

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

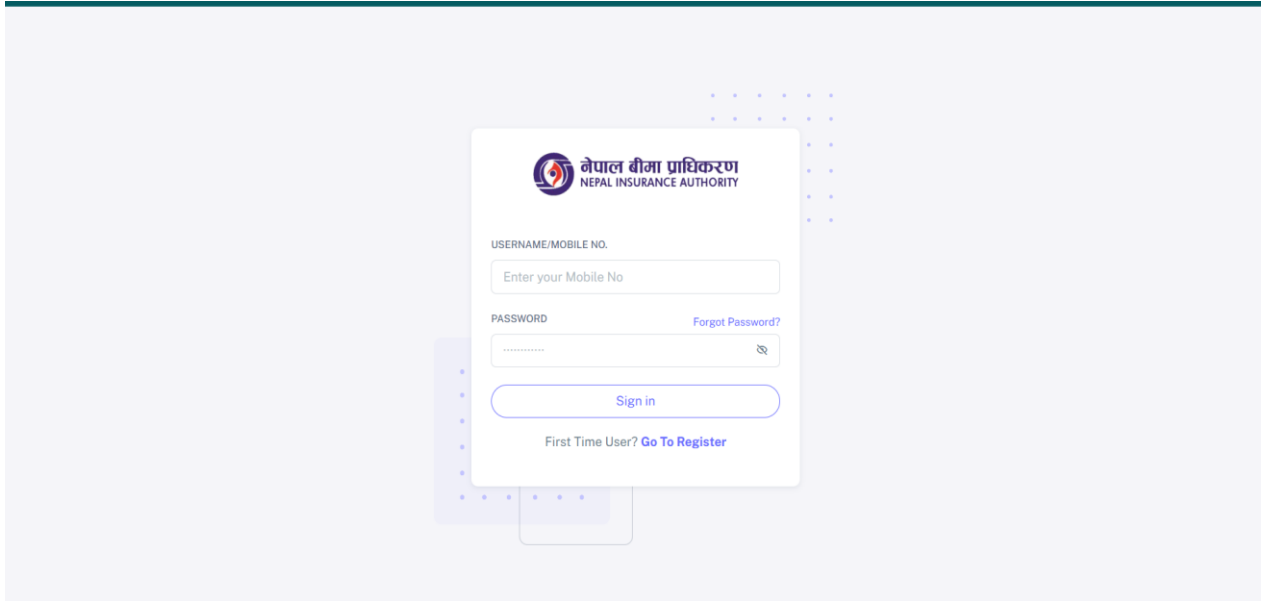


Fig 1: Login Screen

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

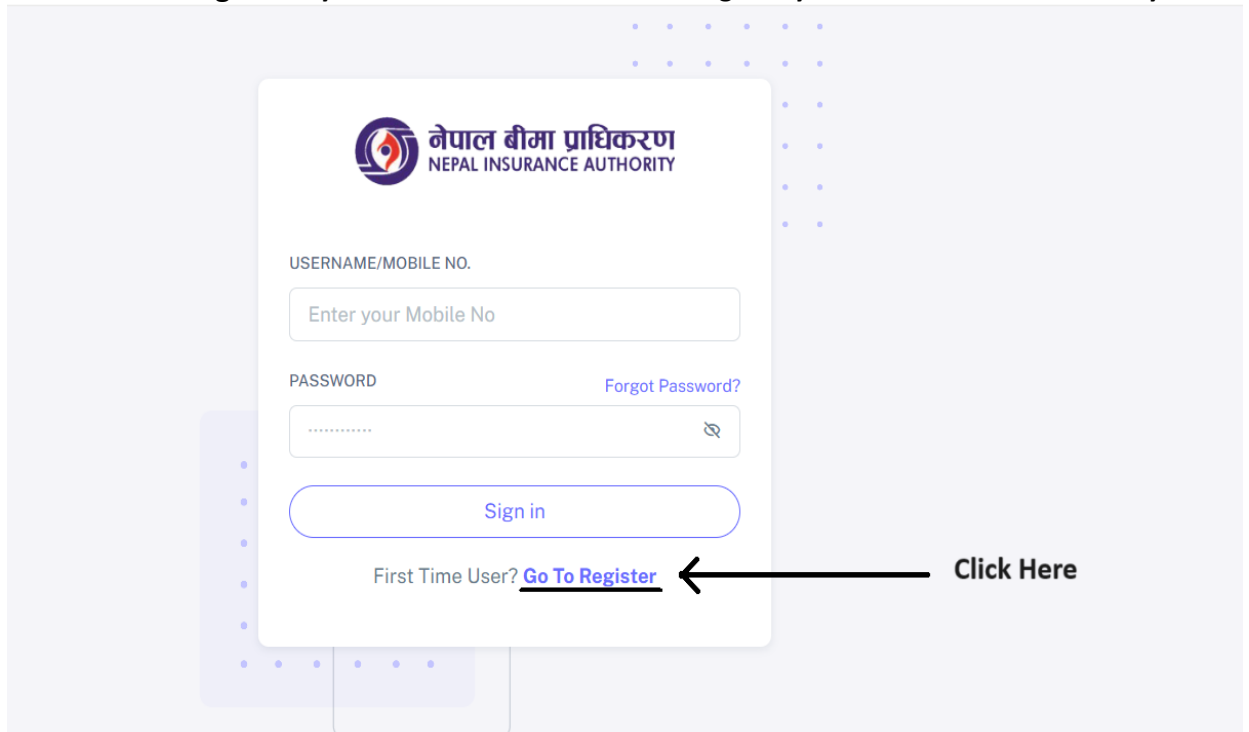
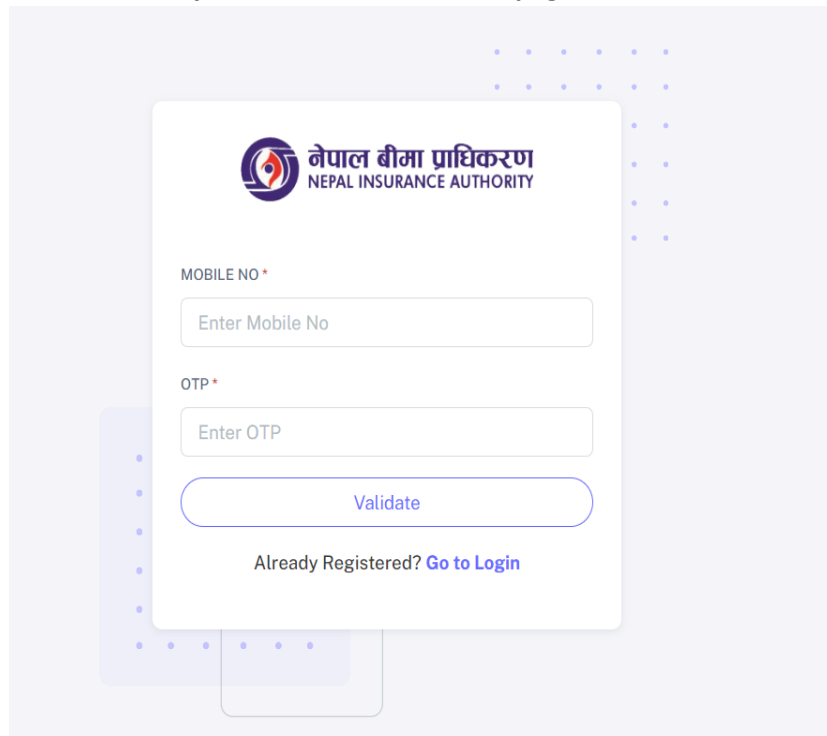


