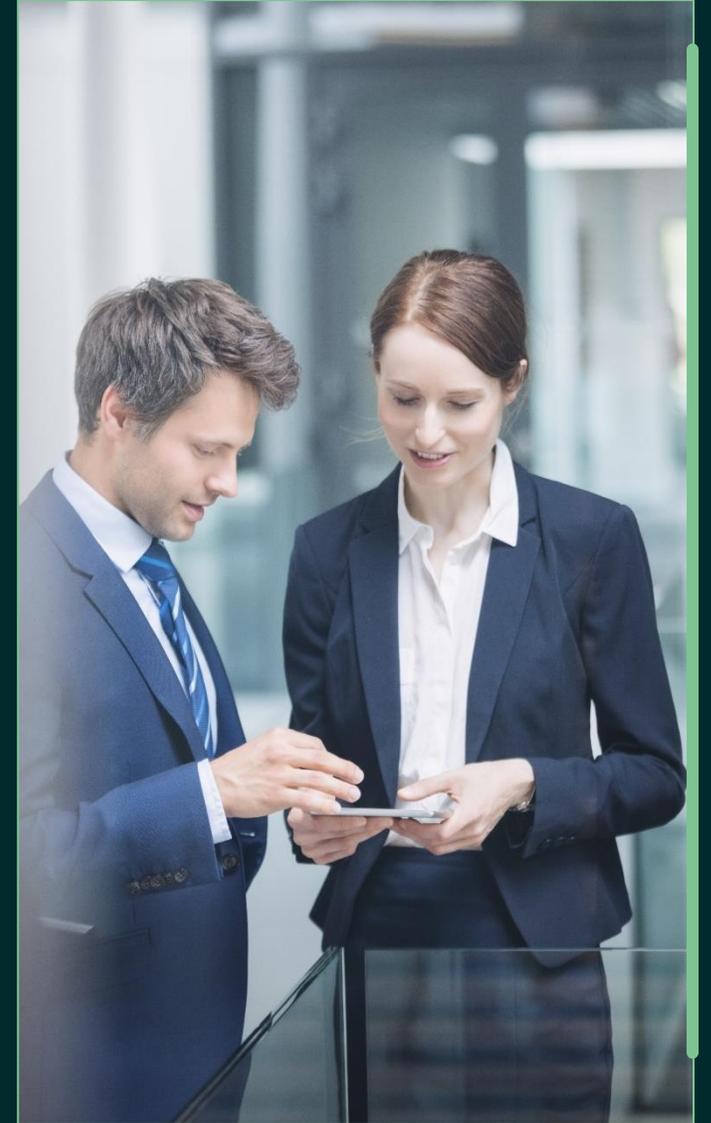


CBRE

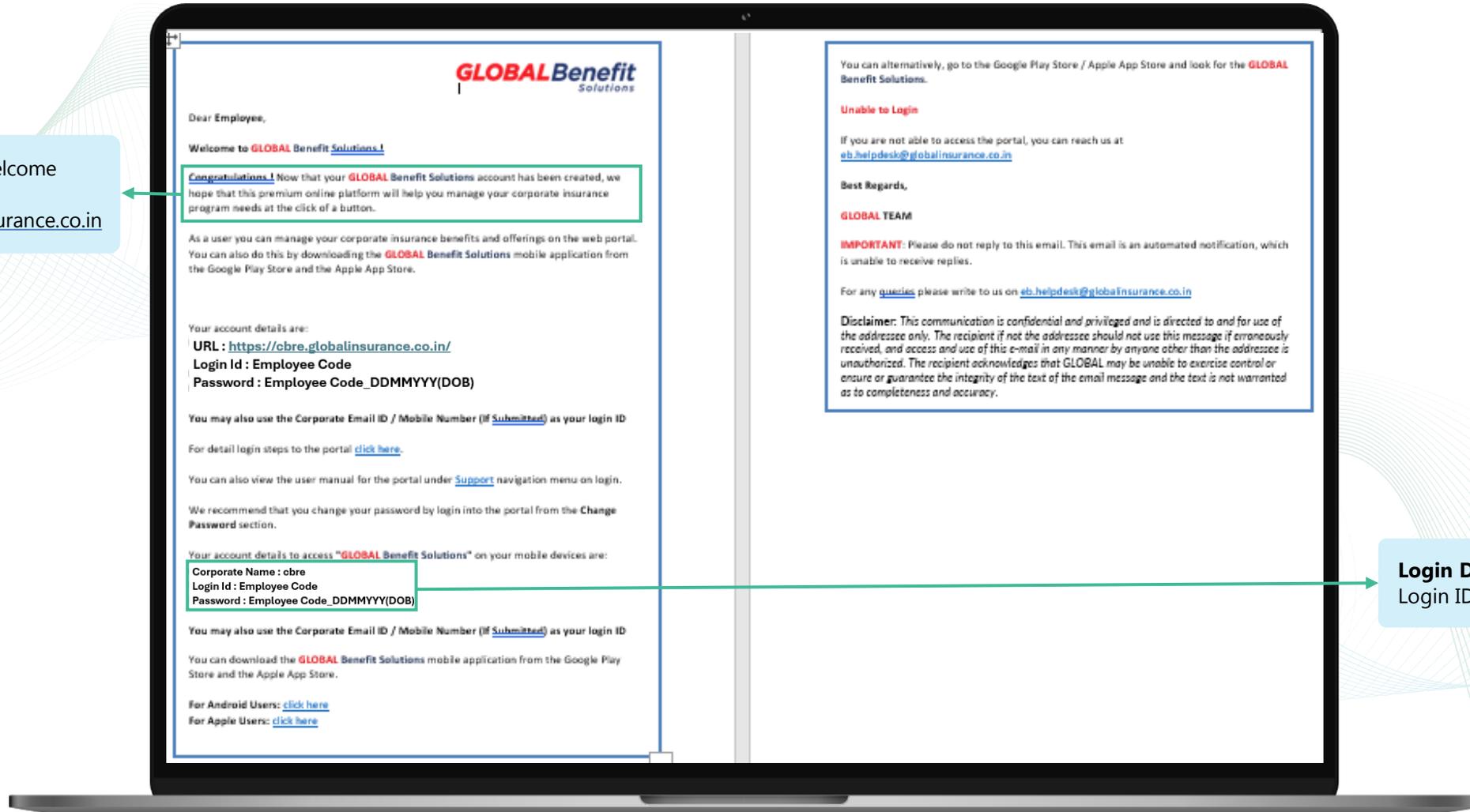
User Manual for Employee

Web Portal &
Mobile Application



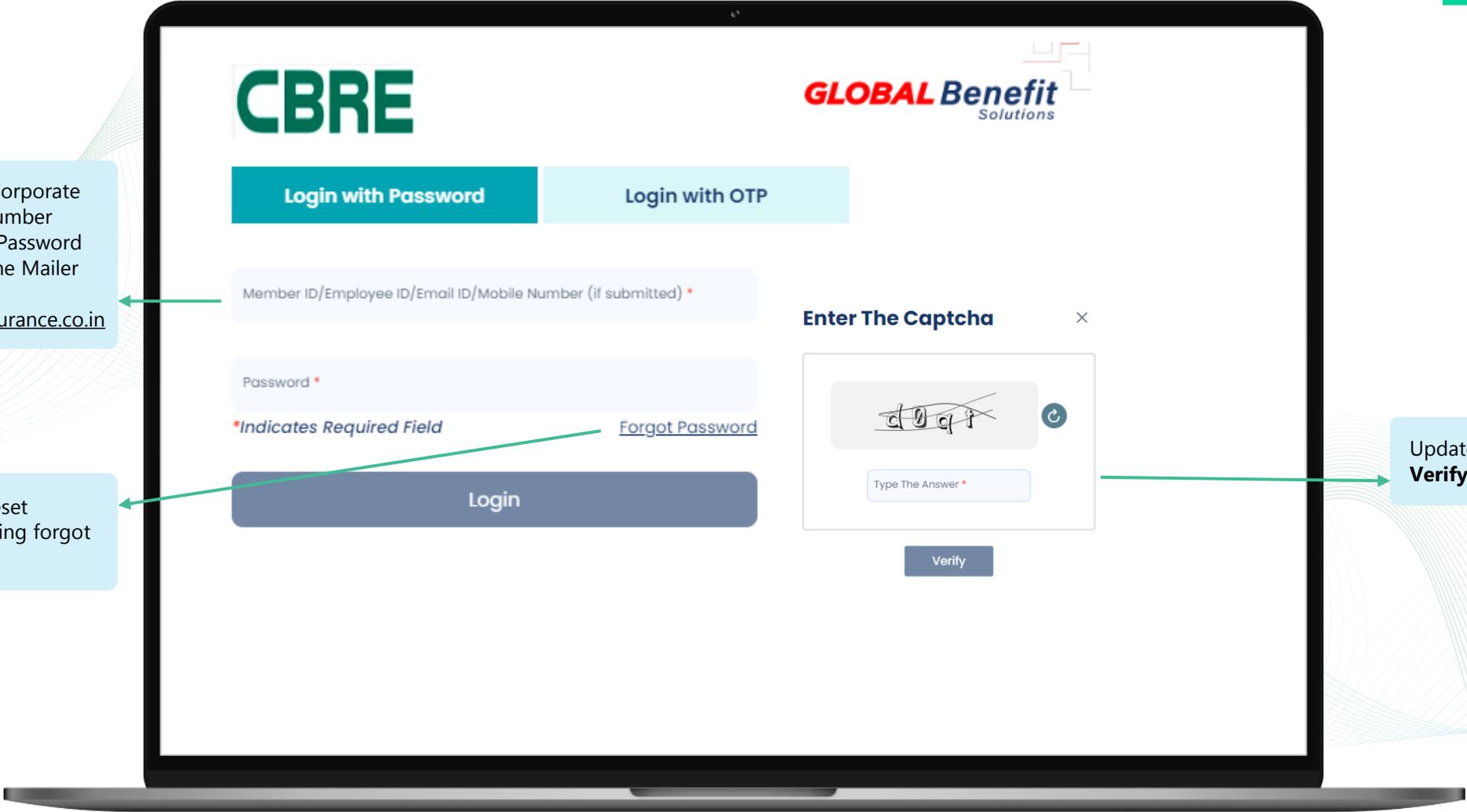
Welcome Mailer to Onboarding GBS

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



Login Details:- URL and Login ID and Password

