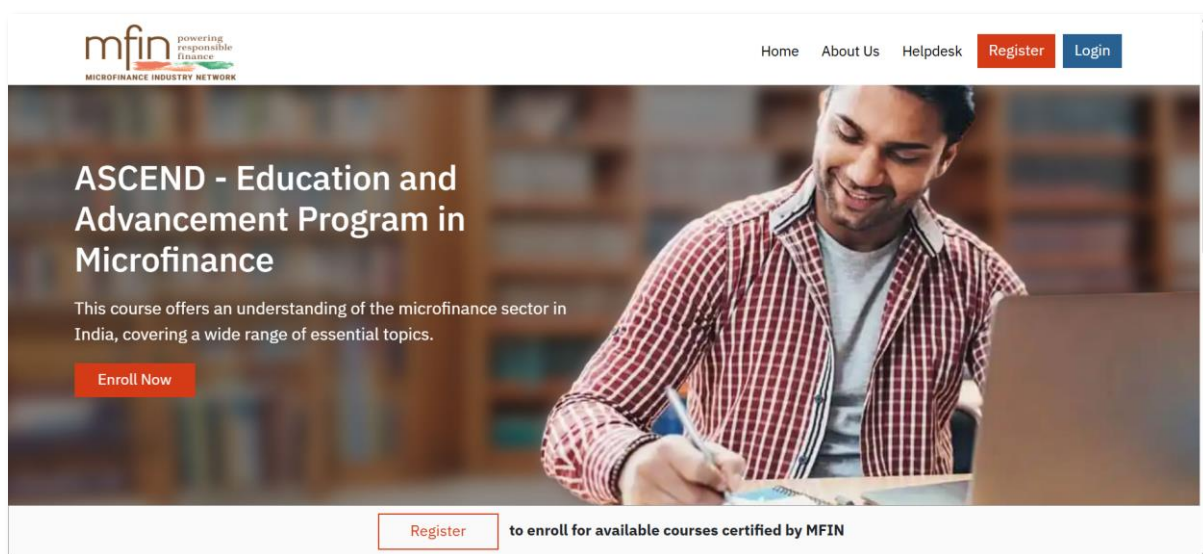


User manual for candidate registration & login for MFIN

- 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



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 'Registration Details' form on the MFIN website. The form includes fields for 'Enter Full Name' (Abhishek Tiwari), 'Email ID' (Abhishek@gmail.com), and 'Mobile Number' (8898434358). Each field has a 'Verified' button next to it. Below these fields is a CAPTCHA section with a blue box containing the number '63277' and a green checkmark icon, followed by an input field for the same number. At the bottom, there is a checkbox for 'I agree to Terms and Conditions' and a red 'Register' button.

- 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. It displays a message to 'Dear Abhishek Tiwari,' stating that the user's username is 'MFIN00000089'. It also provides an alternative login method using the registered email ID or mobile number. A note mentions that an email and SMS containing user details have been sent to the registered email address and mobile number, advising the user to check their inbox or spam/junk folder. At the bottom, there is a red 'PROCEED' button.

- **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.

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?

OR

Enter OTP

Login

New User

Register Here

- 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.

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?

OR

Enter OTP

Login

New User

Register Here

- **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.

mfin powering responsible finance
MICROFINANCE INDUSTRY NETWORK

Welcome ABHISHEK TIWARI,

Thank you for registering with us.
To initiate the registration process for your preferred course, please proceed to the next page to fill in the form.

Prerequisite:
Please keep related document details ready to complete the registration

- A recent passport-size photo, with your face clearly visible, taken within the last six months. Photos older than this may result in your application being rejected.
- Minimum file size is 20KB, Maximum file size is 200KB and only jpg and jpeg file images are accepted.
- Govt ID proof (Any one document-PAN / Passport / Voter ID / Driving License) in JPG/JPEG/PDF format. Maximum file size can be 2MB and minimum 50KB.
- If employed, then employee id card-to be in JPG/JPEG/PDF format. Maximum file size can be 2MB and minimum 50KB.

Declaration
☐ I hereby declare that all the details I will provide now or in future will be in accordance with the truth and fact as per best of my knowledge.

Proceed

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

mfin powering responsible finance
MICROFINANCE INDUSTRY NETWORK

Notification **Application** Logout

Profile

Personal Contact Education Work Experience Photo Upload Document Upload Preview

Title* Select Title **Name*** ABHISHEK TIWARI
Note: Please enter your name as you would like it to appear on your certificate.

