

# MY AIA Portal User Guide

Updated in March 2022



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

# Section

- Main Dashboard
- 2 Inbox Message
- Employee Benefit & Utilisation
- 4 Individual Policy Details
- 5 Submit Individual Claims
- 6 Vitality
- 7 Financial Health Check
- 8 Panel Locator

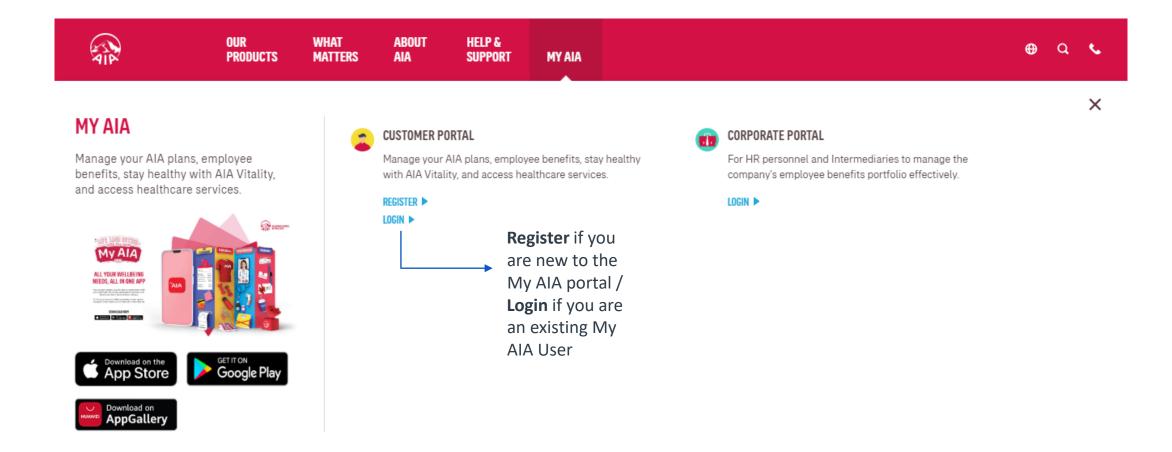




# Main Dashboard

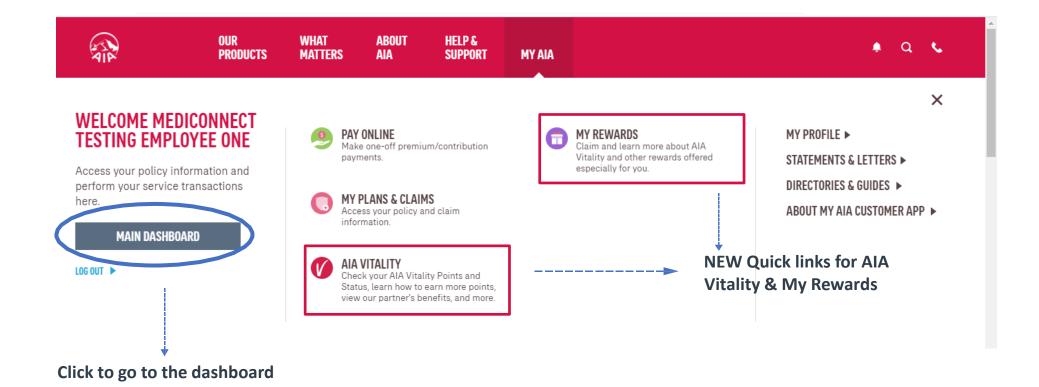
- Entry point
- Pre & Post Login Mega Menu
- New interface of Main Dashboard

# **Entry Point Main Dashboard**



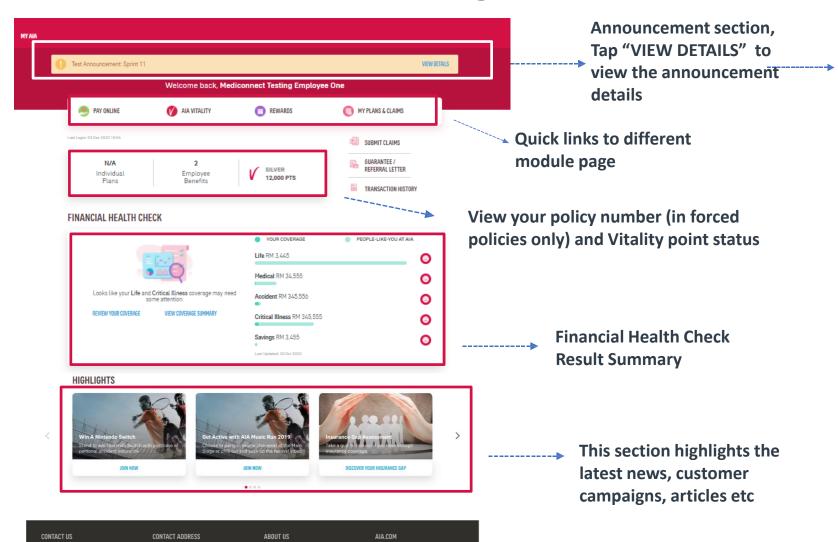


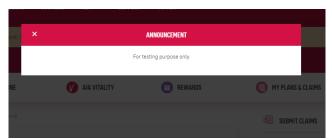
# Main Dashboard – Post Login Mega Menu





# Main Dashboard – Post Login







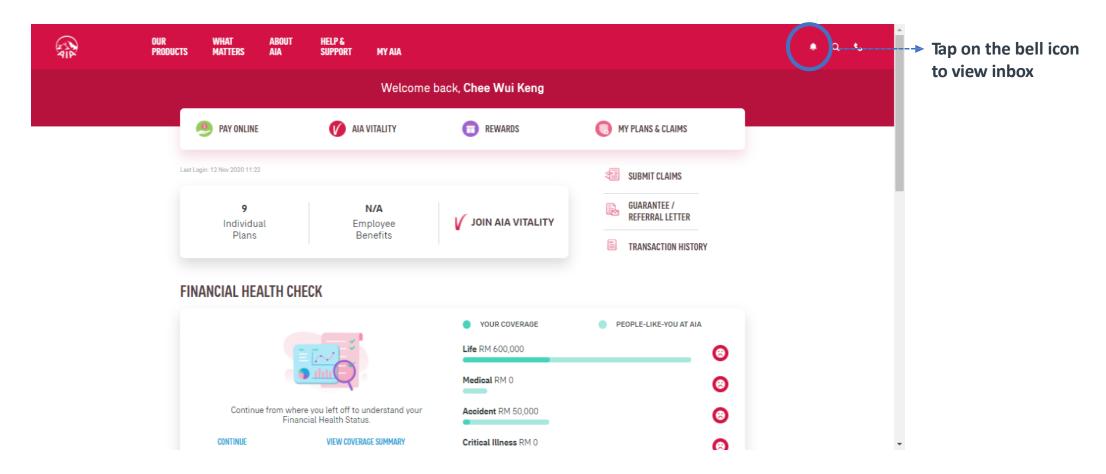
AIA Bhd. 1300-88-1899 For overseas custom 603 2056 1111



# Inbox Message

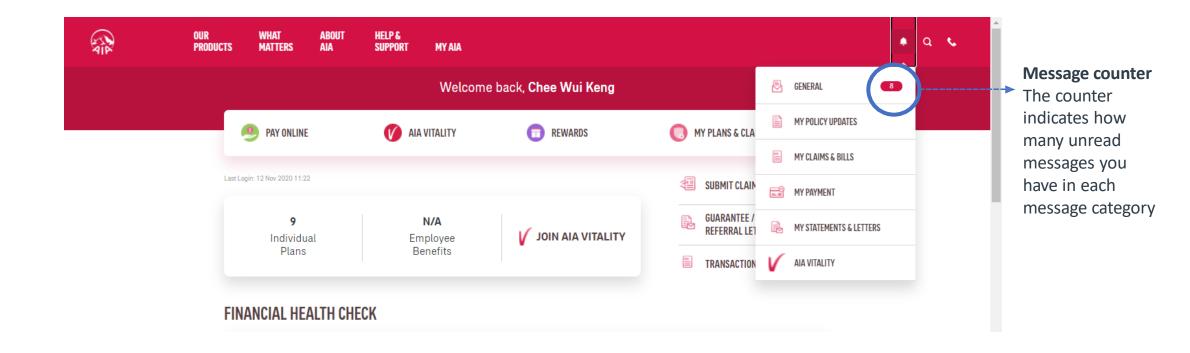
- Entry point
- Steps to view inbox messages

# **Entry Point** Inbox Messages





# View Inbox Messages





# View Inbox Messages



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



### 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 th...



Click to view message details

### Take an assessment

Complete your Financial Health Check today and find out how much coverage you need.



### 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 th...



# View Message Details

× CLOSE

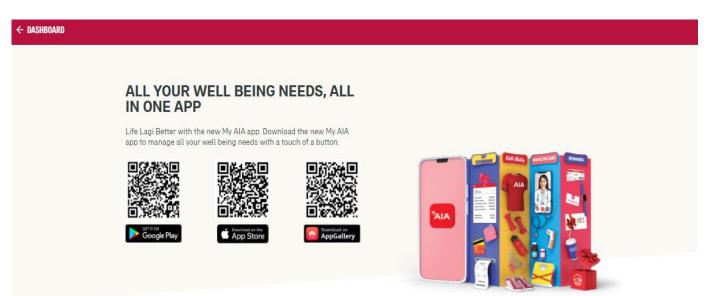
REMOVE

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 DETAILS** – MORE **DETAILS** Customer will be able to see more details on specific

categories.



# Step 1: Login

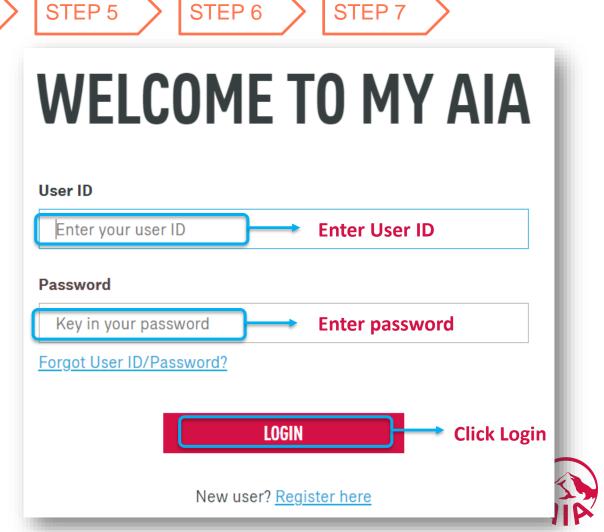
STEP 1

HELP & OUR WHAT **ABOUT PRODUCTS SUPPORT** MY AIA **MATTERS** AIA **CUSTOMER PORTAL** mployee benefits. Manage your AIA plans, employee benefits, stay healthy with AIA Vitality, and access healthcare services. lity, and access REGISTER ▶ LOGIN >

STEP 2

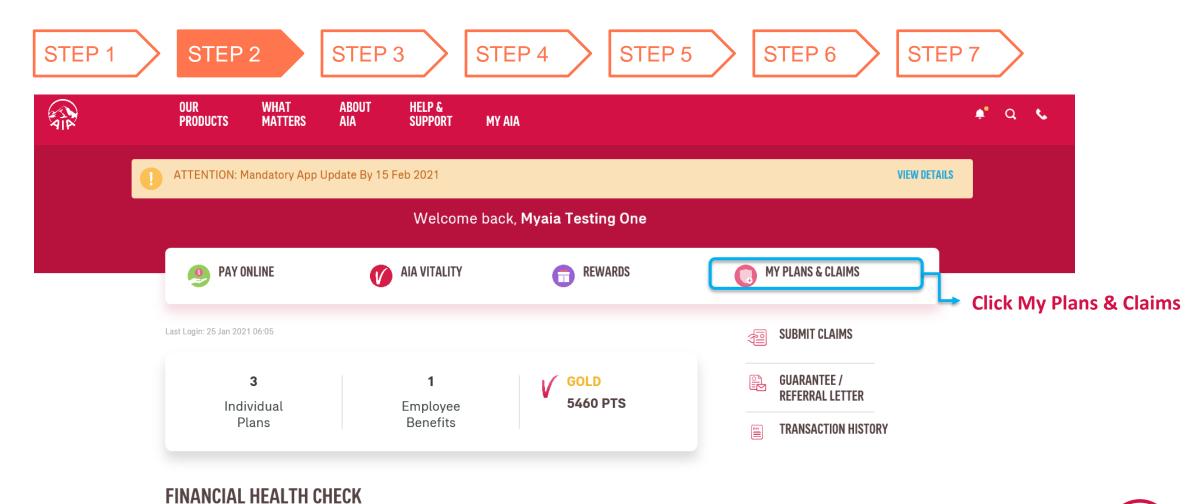
STEP 3

STEP 4



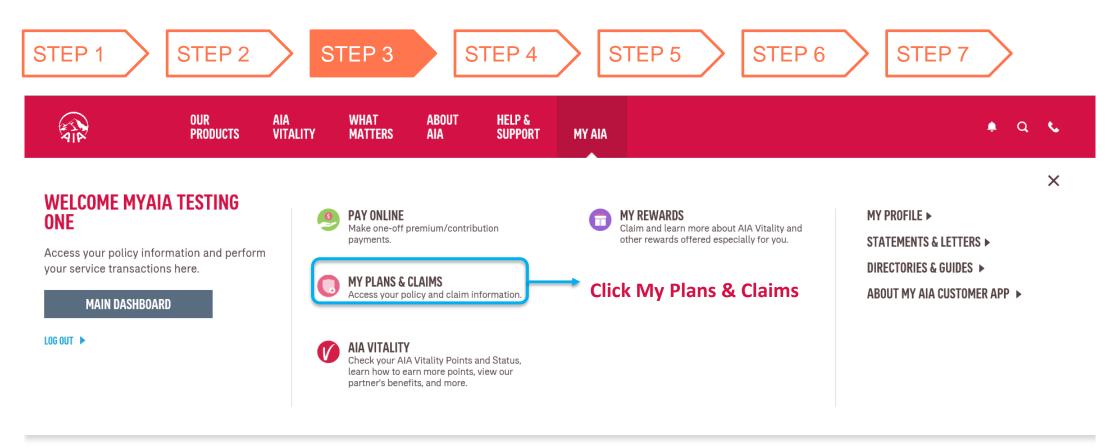
STEP 7

# **Step 2: View Dashboard**





# Step 3: View Mega Menu



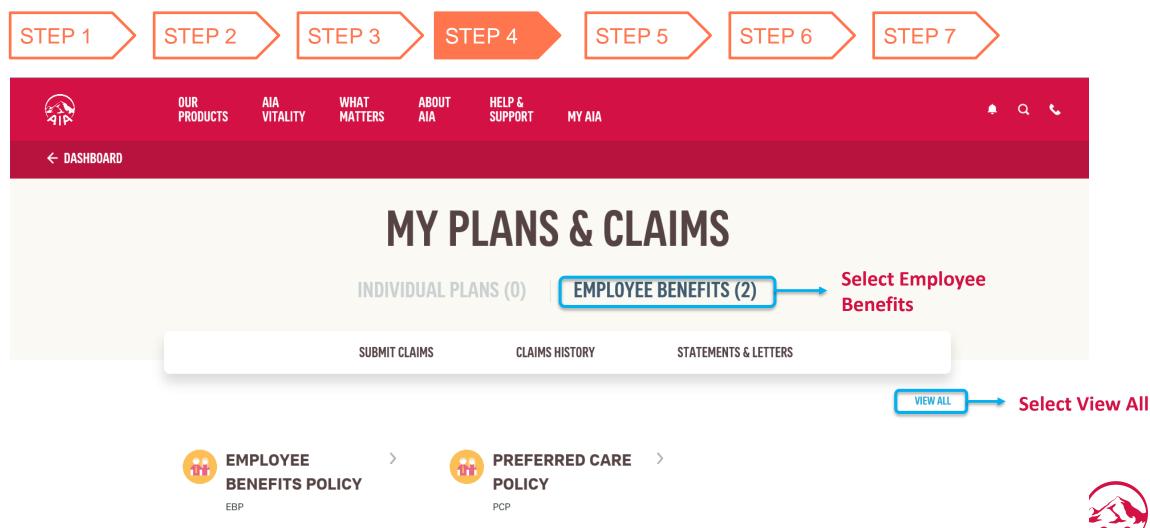
### FINANCIAL HEALTH CHECK

■ FINANCIAL HEALTH COVERAGE



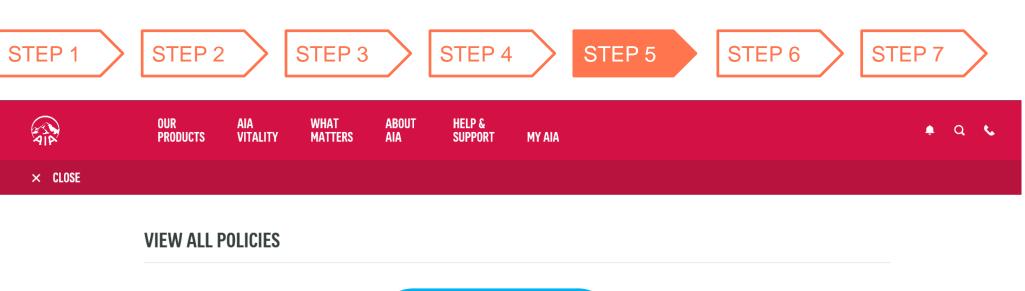
# **Step 4: View All Plans**

Policy No.: 20004268



Policy No.: 30002496

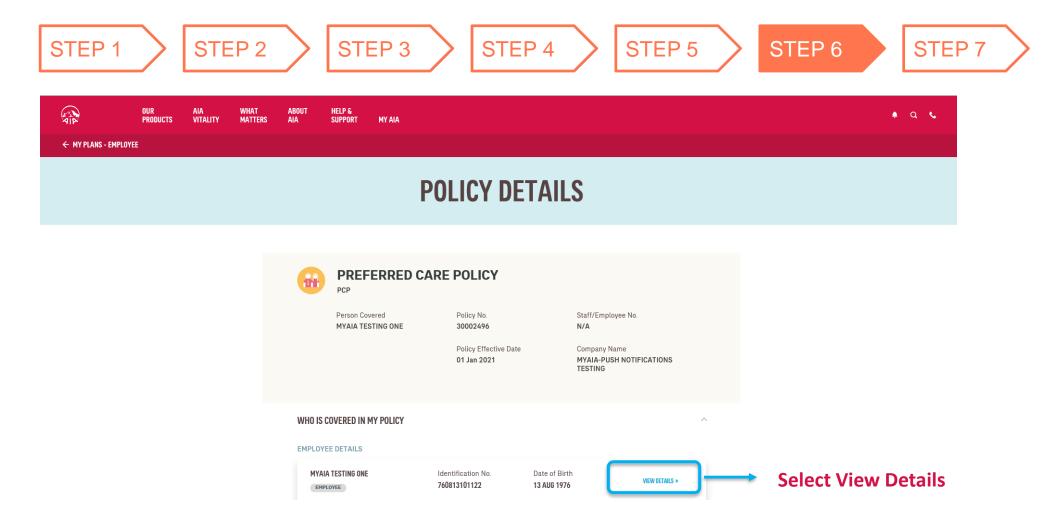
# **Step 5: View EB Plans**





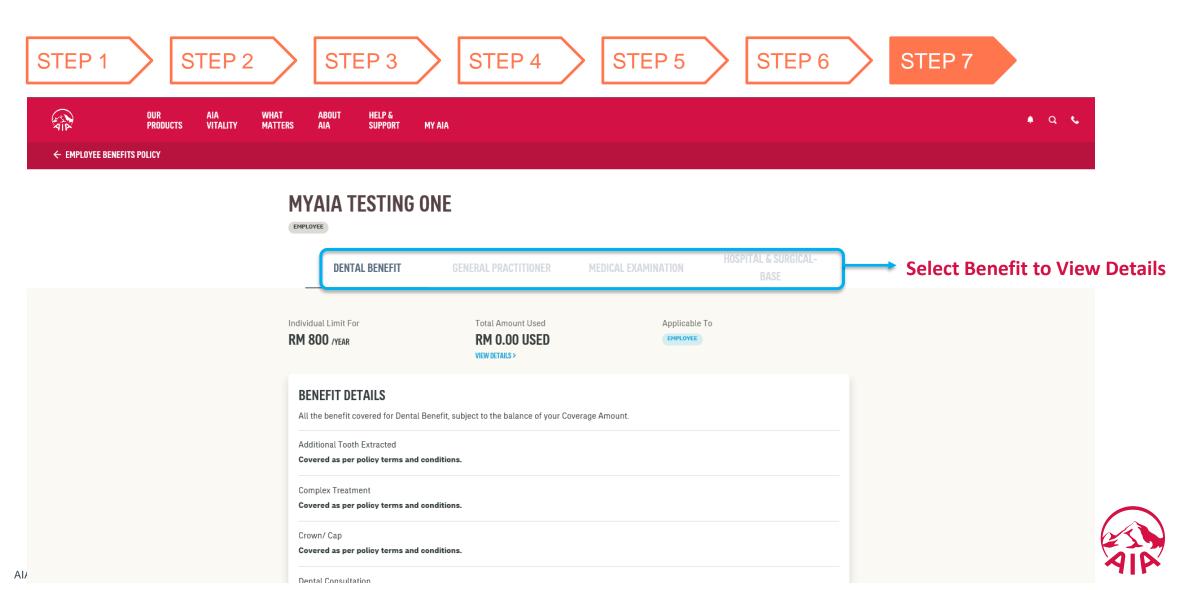


# **Step 6: View EB Policy Details**





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

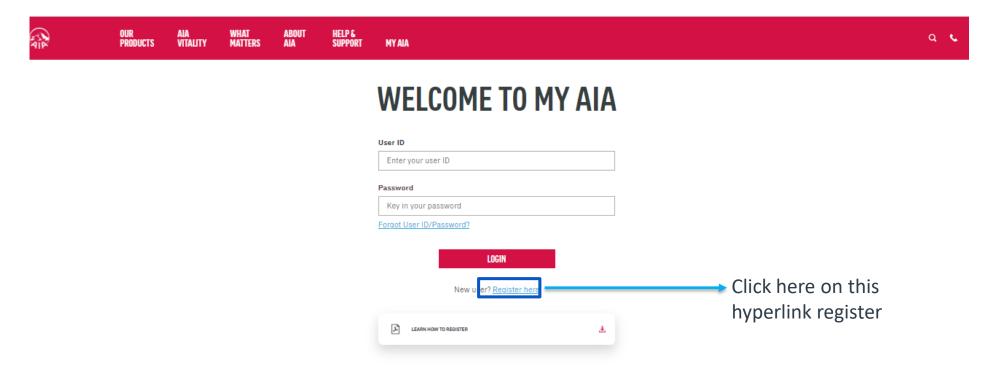




# Individual Policy Details

- Steps for Registration
- Steps For First Time Login
- Main Dashboard
- View Policy Details
- Auto Debit
- Online Payment
- Change Payment Cycle
- Change Contact Details

### Welcome to MY AIA

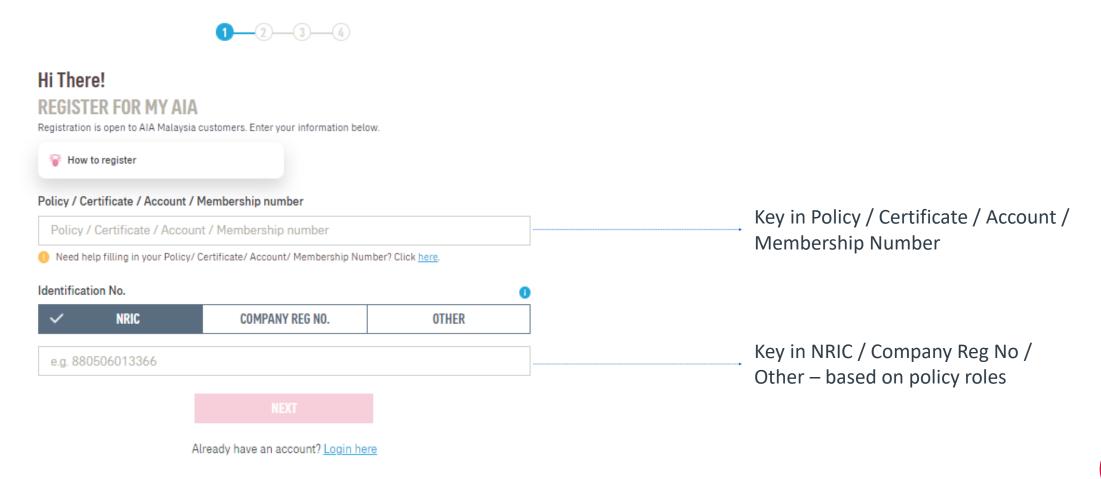


### **Note**

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.

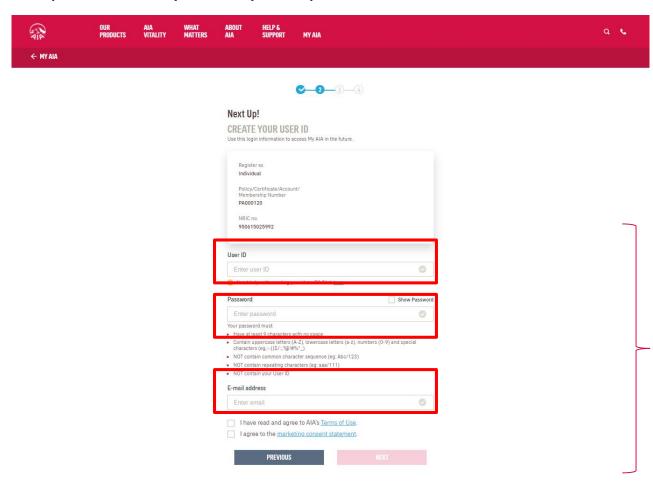


### Step 1. Register for MY AIA





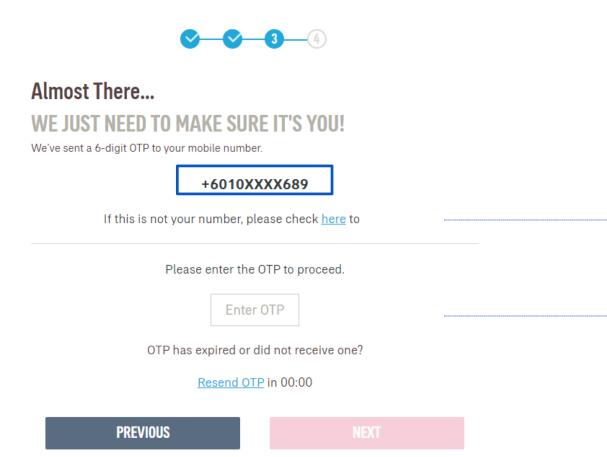
Step 2. Create your My AIA profile



Create your Online Profile and click Next.



### Step 3. Mobile Number Verification



If the registered mobile number is incorrect, Click on the <a href="here">here</a> hyperlink\_to edit your mobile number. (Step 3A)

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

Then, key in OTP.



### 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

### **ADD YOUR MOBILE NUMBER**

Please key in your mobile number.

Mobile Number			
Select your country code and key in your mobile number using this format: e.g. 122799456.			
Malaysia (60)	•	•	Select your country code
Eg. 123456789			Key in your mobile
You are required to declare your tax residency status after adding your mobile number.			number based on policy roles
PREVIOUS	NEXT		



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



### Almost There...

### WE JUST NEED TO MAKE SURE IT'S YOU!

We've sent a 6-digit OTP to your mobile number.

### +6010XXXX689

If this is not your number, please check here to change.

