

Adding 10 or less members to your policy





**Meet Ahmed, he is an HR benefit manufacturer
for Al Safa Manufacturing Company**



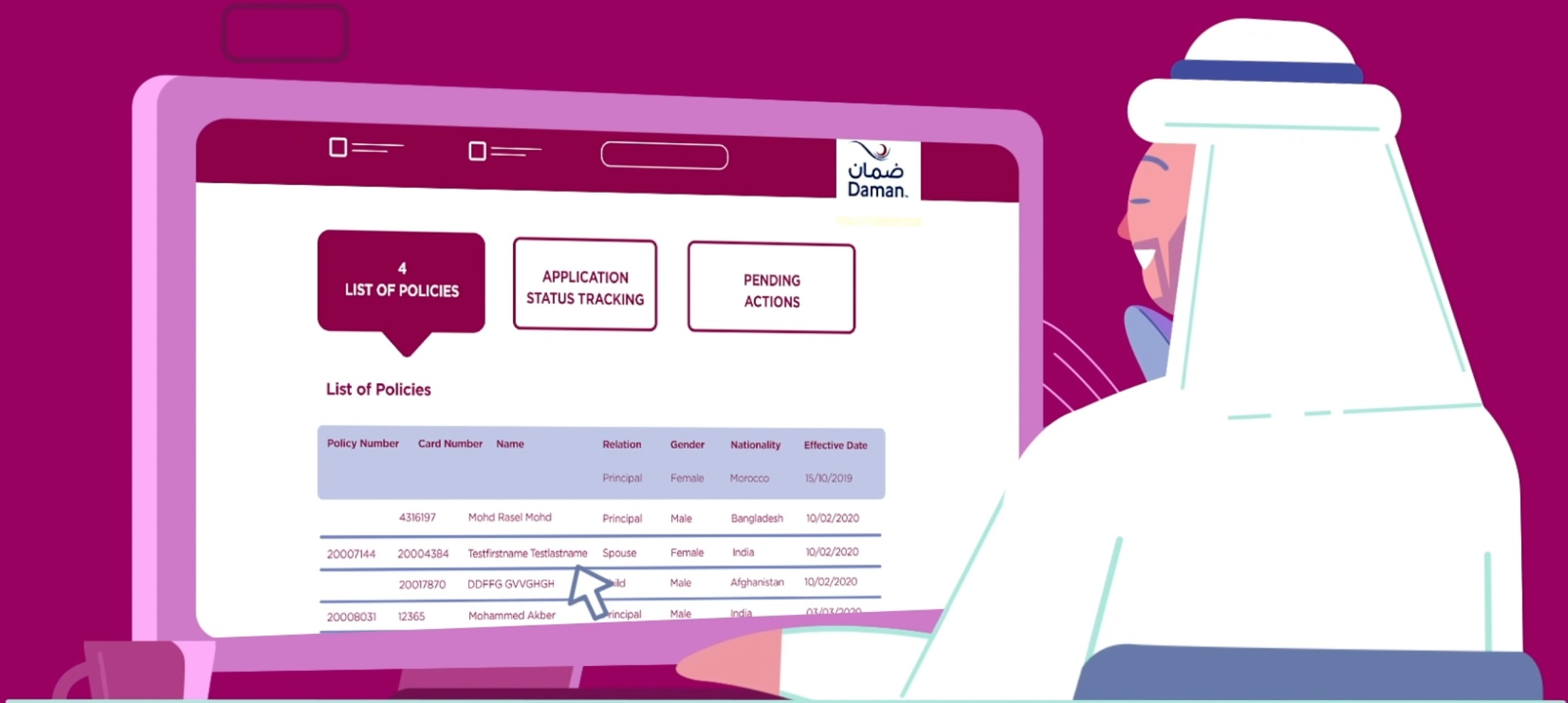
Ahmed wants to add 10 people to his policy