Mobile Number* 8898234567

Email ID* test@gmail.com

Date Of Birth* dd-mm-yyyy

Gender* ☐ Male ☐ Female ☐ Transgender

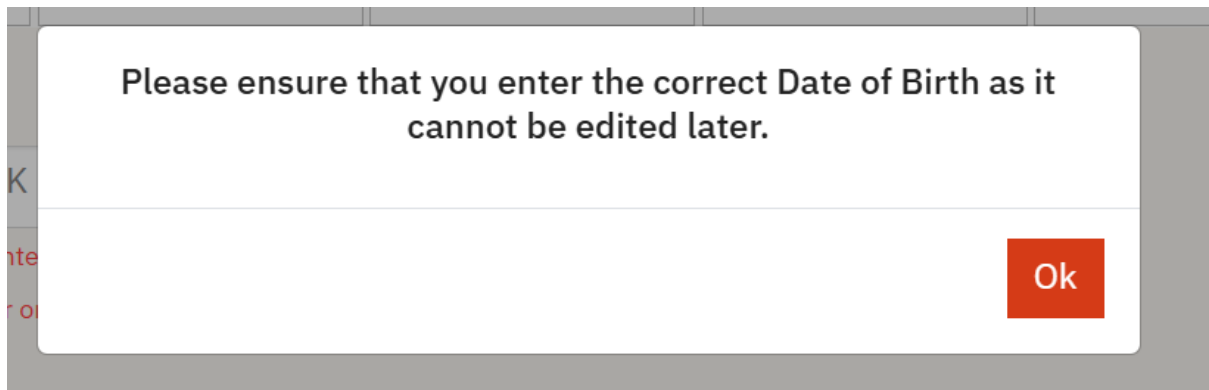
Nationality* Select Nationality

Known Languages* Select Language **Add More**
☐ Speak ☐ Read ☐ Write

Govt ID Proof (Select Any One)* Select Govt ID Proof

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 'Profile' page with the 'Contact' tab selected. The form includes 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 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 'Profile' page with the 'Education' tab selected. The form includes the following fields:

- Highest Education Qualification ***: A list of radio button options:
 - ☐ 10th / SSC
 - ☐ 12th / HSC
 - ☐ Diploma
 - ☐ Bachelors / Graduation
 - ☐ Masters / Post - Graduation
 - ☐ Doctorate / Ph.D
 - ☐ Others

At the bottom of the form 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.

The screenshot shows the 'mfin' logo with the tagline 'powering responsible finance' and 'MICROFINANCE INDUSTRY NETWORK'. In the top right, there is a 'Notification' link, an 'Application' button, and a 'Logout' button. The main section is titled 'Profile' and contains a horizontal menu with tabs: 'Personal', 'Contact', 'Education', 'Work Experience' (which is highlighted in red), 'Photo Upload', 'Document Upload', and 'Preview'. Below the menu, the question 'Do You Have Any Work Experience? *' is displayed with two radio button options: 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Back' and '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

This screenshot shows the 'Work Experience' tab of the 'mfin' application profile. The 'Do You Have Any Work Experience? *' question is now answered with 'Yes' selected. Below this, the 'Are You Currently Working? *' question also has 'Yes' selected. The 'Current Organization Details' section contains the following fields:

- 'Organization Name *': A dropdown menu with the placeholder text 'Select Organization Name'.
- 'Designation *': A text input field.
- 'Total Work Experience' section with two dropdowns:
 - 'Number Of Years *': A dropdown menu with the placeholder text 'Select Number of Years'.
 - 'Number Of Months *': A dropdown menu with the placeholder text 'Select Number of Months'.
- 'Current Employee ID *': A text input field.

At the bottom, the 'Back' and 'Save & Next' buttons are visible.

The screenshot shows the 'Work Experience' tab selected in a profile form. The tabs are: Personal, Contact, Education, Work Experience (active), Photo Upload, Document Upload, and Preview. The form contains two questions with radio button options: 'Do You Have Any Work Experience?' with 'Yes' selected, and 'Are You Currently Working?' with 'Yes' selected. Below these is a section titled 'Current Organization Details' with a dropdown menu for 'Organization Name' (currently showing 'Others') and a text input field for 'Other Organization Name'. A red upward arrow button is in the bottom right corner.

