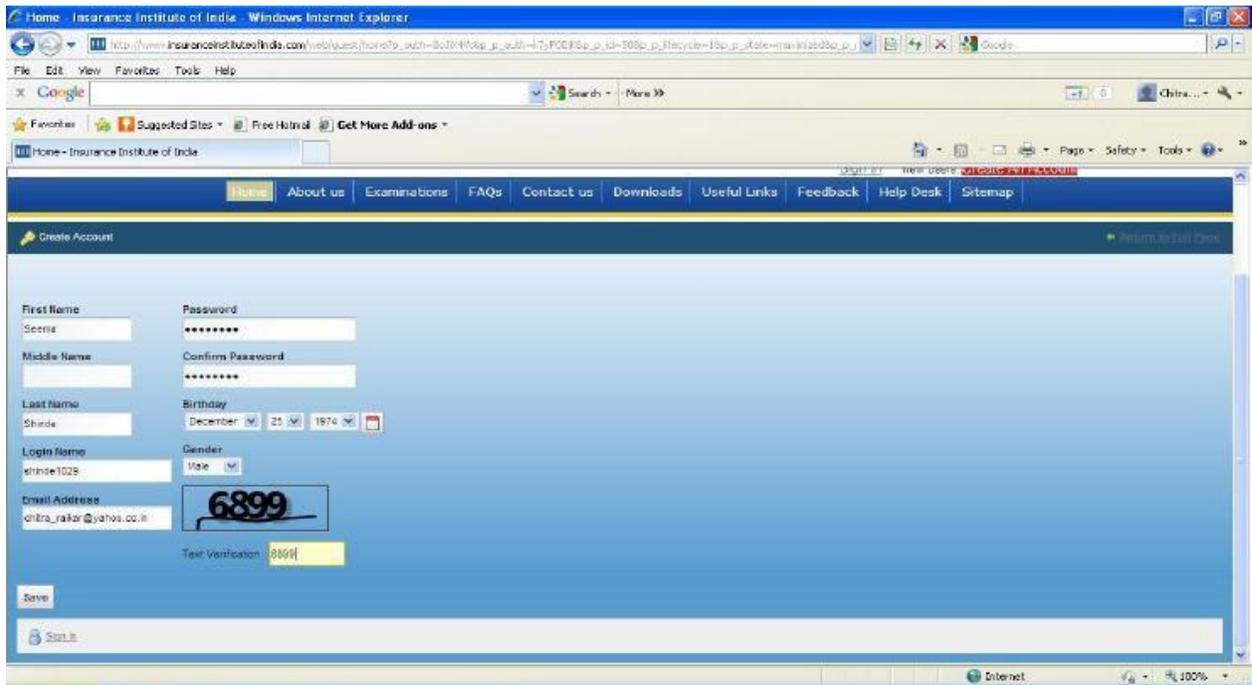Help Manual For New Surveyor candidates or who have not registered with Insurance Institute of India (III) for Surveyor Examination.

