

Choose between the 2 guides:

# Your personal guideline for e-Portal B2C

Click here or in page 2

## Your company guideline for e-Portal B2B

Click here or in page 14



## ePortal B2C

Guidelines

#### Registration Page

Please make sure that the company is not already listed on the dropdown that will appear.

Already have an E-portal account?

First Name*		
Please enter your First na		
Last Name*		
Please enter your Last na		
Gender*		
-Select One		
Nationality*		
Select One		
Date of Birth*		
Please enter your Date of	f Birth	
Email Address*		
Please enter your Email a		
Contact Number*		
+	wagdy.kotb+1895	
<ul> <li>(Country code)</li> </ul>		
Password*		
I Agree with INSEAD's Privacy Po	olicy	
	Continue	
	Already have an account?	$\rightarrow$
Need Help? Please contact 5555-its Your Privacy	servicedesk@insead.edu	
INSEAD takes your privacy very serio framework.	ously. For this reason, we inform you that the data is processed electronically for the purpose(s) specified in this form and will not be used outside this	
your personal data. You may exercise	ion Act of 6 January 1978 amended by the GDPR, you are granted statutory rights of access, modification, update, deletion and limitation of treatment of se these rights at any time by writing or sending an email to INSEAD at marketing.europe@insead.edu. You have the right, on legitimate grounds, to ing of your personal information. For more information, please see our <u>privacy policy</u> .	



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Welcome to INSEAD e-Portal	
Featured Categories	My Application Stage
Certificates   Earn your Certificate from INSEAD	0% Personal Yourself and Your My Learning Billing Information Information Organization Objective
Learning Options	Last Updated on Jun 15, 2023 Add Products in Cart





#### Welcome to INSEAD Executive Education Eportal! × www.insead.edu Welcome, Charles de Gaulle Q Search Programme ( 💼 INSEAD Home My Learning 9 Welcome to INSEAD e-Portal 0 **Featured Categories** My Application Stage 0% Certificates Programmes > Earn your Certificate from INSEAD Start your Programmes - 10 ---- 0 -0 Personal Yourself and Your My Learning **Billing Information** Information Organization Objective . \_ <del>(</del> Add Products in Cart Last Updated on Jun 15, 2023 Learning Options > Personalise your Learning





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Certificates Programmes	Personalised learning	
Open Online Programme Virtual Executive Coach Open Online Programme	hing Face To Face She Please choose your programmes by clicking on 'Add to Learning Cart'	You can view details of the programmes by clicking on 'View Details'
Advancing Diversity and Inclusion	Executive Presence and Influence	Negotiation Fundamentals
<ul> <li>Next Start Date : May 15, 2023</li> <li>5 Weeks</li> </ul>	€ 1,950 E 5 Weeks € 1,950	On-Demand € 490
View Details Add to Learning Ca	Add to Learning Cart	View Details Add to Learning Cart
	Build the foundations to become an exper On-demand programme	rt negotiator

Negotiation Fundamentals accelerates your ability to determine what matters (and what doesn't), what works (and what doesn't) and in which contexts; and to identify and deploy the strategies that will enhance your negotiating behaviours and outcomes, and those of other people.





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#### Learning Cart



Welcome to INSEAD Executive Education Eportal! × <u>www.insead.edu</u>  $\bigcirc$ Learning Cart My Applications Payment Learning Cart Programmes Fee Offering Final Fee ۲ Executive Presence And Influence €1990 0% 😮 €1990 Starts on Oct 30, 2023 Here you can select the session / date Subtotal €1990 Offering €0 If you are being nominated Please insert your Voucher Code here Tuition Fees (does not include tax) €1 990 Browse To Programme Next Apply Code

#### Order Details



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Www.insead.edu		Need Help? (Raise a request) FAQ
Learning Cert 🧹 Application	Billing Information	Payment
Personal Information		
First Name *	Last Name *	
Charles	de Gaulle	
Email Address *	Gender *	Please fill in
wagdy.kotb+1895@icloud.com	Male	the information -
Phone *	Nationality *	Some of the fields are
+33087468923	French	already prepopulated
Work Information		according to the information you gave
Company Country *	Company *	previously and some fields can be modified (in grey). If
France	Presidence de la Republique	you need to modify them
Job Title *	Job Domain *	please raise a case.
President	Consulting	•
Job Position	Job Industry *	
Select an Option	E-Learning	•

#### **Billing Details**



Welcome, Charles de Gaulle 🔶 Home My Learning Q Search Programme INSEAD Application Learning Cart **Billing Information** Payment Update your billing address If you are paying for 💿 Personal Address 🛛 👞 yourself, choose Company Address "Personal Address" Enter Billing Information \*Street Street 2 350 rue royal \*City State Fontainebleau Select an Option  $\mathbf{T}$ Zip/Postal Code \*Country 77300 France  $\overline{\mathbf{v}}$ 





