Help Manual for New Candidates

The candidates who are new candidates or who never registered with Insurance Institute of India (III).

First step - Please create login ID to make registration on website.
Please note down the details of Login Name, password and Email Address. In case you forget password, your password will be mailed to you on above email address. You are requested to enter correct email address.

Please enter login name and password in following screen which you have recently created.
The system will ask you above question which will useful in case if you forget password.

Please click on profile for entering your details.
Please click on <<profile>>.
After Clicking on Profile below page will be open and then select your option

For New candidates, Click on ‘No’
Please note down your candidate ID.

After creating profile, please click on <<registration>> to pay registration fees.
The system will ask you to select the Institute.

**INDIAN CENTRES SELECTED BY THE CANDIDATES** - The Indian candidates can select their nearest place of the Institute.

**FOREIGN CENTRES SELECTED BY THE CANDIDATES** - The NRI candidates can select INSTITUTE among four metro cities like Mumbai, Delhi, Chennai or Calcutta.
After paying registration fees only, you can enroll for examination.
Please click on paper Enrollment form to make registration. Before enrolling the subjects, you are requested to please refer help of credit point system (effective from May 2012 examination) which is available on our website under Exam Registration → Paper Enrollment – Professional Examination menu.
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Associateship Registration Fees

The system will charge Associateship-registration fees when you will select subject codes from mandatory subjects (2 from 4) of Associateship i.e subject codes (22,26,45,46) only first time only.

Fellowship Registration Fees

The system will charge Fellowship-registration fees when you will select subject codes from mandatory subjects(1 from 5) of Fellowship i.e subject codes (28,81,92,47/A1,84/A2) only first time only.

Study Material (Apply / Not Apply)

If you want to purchase study material, click on study material [ ]. The system will charge you the study material amount.

E-learning (Apply / Not Apply) – Only for Subjects (01,02,11,14)

If you want to E-learning facility for E-learning, click on E-Learning [ ]. The system will charge you the E-learning amount. By E-Learning facility, you will receive ID and password by Insurance Institute of India. By using ID, Password and link provided by III, you can enjoy the facility of E-learning.
You can select more than one subject by using <<Add Subjects>> button.

By clicking on <<Payment>> button, you can make online payment by using debit card, credit card and Internet Banking.
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