Product	Notification	Product Id	Billing method change Applicable !
Suraksha	WLA	001	Yes
Suvidha	CWLA	100	Yes
Santosh	EA	200	Yes
Sumangal	AEA	300	Yes
Yugal Suraksha	YS	400	Yes
Child Policy	CP	450	Yes
Gram Suraksha	RWLA	500	Yes
Gram Suvidha	RCWLA	600	Yes
Gram Santosh	REA	700	Yes
Gram Sumangal	RAEA	800	Yes
Gram Priya	GY	900	Yes
Rural Child Policy	RCP	950	Yes

Billing Method Change:-

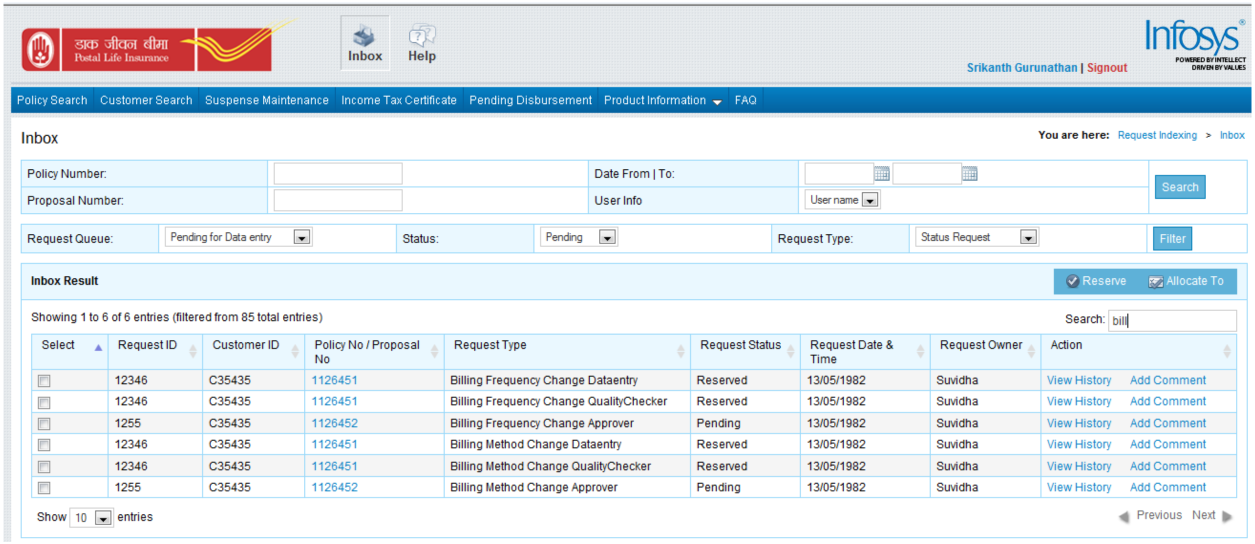
1.To raise a new request for Billing Frequency Change or Billing Method Change for the policy, user should go to 'Home Page' and click on 'Service Request Indexing' on the screen, which will navigate the user to 'Request Indexing' screen.

2.Request Type is either selected as "Billing Method Request", "Billing Frequency Request" for doing Billing Method change, Billing Frequency Change respectively.

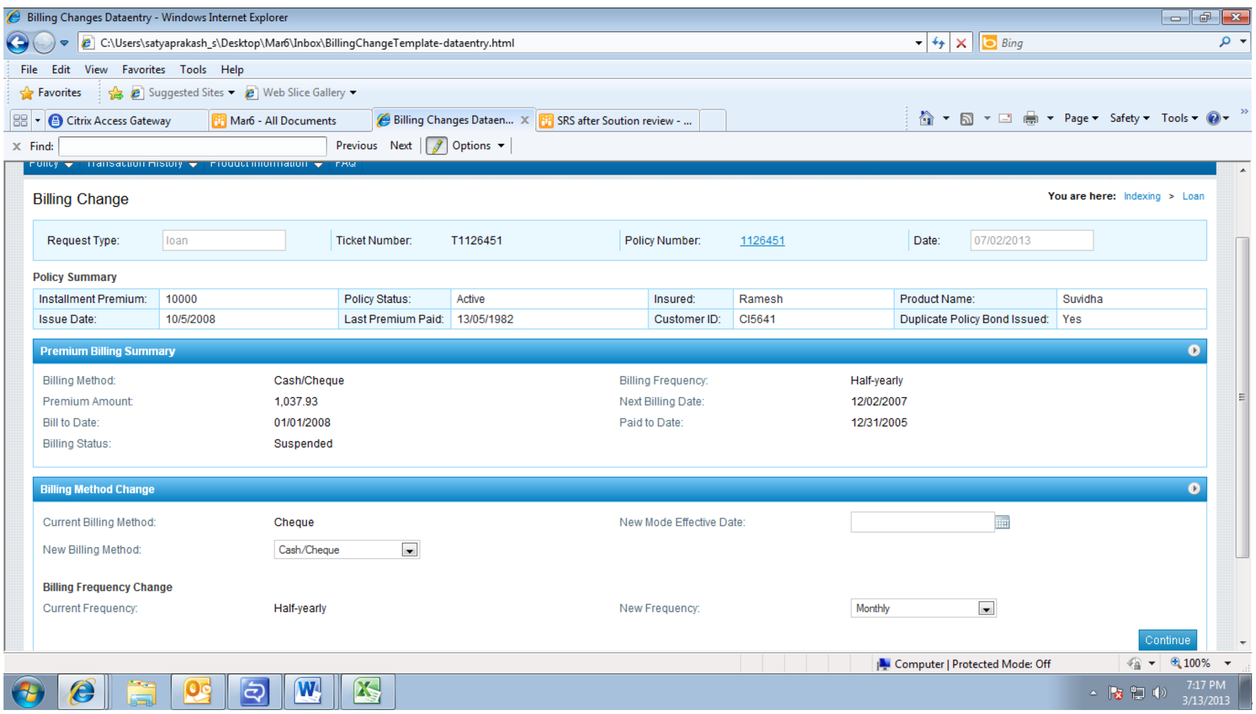
3.Once request type, policy number and request date is entered click on next, the below section will be appeared on the screen.

4.When all the validations are successful, then Post Ticket ID is generated and the, request would move to Inbox of data entry user.

5.Data Entry user can search for the Request through the input parameters and then clicking on hyperlink of the policy no/proposal no.
We will be able to see two different types of requests for Billing Method Change and Billing Frequency Change



Select the request id and open it .



Click "Continue".

The effective date from VPAS is displayed.

Select the mandatory list of documents and Click Submit.

The request will be forwarded to the QC Inbox.

Submit the Request from QC to Approver.
Approver to approve the request.

Navigate to the Policy Search Screen and search the policy number. The new payment method should be displayed .