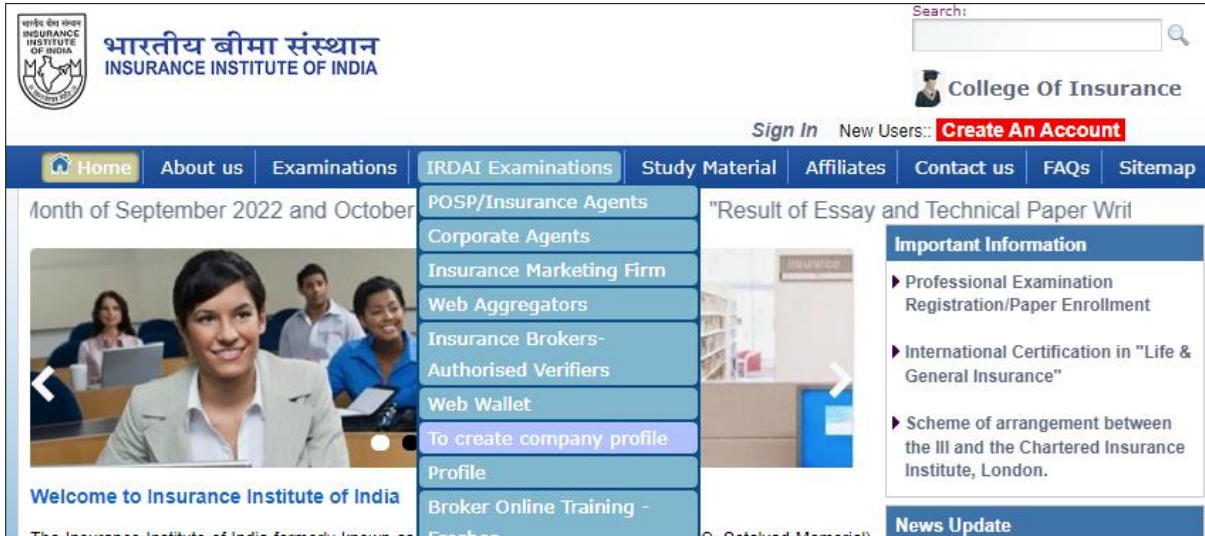**Online Registration For Training And Examination**

Process of Online Registration for Training and Examination for Corporate Agent

1. Creation of Company profile on Training Portal to get ID and Password of 2 websites (Training and Examination Portal).

