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

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 - start with the next slide and proceed.

b) Associate need to register as a new user and request for Cognizant enrolment though they already have an username and password

c) Only one User Id should be created in LIC Portal for one employee Id.

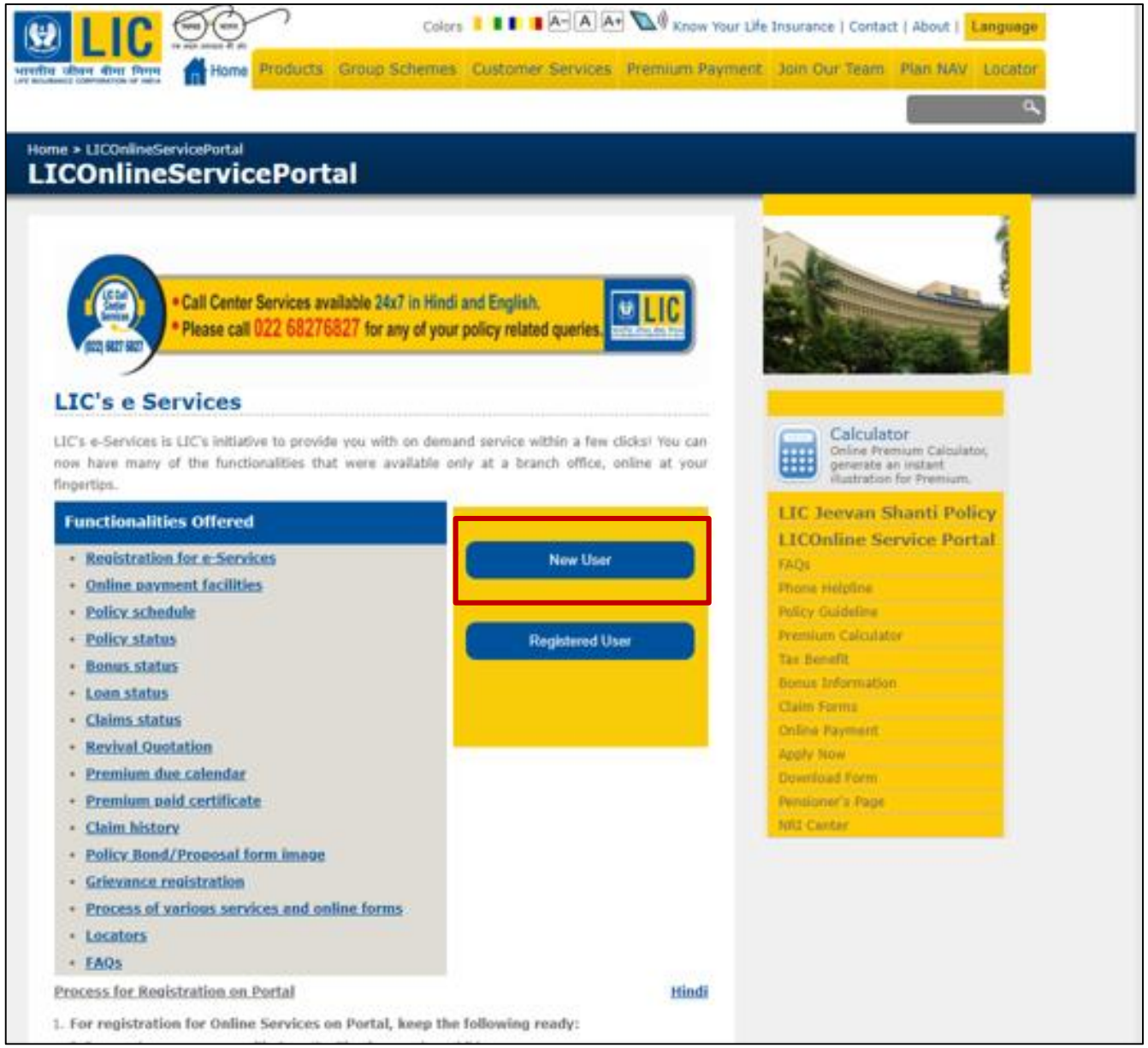
d) If both Husband and Wife are employed and both want to share the details, then the policies should be enrolled under separate employee Ids

e) If a User Id has been created in the old portal (customer.onlinelic.in) and then premium was being shared, new-id should not be created, get in touch with corporate_portal@licindia.com for retrieving the old id itself, and enroll additional policies in that Id.

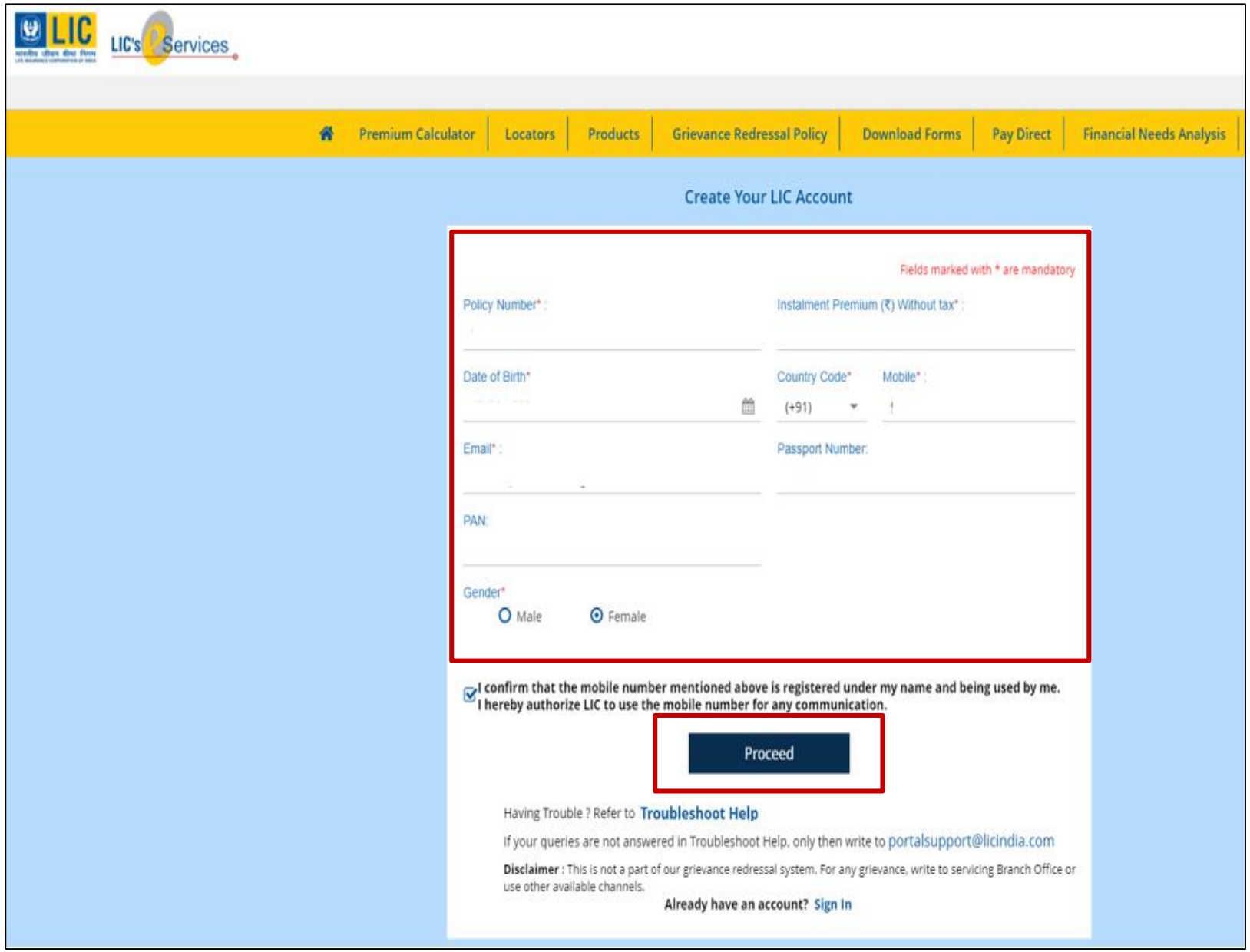
f) If you do not remember User ID or Password you can try 'Forgot User-id' or 'Forgot Password' options from the login window .

Login LIC by using the www.licindia.in

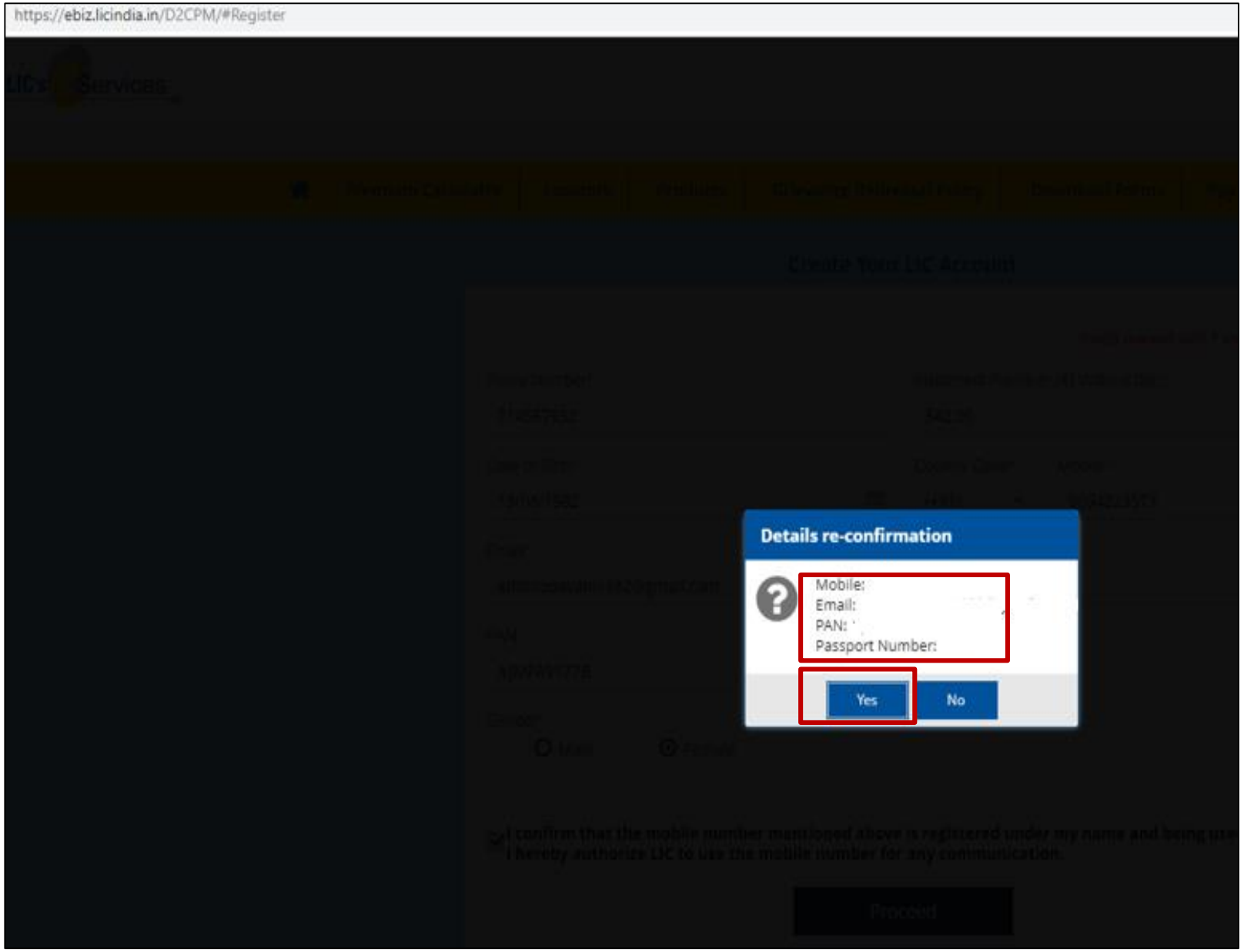
Click "**Customer Portal**" under Online Services



