Update IP Details Self and Dependent photo_ Staff Login

Agenda

- 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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ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of information while maintaining confidentiality 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 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

Enter User Name and Password in Text Box

Please Login with your credentials

User Name: wiplone

Password: ••••••••••

Log In Forgot Password

Property Management Department

ContractManager
Primaveraweb
DSRPRO

Click on Log In Button

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Applications → Insurance

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

English | हिंदी

Welcome, Wipro One

Pragati

Home | Applications | ERP Applications | Digital Signature | Reports | Webmail | Change Password | LOGOUT

- Document Management System
- Health Information System
- Insurance

ESIC News

» Role of ESIC

Circulars

» Circulars from HQRS. Office

Industry News

» ESIC's PG institute from next year

Announcements

» Annexure - IX .doc
» Annexures - X-XI.pdf
» Annexures.pdf
» JOB CARD OF ADMINISTRATIVE OFFICERS
» Circular.pdf

Read More >>

Related Links

» http://esicdelhi.org.in

» know more

Reference Documents

» Dhanwantri
» Pragati-ERP
» Pragati-Insurance
» ESIC Manuals
» Information Security
» Digital Signature Installer

Click on Insurance

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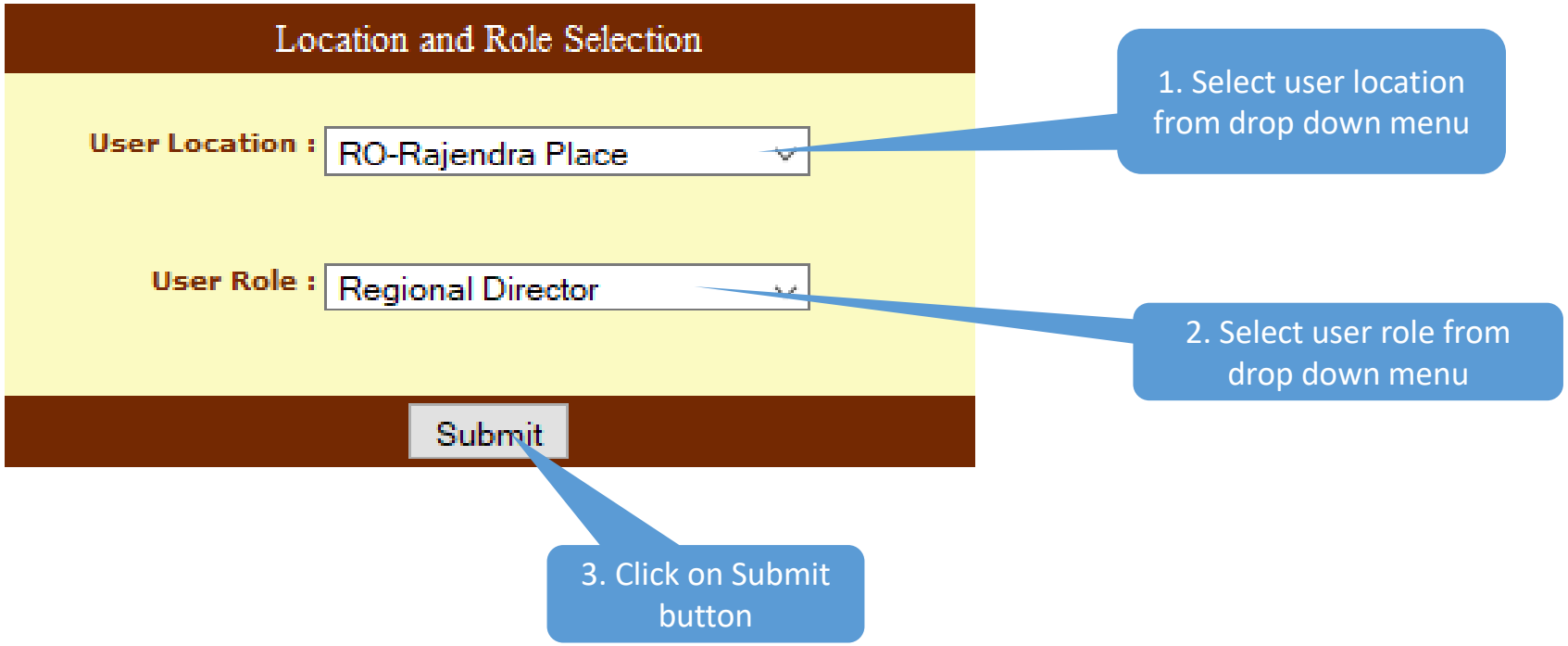
Select User Location & User Role



Others → User Role Location Mapping

ESIC
Employees' State Insurance Corporation

Insurance

User Login: Wipro L One 0

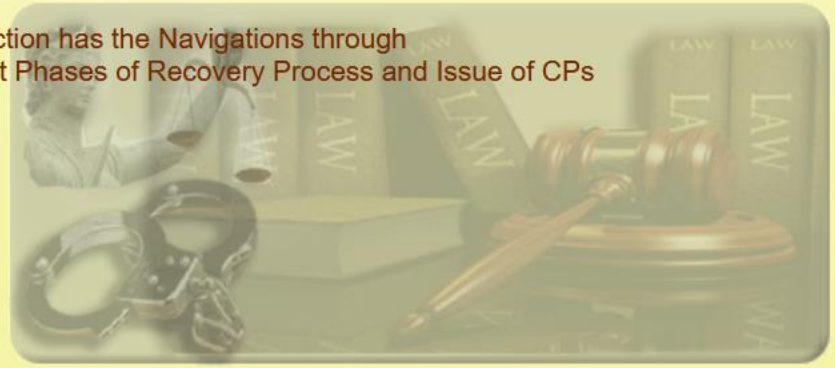
My Work | Registration | Benefits | Revenue | Recovery | Others

