



**GLOBAL**Benefit  
Solutions

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# User Manual for Employee

Web Portal & Mobile Application

# Web portal

## Employee Login Page

### Basic Requirement for Web Portal

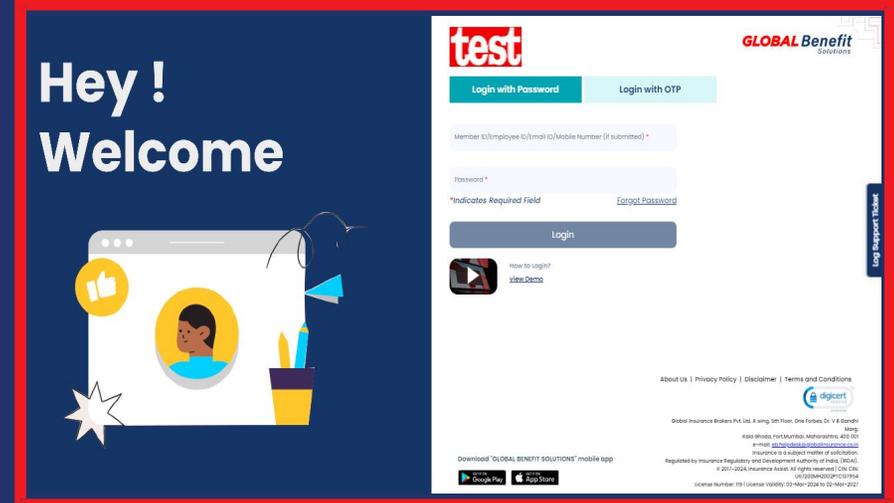
Before you start make sure below mentioned requirements should be fulfilled.

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](mailto:noreply@globalinsurance.co.in)
  - [Eb\\_helpdesk@globalinsurance.co.in](mailto: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



# Employee Home Page

test

GLOBAL Benefit Solutions

Login with Password Login with OTP

Member ID/Employee ID/Email ID/Mobile Number (if submitted) \*

Password \*

\*Indicates Required Field [Forgot Password](#)

Login

Log Support Ticket

How to Login? [View Demo](#)

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digicert

Global Insurance Brokers Pvt. Ltd. A wing, 9th Floor, One Forbes, Dr. V B Gandhi Marg, Kala Ghoda, Fort, Mumbai, Maharashtra, 400 001  
e-mail: [gh@globalinsurance.co.in](mailto:gh@globalinsurance.co.in)  
Insurance is a subject matter of solicitation.  
Regulated by Insurance Regulatory and Development Authority of India, (IRDAI).  
© 2017-2024, Insurance Assist. All rights reserved | CIN: CIN 067200MH2002PTC137994  
License Number: 119 | License Validity: 03-Mar-2024 to 02-Mar-2027

Download "GLOBAL BENEFIT SOLUTIONS" mobile app

Google Play App Store

You can use Login with OTP button to Login on portal

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

After Click on Login Button Select Captcha & Pass Captcha Test

Regular user can reset password by selecting forgot password option

# Employee Profile Page – Change Password

Dashboard >> Change Password

## Change Password

Ameya Kamat (Employee)

