(https://kgidonline.karnataka.gov.in)

Life Insurance New Business

USER MANUAL

Karnataka Government Insurance Department

Government of Karnataka

Prepared by

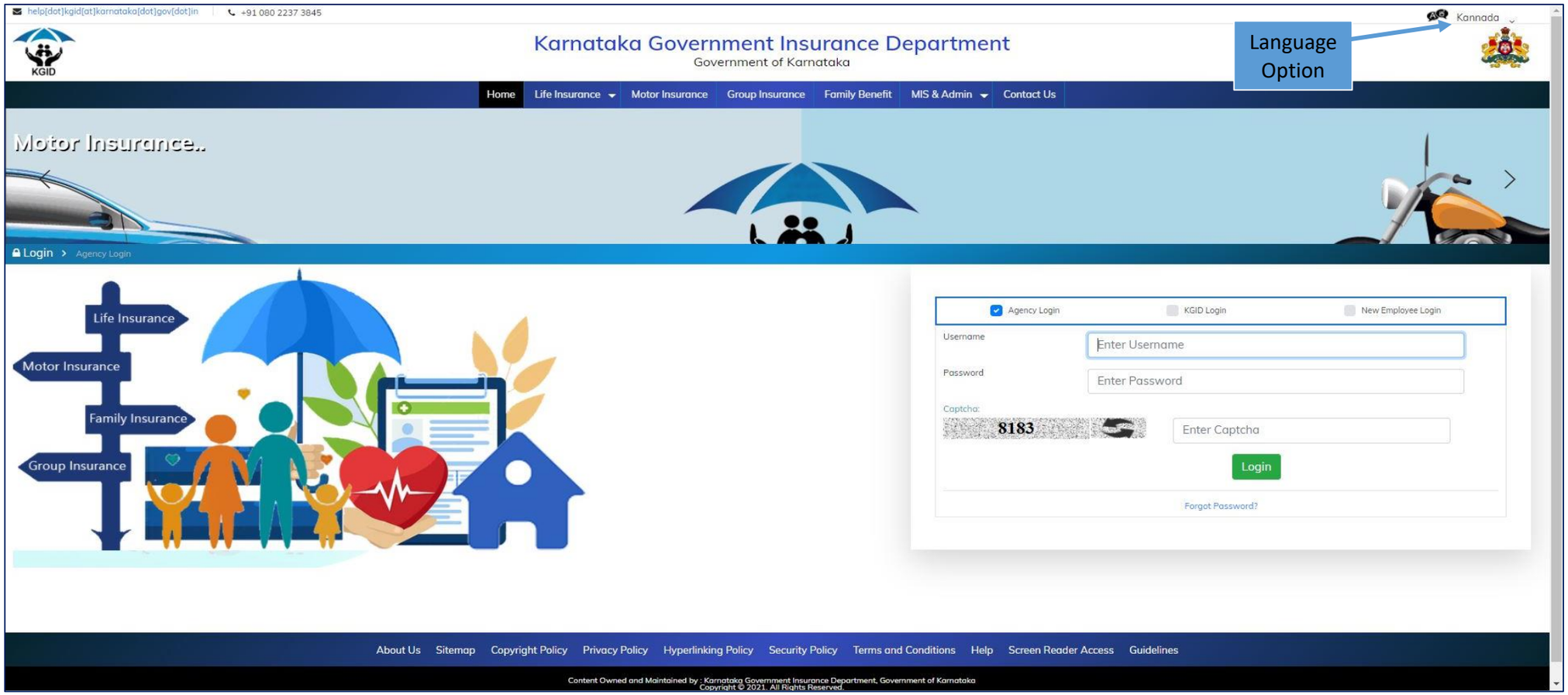
Centre for Smart Governance (CSG)

No. 2A, Hayes Road

Bengaluru - 560025

Karnataka Government Insurance Department Web Page:

a) Open the web browser.
b) Enter the URL (http://49.206.243.82:92/).

