

# BenefitsAsia

## User Guide

Employee Guide for Benefit Selection / Enrollment

- Getting Started
- Benefit Summary
- Choosing Your Benefits

# Getting Started

Welcome to BenefitsAsia! This user guide takes you through all areas and functions of BenefitsAsia. It takes you from start to finish, covering topics like Login, Verifying personal data, and Enrollment.

## 1. Where to Begin?

When you are ready to make your benefits selection, click [here](#)

**Step 1:** Enter your username (employee id) and password, and click the Login button. *Refer to Welcome email from BenefitsAsia for your username & password details.*

**Log In to Your Account**

**Employee Number:**

**Password:**

**Login**

Forgot your password ? →


If you forget your password or need a new one :  
Click on “Forgot Password”  
Enter your Employee ID and Date of Birth (dd/mm/yyyy)  
BenefitsAsia will send the new password via email.

**Home**

## Forgot Your Password

**Employee Number:**

**DOB :**

**Send Password**

**Step 2:** Read the Terms of Service and click the button to continue. (Only on first login)

**Step 3:** On your first login, you will be prompted to change your password. Read the password policy listed on the page to reset your password.

Upon Successful Change of Password –

✅ New password confirmation email will be sent to your official email address.

You will be prompted to logout and log back in with the new password.

# Getting Started

## 2. Your Homepage

After your successful login, you will reach the Microsoft Flex homepage. You can navigate through various sections of BenefitsAsia by using the menu on the top.





## 3. Before You Begin Enrollment

You are required to verify a few details before you begin enrollment. Click on **Start Enrollment**

✔ **Step 1: Verify Personal & Dependent Details**

Few details can be updated by the employees. For discrepancies in non-editable fields please inform BenefitsAsia admin team via email to [HB.admin@Marsh.com](mailto:HB.admin@Marsh.com)



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### Flex Enrollment

Attention

Enrollment Period : June 1, 2021 to June 30, 2021.  
You have 14 days left to enroll!

Verify Data

Step 2: Review 2020/2021 Enrollment Statement

Review Enrollment Materials

Starting this year, declaration of "Percentage Nomination" in case of both Term Life as well as Accident Insurance is Mandatory. Please go through the Important Notes section below before you select your plan. If you have any questions or note any discrepancy, contact [hb.admin@marsh.com](mailto:hb.admin@marsh.com)  
1 Flex Point = 1 Rupee.

**Personal Details**

Full Name:

Test case 190517

Employee ID:

190517

Date of Birth:

01/01/1980

Subsidiary:

Annual Salary:

1000000.00

**Dependent Details**

	Full Name	Gender	Date of Birth	Relationship
1	DEEYA	Female	13/07/1950	Mother
2	testf	Male	01/06/1960	Father
3	testfil	Male	01/06/1960	Father I L
4	test spouse2	Male	01/11/1980	Partner
5	DEEY	Female	28/05/2019	Daughter
6	Anita	Female	03/06/2019	Daughter

# Getting Started

**Step 2:** To add a new dependent click on “My Details” -> “Dependents” menu option

- **Edit Details:** Click on the existing dependent name to View or Edit the details. Click on Edit Profile to Edit the details

- **Add New Dependant:** Click Add Dependents.

- ✓ Update new dependent details and click on Save

- ✓ Effective Date is a mandatory field and will be following
  - Date of Marriage for Spouse addition
  - Date of Birth for newborn addition
  - Date of Joining for Parents / Parents-in-law addition.

The New dependent will be processed, and a confirmation mail will be sent. You will have to login again and re-elect all options after dependent addition.

Your Details | **Dependents**

## Dependents

Your dependents are listed below. Click the dependent name to view his,

Name	Relationship	
<a href="#">test case spouse</a>	Wife	0
<a href="#">Daughter2305</a>	Daughter	2
<a href="#">MotherINlaw80601</a>	Mother I L	2

Note: To add New Dependant Please send the Employee ID, Dependent hb.admin@marsh.com.