<u></u> Billing Information Learning Cart Application Payment Update your billing address If you are company sponsored, please Company Address Personal Address choose "Company Address" Enter Company Information \*Company Country \*Company Name Select an Option Presidence de la Republique -Company Street 2 \*Company Street Those two greyed out fields are repopulated according to information you gave in the application page Company State / Province \*Company City Company Zip/Postal Code VAT/Tax ID Number Proceed to payment Back Save

# Order Details (Online Payment)



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#### Order Details (Offline Payment)



#### Payment Programmes Fee Offering Final Fee ↓ Download Proforma Invoice 0% 😨 Executive Presence and Influence €1990 €1990 Enter Billing Information Starts on Oct 30, 2023 Charles De Gaulle 350 rue royal 77300 Fontainebleau France €1.990.00 Subtotal You may 'Proceed to Upload' €0.00 Offering the proof of payment VAT & GST €398.00 (any document proving the bank transfer) Payment Method **Total Fees** €2,388.00 Card Payment Bank Transfer Once you have agreed to our Proceed to Upload I have read and accept INSEAD Executive Education's Terms and Conditions "Terms and Step 1: Download the pro Conditions" The window appears, please drag and drop "Payment Process And Ins Note\* Please use proform Return to Learning Cart Submit Application **Upload Payment Receipt** $\overline{\mathbf{v}}$ Step 2: Upload your payme 5 Upload Payment Receipt **Finally click** t Upload Files Or drop 4 'Submit the application' Once the upload is Close finished click 'Done'



### **Registration Page**

Simply input your details and Company Name.

Please make sure that the company is not already listed on the dropdown that will appear.

#### First Name\* Last Name\* Gender\* --Select One--Company Country Select the company country Company Name Job Title Business email address\* Please Fill the Required Field Contact Number\* + (Country code) Password\*

I Agree with INSEAD's Privacy Policy















#### Mandatory Email extension



		Welcome to INSEAD Executive Education Eportal!		×
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INSEAD Organisation Home	Special Offers 📑 Dashb	aboard Q Search Programme		Welcome, Jacques Chirac 😩 🚡
Personal Information	Organisation Billing Details Billing country*		Billing state/ province	
Contact Information	France The values entered are not editable, for furth	▼ ther changes please raise a ticket	None	•
Work Experience	Billing city*		Billing street*	
Organisation Billing Details & Extension	Paris		Palais de l'Elysée	4
Organisation Contact List	Billing zip code / Postal code * 75800		VAT/Tax ID Number	
My Requests				
This field is mandatory to allow for participants to sign	Email Extensions Email Extensions for Nominations (e.g. @abc.c @icloud.com,@gmail.com	.com)		
up with the professional address.	@icloud.com		@gmail.com	
For example INSEAD here allows only participant with email address @icloud.com and @gmail.com.				











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Certificates Programmes Pers	onalised learning		
Open Online Programme Virtual Executive Coaching Open Online Programme	Face To Face Please choose your programmes by clicking on Add to Learning Cart	You can view details of the programmes by clicking on « View Details »	
Advancing Diversity and Inclusion	Executive Presence and Influence	Negotiation Fundamentals	Programme
<ul> <li>Next Start Date : May 15, 2023</li> <li>5 Weeks € 1,95</li> </ul>	Image: Next Start Date : May 8, 2023           0         S Weeks           € 1,950	On-Demand €	490
View Details Add to Learning Cart	View Details Add to Learning Cart	View Details Add to Learning Cart	
	Build the foundations to become an expert neg On-demand programme Negotiation Fundamentals accelerates your ability to deter	gotiator rmine what matters (and what doesn't), what works (and what doesn't) and in	which contexts; and to

deploy the strategies that will enhance your negotiating behaviours and outcomes, and those of other people.







## Learning Cart



✓ Learning Cart			Order Details		 Payment
Learning Cart					
Programmes	Fee	Offering	Final Fee		
Strategic Negotiations	€9750	20% 🕖	€7800	۱	
Starts on Oct 9, 2023	Number of Seats 5 O If you want to reserve more	+ e than 25 seats then	5		
Here you can select the session / date	the numb	can select er of seats to 25			
Subtotal Offering				€9750 €1950	
Tuition Fees (does not include tax)				€7800	
			Nex		





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Learning Cart Or	der Details Payment
<b>Objective</b> Please highlight the challenges you wish the programme(s)/training could help ad executives/employees *	ddress for your organisation and list one or two learning objectives for your
Billing Information	Please fill up the informations
Company Country*	Company Street*
France \$	Palais de l'Elysée
Company City *	Company State / Province
Paris	None
Company Zip/Postal Code*	PO Number
75800	
VAT/Tax ID Number	



#### OFFLINE PAYMENT **Order Details**









#### Dashboard





#### Dashboard - Nomination - Method 1





Once you click on

« Generate Voucher Code »

Please enter the number of Seats you need at the moment. You will than receive the Voucher Code on your email Inbox. You can then distribute them as you see fit If you click on « Nominate » Please refer to the next page.

