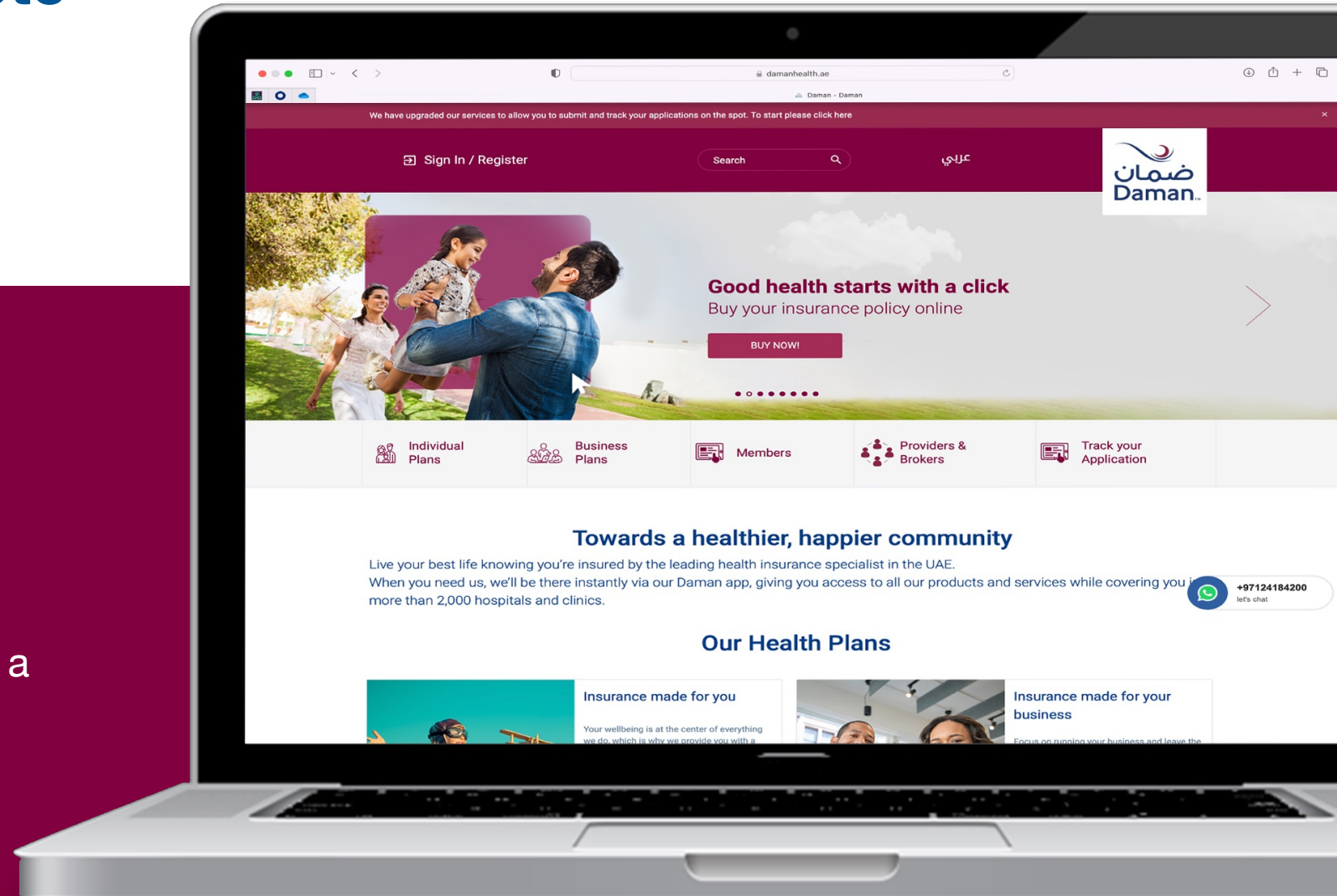


How to Add, Edit or Delete Members

MyDaman is your one-stop-shop for all your policy needs.

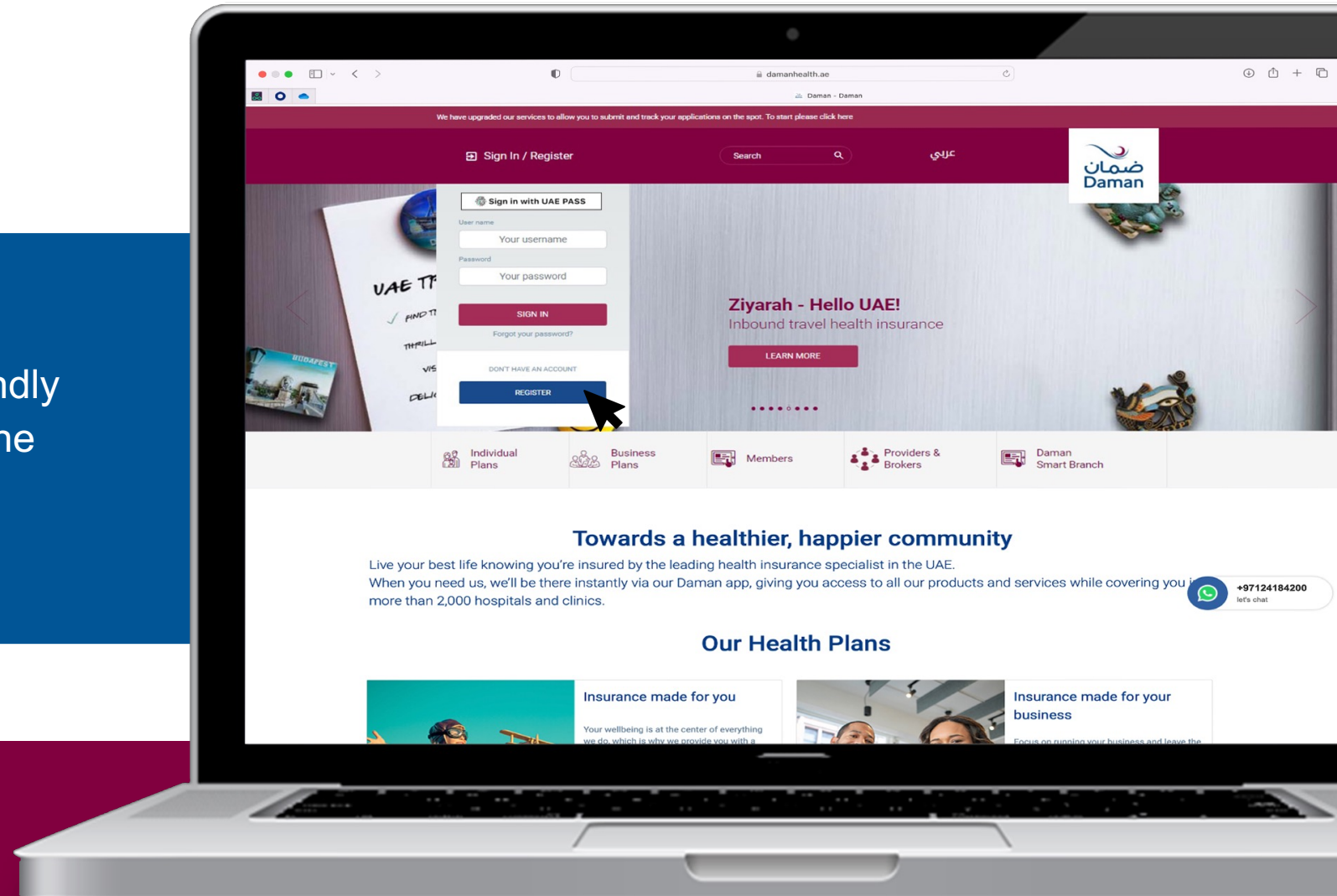
Here you can Add, Edit or Cancel a Member, all with just a few clicks.



Registration

Register

Before you get started, kindly click on Register to start the registration process.



Register

Now select your
Account Type

The screenshot displays the Daman website's registration interface. At the top, there is a navigation bar with a 'Sign in' link, the language 'عربي', and the Daman logo. The main heading is 'Create your account', followed by a progress indicator showing three steps: '1 Account Type', '2 Account Details', and '3 Account Setup'. The 'Account Type' section contains a dropdown menu with the text 'Please select your account type below to proceed with registration' and 'Please Select'. A mouse cursor is pointing at the dropdown. Below the dropdown are 'CANCEL' and 'CONTINUE' buttons. To the right, there is a 'Help me register' section with a visual representation of a Daman card showing fields for CARD NUMBER, POLICY NUMBER, and PLAN NAME. Below this, there are instructions for finding the Card Number and Policy Number. At the bottom right, a 'Contact Us' section lists phone numbers (+600 532626, +971 2 614 9555, +971 2 614 9787) and an email link. The footer of the website includes the Daman logo and links for 'About Us', 'Our CSR initiatives', 'Careers', 'Contact Us', 'Join our provider network', 'Become a Daman broker', 'Register as a supplier', 'Request a sponsorship', 'Find a doctor', 'PAC's', 'Register a complaint', and 'Existing supplier sign-in'.

Register

Enter the required
account details

Sign in عربي ضمان Daman

Policy Holder/Sponsor Registration

1 Account Type 2 Account Details 3 Account Setup

Account Details

Policy Type * Mandatory Fields

☒ Individual ☐ Group

Method *

☒ Emirates ID (Preferred) ☐ UID

Sponsor EID number * (E.g., 784 2020 1234566 1)

Member EID Number * (E.g., 784 2020 1234566 1)

CANCEL CONTINUE

Help me register

United Arab Emirates
Identity Card
بطاقة هوية
Name - Card Holder's Name
الاسم - اسم حامل البطاقة
Nationality - Card Holder's Nationality
الجنسية - جنسية حامل البطاقة

Sponsor EID number:
This should be the number from the sponsor's Emirates ID.

Member EID Number:
This should be the number from one of the insured member's Emirates ID.

Contact Us

☎ 600 532626
☎ +971 2 614 9555
☎ +971 2 614 9787
✉ EMAIL US

ضمان Daman

About Us
Our CSR initiatives
Careers
Contact Us

Join our provider network
Become a Daman broker
Register as a supplier
Request a sponsorship

Find a doctor
FAQ's
Register a complaint
Existing supplier sign-in

Register

And setup
your account.

The screenshot displays the 'Policy Holder/Sponsor Registration' page on the Daman website. The page is divided into three steps: 1. Account Type, 2. Account Details, and 3. Account Setup. The 'Account Setup' step is active, showing a form with the following fields:

- Username ***: A text input field.
- Enter Password ***: A text input field with a password strength indicator.
- Confirm Password ***: A text input field for password confirmation.
- E-Mail ***: A text input field.
- Re-enter e-mail ***: A text input field for email confirmation.

Below the form, there is a checkbox labeled 'I Accept the Terms and Conditions'. At the bottom of the form, there are three buttons: 'CANCEL', 'PREVIOUS', and 'REGISTER'. A mouse cursor is clicking the 'REGISTER' button.

On the right side of the page, there is a 'Help me register' section with an image of an Emirates ID card and the following text:

- Sponsor EID number:** This should be the number from the sponsor's Emirates ID.
- Member EID Number:** This should be the number from one of the insured member's Emirates ID.

At the bottom right, there is a 'Contact Us' section with the following contact information:

- ☎ 600 532626
- ☎ +971 2 614 9555
- ☎ +971 2 614 9787
- ✉ EMAIL US

Register

Once you have accepted the terms and conditions, click on Register.

The screenshot displays the 'Policy Holder/Sponsor Registration' page on the Daman website. The page is divided into three steps: 1. Account Type, 2. Account Details, and 3. Account Setup. The 'Account Setup' step is currently active.

Account Setup

Username * (Mandatory Fields): testuserone. A 'CHECK AVAILABILITY' button is next to the input field. A message below the field states 'User Name is available'.

Enter Password * (Mandatory Fields): [Redacted]. **Confirm Password *** (Mandatory Fields): [Redacted]. A password strength indicator shows 'password strength : sufficient'.

E-Mail * (Mandatory Fields): susan.george@daman.ae. **Re-enter e-mail *** (Mandatory Fields): susan.george@daman.ae.

☒ I Accept the Terms and Conditions

Buttons: CANCEL, PREVIOUS, REGISTER (highlighted with a mouse cursor).

Help me register

United Arab Emirates Identity Card. ID Number: 12345678901234567890. Name: Card Holder's Name. Nationality: Card Holder's Nationality.

Sponsor EID number: This should be the number from the sponsor's Emirates ID.

