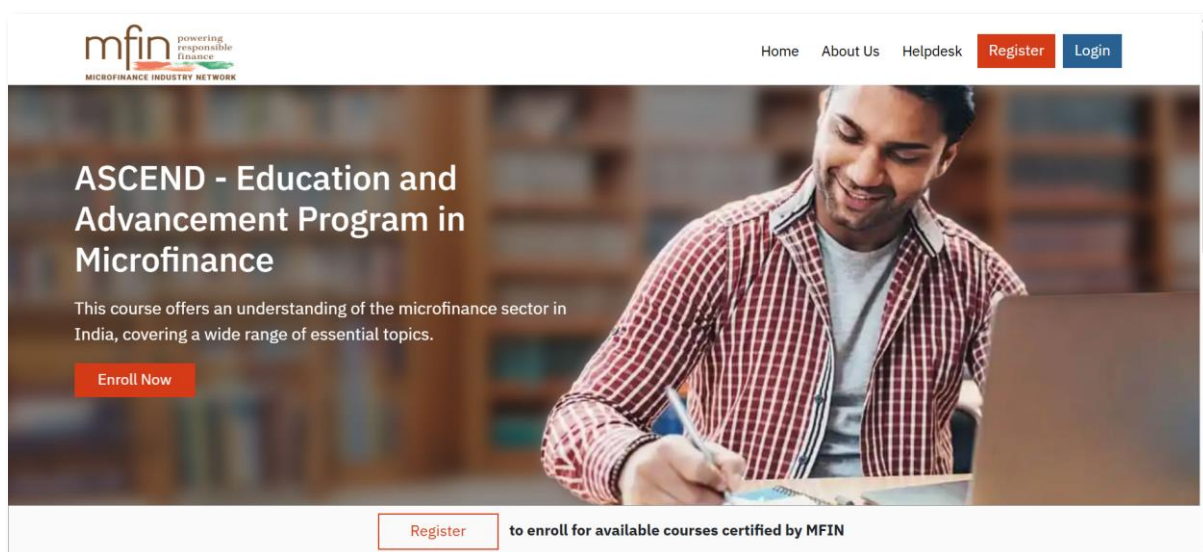


User manual for candidate registration & login for MFIN


- Clicking “**Enrol Now**” redirects the candidate to the login page, where they can enter their username and password to access their account.
- The “**About Us**” tab provides a detailed overview of MFIN.
- The “**Helpdesk**” tab displays contact information—including email addresses and phone numbers—for both technical and academic support queries.



- When candidates scroll down the homepage, they'll see a section featuring available courses along with brief details.
- By clicking “**Know More**,” they can access full information for each course, including:
 - Course overview
 - Course fees
 - Course outline
 - Frequently Asked Questions (FAQs)

Home / Courses

Course Offering



ASCEND - Education and Advancement Program in Microfinance

This course offers an understanding of the microfinance sector in India, covering a wide range of essential topics.

[Know More](#)

Home / Courses

[Overview](#) [Course Fees](#) [Course Outline](#) [FAQ's](#)

Course Overview

- This course offers an understanding of the microfinance sector in India, covering a wide range of essential topics. It delves into microfinance models, products available, microfinance process, customer service, business development, and related services.
- Moreover, the course provides valuable insights into the financial institutions involved, the regulatory framework governing the microfinance sector, the role of technology, and the structure and functions of Non-Banking Financial Company Microfinance Institutions (NBFC-MFIs).
- By completing this course, you will gain an appreciation of the microfinance business in India.

Course Fees

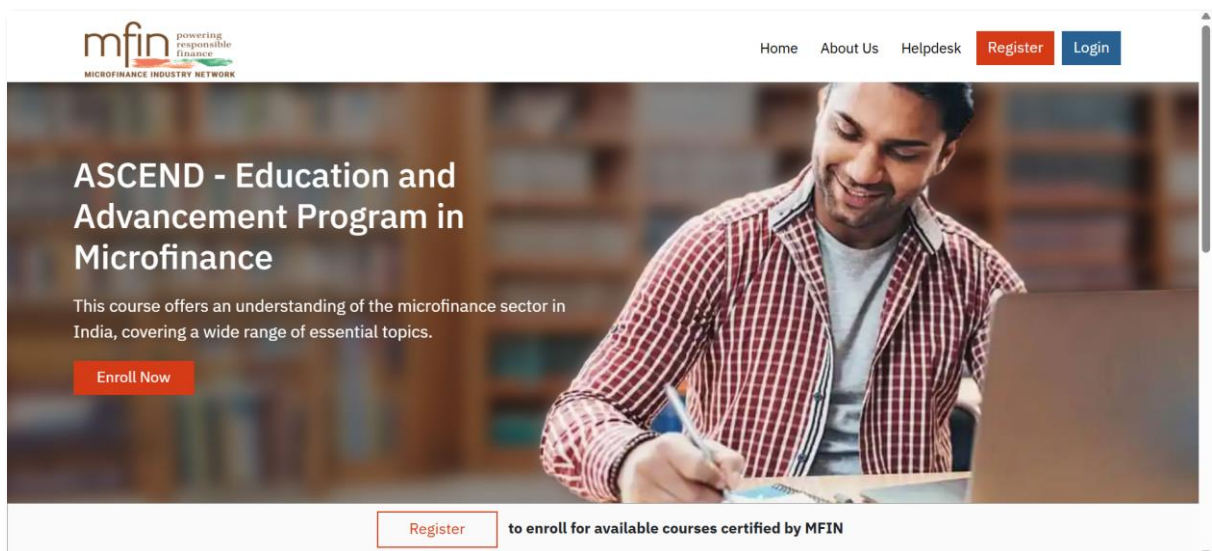
ASCEND - Education and Advancement Program in Microfinance
Course ID: MFCT0001

Rs. 1180 Base Fees - Rs. 1000 /- + GST (@ 18 %)

[Enroll Now](#)

(Includes registration, learning material and exam fees)

- On **Home** page user to click on Register button to create a new user on the portal or click on Login button if user has already been created



mfin powering responsible finance
MICROFINANCE INDUSTRY NETWORK

Home About Us Helpdesk [Register](#) [Login](#)

ASCEND - Education and Advancement Program in Microfinance

This course offers an understanding of the microfinance sector in India, covering a wide range of essential topics.

[Enroll Now](#)

[Register](#) to enroll for available courses certified by MFIN

- For new candidate registration, the candidate must provide the following details: full name, email ID, and mobile number. Etc.
- Candidates must follow these steps to register:
 1. **Click “Send OTP”** after entering their email ID and mobile number—which sends an OTP to both respectively.
 2. **Enter the OTP**, complete the CAPTCHA, check the box, and click **“Register”**.

The screenshot shows the MFIN registration page. At the top left is the MFIN logo with the tagline "powering responsible change" and "MICROFINANCE INDUSTRY NETWORK". Navigation links include Home, About Us, Helpdesk, Register, and Login. The page title is "Home / Register". The main heading is "Registration Details". The form contains the following fields and elements:

- Enter Full Name:** Text input field containing "Abhishek Tiwari".
- Email ID:** Text input field containing "Abhishek@gmail.com" and a "Verified" status indicator.
- Mobile Number:** Text input field containing "8898434358" and a "Verified" status indicator.
- OTP Verification:** A large input field showing a blue box with "63277" and a green checkmark, with a smaller input field below it containing "63277".
- Terms and Conditions:** A checkbox labeled "I agree to Terms and Conditions".
- Register Button:** A red button labeled "Register".

- After a successful registration, the system will display the following page. The candidate should click the **“Proceed”** button to continue.

The screenshot shows the registration confirmation page. The heading is "Registration". The content includes:

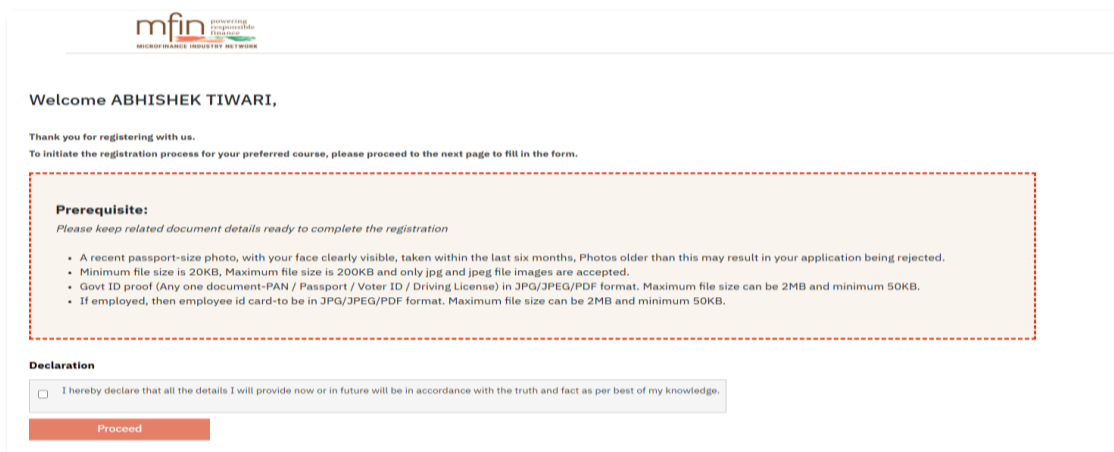
- Greeting: "Dear Abhishek Tiwari,"
- Username: "Your Username is MFIN00000089."
- Alternative login: "Alternatively, you can also login using the registered email id / mobile number as the User Name."
- Instructions: "We have also sent an Email and SMS containing your user details to the registered email address and mobile number. Please check your email address and SMS for the login credentials. If the email is not found in the Inbox, please check your Spam/Junk Folder."
- PROCEED Button:** A red button labeled "PROCEED".

- **After completing registration and clicking “Proceed” the candidate is redirected to the login page:**
 1. Enter **Username, Mobile Number, or Email ID**.
 2. Click **“Send OTP”**.
 3. Input the **OTP** received.
 4. Click **“Login”** to proceed.

