

**CHARTERED INSURANCE INSTITUTE OF
NIGERIA
(CIIN)**

**ONLINE COURES/PAYMENT REGISTRATION
GUIDELINES**

1. Log In

This is the first point of access to the member's portal. Every member has a login details which is their PIN as the username and PIN as the default password.

The screenshot shows the CIIN Member Login page. At the top, there is a blue header with the text "Chartered Insurance Institute of Nigeria" in white. Below the header is a navigation menu with links: HOME, ABOUT US, MEMBERS AREA, APPLY HERE, EVENTS, FAQ, and CONTACT US. The main content area is divided into two columns. The left column contains a welcome message: "You are welcome to the CIIN Members Area, Use the Login form to Log-In into your account. If you are not a Registered Member, please [Click here to Register](#)". The right column is titled "Member LogIn" and contains a login form with fields for "Username" and "Password", a "Remember password" checkbox, a "Log In" button, and a link for "Forgot your password?". A note below the form states: "Note: Your Username is your Pin and your Default Password is your Pin". At the bottom of the page, there is a blue footer with the text "Copyright © 2011 (Design/Hosting: ACSAI Systems, India)".

2. Dash Board

After successfully **log in**, the dash board appears with the **member's** details like name, picture **and** other information. On the **left** hand side of the dash board is the menu where the user can move through the portal.

- My Dashboard
- My Profile
- My Documents
- My Results
- Exam Registration
- Print Exam Slip
- Print Profile
- Make E-Payment
- My Financial Postion
- Search Members
- MCPD Details
- Change Password
- Log-Out



Welcome Moshood Oluwas
Welcome to Member Portal D

This Control Center guides you thr
 online.
 Make sure you upload your passpc

Note:

*if you are a new student registering for Exam
 required to pay a STUDENT REGISTRATION .*

*if you are writing Diploma or Diploma/Advar
 the certificate number for you CERTIFICATE*

*if you are writing Advance you are expected
 for you DIPLOMA LEVEL*



*Those writing Pure Diploma, Diploma& Adva
 Certificate*

*failure to take note of the above notice migt
 Number even after paying the exam Fee*

Click Here if you have Register for Exam But

3. EXAM REGISTRATION

When ordinary **you want** to register for **exam**, click on **the exam** registration on the side menu. This takes **you** to the exam registration page **as shown below**

| HOME || ABOUT US || MEMBERS AREA || APPLY HERE | EVENTS || CONTACT US |

My DashBoard	My Current Balance: -29750.00									
My Profile	Exam Year 2014									
My Documents	Exam Diet April									
My Results	Previous Registration									
Exam Registration	No Previous Registration Found									
Print Exam Slip	Programme : <input type="text" value="Select.."/>									
Print Profile	Registration Fee:									
Make E-Payment	Exam Center : <input type="text" value="ABUJA"/>									
My Financial Postion	Subject Registration									
Search Members	<input type="button" value="Add"/>									
MCPD Details	Other Fees									
Change Password	<table border="1"> <thead> <tr> <th>FeesDescription</th> <th>Amount</th> <th>type</th> </tr> </thead> <tbody> <tr> <td>LIBRARY FEES</td> <td>2000.00</td> <td>EXA</td> </tr> <tr> <td>CHIEF EXAMINER</td> <td>750.00</td> <td>EXA</td> </tr> </tbody> </table>	FeesDescription	Amount	type	LIBRARY FEES	2000.00	EXA	CHIEF EXAMINER	750.00	EXA
FeesDescription	Amount	type								
LIBRARY FEES	2000.00	EXA								
CHIEF EXAMINER	750.00	EXA								
Log-Out	Subject(s) Amount 0									
	Other Fees Amount 0									
	Total Amount 0									
	Number of Subjects 0									
	<input type="button" value="Register"/>									

On the exam registration page, the following will be shown.

- 1) the balance on the wallet
- 2) the current active examination diet
- 3) Old papers registered for where applicable

The process of registration is as follows:

- i. Choose the programme you are registering for e.g. Certificate, Certificate and diploma etc.
- ii. Choose the centre where you wish to write your exam.
- iii. Pick the subjects you want to write.
- iv. Click on add
- v. Verify the number of subject and amount
- vi. Click register

4. MAKING PAYMENTS

To make payment click on "Make E-Payment" on the side menu

My Dashboard	<h3>My E-Wallet - Load Fund</h3> <hr/> <table border="1"> <tr> <td>Current Year</td> <td>Current Diet</td> <td>My E-Wallet Balance</td> </tr> <tr> <td></td> <td></td> <td>N-29,750.00</td> </tr> </table> <p>Personal Details</p> <p>Matric. Number 4/8118</p> <p>Surname AKINYEMI Other Names Moshood Oluwaseun</p> <p>Email Address mshdakinyemi2@yahoo.com Mobile Phone 08023069043</p> <p>KINDLY VERIFY THE PERSONAL DETAILS ABOVE (IF YOURS) BEFORE LOADING CASH TO YOUR E-WALLET!</p> <p>Verify Bank Payment</p>	Current Year	Current Diet	My E-Wallet Balance			N-29,750.00
Current Year		Current Diet	My E-Wallet Balance				
			N-29,750.00				
My Profile							
My Documents							
My Results							
Exam Registration							
Print Exam Slip							
Print Profile							
Make E-Payment							
My Financial Postion							
Search Members							
MCPD Details							
Change Password							
Log-Out							