Please enter the OTP to proceed.

Enter OTP

OTP has expired or did not receive one?

Resend OTP in 00:00

**PREVIOUS** 

**NEX**1

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





### THANK YOU FOR SIGNING UP

Your registration is complete!

An email has been sent to your email account: mia-kl.cheok@aia.com

Click here to answer our 5 sec survey to help us serve you better.

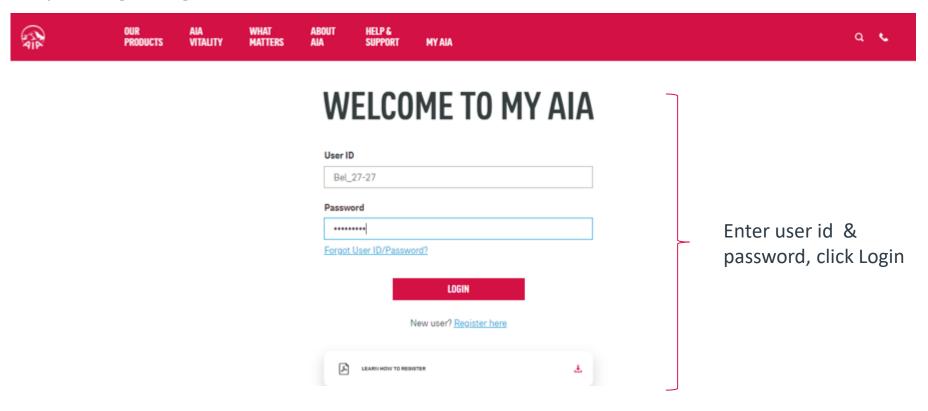
LOGIN

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

You will receive an email on your successful registration.



Step 1. Login Page

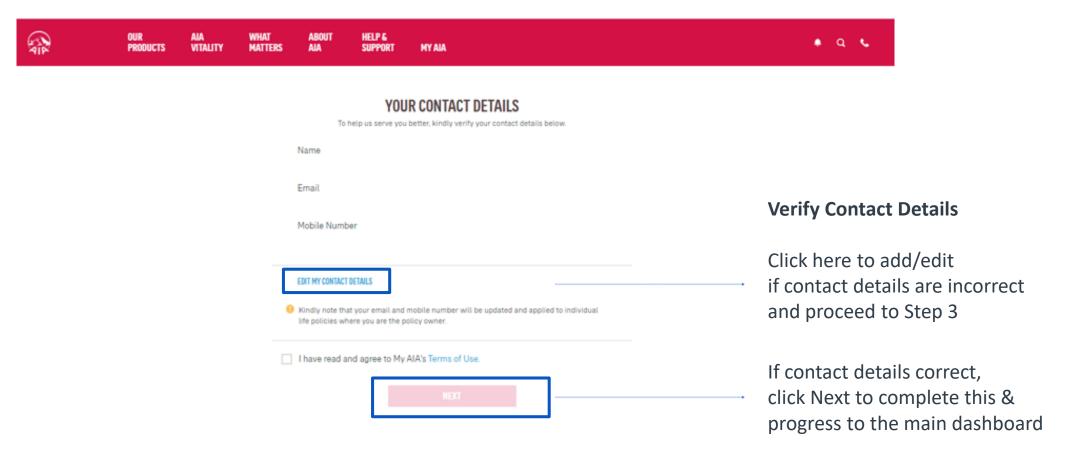


### Note

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.

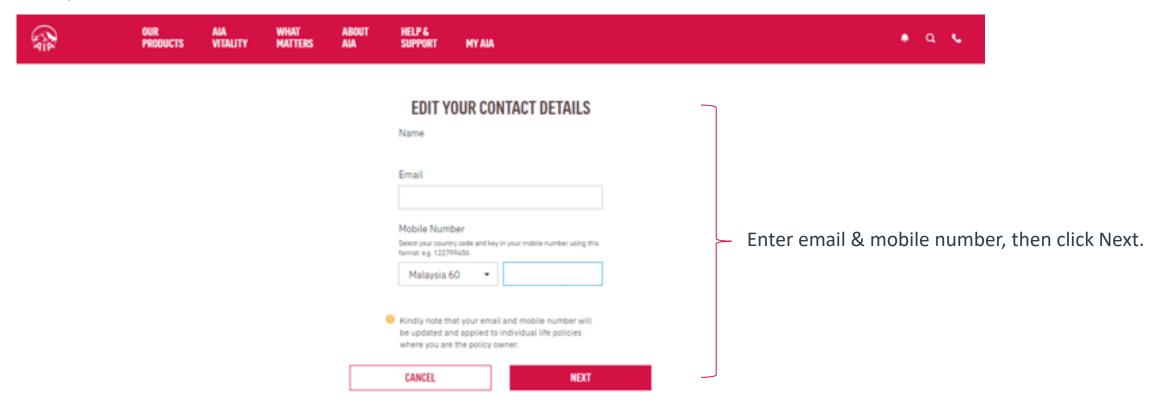


Step 2. Verify Details





Step 3. Edit Details





Step 4. CRS & FATCA Declaration

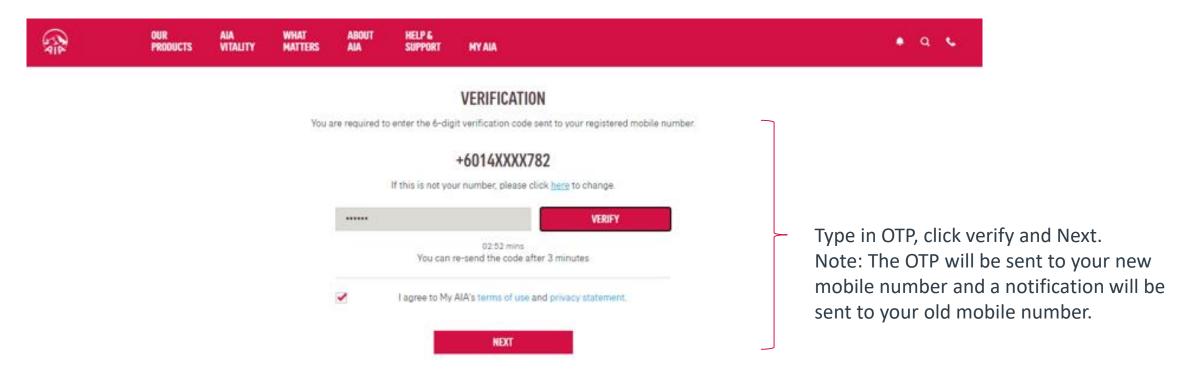


Complete the FATCA & CRS declaration to proceed (for owner role only)
Other roles need not go through FATCA & CRS declaration





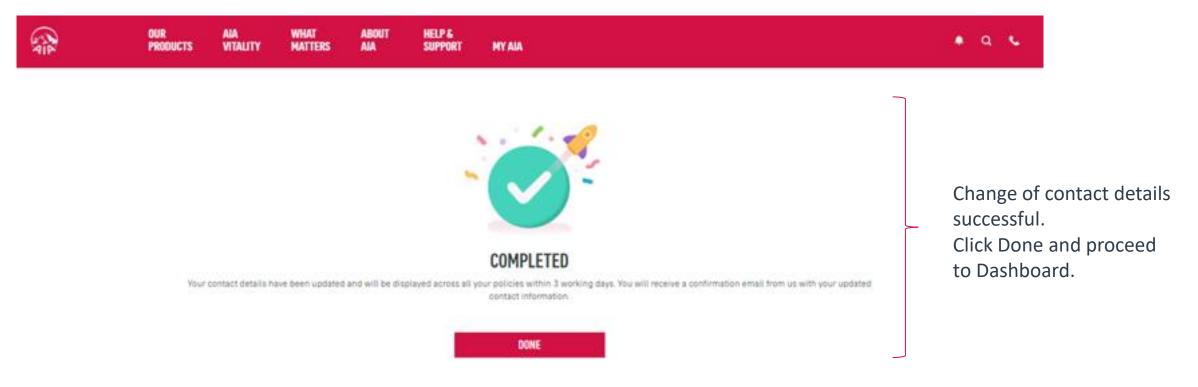
Step 4. Verify Identity





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

Step 5. Confirmation Page

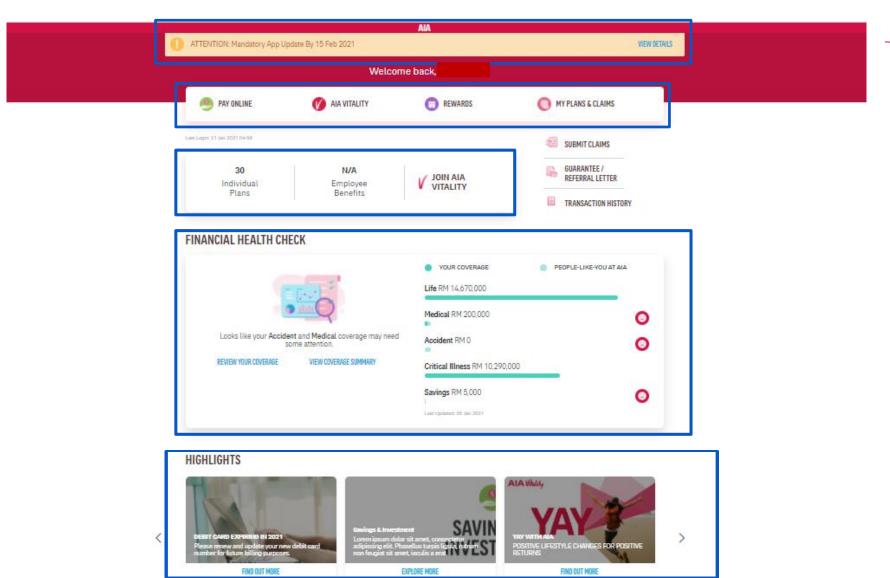


#### Note:

- 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



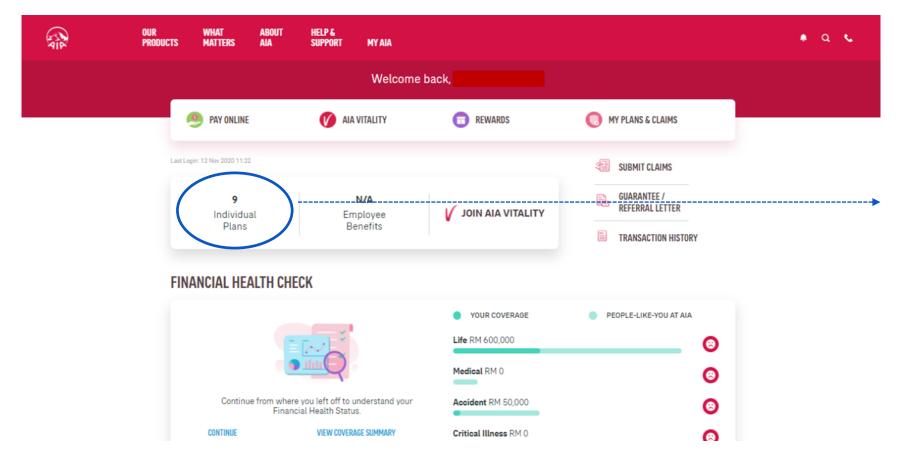
#### **Main Dashboard**



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

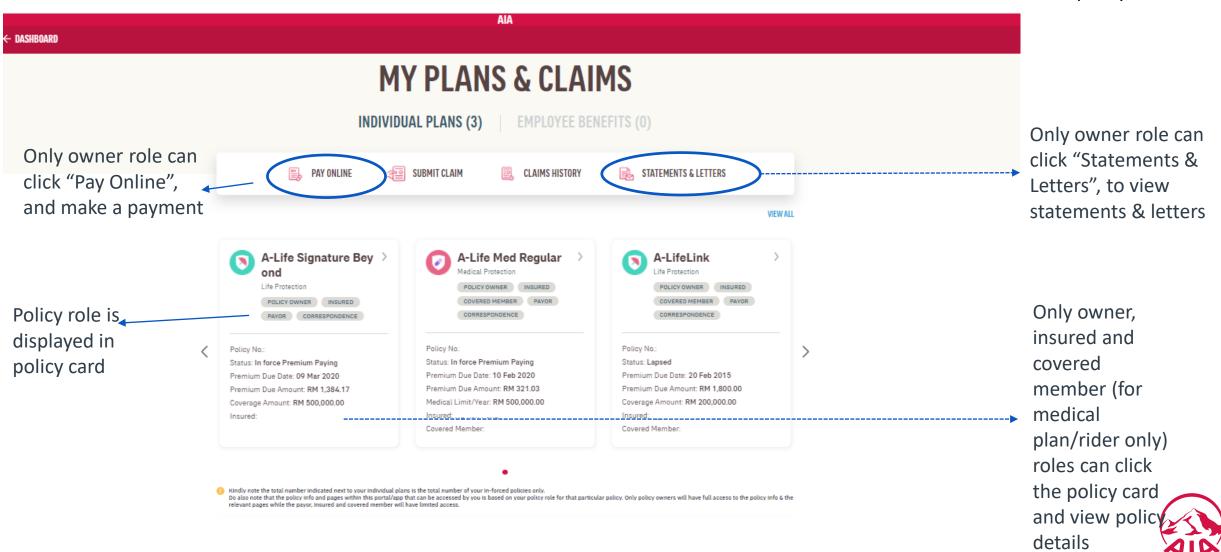


### My Plans & Claims

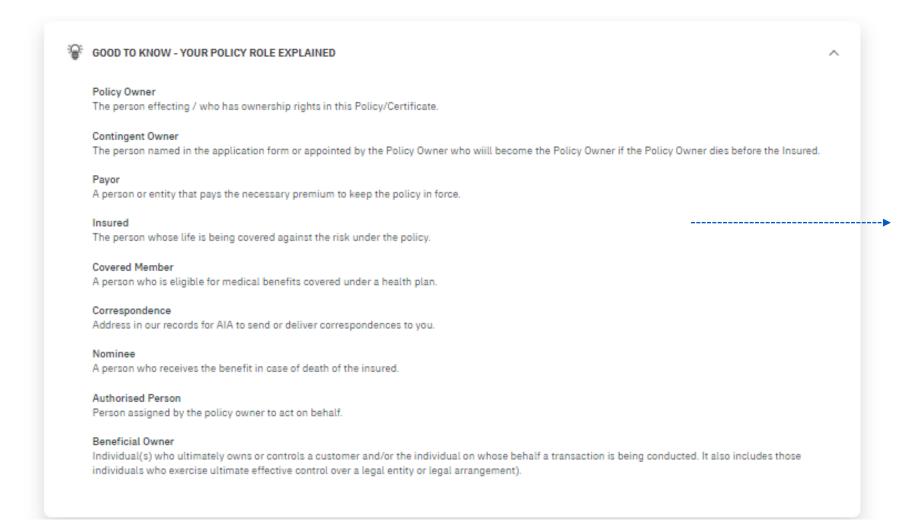
#### Note:

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:

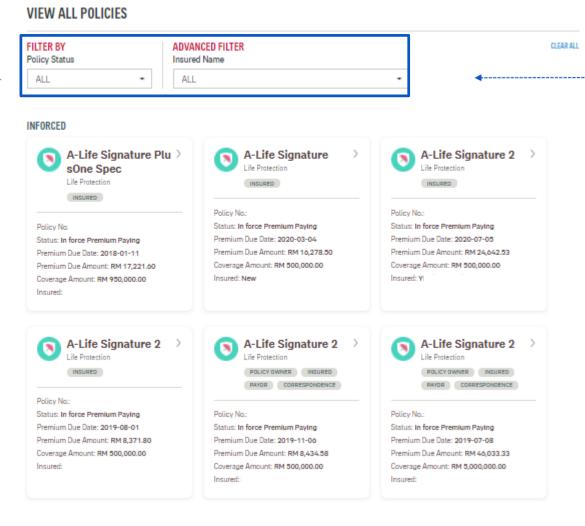
All policy roles (Owner, Insured, Covered Member, Payor ) can view "Good To Know"



#### VIEW "View all Policies"

AIA

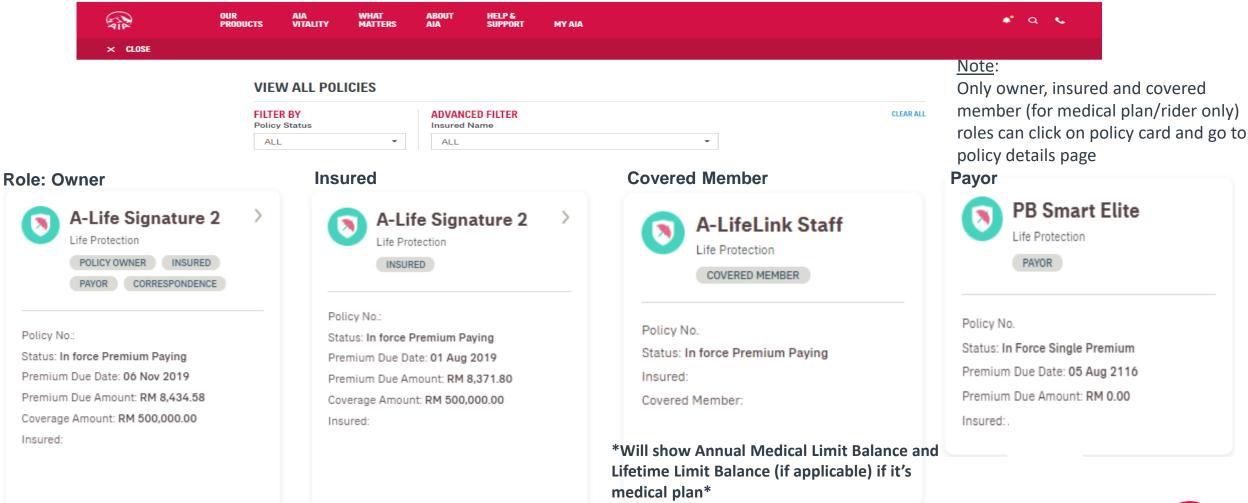
All the policy roles can filter the policy based on the policy status (Inforced, Lapsed, other status)



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



## Policy Card Details Based On Policy Role



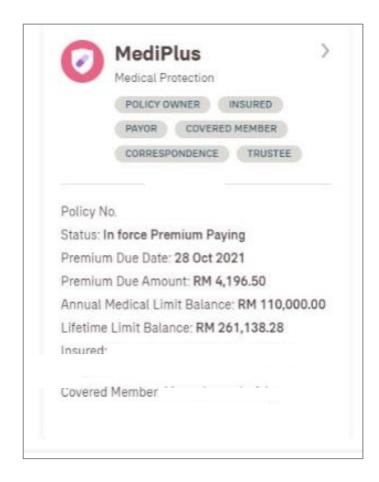
Policy info displayed in the policy card is based on your role for that particular policy.

Only owner role has full access to the policy details.



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

**Role: Covered Member + Payor** 



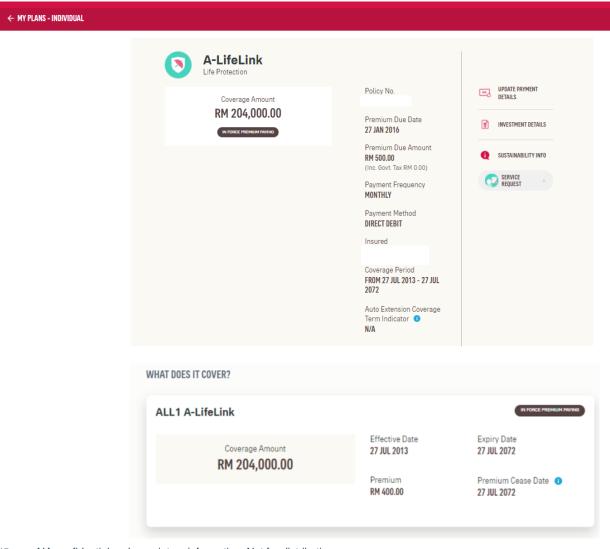
\*Will show Annual Medical Limit Balance and Lifetime Limit Balance (if applicable) if it's medical plan\*

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.



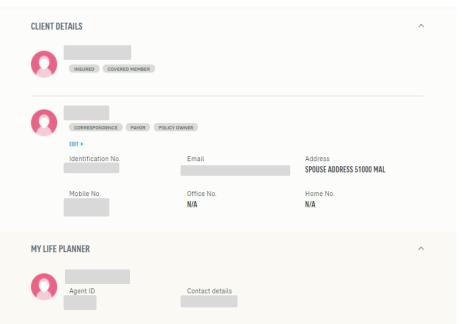
### **View Policy Details – Owner Role**



#### Note:

Owner have full access to policy info details



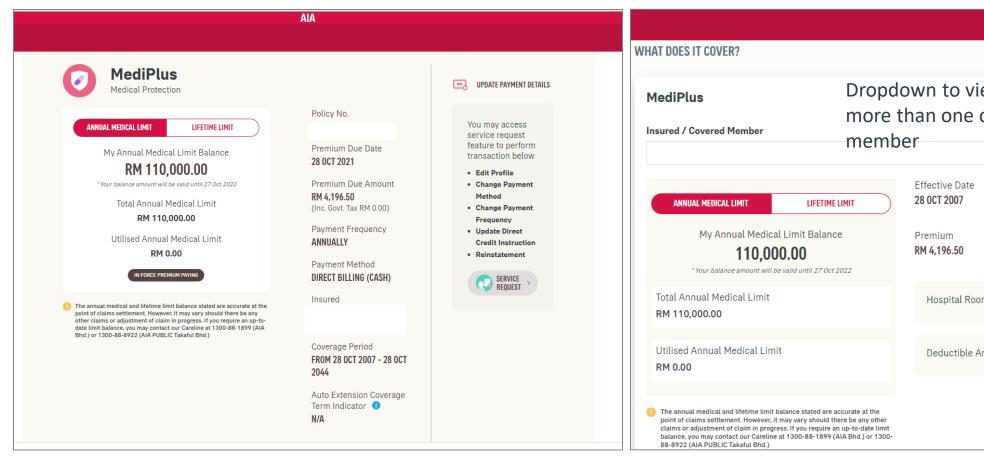


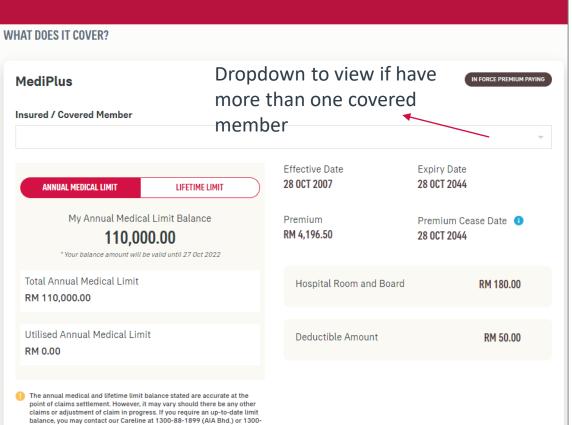


## View Policy Details (Medical plan) – Owner Role

#### Note:

Owner have full access to policy info details

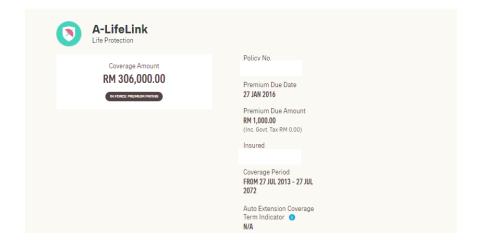






## View Policy Details – Insured Role







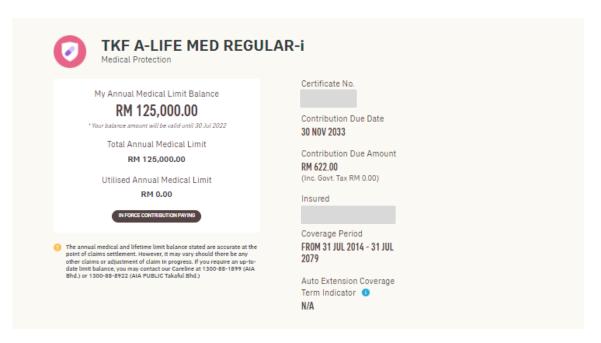
#### Note:

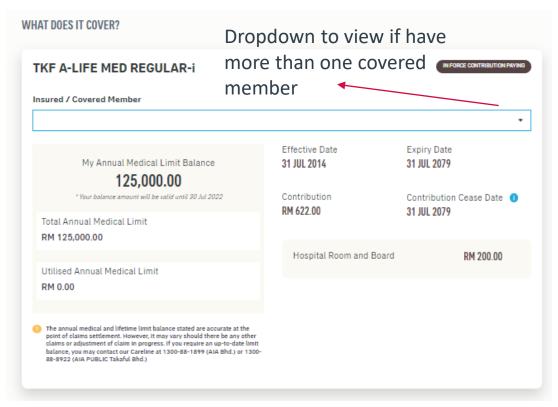
Insured have limited access in policy info details



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







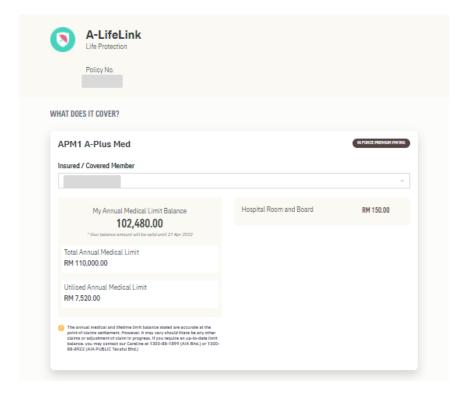
#### Note:

Insured have limited access in policy info details



### **View Policy Details – Covered Member Role**



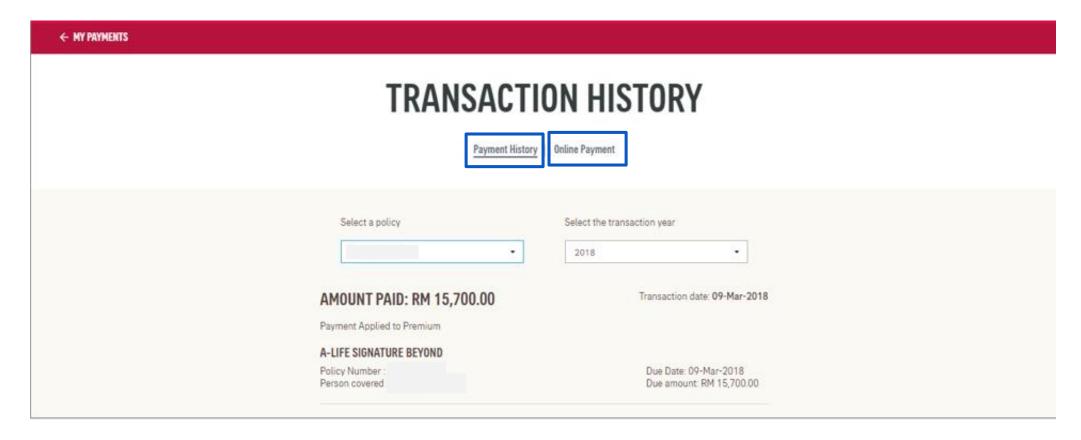


#### Note:

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



### **View Transaction History**

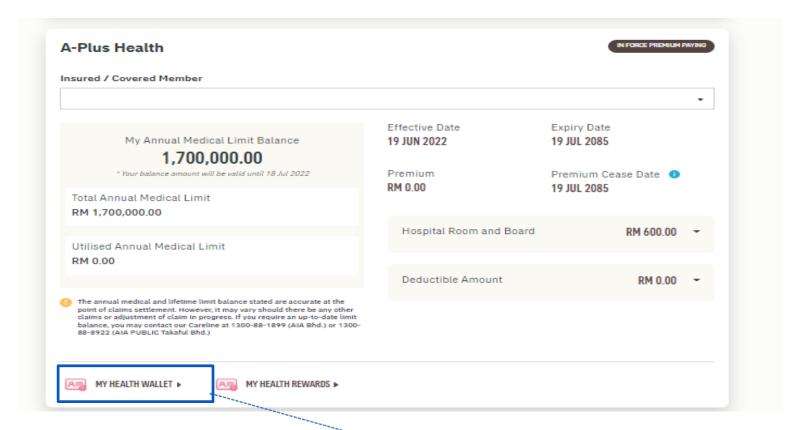


#### Note:

Only owner role can click and view payment history and online payment in transaction history page



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



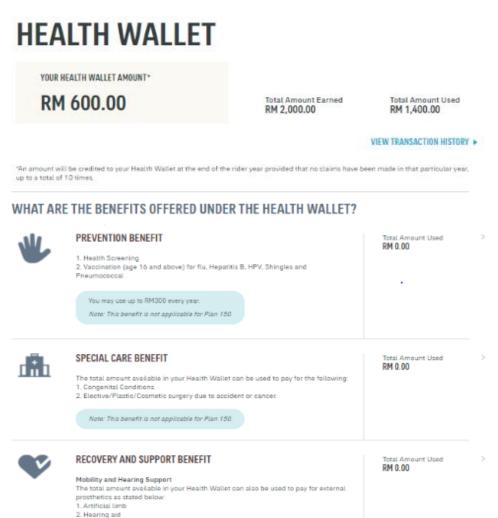
- At Policy Details page, scroll down to the rider details, click to view your Health Wallet details
- Only owner role can view Health Wallet details.



