

Web-Wallet Help Manual for Corporate Agent/Web Aggregator/ Insurance Marketing Firm/Insurance Brokers (Authorised Verifier)

Following are the steps to make the payment towards the online training by Web-Wallet Payment for Companies

Step 01: Company must have login id and password of Insurance Institute of India website to use web-Wallet facility (www.insuranceinstituteofindia.com)

Step 02: If company profile is not created, then go to following link to create your company profile. [if you have already have id and password, please ignore this step]
<https://www.insuranceinstituteofindia.com/web/guest/to-create-company-profile;jsessionid=73C6144249395634644BC1753795962A>

Step 03: Sign in using id and password-> www.insuranceinstituteofindia.com

Step 04: Using following link, (IRDAI Examinations menu-> Web-Wallet->Create web-wallet or enter UTR No of web-wallet) , first create web-wallet account.
<https://www.insuranceinstituteofindia.com/web/guest/web-wallet-home-page>

Step 05: Then go to web-wallet calculator. You have to enter advance amount, the system will calculate as per follows: Regarding TDS amount, you to make the payment to income tax towards following TDS amount and has to share TDS certificate with us.

By using webwallet, you can save billdesk charges which are deducted if payment done by online mode (Debit Card/ Credit Card / Internet Banking). In this case, you have to make the payment to Income Tax Department towards TDS and submit the TDS certificate to us quarterly.

Advance Amount (Base Amount)	100000
add CGST - 9%	9000
add SGST - 9%	9000
less TDS - 10%	10000
NET Amount	108000

If you have finalized the amount, please save the entry. As soon as you save this entry, it will become **fund request date** and make the payment i.e. **NET amount** by NEFT to us.

To enter the UTR No, please go to “Create webwallet or enter UTR No of webwallet”. The system will ask you the fund request date (on which date you have saved above entry). The system will show the fund request transaction details. By selecting the check box, you can enter UTR No of your NEFT payment which is done by you.

As soon as you will enter UTR No at your end , your payment details will be updated at our end. The maker and checker will check the amount which received at our bank account and UTR No and payment details which is entered by you and approve the same. As soon as super checker approve the amount, you can use base amount.

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Step 06 : Utilization of amount : The system will charge Rs. 750/- per candidate towards training now as we have charged GST in the beginning itself.

Step 07: By using “IRDAI Examinations-> Corporate Agent-> Bulk file Upload”, Please upload the .xls file. The file contains only URN no. You can enter URN from A1 position. You need not to enter heading.

Step 08: By using “IRDAI Examinations-> Corporate Agent-> URN Uploaded but payment pending”-> after selecting the upload URN date, the system will show you all the URNs. Select URNs (status will be ‘To be verified’), click on “Verification with IRDAI” -> for all the URNs – the status will change to ‘Verified’ -> After selecting URNs-Verified, you can click on “Make payment” button. The system will ask you “TDS” , you can select “No”.

The system will again show following two options to make the payment. You can select “Webwallet”

- Online payment Webwallet

In the last screen, the system will ask you

- Mobile based online training Internet Based Online Training

1) Mobile App Online Training (Mobile+Web - Online/offline based training)

By using mobile app, candidate can download mobile App E-Learning on the computer system or on Mobile or on both for which internet connection is required.

The candidate can complete the training in online mode for which internet connection is required.

The candidate can access the training using the training link <https://iiiindia.org.in>

-----White Listing for Mobile App Online Training -----

App URL - <https://iiiindia.org.in> needs to be white listed. Along with it following URLs need to be also white listed

cdn.firebase.com

firebaseio.com

Above two website serves the library which is used for real time data and chat service.

cdn.rawgit.com

This serves an open source library to support Google's Material Design.

www.youtube.com (not mandatory - users can go through reading material and assessment)

This serves video content.

Offline mode Training-> As soon as mobile app is downloaded on computer system or on mobile or on both, candidate can complete the training in offline mode also for which internet connection is not required.

After completing the training offline to update the training hours they have to come in online mode for which internet connection is required. As soon as the training is completed on PC/Laptop or on

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mobile in offline mode, the system can update training hours which are completed by the candidate either on PC/Laptop and on Mobile App.

Company will get the dashboard so that they can review live training hours status report.

