



User Manual for Employee & Corporate Admin

User Manual for Employee
Web Portal & Mobile Application

Aon Risk Insurance Brokers India Private Limited (formerly known as Global Insurance Brokers Private Limited, an Aon Company)
CIN - U67200MH2002PTC137954, Composite Insurance Broker, RDAI License No.119, Valid till 02/03/2027
Registered Office - A wing, 5th Floor, One Forbes, Dr. V. B. Gandhi Marg, Kala Ghoda, Fort, Mumbai - 400001, Maharashtra, India



Web portal

Employee Login Page - Basic Requirement for Web Portal

Before you start make sure below mentioned requirements should be fulfilled.

White Listing: Below mentioned URL's & IP Address should be white listed

URL's :

[https://\(systemgeneratedcorporatename\).globalinsurance.co.in](https://(systemgeneratedcorporatename).globalinsurance.co.in)

Email ID's :

noreply@globalinsurance.co.in

Eb.helpdesk@globalinsurance.co.in

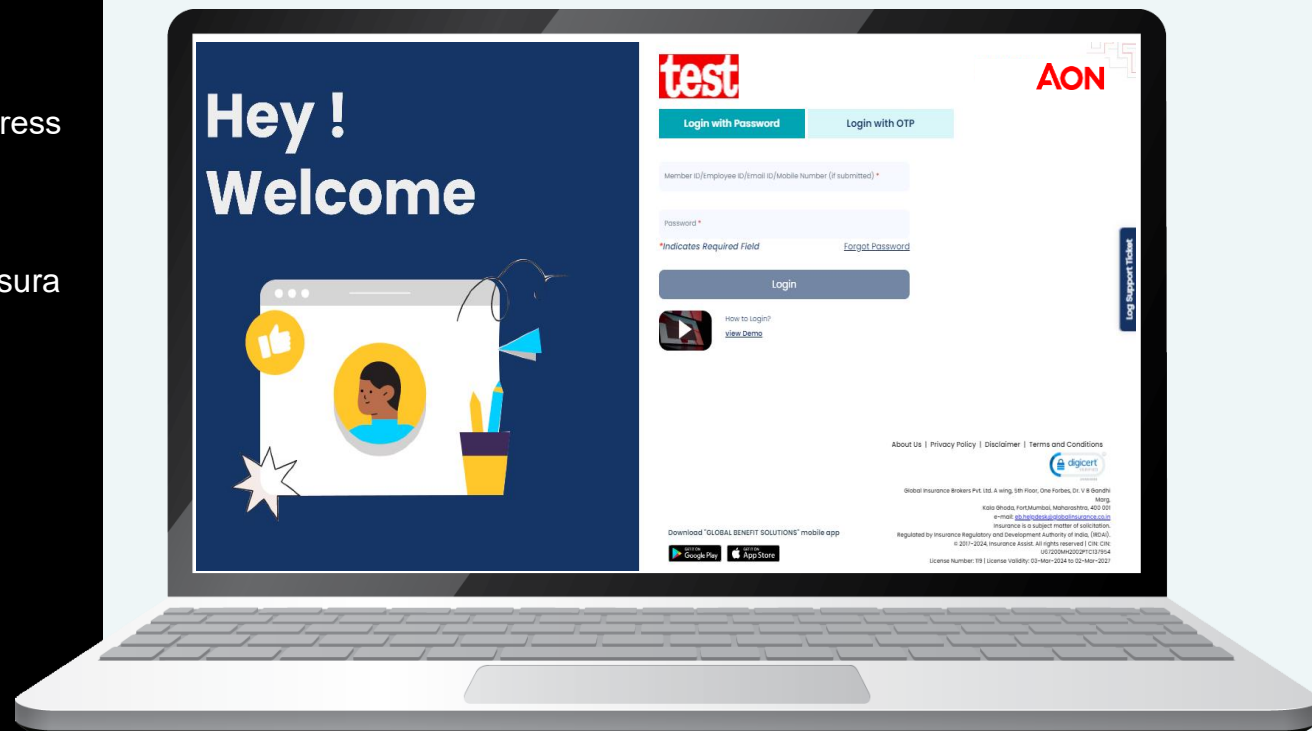
IP Address

URL IP: 180.179.20.30

Browser Compatibility

Internet Explorer: Version 10+

All versions of chrome and Firefox



Login Page

Use Employee ID/Corporate Email ID/Mobile Number (If Submitted) and Password which you have received in Welcome Mailer from noreply@globalinsurance.co.in

Click on Login button and clear the captcha test to enter the portal

The screenshot shows the AON Test Global login interface. At the top, there are logos for 'Test Global' and 'AON'. Below the logos are two buttons: 'Login with Password' (highlighted with a dashed line from the left annotation) and 'Login with OTP' (highlighted with a dashed line to the right annotation). The 'Login with Password' button leads to a form with two input fields: 'Member ID/Employee ID/Email ID/Mobile Number (If submitted) *' and 'Password *'. A red asterisk indicates a required field. Below the password field is a 'Forgot Password' link (highlighted with a dashed line to the bottom-right annotation) and an eye icon. Below the form is a 'Login' button (highlighted with a dashed line from the left annotation). At the bottom left, there is a 'How to Login?' video thumbnail and a 'view Demo' link. At the bottom right, there is a 'Log Support Ticket' button. The footer contains links for 'About Us', 'Privacy Policy', 'Disclaimer', and 'Terms and Conditions', along with a 'digicert' logo. Below these are the company details: 'Aon Risk Insurance Brokers India Private Limited A wing, 5th Floor, One Forbes, Dr. V B Gandhi Marg, Kala Ghoda, Fort, Mumbai, Maharashtra, 400 001', the email 'eb.helpdesk@globalinsurance.co.in', and the regulatory information 'Regulated by Insurance Regulatory and Development Authority of India, (IRDAI). CIN: U67200MH2002PTC137954'. At the very bottom, there are 'GET IT ON Google Play' and 'GET IT ON App Store' badges.

