

**Adding more than 10 members to your policy**





**Here is Ahmed, he is an HR benefit manager for Al Safa Manufacturing Company**



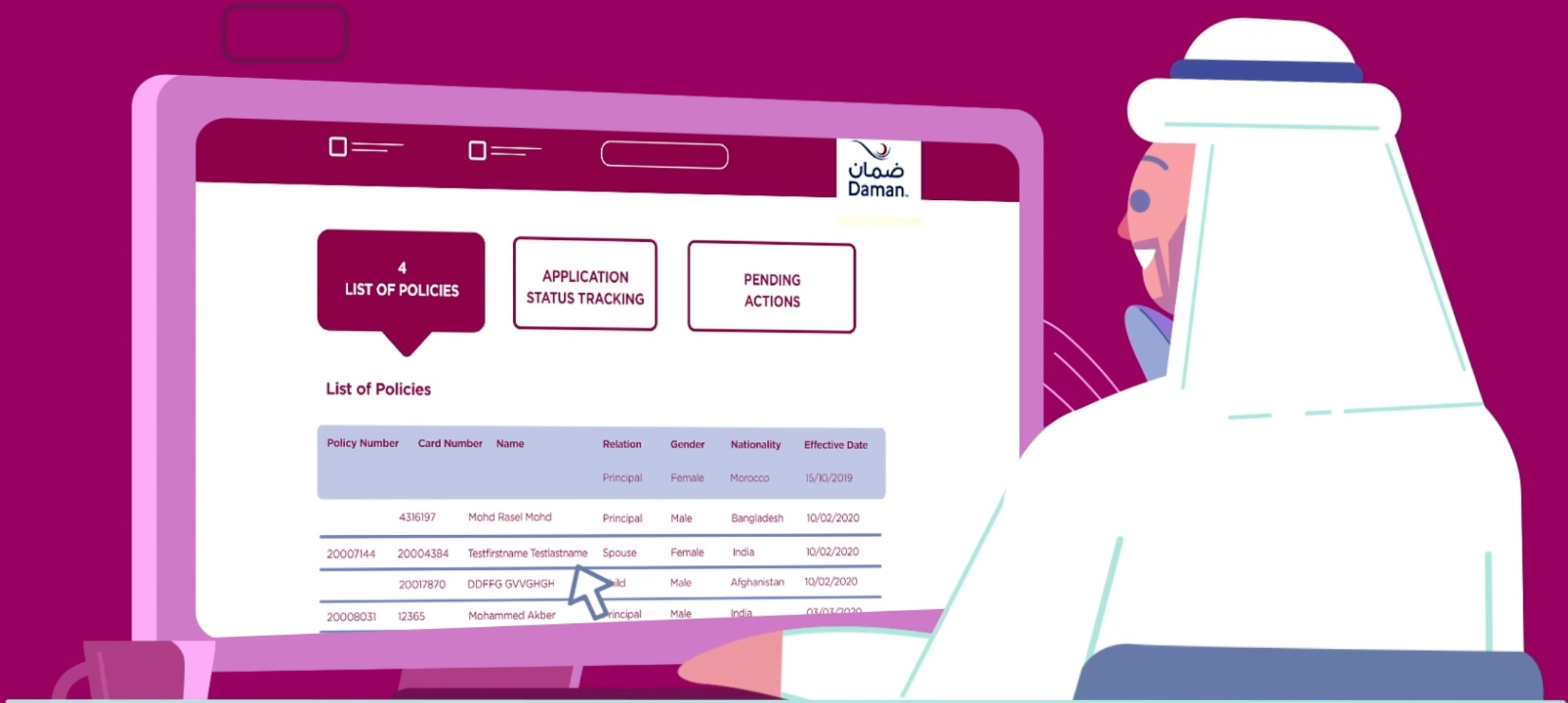
**Ahmed wants to add more than 10 people to his policy**