REGISTRATION

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

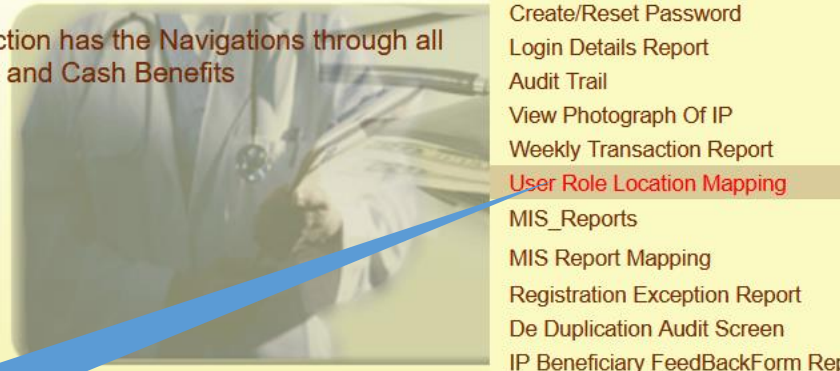
RECOVERY

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



BENEFITS

This section has the Navigations through all
Medical and Cash Benefits



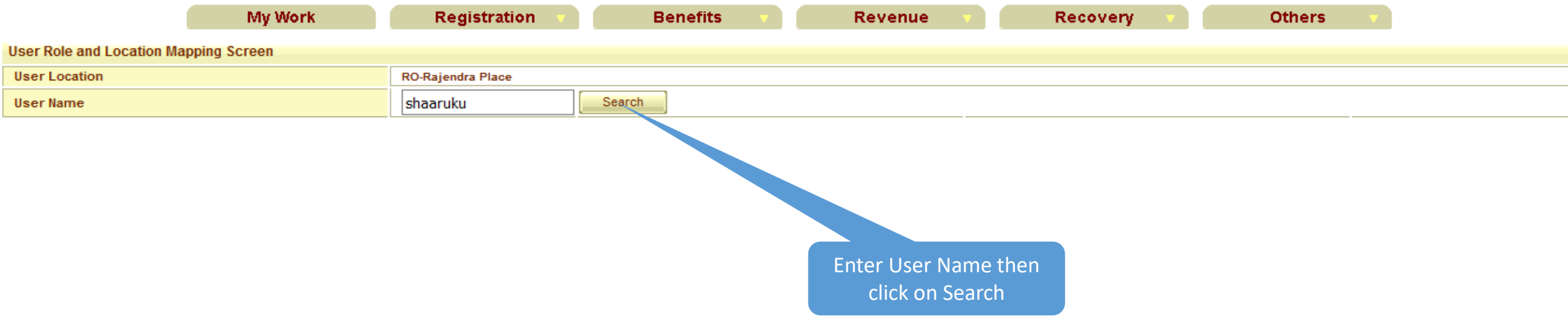
REVENU

e Navigations through
n Revenue

- 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

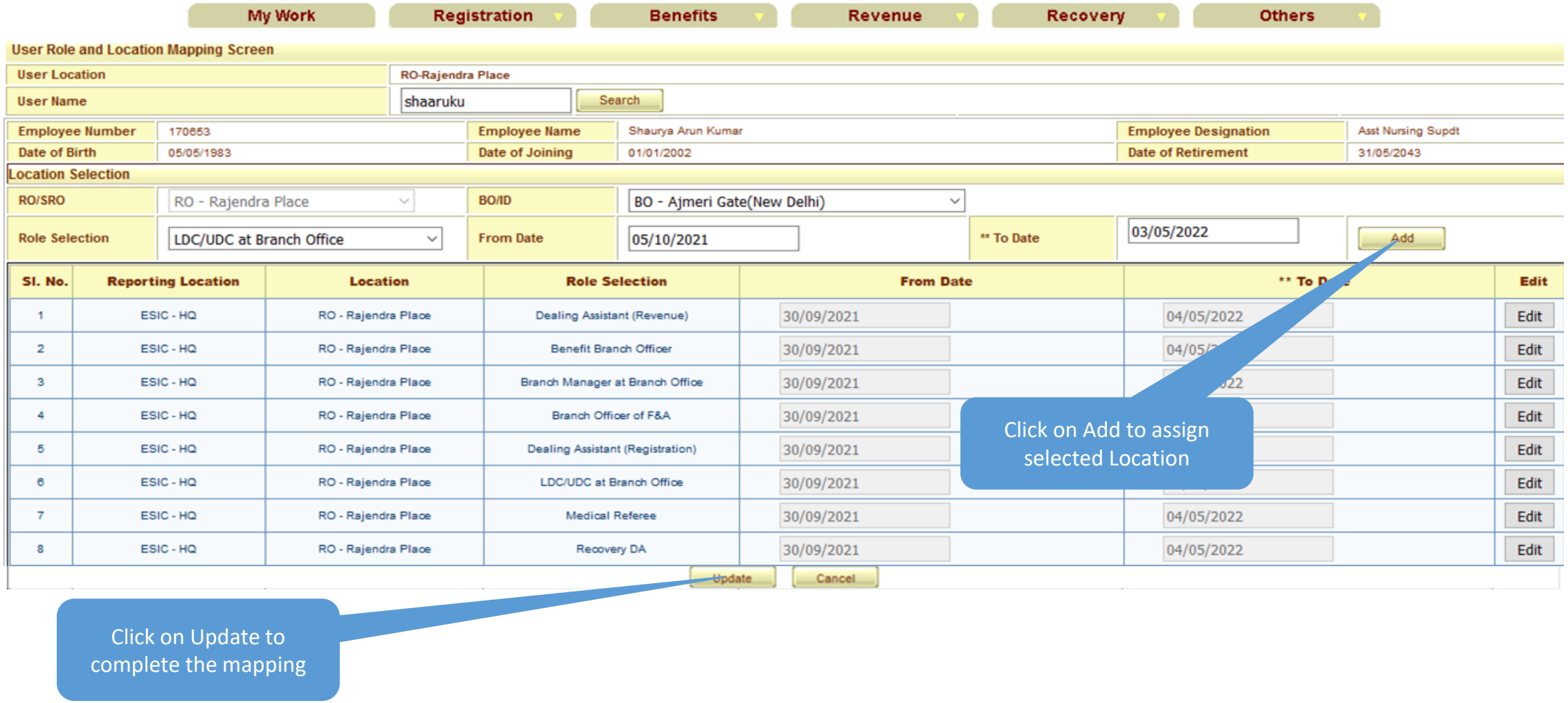
User Role Location Mapping Screen



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

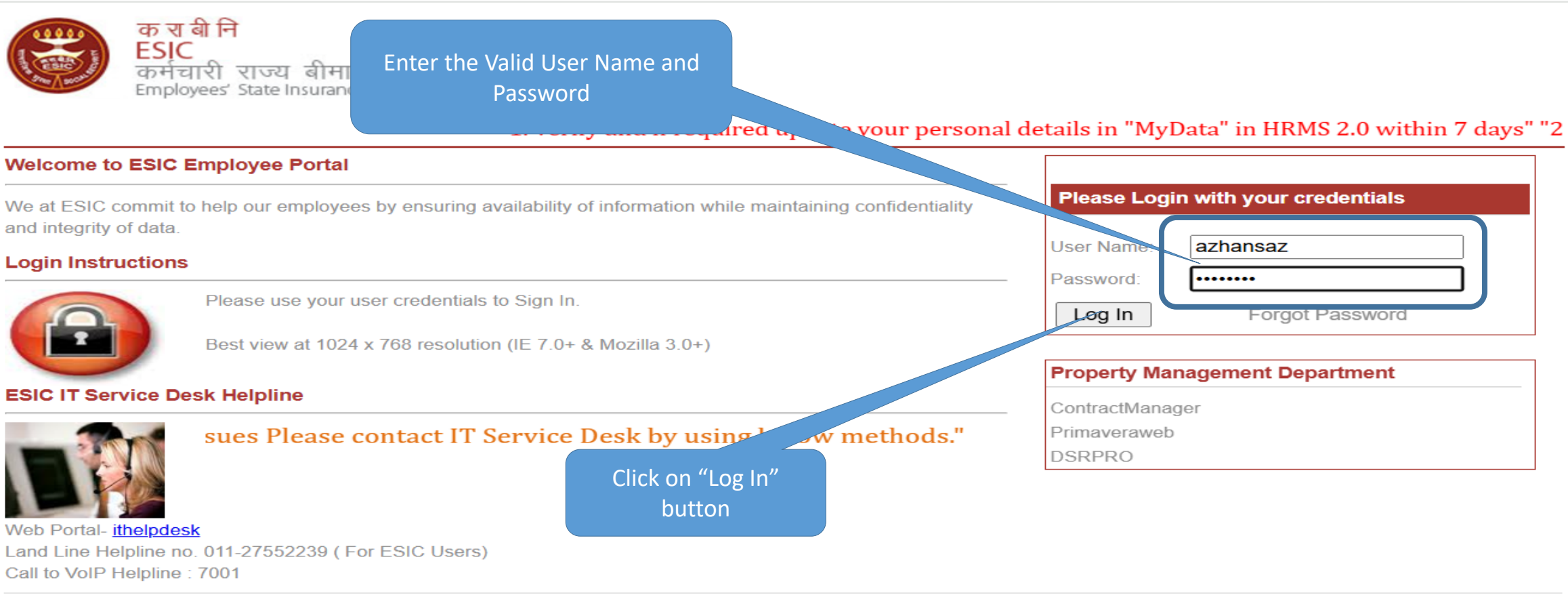
User Role Location Mapping Screen

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



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

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



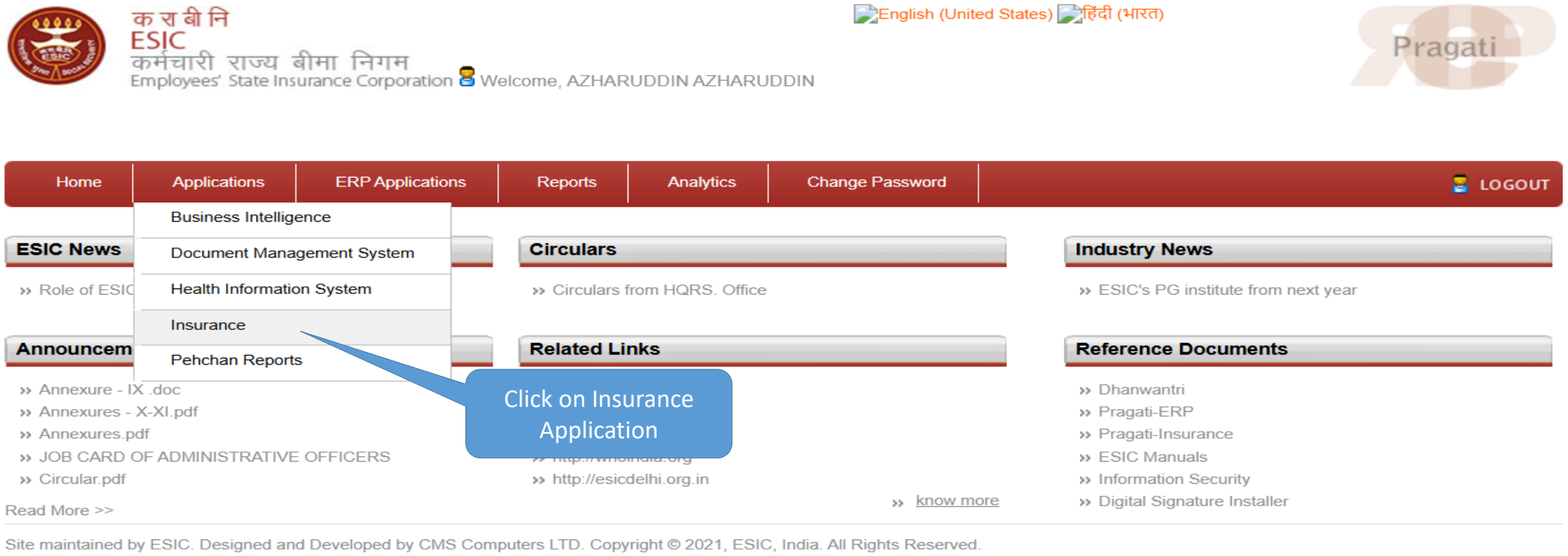
Enter the Valid User Name and Password

Click on "Log In" button

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

Version 1.1 Last Revised On : 02-05-2025

Application Home Page → Insurance Application



Version 1.1 Last Revised On : 02-05-2025

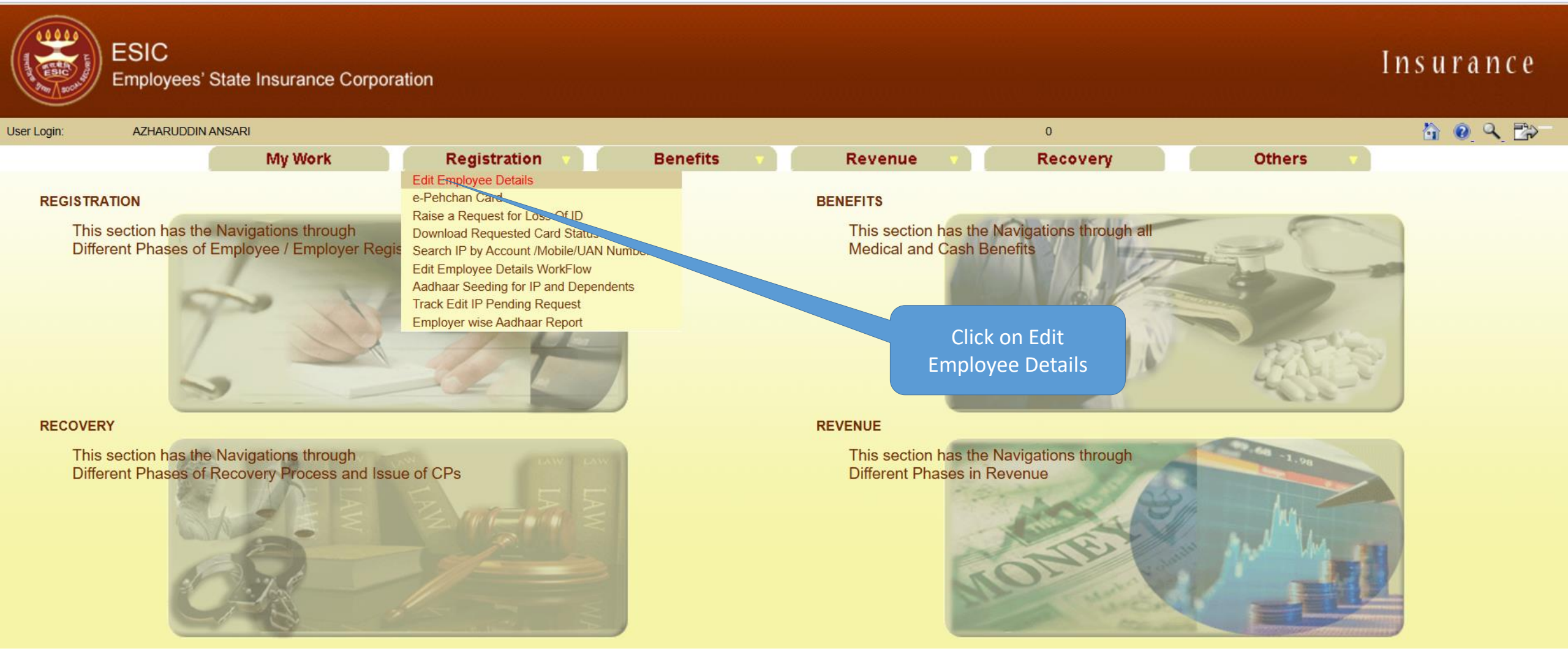
Select User Location & User Role

Select the User Location and User Role From Drop Down

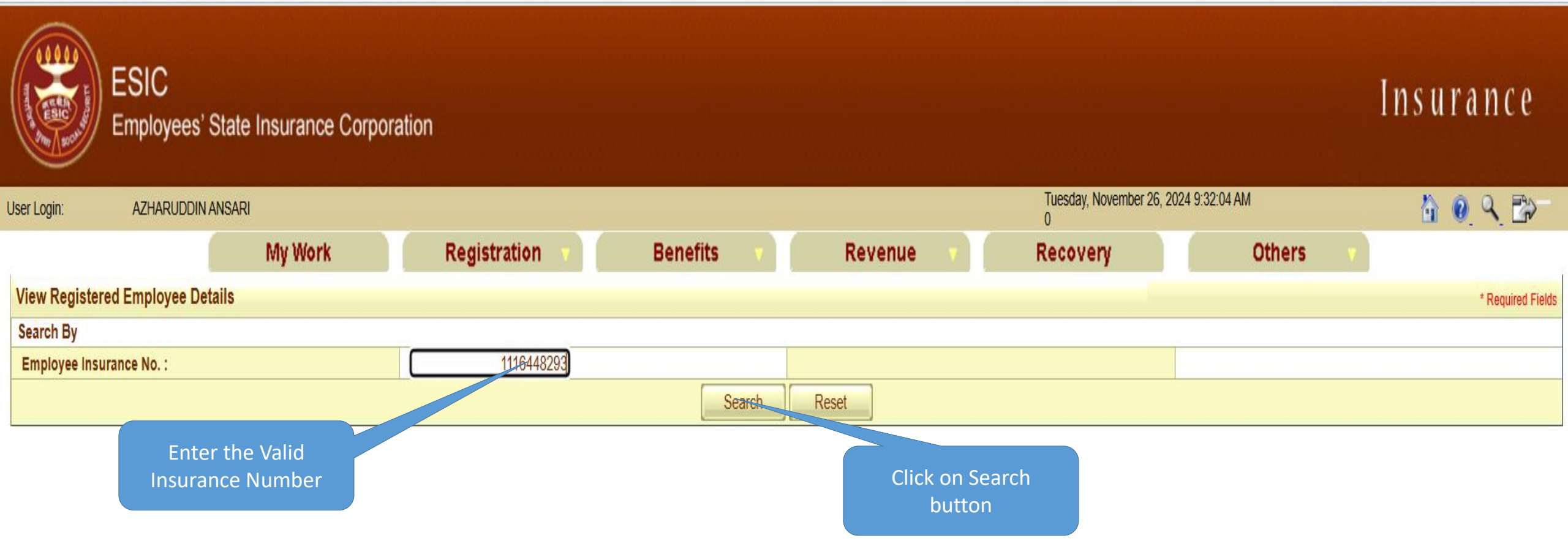
Click on “Submit” button

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

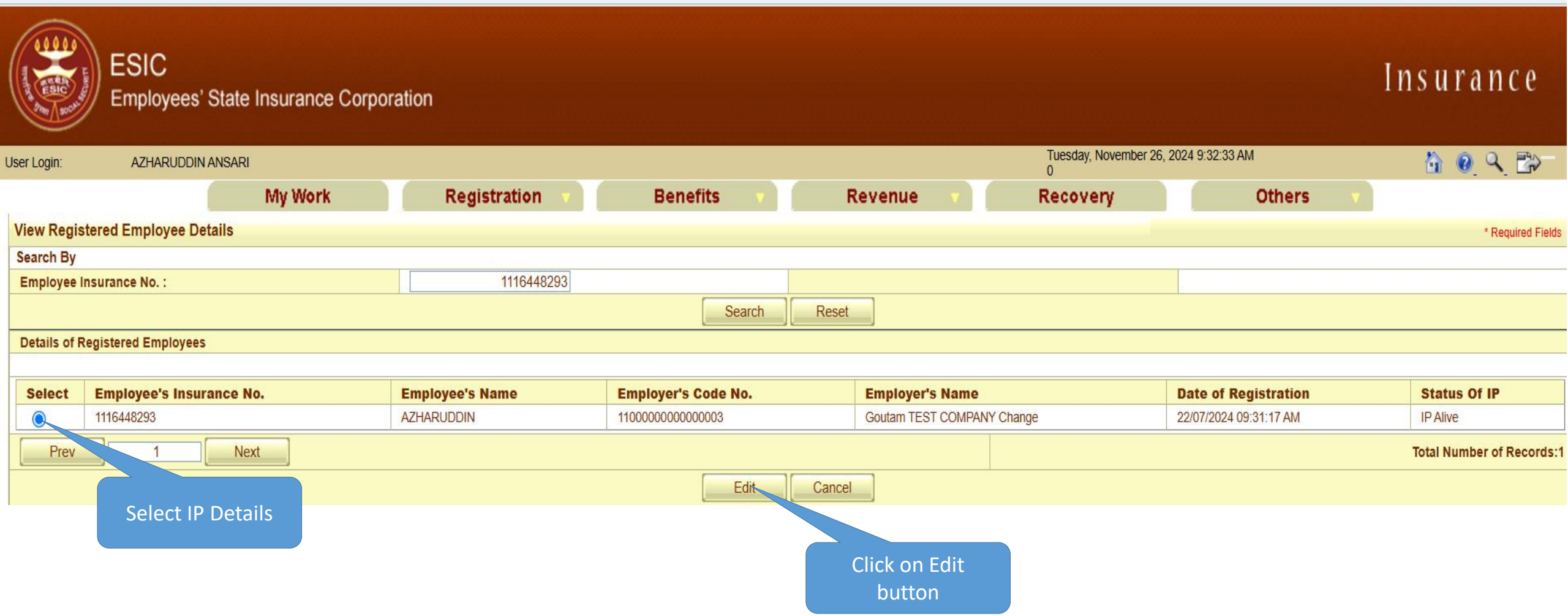
Insurance Application →Registration→ Edit Employee Details



Insurance Application → Registration → Enter Employee Number

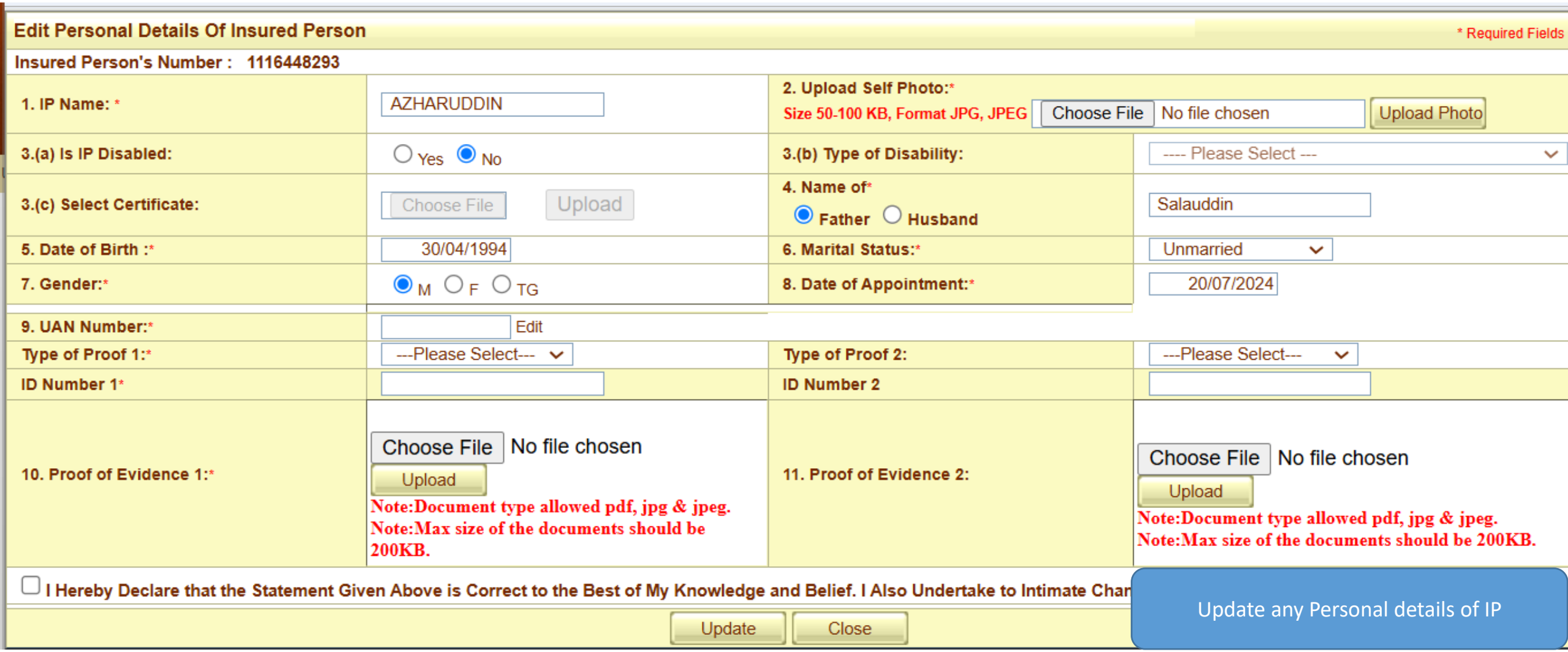


Insurance Application → Registration→ Click on Edit button



Insurance Application → Registration→ Select Radio button for Update Details

Insurance Application → Registration→ Update Any Personal Details



Edit Personal Details Of Insured Person * Required Fields

Insured Person's Number : 1116448293

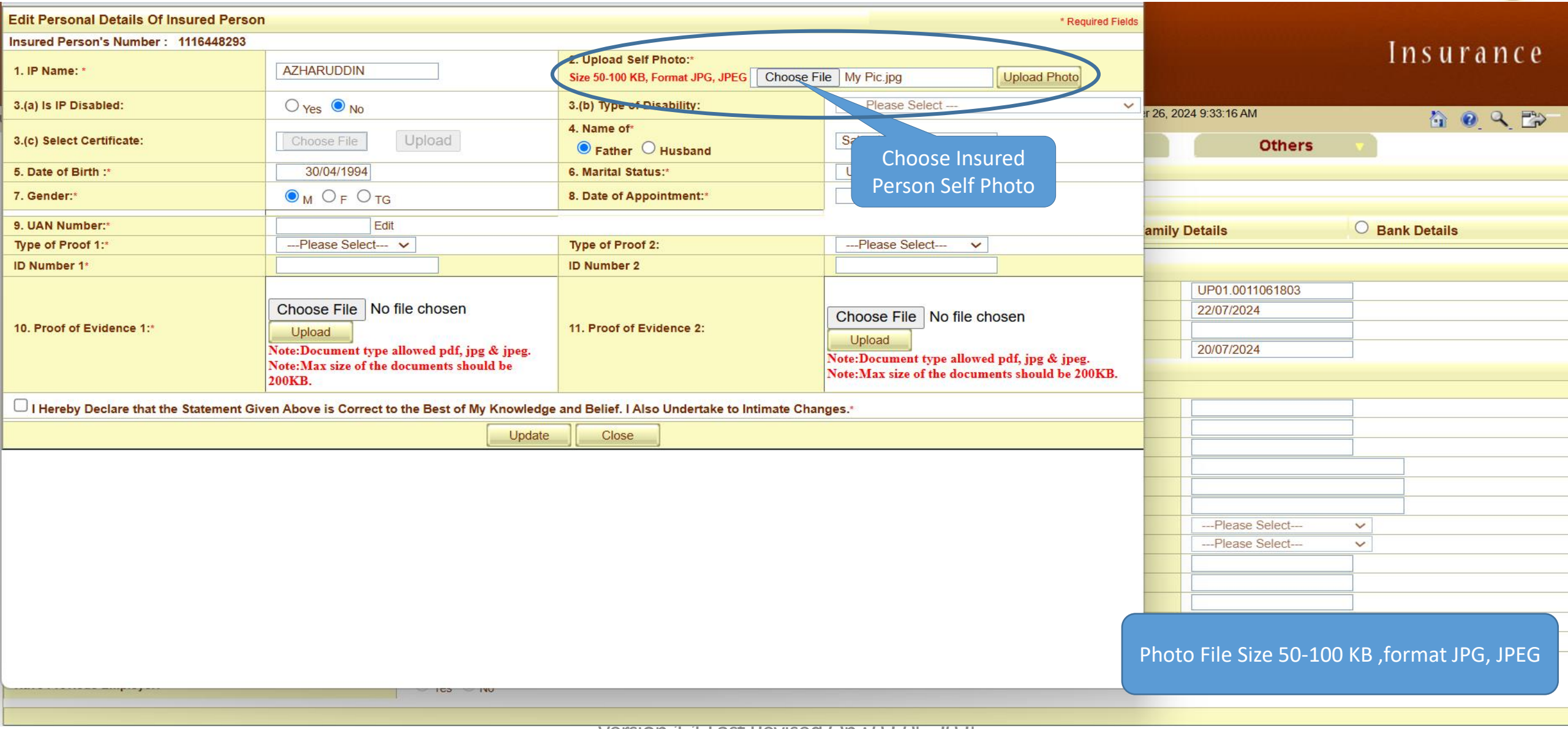
1. IP Name: *	AZHARUDDIN	2. Upload Self Photo:* Size 50-100 KB, Format JPG, JPEG	Choose File No file chosen Upload Photo
3.(a) Is IP Disabled:	Yes / No	3.(b) Type of Disability:	---- Please Select ---
3.(c) Select Certificate:	Choose File Upload	4. Name of* Father / Husband	Salauddin
5. Date of Birth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

