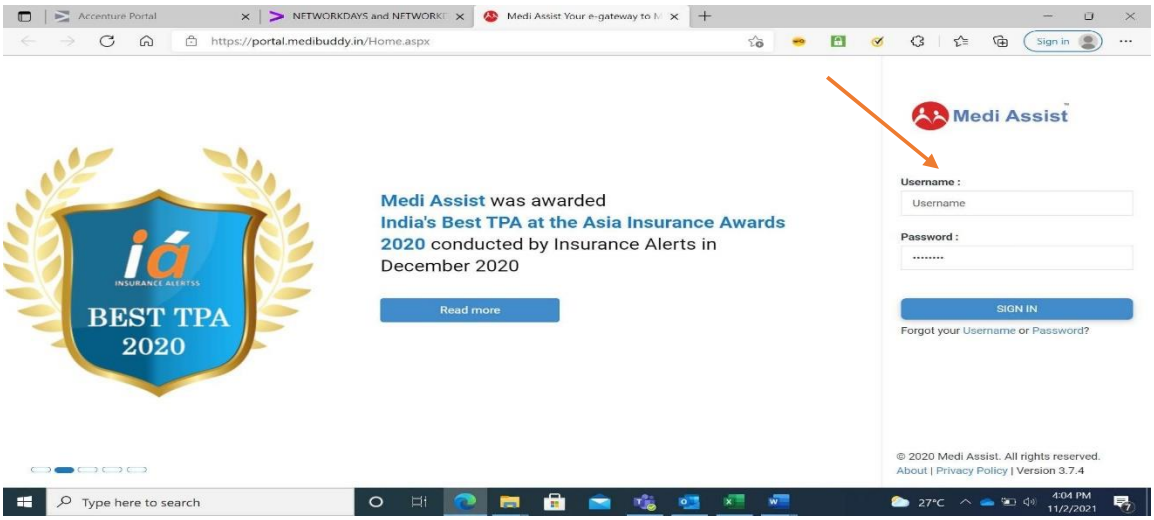
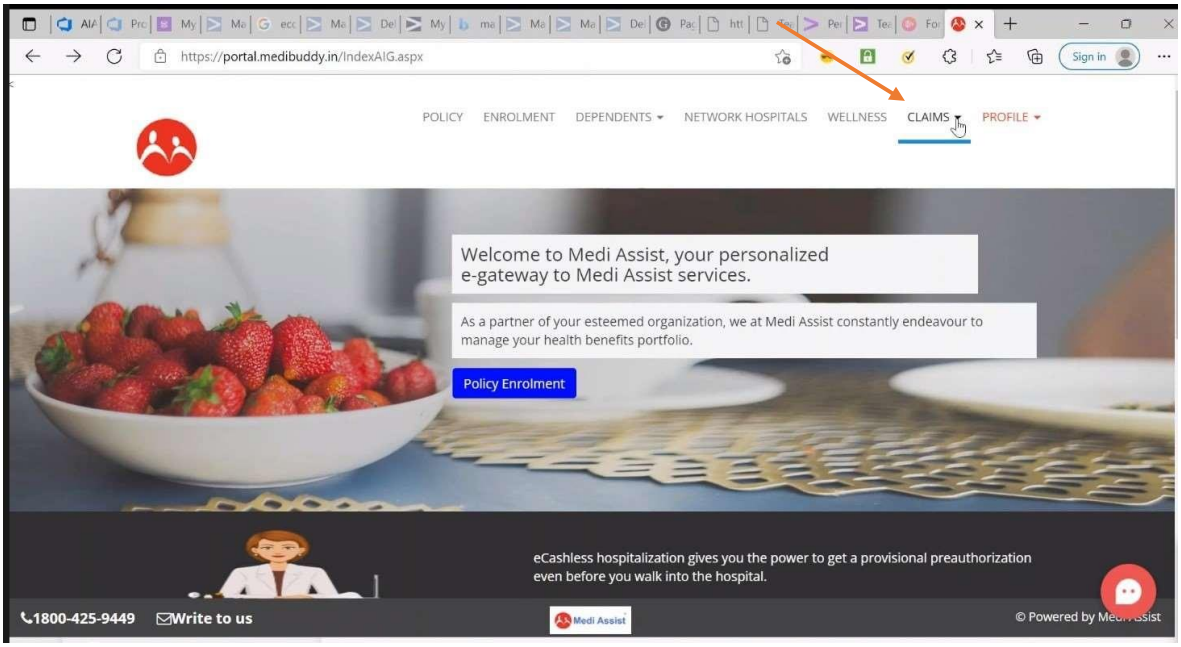
## Process Steps for MediBuddy Health Check-up Reimbursements