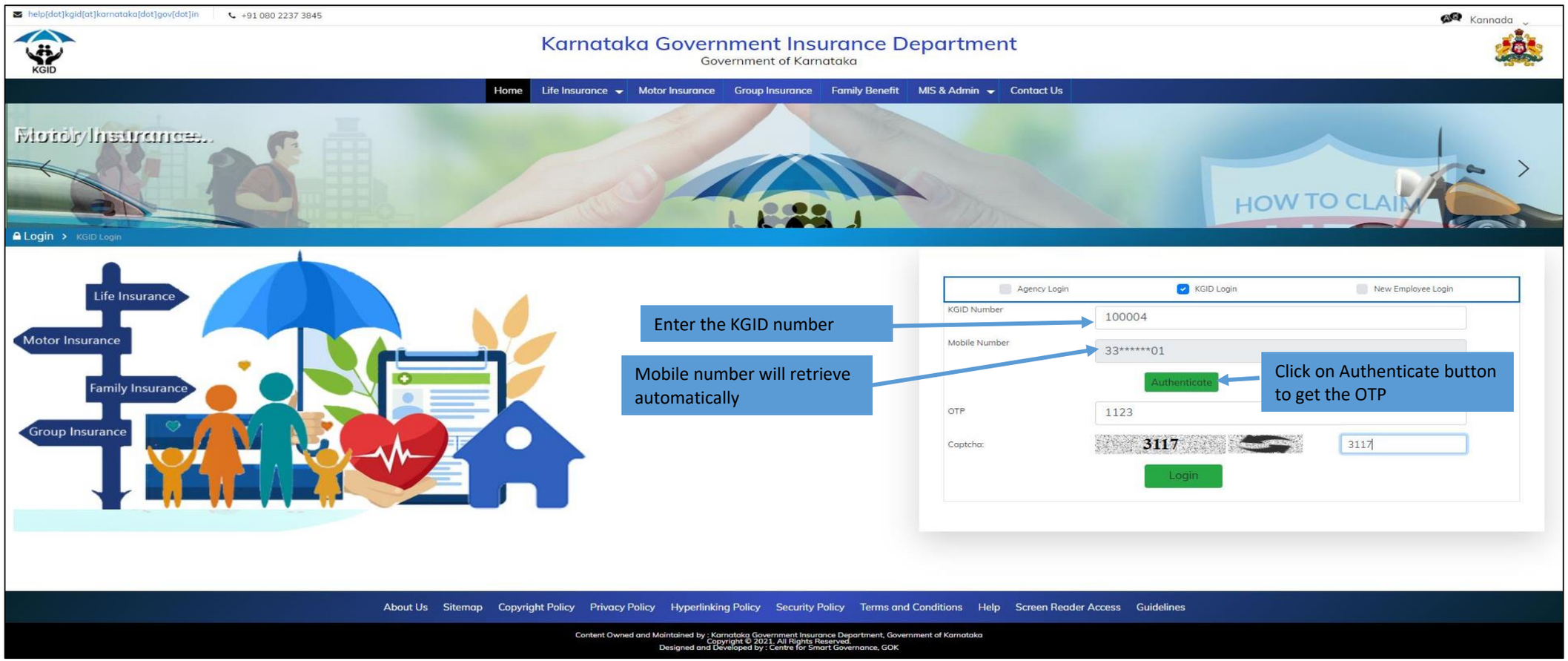


Verification and Scrutiny of New Employee Details

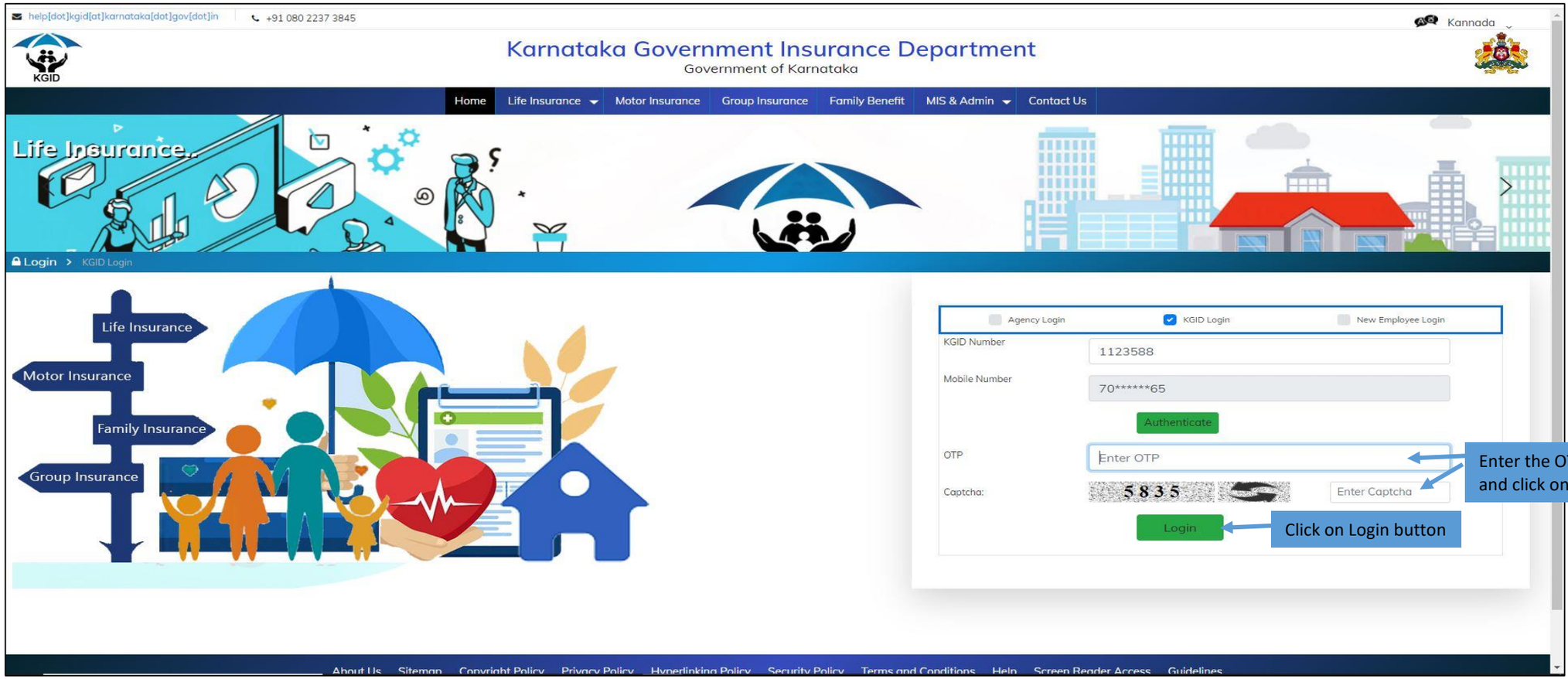
LOGIN PAGE- Superintendent:

1. Select the **"KGID Login"** Tab.

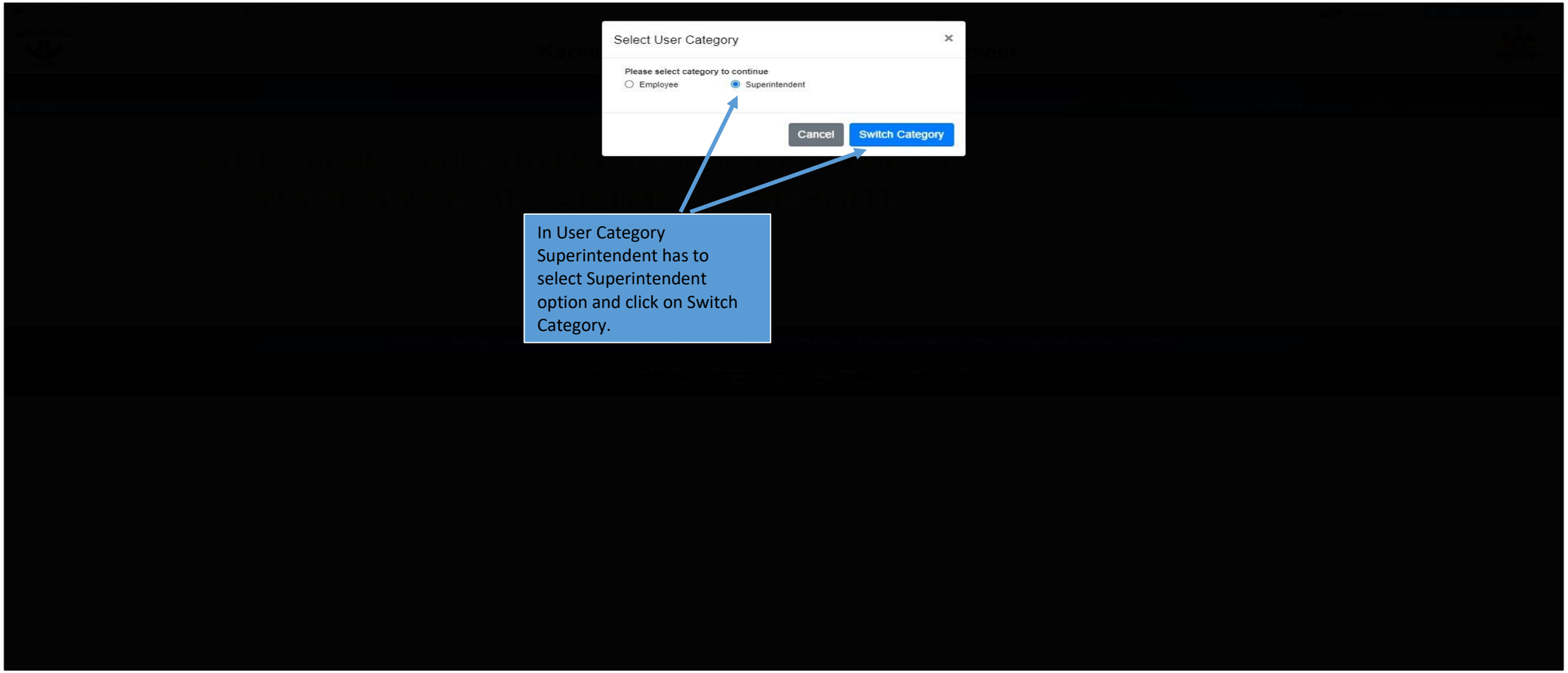
2. Superintendent has to enter his **“KGID number”** and the Mobile number is auto-populated.
3. Click on **“Authenticate”** Button to get the **“OTP”.**



