1. **Open the link (https://agentexam.nia.gov.np) .**
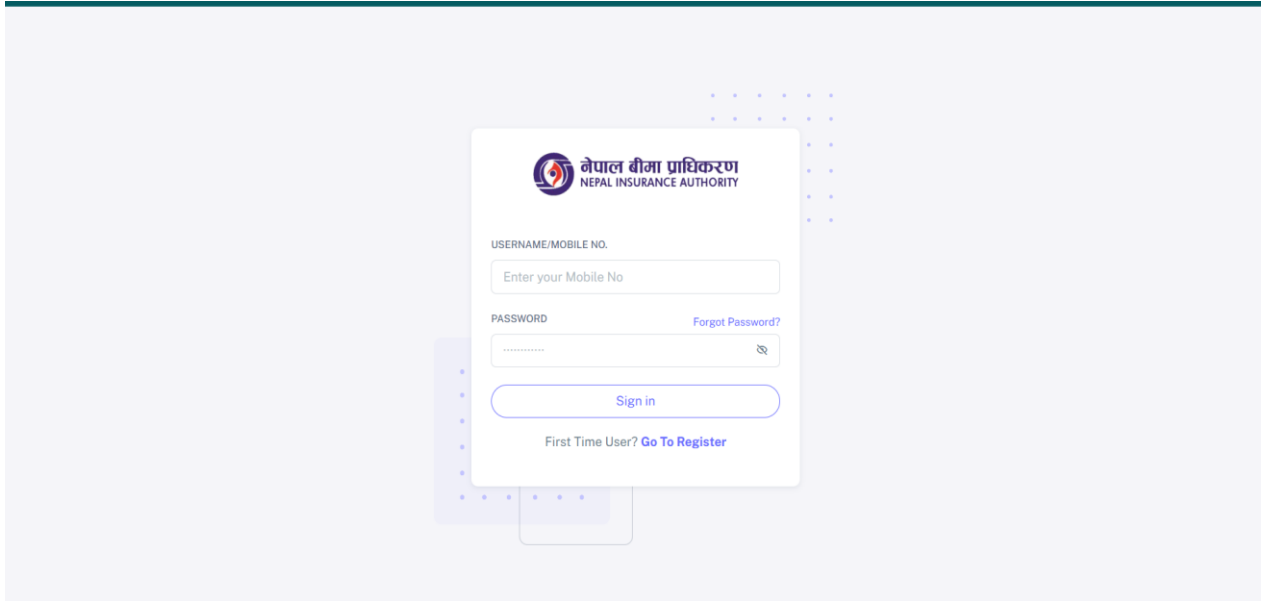

Fig 1: Login Screen

2. **Click on Go To Register if you have received an OTP and register yourself in the examination system.**

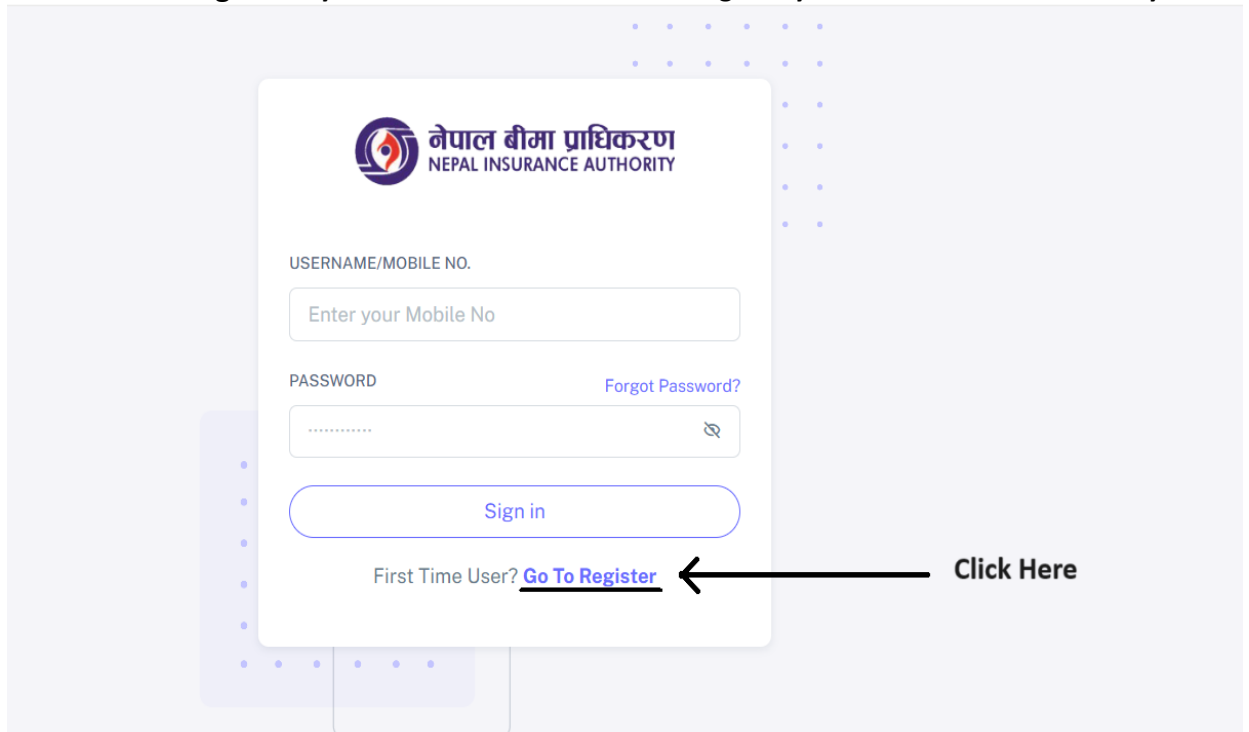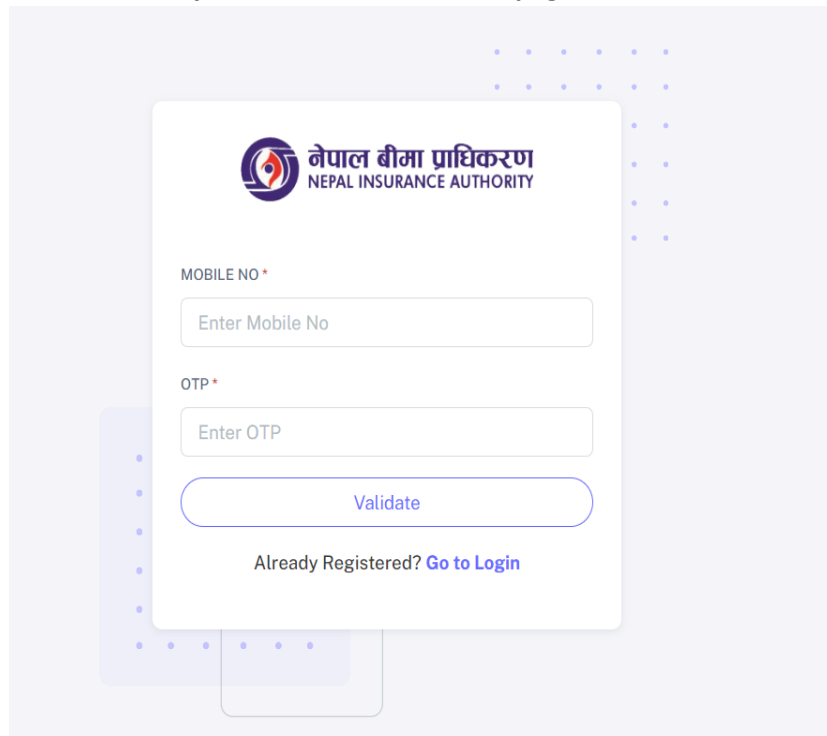**Fig 2: Login Screen**

