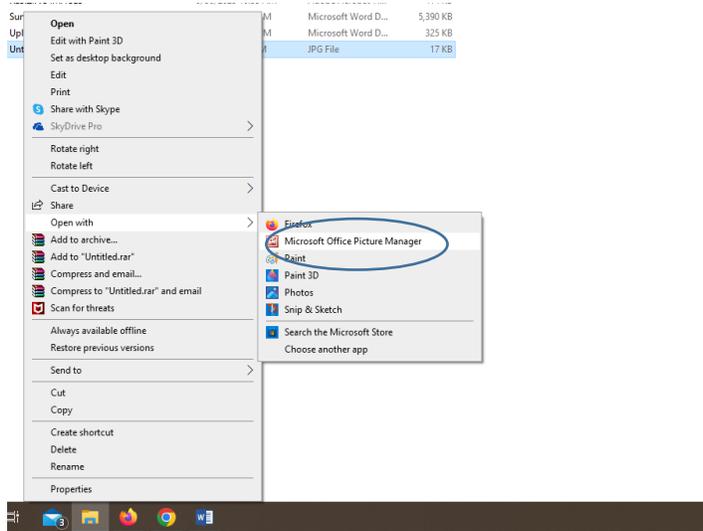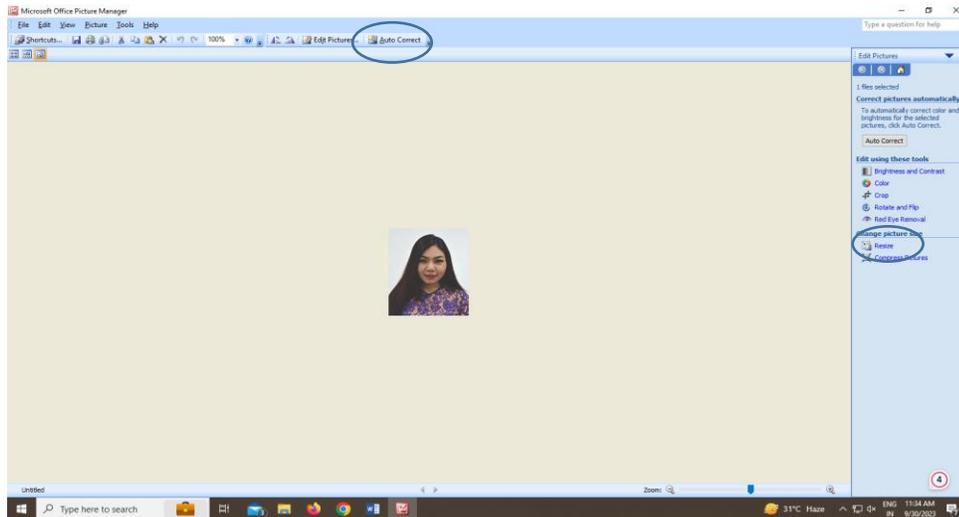# Help Manual for Upload Photo & Signature

- The existing Candidate (After Registration) of the Institute can upload his/her profile photo/Signature
- Before uploading the photo resize the photo/signature in the dimension mentioned below :
  - ➢ The photo/signature should be in jpg or pdf format
  - ➢ The photo can be resized with the MICROSOFT OFFICE PICTURE MANAGER
  - ➢ Select the image and right click on the photo and open with photo/signature in MICROSOFT OFFICE PICTURE MANAGER
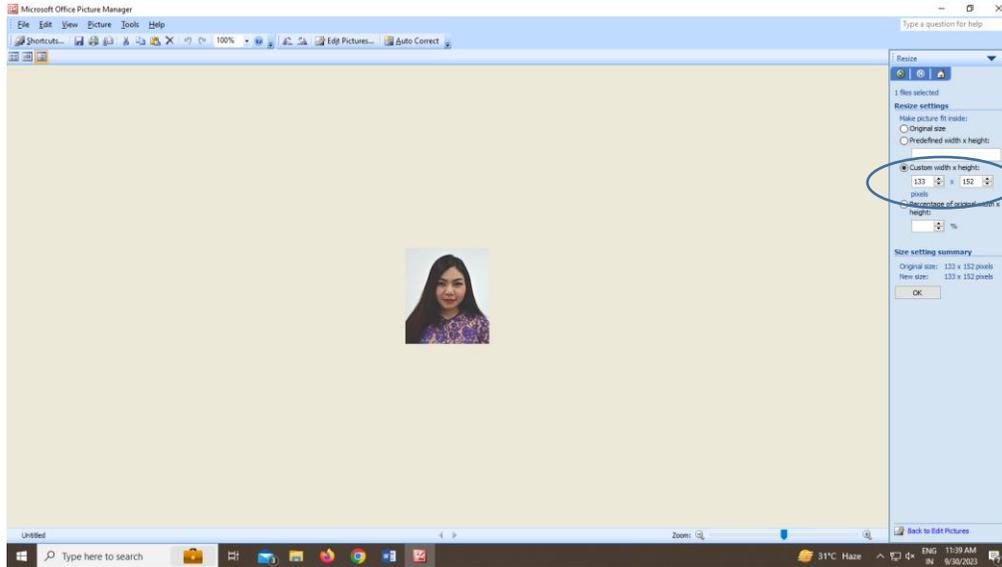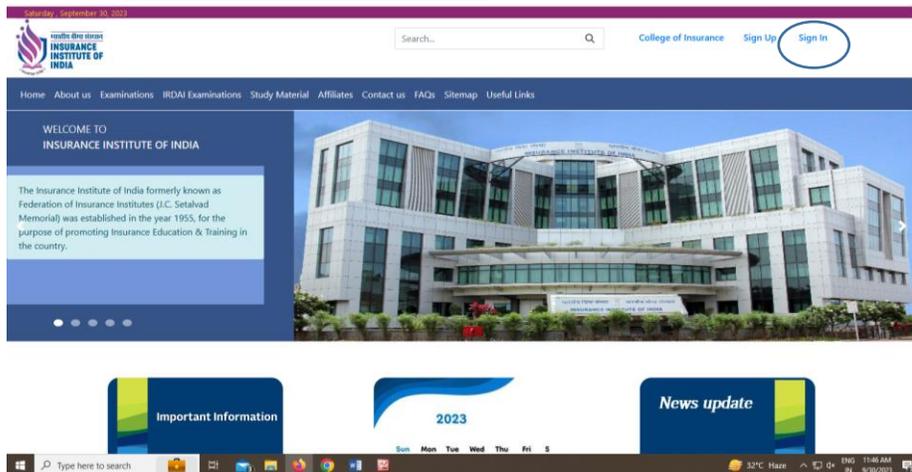

