



## (https://kgidonline.karnataka.gov.in) Life Insurance New Business USER MANUAL

### Karnataka Government Insurance Department Government of Karnataka

Prepared by

Centre for Smart Governance (CSG)

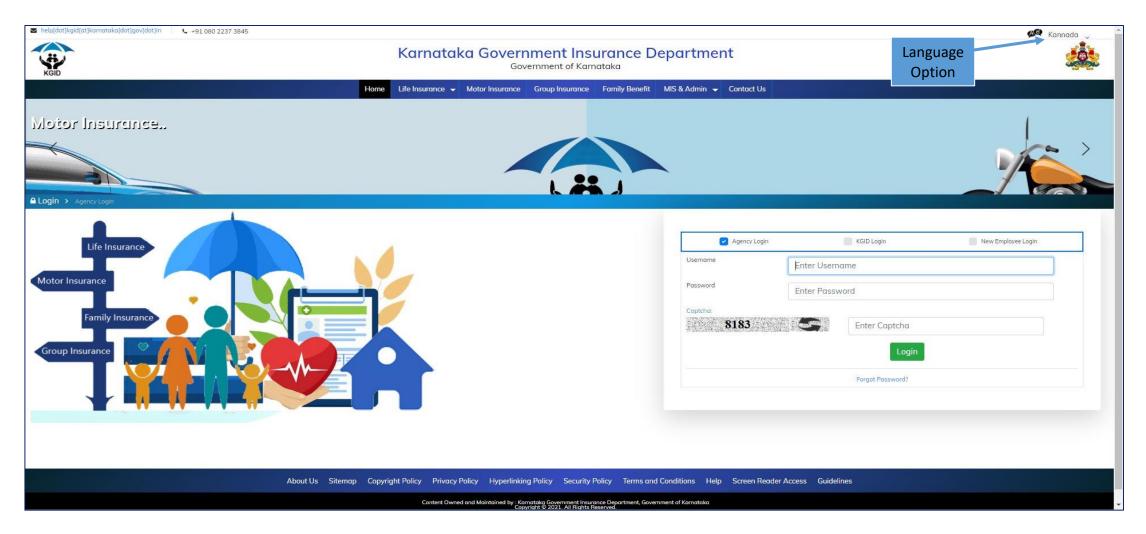
No. 2A, Hayes Road

Bengaluru - 560025



### Karnataka Government Insurance Department Web Page:

- a) Open the web browser.
- b) Enter the URL (http://49.206.243.82:92/).





