## Steps to fill Mediclaim membership form in Gap Case 23-24

- 1. Login to 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)
- 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, Nominee details, Bank details, Demand draft details etc.
- 6. The draft must be made in favour of SAIL, BOKARO STEEL PLANT payable at Bokaro Steel City.
- 7. Upload scanned photo(size : 50 kb) and signature (size: 20kb)
- 8. Tick check box.
- 9. Save the form and print it.
- 10. The form should be submitted in Pers/FSC OR Maitri Bhawan as per your convenience along with supporting documents as mentioned in the enrolment form.
- 11. If printed form is being send by post, it should be sent on the postal address (mentioned in the second page of the form) along with the supporting documents.
- 12. Medical book of Mediclaim (only for BGH) will be provided after 07 days of submission of form in the aforesaid office.