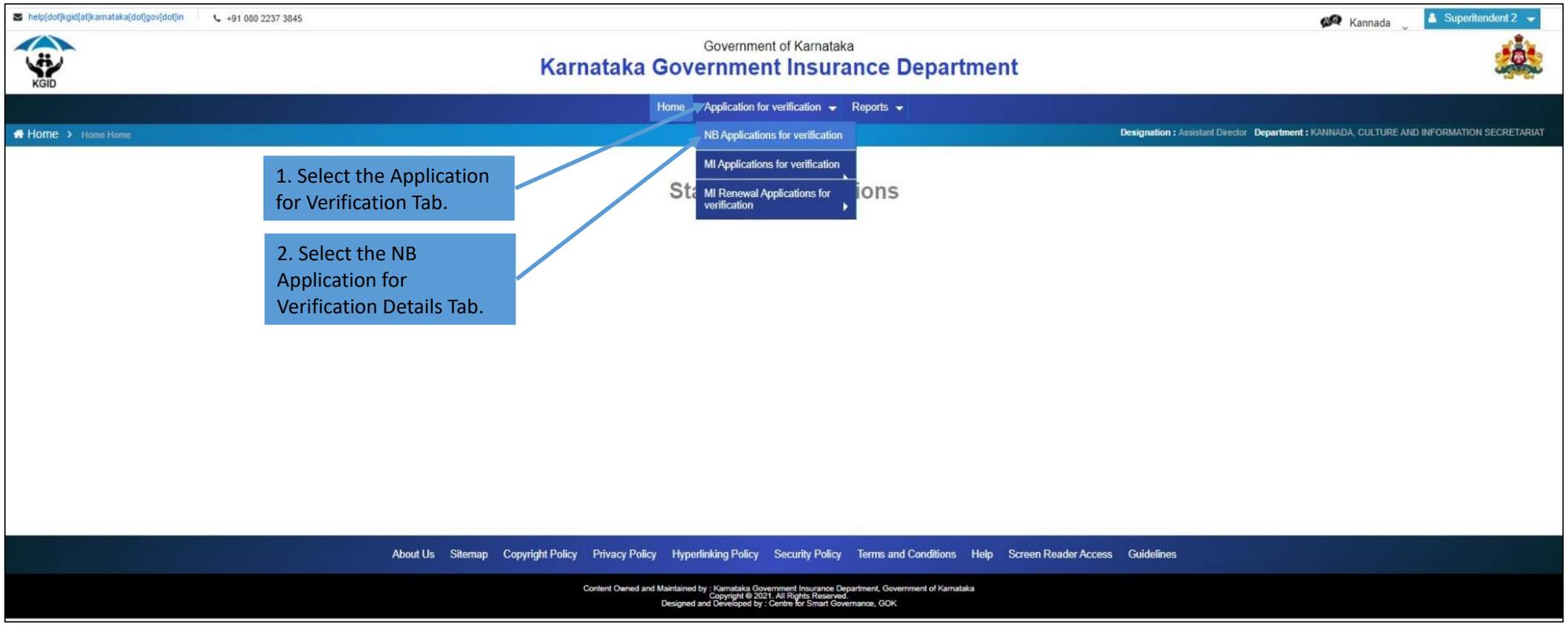
4. Enter the **“OTP”** and **“Captcha”** and click on **“Login”** button.



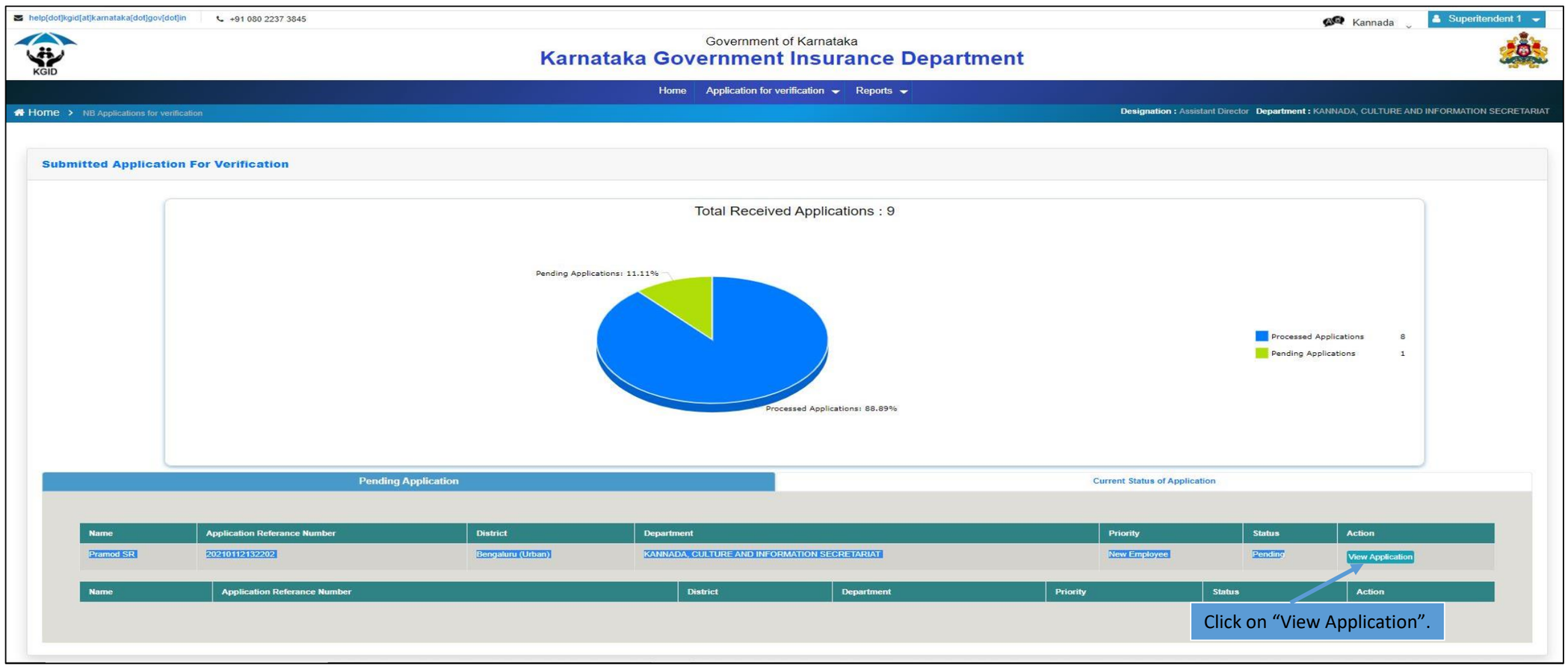
5. After clicking on Login button, the User Category webpage is displayed. Select the **Superintendent** option.
6. Click on "**Switch Category**".



