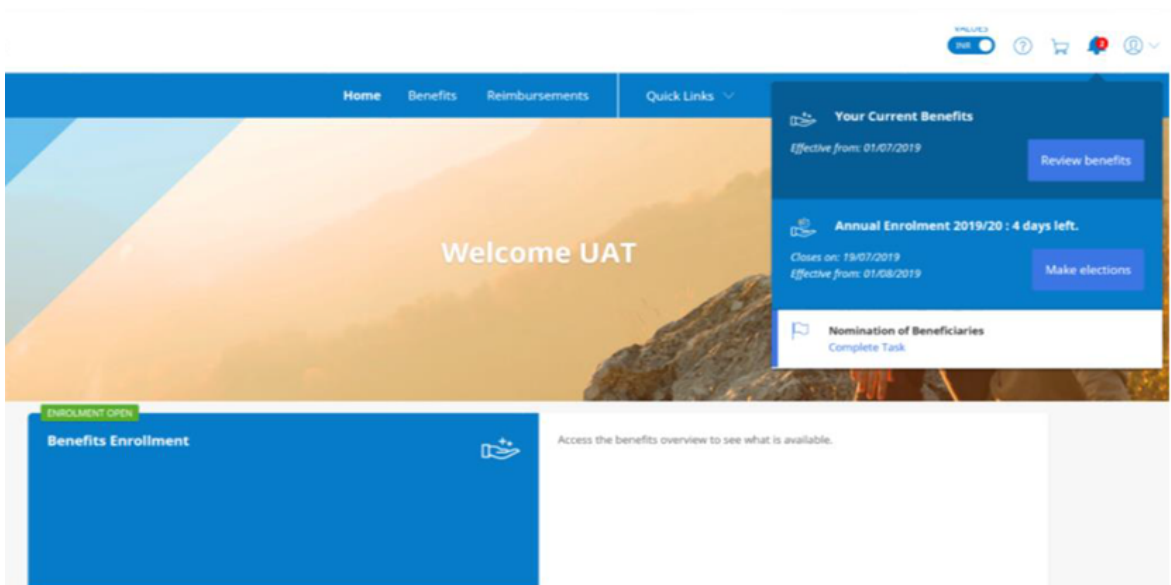


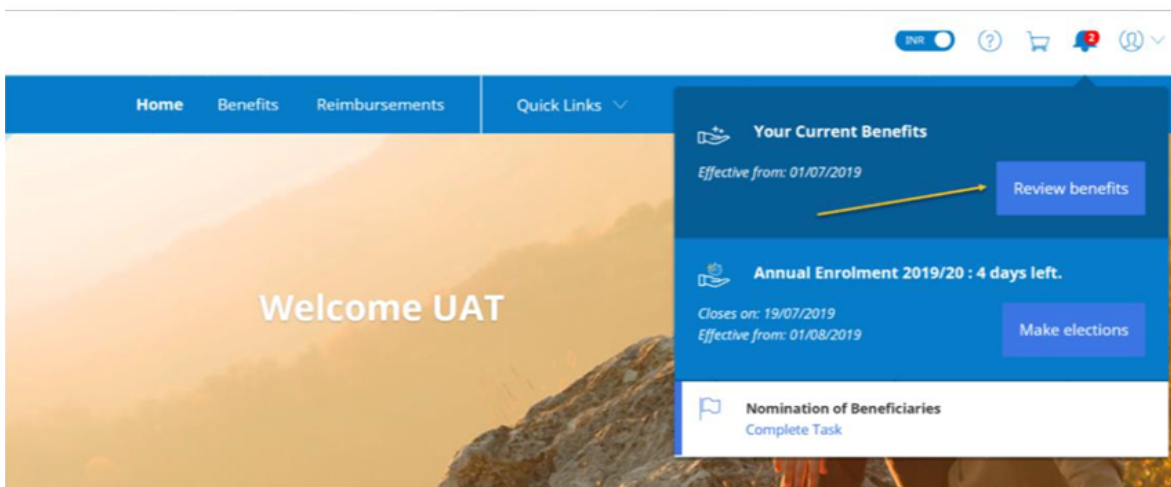
## Intuit Benefits Annual Enrolment Window - Darwin User Guide

The objective of this guide is to help you manoeuvre through Darwin, your benefits administrator tool and choose the Medical Insurance Plan that is best suited for you and your family members. Kindly follow the steps mentioned below. In case you encounter an error, kindly raise an HR Connect ticket via Insight portal.

