



Update IP Details Self and Dependent photo_ Staff Login



Capture Self photo _Update IP Details



Capture Dependent photo _Update IP Details



Photo Capture Related changes _ Audit Trail



Overview

Update IP Details Self photo and Dependent Photo _ Staff Login



Personal Details

- Update your personal information.
- Upload your **self-photograph**:
 - Format: **JPG or JPEG**
 - File Size: **50 to 100 KB**

Update IP Details Self photo and Dependent Photo _ Staff Login



Dispensary Details

- Update **dispensary information** for yourself and your family members accordingly

Update IP Details Self photo and Dependent Photo _ Staff Login



Address Details

•Update both:

- **Present Address**
- **Permanent Address**

Update IP Details Self photo and Dependent Photo _ Staff Login



4. Family Details

- Update your **family members' information**.
- Add **Nominee Member** details.
- Upload a **self-photograph** for each family member:
 - Format: **JPG or JPEG**
 - File Size: **50 to 100 KB**

Update IP Details Self photo and Dependent Photo _ Staff Login



Bank Details

- Update your **bank account details**.
- Process:
 - Enter the **Bank IFSC Code** — the system will auto-fetch **Bank Name** and **Branch Name**.
- Upload a **proof document** related to your bank account:
 - Format: **PDF, JPG, or JPEG**
 - File Size: **Up to 200 KB**

User Role & Location Mapping Process

Regional Director login through myesic.esic.in or gateway.esic.in



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Employees' State Insurance Corporation

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Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



e contact IT Service Desk by using below methods."

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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Please Login with your credentials

User Name:

wiplone

Password:

••••••••

Log In

Forgot Password

Property Management Department

ContractManager

Primaveraweb

DSRPRO

Enter User Name and
Password in Text Box

Click on Log In Button

Applications → Insurance



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Employees' State Insurance Corporation Welcome, Wipro One

English | हिंदी



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------	--------------	------------------	-------------------	---------	---------	-----------------	--------

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Click on
Insurance

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Select User Location & User Role



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Location and Role Selection

User Location :

User Role :

1. Select user location
from drop down menu

2. Select user role from
drop down menu

3. Click on Submit
button

Others → User Role Location Mapping





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Employees' State Insurance Corporation

Insurance

User Login: Wipro L One 0

My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery ▼

Others ▼

REGISTRATION
This section has the Navigations through Different Phases of Employee / Employer Registration

BENEFITS
This section has the Navigations through all Medical and Cash Benefits

RECOVERY
This section has the Navigations through Different Phases of Recovery Process and Issue of CPs

REVENUE
This section has the Navigations through all Revenue

OTHERS

- DataMigration
- Transaction Reports
- Create/Reset Password
- Login Details Report
- Audit Trail
- View Photograph Of IP
- Weekly Transaction Report
- User Role Location Mapping
- MIS_Reports
- MIS Report Mapping
- Registration Exception Report
- De Duplication Audit Screen
- IP Beneficiary FeedBackForm Report
- Rule51bReport
- Ward of IP Eligibility Check
- Dispensary wise IP count
- ABVKY Claim Status Count
- ABVKY Claim IP Wise Report
- Claimant suspect List
- Ward of IP Requests
- Aadhaar_UAN MIS Report
- Aadhaar Pendency Report
- Authentication Based Aadhaar Seeding Count

Click on User Role Location Mapping under other

User Role Location Mapping Screen



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery ▼

Others ▼

User Role and Location Mapping Screen

User Location	RO-Rajendra Place	
User Name	shaaruku	<input type="button" value="Search"/>

Enter User Name then
click on Search

Nodal Officer will assign user role and location
to employee posted in RO/SRO.



User Role Location Mapping Screen

- **Role at BO:** LDC/UDC at Branch Office and Branch Manager at Branch Office

My WorkRegistrationBenefitsRevenueRecoveryOthers

User Role and Location Mapping Screen

User LocationRO-Rajendra Place

User NameshaarukuSearch

Employee Number170853Employee NameShaurya Arun KumarEmployee DesignationAsst Nursing Supdt

Date of Birth05/05/1983Date of Joining01/01/2002Date of Retirement31/05/2043

Location Selection

RO/SRORO - Rajendra Place

BO/IDBO - Ajmeri Gate(New Delhi)

Role SelectionLDC/UDC at Branch Office

From Date05/10/2021

** To Date03/05/2022

Add

Sl. No.	Reporting Location	Location	Role Selection	From Date	** To Date	Edit
1	ESIC - HQ	RO - Rajendra Place	Dealing Assistant (Revenue)	30/09/2021	04/05/2022	Edit
2	ESIC - HQ	RO - Rajendra Place	Benefit Branch Officer	30/09/2021	04/05/2022	Edit
3	ESIC - HQ	RO - Rajendra Place	Branch Manager at Branch Office	30/09/2021	04/05/2022	Edit
4	ESIC - HQ	RO - Rajendra Place	Branch Officer of F&A	30/09/2021	04/05/2022	Edit
5	ESIC - HQ	RO - Rajendra Place	Dealing Assistant (Registration)	30/09/2021	04/05/2022	Edit
6	ESIC - HQ	RO - Rajendra Place	LDC/UDC at Branch Office	30/09/2021	04/05/2022	Edit
7	ESIC - HQ	RO - Rajendra Place	Medical Referee	30/09/2021	04/05/2022	Edit
8	ESIC - HQ	RO - Rajendra Place	Recovery DA	30/09/2021	04/05/2022	Edit

Update

Cancel

Click on Update to complete the mapping

Click on Add to assign selected Location



Update IP Details Self Photo-LDC/UDC Staff Login id

Open ESIC Application through myesic.esic.in or gateway.esic.in



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Employees' State Insurance

Enter the Valid User Name and Password

Verify and required up to your personal details in "MyData" in HRMS 2.0 within 7 days" "2

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Notes: User can able to reset the Password using Forget Password link

Please Login with your credentials

User Name:

Password:

[Forgot Password](#)

Property Management Department

ContractManager
Primaveraweb
DSRPRO

Click on "Log In" button

Application Home Page → Insurance Application



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Click on Insurance Application

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Select User Location & User Role



Location and Role Selection

User Location : BO-Ajmeri Gate(New Delhi) ▼

User Role : LDC/UDC at Branch Office ▼

Submit

Select the User Location and User Role From Drop Down

Click on "Submit" button

Notes: User will get mapped Location & Role as per assigned by Regional Director.

Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Registration → Edit Employee Details





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Insurance

User Login: AZHARUDDIN ANSARI0

My WorkRegistrationBenefitsRevenueRecoveryOthers

REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer Registration



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Edit Employee Details
e-Pehchan Card
Raise a Request for Loss Of ID
Download Requested Card Status
Search IP by Account /Mobile/UAN Number
Edit Employee Details WorkFlow
Aadhaar Seeding for IP and Dependents
Track Edit IP Pending Request
Employer wise Aadhaar Report

Click on Edit Employee Details

Insurance Application → Registration → Enter Employee Number





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Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI

Tuesday, November 26, 2024 9:32:04 AM

My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

View Registered Employee Details

* Required Fields

Search By

Employee Insurance No. :

Search

Reset

Enter the Valid Insurance Number

Click on Search button

Insurance Application → Registration → Click on Edit button





ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARITuesday, November 26, 2024 9:32:33 AM

My Work

Registration

Benefits

Revenue

Recovery

Others

View Registered Employee Details

Search By

Employee Insurance No. : 1116448293

SearchReset

Details of Registered Employees

Select	Employee's Insurance No.	Employee's Name	Employer's Code No.	Employer's Name	Date of Registration	Status Of IP
<input checked="" type="radio"/>	1116448293	AZHARUDDIN	110000000000000003	Goutam TEST COMPANY Change	22/07/2024 09:31:17 AM	IP Alive

Prev1Next

Total Number of Records:1


EditCancel

Select IP Details

Click on Edit button

Insurance Application → Registration → Select Radio button for Update Details





ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI

Tuesday, November 26, 2024 9:33:16 AM

My Work

Registration

Benefits

Revenue

Recovery

Others

Employees Edit Form

Insured Person Number: 1116448293

Please select details type to be edited

☒ Personal Details

☐ Dispensary Details

☐ Address Details

☐ Nominee Details

☐ Family Details

☐ Bank Details

Employee Details

Employee Name:	AZHARUDDIN	UHID Number :	UP01.0011061803
Date of Birth:	30/04/1994	Registration Date :	22/07/2024
Dispensary Name:	Najibabad, Bijnaur, UP (ESI)	Disability Type :	
Current Date:	20/07/2024	First Date Of Appointment :	20/07/2024

Details of the Employer

Current Employer	Previous Employer
Employer's Code No.:	Employer's Code No.:
Date of Appointment:	Previous Insurance No.:
Name of the Employer:	Name of the Employer:
Address :	Address :
State:	State:*
District:	District:
SubDistrict:	SubDistrict:
Village:	Village:
Pin Code:	Pin Code:
Email	Email
Phone No.:	Phone No.:
Mobile No.:	Mobile No.:
Have Previous Employer:	

Click on Personal Details

Insurance Application → Registration → Update Any Personal Details



Edit Personal Details Of Insured Person

* Required Fields

Insured Person's Number : 1116448293

1. IP Name: *	<input type="text" value="AZHARUDDIN"/>	2. Upload Self Photo:*	Size 50-100 KB, Format JPG, JPEG	<input type="button" value="Choose File"/>	<input type="text" value="No file chosen"/>	<input type="button" value="Upload Photo"/>
3.(a) Is IP Disabled:	<input type="radio"/> Yes <input checked="" type="radio"/> No	3.(b) Type of Disability:	<input type="text" value="---- Please Select ---"/>			
3.(c) Select Certificate:	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	4. Name of*	<input type="text" value="Salauddin"/>			
5. Date of Birth :*	<input type="text" value="30/04/1994"/>	<input checked="" type="radio"/> Father <input type="radio"/> Husband				
6. Marital Status:*	<input type="text" value="Unmarried"/>					
7. Gender:*	<input checked="" type="radio"/> M <input type="radio"/> F <input type="radio"/> TG	8. Date of Appointment:*	<input type="text" value="20/07/2024"/>			
9. UAN Number:*	<input type="text"/> <input type="button" value="Edit"/>					
Type of Proof 1:*	<input type="text" value="---Please Select---"/>	Type of Proof 2:	<input type="text" value="---Please Select---"/>			
ID Number 1*	<input type="text"/>	ID Number 2	<input type="text"/>			
10. Proof of Evidence 1:*	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/> Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.		11. Proof of Evidence 2:	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/> Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.		

☐ I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Char





Update

Close

Update any Personal details of IP

Insurance

26, 2024 9:33:16 AM

Others ▼

Family Details

○

Bank Details

UP01.0011061803	
22/07/2024	
20/07/2024	

---Please Select---	▼
---Please Select---	▼

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Insurance

Apr 26, 2024 9:33:16 AM

Others ▼

Family Details

☐ Bank Details

UP01.0011061803

22/07/2024

20/07/2024

---Please Select---

---Please Select---

-

91 -



Insurance

Apr 26, 2024 9:33:16 AM

Others ▼

Family Details☐ Bank Details

UP01.0011061803

22/07/2024

20/07/2024

--Please Select--☒

--Please Select--☒





-

91 -



Insurance

26, 2024 9:33:16 AM

Others ▼

Family Details
☐ Bank Details

UP01.0011061803		
22/07/2024		
20/07/2024		

---Please Select---	▼	
---Please Select---	▼	

During Upload Type of Proof File . ID
Number Required Fields

Insurance Application → Registration → Successfully Attached Type of Proof File

Insurance

#r 26, 2024 9:33:16 AM

Others▼

Family Details

☐ Bank Details

UP01.0011061803

22/07/2024

20/07/2024

---Please Select---

---Please Select---

-

91 -

[illegible]



Process Pending Request Update IP Details Self Photo- LDC/UDC Staff Login id

Open ESIC Application through myesic.esic.in or gateway.esic.in



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User Name:

Password:

[Forgot Password](#)

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ContractManager
Primavera web
DSRPRO

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» Information Security

» Digital Signature Installer

Click on Insurance Application

Select User Location & User Role



Location and Role Selection

User Location : BO-Ajmeri Gate(New Delhi) ▼

User Role : LDC/UDC at Branch Office ▼

Submit

Select the User Location and User Role From Drop Down

Click on "Submit" button

Notes: User will get mapped Location & Role as per assigned by Regional Director.

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Insurance Application → Registration → Edit Employee Details Workflow



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Insurance

User Login: AZHARUDDIN ANSARI0

My WorkRegistrationBenefitsRevenueRecoveryOthers

REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer Registration



Registration

- Edit Employee Details
- e-Pehchan Card
- Raise a Request for Loss Of ID
- Download Requested Card Status
- Search IP by Account /Mobile/UAN Number
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REVENUE

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Click on Edit Employee Details Workflow

Insurance Application → Registration → Check Task Assigned Request



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Employees' State Insurance Corporation

Insurance

User Login:

AZHARUDDIN ANSARI

Tuesday, November 26, 2024 9:44:32 AM
0



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Employee Task Details > List of Tasks Pending for employee details

Employee Details Tasks Pending For Approval

Search IP :

Search

S No	Tasks Assigned	Assigned Date	Status
1	1116448293	26/11/2024	Pending

Click on Task Assigned
number

Insurance Application → Registration → Check Particular Details and View Photo of IP



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Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI

Tuesday, November 26, 2024 9:44:53 AM
0



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Employee > Employee IP Approval

Employees Edit IP Approval

* Required Fields

Insurance Number: 1116448293

Insured Person Name:	AZHARUDDIN	UHID Number :	UP01.0011061803
Date of Birth :	30/04/1994	Date of Registration:	22/07/2024
Employer Code No.:	110000000000000003	Employer Name:	GOUTAM TEST COMPANY CHANGE
Select Type:	IP Details ▼	First Date of Appointment:	20/07/2024

Existing Particulars

New Particulars

☒ Personal Details: Reference ID 1124112600487

Is IP Disabled:	No	Is IP Disabled:	No
Type of Disability:	NA	Type of Disability:	NA
Certificate:		Certificate:	
Name / Name as per Aadhaar Records:	AZHARUDDIN	Name / Name as per Aadhaar Records:	AZHARUDDIN
Name of Guardian:	Salauddin	Name of Guardian:	Salauddin
Date of Birth:	30/04/1994	Date of Birth:	30/04/1994
Photo:	NA	Photo:	View Photo
Marital Status:	Un Married	Marital Status:	Un Married
Gender:	M	Gender:	M
UAN Number:		UAN Number:	
Proof Type :		Proof Type 1:	Ration Card(ID:12345678990)
		Proof Type 2 :	NA
		Document 1:	Click here to View Document
		Document 2:	

Check Existing and Particulars Details .

