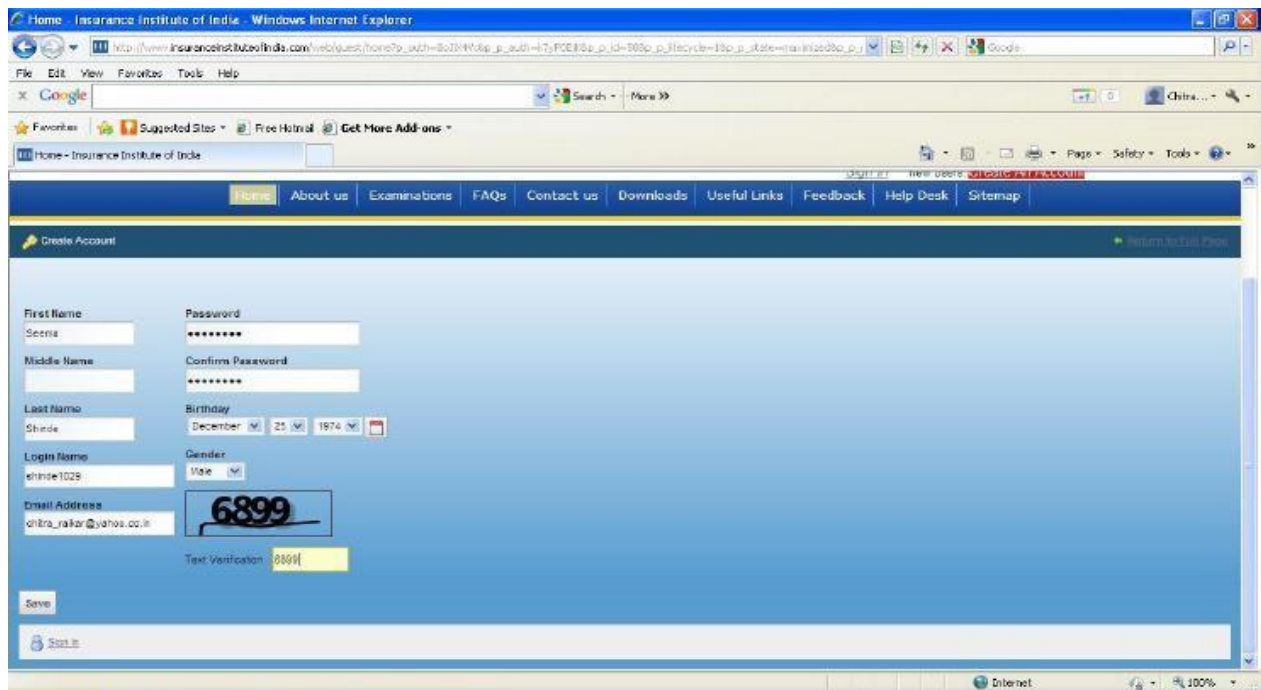


Help Manual for New Candidates

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

Follow the Below steps:

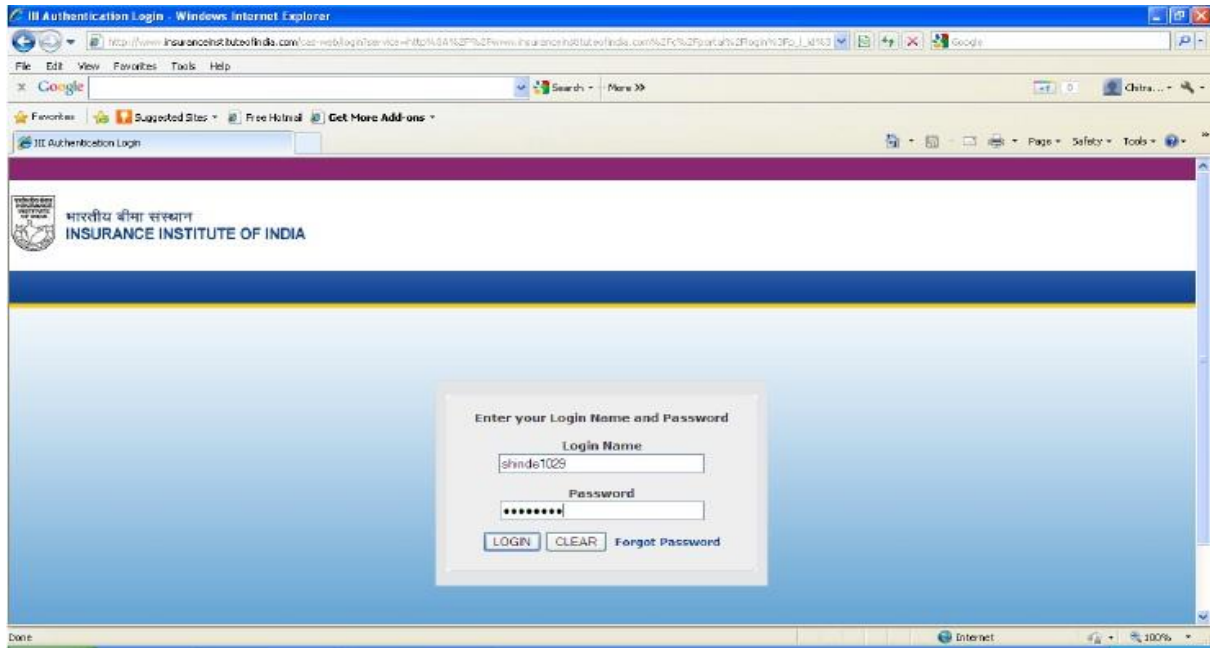
First step - Please create login ID to register on website.