**Step 1 :** Log in to portal.medibuddy.in

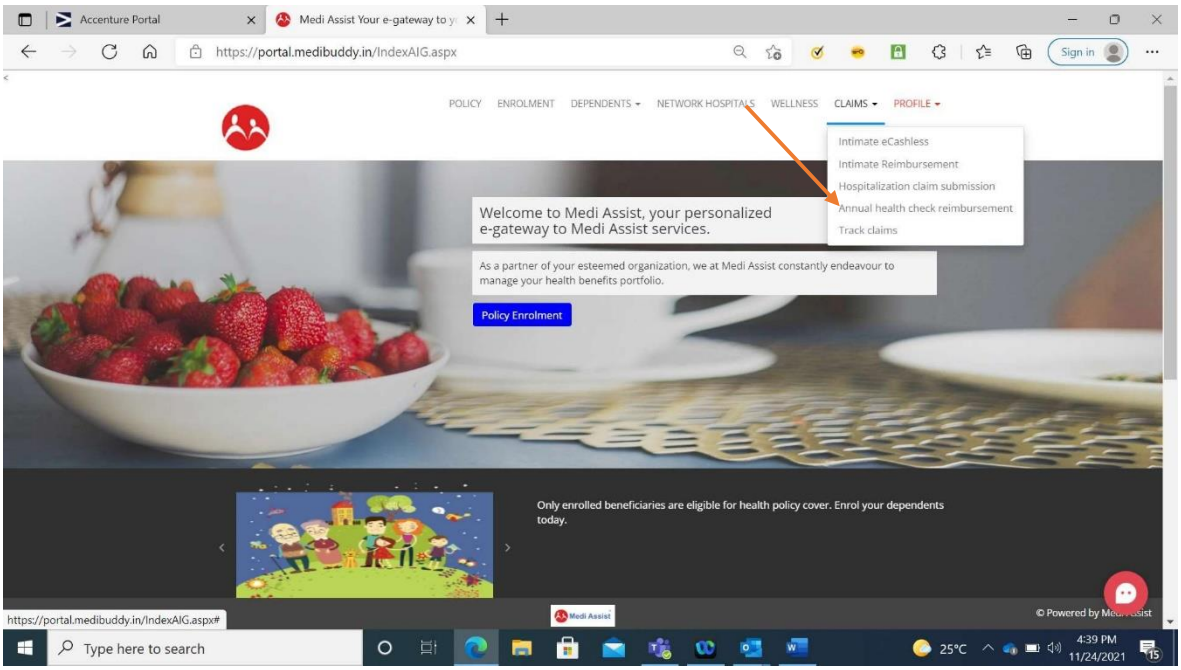
**Step 2 :** Enter User ID & Password



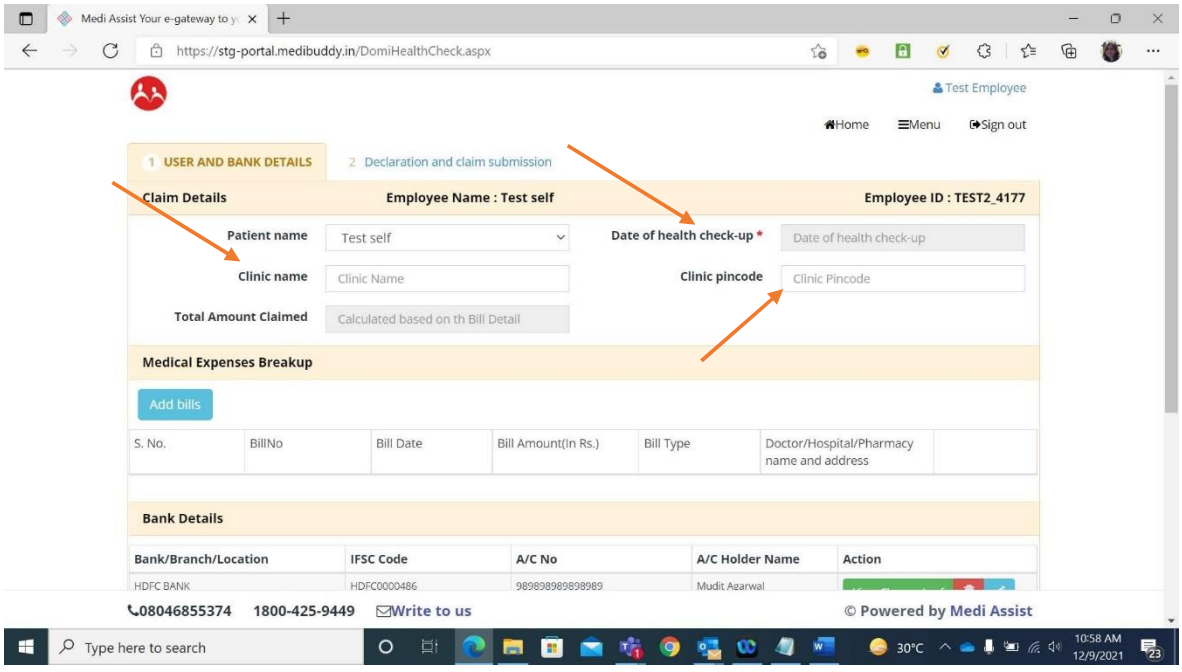