View attached IP Self Photo

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Insurance Application → Registration → Forward Assigned Task into BM Login id

<input type="checkbox"/> Address Details : Reference ID		Document 2:	
Present Address :	harshwara,Najibabad,,246763,,,Uttar Pradesh,azharuddin9911ansari@gmail.com,Bijnor	Present Address :	
Permanent Address :	harshwara,Najibabad,,246763,,9911413193,Uttar Pradesh,azharuddin9911ansari@gmail.com,Bijnor	Permanent Address :	
Proof Type :		Proof Type :	
		Document 1:	
		Document 2:	
<input type="checkbox"/> Dispensary Details : Reference ID			
For IP:			
<input checked="" type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD	Najibabad, Bijnaur, UP (ESIS Disp.)	<input type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD	
For Family:			
<input checked="" type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD	Najibabad, Bijnaur, UP (ESIS Disp.)	<input type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD	
<input type="checkbox"/> Nominee Details : Reference ID			
Name :	Sabiha	Name :	
Relationship with I.P :	Dependant mother		
Address of Nominee :	Village Harswara Post Najibabad,District Bijnor Up,246763,Uttar Pradesh,Bijnor,246763,89209533		
Is Nominee a Family Member :	Yes		
Proof Type :			
<input type="checkbox"/> Family Details : Reference ID			
Existing:			
New:			
Proof Type :		Proof Type :	
Document 1:		Document 2:	
Employer Remarks: *			
LDC/UDC Remarks: *	Testing		
BM Remarks:			
<input checked="" type="checkbox"/> I have examined the uploaded document. ** No document is required to be uploaded by employer in case of Aadhaar based change request.			
<div>Forward to BM Cancel</div>			

Enter the LDC/UDC Remarks

Click on Check box then Update
Forward to BM button

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Insurance Application → Registration → Successfully Submitted to BM



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User Login: AZHARUDDIN ANSARI

Tuesday, November 26, 2024 9:46:32 AM
0



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Submission Success

IP details change request successfully Submitted to BM.



Approved Update IP Details Self Photo-BM Staff Login id

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» Digital Signature Installer

Select User Location & User Role

A screenshot of a web form titled 'Location and Role Selection'. The form has a yellow background and is framed by a brown border. At the top left of the form is the ESIC logo and the text 'कर बी नि ESIC कर्मचारी राज्य बीमा निगम Employees' State Insurance Corporation'. Below this, there are two dropdown menus. The first is labeled 'User Location :' and has 'BO-Ajmeri Gate(New Delhi)' selected. The second is labeled 'User Role :' and has 'Branch Manager at Branch Of' selected. At the bottom of the form is a 'Submit' button. A blue callout box points to the dropdown menus, and another blue callout box points to the 'Submit' button.

Select the User Location and User Role From Drop Down

Click on "Submit" button

Notes: User will get mapped Location & Role as per assigned by Regional Director.

Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Registration → Edit Employee Details Work Flow





ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI0

My WorkRegistrationBenefitsRevenueRecoveryOthers

REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer Registration



RECOVERY

This section has the Navigations through Different Phases of Recovery Process and Issue of CPs



Registration

- e-Pehchan Card
- Health Passbook
- Update Mobile Number of the Insured Person
- Search IP by Account /Mobile/UAN Number
- Edit Employee Details Workflow
- Track Edit IP Pending Request
- Employer wise Aadhaar Report

BENEFITS

This section has the Navigations through all Medical and Cash Benefits



REVENUE

This section has the Navigations through Different Phases in Revenue



Click on Edit Employee Details Workflow


Version 1.1 Last Revised On : 02-05-2025

44



Insurance Application → Registration → Check Pending For Approval

Task id



ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI

Tuesday, November 26, 2024 9:47:24 AM

My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Employee Task Details> List of Tasks Pending for employee details

Employee Details Tasks Pending For Approval

Search IP :

Search

S No	Tasks Assigned	Assigned Date	Status
1	1116448293	26/11/2024	Pending
2	6719709793	25/11/2024	Pending
3	1103773567	25/11/2024	Pending
4	2018752776	25/11/2024	Pending
5	1115089209	25/11/2024	Pending
6	2112975349	25/11/2024	Pending
7	1115084670	25/11/2024	Pending
8	2112965497	25/11/2024	Pending
9	1115867799	25/11/2024	Pending
10	6718138054	25/11/2024	Pending
11	1115846092	25/11/2024	Pending
12	1116375413	25/11/2024	Pending
13	1116216007	25/11/2024	Pending
14	1116175166	25/11/2024	Pending
15	1114949512	25/11/2024	Pending

1 2 3 4 5 6

Click on Tasks
Assigned Number

Insurance Application → Registration → Check Particular Details with View IP Photo



ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI Tuesday, November 26, 2024 9:47:45 AM

- My Work
- Registration
- Benefits
- Revenue
- Recovery
- Others

Employee > Employee IP Approval

Employees Edit IP Approval * Required Fields

Please select appropriate check box for approving the change

Insurance Number: 1116448293

Insured Person Name:	AZHARUDDIN	UHID Number :	UP01.0011061803
Date of Birth :	30/04/1994	Date of Registration:	22/07/2024
Employer Code No.:	110000000000000003	Employer Name:	GOUTAM TEST COMPANY CHANGE
Select Type:	IP Details	First Date of Appointment:	20/07/2024

Existing Particulars

New Particulars

<input type="checkbox"/> Personal Details: Reference ID 1124112600487			
Is IP Disabled:	No	Is IP Disabled:	No
Type of Disability:	NA	Type of Disability:	NA
Certificate:		Certificate:	
Name / Name as per Aadhaar Records:	AZHARUDDIN	Name / Name as per Aadhaar Records:	AZHARUDDIN
Name of Guardian:	Salauddin	Name of Guardian:	Salauddin
Date of Birth:	30/04/1994	Date of Birth:	30/04/1994
Photo:	NA	Photo:	View Photo
Marital Status:	Un Married	Marital Status:	Un Married
Gender:	M	Gender:	M
UAN Number:		UAN Number:	
Proof Type :		Proof Type 1:	Ration Card(ID:12345678990)
		Proof Type 2 :	NA
		Document 1:	Click here to View Document
		Document 2:	