You may also use Login with OTP option, which will send the OTP on your official email id and mobile no (if Submitted)

Regular user can reset password by selecting forgot password option

Change Password

The screenshot shows the AON 'Change Password' interface. On the left, a sidebar contains a 'test' logo, a user profile icon, and a menu with options: Home, Dashboard, Coverages, Wellness, Support, Hospital Locator, and Voluntary Insurance. A dropdown menu is open for the user profile, showing 'Profile', 'Change Password', and 'Logout'. A blue callout box points to the 'Change Password' option with the text 'Click here to change Login password'. The main content area is titled 'Change Password' and includes a breadcrumb 'Dashboard >> Change Password'. It features two input fields: 'new password *' and 'Confirm new password *', both marked as 'a required field'. Below these fields are password requirements: Lowercase, Uppercase, Contains numbers, Special character, Minimum 8 characters, and Passwords Match, all with checkmarks. At the bottom right are 'Clear' and 'Submit' buttons. A 'Back' button is in the bottom right corner. A blue callout box at the bottom center says 'Please check the password requirements and change your password', with a dashed arrow pointing to the requirements list. The AON logo is in the top right corner.

test

Dashboard >> Change Password

Change Password

Employee Test (Employee)

- Home
- Dashboard
- Coverages >
- Wellness
- Support >
- Hospital Locator
- Voluntary Insurance

- Profile
- Change Password
- Logout

new password *

a required field

Confirm new password *

- ✓ Lowercase
- ✓ Uppercase
- ✓ Contains numbers
- ✓ Special character
- ✓ Minimum 8 characters
- ✓ Passwords Match

[Clear](#) [Submit](#)

[Back](#)

Click here to change Login password

Please check the password requirements and change your password

Profile Page

The screenshot shows the AON Profile Page. At the top left is a 'test' logo and a user profile icon. Below the icon is a sidebar menu with options: Home, Dashboard, Coverages, Wellness, Support, Hospital Locator, and Voluntary Insurance. A dropdown menu is open from the 'test' logo, showing 'Profile', 'Change Password', and 'Logout'. The main header area shows 'Dashboard >> Profile' and 'AON' logo. The title 'Profile' is followed by 'Personal Details' with a green checkmark. The form contains the following fields:

Field	Value
First Name *	Employee
Last Name *	Test
Date of Birth *	29-Apr-1977
Marital Status *	Married
Mobile number	9999999999
Gender *	Male
Blood Group	
Personal Email	

Open This Flap
to View
Profile Option

You can verify and
edit profile details
here. please update
maximum details
here. Only Personal
details can be edited.
Employee cannot
edit his/her
employment details

Corporate Admin Dashboard - Demographic

Dashboard

Select Location All Locations

Select Policy Group Mediclaim policy - 150405/34/23/04/00000012

1938
Total Members

680
Total Employees

1258
Total Dependents

*Disclaimer: The Mentioned Member Count Is Subject To Endorsement

Demographics

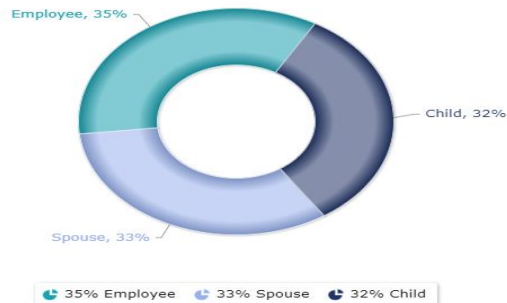
Claims

Premium & Account
Statement

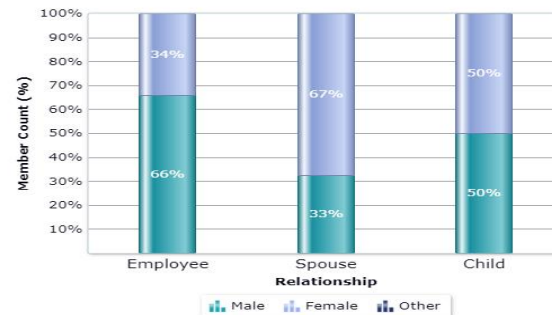
TAT Report

Other Widgets

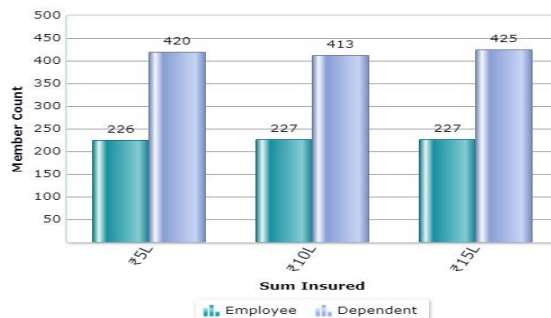
Distribution of Covered Members



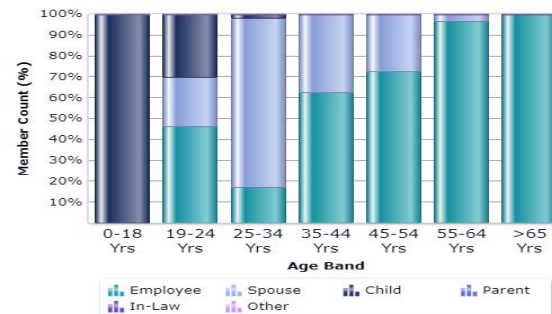
Gender Wise Distribution of Covered Members