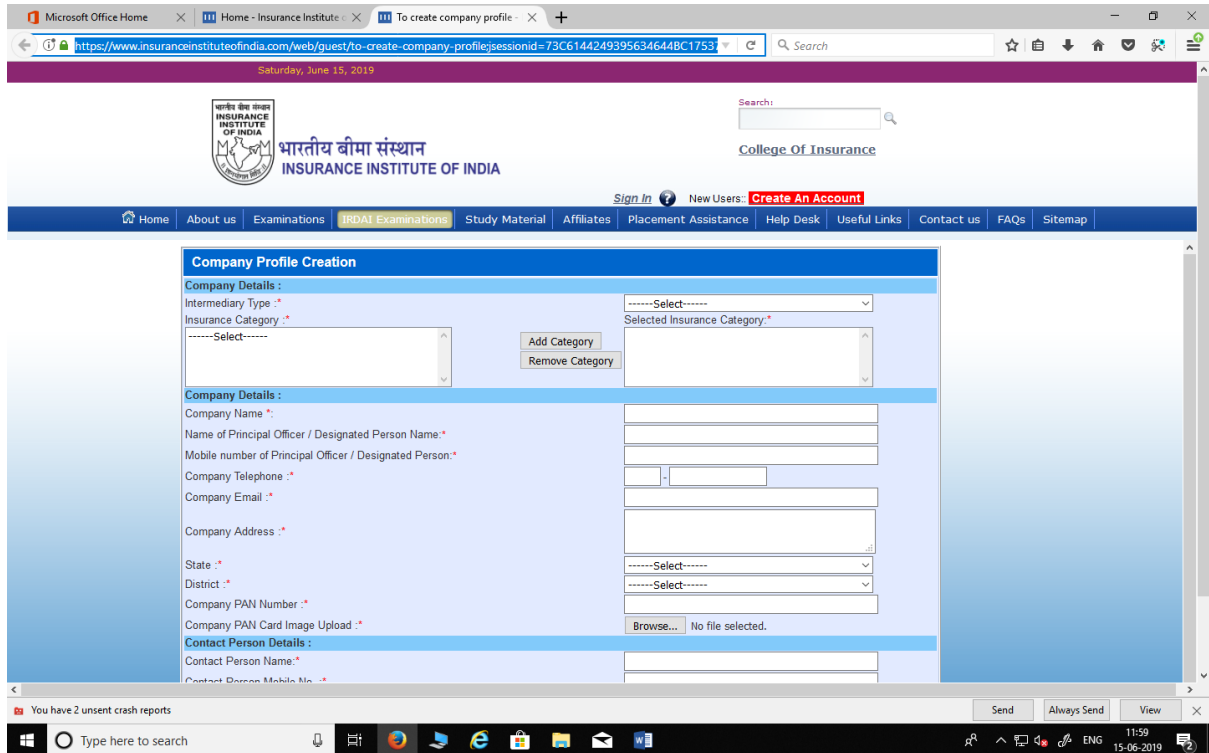
- 2) **Internet Based Online Training** : The candidate can complete the training in online mode for which internet connection is required. The candidate can access the training using the training link <https://iii.learningmate.com/iii/>

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To get ID and Password of www.insuranceinstituteofindia.com

You can create company profile using following link to get ID and Password of www.insuranceinstituteofindia.com.

<https://www.insuranceinstituteofindia.com/web/guest/to-create-company-profile;jsessionid=73C6144249395634644BC1753795962A>



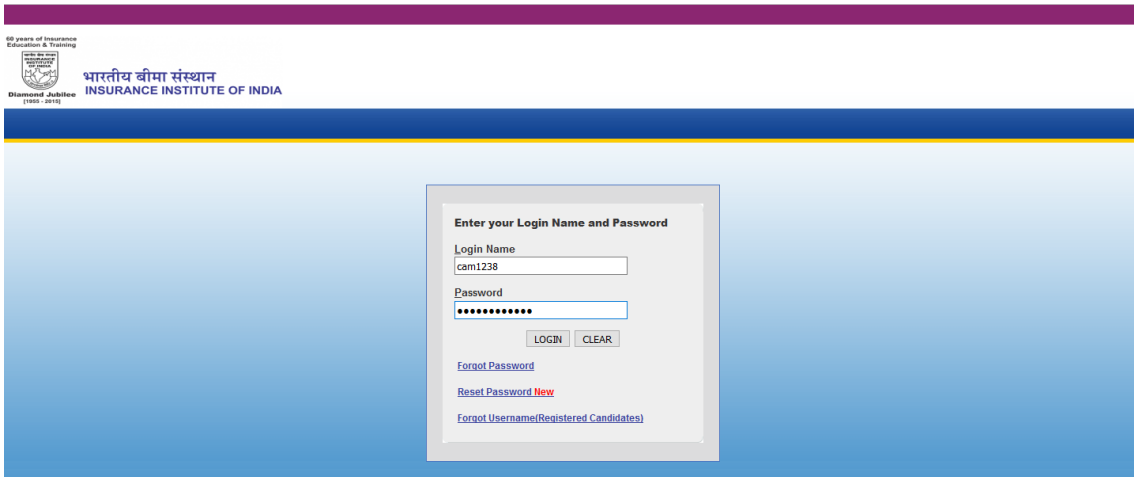
Please visit to insuranceinstituteofindia.com