Fig 2: Login Screen

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

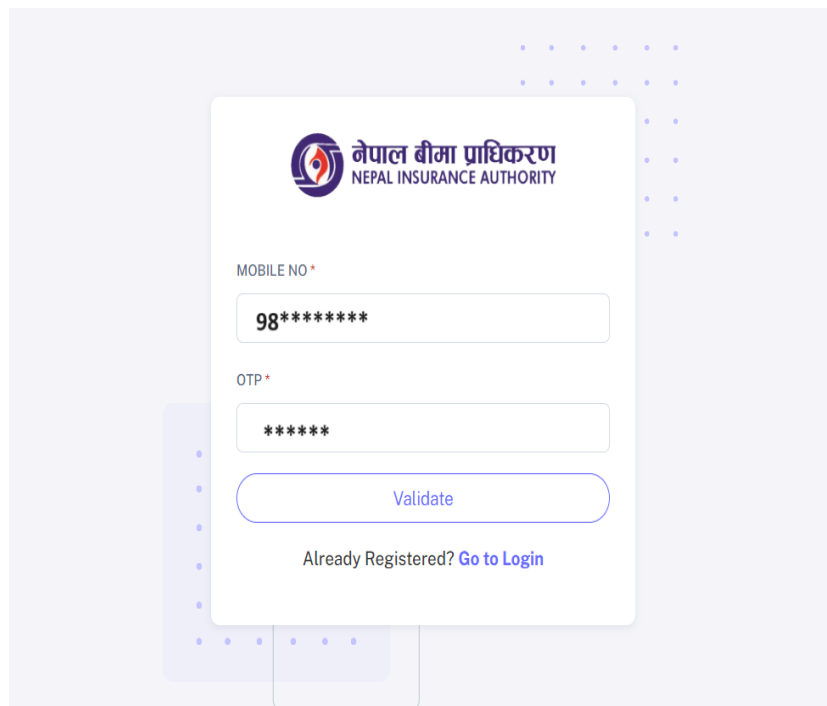


The image shows a registration form for the Nepal Insurance Authority. At the top left is the logo, which consists of a stylized flame or drop shape inside a circle, followed by the text 'नेपाल बीमा प्राधिकरण' and 'NEPAL INSURANCE AUTHORITY'. Below the logo, there are two input fields. The first is labeled 'MOBILE NO*' and contains the placeholder text 'Enter Mobile No'. The second is labeled 'OTP*' and contains the placeholder text 'Enter OTP'. Below these fields is a blue button with the text 'Validate'. At the bottom of the form, there is a link that says 'Already Registered? Go to Login'.

Fig 3.1: Register Screen

Note:

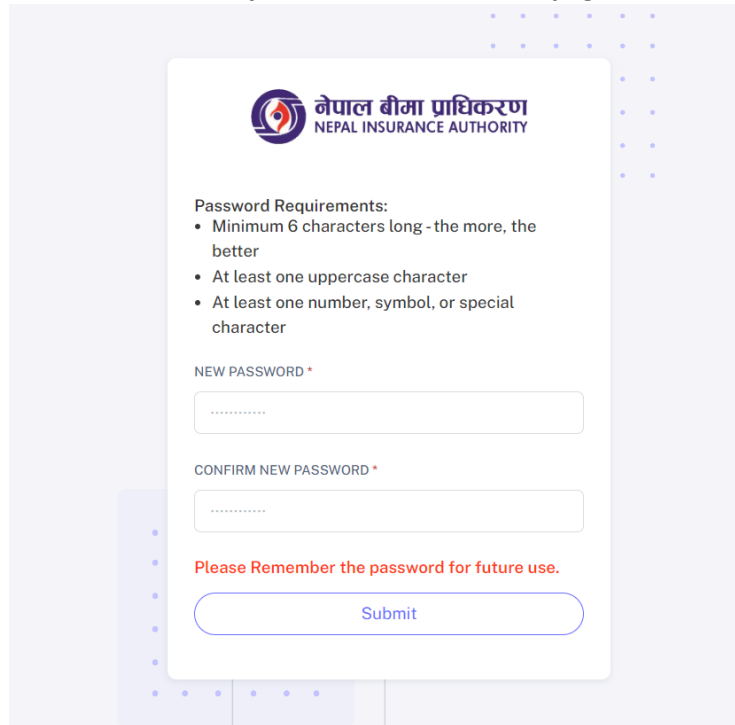
- Enter your Mobile No and OTP you have received like shown in the figure below.
- Click on validate button.



This image shows the same registration form as Fig 3.1, but with sample data entered. The 'MOBILE NO*' field now contains '98*****' and the 'OTP*' field contains '*****'. The 'Validate' button and the 'Already Registered? Go to Login' link are still present at the bottom.

Fig 3.2: Register Screen

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



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NEPAL INSURANCE AUTHORITY

Password Requirements:

- Minimum 6 characters long - the more, the better
- At least one uppercase character
- At least one number, symbol, or special character

NEW PASSWORD *

CONFIRM NEW PASSWORD *

Please Remember the password for future use.

