



## USER MANUAL FOR CORPORATES

### 1: Introduction

#### Purpose

The purpose of this User Manual is to help Corporates to guide how to register for professional First Aid trainings for **Industries, Factories, Hotels, Security Agencies, Private and Govt. Companies, etc.**

#### Important Point

The URL to be used <https://ircsfa.org/>

**Note: - Fees for First Aid Professional training is Rs 1500/- per employee including 18 % GST.**

### 2: New Registration

1. The corporate will access the online training portal (<https://ircsfa.org/>) for one time registration, where Training coordinator will select “Corporate Request and then click on Request”.

The screenshot displays the website's header with the Red Cross logo, the organization's name, and the St. John Ambulance India logo. A navigation bar contains links: About Examinations, Training Centre, Individual Registration, Corporate Request, School Request, and Contact Us. The 'Corporate Request' link is highlighted with a red box, and a red arrow points to it from a 'Click Here' text box. Below the navigation bar, a dropdown menu for 'Corporate Request' is open, showing options: 'What is Corporate Request' and 'Request'. The 'Request' option is also highlighted with a red box. The main content area features a photograph of a first aid demonstration on a table, with several men observing. A URL bar at the bottom left shows <https://ircsfa.org/CorporateRegistration>.

2. I) After clicking on request, **Enquiry Form** will open, Training coordinator will fill the basic (“**Enquiry Details**”) as shown below. II) In (“**Details for Training**”) coordinator has to mention the count of candidates for training, preferred training date, type of course applying and type of certification, also by clicking on “**Action**” button coordinator can generate multiple requests for training and can also delete the generated requests. III) After details for training “**Company Address**” & **Preferred Training Address**” will be filled, in case both addresses are same then coordinator can click on the below mentioned “**check box**” to autofill the address. IV) In last section “**Contact Person Details**” will be filled, provided mobile no. and email id will be verified with the OTP which will generate after clicking on **Generate OTP**, then the received OTPs has to be filled in the respective columns. After filling all the required details mentioned in enquiry form click on Submit.

Enquiry Form

**Enquire Details**

Enquire as \*

[Choose One]

Corporate Type \*

[Choose One]

Corporate Name \*

Corporate Name

GSTIN / CIN \*

GSTIN / CIN

Training Centre State \*

[Choose One]

Training Centre City / District \*

[Choose One]

Preferred Training Centre \*

[Choose One]

**Details For Training**

Sr.No	No. of Candidates	Preferred Date of Training	Type of Course	Type of Certifications	Action
1.	No. of Candidates	DD/MM/YYYY	[Choose One]	[Choose One]	<div><div></div><div></div><div></div></div>

**Company Address**

Address Line 1 \*

Address Line 1

Address Line 2

Address Line 2

Landmark

Landmark

State \*

[Choose One]

District \*

[Choose One]

Pincode \*

Pincode

**Preferred Training Address**

☐ Same as Company Address

Address Line 1 \*

Address Line 1

Address Line 2

Address Line 2

Landmark

Landmark

State \*

[Choose One]

District \*

[Choose One]