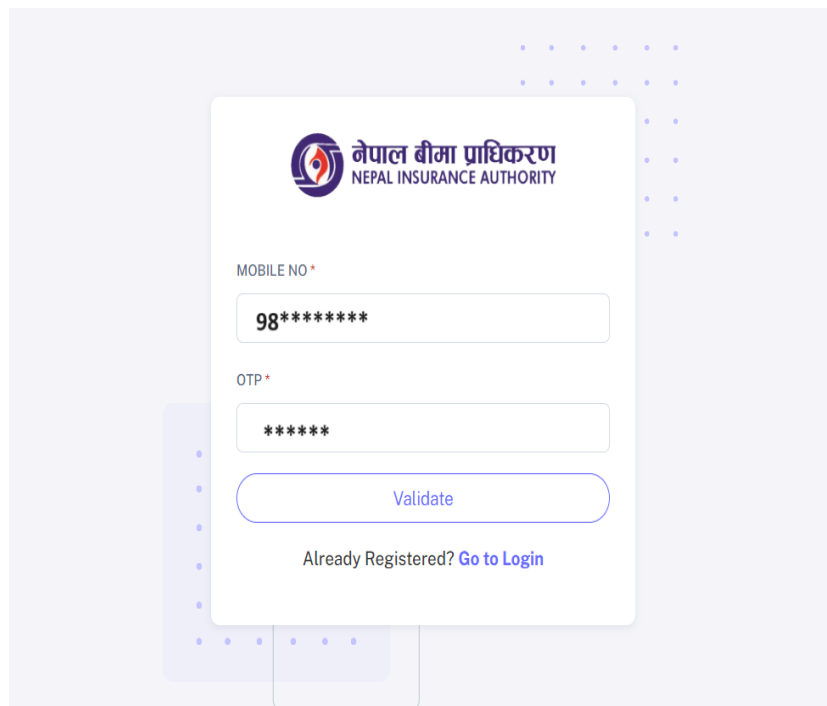3. **After you click on the above link you'll be redirected to the page shown below.**

Fig 3.1: Register Screen

Note:
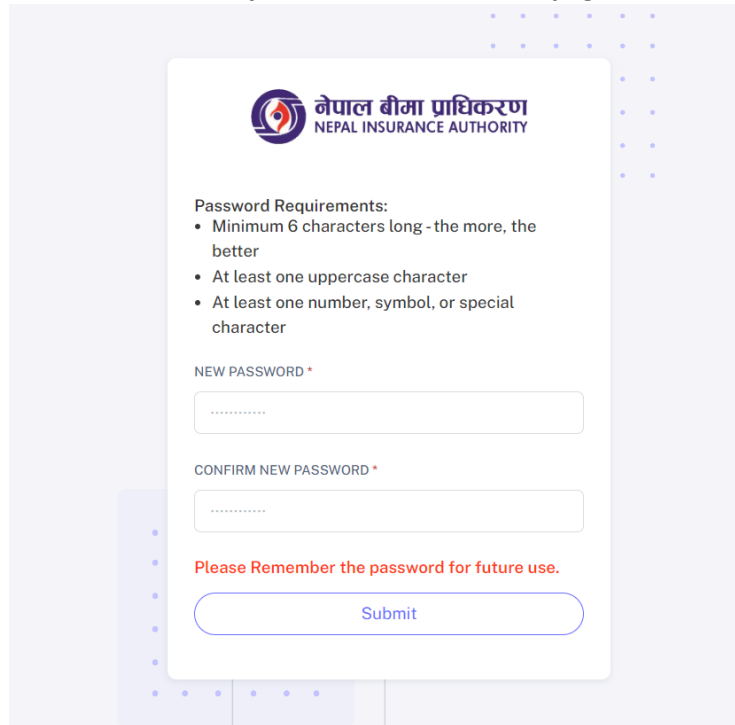
- **Enter your Mobile No and OTP you have received like shown in the figure below.**
- **Click on validate button.**

Fig 3.2: Register Screen

4. If your mobile number and OTP matches you will be redirected to page shown below.
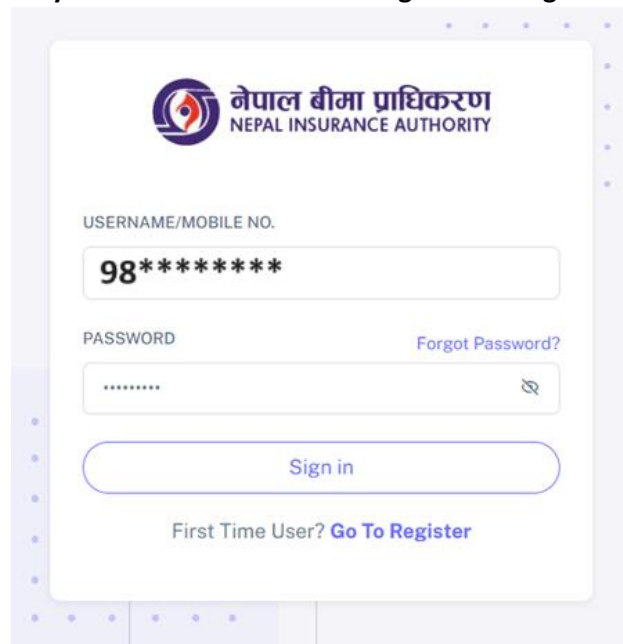