Employee Login Page

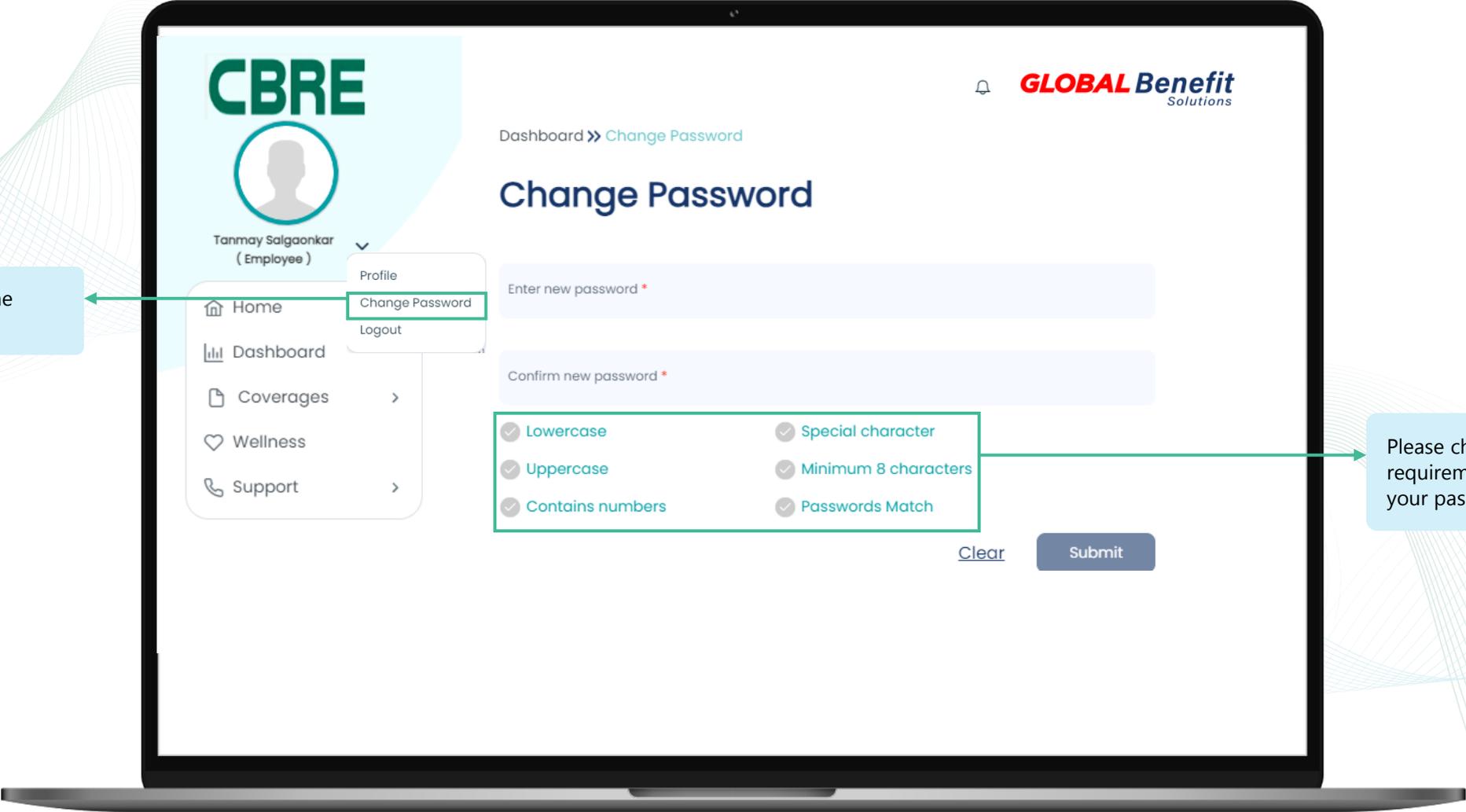


Use Employee ID/Corporate Email ID/Mobile Number (If Submitted) and Password received in Welcome Mailer from noreply@globalinsurance.co.in

Regular user can reset password by selecting forgot password option

Update Captcha and click on **Verify** Button.