- Profile
- Change Password
- Logout

Home

Dashboard

Coverages >

Wellness

Support >

Enter new password \*

Confirm new password \*

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

Clear Submit

Click here to change the password

Please check the password requirements and change your password

# Employee Profile Page

Dashboard >> Profile

## Profile

Personal Details ▼

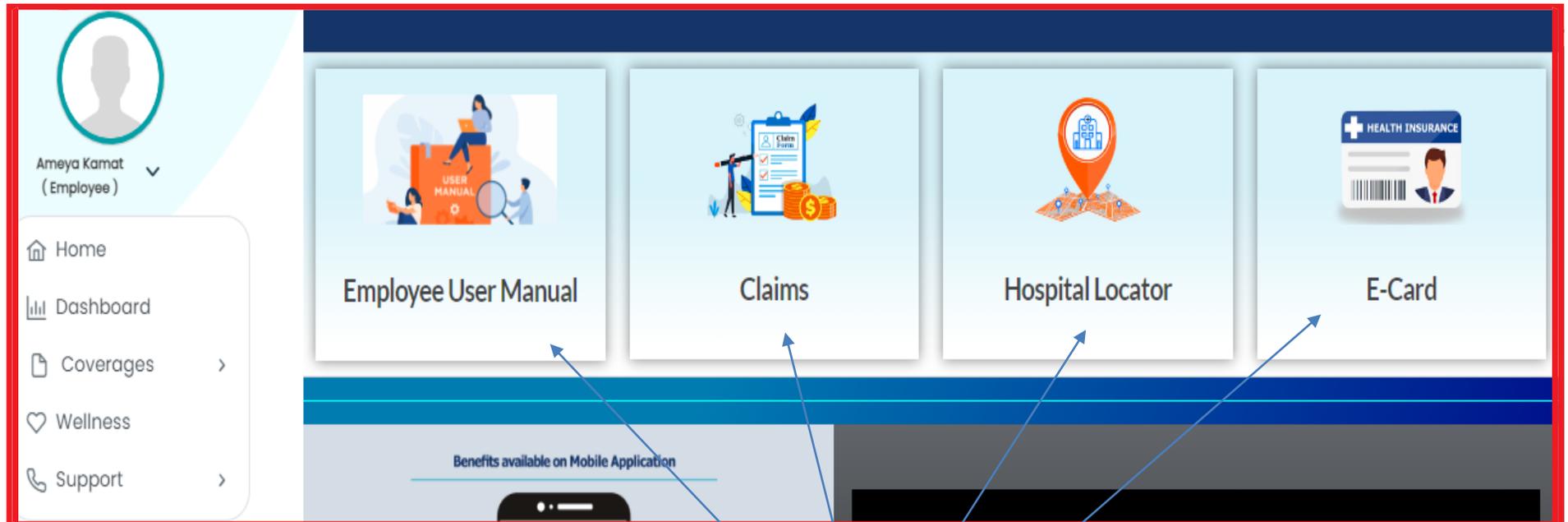
First Name *	Last Name *
Ameya	Kamat
Date of Birth *	Marital Status *
06-Sep-1993	Married <span>▼</span>
Mobile number	Gender *
	Male <span>▼</span>

\* Indicates Required Field

Save

You can edit profile details by clicking here. Please update maximum details here. Only Personal details can be edited. Employee cannot edit his/her employment details.

# Customize Landing Page



You can access some important links from this Home page

# Employee Dashboard

The dashboard displays the following information:

- Policy No:** ToBeIssued
- Enrolment period ends in:** 7 DAYS, 2 HOURS
- Start:** 01-Apr-2024 | **End:** 31-Mar-2025
- Hospitalization Sum Insured For Family:** ₹5,00,000 (100% Balance Sum Insured)
- Members Covered:** Ameya Ka... (30, M, Self)
- Important Documents:** Download Claim Checklist, Download Claim Form, Download E-Card
- Claims:** View Claim Status
- Buttons:** Corporate Policy Details, Add Dependent

Policy sum insured details

Click here to see the policy coverage's of GMC, GPA and GTL

Here you can add/view dependent details

Here you will find Helpdesk Contact Details Download the claim form Real time claim status E-Card.

# Add Dependent

Dependents / View Dependents

Select Policy: Group Mediciclaim Policy 2024-25 - T

Add Dependent

Dependent Details

First Name	Last Name	Relation	Date Of Birth / Age	Gender	E-Card	Action
Test	Spouse	Spouse	1993-05-19	FEMALE	NA	 