**Step 3 :** Click on '**Claims** '



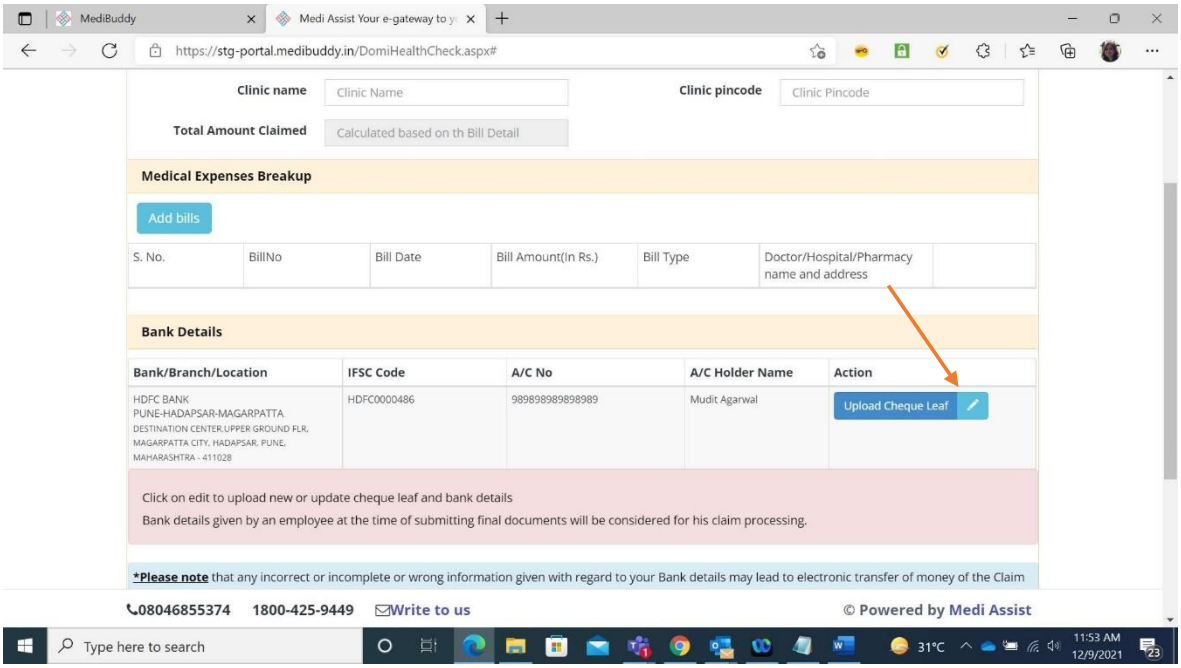
**Step 4 :** Click on **'Annual health check reimbursement'**



