

# MY AIA Portal User Guide

Updated in April 2023

The content of this User Guide will be updated from time to time.

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- Main Dashboard
- 2 Inbox Message
- 3 Employee Benefit & Utilisation
- 4 Individual Policy Details
- 5 Submit Service Requests
- 6 Submit Individual Claims
- **7** Vitality
- 8 Financial Health Check
- 9 Panel Locator
- 10 Rewards



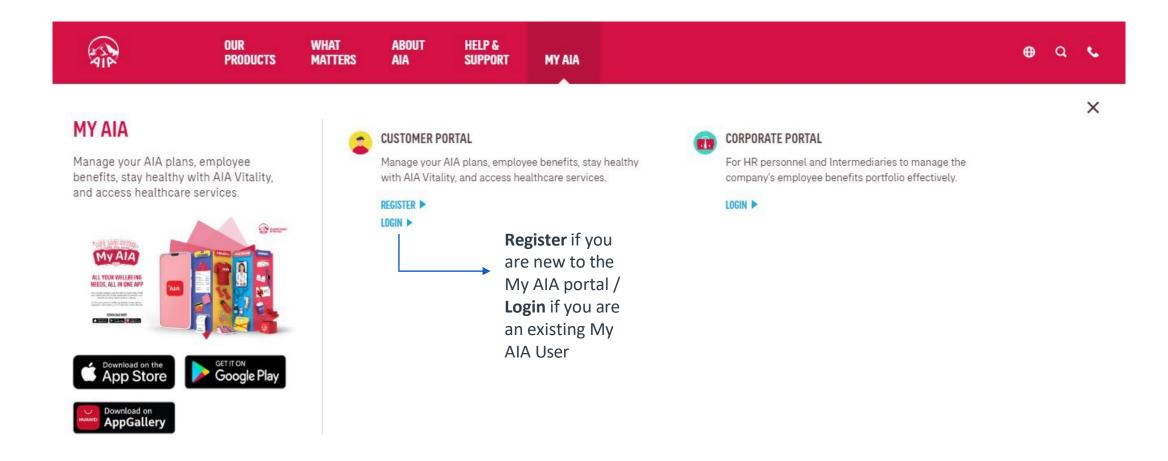
AIA confidential and proprietary information. Not for distribution.



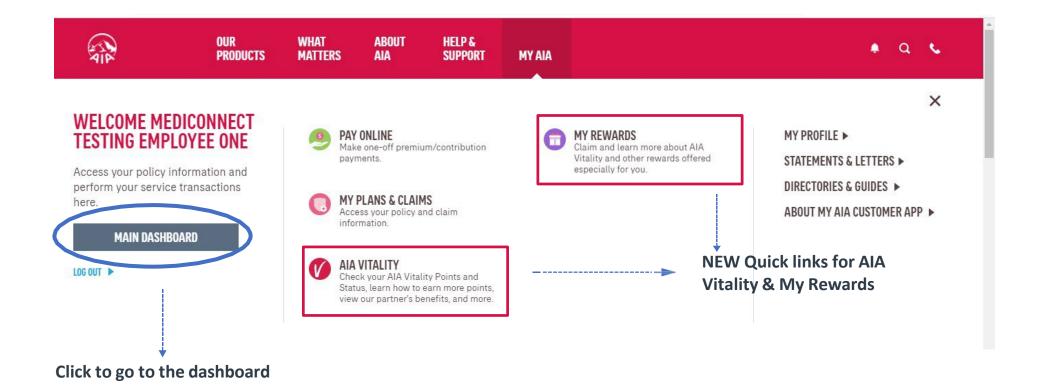
# Main Dashboard

- Entry point
- Pre & Post Login Mega Menu
- New interface of Main Dashboard

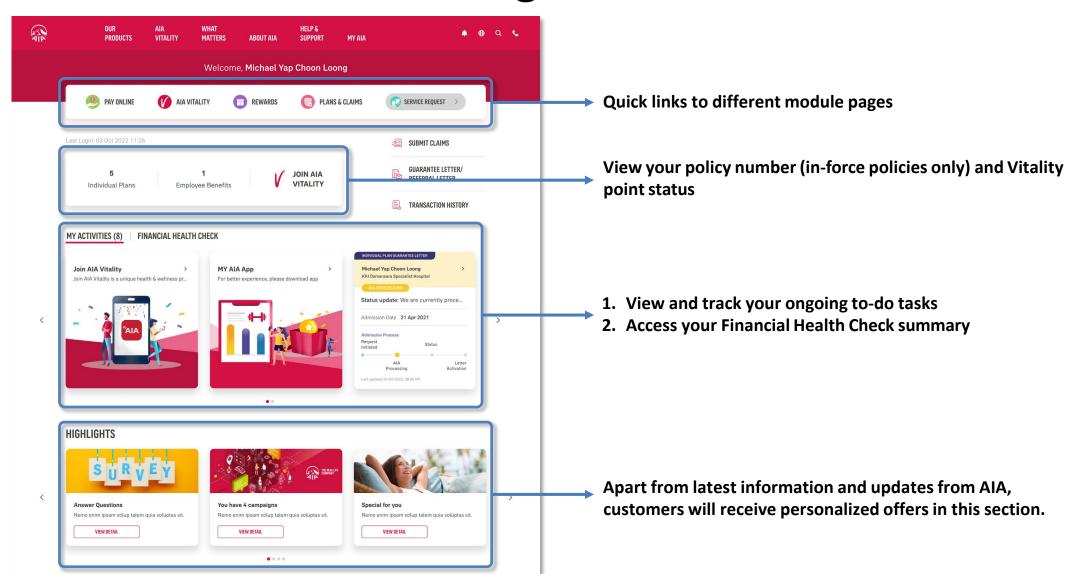
# **Entry Point Main Dashboard**



# Main Dashboard – Post Login Mega Menu



# Main Dashboard – Post Login

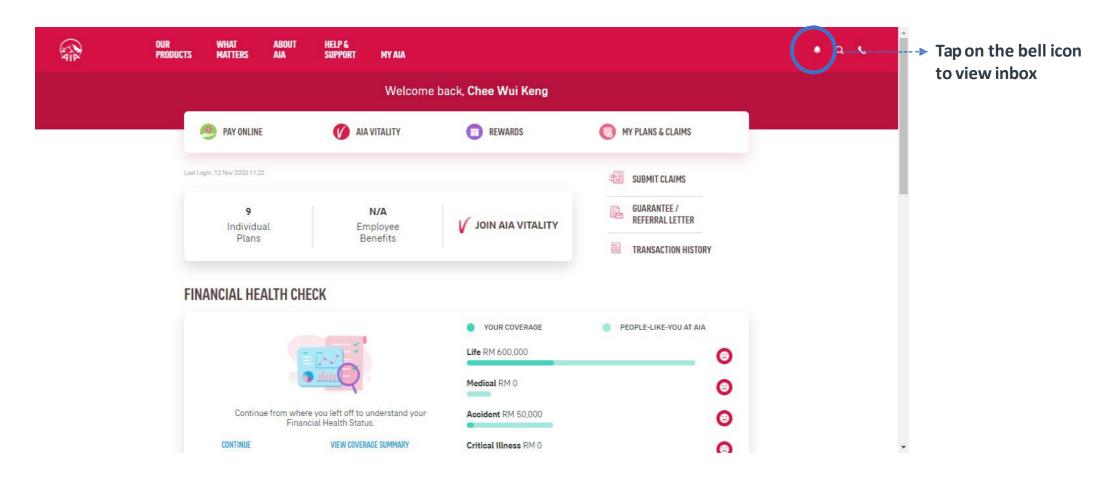




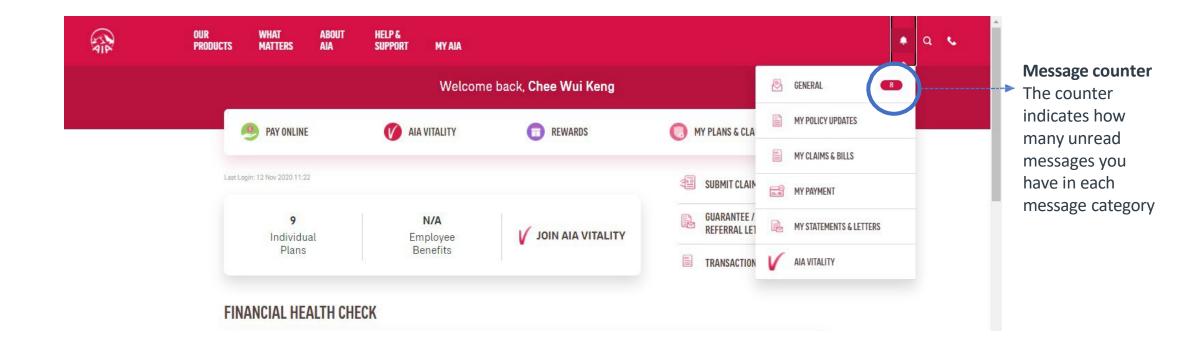
# Inbox Message

- Entry point
- Steps to view inbox messages

# **Entry Point** Inbox Messages



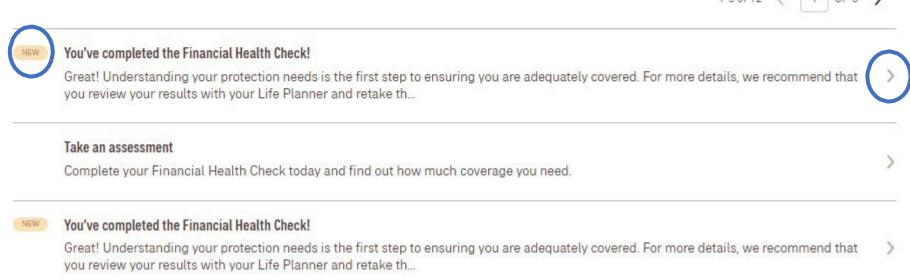
# View Inbox Messages



# View Inbox Messages



New Message
Indicator This
indicates
new/unread
messages you
have in each
message category



Click to view

message details

AIA confidential and proprietary information. Not for distribution.

# View Message Details

× CLOSE

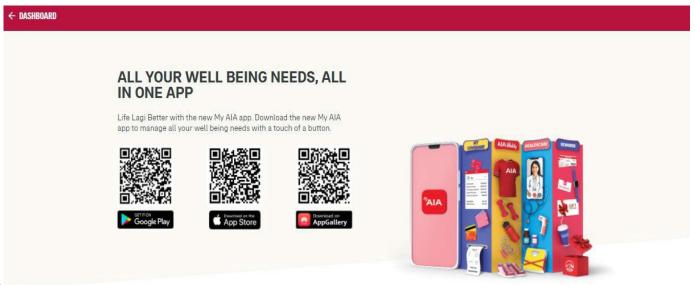
REMOVE

06 Nov 2020 | 02:48PM

### You've completed the Financial Health Check!

Great! Understanding your protection needs is the first step to ensuring you are adequately covered. For more details, we recommend that you review your results with your Life Planner and retake the Financial Health Check assessment whenever you achieve another milestone in life to ensure your protection needs are met. Due to overwhelming response, our 10,000 vouchers have been fully redeemed. But we still have something special for you! Every 5th customer who completes the assessment will be rewarded with a RM10 TnG e-Wallet credit. We are now validating your eligibility for the reward. Once it is confirmed, you will be notified within 5 days via a MyAIA App Notification.

### **VIEW** MESSAGES DETAILS – FOR APP ONLY PAGES



Prompt to download My AIA App to access App Only Module

Example: AIA Vitality
Rewards, E-Cards
Listing page etc.
(Refer slide.10 for details)



# Customer Portal: Employee Benefits

Steps to view policy details

## Introduction

For customers' convenience, they can choose to view the details of their Employee Benefits online by following the simple steps as explained below.

# **Page Flow**

STEP 1

STEP 2

STEP 3

STEP 4 > STEP 5

STEP 6

STEP 7

**LOGIN** 

Login page is displayed.

**DASHBOARD** 

Customer lands on their Dashboard.

**MEGAMENU** 

Customer will be able to select what they want to do. **ALL PLANS** 

Customer can view all the plans they have.

**EB PLANS** 

Customer can view the EB plans they have. EB POLICY DETAILS

Customer can see the details of specific policies.

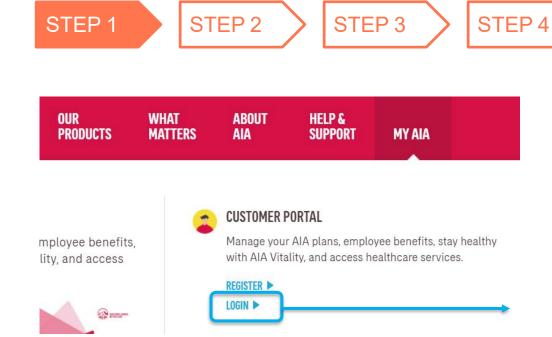
EB POLICY

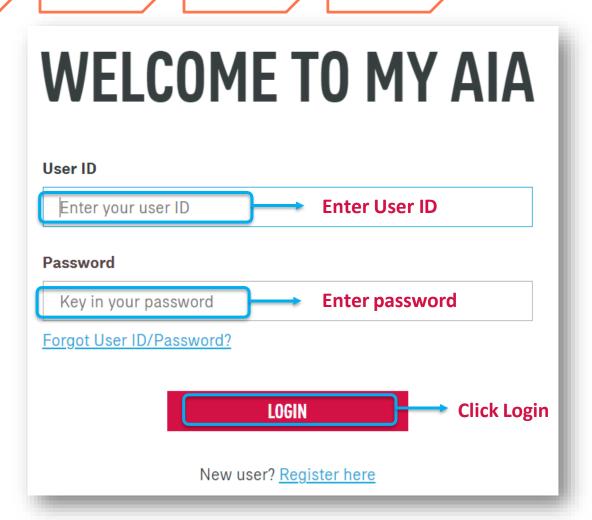
MORE DETAILS

**DETAILS** -

Customer will be able to see more details on specific categories.

# Step 1: Login



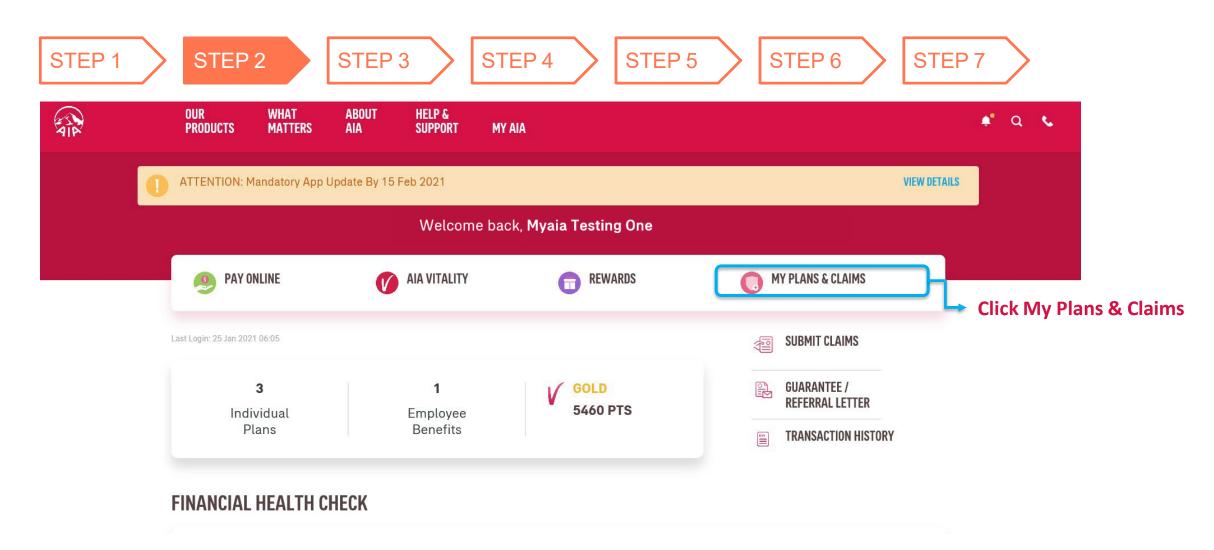


STEP 6

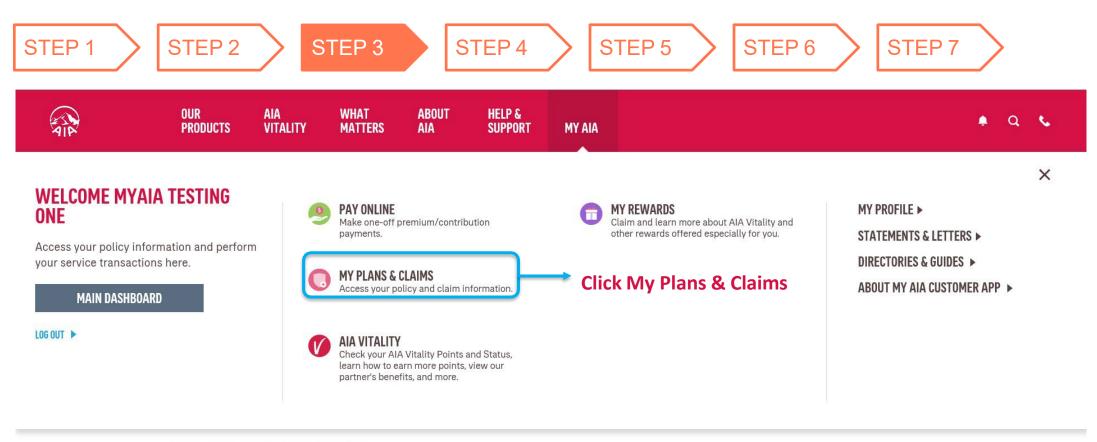
STEP 7

STEP 5

# **Step 2: View Dashboard**



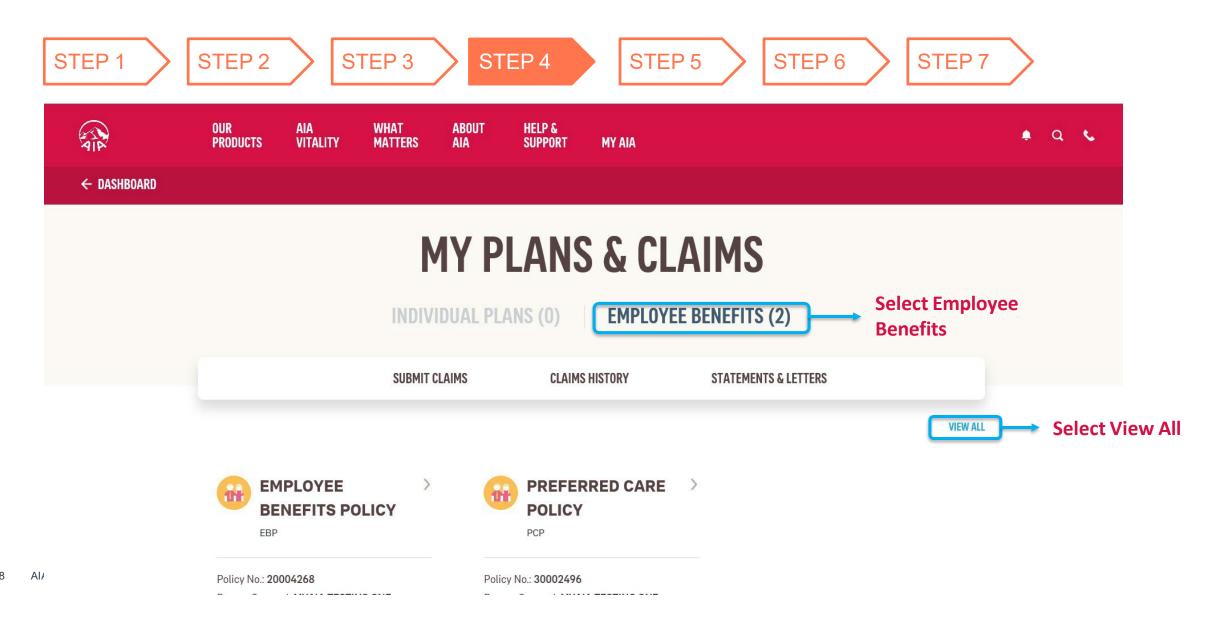
# Step 3: View Mega Menu



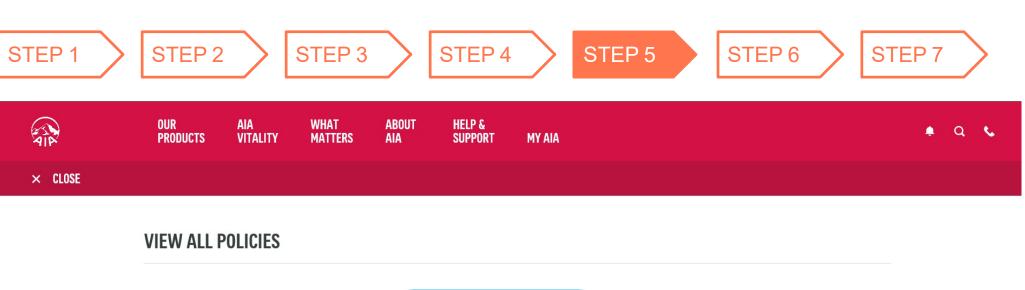
### FINANCIAL HEALTH CHECK

■ FINANCIAL HEALTH COVERAGE

# **Step 4: View All Plans**

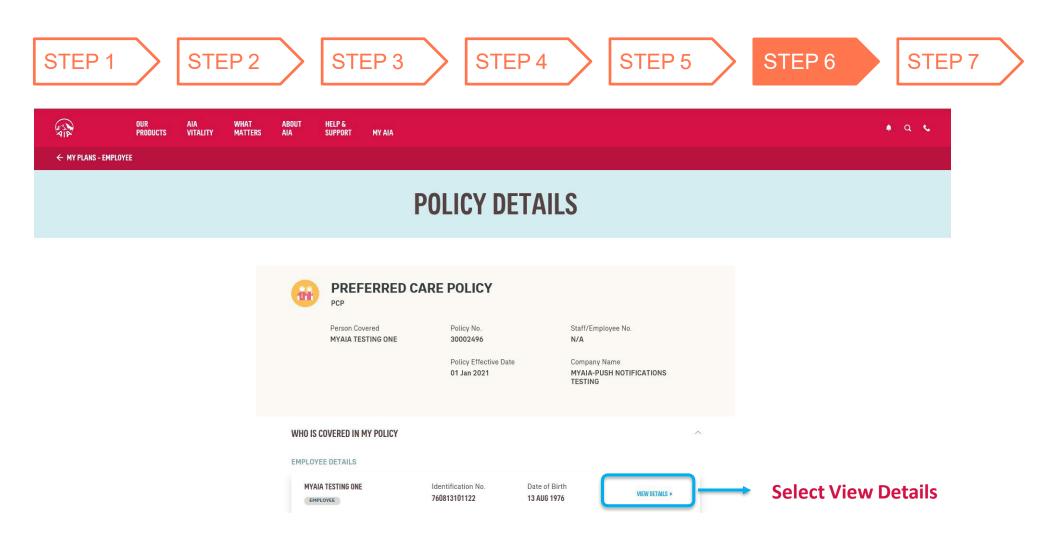


# **Step 5: View EB Plans**

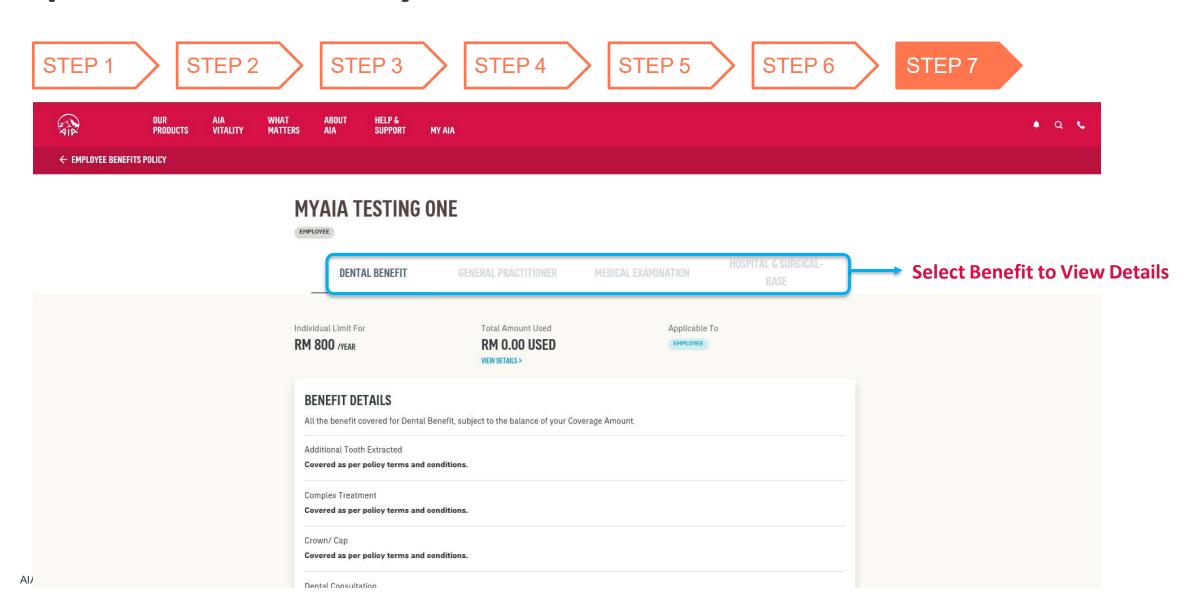




# **Step 6: View EB Policy Details**



# **Step 7: View EB Policy Details ~ More Details**

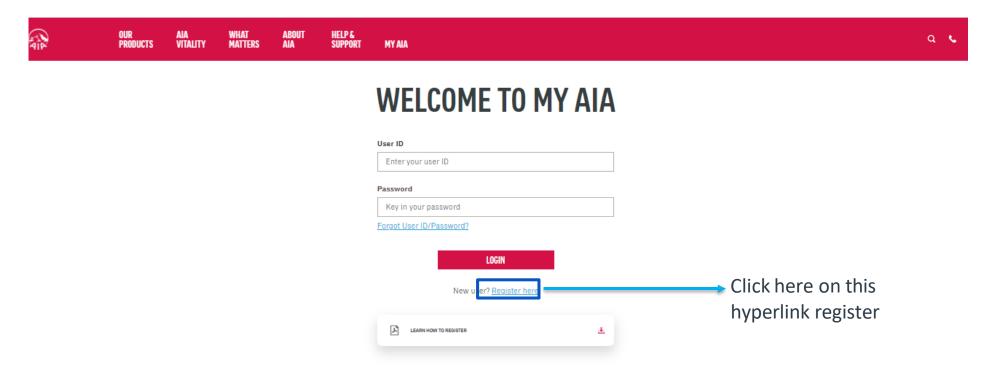




# Individual Policy Details

- Steps for Registration
- Steps For First Time Login
- Main Dashboard

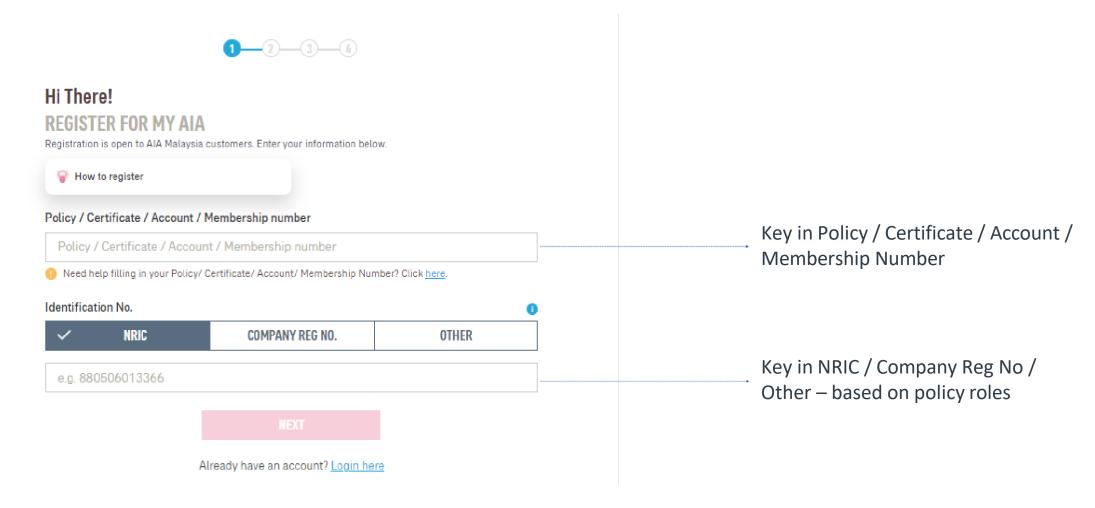
### Welcome to MY AIA



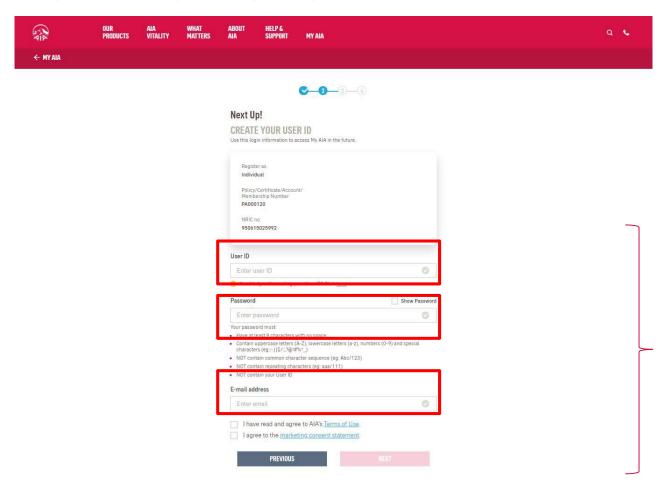
### Note

All policy roles (Owner, Insured, Covered Member, Payor) can register as MY AIA user. However, some information / pages are accessible based on policy role(s) of the policy.

### Step 1. Register for MY AIA



Step 2. Create your My AIA profile



Create your Online Profile and click Next.

### Step 3. Mobile Number Verification



If the registered mobile number is incorrect, Click on the here hyperlink to edit your mobile

Verify if the registered mobile number is correct for you to receive the 6-digit

### Step 3A. Mobile Number Verification

### MOBILE NUMBER VERIFICATION

Please answer the following questions to proceed with your mobile number registration.