**But he's a bit confused**

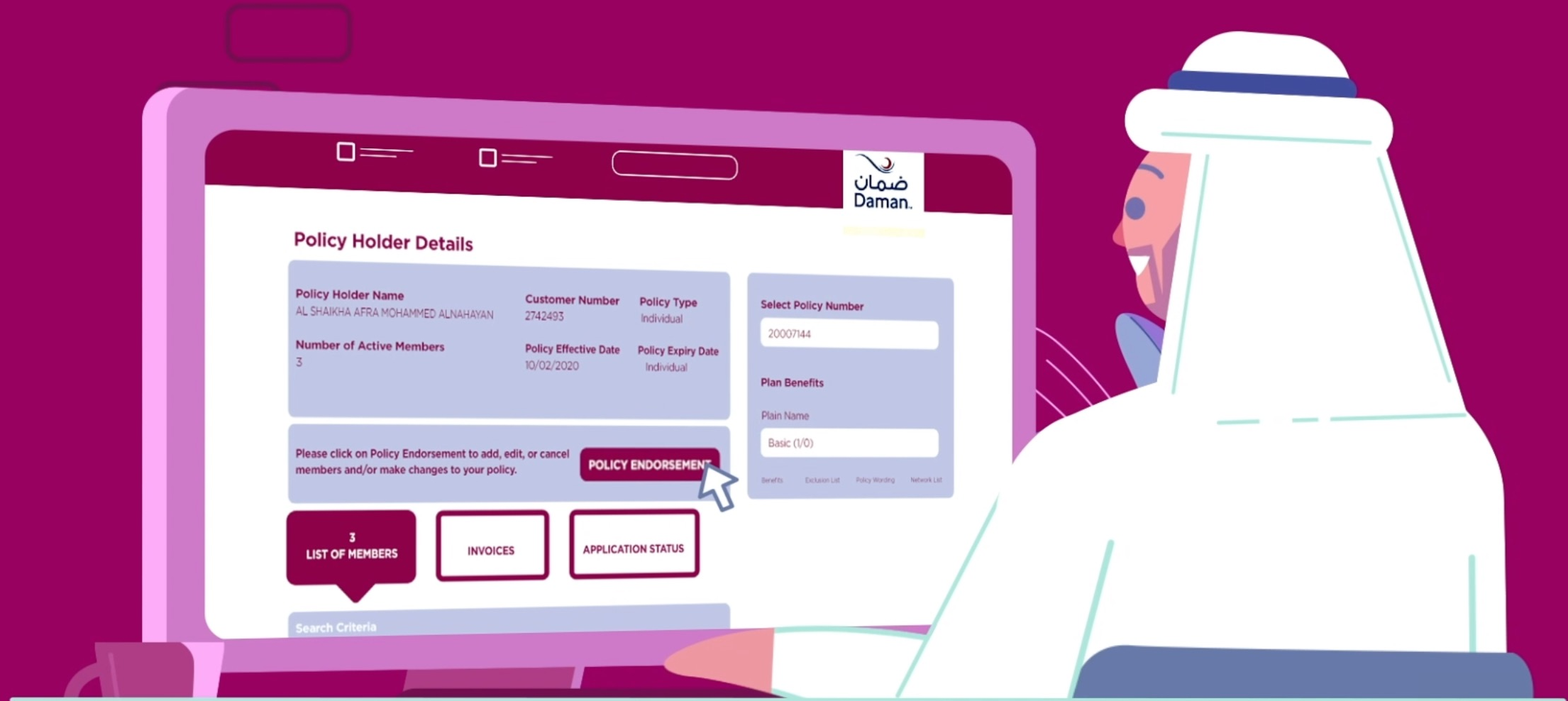


**So, we're going to show him how**

