



User Manual
for
International Registration: Climate Risk
& Sustainable Finance in Self-Paced E-
Learning Mode

INDIAN INSTITUTE OF BANKING & FINANCE
(An ISO 21001:2018 CERTIFIED ORGANISATION)

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1. Registration Form: Climate Risk & Sustainable Finance

INDIAN INSTITUTE OF BANKING & FINANCE
(AN ISO 9001:2015 Certified)

Examination Application (Registration) of International Member for Climate Risk & Sustainable Finance
(Please read "Instructions for Applicants" before filling up the form)

Please note that if you have already registered for Global Risk & Sustainable Finance course in the past, the same Registration Number allotted to you will be used for registering again for the course. Already registered candidates can directly using their ID/ID# and the IIBF ID, as per provided.

[Click here to download the application form for registration](#)

Basic Details

First Name: [Field] (Max: 30 Characters)
 Middle Name: [Field] (Max: 30 Characters)
 Last Name: [Field] (Max: 30 Characters)
 Full Name: [Field] (Max: 90 Characters)
Please do not use special characters, spaces or accents.

Communication Details

Office/Residential Address for communication (Please do not reveal the name of the Applicant, Only Address is to be typed)

Address Line 1: [Field] (Max: 100 Characters)
 Address Line 2: [Field] (Max: 100 Characters)
 Address Line 3: [Field] (Max: 100 Characters)
 Address Line 4: [Field] (Max: 100 Characters)
 City: [Field] (Max: 30 Characters)
 Country: [Dropdown] (Max: 100 Characters) | Postal/Zip Code: [Field] (Max: 100 Characters)
Candidates belonging to the coast no other than the six given per year registration apply

State of Birth: [Dropdown] (Max: 100 Characters) | Year: [Field] (Max: 100 Characters)
 Gender: Female Male
 Qualification: Under Graduate Graduate Post Graduate
 Please specify: [Field] (Max: 100 Characters)
 Email: [Field] (Max: 100 Characters)
It is your Active E-mail address is mandatory for receipt of e-mail alerts and that communication is through e-mail.

Phone: Country Code: [Field] (Max: 30 Characters) | Phone No: [Field] (Max: 100 Characters)
 Mobile: Country Code: [Field] (Max: 30 Characters) | Mobile No: [Field] (Max: 100 Characters)

Upload your scanned Photograph: [Choose File] (Max: Image (1.0M))
Please follow the size, type & format only

Upload your scanned Signature Specimen: [Choose File] (Max: Image (1.0M))
Please follow the size, type & format only

Upload your Government issued ID Proof: [Choose File] (Max: Image (1.0M))
Please follow the size, type & format only

Note:

1. Pictures of images to be clear, visible and readable after uploading. It has to be scanned and upload fresh set of images.
2. Image format should be in .JPG file and size should be minimum 300 and maximum 3000.
3. Image Dimension of Photograph should be 300x300 (20 weight) Pixel only.
4. Image Dimension of Signature should be 300x100 (20 weight) Pixel only.
5. Image Dimension of ID Proof should be 400x300 (20 weight) Pixel only. Size should be minimum 300 and maximum 3000.

Exam Details

Exam Name: [Field] (Max: 100 Characters)
 Examinations: [Field] (Max: 100 Characters)
 Fee Amount: [Field] (Max: 100 Characters)

Declaration

I declare that I have submitted Government issued ID proof as per the above.
 I hereby declare that all the information given in this application is true, complete and correct. I understand that in the event of any information being found false or incorrect subsequent to allotment of registration No., my registration No. will be cancelled & reinstated.
 I further declare that I shall not apply for a second member of the Institute applied within the duration of this Institute.
 I understand of member application.

Security Code: [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters) | [Field] (Max: 100 Characters)

[Submit]

