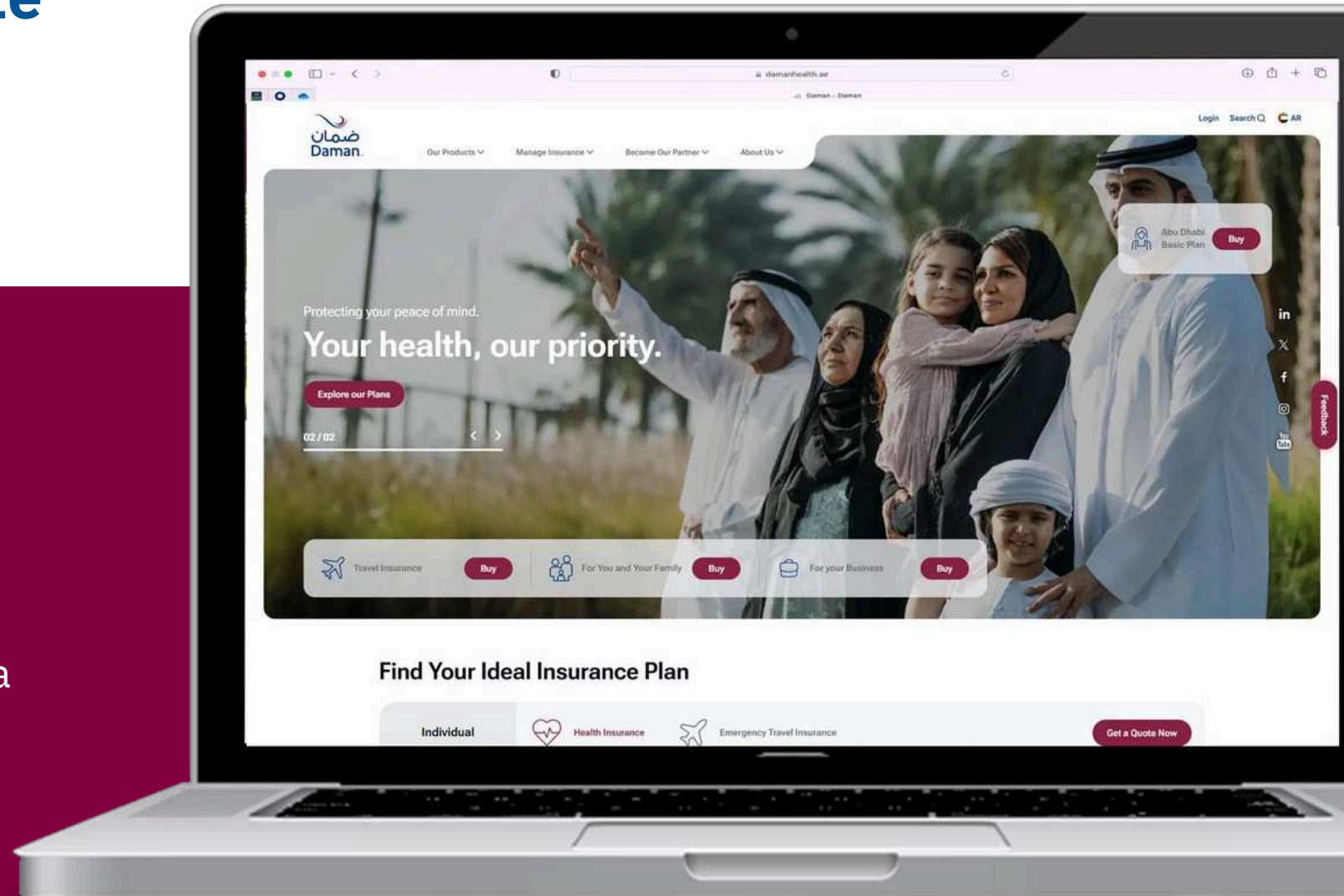




How to Add, Edit or Delete Members

MyDaman is your one-stop-shop for all your policy needs.

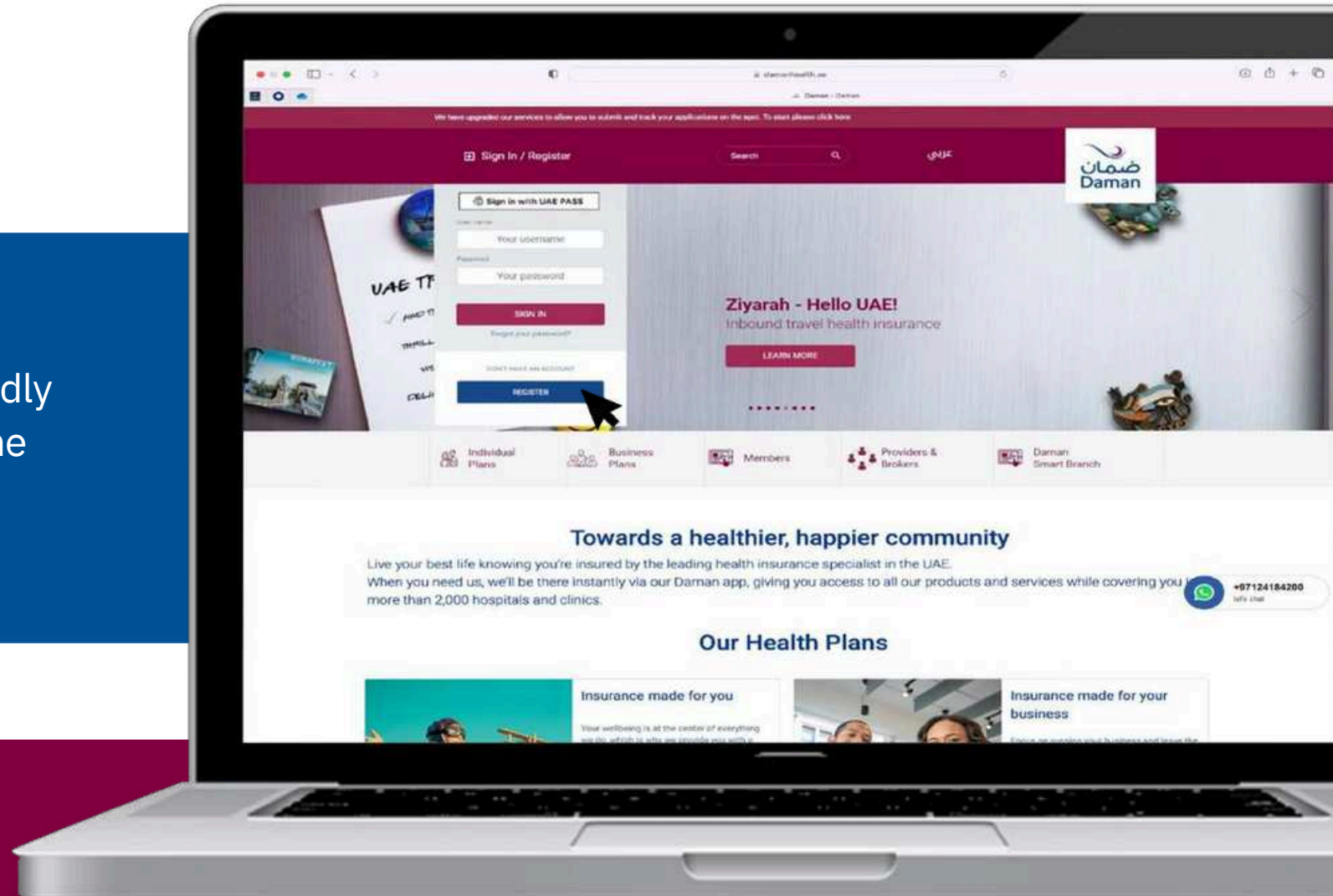
Here you can Add, Edit or Cancel a Member, all with just a few clicks.



Registration

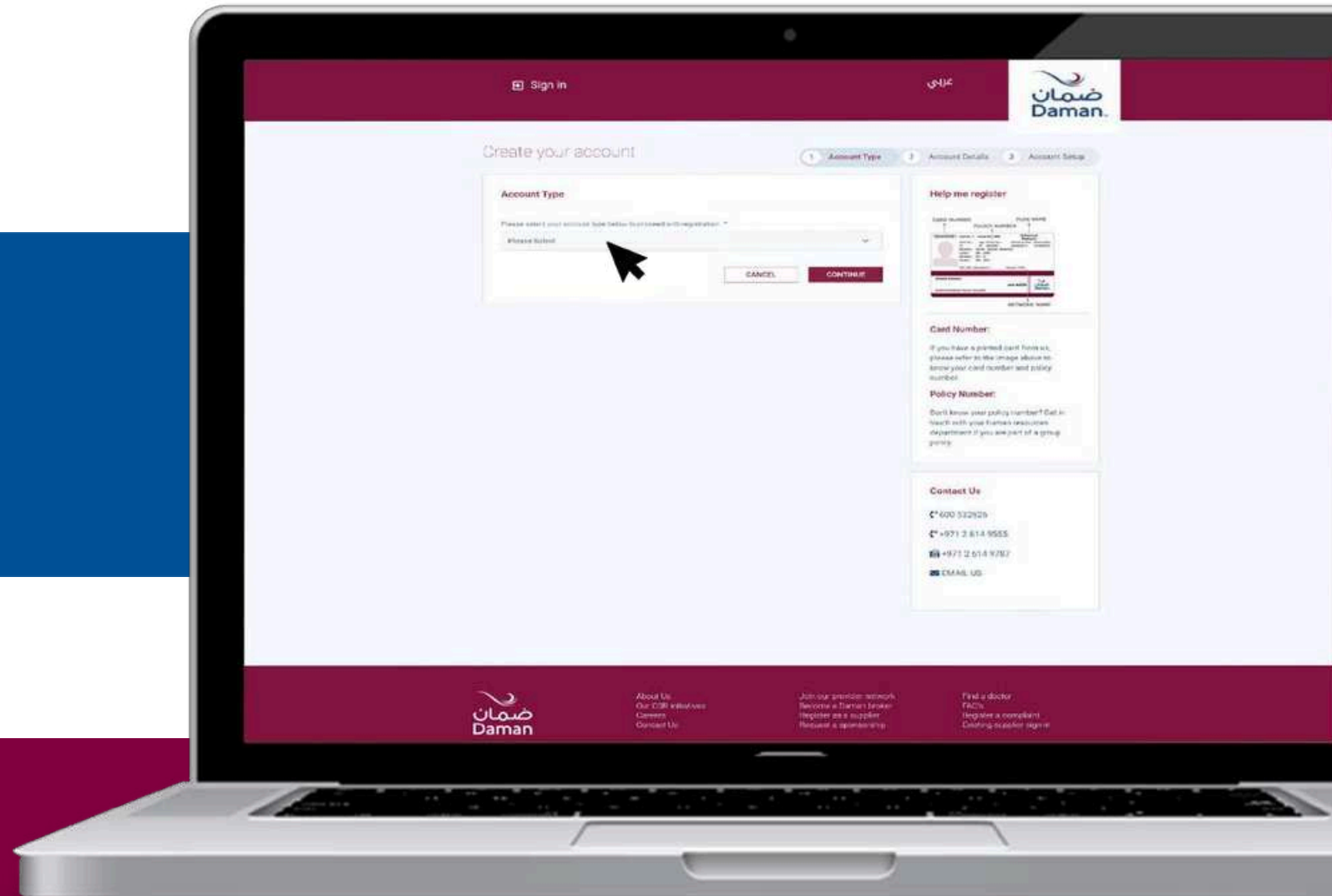
Register

Before you get started, kindly click on Register to start the registration process.



