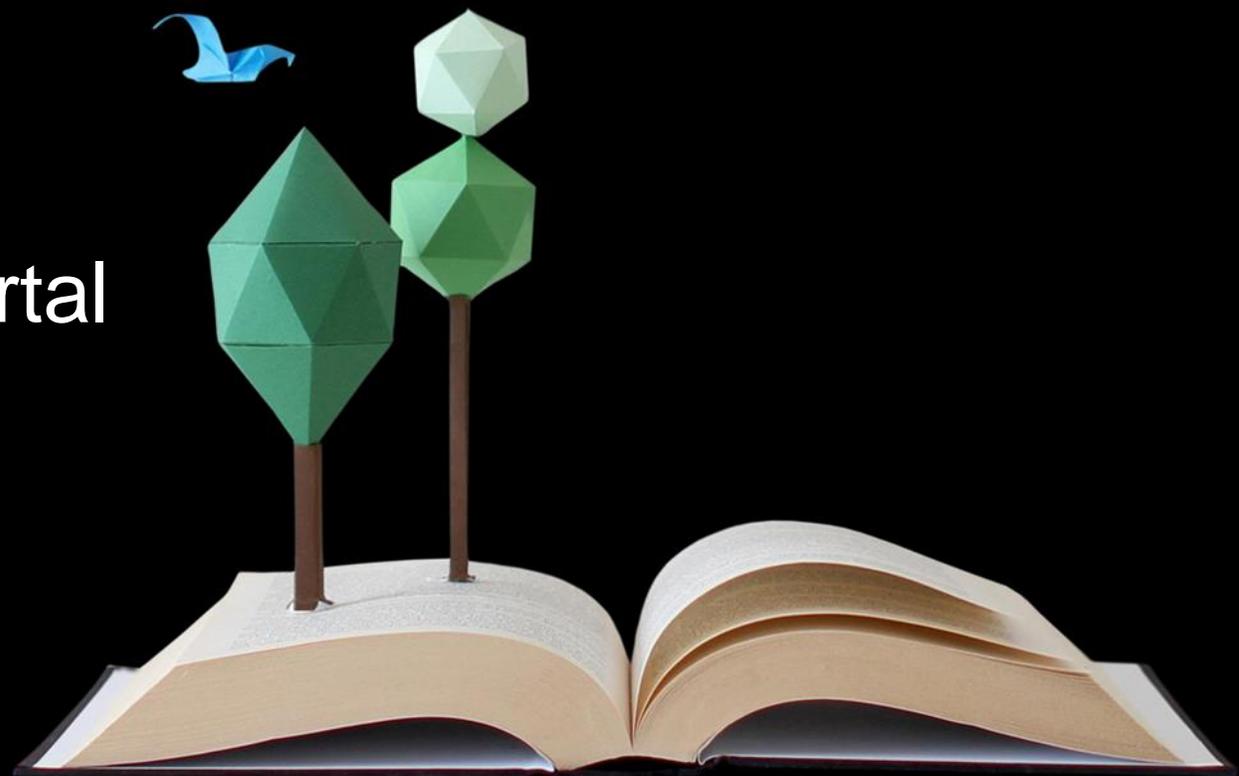


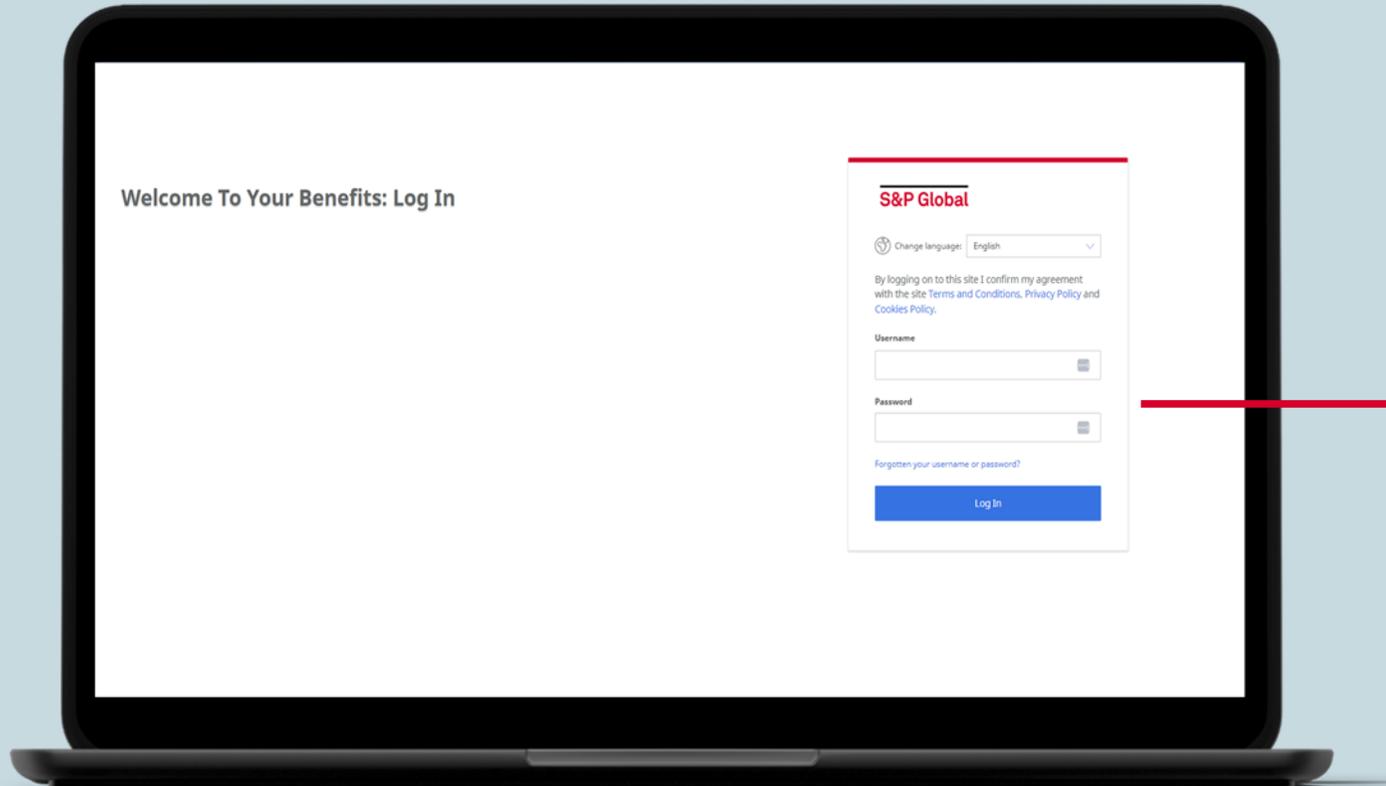
S&P Global

Darwin User Manual

Navigation guide for Darwin Portal



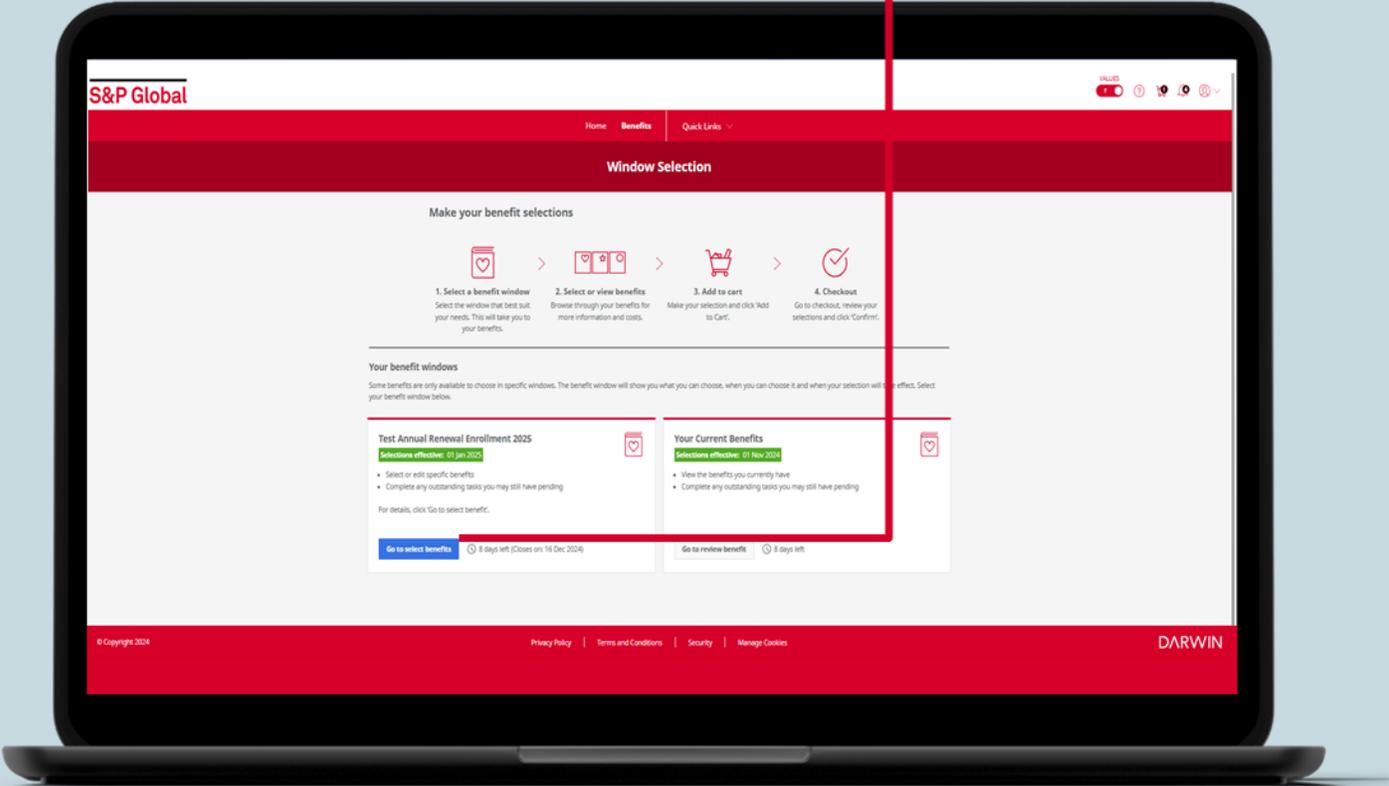
Login Page



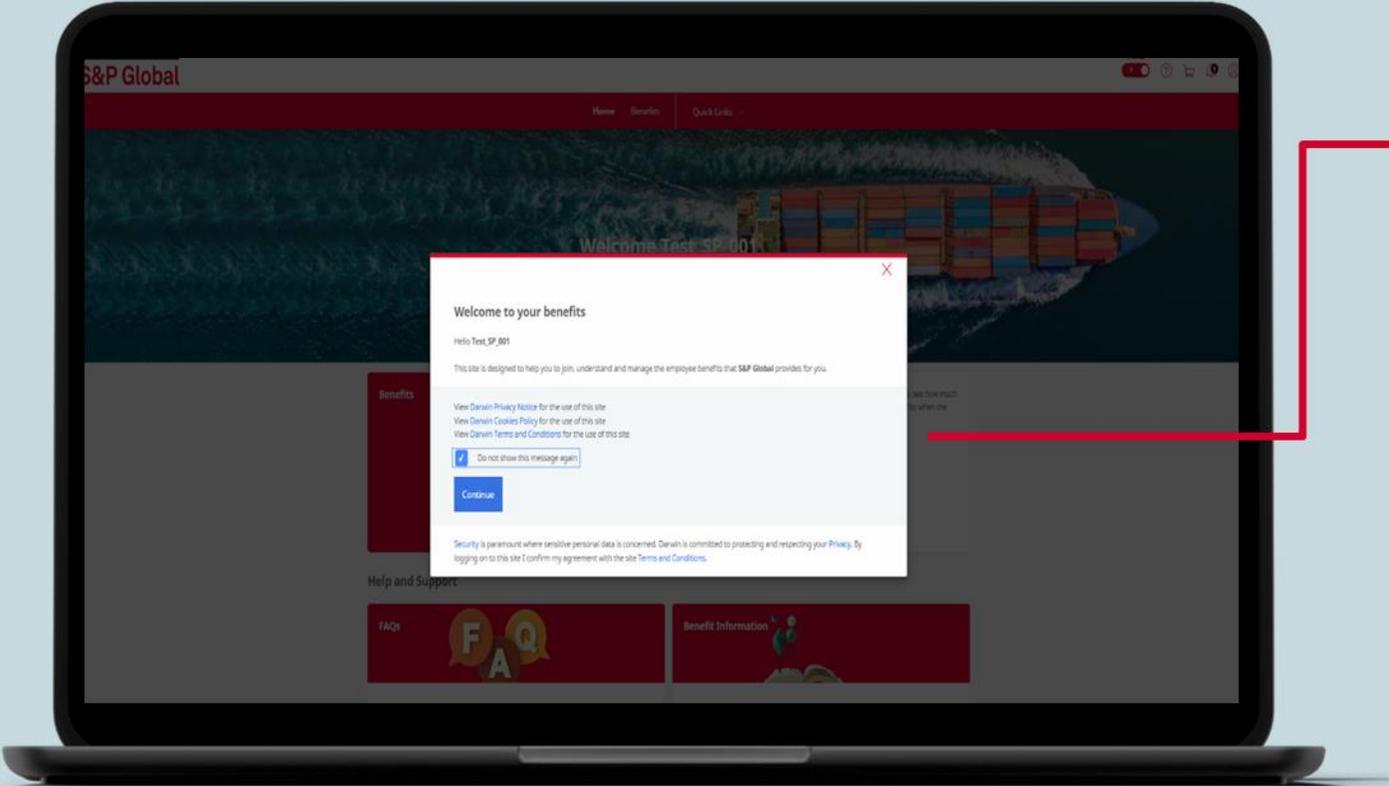
Log into the Darwin Platform using your official Email ID and password.

Login Page