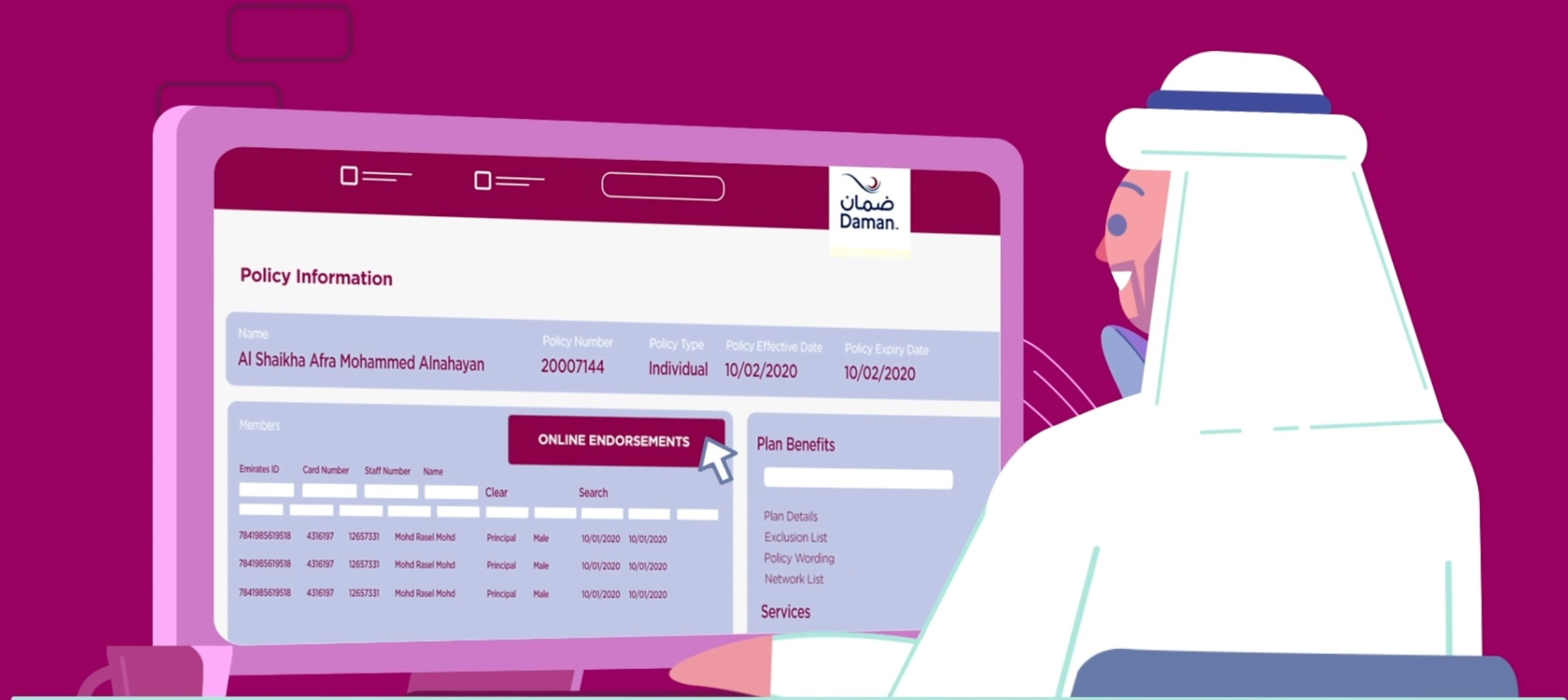


**First, he needs to choose a policy from the list**



