Process of Online Registration for Training and Examination for Insurance Brokers Authorised Verifiers

1. Creation of Company profile on Training Portal to get ID and Password of 2 websites (Training and Examination Portal).

2. It may take 2-3 working days to get the Login id and password of 2 websites (Training Portal and Examination Portal).

3. Creation Unique Registration Number (URN)

4. Payment of Training Fees

5. Registration of Examination (To create Batch ID)

6. Payment of Examination Fees.

7. Download the Hall Ticket

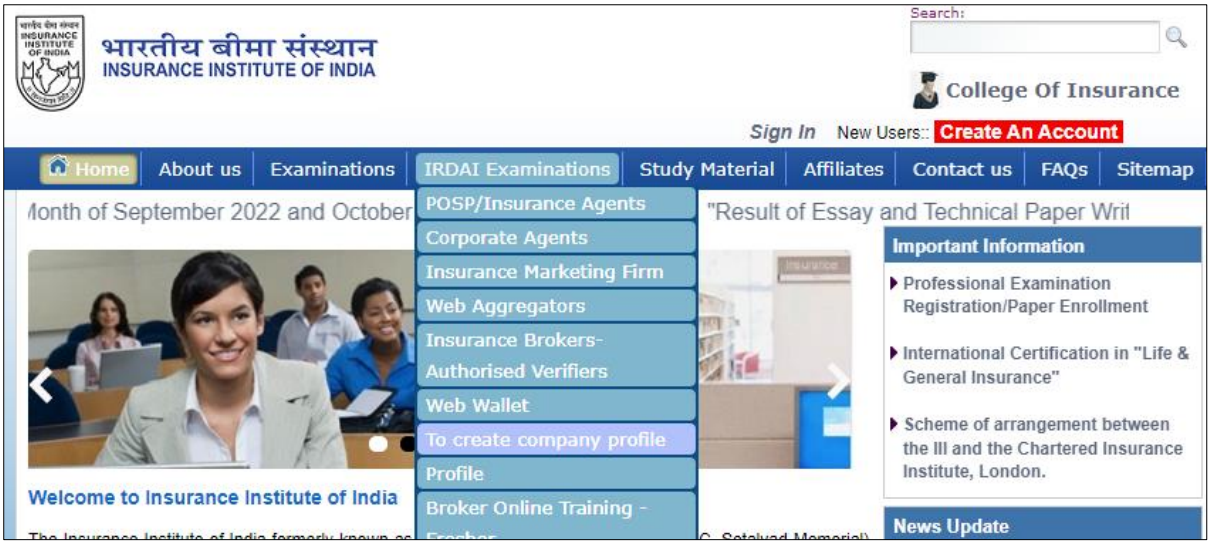
8. Passing Certificate and Score Card

9. Registration of Certificate on the IRDAI Website

10. Contact Details of Help desk of III, NSEIT and IRDAI

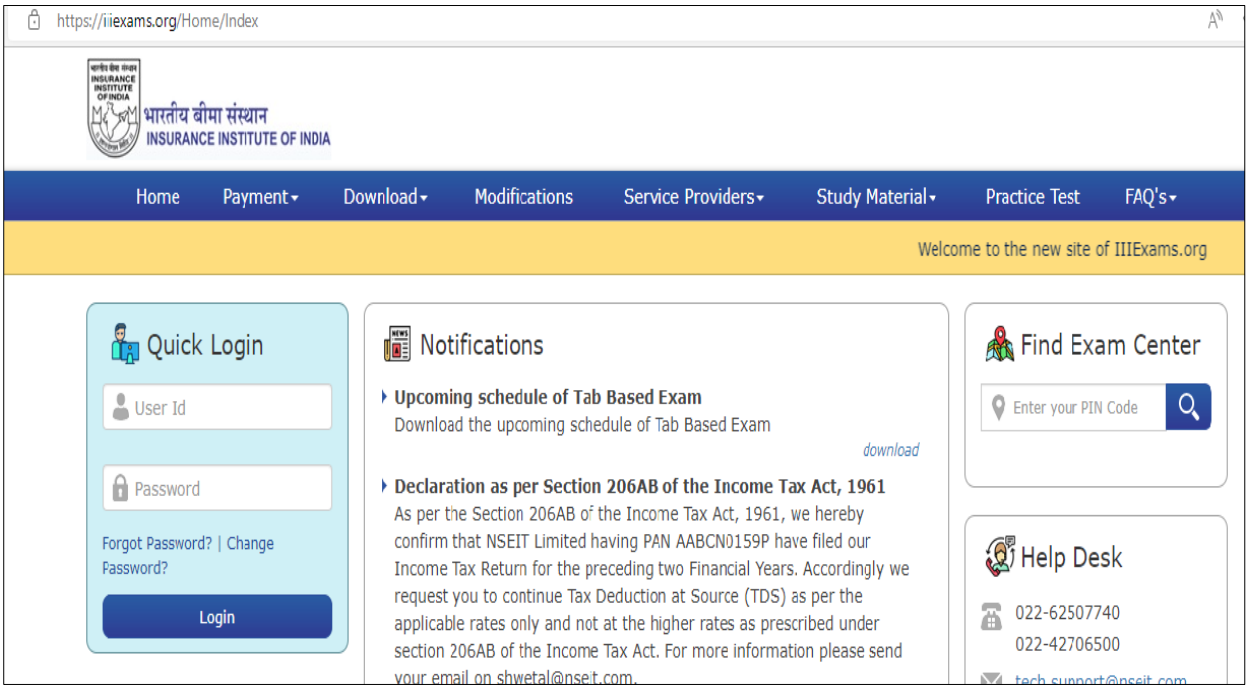
Step1: Creation of Company profile

To create a company profile, please click on the following link https://www.insuranceinstituteofindia.com/web/guest (Training Portal)



Step 2: Login id and password of 2 websites.

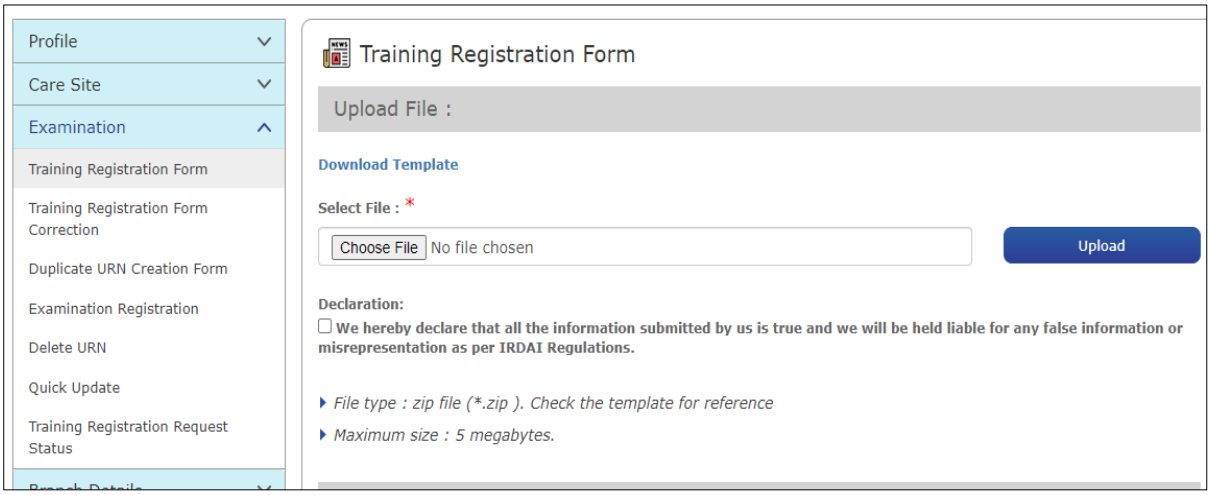
After the creation of the company profile, you will receive 2 login ids and passwords for the Training portal and Examination portal respectively within 2-3 working days. Please log in to Examination Portal https://www.iiiexams.org/ (Examination Portal) to create a candidate's profile for training and examination after receiving the ID and password.