Dual window Page - Please select the Annual Renewal Enrollment 2025 window for enrollment.

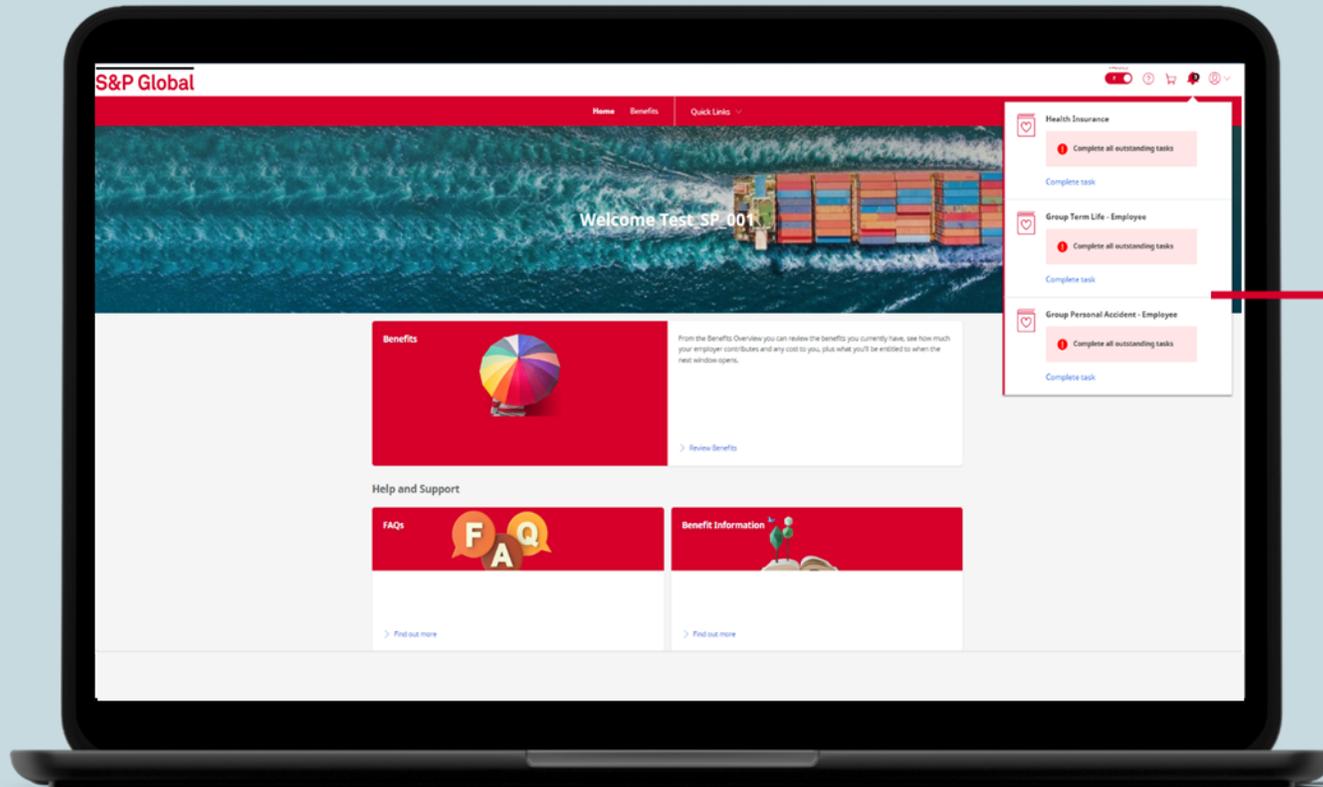


Darwin Terms



Review Darwin terms thoroughly and click on continue to proceed.

Home Page

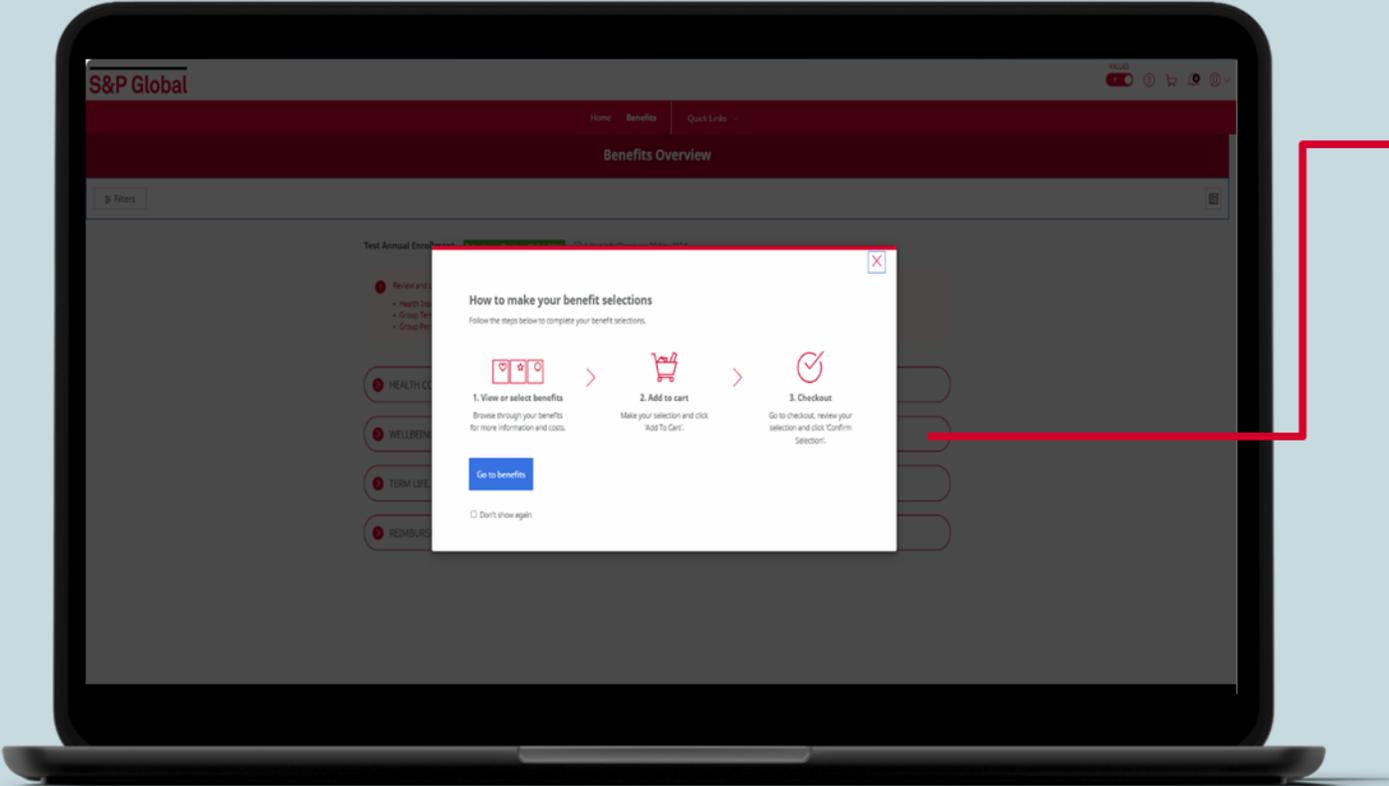


Notification window displays number of days available to complete an assigned task. It is mandatory to complete all the tasks for enrolment.

