

### 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.



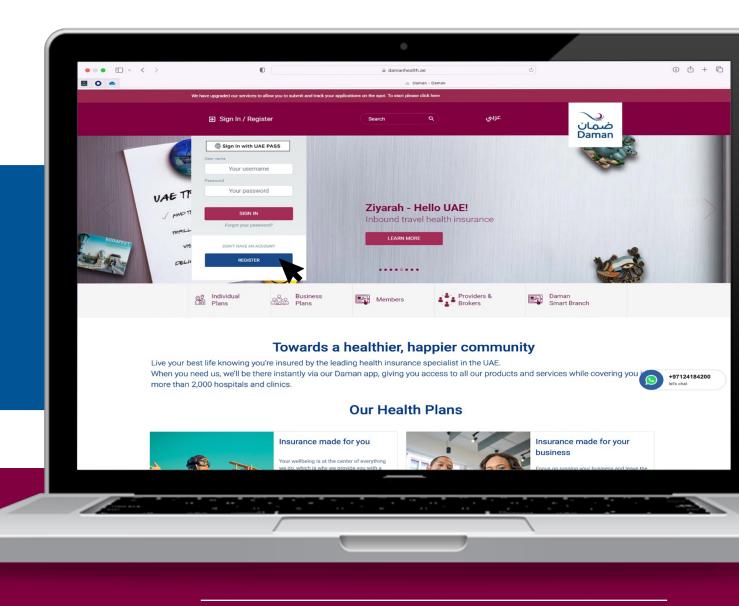


# Registration

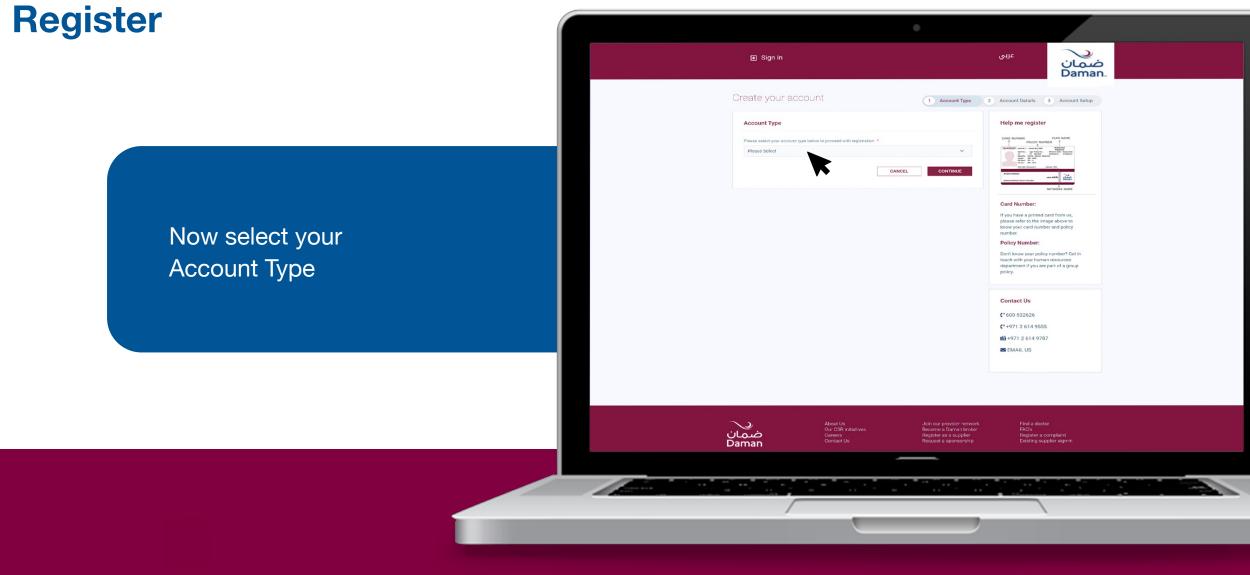


