

Test Global India Private Limited

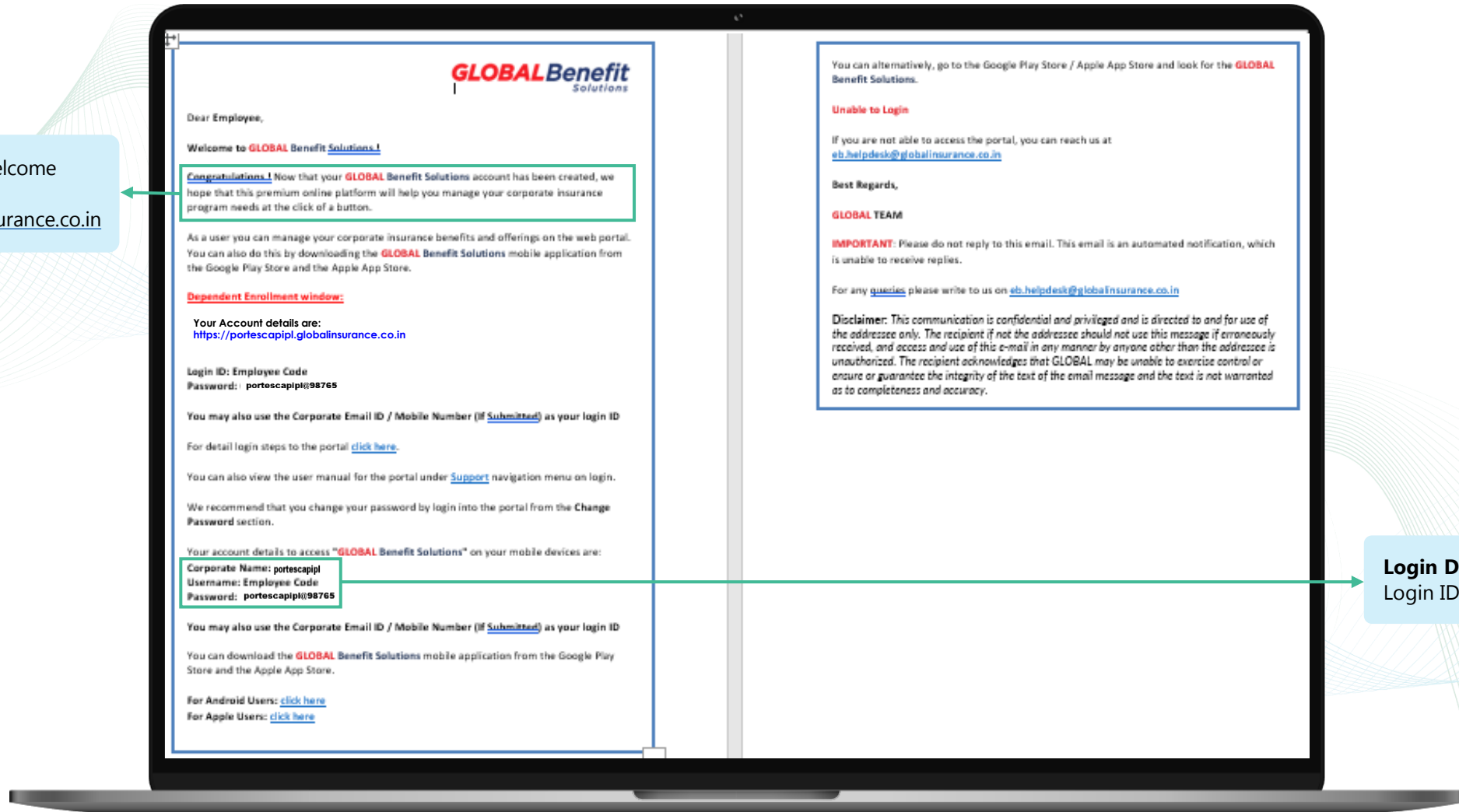
User Manual for Employee

Web Portal &
Mobile Application



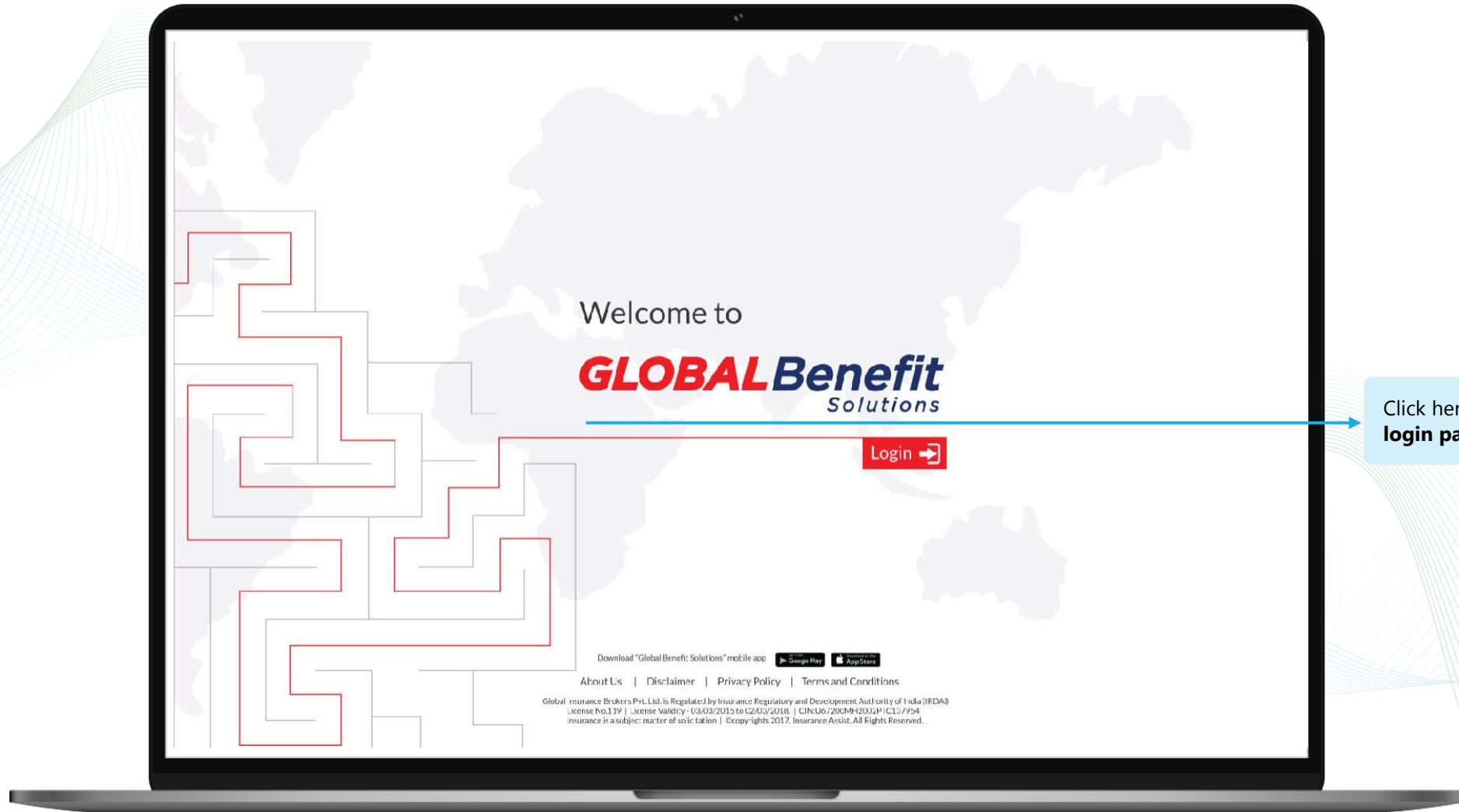
Welcome Mailer to Onboarding GBS

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



Login Details:- URL and Login ID and Password

Employee Home Page



Employee 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

Regular user can reset password by selecting forgot password option

Login

Member ID/Employee ID/Email ID/Mobile Number (IfSubmitted) *

0 / 75

Password *

INUZ

Type the captcha *

How To Login? View Demo

Forgot Password? View Demo

OR

LOGIN

CLEAR

Login with OTP

In case you are unable to log in, please clear the cookies and cache in your browser and try logging in again

Select Captcha & Pass Captcha Test

Click login button to proceed further

Employee Profile Page – Change Password

The screenshot shows a web application interface for GLOBAL Benefit Solutions. The top navigation bar includes links for Dashboard, Coverages, Wellness, and Support. The user is logged in as 'test employ... (Employee)'. The main content area is titled 'Change Password' and features a form with two password input fields: 'New Password' and 'Confirm New Password', both with a 0/30 character limit. Below the form are three buttons: 'BACK', 'CHANGE PASSWORD', and 'CLEAR'. To the right of the form is a 'Password Requirements' section with a list of checkboxes: 'Min 8 Characters', 'Contains Numbers', 'Uppercase', 'Lowercase', 'Special Character', and 'Passwords Match'. A dropdown menu on the right side of the page shows options for 'Profile', 'Change Password', and 'Logout', with 'Change Password' highlighted. Two callout boxes provide instructions: one pointing to the 'Change Password' menu item and another pointing to the password requirements list.

GLOBAL Benefit Solutions

Dashboard | Coverages | Wellness | Support

test employ... (Employee)