Step 3: Creation of Unique Registration Number -URN

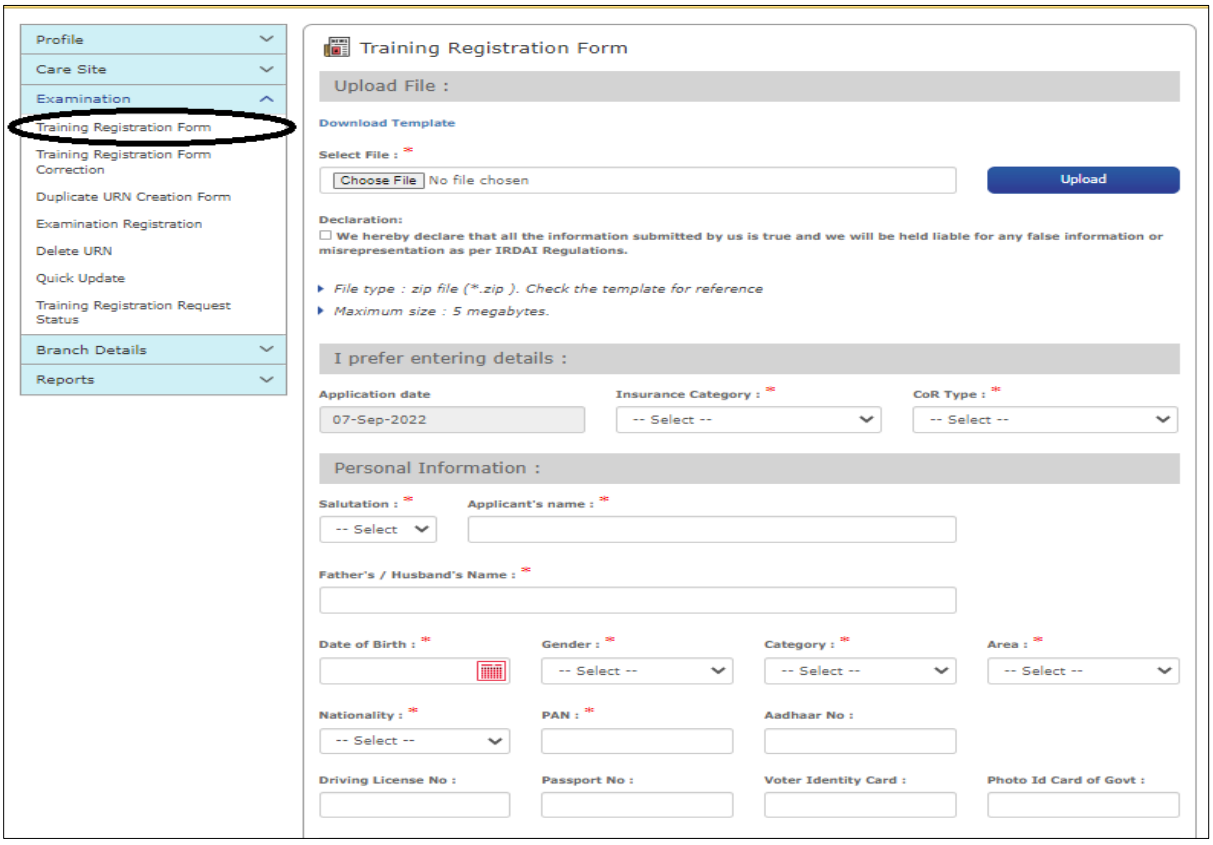
After receiving the ID and password **of the www.iiiexams.org portal**, Company can create a URN**(Unique Registration Number)** A URN of the candidate can be created in two ways 1) Single Registration 2) Bulk Registration