Fig 4: Password Screen

Note:
- **Create new password for future use to access the system.**
- **Click on submit button.**

5. After creating new password you'll be redirected to the login screen again.

Fig 5: Login Screen

Note:
- **Enter your mobile number and password and click on Sign in.**

6. **After Login you'll be redirected to the dashboard screen which is shown below.**
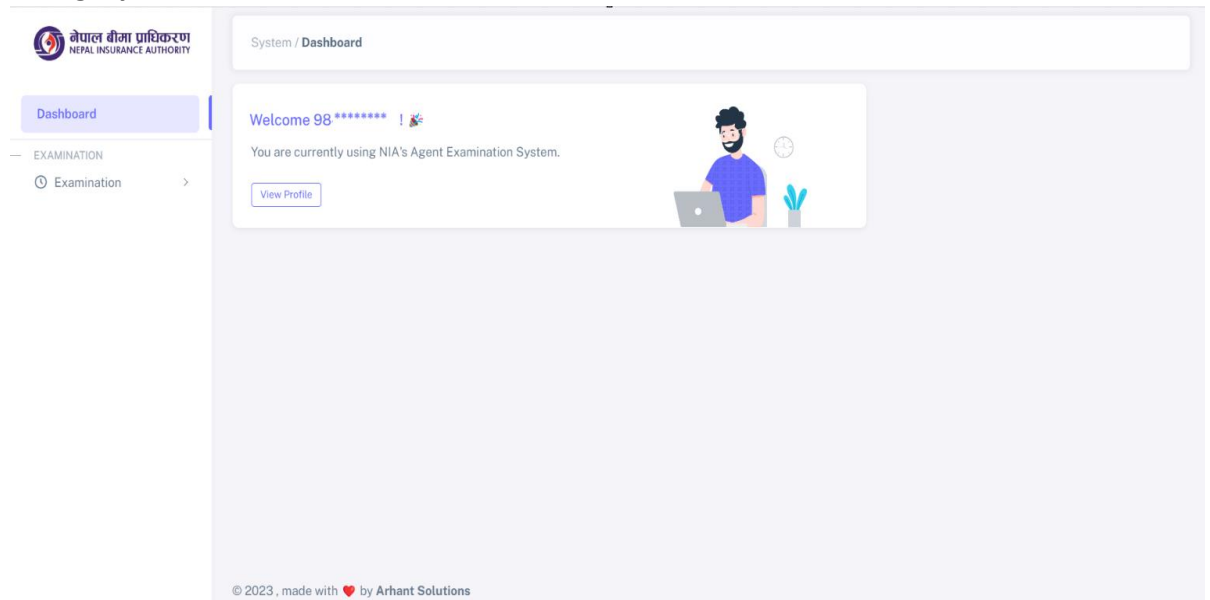

Fig 6: Dashboard

7. **Select the Submenu Make payment which is located inside Examination menu after that you'll be redirected to page shown below.**
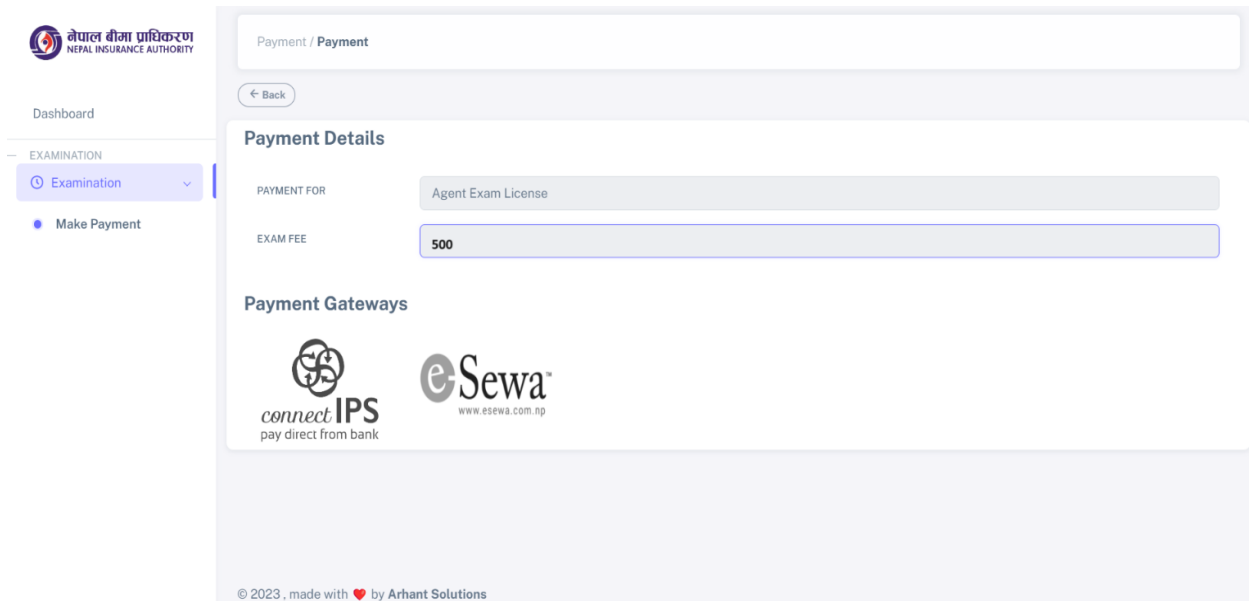

Fig 7: Make Payment

Note:
- **Select the desired payment mode (Connect-IPS or eSewa) to make payment.**
- **Payment Screen and process for Connect-IPS and eSewa are shown below.**

8. Connect-IPS Payment Screen (for connect-ips users)

Fig 8.1: CIPS Payment Screen

Note:

- **Please enter the remarks and click on make payment after that you'll be redirected to page shown below.**

Fig 8.2: CIPS Login Screen

Note:

- **Login to your CIPS account after which you'll be redirected to page shown below.**

Fig 8.3: CIPS Payment Screen

Note:
- **After making payment you'll be redirected to Fig 8.4 if payment is not successful else to fig 8.5 if payment is successful.**

