

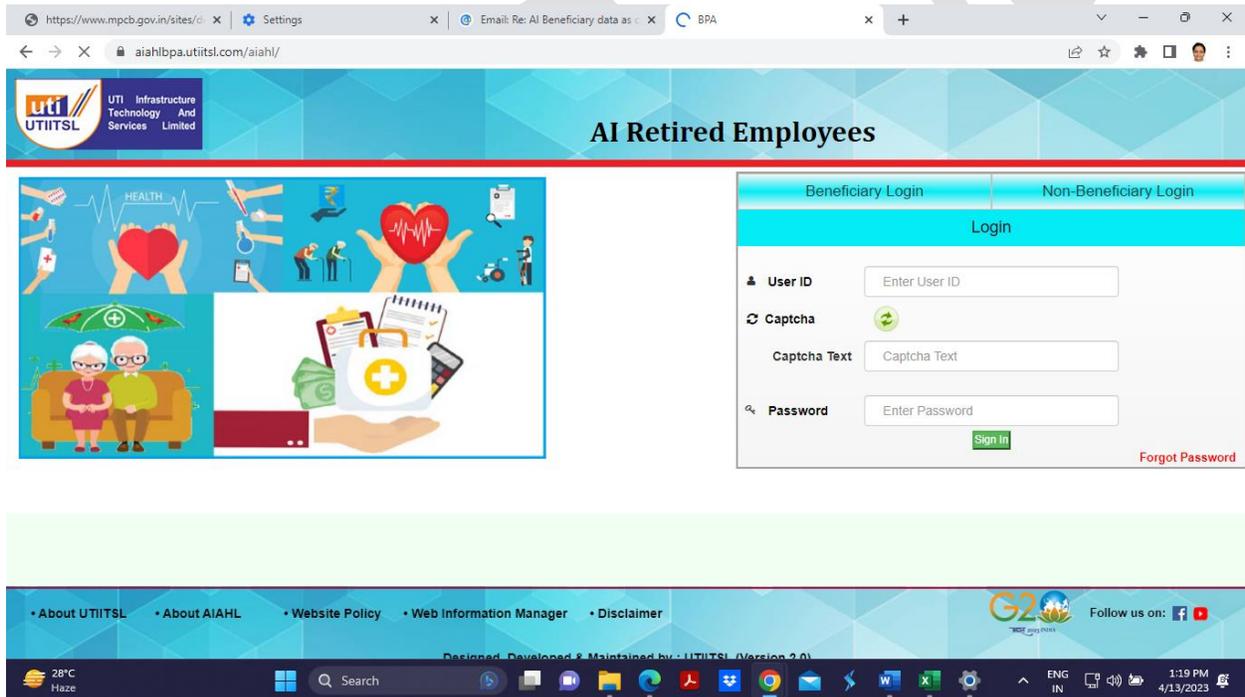
User Manual for Air India Retirees- Reimbursement of Medical Claims

In order to facilitate expeditious and easy submission of medical claims, an application has been developed by UTIITSL, the Bill processing agency appointed by AIAHL, for online submission of medical claims by Air India Retirees. This will also enable faster processing times and online notification of any bill errors will further reduce processing time.

This manual guides the retiree on how to submit the bill electronically and also learn about how to respond or reply to queries raised against the claim.

Application URL:- <https://aiahbpa.utiitsl.com>

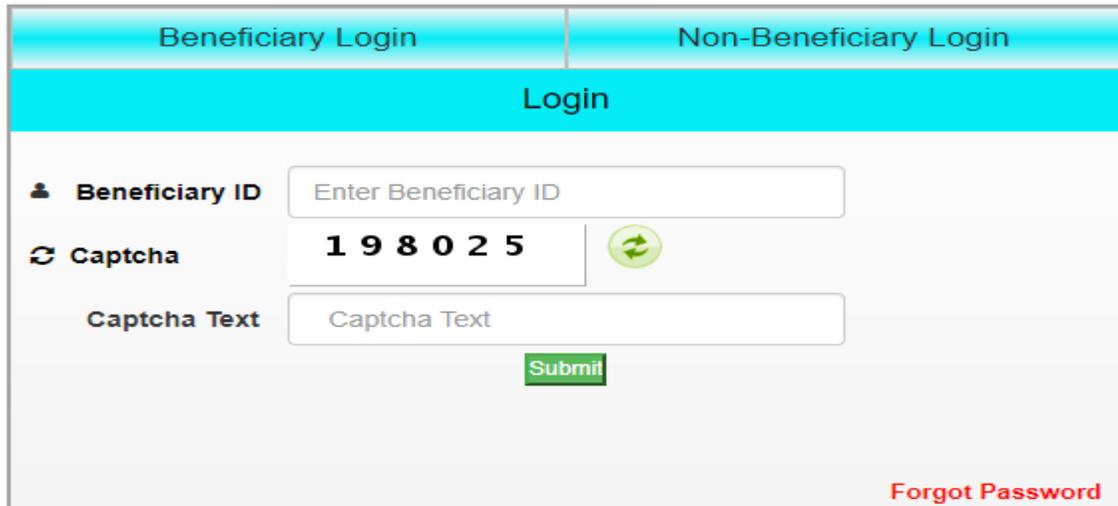
The home page will open on clicking the above URL.