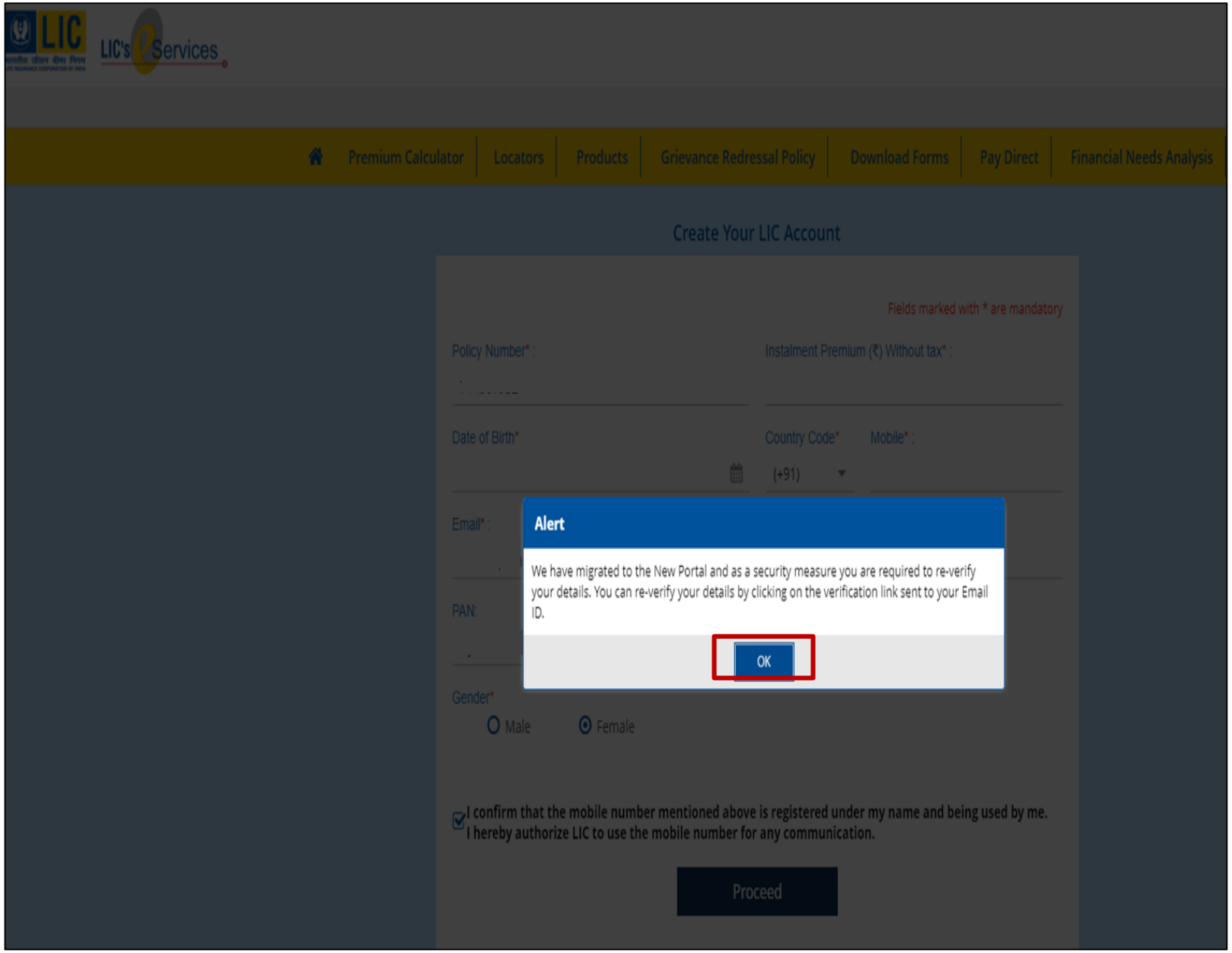
Click **"New User"** for creating User ID



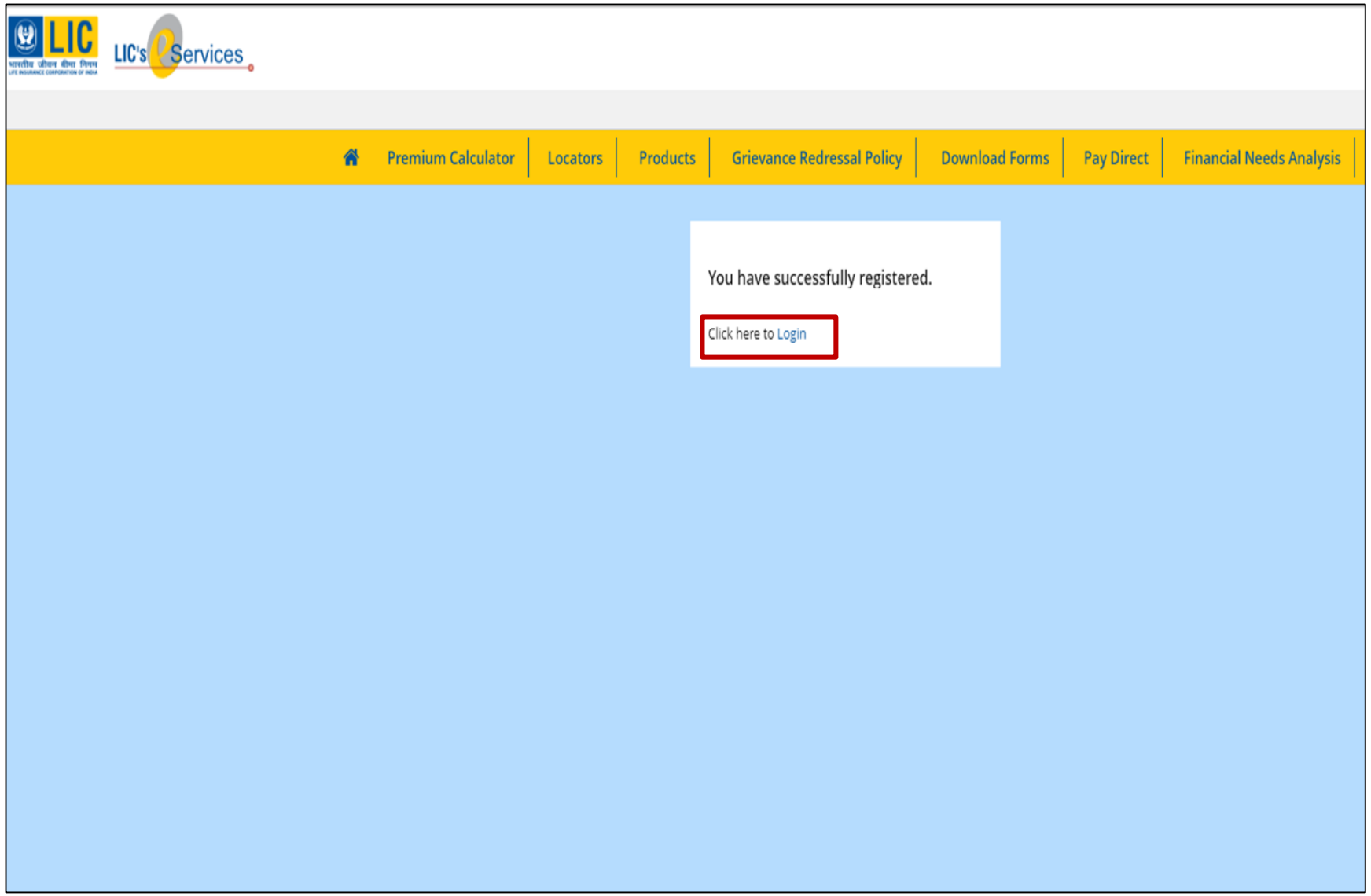
Update requested mandatory details and click **Proceed**