Profile
Change Password
Logout

Change Password

New Password *
Please Enter New Password. 0 / 30

Confirm New Password *
Please Confirm New Password. 0 / 30

BACK CHANGE PASSWORD CLEAR

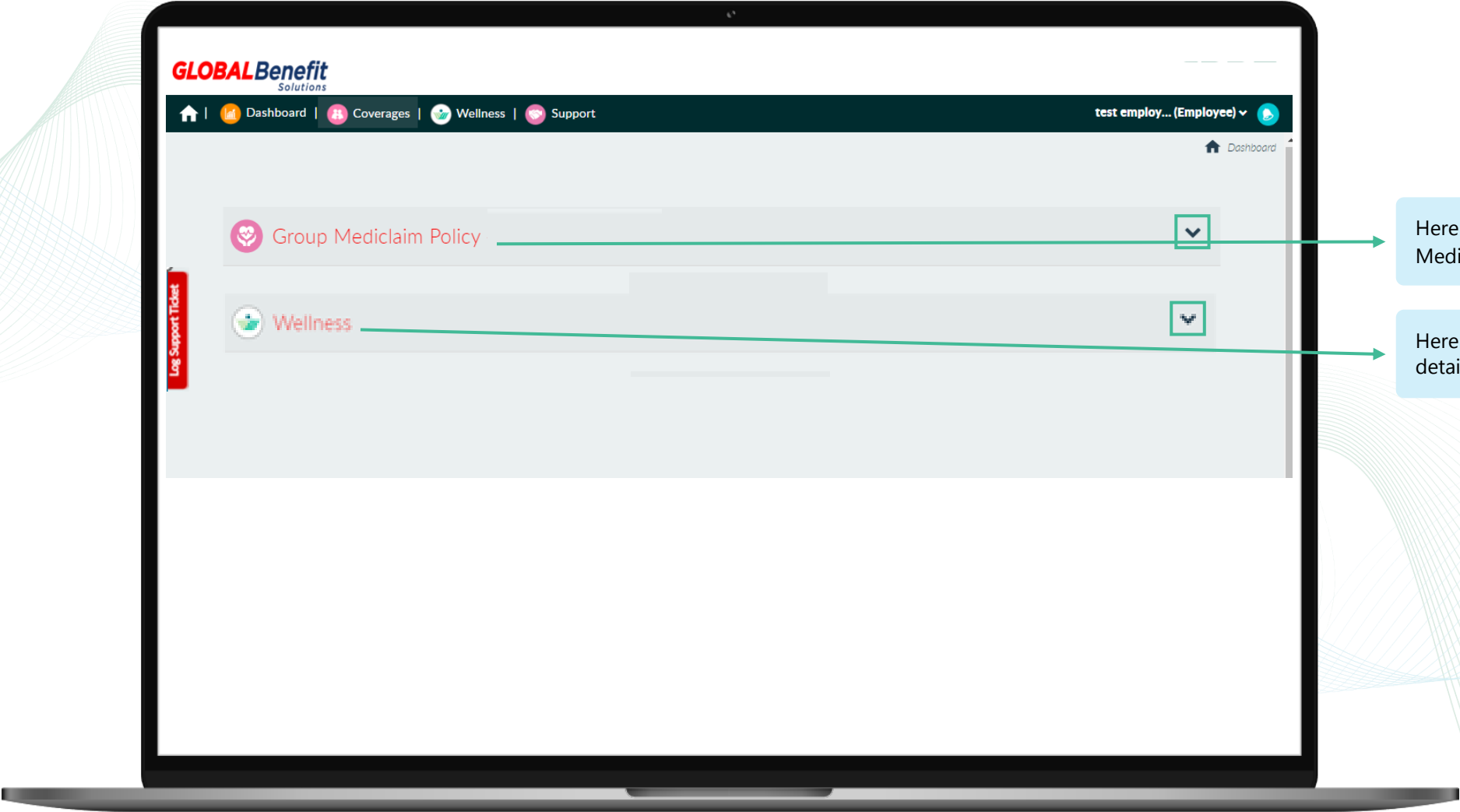
Password Requirements

- ☐ Min 8 Characters
- ☐ Contains Numbers
- ☐ Uppercase
- ☐ Lowercase
- ☐ Special Character
- ☐ Passwords Match

Click here to change the password

Please check the password requirements and change your password

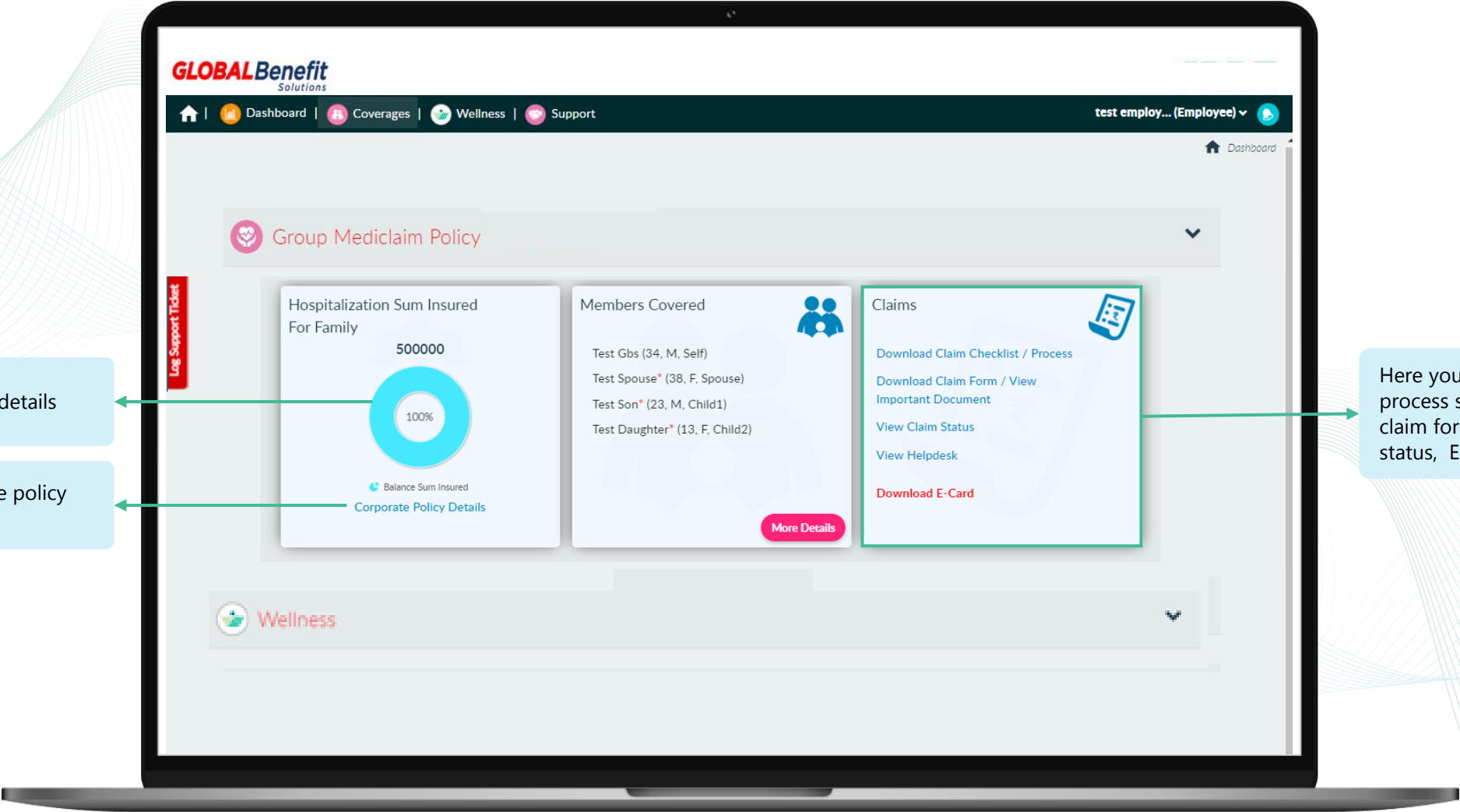
Employee Dashboard to View policy details