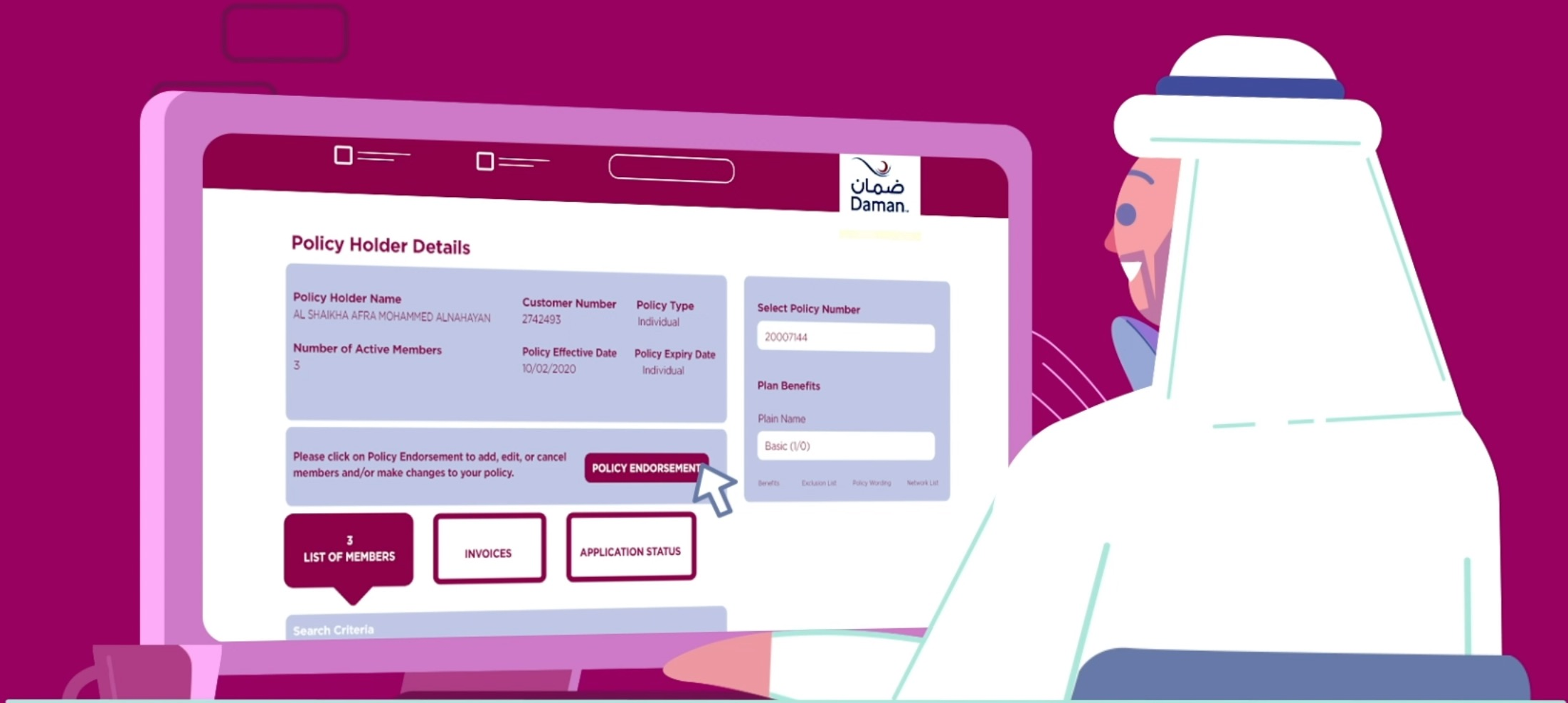
But he's a bit confused



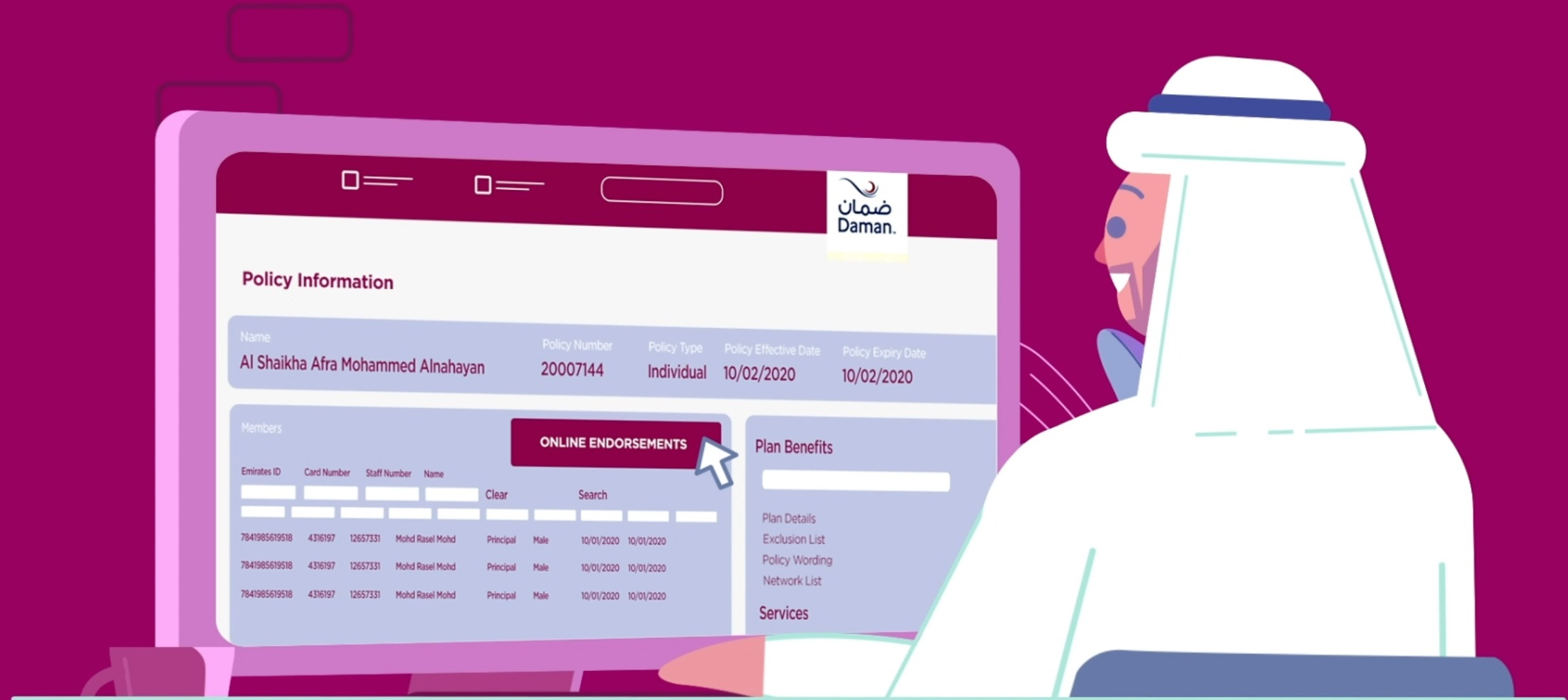