Pincode \*

Pincode

**Contact Person Details**

Name \*

Name

Employee Id \*

Employee Id

Mobile No. \*

Mobile No

Generate OTP

MobileNo. OTP \*

Enter Mobile No. OTP

Resend

Email Id \*

Email Id

Generate OTP

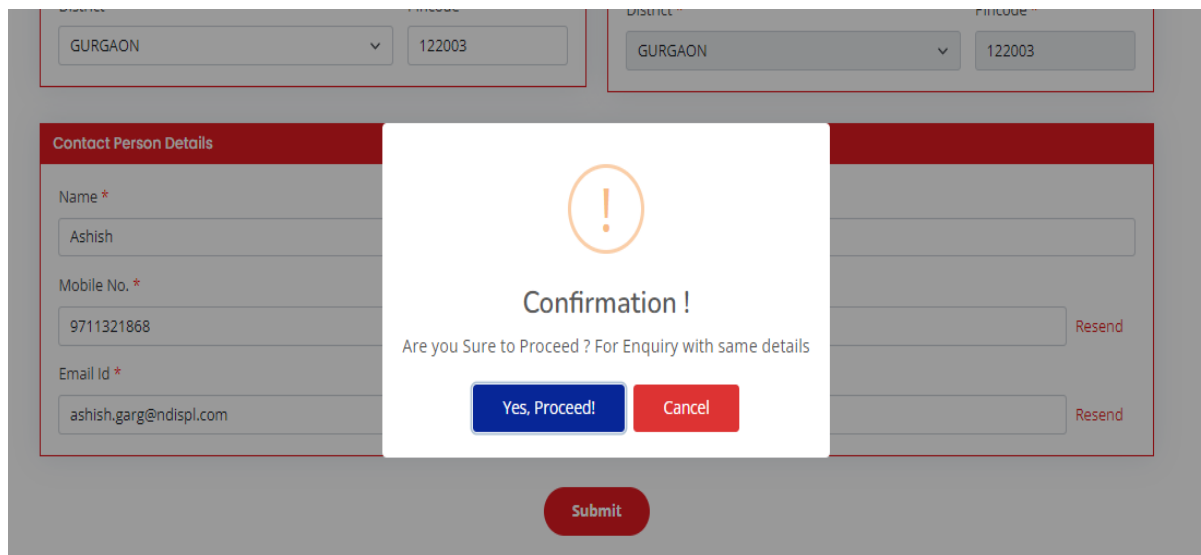
Email Id OTP \*

Enter EmailId OTP

Resend

Submit

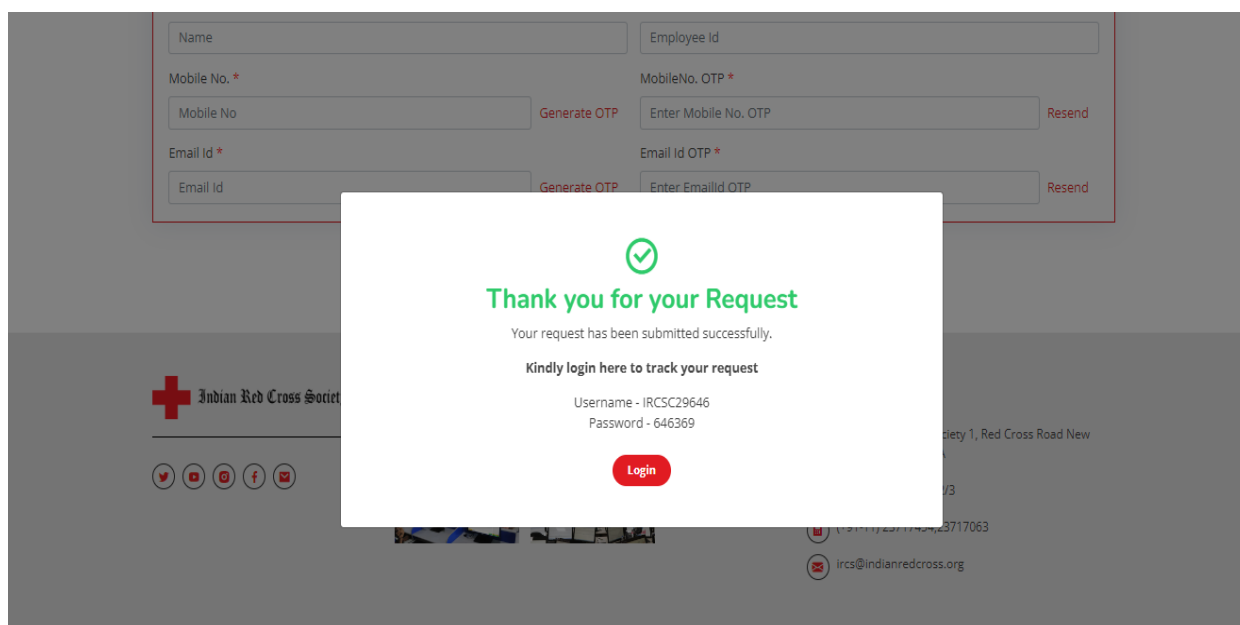
3. After clicking on the submit button the system will ask for the confirmation to **Proceed** or **Cancel** with the details mentioned in enquiry form.