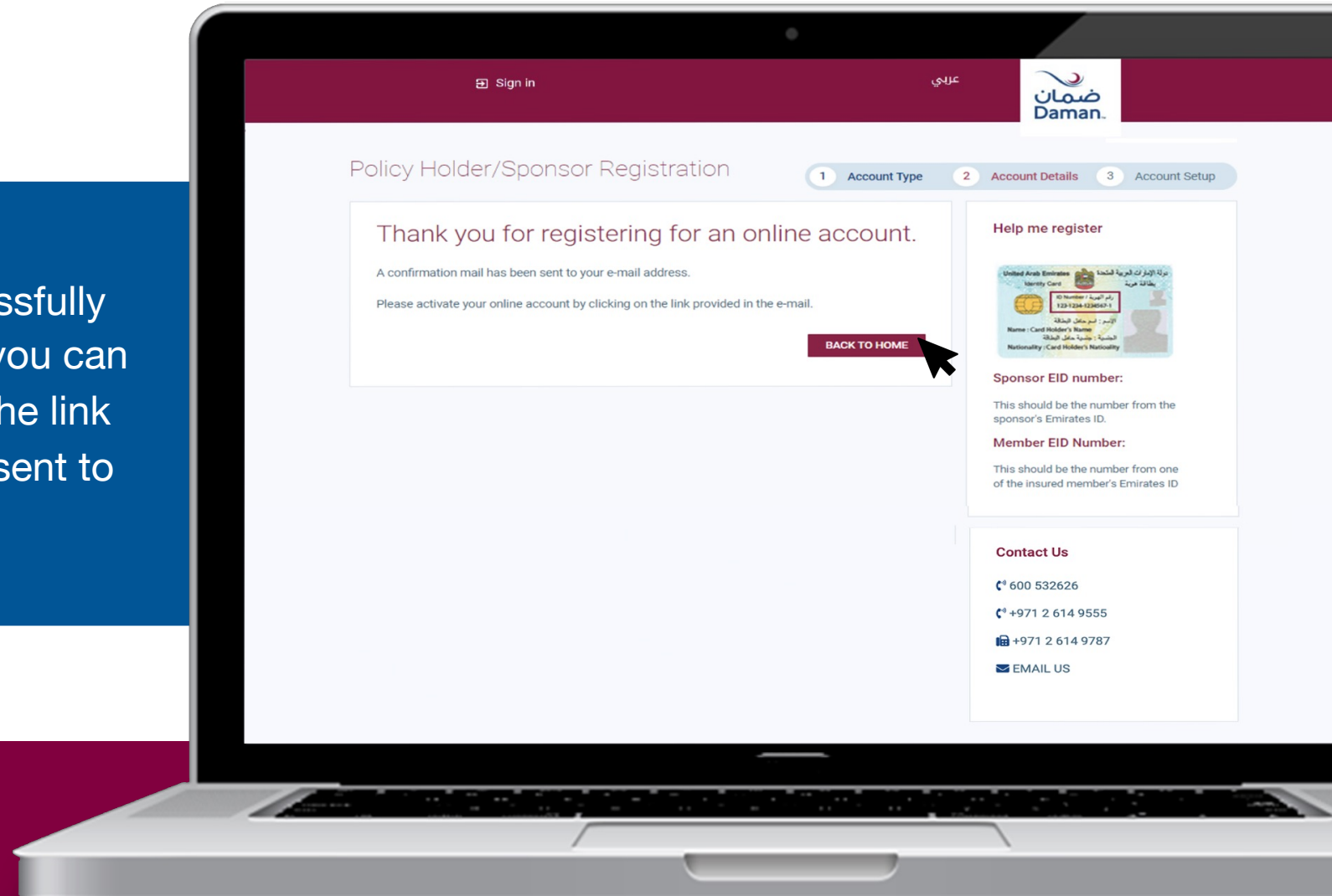
Member EID Number: This should be the number from one of the insured member's Emirates ID.

Contact Us

- ☎ 600 532626
- ☎ +971 2 614 9555
- ☎ +971 2 614 9787
- ✉ EMAIL US

Register

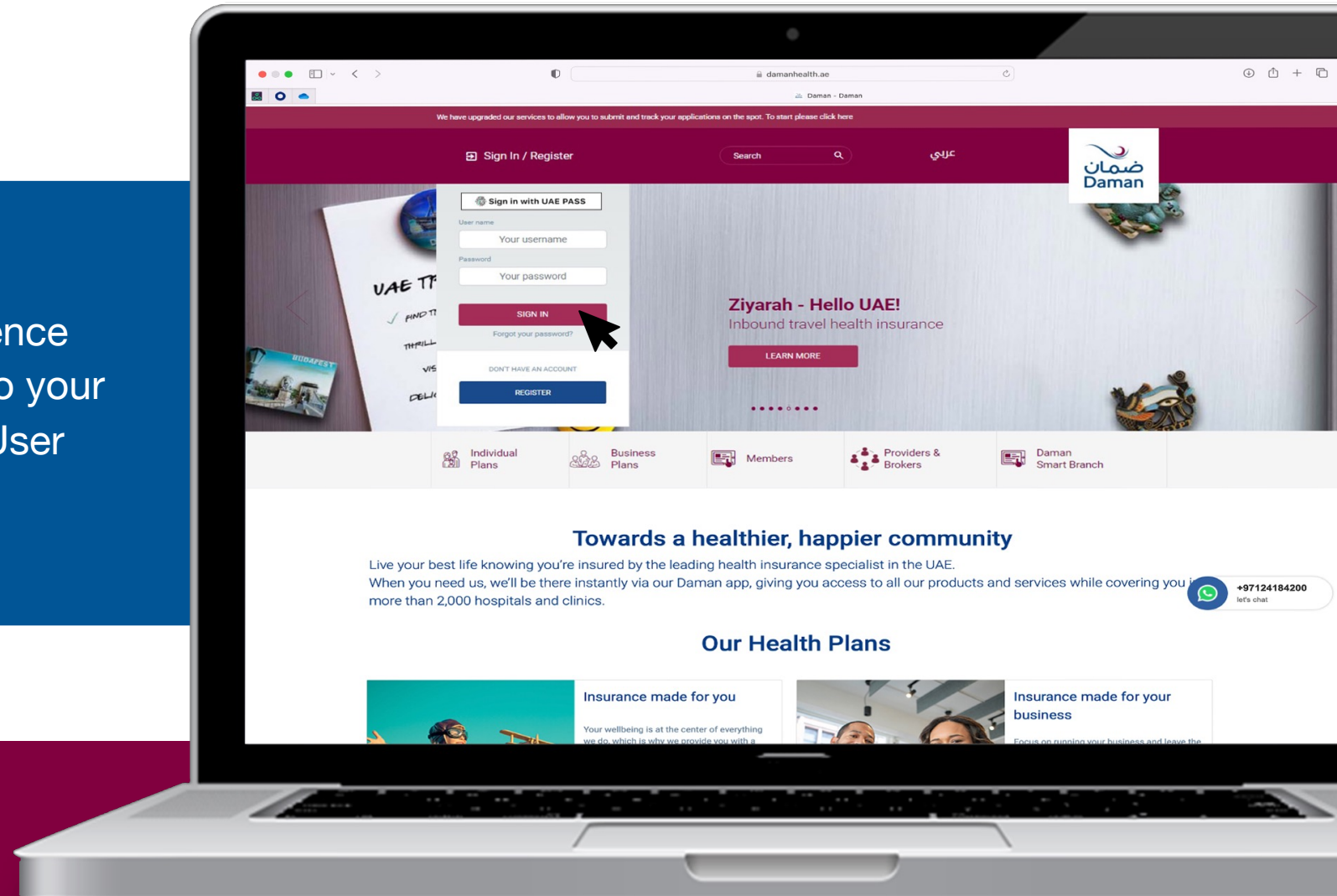
Now that you have successfully registered your account, you can activate it by clicking on the link in the confirmation email sent to your registered address.



Dashboard

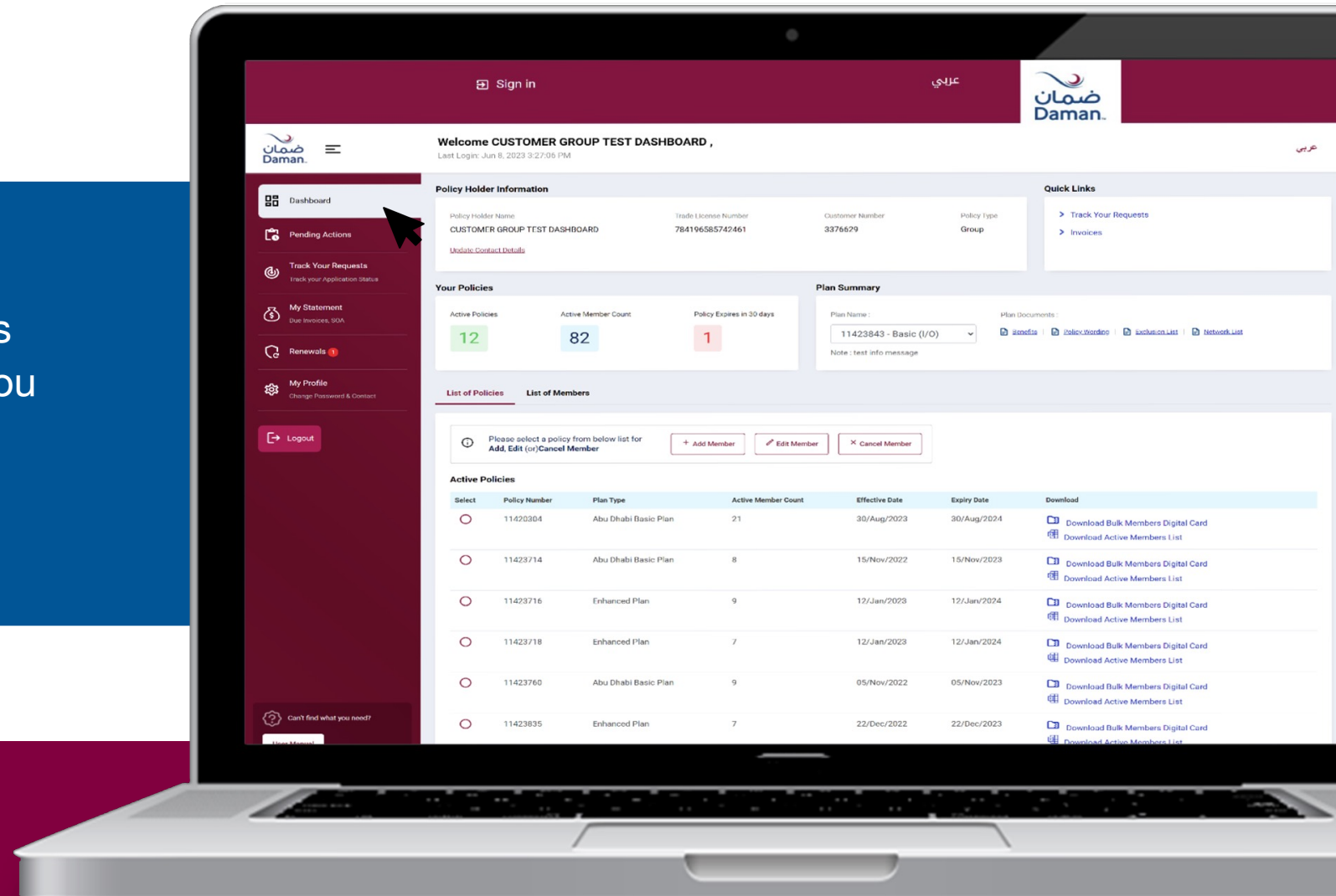
Dashboard

To enjoy all the convenience MyDaman offers, login to your account with your new User Name and Password



Dashboard

Managing your policy is easy, with everything you need available right on your dashboard.



Dashboard

From here, you can get an overview of your pending actions or requests

Dashboard

Welcome CUSTOMER GROUP TEST DASHBOARD
Last Login: Jun 8, 2023 3:27:06 PM

Policy Holder Information

Policy Holder Name CUSTOMER GROUP TEST DASHBOARD Update Contact Details	Trade License Number 784196585742461	Customer Number 3376629	Policy Type Group
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Quick Links

- Track Your Requests
- Invoices

Your Policies

Active Policies 12	Active Member Count 82	Policy Expires in 30 days 1
-----------------------	---------------------------	--------------------------------

Plan Summary

Plan Name: 11423843 - Basic (I/O)
Note: test info message

Plan Documents

- asafes
- Policy Holder
- Licence on List
- Network List

List of Policies | **List of Members**

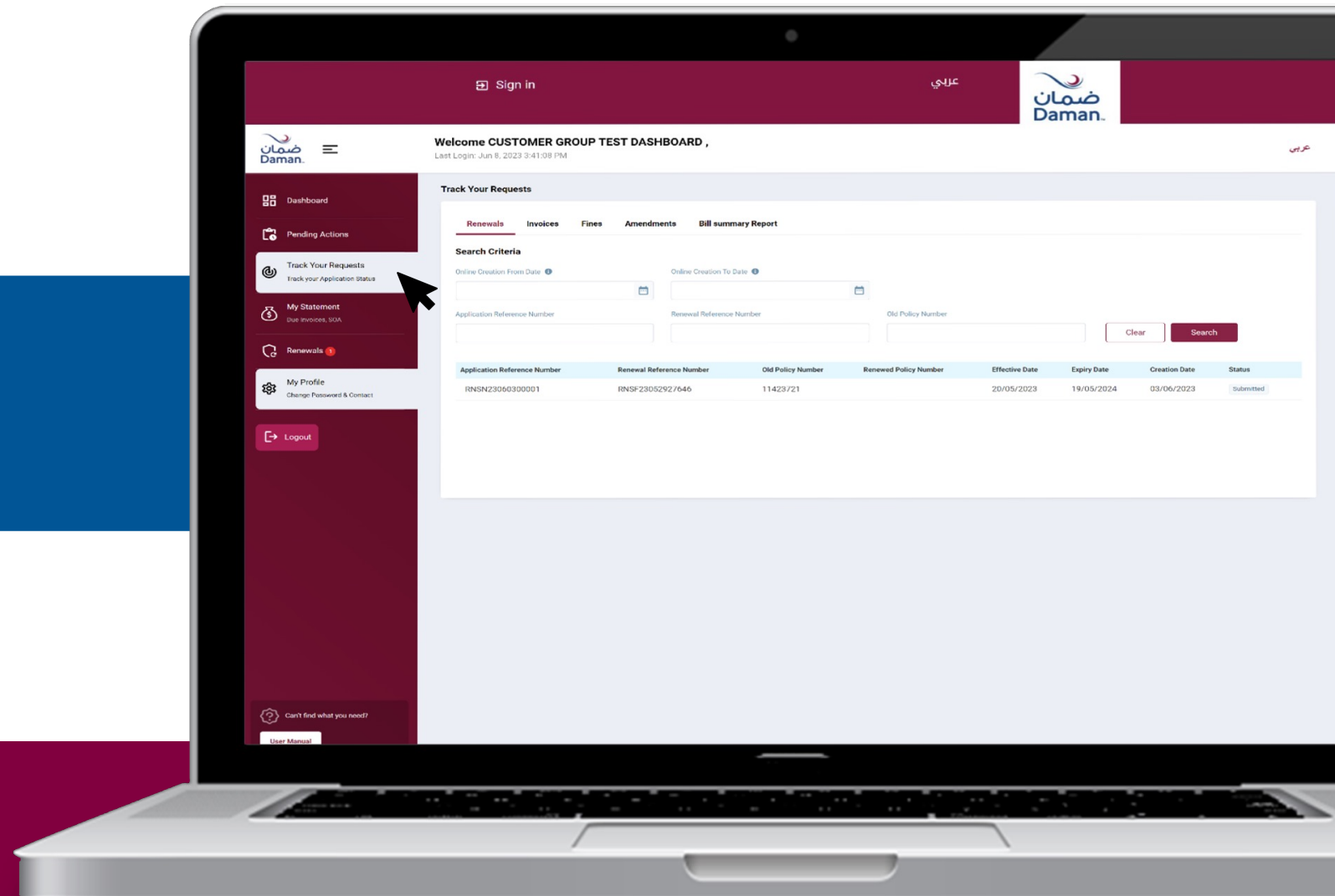
Please select a policy from below list for Add, Edit (or) Cancel Member

