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

## **Step1: Creation of Company profile**

To create a company profile, please click on the following link <u>https://www.insuranceinstituteofindia.com/web/guest</u> (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 <u>https://www.iiiexams.org/</u> (Examination Portal) to create a candidate's profile for training and examination after receiving the ID and password.

https://	iiiexams.org/Hor	ne/Index						A
INS		मा संस्थान E INSTITUTE OF INDI	A					
	Home	Payment <del>-</del>	Download -	Modifications	Service Providers -	Study Material •	Practice Test	FAQ's <b></b> ∙
						Weld	come to the new site (	of IIIExams.org
	Quick	Login	► Upcomi	ifications ing schedule of Tal ad the upcoming sch	<b>b Based Exam</b> edule of Tab Based Exam	download	Find Exa	
	Password Forgot Password Password?	?   Change .ogin	As per t confirm Income request applicab section	he Section 206AB of that NSEIT Limited I Tax Return for the p you to continue Tax le rates only and no	n 206AB of the Income T the Income Tax Act, 1961, having PAN AABCN0159P h receding two Financial Year Deduction at Source (TDS) t at the higher rates as pre e Tax Act. For more informat c.com.	we hereby ave filed our s. Accordingly we as per the scribed under	Help De     22-625077     022-427065     tech support	40

## 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).

Profile	~	Training Registration Form
Care Site	$\sim$	
Examination	~	Upload File :
Branch Details	^	Download Template
Create Branch		Select File : *
Update Branch Details		Choose File No file chosen
Branch Report		Declaration:
Reports	~	We hereby declare that all the information submitted by us is true and we will be held liable misrepresentation as per IRDAI Regulations.

## • 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

Profile	$\sim$	Training Registration Form
Care Site	$\sim$	
Examination	^	Upload File :
Training Registration Form		Download Template
Training Registration Form Correction		Select File : * Choose File No file chosen Upload
Duplicate URN Creation Form		
Examination Registration		Declaration:
Delete URN		misrepresentation as per IRDAI Regulations.
Quick Update		File type : zip file (*.zip ). Check the template for reference
Training Registration Request Status		Maximum size : 5 megabytes.

### **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.

Profile	Training Registration Form							
Care Site ~	Upload File :							
Examination ^	Download Template							
Training Registration Form								
Training Registration Form Correction	Select File : * Choose File No file chosen Upload							
Duplicate URN Creation Form	Choose File No file chosen Upload							
Examination Registration	Declaration:  Ue hereby declare that all the information submitted by us is true and we will be held liable for any false information or							
Delete URN	misrepresentation as per IRDAI Regulations.							
Quick Update	File type : zip file (*.zip ). Check the template for reference							
Training Registration Request Status	<ul> <li>Maximum size : 5 megabytes.</li> </ul>							
Branch Details 🗸 🗸	I prefer entering details :							
Reports 🗸								
	Application date Insurance Category : * CoR Type : * 07-Sep-2022 Select							
	U/-Select V							
	Personal Information :							
	Salutation : * Applicant's name : *							
	Select 🗸							
	Father's / Husband's Name : **							
	Date of Birth : ** Gender : ** Category : ** Area : **							
	Select V Select V							
	Nationality : <sup>98</sup> PAN : <sup>96</sup> Aadhaar No :							
	Select V							
	Driving License No : Passport No : Voter Identity Card : Photo Id Card of Govt :							
	Driving License No : Passport No : Voter Loentity Card : Photo Lo Card or Govt :							
(click on the image to select	(click on the Image to select)							
Educational back	ground :							
Basic Qualification : **	Board Name : * Roll number : * Year of passing : *							
Select	✓							
Professional Qualification	n : **							
Select	~							
	~							
Select	~							
Select Contact Informat A ] Current Address :	<pre>cion :</pre>							
Select Contact Informat	~							
Select Contact Informat A ] Current Address : House No : "								
Select Contact Informat A ] Current Address : House No : = State : #								
Select Contact Informat A ] Current Address : House No : "								
Select Contact Informat A ] Current Address : House No : = State : ** Select								
Select Contact Informat A ] Current Address : House No : = State : ** Select	<pre> iion :      Street / Road : **     Town / City : **      District : *      Pincode : *      : ( □ Same as current address ) </pre>							
Select Contact Informat A ] Current Address : House No : * State : ** Select B ] Permanent Address :	<pre></pre>							
Select Contact Informat A ] Current Address : House No : * State : ** Select B ] Permanent Address : House No : *	Street / Road : **     Town / City : **       District : *     Pincode : *       V     V       Street / Road : **     Town / City : **							
Select Contact Informat A ] Current Address : House No : *  State : * Select B ] Permanent Address : House No : *  State : **	Street / Road : "   Town / City : "   District : "   Pincode : "							
Select Contact Informat A ] Current Address : House No : * State : ** Select B ] Permanent Address : House No : *	Street / Road : **     Town / City : **       District : *     Pincode : *       V     V       Street / Road : **     Town / City : **							