  - ➢ Click on Edit Picture and Resize

  - ➢ Click on Custom for photo width X Hight i.e. 133 X 152 and for signature width X Hight i.e. 152 X 140 and click on ok
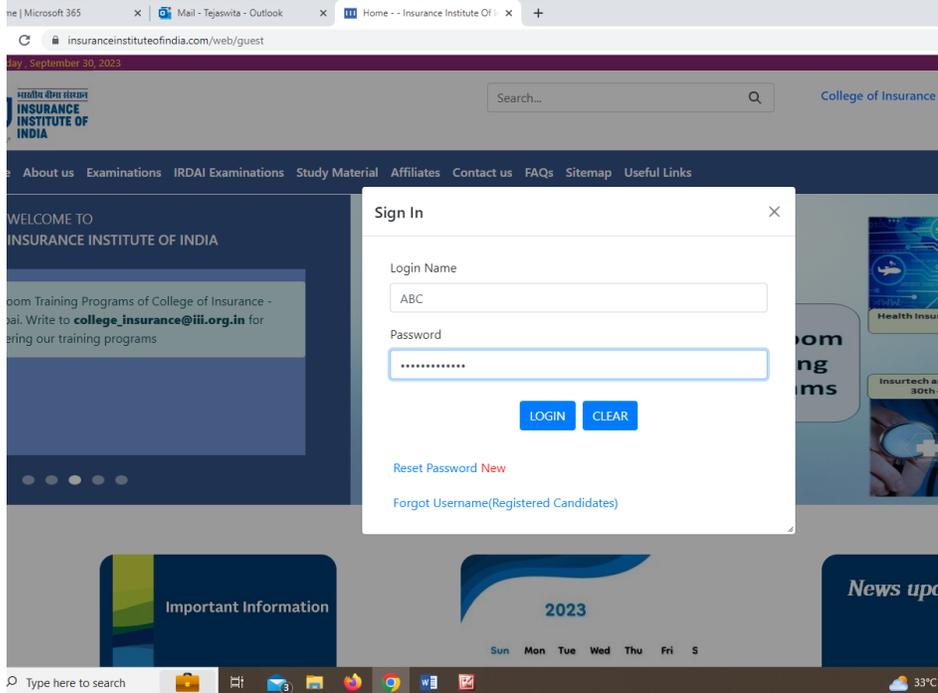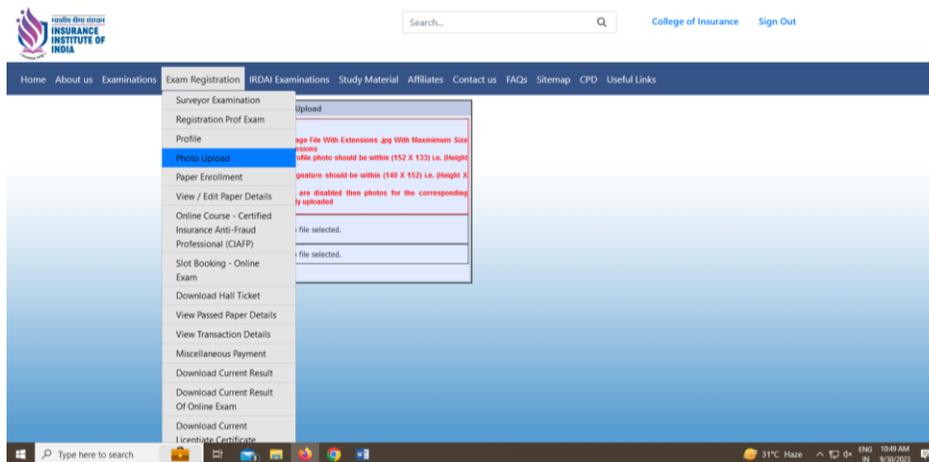
> ➢ Save as the resized photo.

- Sign in to www.insuranceinstituteofindia and enter login name and password

- For uploading photo click on Exam Registration >> Photo Upload >> Select the resized photo and click on submit

- For signature upload click on Exam Registration >> Profile >> click on upload your signature box and select the resized signature and click on submit.