So, we're going to show him how



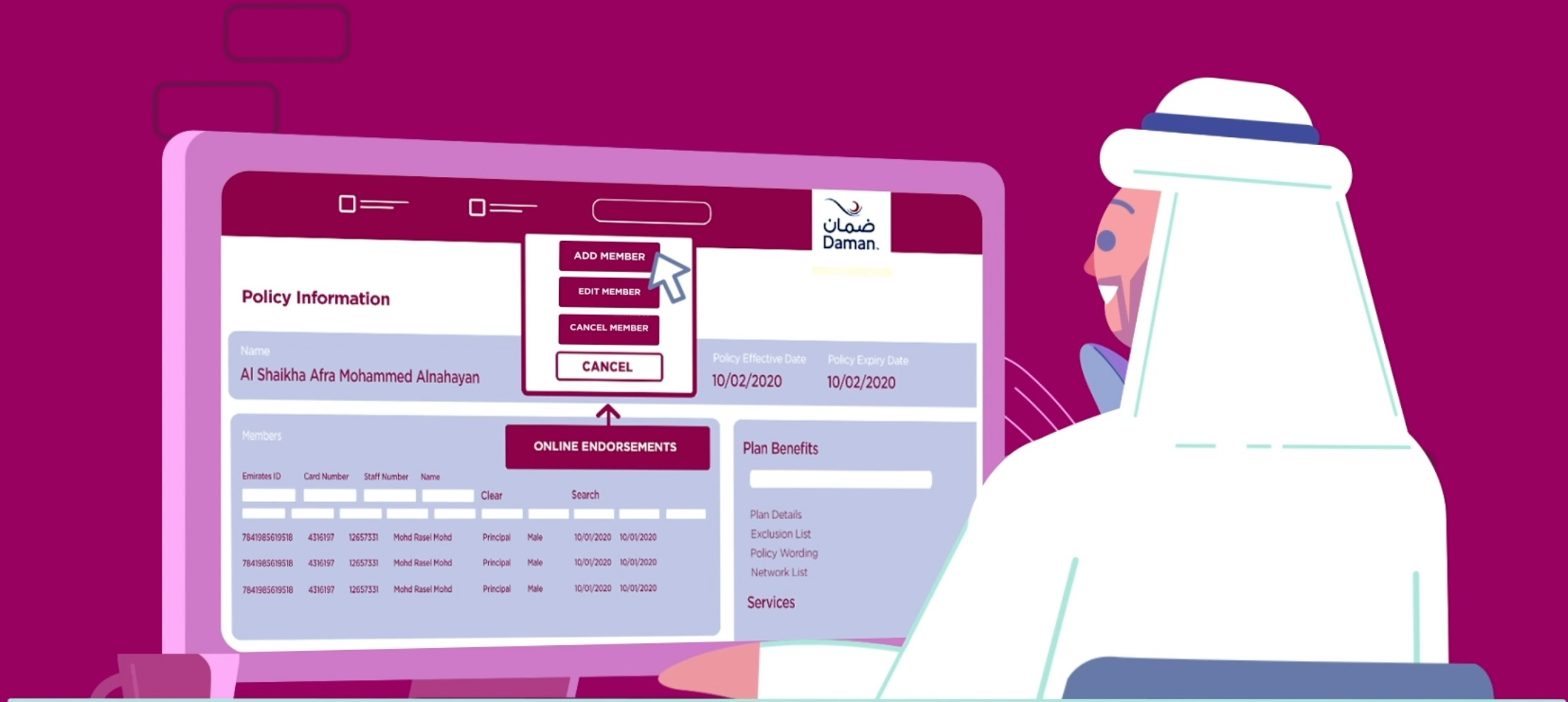
First, he needs to choose a policy from the list