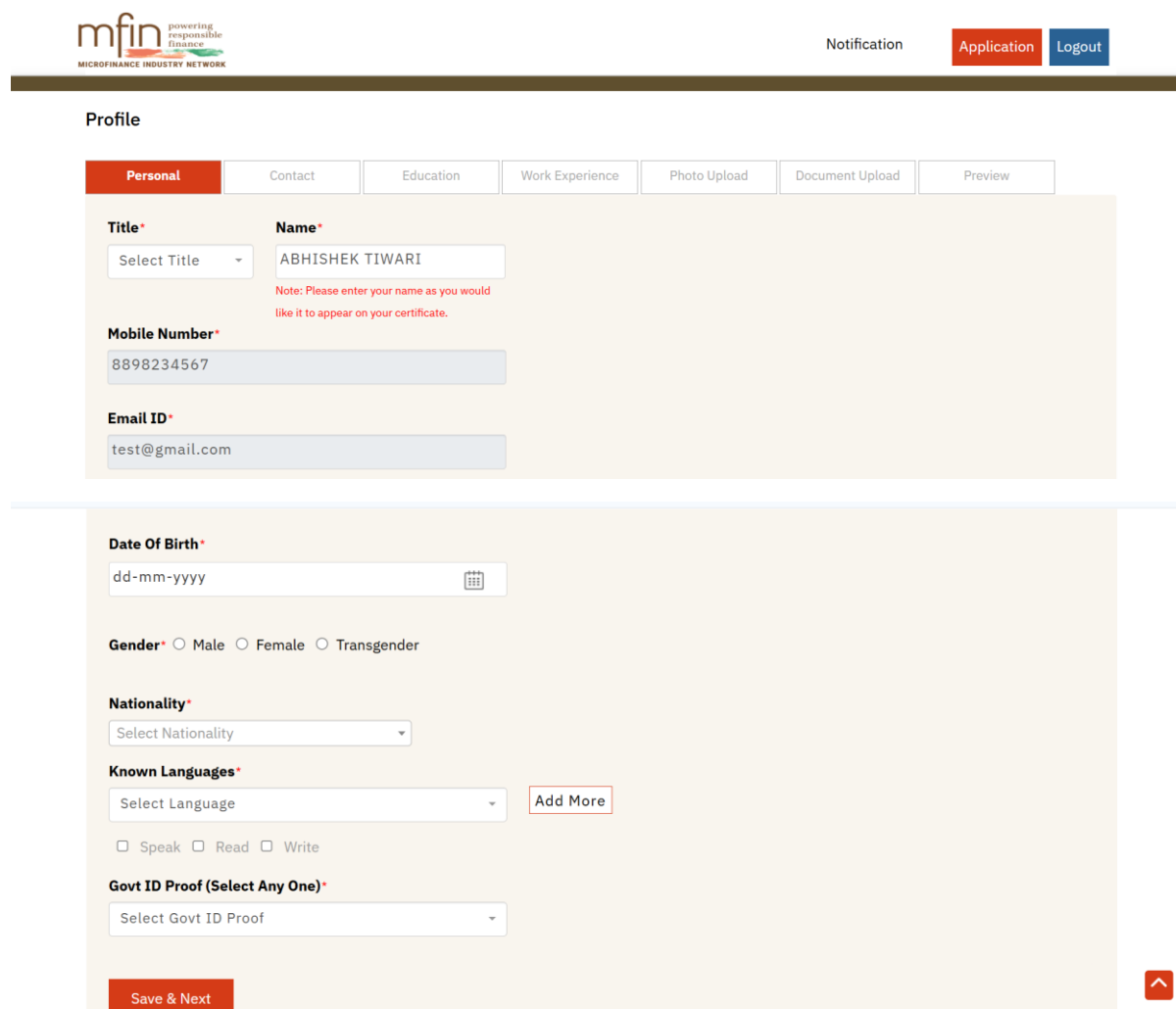
- In case ID is already created then user can click on Login button on **Home** page to go directly to **Login** page
- **After clicking the “Login” button, the candidate will see the following page:**
 1. Enter your registered **Email ID, Mobile number, or Username**.
 2. Click **“Send OTP”** to receive a one-time password via email and SMS.
 3. After receiving the OTP, enter the OTP and click **“Login”** again to access your dashboard.

- **After logging in successfully, the system will display the welcome and prerequisites page.**
The candidate must:
 1. Check the **“Declaration”** check box.

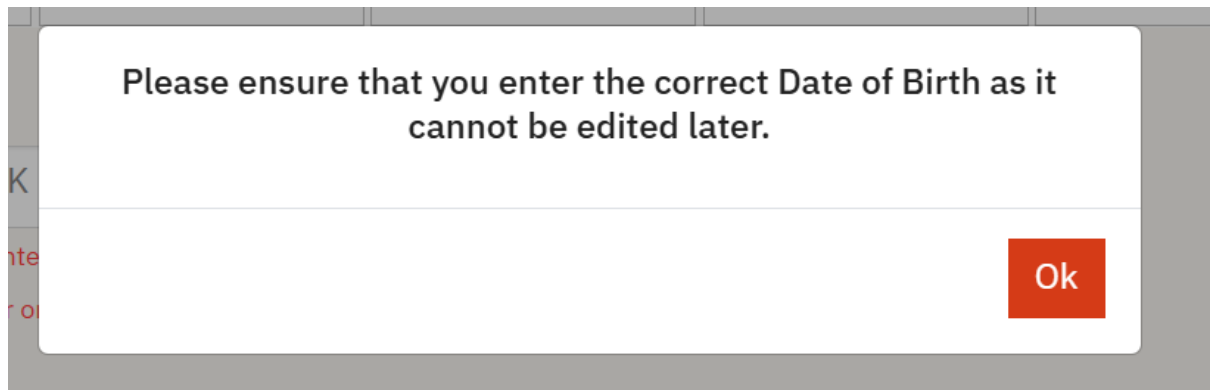
2. Click **“Proceed”** to continue.



➤ After clicking **“Proceed,”** the candidate must fill in the personal details below and then click **“Save & Next.”**



➤ Candidates must select their correct date of birth, as it cannot be changed after final submission. Once a DOB is chosen, the following confirmation popup will appear.



- Candidates can add known languages by clicking the **“Add More”** button.
- For government-issued ID proof, candidates select one option from the dropdown list. Available options include:
 - PAN Card
 - Passport
 - Voter ID Card
 - Driving License

- Candidates must enter their contact details—including Address Line 1, Address Line 2, State, etc.—as shown below, then click **“Save & Next”**.

The screenshot shows the 'Contact' tab selected in the 'Profile' section. The form contains the following fields:

- Address Line 1***: A text input field.
- Address Line 2**: A text input field.
- State / Union Territory***: A dropdown menu with the placeholder text "--Select State / Union Territory--".
- District***: A dropdown menu with the placeholder text "--Select District--".
- City / Village / Town***: A text input field.
- Pincode***: A text input field.
- Alternate Contact Number**: A text input field.

At the bottom of the form, there are two buttons: "Back" and "Save & Next".

- Candidates must select their educational qualification as shown below and then click **“Save & Next”**.
- If a candidate selects **"Other"** from the list, a text box will appear prompting them to enter their educational details.

The screenshot shows the 'Education' tab selected in the 'Profile' section. The form displays the following options for educational qualification:

- Highest Education Qualification ***
 - 10th / SSC
 - 12th / HSC
 - Diploma
 - Bachelors / Graduation
 - Masters / Post - Graduation
 - Doctorate / Ph.D
 - Others

At the bottom of the form, there are two buttons: "Back" and "Save & Next".

- Candidate must select the option for work experience. And click on **“Save & Next”**.
- If a candidate selects **“No”**, they can simply click **“Save & Next”** to proceed further and continue the application process.

mfin powering responsible finance
MICROFINANCE INDUSTRY NETWORK

Notification Application Logout

Profile

Personal | Contact | Education | **Work Experience** | Photo Upload | Document Upload | Preview

Do You Have Any Work Experience? *

Yes No

Back Save & Next

- If a candidate selects **“Yes,”** they will be prompted to enter the following details below.
 - Candidate must select their current organisation from the dropdown list, in case their organisation is not present in the list then they must select the Other option and then provide organisation name in the provided text box

Profile

Personal | Contact | Education | **Work Experience** | Photo Upload | Document Upload | Preview