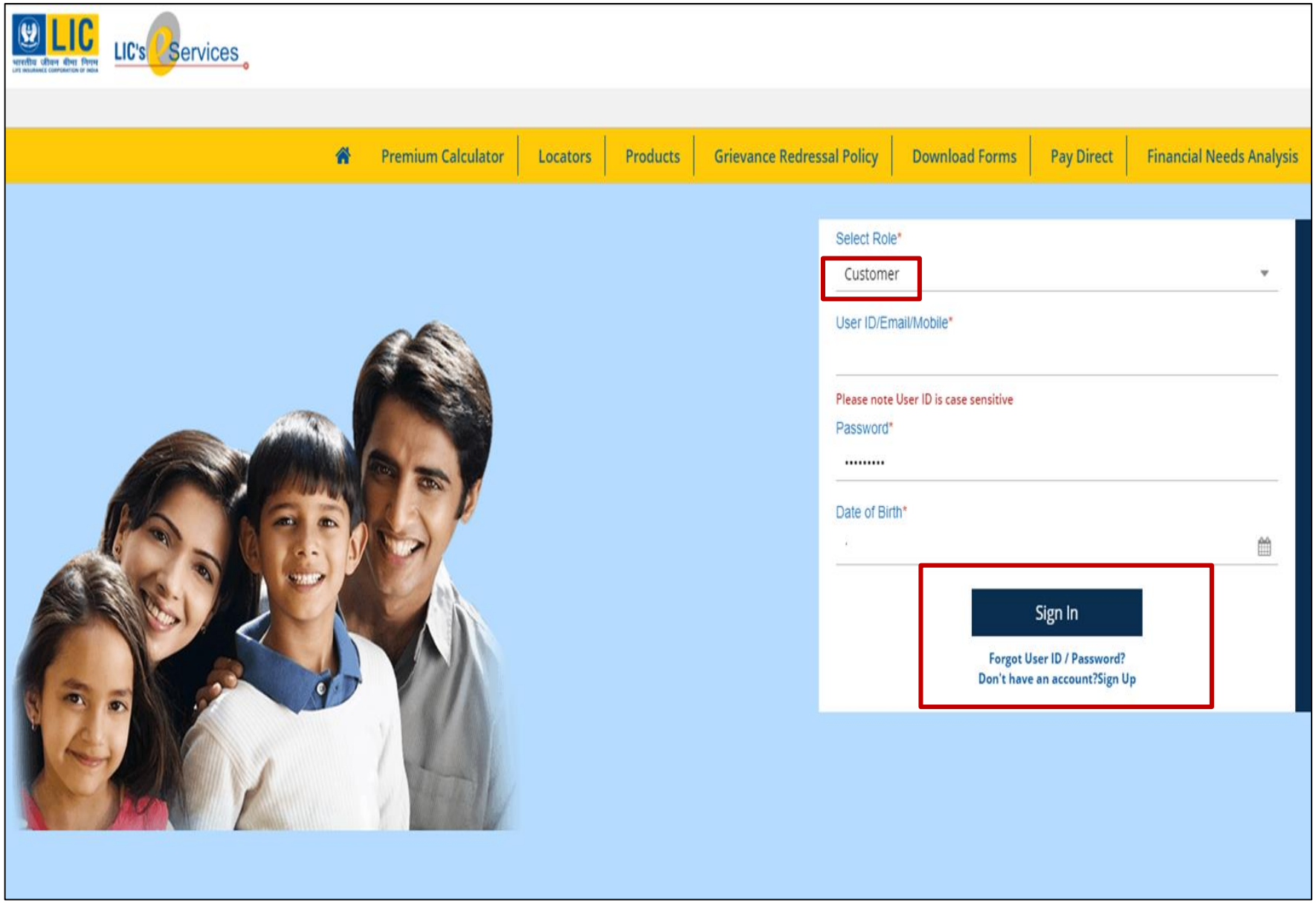
Verify the details and click **"Yes"**



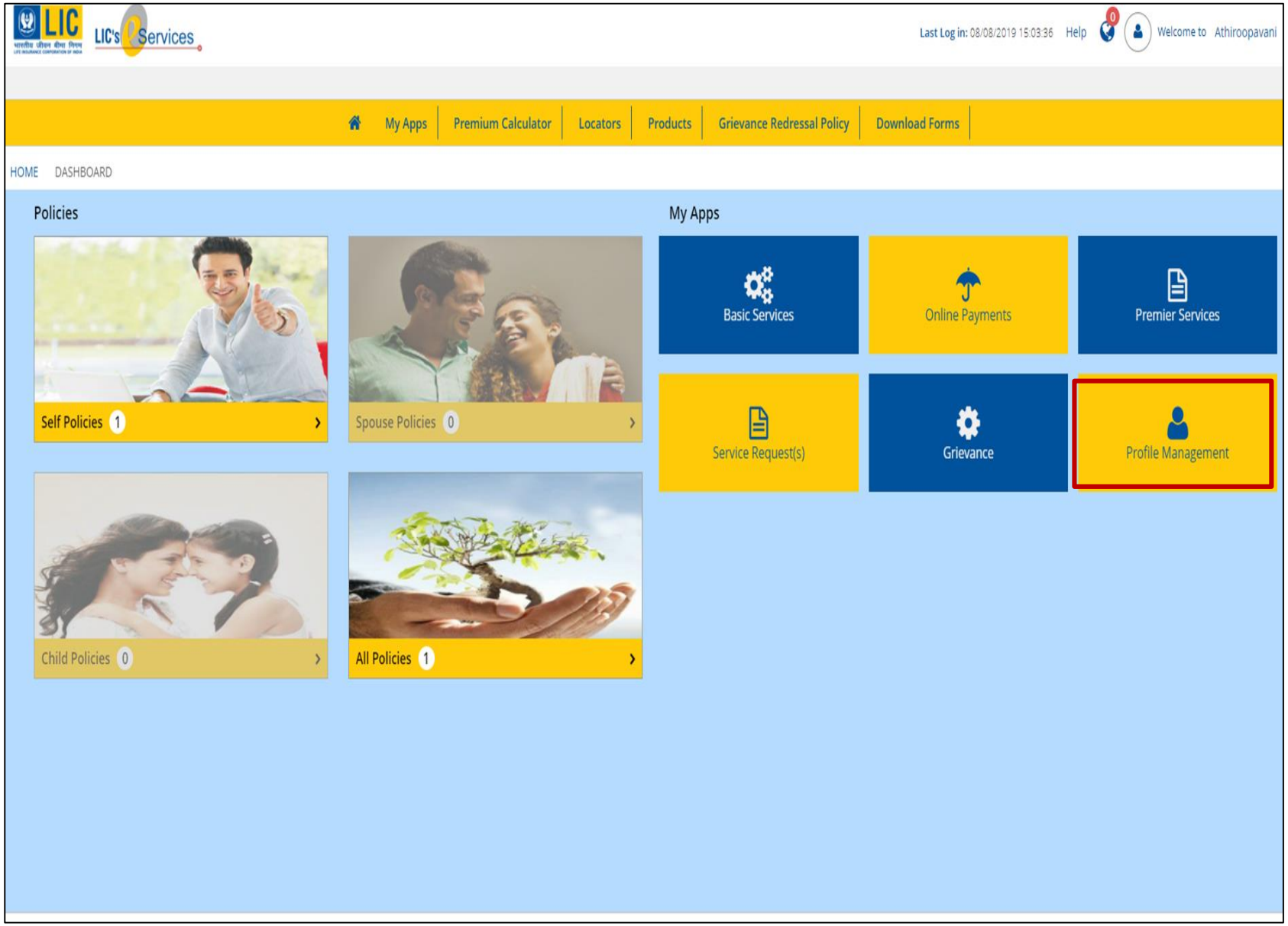
Check alert message and click **"OK"**



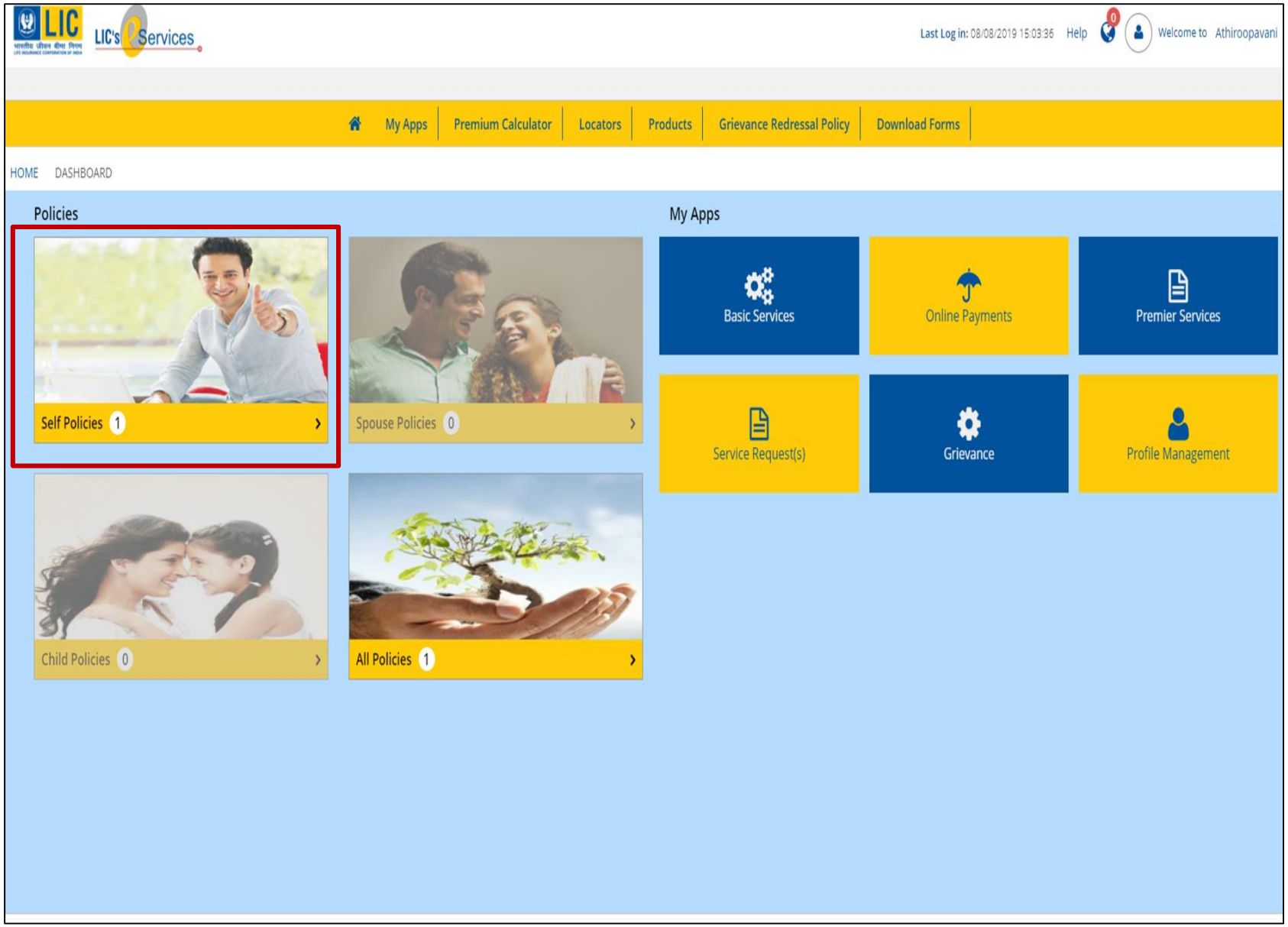
User ID successfully registered and Click to "**Login**" for policy enrolment.