### **View My Health Wallet Details**



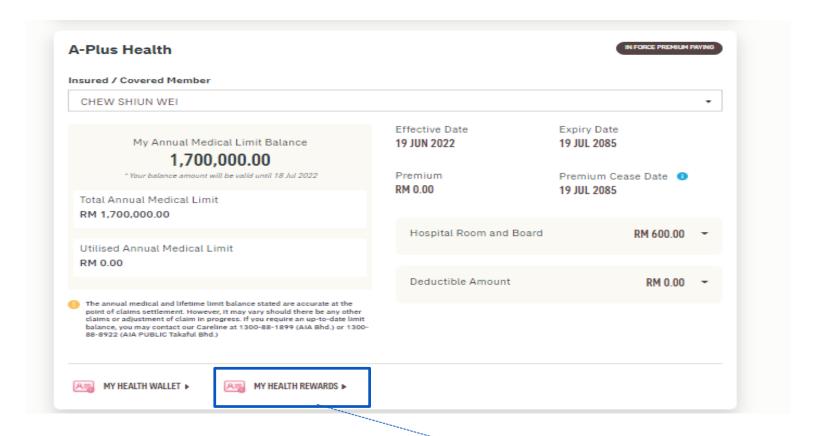




Scroll down to view your Health Wallet benefits



## 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**

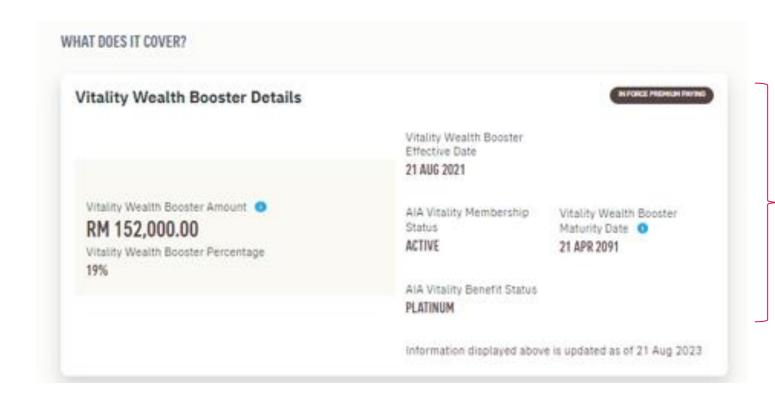




Scroll down to view your Health Rewards benefits



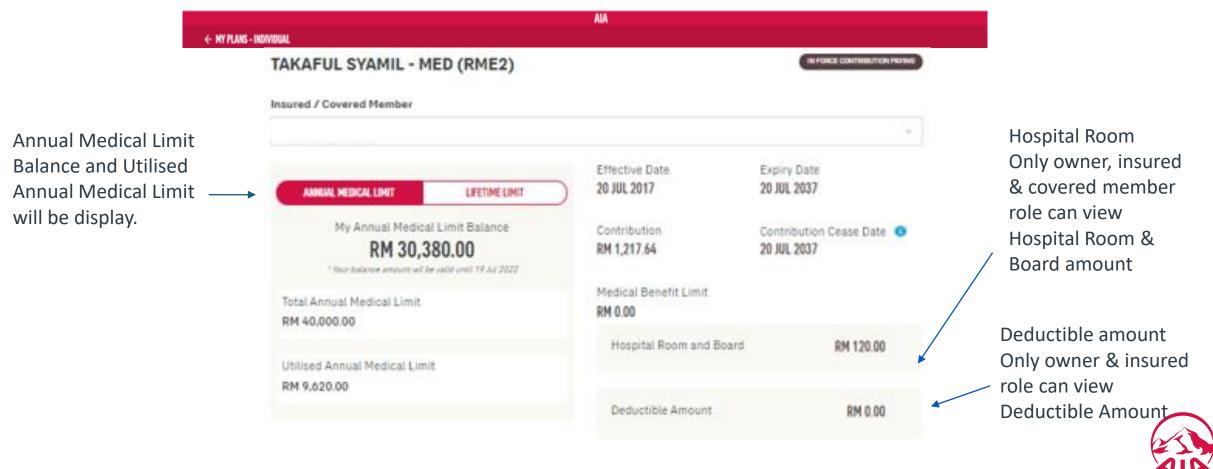
#### **View Rider Details - Your AIA Vitality Booster Details**



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



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

← 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 20 JUL 2037 RM 1,217.64 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

AIA



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

IN FORCE PREMIUM PAYING

AIA

Insured / Covered Member **Annual Medical Limit** Effective Date Expiry Date Balance and Utilised 19 OCT 2015 19 OCT 2102 ANNUAL MEDICAL LIMIT LIFETIME LIMIT Hospital Room & Annual Medical Limit —— My Annual Medical Limit Balance Premium Premium Cease Date 1 will be display. RM 0.00 75.000.00 19 OCT 2102 Only owner & \* Your balance amount will be valid until 18 Oct 2022 Total Annual Medical Limit Hospital Room and Board RM 100.00 RM 75,000.00 **Board** amount Utilised Annual Medical Limit RM 0.00

Deductible amount insured role can view Hospital Room &



← MY PLANS - INDIVIDUAL

APM1 A-Plus Med

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 PÚBLIC Takaful Bhd.)

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

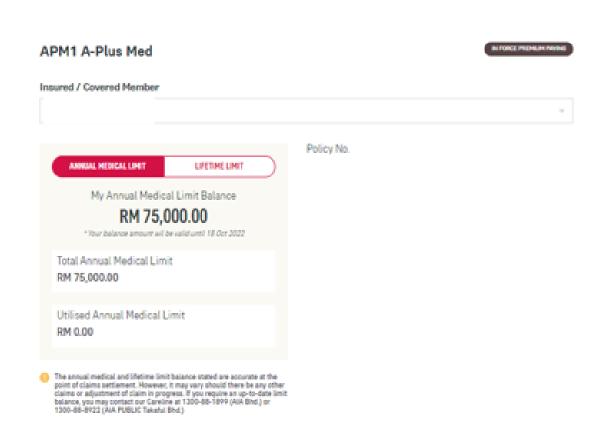
← MY PLANS - INDIVIDUAL APM1 A-Plus Med IN FORCE PREMIUM PAYING Insured / Covered Member Lifetime Limit Balance and Utilised Effective Date Expiry Date 19 OCT 2015 19 OCT 2102 ANNUAL MEDICAL LIMIT LIFETIME LIMIT Lifetime Limit will be displayed. My Lifetime Limit Balance Premium Premium Cease Date 1 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.)

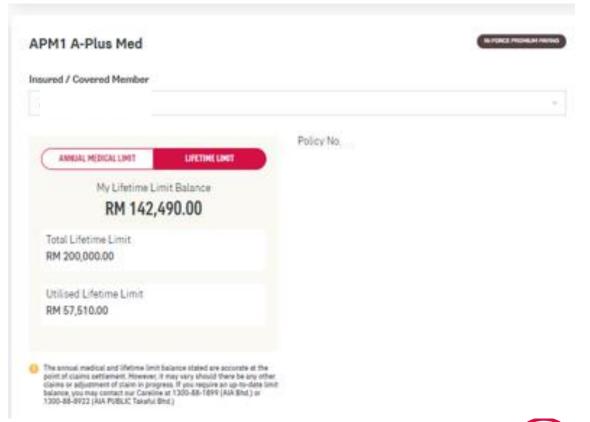
AIA



## View Rider Details (Covered member login) – Annual Medical Limit & Lifetime Limit

Covered member can view limited information for rider details





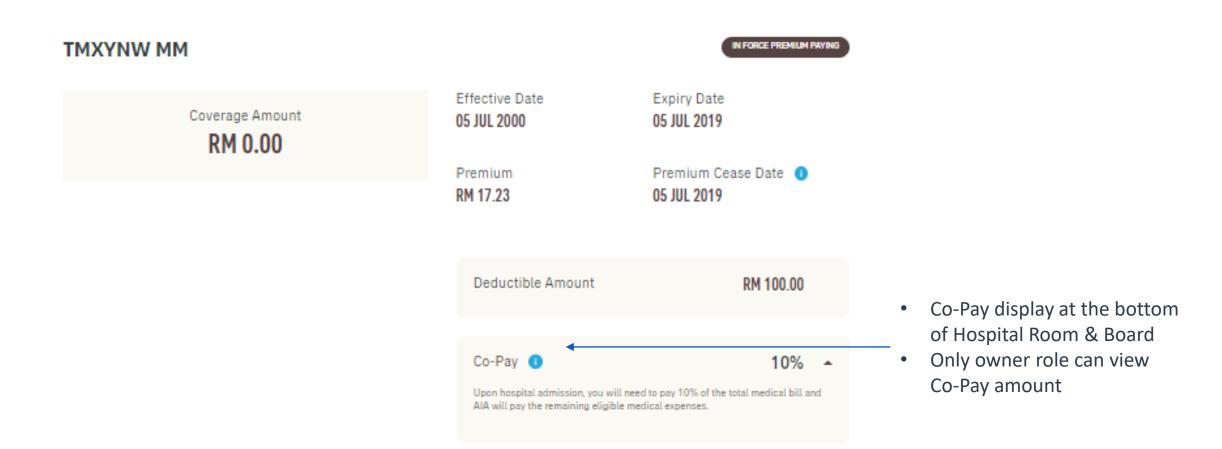


#### Note:

- 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.
- 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.

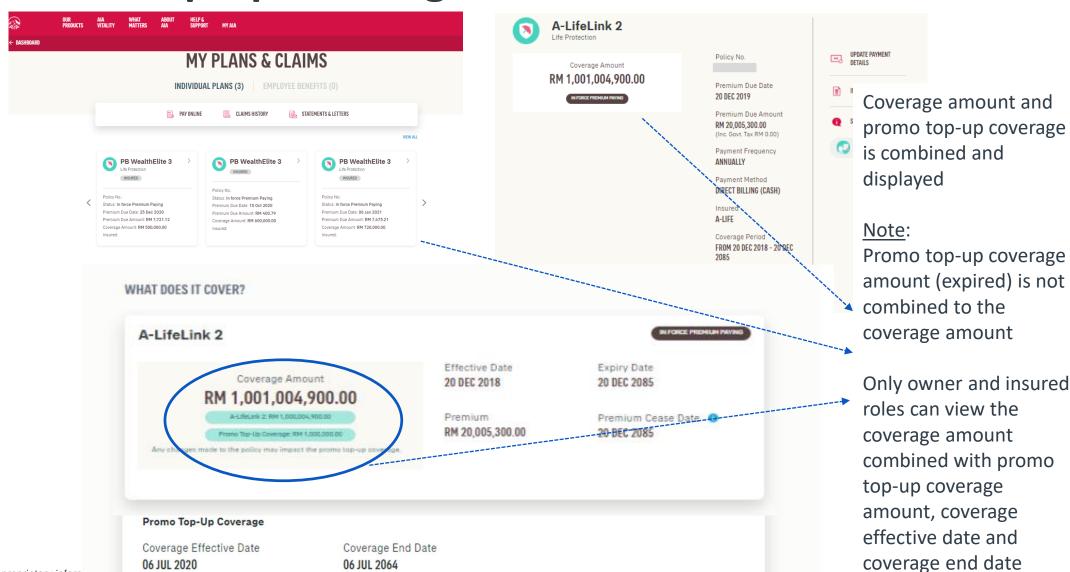


## **View Rider Details – Co-Pay**

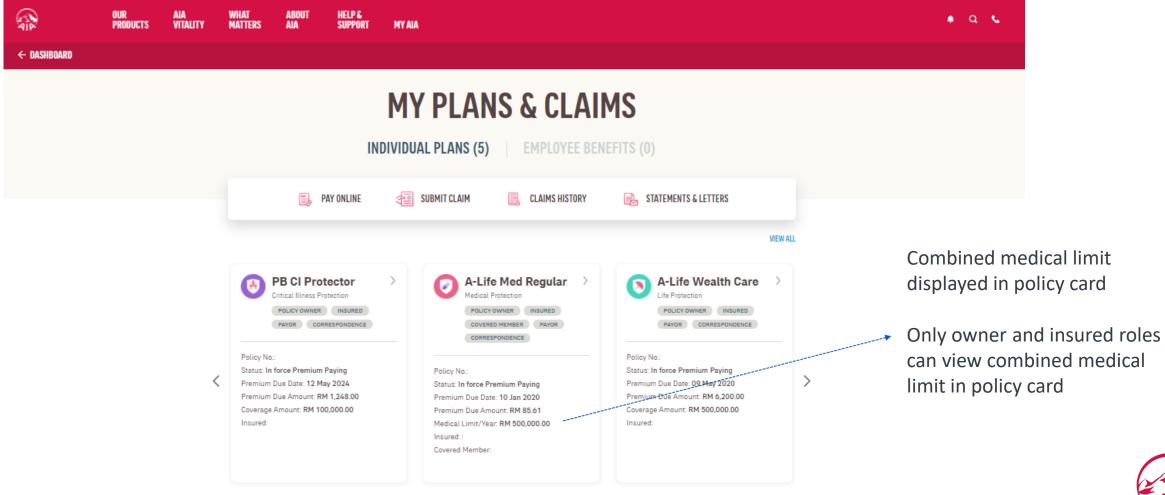




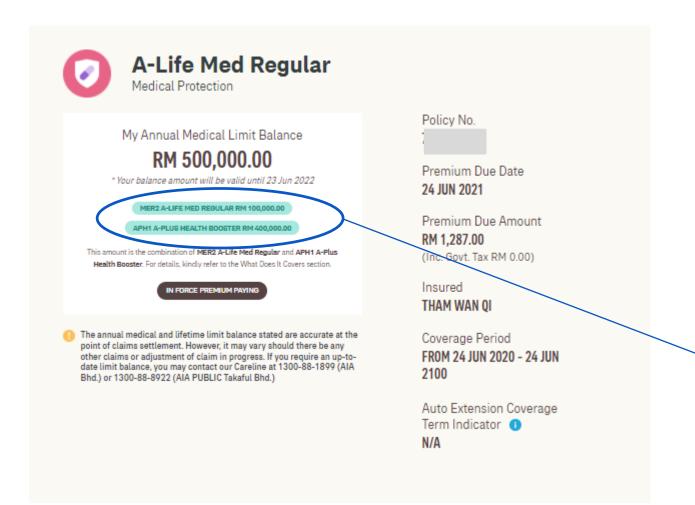
#### View Promo Top-up Coverage (where applicable)



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



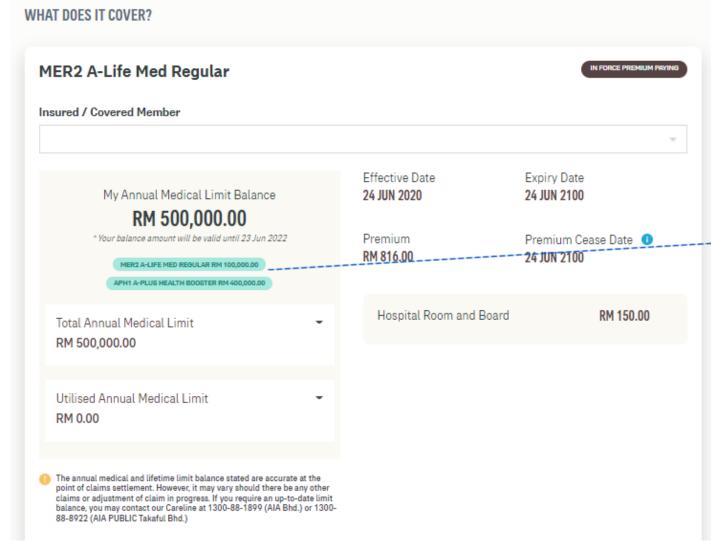
#### **View Combined Medical Limit**



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



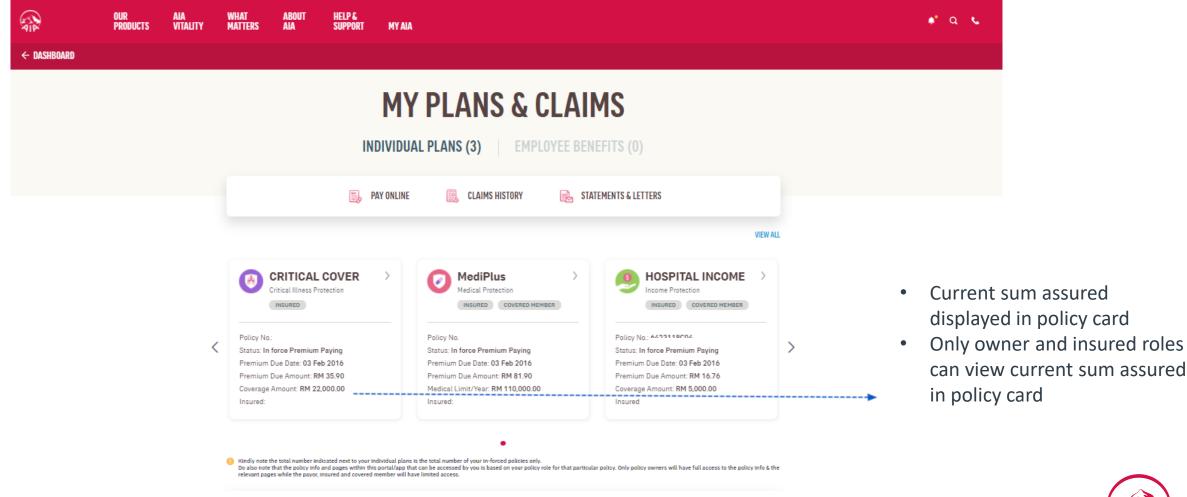
#### **View Combined Medical Limit**



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**

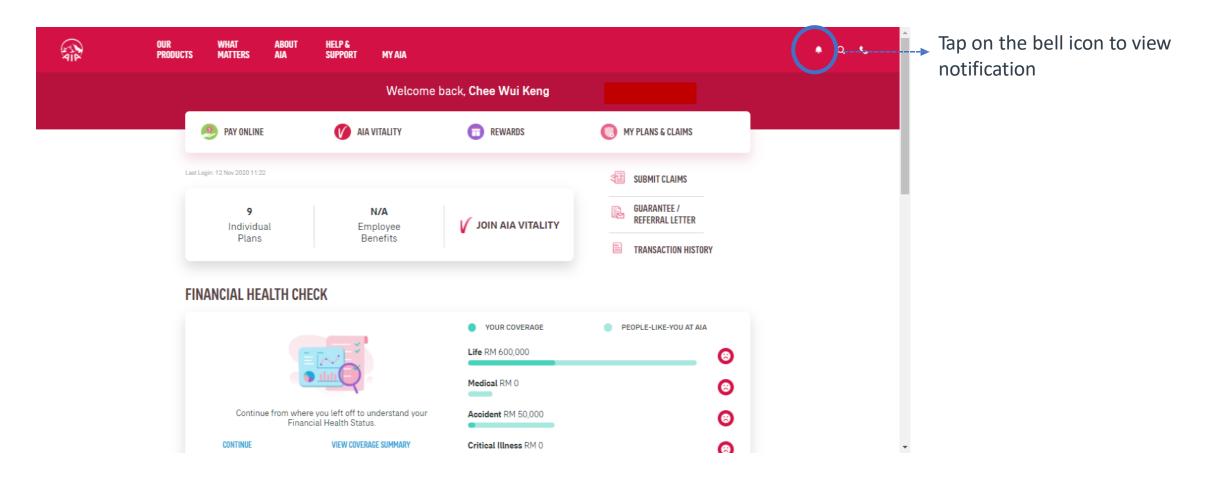




- Current sum assured displayed in policy details
- Only owner and insured roles can view current sum assured in policy details

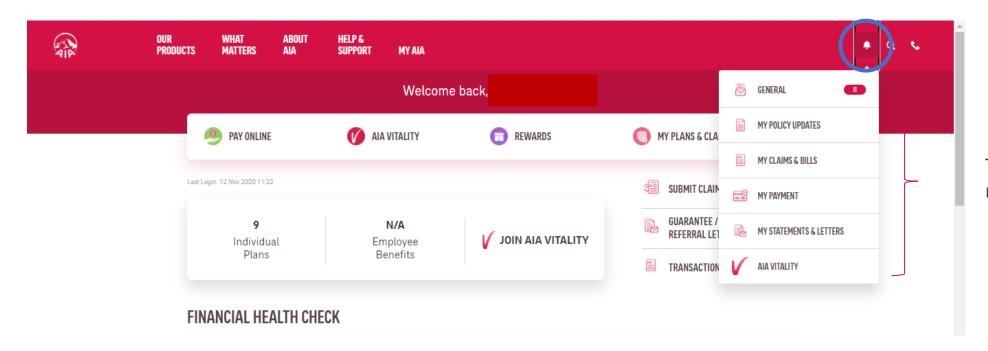


#### **VIEW YOUR NOTIFICATIONS**





#### **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.





#### **MAKE A PAYMENT**

Please select the policies that you would like to pay for. You can also pay for your policies in advance.

Kindly be informed that there is no record/policy/certificate found for the transaction and/or based on your policy role, you are not permitted to view the information on this page. If you are not the policy owner, please refer to the policy owner for policy details.

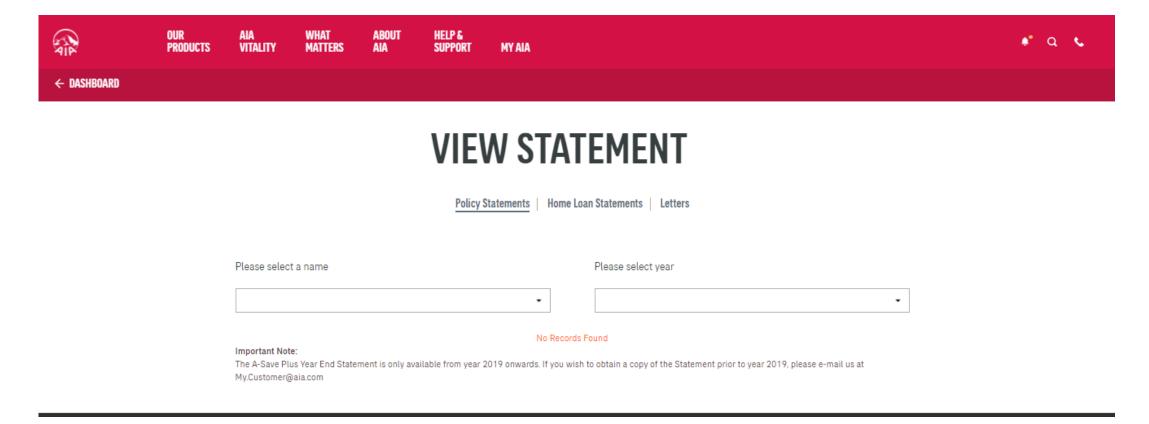
#### Note:

- The Pay Online facility is only available for Life Insurance policies & Family Takaful certificates with Inforce Premium Paying & Inforce SVE status as well as AIA Vitality membership fees for Individual & Corporate memberships.
- For Family Takaful certificates, contributions can only be made in advance for up to one (1) year. Any certificates with advance contribution of one (1) year or more will not be able to make further contributions via the Pay Online facility until the advance contribution for the certificate is less than one (1) year.



#### 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.



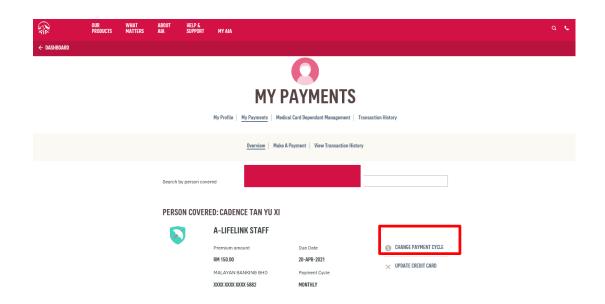


In line with AIA's Customer Due Diligence (CDD) procedure, you will be required to submit their personal details and a copy of NRIC / Passport (one time only) when you perform the following transactions:

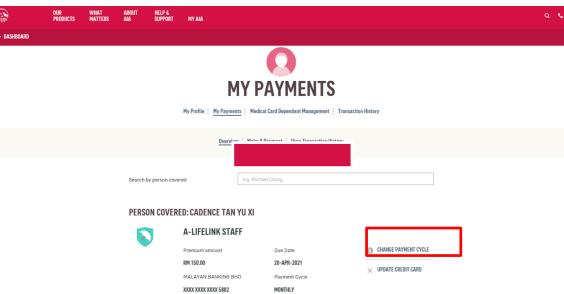
- Payment for your policy / certificate
- Change your premium / contribution payment frequency
- Edit your contact information



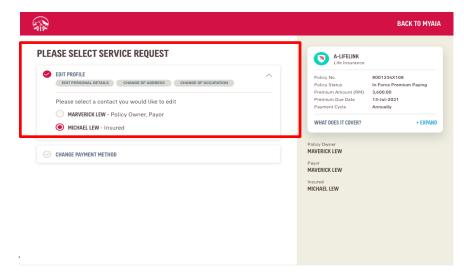
## Transaction 1: Payment for your policy / certificate



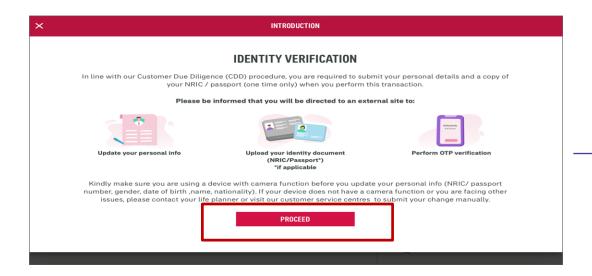
# Transaction 2: Change your premium / contribution payment frequency



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

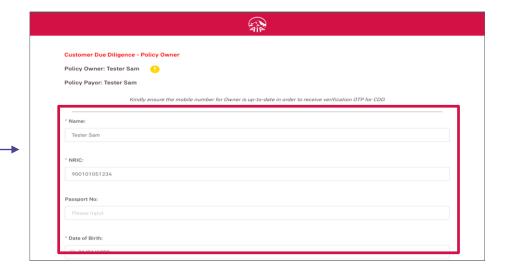






Step 1:

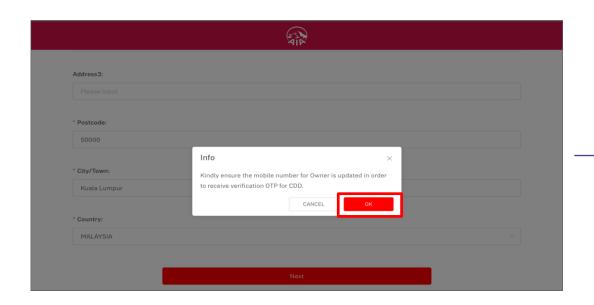
Click "Proceed"



Step 2:

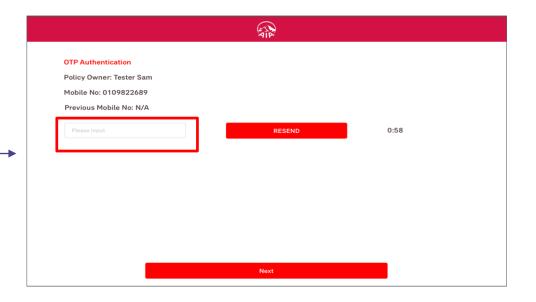
Policy Owner to verify the Customer Due Diligence info for Policy Owner and Payor. (Note: Update only if applicable)





Step 3:

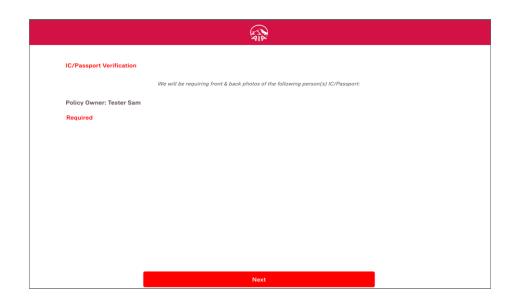
Alert Message to ensure Owner's mobile number is updated to receive OTP.



