

Help Manual for Slot Booking

For slot booking it is necessary for the candidate to create their login id on our III website. If login id already exists kindly use the same for slot booking.

Please find help manual to create login:

[Homepage- Helpdesk- Help Manual for Slot Booking](#)

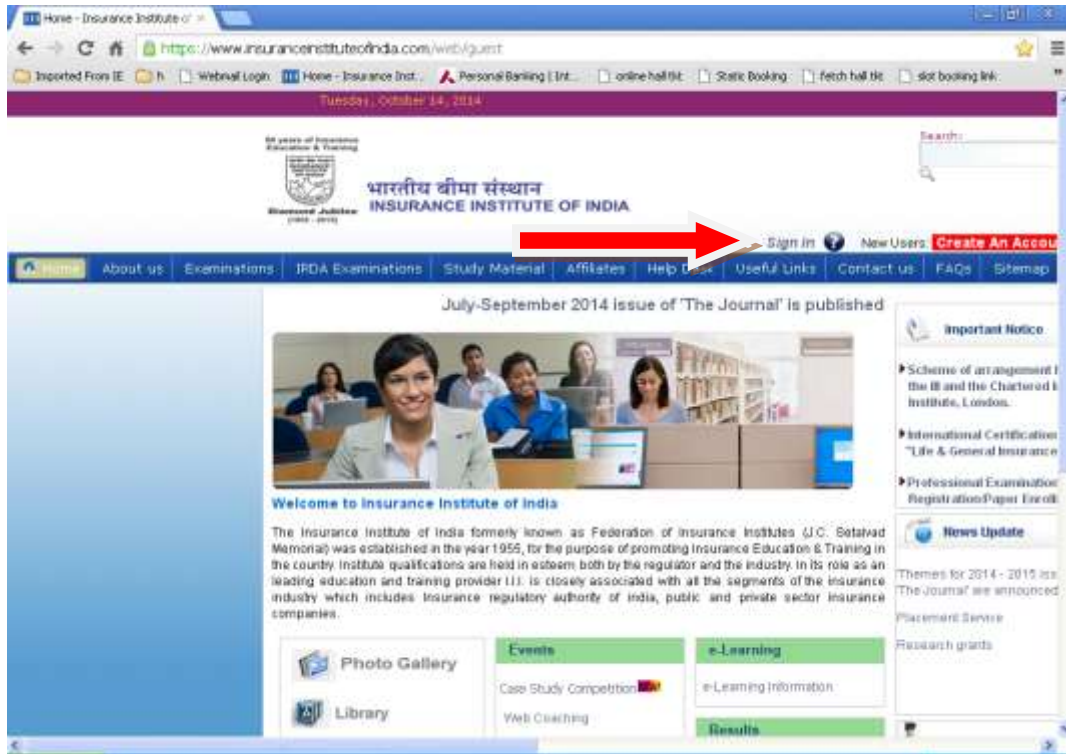
Please make a note of following points before booking the slot:

- *In online examination the booking slot is first come first service basis.*
 - *Maximum 3 subject candidate are allowed to book the slot on each day.*
 - *The date of examination, center & time slot selected and booked once cannot be changed under any circumstances. So be careful while selecting examination date, time and center.*
 - *If any date of examination or time slot is not visible on the screen it means that date or time slot is full / not available for the candidate.*
 - *After slot booking is done download and print your Hall Ticket immediately.*
 - *Please go through the instructions mentioned on Hall Ticket carefully.*
 - *If candidate FAIL to book the slot system will treat them as "Absent" for that particular session. No refund or adjustment of any fees will be done under any circumstances.*
- *Kindly use updated version of any browser like Google chrome, Mozilla Firefox, Internet explorer etc for slot booking and hall ticket*
 - *Also make sure your pop-up blocker is off for III site.*

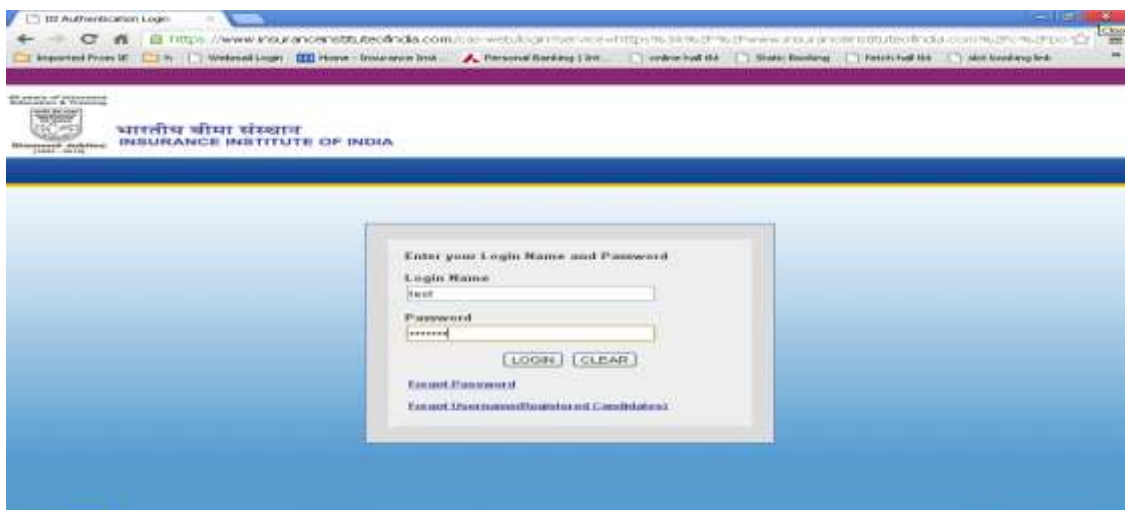
Please follow below steps for Online Slot Booking:-

Visit www.insuranceinstituteofindia.com click on Sign In.

