

## User Manual for Group Member – DC Portal Version 1.1

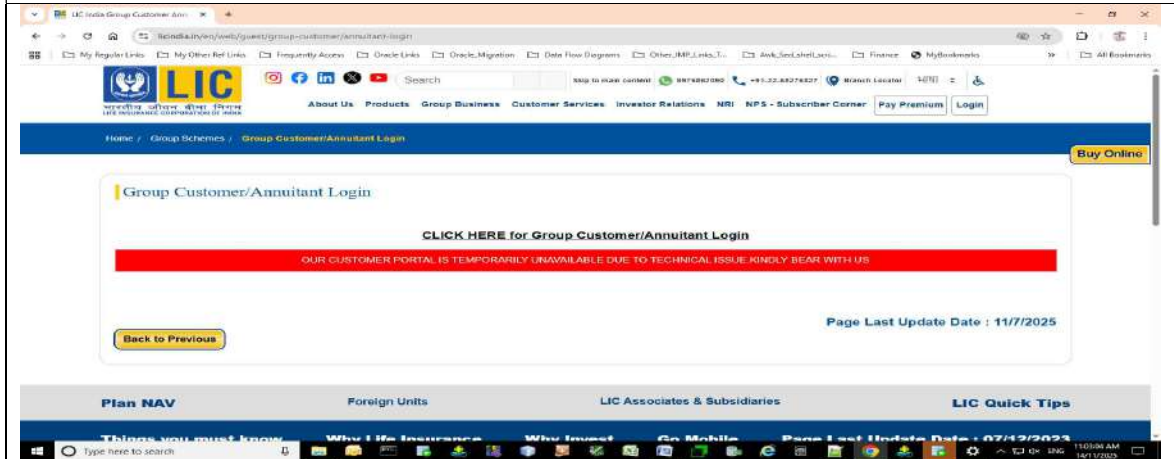
Please refer following steps and related screen-shots to show you the procedure of

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

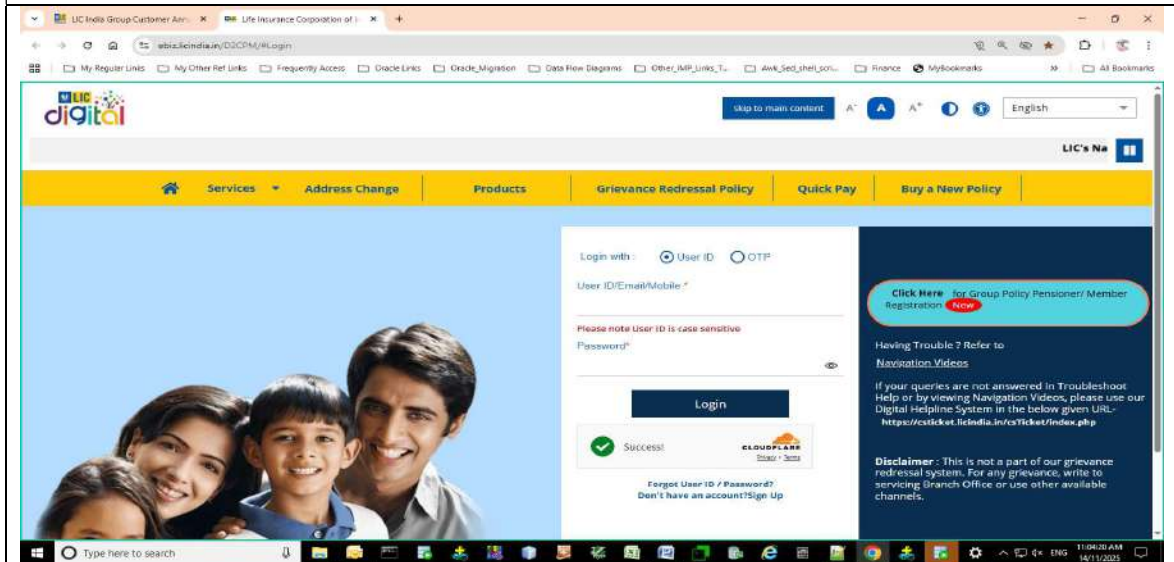
User need to visit the website: <https://licindia.in>



This page will be displayed after visiting the site.