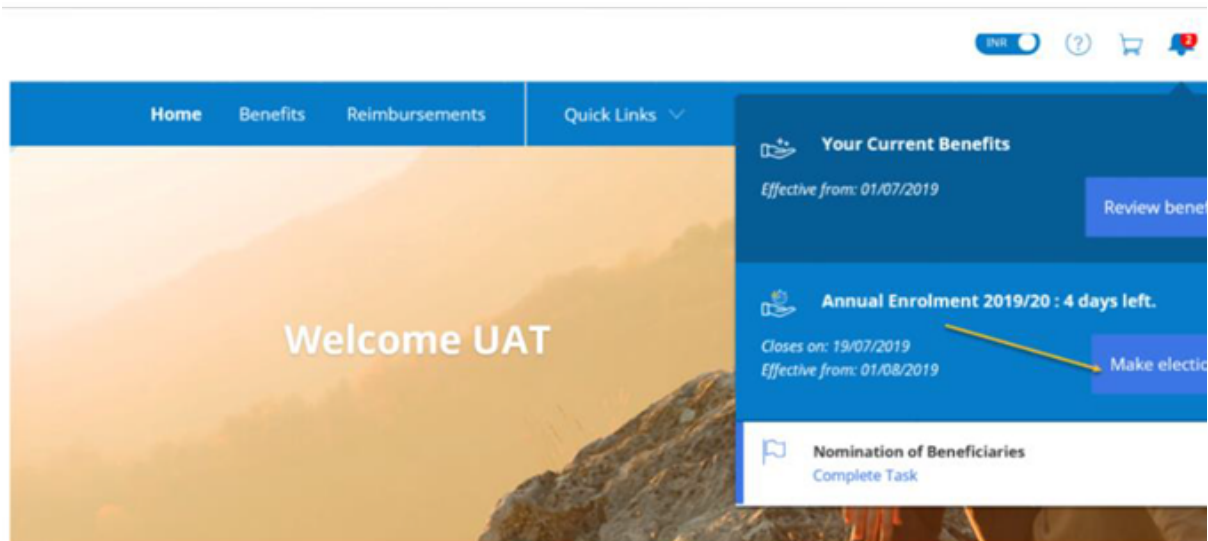
1. Log in to Darwin with your SSO details: <http://darwin.sso.intuit.com/>
2. Click on 'bell icon' on the top right-hand corner of the page to view the drop-down menu options