C ] Speedy Contact :			
Landline Number :	Mobile Number : *	Email Id : *	Contact Person's Emai *
Employment Detail	s:		
Primary Profession :*	Employee No :*		
Branch State :*	Branch District :	* Branch	1 : <sup>#*</sup>
Select	~	~	
Examination Prefer	ences :		
Examination Mode	Examination Body : *	Examination Center : *	Examination Language
Online	Select 🗸	Select 🗸	Select

## URN Cration of Principal Officer

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

Educational backgro	ound :		
Basic Qualification : $*$	Board Name : *	Roll number : *	Year of passing : $*$
Graduate 🗸			
Select		/	
Graduate Post Graduate	e: *		
Choose File No file chose	en		
Please scan your certifica	te and upload the copy.		
▶ File type : image files (*.	jpg / *.jpeg ).		
Maximum size : 50 kiloby	rtes.		

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.

Educational background :		
Basic Qualification : *     Board Name : *     Ro       Select	ll number : *	Year of passing : *
<ul> <li>Basic Qualification Certificate: *</li> <li>Choose File No file chosen</li> <li>Please scan your certificate and upload the copy.</li> <li>File type : image files (*.jpg / *.jpeg ).</li> <li>Maximum size : 50 kilobytes.</li> </ul>		
Professional Qualification : * Associate / Fellow of CII London Select Associate / Fellow of Institute of Actuaries of India Associate / Fellow of Insurance Institute of India Post Graduate Qualification of Institute of Insurance and Risk Management Hyd Not Applicable	Choose File N Please scan you File type : image	lification Certificate: * No file chosen Dur certificate and upload the copy. age files (*.jpg / *.jpeg ). e : 50 kilobytes.

## > Bulk Registration- Download Template and upload on site

Profile	~	📳 Training Registration Form
Care Site	V	
Examination	^	Upload File :
Training Registration Form		Download Template
Training Registration Form Correction		Select File : * Choose File No file chosen Upload
Duplicate URN Creation Form		
Examination Registration		Declaration:
Delete URN		□ We hereby declare that all the information submitted by us is true and we will be held liable for any false information or misrepresentation as per IRDAI Regulations.
Quick Update		▶ File type : zip file (*.zip ). Check the template for reference

