

**Medi Assist
Administration
Services**



Enrolment & Portal Guide





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Login Page

[Home](#)
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Welcome Self!

You have 3 claims in progress. Here's their status

Claim Acknowledged
Reimbursement
< >

Claim #H290326TEST1_ADOBE005

Self

Approved	Claimed	Received on
--	₹10,000	Mar 29, 2026

Claim #H290326TEST1_ADOBE004

Self

Approved	Claimed	Received on
--	₹40,000	Mar 29, 2026

Claim #H240326TEST1_ADOBE003

Self

Approved	Claimed	Received on
--	₹50,000	Mar 29, 2026


Need hospitalisation support? We're here to help.

Topics

Uncover Your Coverage

Dive into Your Policy Details


[Read more](#)



Simplifying Hospitalisation

Experience Hassle-Free Cashless Hospitalization


[Read more](#)



Have questions?

We're here to help, any time, any day...

[Contact us](#)

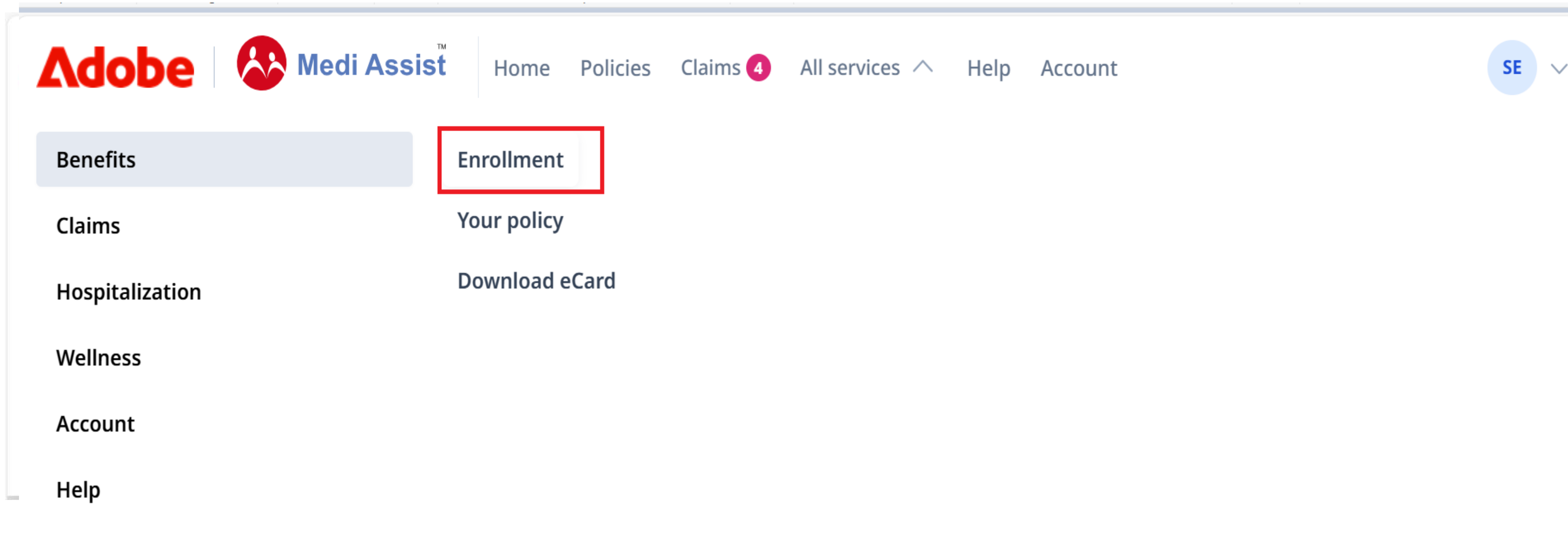


3

Access the Medi Assist Portal on— <https://maven.mediassist.in/>

3

Enrolment Page



The screenshot shows the top navigation bar of the Medi Assist website. On the left, the Adobe logo is followed by the Medi Assist logo. The main navigation menu includes links for Home, Policies, Claims (with a red circle containing the number 4), All services (with an upward arrow), Help, and Account. On the right, there is a blue circular button with the text 'SE' and a downward arrow. Below the navigation bar, a vertical menu is displayed with the following items: Benefits, Enrollment (highlighted with a red rectangular border), Claims, Hospitalization, Wellness, Account, and Help. Under the Enrollment tab, there are two sub-links: 'Your policy' and 'Download eCard'.