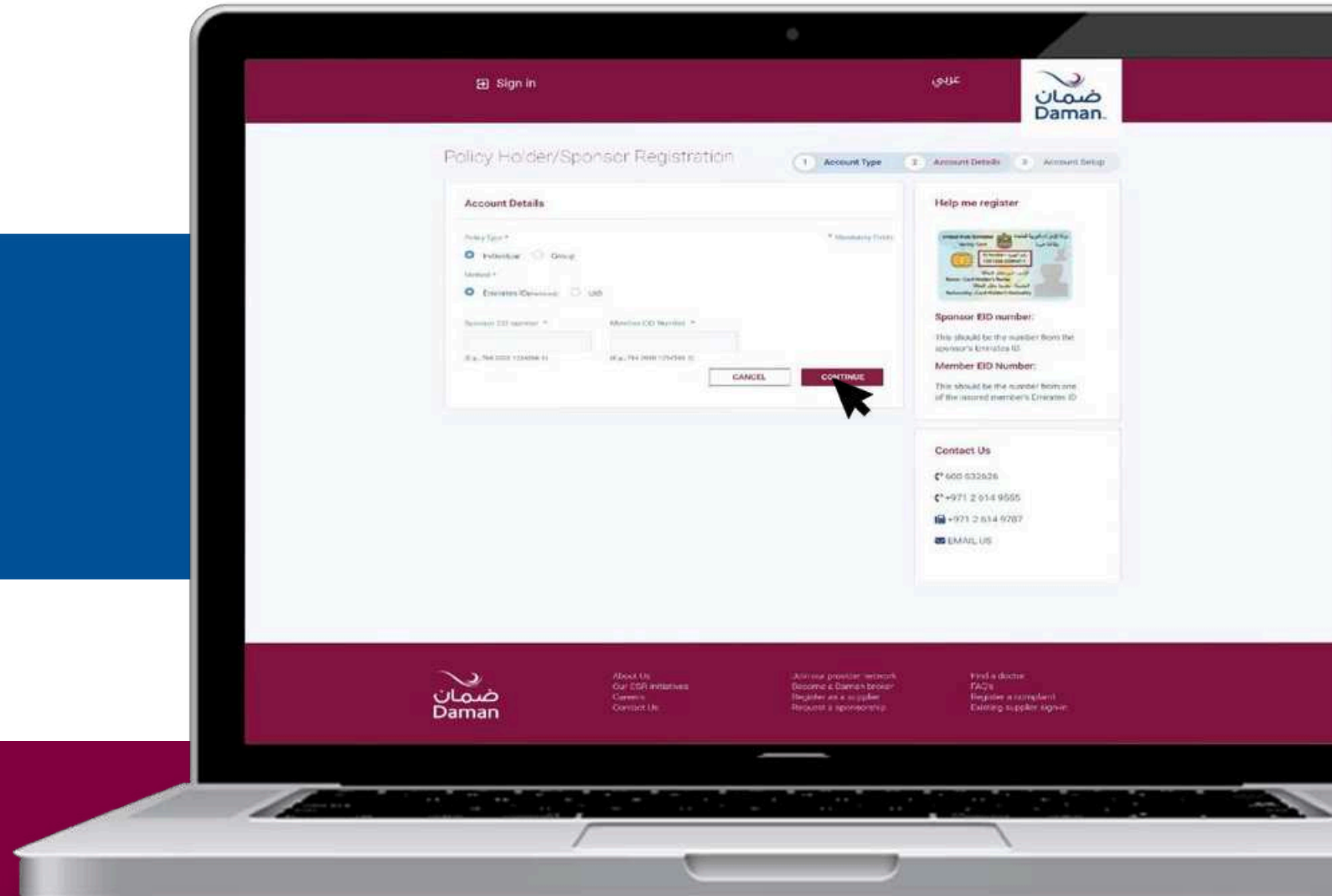
Register

Now select your
Account Type



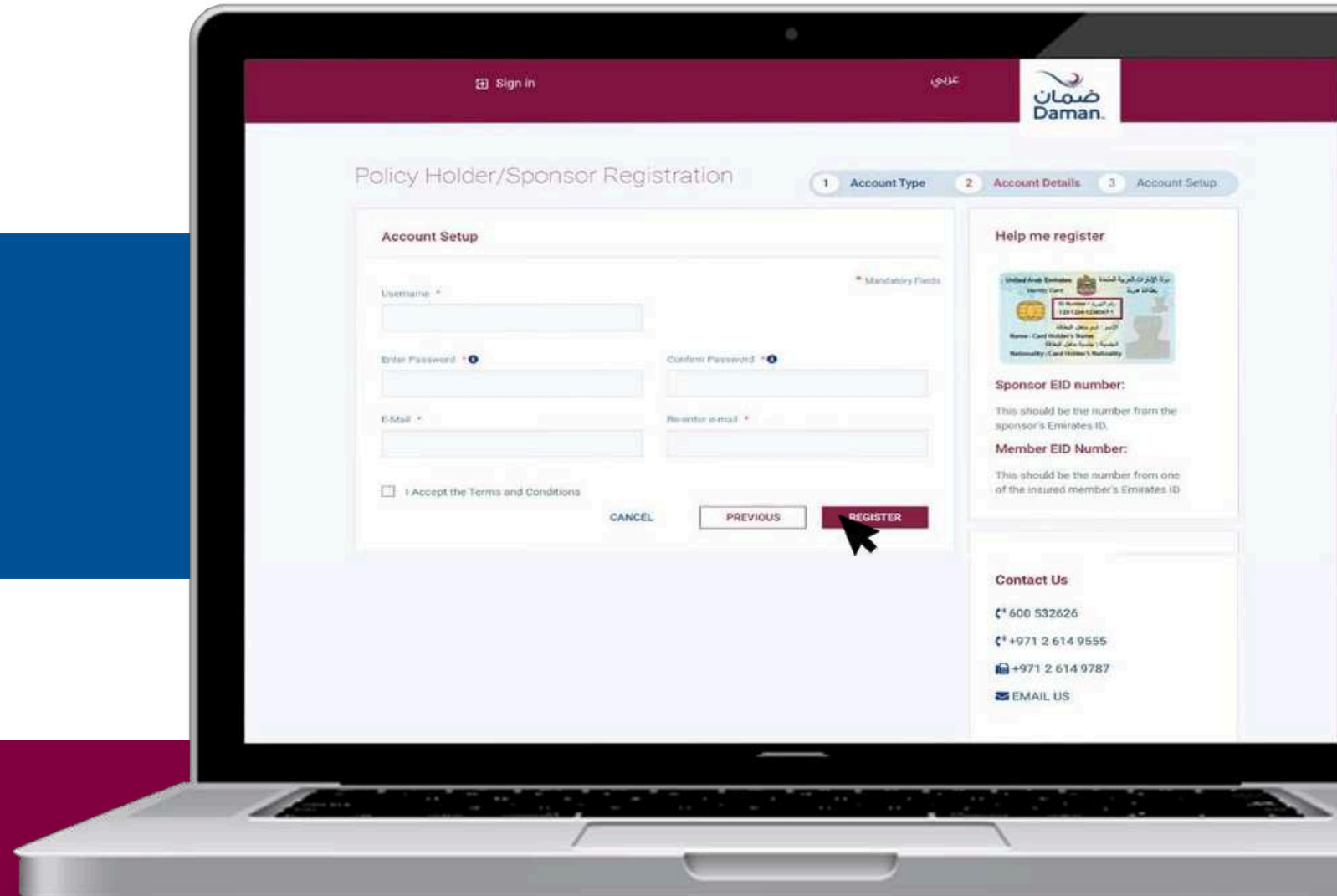
Register

Enter the required
account details



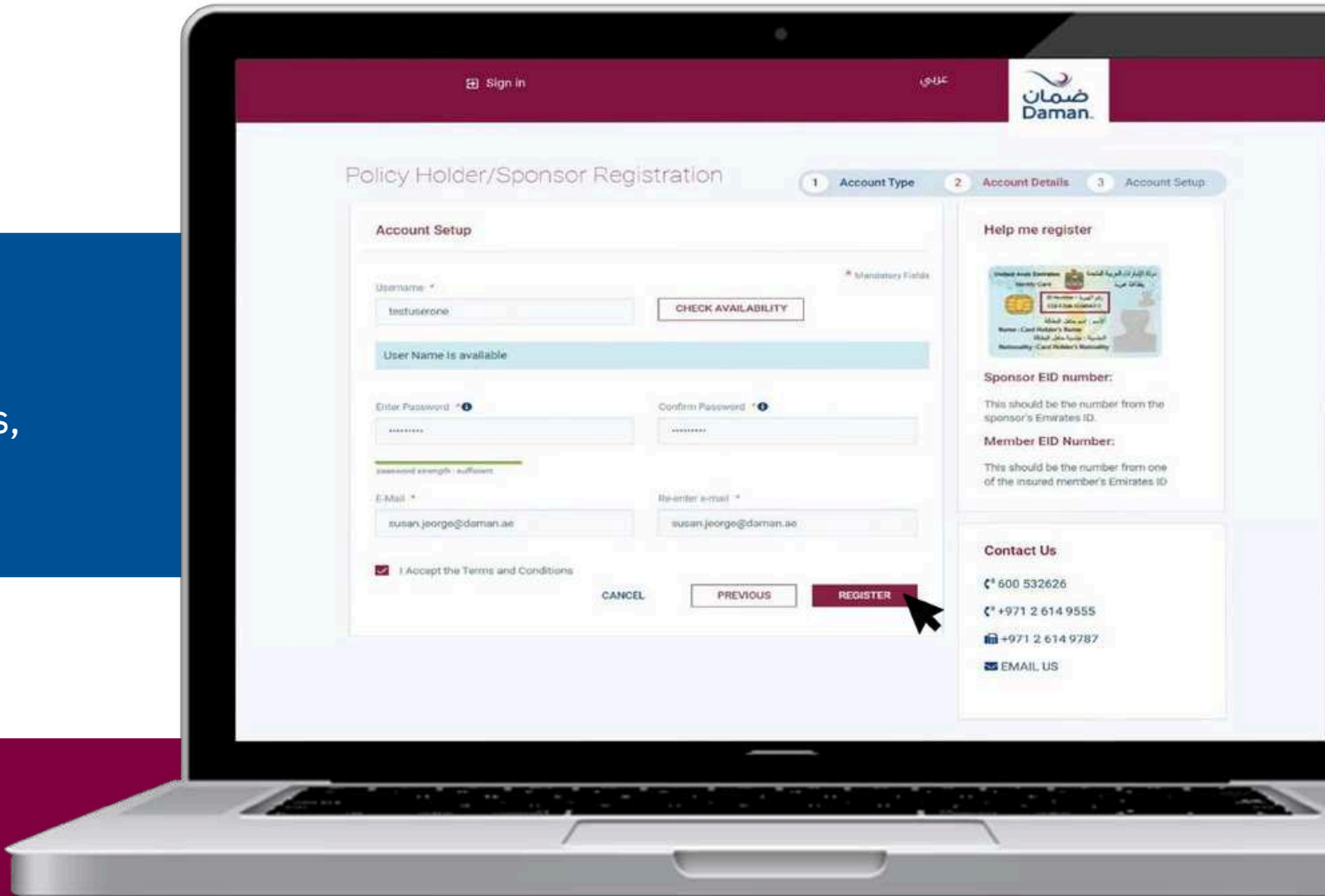
Register

And setup
your account.



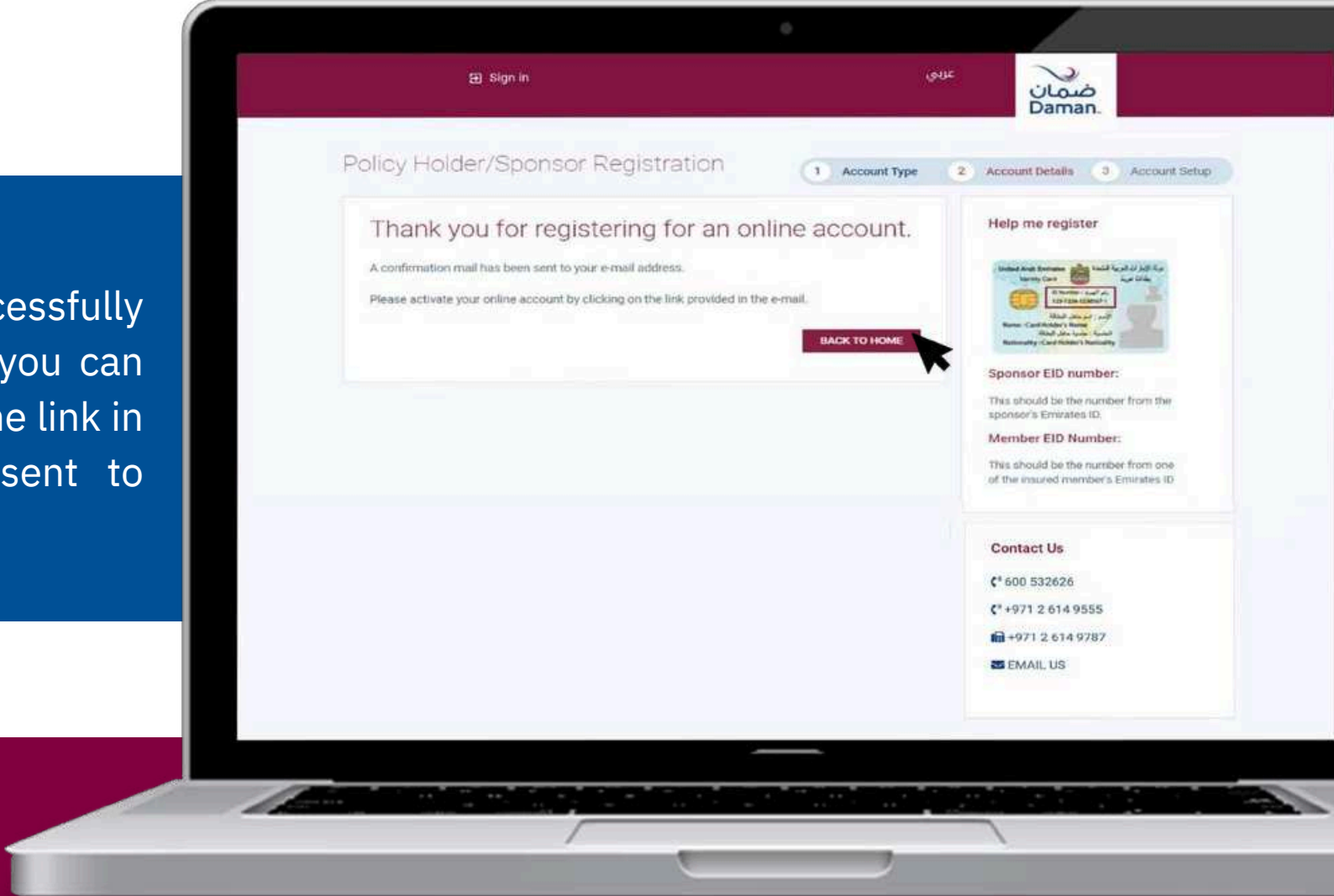
Register

Once you have accepted the terms and conditions, click on Register.



Register

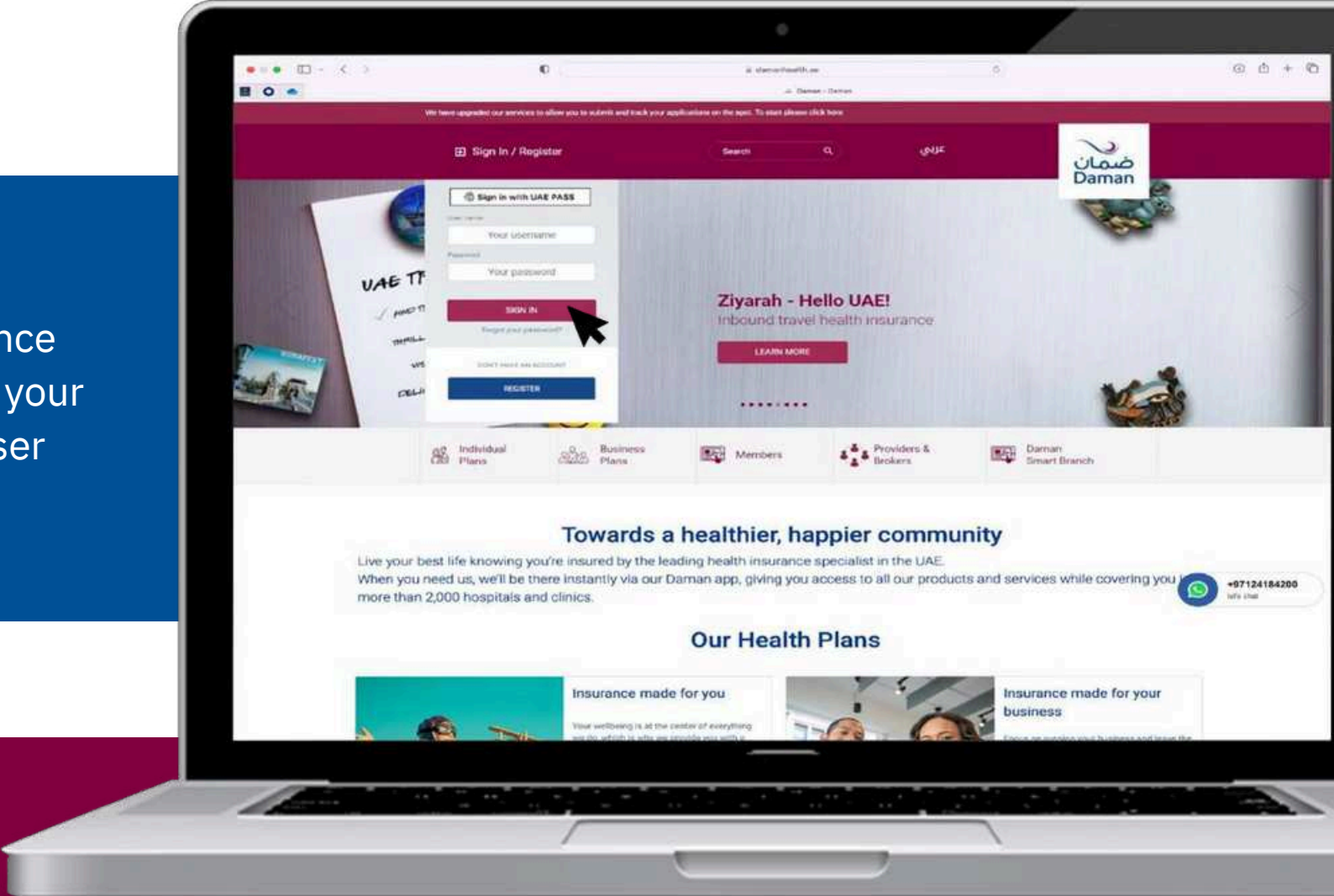
Now that you have successfully registered your account, you can activate it by clicking on the link in the confirmation email sent to your registered address.



Dashboard

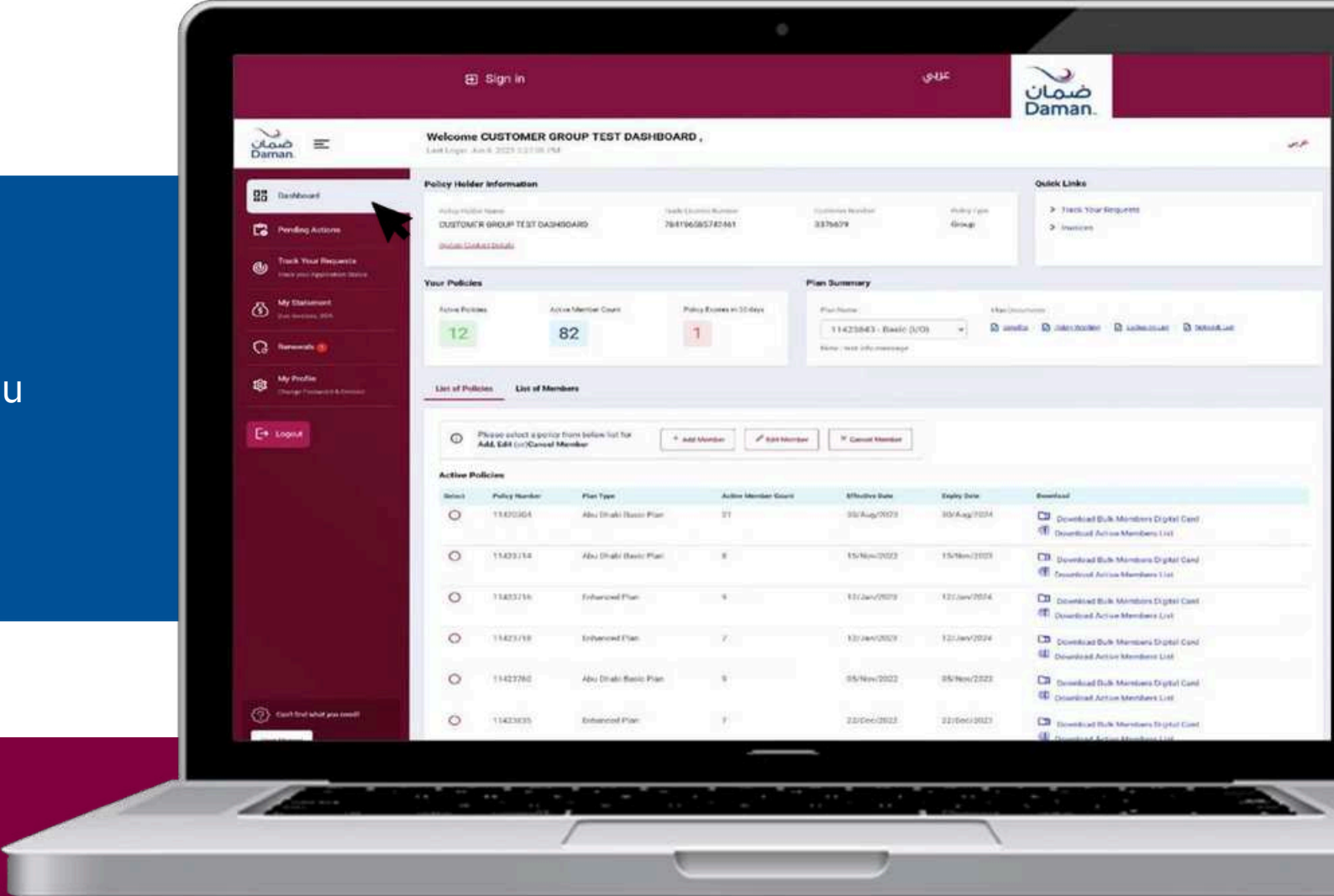
Dashboard

To enjoy all the convenience MyDaman offers, login to your account with your new User Name and Password



