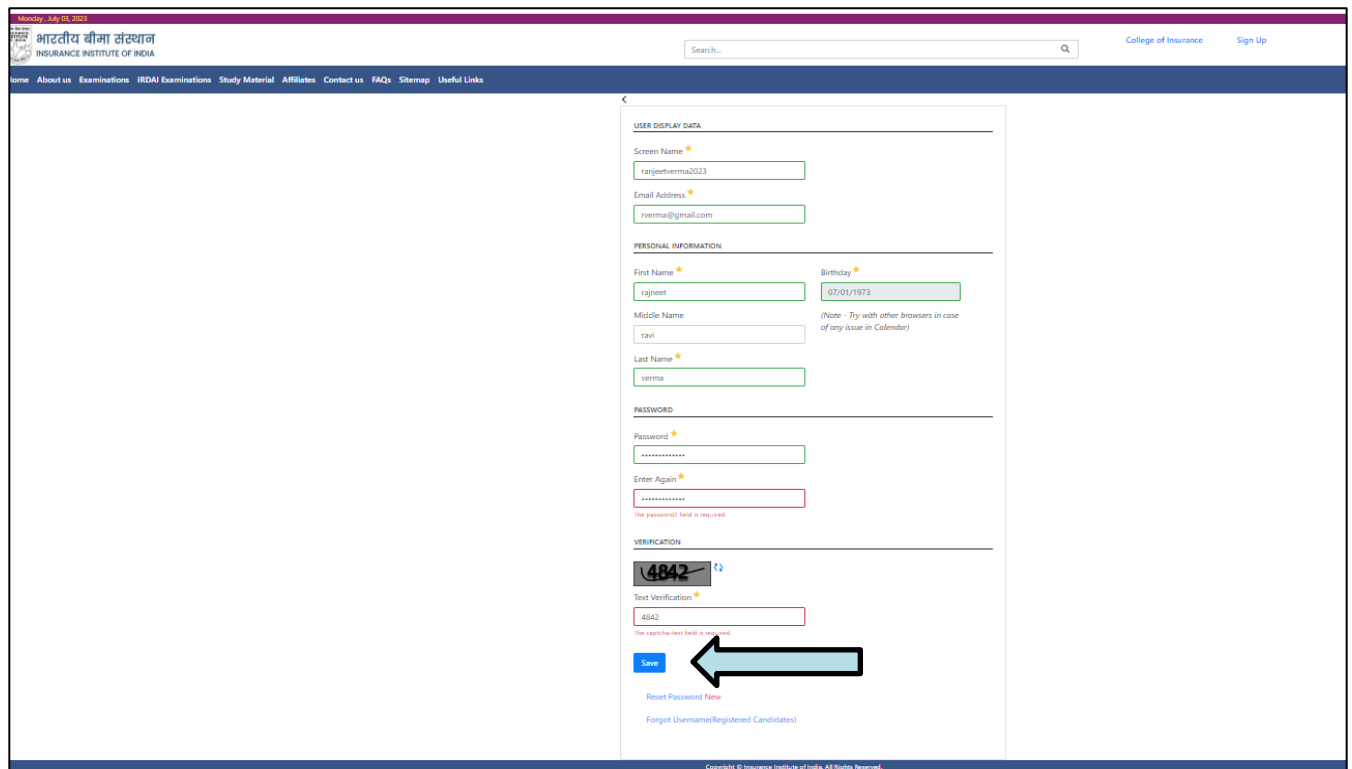
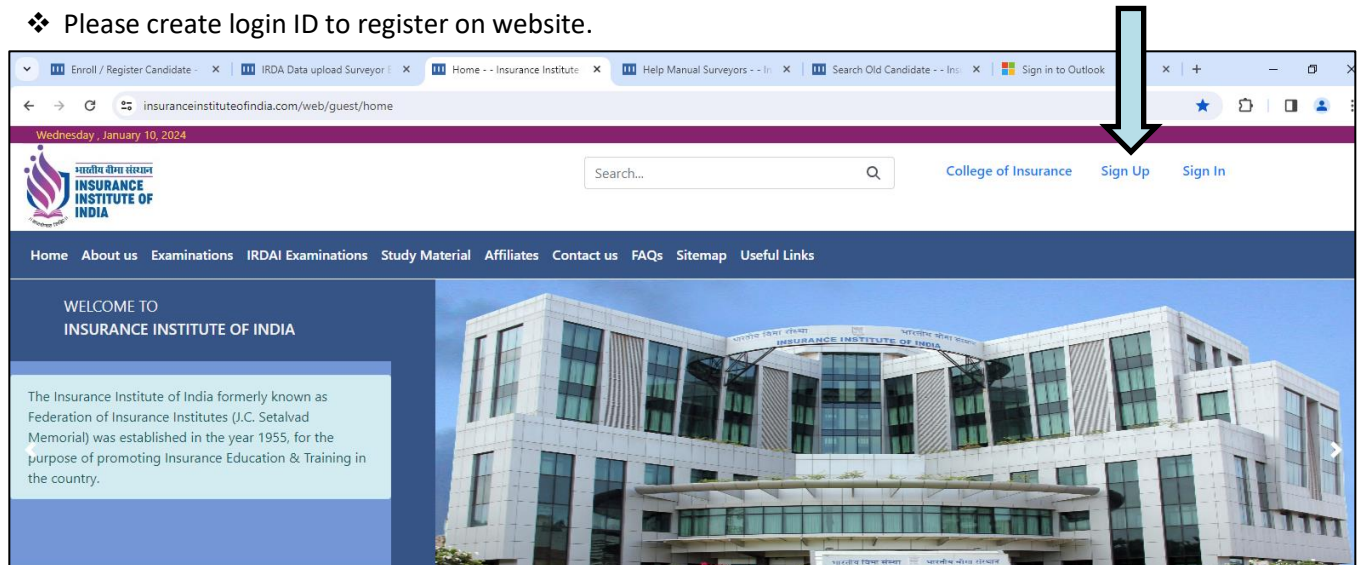


