

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

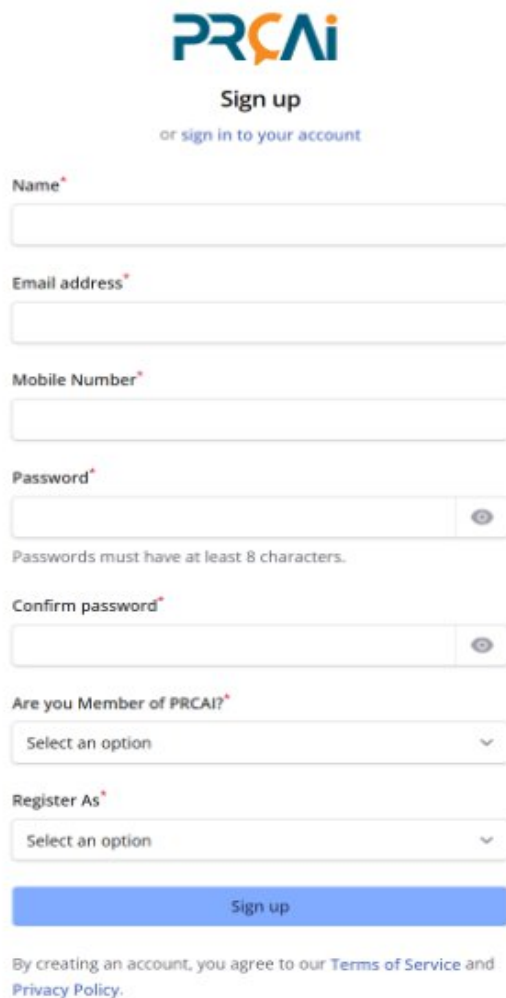
Visit:

<https://aipr.prcal.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)



The image shows a web form for signing up with PRCAI. At the top is the PRCAI logo, followed by the text "Sign up" and a link "or sign in to your account". The form contains several input fields: "Name*", "Email address*", "Mobile Number*", "Password*", and "Confirm password*", each with a red asterisk indicating it is required. The password fields have a toggle icon to show or hide the password. Below the password fields is a note: "Passwords must have at least 8 characters." There are two dropdown menus: "Are you Member of PRCAI?" and "Register As", both with "Select an option" as the placeholder text. At the bottom is a blue "Sign up" button. Below the button is a disclaimer: "By creating an account, you agree to our [Terms of Service](#) and [Privacy Policy](#)."

PRCAI

Sign up
or sign in to your account

Name*

Email address*

Mobile Number*

Password*

Passwords must have at least 8 characters.

Confirm password*

Are you Member of PRCAI?*

Select an option

Register As*

Select an option

Sign up

By creating an account, you agree to our [Terms of Service](#) and [Privacy Policy](#).

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.

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Progress: 01 Basic Details, 02 Personal Details, 03 Educational Details, 04 Experience Details

Personal Details

Father's Name*
 No special characters are allowed except space.

Mother's Name*
 No special characters are allowed except space.

Marital Status*
 Select an option

Permanent Address

Address

Address Line 1*
 Address Line 2*
 State*
 Select an option

City*
 Select an option

Zip / Pincode*
 Country*
 Select an option

Address for Communication

Address

Address Line 1*
 Address Line 2*
 State*
 Select an option

City*
 Select an option

Zip / Pincode*
 Country*
 Select an option

Back Next

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


[Dashboard](#)

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✓ Basic Details

✓ Personal Details

03 Educational Details

04 Experience Details

School /College Name*

University Name*

Year of Passing of Highest Qualification*

Back

Next

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

PRCAi [Dashboard](#)

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☒ Basic Details
 ☒ Personal Details
 ☒ Educational Details
 ☒ 04 Experience Details
 ☐ 05 Social Media Handles

Years of work experience:
 Current Organisation:
 Designation:

Experience in Current Organization (in Years/Months):
 Practice Domain:

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

PRCAi [Dashboard](#)

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☒ Personal Details
 ☒ Educational Details
 ☒ Experience Details
 ☒ 05 Social Media Handles

LinkedIn profile link:
 X Profile link:
 Instagram Profile link:

Facebook profile link:

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



Dashboard

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✓ Educational Details

✓ Experience Details

✓ Social Media Handles

06 Documents

Candidate Photo *

Drag & Drop your files or [Browse](#)


Only JPEG/JPG/PNG images allowed.
Maximum size: 1 MB.