#### **Step 4: Payment of training fees**

After creating URN to register candidate for Online Training, go to <u>www.insuranceinstituteofindia.com</u> 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: <u>https://www.insuranceinstituteofindia.com/web/guest/single-registration-other-than-corporate</u>

		orgin in ind	w osers or			
Home About us Examinations	IRDAI Examinations Study	Material Affilia	tes Conta	ct us FAQs	Sitemap	Placement Services
Venue address changed for September	POSP/Insurance Agents	eBooks of stu	dv courses	are ech ava	INIU	
	Corporate Agents	Fresh Online Tra	ining	Single Regis	stration for	
Insurance	Insurance Marketing Firm	Renewal Online	Training	Individual C	andidate	
	Web Aggregators	Flowchart and C	irculars	Help Manua	nor single	
	Insurance Brokers-	Help Manual for		Registration		
	Authorised Verifiers	Training/Exam/\	Veb-Wallet	Training Co	npletion	
	Web Wallet	Send Login Deta	ils to	Certificate		
	To create company profile	Candidate		Examination	n Passing	
	Profile	E Book IC 38		Certificate		
Welcome to Insurance Institute of India	Broker Online Training -			Download R		resh
The Insurance Institute of India formerly known as	Fresher	C. Setalvad Memoria	al) News Up	Online Train	ing	
was established in the year 1955, for the purpose Institute qualifications are held in esteem both by	Broker Online Training -	Fraining in the counti its role as an leadir		Delete dupl	cate records	;

## Single Registration

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

Corporate Agent / IMF / Web Aggregators/Insurance Broker AV Registration Form							
NOTICE: Kindly ensure that you have registered yourself afresh, by filling in the 'Training Registration Form' on IRDAI portal ( <u>http://www.iiiexams.org/</u> ) and the URN you are entering is the newly generated URN ( URN for Corporate Agents starts with 'CAI' followed by a number )							
Enter URN No.*:		Search					
Verify PAN*:		Verify PAN					

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.

#### **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

	) v C v v		Fresh URN upload [Compati	ibility Mode] - Excel			7 🖂 – 🕾 🗙
FILE	HOME INSERT PAGE LAYOUT FORMULAS DA	ATA REVIEW VIEW					Y S Kulkarni 👻 🍳
	rmat Painter B I U · X · A · F	Image: Section 2         Image: Section 2           Image: Section 2         Image: Section 2           Image: Section 2         Image: Section 2	Formattin	nal Format as ng * Table *	eutral	<ul> <li>Clear * Filter * Select</li> </ul>	84
Clipbo		Alignment	rs Number rs	Styles	Cells	Editing	^
86	$\cdot$ : $\times \checkmark f_x$						A
	А	В	С	D	Е	F	G
1	CAI0123456789						
2	CAI9876543210						
8	$\frown$						
$- \leftarrow \rightarrow$	Sheet1 (+)			4			Þ
READY						III II	

• Sheet should save in 97-2003 format

🛐 Fresh Data Upload	29-08-2022 12:34	Microsoft Excel 97-2003 Worksheet

**Step 2**: Excel file upload:

IRDAI Examination -Fresh Online Training-Bulk file upload.

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

🕅 Home 🖌	About us	Examinations	Exam Registration	IRDAI Examinations S	tudy Material	Affiliates	Sitemap	Placement Services	Circ
		inge	d for September 202	POSP/Insurance Agents	ooks of s	study cours	es are nov	w available for purcha	ise.
				Corporate Agent / IMF				Important Information	
				/Web Aggregator WA		-		Professional Examin	
		1		Corporate Agents	Fresh O		J S	Single Registration for	
		11		Insurance Marketing Firr	m Repaym	ent- Fresh T	raining I	Individual Candidate	
		1		Web Aggregators	Renewal	Online Trair	ning H	Help Manual for Single	
				Insurance Brokers-	Report			Registration	
		and the	I I I I I I I I I I I I I I I I I I I	Authorised Verifiers	Updation	n of E-Learni	ing 🤇 E	Bulk File Upload	>
		22	A D R R R R R R R R R R R R R R R R R R	Web Wallet	Status			JRN Uploaded & Payme	int
		Wel	come to insurance ins	To create company profil	le Flowcha	rt and Circul	ars F	Pending	
		The	Insurance Institute of India	Profile	Help Ma	nual for	[	Training Completion	
		was	established in the year 195	Update GSTIN	Training,	/Exam/Web-	Wallet		
		msut	ute qualifications are held ation and training provider	Broker Online Training -	Send Lo	gin Details t	, E		
			des Insurance regulatory au		Candida	te	(	Certificate	
				Broker Online Training -	Downloa	d Duplicate	Receipt [	Download Receipt for Fr	resh
		A	cademics	Renewal	E Book I	(C 38		Online Training	
				web gas to	<b>D</b> 11 <b>D</b>			Push Data to Examination	on

1) Select below option to upload the excel file.