Help Manual for New Candidates

Help Manual for New Surveyor candidates or who have not registered with Insurance Institute of India (III) for Surveyor Examination.

Follow the Below steps:

- ❖ Please create login ID to register on website.



- ❖ Please enter the details of Login Name, Password and Email Address etc. In case you forgot password, your password will be send to you on above email address. You are requested to enter correct email Id and mobile number.

Help Manual for New Candidates

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

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<

Thank you for creating an account. Use your password to log in.

Login Name
ranjeetverma2023

Password

LOGIN **CLEAR**

[Reset Password New](#)

[Forgot Username\(Registered Candidates\)](#)

- ❖ The system will ask you above question which will be useful in case if you forget password.

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password-reminder -

Password Recovery Question and Answer

Question
What is your father's middle name?

Answer

Save

- ❖ Again enter your login name and password to register

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Login Name
ranjeetverma2023

Password

LOGIN **CLEAR**

[Reset Password New](#)

[Forgot Username\(Registered Candidates\)](#)

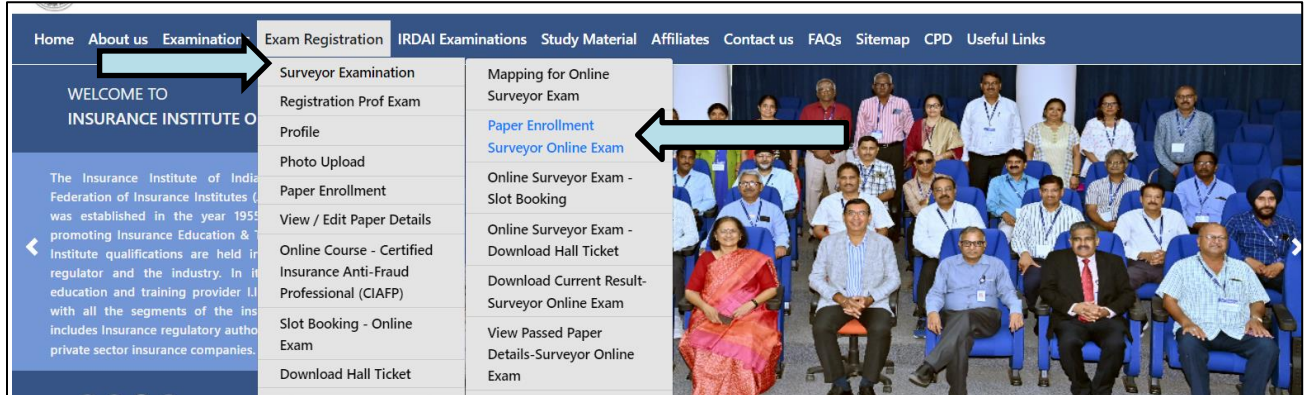
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Help Manual for New Candidates

Registration for Surveyor Examination –

- ❖ After clicking on Surveyor Examination → Paper Enrollment Surveyor Online Exam below screen will open and then Click following options –



You are not registered candidate.