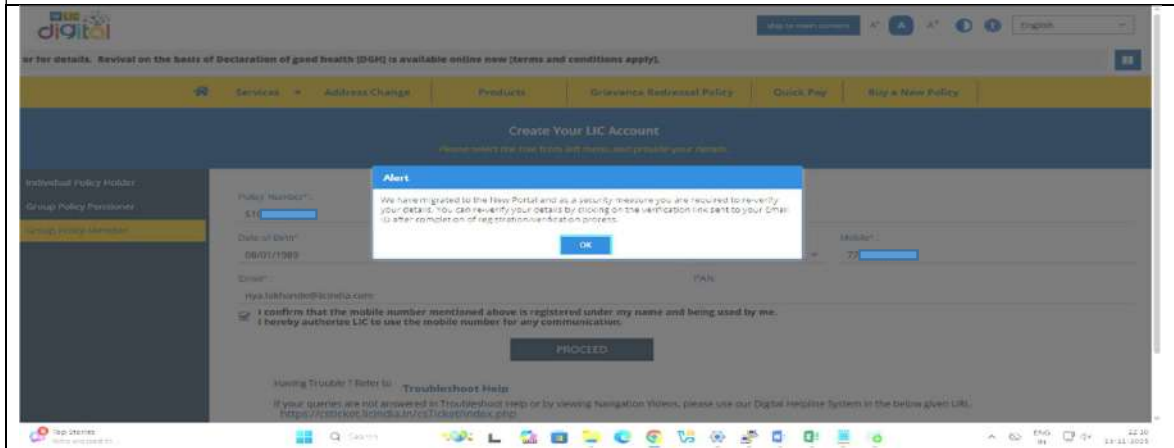


After Clicking on "CLICK HERE" mentioned in above image, sign up page will be displayed.

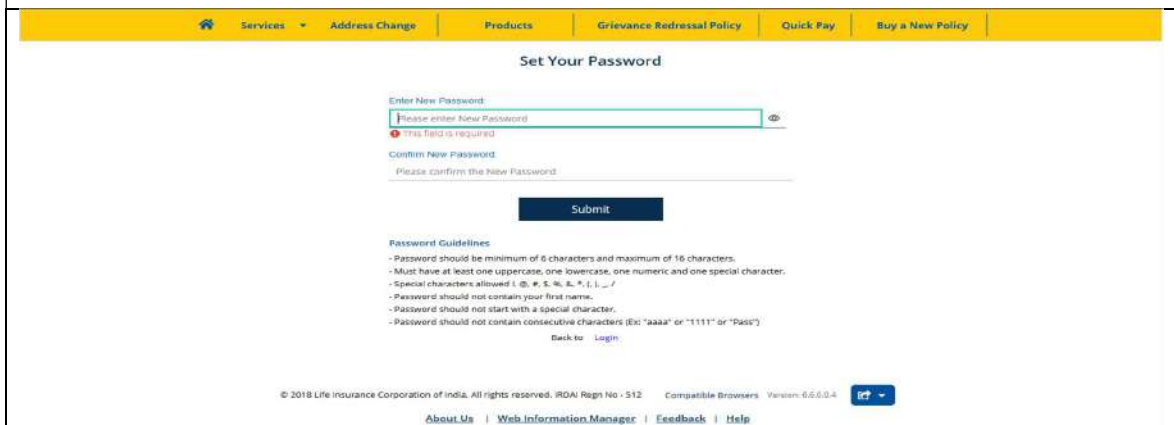




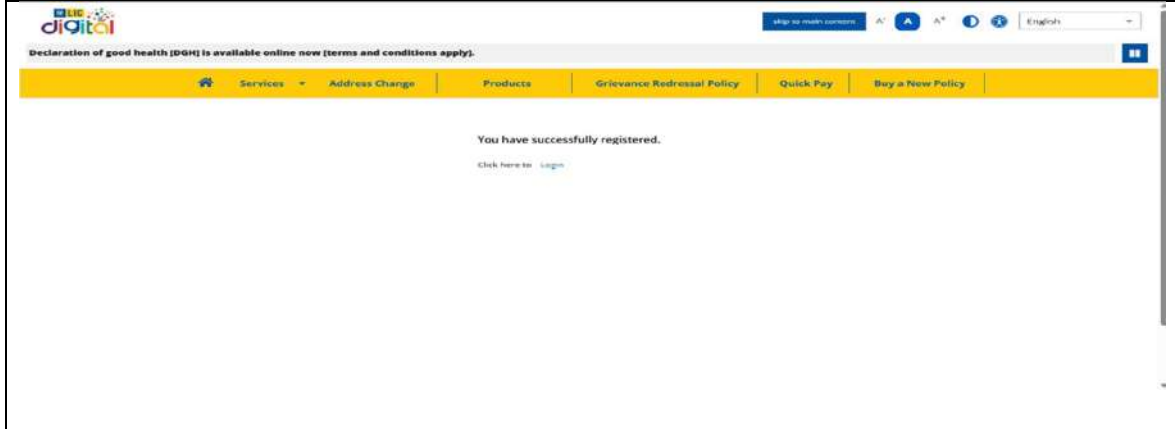
**Alert Message:**  
Showing re-verify the details to click on mail



