

Version: 1

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Section 2 - Environment setup

UDI portal is currently hosted at SBI Life premise for the purpose of familiarization, until a vendor is selected to provide hosting solution. To access UDI Portal, only Chrome browser is required along with internet connectivity. There is no need of any deployment of the software at Insurer's or Bank's end.

Initial setup requirement:

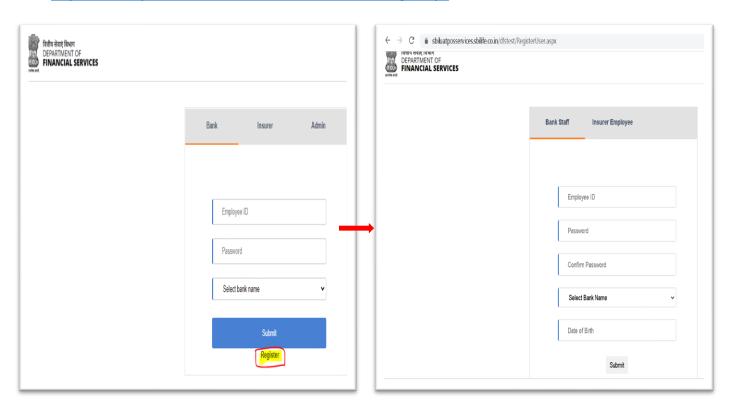
To create initial set up such as users, information about the entities, logos, data need to be submitted by the Banks and Insurers in the prescribed file formats listed as follows:

- 1. Bank Master in prescribed format attached under the reference document section with ID ID001.
- 2. Insurer Master in prescribed format attached under the reference document section with ID ID002.
- 3. Bank Insurance master in prescribed format attached under reference document section with ID ID007.
- 4. Bank Insurance info master in prescribed format attached in reference document section with ID ID008.

These excel files as per prescribed format along with logo of the bank/insurer in ".png" format is to be mailed to a dedicated email-id created for handholding: udi.training@sbilife.co.in.

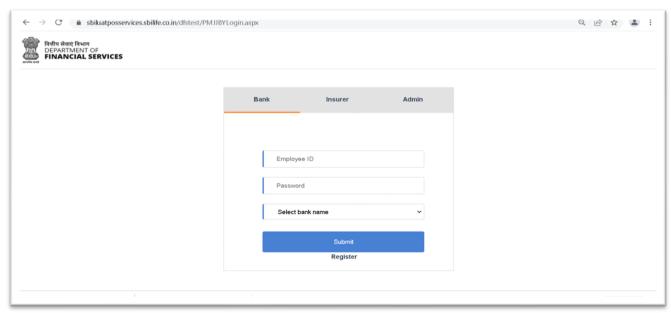
On completion of the initial set up, user's will be required to paste the below link in chrome browser and proceed for registration (refer below figure) and subsequent activities.

https://sbiluatposservices.sbilife.co.in/dfstest/PMJJBYLogin.aspx

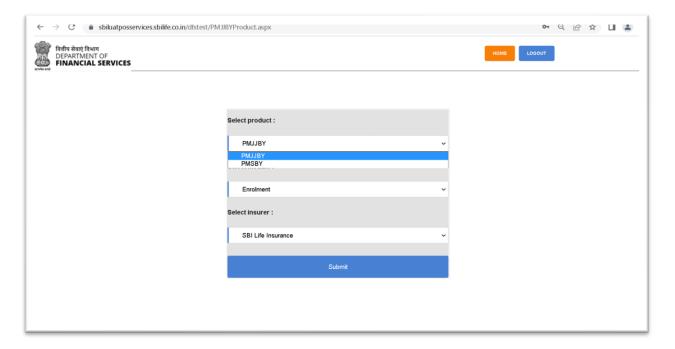


Section 3 - PMJJBY Enrolment Process

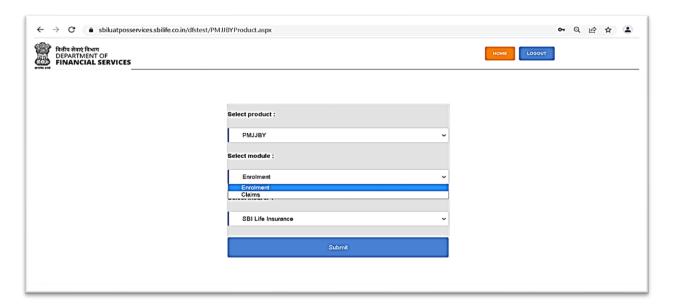
The bank user has to login using the URL given. On login page user has to enter Employee ID, Password and select their own respective banks. Then click on submit button. Validation will be done against the 'info master' provided during setup.



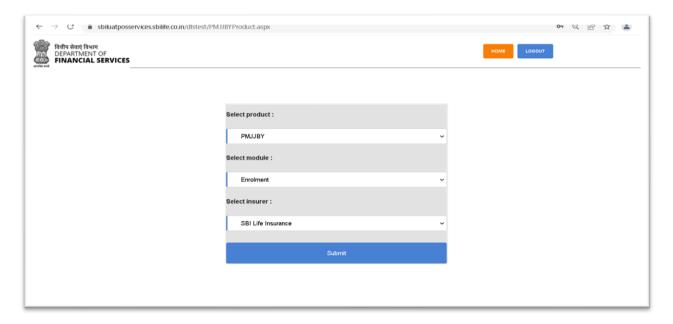
On clicking the submit button user will be redirected to product selection page where in user has to select the desired product they want i.e. PMJJBY or PMSBY.



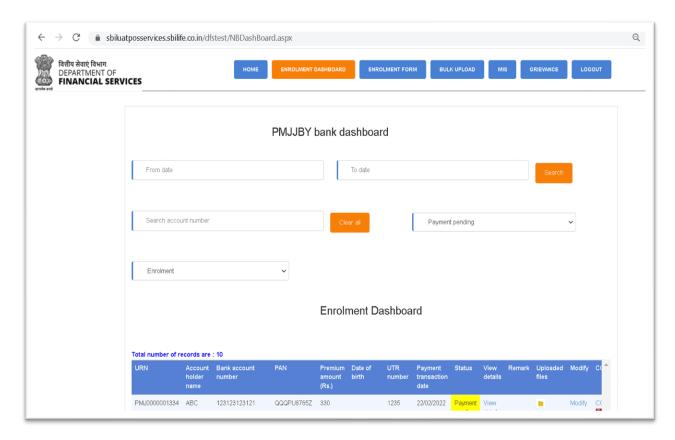
Once the product has been selected, the user has to select the module such as 'Enrolment' for new customers:



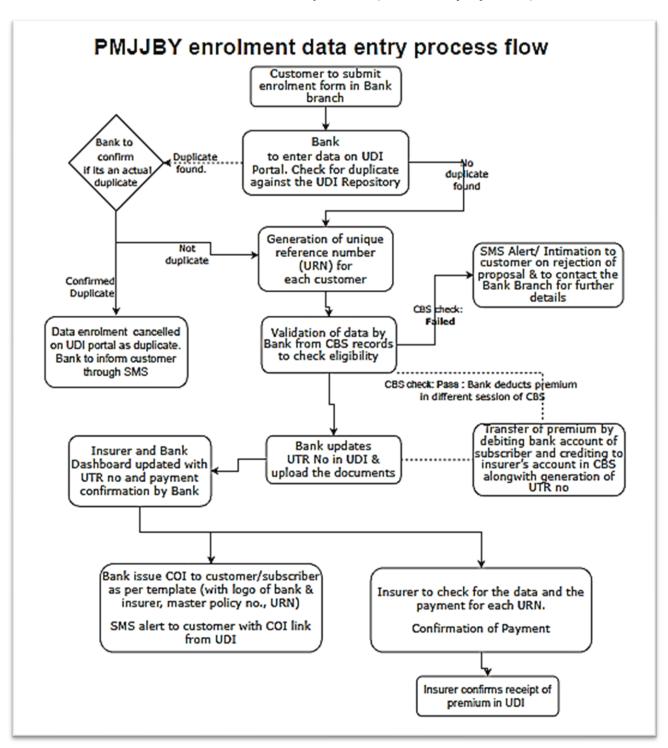
Once the product as well as module is selected the insurers name will automatically get selected with whom the bank has a contract.



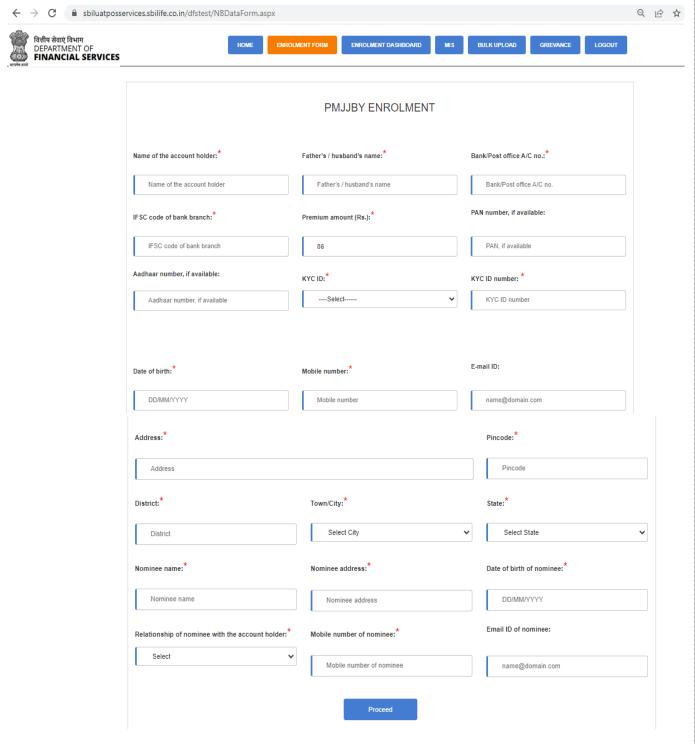
On login, the bank user will be directed to the 'PMJJBY bank dashboard' where in the bank user can view all the menus and status of existing records. This interface enables the user to view high level summary information at one place. User can view details using the view details option, search any customer details using their account number, and can also download the COI of any customer. Menus for new enrolment using data entry or using bulk upload feature is provided at the top.



+Section 3.1 – PMJJBY Enrolment process (Data entry by bank)



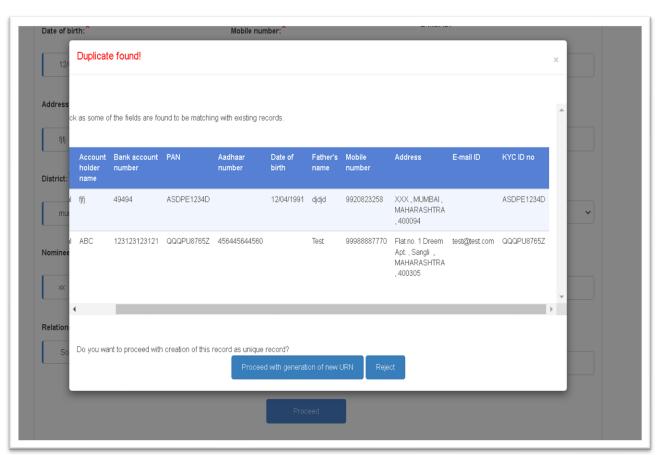
Bank user to click the **Enrolment form** button from the menu bar to capture the customer's PMJJBY proposal details along with document upload. The data captured will be reflected in 'PMJJBY bank Dashboard' with URN (Unique Reference Number) generated by system. Refer section-3.1 for the process flow.



De-duplication Process: On completion of Data Entry and submit of the enrolment form, the de-duplication activity will be done with existing PMJJBY data.

If data matches with existing records, application will display a popup (as shown in the screen shot below) with all matching records. Banker need to check and decide whether to proceed with journey (if the data entered is not duplicate record) or to reject the enrolment form (duplicate). If the user decides to proceed forward, then the screen will be taken to next step of CBS validation, else the data entered will be cancelled.

*__



The parameters considered to do the de-duplication are as follows:

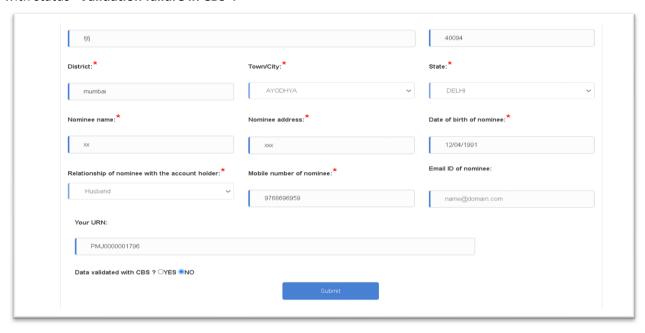
- Bank account number
- Mobile number of the customer
- Name of the customer
- Father name of the customer
- PAN /Aadhaar number or ID number of the customer
- DOB of the customer

URN Generation: Post de-duplication, if not duplicate record, the URN is generated by the system.

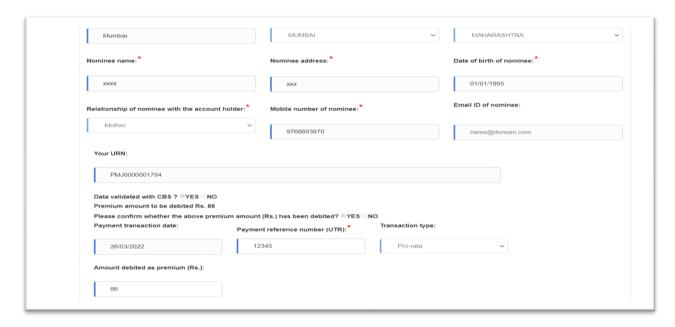
Core Banking System (CBS) validation:

Post de-duplication, the CBS validation needs to be confirmed by the banker.

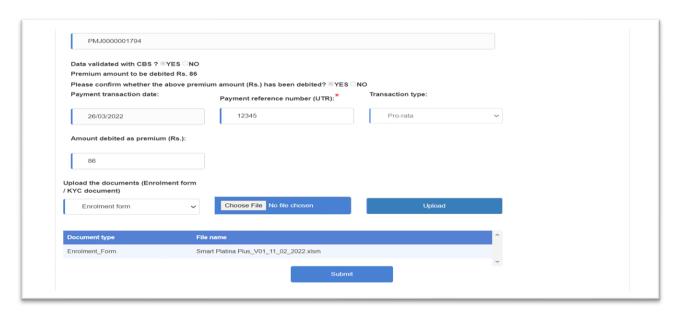
In case banker select the "Data validated with CBS" as No and submit the form, it will reflect under dashboard with status "Validation failure in CBS".



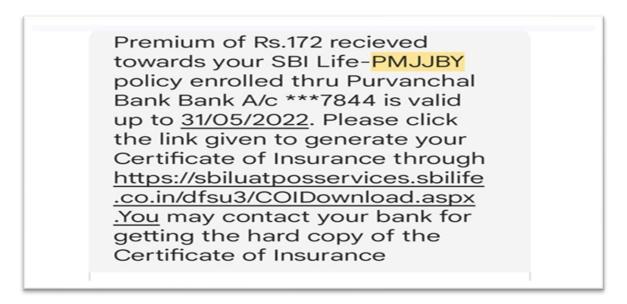
In case banker select the "Data validated with CBS" as Yes, banker has to provide the confirmation on receipt of the payment and its details.