Here you can view and edit the dependent details

Here you can add and view dependent details

Add Dependent

First Name \* Last Name \*

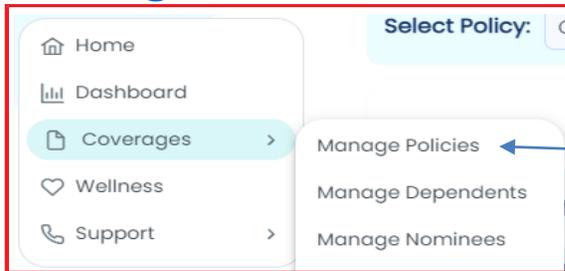
Relation \* Gender \*

Date of Birth \*

Clear Add Dependent

Update the maximum details mentioned in the given screen to add your dependent

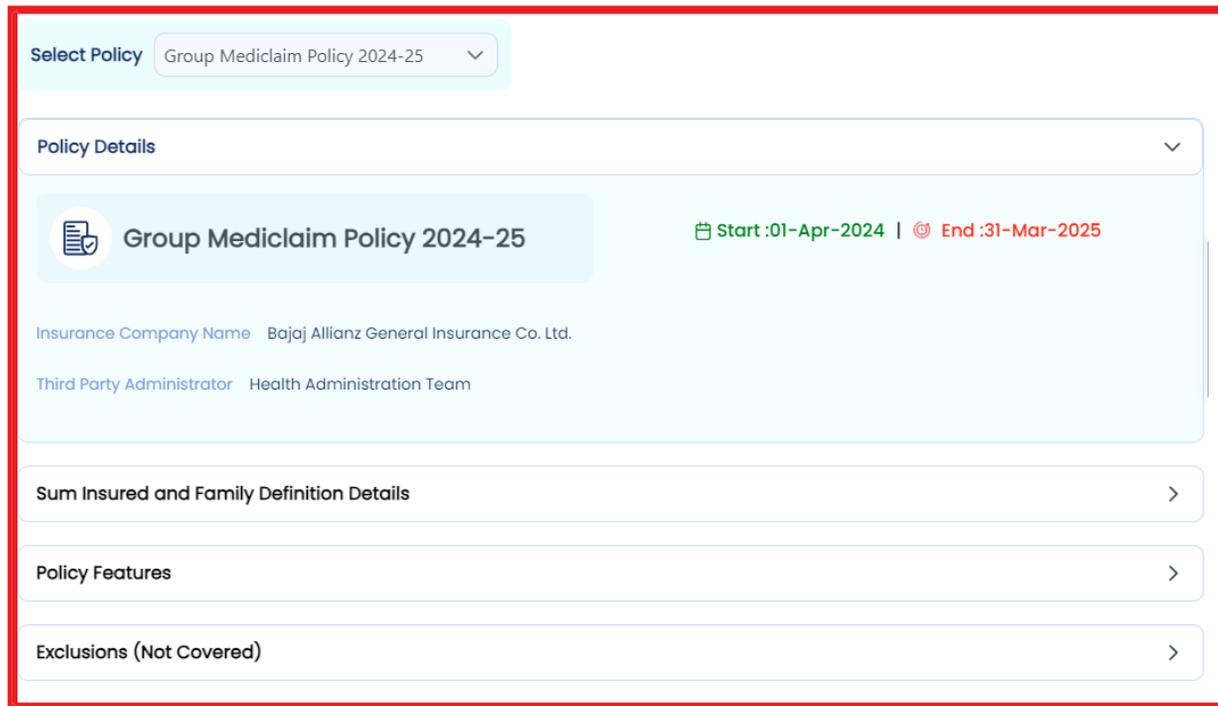
# Policy Coverage Screen



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



Select Policy



# Voting for Voluntary Top Up Policy

Dashboard

Group Mediclaim Policy 2024-25

**Voluntary Top up Policy - 2024-25**

Voluntary Parents Policy (Floater policy) - 2024-...

Voluntary Parents-In-Laws Policy (Floater ...

Individual Voluntary Parents and Parents In ...

Enrolment period ends in  
7 DAYS : 2 HOURS

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

**Click Here To Enroll**

To Opt for Top UP policy **“Click Here”**

Select Policy: Voluntary Top up Policy - 2024-25

**View Policy Features**

Note

- Please make your selections for members to be covered under this Insurance Program.
- Please also select Sum Insured/ Premium.
- Family Definition - As per Base Policy.

Select Family Definition

Self

Sum Insured	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Please Select Premium From Below	₹ 4,332	₹ 4,982	₹ 5,729	₹ 6,589
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Premium For Selected Members: ₹ 4,982

GST (18 %): ₹ 896.76

Total Premium Including GST: ₹ 5,878.76

Employee Share: ₹ 5,878.76

**Back** **Proceed**

Click Here To Select Policy to opt Top Up policy

Read Important Note

Click in the check box to select Premium for their respective Sum Insured

Click on Proceed Button to make final save

# Voting for Voluntary Top Up Policy

**Confirm** ✕

I / We hereby agree and authorize, Global Insurance Brokers Pvt. Ltd. , the Insurance Company and its Third Party Administrator [ TPA ] to handle , process and use my data for Insurance related work, including but not limiting to processing, analysis, soliciting etc.

Cancel **I / We Confirm**

Click here on I/We Confirm Button

After Confirmation You will receive Successful message

**You Have Voted For The Voluntary Policy Sucessfully!**

# Voting for Individual Parents Policy

Dashboard

Group Mediciam Policy 2024-25   Voluntary Top up Policy - 2024-25   Voluntary Parents Policy (Floater policy) - 2024-...   Voluntary Parents-In-Laws Policy (Floater ...   **Individual Voluntary Parents and Parents In ...**   GPA Policy

Enrolment period ends in  
7 : 2  
DAYS : HOURS

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

[Click Here To Enroll](#)

To Vote for Parents policy "Click Here"

Select Policy: Individual Voluntary Parents and Parents In Law Policy - 2024-25

[View Policy Features](#)

**Note**

- Please make your selections for members to be covered under this Insurance Program.
- Please also select Sum Insured/ Premium for each member.
- Max Family Size: 4