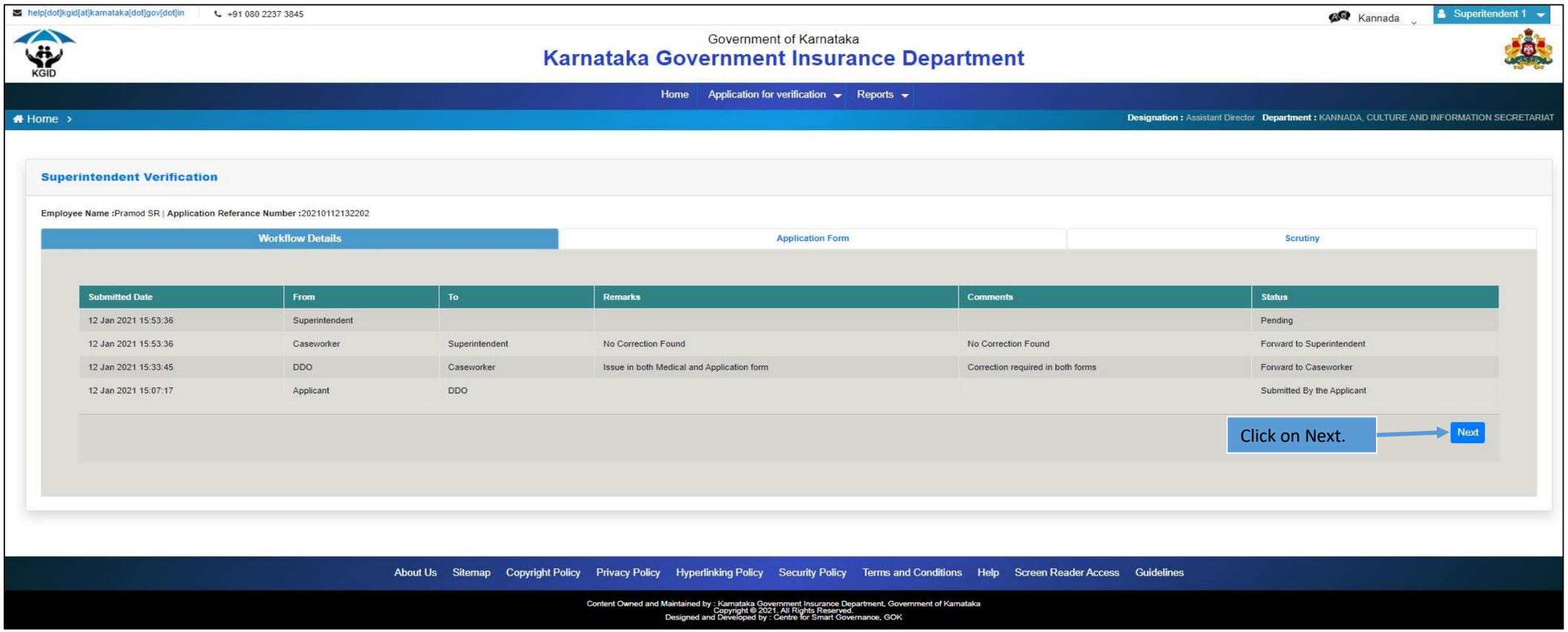
7. Select the **“Application for verification”** tab and then click on “**NB Applications for verification”**.



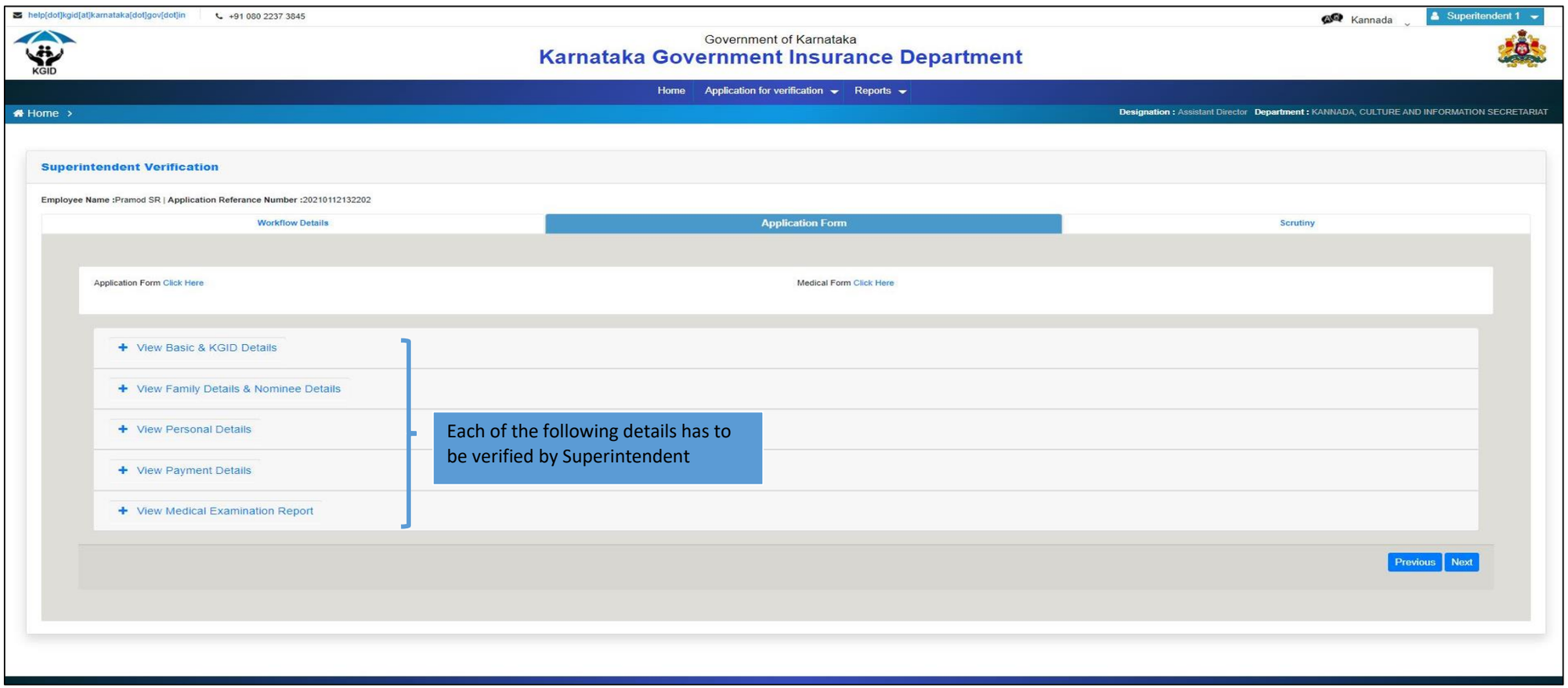
8. The dashboard displays a report of Processed Applications and the Pending Applications.
9. Applications submitted by employees for verification are displayed.
10. Click on **“View Application”** to open the application submitted by an employee.



