
User Manual
Of
Citizen Login
For
Payment of Medical Reimbursement

Developed For:

**Department of Medical Health and Family Welfare,
Uttar Pradesh**

Version 1.0

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1. About the Document

1.1 Overview

Citizen Login for Payment of Medical Reimbursement of Department of Medical Health And Family Welfare, Uttar Pradesh is an online web application which is developed for Citizen. Purpose of development of this web application is to provide convenience in the process of Payment of Medical Reimbursement.

1.2 Scope of the Document

This document provides step by step guide on how to use the Online Web Based Software Application through Citizen Login.

1.3 Intended Audience

The Authorized User or Registered User (Citizens of Uttar Pradesh) would be intended audience for this Citizen Login of Department of Medical Health and Family Welfare, Uttar Pradesh.

1.4 Document Convention

This User Manual has following conventions:

- a. Fields which have * sign at the end; indicate that those fields are mandatory.
- b. Error Messages will be displayed in Pop-up box.
- c. Success Messages will be mentioned in pop-up.
- d. All the menu links will be mentioned in the side menu.

1.5 System Requirements

To run this application there are some basic requirements such as:

- a. Window's Machine
- b. Firefox 30 or above / Chrome 32 or above
- c. MS Office (2007 or Above)
- d. Internet Connectivity (256 Kbps or above)

2. About Registration of Medical Reimbursement

2.1 Introduction

Employees of state government can take benefit of medical reimbursement. For that they have to submit application form to their respective CMO/CMS. CMO/CMS verifies the details of the expenditure claimed by the employees and either he allows or reject the application.

2.2 User/Applicant Type

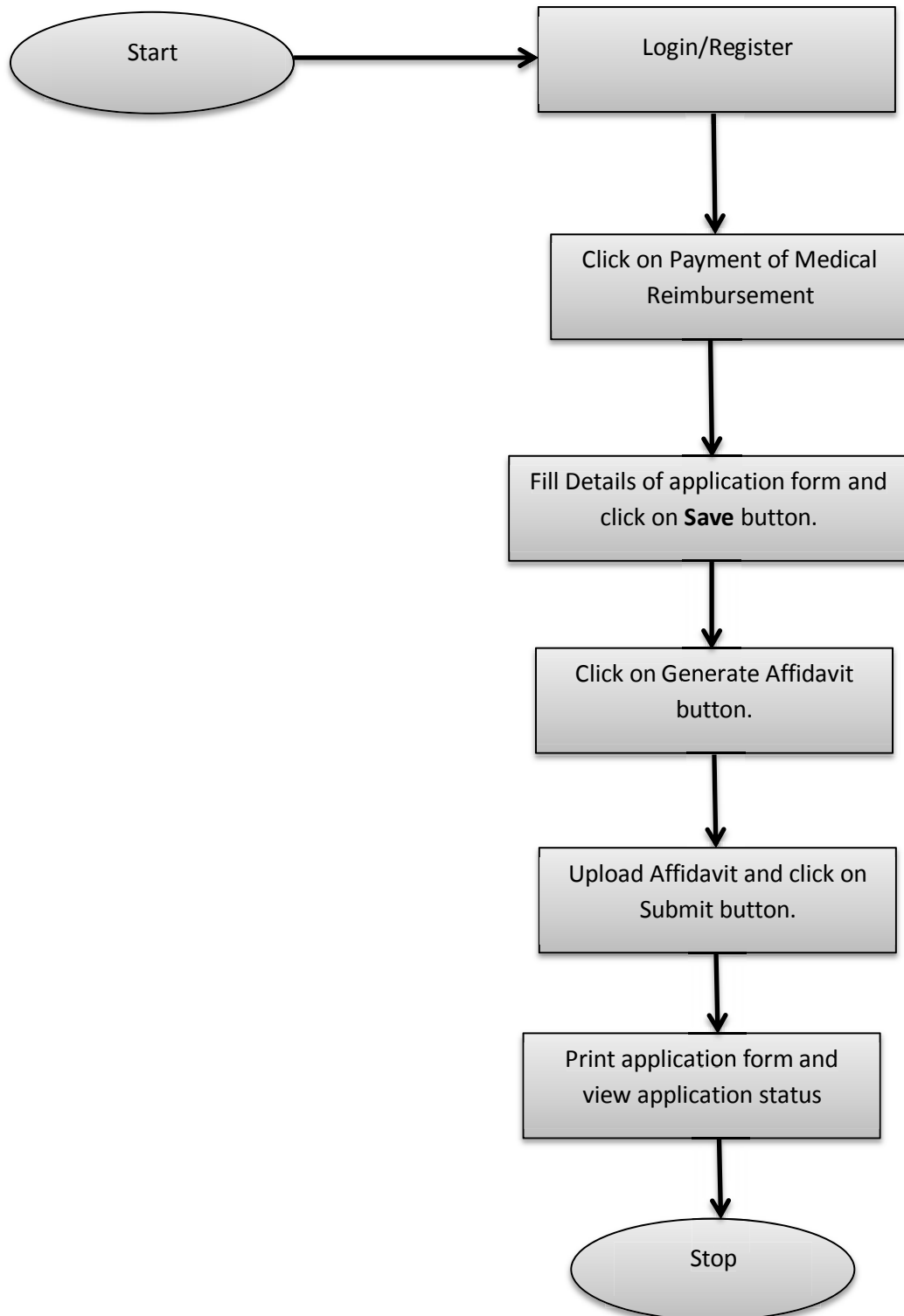
This document provides step by step guide on how to use the Online Web Based Software Application through Citizen Login