Fig 8.4: Payment Failure Screen

Note:
- **Go back to dashboard and follow the process from step 7 if your transaction isn't successful.**

Fig 8.4: Payment Successful Screen

Note:
- **After Payment is successful click on Back to Login and re-login to the system to select desired exam date.**

9. **eSewa Payment Screen (for eSewa users)**

Transaction Details

Nepal Beema Pradhikaran - Agent Exam	NPR
Product Amount:	500.00
Tax Amount:	0.00
Delivery Charge:	0.00
Total Amount:	**500.00**

Login

eSewa ID:

email/ mobile number

Password:

password

LOGIN

CANCEL

Fig 9.1: Esewa Login Screen

Note:
- **Login to your Esewa account and make the payment.**
- **After making payment you'll be redirected to Fig 9.2 if payment is not successful else to fig 9.3 if payment is successful.**

Payment Failed

Sorry **Test Test Test** i, your transaction has failed.
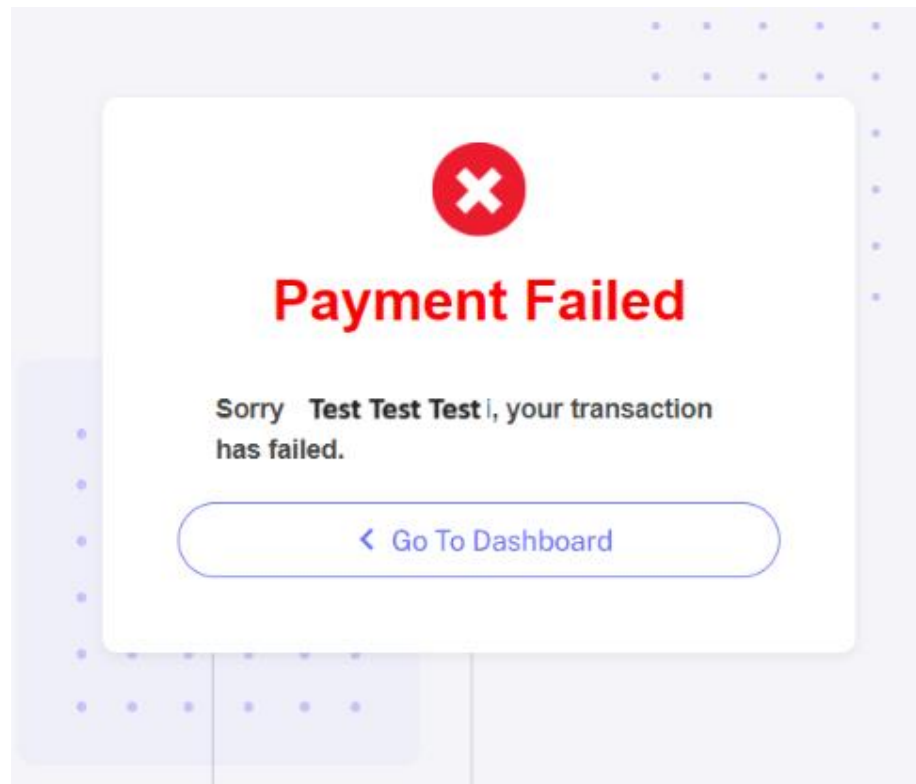
‹ Go To Dashboard

