

Edit IP Particular Details through IP Portal

Agenda



Overview

Process of Update Particulars through IP Portal View Status of the submitted Requests on IP Portal



Overview

Version 5.4 Last Revised On: 10-05-2023

Edit IP Particulars through IP Portal - Overview



This document is prepared in order to explain the workflow for edit/update of IP particulars through IP Portal. Once the Insured Person updated the particulars, an online request will be generated and forwarded to Employer.

IP will update following Detail Type particulars of Insured Persons:--

- Personal Details
- Dispensary details
- Address Details
- Nominee Details
- Family Details
- Bank Details

Once the changes in IP particulars has been done through IP portal then a verification request will goes to the Employer Portal. Employer have a provision to Forward/Reject the request. Once the request verified by employer then forward to the Branch Office for final approval.

If any change request already raised by IP against the same detail type and its pending for approval, then the IP will not be allowed to raise the change request against that same details type.

On IP Portal, IP have a provision to view the status under notification section of the raised change request.



Edit IP Particular Details through IP Portal – Process flow

Version 5.4 Last Revised On: 10-05-2023

Open IP Portal through www.esic.gov.in





Step 1: Insured Person Login with URL: www.esic.gov.in and click on Insured Person/Beneficiary Icon.

IP Portal Login Screen





Language/भाषाः English Step: Insured Person / Beneficiary Login Insured Person O ESI Staff The Employees' State Insurance Act, 1948, An Act to provide for certain benefits to employees in case of sickness, maternity and employment injury and to make Username* provision for certain other matters in relation thereto. 8 1115103876 Step 2 Password* ******* Captcha* 2dc70 Refresh 🛟 Step 3 Forgot Password Sign Up IP Portal Secure Login Help File **Notes:** IP can set the Password using Sign Up link. Step 4 LOGIN

 On Clicking Insured Person Icon, User takes a login with their respective credential.

Step 1: User select Insured Person radio button as IP login.

Step 2: Enter the Username as 10-digits IP no. and a valid Password set for the Username.

Step 3: Enter above mentioned Captcha.

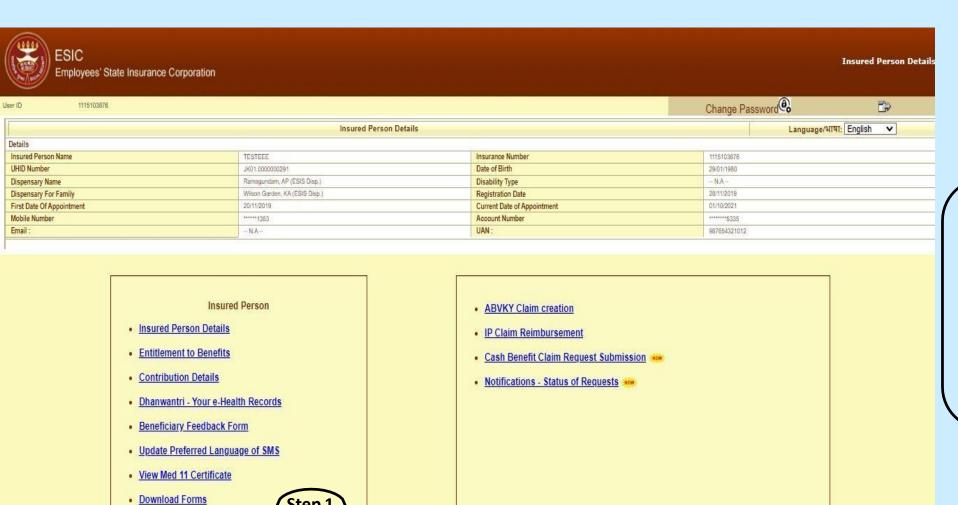
Step 4: After entering all required fields, Click on LOGIN button.

IP Portal Home Screen

View/Print e-Pehchan Card

 Update Particulars





 After Login in Portal, He/She will get List of services available on IP Portal.

Step 1: Click on Update Particulars link to add/update the details.

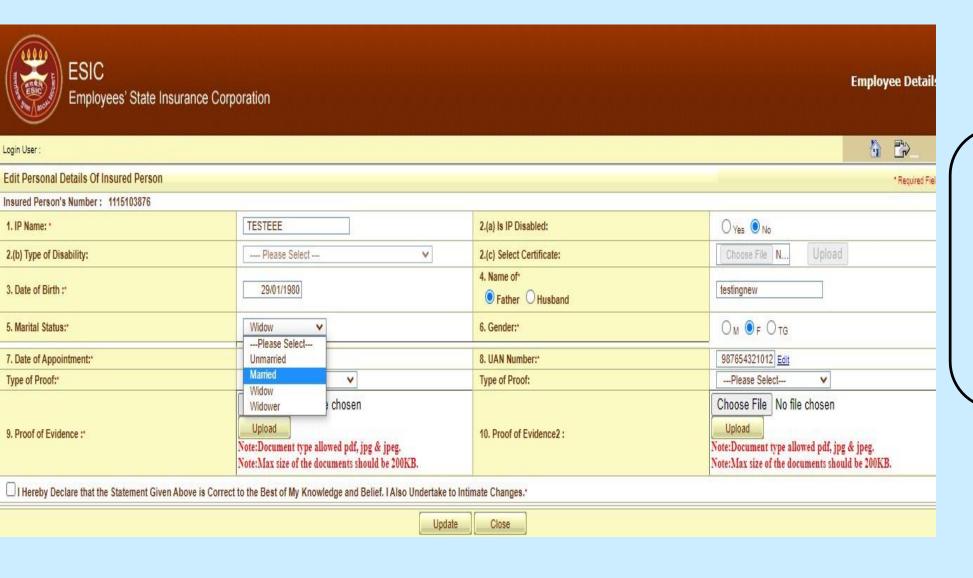
Notes: Update Particulars detail request will be forwarded to the Employer.