Please click on "Sign In"

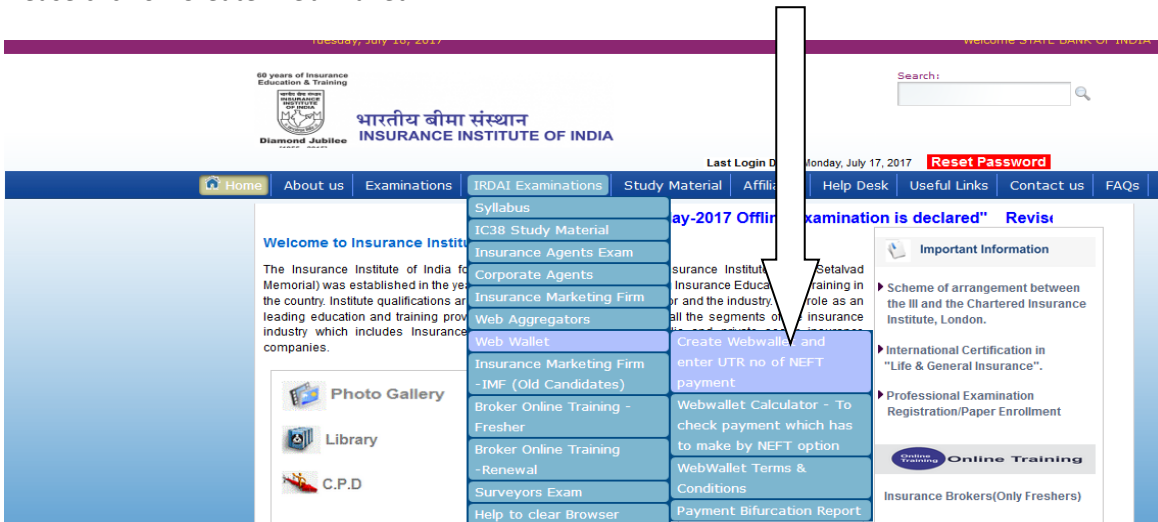


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Please enter your CompanyLogin details of www.insuranceinstituteofindia.com portal.



