

Web Wallet Help Manual

Terms and Conditions

We are pleased to introduce the Web Wallet payment facility for the following modules:

- Corporate Agents Training Module
- Insurance Marketing Firm (IMF)
- Web Aggregators
- Insurance Broker (Authorised Verifier)
- Insurance Brokers
- Point of Sales person
- Insurance Agent

Following are the conditions for the use of Web Wallet System

1. Access to the Web Wallet will be only through the Login ID and Password.
2. The Corporates can decide the funds to be transferred in the Web Wallet system through the Deposit Calculation screen.
3. The funds to be transferred in III account towards the advance of Web Wallet system through NEFT or RTGS.
4. The minimum amount to be transferred in the Web Wallet Account is Rs.30,000/-+ Taxes. There is no upper limit for the funds to be kept in the Web Wallet Account.
5. III will update the confirmation of funds received through NEFT or RTGS in the Web Wallet by maximum two working days.
6. SMS, Email alerts will be sent to the corporates after the confirmation of funds received at III and after each transaction.
7. The Web Wallet Account will be debited for the amount equivalent to the fees of the candidates registered by them.
8. The amount lying in the Web Wallet of one module/one login cannot be utilized for another module/login.
9. **CGST/SGST/IGST will be applicable at the time of payment of advance amount in the Web Wallet.**
10. If you want to deduct TDS, you can select the option TDS as "Yes". **The Corporates will have to deposit the TDS amount with the Income Tax authorities immediately after the deduction of the TDS amount under the PAN No. of Insurance Institute of India.**
11. No CGST/SGST/IGST Tax or TDS will be applicable at the time of transaction.
12. Company can save bank charges on per transactions.

Web Wallet Help Manual

Web Wallet Process

Steps to make the payment towards Web-Wallet Payment

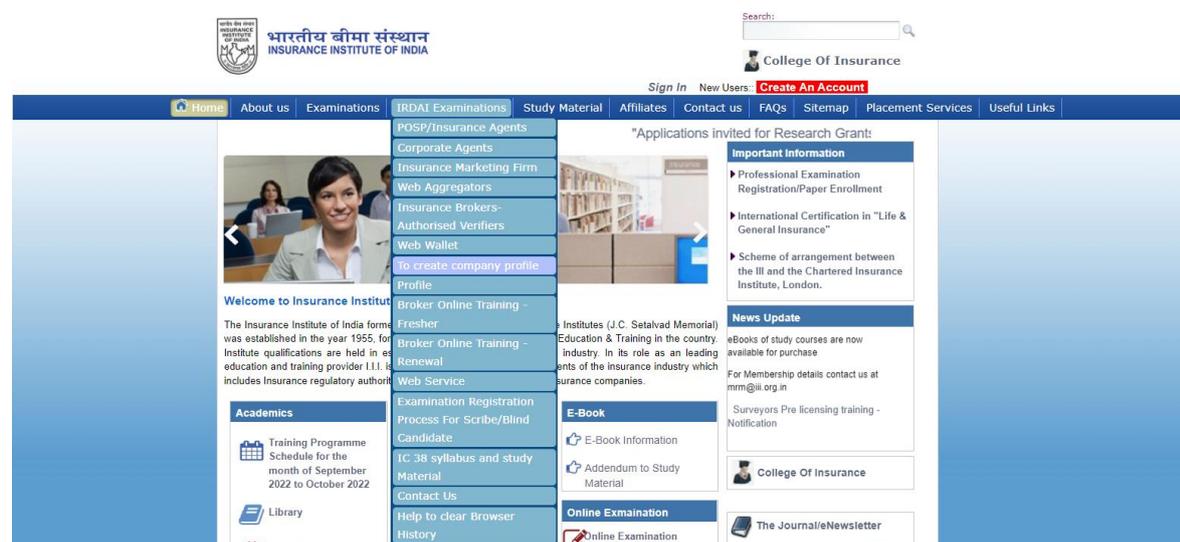
Creation of company profile.