Here you can view the Group Mediclaim

Here you can view wellness details

Employee Dashboard to View policy details



Policy sum insured details

Click here to see the policy coverages of GMC

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

View Dependent

Here you can view dependent details

GLOBALBenefit
Solutions

Dashboard

Coverages

Wellness

Support

test employ... (Employee) ▾

Select Policy :

Manage Policies







Manage Dependents

Claim Status

Claim Intimation

Select Voting Options

Access to TPA Site

First	Name	Relation	Date Of Birth / Age	Gender	E-Card	Action
Test *		Spouse	28-Mar-1985	FEMALE	NA	 
Test *	Son	Child1	28-Mar-2000	MALE	NA	 
Test *	Daughter	Child2	28-Mar-2010	FEMALE	NA	 

*Kindly Note That Addition/Modification/Deletion Of Dependent Record Requested By You Is Subject To Your Corporate Admin Approval And Followed By Endorsement From The Insurance Company

BACK

The coverage of the members displayed in the table above subject to complying the members criteria selected by the employer and approved by Insurance Company.


Family Size

Family Definition

: Employee + Upto 5 Dependents

: Employee + Spouse + Upto 4 Dependent children

Log Support Ticket



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

View Policy Information

GLOBALBenefit

Solutions

Dashboard

Coverages

Wellness

Support

test employ... (Employee) ▾

Dashboard

Voluntary Employee View

Manage Policies

Manage Dependents

Claim Status

Claim Intimation

Select Voting Options

Select

Reclaim policy-Real Estate

Log Support Ticket

Policy Details

Insurance Company Name : IFFCO Tokio General Insurance Co. Ltd.

Age Exception :

Relations	Min. Age Limit	Max. Age Limit
Child1	0	30
Child2	0	30
Child3	0	30
Child4	0	30

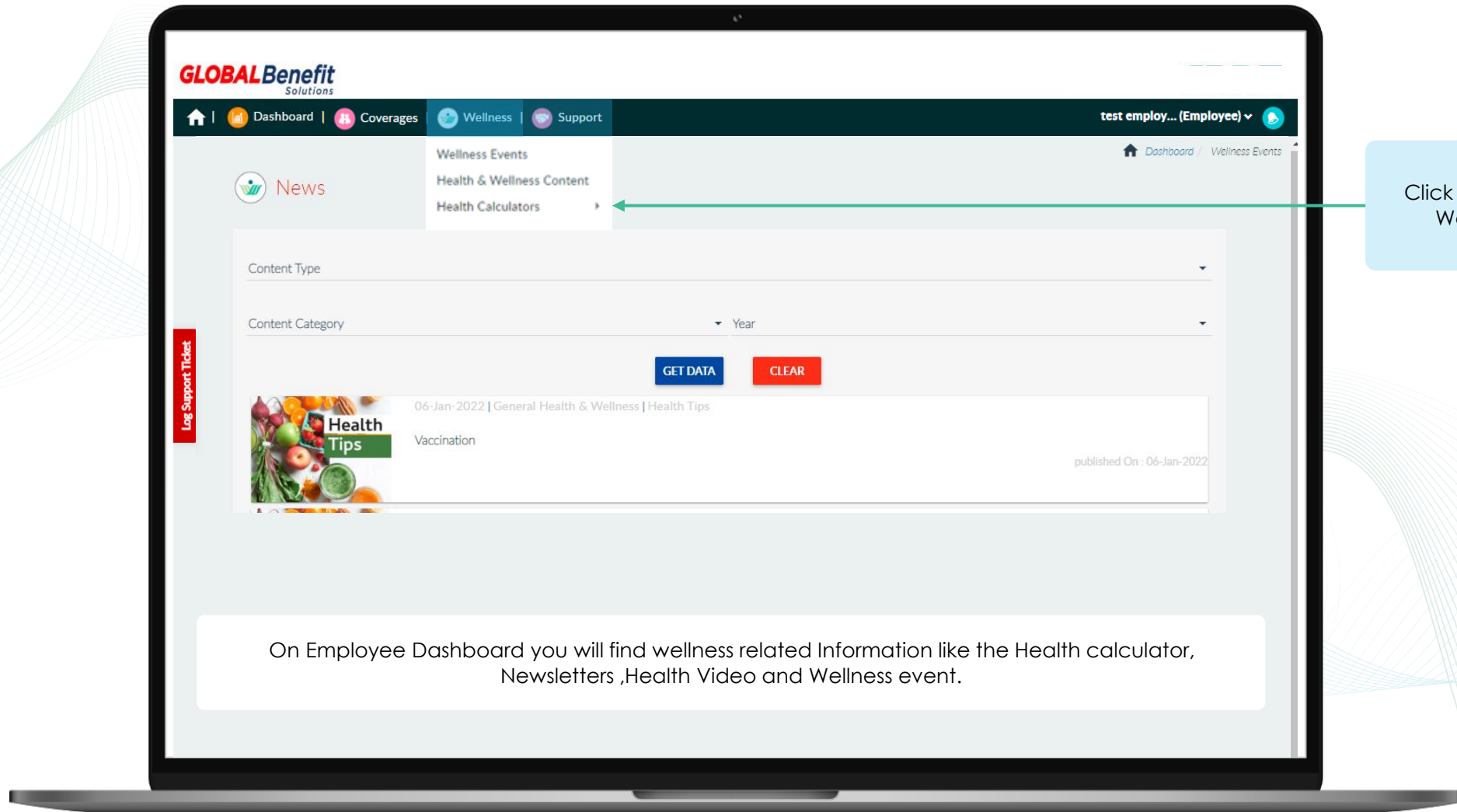
Policy Features :