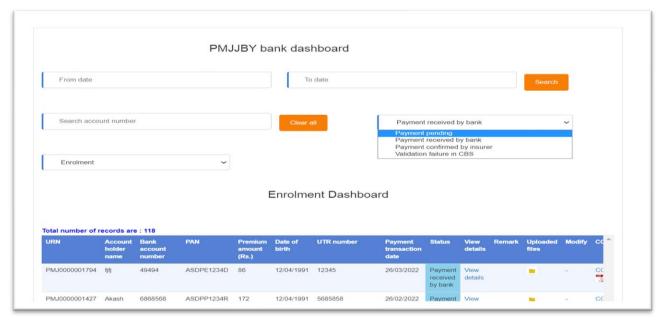
Post update of payment details with UTR number, banker can upload the document for enrolment form/KYC or any others policy reference documents through document upload section.



After successful form submission, SMS will be triggered to the customer with link for COI download. The form status along with policy details will be updated in the dashboard. Sample of SMS is provided below:



The banker can view details of the proposals captured from customers in the PMJJBY bank which provides various search options like date parameter based or by account number of the customer. The various stages of a proposal can be viewed by selecting from the status drop-down as shown in the below screen-shot:

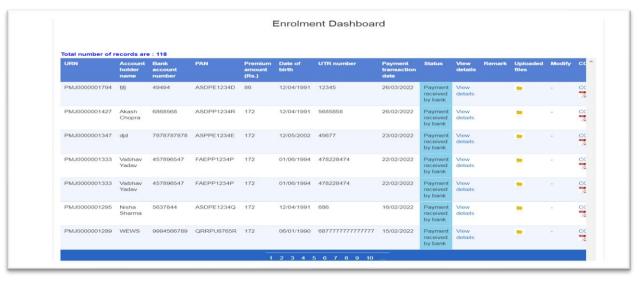


The status drop-down displays the records under the following milestones:

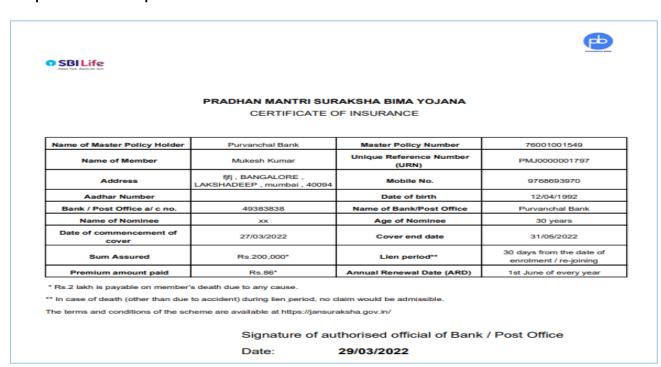
- Payment Pending: under this status, the cases pending for the payment details by the banker will be displayed with details.
- Payment received by bank: under this status, the cases in which the payment details are updated by banker & case forwarded to insurer but not confirmed by insurer will be displayed with details.
- Payment confirmed by insurer: under this status, the cases in which insurer has confirm the receipt of the payment will be displayed with details.
- Validation failure in CBS: under this status, the cases with error/incomplete data will be displayed with details.

In the dashboard the bank user has the additional options as follows:

- The banker has an option to download the COI from the dashboard for respective record.
- The banker can view the Enrolment form details for respective record.
- The banker can download and view the documents that were uploaded for respective record.
- The bank user can view the cases by using the search options and filters.



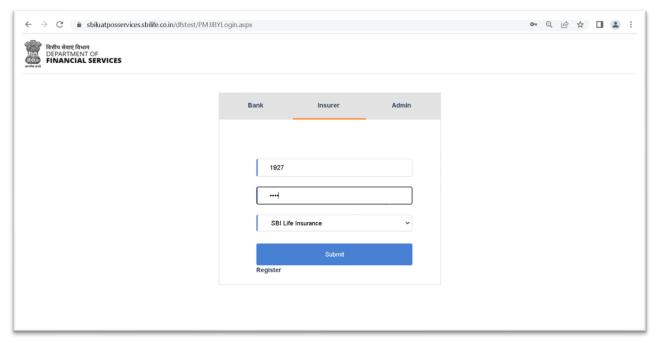
Sample PMJJBY COI is provided below:



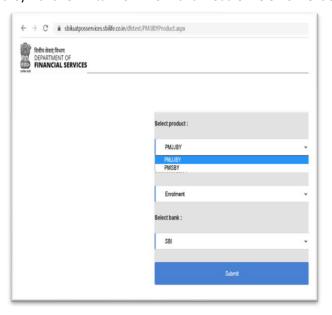
Section 3.2 - PMJJBY Enrolment process (Insurer Process)

After Enrolment process at Banks end the Insurer process is as follows:

The Insurer user has to login using the URL given. On login page user has to enter Employee ID, Password and select their own Insurance. Then click on submit button. Validation will be done against the 'info master' provided during setup. Insurer can view, approve, and reject the data uploaded by the bank users for PMJJBY.



After Clicking on submit button it will redirect you to product selection page where in user has to select the desired product they want i.e. PMJJBY or PMSBY and module like enrolment or claims.



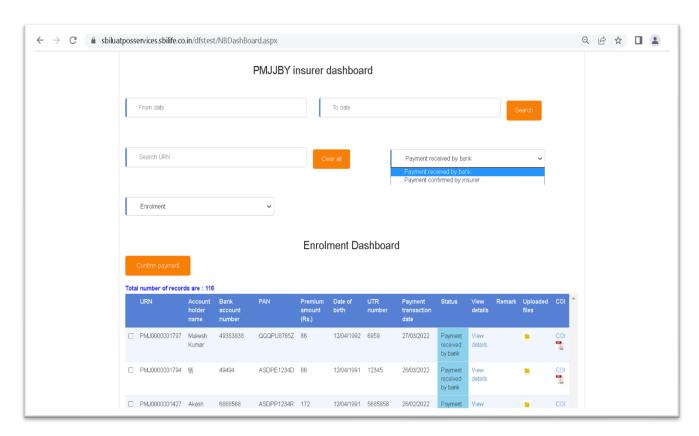


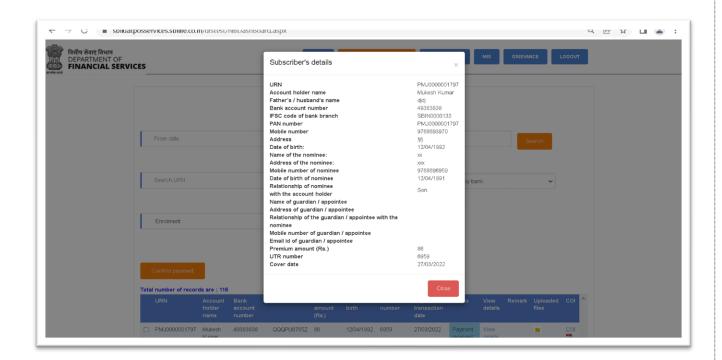
After Clicking on submit button a dashboard will appear where in the insurer can view all the details of the customer captured by bank user. This interface enables system user to view the detail information of the insured member. User can view details using the view details option, search any customer details using their URN number.

Insurer can confirm the payment details by selecting the record and click on confirm payment button. Insurer can download the customers COI or documents submitted by the banker.

In enrolment dashboard below status will be displayed.

- Payment received by bank-Under this status data submitted by bank user will be displayed for which insurer need to provide confirmation by clicking on the Confirm Payment button
- Payment confirmed by insurer- Once the insurer provides the confirmation record will be updated with this Status.

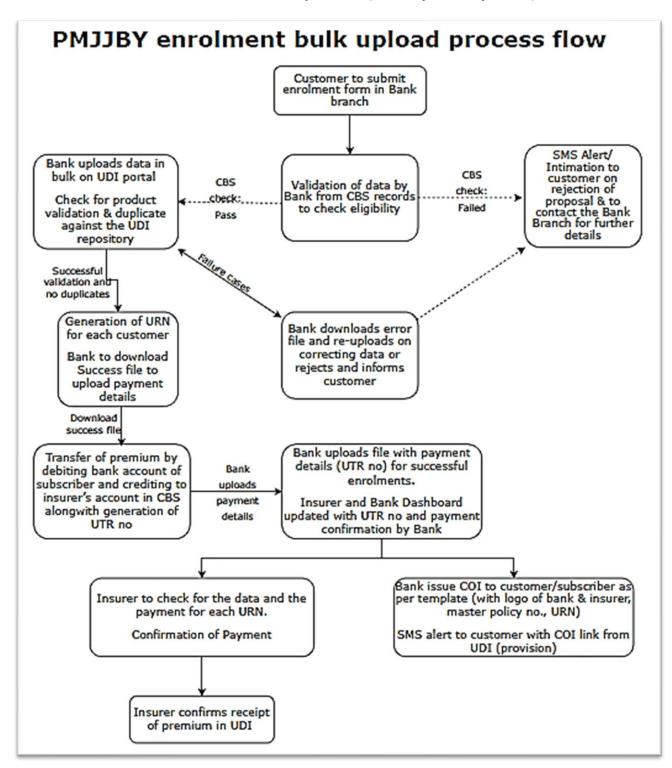




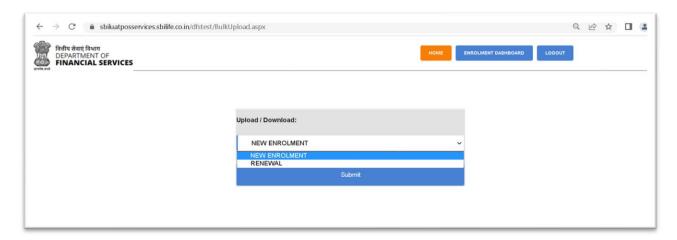
In the dashboard:

- Insurer user can view the customer details on single click by clicking on view details menu in dashboard.
- Insurer user can download the document uploaded by the bank user.
- Insurer user can download the COI for particular insured member.

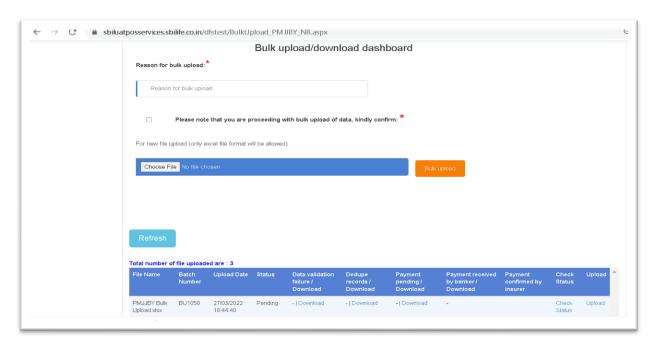
Section 3.3 - PMJJBY Enrolment process (Bulk upload by bank)



The Banker, along with manual data entry of the customer enrolment form as mentioned in section-3.1, has an option to do bulk upload of multiple enrolment forms by using the prescribed excel file (attached in reference documents section with ID ID003 PMJJBY NB Upload Format). The banker can upload / download the files for various operational purpose like data entry, payment upload, error correction, etc. The Banker can use the 'bulk upload' option in the menu-bar for this purpose.



On selection of operation i.e. "New Enrolment", the below screen will appear in which the banker has to mention the "Reason for bulk upload" and provide the consent by checking the check box before selecting the excel file for upload.



On upload of the file, the system will display the 'batch reference number' for the particular file under column header 'Batch number' in the dashboard. The bank user can check for the status i.e. pending / complete under header 'Status'. On clicking the 'Refresh' button the 'status' will provide the latest situation of batch processing. On upload of excel, application will validate the data for:

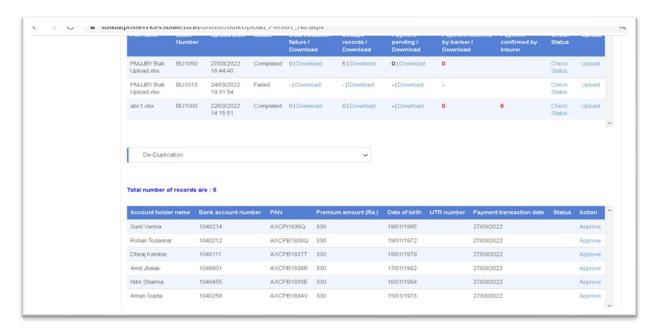
- 1. Completeness of mandatory data in proper format.
- 2. De-duplication check.
- 3. Eligibility check of the customer.

On successful upload of the bulk upload of excel file, the system will display the cases under each header based on validations built in the system and against the given "Batch No". The description of the headers are as follows:

- 1. <u>Data Validation Failure</u>: under this header the count of cases that gets failed during bulk upload, due to incomplete data (mandatory data missing), age validation, mismatch in data, etc. will be displayed. In the downloaded file the reason for failure will be provided for each case. The banker can download the data by clicking on the "Download" link and rectify the data and reupload the file for further processing.
- De-dup records: under this header the count of cases in which the system identifies the client as the
 existing client, will be displayed. The banker has to perform the de-duplication action of each case
 manually by clicking on the "Check Status" link and selecting the value "Dedup records" in the dropdown
 menu.
- 3. <u>Pending payment:</u> under this header the count of successfully uploaded cases will be displayed. The banker has to download the file and reupload of the same after updating the payment details from CBS.
- 4. <u>Payment received by banker:</u> under this header the count of cases in which the payment is uploaded successfully will be displayed. In case if any of the cases are failed due to payment details, those cases will still reflect under "Pending payment". Banker can again download the file and rectify and re-upload the same.
- 5. <u>Payment confirm by insurer</u>: under this header the count of cases in which the payment is approved by insurer will be displayed.

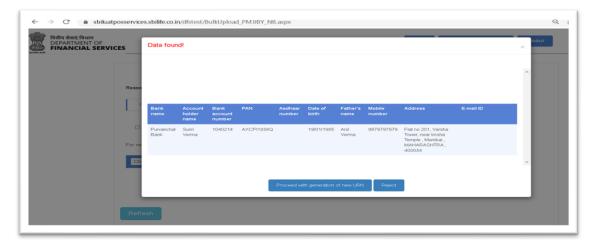
Any update in a file due to the above reasons will need to be uploaded by clicking on the 'Upload' link provided against the specific batch-number in the dashboard.

A dashboard is provided with status grid for the banker to view the bulk-uploaded cases on screen by clicking on the "Check Status" link against the respective Batch no. (for respective file uploaded). The screen shot is attached below for the same by selecting the status as "De-duplication":



Under the dropdown menu the values with their description are as follows to view the cases on the screen.

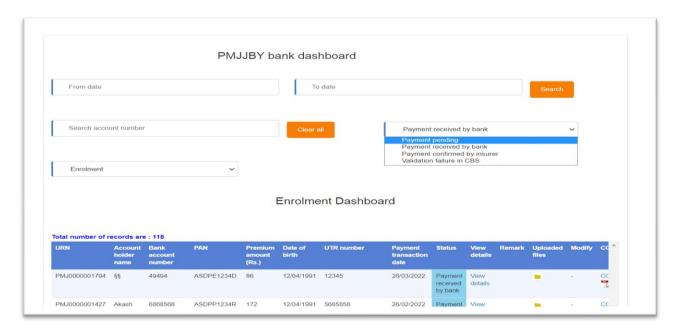
- Validation failure records-In case of any failure in the uploaded excel due to data/product validations.
- **Dedup records**-If any record is matching with existing PMJJBY history records, policy details will be flagged under dedup. User has to click on check status and manually provide the confirmation to accept or reject the records. The screen for each case will be as below:



 Payment pending records- Valid records that are passed through data validation and dedup will be flagged under payment pending status.

