

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

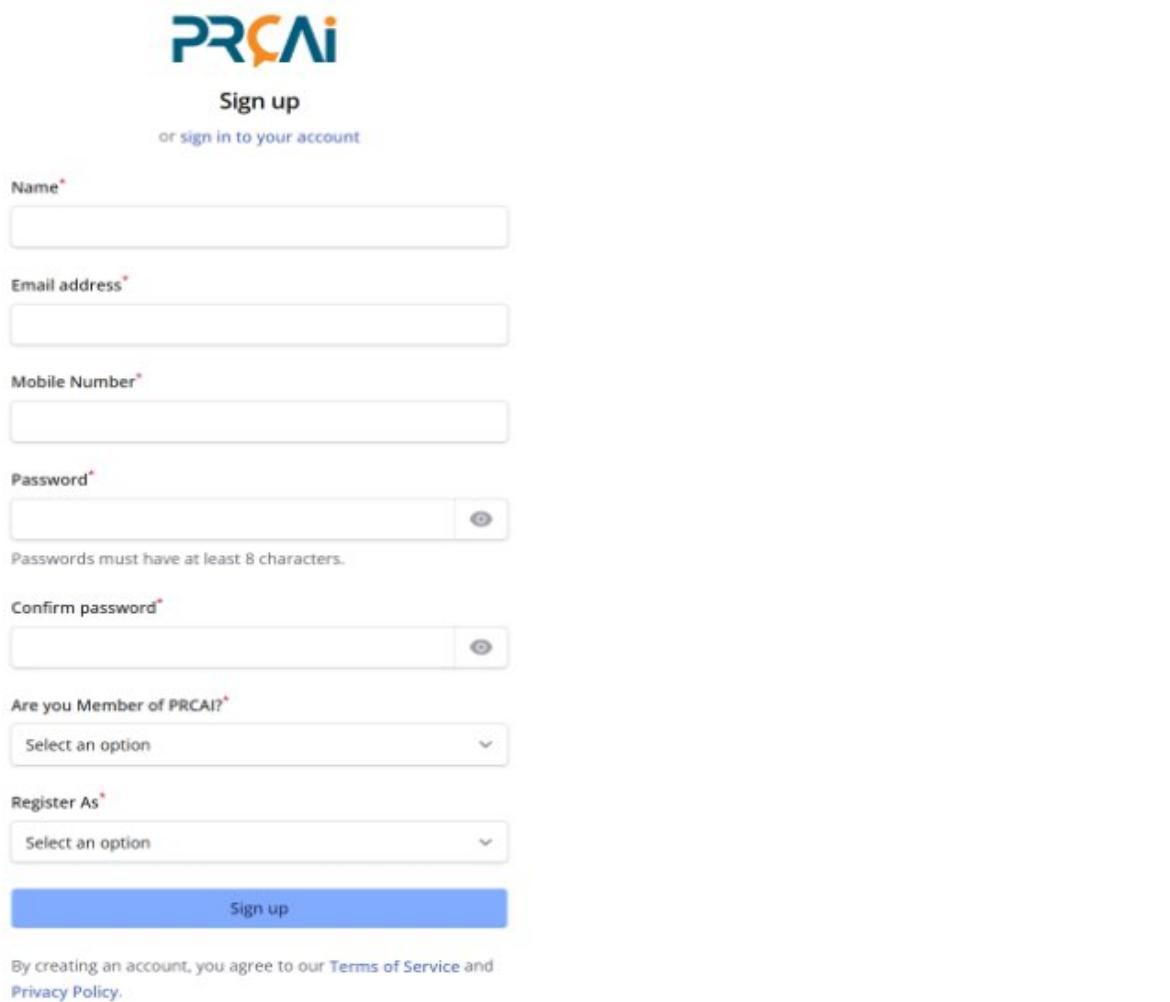
Visit:

<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)



The image shows the PRCAI sign-up form. At the top, the PRCAI logo is displayed. Below it, there are two buttons: "Sign up" and "or sign in to your account". The form consists of several input fields: "Name*" (text input), "Email address*" (text input), "Mobile Number*" (text input), "Password*" (text input with a visibility toggle), and "Confirm password*" (text input with a visibility toggle). Below the password fields, a note states "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 default value. At the bottom of the form is a large blue "Sign up" button. Below the button, a small note reads: "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.

