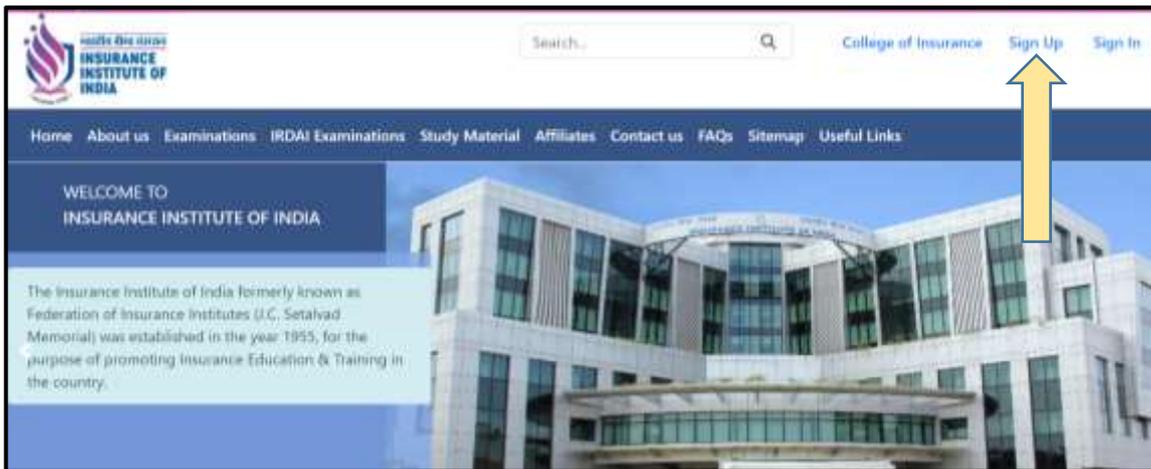**✦ Help Manual for Already/Additional Surveyor candidate or who have not registered with Insurance Institute of India (III) for Surveyor Examination.**

A. Follow the Below steps who has not registered on III website for surveyor examination/not given the online examination:
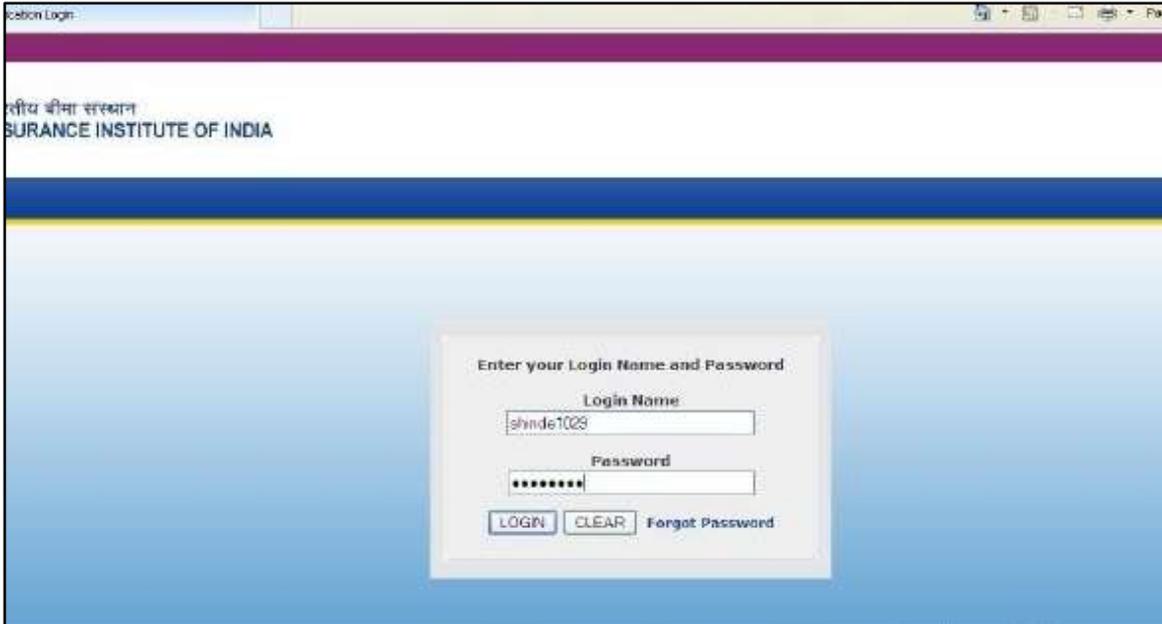
➢ Please create login ID to register on website.

