

Online Payment Help Manual for Web Aggregators

Following are the steps to make the payment towards the online training by Online 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 (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=7B324A040C633409C114ED8A533B0C28>

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

Step 04: 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 05: 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 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.

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.

2) **Internet Based Online Training** : The candidate can complete the training in online mode for which internet connection is required.

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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=7B324A040C633409C114ED8A533B0C28>

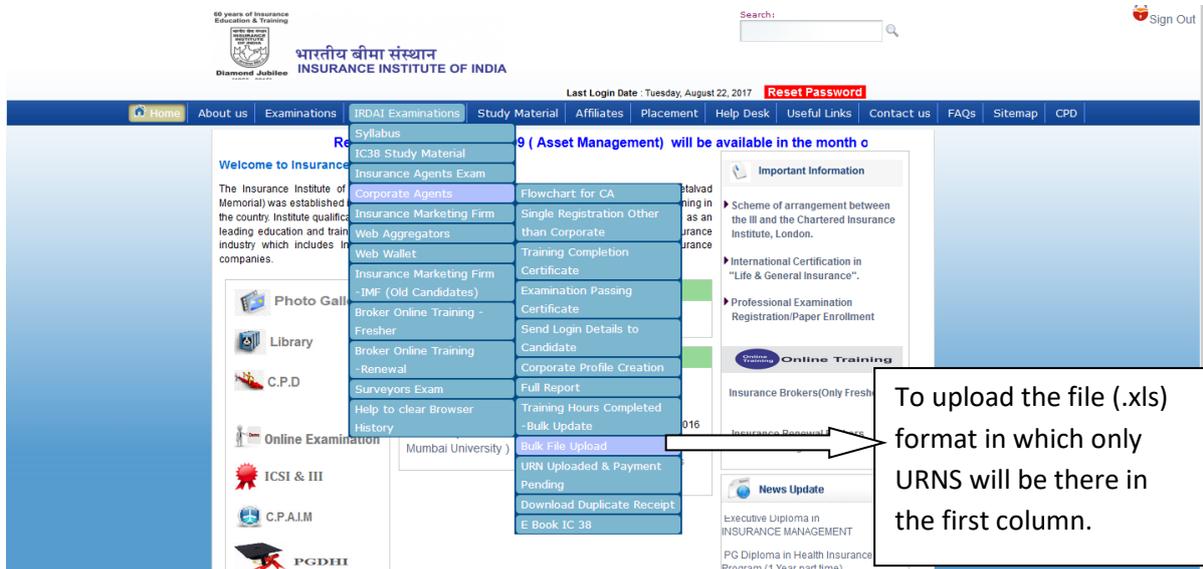
Please visit to insuranceinstituteofindia.com

Please enter your Web Aggregator Login details of www.insuranceinstituteofindia.com portal.

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Please refer exact steps to make the registration for online training

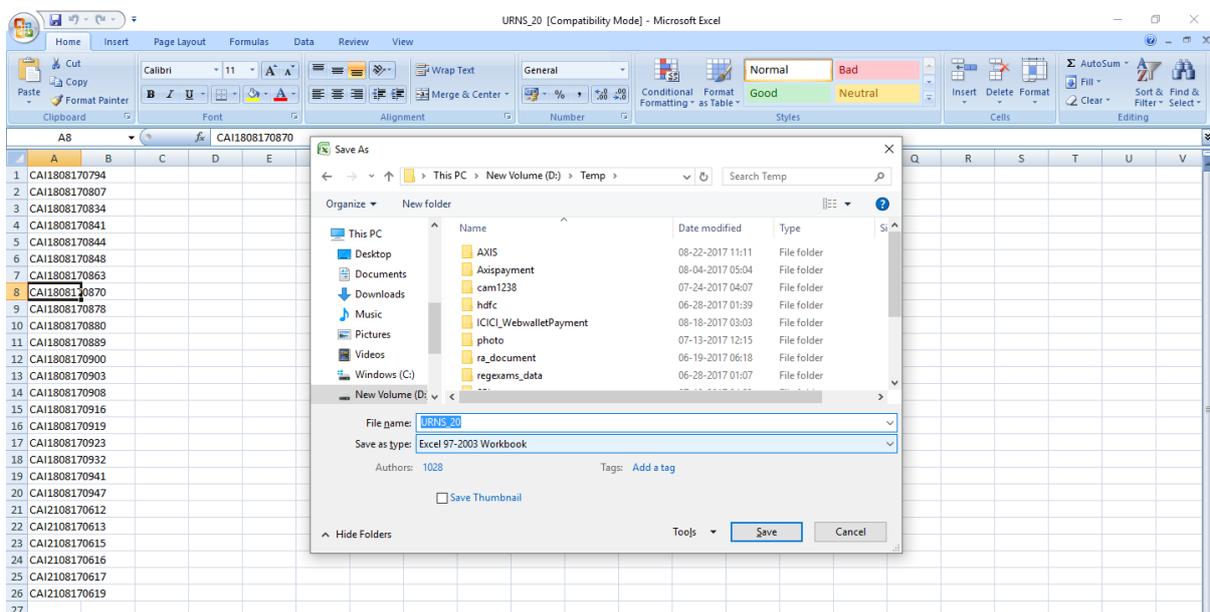
- 1) Bulk File Upload-> To upload the file in .xls format.



