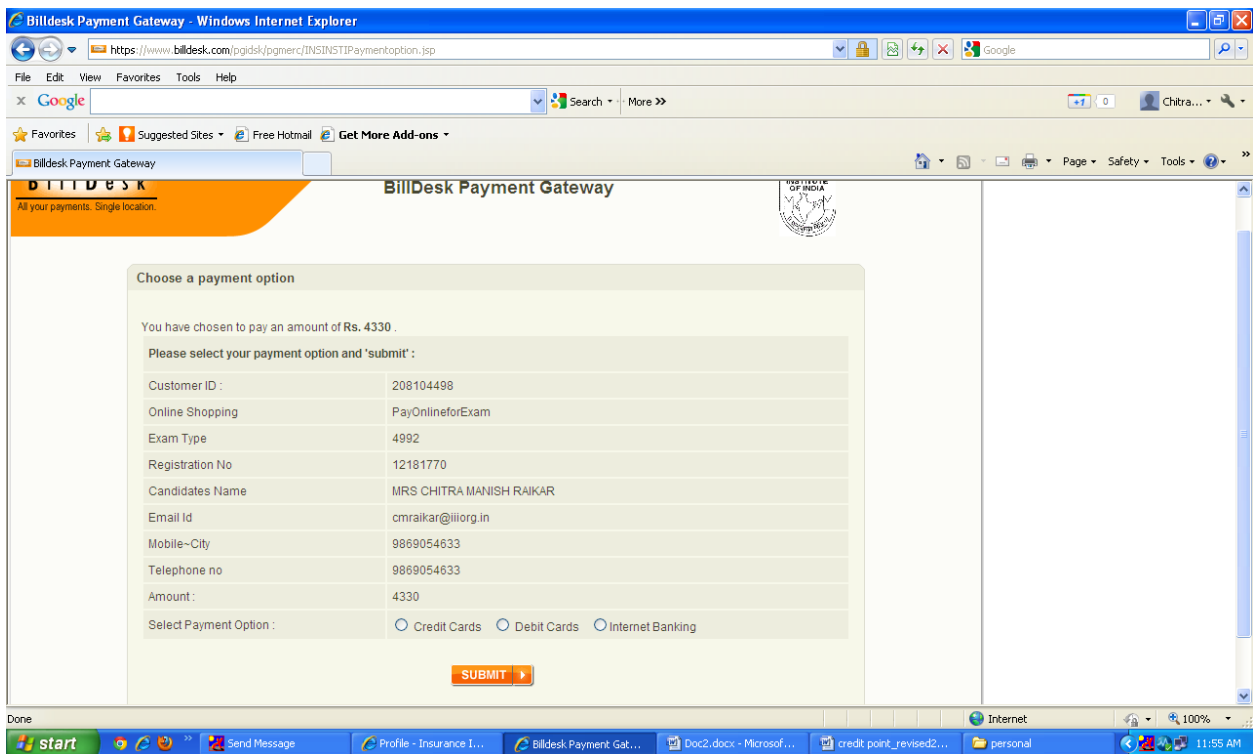
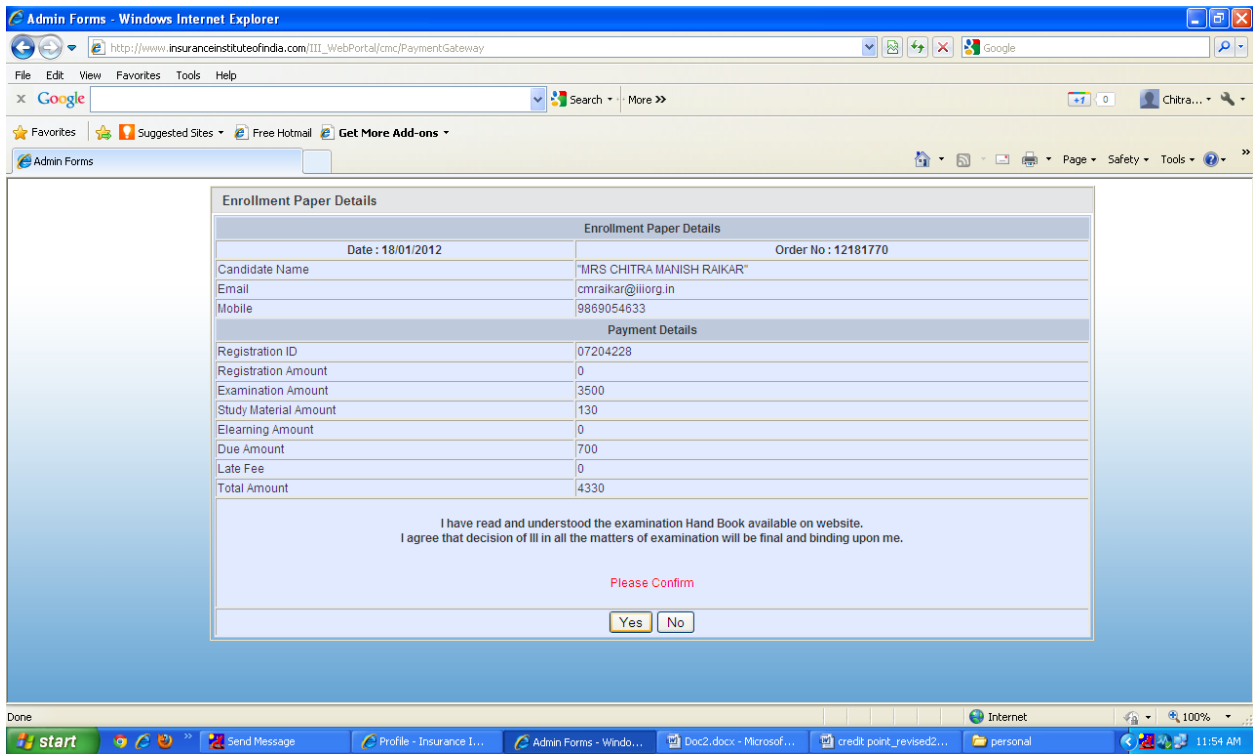
[Add Subjects](#)