Please note the icons on top right corner:

- Slider helps you to hide numerical values when accessing your benefits in public areas.
- The face icon helps to explore your personal profile and dependent family information sections.
- The cart icon is to add benefits and complete the checkout

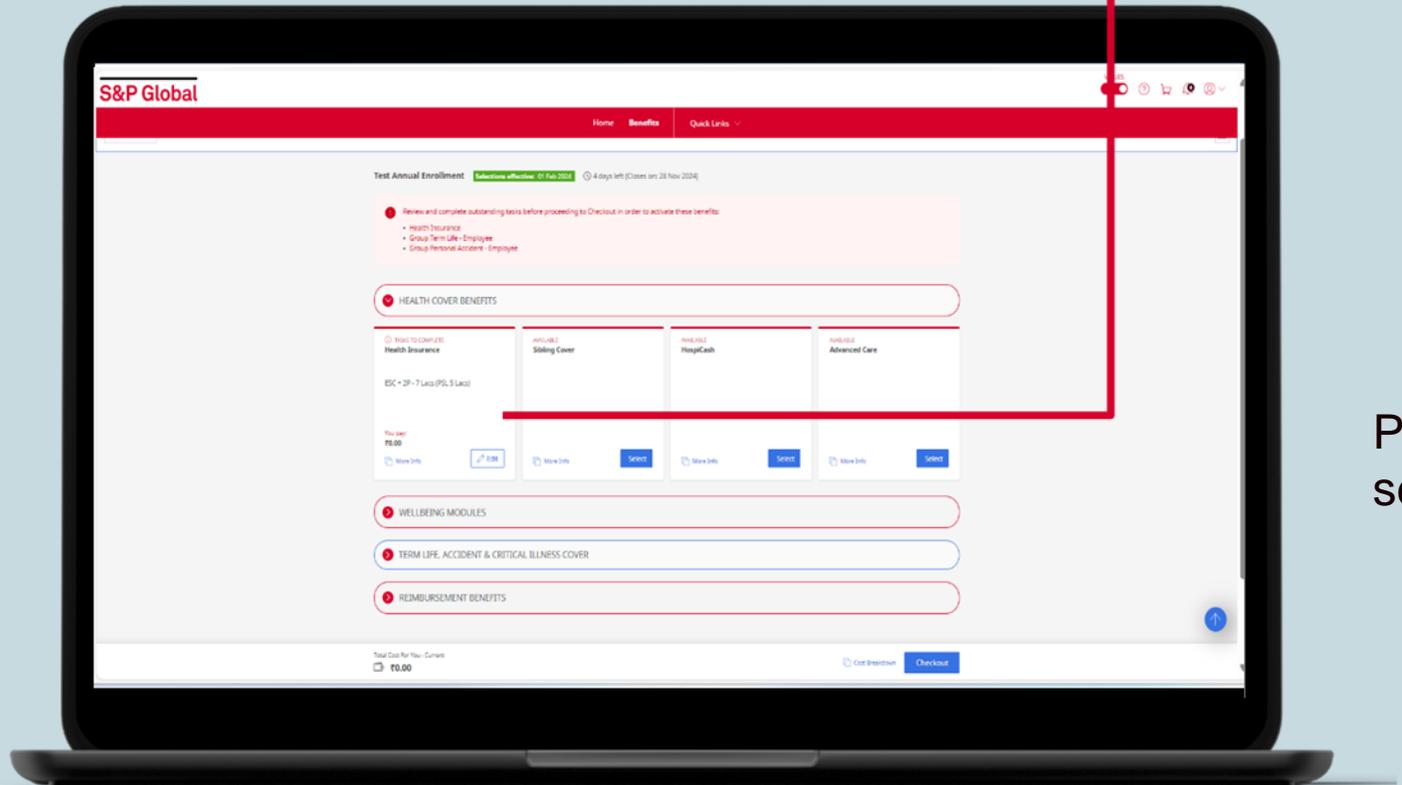
Home Page



This is a 3 Step guide to confirm and complete enrolment.

Benefits Selection

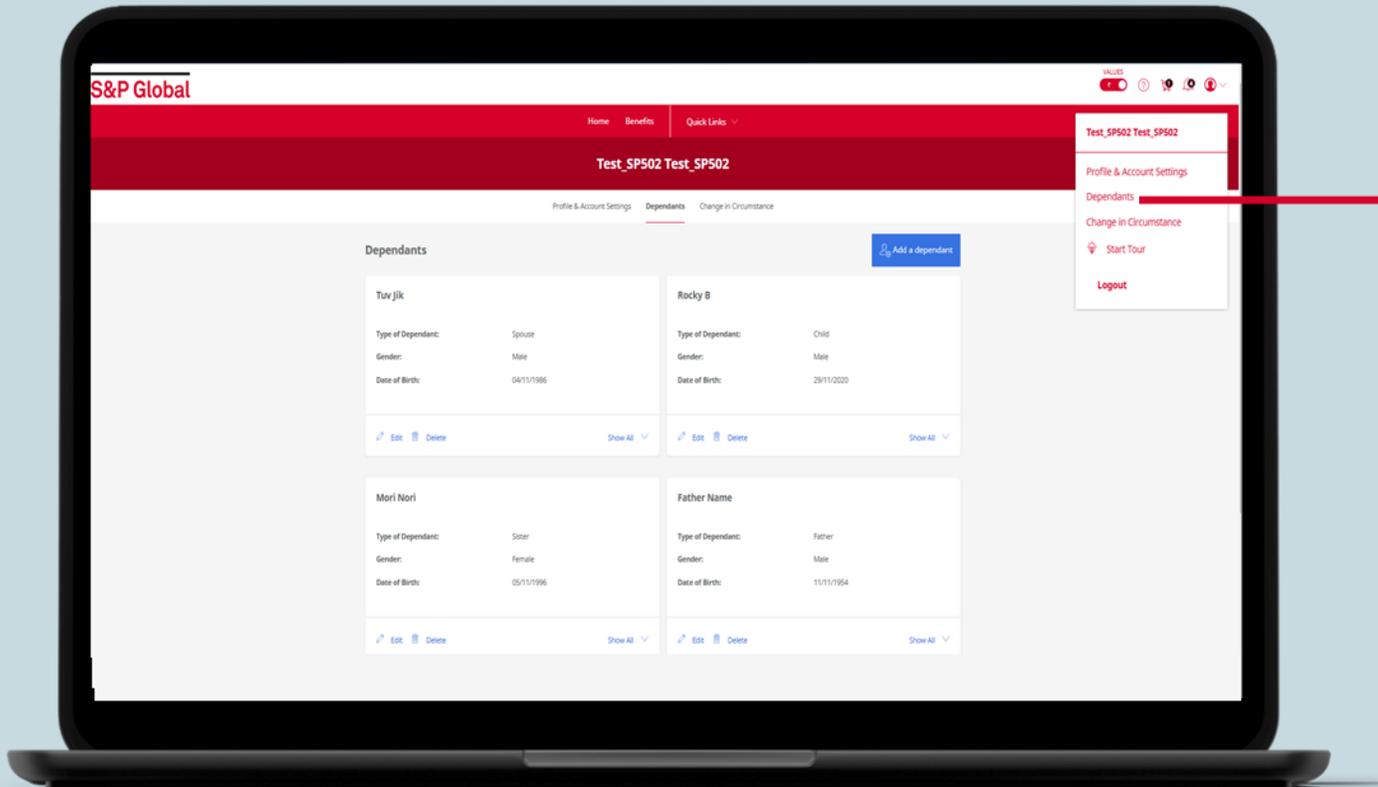
These are the various insurance benefits offered for the employees.



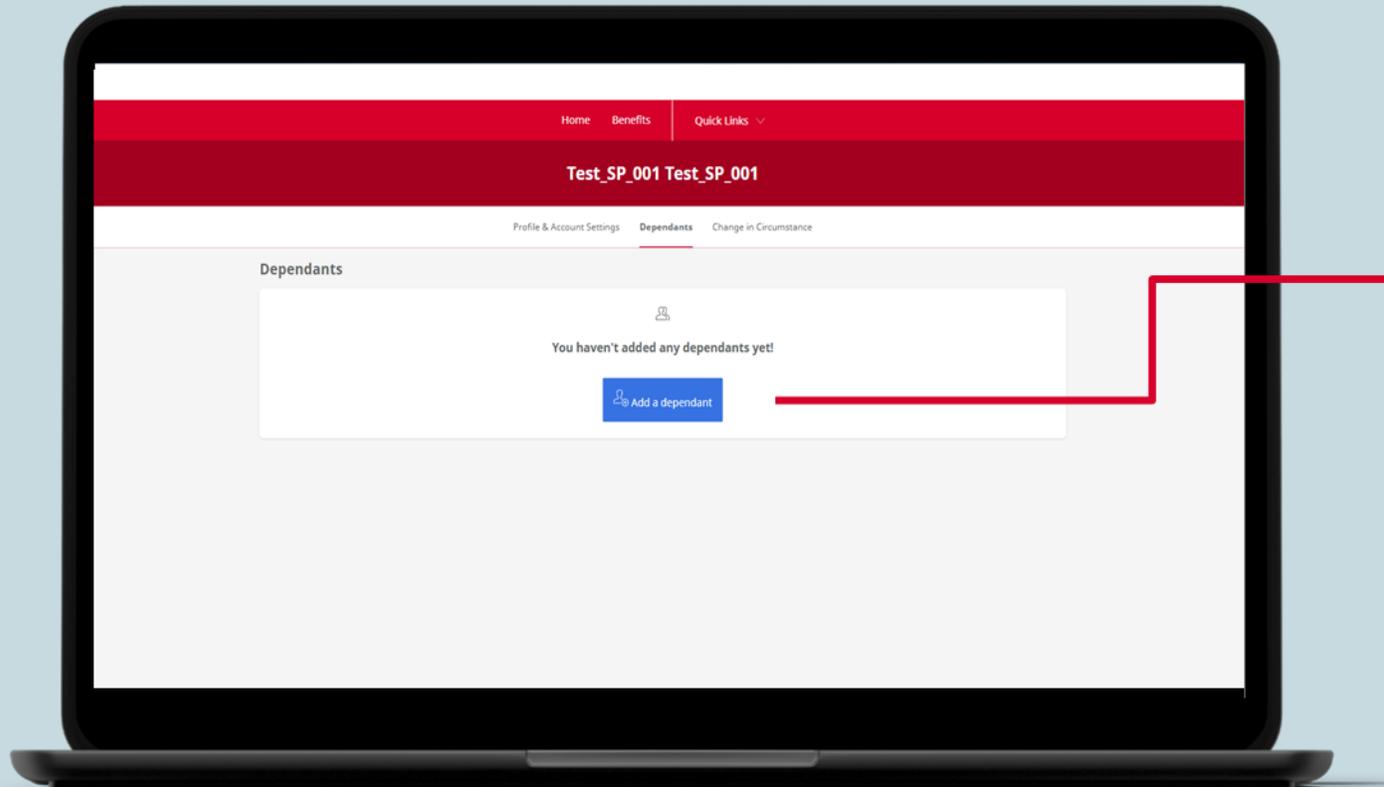
Please click on each benefit tab to make your selection starting with Health Insurance.

