



GLOBAL *Benefit*
Solutions

User Manual for Employee

Web Portal & Mobile Application

Welcome Mailer to employee



Dear **Employee**,

Welcome to the **GLOBAL Benefit Solutions** portal, your one-stop shop to manage all your corporate insurance program needs.

The annual insurance enrolment window is now open. You may login to the [GLOBAL Benefit Solutions platform](#) to review, enroll and confirm the details of your dependents and nominees.

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

Click on the link to access the GBS portal

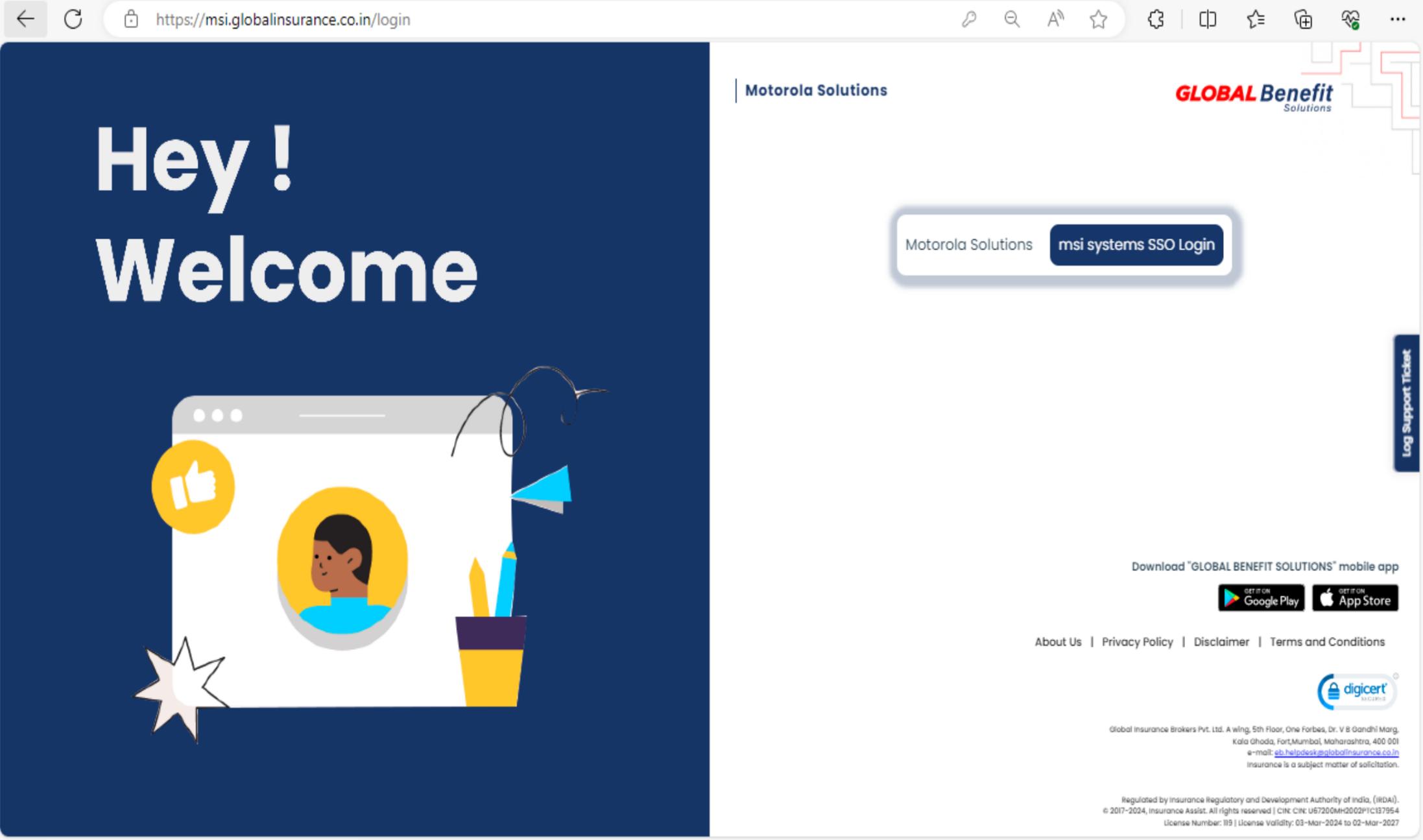
What's New!