User need to set password



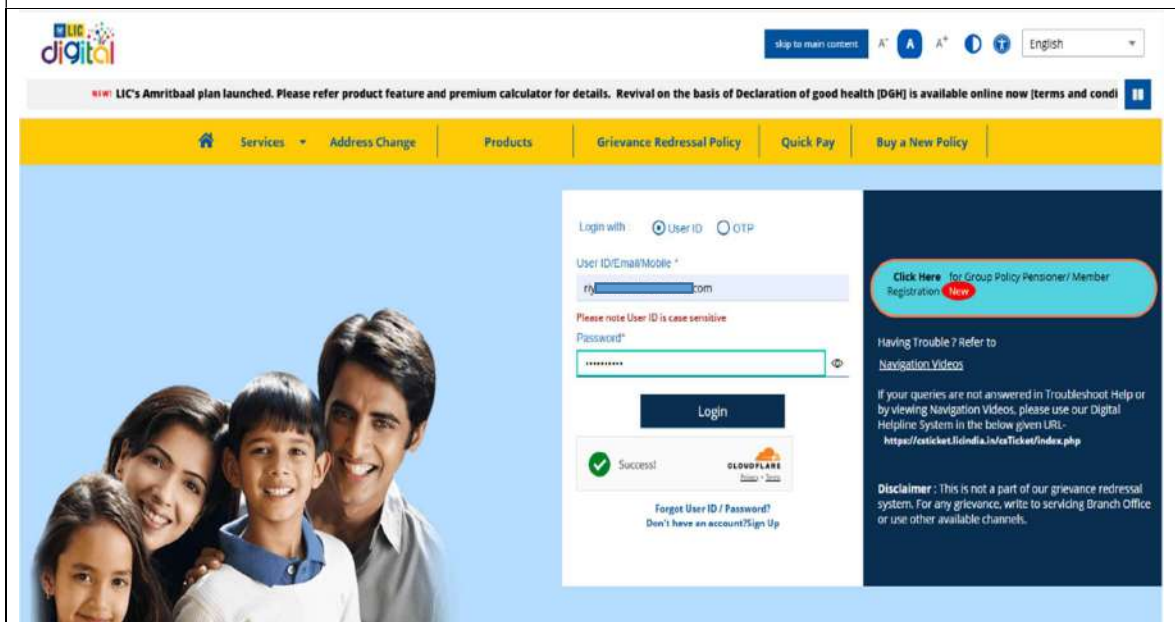
Email Id and Mobile Number can be validated via Email Link sent his emailid and OTP sent to his mobile number respectively.



## 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. On the left, there is a family photo. The central login form includes fields for Country Code (IN), Mobile number, and Date of Birth (DDMMYYYY). A 'Login' button is present, and a green checkmark indicates a successful login. Below the login form, there is a 'Don't have an account? Sign Up' link. On the right, there is a 'Click Here' link for Group Policy/Pensioner/Member Registration and a 'Facing Trouble? Refer to Navigation Videos' section with a link to the Digital Register System. A disclaimer at the bottom right 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

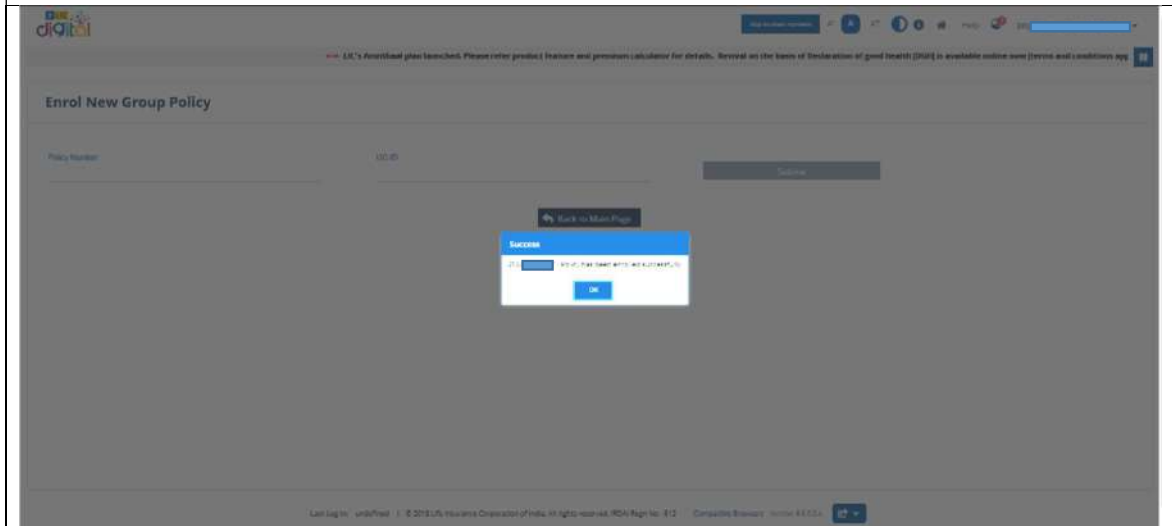
Once user logs in, user can navigate to Policy Listing screen where user can see his Policy Numbers which is used for Self-Sign up.