# Verification question 1 What is your payment frequency? i.e. monthly, quarterly, semi annually, annually or one time MONTHLY QUARTERLY ONE TIME SEMI ANNUALLY ANNUALLY Verification question 2 Please provide policy owner's identification number for verification. Enter answer PREVIOUS NEXT

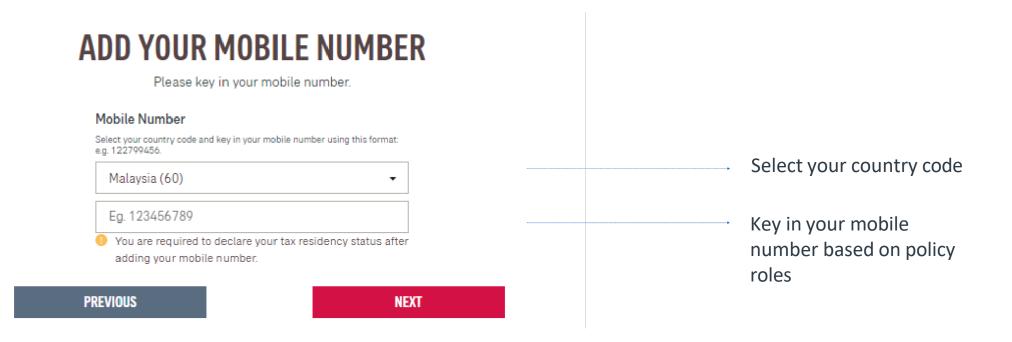
# Answer the 2 verification questions correctly:

1. The payment frequency of the policy used for this registration

### Key in

2.Owner identification number that is required for verification

Step 3A. Add Your Mobile Number



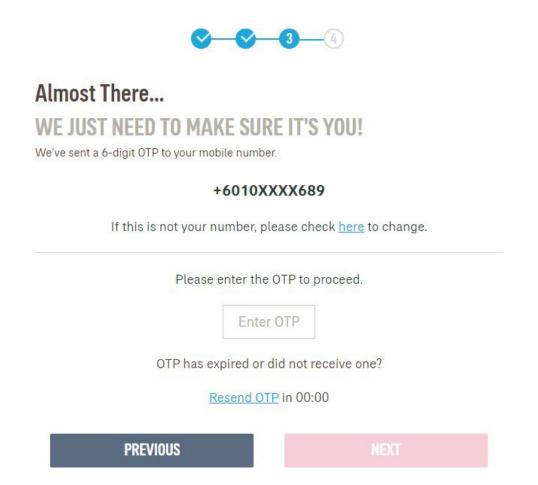
Step 3A. CRS & FATCA Declaration



Complete the FATCA & CRS declaration to proceed (for owner role only)
Other roles do not need to go through FATCA & CRS declaration



### Step 3 Verify Identity



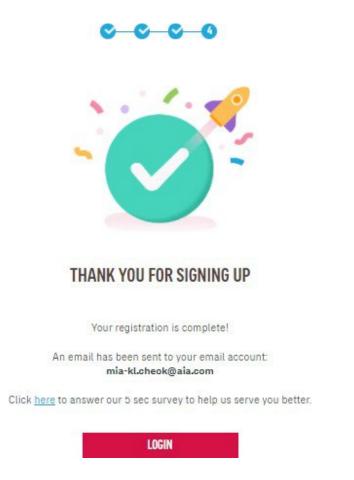
Confirming information.

Verify if the registered mobile number is correct for you to receive the 6-digit verification code. Key in OTP and click Next. Note: The OTP will be sent to your new mobile number and a notification will be sent to your old mobile number.

For owner role only, the contact details will be updated on their respective individual policies + MY AIA profile.

Other than owner role, the contact details will be updated on the MY AIA profile only

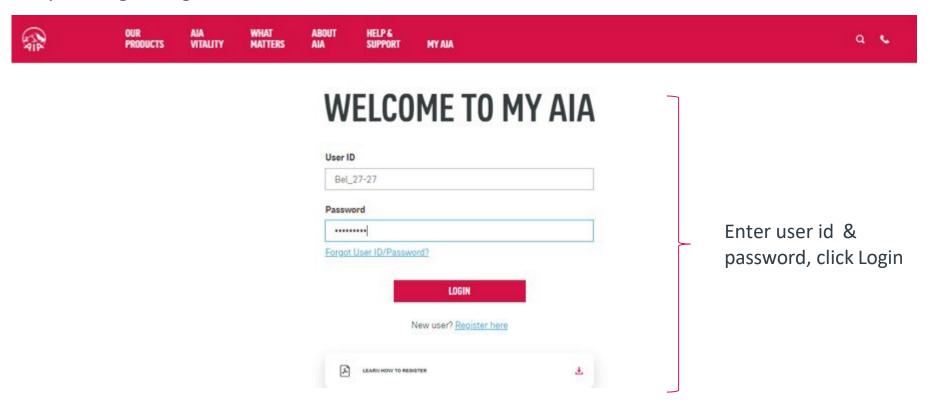
### Step 4. Confirmation Page



Registration is successful. You can now log in to your account.

You will receive an email on your successful registration.

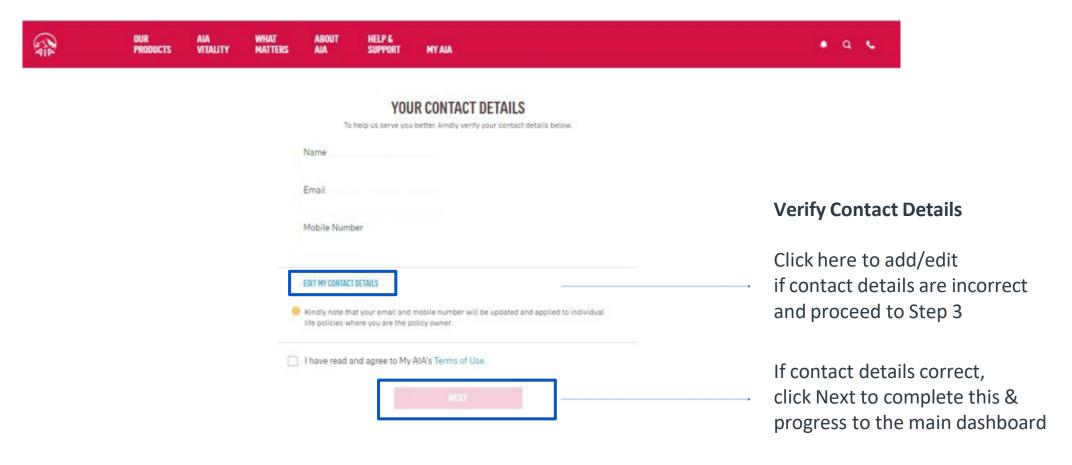
Step 1. Login Page



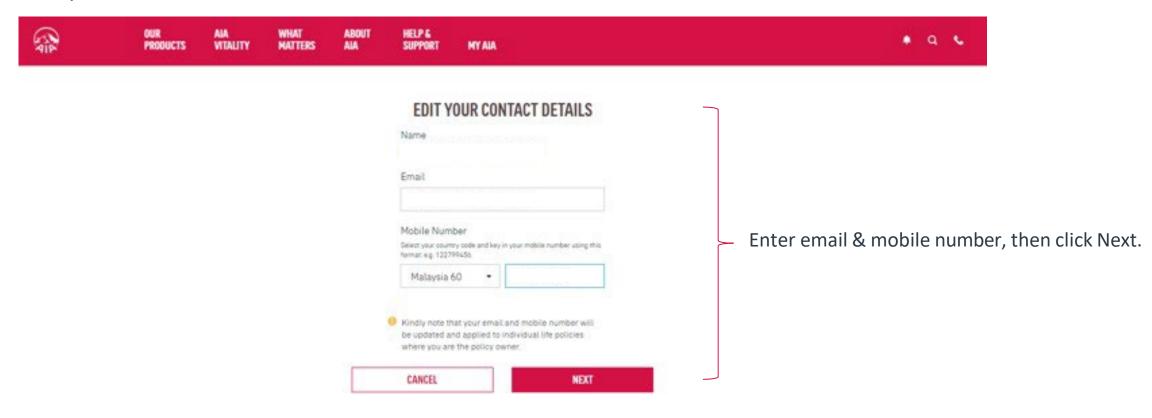
### **Note**

All policy roles (Owner, Insured, Covered Member, Payor) can register as MY AIA user. However, some information/pages are accessible based on policy role(s) of the policy.

Step 2. Verify Details



Step 3. Edit Details



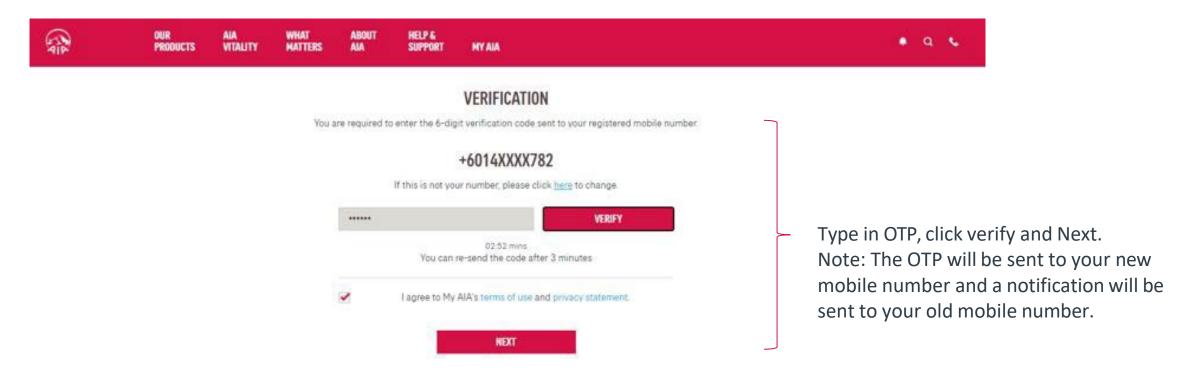
Step 4. CRS & FATCA Declaration



Complete the FATCA & CRS declaration to proceed (for owner role only)
Other roles need not go through FATCA & CRS declaration

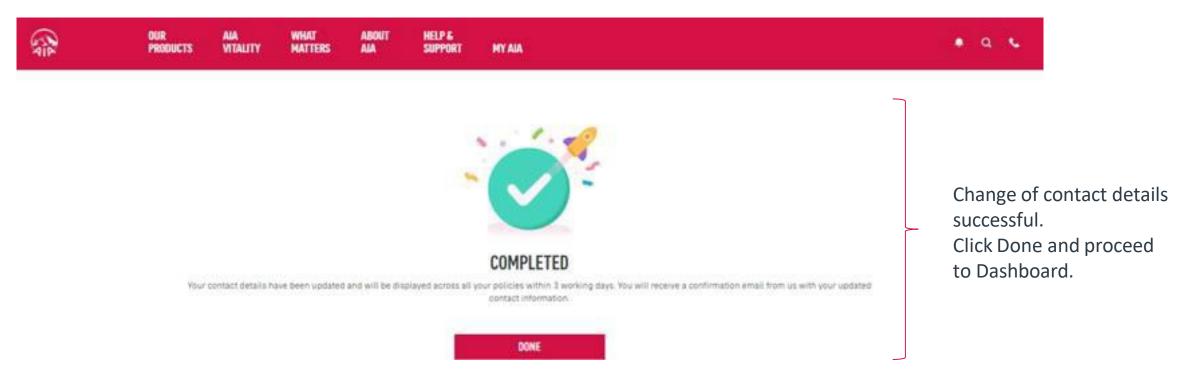


Step 4. Verify Identity



#### **Steps For First Time Login**

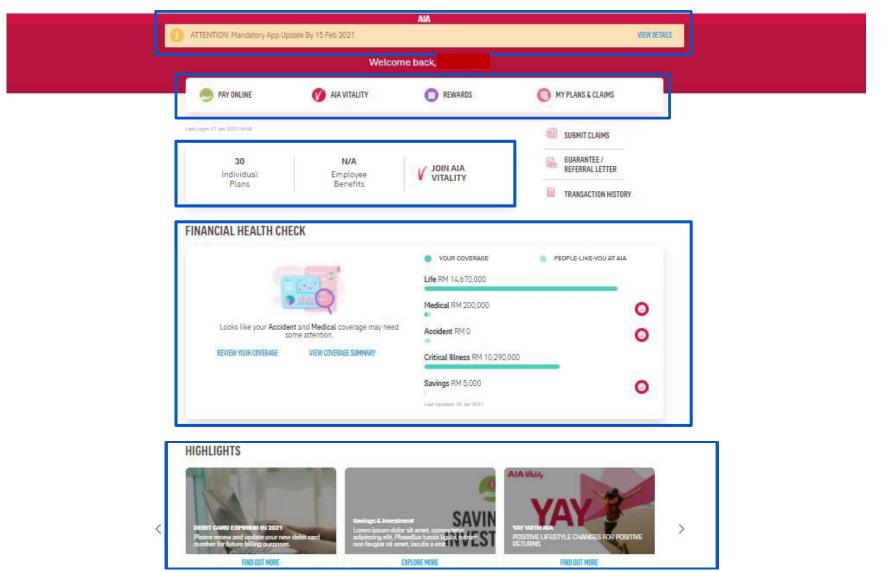
Step 5. Confirmation Page



#### Note:

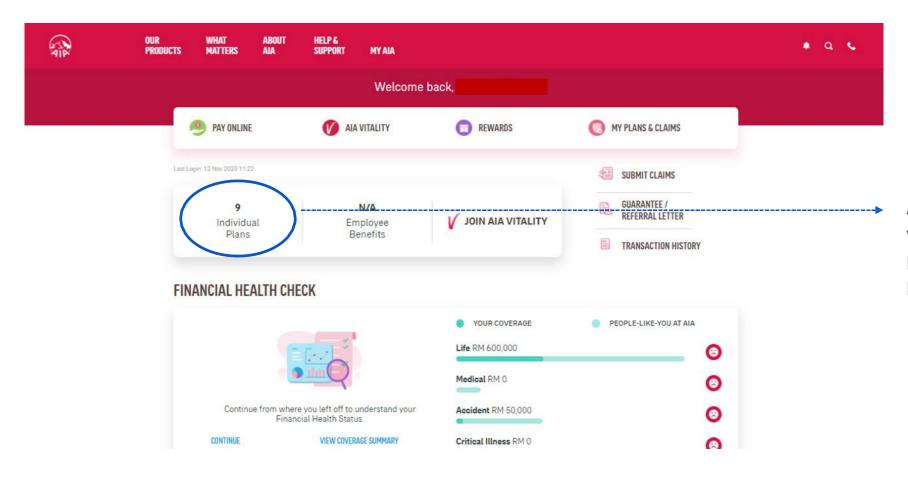
- 1) For owner role only, the contact details will be updated into their respective individual policies besides MY AIA profile
- 2) Other than owner role, the contact details will only be updated into MY AIA profile

#### **Main Dashboard**



All the policy roles (Owner, Insured, Covered Member, Payor ) can view all the info in the main dashboard

## **Main Dashboard - View Policy Count**



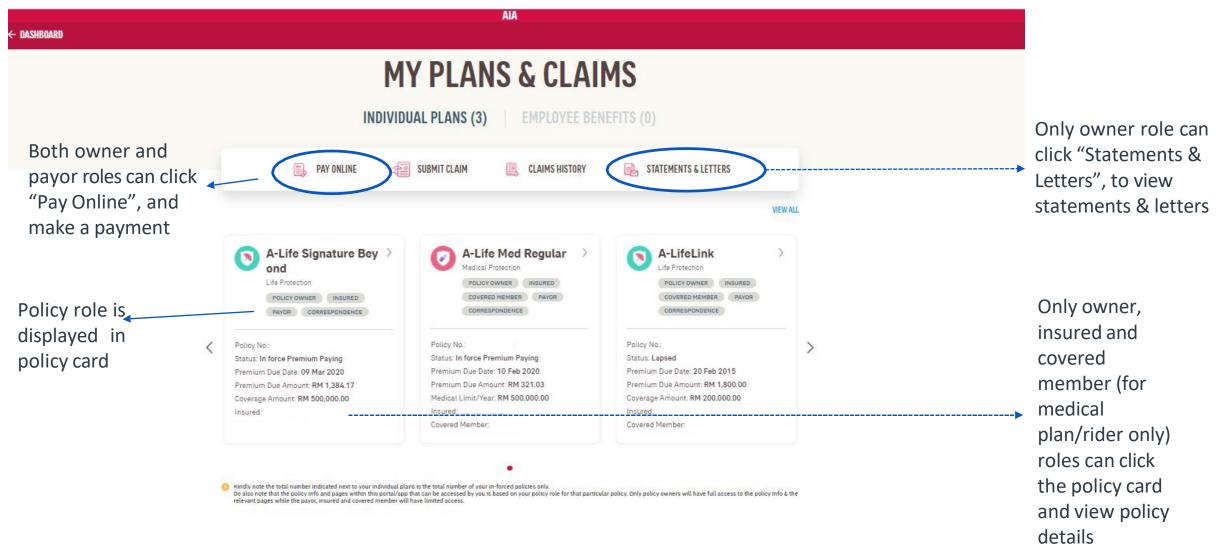
All the policy roles able to view their in-force individual policy count & click to view policy summary cards

## **My Plans & Claims**

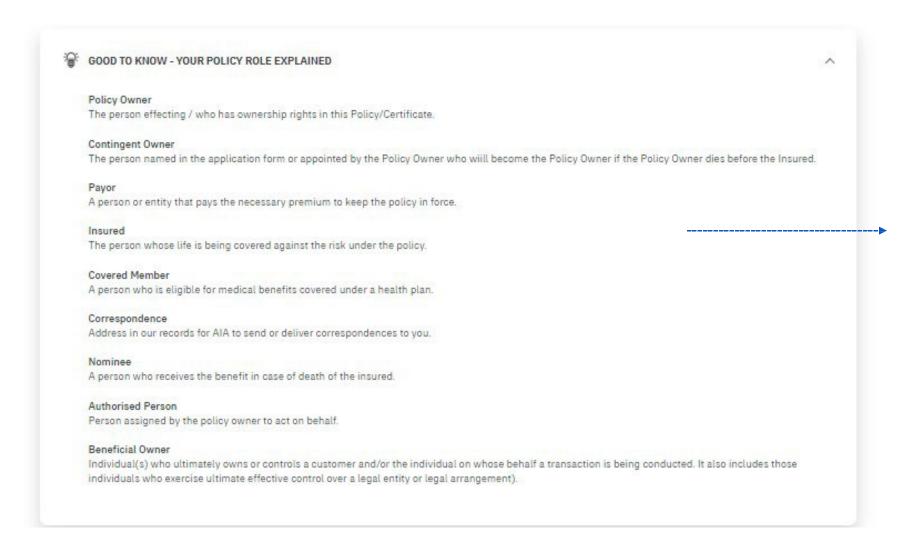
#### Note:

Access to the Individual policy modules is based on your policy role

- Only owner role has full access to all the modules
- Other than owner role has limited access to the individual policy modules



#### My Plans & Claims – View "Good To Know"



#### Note:

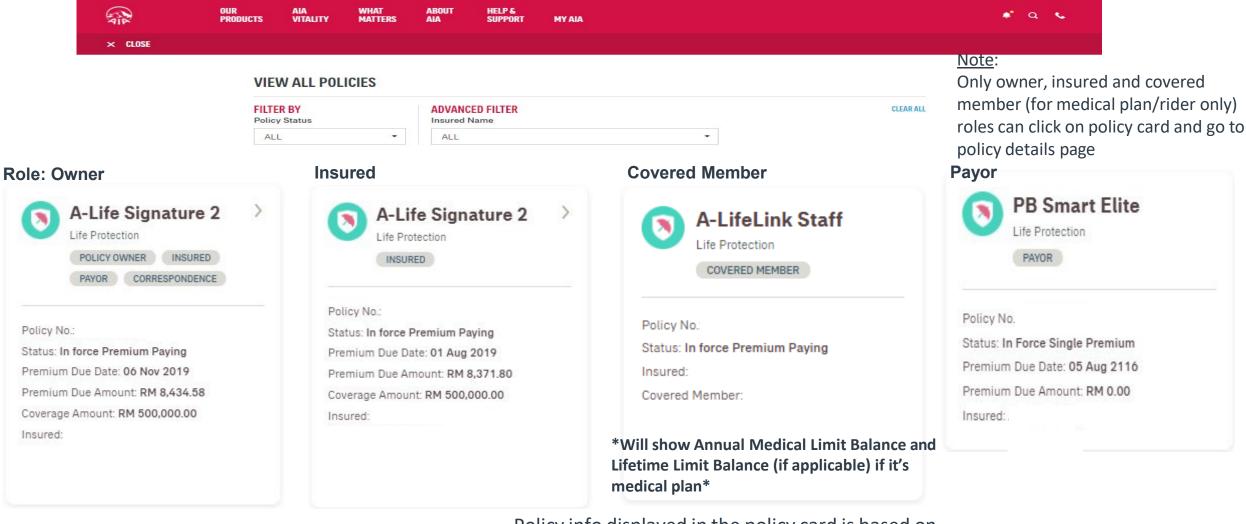
All policy roles (Owner, Insured, Covered Member, Payor ) can view "Good To Know"

#### VIEW "View all Policies"

AIA **VIEW ALL POLICIES** FILTER BY ADVANCED FILTER CLEAR ALL Policy Status Insured Name ALL ALL All the policy roles can INFORCED filter the policy based A-Life Signature Plu A-Life Signature A-Life Signature 2 on the policy status Life Protection sOne Spec Life Protection (Inforced, Lapsed, Life Protection INSURED INSURED other status) Policy No.: Policy No.: Policy No. Status: In force Premium Paying Status: In force Premium Paying Premium Due Date: 2020-03-04 Premium Due Date: 2020-07-05 Status: In force Premium Paying Premium Due Amount: RM 16,278.50 Premium Due Date: 2018-01-11 Premium Due Amount: RM 24,642.53 Premium Due Amount: RM 17,221.60 Coverage Amount: RM 500,000.00 Coverage Amount: RM 500,000.00 Coverage Amount: RM 950,000.00 Insured: New Insured: Y Insured: A-Life Signature 2 A-Life Signature 2 A-Life Signature 2 INSURED POLICY OWNER INSURED POLICY OWNER INSURED PAYOR CORRESPONDENCE PAYOR CORRESPONDENCE Policy No.: Status: In force Premium Paying Policy No.: Policy No.: Premium Due Date: 2019-08-01 Status: In force Premium Paying Status: In force Premium Paying Premium Due Amount: RM 8,371,80 Premium Due Date: 2019-11-06 Premium Due Date: 2019-07-08 Coverage Amount: RM 500,000.00 Premium Due Amount: RM 8,434.58 Premium Due Amount: RM 46,033.33 Insured: Coverage Amount: RM 500,000.00 Coverage Amount: RM 5,000,000.00 Insured: Insured:

All the policy roles can filter the policy based on the insured name

## Policy Card Details Based On Policy Role



Policy info displayed in the policy card is based on your role for that particular policy.

Only owner role has full access to the policy details.

## **Policy Card Details Based On Policy Role**

**Role: Covered Member + Payor** 

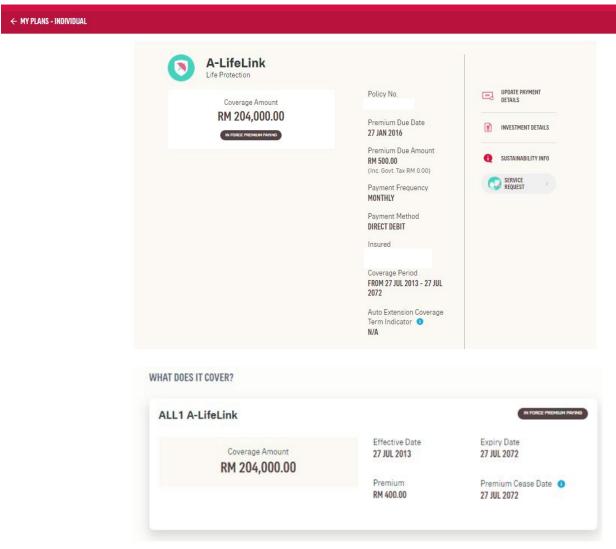


\*Will show Annual Medical Limit Balance and Lifetime Limit Balance (if applicable) if it's medical plan\*

Policy info displayed in the policy card is based on your role for that particular policy.

Only owner role has full access to the policy details.

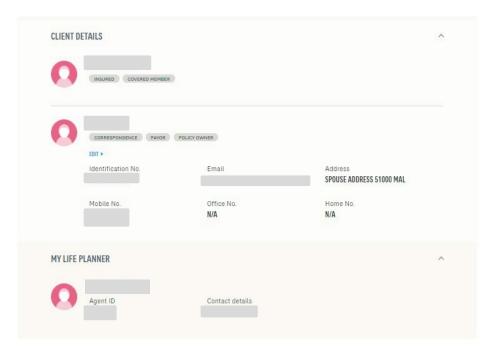
#### **View Policy Details – Owner Role**



#### Note:

Owner have full access to policy info details

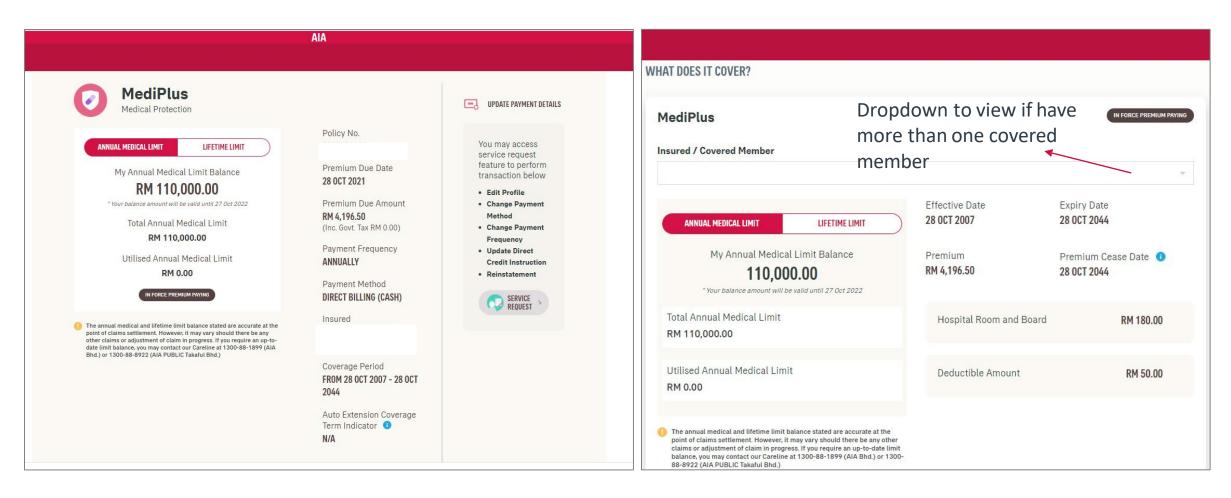




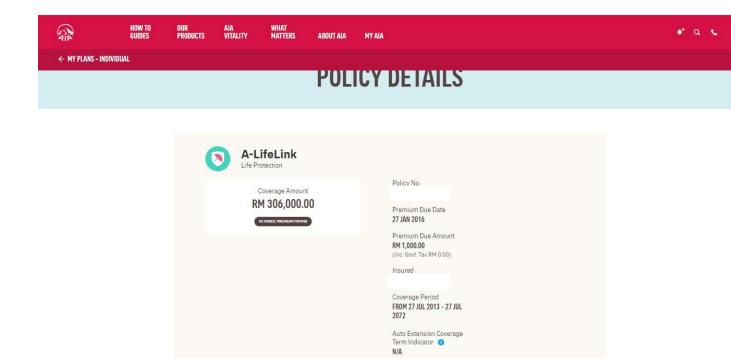
## View Policy Details (Medical plan) – Owner Role

#### Note:

Owner have full access to policy info details



## View Policy Details – Insured Role

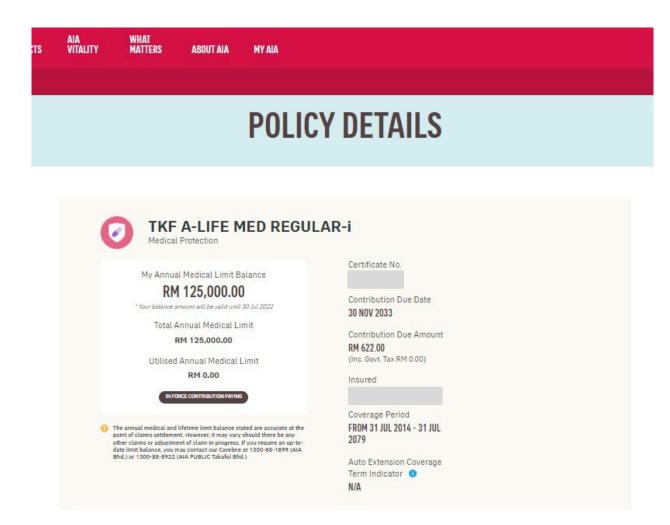


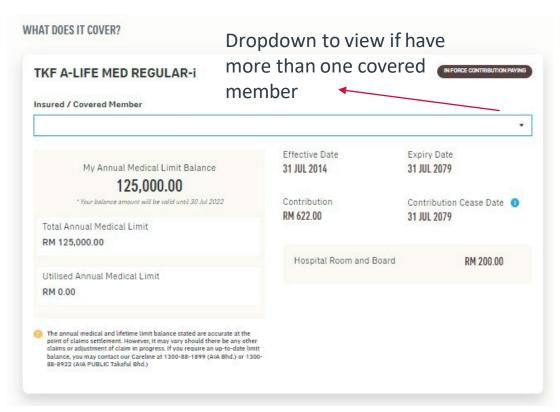


#### Note:

Insured have limited access in policy info details

### View Policy Details (Medical plan) – Insured Role



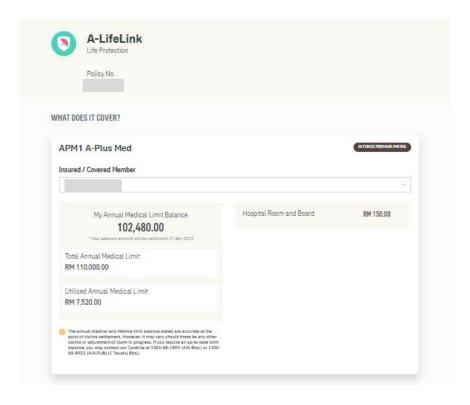


#### Note:

Insured have limited access in policy info details

## View Policy Details – Covered Member Role

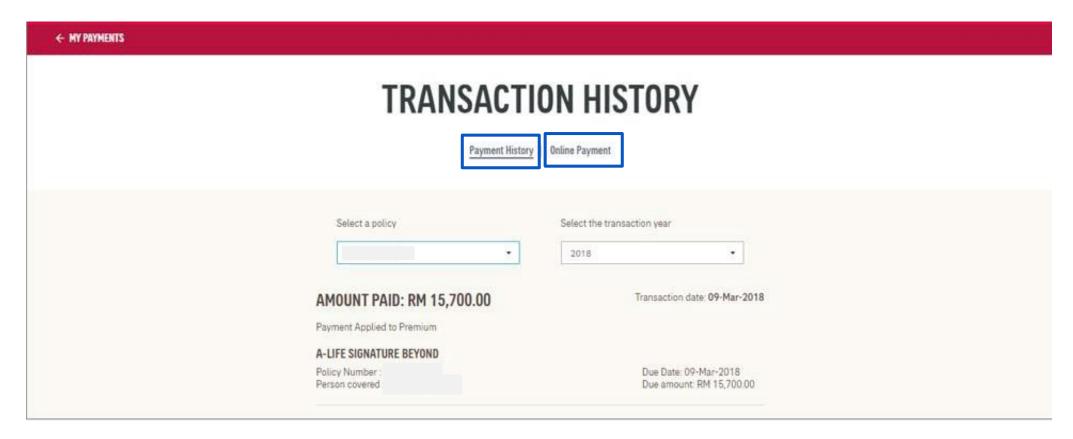




#### Note:

Covered member can access to own medical rider details only (Annual Limit and Lifetime limit (if any)).