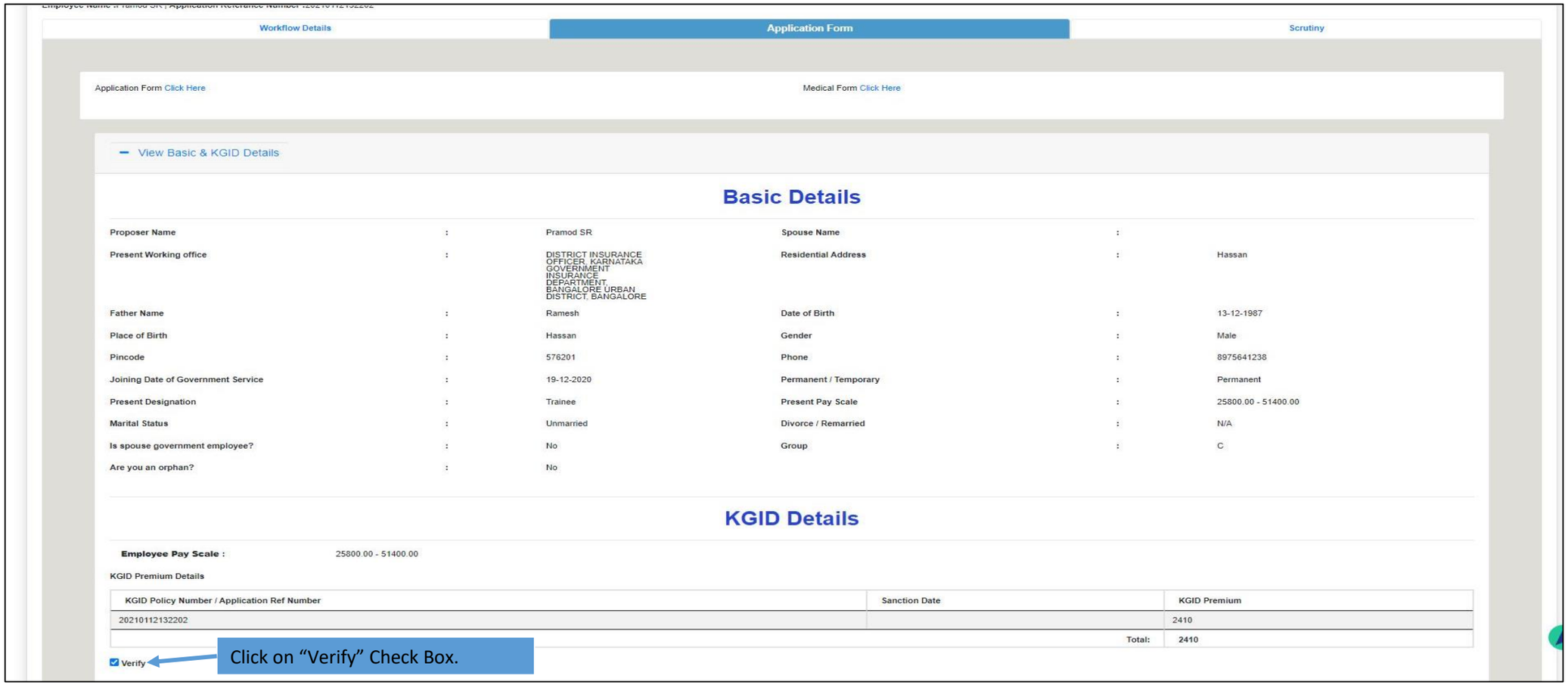
11. Workflow Details of the Applications are displayed.
12. Click on **Next** option to proceed further.



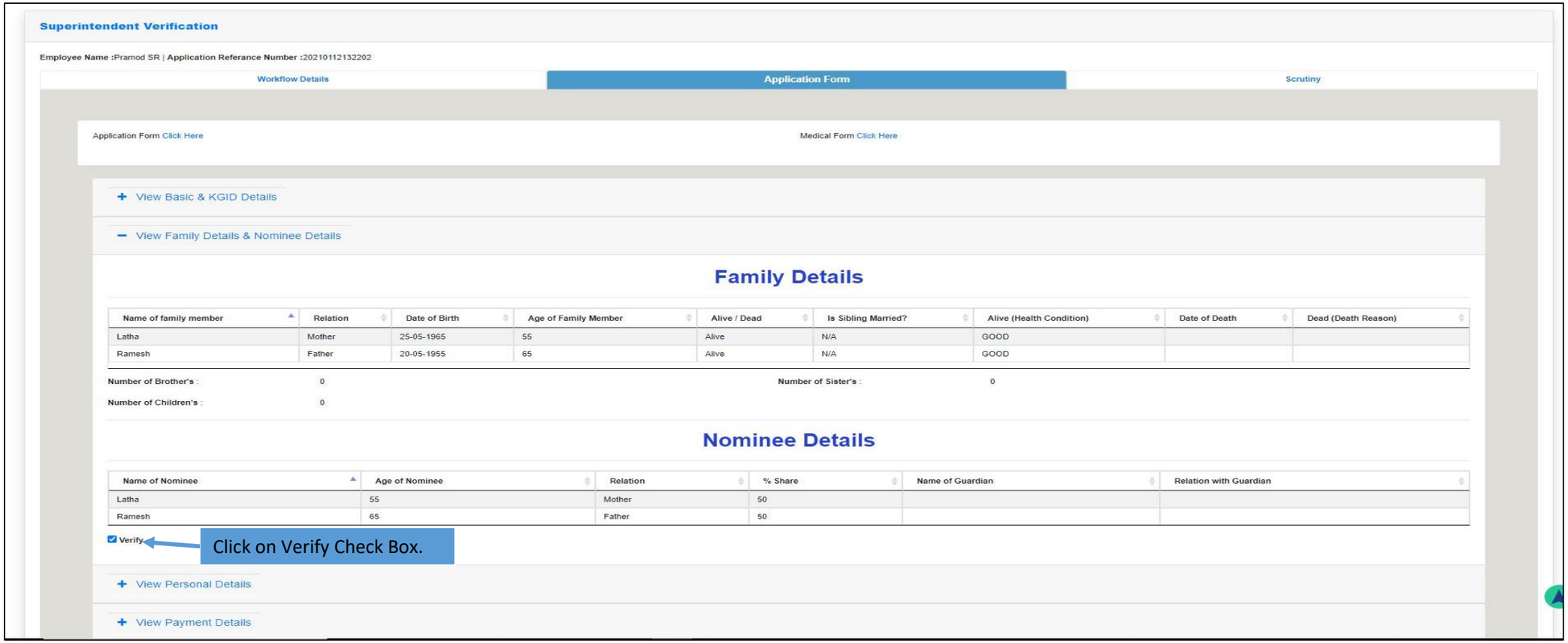
13. Superintendent has to verify the following details in the Application form:
    * Basic & KGID Details
    * Family Details & Nominee Details
    * Personal Details
    * Payment Details
    * Medical Examination Report