(Please note down the details of Login Name, password and Email Address. In case you forgot password, your password will be mailed to you on above email address. You are requested to enter correct email address.)
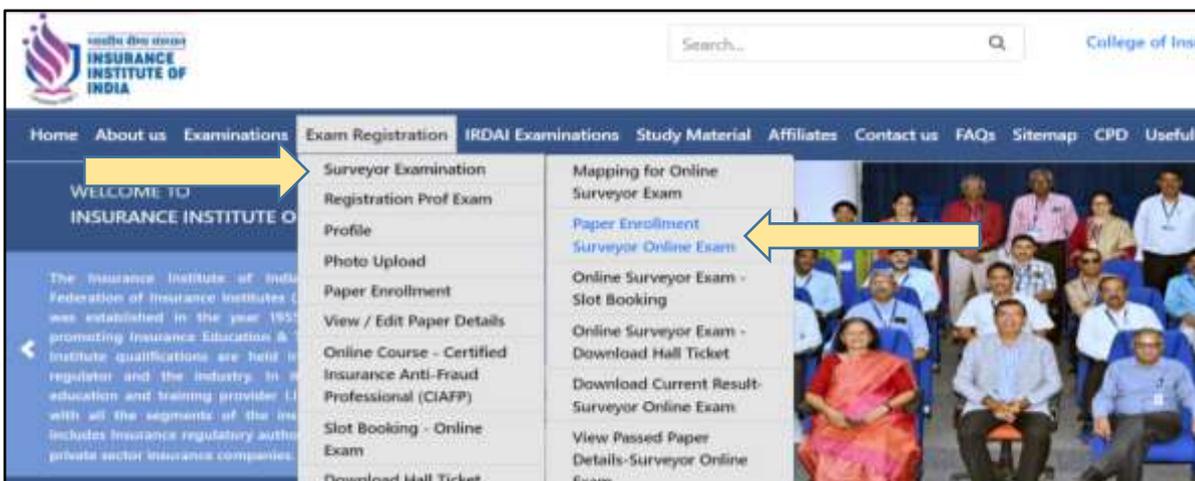
1

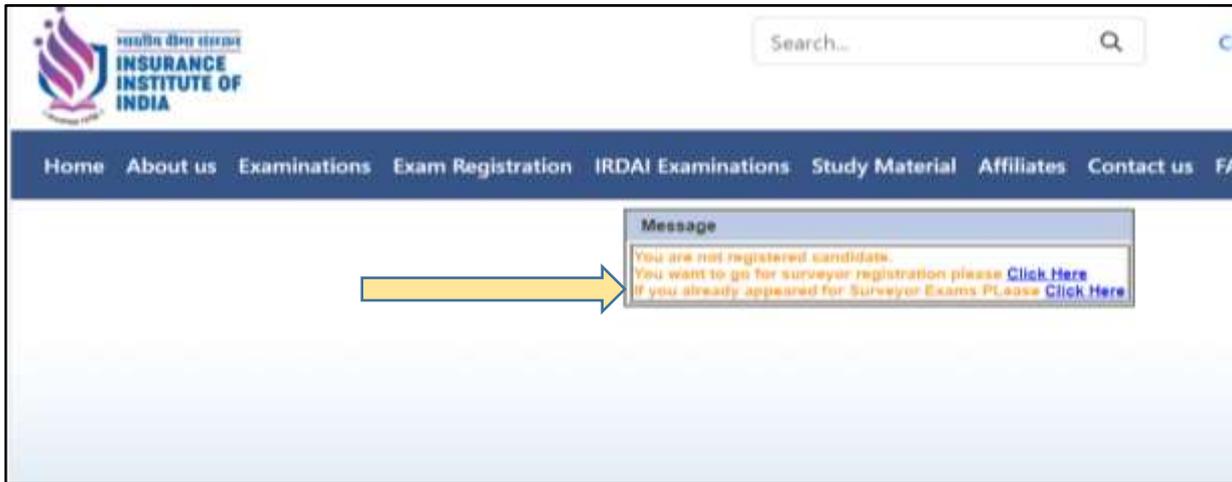➢ Please enter login name and password in following screen which you have recently created.

➢ The System will ask you above quesiton which will useful in case if you forget password.