Please click on Create Web Wallet

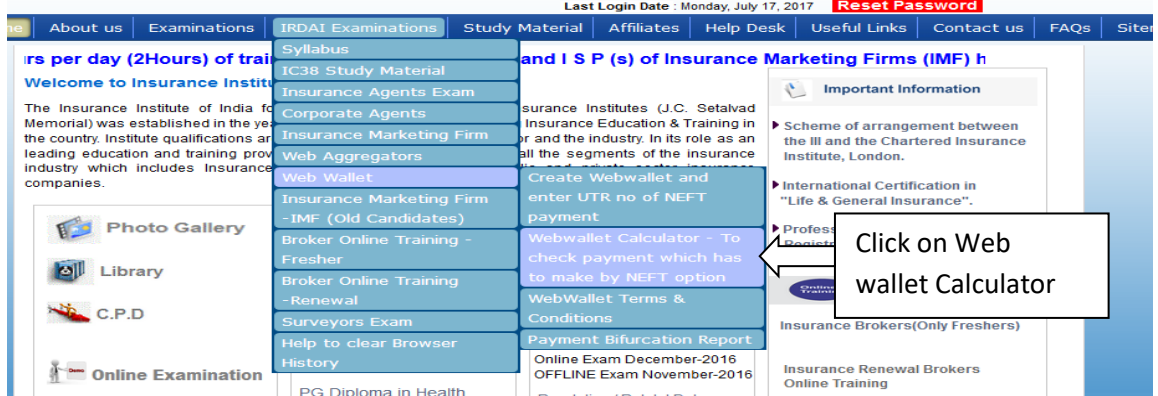


Following Screen will appeared and click on **Yes**

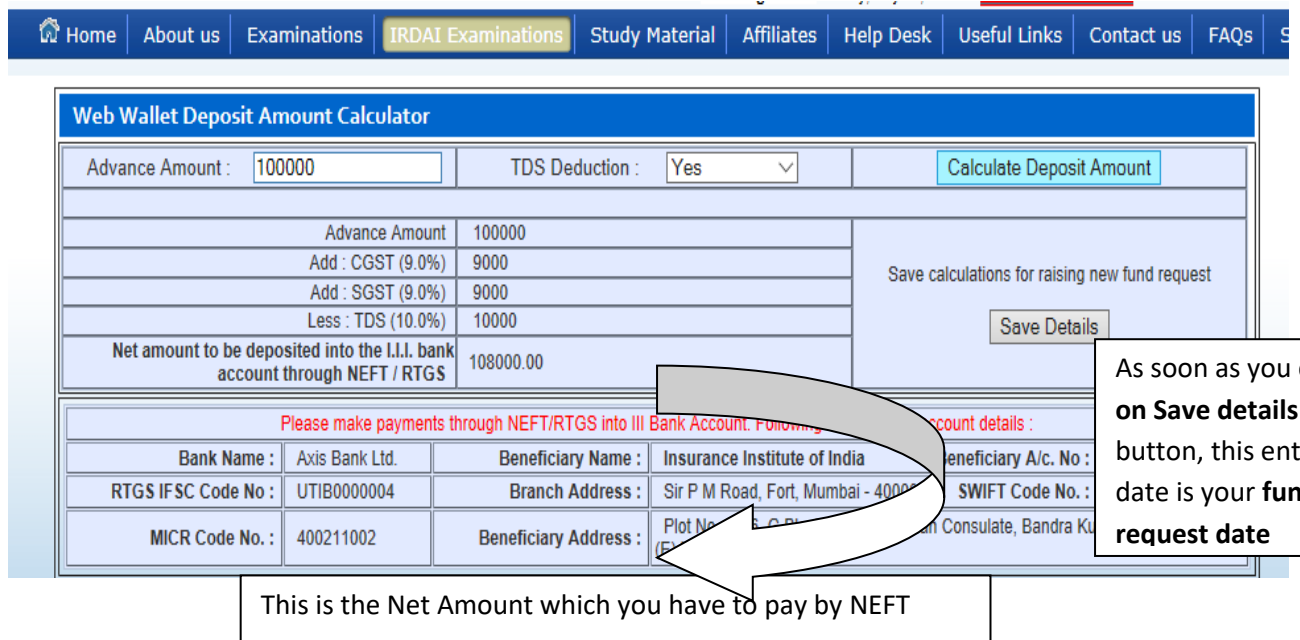


Then go to Web Wallet Calculator. The system will calculate NET amount which you have to pay to us by NEFT. The minimum amount to be transferred in the Web Wallet Account is Rs.30,000/-.

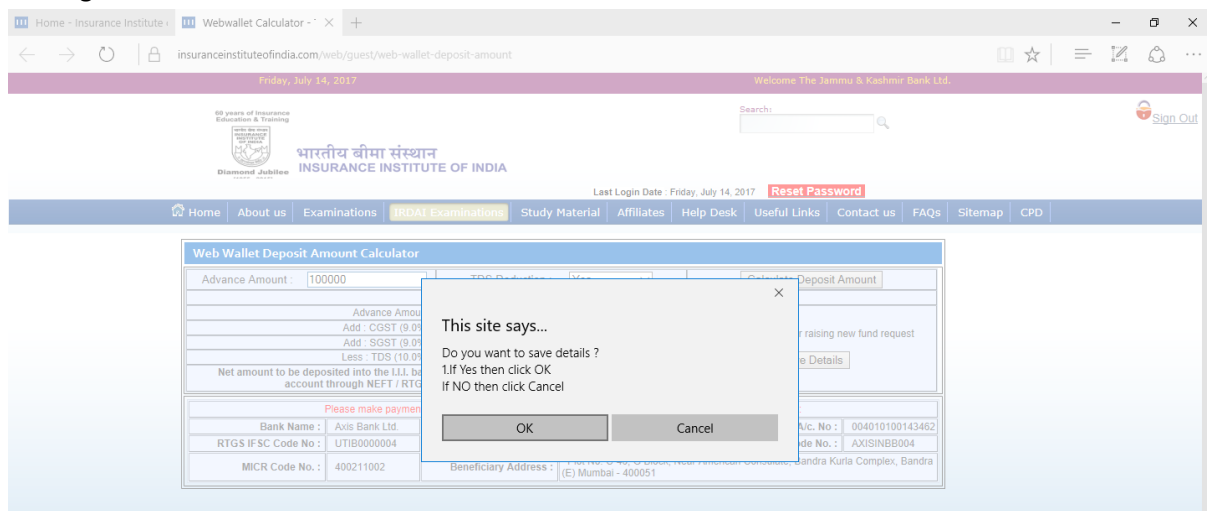
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After Enter **Advance Amount** then click on **Calculate Deposit Amount** to check exactly what is **NET amount you have to pay to us**.



If you have finalized the amount, then click on **Save Details** button. Screen will show you following message.



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To enter the UTR No of NEFT payment done by you, Go to IRDAI Examinations—Web Wallet—
“Create Web wallet/enter UTR no of NEFT payment”

The screenshot shows the IRDAI Examinations Web Wallet interface. The 'Web Wallet' menu item is selected, and the 'Create Webwallet or enter UTR no of NEFT payment' option is highlighted. An arrow points from a text box labeled 'To Enter UTR No' to this option.