2.3 Terms & Conditions / Eligibility

- It is the right of assigned authority to accept or reject the application form. If he/she rejects the application, will mention the “cause of rejection.”
- After acceptance of application, CMO/CMS will further process the application after receiving of letter and required document from department of employee.
- After inspection of letter and document, CMO/CMS is authorized to accept or reject the application.
- If application will be accepted for further process, Sanction amount will be mentioned by CMO/CMS.
- After approval of amount, Computer Generated Certificate will be made available on the dashboard of applicants.
- Applicants can also collect their computer generated certificate from the office of CMO/CMS.

3. Process Flow

Below is the Process Flow Diagram of Citizen Login-Payment of Unsuccessful Family Planning for better understanding of user:



4. How to Apply

4.1 Accessing Portal

To access the portal, type the address in the address bar as: <http://up-health.in>. User will be redirected to the home page of the online application. Once user will click on 'Link (mentioned below in image)' he/she will be navigated to Login page.



Image: Homepage

- Click on **Citizen Login** link as mentioned in the image. User will be navigated to Citizen Login page.

4.2 Citizen Login Page (Registered User)

- Citizen Login Page will be displayed as shown below:



Image: Citizen Login

- Enter **Registered Mobile Number**, **Password** and **Captcha** then click on **Login** button.

4.3 New Registration Link (New User)

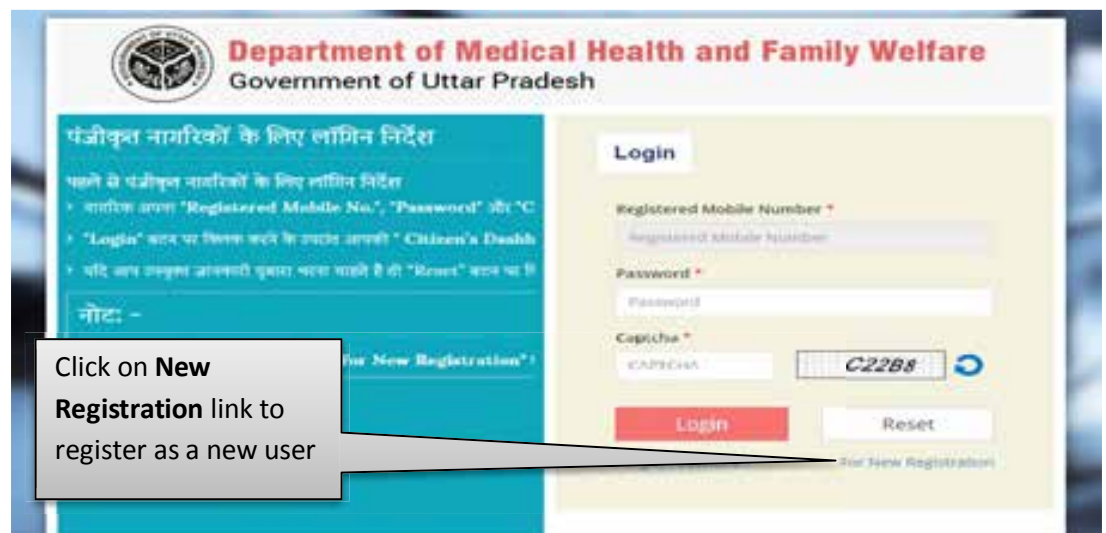


Image: New Registration

- Click on **For New Registration** link as shown in image to register as new user.