Employee Profile Page – Change Password



Click here to change the password

Please check the password requirements and change your password

Employee Home Page – Important Links & Downloads

The screenshot displays the CBRE Employee Home Page. At the top left, the user profile for Tanmay Salgaonkar (Employee) is shown. A callout box points to the profile area, stating: "User can download E-Card by clicking this button". Below the profile is a navigation menu with options: Home, Dashboard, Coverages, Wellness, and Support. The main content area is divided into sections: "IMPORTANT LINKS" featuring "Download E-card" and "User Manual" (with a callout: "User can download the Helpdesk"); "Real Estate Employees" and "Digital & Technology Employees" sections, each containing a grid of service icons: Network Hospital, CBRE Help Desk, Benefit Manual, Claim Submission Process, Cashless Form, Reimbursement Form, and Excluded Hospital. Callouts for "Network Hospital" and "Benefit Manual" are present in both sections, with the latter stating: "User can download the Benefits Manual".

Employee Dashboard to View policy details

Here you can view the Group Medclaim and Voluntary Parents Policy

CBRE GLOBAL Benefit Solutions

Dashboard

Group Medclaim Policy - Real Est. - 2-81-24-... | Voluntary Parents Policy - Real Est. - 2-81-24-...

Policy No : 2-81-24-0002658-000 | Start : 20-Feb-2024 | End : 19-Feb-2025

Tanmay Salgaonkar (Employee)

- Home
- Dashboard
- Coverages >
- Wellness
- Support >

Hospitalization Sum Insured For Family
₹5,00,000

100%

100% Balance Sum Insured

Members Covered

- Tanmay SaL (53, M, Self)
- Test Spouse (36, F, Spouse)
- Test Daught... (13, F, Child1)

Important Documents

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

Claims

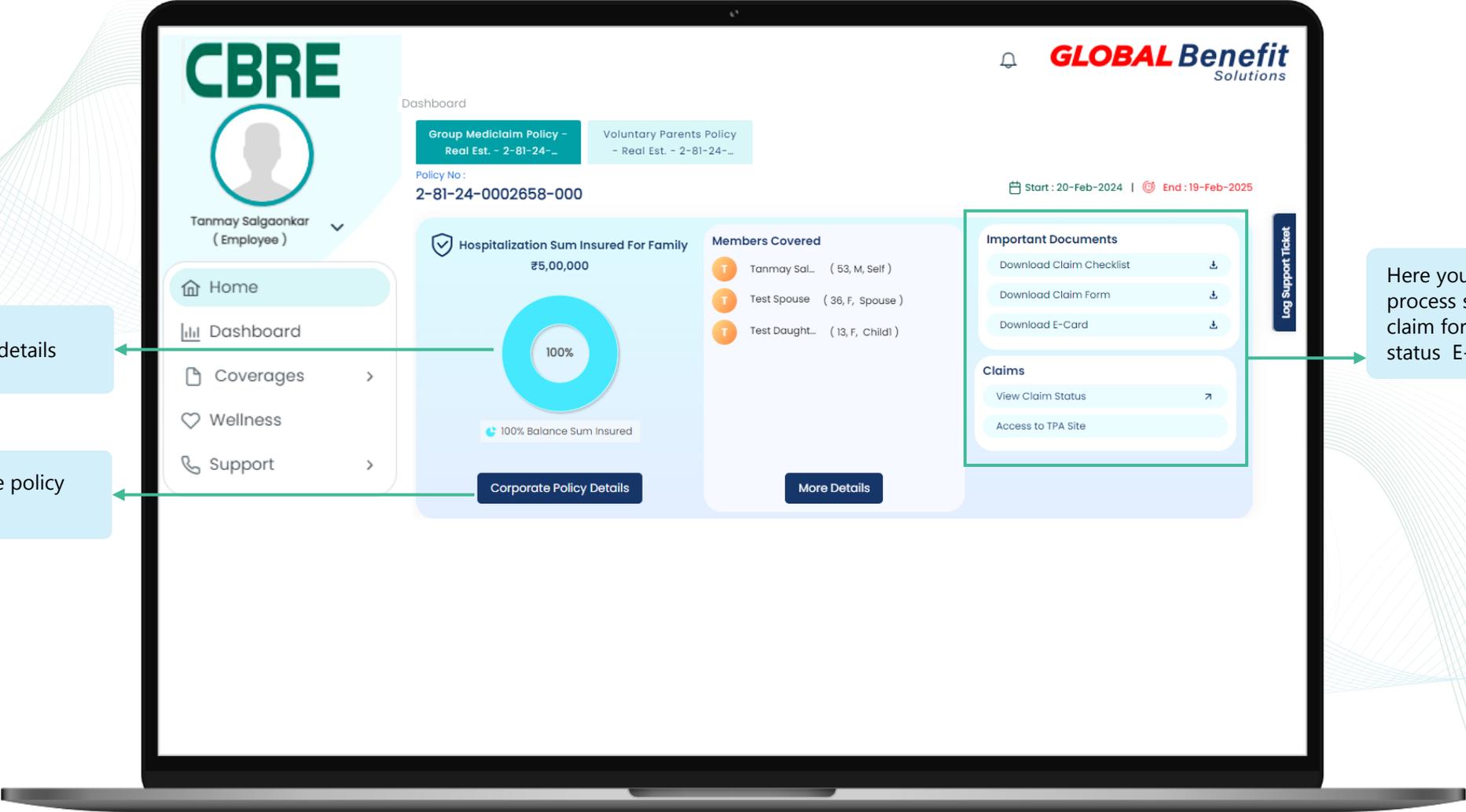
- View Claim Status

Corporate Policy Details | More Details

Log Support Ticket

Note :- Voluntary Parental Policy is accessible only for those employees who have opted for it.