**Select Family Definition**

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

Sum Insured	₹ 1,00,000	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Please Select Premium From Below					
Mother	₹ 16,960	<b>₹ 18,096</b>	₹ 21,094	₹ 23,306	₹ 26,104
Father	₹ 16,960	<b>₹ 18,096</b>	₹ 21,094	₹ 23,306	₹ 26,104
Mother In Law	₹ 16,960	₹ 18,096	<b>₹ 21,094</b>	₹ 23,306	₹ 26,104

Total Premium For Selected Members   GST (18 %)

₹ 57,286   ₹ 10,311.48

Total Premium Including GST

₹ 67,597.48

Employee Share

₹ 67,597.48

[Back](#)   [Proceed](#)

Click Here To Select Relation to add in Parent policy

Select Sum Insured for all the parents

Click Here on Proceed button

# Voting for Individual Parents Policy

## 2 Add Dependent

Mother

First Name \*

Last Name \*

Gender \*  
Female

Date of Birth \*

Please update Date Of Birth as per Government ID proof

Update the maximum details mentioned in the given screen and "SAVE" the details.

## Confirm

I / We hereby agree and authorize, Global Insurance Brokers Pvt. Ltd. , the Insurance Company and its Third Party Administrator [ TPA ] to handle , process and use my data for Insurance related work, including but not limiting to processing, analysis, soliciting etc.

Click here on I/We Confirm Button

**You Have Voted For The Voluntary Policy Suceessfully!**

After Confirmation You will receive Successful message

# Voting for Floater Parents / Parents in Law Policy

Dashboard

Group Mediciam Policy 2024-25    Voluntary Top up Policy - 2024-25    **Voluntary Parents Policy (Floater policy) - 2024-**    Voluntary Parents-In-Laws Policy (Floater ...    Individual Voluntary Parents and Parents In ...    GPA Policy

Enrolment period ends in 7 DAYS : 2 HOURS

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

[Click Here To Enroll](#)

To Vote for Parents policy "Click Here"

Select Policy: Individual Voluntary Parents and Parents In Law Policy - 2024-25

[View Policy Features](#)

**Note**

- Please make your selections for members to be covered under this Insurance Program.
- Please also select Sum Insured/ Premium for each member.
- Max Family Size: 4

**Select Family Definition**

Mother     Father

Sum Insured	₹ 1,00,000	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Please Select Premium From Below	₹ 29,276	₹ 31,666	₹ 36,416	₹ 40,787	₹ 45,679
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Premium For Selected Members: ₹ 57,286    GST (18 %): ₹ 10,311.48

Total Premium Including GST: ₹ 67,597.48

Employee Share: ₹ 67,597.48

[Back](#)    [Proceed](#)

Click Here To Select Relation to add in Parent policy

Select Sum Insured for all the parents

Click Here on Proceed button

# Voting for Individual Parents Policy

## 2 Add Dependent

Mother

First Name \*

Last Name \*

Gender \*  
Female

Date of Birth \*

Please update Date Of Birth as per Government ID proof

Update the maximum details mentioned in the given screen and "SAVE" the details.

## Confirm

I / We hereby agree and authorize, Global Insurance Brokers Pvt. Ltd. , the Insurance Company and its Third Party Administrator [ TPA ] to handle , process and use my data for Insurance related work, including but not limiting to processing, analysis, soliciting etc.

Click here on I/We Confirm Button

**You Have Voted For The Voluntary Policy Sucsessfully!**

After Confirmation You will receive Successful message

# Voting for Floater Parents / Parents in Law Policy

Dashboard

Group Mediciam Policy 2024-25    Voluntary Top up Policy - 2024-25    **Voluntary Parents Policy (Floater policy) - 2024-**    Voluntary Parents-In-Laws Policy (Floater ...    Individual Voluntary Parents and Parents In ...    GPA Policy

Enrolment period ends in 7 DAYS : 2 HOURS

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

[Click Here To Enroll](#)

To Vote for Parents policy "Click Here"

Select Policy: Individual Voluntary Parents and Parents In Law Policy - 2024-25

[View Policy Features](#)

**Note**

- Please make your selections for members to be covered under this Insurance Program.
- Please also select Sum Insured/ Premium for each member.
- Max Family Size: 4

**Select Family Definition**

Mother     Father

Sum Insured	₹ 1,00,000	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Please Select Premium From Below	₹ 29,276	₹ 31,666	₹ 36,416	₹ 40,787	₹ 45,679
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Premium For Selected Members: ₹ 57,286    GST (18 %): ₹ 10,311.48

Total Premium Including GST: ₹ 67,597.48

Employee Share: ₹ 67,597.48

[Back](#)    [Proceed](#)

Click Here To Select Relation to add in Parent policy

Select Sum Insured for all the parents

Click Here on Proceed button

# De-Vote / De-selection for Parents Policy

Dashboard

Group Mediciam Policy 2024-25   Voluntary Top up Policy - 2024-25   Voluntary Parents Policy (Floater policy) - 2024-...   Voluntary Parents-In-Laws Policy (Floater ...   **Individual Voluntary Parents and Parents In ...**   GPA Policy