Nominate Your Participants			12 ©
WELCOME	Programme and Session Selection		
Important Notice : Ensure all email domains "@example" are approved by visiting here If you plan to nominate yourself, use a different email address than the one you currently use. This also applies to anyone with a HR access on the platform. To apply, create a new account with your alternate email address. Overview: 3 ways to nominate users	Your Programme Or Certificate Executive Presence and Influence		
1 : Nominate users via the "Nominate" button, and enter their first, last name and email address. You are only able to nominate 25 participants or less for a purchased product.	Go To Programme	List Nominate	
2: Nominate users via bulk upload by downloading a template, and entering participants' first, last name, email address, and the specific products and sessions. You must nominate at least 25 participants at one time.	Places anter the amail domains you wish to allow. Th	Nominate and Submit	to use a discount improperly. You can disable this security via 'Restrict Email
3 : Nominate users via voucher code generation by clicking on "Generate voucher code" under "My List of Programmes" and distribute it offline to participants.	gmail	s reature is to prevent external people without a corporate email t	Save Restrict Email Domains Inactive
Jownload template			
	rticipant 1: First Name Enter first name	Participant 1: Last Name Enter last name	Participant 1: Email Address Enter email address
Please give the Participants First Name, Last Name and Email.	rticipant 2: First Name Enter first name	Participant 2: Last Name Enter last name	Participant 2: Email Address Enter email address
The Participant will receive the voucher if the B2C accounts use a none	rticipant 3: First Name Enter first name	Participant 3: Last Name Enter last name	Participant 3: Email Address Enter email address
You can add up to 25 Participants. Click « Nominate to finalise »	rticipant 4: First Name	Participant 4: Last Name Add another participants Nominate	Participant 4: Email Address

#### Dashboard - Nomination - Method 2



Nominate Your Participants	12 0
WELCOME	Programme and Session Selection
Important Notice : Ensure all email domains "@example" are approved by visiting here If you plan to nominate yourself, use a different email address than the one you currently use. This also applies to anyone with a HR access on the platform. To apply, create a new account with your alternate email address.	Your Programme Or Certificate Executive Presence and Influence
Overview: 3 ways to nominate users	Go To Programme List Nominate
1 : Nominate users via the "Nominate" button, and enter their first, last name and email address. You are only able to nominate 25 participants or less for a purchased product.	
2: Nominate users via bulk upload by downloading a template, and entering participants' first, last name, email address, and the specific products and sessions. You must nominate at least 25 participants at one time.	
3: Nominate users via voucher code generation by clicking on "Generate voucher code" under "My List of Programmes" and distribute it offline to participants.	Lupload template

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#### Dashboard - Nomination - Method 3

Last Method of Nomination, above 25 participants Download the excel files template - fill the First Name - Last Name - Email - Programme/Session Once done, please upload the file







#### Pre Payment Scheme (PPS)



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Recommended Programmes for your organization

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Corporate Pre Payment Scheme		Contact us
	r installment loan in advance of its official due date. A prepayment may be the settlement of a bill prepayment may be made by an individual, a corporation, or any other type of organization.	l, an operating expense, or a non-
operating expense that closes an account before its d Many types of debts and obligations are settled in adv Consumers can prepay credit card charges before the out of pocket.	prepayment may be made by an individual, a corporation, or any other type of organization. Igh prepayment. Corporations might prepay rent, wages, revolving lines of credit, or other short-te receive a statement. Or they might pay a loan off early, by refinancing the debt through another ler	erm or long-term debt obligations.
operating expense that closes an account before its d Many types of debts and obligations are settled in adv Consumers can prepay credit card charges before the	prepayment may be made by an individual, a corporation, or any other type of organization. Igh prepayment. Corporations might prepay rent, wages, revolving lines of credit, or other short-te	erm or long-term debt obligations.

### PPS - Learning Cart



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Learning Cart					Recommended Programmes for your organization
Programmes	Fee	Offering	Final Fee		
Corporate Pre Payment Scheme	€50000	0% 🛿	€50000	١	Strategy in the Age of Digital
50 SEATS @50000 EUR	To sel	ect the nun	nber of seats		Next Start Date : Oct 23, 2023
					S Weeks €1950
					View Details Add to Learning Cart
Subtotal			€	50 000	
Offering				€0	
Tuition Fees (does not include	e tax)		€	50 000	
Tuition Fees (does not include Browse To Programme	e tax)	ſ	€ Next	50 000	The rest of the flow is exactly as the rest of the other