➤ **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.”**

The screenshot shows the 'Photo Upload' tab selected in a profile form. The tabs are: Personal, Contact, Education, Work Experience, Photo Upload (active), Document Upload, and Preview. The form has a 'Photo Image' section with a 'Choose File' button and a text area showing 'No file chosen'. Below this is an 'Upload' button. A 'Note' section contains four bullet points: 'The minimum file size is 20 KB, Maximum file size is 200 KB and only jpg and jpeg file images are accepted.', 'A recent passport-size photo, with your face clearly visible, taken within the last six months. Photos older than this may result in your application being rejected.', 'Kindly upload documents that do not have any special characters mentioned in their file names.', and 'Click on Choose file and select photo file to be uploaded your machine. After selecting your photo, please click on Upload button.' At the bottom are 'Back' and 'Save & Next' buttons. The top of the page shows the 'mfin' logo, 'powering responsible finance', 'MICROFINANCE INDUSTRY NETWORK', a 'Notification' link, and 'Application' and 'Logout' buttons.

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

The screenshot shows the 'mfin' logo with the tagline 'powering responsible finance' and 'MICROFINANCE INDUSTRY NETWORK'. The page has a 'Notification' area and buttons for 'Application' and 'Logout'. The 'Profile' section has tabs for 'Personal', 'Contact', 'Education', 'Work Experience', 'Photo Upload', 'Document Upload' (which is active), and 'Preview'. The 'Document Upload' section is titled 'Govt Approved ID Proof (PAN Card) *' and contains an 'UPLOAD' button. Below this, a 'Note' section provides instructions: 'Kindly verify all documents before uploading them. The maximum file size is 2MB, and the minimum size is 50KB.', 'File type can be JPG, JPEG and PDF.', 'Kindly upload documents that do not have any special characters mentioned in their file names.', 'Click on the "Upload" button to open a separate window and upload your respective documents.', 'On the new window(popup), click on choose file to to upload all necessary documents. (Ensure the pop-up blocker is deactivated on your systems).', and 'Once confirmed, hit the "Upload" button on the new window(popup)'. At the bottom are 'Back' and 'Save & Continue' buttons.

- 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

The screenshot shows a popup window titled 'Govt Approved ID Proof (PAN Card)' with a close button. It contains a 'Choose File' button and the text 'No file chosen'. Below this, a 'Note' section states: 'Note : The File Size should be between 50 KB to 2 MB.', 'Document can be of file type JPG, JPEG and PDF.', 'Kindly upload the documents that do not have any special characters mentioned in their file names.', and 'If the uploaded documents are not clear, then the application will be rejected.' There is a checkbox labeled 'I confirm that the file selected by me is correct.' and two buttons at the bottom: 'Upload' and 'Cancel'. The background shows the same 'mfin' profile page as the previous screenshot.

