Following are the steps to make the payment towards the online training by Web-Wallet Payment for Insurance Brokers (Authorised Verifier)

**Step 01: Insurance Brokers (Authorised Verifier)** 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-> Corporate Agent-> 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-> Corporate Agent-> 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

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

#### <u>firebaseio.com</u>

Above two website serves the library which is used for real time data and chat service.

#### cdn.rawgit.com

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.

**Insurance Brokers (Authorised Verifier)** 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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M	Nobile number of Principal Officer / Designated Person:*				
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c	Company Email :*				
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C	Contact Person Name:*				
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Please enter your Insurance Brokers (Authorised Verifier)Login details of

www.insuranceinstuteofindia.com portal.

egymen detawards पित्रा प्रियोग कीमा संस्थान NINURANCE INSTITUTE OF INDIA	
(non-211)	Enter your Login Name and Password Login Name em1238 Password Password LOGIN CLEAR Errot Password Reset Password Reset Password Errot Username(Registered Candidates)

#### Please click on Create Web Wallet

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			Help to clear Browse		ayinen		ын керогс	

Following Screen will appeared and click on Yes



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/-.

		Last Login Date : Monday, July	17, 2017 Reset Password
About us Examinations	IRDAI Examinations Study	Material Affiliates Help De	esk   Useful Links   Contact us   FAQs   Siter
rs per day (2Hours) of trai	Syllabus	and I S P (s) of Insurance	Marketing Firms (IMF) h
Welcome to Insurance Institu	IC38 Study Material		
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The Insurance Institute of India for Memorial) was established in the ve		surance Institutes (J.C. Setalvad Insurance Education & Training in	
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	Insurance Marketing Firm	enter UTR no of NEFT	"Life & General Insurance".
Photo Gallery	-IMF (Old Candidates)	payment	▶ Profess
le i noto Ganery	Broker Online Training -	Webwallet Calculator - To	Click on Web
Library	Fresher	check payment which has	
Library	Broker Online Training	to make by NEFT option	wallet Calculator
***	-Renewal	WebWallet Terms &	
C.P.D	Surveyors Exam	Conditions	Insurance Brokers(Only Freshers)
	Help to clear Browser	Payment Bifurcation Report	
Online Examination	History	Online Exam December-2016 OFFLINE Exam November-2016	Insurance Renewal Brokers
	PG Diploma in Health	Devolution ( Detetal Dates	Online Training

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 M	Material Affiliates	Help Desk	Useful Links	Contact us	FAQs S
Web Wallet Deposit An	nount Calculator						
Advance Amount : 100	0000	TDS Deduction :	Yes 🗸		Calculate Depos	it Amount	
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	Add : CGST (9.0%)			Save c	alculations for raisin	g new fund reque	est
	Add : SGST (9.0%) Less : TDS (10.0%)				Save Deta	ails	
Net amount to be depo account	sited into the I.I.I. ban through NEFT / RTGS					As soo	n as you cli
	Please make payments	through NEFT/RTGS into III E	Bank Account. Following		count details :	on Sav	e details
Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of I	ndia	eneficiary A/c. No	; button	i, this entry
RTGS IFSC Code No :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mur	nbai - 4000	SWIFT Code No	date is	your fund
MICR Code No. :	400211002	Beneficiary Address :	Plot No E C PL		Consulate, Bandra	<sup>Ku</sup> reques	st date
		Amount which you					

This is the Net Amount which you have to pay by NEFT

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

Home - Insurance Institute (     Webwallet Calculator - × +		-	٥	×
$\leftarrow$ $\rightarrow$ $\circlearrowright$ insuranceinstituteofindia.com/web/guest/web-walled	-deposit-amount 🔲 🕁 🛛 🚍		٩	
Friday, July 14, 2017	Welcome The Jammu & Kashmir Bank Ltd.			
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	Last Login Date : Friday, July 14, 2017 Reset Password			
🛱 Home About us Examinations IRDAI	Examinations Study Material Affiliates Help Desk Useful Links Contact us FAQs Sitemap CPD			
Web Wallet Deposit Amount Calculator           Advance Amount :         100000           Advance Amount :         100000           Advance Amount :         100000           Add: CGST (0 0)         Add: SGST (0 0)           Less: TDS (10.0)         Less: TDS (10.0)           Net amount to be deposited into the LL be account through NEFT / NTC           Bank Name :         Avis Bank Idd           RTGS IF SC Code No :         UTIB000004           MICR Code No. :         400211002	This site says Do you want to save details ? 1.If Yes then click OK If NO then click Cancel  OK Cancel Uc. No : 004010100143402 de No : AXISINBBD04 Beneficiary Address : (E) Mumbal - 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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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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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 L	ogin Date : Friday	July 14, 20	17 Reset Pas	sword			
🕈 Home 🛛 About us	Examinations	RDAI Examinations	Study Material	Affiliates He	lp Desk	Useful Links	Contact us	FAQs	Sitemap	CPD
Web Wallet										
Your Current Balance	:0									
Do you want to raise ne	ew fund request ? Yes									
Please search the prev Date: From : 14-07	-2017	: To:* 14-07-2017	Searc	h						
Select Sr.No. Fu	Ind Id Base Amour	It Service Tax	SwachBharat Tax	Krishikalya	n Tax	TDS Amount	Deposit amo	ount		
1 2	1146 100000	0	0	0		10000	108000			
			Proceed							

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

# Web-Wallet Help Manual for Insurance Brokers (Authorised Verifier)

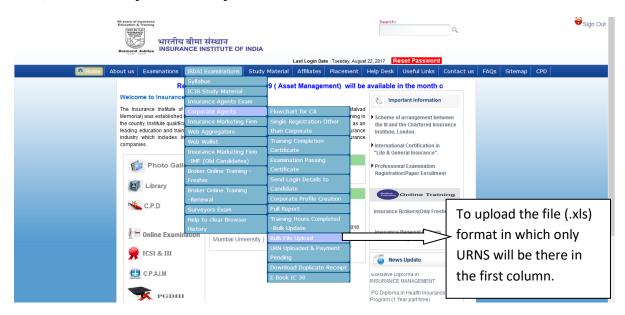
	Last Login Date : Friday, July 14, 2017 Reset Password
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Web Wallet Fund Request Form	
Type* :	NEFT V
Transaction Date * :	07-07-2017
Advance Amount :	100000
Deposit Amount :	108000
Name of Bank Through amount deposited* :	Jammu and Kashmir Be
UTR No./Transaction No* :	JAKA070717017940
☑ I hereby declare that all th	he details entered are correct.
sub	bmit

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

8) years of insurance Education of the Insurant Austrice Diamond Austrice Insurant Austrice Insurance Insurance		Search:	Q									
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Home About us Examinations IRDAL	Examinations Study Material	filiates Help Desk Usefu	ul Links Contact us FAQs	Sitemap CPD								
Your Current Balance : 0 Do you want to raise new fund request ? Yes												
Pending Requests: Sr.No. Fund Base Service Swachbharat Krish Id Amount Tax Tax T		action UTR No.	Bank Name Status	Action								
1 21146 100000 0 0		7-2017 JAKA070717017940 Jamm	u and Kashmir Bank Pending with Mak	er Update Delete								

#### 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)

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

ti annual स्वित्यान में भाषाला स्वित्यान भारतीय बीमा संस्थान Bararet Jubiter INSURANCE INSTITUTE OF INDIA	Searchi Q	Sign Out
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Corporate Agent Corporate Wise URN Upload		
File : Browse URNS_20.xls	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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