Enrolment period ends in 7 DAYS : 2 HOURS

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

**Click Here To Enroll**

To De- Vote for Parents policy "Click Here"

Select Family Definition

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

Sum Insured	₹ 1,00,000	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000	₹ 5,00,000
Mother	₹ 16,960	₹ 18,096	₹ 21,094	₹ 23,306	₹ 26,104

Please Select Premium From Below

Total Premium For Selected Members: ₹ 0   GST (18 %): ₹ 0

Total Premium Including GST: ₹ 0

Employee Share: ₹ 0

**Proceed**

To De- Vote for Parents policy Untick the "Sum Insured" And click on **PROCEED** button.

Confirm

Are You Sure You Want To Unvote?

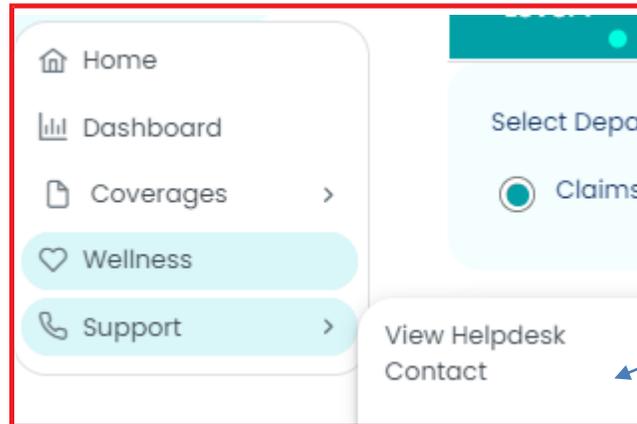
No   **Yes**

Click on "YES"

