USER MANUAL

HOW TO FILL THE APPLICATION FORM

1. Introduction

The AIPRodigy Online Submission Portal allows candidates and organizations to register, submit applications, upload documents, and complete payments for AIPR certification programs conducted by PRCAI.

This manual provides step-by-step guidance for:

- Individual Registration
- Group Registration
- Application Submission
- Payment Process
- Status Tracking

2. System Requirements

- Desktop/Laptop
- Internet Browser (Chrome, Edge, Firefox, Safari)
- Stable Internet Connection
- Valid Email ID and Mobile Number

3. Important Instructions

Before starting registration, please ensure:

- Name fields must not contain special characters and should not exceed 30 characters.
- Email IDs must be valid and active.
- Mobile numbers must contain exactly 10 digits.
- Uploaded images must be in `.jpg`, `.jpeg`, or `.png` format and within 1MB size.
- Fields marked with an asterisk (*) are mandatory.
- For Offline Payment transfer please keep the following details ready:
    - **Date of Payment**
    - **Transferred Amount**
    - **Payment Mode** (NEFT / RTGS / IMPS, etc.)
    - **Transaction Reference Number** (UTR / Reference ID)

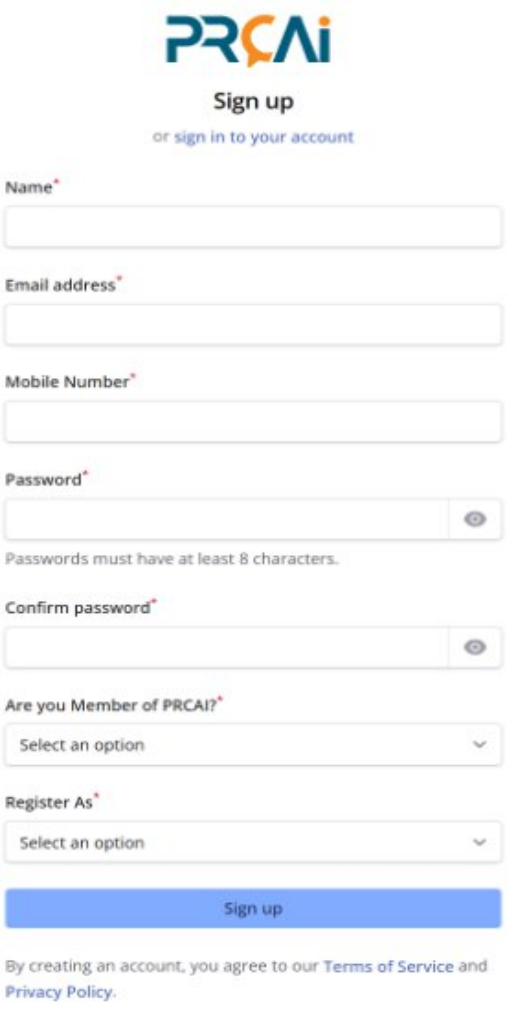
4. Accessing the Portal

Visit:
https://aipr.prcai.org/app/login

You may either:

- **Log in** if you already have an account
- **Sign up** if you are a new user

5. User Registration (Sign Up)



5.1 Sign-Up Fields

Field Name	Description
Name*	Enter your full name as per official records (no special characters, max 50 characters).
Email Address*	Active email for all communications.
Mobile Number*	Valid 10-digit mobile number.
Password*	Minimum 8 characters.
Confirm Password*	Re-enter the same password.

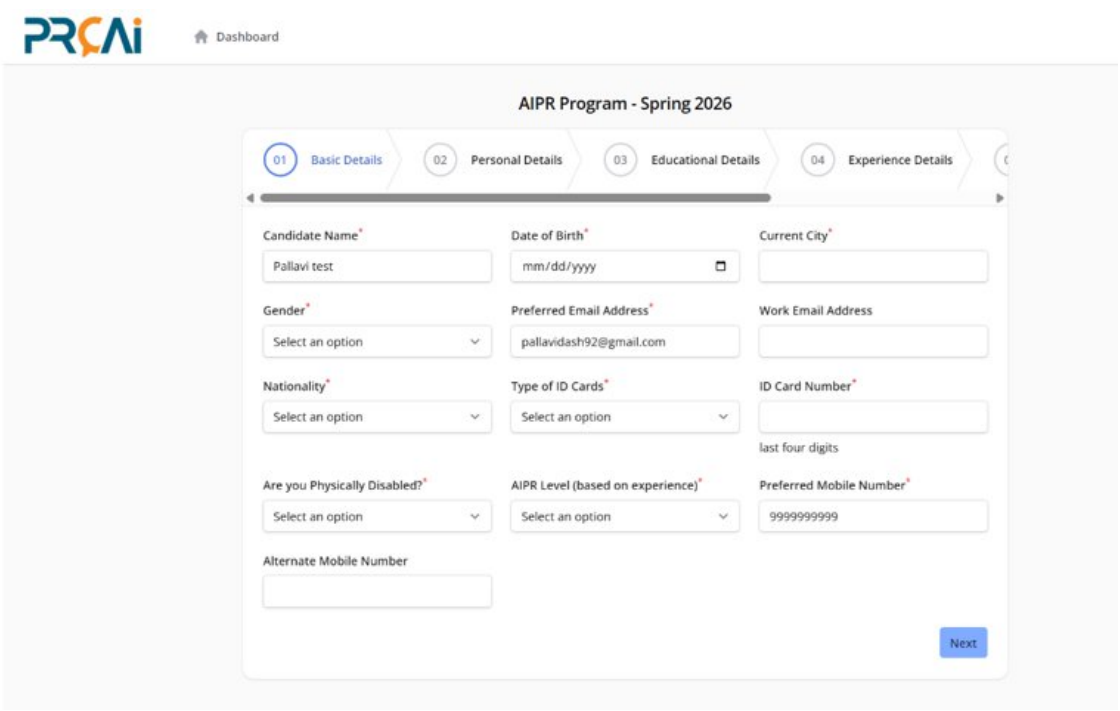
Field Name	Description
Are you a Member of PRCAI?*	Select Yes or No.
Register As*	Select Individual or Group.

