

## Process of enrolling insurance policies with Life Insurance Corporation of India (LIC)

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Strictly for internal circulation only

# Introduction

Please go through the following slides to complete the process of enrollment.

a) If you are an existing LIC customer, but have not used the LIC portal so far, you would first need to create a user name and password for yourself on the website [www.licindia.in](http://www.licindia.in) - start with the next slide and proceed.

b) If you already have your username and password for the LIC portal, please go to Step No 5 directly.

**Step 1** - Log on to [www.licindia.in](http://www.licindia.in) - Click on the “New User? Click Here” link to start the process.

The screenshot shows the LIC India website in a Windows Internet Explorer browser. The address bar displays <https://www.licindia.in/index.html>. The website features a yellow and blue header with the LIC logo and navigation links: HOME, HINDI, CONTACT US, ABOUT US, and FEEDBACK. Below the header is a red banner with the text "LIC wishes you a Happy Diwali" and a lit diya. To the right of the banner is a yellow box containing a "LOGIN" button and a link labeled "New User? Click Here" which is highlighted by a callout box with the text "Click here to register". Below the banner are several sections: "THINGS YOU MUST KNOW" (explaining life insurance), "BUY LIC POLICY NOW" (with a "more" link), "INSURANCE PLANS" (describing individual needs), "ACHIEVEMENTS & AWARDS" (mentioning CNBC Awaaz Consumer awards 2010), "ASK YOUR INSURANCE ADVISOR" (with a "more" link), "NRI CENTRE" (promoting India's growth story), "PREMIUM CALCULATOR" (offering an online premium calculator), and "ONLINE PAYMENT" (offering on-demand service within a few clicks).

**Step 2** - In the next window, provide all the mandatory values and click on "Proceed"

Life Insurance Corporation of India - Windows Internet Explorer

https://www.licindia.in/NewUserRegistration.htm

Life Insurance Corporation of India

Customer Services  
Premium Payment  
Join Our Team  
Plan NAV  
Locator

Registration

NEW REGISTRATION

Customer Verification

Please provide the following information:

Policy No. \*

Installment Premium (Rs.) \*

Date of Birth (dd/mm/yyyy) \*

Email Id \*

Proceed

Enter values for all mandatory fields

Click on "Proceed"

Please ensure password (in 2nd window) contains atleast one numeric character  
Also please note that it should be greater than 8 digits, otherwise you will be re-directed to userid page again

https://www.licindia.in/tax\_benefit.htm

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## Step 3 - You would be able to create your username and password of your choice in the next screen.

Life Insurance Corporation of India - Windows Internet Explorer

http://www.licindia.in/NewUserRegistration.htm

Life Insurance Corporation of India

Join Our Team  
Plan NAV  
Locator

Registration

REGISTRATION  
INSURANCE SELECTOR  
NRI CENTRE  
PHONE HELPLINE  
POLICY GUIDELINES & HELP LINE  
TAX BENEFIT  
BONUS INFORMATION

NEW REGISTRATION

NEW USER REGISTRATION

Account Information

User-ID:  \*

*Enter User-ID of your choice.  
It can have Alphabets, Numbers and only these two special character dot(.) or underscore(\_)*

Password:  \*

Confirm Password:  \*

*Password must be in between 8 to 30 characters*

Submit

Please ensure password (in 2nd window) contains atleast one numeric character  
Also please note that it should be greater than 8 digits, otherwise you will be re-directed to userid page again

Done

Internet | Protected Mode: Off

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**Step 4** - Once you have your login details (Username and Password), you can continue with the process of enrolling your policies for Cognizant data sharing programme.

If you have more than one policy with LIC, you would need to enrol one policy first using the steps that follow.

You can continue to add rest of the policies using the “Enroll for Employer” in your home page on the LIC portal.

This is explained in detail in the following slides.