2. It may take 2-3 working days to get the Login id and password of 2 websites (Training Portal and Examination Portal).

3. Creation of Branch and Unique Registration Number (URN)

4. Payment of Training Fees

5. Registration of Examination (To create Batch ID)

6. Payment of Examination Fees.

7. Download the Hall Ticket

8. Passing Certificate and Score Card

9. Registration of Certificate on the IRDAI Website

10. Contact Details of Help desk of III, NSEIT and IRDAI

Online Registration For Training And Examination
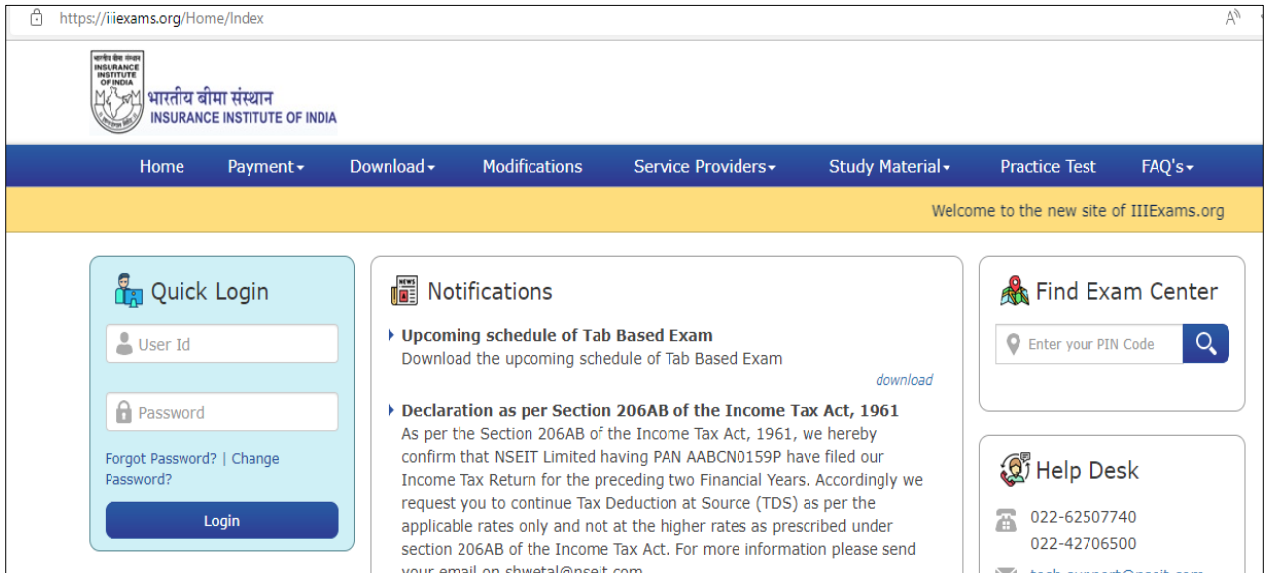
Step1: Creation of Company profile

To create a company profile, please click on the following link
https://www.insuranceinstituteofindia.com/web/guest (Training Portal)

Step 2 : Login id and password of 2 websites.

After the creation of the company profile, you will receive 2 login ids and passwords for the Training portal and Examination portal respectively within 2-3 working days. Please log in to Examination Portal https://www.iiiexams.org/ (Examination Portal) to create a candidate's profile for training and examination after receiving the ID and password.

Step 3: Creation of Branch and URN

After receiving ID and password **of www.iiiexams.org portal**, Company can create Branch and URN.

- **Branch Creation–**Please enter branch code and branch details of your company. The system will ask you to update branch code for each URN (Unique Registration Number) in   the   training   Registration   form   (Examination->Training   Registration   Form).

- **URN Creation (Unique Registration Number)**

URN of the candidate can be created by two ways 1) Single Registration 2) Bulk Registration

Examination->**Training Registration Form**

Online Registration For Training And Examination

➢ **Single Registration - Examination->Training registration Form**

Enter details of the candidates as per format. After saving the details Unique Registration Number (URN) will be generated. URN is required for training registration. Once URN is generated it is valid for life time.

URN Cration of Principal Officer

Please crearte URN of Principal officer using the option named "Examination->Training Registration Form". Bulk registration of Prnicipal officer is not available. For registration of Principal officer, company has to upload Graudation / Post Graduation certificate on website.

Online Registration For Training And Examination

If principal officer completed below mentioned courses, candidate will get 25 hours of relaxation in training hours. Company has to upload te certificate for the selected qualification. Once certificate will upload on website, Insurance Institute of India will check the certificate and approve it within 2-3 working days.

> ➢ **Bulk Registration**- Download Template and upload on site

Step 4: Payment of training fees

After creating URN to register candidate for Online Training, go to
www.insuranceinstituteofindia.com for payment of fees.

There are two option to do the payment of register candidate Single and Bulk.

1) Single registration:

IRDAI Examination –Fresh Online Training-Single Registration for Individual
Candidate.

Link: https://www.insuranceinstituteofindia.com/web/guest/single-registration-other-than-corporate

Single Registration

Using this option is candidate/ company can make the payment for online training for
which login ID and Password is not required.

Candidate details will display on the portal, Please check the details and then do the
payment.

As soon as the payment is done, the candidate will receive an ID and password by
Email/SMS. So that candidate can start the online training.

Online Registration For Training And Examination

Bulk Registration

The companies can register candidates in bulk. For Bulk Registration, the company has to log in to https://www.insuranceinstituteofindia.com through login id and password

> ➢ **Step 1** Prepare excel file to upload on the portal.