# Verification and Scrutiny of New Employee Details



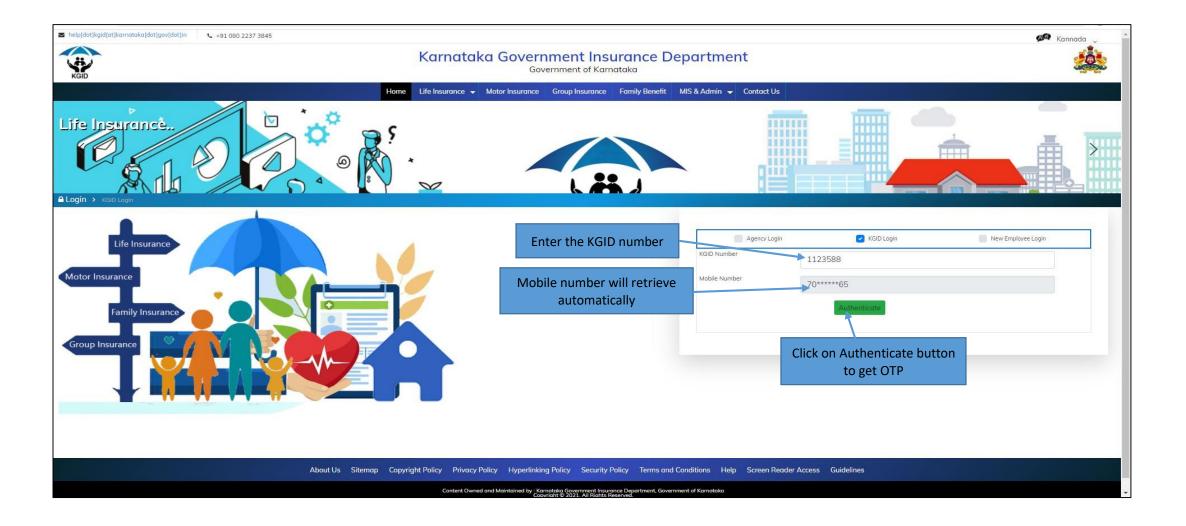
#### **LOGIN PAGE- Deputy Director:**

1. Select the **"KGID Login"** Tab.



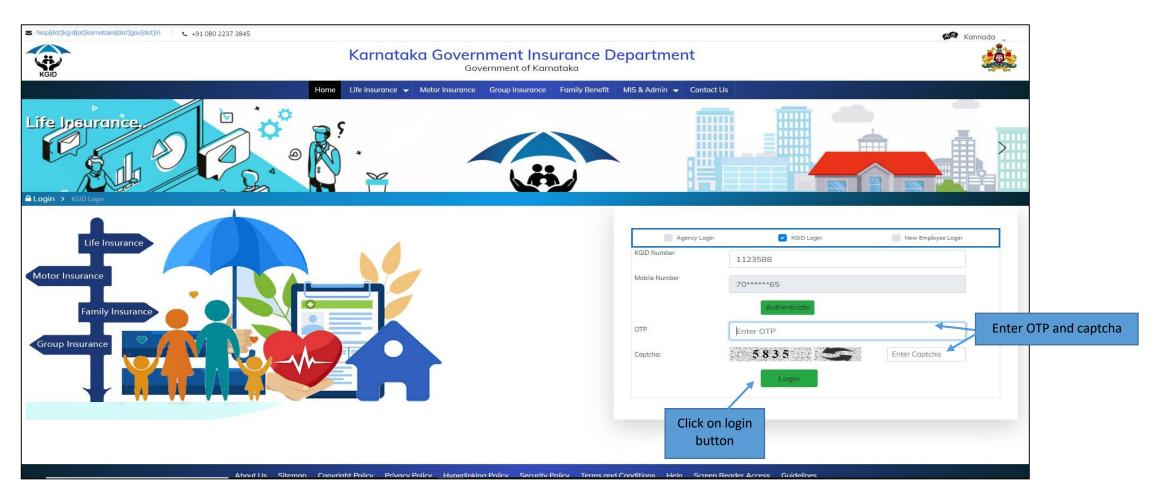


- 2. Deputy Director has to enter his "KGID number" and the mobile number is auto-populated.
- 3. Click on "Authenticate" Button to get the "OTP".