Do You Have Any Work Experience? *

Yes No

Are You Currently Working? *

Yes No

Current Organization Details

Organization Name *

Select Organization Name ▾

Designation *

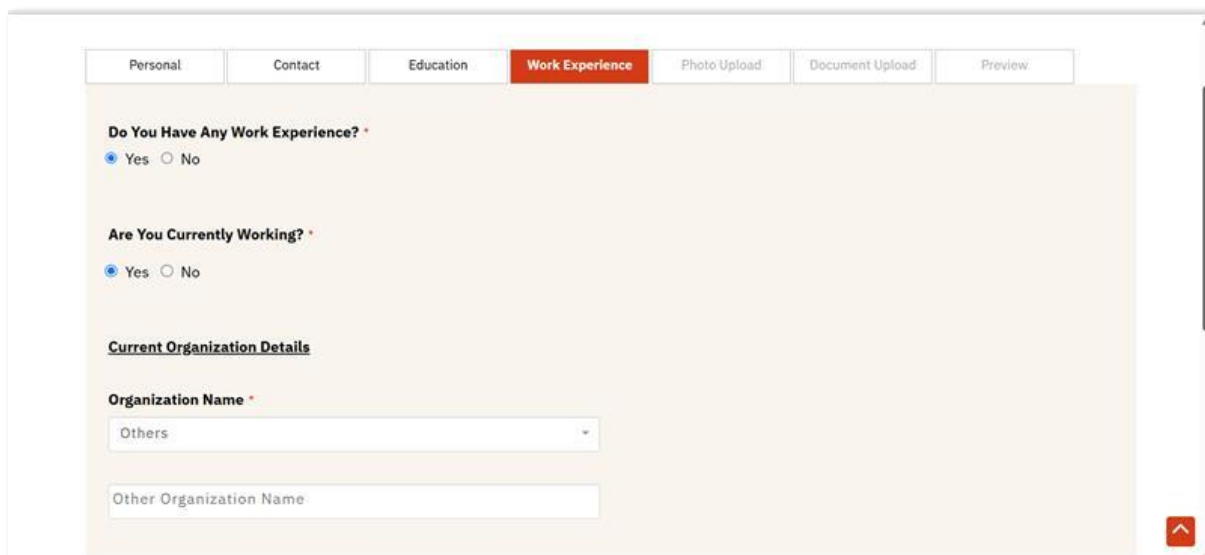
Total Work Experience

Number Of Years * **Number Of Months ***

Select Number of Years ▾ Select Number of Months ▾

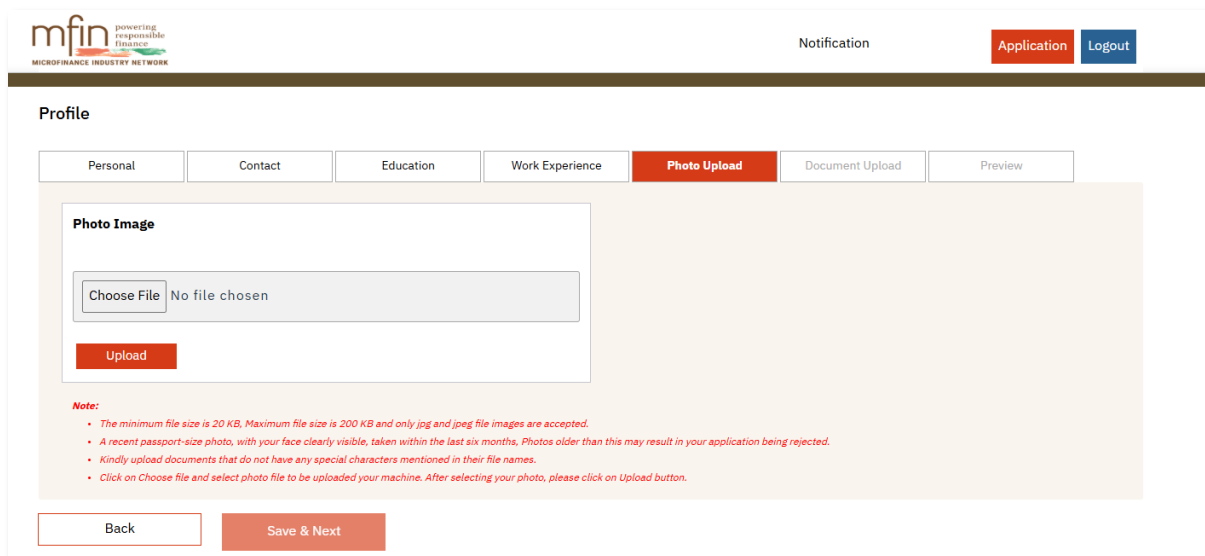
Current Employee ID *

Back Save & Next

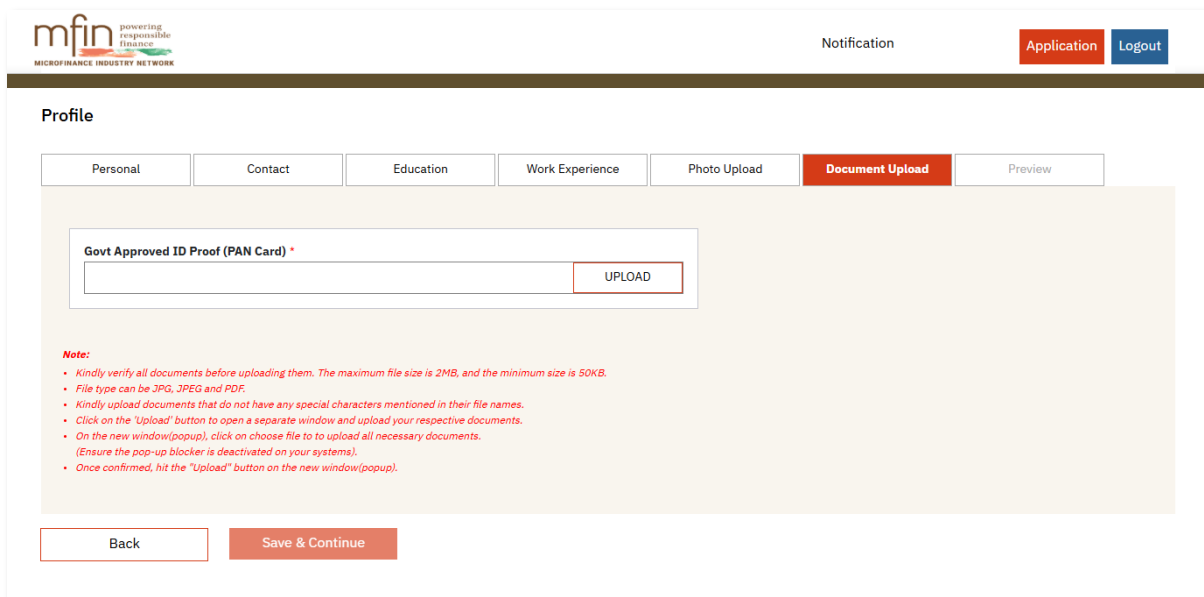


➤ **Upload Photo:**

1. Select a file from their device and click **“Upload.”**
2. If the file’s format or size doesn’t meet the prerequisites, a clear error message will explain the issue.
3. If it does meet the requirements, click **“Save & Next.”**

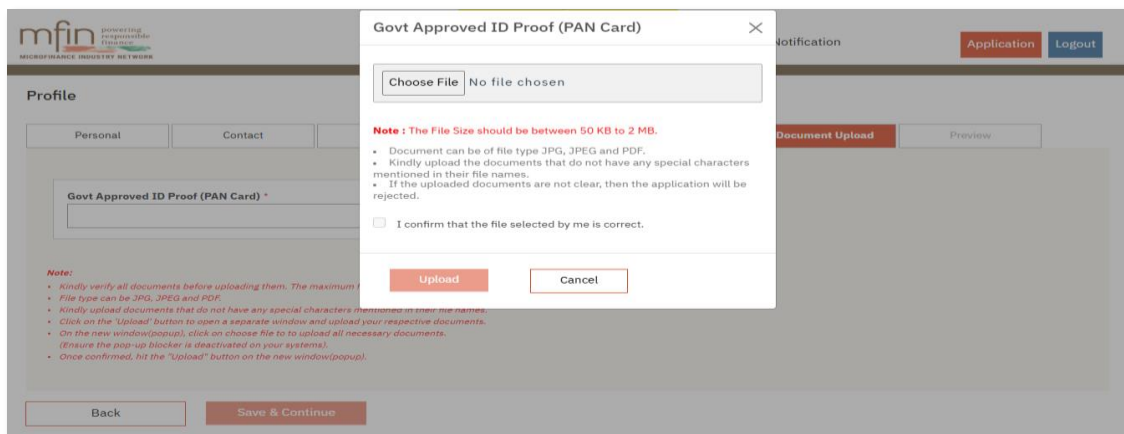


- Candidates must upload the selected government-issued ID (e.g., PAN card, passport, voter ID, or driving license) during registration.



- After clicking “Upload,” the following window will appear. Candidates must:

1. Select the file from their device
2. Check the confirmation box
3. Click “Upload” to proceed




- **After completing the application form, candidates must:**
 1. Preview the entire form and verify that all details are correct.
 2. Click **“Verify Document”** to confirm the uploaded government ID.
 3. Check the **“Declaration”** box.
 4. Finally, click **“Submit.”**

Personal
Contact
Education
Work Experience
Photo Upload
Document Upload
Preview

Note: Candidates are advised to verify details on this page before submitting the form, candidates can use edit link against each section to edit details of the respective section before submitting the form. For Verification in hard copy form you can also take the print of the Preview page by using browser print option (Ctrl +P). The Preview page printed will not be considered as submitted Application form. After verification check the declaration and submit your form.

Personal Details Edit

Title Mr.	Name ABHISHEK TIWARI
Email ID test@gmail.com	Mobile Number 8898234567
Date Of Birth 12-Jan-2000	Gender Male
Nationality Indian	Known Languages English - (Read Write Speak)
Govt ID Proof PAN Card	



Edit Photo

Contact Details Edit

Address Line 1 test	State / Union Territory Maharashtra	District Raigad
City / Village / Town mumbai	Pincode 218978	
Alternate Contact Number 8898748237		

Educational Details Edit

Highest Education Qualification
Bachelors / Graduation

Work Experience Edit

Do You Have Any Work Experience?
No

Upload Documents Edit

Note:

- Please verify all of the below documents before proceeding to submit the application form.
- Click on the Edit button if you need to re-upload any document. This will bring up the document upload screen where you can re-upload the required document.

Govt Approved ID Proof (PAN Card)	ARO1111111.jpg	Verify document
-----------------------------------	----------------	---

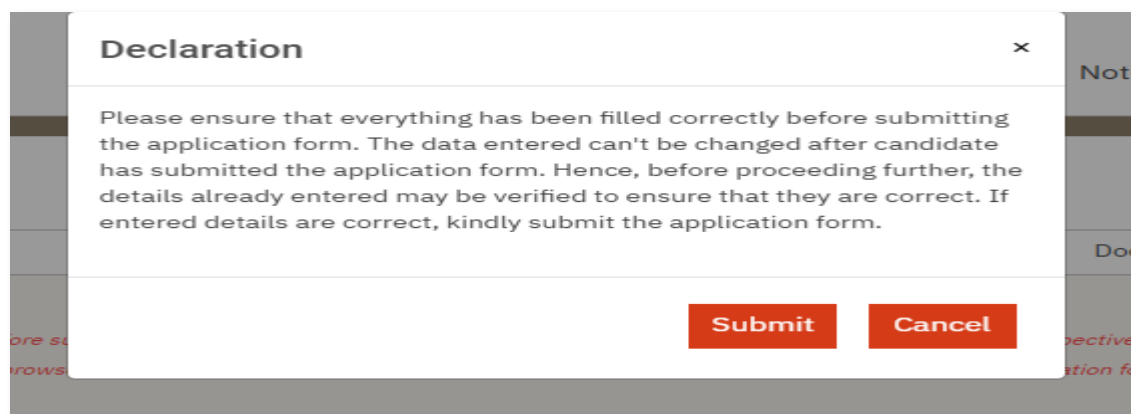
Date : 15-Jul-2025

Declaration

I hereby certify that the information furnished above is TRUE, complete and correct to the best of my knowledge and belief. I have not suppressed any material fact(s) or factual information in the above statements.