Generate Agent Corporate Wise URN Upload		
Corporate Agent Corporate Wise URN Upload	ment Services (	Useful Links
Corporate Agent Corporate Wise URN Upload		
Select Intermediary Type: Corporate Agent V File : Choose File No file chosen Upload		

2) After choosing file, file name will show on screen and then click on upload

Corporate Agent Corp	orate Wise URN Upload				$\frown$	
Select Intermediary Type:	Corporate Agent	~	File :	Choose File	Fresh URN upload.xls	Upload
					$\sim$	

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

From         16-09-2022         III         Reset Dates           Date*:         III         IIII         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII										
URN: Corporate Agent Status : *										
Search										
Select All 🗹	URN	Uploaded Date	URN Expiry Date	TCC Validity Date	Status					
		16-09-2022 03:39:03		-	To Be Verified					
		16-09-2022 03:39:03			To Be Verified					
		16-09-2022 03:39:03			To Be Verified					
<b>Z</b>		16-09-2022 03:39:03			To Be Verified					
After Uploading / Verifing	) data on this portal , If you ha payment Please	ve done any changes on www select HPN and click here :	v.iiiexams.org poi	tal, Before making	Update Verifed					
Verify S	elected Records Verify w	ith IRDA		Go to Payment:	Go to Payment					
Change Statue of The Through Single Payment Not Done: Change Status										
elect Service Provider Name *										

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

		Last Login Date . I huay, rebruary 10, 2022					C3CL   433WVI4			
🕅 Home About us	Examinations	IRDAI Examinations	Study	Material	Affiliates	Contact	t us 🛛 I	FAQs	Sitemap	Placement Services
		POSP/Insurance Ager	nts	5 C	entre's Ven	ue addre	ess cha	anded	fo	
		Corporate Agents		Fresh Or	line Training	g	Single	e Regis	tration for	
13	0 -	Insurance Marketing Firm		Repayme	ent- Fresh T	raining	Indivi	dual Ca	andidate	
A		Web Aggregators		Renewal	Online Trair	ning	Help N	Manual	for Single	
	1643	Insurance Brokers-		Report			Registration			
		Authorised Verifiers		Flowchart and Circulars		ars	Bulk File Upload			
	- 7	Web Wallet		Help Mar			URN Uploaded & Payment		nt	
	k	To create company profile		Training/Exam/Web-Wallet		Pendir	ng			
		Profile		Send Login Details to		0	Training Completion			
Welcome to Insurance In	stitute of India	Update GSTIN		Candidate			Certificate		_	
The Insurance Institute of Indi	a formerly known as	Broker Online Trainin	g -	Downloa	d Duplicate	Receipt	Examination Passing			
was established in the year 19 Institute gualifications are hel	955, for the purpose Id in esteem both b	Fresher		E Book I	C 38		Certificate		_	
education and training provide	r I.I.I. is closely asso	Broker Online Trainin	g -	OLD Rep	orts				eceipt for Fi	resh
includes Insurance regulatory a	authority of india, put	Renewal		Downloa	d Invoice cu	ım		e Traini		
		Web Conden					Push I	<u>Data to</u>	Examinati	on