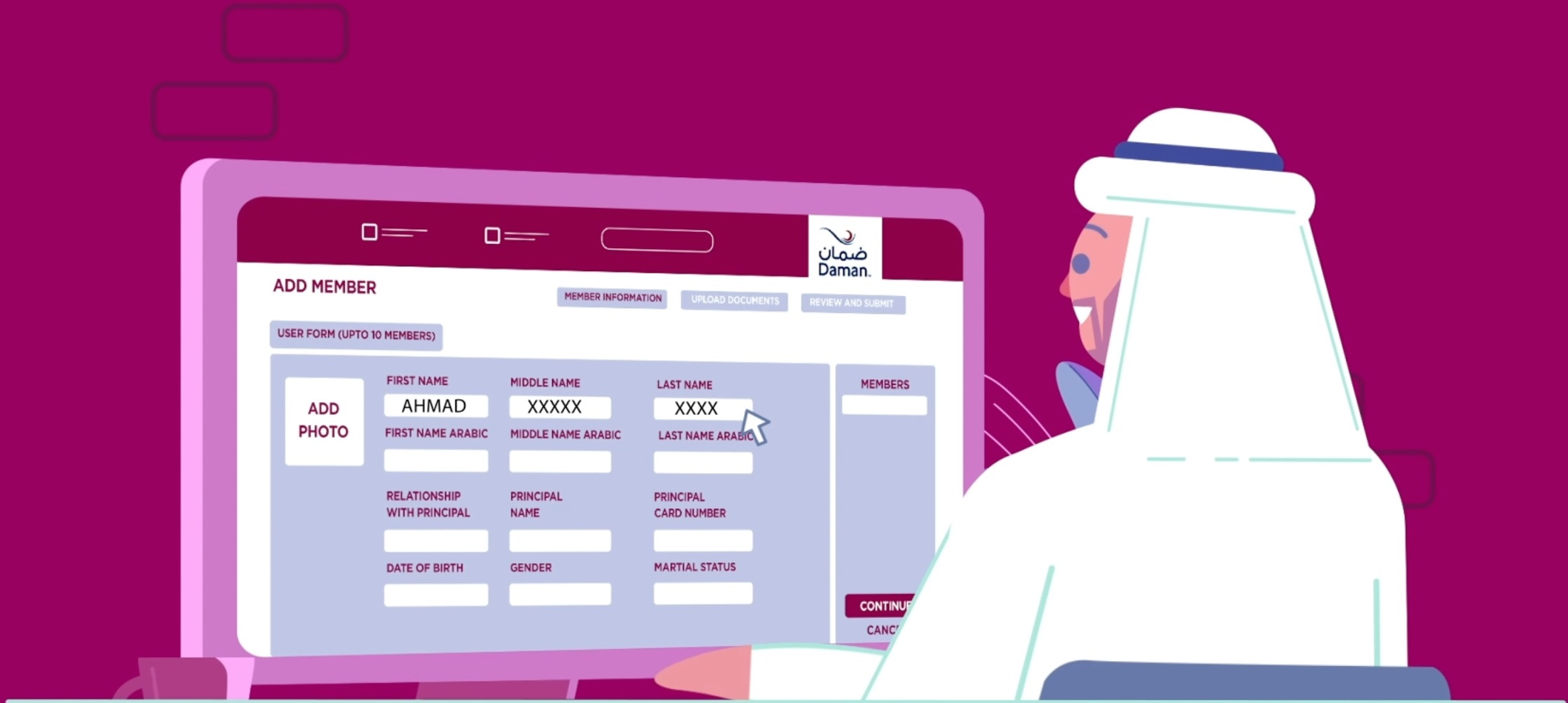
Then, he needs to click on 'POLICY ENDORSEMENT'