Click on the enrolment tab

Step 1 of Enrolment -Provide details for self

Congratulations Test1_adobe, you and your family members are being offered family health insurance coverage.

Dependent Additions:
(i) Employee, Spouse/Partner (Same Gender), Only 3 Dependent Children upto the maximum age of 25 years and Parents Or Parent-in-laws are part of the health policy.
(ii) children are covered till age 25 but children with Permanent disability are covered with no age limit. The process to add permanent disabled child is by dropping an email with disability certificate to adobe.nda@marsh.com with subject line "submission of child disability certificate(Empl



Basic Info

1 2 3 4 5 6

Declare the following details to avail your **Adobe health insurance**

Employee ID
Test1_adobe

Date of Hire 01 Jan 2022 Gender Male

Official Email Id
Test_adobe@gmail.com

Marital Status Married Marriage Date 18 Mar 2025


Next

- This page displays your personal information
- You may confirm your marital status here, everything else will be pre-populated
- You will not be able to modify Employee ID, Gender & Date of Hire on this page

Step 2 of Enrolment- Addition of dependents






Group Health Insurance Base Coverage
Your base policy offers a floater coverage for you and your declared dependents for ₹ 7,00,000

- Please [click here](#) to view the GMC policy.
- Please [click here](#) to view the FAQs.
- Please [click here](#) to view the Top Up Health



1 2 **Base coverage** 3 4 5 6

Add a Beneficiary +

	Test1_adobe Self, M, 28 years (01 Jan 1997)	
	Kiran Son, Male, 9 years (15 Oct 2015)	
	Anita Mother, Female, 55 years (01 Apr 1970)	

Previous Next

Add Beneficiary

Relation: --Select Relation--

Name: --Select Relation--

Date of Birth:

Age:

Father
Mother
Son
Spouse
Daughter
Same Sex Partner

Close Save changes

- Your existing dependents covered in the policy will already be reflecting on this page
- You can add your new dependents in Base Plan by clicking **Add a Beneficiary (+ Sign)**
- Select relationship from dropdown and furnish the member details & Save Changes

Step 2 Contd.-Confirmation of dependents

Group Health Insurance Base Coverage
Your base policy offers a floater coverage for you and your declared dependents for ₹ 7,00,000

parents/in-laws are not allowed in policy.

- Please [click here](#) to view the GMC policy.
- Please [click here](#) to view the FAQs.



1 — **2** — 3 — 4 — 5 — 6

Base coverage

Add a Beneficiary

	Test1_adobe Self, M, 28 years (01 Jan 1997)	
	Kiran Son, Male, 9 years (15 Oct 2015)	<input data-bbox="2412 939 2469 983" type="button" value="X"/>
	Anita Mother, Female, 55 years (01 Apr 1970)	<input data-bbox="2412 1065 2469 1108" type="button" value="X"/>

- If you wish to make any changes, you may add or delete dependent family members on this page and click 'Next'
- GMC (Group Medical Insurance) policy & FAQs are available on the left side of the page for your view

Step 3 of Enrolment- Opting for a top-up plan

PREMIUM SUMMARY

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 2,00,000	₹ 5,682
Modular Plan Cover	0	₹ 0
Critical Illness Cover	₹ 5,00,000	₹ 4,072
Total premium:		₹ 9,754

Note : All premiums are inclusive of GST.

Please Note:

- Enrolment window is open from 1st Apr 2026 - 20th Apr 2026 for policy period 1st April, 2026 – 31st March, 2027.
- Employees who will avail Top-up policy with Modular Plan (Silver Or Gold) will have to do the payment within the enrollment window period i.e. 1st Apr 2026 - 20th Apr 2026.