Click **Register** to create your account.

6. Individual Registration Flow

After successful sign-up, you will be redirected to your **Dashboard**.

Click **Apply Application** to start the registration process.

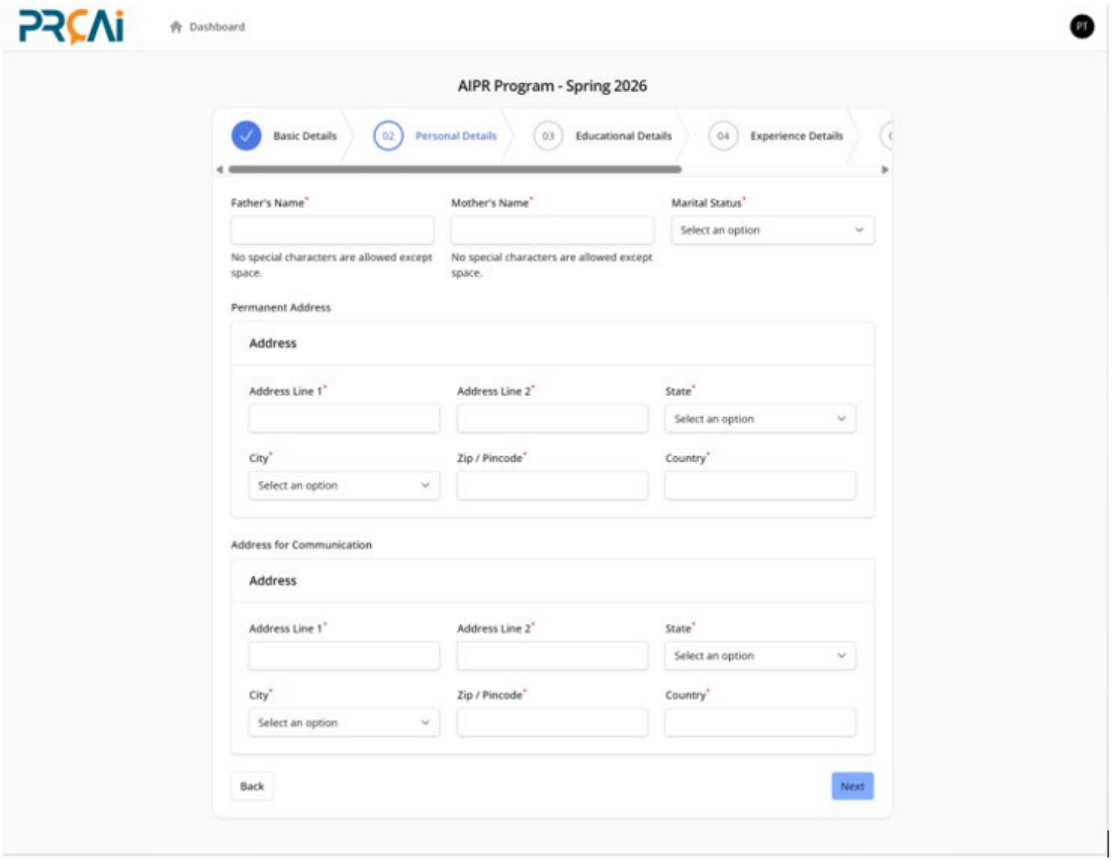


6.1 Basic Registration Page

Field Name	Description
Candidate Name*	Auto-filled full name.
Date of Birth*	Select your birth date.
Current City*	Enter your current city.
Gender*	Select from dropdown.
Preferred Email Address*	Primary email for communication.
Work Email Address	Office email (if applicable).
Nationality*	Select your nationality.

Field Name	Description
Type of ID Cards*	Choose ID type (Aadhaar, Passport, etc.).
ID Card Number*	Enter last four digits of your ID.
Are you Physically Disabled?*	Select Yes or No.
AIPR Level (Based on Experience)*	Select your level based on experience.
Preferred Mobile Number*	Main contact number.
Alternate Mobile Number	Backup contact number.

Click **Next** to continue.



6.2 Personal Details Page

Field Name	Description
Father's Name*	Enter full name (no special characters except space).
Mother's Name*	Enter full name (no special characters except space).
Marital Status*	Select from dropdown.

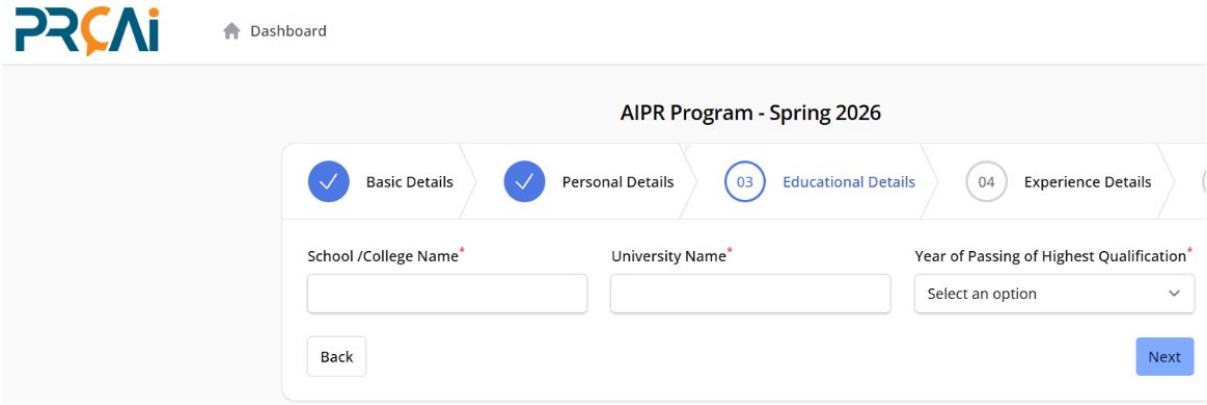
6.3 Permanent Address

Field Name	Description
Address Line 1*	House number, street, locality.
Address Line 2	Landmark, apartment, etc.
State*	Select your state.
City*	Select your city.
Zip / Pincode*	Enter postal code.
Country*	Enter country name.