Add Dependents

DEPENDENT INFORMATION

Full Name:

Gender:

Female

Relationship:

Daughter

Birth Date  
(dd/mm/yyyy):

23

Status:

PENDING APPROVAL

Percentage  
Nomination  
for GTL:

Cancel

Reset

Save

Important Notes

- The Percentage Nomination for Group Term Life Benefit is the share or proportion of the sum assured benefit to be payable to the dependent

# Getting Started



Step 3: Review your current benefits.

Microsoft BenefitsAsia

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## Flex Enrollment

**Attention**  
Enrollment Period : June 1, 2021 to June 30, 2021.  
You have 14 days left to enroll!

Verify Data > **Step 2: Review 2020/2021 Enrollment Statement** > Review Enrollment Materials

### Enrollment Statement

**My Enrollment Statement**  
Full Name: Test case 190517 ( Employee ID : 190517 )  
Date & Time: 16/06/2021 02:48:05 AM  
Date of Birth: 01/01/1980 Marital Status: Married  
Join Date: 17/05/2019

**Benefit Period:** 01/07/2020 to 30/06/2021

**Life and Accident Insurance Benefits**

Benefit Type	Selected Coverage	Covered Member	Points Used For Selected Coverage
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Step 4: Click on “Start Enrollment” to begin your benefits selection.

Verify Data > Step 2: Enrollment Statement > **Review Enrollment Materials**

Before you begin choosing your benefits for enrollment, it's important that you understand your benefits accurately so that you can make the choice that best fits the needs of you and your family.

Use the materials below to familiarise yourself with the benefits that have been made available to you under Flexible Benefits program.

- Enrollment Guide
- User Guide

Once you have a good understanding of your benefits, you may proceed to elect your benefits plan by clicking on "Start Enrollment"

Back Start Enrollment / Continue Previous Selection

## 3. Begin Enrollment

Now you are ready to select your benefits.



**My Enrollment:** Lists the enrollment period. Remember to complete your benefit election before the deadline.



**Flex Points:** Shows the number of flex points allocated to you.



**Important Notes:** Information and guidelines for enrollment

# Getting Started

[Overview](#) | [Enrollment Statement](#) | [Previous Statements](#)

## My Enrollment

### Attention

Enrollment Period : June 1, 2021 to June 30, 2021.  
You have 14 days left to enroll!

### Flex Points

Flex Points available for selection	15,000.00
-Points used for Selection	17,026.00
-Points used for coverage pending underwriting	0.00
Flex Points Balance	-2,026.00

### Important Notes

- To add new dependants click on My Details - > Dependants menu option.
- Please ensure to select your dependents under Medical Benefit to cover them.
- Underwriting requirement (medical forms / medical tests) related to GTL / Top up / Critical illness will be facilitated by MetLife.
- The selected medical benefit dependents will be updated on UHC site in 2 weeks post enrollment closure.
- Points allocated to Self Fund Benefit(Fitness/Child Care/Tuition) will get forfeited if not claimed within the benefit year.
- Un-utilized flex points post enrollment will lapse and will not be available for encashment.

### Life and Accident Insurance Benefits

Selection Status	Benefit Type	Previous Selection		Current Selection		Flex Points
	<a href="#">Group Term Life - Employee Base</a>	Total Multiple:	2.00 x Annual Salary	Total Multiple:	3.00 x Annual Salary	0.00
		Total Sum Assured:	2,000,000	Total Sum Assured:	3,000,000	
	<a href="#">Group Term Life - Employee Top-up</a>	Total Multiple:	3.00 x Annual Salary	Total Multiple:	3.00 x Annual Salary	3,186.00
		Total Sum Assured:	3,000,000	Total Sum Assured:	3,000,000	
	<a href="#">Group Term Life - Critical Illness</a>	Total Sum Assured:	2,000,000	Total Sum Assured:	2,000,000	5,640.00
	<a href="#">Group Term Life - Partner</a>	Total Sum Assured:	0	Total Sum Assured:	0	0.00
	<a href="#">Group Personal Accident - Employee</a>	Total Multiple:	2.00 x Annual Salary	Total Multiple:	3.00 x Annual Salary	0.00
		Total Sum Assured:	2,000,000	Total Sum Assured:	3,000,000	
	<a href="#">Group Personal Accident - Partner</a>	Total Sum Assured:	0	Total Sum Assured:	0	0.00