Company has to create company profile. After creation of company profile company will get log in and password. Company must have login id and password of Insurance Institute of India website to use web-Wallet facility

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>



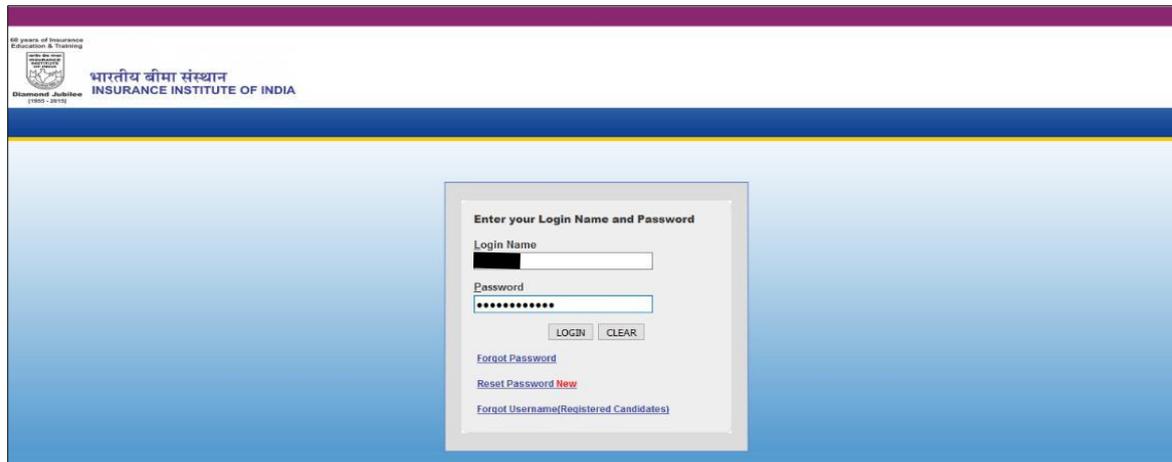
Please visit www.insuranceinstituteofindia.com