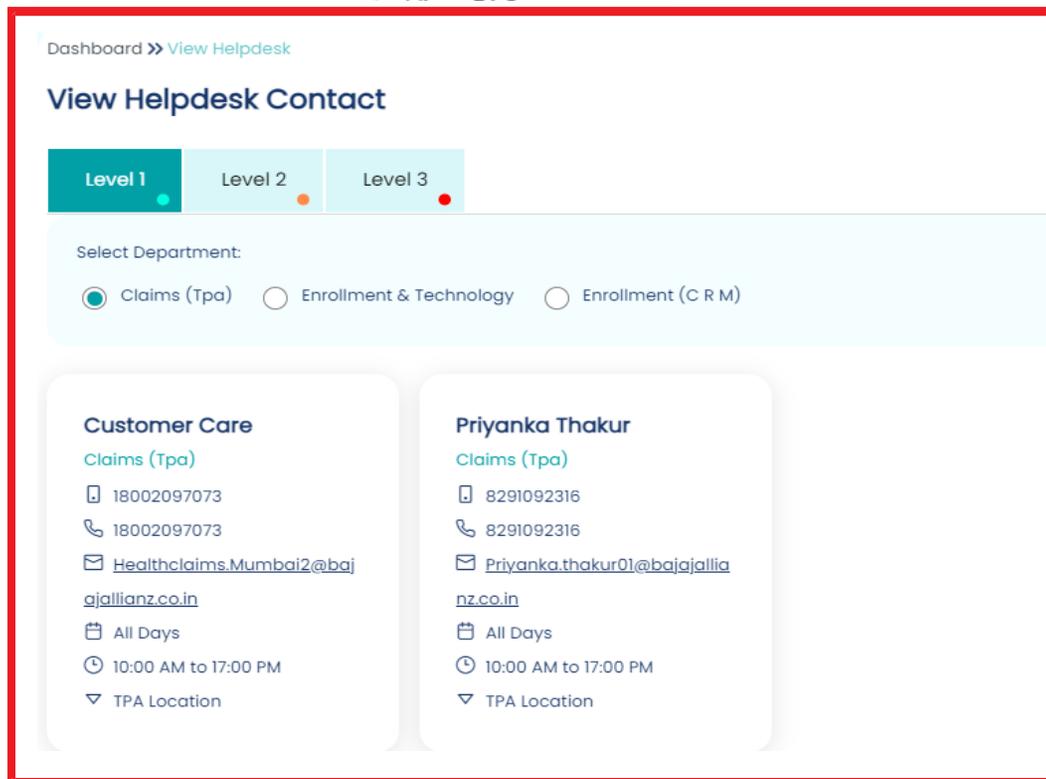
You'll received this message

**You Have Opted Out Of The Voluntary Policy Sucessfully!**

# Helpdesk and Useful Link

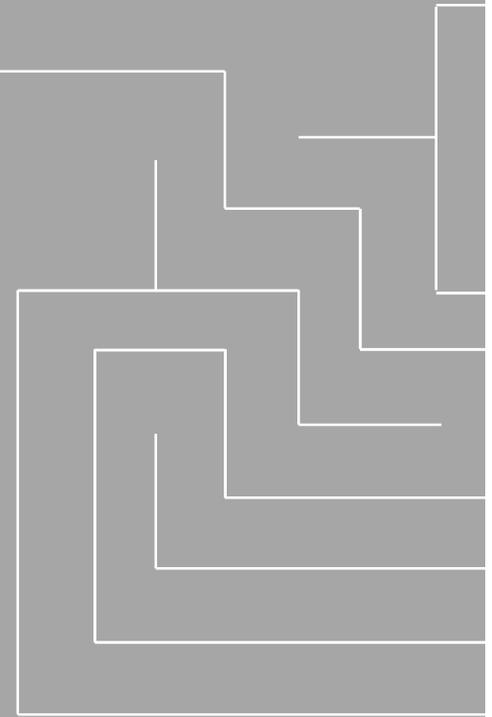


Click here to get helpdesk contact details, here you can see the contact details of person who is handling claims, enrolment and technical related queries.



# Mobile Application

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# Mobile Application

## Employee Login Page

### Basic Requirement for Mobile Application

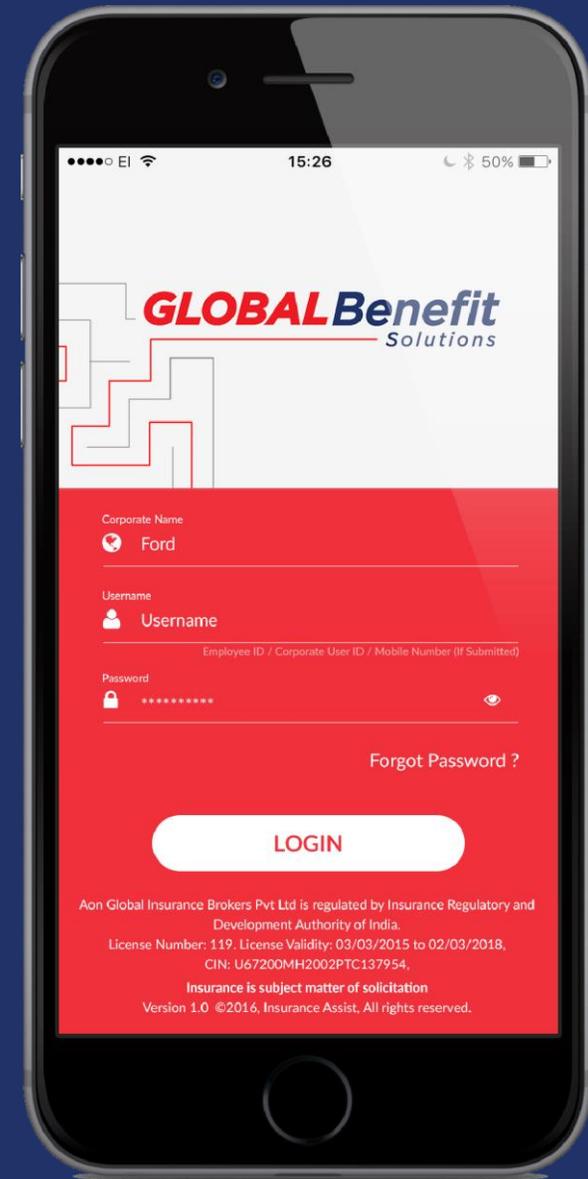
Before you start make sure below mentioned requirements should be fulfilled.