The screenshot shows the 'AIPR Program - Spring 2026' registration interface. The 'Basic Details' step is active. The form fields include:

- Candidate Name*: Pallavi test
- Date of Birth*: mm/dd/yyyy
- Current City*
- Gender*: Select an option
- Preferred Email Address*: pallavidash92@gmail.com
- Work Email Address
- Nationality*: Select an option
- Type of ID Cards*: Select an option
- ID Card Number*: last four digits
- Are you Physically Disabled?: Select an option
- AIPR Level (based on experience): Select an option
- Preferred Mobile Number*: 9999999999
- Alternate Mobile Number

A 'Next' button is located at the bottom right of the form.

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.

The screenshot shows the 'Basic Details' step of the AIPR Program application. The form is titled 'AIPR Program - Spring 2026'. It includes fields for Father's Name, Mother's Name, and Marital Status. Below these are sections for Permanent Address and Address for Communication, each with fields for Address, Address Line 1, Address Line 2, State, City, Zip / Pincode, and Country. Navigation buttons 'Back' and 'Next' are at the bottom of the form.

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

AIPR Program - Spring 2026

Basic Details Personal Details 03 Educational Details 04 Experience Details

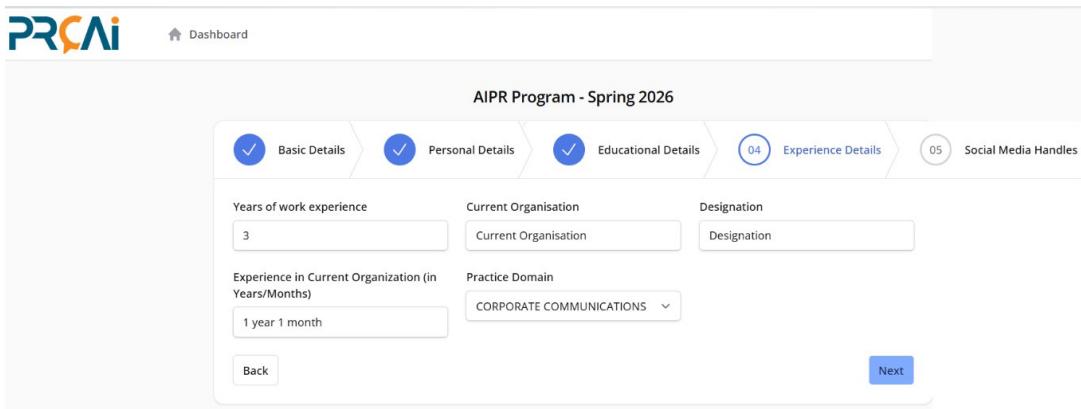
School /College Name* University Name* Year of Passing of Highest Qualification*

Select an option

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.