Fig 9.2: Payment Failure Screen

Note:
- **Go back to dashboard and follow the process from step 7 if your transaction isn't successful.**
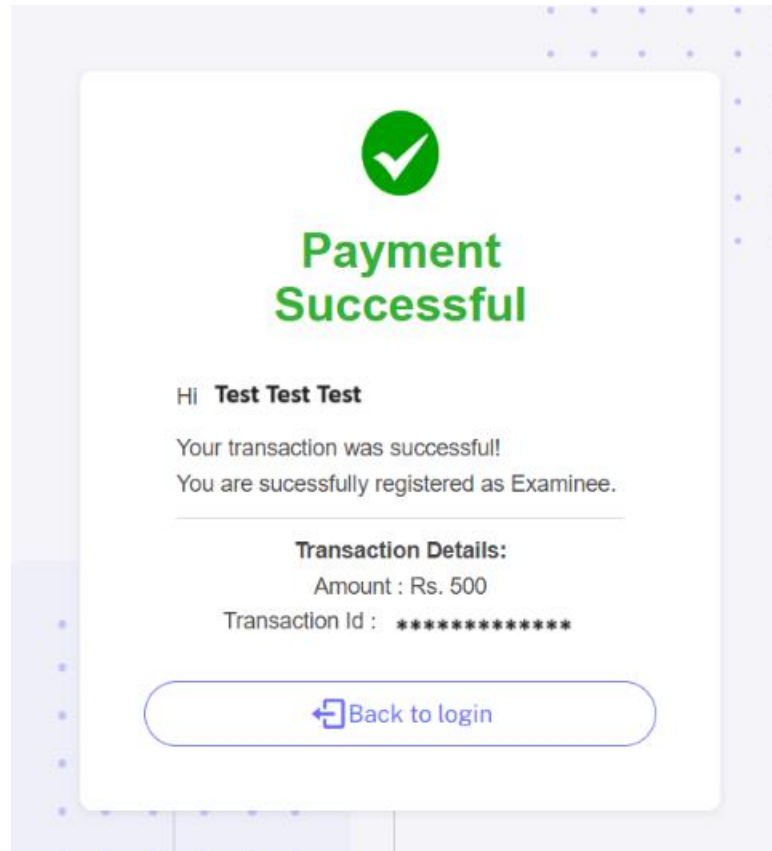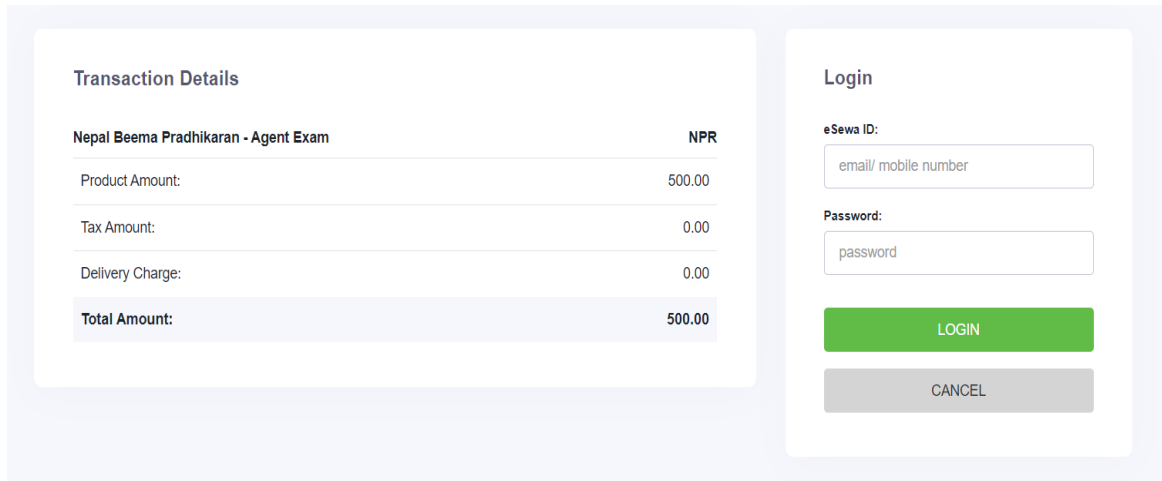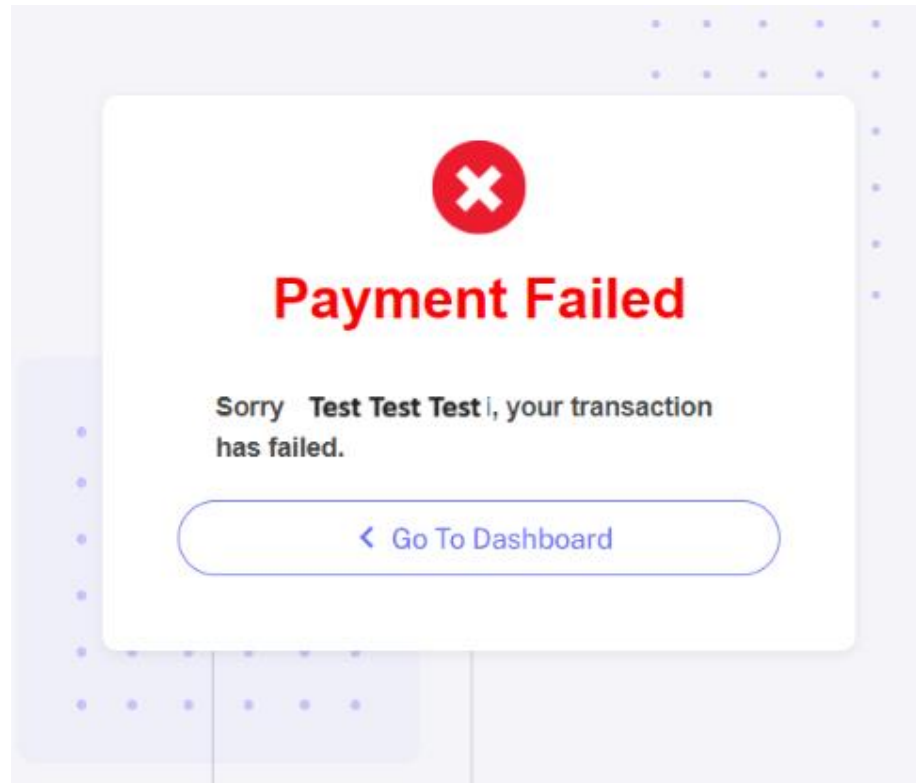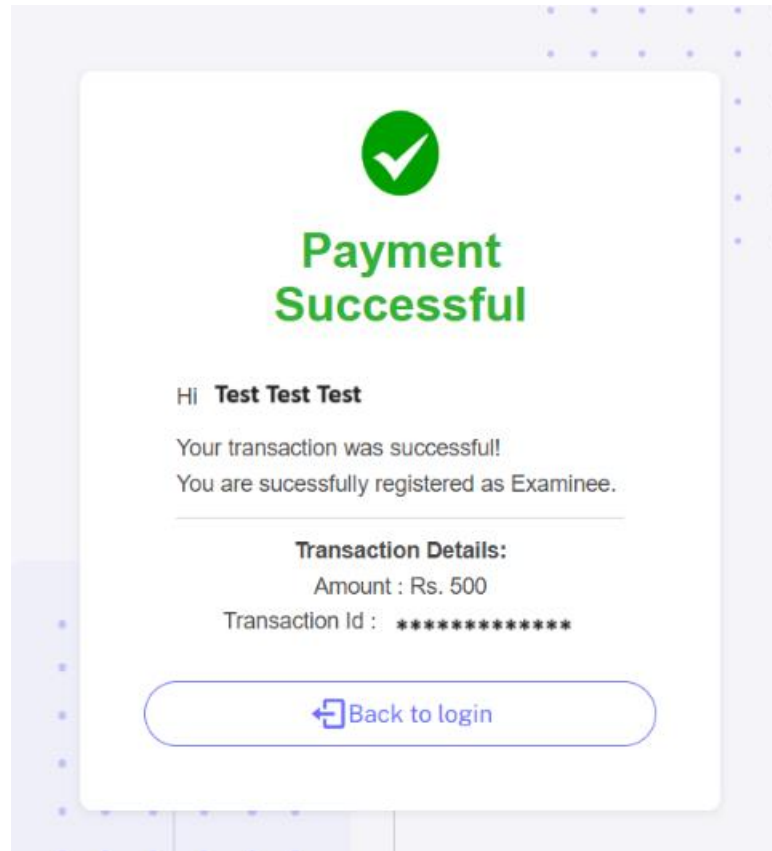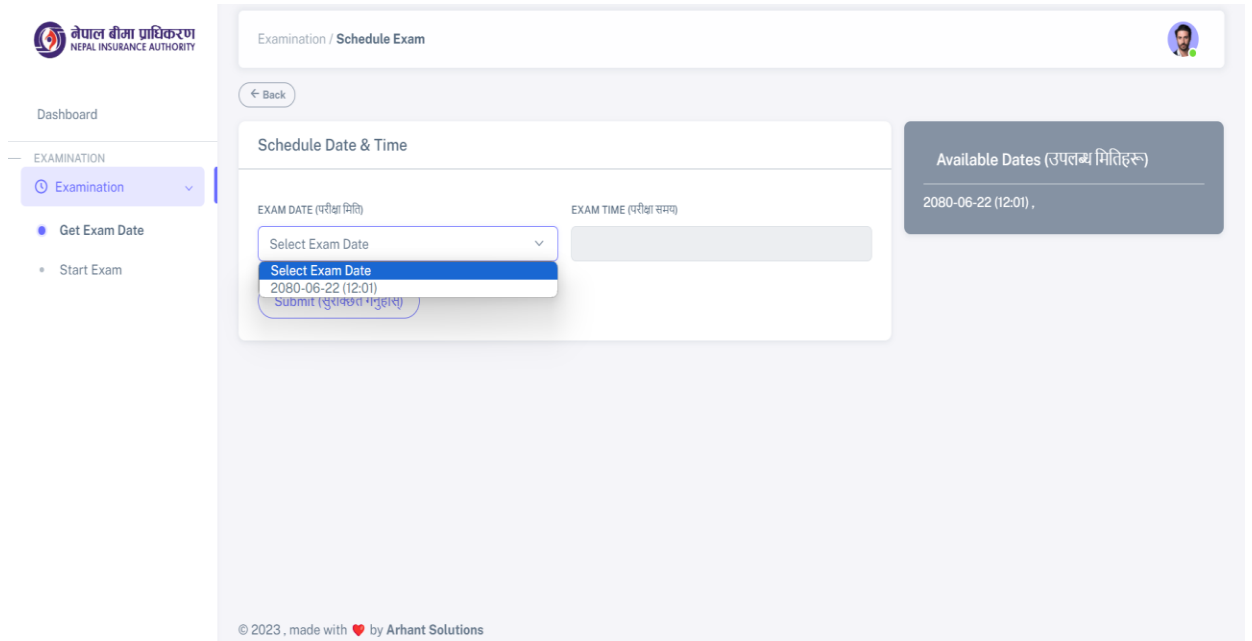
Fig 9.3: Payment Successful Screen