Examination->**Training Registration Form**

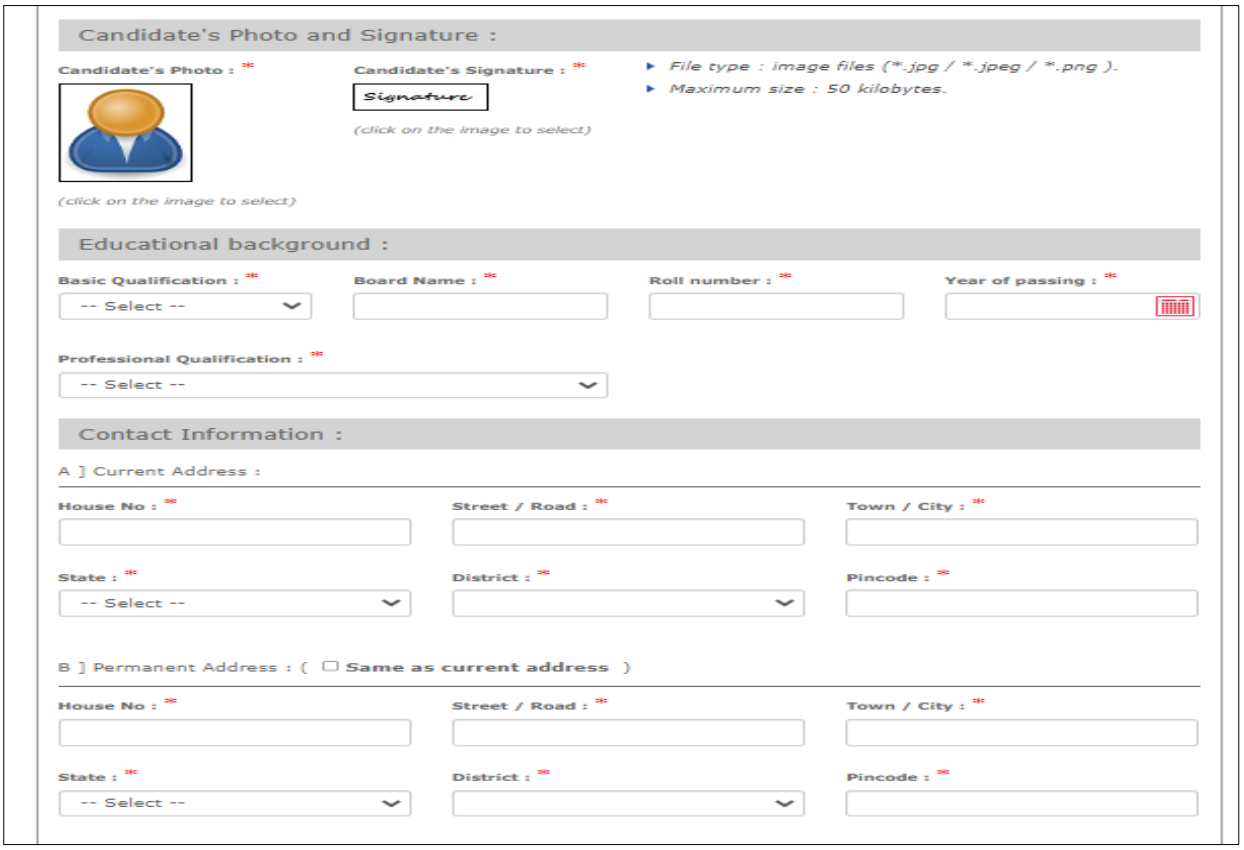


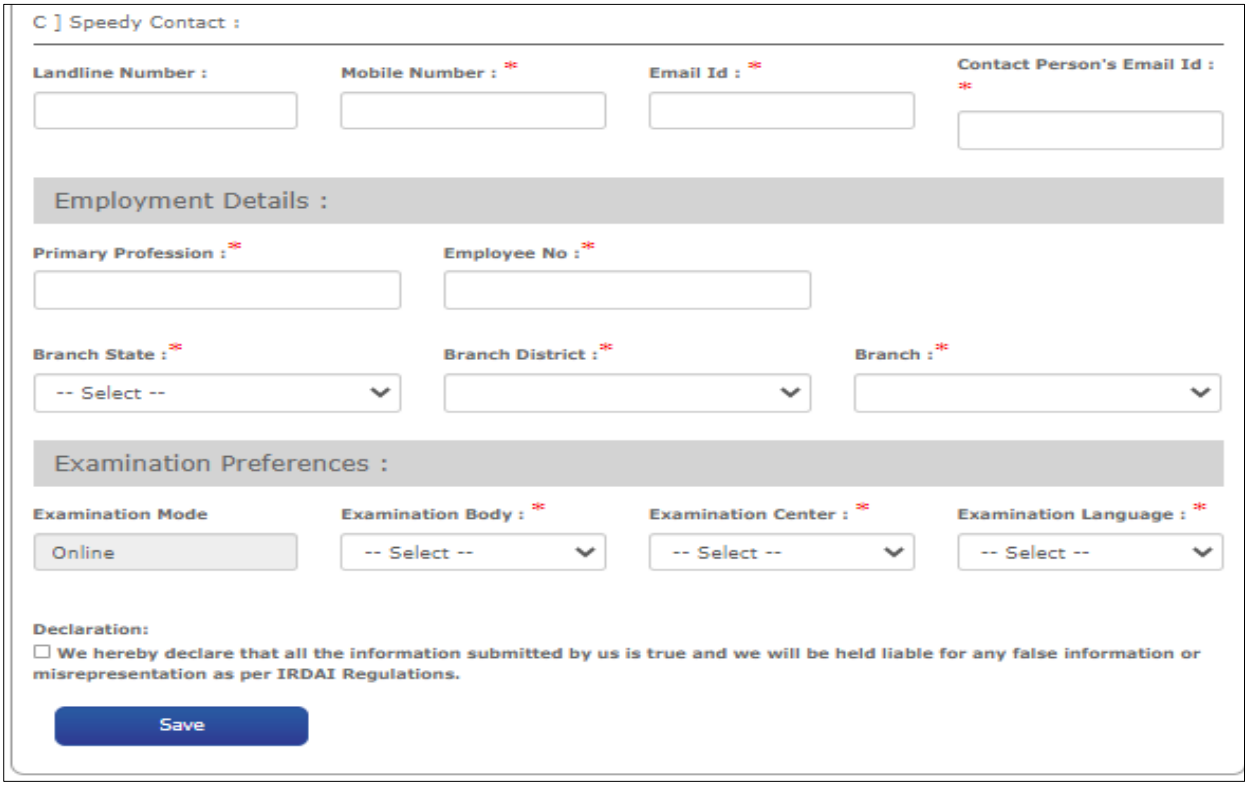
- **Single Registration - Examination->Training Registration Form**

Enter details of the candidates as per format. After saving the details Unique Registration Number (URN) will be generated. URN is required for training registration. Once URN is generated it is valid for a lifetime.

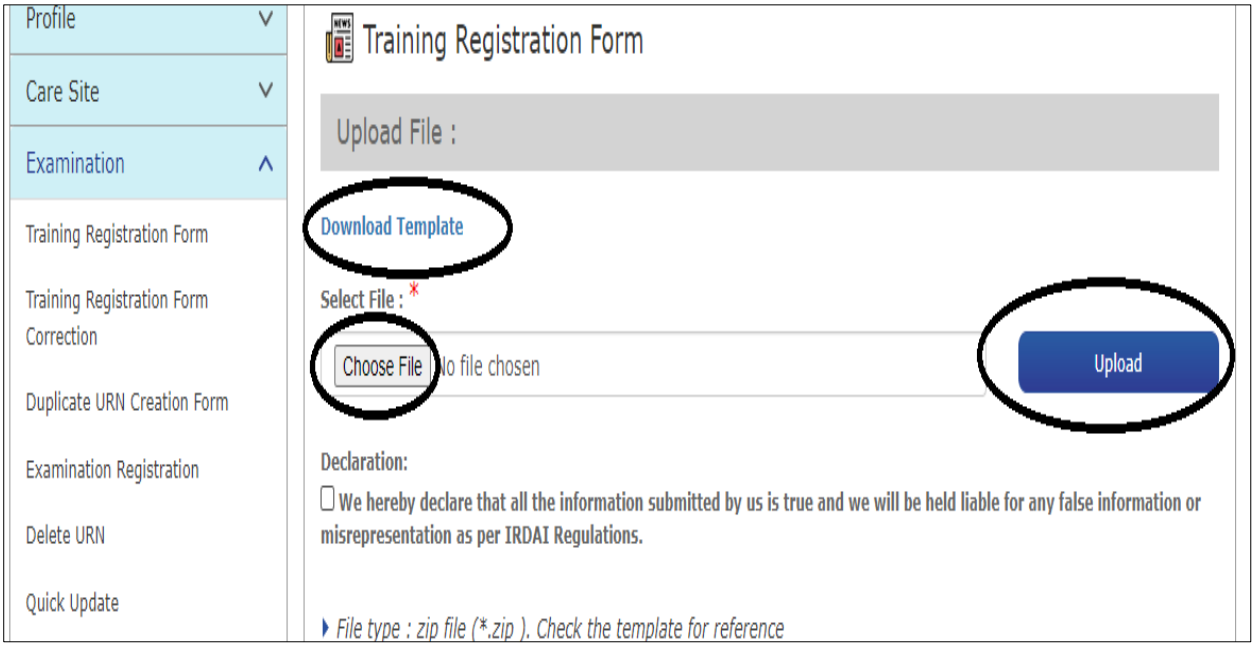


Online Registration For Training And Examination





- **Bulk Registration-** Download Template and upload on site



Step 4: Payment of training fees

After creating URN to register a candidate for Online Training, go to www.insuranceinstituteofindia.com for payment of fees.

There are two options to do the payment of registered candidates Single and Bulk.

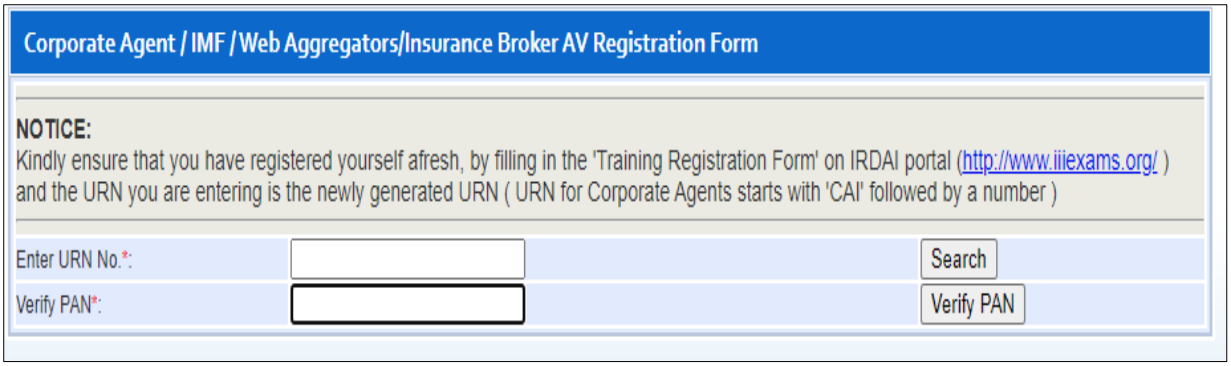
1) Single registration:

IRDAI Examination –Fresh Online Training-Single Registration for Individual Candidate.