The screenshot shows the website's navigation menu with 'Bulk File Upload' highlighted under 'IRDAI Examinations'. A callout box contains the following text:

To upload the file (.xls) format in which only URNS will be there in the first column.

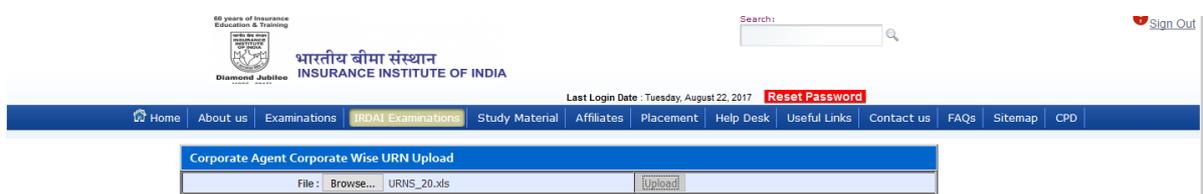
- 2) Please copy URNs in first column and save the file with .xls extension (Excel 97-2003 Workbook)



The screenshot shows an Excel spreadsheet with a list of URNs in column A. A 'Save As' dialog box is open, showing the file name 'URNS_20' and the save type 'Excel 97-2003 Workbook'.

URN
CAI1808170794
CAI1808170807
CAI1808170834
CAI1808170841
CAI1808170844
CAI1808170848
CAI1808170863
CAI1808170870
CAI1808170878
CAI1808170880
CAI1808170889
CAI1808170900
CAI1808170903
CAI1808170908
CAI1808170916
CAI1808170919
CAI1808170923
CAI1808170932
CAI1808170941
CAI1808170947
CAI2108170612
CAI2108170613
CAI2108170615
CAI2108170616
CAI2108170617
CAI2108170619

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



The screenshot shows the 'Corporate Agent Corporate Wise URN Upload' form. The file browser is set to 'URNS_20.xls'.

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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.

The screenshot shows the 'Corporate Agent Corporate Wise URN Uploaded Details' page. At the top, there is a search filter for 'TDS Deduction' with options 'No' and 'Yes'. Below the filter is a table with columns: 'Select All', 'Yes', 'URN', 'Uploaded Date', and 'Status'. The table contains 15 rows of data, all with a status of 'To Be Verified'.

Select All	Yes	URN	Uploaded Date	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170794	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170807	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170834	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170841	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170844	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170848	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170863	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170870	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170878	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170880	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170889	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170900	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170903	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170908	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170916	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170919	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170923	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170932	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.

The screenshot shows the same URN table as above, but with a confirmation dialog box overlaid. The dialog box contains the text: 'Please Confirm before the select YES/NO option for TDS Deduction, after verifying you cannot change the option. Do you want to continue.' with 'OK' and 'Cancel' buttons.

Below the dialog box, the table continues with more rows of URNs, all with a status of 'To Be Verified'.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170908	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170916	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170919	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170923	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170932	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170941	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI1808170947	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI2108170612	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI2108170613	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI2108170615	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI2108170616	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI2108170617	22-08-2017 11:19:19	To Be Verified
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAI2108170619	22-08-2017 11:19:19	To Be Verified

At the bottom of the page, there is a footer with the text: 'Data for upload on 2017-08-22 11:19:19.308'.