1. **Addition of parents-in-law (Cross combination is not allowed) - effective 1 June 24**
2. **Enhancement of Maternity Caesarean to 75K (Increased from 65K to 75K) - effective 1 June 24**
3. **Enhancement of cataract to 35K per eye (Increased from 25K to 35K per eye) - effective 1 June 24**

If there are any additions/corrections/deletions to be made, you can add/edit/delete the information on the portal and submit the final enrollment. Please ensure that the name and date of birth matches w **Aadhaar card details or any govt ID proof.**

Dependents will not be covered if they are not included in the GBS portal during this enrolment. Only new-born baby and newly wed spouse can be added outside of this annual enrolment window, provided t details are declared in the GBS portal within 30 days of the event.

Employee Login Page



Click on the tab Login SSO to access the GBS portal.

Employee Home Page

The screenshot displays the 'Employee Home Page' for Motorola Solutions. The top right corner features the 'GLOBAL Benefit Solutions' logo and a notification bell icon. On the left, a user profile for 'Neha Kanpile (Employee)' is shown with a dropdown arrow. Below the profile is a navigation menu with options: Home, Dashboard, Coverages, Wellness, and Support. The main content area is a dark blue banner with an illustration of a doctor and a patient, and the text 'List of Day Care Procedures check out'. To the right of the banner is a 'Health & Wellenss' sidebar with a tree and yoga figure illustration. At the bottom, there are six light blue tiles: E-Card, Hospital Locator, Day Care List, Claims, Help Desk, and User Manual. A vertical 'Log Support Ticket' button is on the far right.

Please note E cards will be available post enrolment closure and incorporation in the policy- 2nd week of July 24

Employee Profile Page

Motorola Solutions

GLOBAL Benefit Solutions

Dashboard >> Profile

Profile

Personal Details

Employee Test (Employee)

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

Profile

Change Password

Logout

First Name *

employee

Last Name *

Test

Date of Birth *

29-Apr-1977

Marital Status *

Married

Mobile number

9999999999

Gender *

Male

* Indicates Required Field

Save

Open This Flap to View Profile Option

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

Employee Dashboard

Motorola Solutions

GLOBAL Benefit Solutions

Dashboard

Group Mediclaim Policy_Motorola Solutions | Voluntary Top up Policy_Motorola Solutions | GPA Policy | GTL Policy

Policy No: 150405/34/23/04/00000012

Enrolment period ends in 5 DAYS 12 HOURS

Start: 01-Jun-2024 | End: 31-May-2025

Hospitalization Sum Insured For Family
₹6,00,000

99% Balance Sum Insured
1% Settled Amount

Members Covered

- E Employee T... (46, M, Self)
- R Rohan Add ... (39, M, Spouse)
- C Childronda ... (3, M, Child1)
- B Baby Of Ga... (0.8, F, Child2)

Important Documents

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

Claims

- View Claim Status
- Access to TPA Site

Corporate Policy Details | More Details

Log Support Ticket

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

Motorola Solutions

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Dashboard >> Dependent

Dependents / View Dependents

Select Policy: Group Medclaim policy - 150405/:

Add Dependent

Log Support Ticket

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

Existing dependent details have been updated , Please make changes accordingly

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](#)

Click here to Opt. for Voluntary Top up Policy

Select Family Definition

Self

Sum Insured	₹ 1,00,000	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Please Select Premium From Below					
	₹ 2,162	₹ 2,821	₹ 3,431	₹ 5,593	₹ 7,755
	<input type="checkbox"/>				

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

Total Premium For Selected Members: ₹ 5,698

GST (18 %): ₹ 1,025.64

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

Total Premium Including GST: ₹ 6,723.64

Employee 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.