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Screen 1: Registration Form

| Reference to Screen 1 | |
|------------------------------|--|
| Step 1 | Click on the tab named “International Registrations” on IIBF’s website (top row). Click on “Climate Risk and Sustainable Finance Course- self paced E-Learning Mode.” |
| Step 2 | Candidates need to fill in the details in stages like Basic Details, Contact Details and Exam Details. |
| Step 3 | Candidates need to fill in the details in Basic Details are: |
| | a) First Name: Candidates should select the salutation and enter the first name as per the legal ID Proof submitted. |
| | b) Middle Name: Candidates should enter their middle name as per the legal ID Proof Submitted. |
| | c) Last Name: Candidates should enter their last name as per the legal ID Proof Submitted. |
| | d) Name as to appear on card: Candidate’s name will be auto updated. |
| Step 4 | Candidates need to fill in the details in ‘Contact Details’ are: |
| | a) Address Line 1-4: Candidates should enter the address. |
| | b) City: Candidates should enter the name of the city. |
| | c) Country: Candidates will select the country from the drop down. |
| | d) Pin code/Zip code: Candidates should enter the Pin Code/Zip Code. |
| | e) Date of Birth: Candidates should select the date of birth from date time picker. |
| | f) Gender: Candidates gender should be auto selected by selecting the salutation. |
| | h) Qualification: Candidates should select the qualification from the radio buttons. |
| | i) Please Specify: Candidates should enter the qualifications. |
| | j) Email: Candidates should enter their email. The subsequent communication will be done through this email only. |
| | k) Phone: Candidates should select the country code and enter their Phone No. |
| | l) Mobile: Candidates should select the country code and enter their Mobile No. |
| | m) Photograph: Candidates will upload their photograph. |
| | n) Signature: Candidates will upload their signature. |
| | o) Government issued ID Proof: Candidates will upload the legal ID Proof. |
| Step 5 | Candidates can view Exam Details: |
| | a) Exam Name: Candidates can view name of the Exam. |
| | b) Fee Amount: Candidates can view the fee amount for the exam. |
| Step 6 | Candidate will accept the declaration and the captcha for security purpose. |
| Result | User will able to fill the registration from. |

1.1 Preview Page



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Please go through the given detail, correction may be made if necessary. [Modify](#)

Basic Details

| | | |
|-------------|-----------------------|------|
| First Name | Ms. | Naya |
| Middle Name | Elizabeth | |
| Last Name | Gilbert | |
| Full Name | MRS ELIZABETH GILBERT | |

Contact Details

DPO/Residential Address for confirmation

| | | | |
|----------------|-------------------|------------------|-----------|
| Address Line1 | 321 Jasper Ave SW | | |
| Address Line2 | | | |
| Address Line3 | | | |
| Address Line4 | | | |
| City | Toronto | | |
| Country | Canada | Province/Zipcode | 10000 |
| Date of Birth | 28-05-1988 | | |
| Gender | Male | | |
| Qualification | Post Graduate | | |
| Work specialty | MCA | | |
| Email | N14@gmail.com | | |
| Home | Country Code: +1 | Phone No: | 7800433 |
| Mobile | Country Code: +1 | Mobile No: | 887622942 |



Uploaded Photo



Uploaded Signature



Uploaded ID Proof

Exam Details

| | |
|------------|---|
| Exam Name | Certificate Course in Climate Risk & Sustainable Finance (Foundation) E-Learning Mode |
| Fee Amount | USD 300 |
| Medium | ENGLISH |

[Submit Application](#)

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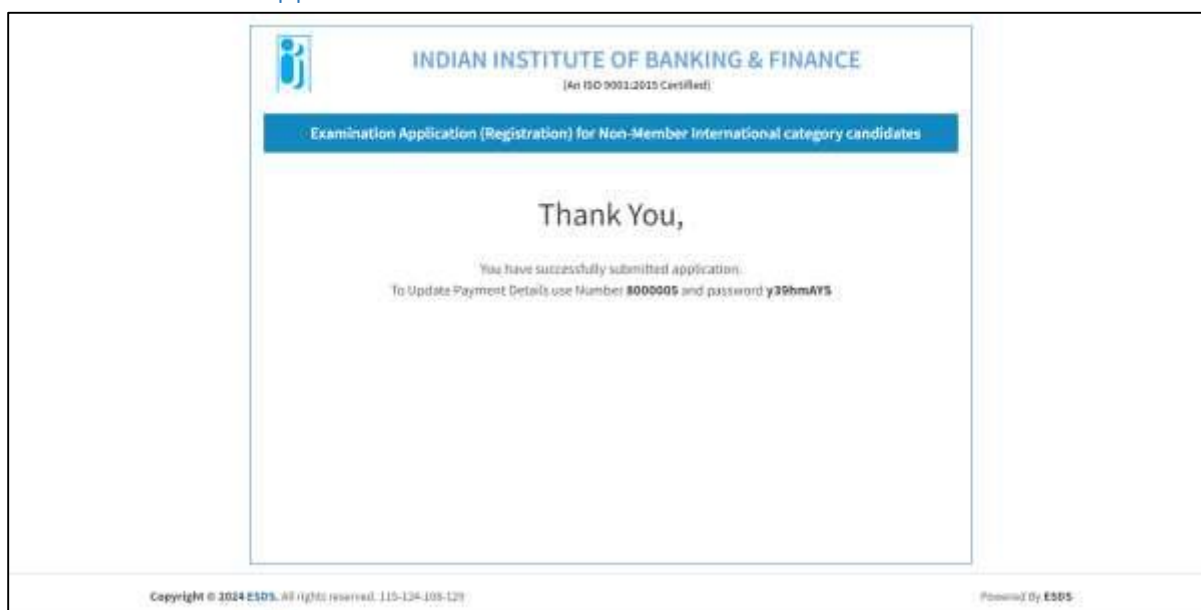
Screen 2: Preview Page