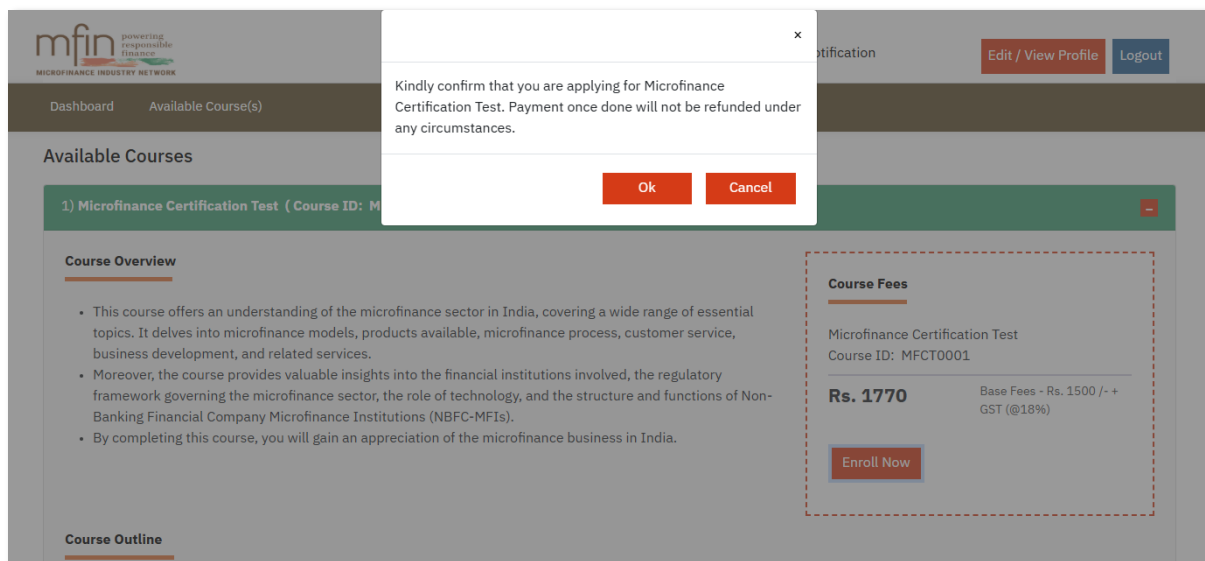
Submit

- After clicking **“Submit,”** a declaration window will appear. Candidates must click **“Submit”** again to successfully complete the application form.

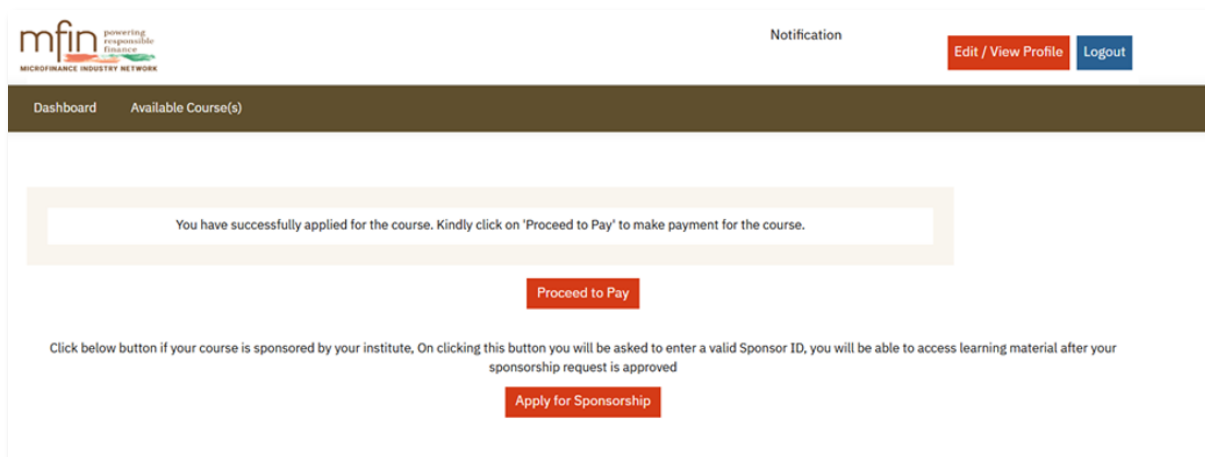


- Upon successful submission of the application form, candidates will be redirected to the **"Available Courses"** tab, where they can view all listed courses and their respective details.

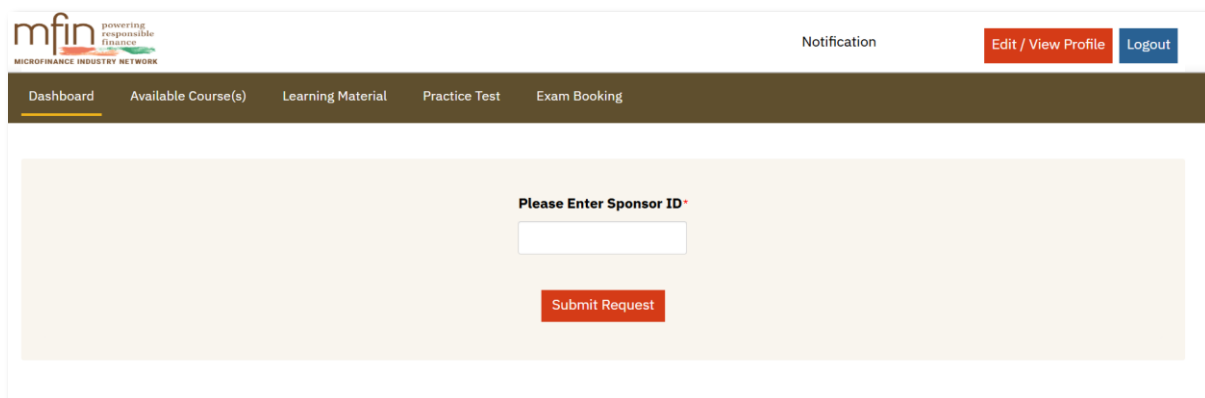
- Upon clicking **“Enrol Now,”** a confirmation pop-up will appear. After clicking **“OK,”** the candidate will be redirected to the next step.



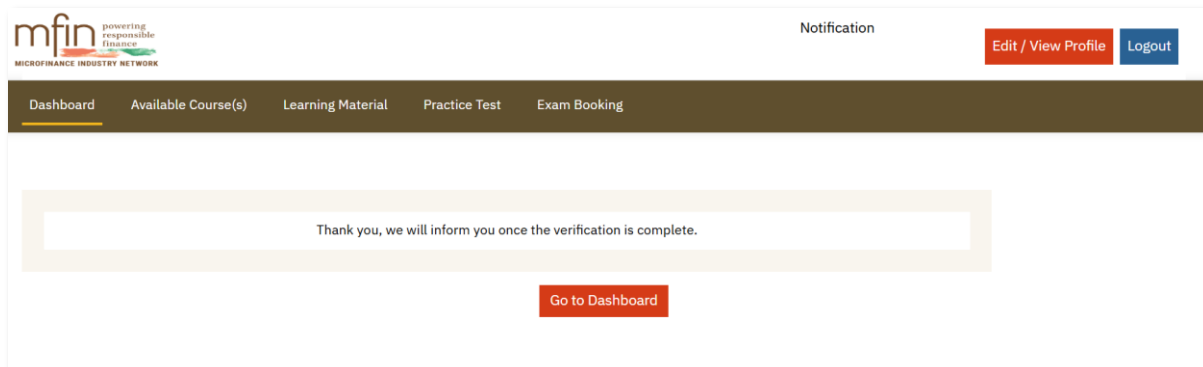
After clicking “**Enrol Now,**” and giving confirmation on the confirmation popup candidates will be redirected to the page below, where they must click the “**Proceed to Pay**” OR “**Apply for Sponsorship**” button to continue.



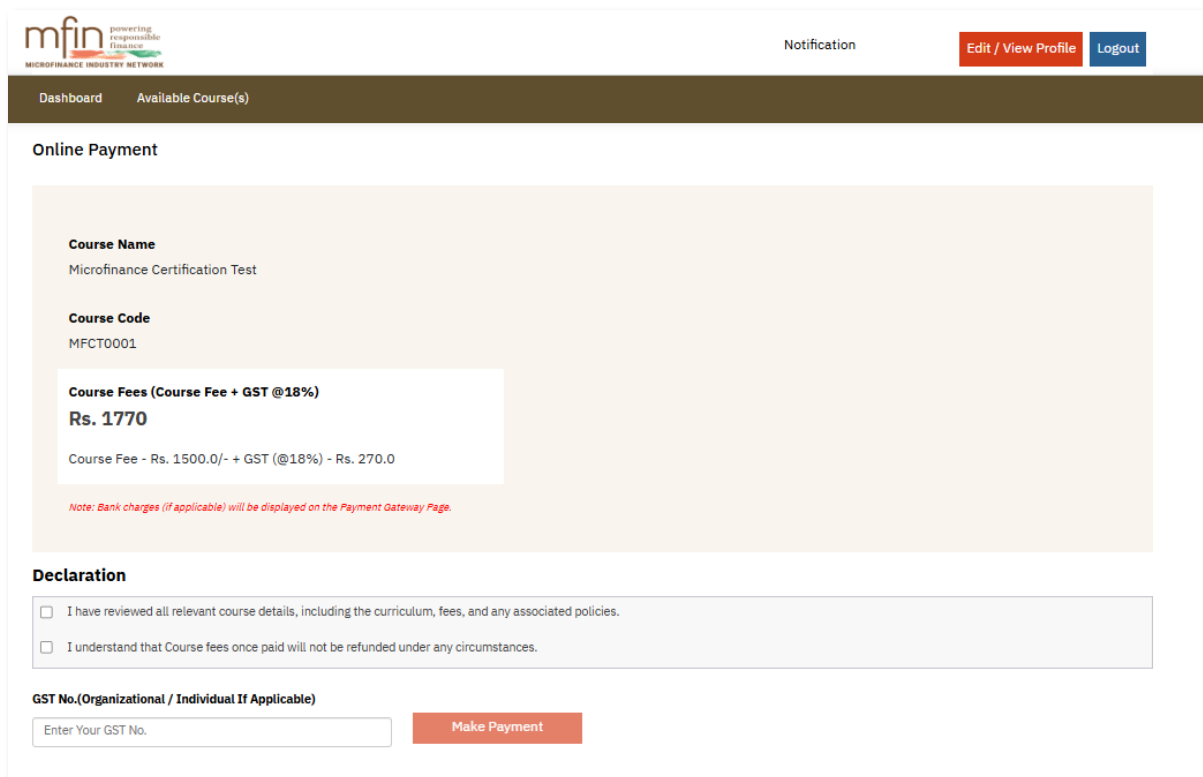
- When the candidate clicks “**Apply for Sponsorship,**” they should be redirected to a page prompting them to enter a “**Sponsor ID**”.
- The **Sponsor ID** will be provided by the respective institute and must be entered manually in the text field.