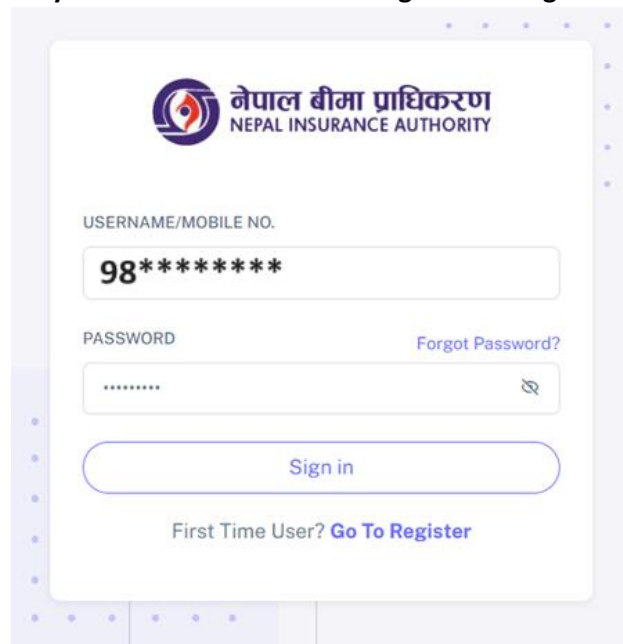
Submit

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.



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NEPAL INSURANCE AUTHORITY

USERNAME/MOBILE NO.

98*****

PASSWORD [Forgot Password?](#)

Sign in

First Time User? [Go To Register](#)

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.

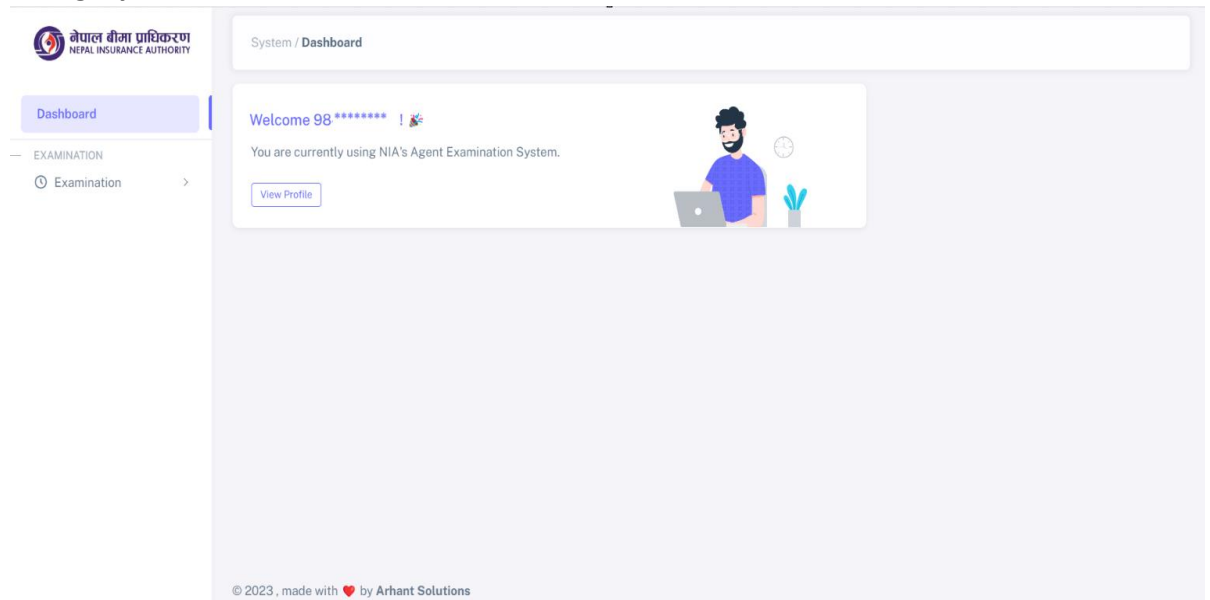


Fig 6: Dashboard

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

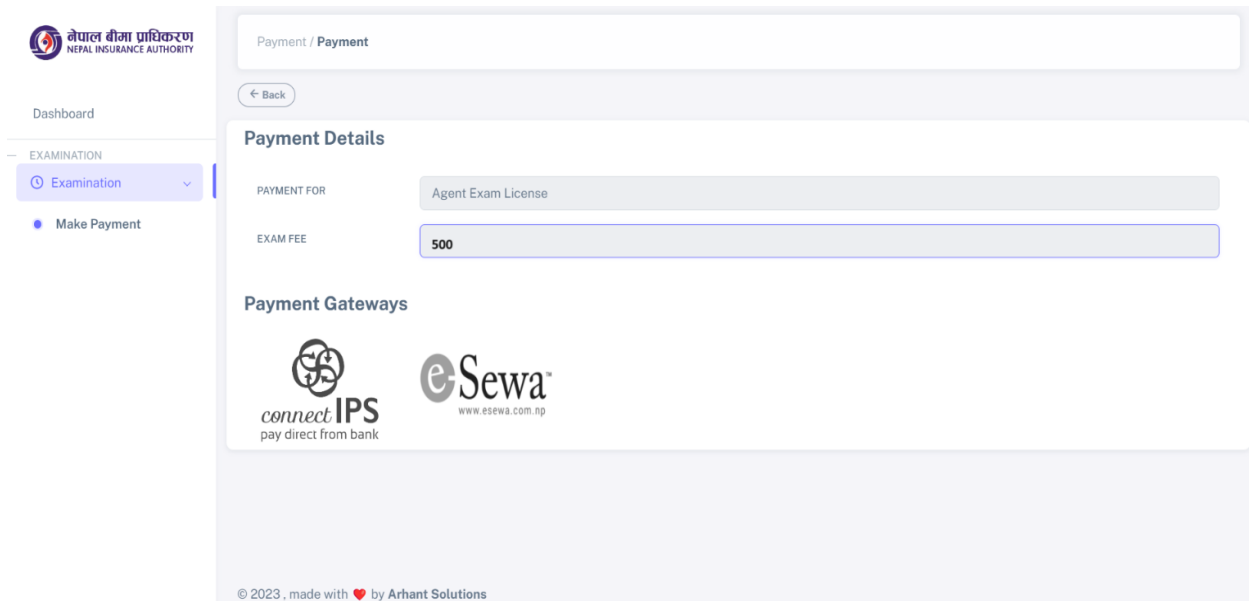


Fig 7: Make Payment

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)

The screenshot shows the 'Payment / NCHL Payment' screen. On the left is a sidebar with the Nepal Insurance Authority logo and navigation options: 'Dashboard', 'EXAMINATION' (with a dropdown menu showing 'Examination' and 'Make Payment'), and 'Make Payment'. The main content area has a 'Back' button and a 'Payment Details' section. This section contains three input fields: 'PAYMENT FOR' with the value 'Agent Exam License', 'EXAM FEE' with the value '500', and 'REMARKS*' with the placeholder 'Enter Remarks'. Below these fields is a 'Make Payment' button. At the bottom of the page, it says '© 2023, made with ❤️ by Arhant Solutions'.