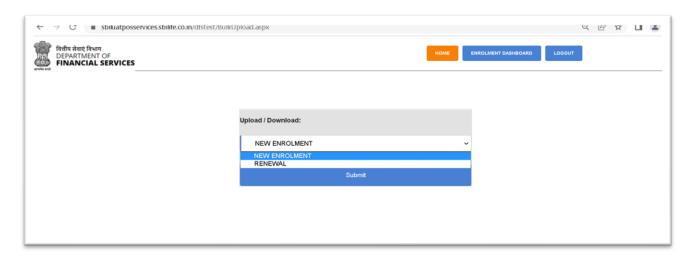
- Payment received by banker records- Banker will download the Payment pending records and upload with transaction details like UTR number, date and amount. Post successful file upload records will be flagged under this status.
- **Payment confirmed by insurer records** Respective Insurer can download the payment received records and confirm the same through bulk upload.

Post completion of bulk upload, the banker can go to the main 'PMJJBY bank dashboard' and view the cases by using search and filter options. The COI can be generated from this dashboard.



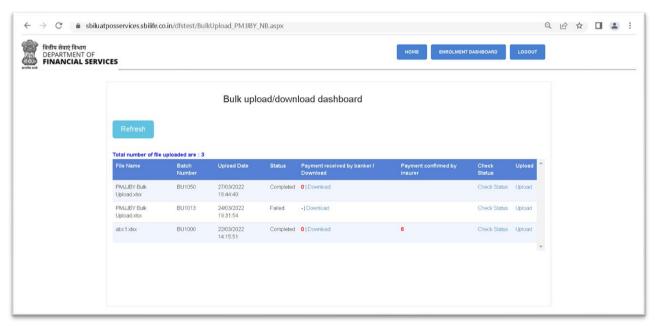
Section 3.4 – PMJJBY Enrolment process (Bulk upload Insurer process)

Insurer after login, has to select 'new enrolment' option in bulk upload screen.



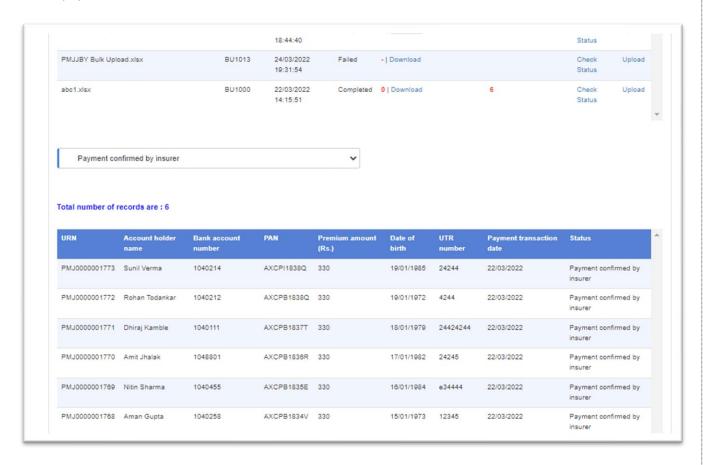
Insurer has to confirm the payment for enrolment data uploaded in bulk by bank user. In the dashboard the Insurer has to download the excel file and update the status under column header "PAYMENT CONFIRM BY INSURER" by entering the value as "YES" / "NO".

Post update of the status, Insurer has to re-upload the file back by clicking on the "Upload" link. Post successful upload of the file the count under "Payment confirmed by Insurer" will get updated as shown in below screen short.



Insurer has an option to check the status of the records in uploaded files by clicking on Check Status Button. Below status are mentioned in insurer Bulk Upload dashboard as shown in the screen shot below.

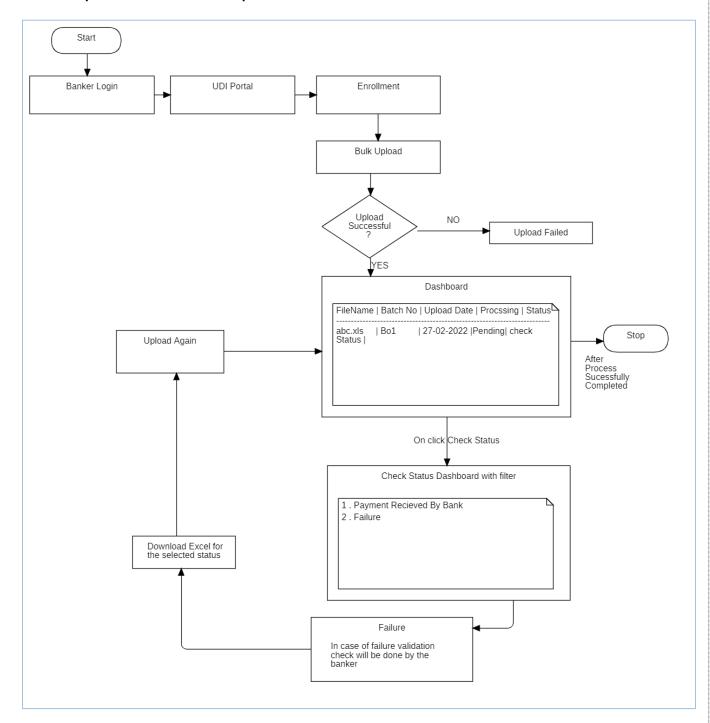
- **Payment received by banker records-** The cases pending for payment confirmation by the Insurer will be displayed in the grid.
- Payment confirmed by insurer records- The cases for which the insurer has confirmed the receipt of payment will reflect under this status.



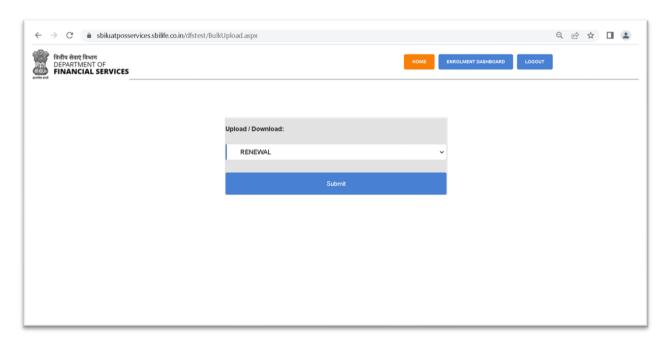
Once the Insurer confirm the receipt of the payment, the status for the same cases will also get updated in Bankers dashboard also.

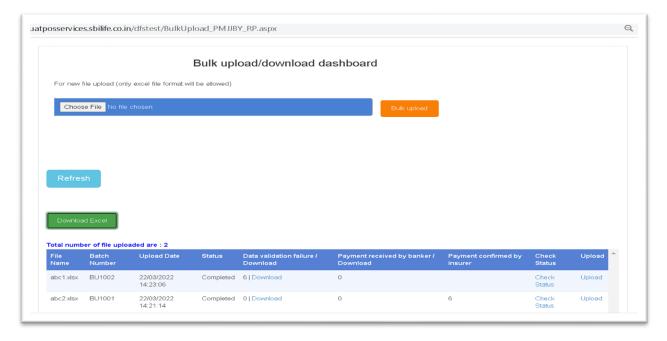
Section 4 - PMJJBY Renewal Process (Bank process)

The detail process flow for Renewal process at banks end:



PMJJBY renewal process will be done through bulk upload process using excel in prescribed format (attached in reference documents section with ID ID004 PMJJBY RP Upload Format). Banker will upload file with active policy details by selecting "RENEWAL" under "Bulk Upload" tab.



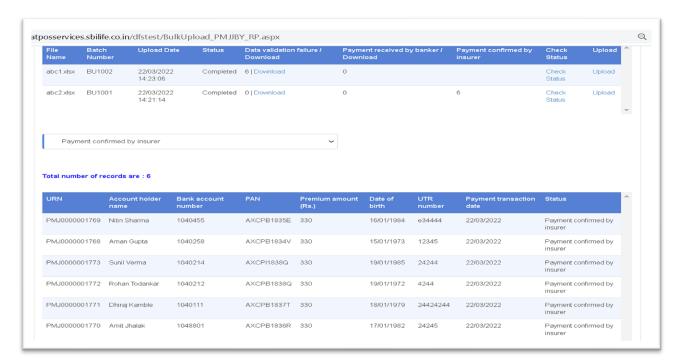


After successful file upload batch process will validate the records with current financial active records with age validation as on date.

Below status are mentioned in bulk upload dashboard.

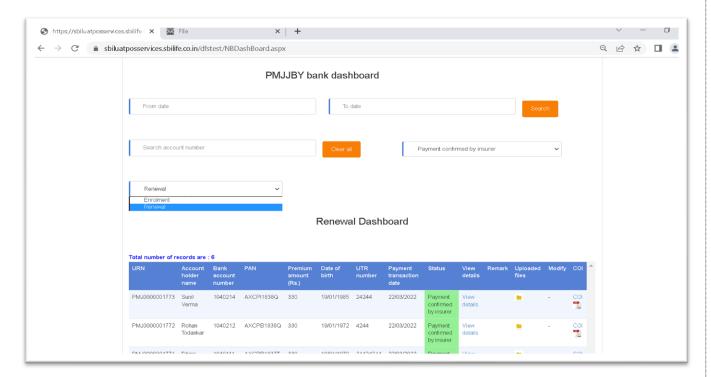
- Validation failure records-In case of any failure in the uploaded excel due to data validations, user can
 download the excel in which failure reason will be mentioned. User can correct the details and reupload
 it.
- Payment received by banker records- Banker will upload renewal file with transaction details like UTR number, date and amount. Post successful file upload records will be flagged under this status.
- **Payment confirmed by insurer records** Under this status the cases for which the payment is confirmed by the Insurer, those will be displayed.

User can check the status of records uploaded through bulk upload file by clicking on **Check Status** button.



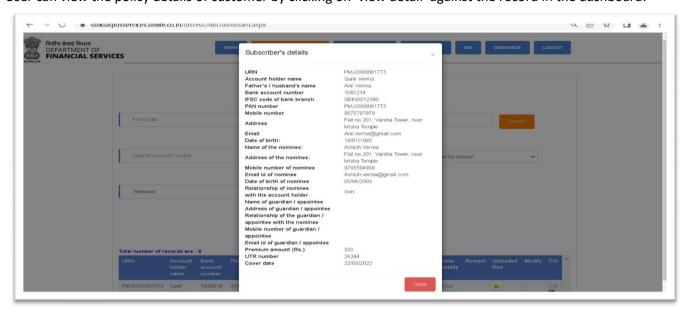
Renewal records in PMJJBY bank dashboard.

Banker can view the cases in the PMJJBY bank dashboard by toggling the status as "Enrolment" or "Renewal".



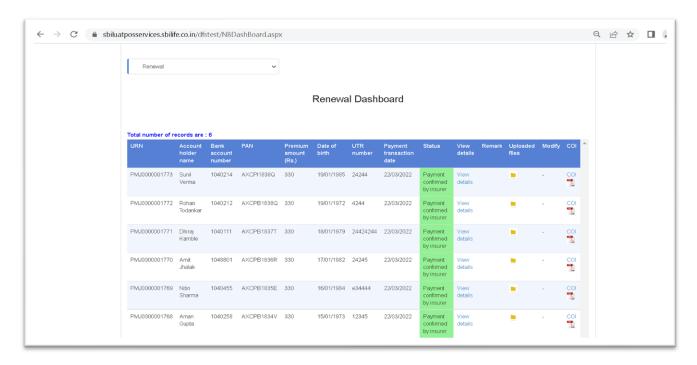
View details

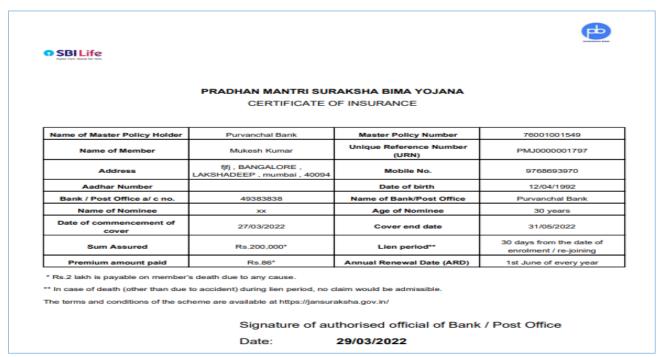
User can view the policy details of customer by clicking on 'view detail' against the record in the dashboard.



Download COI or policy documents

Bank user can download the customer COI or document uploaded during enrolment on single click.





Section 4.1 - PMJJBY Renewal Process (Insurer process)

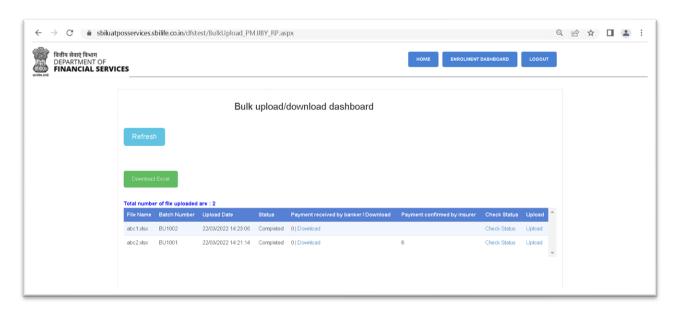
Insurer can confirm the payment details for renewed policies, which are uploaded by bank users through bulk upload.

Insurer will Login into the UDI Portal and navigate to the bulk upload approval Page.

The bulk upload approval page provides a dashboard (as shown in the screen shot below) where all pending files for approval will appear. The Insurer has to download the file and update the status under column header "PAYMENT CONFIRM BY INSURER" by entering the value as "YES" / "NO" to confirm receipt of premium.

Post update of the status, Insurer has to re-upload the file by clicking on the "Upload" link. Post successful upload of the file the count under "Payment confirmed by Insurer" will get updated as shown in below screen short.

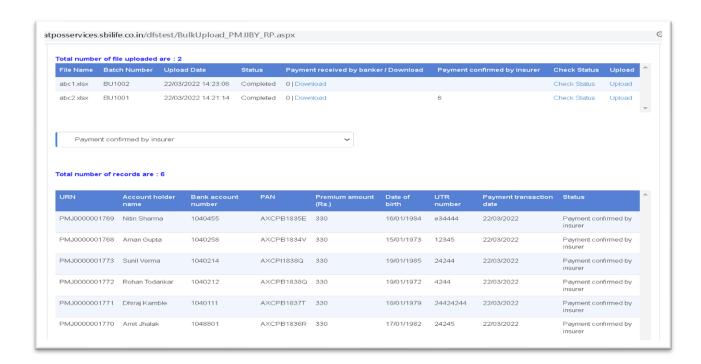
In case of any failure complete transaction would roll-back with error message and insurer will need to redo the process.



Post download / Upload, Insurer can check the status of records by clicking on check status link against each batch number.

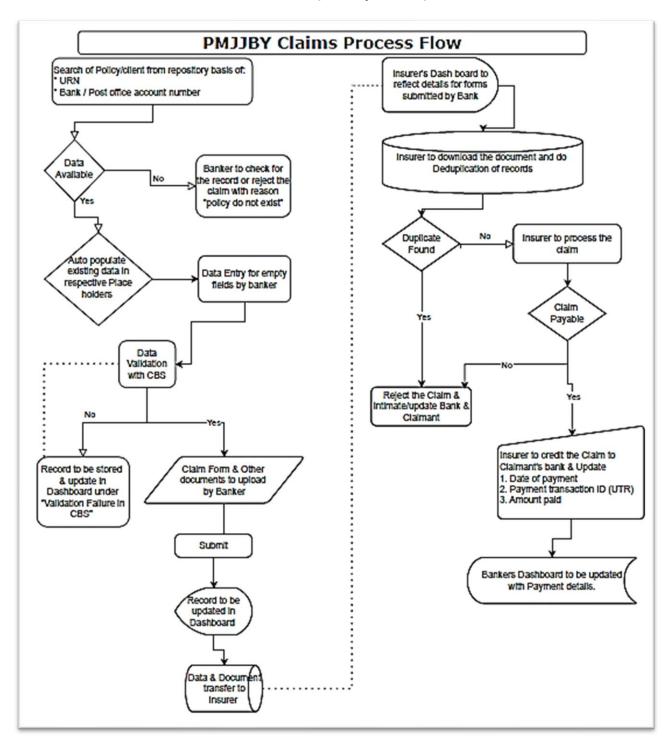
On clicking 'check status' in the insurer's 'Bulk upload/download dashboard' below statuses will be displayed.