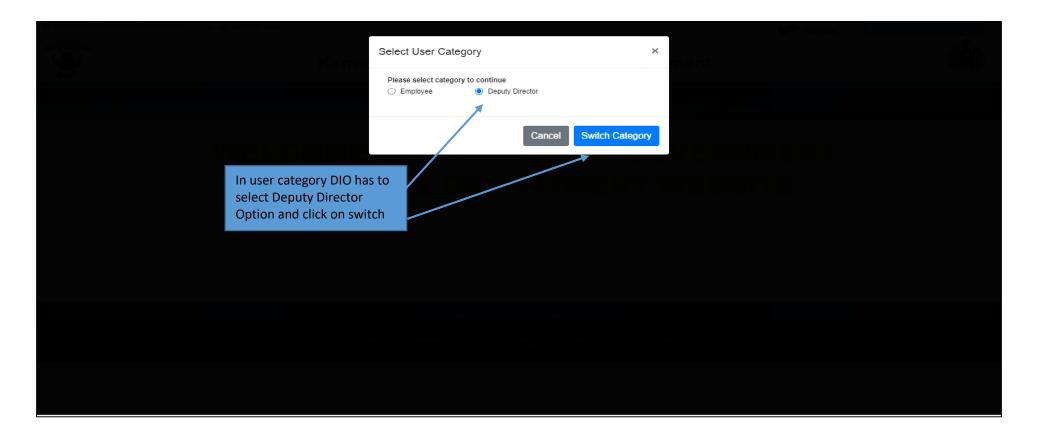


4. Enter the "OTP" and "Captcha" and click on "Login" button.



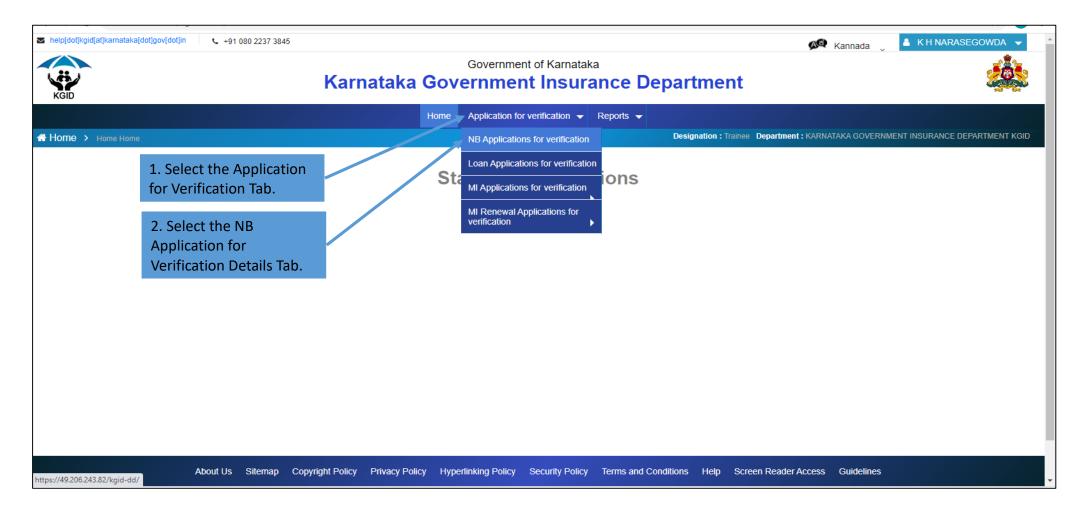


- 5. After clicking on Login button, the User Category webpage is displayed. Select the **Deputy Director** option.
- 6. Click on "Switch Category".