## 4. Understanding the Benefit Summary

**Benefit Type:** Based on your eligibility, Microsoft Flex offers various benefits:

**Previous Selection:** This will display your previous year's selection. For the first year in flex:

- **3 x times Annual Salary** for Group Term Life & Group Personal Accident (Core benefit)
- **Employee, Spouse & Children– Rs. 7 Lacs** for Group Medical (Default benefit)
- **OPD / Domiciliary Limit – INR 35,000** (Default benefit)
- Zero (0) for all other options

*From second year onwards, previous year selections are default options*

**Core Benefit:** Company-funded Minimum benefit level

**Current Selection:** This will display your selection. If you have not actively made a selection yet, this will be equivalent to your "Core Benefit" for Personal Accident & Life Insurance and "Default Benefit" for Medical for first year and previous year selections from second year onwards.

**Flex Points:** Price tag for the selected option

**Selection Status:** This will display the Date & Time of your selection

**Underwriting:** Some of the benefits require you to undergo underwriting (Medical Questionnaire / Medical Tests) based on the benefit selection. If you see "Required" next to any of your benefits, be sure you submit the underwriting form to the insurance company (refer to Benefits Enrollment Guide for insurer contact details).

The Group Medical Combo benefit covers one parent and one parent in law.

Please follow the below steps to Choose the combo plan

- 1) Ensure you have only one living parent and one living parent in-law in My Details > Dependents Screen.
- 2) Select Employee only (Core Benefit) Under Medical Benefit
- 3) Select 7 lacs, 10 lacs, 15 lacs, and 20 lacs option Under Medical Combo Plan

# Choosing Your Benefits

Each benefit page is divided into five sections:

- **Members:** For benefits that are extended to your family members, this will allow you to select family members that you wish to cover.
- **Core Benefit:** This is your Company-funded minimum benefit
- **Optional Benefit:** List of enhancements available for a particular benefit. Each option will have an associated price tag which will be deducted from your available Flex points.
- **Summary:** Summary of your benefit selection – Sum Assured, Price Tag
- **Flex Points:** Summary of your flex account usage along with your flex points balance.

## 5. Choosing Your Benefits – Term Life & Personal Accident Benefits

Term Life & Personal Accident benefits provide financial support to your family in case of death or accidental injury.

### Group Term Life – Employee

#### Benefit:

Group Term Life - Employee Top-up

#### Members

Relationship	Name
Employee	Test case 190517
Dependents	NA

#### Optional Benefit

Price Tag: Rs.1.062 per thousand of sum assured including GST.

Select Additional Coverage	<div><input type="radio"/> 0 x Annual Salary</div> <div><input type="radio"/> 1 x Annual Salary</div> <div><input type="radio"/> 2 x Annual Salary</div> <div><input checked="" type="radio"/> 3 x Annual Salary</div>
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Price Tag: 3,186.00

Optional Sum Assured 3,000,000

Price tag for this product is based your age. Optional Benefit selected is in addition to your Core Benefit. Click on “**Confirm**” to complete your benefit selection



# Choosing Your Benefits

## Group Personal Accident – Employee

### Benefit:

Group Term Life - Critical Illness

### Members

Relationship	Name
Employee	Test case 190517
Dependents	NA

### Optional Benefit

Price Tag: Rs.2.82 per thousand of sum assured including GST.

Select Additional Coverage	<input type="radio"/>	0
	<input type="radio"/>	500000
	<input type="radio"/>	1000000
	<input type="radio"/>	1500000
	<input checked="" type="radio"/>	2000000

Price Tag: 5,640.00

Optional Sum Assured 2,000,000

Price tag for this product is common for all employees irrespective of their age. Optional Benefit selected is in addition to your Core Benefit.

GPA Plan selection is similar to that of Group Term Life.