The screenshot shows a web form with a 'Contact Person Details' section. The form includes fields for Name (Ashish), Mobile No. (9711321868), and Email Id (ashish.garg@ndispl.com). A confirmation pop-up is displayed in the center, asking 'Are you Sure to Proceed ? For Enquiry with same details'. The pop-up has two buttons: 'Yes, Proceed!' and 'Cancel'. The background form has a 'Submit' button at the bottom.

4. After clicking on the proceed button, pop up will display the thank you message along with the login credentials. (ref. image mentioned below). Click on login to proceed.

**Note: - Please save the mentioned login details to access your account, details will also be shared on mentioned mobile no. and email id of the contact person.**



The screenshot shows a web form with a 'Thank you for your Request' pop-up. The pop-up displays the message 'Your request has been submitted successfully.' and 'Kindly login here to track your request'. It provides the login credentials: Username - IRCSC29646 and Password - 646369. The background form includes fields for Name, Employee Id, Mobile No., Mobile No. OTP, Email Id, and Email Id OTP. The form also features a 'Generate OTP' button and a 'Resend' button. The Indian Red Cross Society logo is visible in the bottom left corner.

5. By clicking on the Login button, you will be redirected to the Login page where you need to enter the User name & Password along with the CAPTCHA displayed at the time of login.

THROUGH HUMANITY TO PEACE  
Indian Red Cross Society  
&  
St. John Ambulance (India)

Login Here

Kindly Login with your Credentials

ENTER USER NAME

Enter Password

4621

Forgot Password

Login

6. After entering the login details your account will open, then click on **“Track Request”** to check the status of the training requests. The status will only be changed after Approval or Rejection of the request by Training Centre.

Indian Red Cross Society

XYZ PVT LTD

Click Here

Dashboard

Notification

Track Request

Your Invoices

Result & Certificate

Training Batches

Generate Admit Card

Enquire For Other Courses

Need Help

Track Request

Show 10 entries Copy Excel PDF Search:

Sr No	Training Centre	Request ID	Course Type	Training Request Date	Requested candidates	Approved candidates	Status
1	HR1001 - DISTRICT CENTRE GURUGRAM	CRFA000009	FIRST AID (FA) - SENIOR PROFESSIONAL	05/11/2022	25	0	Pending
2	HR1001 - DISTRICT CENTRE GURUGRAM	CRFA000010	FIRST AID (FA) - SENIOR PROFESSIONAL	06/11/2022	10	0	Pending
3	HR1001 - DISTRICT CENTRE GURUGRAM	CRHS000011	HYGIENCE & SANITATION (HS) - SENIOR PROFESSIONAL	06/11/2022	5	0	Pending

Showing 1 to 3 of 3 entries Previous 1 Next

7. In your account click on **“Enquire for Other Courses”** (as shown below) to generate new queries for other courses or for the same course, after clicking on submit button request will sent to the training centre and you can check the status of the same in **Track Request** tab (as shown in Point 6).

Dashboard

Notification

Track Request

Your Invoices

Result & Certificate

Training Batches

Generate Admit Card

**Enquire For Other Courses**

Need Help

Enquire For Other Courses

Preferred City / District \*

GURGAON (HARYANA)

Preferred Training Centre \*

HR1001 - DISTRICT CENTRE GURUGRAM

Sr.No	No. of Candidates	Preferred Date of Training	Type of Course	Type of Certifications	Action
1.	5	06/11/2022	HYGIENCE & SANITATION (H)	SENIOR PROFESSIONAL	+

Submit

8. Once the status of requests is confirmed by Training Centre, click on the **“Approved / Upload Candidates”** as shown below

Track Request

Show 10 entries

Copy Excel PDF

Search:

Sr No	Training Centre	Request ID	Course Type	Training Request Date	Requested candidates	Approved candidates	Status
1	HR1001 - DISTRICT CENTRE GURUGRAM	CRFA000009	FIRST AID (FA) - SENIOR PROFESSIONAL	05/11/2022	25	25	Rejected LACK OF SPACE
2	HR1001 - DISTRICT CENTRE GURUGRAM	CRFA000010	FIRST AID (FA) - SENIOR PROFESSIONAL	06/11/2022	10	0	Pending
3	HR1001 - DISTRICT CENTRE GURUGRAM	CRHS000011	HYGIENCE & SANITATION (HS) - SENIOR PROFESSIONAL	06/11/2022	5	5	Approved / Upload Candidates