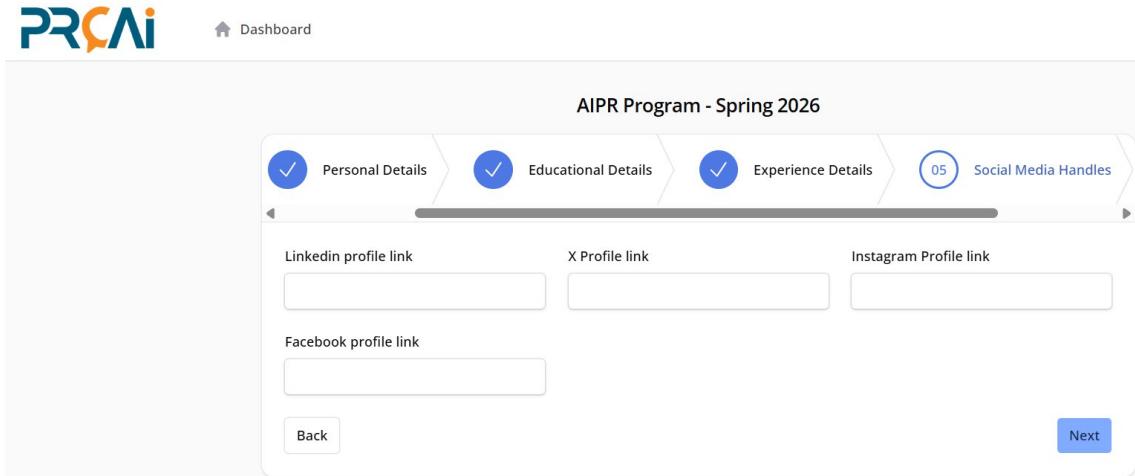
6.6 Experience Details Page



The screenshot shows the 'Experience Details' step of the AIPR Program application. The top navigation bar includes the PRCAi logo, a 'Dashboard' link, and the current page title 'AIPR Program - Spring 2026'. Below the title is a horizontal progress bar with five steps: 'Basic Details' (step 1, completed), 'Personal Details' (step 2, completed), 'Educational Details' (step 3, completed), 'Experience Details' (step 4, in progress), and 'Social Media Handles' (step 5, not yet started). The main form contains fields for 'Years of work experience' (3), 'Current Organisation' (Current Organisation), 'Designation' (Designation), 'Experience in Current Organisation (in Years/Months)' (1 year 1 month), and 'Practice Domain' (CORPORATE COMMUNICATIONS). Navigation buttons 'Back' and 'Next' are at the bottom.

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

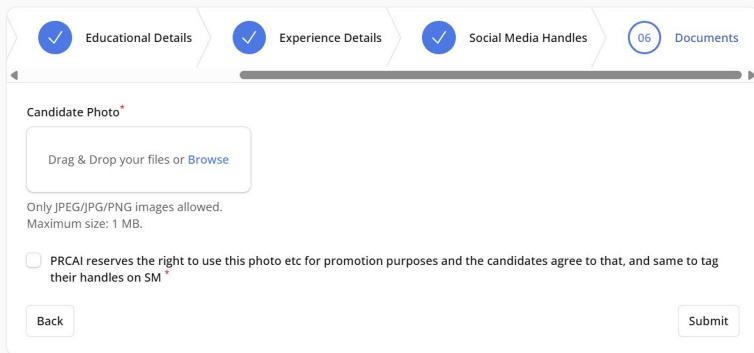


The screenshot shows the 'Social Media Handles' step of the AIPR Program application. The top navigation bar includes the PRCAi logo, a 'Dashboard' link, and the current page title 'AIPR Program - Spring 2026'. Below the title is a horizontal progress bar with five steps: 'Personal Details' (step 1, completed), 'Educational Details' (step 2, completed), 'Experience Details' (step 3, completed), 'Social Media Handles' (step 4, in progress), and 'Document Upload' (step 5, not yet started). The main form contains fields for 'LinkedIn profile link', 'X Profile link', 'Instagram Profile link', and 'Facebook profile link'. Navigation buttons 'Back' and 'Next' are at the bottom.