## Group Term Life – Critical Illness

This benefit is available only for employees for a fixed Sum Assured. Price tag is based on employee age.

### Benefit:

Group Term Life - Critical Illness

### Members

Relationship	Name
Employee	Test case 190517
Dependents	NA

### Optional Benefit

Price Tag: Rs.2.82 per thousand of sum assured including GST.

Select Additional Coverage	<input type="radio"/>	0
	<input type="radio"/>	500000
	<input type="radio"/>	1000000
	<input type="radio"/>	1500000
	<input checked="" type="radio"/>	2000000

Price Tag: 5,640.00

Optional Sum Assured 2,000,000

# Choosing Your Benefits

Microsoft Flex also offers Term Life & Personal Accident coverage for your Spouse.

## Group Term Life – Partner

Price tag for this product is based on the age of your spouse. You can choose coverage from the available list of options, per your needs. Options are available in multiples of Rs. 500,000.

### Benefit:

Group Term Life - Partner

### Members

Relationship	Name		
Employee	NA		
Dependents	Enroll Member In	Member Name	Relation
	<input checked="" type="checkbox"/>	test spouse2	Partner

### Optional Benefit

Price Tag: Rs.1.25 per thousand of sum assured including GST.


Select Additional Coverage	<div><div><input checked="" type="radio"/> 0 (default)</div><div><input type="radio"/> 500000</div><div><input type="radio"/> 1000000</div><div><input type="radio"/> 1500000</div><div><input type="radio"/> 2000000</div><div><input type="radio"/> 2500000</div></div>
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- ✔ Be sure to select your Spouse under the “Members” section
- ❗ If your Spouse is not listed, add them through “My Details” -> “Dependants” menu option.
- ✔ Based on the benefit design, the Summary section of this page will highlight the need for underwriting. Submit the required forms to the Insurer for benefit approval.

# Choosing Your Benefits

## Group Personal Accident – Partner

Price tag for this product is common for all irrespective of age. GPA Plan selection is similar to that of Group Term Life.

	5000000
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Price Tag: 0.00  
Optional Sum Assured 0

Summary

Previous Approved Sum Assured	0
Selected Sum Assured	0
Total Price	0.00
Health Declaration	Not Required
Sum Assured subject to Underwriting	0
Price of Sum Assured subject to Underwriting	0.00
Other Conditions	NA

FLEX POINTS

Flex Points available for selection	<a href="#">15,000.00</a>
-Points used for selection	6,500.00
-Points used for coverage pending underwriting	0.00
Flex Points Balance	8,500.00

Cancel

Confirm

# Choosing Your Benefits

## 6. Choosing Your Benefits – Group Medical

The Group Medical benefit covers in-patient hospitalization expenses in case of sickness or accidental injury.

### Group Medical

#### My Enrollment

Important points to note while making selection:

- It is mandatory to select/tick the members as per the selected plan.
- Policy allows coverage for only one set of either Parents or In-laws, You can Select/Tick Father & Mother or Father IL & Mother IL in the Parents/In-Law options and select sum insured of your choice (7L, 10L, 15L & 20L).
- There is a lock-in period of 3 years in case of parents/in-laws plan selection, ie. you will only be able to switch among them after completing 3 enrollments.
- Only those employees can enroll for combo plan who have only one surviving parent and one surviving parent in law, this option is not applicable for other employees. You can Select/Tick one parent and one parent in law in the Parents/In-Law options and select the sum insured of your choice (7L, 10L, 15L & 20L).
- In case of a valid life changing event, you can choose a different plan during policy period. Please write to hb.admin@marsh.com

#### Benefit:

Medical Benefit

#### Members

Relationship	Name		
Employee	Test case 190517		
Dependents	<b>Enroll Member In</b>	<b>Member Name</b>	<b>Relation</b>
	<input checked="" type="checkbox"/>	test spouse2	Partner
	<input type="checkbox"/>	DEEVA	Mother
	<input type="checkbox"/>	testf	Father
	<input checked="" type="checkbox"/>	DEEPI	Daughter
	<input checked="" type="checkbox"/>	Anita	Daughter

Be sure you select the family members that you want to enroll by placing a tick.