- **Payment received by bank-** Under this status, the cases for which the payment approval is pending by the insurer, will be displayed in the grid.
- Payment confirmed by insurer- Under this status, the cases for which the insurer has confirmed the payment will be displayed in the grid as shown in the screen shot below.

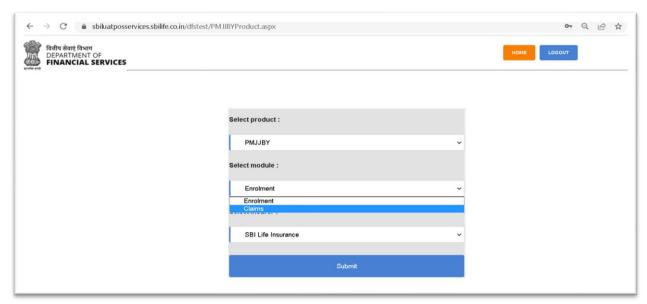


 Once the Insurer confirms the receipt of the payment, the status for the same cases will also get updated in Bankers dashboard also.

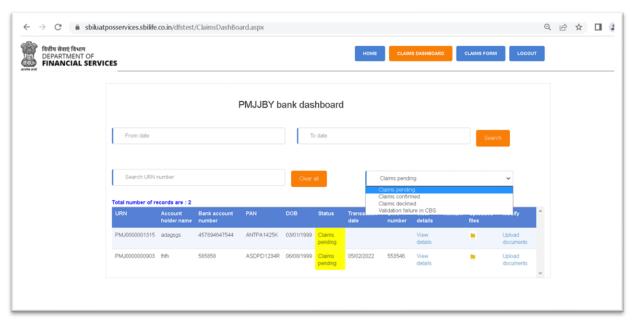
Section 5 - PMJJBY Claim Process (Bank process)



Bank user can initiate or track the claims activities under claims module.



After login and selecting Claims module, the main 'PMJJBY bank dashboard' will be displayed on the screen as shown in the below screen shot:



This interface enables system User to view information at one place. User can view details using the view details option, search any customer details using their account number, and can also upload document of any customer. Dashboard also provides options for data entry of new claim.

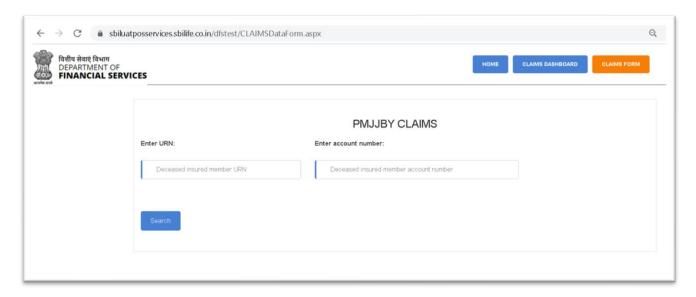
The dashboard is also provided with the status wise filters to view the cases under respective status. Below status are provided in the dashboard

- **Claims pending** Under this status the claim forms that are initiated by the bank user but yet to be processed will be displayed in the grid.
- Claims confirmed- Under this status, the claims that are approved by the Insurer will displayed in the gird.
- **Claims declined** Under this status, the claims that are rejected/declined by the Insurer will displayed in the gird.
- Validation failure in CBS- In case of banker select "data validation with CBS" as 'No' During claims form data entry it will flagged under this category.

PMJJBY Claims Form

Bank user can initiate the claims by clicking on the 'Claims form' button in the menu bar on top. Search option is provided through either the URN or account number and if the record exists then the customer details will be fetched and auto populated on the screens.

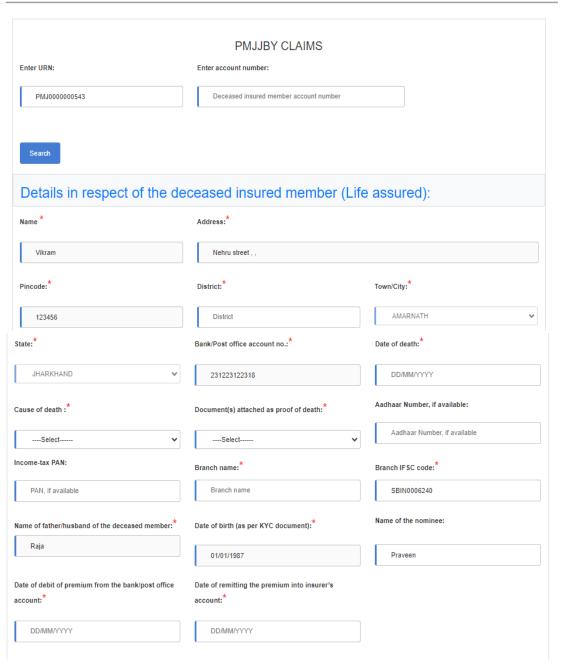
In PMJJBY only one claim is allowed in the lifetime of the customer. In case of existing claims for the customer either under process or rejected, further capture of fresh claim will not be allowed to proceed forward and due message will be displayed on the screen.

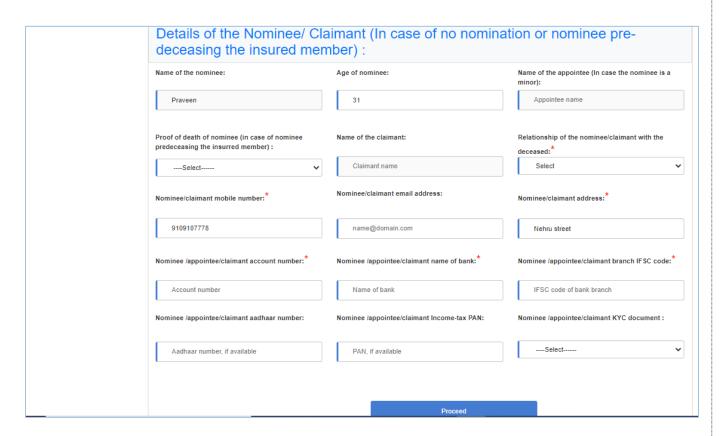


On entering the valid URN or Bank Account no. the below given form will appear with the pre-populated details.

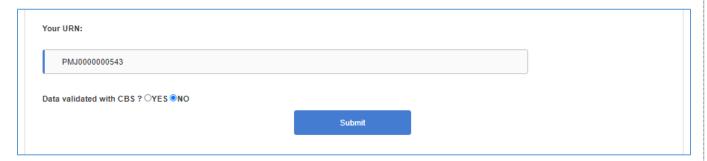
Bank user has to enter the details in the blank place holders from the claim form received from the claimant.



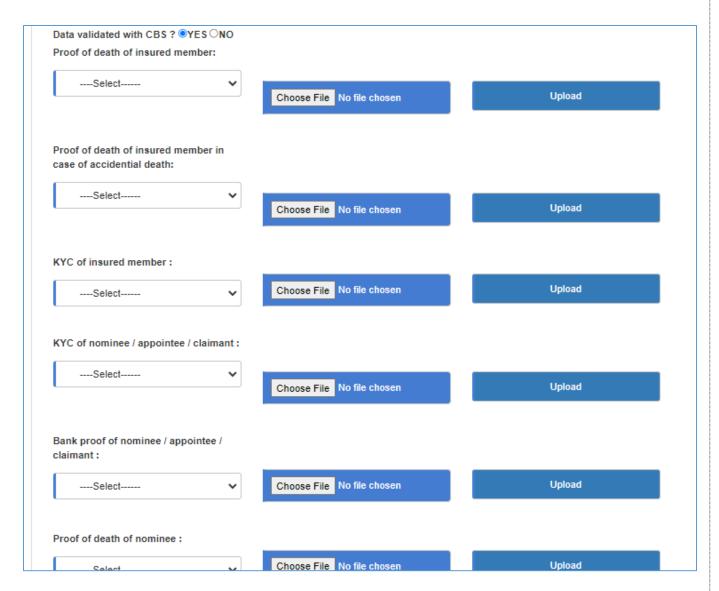




Post filling up the form banker has to verify the details with the CBS and confirm.

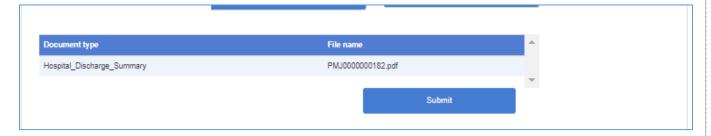


If the answer to "Data validated with CBS?", is "No", the case will be saved in "CBS validation failed" bucket. If answer is "Yes", system will allow to proceed with document upload as shown below:



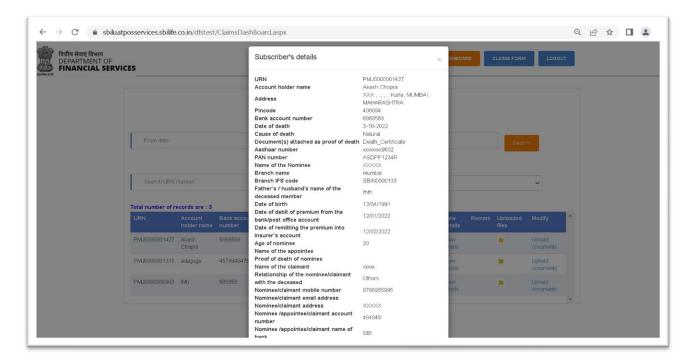
Document upload is mandatory and without that the claim will not be transferred to Insurer.

Once the documents are successfully uploaded the list of the documents will be displayed on the screens as shown below:



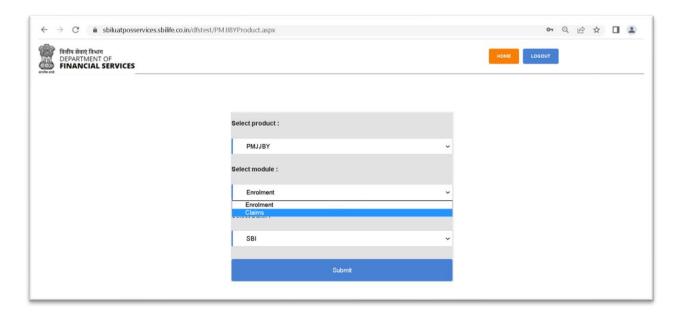
Post successful claim form filling and document upload, the banker can view the details entered in "View details" on the dashboard as shown below.

Banker can also upload the pending documents, if any, through dashboard.



Section 5.1 - PMJJBY Claims Process (Insurer process)

Insurer user will track the claims activities for PMJJBY under claims module.

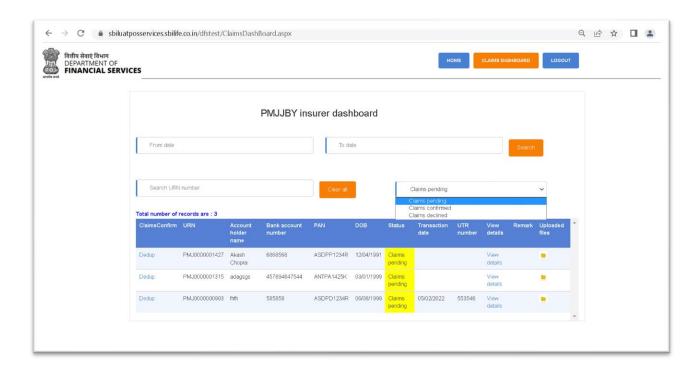


On successful login by the Insurer, the claims dashboard will be displayed on the screen.

In claims dashboard insurer has an option like searching for the cases entering the data parameters or by entering the URN number.

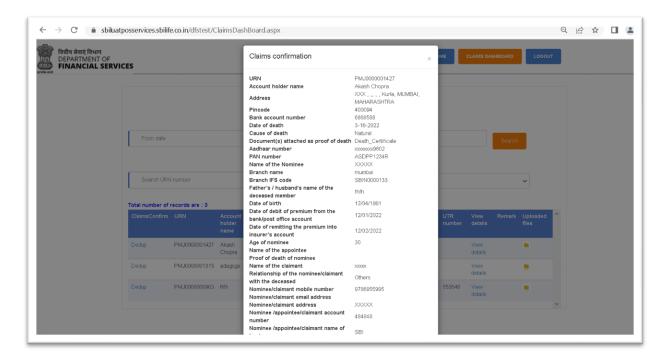
Insurer can also view the cases using the filter for the different status as listed below:

- Claims pending- Under this status the claim forms that are initiated by the bank user but yet to be processed will be displayed in the grid.
- Claims confirmed- Under this status, the claims that are approved by the Insurer will displayed in the gird.
- **Claims declined** Under this status, the claims that are rejected/declined by the Insurer will displayed in the gird.

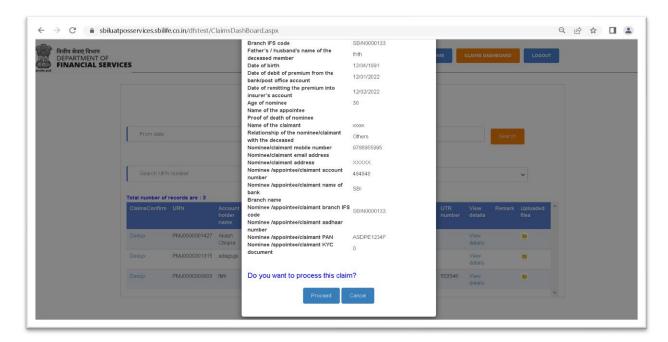


Insurer will initiate the claims confirmation process by clicking on "Dedup" link for respective URN number from dashboard to first check whether it is a duplicate claim or not.

On click on the "Dedup" link the view details screen (the details entered and fetched at banker's end) will pop-up as shown in the screen shot below to verify the details.

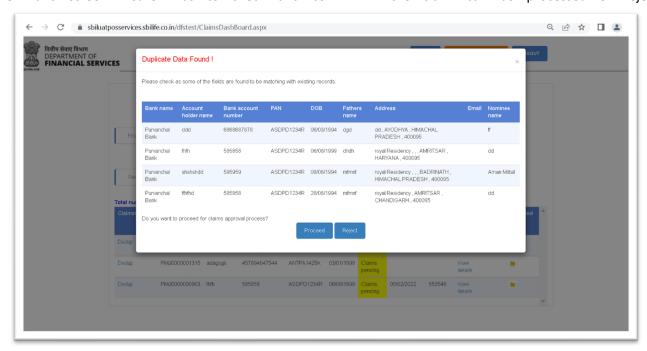


Insurer will proceed for the claims by clicking on proceed button.



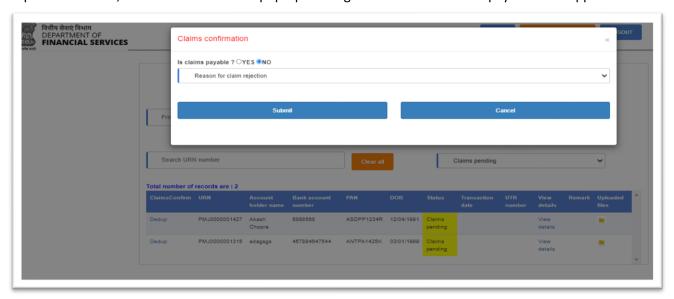
On clicking the Proceed button, the system will carry out the de-duplication activity. If system identifies any existing details the below screen will appear with existing records, else a pop-up will appear to confirm "is claims payable?".

