



Medi AssistTM

Personalizing your World of Healthcare

Presentation on Enrolment Guide 2019-20

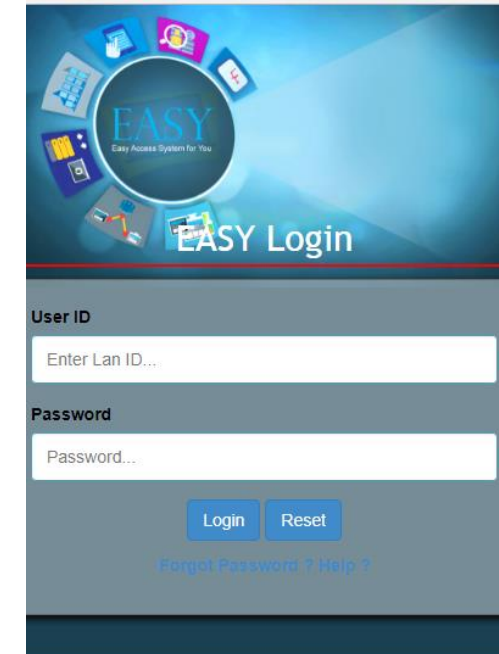
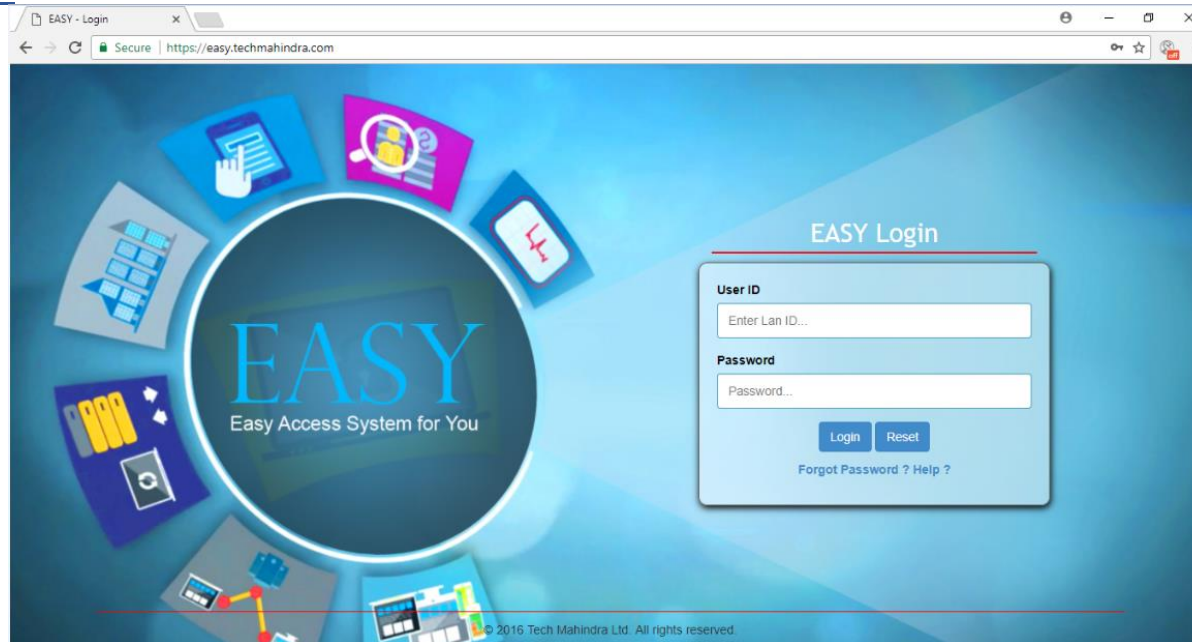
**Tech
Mahindra**

Online Enrolment Guide

(Tech-M India Associates)