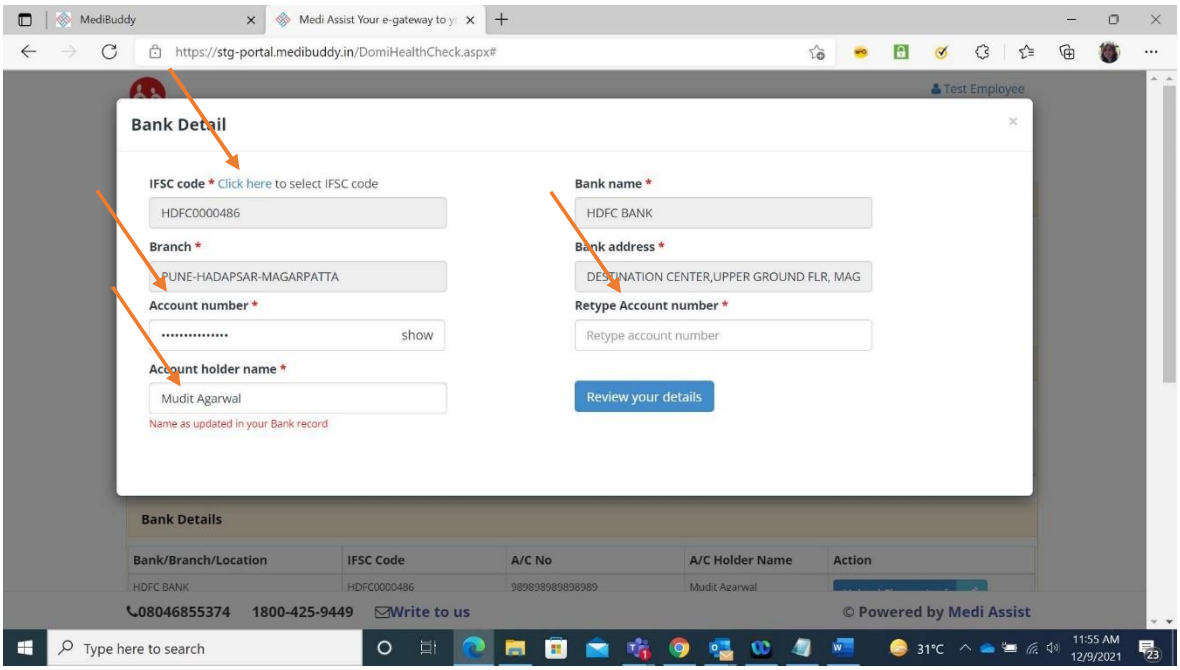

**Step 5 : Select Date of Health check-up, Clinic Name, Clinic Pincode (area pincode)**



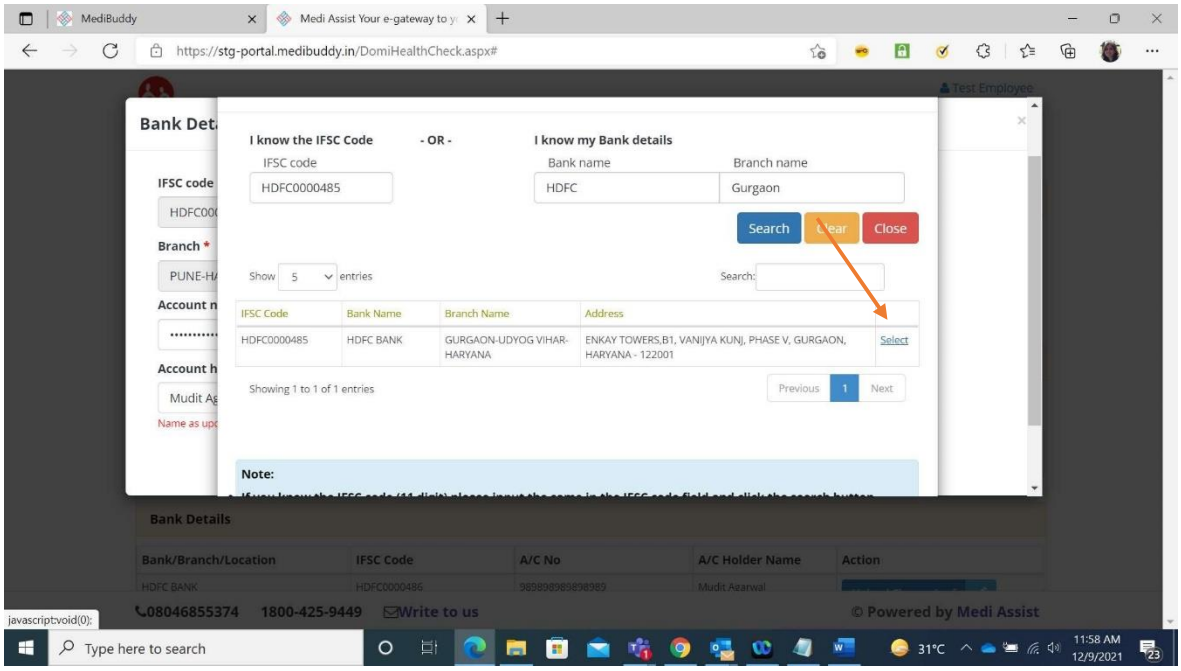
**Step 6:** Enter **'Bank details'** for reimbursement. Click on edit button,