On this screen Insurer has to check and confirm if the claim can be processed or rejected.

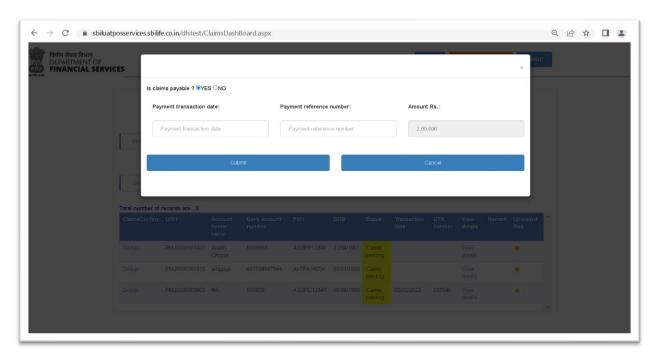


On reject button, the claim will be rejected and move to "Claim declined" bucket.

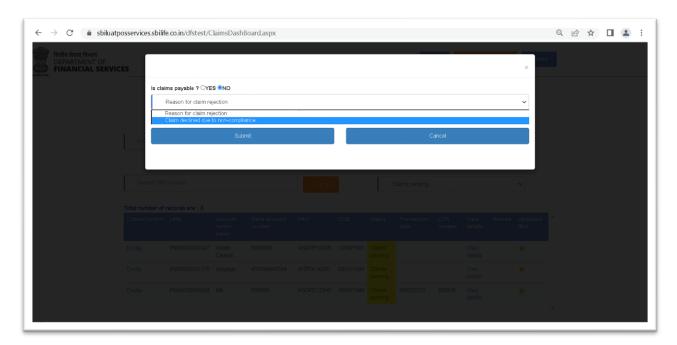
On proceed button, the below screen with pop-up seeking confirmation "Is claim payable" will appear.



If the answer is "Yes", insurer needs to provide the payment details like UTR number and transaction date.



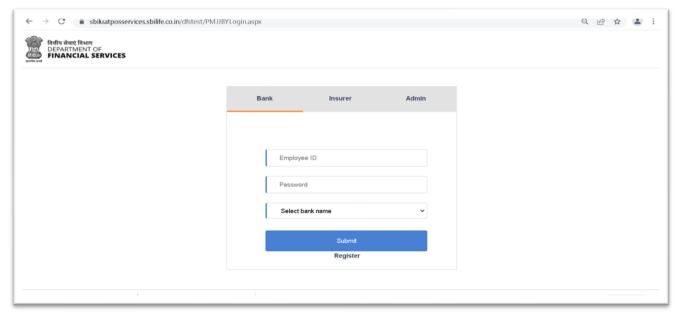
In case of rejection insurer need to provide the reason for rejection.



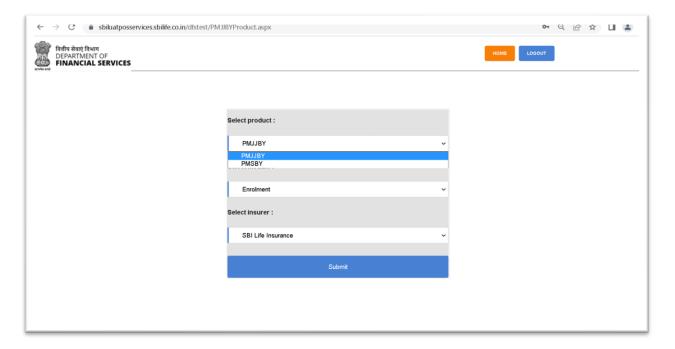
Accordingly, the status will be updated in both the dashboards i.e. Insurer's and banker's dashboard for respective URN.

Section 6 - PMSBY Enrolment process

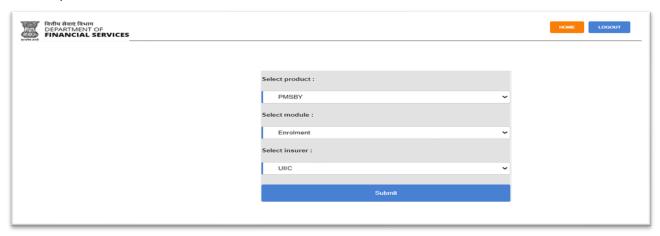
The bank user has to login using the URL given. On login page user has to enter Employee ID, Password and select their own respective banks. Then click on submit button. Validation will be done against the 'info master' provided during setup.



On clicking the submit button it will redirect you to product selection page where in user has to select the desired product they want i.e. PMJJBY or PMSBY.

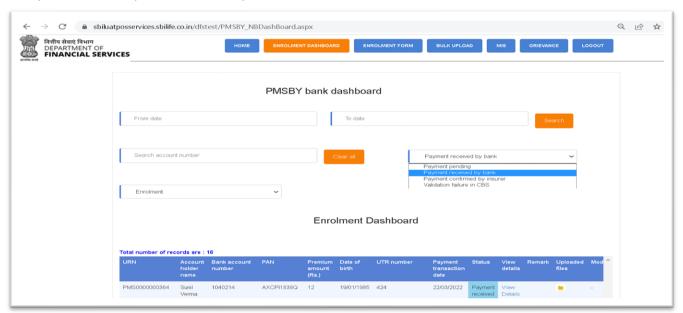


Once the product has been selected, the user has to select module such as 'Enrolment' for new customers:

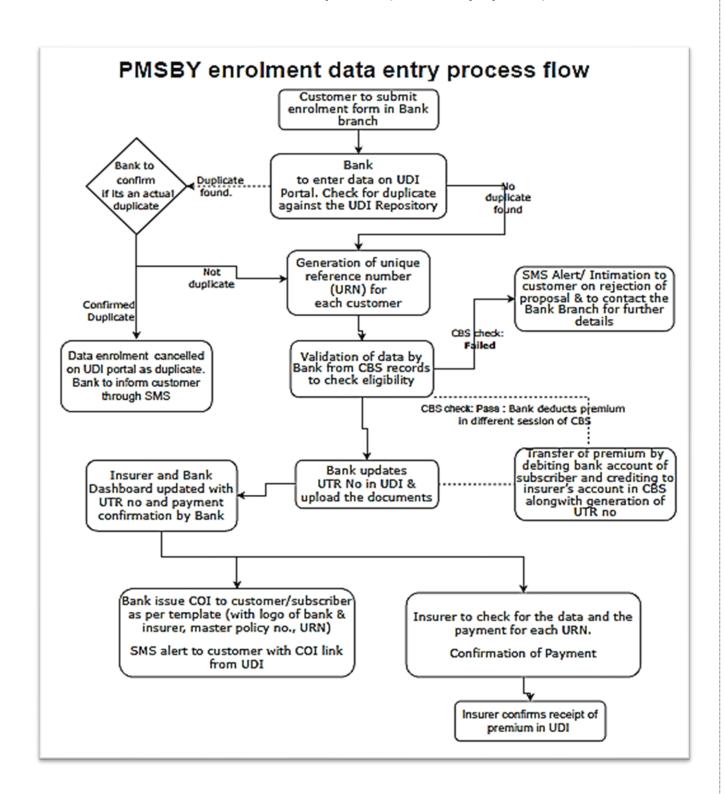


Once the product as well as module are selected the insurers name will automatically get selected with whom the bank has a contract.

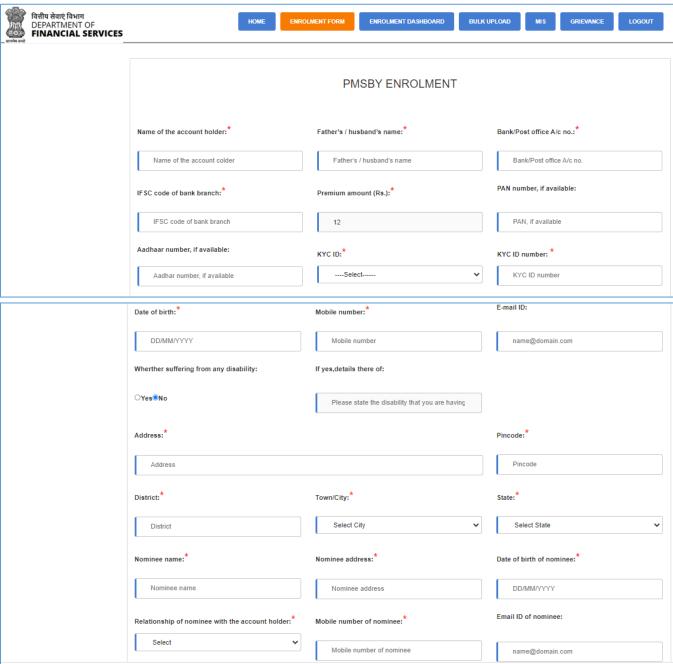
On login, the bank user will be directed to the 'PMSBY bank dashboard' where in the bank user can view all the menus and status of existing records. This interface enables the user to view high level summary information at one place. User can view details using the view details option, search any customer details using their account number, and can also download the COI of any customer. Menus for new enrolment using data entry or using bulk upload feature is provided at the top.



Section 6.1 - PMSBY Enrolment process (Data entry by bank)

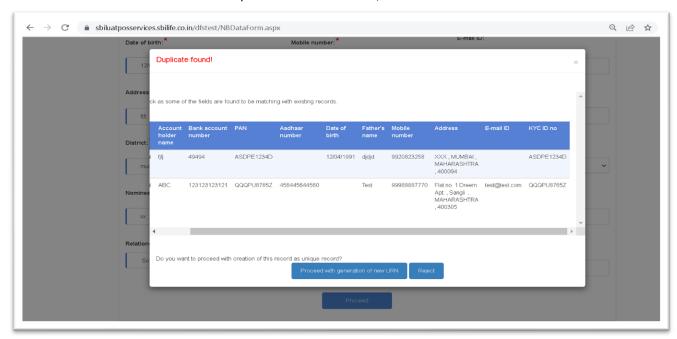


Bank user to click the **Enrolment form** button from the menu bar to capture the customer's PMSBY proposal details along with document upload. The data captured will be reflected in 'PMSBY bank Dashboard' with URN (Unique Reference Number) generated by system. Refer section-6.1 for the process flow.



De-duplication Process: On completion of Data Entry and submit of the enrolment form, the de-duplication activity will be done with existing PMSBY data.

If data matches with existing records, application will display a popup (as shown in the screen shot below) with all matching records. Banker need to check and decide whether to proceed with journey (if the data entered is not duplicate record) or to reject the enrolment form (duplicate). If the user decides to proceed forward, then the screen will be taken to next step of CBS validation, else the data entered will be cancelled.



The parameters considered to do the de-duplication are as follows:

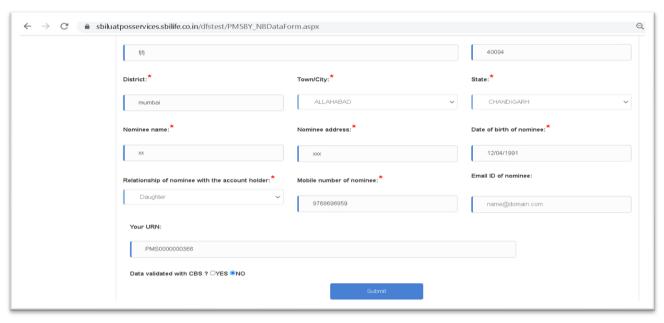
- Bank account number
- Mobile number of the customer
- Name of the customer
- Father name of the customer
- PAN /Aadhaar number or ID number of the customer
- DOB of the customer

URN Generation: Post de-duplication, if not duplicate record, the URN is generated by the system.

Core Banking System (CBS) validation:

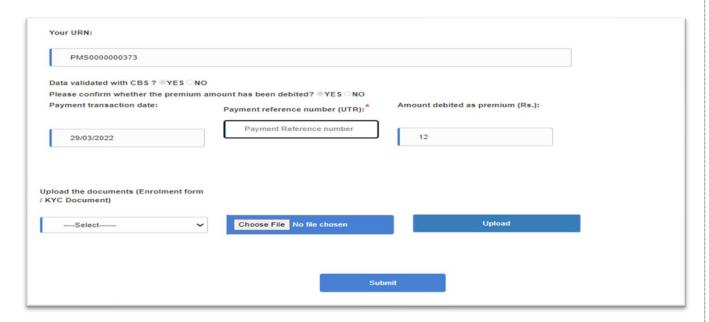
Post de-duplication, the CBS validation needs to be confirmed by the banker.

In case banker select the "Data validated with CBS" as No and submit the form, it will reflect under dashboard with status "Validation failure in CBS".



In case banker select the "Data validated with CBS" as Yes, banker has to provide the confirmation on receipt of the payment and its details.

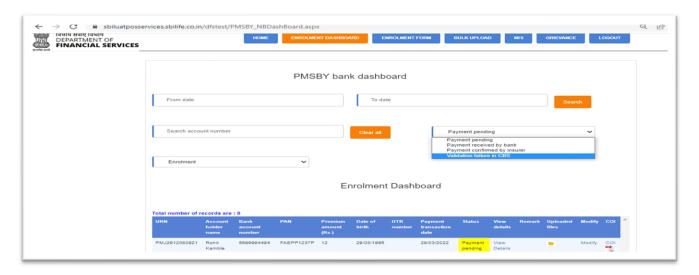
Post update of payment details with UTR number, banker can upload the document for enrolment form/KYC or any others policy reference documents through document upload section.



After successful form submission, SMS will be triggered to the customer with link for COI download. The form status along with policy details will be updated in the dashboard. Sample of SMS is provided below:

Premium of Rs.12 recieved towards your SBI Life- PMSBY policy enrolled thru Purvanchal Bank Bank A/c ***7844 is valid up to 31/05/2022. Please click the link given to generate your Certificate of Insurance through https://sbiluatposservices.sbilife.co.in/dfsu3/COIDownload.aspx.You may contact your bank for getting the hard copy of the Certificate of Insurance

The banker can view details of the proposals captured from customers in the PMSBY bank which provides various search options like date parameter based or by account number of the customer. The various stages of a proposal can be viewed by selecting from the status drop-down as shown in the below screen-shot:



The status drop-down displays the records under the following milestones:

- Payment Pending: under this status, the cases pending for the payment details by the banker will be displayed with details.
- Payment received by bank: under this status, the cases in which the payment details are updated by banker & case forwarded to insurer but not confirmed by insurer will be displayed with details.
- Payment confirmed by insurer: under this status, the cases in which insurer has confirm the receipt of the payment will be displayed with details.

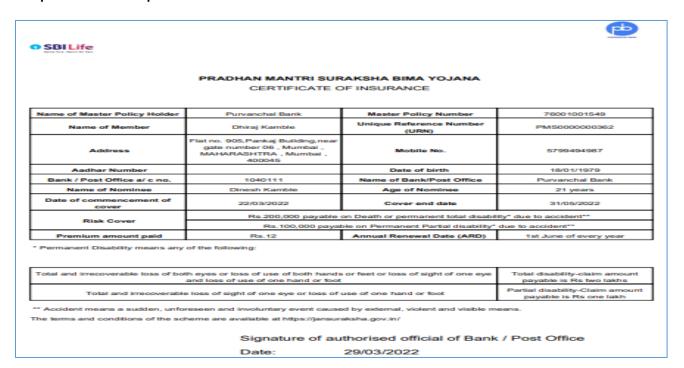
• Validation failure in CBS: under this status, the cases with error/incomplete data will be displayed with details.

In the dashboard the bank user has the additional options as follows:

- The banker has an option to download the COI from the dashboard for respective record.
- The banker can view the Enrolment form details for respective record.
- The banker can download and view the documents that were uploaded for respective record.
- The bank user can view the cases by using the search options and filters.