Features	Features Term / Description	Amount/Sub Limits
Pre-existing Diseases	Any Pre-Existing Condition or related condition for which care, treatment or advice was recommended by or received from a Doctor or which was first manifested prior to the commencement date of the Insured Person's first Health Insurance policy with the Insurer	

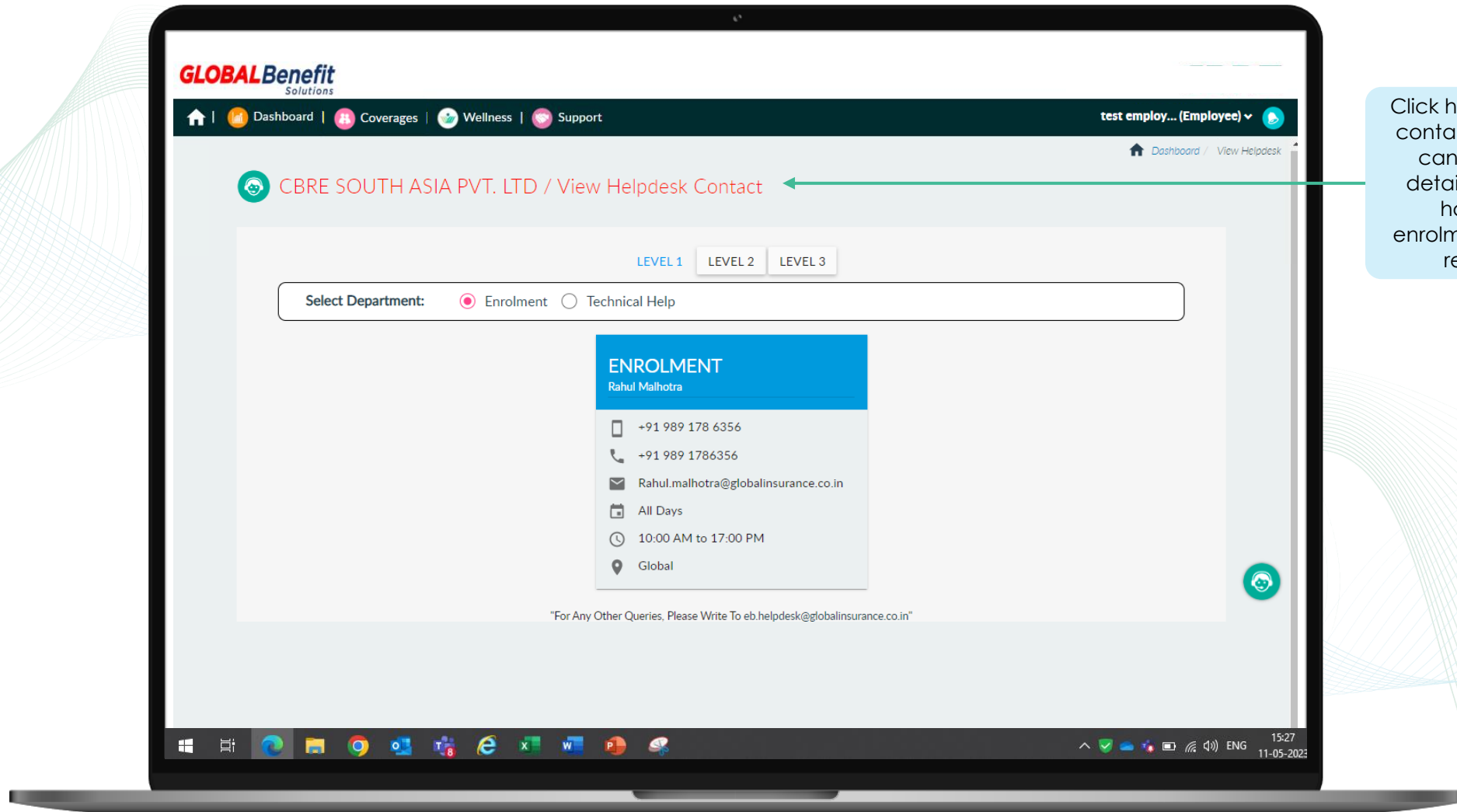
Here you can select the policy type to see the policy features

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

Wellness Section



Wellness Section



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.

Portescap India Private Limited

Employee Login Page

Basic Requirement for Mobile Application

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

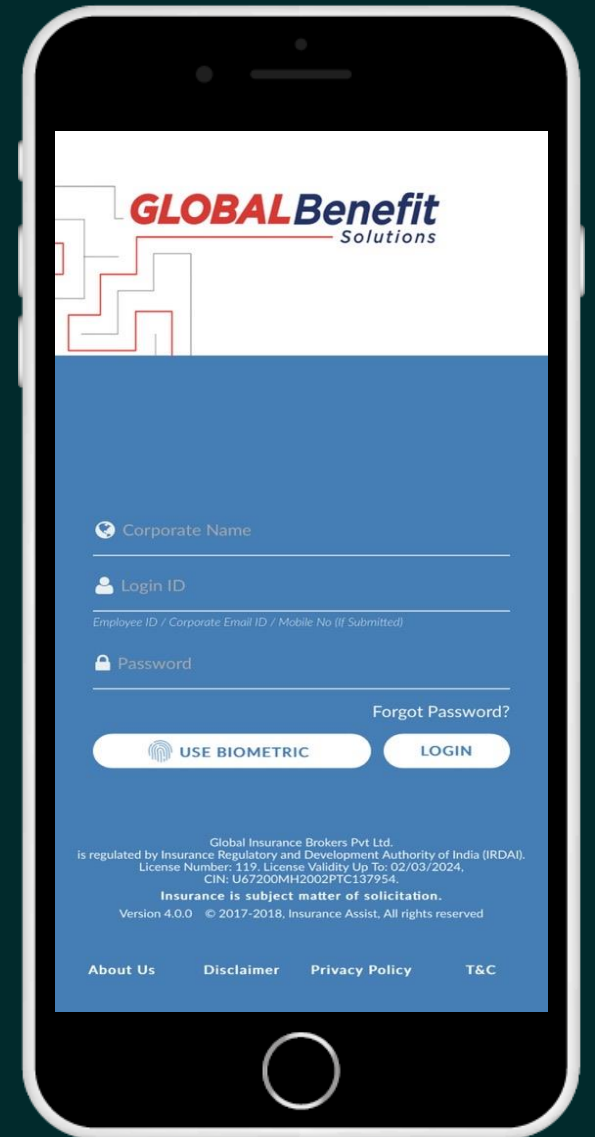
Android Version :