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.

The screenshot shows the 'connect IPS' login screen. At the top is the logo for 'connect IPS' with the tagline 'pay direct from bank'. Below the logo is a 'Username' input field with a user icon. Underneath is a CAPTCHA image showing the characters '27X' on a grid, with a refresh button to its right. Below the CAPTCHA is a text input field with the placeholder 'Type the characters in the image'. At the bottom are two blue buttons: 'Return' and 'Sign In'.

Fig 8.2: CIPS Login Screen

Note:

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

The screenshot displays the 'connect IPS' interface. At the top right, there is a 'Return to Creditor Site' button. The main content is divided into two sections: 'PAYMENT DETAILS' and 'ACCOUNT DETAILS'. Under 'PAYMENT DETAILS', the following information is shown: Creditor Id: *****; Creditor Name: Nepal Insurance Authority; Transaction Amount: (NPR) 500.00; Charge Amount: (NPR) 2.00; Net Debit Amount: (NPR) 502.00; Transaction Id: *****; Reference Id: *****; Particulars: Agent Exam License. The 'ACCOUNT DETAILS' section features a 'Debit Account:' label and a dropdown menu with 'Select Account' as the current selection. A 'Submit' button is located at the bottom right of the form area.

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.

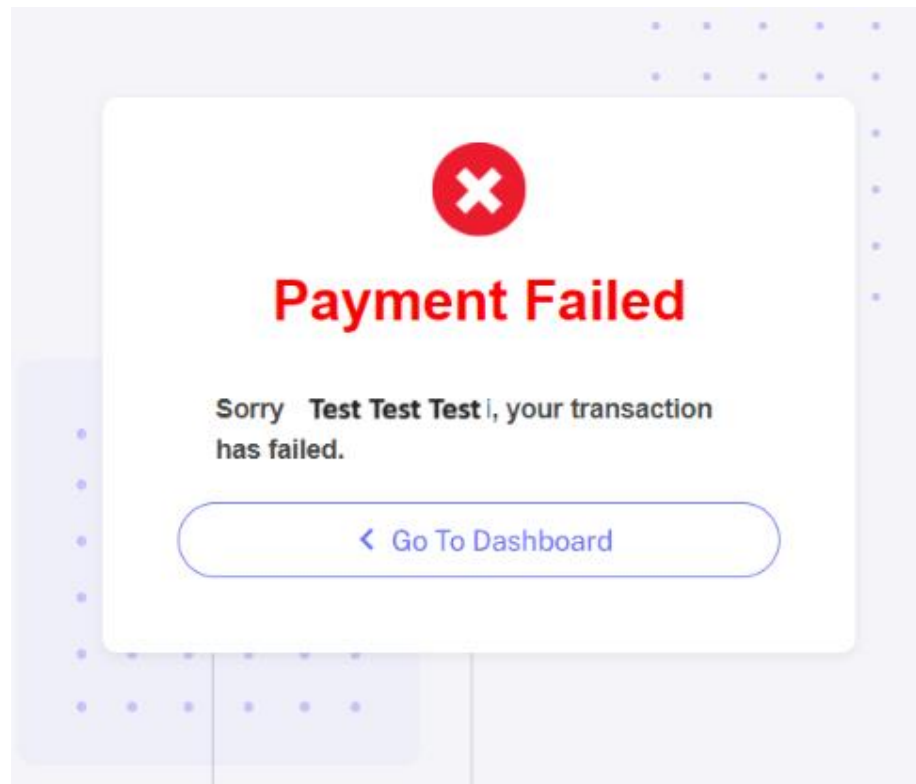


Fig 8.4: Payment Failure Screen

Note:

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

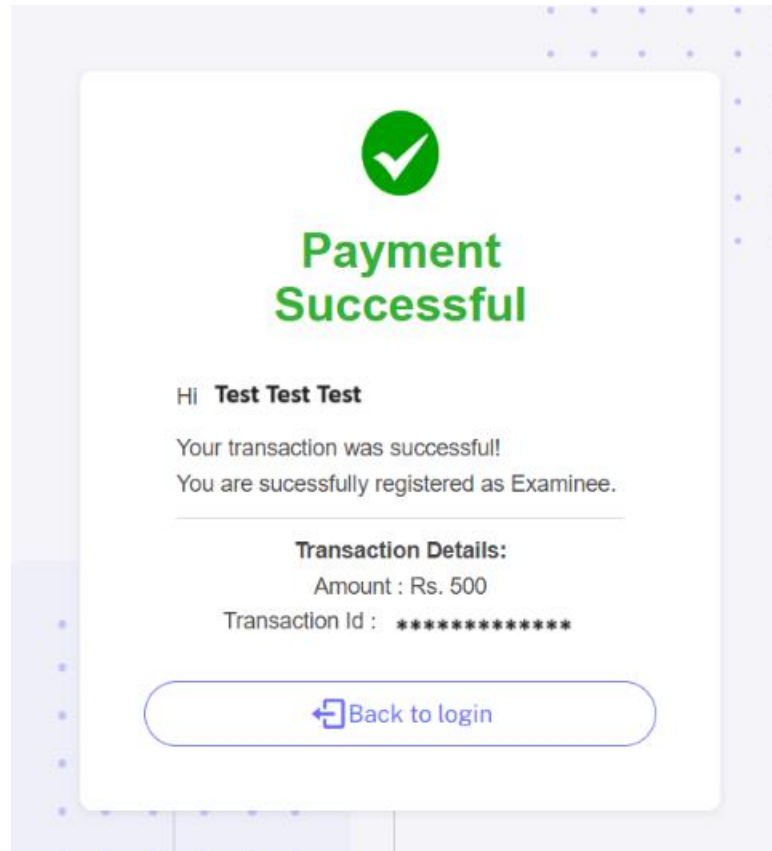
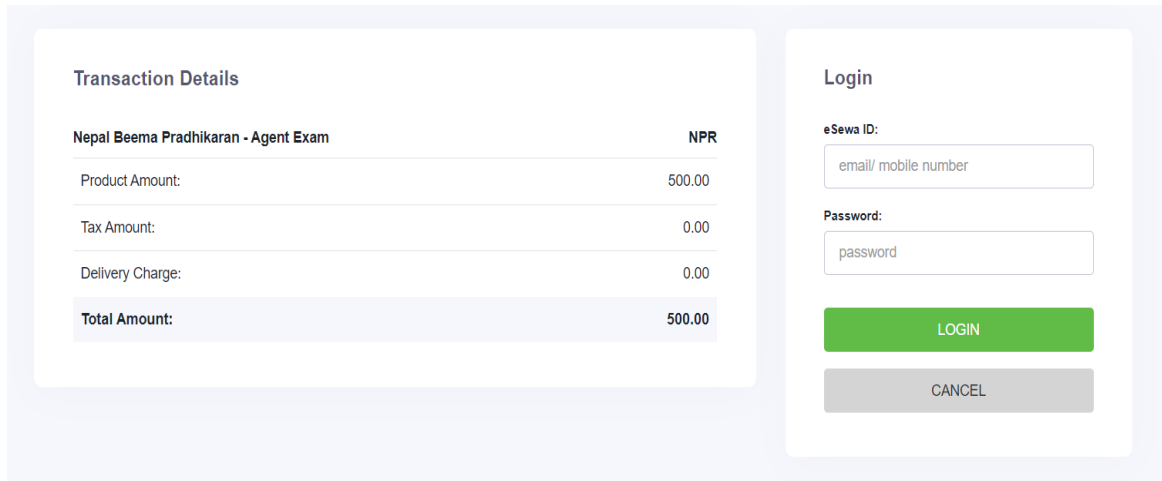