6.4 Address for Communication

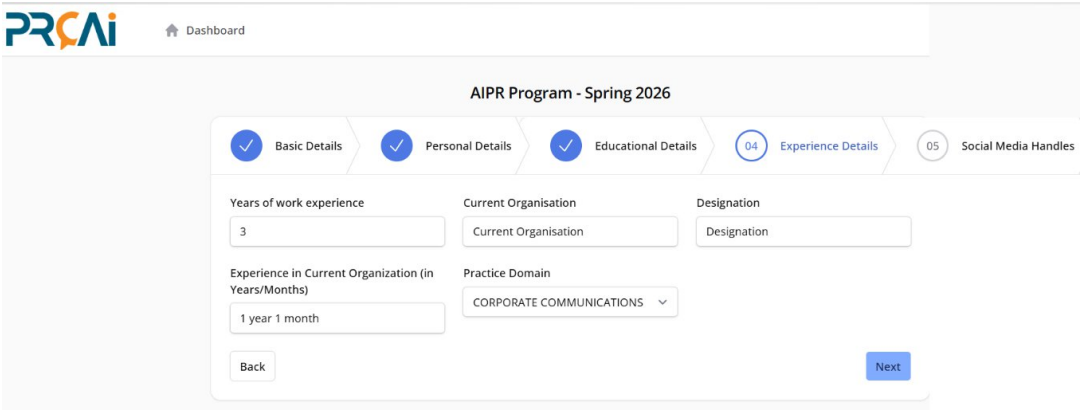
Field Name	Description
Address Line 1*	Current correspondence address.
Address Line 2	Additional address details (if any).
State*	Select your state.
City*	Select your city.
Zip / Pincode*	Enter postal code.
Country*	Enter country name.

6.5 Education Details Page



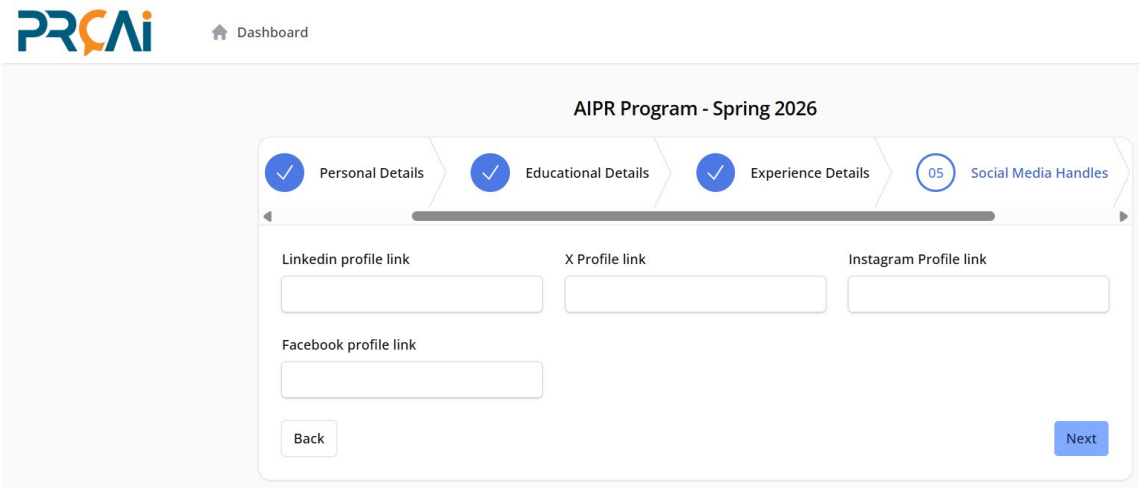
Field Name	Description
School / College Name*	Name of institution attended.
University Name*	Name of affiliated board/university.
Year of Passing of Highest Qualification*	Select the completion year.

6.6 Experience Details Page



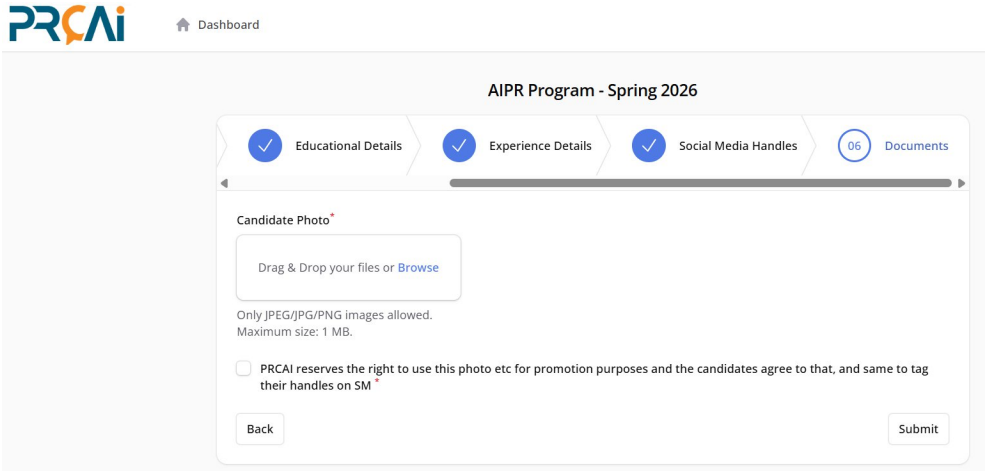
Field Name	Description
Years of Work Experience	Total professional experience.
Current Organisation	Current employer name.
Designation	Current job title.
Experience in Current Organisation (Years/Months)	Duration in current role.
Practice Domain	Select your main professional domain.