Step 4:

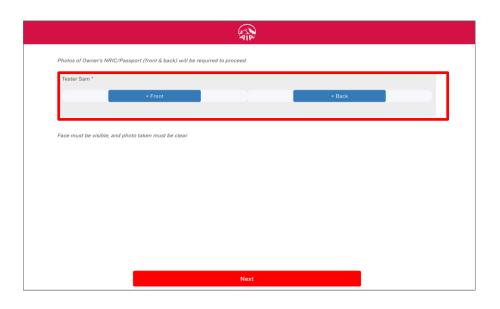
Key in the OTP (One-Time Password) sent to the Policy Owner's mobile.





Step 4:

Upload NRIC / Passport (one time only ) if applicable

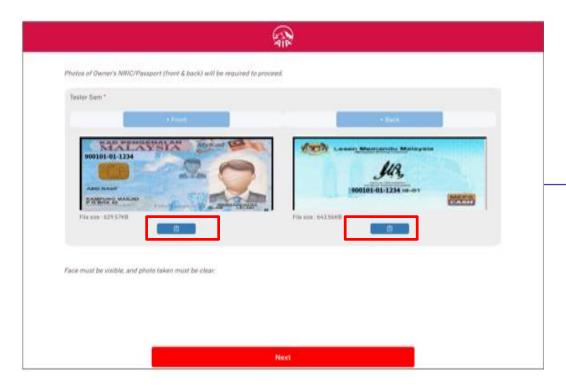


Step 5:

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

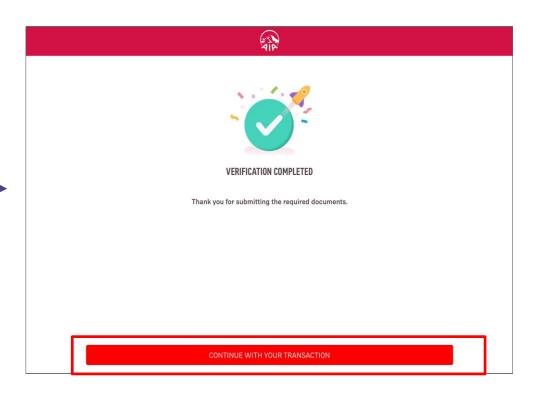






Click "Delete" if the front / back page of NRIC / Passport is not usable.

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



CDD verification is completed!

Continue with your transaction in My AIA.



# **Auto Debit**

Learn how to setup & edit auto debit function to perform payment for your policy / certificate

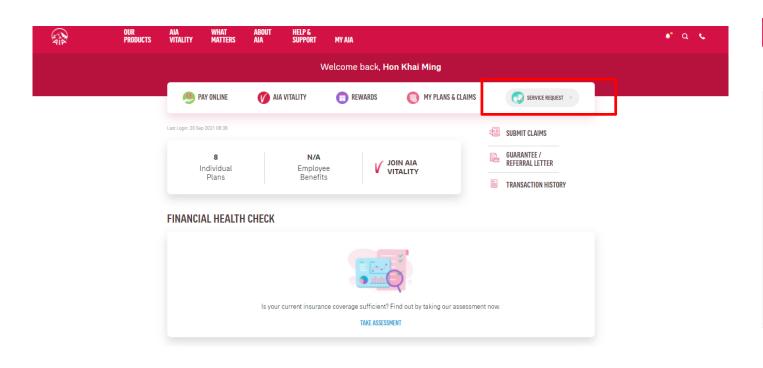


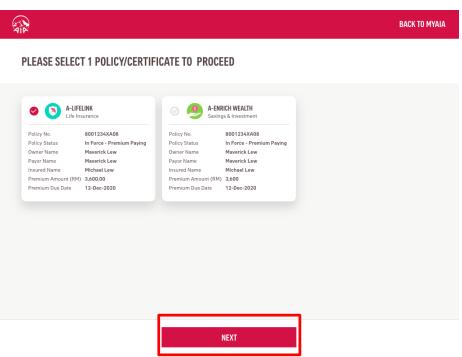
Step 1
Click on Service
Request Icon

Step 2
Step 3
Step 4
Step 5
Customer Due
Customer Due
Payment Method
Review

Step 6
Summary
Change
Payment Method
Review

Verification





Select applicable policy



Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

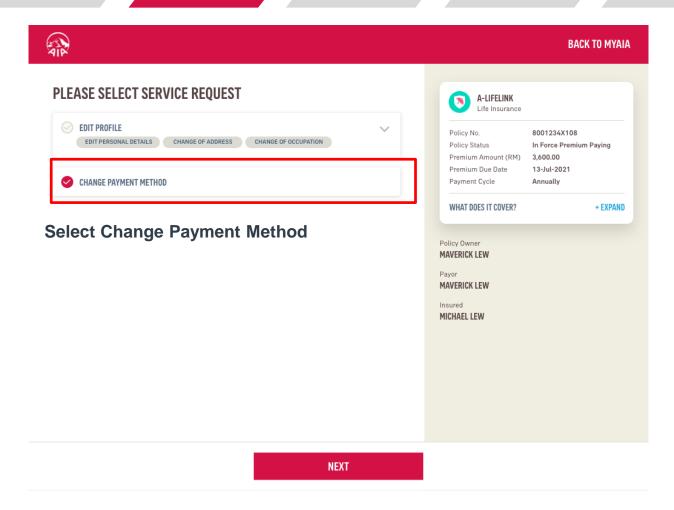
Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence

Step 5
Change
Payment Method

Step 6
Summary
Review

Step /
OTP
Verification





Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

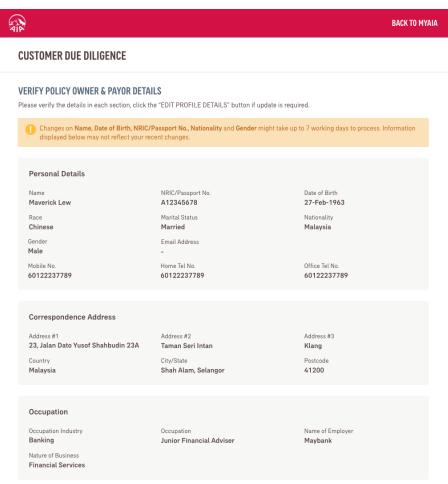
Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence

Step 5 Change Payment Method

Step 6 Summary Review

OTP
Verification



EDIT PROFILE DETAILS

Step 1
Click on Service
Request Icon

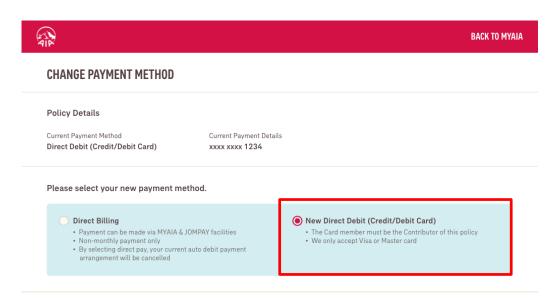
Step 2 Select Your Policy Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence

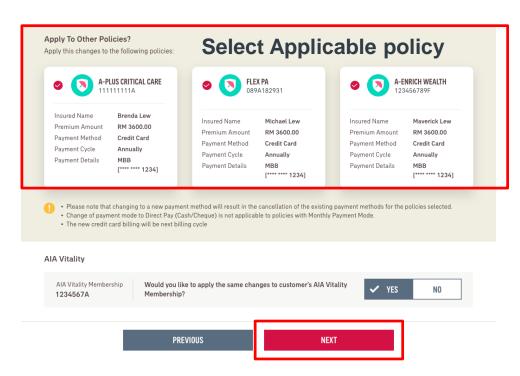
Step 5
Change
Payment Method

Step 6
Summary
Review

Step 7
OTP
Verification



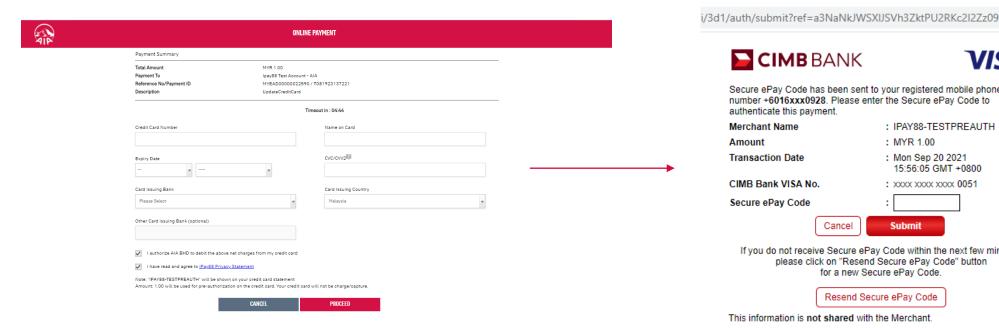
**Select New Direct Debit** 



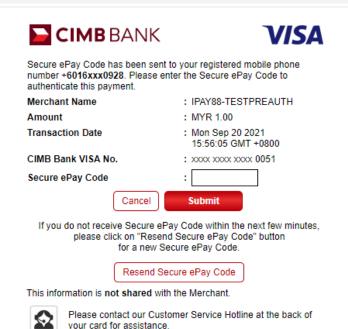
**Click Next once confirmed** 



Step 5 Change Payment Method



### **Enter Payment Information**



### Payment is completed in ipay88



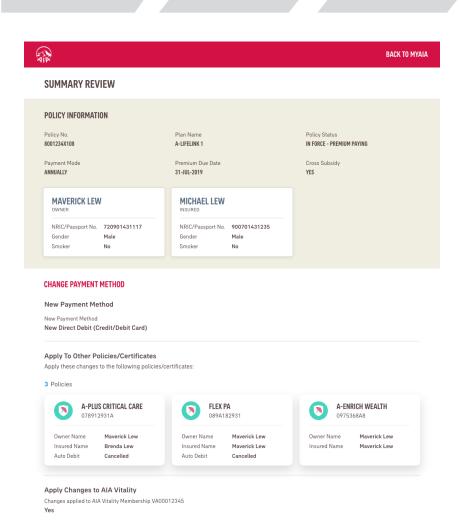
Step 1
Click on Service
Request Icon

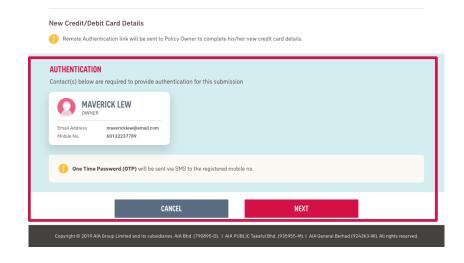
Step 2 Select Your Policy Step 3
Select Service
Request Type

Step 4 Customer Due Diligence Step 5
Change
Payment Method

Step 6 Summary Review

Step 7
OTP
Verification





### **Check Summary Page.**

 Customer can proceed to obtain OTP verification once ready



OTP AUTHENTICATION
Please enter the 6-digit OTP code sent to the contacts below.

POLICY OWNER MOHD AZRIL BIN NAHARUDIN

OTP LATE

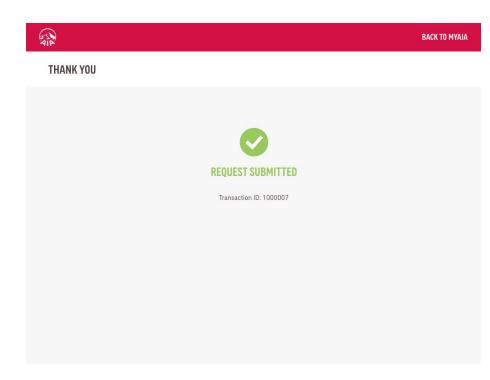
Provide the 0TP code now

Please enter the 6-digit OTP code sent to phone 60172872812
6-digit OTP Code

Please input

You can request a new code after 92.51 mins

 Customer can also complete the OTP Verification later which visiting the Transaction History page



Transaction Success.

Customer to receive Email and/or SMS notification



Step 7 OTP Verification

# Online Payment

How to make one off premium / contribution and Vitality membership payments



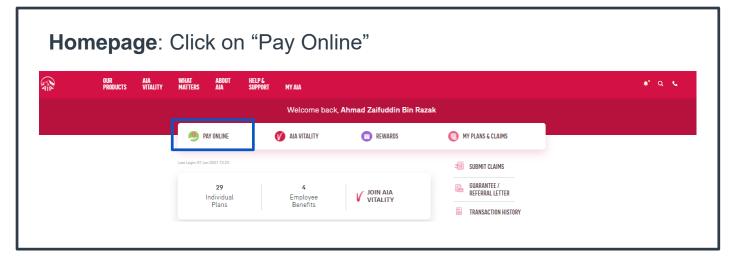
Step 1 Click Pay Online/ Make a Payment

Step 2 Select Policy/Certificat e

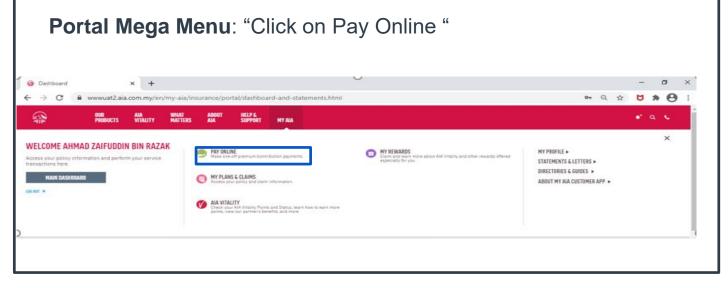
Step 3 Review Step 4 Making the Payment Step 5 Payment Confirmation

Step 6 Transaction History

1) Here are 4 ways you can access PAY ONLINE













	MAKE A PAYMENT  Please select the policies that you would like to pay for.		
LICIES	You can also pay for your policies in advance:	SUMMARY	
AIA VITALITY  AIA Vitality Membership No.: VA06038848	Current - Due 12-Sep-2023  Select The Number Of Advanced Payments	Current Due Amount:  0 Advanced Payments	RM 10.00
Member Name: ANG LING DING Fee/s: RM 10.00	No Advance Payment •	Total Amount	RM 0.00
PERSONAL ACCIDENT - PERSONAL	Current - Due 12 December 2021  Select The Number Of Advanced Payments	Current Due Amount:  O Advanced Payments	RM 12.12 (inc. Stamp Duty And Govt. Tax)
Policy No.: PA73413506 Insured: MOMO Premium Amount: RM 12.12	No Advance Payment •	Total Amount	RM 0.00
A-ENRICHGOLD	Current - Due 11 January 2016	Current Due Amount:	RM 557.15
Policy No.: 0856223A07 Insured: CHAN POH LENG Premium Amount: RM 557.15 Sygment Frequency: MONTHLY	Select The Number Of Advanced Payments  No Advance Payment	0 Advanced Payments  Total Amount	RM 0.00
A-LIFE IKHTIAR  Certificate No.: X115843A08	Current - Due 05 October 2021  Select The Number Of Advanced Payments	Current Due Amount:  0 Advanced Payments	RM 2,697.29
Insured: BABY ONE Contribution Amount: RM 2,697.29	No Advance Payment •	Total Amount	RM 0.00
Payment Frequency: MONTHLY			

2a) Check the box(es) of the relevant policy/certificate/Automatic Premium Loan/Policy Loan/AIA Vitality membership that you would like to make payment(s) for.



Step 1 Click Pay Online/ Make a Payment Step 2 Select Policy/Certific ate

Step 3 Review Step 4 Making the Payment Step 5 Payment Confirmation Step 6 Transaction History

2b) Select the number of advance payment/contribution from the dropdown list e.g. If the policy/certificate is on a quarterly payment cycle, selecting 1 Advance Payment means that the advance payment will be made for the next quarter payment cycle

PERSONAL ACCIDENT - PERSONAL	✓ Current - Due 11 February 2022	Current Due Amount:	RM 237.05 (Inc. Govt. Tax)
Policy No.: PA97874406	Select The Number Of Advanced Payments	1 Advanced Payments	(nic our say)
Insured:	1 .	11 August 2022	RM 237.05 (Inc. Govt. Tax)
IO TEST Premium Amount:			(no over my
RM 237.05		Total Amount	RM 474.10
Payment Frequency: HALF-YEARLY			
A-LIFE CANCER360	✓ Current - Due 10 May 2022	Current Due Amount:	RM 263.94
	Select The Number Of Advanced Payments	1 Advanced Payments	
Policy No.: 4111776A02 Insured:		10 August 2022	RM 263.94
IOTEST	1 -		
Premium Amount: RM 263.94		Total Amount	RM 527.88
Payment Frequency: QUARTERLY			
A-LIFE CANCER360-I	✓ Current - Due 11 May 2022	Current Due Amount:	RM 288.38
Certificate No.: X082568A04	Select The Number Of Advanced Payments	2 Advanced Payments	
Insured: IO TEST	2	11 August 2022	RM 288.38
Contribution Amount: RM 288.38		11 November 2022	RM 288.38
Payment Frequency: QUARTERLY		Total Amount	DM 965 16



Step 1
Click Pay
Online/ Make a
Payment

Step 2 Select Policy/Certific ate

Step 3 Review Step 4 Making the Payment Step 5 Payment Confirmation Step 6 Transaction History

2c) For the repayment of your Automated Premium Loan (APL) and Policy Loan select the respective boxes

You can choose to pay in full or any amount of the APL/Policy Loan, subject to a minimum of RM100

← MY PAYMENTS



# MAKE A PAYMENT

Please select the policies that you would like to pay for. You can also pay for your policies in advance.

#### AIA VITALITY

AIA Vitality Membership No.: XXXXXXXXXXXXXXXXXXX

Member Name: XXXXXXXXXXXXXXXXX Fee/s (including GST): RM 0.00 Due on 25-Aug-2018

#### SELECT POLICY

#### CRITICAL COVER

Policy Number: XXXXXXXXXXXXXXXXXXXXX

Select the number of advanced payments	Current	RM 10.00
No Advance Payment ▼	Advanced x 0	RM 0.00
	Total	RM 0.00
Select the number of advanced payments	Current	RM 3,080.00
No Advance Payment ▼	Advanced x 0	RM 0.00
✓ APL - RM 5,767.96	APL	RM 5,767.96
Policy Loan - RM 3 342 81	PL	RM 3,342.81



Editable Fields





Step 1
Click Pay
Online/ Make a
Payment

Step 2 Select Policy/Certificat e

Step 3 Review Step 4 Making the Payment Step 5 Payment Confirmation

Step 6 Transaction History

All the information selected in Step 2, will be displayed for your review.Select Pay Now to proceed with the payment



## **REVIEW YOUR PAYMENT**

Please review the policies you have selected for payment.

#### YOUR PAYMENT SELECTION

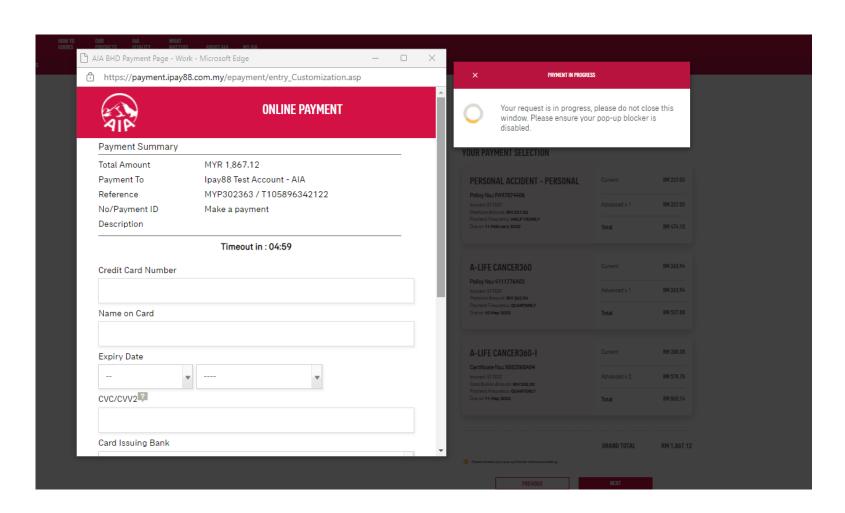
Total  Current  Advanced x 1	RM 474.10
	RM 263.94
Advanced and	
Advanced x 1	RM 263.94
Total	RM 527.88
Current	RM 288.38
Advanced x 2	RM 576.76
Total	RM 865.14
	Current Advanced x 2



PREVIOUS

Step 1 Click Pay Online/ Make a Payment Step 2 Select Policy/Certificat e

Step 3 Review Step 4 Making the Payment Step 5 Payment Confirmation Step 6 Transaction History



- 4) Complete your payment details:
- (a) Enter your Visa/Master

  Debit/Credit Card details and complete the required fields on the Online Payment Page
- (b) Next, click Proceed
- (c) You will then need to enter the **One Time Pin (OTP)** provided by your

  credit card issuing bank to complete
  the transaction



Step 1
Click Pay
Online/ Make a
Payment

Step 2 Select Policy/Certificat e

Step 3 Review Step 4 Making the Payment Step 5 Payment Confirmation Step 6 Transaction History

5) You will be directed to the acknowledgement page upon successful payment.

An acknowledgement email and SMS will also be sent to the email address and mobile number saved under "Mv Profile"



### THANK YOU FOR YOUR PAYMENT

Your Transaction ID for this payment is: MYP302364

Please review the policy(s) that you have selected for payment. View your transaction history under the Payment History page and download your e-receipt from the View Statement page.

\*Payment will reflect in My AIA within the next 2 days.

#### YOUR PAYMENT SELECTION

PERSONAL ACCIDENT - PERSONAL	Current	RM 237.05
Policy No.: PA97874406 Insured: IOTEST Premium Amount: RM 237.05	Advanced x 1	RM 237.05
Payment Frequency: HALE-YEARLY Due on 11 February 2022	Total	RM 474.10
A-LIFE CANCER360	Current	RM 263.94
Policy No.: 411776A02 Incured: IO TEST Premium Amount: RM 263.94 Payment Frequency: QUARTERLY Due on 10 May 2022	Advanced x 1	RM 263.94
	Total	RM 527.88
A-LIFE CANCER360-I	Current	RM 288.38
Certificate No.: X082568A04 Insured: IOTEST Contribution Amount: RM 288.38	Advanced x 2	RM 576.76
Payment Frequency: QUARTERLY Due on 11 May 2022	Total	RM 865.14

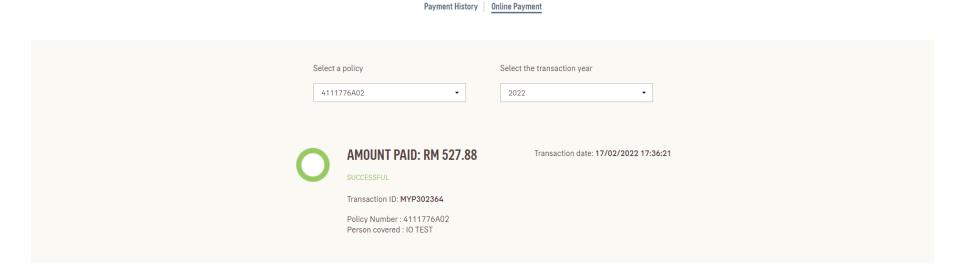




6) To view your transaction history, from the MY AIA Homepage, click on Individual Plans > My Plans & Claims > Select Policy > Update payment details > My Payments > View Transaction History > Online Payment.