1) Click on Sign in



2) Enter your login credential and click on LOGIN



Please note that screenshot given for example purpose.

3) After successful login candidate click on following link—>

Exam Registration → Slot booking Online exam.



4) Click on **I have read the instruction carefully and follow the same**



Please note that screenshot given for example purpose.

5) Click on Book Slot



6) Online Exam Slot Booking Form

Online Exam Slot Booking Form *Fields are Mandatory

Profile Details :

Registration Id : 11xxxxx11 Candidate Name : abc def ghi
Email Id : abc@iii.org.in Mobile No. : 0123456789

Slot Booking Details :

Subject :* --- Select Subject --- Center :* -----

Slot Booking Calendar :

Exam Date :* --Select Exam Date-- Exam Slot :* --Select Exam Slot--

Venue Details :

Venue :* --- Select Venue ---

Venue Address :

Slot Booked

Sr No.	Subject Name	Slot Booking Status	Exam Date	Exam Slot	Center Name	Venue Name	Venue Address
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Please note that screenshot given for example purpose.

➤ **Step -1**

- Select subject from dropdown Menu

Online Exam Slot Booking Form *Fields are Mandatory

Profile Details :
Registration Id : 11xxxxxx11 Candidate Name : abc def ghi
Email Id : abc@iii.org.in Mobile No. : 0123456789

Slot Booking Details :
Subject : **Step 1** --- Select Subject --- Center : * -----

Slot Booking Calendar :
Exam Date : * --Select Exam Date-- Exam Slot : * --Select Exam Slot--

Venue Details :
Venue : * --- Select Venue ---

Venue Address :

Slot Booked

Sr No.	Subject Name	Slot Booking Status	Exam Date	Exam Slot	Center Name	Venue Name	Venue Address
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* Only Enrolled subject view in the drop down menu.

Please note that screenshot given for example purpose.

Please note that below mentioned exam dates, time slots are mentioned for example purpose.

➤ **Step -2**

- Select Exam Date
- 8th September 2018
- 9th September 2018
- 15th September 2018
- 16th September 2018

➤ **Step -3**

- Select Exam Slot
- 9.00 am to 11.00 am
- 12.00 noon to 2.00 pm
- 3.00 pm to 5.00 pm

➤ **Step -4**

Select Exam Venue

➤ **Step -5**

- Click on Submit to book slot

The screenshot displays the 'Online Exam Slot Booking Form' with the following details:

- Profile Details:** Registration Id: 11xxxxxx11, Candidate Name: abc edf ghi, Email Id: abc@iii.org.in, Mobile No.: 0123456789
- Slot Booking Details:** Subject: (IC-02) Practice of Life Assurance (credit points 20), Center: Mumbai-Centre-624
- Slot Booking Calendar:** Exam Date: 09-09-2018, Exam Slot: 09:30 TO 11:30
- Venue Details:** Venue: SNDT COLLEGE, Venue Address: Mumbai-Centre-624

Red arrows indicate the following steps:

- Step 2:** Select Exam Date (09-09-2018)
- Step 3:** Select Exam Slot (09:30 TO 11:30)
- Step 4:** Select Exam Venue (SNDT COLLEGE)
- Step 5:** Click on Submit

Below the form, a table shows the booked slot:

Sr No.	Subject Name	Slot Booking Status	Exam Date	Exam Slot	Center Name	Venue Name	Venue Address
1	(IC-86) Risk Management (credit points 40)	B	08-09-2018	09:30 TO 11:30	Mumbai-Centre-624	SNDT COLLEGE	Mumbai-Centre-624

Slot has been booked

Please note that screenshot given for example purpose.

➤ Your slot booking history will be shown as per below...

Online Exam Slot Booking Form Fields are Mandatory

Profile Details :
Registration Id : 11xxxxxx11 Candidate Name : abc def ghi
Email Id : abc@iii.org.in Mobile No. : 0123456789

Slot Booking Details :
Subject :* --- Select Subject --- Center :* -----

Slot Booking Calendar :
Exam Date :* --Select Exam Date-- Exam Slot :* --Select Exam Slot--

Venue Details :
Venue :* --- Select Venue ---

Venue Address :

Slot Booked

Sr No.	Subject Name	Slot Booking Status	Exam Date	Exam Slot	Center Name	Venue Name	Venue Address
1	(IC-02) Practice of Life Assurance (credit points 20)	B	DD/MM/YYYY	03:00 TO 05:00	Mumbai-Centre-624	NAME OF CENTER	ADDRESS OF THE CENTER
2	(IC-86) Risk Management (credit points 40)	B	DD/MM/YYYY	03:00 TO 05:00	Mumbai-Centre-624	NAME OF CENTER	ADDRESS OF THE CENTER

Slot has been booked

7) Download Hall Ticket

Click on Exam Registration – Download Hall Ticket - Hall Ticket- Online Exam

Please note that screenshot given for example purpose.