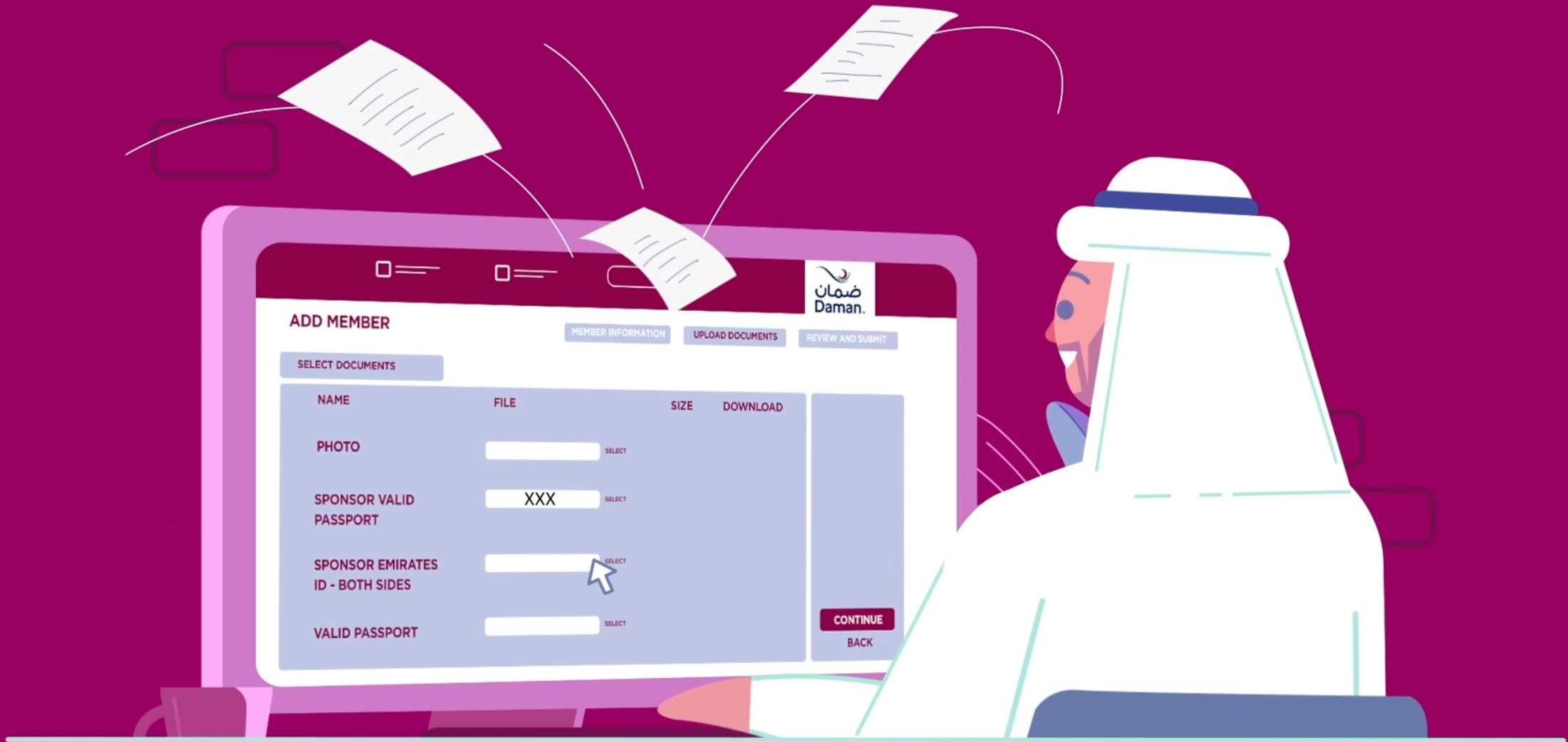
Now, he needs to choose 'ONLINE ENDORSEMENTS'