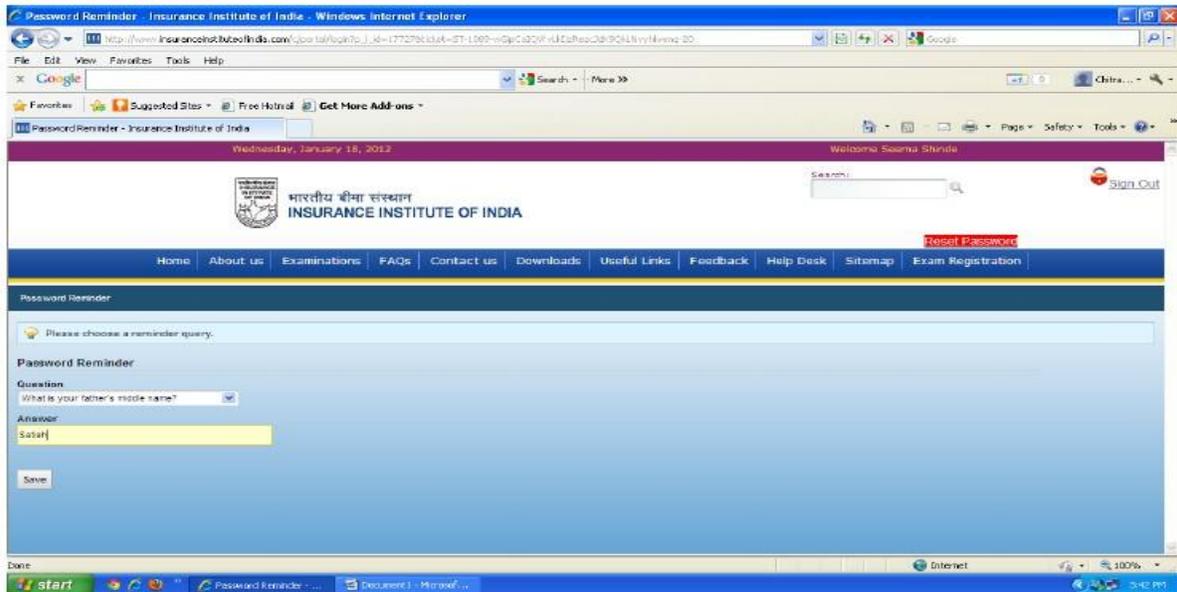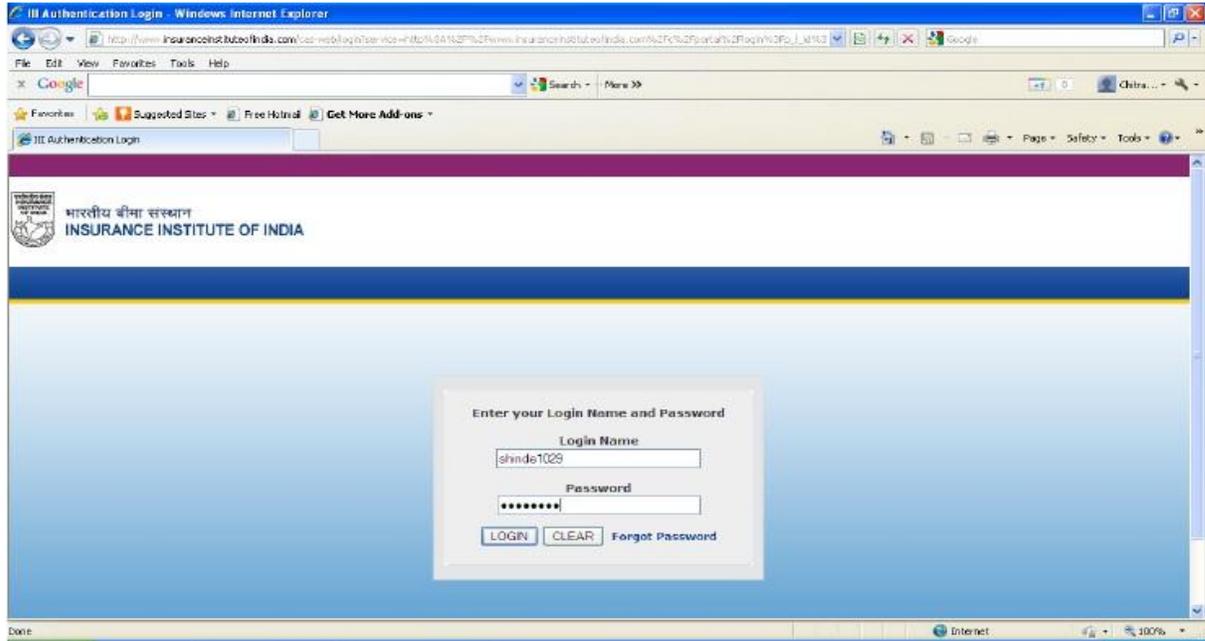**Follow the Below steps:**

First step - Please create login ID to register on website.

Please note down the details of Login Name, password and Email Address. In case you forgot

password, your password will be mailed to you on above email address. You are requested to enter

correct email address.

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

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

Please click on profile for entering your details.