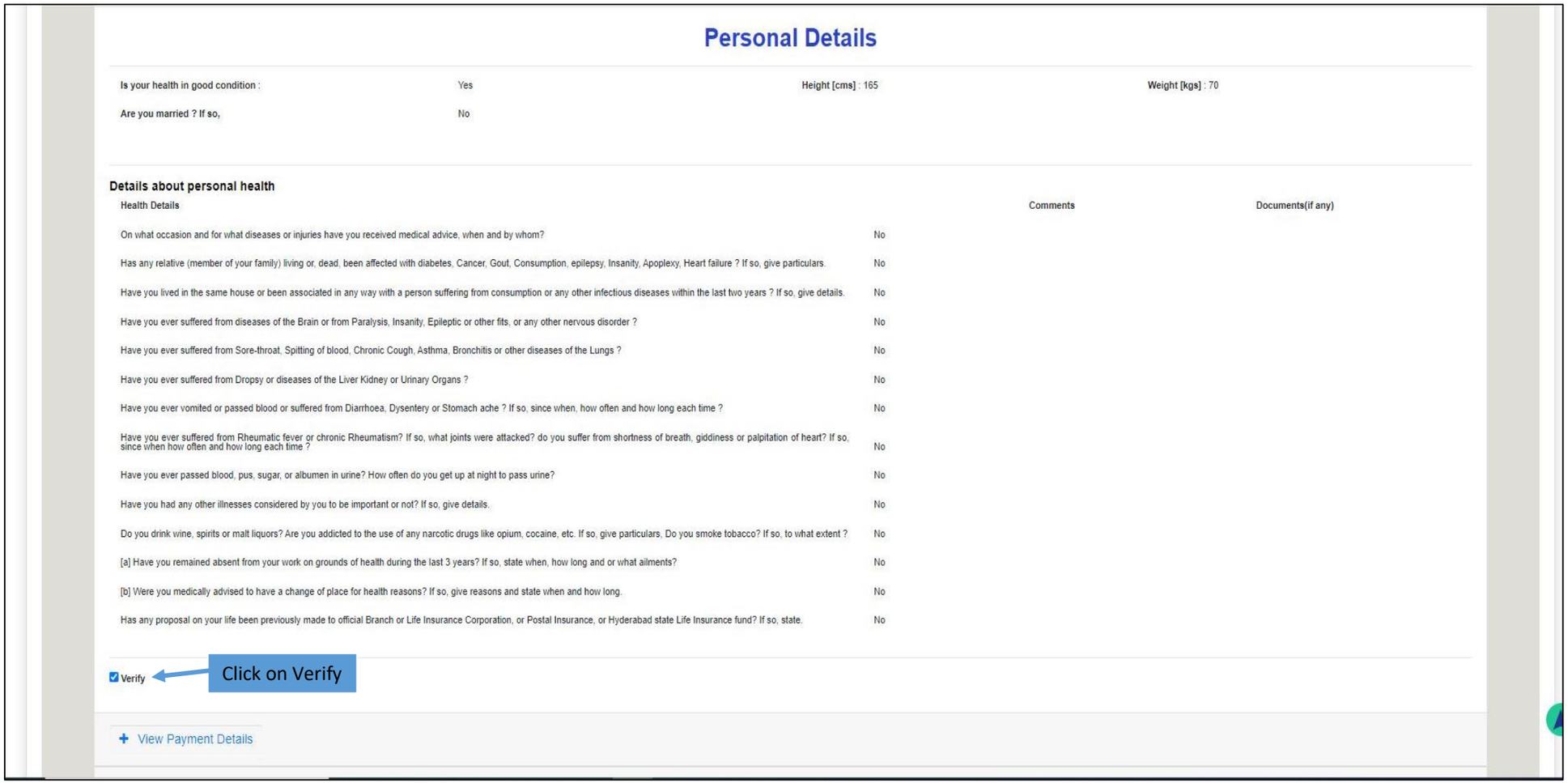
14. To verify the **“Basic Details”** & **“KGID Details”** tick the check box **verify.**



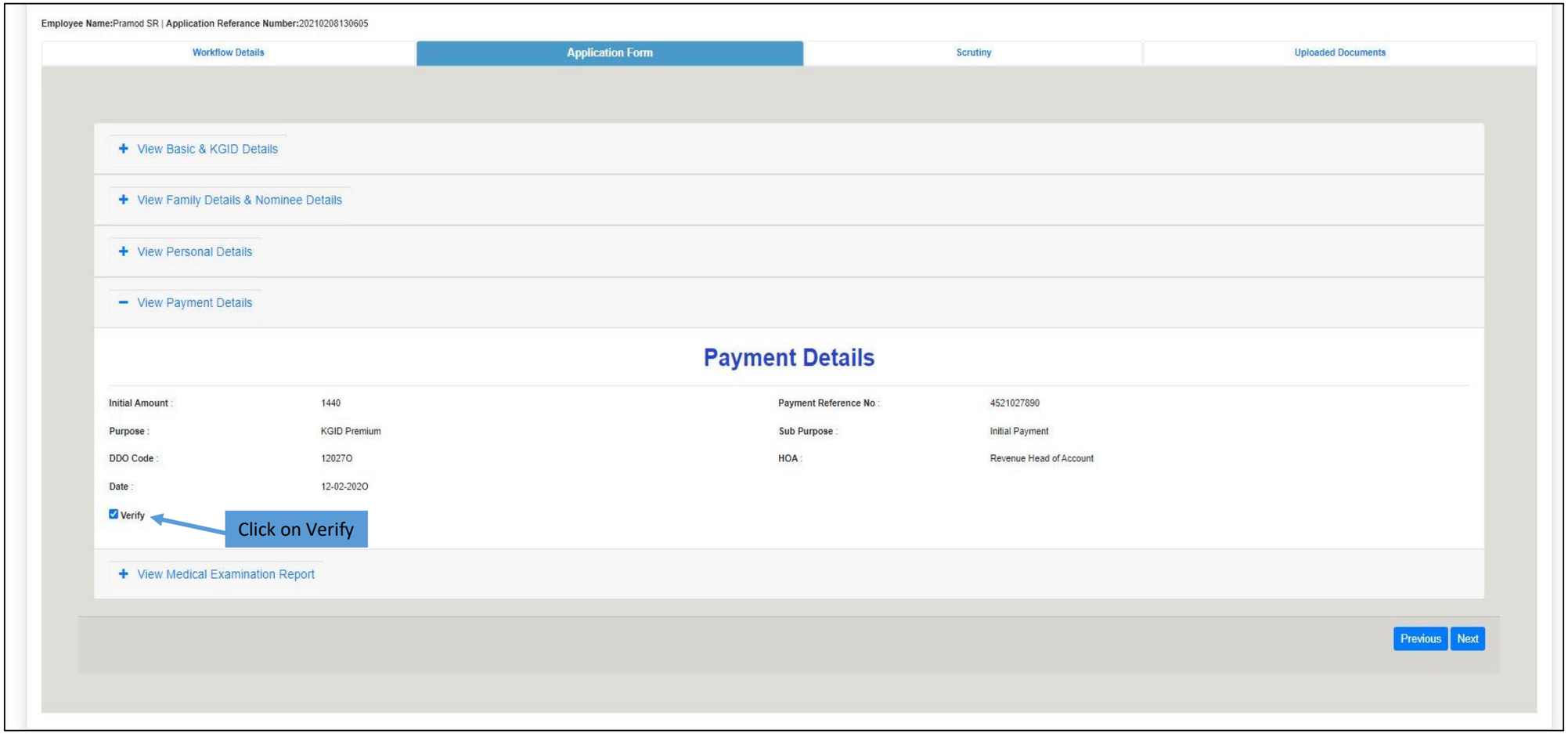
15. To verify the **“Family Details” & “Nominee Details”** tick the check box **verify.**