Employee Dashboard to View policy details

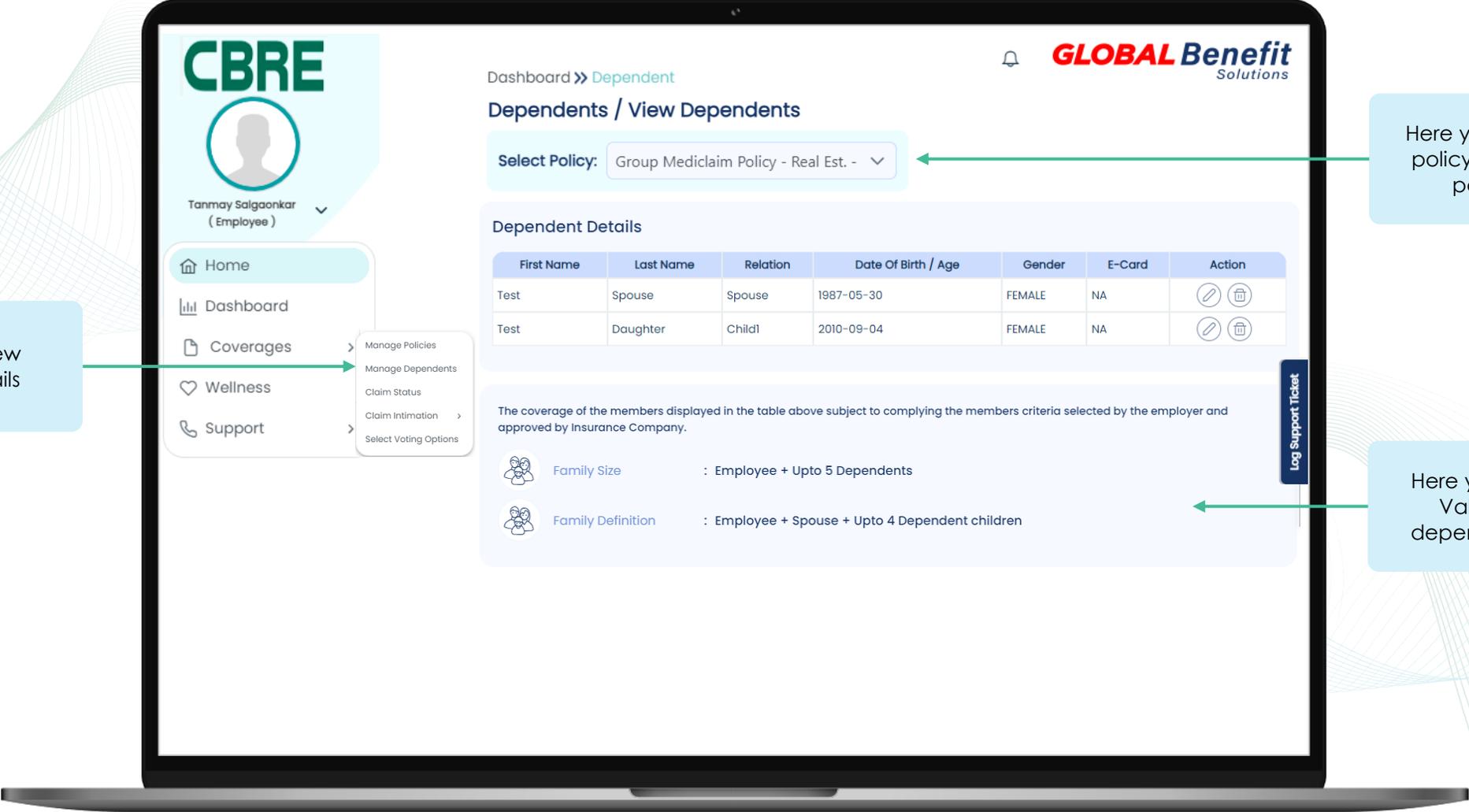


Policy sum insured details

Click here to see the policy coverages

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

View Dependents

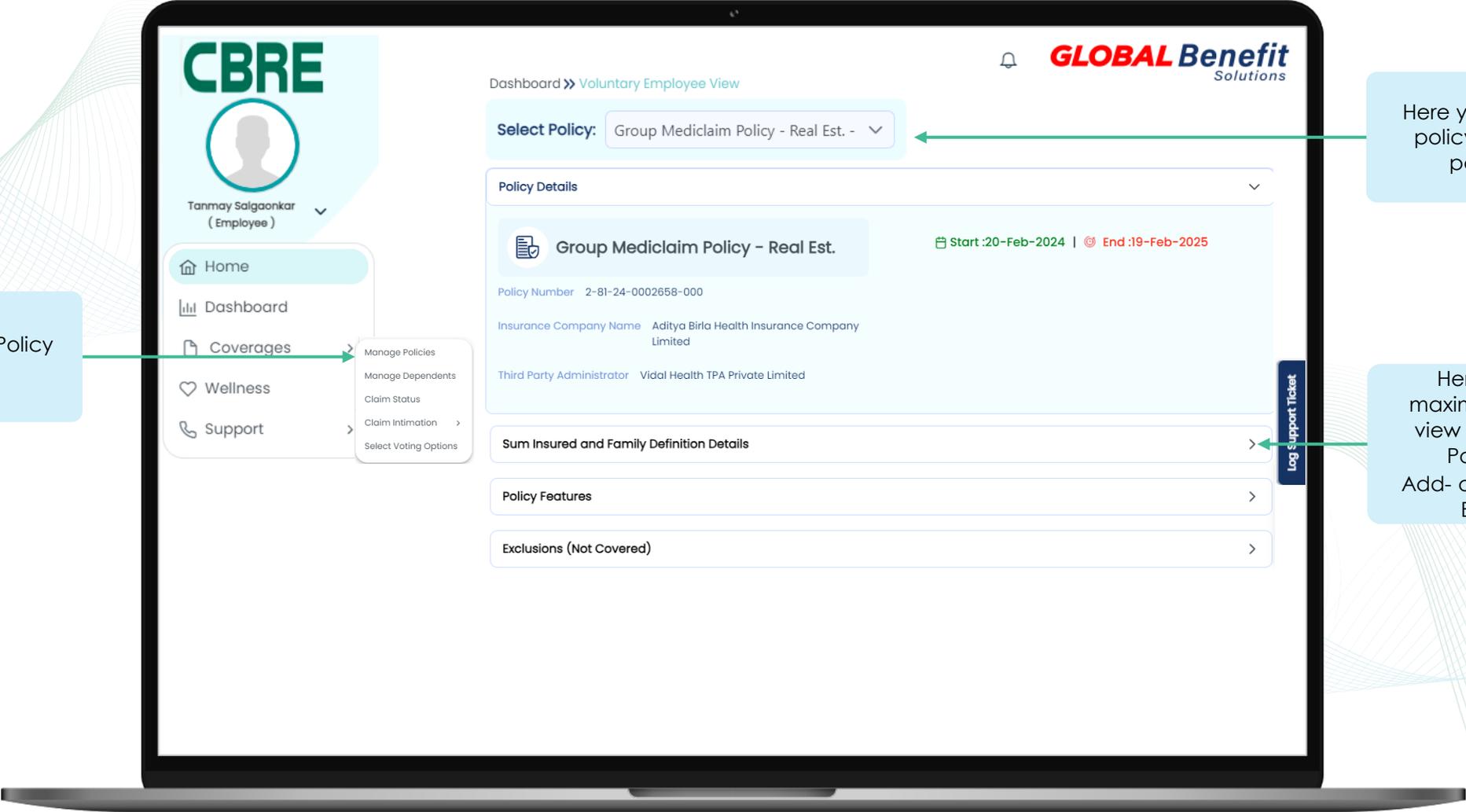


Here you can view dependent details

Here you can select the policy type to view the policy features