1 2 3 4 5 6 7

I don't want Top-up Insurance Policy

I want Top-up policy for employee, Spouse/Same Gender Partner, Children, Parents Or In-laws

Sum Insured	Premium
200000 ▲	5682

Modular Plan	Premium
--Not Required-- ▲	0

Previous
Next

- Your dependent data and top-up choices have been carried forward from last year
- You may choose to continue with the same choices or opt to make changes. If any top-up claim taken in last year, you will not be able to increase top-up sum-insured this year. You may keep the same or reduce it as per your choice
- Understand your enrolment options and please make your choice accordingly

Step 3-Opting for a modular plan

PREMIUM SUMMARY

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 2,00,000	₹ 5,682
Modular Plan Cover	Gold	₹ 13,942
Critical Illness Cover	₹ 5,00,000	₹ 4,072
Total premium:		₹ 23,696

Note : All premiums are inclusive of GST.

Please Note:

- Enrolment window is open from 1st Apr 2026 - 20th Apr 2026 for policy period 1st April, 2026 – 31st March, 2027.
- Employees who will avail Top-up policy with Modular Plan (Silver Or Gold) will have to do the payment within the enrollment window period i.e. 1st Apr 2026 - 20th Apr 2026.

Top up

1 — 2 — **3** — 4 — 5 — 6 — 7

I don't want Top-up Insurance Policy

I want Top-up policy for employee, Spouse/Same Gender Partner, Children, Parents Or In-laws

Sum Insured	Premium
200000	5682
Modular Plan	Premium
Gold	13942

Plan Benefits :

- Additional OPD Sum Insured of INR 5000 (Over & Above of INR 15000)
- Additional INR 50000 for Cancer Treatments: Hormonal/Adjuvant/Immune modulators(over & above of INR 500000 from base policy)

- You may choose an appropriate Modular add on top up plan on this page by selecting the drop down under Modular plan
- You can view the premium for top-up & Modular add on top up plan selected, on the left side of page
- All premiums are inclusive of GST
- The enhanced benefits by opting modular plan(Silver or Gold) are also visible below the modular plan tab after the plan is selected

Step 3 of Enrolment- Opting for a Critical illness plan

PREMIUM SUMMARY		
	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 4,00,000	₹ 8,565
Modular Plan Cover	Silver	₹ 25,095
Critical Illness Cover	₹ 5,00,000	₹ 4,072
Total premium:		₹ 37,732

Note : All premiums are inclusive of GST.

Please Note:

- Please [click here](#) to view Critical Illness policy T&C

1 — 2 — 3 — 4 — 5 — 6 — 7

I don't want Critical Illness

I want Critical Illness for Self

I want Critical Illness for Self and Spouse

I want Critical Illness for Spouse only

Topup for all the beneficiaries
₹ 5,00,000 Premium ₹ 4,072

Topup for all the beneficiaries
₹ 10,00,000 Premium ₹ 6,608

Previous
Next

- You may choose an appropriate Modular critical illness plan .
- You can view the premium for the selected plan accordingly ,on the left side of page All premiums are inclusive of GST

Step 4 – Payment of Top-up Premium

BANK DETAILS

****Note:** Please click on submit button to save payment transaction details.

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 0	₹ 0
Modular Plan Cover	0	₹ 0
Critical Illness Cover	₹ 10,00,000	₹ 6,608
Total premium:		₹ 6,608

Note : All premiums are inclusive of GST.



Please Note:

- Please [click here](#) for premium payment Via UPI / Debit Card / Net banking.
- Please [click here](#) for premium payment Via Credit Card (please note that payment through Credit Card will incur additional premium gateway charges).
- Please [click here](#) for premium payment Via NEFT.

Mandatory step to upload the premium payment transaction details before moving to next screen. **If you have opted for Top up/Modular Add on Top Up / Critical Illness Plans, kindly upload the transaction details.**

"If you are making a premium payment by scanning the QR code, please provide the 12 digit "UPI transaction ID" in the transaction details box".

Kindly upload Premium Payment Transaction Bank Details here.

Bank Name

ICICI

- Your Top-up Cover & Modular add on top up plan will get activated only once you make the payment to the insurance company. Mode of payment can be via NEFT/QR Code/Credit Card/ Debit Card
- Total Premium to be paid by employee is available on the left side of page

Step 5 - Upload UTR Details

BANK DETAILS
****Note: Please click on submit button to save payment transaction details.**

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 2,00,000	₹ 5,682
Modular Plan Cover	Gold	₹ 13,942
Total premium:		₹ 19,624

Note : All premiums are inclusive of GST.