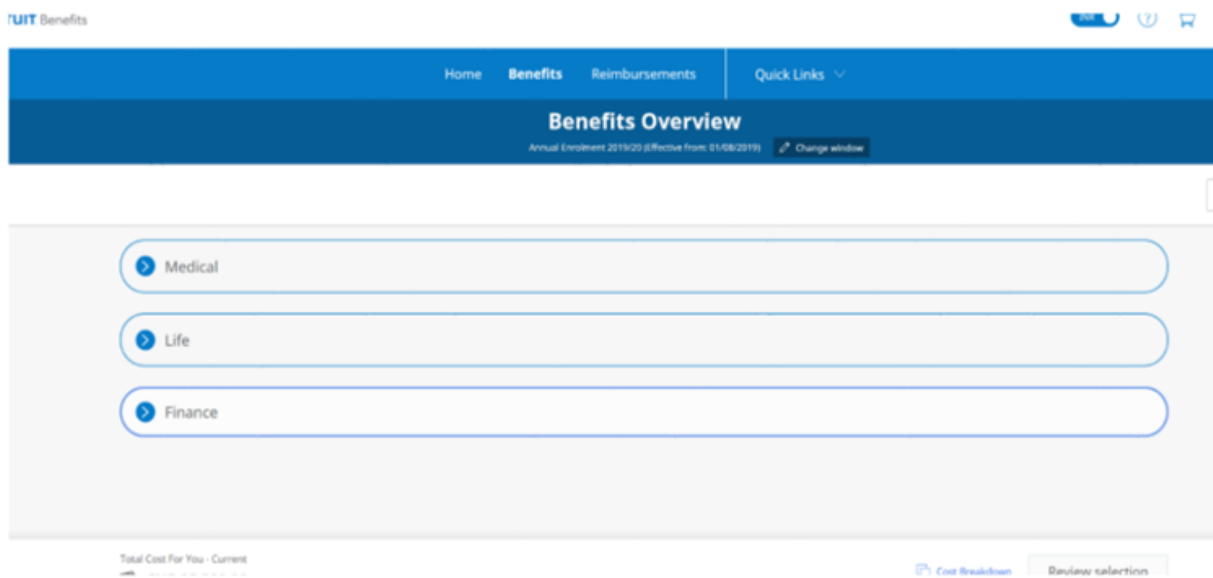
3. Click on 'Review benefits' to view your current plan.



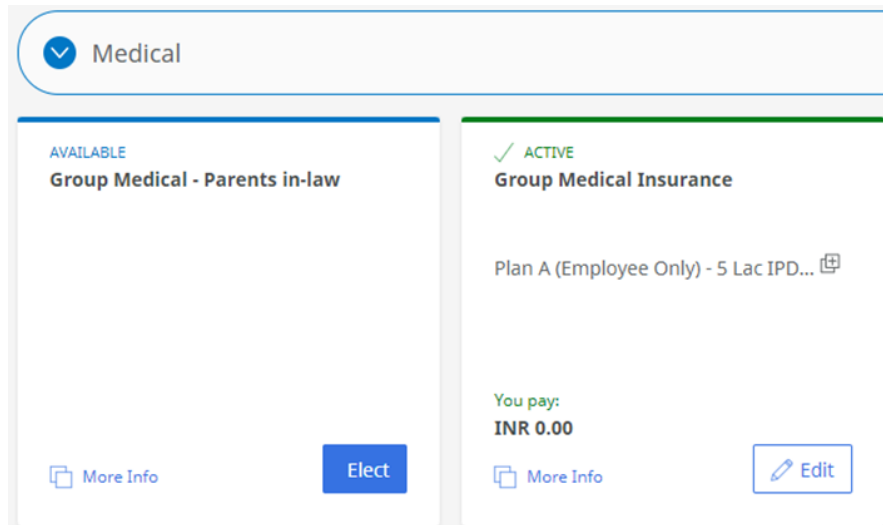
4. Click on 'Annual enrolment' and choose 'Make elections' to select the same or different plans based on your requirements. In case you don't make any selections your previous plan from FY'24 will be carried forward.