## Step 5 - Go to the URL

[http://www.licindia.in/Corporate\\_MainPage.html](http://www.licindia.in/Corporate_MainPage.html)



## Step 6 - Click on the button "Enrol your policies"

The screenshot shows the LIC India website in a Windows Internet Explorer browser. The address bar displays [https://www.licindia.in/Corporate\\_MainPage.html](https://www.licindia.in/Corporate_MainPage.html). The website features the LIC logo and a navigation menu with links: HOME, CONTACT US, ABOUT US, PRODUCTS, GROUP SCHEMES, CUSTOMER SERVICES, PREMIUM PAYMENT, JOIN OUR TEAM, PLAN NAV, and LOCATOR. A prominent banner on the right side of the page contains the text "Only for select Corporate Employees" and a blue button labeled "Enrol Your Policies". A callout box with a pointer indicates to "Click here to enrol your policies". Below the banner, there are several informational sections: "THINGS YOU MUST KNOW" (explaining life insurance), "BUY LIC POLICY NOW" (with a "more" link), "INSURANCE PLANS" (describing individual needs), "ACHIEVEMENTS & AWARDS" (mentioning CNBC Awaaz Consumer awards 2010), "ASK YOUR INSURANCE ADVISOR" (with a chat icon), "NRI CENTRE" (celebrating India's growth), "PREMIUM CALCULATOR" (with a "more tools" link), and "ONLINE PAYMENT" (offering on-demand service).



## Step 7 - Complete the next screen with details for any one of your LIC policy.

LIC - Life Insurance Corporation of India - Windows Internet Explorer

https://www.licindia.in/LIC\_Corporate.html

1. Enter values for all mandatory fields

If you have a LIC of India policy, please fill in the details

LIC of India Policy Number \* :

Policy Premium \* :

Employer \* : Select

Employee ID \* :

Employee Name \* :

Date Of Birth \* (dd/mm/yyyy) :

Official email-id \* :

Mobile Number \* :

PAN \* :

