# Online Enrollment Module User Manual

Caringly yours
BAJAJ Allianz

## Greetings & Welcome from Bajaj Allianz General Insurance Company Limited!

### Login Page

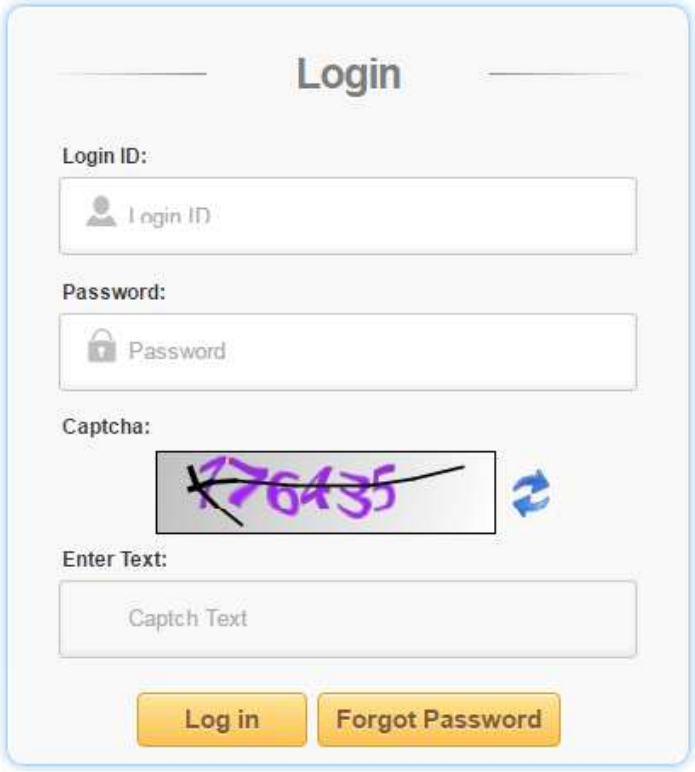
❖ **Click on below Link:-**

http://general.bajajallianz.com/BagicNxt//Health_Ecard/hlth_cardlogin.jsp

❖ **Enter Login ID & Password:-**

Enter provided Login ID and password details which will help you to proceed with online enrolment process.

***Note: This website best view in IE9+, Chrome, Firefox, Opera, safari***



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## Change Password

**Change Login Password**

**DON'T Share Your Password with ANYONE**

**Register your Contact details**

**To Recover forgot password, you need to have register your E-mail ID And Mobile Number**

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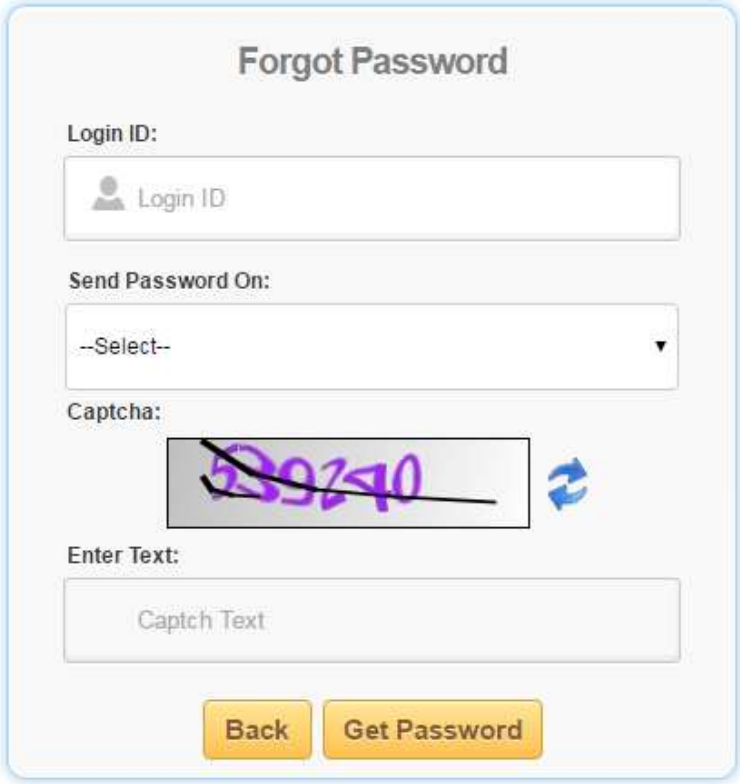
## Forgot Password




❖ Enter Your **Login ID**, You will receive a new password on your registered Email-id Or Mobile number.