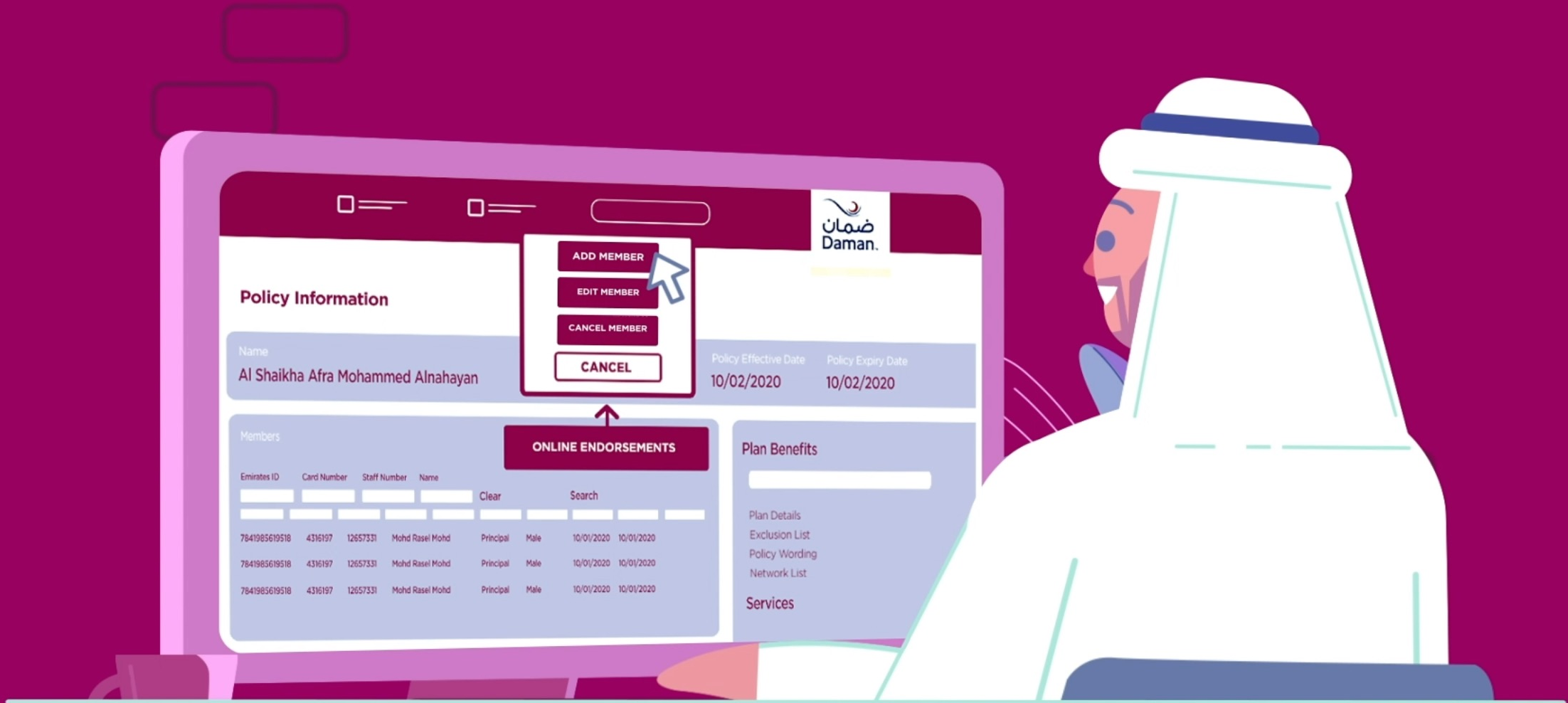


**Then, he needs to click on 'POLICY ENDORSEMENT'**

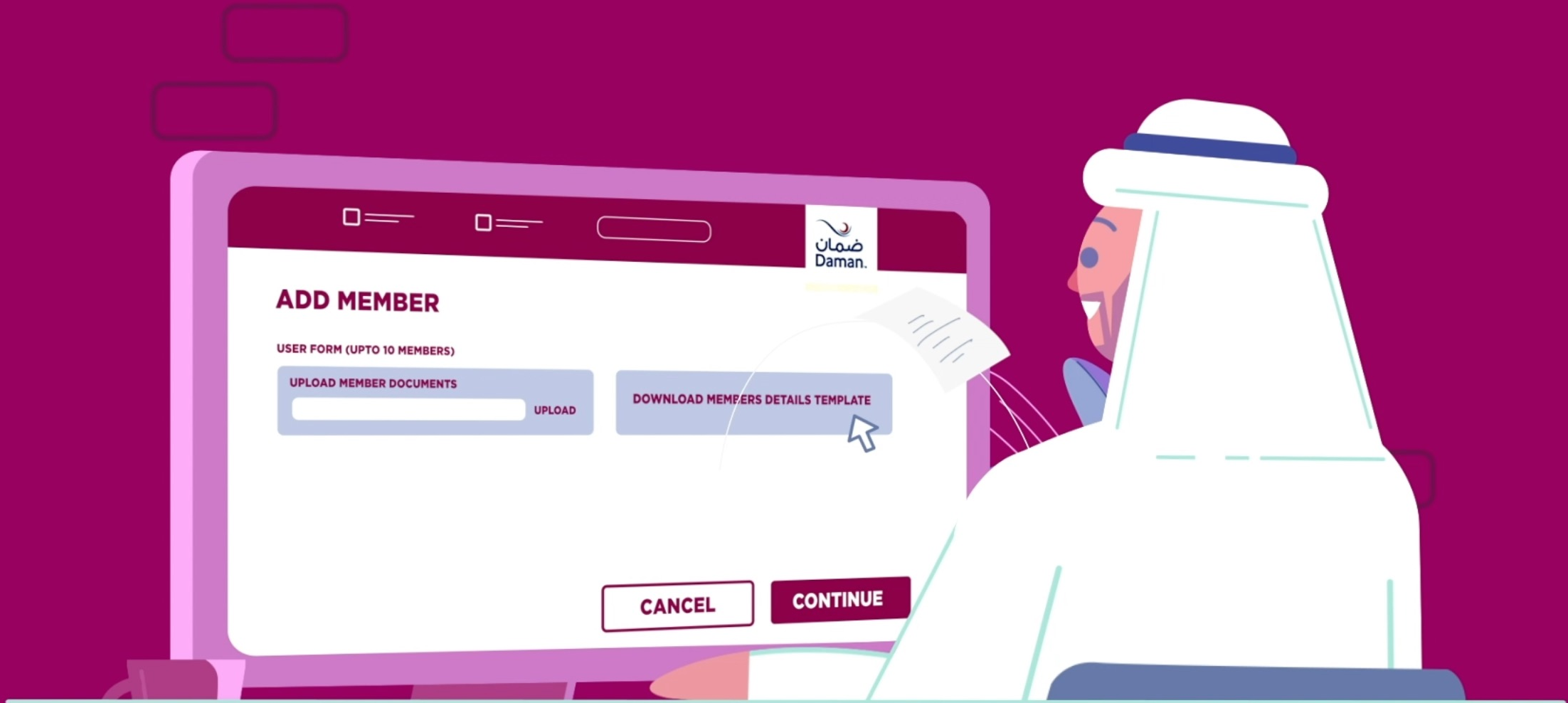