Showing 1 to 3 of 3 entries

Previous

1

Next

9. New page will open to “**Add Candidates**” as shown below, by clicking on **Add Candidate** button you can add single candidate at a time and for bulk upload select **Upload Candidate List**. Both buttons also show the no. of candidates available for upload. In **Candidate List**,

**Add Candidates**

For Single Candidate

For Group of Candidate

**Add Candidate (Left : 5)** **Upload Candidate List (Left : 5)**

**Request Details**

Request ID	Course	Certificate
CRHS000011	HYGIENCE & SANITATION (HS)	SENIOR PROFESSIONAL
Applied Candidates	Approved Candidates	Pending for Upload
5	5	5

**Candidate List**

Sr.No	Registration No	Candidate Name	Father Name	D.O.B.	Gender	Documents
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10. **Add Candidate:** Fill the detail of the candidate as mentioned below and press **Submit** to upload the detail.

**Add Candidate**

ID Type \* ID No. \* Upload ID \*

[CHOOSE ONE] ID NO. Choose File NO FILE CHOSEN

Candidate Name \* Father's Name \* DOB \*

CANDIDATE NAME FATHER'S NAME DATEOFBIRTH DD/MM/YYYY

Gender \* Mobile Number \* Upload Photo \*

[CHOOSE ONE] MOBILE NUMBER Choose File NO FILE CHOSEN

**Submit**

11. After clicking on **Upload Candidate List**, a pop-up will appear as shown below. Click on **Download Sample File** to download the sample file.

**Upload Candidate**

**Download Sample File**

**Important Instructions:** Date of Birth Should be in DD/MM/YYYY Format. Candidate name Father Name and DOB should be Unique.

Choose File \* Choose File NO FILE CHOSEN

**Cancel** **Upload**

12. Open the downloaded file and fill the required details of the candidates as shown below.

Note: Don't change the name and mentioned format in the file.

The screenshot shows an Excel spreadsheet with the following data:

SrNo	IDType	IDNo	CandidateName	FatherName	DOB(DD/MM/YYYY)	Gender	MobileNo
1	1 Driving Licence	1234567890	DEEPIKA	FATHER	05/12/1985	FEMALE	9999690568
2	2 Driving Licence	1234567891	SURESH	MOTHER	05/12/1986	MALE	9999690569
3	3 Driving Licence	1234567892	KOMAL	FATHER	05/12/1987	FEMALE	9999690570
4	4 Driving Licence	1234567893	DANISH	MOTHER	05/12/1988	MALE	9999690571
5	5 Driving Licence	1234567894	SHREYA	FATHER	05/12/1989	FEMALE	9999690572

13. In **Upload Candidate** click on **Choose File** to select the saved file and then click **Upload** and select the saved file to update the file. After uploading **Candidate List** will be updated with the uploaded data.

The screenshot shows the Indian Red Cross Society web application. The left sidebar contains a menu with the following items: Dashboard, Notification, Track Request, Your Invoices, Result & Certificate, Training Batches, Generate Admit Card, Enquire For Other Courses, and Need Help. The main content area displays the **Candidate List** table:

Sr.No	Registration No	Candidate Name	Father Name	D.O.B.	Gender	Documents
1	1001000015	DEEPAK	FATHER	05/12/1985	FEMALE	<button>Upload</button>
2	1001000016	DANISH	MOTHER	05/12/1988	MALE	<button>Upload</button>
3	1001000017	KOMAL	FATHER	05/12/1987	FEMALE	<button>Upload</button>
4	1001000018	SHREYA	FATHER	05/12/1989	FEMALE	<button>Upload</button>
5	1001000019	SURESH	MOTHER	05/12/1986	MALE	<button>Upload</button>

14. In **Candidate List** click on **Upload** button to upload the candidate's document. Choose the required document and press **Submit**.

The screenshot shows the **Upload Documents** modal form. It contains two input fields: **Photo \*** and **Upload Id \***. Each field has a **Choose File** button and a text box showing **NO FILE CHOSEN**. At the bottom of the modal is a **Submit** button.