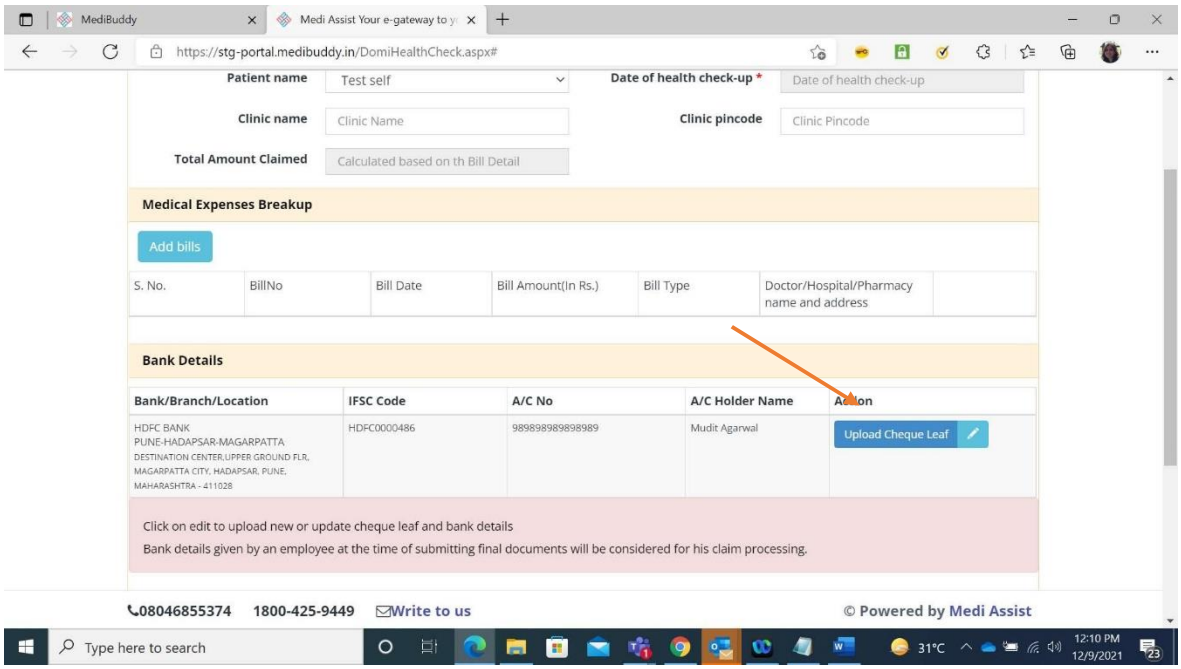

**Step 6.1 -**Click on **"Click here"** to search IFSC code of the bank & input all the mandatory fields



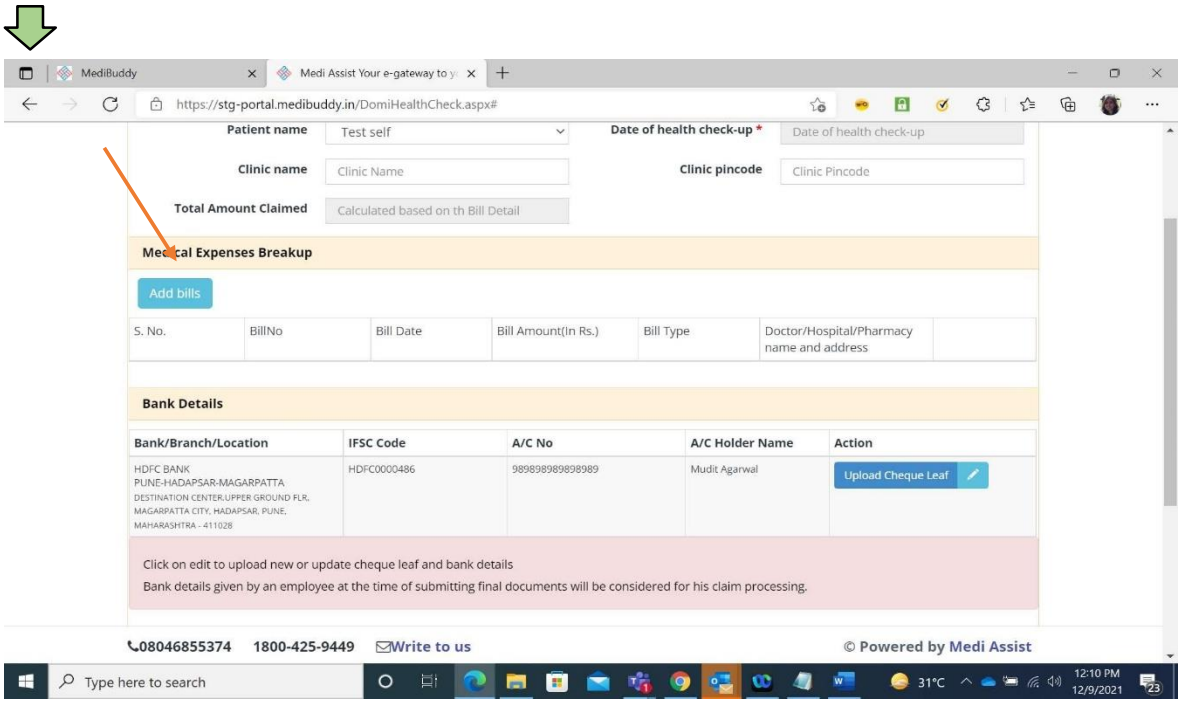
**Step 6.2-** Click on **"select"** to enter the IFSC code details