Check Existing and Particulars Details .
View attached IP Self Photo



Insurance Application → Registration → Click on Approved button

<input type="checkbox"/> Address Details : Reference ID			
Present Address :		harshwara,Najibabad,,246763,,,Uttar Pradesh,azharuddin9911ansari@gmail.com,Bijnor	
Permanent Address :		harshwara,Najibabad,,246763,,9911413193,Uttar Pradesh,azharuddin9911ansari@gmail.com,Bijnor	
Proof Type :			
		Document 1:	
		Document 2:	
<input type="checkbox"/> Dispensary Details : Reference ID			
For IP:			
<input checked="" type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD		Najibabad, Bijnaur, UP (ESIS Disp.)	
		<input type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD	
For Family:			
<input checked="" type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD		Najibabad, Bijnaur, UP (ESIS Disp.)	
		<input type="radio"/> Dispensary <input type="radio"/> IMP <input type="radio"/> mEUD	
<input type="checkbox"/> Nominee Details : Reference ID			
Name :		Sabiha	
Relationship with I.P :		Dependant mother	
Address of Nominee :		Village Harswara Post Najibabad,District Bijnor Up,246763,Uttar Pradesh,Bijnor,246763,8920953350	
Is Nominee a Family Member :		Yes	
Proof Type :			
		Document 1:	
		Document 2:	
<input type="checkbox"/> Family Details : Reference ID			
Existing:			
New:			
Proof Type :			
Document 1:			
Employer Remarks: *			
LDC/UDC Remarks:		Testing	
BM Remarks: *		BM Testing Done	
<input checked="" type="checkbox"/> I have examined the uploaded document. ** No document is required to be uploaded by employer in case of Aadhaar based change request.			
Note:			
1: The competent authority in ESIC office shall use discretion on the basis of merit of the case either to approve line-item wise or in bulk by selecting checkboxes as appropriate.			
2: Any subsequent changes in the Personal details and Family details of Insured Person will be forwarded to RO/SRO for approval. Other details will be approved at Branch Office level.			
		Approve Reject Cancel	

Enter the BM
Remarks

Click on Check box then
Approved

Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Registration → Successfully Approved



ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI Tuesday, November 26, 2024 9:49:02 AM 0

- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

Submission Success

IP details change request approved successfully.



Update IP Details Dependents Photo-LDC/UDC Staff Login id



Insurance Application → Registration→ Edit Employee Details

User Login:Superintendant Manian

Monday, April 28, 2025 5:39:35 PM0

My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

View Registered Employee Details

* Required Fields

Search By

Employee Insurance No. :

Search

Reset

Enter IP number
and click here



Insurance Application → Registration→ Select Radio button for Update Details

My Work

Registration

Benefits

Revenue

Recovery

Others

View Registered Employee Details

Search By

Employee Insurance No. :

1199900090

Search

Reset

Details of Registered Employees

Select	Employee's Insurance No.	Employee's Name	Employer's Code No.	Employer's Name	Date of Registration	Status Of IP
<input checked="" type="radio"/>	1199900090	SHAIK SADDAM HUSSAIN	110000000000000002	Delhi Electric @Company	12/05/2015 12:02:38 PM	IP Alive
<input type="radio"/>	1199900090	NAREDLA SUDHEER REDDY	110000000000000002	Delhi Electric @Company	12/05/2015 12:02:38 PM	IP Alive

Prev

1

Next

Total Number of Records:2

Edit

Cancel

Select Row

Click Here

Insurance Application → Registration



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Employees Edit Form

Insured Person Number: 1199900090

Please select details type to be edited

☐ Dispensary Details

☐ Personal Details

☐ Address Details

☐ Nominee Details

☐ Family Details

☐ Bank Details

Employee Details

Employee Name:	SHAIK SADDAM HUSSAIN	UHID Number :	MH01.0000000001
Date of Birth :	02/08/1994	Registration Date :	12/05/2015
Dispensary Name :	TEST	Disability type :	
Current Date of Appointment :	14/07/2022	First Date Of Appointment :	01/01/2015

Details of the Employer

Current Employer		Previous Employer	
Employer's Code No.:	110000000000000002	Employer's Code No.:	
Date of Appointment:	14/07/2022	Previous Insurance No.:	
Name of the Employer:	Delhi Electric Company	Name of the Employer:	
Address :	Chandi	Address :	

Select Details type

Insurance Application → Registration → Family Section



Add Family Particulars Of Insured Person

*Required Fields

Insured Person's Number : 1199900090

Active Family Details

Edit								Photo
Edit	Test Spouse	05/05/1960	Spouse	No	Andhra Pradesh	Prakasam	Yes	NA
Edit	aaa	01/01/2025	Minor dependant son	Yes	Delhi	New Delhi	Yes	NA

Add/Update Family Particulars

Name*	Date of Birth*	Relationship with the Employee*	Whether Residing with Him / Her?	If No, State Place of Residence		Status	Upload Photo:* Size 50-100 KB, Format JPG, JPEG	
		---Please Select---	<input type="radio"/> Yes <input checked="" type="radio"/> No	---Please Select---	---Please Select---	Active	<input type="button" value="Choose File"/>	No file chosen
							<input type="button" value="Upload Photo"/>	

Click here to
Update

Insurance Application → Registration → Family Section



Add Family Particulars Of Insured Person

*Required Field

Insured Person's Number : 1199900090

Active Family Details

Edit								Photo
Edit	Test Spouse	05/05/1960	Spouse	No	Andhra Pradesh	Prakasam	Yes	NA
Edit	aaa	01/01/2025	Minor dependant son	Yes	Delhi	New Delhi	Yes	NA

Add/Update Family Particulars

Name*	Date of Birth*	Relationship with the Employee*	Whether Residing with Him / Her?	If No,State Place of Residence		Status	Upload Photo:* Size 50-100 KB, Format JPG, JPEG	
Test Son	01/01/2025	Minor dependant son Male	<input checked="" type="radio"/> Yes <input type="radio"/> No	Delhi	New Delhi	Active	Choose File	No file chosen
							Upload Photo	

Type of Proof:*	<div>---Please Select---</div>
Documnet Number1:*	<div></div>
Proof of Evidence1:*	<div><div>Choose File</div>No file chosen<div>Upload</div></div>
Type of Proof:	<div>---Please Select---</div>
Documnet Number2:	<div></div>
Proof of Evidence2 :	<div><div>Choose File</div>No file chosen<div>Upload</div></div>
<div>Update</div>	

Choose Photo

Photo File Size 50-100 KB ,format JPG, JPEG

Insurance Application → Registration → Family Section



Add/Update Family Particulars

Name*	Date of Birth*	Relationship with the Employee*	Whether Residing with Him / Her?	If No, State Place of Residence		Status	Upload Photo:** Size 50-100 KB, Format JPG, JPEG
Test Son	01/01/2025	Minor dependant son Male	<input checked="" type="radio"/> Yes <input type="radio"/> No	Delhi	New Delhi	Active	<div>Choose File No file chosen Upload Photo</div> <div>ff027cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg</div> <div>Remove</div>
Type of Proof:**	---Please Select---						
Documnet Number1:**							
Proof of Evidence1:**	<div>Choose File No file chosen Upload</div> <div>Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.</div>						
Type of Proof:	---Please Select---						
Documnet Number2:							
Proof of Evidence2 :	<div>Choose File No file chosen Upload</div> <div>Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.</div>						
Update							
<input type="checkbox"/> I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes. *							
<div>Submit Close</div>							