**Corporate Agent Corporate Wise URN Uploaded Details** 16-09-2022 From To Date\*: 16-09-2022 . Reset Dates Date\* . Intermediary Type\* Status : \* URN: To Do Payment Corporate Agent v Search **URN Expiry** URN TCC Validity Date Uploaded Date Status Select All Date ~ 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 w payment Please Select URN and click here org portal, Before making Update Verifed Go to Payment Verify Selected Records: Go to Payr

Please Select 1) excel Uploaded Date 2) Status - To do payment 3) 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: <ul> <li>Online</li> </ul>	O 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 Confirm	ation					
Date : 16/09/2022	2	Order No :				
Candidate Name						
Email						
Mobile						
GSTIN Number						
GSTIN State		Maharashtra				
	Payn	nent Details				
Reference Id 1272						
Registration Amount		3000.0				
CGST		270.0				
SGST		270.0				
Grand Total 3540						
You can m		Credit/Debit card as well Internet Banking. ent Charges				
Mode of Payment		Charges applicable				
Internet Banking	Rs.12 per Transaction					
Debit Card (Visa / Master)	1.00% of Transaction Amou	Int (Minimum Rs.12/-)				
Credit Card	1.50% of Transaction amou	Int (Minimum Rs.12/-)				
Amex/Diners card	3.00% of Transaction amou	Int (Minimum Rs.12/-)				
Wallet / Prepaid Card	Rs.12 per Transaction					
Minimum Charges	All Charges subject to a mi	nimum of Rs. 12/- per transaction.				
Mobile wallets / Cash cards	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.						

Please Confirm Yes No

Receipt will be generated.

Receipt for corporate Agent- fresh Online fraining	- Bulk Registration - Online Payment					
भारतीय बीमा संस्थान INSURANCE INSTITUTE OF INDIA	Insurance Institute of India (III) Plot No C-46,Near U.S. Consulate,G-Block, Bandra Kurla Complex, Bandra East,Mumbai,Maharashtra 400051 Telephone Number : 022-26544220/257/208 Email Id : reg.exams@iii.org.in Website : www.insuranceinstituteofindia.com PAN No Of The III : AAATI1174R TAN No Of The III : MUMI00157D Service Tax No : AAATI1174RSD001 HSN Code : HSN is not applicable to III G\$TIN Of III : 27AATI1174R127 Application Reference No (ARN) Of III : AA2704170743831 SAC Code Of III : 999299 (Commercial Training & Coaching)					
	Click Here to return Home Page					
Date : 16/09/2022	Order No : 82449292					
Company Name						
Email Id						
Mobile Number						
	Payment Details					
Reference Id	1272					
Total Amount	3000.0					
CGST	270.0					
SGST	270.0					
Grand Total	3540.0					
Company Address						
GSTIN of State Bank of India						
GSTIN State						
	Transaction Details					
Transaction Number	WHMP1272					
Transaction Date	16-09-2022 15:07:05					
Transaction Status	PGS10001-Success					
Note : Please save this receipt for future reference						
	Print					

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** <u>www.insuranceinstituteofindia.com</u>.

Reference About us Examinations	IRDAI Examinations	Study	Material	Affiliates	G Contac	t us	FAQs	Sitemap	Placement
	POSP/Insurance Agen	ts	nue addre	ess chand	ed for Se	ptem	ber 202	22 (	
	Corporate Agents		Fresh Or	iline Traini	ng	Sing	le Regis	tration for	
	Insurance Marketing I	-irm	Renewal	Online Tra	aining	Indiv	vidual C	andidate	
	Web Aggregators		Flowchar	rt and Circ	ulars			l for Single	
	Insurance Brokers-	Help Manual for Training/Exam/Web-Walle			Registration				
	Authorised Verifiers				Trair	n <mark>ing</mark> Con	npletion		
	Web Wallet		Send Login Details to			Certificate			
AT I I HARD TO THE I HARD	To create company pr	To create company profile		Candidate			nnation	Passing	
	Profile		E Book I	C 38		Certi	ificate		
Welcome to Insurance Institute of India	Broker Online Training	] -						eceipt for F	resh
The Insurance Institute of India formerly known as	Fresher		C. Setalvad		News Upo				
was established in the year 1955, for the purpose	Broker Online Training	]-	Fraining in t		For Members mrm@iii.org.i	Dele	te dupli	cate record	5
Institute qualifications are held in esteem both b	Renewal		its role as	an leading					