Add / Verify Dependents

Click on 'Dependents'

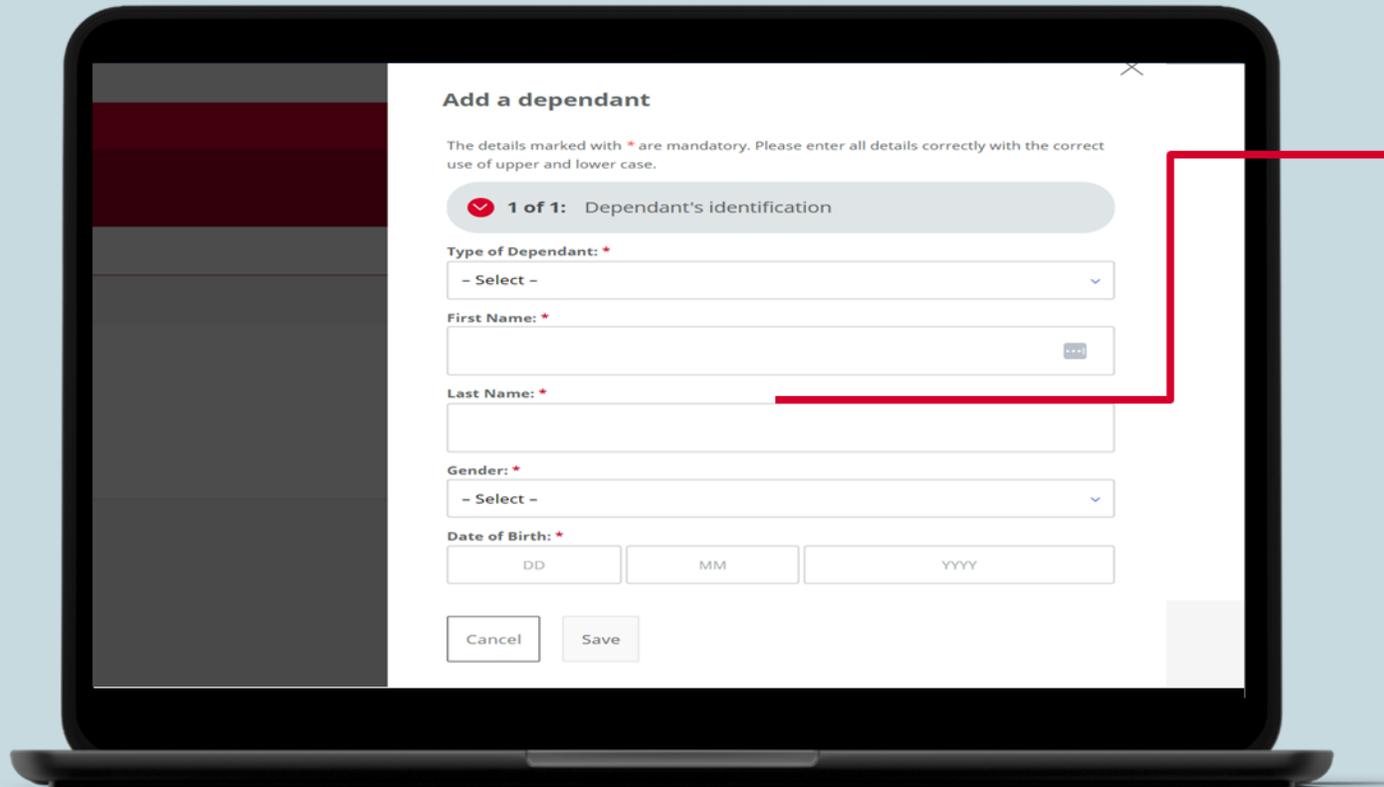


Add / Verify Dependents



Please click on 'Add a dependent'

Add / Verify Dependents



Add a dependant

The details marked with * are mandatory. Please enter all details correctly with the correct use of upper and lower case.

✓ 1 of 1: Dependand's identification

Type of Dependand: *
- Select -

First Name: *

Last Name: *

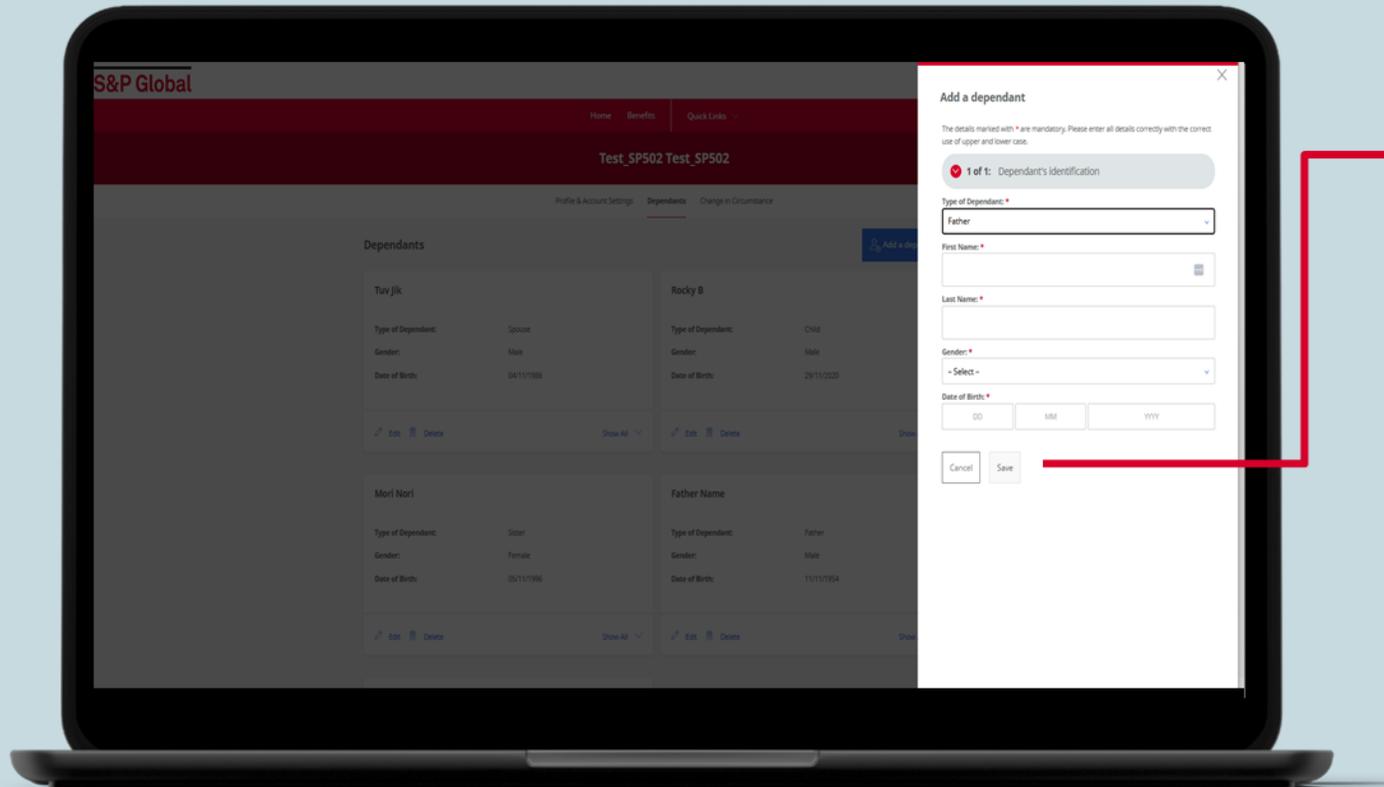
Gender: *
- Select -

Date of Birth: *
DD MM YYYY

Cancel Save

Please fill all the required dependant details.

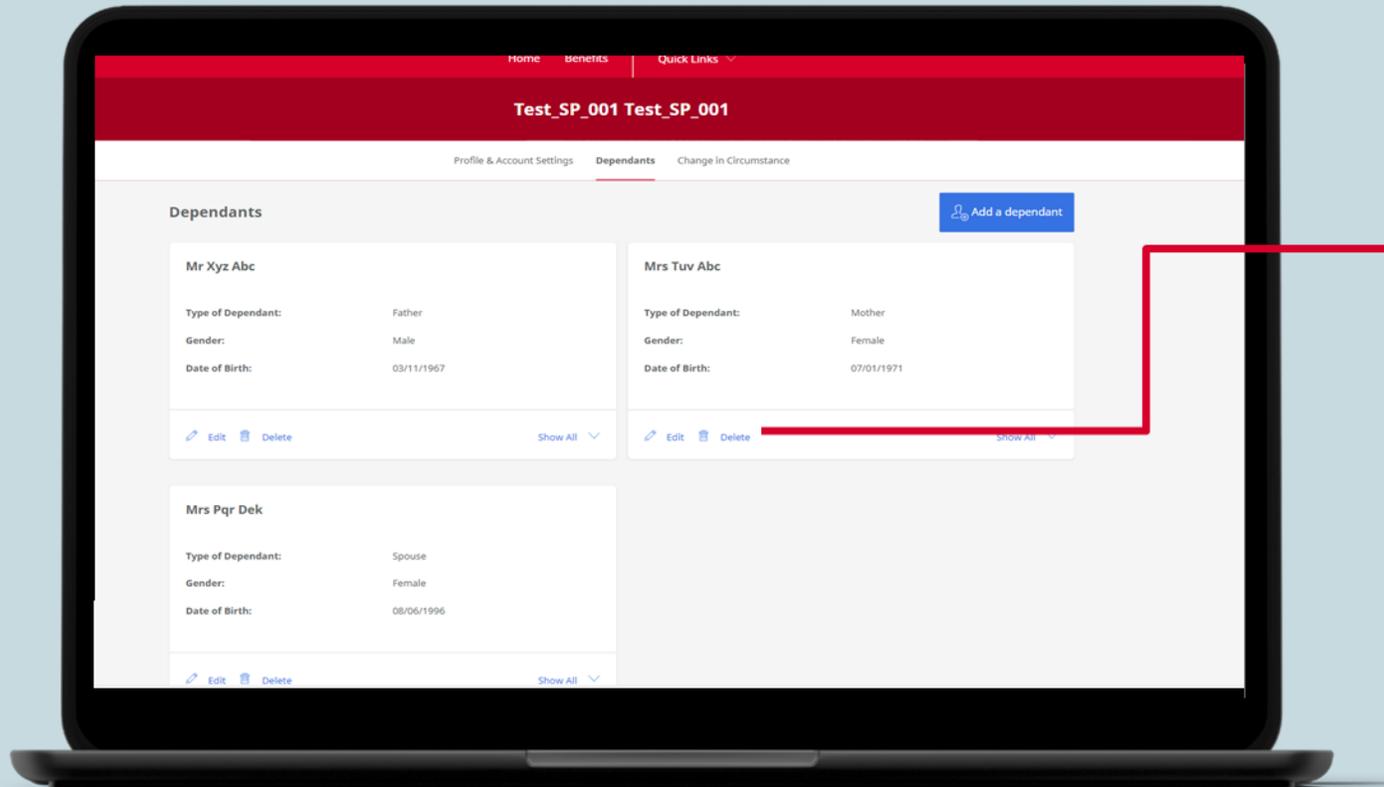
Add / Verify Dependents



Once dependent details are added, please select save to complete addition.