Sum Insured Wise Distribution of Covered Members



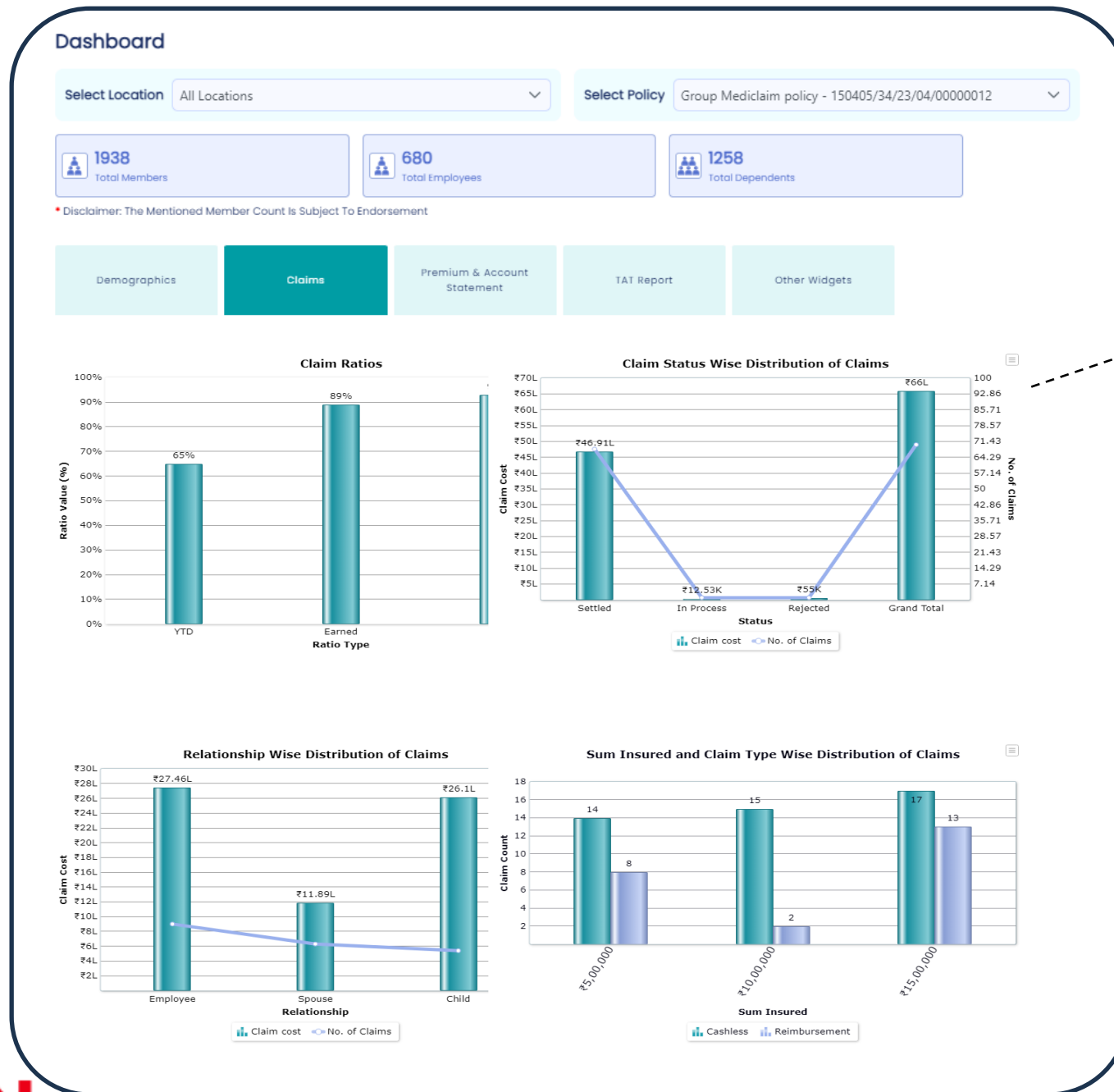
Member Wise Distribution Across Age-Bands



Use this drop down to view details based on policy and location

This will show you the no of members covered in that policy

Corporate Admin Dashboard - Claims



On next tab – Claims, you can view charts based on the claim data


Corporate Admin - View Float Summary Statement





Here admin can track month on month endorsement and premium utilisation

Corporate Admin – TAT Report

Dashboard

**1938**
Total Members

**680**
Total Employees

**1258**
Total Dependents

*Disclaimer: The Mentioned Member Count Is Subject To Endorsement

Demographics

Claims

Premium & Account Statement

TAT Report

Other Widgets

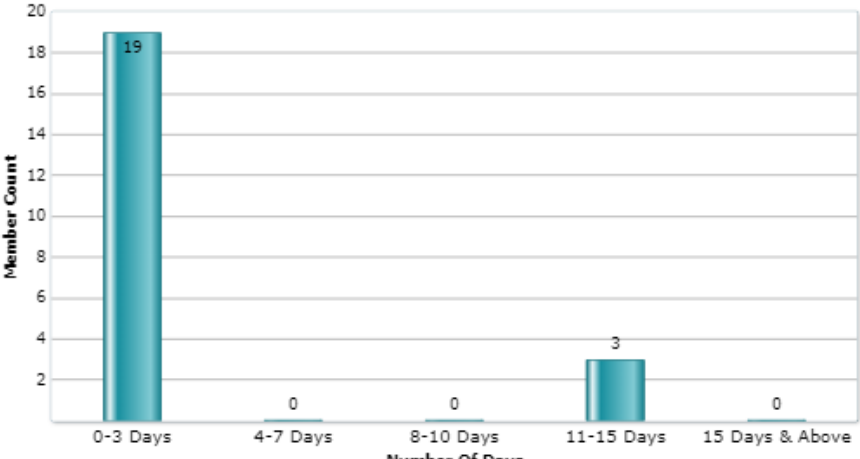
Select Type: Chart

Select Policy Name: Group Medclaim policy - 150405/34/23/04/00000012

Reimbursement Settled Claims TAT Report (Insurance Company)