# TRANSACTION HISTORY





# Change Payment Cycle

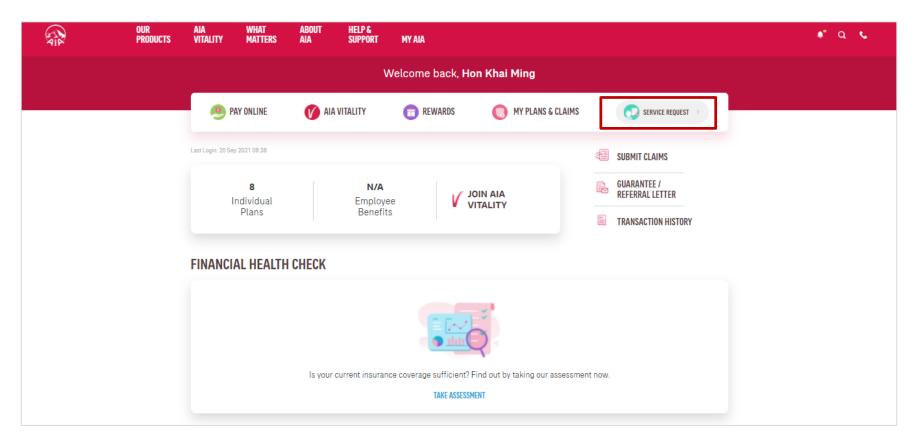
Learn how to change your premium / contribution payment frequency



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7
Click on Service Request Icon Policy Request Type Diligence (CDD)

Step 5 Step 6 Step 7 Transaction Success

### Log in to My AIA via the App or Portal





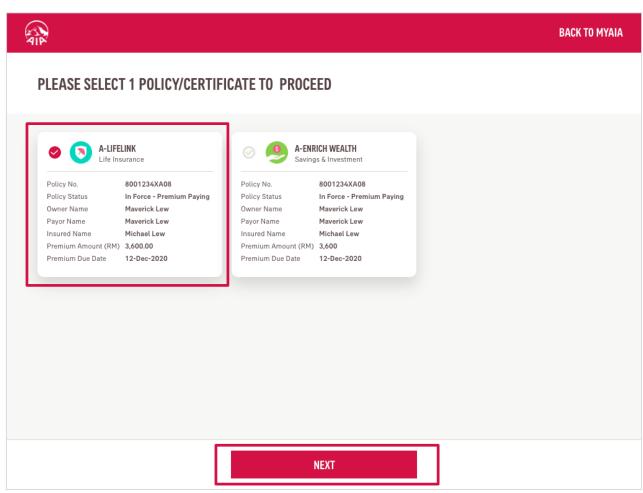
Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

Step 3
Select Service
Request Type

Customer Due
Diligence (CDD)

Edit Details (Various Fields) Step 6
OTP
Authentication





Step 1
Click on Service
Request Icon

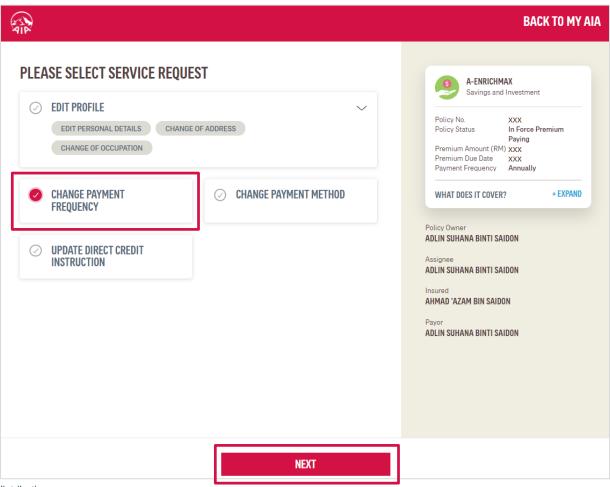
Step 2
Select Your
Policy

Step 3
Select Service
Request Type

Customer Due
Diligence (CDD)

Step 5
Edit Details
(Various Fields)

Step 6
OTP
Authentication





Step 1
Click on Service
Request Icon

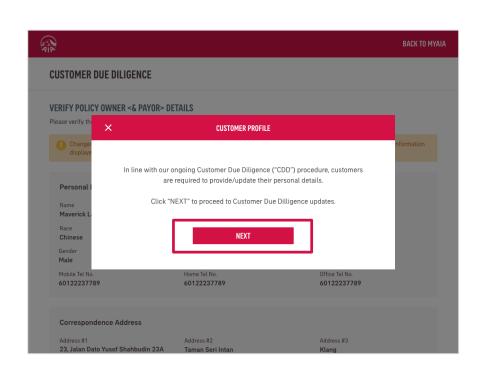
Step 2
Select Your
Policy

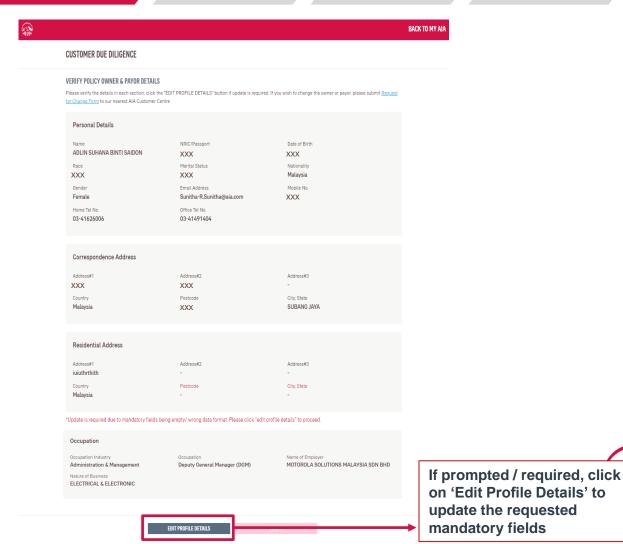
Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence (CDD)

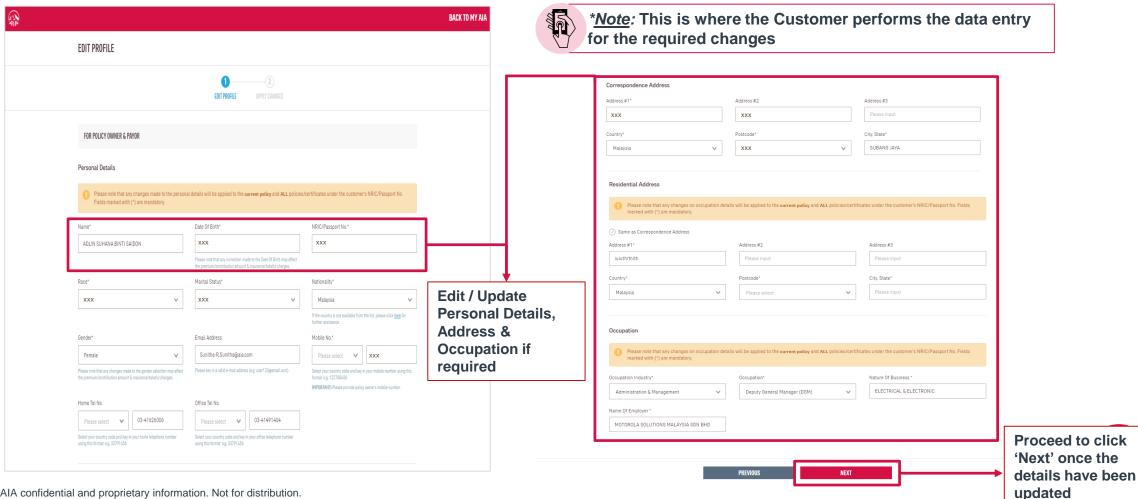
Step 5
Edit Details
(Various Fields

Step 6
OTP
Authentication





Step 5 **Edit Details** (Various Fields)



Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

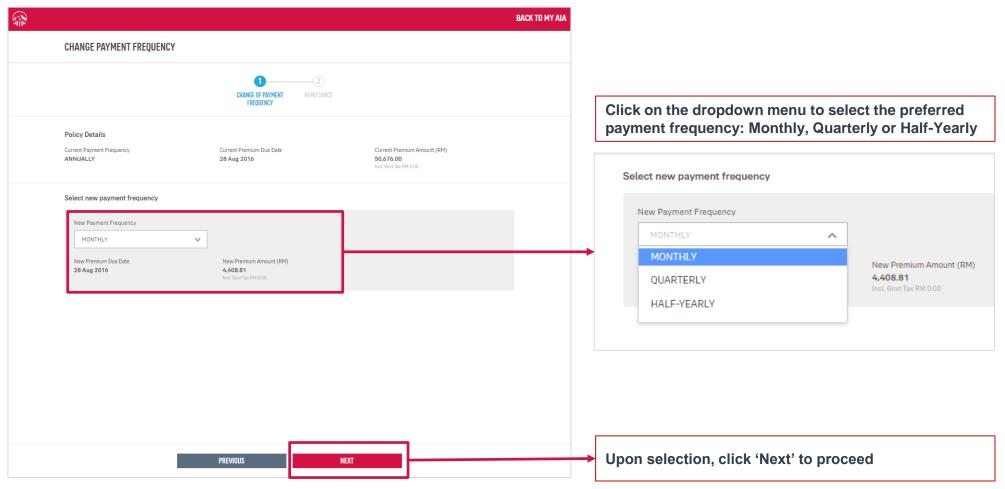
Step 3
Select Service
Request Type

Step 4

Customer Due
Diligence (CDD)

Step 5
Edit Details
(Various Fields)

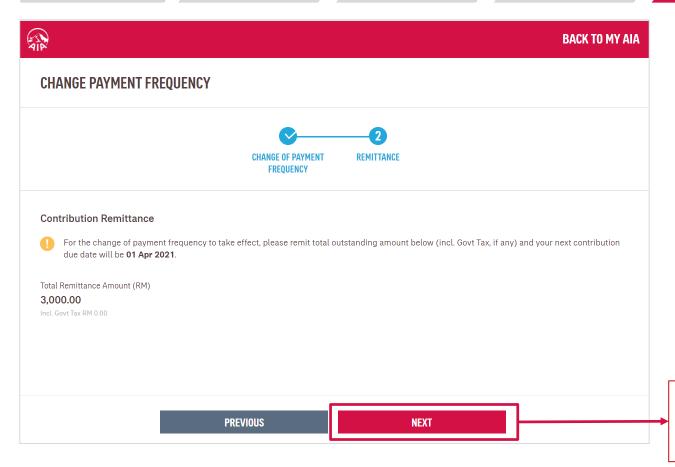
OTP
Authentication





Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Click on Service Request Icon Policy Request Type Diligence (CDD)

Step 5 Step 6 Step 7 Transaction Success



In some cases, payment will be required for any outstanding amount for the change payment frequency to take effect. Review the details and click 'Next'.



Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

Step 3
Select Service
Request Type

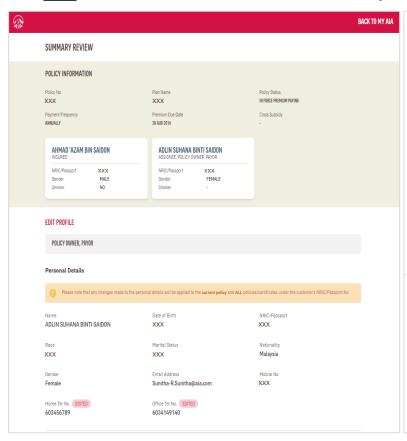
Step 4
Customer Due
Diligence (CDD)

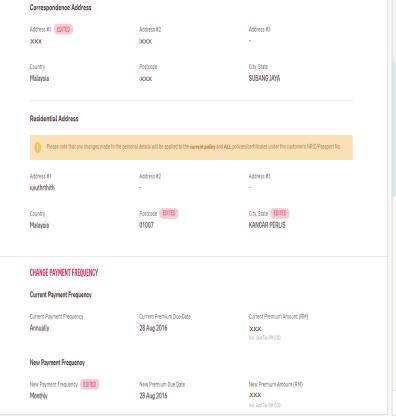
Step 5
Edit Details
(Various Fields)

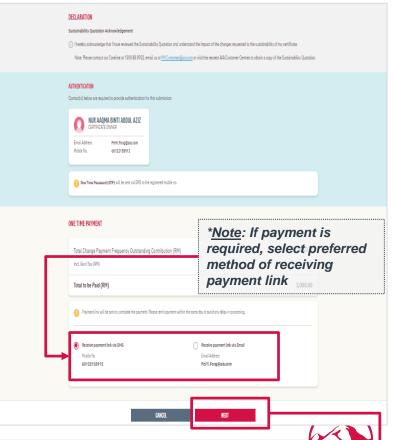
OTP
Authentication

Transaction
Success

\*Note: This is where the Customer has a summary view of all the changes made







\*Note: The 'Edited' box indicates that details for that particular section have been edited / updated

Once the changes have been reviewed and confirmed, click 'Next'

Step 1
Click on Service
Request Icon

Step 2
Select You
Policy

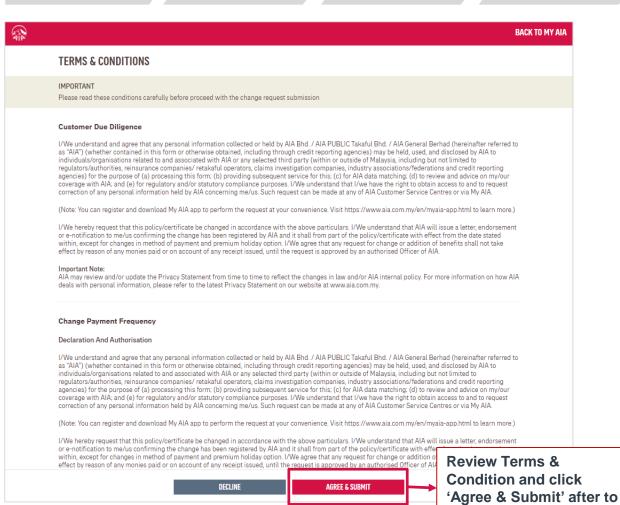
Step 3
Select Service
Request Type

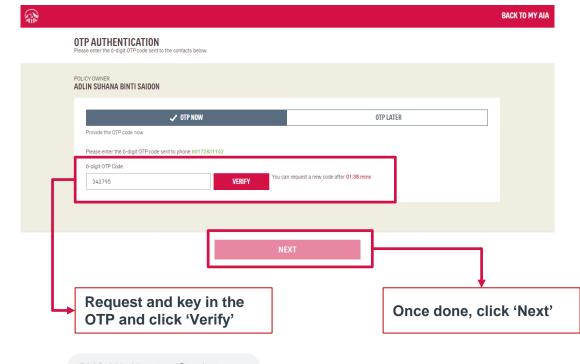
proceed

Step 4
Customer Due
Diligence (CDD)

Step 5 Edit Details (Various Fields Step 6
OTP
Authentication

Transaction





RM0 AIA: Your verification code is: 342795. Requested for Service Request Authentication. Did not request? Call 1 300 88 1899 / 1300 88 8922. TQ.

Sample SMS for OTP



Step 1
Click on Service
Request Icon

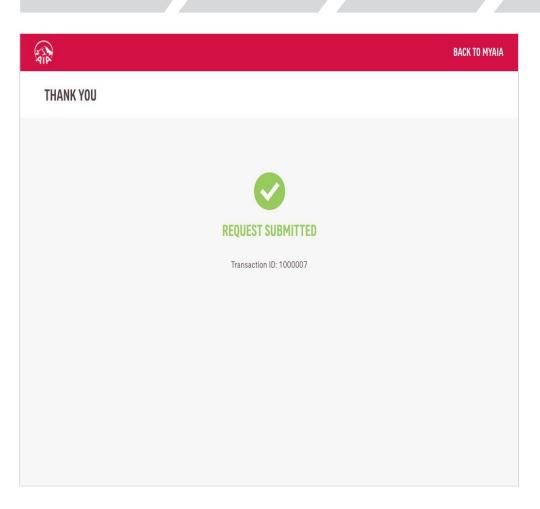
Step 2
Select Your
Policy

Step 3
Select Service
Request Type

Customer Due
Diligence (CDD)

Step 5
Edit Details
(Various Fields

Step 6 OTP Authentication Step 7
Transaction
Success



#### **Email Notification**

Status Update: Service Request MT2021082618013425321694382



noreply-policyownerservice@aia.com To O Tharsame Singh, Narvindeer Singh

Dear Valued Customer.

Kindly find below the status of your service request(s) submitted on 26 Aug 2021.

Policy/Certificate Number	Request Type	Status	Status Date
S214221A08	Correspondence Address	Completed	26 August 2021
S214221A08	Change of Mobile No	Completed	26 August 2021
S214221A08	Change of Email	Completed	26 August 2021
S214221A08	Change of Occupation	In Progress	26 August 2021

If you have any further questions, please contact us by:

- 1. E-mailing your enquiry to My.Customer@aia.com or
- 2. Calling our Care Line at 1300 88 1899 / 1300 88 8922

#### **SMS Notification**



RM0 AIA: We have received yr service request on 24 Aug 2021. Yr Trx No. is MT2021082416112553308689 27. Login to My AIA @www.aia.com.my for details



RM0 AIA: Yr service request on 24 Aug 2021 for Trx No. MT2021082416112553308689 27 has been resolved. Login to My AIA @ www.aia.com.my for details

#### Policy Owner will also receive an Email / SMS of:

- 1. Acknowledgement
- 2. Confirmation of Status



# Change Contact Details

Find out how to edit your contact information



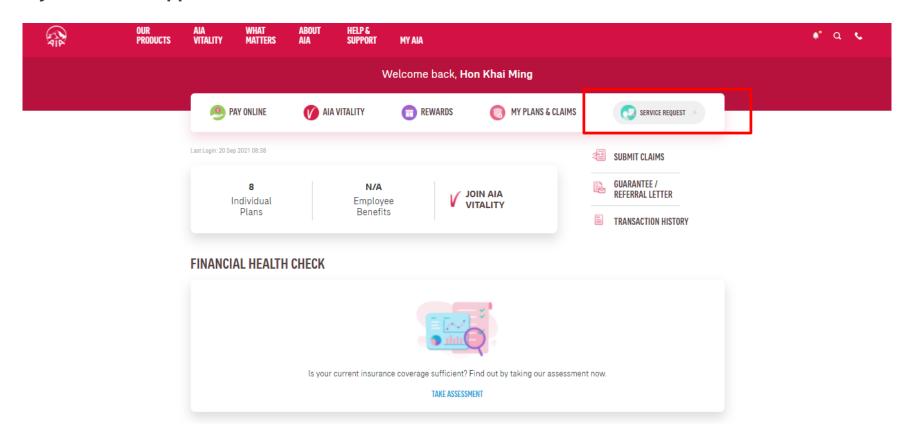
### **SERVICE REQUEST – Personal Details**

Step 1
Click on Service
Request Icon

Step 2
Step 3
Step 4
Step 5
Step 5
Step 6
Step 7
Customer Due
Diligence
Diligence
Step 5
Fields)

Step 6
Step 7
Step 7
Step 7
Step 8
Step 9
Step 8
Step 9
Step 7
Step 8
Step 8
Step 7
Step 8
Step 8
Step 9
Step 7
Step 8
Step 8
Step 9
Step 7
Step 8
Step 9
Step 9
Step 9
Step 9
Step 9
Step 8
Step 9

### Log in to My AIA via the App or Portal





Step 1
Click on Service
Request Icon

Step 2 Select Your Policy

Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence

Step 5 it Details (Various Fields)

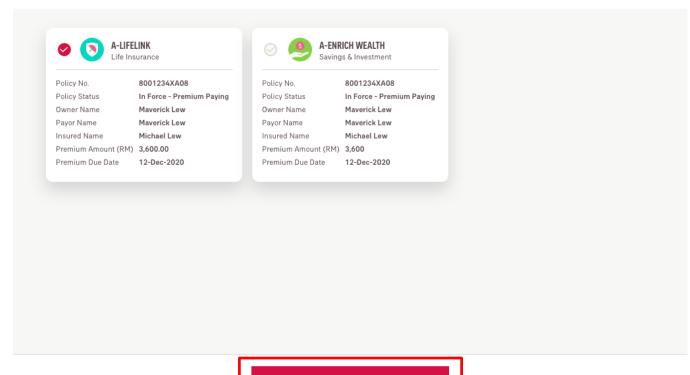
Step 6
TP Authentication

ransaction Success



BACK TO MYAIA

### PLEASE SELECT 1 POLICY/CERTIFICATE TO PROCEED





Step 1
Click on Service
Request Icon

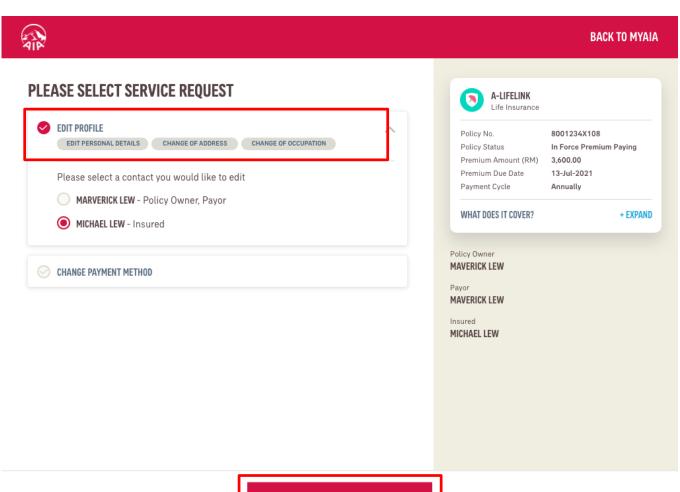
Step 2 Select Your Policy Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence

Step 5 it Details (Various Fields) Step 6

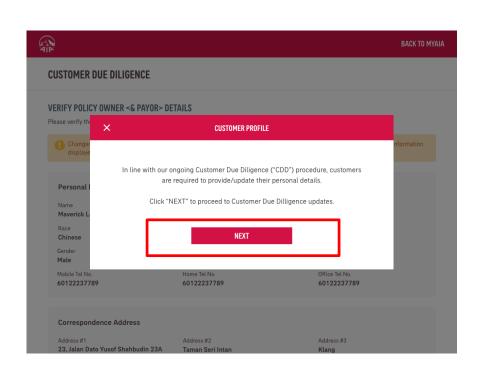
P Authentication

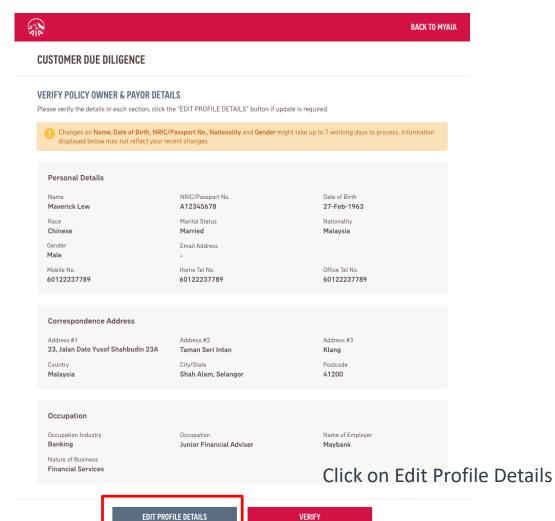
ransaction Success

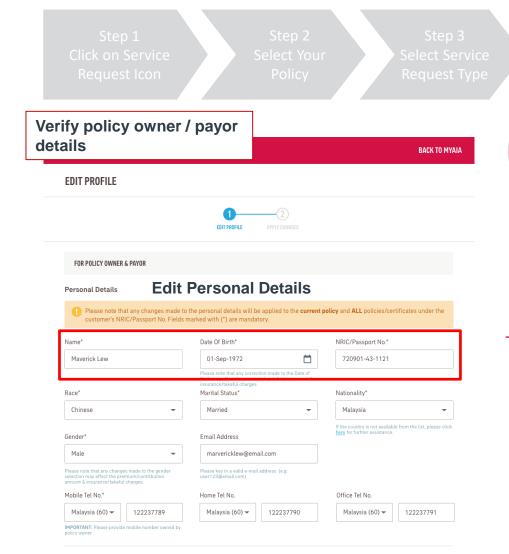




Step 4 **Customer Due** Diligence







Step 4
Customer Due
Diligence

Step 5
Edit Details
(Various Fields)

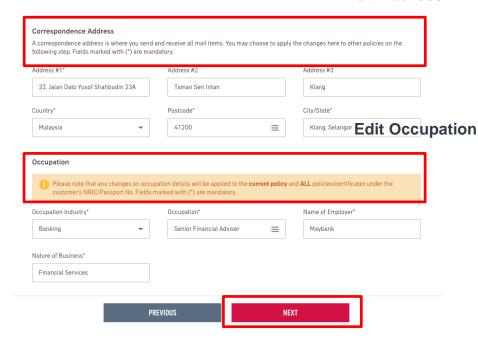
Step 6
FP Authentication

ransaction Success



This is where Customer performs the data entry for the required changes

### **Edit Address**





Step 1
Click on Service
Request Icon

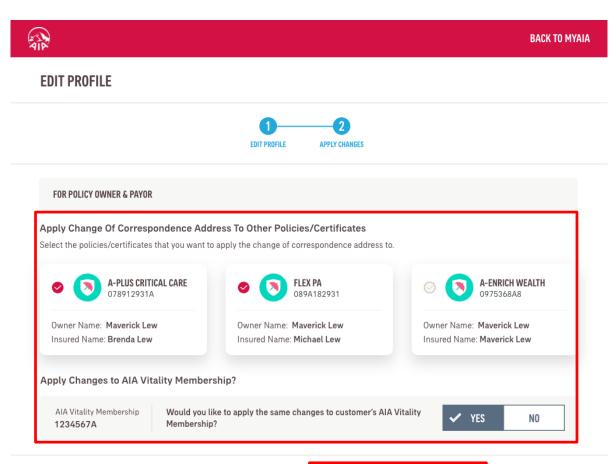
Step 2 Select Your Policy Step 3
• Select Service
• Request Type

Step 4
Customer Due
Diligence

Step 5
Edit Details
(Various Fields)

Step 6
FP Authentication

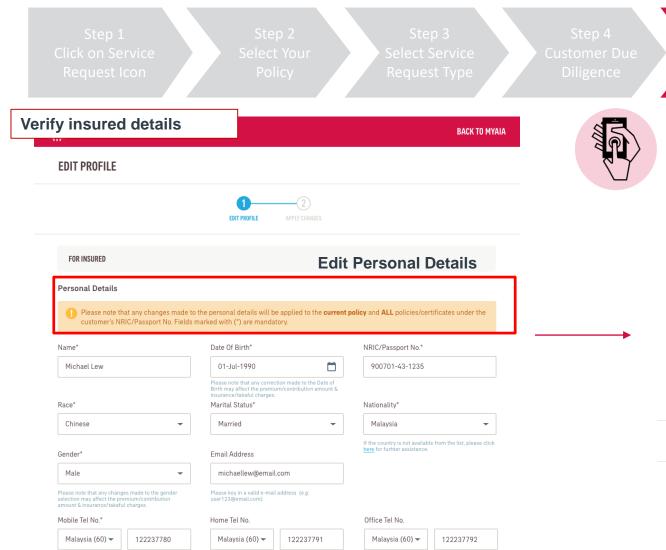
ransaction Success



**PREVIOUS** 

NEXT

Select if applicable to other Policies or Applying the changes to AIA Vitality Membership



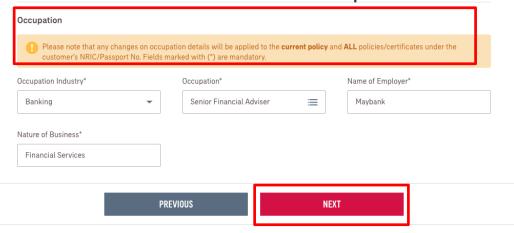
Step 5
Edit Details
(Various Fields)

Step 6
FP Authentication

ransaction Success

This is where Customer performs the data entry for the required changes

### **Edit Occupation**



**Click Next** 



IMPORTANT: Please provide mobile number owned by

Step 1
Click on Service
Request Icon

Step 2 Select Your Policy Step 3
Select Service
Request Type

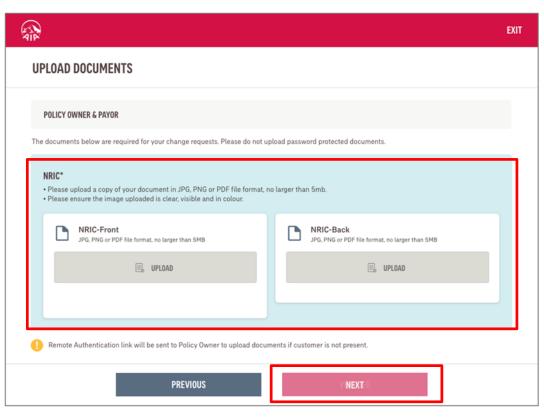
Step 4
Customer Due
Diligence

Step 5
Edit Details
(Various Fields)

Step 6

PP Authentication

ransaction Success



Copy of NRIC / valid Passport is required:

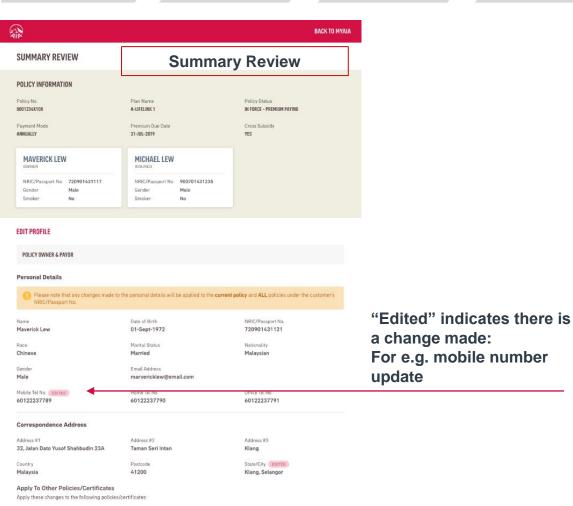
Click 'Upload' to take a photo of the NRIC front and back.