The screenshot shows the 'Group Schemes Details' page. At the top, there is a navigation bar with the LIC digital logo and a 'Skip to main content' link. Below the navigation bar, there is a message: 'lan 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 heading is 'Group Schemes Details'. On the right, there is a button 'Enrol New Group Policy'. Below the heading, there is a table with the following data:

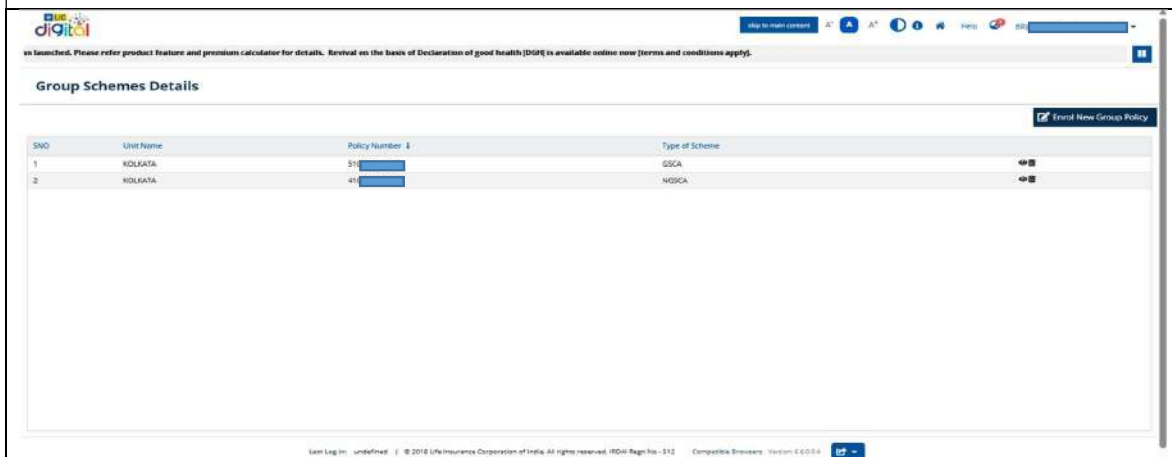
SNO	Unit Name	Policy Number	Type of Scheme
1	KC	S1	GSCA

## Add Group Policy

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



User can see the added policies here



## 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 C  
LIC Office Contact Details: JEW, CHIT, 7000, KOLKATA  
LIC Servicing Unit: KOLKATA  
Phone No: 033  
Email Id: bo@om

**Accumulation Details**

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

Contribution Received after 31/03/2023:

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. (RDI) Reg No - 512 | Compatible Browsers - Version: 6.0.0.4

## 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: SR  
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	31/06/2023	₹ 3,925.00	₹ 0.00	₹ 3,925.00

