CHARTERED INSURANCE INSTITUTE OF NIGERIA
GUIDELINE TO UPDATE YOUR MEMBERSHIP RECORDS

Visit www.ciinigeria.com and follow the steps stated below,

Step 1:   Click "MEMBERS PORTAL"

Step 2:   Click "MEMBERS AREA"

Step 3:   Insert your PIN (Membership number) as your user name and password

Step 4:   Follow the instruction to change your password

Step 5:   Re-login with your PIN as your username and use your new password

Step 6:   Click on "MY DASHBOARD" to upload your passport photograph (not more than 150kb)

Step 7:   Click on "MY PROFILE" on the left side bar menu to UPDATE your Profile

Step 8:   Click on "MY DOCUMENTS" to upload your credentials.(document should be jpeg file not more than 350kb)

For more enquiries, please call 08172040916