Update Particulars Screen – Personal Details



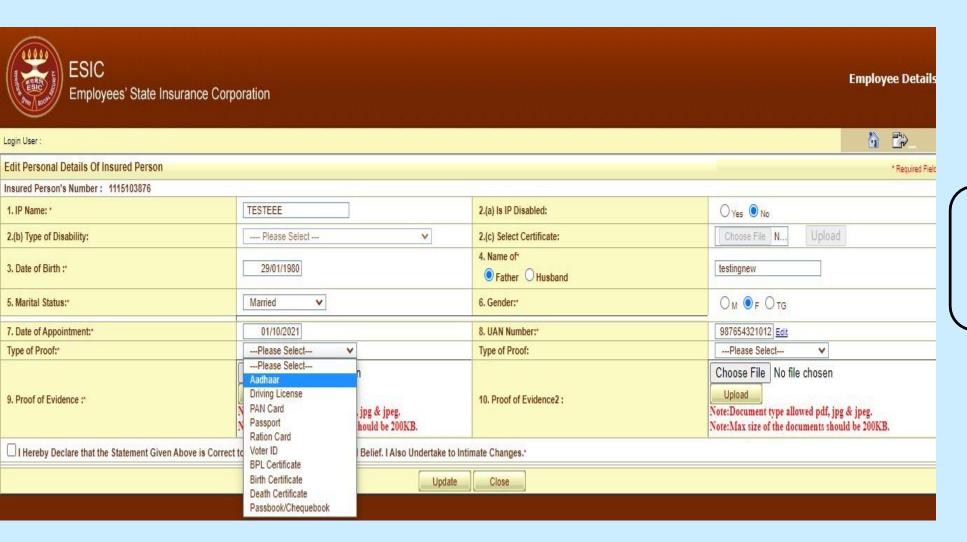






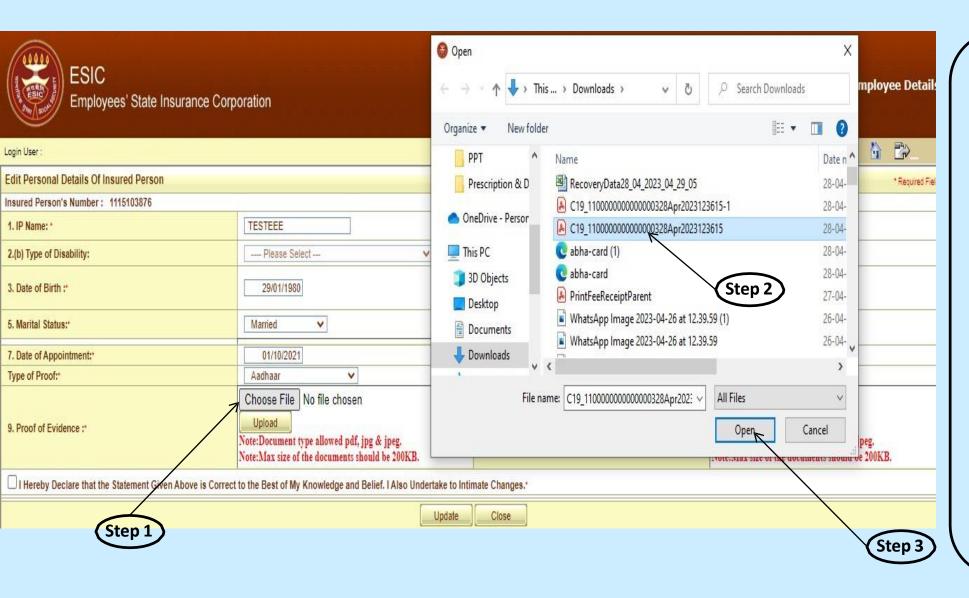
- On selection of Personal Details, User will get the screen to edit personal information.
- User can able to update all the Required Fields marked as * sign.





 After changing any kind of details, User will select the Type of Proof from drop down.





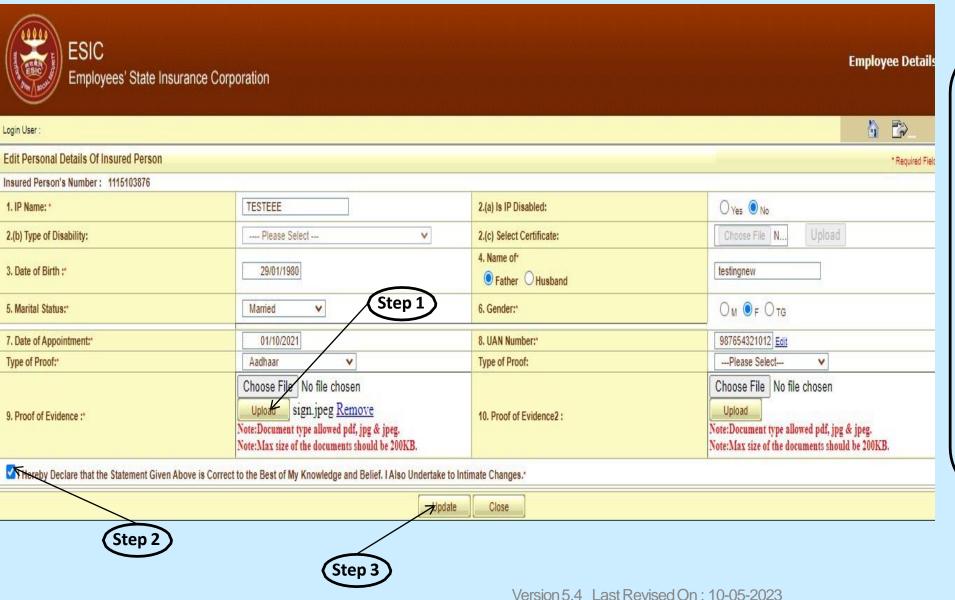
- Once user select the type of proof, he/she will attach the required document.
- Document allowed as pdf, jpg & jpeg format with size not more than 200KB.

Step 1: User click on choose button for attaching the document.

Step 2: User select the document already saved in mention format from system.

Step 3: Then click on Open button to finally attach it.





After attaching the document, user will upload the document.

Step 1: User click on Upload button for uploading the document.

Step 2: User select the declaration check box for his/her consent.

Step 3: Finally click on Update button to raise the request for change.

Reference number generated successfully message



ESIC Employees' State Insurance Corp	poration		Employee Deta		
Login User :					
Edit Personal Details Of Insured Person			* Required		
Insured Person's Number: 1115103876			And Section of		
1. IP Name: *	TESTEEE	2.(a) Is IP Disabled:	○ Yes No		
2.(b) Type of Disability:	Please Select V	2.(c) Select Certificate:	Choose File N Upload		
3. Date of Birth :*	01/01/1980	4. Name of Pather Husband	testingnew		
5. Marital Status:	Married 🗸	6. Gender:*	Ом 🛛 F Отд		
7. Date of Appointment:*	01/10/2021	8. UAN Number:*	987654321012 <u>Edit</u>		
Type of Proof:*	Aadhaar	Type of Proof:	Please Select V		
9. Proof of Evidence :*	Choose File No file chosen Upload sign.jpeg Remove Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.	10. Proof of Evidence2:	Choose File No file chosen Upload Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.		
☐ I Hereby Declare that the Statement Given Above is Correct	t to the Best of My Knowledge and Belief. I Also Undertake to Int	imate Changes.*			
Personal details updated successfully !					
The reference number 112351000046 has been generated successfully and pending for approval.					
Close					

 The reference number generated successfully and is pending for approval.

Notes: Request with Reference no. forwarded to the Employer for further process.