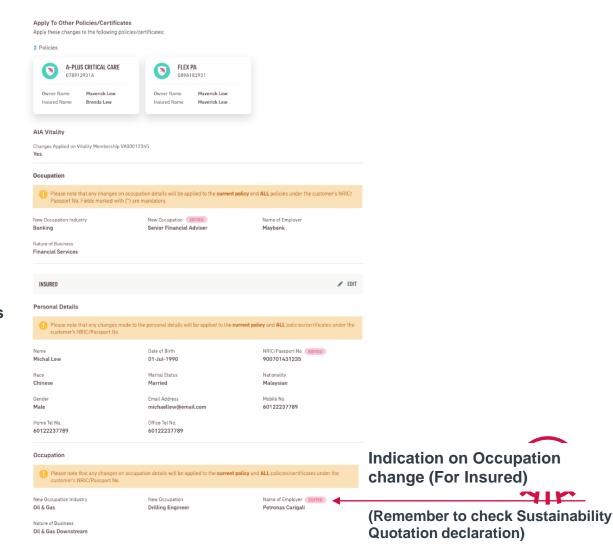


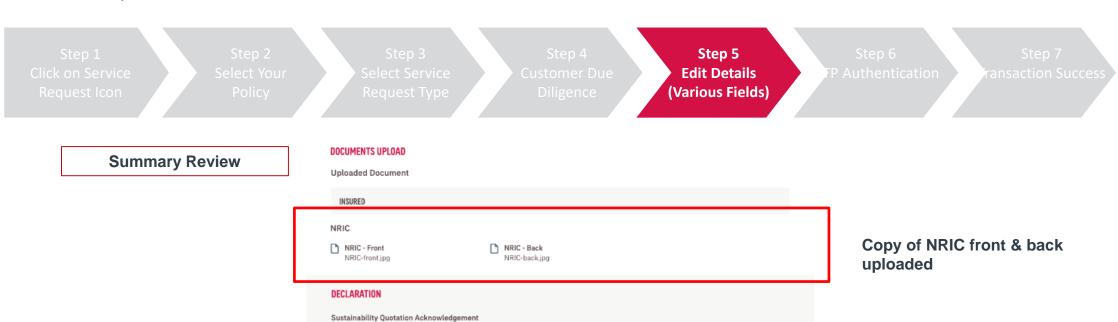


Step 5 **Edit Details** (Various Fields)

TIP







I hereby acknowledge that I have reviewed the Sustainability Quotation and understand the impact of the changes requested to the sustainability of Note: Please contact our Careline at 1300 88 8922 or email us at MY.Customer@aia.com or visit the nearest AIA Customer Centres to obtain a copy

of the Sustainability Quotation.

MAVERICK LEW

Contact(s) below are required to provide authentication for this submission

One Time Password (OTP) will be sent via SMS to the registered mobile no.

CANCEL

mavericklew@email.com 60122237789

**AUTHENTICATION** 

Email Address

Mobile No.

**OTP** verification



Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

Step 3 Select Service Request Type Step 4
Customer Due
Diligence

Step 5 Edit Details (Various Fields) Step 6 OTP Authentication

Step 7
Transaction

**BACK TO MYAIA** 

#### **TERMS & CONDITIONS**

#### **IMPORTAN**

Please read these conditions carefully before proceed with the change request submission

#### **Customer Due Diligence**

#### CDD Form

I/We understand and agree that any personal information collected or held by AlA Bhd. / AlA PUBLIC Takaful Bhd. / AlA General Berhad (hereinafter referred to as "AlA") (whether contained in this form or otherwise obtained, including through credit reporting agencies) may be held, used, and disclosed by AlA to individuals/organisations related to and associated with AlA or any selected third party (within or outside of Malaysia, including but not limited to regulators/authorities, reinsurance companies/ retakaful operators, claims investigation companies, industry associations/federations and credit reporting agencies) for the purpose of (a) processing this form; (b) providing subsequent service for this; (c) for AlA data matching; (d) to review and advice on my/our coverage with AlA; and (e) for regulatory and/or statutory compliance purposes. I/We understand that I/we have the right to obtain access to and to request correction of any personal information held by AlA concerning me/us. Such request can be made to any of AlA's Customer Service Centres.

#### Important Note:

AIA may review and/or update the Privacy Statement from time to time to reflect the changes in law and/or AIA internal policy. For more information on how AIA deals with personal information, please refer to the latest Privacy Statement on our website at www.aia.com.my.

#### Update Personal Details

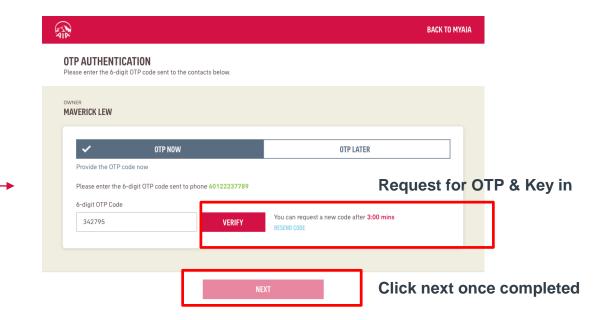
Declaration And Authorisation

I hereby acknowledge that I have reviewed the Sustainability Quotation and understand the impact of the changes requested to the sustainability

DECLINE

AGREE & SUBMIT

Read and agree to T&C



RM0 AIA: Your verification code is: 342795. Requested for Service Request Authentication. Did not request? Call 1 300 88 1899 / 1300 88 8922. TQ.



Step 1 Click on Service Request Icon Step 2 Select You Policy Step 3

Select Service
Request Type

Step 4
Customer Due
Diligence

Step 5
Edit Details
(Various Fields

Step 6 OTP Authentication Step 7
Transaction
Success



**BACK TO MYAIA** 

### THANK YOU



Transaction ID: 1000007

### **Email Notification**

### Status Update: Service Request MT2021082618013425321694382



noreply-policyownerservice@aia.com
To O Tharsame Singh, Narvindeer Singh

Dear Valued Customer,

Kindly find below the status of your service request(s) submitted on 26 Aug 2021.

Policy/Certificate Number	Request Type	Status	Status Date
S214221A08	Correspondence Address	Completed	26 August 2021
S214221A08	Change of Mobile No	Completed	26 August 2021
S214221A08	Change of Email	Completed	26 August 2021
S214221A08	Change of Occupation	In Progress	26 August 2021

If you have any further questions, please contact us by:

- 1. E-mailing your enquiry to My.Customer@aia.com or
- 2. Calling our Care Line at 1300 88 1899 / 1300 88 8922

Policy Owner will also receive an email of:

- 1. Acknowledgement
- 2. Confirmation of Status



Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence

Step 5
Edit Details
(Various Fields)

Step 6 OTP Authentication Step 7
Transaction
Success



**BACK TO MYAIA** 

### THANK YOU



Transaction ID: 1000007

### **SMS Notification**



RM0 AIA: We have received yr service request on 24 Aug 2021. Yr Trx No. is MT202108241611255330868 927. Login to My AIA @www.aia.com.my for details



RM0 AIA: Yr service request on 24 Aug 2021 for Trx No. MT202108241611255330868 927 has been resolved. Login to My AIA @ www.aia.com.my for details

Policy Owner will also receive SMS of:

- 1. Acknowledgement
- 2. Confirmation of Status



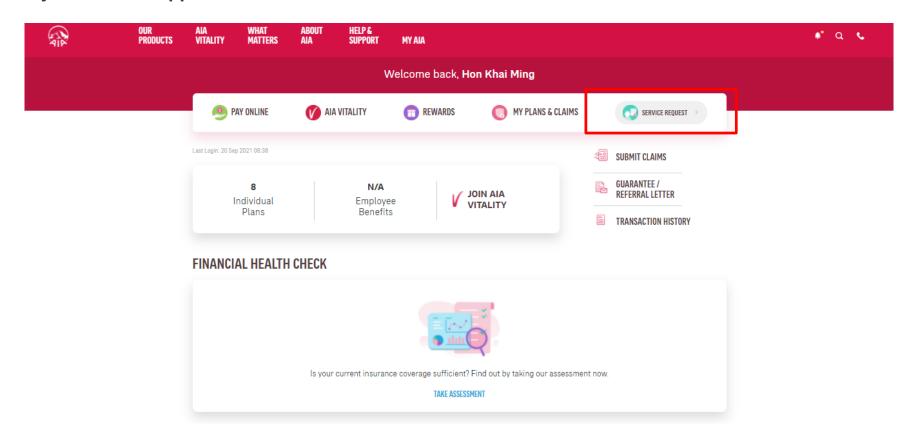
# Reinstatement

Find out how to reinstate your policy that has lapsed



Step 1
Click on Service
Request Icon
Step 2
Step 3
Step 3
Step 4
Step 5
Step 5
Step 6
Step 7
Transaction
Success

## Log in to My AIA via the App or Portal





Step 1
Click on Service
Request Icon

Step 2 Select Your Policy

Step 3
Select Service
Request Type

Step 4

Customer Due
Diligence (CDD)

Step 5
Edit Details
(Various Fields

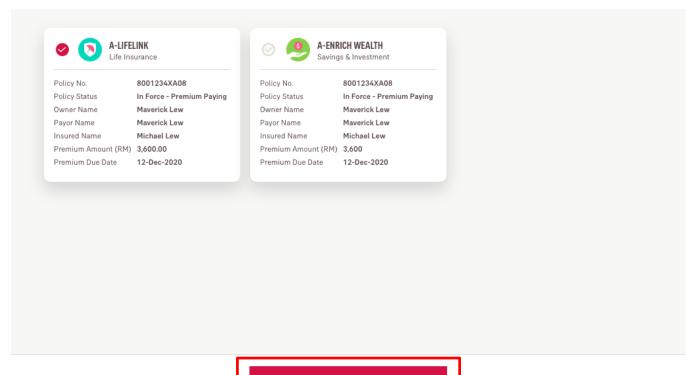
Step 6
OTP
Authentication

Transaction
Success



BACK TO MYAIA

### PLEASE SELECT 1 POLICY/CERTIFICATE TO PROCEED





Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

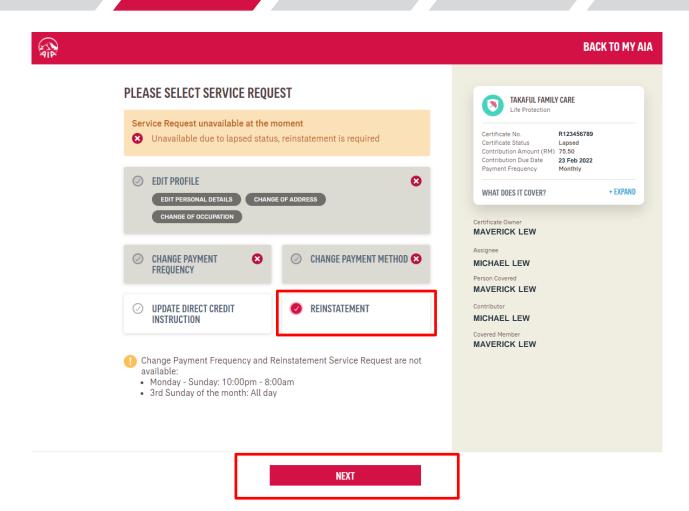
Step 3
Select Service
Request Type

Customer Due
Diligence (CDD)

Step 5
Edit Details
(Various Fields

Step 6
OTP
Authentication

Step /
Transaction





Step 1
Click on Service
Request Icon

Step 2
Select Your
Policy

Step 3
Select Service
Request Type

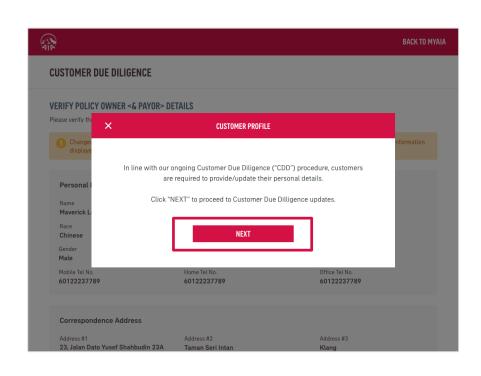
Step 4

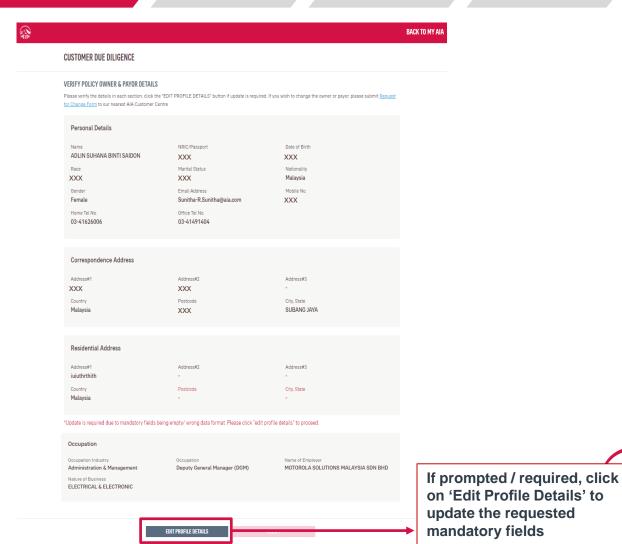
Customer Due

Diligence (CDD)

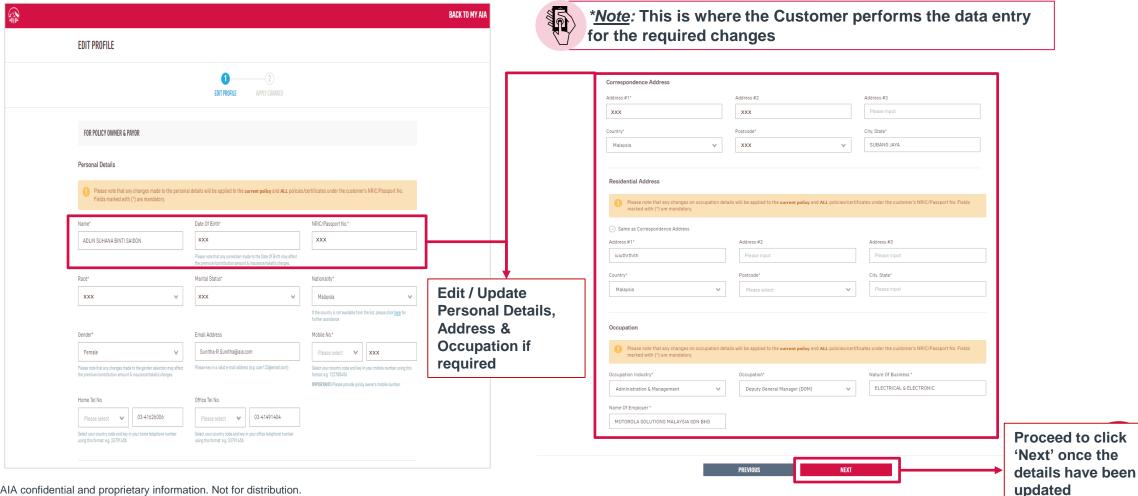
Step 5 Edit Details (Various Fields Step 6
OTP
Authentication

Transaction
Success





Step 5 **Edit Details** (Various Fields)



Step 5 **Edit Details** (Various Fields) **BACK TO MY AIA** REINSTATEMENT Certificate Details Lapsed Date 17 Jun 2022 Reinstatement Quotation Reinstatement Quotation Date 15 Mar 2022 Reinstatement Cost Reinstatement Cost Amount (RM) Outstanding Contribution Amount 151.00 Review details of the Government Tax 0.00 reinstatement cost Total Reinstatement Cost (RM) 151.00 Reinstatement value quoted are as of 15 Mar 2022. . Please note that the requirements stated in the Guidelines are minimum requirements and general guidelines. After our assessment, we may need to request for further documents as and when needed. . All expenses due to medical examinations and other medical reports are to be borne by the Policy/Certificate Owner.



Step 1
Click on Service
Request Icon

Step 2
Select You
Policy

Step 3
Select Service
Request Type

Step 4

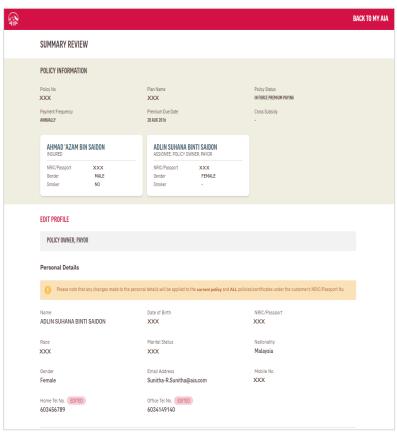
Customer Due
Diligence (CDD)

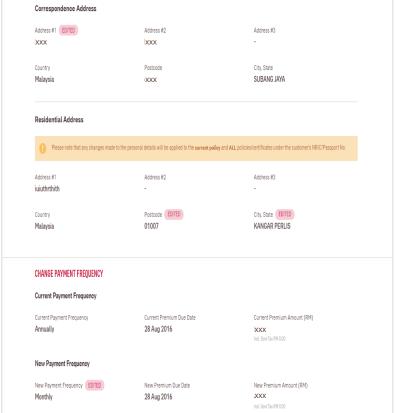
Step 5 Edit Details (Various Fields)

OTP
uthentication

Transaction
Success

\*Note: This is where the Customer has a summary view of all the changes made





AUTHENTICATION Contact(s) below are required to provide authentication for this submission NADHRAH-N.BINTIOTH 6012345678 One Time Password (OTP) will be sent via SMS to the registered mobile no. ONE TIME PAYMENT 151.00 Total Reinstatement Cost (RM) Incl. Govt Tax (RM) \*Note: Select preferred Total to be Paid (RM) method of receiving Payment link will be sent to the Contributor to complete the payment. Please rem payment link MAVERICK LEW Receive payment link via Email Receive payment link via SMS Mobile No 60123456891 Suchitra-S.Gurvindapalli@aia.con X

\*Note: The 'Edited' box indicates that details for that particular section have been edited / updated

Once the changes have been reviewed and confirmed, click 'Next'

Step 1
Click on Service
Request Icon

Step 2
Select You
Policy

Step 3
Select Service
Request Type

Step 4
Customer Due
Diligence (CDD)

Step 5 Edit Details (Various Fields Step 6
OTP
Authentication

Transaction

**BACK TO MY AIA** 



#### TERMS & CONDITIONS

#### IMPORTANT

Please read these conditions carefully before proceed with the change request submission

#### **Customer Due Diligence**

I/We understand and agree that any personal information collected or held by AIA Bhd. / AIA PUBLIC Takaful Bhd. / AIA General Berhad (hereinafter referred to as "AIA") (whether contained in this form or otherwise obtained, including through credit reporting agencies) may be held, used, and disclosed by AIA to individuals/organisations related to and associated with AIA or any selected third party (within or outside of Malaysia, including but not limited to regulators/authorities, reinsurance companies/ retakaful operators, claims investigation companies, industry associations/federations and credit reporting agencies) for the purpose of (a) processing this form; (b) providing subsequent service for this; (c) for AIA data matching; (d) to review and advice on my/our coverage with AIA; and (e) for regulatory and/or statutory compliance purposes. I/We understand that I/we have the right to obtain access to and to request correction of any personal information held by AIA concerning me/us. Such request can be made at any of AIA Customer Service Centres or via My AIA.

(Note: You can register and download My AIA app to perform the request at your convenience. Visit https://www.aia.com.my/en/myaia-app.html to learn more.)

I/We hereby request that this policy/certificate be changed in accordance with the above particulars. I/We understand that AIA will issue a letter, endorsement or e-notification to me/us confirming the change has been registered by AIA and it shall from part of the policy/certificate with effect from the date stated within, except for changes in method of payment and premium holiday option. I/We agree that any request for change or addition of benefits shall not take effect by reason of any monies paid or on account of any receipt issued, until the request is approved by an authorised Officer of AIA.

#### Important Note:

AIA may review and/or update the Privacy Statement from time to time to reflect the changes in law and/or AIA internal policy. For more information on how AIA deals with personal information, please refer to the latest Privacy Statement on our website at www.aia.com.my.

#### Reinstatement

#### Declaration And Authorisation

I/We understand and agree that any personal information collected or held by AIA Bhd. / AIA PUBLIC Takaful Bhd. / AIA General Berhad (hereinafter referred to as "AIA") (whether contained in this form or otherwise obtained, including through credit reporting agencies) may be held, used, and disclosed by AIA to individuals/organisations related to and associated with AIA or any selected third party (within or outside of Malaysia, including but not limited to regulators/authorities, reinsurance companies/ retakaful operators, claims investigation companies, industry associations/federations and credit reporting agencies) for the purpose of (a) processing this form; (b) providing subsequent service for this; (c) for AIA data matching; (d) to review and advice on my/our coverage with AIA; and (e) for regulatory and/or statutory compliance purposes. I/We understand that I/we have the right to obtain access to and to request correction of any personal information held by AIA concerning me/us. Such request can be made at any of AIA Customer Service Centres or via My AIA.

(Note: You can register and download My AIA app to perform the request at your convenience. Visit https://www.aia.com.my/en/myaia-app.html to learn more.)

I/We hereby request that this policy/certificate be changed in accordance with the above particulars. I/We understand that AIA will is



Review Terms &
Condition and click
'Agree & Submit' after to
proceed

## OTP AUTHENTICATION Please enter the 6-digit OTP code sent to

POLICY OWNER

ADLIN SUHANA BINTI SAIDON

Provide the OTP code now

Please enter the 6-digit OTP code sent to phone 60172831162

6-digit OTP Code

VERIFY

You can request a new code after 01:38 mins

Request and key in the OTP and click 'Verify'

RM0 AIA: Your verification code is: 342795. Requested for Service Request Authentication. Did not request? Call 1 300 88 1899 / 1300 88 8922. TQ.

Sample SMS for OTP



Once done, click 'Next'

Step 1
Click on Service
Request Icon

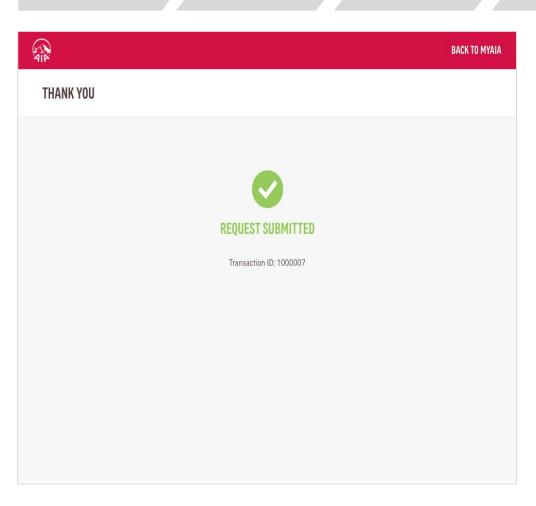
Step 2
Select You
Policy

Step 3
Select Service
Request Type

Customer Due
Diligence (CDD)

Step 5 Edit Details (Various Fields Step 6
OTP
Authentication

Step 7
Transaction
Success



### **Email Notification**

Status Update: Service Request MT2021082618013425321694382



noreply-policyownerservice@aia.com To O Tharsame Singh, Narvindeer Singh

Dear Valued Customer.

Kindly find below the status of your service request(s) submitted on 26 Aug 2021.

Policy/Certificate Number	Request Type	Status	Status Date
S214221A08	Correspondence Address	Completed	26 August 2021
S214221A08	Change of Mobile No	Completed	26 August 2021
S214221A08	Change of Email	Completed	26 August 2021
S214221A08	Change of Occupation	In Progress	26 August 2021

If you have any further questions, please contact us by:

- 1. E-mailing your enquiry to My.Customer@aia.com or
- 2. Calling our Care Line at 1300 88 1899 / 1300 88 8922

### **SMS Notification**



RM0 AIA: We have received yr service request on 24 Aug 2021. Yr Trx No. is MT2021082416112553308689 27. Login to My AIA @www.aia.com.my for details



RM0 AIA: Yr service request on 24 Aug 2021 for Trx No. MT2021082416112553308689 27 has been resolved. Login to My AIA @ www.aia.com.my for details

### Policy Owner will also receive an Email / SMS of:

- 1. Acknowledgement
- 2. Confirmation of Status

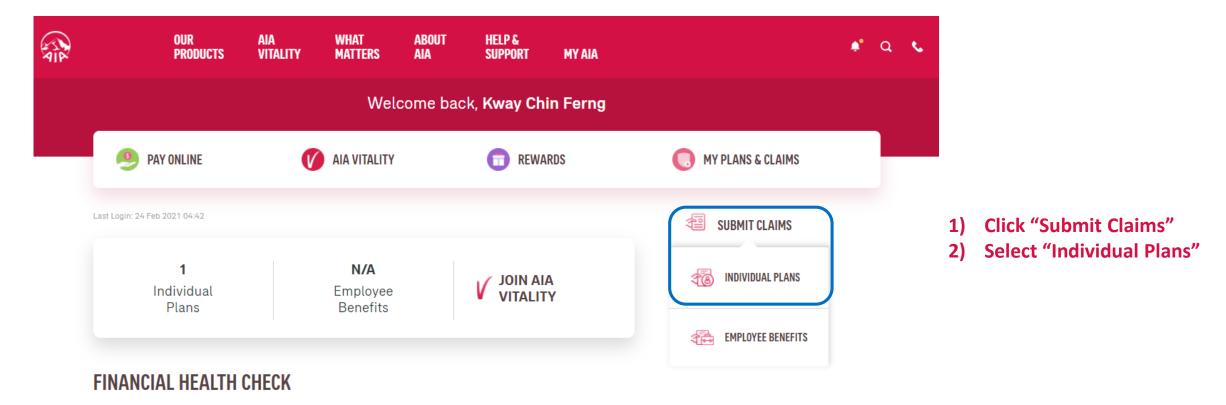




# Submit Individual Claims

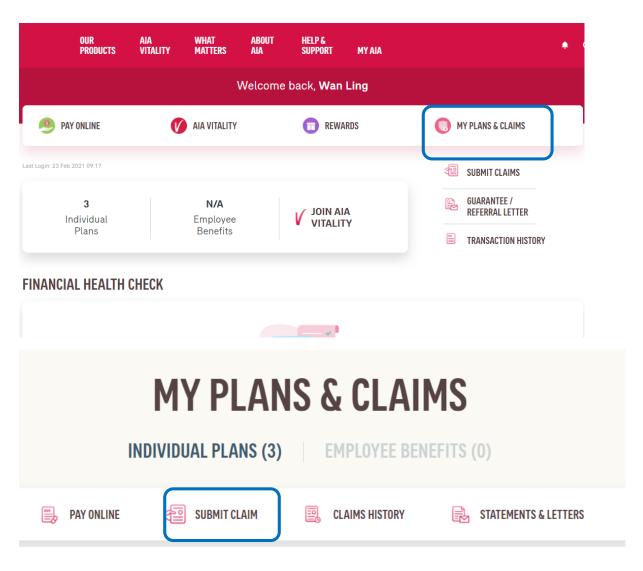
- **Submit Claims**
- Check Claim History and Status
- **Submit Pending Claims**

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





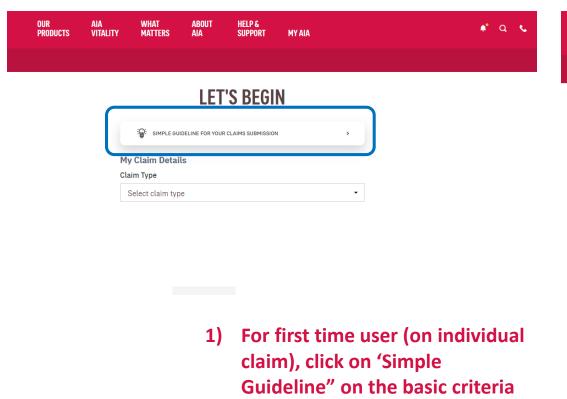
## **SUBMIT** Individual Claim (My Plans & Claims View)



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



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

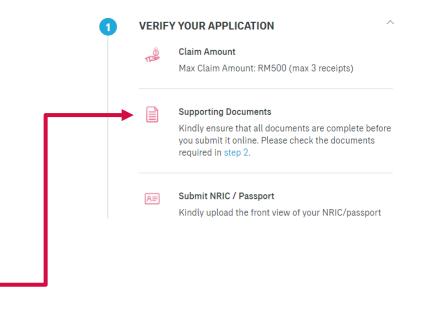


2) Go through all the guides

and preparation required before submit in a claim

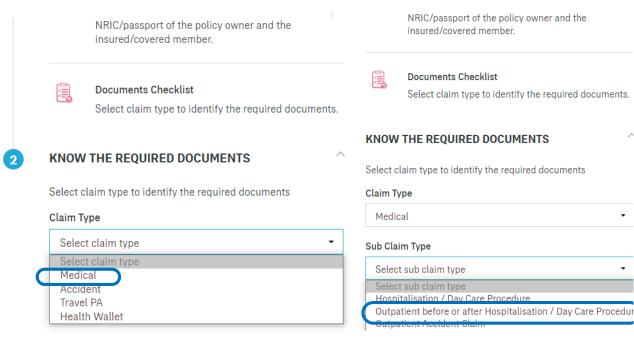


## GOOD-TO-KNOW





## **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.

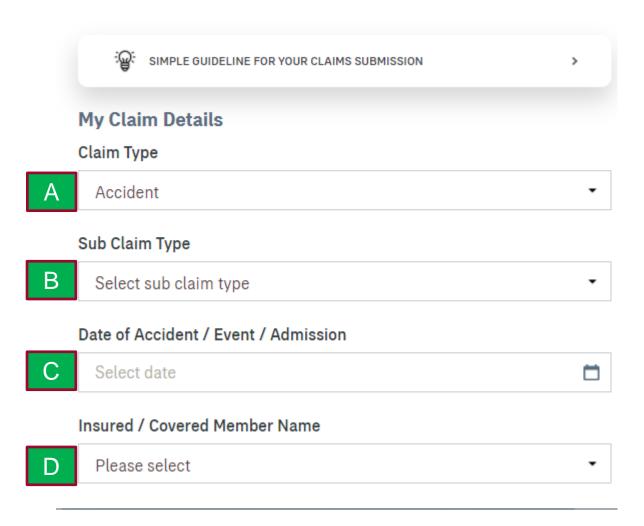
4) You may select other "Claim Type" and "Sub Claim Type

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

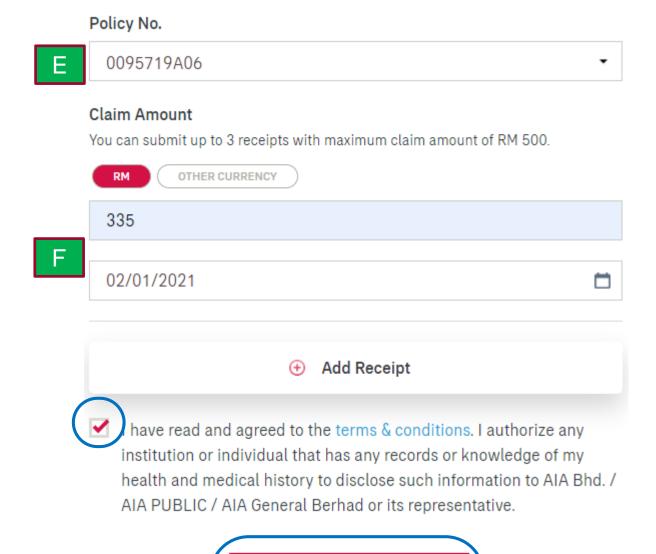
(Event description will vary according to Claim Type)

D) Select Insured/Covered Member Name

Refer Glossary Page for detailed description on each field.