Reference to Screen 2

Step 1 Candidates can check if entered details are accurate or not before applying for the payment.

Result Candidates can view the information and proceed for the payment.

1.2 Submit Application



Screen 3: Submit Application

Candidates can view the details on screen and in the email subsequently received:

1. Username
2. Password

Candidates may kindly record and keep the User ID and Password safely.

On successful completion of the application, the candidate will receive a mail from IIBF with the details of payment to be remitted to the Institute along with the proforma invoice. On the basis of the mail and the invoice, the candidate need to visit their bank and remit the examination fee amounting to USD 100 to IIBF as per the bank details mentioned in the Acknowledgement mail. The charges for remittance need to borne by the candidate only, i.e. the candidates must bear the foreign bank charges for the outward remittance and indicate the same to their bank.

Once the remittance has been successfully completed, the details need to updated in the Candidate Login as mentioned below. The Institute will verify all the details filled in by the candidate and check the payment status. On successful registration and payment confirmation, the course access will be activated in the Learning Management System (LMS) and login credentials will be mailed to the candidate.

2. Candidate

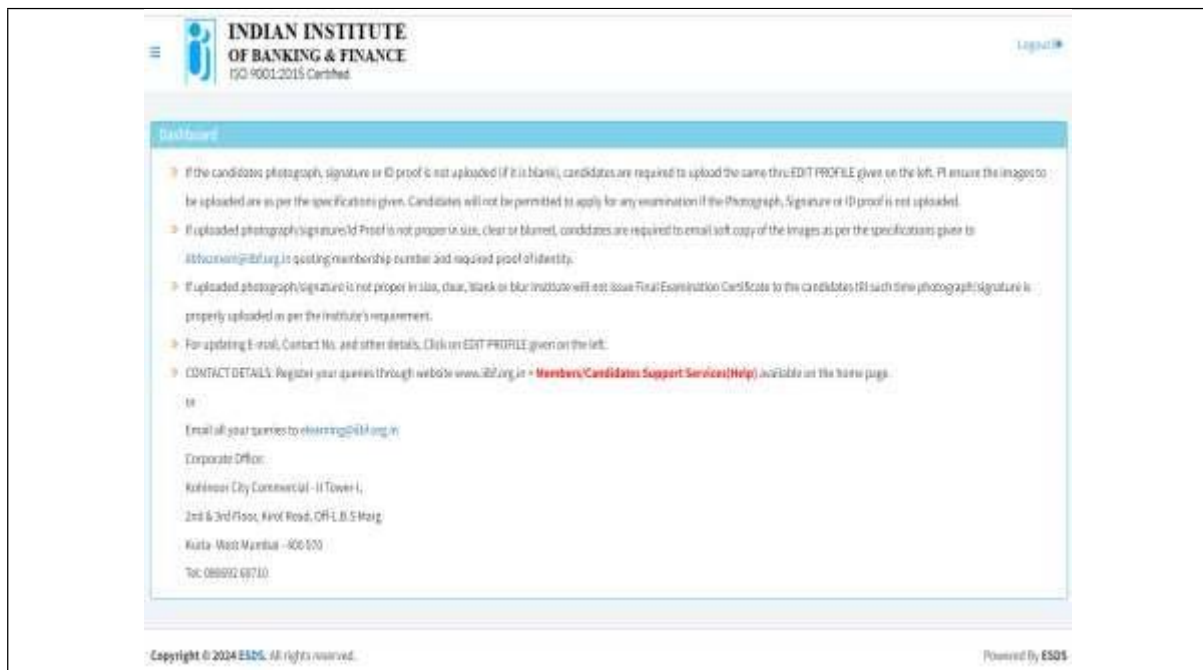
2.1 Login for Candidate



Screen 4: Login for Candidate

| Reference to Screen 4 | |