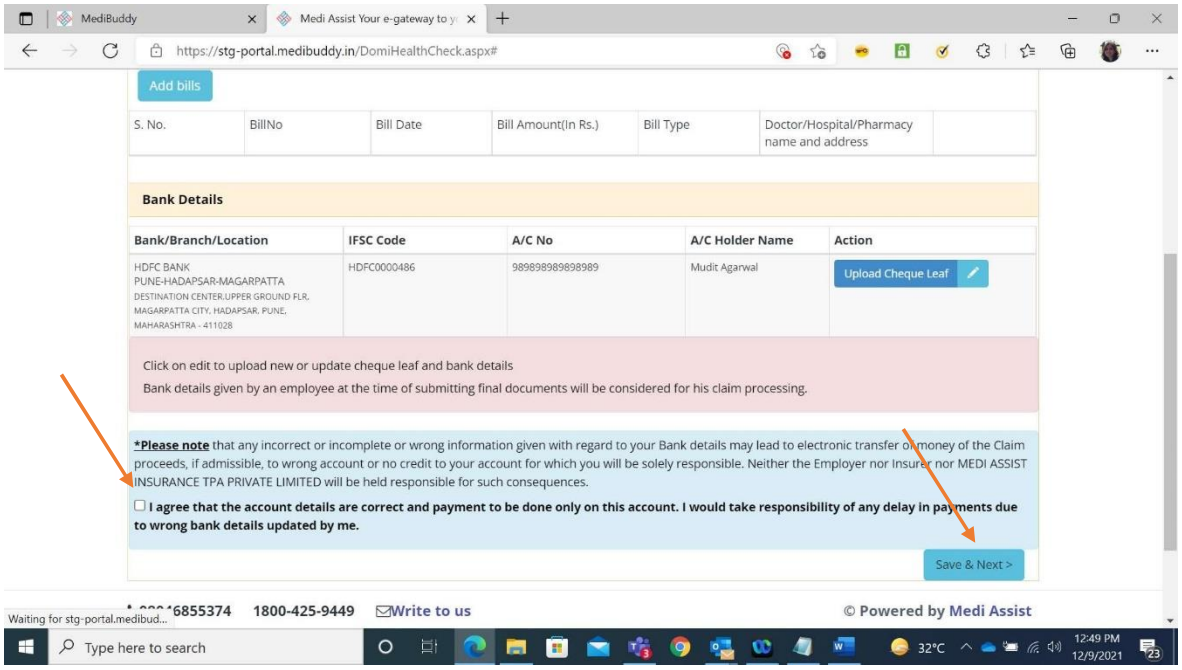

**Step 7 :** Upload cheque leaf for MediBuddy to verify the bank account information



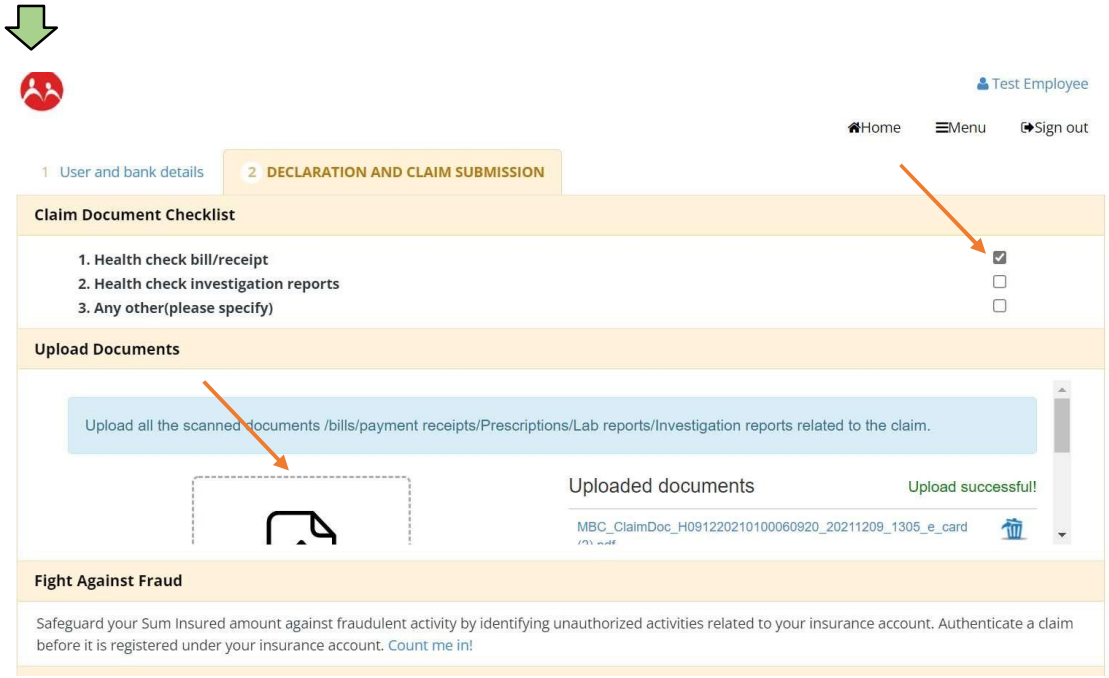
**Step 8 :** Add **'Bill Details'** and click on submit