Update Particulars Screen – Dispensary Details



11年 (東京教育) 第1	ESIC Employees' S	tate Insurance Corporati	on				Employee Detail:
Login User :	1115103876						
Update Particula	ars						* Required Fiel
Insured Person N	umber: 11151038	76		Insured Person Name: TE	STEEE		
Employer Code:				0 11001182990001018			
				Edit Particulars			
O Personal De	etails	O Dispensary Details	O Address Details	O Nominee Details	O Family Details	O Bank Details	

On Clicking Update Particulars, user will select Dispensary Details radio button to edit the Dispensary for IP self & Family Dependent

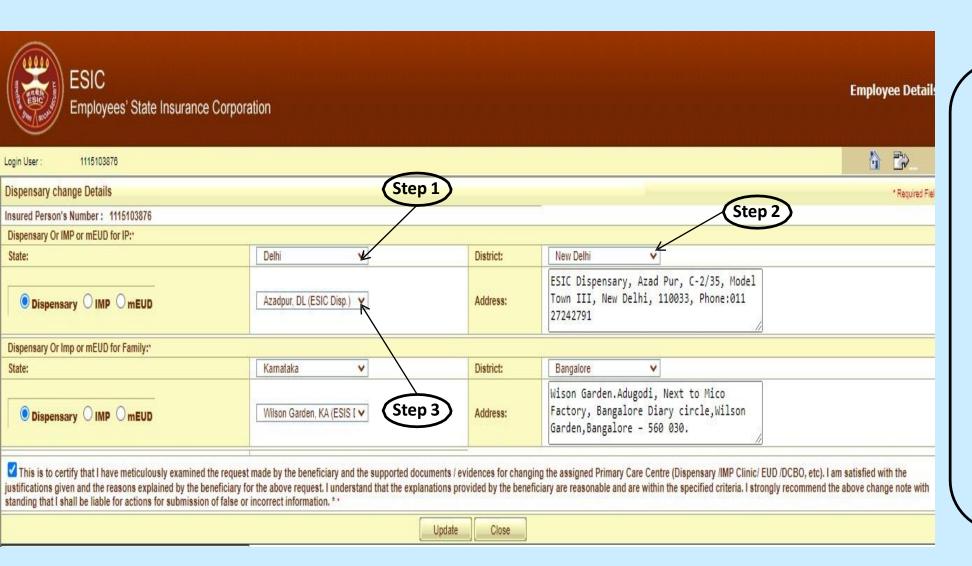




• On selection of Dispensary Details, User will get the screen to change the Dispensary for IP self and Family Dependent.

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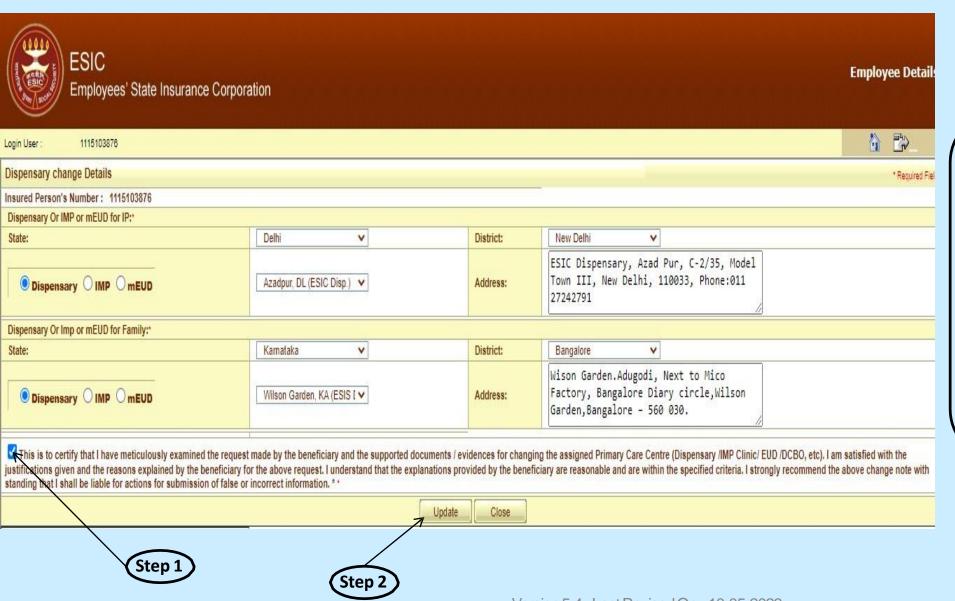
 User can change the dispensary for IP self and Family dependent.

Step 1: User select the State from drop down.

Step 2: District name will reflect on the basis of state selection. Select the District.

Step 3: Dispensary drop down populate the List of Dispensaries as per the district selection. Select the Dispensary.





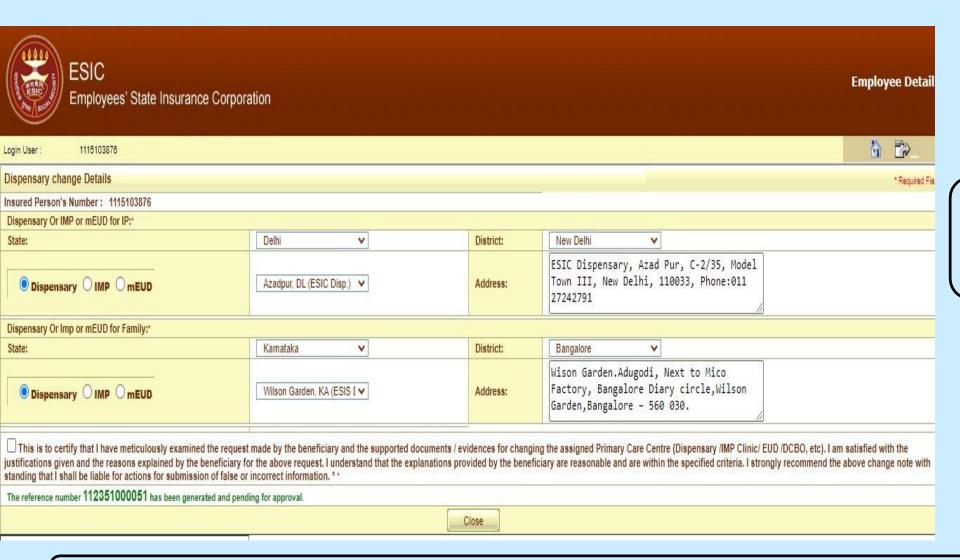
 Once IP change the Dispensary, user will select the declaration check box.

Step 1: User select the declaration check box for his/her consent.

Step 2: Finally click on Update button to raise the request for change.

Reference number generated successfully message





 The reference number generated successfully and is pending for approval.

Notes: Request with Reference no. forwarded to the Employer for further process.