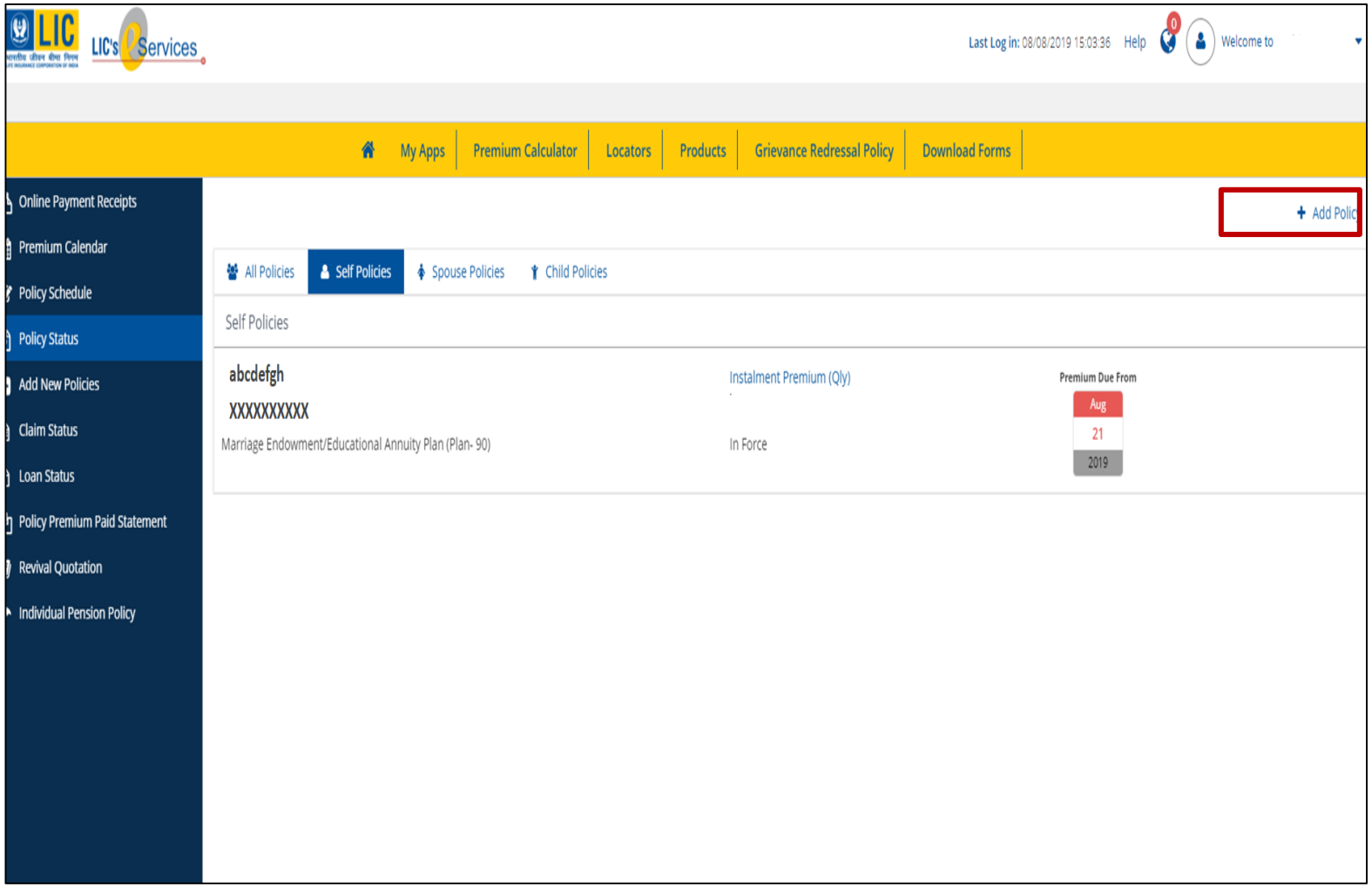
Select Role as **"Customer"** and update the mandatory fields and click **Sign in.**



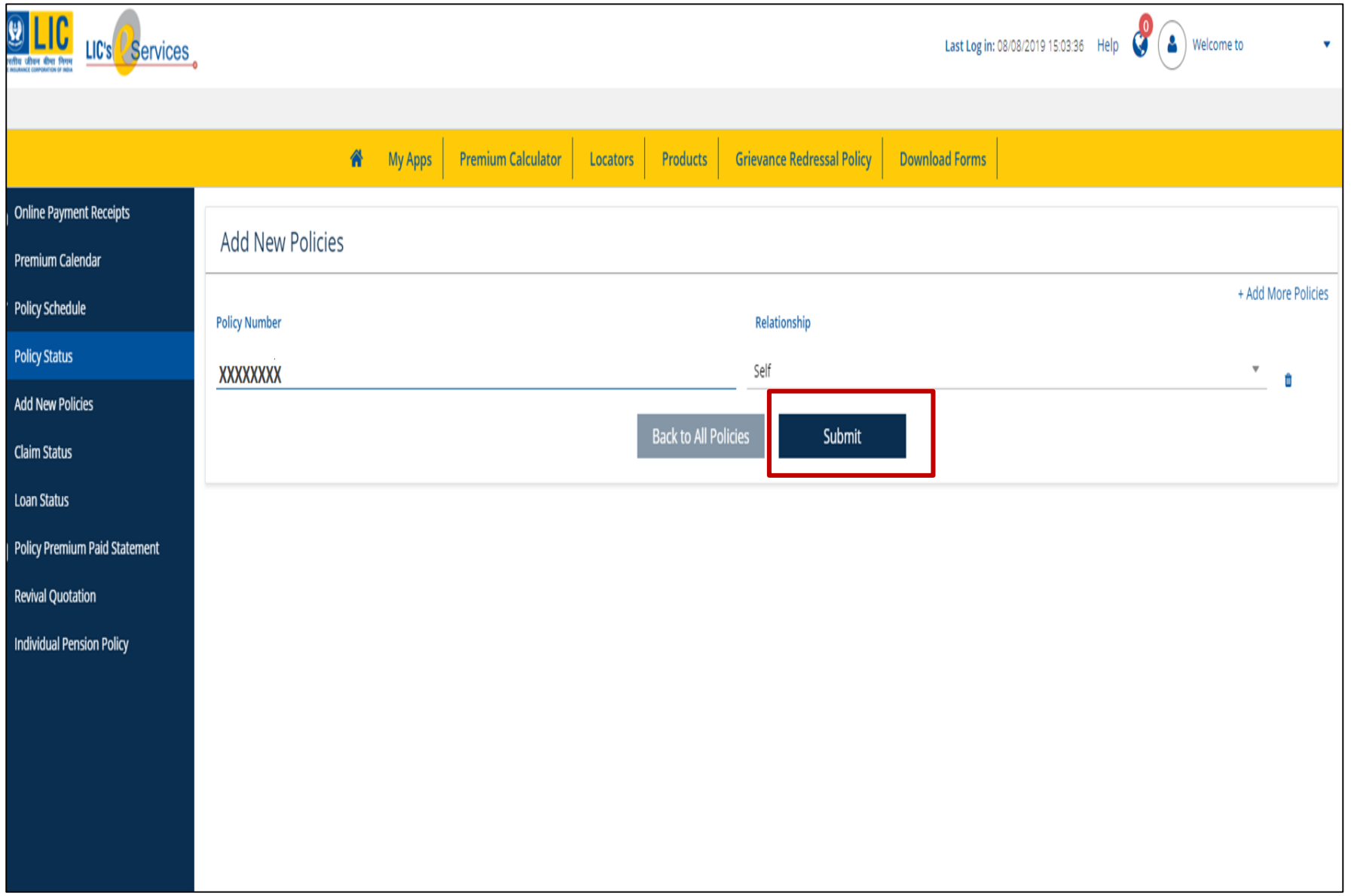
Single Policy User to Click **" Profile Management"** to enroll the policy details with Cognizant. Then Go to **Slide 16** for enrollment steps.



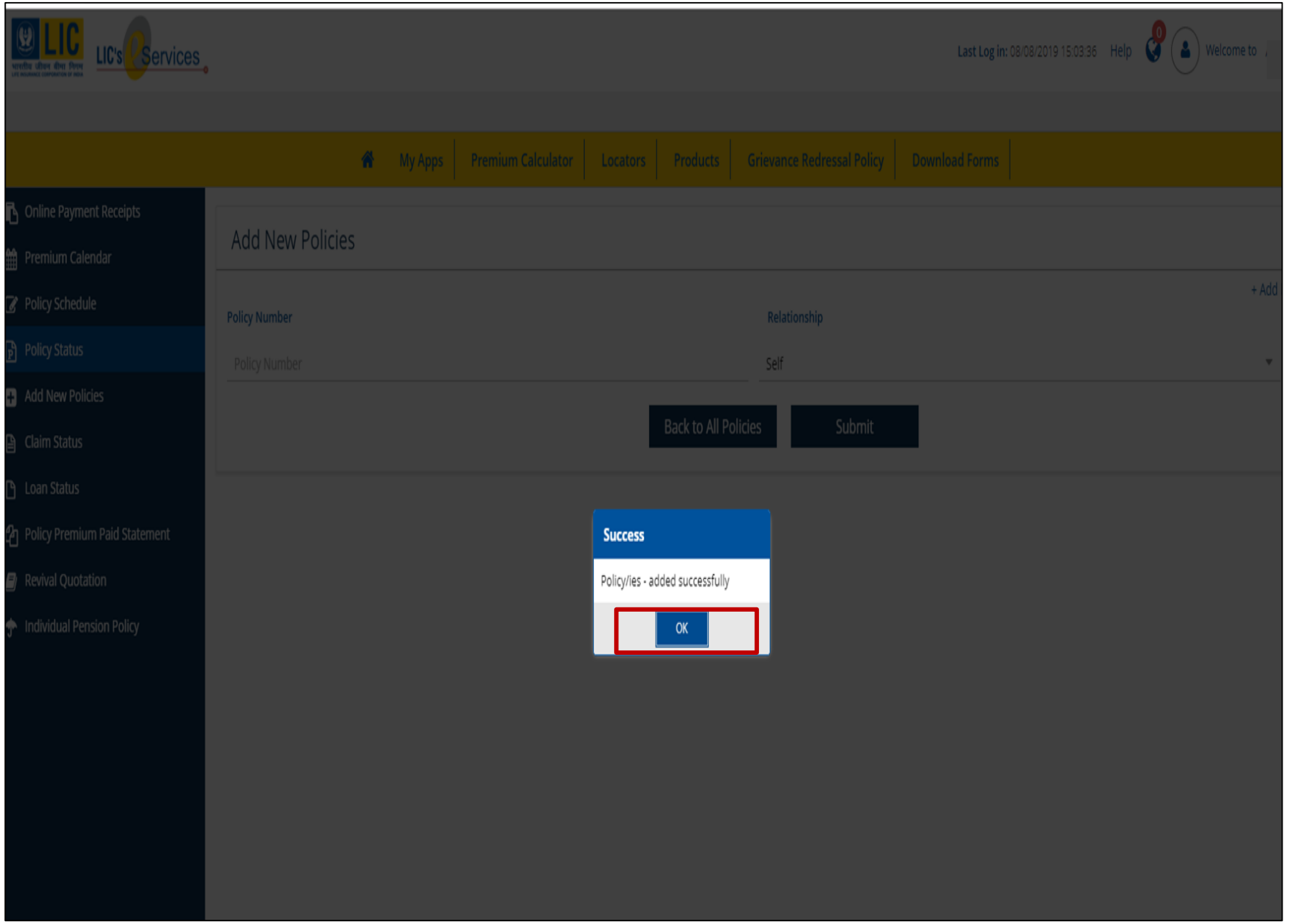
Multiple policy user to click **" Self Policies"** to add the additional policy details.