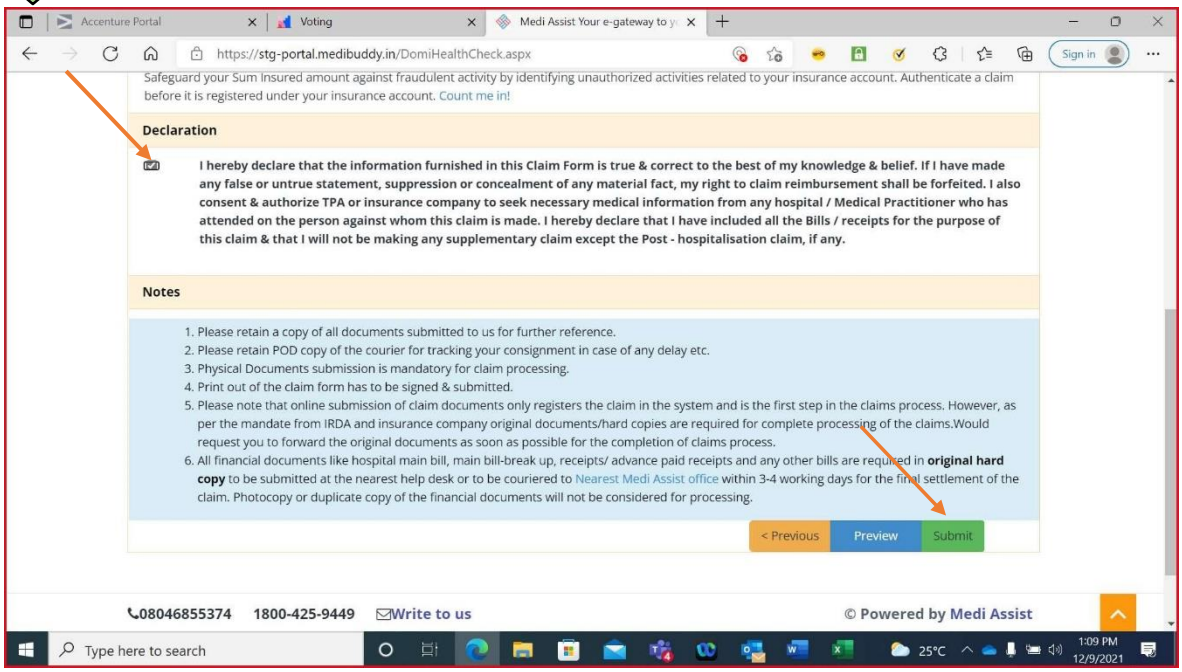

**Step 9:** Click on **"I Agree"** & **"Save & Next"**



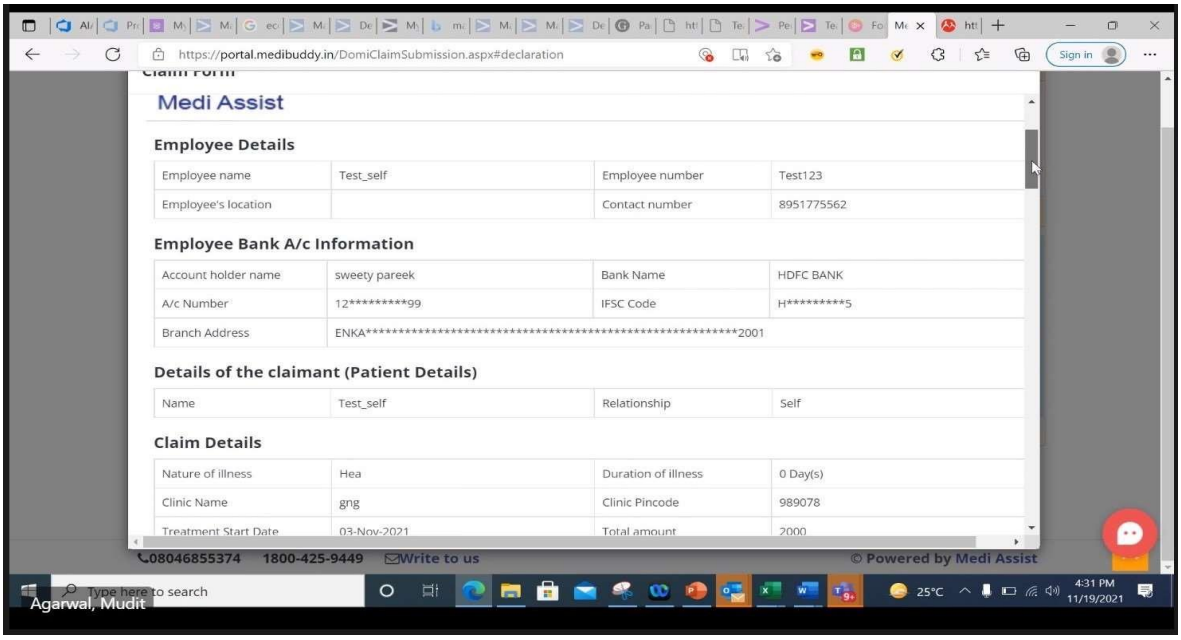
**Step 10 :** Click on the appropriate check box and upload the document



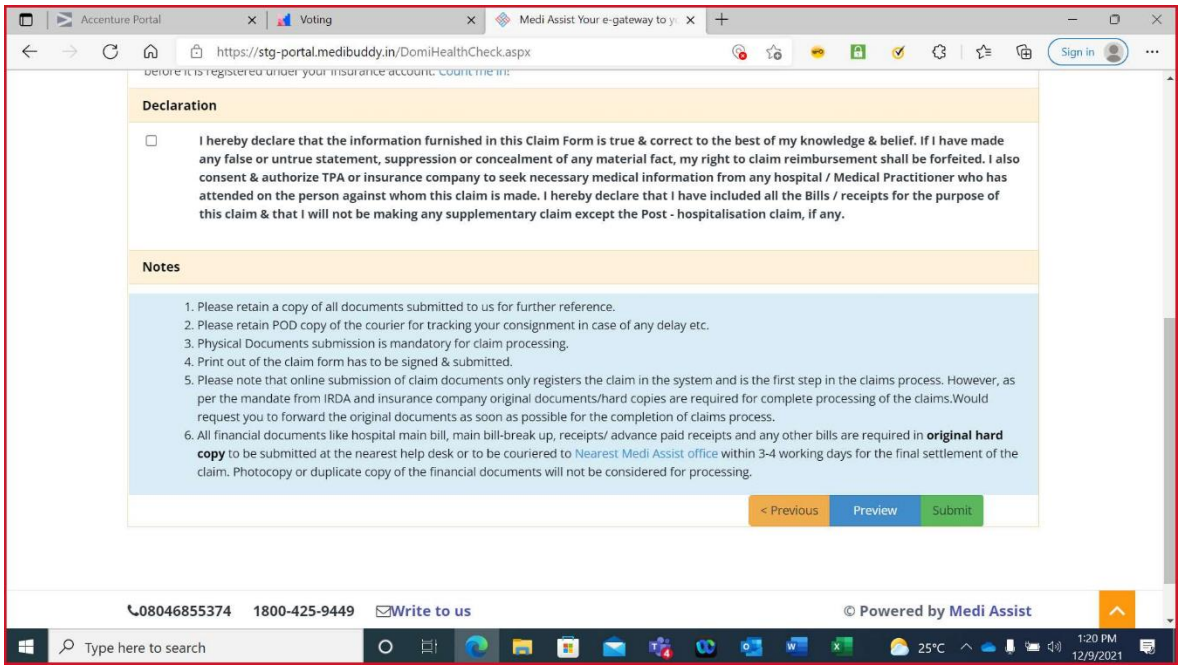

**Step 11 :** Click on declaration option & Click on submit



**Step 12 :** Print claim form




**Step 13 :** Submit the hard copies of documents ( Bills) to MediBuddy (refer to the below screenshot for reference)




**Step 14 : End**