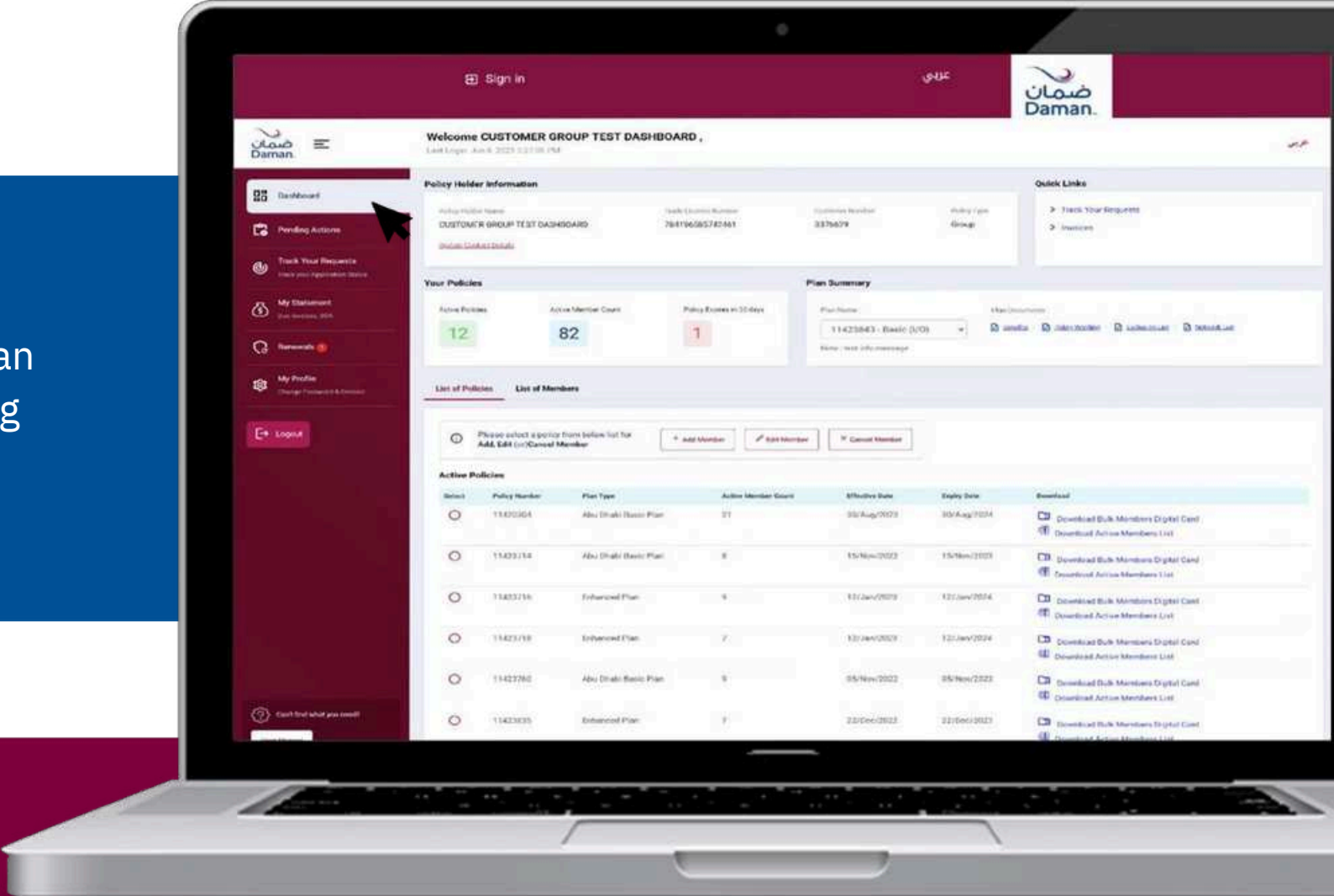
Dashboard

Managing your policy is easy, with everything you need available right on your dashboard.