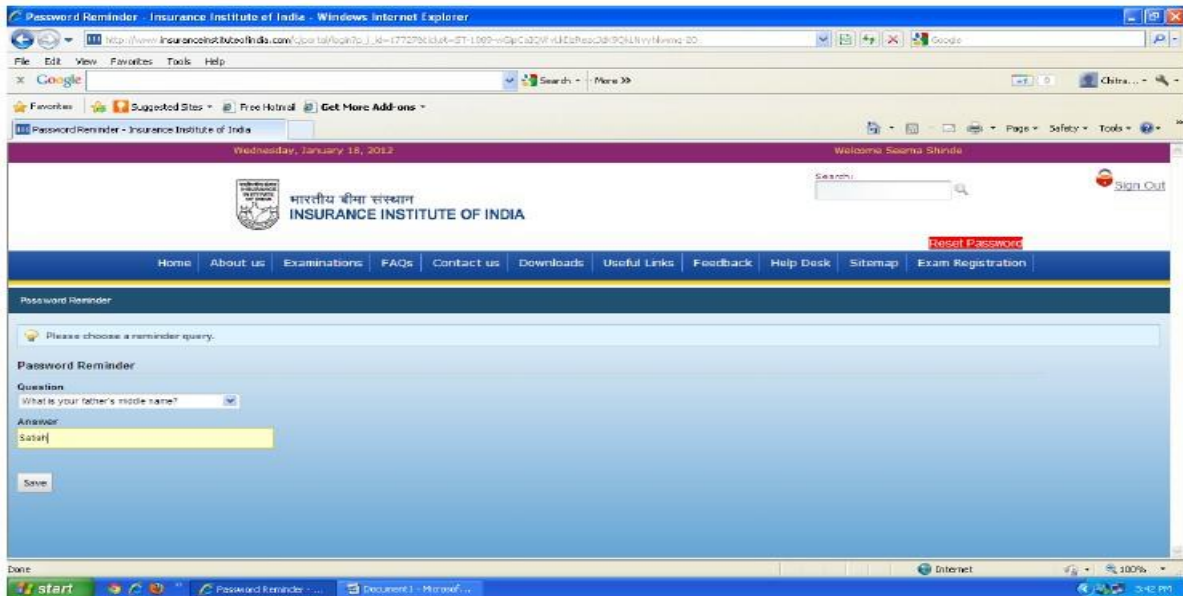
Help Manual for New Candidates

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 screenshot shows a Windows Internet Explorer browser window displaying the 'Authentication Login' page of the Insurance Institute of India. The page features the institute's logo and name in Hindi and English. A central login box prompts the user to 'Enter your Login Name and Password'. The 'Login Name' field contains 'shinde1029' and the 'Password' field is masked with asterisks. Below the fields are buttons for 'LOGIN', 'CLEAR', and 'Forgot Password'.



The screenshot shows the 'Password Reminder' page of the Insurance Institute of India. The page includes a navigation bar with links like Home, About us, Examinations, and a 'Reset Password' button. The main content area is titled 'Password Reminder' and asks the user to 'Please choose a reminder query'. A 'Question' field contains 'What is your father's middle name?' and an 'Answer' field contains 'Satah'. A 'Save' button is located at the bottom of the form.

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

Please click on profile for entering your details.