Note:
- **After Payment is successful click on Back to Login and re-login to the system to select desired exam date.**

10. **Please select the Submenu Get Exam Date which is located inside the Examination menu. Once you select Get Exam Date submenu you will be redirected to the screen shown below.**
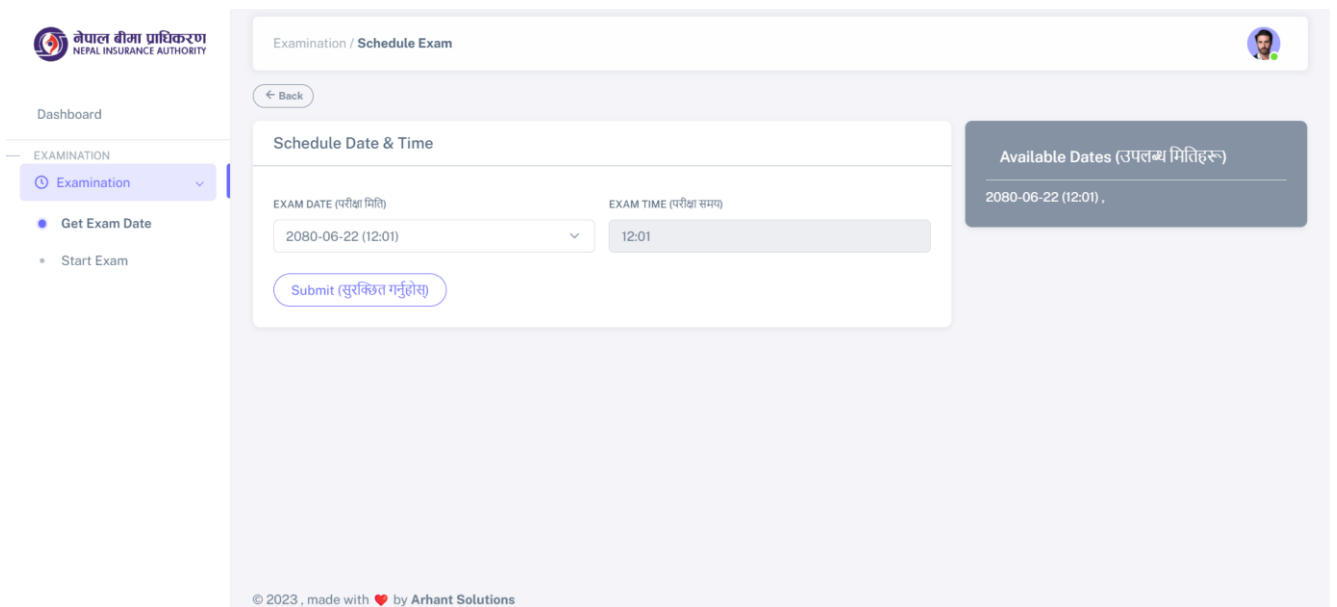

Fig 10.1: Available Exam Schedule

Note:

- **Exam Date can be selected up to one and half hour before exam.**
- **Selected Exam Date will be your exam time.**
- **Press on submit button after the exam date is selected as on figure below.**