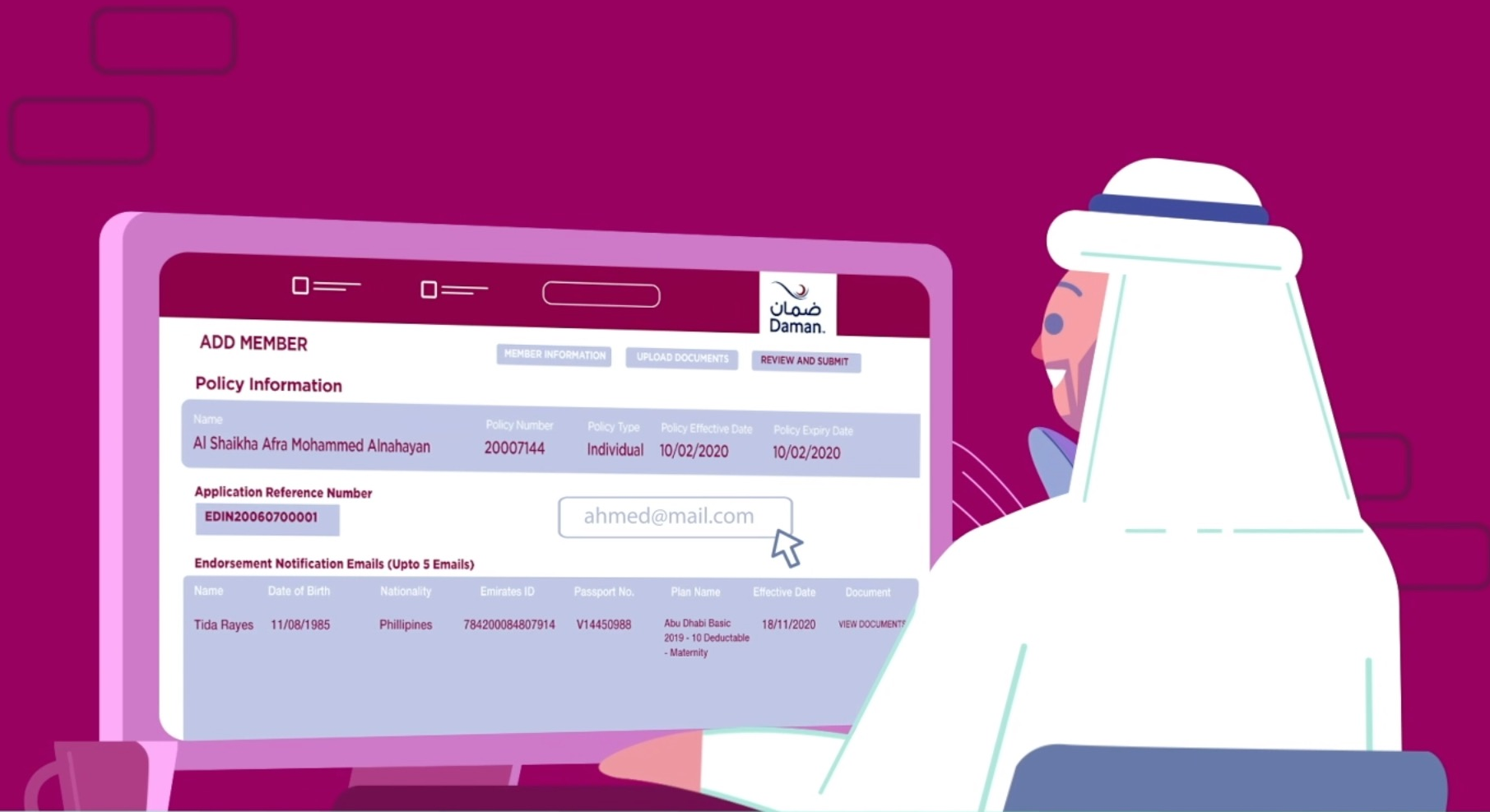
From these options, he can now click on 'ADD MEMBER'