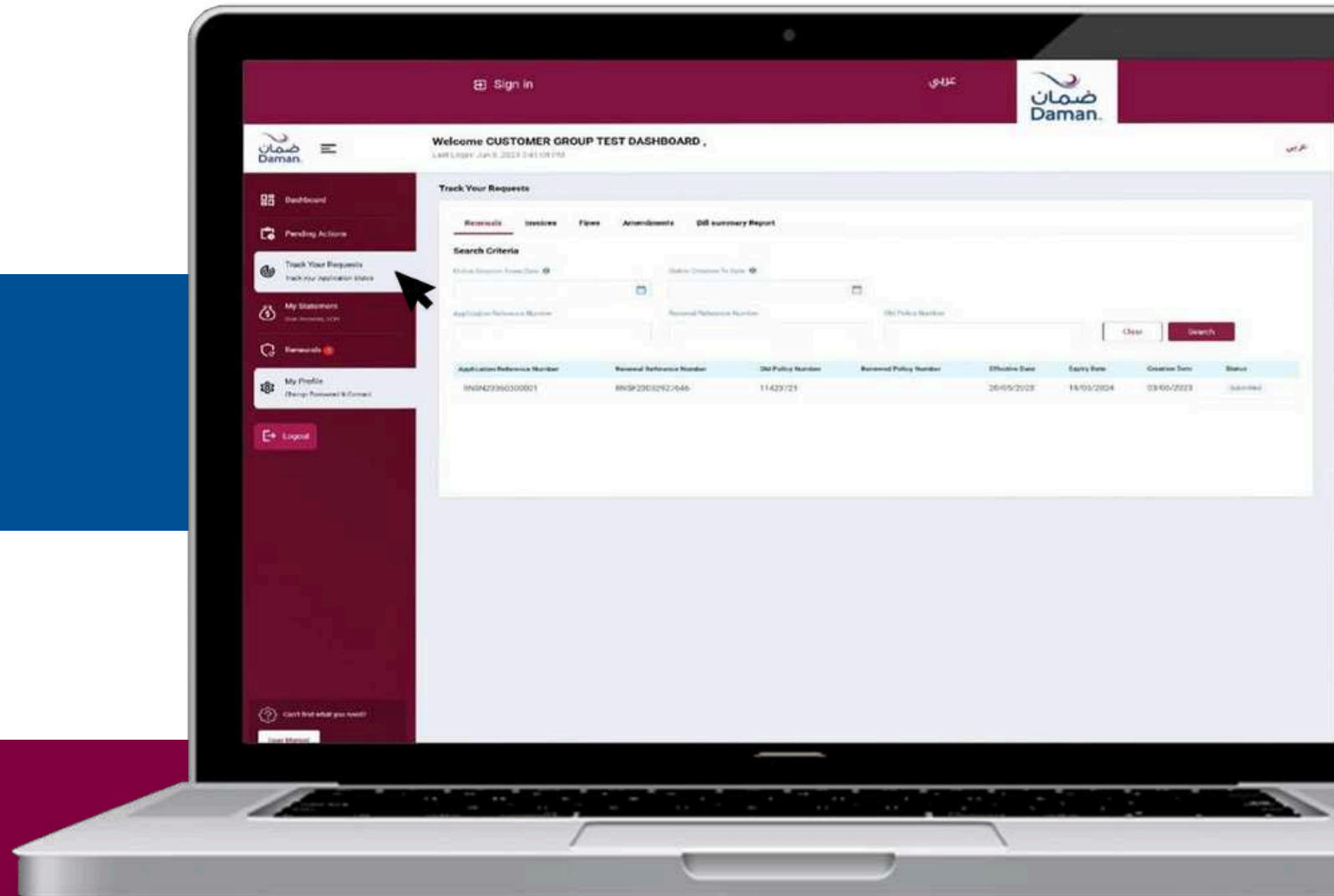
Dashboard

From here, you can get an overview of your pending actions or requests



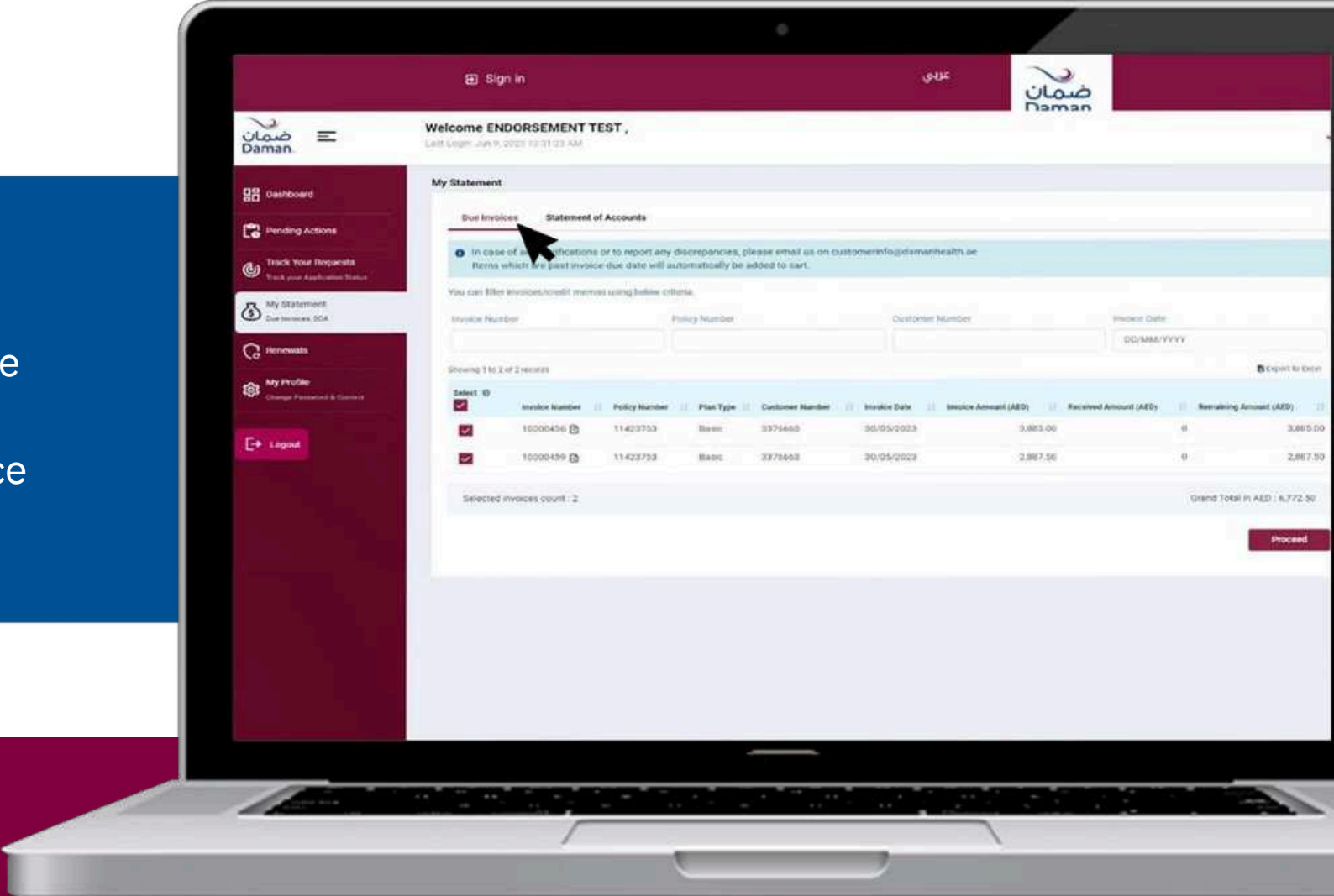
Dashboard

Track the status of your requests



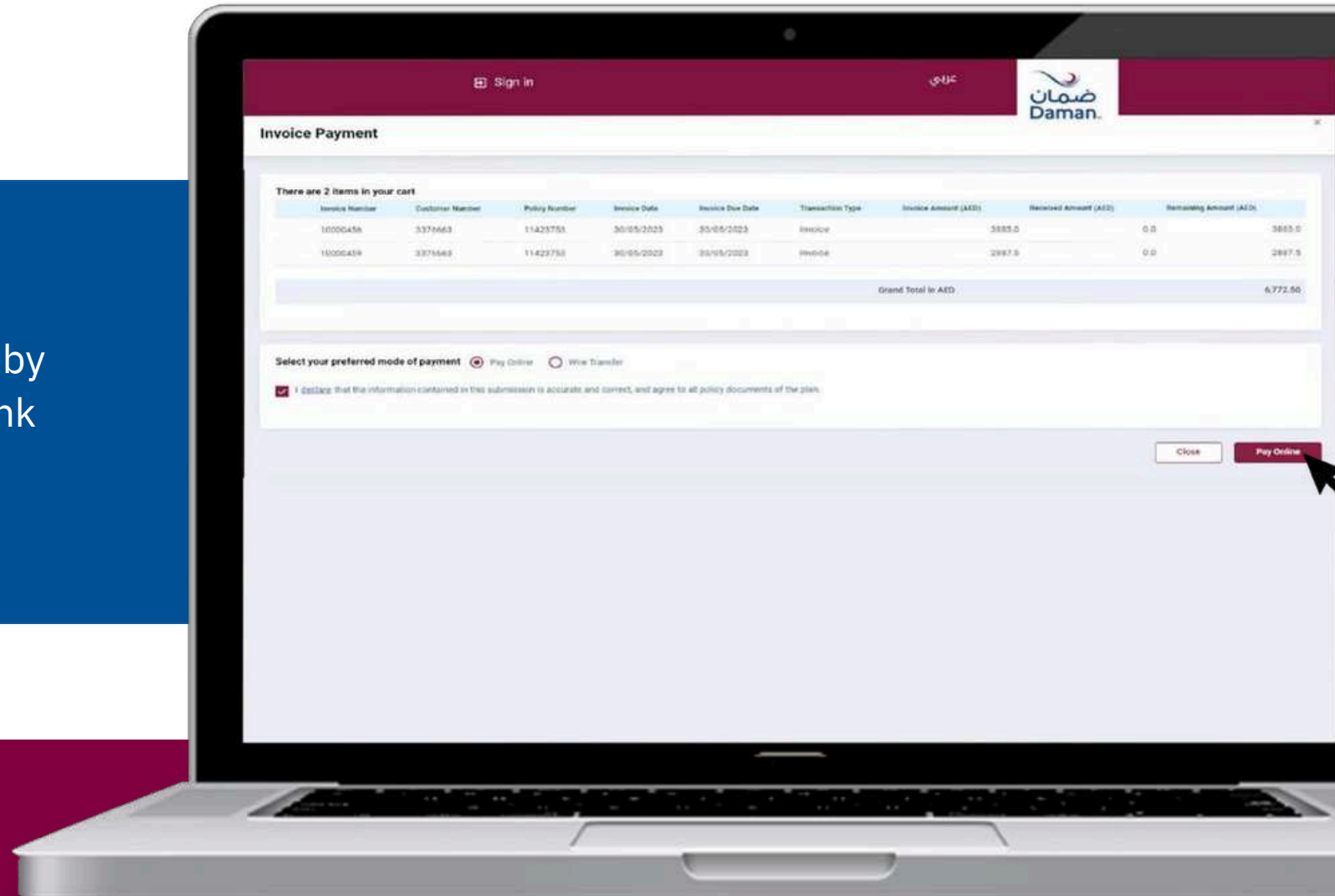
Dashboard

Check and clear any due invoices by just selecting the due invoice



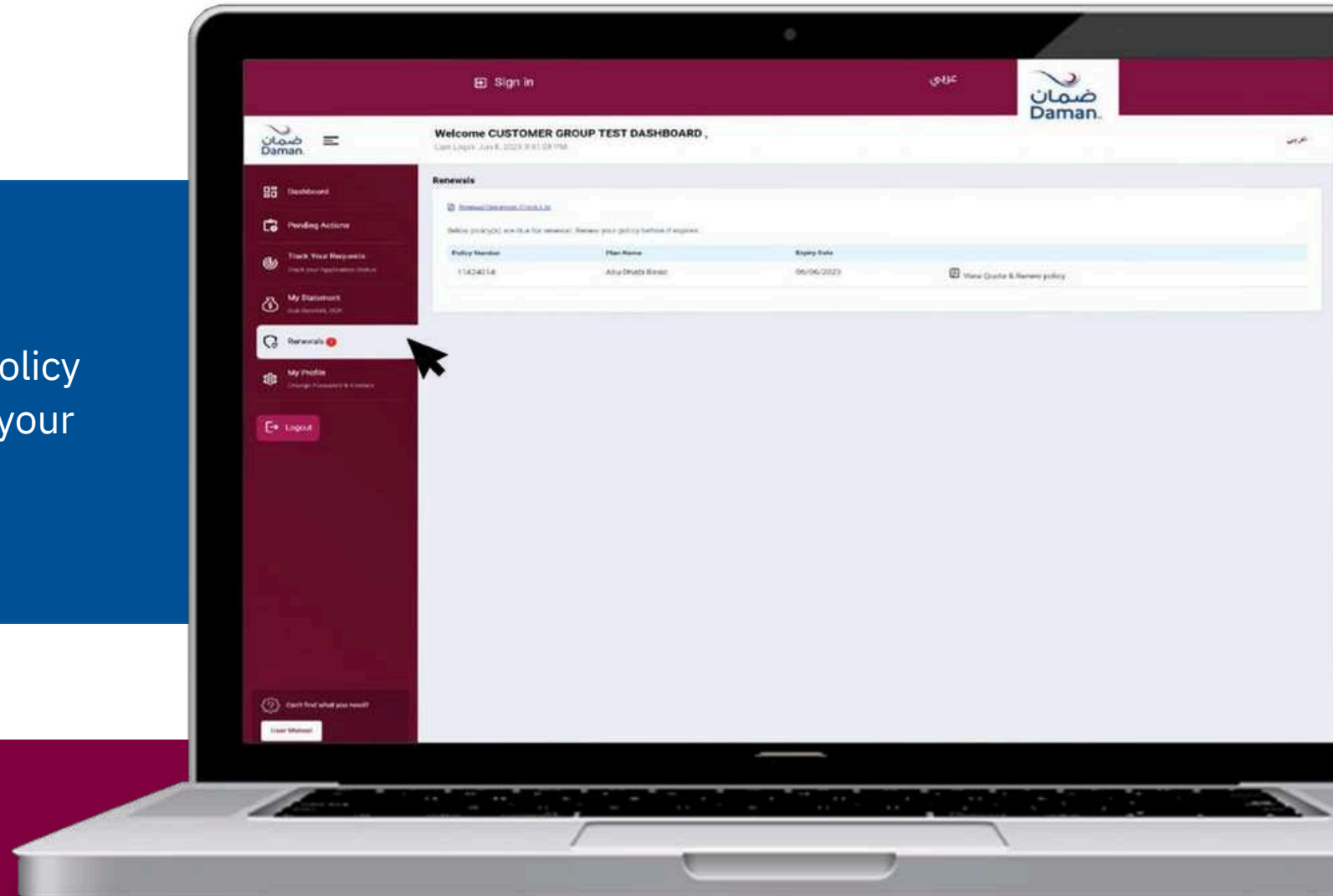
Dashboard

And pay online by adding your bank card details



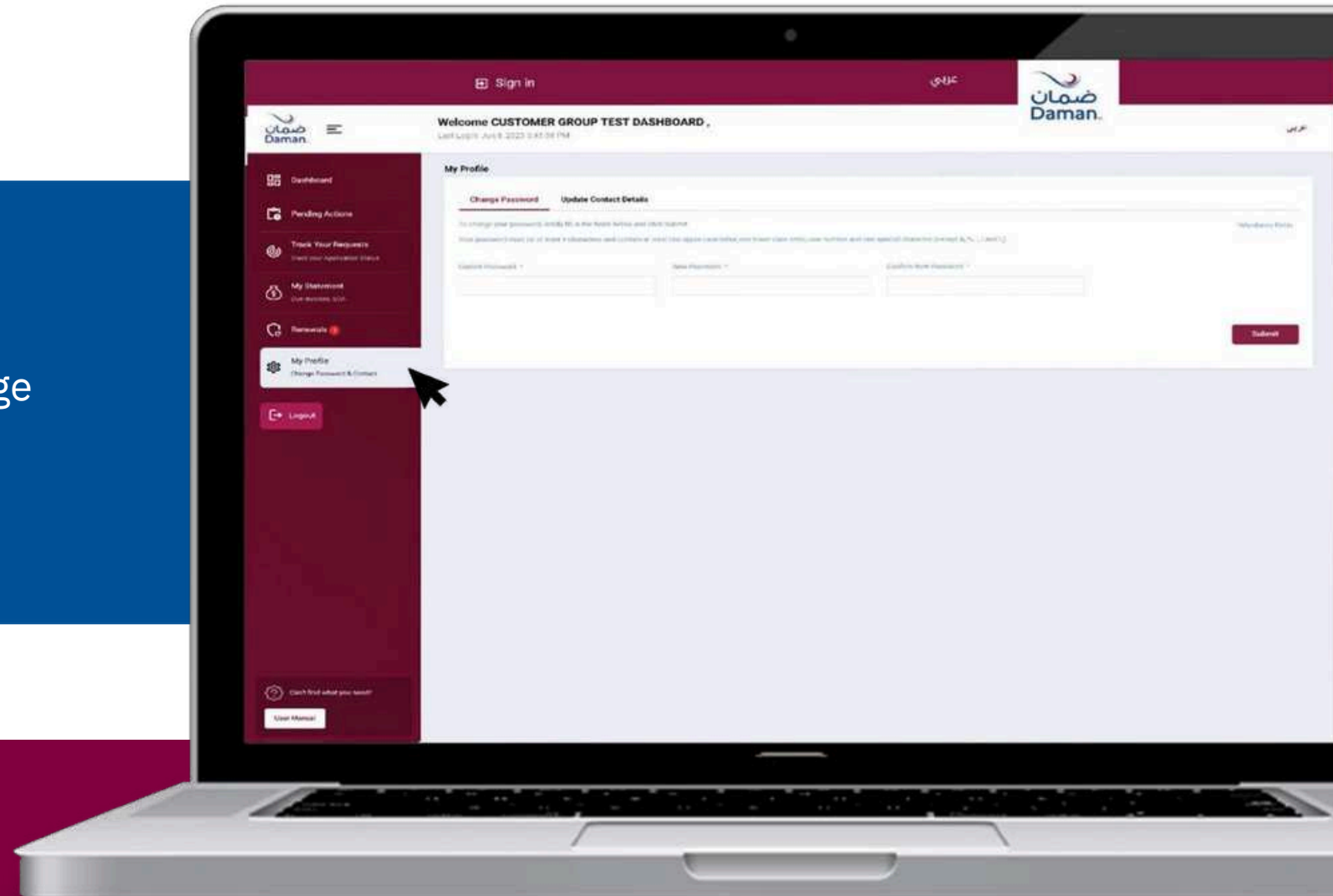
Dashboard

Keep track of policy renewals from your dashboard.



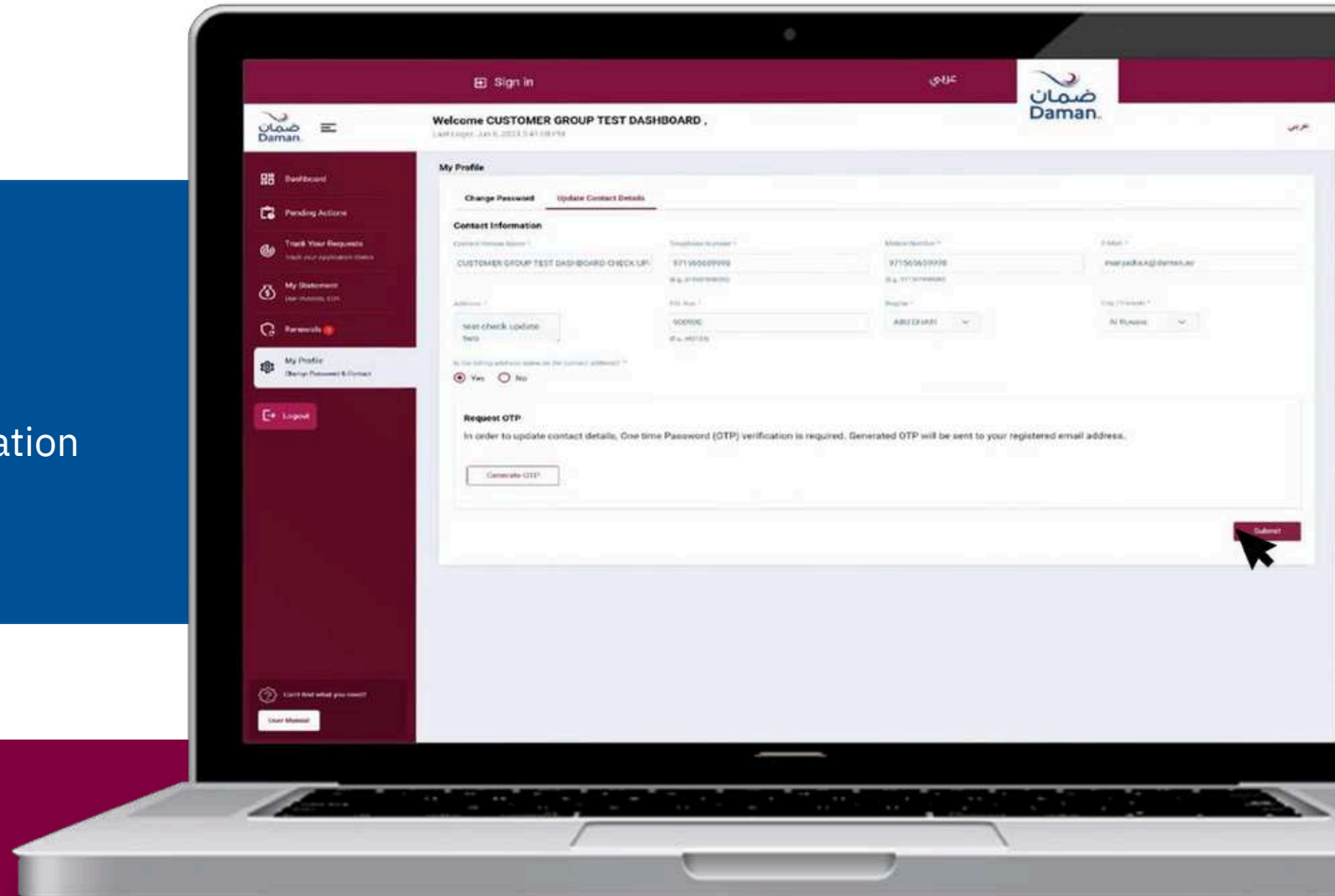
Dashboard

And even change
your password



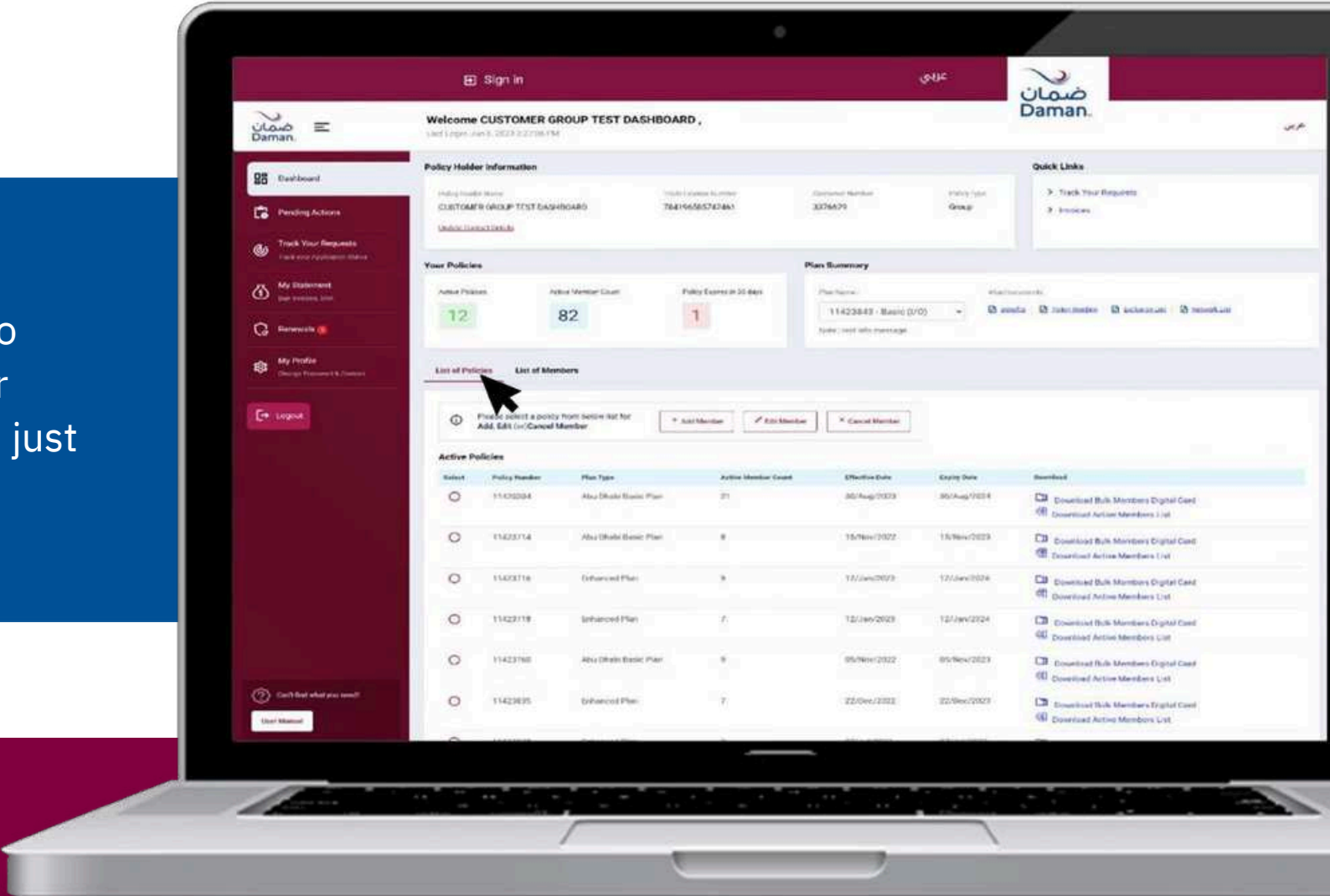
Dashboard

Or update your contact information



Dashboard

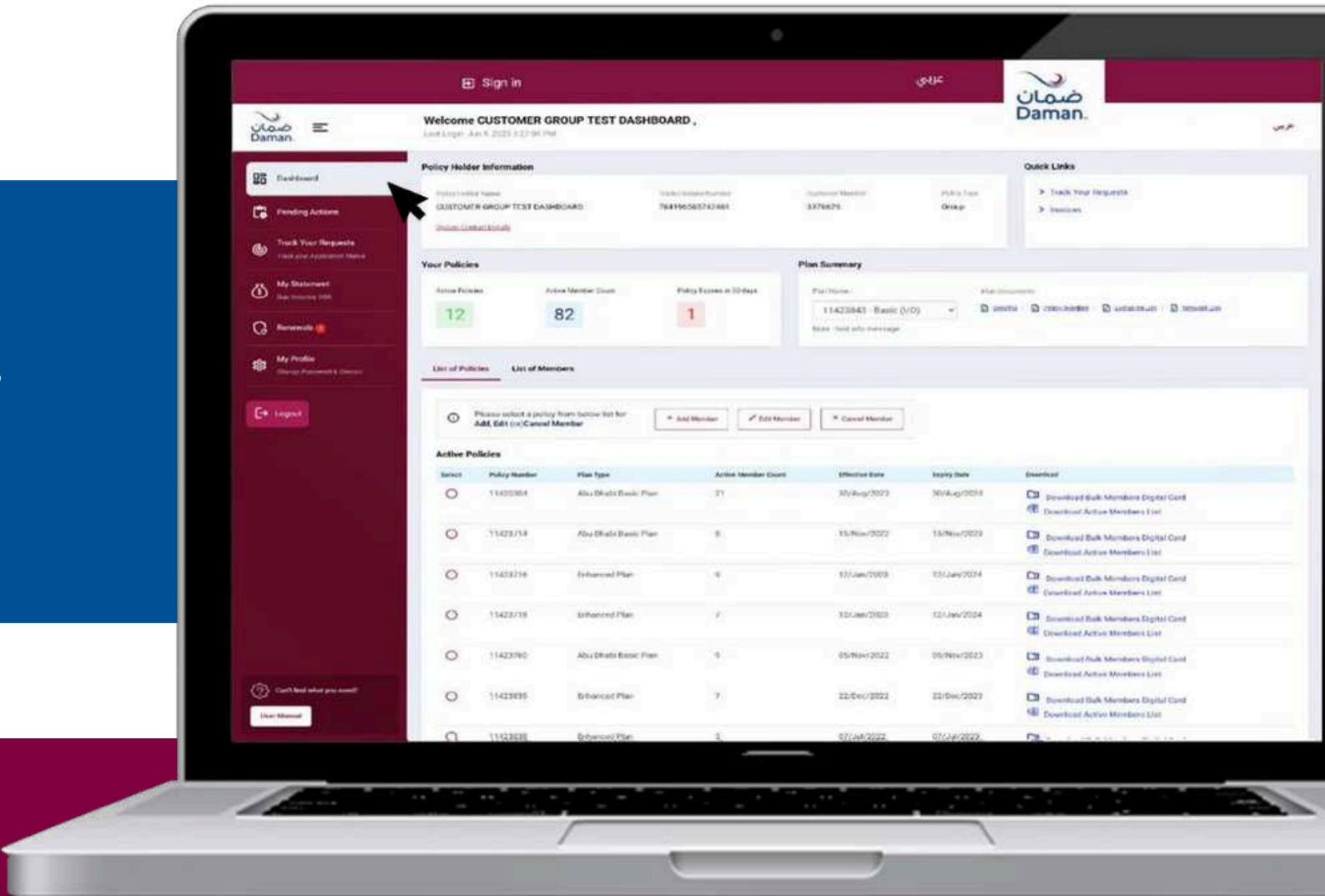
Your dashboard also lets you Add, Edit or Cancel a Member in just a few clicks.



Add Member

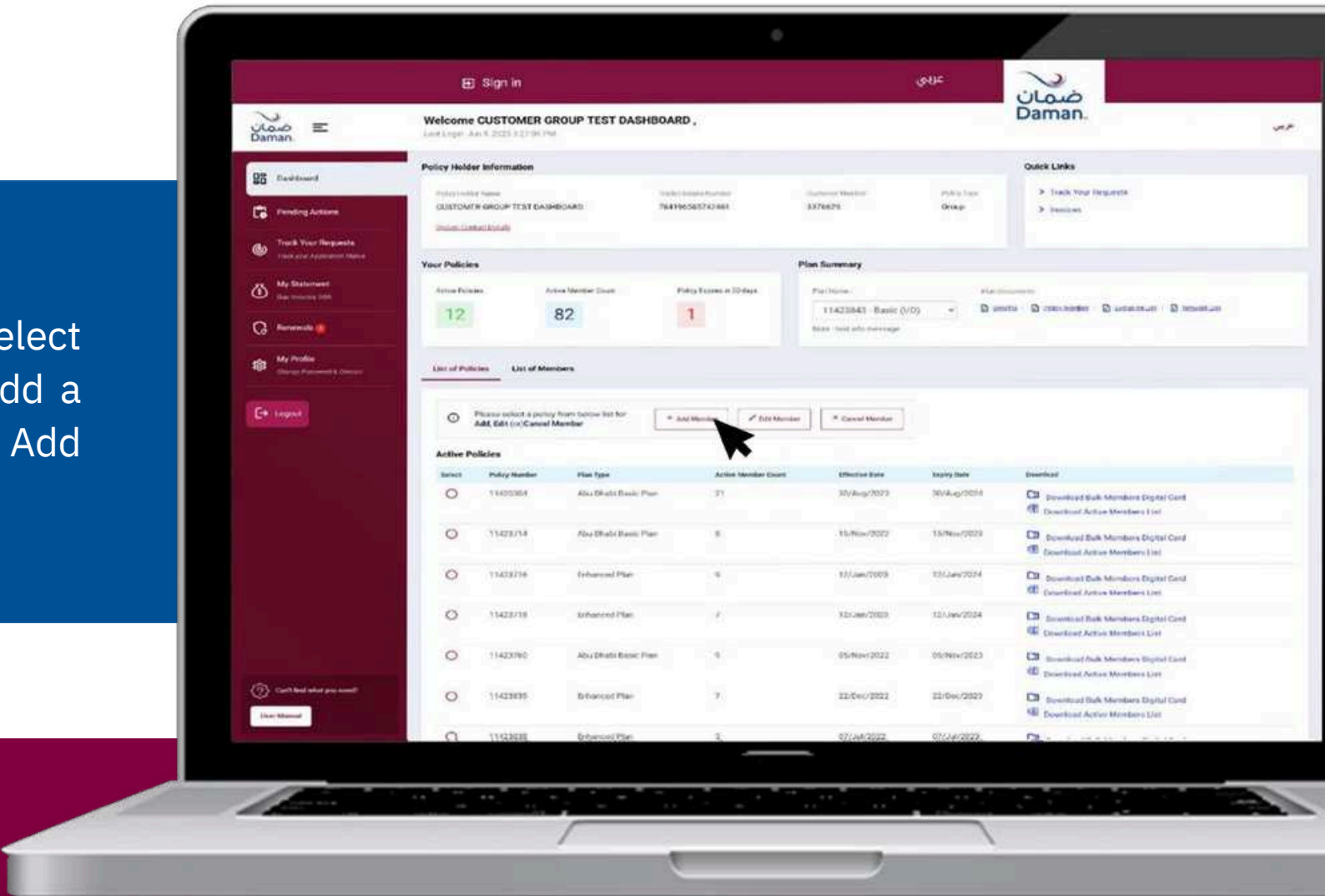
Add Member

To Add a Member, follow these simple steps.



