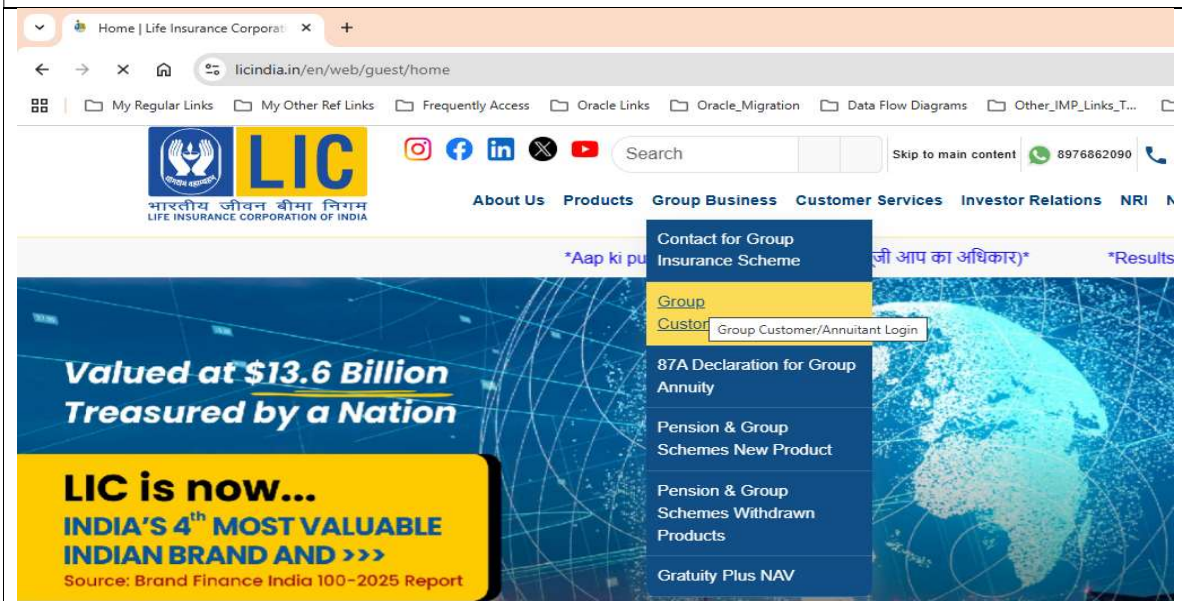


User Manual for Group Member – DC Portal Version 1.1

Please refer following steps and related screen-shots to show you the procedure of

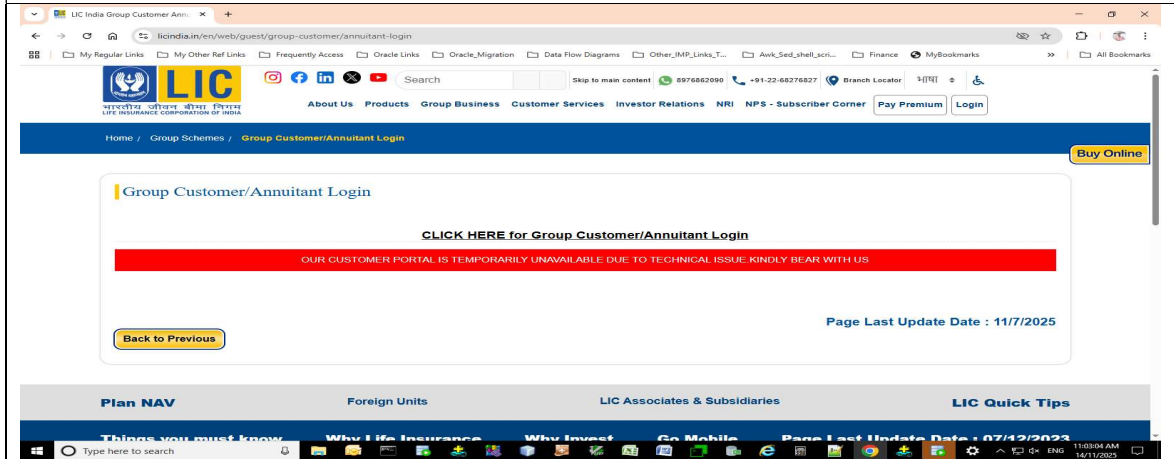
- ★ Self-Sign up
- ★ Sign In
- ★ Home Page/Policy Listing Page
- ★ Add Group Policy
- ★ View Policy Details
- ★ View Contributions
- ★ Delete Enrolment
- ★ Forgot User ID/ Password