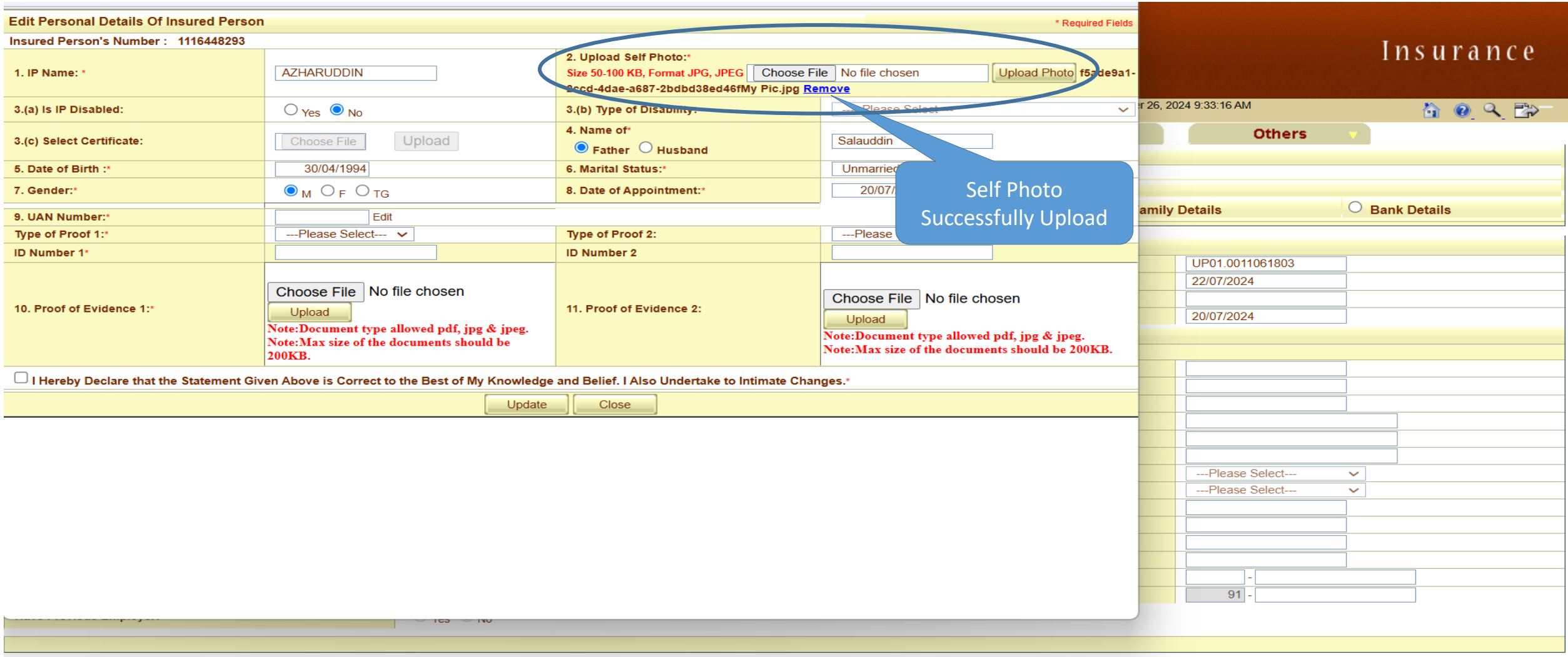
Update Close

Update any Personal details of IP

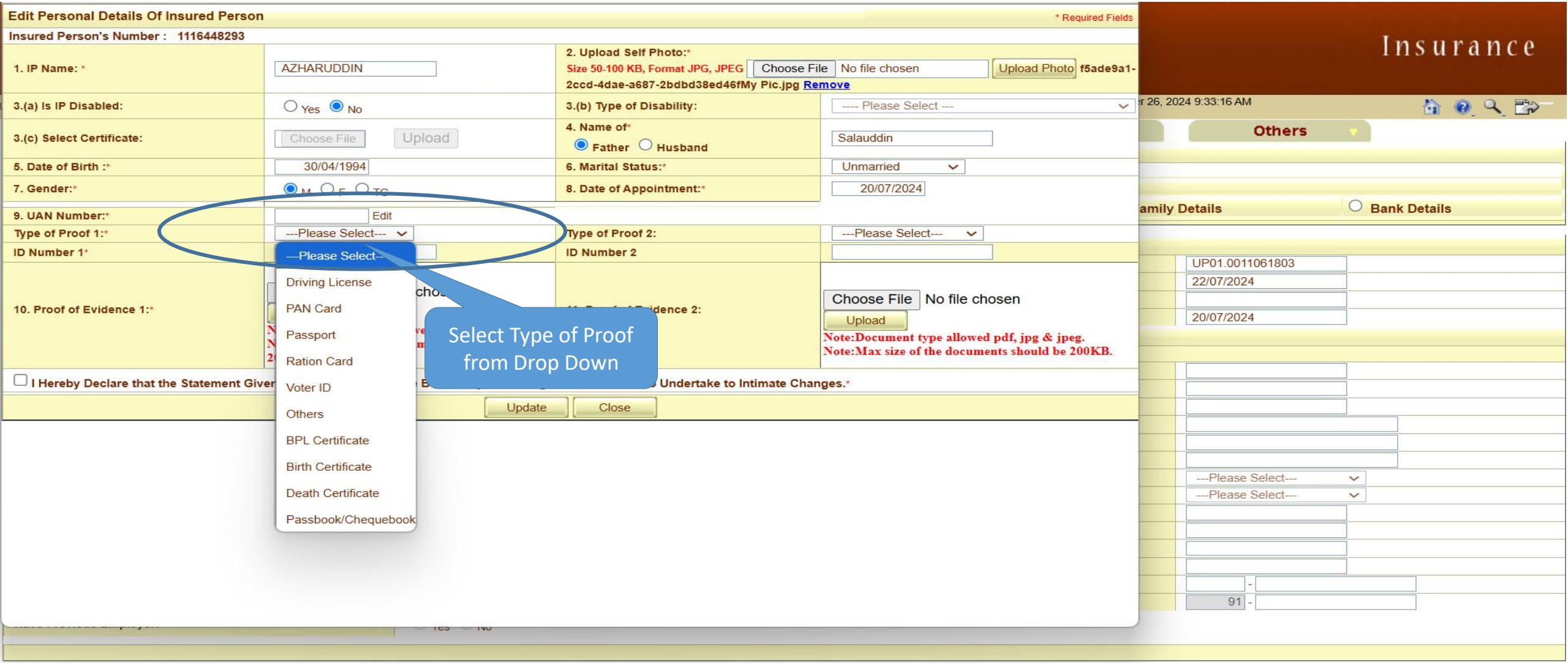
Insurance Application → Registration → Upload Self Photo of IP



Insurance Application → Registration → Successfully Upload IP Photo

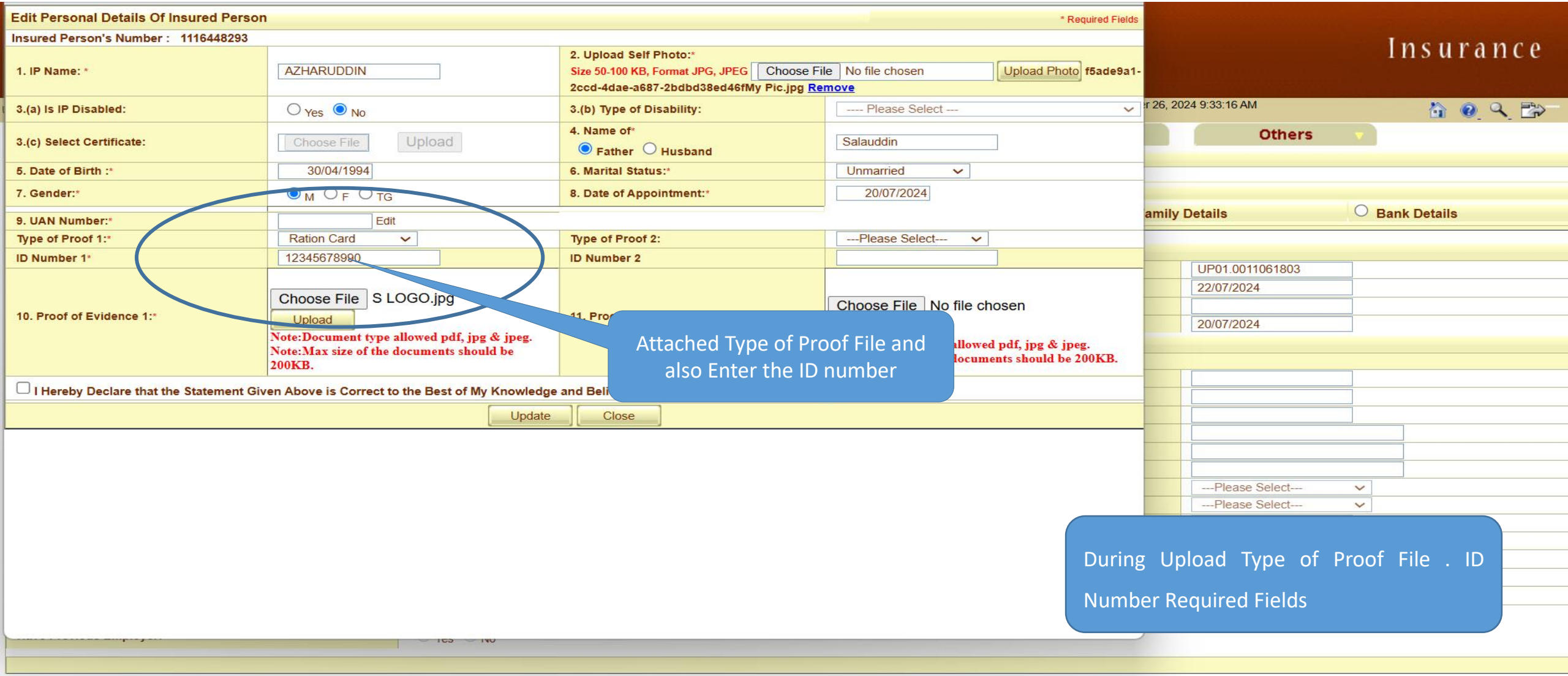


Insurance Application → Registration → Attached Type of Proof with ID Number

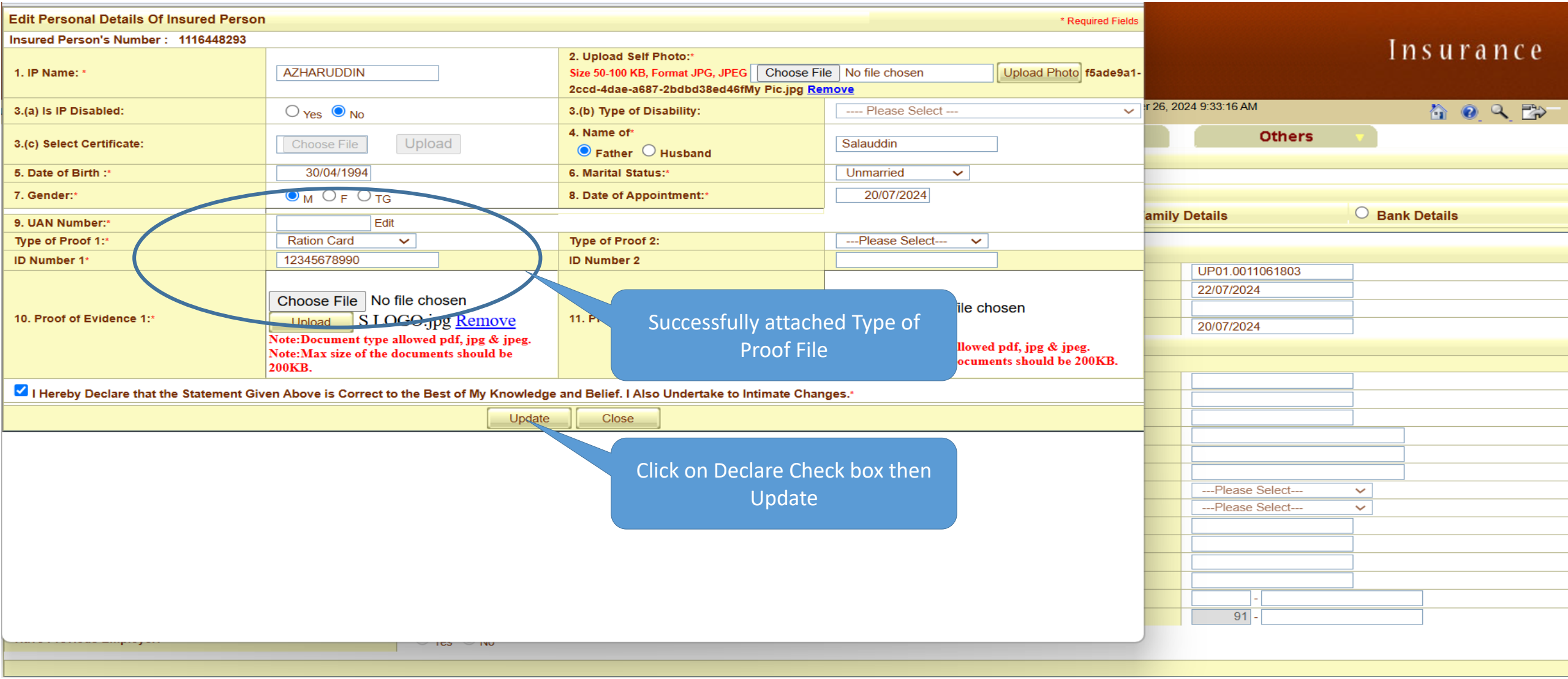


Version 1.1 Last Revised On : 02-05-2025

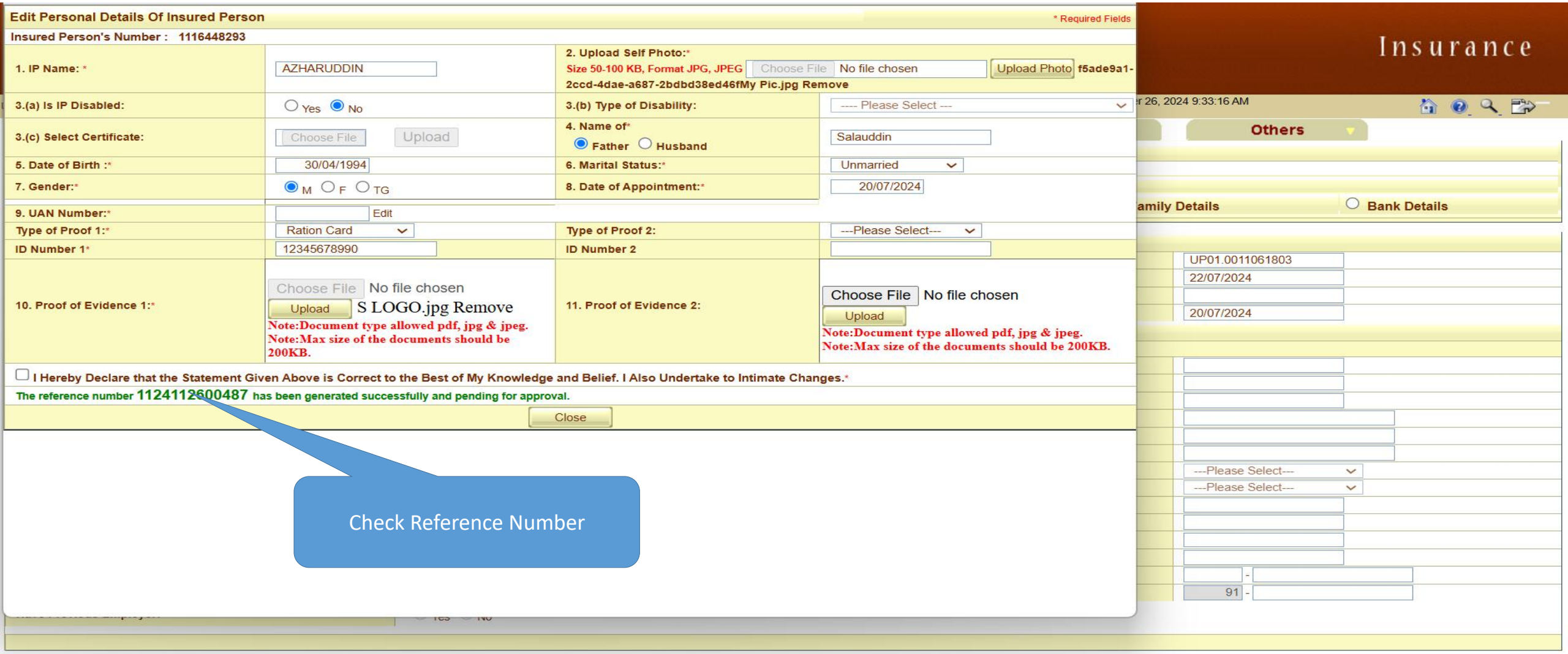
Insurance Application → Registration → Attached Type of Proof with ID Number