Days	Count	Claim Amount
0-3 Days	19	₹ 24,63,393.00
4-7 Days	0	₹ 0.00
8-10 Days	0	₹ 0.00
11-15 Days	3	₹ 1,11,743.00
15 Days & Above	0	₹ 0.00

Reimbursement Settled Claims TAT Report (Insurance Company)



Number Of Days	Member Count
0-3 Days	19
4-7 Days	0
8-10 Days	0
11-15 Days	3
15 Days & Above	0

Here you will find TAT report for claims pending/ approve at insurer/TPA or claim pending at employees, basis on the Claim mis avialbe in portal

List of Options available Under TAB - Profile

- **Pending Approval**
 - Function/use - To view and approve or reject the list of request received from employees for modification of members data
- **List Corporate Employees**
 - Function/use - to view/Download the list of active employees with their last login date
- **List Dependents**
 - Function/use - to view/Download the list of policy wise dependent details
- **List Nominees**
 - Function/use - to view/Download the list of Nominees updated under GPA and GTL policy.
- **Corporate Coverages**
 - Function/use - to view Policy wise information including features and exclusions
- **List Wellness Events**
 - Function/use - to view list of wellness events happen in corporate
- **Corporate Claim Settlement**
 - Function/use – to view/Download the list of policy wise dependent details
- **Delete Members**
 - Function/use – to update/mark soft delete of employee and dependents
- **Members Data upload**
 - Function/use – to upload endorsement data (addition deletion and modification data in GBS)

List of Options available Under TAB - Reports

- **Enrollment reports**
 - **Function/use – to download Enrollment Report, Change report and Consolidated mapping report**
- **Claims**
 - **Function/use – to view/Download the claim report updated through manual upload or TPA integration**
- **Float Statement**
 - **Function/use – to view/Download Float (CD) Statement**
- **Corporate Claim Settlement**
 - **Function/use – to view List of claims settled by corporate**
- **Wellness Report**
 - **Function/use – to view wellness details**
- **E card Report**
 - **Function/use – to download policy wise mediclaim ecard with filters like employee code and name**
- **Download Voting report**
 - **Function/use – to view/Download the Voluntary policy voting report**

Options Available for Employee

Employee Dashboard

The screenshot displays the AON Employee Dashboard for a user named Ganesh S Gurav (Corporate Admin). The dashboard includes a sidebar with navigation links: Home, Dashboard, Profile, Reports, Coverages, Wellness, and Support. The main content area features a top section with policy information: Group Mediclaim policy (150405/34/23/04/00000...), Voluntary Parent Policy, Voluntary Top Up Policy, GPA Policy (19879-879), and GTL Policy (0099000-01). A notification indicates the enrolment period ends in 22 days and 6 hours. Below this, the 'Hospitalization Sum Insured For Family' is shown as ₹15,00,000, with a donut chart indicating 94% balance sum insured and 6% settled amount. A 'Members Covered' section lists three individuals: Ganesh S G... (52, M, Self), Priyanka Gu... (32, F, Spouse), and Veer Gurav (9, M, Child). To the right, 'Important Documents' include Download Claim Checklist, Download Claim Form, and Download E-Card. Below these are 'Claims' links: View Claim Status, Claim Intimation, and Access to TPA Site. Annotations with arrows point to specific features: 'View Sum Insured Amount with Bifurcation of Settled and Balance Sum Insured details' points to the donut chart; 'Click on More Details to view and modify dependent details' points to the 'More Details' button; and 'Here you will find Claim process steps Download the claim form Real time claim status E-Card' points to the 'Important Documents' section.

Test Global

AON

Dashboard

Group Mediclaim policy
150405/34/23/04/00000...

Voluntary Parent Policy

Voluntary Top Up Policy

GPA Policy
19879-879

GTL Policy
0099000-01

Enrolment period ends in
22 DAYS • 6 HOURS

Network Hospital List

Start : 01-Jan-2024 | End : 31-Dec-2024

Hospitalization Sum Insured For Family
₹15,00,000

Members Covered

- G Ganesh S G... (52, M, Self)
- P Priyanka Gu... (32, F, Spouse)
- V Veer Gurav (9, M, Child)

Important Documents

- Download Claim Checklist
- Download Claim Form
- Download E-Card

Claims

- View Claim Status
- Claim Intimation
- Access to TPA Site

94% Balance Sum Insured
6% Settled Amount

Corporate Policy Details

More Details

View Sum Insured Amount with Bifurcation of Settled and Balance Sum Insured details

Click on More Details to view and modify dependent details

Here you will find Claim process steps
Download the claim form
Real time claim status
E-Card