#### Register

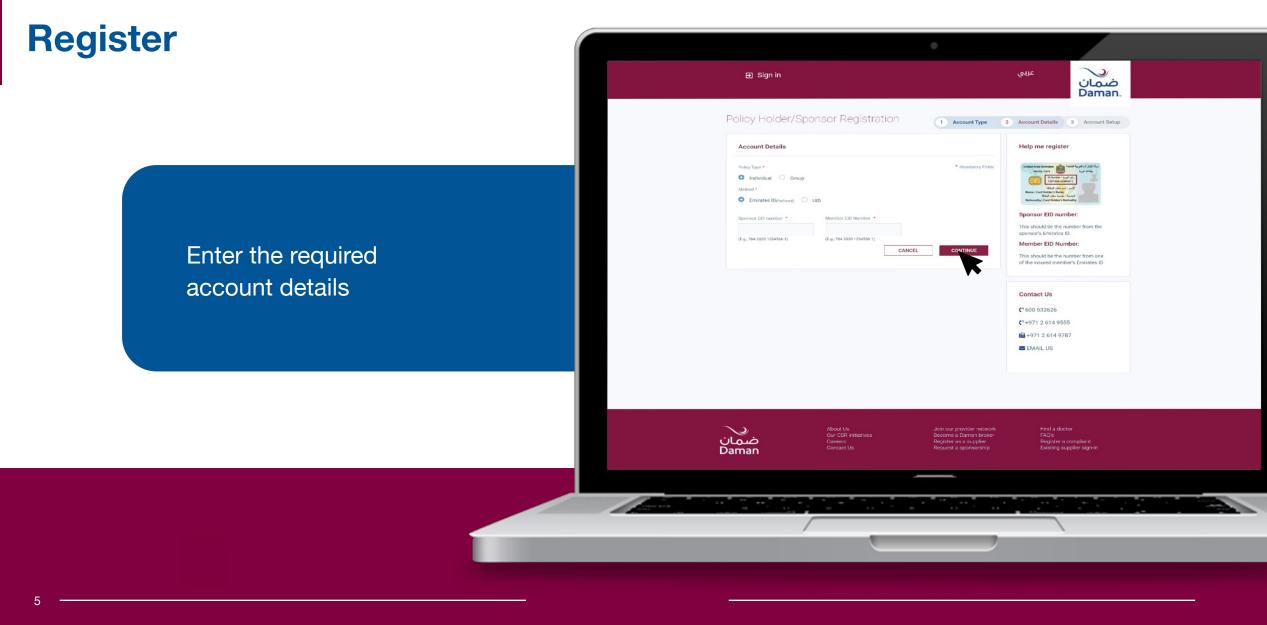
Before you get started, kindly click on Register to start the registration process.