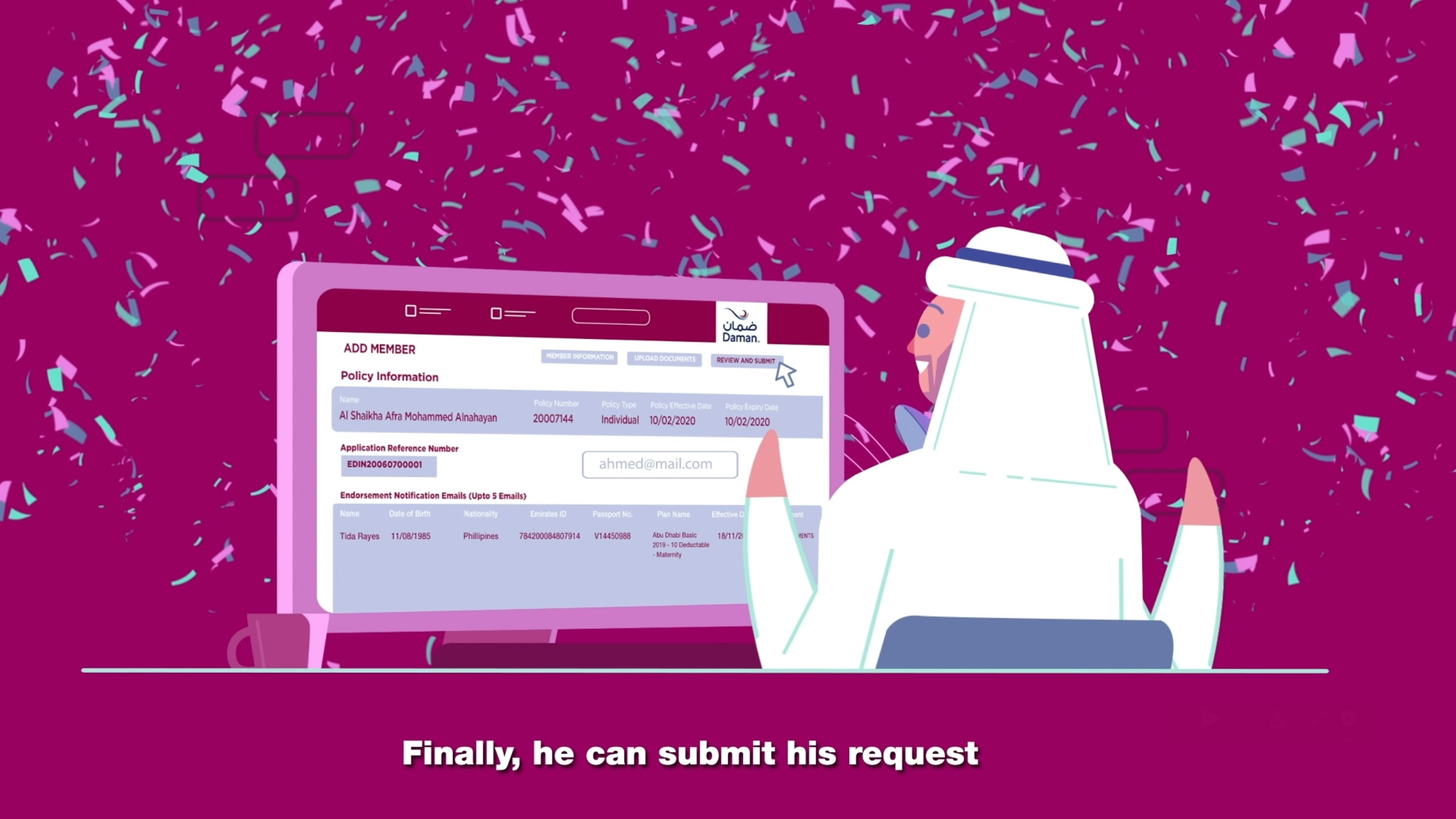
Now is the part where Ahmed needs to choose the 'USER FORM' and fill in member information



Ahmed then needs to upload the required member documents, one by one or in bulk



He then needs to review his request and make sure that he enters his email address



ADD MEMBER

MEMBER INFORMATION UPLOAD DOCUMENTS REVIEW AND SUBMIT

Policy Information

Name	Policy Number	Policy Type	Policy Effective Date	Policy Expiry Date
Al Shaikha Afra Mohammed Alnahayan	20007144	Individual	10/02/2020	10/02/2020