1 — 2 — 3 — 4 — 5 — 6

Top up/Modular Add on Top Up Plans, kindly upload the transaction details.
 "If you are making a premium payment by scanning the QR code, please provide the 12 digit "UPI transaction ID" in the transaction details box".

Kindly upload Premium Payment Transaction Bank Details here.

Bank Name

NEFT / IMPS Number/ UPI Transaction Number

Transaction Date

Upload Payment Screenshot

Please upload only image/pdf file.

Previous
Next

- **Mandatory Step** to update screenshot of the premium paid to the insurer
- Please upload only image/PDF file
- Once you pay the premium you must update the transaction details
- Insurance Company will not accept your choice unless you **MAKE THE PAYMENT & UPDATE TRANSACTION DETAILS ABOVE**

Step 6- Nominee Declaration for Group Personal Accident Policy

1 2 3 4 5 6

GROUP PERSONAL ACCIDENT INSURANCE (GPAI) NOMINATION

- Group personal accident insurance (GPA) protects you and your family financially in case of death or disability due to an accident.
- Under this insurance, you'll be paid according to the [Group Personal Accident Insurance policy \[PDF\]](#). This sum is ₹40,00,000 for all regular employees.
- Please note the nomination details for GPAI (Group Personal Accident Insurance) are separate from Group Mediclaim Cover (GMC). GPAI nomination details will not be considered for GMC and vice-versa.

GPA nomination details will not be considered for the below GMC coverage.

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 2,00,000	₹ 5,682
Modular Plan Cover	Gold	₹ 13,942
Total premium:		₹ 19,624

GPA Nomination Details

Relation	Name	Date Of Birth	% of share	Action
Son	Arun	23 Feb 2025	100	Clear
Select				Clear
Select				Clear
Select				Clear
Select				Clear

[Previous](#)
[Next](#)

- As part of the enrolment process you must add nominees to your Group Personal Accident Policy (GPA)
- You may select the relation from dropdown while adding the Nominees.
- You may choose more than one nominee here and divide 100% of the GPA Sum Insured between them by allocating a particular %age share. The total should be 100%
- Coverage details for GPA policy available on the left side of the page

Step 7 - Enrolment Confirmation

Group Medclaim insurance (GMC) premium summary


	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 2,00,000	₹ 5,446
Modular Plan Cover	Gold	₹ 8,364
Total premium:		₹ 13,810

Note : All premiums are inclusive of GST.


1
2
3
4
5
6

• The new member additions i.e., new born and spouse or partner (same gender) is permissible within the period of 45 days from the date of the event (DOB & DOM).

GMC members details




Test1_adobe
Self , DOB: 01 Jan 1997



Test_Spouse_1
Spouse , DOB: 01 Jun 1990

GPA Nomination Details



Aasdfhjk
Son , DOB: 23 Feb 2025 ,
Percentage: 100

I agree and declare the information provided above is correct and I have read the entire policy terms and conditions.

Previous
Submit

- Once you confirm enrolment, you will see this screen with the summary of your choices and the premium amount
- Once you tick the declaration and click on ‘Submit’ you will not be able to make any further changes in enrolment details.
- Please ensure all selections before the final submission.

Step 8 - Enrolment Confirmation

Premium Summary

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 0	₹ 0
Modular Plan Cover	0	₹ 0
Critical Illness Cover	₹ 10,00,000	₹ 3,304
Total premium:		₹ 3,304

Note : All premiums are inclusive of GST.

1 2 3 4 5 6 Declaration 7

TEST2_ADOBE
Self , DOB: 01 Jan 1990

testr
Same Sex Partner , DOB: 01 Jan 1990

You are about to confirm the changes made with respect to dependents.

Cancel Confirm

I agree and declare the information provided above is correct and I have read the entire policy terms and conditions.

Previous Submit

Once you submit your enrolment confirmation , 2nd confirmation window will pop-up post which an auto e-mailer will trigger with your beneficiary details confirm over this page.

Step 9 - Final Confirmation of Enrolment

Premium Summary

	Sum Insured	Premium
Base policy	₹ 7,00,000	₹ 0
Voluntary Top-up Cover	₹ 4,00,000	₹ 8,565
Modular Plan Cover	Silver	₹ 25,095
Critical Illness Cover	₹ 5,00,000	₹ 4,072
Total premium:		₹ 37,732

Note : All premiums are inclusive of GST.