User need to visit the website: <https://licindia.in>

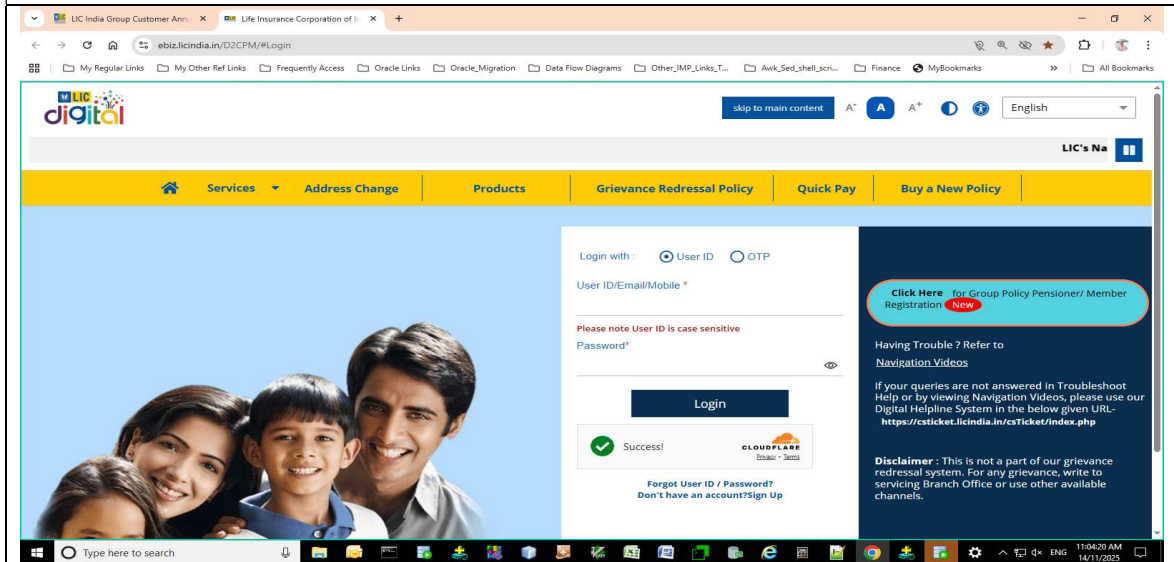


The screenshot shows the homepage of the Life Insurance Corporation of India (LIC). The browser address bar displays "licindia.in/en/web/guest/home". The page features the LIC logo and tagline "भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA". A navigation menu includes "About Us", "Products", "Group Business", "Customer Services", "Investor Relations", and "NRI". A search bar and contact information (8976862090) are also visible. A large banner on the left states "Valued at \$13.6 Billion Treasured by a Nation" and "LIC is now... INDIA'S 4th MOST VALUABLE INDIAN BRAND AND >>>". A dropdown menu is open over the "Group Business" link, listing options such as "Contact for Group Insurance Scheme", "Group Customer/Annuitant Login", "87A Declaration for Group Annuity", "Pension & Group Schemes New Product", "Pension & Group Schemes Withdrawn Products", and "Gratuity Plus NAV".

This page will be displayed after visiting the site.



After Clicking on "CLICK HERE" mentioned in above image, sign up page will be displayed.



Self-Sign Up for Group Policy Member:

User to enter the
Group Policy Number,
DOB,
LIC Id,
Email Id,
Mobile Number and
PAN (optional)

and then Click on PROCEED button.