4.4 Citizen Registration Form

- Citizen Registration page will be displayed as shown below:

The screenshot shows a web form titled "Citizen Registration" from the Department of Medical Health and Family Welfare, Government of Uttar Pradesh. On the left, there is a blue box with instructions in Hindi. The main form area is yellow and contains the following fields: Full Name (text input), Father's Name (text input), Date Of Birth (date picker), Category (dropdown menu), Gender (radio buttons for Male, Female, Transgender), Mobile Number (text input), Email Address (text input), Password (text input with a strength indicator), and Confirm Password (text input). At the bottom of the form are two red buttons: "Register" and "Reset". Below the buttons is a link: "Registered Users Click here for Login". A callout box with a white background and a grey border points to the "Register" button, containing the text: "Fill the details correctly and click on Register button to register as a new user." The footer of the page reads "© 2018 Health and Family Welfare Department Uttar Pradesh".

Image: New Registration Link

- Fill all the details and Click on **Register** button to get registered as a new user.
- Click on **Reset** button to reset the details.

4.5 Mobile Verification form

- After completing the Registration Form an OTP will be sent on mobile number entered by you for mobile verification process. Mobile Verification page will be displayed as shown below:



Image: Mobile Verification

- Enter the OTP at given space and click on **Verify** button.
- If no OTP is received then click on **Resend OTP** button.

Note: User will have to login as mentioned in Point no. 4.2 after mobile verification.

4.6 Dashboard

- After login user will be redirected to the dashboard.
- Dashboard will be displayed as below:

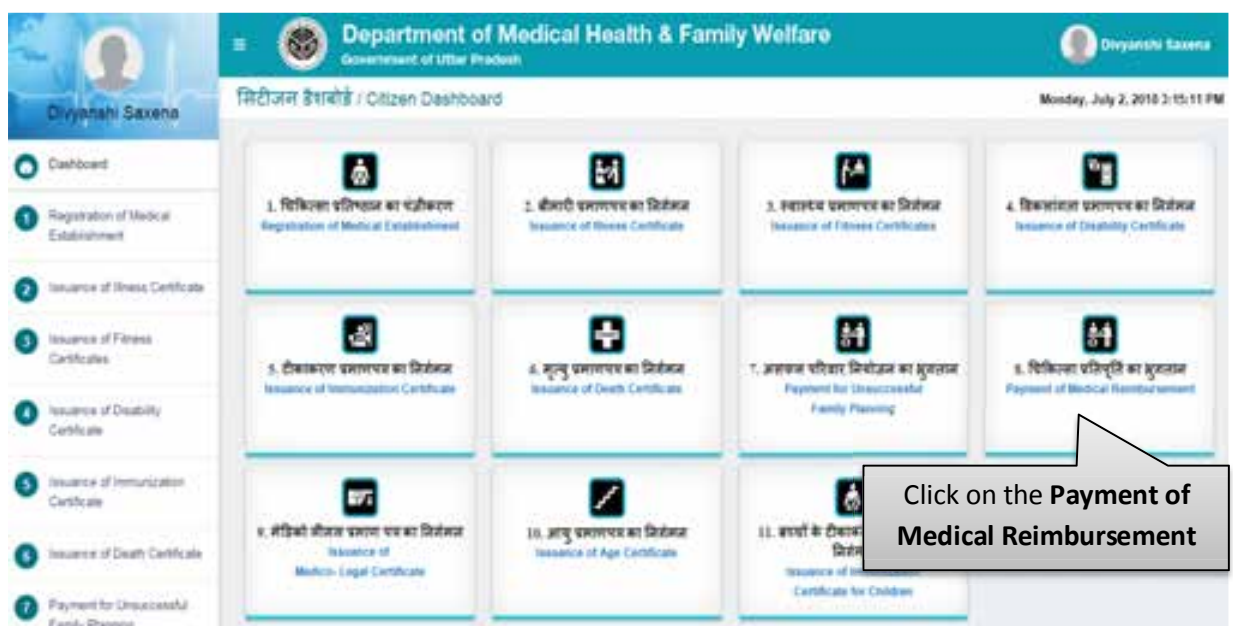


Image: Dashboard

- Click on the **Payment of Medical Reimbursement** to proceed.
- Instructions Page to fill application form will be displayed as shown below:

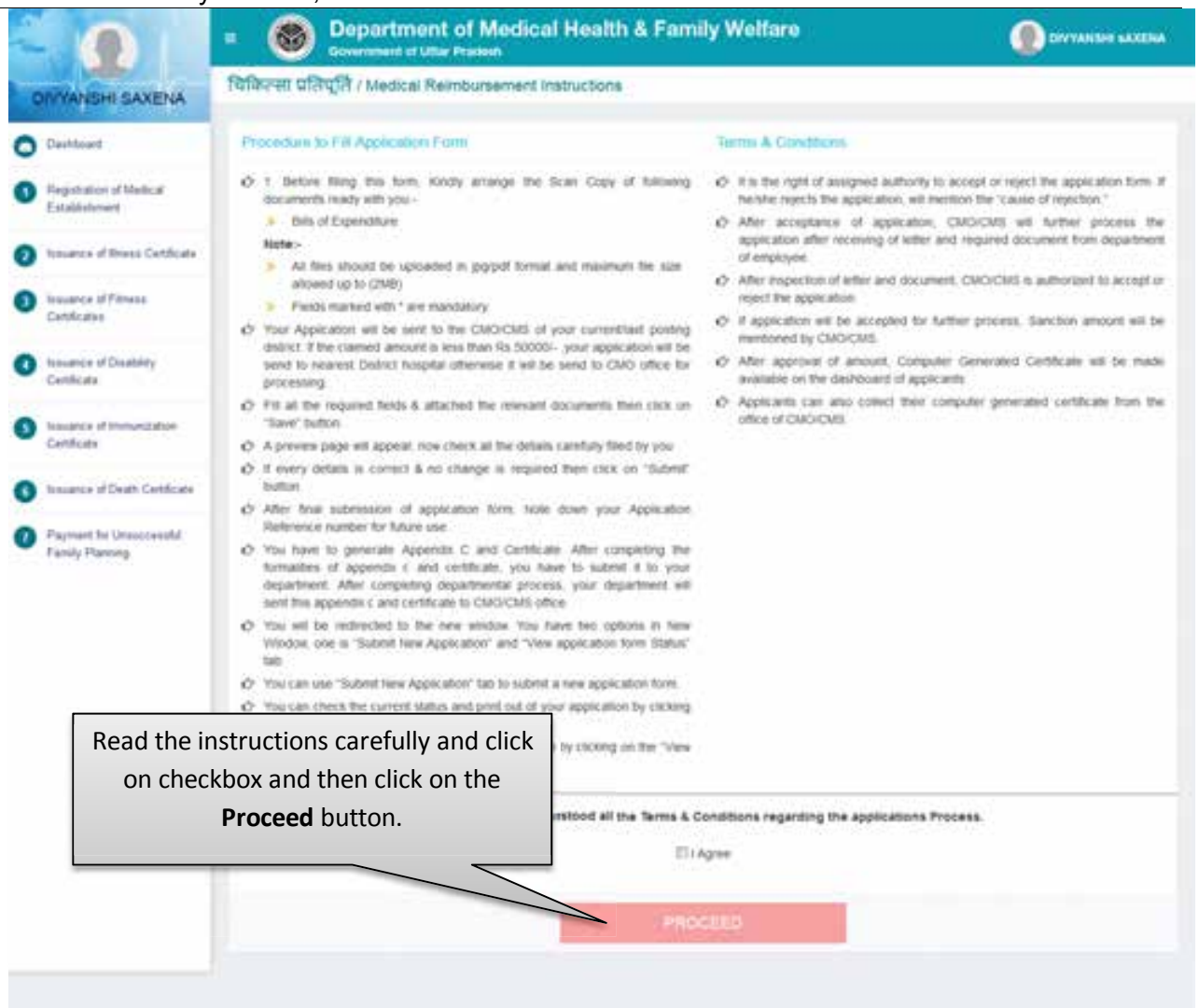


Image: Instructions to fill application form

- Read the instructions carefully and click on checkbox and then click on the **Proceed** button.

a. Application Form for Payment of Medical Reimbursement

- After clicking on Proceed button user will be redirected to the Application form for Payment of Medical Reimbursement. Page will be displayed as shown below:

Application form for Payment of Medical Reimbursement

TREATMENT TYPE

Type of Treatment*

Father's Name*

Designation*

Department Name*

Basic Salary/Grade Scale*

Author No.*

Date of Birth*

Gender*
 Male Female Transgender

Mobile No.*

Are you Retired from Employment? *
 Yes No

ADDRESS OF CURRENT/LAST POSTING

Office Name*

Office Exchange Name*

Address*

State

City*

PERMANENT ADDRESS

Address*

State

City*

PATIENT'S DETAILS

Requiring Medical Reimbursement for *
 Self Dependent

Patient Name*

Age*

Gender*
 Male Female Transgender

Diagnosis Name*

Place where Diagnosis Issued*

Hospital Name*

Doctor Name*

Treatment Given From*

Treatment Given To*

Patient Aadhaar No*

Relation with Employer*

ADVANCE DETAIL

Have you already taken advance? *
 Yes No

DETAILS OF EXPENDITURE

Sl No.	Bill Type	Bill No.	Bill Date	Amount	Approved/Disapproved	Balance Amount
1	---Select---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="APPROVED"/>	<input type="text"/>
				Total		<input type="text"/>