Photo Successfully Upload

Insurance Application → Registration → Family Section



Edit	Venkata SubbaReddy	09/01/2003	Mi	--- <td>Andhra Pradesh</td> <td>Prakasam</td> <td>No</td> <td>NA</td>	Andhra Pradesh	Prakasam	No	NA
Edit	ajksdlka	12/02/2007	De	Driving License	Delhi	New Delhi	No	NA
Edit	test test sister	06/01/1990	De	PAN Card	Madhya Pradesh	Damoh	No	NA
Edit	Rameshi	01/01/1980	De	Passport	Delhi	New Delhi	No	NA
Edit	Baby of Test Spouse	11/10/2024	Mi	Ration Card	Delhi	New Delhi	Yes	NA
Edit	Naredla Sudheer Reddy	18/08/1985	De	Voter ID	Delhi	New Delhi	Yes	NA
Edit	BABY UAT 2025	01/02/2025	Mi	Others	Delhi	New Delhi	Yes	View
Edit	aaa	01/01/2025	Mi	BPL Certificate	Delhi	New Delhi	Yes	NA

Name*	Date of Birth*	Relationship with	Whether living with n / Her?	If No, State Place of Residence	Status	Upload Photo:* Size 50-100 KB, Format JPG, JPEG
Test Son	01/01/2025	Minor dependant son Male	<input type="radio"/> No	Delhi		<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload Photo"/>

Type of Proof:*	PAN Card	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/>
Documnet Number1:*	5545879875	
Proof of Evidence1:*	Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.	
Type of Proof:	--- <td></td>	
Documnet Number2:		
Proof of Evidence2 :	Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.	

☐ I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes. *

Select Type of Proof from Drop Down

Insurance Application → Registration → Successfully Attached Type of Proof File



Add/Update Family Particulars							
Name*	Date of Birth*	Relationship with the Employee*	Whether Residing with Him / Her?	If No, State Place of Residence		Status	Upload Photo:* Size 50-100 KB, Format JPG, JPEG
Test Son	01/01/2025	Minor dependant son Male	<input checked="" type="radio"/> Yes <input type="radio"/> No	Delhi	New Delhi	Active	<div>Choose File No file chosen Upload Photo</div> <div>ff027cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg Remove</div>
Type of Proof:*	PAN Card						
Documnet Number1:*	5545879875						
Proof of Evidence1:*	<div>Choose File No file chosen Upload</div> <div>3a832eb5-0b31-48ab-a9be-0f5fdac9bb58UAT Approval.pdf Remove</div> <div>Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.</div>						
Type of Proof:	---Please Select---						
Documnet Number2:							
Proof of Evidence2 :	<div>Choose File No file chosen Upload</div> <div>Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.</div>						
<div>Update</div>							
<input checked="" type="checkbox"/> I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes. *							
<div>Submit Close</div>							

Successfully attached Type of Proof File

Insurance Application → Registration → Successfully Attached Type of Proof File



Add/Update Family Particulars							
Name*	Date of Birth*	Relationship with the Employee*	Whether Residing with Him / Her?	If No, State Place of Residence		Status	Upload Photo:* Size 50-100 KB, Format JPG, JPEG
Test Son	01/01/2025	Minor dependant son Male	<input checked="" type="radio"/> Yes <input type="radio"/> No	Delhi	New Delhi	Active	<div>Choose File No file chosen Upload Photo</div> <div>ff027cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg Remove</div>
Type of Proof:*	PAN Card						
Documnet Number1:*	5545879875						
Proof of Evidence1:*	<div>Choose File No file chosen Upload 3a832eb5-0b31-48ab-a9be-0f5fdac9bb58UAT Approval.pdf Remove</div> <div>Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.</div>						
Type of Proof:	---Please Select---						
Documnet Number2:							
Proof of Evidence2 :	<div>Choose File No file chosen Upload</div> <div>Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.</div>						
<div>Update</div>							
<input checked="" type="checkbox"/> I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes. *							
<div>Submit Close</div>							

Select the declaration

Insurance Application → Registration → Reference Number Generate



☐ I Hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes. *

The reference number **112542800002** has been generated successfully and pending for approval.

Close



Process Pending Request Update IP Details Self Photo- LDC/UDC Staff Login id

Open ESIC Application through myesic.esic.in or gateway.esic.in



क र बी नि
ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

"1. Verify and if required update your personal details in "MyData" in HRMS 2.0 within 7 days" "2

Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of information and integrity of data.

Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla)

ESIC IT Service Desk Helpline



For issues Please contact IT Service Desk by using below methods."

Web Portal- [ithelpdesk](https://ithelpdesk.esic.in)

Land Line Helpline no. 011-27552239 (For ESIC Users)

Call to VoIP Helpline : 7001

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Enter the Valid User Name and Password

Click on "Log In" button

Please Login with your credentials

User Name:

Password:

[Forgot Password](#)

Property Management Department

ContractManager

Primaveraweb

DSRPRO

Notes: User can able to reset the Password using Forget Password link

Application Home Page → Insurance Application



HomeApplicationsERP ApplicationsReportsAnalyticsChange PasswordLOGOUT

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» ESIC's PG institute from next year

Reference Documents

» Dhanwantri

» Pragati-ERP

» Pragati-Insurance

» ESIC Manuals

» Information Security

» Digital Signature Installer

Click on Insurance Application

Select User Location & User Role



Location and Role Selection

User Location : BO-Ajmeri Gate(New Delhi) ▼

User Role : LDC/UDC at Branch Office ▼

Submit

Select the User Location and User Role From Drop Down

Click on "Submit" button

Notes: User will get mapped Location & Role as per assigned by Regional Director.

Version 1.1 Last Revised On : 02-05-2025



Insurance Application → Registration → Edit Employee Details Workflow



ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI0

My WorkRegistrationBenefitsRevenueRecoveryOthers

REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer Registration



Registration

- Edit Employee Details
- e-Pehchan Card
- Raise a Request for Loss Of ID
- Download Requested Card Status
- Search IP by Account /Mobile/UAN Number
- Edit Employee Details Workflow**
- Aadhaar Seeding for IP and Dependents
- Track Edit IP Pending Request
- Employer wise Aadhaar Report

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This section has the Navigations through all Medical and Cash Benefits



RECOVERY

This section has the Navigations through Different Phases of Recovery Process and Issue of CPs



REVENUE

This section has the Navigations through Different Phases in Revenue



Click on Edit Employee Details Workflow

Insurance Application → Registration → Check Task Assigned Request

[My Work](#)[Registration ▼](#)[Benefits ▼](#)[Revenue ▼](#)[Recovery](#)[Others ▼](#)

Employee Task Details> List of Tasks Pending for employee details

Employee Details Tasks Pending For Approval

Search IP : <input type="text"/> <input type="button" value="Search"/>			
Tasks Assigned	Tasks Assigned	Assigned Date	Status
1	1199900090	28/04/2025	Pending
2	1115104712	28/04/2025	Pending
3	1115105409	04/04/2025	Pending
4	1115105430	19/03/2025	Pending
5	1115105210	07/02/2025	Pending
6	1115105421	07/02/2025	Pending
7	1115105401	03/02/2025	Pending
8	1115104449	03/02/2025	Pending
9	1115104989	03/02/2025	Pending
10	1115105392	31/01/2025	Pending
11	1115105279	31/01/2025	Pending
12	1115105396	31/01/2025	Pending
13	1115105383	28/01/2025	Pending
14	1115105374	28/01/2025	Pending
15	1115105378	28/01/2025	Pending