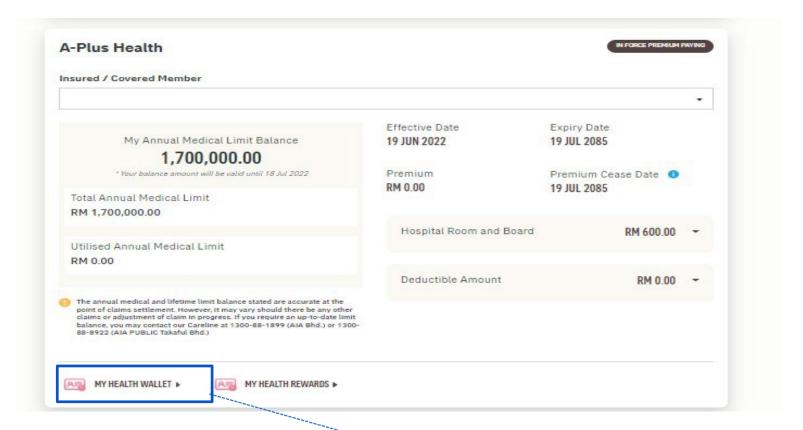
## **View Transaction History**



#### Note:

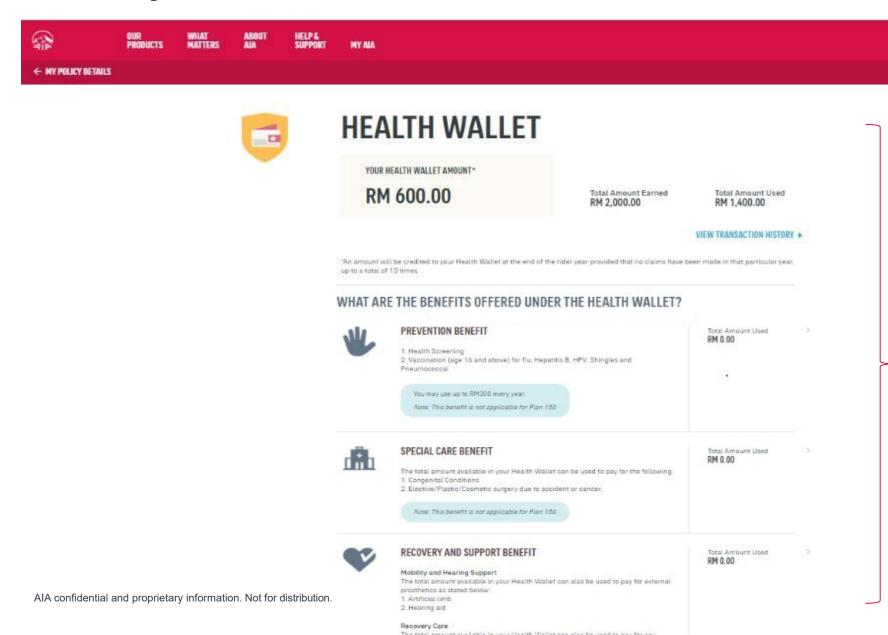
Both owner and payor roles can click and view payment history and online payment in transaction history page

#### **View Rider Details - Health Wallet**



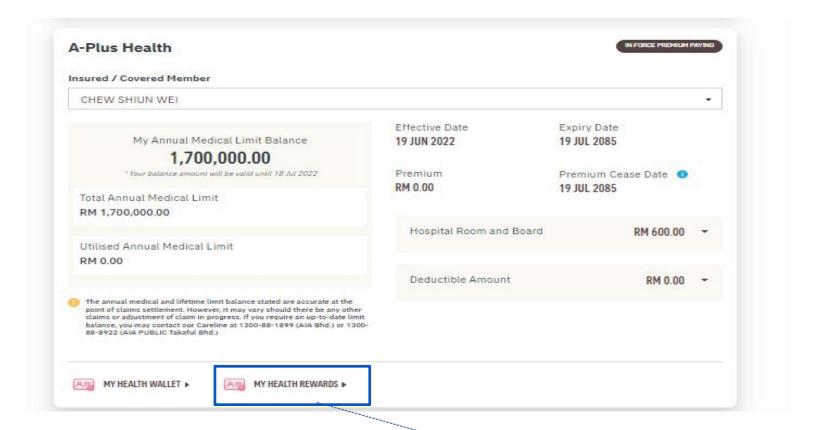
- At Policy Details page, scroll down to the rider details, click to view your Health Wallet details
- Only owner role can view Health Wallet details.

## **View My Health Wallet Details**



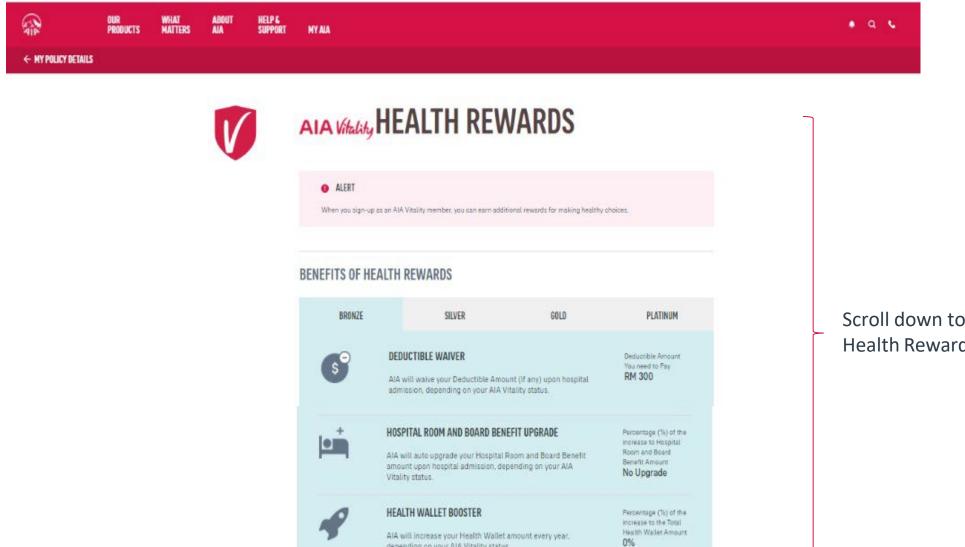
Scroll down to view your Health Wallet benefits

#### **View Rider Details – My Health Rewards**



- At Policy Details page, scroll down to the rider details, click to view your Health Rewards details
- Only owner role can view Health Rewards details

## **View My Health Reward Details**



depending on your AIA Vitality status.

Scroll down to view your Health Rewards benefits

#### **View Rider Details - Your AIA Vitality Booster Details**



View your AIA Vitality Booster details Only owner role can view AIA Vitality Booster details

# View Rider Details (Owner login) – Annual Medical Limit/ Hospital Room & Board / Deductible Amount

ALA ← MY PLANS - INDIVIDUA IN FORCE CONTINUED ON FROM TAKAFUL SYAMIL - MED (RME2) Insured / Covered Member **Hospital Room** Annual Medical Limit Only owner, insured Balance and Utilised Effective Date. Expliry Date & covered member Annual Medical Limit 20 JUL 2017 20 JUL 2037 ANNUAL METERSAL LINE LIFETIME LIMIT role can view will be display. My Annual Medical Limit Balance Contribution Contribution Casse Date 0 Hospital Room & RM 30.380.00 RM 1,217.64 20 JUL 2037 **Board amount** 1 Blood Balance arround and he statist could 14 Aut 2022 Medical Benefit Limit Total Annual Medical Limit RM-0.00 RM 40,000.00 Deductible amount Hospital Room and Board RM 120.00 Only owner & insured Utilised Annual Medical Limit. role can view RM 9.620.00 Deductible Amount Deductible Amount RM 0.00

## View Rider Details (Owner login) – Lifetime Limit

AIA ← MY PLANS - INDIVIDUAL TAKAFUL SYAMIL - MED (RME2) IN FORCE CONTRIBUTION PAYING Insured / Covered Member Lifetime Limit Balance and Utilised Lifetime Limit will be Effective Date Expiry Date 20 JUL 2017 20 JUL 2037 ANNUAL MEDICAL LIMIT LIFETIME LIMIT displayed. My Lifetime Limit Balance Contribution Contribution Cease Date 0 RM 354,677.50 RM 1,217.64 20 JUL 2037 Total Lifetime Limit Medical Benefit Limit RM 400,000.00 RM 0.00 Hospital Room and Board RM 120.00 Utilised Lifetime Limit RM 45,322.50 Deductible Amount RM 0.00

# View Rider Details (Insured login) – Annual Medical Limit/ Hospital Room & Board / Deductible Amount

ALA ← MY PLANS - INDIVIDUAL IN FORCE PREMIUM PAYING APM1 A-Plus Med Insured / Covered Member Annual Medical Limit Expiry Date Effective Date Balance and Utilised 19 OCT 2015 19 OCT 2102 ANNUAL MEDICAL LIMIT LIFETIME LIMIT Hospital Room & Annual Medical Limit Deductible amount My Annual Medical Limit Balance Premium Premium Cease Date 1 will be display. RM 0.00 19 OCT 2102 75,000.00 Only owner & "Your balance amount will be valid until 18 Oct 2022 insured role can view Total Annual Medical Limit Hospital Room and Board RM 100.00 Hospital Room & RM 75.000.00 **Board** amount Utilised Annual Medical Limit RM 0.00 The annual medical and lifetime limit balance stated are accurate at the point of claims settlement. However, it may vary should there be any other claims or adjustment of claim in progress. If you require an up-to-date limit balance, you may contact our Careline at 1300-88-1899 (AIA Bhd.) or 1300-88-8922 (AIA PUBLIC Takaful Bhd.)

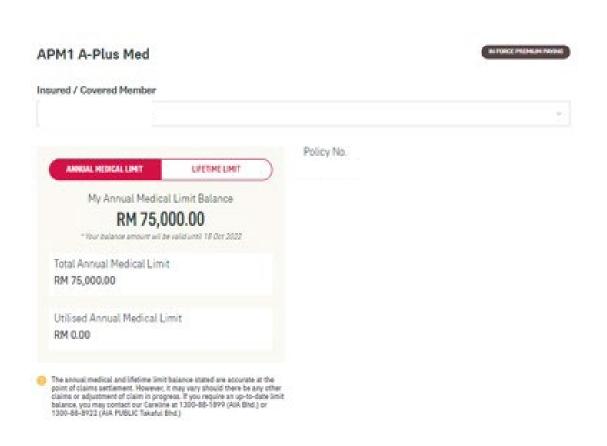
## View Rider Details (Insured login) – Lifetime Limit

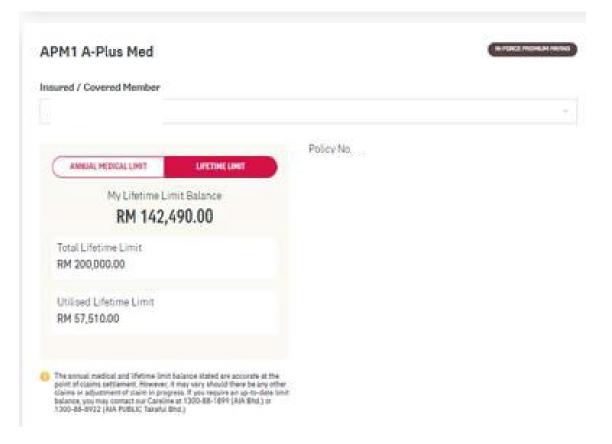
← MY PLANS - INDIVIDUAL APM1 A-Plus Med IN FORCE PREMIUM PAYING Insured / Covered Member Lifetime Limit Balance and Utilised Effective Date Expiry Date 19 OCT 2015 19 OCT 2102 ANNUAL MEDICAL LIMIT LIFETIME LIMIT Lifetime Limit will be displayed. My Lifetime Limit Balance Premium Premium Cease Date 0 RM 0.00 RM 142,490.00 19 OCT 2102 Total Lifetime Limit Hospital Room and Board RM 100.00 RM 200,000.00 Utilised Lifetime Limit RM 57,510.00 The annual medical and lifetime limit balance stated are accurate at the point of claims settlement. However, it may vary should there be any other claims or adjustment of claim in progress. If you require an up-to-date limit balance, you may contact our Careline at 1300-88-1899 (AIA Bhd.) or 1300-88-8922 (AIA PUBLIC Takaful Bhd.)

ALA

#### View Rider Details (Covered member login)— **Annual Medical Limit & Lifetime Limit** Note

Covered member can view limited information for rider details

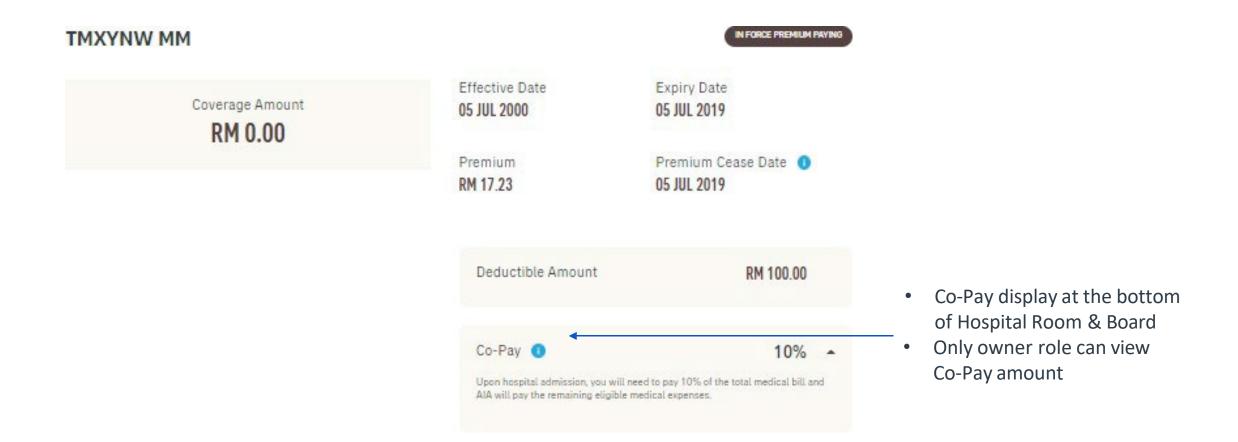




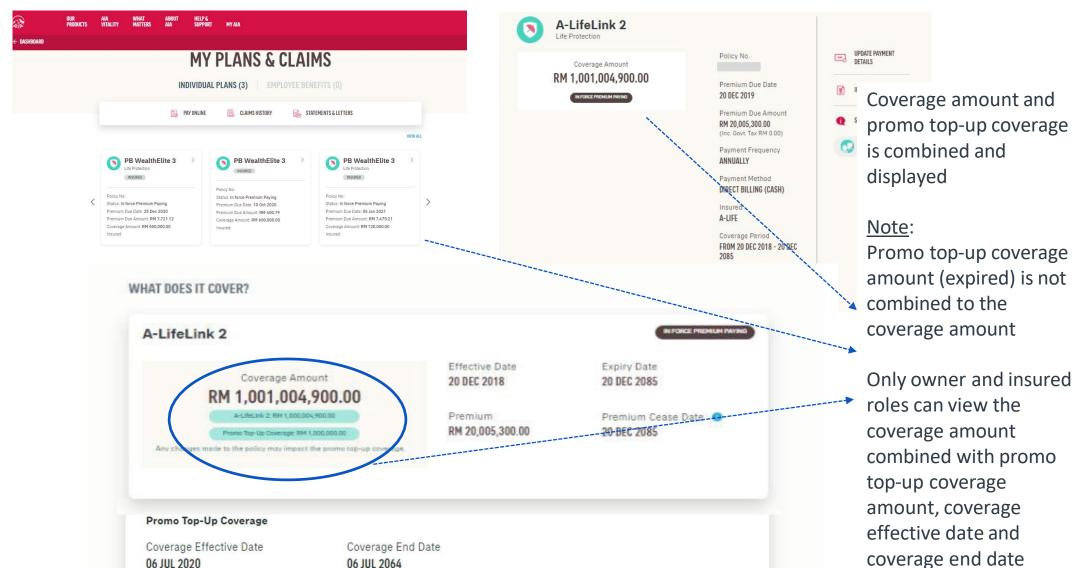
#### Note:

- 1. For medical benefit which has confinement (per disability) limit feature, coverage amount will be displayed in policy details.
- 2. For medical benefit AAA Care Standard / Deluxe, Excelcare Plus (ECP) / Medicover Plus (MCP), only the Total Annual Medical Limit and Total Lifetime Limit will be displayed.
- 3. If your medical benefit's annual medical limit balance is more than the lifetime limit balance, the annual medical limit balance will reflect the lifetime limit balance.
- 4. Selected Hospital & Surgical medical benefit will only display the total lifetime limit (without utilized and balance limit info).
- 5. Any other medical benefit which do not have annual/lifetime limit feature shall also display coverage amount in policy details.

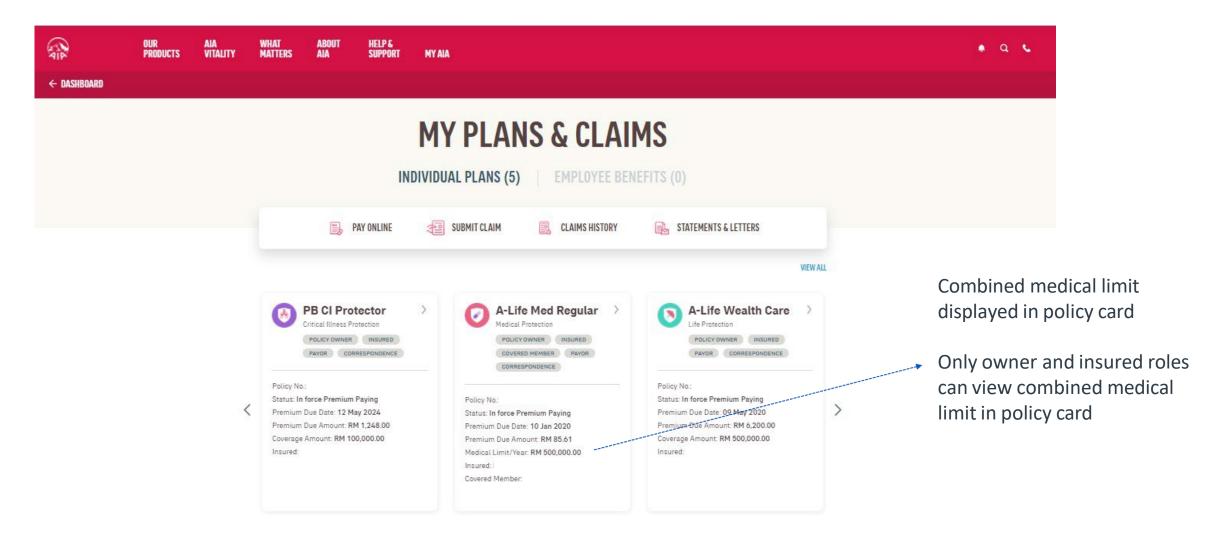
### **View Rider Details – Co-Pay**



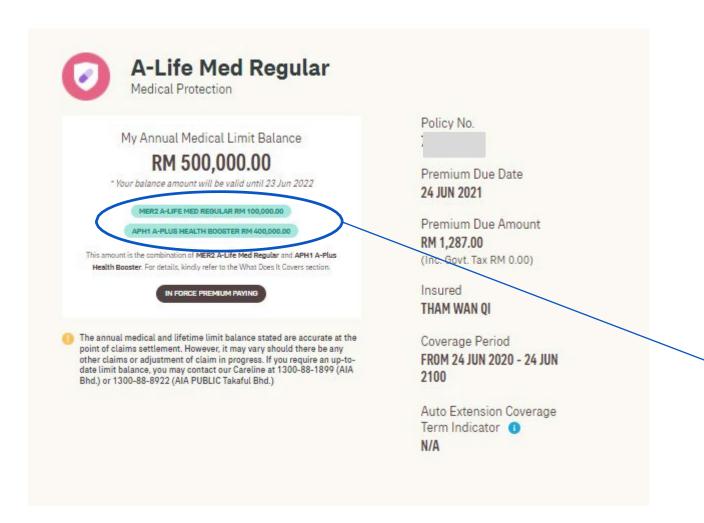
#### View Promo Top-up Coverage (where applicable)



#### **View Combined Medical Limit**

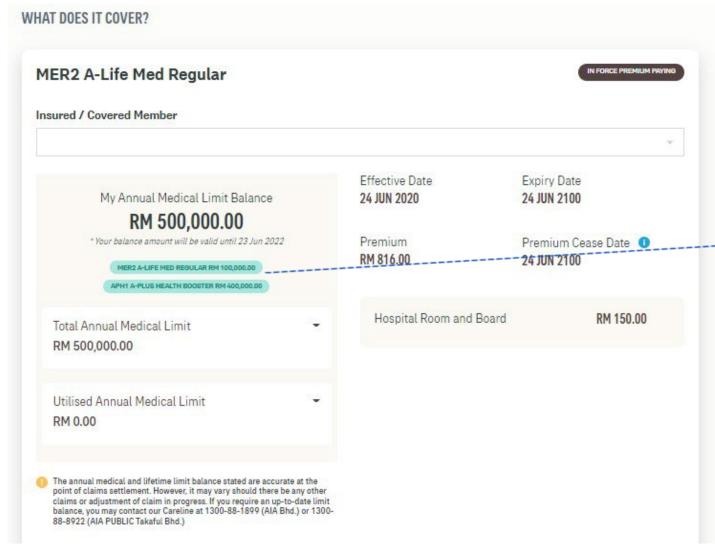


#### **View Combined Medical Limit**



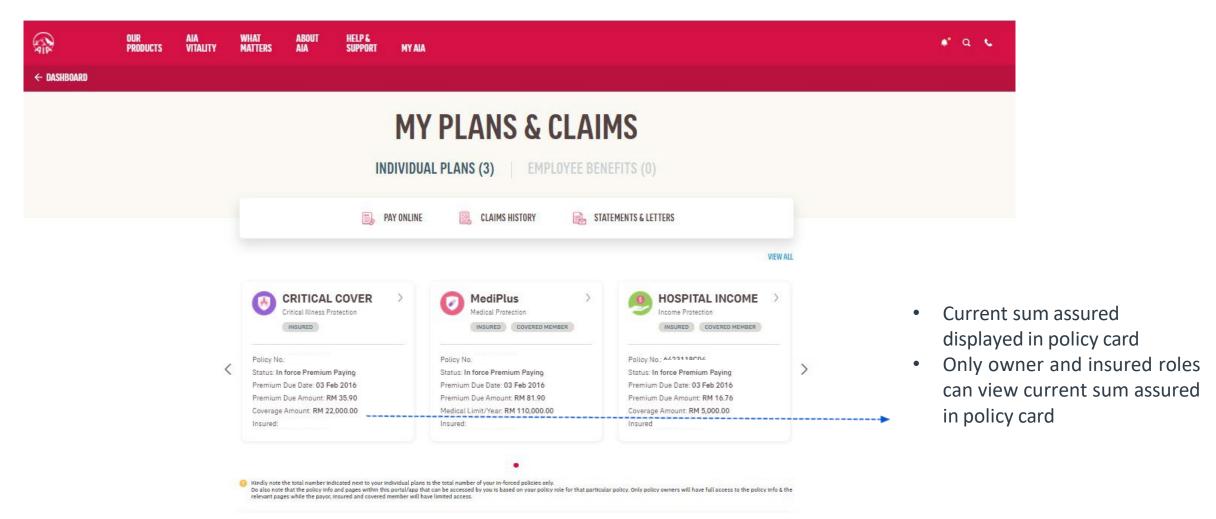
At policy details, only owner and insured roles can view the combine medical limit amount and note

#### **View Combined Medical Limit**



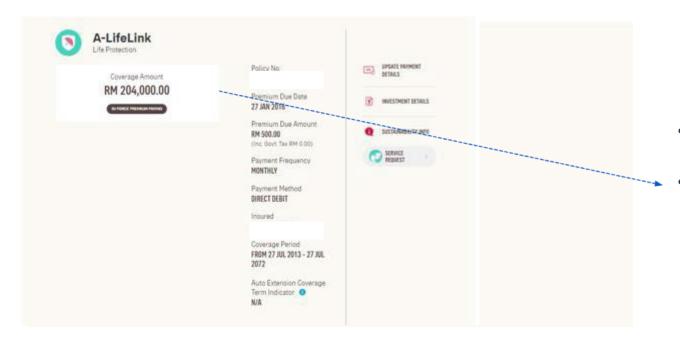
At rider details, only owner and insured roles can view the combine medical limit amount and breakdown

#### **View Current Sum Assured**



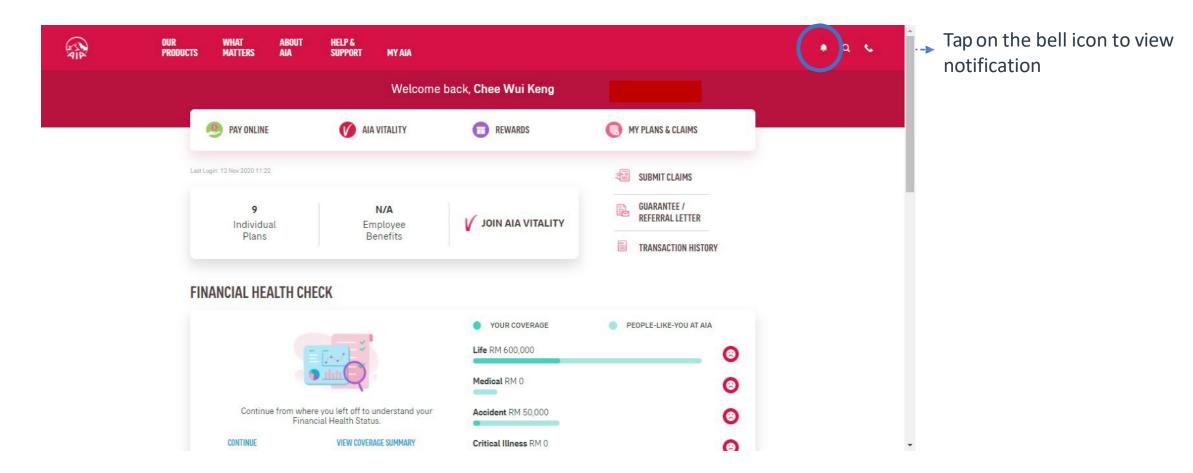
#### **View Current Sum Assured**



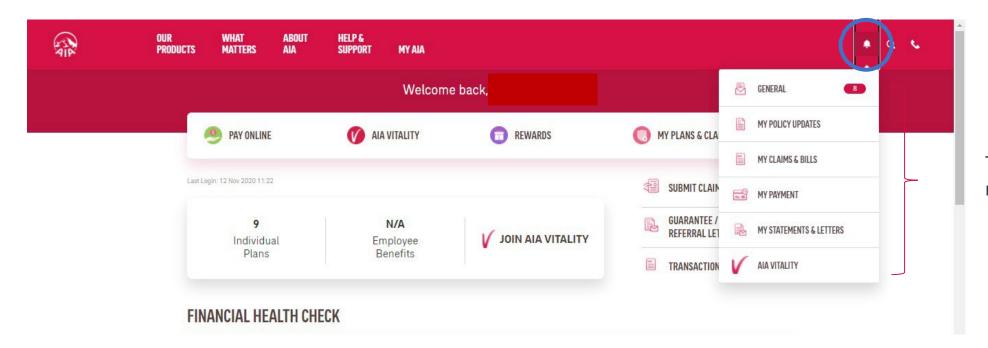


- Current sum assured displayed in policy details
- Only owner and insured roles can view current sum assured in policy details

#### **VIEW YOUR NOTIFICATIONS**



#### **VIEW YOUR NOTIFICATIONS**



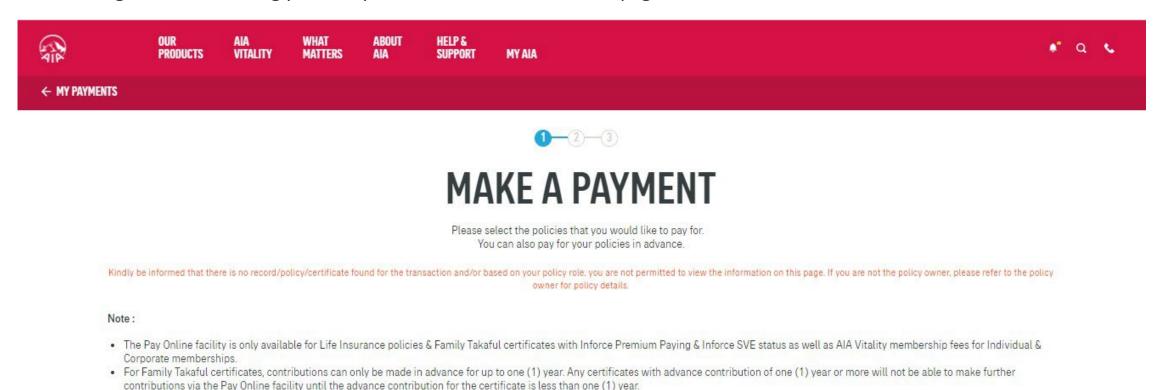
Tap to view push notification message

#### Note:

- 1. Policy Owner will receive notification messages in all relevant categories, where applicable.
- 2. Payor, insured or covered member will receive notification messages in selected categories, where applicable.