Fig 8.4: Payment Successful Screen

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)



The image shows the Esewa Login Screen. It is divided into two main sections: Transaction Details and Login.

Transaction Details:

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:

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.

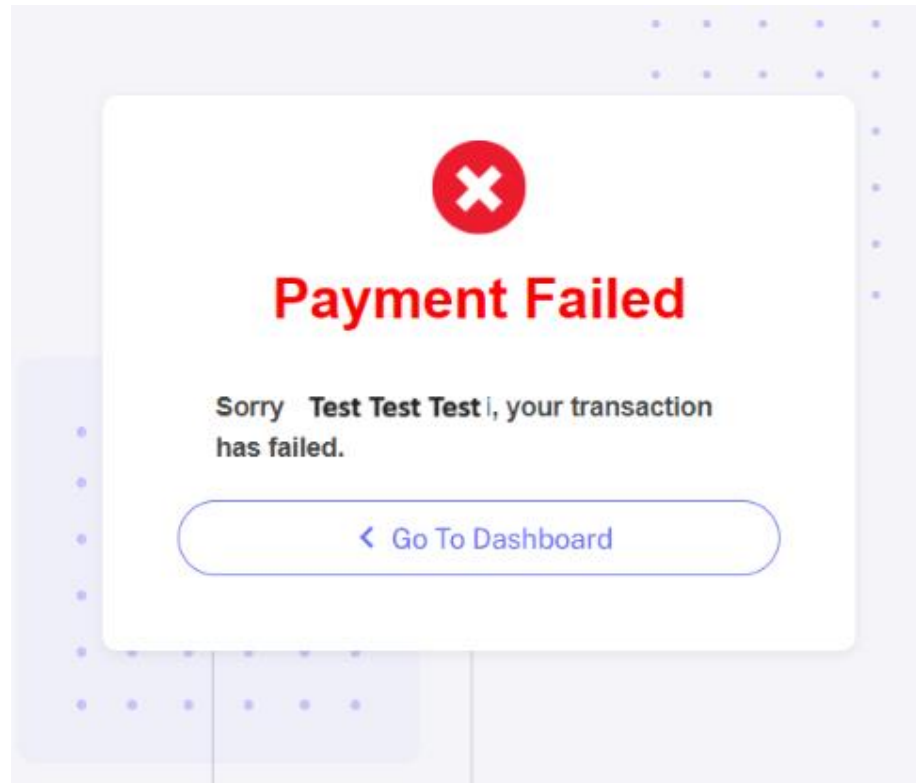


Fig 9.2: Payment Failure Screen

Note:

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

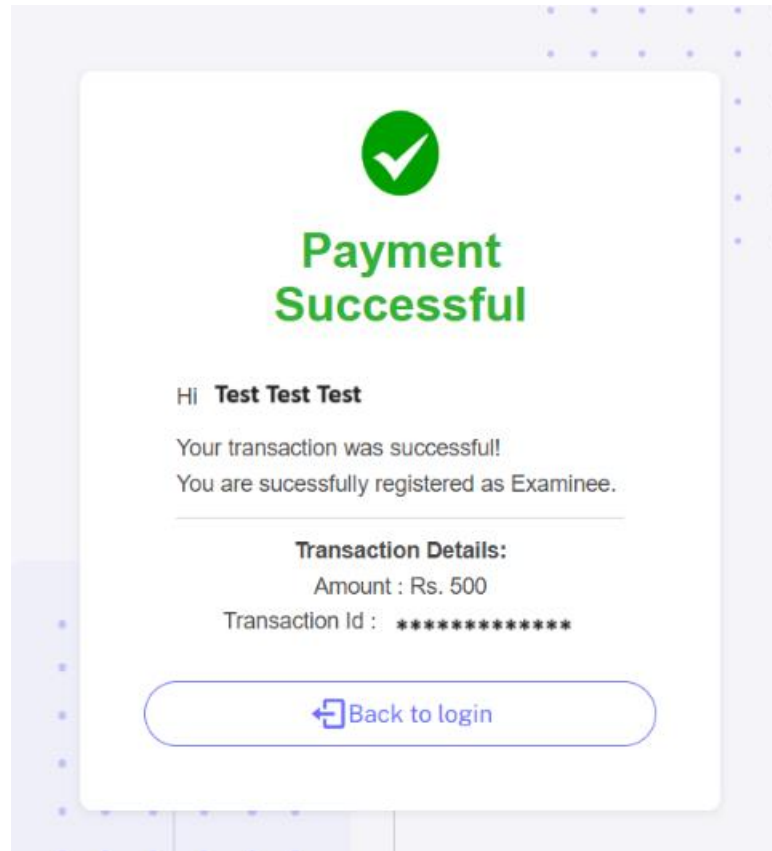
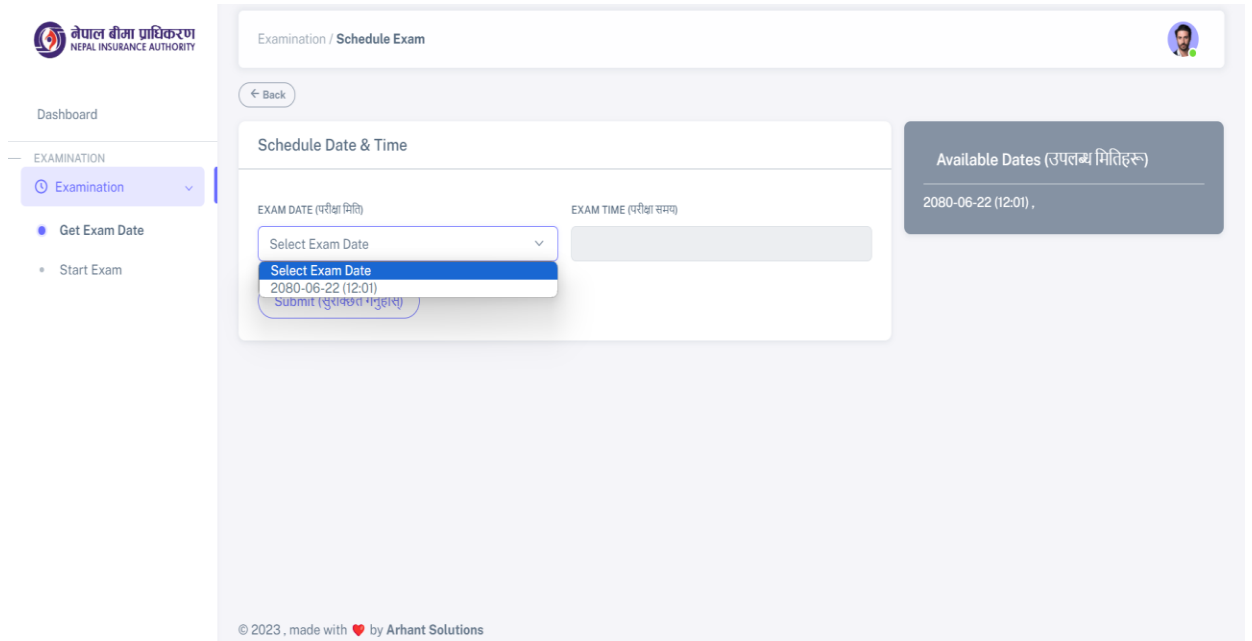