You want to go for surveyor registration please [Click Here](#)

If you already appeared for Surveyor Exams Please [Click Here](#)

1. For New Candidate (First time appearing for Surveyors exam) Please select - *You want to go for surveyor registration please [Click Here](#)*
2. If candidate already appeared Surveyor Exam Please select - *If you already appeared for Surveyor Exams Please [Click Here](#)* (Please use same login / Screen Name)

If Candidate had appeared in **OFFLINE** mode exam previously, **Please select- Mapping for Online Surveyor Exam.**(any question about Mapping Processes, Please contact us at surveyor@iii.org.in) and go through the help manual for already registered candidate

- a) After fulfilling above options, following screen will open -

A screenshot of the 'Surveyor Form' registration page. The page has a red header with 'Tools' and 'Help' buttons. The browser address bar shows 'https://www.insuranceinstituteofindia.com/III_WebPortal/cmc/goForRegistration'. The form contains two input fields: 'Enrollment No *' and 'Enrollment Date *'. A red box with the text 'Enter Numeric Number Only' is positioned over the 'Enrollment No' field, with a white arrow pointing to it. A 'Search' button is located below the input fields.

Help Manual for New Candidates

The screenshot shows the 'Surveyor Form' on the Insurance Institute of India website. The form has two input fields: 'Enrollment No *' with the value '1000012345' and 'Enrollment Date*' with the value '01-07-2023'. Below these fields is a 'Search' button. The website's navigation menu is visible at the top, including links for Home, About us, Examinations, Exam Registration, IRDAI Examinations, Study Material, Affiliates, Contact us, FAQs, Sitemap, CPD, and Useful Links.

In this screen candidate has to enter the enrollment number and enrollment date that is received through [IRDAI](#), After this candidate has to click on search button then following screen will open.

The screenshot shows the 'Detail Received From IRDA' screen. It displays the following information: Enrollment No. 00000, Name candidate_name, and Branch General, FIRE, MARINE CARGO, Marine Hull, ENG. There is a checked checkbox labeled 'Confirm the details.' and two buttons: 'Continue' and 'BACK'.

In this screen, candidate enrollment number followed by name of candidate and branch will be visible. Branch in this screen shows the diploma which is applicable to candidate, from this diploma, only paper which is applicable will be visible in the paper enrollment screen followed by paper S-01(compulsory Paper). Here candidate has to just check that the detail is proper and click on confirm the details box and click on continue button or back button if details are not proper or contact us on surveyor@iiiorg.in

After candidate clicks on continue button following screen will open.

The screenshot shows the 'Candidate Detail Form' with the following fields and values: Name (candidate_name), Email Id (*), Date of Birth (*), Address Line 1 (*), Address Line 3 (*), State (*), Amount For Registration (250), Service Tax (31), Total Amount (281), Mobile No. (*) (+91), District (*), Pincode/Zipcode (*), Pan No. (*), and UID No. (*). A 'PAYMENT' button is located at the bottom left, with a white arrow pointing to it.

In this screen, candidate has to enter his personal detail to create a new profile for surveyor

Help Manual for New Candidates

examination. After entering all the data properly candidate has to click on **PAYMENT** button.

After click on **PAYMENT** button confirmation screen will open which shows the details entered by candidate. If details are proper then candidate can click on **YES**

After successful transaction, receipt will be visible to candidate. In this screen candidate's new assigned registration ID provided will be shown. SMS and Email will be sent to the candidate after each successful transaction.

Then Upload your **PHOTO** (check – **Help Manual for Photo Upload**)

If candidate wants to go for Paper enrollment then there is button at the bottom of receipt. on clicking of that button control will transfer to surveyor paper enrollment