The screenshot shows the LIC Digital portal interface. At the top, there is a navigation bar with the LIC Digital logo, a 'skip to main content' link, and a language dropdown set to 'English'. Below the navigation bar, a yellow banner reads 'LIC's Amritbaal plan launched. Please'. The main content area is titled 'Create Your LIC Account' with a sub-header 'Enrollment of a Group Policy Member'. A left sidebar menu lists 'Individual Policy Holder', 'Group Policy Pensioner', and 'Group Policy Member' (which is highlighted). The form fields include: Policy Number* (510), LIC ID* (7), Date of Birth* (08/01/1989), Country Code* (+91), Mobile* (77), Email* (mya@com), and PAN. A checkbox is checked with the text: 'I confirm that the mobile number mentioned above is registered under my name and being used by me. I hereby authorize LIC to use the mobile number for any communication.' Below the form is a 'PROCEED' button. At the bottom, there is a 'Having Trouble? Refer to Troubleshoot Help' link and a URL: 'https://cs.ticket.licindia.in/cs1/ticket/index.php'.

Details Confirmation

The screenshot shows the same LIC Digital portal interface as above, but with a 'Details re-confirmation' modal dialog box overlaid. The modal has a question mark icon and contains the following text: 'Mobile: 77', 'Email: mya@com', and 'PAN:'. Below the text are 'Yes' and 'No' buttons. The background of the page is dimmed.

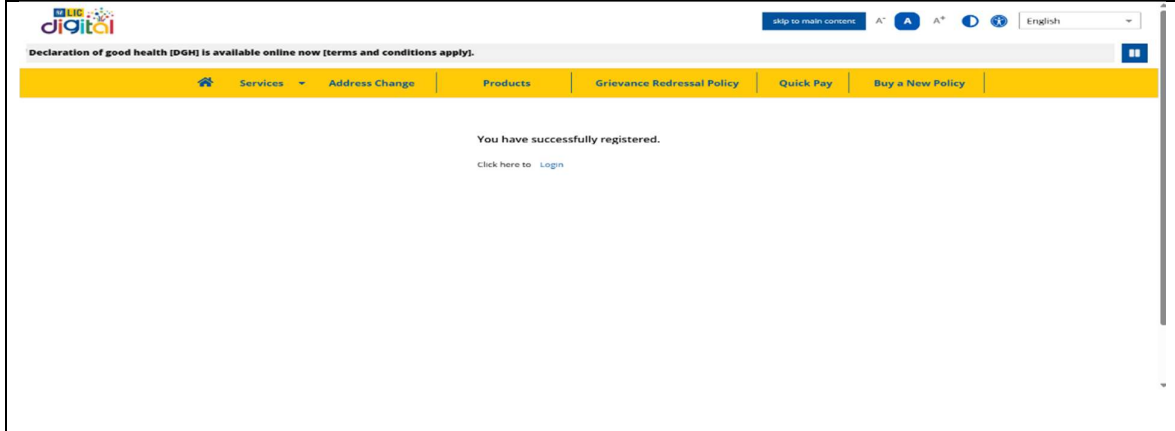
Alert Message:
Showing re-verify the details to click on mail

The screenshot shows the LIC Digital portal's account creation page. A blue alert box is overlaid on the form, stating: "Alert: We have migrated to the New Portal and as a security measure you are required to re-verify your details. You can re-verify your details by clicking on the verification link sent to your Email ID after completion of registration/verification process." The background form includes fields for Policy Number (510...), Date of Birth (08/01/1989), and Mobile number (77...). A "PROCEED" button is visible at the bottom of the form. The top navigation bar contains links for Services, Address Change, Products, Grievance Redressal Policy, Quick Pay, and Buy a New Policy. The footer includes copyright information for LIC and a version number of 6.6.0.0.4.

User need to set password

The screenshot displays the "Set Your Password" page on the LIC Digital portal. It features two input fields: "Enter New Password:" and "Confirm New Password:". The first field has a red error message: "This field is required". A "Submit" button is positioned below the fields. Below the form, "Password Guidelines" are listed: minimum 6 characters, maximum 16 characters, must include uppercase, lowercase, numeric, and special characters, and should not start with special characters or contain consecutive characters like "aaaa" or "1111". A "Back to Login" link is provided. The footer contains copyright information for LIC and a version number of 6.6.0.0.4.