Fig 9.3: Payment Successful Screen

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.

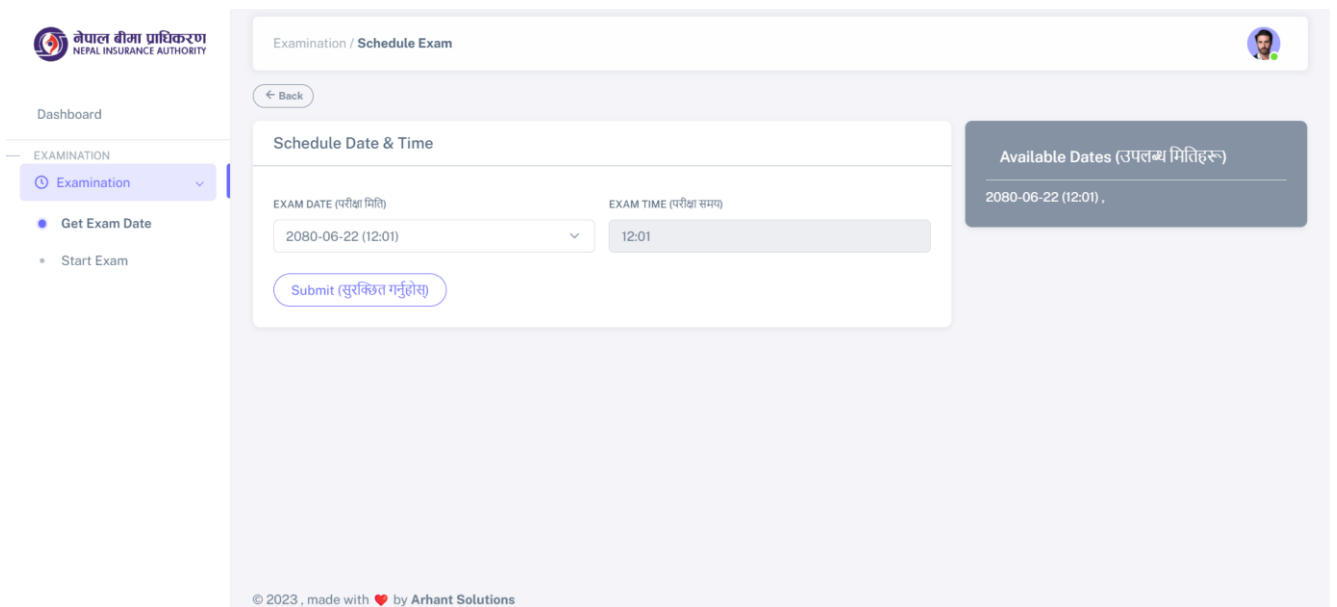


The screenshot shows the 'Examination / Schedule Exam' page. On the left, there is a sidebar with 'EXAMINATION' expanded, showing 'Get Exam Date' selected. The main content area has a 'Schedule Date & Time' form. The 'EXAM DATE (परीक्षा मिति)' field has a dropdown menu open, showing 'Select Exam Date' and '2080-06-22 (12:01)'. The 'EXAM TIME (परीक्षा समय)' field is empty. To the right, there is a box titled 'Available Dates (उपलब्ध मितिहरू)' containing '2080-06-22 (12:01)'. At the bottom, there is a 'Submit (सुरक्षित गर्नुहोस्)' button. The footer says '© 2023, made with ❤️ by Arhant Solutions'.

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.



The screenshot shows the 'Examination / Schedule Exam' page. On the left, there is a sidebar with 'EXAMINATION' expanded, showing 'Get Exam Date' selected. The main content area has a 'Schedule Date & Time' form. The 'EXAM DATE (परीक्षा मिति)' field is now filled with '2080-06-22 (12:01)'. The 'EXAM TIME (परीक्षा समय)' field is filled with '12:01'. To the right, there is a box titled 'Available Dates (उपलब्ध मितिहरू)' containing '2080-06-22 (12:01)'. At the bottom, there is a 'Submit (सुरक्षित गर्नुहोस्)' button. The footer says '© 2023, made with ❤️ by Arhant Solutions'.