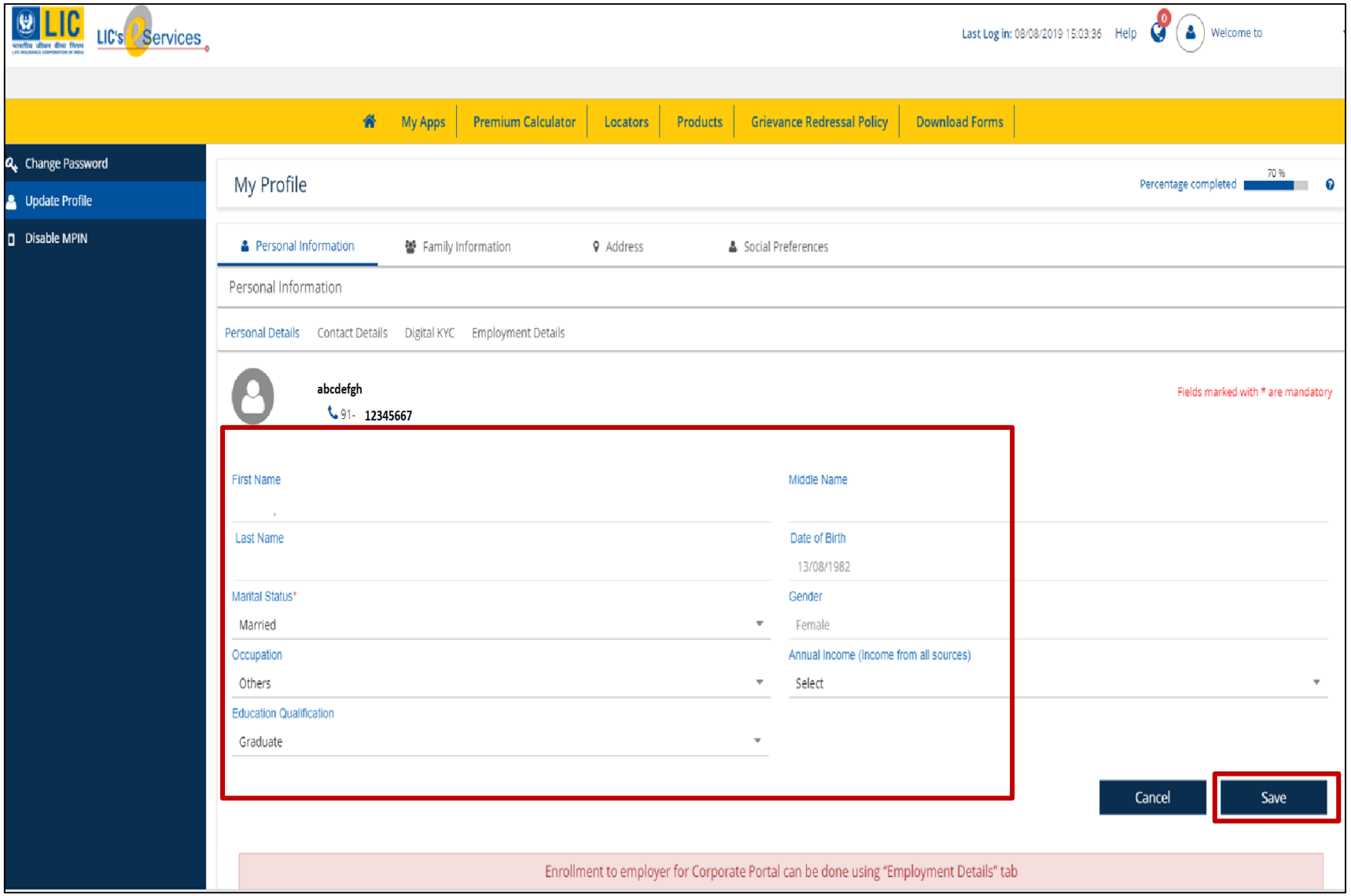
Click **"Add Policy"** to include additional policies.



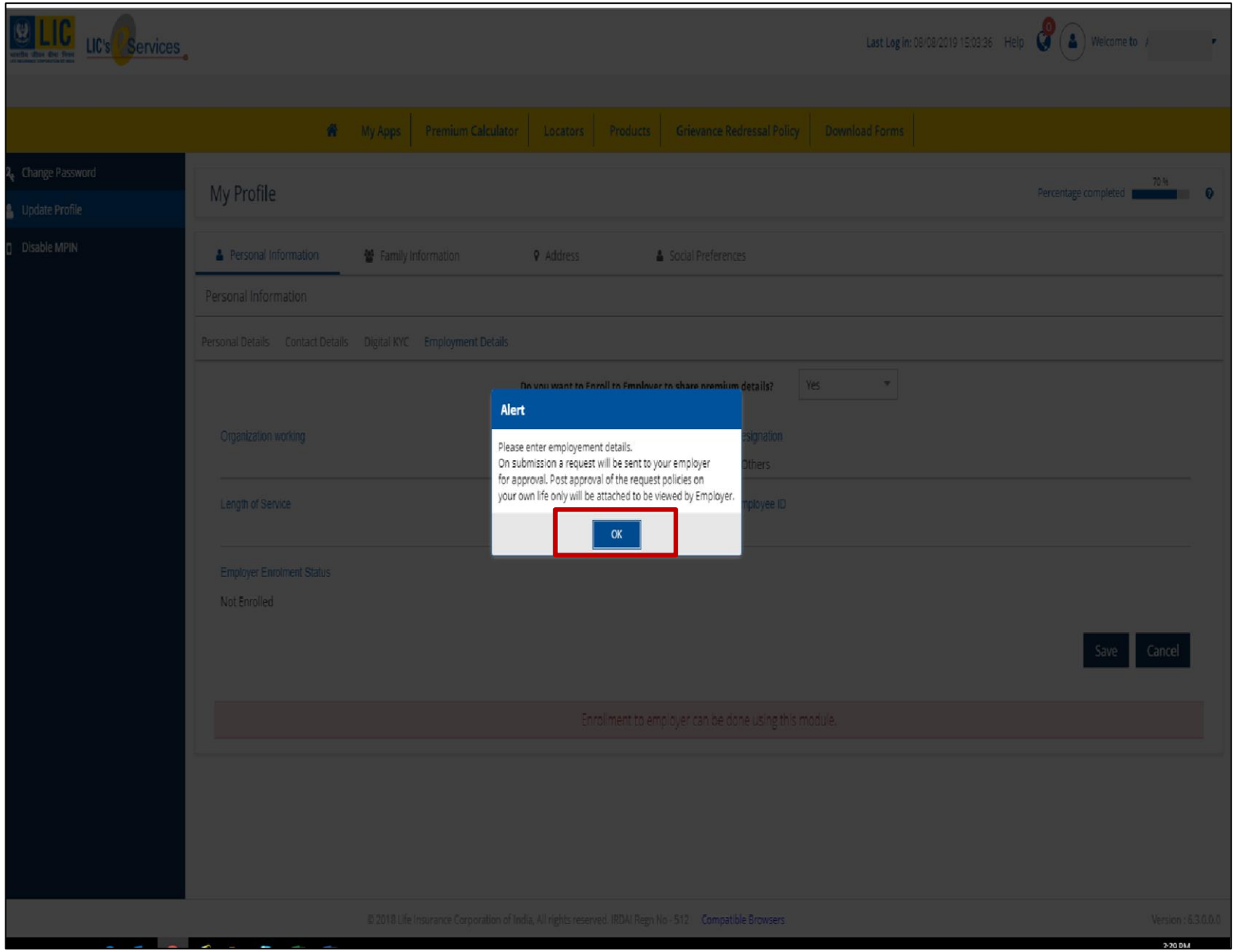
Update additional policy number and **Submit**.


LIC
LIC's eServices
Last Log in: 08/08/2019 15:03:36
Help
Welcome to
My Apps
Premium Calculator
Locators
Products
Grievance Redressal Policy
Download Forms
Online Payment Receipts
Premium Calendar
Policy Schedule
Policy Status
Add New Policies
Claim Status
Loan Status
Policy Premium Paid Statement
Revival Quotation
Individual Pension Policy
Add New Policies
+ Add
Policy Number
Relationship
Policy Number
Self
Back to All Policies
Submit
Success
Policy/ies - added successfully
OK