**If you not remember your Login ID details, please try with following login ID combination.**

**Sample Login ID:**

***Your Employee Code*@winshuttle.com]**

(E.g. 100029@winshuttle.com)

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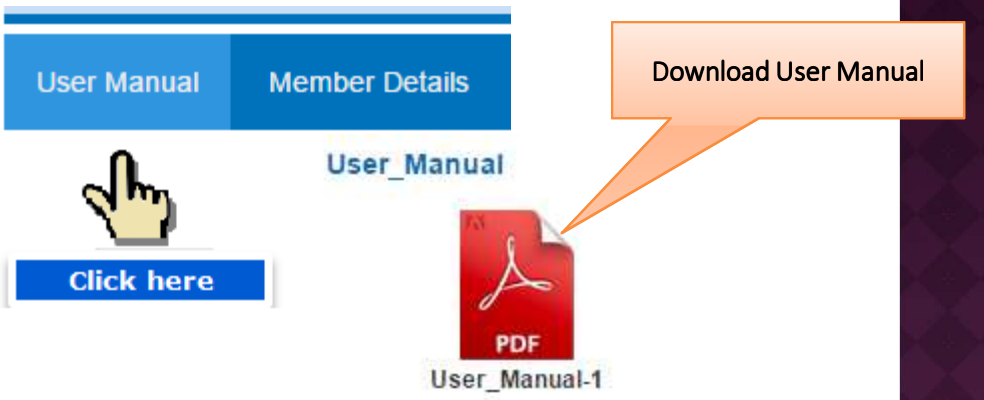
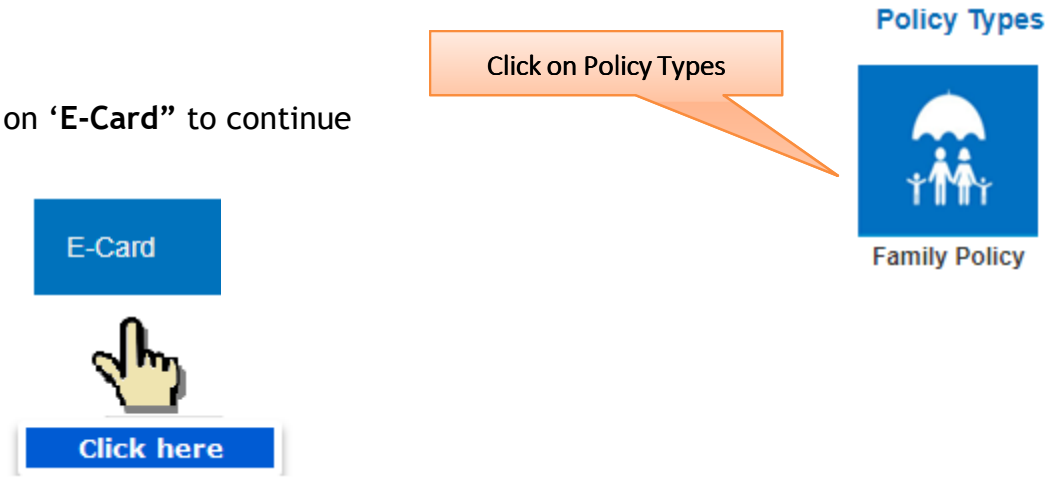
## Download User Manual

➢ Click on **"User Manual"** tab to know the steps to access the portal.