Select the date – fund request date on which date you have saved this entry by using the option named “Web-Wallet Calculator”.

e.g. In below case fund request date is 14-07-2017 and click on **Search**

The screenshot shows the IRDAI Examinations Web Wallet interface. The 'Web Wallet Calculator' search results are displayed, showing the date range from 14-07-2017 to 14-07-2017. The 'Search' button is highlighted.

Screen shows as follows:-

The screenshot shows the IRDAI Examinations Web Wallet interface. The 'Web Wallet' search results are displayed, showing a table with columns for Select, Sr.No., Fund Id, Base Amount, Service Tax, Swachh Bharat Tax, Krishikalyan Tax, TDS Amount, and Deposit amount. The 'Proceed' button is highlighted.

Select	Sr.No.	Fund Id	Base Amount	Service Tax	Swachh Bharat Tax	Krishikalyan Tax	TDS Amount	Deposit amount
<input checked="" type="checkbox"/>	1	21146	100000	0	0	0	10000	108000

Kindly select particular record and click on **Proceed**. Fill all the details and click on **Submit**

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Last Login Date : Friday, July 14, 2017 [Reset Password](#)

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Web Wallet Fund Request Form

Type:

Transaction Date:

Advance Amount:

Deposit Amount:

Name of Bank Through amount deposited:

UTR No./Transaction No:

I hereby declare that all the details entered are correct.

As soon as you click on submit button, it will show following screen.

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Web Wallet

Your Current Balance : 0

Do you want to raise new fund request?

Pending Requests:

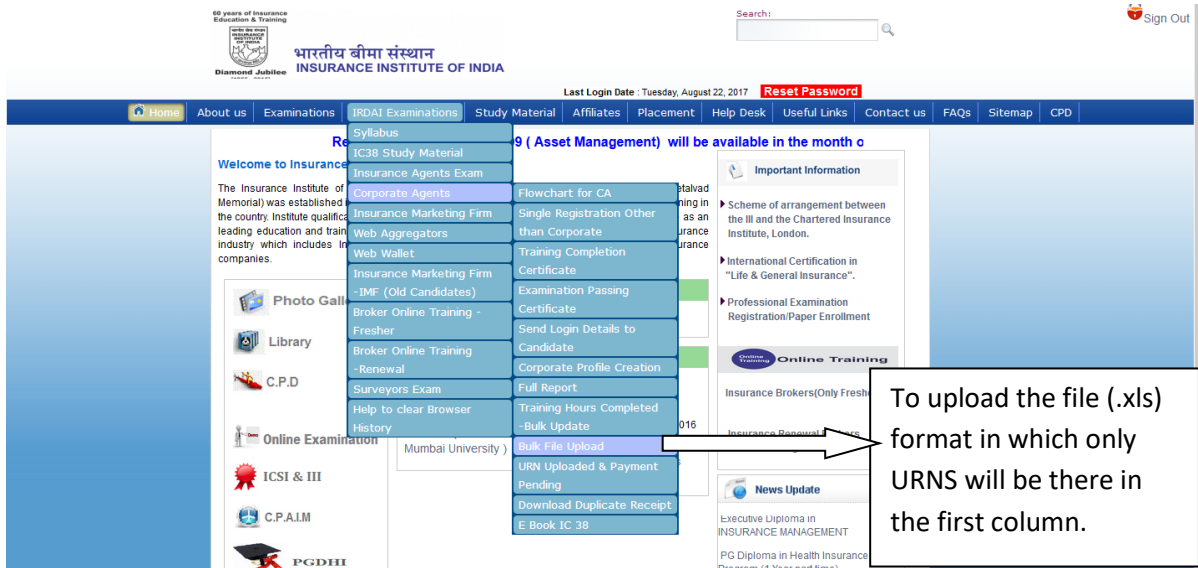
Sr.No.	Fund Id	Base Amount	Service Tax	Swachbharat Tax	Krishikalyan Tax	TDS	Deposit Amount	Request Raised Date	Transaction Date	UTR No.	Bank Name	Status	Action
1	21146	100000	0	0	0	10000	108000	14-07-2017	07-07-2017	JAKA070717017940	Jammu and Kashmir Bank	Pending with Maker	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Fund request raised successfully !!!