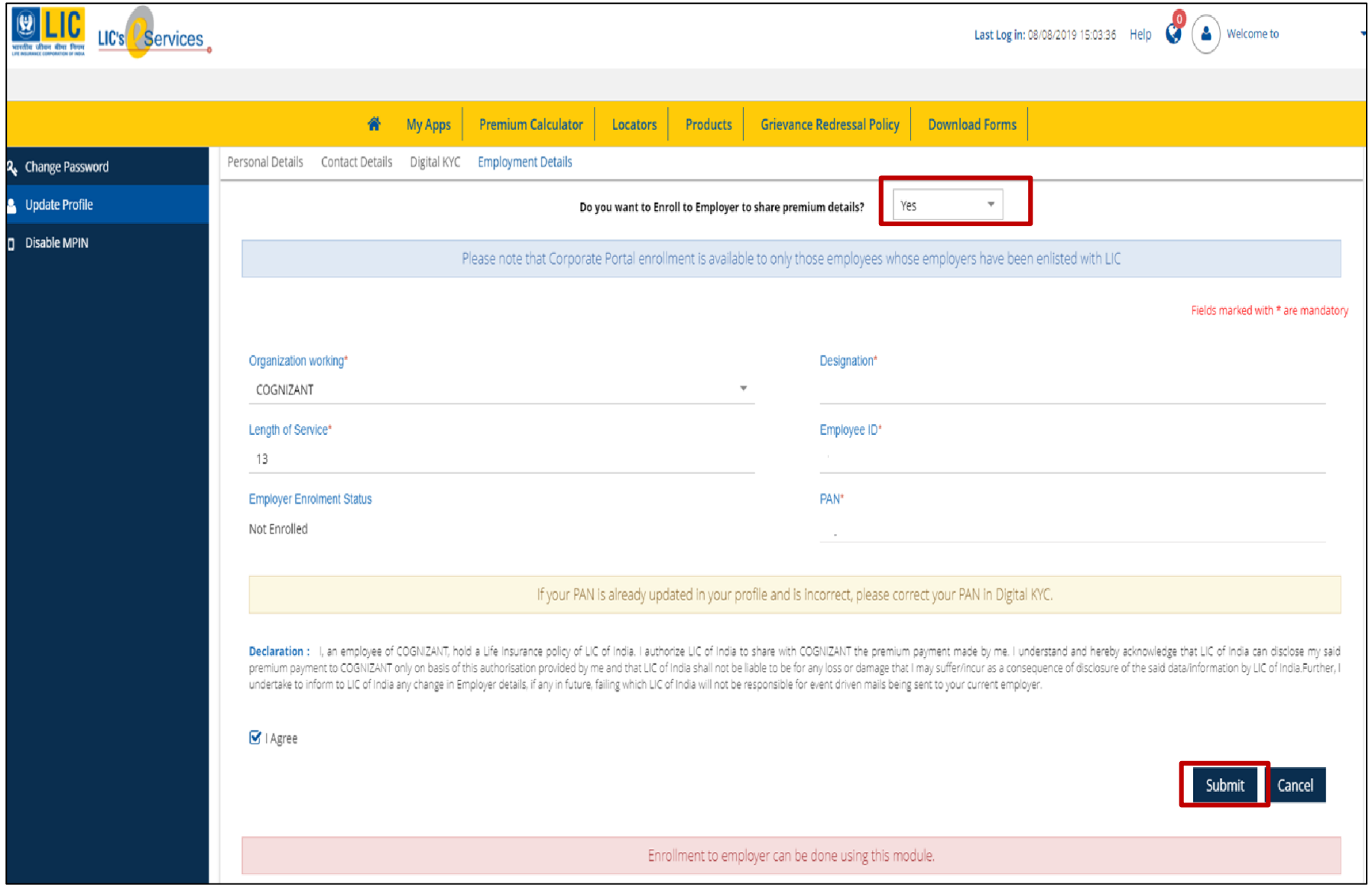
Click **"OK"**



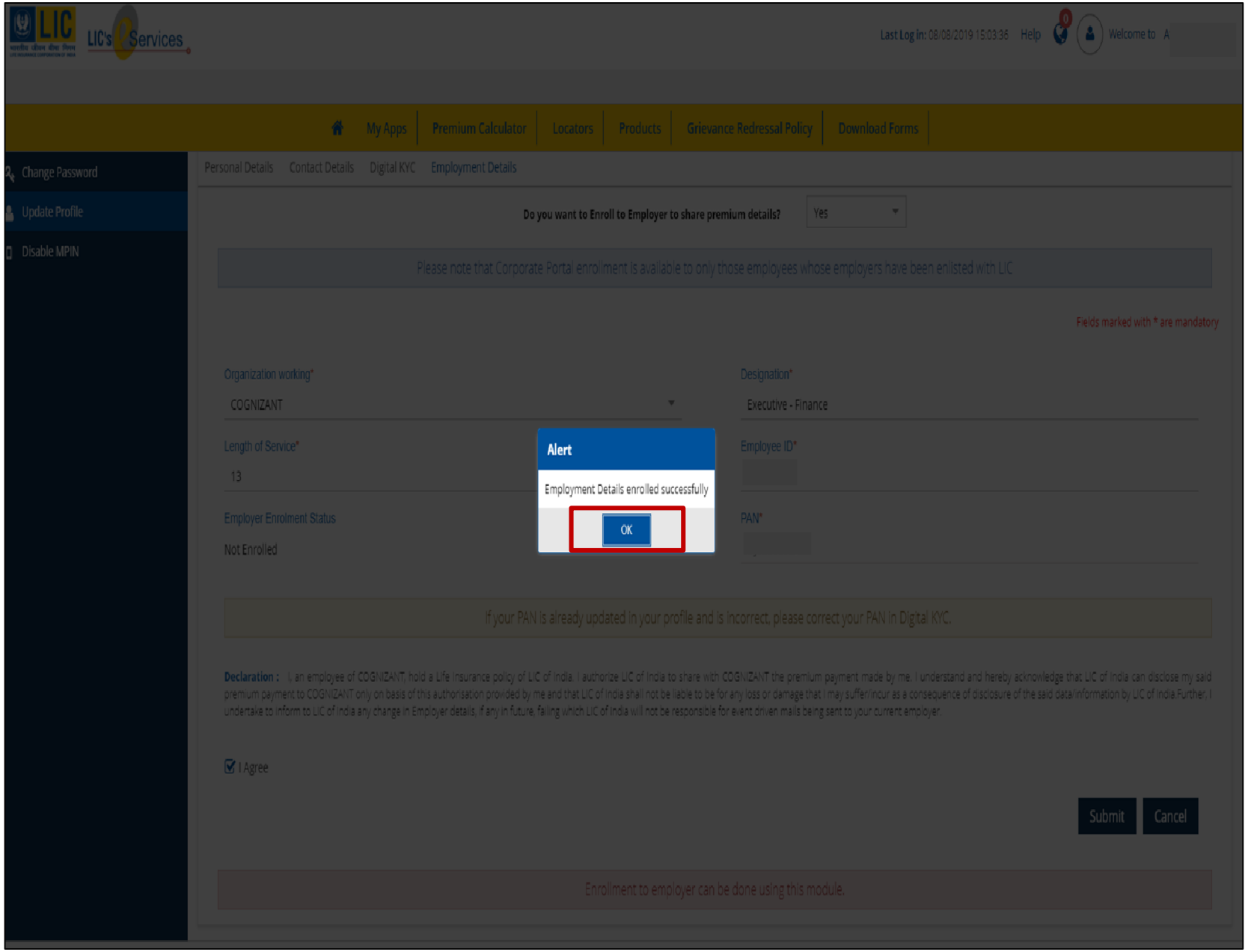
Check for profile details and update mandatory fields and click "Save".



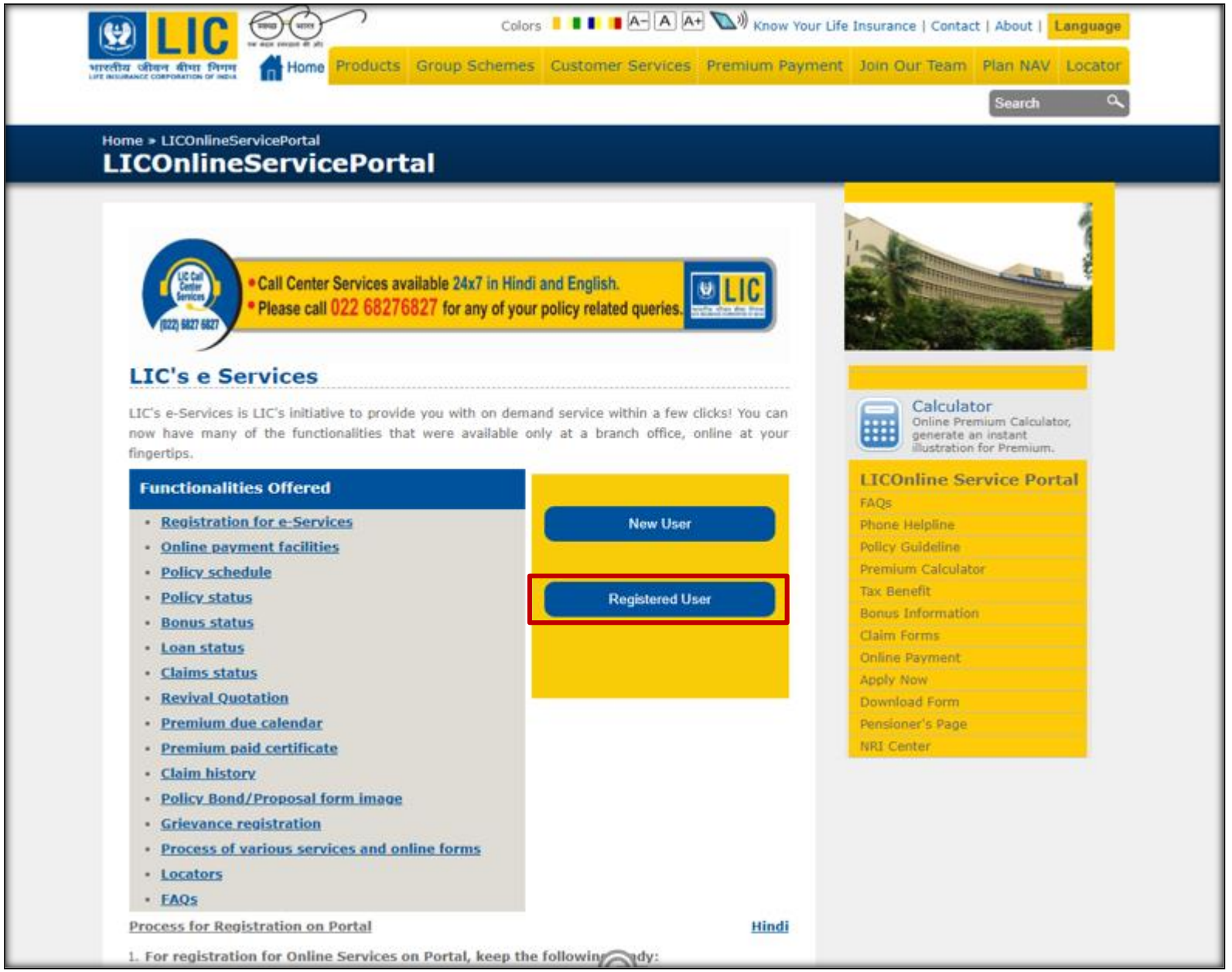
Click "**OK**" for the alert message



Select "**Yes**" from the drop down icon in Employment Details Tab and update the mandatory details and Submit.