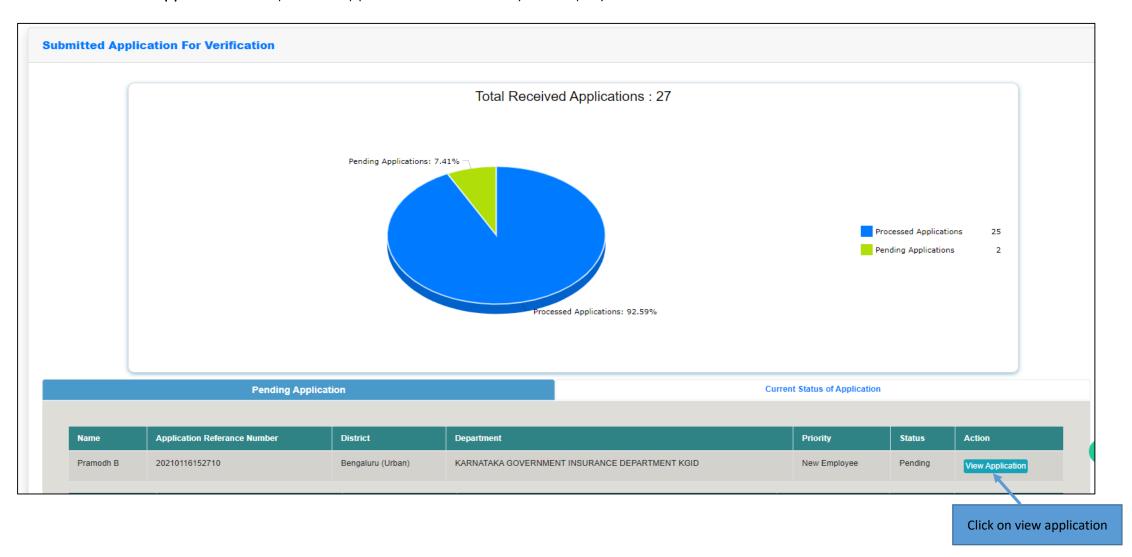


7. Select the "Application for verification" tab and then click on "NB Applications for verification".



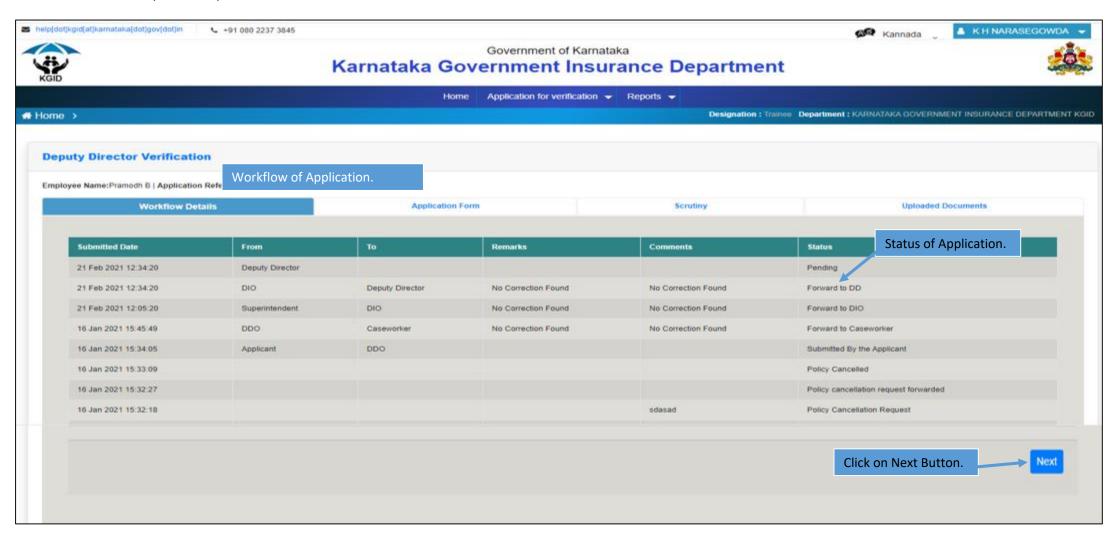


- 8. The dashboard displays a report of Processed Applications and the Pending Applications.
- 9. Applications submitted by employees for verification are displayed.
- 10. Click on "View Application" to open the application submitted by an employee.