Active Policies

Select	Policy Number	Plan Type	Active Member Count	Effective Date	Expiry Date	Download
<input type="radio"/>	11420304	Abu Dhabi Basic Plan	21	30/Aug/2023	30/Aug/2024	Download Bulk Members Digital Card Download Active Members List
<input type="radio"/>	11423714	Abu Dhabi Basic Plan	8	15/Nov/2022	15/Nov/2023	Download Bulk Members Digital Card Download Active Members List
<input type="radio"/>	11423716	Enhanced Plan	9	12/Jan/2023	12/Jan/2024	Download Bulk Members Digital Card Download Active Members List
<input type="radio"/>	11423718	Enhanced Plan	7	12/Jan/2023	12/Jan/2024	Download Bulk Members Digital Card Download Active Members List
<input type="radio"/>	11423760	Abu Dhabi Basic Plan	9	05/Nov/2022	05/Nov/2023	Download Bulk Members Digital Card Download Active Members List
<input type="radio"/>	11423835	Enhanced Plan	7	22/Dec/2022	22/Dec/2023	Download Bulk Members Digital Card Download Active Members List

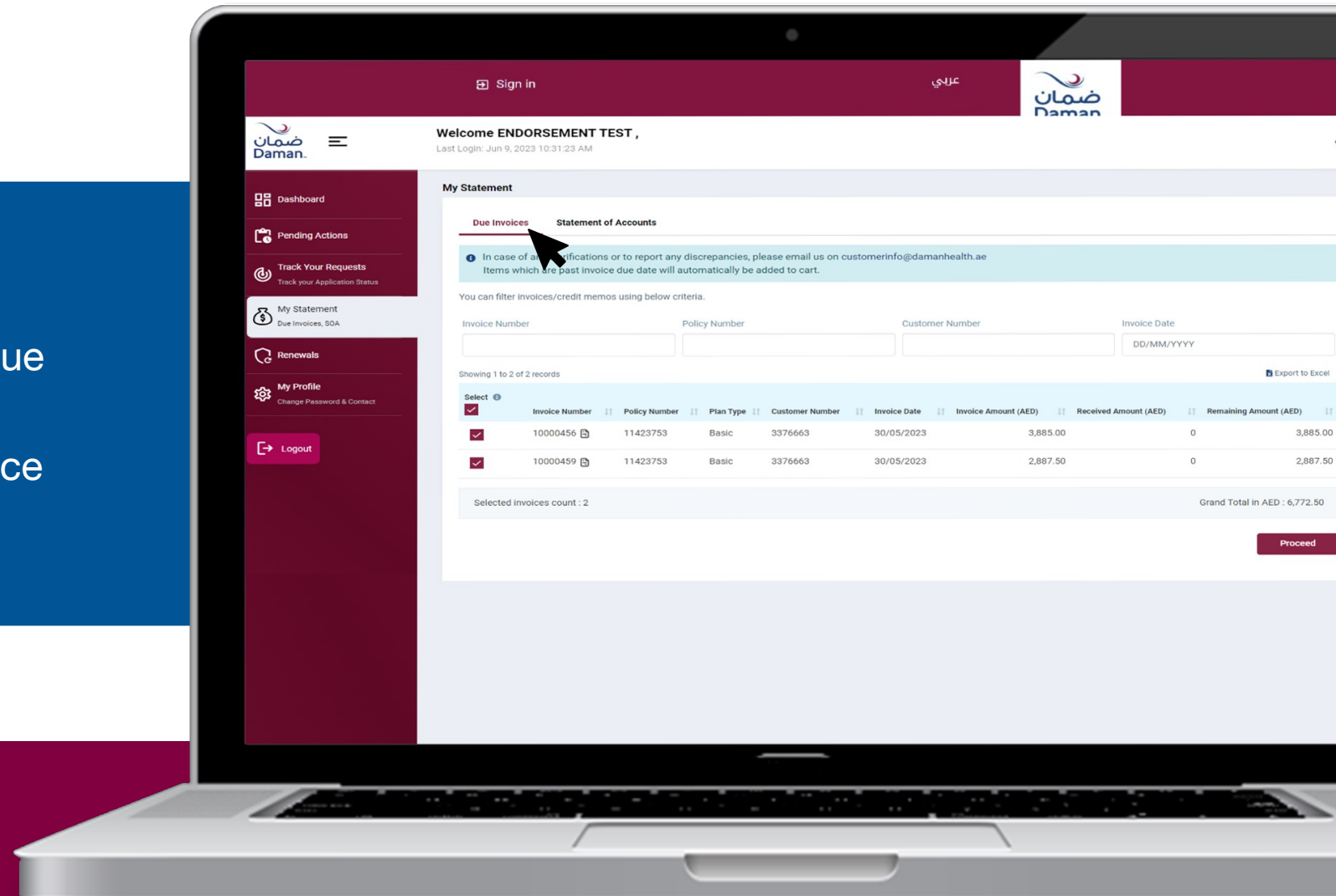
Dashboard

Track the status
of your requests



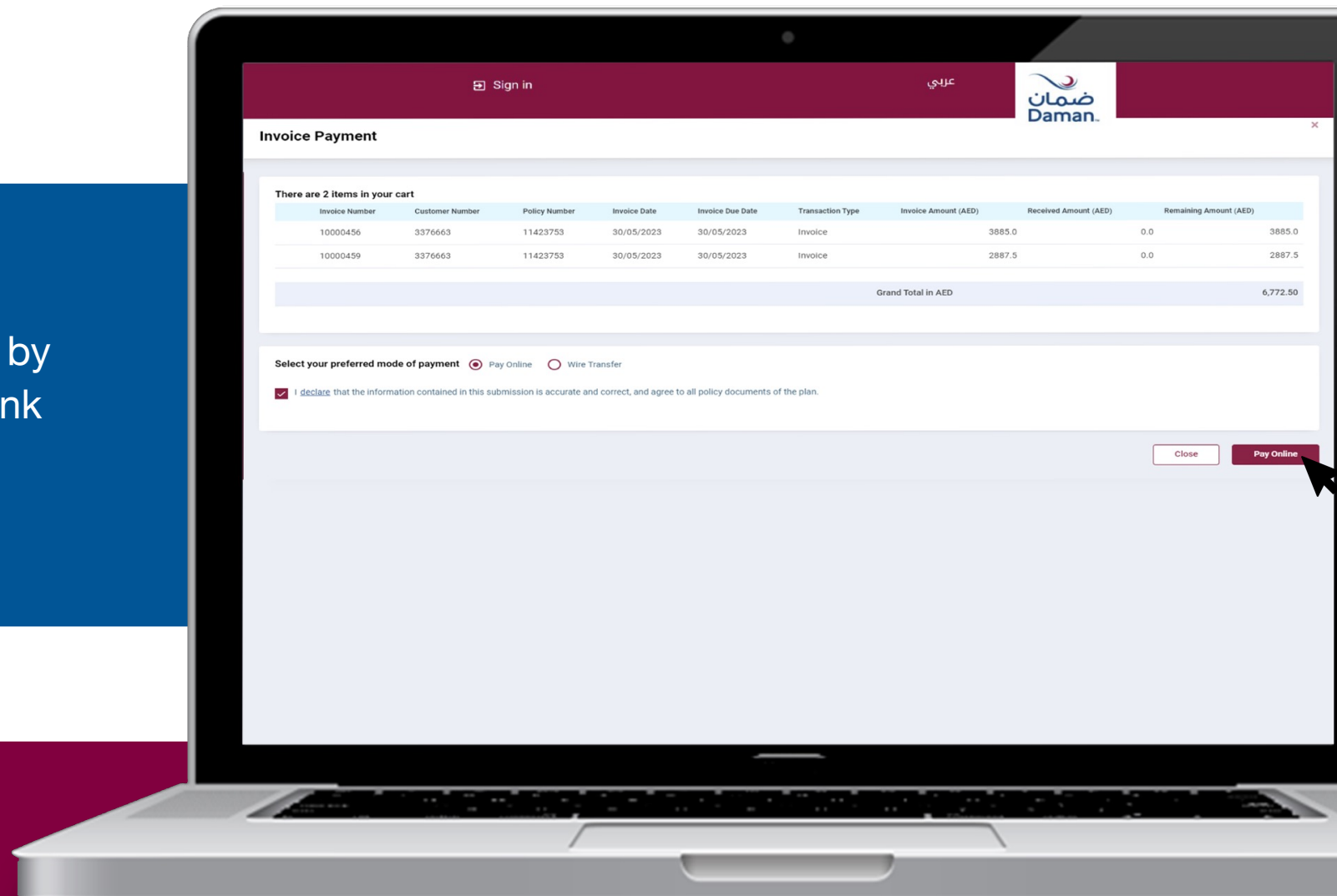
Dashboard

Check and clear any due invoices by just selecting the due invoice



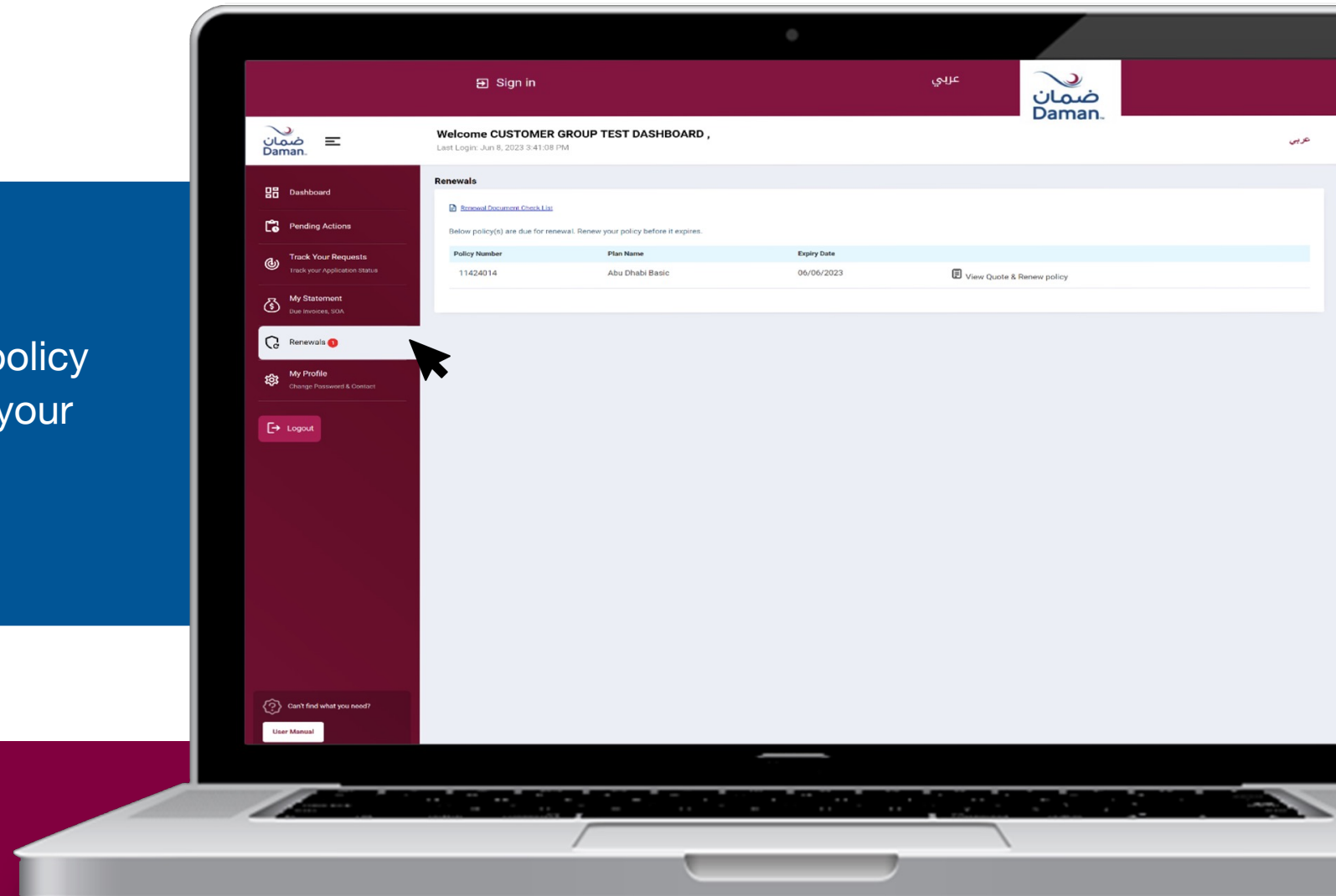
Dashboard

And pay online by
adding your bank
card details



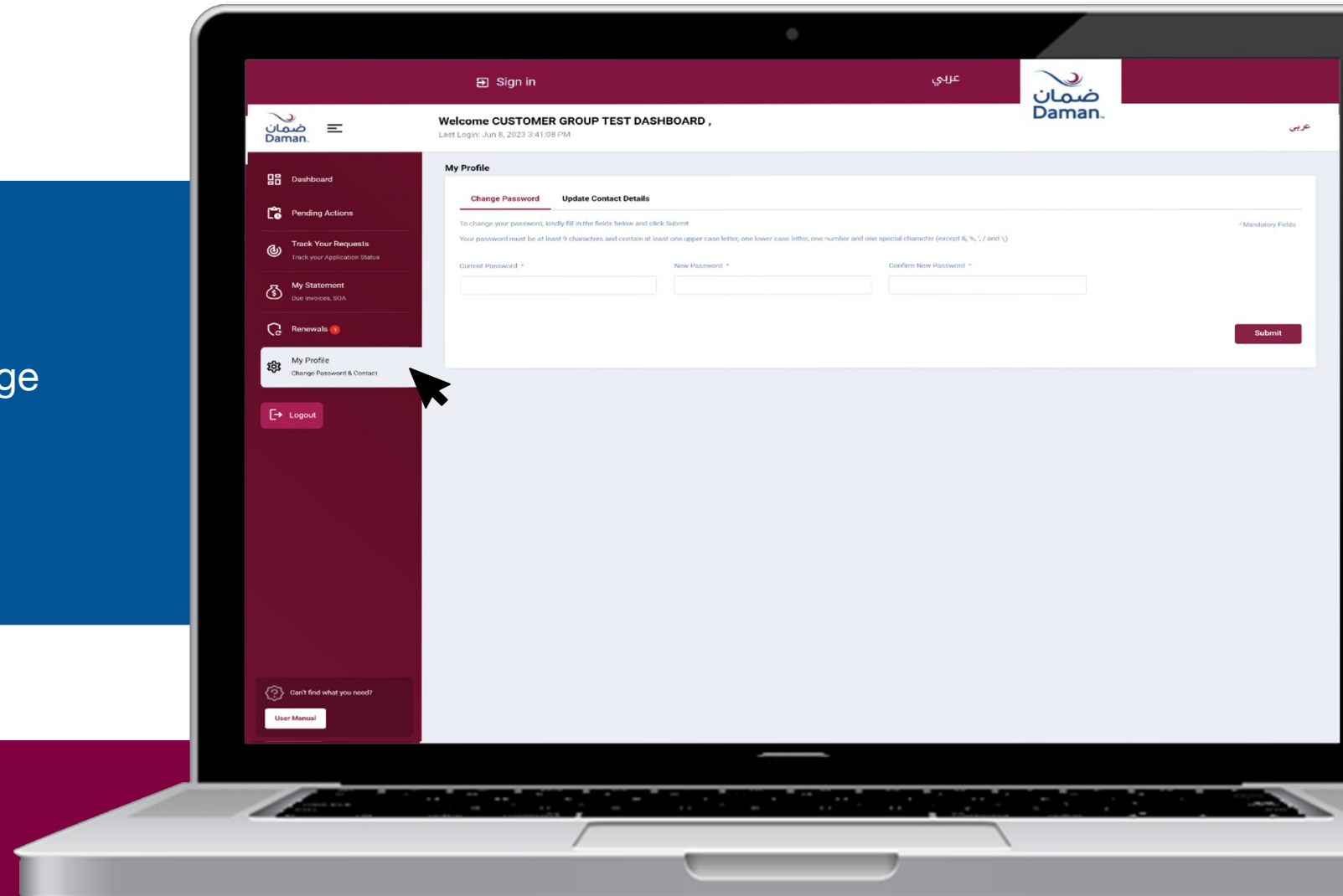
Dashboard

Keep track of policy renewals from your dashboard.



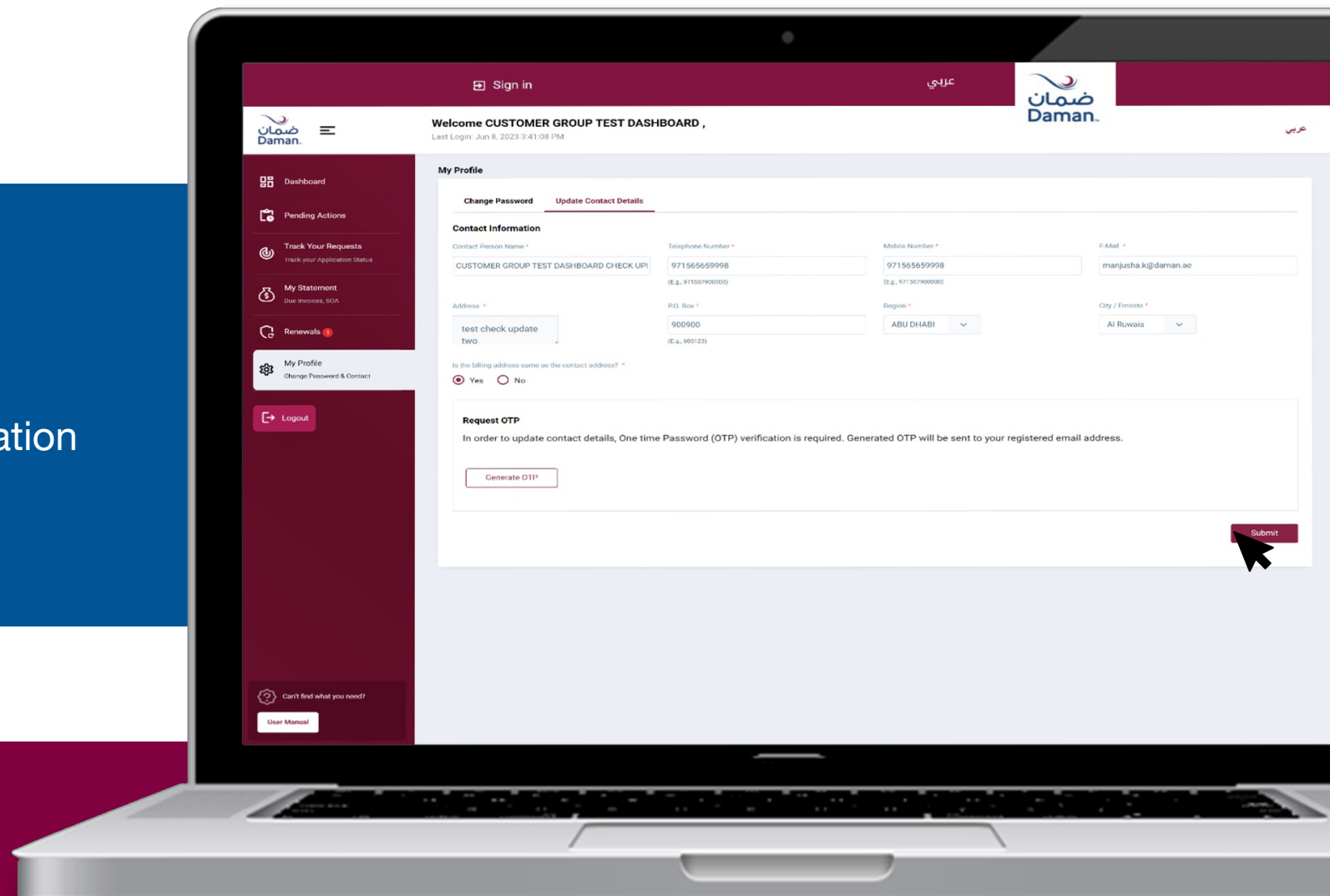
Dashboard

And even change
your password



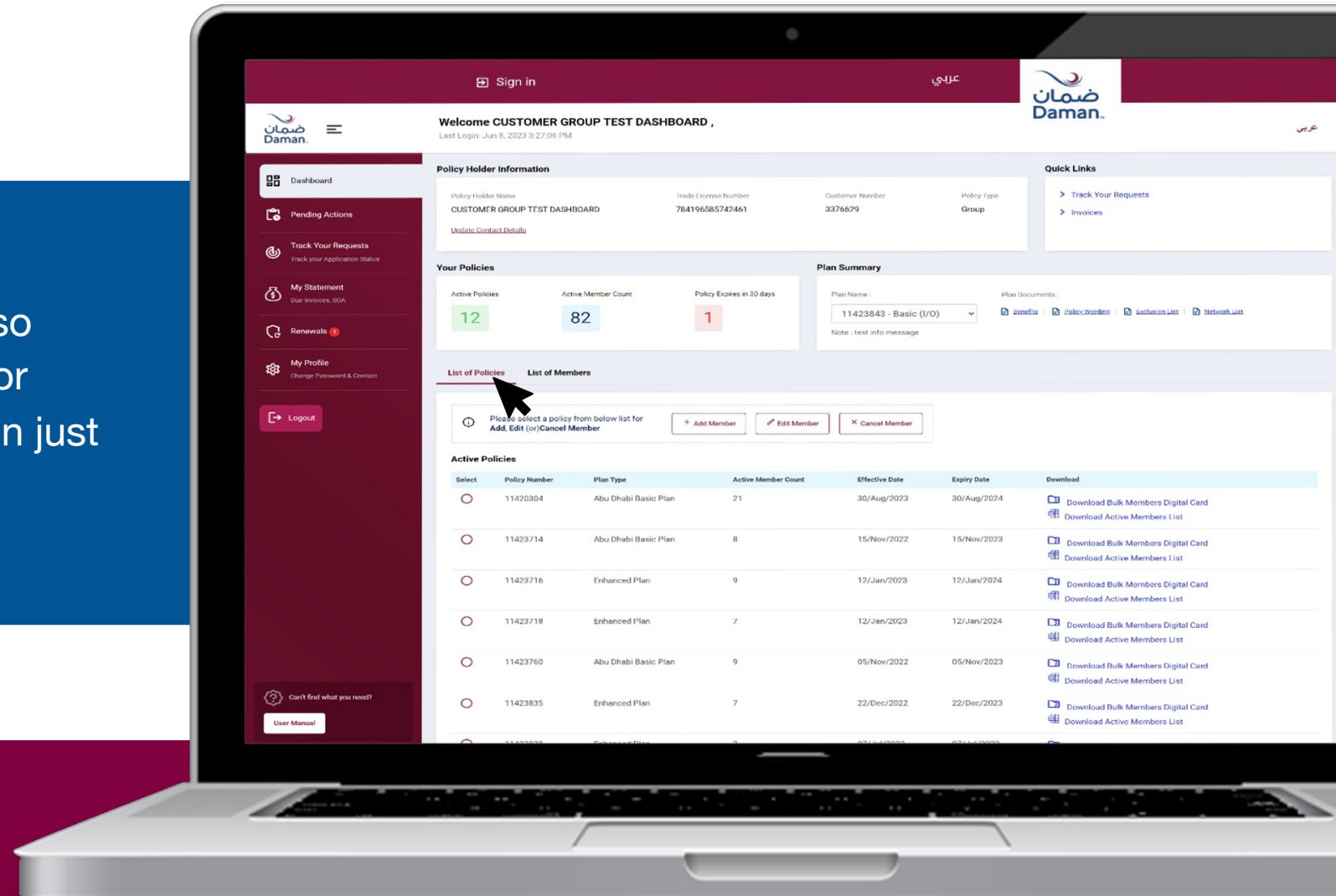
Dashboard

Or update your
contact information



Dashboard

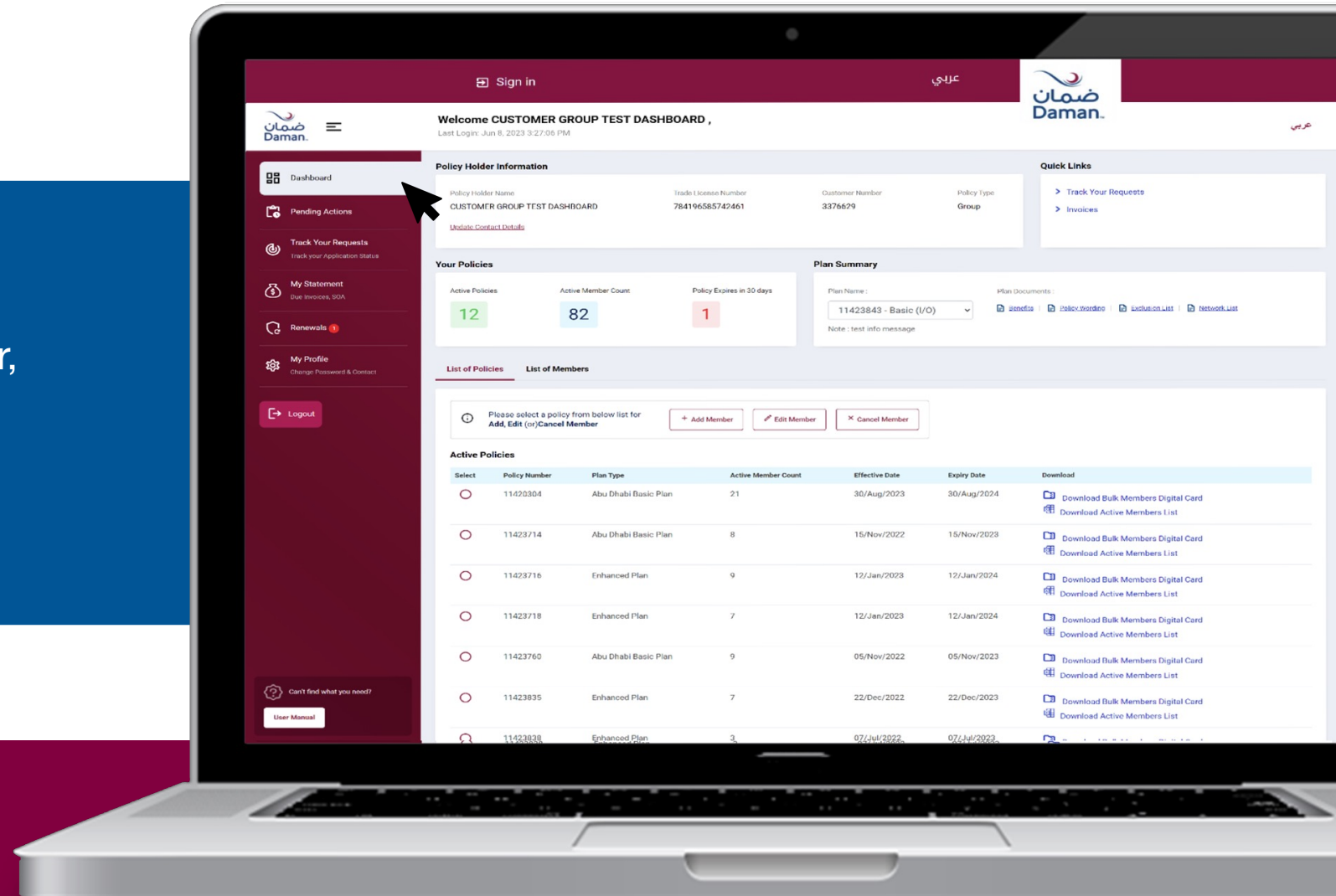
Your dashboard also lets you Add, Edit or Cancel a Member in just a few clicks.