☐ PRCAI reserves the right to use this photo etc for promotion purposes and the candidates agree to that, and same to tag their handles on SM *

BackSubmit

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

6.9 Application Preview & Edit



Dashboard

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Candidate Information

Candidate Name

Pallavi test

Email

pallavidash92@gmail.com

Mobile

9999999999

Are you Member of PRCAI?

Yes

Registered As

Individual

Applicant Information

Edit

Candidate Name

Pallavi test

Date of Birth

31-Dec-2011

Current City

HAVERI

Gender

male

Preferred Email Address

pallavidash92@gmail.com

Work Email Address

pallavidash92@gmail.com

Nationality

Indian

Type of ID Cards

Aadhaar Card

ID Card Number

7492

Are you Physically Disabled?

yes

Type of Disability

LOCOMOTOR DISABILITY

AIPR Level (based on experience)


LEVEL 2 (6-10 YRS OF EXPERIENCE)

Preferred Mobile Number

9999999999

Alternate Mobile Number

Father's Name Father name	Mother's Name mother name
Marital Status UNMARRIED	Address Address Line 1 Address Line 2 Haveri, Karnataka - 999999 India
Address Address Line 1 Address Line 2 Haveri, Karnataka - 999999 India	School /College Name School Name
University Name University Name	Year of Passing of Highest Qualification 1995
Years of work experience	Current Organisation
Designation	Experience in Current Organization (in Years/Months)
Practice Domain	Linkedin profile link
X Profile link	Instagram Profile link

Facebook profile link	Candidate Photo 
PRCAL reserves the right to use this photo etc for promotion purposes and the candidates agree to that, and same to tag their handles on SM <input type="radio"/> Yes	

Payment Information	
Payment Method* <input type="radio"/> Online <input type="radio"/> Bank Transfer	Amount ₹11,800.00 Fee ₹10,000.00 + 18% GST (₹1,800.00) = ₹11,800.00

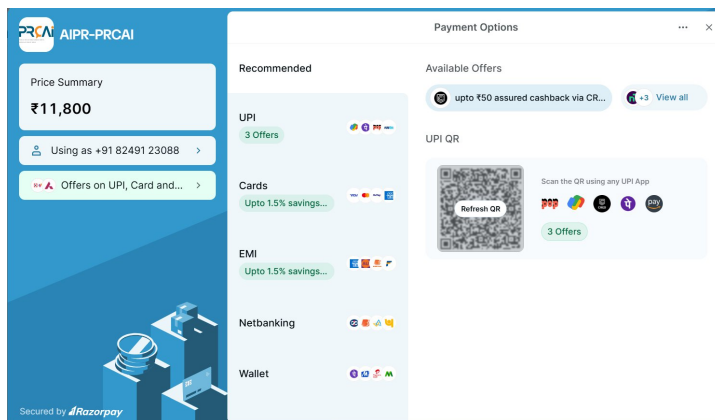
Select Payment Method to Continue

- 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)

Payment Information

Payment Method*	Amount
<input type="radio"/> Online	₹11,800.00
<input checked="" type="radio"/> Bank Transfer	Fee ₹10,000.00 + 18% GST (₹1,800.00) = ₹11,800.00
Payment Date*	Transferred Amount*
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="11800"/>
Payment Mode*	Reference Number*
<input type="text" value="Select an option"/>	<input type="text"/>
Bank Account Details	
A/c Holder Name	Public Relations Consultants Association of India
Bank Name	Standard Chartered Bank
Account No.	52405010326
Branch & IFSC	New Delhi & SCBL0036031

Submit

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



Sign up
or [sign in to your account](#)

Name*

Email address*

Mobile Number*

Password*

Passwords must have at least 8 characters.