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

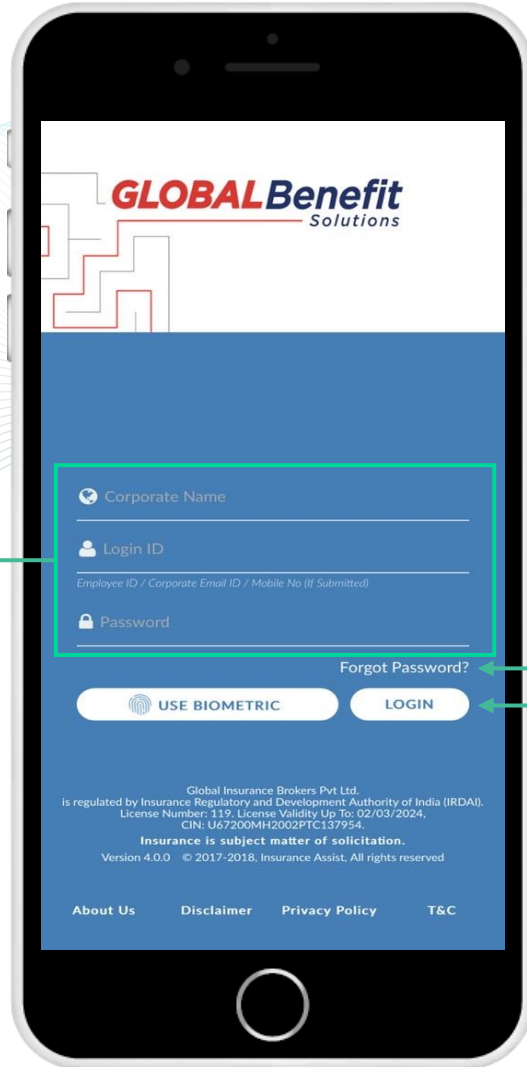
iOS :

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

Mobile Application



Employee Login Page



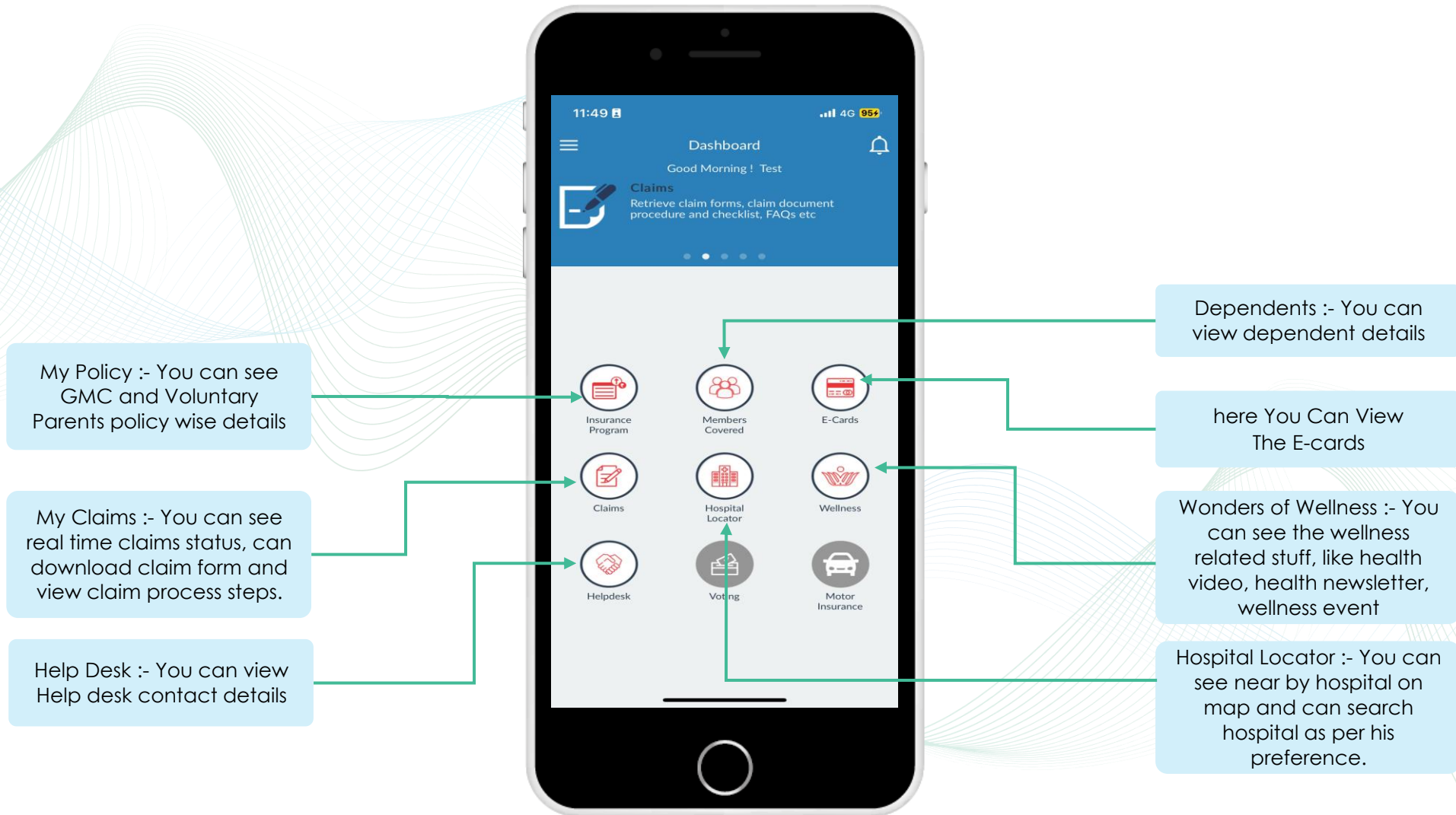
Use below mentioned details from mail to log in mobile application
Corporate Name: portescapipl
Username: Employee ID/Corporate Email ID
Password: Your set password