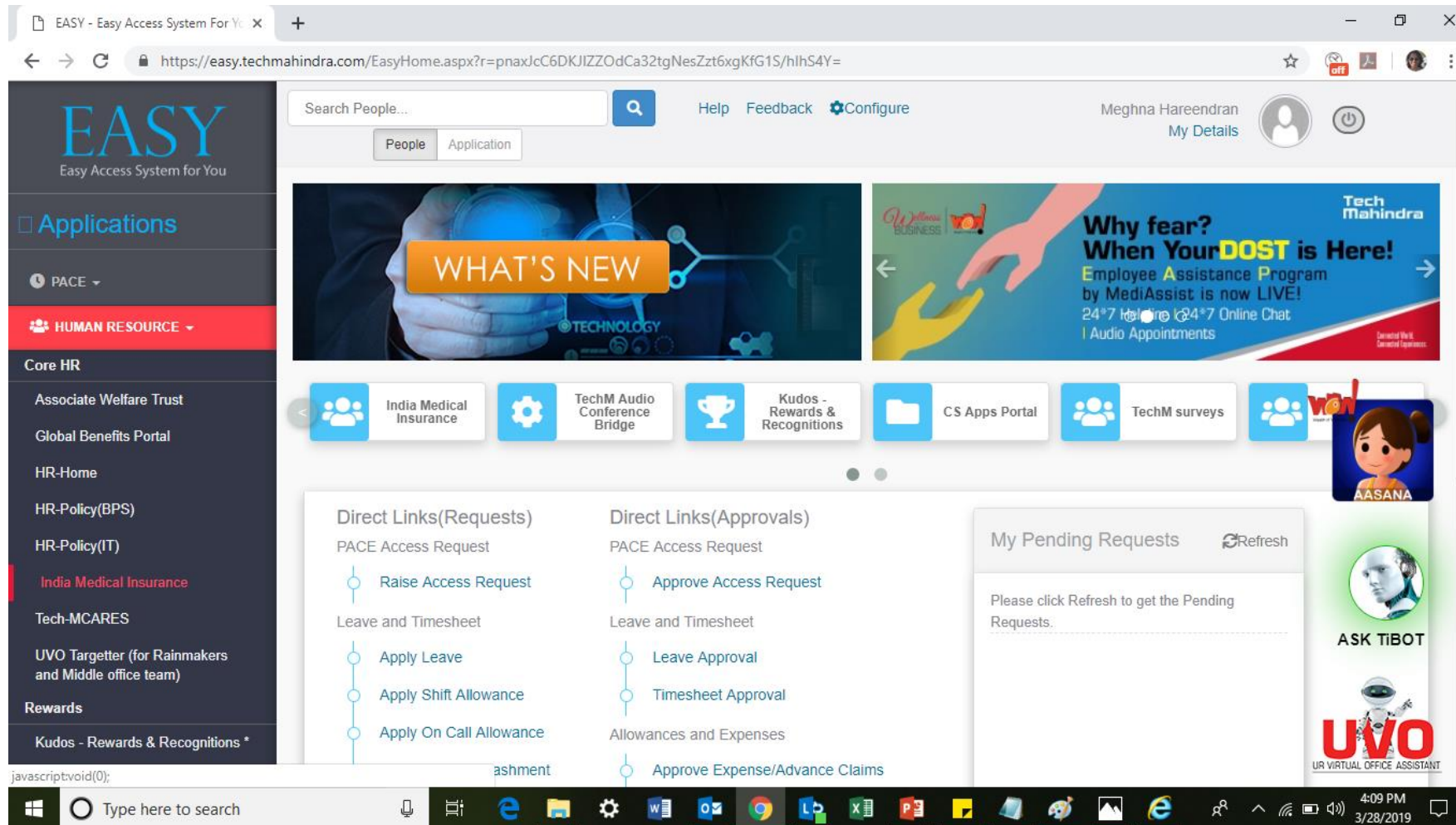
- ❑ Please visit <https://easy.techmahindra.com> from your internet browser (IE Version 10 & above or Google Chrome or Firefox) to access the Enrolment Portal.
- ❑ Please use your **TechM login ID and Password** credentials.
- ❑ Alternatively, you can also login to MediBuddy portal via <https://portal.medibuddy.in> from your internet browser or Mobile Phone to access the portal. **Login ID** will be <Associate ID>@techm & **Password** will be DDMMYYYY in Date of Birth format.

Login Screen:



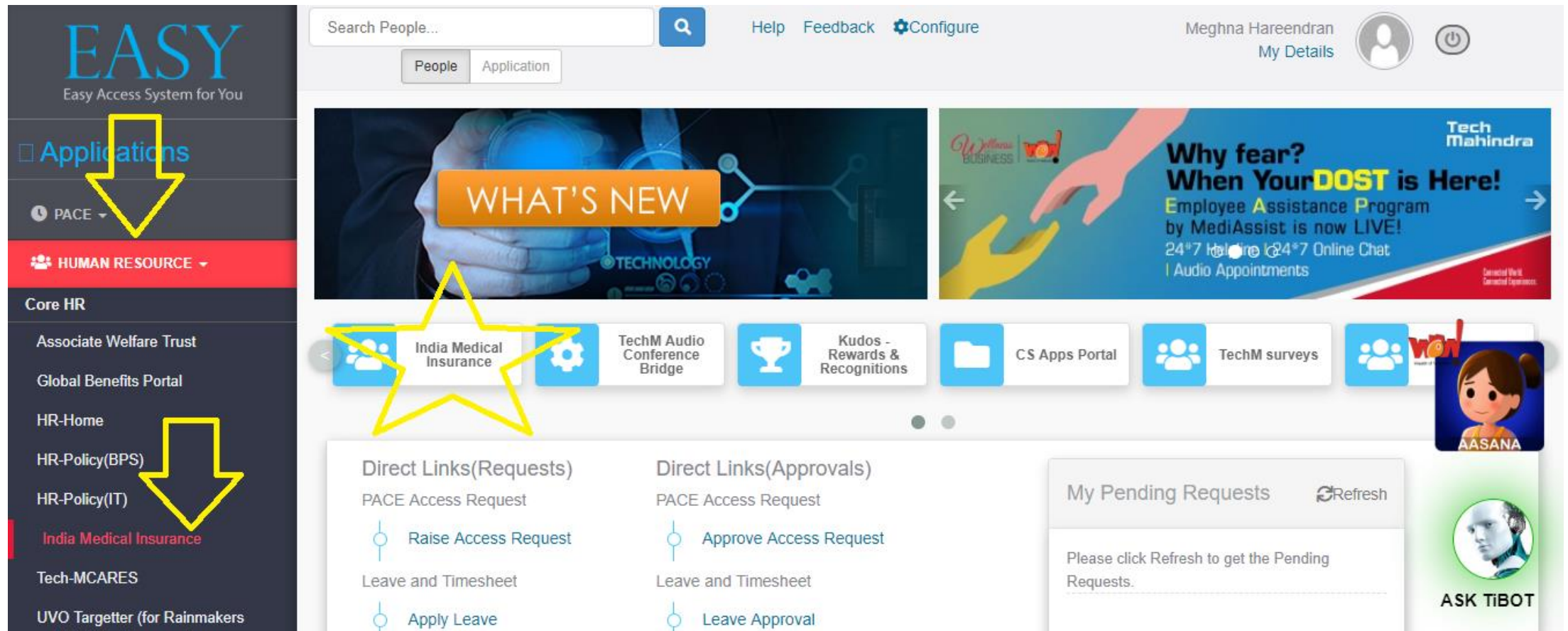
Refer your inbox for a mail from tech.m@mediassistindia.com to know the enrolment process.

☐ Upon successful login, you will arrive at the below screen on **EASY Portal**:



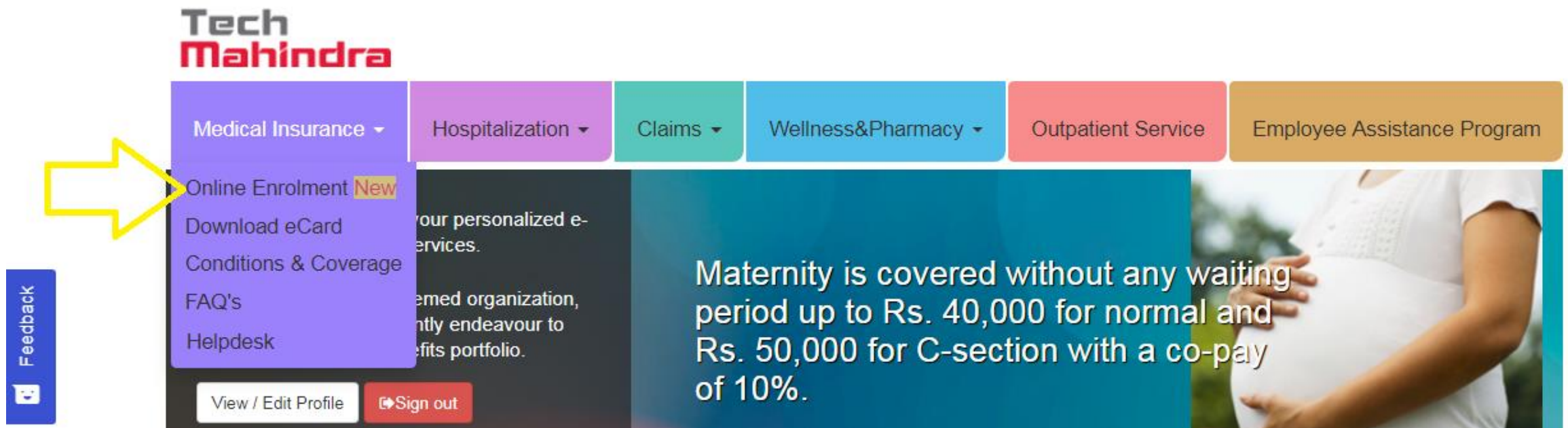
The screenshot displays the EASY Portal home page. The browser address bar shows the URL: <https://easy.techmahindra.com/EasyHome.aspx?r=pnaxJcC6DKJIZZOdCa32tgNesZzt6xgKfG1S/hlhS4Y=>. The page features a sidebar on the left with the 'EASY' logo and navigation links under 'Applications' and 'HUMAN RESOURCE'. The main content area includes a search bar, user profile (Meghna Hareendran), and a 'WHAT'S NEW' banner. Below the banner are quick links for India Medical Insurance, TechM Audio Conference Bridge, Kudos - Rewards & Recognitions, CS Apps Portal, and TechM surveys. The page also displays 'Direct Links (Requests)' and 'Direct Links (Approvals)' for PACE Access Request, Leave and Timesheet, and Allowances and Expenses. A 'My Pending Requests' section is visible on the right, along with a 'ASK TIBOT' chatbot and a 'UVO' (Virtual Office Assistant) icon. The Windows taskbar at the bottom shows the date and time as 4:09 PM on 3/28/2019.