No. of Contributions value: 25  
Total Amount Value: ₹ 1,695,515.00

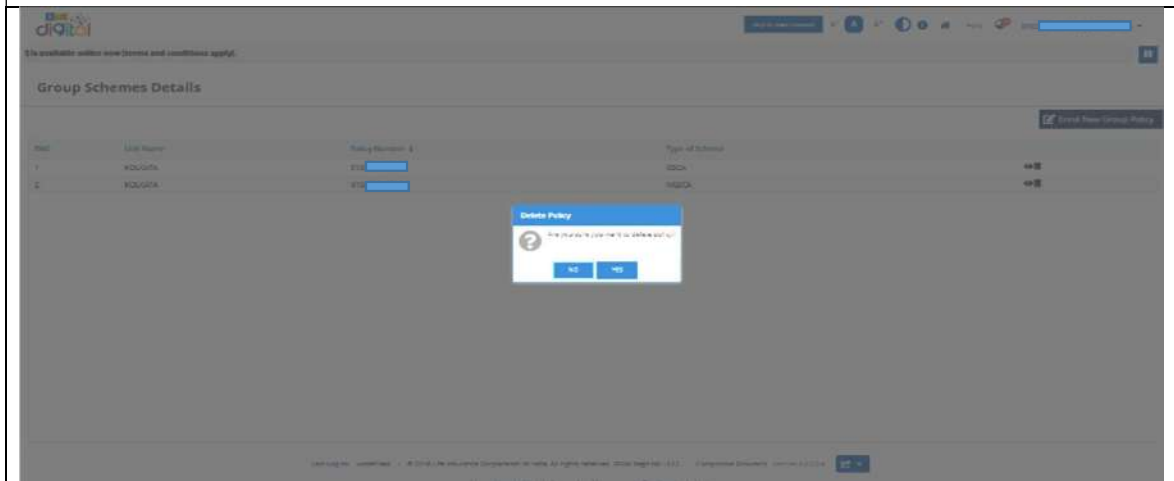
In case of any discrepancy in the above data, please contact our Customer Operation.

Back

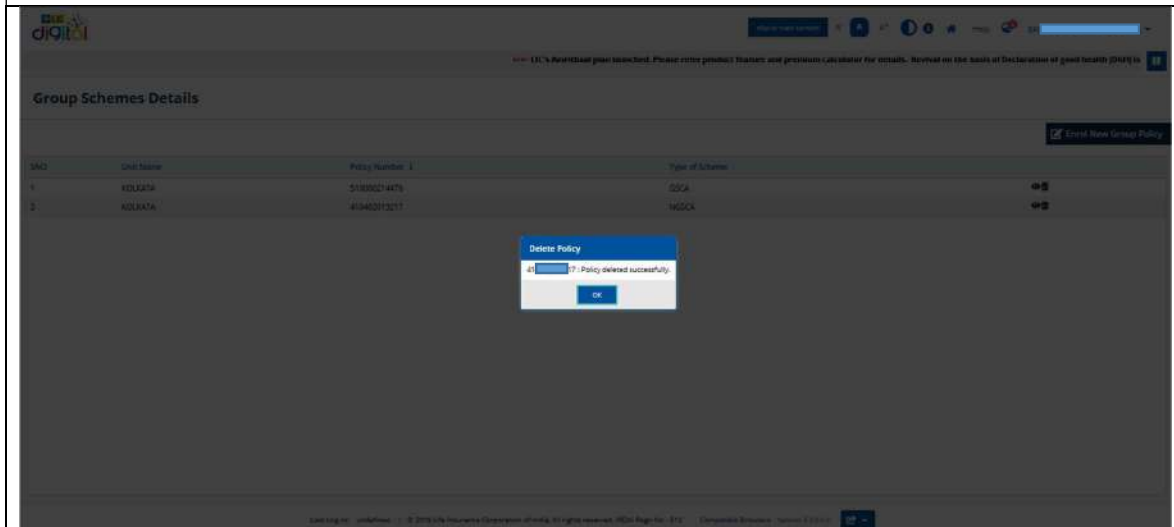
Last Log In: undefined | © 2018 Life Insurance Corporation of India. All rights reserved. (RDI) Reg No - 512 | Compatible Browsers - Version: 6.0.0.4

## 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

Log to main content

My Profile

Logout

### Group Schemes Details

SNO	Unit Name	Policy Number	Type of Scheme
1	KOLKATA	510	GSCA

Last Log In: 13/11/2025 12:19:15 | © 2018 LIC Insurance Corporation of India. All rights reserved. RDI Regn No - 512 | Compatible Browser: Version 5.0.0.0