The screenshot shows a web browser window displaying the homepage of the 'AI Retired Employees' portal. The browser's address bar shows the URL 'aiahbpa.utiitsl.com/aiah/'. The page features the UTI Infrastructure Technology And Services Limited logo in the top left corner. The main heading is 'AI Retired Employees'. Below the heading, there are two columns: a left column with a collage of medical and health-related icons, and a right column with a login form. The login form has two tabs: 'Beneficiary Login' and 'Non-Beneficiary Login'. The 'Beneficiary Login' tab is active, showing a 'Login' section with fields for 'User ID', 'Captcha', 'Captcha Text', and 'Password'. There is a 'Sign In' button and a 'Forgot Password' link. The footer contains navigation links: 'About UTIITSL', 'About AIAHL', 'Website Policy', 'Web Information Manager', and 'Disclaimer'. There is also a 'G20' logo and social media links for Facebook and YouTube. The Windows taskbar at the bottom shows the date and time as 1:19 PM on 4/13/2023.

1. Login to Portal

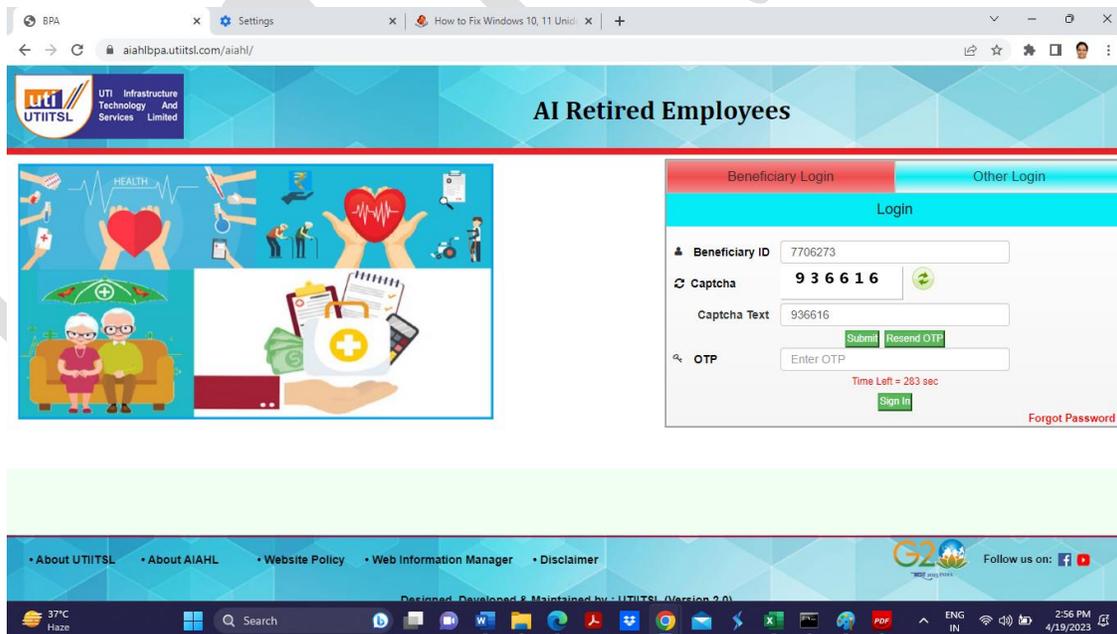
- For login click on the **Beneficiary login** tab and enter your CGHS Beneficiary ID and captcha value. Click on **Submit**



The screenshot shows a login form with two tabs: "Beneficiary Login" and "Non-Beneficiary Login". The "Beneficiary Login" tab is active. The form contains the following fields and elements:

- Beneficiary ID:** A text input field with the placeholder "Enter Beneficiary ID".
- Captcha:** A field displaying the numbers "1 9 8 0 2 5" and a refresh icon.
- Captcha Text:** A text input field with the placeholder "Captcha Text".
- Submit:** A green button labeled "Submit".
- Forgot Password:** A red link labeled "Forgot Password" located at the bottom right of the form.

- An OTP will be sent to your registered mobile number from UTIBPA



The screenshot shows a web browser displaying the "AI Retired Employees" portal. The page features a header with the UTI logo and the text "AI Retired Employees". Below the header is a navigation bar with "Beneficiary Login" and "Other Login" tabs. The "Beneficiary Login" tab is active, showing a login form with the following fields and elements:

- Beneficiary ID:** A text input field containing the value "7706273".
- Captcha:** A field displaying the numbers "9 3 6 6 1 6" and a refresh icon.
- Captcha Text:** A text input field containing the value "936616".
- Submit / Resend OTP:** Two green buttons labeled "Submit" and "Resend OTP".
- OTP:** A text input field with the placeholder "Enter OTP".
- Time Left:** A red text indicator showing "Time Left = 283 sec".
- Sign In:** A green button labeled "Sign In".
- Forgot Password:** A red link labeled "Forgot Password" located at the bottom right of the form.

The footer of the page includes links for "About UTIITSL", "About AIAHL", "Website Policy", "Web Information Manager", and "Disclaimer". There is also a "G2" logo and social media icons for Facebook and YouTube. The browser's taskbar at the bottom shows the system tray with the date and time: "2:56 PM 4/19/2023".

- Enter the OTP and click **SIGN-IN**
- On successful login the following screen will appear