Corporate Name: portescapipl
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

View Policy Features



View Policy Features

By clicking on this link, Employee can view Group Medclaim policy features

You will get this screen after clicking the mentioned link

16:06 Insurance Program

Group Medclaim policy

Policy No : H1166862
Start Date : 20 Feb 2023
End Date : 19 Feb 2024

16:08 Policy Details

Insurance Details

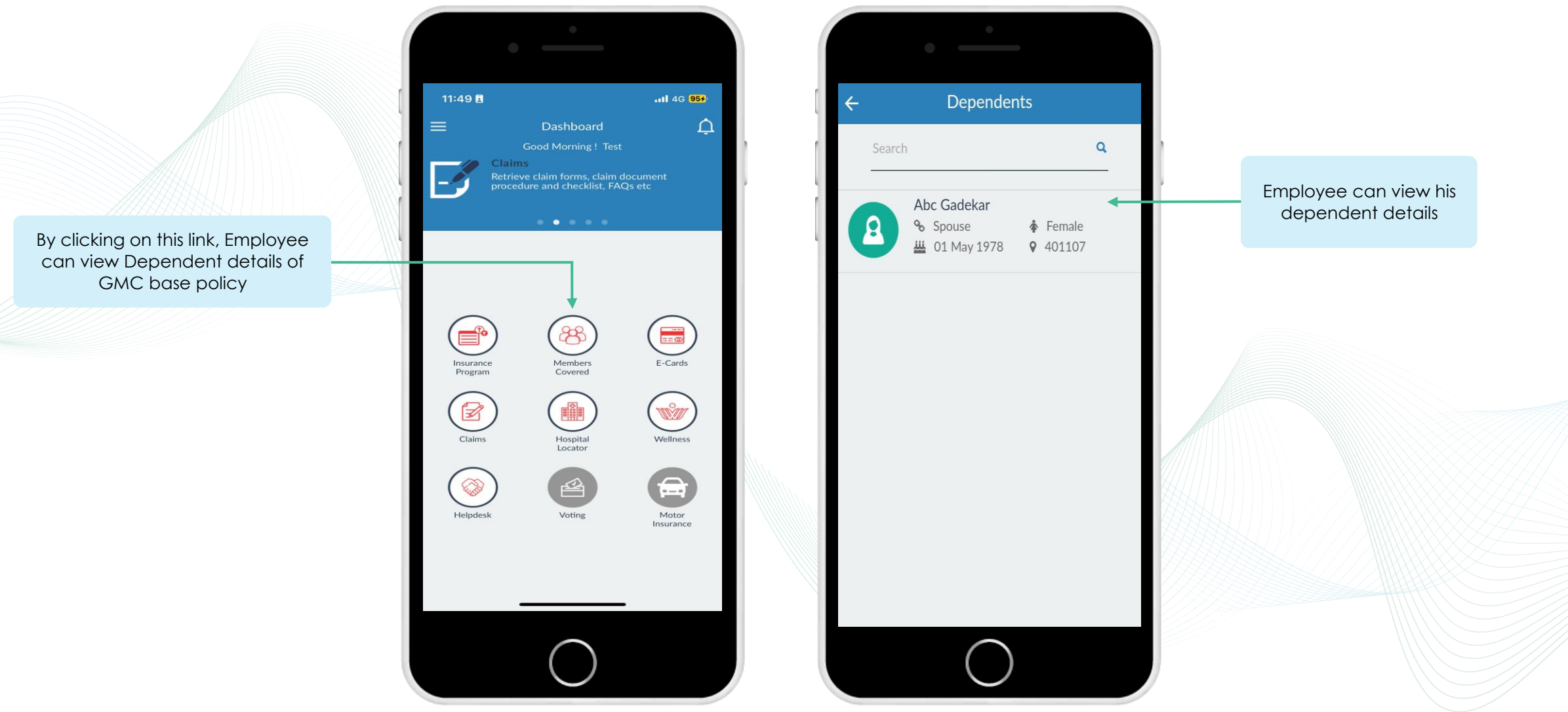
Insurance Company Name : IFFCO Tokio General Insurance Co. Ltd.
Policy Name : Group Medclaim policy
Policy Number : H1166862
Third Party Administrator : Vidal Health TPA Private Limited
Enrollment End Date : 01 Mar 2023
Maximum Family Size : 5 (Excluding Employee)
Family Definition : Self,Spouse,Child1,Child2,Child3,Child4
Policy Start Date : 20 Feb 2023
Policy End Date : 19 Feb 2024