Help Manual for New Candidates

Registration for Surveyor Examination -



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

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](#)

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)

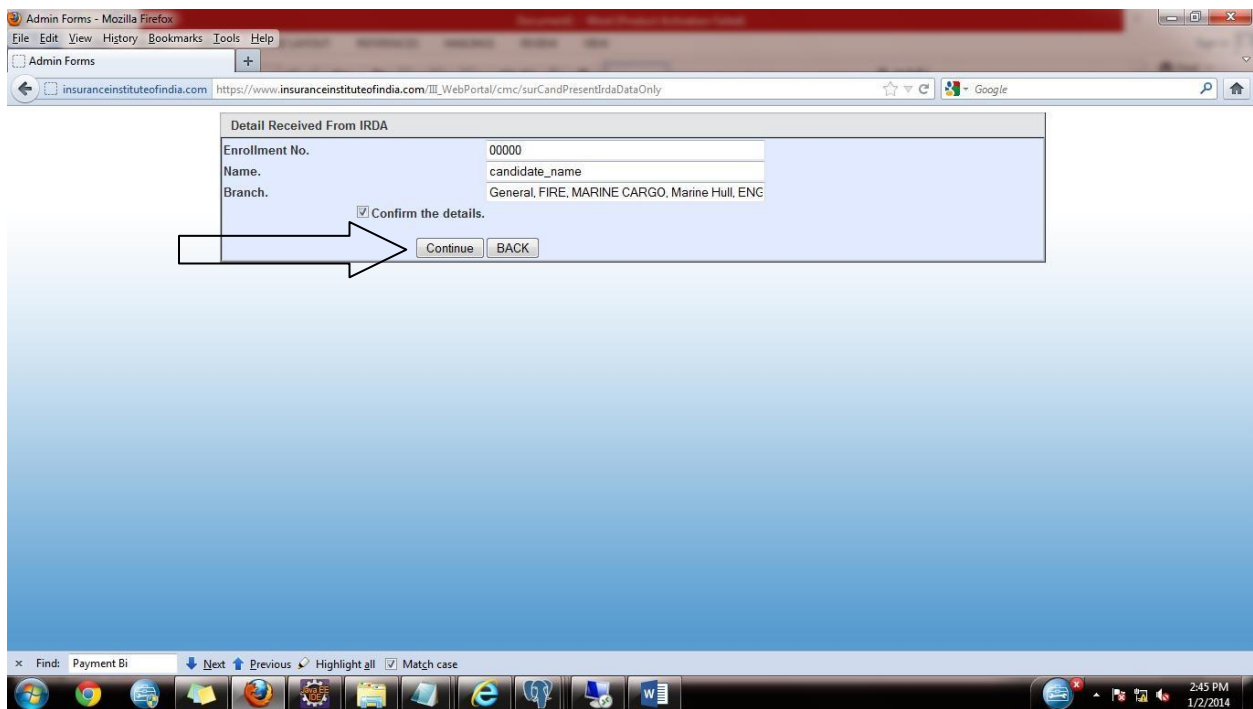
Help Manual for New Candidates

a) After fulfilling above options, following screen will open -



The screenshot shows a web browser window with the URL https://www.insuranceinstituteofindia.com/III_WebPortal/cmc/goForRegistration. The page title is "Surveyor Form". It contains two input fields: "Enrollment No *" and "Enrollment Date*", both with asterisks indicating they are required. A "Search" button is located below the "Enrollment Date" field. A red arrow points to the "Enrollment No *" field with the text "Enter Numeric Number Only".

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.



The screenshot shows a web browser window with the URL https://www.insuranceinstituteofindia.com/III_WebPortal/cmc/surCandPresentIrdaDataOnly. The page title is "Detail Received From IRDA". It displays the following information:

Enrollment No.	00000
Name.	candidate_name
Branch.	General, FIRE, MARINE CARGO, Marine Hull, ENG

Below the table, there is a checkbox labeled "Confirm the details." which is checked. To the right of the checkbox are two buttons: "Continue" and "BACK". A red arrow points to the "Continue" button.

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

Help Manual for New Candidates

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

After candidate clicks on continue button following screen will open.

The screenshot shows a web browser window with the URL https://www.insuranceinstituteofindia.com/III_WebPortal/cmc/surveyorRegDetails. The form is titled "Candidate Detail Form" and contains the following fields:

Name	candidate_name	Mobile No.*	+91
Email Id.*		Address Line 2 *	
Date of Birth*		City *	
Address Line 1 *		District *	
Address Line 3 *		*Pincode/Zipcode:	
State*	-----Select-----	Pan No.*	
Amount For Registration	250	UID No.*	
Service Tax	31		
Total Amount	281		

A large arrow points to the "PAYMENT" button at the bottom left of the form.

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 enrolment

Date - 17.03.2022