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

**Step 01:** Web Aggregator must have login id and password of Insurance Institute of India website to use web-Wallet facility (<u>www.insuranceinstituteofindia.com</u>)

**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.

**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-> Web Aggregator-> 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-> Web Aggregator-> 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 O Webwallet

In the last screen, the system will ask you

O Mobile based online training O 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.

<mark>cdn.rawgit.com</mark>

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

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

 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/

#### To get ID and Password of <u>www.insuranceinstituteofindia.com</u>

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

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

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	Company Details : Company Name *: Name of Principal Officer / Designated Person Name;* Mobile number of Principal Officer / Designated Person:* Company Telephone :* Company Email :* Company Address :*						
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Please visit to insuranceinstituteofindia.com	-		click gn In″								
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Welcome to Insurance Institute of India			Market Important Infe	ormation							
The Insurance Institute of India formerly known as Federation of Insurance Institut Memorial) was established in the year 1955, for the purpose of promoting Insurance Educ			Scheme of arrange	ment between							

Please enter your Web Aggregator Login details of <u>www.insuranceinstuteofindia.com</u> portal.

Extension 2 Transmit Extension		
	Enter your Login Name and Password	
	Login Name cam1238	
	Password	
	LOGIN CLEAR	
	Reset Password New Forgot Username(Registered Candidates)	

#### Please click on Create Web Wallet

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69 years of insurance Education & Training The second straining Diamond studies NSURANCE II	संस्थान NSTITUTE OF INDIA			Search:	
G Home About us Examinations	IRDAI Examinations Study	Last Login D Ior Material Affili:	nday, July 1 Help De		FAQs
Welcome to Insurance Institute of India finder Memorial) was established in the year the country. Institute qualifications are leading education and training provindustry which includes Insurance companies.	Syllabus IC38 Study Material Insurance Agents Exam Corporate Agents Insurance Marketing Firm Web Agregators	ay-2017 Offlir surance Institut Insurance Educa r and the industry.	Setalvad aining in le as an surance d T - To	Contact da      Contact da     Contact da      Contact da	
Library	Broker Online Training -Renewal Surveyors Exam	to make by NEFT opt WebWallet Terms & Conditions	tion	Insurance Brokers(Only Freshers)	
	Help to clear Browser	Payment Bifurcation I	Report		

Following Screen will appeared and click on Yes

		Diamord	भारतीय बीमा INSURANCE II	संस्थान NSTITUTE OF INDIA		st Login Date : :	Friday, July 14, 20	17 Reset Pass	word	
🛱 Home	About us	Examinations	IRDAI Examinations	Exam Registration	Study Material	Affiliates	Help Desk	Useful Links	Sitemap	CPD
		Web Wallet	<u>t</u>	Web Wallet not presen	it !!! Do you want to c Yes	reate new Wel	o Wallet ?			

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/-.

#### Web-Wallet Help Manual for Web Aggregator Last Login Date : Monday, July About us Examinations Study Mat erial Affiliates Help Desk Useful Lini Contact us FAQs Site rs per day (2Hours) of trai and I S P (s) of Insurance Marketing Firms (IMF) h Welcome to Insurance Instit Important Information The Insurance Institute of India for Memorial) was established in the ye-the country. Institute qualifications ar leading education and training prov industry which includes Insurance companies. surance Institutes (J.C. Setalvad Insurance Education & Training in or and the industry. In its role as an all the segments of the insurance Scheme of arrangement between the III and the Chartered Insurance Institute, London. International Certification in ırance Marketing Firm F (Old Candidates) "Life & General Insurance" Photo Gallery Profe r Online Training Click on Web Library Training wallet Calculator C.P.D Brokers(Only Freshers) Insur Online Exam December-2016 OFFLINE Exam November-2016 Insurance Renewal Brokers Online Training PG Diploma in Health

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

Home About us Exa	minations IRDAI	Examinations Study	Material Affiliates	Help Desk	Useful Links	Contact us	FAQs S
Web Wallet Deposit Ar	nount Calculator						
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·	Please make payments	through NEFT/RTGS into III	Bank Account. Forrowing		ount details :	on Sav	e details
Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of	India	eneficiary A/c. No	button	, this entry
RTGS IFSC Code No :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mu	mbai - 4000	SWIFT Code No	🛛 date is	your <b>fund</b>
MICR Code No. :	400211002	Beneficiary Address :	Plot North Contraction		Consulate, Bandra	<sup>Ku</sup> reques	t date
Т	his is the Net /	Amount which yo	u have to pay b	V NEFT			

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

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	Last Login Date : Friday, July 14, 2017 Reset Password		
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Web Wallet Deposit Amount Calculator           Advance Amount :         100000           Advance Amount :         100000           Add: CGST(0)         Add: SGST(0)           Add: SGST(0)         Add: SGST(0)           Less : TD6 (100         Net amount to be deposited into the LLL & account through NEFT / NTG           Bank Name :         Axis Bank Ltd.           RTGS IFSC Code No :         UTIB000004           MICR Code No. :         400211002	This site says     Control to peposit Amount       Do you want to save details ?     *       11f Yes then click OK     *       Mont of the click Cancel     *       OK     Cancel       No: 1     004010100143462       Generative Address:     *       (E) Mumbai - 400051     *		

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"

anceinstituteofindia.co	m/web/guest/corporate-profile-	-creation1		C Q Search		
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	Web Aggregators					
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	-Renewal	Conditions	_			
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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