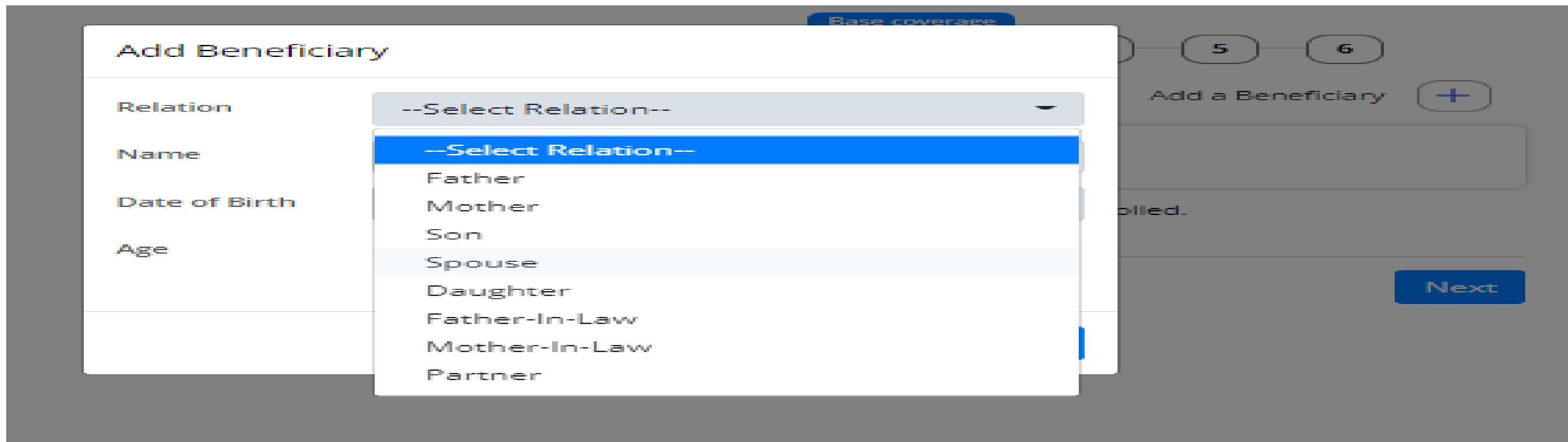
You have enrolled your family successfully

You, ffff, rrr and fffff covered health insurance for **01 Apr 2026** to **31 Mar 2027**.

[Review Enrolment](#)

After confirming you will see your plan & premium summary details.

Mid-term Inclusion of dependents



The screenshot shows a web interface for adding a beneficiary. A modal window titled "Add Beneficiary" is open, displaying a form with the following fields: "Relation", "Name", "Date of Birth", and "Age". The "Relation" dropdown menu is open, showing a list of relationship options: "--Select Relation--", "Father", "Mother", "Son", "Spouse", "Daughter", "Father-In-Law", "Mother-In-Law", and "Partner". The "Spouse" option is highlighted. In the background, a "Base coverage" section is visible with a progress indicator showing steps 5 and 6, and a "Next" button.

- Mid-term addition (spouse by marriage & baby by birth or adoption) can be done by employee within 45 days of the event (i.e. marriage or birth/adoption)
- Parents can enroll the adopted child only after receiving the legal decree from court
- Employees will have to select the relationship from **Add a beneficiary button**

80D Certificate Download



UNITED INDIA INSURANCE CO. LTD.
(A Government of India Enterprise)
CORPORATE CELL
Himalaya House, D-24 & E-25, Floor No. 2, 23 K.G. Marg, New Delhi-110001

Premium Acknowledgement

Policy Holder:	Adobe System India Private Limited
Policy Number:	1121
Employee Name:	Jitesh
Employee Id:	40070
Proposal Reference No.:	007654331

- As soon as the Insurer issues endorsement against the Top-up / Modular add on top up plan bought by you, the Insurer will be releasing the 80D certificates
- These certificates **will be enabled ONLY post insurer endorsement in Enrolment Step-1**
- This may take up to 45-60 days from the enrolment window closure date.