### My Plans & Claims

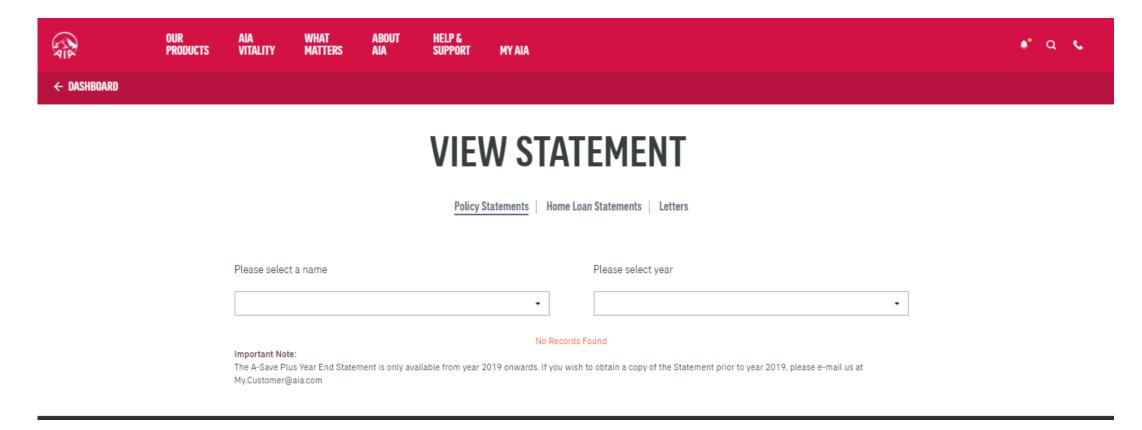
Other than policy owner role i.e. insured, payor or covered member, you will not be able to access to certain modules & will see the message below informing you that you do not have access to the page.



AIA confidential and proprietary information. Not for distribution.

### My Plans & Claims

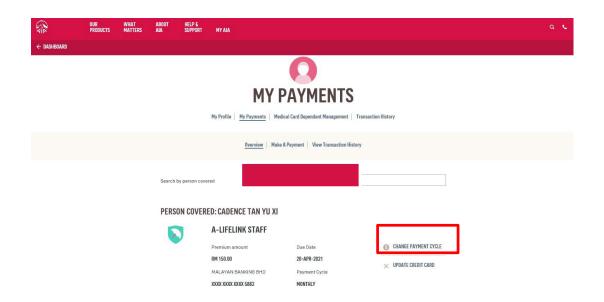
Other than policy owner role i.e. insured, payor or covered member, you will not be able to access to certain modules & will see the message below informing you that you do not have access to the page.



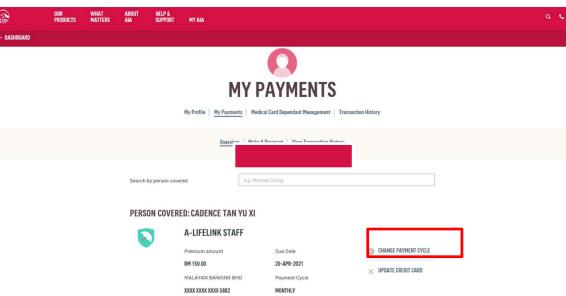
In line with AIA's Customer Due Diligence (CDD) procedure, you will be required to submit their personal details and a copy of NRIC / Passport (one time only) when you perform the following transactions:

- Payment for your policy / certificate
- Change your premium / contribution payment frequency
- Edit your contact information

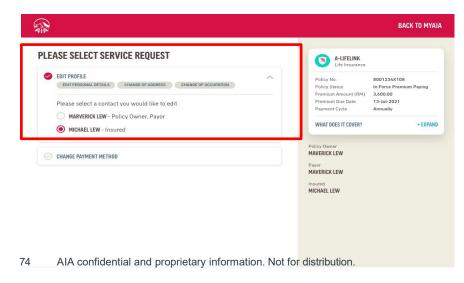
#### Transaction 1: Payment for your policy / certificate

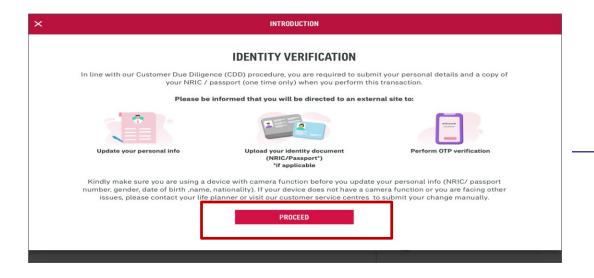


# Transaction 2: Change your premium / contribution payment frequency



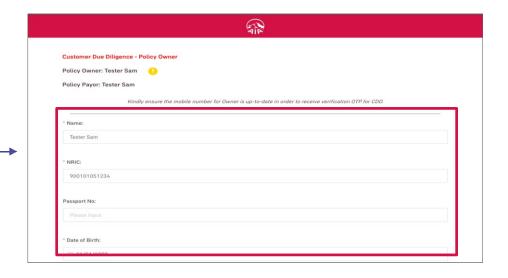
#### Transaction 3: Edit your contact information (user flow will be differ, refer slide 99-107)





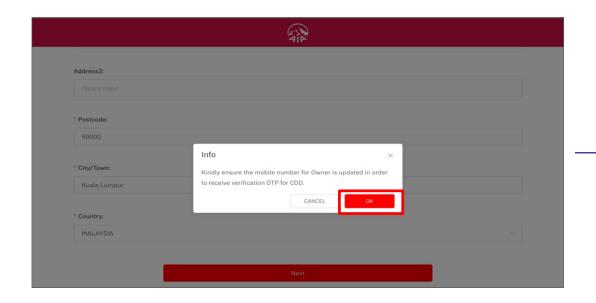
Step 1:

Click "Proceed"



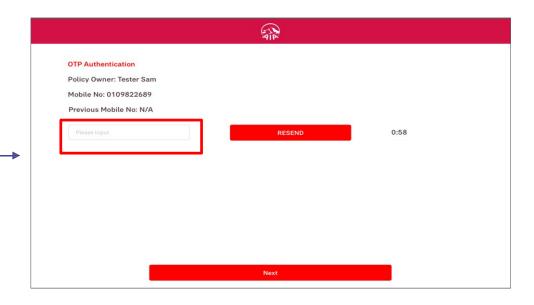
Step 2:

Policy Owner to verify the Customer Due Diligence info for Policy Owner and Payor. (Note: Update only if applicable)



Step 3:

Alert Message to ensure Owner's mobile number is updated to receive OTP.



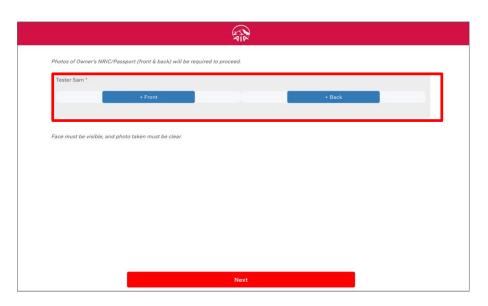
Step 4:

Key in the OTP (One-Time Password) sent to the Policy Owner's mobile.



Step 4:

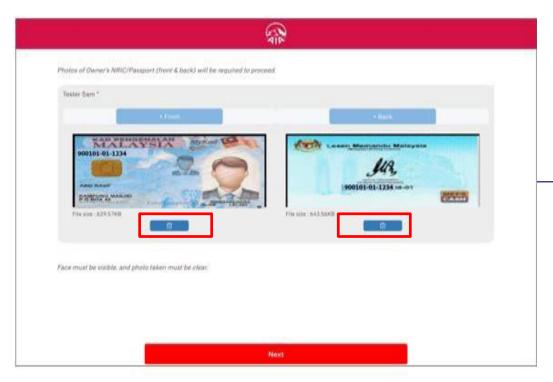
Upload NRIC / Passport (one time only ) if applicable



Step 5:

Click "Front" to take a picture of the front page of NRIC / Passport

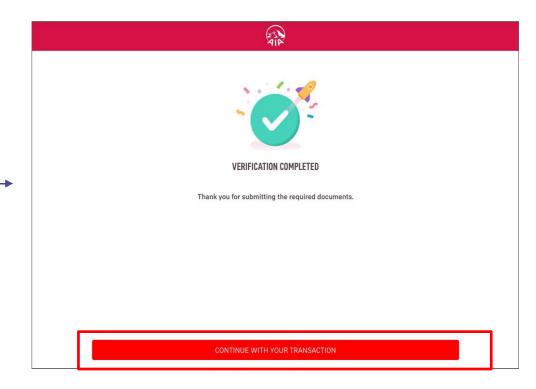
Click "Back" to take a picture of the back page of NRIC / Passport





Click "Delete" if the front / back page of NRIC / Passport is not usable.

Note: NRIC / Passport details must be visible and clear.



CDD verification is completed!

Continue with your transaction in My AIA.



# Submit Service Requests

- Edit Profile (Personal Details, Address, Occupation)
- Change Payment Frequency
- Change Payment Method (Credit/Debit Card)
- Update Direct Credit Instruction (Bank Account for e-Payment)
- Reinstatement

# **Edit Profile**

(Personal Details, Address, Occupation)

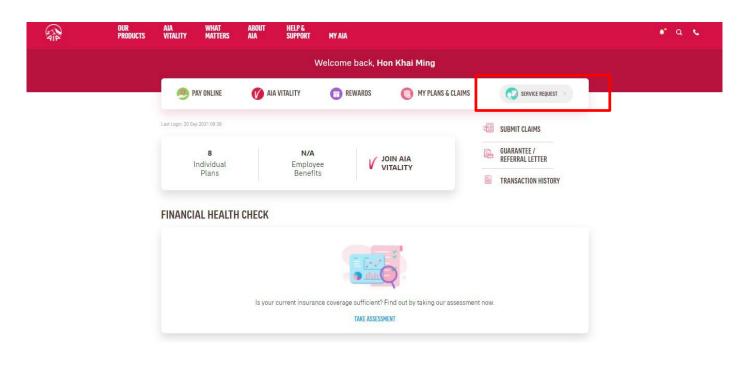


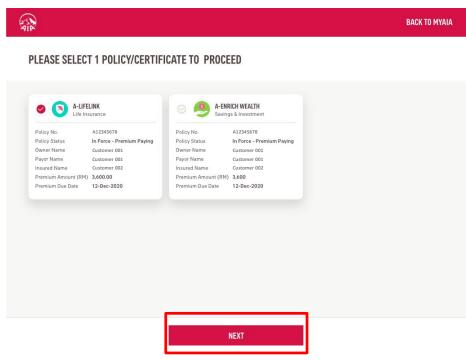
Step 1
Click on Service Request Icon

Step 2
Step 3
Select Edit Profile
Profile
Step 4
Step 5
Update Profile
Details

Step 5
Upload
Documents
Step 6
Summary
Review
Authentication

Click "Service Request", select the policy/certificate to proceed, then click "Next"



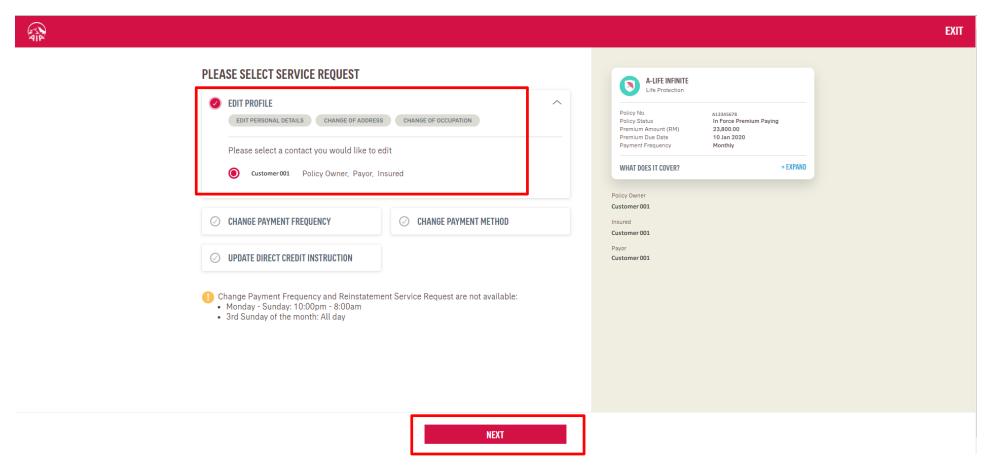


Step 1
Click on
Service
Request Icon

Step 2
Step 3
Select Edit
Profile
Step 3
Step 4
Update Profile
Details

Step 5
Upload
Documents
Step 5
Step 6
Summary
Summary
Review
Authentication

Select "Edit Profile" and the contact to be edited, then click "Next"



Step 1 Click on Service Request Icor

Step 2
Select your
Policy

Step 3
Select Edit
Profile

Step 4
Update Profile
Details

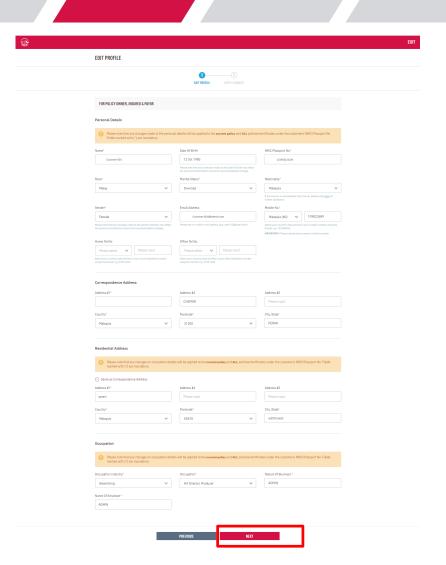
Step 5
Upload
Documents

Step 6
Summary
Review

Step /
OTP
Authentication

Update profile details, then click "Next"

- Personal Details
- Correspondence Address
- Residential Address
- Occupation



Step 1
Click on
Service
Request Icon

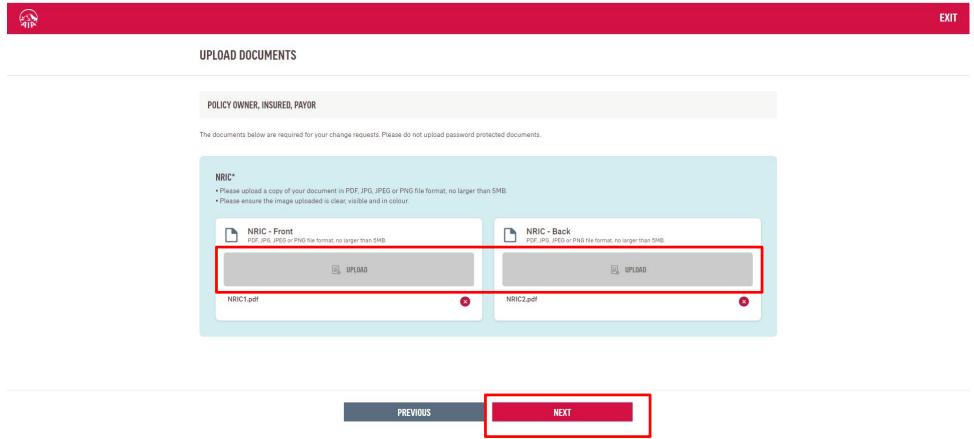
Step 2
Step 3
Step 3
Step 4
Update Profile
Details

Step 5
Upload
Documents

Step 5
Step 6
Summary
Review

Authentication

Upload the required documents for the change requests, then click "Next"



Step 1 Click on Service Request Icor

Step 2
Select your
Policy

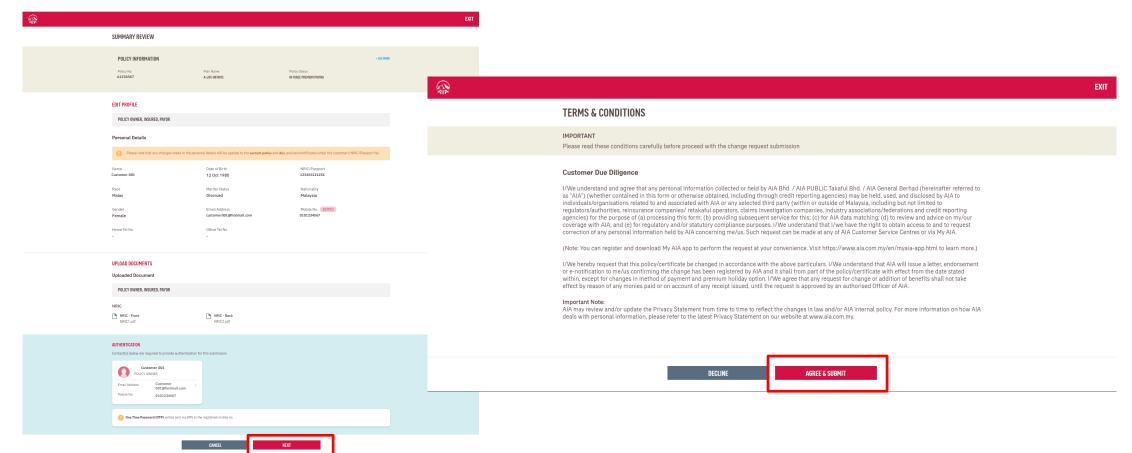
Step 3
Select Edit
Profile

Step 4 ▶ Update Profile Details Step 5
Upload
Documents

Step 6 Summary Review

OTP
Authentication

Review summary details and click "Next", then click "Agree and Submit" after reading the terms & conditions



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Step 1
Click on
Service
Request Icon

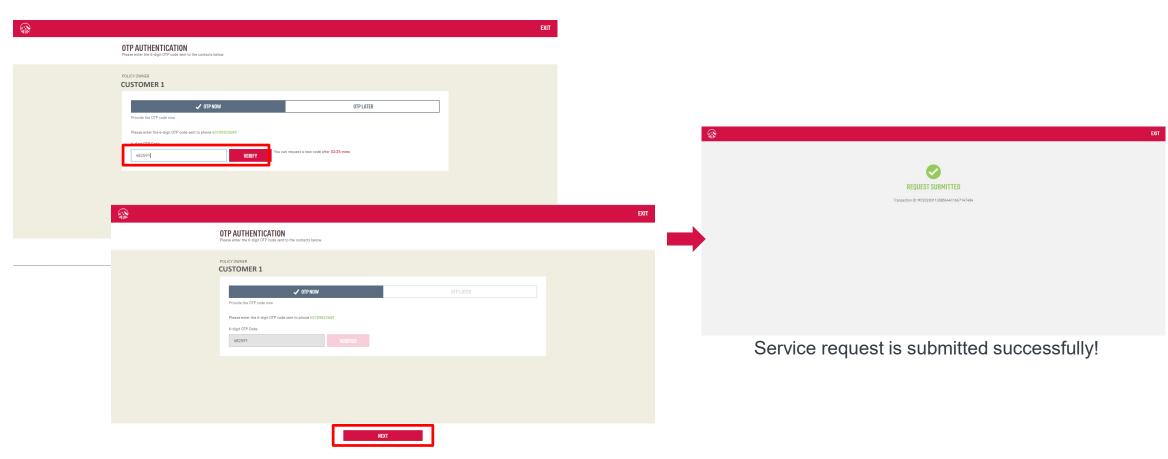
Step 2
Step 3
Step 3
Step 4
Update Profile
Details

Step 5
Upload
Documents

Step 6
Summary
Review

Step 7
OTP
Authentication

Key in OTP code and click "Verify", then click "Next"



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# Change Payment Frequency



Step 1
Click on
Service
Request Icon
Step 2
Select your
Policy

Step 3
Select
Payment
Frequency

Step 4

Customer

Due Diligence

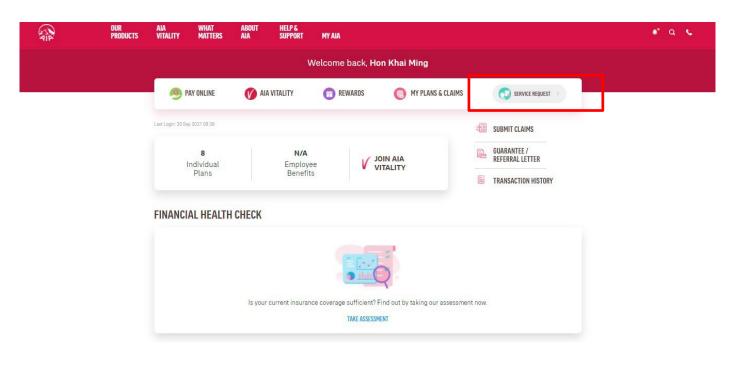
Step 5
Select
Preferred
Payment
Frequency

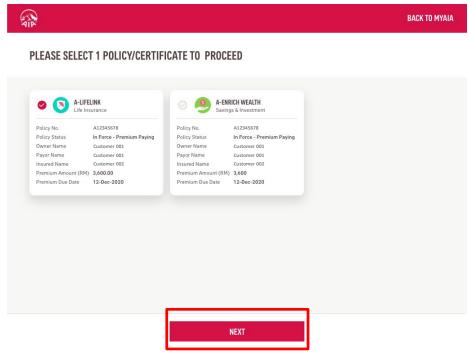
Step 6
Summary
Review &
OTP
Authentication

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Click "Service Request", select the policy/certificate to proceed, then click "Next"





Step 1 Click on Service Request Ico

Step 2 Select your Policy Step 3 Select Payment Frequency

Step 4
Customer
Due Diligence

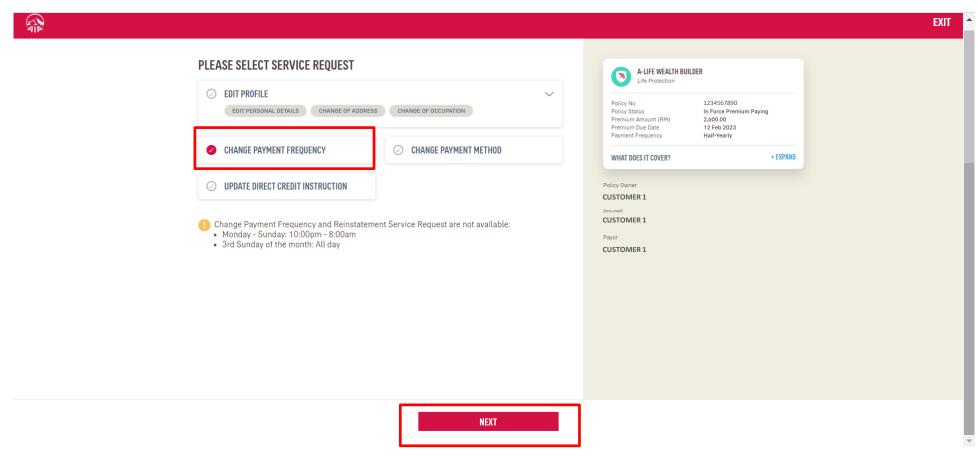
Step 5
Select
Preferred
Payment
Frequency

Step 6
Summary
Review &
OTP
Authentication

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Select "Change Payment Frequency" and Click "Next"



Step 1 Click on Service Request Icor

Step 2 Select your Policy Step 3
Select
Payment
Frequency

Step 4
Customer
Due Diligence

Step 5
Select
Preferred
Payment
Frequency

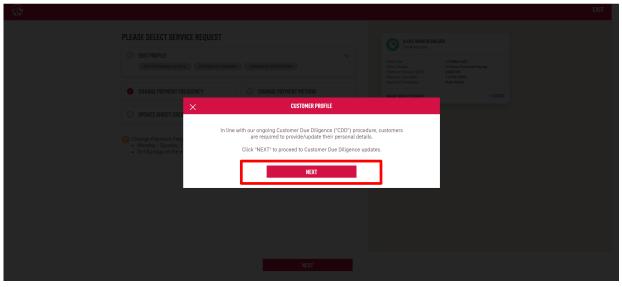
Step 6
Summary
Review &
OTP
Authenticatior

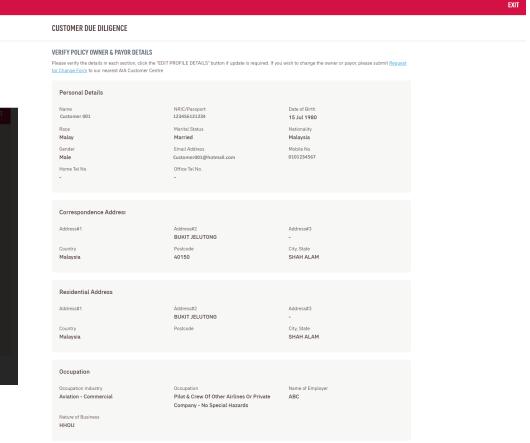
Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Click "Next" to view Customer Due Diligence (CDD) details

Click on "Edit Profile Details" where required, else Click "Verify" to Proceed





Step 1 Click on Service Request Icor

Step 2 Select your Policy Step 3
Select
Payment
Frequency

Step 4

Customer

Due Diligence

Step 5
Select
Preferred
Payment
Frequency

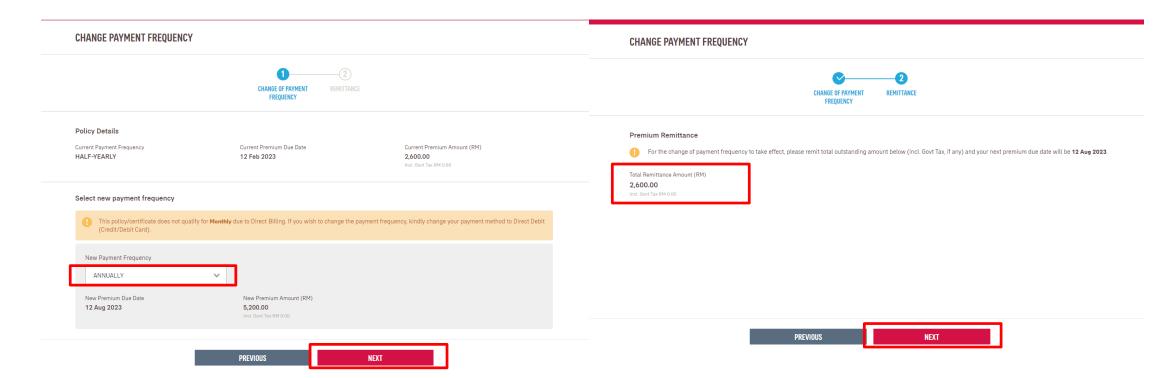
Step 6 Summary Review & OTP Authentication

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Select the "New Payment Frequency" and click "Next"

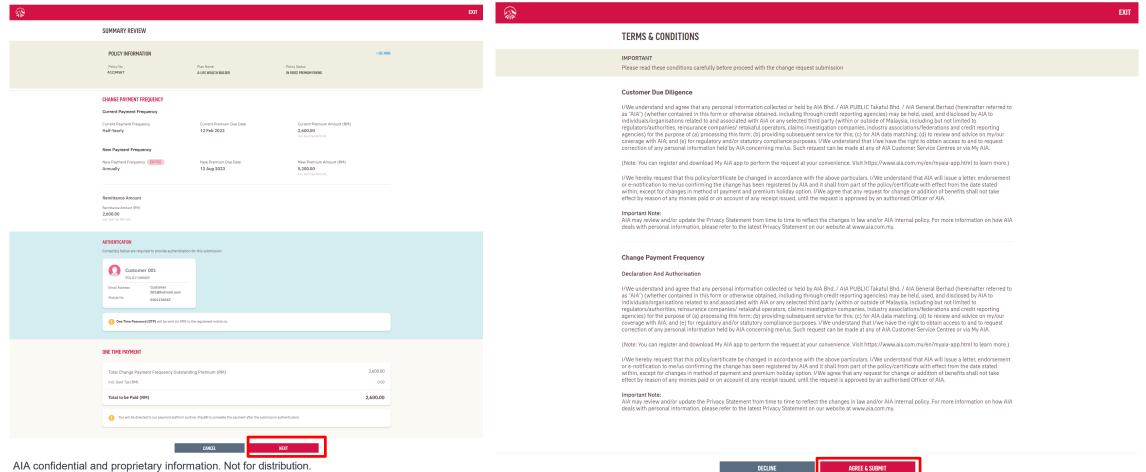
Confirm total remittance amount and click "Next"



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Step 6 Summary Review & **OTP** Authentication

#### Review summary details and click "Next", then click "Agree and Submit" after reading the terms & conditions



Step 1 Click on Service Request Icor

Step 2 Select your Policy Step 3
Select
Payment
Frequency

Step 4

Customer

Due Diligence

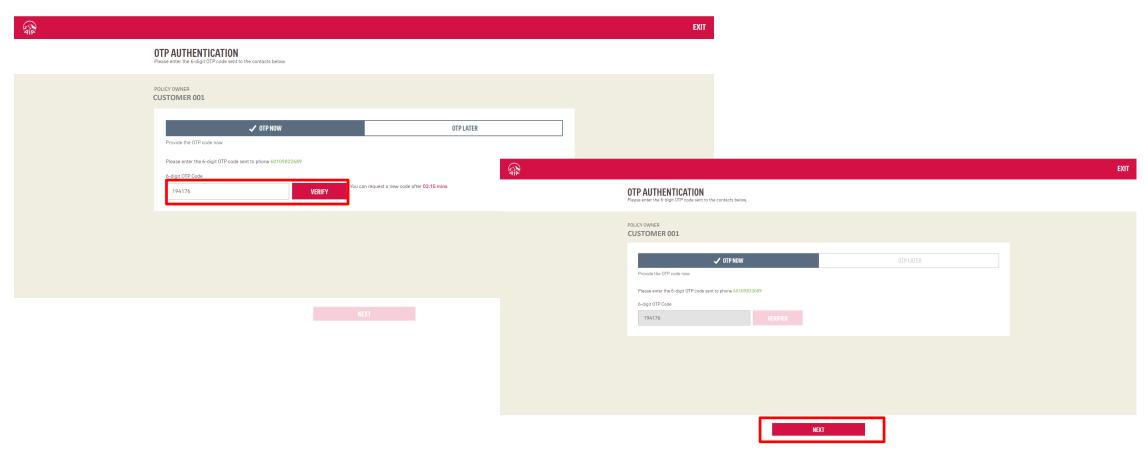
Step 5
Select
Preferred
Payment
Frequency

