

User Manual – For Superannuated Executives

- 1. Open Post Superannuation Scheme for Executives Page on BEML Website and click on the Payment Link.
- 2. Login with User ID and Password.
- 3. User ID is **Staff No.** of the Superannuated Executive.
- 4. For the first login, Change password prompt appears and the Executive should change the password.
- 5. Once logged in, superannuated Executive's details along with Sum Assured, OPD and Buffer will appear on the screen.
- 6. Please fill in the details of the Address and contact details viz., Phone No., Mobile No. & E-mail Address.
- 7. User to select (Self) OR (Self & Spouse) in the drop down and make a note of the Premium to be paid.
 - a. If **Self** is selected, Premium details will appear.
 - b. If **Self & Spouse** is selected, Premium details will appear. Details of Spouse name and Date of Birth to be entered.
- 8. Click on **SAVE & MAKE PAYMENT.**
- 9. The SBI Payment Gateway will open and you can make payment using your Debit Card / Credit Card or NetBanking.
- 10. Once payment is done, upload the Latest Photo (Photos of Self & Spouse), Aadhaar Card, PAN Card, Bank Passbook Front Page and SBI Payment Receipt.
- 11. Click on "SUBMIT" button and wait until the message "SUBMITTED SUCCESSFULLY" appears on the Screen.
- 12. Click on **LOGOUT.**

THIS COMPLETES THE PROCESS.

NOTE:

- 1. BEML WILL NOT BE RESPONSIBLE FOR ANY PROBLEM IN THE SBI PAYMENT GATEWAY WHILE MAKING PAYMENT.
- 2. BEML WILL NOT BE REPONSIBLE FOR PAYMENTS MADE TO INCORRECT STAFF NO. AND NO REFUND WILL BE MADE BY THE COMPANY.