Sign in with login id and password

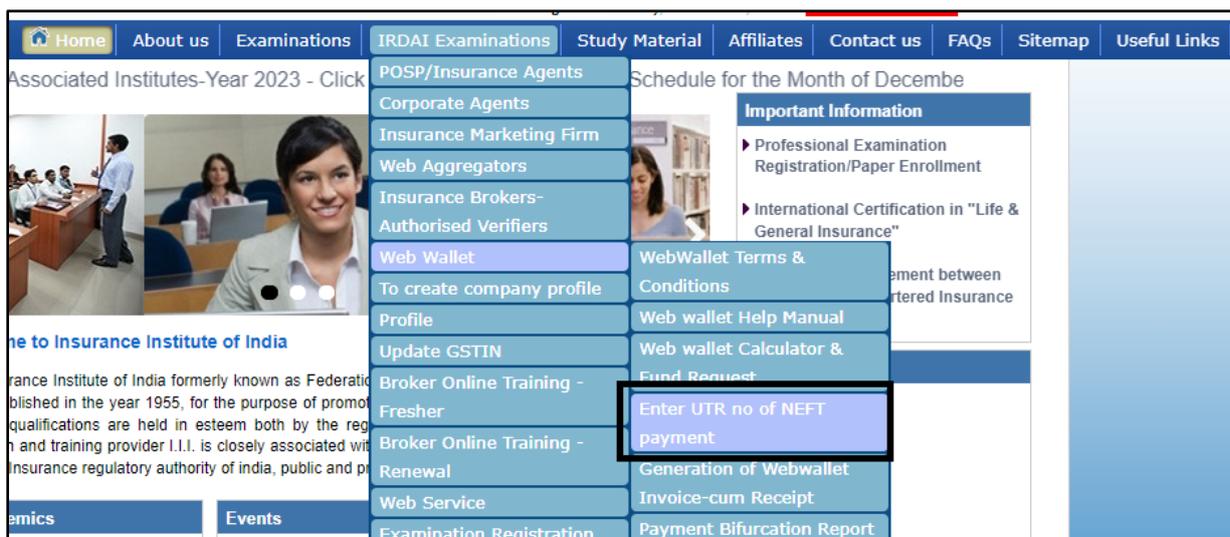


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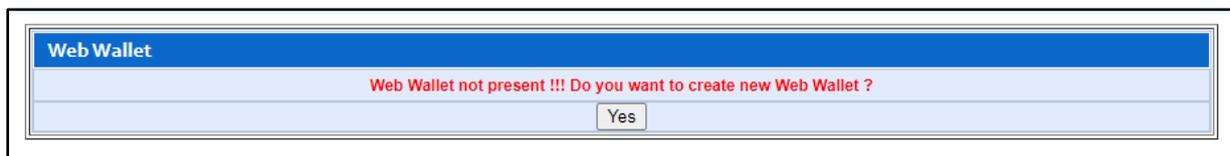
Please enter your **Company** Login details of www.insuranceinstituteofindia.com portal.



Select the option Web Wallet-Enter UTR no of Neft payment



Below screen will appear the click on Yes



Deposit amount calculation

To check the calculation for web wallet amount deposit use the below option.

Web Wallet Help Manual



By using web wallet, you can save charges which are deducted if payment done by online mode (Debit Card/ Credit Card / Internet Banking).

Web Wallet Deposit Amount Calculator

Your Current Balance : 0

We have noted that your company is not registered under GSTIN
Your company State is Haryana

Advance Amount : Do you want to deduct TDS :

Advance Amount	
Add : IGST (18%)	
Less : TDS (10%)	
TDS Applied On Amount	
Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS	

Save calculations for raising new fund request

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately and if you select TDS -> No, You need not to pay the TDS amount to the Income Tax Authority.

Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of India	Beneficiary A/c. No. :	004010100143462
RTGS IFSC Code No. :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mumbai - 400001	SWIFT Code No. :	AXISINBB004
MICR Code No. :	400211002	Beneficiary Address :	Plot No. C-46, G Block, Near American Consulate, Bandra Kurla Complex, Bandra(E) Mumbai - 400051		

Please search the previous amount calculations :
Date: From : 18-04-2022 To : 18-10-2022

Sorry!! Previous Pending Fund Request Calculations Not Found !!!

You have to enter advance amount, the system will calculate as per follows:

You can save Web Wallet fund request in 2 ways

- 1) TDS-Yes.
- 2) TDS-NO

If TDS selected as YES while calculating the amount company/ corporate you have to make the payment to Income Tax Department towards TDS and share TDS certificate for same amount on quarterly basis.

- 1) TDS- Yes.

Advance Amount (Base Amount)	100000
add CGST - 9%	9000
add SGST - 9%	9000
less TDS - 10%	10000
NET Amount	108000

Please select the GSTIN state and GSTIN Number Click on Calculate Deposit Amount

Web Wallet Help Manual

Web Wallet Deposit Amount Calculator

Your Current Balance: [REDACTED]

The following GSTIN No. [REDACTED] GSTIN State: [REDACTED] will be printed on invoice. Please confirm the same.
After approval of the Fund Request, no changes in the invoice shall be possible.

Please Select GSTIN State*: [REDACTED] GSTIN No.: [REDACTED]

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately.

Advance Amount: Do you want to deduct TDS: Yes No

Below Figures will reflect on portal

Web Wallet Deposit Amount Calculator

Your Current Balance: [REDACTED]

The following GSTIN No. [REDACTED] GSTIN State: [REDACTED] will be printed on invoice. Please confirm the same.
After approval of the Fund Request, no changes in the invoice shall be possible.

Please Select GSTIN State*: [REDACTED] GSTIN No.: [REDACTED]

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately.

Advance Amount: Do you want to deduct TDS: Yes No

Advance Amount	100000
Add : CGST (9%)	9000
Add : SGST (9%)	9000
Less : TDS (10%)	10000
TDS Applied On Amount	100000
Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS	108000.00

Save calculations for raising new fund request

Click on Fund Request Save

Web Wallet Deposit Amount Calculator

Your Current Balance: [REDACTED]

The following GSTIN No. [REDACTED] GSTIN State: [REDACTED] will be printed on invoice. Please confirm the same.
After approval of the Fund Request, no changes in the invoice shall be possible.