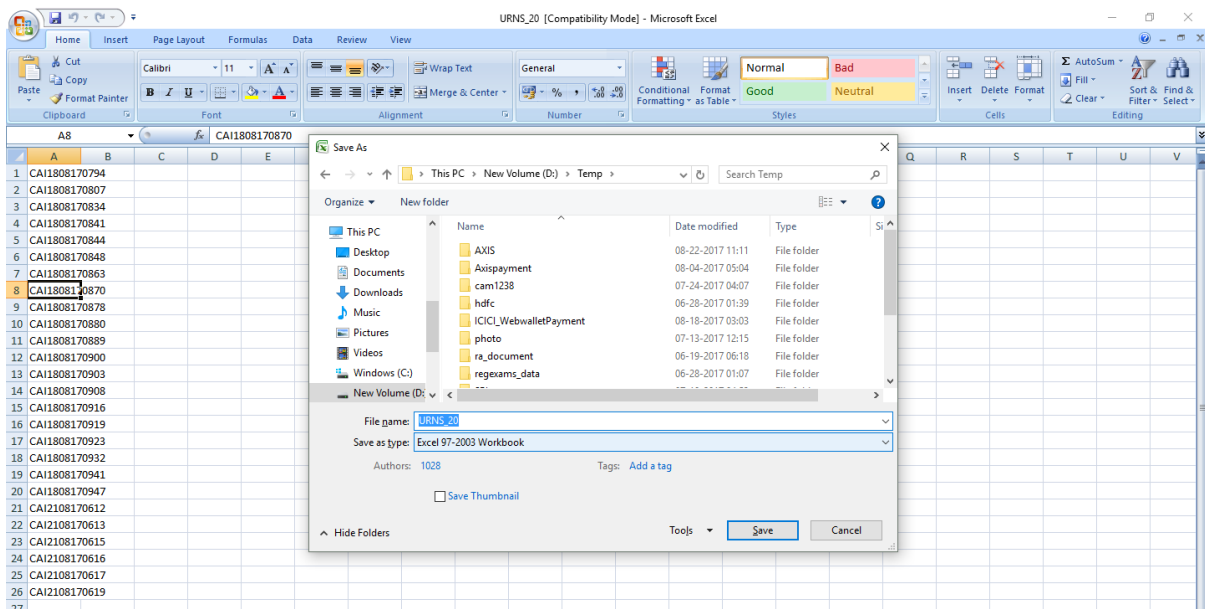
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Please refer exact steps to make the registration for online training

- 1) Bulk File Upload-> To upload the file in .xls format.



- 2) Please copy URNs in first column and save the file with .xls extension (Excel 97-2003 Workbook)



- 3) The system will ask the file of URNs (.xls extension) which you want to upload.

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65 years of Insurance Education & Training
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INSURANCE INSTITUTE OF INDIA
Diamond Jubilee

Search:

Sign Out

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Corporate Agent Corporate Wise URN Upload

File: Browse... URNS_20.xls

4) The system will show you following screen.

If You select **TDS – Yes**, in this case TDS amount (10% of training fees) will be deducted from the gross amount. In this case, you have to pay the TDS amount to the Income Tax Authority and have to send the TDS certificate to us”

If You select **TDS – No**, in this case TDS amount (10% of training fees) will be not be deducted from the gross amount.

https://www.insuranceinstituteofindia.com/web/guest/bulk-file-upload1

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Corporate Agent Corporate Wise URN Uploaded Details