CANCEL CONFIRM

Click on Proceed Button and provide your confirmation for Vote

[Back](#) [Proceed](#)

Please note Top Up premium is deducted from employee’s monthly payroll.

Add Nominee for GPA and GTL policy

Motorola Solutions

GLOBAL Benefit Solutions

Dashboard >> Nominees

Nominees

Select Policy: GPA - 19879-879

Allocate Percentage Share + Add Nominee

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

Select GPA and GTL policy to update and modify nominee details

Here, In case of Multiple nominees you can update or modify nominee percentage.

Here, you can view, modify and delete nominee details

Helpdesk and Useful Link

Motorola Solutions

Dashboard >> View Helpdesk

View Helpdesk Contact

Employee Test (Employee)

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

Level 1 | Level 2

Select Department:

Claims (TPA) Enrollment (CRM) Technology

Venkatesha
Claims (TPA)
9343031313
9343031313
venkatesha.g@paramounttpa.co
Mon to Fri
9:00 to 6:00
NA

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.

Helpdesk- Log support ticket

The screenshot shows a web interface for logging a support ticket. On the left is a sidebar with navigation options: 'Dashboard >> Volunta', 'Select Policy' (with a 'Gro' button), 'Policy Details', 'Group Solution' (with a document icon), 'Insurance Compan', and 'Third Party Adminis'. The main content area features a modal window titled 'Employee Benefits Helpdesk' with a close button (X). The form includes: a text input for 'Requester Corporate Email ID *' with an envelope icon; a rich text editor with bold (B), italic (I), underline (U), bulleted list, numbered list, link (A), unlink (A), and undo icons; text inputs for 'Corporate Name *', 'Employee Code *', and a dropdown for 'Issue Type *' with an ellipsis menu; and a 'Submit' button. To the right, a support ticket card displays the dates '01-Jun-2024 | © End :31-May-2025' and a vertical 'Log Support Ticket' button. Below the card is a button for 'Sum Insured and Family Definition Details' with a right-pointing arrow. The 'GLOBAL Benefit Solutions' logo is in the top right corner.

Employee code :8-digit MSI employee ID

Mobile Application



Access GLOBAL Mobile Application through QR code.