6.7 Social Media Handles Page



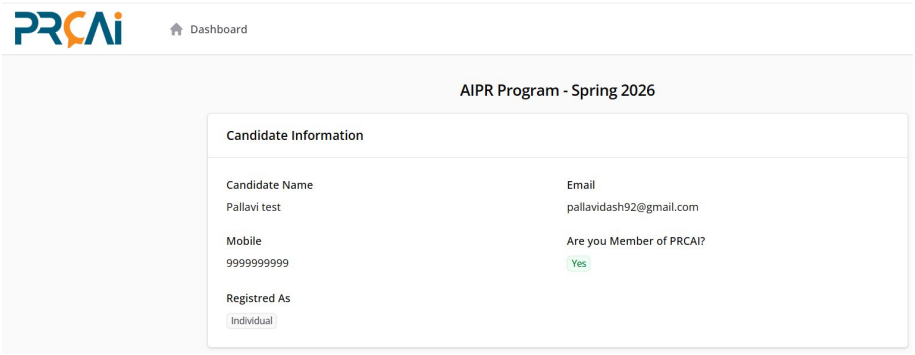
Field Name	Description
LinkedIn Profile Link	URL of your LinkedIn profile.
X (Twitter) Profile Link	URL of your X account.
Instagram Profile Link	URL of your Instagram profile.
Facebook Profile Link	URL of your Facebook profile.