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

AIPR Program - Spring 2026

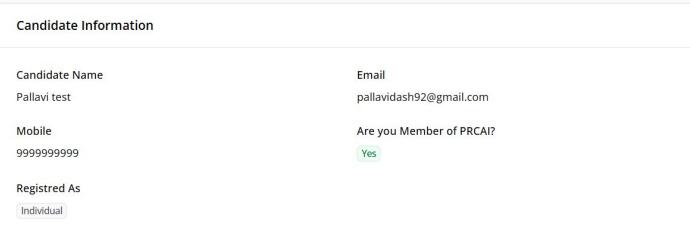


The screenshot shows the first step of the application form, titled "Candidate Photo". It features a large input field for a photograph with the placeholder "Drag & Drop your files or [Browse](#)". Below the input field, there is a note: "Only JPEG/JPG/PNG images allowed. Maximum size: 1 MB." A checkbox agreement is present: "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". Navigation buttons "Back" and "Submit" are at the bottom.

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

6.9 Application Preview & Edit

AIPR Program - Spring 2026



The screenshot shows the "Candidate Information" section of the application preview. It includes fields for Candidate Name (Pallavi test), Email (pallavidash92@gmail.com), Mobile (9999999999), and Registered As (Individual). A question "Are you Member of PRCAI?" has a "Yes" option selected.

Applicant Information

[Edit](#)

Candidate Name	Date of Birth
Pallavi test	31-Dec-2011
Current City	Gender
HAVERI	male
Preferred Email Address	Work Email Address
pallavidash92@gmail.com	pallavidash92@gmail.com
Nationality	Type of ID Cards
Indian	Aadhaar Card
ID Card Number	Are you Physically Disabled?
7492	yes
Type of Disability	AIPR Level (based on experience)
LOCOMOTOR DISABILITY	LEVEL 2 (6-10 YRS OF EXPERIENCE)
Preferred Mobile Number	Alternate Mobile Number
9999999999	

Father's Name	Mother's Name
Father name	mother name
Marital Status	Address
UNMARRIED	Address Line 1 Address Line 2 Haveri, Karnataka - 999999 India
Address	School /College Name
Address Line 1 Address Line 2 Haveri, Karnataka - 999999 India	School Name
University Name	Year of Passing of Highest Qualification
University Name	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 
<p>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</p> <p><input type="checkbox"/> Yes</p>	

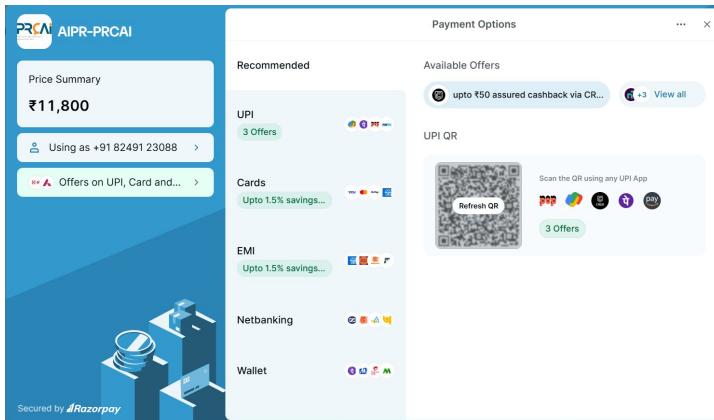
Payment Information	
Payment Method*	Amount
<input type="radio"/> Online	₹11,800.00
<input type="radio"/> Bank Transfer	Fee ₹10,000.00 + 18% GST (₹1,800.00) = ₹11,800.00
Select Payment Method to Continue	

- 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*
mm/dd/yyyy	11800
Payment Mode*	Reference Number*
Select an option	
Bank Account Details	
A/c Holder	Public Relations Consultants Association of
Name	India
Bank Name	Standard Chartered Bank
Account No.	52405010326
Branch & IFSC	New Delhi & SCBL0036031
<input type="button" value="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*
Pallavi Group Test

Email address*
PallaviGroupTest@gmail.com

Mobile Number*
8024499100

Password*
.....