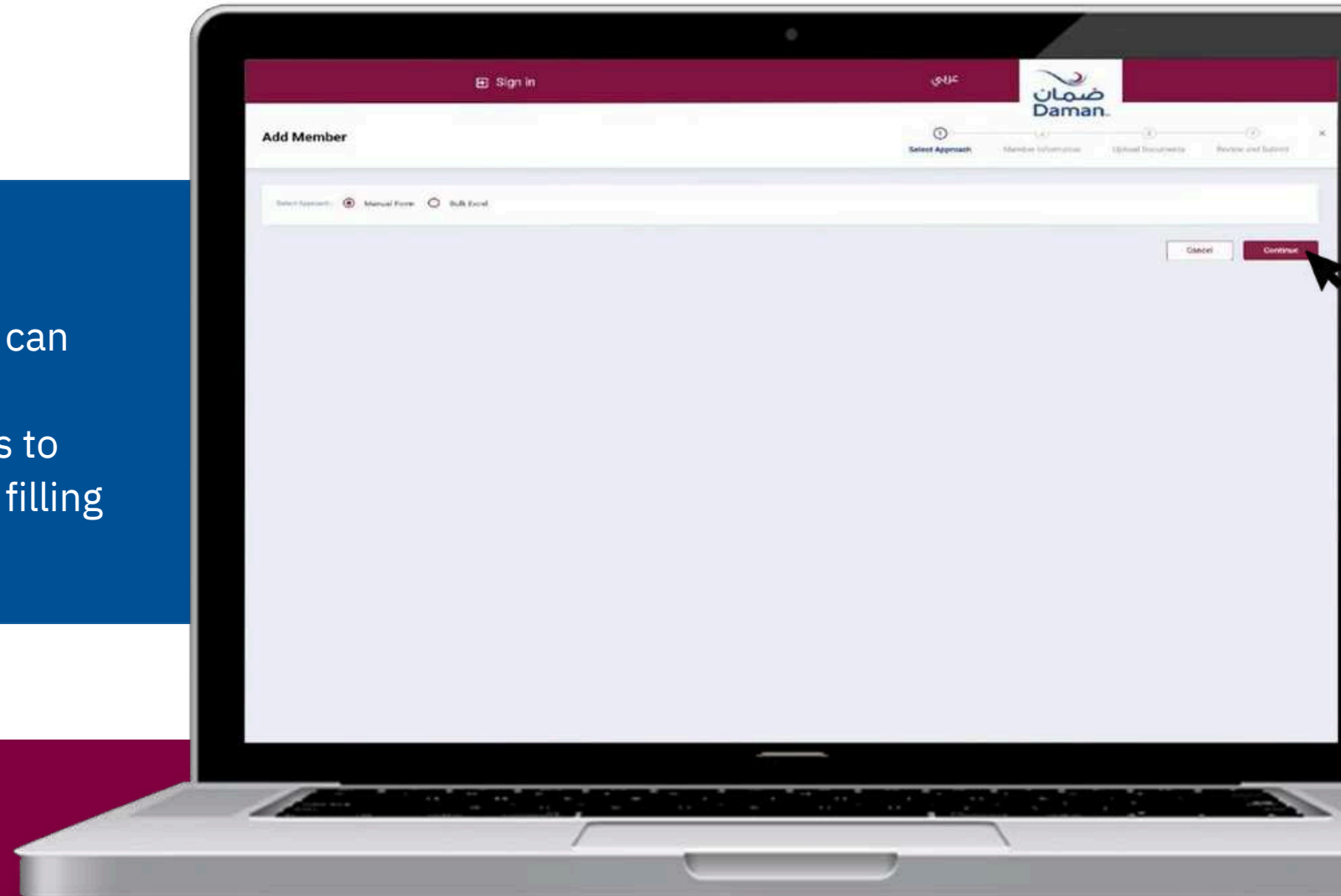
Add Member

From the Dashboard, select the Policy Number to Add a Member, then click on Add Member



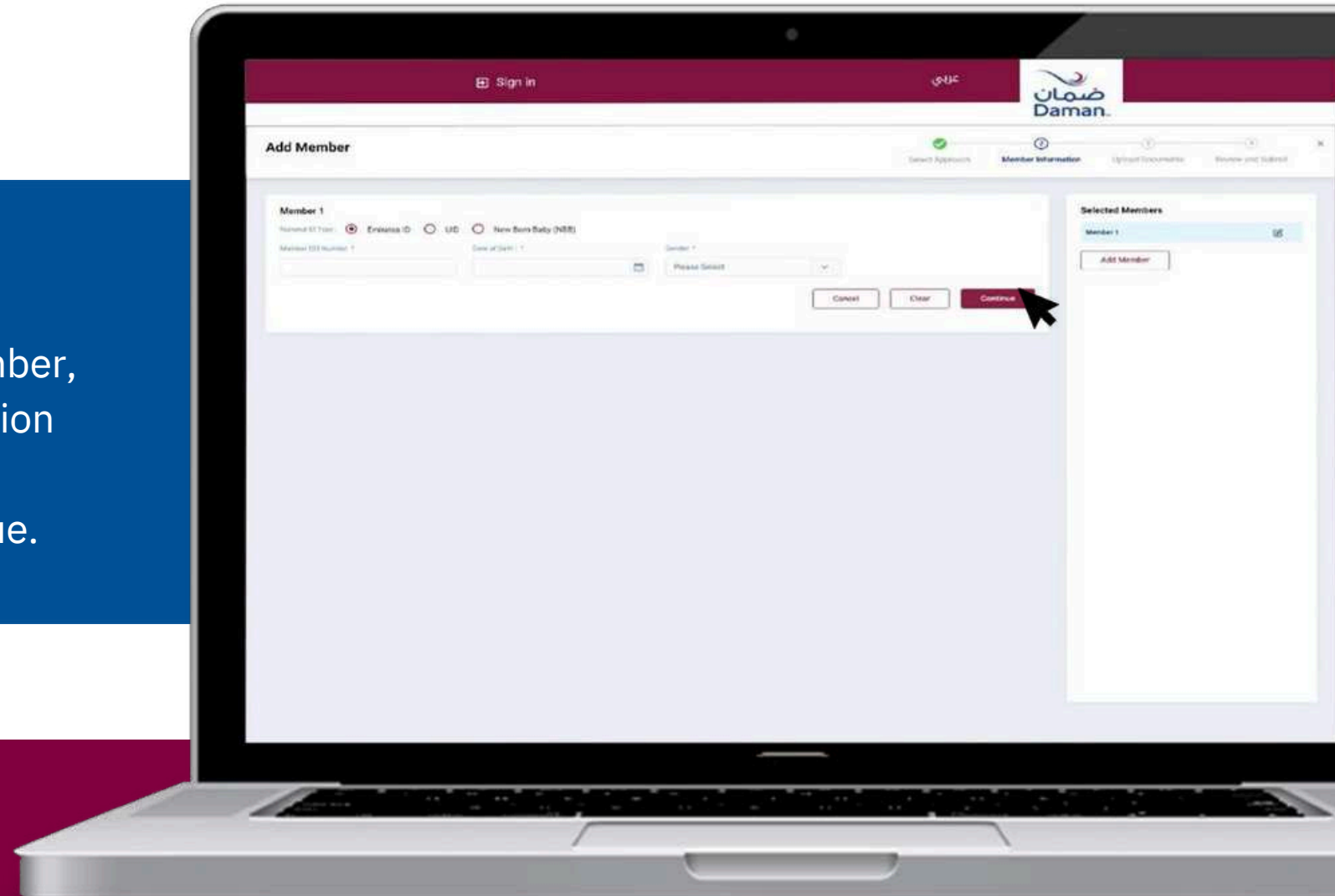
Add Member

If you have more than 10 members to be added, you can choose Bulk Excel option.
If you have lesser members to add, you can continue with filling out the Manual Form.



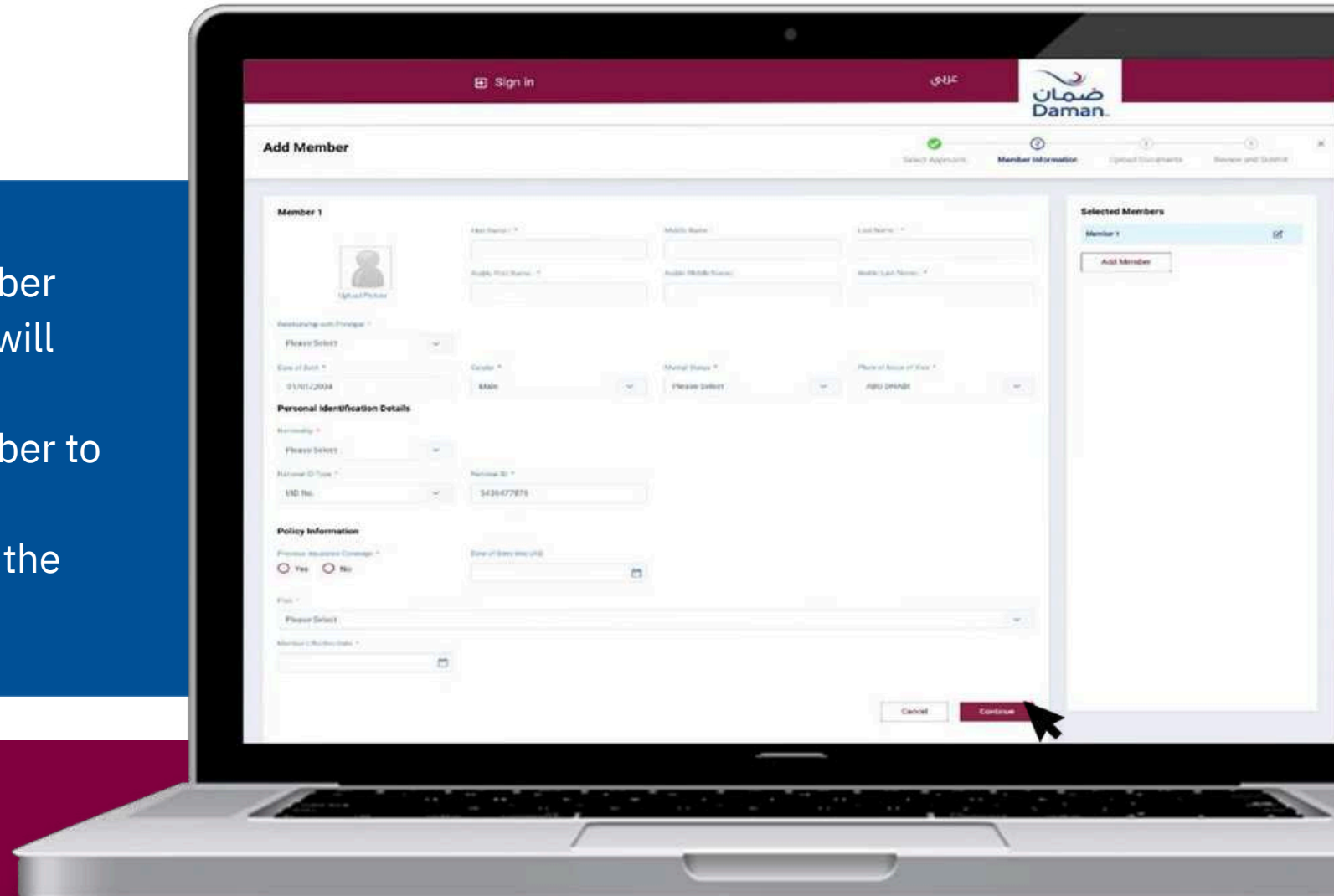
Add Member

Now you can enter the new member's Emirates ID Number, and fill other basic information based on the UID or EID. Once done, click on Continue.



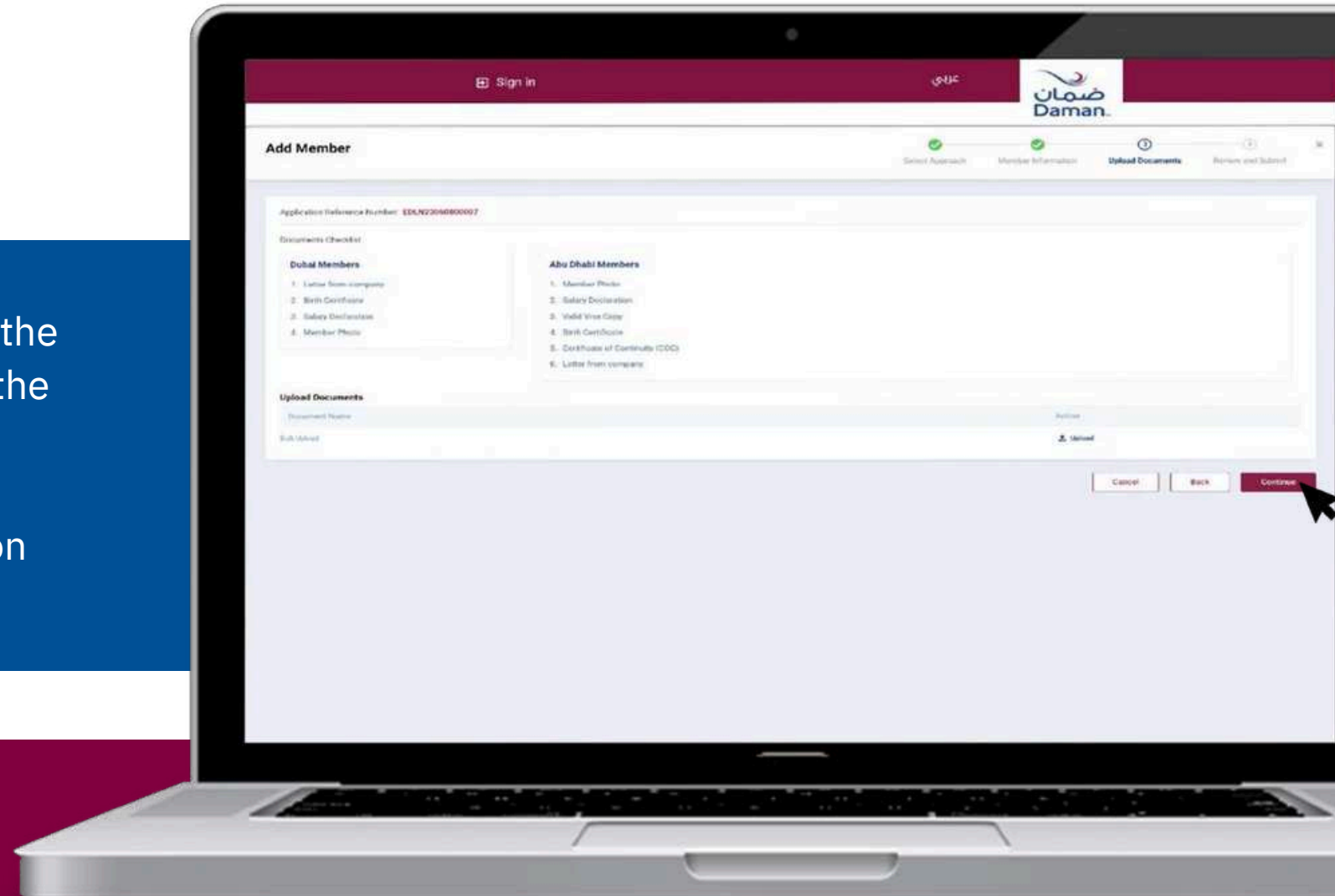
Add Member

This will take you to the Member Information Page where you will need to fill in all the required information for the new member to be added.
Press Continue to proceed to the Upload Document page.