- Please click on “India Medical Insurance” on EASY Portal as per below path:
EASY > HUMAN RESOURCE > INDIA MEDICAL INSURANCE



The screenshot displays the EASY (Easy Access System for You) portal interface. On the left sidebar, the 'Applications' menu is expanded, and a yellow arrow points to the 'HUMAN RESOURCE' option. Below it, another yellow arrow points to the 'India Medical Insurance' link. The main content area features a 'WHAT'S NEW' banner, a row of application tiles including 'India Medical Insurance' (highlighted with a yellow star), 'TechM Audio Conference Bridge', 'Kudos - Rewards & Recognitions', 'CS Apps Portal', 'TechM surveys', and 'AASANA'. Below these tiles are sections for 'Direct Links(Requests)' and 'Direct Links(Approvals)', each containing links for 'PACE Access Request', 'Leave and Timesheet', and 'Apply Leave/Approval'. A 'My Pending Requests' section with a 'Refresh' button is also visible. The top navigation bar includes a search bar, 'Help', 'Feedback', 'Configure', and user profile information for Meghna Hareendran.

- ❑ Once you click on “**India Medical Insurance**”, you arrive at the below page. Please click on “**Online Enrolment**” option below “**Medical Insurance**” tab to complete your dependants enrolment.
- ✓ **Note:** If you do not make any changes, then the members covered under the expiring policy will be carried forward to the current year renewed policy of 2019-2020.



☐ Please add your dependent details & choose Top-Up cover.

Plan A:

- ✓ Employee is covered by default, you can add your Spouse & Dependent Children details.
- ✓ Ensure Marital Status is set to **“Married”** to add your Dependent’s Name & Date of Birth.
- ✓ Update your Mobile Number .

Note:

- *Premium for “Plan A” shall be company sponsored.*
- *Tick Child Declaration if child is above 21 years up to 25 years, Unmarried and unemployed girls ,disabled children without income or are children pursuing higher studies(subject to submission of Bonafide certification from the institute.*
- *Differently abled children will be provided coverage without age restriction subject to child being dependent on parents and subject to the limit of children in plan (subject to declaration from Associate and HR confirmation).*
- *You can add your dependents (spouse, children, parents/parents-in-law) whom you wish to be covered under India medical Insurance if they are staying in India (or) if during the course of the year, you and your family relocate to India.*

- ☐ Ensure the “Marital status” is changed to “**Married**” & “**Marriage Date**” incorporated to enroll your Spouse & Children details.

Associate ID	test2237	Associate Band	U3	Date of Hire	16 Mar 2017
Email *	raja.rajuk@medibuddy.in	Alternate Email	hamza@dummy.com	Mobile Number *	9034232222
Location	Bangalore	Marital Status	Married	Marriage Date *	date of marriage

Single

Married

Single Parent

Domestic Partner

PLAN A - is the company sponsored plan and will cover Self, Spouse & up to 2 children by default.

Sum Insured : 200000 INR

Name	Relation	Birth Date	Age	Gender	Action
test2237	Self	12 Mar 1992	27	Male	Non-editable

+ Add

Plan B:

☐ You can add your Parents/Parents-in-law.