**Now, he needs to choose 'ONLINE ENDORSEMENTS'**

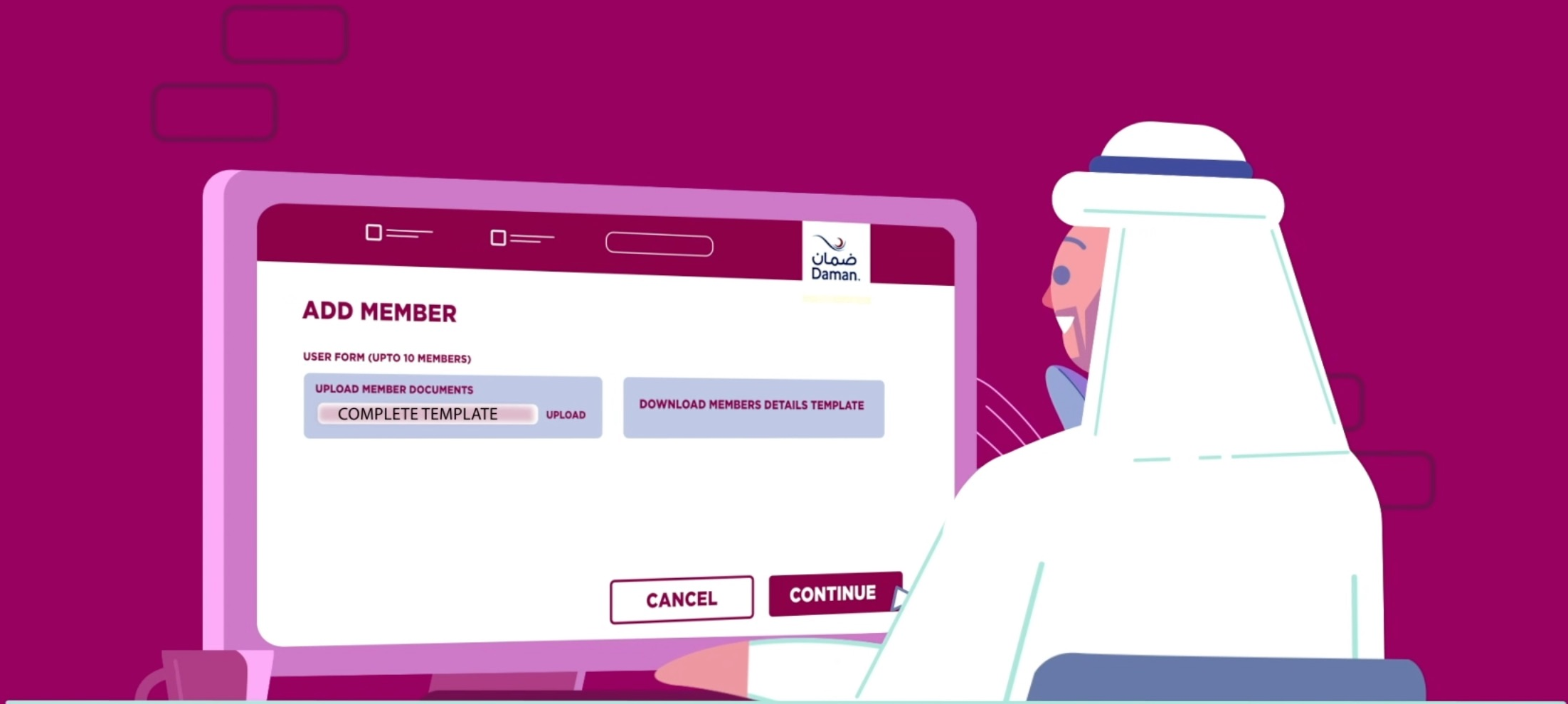