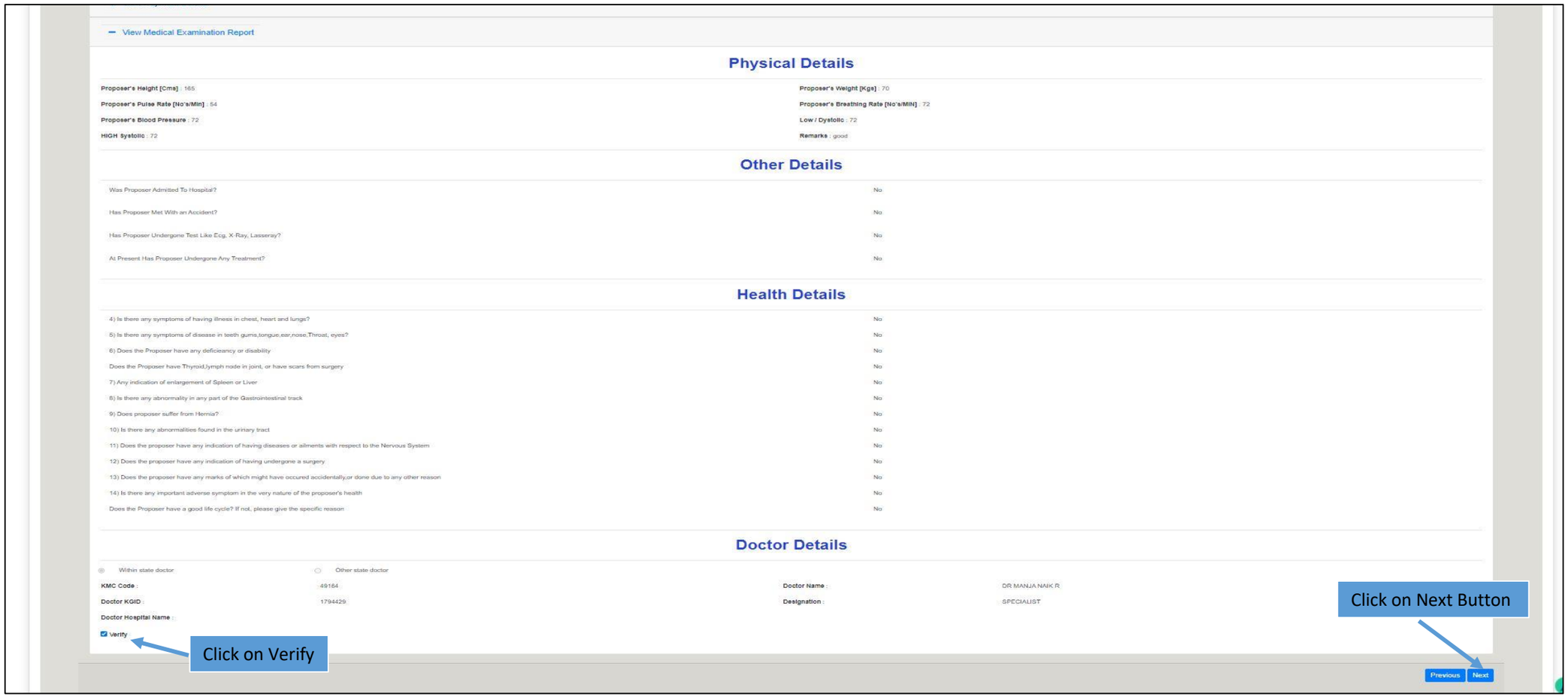
16. To verify the **“Personal Details”** tick the check box **verify.**



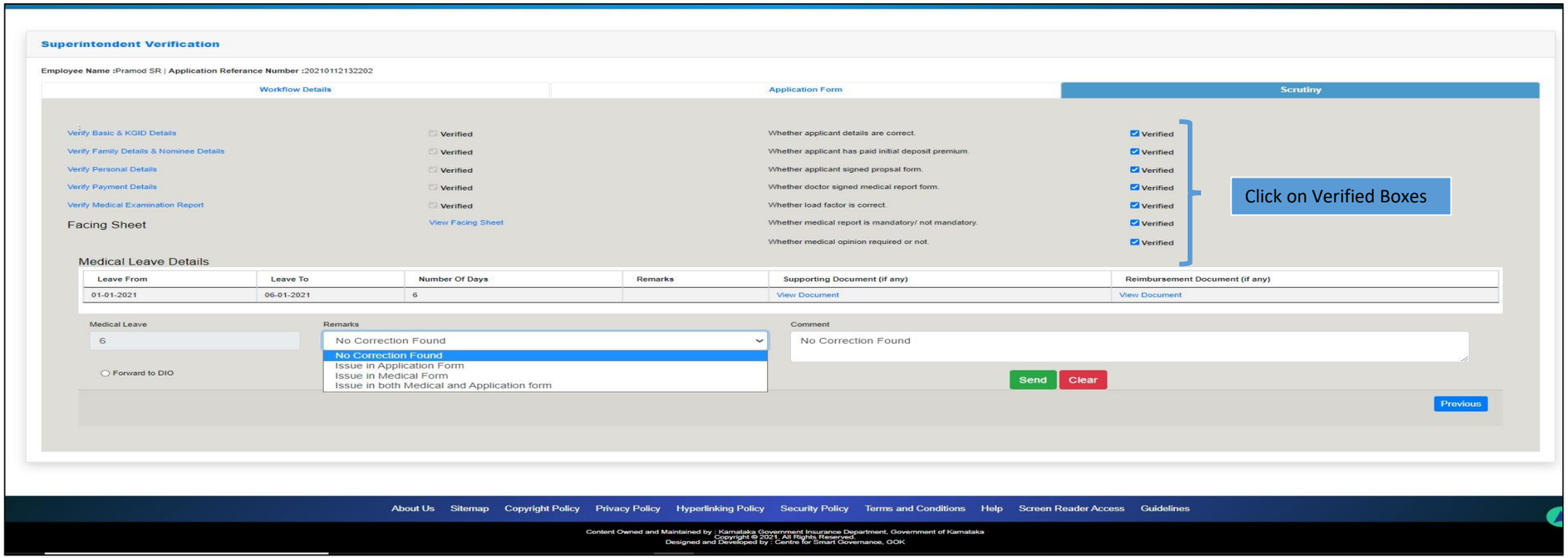
17. To verify the **“Payment Details”** tick the check box **Verify**.