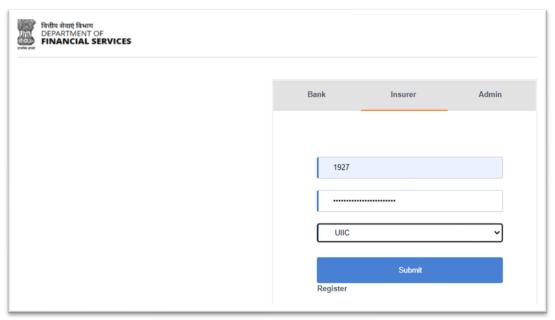
Sample PMSBY COI is provided below:



Section 6.2 - PMSBY Enrolment process (Insurer Process)

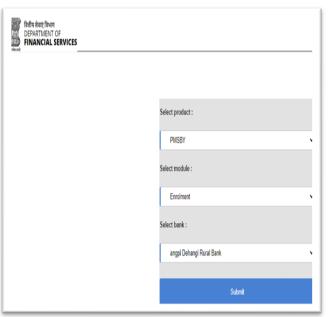
After Enrolment process at Banks end the Insurer process is as follows:

The Insurer user has to login using the URL given. On login page user has to enter Employee ID, Password and select their own Insurance. Then click on submit button. Validation will be done against the 'info master' provided during setup. Insurer can view, approve, and reject the data uploaded by the bank users for PMSBY.



After Clicking on submit button it will redirect you to product selection page where in user has to select the desired product they want i.e. PMJJBY or PMSBY and module like enrolment or claims.



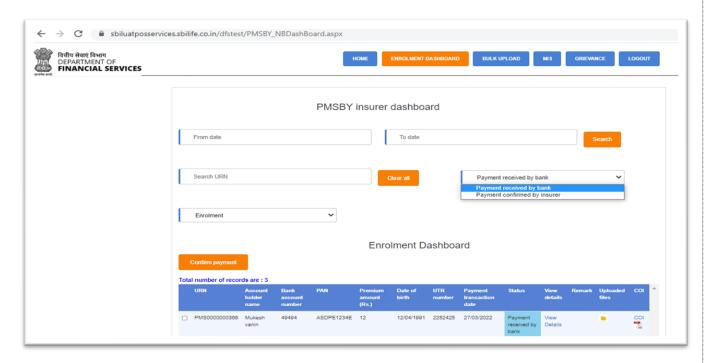


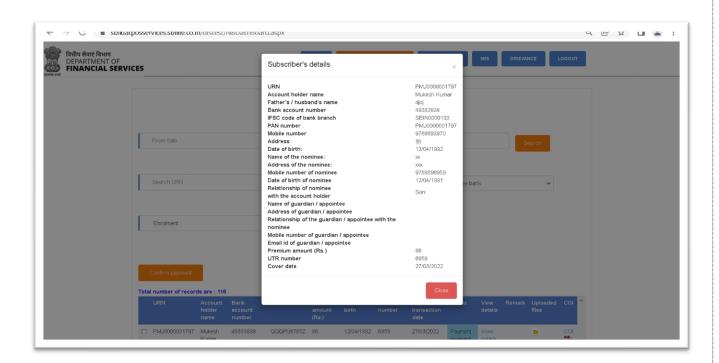
After Clicking on submit button a dashboard will appear where in the insurer can view all the details of the customer captured by bank user. This interface enables system user to view the detail information of the insured member. User can view details using the view details option, search any customer details using their URN number.

Insurer can confirm the payment details by selecting the record and click on confirm payment button. Insurer can download the customers COI or documents submitted by the banker.

In enrolment dashboard below status will be displayed.

- Payment received by bank-Under this status data submitted by bank user will be displayed for which insurer need to provide confirmation by clicking on the Confirm Payment button
- Payment confirmed by insurer- Once the insurer provides the confirmation record will be updated with this Status.

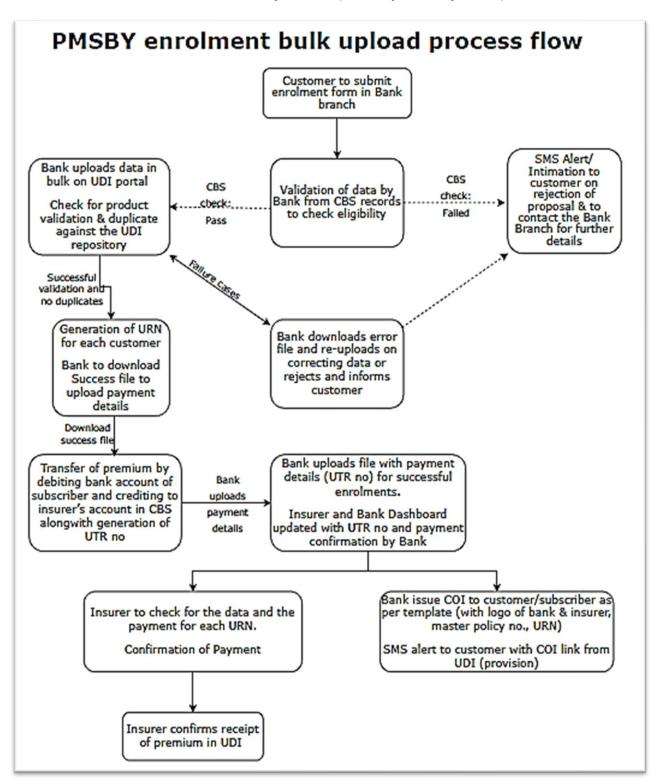




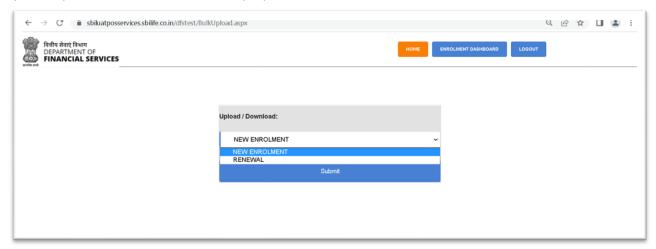
In the dashboard:

- Insurer user can view the customer details on single click by clicking on view details menu in dashboard.
- Insurer user can download the document uploaded by the bank user.
- Insurer user can download the COI for particular insured member.

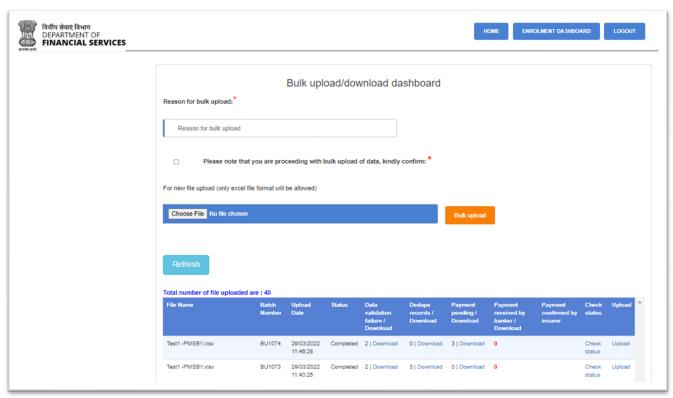
Section 6.3 - PMSBY Enrolment process (Bulk upload by bank)



The Banker, along with manual data entry of the customer enrolment form as mentioned in section-6.1, has an option to do bulk upload of multiple enrolment forms by using the prescribed excel file (attached in reference documents section with ID ID005 PMSBY NB Upload Format). The banker can upload / download the files for various operational purpose like data entry, payment upload, error correction, etc. The Banker can use the 'bulk upload' option in the menu-bar for this purpose.



On selection of operation i.e. "New Enrolment", the below screen will appear in which the banker has to mention the "Reason for bulk upload" and provide the consent by checking the check box before selecting the excel file for upload.



On upload of the file, the system will display the 'batch reference number' for the particular file under column header 'Batch number' in the dashboard. The bank user can check for the status i.e. pending / complete under header 'Status'. On clicking the 'Refresh' button the 'status' will provide the latest situation of batch processing. On upload of excel, application will validate the data for:

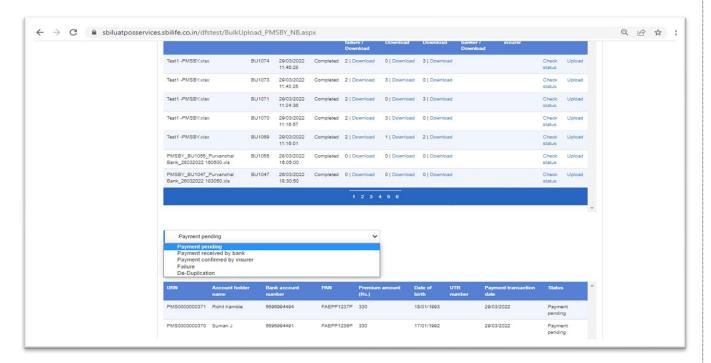
- 1. Completeness of mandatory data in proper format.
- 2. De-duplication check.
- 3. Eligibility check of the customer.

On successful upload of the bulk upload of excel file, the system will display the cases under each header based on validations built in the system and against the given "Batch No". The description of the headers are as follows:

- 1. <u>Data Validation Failure</u>: under this header the count of cases that gets failed during bulk upload, due to incomplete data (mandatory data missing), age validation, mismatch in data, etc. will be displayed. In the downloaded file the reason for failure will be provided for each case. The banker can download the data by clicking on the "Download" link and rectify the data and reupload the file for further processing.
- De-dup records: under this header the count of cases in which the system identifies the client as the
 existing client, will be displayed. The banker has to perform the de-duplication action of each case
 manually by clicking on the "Check Status" link and selecting the value "Dedup records" in the dropdown
 menu.
- 3. <u>Pending payment:</u> under this header the count of successfully uploaded cases will be displayed. The banker has to download the file and reupload of the same after updating the payment details from CBS.
- 4. <u>Payment received by banker:</u> under this header the count of cases in which the payment is uploaded successfully will be displayed. In case if any of the cases are failed due to payment details, those cases will still reflect under "Pending payment". Banker can again download the file and rectify and re-upload the same.
- 5. <u>Payment confirm by insurer</u>: under this header the count of cases in which the payment is approved by insurer will be displayed.

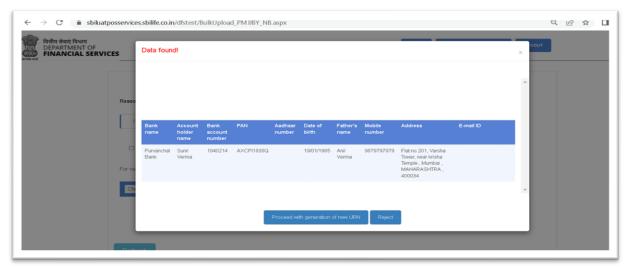
Any update in a file due to the above reasons will need to be uploaded by clicking on the 'Upload' link provided against the specific batch-number in the dashboard.

A dashboard is provided with status grid for the banker to view the bulk-uploaded cases on screen by clicking on the "Check Status" link against the respective Batch no. (for respective file uploaded). The screen shot is attached below for the same by selecting the status as "De-duplication":



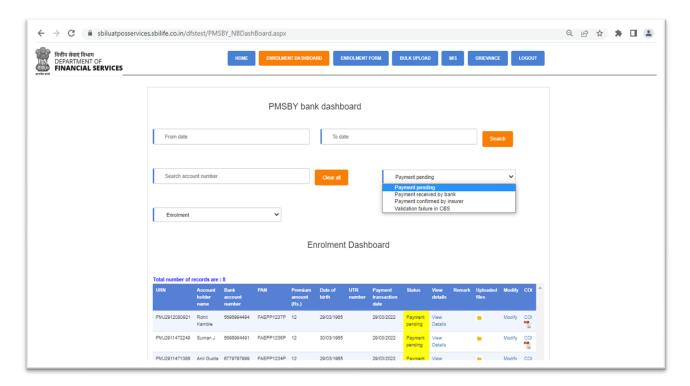
Under the dropdown menu the values with their description are as follows to view the cases on the screen.

- Validation failure records-In case of any failure in the uploaded excel due to data/product validations.
- **Dedup records**-If any record is matching with existing PMSBY history records, policy details will be flagged under dedup. User has to click on check status and manually provide the confirmation to accept or reject the records. The screen for each case will be as below:



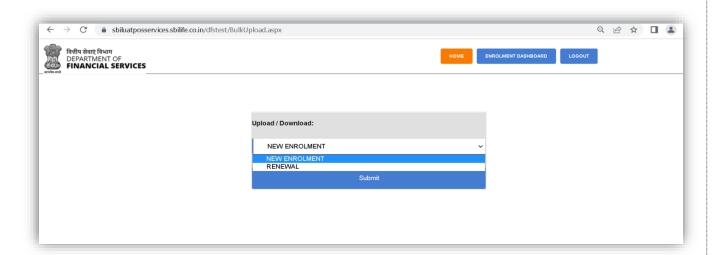
- **Payment pending** Valid records that are passed through data validation and dedup will be flagged under payment pending status.
- Payment received by banker Banker will download the Payment pending records and upload with transaction details like UTR number, date and amount. Post successful file upload records will be flagged under this status.
- Payment confirmed by insurer Respective Insurer can download the payment received records and confirm the same through bulk upload.

Post completion of bulk upload, the banker can go to the main 'PMSBY bank dashboard' and view the cases by using search and filter options. The COI can be generated from this dashboard.



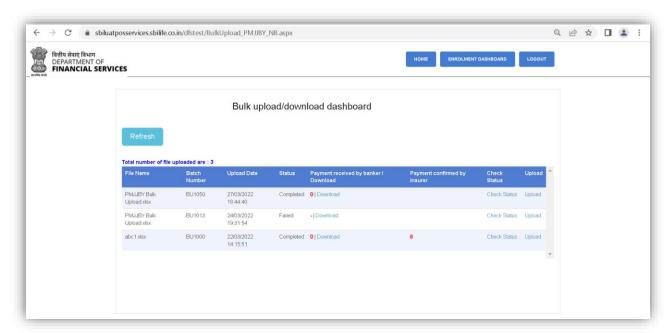
Section 6.4 - PMSBY Enrolment process (Bulk upload Insurer process)

Insurer after login, has to select 'new enrolment' option in bulk upload screen.



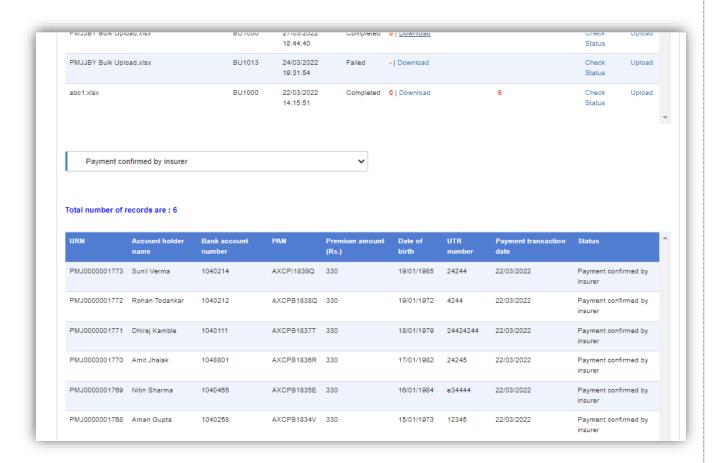
Insurer has to confirm the payment for enrolment data uploaded in bulk by bank user. In the dashboard the Insurer has to download the excel file and update the status under column header "PAYMENT CONFIRM BY INSURER" by entering the value as "YES" / "NO".

Post update of the status, Insurer has to re-upload the file back by clicking on the "Upload" link. Post successful upload of the file the count under "Payment confirmed by Insurer" will get updated as shown in below screen short.