Update Particulars Screen – Address Details

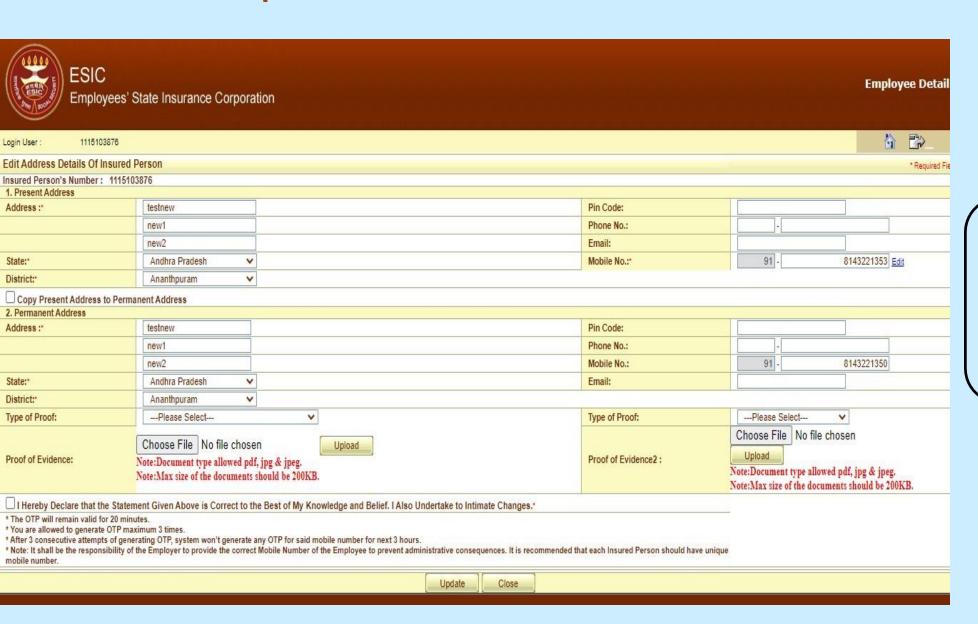


TERRO LES STORES	ESIC Employees' S	tate Insurance Corporation	on				Employee Details
Login User :	1115103876						
Update Particul	lars						* Required Field
Insured Person I	Number: 11151038	76		Insured Person Name: TES	STEEE		
Employer Code:				11001182990001018			
				Edit Particulars			
O Personal D	Details	O Dispensary Details	Address Details	O Nominee Details	O Family Details	O Bank Details	

On Clicking Update Particulars, user will select Address Details radio button to edit Address of an IP

Address Details Update Screen

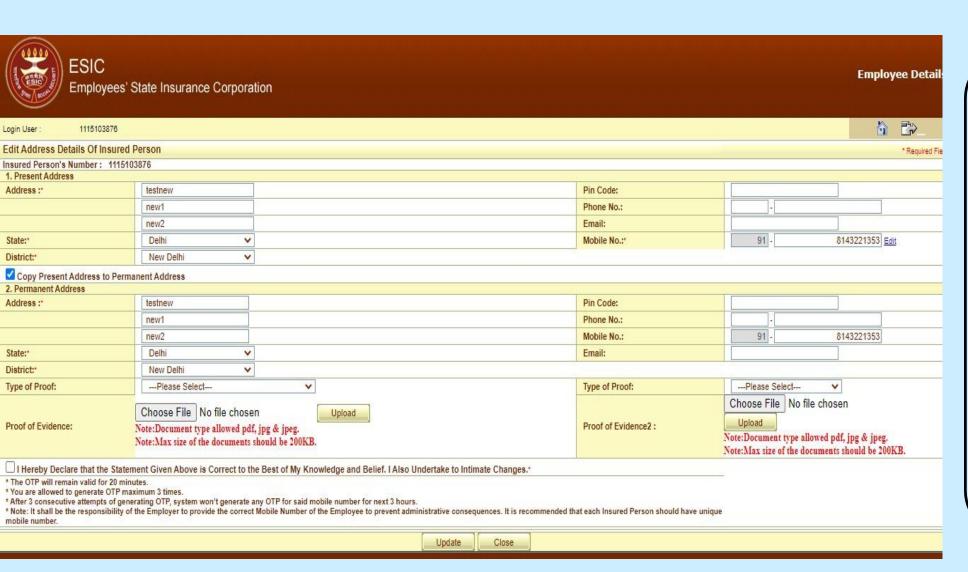




On selection of Address
 Details, User will get
 the screen to change
 the Present or
 Permanent Address
 and attach the Type of
 Proof/Evidence.

Address Details Update Screen

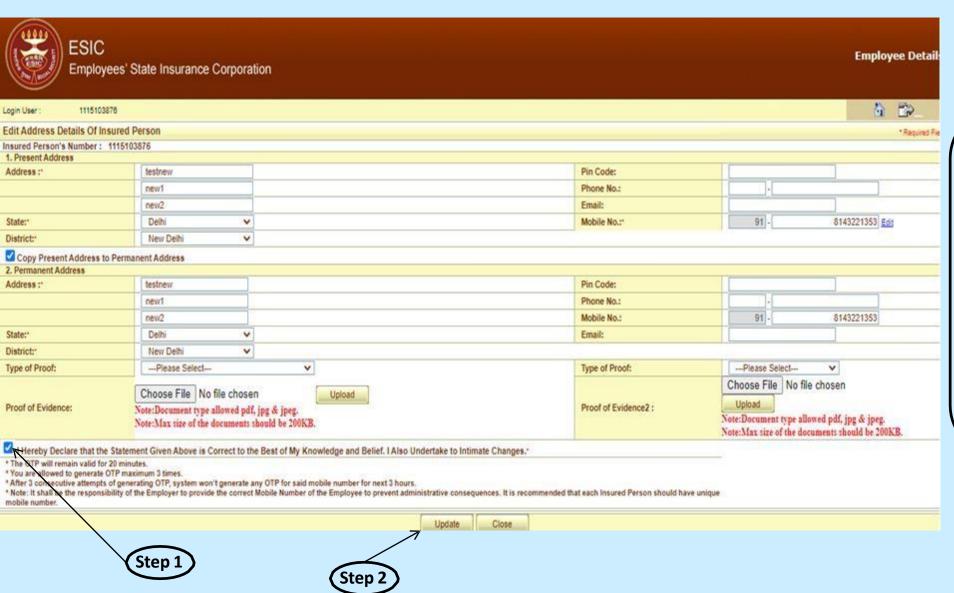




- User can change the Present Address and if Permanent Address is same as Present then select the checkbox to copy the same address mention in Present Address.
- If Permanent Address is different from Present then update the Permanent Address.
- User can attach the Proof/Evidence for Address change.

Notes: User will now be able to edit the Mobile no.





 Once IP change the Address, user will select the declaration check box.

Step 1: User select the declaration check box for his/her consent.

Step 2: Finally click on Update button to raise the request for change.