OTHER PAYMENT

[PLS CLICK HERE FOR OTHER PAYMENT TYPE](#)

View Debits Transaction to Pay For
You have to click on the check box for the items to pay for

	Srn	Transaction No	TransDate	Narration	Debit Amount
<input type="checkbox"/>	43260	D201403462	6/4/2014 12:00:00 AM	2014 Annual Subscription	3000
<input type="checkbox"/>	33356	D201401632	1/9/2014 12:00:00 AM	D11 , CHIEF EXAMINER , DIPLOMA	22750

On the e-payment page you will also see a list of your debts where you can choose from.

OTHER PAYMENT

[PLS CLICK HERE FOR OTHER PAYMENT TYPE](#)

View Debits Transaction to Pay For
You have to click on the check box for the items to pay for

	Srn	Transaction No	TransDate	Narration	Debit Amount
<input type="checkbox"/>	43260	D201403462	6/4/2014 12:00:00 AM	2014 Annual Subscription	3000
<input type="checkbox"/>	33356	D201401632	1/9/2014 12:00:00 AM	D11 , CHIEF EXAMINER , DIPLOMA LEVEL ,	22750
<input type="checkbox"/>	33357	D201401632	1/9/2014 12:00:00 AM	EDUCATION LEVY ,	2000
<input type="checkbox"/>	33358	D201401632	1/9/2014 12:00:00 AM	LIBRARY FEES ,	2000

Pay

Click on the "pay" to bring other payment details.

AM	
Pay	
Load Money to my E-Wallet	
My E-Wallet Balance: N-29,750.00	
Label :	Select
Amount :	22750
<input type="button" value="Cancel"/>	<input type="button" value="Make Payment"/>
View Financial Position	

Choose the payment method you would like to use. There are two (2) payment methods namely :

- i. Using Interswitch Web Pay Platform
- ii. In any First Bank Branch Nation-wide

4.1 Interswitch Web Pay Platform

For interswitch choose "interswitch" from the "label" option

<input type="checkbox"/>	33358D201401632	09/01/2014 00:00:00	LIBRARY FEES ,	2000
Pay				
Load Money to my E-Wallet				
My E-Wallet Balance: N-29,750.00				
Refrence Number :		INTERSWITCH		
		2034499983		
Amount :		22750		
<i>Note: A transaction fee of 1.5% will be added to your Payment as transaction fee</i>				
<input type="button" value="Cancel"/>			<input type="button" value="Make Payment"/>	

A number with the total amount to be paid will be shown.

Clicking on "make payment". A page with details of the transaction will come up as shown below.

Your Transaction Number is: 2034499983

Click on the button to direct you to interswitch page where you will supply your card details.

When you are done, A message will come up confirming the success of your transaction or not.

4.2 First Bank

To make payment through any First Bank **branch** choose first bank from the Method options.





Pay

Load Money to my E-Wallet	
My E-Wallet Balance:	N-29,750.00
Reference Number:	First Bank
	1317773867
Amount:	22750
<i>Note: A transaction fee of N200 will be added to your Payment as transaction fee</i>	
<input type="button" value="Cancel"/>	<input type="button" value="Print Pay Advise"/>
View Financial Position	

A number **with** the total amount to be paid will **be shown**.

4.2.1 Pay Advice

Click on "Print Pay Advice" to generate a pay advice that contains details of the payment that you will take to the bank.

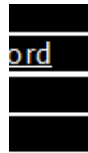
CHARTERED INSURANCE INSTITUTE OF NIGERIA		
First Bank Pay Advise		
		06/06/2014
Name:		Customer ID/PIN 
Email		Transaction Type Member
Transaction Details		
Transaction Number	Narration	Amount (N)
1165317173	Transaction Amount	6,000.00
	Bank Commission	200.00
Total Due		6,200.00

After successfully making the payment in the bank, **you will come back to the** member's portal.

4.2.2 Payment Verification

Login and go to the e-payment page for payment verification.

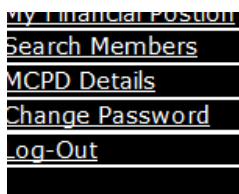
Click verify **bank payment** on the e-payment page



**KINDLY VERIFY THE PERSONAL DETAILS ABOVE (IF YOURS)
BEFORE LOADING CASH TO YOUR E-WALLET!**

[Verify Bank Payment](#)

Enter the confirmation Order # on the receipt printed by the bank. **Click confirm**



Email Address **msnaakinyemiz@yanoo.com** Mobile Phone **08023069043**

**KINDLY VERIFY THE PERSONAL DETAILS ABOVE (IF YOURS)
BEFORE LOADING CASH TO YOUR E-WALLET!**

[Verify Bank Payment](#)

Bank Confirmation No

A page with the confirmation number shows. Click the **button** to confirm your payment

Your Confirmation Number is: 01129300861401878411137

A message will come up confirming the success of your verification or not.