Click on Task Assigned
number

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)



Insurance Application → Registration → Check Particular Details and View Photo of IP

☒ Family Details : Reference ID 112542800002

Existing:

Name	Date of Birth	Relationship with IP	Gender	Residing With IP	State	District	Active Status	Photo	Record Type
Test Spouse	05/05/1960	Spouse	F	No	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Kommineni Anusha	14/09/1995	Minor dependant son	F	Yes	Delhi	New Delhi	Active	NA	Modified Record
Sample	01/01/1979	Dependant unmarried daughter	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Goutham Beemreddy	10/12/1992	Dependant infirm unmarried daughter	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Old Record
Baby of Subbu a	06/01/2008	Minor dependant son	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Baby of Test Spouse	11/10/2024	Minor dependant son	M	No	Delhi	New Delhi	Active	NA	Old Record
Naredla Sudheer Reddy	18/08/1985	Dependant unmarried daughter	M	No	Delhi	New Delhi	Active	NA	Old Record
BABY UAT 2025	01/02/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	View	Old Record
aaa	01/01/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	NA	Modified Record

New:

Name	Date of Birth	Relationship with IP	Gender	Residing With IP	Remarks	Photo	Document1	Document2	Record Type
TEST SON UAT	01/01/2025	Minor dependant son	M	Yes	Enter the LDC/UDC Remarks	View	View 5545879875	NA	Modified Record

Employer Remarks: *

LDC/UDC Remarks: *

BM Remarks:

☐ I have examined the uploaded document. ** No document is required to be uploaded by employer in case of Aadhaar based change request.

Forward to BM

Cancel

Click on Check box then Update
Forward to BM button

Click here to download and
view photo

Insurance Application → Registration → Successfully Submitted to BM



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

SubmissionSuccess

IP details change request successfully Submitted to BM.



Approved Update IP Details Self Photo-BM Staff Login id

Open ESIC Application through myesic.esic.in or gateway.esic.in



क र बी नि
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कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

"1. Verify and if required update your personal details in "MyData" in HRMS 2.0 within 7 days" "2

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ESIC IT Service Desk Helpline



For issues Please contact IT Service Desk by using below methods."

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Land Line Helpline no. 011-27552239 (For ESIC Users)

Call to VoIP Helpline : 7001

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Enter the Valid User Name and Password

Click on "Log In" button

Please Login with your credentials

User Name:

Password:

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» ESIC's PG institute from next year

Reference Documents

» Dhanwantri

» Pragati-ERP

» Pragati-Insurance

» ESIC Manuals

» Information Security

» Digital Signature Installer

Select User Location & User Role

A screenshot of a web form titled 'Location and Role Selection'. The form has a brown header bar with the title in white. Below the header, there is a yellow background area containing two dropdown menus. The first dropdown is labeled 'User Location :' and has 'BO-Ajmeri Gate(New Delhi)' selected. The second dropdown is labeled 'User Role :' and has 'Branch Manager at Branch Of' selected. Below these dropdowns is a brown footer bar with a white 'Submit' button. The ESIC logo and name in Hindi and English are visible at the top left of the form area.

Select the User Location and User Role From Drop Down

Click on "Submit" button

Notes: User will get mapped Location & Role as per assigned by Regional Director.

Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Registration → Edit Employee Details Work Flow





ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI0

My WorkRegistrationBenefitsRevenueRecoveryOthers

REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer Registration



RECOVERY

This section has the Navigations through Different Phases of Recovery Process and Issue of CPs



Registration

- e-Pehchan Card
- Health Passbook
- Update Mobile Number of the Insured Person
- Search IP by Account /Mobile/UAN Number
- Edit Employee Details Workflow
- Track Edit IP Pending Request
- Employer wise Aadhaar Report

BENEFITS

This section has the Navigations through all Medical and Cash Benefits



REVENUE

This section has the Navigations through Different Phases in Revenue



Click on Edit Employee Details Workflow

Insurance Application → Registration → Check Task Assigned Request



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Employee Task Details> List of Tasks Pending for employee details

Employee Details Tasks Pending For Approval

Search IP : <input type="text"/> <input type="button" value="Search"/>			
Tasks Assigned	Tasks Assigned	Assigned Date	Status
1	1199900090	28/04/2025	Pending
2	1115104712	28/04/2025	Pending
3	1115105409	04/04/2025	Pending
4	1115105430	19/03/2025	Pending
5	1115105210	07/02/2025	Pending
6	1115105421	07/02/2025	Pending
7	1115105401	03/02/2025	Pending
8	1115104449	03/02/2025	Pending
9	1115104989	03/02/2025	Pending
10	1115105392	31/01/2025	Pending
11	1115105279	31/01/2025	Pending
12	1115105396	31/01/2025	Pending
13	1115105383	28/01/2025	Pending
14	1115105374	28/01/2025	Pending
15	1115105378	28/01/2025	Pending

Click on Task Assigned number

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)



Insurance Application → Registration → Check Particular Details

- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

Employee > Employee IP Approval

Employees Edit IP Approval

* Required Fields

Please select appropriate check box for approving the change

Insurance Number: 1199900090			
Insured Person Name:	SHAIK SADDAM HUSSAIN	UHID Number :	MH01.0000000001
Date of Birth :	02/08/1994	Date of Registration:	12/05/2015
Employer Code No.:	11000000000000002	Employer Name:	DELHI ELECTRIC @COMPANY
Select Type:	IP Details ▼	First Date of Appointment:	01/01/2015

Existing Particulars

New Particulars

<input type="checkbox"/> Personal Details: Reference ID			
Is IP Disabled:	No	Is IP Disabled:	
Type of Disability:	NA	Type of Disability:	
Certificate:		Certificate:	
Name / Name as per Aadhaar Records:	SHAIK SADDAM HUSSAIN	Name / Name as per Aadhaar Records:	
Name of Guardian:	Shaik Khaja Hussain	Name of Guardian:	
Date of Birth:	02/08/1994	Date of Birth:	
Photo:	View Photo	Photo:	View Photo
Marital Status:	Un Married	Marital Status:	
Gender:	F	Gender:	
UAN Number:	765432456789	UAN Number:	
Proof Type :		Proof Type 1:	
		Proof Type 2 :	
		Document 1:	
		Document 2:	



Insurance Application → Registration → Check Particular Details

☒ **Family Details** : Reference ID **112542800002**

Existing:

Name	Date of Birth	Relationship with IP	Gender	Residing With IP	State	District	Active Status	Photo	Record Type
Test Spouse	05/05/1960	Spouse	F	No	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Kommineni Anusha	14/09/1995	Minor dependant son	F	Yes	Delhi	New Delhi	Active	NA	Modified Record
Sample	01/01/1979	Dependant unmarried daughter	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Goutham Beemreddy	10/12/1992	Dependant infirm unmarried daughter	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Old Record
Baby of Subbu a	06/01/2008	Minor dependant son	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Baby of Test Spouse	11/10/2024	Minor dependant son	M	No	Delhi	New Delhi	Active	NA	Old Record
Naredla Sudheer Reddy	18/08/1985	Dependant unmarried daughter	M	No	Delhi	New Delhi	Active	NA	Old Record
BABY UAT 2025	01/02/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	View	Old Record
aaa	01/01/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	NA	Modified Record

New:

Name	Date of Birth	Relationship with IP	Gender	Residing With IP	State	District	Active Status	Photo	Document1	Document2	Record Type
TEST SON UAT	01/01/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	View	View 5545879875	NA	Modified Record

Employer Remarks: *

LDC/UDC Remarks:

BM Remarks: *

Enter BM Remarks

Click here to download and view photo

☐ I have examined the uploaded document. ** No document is required to be uploaded by employer in case of Aadhaar based change request.