Reference number generated successfully message



ESIC Employees'	State Insurance Corpora	ation				Employee Details
Login User : 1115103876						
Edit Address Details Of Insured	Person					* Required Field
Insured Person's Number: 11151 1. Present Address	03876					
Address:	testnew			Pin Code:		
201000000000000000	new1			Phone No.:		
	new2			Email:		(0)
State:	Delhi 🗸			Mobile No.:	91 - 8	143221353 <u>Edit</u>
District:*	New Delhi 🗸				<u>'</u>	
Copy Present Address to Perm	nanent Address					
2. Permanent Address						
Address:*	testnew			Pin Code:		
	new1			Phone No.:		
	new2			Mobile No.:	91 - 8	143221353
State:	Delhi 🗸			Email:		
District:*	New Delhi 🗸	11			1193	8
Type of Proof:	Please Select	~		Type of Proof:	Please Select V	
Proof of Evidence:	Choose File No file chosen Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB. Choose File No file chosen Upload Upload Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.			f, jpg & jpeg.		
☑ I Hereby Declare that the State	ment Given Above is Correct to t	he Best of My Knowledge and Belief. I Also Undertake	e to Intimate Changes.*			
* The OTP will remain valid for 20 minutes. * You are allowed to generate OTP maximum 3 times. * After 3 consecutive attempts of generating OTP, system won't generate any OTP for said mobile number for next 3 hours. * Note: It shall be the responsibility of the Employer to provide the correct Mobile Number of the Employee to prevent administrative consequences. It is recommended that each Insured Person should have unique mobile number.						
The reference number 112351000055 has been generated successfully and pending for approval.						
	7/IE		Close			

 The reference number generated successfully and is pending for approval.

Notes: Request with Reference no. forwarded to the Employer for further process.

Update Particulars Screen – Nominee Details

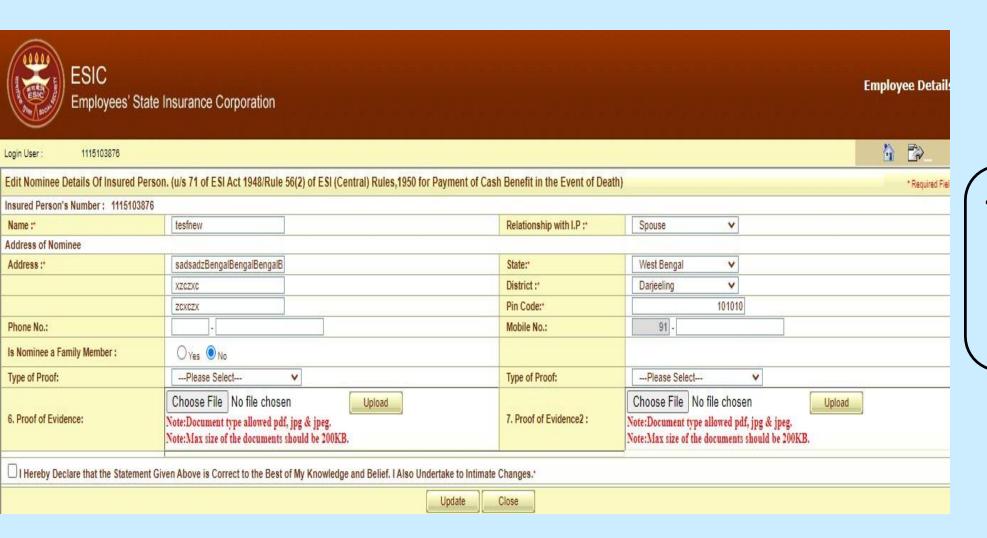


THE CHARGE ST.	SIC mployees' Stat	e Insurance Corporatio	n				Employee Details
Login User :	1115103876						
Update Particulars							* Required Fields
Insured Person Num	nber: 1115103876			Insured Person Name: TE	STEEE		
Employer Code:				0 11001182990001018			
				Edit Particulars			
O Personal Deta	ails	Dispensary Details	O Address Details	Nominee Details	O Family Details	O Bank Details	

On Clicking Update Particulars, user will select Nominee Details radio button to edit Nominee.

Nominee Details Update Screen

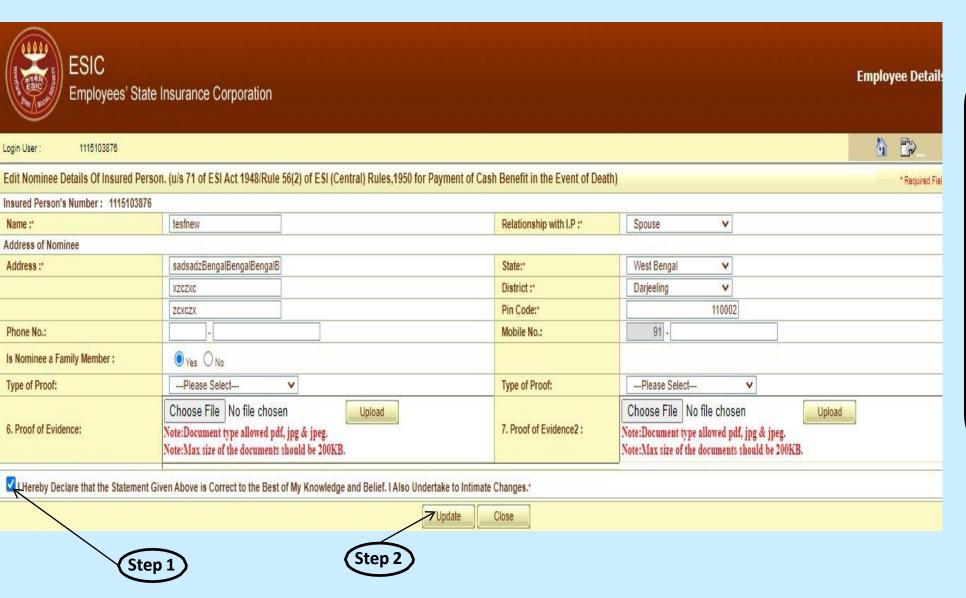




On selection of
Nominee Details, User
will get the screen to
update the Nominee
and attach the Type of
Proof/Evidence.

Nominee Details Update Screen





- User can change the Details of Nominee.
- User can attach the Proof/Evidence for Nominee detail change.

Step 1: User select the declaration check box for his/her consent.

Step 2: Finally click on Update button to raise the request for change.