Confirm password*

Are you Member of PRCAI?*

Yes

Register As*

Group

Organization Name*

Meritrac

Total Group Applicants*

1-5

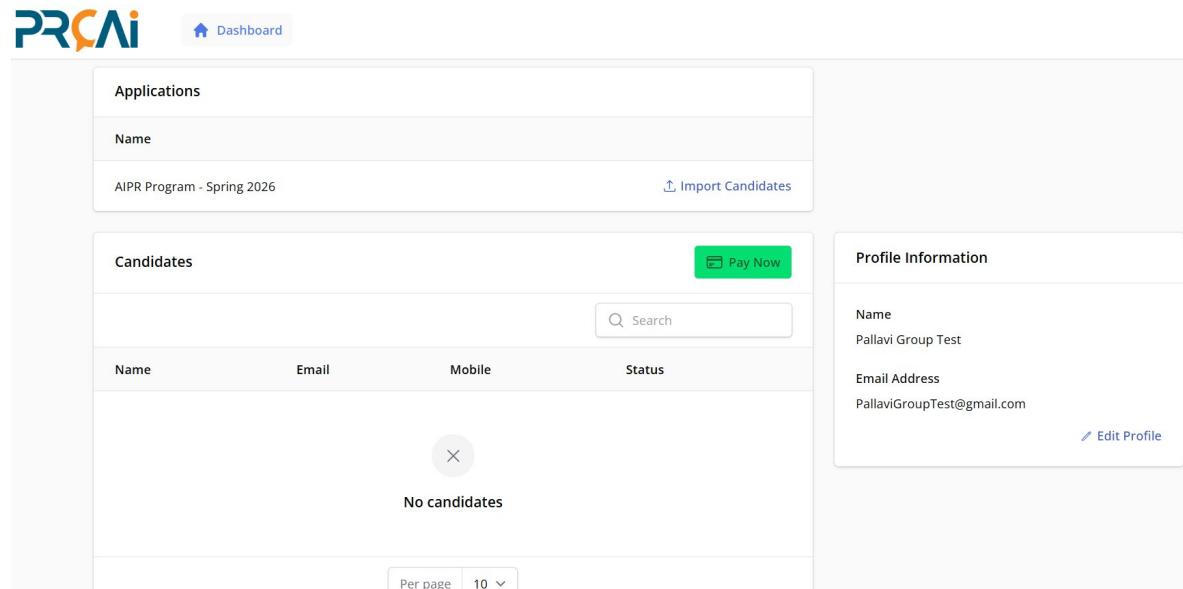
Sign up

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 X

Download sample [Download sample CSV](#)

CSV File *

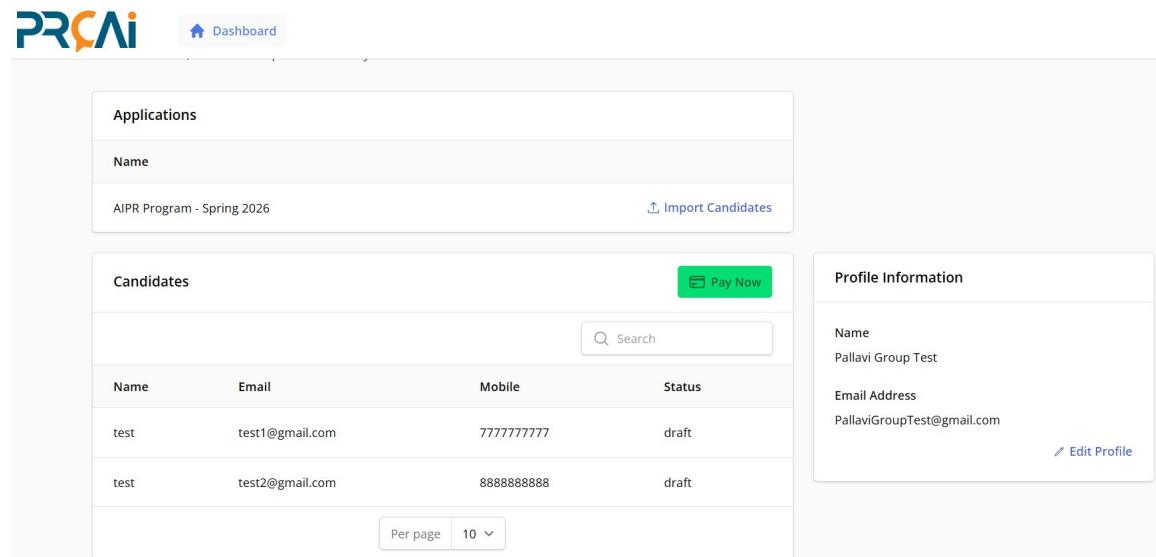
Drag & Drop your files or [Browse](#)