Your Current Selection

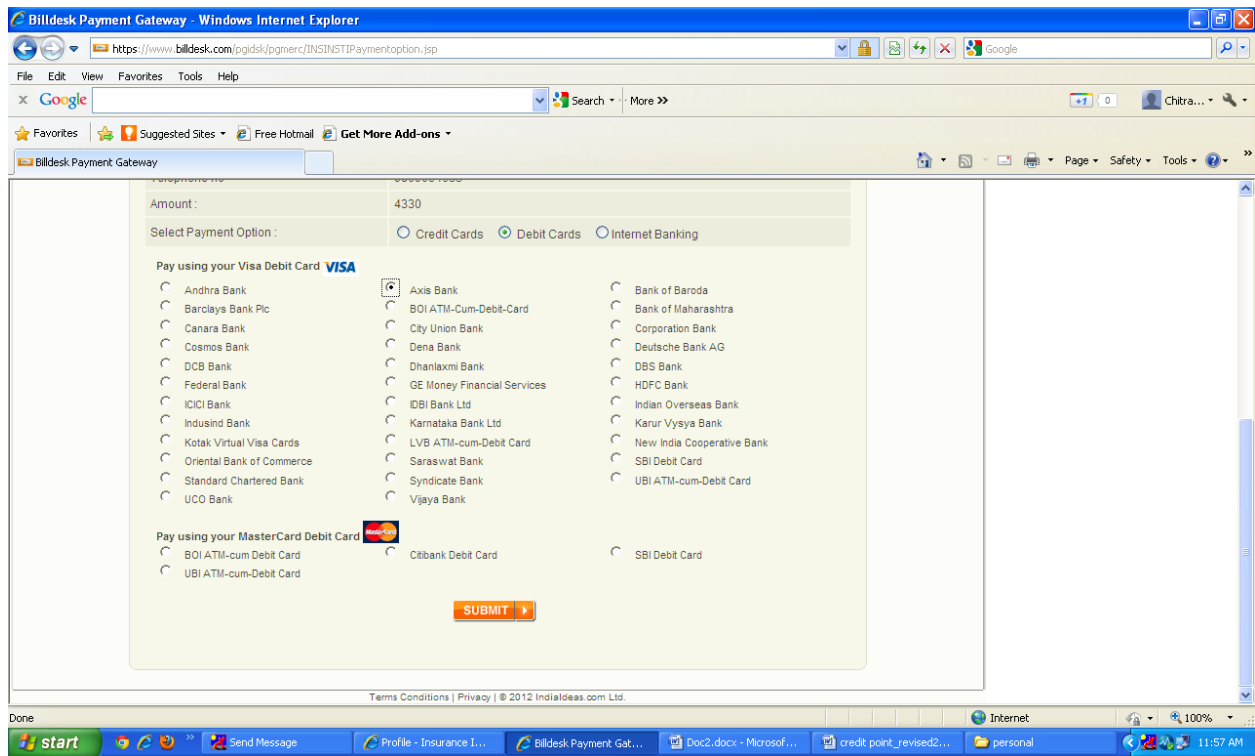
Registration ID	Subject	Language	Center	Sub. Amount	Study Material Amount	E-Learning Amount
07204228	(22) Life Assurance Underwriting	English	Mumbai Thane-194	500	130	0
07204228	(26) Life Assurance finance	English	Dubai-171	3000	0	0
Sub Total				3500	130	0
				3630		
Registration Amount				0		
Due Amount				700		
Total Amount				4330		

[Payment](#)

Help Manual for Already Registered Candidates



Help Manual for Already Registered Candidates



Help Manual for Already Registered Candidates