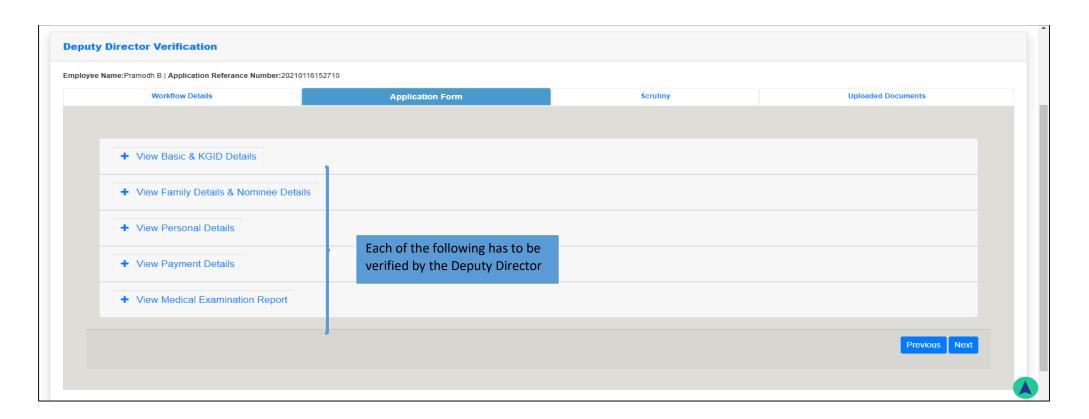


- 11. Workflow Details of the Applications are displayed.
- 12. Click on **Next** option to proceed further.



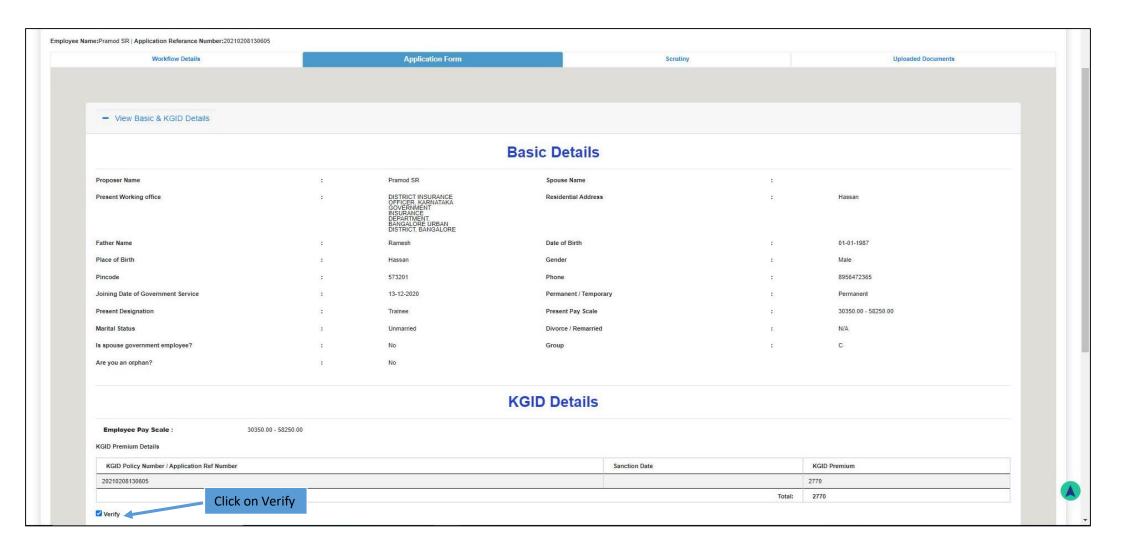


- 13. Deputy Director has to verify the following details in the Application form:
  - \* Basic & KGID Details
  - \* Family Details & Nominee Details
  - \* Personal Details
  - \* Payment Details
  - \* Medical Examination Report