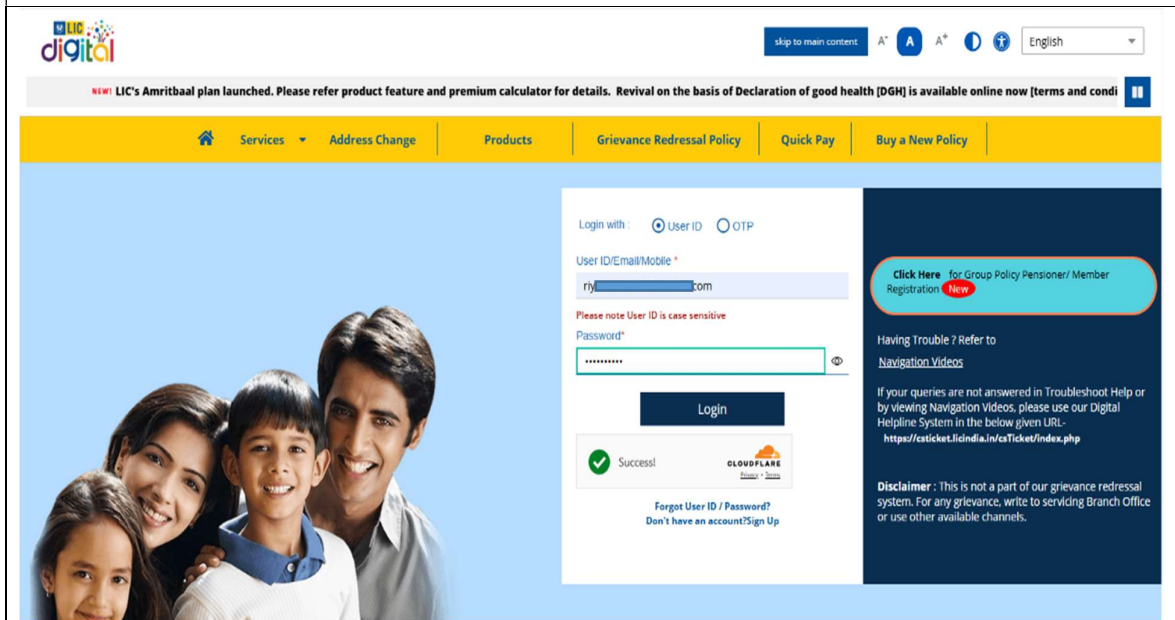
Email Id and Mobile Number can be validated via Email Link sent his emailid and OTP sent to his mobile number respectively.



Sign In

User can sign in using customer Portal Login screen and can navigate to Policy listing page

1. Using user ID (Email Id) and password



2.Using Mobile number and OTP

The screenshot shows the LIC Digital login interface. At the top, there is a navigation bar with the LIC Digital logo and a language selector set to English. Below the navigation bar, a yellow banner contains the text: "LIC's Anurthaal plan launched. Please refer product feature and premium calculator for details. Revival on the basis of Declaration of good health [DGH] is available online now [terms and conditions apply]." The main content area features a large image of a smiling family on the left. In the center, there is a login form with the following fields: "Country Code" (dropdown menu showing "+91"), "Mobile" (text input), and "Date of Birth" (DDMM/YYYY format). Below these fields is a "Login" button. A green checkmark and the word "Success" are displayed below the button, along with the LIC logo and a "Don't have an account? Sign Up" link. On the right side, there is a dark blue sidebar with a "Click Here" link for "Group Policy Pensioner/ Member Registration" and a "Having Trouble?" link for "Refer to Navigation Videos". A disclaimer at the bottom of the sidebar states: "Disclaimer: This is not a part of our grievance redressal system. For any grievance, write to servicing Branch Office or use other available channels."

Policy Listing Page

Once user logs in, user can navigate to Policy Listing screen where user can see his Policy Numbers which is used for Self-Sign up.