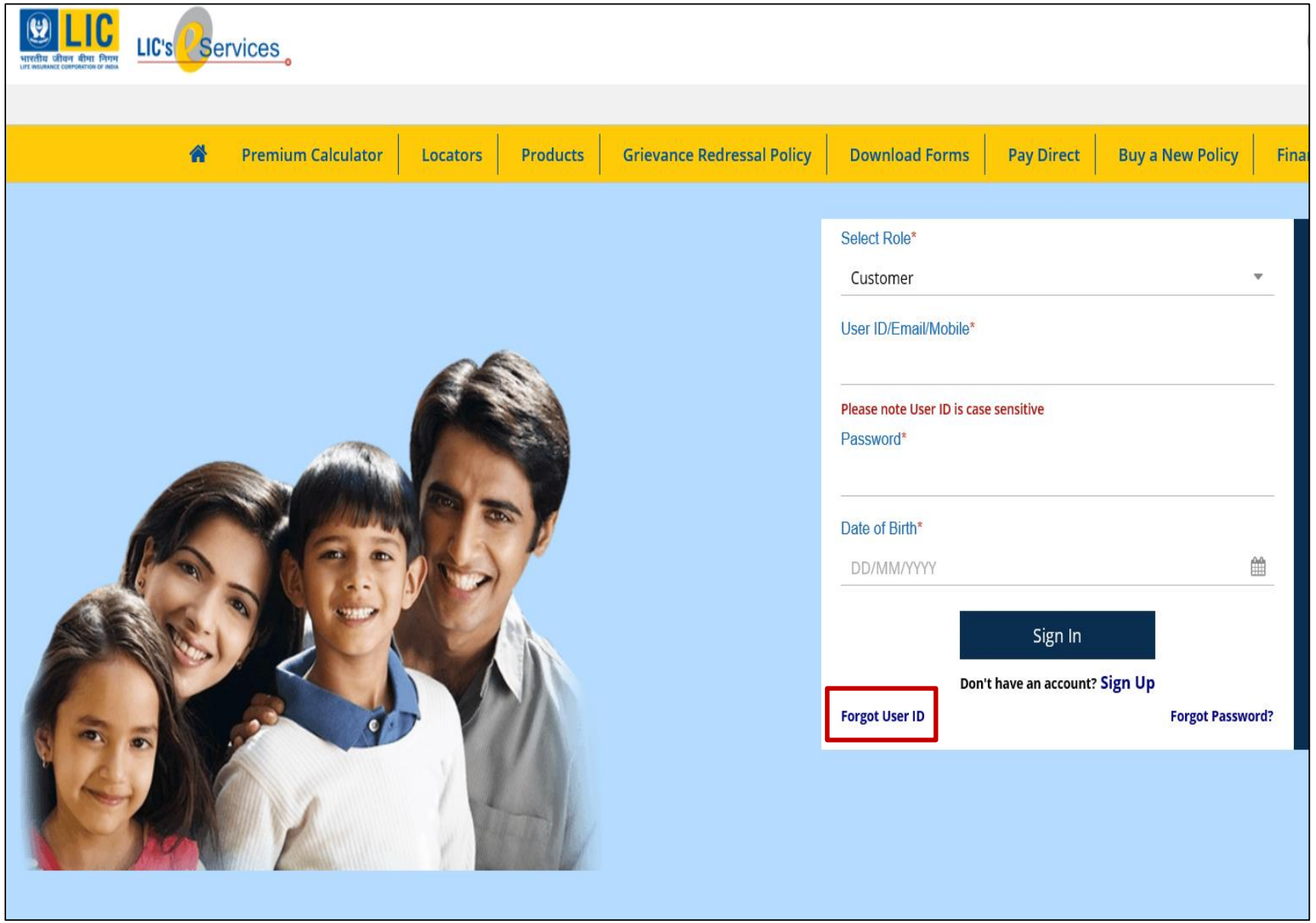


After submit employment details enrolled successfully. Click "**Ok**" to complete the process.

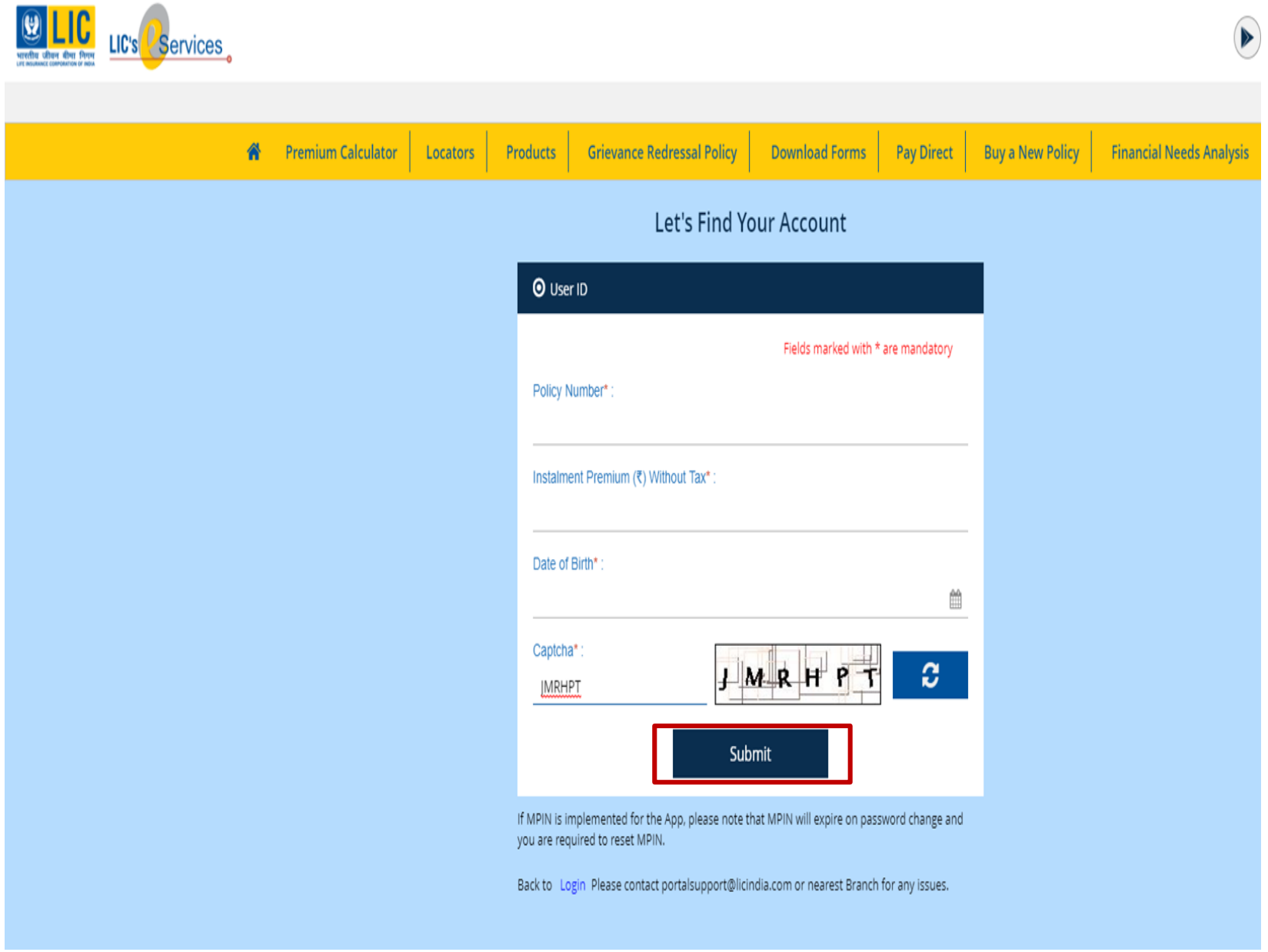


Follow the steps for **Password reset** process

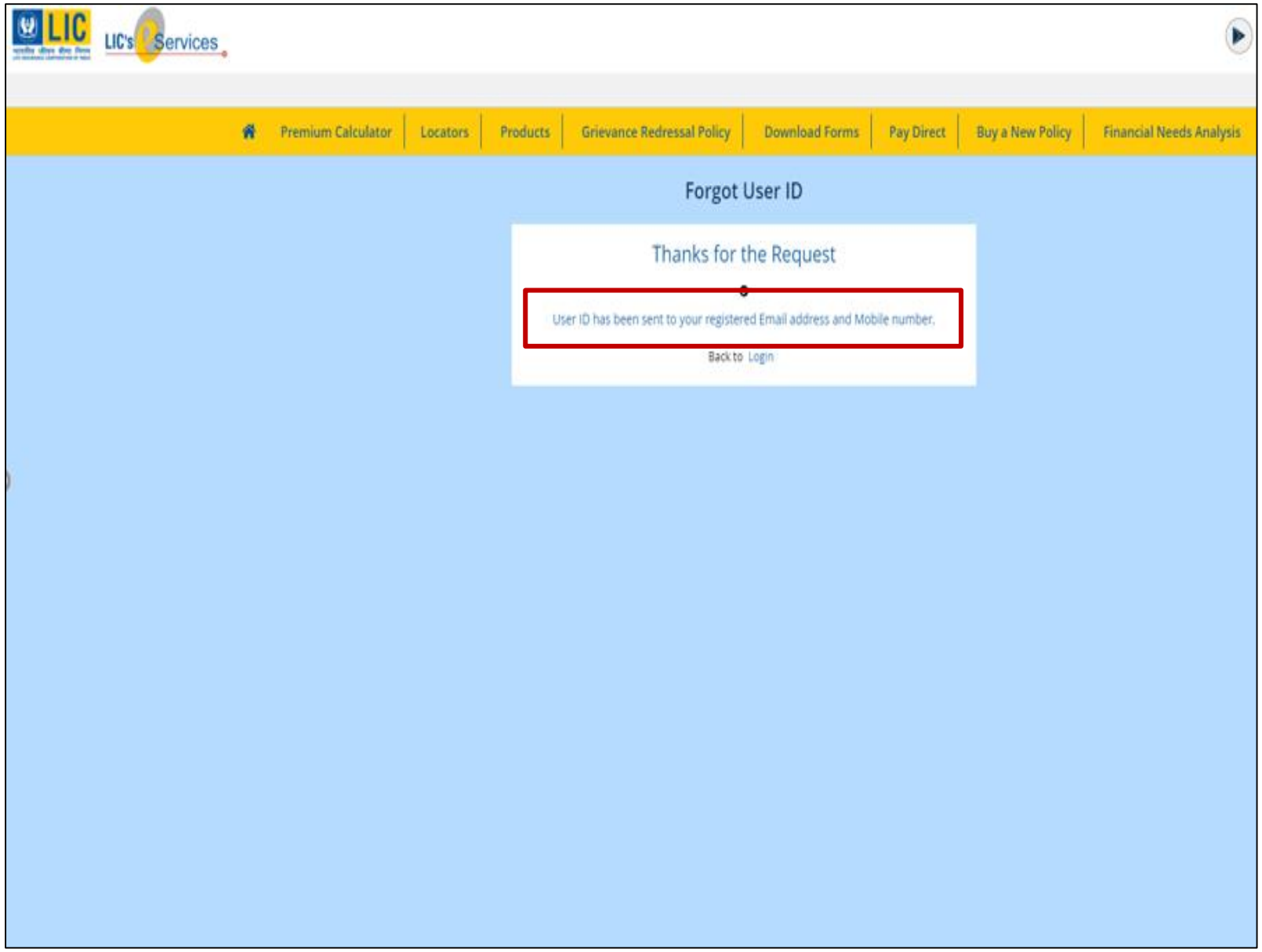
Click **"Registered User "** for Password reset.