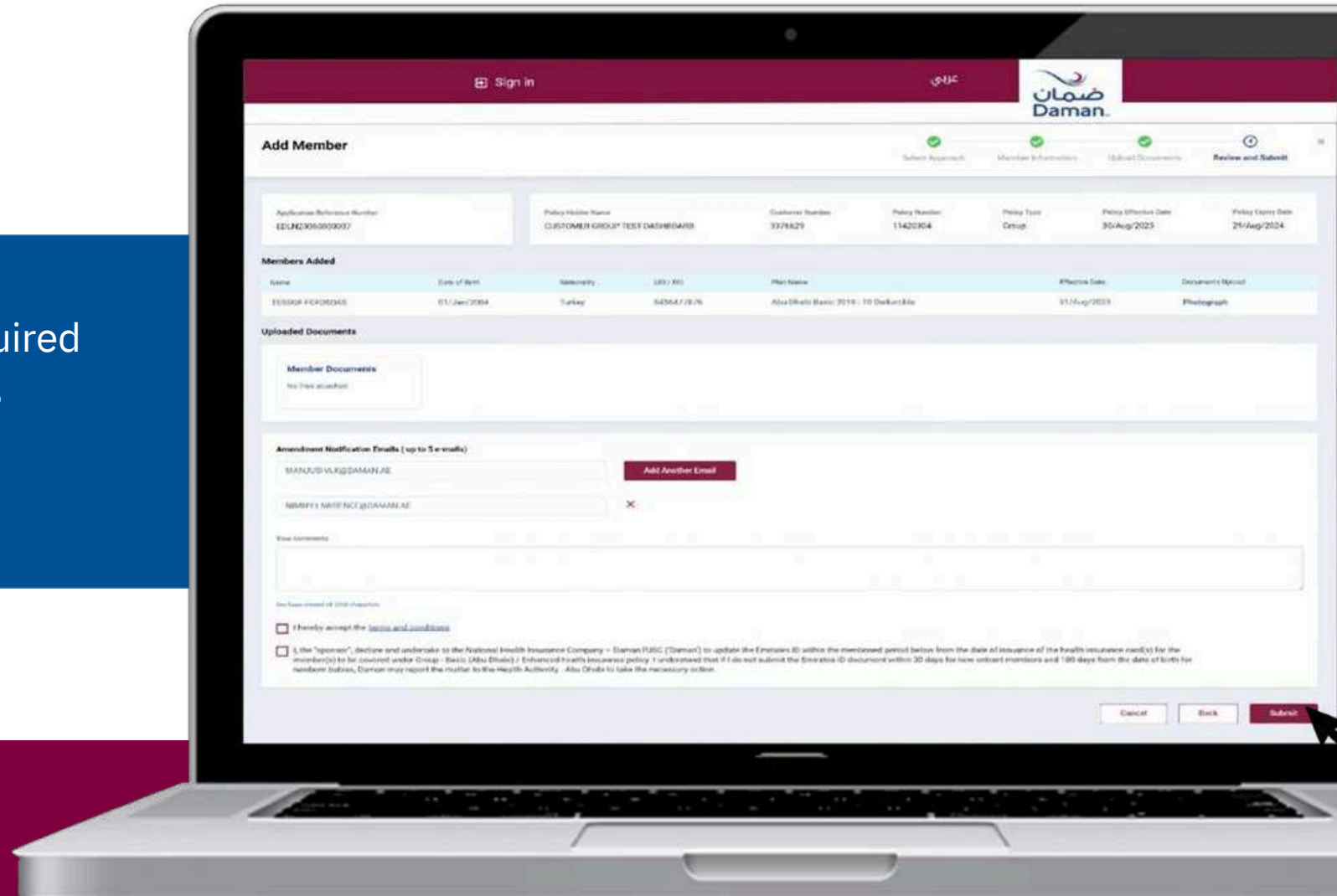
Add Member

Here, you can upload all the required documents for the added members.
Now press continue to Review all the information before submitting.



Add Member

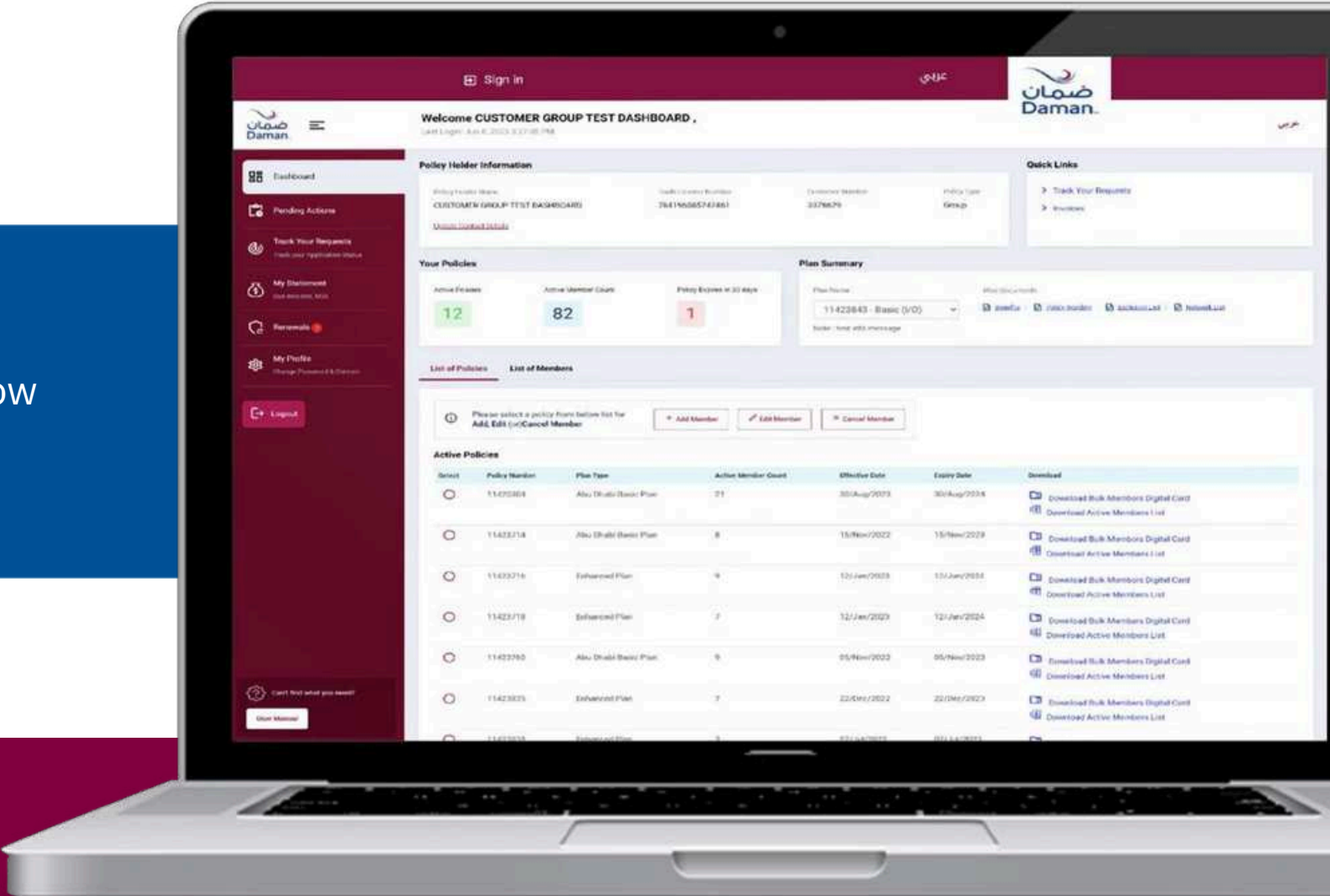
Once you ensure all the required information is correct, Press submit and confirm your submission.



Edit Member

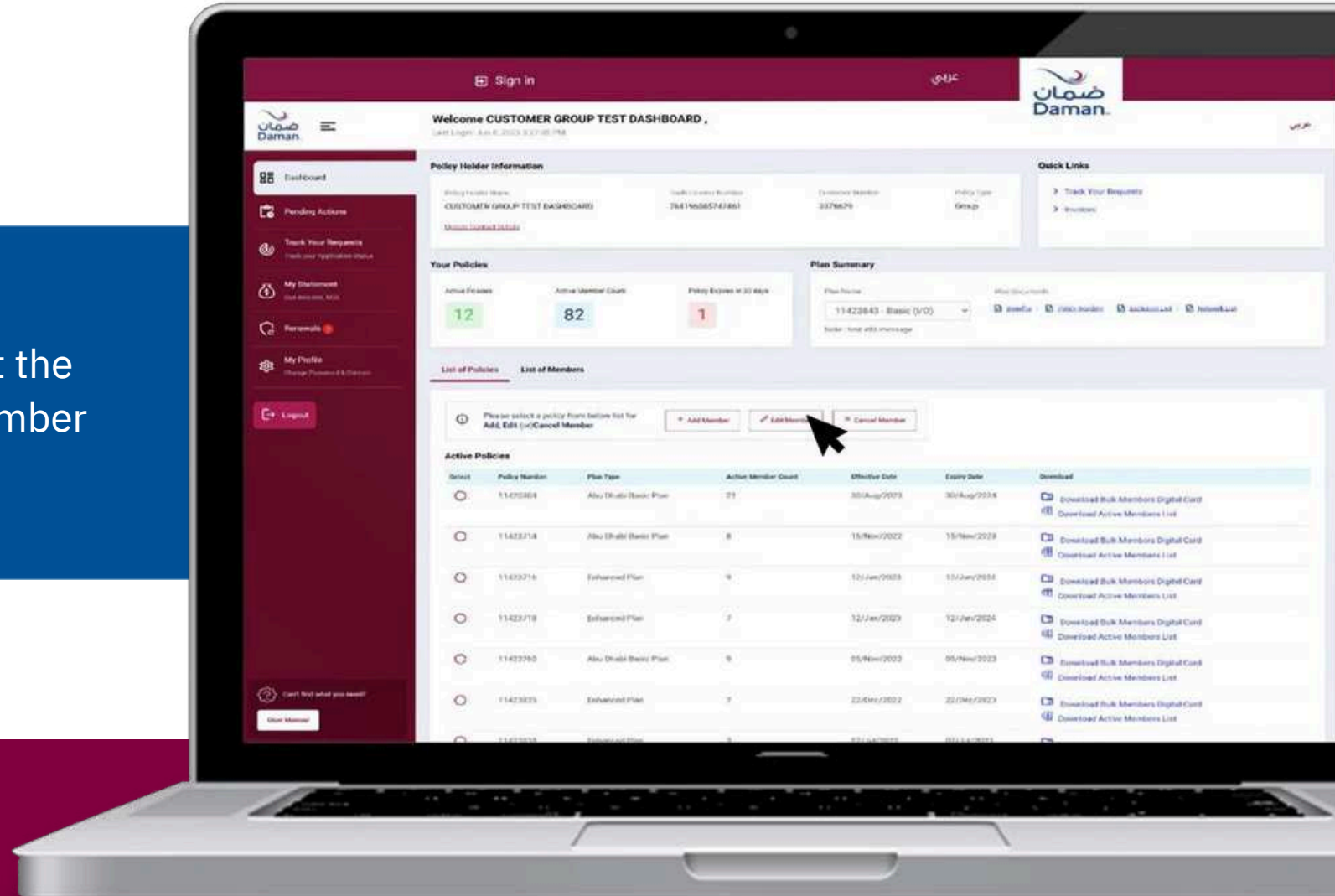
Edit Member

To Edit a Member, follow these simple steps.



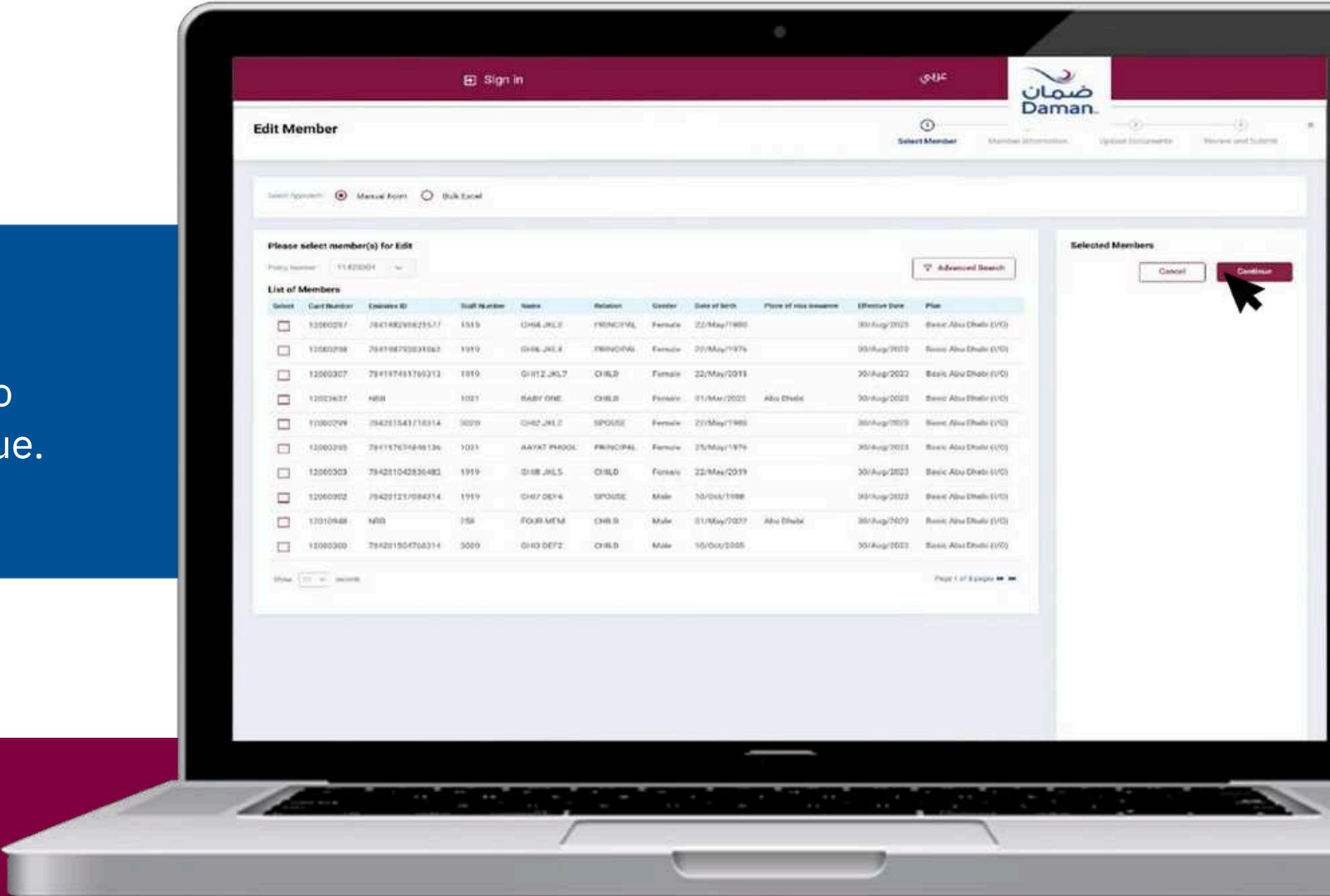
Edit Member

From the Dashboard, select the Policy Number to Edit a Member
Then click on Edit Member



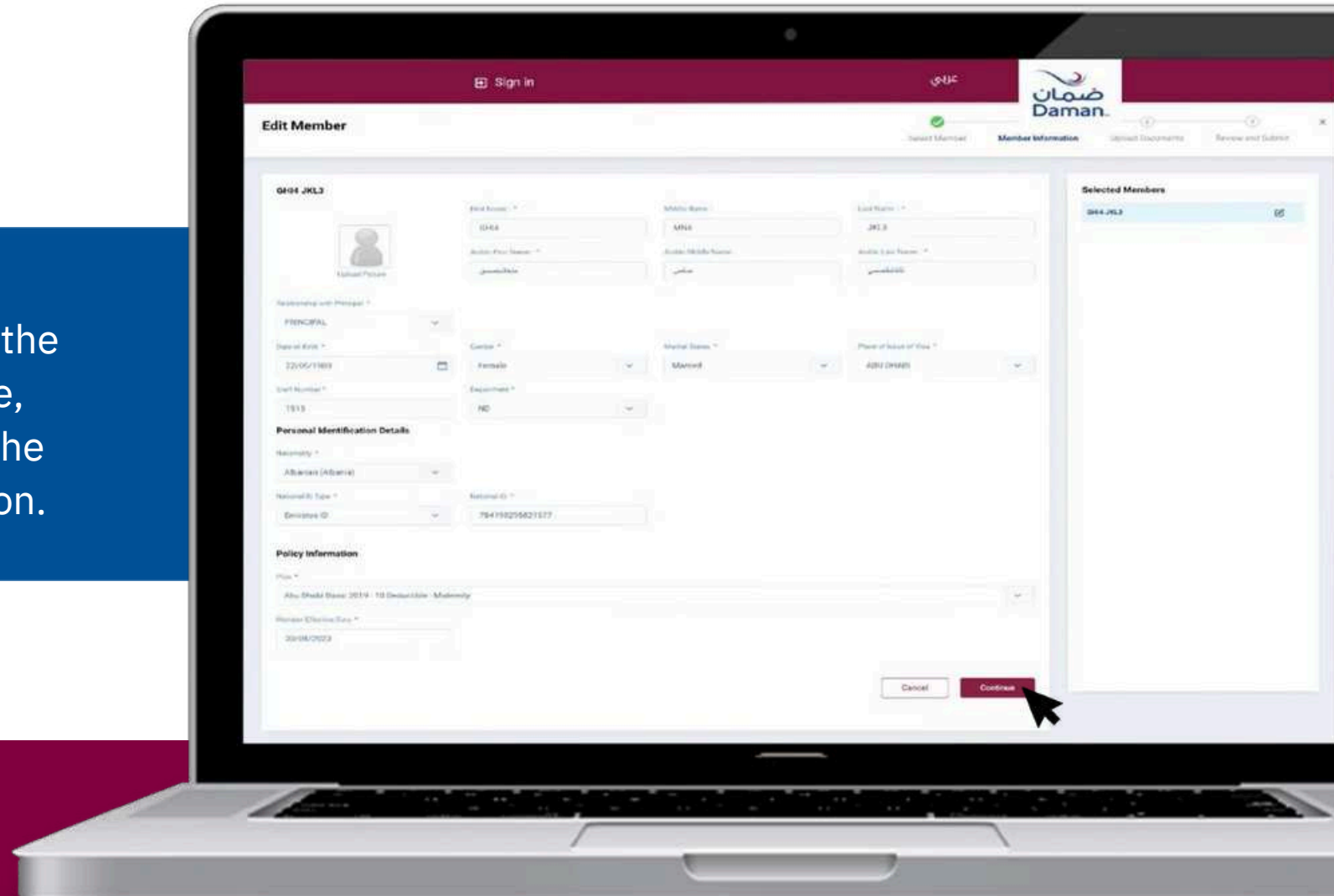
Edit Member

Select the member to edit and click Continue.



