Process for Registration on Portal

1. For registration for Online Services on Portal, keep the following ready:

    • Policy numbers on your own life & on the life of your minor children

    • Instalment premiums under these policies (without service tax/GST)

    • Scanned image of PAN Card or Passport, with file size less than 100 KB

    • The scanned image should be preferably in .jpg or .jpeg format. However, images with the following formats can also be uploaded :

        .bmp, .png, gif, .tiff

2. Visit www.licindia.in and Click on "Customer Portal"

3. If you have not registered earlier for Customer Portal, click on "**New user**"

4. Provide the following details:

    • Policy number (Any one policy number)

    • Instalment premium (without taxes)

    • Date of Birth

    • Mobile number

    • e-mail id

    • Gender

5. Click on Submit button

6. In the next screen, you will be required to choose the user id and password of your choice and submit.

7. Login through this newly created user id and click on the option of 'Basic Services' →"Add Policy"

8. Enrol all your remaining policies. (as mentioned in point no.1).

9. Thereafter, follow the **3 step process** for registration for Premier Services, as per points 12 to 26 below.

Registration for Premier Services:

10. If you are already a registered user, login with your user-id and password for LIC-Portal.

11. Follow simple 3 step process-Registration, Printing and Uploading of documents.

Step 1—Filling up Registration Form

12. Basic details including Date of Birth, mobile no, e-mail id provided at the time of registering as a Portal user will be automatically incorporated in the registration form.

13. Provide PAN Card or Passport details.

14. All the eligible policy numbers enrolled **(policies on own life and on the lives of minor children)** will be displayed at this stage.

15. For policies on the life of spouse, separate registration will be required to be done by him/her.

Step 2 – Print Form

16. Click on Print/Save form and print the registration form.

17. Check the details of the registration form and sign it.

18. Create a scanned image of the signed form and any one of the KYC documents (PAN or Passport)

19. The file size of the scanned image should be maximum 100 KB.

20. The scanned image should be created in any one of the following formats:

.bmp, .png, .jpg, .jpeg, .gif, .tiff

Step 3 – Upload Form /Check status

21. Upload the scanned image of the registration form through the option provided.

22. Upload the scanned image of PAN Card or Passport.

23. After the documents are uploaded, click on submit the request.

24. An acknowledgement SMS and e-mail will be sent to the mobile/e-mail id provided in the registration form.

25. This request will be sent for verification to our Customer Zone.

26. After verification by our Customer Zone Official (within 3 working days from the date of registration), an acknowledgement e-mail and SMS will be sent to you. "

27. Now you are ready to avail our Premier Services."

Services activated after validation of request:

Following Services will be activated only after your request for e-Services is validated by the Czee Official:

1. Policy and Proposal images

2. Claim history

3. Service Request Registration for Online Loan.