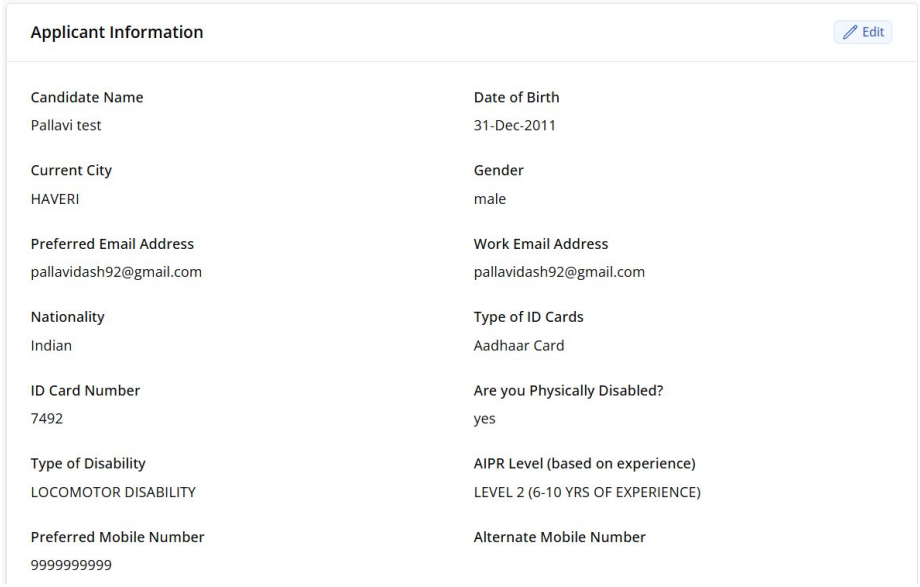
6.8 Document Upload Page

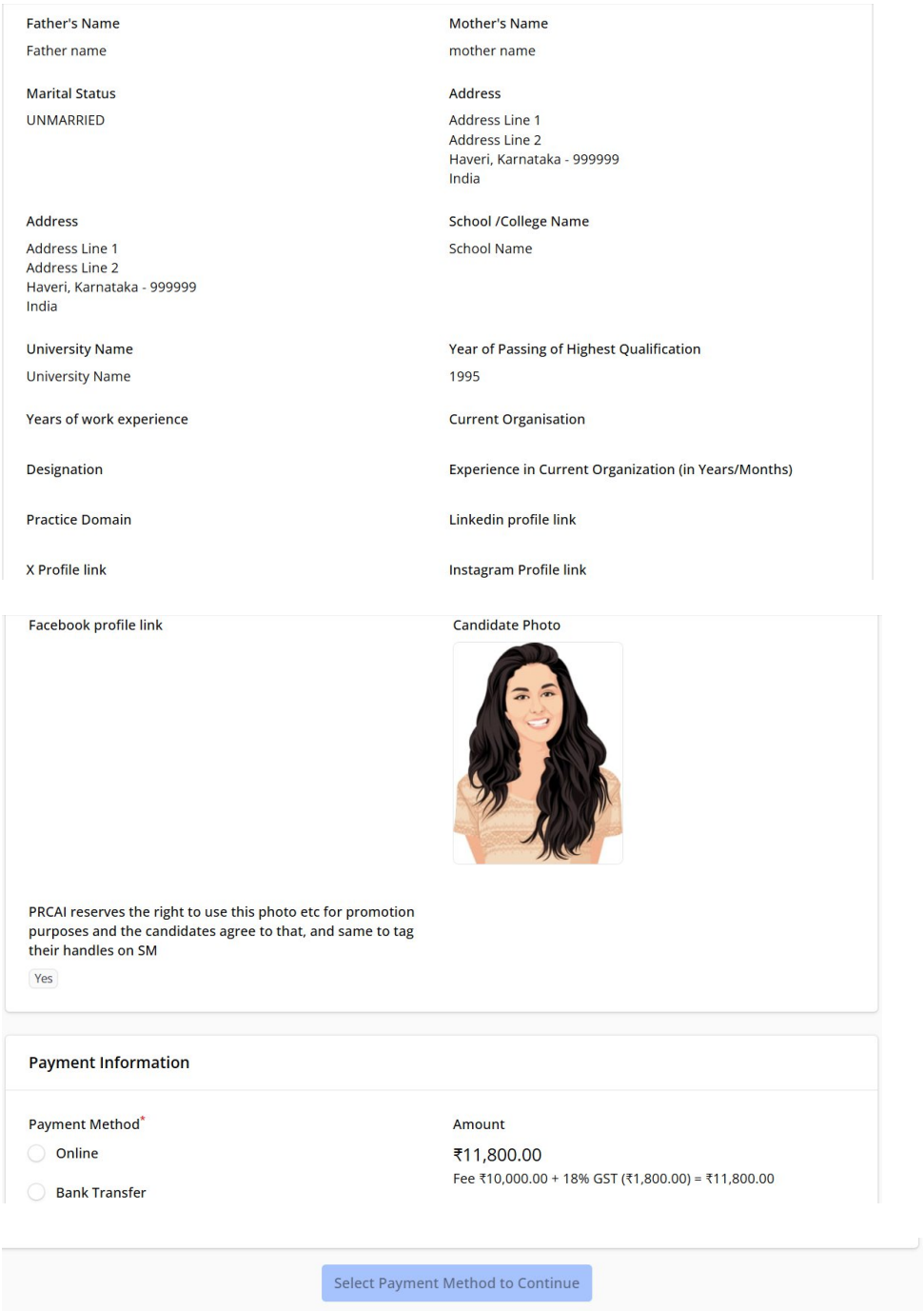


- Upload your photograph in `.jpg`, `.jpeg`, or `.png` format (max size 1MB).
- Click **Submit** to proceed.

6.9 Application Preview & Edit





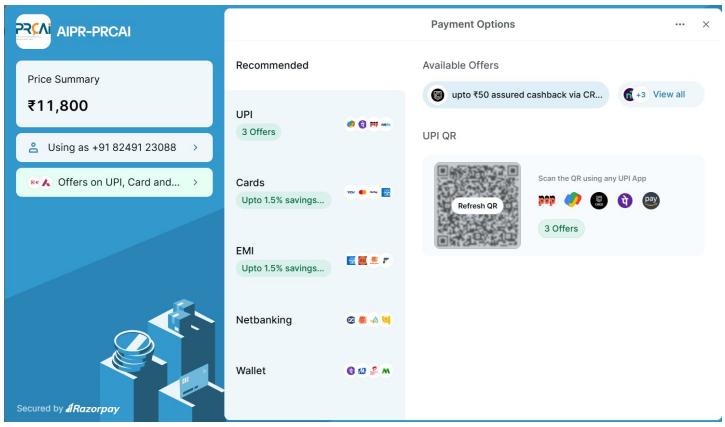


- Review all entered details on the preview screen.
- Click **Edit** if you want to make changes.
- Once verified, proceed to payment.

7. Payment Process (Individual Candidates)

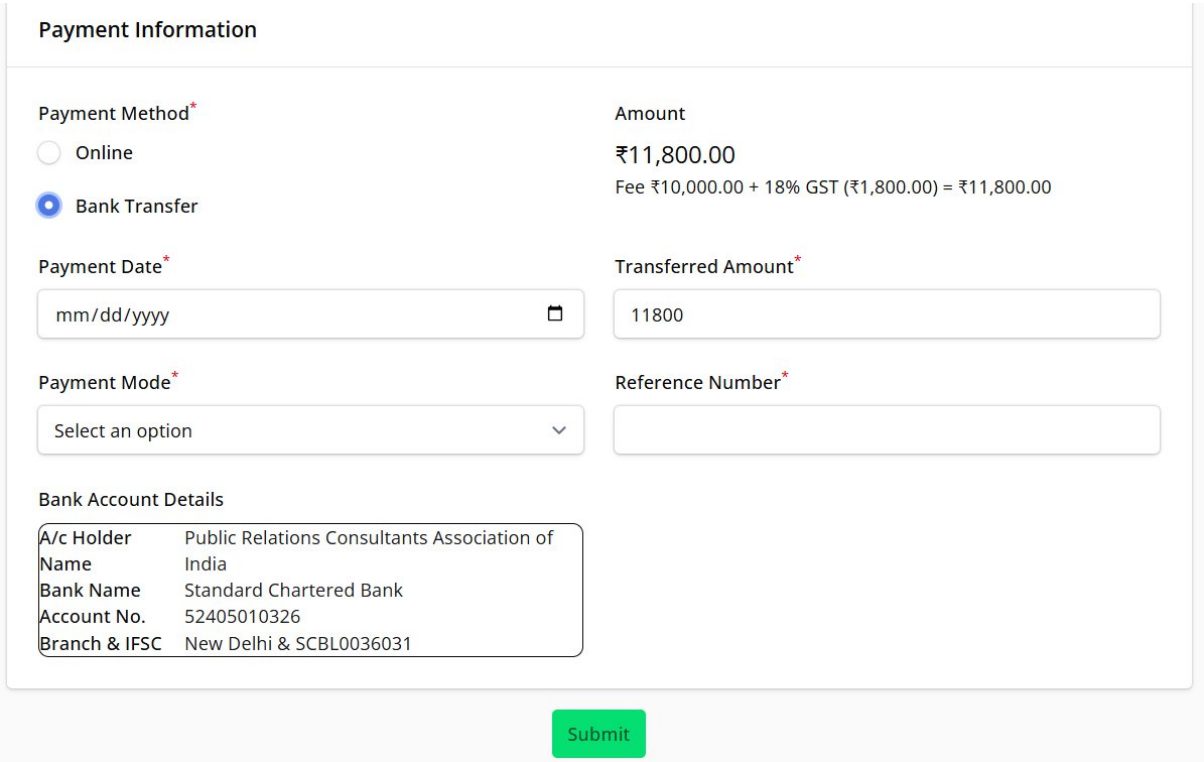
You can choose either:

7.1 Online Payment



- You will be redirected to the payment gateway.
- Select your preferred payment option and complete the transaction.