Add / Verify Dependents

Here you will see your existing dependents carried forward from your last year's policy.



In case of any alteration – you can do it by clicking on edit or delete tab. Also use the add dependent tab to add new dependents in your profile.

After adding them here, you can assign them as nominees or beneficiaries when making selections.

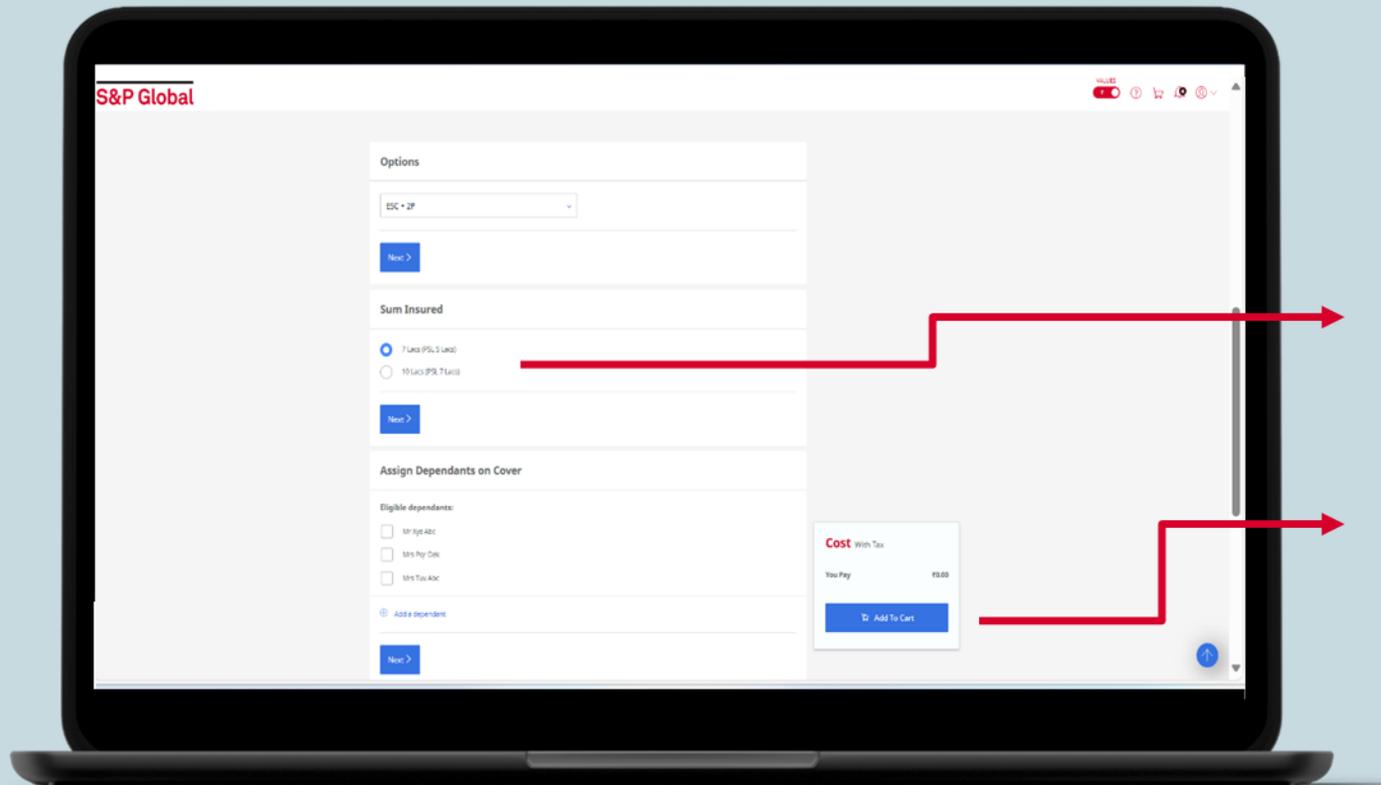
Health Insurance

Once dependents are added, please click at the “Benefits” Tab on top ribbon to start/view your benefits enrolment.

Please select Health Cover benefits, here you will see different plans with Sum insured and family definition variation for your selection.

System will show the fully sponsored plan (ESC + 2P) by default. You can flex up/down to any of the other available plans by clicking the radio button on left of the table.

You can also see cost of the upgrade that you have to pay (via deduction from next payroll). Your selection would confirm only when you click “Add to Cart” button.

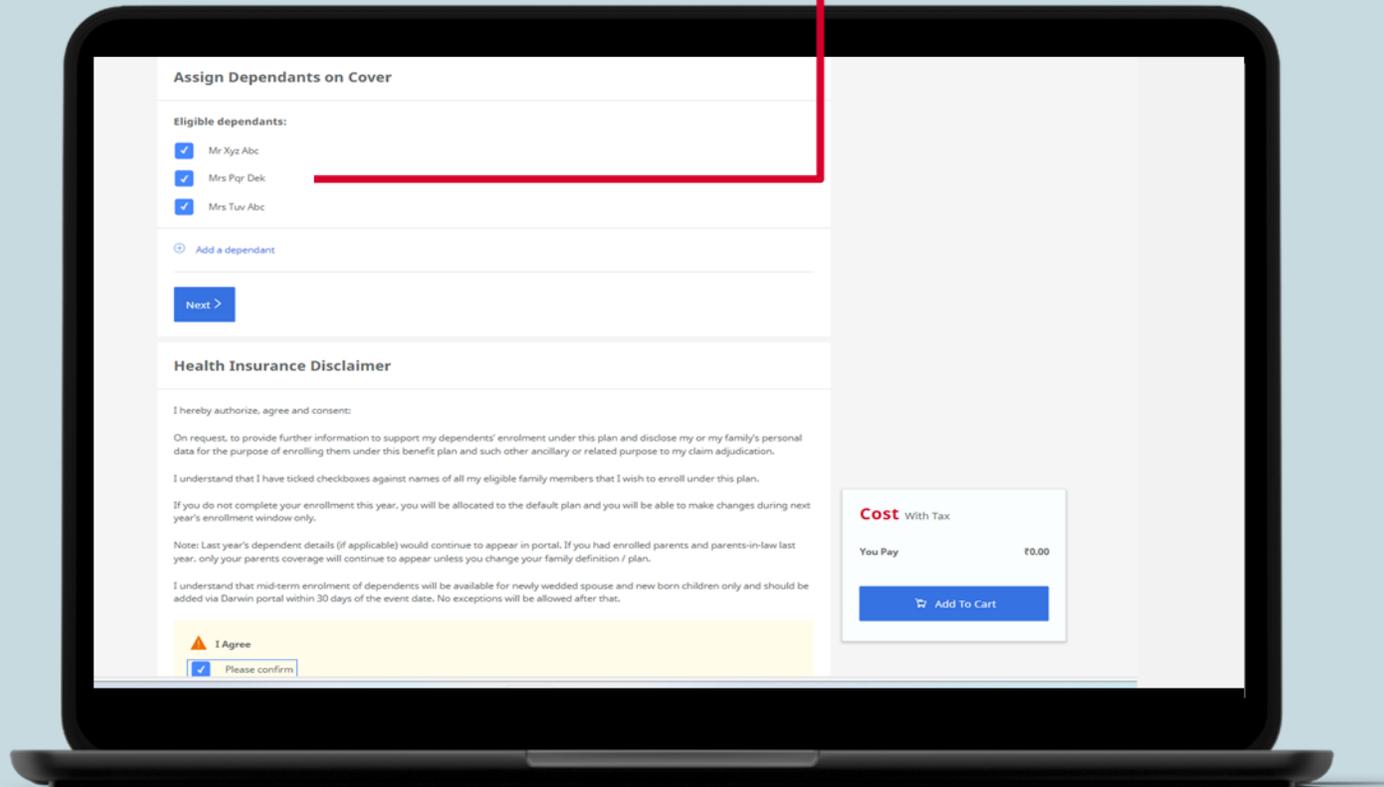


Note: Please select ESC + 2 P / PIL (plan under default plan) to opt for higher Sum Insured

Health Insurance

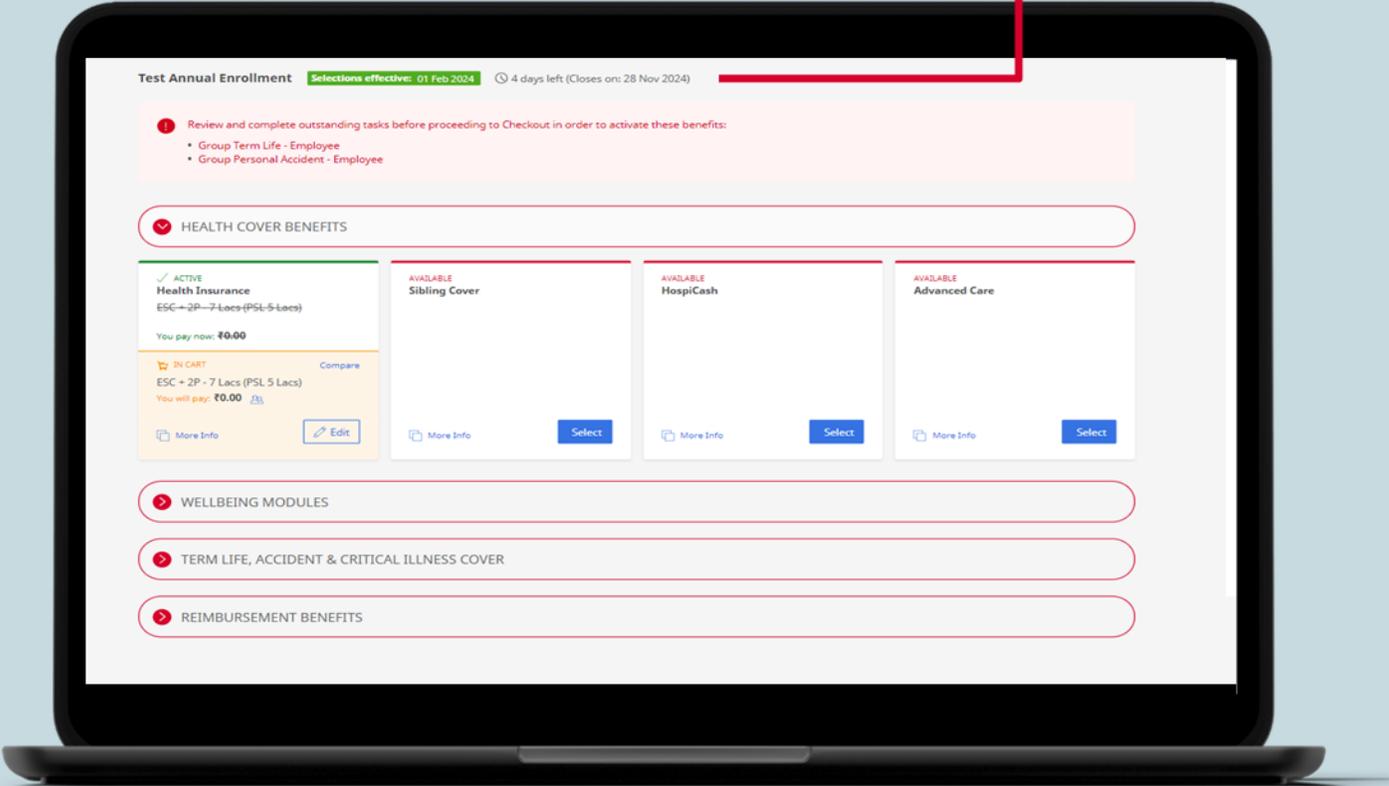
Please ensure to click on the checkbox against each dependent you wish to add in this benefit.

