

<b>Product</b>	<b>Notification</b>	<b>Product Id</b>	<b>Billing method change Applicable !</b>
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

The screenshot shows the 'Inbox' section of the Postal Life Insurance application. At the top, there are links for Policy Search, Customer Search, Suspense Maintenance, Income Tax Certificate, Pending Disbursement, Product Information, and FAQ. On the right, there are links for Srikant Gurunathan and Signout, along with the Infosys logo. Below the header, there are search fields for Policy Number, Date From To, Proposal Number, User Info, and Username. A 'Search' button is also present. Underneath, there are filters for Request Queue (Pending for Data entry), Status (Pending), Request Type (Request Type), and Request Status (Status Request). A 'Filter' button is located at the bottom of the filter row. The main area is titled 'Inbox Result' and displays a table of 6 entries. The columns include Select, Request ID, Customer ID, Policy No / Proposal No, Request Type, Request Status, Request Date & Time, Request Owner, and Action. Each row contains a checkbox for 'Select', a unique request ID, customer ID, policy/proposal number, request type, status, date/time, owner, and buttons for 'View History' and 'Add Comment'. A search bar with the placeholder 'Search: bill' is located on the right. At the bottom left, there is a link to show 10 entries. On the right, there are buttons for 'Previous' and 'Next'.

Select the request id and open it .

The screenshot shows the 'Billing Changes Dataentry' page in Internet Explorer. The URL is C:\Users\satyaprakash\_s\Desktop\Mar6\Inbox\BillingChangeTemplate-dataentry.html. The page has a standard Windows menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The main content area is titled 'Billing Change'. It includes a 'Policy Summary' section with fields for Installment Premium (10000), Policy Status (Active), Insured (Ramesh), Product Name (Suvidha), Issue Date (10/5/2008), Last Premium Paid (13/05/1982), Customer ID (CI5641), and Duplicate Policy Bond Issued (Yes). Below this is a 'Premium Billing Summary' section with details like Billing Method (Cash/Cheque), Premium Amount (1,037.93), Bill to Date (01/01/2008), and Billing Status (Suspended). There is also a 'Billing Method Change' section where the current billing method is set to 'Cheque' and the new mode effective date is a dropdown field. A 'Billing Frequency Change' section shows the current frequency as 'Half-yearly' and the new frequency as 'Monthly'. At the bottom, there is a 'Continue' button and a status bar indicating 'Computer | Protected Mode: Off' and the date and time as 7:17 PM 3/13/2013.

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 .