

## **Steps to be followed for Insurance Marketing Firm/ Corporate Agent/ Web Aggregators**

Following are the steps which have to followed to register for online Training , online Examination and to get code for license from IRDAI by Corporates/Candidates.

**To get the information for all following points, please see stepwise information.**

### **Step 1 :**

To create Company profile on [www.iiexams.org](http://www.iiexams.org) Portal.[ Applicable to Companies/Corporates]

<http://www.iiexams.org/PublicAccess/CorporateSignUp.aspx>

### **Step 2 :**

After receiving ID and password of [www.iiexams.org](http://www.iiexams.org) portal, you can create URN of single candidate using “Exam Sponsorship Form” option or you can use Bulk upload format to generate URN. [ Applicable to Companies/Corporates]

**Please check Branch code master option.** So that in future branch wise reports can be generated. As per your Company’s PL. update branch code for each URN as per your company’s branch details.

### **Step 3 :**

To register Online Training, go to [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) -> under <<IRDAI Examinations>> menu . There are two options

- Single Registration for online training (This option is for the candidate so that candidate can make the payment for online training) -> As soon as the payment is done, candidate will receive ID and password by SMS/Email. So that candidate can start the online training.
- <https://www.insuranceinstituteofindia.com/web/guest/corporate-agent-single-registration;jsessionid=BA38C739440978291FA9F7156752AFE6>

### **Step 4 :**

For Bulk Registration, company has to create Company Profile and get id and password of [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) website using below link. [ Applicable to Companies/Corporates]

<https://www.insuranceinstituteofindia.com/web/guest/corporate-profile-creation;jsessionid=BA38C739440978291FA9F7156752AFE6>

- After log in [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com), then company can upload bulk file of URN and can make the single payment by online mode for URNs which are uploaded by company.->
- As soon as the payment is done, candidate will receive ID and password by SMS/Email. So that candidate can start the online training.

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➤ **Step 5 :**

To register for examination, it is mandatory to generate training completion certificate on the website [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) under IRDAI Examinations menu.  
<https://www.insuranceinstituteofindia.com/web/guest/training-completion-certificate>

**Step 6 :**

The first Examination for IMF and Web Aggregators will be conducted on 17<sup>th</sup> October, 2016.

Thereafter the candidates can appear for the IMF and Web Aggregators examination immediately after the completion of his training.

**Step 7 :**

For examination registration, Batch Id can be generated on [www.iiexams.org](http://www.iiexams.org) portal by the Corporates/Companies. No individual candidate can create batch ID/Transaction ID for examination registration.

To create batch ID, corporate can go to [www.iiexams.org](http://www.iiexams.org) , under <<Examination Registration>> Tab, please select applicant date of URN and preferred examination date and create batch ID.

**Step 8 :**

On the basis of batch Id/Transaction ID, company/candidates can make the payment and register for examination.

**Step 9 :**

The venue & Examination Slot details will be informed to the candidate by SMS/ Email.

**Step 10 :**

After passing the examination, you can download examination passing certificate on [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) using following link  
<https://www.insuranceinstituteofindia.com/web/guest/process-to-share-applicant-exam-result>

**Step 11 :**

To generate code of license on IRDAI portal, pl visit [www.irdaonline.org](http://www.irdaonline.org)

## Steps to be followed for Insurance Marketing Firm/ Corporate Agent/ Web Aggregators

### Step 12 :

You can email/contact to following email IDs / contact Nos as per query.

#### Contact details

Portal	Query	Email IDs	Telephone Nos
<a href="http://www.liiexams.org">www.liiexams.org</a>	Corporate /Company Profile	<a href="mailto:Tech.support@nseit.com">Tech.support@nseit.com</a>	022-42706500
<a href="http://www.liiexams.org">www.liiexams.org</a>	Bulk upload file – URN Generation	<a href="mailto:Tech.support@nseit.com">Tech.support@nseit.com</a>	022-42706500
<a href="http://www.liiexams.org">www.liiexams.org</a>	Exam Sponsorship Form	<a href="mailto:Tech.support@nseit.com">Tech.support@nseit.com</a>	022-42706500
<a href="http://www.insuranceinstituteofindia.com">www.insuranceinstituteofindia.com</a>	Online Training ( ID and Password, Online Payment for Training etc)	<a href="mailto:reg.exams@iii.org.in">reg.exams@iii.org.in</a>	022-26544220/224/208
<a href="https://iii.learningmate.com">https://iii.learningmate.com</a>	Timer not working/No courses found	<a href="mailto:Support.lx@learningmate.com">Support.lx@learningmate.com</a>	
<a href="http://www.liiexams.org">www.liiexams.org</a>	Examination Registration, Hall Ticket, Score Card/Online Payment for examination	<a href="mailto:Exams_schedule@nseit.com">Exams_schedule@nseit.com</a>	022-42547510
<a href="http://www.irdaonline.org">www.irdaonline.org</a>	To generate code of License	<a href="mailto:tech.support@irdaonline.org">tech.support@irdaonline.org</a>	0253-6636582/0253-6636583