

User Instruction Manual

For

Corporate Health Portal

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1 Introduction

This guide is designed to help insurance agents and corporate insurance clients navigate the portal and access their policy details efficiently. The portal provides a comprehensive platform for managing and viewing insurance policies and accessing important documents.

2 Getting Started

2.1 System Requirements

In order to use this portal, ensure that your system meets the following requirements:

- **Browser:** Latest versions of any web browser (i.e., Chrome, Edge, Safari etc).
- **Internet Connection:** Stable.

2.2 Accessing the Portal

Open your web browser and enter the below mentioned portal URL.

Bookmark the URL for easy future access.

URL : <https://corporatebusiness.jubileehealth.com>

Following web page should appear



WELCOME TO JUBILEE HEALTH
CORPORATE PORTAL

Sign In with credentials

[Forgot Password ?](#)

2.3 Logging In

1. Go to the login page of the portal.
2. Enter your **Email address** and **Password**.
3. Click the **Sign in** button.

WELCOME TO JUBILEE HEALTH

CORPORATE PORTAL

Sign In with credentials





[Forgot Password ?](#)

Sign in

Sign Up

2.4 Sign Up Process

If you are a new user to this portal, you must create an account first:

1. Go to the login page of the portal.
2. Click on the **Sign Up** button.
3. Select the **User type** (i.e., Marketing Officer, Client)
4. Provide your **Email address** and press **Sign up** button.
5. Your email address must be registered in company record.
6. If your email is verified by the company database, then you will receive a confirmation email with a verification link. Click the link to verify your email address and then you will receive a first login password.
7. Use that to login the portal and change your password.

WELCOME TO JUBILEE CORPORATE HUB PORTAL

Sign Up in with Details

 Please select user type

 Please Enter Email Address

If you are a client then select “Register as Client” in user type field and for Marketing Officers please select “Register as Agent”.

NOTE: if you receive any errors during signup process then send your email address and problem details to below mention email address:

grouphealth.admin@jubileehealth.com;

2.5 Forgot Password

If you have forgotten your password:

1. Go to the login page of the portal.
2. Click on **Forgot Password**.
3. Enter your **Email Address**.
4. Click **Send Email** button.
5. Check your email for a password reset link.
6. Click the link and then you will receive a temporary password on your email.
7. Return to the login page and enter that password, and then change your password.

WELCOME TO JUBILEE HEALTH CORPORATE PORTAL

Sign In with credentials

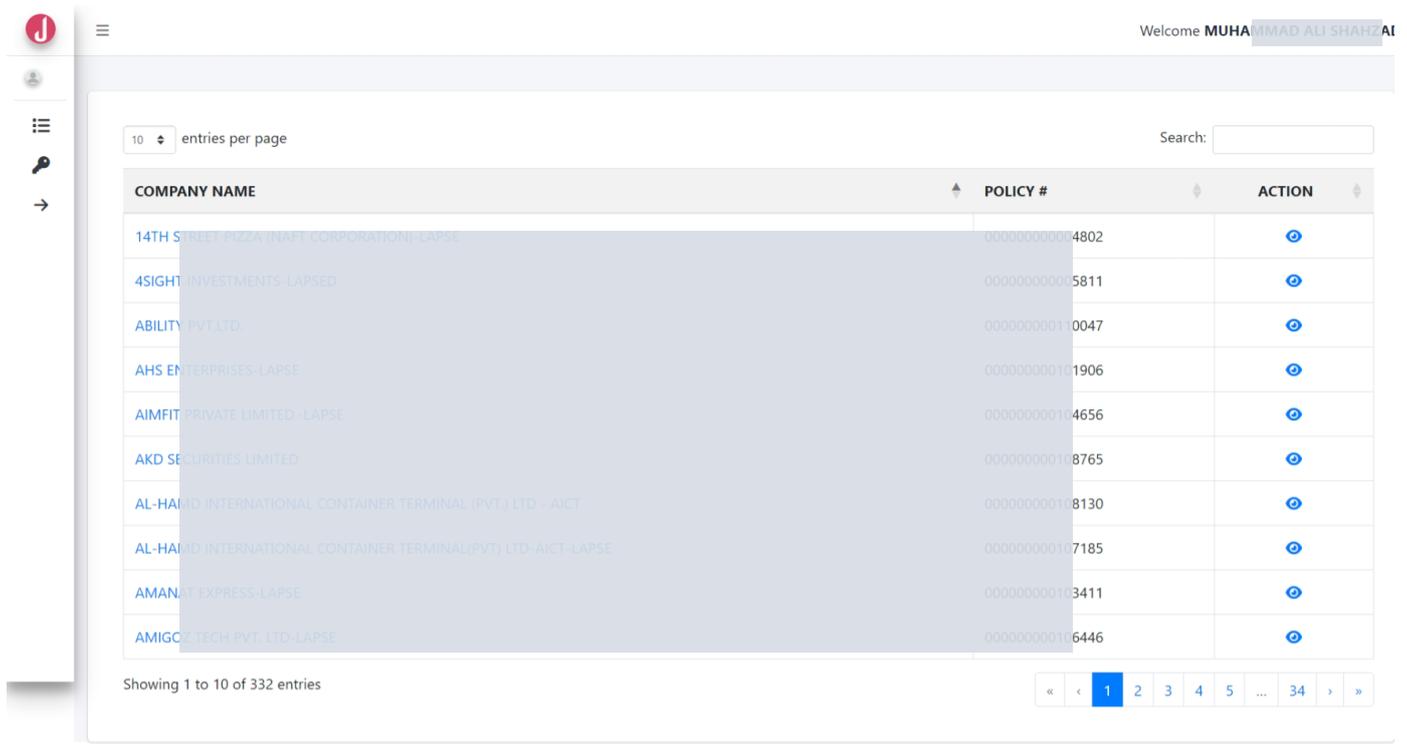
Forget Password:

 Enter Registered Email

3 Navigating the Dashboard

3.1 Overview

After logging in, you will be directed to the main dashboard. The dashboard provides a list of your policies and quick links to key features.



The screenshot displays a dashboard interface. At the top right, it says "Welcome MUHAMMAD ALI SHAHZAI". On the left, there is a navigation menu with icons for home, list of policies, change password, and logout. The main content area shows a table of policies with the following columns: COMPANY NAME, POLICY #, and ACTION. The table lists 10 entries, each with a company name, a policy number, and an eye icon in the action column. Below the table, it indicates "Showing 1 to 10 of 332 entries" and a pagination control showing page 1 of 34.

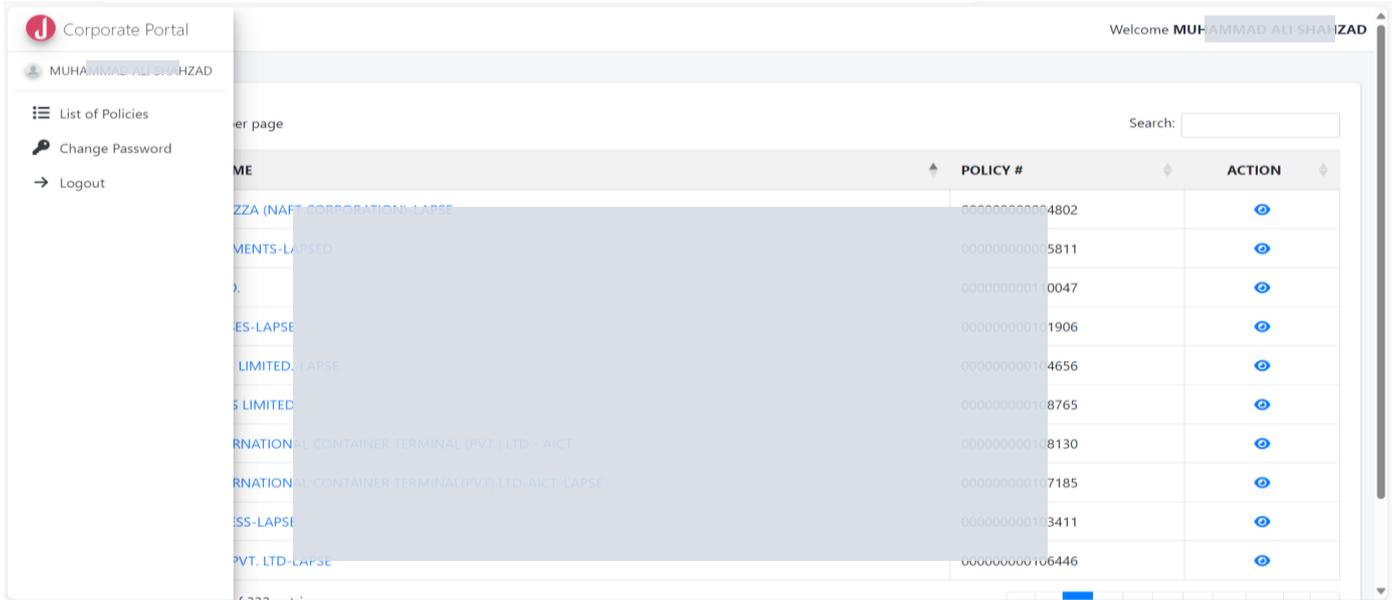
COMPANY NAME	POLICY #	ACTION
14TH STREET PIZZA (NAFT CORPORATION)-LAPSE	00000000004802	
4SIGHT INVESTMENTS-LAPSED	00000000005811	
ABILITY PVT.LTD.	00000000010047	
AHS ENTERPRISES-LAPSE	00000000011906	
AIMFIT PRIVATE LIMITED - LAPSE	000000000114656	
AKD SECURITIES LIMITED	000000000118765	
AL-HAMID INTERNATIONAL CONTAINER TERMINAL (PVT.) LTD - AICT	000000000118130	
AL-HAMID INTERNATIONAL CONTAINER TERMINAL(PVT) LTD-AICT-LAPSE	000000000117185	
AMANAT EXPRESS-LAPSE	000000000113411	
AMIGOZ TECH PVT. LTD-LAPSE	000000000116446	