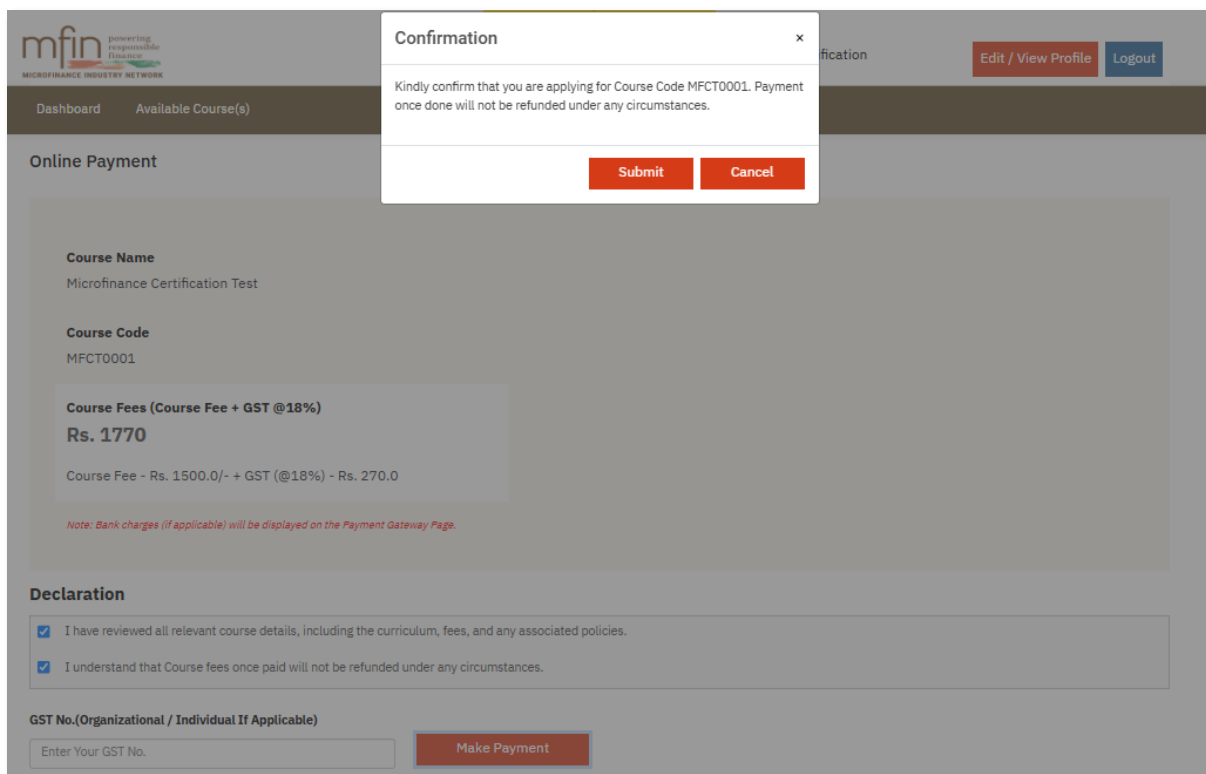
- After entering a valid Sponsor ID, the candidate should click **“Submit Request.”**
- Upon submission, the request is sent to the institute, and the candidate sees the following confirmation message.



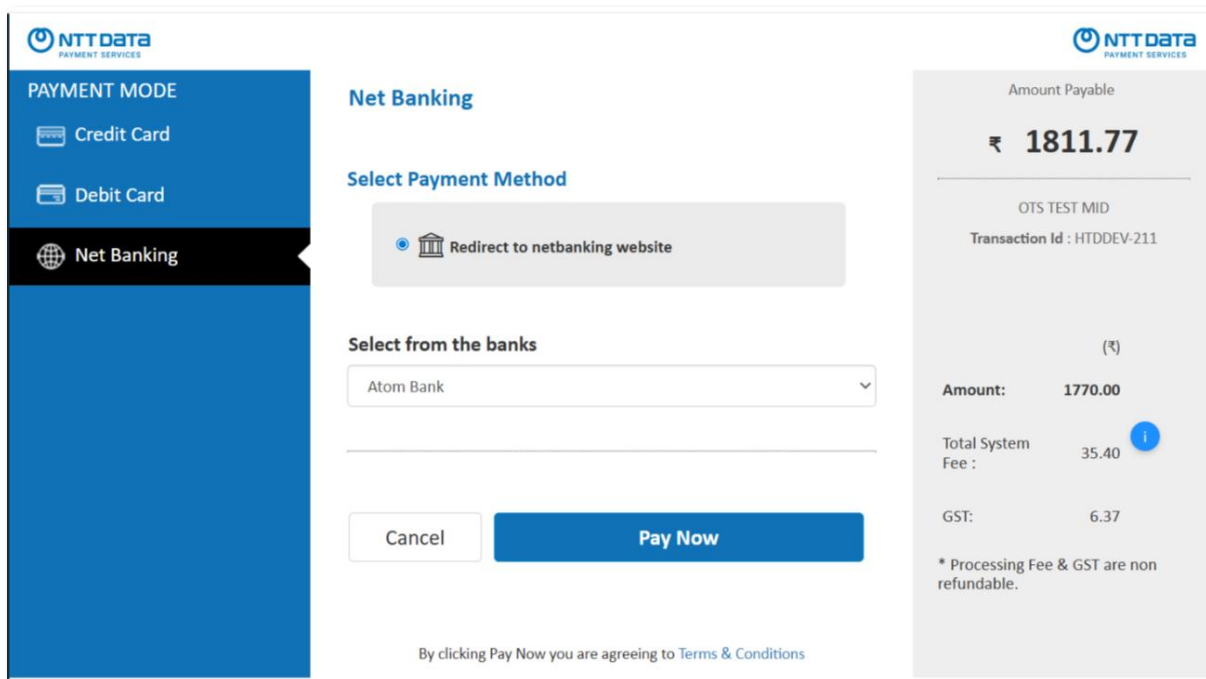
- Upon clicking **“Proceed to Pay,”** candidates will be redirected to the online payment page, where they will:
 1. **Review the payment details** displayed on the page.
 2. **Check the declaration box**, confirming agreement to the terms.
 3. **Enter the GST number**, if applicable.
 4. **Click “Make Payment”** to proceed with the transaction.



- Upon clicking **“Make Payment,”** a confirmation pop-up will appear, prompting candidates to verify the selected course code.



- After clicking **“Submit,”** candidates will be redirected to the payment gateway page as shown below. Where candidate can make payments from various options.



- Once a candidate successfully completes their payment. From the dashboard, they can view their personal information, course details, and payment status. Additionally,

they can download their application form as a PDF and retrieve their payment receipt directly from the dashboard.

The dashboard shows the following information:

Dashboard

Candidate Status
Application Form Submitted

Candidate Basic Details

Name	Username	Mobile Number
OMKAR	MFIN00000093	9121111115
E-Mail ID	Date Of Birth	Gender
test@ll.com	06-Jan-1999	Female

Application Status

Application Status: Submitted

Application Print: [Download](#)

Applied Course(s)

Application No	Course Code - Course Name	Payment Status	Date and Time of Payment	Payment Receipt
MFCT00000075	MFCT0001 - Microfinance Certification Test	SUCCESSFUL	2025-07-11 12:44:29.754086+05:30	Download

Applied Certification Exam(s)

Application No	Course ID - Course Name	Module Name	Payment Status	Date and Time of Payment	Payment Receipt	Exam Date	Exam Status
MFCT-M100000131	MFCT0001 - Microfinance Certification Test	Module 1	NA	NA	NA	07-12-2025	

- Once a candidate’s sponsorship request is **approved**, they can access their personal information and course details on the dashboard and download their application form as a **PDF**.
- The **Payment Status** column will show:
 - **“Sponsorship Approved”** when the request is approved.
 - **“Sponsorship Pending”** when it is awaiting approval.
 - **“Sponsorship Rejected”** if the request has been declined.

The dashboard shows the following information:

Dashboard

Candidate Status
Application Form Submitted

Candidate Basic Details

Name	Username	Mobile Number
TEST	MFIN00000005	9000000000
E-Mail ID	Date Of Birth	Gender
test@a.com	11-Jan-1988	Male

Application Status

Application Status: Submitted

Application Print: [Download](#)

Applied Course(s)

Application No	Course Code - Course Name	Payment Status	Date and Time of Payment	Payment Receipt
MFCT00000005	MFCT0001 - Microfinance Certification Test	SPONSORSHIP APPROVED		
TES00000004	TEST000001 - Customised Masterclass for Directors Workshop	SPONSORSHIP PENDING		

- **Note:** The system introduces a **“Auto Rejected”** status when an institute does not respond to a sponsorship request within the specified deadline. In this case:

- The request is automatically marked as **“Auto Rejected.”**
- The candidate is then given two options:
 - **Reapply** for sponsorship from their dashboard.
 - **Proceed independently** by making payment themselves and continuing with the process.

- Once payment is completed or sponsorship request approved, then candidates can download the Learning Materials of the course for which they’ve enrolled in.
- The materials are available in password-protected PDF format; the password is based on the combination provided in the instructions. You can refer to examples provided for help.

The screenshot shows the mfin user interface. At the top left is the logo for 'mfin powering responsible finance MICROFINANCE INDUSTRY NETWORK'. On the top right, there are links for 'Notification', 'Edit / View Profile', and 'Logout'. A navigation bar contains 'Dashboard', 'Available Course(s)', 'Learning Material' (which is underlined), 'Practice Test', 'Exam Booking', 'Score Card', and 'Certificate'.

The 'Learning Material' section features a yellow note: *Note: The Learning Material PDFs are password protected. Your password format is as follows: the first four letters of your name from your account, followed by your date and month of birth in ddmm format. Please note that the password is case-sensitive (uppercase) and should not include any special characters or spaces.*

Below the note, it says 'For Example:' and provides a table of user names, birth dates, and their corresponding passwords:

Suresh Gandhi	20/05/1993	Password (upper case only) SURE2005
S K Gandhi	01/01/2001	Password (upper case only) SKGA0101
OM Gandhi	01/12/1995	Password (upper case only) OMGA0112
OM	01/07/1985	Password (upper case only) OMXX0107
KIM	11/01/1996	Password (upper case only) KIMX1101

Below this is a table of courses:

	Course Name	Course ID	Module Name		
-	1 Microfinance Certification Test	MFCT0001	Module 1	Seat has been booked	Click Here to Join
	1. Microfinance in India	Download			

- When the candidate clicks on **“Practice Test,”** a new page appears where they can take a practice test consisting of five questions, with a total time limit of ten minutes.