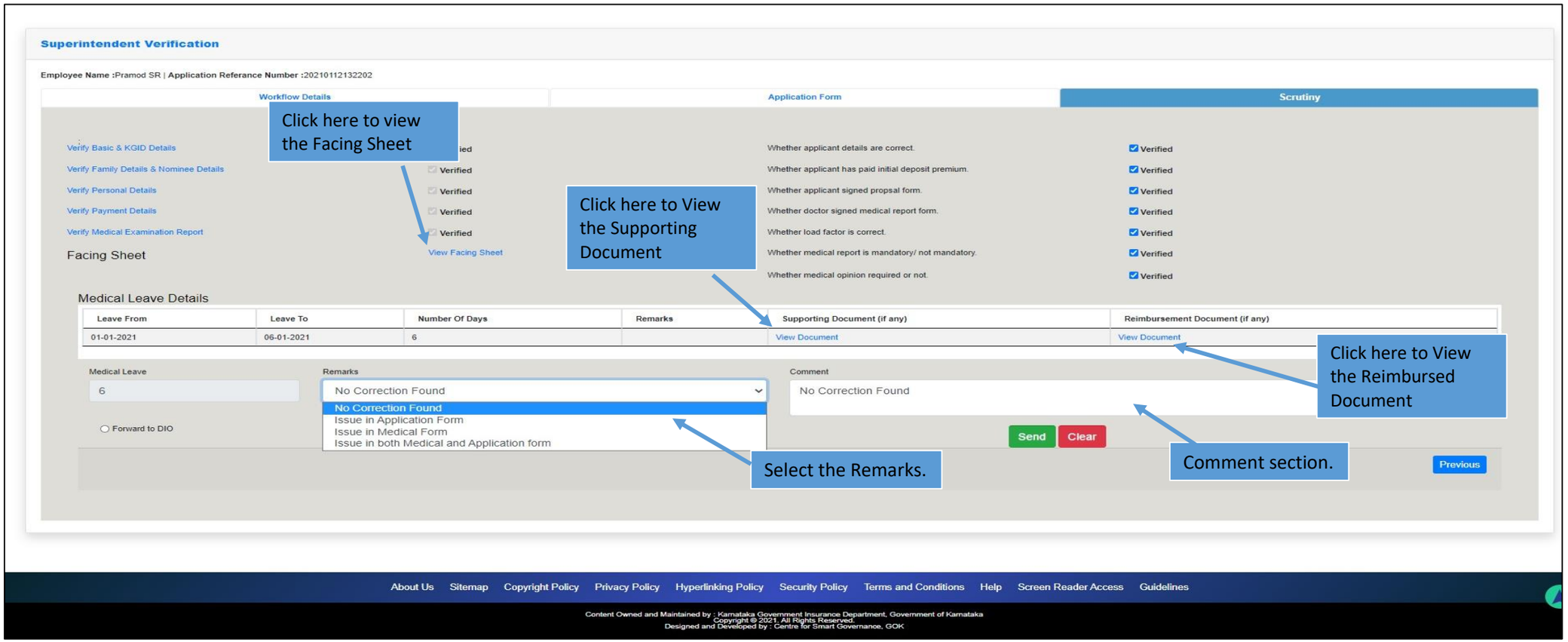
18. To verify the **“Medical Examination Report”** tick the check box **Verify.** Click on **Next** to proceed further.



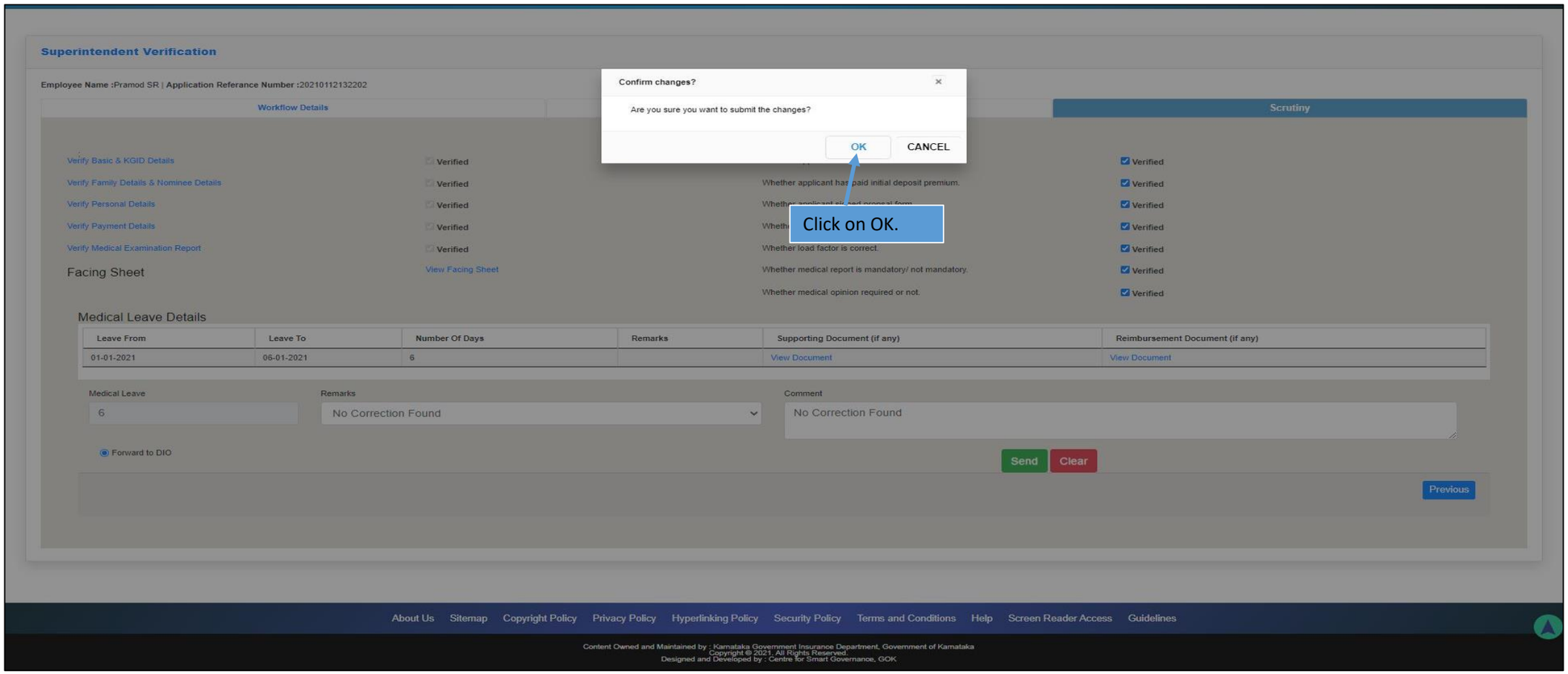
19. In Scrutiny Superintendent has to verify:
    * Whether applicant details are correct.
    * Whether applicant has paid initial deposit premium.
    * Whether applicant signed proposal form.
    * Whether doctor signed medical report form.
    * Whether load factor is correct.
    * Whether medical report is mandatory/ not mandatory.
    * Whether medical opinion required or not.
20. Tick the check box **“Verified”,** if the above mentioned details are correct.



21. Superintendent can verify the **“Medical Leave Details”** uploaded by **DDO.**
22. After verification, Superintendent can **forward the application to DIO** by selecting the suitable **Remarks** and providing a comment in the **Comment Box.**



22. The application will ask for Confirm Changes, Click on **“OK”.**



23. Superintendent can click on **“Uploaded Documents”** to View and Download the **“Application Form”** and **“Medical Form”.**