Please Select GSTIN State*: [REDACTED] GSTIN No.: [REDACTED]

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately.

Advance Amount: Do you want to deduct TDS: Yes No

Advance Amount	100000
Add : CGST (9%)	9000
Add : SGST (9%)	9000
Less : TDS (10%)	10000
TDS Applied On Amount	100000
Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS	108000.00

Save calculations for raising new fund request

Web Wallet Help Manual

It will show the message for fund request saved.

Web Wallet Deposit Amount Calculator

Deposit amount calculation saved successfully !!!

Your Current Balance : 5013000

Please Select GSTIN State* :

Advance Amount : Do you want to deduct TDS :

Advance Amount
TDS Applied On Amount
Net amount to be deposited into the I.I. bank account through NEFT / RTGS

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately and If you select TDS -> No, You need not to pay the TDS amount to the Income Tax Authority.

Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of India	Beneficiary A/c. No :	004010100143462
RTGS IFSC Code No :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mumbai - 400001	SWIFT Code No. :	AXISINBB004
MICR Code No. :	400211002	Beneficiary Address :	Plot No. C-46, G Block, Near American Consulate, Bandra Kurla Complex, Bandra(E) Mumbai - 400051		

Please search the previous amount calculations :

Date: From : To :

Select	Sr.No.	Fund Id	Base Amount	CGST	SGST	IGST	TDS Amount	Deposit amount	GSTIN No	GSTIN State	Service Tax	SwachBharat Tax	Krishikalyan Tax
<input type="checkbox"/>	1		100000	9000	9000	0	10000	108000			0	0	0

Click on proceed if amount deposited to our Account

Web Wallet Fund Request Form

Type* :

Transaction Date* :

Advance Amount :

Deposit Amount :

Name of Bank Through amount deposited* :

UTR No./Transaction No* :

I hereby declare that all the details entered are correct.

Enter the details and click on submit

Web Wallet Fund Request Form

Type* :

Transaction Date* :

Advance Amount :

Deposit Amount :

Name of Bank Through amount deposited* :

UTR No./Transaction No* :

I hereby declare that all the details entered are correct.

Web Wallet Help Manual

It will show the message. Fund request It will reflect in list

Web Wallet Deposit Amount Calculator

Fund request raised successfully !!!

Your Current Balance : ██████████

Please Select GSTIN State* : -----Select-----

Advance Amount : Do you want to deduct TDS :

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately and If you select TDS -> No, You need not to pay the TDS amount to the Income Tax Authority.

Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of India	Beneficiary A/c. No. :	004010100143462
RTGS IFSC Code No. :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mumbai - 400001	SWIFT Code No. :	AXISINBB004
MICR Code No. :	400211002	Beneficiary Address :	Plot No. C-46, G Block, Near American Consulate, Bandra Kurla Complex, Bandra(E) Mumbai - 400051		

Please search the previous amount calculations :
 Date: From : 22-03-2022 To : 22-09-2022

III Pending Requests:

Sr.No.	Fund Id	Base Amount	CGST	SGST	IGST	TDS	Deposit Amount	GSTIN No	GSTIN State	Request Raised Date	Transaction Date	UTR No.	Bank Name	Status	Approved/Rejected Date
1	22105	100000	9000	9000	0	10000	108000	██████████	██████████	22-09-2022	22-09-2022	██████████	██████████	Pending with Maker	██████████

If TDS selected as No

Advance Amount (Base Amount)	100000
add CGST - 9%	9000
add SGST - 9%	9000
less TDS - 10%	0
NET Amount	118000

Please select the GSTIN state and GSTIN Number Click on Calculate Deposit Amount

Web Wallet Deposit Amount Calculator

Your Current Balance : ██████████

The following GSTIN No. ██████████ GSTIN State: ██████████ will be printed on invoice. Please confirm the same. After approval of the Fund Request, no changes in the invoice shall be possible.