The screenshot displays the "Group Schemes Details" page on the LIC Digital platform. The top navigation bar includes the LIC Digital logo, a language selector set to English, and a "Help" link. A yellow banner at the top contains the text: "LIC's Anurthaal plan launched. Please refer product feature and premium calculator for details. Revival on the basis of Declaration of good health [DGH] is available online now [terms and conditions apply]." The main content area features a "Group Schemes Details" heading and an "Enrol New Group Policy" button. Below this, there is a table with the following columns: "SNO", "Unit Name", "Policy Number", and "Type of Scheme". The table contains one row with the following data: SNO: 1, Unit Name: KC, Policy Number: ST, and Type of Scheme: GSCA.

SNO	Unit Name	Policy Number	Type of Scheme
1	KC	ST	GSCA

Add Group Policy

User can add his additional policy numbers, to the same account using "Enroll New Group Policy" option

The screenshot shows the 'Enroll New Group Policy' form. It has two input fields: 'Policy Number' and 'LIC ID'. A 'Submit' button is located to the right of the 'LIC ID' field. A 'Back to Main Page' button is positioned above the success message. The success message is a blue box with the text: 'Success', 'Your Policy has been added successfully.', and an 'OK' button. The footer contains the text: 'Last Log in: undefined | © 2018 Life Insurance Corporation of India. All rights reserved. IRDAI Regn No - 512 Compatible Browsers: Version: 6.6.0.0'.

User can see the added policies here

The screenshot shows the 'Group Schemes Details' page. It features a table with the following data:

SNO	Unit Name	Policy Number	Type of Scheme
1	KOLKATA	51	GSCA
2	KOLKATA	41	NGSCA

The footer contains the text: 'Last Log in: undefined | © 2018 Life Insurance Corporation of India. All rights reserved. IRDAI Regn No - 512 Compatible Browsers: Version: 6.6.0.0'.

View Contribution Details

User can view the contribution details by clicking eye icon inline to each policy at his policy listing screen or landing screen

View of Contribution Details

Policy Details

Master Policy No: 510
Master Policy Holder: ITC
LIC Office Contact Details: JEEVA, CHIT, 7000, KOLKATA
Phone No: 033

Accumulation Details

Member Name: BR
LIC ID: 7
Accumulation Value: ₹ 8
Accumulation as of: 31/03/2025

Contribution Received after 31/03/2025:

Contribution No	Deposit Date	Employer Contributions	Employee Contributions	Total Contributions
No data found.				

Last Log in: undefined | © 2018 Life Insurance Corporation of India. All rights reserved. IRDAI Regn No-512 Compatible Browsers Version: 6.6.0.4

View Contribution History

User can view contribution history by clicking Contribution History tab.

User can move it main page by clicking on "back to main page" tab provided at the end of page.

Contribution History

Master Policy No: 510
Master Policy Holder: ITC
Member Name: BR
LIC ID: 7

Contribution History of 2 years prior to 31/03/2025:

Contribution No	Deposit Date	Employer Contributions	Employee Contributions	Total Contributions
Not Found	29/11/2023	₹ 4,239.00	₹ 0.00	₹ 4,239.00
Not Found	21/02/2024	₹ 4,239.00	₹ 0.00	₹ 4,239.00
Not Found	27/03/2024	₹ 4,239.00	₹ 0.00	₹ 4,239.00
Not Found	29/05/2024	₹ 4,239.00	₹ 0.00	₹ 4,239.00
Not Found	31/05/2023	₹ 3,925.00	₹ 0.00	₹ 3,925.00
No of Contributions value 25				Total Amount Value ₹ 1,01,313.00