Step 6
Summary
Review &
OTP
Authentication

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Key in OTP code and click "Verify", then click "Next"



Step 1 Click on Service Request Icor

Step 2 Select your Policy Step 3
Select
Payment
Frequency

Step 4
Customer
Due Diligence

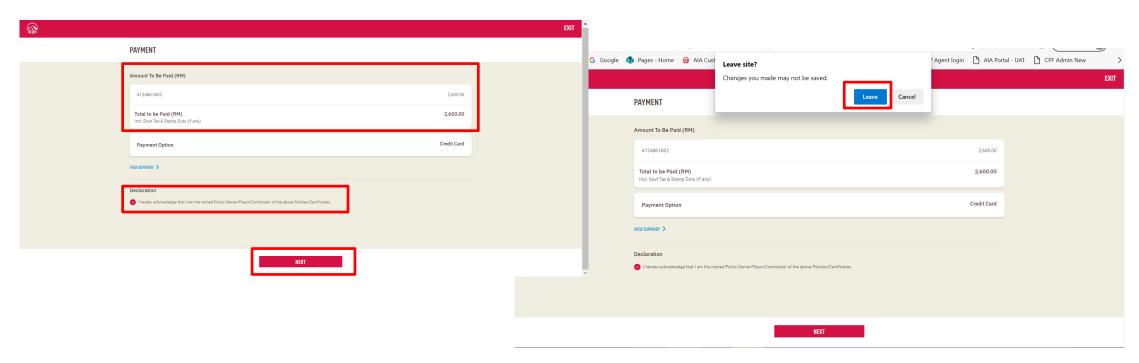
Step 5
Select
Preferred
Payment
Frequency

Step 6
Summary
Review &
OTP
Authentication

Step 7 Confirm Payment Amount

Step 8
Complete
Card Details &
Authentication

Confirm payment amount, check the declaration box and click "Next", then click "Leave" to proceed to payment



Step 1
Click on
Service
Request Icon

Step 2 Select your Policy Step 3
Select
Payment
Frequency

Step 4
Customer
Due Diligence

Step 5
Select
Preferred
Payment
Frequency

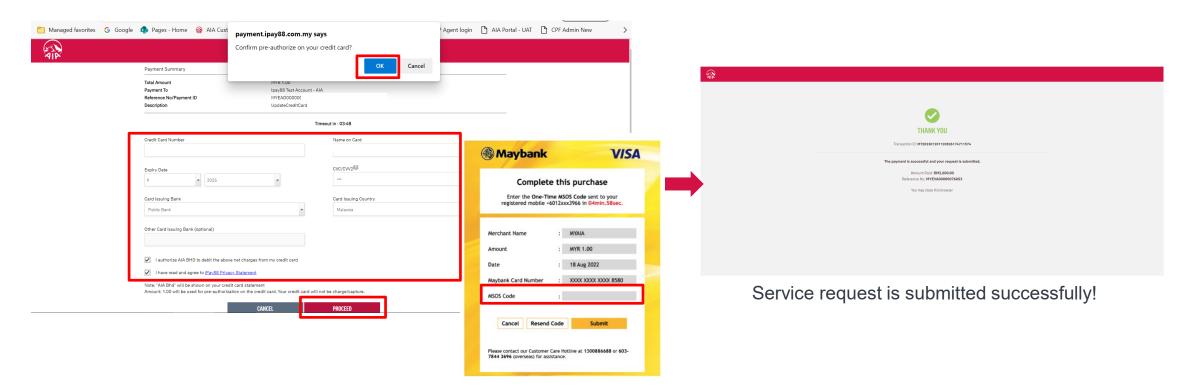
Step 6
Summary
Review &
OTP
Authenticatio

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Key in credit card details and check the 2 boxes to proceed with pre-authorization of credit card, then click "OK"

Key in the OTP sent to the registered mobile



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# Change Payment Method (Credit/Debit Card)



Step 1
Click on
Service
Request Icon
Step 2
Select your
policy

Step 3
Select Change
Payment
Method

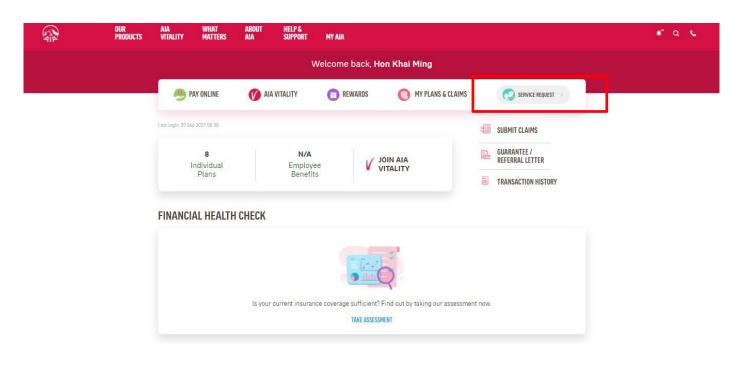
Step 4
Customer
Due Diligence

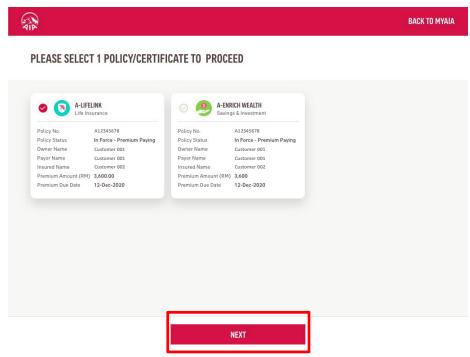
Step 5
Select
Payment
Method

Step 6 Summary review Step 7
OTP
Authentication

Step 8
Complete
Card Details &
Authentication

Click "Service Request", select the policy/certificate to proceed, then click "Next"





Step 1 Click on Service Request Ico

Step 2 Select your policy Step 3
Select Change
Payment
Method

Step 4
Customer
Due Diligence

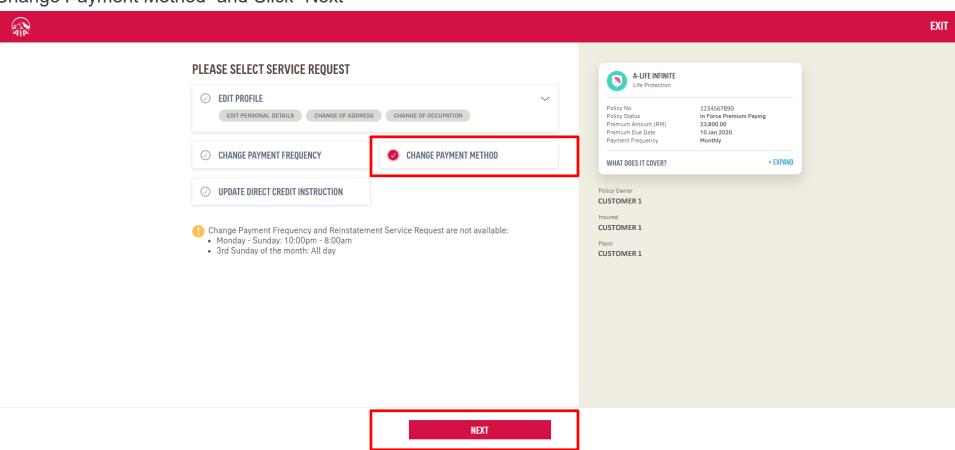
Step 5
Select
Payment
Method

Step 6
Summary
review

Step 7
OTP
Authentication

Step 8
Complete
Card Details &
Authentication

Select "Change Payment Method" and Click "Next"



Step 1 Click on Service Request Icor

Step 2 Select your policy Step 3
Select Change
Payment
Method

Step 4
Customer
Due Diligence

Step 5
Select
Payment
Method

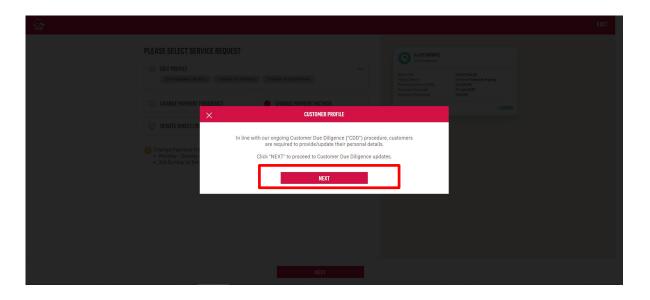
Step 6 Summary review Step 7
OTP
Authentication

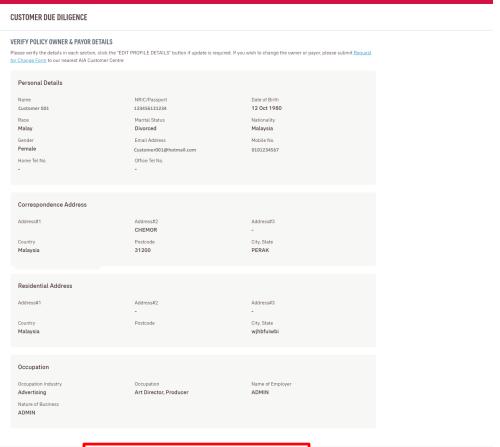
Step 8
Complete
Card Details &
Authentication

EXIT

Click "Next" to view Customer Due Diligence (CDD) details

Click on "Edit Profile Details" where required, else Click "Verify" to Proceed





Step 1 Click on Service Reguest Icor

Step 2
Select your policy

Step 3
Select Change
Payment
Method

Step 4
Customer
Due Diligence

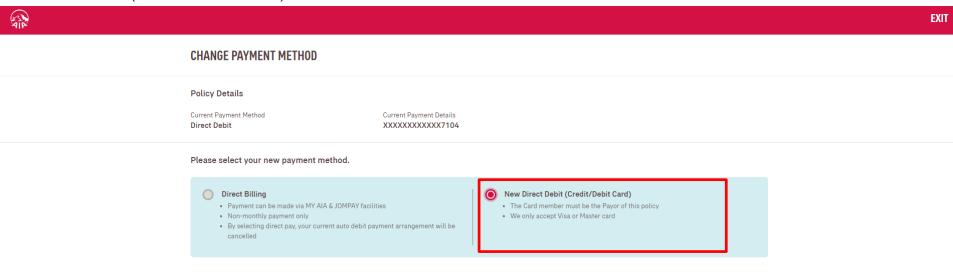
Step 5 Select Payment Method

Step 6 Summary review

Step 7
OTP
Authentication

Step 8
Complete
Card Details &
Authentication

Select New Direct debit (Credit/Debit Card) and Click "Next"



PREVIOUS

NEXT

Step 1 Click on Service Reguest Ico

Step 2
Select your
policy

Step 3
Select Change
Payment
Method

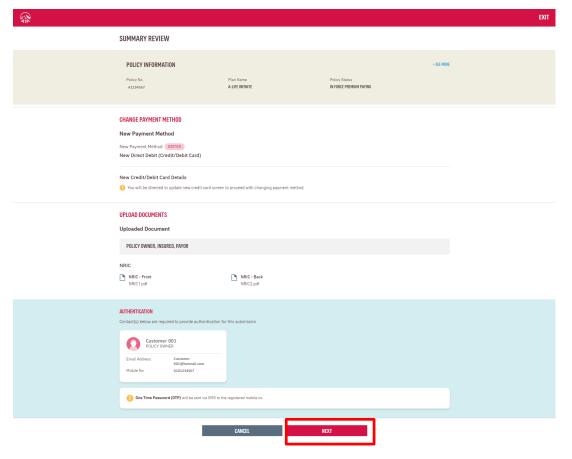
Step 4
Customer
Due Diligence

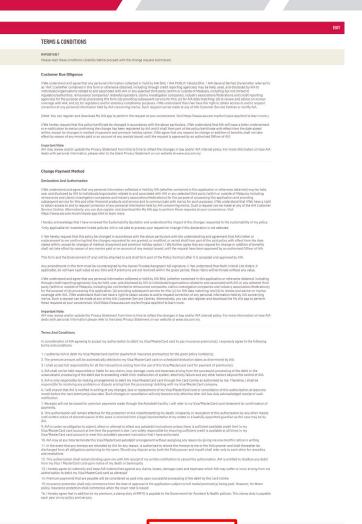
Step 5
Select
Payment
Method

Step 6 Summary review Step 7
OTP
Authentication

Step 8
Complete
Card Details &
Authentication

Review summary details and click "Next", then click "Agree and Submit" after reading the terms & conditions





Step 1 Click on Service Request Icon

Step 2 Select your policy Step 3
Select Change
Payment
Method

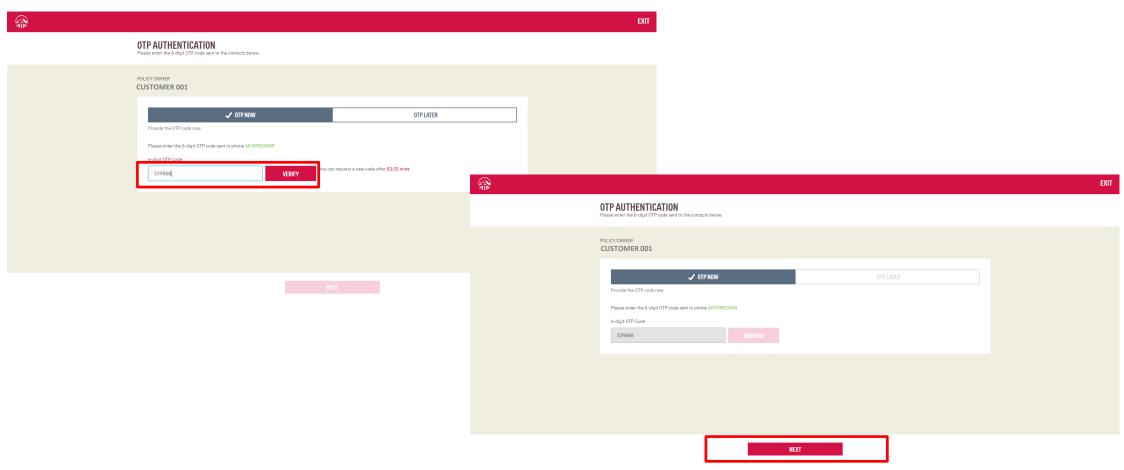
Step 4
Customer
Due Diligence

Step 5
Select
Payment
Method

Step 6 Summary review Step 7
OTP
Authentication

Complete
Card Details &
Authentication

Key in OTP code and click "Verify", then click "Next"



Step 1
Click on Service Request Icon

Step 2
Select your policy

Step 3
Select Change Payment Method

Step 4
Customer Due Diligence

Step 5
Select Payment Method

Step 5
Select Payment Method

Step 5
Summary review

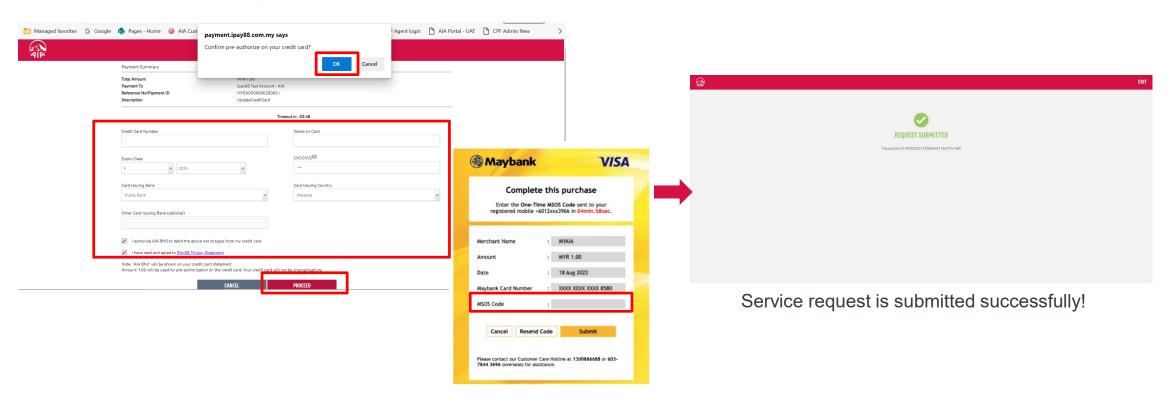
Step 6
Summary review

Step 7
OTP
Authentication

Step 8
Complete Card Details & Authentication

Key in credit card details and check the 2 boxes to proceed with pre-authorization of credit card, then click "OK"

Key in the OTP sent to the registered mobile



# **Update Direct Credit Instruction**

(Bank Account for e-Payment)



Step 1
Click on Service
Request Icon

Step 2
Step 2
Select your Policy

Step 3
Select Update Direct Credit Instruction

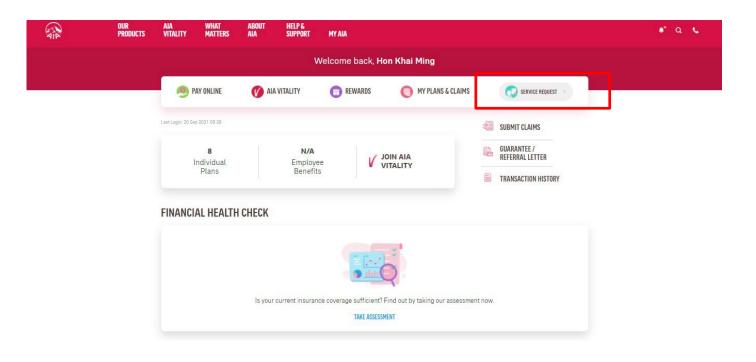
Step 4
Customer Due Diligence
Due Diligence

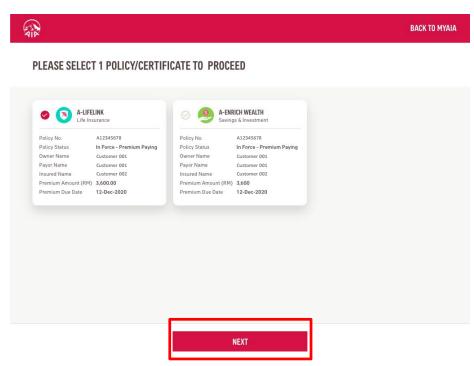
Step 5
Update Bank Account Details

Step 6
Summary Review

Authentication

Click "Service Request", select the policy/certificate to proceed, then click "Next"





Step 1 Click on Service Request Icor

Step 2
Select your
Policy

Step 3
Select Update
Direct Credit
Instruction

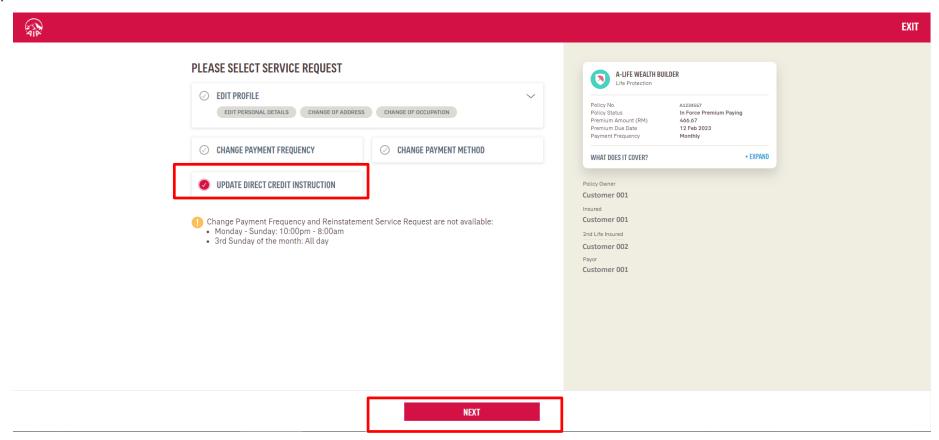
Step 4
Customer
Due Diligence

Step 5
Update Bank
Account
Details

Step 6 Summary Review

Step 7
OTP
Authentication

Select "Update Direct Credit Instruction, then click "Next"



Step 1 Click on Service Request Icon

Step 2 Select your Policy Step 3
Select Update
Direct Credit
Instruction

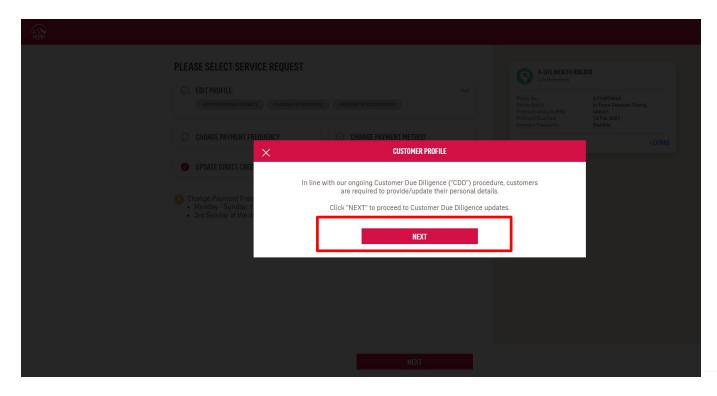
Step 4
Customer
Due Diligence

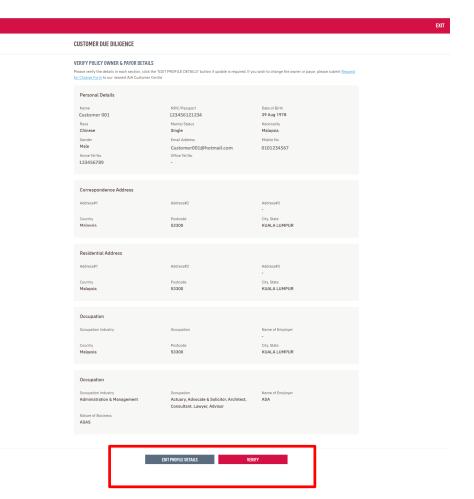
Step 5 Update Bank Account Details

Step 6 Summary Review Step 7
OTP
Authentication

Click "Next" to view Customer Due Diligence (CDD) details

Click on "Edit Profile Details" where required, else Click "Verify" to Proceed





Step 1 Click on Service Request Icor

Step 2 Select your Policy Step 3
Select Update
Direct Credit
Instruction

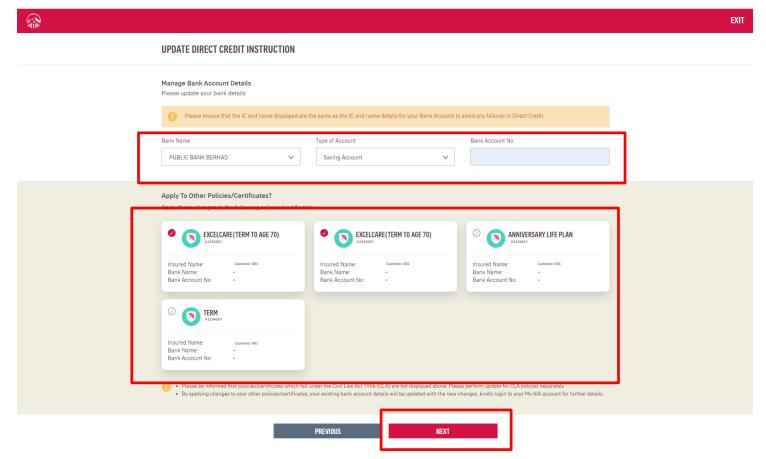
Step 4
Customer
Due Diligence

Step 5 Update Bank Account Details

Step 6
Summary
Review

Step 7
OTP
Authentication

Update Bank account details and select other policies (if required), then click "Next"



#### **SERVICE REQUEST – Update Direct Credit Instruction**

Step 1 Click on Service Request Icor

Step 2
Select your
Policy

Step 3
Select Update
Direct Credit
Instruction

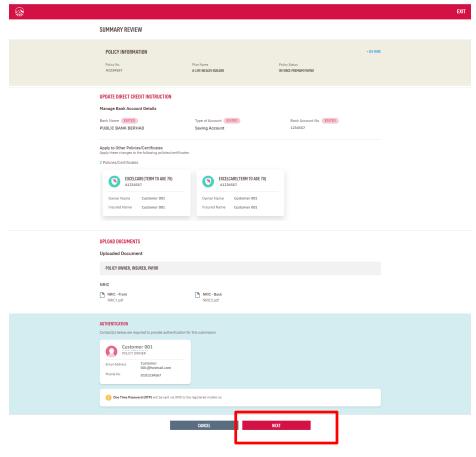
Step 4
Customer
Due Diligence

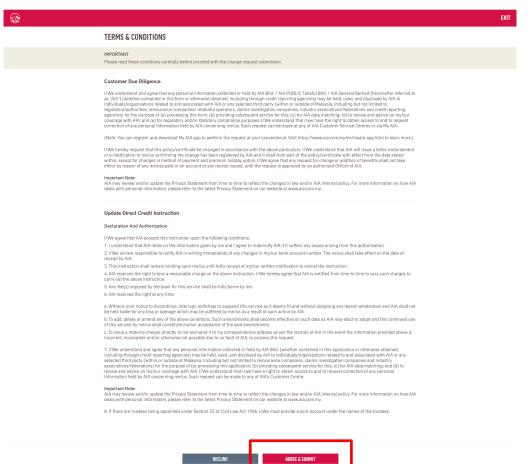
Step 5
Update Bank
Account
Details

Step 6 Summary Review

Step 7
OTP
Authentication

Review summary details and click "Next", then click "Agree and Submit" after reading the terms & conditions





#### **SERVICE REQUEST – Update Direct Credit Instruction**

Step 1
Click on Service Request Icon

Step 2
Select your Policy

Step 3
Select Update Direct Credit Instruction

Step 4
Customer Due Diligence

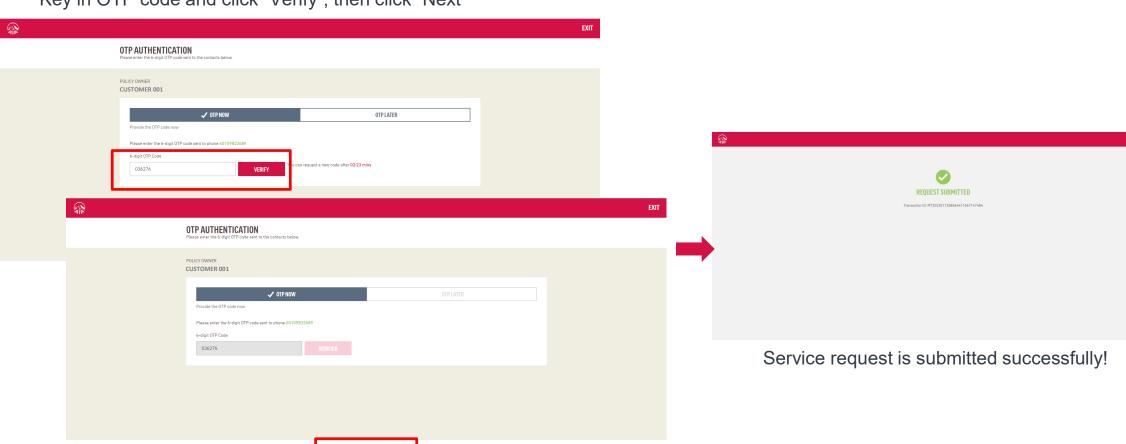
Step 5
Update Bank Account Details

Step 5
Update Bank Account Details

Step 6
Summary Review

Authentication

Key in OTP code and click "Verify", then click "Next"



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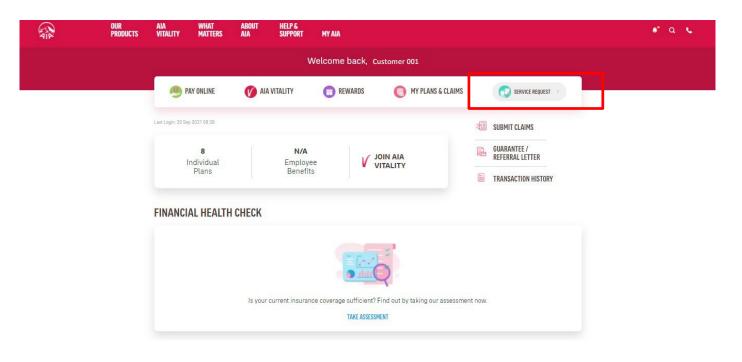
# Reinstatement

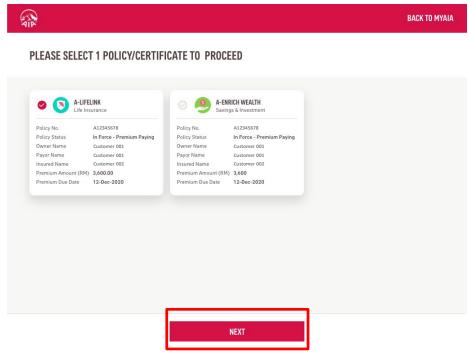


Step 1 Click on Service Request Icon

Step 2 Select your Policy

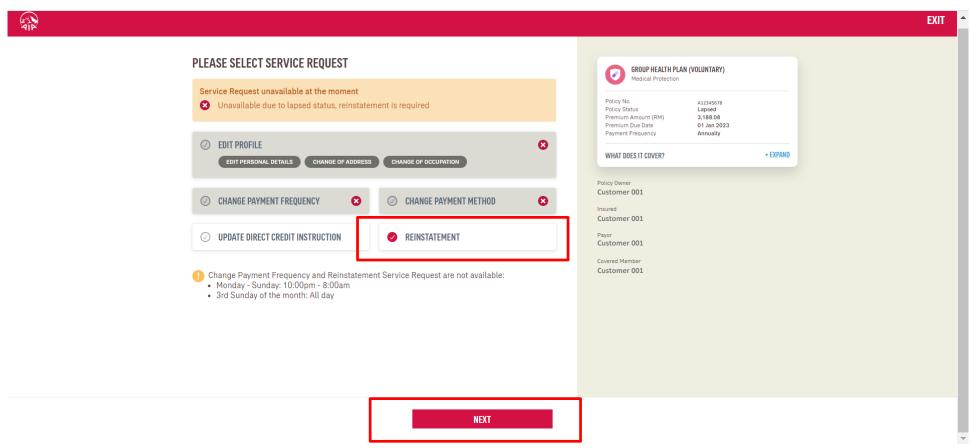
Click "Service Request", select the policy/certificate to proceed, then click "Next"