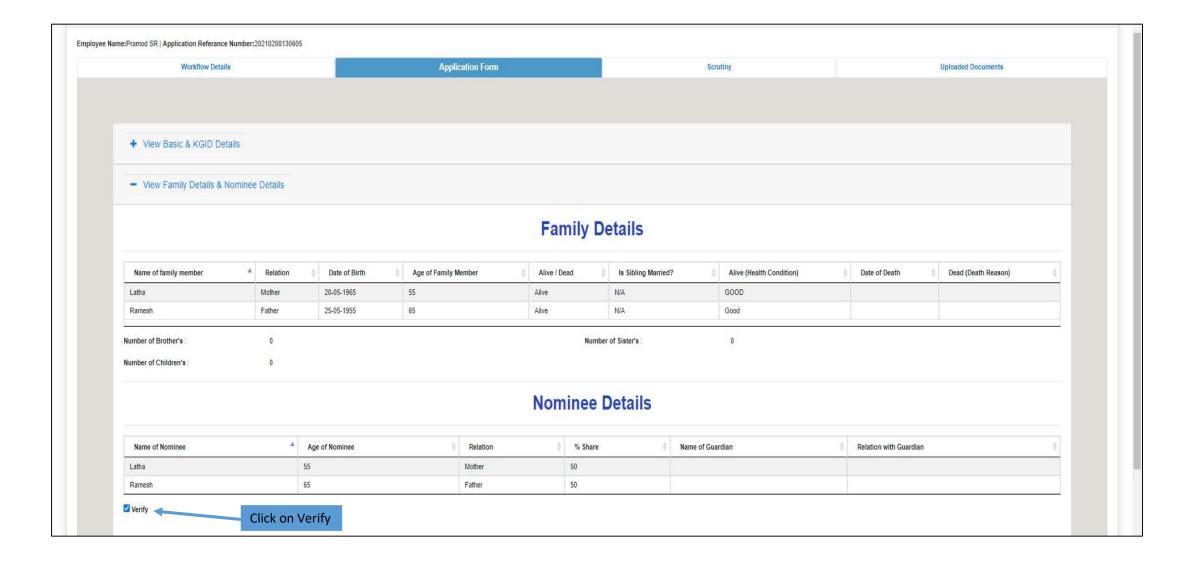


14. To verify the "Basic Details" & "KGID Details" tick the check box verify.



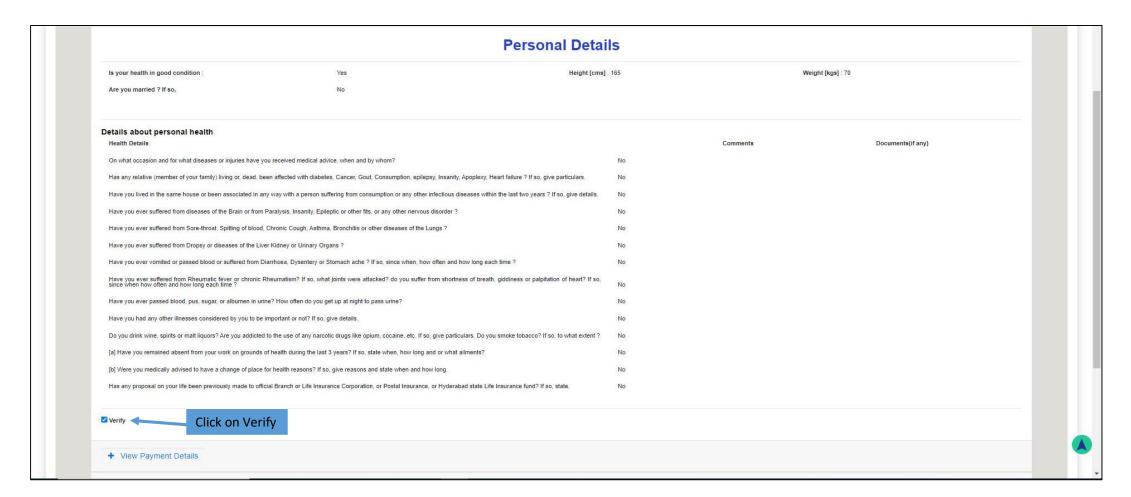


15. To verify the "Family Details" & "Nominee Details" tick the check box verify.



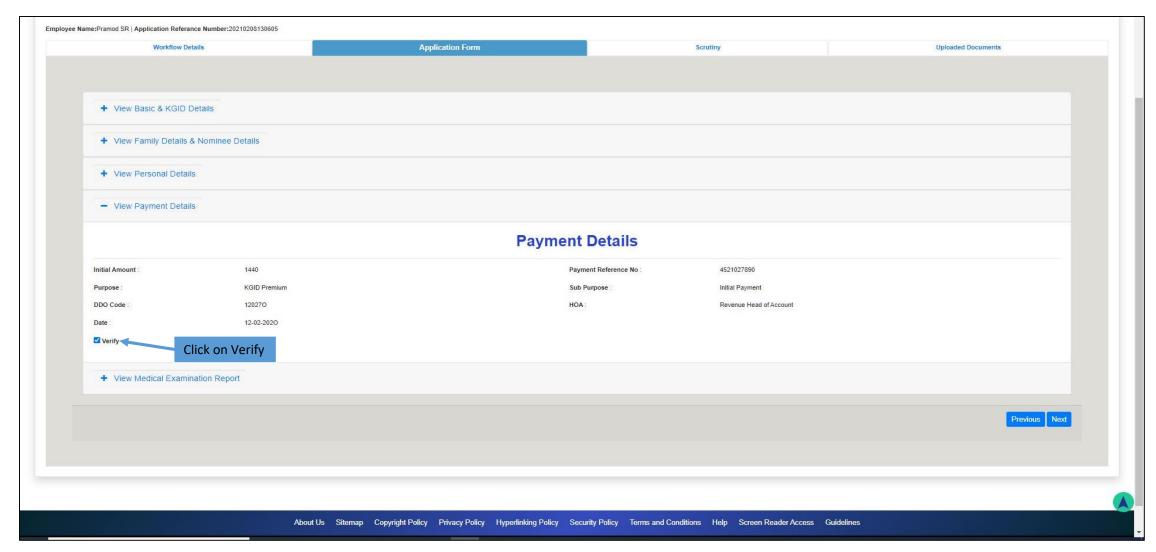


### 16. To verify the "Personal Details" tick the check box verify.



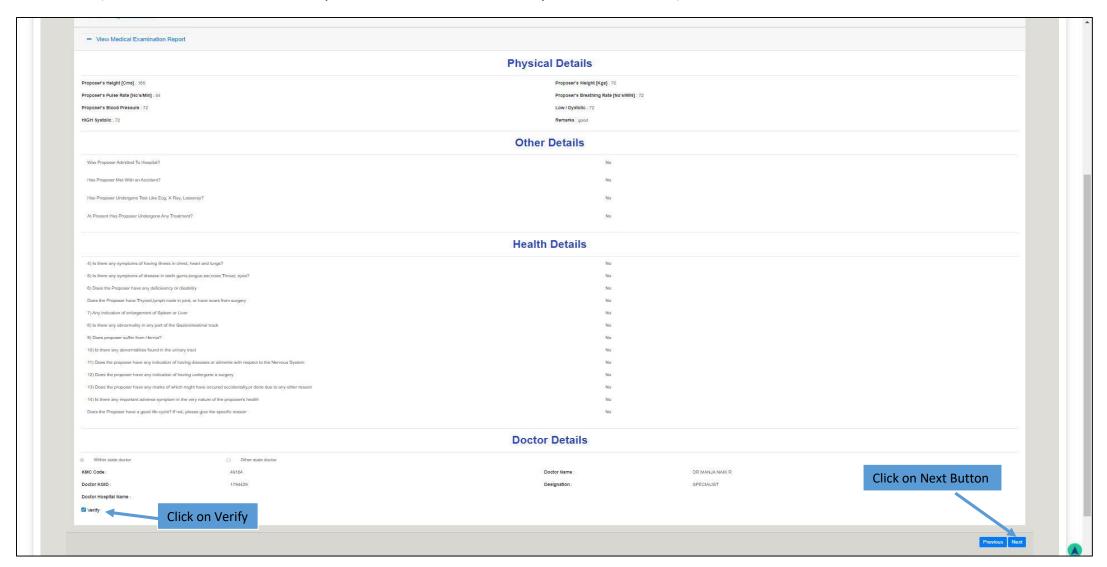


17. To verify the "Payment Details" tick the check box Verify.



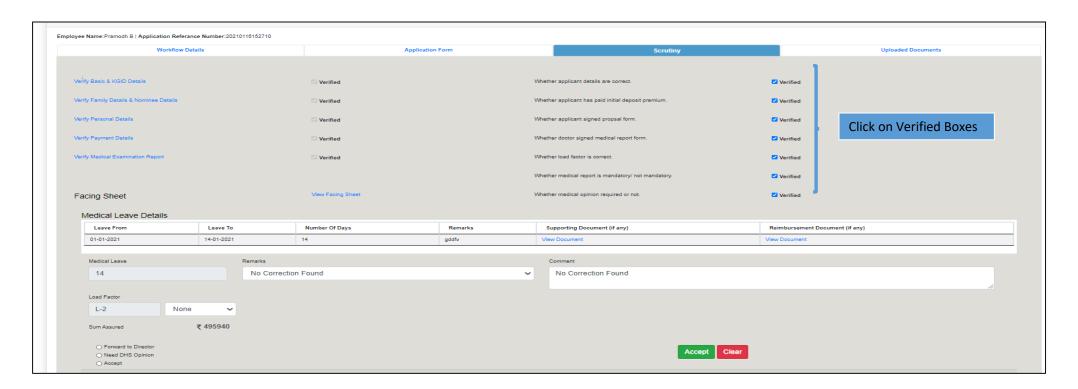


18. To verify the "Medical Examination Report" tick the check box Verify. Click on Next to proceed further.