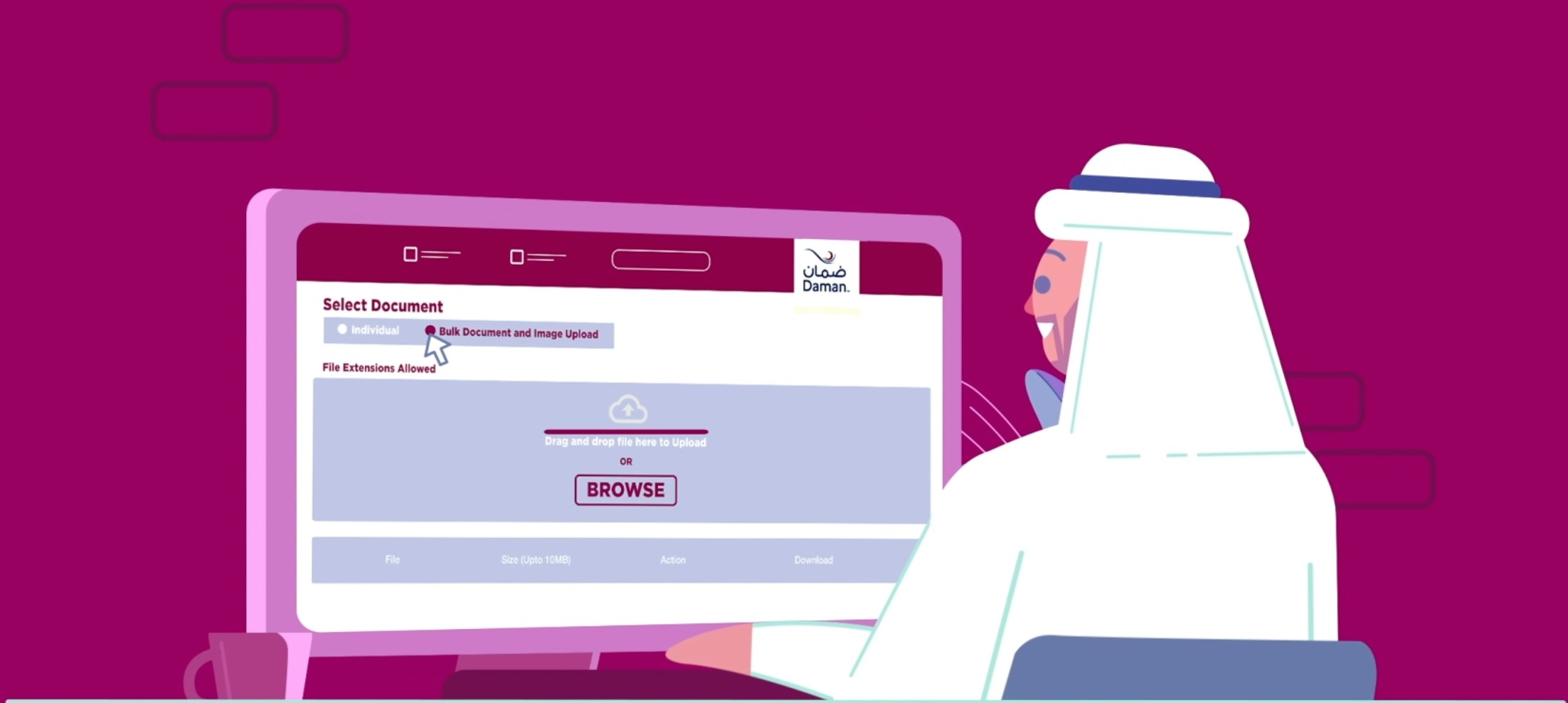
**From these options, he can now click on 'ADD MEMBER'**