Dashboard Available Course(s) Learning Material **Practice Test** Exam Booking Score Card Certificate

Practice Test

Exit Test

INSTRUCTIONS TO CANDIDATES

About the Question Paper

Examination Name	Number of Questions	Language of the Examination	Duration of the Examination
MFIN Certification Test	05	English	10 minutes

1. This is a mock test to create awareness about the exam interface and the test delivery system. Under no circumstances should this be presumed as a sample paper.
2. Contents and timing are for sample only and actual content will differ on the examination day.
3. The examination pattern is of objective type, and the medium will be English only.
4. The duration of the examination is 10 minutes, and the total number of questions is 5.
5. Only one question will be displayed at a time on the computer screen, and each question will have four options.
6. Each question has only one correct answer.
7. One mark will be awarded for every correct answer. There are no negative marks for wrong attempt.
8. The questions can be answered in any order.
9. The examination screen will continuously display the remaining time (count-down clock) at the top right-hand corner of the question paper.

About Answering the Questions

1. In order to answer a question, you have to "click" the option (empty circle/ radio button) that you consider is correct. The option that has been clicked will be highlighted and treated as the answer you gave to the question.
2. If you want to change your answer, click on the new answer option.
3. If you do not wish to attempt the question, you should not click on ANY option for that question and may click "Next".
4. You can 'Bookmark' specific questions that you wish to review and revisit at any stage during the examination. The 'Bookmark' option is available in the top right-hand corner of the question.
5. You can navigate between questions by clicking on the 'Previous' or 'Next' button or by directly clicking on the question numbers, which are displayed as attempted / non-attempted/ bookmarked in the summary panel shown on the left-hand side of the screen.
6. If you wish to de-select the option of a previously answered question, you may use the "Clear Response" button.

About Preview and Submission

1. The answers are saved automatically whenever the candidate clicks on 'Next' or 'Previous' button.
2. Candidates can review and make changes to the answer to any question during the examination, before final submission.
3. Candidates can switch to any questions by clicking on the summary panel on the screen's left side (Attempted question / Not attempted questions / Attempted and bookmarked / Not attempted and bookmarked).
4. Candidates can finish the examination by clicking on the DONE button.
5. If the DONE button is not clicked at the end of 10 minutes, the candidate's answers will be saved and submitted automatically. The candidate cannot attempt any more questions or modify their answers.

All the Best!!

I have read and understood the instructions.

Submit

- Candidates can reserve their exam slot through the “**Exam Booking**” tab.
- They need to select key details such as course name, course ID, module name, and the preferred exam date.
- After selecting these options, they must agree to the declaration before clicking “**Book Exam**” to confirm their reservation.

Exam Booking

Course Name
Select Course Name

Course ID
[Empty Field]

Module Name
Select Module Name

Certification Exam Date
Select Date

Note:

- The Examination Date & Time along with other relevant details will be shared on your registered Email ID within 1-2 days of successful payment.
- You can be scheduled any time between 10:00 AM to 5:00 PM on the Examination Date.
- There will be No change in Examination Date & Time.

Declaration

- After passing the exam, I understand that I will receive a certificate which will be valid for 3-years.
- If I fail or am absent for the exam, I acknowledge that I will be responsible for the cost of rebooking and reserving a seat for the examination.
- I understand that any involvement in malpractices will result in a one-year suspension from account services.
- [Important Instructions for Certification Exam.](#)

Book Exam

- Once the candidate completes the exam, they can visit the “**Score Card**” tab on their dashboard to view the exam status and download their scorecard.

Score Card

Course Name	Course ID	Module Name	Exam Date	Score	Exam Status	Scorecard
Microfinance Certification Test	MFCT0001	Module 1	Monday, 07 July 2025	40	Passed	Download

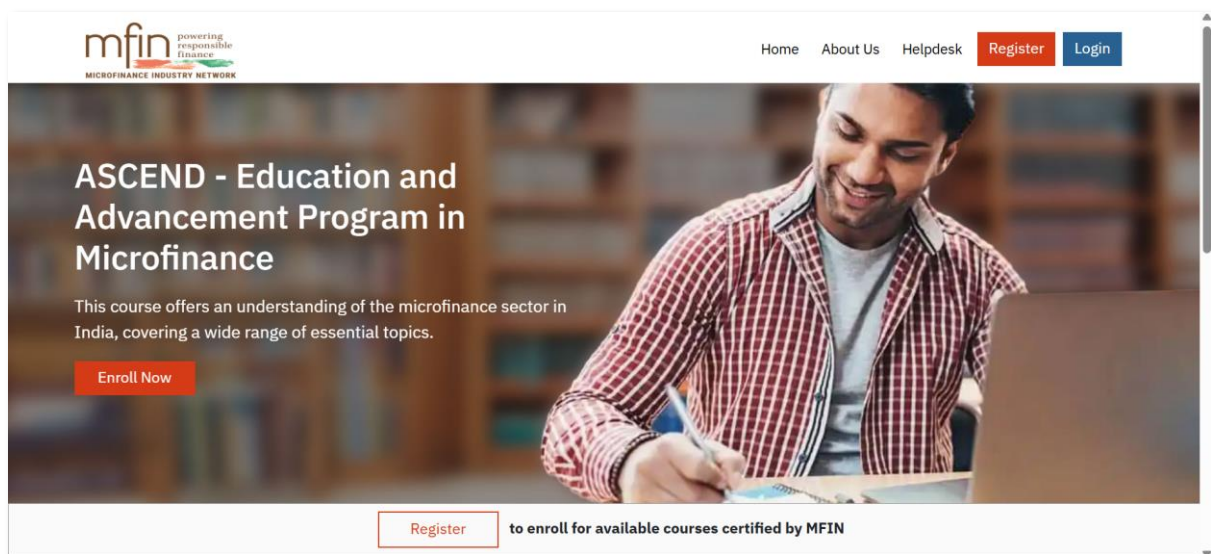
- Candidates can also download their certificate and badge from the **"Certificate"** tab.

The screenshot shows the user interface for the Microfinance Industry Network (mfin). At the top left is the logo with the tagline "powering responsible finance" and "MICROFINANCE INDUSTRY NETWORK". On the top right, there is a "Notification" link, a red "Edit / View Profile" button, and a blue "Logout" button. Below this is a dark navigation bar with links for "Dashboard", "Available Course(s)", "Learning Material", "Practice Test", "Exam Booking", "Score Card", and "Certificate" (which is underlined). The main content area is titled "Certificate" and contains a table with the following data:

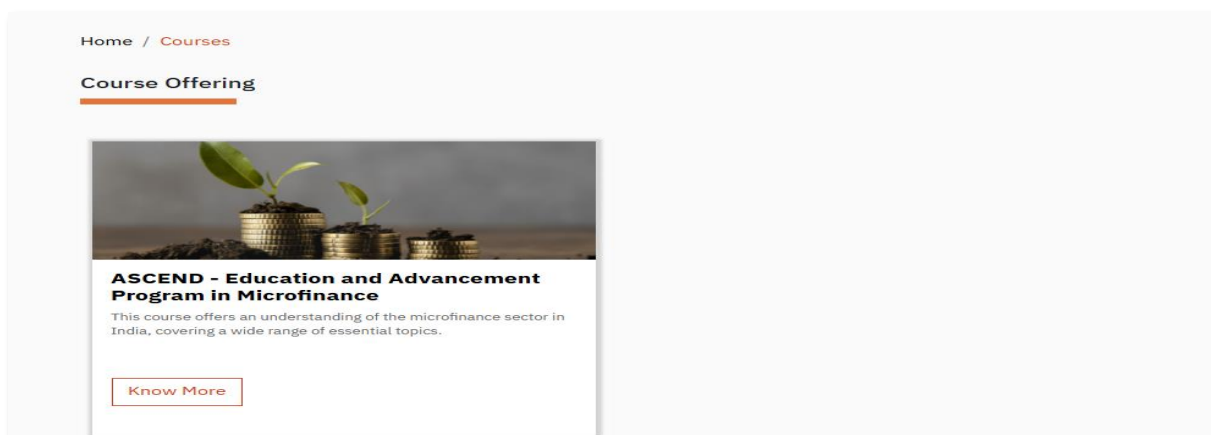
Course Name	Course ID	Issue Date	Valid Up to	Certificate	Badge
Microfinance Certification Test	MFCT0001	07-Jul-2025	07-Jul-2026	Download	Download

USER MANUAL FOR INSTITUTE LOGIN AND PROCESS

- The **“About Us”** tab provides a detailed overview of MFIN.
- The **“Helpdesk”** tab displays contact information—including email addresses and phone numbers—for both technical and academic support queries.



- When institute user scrolls down the homepage, they’ll see a section featuring available courses along with brief details.
- By clicking **“Know More,”** they can access full information for each course, including:
 - Course overview
 - Course fees
 - Course outline
 - Frequently Asked Questions (FAQs)



Home / Courses

Overview Course Fees Course Outline FAQ's

Course Overview

- This course offers an understanding of the microfinance sector in India, covering a wide range of essential topics. It delves into microfinance models, products available, microfinance process, customer service, business development, and related services.
- Moreover, the course provides valuable insights into the financial institutions involved, the regulatory framework governing the microfinance sector, the role of technology, and the structure and functions of Non-Banking Financial Company Microfinance Institutions (NBFC-MFIs).
- By completing this course, you will gain an appreciation of the microfinance business in India.