Fig 10.2: Exam Date Selection

11. Please select the sub menu start exam which is located inside the Examination menu.
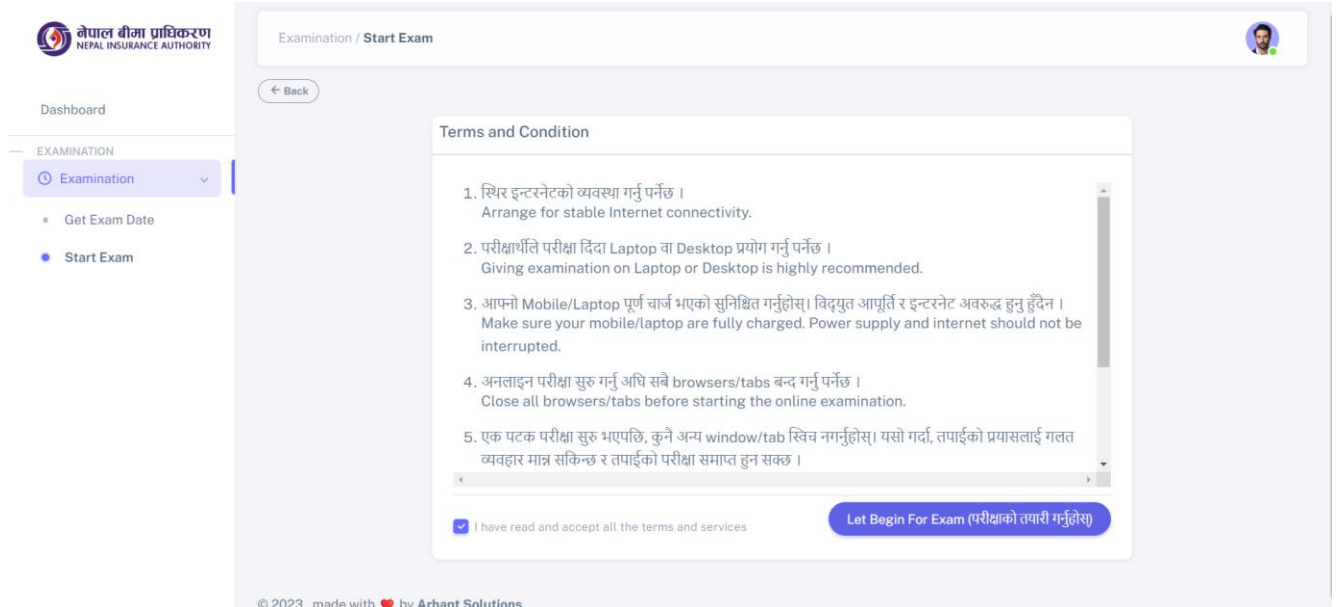

Fig 11.1: Instruction Page

Note:
- **Tick on the 'I have read and accepted' checkbox to enable the Lets Begin for Exam Button which is shown below.**
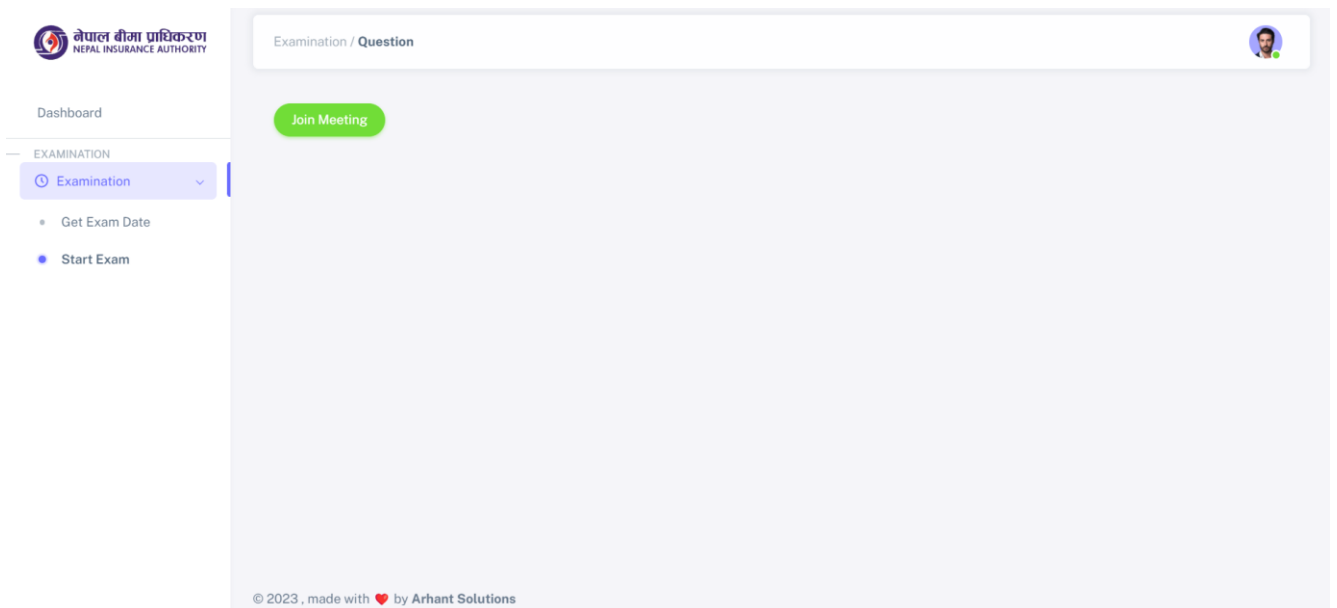

