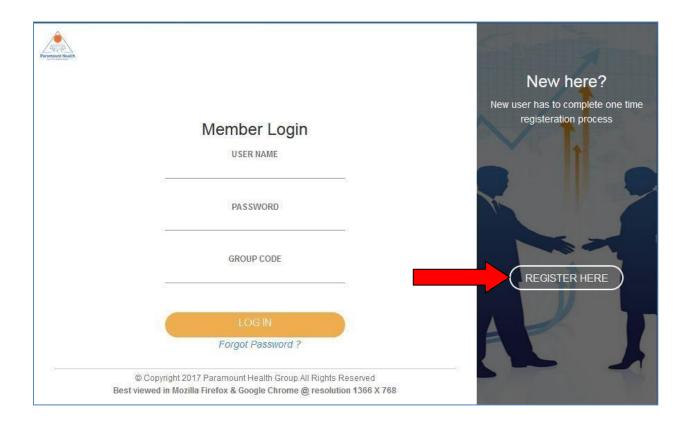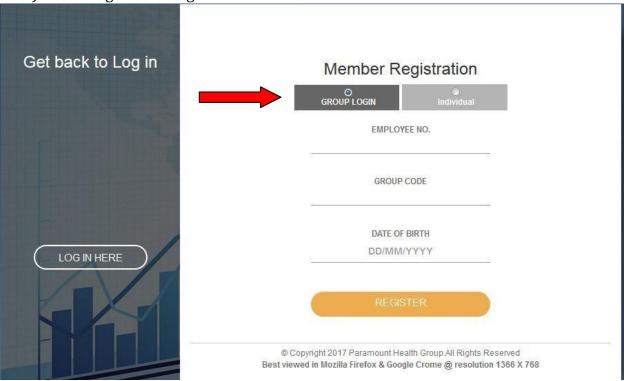**Member Login – Registration Process for All Clients**

Member login url : https://member.paramounttpa.com/Login.aspx

1) You will get following screen. Please click "REGISTER HERE"

2) You will get following screen

A) Please select GROUP LOGIN button

B) Please enter EMPLOYEE NO. (It will be USER NAME to Login)
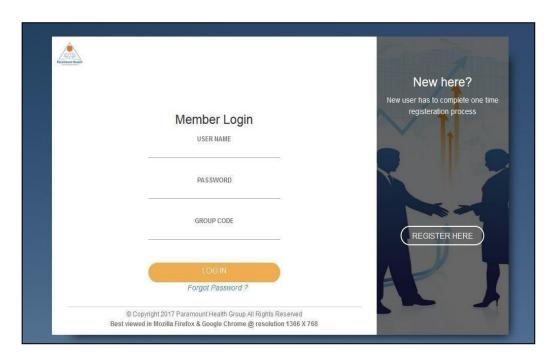
C) Please Enter GROUP CODE from the following Table

GROUP CODE	GROUP NAME
EITINET	EIT SERVICES INDIA PRIVATE LIMITED INET
EITINA	EIT SERVICES INDIA PRIVATE LIMITED INA7
XTS	XCHANGING TECHNOLOGY SERVICES INDIA PVT. LTD.
XSL	XCHANGING SOLUTIONS LIMITED
CSCIL	CSC INDIA PVT.LTD.
DXC	DXC TECHNOLOGY INDIA PRIVATE LIMITED
EITINES	EIT SERVICES INDIA PRIVATE LIMITED INES

D) Please enter Date of Birth in DD/MM/YYYY Format (should be 10 character including "/")

E) Click REGISTER

F) You will get Password on your Email ID and Mobile No. (The same will work for "Forget password")

Uploading Documents usingMember Login

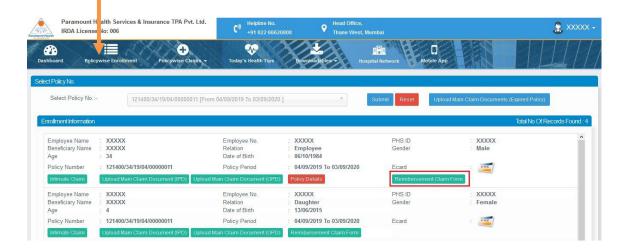Member login url: https://member.paramounttpa.com/Login.aspx

1) Enter your Username, Password and Group code on the login page.
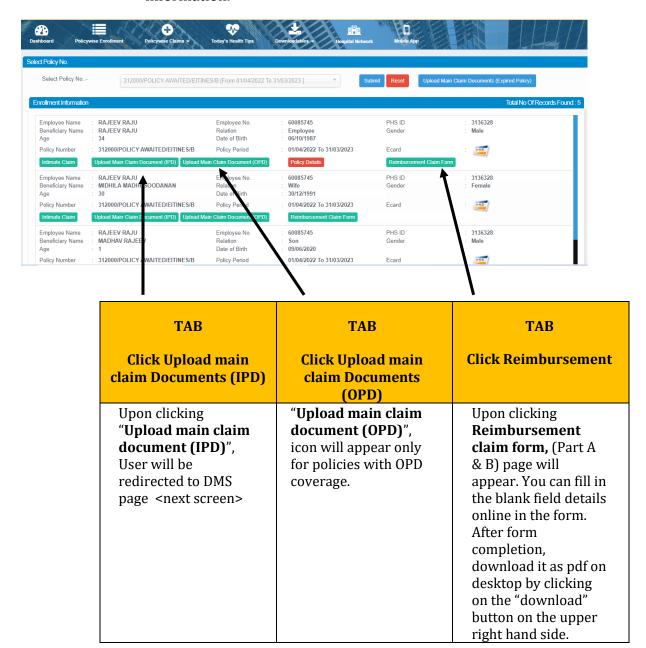

2) Once you login, you will be able to see 6 options such as Dashboard, Policywise enrollment, Policywise claims, Downloadable, Hospital network and Mobile app.