Here you can view the Validation/No. of dependent enrollment

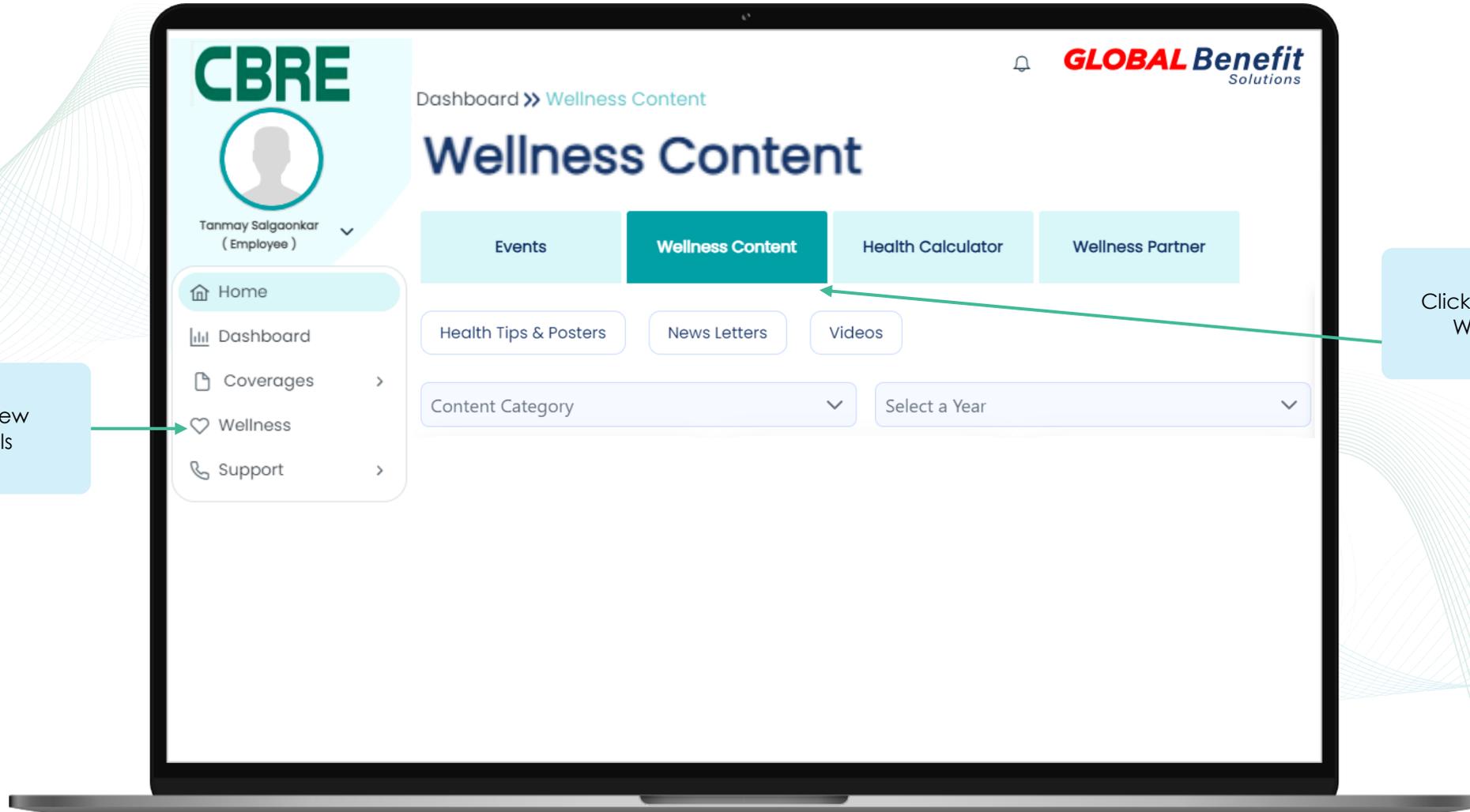
View Policy Information



Here you can view Policy Coverages

Here you can select the policy type to see the policy features

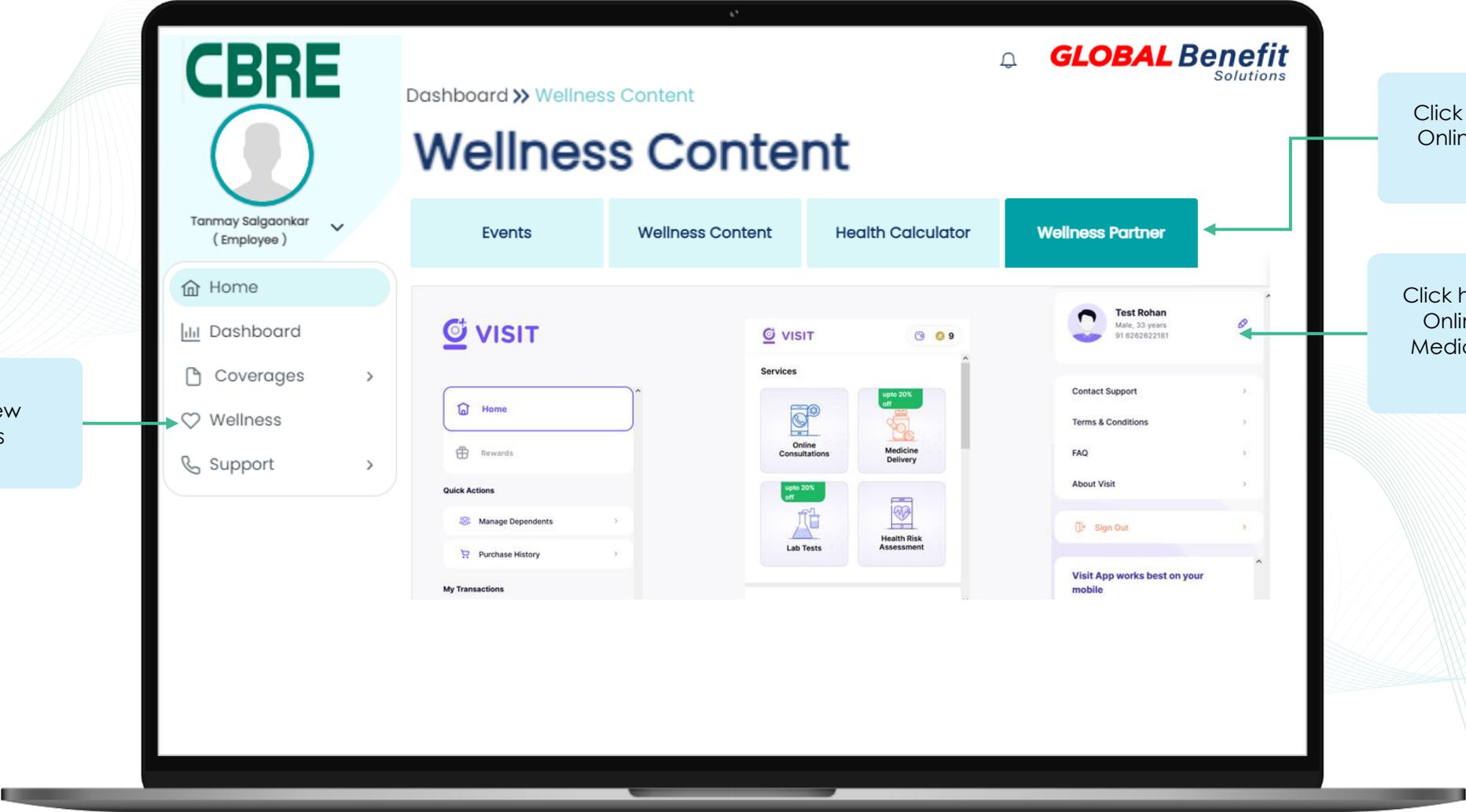
Here you have to maximize the option to view the Policy Detail, Policy Features, Add- on Coverage's and Exclusions list