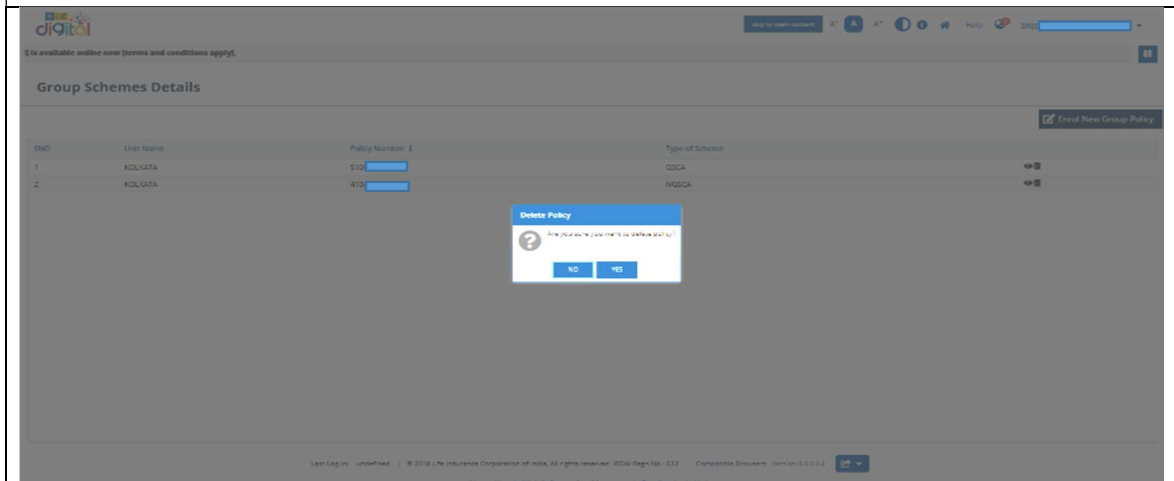
in case of any discrepancy in the above data, please contact your Company/Organization

Back

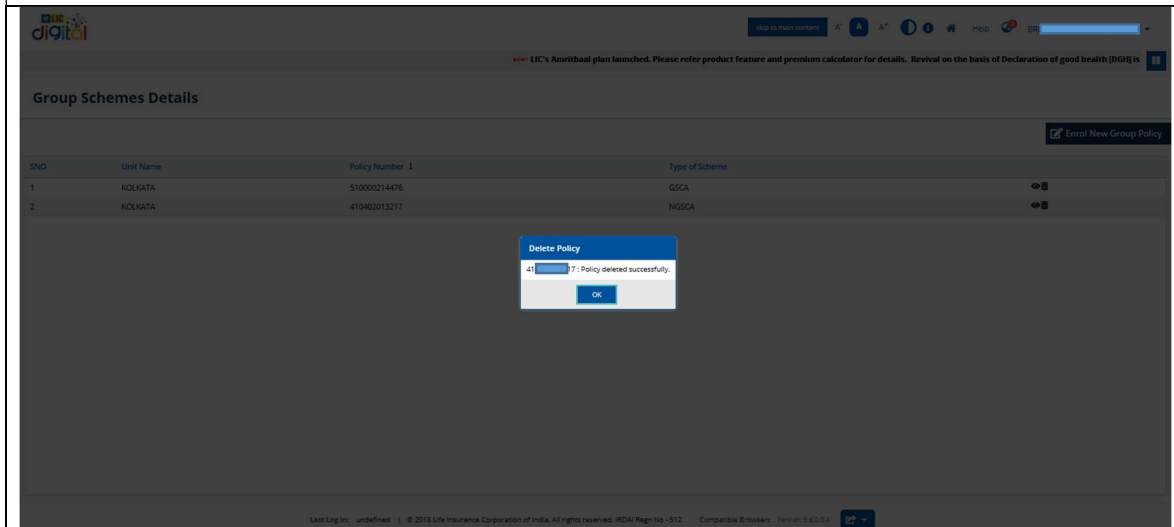
Last Log in: undefined | © 2018 Life Insurance Corporation of India. All rights reserved. IRDAI Regn No-512 Compatible Browsers Version: 6.6.0.4

Delete Enrollment

User can delete the policy from his account using trash icon inline to each policy on Policy Listing screen.



Respective policy Number deleted message can be seen here



At the top right user can see 2 options

1. My profile
2. Logout

Go to main content A+ A+ Help BRJL

My Profile Logout

Group Schemes Details

Enroll New Group Policy

SNO	Unit Name	Policy Number ↓	Type of Scheme
1	KOLKATA	510	GSQA

Last Log in: 13/11/2025 12:19:18 | © 2018 Life Insurance Corporation of India. All rights reserved. IRDAI Regn No - 512 Compatible Browsers Version: 6.0.0.0

1. My profile

Here user profile will be displayed.