## 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.

Log to main content

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

### Change Password

Old Password\*

New Password\*

Confirm Password\*

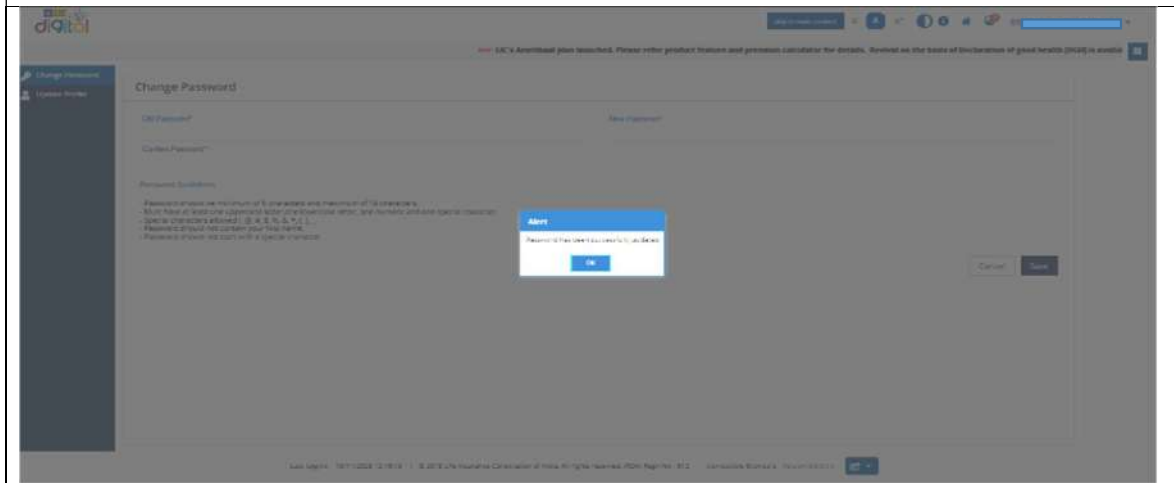
Password Guidelines

- Password should be minimum of 6 characters and maximum of 15 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

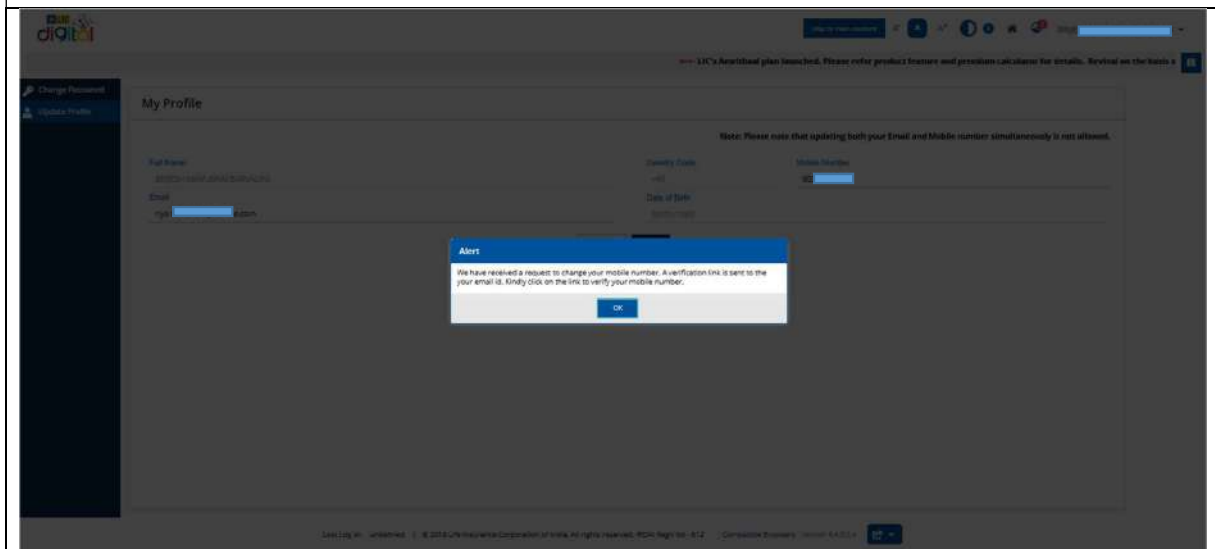
Last Log In: 13/11/2025 12:19:15 | © 2018 LIC Insurance Corporation of India. All rights reserved. RDI Regn No - 512 | Compatible Browser: Version 5.0.0.0