- **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

Applicant Photo



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

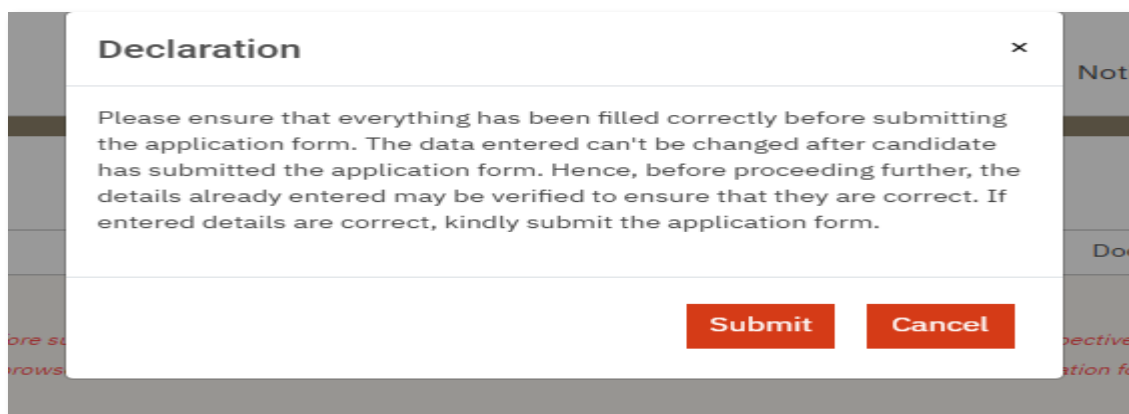
Date : 15-Jul-2025

Declaration

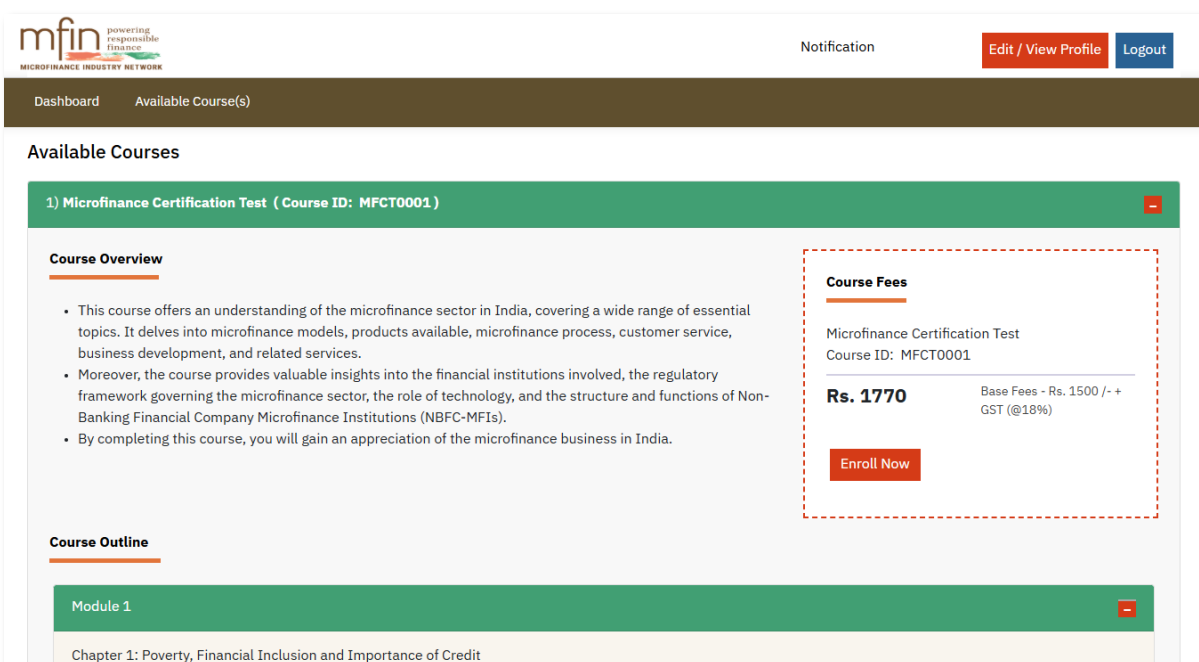
☐ I hereby certify that the information furnished above is TRUE, complete and correct to the best of my knowledge and belief. I have not suppressed any material fact(s) or factual information in the above statements.

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.

The screenshot displays the Microfinance Industry Network (mfin) website interface. A confirmation dialog box is overlaid on the page, asking the user to confirm their application for the Microfinance Certification Test. The background page shows the 'Available Courses' section with details for the '1) Microfinance Certification Test (Course ID: M...'. The course overview and fees are visible.

mfin powered responsible finance
MICROFINANCE INDUSTRY NETWORK

Dashboard Available Course(s)

Available Courses

1) Microfinance Certification Test (Course ID: M...

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

Microfinance Certification Test
Course ID: MFCT0001

Rs. 1770 Base Fees - Rs. 1500 /- + GST (@18%)

Enroll Now

Kindly confirm that you are applying for Microfinance Certification Test. Payment once done will not be refunded under any circumstances.

Ok Cancel

Edit / View Profile Logout

- 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”** button to continue.

The screenshot shows the MFIN Microfinance Industry Network dashboard. At the top, there is a header with the MFIN logo, the tagline 'powering responsible finance', and the text 'MICROFINANCE INDUSTRY NETWORK'. To the right of the header are links for 'Notification', 'Edit / View Profile', and 'Logout'. Below the header is a navigation bar with 'Dashboard' and 'Available Course(s)'. The main content area displays a message: 'You have successfully applied for the course. Kindly click on 'Proceed to Pay' to make payment for the course.' Below this message is a red button labeled 'Proceed to Pay'.

- 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.

The screenshot shows the MFIN Microfinance Industry Network online payment page. At the top, there is a header with the MFIN logo, the tagline 'powering responsible finance', and the text 'MICROFINANCE INDUSTRY NETWORK'. To the right of the header are links for 'Notification', 'Edit / View Profile', and 'Logout'. Below the header is a navigation bar with 'Dashboard' and 'Available Course(s)'. The main content area is titled 'Online Payment'. It displays the following details:

- Course Name:** Microfinance Certification Test
- Course Code:** MFCT0001
- Course Fees (Course Fee + GST @18%):** Rs. 1770
- Course Fee - Rs. 1500.0/- + GST (@18%) - Rs. 270.0**

 A note at the bottom of the fee section states: 'Note: Bank charges (if applicable) will be displayed on the Payment Gateway Page.' Below the fee section is a 'Declaration' box with two checkboxes:

- ☐ 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.

 At the bottom of the page, there is a field for 'GST No.(Organizational / Individual If Applicable)' with a placeholder 'Enter Your GST No.' and a red 'Make Payment' button.