5. The screen will display as below.

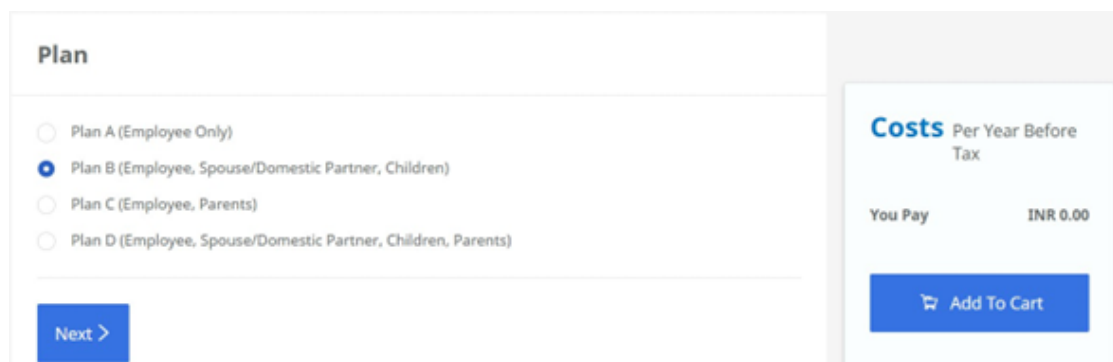


6. Click on Medical tile to see as below and click on edit to make elections.



**Note:** For plans B, C and D minimum number of dependents are required to be selected post entering the values:

- Plan B
  - At least 1 spouse OR 1 partner OR 1 child has to be enrolled (Caters for both married / single scenarios)
  - You can enrol up to 3 children (only). If you try to enrol more than 3 children, you'll see an error message
  - You can enrol either 1 spouse OR 1 partner and cannot have both dependent types added.
- Plan C
  - At least 1 father OR 1 mother
- Plan D
  - At least (1 spouse OR 1 partner OR 1 child) AND (1 father OR 1 mother)
  - You can only enrol up to 3 children. If you try to enrol more than 3 children, you'll see an error message
  - You can enrol either 1 spouse OR 1 partner and cannot have both dependent types added



7. After choosing the plan, choose the sum insured. All eligible dependents will appear under 'Eligible dependents' and the checkboxes will be unchecked by default.

You will have to check the dependents that you want to enrol into the selected plan

Sum Insured

5 Lac IPD + 30K OPD

Next >

Assign Dependents on Cover

Eligible dependents:

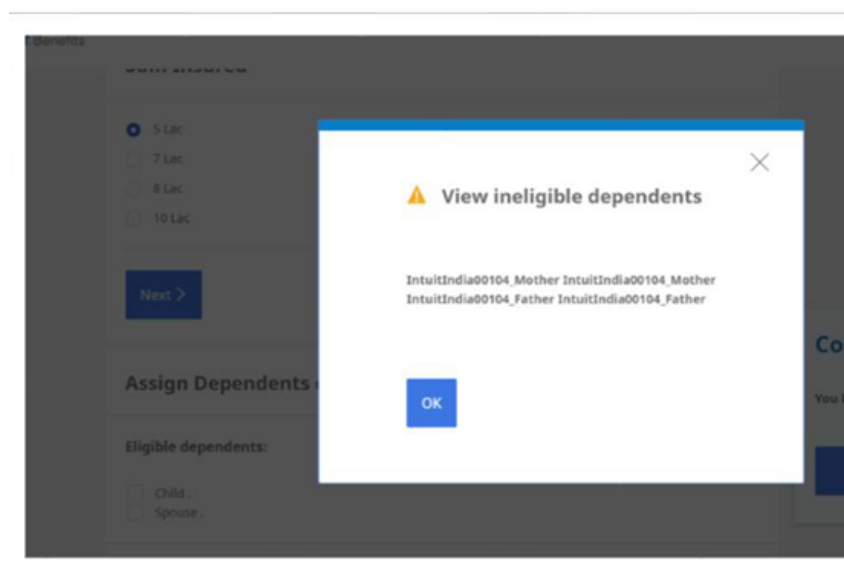
Test Test

Costs Per Year Before Tax

You Pay INR 0.00

Add To Cart

8. You can view the list of ineligible dependants by clicking on 'View ineligible dependants' (appears as a pop up).



9. In case you select Plan B (Employee, Spouse, Children) and try to click on 'Add to Cart' button without choosing dependents, you'll see an error message (screenshot below) for trying to proceed without selecting at least 1 spouse and/or 1 child.

### Group Medical Insurance

✓ ACTIVE NOW

Please note that the amount mentioned here is the annual premium cost for your top up. The premium deduction would be prorated based on your date of joining / beginning of the fiscal year (August 1). Refer to your payslip for premium deduction.

**1** Please review and add the dependents required for the selected level of coverage. Click on the checkbox under 'Eligible dependents' to select your dependent and 'Add to cart'. Dependents selected should align to the chosen plan and meet the age requirements. Ineligible dependents can't be enrolled if they're overage and/or not aligned to the chosen plan. You can see all ineligible dependents under 'View ineligible dependents'.