From Date*: 22-08-2017 To Date*: 22-08-2017

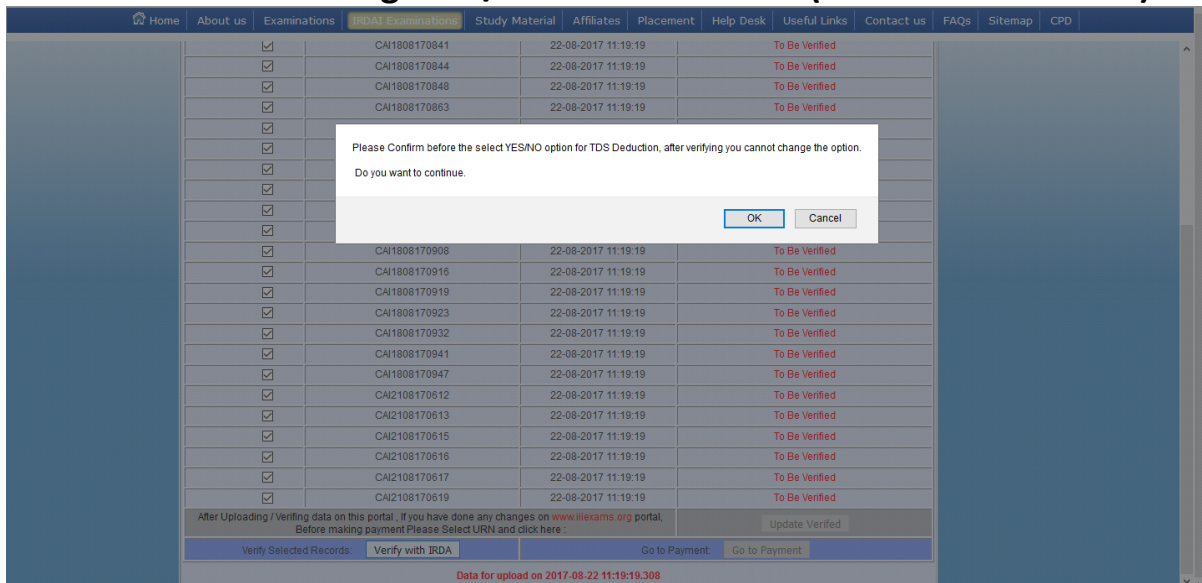
URN: Status : * To Be Verified

TDS Deduction : **Once you select TDS [No], you cannot change afterwards.**

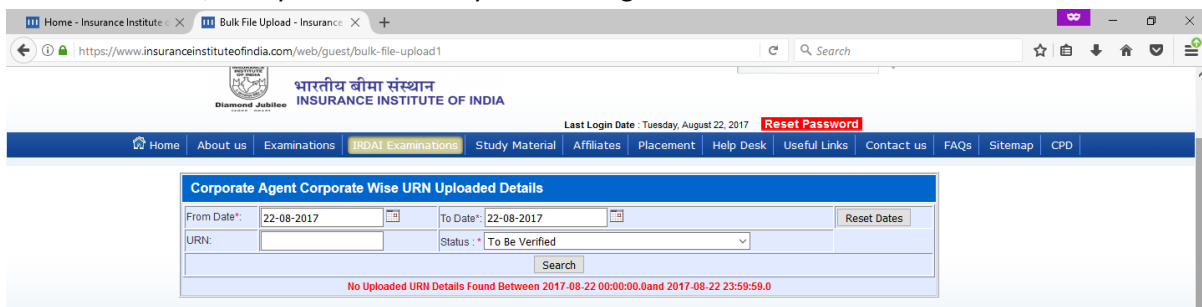
Select All	TDS Deduction	URN	Uploaded Date	Status
<input checked="" type="checkbox"/>	No	08170794	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170807	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170834	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170841	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170844	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170848	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170863	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170870	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170878	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170880	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170889	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170900	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170903	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170908	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170916	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170919	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170923	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	No	CA1808170932	22-08-2017 11:19:19	To Be Verified

If you have selected “Yes” for “TDS” and proceed further. After that you can not change the option TDS to “No”. Therefore please select TDS – Yes/No option carefully.

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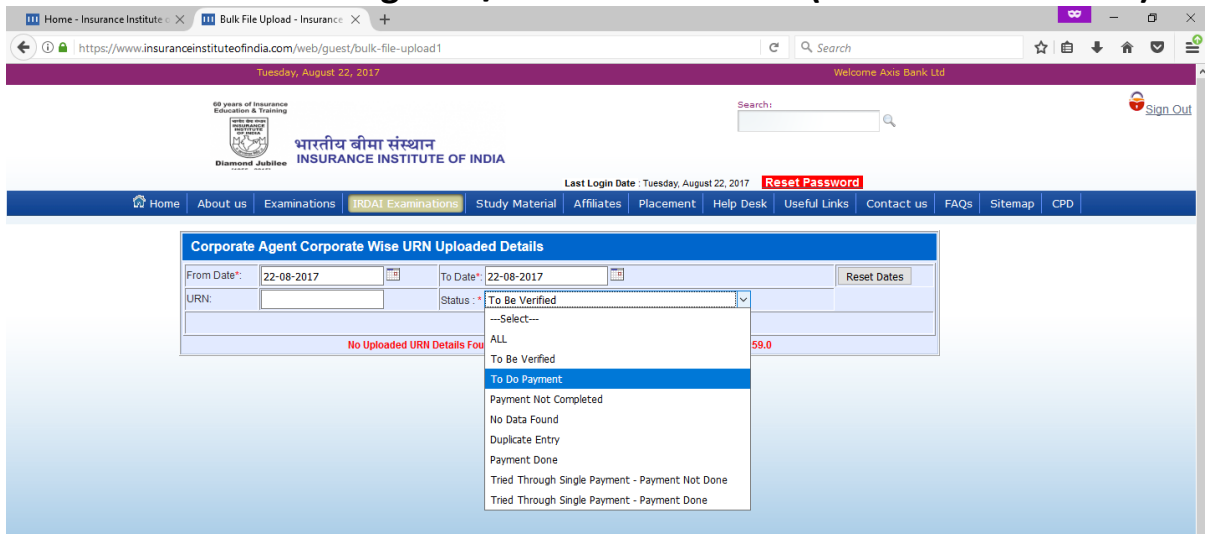


After verification, the system will show you following screen.