Insurance Application → Registration → Successfully Attached Type of Proof File



Insurance Application → Registration → Reference Number Generate



Version 1.1 Last Revised On : 02-05-2025

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
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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

Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of inf
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

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

Web Portal- ithelpdesk
Land Line Helpline no. 011-27552239 (For ESIC Users)
Call to VoIP Helpline : 7001

Enter the Valid User Name and Password

Click on "Log In" button

Please Login with your credentials

Password:
azhansaz
Log In
Forgot Password

Property Management Department

ContractManager
Primaveraweb
DSRPRO

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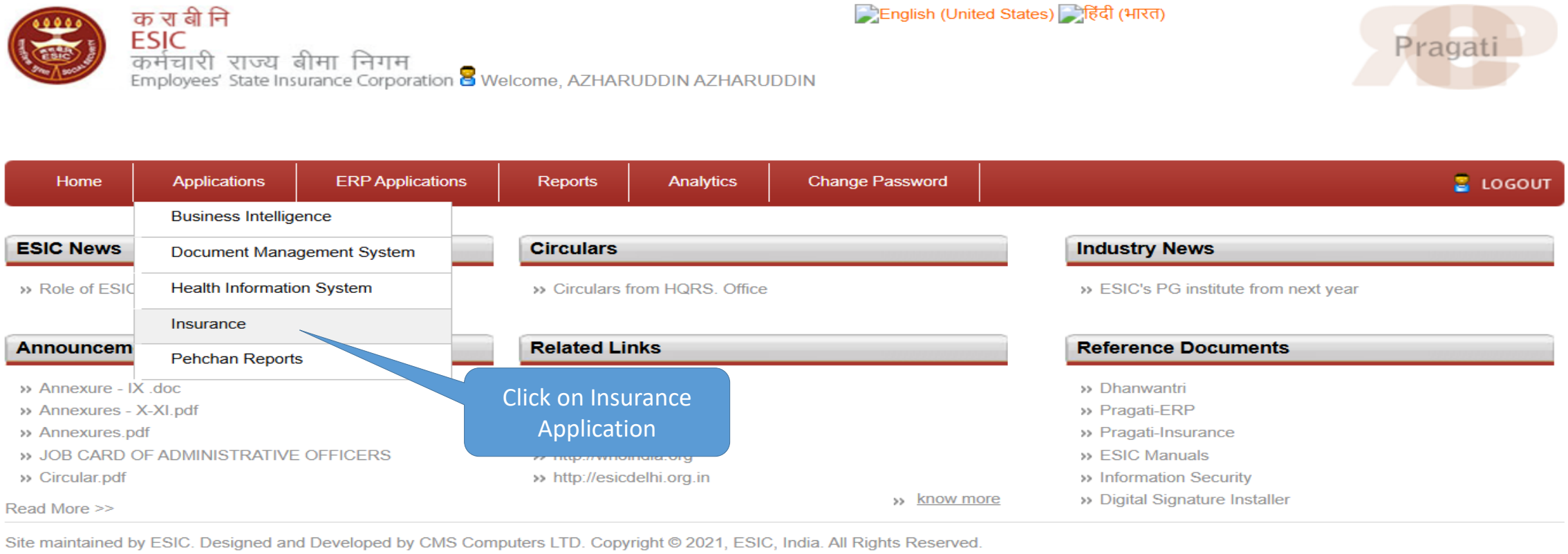
Notes: User can able to reset the Password using Forget Password link

Application Home Page → Insurance Application



Version 1.1 Last Revised On : 02-05-2025

Select User Location & User Role

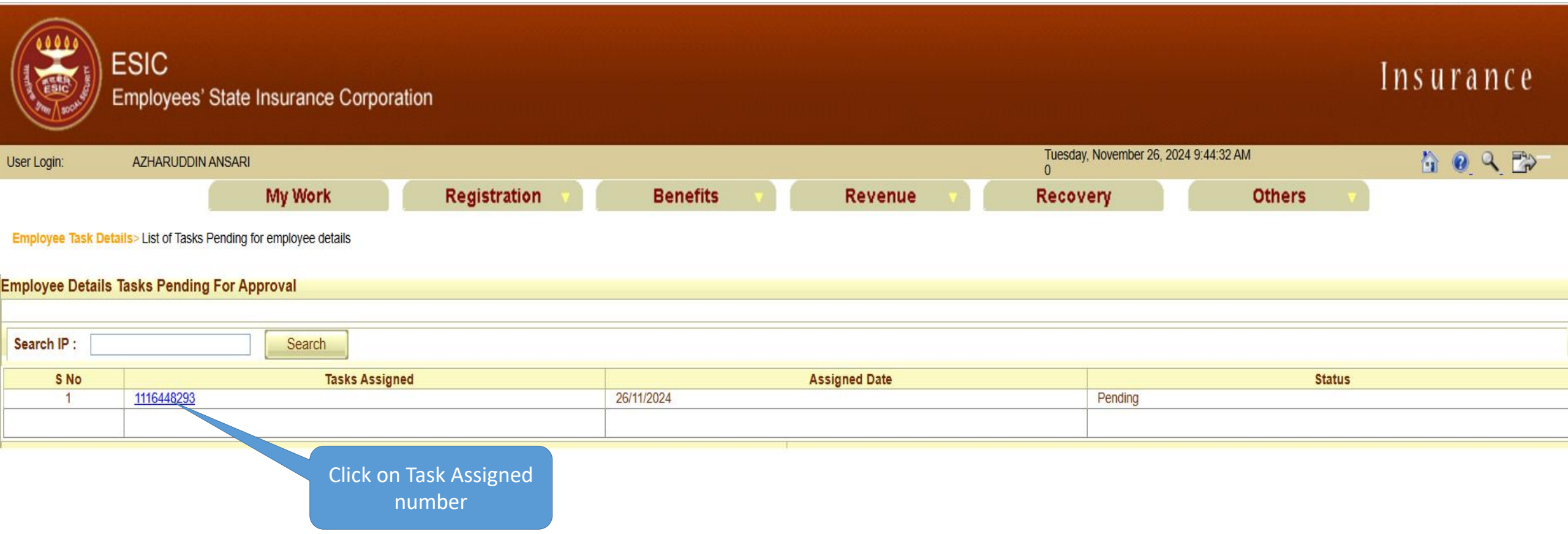
Select the User Location and User Role From Drop Down

Click on “Submit” button

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

Insurance Application → Registration → Edit Employee Details Workflow

Insurance Application → Registration → Check Task Assigned Request



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

ESIC
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.:	11000000000000003	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

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

		Document 2:	
Address Details : Reference ID			
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:	
Dispensary Details : Reference ID			
For IP: ◉ Dispensary ○ IMP ○ mEUD	Najibabad, Bijnaur, UP (ESIS Disp.)	○ Dispensary ○ IMP ○ mEUD	
For Family: ◉ Dispensary ○ IMP ○ mEUD	Najibabad, Bijnaur, UP (ESIS Disp.)	○ Dispensary ○ IMP ○ mEUD	
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 :			
Family Details : Reference ID			
Existing:			
New:			
Proof Type :		Proof Type :	
Document 1:		Document 2:	
Employer Remarks: *			
LDC/UDC Remarks: *	Testing		
BM Remarks:			

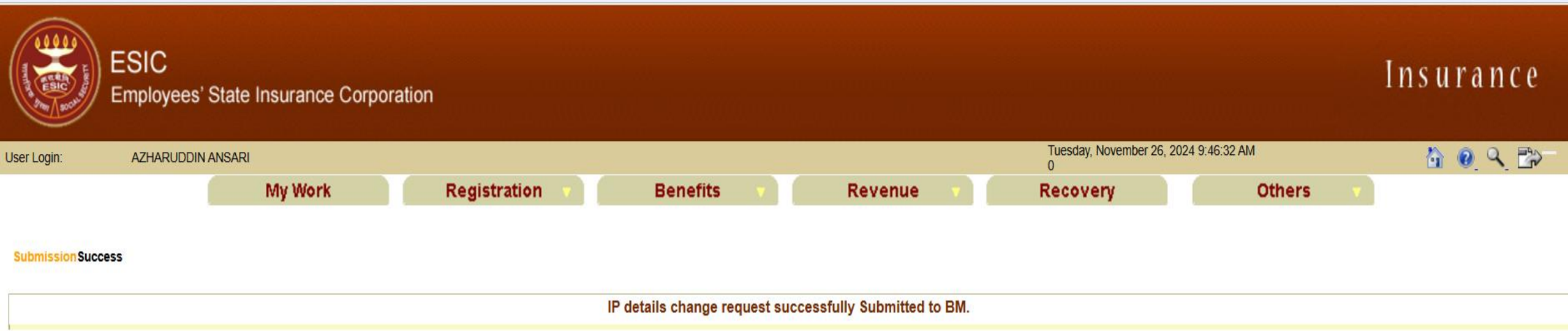
☑ I have examined the uploaded document. ** No document is required to be uploaded by employer in case of Aadhaar based change request.

Forward to BM | Cancel

Enter the LDC/UDC Remarks

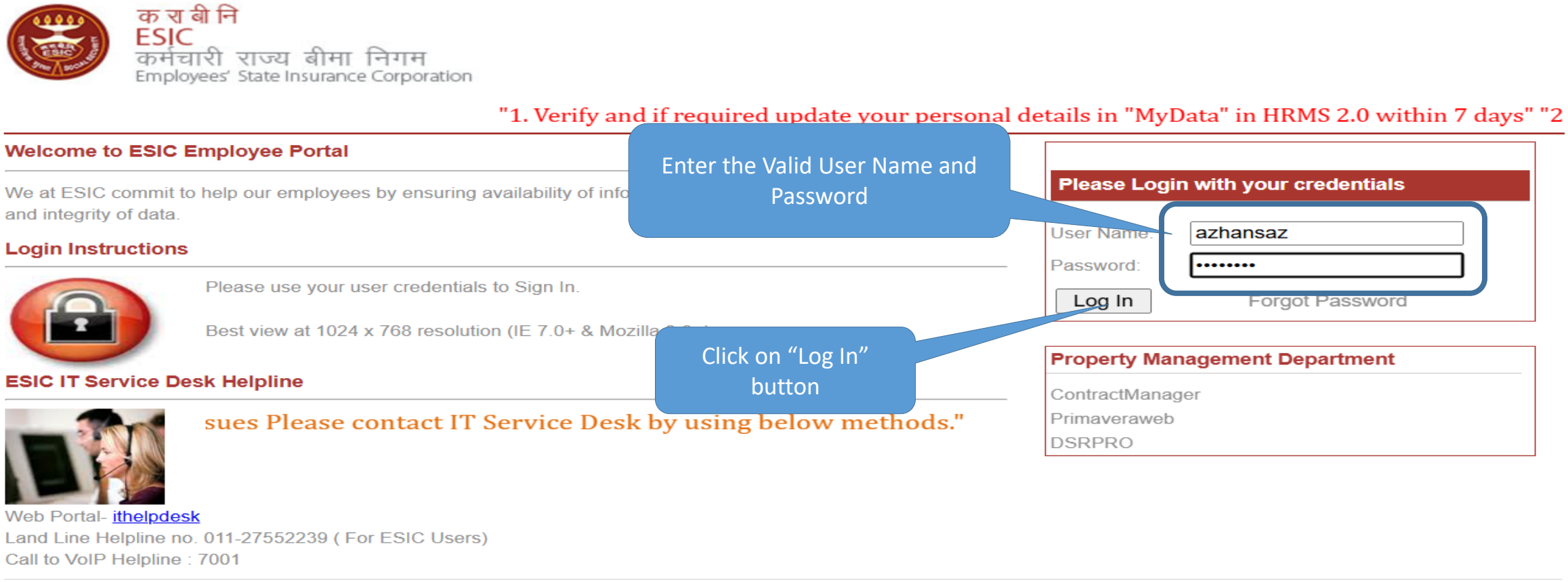
Click on Check box then Update Forward to BM button

Insurance Application → Registration → 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



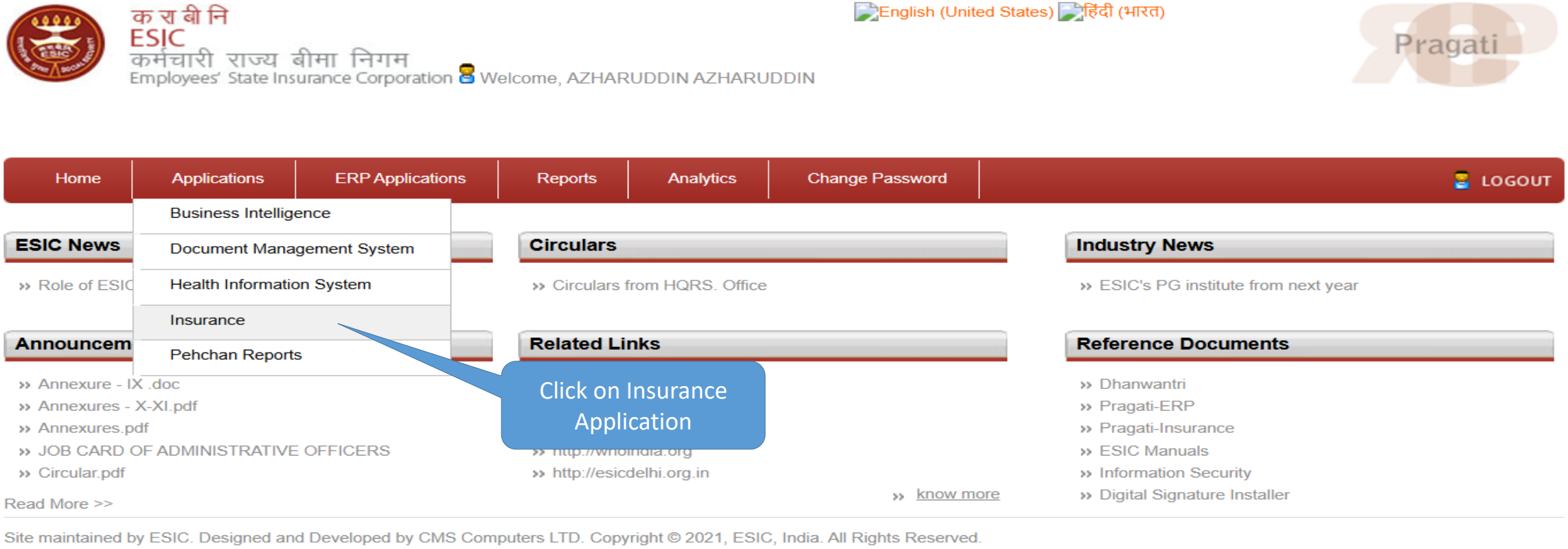
Enter the Valid User Name and Password

Click on "Log In" button

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

Version 1.1 Last Revised On : 02-05-2025

Application Home Page → Insurance Application



Click on Insurance Application

Select User Location & User Role

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.