Select an appropriate plan based on your needs. Flex Points will be deducted according to the price tag listed against each option. Be sure you select the family members that you want to enroll.

#### Currently Selected Plan

Employee, Partner and Children - Rs. 7 Lacs Cover

#### Optional Benefit

Select	Options	Flex Points
<input type="radio"/>	Employee - Rs. 5 Lacs Cover (Core Benefit)	0.00
<input type="radio"/>	Employee - Rs. 7 Lacs Cover	5,000.00
<input type="radio"/>	Employee plus Parents - Rs. 5 Lacs Cover	14,800.00
<input type="radio"/>	Employee plus Parents - Rs. 7 Lacs Cover	19,800.00
<input type="radio"/>	Employee plus Parents - Rs. 10 Lacs Cover	27,100.00
<input checked="" type="radio"/>	Employee, Partner and Children - Rs. 7 Lacs Cover	8,200.00
<input type="radio"/>	Employee, Partner and Children - Rs. 10 Lacs Cover	12,500.00

# Choosing Your Benefits

Price tag for this product is based on Sum Assured and Family definition of each option. Optional Benefit selected will replace Default Benefit.



Refer to the Benefit manual for Flex rules.



Similarly, if you choose not to cover any of your dependents, an appropriate warning will be displayed once you confirm your selection. You can choose to change your selection or acknowledge the warning without changing your selection.

# Choosing Your Benefits

## 6.a Choosing Your Benefits – Group Medical – Flex Plus Plan 1 Women and Child care

### My Enrollment

- Cervical cancer vaccination cost covered up to INR 10,000 for employee/spouse
- Maternity limit to be enhanced by INR 25,000
- Infant and Children Vaccinations up to age 14 covered up to INR 10,000 per family per year with a cap of INR 2,000 per event
- Diaper & Sanitary pad cost covered up to INR 5000. (Reimbursement only)
- Additional Pre & Post Natal cost covered up to INR 10,000, will be part of maternity limit and over and above the current pre & post-natal expense
- Spouse & Children selected under "Medical Benefit" will be automatically considered for coverage under this benefit.
- The below mentioned rate is inclusive of 18% GST

### Benefit:

Flex Plus Plan 1 Women and Child Care

### Members

Relationship	Name
Employee	Test case 190517
Dependents	NA

### Currently Selected Plan

None

### Optional Benefit

Select	Options	Flex Points
<input checked="" type="radio"/>	None	0.00
<input type="radio"/>	Top up Flex Women and Child Care Plan	17,700.00

## 6.b Choosing Your Benefits – Flex Plus Plan 2 OPD Dental Vision Health Check

### My Enrollment

Coverages are as below.

- SI is the max overall limit
  - OPD is the coverage as per existing benefit
  - Health checkups \*\*Female employees above 40 years – health check up to INR 15k
  - DentalVision Coverage as per existing benefit
- Note: While the sub limits do not add up to the total limit, the claims cannot exceed overall limit.
- The below mentioned rate is inclusive of 18% GST

### Benefit:

Flex Plus Plan 2 OPD Dental Vision Health Check

### Members

Relationship	Name
Employee	Test case 190517
Dependents	NA

### Currently Selected Plan

SI=35000 (Sublimit: 15000 OPD, 10000 Health Check, 10000 DentalVision)



### Optional Benefit

Select	Options	Flex Points
<input checked="" type="radio"/>	SI=35000 (Sublimit: 15000 OPD, 10000 Health Check, 10000 DentalVision)	0.00
<input type="radio"/>	SI=50000 (Sublimit: 22500 OPD, 18000 Health Check, 18000 DentalVision)	8,850.00
<input type="radio"/>	SI=65000 (Sublimit: 32000 OPD, 26500 Health Check, 26500 DentalVision)	17,700.00

## 7. Print Enrollment Statement

The Enrollment Statement provides a summary of your benefit selection. Print this for your future reference. For subsequent years, you'll be able to access previous years' statements through the "Previous Statements" menu option.