Add Dependent

The screenshot shows the AON 'Add Dependent' page. On the left is a sidebar with a 'test' logo, a user profile for 'Employee Test (Employee)', and a menu with options: Home, Dashboard, Coverages, Wellness, Support, Hospital Locator, and Voluntary Insurance. The main header includes a bell icon, the AON logo, and a breadcrumb 'Dashboard >> Dependent'. The page title is 'Dependents / View Dependents'. Below this is a 'Select Policy:' dropdown menu showing 'Group Medclaim policy - 150405/'. A blue 'Add Dependent' button is located on the right side of the page. A vertical 'Log Support Ticket' button is also present. The 'Dependent Details' table lists three dependents: Rohan (Spouse), Childronda (Child1), and Baby (Child2). Each row has edit and delete icons in the 'Action' column. Two callout boxes provide instructions: one points to the 'Add Dependent' button, and the other points to the edit/delete icons in the table.

test

Dashboard >> Dependent

Dependents / View Dependents

Select Policy: Group Medclaim policy - 150405/:

Dependent Details

First Name	Last Name	Relation	Date Of Birth / Age	Gender	E-Card	Action
Rohan *	Add Gamre	Spouse	1984-08-05	MALE	NA	
Childronda	Goadad	Child1	2020-09-19	MALE	NA	
Baby	Of Gamre	Child2	2023-08-17	FEMALE	NA	

* Kindly note that the "Addition/Modification/Deletion" of the dependent record requested by you is subject to endorsement from The Insurance Company.

Click on Add Dependent Button to add dependent allowed as policy conditions.

Here you can view and edit the dependent details

Add Dependent

Log Support Ticket

Add Nominee for GPA and GTL policy

The screenshot shows the AON Nominees management interface. On the left is a sidebar with a 'test' logo, a user profile 'Employee Test (Employee)', and a menu with options: Home, Dashboard, Coverages, Wellness, Support, Hospital Locator, and Voluntary Insurance. The main header shows 'Dashboard >> Nominees' and the AON logo. The title 'Nominees' is centered. Below it is a 'Select Policy:' dropdown menu currently showing 'GPA - 19879-879'. To the right of this menu is a callout box: 'Select GPA and GTL policy to update and modify nominee details'. Below the policy menu is a callout box: 'Here, In case of Multiple nominees you can update or modify nominee percentage.' To the right of this box are two buttons: 'Allocate Percentage Share' and '+ Add Nominee'. Below these buttons is a table with the following data:

Name	Relation	Nominee Share (%)	Action
Test Spouse	Spouse	40	
Mother Test	Mother	60	

Below the table is a callout box: 'Here, you can view, modify and delete nominee details'. Dashed arrows indicate the flow of actions: from the policy dropdown to the first callout, from the table's action icons to the second callout, and from the '+ Add Nominee' button to the third callout.

Enroll for Top up Policy

Enrolment period ends in
5 : 11
DAYS : HOURS

"This is a Voluntary policy, If you want to enroll, click on Enroll button below."

Click Here To Enroll

Sum Insured	₹ 5,00,000	₹ 10,00,000	₹ 15,00,000	₹ 20,00,000
Please Select Premium From Below				
	₹ 5,698	₹ 9,697	₹ 14,080	₹ 19,898
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Premium For Selected Members
₹ 5,698

GST (18 %)
₹ 1,025.64

Total Premium Including GST
₹ 6,723.64

Corporate Share
₹ 6,051.28

Please Confirm!

I agree and authorized, Global insurance brokers Pvt. Ltd. and Insurance company, to use my personal information declared above for Insurance purpose.

CANCELCONFIRM

Back

Proceed

Click here to Opt. for Voluntary Top up Policy

Tick below amount mentioned against sum insured you want to opt for

Incase of Deactivate your vote you can untick the sum insured option and click on Proceed button

Click on Proceed Button and provide your confirmation for Vote

Enroll for Voluntary Policy

Enrolment period ends in
5 • 11
DAYS • HOURS

"This is a Voluntary policy, If you want to enroll, click on Enroll button below."

Click Here To Enroll

Click here to Opt. for Voluntary Policy

Select Family Definition

☒ Mother ☒ Father ☒ Mother-In-Law ☒ Father-In-Law

Select dependent relation allowed as per policy conditions.

Sum Insured	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Please Select Premium From Below			
Parents	₹ 21,000	₹ 27,500	₹ 31,000
Parents-in-law	₹ 21,000	₹ 27,500	₹ 31,000

Select sum insured from options available. Incase of Deactivate your vote you can untick the sum insured option and click on Proceed button

Total Premium For Selected Members (GST (18 %))

₹ 58,500

Please Confirm!
I agree and authorized, Global insurance brokers Pvt. Ltd. and Insurance company, to use my personal information declared above for Insurance purpose.

Total Premium Including

₹ 69,030

Employee Share

₹ 65,578.50

Back

Proceed

Click on Proceed Button and provide your confirmation for Vote

Wellness Section

Dashboard >> Wellness Event

Wellness Event

Events

Wellness Content

Health Calculator

Wellness Partner

Ongoing

Future

Past

05 Apr 2024

Blood donation camp
Please attend this wellness event

Mumbai fort
09:30 AM - 06:00 PM

View Details

Back

Events

Wellness Content

Health Calculator

Wellness Partner

Smoking Cost

Ideal Weight

Calories Burned

BMI



Quick Health

Back

- Click on Wellness option from menu to view below mentioned options.
- Events
- Wellness Contents
- Health Calculator
- Wellness Partner

Here you will find health calculator

Helpdesk and Useful Link



Employee Test
(Employee)

[Home](#)
[Dashboard](#)
[Coverages](#)
[Wellness](#)
[Support](#)
[Hospital Locator](#)
[Voluntary Insurance](#)

Dashboard >> [View Helpdesk](#)

View Helpdesk Contact

Level 1

Level 2

Level 3

Select Department:

☒ CLAIMS ☐ ENROLMENT ☐ HR ☐ TECHNICAL HELP

View Helpdesk Contact

View FAQ


Employee User Manual

avi@test.com
All Days
10:00 AM to 17:00 PM
TPA Location

Demo Pawar
CLAIMS
9864631614
022-61415131
demo.pawar@gmail.com
All Days
10:00 AM to 17:00 PM
TPA Location

Mohit
CLAIMS
9911457634
022-61415124
mohit@gmail.com
All Days
10:00 AM to 17:00 PM
Global Office

Click here to get helpdesk contact details, here you can see the contact details of person who is handling claims, enrolment and technical related queries.