7.2 Bank Transfer (Offline Payment)



Candidates must first complete the payment **from their bank account** using any of the following modes:

- **NEFT**
- **RTGS**
- **IMPS**
- **Online Banking**
- **Branch Bank Transfer**

Use the **PRCAI bank details displayed on the screen** while making the transfer.

PRCAI Bank Account Details

- **Account Holder Name:** Public Relations Consultants Association of India
- **Bank Name:** Standard Chartered Bank
- **Account Number:** 52405010326
- **Branch:** New Delhi
- **IFSC Code:** SCBL0036031

Important:
Ensure that the **exact amount shown on the screen (₹11,800)** is transferred.
(This includes ₹10,000 fee + 18% GST ₹1,800)

After completing the bank transfer, please keep the following details ready:

- **Date of Payment**
- **Transferred Amount**
- **Payment Mode** (NEFT / RTGS / IMPS, etc.)
- **Transaction Reference Number** (UTR / Reference ID)

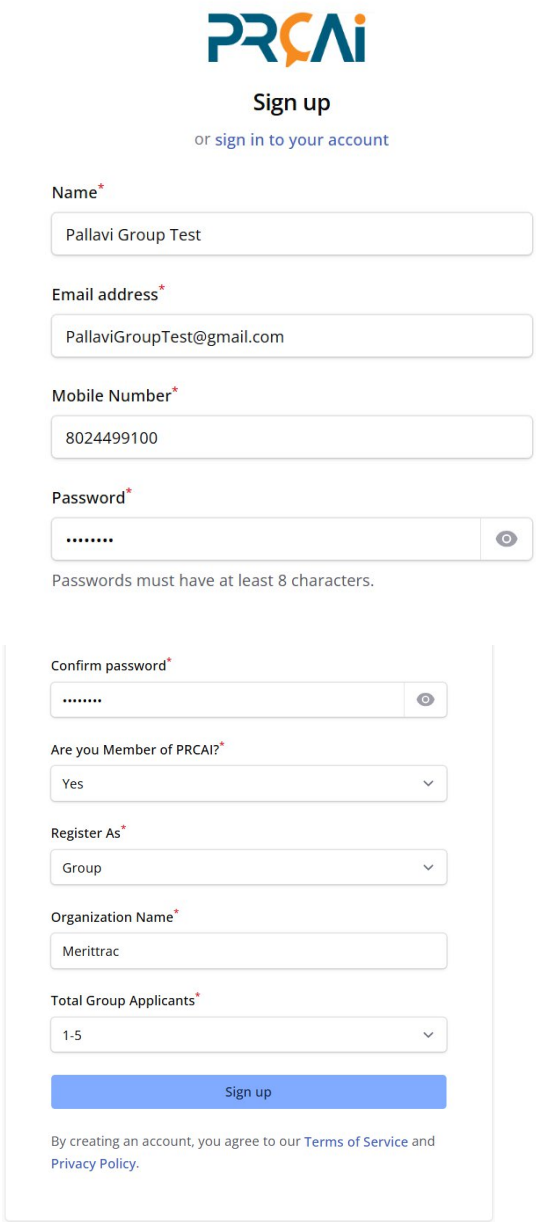
Admin Review

- PRCAI admin will review offline payments.
- If approved, your application status will update.
- If rejected, you may re-submit payment details.

8. Group Registration Flow

Group registration allows organizations to register multiple candidates together.