**Option 1:** When you exit from the Enrollment Summary page, you will be prompted to print Enrollment Statement. Click "OK" to print.




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### My Enrollment

 **Attention**

**Option 2:** Start Select Enrollment -> Enrollment Statement menu option

**Benefit Period: 01/07/2021 to 30/06/2022**

#### Life and Accident Insurance Benefits

Benefit Type	Selected Coverage	Covered Member	Points Used For Selected Coverage
Group Term Life - Employee Base	Total Multiple: 3.00 x Annual Salary Total Sum Assured: 3,000,000	Test case 190517	0.00
Group Term Life - Employee Top-up	Total Multiple: 3.00 x Annual Salary Total Sum Assured: 3,000,000	Test case 190517	3,186.00
Group Term Life - Critical Illness	Total Sum Assured: 2,000,000	Test case 190517	5,640.00
Group Term Life - Partner	Total Sum Assured: 0	test spouse2	0.00
Group Personal Accident - Employee	Total Multiple: 3.00 x Annual Salary Total Sum Assured: 3,000,000	Test case 190517	0.00
Group Personal Accident - Partner	Total Sum Assured: 0	test spouse2	0.00

#### Medical Benefit

Benefit Type	Selected Coverage	Covered Member	Points Used For Selected Coverage
Medical Benefit	Employee, Partner and Children - Rs. 7 Lacs Cover	Test case 190517 test spouse2 DEEPI Anita	8,200.00
Flex Plus Plan 1 Women and Child Care	None	Test case 190517	0.00
Flex Plus Plan 2 OPD Dental Vision Health Check	SI=35000 (Sublimit: 15000 OPD, 10000 Health Check, 10000 Dental/Vision)	Test case 190517	0.00

#### Self Fund Benefit (in addition to basic allowance limit)

Benefit Type	Selected Coverage	Covered Member	Points Used For Selected Coverage
Tuition Allowance	Total Sum Assured: 0	Test case 190517	0.00
Child Care Allowance	Total Sum Assured: 0	Test case 190517	0.00
Fitness Reimbursement	Total Sum Assured: 0	Test case 190517	0.00

## 9. Statement of Account (Available Only After Enrolment window is closed)

This provides all the transaction details of your Flex account for the selected benefit period. Click on "Statement of Account" menu option.

Transaction Type includes:

- Points allocation (Flex points allocated at the beginning of the benefit year / on your joining date)
- Enrollment Transaction (points usage for benefit selection)
- Applicable Salary deduction, in case of over-purchase

Transaction Date (dd/MM/yyyy)	Employee Name	Account Name	Credit	Debit	Effective Date (dd/MM/yyyy)	Expiry Date (dd/MM/yyyy)	Transaction Type	Status	Remarks
06/03/2013	TestCase80601	Flex Account	15000.00	0.00	01/07/2012	30/06/2013	Points Allocation	Approved	Flex Points
05/06/2013	TestCase80601	Flex Account	0.00	0.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Child Care Allowance
05/06/2013	TestCase80601	Flex Account	0.00	0.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Fitness Reimbursement
05/06/2013	TestCase80601	Flex Account	0.00	843.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Group Personal Accident - Employee
05/06/2013	TestCase80601	Flex Account	0.00	0.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Group Personal Accident - Spouse
05/06/2013	TestCase80601	Flex Account	0.00	708.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Group Term Life - Employee
05/06/2013	TestCase80601	Flex Account	0.00	865.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Group Term Life - Critical Illness
05/06/2013	TestCase80601	Flex Account	0.00	0.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Group Term Life - Spouse
05/06/2013	TestCase80601	Flex Account	0.00	0.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Tuition Allowance
05/06/2013	TestCase80601	Flex Account	0.00	12000.00	01/07/2012	30/06/2014	Enrolment Transaction	Approved	Medical Benefit

10. Review & Update Personal Details

BenefitsAsia is updated with your personal details based on your existing enrollment data. Review your and your dependents’ details through the “My Details” menu option.