## Member Details

➢ Click on '**E-Card**" to continue



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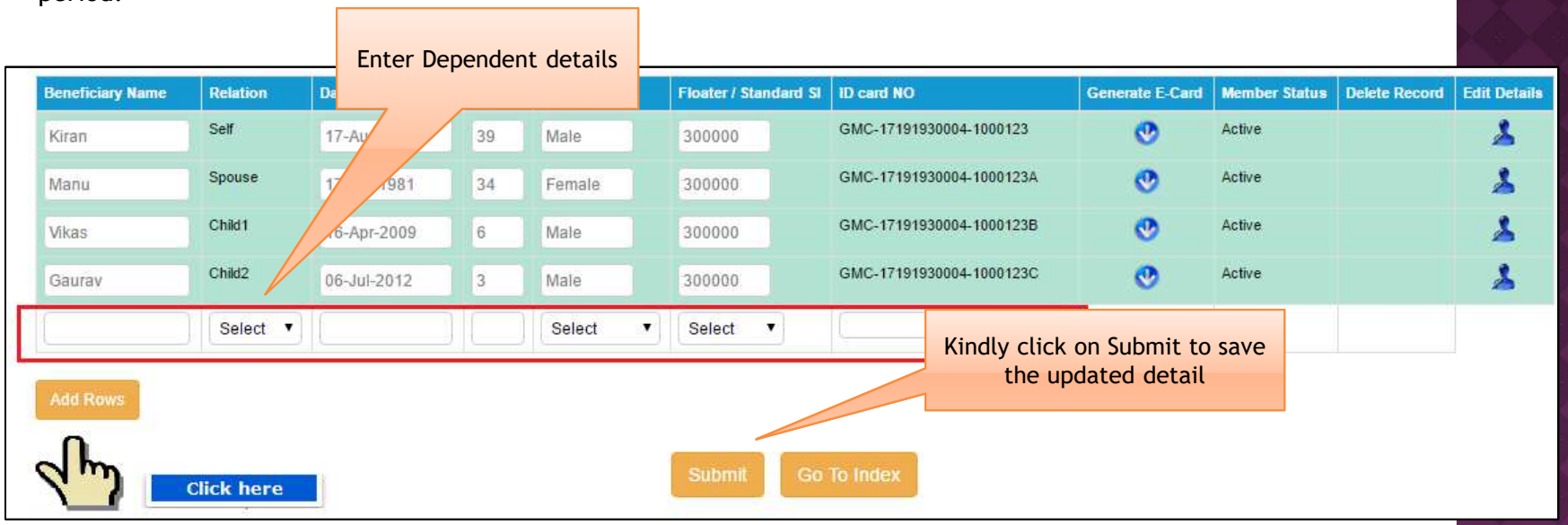
## Member Addition

**To register details of dependents:**

- Click on "**Add Row**" for the dependent Enrolment

Once dependents details are completely filled, Click on "**Submit**" button, then color of dependent details will change to yellow, which implies that changes have been successfully registered and saved.

**Note:-** Make sure the details registered should be accurate and it will be considered as final.
After the closer of window period, no interim modifications or changes will be allowed during the remaining policy period.