➢ Again login the page, please click on Surveyor Examination >> Paper Enrollment Surveyor Online Exam

➢ After clicking Paper Enrollment Surveyor Online Exam below screen will open and then Click following options –
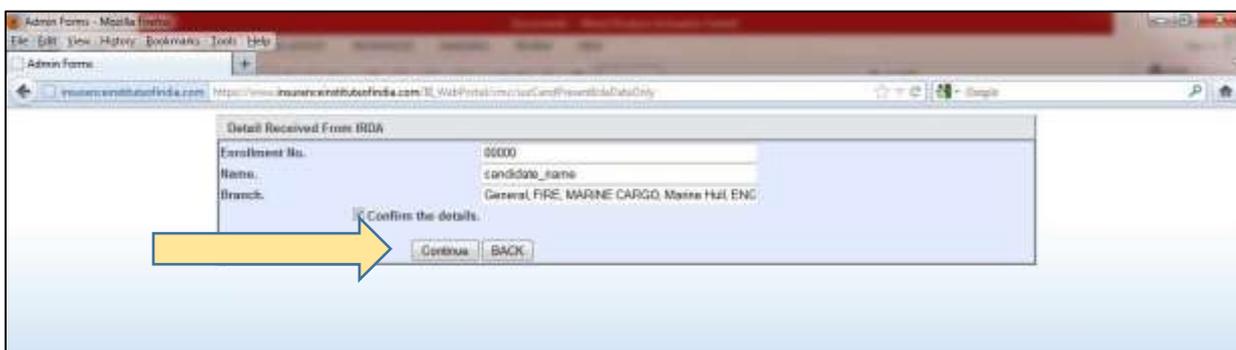

(If candidate already appeared Surveyor Exam Please select - *If you already appeared for Surveyor Exams Please Click Here* (Please use same login / Screen Name)

➢ After this, candidate has to enter the **old registration number, old Enrollment Number and Enrollment date** received from IRDAI, and click on button 'Map Enrolment No'

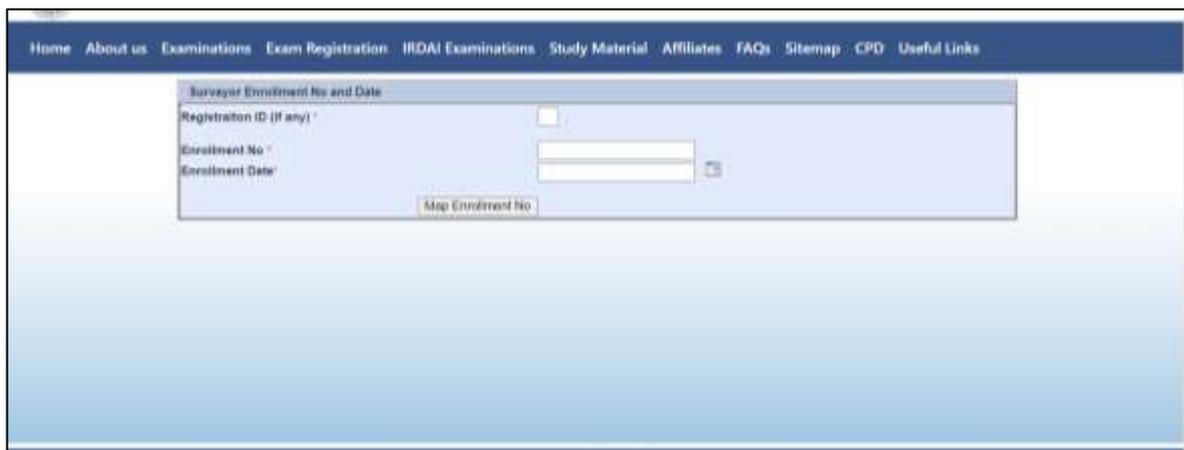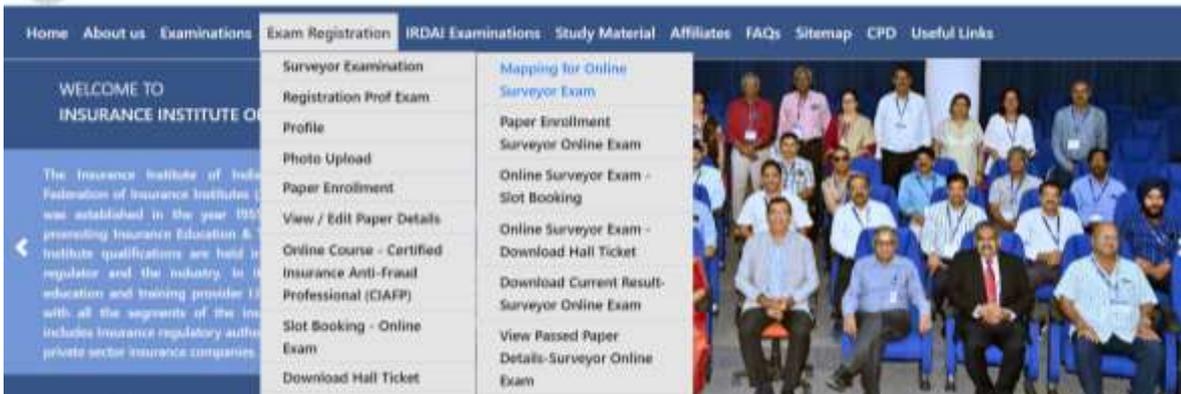➢ After mapping the old registration number, the below screen will display

