

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

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Policy Search | Customer Search | Suspense Maintenance | Income Tax Certificate | Pending Disbursement | Product Information | FAQ

**Inbox** You are here: Request Indexing > Inbox

Policy Number:  Date From | To:   Search

Proposal Number:  User Info: User name  Search

Request Queue: Pending for Data entry Status: Pending Request Type: Status Request Filter

**Inbox Result** Reserve Allocate To

Showing 1 to 6 of 6 entries (filtered from 85 total entries) Search: bill

Select	Request ID	Customer ID	Policy No / Proposal No	Request Type	Request Status	Request Date & Time	Request Owner	Action
<input type="checkbox"/>	12346	C35435	1126451	Billing Frequency Change Dataentry	Reserved	13/05/1982	Suvidha	<a href="#">View History</a> <a href="#">Add Comment</a>
<input type="checkbox"/>	12346	C35435	1126451	Billing Frequency Change QualityChecker	Reserved	13/05/1982	Suvidha	<a href="#">View History</a> <a href="#">Add Comment</a>
<input type="checkbox"/>	1255	C35435	1126452	Billing Frequency Change Approver	Pending	13/05/1982	Suvidha	<a href="#">View History</a> <a href="#">Add Comment</a>
<input type="checkbox"/>	12346	C35435	1126451	Billing Method Change Dataentry	Reserved	13/05/1982	Suvidha	<a href="#">View History</a> <a href="#">Add Comment</a>
<input type="checkbox"/>	12346	C35435	1126451	Billing Method Change QualityChecker	Reserved	13/05/1982	Suvidha	<a href="#">View History</a> <a href="#">Add Comment</a>
<input type="checkbox"/>	1255	C35435	1126452	Billing Method Change Approver	Pending	13/05/1982	Suvidha	<a href="#">View History</a> <a href="#">Add Comment</a>

Show 10 entries Previous Next

Select the request id and open it .

Billing Changes Dataentry - Windows Internet Explorer

C:\Users\satyaparakash\Desktop\Mar6\Inbox\BillingChangeTemplate-dataentry.html

File Edit View Favorites Tools Help

Search: bill

**Billing Change** You are here: Indexing > Loan

Request Type: loan Ticket Number: T1126451 Policy Number: 1126451 Date: 07/02/2013

**Policy Summary**

Installment Premium: 10000	Policy Status: Active	Insured: Ramesh	Product Name: Suvidha
Issue Date: 10/5/2008	Last Premium Paid: 13/05/1982	Customer ID: C15641	Duplicate Policy Bond Issued: Yes

**Premium Billing Summary**

Billing Method: Cash/Cheque	Billing Frequency: Half-yearly
Premium Amount: 1,037.93	Next Billing Date: 12/02/2007
Bill to Date: 01/01/2008	Paid to Date: 12/31/2005
Billing Status: Suspended	

**Billing Method Change**

Current Billing Method: Cheque	New Mode Effective Date: <input type="text"/>
New Billing Method: Cash/Cheque	
Billing Frequency Change	
Current Frequency: Half-yearly	New Frequency: Monthly

[Continue](#)

Computer | Protected Mode: Off 100% 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 .