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The screenshot shows the 'IRDAI Examinations' section of the Insurance Institute of India website. A table lists various URNs (e.g., CA1808170841, CA1808170844) with their respective dates and statuses, all marked as 'To Be Verified'. Below the table, there is a 'Verify with IRDA' button. A callout box with an arrow points to this button, containing the text: 'Click on "Verify with IRDA"'. Other buttons like 'Go to Payment' and 'Update Verified' are also visible.

After verification, the system will show you following screen.

The screenshot shows the 'Corporate Agent Corporate Wise URN Uploaded Details' screen. It features search filters for 'From Date' (22-08-2017) and 'To Date' (22-08-2017), and a 'Status' dropdown menu set to 'To Be Verified'. A search button is present. Below the search area, a red message states: 'No Uploaded URN Details Found Between 2017-08-22 00:00:00.0and 2017-08-22 23:59:59.0'.

Please select "To Do Payment" Filter as follows:

This screenshot shows the same 'Corporate Agent Corporate Wise URN Uploaded Details' screen as the previous one, but with the 'Status' dropdown menu open. The menu lists various options, and 'To Do Payment' is highlighted in blue. Other options include 'To Be Verified', 'Payment Not Completed', 'No Data Found', 'Duplicate Entry', 'Payment Done', 'Tried Through Single Payment - Payment Not Done', and 'Tried Through Single Payment - Payment Done'. The search filters remain the same.

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The screen will appear as per follows:

Corporate Agent Corporate Wise URN Uploaded Details

From Date: 22-08-2017 To Date: 22-08-2017 Status: To Do Payment

Select All	URN	Uploaded Date	Status
<input checked="" type="checkbox"/>	CA1808170794	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170807	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170834	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170841	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170844	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170848	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170863	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170870	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170878	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170880	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170889	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170900	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170903	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170908	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170916	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170919	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170923	22-08-2017 11:19:19	To Do Payment

Corporate Agent Corporate Wise URN Uploaded Details

Select All	URN	Uploaded Date	Status
<input checked="" type="checkbox"/>	CA1808170841	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170844	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170848	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170863	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170870	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170878	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170880	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170889	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170900	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170903	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170908	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170916	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170919	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170923	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170932	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170941	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA1808170947	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA12108170612	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA12108170613	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA12108170615	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA12108170616	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA12108170617	22-08-2017 11:19:19	To Do Payment
<input checked="" type="checkbox"/>	CA12108170619	22-08-2017 11:19:19	To Do Payment