Excel file Format

> ➢ URN number save with no heading
> ➢ Sheet name should be Sheet1
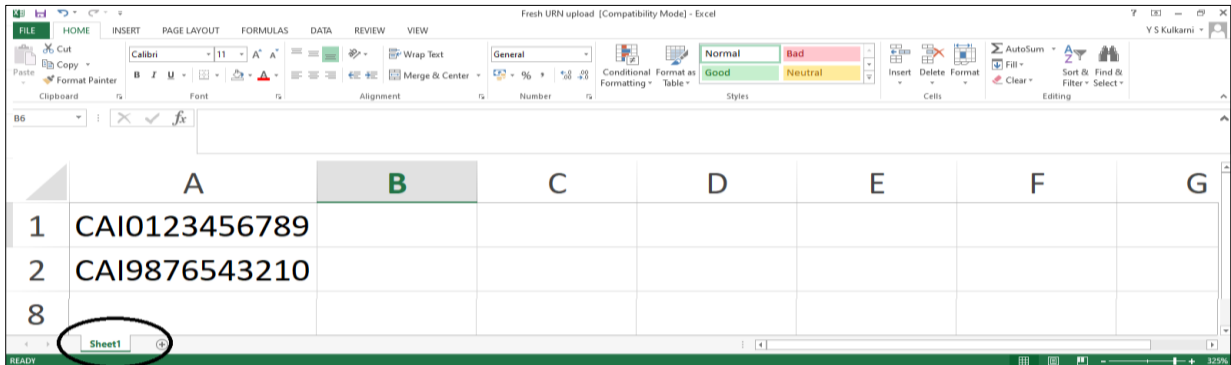
- Sheet should save in 97-2003 format
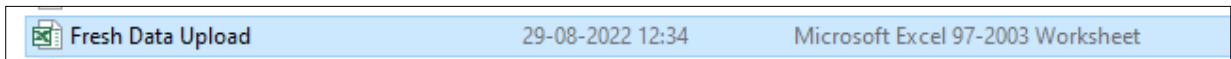
> ➢ **Step 2**: Excel file upload:

IRDAI Examination –Fresh Online Training-Bulk file upload.

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

1) Select below option to upload the excel file.
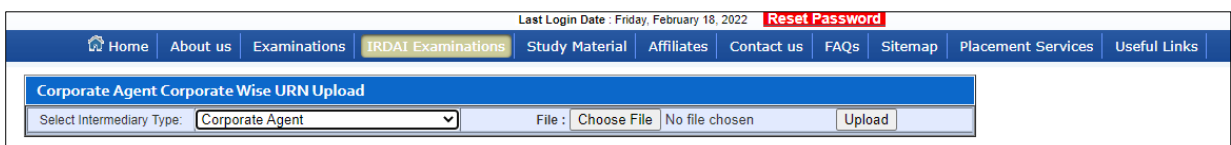
2) After choosing file, file name will show on screen and then click on upload

3) Uploaded URN will show on screen, select record and click on **Verify with IRDAI**

➢ **Step 3**: After uploading URN please select IRDAI Examination-Corporate Agent-Fresh Online Training-URN uploaded and Payment pending.

Online Registration For Training And Examination

Please Select 1) excel Uploaded Date 2) Status – To do payment 3) Go to payment

Corporate Agent Corporate Wise URN Uploaded Details

| From Date*: | 16-09-2022 | To Date*: | 16-09-2022 | | Reset Dates |
| URN: | | Intermediary Type*: Corporate Agent | | Status : * To Do Payment | |

Search

Select All ☑	URN	Uploaded Date	URN Expiry Date	TCC Validity Date	Status
☑		16-09-2022 01:06:34		--	To Do Payment
☑		16-09-2022 01:06:34		--	To Do Payment
☑		16-09-2022 01:06:34		--	To Do Payment
☑		16-09-2022 01:06:34		--	To Do Payment

After Uploading / Verifing data on this portal , If you have done any changes on www.iiiexams.org portal, Before making payment Please Select URN and click here :   Update Verifed

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

After clicking on Go to the payment below details will display on portal

Please select 1) Mode of Payment 2) Select service provider name from drop down   3) Mode of Training 4) GSTIN State 5) GSTIN Number and the click on proceed.