**He then needs to download the 'MEMBER DETAILS TEMPLATE' through the excel option**

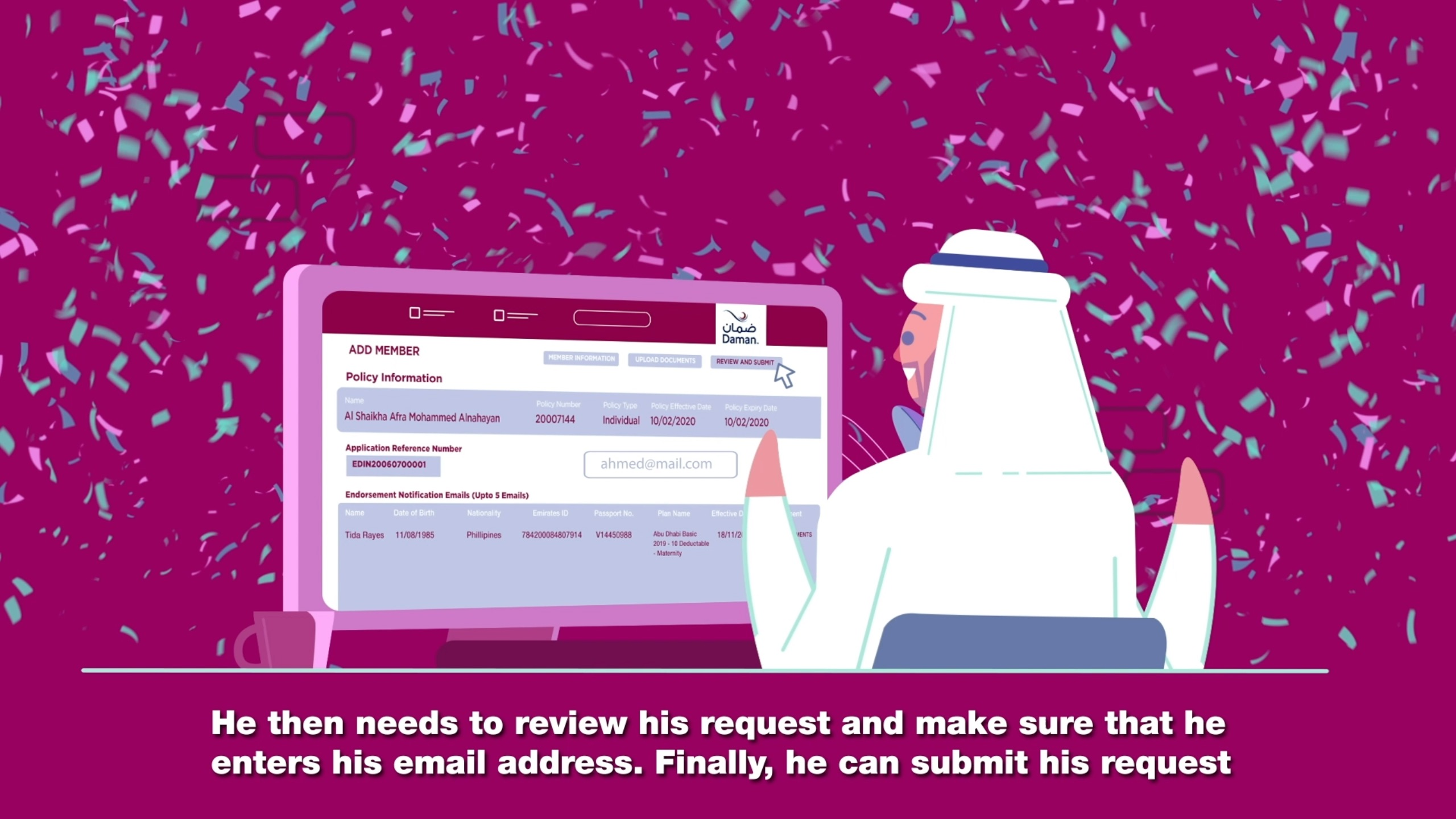


**Fill in the template and upload it. Then he can click on 'CONTINUE'**



**Ahmed now needs to upload member documents by clicking on the 'BULK DOCUMENT AND IMAGE UPLOAD OPTION'**





**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)**

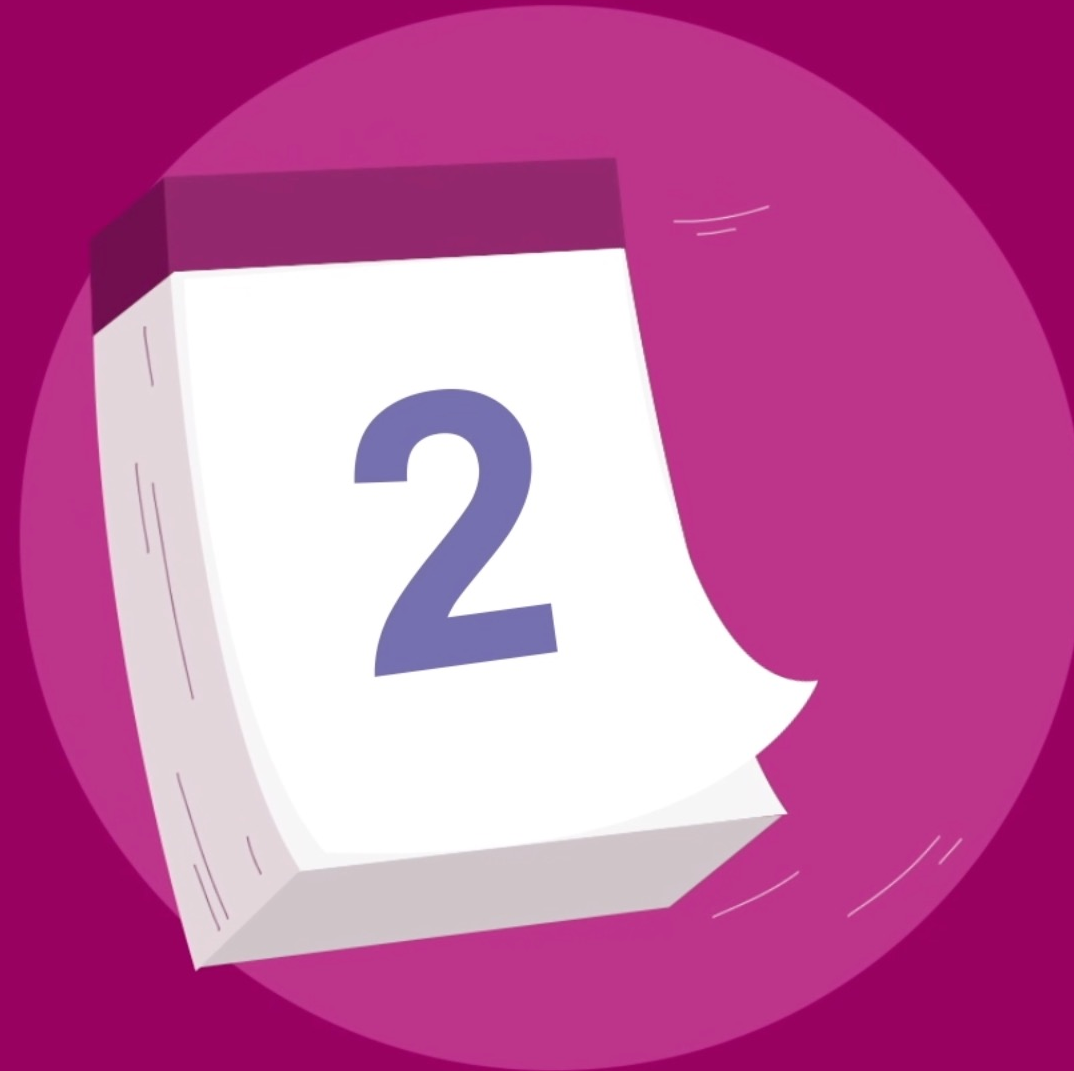
Name	Date of Birth	Nationality	Emirates ID	Passport No.	Plan Name	Effective D	ment
Tida Rayes	11/08/1985	Phillipines	784200084807914	V14450988	Abu Dhabi Basic 2019 - 10 Deductable - Maternity	18/11/20	MENTS

**He then needs to review his request and make sure that he enters his email address. Finally, he can submit his request**



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





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before sending a notification to his email**



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before sending a notification to his email**



Email Received!

**Ahmed receives a notification with the invoice.  
After paying, the policy will be activated**



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



Toll free: 800 4 32626



[onlineendorsement@damanhealth.ae](mailto:onlineendorsement@damanhealth.ae)