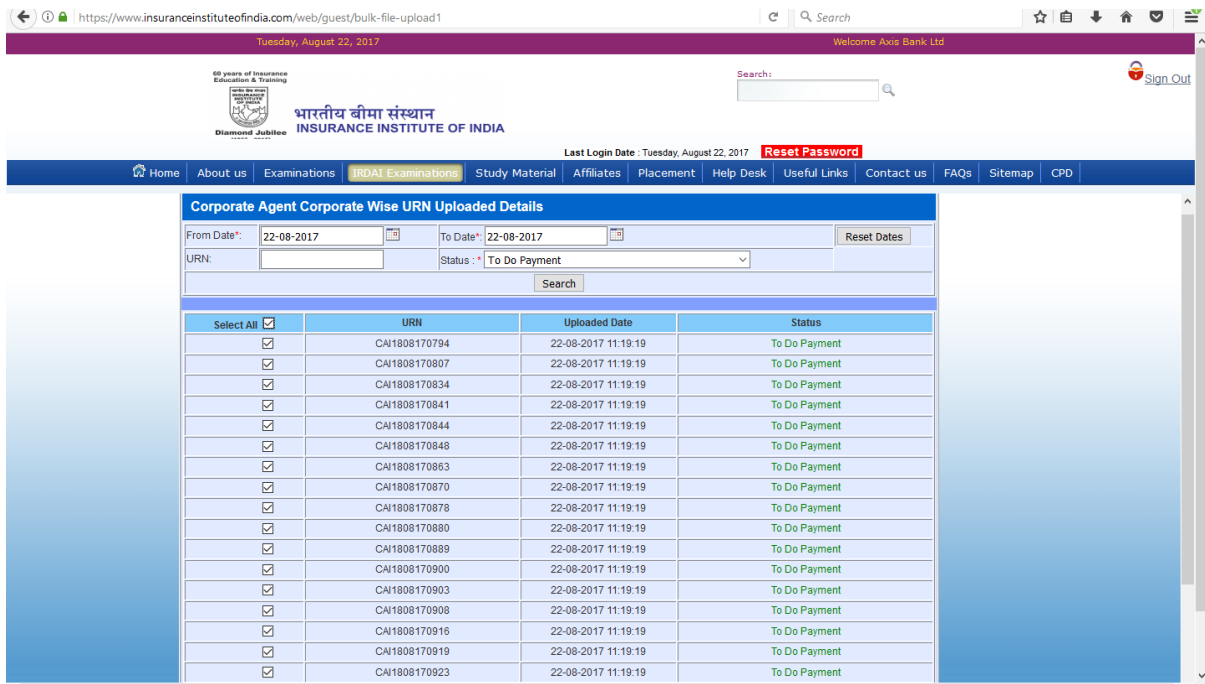


Please select "To Do Payment" Filter as follows:

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The screen will appear as per follows:



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The screenshot shows the IIRDAI Examinations portal interface. At the top, there is a navigation menu with options like Home, About us, Examinations, IIRDAI Examinations, Study Material, Affiliates, Placement, Help Desk, Useful Links, Contact us, FAQs, Sitemap, and CPD. The main content area displays a table of records with columns for checkboxes, URN, Date, Time, and Status. The status for all records is 'To Do Payment'. Below the table, there is a section for 'After Uploading / Verifying data on this portal...' with a 'Verify Selected Records' button and a 'Go to Payment' button. A callout box with an arrow points to the 'Go to Payment' button, containing the text: 'Please click on "Go to Payment"'. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

Please note that if you select online and proceed further, you can not change payment to “Webwallet” for the current transaction. If you select Webwallet and proceed further, you can change payment mode to “Online” for the current transaction.

The screenshot shows the IIRDAI Examinations portal interface with a confirmation dialog box overlaid. The dialog box contains the text: 'Please Confirm before selection of payment mode, Once you select you cannot make payment through another payment mode. Do you want to continue?' with 'OK' and 'Cancel' buttons. Below the dialog box, there are radio buttons for 'Please select the mode of payment:' (Online, Web Wallet, Internet based online training) and 'Please select the mode of training:' (Mobile App based online training, Proceed). A callout box with an arrow points to the 'Proceed' button, containing the text: 'Click on "Proceed Button"'. The background shows the same table of records as the previous screenshot, but it is dimmed.

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You can use Online option if you want to make the payment using "Debit Card/Credit Card/ Internet Banking"

(Mobile App+ Web) Based Online Training, You will get dashboard to see the current status of training of all the candidates.

Existing Learning Mate System (Internet Based Online Training)

If you want to make the payment by Web-Wallet