Sum Insured

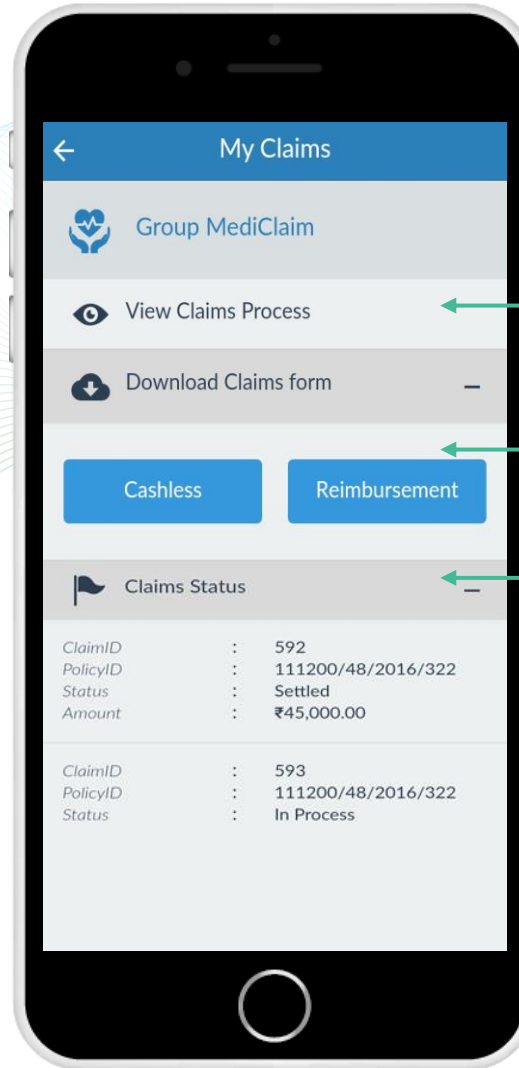
Policy Features

Exclusions

View Dependent



My Claims



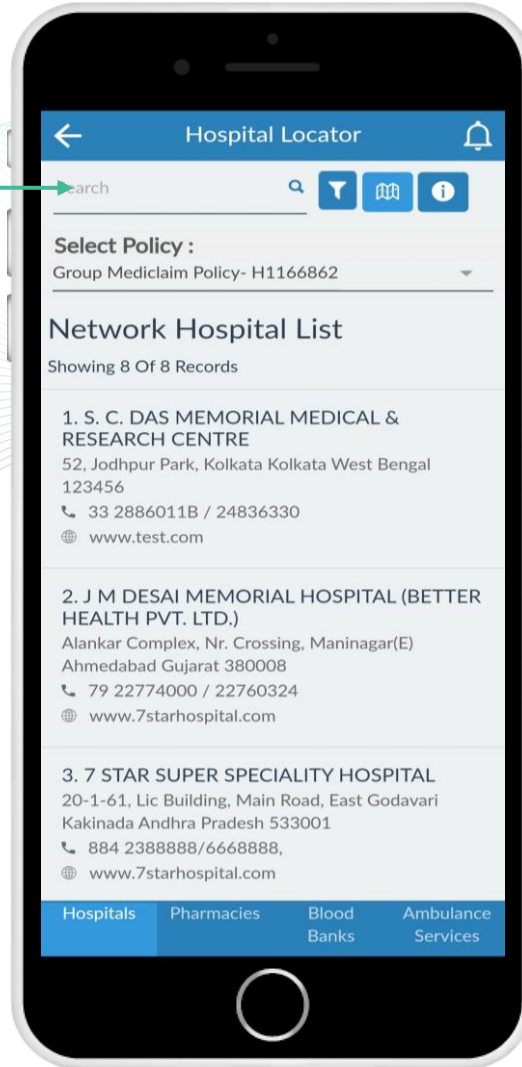
Employee can view claim process steps along with requirement details to apply for the claim.

Employee can view and download cashless and reimbursement claim form.

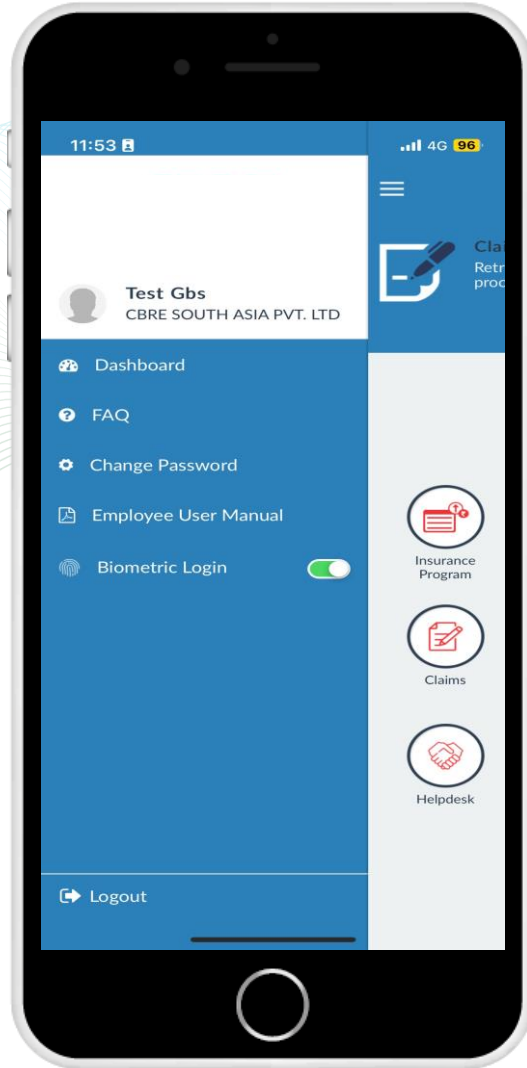
Employee can view real time claims status

Hospital Locator

You can search the network 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

Thank You