Here you can view Wellness Details

Click here to check the Wellness Content

Wellness Section(Visit App Portal)

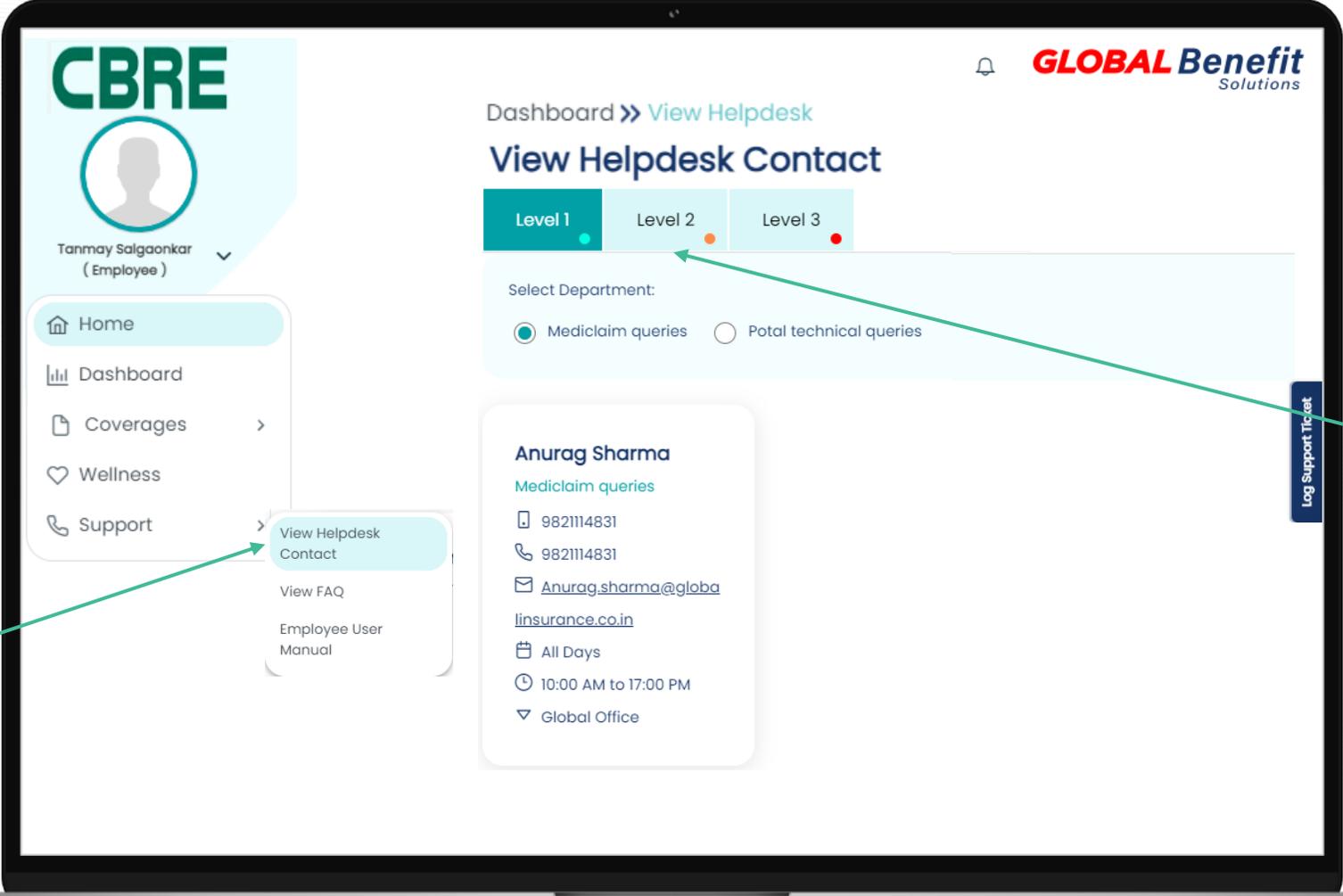


Here you can view Wellness Details

Click here to access the Online Wellness via Visit health App.

Click here to access the Online Consultation, Medicine Delivery and etc.

View Helpdesk Contact Details



Here you can view Helpdesk Contact Details

Click on "View Helpdesk Contact" option from menu, to view level wise contact details for queries related to Claims, Enrollment and Technical.

Employee Login Page

Basic Requirement for Mobile Application

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

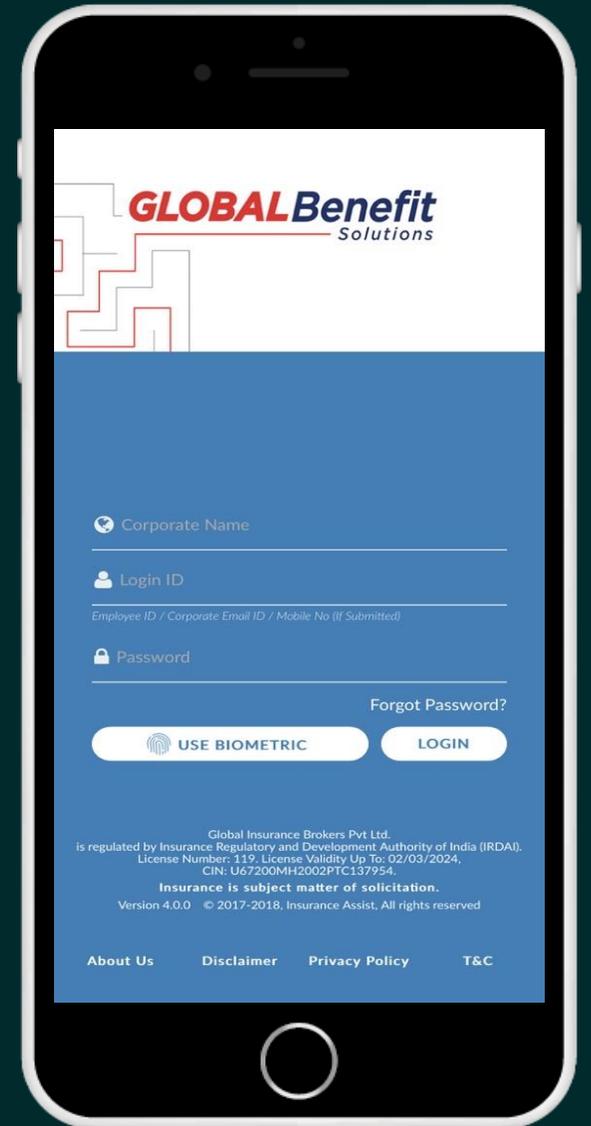
Android Version :