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

Confirmation

Kindly confirm that you are applying for Course Code MFCT0001. Payment once done will not be refunded under any circumstances.

Submit **Cancel**

Course Name
Microfinance Certification Test

Course Code
MFCT0001

Course Fees (Course Fee + GST @18%)
Rs. 1770

Course Fee - Rs. 1500.0/- + GST (@18%) - Rs. 270.0

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**

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

NTT DATA PAYMENT SERVICES

PAYMENT MODE

- Credit Card
- Debit Card
- Net Banking**

Net Banking

Select Payment Method

☒ Redirect to netbanking website

Select from the banks

Atom Bank

Cancel **Pay Now**

By clicking Pay Now you are agreeing to [Terms & Conditions](#)

NTT DATA PAYMENT SERVICES

Amount Payable

₹ **1811.77**

OTS TEST MID

Transaction Id : HTDDEV-211

(₹)

Amount: 1770.00

Total System Fee : 35.40

GST: 6.37

* Processing Fee & GST are non refundable.

- 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.

[Dashboard](#) [Available Course\(s\)](#) [Learning Material](#) [Practice Test](#) [Exam Booking](#) [Score Card](#) [Certificate](#)

Dashboard

Candidate Status
Application Form Submitted

Candidate Basic Details

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

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 payment is completed, 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.


Notification
Edit / View Profile
Logout

[Dashboard](#)
[Available Course\(s\)](#)
[Learning Material](#)
[Practice Test](#)
[Exam Booking](#)
[Score Card](#)
[Certificate](#)

Learning Material

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.

For Example:

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

	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.

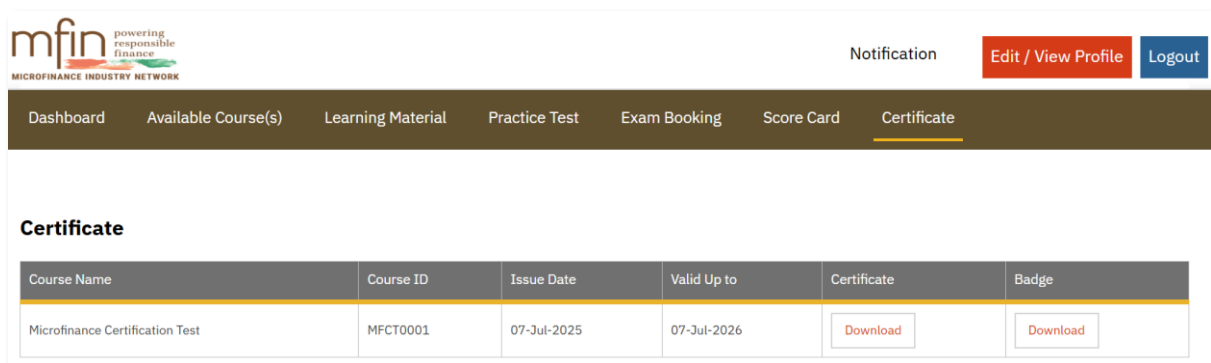
The screenshot shows the 'Exam Booking' section of a web application. At the top is a navigation bar with links: Dashboard, Available Course(s), Learning Material, Practice Test, Exam Booking (highlighted), Score Card, and Certificate. Below the navigation bar, the 'Exam Booking' form is displayed. It includes four dropdown menus: 'Course Name' (with 'Select Course Name' as the placeholder), 'Course ID' (with a greyed-out input field), 'Module Name' (with 'Select Module Name' as the placeholder), and 'Certification Exam Date' (with 'Select Date' as the placeholder). Below these fields is a 'Note' section with three bullet points: '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.', and 'There will be No change in Examination Date & Time.' Below the notes is a 'Declaration' section with four checkboxes and their corresponding text: '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.', and 'Important Instructions for Certification Exam.' At the bottom of the form is a red 'Book Exam' button.

- 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.

The screenshot shows the 'Score Card' section of a web application. At the top is a navigation bar with links: Dashboard, Available Course(s), Learning Material, Practice Test, Exam Booking, Score Card (highlighted), and Certificate. Below the navigation bar, the 'Score Card' section is displayed. It features a table with the following data:

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 displays the mfin Microfinance Industry Network dashboard. The top navigation bar includes the mfin logo, a Notification bell, and buttons for 'Edit / View Profile' and 'Logout'. Below this is a horizontal menu with links to 'Dashboard', 'Available Course(s)', 'Learning Material', 'Practice Test', 'Exam Booking', 'Score Card', and 'Certificate' (which is highlighted with a yellow underline). The 'Certificate' section 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