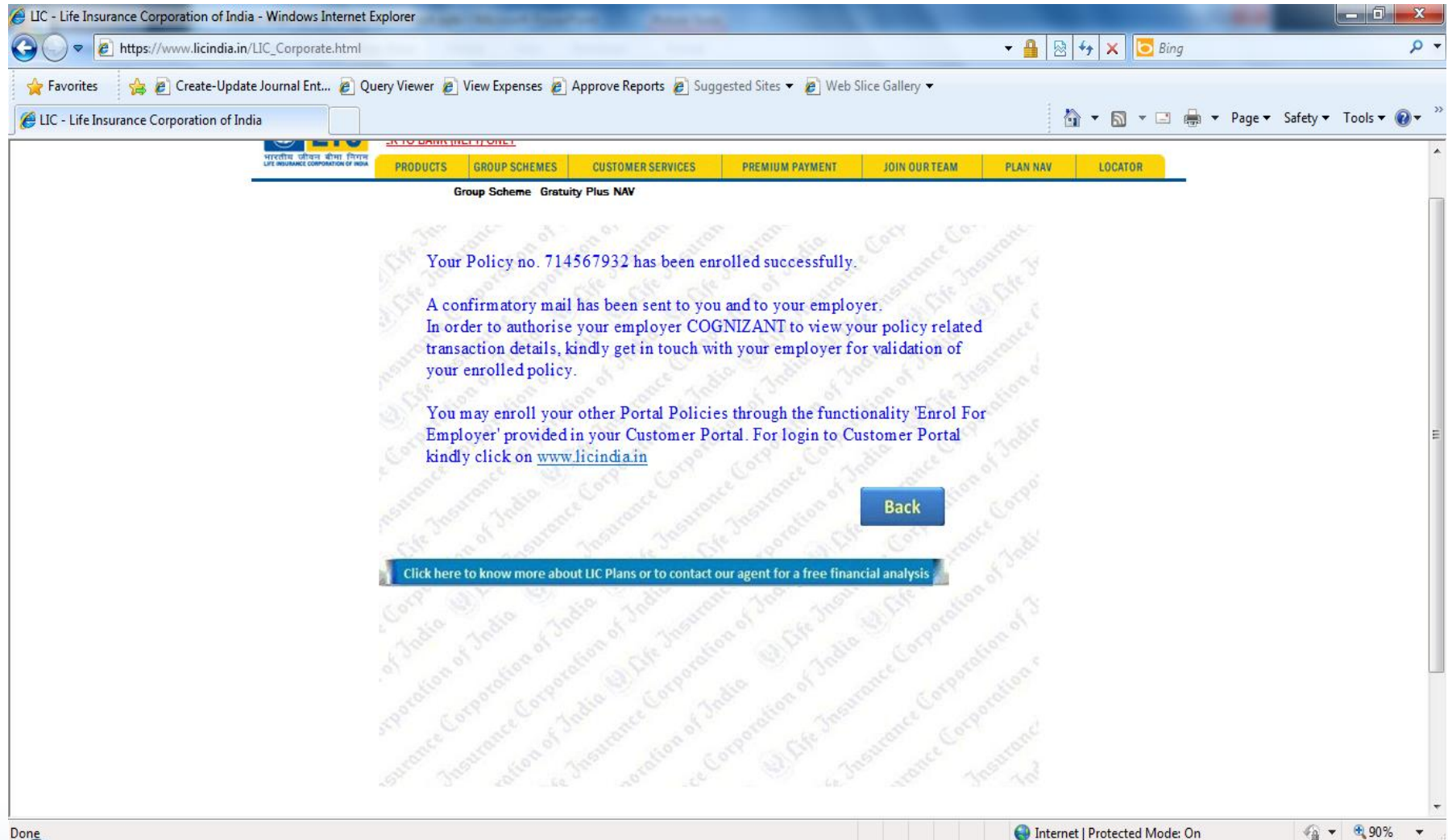
2. Tick this box

☐ I, an employee of (Company name), hold a Life Insurance policy of LIC of India. I authorize LIC of India to share with (Company name) the premium payment made by me. I understand and hereby acknowledge that LIC of India can disclose my said premium payment to (Company name) only on basis of this authorisation provided by me and that LIC of India shall not be liable to be for any loss or damage that I may suffer/incur as a consequence of disclosure of the said data/information by LIC of India. Further, I undertake to inform to LIC of India any change in Employer details, if any in future, failing which LIC of India will not be responsible for event driven mails being sent to your current employer.

3. Press Submit button

Submit

**Step 8** - Once you submit the details, you will get the below screen, which is a preliminary confirmation of your enrolment.



**Step 9** - To enroll more policies, you can use the functionality available in your home page on the LIC portal itself ([www.licindia.in](http://www.licindia.in)) – where you would get a new menu button on the right “Enroll your policies with the employer”. You can continue to enroll your other policies using this option.

The screenshot shows the LIC Enterprise Portal in a Windows Internet Explorer browser. The address bar displays <https://www.licindia.in/LICEPS/appmanager/Customer/CustomerHome>. The page features a 'Welcome!' message and a prompt to 'Please update your profile by accessing the "Update Profile" link under "Customer Services"'. On the right side, under the 'Customer Services' menu, the 'Enroll For Employer' link is highlighted. A callout box with the text 'Click here to enroll additional policies' points to this link. The left sidebar contains various navigation links such as 'Enroll Policies', 'View Enrolled Policies', 'Premium Calendar', 'Revival Quote', 'Policy Maturity', 'Pension Policy Details', 'Group Schemes Details', 'Group Pension Details', 'Existing Loan Query', 'Register Complaints', 'Locators', and 'Calculators'. The footer includes the copyright notice: '© Copyright Life Insurance Corporation of India 2004 Registration number : 512'.

## Step 10 - In the next screen, you will have to click on the “Enrol policy for Corporate Employer”

CustomerHome - Windows Internet Explorer

https://customer.onlinelic.in/LICEPS/appmanager/Customer/CustomerHome?\_nfpb=true&\_windowLabel=customerServicesPortletInstance1&\_cuid=RC\_t\_81

CustomerHome

ZINDAGI KE BAAD BHI.

**Policy Tools**

- Enroll Policies
- View Enrolled Policies
- Premium Calendar
- Revival Quote
- Policy Maturity
- Pension Policy Details
- Group Schemes Details
- Group Pension Details
- Existing Loan Query

**Register Complaints**

- Register Complaints

**Locators**

- Agent Locator
- Doctor Locator
- Office Locator

**Calculators**

- Premium Calculator
- Insurance Selector

**Enroll policy for Corporate Employer**

**Click here to proceed**

Change Password

LOGOUT

**Customer Services**

- Pay Premium Online
- View Pay Premium Online - Receipts
- Premium Paid Statement
- Consolidated Premium Paid Statement
- Update Profile
- Subscribe to SMS
- Enroll For Employer
- Feedback

Done

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## Step 11 - Select the list of policies which you would like to enrol for the data sharing programme and click Submit.

**CustomerHome - Windows Internet Explorer**

https://customer.onlinelic.in/LICEPS/appmanager/Customer/CustomerHome?\_nfpb=true&\_windowLabel=CustPolEnrolmentForEmployerController\_1&Custl...