Fig 10.2: Exam Date Selection

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

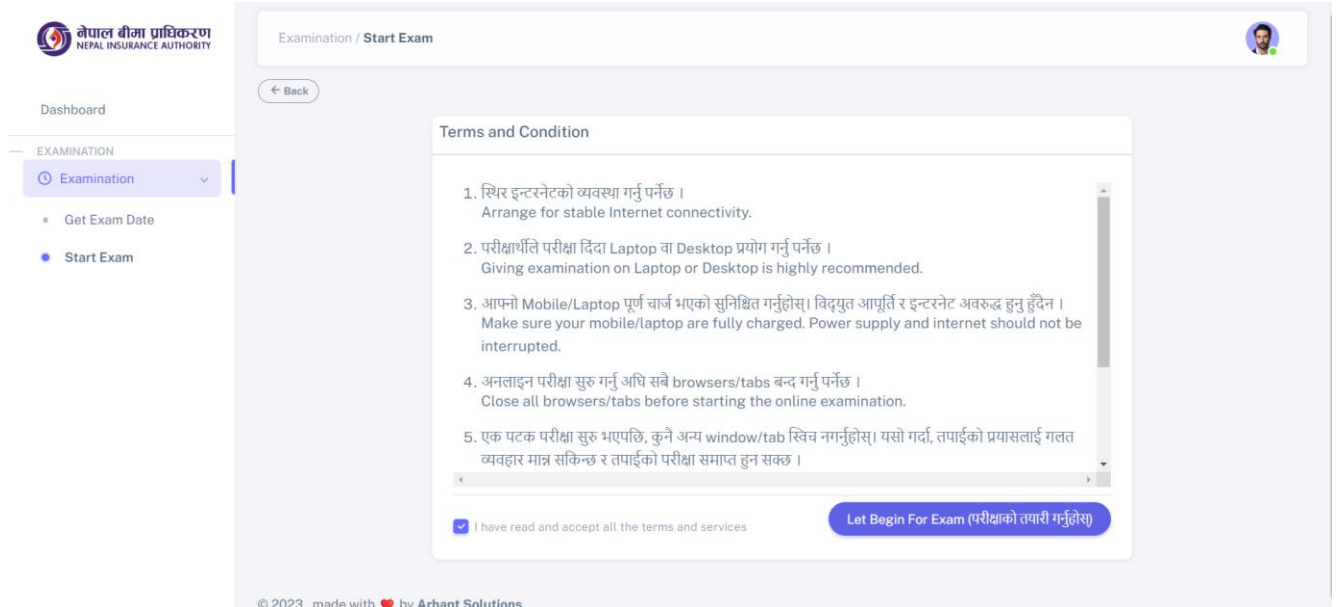


Fig 11.1: Instruction Page

Note:

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

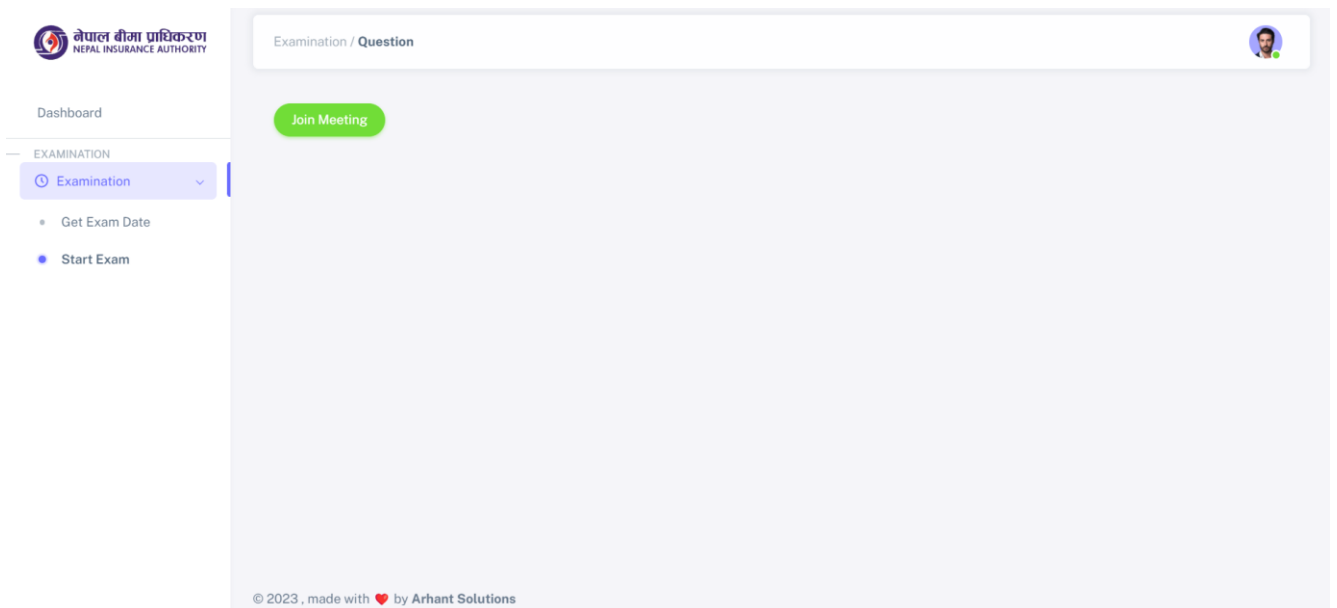


Fig 11.2: Join Meeting Page

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)