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



BEGIN

- 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)

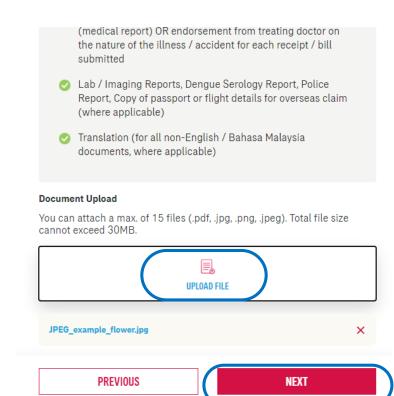
## **UPLOAD THE REQUIRED DOCUMENTS**

#### **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

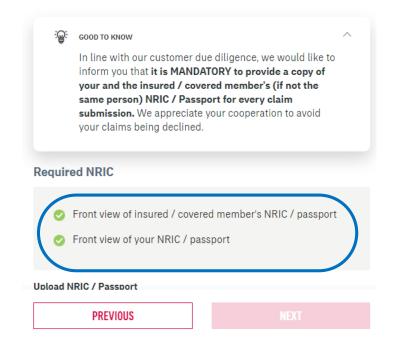


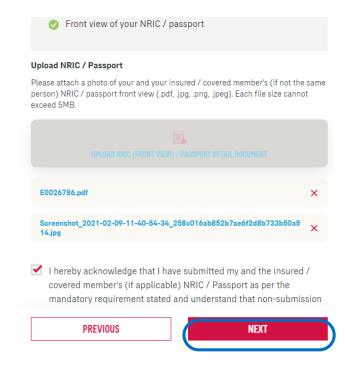
- Go through each and every requirement
- 2) Upload all required documents as specified (Take note of the file size and type as well as the no. of files allowed)
- 3) Click "Next"



## **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.
- "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

BANK OF AMERICA

### Account No.

112323

## My Details

Customer ID No. 780721145722

Email Address N/A

Mobile Phone No. N/A

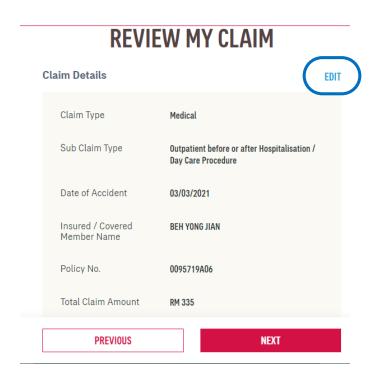
Kindly ensure that all details are keyed in accurately or you might not receive your claim payment according to your policy. AIA will not be held responsible if the details provided are inaccurate. You may update your email address and mobile phone number in your My Profile page.

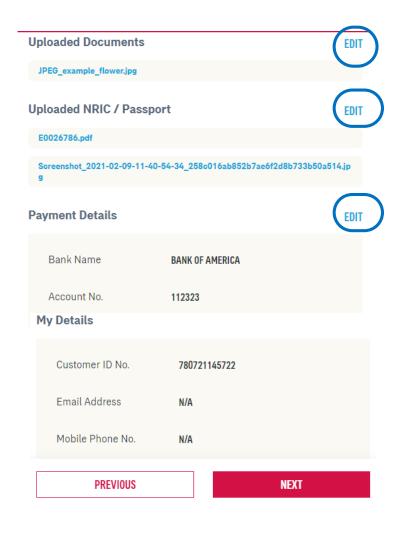
- 1) Next, select the bank name & input the bank account no that you would like the payment (if any) to be made to you. Do ensure that these info and your ID no. are accurate
- You may read through the note on how your email or mobile phone no. can be updated.
- 3) Once you have verified the info, click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



NEXT

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

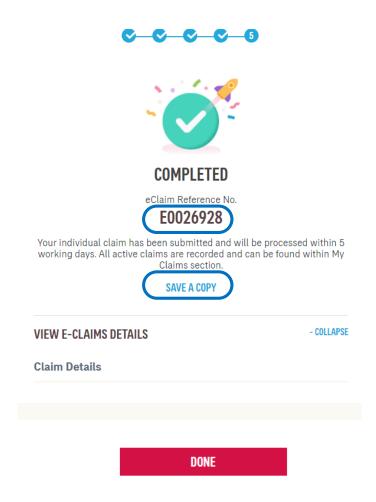




- The last step before the claim is submitted is to review all the inputs that you have made from the beginning.
- 2) If there is any correction to be made, click on "Edit" on any particular page that change is required. Thereafter, proceed to go "Next" until you reach this "Review My Claim Page" again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



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

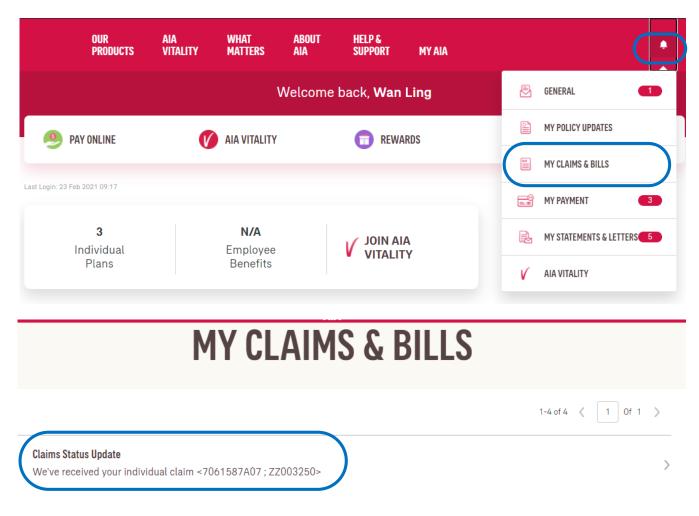




- 1) You will land on the "Completed Page" now. Please take note of the e-Claim Reference No and save it for your future reference
- 2) You may also click "Save a Copy" to download an e-Receipt with details of the claim that you have just submitted.
- 3) Click "Done", once you have captured all required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



## **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.
- 2) 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.



## 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.

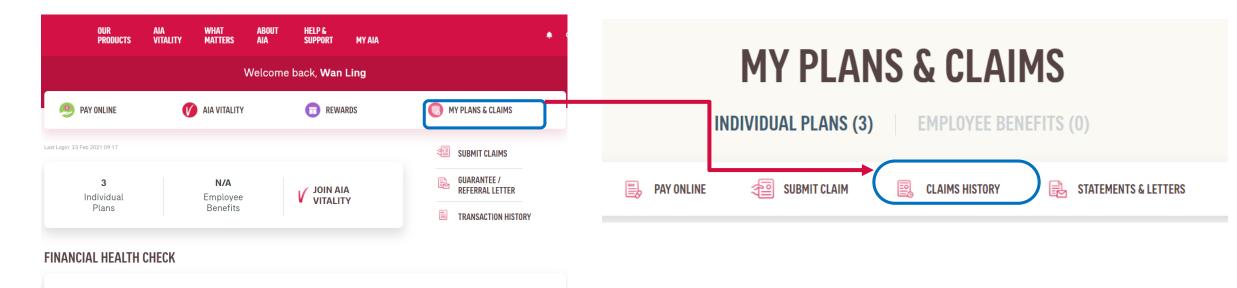


## **SUBMIT** Individual Claim (Push Notification)

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



Click "My Plans & Claims" -> "Claims History" to view your individual claims history.

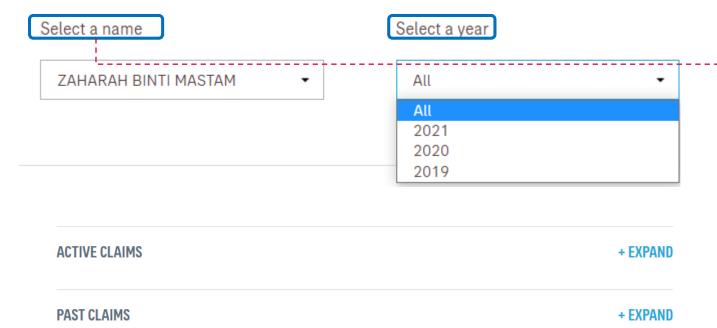


#### **VIEW** Individual Claim History

## MY CLAIMS

Personal Claims Employee Claim

- Ensure that "Personal Claims" is selected (to view Individual Claim History".
- 2) 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

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

**ACTIVE CLAIMS** - COLLAPSE MEDICAL This claim was received on 30-Dec-2025 IN PROGRESS Click on "Claim Details" to view any claims correspondences Claimed for Certificate number associated with the selected CLAIM DETAILS T550766933 ZAHARAH BINTI claim. MASTAM MEDICAL This claim was received on 28-Dec-2025 IN PROGRESS Claimed for Certificate number **CLAIM DETAILS** ZAHARAH BINTI T550766933 MASTAM



### VIEW Your Individual Claim History – Claim Details Page

VIEW CORRESPONDENCE

#### ZAHARAH BINTI MASTAM'S CLAIM

Personal Accident claims

Certificate number Claim number

T550766933 C5103876/1

Received on Last updated on

30-DEC-2025 29-DEC-2025

**CLAIM STATUS** 



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
- c) Pending letter for claim requiring further info



<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

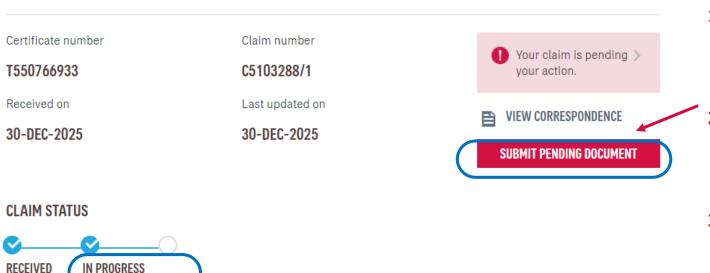
Sample view when you click on "View Correspondence"



### **SUBMIT** Pending Claim

Medical claims

#### ZAHARAH BINTI MASTAM'S 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

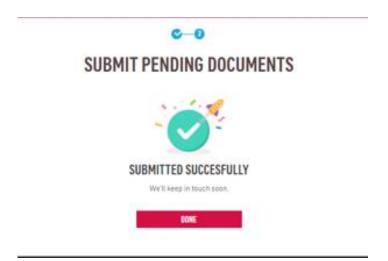


#### **SUBMIT PENDING DOCUMENTS**

#### **UPLOAD DOCUMENTS**

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





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



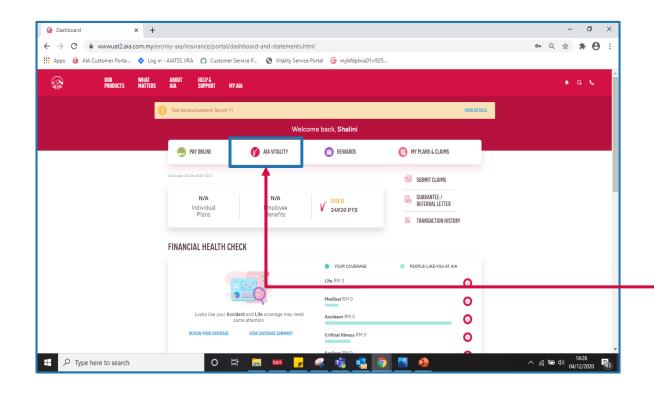




## **6** AIA Vitality

- Main Dashboard
- Point Statement
- Health Report

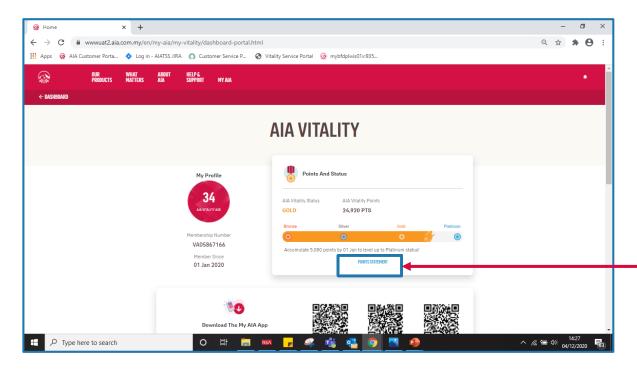
#### Main Dashboard

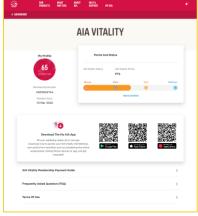


Click 'AIA VITALITY'



#### **AIAV Dashboard**





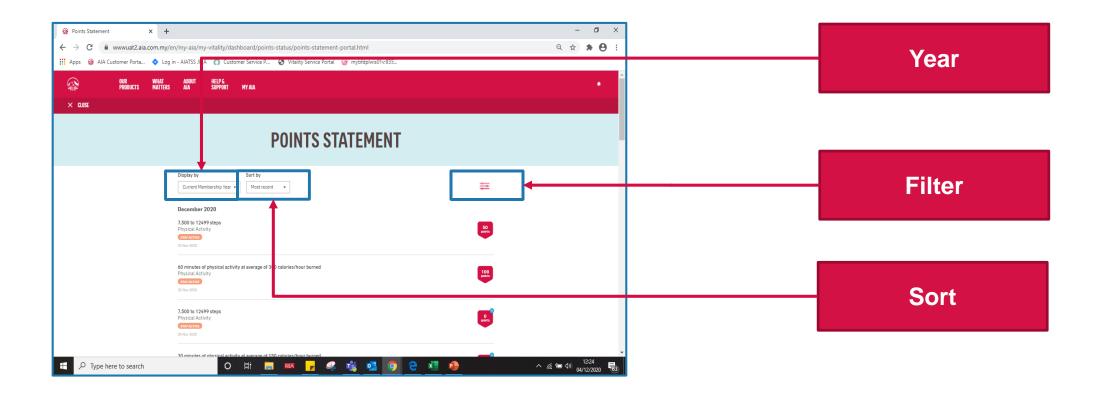
Links to open new tab:

- Payment Guide
- FAQ
- Terms of Uses

Click on the 'POINTS STATEMENT'

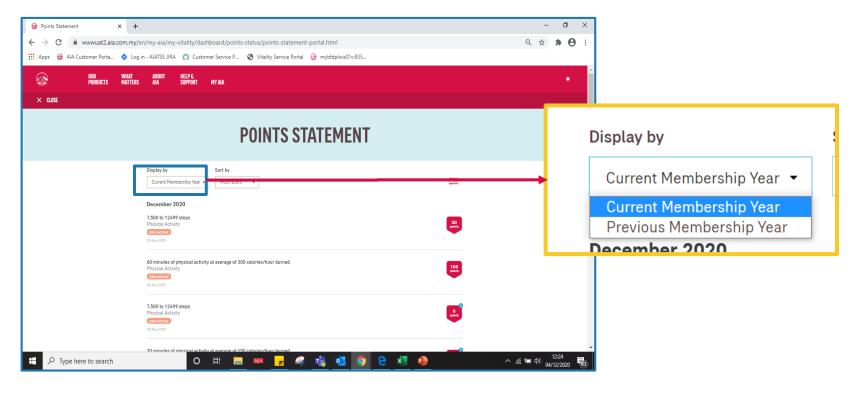


### Filters, Sorts and Previous Membership Year





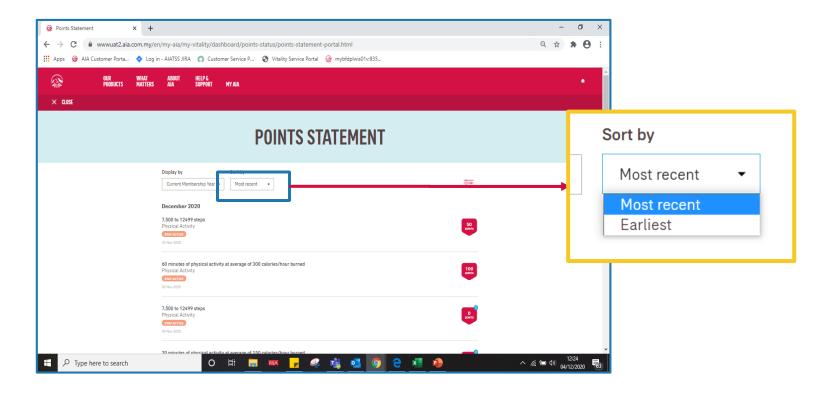
### Current / Previous Membership Year



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



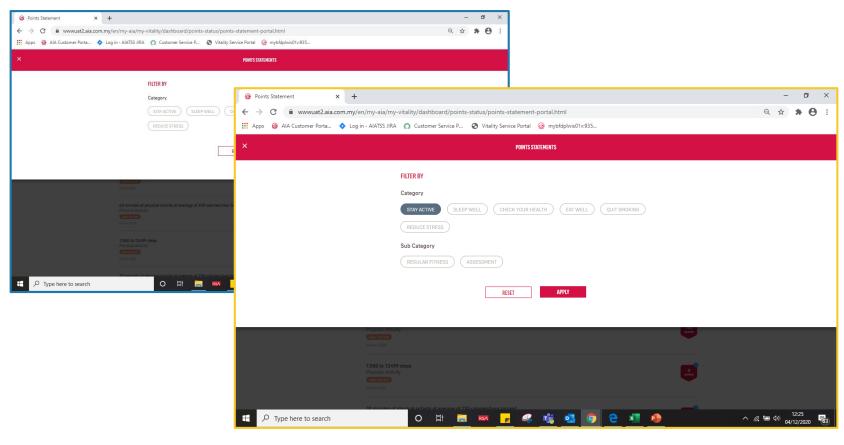
## Current / Previous Membership Year



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



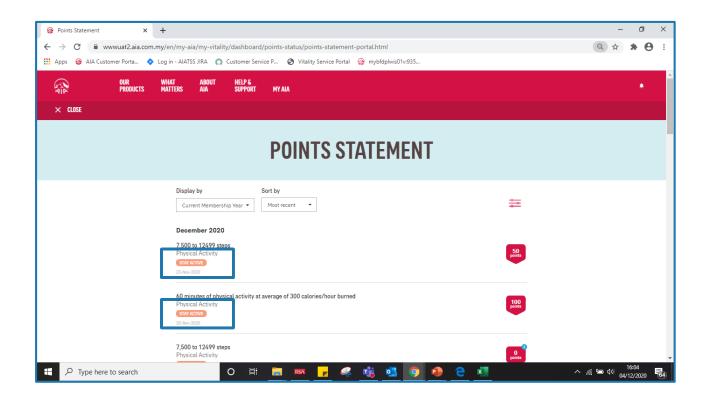
#### **Filters**



- Allow member to filter by:
  - Main category only
  - Main category + its's subcategories
- Sample Steps:
  - 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'



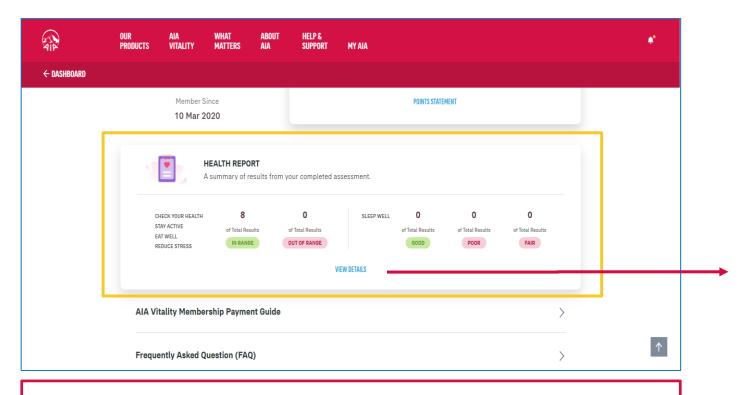
#### Filter Result



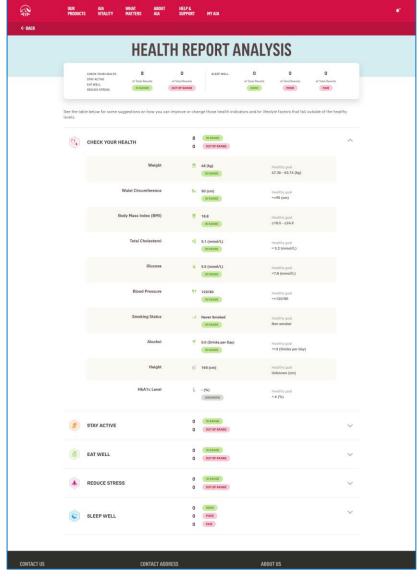
**POINTS STATEMENT** shows only STAY ACTIVE **REGULAR FITNESS** 



#### 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

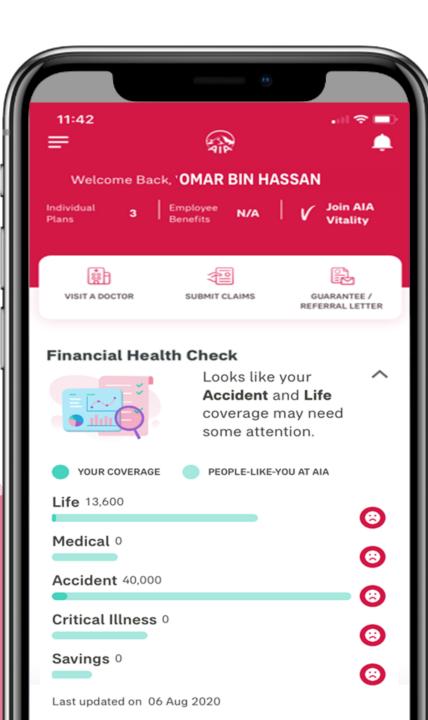




7

## 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



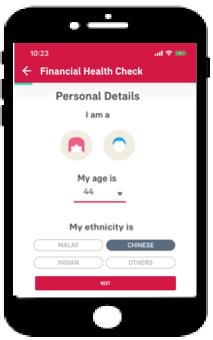
#### Financial Health Check (FHC)

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



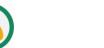
3 I can choose to Talk to AIA to find out more (my latest inforce agent will be displayed at the top)







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



Financial Info: Monthly Income, Spend on Insurance / Takaful

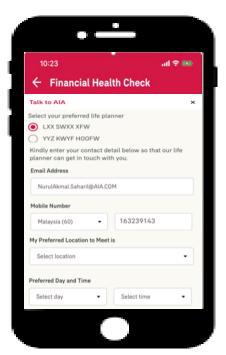


Insurance Info: Current Insurance Coverage with Other Ins Co AIA confidential and proprietary information. Not for distribution.





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.