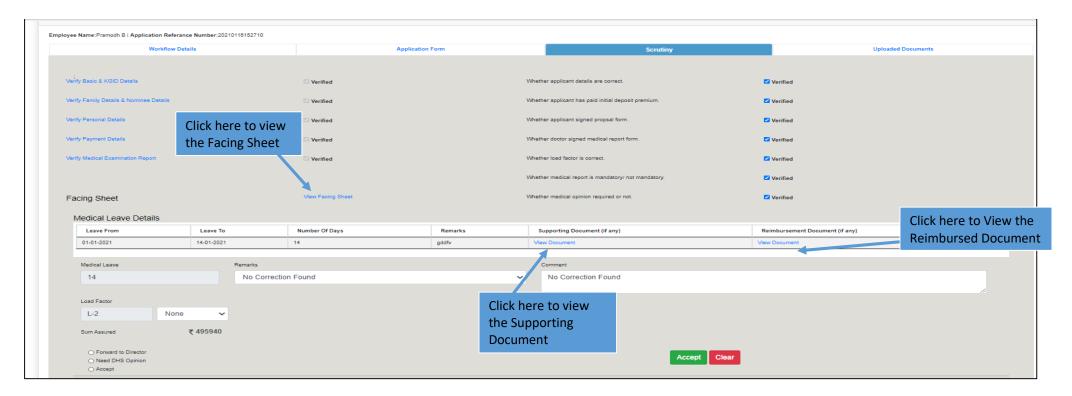


- 19. In Scrutiny Deputy Director has to verify:
  - \* Whether applicant details are correct.
  - \* Whether applicant has paid initial deposit premium.
  - \* Whether applicant signed proposal form.
  - \* Whether doctor signed medical report form.
  - \* Whether load factor is correct.
  - \* Whether medical report is mandatory/ not mandatory.
  - \* Whether medical opinion required or not.
- 20. Tick the check box "Verified", if the above mentioned details are correct.