For uploading documents, click on 2nd option i.e.

<Policywise Enrollment> Tab. Once you click on Policywise enrollment, you willbe asked to select a policy number. Select your policy number and click on**Submit**.
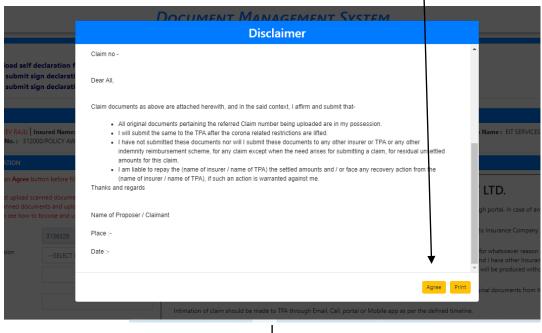
3) Once you select your policy number, you will be able to see the Enrollment information.

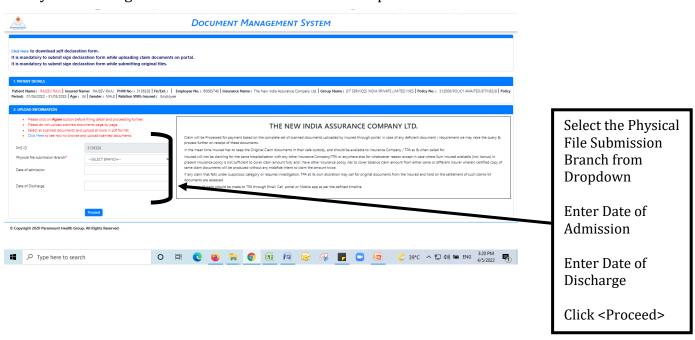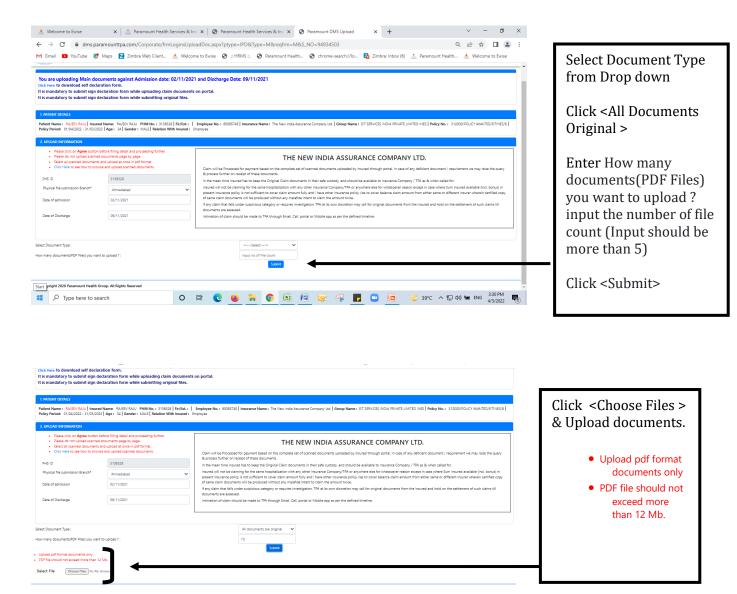| TAB **Click Upload main claim Documents (IPD)**	TAB **Click Upload main claim Documents (OPD)**	TAB **Click Reimbursement**
Upon clicking "**Upload main claim document (IPD)**", User will be redirected to DMS page <next screen>	"**Upload main claim document (OPD)**", icon will appear only for policies with OPD coverage.	Upon clicking **Reimbursement claim form,** (Part A & B) page will appear. You can fill in the blank field details online in the form. After form completion, download it as pdf on desktop by clicking on the "download" button on the upper right hand side.

UPLOAD MAIN CLAIM DOCUMENTS PROCESS (IPD/OPD)

You can upload documents by clicking **Upload Main Claim Document** button for IPD/OPD.

Disclaimer window will open. Read it carefully. Click on **Agree Button**.

After you Click <Agree Button> then this window will open.

Select the Physical File Submission Branch from Dropdown

Enter Date of Admission

Enter Date of Discharge

Click <Proceed>

Select Document Type from Drop down

Click <All Documents Original >

Enter How many documents(PDF Files) you want to upload ? input the number of file count (Input should be more than 5)

Click <Submit>

Click <Choose Files > & Upload documents.

- Upload pdf format documents only
- PDF file should not exceed more than 12 Mb.

Once you enter the number of documents to be uploaded, you will get the option to **Browse** files. Browse exact number of PDF documents and save documents.

Note : Only **PDF format** documents can be uploaded.
Note : Please Mention - **"For mediclaim purpose with The New India Assurance (NIAC) and Paramount"**, on Discharge summary, final bill and payments receipts.

Kindly share the original hard copies within 15 days of online claim submission.

Once you save the documents, Inward number will be generated which will appear on your screen that can be used for further processes. This completes our process of uploading documents using Member Login.

Upload pdf format documents only

File Type : ⦿ Main ◯ Deficiency

⦿ PHM ID ◯ Employee No

PHS ID   21365738   Documents has been uploaded successfully ! and Inward no is :**3899463**