Please select the mode of payment: ◉ Online   ○ Web Wallet

Select Service Provider Name *

Mode of Training: ◉ (Web + Mobile App) based Online Training

GSTIN State * :

GSTIN No.:

Link to add GSTIN

Proceed

Corporate Wise Payment Confirmation

Date : 16/09/2022	Order No :
Candidate Name	
Email	
Mobile	
GSTIN Number	
GSTIN State	Maharashtra

Payment Details

Reference Id	1272
Registration Amount	3000.0
CGST	270.0
SGST	270.0
Grand Total	3540

You can make payment using your Credit/Debit card as well Internet Banking.

Payment Charges

Mode of Payment	Charges applicable
Internet Banking	Rs.12 per Transaction
Debit Card (Visa / Master)	1.00% of Transaction Amount (Minimum Rs.12/-)
Credit Card	1.50% of Transaction amount (Minimum Rs.12/-)
Amex/Diners card	3.00% of Transaction amount (Minimum Rs.12/-)
Wallet / Prepaid Card	Rs.12 per Transaction
Minimum Charges	All Charges subject to a minimum of Rs. 12/- per transaction.
Mobile wallets / Cash cards	For PayTM wallet : 2.00% of Customer Payment Amount For all others: 1.75% of Customer Payment Amount
UPI / UPI QR	NIL

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

Please Confirm
Yes   No

Online Registration For Training And Examination

Receipt will be generated.

As soon as the payment is done, candidate will receive ID and password by SMS/Email. So that candidate can start the online training.

After completion of training to download training completion certificate kindly **visit www.insuranceinstituteofindia.com.**

Step 5 : Registration of Examination.

To register for the examination **Batch id** is required. No individual candidate can create a batch ID for examination registration. The company / Corporate has to create a Batch ID for their candidates.

After the competition of training, candidate has to contact their sponsored company for batch id creation of examination registration.

To create a batch ID, Company / Corporate can go to **https://iiiexams.org** and log in on portal through the company's login id

Select **Examination-Examination Registration**

Two option available to crate batch id
1) Manual Batch Creation
2) Bulk upload

Online Registration For Training And Examination

1) Manual Batch Creation

To create a Batch ID follow the below steps.

- Select the date in Application from date and to date (the date on which date the URN was created). E.G If URN number is CAI**2807220**123 urn creation date is **28.07.22**
- Then directly click on submit then after it will populate the record which was created in the given application date range and for which the training is completed and valid.

- Click the record for which you want to register for exam and you have entered the preferred exam date and click on save to generate Batch ID.
- Once the batch ID is generated then no modification is allowed.
- After generation of Batch ID you can make the payment of the Batch ID/ through the given URL:
  http://nseitexams.com/OnlinePayment/paymentRequest.jsp
- Payment for the Batch ID/transaction ID can be made after 24 hours or next day of the Batch creation date.

2) Bulk Upload

Bulk batch ID creation facility is provided. Download the templet and enter details as per format and upload on portal.

Step 6 Payment of Examination Fees.

After the creation of batch id candidate/ company has to pay examination fees

Link :https://iiiexams.org/Home/Index

The candidate has to book a seat whose batch id is created as **self-scheduling** after making the payment. The candidate will receive a schedule whose batch id is created as auto-scheduling after making the payment.