Link: https://www.insuranceinstituteofindia.com/web/guest/single-registration-other-than-corporate

Single Registration

Using this option is candidate/ company can make the payment for online training for which login ID and Password is not required for single registration company



Candidate details will display on the portal, Please check the details and then do the payment.

As soon as the payment is done, the candidate will receive an ID and password by Email/SMS. So that candidate can start the online training.

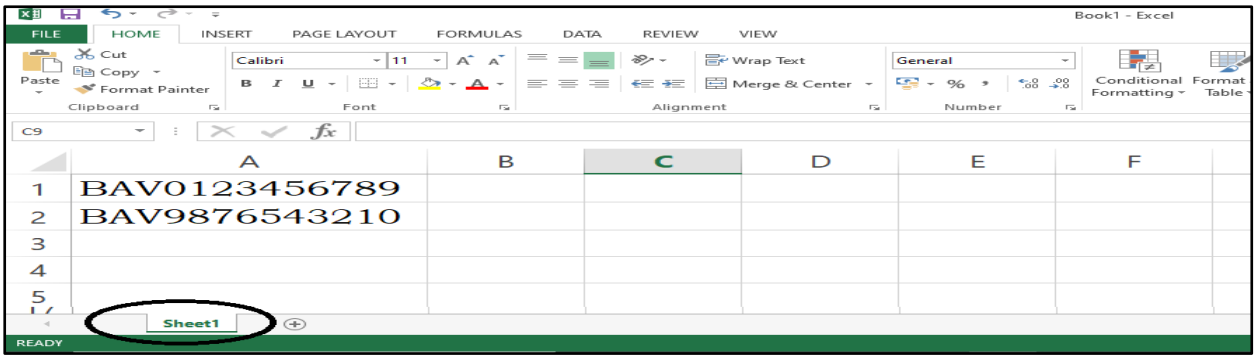
Bulk Registration

The companies can register candidates in bulk. For Bulk Registration, the company has to log in to https://www.insuranceinstituteofindia.com through login id and password

- **Step 1** Prepare an excel file to upload on the portal.

Excel file format

- URN number save with no heading
- Sheet name should be Sheet1

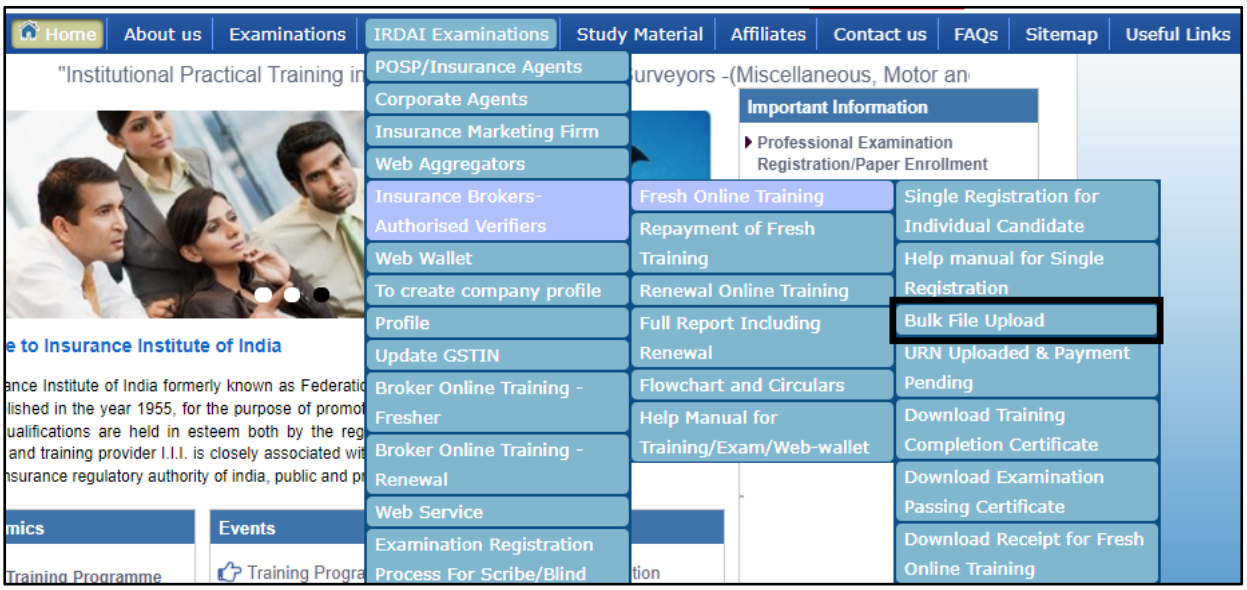


- Sheet should save in 97-2003 format

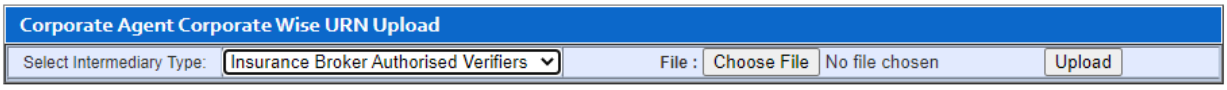
- **Step 2**: Excel file upload:

IRDAI Examination –Insurance Brokers Authorised Verifiers -Fresh Online Training-Bulk file upload.

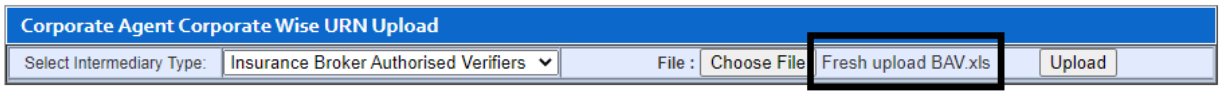
Link https://www.insuranceinstituteofindia.com/web/guest/bulk-file-upload1



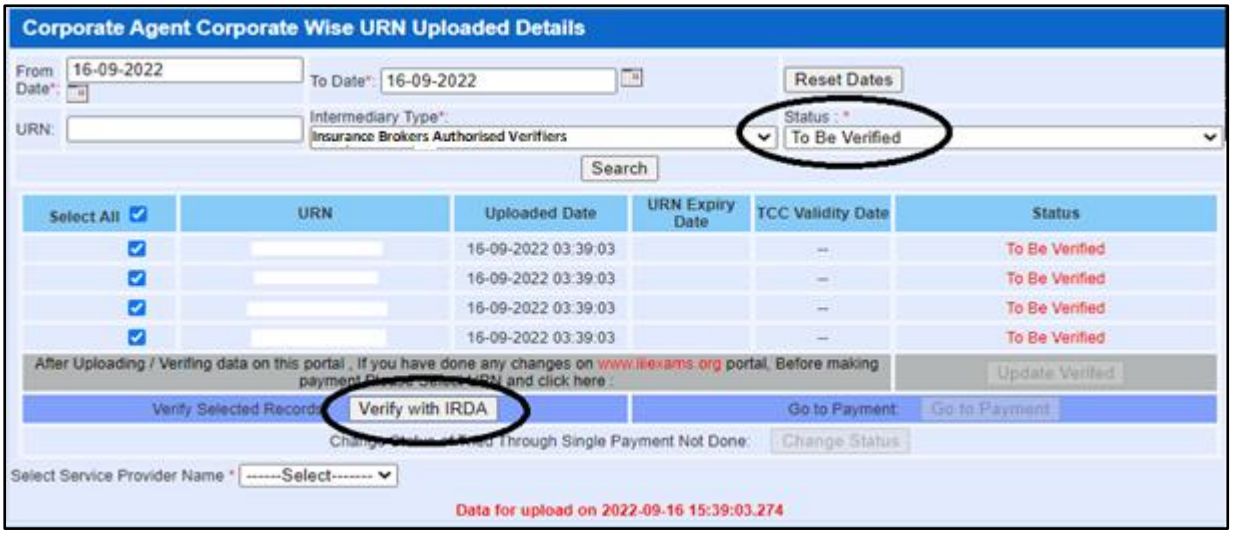
1) Select the below option to upload the excel file.