Step 3 Select Reinstatement

Select "Reinstatement" and click "Next"



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Step 1 Click on Service Request Icor

Step 2
Select your
Policy

Step 3 Select Reinstatemen Step 4
Customer
Due Diligence

Step 5
Check
Reinstatement
Amount

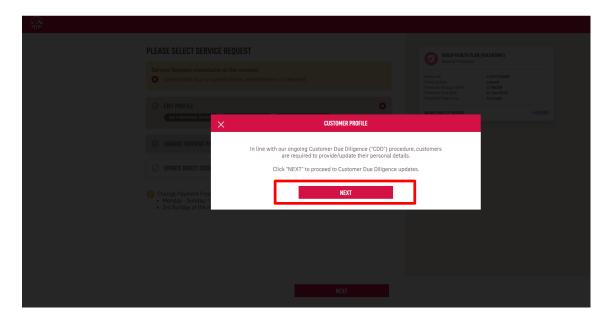
Step 6
Summary
Review &
OTP
Authenticatior

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Click "Next" to view Customer Due Diligence (CDD) details

Click on "Edit Profile Details" where required, else Click "Verify" to Proceed



CUSTOMER DUE DILIGENCE  VERIFY POLICY OWNER & PAYOR DETAILS  Please verify the details in each section, click the "EDIT PROFILE DETAILS" button if update is required. If you wish to change the owner or payor, please submit Request for Change Form to our nearest AIA Customer Centre  Personal Details  Name NRIC/Passport Date of Birth Customer 001 123456321234 15 Jul 1980  Race Marital Status Nationality  Malay Married Malaysi  Gender Email Address Mobile No  Male Customer 001@hotmail.com 0101234567  Home Tel No. Office Tel No.
Please verify the details in each section, click the "EDIT PROFILE DETAILS" button if update is required. If you wish to change the owner or payor, please submit Request for Change Form to our nearest AIA Customer Centre  Personal Details  Name NRIC/Passport Date of Birth Customer 001 123456121234 15 Jul 1980 Race Marital Status Nationality Malay Married Malaysia Gender Email Address Mobile No. Male Customer001@hotmail.com 0101234567 Home Tel No. Office Tel No.
Name         NRIC/Passport         Date of Birth           Customer 001         123456121234         15 Jul 1980           Race         Marital Status         Nationality           Malay         Married         Malayuia           Gender         Email Address         Mobile No.           Male         Customer001@hotmail.com         0101234567           Home Tel No.         Office Tel No.
Customer 001         123456121234         15 Jul 1980           Race         Marital Status         Nationality           Malay         Married         Malayaia           Gender         Email Address         Mobile No.           Male         Customer001@hotmail.com         0101234567           Home Tel No.         Office Tel No.
Correspondence Address Address#1 Address#2 Address#3
Country Postcode City, State
Malaysia 40150 SHAH ALAM
Residential Address
Address#1 Address#2 Address#3 <b>BUKIT JELUTONG</b> -
Country Postcode City, State  Malaysia 40150 SHAH ALAM
Occupation
Occupation Industry Occupation Aviation - Commercial Pilot & Crew Of Other Airlines Or Private ABC Company - No Special Hazards  Nature of Business HHOU

Step 1 Click on Service Request Icon

Step 2
Select your
Policy

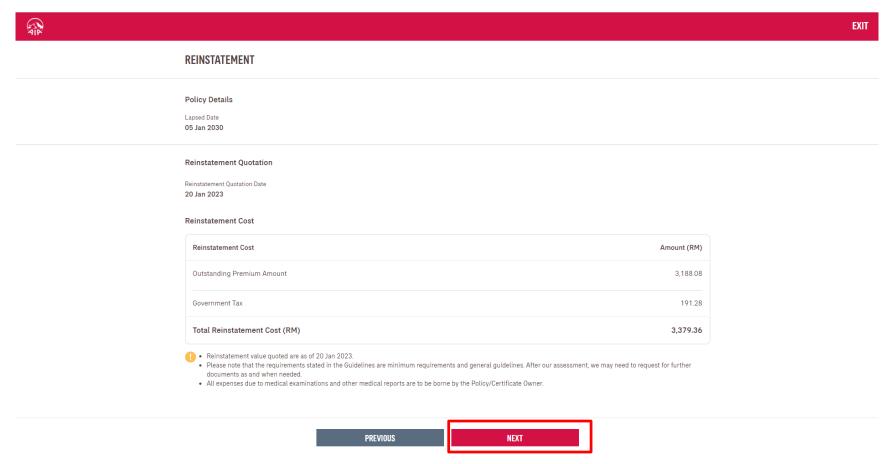
Step 3 Select Reinstatemen Step 4
Customer
Due Diligence

Step 5 Check Reinstatement Amount Step 6
Summary
Review &
OTP
Authentication

Step 7
Confirm
Payment
Amount

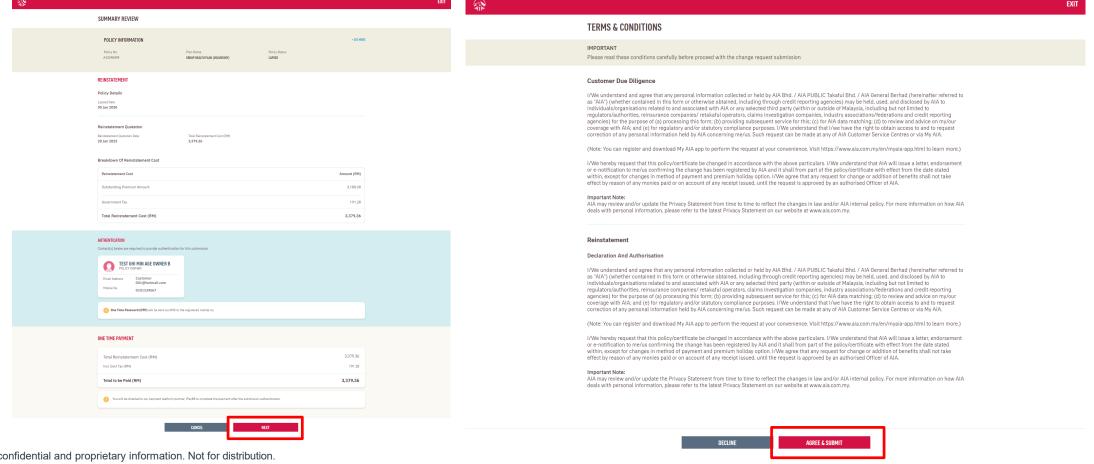
Step 8
Complete
Card Details &
Authentication

#### Check the reinstatement quotation and click "Next"



Step 6 Summary Review & **OTP** Authentication

Review summary details and click "Next", then click "Agree and Submit" after reading the terms & conditions



Step 1 Click on Service Request Icor

Step 2
Select your
Policy

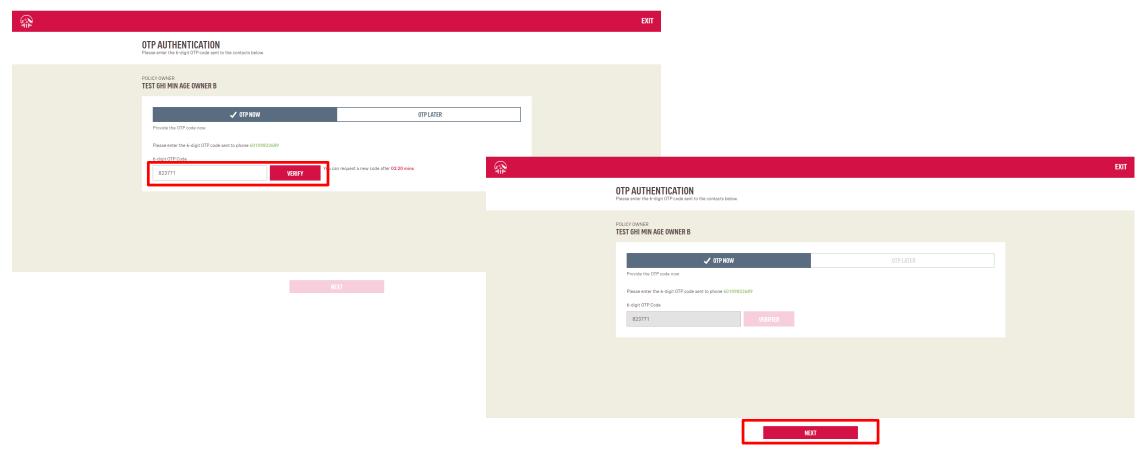
Step 3 Select Reinstatemen Step 4
Customer
Due Diligence

Step 5 Check Reinstatement Amount Step 6
Summary
Review &
OTP
Authentication

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Key in OTP code and click "Verify", then click "Next"



Step 1 Click on Service Request Icon

Step 2
Select your
Policy

Step 3 Select Reinstatemer Step 4

Customer

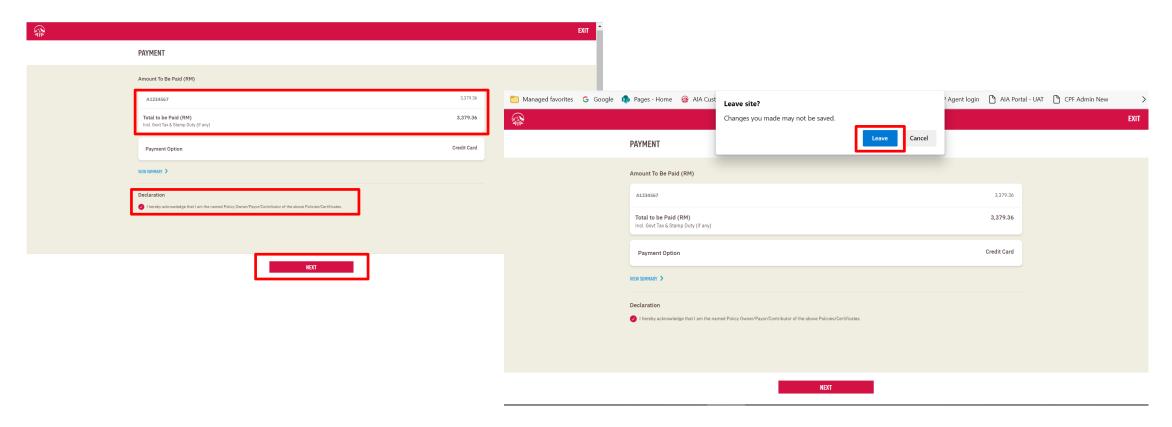
Due Diligence

Step 5 Check Reinstatement Amount Step 6
Summary
Review &
OTP
Authentication

Step 7 Confirm Payment Amount

Step 8
Complete
Card Details &
Authentication

Confirm payment amount, check the declaration box and click "Next", then click "Leave" to proceed to payment



Step 1 Click on Service Request Icon

Step 2
Select your
Policy

Step 3 Select Reinstatemen

Step 4

Customer

Due Diligence

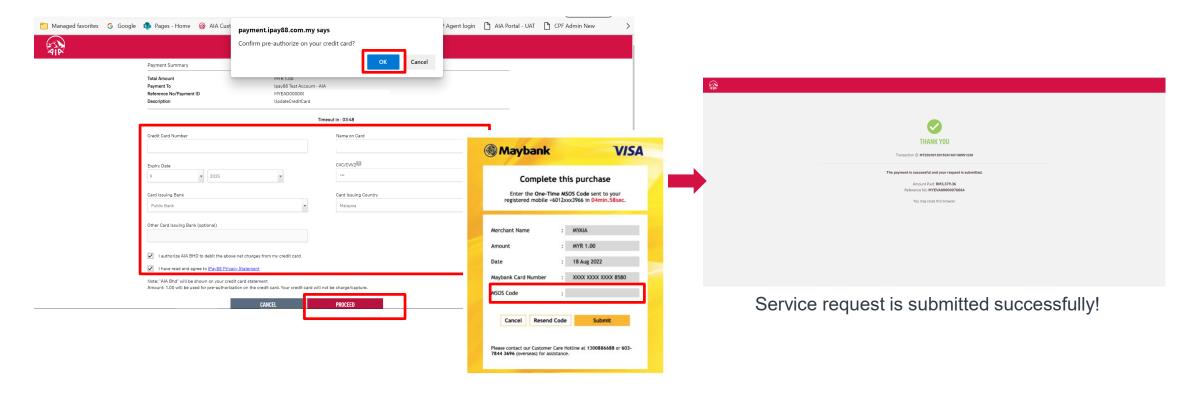
Step 5 Check Reinstatement Amount Step 6
Summary
Review &
OTP
Authentication

Step 7
Confirm
Payment
Amount

Step 8
Complete
Card Details &
Authentication

Key in credit card details and check the 2 boxes to proceed with pre-authorization of credit card, then click "OK"

Key in the OTP sent to the registered mobile

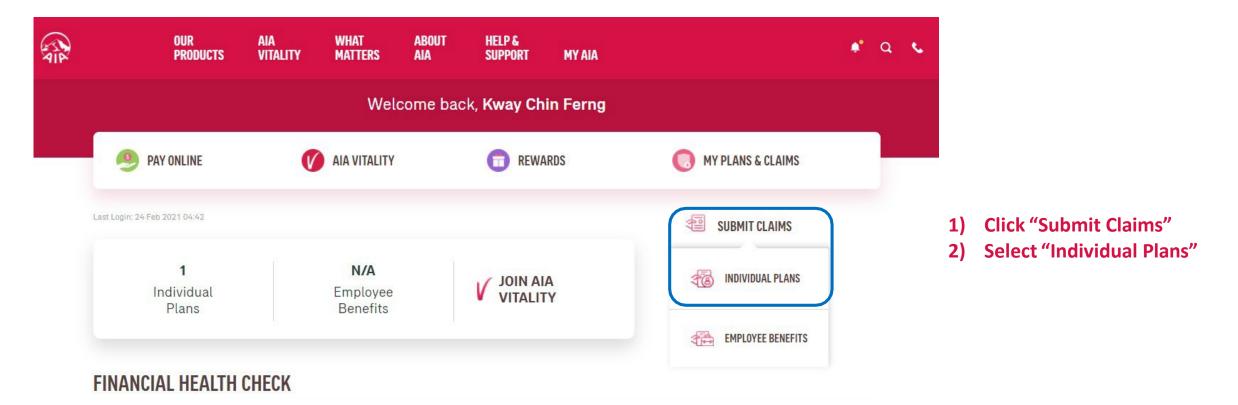




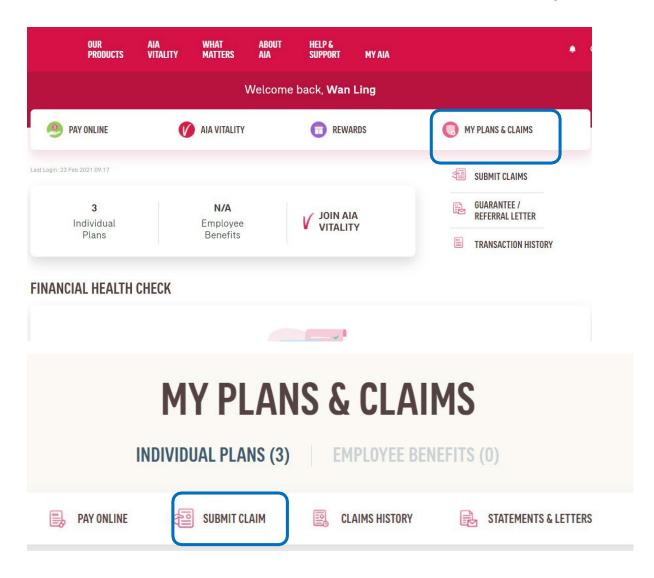
# Submit Individual Claims

- **Submit Claims**
- Check Claim History and Status
- **Submit Pending Claims**

## **SUBMIT** Individual Claim (Dashboard View)



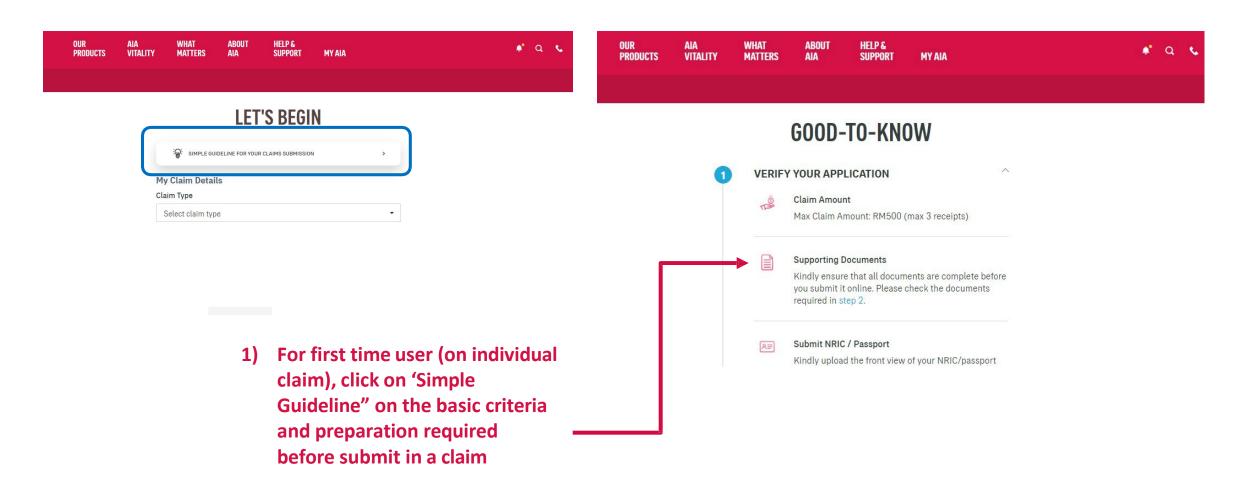
## **SUBMIT** Individual Claim (My Plans & Claims View)



- 1) Click on "My Plans & Claims"
- 2) Click "Submit Claims"

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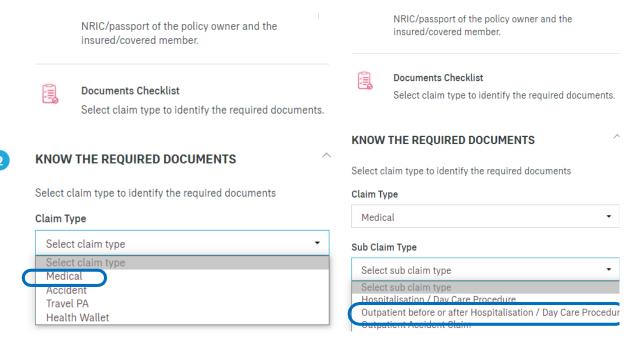
## **SUBMIT** Individual Claim (Guideline/Good-To-Know Page)



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Go through all the guides

## **SUBMIT** Individual Claim (Guideline/Good-To-Know Page)



Outpatient before or after Hospitalisation / Day Care Pro...

#### **Required Documents For Medical Claims**

- Original Itemised Receipts and Bills
- Medical Information Request in Hospitalisation Claim Form (medical report) OR endorsement from treating doctor on the nature of the illness / accident for each receipt / bill submitted
- Lab / Imaging Reports, Dengue Serology Report, Police Report, Copy of passport or flight details for overseas claim (where applicable)
- Translation (for all non-English / Bahasa Malaysia documents, where applicable)

YES, I'M READY TO SUBMIT

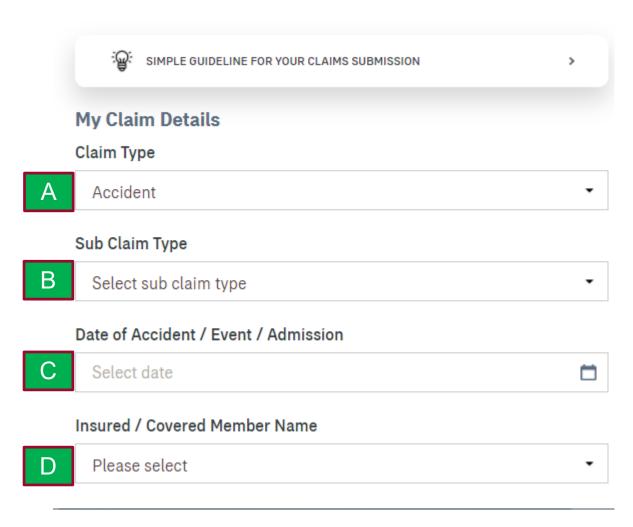
3)To know the exact documents required for a specific claim that you want to submit, you may select the "Claim Type" and "Sub Claim Type" to go through the checklist

In this example, the "Medical" Claim Type and "Outpatient.." Sub Claim Type is selected.

- 4) You may select other "Claim Type" and "Sub Claim Type
- if you would like to learn on those as well
- 5) Once you are ready to submit, click on "Yes, I'm ready.."

## **SUBMIT** Individual Claim (Let's Begin Page)

#### **LET'S BEGIN**



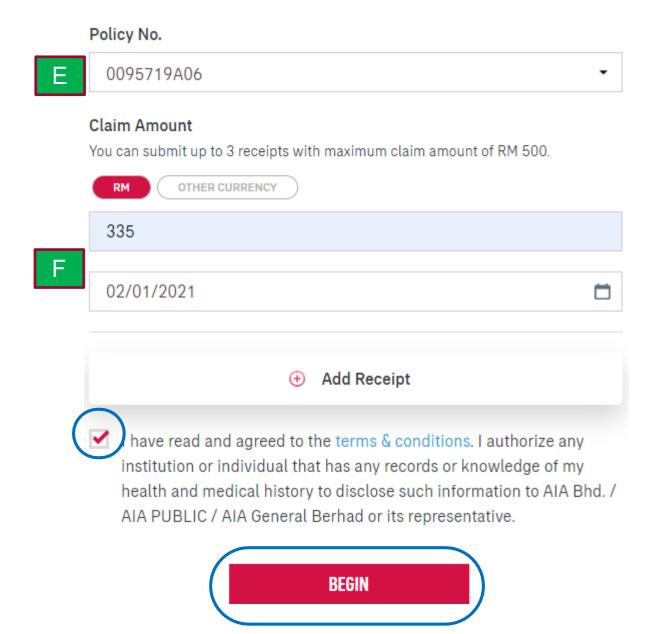
- 1) When you are ready to submit, please proceed with the following steps:
- A) Select Claim Type
- **B)** Select Sub Claim Type
- C) Input Date of Event

(Event description will vary according to Claim Type)

D) Select Insured/Covered Member Name

Refer Glossary Page for detailed description on each field.

## **SUBMIT** Individual Claim (Let's Begin Page)



- 1) When you are ready to submit, please proceed with the following steps:
- E) Select the Policy No. that you would like to claim on F) Input the claim amount and date for each receipt. If
- there is more than 1 receipt, click "Add Receipt"

  (Take note of the maximum no. of receipt and amount allowed)

Refer Glossary Page for detailed description on each field.

- 2)After updating the receipt amount and date, please read through the terms and conditions. If you agree, checked the box
- 3) Click "Begin" to move to the next page.

## **SUBMIT** Individual Claim (Upload The Required Documents)

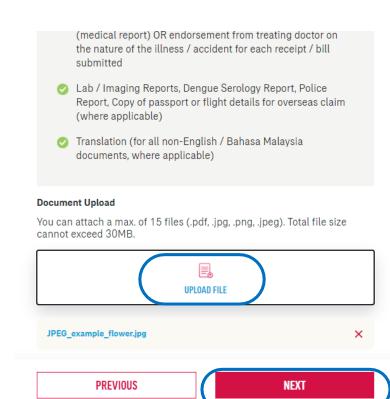
#### **UPLOAD THE REQUIRED DOCUMENTS**

#### **Required Documents For Medical Claims**

- Original Itemised Receipts and Bills
- Medical Information Request in Hospitalisation Claim Form (medical report) OR endorsement from treating doctor on the nature of the illness / accident for each receipt / bill submitted
- Lab / Imaging Reports, Dengue Serology Report, Police Report, Copy of passport or flight details for overseas claim (where applicable)
- Translation (for all non-English / Bahasa Malaysia documents, where applicable)

PREVIOUS

NEXT

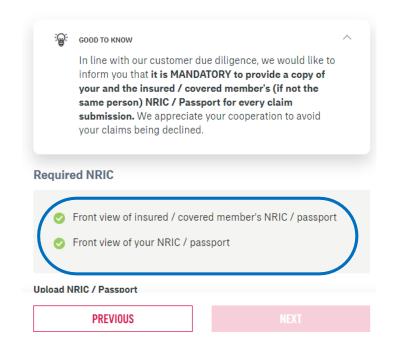


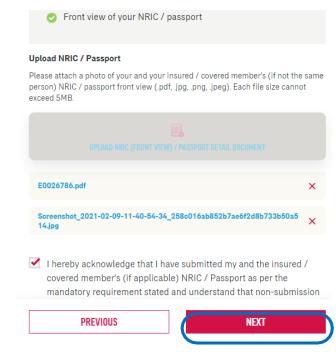
- I) Go through each and every requirement
- 2) Upload all required documents as specified (Take note of the file size and type as well as the no. of files allowed)
- Click "Next"

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## **SUBMIT** Individual Claim (Upload NRIC Page)

#### **UPLOAD YOUR NRIC**





- 1) Now, upload your NRIC or passport.
- 2) If the Insured/Covered member is a different person, please ensure the Insured/Covered Member's NRIC is uploaded as well. You will not be able to proceed further if no or only 1 NRIC/passport is uploaded.
- 3) "Checked" the acknowledgement once you are satisfied with the attachment and then click "Next".

### **SUBMIT** Individual Claim (Payment Details Page)

#### **MY DETAILS**

#### **Payment Details**

#### Bank Name

Account No.

BANK OF AMERICA ▼

112323

#### My Details

Customer ID No. 780721145722

Email Address N/A

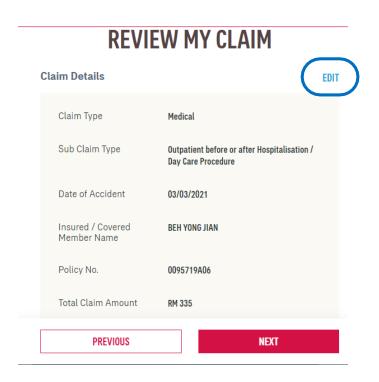
Mobile Phone No. N/A

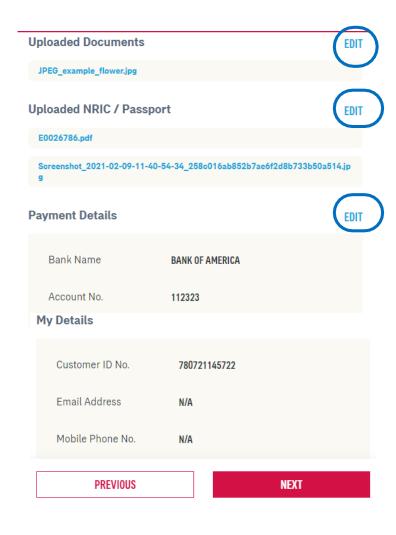
(I) Kindly ensure that all details are keyed in accurately or you might not receive your claim payment according to your policy. AIA will not be held responsible if the details provided are inaccurate. You may update your email address and mobile phone number in your My Profile page.

- Next, select the bank name & input the bank account no that you would like the payment (if any) to be made to you. Do ensure that these info and your ID no. are accurate
- 2) You may read through the note on how your email or mobile phone no. can be updated.
- 3) Once you have verified the info, click "Next"

NEXT

## **SUBMIT** Individual Claim (Review My Claim Page)

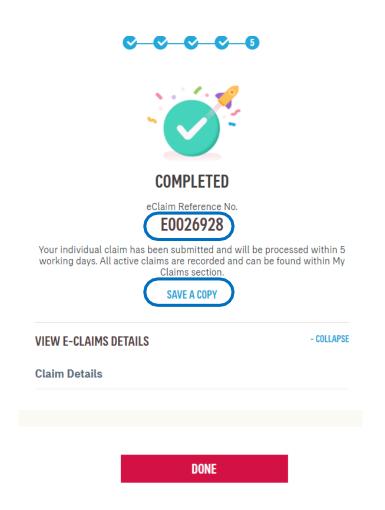




- 1) The last step before the claim is submitted is to review all the inputs that you have made from the beginning.
- 2) If there is any correction to be made, click on "Edit" on any particular page that change is required. Thereafter, proceed to go "Next" until you reach this "Review My Claim Page" again
- If there is no further changes is required, you may click "Next"
- 4) The claim will then be submitted to AIA

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## **SUBMIT** Individual Claim (Completed Page)

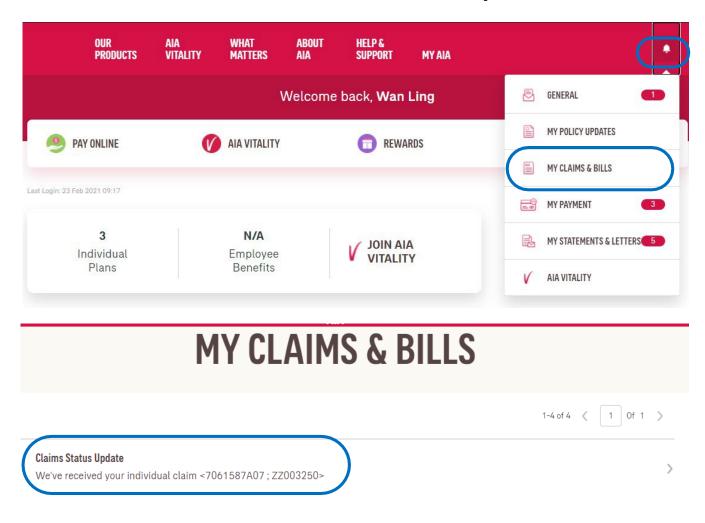




- 1) You will land on the "Completed Page" now. Please take note of the e-Claim Reference No and save it for your future reference
- 2) You may also click "Save a Copy" to download an e-Receipt with details of the claim that you have just submitted.
- Click "Done", once you have captured all required info.

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## **SUBMIT** Individual Claim (Push Notification)



- Once your claim has been registered, you will receive a push notification via the "notification bell" -> "My Claims & Bills" that your claim is received by AIA.
- Similarly, whenever there is any change in the status of your claim, you will receive similar push notification

Refer Glossary Page for detailed description on different type of push notification that you may receive.