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

Step 7: Download Hall Ticket

Candidate can download Hall Ticket
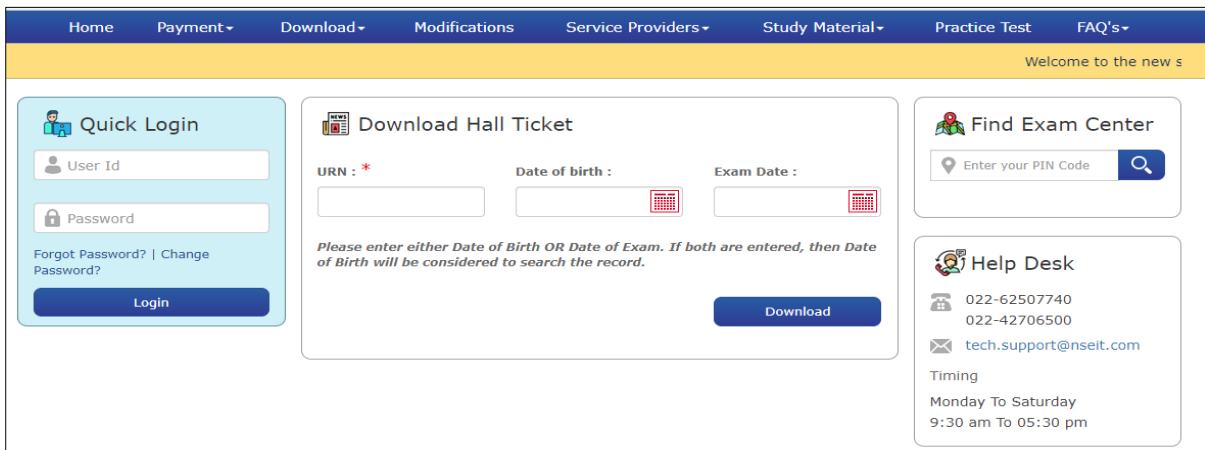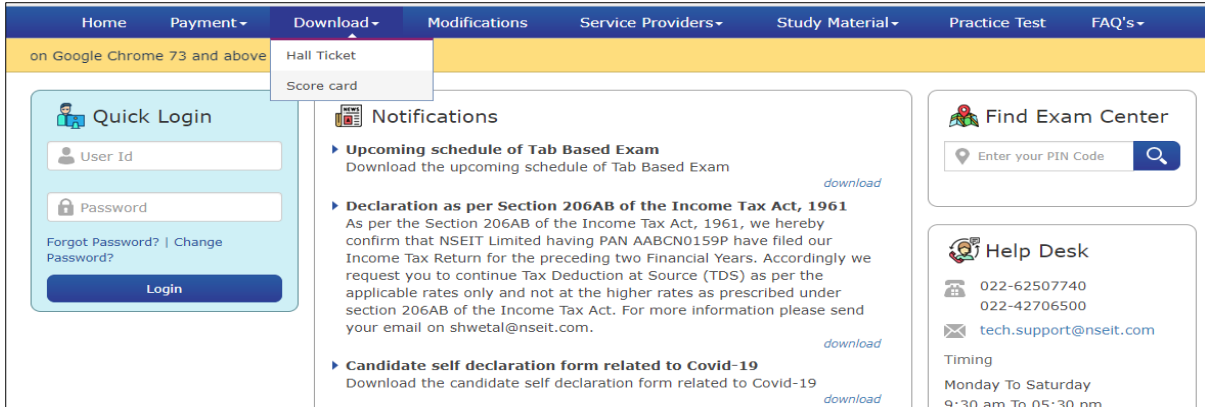
Please enter either **Date of Birth** OR **Date of Exam to download Hall Ticket**

