

Corporate Agency Help Module For Bulk Registration – To Register for Training

The Insurance Institute of India is pleased to inform you that it is launching the Online Training Module for the required 25/50/75 hours of Training for the Principal Officers and Specified Persons of the Corporate Agent as prescribed in the Regulation 2(C) of the IRDAI (Registration of Corporate Agent) Regulation 2015 dated 20th August 2015.

The registration for E-Training Module for Corporate Agents can be done using following link which will be launched from March, 2016.

<https://www.insuranceinstituteofindia.com/web/guest/corporateagent>

The III will also be conducting the Examination for Corporate Agents as per the Regulation 2(k) of the IRDAI (Registration of Corporate Agent) dated 20th August 2015.

To begin with the corporate has to create profile on III portal. After creation of profile, the company ID will be generated. III IT Team will create the ID and Password and share the details to Corporate on email Ids which is mentioned while creating profile.

After receiving Id and Password from IT department , corporate can upload file to make bulk registration by login on III portal. After uploading the file, there is one more step by which URN verification will be done and make online payment. After verification every URN No will be treated as separate candidate which is uploaded on III portal.

After successful payment, every candidate will receive the training link, login id and password on registered email Id through which he has to complete the online training within 60 days from the date of registration on the E-Learning platform.

After the successful completion of training on the E-Learning Platform, the candidate has to download training completion certificate on III portal and register for examination on IRDAI portal by making online payment. After successful completion of examination, the candidates can download examination certificate from III portal.



The Step by Step process to register for Online training of Corporate Agents is as follows for **(Bulk Registration)**:

1. The corporate has to make bulk registration on IRDAI Portal for corporate Agents-> <http://www.iiexams.org/> The URN No will be generated for each candidate.
2. To Profile Creation III Portal, the steps are as follows:

The corporate has to create profile on III portal www.insuranceinstituteofindia.com and send the request to us on iii_it@iii.org.in to assign role to corporates. To assign the role to corporate and share id and password , it will take minimum two working days from the date of registration of profile.

The steps are as follows:

- a. To profile Creation, please click on below link. To generate the profile, the help is given as follows:
<https://www.insuranceinstituteofindia.com/web/guest/corporate-profile-creation>
 - b. After assigning the role from our IT department, it will share ID and password to the registered email Id which is mentioned while generating the profile.
 - c. The corporate can login to III portal using Id and password which is shared by IT Team.
3. After login to III Portal, corporate can upload bulk registration file on III portal for which URN No are already generated on IRDAI portal.

4. After uploading the data on III portal, there is one step by which URN verification will be done. You can make the payment of the candidate for which the status is showing "Verified". After verification every URN No will be treated as separate candidate which is uploaded on III portal.
5. Each corporate has to make the single payment of the verified candidates for by Online Payment i.e. **Internet Banking option ONLY**.
6. Fees details are as follows:

| Fees | Fresh Training | Renewal Training |
|----------------------|-----------------------|-------------------------|
| Training Fees | 750 | 500 |
| Service Tax (14%) | 105 | 70 |
| Swachh Bharat (0.5%) | 4 | 3 |
| Total Fees | 859 | 573 |

7. After successful payment on III portal the candidate will receive the training id of III, login ID, password and link to access the Corporate Agents Online Training module by email on his registered email id. The training module software will automatically calculate the number of hours of training. It will show the number of hours of training completed on the first page of training module at right lower corner of the screen.
8. After completion of required hours of training, the candidate can download training completion certificate from III portal from the below link.

<https://www.insuranceinstituteofindia.com/web/guest/training-completion-certificate>

9. Please note that the training module will be available only for 60 days of registration from the date of registration.
10. In case of any difficulties, you can write to reg.exams@iii.org.in

Any candidate from anywhere in India can enroll themselves for the Online Training of Corporate Agents through III portal.

| Certificate of Registration | Mandatory Qualification | Training Hours | Type of Category |
|------------------------------------|--|-----------------------|-------------------------------|
| Principal Officer | Graduate | 50 Hours | Life/General/Health/Composite |
| Principal Officer | Graduate+ (AIII/FIII) | 25 Hours | Life/General/Health/Composite |
| Specified person | 12 th Class or equivalent examination | 50 Hours | Life/General/Health |
| Specified person | 12 th Class or equivalent examination | 75 Hours | Composite |

Corporate Profile Creation

By: Corporate User

Purpose: To Create Corporate Profile By Corporate

| Corporate Agent Corporate Profile Creation | |
|--|--|
| Corporate Details : | |
| Corporate Name : | <input type="text"/> |
| Corporate Telephone : | <input type="text"/> |
| Corporate Email : | <input type="text"/> |
| Corporate Address : | <input type="text"/> |
| Contact Person Details : | |
| Contact Person : | <input type="text"/> |
| Contact Person Mobile No. : | <input type="text"/> |
| Contact Person Telephone : | <input type="text"/> |
| Contact Person Email : | <input type="text"/> |
| <input type="button" value="Submit"/> | |
| Search By : | |
| Search By Company Id : | <input type="text"/> <input type="button" value="Search"/> |

Steps:

Fill The Form and Click on Submit Button to Save Profile data

Corporate Wise Candidate Registration By File Upload

By: Corporate User

Purpose: Corporate Wise Registration of Multiple Candidates By File Upload



Corporate Agent Corporate Wise URN Upload

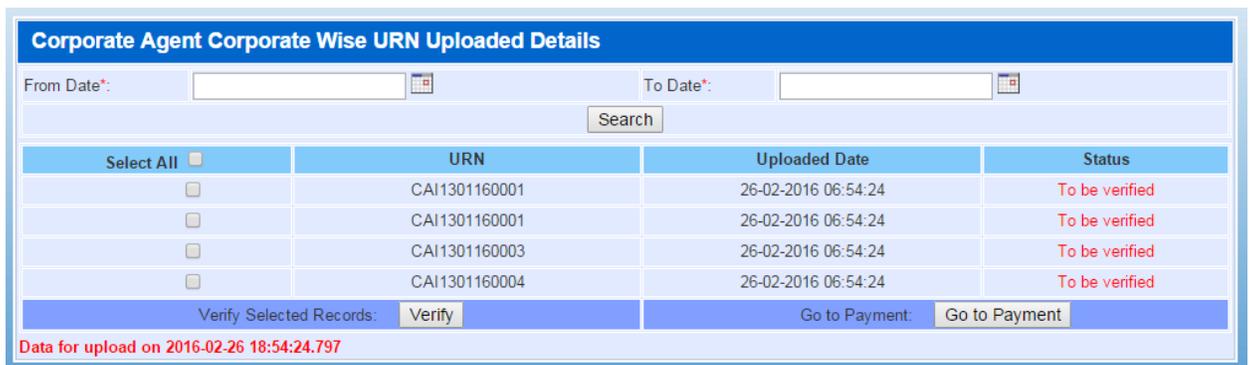
File : Choose File No file chosen Upload

NOTE 1: The file should be in .xls format and all the URN's in it should be in the first column itself. Also no heading is required in the Excel file.

NOTE 2: To View this page the Corporate User should be logged on using the Login Id Provide by the III Admin.

Steps:

1. Choose proper file
2. Click on the Upload Button and Those URN's uploaded will be displayed on the screen with status 'To be verified'



Corporate Agent Corporate Wise URN Uploaded Details

From Date*: To Date*:

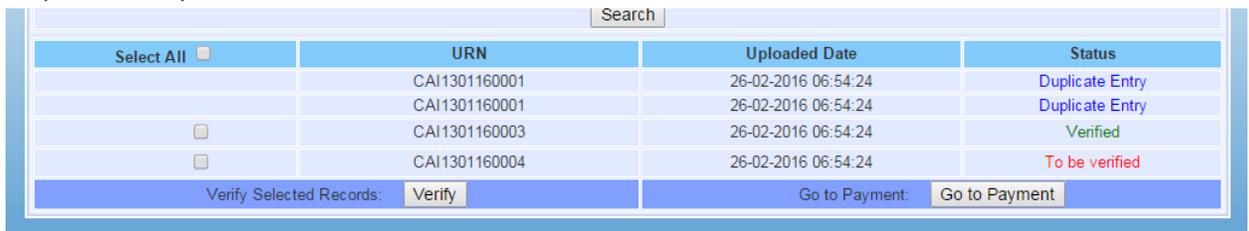
Search

| Select All | URN | Uploaded Date | Status |
|--------------------------|---------------|---------------------|----------------|
| <input type="checkbox"/> | CAI1301160001 | 26-02-2016 06:54:24 | To be verified |
| <input type="checkbox"/> | CAI1301160001 | 26-02-2016 06:54:24 | To be verified |
| <input type="checkbox"/> | CAI1301160003 | 26-02-2016 06:54:24 | To be verified |
| <input type="checkbox"/> | CAI1301160004 | 26-02-2016 06:54:24 | To be verified |

Verify Selected Records: Verify Go to Payment: Go to Payment

Data for upload on 2016-02-26 18:54:24.797

3. Select Appropriate Check Boxes and Click Verify Button to Verify the Upload and Get its details from IRDA
4. The status will be changed to 'Verified' up on Successful Verification. In case a urn which was already present is again uploaded it won't be pushed to IRDA and status will be changed to 'Duplicate Entry'.



Search

| Select All | URN | Uploaded Date | Status |
|--------------------------|---------------|---------------------|-----------------|
| <input type="checkbox"/> | CAI1301160001 | 26-02-2016 06:54:24 | Duplicate Entry |
| <input type="checkbox"/> | CAI1301160001 | 26-02-2016 06:54:24 | Duplicate Entry |
| <input type="checkbox"/> | CAI1301160003 | 26-02-2016 06:54:24 | Verified |
| <input type="checkbox"/> | CAI1301160004 | 26-02-2016 06:54:24 | To be verified |

Verify Selected Records: Verify Go to Payment: Go to Payment

5. For Payment select those with status 'verified' and Click on 'Go To Payment' button.
6. After Successful payment he/she will receive E-learning.

Corporate Wise Candidate Registration Search

By: Corporate User

Purpose: To Search Status of Uploaded data



The screenshot shows a web interface for searching uploaded data. At the top, there is a blue header bar with the text "Corporate Agent Corporate Wise URN Uploaded Details". Below the header, there are two input fields for dates, labeled "From Date*" and "To Date*", each with a calendar icon to its right. A "Search" button is positioned below the "To Date*" field.

Step: Enter From date & To date and click on search Button

Any issue related to **iiiexams.org portal** or any failure in uploading any kind of bulk upload on iiiexams.org portal, kindly contact to [tech.support@nseit.com/](mailto:tech.support@nseit.com) 022-42706500.