

Paramount Health Services & Insurance TPA are processing the reimbursement claims online

We hope you and your loved ones are doing well.

Due to the current lockdown situation, Paramount Health Services & Insurance TPA are processing the reimbursement claims online, Serving/Retired Employees may upload the claim documents through the web portal **as per attached PPT** and follow below steps and submit the original documents once lockdown gets over.

Steps for creating user ID and password and uploading documents.

1. <https://member.paramounttpa.com/Login.aspx>

2. Click on "Register here"
3. Put your employee number
4. Put Group code as **RLTD**
5. Put DOB as DD/MM/YYYY
6. Update your contact number and email ID.

You will be received your user name and password at your updated mobile number/email ID (as per above point 6) and access your login through received user name and password.

1. Click on "Policywise enrollment" and click on submit.
2. Click on upload the documents in patient name.
3. Click on employee number, select the Physical file submission Branch as per regional branch and click on submit
4. Click on circle under select column
5. Select Document Type-all documents are original
6. Number of documents like 1, 5-10 and 20 etc and click on submit
7. Select files -Browse than save documents and you will receive inward number ! 1111111

Kindly note:- Any PDF document should not be more that 800KB, if yes than you may resize your PDF document/s through below URL.

<https://pdfresizer.com/resize>

1. Browse your file.
2. Click on upload files.

3. Select "low/medium DPI" and click on "looks good, do the magic" and open the new download files and save for uploading.

In case of any query, please send mail to :

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Expert/Admn.