Confirm password*

Are you Member of PRCAI?*

Yes

Register As*

Group

Organization Name*

Total Group Applicants*

1-5

Sign up

By creating an account, you agree to our [Terms of Service](#) and [Privacy Policy](#).

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

PRCAI [Dashboard](#)

Applications

Name

AIPR Program - Spring 2026 [Import Candidates](#)

Candidates [Pay Now](#)

Search

Name	Email	Mobile	Status
No candidates			

Per page 10

Profile Information

Name
Pallavi Group Test

Email Address
PallaviGroupTest@gmail.com [Edit Profile](#)

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

Import Candidates ×

Download sample

[Download sample CSV](#)

CSV File*

Drag & Drop your files or [Browse](#)

[Submit](#) [Cancel](#)

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)

The screenshot shows the PRCAI dashboard with a 'Dashboard' link in the top navigation bar. The main content area is divided into three sections: Applications, Candidates, and Profile Information.

Applications

Name

AIPR Program - Spring 2026 [Import Candidates](#)

Candidates [Pay Now](#)

Search

Name	Email	Mobile	Status
test	test1@gmail.com	7777777777	draft
test	test2@gmail.com	8888888888	draft

Per page 10

Profile Information

Name
Pallavi Group Test

Email Address
PallaviGroupTest@gmail.com [Edit Profile](#)

- 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

The screenshot shows the PRCAI dashboard with a 'Dashboard' link in the top navigation bar. The main content area is divided into three sections: Applications, Candidates, and Profile Information.

Dashboard

Welcome back, Pallavi Group Test. Here's your dashboard overview.

Applications

Name

AIPR Program - Spring 2026 [Import Candidates](#)

Candidates [Pay Now](#)

Search

Name	Email	Mobile	Status
test	test1@gmail.com	7777777777	submitted
test	test2@gmail.com	8888888888	draft

Profile Information

Name
Pallavi Group Test

Email Address
PallaviGroupTest@gmail.com [Edit Profile](#)

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

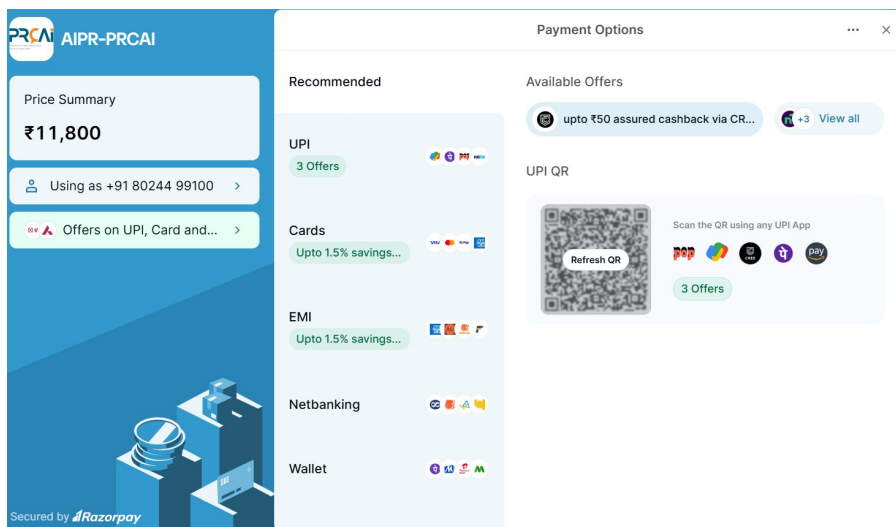
Please select payment method

Payment Method*

☐ Online (Razorpay)
☐ Bank Transfer

Proceed Payment

Online Payment



- Redirects to payment gateway.

Bank Transfer

Please select payment method

Payment Method*

☐ Online (Razorpay)
☒ Bank Transfer

Payment Date*

mm/dd/yyyy

Amount*

Payment Method*

Select an option

Transaction ID / UTR*

Proceed Payment

Group Admins 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
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Important:

Ensure that the **exact amount shown on the screen (₹11,800)** is transferred.

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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)

- 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.