Step -8 Examination passing certificate and Score Card

Examination passing certificate

After passing the examination, you can download examination passing certificate on www.insuranceinstituteofindia.com using following link
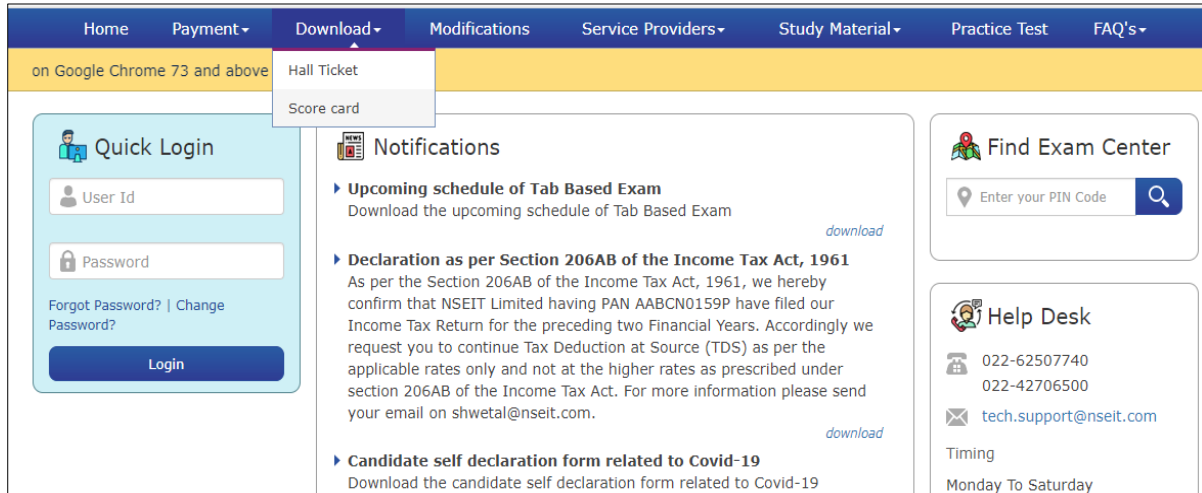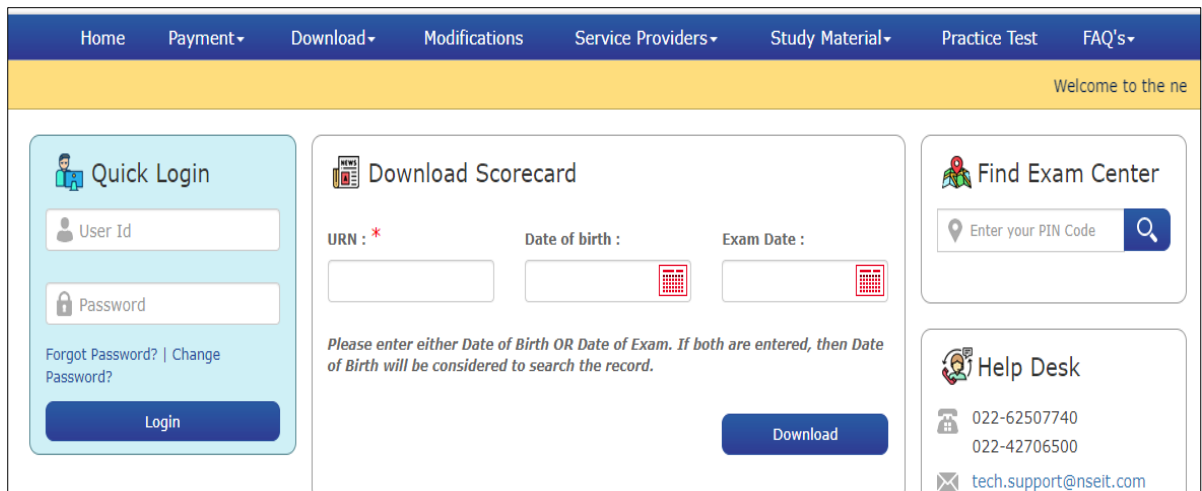https://www.insuranceinstituteofindia.com/web/guest/examination-passing-certificate

Online Registration For Training And Examination

Score Card

Link to download Scorecard: https://iiiexams.org/Candidates/Scorecard

> ➤ If the examination passed within six months kindly enter the date of the examination.
> ➤ If the examination passed before six months kindly enter date of birth.

Step 9: To generate the code of license on the IRDAI portal, kindly contact to sponsored company. **Please visit** https://agencyportal.irdai.gov.in/

Online Registration For Training And Examination

Contact Details:

Query	Portal	Email ID	Telephone Number
Company Profile	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/208/298
Login Id of Examination portal	https://iiiexams.org	tech.support@nseit.com	022-42706500
Login Id of Training portal	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/257/208/298
Branch Creation Training Registration Form Single URN creation Bulk upload File of URN creation	https://iiiexams.org	tech.support@nseit.com	022-42706500
Training Registration Training Completion Certificate	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/257/208/298
Examination Registration Online Payment for examination Hall Ticket, Score Card Examination fees receipt	https://iiiexams.org	exams_schedule@nseit.com	022-42547510/42547458
Passing Certificate	https://www.insuranceinstituteofindia.com	reg.exams@iii.org.in	022-26544220/257/208/298
To generate a certificate of registration (License)	https://agencyportal.irdai.gov.in/	agency.support@irdai.gov.in	040-23009733