Fig 11.2: Join Meeting Page

Note:
- **Click on the join meeting button shown in green color after that you will be able to start exam once zoom dialogue box appears. (as shown on figure below)**
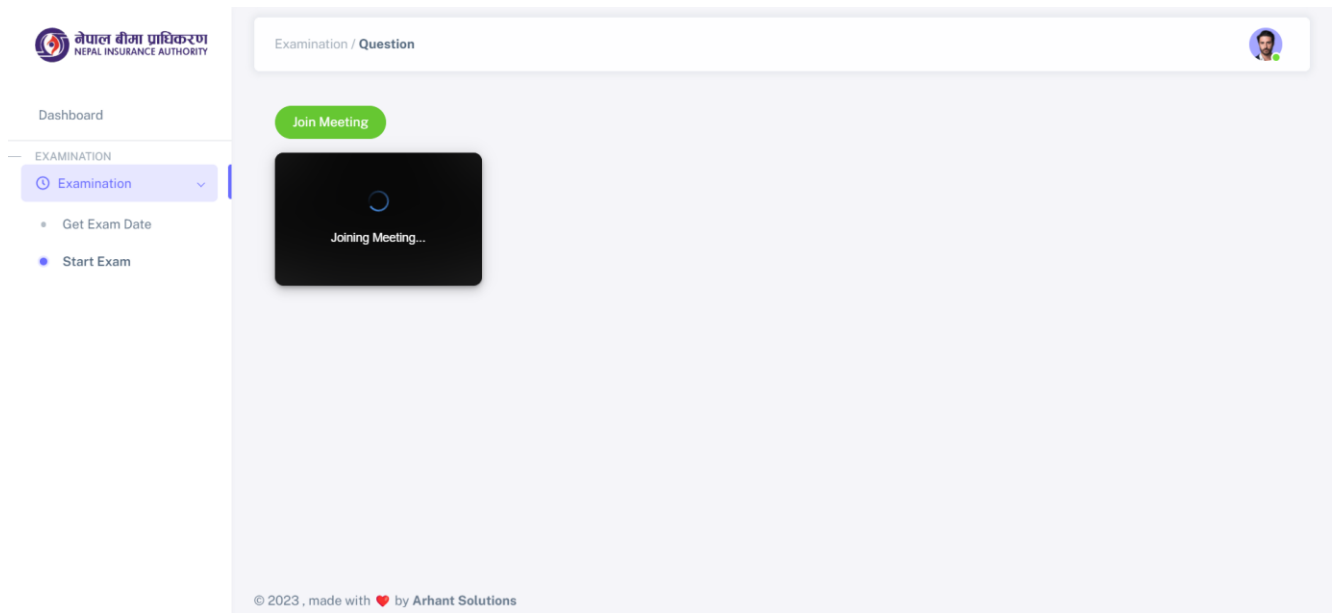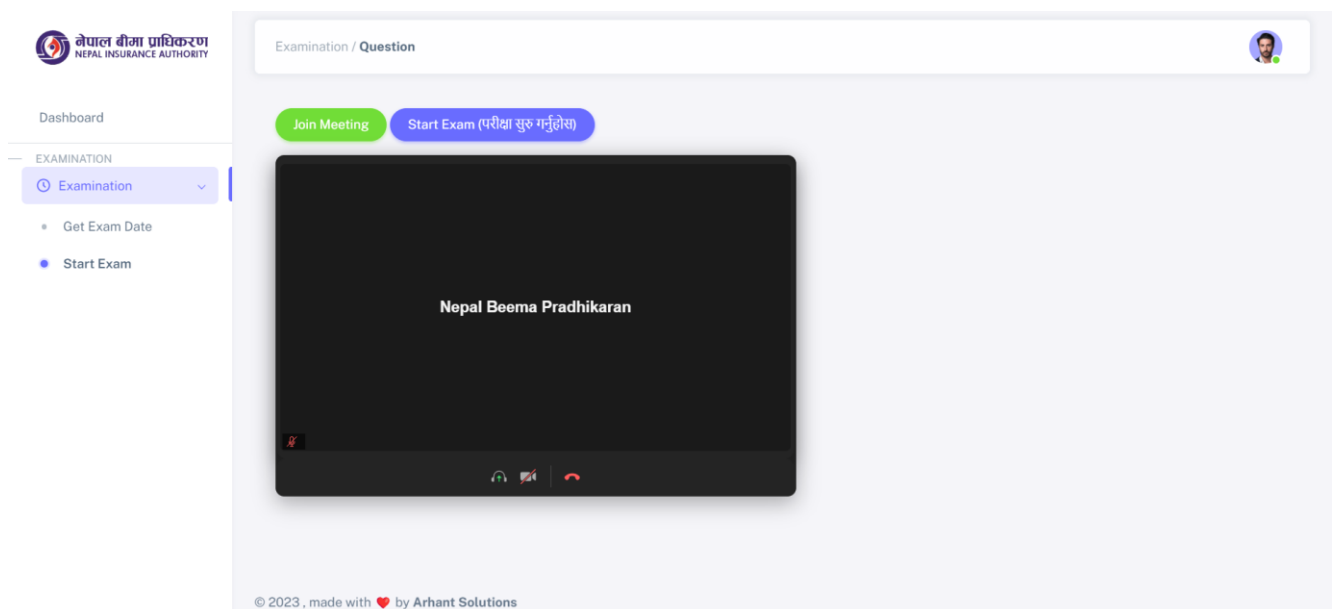
Fig 11.3: Waiting for the zoom meeting to be joined

Fig 11.4: Zoom meeting is joined

Note:

- **Once the above screen is shown enable the audio and video in the zoom which are the first two button.**
- **Once audio and video are enabled then start the examination.**
- **You won't be able to enable or disable the audio and video once exam starts.**

12. Once you start the exam you will be shown question screen on your device.
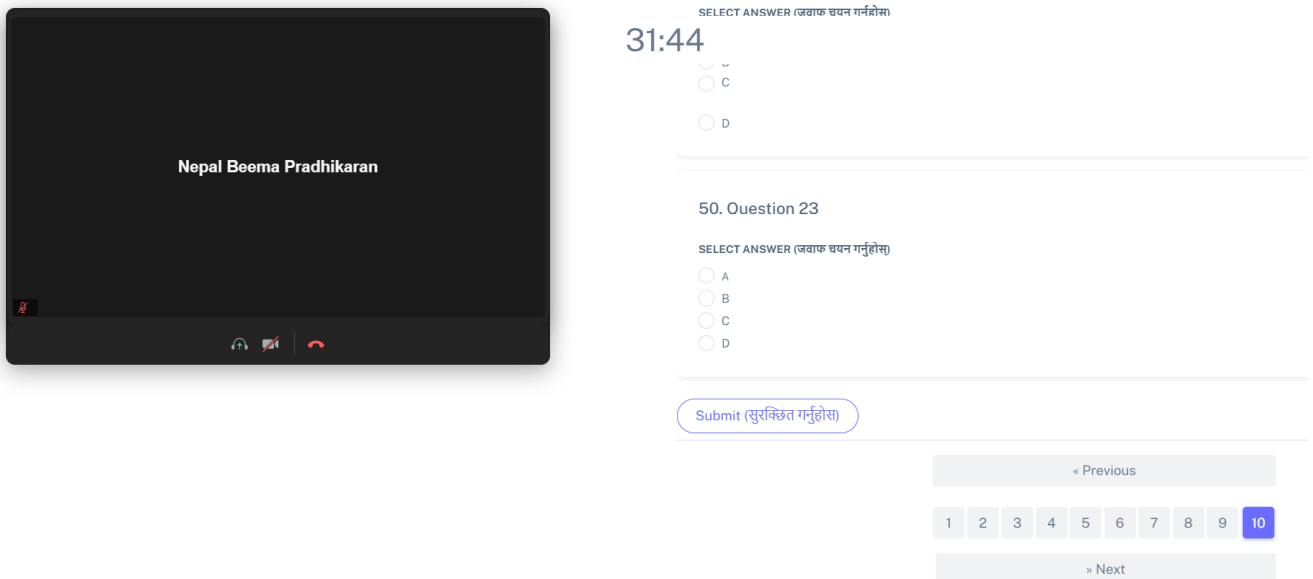

Fig 12.1: Question Screen

Fig 12.2: Question Screen 2

Note:
- **Select the desired options.**
- **Click on the Submit button after choosing all the answers.**
- **The total exam time will be of 1 hour and 30 minutes.**

13. After you submit the question your result will be shown instantly.

Fig 13: Result Screen