User Manual
BEML LIMITED POST SUPERANNUATION MEDICAL BENEFIT SCHEME FOR EXECUTIVES

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 ID** 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 the details wherever the field is blank like Complex, Grade, Date of Birth, Date of Appointment, Date of Superannuation, Address and contact details viz., Phone No., Mobile No., E-mail Address, etc.

7. User to select **(Self)** OR (**Spouse**) 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 **Spouse** is selected, Premium details will appear. Details of Spouse name, Date of Birth and Reason for availing Insurance only for spouse to be entered.
   c. 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 (Self & Spouse), PAN Card, Bank Passbook Front Page, SBI Payment Receipt and Death Certificate, where only spouse is availing Insurance.

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.**