15. After uploading of documents, status will show completed and payment option will appear for uploaded candidates. Enter the **Facilitation Charges (if any)** (Amount will be verified from test centre) then click on **"Make Payment"**

Candidate List

Sr.No	Registration No	Candidate Name	Father Name	D.O.B.	Gender	Documents
1	1001000015	DEEPAK	FATHER	05/12/1985	FEMALE	Completed
2	1001000016	DANISH	MOTHER	05/12/1988	MALE	Completed
3	1001000017	KOMAL	FATHER	05/12/1987	FEMALE	Completed
4	1001000018	SHREYA	FATHER	05/12/1989	FEMALE	Completed
5	1001000019	SURESH	MOTHER	05/12/1986	MALE	Completed

Total Candidates	Total Fee	Facilitation Charges (if any)	Payment
5	₹ 7000.00	<div>Facilitation Charges</div> <div>2000</div>	<div>Make Payment</div>

Enter the Amount

Click Here

16. After clicking on **Make Payment** pop up will come for confirmation of payment, after confirmation it will redirect to the Payment Gateway to process the payment.

EduFee

[ INDIAN RED CROSS SOCIETY ]

General Information

CUSTOMER DETAIL

Applicant Name XYZ PVT LTD  
Mobile No 9999999999  
Email Id abc@xyz.com

ADDRESS

Indian Red Cross Society  
New Delhi

Payment Detail

Total Amount

Subtotal ₹ 9000.00

Convenience Fee ₹ 0

TOTAL PAYABLE ₹ 9000.00 /

SELECT PAYMENT GATEWAY OPTIONS

☒ Credit Card  
(Convenience Fee 0)

☐ Debit Card  
(Convenience Fee 0)

☐ Net Banking  
(Convenience Fee 0)

Net Banking

☒ I have read and accepted Payment [Terms & Conditions](#)

Payment Now



17. Once the payment is successful Invoice will be generated. To view the invoice, click on **"Your Invoices"** as shown below. In **Invoice List** all the previously generated invoices will be there, to view and print the invoice click on **"Print"** in **"View"** column.

Indian Red Cross Society

XYZ PVT LTD

Dashboard

Notification

Track Request

**Your Invoices**

Result & Certificate

Training Batches

Generate Admit Card

Enquire For Other Courses

Need Help

Invoice List

Show 10 entries Copy Excel PDF Search:

SL.	Invoice No.	Invoice Date	Candidate Count	Training Centre	Invoice Amount	View
1	I22111005	03/11/2022	5	HR1001 - DISTRICT CENTRE GURUGRAM GURUGRAM REDROSS BHAWAN SECTOR 15PART II GURGAON HARYANA 122002	9000.00	<b>Print</b>

Showing 1 to 1 of 1 entries Previous 1 Next

Click here for invoices

Click here to view Paid Invoice

Click here to Print Paid Invoice

Indian Red Cross Society

XYZ PVT LTD

Dashboard

Notification

Track Request

**Your Invoices**

Result & Certificate

Training Batches

Generate Admit Card

Enquire For Other Courses

Need Help

Invoice

Indian Red Cross Society

**TAX INVOICE**

Invoice: I22111005  
Date: 03/11/2022

**From:**  
IRCS NATIONAL HQ 1, RED CROSS ROAD, SANSAD MARG NEW DELHI  
GST No.: 0120401200AAD

**To:**  
XYZ PVT LTD  
XYZ COLONY NEAR SCHOOL GURGAON  
HARYANA 122003  
GST No.: 07AAFCN0504L1AM  
Registration No.: IRCSC29646

S.No.	Particulars
1	Purpose HYGIENCE & SANITATION (HS) Training for 5 Candidates.
2	Training Venue HR1001 - DISTRICT CENTRE GURUGRAM GURUGRAM REDROSS BHAWAN SECTOR 15PART II GURGAON HARYANA 122002
3	No. of Trainees 5

Terms & Conditions

Amount Paid to IRCS, NHQ, New Delhi

Training Charges	₹ 7000
Facilitation Charges	₹ 2000.00
Total Amount Paid With GST	₹ 9000.00

Account Officer / Assistant Account Officer  
IRCS NHQ, New Delhi

Print