|-----------------------|---------------------------------------|
| Step 1 | Candidates should enter the username. |
| Step 2 | Candidates should enter the password. |
| Step 3 | Candidates should enter the captcha. |
| Result | Candidates will able to login. |

2.2 Candidates Dashboard



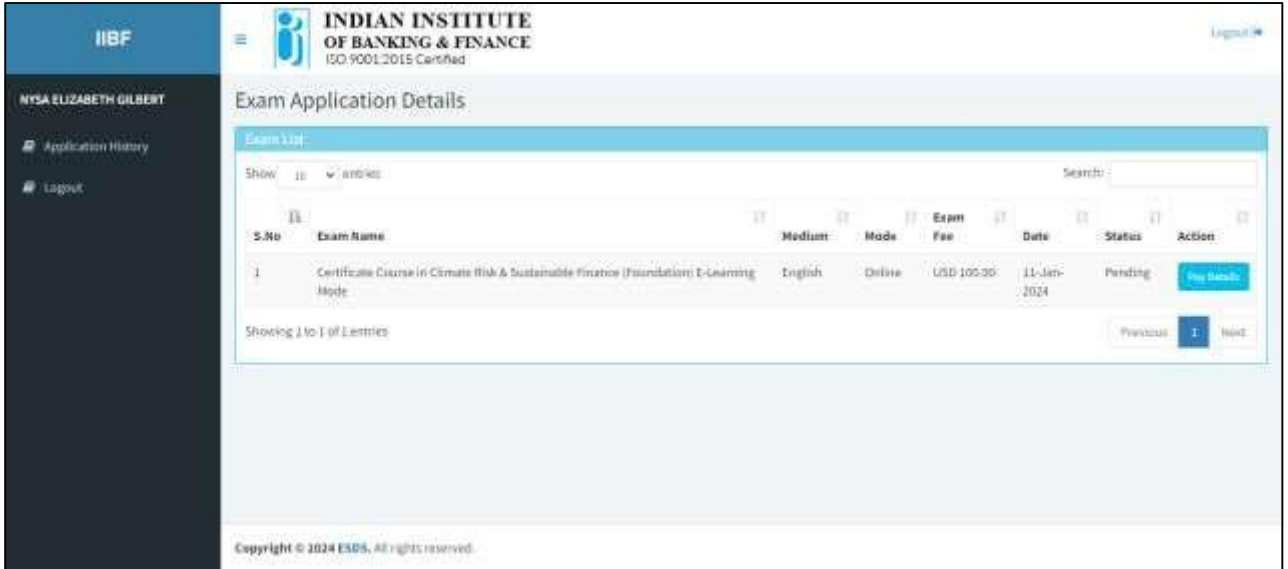
Screen 5: Candidates Dashboard

Reference to Screen 5

Step 1 Candidates can view application history or logout.

Result Candidates will view dashboard.

2.3 Application History



Screen 6: Application History

Reference to Screen 6

Step 1 Candidates can view application details like Exam Name, Medium, Mode, Exam Fee, Date, Status and perform action like Pay details.

Result Candidates can view their application History.

2.4 Payment Details



Screen 7: Payment Details

Reference to Screen 7

Step 1 Details are auto-fetched after login.

Step 2 Candidates can view the details:

| | |
|---------------|---|
| | a) Unique No./Registration No.: The Number that the candidate has entered in Login. |
| | b) Candidate Name: The candidate can check the name that has been auto-fetched with unique no./ registration no. |
| | c) Transaction No: Candidate will enter the transaction no. provided by the bank, as mentioned on the SWIFT payment details. |
| | d) Date: Candidate will enter the transaction date. |
| | e) Transaction Amount: Candidate will view the amount to be paid for the registration. |
| | f) SWIFT Payment Details Upload: Candidate will upload the file as proof of payment. |
| Result | Candidates will enter the payment details. |

3. Flowchart