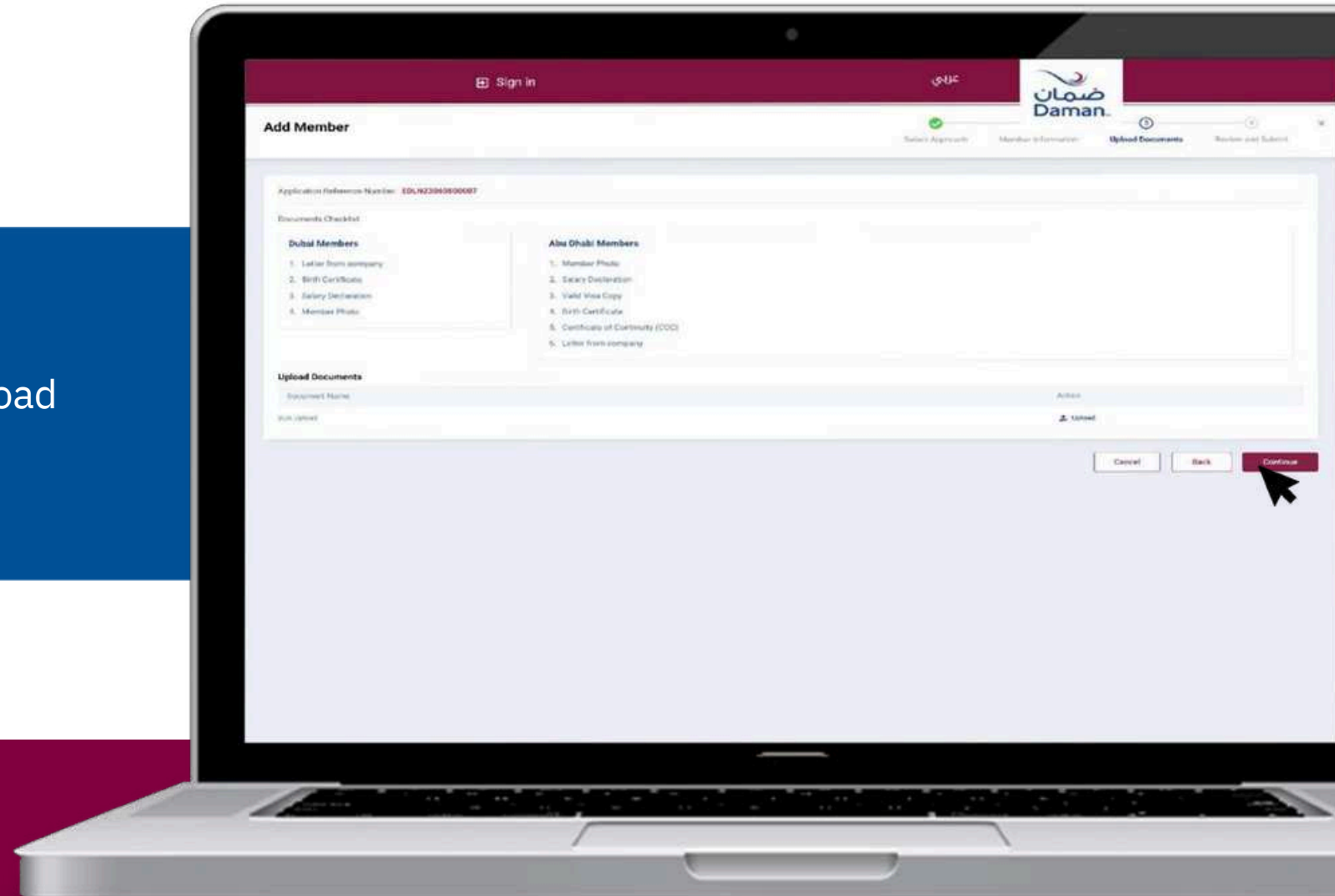
Edit Member

This will take you to the Member details page, where you can Edit the necessary information.



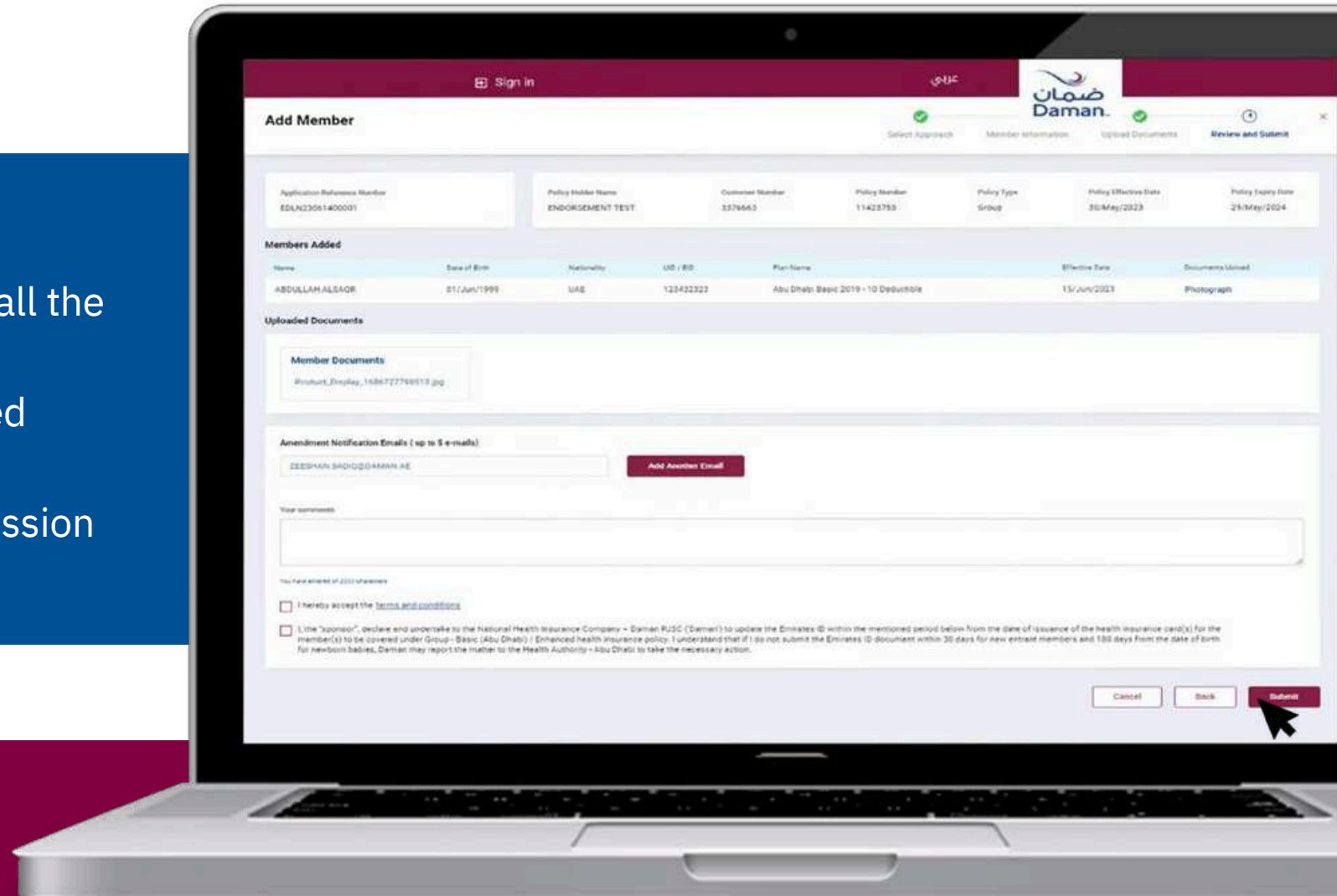
Edit Member

Click on continue and Upload the relevant documents.



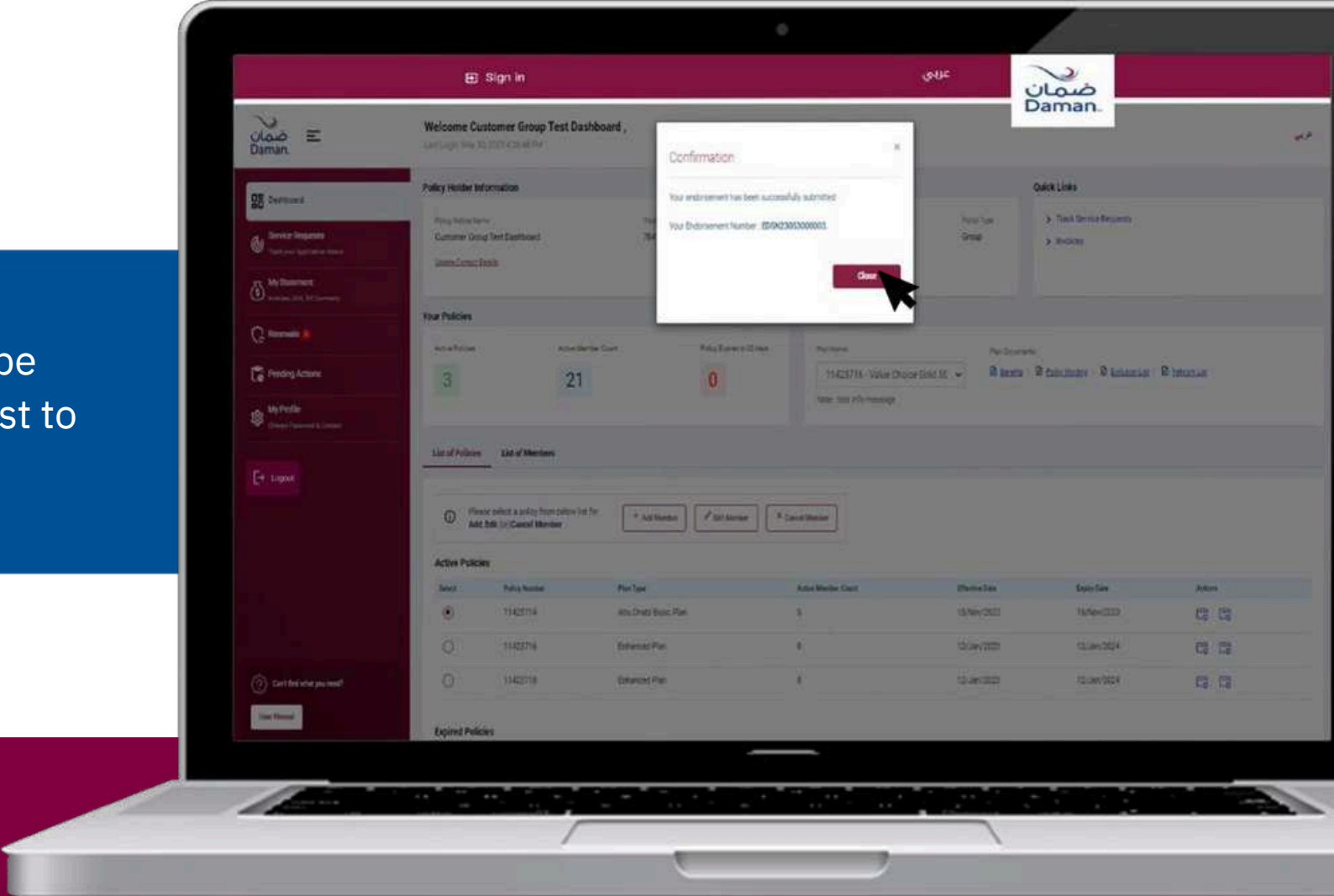
Edit Member

Now press continue to Review all the information before submitting. Once you ensure all the required information is correct, click on submit and confirm your submission



Edit Member

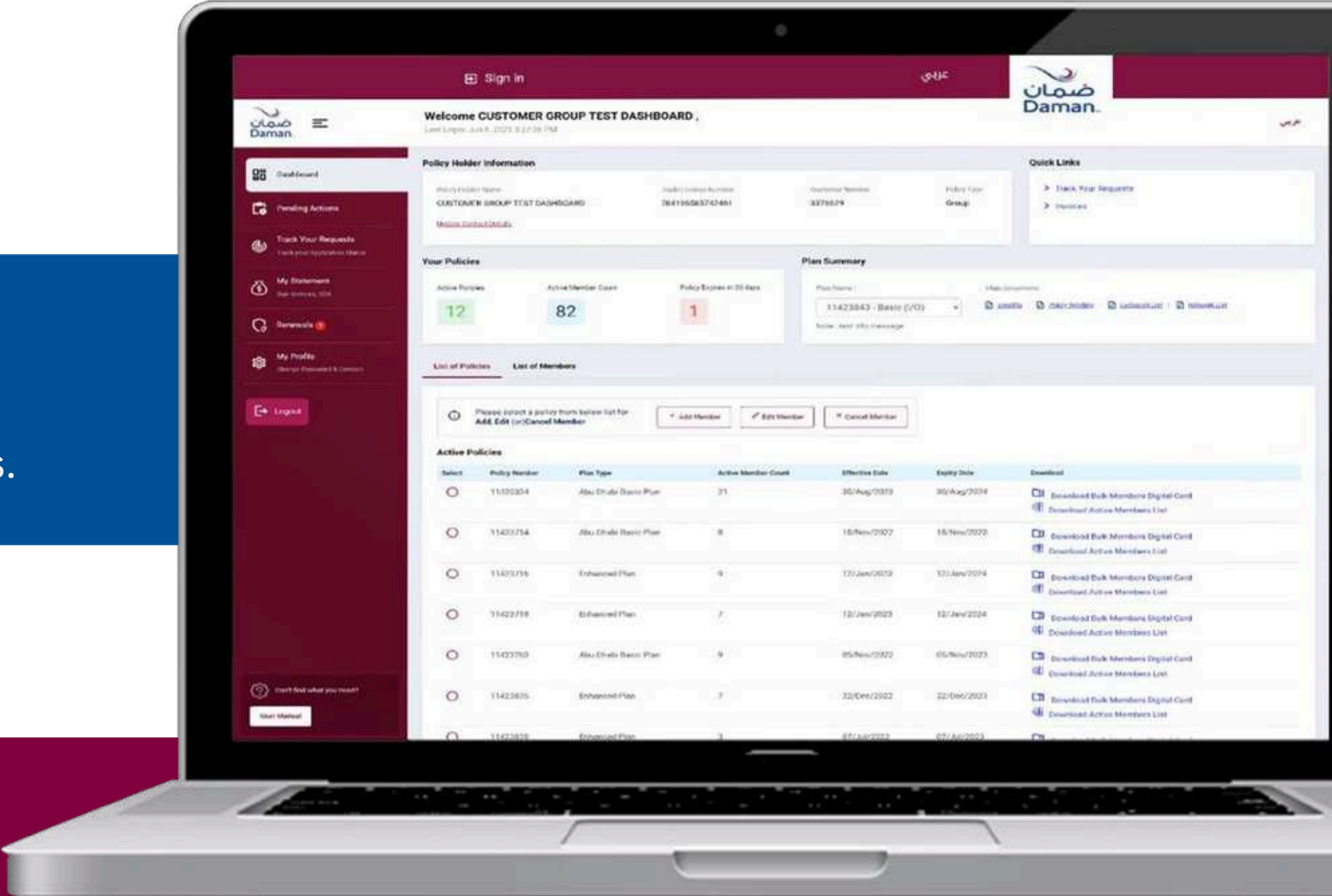
A reference number will be generated for your request to Edit Member



Delete Member

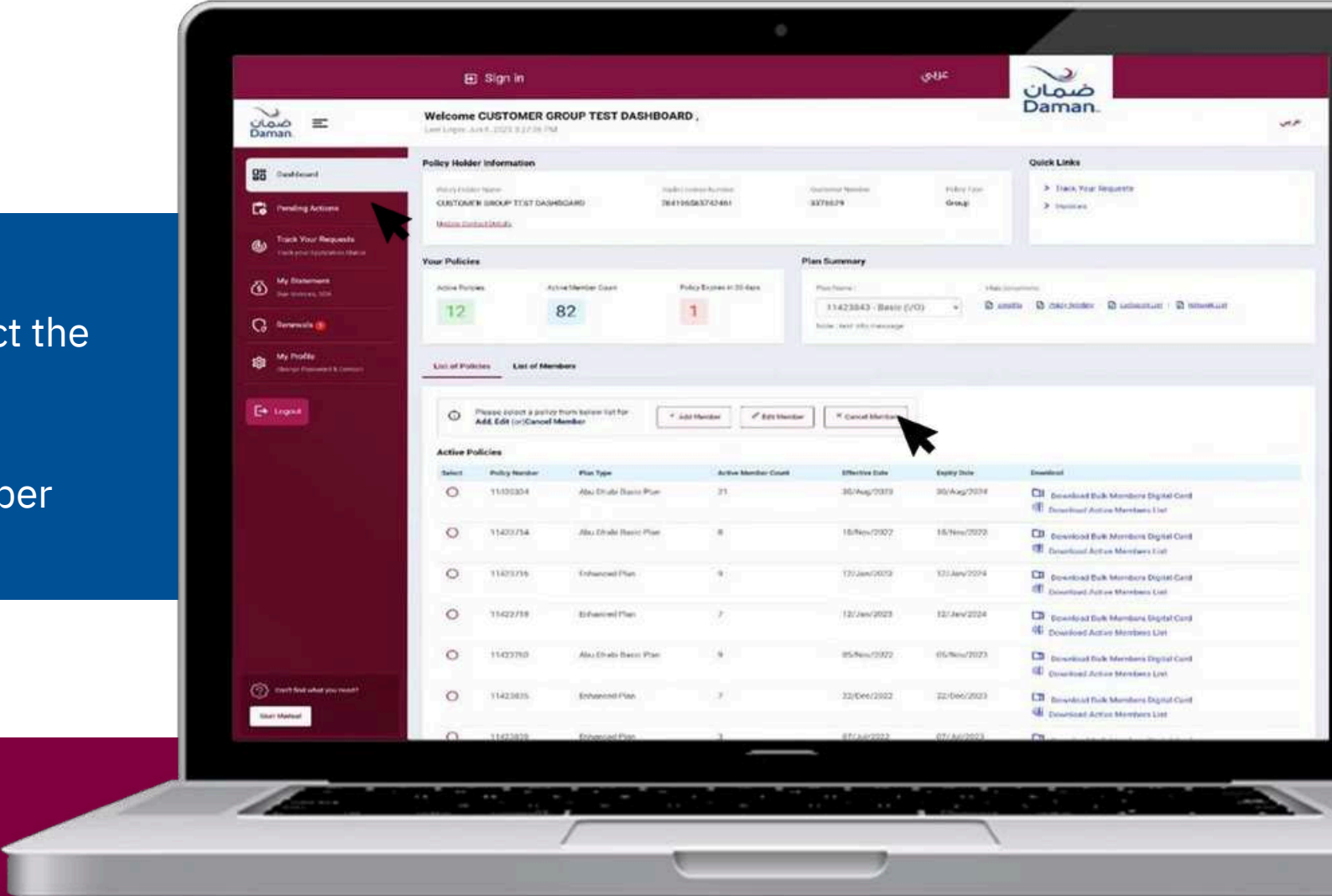
Delete Member

To Cancel a Member, follow these simple steps.