This is mandatory as otherwise the concerned dependent will not be considered for addition. Merely adding dependent would not serve the purpose until you click the checkbox in the benefit plan.

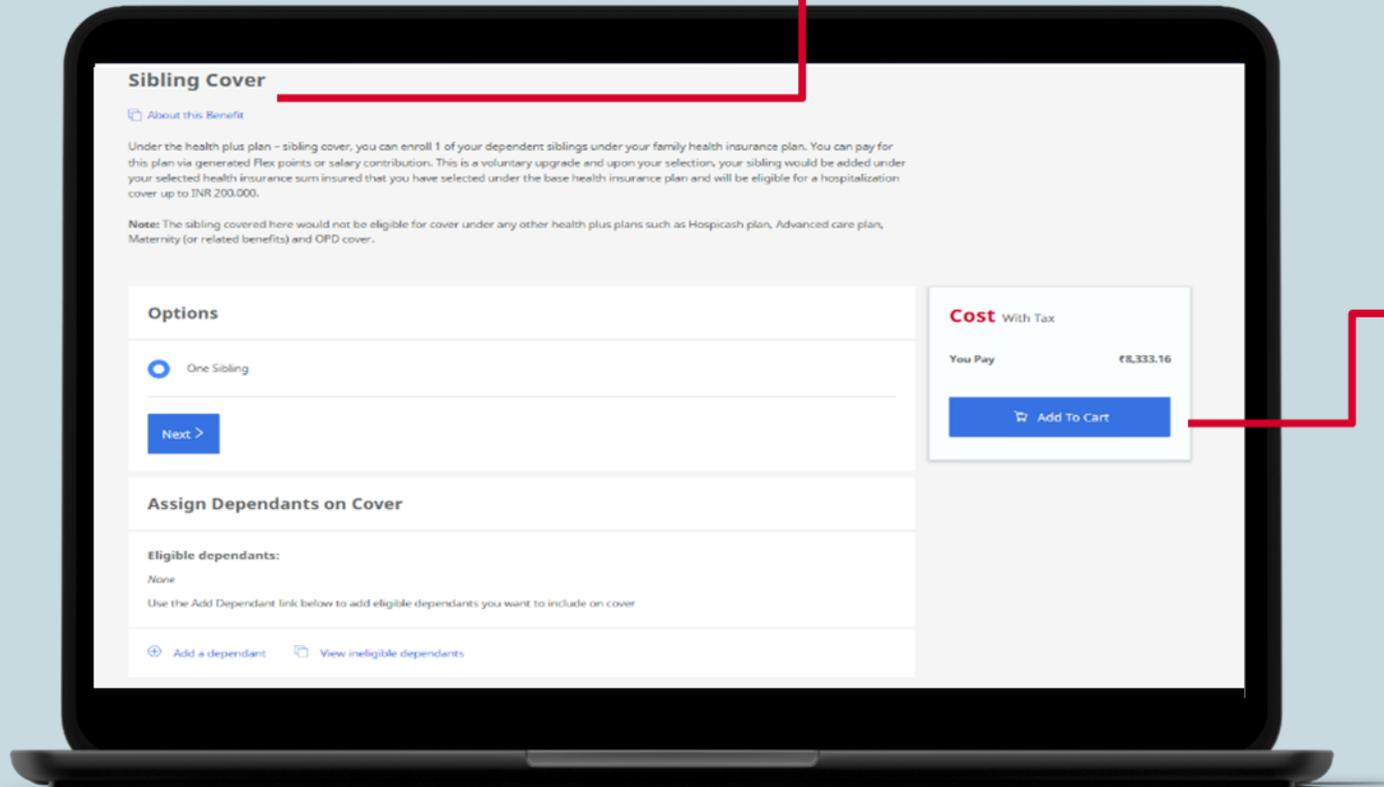


Health Insurance

Once you complete the selection you will see the Health Insurance tab as Active as below.



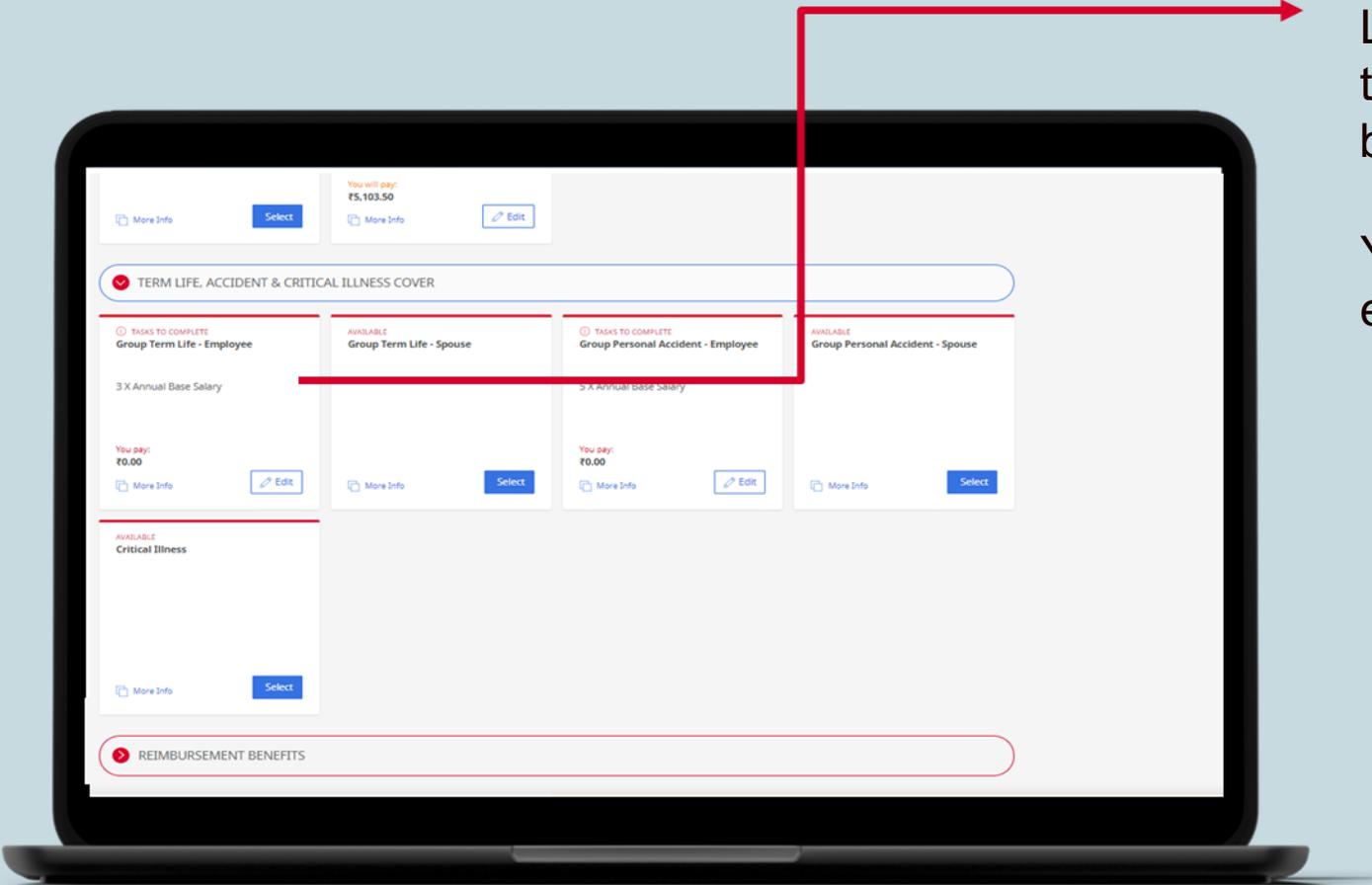
Voluntary Options



Click on “More Info” tab to access the benefit summaries section and click “Edit” tab to explore voluntary options such as Sibling Cover, Hospi Cash, Advanced Care, CI cover.

Add to cart and click on “Checkout” to confirm the enrolment for selected benefit plan.