Please Select GSTIN State* : GSTIN No.:

Advance Amount : Do you want to deduct TDS :

Below Figures will reflect on portal

Web Wallet Deposit Amount Calculator

Your Current Balance : ██████████

The following GSTIN No. ██████████ GSTIN State: ██████████ will be printed on invoice. Please confirm the same. After approval of the Fund Request, no changes in the invoice shall be possible.

Please Select GSTIN State* : GSTIN No.:

Advance Amount : Do you want to deduct TDS :

Advance Amount	100000
Add : CGST (9%)	9000
Add : SGST (9%)	9000
Less : TDS (10%)	0
TDS Applied On Amount	0
Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS	118000.00

Web Wallet Help Manual

Click on Fund Request save

Web Wallet Deposit Amount Calculator

Your Current Balance : █████

The following GSTIN No. █████ GSTIN State: █████ will be printed on invoice. Please confirm the same. After approval of the Fund Request, no changes in the invoice shall be possible.

Please Select GSTIN State* : GSTIN No.: █████

Advance Amount : Do you want to deduct TDS :

Advance Amount	100000
Add : CGST (9%)	9000
Add : SGST (9%)	9000
Less : TDS (10%)	0
TDS Applied On Amount	0
Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS	118000.00

Save calculations for raising new fund request

It will show the message for fund request saved. Click on proceed if amount deposited to our Account

Web Wallet Deposit Amount Calculator

Deposit amount calculation saved successfully !!!

Your Current Balance : 46325

Please Select GSTIN State* :

Advance Amount : Do you want to deduct TDS :

Advance Amount	
TDS Applied On Amount	
Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS	

Save calculations for raising new fund request

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately and If you select TDS -> No, You need not to pay the TDS amount to the Income Tax Authority.

Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of India	Beneficiary A/c. No. :	004010100143462
RTGS IFSC Code No. :	UTIB00000004	Branch Address :	Sir P M Road, Fort, Mumbai - 400001	SWIFT Code No. :	AXISINBB004
MICR Code No. :	400211002	Beneficiary Address :	Plot No. C-46, G Block, Near American Consulate, Bandra Kurla Complex, Bandra(E) Mumbai - 400051		

Please search the previous amount calculations :

Date: From : To :

Select	Sr.No.	Fund Id	Base Amount	CGST	SGST	IGST	TDS Amount	Deposit amount	GSTIN No	GSTIN State	Service Tax	SwachhBharat Tax	Krishikalyan Tax
<input type="checkbox"/>	1	██████	100000	9000	9000	0	0	118000	██████	██████	0	0	0

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Re POSP/Insurance Agents | is 31st October 2022 | Shri S

Important Information

- Professional Examination Registration/Paper Enrollment
- International Certification in "Life & General Insurance"

Web Wallet

- WebWallet Terms & Conditions
- Web wallet Help Manual
- Web wallet Calculator & Fund Request
- Enter UTR no of NEFT payment
- Generation of Webwallet Invoice-cum Receipt
- Payment Bifurcation Report

Examination Registration

Web Wallet Help Manual

Web Wallet

Your Current Balance : 0

Do you want to raise new fund request ?

You have no pending records

Below screen will show on portal

Web Wallet Fund Request Form

Type* :

Transaction Date* :

Advance Amount :

Deposit Amount :

Name of Bank Through amount deposited* :

UTR No./Transaction No* :

I hereby declare that all the details entered are correct.

Kindly enter the details and click on Submit

Web Wallet Fund Request Form

Type* :

Transaction Date* :

Advance Amount :

Deposit Amount :

Name of Bank Through amount deposited* :

UTR No./Transaction No* :

I hereby declare that all the details entered are correct.

Web Wallet Deposit Amount Calculator

Fund request raised successfully !!!

Your Current Balance :

Please Select GSTIN State* :

Advance Amount : Do you want to deduct TDS :

Advance Amount :

TDS Applied On Amount :

Net amount to be deposited into the I.I.I. bank account through NEFT / RTGS :

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately and if you select TDS -> No, You need not to pay the TDS amount to the Income Tax Authority.

Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of India	Beneficiary A/c. No. :	004010100143462
RTGS IFSC Code No. :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mumbai - 400001	SWIFT Code No. :	AXISINBB004
MICR Code No. :	400211002	Beneficiary Address :	Plot No. C-46, G Block, Near American Consulate, Bandra Kurla Complex, Bandra(E) Mumbai - 400051		

Please search the previous amount calculations :

Date: From : To :

III Pending Requests:

Sr.No.	Fund Id	Base Amount	CGST	SGST	IGST	TDS	Deposit Amount	GSTIN No	GSTIN State	Request Raised Date	Transaction Date	UTR No.	Bank Name	Status	Appro
1	22103	100000	9000	9000	0	0	118000			22-09-2022	22-09-2022			Pending with Maker	

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

Web Wallet Help Manual

Please make payments through NEFT/RTGS into III Bank Account. Following are the bank account details :

If you select TDS -> Yes, You have to pay the TDS amount to the Income Tax Authority and have to send us the TDS Certificate immediately and If you select TDS -> No, You need not to pay the TDS amount to the Income Tax Authority.

Bank Name :	Axis Bank Ltd.	Beneficiary Name :	Insurance Institute of India	Beneficiary A/c. No :	004010100143462
RTGS IFSC Code No :	UTIB0000004	Branch Address :	Sir P M Road, Fort, Mumbai - 400001	SWIFT Code No. :	AXISINBB004
MICR Code No. :	400211002	Beneficiary Address :	Plot No. C-46, G Block, Near American Consulate, Bandra Kurla Complex, Bandra(E) Mumbai - 400051		

After amount deposited to Insurance Institute of India's account the fund request will be approved by our team. You can check your request through IRDAI Examination - Web Wallet - Generation of Web wallet Invoice cum Receipt

The screenshot shows the IRDAI website's navigation menu. The 'Web Wallet' option is highlighted, and a sub-menu is visible with 'Generation of Webwallet Invoice-cum Receipt' circled in red. Other options in the sub-menu include 'WebWallet Terms & Conditions', 'Web wallet Help Manual', 'Web wallet Calculator & Fund Request', 'Enter UTR no of NEFT payment', 'Invoice cum Receipt', and 'Payment Bifurcation Report'.

After selection of above menu below screen will appear.

Invoice cum Receipt is available for download in pdf and excel format.

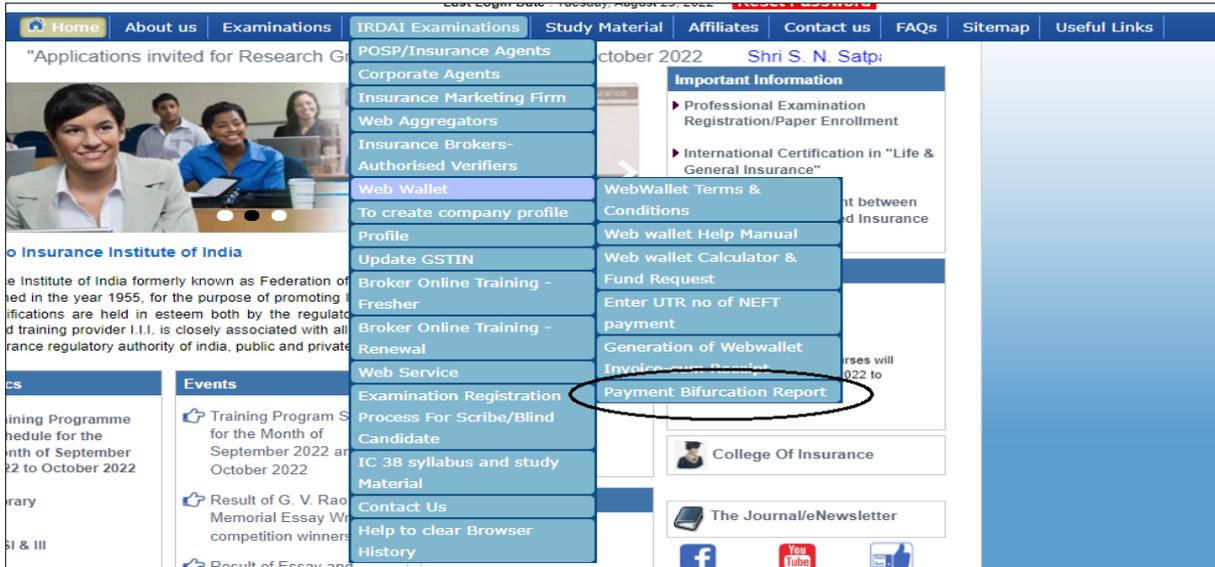
The screenshot shows the 'Web Wallet Invoice Receipt Download Form' on the IRDAI website. It includes search filters for 'Fund Request Date' (From: 01-01-2019, To: 30-01-2020) and 'Corporate Name'. Below the filters is a table of invoice data with columns for Sr.No, Fund Id, Corporate Id, Corporate Name, Invoice No., Invoice Date, Base Amount, CGST, SGST, TDS Applicable, TDS Deposit amount, GSTIN No., GSTIN State, Service Tax, Swachh Bharat Tax, Krishikalyan Tax, and Status. A 'Download Receipt' button is visible for each row.