Check the details and click on confirm and then update your profile and **PHOTO** (check – **Help Manual for Photo Upload**)
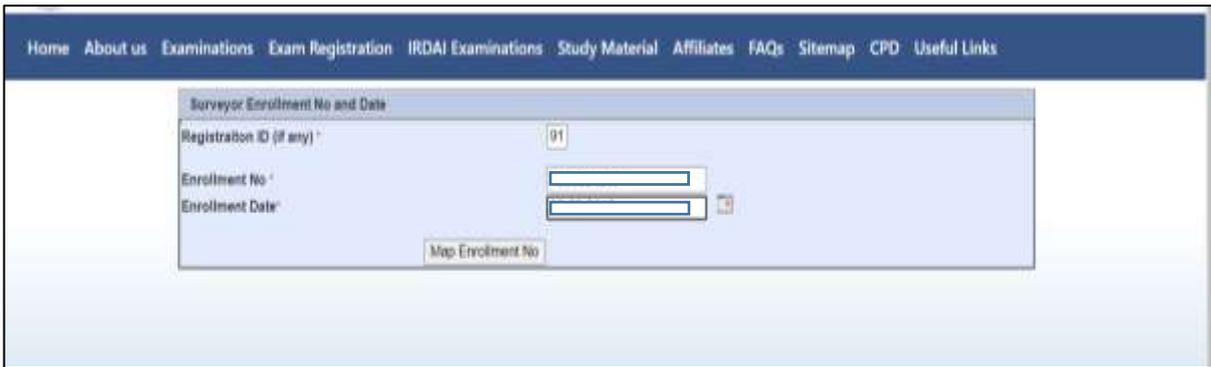
Updated on 12.01.2024, 11.00 AM

After upload the photograph and update the profile, then do the paper enrolment.

➢ Go to **Exam Registration >> Surveyor Examination >> Mapping the online surveyor exam**

(In the above screen, enter the enrolment number which is received after **enrolled the branch** for the **current session**.)
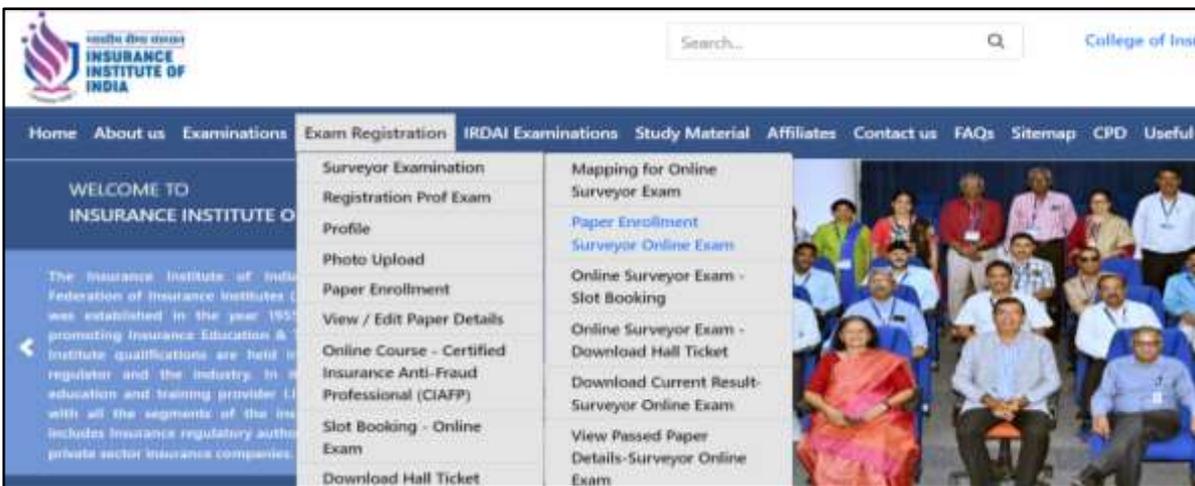
4