Reference number generated successfully message



ESIC Employees' State	Insurance Corporation					En	nployee Detail:
Login User : 1115103876							
Edit Nominee Details Of Insured Person	n. (u/s 71 of ESI Act 1948/Rule !	56(2) of ESI (Central) Rules,1950 for Payment o	f Cash Benefit in the Event of Dea	th)			* Required Field
Insured Person's Number: 1115103876							
Name :*	tesfnew		Relationship with I.P :	Spouse	V		
Address of Nominee	12			1/2			
Address:	sadsadzBengalBengalBengalB		State:*	West Bengal	v		
	XZCZXC		District:	Darjeeling	v		
	ZCXCZX	10	Pin Code:*		110002		
Phone No.:	-		Mobile No.:	91 -			
Is Nominee a Family Member :	● Yes ○ No						
Type of Proof:	Please Select	v	Type of Proof:	Please Select	- v		
6. Proof of Evidence:	Choose File No file choses Note:Document type allowed pdf, Note:Max size of the documents s	jpg & jpeg.	7. Proof of Evidence2:		lo file chosen he allowed pdf, jpg & jpeg. he documents should be 2001	Upload Upload	
I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes.*							
The reference number 112351000059 has been generated successfully and pending for approval							
			Close				

 The reference number generated successfully and is pending for approval.

Notes: Request with Reference no. forwarded to the Employer for further process.

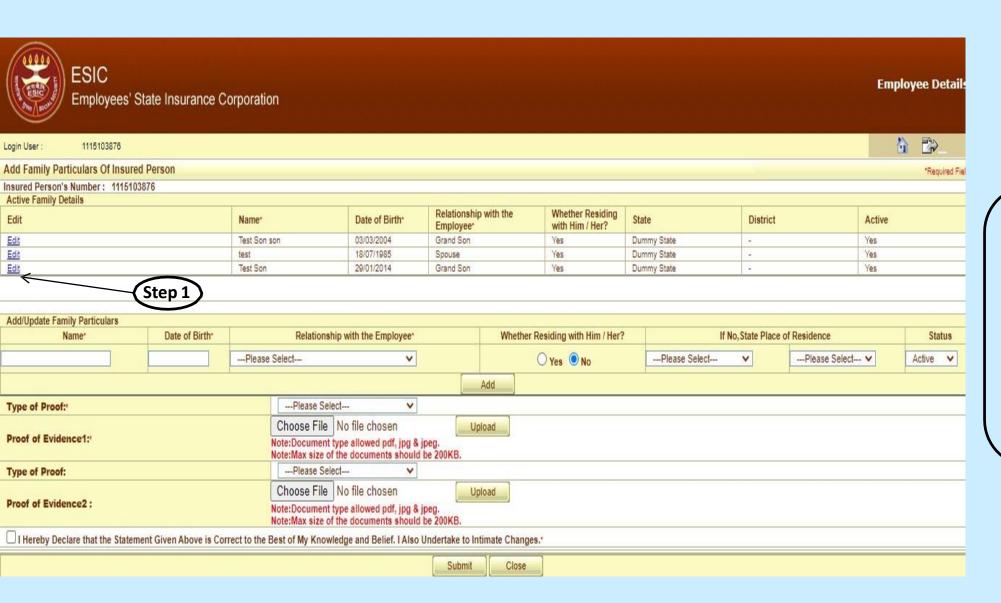
Update Particulars Screen – Family Details



ESIC Employees' State Insurance Corporation		Employee Details
Login User : 1115103878		
Update Particulars		* Required Field
Insured Person Number: 1115103876	Insured Person Name: TESTEEE	
Employer Code:	11001182990001018	
	Edit Particulars	
O Personal Details O Dispensary Details O Address De	nils O Nominee Details	y Details O Bank Details

On Clicking Update Particulars, user will select Family Details radio button to add/edit family dependent.

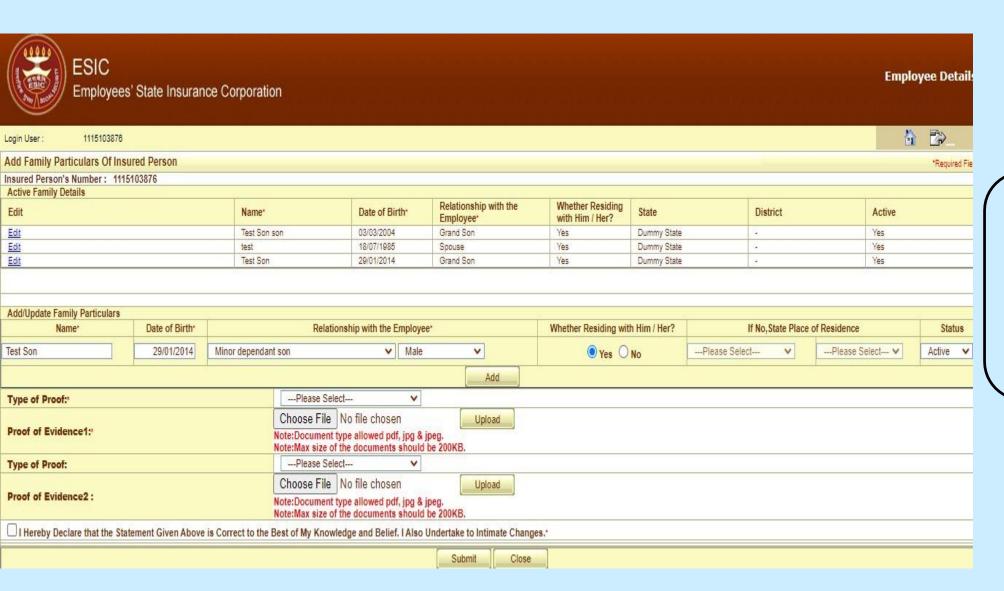




 On selection of Family Details, User will get the screen to add/edit the Family dependent and attach the Type of Proof/Evidence.

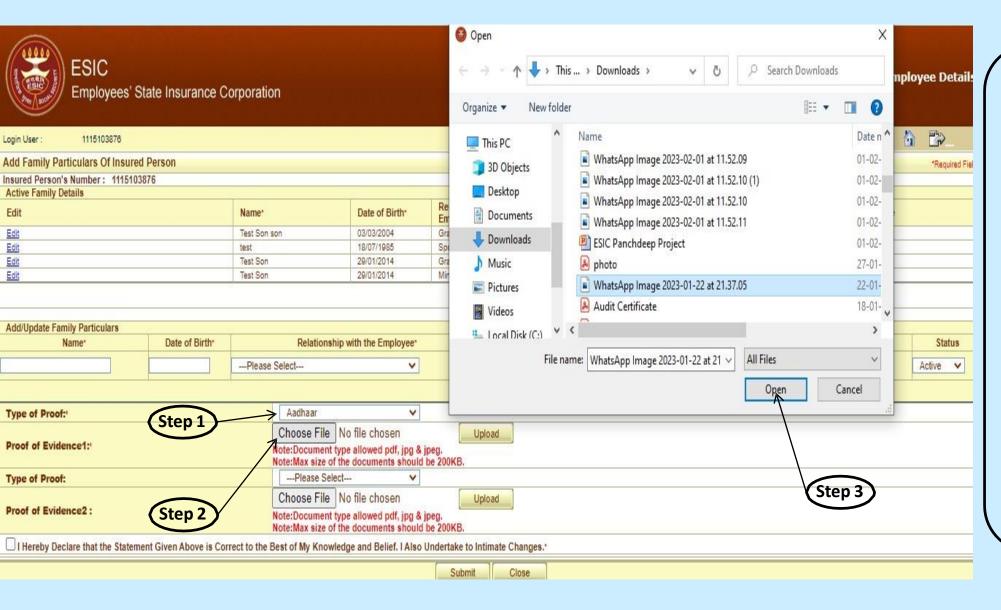
Step 1: User click on Edit link for editing Family detail.





