

## **Steps to be followed for Insurance Marketing Firm ( IMF)**

Following are the steps which have to followed to register for online Training , online Examination and to get code for license from IRDAI by Corporates/Candidates.

**To get the information for all following points, please see stepwise information.**

### **Step 1 :**

To create Company profile on [www.iiexams.org](http://www.iiexams.org) Portal.[ Applicable to Companies/Corporates] using following link

<http://www.iiexams.org/PublicAccess/CorporateSignUp.aspx>

### **Step 2 :**

After receiving ID and password of [www.iiexams.org](http://www.iiexams.org) portal, you can create URN of single candidate using “Training Registration Form” option or you can use Bulk upload format to generate URN. [ Applicable to Companies/Corporates]

**Please check Branch code master option.** So that in future branch wise reports can be generated. As per your Company, please update branch code for each URN as per your company’s branch details.

### **Step 3 :**

To register Online Training, go to [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) -> under <<IRDAI Examinations>> menu . There are two options

- Single Registration for online training (This option is for the candidate so that candidate can make the payment for online training) -> As soon as the payment is done, candidate will receive ID and password by SMS/Email. So that candidate can start the online training.

<https://www.insuranceinstituteofindia.com/web/guest/corporate-agent-single-registration;jsessionid=BA38C739440978291FA9F7156752AFE6>

### **Step 4 :**

For Bulk Registration, company has to create Company Profile and get id and password of [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) website using below link. [ Applicable to Companies/Corporates]

<https://www.insuranceinstituteofindia.com/web/guest/corporate-profile-creation;jsessionid=BA38C739440978291FA9F7156752AFE6>

- After log in [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com), then company can upload bulk file of URN and can make the single payment by online mode for URNs which are uploaded by company.->
- As soon as the payment is done, candidate will receive ID and password by SMS/Email. So that candidate can start the online training.

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➤ **Step 5 :**

To register for examination, it is mandatory to generate training completion certificate on the website [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) under IRDAI Examinations menu.  
<https://www.insuranceinstituteofindia.com/web/guest/training-completion-certificate>

➤ **Step 6 :**

For examination registration, Batch Id can be generated on [www.iiexams.org](http://www.iiexams.org) portal by the Corporates/Companies. No individual candidate can create batch ID/Transaction ID for examination registration.

To create batch ID, corporate can go to [www.iiexams.org](http://www.iiexams.org) , under <<Examination Registration>> Tab, please select applicant date of URN and preferred examination date and create batch ID.

**Follow the below steps for exam registration.**

To create a Batch ID follow the below steps.

1. Select the date in Application from date and to date on which date the URN was created.
2. Then directly click on submit then after it will populate the record which was created in the given application date range and for which the training is completed and valid.
3. Now enter the preferred exam date in 'OnOrAfter' column in dd MMM YYYY format e.g. 24 Oct 2016.
4. Now click the record for which you want to register for exam and you have entered the preferred exam date and click on save to generate Batch ID.
5. Once the batch ID is generated then no modification is allowed.
6. After generation of Batch ID you can make the payment of the Batch ID/transaction ID through the given URL: <http://nseitexams.com/OnlinePayment/paymentRequest.jsp>
7. Payment for the Batch ID/transaction ID can be made after 24 hours or next day of the Batch creation date.

➤ **Step 7 :**

The venue & Examination Slot details will be informed to the candidate by SMS/ Email.

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➤ **Step 8 :**

After passing the examination, you can download examination passing certificate on [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) using following link  
<https://www.insuranceinstituteofindia.com/web/guest/process-to-share-applicant-exam-result>

➤ **Step 9 :**

To generate code of license on IRDAI portal, pl visit [www.irdaonline.org](http://www.irdaonline.org)

➤ **Step 10 :**

You can email/contact to following email IDs / contact Nos as per query.

### Contact details

Portal	Query	Email IDs	Telephone Nos
<a href="http://www.liiexams.org">www.liiexams.org</a>	Corporate /Company Profile	<a href="mailto:Tech.support@nseit.com">Tech.support@nseit.com</a>	022-42706500
<a href="http://www.liiexams.org">www.liiexams.org</a>	Bulk upload file – URN Generation	<a href="mailto:Tech.support@nseit.com">Tech.support@nseit.com</a>	022-42706500
<a href="http://www.liiexams.org">www.liiexams.org</a>	Exam Sponsorship Form	<a href="mailto:Tech.support@nseit.com">Tech.support@nseit.com</a>	022-42706500
<a href="http://www.insuranceinstituteofindia.com">www.insuranceinstituteofindia.com</a>	<b>Online Training ( ID and Password, Online Payment for Training etc)</b>	<a href="mailto:reg.exams@iii.org.in">reg.exams@iii.org.in</a>	<b>022-26544220/257/224/208</b>
<a href="https://iii.learningmate.com">https://iii.learningmate.com</a>	Timer not working/No courses found	<a href="mailto:Support.lx@learningmate.com">Support.lx@learningmate.com</a>	
<a href="http://www.liiexams.org">www.liiexams.org</a>	Examination Registration, Hall Ticket, Score Card/Online Payment for examination	<a href="mailto:Exams_schedule@nseit.com">Exams_schedule@nseit.com</a>	022-42547510,022-42547458
<a href="http://www.irdaonline.org">www.irdaonline.org</a>	To generate code of License	<a href="mailto:tech.support@irdaonline.org">tech.support@irdaonline.org</a>	0253-6636582/0253-6636583