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

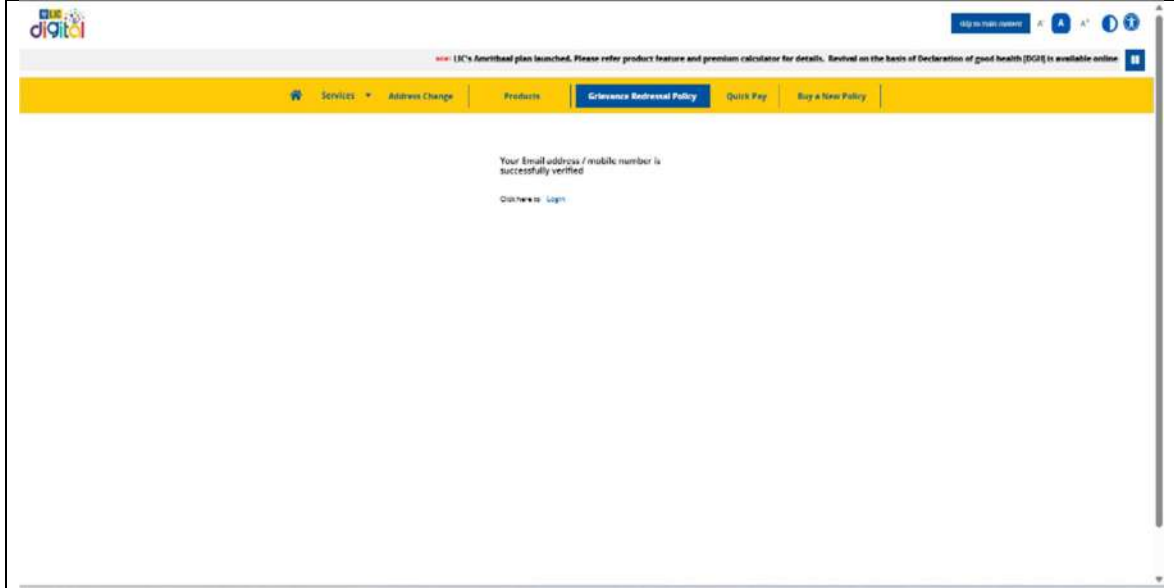


## B. Update profile

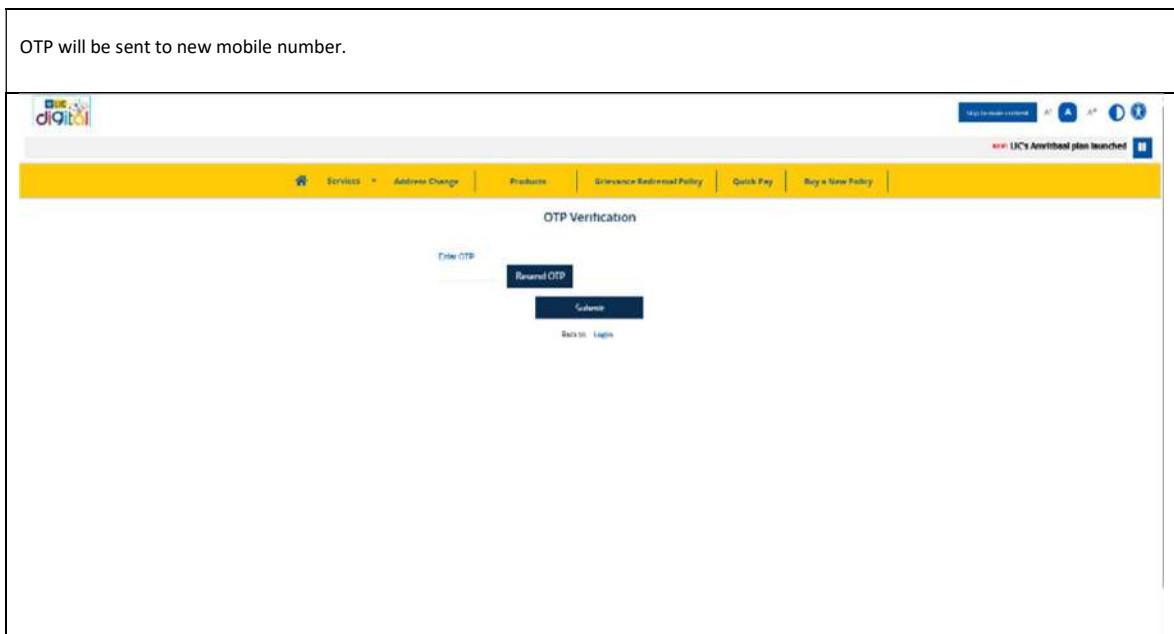
Option can be used when user wants to update his Mobile No. and Email Id.