Insurer has an option to check the status of the records in uploaded files by clicking on Check Status Button. Below status are mentioned in insurer Bulk Upload dashboard as shown in the screen shot below.

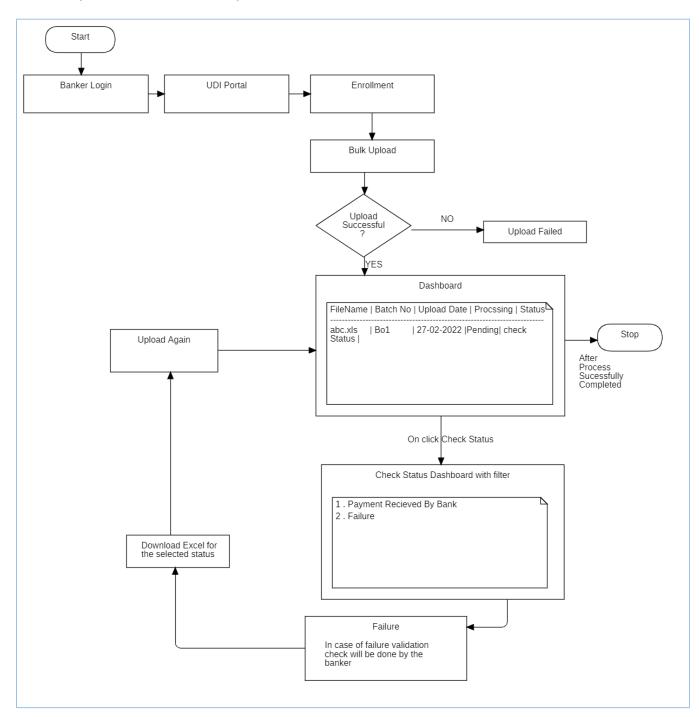
- **Payment received by banker records** The cases pending for payment confirmation by the Insurer will be displayed in the grid.
- Payment confirmed by insurer records- The cases for which the insurer has confirmed the receipt of payment will reflect under this status.



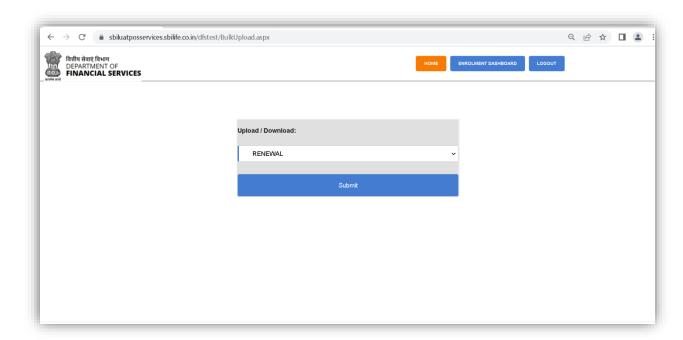
Once the Insurer confirm the receipt of the payment, the status for the same cases will also get updated in Bankers dashboard also.

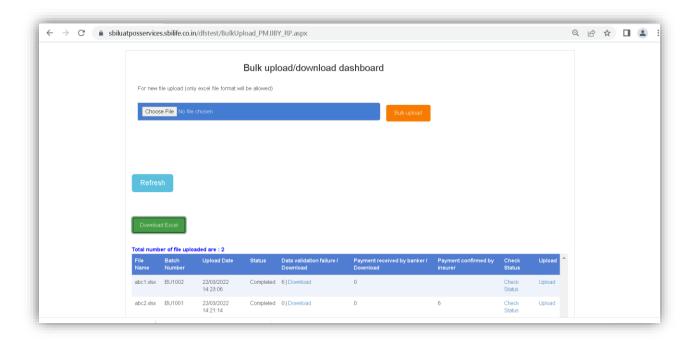
Section 7 - PMSBY Renewal Process (Bank process)

The detail process flow for Renewal process at banks end:



PMSBY renewal process will be done through bulk upload process using excel in prescribed format (attached in reference documents section with ID ID006 PMSBY RP Upload Format). Banker will upload file with active policy details by selecting "RENEWAL" under "Bulk Upload" tab.



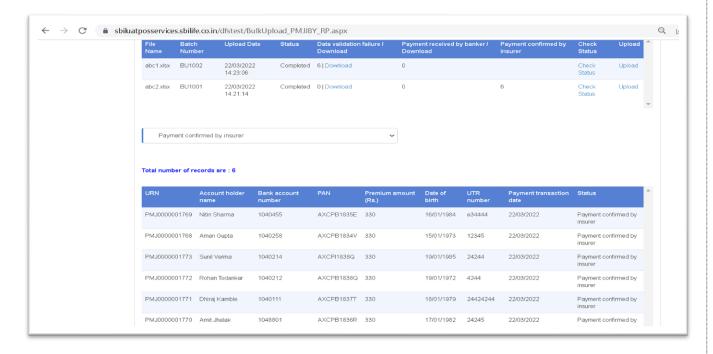


After successful file upload batch process will validate the records with current financial active records with age validation as on date.

Below status are mentioned in bulk upload dashboard.

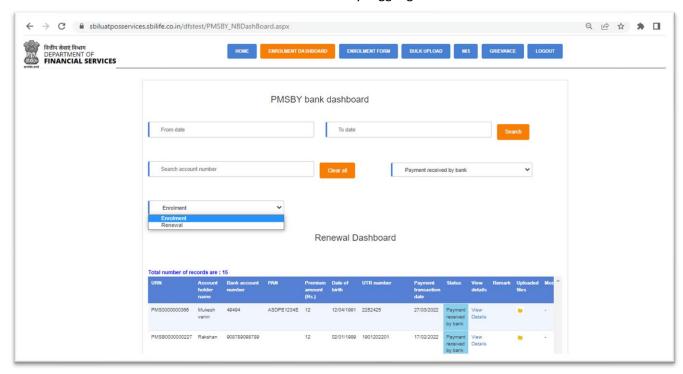
- Validation failure records-In case of any failure in the uploaded excel due to data validations, user can
 download the excel in which failure reason will be mentioned. User can correct the details and reupload
 it.
- Payment received by banker records- Banker will upload renewal file with transaction details like UTR number, date and amount. Post successful file upload records will be flagged under this status.
- **Payment confirmed by insurer records** Under this status the cases for which the payment is confirmed by the Insurer, those will be displayed.

User can check the status of records uploaded through bulk upload file by clicking on Check Status button.



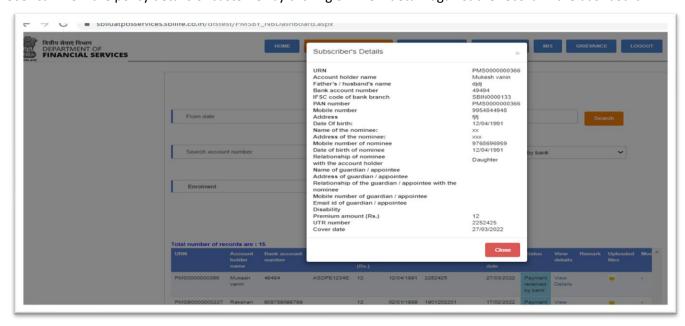
Renewal records in PMSBY bank dashboard.

Banker can view the cases in the PMSBY bank dashboard by toggling the status as "Enrolment" or "Renewal".



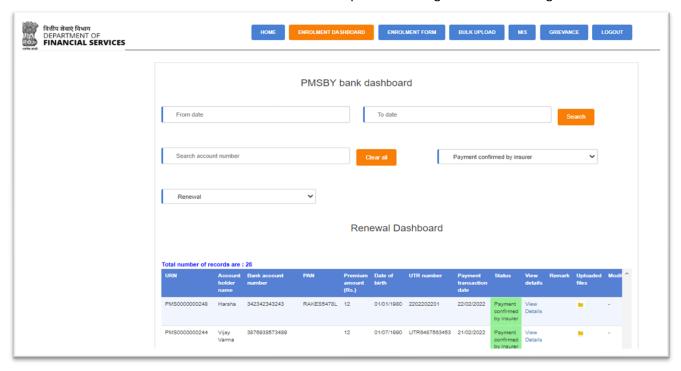
View details

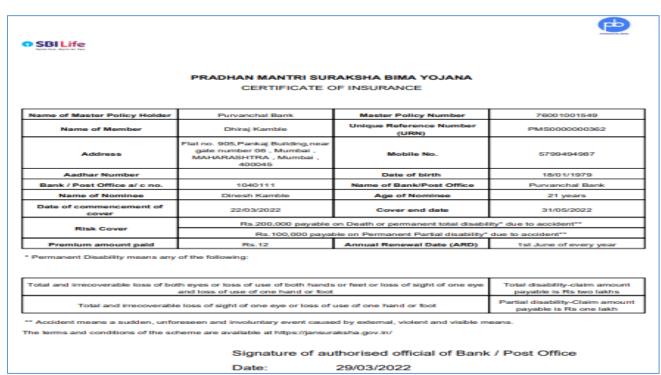
User can view the policy details of customer by clicking on 'view detail' against the record in the dashboard.



Download COI or policy documents

Bank user can download the customer COI or document uploaded during enrolment on single click.





Section 7.1 - PMSBY Renewal Process (Insurer process)

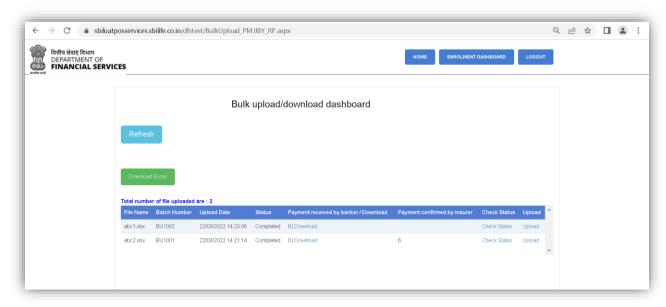
Insurer can confirm the payment details for renewed policies, which are uploaded by bank users through bulk upload.

Insurer will Login into the UDI Portal and navigate to the bulk upload approval Page.

The bulk upload approval page provides a dashboard (as shown in the screen shot below) where all pending files for approval will appear. The Insurer has to download the file and update the status under column header "PAYMENT CONFIRM BY INSURER" by entering the value as "YES" / "NO" to confirm receipt of premium.

Post update of the status, Insurer has to re-upload the file by clicking on the "Upload" link. Post successful upload of the file the count under "Payment confirmed by Insurer" will get updated as shown in below screen short.

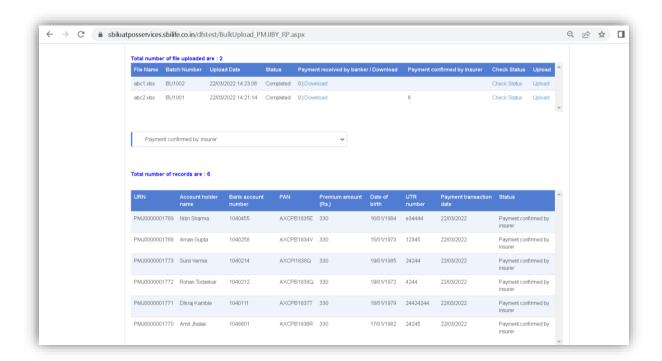
In case of any failure complete transaction would roll-back with error message and insurer will need to redo the process.



Post download / Upload, Insurer can check the status of records by clicking on check status link against each batch number.

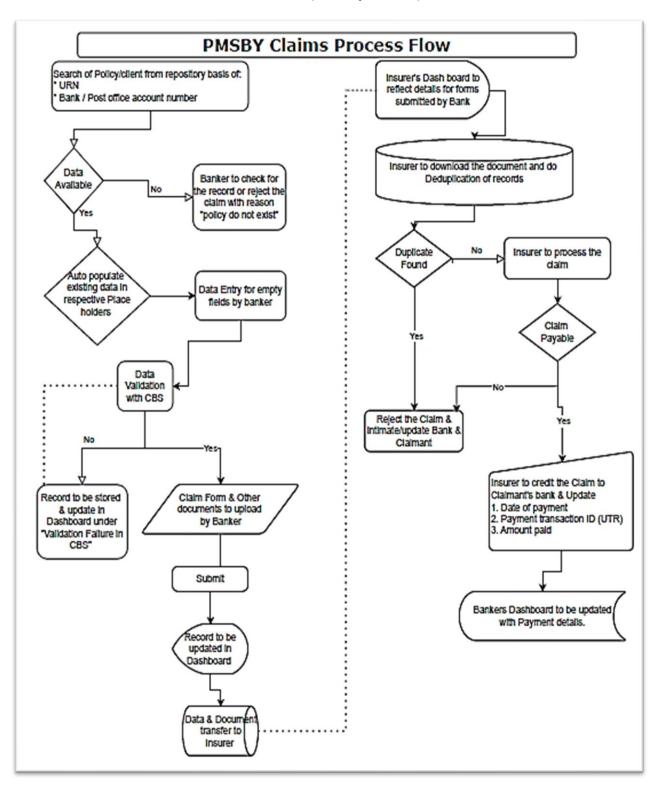
On clicking 'check status' in the insurer's 'Bulk upload/download dashboard' below statuses will be displayed.

- Payment received by bank- Under this status, the cases for which the payment approval is pending by the insurer, will be displayed in the grid.
- Payment confirmed by insurer- Under this status, the cases for which the insurer has confirmed the payment will be displayed in the grid as shown in the screen shot below.

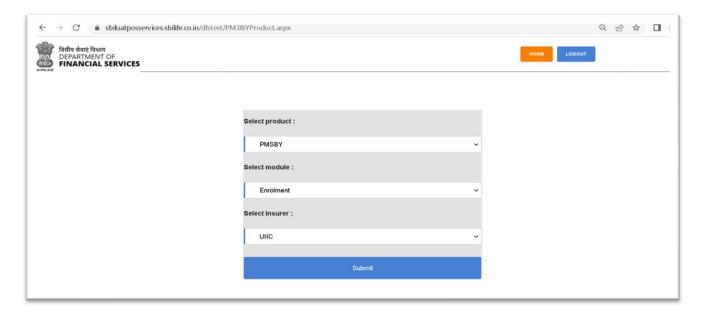


• Once the Insurer confirms the receipt of the payment, the status for the same cases will also get updated in Bankers dashboard also.

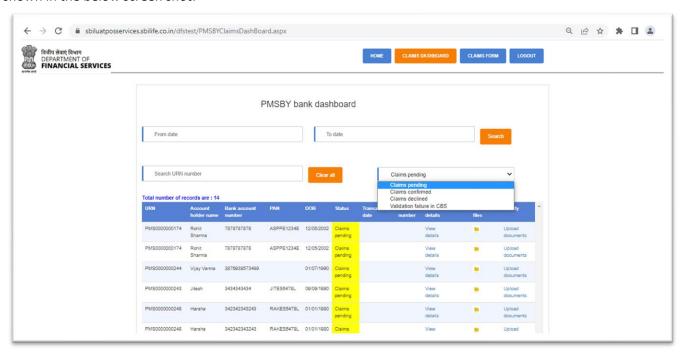
Section 8 - PMSBY Claim Process (Bank process)



Bank user can initiate or track the claims activities using claims module.



After login and selecting Claims module, the main 'PMSBY bank dashboard' will be displayed on the screen as shown in the below screen shot:



This interface enables system User to view information at one place. User can view details using the view details option, search any customer details using their account number, and can also upload document of any customer. Dashboard also provides options for data entry of new claim.