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)



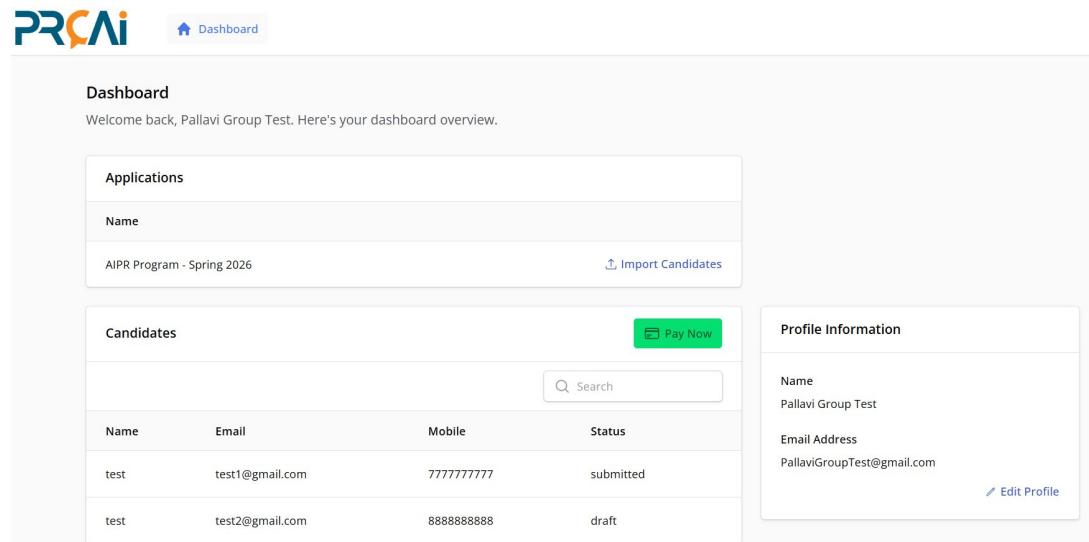
The screenshot shows the PRCAI dashboard for candidate registration in Group Mode. The top navigation bar includes the PRCAI logo and a 'Dashboard' link. The main content area is divided into three main sections: 'Applications', 'Candidates', and 'Profile Information'.

- Applications:** A table with columns for 'Name' and 'Import Candidates' button. It shows a single entry: 'AIPR Program - Spring 2026'.
- Candidates:** A table with columns for 'Name', 'Email', 'Mobile', and 'Status'. It shows two entries: 'test' with email 'test1@gmail.com' and mobile '7777777777' in 'draft' status, and another 'test' with email 'test2@gmail.com' and mobile '8888888888' in 'draft' status. A 'Pay Now' button is visible at the top right of this section.
- Profile Information:** A panel showing 'Name' as 'Pallavi Group Test' and 'Email Address' as 'PallaviGroupTest@gmail.com'. An 'Edit Profile' link is at the bottom right.

At the bottom of the candidates section, there are buttons for 'Per page' and '10'.

- 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 for the group payment process. The top navigation bar includes the PRCAI logo and a 'Dashboard' link. The main content area is divided into three main sections: 'Dashboard', 'Applications', and 'Candidates'.