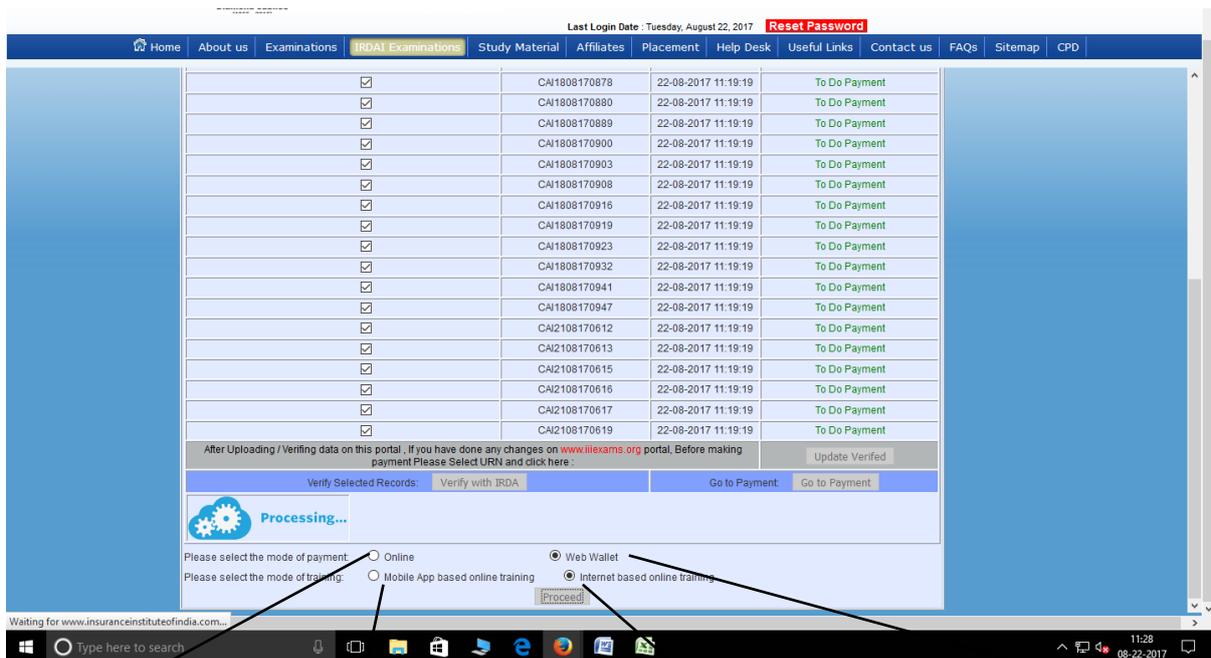
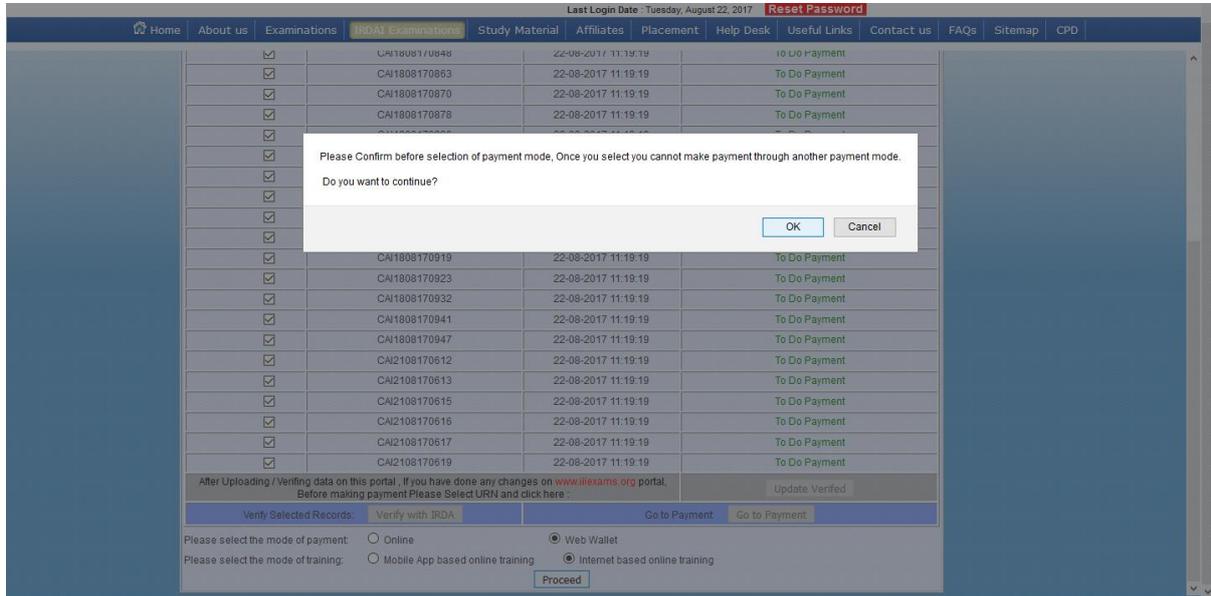
After Uploading / Verifying data on this portal. If you have done any changes on www.iilexams.org portal. Before making payment Please Select URN and click here: Update Verified

Verify Selected Records: Verify with IRDA Go to Payment Go to Payment

Please click on "Go to Payment"

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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.



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

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Home - Insurance Institute of India | Bulk File Upload - Insurance Institute of India

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

भारतीय बीमा संस्थान
INSURANCE INSTITUTE OF INDIA

Last Login Date : Tuesday, August 22, 2017 [Reset Password](#)

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Corporate Wise Payment Confirmation For Web Wallet

Date : 22/08/2017	Order No : 97114001
Candidate Name	*Axis Bank Ltd*
Email	sakharam.kode@axisbank.com
Mobile	9821458542
Payment Details	
Corporate Id	1227
No Of Candidates	26
Grand Total	19500

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

Please Confirm

Type here to search | 11:28 08-22-2017