Note:
1: The competent authority in ESIC office shall use discretion on the basis of merit of the case either to approve line-item wise or in bulk by selecting checkboxes as appropriate.
2: Any subsequent change in the Personal details and Family details of Insured Person will be forwarded to RO/SRO for approval. Other details will be approved at Branch Office level.

Click on Check box

Click on Update Forward /Approve

Forward/Approve

Reject

Cancel

Insurance Application → Registration → Successfully Approved



- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

SubmissionSuccess

IP details change request successfully Submitted to RO.



Approved Update IP Details Self Photo-Benefits Branch Officer

Open ESIC Application through myesic.esic.in or gateway.esic.in



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ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

"1. Verify and if required update your personal details in "MyData" in HRMS 2.0 within 7 days" "2

Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of information and integrity of data.

Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla)

ESIC IT Service Desk Helpline



Issues Please contact IT Service Desk by using below methods."

Web Portal- [ithelpdesk](https://ithelpdesk.esic.in)

Land Line Helpline no. 011-27552239 (For ESIC Users)

Call to VoIP Helpline : 7001

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Enter the Valid User Name and Password

Please Login with your credentials

User Name:

Password:

Log In

Forgot Password

Click on "Log In" button

Property Management Department

ContractManager

Primaveraweb

DSRPRO

Notes: User can able to reset the Password using Forget Password link

Application Home Page → Insurance Application



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ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation Welcome, AZHARUDDIN AZHARUDDIN

English (United States) हिंदी (भारत)



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» http://esicdelhi.org.in

» know more

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» ESIC's PG institute from next year

Reference Documents

» Dhanwantri

» Pragati-ERP

» Pragati-Insurance

» ESIC Manuals

» Information Security

» Digital Signature Installer

Click on Insurance Application

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Insurance Application → Registration → Edit Employee Details WorkFlow



Location and Role Selection

User Location : RO-Rajendra Place ✓

User Role : Benefits Branch Officer ✓

Please select a valid Role

Submit

Select the User Location and User Role From Drop Down

Click on "Submit" button

Insurance Application → Registration → Edit Employee Details Work Flow



- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer R



- Register New Employees
- Update Employer Details
- Edit Employee Details Workflow
- Edit Employee Details
- e-Pehchan Card
- Change IP Status on Death
- View Employer Master Register
- View Watch Over Register
- View SubUnits
- Task Details
- List of Employers/Subunit/Form 3
- Employer Details Report
- View C11
- Generate Employer Details Report
- Pehchan Follow Up
- View Late Registered IP Details
- Employer wise Aadhaar Report

BENEFITS

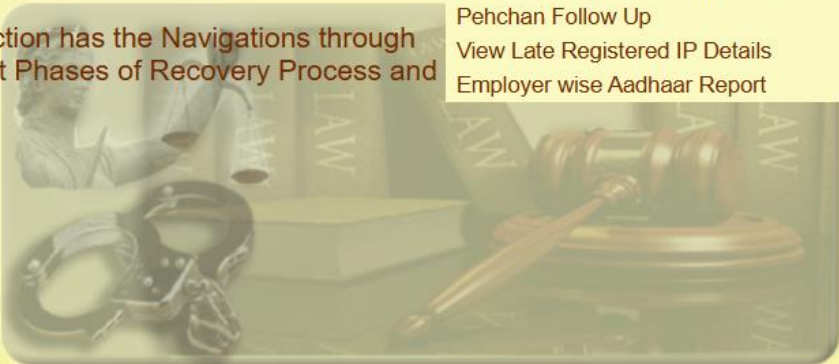
This section has the Navigations through all Medical and Cash Benefits



Click on Edit Employee Details Workflow

RECOVERY

This section has the Navigations through Different Phases of Recovery Process and



REVENUE

This section has the Navigations through Different Phases in Revenue



Insurance Application → Registration → Check Task Assigned Request



My Work

Registration ▼

Benefits ▼

Revenue ▼

Recovery

Others ▼

Employee Task Details> List of Tasks Pending for employee details

Employee Details Tasks Pending For Approval

Search IP : <input type="text"/> <input type="button" value="Search"/>			
Tasks Assigned	Tasks Assigned	Assigned Date	Status
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12	1115105396	31/01/2025	Pending
13	1115105383	28/01/2025	Pending
14	1115105374	28/01/2025	Pending
15	1115105378	28/01/2025	Pending

Click on Task Assigned number

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)



Insurance Application → Registration → Check Particular Details

- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

Employee > Employee IP Approval

Employees Edit IP Approval

* Required Fields

Please select appropriate check box for approving the change

Insurance Number: 1199900090			
Insured Person Name:	SHAIK SADDAM HUSSAIN	UHID Number :	MH01.0000000001
Date of Birth :	02/08/1994	Date of Registration:	12/05/2015
Employer Code No.:	11000000000000002	Employer Name:	DELHI ELECTRIC @COMPANY
Select Type:	IP Details ▼	First Date of Appointment:	01/01/2015

Existing Particulars

New Particulars

<input type="checkbox"/> Personal Details: Reference ID			
Is IP Disabled:	No	Is IP Disabled:	
Type of Disability:	NA	Type of Disability:	
Certificate:		Certificate:	
Name / Name as per Aadhaar Records:	SHAIK SADDAM HUSSAIN	Name / Name as per Aadhaar Records:	
Name of Guardian:	Shaik Khaja Hussain	Name of Guardian:	
Date of Birth:	02/08/1994	Date of Birth:	
Photo:	View Photo	Photo:	View Photo
Marital Status:	Un Married	Marital Status:	
Gender:	F	Gender:	
UAN Number:	765432456789	UAN Number:	
Proof Type :		Proof Type 1:	
		Proof Type 2 :	
		Document 1:	
		Document 2:	



Insurance Application → Registration → Check Particular Details

☒ **Family Details** : Reference ID 11255200001

Existing:

Name	Date of Birth	Relationship with IP	Gender	Residing With IP	State	District	Active Status	Photo	Record Type
Test Spouse	05/05/1960	Spouse	F	No	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Kommineni Anusha	14/09/1995	Minor dependant son	F	Yes	Delhi	New Delhi	Active	NA	Modified Record
Sample	01/01/1979	Dependant unmarried daughter	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Goutham Beemreddy	10/12/1992	Dependant infirm unmarried daughter	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Old Record
Baby of Subbu a	06/01/2008	Minor dependant son	M	Yes	Andhra Pradesh	Prakasam	Active	NA	Modified Record
Baby of Test Spouse	11/10/2024	Minor dependant son	M	No	Delhi	New Delhi	Active	NA	Old Record
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BABY UAT 2025	01/02/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	View	Old Record
TEST SON UAT	01/01/2025	Minor dependant son	M	Yes	Delhi	New Delhi	Active	View	Modified Record

New:

Name	Date of Birth	Relationship with IP	Gender	Residing With IP	State	District	Active Status	Photo	Document1	Document2	Record Type
TEST SON UAT	01/01/2025	Minor dependant son	M	Yes	Delhi			View	View 5545879800	NA	Modified Record

Employer Remarks: *

LDC/UDC Remarks:

BM Remarks: *

RO Remarks:*

Enter Remarks

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Note:
1: The competent authority in ESIC office shall use discretion on the basis of merit of the case either to approve line-item wise or in bulk by selecting checkboxes as appropriate.