Course Fees

ASCEND - Education and Advancement Program in Microfinance
Course ID: MFCT0001

Rs. 1180 Base Fees - Rs. 1000 /- + GST (@ 18 %)

Enroll Now

(Includes registration, learning material and exam fees)

- On the Home page, the institute user should click the **"Login"** button to be redirected to the Login page.
- **After clicking the "Login" button, the institute user will see the following page:**
 1. Enter your registered **Email ID, Mobile Number, or Username** (as provided by MFIN, e.g., **MFBI<8-digit number>**).
 2. Click **"Send OTP"** to receive a one-time password via email and SMS.
- After receiving the OTP, enter the OTP and click **"Login"** again to access your dashboard.

mfin powering responsible finance
MICROFINANCE INDUSTRY NETWORK

Home About Us Helpdesk Register Login

Home / Login

Login to your Account

Please enter Email ID / Mobile Number / Username

Send OTP

[Forgot Username?](#)

Enter OTP

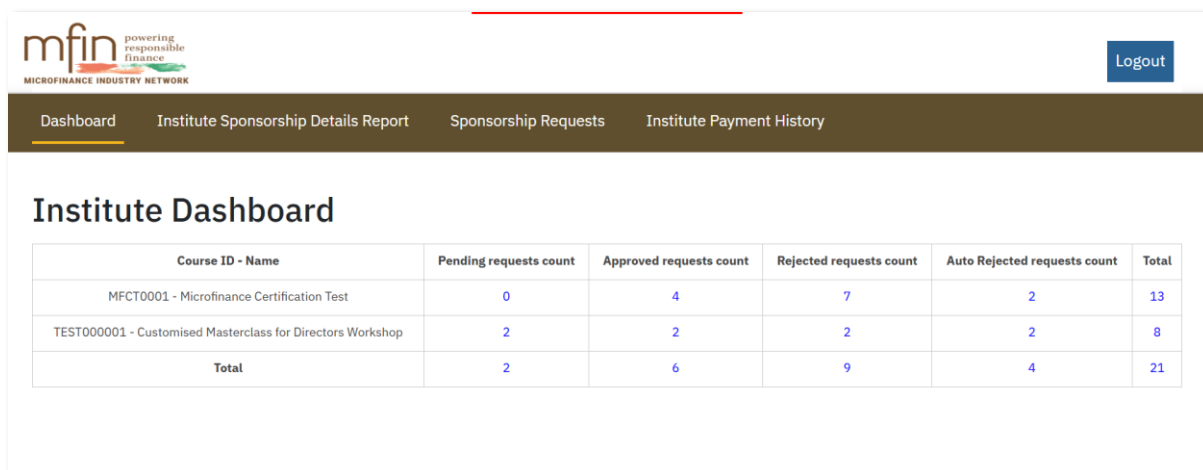
OR

New User

Register Here

Login

- Once the user successfully logs into their account, they will be directed to the **Dashboard**, which displays the following information:
 - The **Institute Dashboard** allows users to view key details related to the available courses. For each course, the following columns are displayed:
 - **Pending Request Count:**
 - Displays the number of candidate requests that are currently pending for the corresponding course.
 - This count is clickable. When the user clicks on the number (e.g., "2" as shown in the image below), they will be redirected to the "**Sponsorship Request**" tab.
 - The page will automatically filter the report to show only the pending requests for that specific course, displaying only the relevant entries matching the clicked count.
 - **Approved Request Count:**
 - Shows the number of requests that have been approved for the corresponding course.
 - This count is clickable. When the user clicks on the number (e.g., "4" as shown in the image below), they will be redirected to the "**Institute Sponsorship Details Report**" tab.
 - The page will automatically filter the report to show only the approved requests for that specific course, displaying only the relevant entries matching the clicked count.
 - **Rejected Request Count:**
 - Shows the number of requests that have been rejected for the corresponding course.
 - This count is clickable. When the user clicks on the number (e.g., "2" as shown in the image below), they will be redirected to the "**Institute Sponsorship Details Report**" tab.
 - The page will automatically filter the report to show only the rejected requests for that specific course, displaying only the relevant entries matching the clicked count.
 - **Auto-Rejected Request Count:**
 - Shows the number of requests that have been auto rejected for the corresponding course.
 - This count is clickable. When the user clicks on the number (e.g., "2" as shown in the image below), they will be redirected to the "**Institute Sponsorship Details Report**" tab.
 - The page will automatically filter the report to show only the auto rejected requests for that specific course, displaying only the relevant entries matching the clicked count.
 - **Total:**
 - Displays the total number of requests (pending, approved, rejected, and auto rejected) for the corresponding course.
 - This count is clickable. When user clicks on the number (e.g., "8" as shown in the image below), they will be redirected to the "**Institute Sponsorship Details Report**" tab.



The screenshot shows the mfin (Microfinance Industry Network) dashboard. The header includes the mfin logo and a 'Logout' button. The navigation bar contains 'Dashboard', 'Institute Sponsorship Details Report', 'Sponsorship Requests', and 'Institute Payment History'. The main content area is titled 'Institute Dashboard' and features a table with the following data:

Course ID - Name	Pending requests count	Approved requests count	Rejected requests count	Auto Rejected requests count	Total
MFCT0001 - Microfinance Certification Test	0	4	7	2	13
TEST000001 - Customised Masterclass for Directors Workshop	2	2	2	2	8
Total	2	6	9	4	21

- When the user clicks on the “**Institute Sponsorship Details Report**” tab, all records will be displayed by default, regardless of any filters. Also, user can use all the filters individually.
- The user can refine the data using the available filters. Below are the filters provided in the “**Institute Sponsorship Detailed Report**”:
 - **Request Status:**
 - To filter the data based on request status, the user can select an option from the dropdown menu labelled “**Select Request Status**” click on search. The available options are:
 - **Approved**
 - **Auto_Rejected**
 - **Sponsorship_Rejected**
 - **Pending**
 - **Candidate Id:**
 - Users must enter a specific **Candidate ID** to filter the data for a particular candidate. Upon clicking **Search**, the report will display results based on the entered Candidate ID.
 - **Transaction Number:**
 - Users must enter a specific **Transaction Number** to filter the data for a particular candidate. Upon clicking **Search**, the report will display results based on the entered Transaction Number.
 - **Course ID-Name:**
 - Users must enter a specific **Course ID-Name** to filter the data for a particular candidate. Upon clicking **Search**, the report will display results based on the entered Course ID-Name.
 - **From Date - To Date**
 - Users must select the **From Date** and **To Date** using the calendar controls to filter the data for a specific date range. Upon clicking **Search**, the report will display results based on the selected date range.
- All data—whether displayed by default or filtered using the available options—can be downloaded in Excel format. Users can click the “**Export Excel**” option to download the report based on either the filtered or unfiltered data.

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Logout

Dashboard Institute Sponsorship Details Report Sponsorship Requests Institute Payment History

Filter Sponsorship Details

Request Status
Select Request status

Candidate Id
Enter Candidate Id

Transaction Number
Enter Transaction number

Course ID-Name
Select Course ID-Name

Request Date From dd-mm-yyyy

Request Date To dd-mm-yyyy

Search Reset

Search Reset

Sponsorship Report Details

Show 10 entries Export Excel

Sponsorship Request ID	Candidate ID	Application ID	Candidate Name	Email ID	Mobile No	Course ID	Course Name	Request Date & Time	Amount with GST	Request Status	A / R D T
SR0000000001	MFIN00000001	MFCT00000001	balraj	balrajsinghs@nseit.com	7021837292	MFCT0001	Microfinance Certification Test	22-Jul-2025 17:42:22	1770.0	Sponsorship_Rejected	▲
SR0000000002	MFIN00000001	TES00000001	balraj	balrajsinghs@nseit.com	7021837292	TEST000001	Customised Masterclass for Directors Workshop	22-Jul-2025 17:42:38	562.5	Sponsorship_Rejected	
SR0000000003	MFIN00000002	MFCT00000002	Devendra Jaiswal	devendraj@nseit.com	8850012842	MFCT0001	Microfinance Certification Test	22-Jul-2025 17:44:57	1770.0	Auto_Rejected	
SR0000000004	MFIN00000003	MFCT00000003	Vikas	vikas@nseit.com	8492791919	MFCT0001	Microfinance Certification Test	22-Jul-2025 17:47:37	1770.0	Auto_Rejected	
SR0000000005	MFIN00000003	TES00000002	Vikas	vikas@nseit.com	8492791919	TEST000001	Customised Masterclass for Directors Workshop	22-Jul-2025 17:48:06	562.5	Auto_Rejected	▼

Showing 1 to 10 of 21 Sponsorship details report Previous **1** 2 3 Next

- In the “**Institute Sponsorship Detailed Report**”, the “**Candidate ID**” is a clickable hyperlink. When the user clicks on this ID, a pop-up will appear displaying the candidate’s details, including their name, email address, and mobile number.

The screenshot displays a web application interface for managing sponsorship requests. A modal window titled "Candidate Details" is open, showing the following information:

- Full Name: balraj
- Email ID: balrajsinghs@nseit.com
- Mobile Number: 7021837292

The background interface includes a search filter section with fields for "Transaction Number", "Request Date From", and "Request Date To". Below these are "Search" and "Reset" buttons. A table titled "Sponsorship Report Details" is visible, showing a list of records with columns for various attributes.

Sponsorship Request ID	Candidate ID	Application ID	Candidate Name	Email ID	Mobile No	Course ID	Course Name	Request Date & Time	Amount with GST	Request Status
SR0000000001	MFIN00000001	MFCT00000001	balraj	balrajsinghs@nseit.com	7021837292	MFCT0001	Microfinance Certification Test	22-Jul-2025 17:42:22	1770.0	Sponsorship_Rejected

- When the user clicks on the “**Sponsorship Request**” tab, all records will be displayed by default, regardless of any filters. Also, user can use all the filters individually.
- The user can refine the data using the available filters. Below are the filters provided in the “**Sponsorship Request.**”
 - **Candidate Id:**
 - Users must enter a specific **Candidate ID** to filter the data for a particular candidate. Upon clicking **Search**, the report will display results based on the entered Candidate ID.
 - **Course:**
 - Users must enter a specific **Course** to filter the data for a particular candidate. Upon clicking **Search**, the report will display results based on the entered Course ID-Name.
 - **From Date - To Date**
 - Users must select the **From Date** and **To Date** using the calendar controls to filter the data for a specific date range. Upon clicking **Search**, the report will display results based on the selected date range.

Filter Sponsorship Request

Candidate Id **Course**

Start Date (From) **End Date (To)**

Sponsorship Request

Show entries

Checkbox	Sponsorship Request ID	Candidate ID	Application ID	Candidate Name	Candidate Email ID	Candidate Mobile No	Course ID	Course Name	Requested Date Time	Amount with GST
<input type="checkbox"/>	SR0000000021	MFIN00000008	TES00000008	Akashata chavan	test@kaa.com	9888888888	TEST000001	Customised Masterclass for Directors Workshop	29-07-2025 17:13:38	562.5
<input type="checkbox"/>	SR0000000020	MFIN00000005	TES00000004	test	test@a.com	9000000000	TEST000001	Customised Masterclass for Directors Workshop	29-07-2025 11:25:12	562.5

Showing 1 to 2 of 2 Sponsorship requests

- All requests raised by candidates will be listed under the **“Sponsorship Request”** tab. The institute user can select one or more candidate requests by clicking the checkboxes.
- Once the selection is made, the user must choose one of the following options: **“Approve & Pay”** or **“Reject.”**
 - **Approve & Pay:**
 - Clicking on **“Approve & Pay”** a below pop-up message will appear stating the final confirmation with selected candidate counts.
 - Upon selecting **“Ok”** user will redirect to the next page.
 - Upon clicking on **“Cancel”** it will be retained to the sponsorship request tab.