#### Plan

Plan A (Employee Only)

Plan B (Employee, Spouse/Domestic Partner, Children)

Plan C (Employee, Parents)

Plan D (Employee, Spouse/Domestic Partner, Children, Parents)

[Next >](#)

#### Costs Per Year Before Tax

You Pay **INR 0.00**

[Add To Cart](#)

- Once dependent records are selected in the checkbox, you will be able to add the plan selection to cart.

#### Sum Insured

5 Lac IPD + 30K OPD

[Next >](#)

#### Assign Dependents on Cover

Eligible dependents:

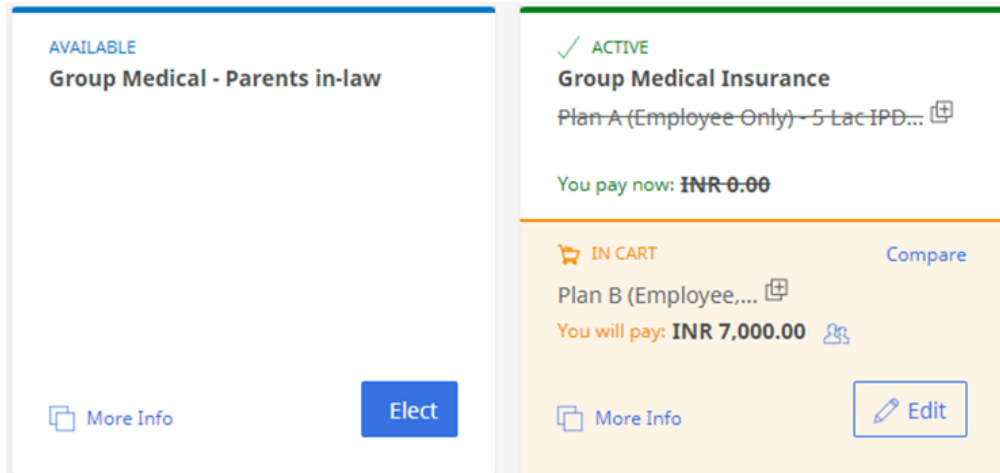
Test Test

#### Costs Per Year Before Tax

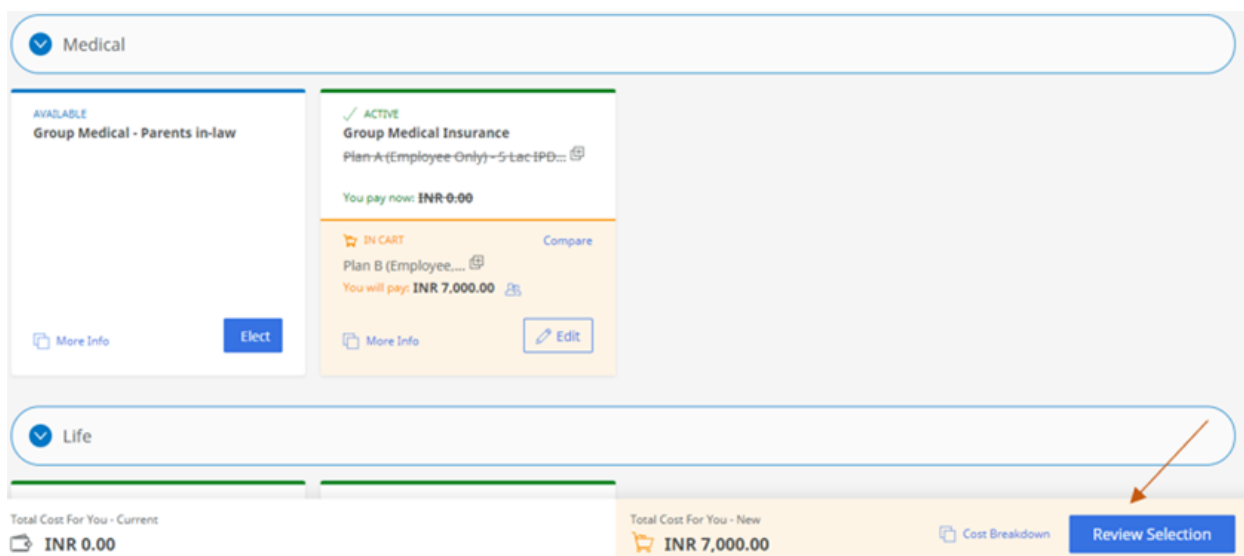
You Pay **INR 0.00**

[Add To Cart](#)