GPA and GTL Plans



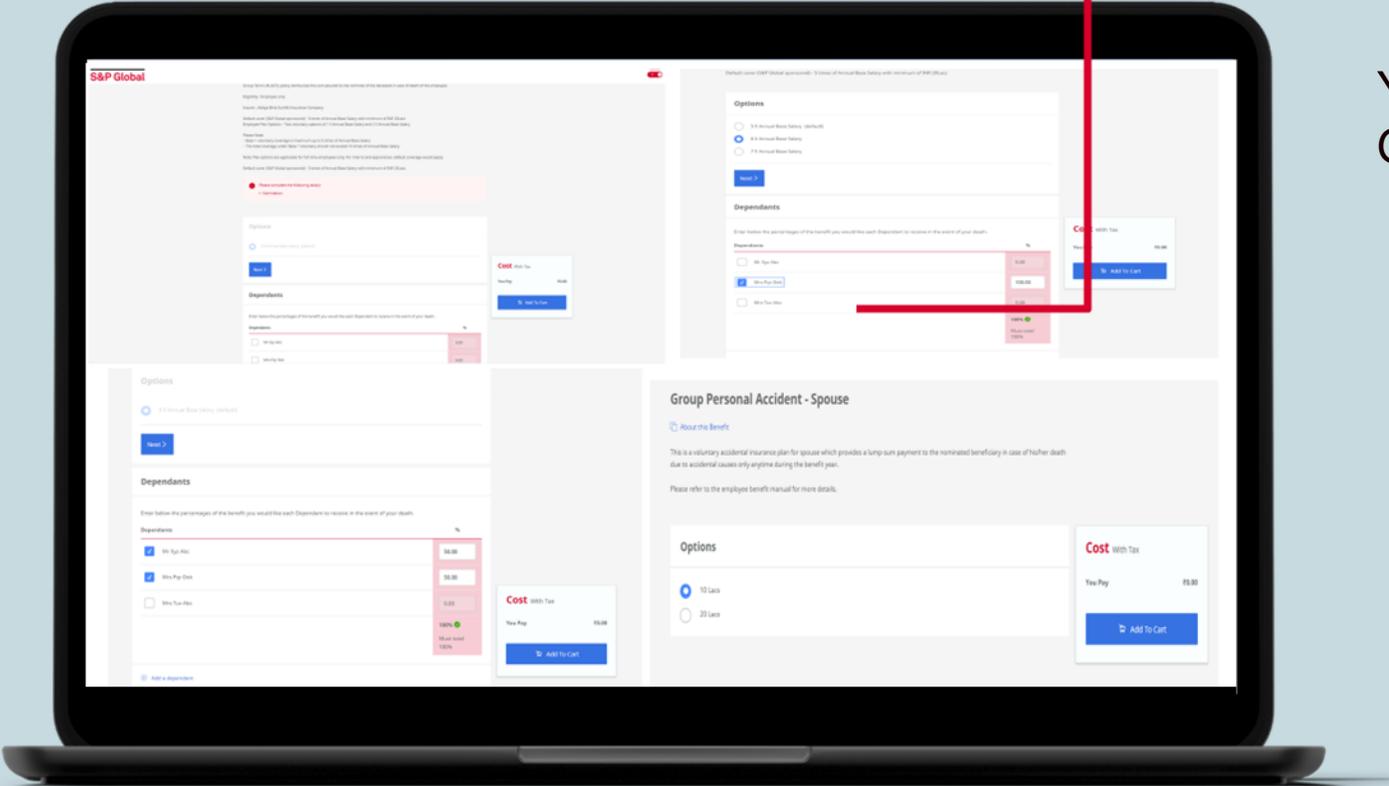
Enroll to the Group Accident and Group Term Life Employee Cover Plan details here. Click the “More Info” tab to learn more about this benefit and coverages.

You can also upgrade your plan voluntarily to enroll your spouse for both GPA and GTL plan.

GPA and GTL Plans

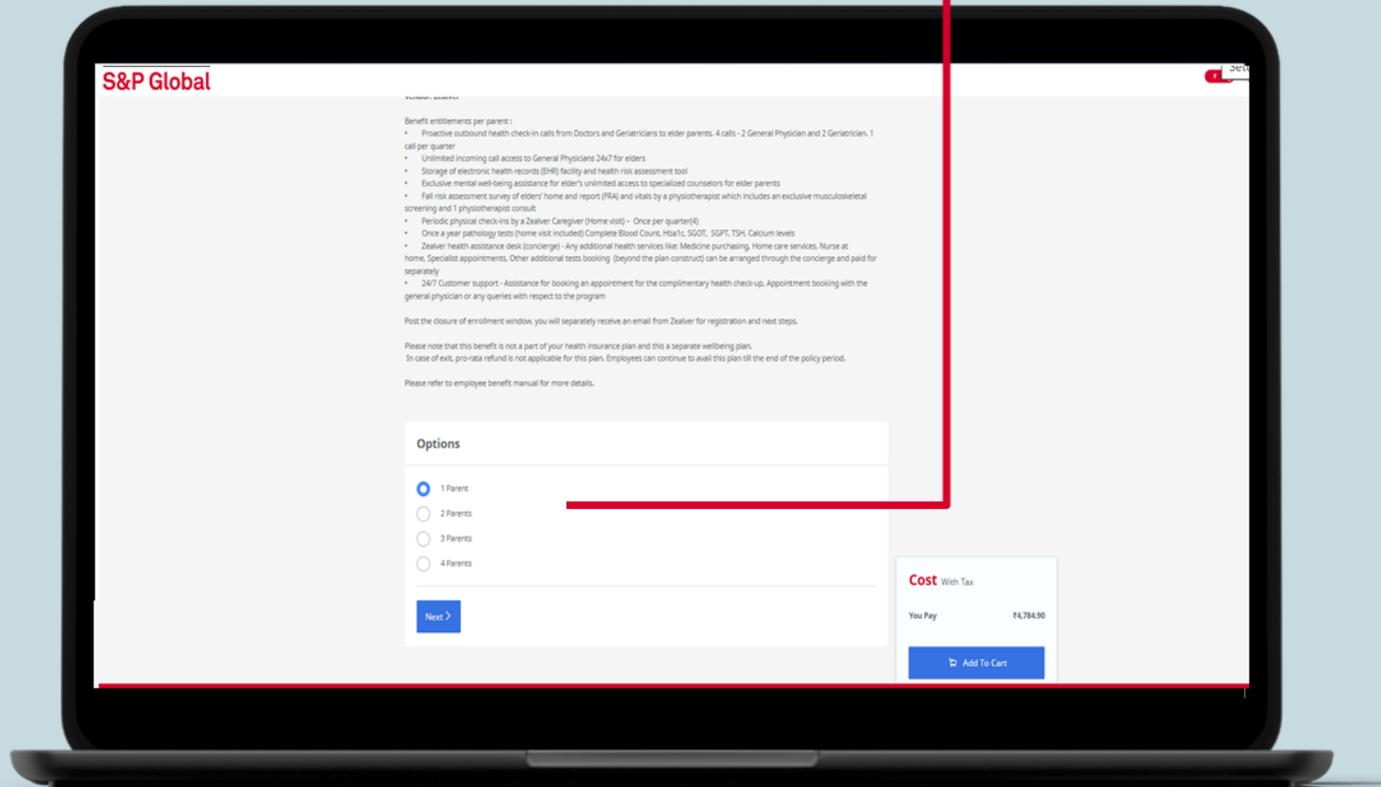
Click on the desired plan and see option to nominate one or all your declared family member as beneficiary under this benefit.

You can also enroll your spouse under the GPA and GTL policy

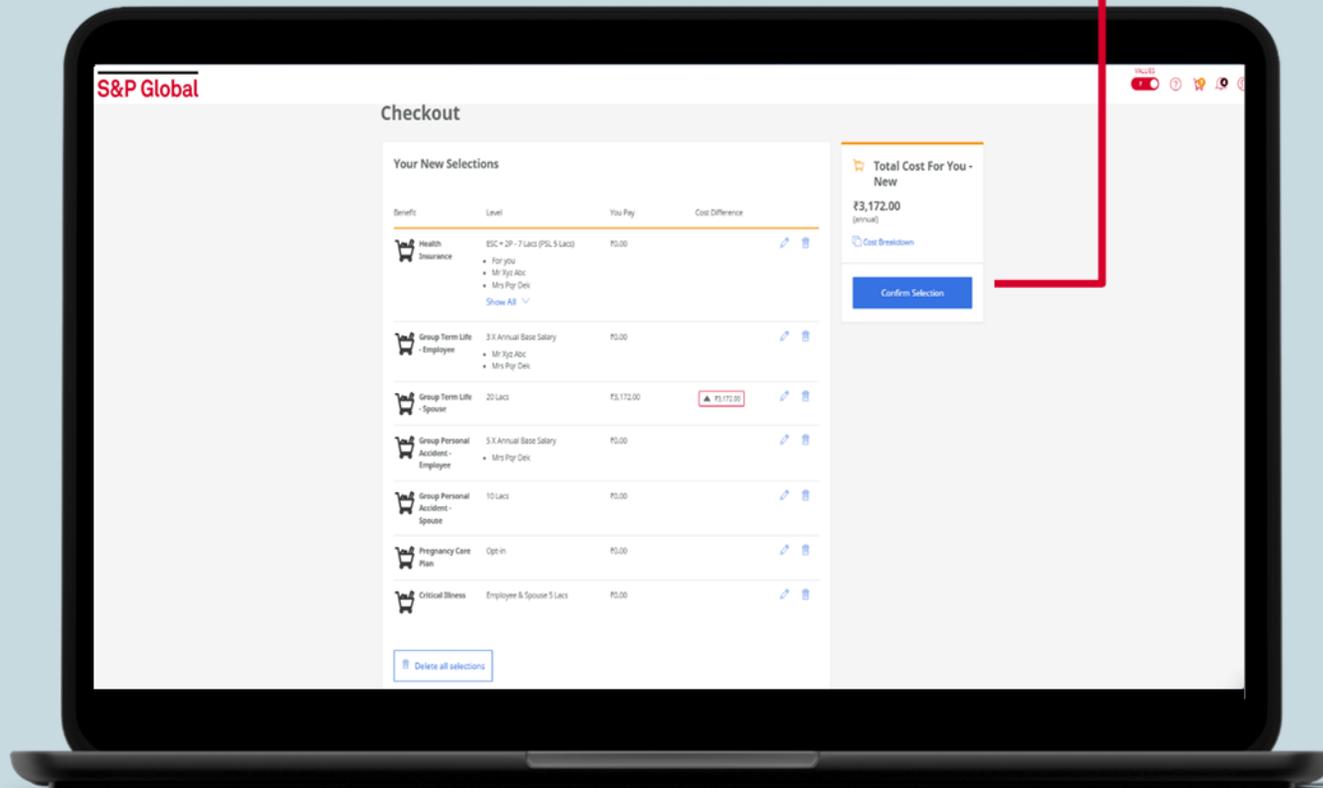


Well-being Modules

You can also enroll your dependents under Well-being Modules such as Elderly Care and Pregnancy care.