Print e-cards

[Home](#)[Policies](#)[Claims](#) 4[All services](#) [Help](#)[Account](#)[SE](#) [Benefits](#)[Claims](#)[Hospitalization](#)[Wellness](#)[Account](#)[Help](#)[Enrollment](#)[Your policy](#)[Download eCard](#) Click here

10000

29 Mar 2026

Claim Acknowledged

40000

29 Mar 2026

Claim Acknowledged

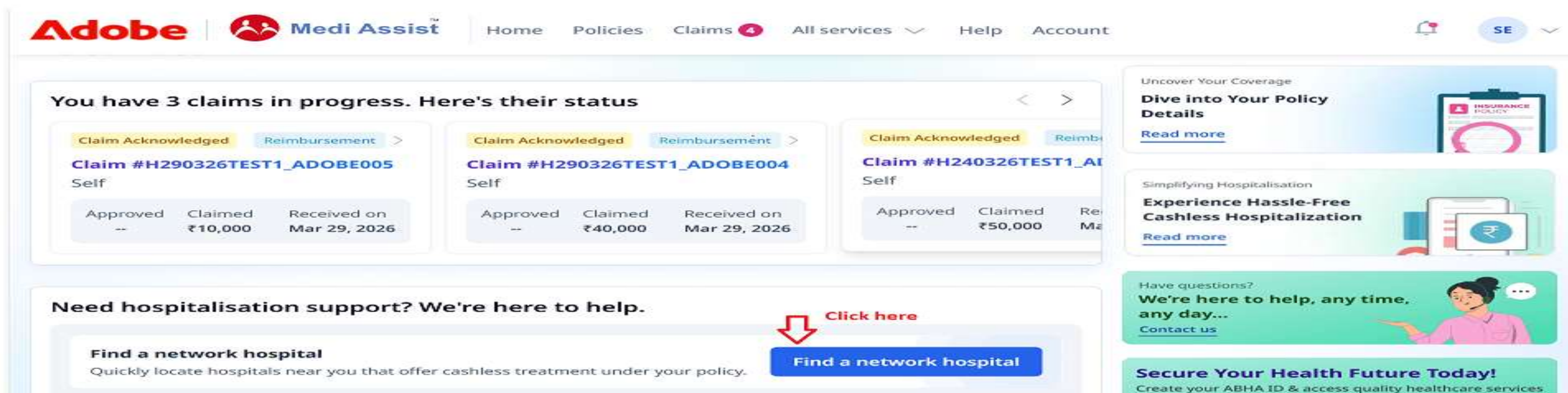
30000

29 Mar 2026

Information Awaited Reminder

- You will receive email communication on the enrolment from [“automailer@mediassist.in”](mailto:automailer@mediassist.in)
- You can download your E cards here, by clicking on the Ecard option under Policy Tab Or as per above link highlighted on home page.