Home

Start Enrollment

My Details

Statement of Account

My Benefits

Your Details

Dependents

Personal Details

Descriptive text goes here. Should explain exactly what this information is and how it can be used.

Personal Information

Employee ID: 80601

Personal Phone No:

Full Name: TestCase80601

Gender: Male

Birth Date (dd/MM/yyyy): 03/07/1984

Employment Information

Join Date (dd/MM/yyyy): 01/05/2010

Office Phone No:

Employment Type: Full Time

Email:

Subsidiary: GTSC


Automatically adjustment of Sum insured for Group Personal Accident\*: No

Cost Centre: 0110 Operations - Int

Automatically adjustment of Sum insured for Group Term Life\*: Nil

Department: Acct Dev APA

Office Location \*: Bangalore

 Review your Personal details like Phone number, Email, Office Location. Some of these details are editable, so be sure to update them with correct information. Report to the BenefitsAsia admin team and your HR in case of any discrepancies in non-editable data fields.



- ✔ BenefitsAsia will send email confirmations for all changes.
- ✔ In case of missing dependent information, email the required details (refer to the Benefit Manual) to the BenefitsAsia admin team for update.

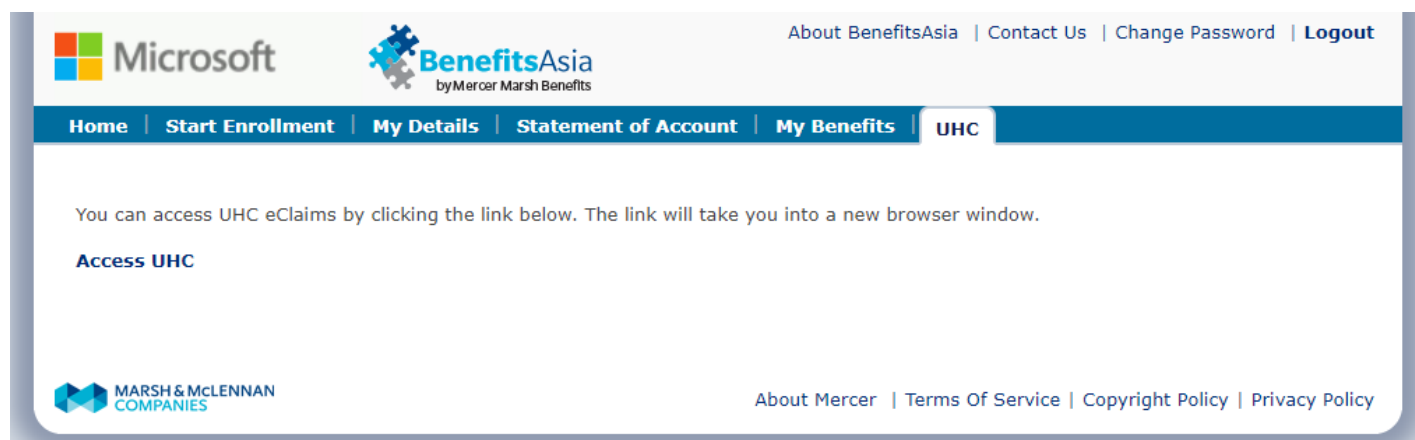
### AUTO Adjust your Sum Insured

By default, your Term Life & Personal Accident base Sum Insured would change as per your Salary changes during the policy period..

## 11. UHC portal now at BenefitsAsia tool

Now you can download your e-cards and check your claim status on BenefitsAsia portal.

Simply go quick links and click on UHC, you will be directed to UHC portal



## 12. My Benefits

This section of BenefitsAsia will host all the reference materials such as benefit manuals, claim forms, underwriting forms, and other relevant documents.

## 13. How to Logout?

The "Logout" option is available on the top-right corner of all pages.

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# Questions

For any assistance, please write to the BenefitsAsia administration team. Our operating hours are from 10:00a.m to 5:30p.m (Mondays to Fridays), except on public holidays.

Email – [HB.Admin@Marsh.com](mailto:HB.Admin@Marsh.com)