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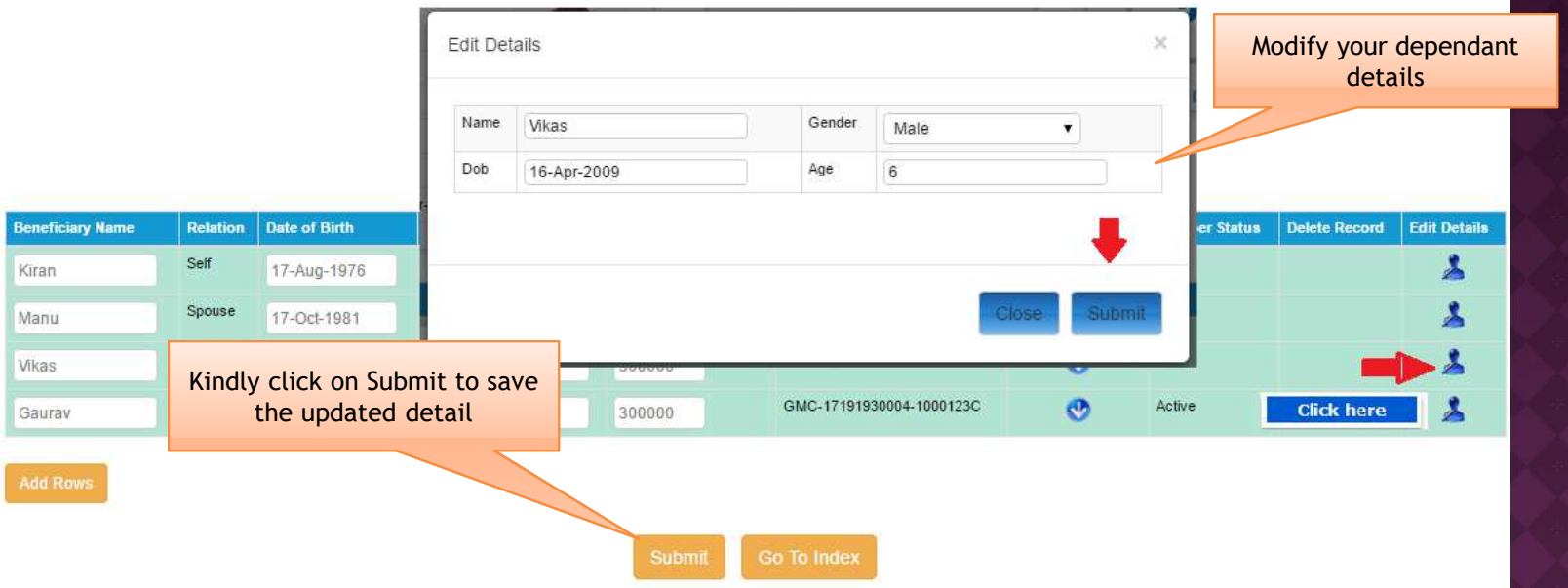
## Modification of dependants Details

Click on the **"Edit Details"** against each dependent member relation to view / enter/edit the details of your dependent.




**Note:** Within window period you may modify your dependant details. Last saved details within this timeline will be considered as final for the remaining policy period. No interim modifications or changes will be allowed during the remaining policy period.

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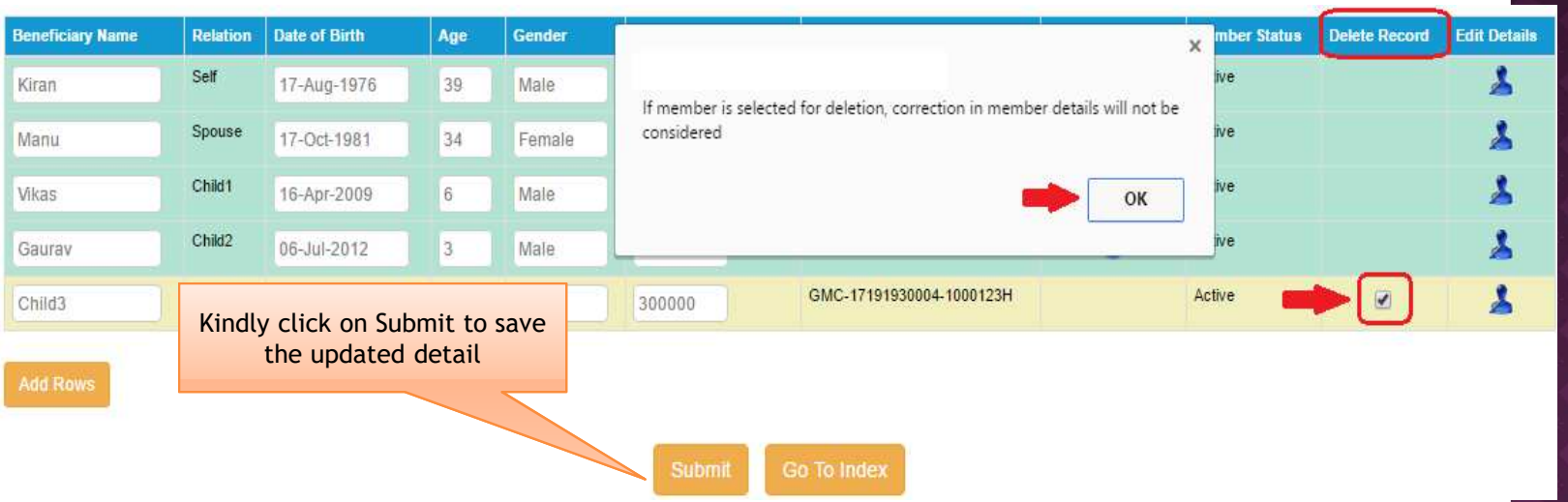
## Deletion of dependants