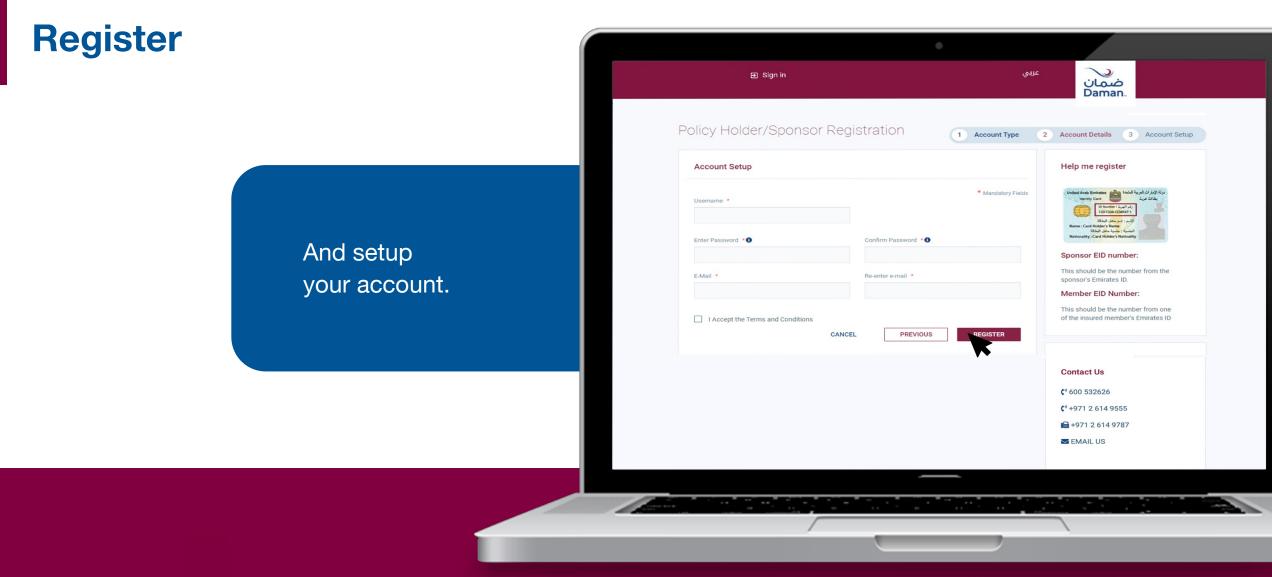














### Register

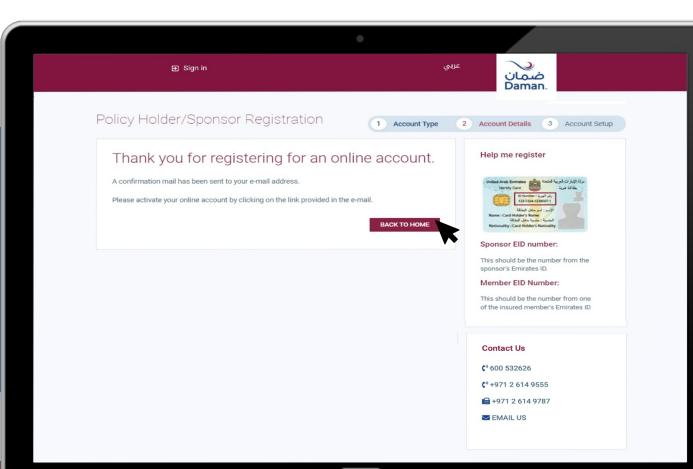
Once you have accepted the terms and conditions, click on Register.

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Policy Holder/Sponsor Registration	1         Account Type         2         Account Details         3         Account Setup
Account Setup	Help me register
Username * testuserone CHECK AVAILA	الإسر الحل البطائر Name : Card Holder's Name
User Name is available	الاستانية ، توسيع المثل المراجع Nationality ، (Card Holders's Nationality
Enter Password * Confirm Password	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
susan.jeorge@daman.ae susan.jeorge@d I Accept the Terms and Conditions CANCEL PREVIO	Contact Us
	₩ +971 2 614 9787



#### Register

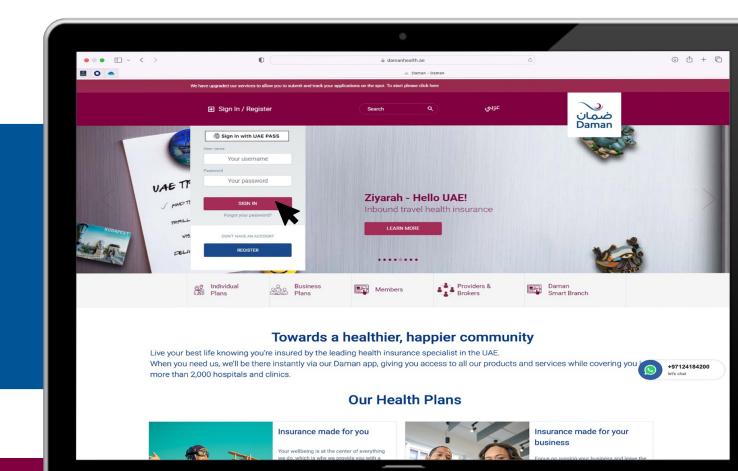
Now that you have successfully registered your account, you can activate it by clicking on the link in the confirmation email sent to your registered address.