2) After choosing a file, the file name will show on the screen and then click on upload

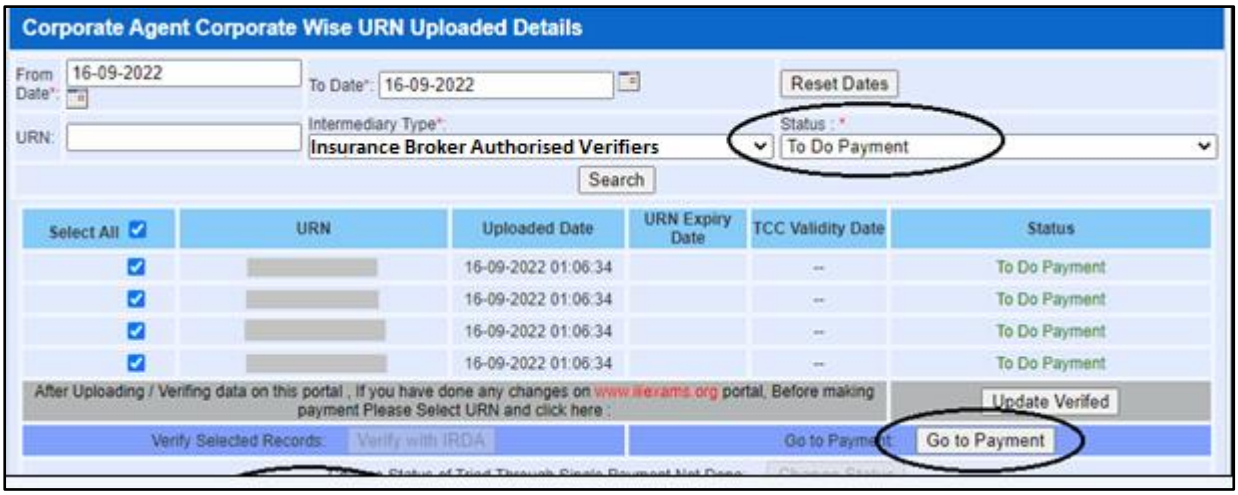


3) Uploaded URN will show on screen, select record and click on **Verify with IRDAI**



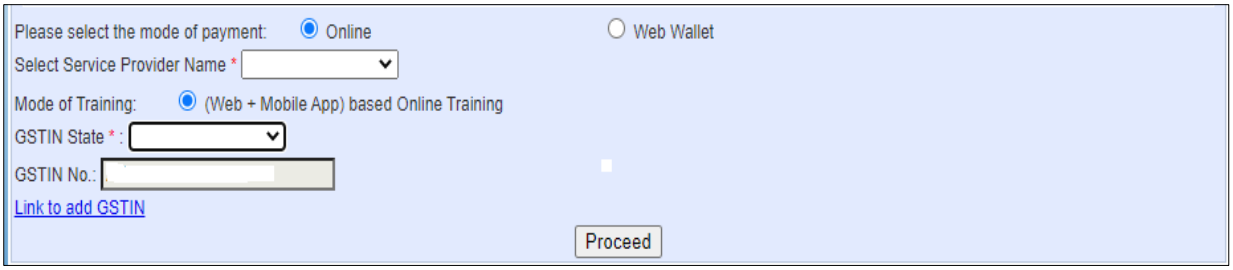
- **Step 3**: After uploading URN please select IRDAI Examination-Insurance Brokers Authorised Verifiers -Fresh Online Training-URN uploaded and Payment pending.

Please Select 1) excel Uploaded Date 2) Status – To do payment 3) Go to payment



After clicking on Go to the payment below details will display on portal

Please select 1) Mode of Payment 2) Select service provider name from drop down 3) Mode of Training 4) GSTIN State 5) GSTIN Number and the click on proceed.



Corporate Wise Payment Confirmation

Date : 16/09/2022	Order No :
Candidate Name	
Email	
Mobile	
GSTIN Number	
GSTIN State	Maharashtra
Payment Details	
Reference Id	1272
Registration Amount	3000.0
CGST	270.0
SGST	270.0
Grand Total	3540

You can make payment using your Credit/Debit card as well Internet Banking.

Payment Charges

Mode of Payment	Charges applicable
Internet Banking	Rs.12 per Transaction
Debit Card (Visa / Master)	1.00% of Transaction Amount (Minimum Rs.12/-)
Credit Card	1.50% of Transaction amount (Minimum Rs.12/-)
Amex/Diners card	3.00% of Transaction amount (Minimum Rs.12/-)
Wallet / Prepaid Card	Rs.12 per Transaction
Minimum Charges	All Charges subject to a minimum of Rs. 12/- per transaction.
Mobile wallets / Cash cards	For PayTM wallet : 2.00% of Customer Payment Amount For all others: 1.75% of Customer Payment Amount
UPI / UPI QR	NIL

I have read and understood the Help Manual available on website.
I agree that decision of III in all the matters will be final and binding upon me.

Please Confirm

Yes No

Receipt will be generated.

Receipt For Corporate Agent- Fresh Online Training - Bulk Registration - Online Payment

भारतीय बीमा संस्थान
INSURANCE INSTITUTE OF INDIA

Insurance Institute of India (III)
Plot No C-46,Near U.S. Consulate,G-Block, Bandra Kurla Complex,
Bandra East,Mumbai,Maharashtra 400051
Telephone Number : 022-26544220/257/208
Email Id : reg.exams@iii.org.in
Website : www.insuranceinstituteofindia.com
PAN No Of The III : AAATI1174R
TAN No Of The III : MUMI00157D
Service Tax No : AAATI1174RSD001
HSN Code : HSN is not applicable to III
GSTIN Of III : 27AAATI1174R1Z7
Application Reference No (ARN) Of III : AA2704170743831
SAC Code Of III : 999299 (Commercial Training & Coaching)

Click Here to return Home Page

Date : 16/09/2022	Order No : 82449292
Company Name	
Email Id	
Mobile Number	
Payment Details	
Reference Id	1272
Total Amount	3000.0
CGST	270.0
SGST	270.0
Grand Total	3540.0
Company Address	
	1
GSTIN of State Bank of India	
GSTIN State	
Transaction Details	
Transaction Number	WHMP1272
Transaction Date	16-09-2022 15:07:05
Transaction Status	PGS10001-Success

Note : Please save this receipt for future reference

Print

As soon as the payment is done, the candidate will receive an ID and password by SMS/Email. So that candidate can start the online training.