Play Store



IOS Store

Mobile Application

Employee Login Page

Basic Requirement for Mobile Application

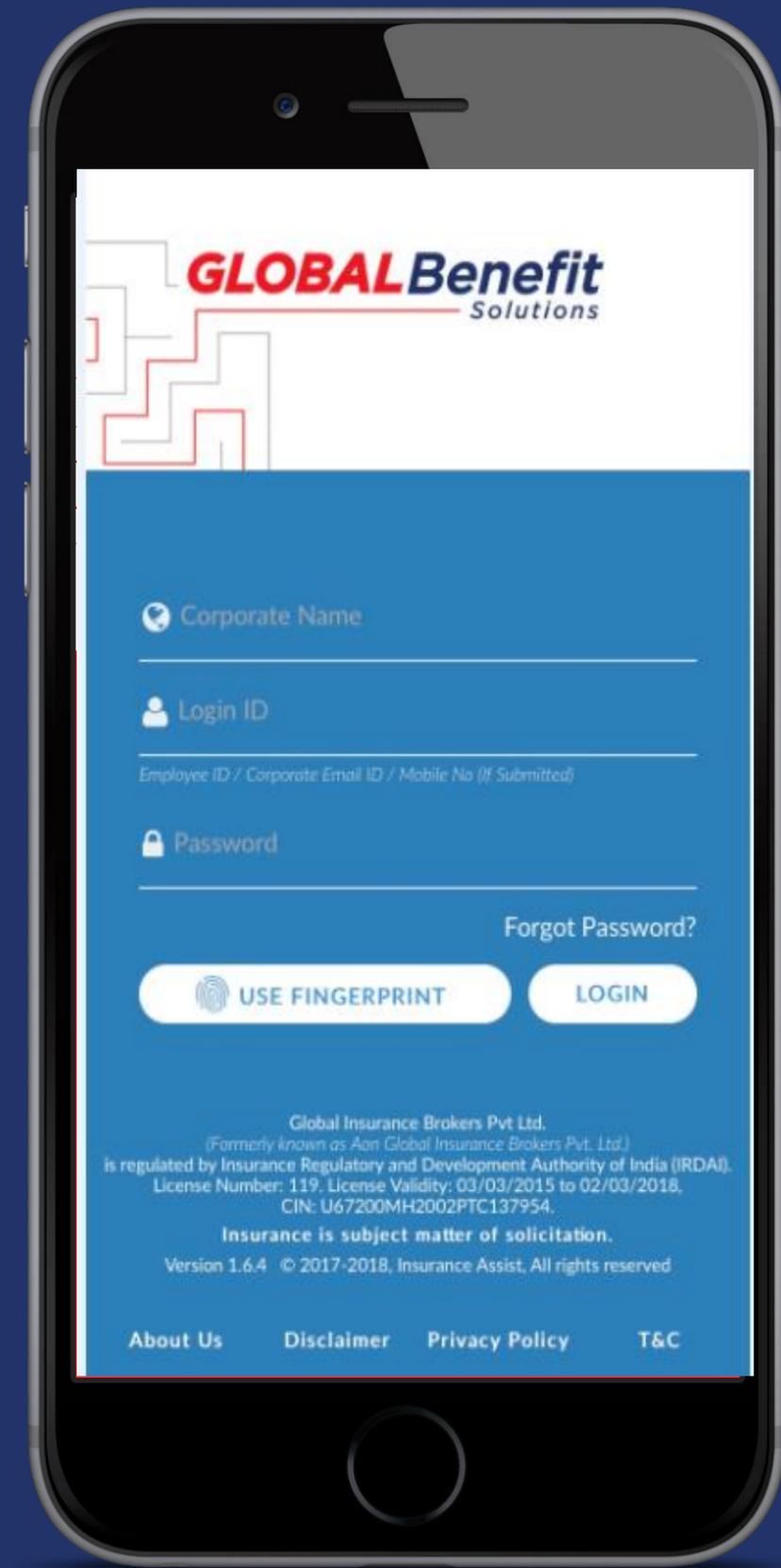
Before you start make sure below mentioned requirements should be fulfilled.

Android Version :