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





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

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

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#### **Dashboard** ضمان Daman Đ Sign in ضمان Daman Welcome CUSTOMER GROUP TEST DASHBOARD عربى Last Login: Jun 8, 2023 3:41:08 PM Track Your Requests Dashboard Renewals Pending Actions Search Criteria Track Your Requests Track your Application Status Online Creation From Date Online Creation To Date 0 My Statement Old Policy Number lication Reference Number Renewal Reference Numbe Clear G Renewals () Track the status Application Reference Number Old Policy N My Profile Change Password & Co 11423721 RNSN23060300001 RNSF23052927646 20/05/2023 19/05/2024 of your requests [→ Logout User Manual



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

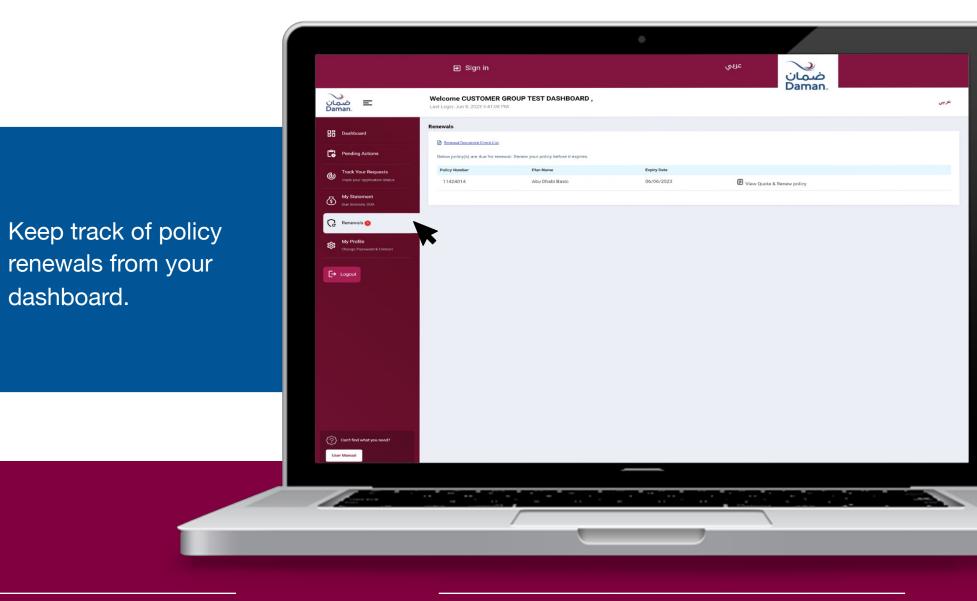
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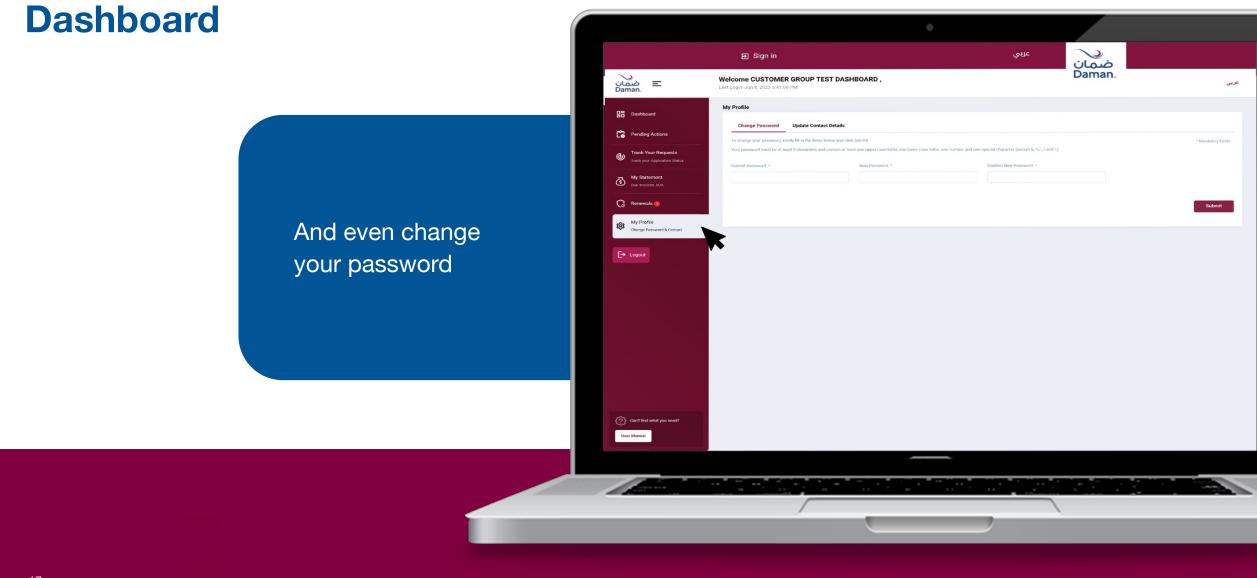
And pay online by adding your bank card details