**Please click on the checkbox to delete record**

**Note:-** Once you selected for deletion, Correction in member details will not be considered



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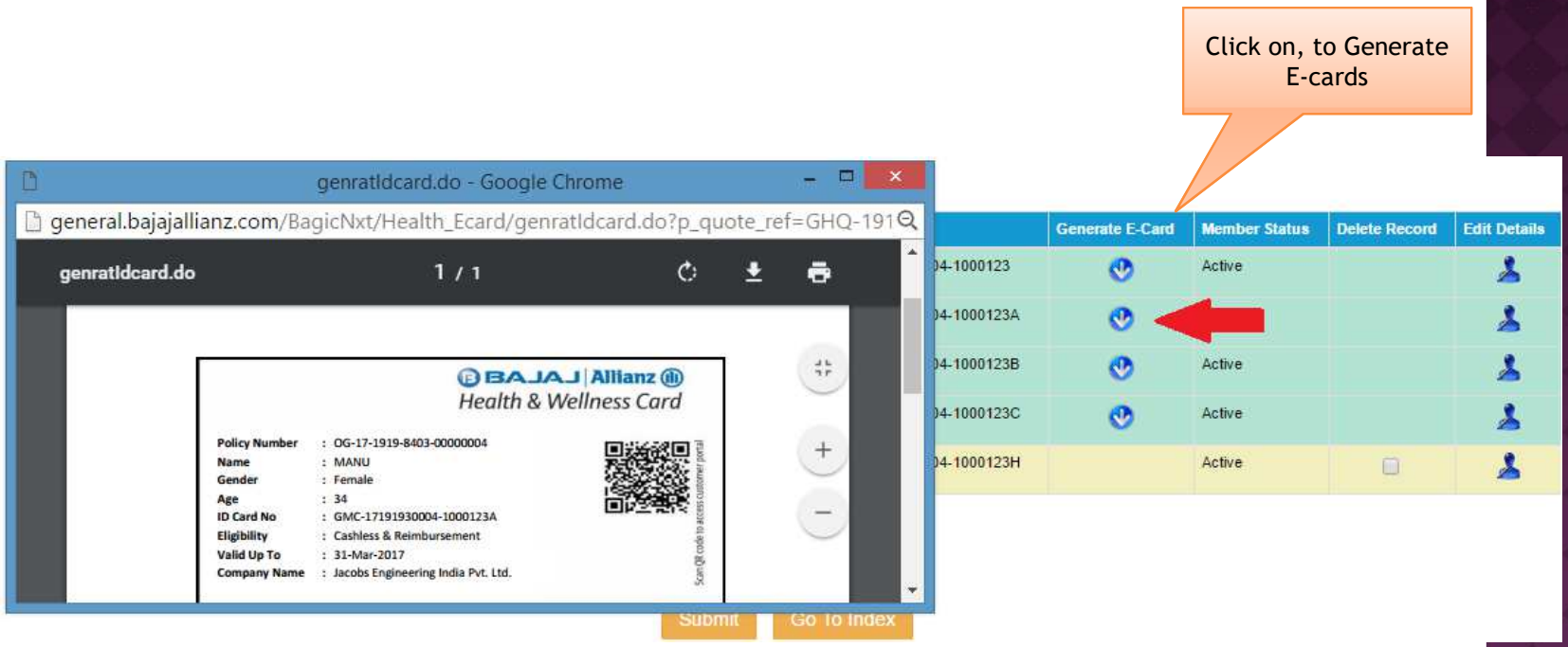
## Download E-cards

**Note:-** E-cards of New enrolled member and corrected members details, can be downloaded post **15 days** of the link closure. You will have to click on '**Generate E-card**' tab and select the member for whom E-card is required.



Thank
You!