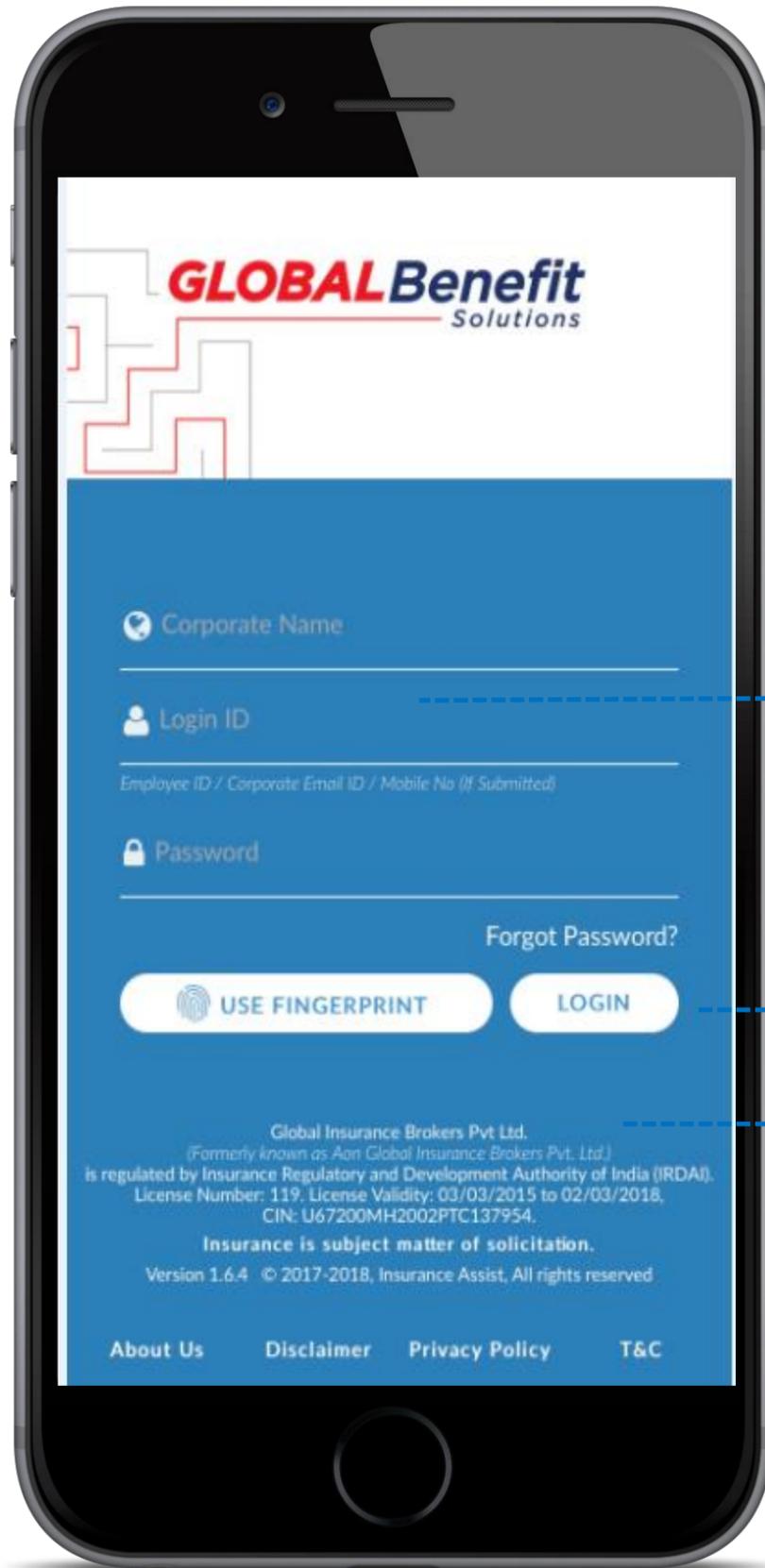
- Current built version 1.0.0
- Compatibility : Requires Android Versions 4.4 or later

iOS :