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#### **Dashboard** ضمان Daman Đ Sign in ضمان Daman. = Welcome CUSTOMER GROUP TEST DASHBOARD , عربي Last Login: Jun 8, 2023 3:41:08 PM My Profile Dashboard Change Password Update Contact Details Pending Actions Contact Information E-Mail \* Contact Person Name Mobile Number Track Your Requests (J) CUSTOMER GROUP TEST DASHBOARD CHECK UPI 971565659998 971565659998 manjusha.k@daman.ae (E.g., 971507900000) (E.a. 971507900000 My Statement Address \* P.O. Box \* Region \* City / Emirate 900900 ABU DHABI 🗸 🗸 Al Ruwais ~ G Renewals test check update two (E.g., 500123) My Profile Change Password & Contact Or update your Is the billing address same as the contact address? Yes O No contact information [→ Logout Request OTP In order to update contact details, One time Password (OTP) verification is required. Generated OTP will be sent to your registered email address. Generate OTP Submit Can't find what you need User Manual



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

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To Add a Member, follow these simple steps.

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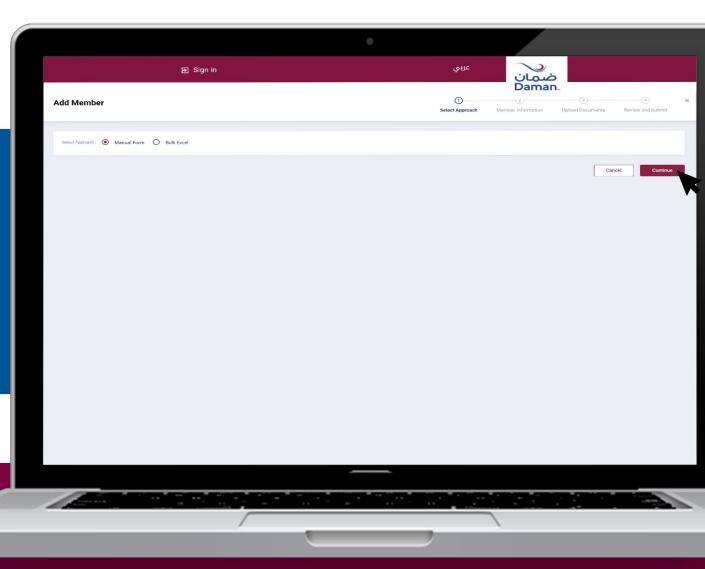


From the Dashboard, select the Policy Number to Add a Member, then click on Add Member

