



### **Online submission from Portal**

1. Employee submits claims on Portal and Inward no. is generated.
2. Paramount acknowledges claim- Employee receives and email acknowledgement via email soon after. Even, the inward no. would be seen under Track Claim Tab as well.
3. Within 48-72 hours a claim no. would be generated. Employees will receive email also the same will be published on portal under Track your claim Tab.
4. After 3 days of Claim generation-Employee will receive an email about shortfall documents.
5. Employee needs to submit hard copy in drop box – Ever **Friday**, all the documents would be submitted at Paramount office. Within 7 working days, Claim will be processed and then will be sent to insurer for payment.
6. Within 3-5 working days, the UTR will be generated and the amount will be remitted to the employee.