View Network Hospital List

test

Dashboard >> List Hospital

Select Policy: Group Medclaim policy - 150405/34/23/04/00000012

Search Hospital Name

Network Hospitals

**Disclaimer: Please note that Network Hospital list is provisional & subject to change based on the review of the providers. For the final status, please contact us.*

Showing 25 of 6318 Records

ARUNODAYA CLINIC
Plot No.86 , Sector 10, Opp Garden, New Panvel
Navi Mumbai
Maharashtra - 410206
22 - 27465723 / 27482873
[View In Map](#)

ASHIRWAD HEART HOSPITAL (GHATKOPAR)
Vivek Building, Tilak Road,, Ghatkopar
Mumbai
Maharashtra - 400077
22 - 21025911/12/13
[View In Map](#)

AASHLOK NURSING HOME PVT LTD
25-A Block Ab Community Centre, Safdarjung
Enclave, Safdarjung Enclave
New Delhi
Delhi - 110029
11 - 46165901 07 26165861 62
[View In Map](#)

ADARSHA NURSING HOME
Opp. Mahatma Gandhi Stadium, Sharda Devi
Nagar,N.C.C Office, Near Govt. Art College, NA
Tumkur
Karnataka - 572103
816 - 2272579 / 3200773
[View In Map](#)

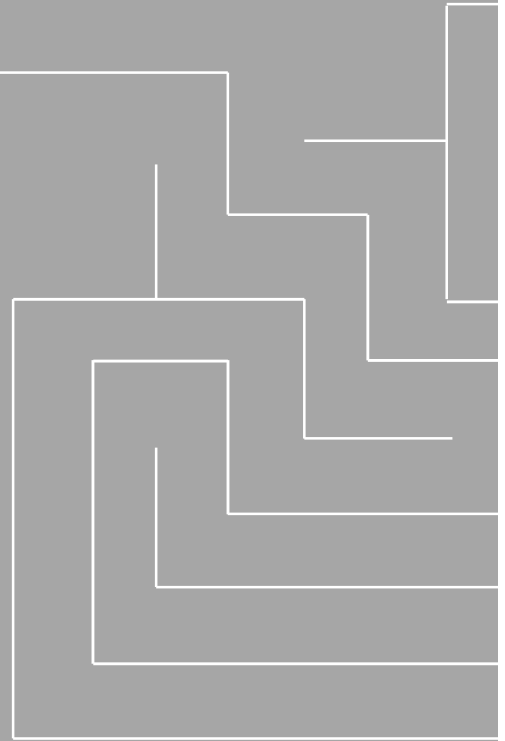
AGARWAL NURSING HOME(KURUKSHETRA)
Salarpur Road, NA, NA
Kurukshetra
Haryana - 136118
1744 - 290355 / 291155
[View In Map](#)

APEX HOSPITAL PVT. LTD.
Sp-466 Malviya Nagar Industrial Area, Malviya
Nagar Near Calgary Eye Hospital, Malviya
Nagar
Jaipur
Rajasthan - 302017
141 - 2751871 72 73
www.apexhospital.in
[View In Map](#)

- Use this filter option to search Hospitals basis on.
- Area Tel Code
- State/City
- Pin code Number
- Address/Area

On Map view employee can see nearby hospital. Network hospital, non-network hospital and pharmacy highlighted in different color.

Mobile Application



Mobile Application

Employee Login Page

Basic Requirement for Mobile Application

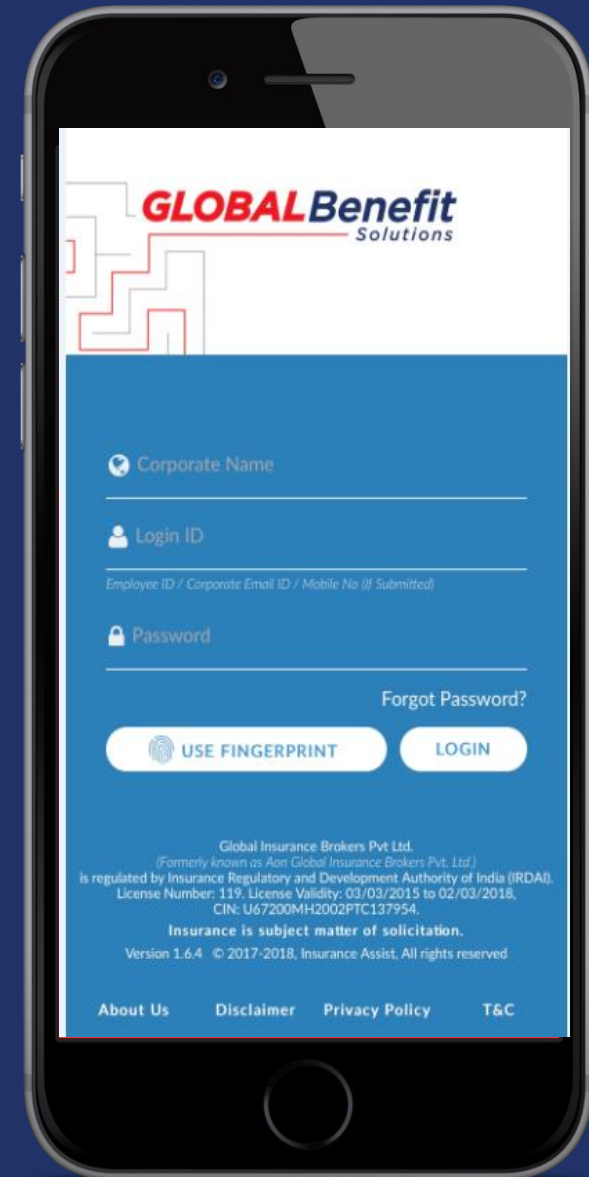
Before you start make sure below mentioned requirements should be fulfilled.