Add Member

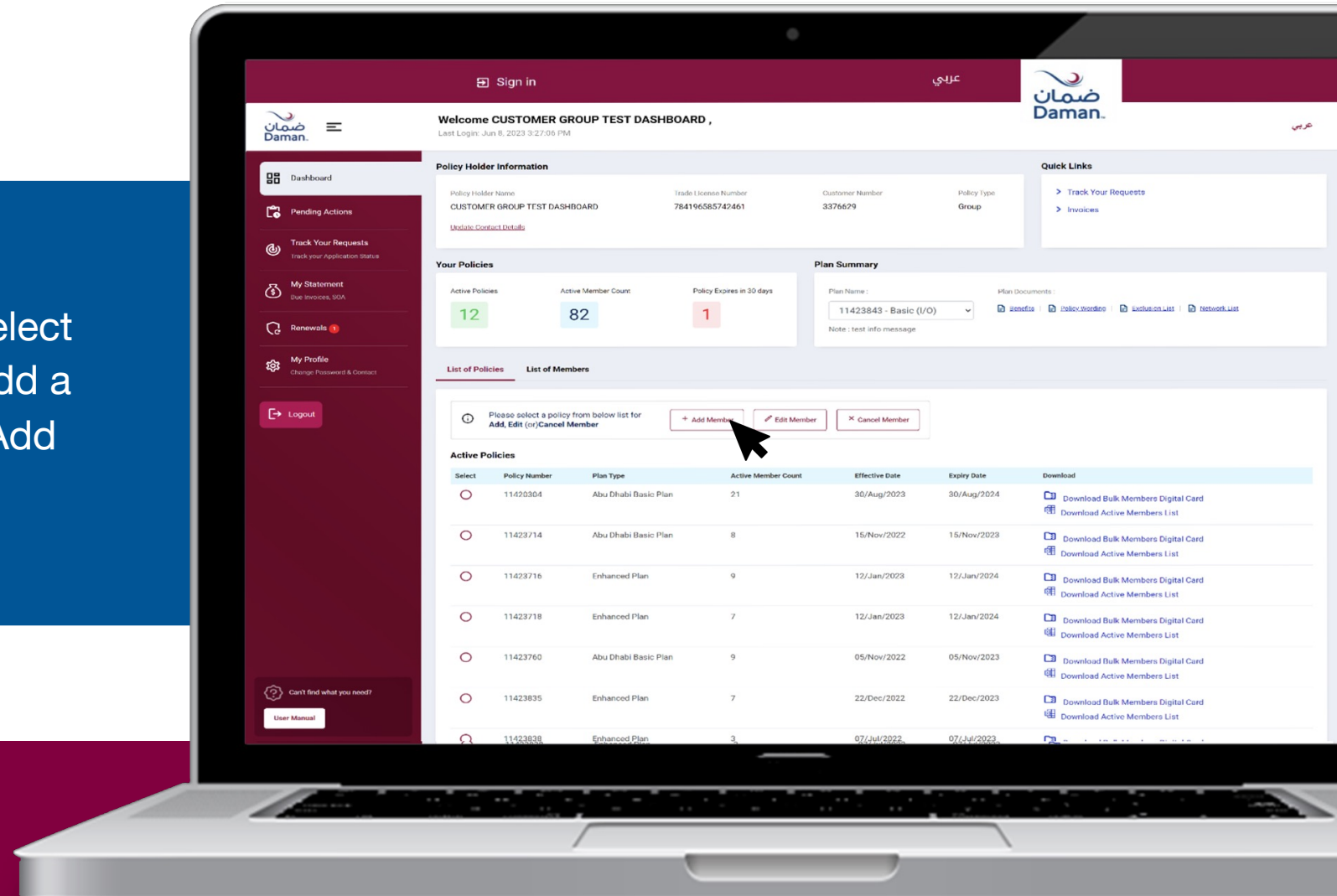
Add Member

To Add a Member,
follow these
simple steps.



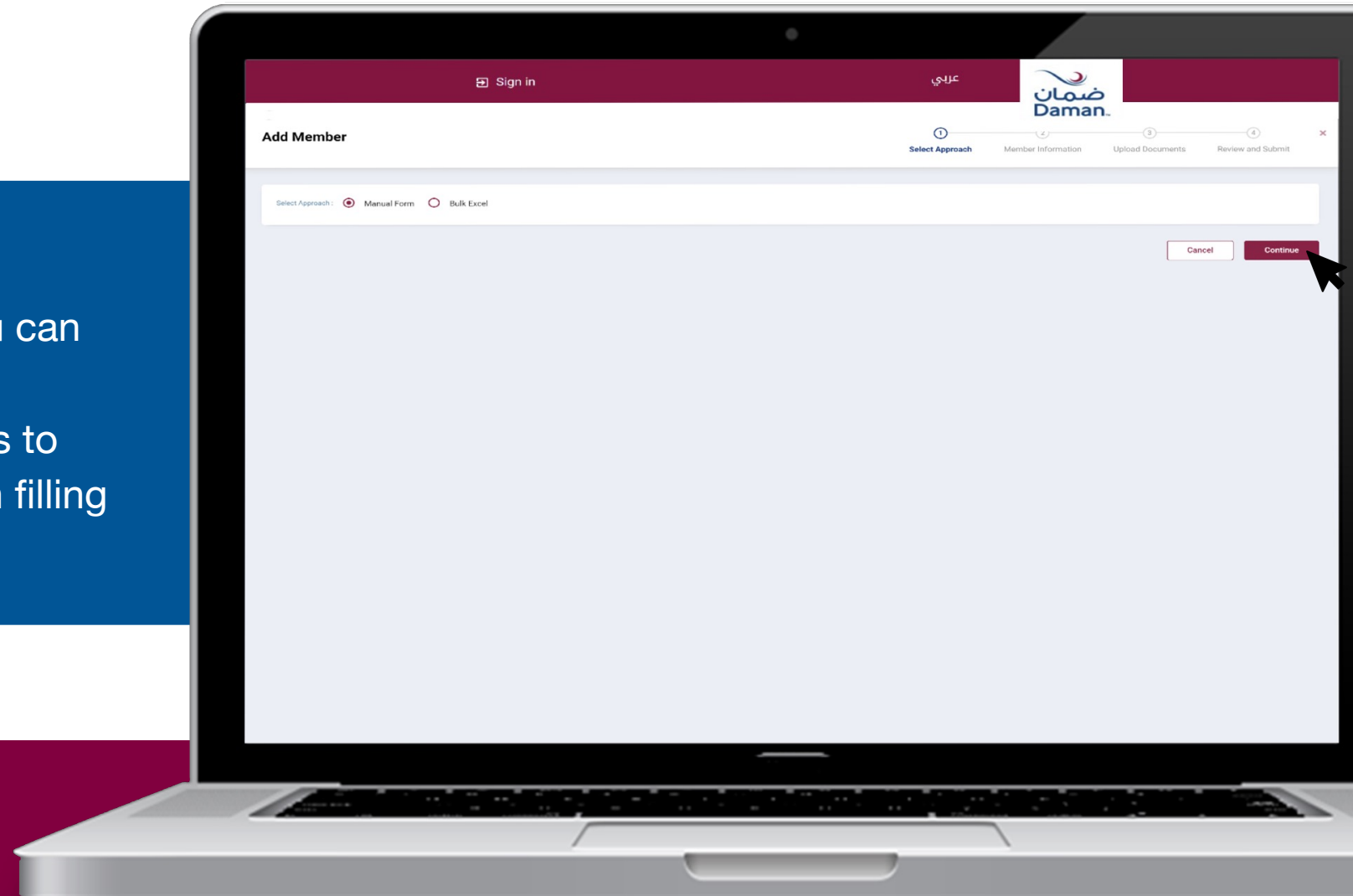
Add Member

From the Dashboard, select the Policy Number to Add a Member, then click on Add Member



Add Member

If you have more than 10 members to be added, you can choose Bulk Excel option.
If you have lesser members to add, you can continue with filling out the Manual Form.



Add Member

Now you can enter the new member's Emirates ID Number, and fill other basic information based on the UID or EID. Once done, click on Continue.

Add Member

This will take you to the Member Information Page where you will need to fill in all the required information for the new member to be added.
Press Continue to proceed to the Upload Document page.

Sign in عربي ضمان Daman

Add Member

1 Select Approach 2 Member Information 3 Upload Documents 4 Review and Submit

Member 1

Upload Picture

First Name * Middle Name * Last Name *

Arabic First Name * Arabic Middle Name * Arabic Last Name *

Relationship with Principal * Please Select

Date of Birth * 01/01/2004

Gender * Male

Marital Status * Please Select

Place of Issue of Visa * ABU DHABI

Personal Identification Details

Nationality * Please Select

National ID Type * UID No.

National ID * 5435477876

Policy Information

Previous Insurance Coverage * Yes No

Date of Entry into UAE

Plan * Please Select

Member Effective Date *

Cancel Continue

Selected Members

Member 1

Add Member

Add Member

Here, you can upload all the required documents for the added members.
Now press continue to Review all the information before submitting.

The screenshot displays the 'Add Member' web application interface. At the top, there is a navigation bar with a 'Sign in' button, the language 'عربي', and the Daman logo. Below the navigation bar, a progress indicator shows four steps: 'Select Approach' (completed), 'Member Information' (completed), 'Upload Documents' (current step), and 'Review and Submit' (disabled). The main content area is titled 'Add Member' and includes an 'Application Reference Number: EDLN2306080007'. It features two document checklists: 'Dubai Members' (1. Letter from company, 2. Birth Certificate, 3. Salary Declaration, 4. Member Photo) and 'Abu Dhabi Members' (1. Member Photo, 2. Salary Declaration, 3. Valid Visa Copy, 4. Birth Certificate, 5. Certificate of Continuity (COC), 6. Letter from company). Below these lists is an 'Upload Documents' section with a table for document uploads. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Continue'. A mouse cursor is pointing at the 'Continue' button.

Add Member

Once you ensure all the required information is correct, Press submit and confirm your submission.

Add Member

Sign in عربي ضمان Daman

Progress: Select Approach (✓) Member Information (✓) Upload Documents (✓) Review and Submit (1) ✕

Application Reference Number: EDLN23060800007

Policy Holder Name: CUSTOMER GROUP TEST DASHBOARD

Customer Number: 3376629

Policy Number: 11420304

Policy Type: Group

Policy Effective Date: 30/Aug/2023

Policy Expiry Date: 29/Aug/2024

Members Added

Name	Date of Birth	Nationality	UID / EID	Plan Name	Effective Date	Documents Upload
TESSGF FGPDSDAS	01/Jan/2004	Turkey	543647/876	Abu Dhabi Basic 2019 - 10 Deductible	31/Aug/2023	Photograph

Uploaded Documents

Member Documents
No files attached

Amendment Notification Emails (up to 5 e-mails)