Sr.No	Fund Id	Corporate Id	Corporate Name	Invoice No.	Invoice Date	Base Amount	CGST	SGST	TDS Applicable	TDS Deposit amount	GSTIN No	GSTIN State	Service Tax	Swachh Bharat Tax	Krishikalyan Tax	Status	
1	21562	1132		27112019-323	27-11-2019	300000	0	0	54000	No	0	354000		Tamil Nadu	0	0	Approved By Checker

After making payment through Web wallet from Training you will check through Payment Bifurcation report

Path IRDAI Examination- Web Wallet -Payment bifurcation Report

Web Wallet Help Manual



You can get details of candidate register for fresh training and renewal training , amount deposited , utilised amount , balance amount

The screenshot displays the 'Web Wallet Corporate Wise Payment Bifurcation Report' page. The page includes a search bar, a 'Last Login Date' of Friday, January 31, 2020, and a 'Reset Password' link. The main content area shows a table with columns for Sr No, Corporate ID, Corporate Name, Transaction ID, Amount Utilized, Order No, Total No. of candidate Enrolled, No. of Fresh Candidate, No. of Renewal Candidate, Amount Utilized Fresh Candidate, Amount Utilized of Renewal Candidate, Transaction Date, Opening Balance, Closing Balance, and Credit Balance. The table contains 10 rows of data for various transactions.

Sr No	Corporate ID	Corporate Name	Transaction ID	Amount Utilized	Order No	Total No. of candidate Enrolled	No. of Fresh Candidate	No. of Renewal Candidate	Amount Utilized Fresh Candidate	Amount Utilized of Renewal Candidate	Transaction Date	Opening Balance	Closing Balance	Credit Balance
1	1208		WW8584217	41250	88296205	55	55	0	41250	0	01-01-2020	41250	0	0
2	1208		-	-	-	-	-	-	-	-	02-01-2020	0	37500	37500
3	1208		WW811648	22500	88271114	30	30	0	22500	0	02-01-2020	37500	15000	0
4	1208		WW8956171	750	88157095	1	1	0	750	-	03-01-2020	15000	14250	0
5	1208		-	-	-	-	-	-	-	-	15-01-2020	14250	51750	37500
6	1208		WW5588954	51000	91488357	88	88	0	51000	0	16-01-2020	51750	750	0
7	1208		-	-	-	-	-	-	-	-	22-01-2020	750	88250	87500
8	1208		WW8329263	25000	88768263	50	0	50	0	25000	22-01-2020	88250	73250	0
9	1208		WW2923451	37500	91386662	75	0	75	0	37500	22-01-2020	73250	35750	0
10	1208		WW8750948	35250	88488897	47	47	0	35250	0	22-01-2020	35750	500	0