After completion of training to download the training completion certificate kindly **visit www.insuranceinstituteofindia.com.**

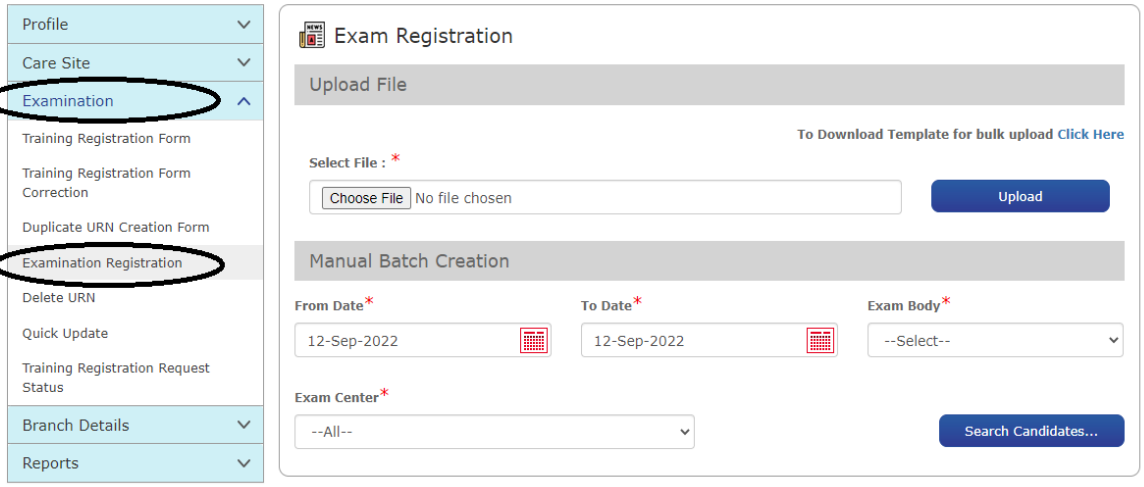
Step 5: Registration of Examination.

To register for the examination **Batch id** is required. No individual candidate can create a batch ID for examination registration. The company/ Corporate has to create a Batch ID for their candidates.

After the completion of training, the candidate has to contact their sponsored company for batch id creation of examination registration.

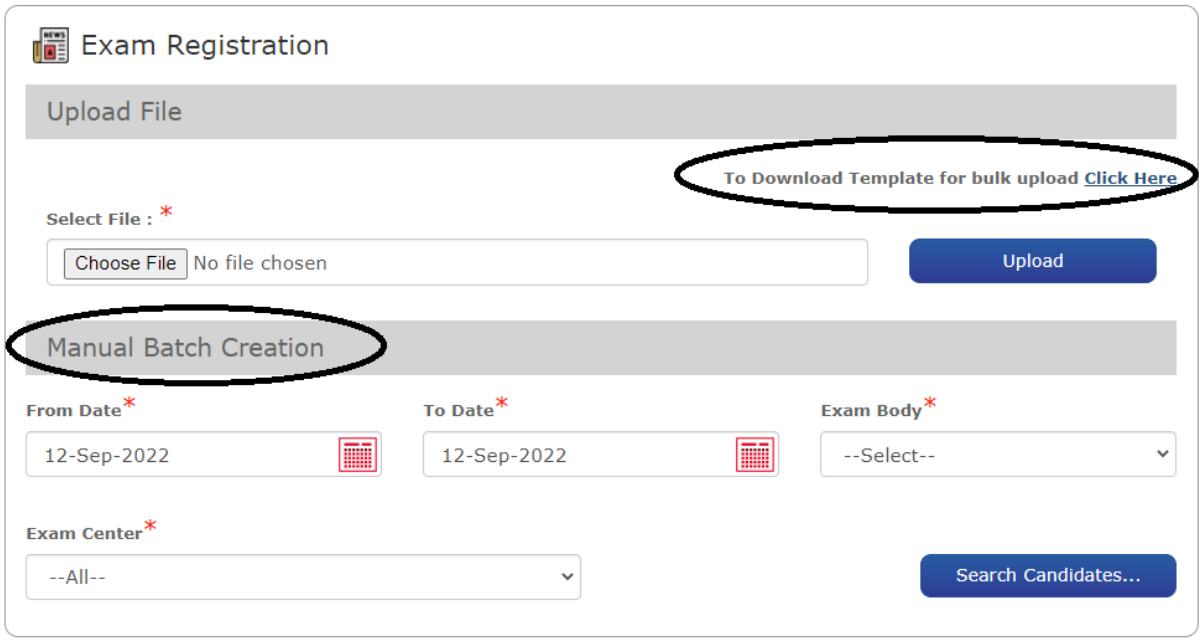
To create a batch ID, Company / Corporate can go to **https://iiiexams.org** and log in on portal through the company's login id

Select **Examination-Examination Registration**



Two option available to crate batch id

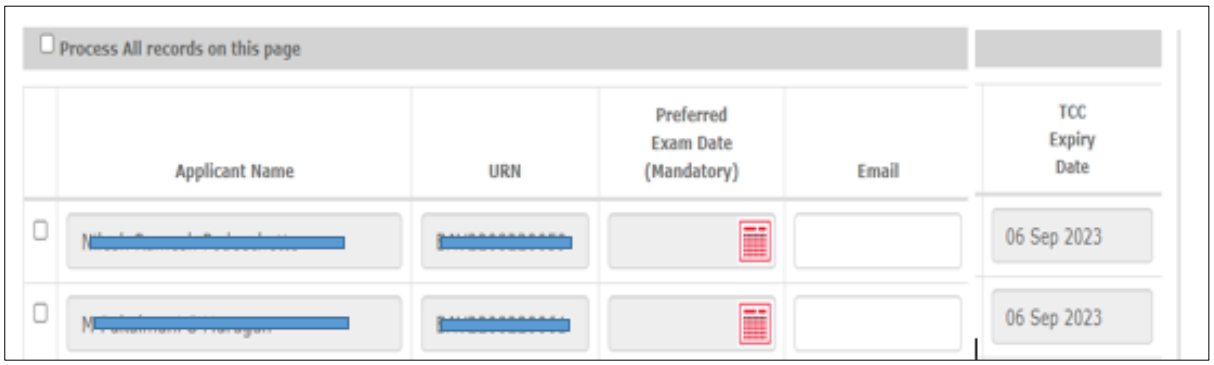
1) Manual Batch Creation
2) Bulk upload



1) Manual Batch Creation

To create a Batch ID follow the below steps.

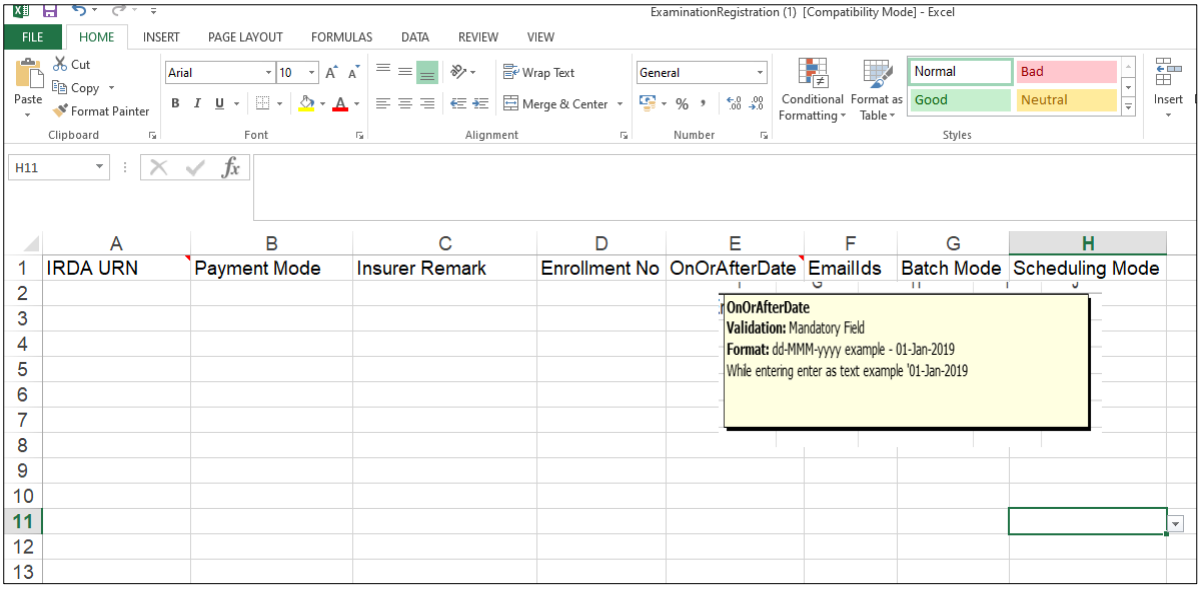
- Select the date in Application from date and to date (the date on which date the URN was created). E.G If URN number is CAI**2807220**123 urn creation date is **28.07.22**
- Then directly click on submit then after it will populate the record which was created in the given application date range and for which the training is completed and valid.