MANJUSHA.K@DAMAN.AE Add Another Email

NIMMY.LAWRENCE@DAMAN.AE ✕

Your comments

You have entered of 7000 characters

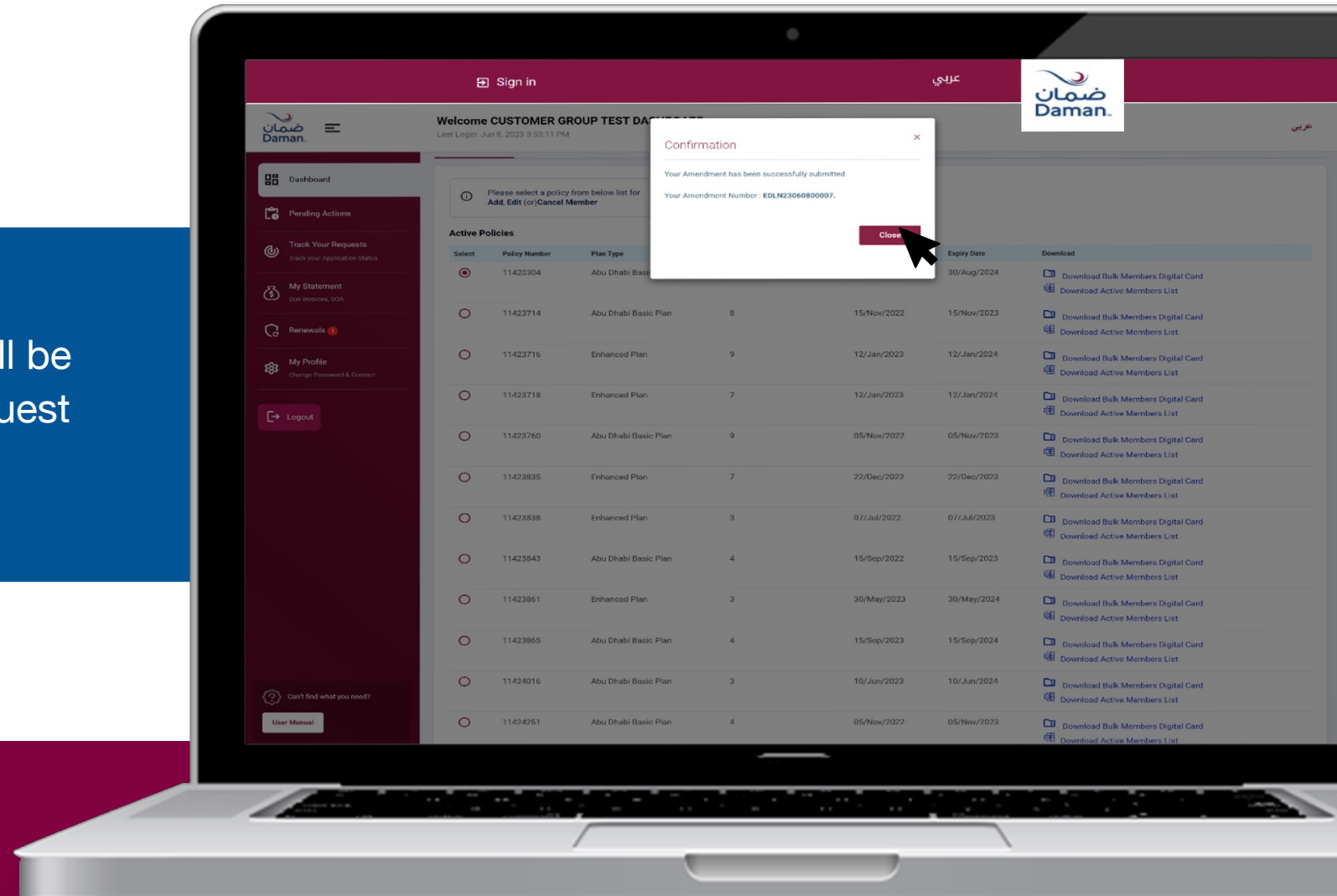
☐ I hereby accept the [terms and conditions](#)

☐ I, the "sponsor", declare and undertake to the National Health Insurance Company - Daman PJSC (Daman) to update the Emirates ID within the mentioned period below from the date of issuance of the health insurance card(s) for the member(s) to be covered under Group - Basic (Abu Dhabi) / Enhanced health insurance policy. I understand that if I do not submit the Emirates ID document within 30 days for new entrant members and 180 days from the date of birth for newborn babies, Daman may report the matter to the Health Authority - Abu Dhabi to take the necessary action.

Cancel Back Submit

Add Member

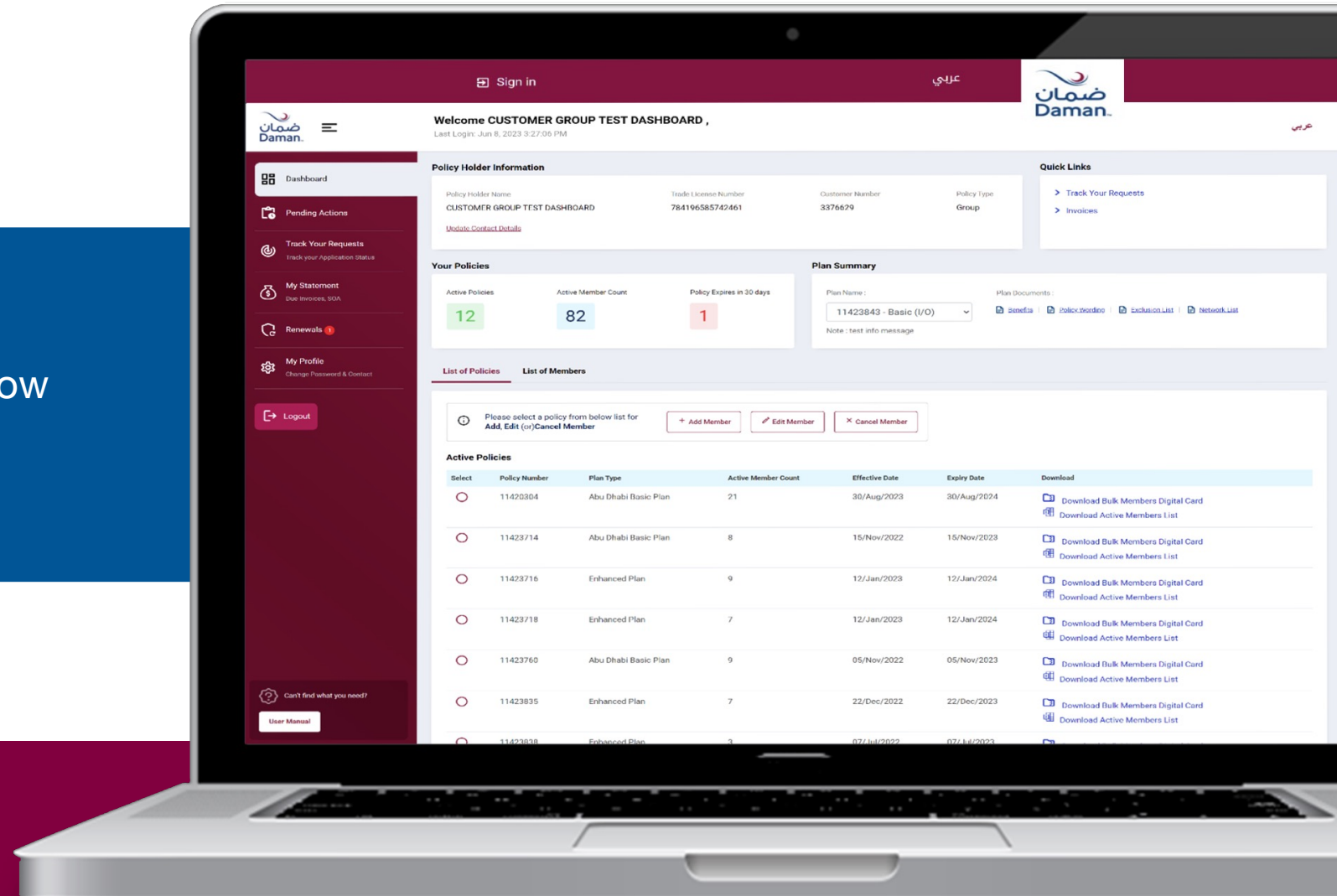
A reference number will be generated for your request to Add Member



Edit Member

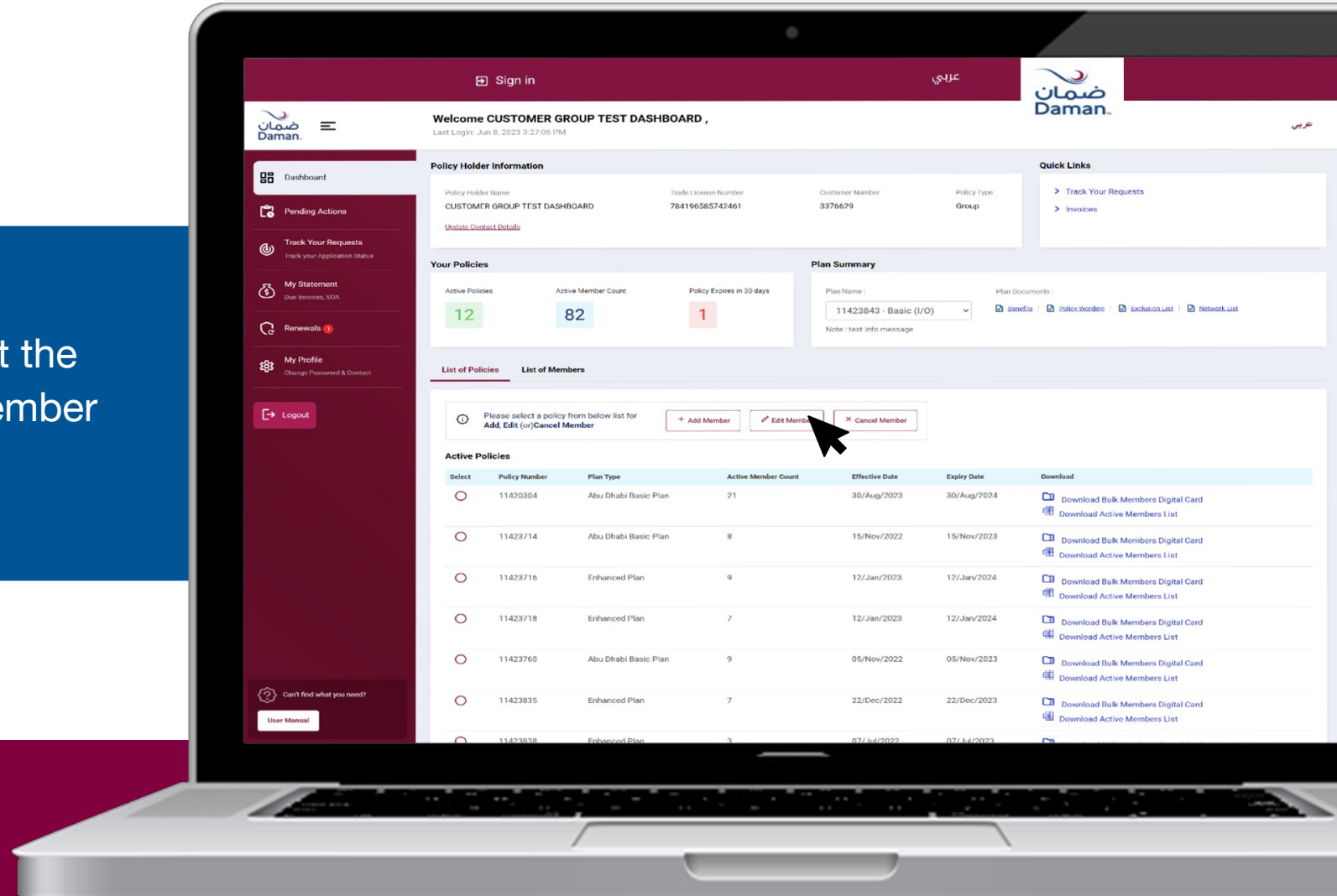
Edit Member

To Edit a Member, follow these simple steps.



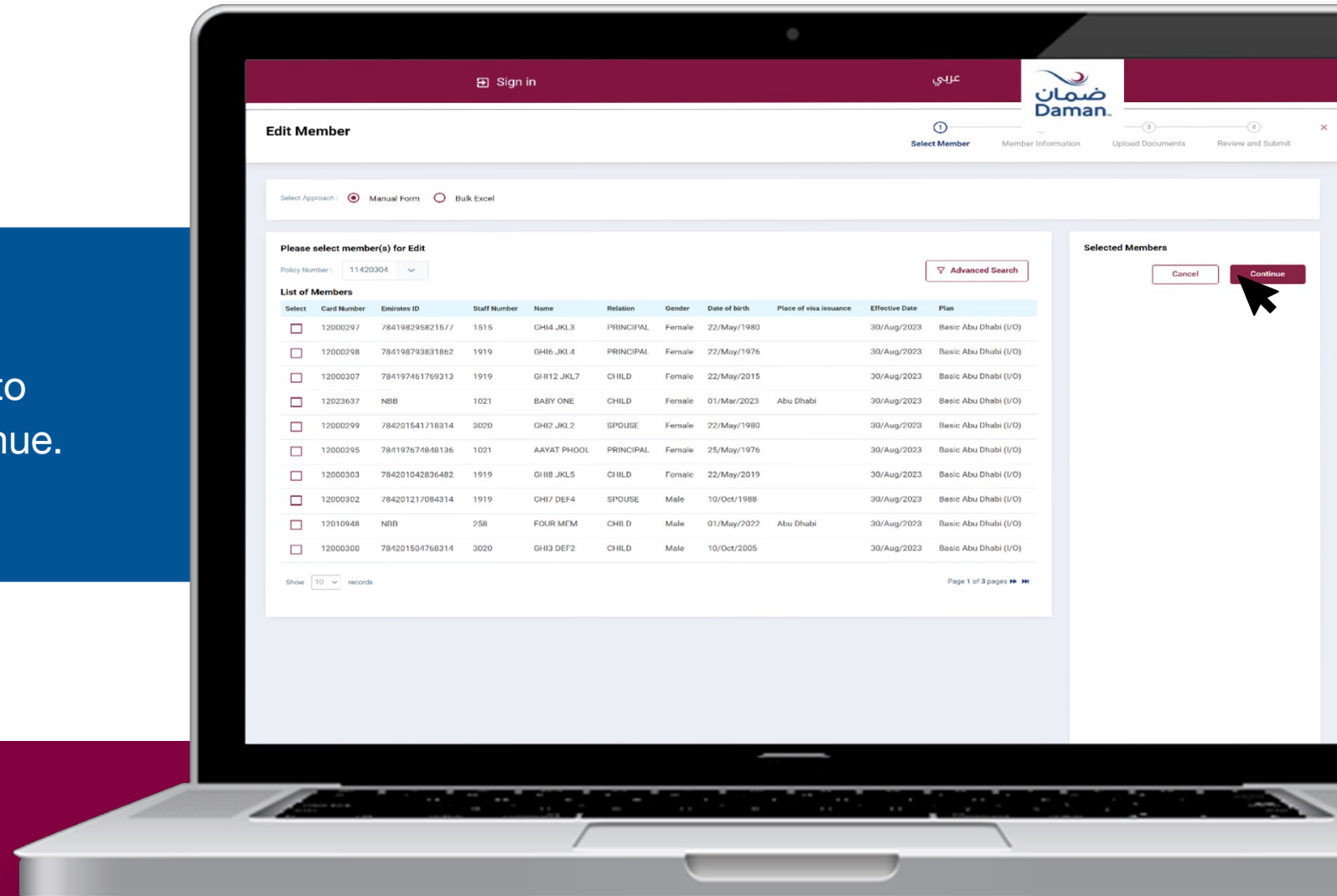
Edit Member

From the Dashboard, select the Policy Number to Edit a Member
Then click on Edit Member



Edit Member

Select the member to edit and click Continue.