10. After clicking on 'Add to cart', you will be redirected to the benefits overview page where you can see the updated selection under 'IN CART'.



11. After clicking on 'Review Selection', you will be redirected to a summary page before confirming your selections.



12. You can review the selected dependents under 'Your New Selection' section. You can select additional dependents under 'Edit' and will be redirected to the Group Medical Insurance benefit selection page.

### Your New Selections

Benefit	Level	You Pay	Cost Difference
<b>Group Medical Insurance</b>	Plan B (Employee, Spouse/Domestic Partner, Children) - 7 Lac IPD + 30K OPD <ul style="list-style-type: none"><li>• For you</li><li>• Test_Spouse Test_Spouse</li><li>• Test_Child Test_Child</li></ul>	INR 7,000.00	-INR 5,750.00

Delete all selections

**Total Cost For You - New**

**INR 7,000.00**  
(annual)

Cost Breakdown

**Checkout**

13. Once you are satisfied with your selection please click on 'Checkout'.

### Your New Selections

Benefit	Level	You Pay	Cost Difference
<b>Group Medical Insurance</b>	Plan B (Employee, Spouse/Domestic Partner, Children) - 7 Lac IPD + 30K OPD <ul style="list-style-type: none"><li>• For you</li><li>• Test_Spouse Test_Spouse</li><li>• Test_Child Test_Child</li></ul>	INR 7,000.00	-INR 5,750.00

Delete all selections

**Total Cost For You - New**

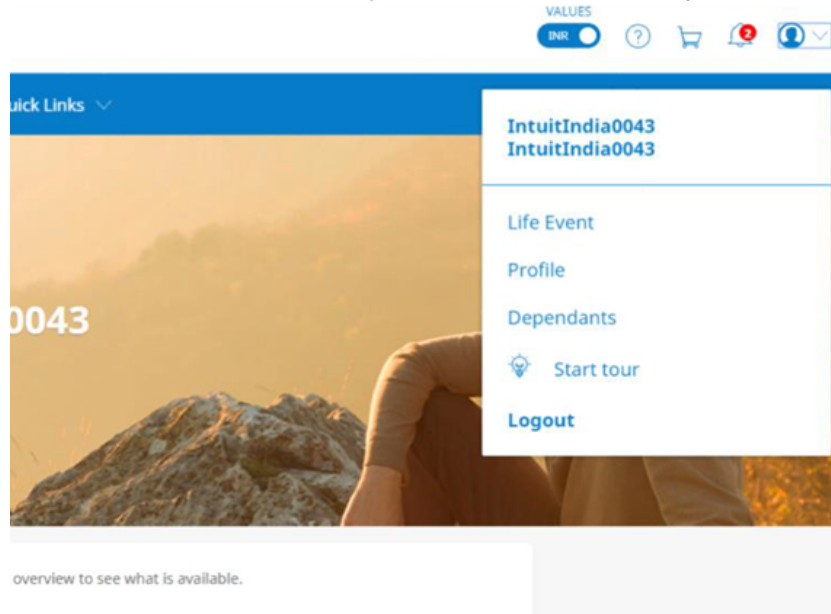
**INR 7,000.00**  
(annual)