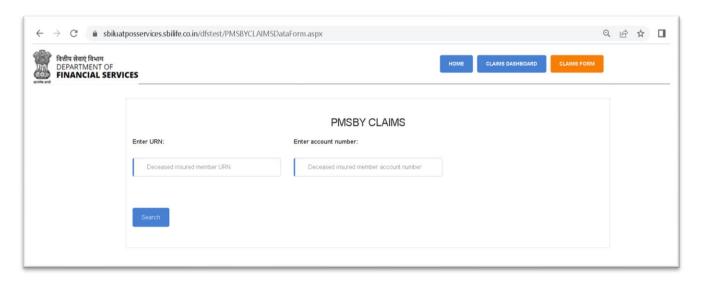
The dashboard is also provided with the status wise filters to view the cases under respective status. Below status are provided in the dashboard

- Claims pending- Under this status the claim forms that are initiated by the bank user but yet to be processed will be displayed in the grid.
- Claims confirmed- Under this status, the claims that are approved by the Insurer will displayed in the gird.
- **Claims declined** Under this status, the claims that are rejected/declined by the Insurer will displayed in the gird.
- Validation failure in CBS- In case of banker select "data validation with CBS" as 'No' During claims form data entry it will flagged under this category.

PMSBY Claims Form

Bank user can initiate the claims by clicking on the 'Claims form' button in the menu bar on top. Search option is provided through either the URN or account number and if the record exists then the customer details will be fetched and auto populated on the screens.

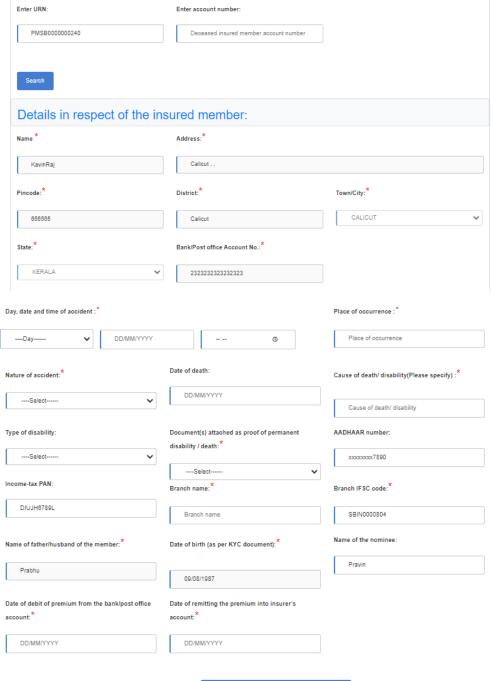
In PMSBY multiple times claim application is accepted.



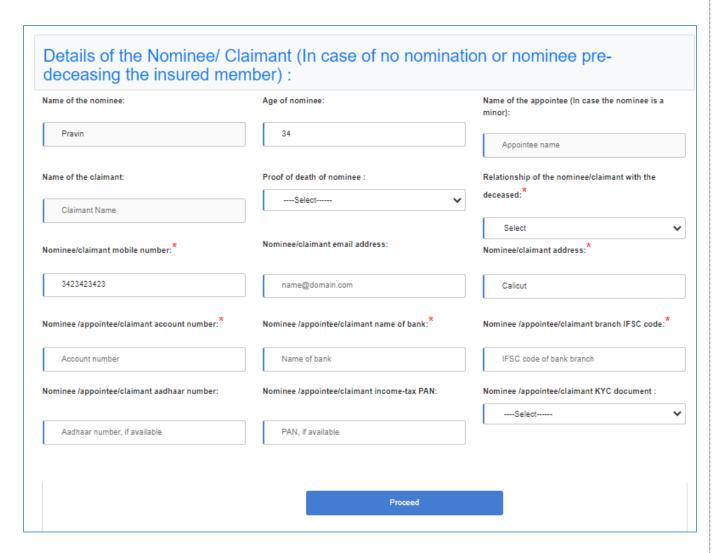
On entering the valid URN or Bank Account no. the below given form will appear with the pre-populated details.

Bank user has to enter the details in the blank place holders from the claim form received from the claimant.



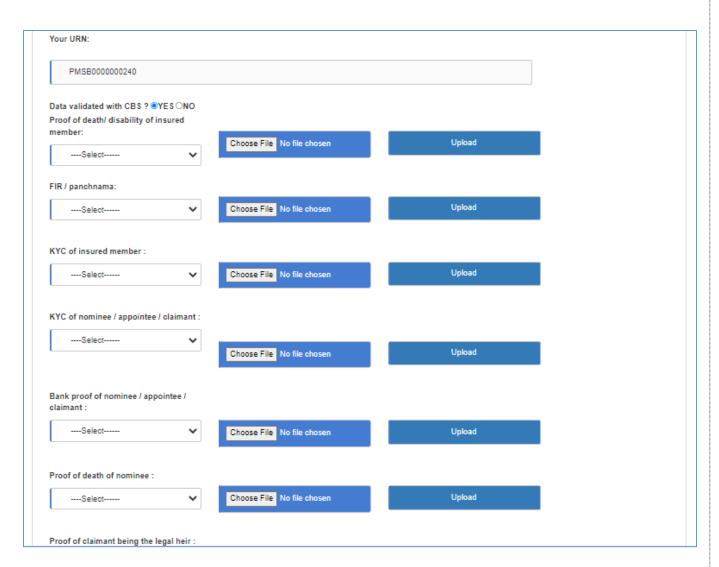


In case of death claim and "Date of death" is updated, the "Details of Nominee / Claimant" (as in the below screen shot) section will be enabled for data entry, else will be hidden.

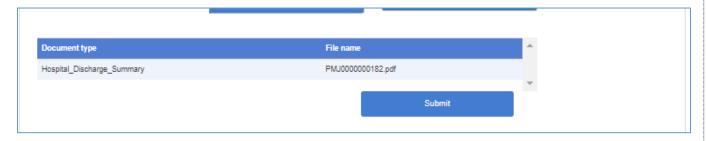


Post filling up the form, banker has to verify the details with the CBS and confirm.

If the answer to "Data validated with CBS?", is "No", the case will be saved in "CBS validation failed" bucket. If answer is "Yes", system will allow to proceed with document upload as shown below:

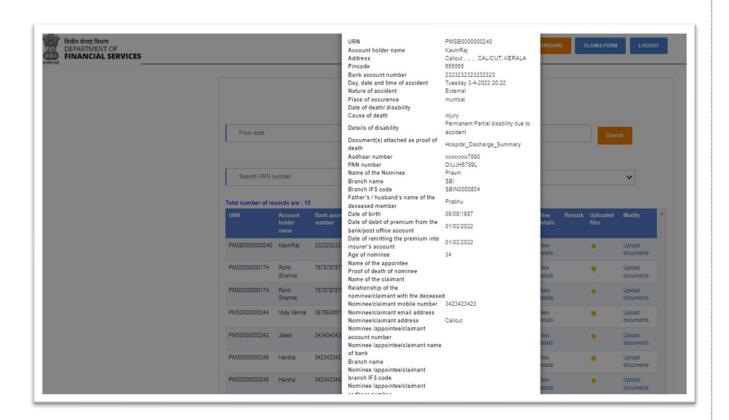


Document upload is mandatory and without that the claim will not be transferred to Insurer. Once the document is successfully uploaded the list of the documents will be displayed on the screens as shown below:



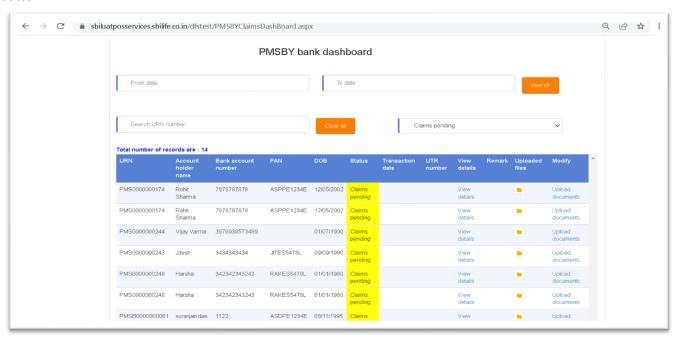
Post successful claim form filling and document upload, the banker can view the details entered in "View details" on the dashboard as shown below.

Banker can also upload the pending document, if any, through dashboard



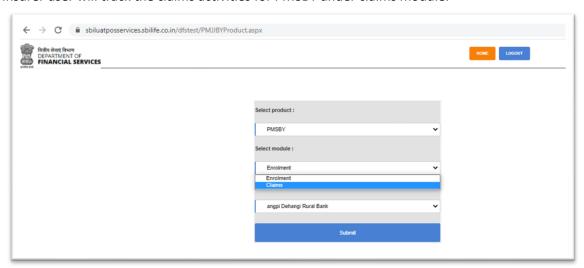
Upload remaining documents

Banker can able to upload any remaining claims documents at any time from dashboard using upload documents button



Section 8.1 - PMSBY Claims Process (Insurer process)

Insurer user will track the claims activities for PMSBY under claims module.

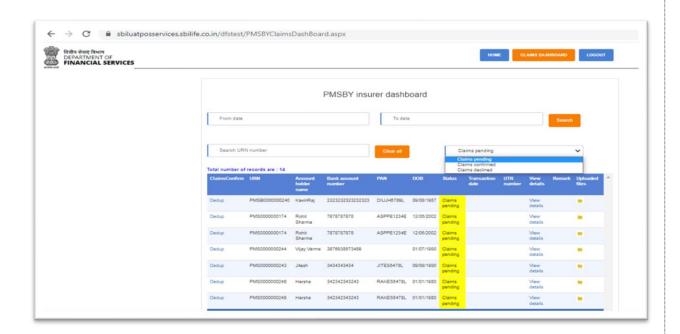


On successful login by the Insurer, the claims dashboard will be displayed on the screen.

In claims dashboard insurer has a option like searching for the cases entering the data parameters or by entering the URN number.

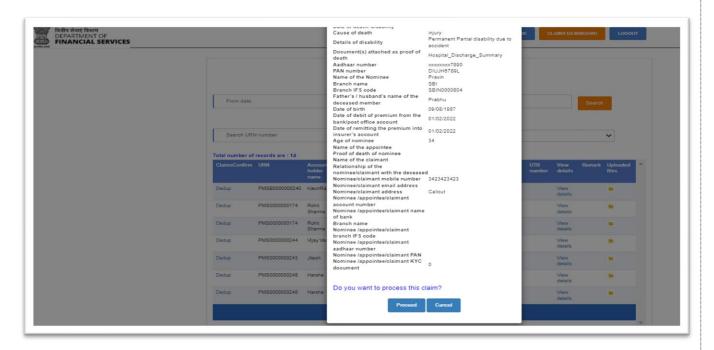
Insurer can also view the cases using the filter for the different status as listed below:

- Claims pending- Under this status the claim forms that are initiated by the bank user but yet to be processed will be displayed in the grid.
- Claims confirmed- Under this status, the claims that are approved by the Insurer will displayed in the gird.
- **Claims declined** Under this status, the claims that are rejected/declined by the Insurer will displayed in the gird.



Insurer will initiate the claims confirmation process by clicking on "Dedup" link for respective URN number from dashboard to first check whether it is a duplicate claim or not.

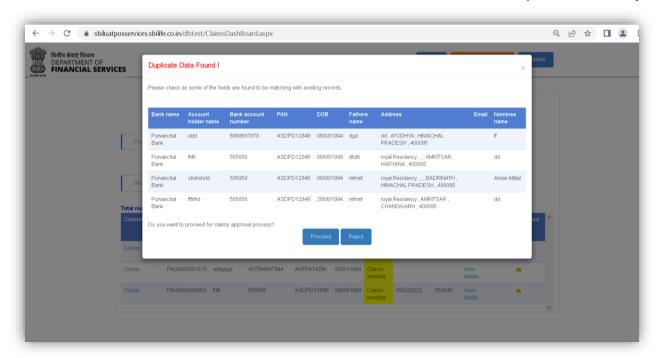
On click on the "Dedup" link the view details screen (the details entered and fetched at banker's end) will pop-up as shown in the screen shot below to verify the details.



Insurer will proceed for the claims by clicking on proceed button.

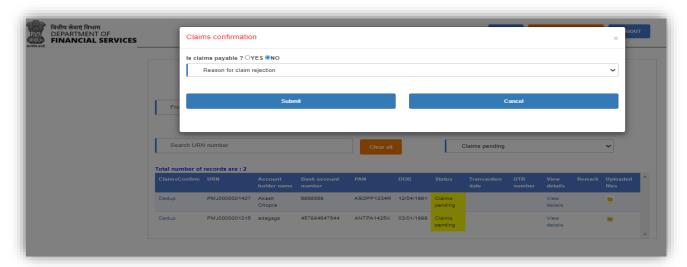
On clicking the Proceed button, the system will carry out the de-duplication activity. If system identifies any existing details the below screen will appear with existing records, else a pop-up will appear to confirm "is claims payable?".

On this screen Insurer has to check and confirm if the claim can be processed or rejected.



On reject button, the claim will be rejected and move to "Claim declined" bucket.

On proceed button, the below screen with pop-up seeking confirmation "Is claim payable" will appear.



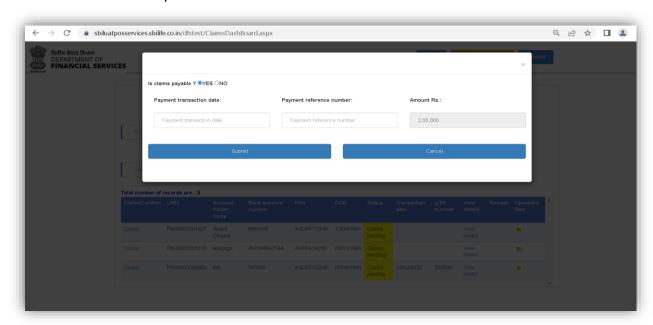
If the answer is "Yes", insurer needs to provide the payment details like UTR number and transaction date.

The Amount will auto-populate based on the conditions as follows:

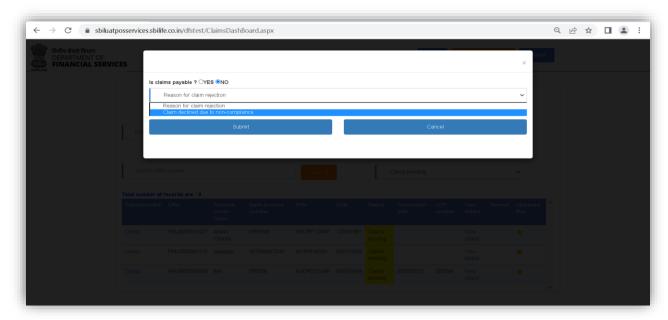
Death Claim - 2lacs

Permanent total disability due to accident - 2 lacs

Permanent Partial disability due to accident - 1 lac



In case of rejection insurer need to provide the reason for rejection.



Accordingly, the status will be updated in both the dashboards i.e. Insurer's and banker's dashboard for respective URN.

Section 9 - Reference Documents

Document ID No	Document Name	Version No	Source
ID001	Bank Master Format Bank Master Format.xlsx	V1.0	SBI Life
ID002	Insurer Master format Insurer Master format.xlsx	V1.0	SBI Life
ID003	PMJJBY NB Upload Format PMJJBY NB Upload Format.xlsx	V1.0	SBI Life
ID004	PMJJBY RP Upload Format PMJJBY RP Upload Format.xlsx	V1.0	SBI Life
ID005	PMSBY NB Upload Format PMSBY NB Upload Format.xlsx	V1.0	SBI Life
ID006	PMSBY RP Upload Format PMSBY RP Upload Format.xlsx	V1.0	SBI Life
ID007	Bank Insurance master Bank Insurance master.xlsx	V1.0	SBI Life
ID008	Bank Insurance info master Bank Insurance info master.xlsx	V1.0	SBI Life