### **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 <u>https://iiiexams.org</u> and log in on portal through the company's login id

## Select Examination-Examination Registration

Profile	$\sim$	Exam Registra	tion				
Care Site	$\sim$						
Examination	> ^	Upload File					
Training Registration Form					To Downlo	oad Template for bulk u	pload Click He
Training Registration Form Correction		Select File : * Choose File No file ch	hosen			Upl	oad
Duplicate URN Creation Form							
Examination Registration	>	Manual Batch Crea	ation				
Delete URN		From Date <sup>*</sup>	То	Date <sup>*</sup>		Exam Body <sup>*</sup>	
Quick Update		12-Sep-2022	1	12-Sep-2022		Select	
Training Registration Request Status		Exam Center <sup>*</sup>					
Branch Details	$\sim$	All		~		Search (	Candidates
Reports	$\sim$						

Two option available to crate batch id

- 1) Manual Batch Creation
- 2) Bulk upload

Exam Registration			
Upload File			
Select File : *		To Download Template for bulk upload <u>C</u>	Click Here
Choose File No file chosen		Upload	
Manual Batch Creation			
From Date <sup>*</sup>	To Date <sup>*</sup>	Exam Body <sup>*</sup>	
12-Sep-2022	12-Sep-2022	Select	~
Exam Center*			
All	~	Search Candida	ates

## 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 CAI2807220123 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.

0	Process All records on this page				
	Applicant Name	URN	Preferred Exam Date (Mandatory)	Email	TCC Expiry Date
0	Nillian				06 Sep 2023
0	Minimum i risragan				06 Sep 2023

- 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.

XI				Exa	aminationRegistrat	ion (1) [Compatibility N	lode] - Excel		
FILE	HOME INSERT	PAGE LAYOUT FORM	ULAS DATA REVIEW \	/IEW	-				
	🔏 Cut 🛛 🗛	al - 10 - A	≥ = = ≥ ≫ - ≥ w	rap Text Gene	eral -	. 🙀 🛒	Normal	Bad	• • • • • • • • • • • • • • • • • • •
Paste	'≞≣ Copy ▼	I U - 🗄 - 🛆 - 🗚	. = = = <del>=</del> <del>=</del> <del>=</del> <del>=</del> <del>=</del> <del>=</del>	lerge & Center 👻 😨	% * €.0 .00		as Good	Neutral	Incort
	Clipboard 🕞	Font	Alignment	G	Number	G I I I I I I I I I I I I I I I I I I I	Styles		
H11	×	$\checkmark f_x$							
	А	В	С	D	E	F	G	н	
1	IRDA URN	Payment Mode	Insurer Remark	Enrollment No	OnOrAfter	Date EmailIds		Scheduling Mo	ode
2					1	9	11	· ·	
3						IfterDate tion: Mandatory Field			
4						t: dd-MMM-yyyy example -	- 01-1an-2019		
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## **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