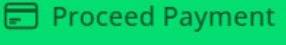
- Dashboard:** A section with a welcome message: 'Welcome back, Pallavi Group Test. Here's your dashboard overview.'
- Applications:** A table with columns for 'Name' and 'Import Candidates' button. It shows a single entry: 'AIPR Program - Spring 2026'.
- Candidates:** A table with columns for 'Name', 'Email', 'Mobile', and 'Status'. It shows two entries: 'test' with email 'test1@gmail.com' and mobile '7777777777' in 'submitted' status, and another 'test' with email 'test2@gmail.com' and mobile '8888888888' in 'draft' status. A 'Pay Now' button is visible at the top right of this section.
- Profile Information:** A panel showing 'Name' as 'Pallavi Group Test' and 'Email Address' as 'PallaviGroupTest@gmail.com'. An 'Edit Profile' link is at the bottom right.

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

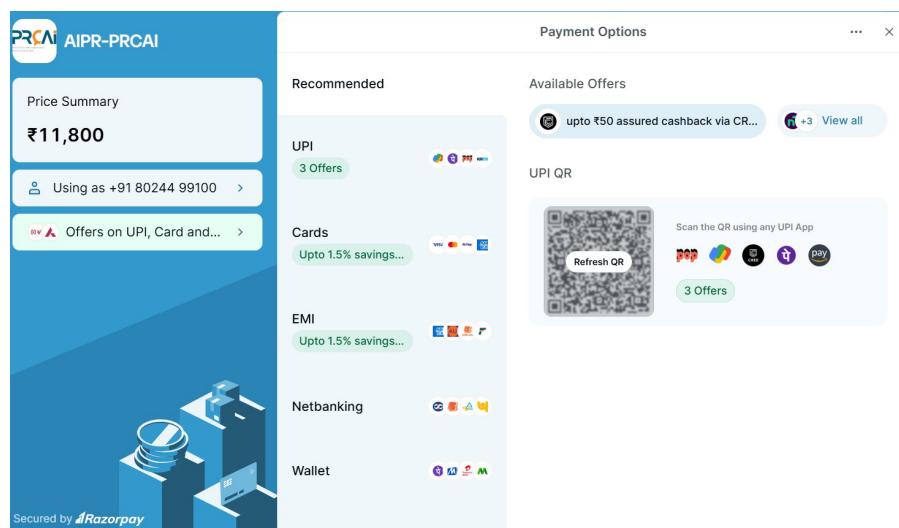
Please select payment method

Payment Method*

Online (Razorpay) Bank Transfer

 Proceed Payment

Online Payment



The screenshot shows the payment options for the AIPR-PRCAI platform. On the left, there is a sidebar with a 'Price Summary' of ₹11,800, a phone number, and a 'Offers on UPI, Card and...' button. The main area is titled 'Payment Options' and shows the following categories:

- Recommended:**
 - UPI:** 3 Offers (Icons for Paytm, PhonePe, BHIM, etc.)
 - Cards:** Upto 1.5% savings... (Icons for Visa, Mastercard, American Express, etc.)
 - EMI:** Upto 1.5% savings... (Icons for SBI, ICICI, Axis, etc.)
 - Netbanking:** (Icons for SBI, ICICI, Axis, etc.)
 - Wallet:** (Icons for Paytm, PhonePe, BHIM, etc.)
- Available Offers:** A banner for 'up to ₹50 assured cashback via CR...' with a 'View all' button. Below it is a 'UPI QR' section with a QR code labeled 'Refresh QR' and icons for various UPI apps.

- Redirects to payment gateway.

Bank Transfer

Please select payment method

Payment Method*

Online (Razorpay) Bank Transfer

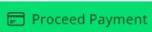
Payment Date*

mm/dd/yyyy

Amount*

Payment Method*

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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- **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)

- 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.