

Check Policy Status and Coverage Details Anytime & Anywhere



## **My Policy**



#### **Main Manual**

After logging into the Individual Customer Portal, the drop-down menu offers various functions, including but not limited to "My Policy", "E-Change", "E-Claim", "Application Status", "Past Records" and "E-Notice".

#### **Display Section**

Functions include "Message Notification", "Change Password", "Select Language", "Select Branch" and "Logout".

#### **Policy Overview**

- 1. Click a colour in the "Policy Status" circle to view details of policies under the corresponding status.
- 2. In the "Type of Inforce Coverage" section, you may click a colored image to check the types of coverage provided by all of your inforce policies, including Life Protection, Savings, Investment Linked, Critical Illness, Medical and Accident/Disability Protection.
- **3.** Click the policy no. with status of "Inforce (Premiums Paying)" or "Inforce (Paid-up)" in the policy list to enter the "Policy Details" page and know about the inforce policycontents, or click the application no.<sup>^</sup> with status of "Application Underway" to enter the "Application Status" page and know the statusof insurance application.

^If your application for new policy has not been approved for any of various reasons, the application will not continue to be shown in the Customer Portal account.



### **Customer Portal** User Guide

# **Policy Details**

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	Toset		Confirm		

- 1. After logging into the Individual Customer Portal, on the "Policy Details" page, you may check policy basic information, information on insurance intermediary, beneficiary, coverage, modal premium, account records, Policy Maturity Information and payment records.
- 2. Click "Download Policy Summary" to download and print the information shown on the "Policy Details" page.
  - **2a.** Select Policy Summary content options or click "Select all" for all content options.
  - 2b. Select Language.

2c. Click "Comfirm".

**3.** You may scroll down the list to check details of other policies.



### **Customer Portal** User Guide

## **E-Notice**



- **1.** After logging into the Individual Customer Portal, select "E-Notice" from the main manual.
- 2. On "E-Notice" page, you may filter notice by "Type of Notice", "Status", "Issue Date" or policy no. to view e-notice issued in the last 3 years.
- **3.** Click "Search Results" to download e-notice.



### **Customer Portal** User Guide



## Step 1

# Select Policy

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- **1.** After logging into the Individual Customer Portal, select "My Policy" from the main manual.
- 2. Select one of the policies from the policy list to enter the "Policy Details" page.
- **3.** If your selected policy was issued on or after 23 August 2020, you may click on "Please click here" to Step 2.
- **4.** If your selected policy was issued before 23 August 2020, you will be prompted.



### Step 2

## Enter Verification Code

С	Enter verification code	
asi <sup>volde</sup>	You will receive a 6-digit verification code through the mobile phone no. (applicable to mobile phone no. of Hong Kong, Mainland China, Macau, Taiwan, Singapore and Indonesia) and email address(if any) registered with the Company. This verification code is valid within 10 minutes.)	1 T
1 ent	Verification code Verification code will be sent to you in <b>32</b> seconds. The verification code has been sent to the mobile phone no. (853) 6****567 and email address c****life@hotmail.com.	43
siary DV6	Cancel Confirm 2	
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After clicking the button "Please click here", you will receive a 6-digit verification code through the mobile phone no. (applicable to mobile phone no. of Hong Kong, Mainland China, Macau, Taiwan, Singapore or Indonesia) and email address(if any) registered with the Company. This verification code is valid within 10 minutes.

- 1. Enter the 6-digit verification code
- 2. Click "Confirm"
- **3.** The new page will display "E-Policy" in PDF format





Receive instant important messages

5/5

Change policy information instantly