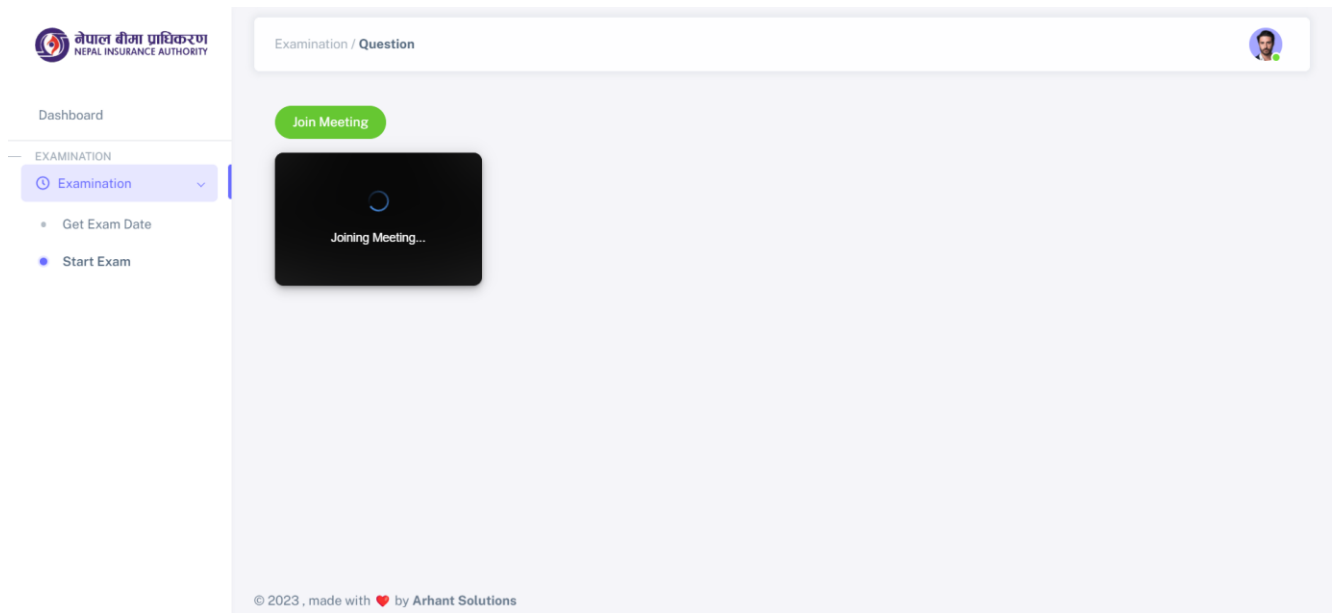


Fig 11.3: Waiting for the zoom meeting to be joined

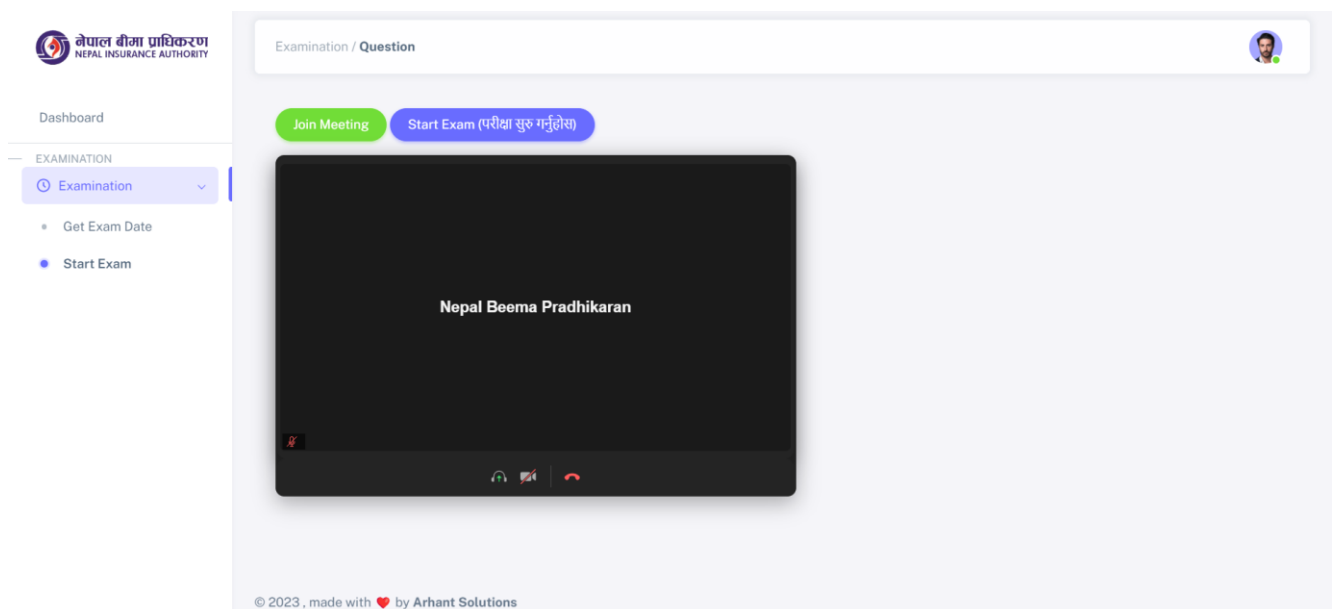


Fig 11.4: Zoom meeting is joined

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

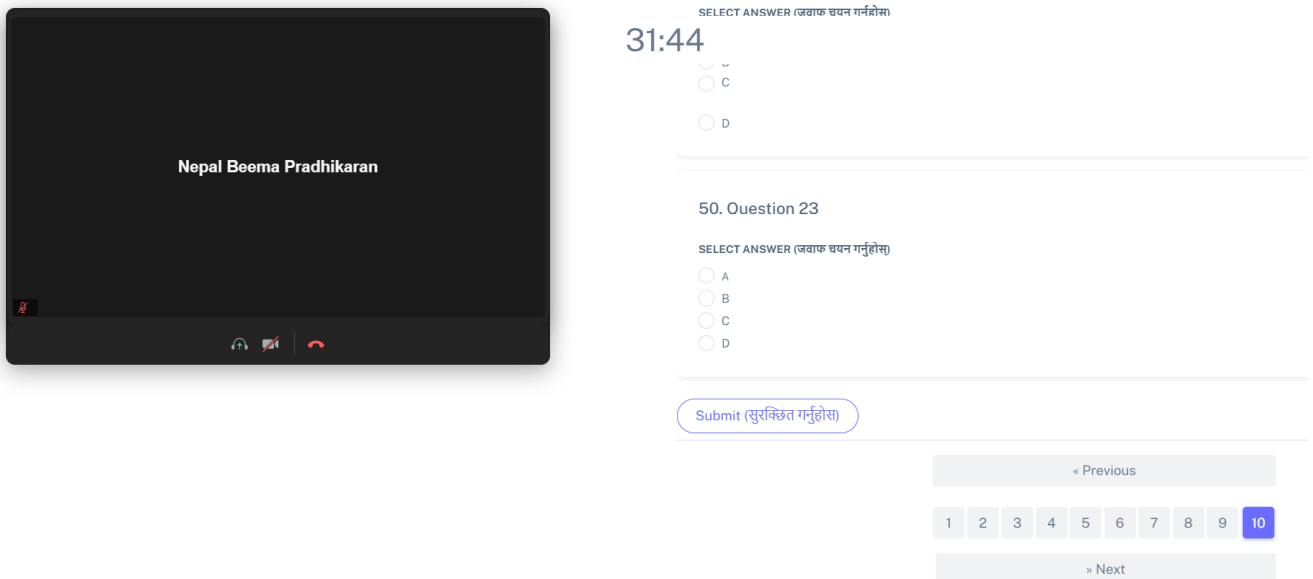


Fig 12.2: Question Screen 2

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.

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Dashboard

EXAMINATION

Examination

Start Exam

Sorry

Name : *****

Profession : *****

Attempted Questions 5	Left Questions 45	Total Marks 4	Percentage 4.00 %
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Marks Scored : $2 * 2 = 4$

Marks Distribution : Correct Answer * Mark per Question = Total Marks

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Fig 13: Result Screen