Here User is updating his mobile number

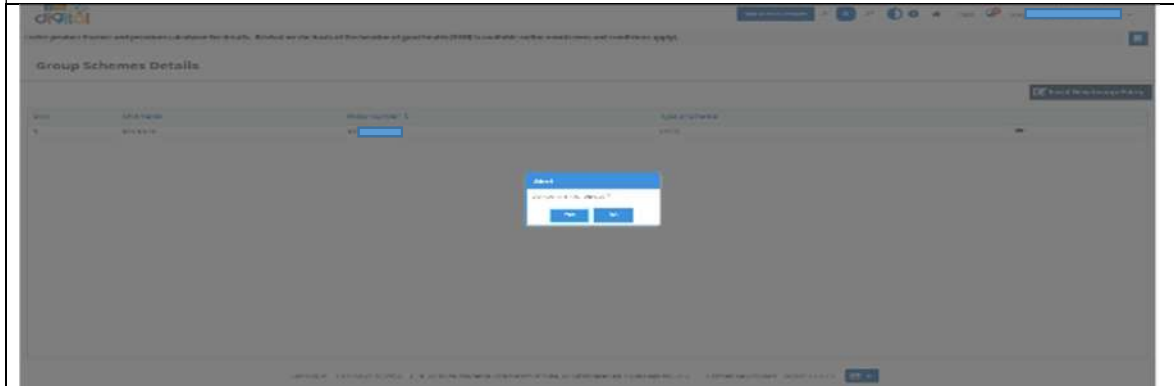


OTP will be sent to new mobile number.



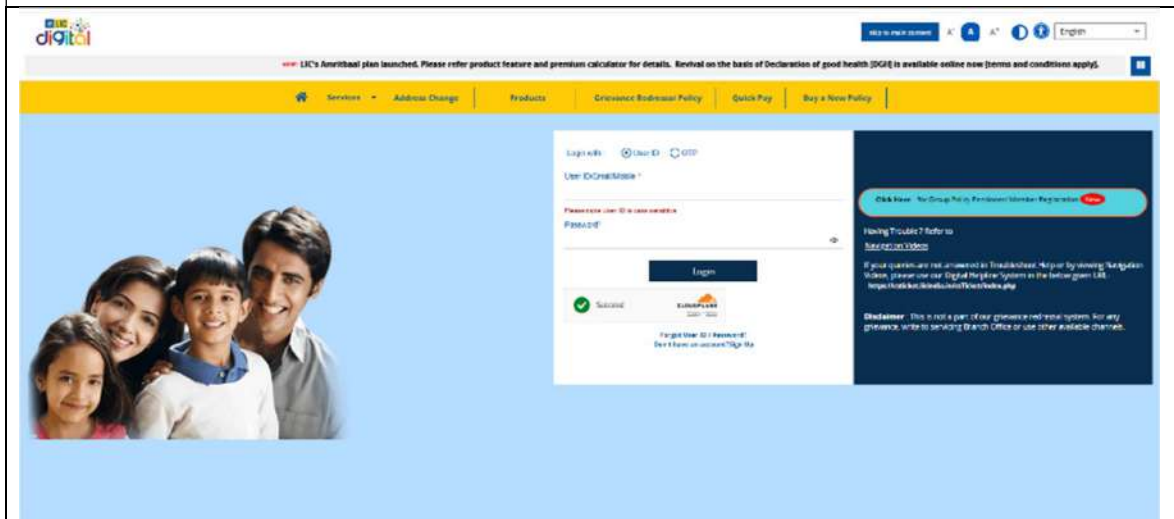
## 2. Log out

User can perform logout action here



## Forgot User ID/Password

This feature enables the user to retrieve his user ID and reset his password. User can select the radio button of the option



## 1. If user has forgotten the password

The screenshot shows the LIC digital portal interface. At the top, there is a navigation bar with the LIC logo, a language dropdown set to 'English', and a notification about LIC's Amritmahal plan launch. Below this is a yellow navigation menu with links for Services, Address Change, Products, Grievance Redressal Policy, Quick Pay, and Buy a New Policy. The main content area is titled 'Let's Find Your Account' and includes a sub-header 'Please select the role from left menu and provide your details.' On the left, a sidebar menu lists 'Individual Policy Holder', 'Group Policy Pensioner', and 'Group Policy Member', with 'Group Policy Member' selected. The main form area has a radio button for 'User ID' selected. The form fields include 'User ID/Email/Member ID' (with a red asterisk indicating it is mandatory), 'Please note User ID is case sensitive', and 'Date of Birth' (DDMMYYYY). A 'Submit' button is located below the fields. At the bottom, there is a note about MFA implementation and a 'Back to Login' link.

## 2. If user has forgotten USER ID:

The screenshot shows the LIC digital portal interface for user ID recovery. The layout is identical to the first screenshot, but the radio button for 'User ID' is unselected. The form fields include 'Policy Number\*' (with a red asterisk indicating it is mandatory), 'LIC ID\*', 'Date of Birth' (DDMMYYYY), and 'Gender' with radio buttons for 'Male' and 'Female'. A 'Submit' button is located below the fields. At the bottom, there is a checkbox for 'Verify you are human' with a CAPTCHA icon and a note about MFA implementation.