Checkout



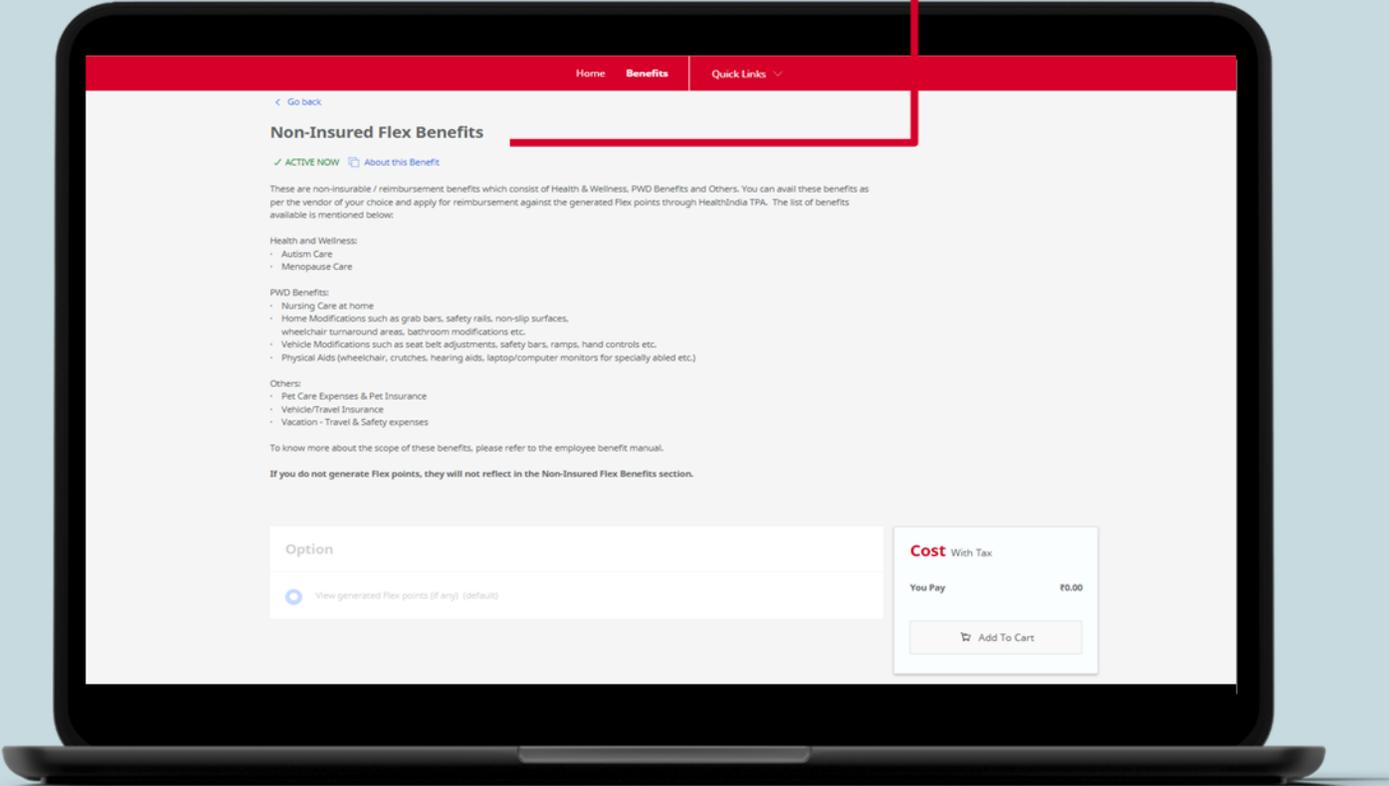
Click on “Checkout” to confirm the enrolment for selected benefit plan. Failure to check out will result in incomplete enrolment, and you will be enrolled to the default plan.

Please note:

- **Introduction of Lock-in for 2 years** – Lock in means, employees will have to stick with the same Plan, Sum Insured, Family Members opted in 2025 for 2 years till renewal date of 2026 except for change in life even cases.
- If you do not complete your enrolment, you will be allocated to the default benefit plan.

Non-Insured Benefits

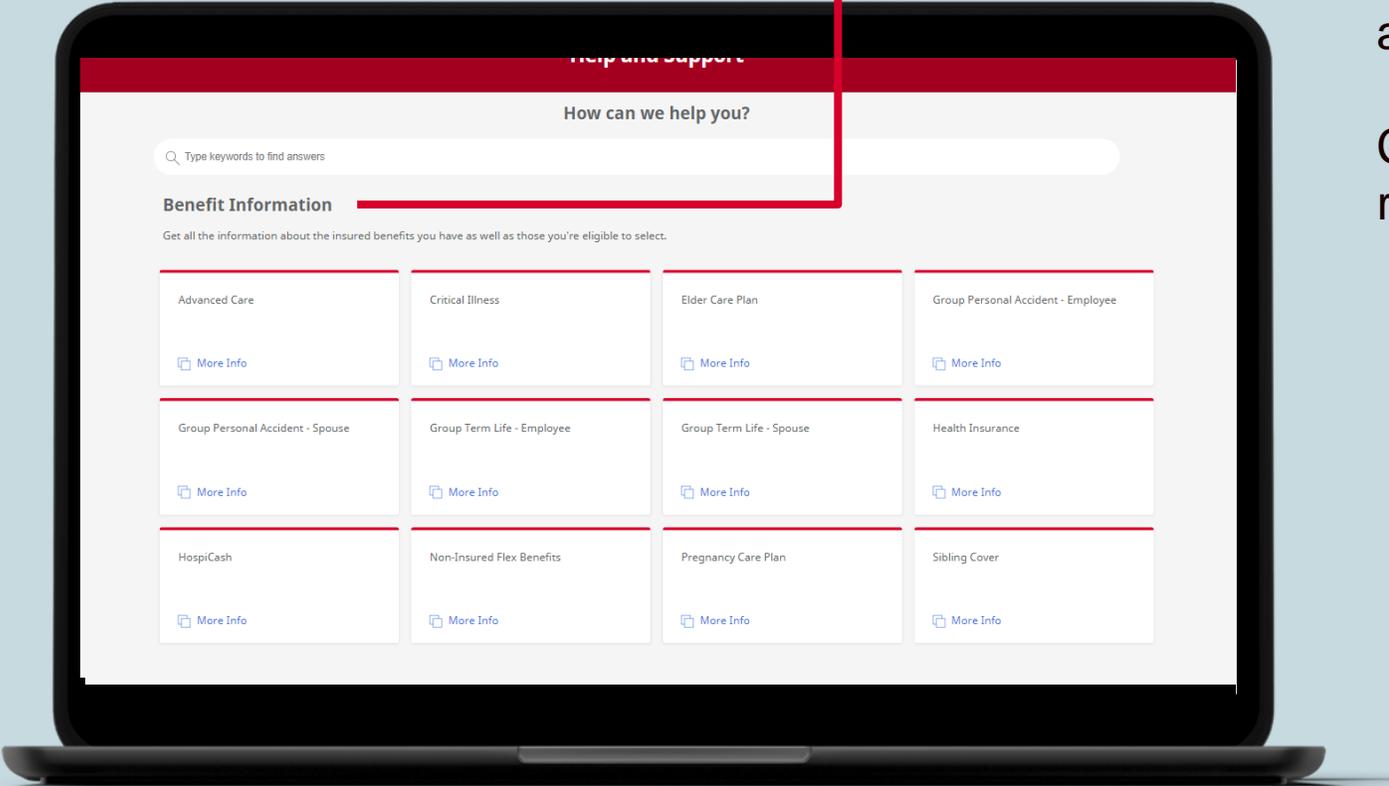
You can also opt for Non-Insured Benefits with the flex points generated by flexing down your plan.



Help and Support

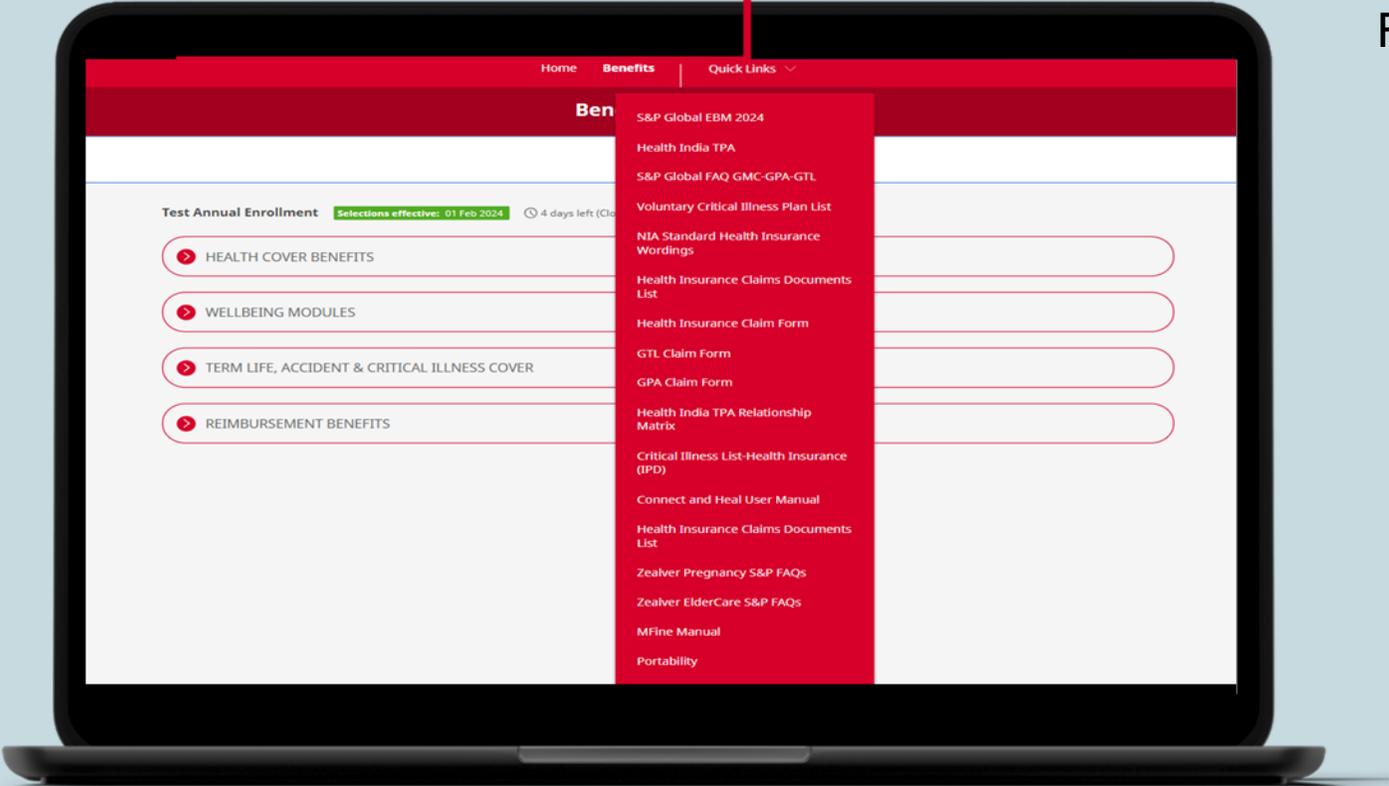
You can also click on Help and Support and check all the Benefit Information related to all the available Insurance options as well as eligibility.

Click on more info to check the information related to the benefits.



Quick Links

Please visit the Quick Links section to access all the relevant documents such as Employee Benefit Manual, FAQ, Claim Forms, User Guides etc.



- S&P Global EDM 2024
- Health India TPA
- S&P Global FAQ GMC-GPA-GTL
- Voluntary Critical Illness Plan List
- NIA Standard Health Insurance Wordings
- Health Insurance Claims Documents List
- Health Insurance Claim Form
- GTL Claim Form
- GPA Claim Form
- Health India TPA Relationship Matrix
- Critical Illness List-Health Insurance (IPD)
- Connect and Heal User Manual
- Health Insurance Claims Documents List
- Zealver Pregnancy S&P FAQs
- Zealver ElderCare S&P FAQs
- MFine Manual
- Portability

S&P Global



Thank You