- User can change the Details of Family Dependent.
- After edit details user click on Add button.





After adding the details.

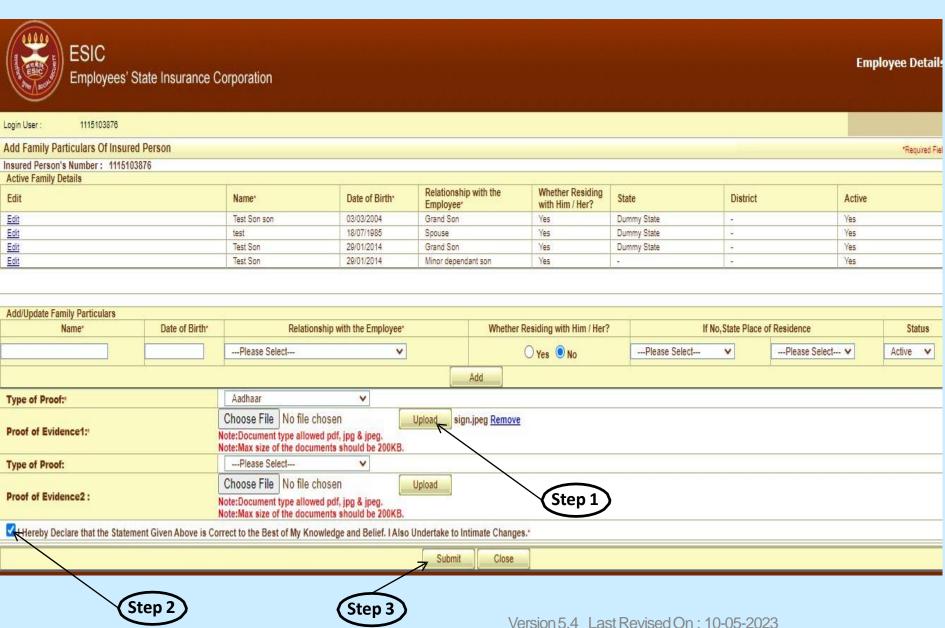
Step 1: User select the Type of Proof for dependent

Step 2: User click on choose button for attaching the document.

Step 3: User select the document already saved in mention format from system.

Step 4: Then click on Open button to finally attach it.





After attaching the document, user will upload the document.

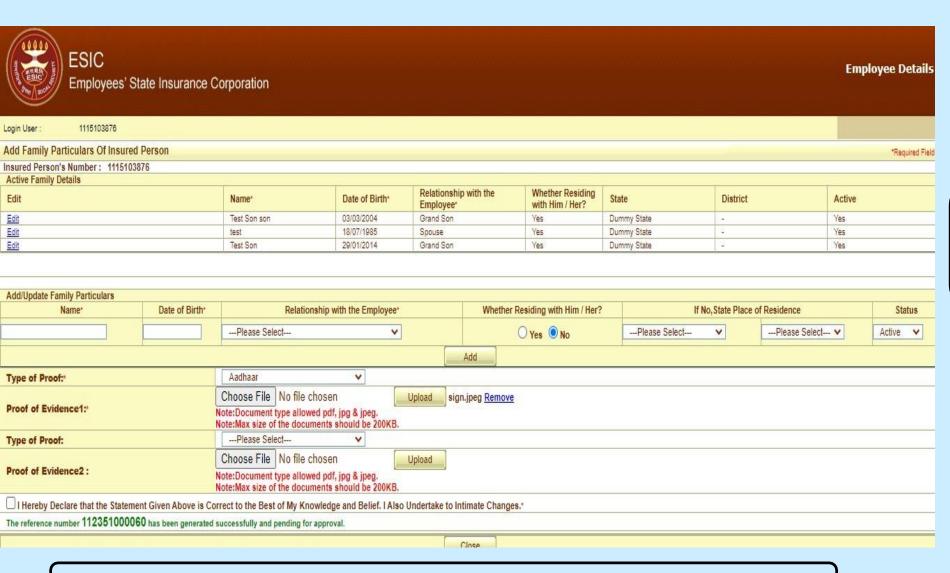
Step 1: User click on Upload button for uploading the document.

Step 2: User select the declaration check box for his/her consent.

Step 3: Finally click on Update button to raise the request for change.

Reference number generated successfully message





The reference number generated successfully and is pending for approval.

Notes: Request with Reference no. forwarded to the Employer for further process.

Update Particulars Screen – Bank Details

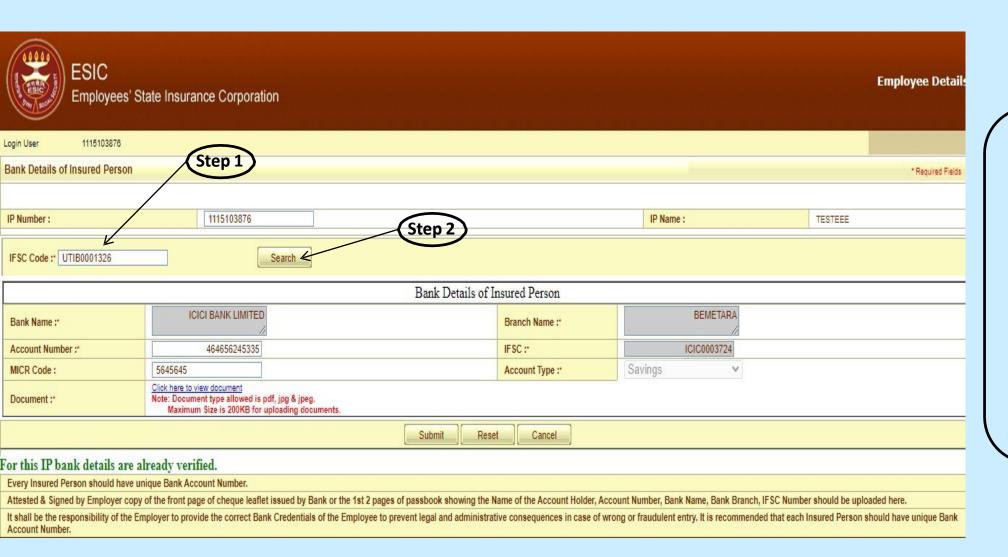




On Clicking Update Particulars, user will select Bank Details radio button to add/update Bank detail.