Cost Breakdown

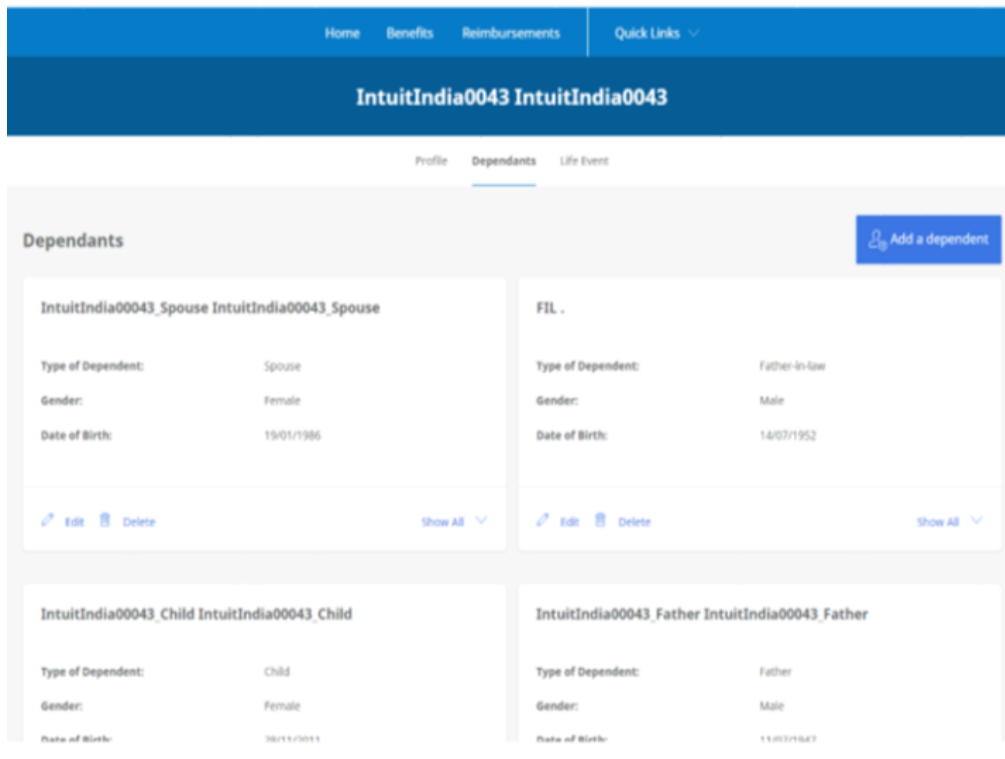
**Checkout**

Editing existing dependent details (to be used in case of **date** of birth/ name correction)

1. Click on the 'Profile' tab and select 'Dependents' from the drop-down menu.



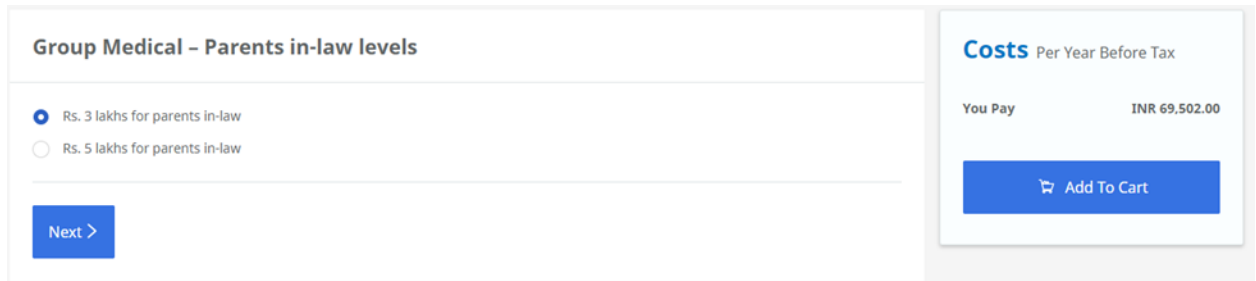
2. You will be taken to a new page where you will be able to edit the existing dependents information.





## Group Medical - Parents in-law Enrolment:

1. Click on 'Edit' under Group Medical - Parents in-law tile and you'll be redirected to the benefit selection page below.