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3.2 Main Menu

The main menu on the left side of the dashboard includes:

- **Home:** Return to the dashboard.
- **List of Policies:** View and manage your policies.
- **Change Password:** To change your login password.
- **Logout:** To logout from portal.



4 Viewing Policy Details

To view the details of any policy, go to list of policies page and click the **eye** button on the right side of the policy, which you want view.

4.1 Policy Information

1. Click on the Policy Information.
2. On this page basic information of policy and company is listed.



4.2 Health Coverage Information

1. Click on Health coverage information page
2. This page will show the premium and coverage information of insured persons.

The screenshot displays the 'Health Coverage Information' page for policy AILITY PVT.LTD. (000000000110047). The page is divided into two main sections: 'PREMIUM INFORMATION' and 'COVERAGE INFORMATION'. The 'PREMIUM INFORMATION' table shows a total premium of 552,452, with breakdowns for Inpatient (452,452), Maternity (0), Corporate Major Medical (100,000), Outpatient (0), Inter Cover (0), and PRE/POST Natal Premium (0). The 'COVERAGE INFORMATION' table shows a total of 108 insured persons, including 108 employees, 0 spouses, 0 children, 0 parents, 0 other employees, and 0 missing DOB.

PREMIUM INFORMATION	
Total Premium	552,452
Inpatient	452,452
Maternity	0
Corporate Major Medical	100,000
Outpatient	0
Inter Cover	0
PRE/POST Natal Premium	0

COVERAGE INFORMATION	
Total No. of Insured Persons	108
Total No. of Employees	108
Total No. of Spouse(s)	0
Total No. of Children	0
Total No. of Parent(s)	0
Overage Employee (if any)	0
Missing DOB (if any)	0

