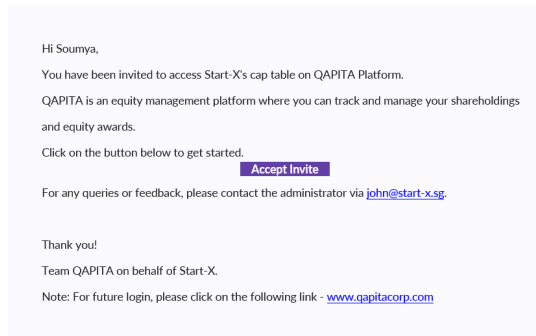


Add Nominee Details on Employees Dashboard

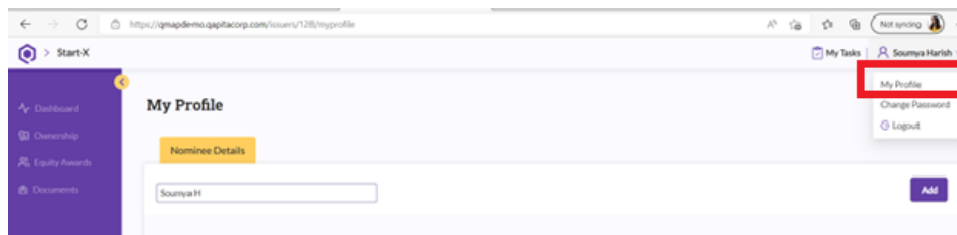
Modified on: Tue, 28 Jun, 2022 at 3:17 PM

QapMap allows the employers to configure their employee's nominee information for the purpose of nominating a person to receive payments in the event of employee's death as a trustee of the legal heirs of the deceased employee. When you are added as an employee on the QapMap by your admin (employer), you will receive an invitation email from Qapita. Follow the steps below to sign up in to your **Qapita Account** and to add **Nominee Details**.

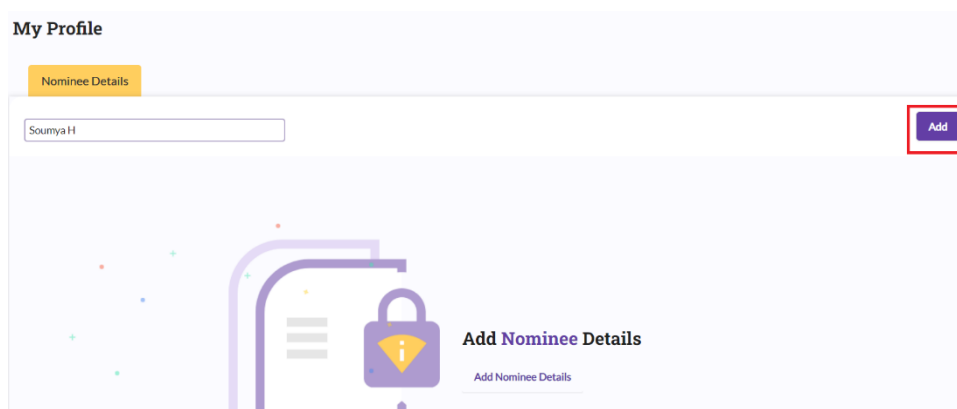
1. Click **Accept Invite** in the invitation email you receive from Qapita.



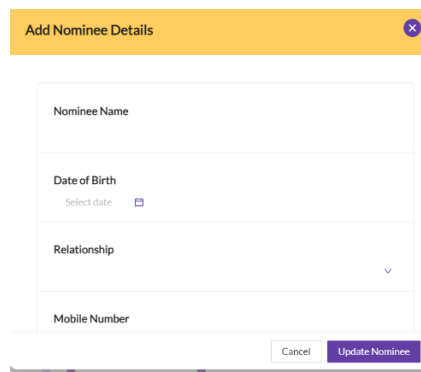
2. Sign Up into your Qapita Account.
3. Click on the dropdown besides your name on the top right corner and select **My Profile**.



4. On the Nominee Details page, click on **Add**

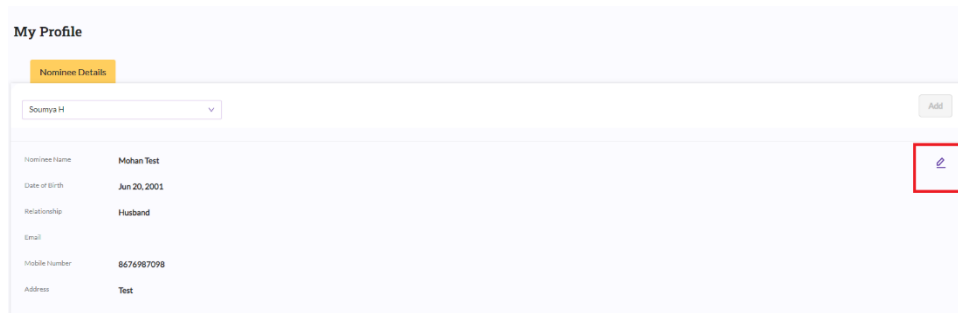


5. Upon clicking Add, a pop up opens as shown below.



The image shows a modal window titled "Add Nominee Details" with a close button (X) in the top right corner. The form contains four input fields: "Nominee Name", "Date of Birth" (with a "Select date" link and a calendar icon), "Relationship" (with a dropdown arrow), and "Mobile Number". At the bottom right of the form are two buttons: "Cancel" and "Update Nominee".

6. Enter the Nominee Name, Date of Birth, Relationship, Mobile number, Email and Address and click on **Update Nominee**. The nominee details will be saved in your Qapita Account as shown below



The image shows a "My Profile" section with a "Nominee Details" tab. Below the tab is a dropdown menu showing "Soumya H" and an "Add" button. Below this is a table of nominee details:

Nominee Name	Mohan Test
Date of Birth	Jun 20, 2001
Relationship	Husband
Email	
Mobile Number	8676987098
Address	Test

To the right of the table is an "Edit" icon (a pencil) highlighted with a red box.

7. You can edit the nominee details by clicking on the **Edit** icon shown in the image above.