<u>Step to fill Mediclaim membership Form in Gap Case 2024-25</u>

1. Login to www.sahyog.bokarosteel.in
2. Go to Mediclaim Portal.
3. Login with Staff No. (USER ID) and DoB (Password)
4. Before filling the form, please scan your photo and signature (as the case may be) of required size. (For uploading).
5. Select Mediclaim type (self/spouse/both). Then fill all required fields like claim centre, address, phone number, mobile number, Aadhaar number (self/spouse), Email ID, Premium amount, Nomine details, Bank details etc.
6. Upload scanned photo (size : 50kb) and signature (size :20kb)
7. Tick check box.
8. Save the form and submit it.
9. **After mediclaim form submission, the demand note and payment link will be available on bslcollect.sailbsl.in within 48 hours.**

10. Go to **bslcollect.sailbsl.in**. For **payment type** select "DEMAND note payment " from drop down option.
    User id/ customer id will be **E followed by staff no**. (e.g **if staff no . is 456789   then customer id is E456789**).
    Enter the shown captcha and click on "fetch bill details".
    The details will appear with your personal details and amount to be paid.

11. Click on "Make Payment" tab and select the mode of payment and do the payment.

12. After payment, the confirmation money receipt will be generated and send it your Email ID which is given in mediclaim enrollment form on Sahyog portal.

13. Print and save the money receipt until the MIN is received.

14. Medical book of Mediclaim (only for BGH) will be provided from HR-FSC office after 07 days of payment of mediclaim premium successfully.