Click **"Forgot User Id "** to reset the User Id

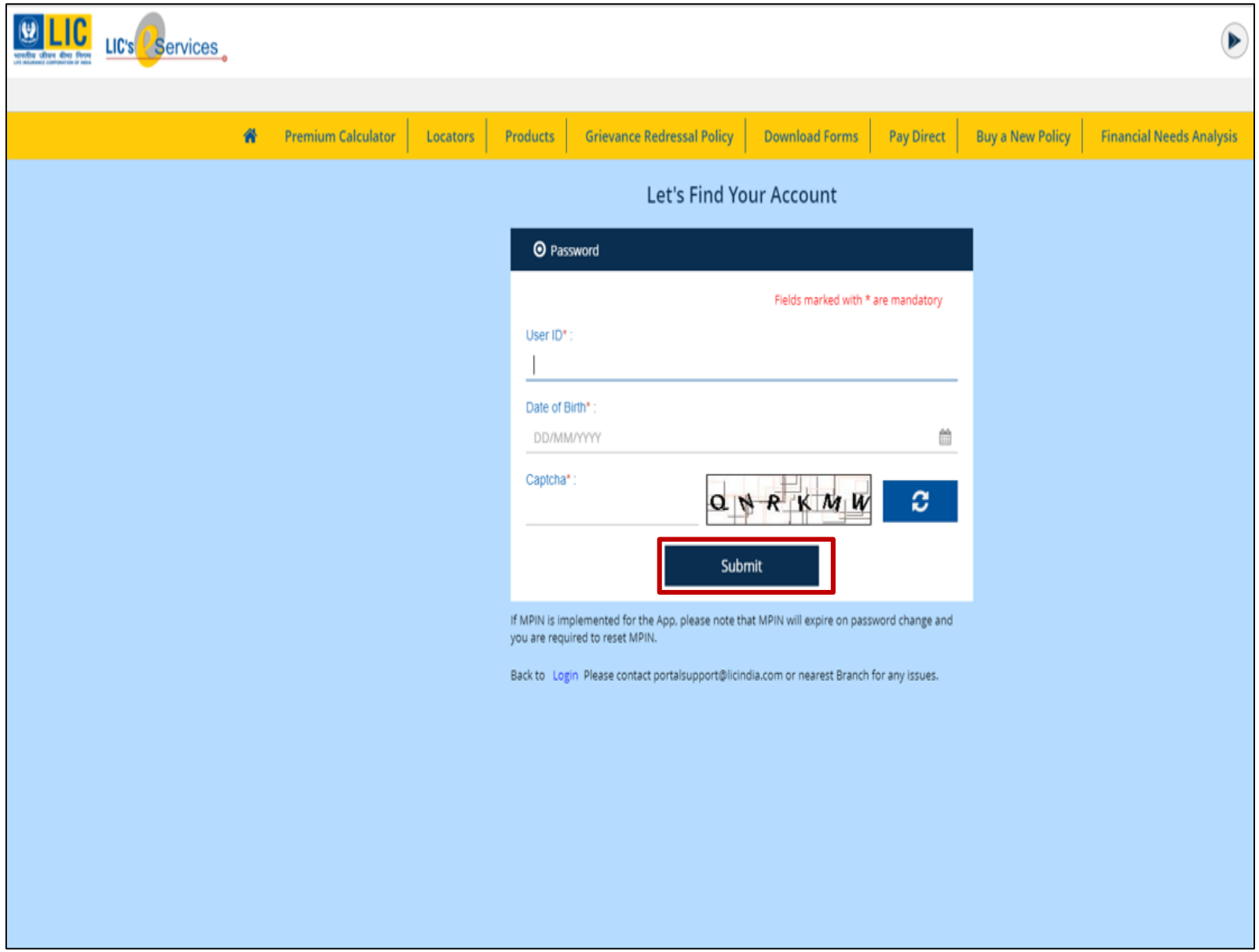


Update the mandatory fields and Submit

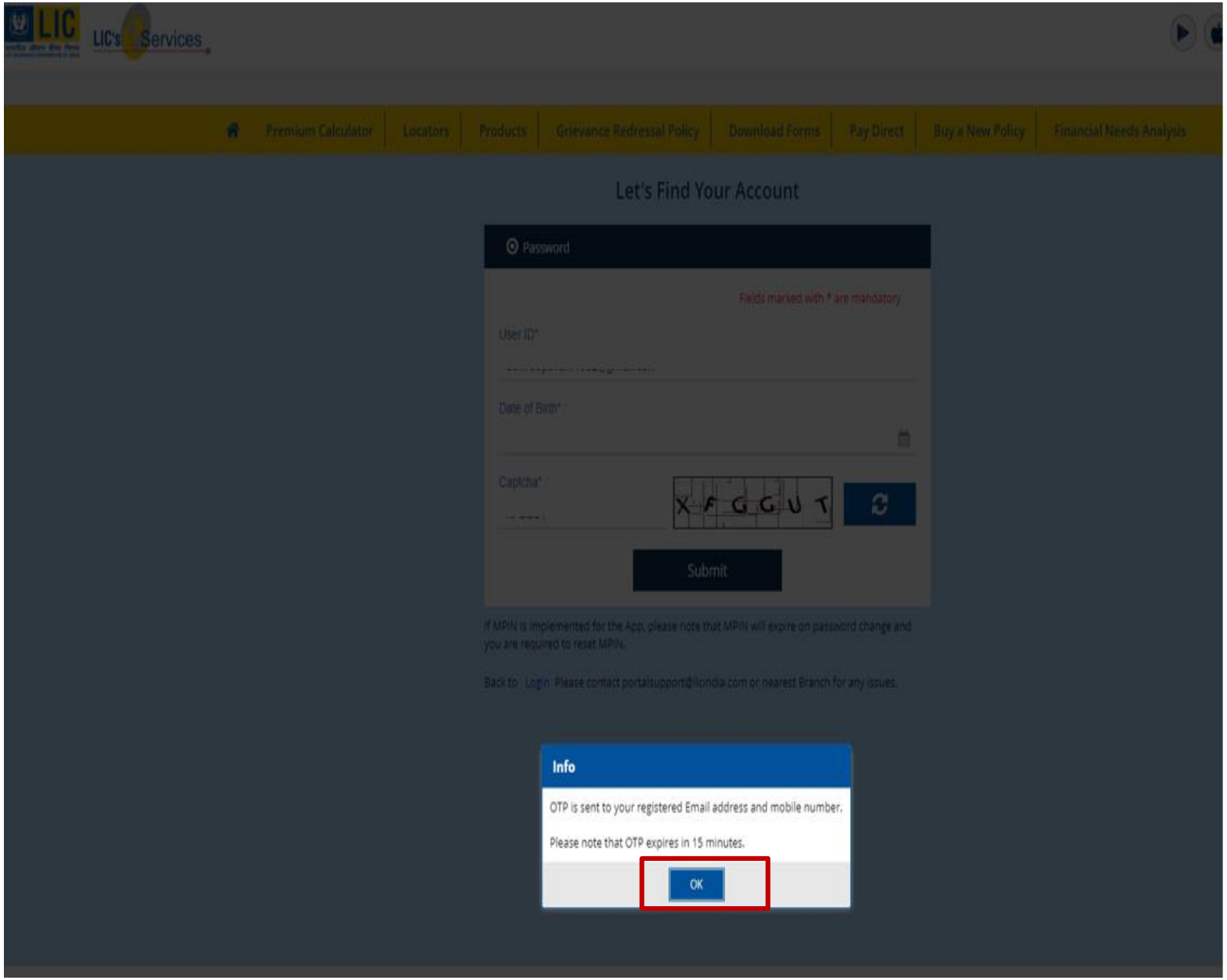


After submission, User ID will be sent to associate email address and registered mobile number.

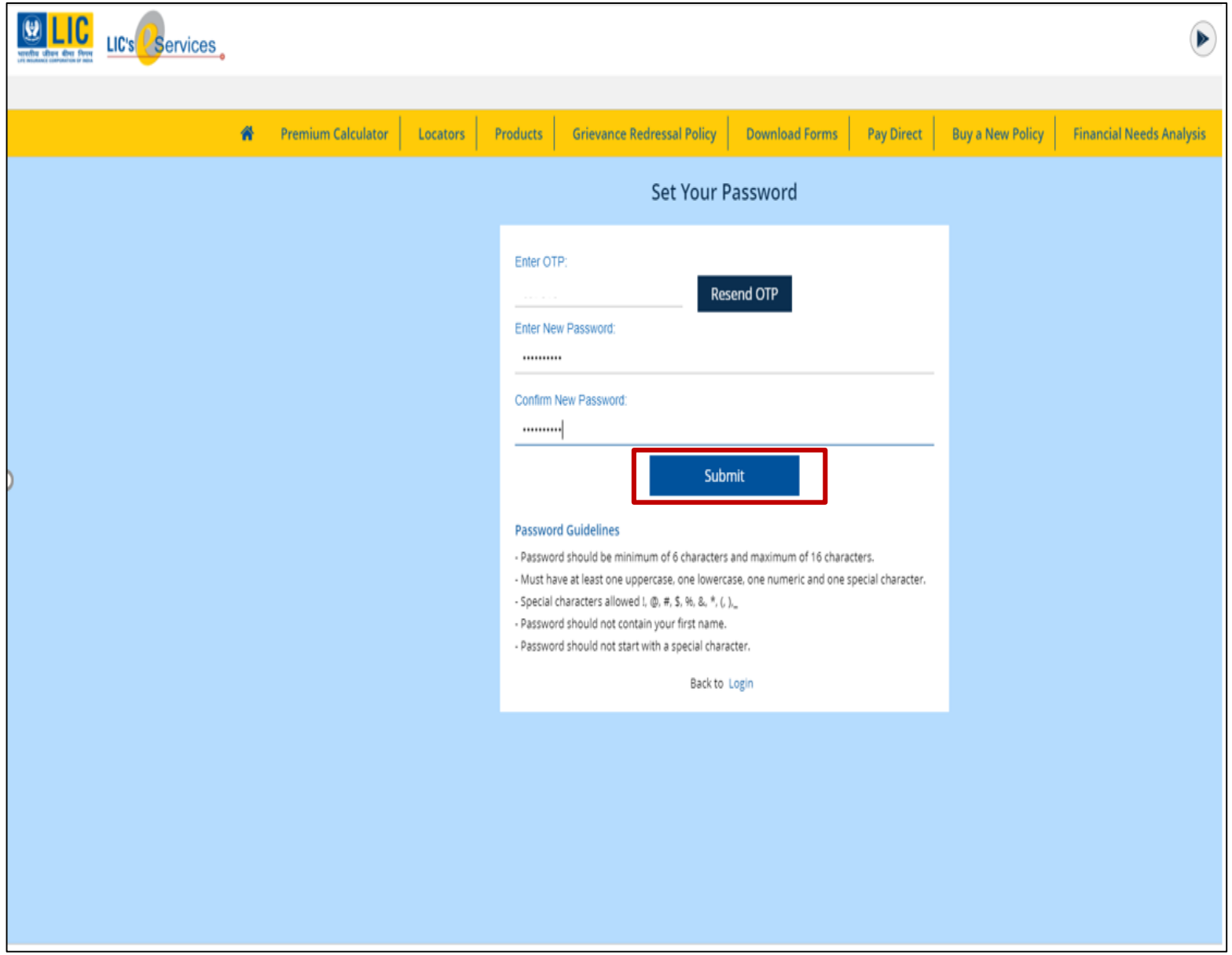
Click **"Forgot Password "** to reset the User Id



Update the mandatory fields and Submit



Click “OK” to proceed further



Enter OTP , Create New Password and Submit

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.

Cognizant

Thank You