At the left side 2 options are there:

A. Change password:

Option can be used when user wants to change his password.

Go to main content A+ A+ Help BRJL

LIC's Aartrik plan launched. Please refer product feature and premium calculator for

Change Password

Change Password

Old Password*

New Password*

Confirm Password*

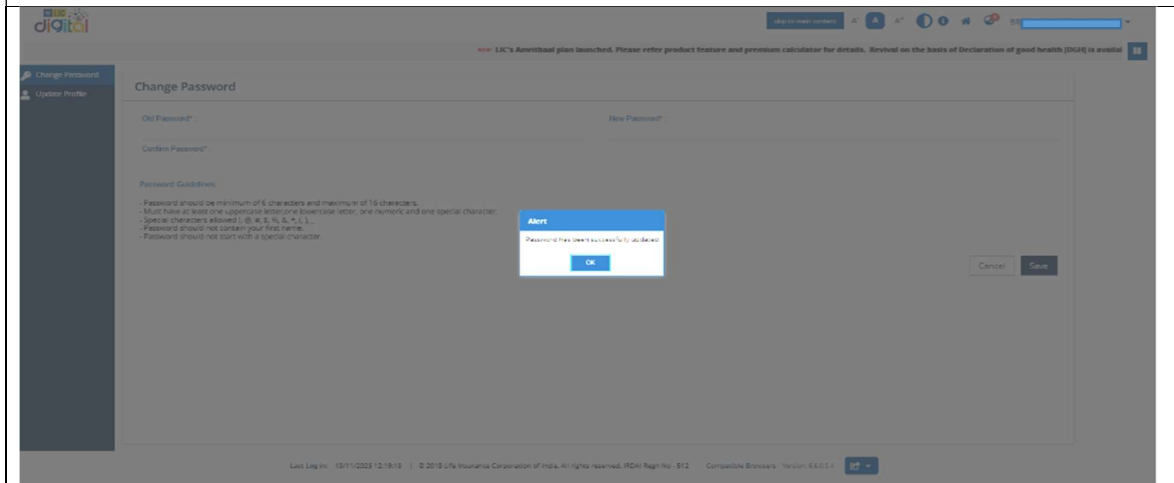
Password Guidelines

- Password should be minimum of 6 characters and maximum of 16 characters.
- Must have at least one uppercase letter, one lowercase letter, one numeric and one special character.
- Special characters allowed: !, @, #, \$, %, &, *, (,), ~, `
- Password should not contain your first name.
- Password should not start with a special character.

Cancel Save

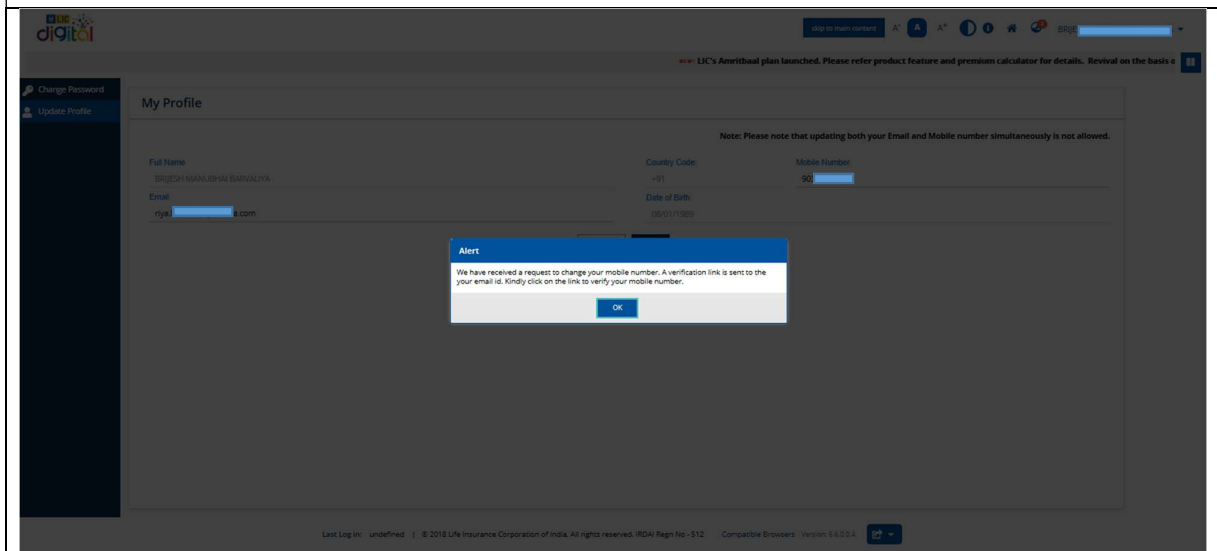
Last Log in: 13/11/2025 12:19:18 | © 2018 Life Insurance Corporation of India. All rights reserved. IRDAI Regn No - 512 Compatible Browsers Version: 6.0.0.0