#### Android Version :

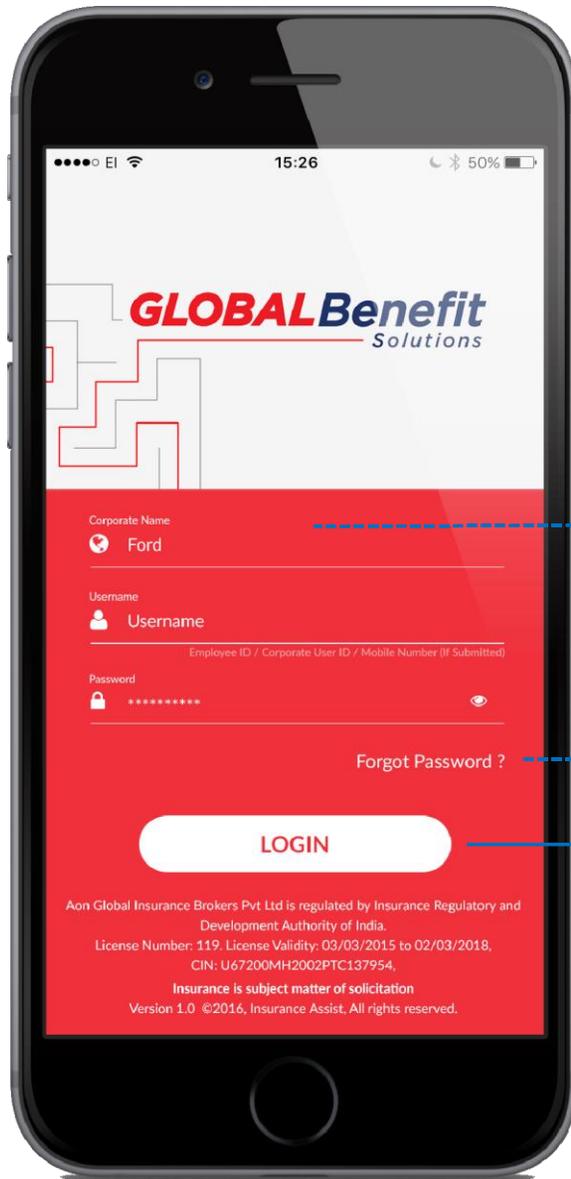
- Current built version 1.0.0
- Compatibility : Requires Android Versions 4.4 or later

#### 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 “My Benefits” on your mobile devices are:

**Corporate Name:** geappliances

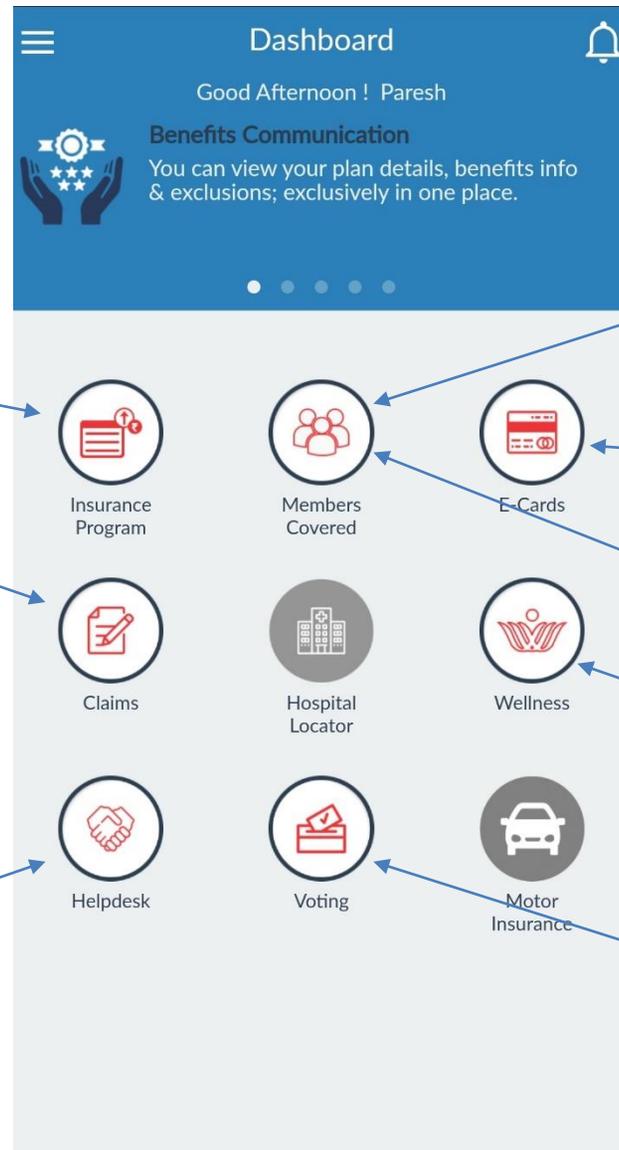
**Username:** [ganesh.gurav@globalinsurance.co.in](mailto:ganesh.gurav@globalinsurance.co.in)

**Password:** X79PBCXbjju

Regular user can reset password by selecting forgot password option

Click login button to proceed further

# Employee Dashboard



Insurance Program :- You can see GMC, GPA and GTL policy wise details

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

Helpdesk :- You can Contact mentioned contact details for any help

Members Covered :- You can view, modify and add dependent details

Ecard :- You can Download Your Ecard

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

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

Voting:- You can Opt voluntary Top up & Parents Policy through this option

# View Policy Features

By clicking on this link, Employee can view GMC, GPA and GTL policy features.