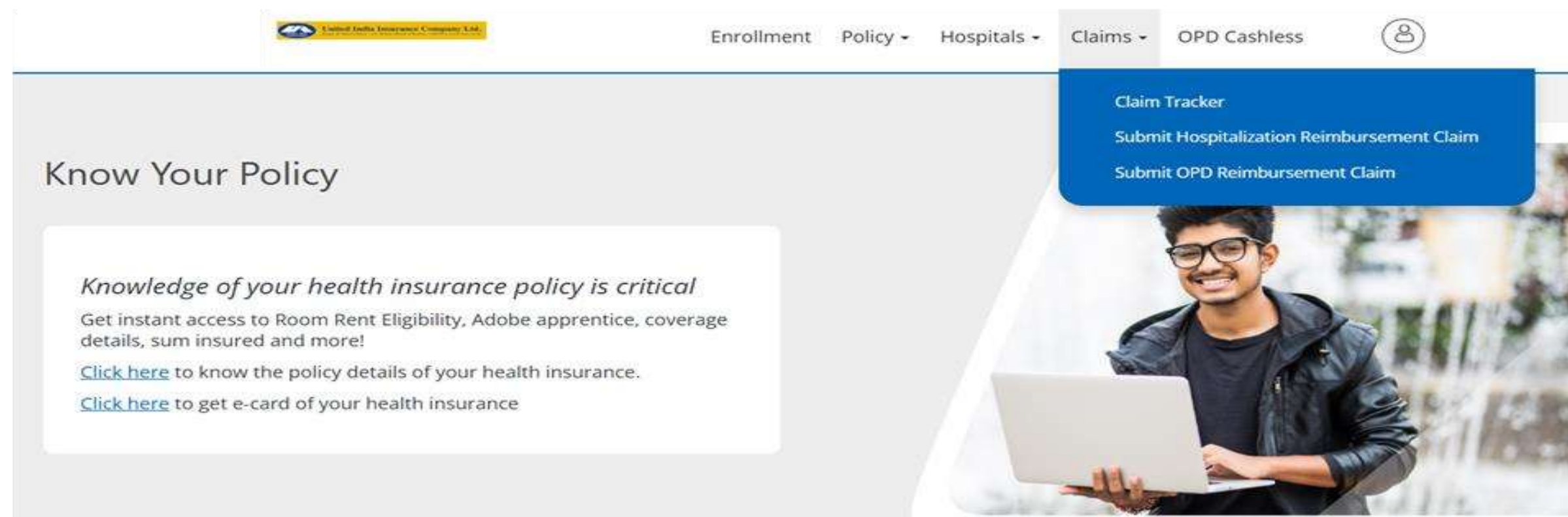
Network Hospitals



The screenshot shows the Adobe Medi Assist user interface. At the top, there is a navigation bar with 'Home', 'Policies', 'Claims 4', 'All services', 'Help', and 'Account'. Below the navigation, a section titled 'You have 3 claims in progress. Here's their status' displays three claim cards. Each card shows the claim status as 'Claim Acknowledged' and 'Reimbursement', the claim number, the insured person ('Self'), and a table with columns for 'Approved', 'Claimed', and 'Received on'. The first claim (H290326TEST1_ADOBE005) has a claimed amount of ₹10,000. The second claim (H290326TEST1_ADOBE004) has a claimed amount of ₹40,000. The third claim (H240326TEST1_AI) has a claimed amount of ₹50,000. Below the claims, a section titled 'Need hospitalisation support? We're here to help.' features a 'Find a network hospital' button, which is highlighted with a red arrow and the text 'Click here'. To the right of the main content, there are three promotional banners: 'Uncover Your Coverage Dive into Your Policy Details', 'Simplifying Hospitalisation Experience Hassle-Free Cashless Hospitalization', and 'Have questions? We're here to help, any time, any day...'. At the bottom right, there is another banner: 'Secure Your Health Future Today! Create your ABHA ID & access quality healthcare services'.

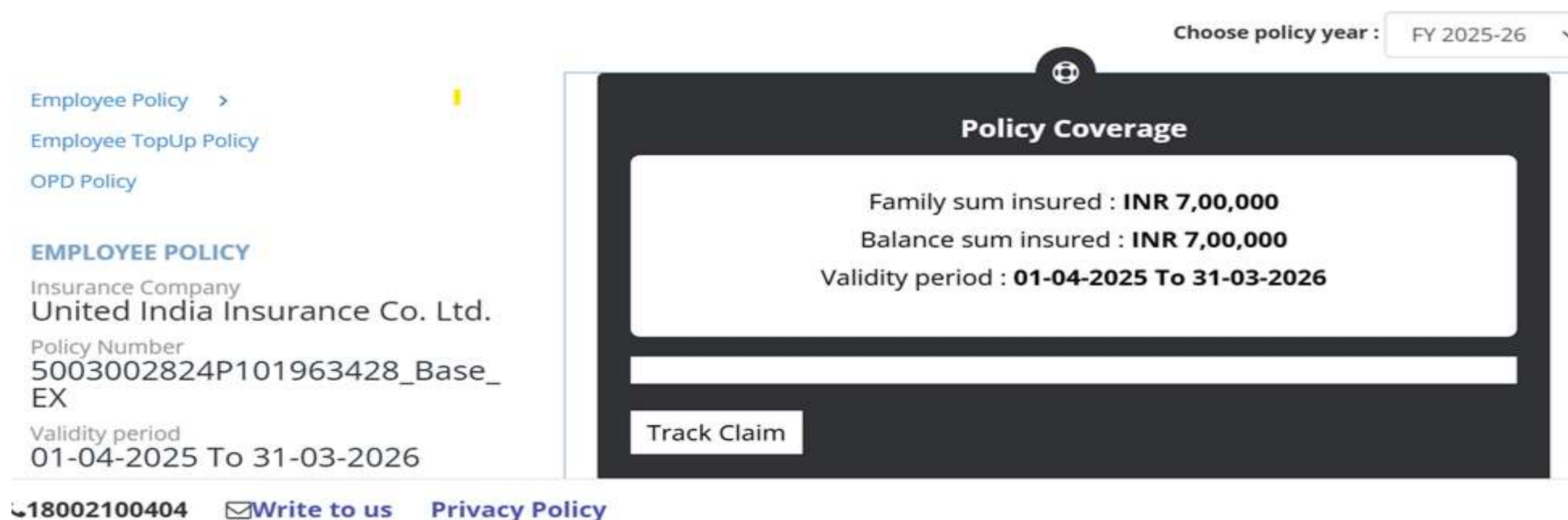
- You can search for network hospitals under the 'Hospitals' tab
- GIPSA hospitals are tagged, GIPSA PPN is a special network of hospitals where the Insurance company has negotiated and better rates for various procedures

