

## **Guidelines for renewal of Central Bank of India Group Health Insurance Policy for Retirees 2022-23 through HITPA Online Portal.**

- **PORTAL WILL BE LIVE FROM 04.10.2022 UP TO 19.10.2022 ONLY**
- Use Link <https://www.hitpa.co.in/cbiredirect.html>
- **Login with your PF No. (Labelled as Employee No.). Password is same as your PF No.**

### **Post Login**

- All the existing data will be displayed in non-editable mode.
- Columns marked with \* are mandatory.
- If the users want to edit/confirm, he/she will click on the “Edit” button and will enter the modified data in a separate text box.
- If the DOB is available in the database then “Age” will be calculated automatically.
- If the DOB is not available in the database then Date of Birth (DD MM YYYY) should be entered manually by pressing edit button.
- “With Domiciliary” or “Without Domiciliary” option will be selected by default based on available value. However User may select appropriate option as per their choice.
- Retiree can also choose either option of Family Floater or Single Person Policy as applicable.
- Primary Member, Spouse Name and without Domiciliary/ With Domiciliary option are mandatory so user needs to click on Edit & Confirm button before submitting the data. In case of family pensioner or no dependent or single person Policy, then the user needs to enter NA in the name field and 0 (Zero) in age field of dependent details section.

### **PLAN OPTION**

- Application will display Plan Option. (If available against the Member).
- Select the desired Option (With Domiciliary or Without Domiciliary, Family floater or Single Person Option, and Super Top up option) to enroll against a specific Policy plan.
- User may switch to “With Domiciliary” option or “Without Domiciliary” as per their choice.
- Select “TOP UP FACILITY” if Top Up benefit has to be availed.
- Total Premium amount will display which shows the total of “Domiciliary/ Non-Domiciliary premium amount” + Super top up amount. If the user opts for super-top up then the sum insured also get changed which shall be shown in another field.

### **ACCOUNT/NOMINEE DETAILS**

- **NOMINEE DETAIL** — Nominee Name, relation and age to be fed (**Nominee Age must be 18 or above**).
- If user selects “Others” in Relation, then details of relation with the nominee to be entered compulsorily.
- PAN Number, Aadhar Number, Bank Account Number & IFSC Code (only last 6 digits) must be fed in the system.
- The User has to enter **only Central Bank of India’s (10 Digit) Accountnumber**

## FINAL SUBMISSION

- Final Submission is possible only after filling all mandatory fields and confirming the primary member name and Dependent (Spouse) name and plan type.
- Tick on checkbox “ **I hereby authorize Central Bank of India to debit the Insurance Premium amount from my above mentioned account, towards renewal of Group Insurance for the period from 1st Nov. 2022 to 31st Oct. 2023**” for final submission”
- After clicking on submit, a dialogue box will appear confirming the mandatory details & asking if “Do you want to continue”. Kindly check the details & click “OK” to proceed or “Cancel” to go back and make changes.
- Enter the OTP which will be sent to the mentioned/registered Primary member’s Mobile No (mandatory) & / Email Id (if provided).
- Kindly save a copy of the Acknowledgement generated after successful validation of OTP for any future correspondence.

## IMPORTANT NOTE

- **After final submission, no further changes will be allowed on portal & retirees/pensioners cannot login again.**
- Retiree/pensioner needs to submit their consent in the portal and if there are any non-editable changes which needs to be done, the same may be informed to below mentioned mail ID. In no case the changes in non-editable tabs, can be done in the portal prior to the submission of Consent.
- **For any corrections thereafter, retirees to contact team HRD-IRP, Central office on 022-66387682 / 022-66387896 & mail address [smcoirp@centralbank.co.in](mailto:smcoirp@centralbank.co.in) & [managercoirp@centralbank.co.in](mailto:managercoirp@centralbank.co.in)**
- **Kindly note the Reference Number for any future communication & take print of final screen(Ctrl + P or Ctrl + S to print out/save) for future reference.**
- In-case any field (Ref No, premium amount etc.) is left blank in the acknowledgement, retirees are requested to contact TEAM HRD-IRP and mail necessary details.
- A Text message will also be sent to your registered/ mentioned mobile number/e-mail address after successful submission.

## **FOR ANY ASSISTANCE, KINDLY CONTACT**

|                      |                        |                                                                                                      |
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