Start Date (From) End Date (To)

Sponsorship Request

Show entries

Checkbox	Sponsorship Request ID	Candidate ID	A	I	rse	Course Name	Requested Date Time	Amount with GST		
<input checked="" type="checkbox"/>	SR0000000021	MFIN00000008	TES00000008	Akashata chavan	test@kaa.com	9888888888	TEST000001	Customised Masterclass for Directors Workshop	29-07-2025 17:13:38	562.5

Showing 1 to 1 of 1 Sponsorship requests

Confirm Approval & Payment

Are you sure to Approve & Pay for the 1 no. of sponsored request?

- Once the user clicks on **“Approve & Pay”**, they will be redirected to a page that provides a summary of the selected candidates.
- The page will display the total number of candidates selected, the base fees excluding GST, the GST amount based on the total base fees, and the overall total, which is the sum of the base fees and GST.
- The user must review the displayed details and check the box in the **Declaration** section to proceed.
- If applicable, the user needs to enter a GST number; otherwise, they can click on the **“Make Payment”** tab to proceed.

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Logout

Dashboard Institute Sponsorship Details Report Sponsorship Requests Institute Payment History

Online Payment

Total No Of Candidates = 1

Total Base Fees (RS) = Rs. 500

Total GST Applicable = Rs. 62.5

Total Amount = Rs. 562.5

Note: Bank charges (if applicable) will be displayed on the Payment Gateway Page.

Declaration

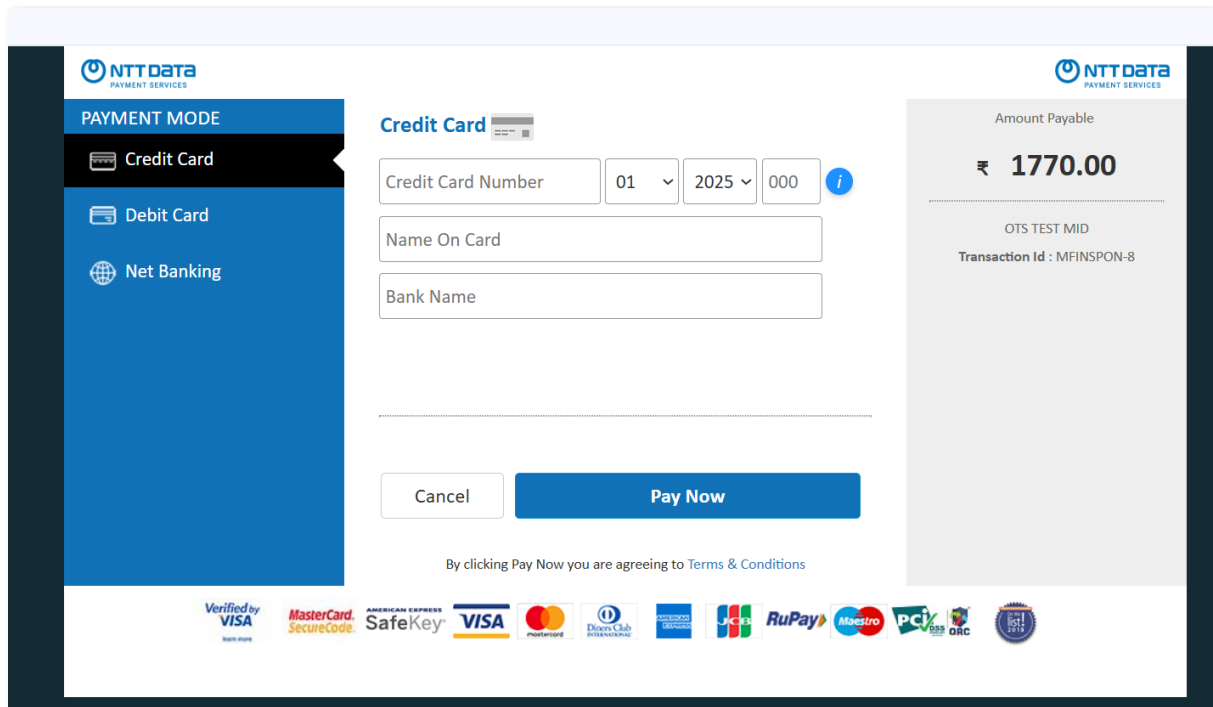
I have reviewed all relevant course details, including the curriculum, fees, and any associated policies.

I understand that Course fees once paid will not be refunded under any circumstances.

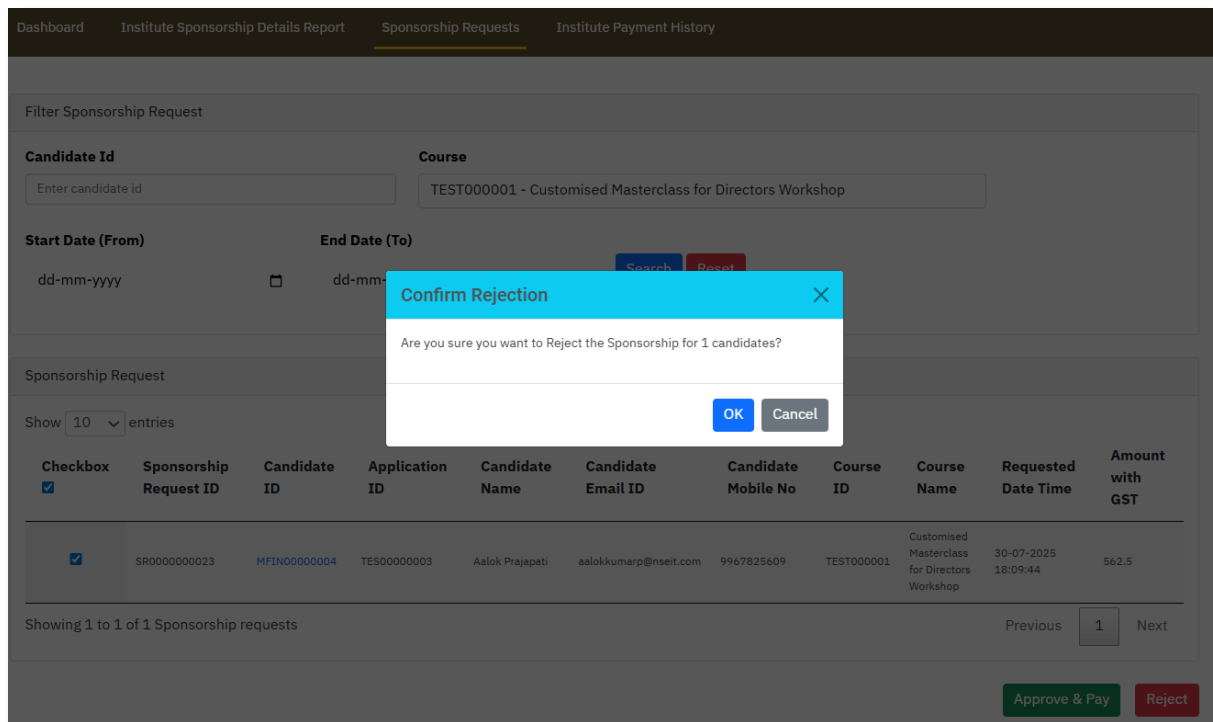
GST No. (Organizational / Individual If Applicable)

Enter Your GST No. **Make Payment**

- Once the user clicks on **“Make Payment”**, they will be redirected to the payment gateway page, where they need to enter the required details and complete the payment.



- **Reject:**
 - Clicking on **“Reject”** a below pop-up message will appear stating the final confirmation with selected candidate counts.
 - Upon selecting **“Ok”**, the selected candidate requests will be rejected.
 - Upon clicking **“Cancel”**, the request will remain in the Sponsorship Request tab.



- When the user clicks on the “**Institute Payment History**” tab, all records will be displayed by default, regardless of any filters. Also, user can use all the filters individually.
- The user can refine the data using the available filters. Below are the filters provided in the “**Institute Payment History**”
 - **Payment Status:**
 - **Pending:**
 - All Pending transactions will be display when pending filtered is applied.
 - **Failed:**
 - All failed transactions will be display when failed filter is applied.
 - **Completed:**
 - All failed transactions will be displayed when completed filter is applied.
 - **Order ID:**
 - When the user enters a specific “**Order ID**” and clicks **Search**, the details for the searched order ID will be displayed in the **Payment History** table below.
 - **PG Transaction Number:**
 - When the user enters a specific “**PG Transaction Number**” and clicks **Search**, the details for the searched order ID will be displayed in the **Payment History** table below.
 - **From Date - To Date**
 - Users must select the **From Date** and **To Date** using the calendar controls to filter the data for a specific date range. Upon clicking **Search**, the report will display results based on the selected date range.
- In the “**Institute Payment History**”, the **PG Transaction Number**, **Payment Status**, and **Payment Receipt** are hyperlinked.
- The **PG Transaction Number** is clickable, and upon clicking the hyperlink, the user will be redirected to the “**Institute Sponsorship Detailed Report**”, where the data will be filtered based on the selected transaction from the **Institute Payment History** tab.
- The **payment Status** is clickable, and upon clicking the hyperlink, the user will be redirect to the “**Institute Sponsorship Detailed Report**”, where the data will be filtered based on the selected payment status from the **Institute Payment History** tab.
- The **Payment Receipt** is clickable, and upon selecting the hyperlink, the user will be able to **download** the corresponding payment receipt for that specific payment row.
- All data—whether displayed by default or filtered using the available options—can be downloaded in Excel and PDF format. Users can click the “**Export Excel**” or “**Download PDF**” option to download the report based on either the filtered or unfiltered data.



Logout

Dashboard Institute Sponsorship Details Report Sponsorship Requests Institute Payment History

Filter Payment History

Payment Status

Select Payment Status

Order ID

Enter Order ID

PG Transaction Number

Enter Transaction Number

Payment Date (From)

dd-mm-yyyy



Payment Date (To)

dd-mm-yyyy



Search

Reset

Payment History

Download PDF

Download Excel

Order ID	PG Transactions Number	Date & Time	Mode of payment	Amount with GST	Payment Status	Payment Receipt	Check Transaction
MFINSPON-7	null		NB	562.50	FAIL		
MFINSPON-5	88TBT3oc5bBZkGIZ4juz	24-07-2025 16:12:32	NB	1770.00	COMPLETED	PAYMENT RECEIPT	
MFINSPON-4	w2KFQDGAqDREqYyHQW8C	24-07-2025 15:09:04	NB	4102.50	COMPLETED	PAYMENT RECEIPT	
MFINSPON-2	mCl8sCEmRec34lVCW10X	24-07-2025 12:49:48	NB	2332.50	COMPLETED	PAYMENT RECEIPT	

Showing 1 to 4 of 4 records



1