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

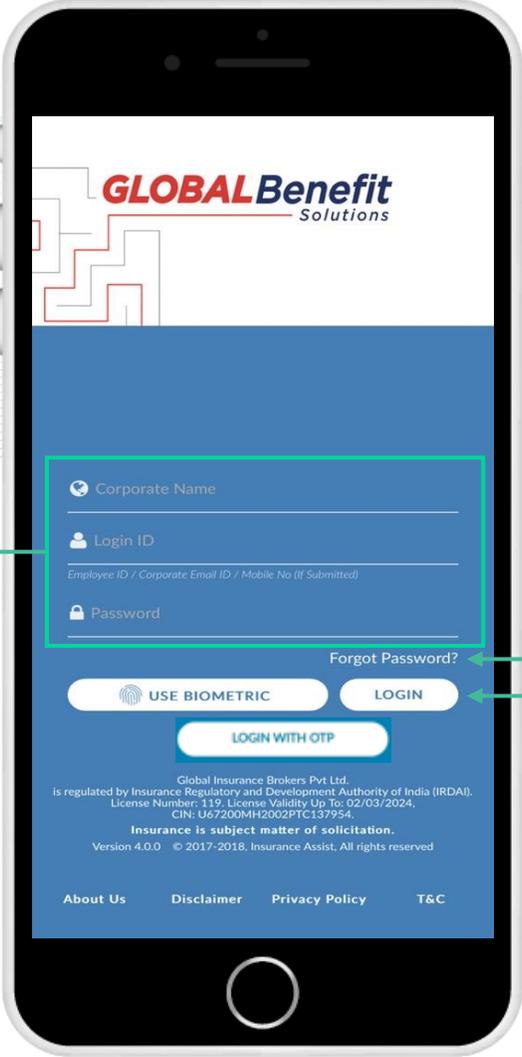
iOS :

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

Mobile Application



Employee Login Page



Corporate Name: cbre
Username: Employee ID/Corporate Email ID
Password: Your set password

Use below mentioned details from mail to log in mobile application
Corporate Name: cbre
Username: Employee ID/Corporate Email ID
Password: Your set password

Regular user can reset password by selecting forgot password option

Click login button to proceed further



My Policy :- You can see GMC and Voluntary Parents policy wise details

My Claims :- You can see real time claims status, can download claim form and view claim process steps.

Help Desk :- You can view Help desk contact details

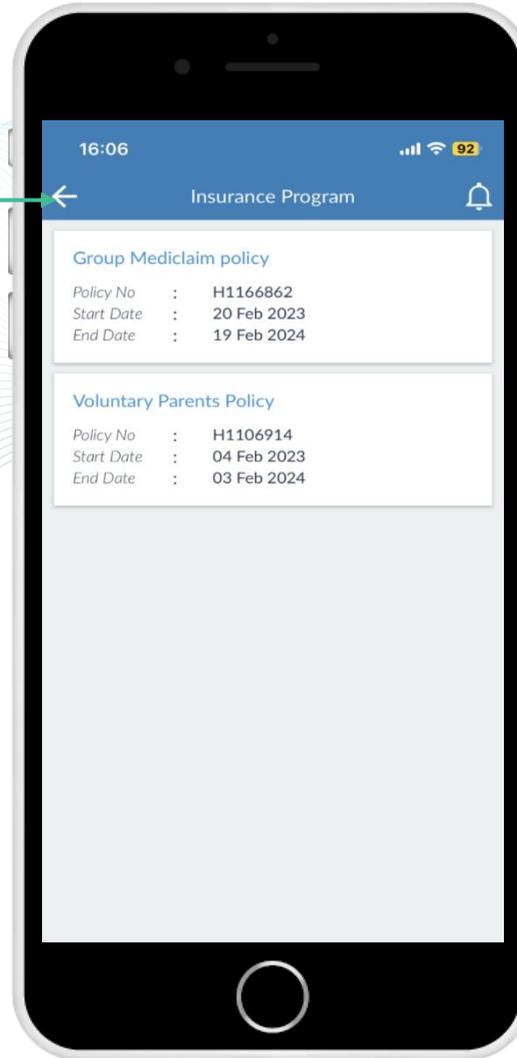
Dependents :- You can view dependent details

here You Can View The E-cards

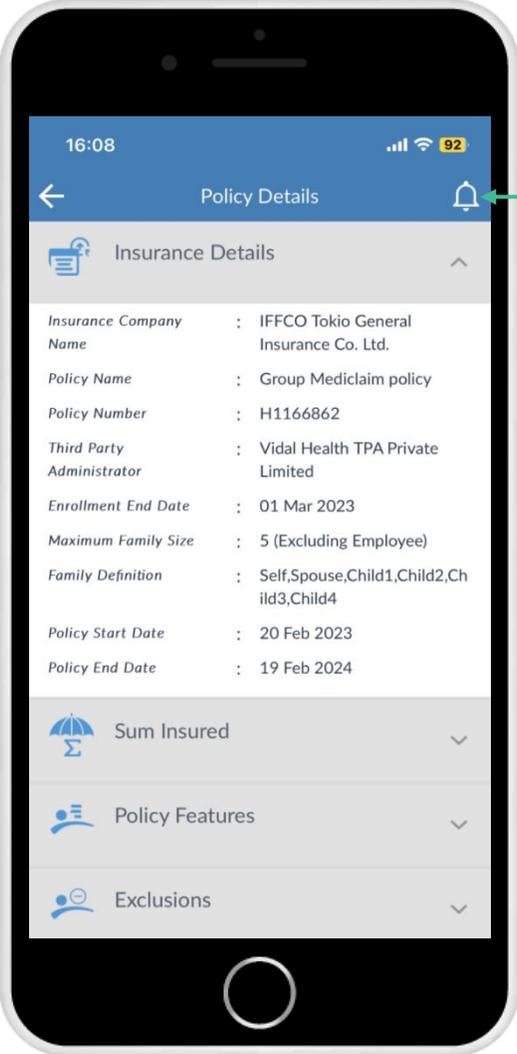
Wonders of Wellness :- You can see the wellness related stuff, like health video, health newsletter, wellness event