Application Reference Number

EDIN20060700001 ahmed@mail.com

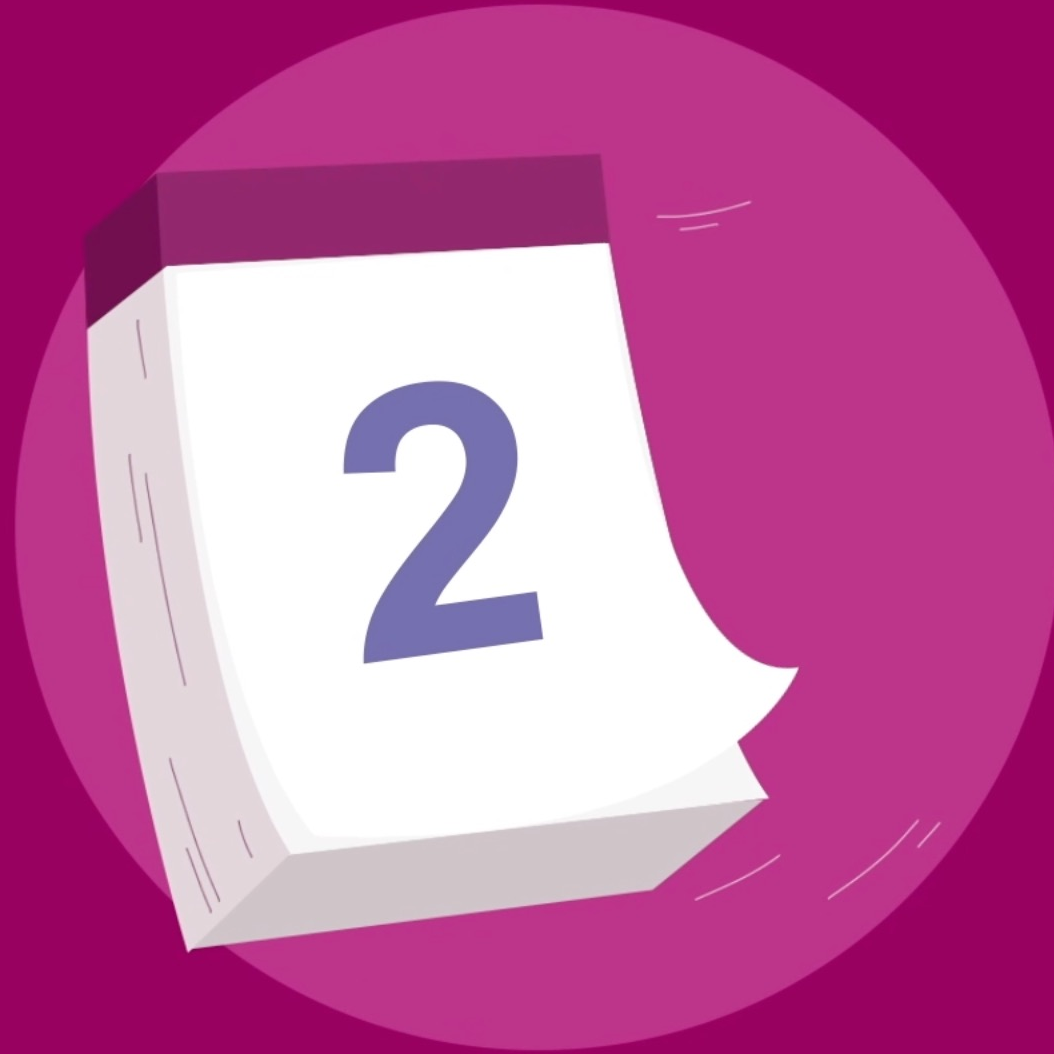
Endorsement Notification Emails (Upto 5 Emails)

Name	Date of Birth	Nationality	Emirates ID	Passport No.	Plan Name	Effective D	Event
Tida Rayes	11/08/1985	Phillipines	784200084807914	V14450988	Abu Dhabi Basic 2019 - 10 Deductable - Maternity	18/11/20	KENT'S

Finally, he can submit his request



**We will then process Ahmed's request in 3 working days
before sending him a notification to his email**



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before sending him a notification to his email**



**We will then process Ahmed's request in 3 working days
before sending him a notification to his email**



Email Received!

Ahmed will then receive a notification with his invoice



Email Received!

Once the payment is processed, his policy will be activated



Now, that was easy. Wasn't it Ahmed?



Toll free: 800 4 32626



onlineendorsement@damanhealth.ae