4.3 Benefit Details

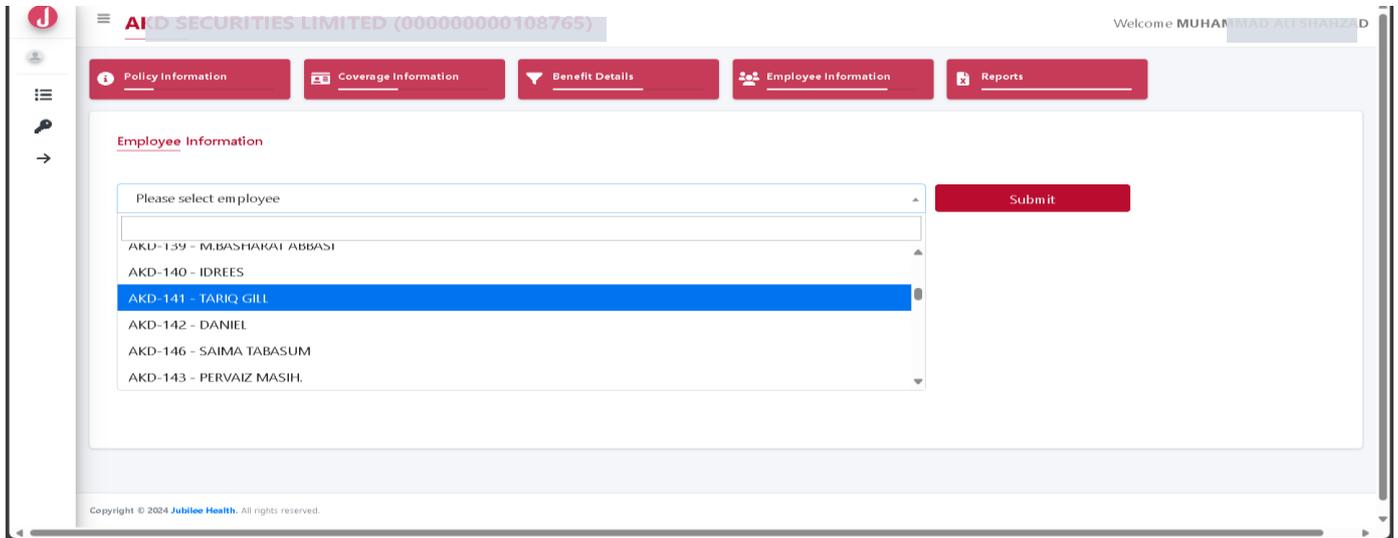
1. Click on Benefit Detail page
2. This page will show the details of benefits available on this policy.

The screenshot displays the 'Benefit Details' page for policy AID SECURITIES LIMITED (000000000108765). The page shows 'H & R BENEFITS' with a table detailing hospital and related limits, room and board, pre-hospitalization diagnosis, post-hospitalization follow-up, normal delivery, and complicated delivery for three different plans (A, B, and C).

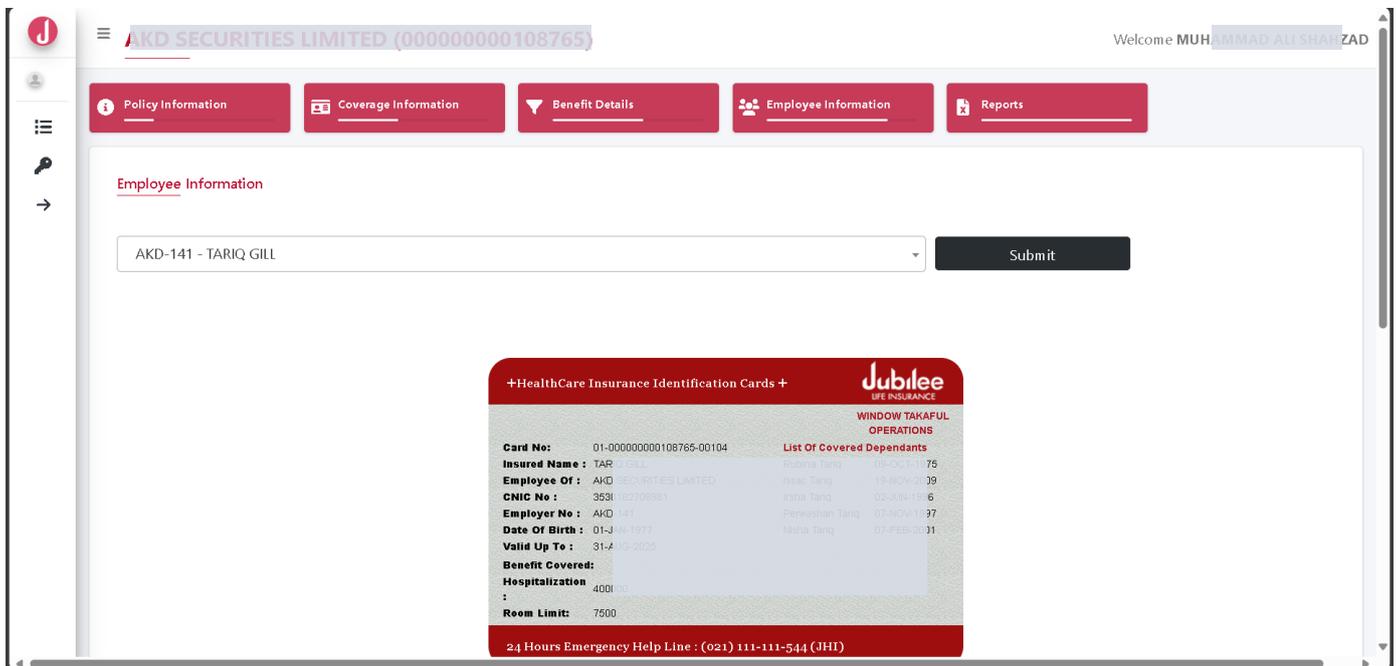
Plan	Hospital & Related Limits	Room & Board (per day)	Pre-Hospitalization Diagnosis	Post-Hospitalization Follow up	Normal Delivery	Complicated Delivery
A	800,000	15,000	800,000	800,000	200,000	300,000
B	600,000	10,000	600,000	600,000	150,000	210,000
C	400,000	7,500	400,000	400,000	115,000	185,150