View Policy Details

By clicking on this link, Employee can view GMC and Parents policy features

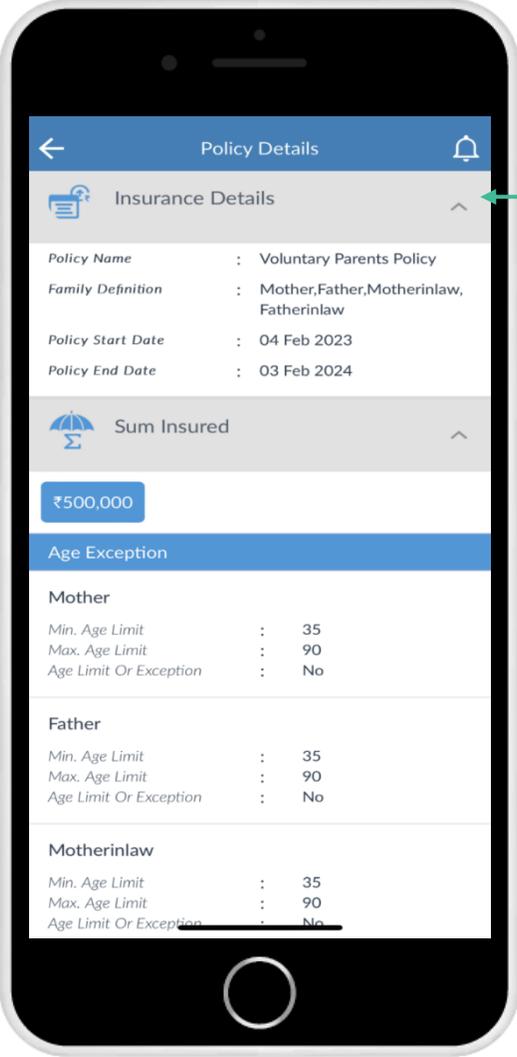


View Policy Features



You will get this screen after clicking the mentioned link

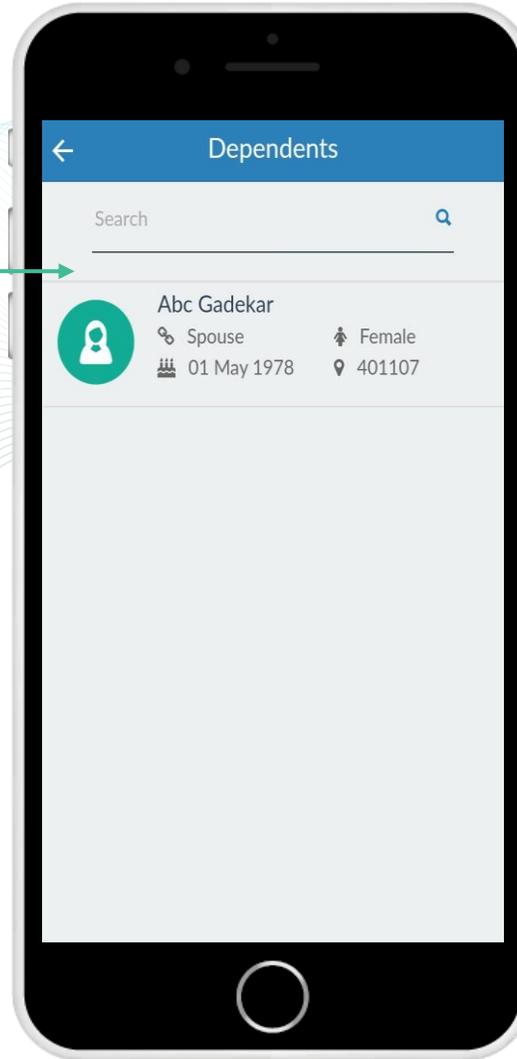
View Policy Features

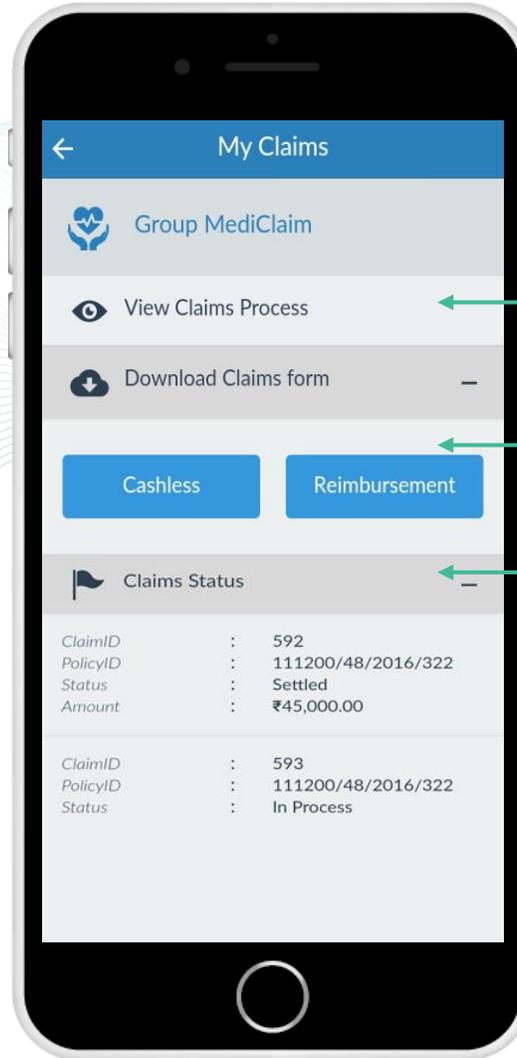


You will get find the Description of Voluntary Parents Policy.

View Dependent

Employee can view his dependent details





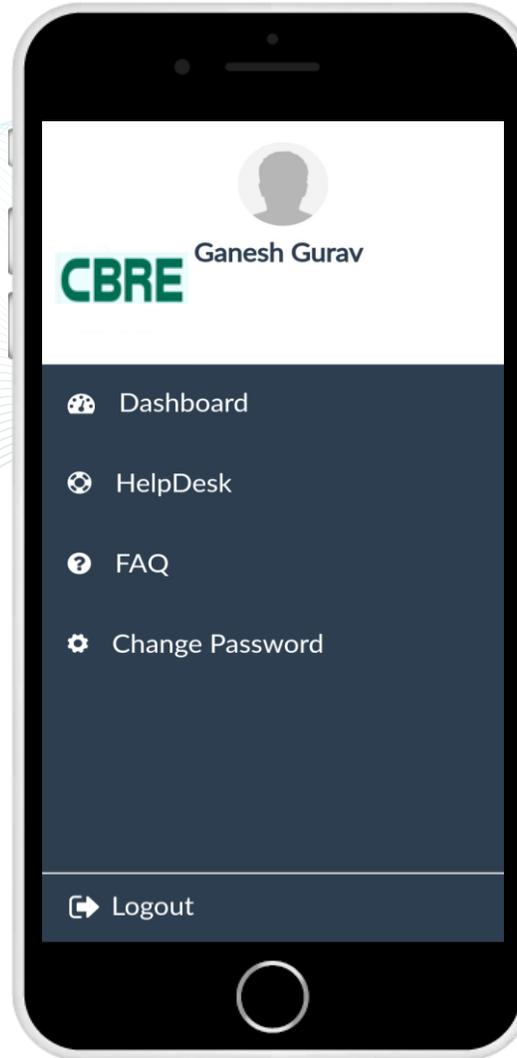
Employee can view claim process steps along with requirement details to apply for the claim.

Employee can view and download cashless and reimbursement claim form.

Employee can view real time claims status

You can search the hospital details by this option





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

- Helpdesk
- FAQ
- Change Password
- Logout