- 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.
- Once the batch ID is generated then no modification is allowed.
- After the generation of the Batch ID you can make the payment of the Batch ID/ through the given URL: http://nseitexams.com/OnlinePayment/paymentRequest.jsp
- Payment for the Batch ID/transaction ID can be made after 24 hours or the next day of the Batch creation date.

2) Bulk Upload

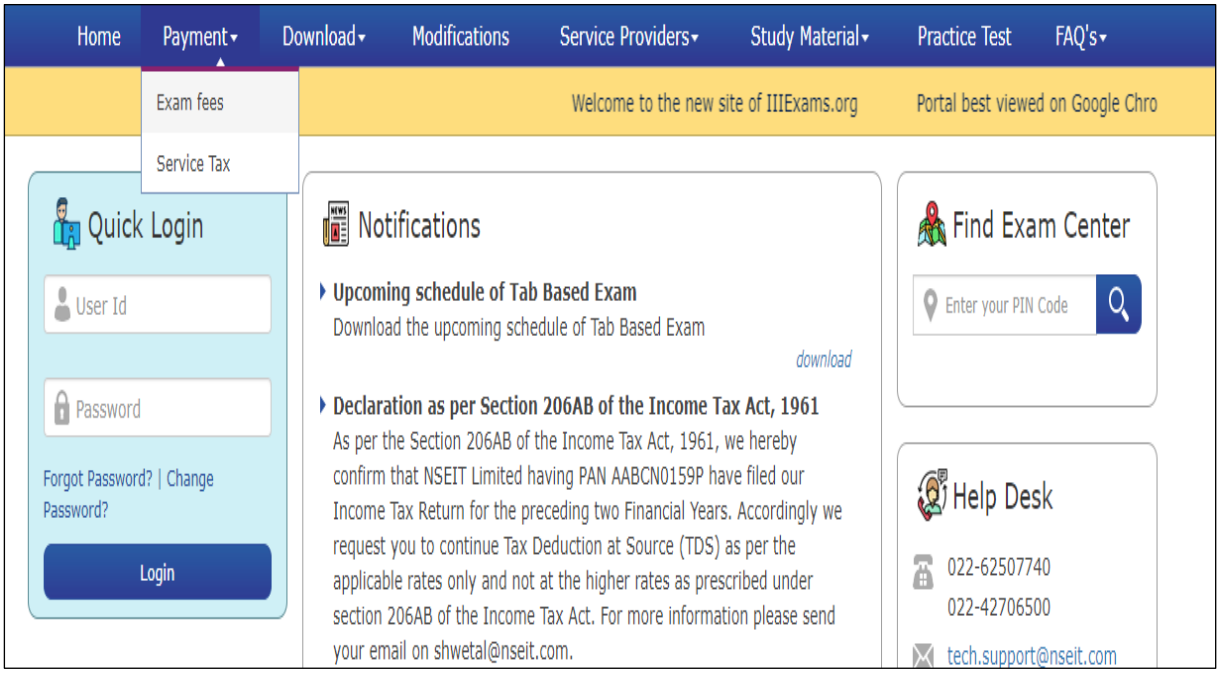
Bulk batch ID creation facility is provided. Download the template and enter details as per format and upload on portal.

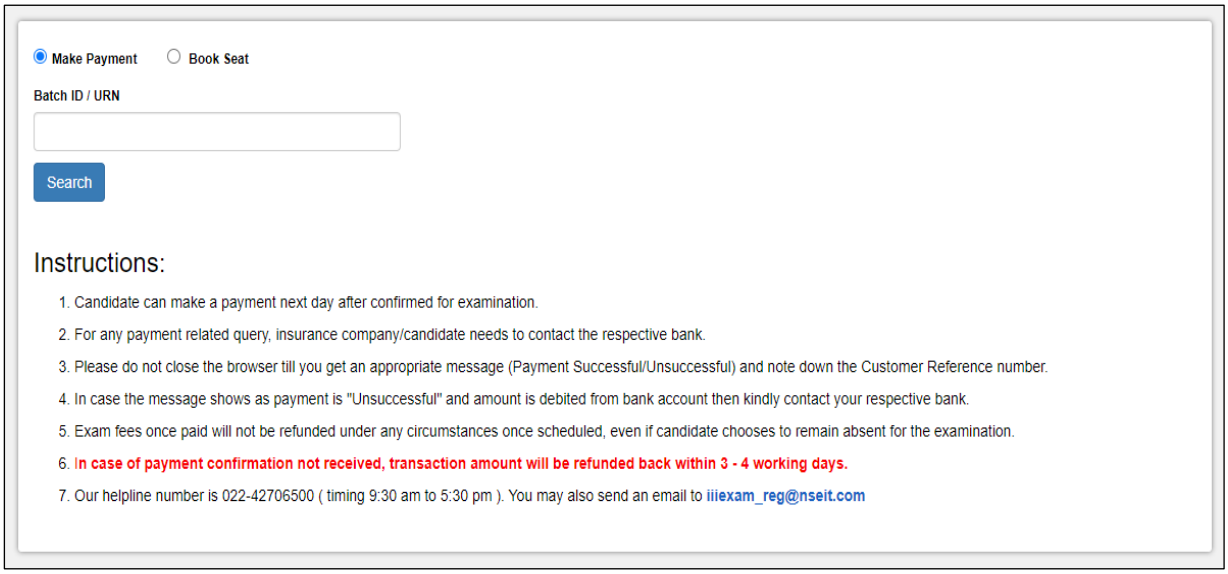


Step 6 Payment of Examination Fees.