4.4 Employee Information

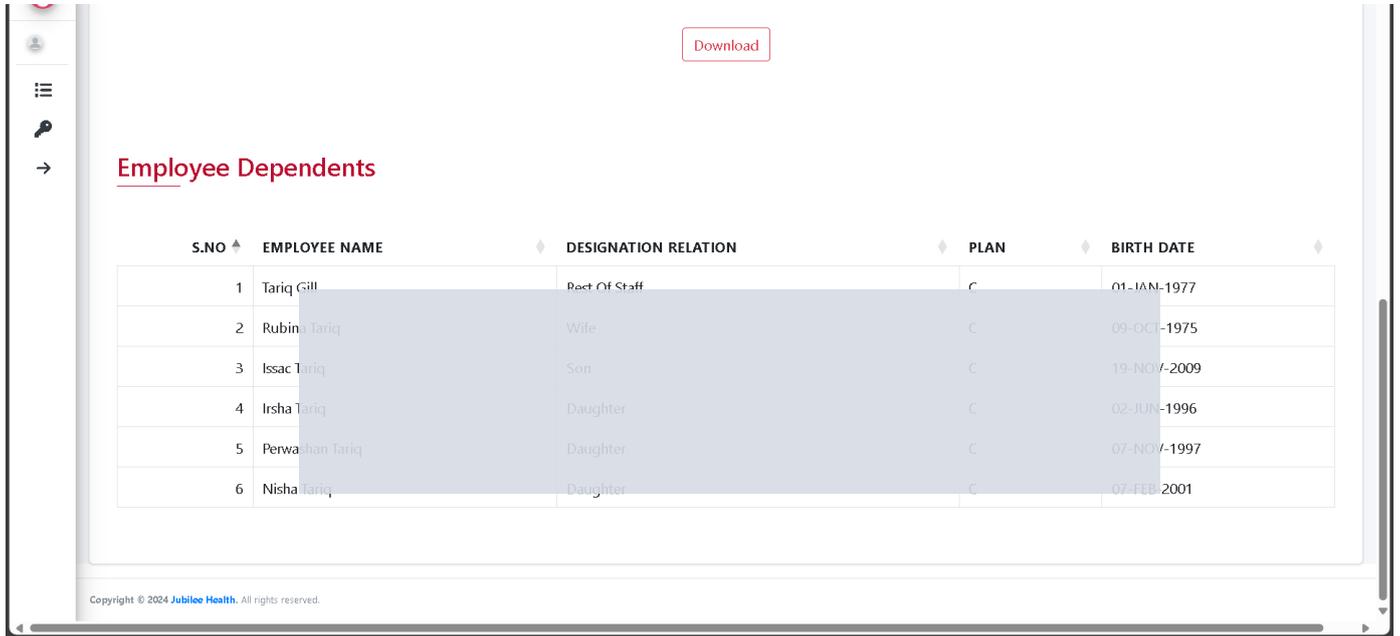
1. Click on the Employee Information Page
2. This page will show a drop down of all employees of the company



Select an employee and click on Submit button, will show the card of that employee.