Insurance Application → Registration → Edit Employee Details Work Flow

ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI 0

My Work | Registration | Benefits | Revenue | Recovery | Others

- 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

Click on Edit Employee Details Workflow

REGISTRATION

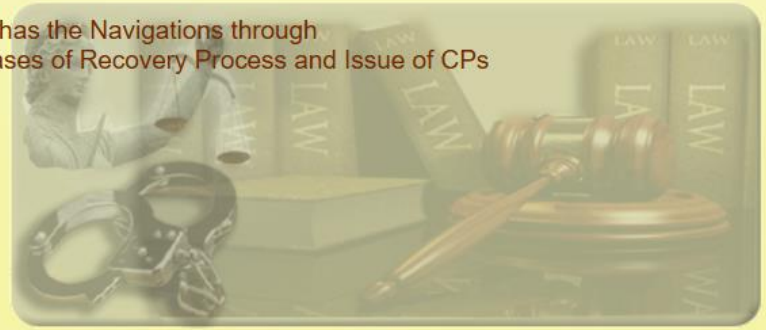
This section has the Navigations through Different Phases of Employee / Employer Regis

BENEFITS

This section has the Navigations through all Medical and Cash Benefits

RECOVERY

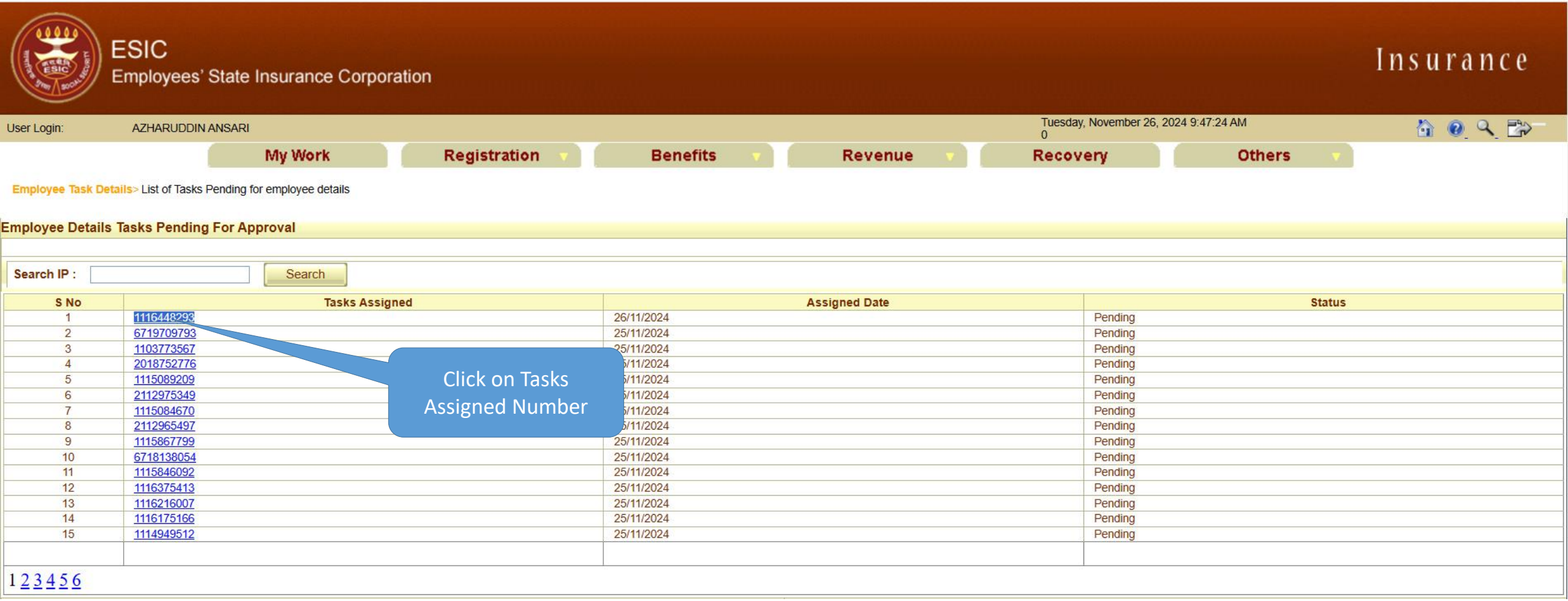
This section has the Navigations through Different Phases of Recovery Process and Issue of CPs



REVENUE

This section has the Navigations through Different Phases in Revenue

Insurance Application → Registration → Check Pending For Approval Task id



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
0

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.:	11000000000000003	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

Insurance Application → Registration → Click on Approved button

Address Details : Reference ID

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:	

Dispensary Details : Reference ID

For IP: (●) Dispensary ( ) IMP ( ) mEUD	Najibabad, Bijnaur, UP (ESIS Disp.)	( ) Dispensary ( ) IMP ( ) mEUD	
For Family: (●) Dispensary ( ) IMP ( ) mEUD	Najibabad, Bijnaur, UP (ESIS Disp.)	( ) Dispensary ( ) IMP ( ) mEUD	

Nominee Details : Reference ID

Name :	Sabiha	Name :	
Relationship with I.P :	Dependant mother	Relationship with I.P :	
Address of Nominee :	Village Harswara Post Najibabad,District Bijnor Up,246763,Uttar Pradesh,Bijnor,246763,8920953350	Address of Nominee :	
Is Nominee a Family Member :	Yes	Is Nominee a Family Member :	
Proof Type :		Proof Type :	
		Document 1:	
		Document 2:	

Family Details : Reference ID

Existing:

New:

Proof Type :		Proof Type :	
Document 1:		Document 2:	
Employer Remarks: *			
LDC/UDC Remarks:	Testing		
BM Remarks: *	BM Testing Done		

Enter the BM Remarks

☑ 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.

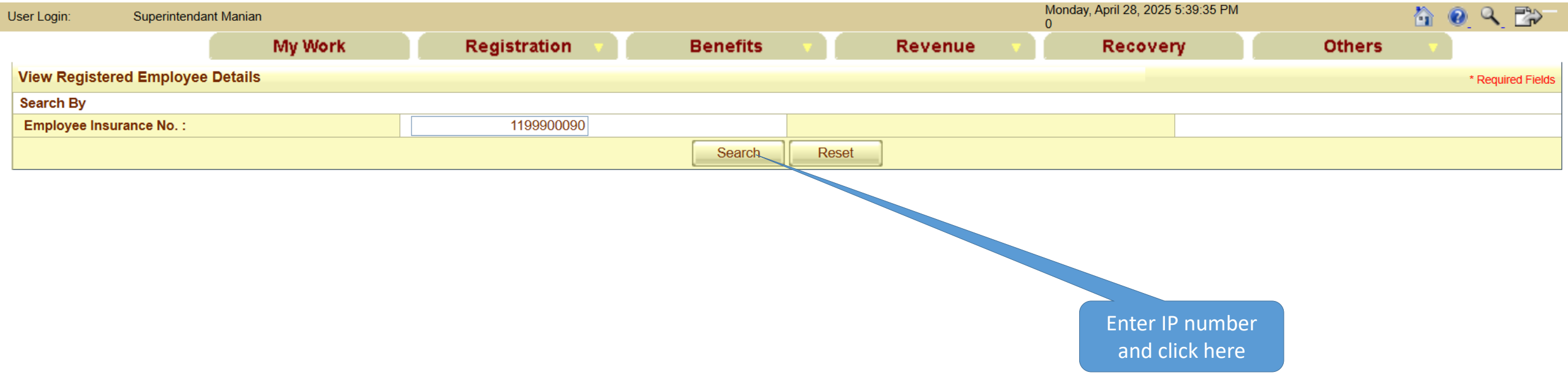
Approve | Reject | Cancel

Click on Check box then Approved

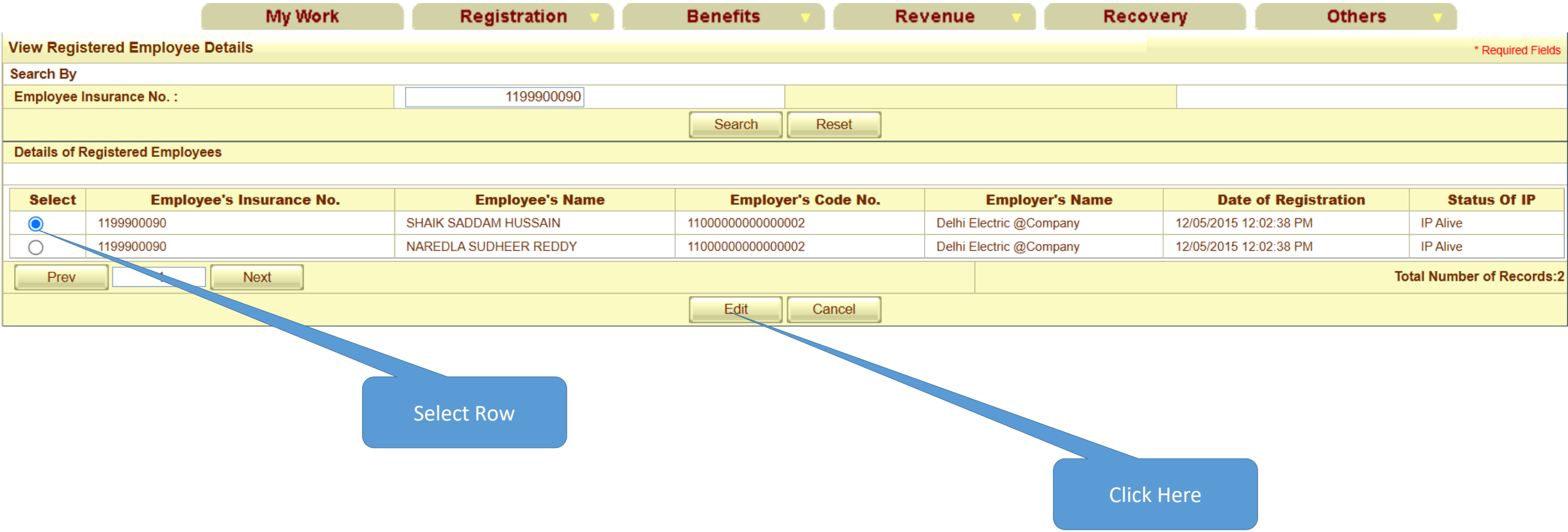
Insurance Application → Registration → Successfully Approved

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

Insurance Application → Registration→ Edit Employee Details



Insurance Application → Registration→ Select Radio button for Update Details



Insurance Application → Registration

Version 1.1 Last Revised On : 02-05-2025

Update any Personal details of IP

Insurance Application → Registration→ Family Section

Add Family Particulars Of Insured Person *Required Fi

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---	Yes / No	---Please Select---	---Please Select---	Active	Choose File / No file chosen / Upload Photo

Click here to Update

Insurance Application → Registration→ Family Section

Add Family Particulars Of Insured Person *Required Fie

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	Yes / No	Delhi	New Delhi	Active	Choose File No file chosen / Upload Photo

Type of Proof:*	---Please Select---
Documnet Number1:*	
Proof of Evidence1:*	Choose File No file chosen Upload Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.
Type of Proof:	---Please Select---
Documnet Number2:	
Proof of Evidence2 :	Choose File No file chosen Upload Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.

Update

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	Yes / No	Delhi	New Delhi	Active	Choose File No file chosen Upload Photo ff027cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg Remove

Type of Proof:* ---Please Select---

Documnet Number1:*

Proof of Evidence1:* Choose File No file chosen Upload

Note:Document type allowed pdf, jpg & jpeg.
Note:Max size of the documents should be 200KB.

Type of Proof: ---Please Select---

Documnet Number2:

Proof of Evidence2 : Choose File No file chosen Upload

Note:Document type allowed pdf, jpg & jpeg.
Note:Max size of the documents should be 200KB.

Update

Photo Successfully Upload

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

Submit Close

Insurance Application → Registration→ Family Section

Edit	Venkata SubbaReddy	09/01/2003	Mi		Andhra Pradesh	Prakasam	No	NA
Edit	ajksdlka	12/02/2007	De		Delhi	New Delhi	No	NA
Edit	test test sister	06/01/1990	De		Madhya Pradesh	Damoh	No	NA
Edit	Rameshi	01/01/1980	De		Delhi	New Delhi	No	NA
Edit	Baby of Test Spouse	11/10/2024	Mi		Delhi	New Delhi	Yes	NA
Edit	Naredla Sudheer Reddy	18/08/1985	De		Delhi	New Delhi	Yes	NA
Edit	BABY UAT 2025	01/02/2025	Mi		Delhi	New Delhi	Yes	View
Edit	aaa	01/01/2025	Mi		Delhi	New Delhi	Yes	NA

---Please Select---
Driving License
PAN Card
Passport
Ration Card
Voter ID
Others
BPL Certificate
Birth Certificate
Death Certificate
Passbook/Chequebook

Select Type of Proof from Drop Down

Add/Update Family Particulars

Name*	Date of Birth*	Relationship wit	hether ding with / Her?	If No,State Pla Residence	Status	Upload Photo:* Size 50-100 KB, Format JPG, JPEG
Test Son	01/01/2025	Minor dependant son / Male	No	Delhi		Choose File No file chosen Upload Photo 27cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg move

Type of Proof:* PAN Card

Documnet Number1:* 5545879875

Proof of Evidence1:* Choose File No file chosen Upload

Note:Document type allowed pdf, jpg & jpeg.
Note:Max size of the documents should be 200KB.

Type of Proof: ---Please Select---

Documnet Number2:

Proof of Evidence2 : Choose File No file chosen Upload

Note:Document type allowed pdf, jpg & jpeg.
Note:Max size of the documents should be 200KB.

Update

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

Submit Close

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	Yes / No	Delhi	New Delhi	Active	Choose File No file chosen Upload Photo ff027cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg Remove

Type of Proof:*	PAN Card
Documnet Number1:*	5545879875
Proof of Evidence1:*	Choose File No file chosen Upload 3a832eb5-0b31-48ab-a9be-0f5fdac9bb58UAT Approval.pdf Remove Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.
Type of Proof:	---Please Select---
Documnet Number2:	
Proof of Evidence2 :	Choose File No file chosen Upload Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.

Update

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

Submit Close

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	Yes / No	Delhi	New Delhi	Active	Choose File No file chosen Upload Photo ff027cd8-2722-4e24-a20f-fc8cbac816ffPhoto Capture UAT1.jpeg Remove

Type of Proof:*	PAN Card
Documnet Number1:*	5545879875
Proof of Evidence1:*	Choose File No file chosen Upload 3a832eb5-0b31-48ab-a9be-0f5fdac9bb58UAT Approval.pdf Remove Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.
Type of Proof:	---Please Select---
Documnet Number2:	
Proof of Evidence2 :	Choose File No file chosen Upload Note:Document type allowed pdf, jpg & jpeg. Note:Max size of the documents should be 200KB.