- ✓ Tick checkbox.
- ✓ Choose Parents/Parents-in-law radio button.
- ✓ Add Dependents Name & Date of Birth.

Note:

- **Premium for “Plan B” has to be borne by Employee.**
- If Dependent Parents/Parents-in-law were already added last year, their previous details shall auto populate.
- **Parents Enrolled in Plan B will have a locking period for next three years and cannot switch Parents & Parent-In Laws.**
- Adverse selection is not allowed while adding Parents / Parents-in-law.
- Mid-term addition is allowed only for Spouse within **90 days from date of marriage** and for New born child (first two living children) within **90 days from date of birth**. **No mid-term addition would be allowed for parents/parent-in-law.**


☐ You can add your **parents / parents in law** details under **Plan B** as shown below.





PLAN B - to include either dependent parents / parents-in-law and avail floater coverage. Premium to be borne by associate.

Additional Sum Insured 100000

Premium 14927

☒ I agree to opt for PLAN B and pay the applicable premium.(Either Parents or Parents-in-law allowed)

 Add

Name	Relation	Birth Date	Age	Gender	Action
test	Father	02 Mar 1961	58	Male	 Edit  Delete
abcd	Mother	10 Jul 1968	50	Female	 Edit  Delete

Top Up Plan:

☐ Additional sum insured that can be used once the Base Sum insured is exhausted (Optional Cover).

- ✓ Tick checkbox.
- ✓ Choose required Sum Insured.

Note:

- Premium for “Top Up Plan” has to be borne by Employee.
- Click “PREVIEW” to view the changes and then click on “CONFIRM” to finalise enrolment.

Top Up Plan - to increase the overall sum insured available for self, dependents in Plan A and Plan B.

☒ I agree to opt for TOP UP plan and pay the applicable premium.

Sum Insured	200000	Premium	8035
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--Select Sum Insured--

- 200000
- 300000
- 400000
- 500000
- 1000000
- 1500000

Premium Summary	
Sum Insured (in INR)	Premium (in INR) *
200000	-
100000	14927
200000	8035
500000	22962

TOTAL

* The premium changes would commensurate with market behavior every year.

- ☐ Re-check details & click on “**Preview**” to proceed.

Sum Insured and Premium Summary		
PLAN	Sum Insured (in INR)	Premium (in INR) *
PLAN A	200000	-
PLAN B	100000	14927
TOP UP PLAN	200000	8035
TOTAL	500000	22962
* The premium changes would commensurate with market behavior every year.		

* Please select declaration

☐ I accept the policy terms and conditions and confirm my consent to deduct the chosen premium from my salary / pay cheque.



Preview

- ☐ Re-check details & click on “**CONFIRM**” to submit or “**CANCEL**” to go back and make any changes.

Preview

PLAN A - Covers Self, Spouse and 2 Children.

Name	Relation	Birth Date	Age	Gender
test2237	Self	12 Mar 1992	27	Male

PLAN B - Covers set of Parents or Parents-in-law

Name	Relation	Birth Date	Age	Gender
test	Father	02 Mar 1961	58	Male
abcd	Mother	10 Jul 1968	50	Female

Sum Insured and Premium Summary

PLAN	Sum Insured (in INR)	Premium (in INR) *
PLAN A	200000	-
PLAN B	100000	14927
TOP UP PLAN	200000	8035
TOTAL	500000	22962

* Total premium amount will be deducted from the ensuing pay cycle. The premium changes would commensurate with market behavior every year.

Click on 'CONFIRM' to submit OR 'CANCEL' to make any changes.

Cancel

Confirm

- Once “Confirmed”, “Enrolment details updated successfully” will be displayed on top of the page.

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Information Saved Successfully. You will receive the Enrolment Confirmation Mailer post the last day of window closure.

[FAQs](#) | [Policy](#)

test2237

Associate ID	test2237	Associate Band	U3	Date of Hire	16 Mar 2017
Email *	raja.rajuk@medibuddy.in	Alternate Email	hamza@dummy.com	Mobile Number *	9034232222
Location	Bangalore	Marital Status	Married	Marriage Date *	date of marriage

PLAN A - is the company sponsored plan and will cover Self, Spouse & up to 2 children. Associate will be covered by default.

Sum Insured : 200000 INR

Name	Relation	Birth Date	Age	Gender	Action
test2237	Self	12 Mar 1992	27	Male	Non-editable

Happy to Partner



Toll Free Customer Care:
1800 419 1156

For onsite employee: 080-6761 7555



Portal:
<https://easy.techmahindra.com>



Email:
techm@mediassistindia.com