OPD Cashless & Reimbursement



- You can avail the OPD Cashless through our Medibuddy partner under 'OPD Cashless' tab. For more details on cashless OPD, you can refer to the insurance FAQs
- You may also submit online OPD claim for reimbursement under "submit OPD Reimbursement claim" Tab and Hospitalisation and pre-post Hospitalisation reimbursement claim under the "Submit Hospitalisation Reimbursement claim" tab.
- Physical documents are not required for OPD Reimbursement claims. Although, it is not mandatory to submit the physical copies but the same need to be submitted only incase Insurance company/TPA asks for it.

Important Documents



Choose policy year : FY 2025-26

Employee Policy >
Employee TopUp Policy
OPD Policy

EMPLOYEE POLICY
Insurance Company
United India Insurance Co. Ltd.
Policy Number
5003002824P101963428_Base_EX
Validity period
01-04-2025 To 31-03-2026

Policy Coverage

Family sum insured : **INR 7,00,000**
Balance sum insured : **INR 7,00,000**
Validity period : **01-04-2025 To 31-03-2026**

Track Claim

18002100404 Write to us Privacy Policy

- Click on 'Policy' tab and go to policy details
- Various insurance related documents are available on this page

Escalation Matrix

Contact Levels	SPOC Name	Contact No	Email ID
SPOC for General queries		18002100404	adobe.noida@mediassist.in
			adobe.bangalore@mediassist.in
SPOC for Noida	Sahil	8867819994	k.sahil@mediassist.in
SPOC for Bangalore	Basavraj Sai Krishna	8050931508	basavaraj.rachappa@mediassist.in
		8464896109	purimitla.krishna@mediassist.in

Escalation Matrix			
Escalation 1	Urmila Chander	9036715819	urmila.chander@mediassist.in
Escalation 2	Kamal Agnihotri	9364897990	kamal.agnihotri@mediassist.in

Governance Matrix			
Level 1	Abhinav Agarwal	8105751216	abhinav.agarwal@mediassist.in
Level 2	Ritika Anand	8951970605	ritika.anand@mediassist.in

For escalation in relation to Enrollment queries--Managed by Marsh			
Noida	Satyam Bhalla	8655750082	adobe.nda@marsh.com
Escalation 1	Naresh Kumar	7290037939	Naresh.kumar@marsh.com

General Queries round the year -- Managed by Medi Assist			
Toll Free No.	18002100404	Timings 9.30 a.m. to 6 p.m. Monday to Saturday	For General Queries
		All days 24/7	For Emergency

Claims Management round the year			
Location	SPOC Name	Contact Number	Email id
Noida	Satyam Bhalla	8655750082	adobe.nda@marsh.com
Bangalore	Madhusudan G	8976835512	adobe.blr@marsh.com
Escalation 1	Naresh Kumar	7290037939	Naresh.kumar@marsh.com
Escalation 2	Rachit Baijal	7290089449	rachit.baijal@marsh.com

Timings 9.30 a.m. to 6 p.m. Monday to Friday but in case of emergency we are reachable all 7 days.

Thank You