Approve

Reject

Cancel

Click on Check box

Click on Approve

Insurance Application → Registration → Successfully Approved



- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

SubmissionSuccess

IP details change request approved successfully.
--



Photo Capture Related changes _ Audit Trail

Open ESIC Application through myesic.esic.in or gateway.esic.in



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Employees' State Insurance Corporation

"1. Verify and if required update your personal details in "MyData" in HRMS 2.0 within 7 days" "2

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Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla)

ESIC IT Service Desk Helpline



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Land Line Helpline no. 011-27552239 (For ESIC Users)

Call to VoIP Helpline : 7001

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Enter the Valid User Name and Password

Click on "Log In" button

Please Login with your credentials

User Name:

Password:

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Notes: User can able to reset the Password using Forget Password link

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» Pragati-Insurance

» ESIC Manuals

» Information Security

» Digital Signature Installer

Select User Location & User Role



Location and Role Selection

User Location : BO-Ajmeri Gate(New Delhi) ▼

User Role : LDC/UDC at Branch Office ▼

Submit

Select the User Location and User Role From Drop Down

Click on "Submit" button

Notes: User will get mapped Location & Role as per assigned by Regional Director.

Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Others



- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

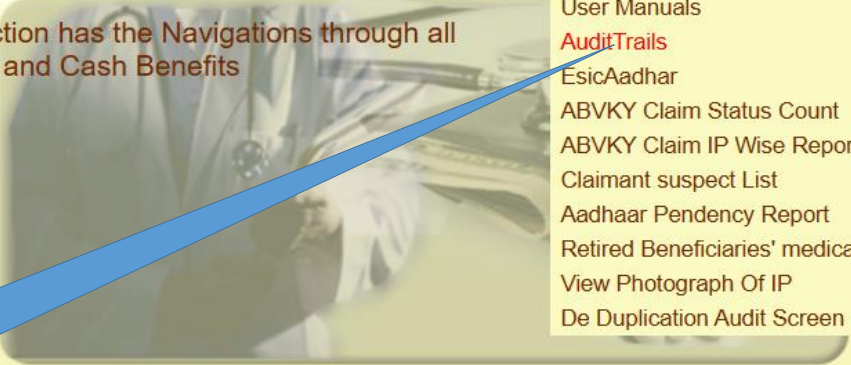
REGISTRATION

This section has the Navigations through Different Phases of Employee / Employer Registration



BENEFITS

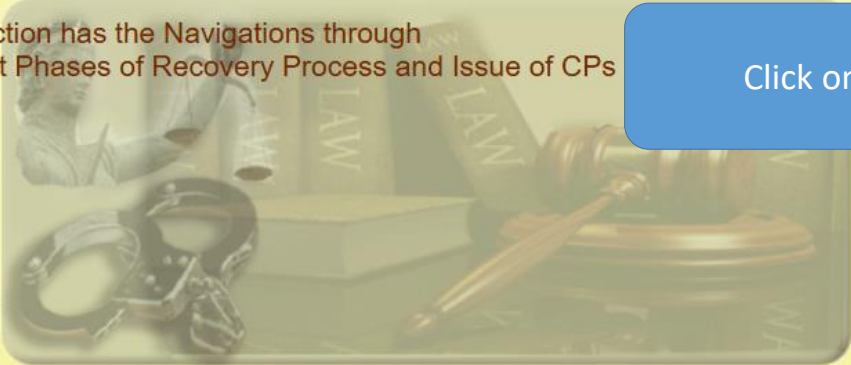
This section has the Navigations through all Medical and Cash Benefits



- Create/Reset Password
- DataMigration
- User Manuals
- AuditTrails
- EsicAadhar
- ABVKY Claim Status Count
- ABVKY Claim IP Wise Report
- Claimant suspect List
- Aadhaar Pendency Report
- Retired Beneficiaries' medical benefits Scheme(Other
- View Photograph Of IP
- De Duplication Audit Screen

RECOVERY

This section has the Navigations through Different Phases of Recovery Process and Issue of CPs



REVENUE

This section has the Navigations through Different Phases in Revenue



Click on View Audit Trail



- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

Audit Trail
State / District / Location
User Role
Employer Details
IP Details
Action on Defaulter
Monthly Contribution
SST Extention Details
Delete Claims Audit Details
Delete Certificate Audit Details
Change Request Audit Details
Revenue Live List

Click here

Insurance Application → Others → Audit Trail → IP Details



- My Work
- Registration ▼
- Benefits ▼
- Revenue ▼
- Recovery
- Others ▼

Audit Trail > IP Details

Search By

IP No.: 1199900090

Select IP Details

---Please Select---

Search

Reset

Back

- Please Select---
- IP Name/BO Details
- IP Personal Details
- IP Dispensary Details
- IP Present Address
- IP Permanent Address
- IP Date of Appointment Details
- IP Nominee
- IP Family Details
- IP Bank Details

Type IP Number

Click here to View Audit Trail

Select Details Type



- My Work
- Registration
- Benefits
- Revenue
- Recovery
- Others

Audit Trail > IP Details

Search By

IP No.:1199900090

Select IP Details

IP Family Details

Search

Reset

Back

Dependant ID	Dependant Name	Date Of Birth	Relationship	Residing With Employee	State	Town	Date Time	Action	User Name	User ID	IP Address	Reference Number	Uploaded Photo	Document	Document2
2	TEST SON UAT	01-01-2025	Minor dependant son	Yes	Delhi	New Delhi	02/05/2025 10:30:20 AM	Created	Kumar Purushottam	purspu	103.208.52.2			No Doc Available	No Doc Available
2	TEST SON UAT	01-01-2025	Minor dependant son	Yes	Delhi	New Delhi	02/05/2025 10:30:20 AM	Updated	Kumar Purushottam	purspu	103.208.52.2	11255200001	Click here to View Document	Click here to View Document	No Doc Available
2	TEST SON UAT	01-01-2025	Minor dependant son	Yes	Delhi	New Delhi	01/05/2025 04:19:18 PM	Updated	Kumar Purushottam	purspu	103.208.52.2			No Doc Available	No Doc Available
64	Naredla Sudheer Reddy	18-08-1985	Dependant unmarried daughter	No	Delhi	New Delhi	05/03/2025 05:53:39 PM	Created	KARNAKAR REDDY	karredd	183.82.116.110			No Doc Available	No Doc Available

Click here download and view uploaded Photo



Thank You