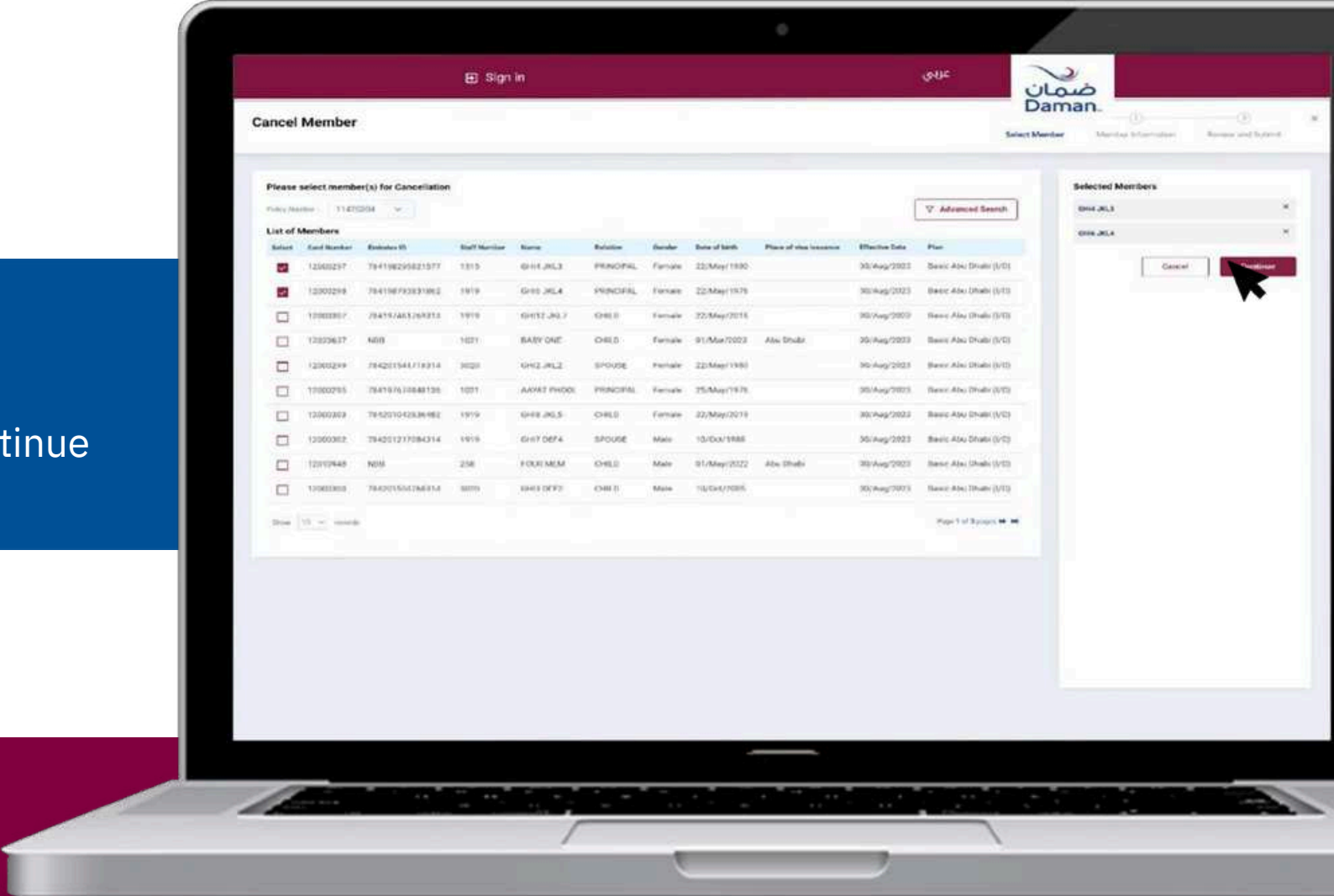
Delete Member

From the Dashboard, select the Policy Number to Cancel a Member.
Then click on Cancel Member



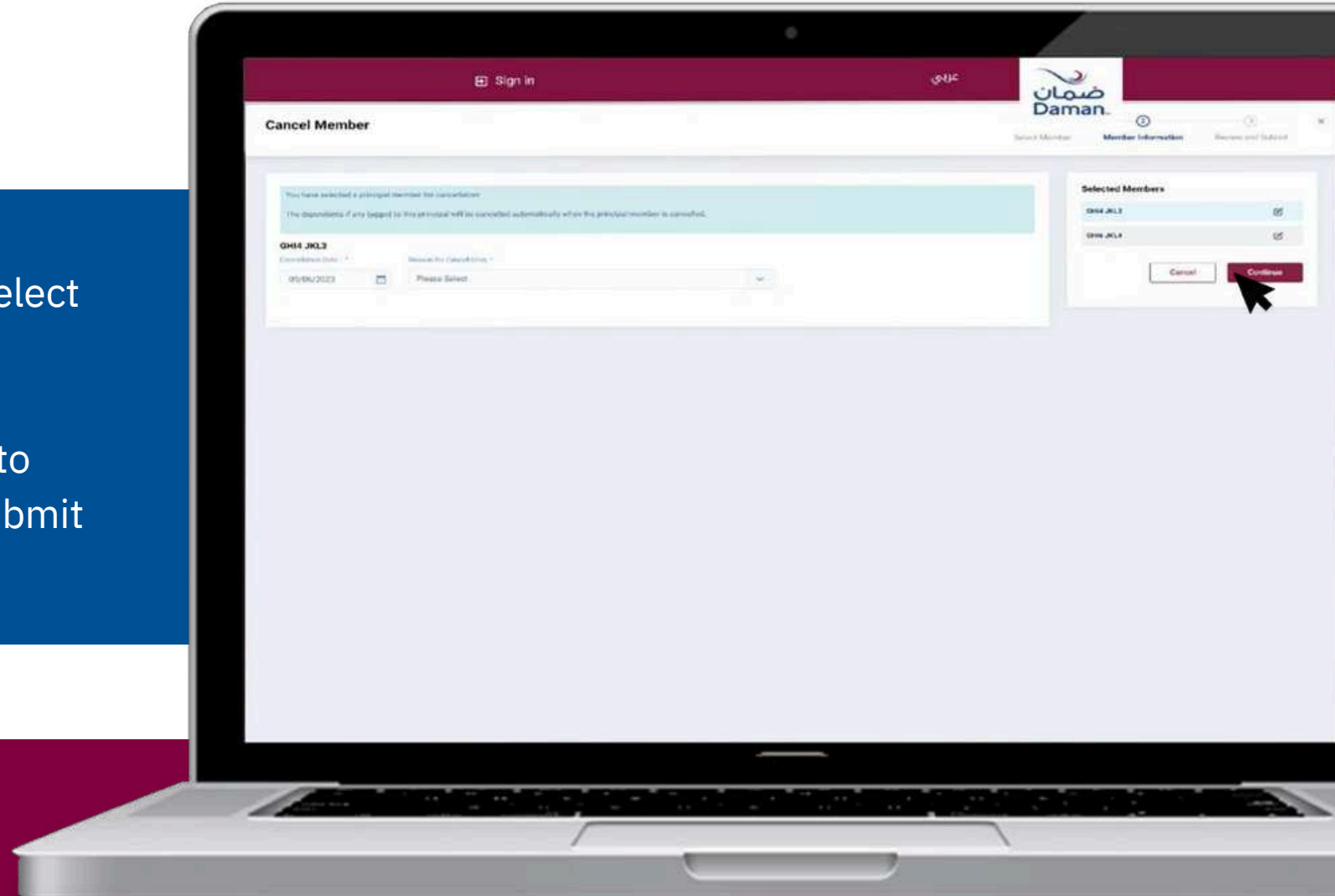
Delete Member

Select the member for cancellation and click Continue



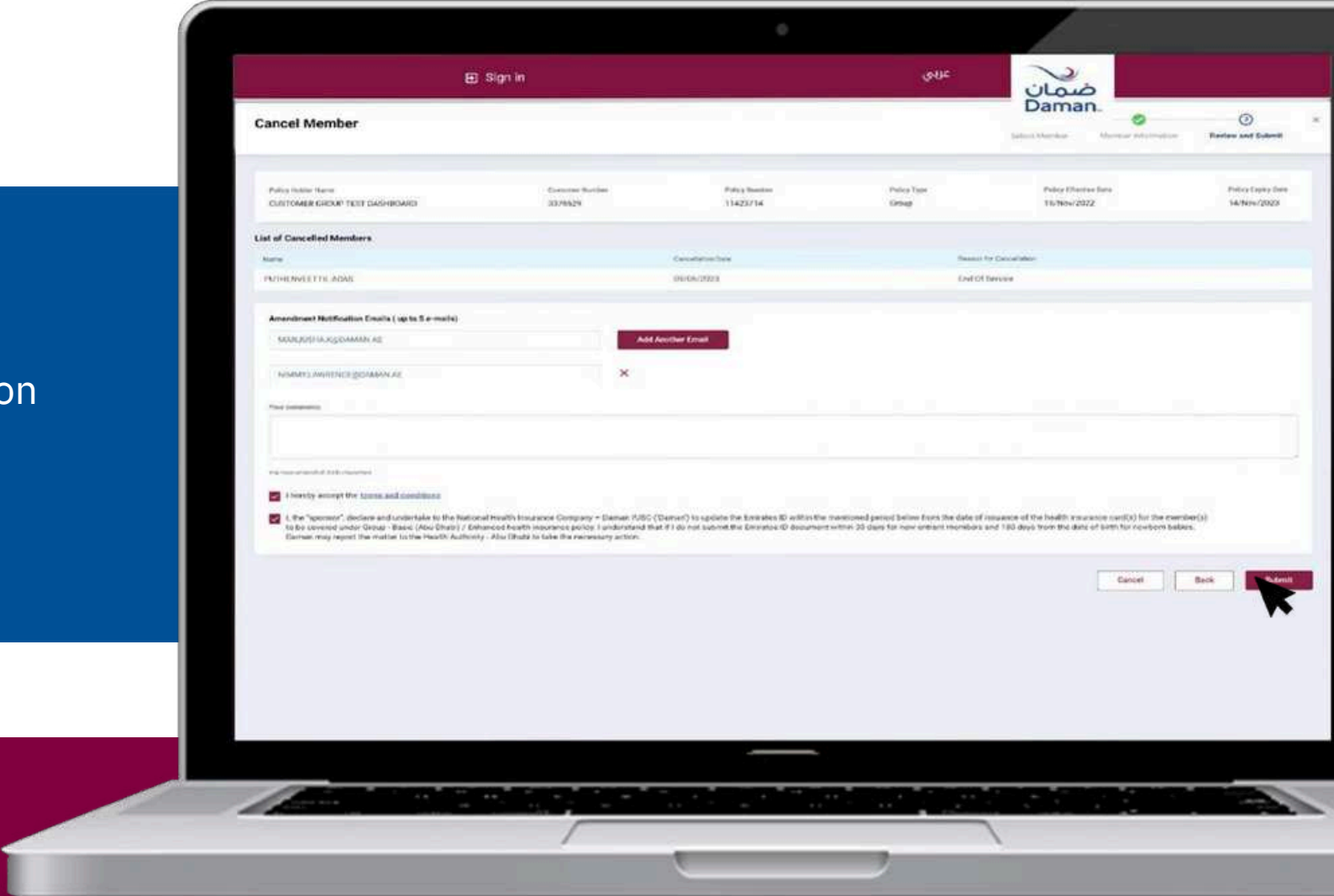
Delete Member

You will then be required to select the reason for Member Cancellation.
Once done, click on continue to proceed to the Review and Submit Page.



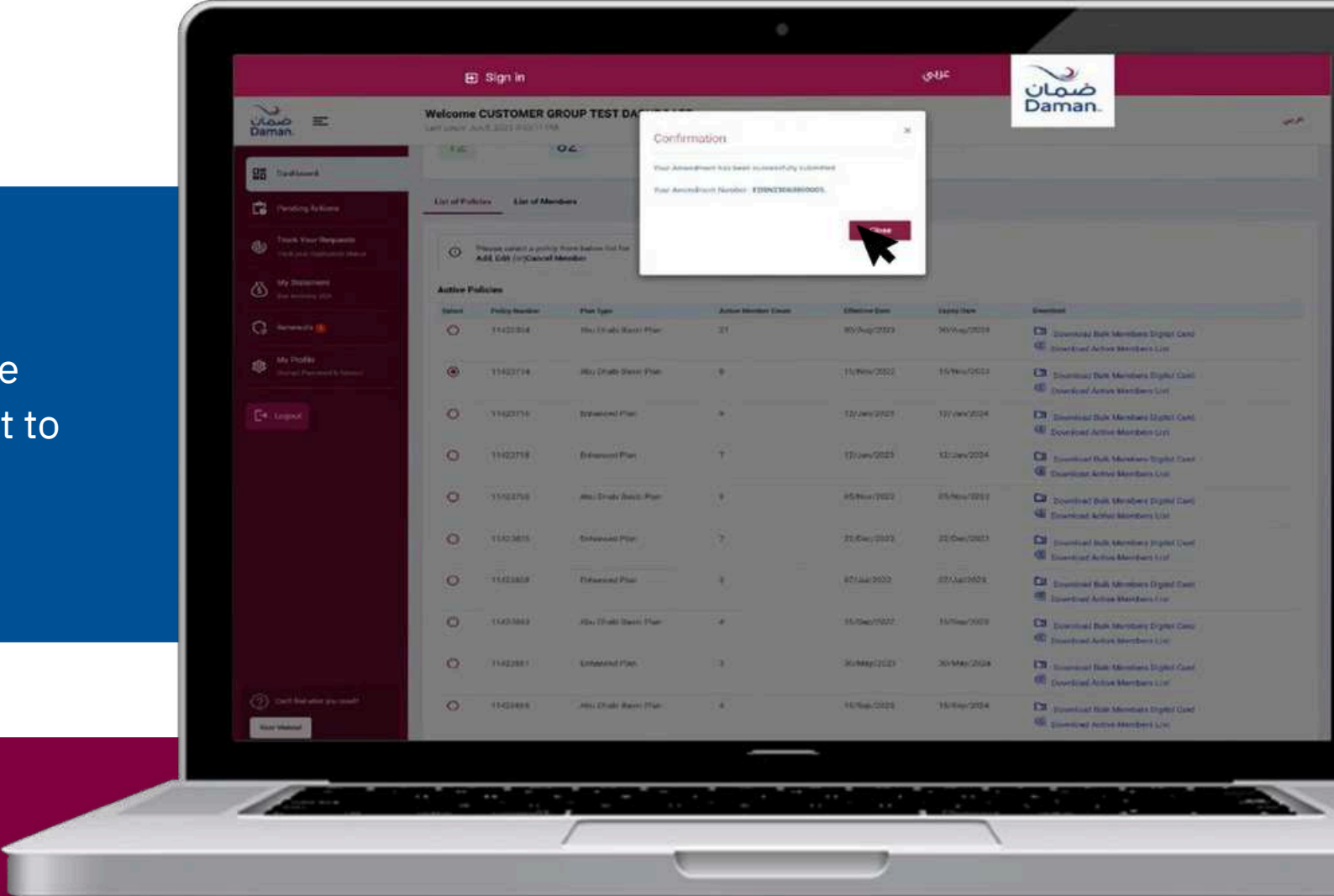
Delete Member

Ensure all the required information is correct, click on submit and confirm your submission.



Delete Member

A reference number will be generated for your request to Cancel Member.



Delete Member

Once you're done managing your policy, don't forget to logout.