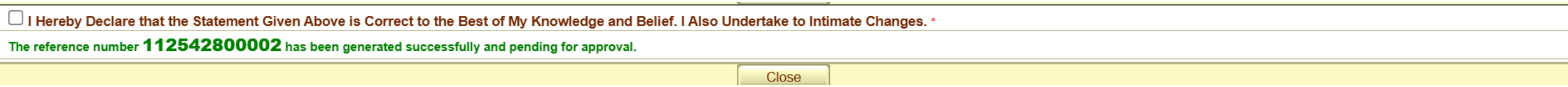
Update

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

Submit Close

Select the declaration

Insurance Application → Registration → Reference Number Generate



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 inf
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

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

Web Portal- ithelpdesk
Land Line Helpline no. 011-27552239 (For ESIC Users)
Call to VoIP Helpline : 7001

Enter the Valid User Name and Password

Click on "Log In" button

Please Login with your credentials

Password:

azhansaz

Log In

Forgot Password

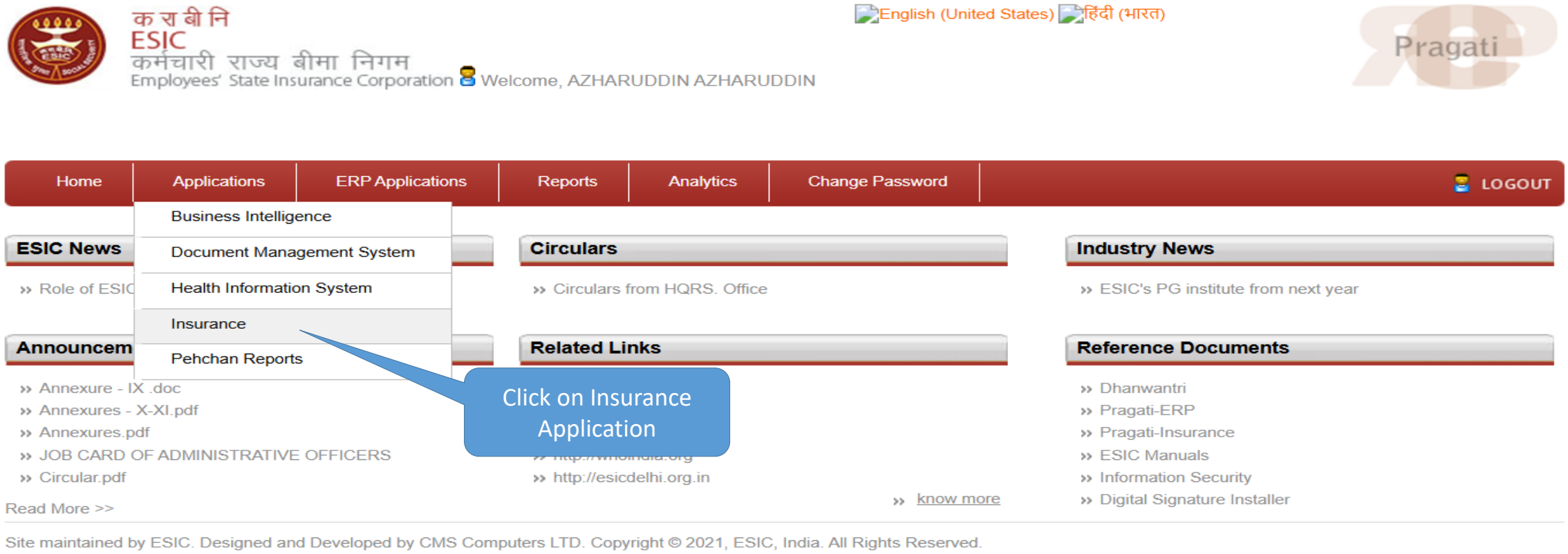
Property Management Department

ContractManager
Primaveraweb
DSRPRO

© 2010 ESIC. All Rights Reserved.
All the information in this site is private, privileged and confidential. Users shall refrain from copying, distributing, misusing and / or disclosing the information to any third parties under any circumstances whatsoever.

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

Application Home Page → Insurance Application



Select User Location & User Role

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.

Insurance Application → Registration → Edit Employee Details Workflow

ESIC
Employees' State Insurance Corporation

Insurance

User Login: AZHARUDDIN ANSARI 0

My Work | Registration | Benefits | Revenue | Recovery | Others

- 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 [illegible] Dependents
- Track Edit IP Pending Request
- Employer wise Aadhaar Report

REGISTRATION

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

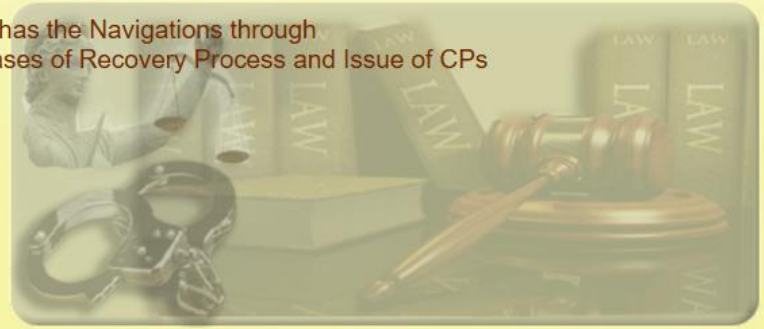
BENEFITS

This section has the Navigations through all
Medical and Cash Benefits

Click on Edit Employee Details Workflow

RECOVERY

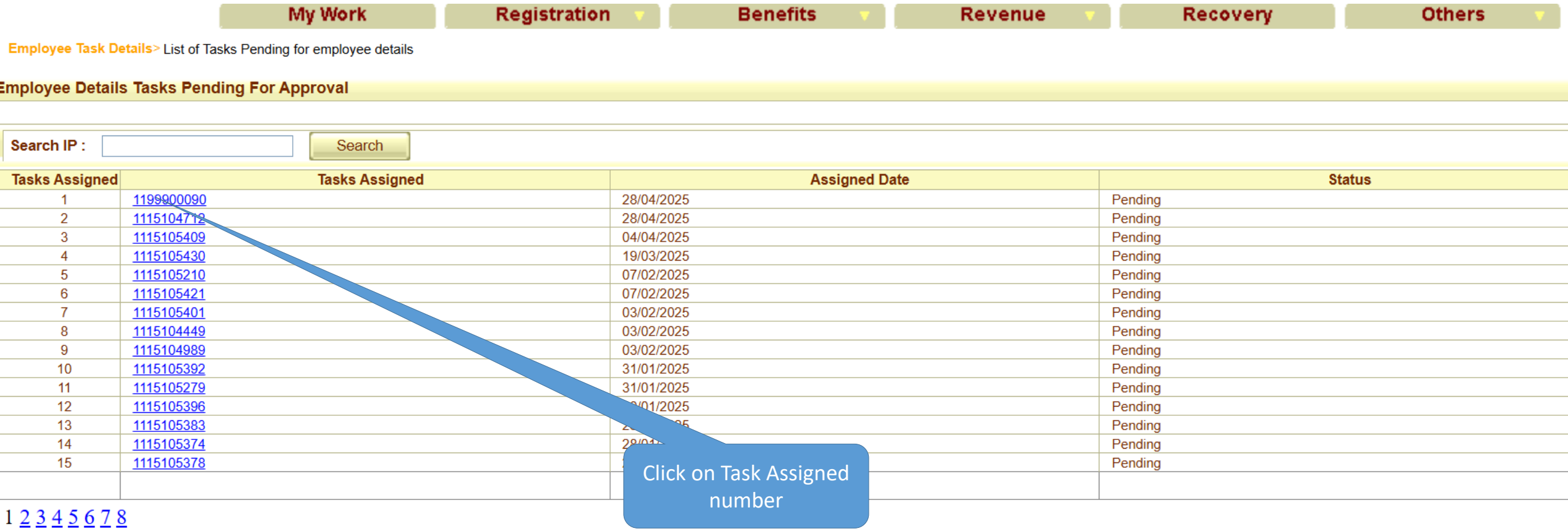
This section has the Navigations through
Different Phases of Recovery Process and Issue of CPs



REVENUE

This section has the Navigations through
Different Phases in Revenue

Insurance Application → Registration → Check Task Assigned Request



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	...	Photo	Document1	Document2	Record Type
TEST SON UAT	01/01/2025	Minor dependant son	M	Yes		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.

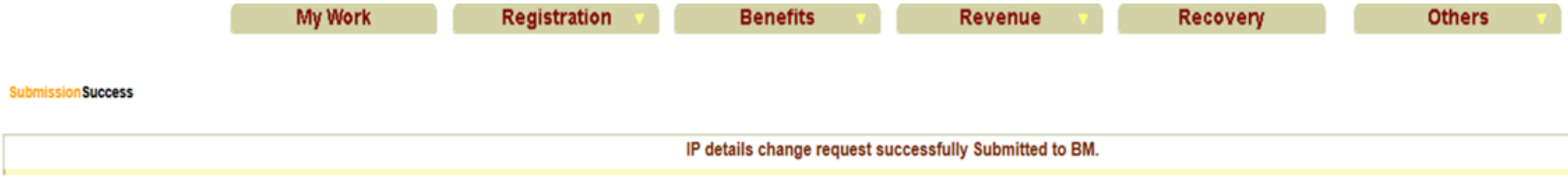
Forward to BM | Cancel

Enter the LDC/UDC Remarks

Click here to download and view photo

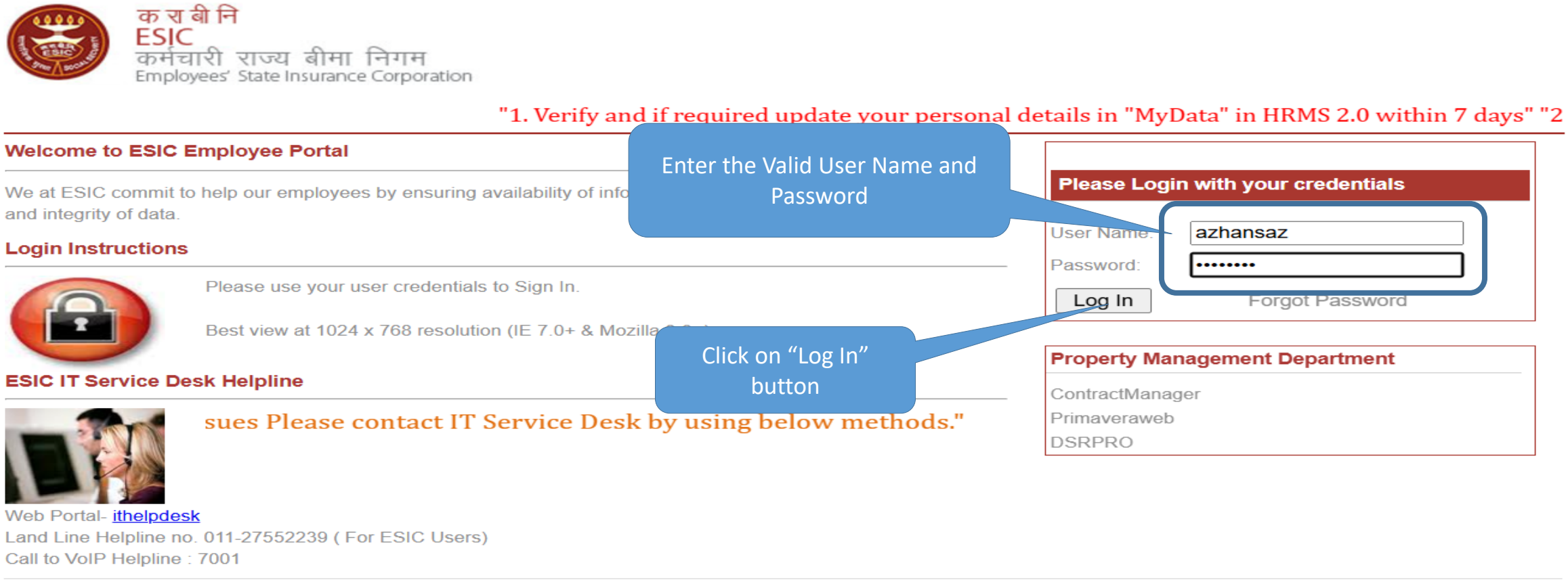
Click on Check box then Update Forward to BM button

Insurance Application → Registration → 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



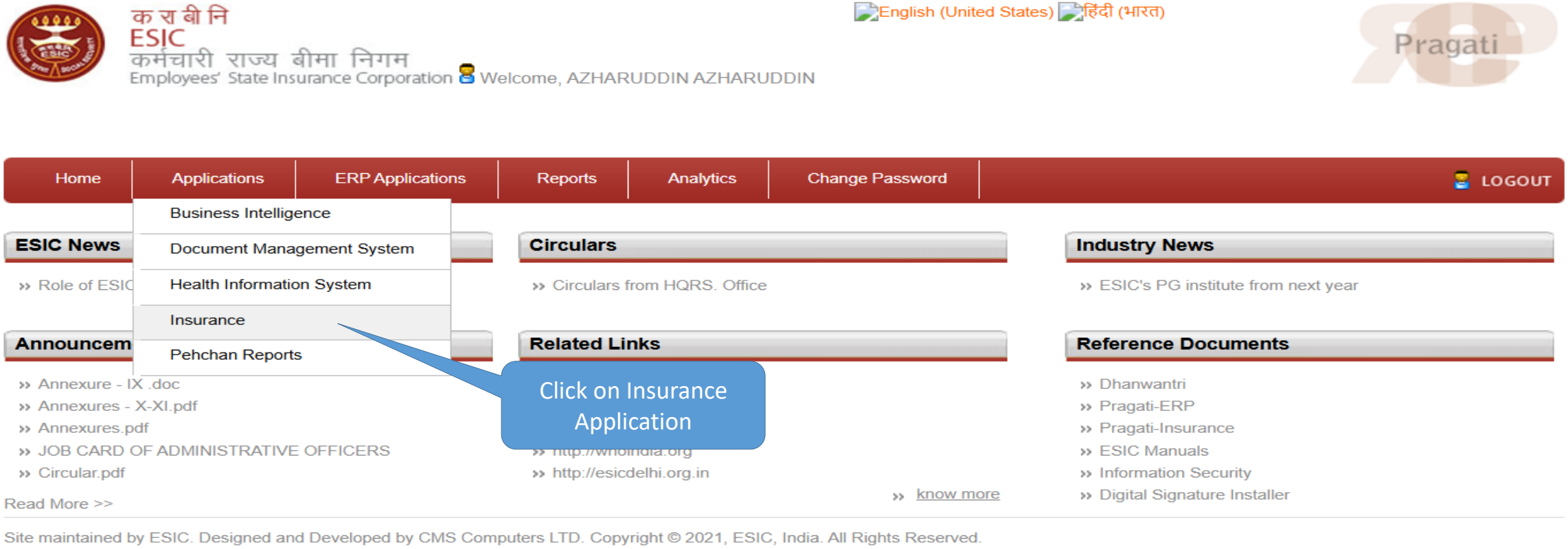
Enter the Valid User Name and Password

Click on "Log In" button

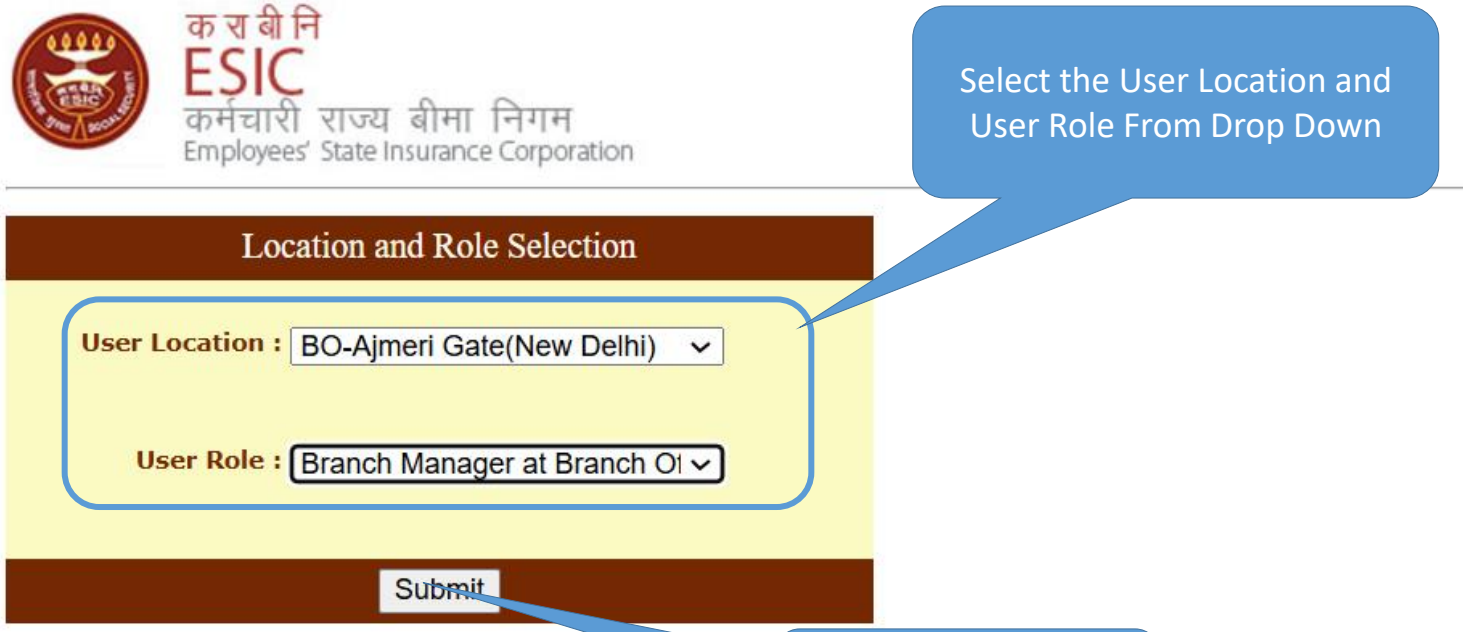
Notes: User can able to reset the Password using Forget Password link