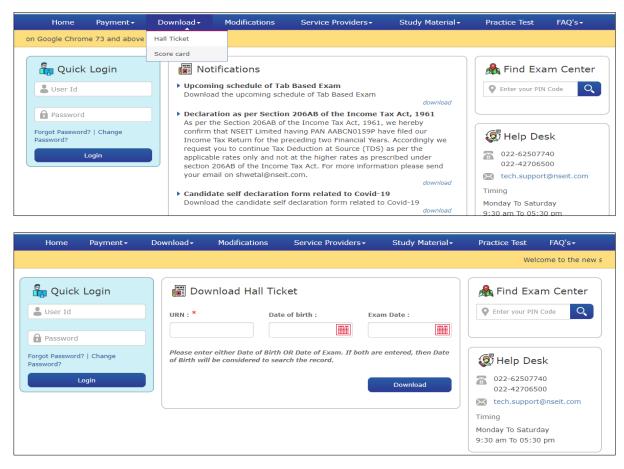
Home	Payment <del>-</del>	Download - Modification	s Service Providers •	Study Material -	Practice Test FAQ's •		
	Exam fees		Welcome to the new s	ite of IIIExams.org	Portal best viewed on Google Chro		
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User Id		Upcoming schedule of	Upcoming schedule of Tab Based Exam     Download the upcoming schedule of Tab Based Exam     download				
Password Forgot Password Password?		As per the Section 206Al confirm that NSEIT Limit Income Tax Return for th request you to continue applicable rates only and	tion 206AB of the Income Ta B of the Income Tax Act, 1961, ed having PAN AABCN0159P ha le preceding two Financial Years Tax Deduction at Source (TDS) I not at the higher rates as pres ome Tax Act. For more informal useit.com.	<ul> <li>Help Desk</li> <li>022-62507740</li> <li>022-42706500</li> <li>tech.support@nseit.com</li> </ul>			
2. For any pa 3. Please do	can make a payme ayment related query not close the brows	nt next day after confirmed for examin y, insurance company/candidate need er till you get an appropriate message s payment is "Unsuccessful" and amor	to contact the respective bank. (Payment Successful/Unsuccessfu		tomer Reference number.		
6. In case of	payment confirma	pe refunded under any circumstances of ation not received, transaction amou 2706500 ( timing 9:30 am to 5:30 pm ).	int will be refunded back within 3	- 4 working days.	for the examination.		

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-passingcertificate



## Score Card

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

Home	Payment <del>-</del>	Download -	Modifications	Service Providers -	Study Material <del>-</del>	Practice Test	FAQ's <del>▼</del>
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Forgot Password Password?	!?   Change Login	Income T request y applicabl section 2	ax Return for the p rou to continue Tax e rates only and no 06AB of the Income	naving PAN AABCN0159P has receding two Financial Years Deduction at Source (TDS) t at the higher rates as press Tax Act. For more informa	s. Accordingly we as per the scribed under	022-625077 022-427065	40
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Quick	Login	URN : *	wnload Scorec		Exam Date :		Sind Ex Find Ex	am Center	
Password Forgot Password Password?	l?   Change		ter either Date of Birth	OR Date of Exam. If both arch the record.	are entered, then Date		🕵 Help De	esk	
	_ogin				Download		022-42706		

- 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/

## **Contact Details:**

Query	Portal	Email ID	Telephone Number
Company Profile	https://www.in suranceinstitute ofindia.com	reg.exams@iii.org.in	022- 26544220/20 8/298
Login Id of Examination portal	https://iiiexam s.org	tech.support@nseit.com	022- 42706500
Login Id of Training portal	https://www.in suranceinstitute ofindia.com	reg.exams@iii.org.in	022- 26544220/25 7/208/298
Branch Creation	https://iiiexam	tech.support@nseit.com	022-
Training Registration Form	s.org		42706500
Single URN creation			
Bulk upload File of URN creation			
Training Registration	https://www.in suranceinstitute	reg.exams@iii.org.in	022- 26544220/25
Training Completion Certificate	ofindia.com		7/208/298
Examination Registration	https://iiiexam	exams_schedule@nseit.com	022-
Online Payment for examination	<u>s.org</u>		42547510 /42547458
Hall Ticket, Score Card			
Examination fees receipt			
Passing Certificate	https://www.in suranceinstitute ofindia.com	reg.exams@iii.org.in	022- 26544220/25 7/208/298
To generate a certificate of registration (License)	https://agencypo rtal.irdai.gov.in/	agency.support@irdai.gov.in	040- 23009733