User can see here that password has been successfully updated as per his request



B. Update profile

Option can be used when user wants to update his Mobile No. and Email Id.



Here User is updating his mobile number

The screenshot shows the LIC digital portal interface. At the top left is the LIC digital logo. On the right, there are links for 'Go to main content', accessibility icons (A, A+, A-), and a search icon. A notification banner reads: 'LIC's Amritbaal plan launched. Please refer product feature and premium calculator for details. Revival on the basis of Declaration of good health (DGH) is available online'. Below this is a yellow navigation bar with links: Home, Services, Address Change, Products, Grievance Redressal Policy, Quick Pay, and Buy a New Policy. The main content area displays the message: 'Your Email address / mobile number is successfully verified' and a link: 'Click here to Login'.

OTP will be sent to new mobile number.

The screenshot shows the LIC digital portal interface for OTP verification. At the top left is the LIC digital logo. On the right, there are links for 'Go to main content', accessibility icons (A, A+, A-), and a search icon. A notification banner reads: 'LIC's Amritbaal plan launched'. Below this is a yellow navigation bar with links: Home, Services, Address Change, Products, Grievance Redressal Policy, Quick Pay, and Buy a New Policy. The main content area displays the title 'OTP Verification' and a form with the following elements: 'Enter OTP' label, an input field, a 'Resend OTP' button, a 'Submit' button, and a 'Back to Login' link.

1. If user has forgotten the password

The screenshot shows the 'Let's Find Your Account' page on the LIC Digital portal. The page has a blue header with the LIC logo and navigation links. A yellow navigation bar contains links for Services, Address Change, Products, Grievance Redressal Policy, Quick Pay, and Buy a New Policy. The main content area is blue and contains the title 'Let's Find Your Account' and the instruction 'Please select the role from left menu and provide your details.' On the left, a vertical menu lists roles: Individual Policy Holder, Group Policy Personer, and Group Policy Member. The 'Group Policy Member' role is selected. The form includes a radio button for 'Permanent' and 'User ID'. Below this is a text input field for 'User ID/Email/Mobile' with a red asterisk indicating it is mandatory. A note states 'Please note User ID is case sensitive'. Below the input field is a date input field for 'Date of Birth' in DD/MM/YYYY format. A 'Submit' button is located below the form. At the bottom, there is a note about MPIN implementation and a 'Back to Login' link with a URL: <https://licdigital.in/td/TicketIndex.php>.

2. If user has forgotten USER ID:

The screenshot shows the 'Let's Find Your Account' page on the LIC Digital portal, similar to the first screenshot. The 'Group Policy Member' role is selected. The form includes a radio button for 'Permanent' and 'User ID'. Below this is a text input field for 'Policy Number' with a red asterisk indicating it is mandatory. Below the input field is a text input field for 'LIC ID'. Below the input field is a date input field for 'Date of Birth' in DD/MM/YYYY format. Below the date field is a 'Gender' section with radio buttons for 'Male' and 'Female'. A 'Submit' button is located below the form. At the bottom, there is a checkbox for 'Verify you are human' with a CAPTCHA image. A note about MPIN implementation is also present.