Life Stage

Profile

**Hot Leads** 

Talk to

Planner

Coverage

Gap

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



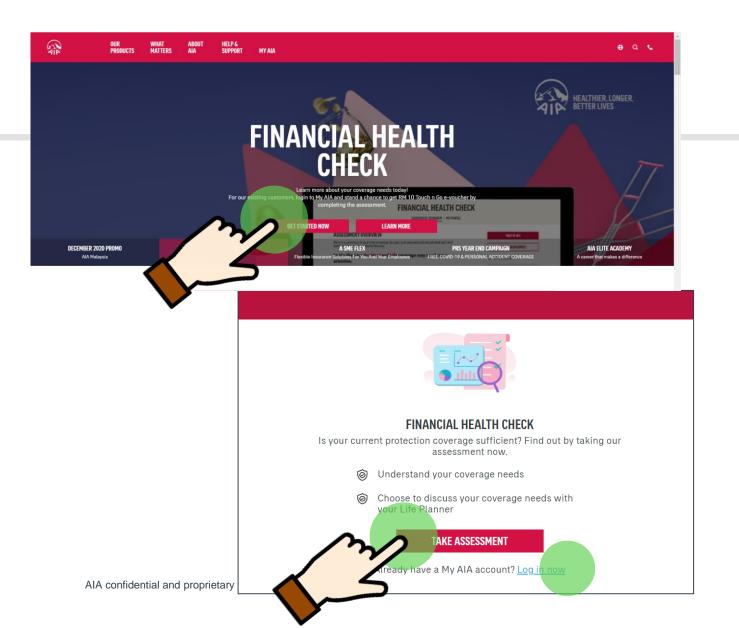
You should complete the FHC at least once a year. Your life stage will change over time and may have different life goals hence will have different insurance needs

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

<b>WELC</b>	OME	T0 M	Y AIA
-------------	-----	------	-------

ser ID				
Enter your user ID				
assword				
Key in your password				
orgot User ID/Password?				
An unexpected error has occ	curred, please try again.			
LOGII	N			
New user? R			AIA	
Jew user? R		Welcom	e back, *********Khxm	
	PAY ONLINE	AIA VITALITY	REWARDS	MY PLANS & CLAIMS
	Last Login: 07 Sep 2020 04:44			SUBMIT CLAIMS
	2	3		GUARANTEE /
	Individual Plans	Employee Benefits	V 0 PTS	KEFERRAL LETTER
				TRANSACTION HISTORY
	FINANCIAL HEALTH CH	IECK		
			<ul> <li>YOUR COVERAGE</li> </ul>	PEOPLE-LIKE-YOU AT AIA
			Life RM 0	8
			Medical RM 150,000	<u> </u>
	Looks like your <b>Life</b> ar	nd <b>Critical Illness</b> coverage may ne some attention.	Accident RM 0	8
	REVIEW YOUR COVERAGE	VIEW COVERAGE SUMMARY	Critical Illness RM 0	8
I				

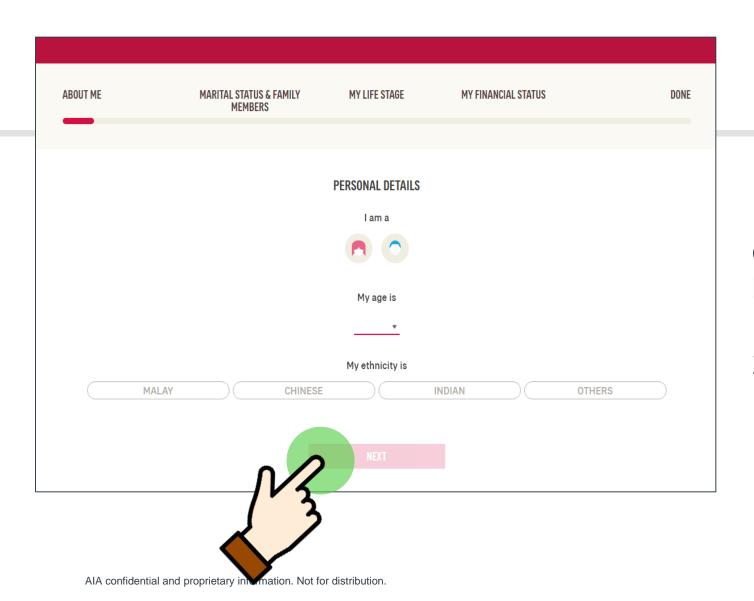
1. For existing My AIA users, key in your My AIA User ID and password, then click on the "Login" button

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



AIA confidential and proprietary information. Not for distribution.

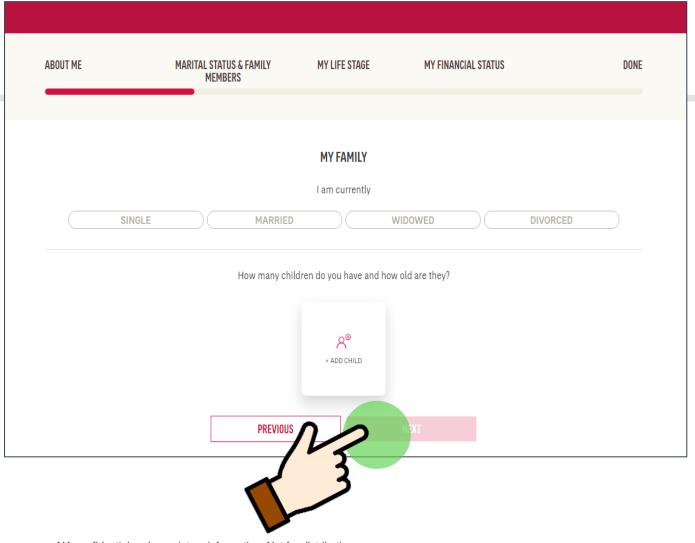
## My Personal Details



- 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



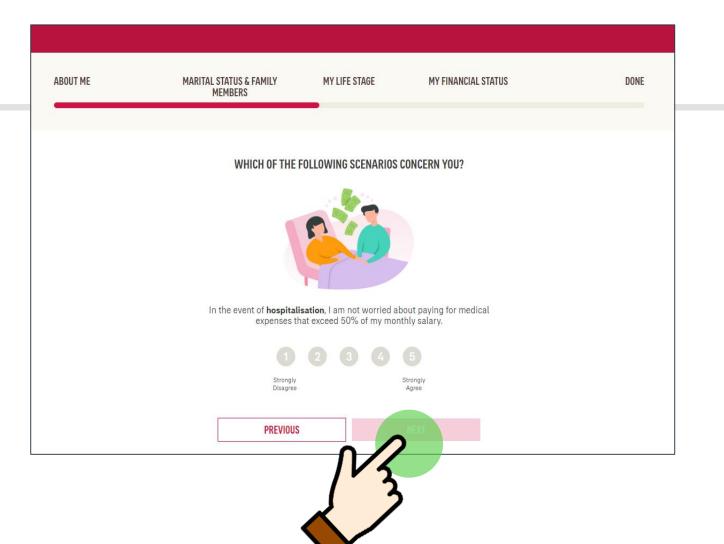
AIA confidential and proprietary information. Not for distribution.

## Scenarios which concern me most



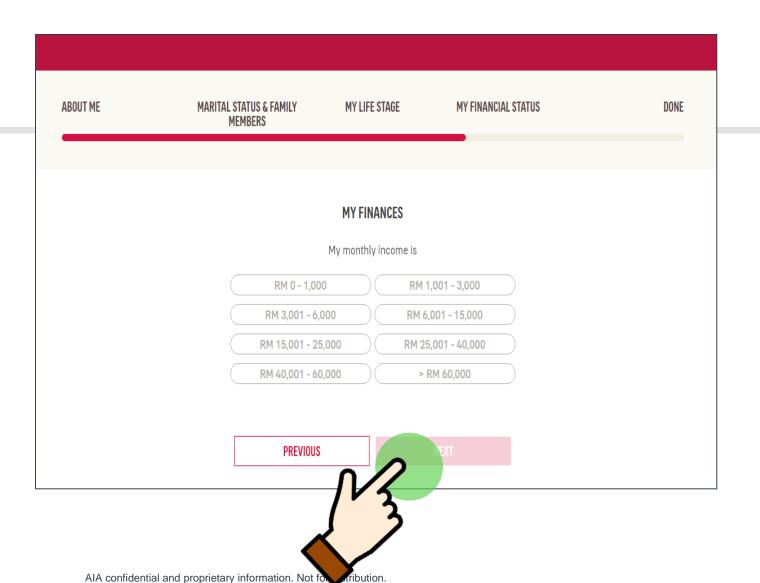
In the next 5 questions, the customers need to Select from a scale of 1 (strongly disagree) to 5 (strongly agree) whether how much each of these scenarios concern you:

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



AIA confidential and proprietary information. Not

## My Finances

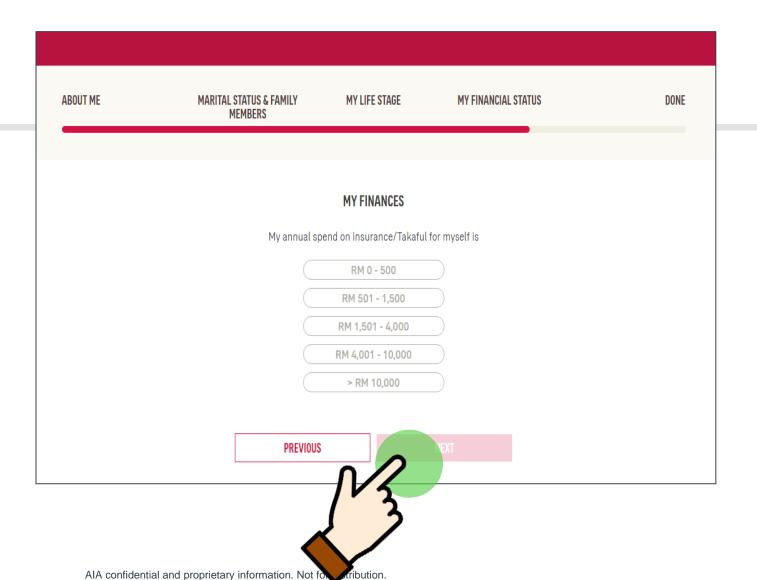


5

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

ABOUT ME	MARITAL STATUS 8 Members		STAGE	MY FINA	ANCIAL STATUS	DONE
	Besides AIA, I hav	<b>MY COV</b> ve insurance / takaful plans	with <b>ot</b> l		total coverage /	
	P	medical limit with <b>c</b> Life  'ayout amount received upon death or total permanent disability (TPD).	RM _	npanies is	N	
	Ann	<b>Medical</b> nual limit for hospitalisation expenses.	RM	• {		
	P total	Accident  ayout amount received upon death or permanent disability (TPD) due to an accident.	RM	0		
	Payo	Critical Illness ut amount received upon diagnosis of critical diseases such as cancer etc.	RM	0		
		Savings etotal premium / contribution amount id to date for any existing Endowment plans	RM	0		
	① Enter	"0" if you do not have any insurance po	licies/takaf		ompanies	1
		PREVIOUS		DONE	- W	

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 Customer Careline TAP THE 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 (E) Accident 0 Critical Illness 0 RM 50,000 RM 293,000 Savings 0 RM 0 ATTENTION (S) RM 100,000

# Do I have sufficient coverage?

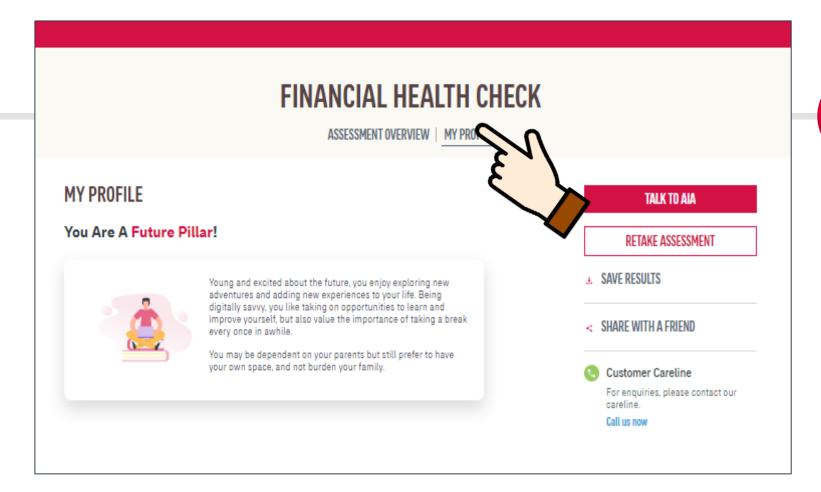
6

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!

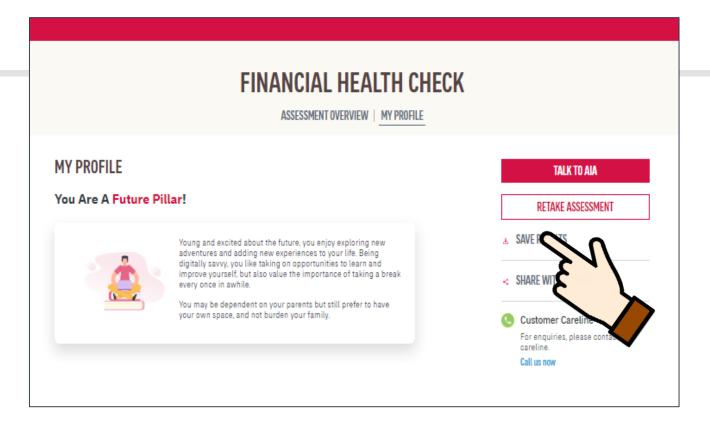


Tap My Profile to view your life stage profile.

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

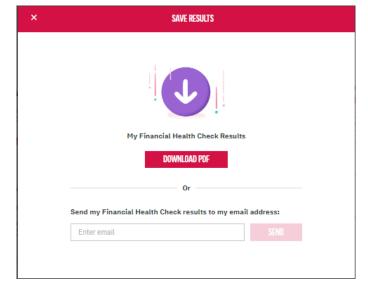


# How to save my FHC results?



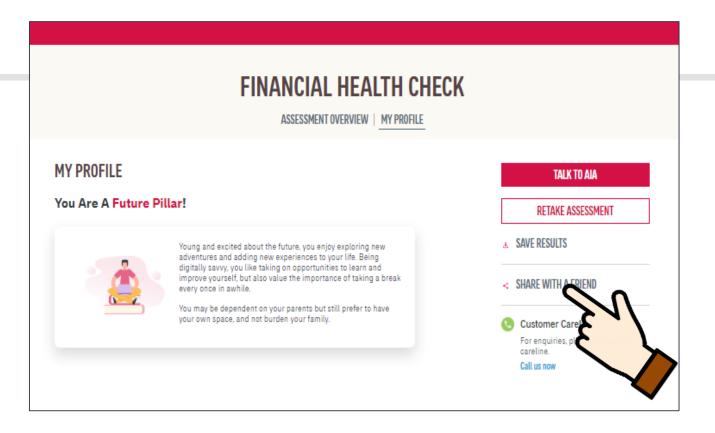
7

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



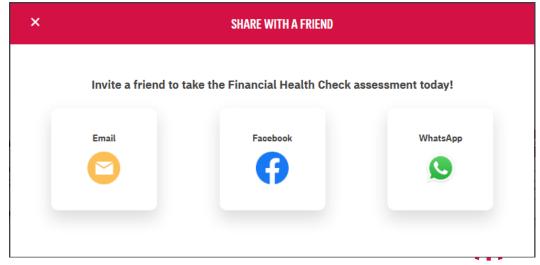


# How to share FHC with my Friends?



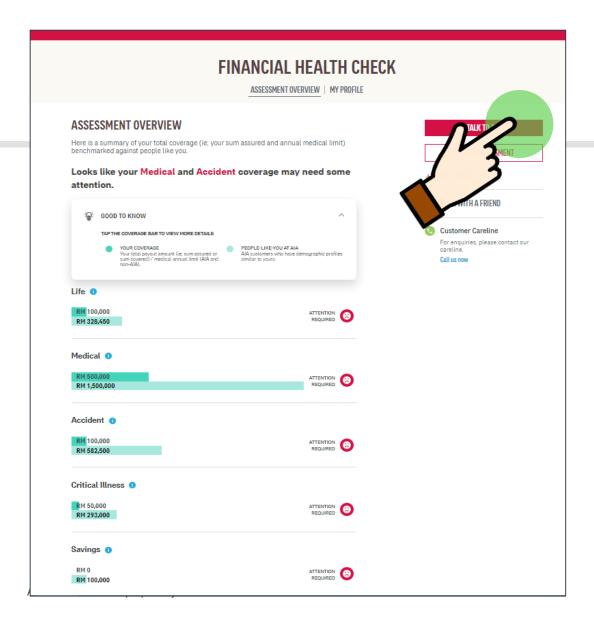
7

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



## 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. 1123132758 Malaysia (60) 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

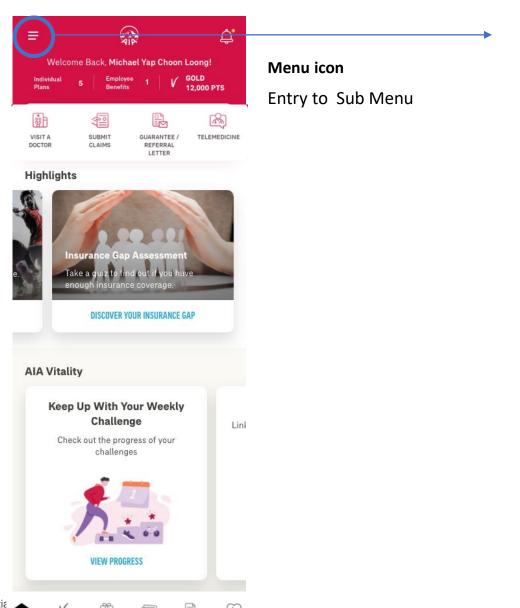


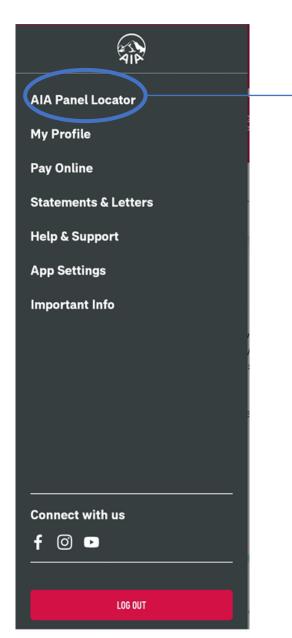


## 8 PANEL LOCATOR

- Entry point
- View AIA Panel Locator

#### **ENTRY POINT PANEL LOCATOR**





**Entry Point AIA Panel Locator** 











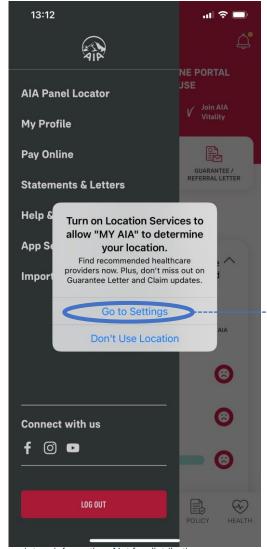






#### **VIEW** AIA PANEL LOCATOR

Android iOS

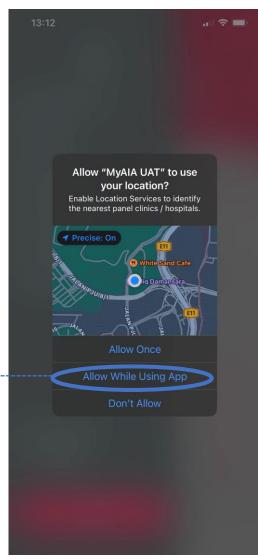


**Activate location** 

Tap

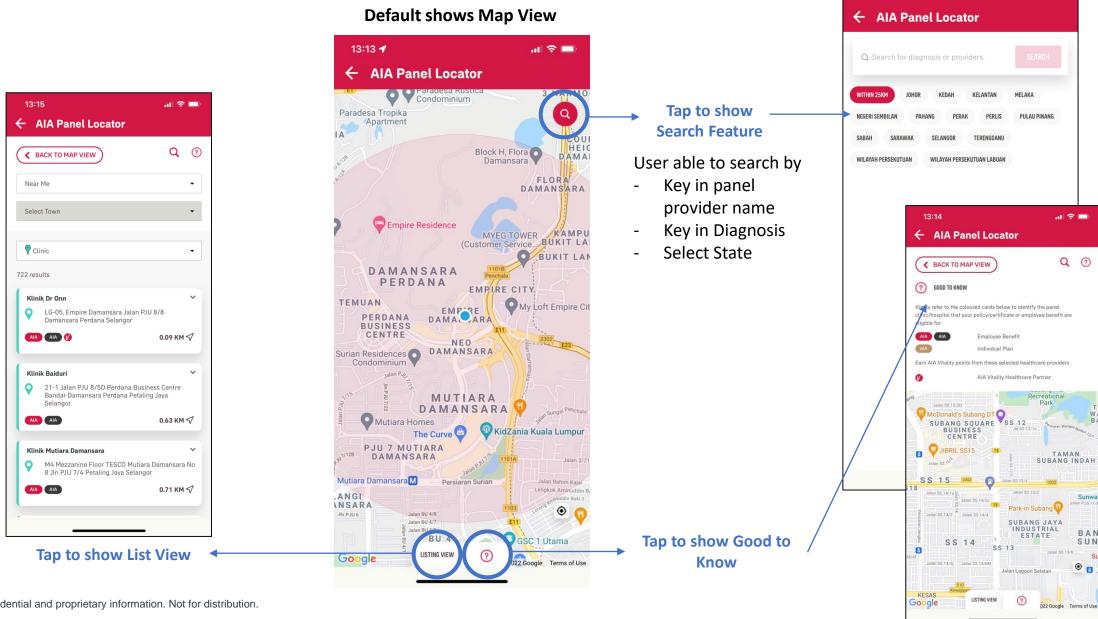
Allow to locate panel clinic & hospital within 25KM of your current location

Tap





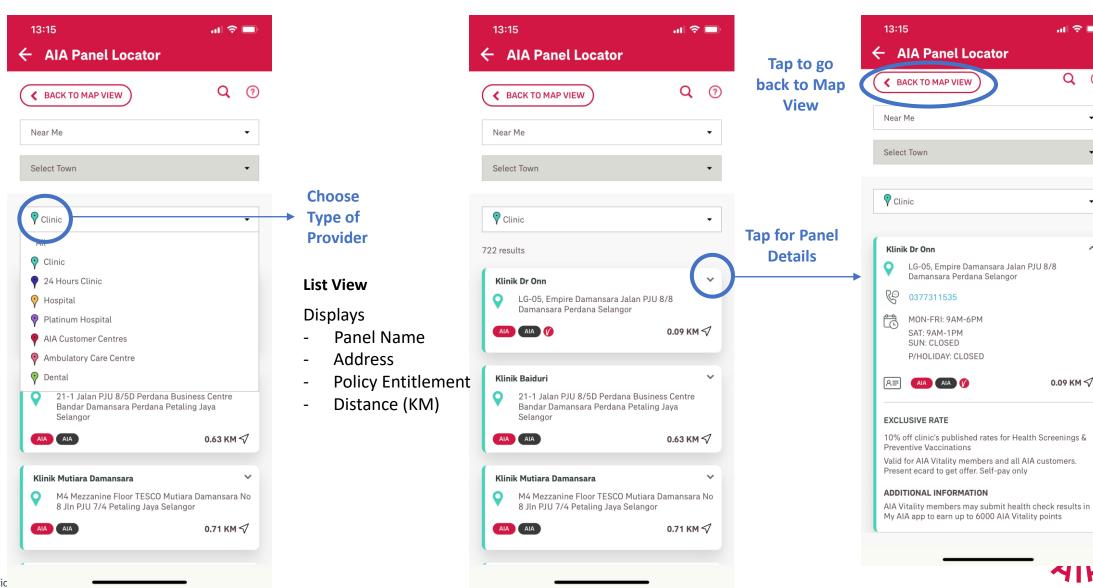
#### **VIEW** AIA PANEL LOCATOR



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13:13 4

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



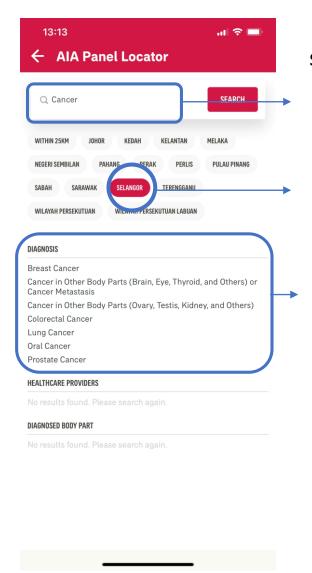
매 후 🔲

Q ?

0.09 KM ✓

#### **SEARCH VIEW**

#### AIA PANEL LOCATOR

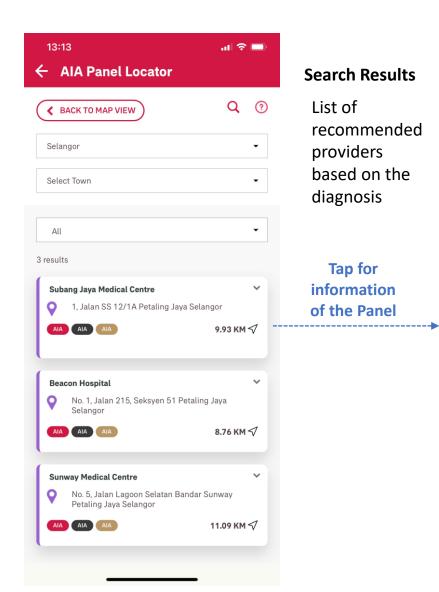


#### **Search Feature**

Type in the diagnosis or provider name

Select the state

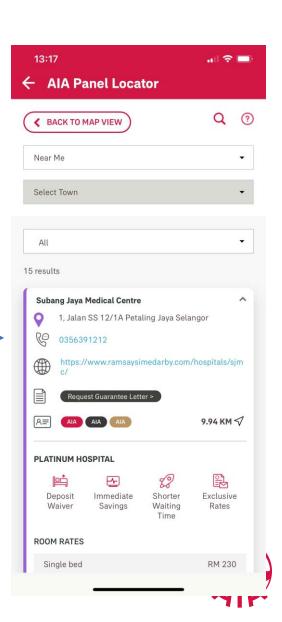
List of diagnosis appears based on search term



#### **Search Results**

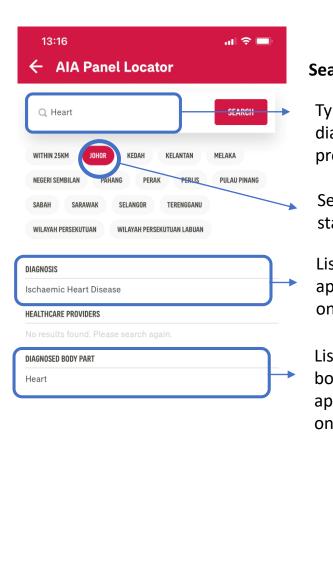
List of recommended providers based on the diagnosis

Tap for information of the Panel



#### **SEARCH VIEW**

#### AIA PANEL LOCATOR



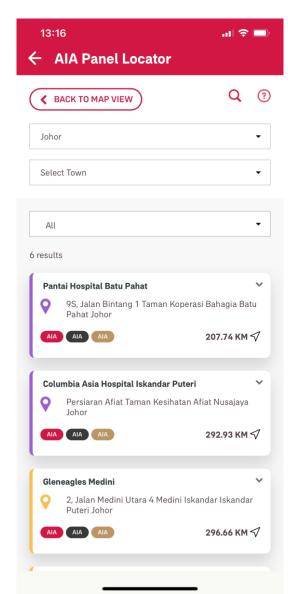
## Search Feature

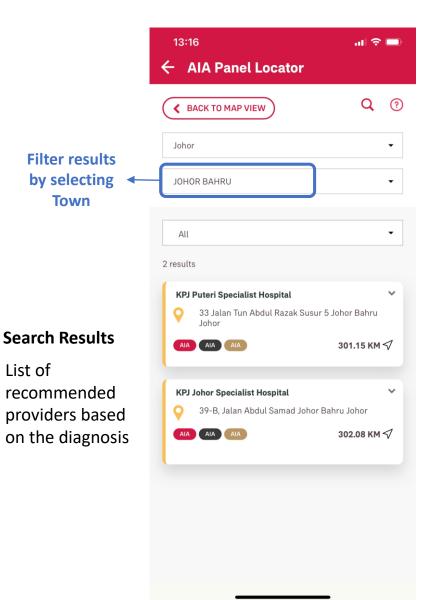
Type in the diagnosis or provider name

Select the state

List of diagnosis appears based on search term

List of diagnosed body part appears based on search term







## Thank you

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