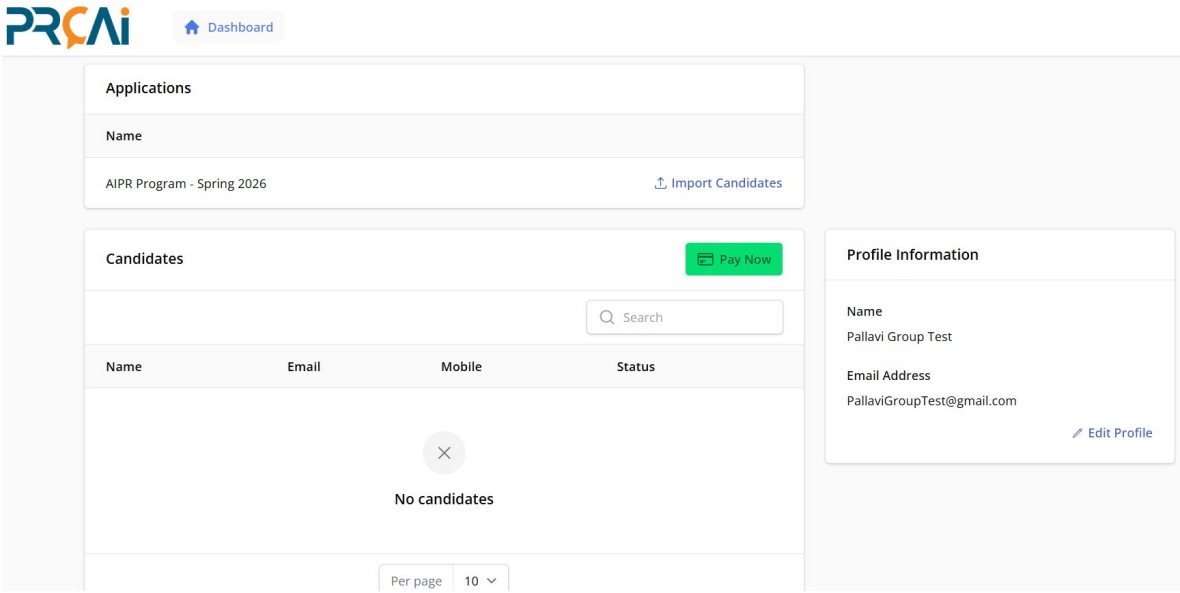
8.1 Group Sign-Up Fields



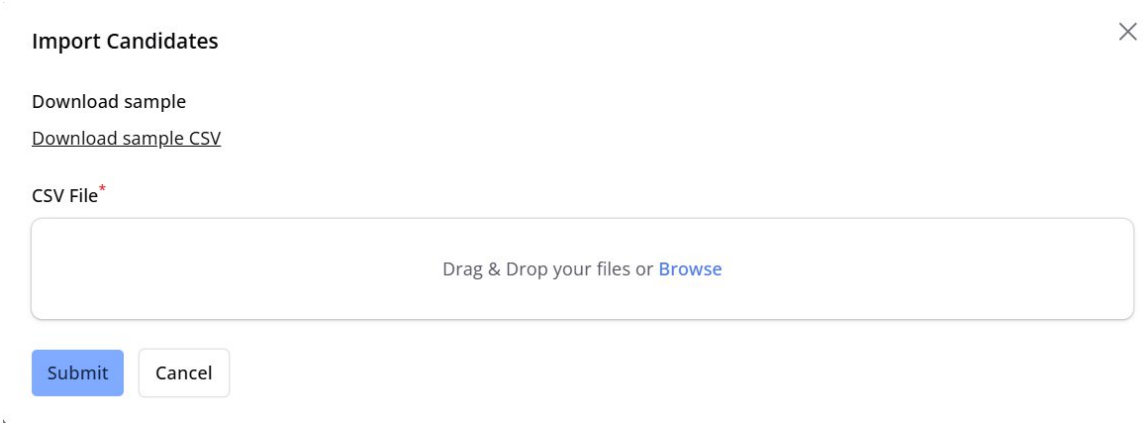
Field Name	Description
Register As*	Select Group.
Organization Name*	Enter your organization name.
Total Group Applicants*	Select number of candidates.

Click **Sign Up** to complete registration.

8.2 Group Admin Dashboard



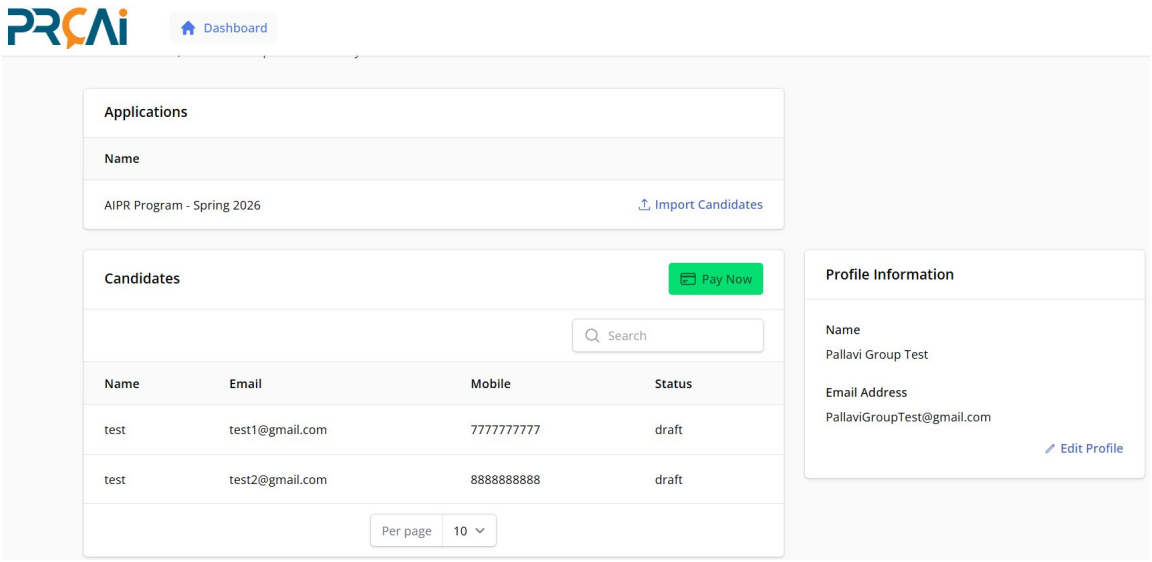
After sign-up, the Group Admin will be redirected to the dashboard.