After the creation of batch id candidate/ company has to pay examination fees

Link : https://iiiexams.org/Home/Index

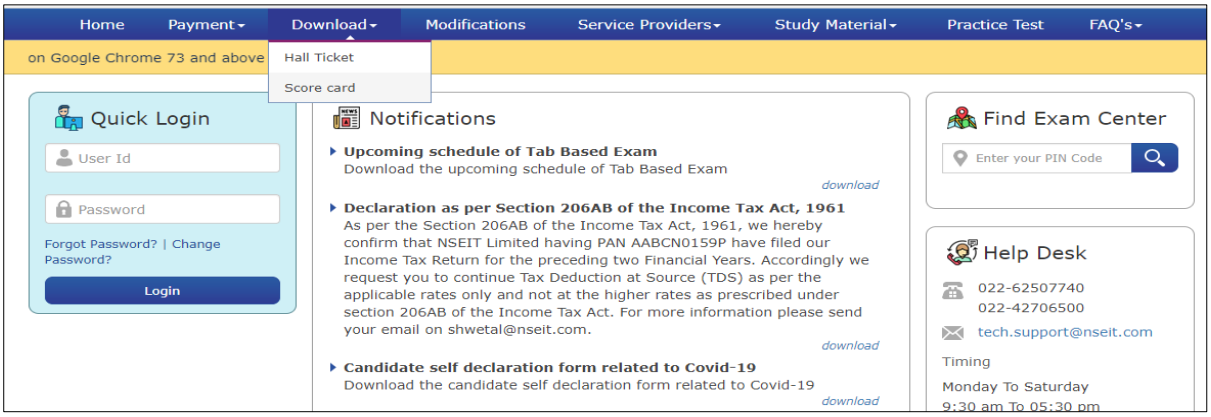


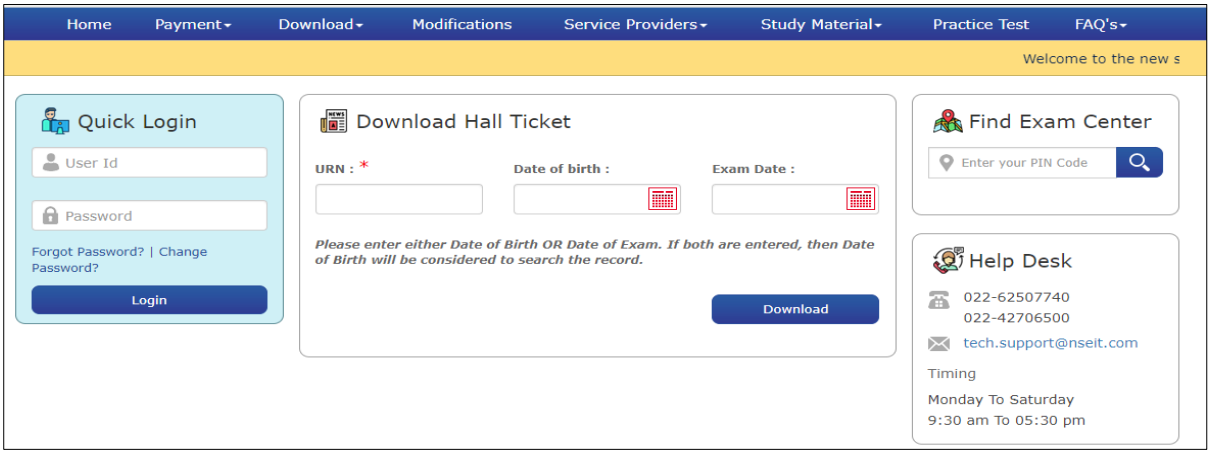


The candidate has to book a seat whose batch id is created as **self-scheduling** after making the payment. The candidate will receive a schedule whose batch id is created as auto-scheduling after making the payment.
The venue & Examination Slot details will be informed to the candidate by SMS/ Email.

Step 7: Download Hall Ticket

Candidates can download Hall Ticket





Please enter either your **Date of Birth** OR **Date of Exam to download Hall Ticket**

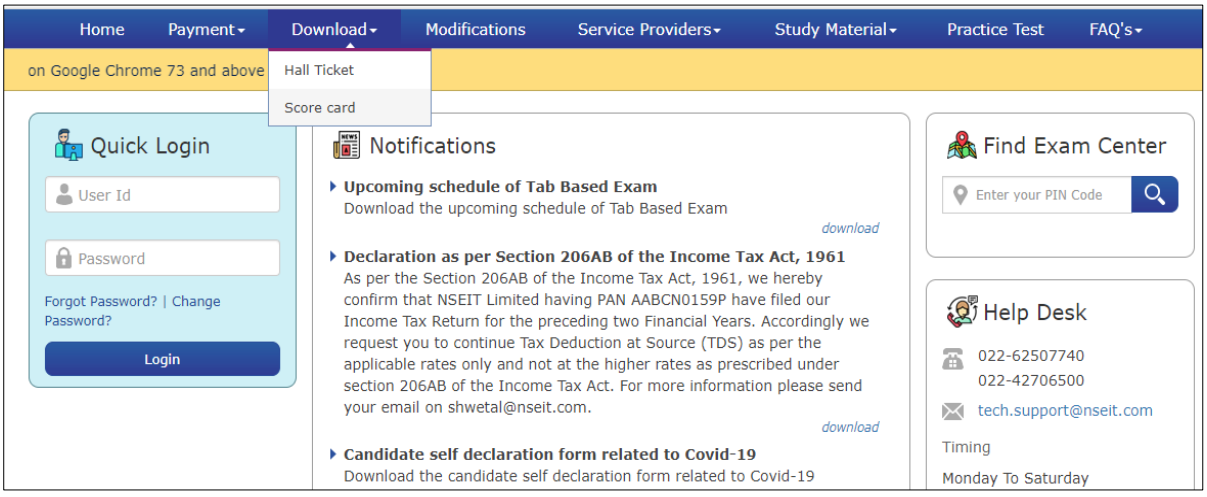
Step -8 Examination passing certificate and Score Card

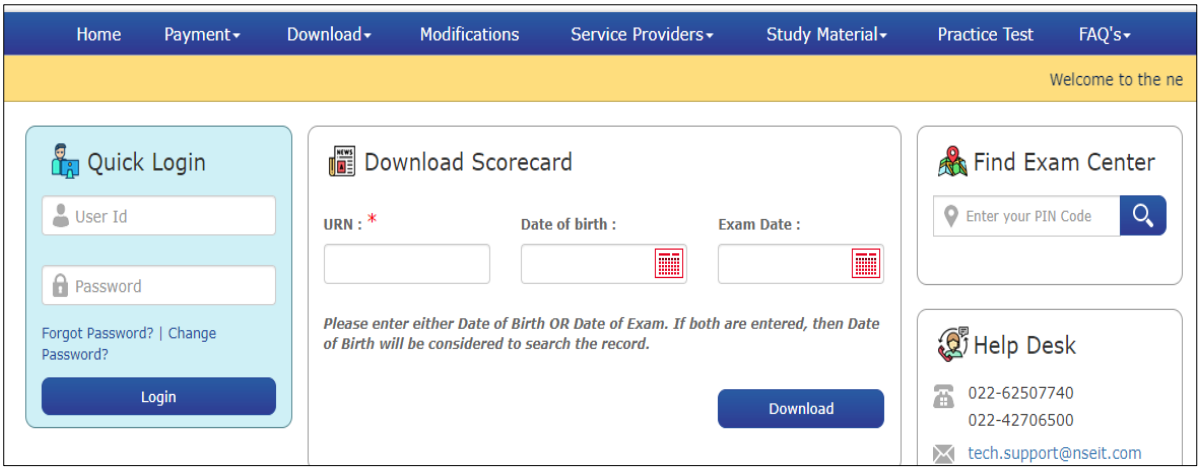
Examination passing certificate

After passing the examination, you can download the examination passing certificate on www.insuranceinstituteofindia.com using the following link https://www.insuranceinstituteofindia.com/web/guest/examination-passing-certificate

Score Card

Link to download Scorecard: https://iiiexams.org/Candidates/Scorecard





- If the examination passed within six months kindly enter the date of the examination.
- If the examination passed before six months kindly enter date of birth.

Step 9: To generate the code of **license** on the IRDAI portal, kindly contact to sponsored company. After processing the documents from your sponsored company your licence will generate. **Please visit** https://agencyportal.irdai.gov.in/

Contact Details:

Query	**Portal**	**Email ID**	**Telephone Number**
Company Profile	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/208/298
Login Id of Examination portal	https://iiiexams.org	tech.support@nseit.com	022-42706500
Login Id of Training portal	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/257/208/298
Branch Creation	https://iiiexams.org	tech.support@nseit.com	022-42706500
Training Registration Form			
Single URN creation			
Bulk upload File of URN creation			
Training Registration	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/257/208/298
Training Completion Certificate			
Examination Registration	https://iiiexams.org	exams_schedule@nseit.com	022-42547510 /42547458
Online Payment for examination			
Hall Ticket, Score Card			
Examination fees receipt			
Passing Certificate	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/257/208/298
To generate a certificate of registration (License)	https://agencyportal.irdai.gov.in/	webaggregators@irdai.gov.in	040-23009733