Version 1.1 Last Revised On : 02-05-2025

Application Home Page → Insurance Application



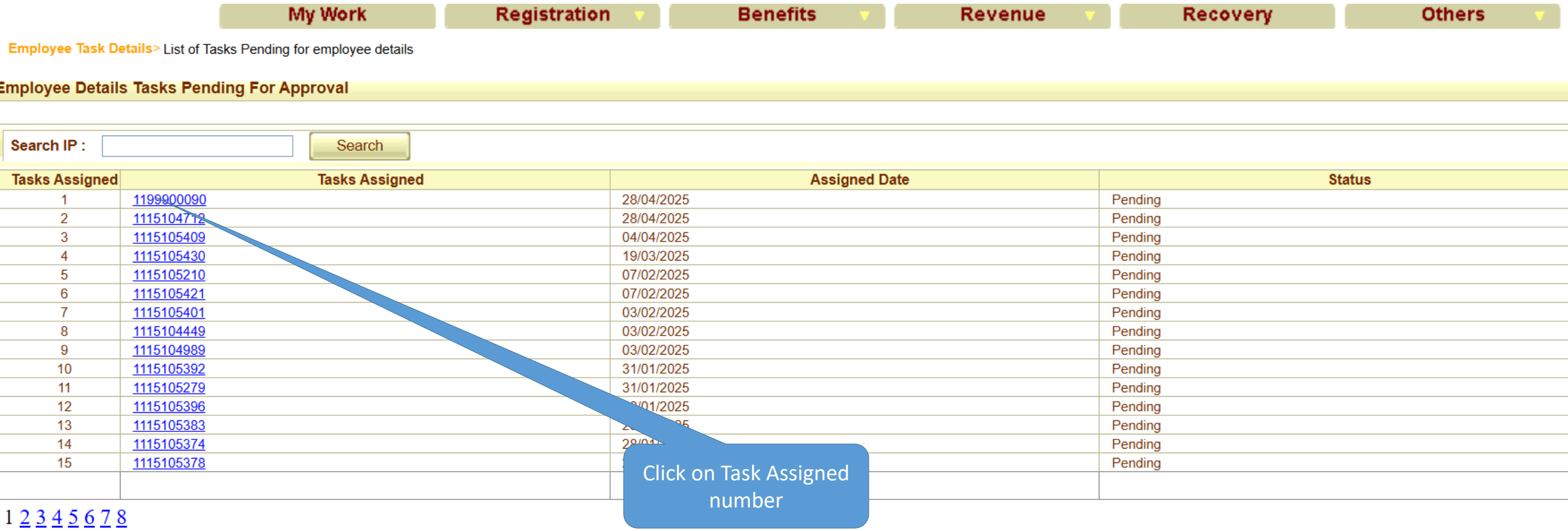
Select User Location & User Role



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

Insurance Application → Registration → Edit Employee Details Work Flow

Insurance Application → Registration → Check Task Assigned Request



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**
☐ **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	...tus	Photo	Document1	Document2	Record Type
TEST SON UAT	01/01/2025	Minor dependant son	M	Yes		View	View 5545879875	NA	Modified Record

Employer Remarks: *

LDC/UDC Remarks: TEST

BM Remarks: *

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 au...rity 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 ...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.

Forward/Approve | Reject | Cancel

Enter BM Remarks

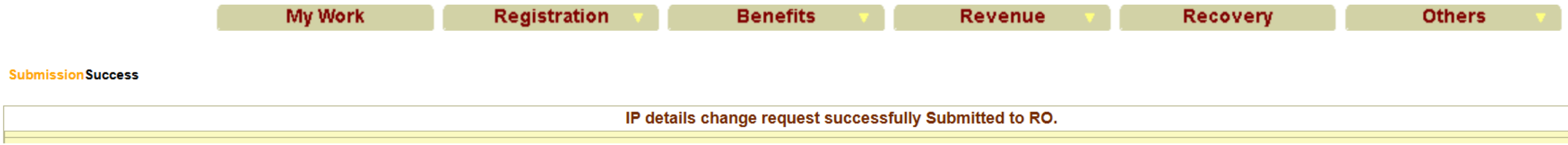
Click here to download and view photo

Click on Check box

Click on Update Forward /Approve

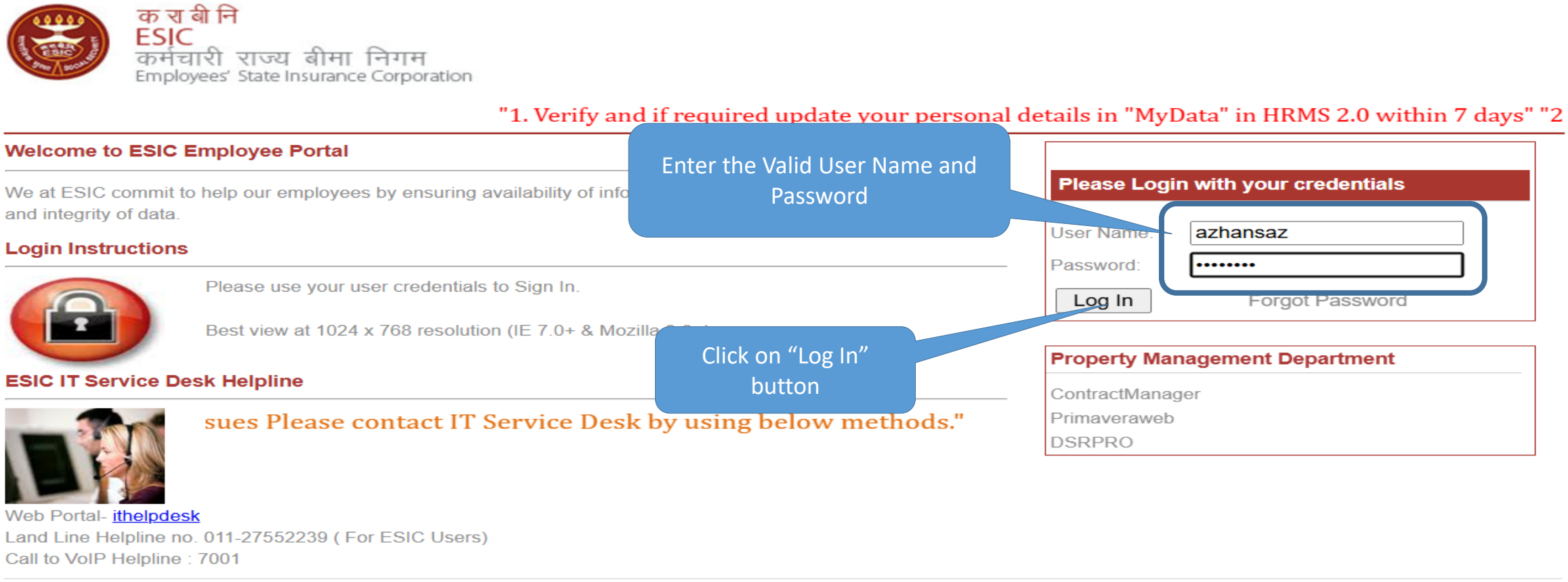
Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Registration → Successfully Approved



Approved Update IP Details Self Photo-Benefits Branch Officer

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



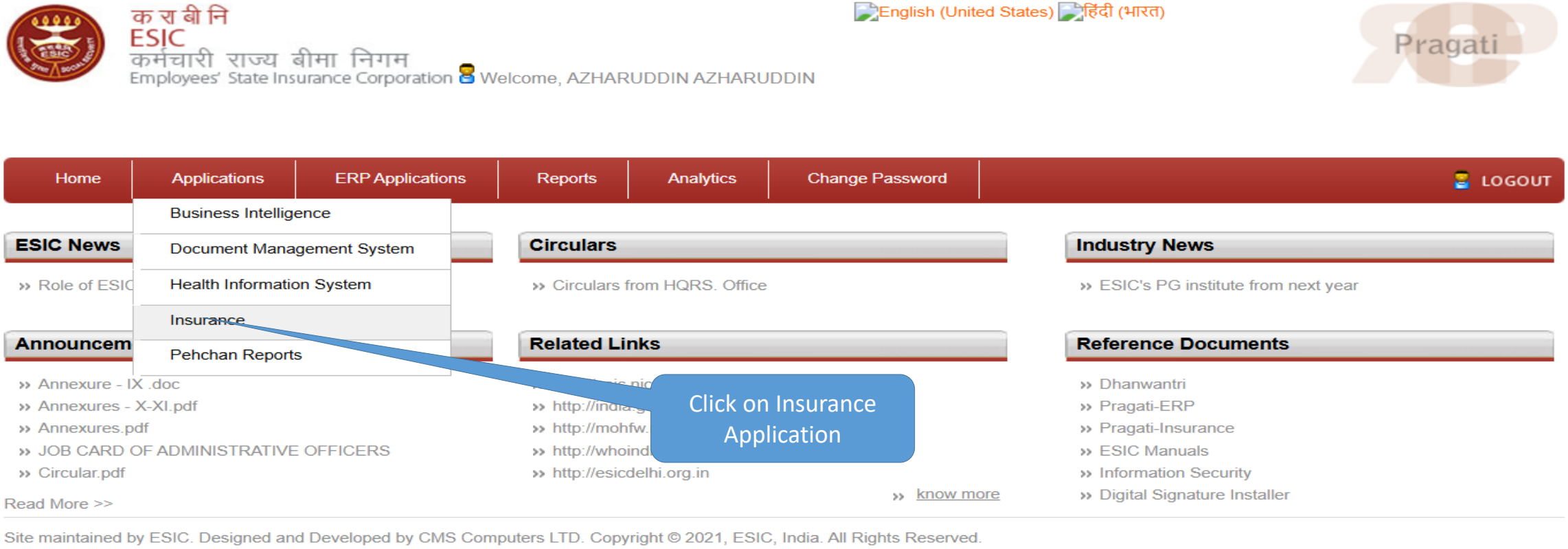
Enter the Valid User Name and Password

Click on "Log In" button

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

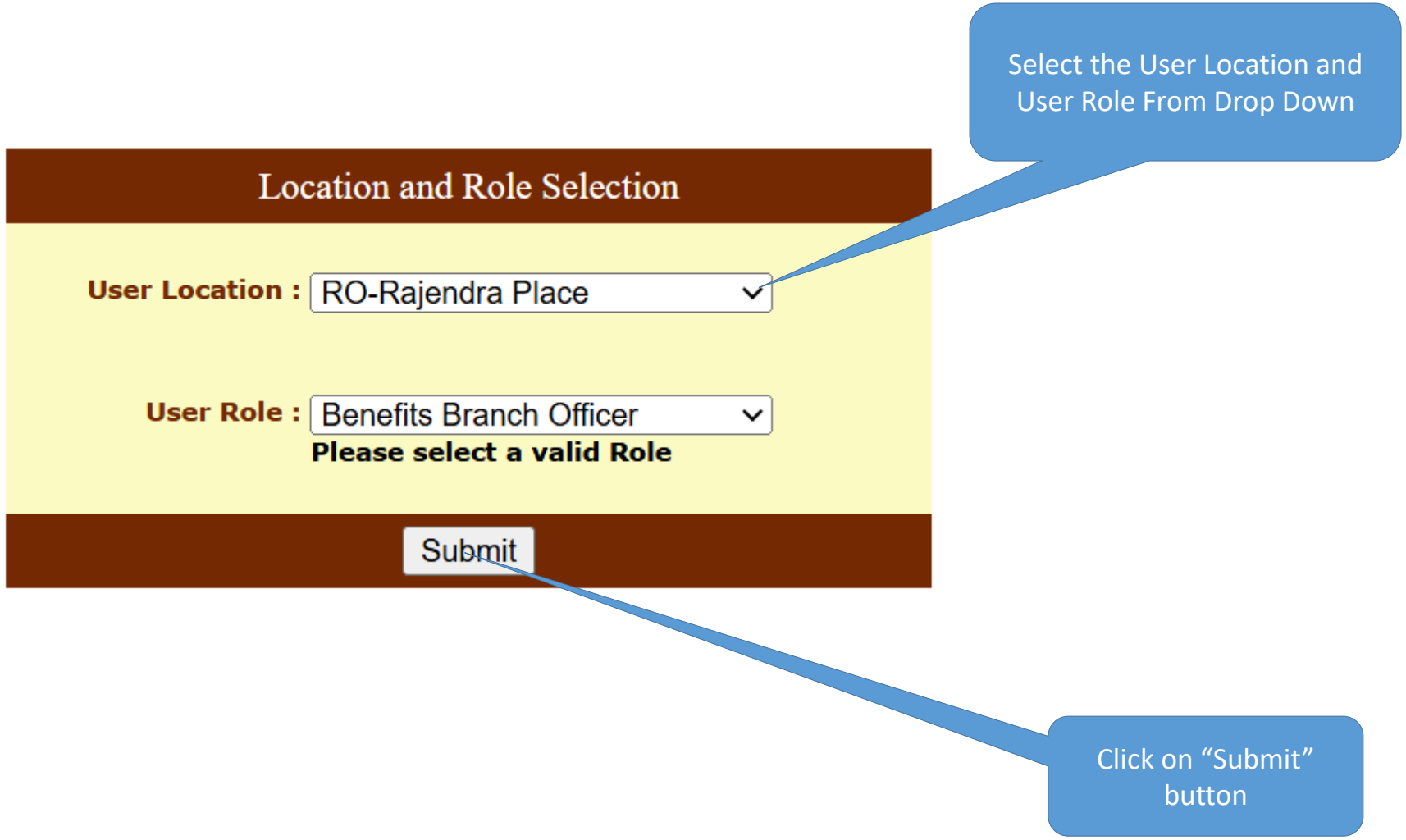
Version 1.1 Last Revised On : 02-05-2025

Application Home Page → Insurance Application

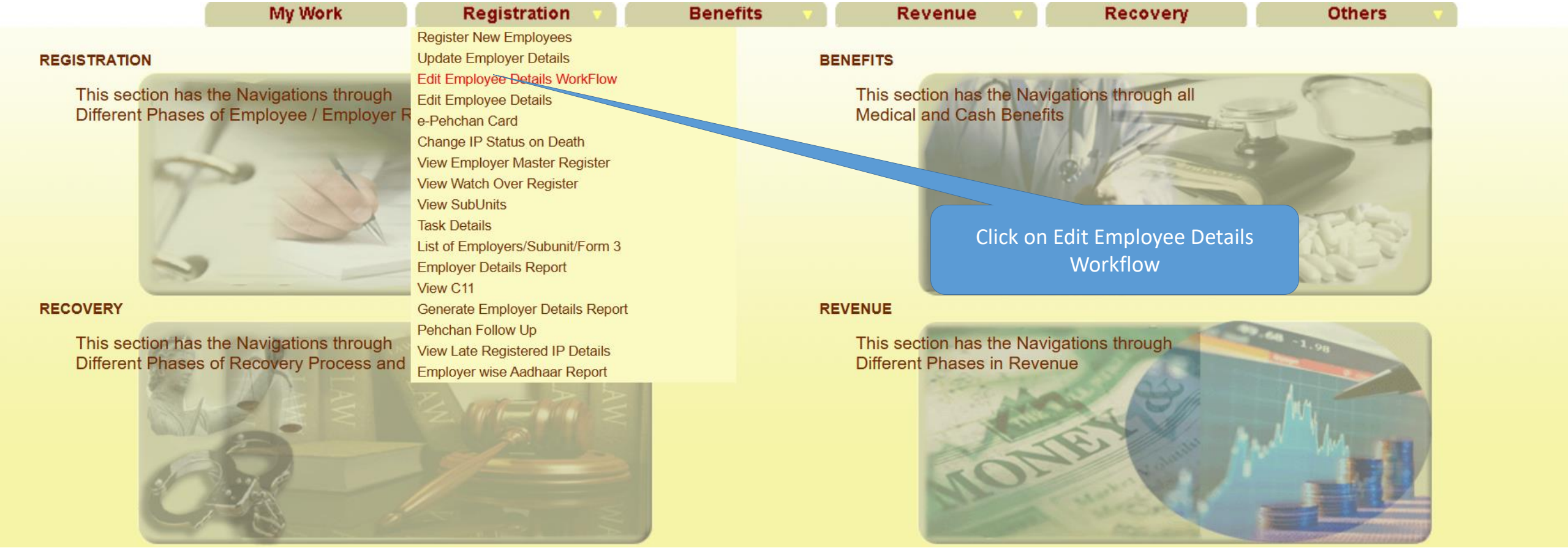


Version 1.1 Last Revised On : 02-05-2025

Insurance Application → Registration → Edit Employee Details WorkFlow



Insurance Application → Registration → Edit Employee Details Work Flow



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 : 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	/01/2025	Pending
13	1115105383		Pending
14	1115105374	28/01	Pending
15	1115105378		Pending

1 2 3 4 5 6 7 8

Click on Task Assigned number

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**
☐ 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
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
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: test

BM Remarks: * test

RO Remarks:* FOR UAT

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.