Steps:

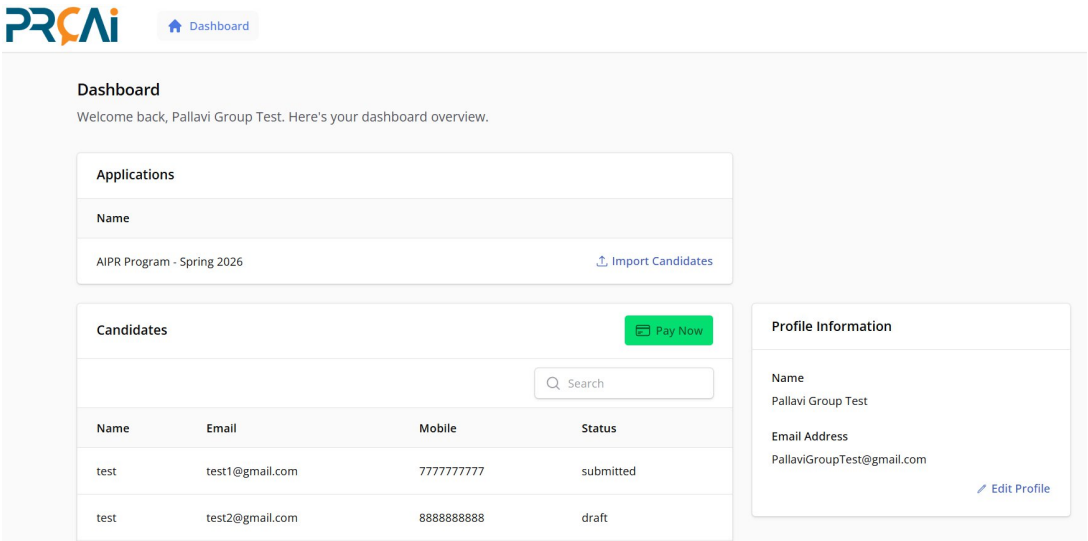
1. Download the provided **Excel template**.
2. Enter candidate details in the template.
3. Upload the completed Excel file to import candidates.

8.3 Candidate Registration (Group Mode)

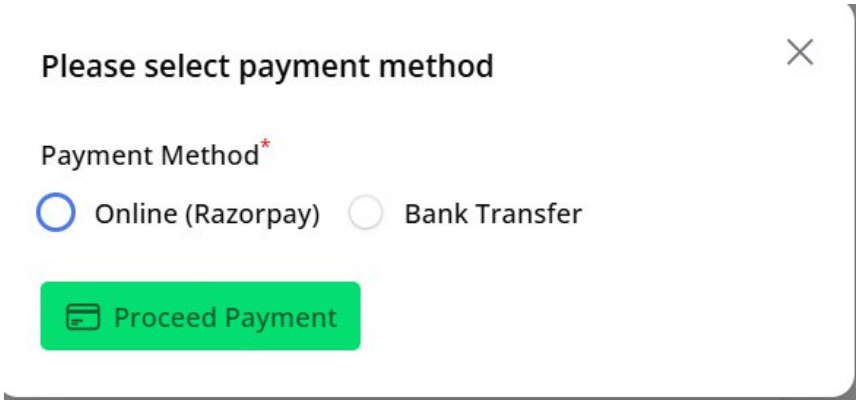


- Imported candidates will appear in the dashboard with **Draft** status.
- System-generated emails will be sent to candidates.
- Candidates log in and complete their individual applications.
- Once submitted, their status changes to **Submitted**.

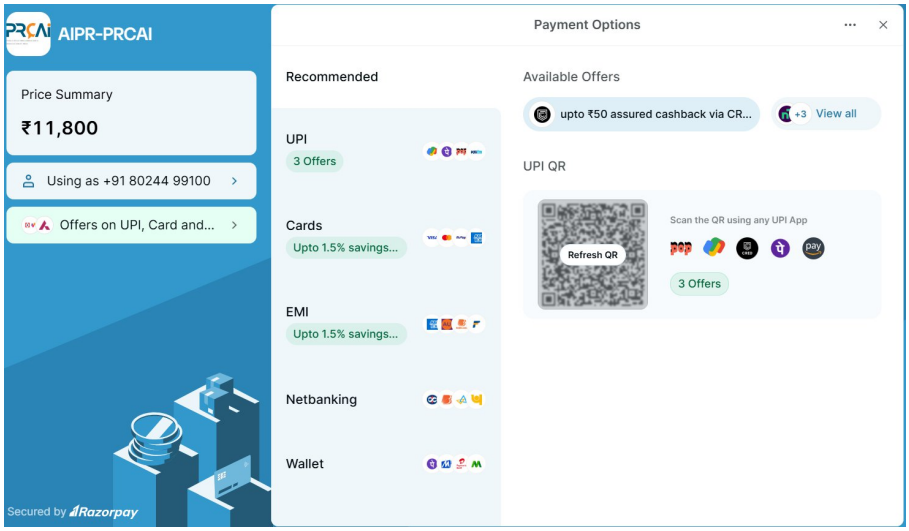
8.4 Group Payment Process



- Group Admin clicks **Pay Now** for submitted candidates.
- Select **Online Payment** or **Bank Transfer**.

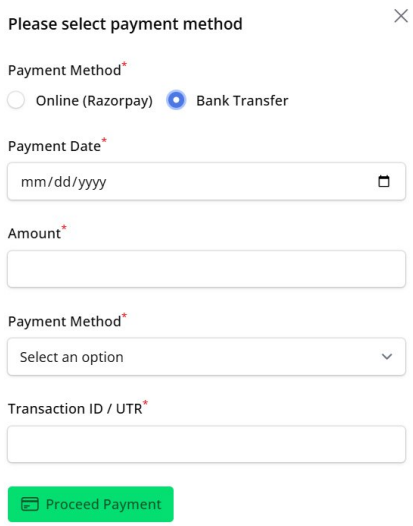


Online Payment



- Redirects to payment gateway.

Bank Transfer



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- **Date of Payment**
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Transaction Reference Number (UTR / Reference ID)

- Enter transaction details and click **Proceed Payment**.

Admin Review

- Admin approves or rejects offline payments.
- If rejected, Group Admin may resubmit payment.

9. Application Status Tracking

Status	Meaning
Draft	Application saved but not submitted.
Submitted	Application submitted successfully.
Payment Pending	Awaiting payment or payment verification.
Approved	Application approved.
Rejected	Application/payment rejected — resubmission required.