**My Policies**

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

**Policy Details**

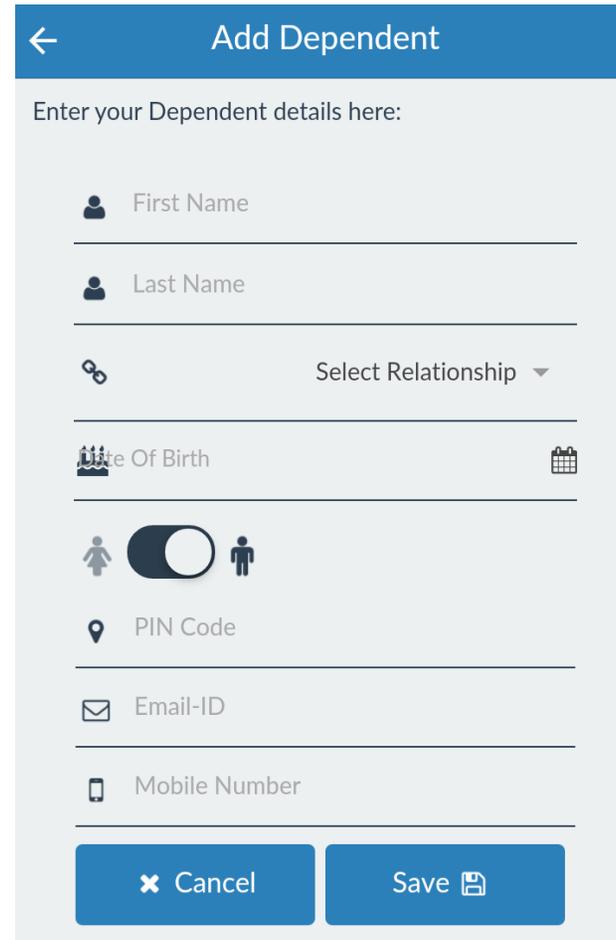
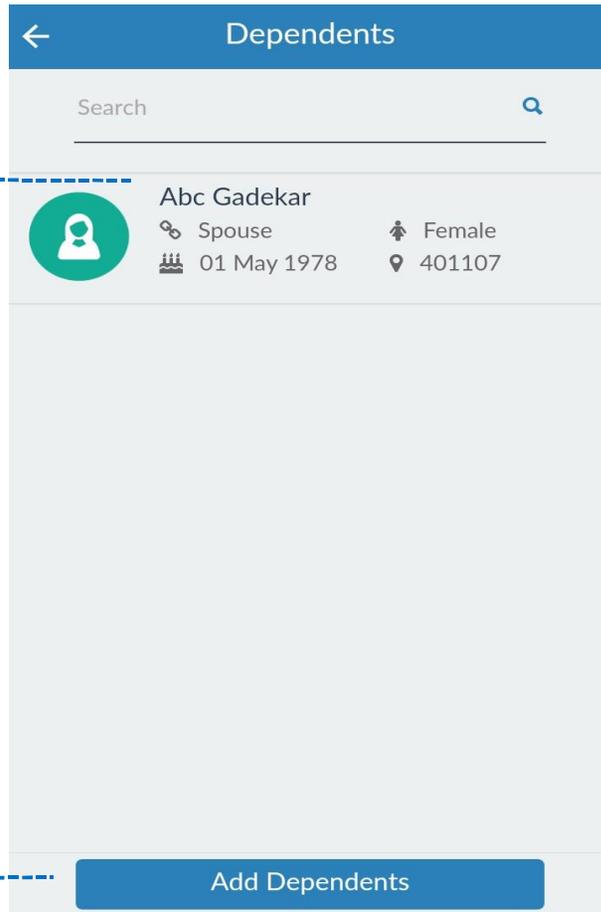
**Insurance Details**

- 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**

You will get this screen after clicking the mentioned link

# Add Dependent



# Add Nominee

← Add Nominee

Enter your Nominee details here:

Person ▾

\_\_\_\_\_

First Name

\_\_\_\_\_

Last Name

\_\_\_\_\_

Select Relationship ▾

\_\_\_\_\_

Mobile Number

\_\_\_\_\_

Select Policy ▾

\_\_\_\_\_

Cancel Save

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...

**Red Hat**

Dashboard

HelpDesk

FAQ

Change Password

Logout

**Dashboard**

Good Afternoon ! Paresh

**Benefits Communication**  
You can view your plan details, benefits info & exclusions; exclusively in one place.

Insurance Program

Members Covered

E-Cards

Claims

Hospital Locator

Wellness

Helpdesk

Voting

Motor Insurance

Voluntary Insurance

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

- Helpdesk
- FAQ
- Change Password
- Logout



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Thank you!

Disclaimer: Insurance is the subject matter of solicitation

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