**ZINDAGI KE BAAD BHI.**

**Policy Tools**

- Enroll Policies
- View Enrolled Policies
- Premium Calendar
- Revival Quote
- Policy Maturity
- Pension Policy Details
- Group Schemes Details
- Group Pension Details
- Existing Loan Query

**Register Complaints**

- Register Complaints

**Locators**

- Agent Locator
- Doctor Locator
- Office Locator

**Calculators**

- Premium Calculator
- Insurance Selector

**Welcome,**  
Change Password  
**LOGOUT**

No Of policies that can be enrolled: 1

**List of policies to be enrolled**

Sr.No.	Customer Id	Employer Id	Policy No	Premium	
1				1311	<input type="checkbox"/>

Submit Check All Uncheck All

**Services**

- Pay Premium Online
- View Pay Premium Online - Receipts
- Premium Paid Statement
- Consolidated Premium Paid Statement
- Update Profile
- Subscribe to SMS
- Enroll For Employer
- Feedback

**Policies eligible for enrolment will appear here. Select the ones applicable by clicking the check box and Submit**

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**Step 12** - You would be required to confirm the same in the next screen by clicking on a link.

CustomerHome - Windows Internet Explorer

https://customer.onlinelic.in/LICEPS/appmanager/Customer/CustomerHome?\_nfpb=true&\_windowLabel=CustPolEnrolmentForEmployerController\_1&Custl

CustomerHome

ZINDAGI KE BAAD BHI.

**Policy Tools**

- Enroll Policies
- View Enrolled Policies
- Premium Calendar
- Revival Quote
- Policy Maturity
- Pension Policy Details
- Group Schemes Details
- Group Pension Details
- Existing Loan Query

**Register Complaints**

- Register Complaints

**Locators**

- Agent Locator
- Doctor Locator
- Office Locator

**Calculators**

- Premium Calculator
- Insurance Selector

No of Policies selected for enrollment: 1

**List of Policies selected for enrollment:**

Sr.No.	Customer Id	Employer Id	Policy No	Premium
1				1311

Click here to confirm enrollment of your policies

**Welcome,**

Change Password

**LOGOUT**

**Customer Services**

- Pay Premium Online
- View Pay Premium Online - Receipts
- Premium Paid Statement
- Consolidated Premium Paid Statement
- Update Profile
- Subscribe to SMS
- Enroll For Employer
- Feedback

Click this link

Done

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**Step 13** - Once these steps are completed, you will be presented with the enrolment confirmation screen, as below.

The screenshot displays the LIC online portal in a Windows Internet Explorer browser. The address bar shows the URL: [https://customer.onlinelic.in/LICEPS/appmanager/Customer/CustomerHome?\\_nfpb=true&\\_windowLabel=CustPolEnrolmentForEmployerController\\_1&Custl](https://customer.onlinelic.in/LICEPS/appmanager/Customer/CustomerHome?_nfpb=true&_windowLabel=CustPolEnrolmentForEmployerController_1&Custl). The browser's Favorites bar includes links like 'Create-Update Journal Ent...', 'Query Viewer', 'View Expenses', 'Approve Reports', 'Suggested Sites', and 'Web Slice Gallery'. The page header features the LIC logo and navigation links for 'Contact Us', 'About Us', and 'Home'. A large banner image shows a man in a suit sitting at a desk with a laptop, with the text 'ZINDAGI KE SAATH BHI ZINDAGI KE BAAD BHI.' overlaid. Below the banner, the 'Policy Tools' section lists 'Enroll Policies' (highlighted), 'View Enrolled Policies', 'Premium Calendar', 'Revival Quote', 'Policy Maturity', and 'Pension Policy Details'. To the right of this list, the text 'Policies Enrolled Successfully' is displayed. Further right, a 'Welcome,' message is shown with a 'Change Password' link and a 'LOGOUT' button. At the bottom right, the 'Customer Services' section lists 'Pay Premium Online', 'View Pay Premium', and 'Online - Receipts'.

## Enrolment process is complete

The online enrolment process for LIC policies is now complete.

For any other queries you may have regarding this process, you can reach out to the Payroll support through GSD or voice support at 56666-3-2 to get your queries addressed.

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# *Thank you*

**We would like to thank all the associates for extending such great support to all our pioneering initiatives, which are aimed at reducing the pains of our associates and also to support the Go-Green initiatives.**

**If you would like to read the introductory post pertaining to this exercise or would like to leave your comments about this initiative, you are welcome to log on to TK's Blog.**

**Link: <https://ch1blogs.cognizant.com/blogs/140420/>**