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🛱 Home   About us   Examinations   IRDAL Examinations   Study Material   Affiliates   Help Desk   Useful Links   Contact us   I	FAQs Sitemap CPD	
Web Wallet         Your Current Balance : 0         Please search the previous amount calculations :         Date:       From :* 14-07-2017         To : * 14-07-2017		

Screen shows as follows:-

			Last	Login Date : F	riday, July 14, 20	17 Reset Pas	sword			
Home About us Exam	ninations   IRDAI	Examinations	Study Material	Affiliates	Help Desk	Useful Links	Contact us	FAQs	Sitemap	CPD
Web Wallet										
Your Current Balance : 0										
Do you want to raise new fund re	request? Yes									
Please search the previous amo Date: From : * 14-07-2017		14-07-2017	Sear	ch						
Select Sr.No. Fund Id	Base Amount	Service Tax	SwachBharat Tax	Krishil	alyan Tax	TDS Amount	Deposit amo	ount		
1 21146	100000	0	0		0	10000	108000			
			Proceed							

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

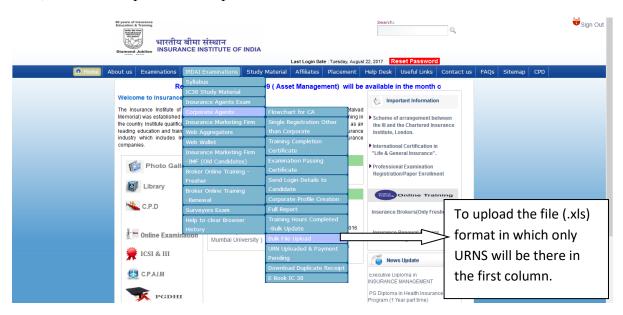
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1	/pe*: NEFT 🗸	
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Advance An	ount : 100000	
Deposit An	ount : 108000	
Name of Bank Through amount depo	ted* : Jammu and Kashmir Ba	
UTR No./Transaction	No*: JAKA070717017940	
☐ I hereby declare that	all the details entered are correct.	
	submit	

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

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								Fund reque	est raised su	ccessfully !!!					

#### 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)

	URNS_20 [Compatibility Mode] - Microsoft Excel														- 0	×
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8 CAI1808120870				🔶 Downloads	cam123	5			File folder							
9 CAI1808170878				Music	hdfc		06-28-201		File folder							
10 CAI1808170880				Pictures		ebwalletPayment	08-18-201		File folder							
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3) The system will ask the file of URNs (.xls extension) which you want to upload.



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.

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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.

🛱 Home	About us Examina	ations   IRDAI Examinations	Study Material Affiliates Placer	nent Help De	sk Useful Links	Contact us	FAQs	Sitemap	CPD	
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		CAI1808170919	22-08-2017 11:19:19		To Be Verified					
		CAI1808170923	22-08-2017 11:19:19		To Be Verified					
		CAI1808170932	22-08-2017 11:19:19		To Be Verified					
		CAI1808170941	22-08-2017 11:19:19		To Be Verified					
		CAI1808170947	22-08-2017 11:19:19		To Be Verified					
		CAI2108170612	22-08-2017 11:19:19		To Be Verified					
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		CAI2108170615	22-08-2017 11:19:19		To Be Verified					
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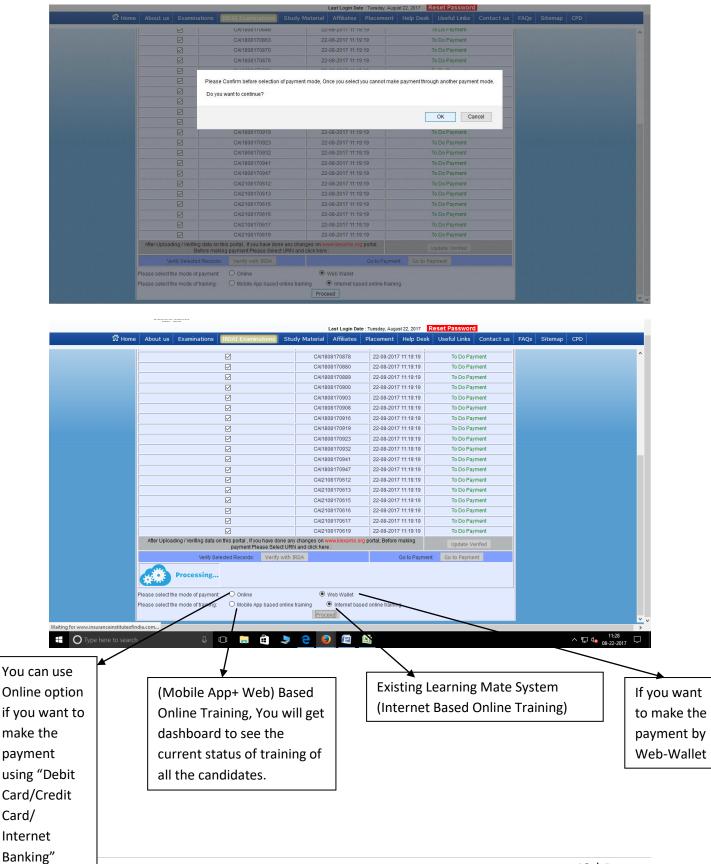
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Please note that if you select online and proceed further, you can not change payment to "Webwallet" for the current transaction. If you select Webwallet and proceed further, you can change payment mode to "Online" for the current transaction.



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