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## Claims Menu Glossary – Claim Type, Sub Claim Type

Title	Selection	Description
Claim Type	Medical	Claim on a Medical rider/policy
	Accident	Claim on an Accident rider/policy
	Travel PA	Claim on a Travel PA policy
	Health Wallet	Claim on a Medical rider/policy with health wallet balance/value
Sub Claim Type	Hospitalisation/ Day Care Procedure	Claim for an event due to hospitalisation or outpatient day care surgery/procedure
(Medical)	Outpatient claim before or after Hospitalisation/ Day Care Procedure	Claim for outpatient visit before or after hospitalisation/ day care procedure
	Outpatient Accident Claim	Outpatient claim for an accident event (with no hospitalisation) on a medical rider/policy
Sub Claim Type	Food Poisoning	Event caused by food poisoning
(Accident)	Assault	Event caused by injury sustained from another
	Accidentally Bitten by animals/insects	As it is
	Burns/Cut	As it is
	Motor/Non-motor vehicle accident	Accident caused by a moving vehicle

## Claims Menu Glossary – Sub Claim Type

Title	Selection	Description
Sub Claim Type	Accidental Fall	As it is
(Accident)	Ingestion or infiltration of foreign body	Injury caused by accidental swallowing/exposure of objects/chemical in the mouth, eye, ear or nose
	Hit by heavy object	As it is
	Occupational/ industrial accident	Injury at workplace
	Natural Disaster	As it is
	Sports accident	Sudden traumatic injury caused by playing sports (not due to fatigue or muscle ache)
Sub Claim Type	Medical Expenses	Medical expenses incurred during a covered trip
(Travel PA)	Cancellation, Delay or Curtailment of Journey / Loss of Deposit	As it is
	Baggage & Personal Effects (Damage / Delay) / Loss of Money or Travel Documents	As it is

## Claims Menu Glossary – Sub Claim Type

Title	Selection	Description
Sub Claim Type	Health Screening / Vaccination	As it is
(Health Wallet)	Congenital Conditions / Plastic or Cosmetic Surgery due to Accident or Cancer	As it is
	Mobility and Hearing Support / Recovery Care for Cancer, Stroke and Heart Attack	As it is
	Mental Health Benefit	As it is
Date of Event	Date of Admission/Procedure (Medical)	Date admitted to hospital/for outpatient surgery
	Date of Accident/Event/Admission (Accident)	Date of accident or event/admission covered under this plan
	Date of Accident/Event (Travel PA)	Date of accident or event covered under this plan
	Date of Procedure/Event (Health Wallet)	Date of outpatient surgery or screening/ vaccination/support purchase/consultation event

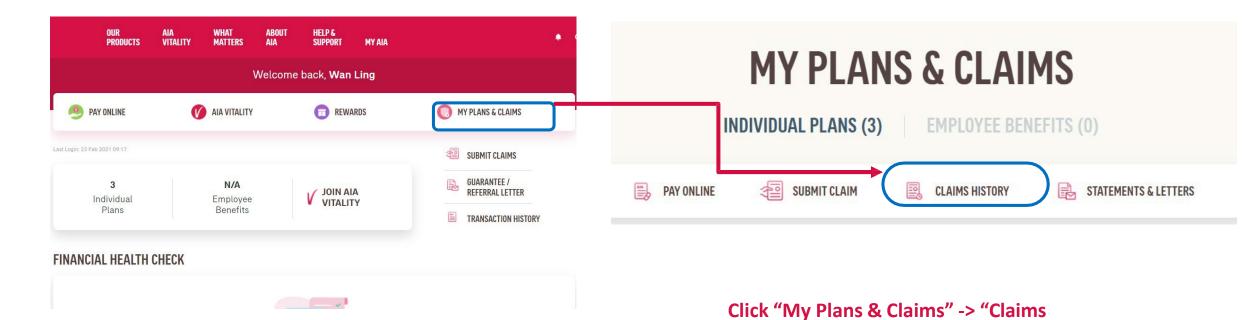
## Claims Menu Glossary – Others

Title	Description
Insured/ Covered Member Name	The customer in which the claim event is filed upon for this claim submission. Please do not select the owner's name if the claim event does not belong to the owner.
Policy No	Select the relevant policy no. that you would like to make your claim on. If you have selected a claim type which do not match with your policy benefit coverage, the intended policy no. will not appear for selection.
Any empty fields or terms and conditions not acknowledged ( $$ )	The "next page" button will be dimmed, or you can not proceed to the next page.

## **SUBMIT** Individual Claim (Push Notification)

Title	Description
"We've received your individual claim (PN;CN)	AIA has received and registered your claim
"Your claim request for (PN;CN) requires additional documents."	Your claim is pending. Please submit the required documents for processing. Your claim history will indicate as "In Progress".
"Your individual claim (PN; CN) has been approved"	As it is
"Your individual claim (PN; CN) has been rejected"	As it is

#### **VIEW** Individual Claim History



History" to view your individual claims

history.

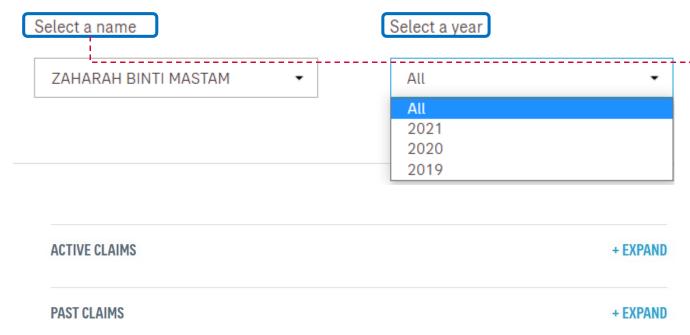
AIA confidential and proprietary information. Not for distribution.

#### **VIEW** Individual Claim History

## MY CLAIMS

Personal Claims Employee Claim

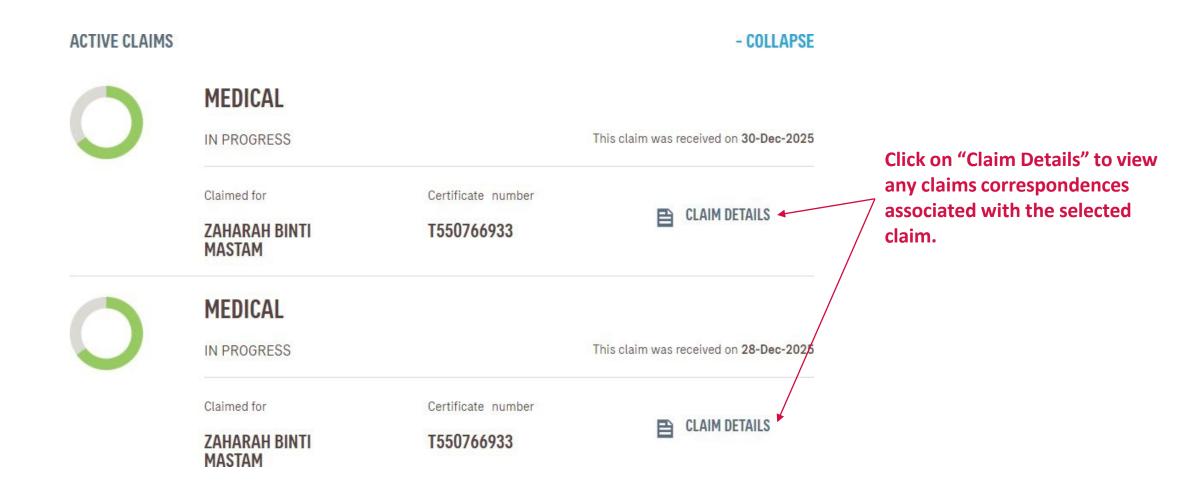
- 1) Ensure that "Personal Claims" is selected (to view Individual Claim History".
- You may filter the "Name" and "Year" or select "All' for both fields as to your interest.



3) "Active Claims" indicate the current claim in processing whilst "Past Claims" will lead you to all previous claims transactions. Click on the relevant "Expand" button to look into the details of each/selected claim to your interest

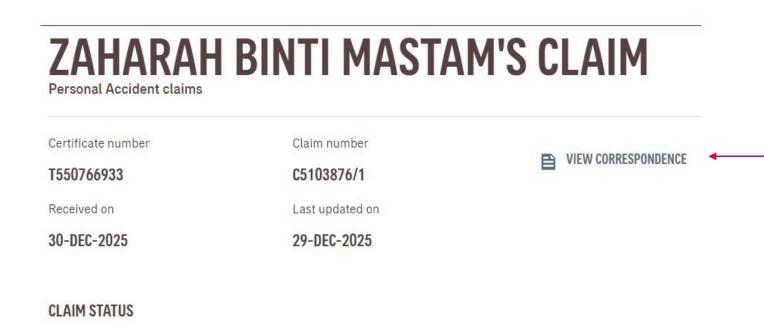
AIA confidential and proprietary information. Not for distribution

## **VIEW** Individual Claim History – Claim Details



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## VIEW Your Individual Claim History – Claim Details Page



You may click on "View Correspondence" to view\*

- a) Approval letter and detailed/breakdown settlement of the approved claim
- b) Decline letter for rejected claim
- Pending letter for claim requiring further info

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IN PROGRESS

COMPLETED

RECEIVED

<sup>\*</sup> Supported claim type/benefit only

#### **VIEW** Correspondence Documents Page



#### CORRESPONDENCE

Click below to download your copy of

25-Jun-2019



25-Jun-2019



CLOSE

Sample view when you click on "View Correspondence"

AIA confidential and proprietary information. Not for distribution

## **SUBMIT** Pending Claim





- For claim with "In Progress" Status, you may submit your reply by clicking into the respective claim in Claim History
- 2) Before you submit your reply, you may also view on the claim documents which you are pending.
- 3) Once you have gathered all the required documents, you may then click on "Submit Pending Documents" to proceed with submission.

#### **SUBMIT** Pending Claim



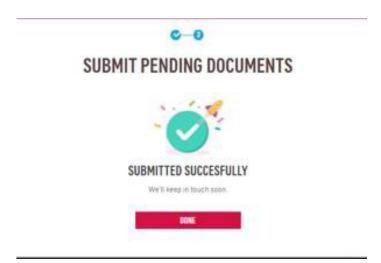
#### SUBMIT PENDING DOCUMENTS

#### **UPLOAD DOCUMENTS**

You can attach a max. of 15 files (.pdf, .jpg, .png, .jpeg). Total file size cannot exceed 30MB.



**SUBMIT** 



- 4) Similarly, upload the documents as required and click on "Submit" when you have complete the upload.
- 5) Once this is completed, you will be notified again once the claim is processed.
- 6) Click "Done" to return to the main Dashboard.

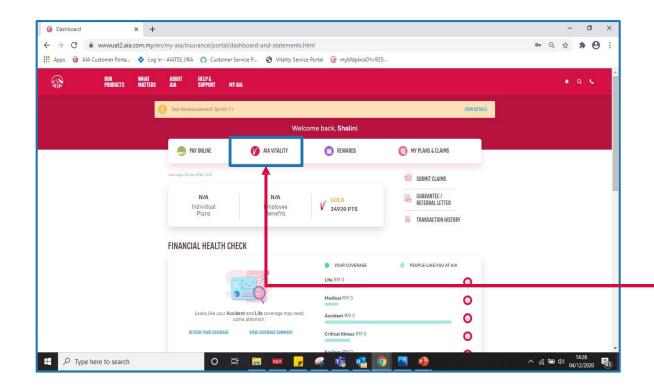
AIA confidential and proprietary information. Not for distribution.



## AIA Vitality

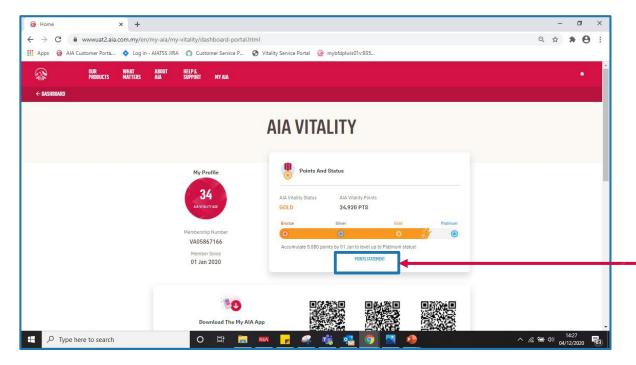
- Main Dashboard
- Point Statement
- Health Report

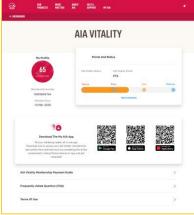
### Main Dashboard



Click 'AIA VITALITY'

### **AIAV Dashboard**



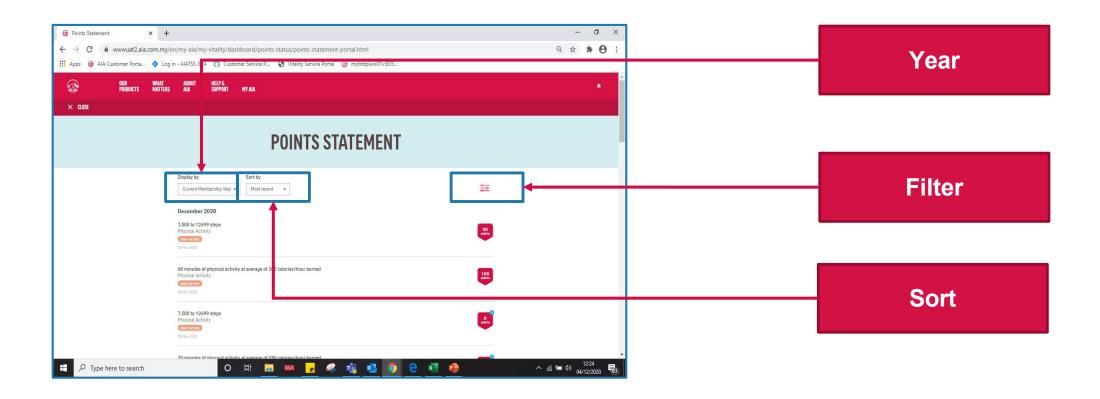


Links to open new tab:

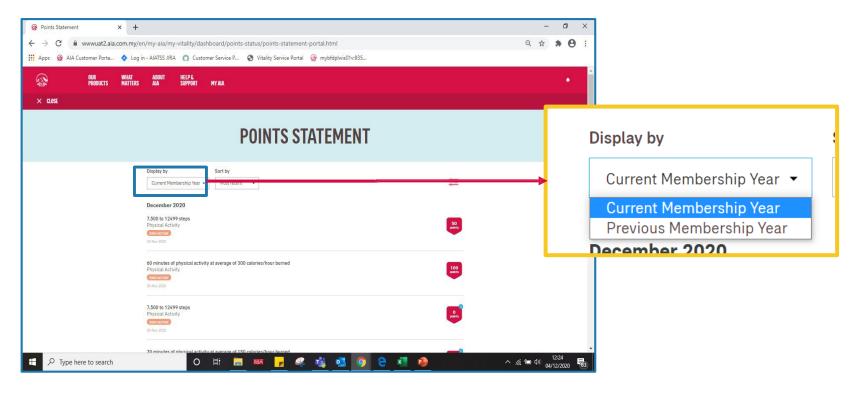
- Payment Guide
- FAQ
- Terms of Uses

Click on the 'POINTS STATEMENT'

## Filters, Sorts and Previous Membership Year

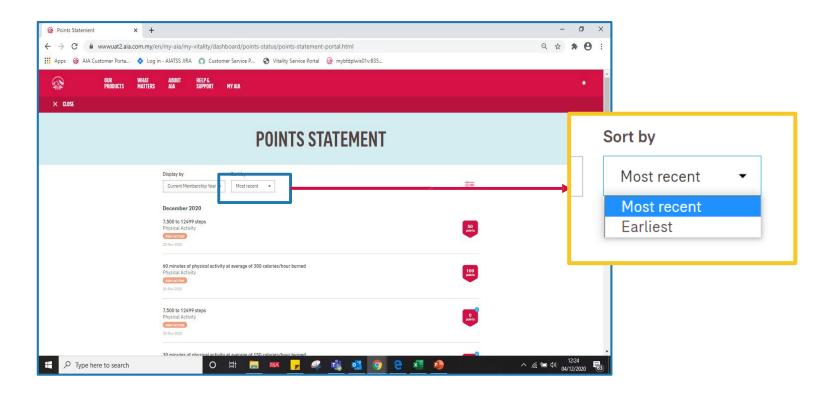


## Current / Previous Membership Year



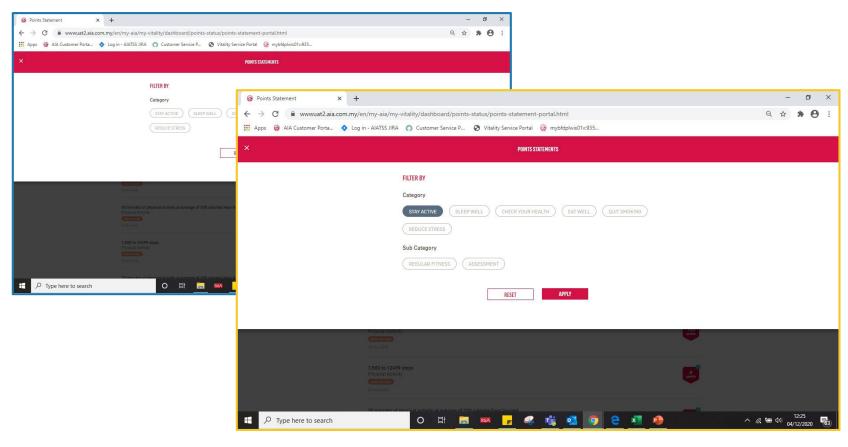
- Allow member to view his Points Statement of current or previous membership year
- NOT current or previous calendar year

## Current / Previous Membership Year



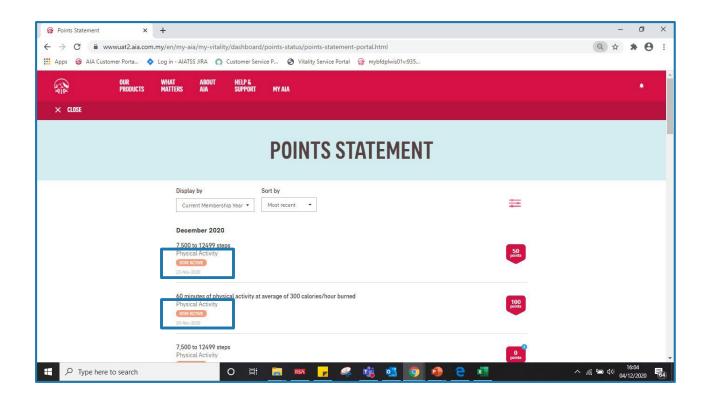
- Allow member to sort his Points Statement in "Most Recent" or "Earliest"
- Sorting is within the selected membership year.

### **Filters**



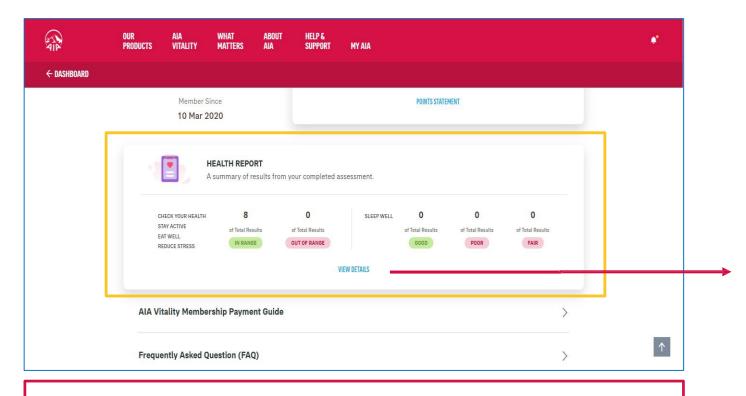
- Allow member to filter by:
  - Main category only
  - Main category + its's subcategories
- Sample Steps:
  - 1. Click on one of the 'CATEGORY'. eg: 'STAY ACTIVE'
  - 2. 'SUB-CATEGORY' will be shown after click on 'CATEGORY'
  - 3. Click on one of the 'CATEGORY'. eg: 'REGULAR FITNESS'

### Filter Result

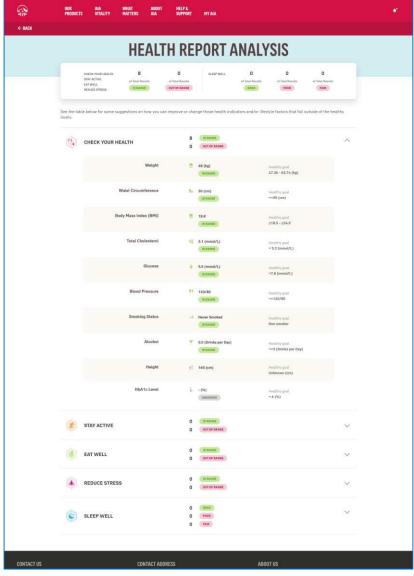


POINTS STATEMENT shows only
STAY ACTIVE
+
REGULAR FITNESS

### Health Report



**HEALTH REPORT** is a new section to show Health Report summary in AIAV dashboard



#### To view full Health Report

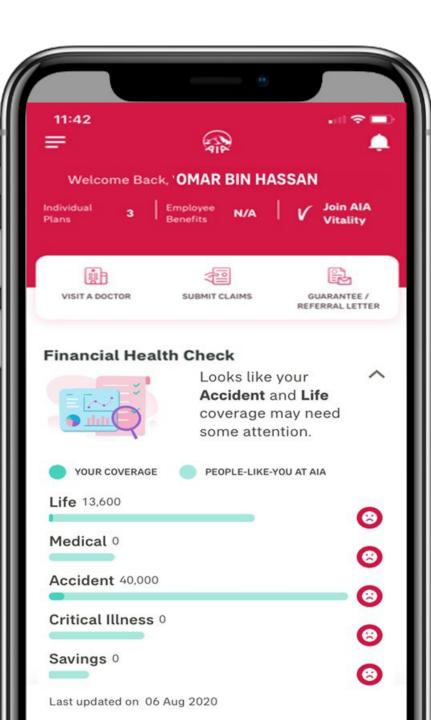
- Show summary of each category
- Expand / collapse by category





## Financial Health Check

- What is Financial Health Check
- Getting Started with Assessment
- View Results
- View All Life Stages Profile
- How To Talk to Life Planner

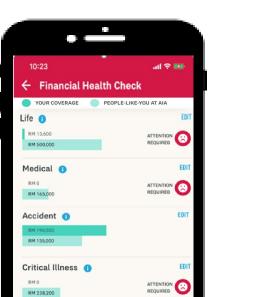


### Financial Health Check (FHC)

FHC is an online assessment that enables individuals to complete a self-assessment on their **financial preparedness to meet major life events** in simple 3 steps:

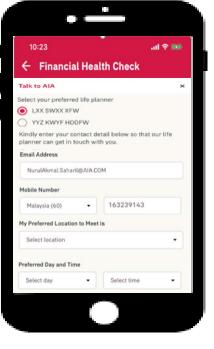
1 Answering a series of **short questions** about myself

2 Find out more on whether my coverage is sufficient & my life stage profile



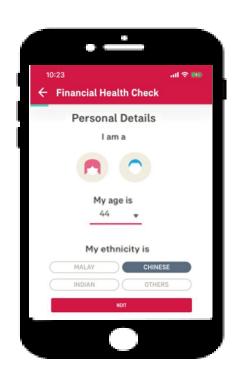


With a household full of energy, you are going through life with excitement and anticipation with your children. With young minds to enrich and needs to fulfill, your financial responsibilites have increased. 3 I can choose to **Talk to AIA** to find out more (my latest inforce agent will be displayed at the top)











Personal Info: Age, Gender, Ethnicity, Marital, Children



Financial Info: Monthly Income, Spend on Insurance / Takaful

Insurance Info: Current Insurance Coverage with Other Ins Co

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### Financial Health Check – Best Practices (How)

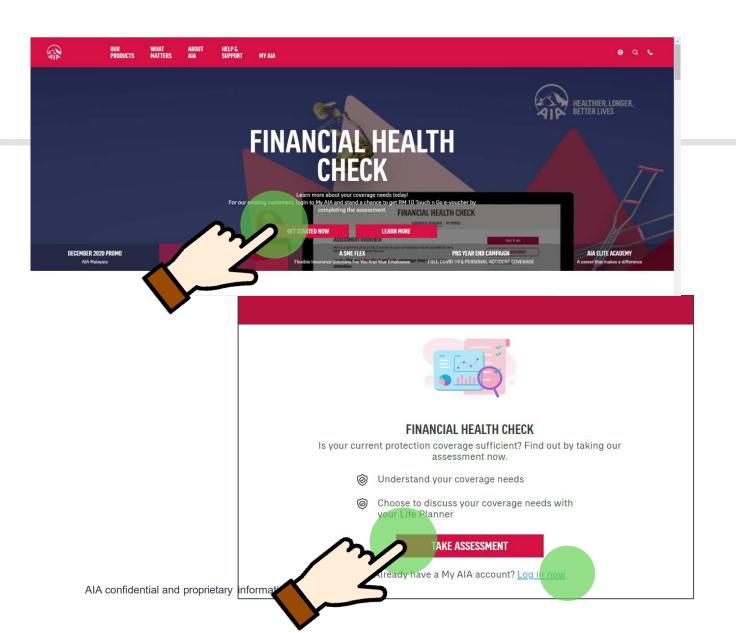


You should complete the FHC at least once a year. Your life stage will change over time and may have different life goals hence will have different insurance needs

The FHC will take no more than 10 minutes and will help you have a clearer picture on your insurance needs



### How to start (New Customer)



1.From AIA portal landing page banner, hover to Financial Health Check and click **Get Started Now**. Then click **Take Assessment** to begin

2.If you are an existing customer, you can choose to log in with your My AIA account

## How to start (AIA Customer)

0

as occurred, please try again.

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1. For existing My AIA users, key in your My AIA User ID and password, then click on the "Login" button

LOGIN ew user? R **MAIA VITALITY** REWARDS MY PLANS & CLAIMS SUBMIT CLAIMS **GUARANTEE /** V 0 PTS Individual Employee TRANSACTION HISTORY FINANCIAL HEALTH CHECK YOUR COVERAGE PEOPLE-LIKE-YOU AT AIA Life RM 0 **(3)** Medical RM 150,000 Looks like your Life and Critical Illness coverage may need Critical Illness RM 0 (3) Savings RM 0 (3)

2. Tap the "Review Your Coverage" button to begin the assessment

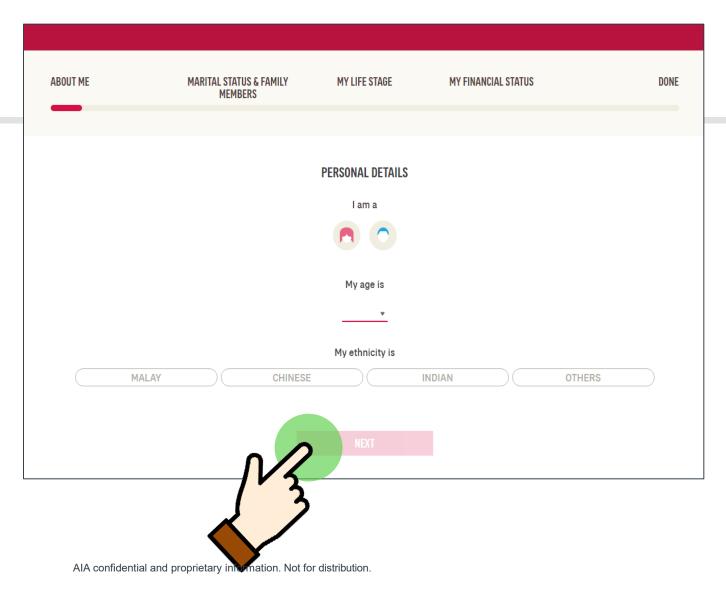
User ID

Password

Enter your user ID

Key in your password
Forgot User ID/Password?

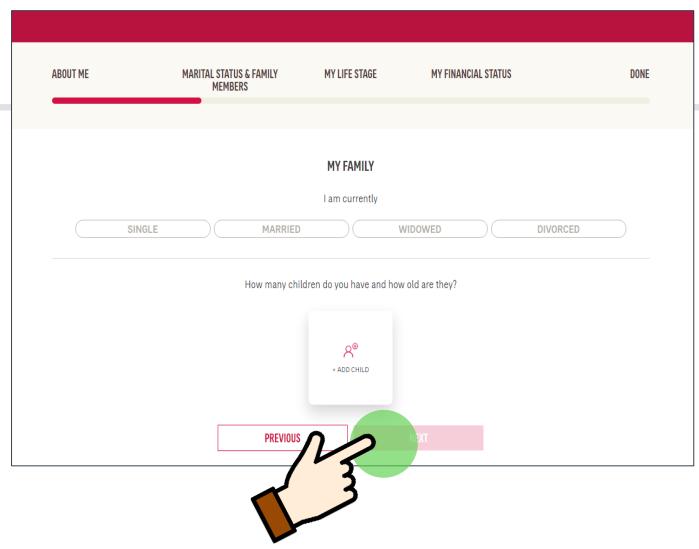
## My Personal Details



2

- 1.Fill up your personal details. For existing customers Gender and Age will be pre-populated
- 2. After completing all fields, tap Next

## **About My Family**



3

Select your marital status and add child(s) details, if applicable

And then add child(s) age

After completing all fields, tap Next

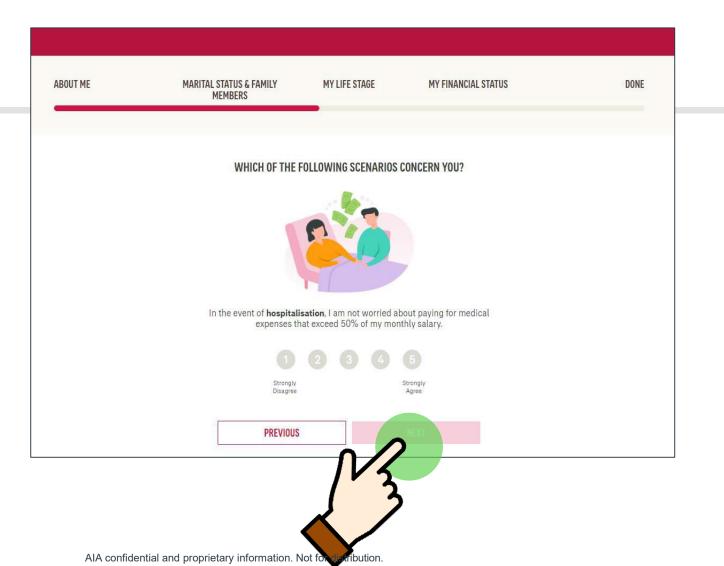
AIA confidential and proprietary information. Not for distribution.