Edit Member

This will take you to the Member details page, where you can Edit the necessary information.

Sign in عربي ضمان Daman

Edit Member

Select Member Member Information Upload Documents Review and Submit

GH14 JKL3

Upload Picture

First Name : * GH14 Middle Name : MN4 Last Name : * JKL3

Arabic First Name : * شهاب الدين Arabic Middle Name : حسن Arabic Last Name : * الجاسري

Relationship with Principal : * PRINCIPAL

Date of Birth : * 22/05/1980 Gender : * Female Marital Status : * Married Place of Issue of Visa : * ABU DHABI

Staff Number : * 1515 Department : * ND

Personal Identification Details

Nationality : * Albanian (Albania)

National ID Type : * Emirates ID National ID : * 784198295821577

Policy Information

Plan : * Abu Dhabi Basic 2019 - 10 Deductible - Maternity

Member Effective Date : * 30/08/2023

Cancel Continue

Selected Members

GH14 JKL3

Edit Member

Click on continue and Upload the relevant documents.

Sign in عربي ضمان Daman

Add Member

Application Reference Number: EDLN23060800007

Documents Checklist

Dubai Members

1. Letter from company
2. Birth Certificate
3. Salary Declaration
4. Member Photo

Abu Dhabi Members

1. Member Photo
2. Salary Declaration
3. Valid Visa Copy
4. Birth Certificate
5. Certificate of Continuity (COC)
6. Letter from company

Upload Documents

Document Name	Action
Bulk Upload	Upload

Cancel Back Continue

Edit Member

Now press continue to Review all the information before submitting.
Once you ensure all the required information is correct, click on submit and confirm your submission

Sign in عربي ضمان Daman

Add Member

Select Approach Member Information Upload Documents **Review and Submit**

Application Reference Number EDLN23061400001	Policy Holder Name ENDORSEMENT TEST	Customer Number 3376663	Policy Number 11423753	Policy Type Group	Policy Effective Date 30/May/2023	Policy Expiry Date 29/May/2024
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Members Added

Name	Date of Birth	Nationality	UID / EID	Plan Name	Effective Date	Documents Upload
ABDULLAH ALSAQR	01/Jun/1999	UAE	123432323	Abu Dhabi Basic 2019 - 10 Deductible	15/Jun/2023	Photograph

Uploaded Documents

Member Documents

Product_Display_1686727798513.jpg

Amendment Notification Emails (up to 5 e-mails)

ZEESHAN.SADIQ@DAMAN.AE **Add Another Email**

Your comments

You have entered of 2000 characters

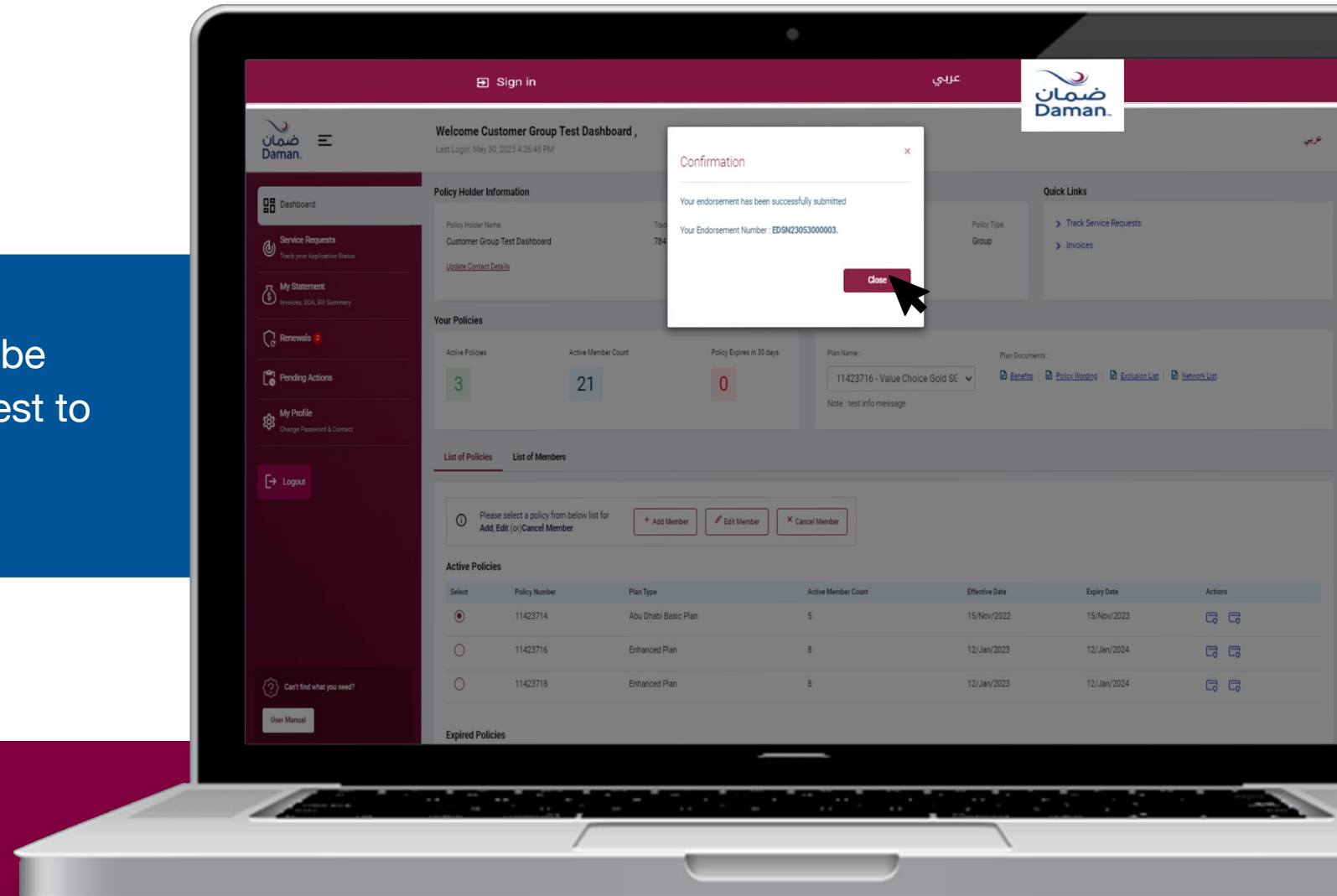
☐ I hereby accept the [terms and conditions](#)

☐ I, the "sponsor", declare and undertake to the National Health Insurance Company - Daman PJSC ("Daman") to update the Emirates ID within the mentioned period below from the date of issuance of the health insurance card(s) for the member(s) to be covered under Group - Basic (Abu Dhabi) / Enhanced health insurance policy. I understand that if I do not submit the Emirates ID document within 30 days for new entrant members and 180 days from the date of birth for newborn babies, Daman may report the matter to the Health Authority - Abu Dhabi to take the necessary action.

Cancel Back Submit

Edit Member

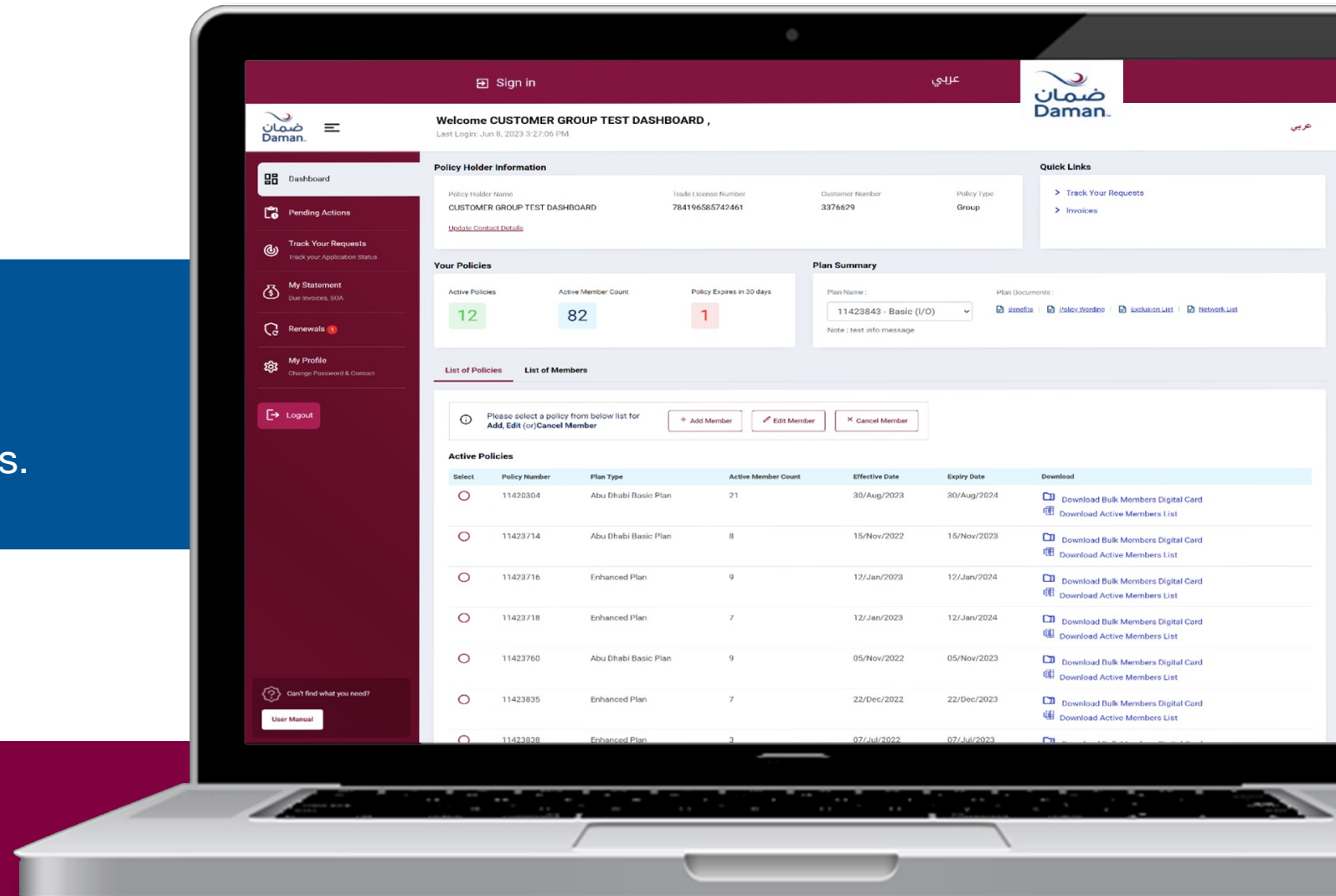
A reference number will be generated for your request to Edit Member



Delete Member

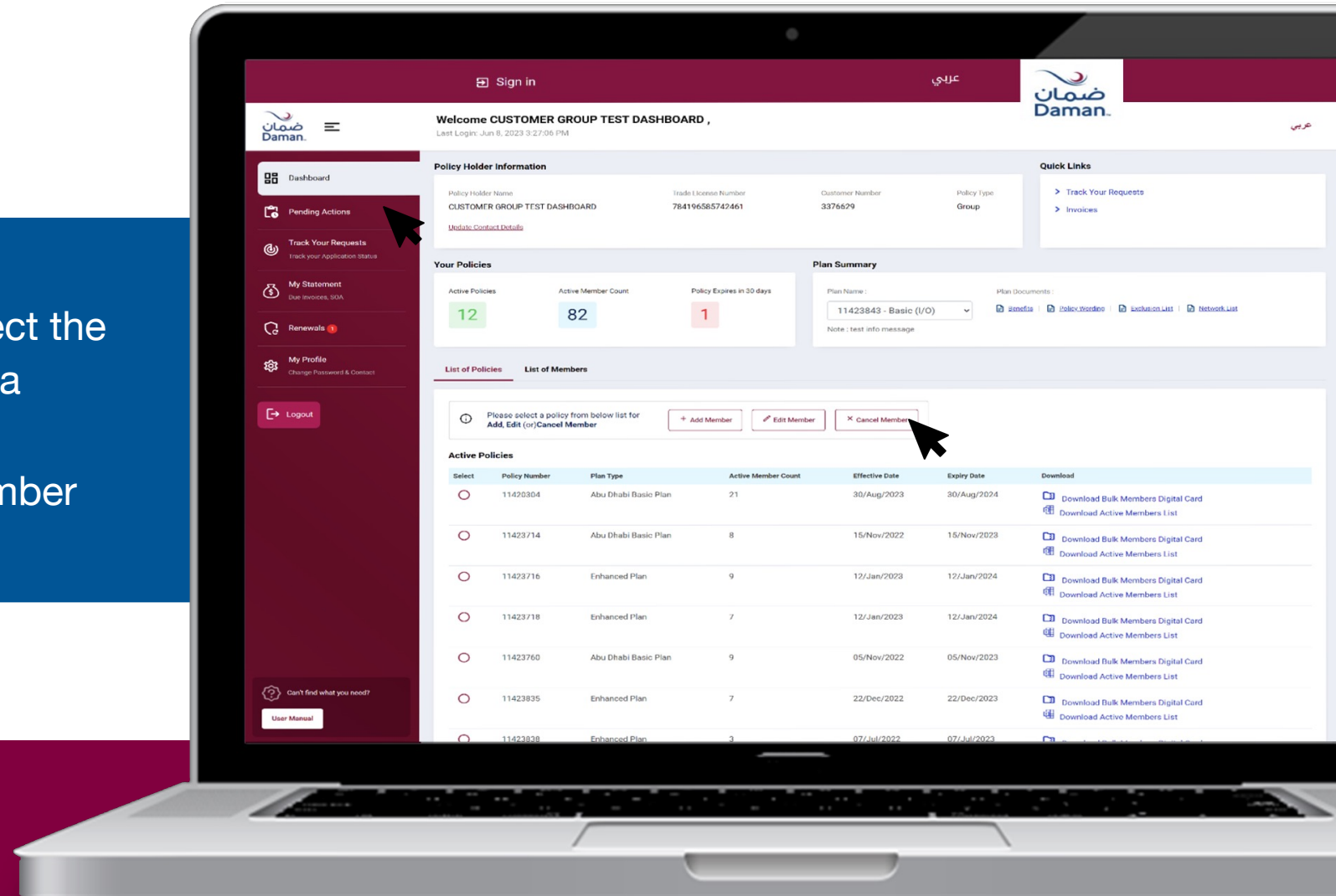
Delete Member

To Cancel a Member, follow these simple steps.