Registration for Surveyor Examination -

After clicking on Surveyor Examination → Paper Enrollment Surveyor Online Exam below screen will open and then Click following options -

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You are not registered candidate.
You want to go for surveyor registration please Click Here
If you already appeared for Surveyor Exams Please Click Here

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1. For New Candidate (First time appearing for Surveyors exam) Please select - *You want to go for surveyor registration please Click Here*

2. If candidate already appeared Surveyor Exam Please select - *If you already appeared for Surveyor Exams Please Click Here* (Please use same login / Screen Name)

   If Candidate had appeared in OFFLINE mode exam previously, Please select- Mapping for Online Surveyor Exam.(any question about Mapping Processes, Please contact us at **surveyor@iii.org.in**)
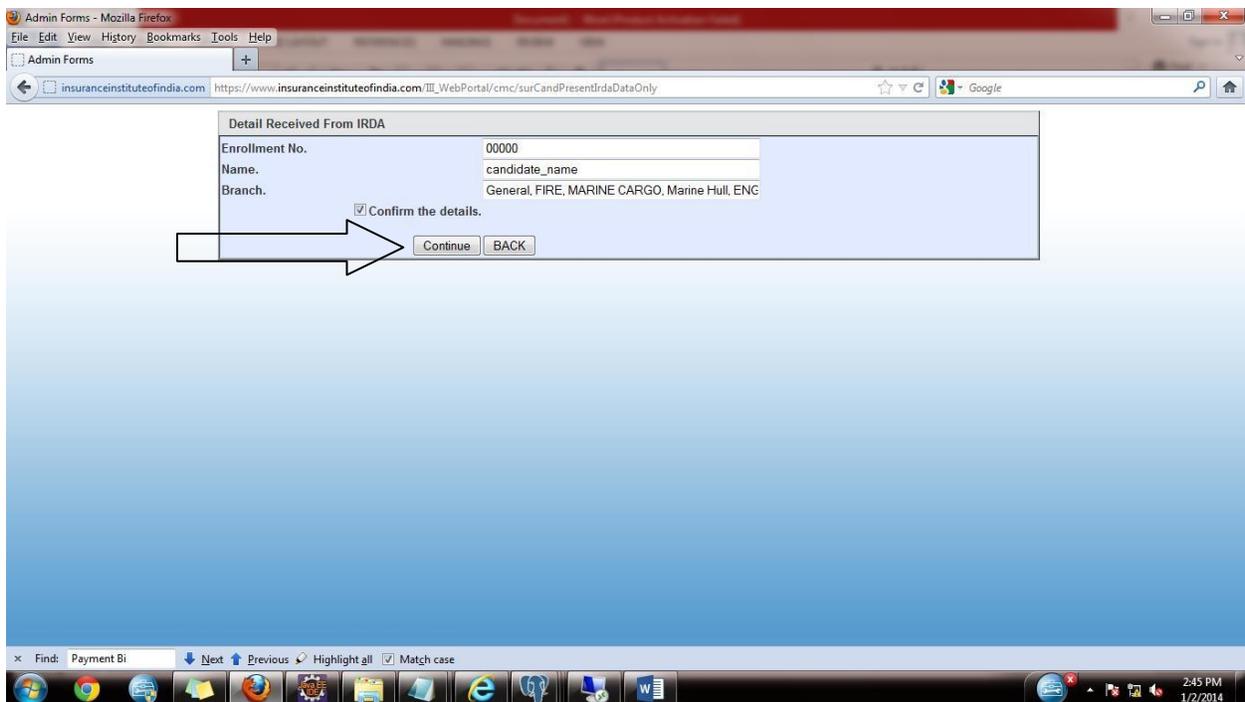
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a) After fulfilling above options, following screen will open -

In this screen candidate has to enter the enrollment number and enrollment date that is received through IRDAI, After this candidate has to click on search button then following screen will open.

In this screen, candidate enrollment number followed by name of candidate and branch will be visible. Branch in this screen shows the diploma which is applicable to candidate, from this diploma, only paper which is applicable will be visible in the paper enrollment screen followed by paper S-01(compulsory Paper). Here candidate has to just check that the detail is proper and

click on confirm the details box and click on continue button or back button if details are not proper or contact us on surveyor@iiiorg.in

After candidate clicks on continue button following screen will open.

In this screen, candidate has to enter his personal detail to create a new profile for surveyor examination. After entering all the data properly candidate has to click on PAYMENT button.

After click on PAYMENT button confirmation screen will open which shows the details entered by candidate. If details are proper then candidate can click on YES

After successful transaction, receipt will be visible to candidate. In this screen candidate's new assigned registration ID provided will be shown. SMS and Email will be sent to the candidate after each successful transaction.

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Then Upload your **PHOTO** (check – **Help Manual for Photo Upload**)

If candidate wants to go for Paper enrollment then there is button at the bottom of receipt. on clicking of that button control will transfer to surveyor paper enrollment