Bank Details Update Screen





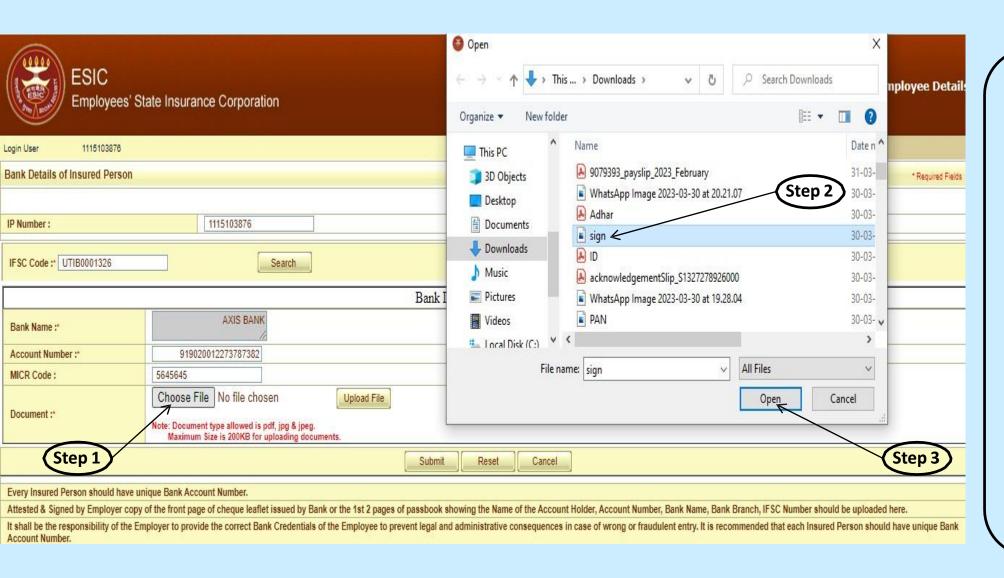
 On selection of Bank Details, User will get the screen to add/update the Bank details and attach the document.

Step 1: User enter the bank IFSC code.

Step 2: User click on Search button to search the Bank Name.

Bank Details Update Screen





After adding/editing bank details.

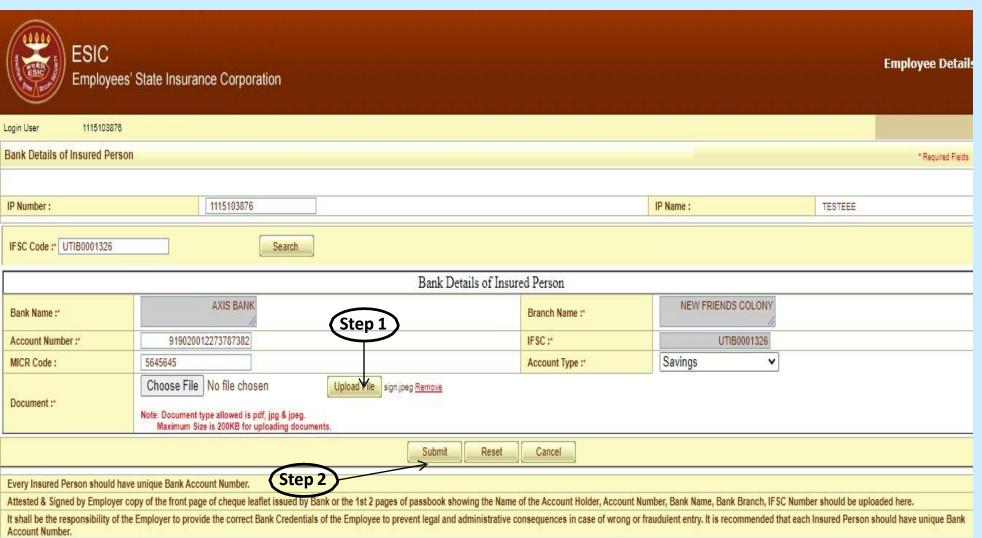
Step 1: User click on choose button for attaching the document.

Step 2: User select the document already saved in mention format from system.

Step 3: Then click on Open button to finally attach it.

Bank Details Update Screen





 After attaching the document, user will upload the document.

Step 1: User click on Upload button for uploading the document.

Step 2: Finally click on Submit button to raise the request for change.

count Number.

Notes: Request will be forwarded to the Employer for further process.



Status of Requests under Notifications on IP Portal

IP Portal Home Screen





Insured Person

- Insured Person Details
- Entitlement to Benefits
- Contribution Details
- . Dhanwantri Your e-Health Records
- Beneficiary Feedback Form
- Update Preferred Language of SMS
- View Med 11 Certificate
- Download Forms
- View/Print e-Pehchan Card
- Update Particulars



Notes: IP will be able to view the Status of submitted various types of requests.

IP Portal - Notification Screen

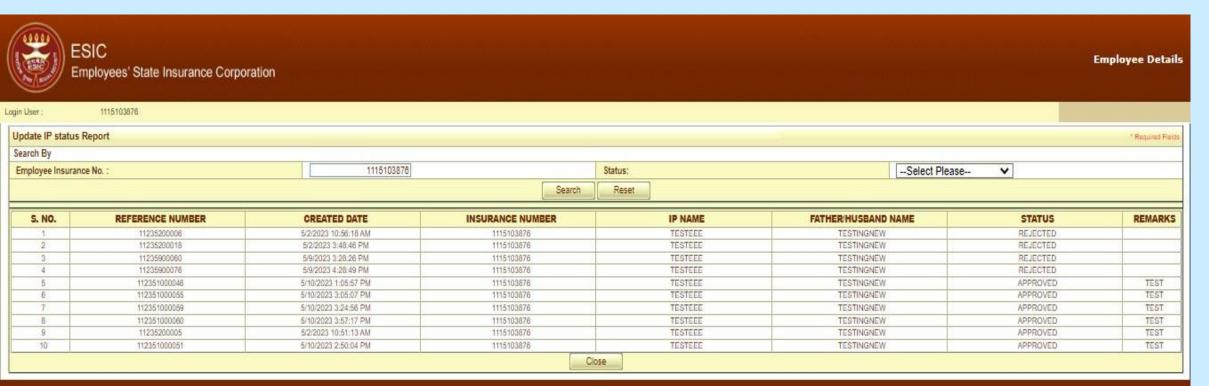




Notes: Under IP Particulars Change Requests Status, IP will be able to view the Status of submitted requests.

IP Portal – Update Particulars Status Report





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Notes: IP will be able to view the Status of submitted requests along with the Remarks.