

**PROCEDURE FOR PREMIUM PAYMENT**  
**SAIL Mediclaim Scheme (2024-25) - 11<sup>th</sup> July, 2024 to 10<sup>th</sup> July, 2025**

**A. RENEWAL CASES**

**I. Payment Options**

- SAIL has a tie-up with SBI for facilitating the medical insurance payment.
- Premium for Base policy, Super Top-up and Enhanced room rent (if opted) can be paid online through Credit Card/ Internet Banking/Debit Card, etc.
- Payment can also be made through cash, at any of the SBI Branches along-with pre-filled-in, computer generated challans (having State Bank Collect Reference No. printed on the challan form). The payment may be made by the member or his/her representative for self/spouse/both, as the case may be.

**II. State Bank of India - (SB Collect - Link: <https://sailenrollment.mdindia.com> )**

- Please enter the above URL in web browser. This will redirect the user to the Login Page. Enter valid user name (MIN no.) and password (Date of Birth in DDMMYYYY) and click on “Login” tab.
- An OTP will be sent to member’s mobile no. and Email id which needs to be submitted at Login page. In case member do not have access to Mobile no. and Email, member can approach IRPs of their separating Plant/ Unit for updation of their Mobile no. and Email id.
- Post submission of OTP, members will be redirected to the password setup page. Upon confirming the new password, member will have to re-login again. Subsequently, the member can view his/ her enrolment details.
- Delete Family Members: Here members can delete the family members by clicking on action button as highlighted below.
- Edit Contact Details: Please update your contact details below. Only the mobile number and email address can be edited. **Fields marked with a red asterisk (\*) are mandatory.**
- Other Details: Here member is required to fill Self and Spouse details by filling all the mandatory details marked in red asterisk. To upload the document, the document size should not exceed 2mb and should be in jpg/jpeg/png/pdf format. After filling the other details such as Date of Separation, SAIL Personnel/Staff No., Executive or Non-executive and Grade at Separation members is required to save the details by clicking on “Save” tab.
- Please note: If the members is executive with E8 and above grade then he/ she is eligible for the enhanced room rent with unchanged Basic Sum Insured.
- If the members wants to opt for the same he is required to select the “Yes” radio button and click the check box and hit “Submit” button.
- Member is required to cross-check all the details and confirm by clicking on “Confirm” tab.
- Next step is to click on “Pay Now”
- Here Members can select the desired payment method.
- For Internet Banking Payment Mode, enter Members Name, Password and Click on Login
- Members can verify all the details and click on “Confirm” tab.
- Enter the OTP received on your registered mobile number and click on “Confirm” tab.
- After successful payment members can download the SBI payment confirmation slip.
- Members can download E-card after the completion of payment.

## **B. GAP CASES**

Enrolment of gap cases shall be done in offline mode at the respective Plant/Unit level from where the ex-employee has separated. Beneficiaries have to submit the hard copy of the Application Form and deposit the applicable premium through DD/ECS mode as the case may be. Internal Resource Persons (IRPs) at respective Plants/Units shall facilitate completion of the process.

### **IMPORTANT NOTES:**

- Members are requested to kindly fill-in all the details correctly, in the fields provided for the same on the Medclaim Payment Portal.
- The **last date for enrolment** on SAIL MDIndia Integrated Web Portal and gap case enrolment at respective Plant/Unit is **10.08.2024**.
- SAIL shall bear no responsibility in case the member has filled incomplete/wrong data/details while proceeding for premium payment for renewal under SAIL Medclaim Scheme (2024-25).
- In case both the eligible members (retired employees who along with their spouse) are willing to renew their membership under SAIL Medclaim Scheme (2024-25), they must exercise the **'BOTH' option and not renew separately under 'SELF' & 'SPOUSE'**.
- **Misuse of Scheme:** Stringent action will be taken against individuals found to be misusing the system/guilty of any fraudulent activity, which shall include but not be limited to debarring member from Medclaim membership, initiating suitable legal action etc., as deemed fit by SAIL Management.
- **Merely payment of premium shall not be construed as RENEWAL of Membership.**
- **Kindly confirm your medclaim enrolment status, post premium payment, through the medclaim portal so provided.**