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



Employee Login Page



Use below mentioned details from mail to log in mobile application

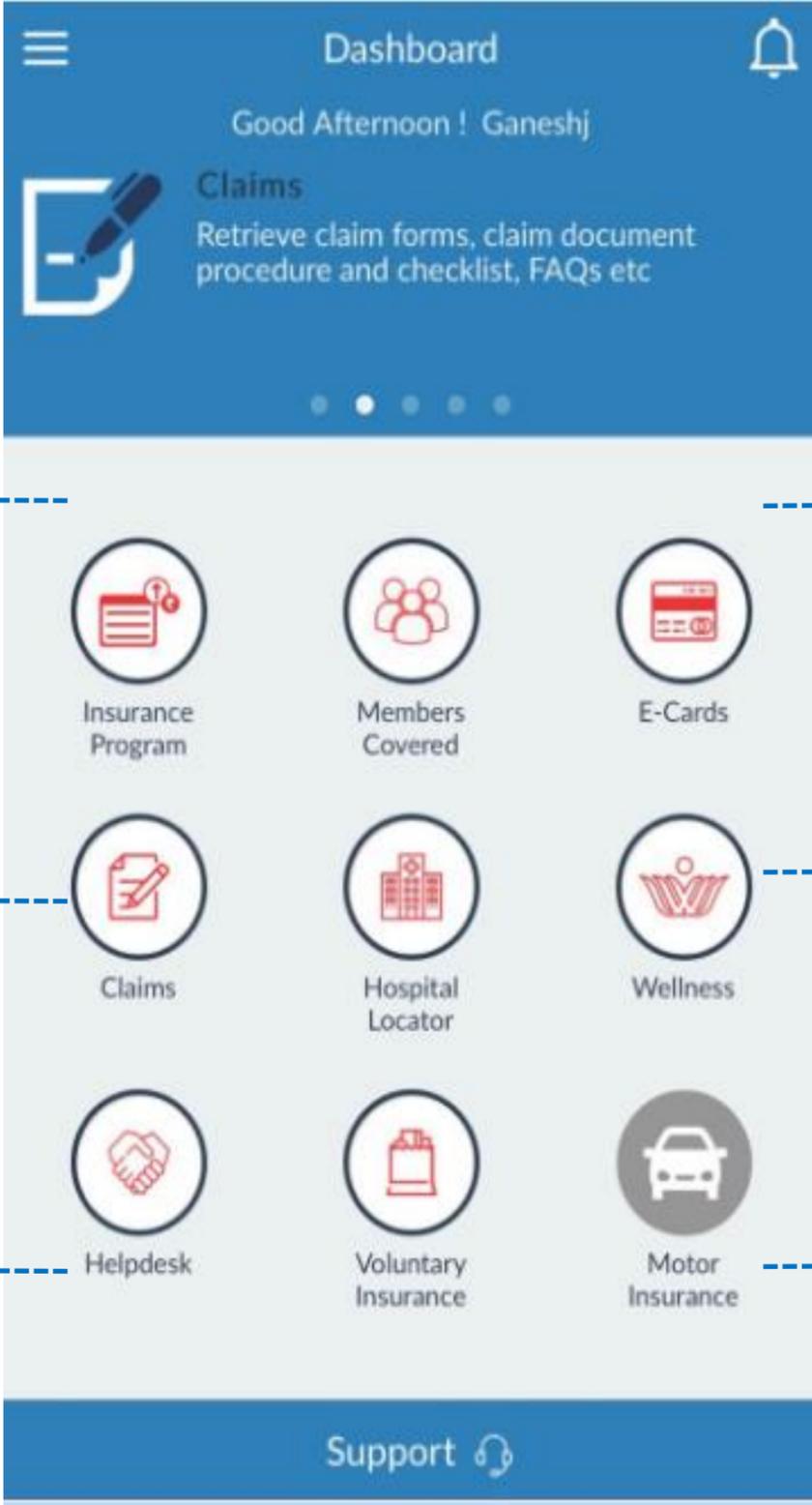
Your account details to access Mobile device are:
Corporate Name: msi
Username: (corporate email id)
Password: Empcode_DDMMYYYY

Regular user can reset password by selecting forgot password option

Click login button to proceed further

Please note employee code – 8 digit employee ID, corporate mail ID is core mail ID

Employee Dashboard



My Policy :- You can see GMC, GPA and GTL policy wise details

Dependents :- You can view, modify and add dependent details

Hospital Locator :- You can see near by hospital on map and can search hospital as per his preference.

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

Nominee :- You can add his nominee details in GPA and GTL policy.

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

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 require details which is mentioned in aside 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

Add Nominee

← Add Nominee

Enter your Nominee details here:

 Person ▾

 First Name

 Last Name

 Select Relationship ▾



 Mobile Number

 Select Policy ▾

Employee can add his nominee details by updating require details for GPA and GTL policy

My Claims

← 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

Helpdesk and Useful Link

 **Ganesh Gurav**
Manager
Aon Global Insurance Broke...

- Dashboard
- HelpDesk
- FAQ
- Change Password

Logout

Dashboard

Good Afternoon ! Ganeshj

Claims
Retrieve claim forms, claim document procedure and checklist, FAQs etc

- Insurance Program
- Members Covered
- E-Cards
- Claims
- Hospital Locator
- Wellness
- Helpdesk
- Voluntary Insurance
- Motor Insurance

Support

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!

Disclaimer: Insurance is the subject matter of solicitation

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