The screenshot shows a form titled "Group Medical - Parents in-law levels". It contains two radio button options: "Rs. 3 lakhs for parents in-law" (selected) and "Rs. 5 lakhs for parents in-law". A blue "Next >" button is located below the options. To the right, a summary box displays "Costs Per Year Before Tax" with "You Pay" of "INR 69,502.00" and a blue "Add To Cart" button.

2. After you select the plan, you'll have to select the dependents before clicking on 'Add to cart'.



This screenshot shows the same "Group Medical - Parents in-law levels" form as above, but with an additional section titled "Assign Dependents on Cover". Under this section, there is a heading "Eligible dependents:" followed by two checkboxes: "Test Father-in-law" and "Test Mother-in-law". An orange arrow points to the "Eligible dependents:" heading. To the right, the "Costs Per Year Before Tax" summary box is visible, showing "You Pay" of "INR 69,502.00" and a blue "Add To Cart" button.

Note: Minimum dependent cap. For each plan is configured in the following manner:

- Rs. 3 Lakhs → At least 1 father-in-law or 1 mother-in-law
- Rs. 5 Lakhs → At least 1 father-in-law or 1 mother-in-law

Maximum parents in-law capping → Both in laws (2 dependents)

- Once you select the dependents, you can proceed to 'Add to cart'.

### Group Medical – Parents in-law levels

- Rs. 3 lakhs for parents in-law
- Rs. 5 lakhs for parents in-law

Next >


### Assign Dependents on Cover

#### Eligible dependents:

- Test Father-in-law
- Test Mother-in-law

**Costs** Per Year Before Tax

You Pay **INR 69,502.00**

 Add To Cart

- After clicking on 'Add to cart', you will be redirected to the benefits overview page where you can see the updated selection under 'IN CART'.

Medical

**IN CART**  
Group Medical - Parents in-law  
Rs. 3 lakhs for parents in-law  
You will pay: **INR 69,502.00**  
More Info Edit

**ACTIVE**  
Group Medical Insurance  
Plan A (Employee Only) ...  
You pay: **INR 10,500.00**  
More Info Edit

Life

Total Cost For You - Current **INR 10,500.00**

Total Cost For You - New **INR 80,002.00** Cost Breakdown **Review Selection**

- After clicking on 'Review Selection', you'll be redirected to a summary page before confirming the selections.

**Medical**

**IN CART**  
Group Medical - Parents in-law  
Rs. 3 lakhs for parents in-law  
You will pay:  
**INR 69,502.00**  
More Info Edit

**ACTIVE**  
Group Medical Insurance  
Plan B (Employee...)  
You pay:  
**INR 10,500.00**  
More Info Edit

**Life**

Total Cost For You - Current  
INR 10,500.00

Total Cost For You - New  
INR 80,002.00

Cost Breakdown Review Selection

- You can review the selected dependents under 'Your New Selection' section. You can select additional dependents under 'Edit' and will be redirected to the Group Medical - Parents in-law benefit selection page.

### Review Selection

Review all selections here before you proceed to checkout. Wishing you and your family best of health

**Your New Selections**

Benefit	Level	You Pay	Cost Difference
Group Medical - Parents in-law	Rs. 3 lakhs for parents in-law <ul style="list-style-type: none"> <li>For you</li> <li>Test Father-in-law</li> <li>Test Mother-in-law</li> </ul>	INR 69,502.00	▲ INR 69,502.00

Delete all selections

**Total Cost For You - New**  
INR 80,002.00 (annual)  
Cost Breakdown

Checkout

- Once you are satisfied with your selection please click on 'Checkout'.


# Review Selection

Review all selections here before you proceed to checkout. Wishing you and your family best of health

## Your New Selections

Benefit	Level	You Pay	Cost Difference
 <b>Group Medical - Parents in-law</b>	Rs. 3 lakhs for parents in-law <ul style="list-style-type: none"><li>• For you</li><li>• Test Father-in-law</li><li>• Test Mother-in-law</li></ul>	INR 69,502.00	 INR 69,502.00  

 Delete all selections

 **Total Cost For You - New**

**INR 80,002.00**  
(annual)

 Cost Breakdown

  
**Checkout**