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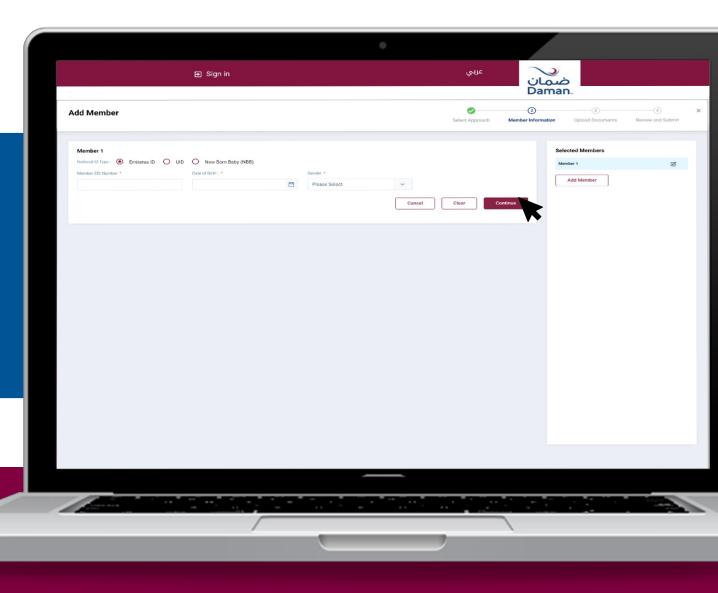


If you have more than 10 members to be added, you can choose Bulk Excel option. If you have lesser members to add, you can continue with filling out the Manual Form.





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.





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.

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Add Member						Select Approach	2 Member Informatio	3 Upload Documents	4 Review and
Member 1								Selected Members	
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Here, you can upload all the required documents for the added members. Now press continue to Review all the information before submitting.

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

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To Edit a Member, follow these simple steps.

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

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2. Birth Certificate	2. Salary Declaration				
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	5. Certificate of Continuity (COC)				
	6. Letter from company				
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To Cancel a Member, follow these simple steps.

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

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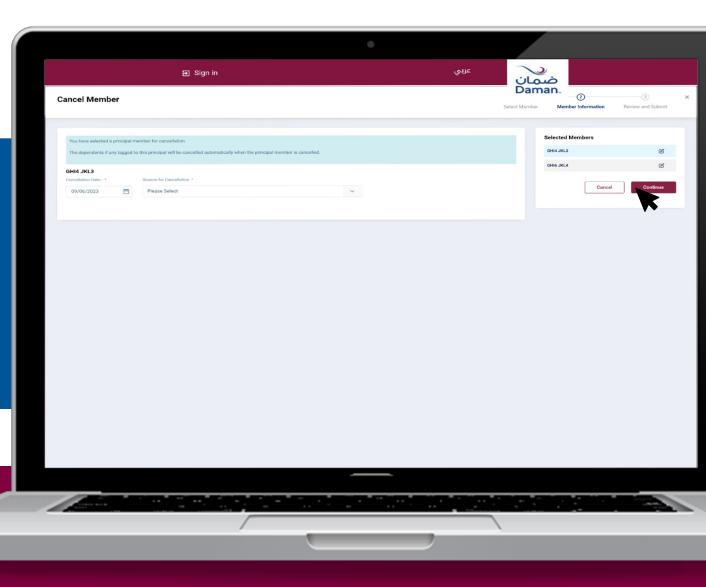


Select the member for cancellation and click Continue

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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.





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

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Amendment Notification Emails (up to 5 e-mails)         MANJUSHA K@DAMAN.AE         NIMMY_LAWRENCE@DAMAN.AE         Your comments	Anadoment Notification Emails (up to 5 e-mails)           MANJUSTIA K@DAMANAE         Add Another Email           MANJUSTIA K@DAMANAE         X	Name		Cancellation Date	Reason fo	r Cancellation		
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A reference number will be generated for your request to Cancel Member.

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