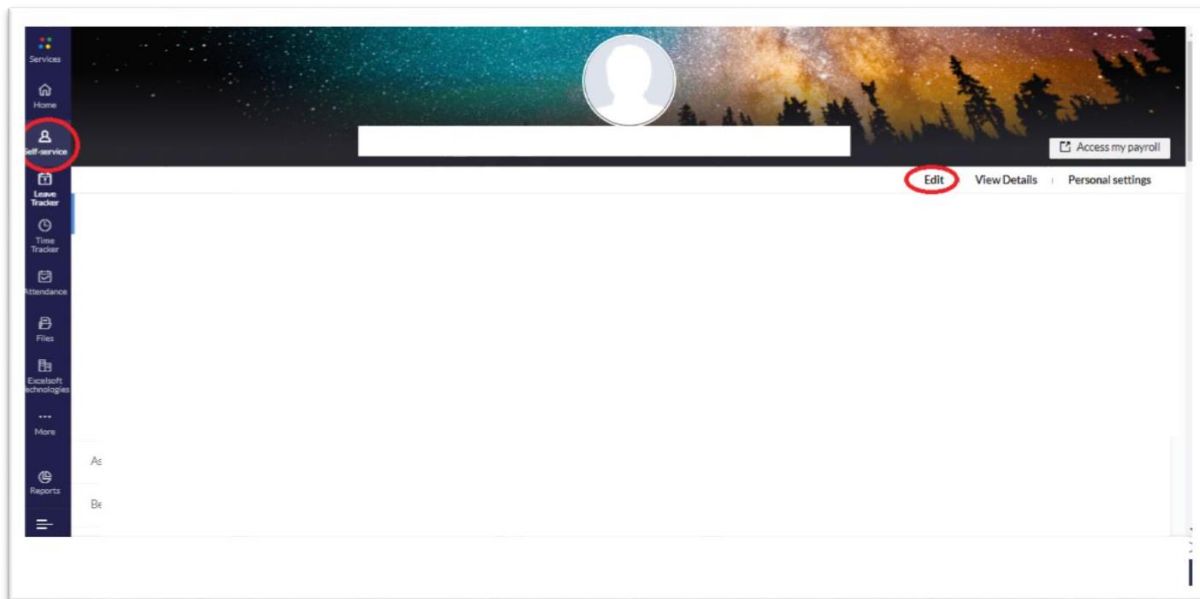


GHIS Enrolment

Step by Step Process Instructions for GHIS Enrolment

- Login into Zoho People
- Click on the **“Self Service”**
- Click **“Edit”**



- Select **“Group Health Insurance Scheme (GHIS)”**
- Select option **“Yes”** to enrol.

- Select the button **“Insured Amount”** and enter the amount.

GHIS Enrolment

Services

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Self-service

Attendance

Excelsoft Technologies

Leave Tracker

More

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Edit Employee

Group Health Insurance Scheme (GHIS)

Do You Want To Opt For GHIS ☒ Yes ☐ No ☐ NA

Insured Amount

400000

500000

700000

1000000

NA

Details- Self and Dependants

Slots *	Name *	Relationship *	Date of Birth *	Gender *	Aadhaar
Select v		Select v		Select v	Upload from Desktop or Zoho WorkDrive or Others

Submit Cancel

- Click to add **“Details - Self and Dependents”** and add the details of the nomination.
- You have 6 slots (**Self, Spouse, Child 1, Child 2, Father/Father-in-law and Mother/Mother-in-law**). You need to upload the Aadhar document of the nominees.

Services

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Group Health Insurance Scheme (GHIS)

Do You Want To Opt For GHIS ☒ Yes ☐ No

Insured Amount *

Details- Self and Dependants

Slots *	Name *	Relationship *	Date of Birth *	Gender *	Aadhaar Upload
Select v		Select v		Select v	Upload from Desktop or Zoho WorkDrive or Others
Select v		Select v		Select v	Upload from Desktop or Zoho WorkDrive or Others
Select v		Select v		Select v	Upload from Desktop or Zoho WorkDrive or Others
Select v		Select v		Select v	Upload from Desktop or Zoho WorkDrive or Others

“+” add dependents

- Once all the above is filled in, you need to scroll down and click on the **“Submit”** button.
- In case you want to delete any entry, use **“-”** button to remove the row and data.

GHIS Enrolment

Group Health Insurance Scheme (GHIS)

Do You Want To Opt For GHIS ☒ Yes ☐ No

Insured Amount x 700000

Details- Self and Dependents

Slots	Name	Relationship	Date of Birth *	Gender
1	Employee Name	Self	01-Jan-1998	Female
Select	Select	Select	Select	Select

Submit Cancel

- For any help, please write to ramya.s@excelindia.com