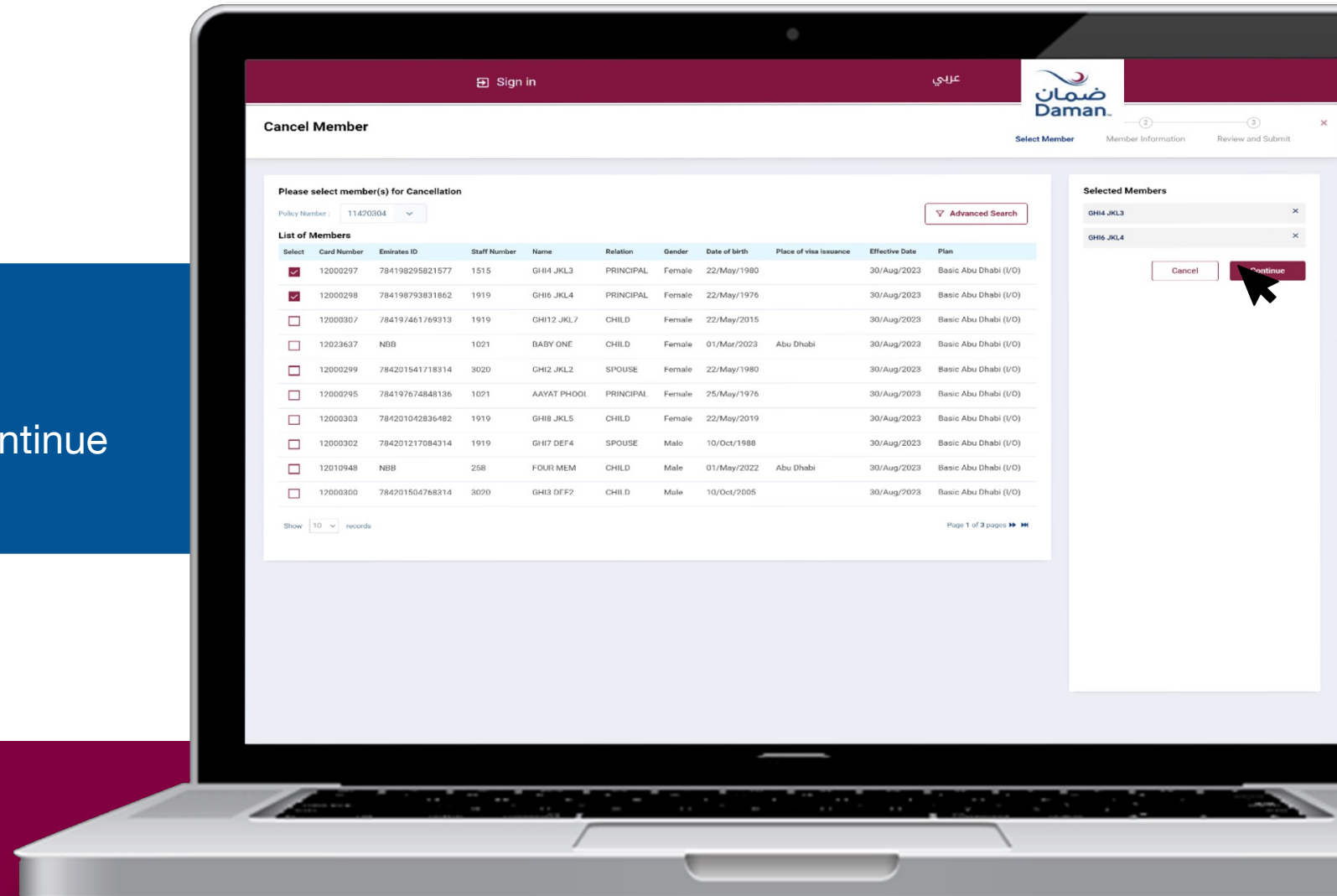
Delete Member

From the Dashboard, select the Policy Number to Cancel a Member.
Then click on Cancel Member



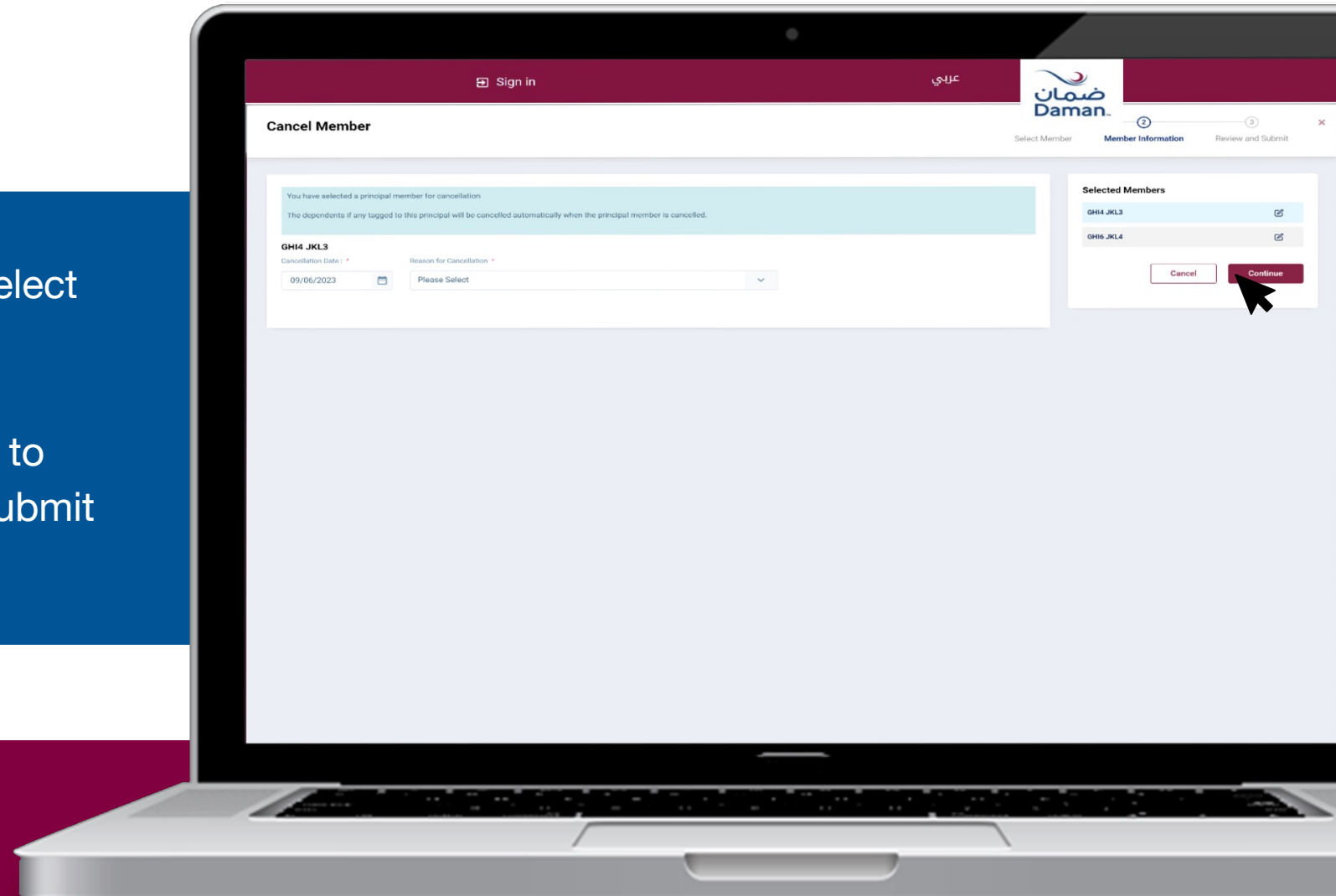
Delete Member

Select the member for cancellation and click Continue



Delete Member

You will then be required to select the reason for Member Cancellation.
Once done, click on continue to proceed to the Review and Submit Page.



Delete Member

Ensure all the required information is correct, click on submit and confirm your submission.

Sign in عربي ضمان Daman

Cancel Member

Select Member Member Information Review and Submit

Policy Holder Name CUSTOMER GROUP TEST DASHBOARD	Customer Number 3376629	Policy Number 11423714	Policy Type Group	Policy Effective Date 15/Nov/2022	Policy Expiry Date 14/Nov/2023
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List of Cancelled Members

Name	Cancellation Date	Reason for Cancellation
PUTHENVEETIL ADAS	09/06/2023	End Of Service

Amendment Notification Emails (up to 5 e-mails)

MANJUSHA.K@DAMAN.AE Add Another Email

NIMMY.LAWRENCE@DAMAN.AE X

Your comments

You have entered of 2000 characters

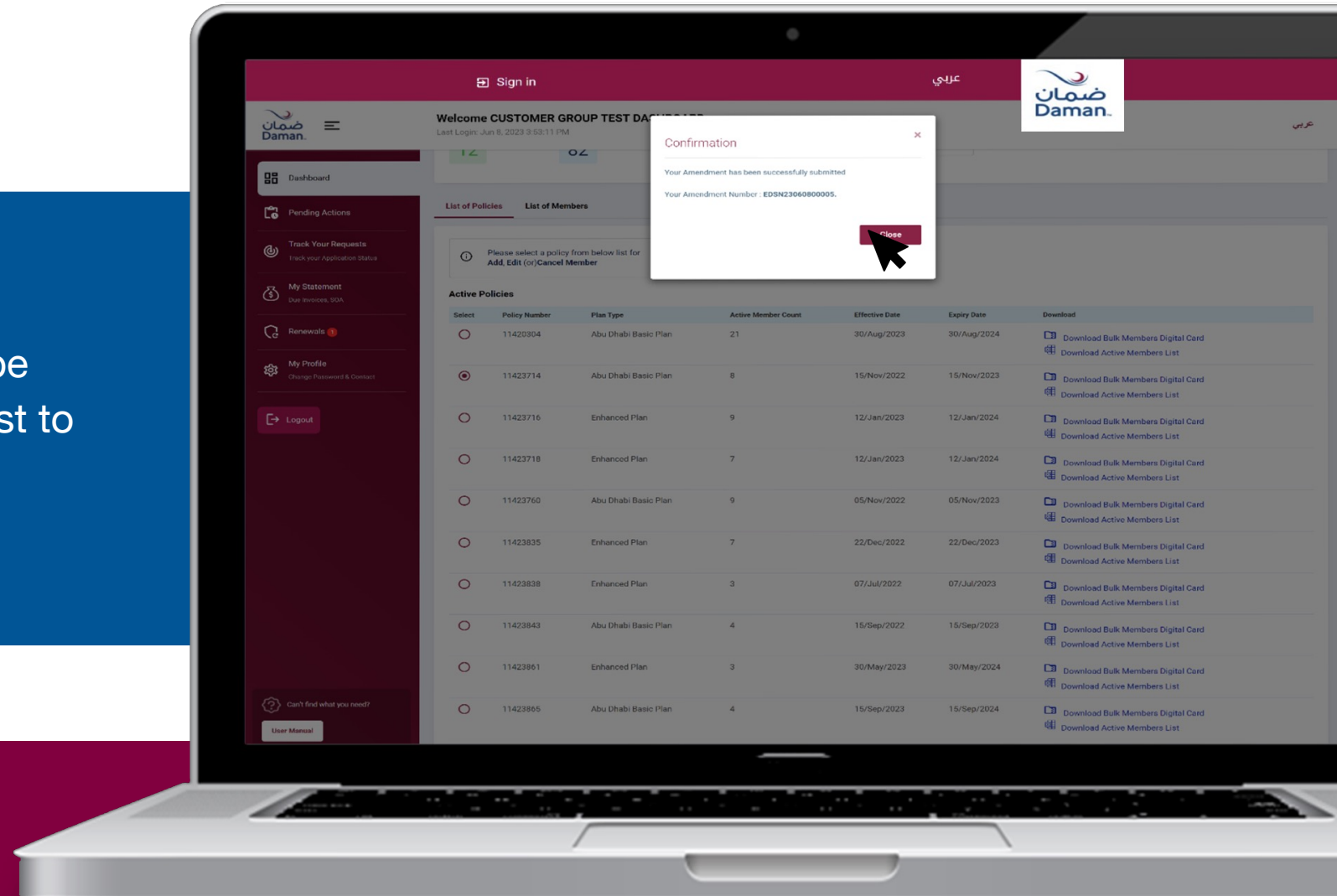
☒ I hereby accept the [terms and conditions](#)

☒ I, the "sponsor", declare and undertake to the National Health Insurance Company - Daman IUSC (Daman) to update the Emirates ID within the mentioned period below from the date of issuance of the health insurance card(s) for the member(s) to be covered under Group - Basic (Abu Dhabi) / Enhanced health insurance policy. I understand that if I do not submit the Emirates ID document within 30 days for new entrant members and 180 days from the date of birth for newborn babies, Daman may report the matter to the Health Authority - Abu Dhabi to take the necessary action.

Cancel Back Submit

Delete Member

A reference number will be generated for your request to Cancel Member.



Delete Member

Once you're done managing your policy, don't forget to logout.