Android Version :

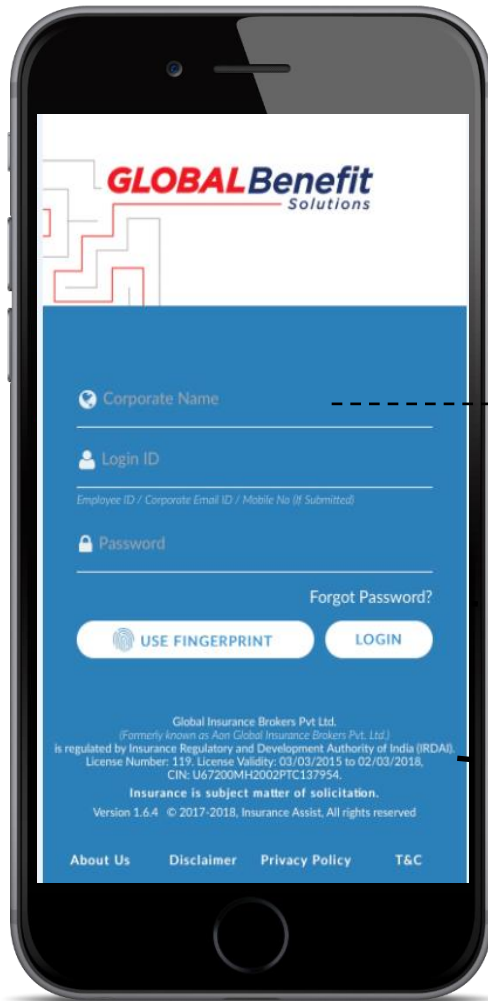
- Current built version 1.0.0
- Compatibility : Requires Android Versions 4.4 or later

iOS :

- Current built version 1.0.0
- Compatibility : Requires iOS 7.0 or later. Compatible with iPhone, iPad and iPhone



Employee Login Page



Your account details to access “My Benefits” on your mobile devices are:

Corporate Name: ~~your company~~

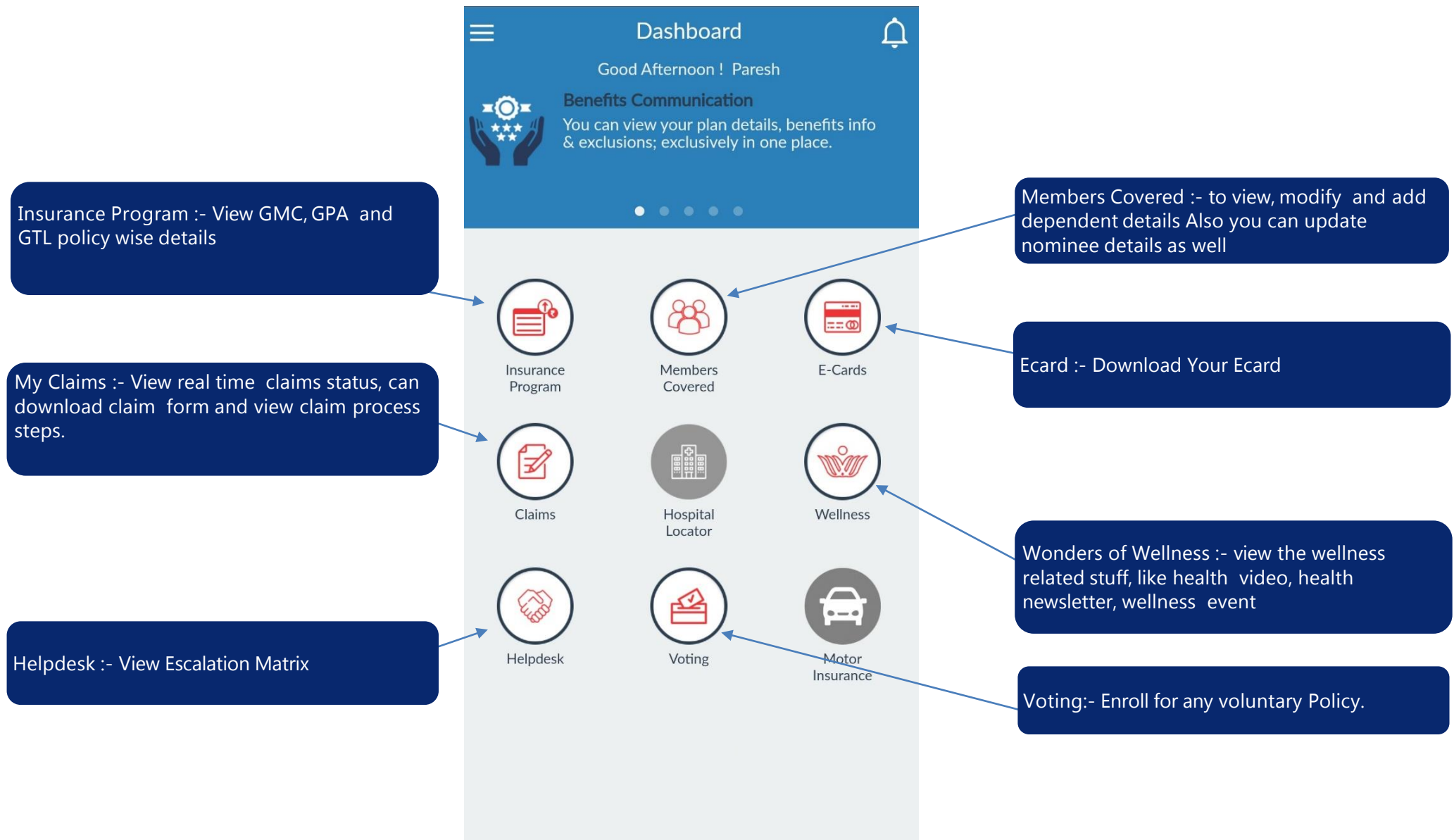
Username: ganesh.gurav@globalinsurance.co.in