# Scenarios which concern me most

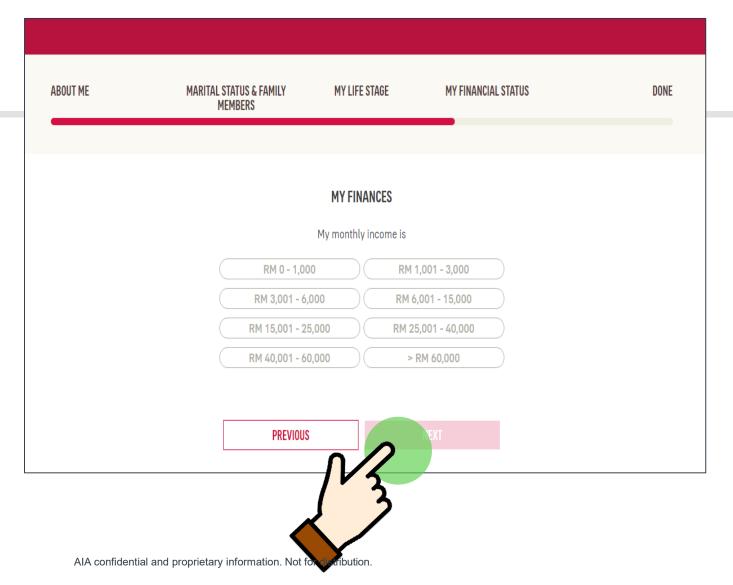


In the next 5 questions, the customers need to Select from a scale of 1 (strongly disagree) to 5 (strongly agree) whether how much each of these scenarios concern you:

Hospitalisation, death/total permanent disability, retirement, accident and critical illness



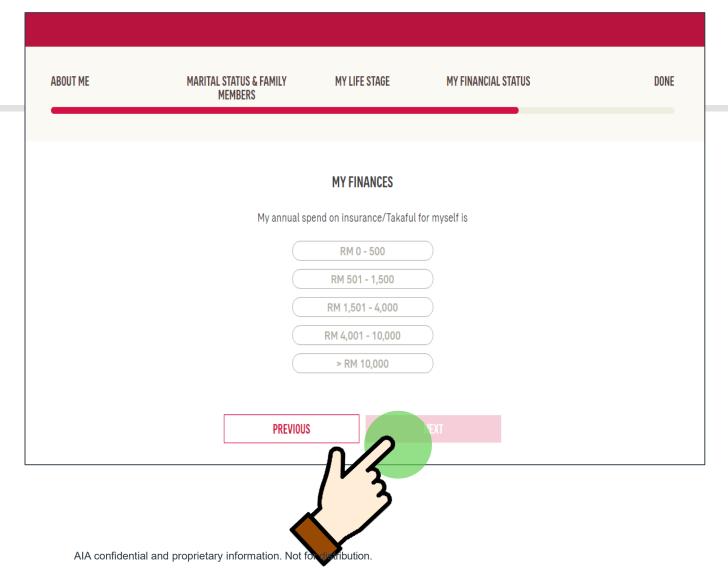
## My Finances



5

Select your monthly income range

### My Finances



5

Update the total annual premium spend on your insurance/takaful plans with both AIA & other companies

### My Finances

BOUT ME	MARITAL STATUS & FAMILY MEMBERS	MY LIFE STAGE	MY FINANCIAL STATUS	DONE
	Besides AIA, I have insurance / takafu			
	medical limit	with other comp	anies is	
	Payout amount received upon a total permanent disabilit		N	
	Annual limit for hospitalisation ex	edical RM	3 .	
	Payout amount received upon total permanent disability (TPD) d		0	
	Critical II  Payout amount received upon diag critical diseases such as car	gnosis of	0	
	Sa The total premium / contribution paid to date for any existing End		0	
	⑤ Enter "0" if you do not have any insu	urance policies/takaful co	ertificates with other companies	1
	PREVIOUS		DONE C	

5

Update your insurance/takaful coverage with other companies to get a more accurate view on your total coverage.

After completing all fields, tap **Done** 

# FHC: Assessment complete! View results now



#### FINANCIAL HEALTH CHECK ASSESSMENT OVERVIEW | MY PROFILE ASSESSMENT OVERVIEW TALK TO AIA Here is a summary of your total coverage (ie; your sum assured and annual medical limit) benchmarked against people like you. RETAKE ASSESSMENT Looks like your Medical and Accident coverage may need some SAVE RESULTS attention. < SHARE WITH A FRIEND GOOD TO KNOW Customer Careline TAPTHE COVERAGE BAR TO VIEW MORE DETAILS For enquiries, please contact our PEOPLE-LIKE-YOU AT AIA Your total payout amount (ie; sum assured or sum covered) / medical annual limit (AIA and non-AIA) Call us now Life 0 ATTENTION (2) RM 328,450 Medical 0 ATTENTION (S) RM 1,500,000 Accident 0 Critical Illness 0 RM 50,000 RM 293,000 Savings 0 RM 0 ATTENTION (2) AIA RM 100,000

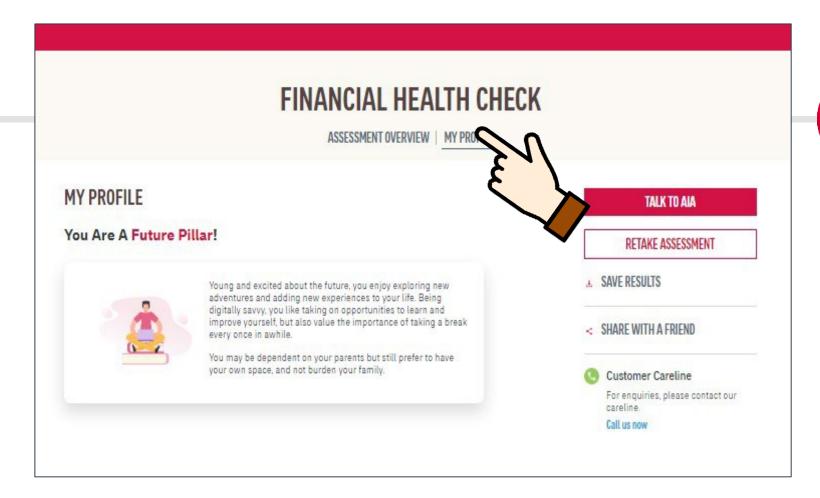
# Do I have sufficient coverage?

6

Upon completing the FHC, you will be directed to the assessment overview page where you can compare your coverage with "people-like-you-in-AIA".

Areas of concern will be indicated with a 'sad face' emoticon.

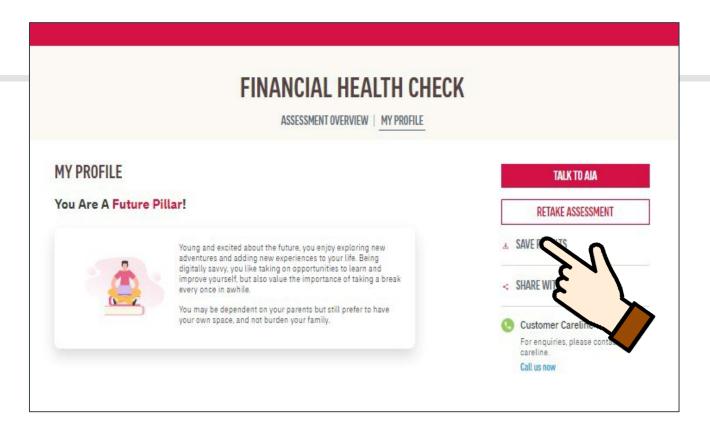
### This is Me!



Tap My Profile to view your life stage profile.

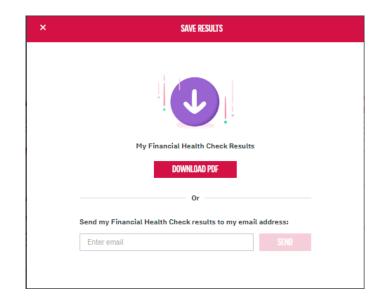
The life stage profile is based on your customer demographic selection (Age, Marital Status and Child's information)

# How to save my FHC results?



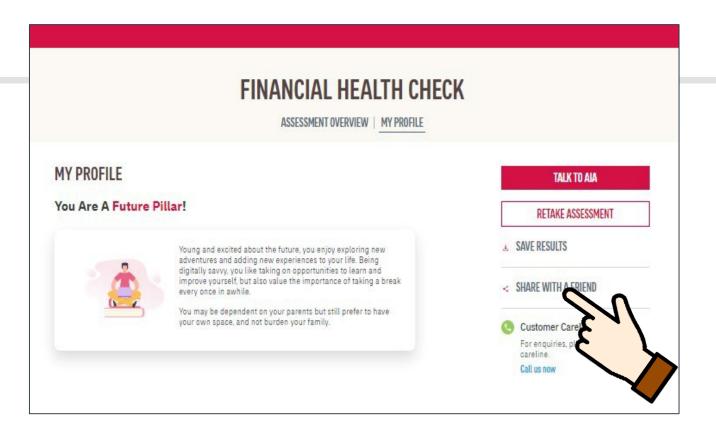
7

Tap Save Results to download the results in PDF or have the results emailed



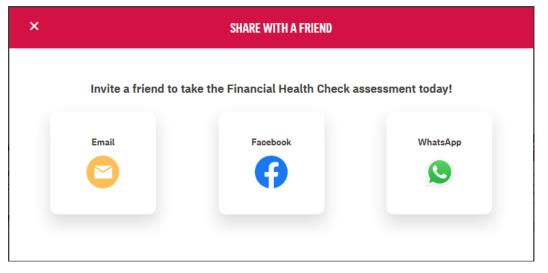
AIA confidential and proprietary information. Not for distribution.

# How to share FHC with my Friends?





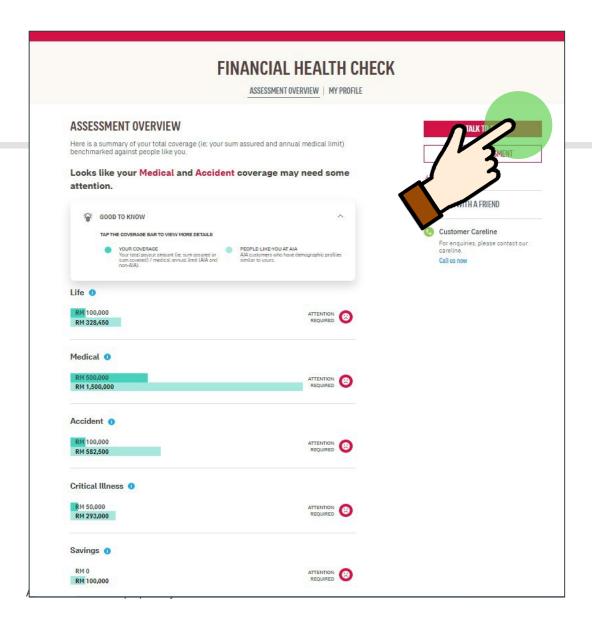
Tap Share with a friend to share FHC link via Email, FB or WhatsApp



AIA confidential and proprietary information. Not for distribution.

## FHC: Talk to an AIA Life Planner





# I want to talk to AIA to find out more

Tap on Talk to AIA to arrange a meeting with AIA Life Planner

### TALK TO AIA Select your preferred AIA representative (Life planner/Financial Executive) TFFW TFOFW KOK Financial Executive (Public Bank) enter your contact details below so that we can get in touch with you. Address NurulAkmal.Saharil@aia.com Mobile Number Select your country code and key in your mobile number using this format: e.g. 122799456. Malaysia (60) 1123132758 My Preferred Location to Meet is Select location Preferred Day and Time Select day Select time AIA confidential and proprietary

## I want to talk to AIA to find out more

7

For existing customers, you can tap on Talk to AIA to notify your preferred AIA Life Planner or Public Bank Financial Executive (for Public Bank bancassurance holders) that you would like to meet up for a consultation

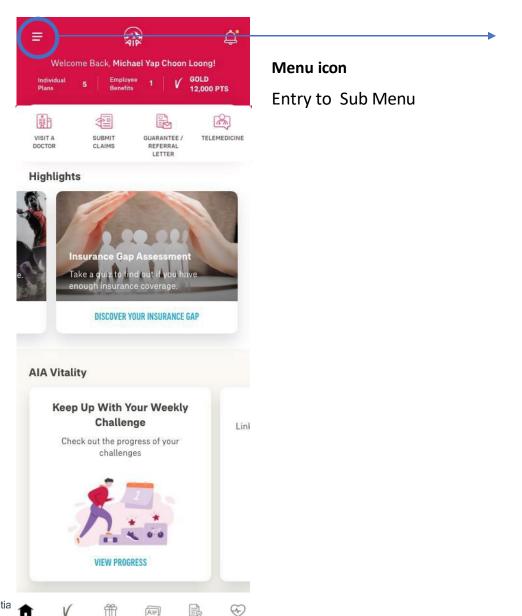
For non-AIA customers, you can submit your details and an AIA Life Planner will be assigned to you

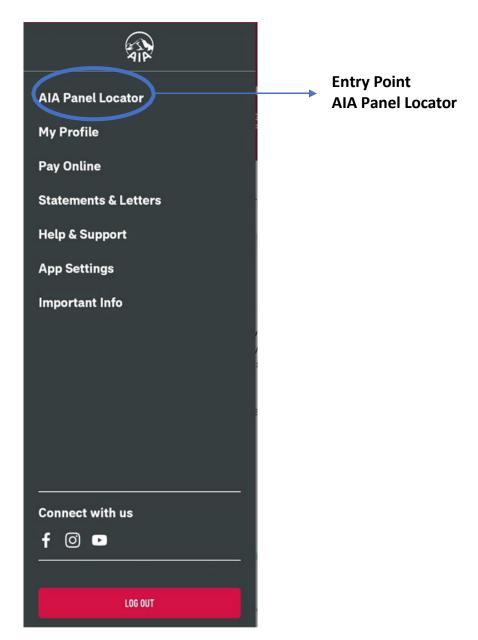


## **PANEL LOCATOR**

- Entry point
- View AIA Panel Locator

### **ENTRY POINT** PANEL LOCATOR









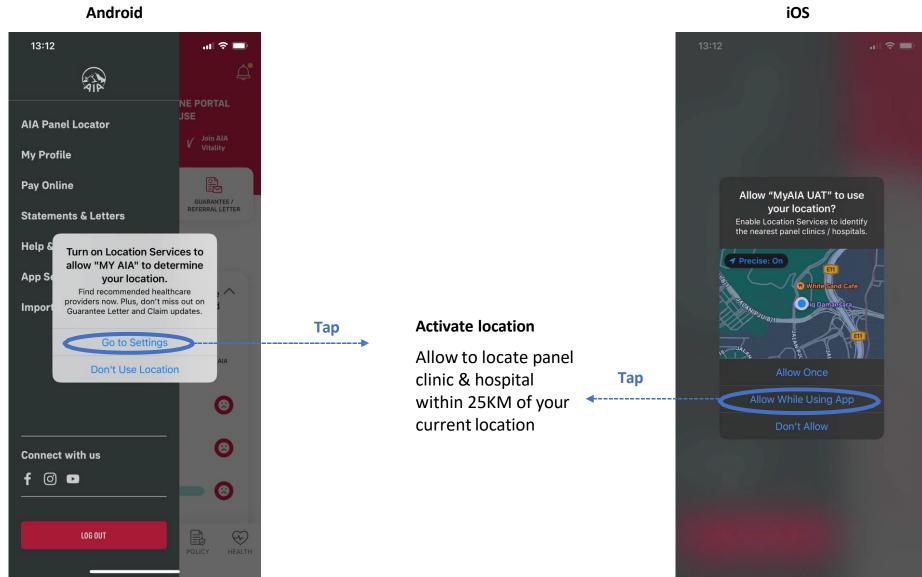




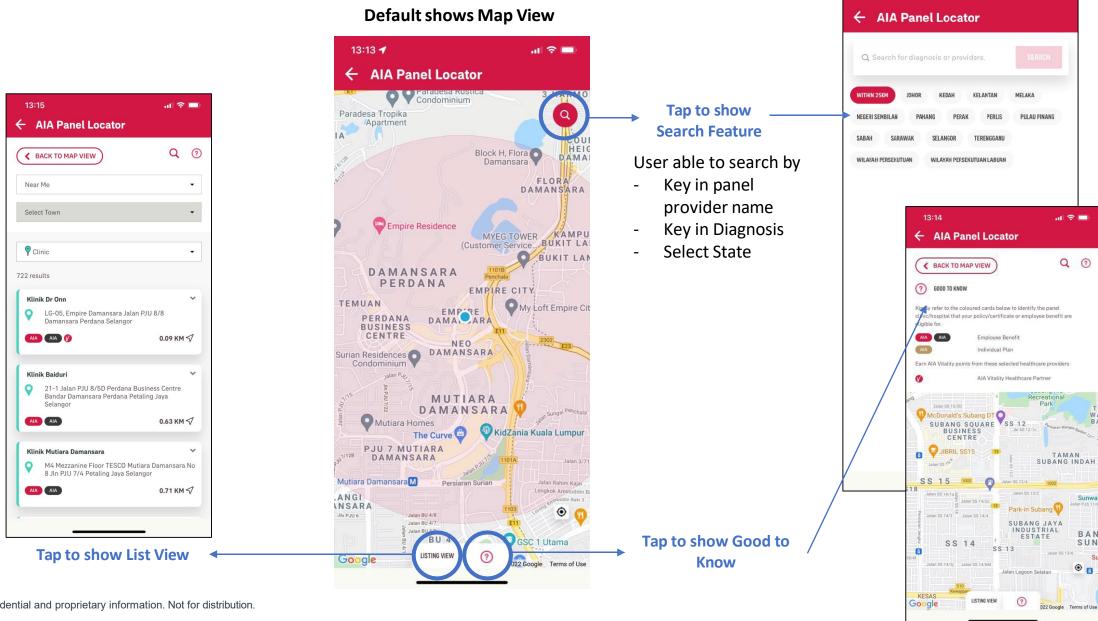




### **VIEW** AIA PANEL LOCATOR



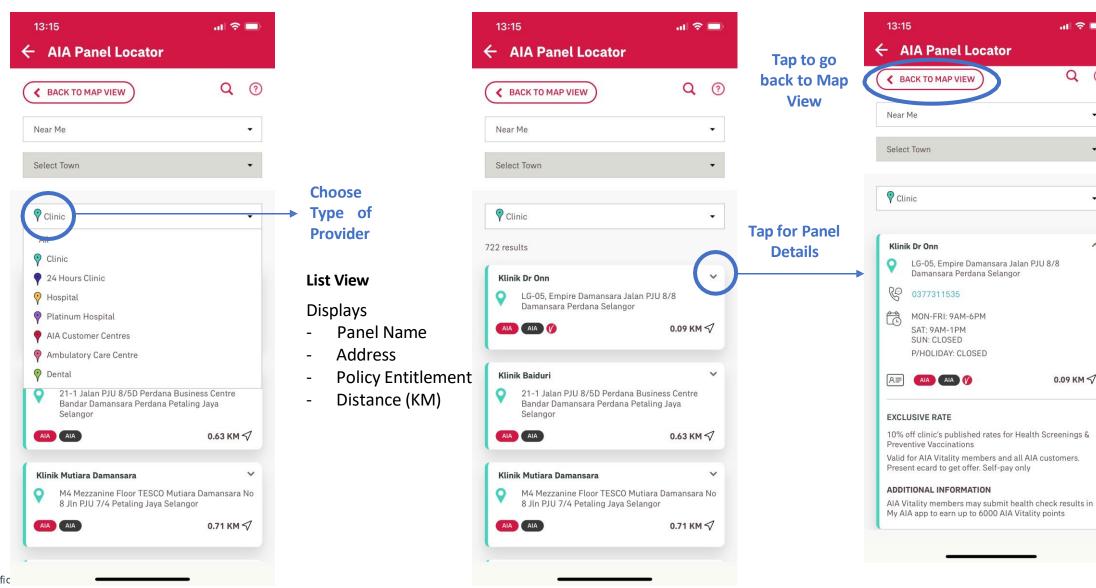
### **VIEW AIA PANEL LOCATOR**



13:13 -

매 후 🔲

### **LIST VIEW** AIA PANEL LOCATOR



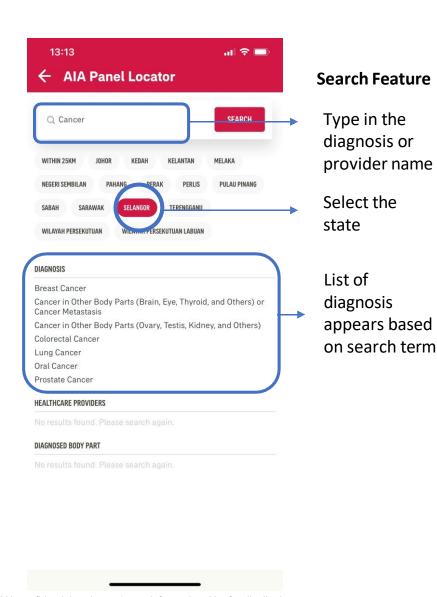
매 후 🗔

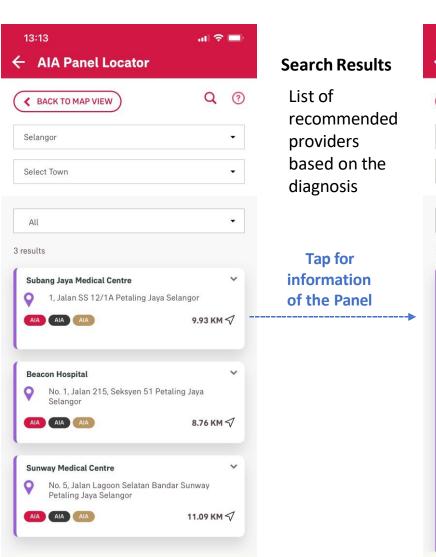
Q ?

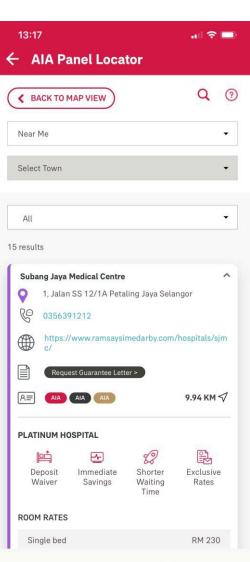
0.09 KM √

### **SEARCH VIEW**

### AIA PANEL LOCATOR

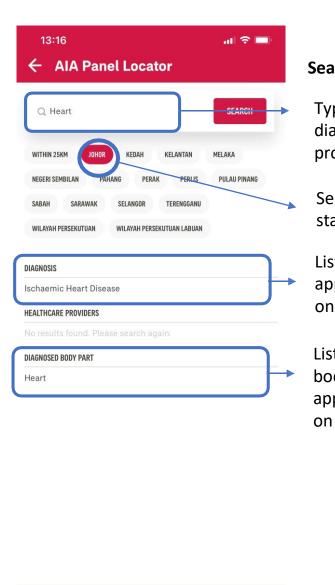






#### **SEARCH VIEW**

#### AIA PANEL LOCATOR



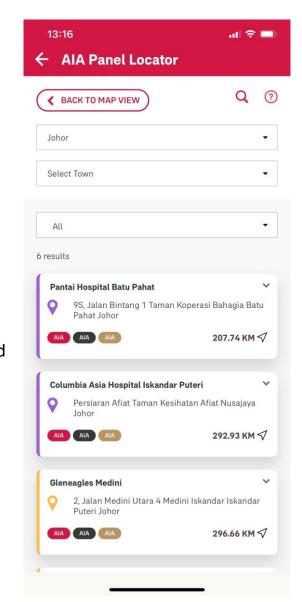
#### **Search Feature**

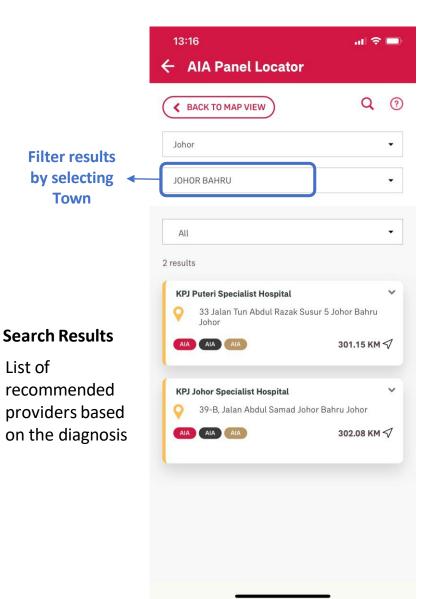
Type in the diagnosis or provider name

Select the state

List of diagnosis appears based on search term

List of diagnosed body part appears based on search term



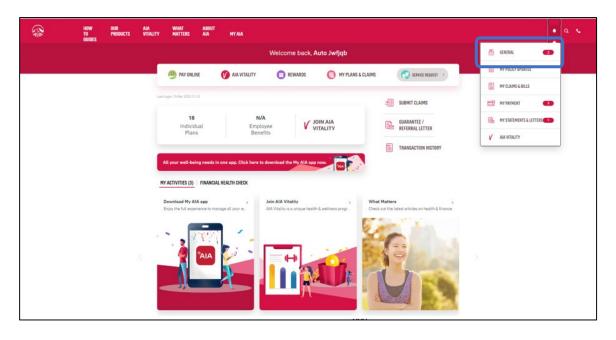




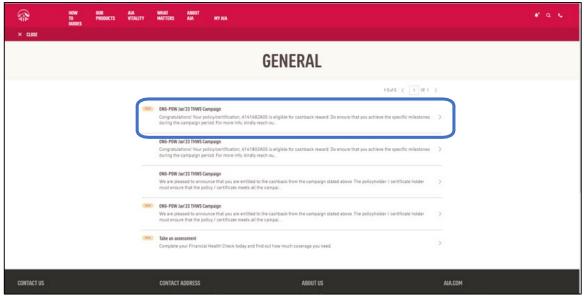
## 10 REWARDS

- How to Check Eligibility for Cashback Campaign
- How to Check Payout Status of Cashback Campaign

### How to Check Eligibility for Cashback Campaign

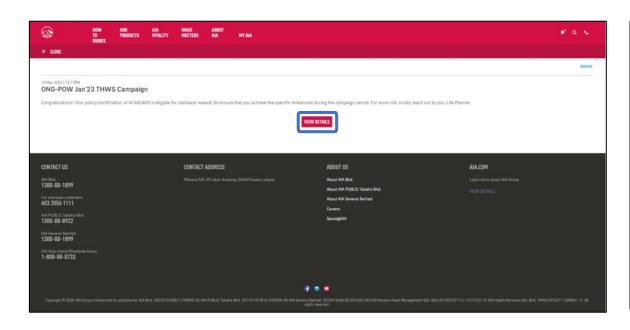


Customers who are eligible for cashback will receive a notification under **General** 



Click on the notification message for more details

### How to Check Eligibility for Cashback Campaign

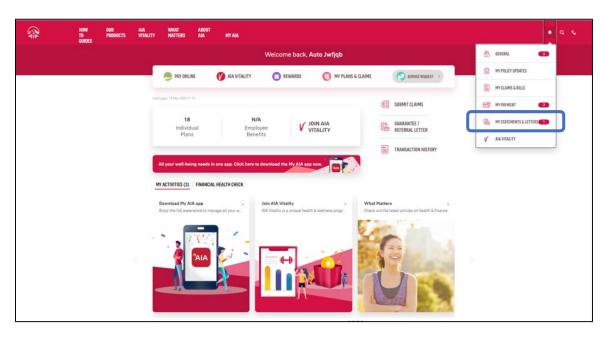


Click on VIEW DETAILS to be redirected to the My AIA App download page

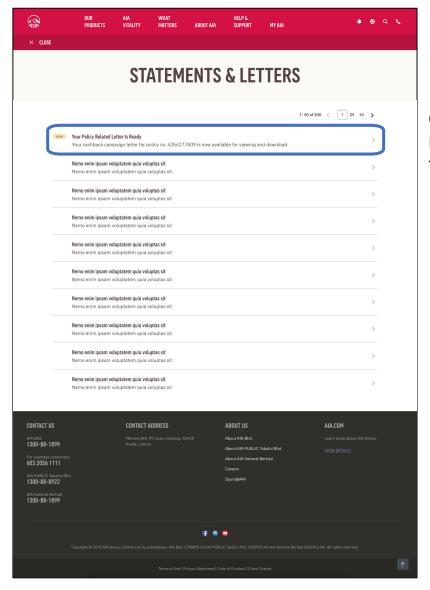


To view your cashback details, download the My AIA App and go to the "Rewards" section of the app

## How to Check Payout Status of Cashback Campaign

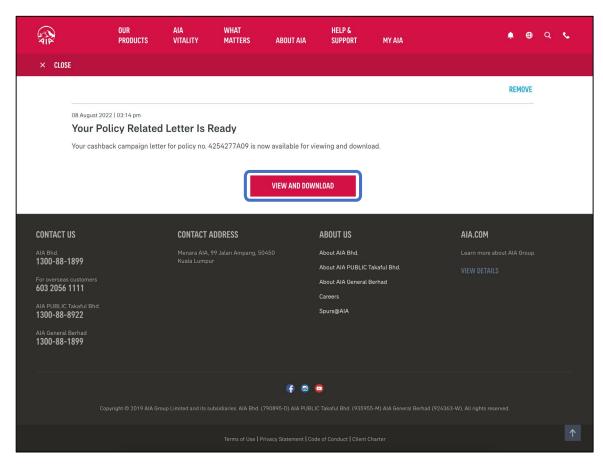


Customers who participated in a cashback campaign with completed cashback payout will receive a notification under **Statements & Letters** 



Click on the notification message for more details

## How to Check Payout Status of Cashback Campaign



Click on VIEW AND DOWNLOAD to navigate to the payout letter



You will be able to see payout details in the letter



## Thank you

If you need any technical assistance, please contact our My AIA Careline at **1-800-88-1899** 

