

# User Manual for Employee

Web Portal & Mobile Application



You will get the welcome mailer from noreply@globalinsurance.co.in



#### Dear Employee,

Welcome to GLOBAL Benefit Solutions I

Congratulations. I Now that your GLOBAL Benefit Solutions account has been created, we hape that this premium online platform will help you manage your corporate insurance program needs at the click of a button.

As a user you can manage your corporate insurance benefits and offerings on the web portal. You can also do this by downloading the GLOBAL Benefit Solutions mobile application from the Google Play Store and the Apple App Store.

Your account details are: URL : <u>https://cbre.globalinsurance.co.in/</u> Login Id : Employee Code Password : Employee Code\_DDMMYYY(DOB)

You may also use the Corporate Email ID / Mobile Number (If Submitted) as your login ID

For detail login steps to the portal click here.

You can also view the user manual for the portal under Support navigation menu on login.

We recommend that you change your password by login into the portal from the Change Password section.

Your account details to access "GLOBAL Benefit Solutions" on your mobile devices are: Corporate Name : obre Logind I: Employee Code

Password : Employee Code\_DDMMYYY(DOB)

You may also use the Corporate Email ID / Mobile Number (If Submitted) as your login ID

You can download the GLOBAL Benefit Solutions mobile application from the Google Play Store and the Apple App Store.

For Android Users: click here For Apple Users: click here You can alternatively, go to the Google Play Store / Apple App Store and look for the GLOBAL Benefit Solutions.

#### **Unable to Login**

If you are not able to access the portal, you can reach us at ab.helpdesk@globalinsurance.co.in

Best Regards,

GLOBAL TEAM

IMPORTANT: Please do not reply to this email. This email is an automated notification, which is unable to receive replies.

For any gueries please write to us on eb.helpdesk@globaEnsurance.co.in

Disclaimer: This communication is confidential and privileged and is directed to and for use of the addressee only. The recipient if not the addressee should not use this message if erroneously received, and access and use of this --wall in any manner by anyone other than the addressee is unauthorized. The recipient acknowledges that GLOBAL may be unable to exercise control or ensure or guarantee the integrity of the text of the email message and the text is not warranted as to completeness and accuracy.

**Login Details**:- URL and Login ID and Password

### **Employee Login Page**

**CBRE** 

	CBRE	v	GLOBAL Benefit
ID/Corporate le Number and Password elcome Mailer	Login with Password	Login with OTP	
alinsurance.co.in	Member ID/Employee ID/Email ID/Mobile Num	nber (if submitted) *	Enter The Captcha
	Password *	Eorgot Password	dogt c
an reset electing forgot on	Login		Type The Answer *





### **Employee Profile Page – Change Password**



	CBR				GLOBAL Be	nefit	
			Dashboard <mark>&gt;&gt;</mark> Change Passwo	ord			
			Change Pass	word			
	Tanmay Salgaonkar (Employee)	~					
k here to change the	(Employee)	Profile	Enter new password *				
sword	合 Home	Change Password Logout					
	III Dashboard		Confirm now presword *				
	🕒 Coverages	>	Confirm new password *				
	♡ Wellness		Lowercase	Special character			Please check the passwo
	& Support	\$	Uppercase	Minimum 8 characte	rs		requirements and change
	& support	,	Contains numbers	Passwords Match			your password
					<u>Clear</u> Submit		



### Employee Home Page – Important Links & Downloads





### **Employee Dashboard to View policy details**



CBRE **GLOBAL** Benefit Д Solutions Group Mediclaim Policy -Voluntary Parents Policy Real Est. - 2-81-24-... - Real Est. - 2-81-24-... Policy No Start: 20-Feb-2024 | 
 End: 19-Feb-2025 2-81-24-0002658-000 Tanmay Salgaonkar Here you can view the (Employee) Members Covered Important Documents Hospitalization Sum Insured For Family Group Mediclaim and Download Claim Checklist ₹5,00,000 Tanmay Sal... (53, M, Self) **Voluntary Parents** 命 Home Download Claim Form Test Spouse (36, F, Spouse) Policy Download E-Card .4. III Dashboard Test Daught... (13, F, Child1) 100% Claims Coverages > View Claim Status ♥ Wellness 🕒 100% Balance Sum Insured & Support > **Corporate Policy Details** More Details Note :- Voluntary Parental Policy is accessible only for those employees who have opted for it.



### **Employee Dashboard to View policy details**







### **View Dependents**





## **View Policy Information**













## Wellness Section(Visit App Portal)







### **View Helpdesk Contact Details**









# Employee Login Page

### **Basic Requirement for Mobile Application**

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

Android Version :

- Current built version 4.0.0
- Compatibility: Requires Android Versions 5 or later

### iOS :

- Current built version 16.3.1
- Compatibility: Requires iOS 7.0 or later. Compatible with iPhone, iPad and iPhone

### **Mobile Application**

GLOBALBenefit
Corporate Name  Login ID  Employee ID / Corporate Email ID / Mobile No (If Submitted)  Password
Forgot Password?
Global Insurance Brokers Pvt Ltd. is regulated by Insurance Regulatory and Development Authority of India (IRDAI). License Number 119. License Voldifty Up for 02/03/2024, CIN: U67200MH2002PtC137954. Insurance is subject matter of solicitation. Version 4.0.0 © 2017-2018, Insurance Assist, All rights reserved
About Us Disclaimer Privacy Policy T&C

### **Employee Login Page**





## Home Page











### **View Policy Features**



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	Details	-	me
	Detano	^	
surance Company ame	: IFFCO Tokio Genera Insurance Co. Ltd.	d.	
olicy Name	: Group Mediclaim po	licy	
Policy Number	: H1166862		
Third Party Administrator	: Vidal Health TPA Pr Limited	ivate	
Enrollment End Date	: 01 Mar 2023		
Maximum Family Size	: 5 (Excluding Employ	ee)	
Family Definition	: Self,Spouse,Child1,C ild3,Child4	Child2,Ch	
Policy Start Date	: 20 Feb 2023		
Policy End Date	: 19 Feb 2024		
Sum Insur	ed	~	
Policy Fea	tures	~	
• Exclusions	5		
		× _ ////	



### **View Policy Features**













## **My Claims**



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	My Claims		
Group	p MediClaim Claims Process		Employee can view claim process steps along with requirement details to apply for the claim.
Cashles	ss Reimbursement		Employee can view and download cashless and reimbursement claim form.
Claims	Status 🗲	-	Employee can view real time claims status
ClaimID PolicyID Status Amount ClaimID	: 592 : 111200/48/2016/322 : Settled : ₹45,000.00 : 593		
PolicyID Status	: 111200/48/2016/322 : In Process		
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You can search the hospital details by this option







### HelpDesk & Useful Links







Employee can check his profile details by clicking this icon on dashboard, along with other features such as

- Helpdesk
- FAQ
- Change Password
- Logout

