

**PROCEDURE TO APPLY FOR POLICY-B IN HRMS  
ALONG WITH STATUS CHECKING AFTER APPROVAL AT A.O.**

1. Log in under HRMS
2. Click on SBI Health Assist – Plan-B ‘Apply’
3. Click on SBI Health Assist – (Policy-B) Enrolment
4. Select required year of enrolment 2023-24 from the drop-down menu
5. Click Proceed
6. Check Employee details, Retirement details, Personal details (Changes, if any, to be advised to PPG Department, LHO through Pension Paying Branch)
7. Select appropriate “Category” under the drop-down menu
8. Feed “Alternate Mobile No.” which is mandatory
9. After checking every data, click “Next”
10. Select ‘Base Plan’
11. If additional Top-up is required click on (+)
12. Select ‘Additional Super Top-up Plan’
13. Click on ‘Calculate’ to know the total premium payable
14. After feeding additional Top-up, if you want to remove click on (-)
15. Click on ‘Check Box’ under the head ‘Undertaking
16. Click on ‘Proceed for payment’
17. Health Assist Payment Details will be displayed on the screen
18. Select ‘Check Box’ to confirm after checking details on the screen

19. Click on proceed
20. Please provide "OTP" received in your mobile/mail ID
21. Click on 'Submit OTP'
22. Caution will be displayed "Payment in process – do not close" – Wait for some time.
23. "Payment processed successfully" will appear on the screen, if the process is successful
24. Click on 'Close'

#### **HOW TO CHECK**

1. Click on SBI Health Assist – Plan-B 'Apply'
2. Click on 'View Status'
3. After approval at A.O. You can view 'ZO Approved' under 'Request Status' with regard to the payment made now. You can also view 'Success' under 'Payment Status'
4. Click on the latest 'Request No.'
5. Click on 'Print Application Form' and take the print-out for future reference.
6. Click on 'Print Receipt' and take the print-out.
7. After approval of Corporate Centre, you can view 'CC Approved' under 'Request Status', which can be checked later.