In this screen, enrolled details i.e. enrolment number, name and branch will be displayed.
Please verify this and then click on 'Confirm'

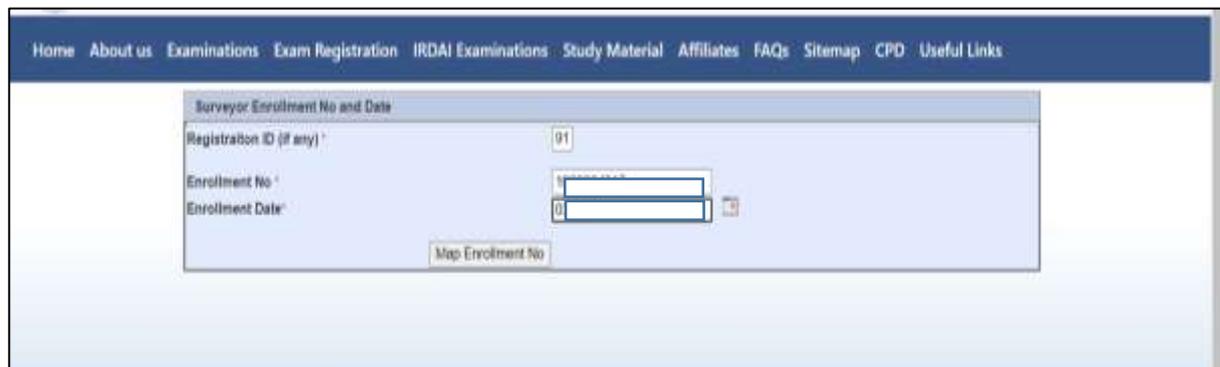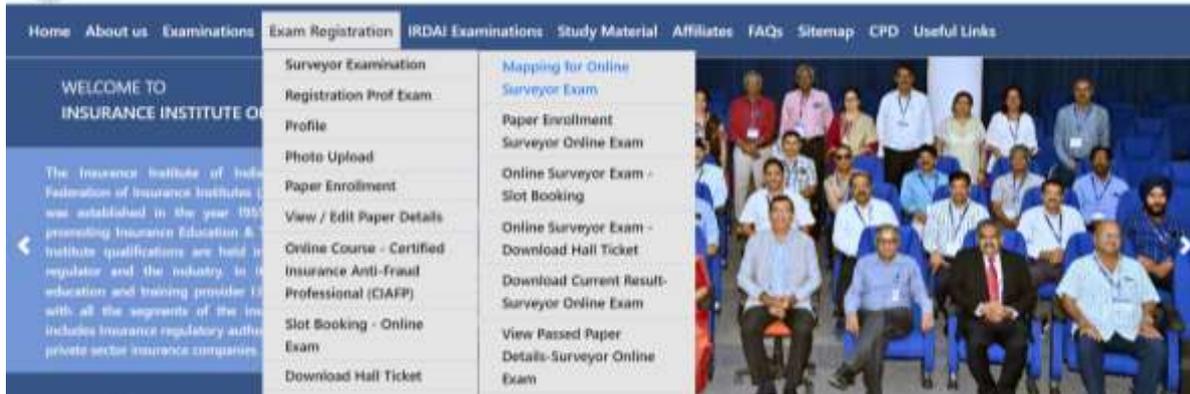➢ After this, go to paper enrolment and register for the paper/s

B. **Follow the steps for Candidate who has already registered for online examination on III website for surveyor examination:**

➢ **If the candidate already filled all the details (ie updated profile), login your account and map the registration number with enrolment number received from IRDAI.**

 Path: Exam Registration >> Surveyor Examination >> Mapping the online surveyor exam

➢ **Confirming the enrolment details, then go to paper enrolment for surveyor and enrol for the paper/s.**

Updated on 12.01.2024, 11.00 AM