Scroll down further to see the list of dependents and claims of that employee.



[Download](#)

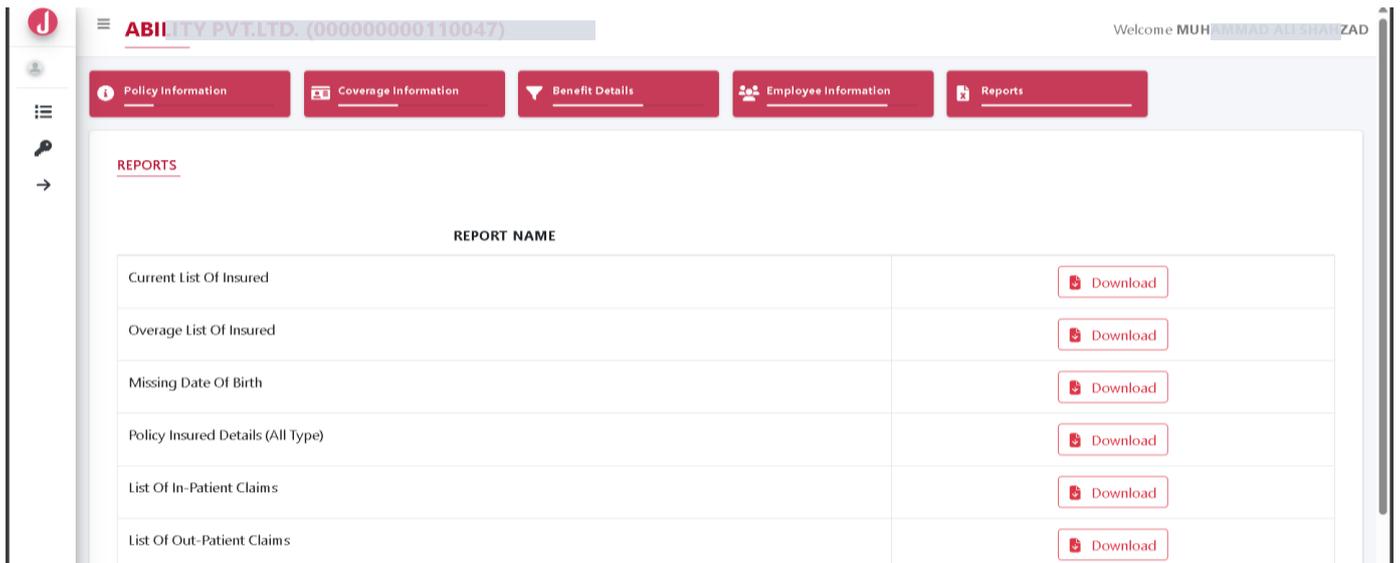
Employee Dependents

S.NO	EMPLOYEE NAME	DESIGNATION RELATION	PLAN	BIRTH DATE
1	Tariq Gill	Part Of Staff	C	01-IAN-1977
2	Rubina Tariq	Wife	C	09-OCT-1975
3	Issac Tariq	Son	C	19-NOV-2009
4	Irsha Tariq	Daughter	C	02-JUN-1996
5	Perwan Khan Tariq	Daughter	C	07-NOV-1997
6	Nisha Tariq	Daughter	C	07-FEB-2001

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4.5 Reports

1. Click on Reports page
2. This page will show various reports of this policy.
3. Click on the download button against the selected report.
4. This report will be downloaded on your device in Excel Format.



ABILITY PVT.LTD. (000000000110047) Welcome MUHAMMAD ALI SHAH ZAD

Policy Information Coverage Information Benefit Details Employee Information Reports

REPORTS

REPORT NAME	
Current List Of Insured	Download
Overage List Of Insured	Download
Missing Date Of Birth	Download
Policy Insured Details (All Type)	Download
List Of In-Patient Claims	Download
List Of Out-Patient Claims	Download