Password: X79PBCXhjjlu

Regular user can reset password by selecting forgot password option

Click login button to proceed further

Employee Dashboard



View Policy Features

Click here to, view GMC, GPA and GTL policy features.

← My Policies	
111200/48/2016/322	
Group MediClaim	₹1,500,000.00
01 Aug 2015 - 30 Jul 2016	
The Oriental Insurance Co. Ltd., N...	
GL000388-58470828	
Group Term Life	₹8,500,000.00
01 Aug 2015 - 30 Jul 2016	
Future Generali India Life Insuran...	

← Policy Details	
Insurance Details	
Policy Number	: 111200/48/2016/322
Policy Type	: Group MediClaim
Insurance Company	: The Oriental Insurance Co. Ltd., New Delhi
Insurance Company Branch	: The Oriental Insurance Co. Ltd. - A-25/27, , New Delhi
Policy Start Date	: 01 Aug 2015
Policy End Date	: 30 Jul 2016
Third Party Administrator	: Paramount Health Services (TPA) Pvt. Ltd.
Family Floater	: Yes
Family Definition	: Employee + Spouse + Child 1 + Child 2 + Parents
Age Limit For Parents	: NA
Age Limit For Children	: NA
View Top-Up	

Add Dependent

Employee can view his dependent details

Dependents

Search

Abc Gadekar

Spouse Female

01 May 1978 401107

Add Dependents

Employee can add his dependent by adding required details which is mentioned in the side screenshot

Add Dependent

Enter your Dependent details here:

First Name

Last Name

Select Relationship

Date Of Birth

Gender

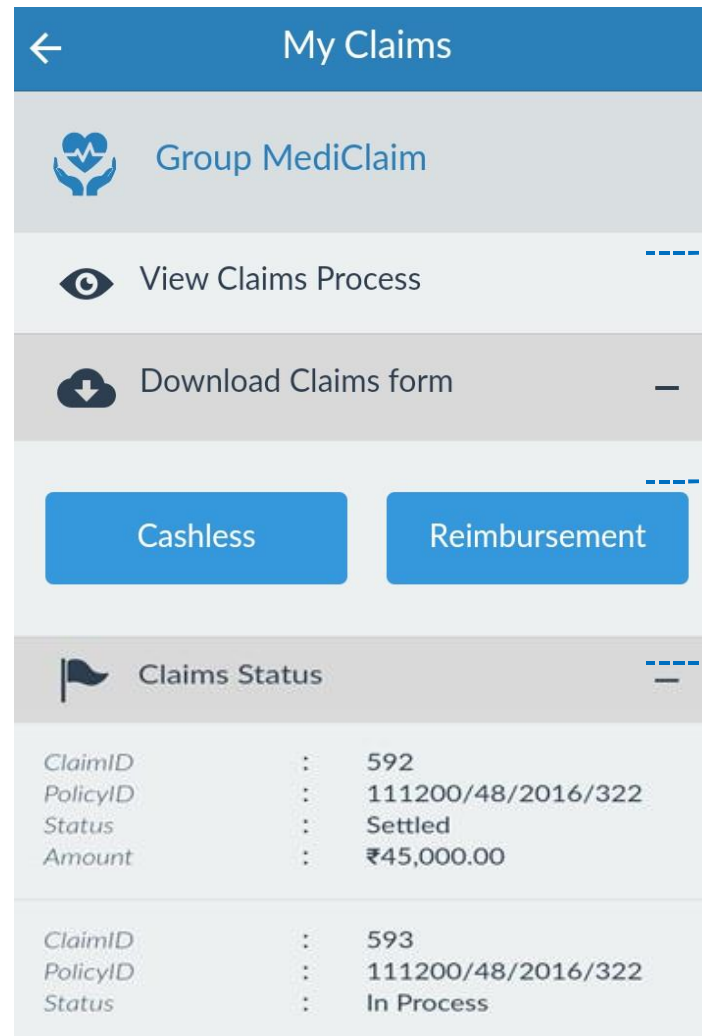
PIN Code

Email-ID


Mobile Number


Cancel Save


View Claim details




← My Claims

 Group MediClaim

 View Claims Process

 Download Claims form —

Cashless Reimbursement

 Claims Status —

ClaimID	:	592
PolicyID	:	111200/48/2016/322
Status	:	Settled
Amount	:	₹45,000.00

ClaimID	:	593
PolicyID	:	111200/48/2016/322
Status	:	In Process

Employee can view claim process steps along with requirement details to apply for the claim.

Employee can view and download cashless and reimbursement claim form

Employee can view real time claims status

Thank You