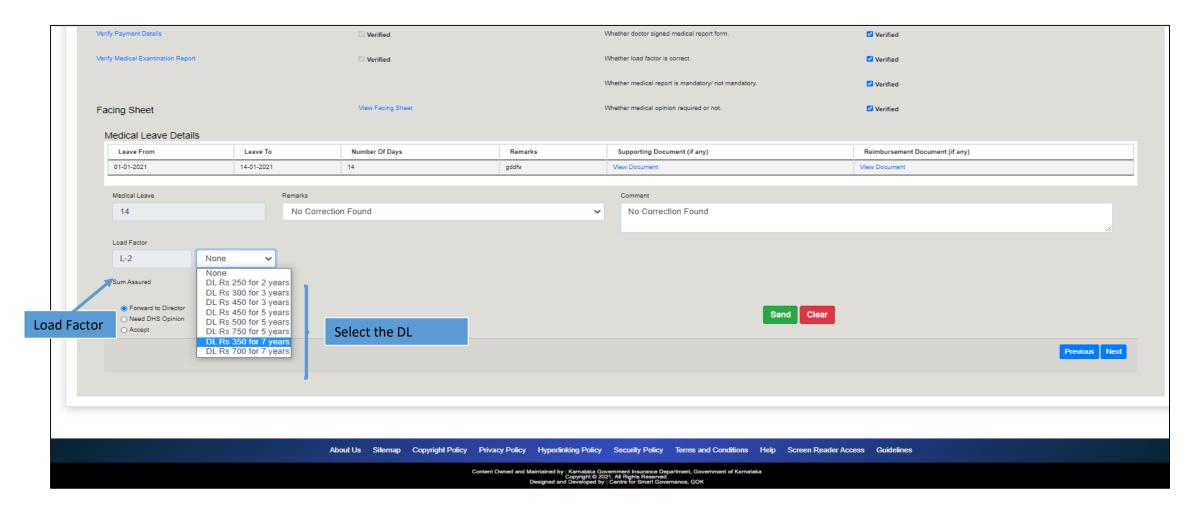


21. In Scrutiny Deputy Director can verify the "Medical Leave Details".



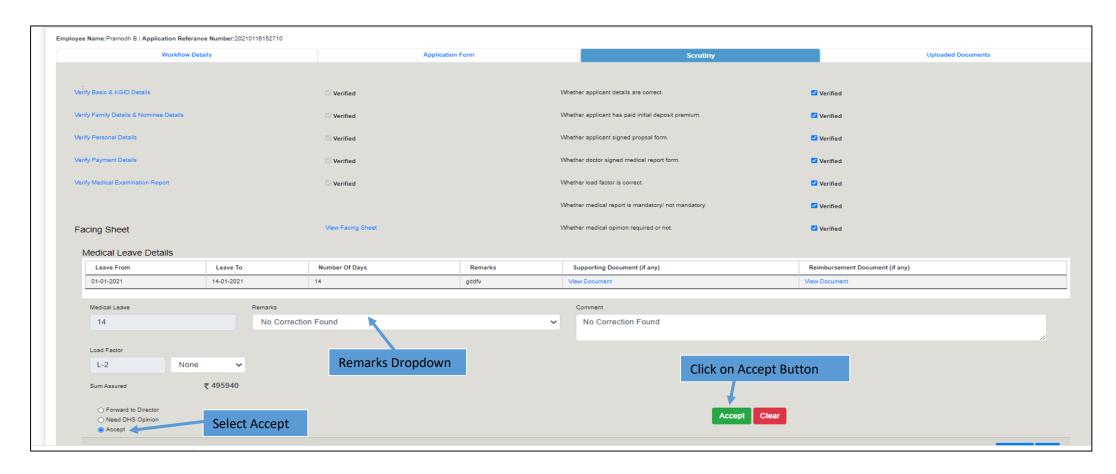


- 22. If the Employee is applicable for the "Load Factor", it is auto-populated.
- 23. If the Employee is applicable for the "Decrease Lean (DL)", it can be selected from the drop-down available.





- 24. After verification, if no corrections are required, Deputy Director can accept the application by clicking on **Accept** button.
- 25. If Deputy Director wants DHO Opinion then they can select "Need DHO Opinion" and it will move to Caseworker Login.
- 26. If Sum Assured Value is more than 20Lakhs, Deputy Director has to select "Forward to Director" option.



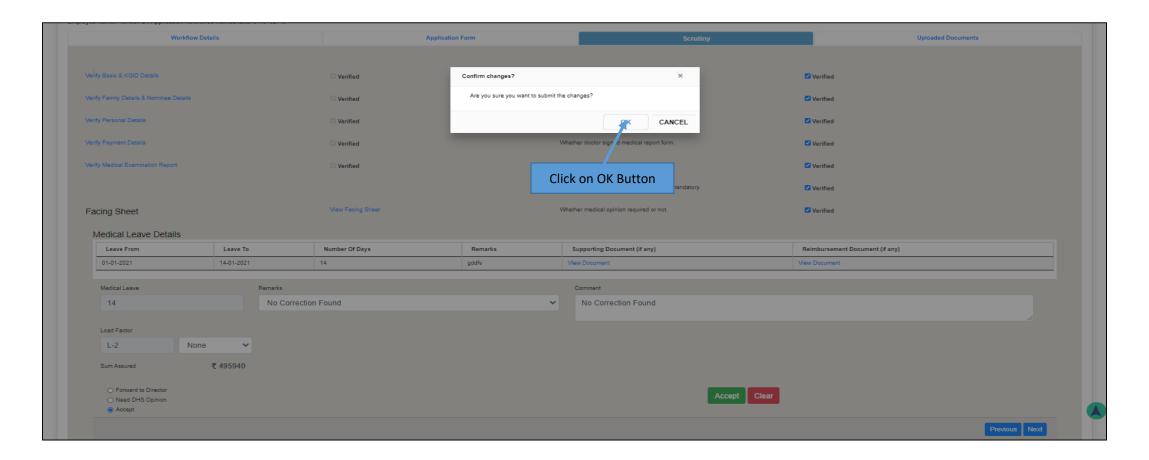


27. DIO can click on "Uploaded Documents" to View and Download the "Application Form" and "Medical Form".





28. Deputy Director has to confirm changes before submitting the application, click on "OK" Button.





- 29. "KGID Policy Number" is generated and the employee will get the notification to his registered mobile number & email id.
- 30. Employee can download "NB Bond" and "facing sheet" in his login.