Approve Reject Cancel

Enter Remarks

Click here to download and view photo

Click on Check box

Click on Approve

Insurance Application → Registration → Successfully Approved

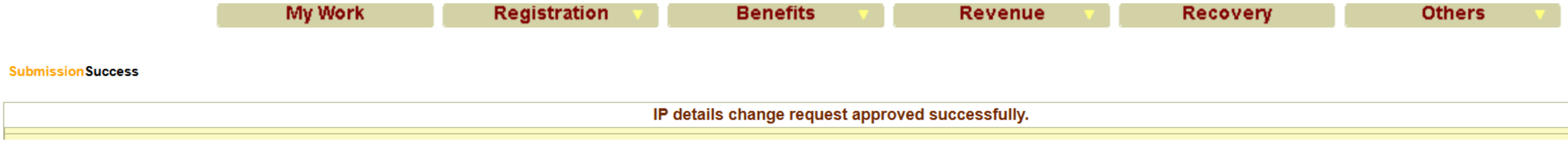
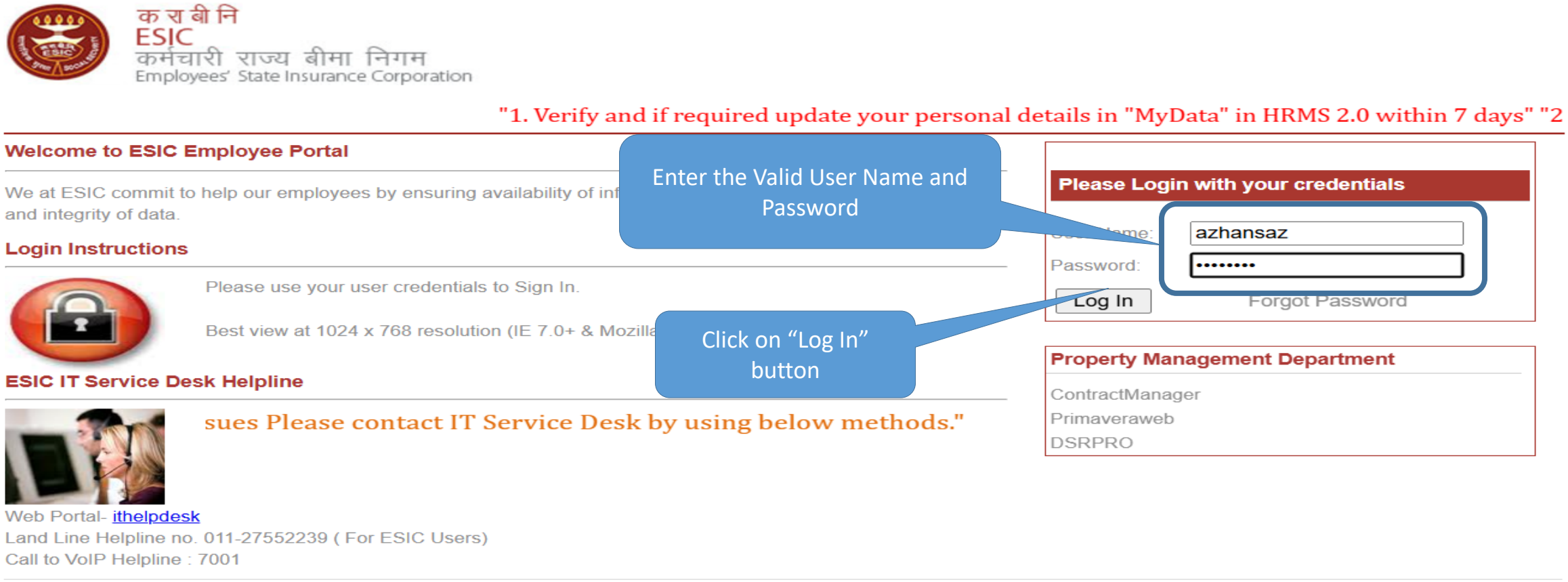


Photo Capture Related changes _ Audit Trail

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

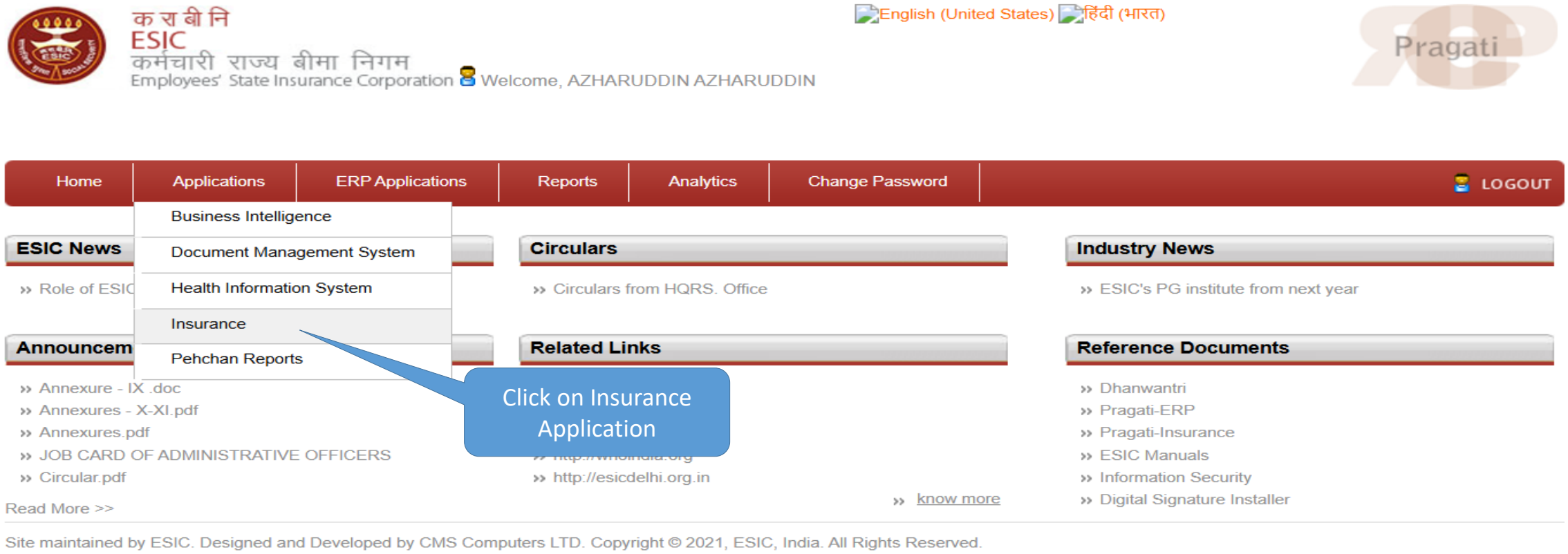


Enter the Valid User Name and Password

Click on "Log In" button

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

Application Home Page → Insurance Application



Click on Insurance Application

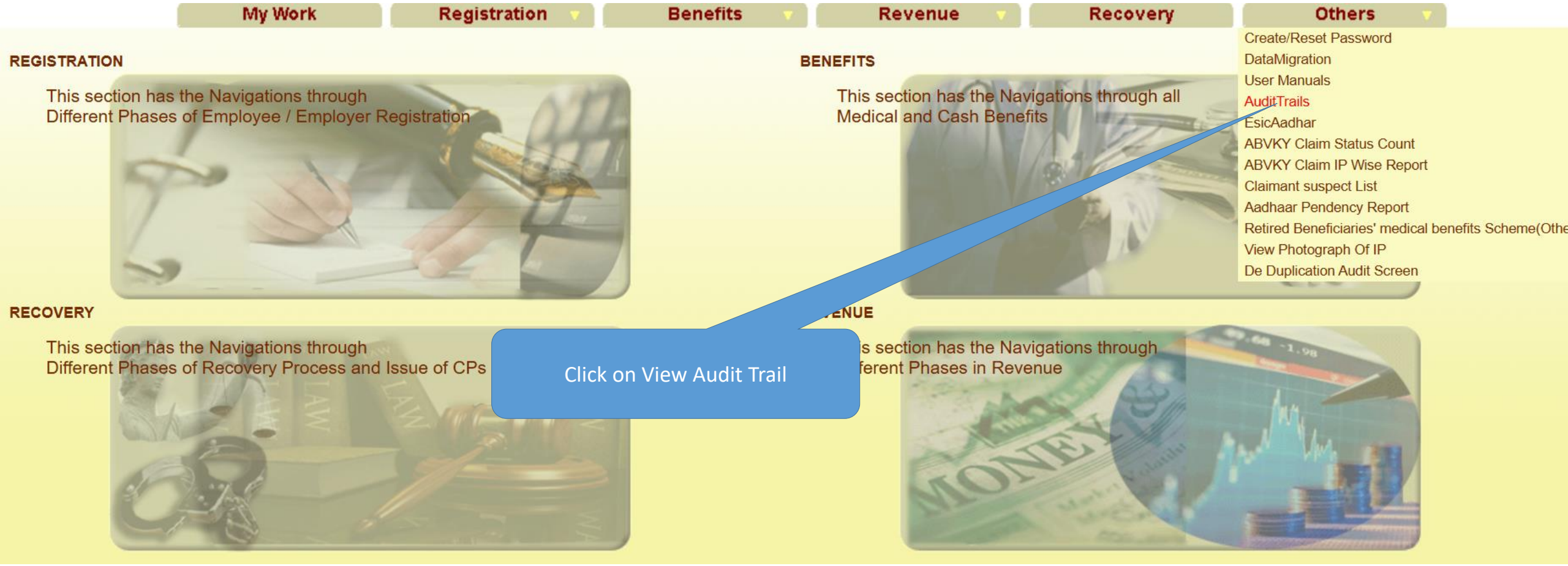
Select User Location & User Role

Select the User Location and User Role From Drop Down

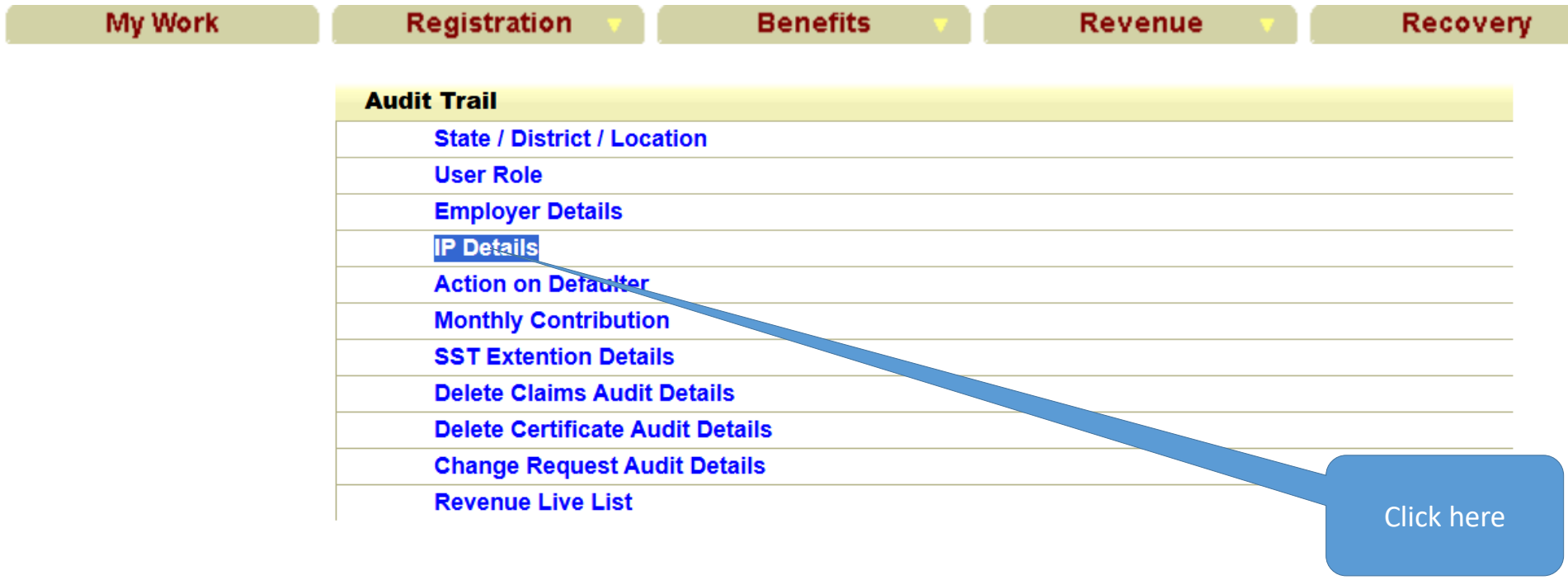
Click on “Submit” button

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

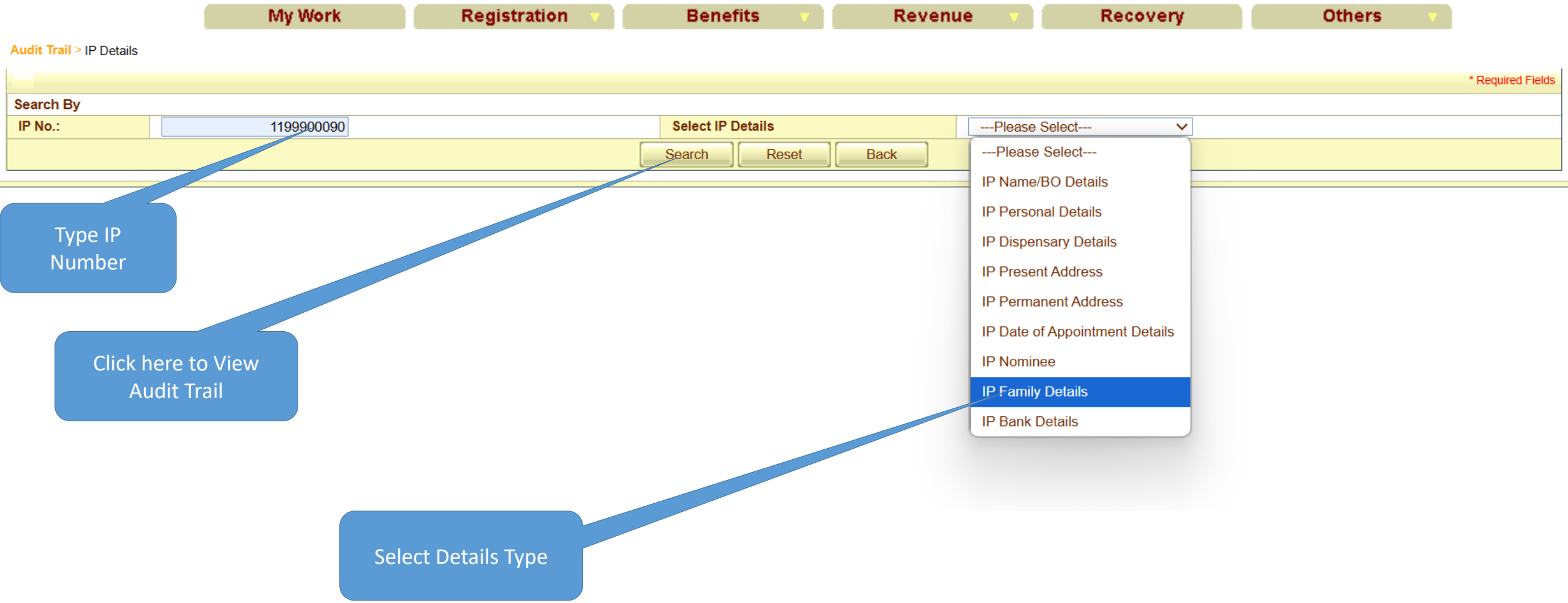
Insurance Application → Others



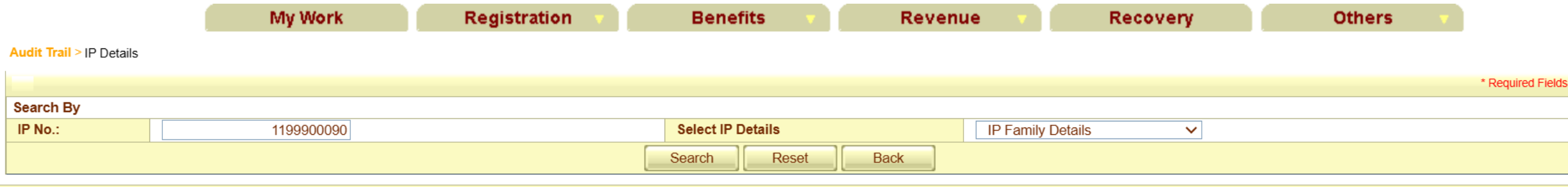
Insurance Application → Others → Audit Trail



Insurance Application → Others → Audit Trail → IP Details



Insurance Application → Others → Audit Trail → IP Details



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	[illegible]redd	183.82.116.110			No Doc Available	No Doc Available

Click here download and view uploaded Photo

Thank You