NEAREST DISTRICT HOSPITAL/CMO

BANK DETAILS OF EMPLOYEE

Bank Name*

Branch Name*

Account Number*

Select and fill all the details and then click on **Save** button.

Image: Application Form for Payment of Medical Establishment

- Select and fill all the details of Application Form for Payment of Medical Reimbursement and click on **Save** button.
- After that a preview application form will open.
- Click on **Reset** button to reset the details.

b. Preview Application Form

- Preview Application form page will be displayed as shown below:

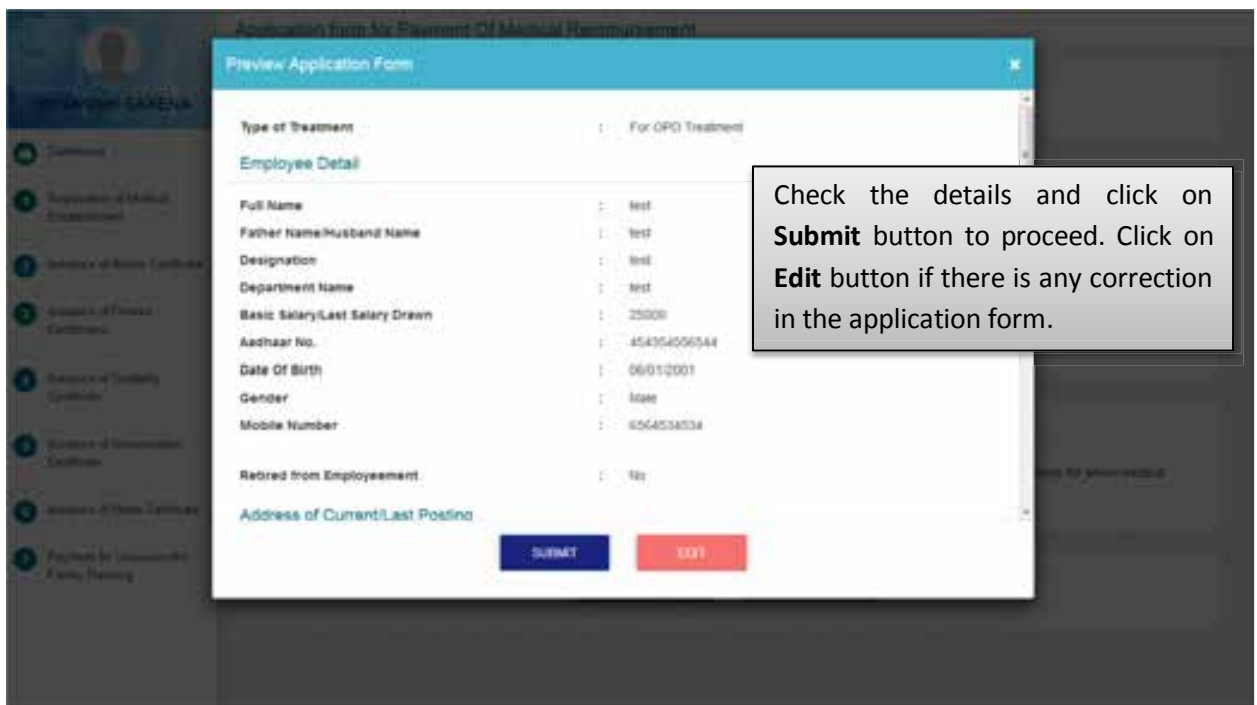


Image: Preview Application form

- Check the details and click on **Submit** button to proceed.
- Click on **Edit** button if there is any correction in the application form.

c. Registration Confirmation

- After submitting the application form, Registration Confirmation Page will open. Screen will be displayed as shown below :



Image: Registration Confirmation

- Click on **Print Application** button to print application form.
- Click on **Generate Appendences and Certificate** button to generate certificate.
- After that user will be redirected to the Medical Reimbursement Dashboard.

d. Medical Reimbursement Dashboard

- Medical Reimbursement Dashboard will be displayed as shown below:

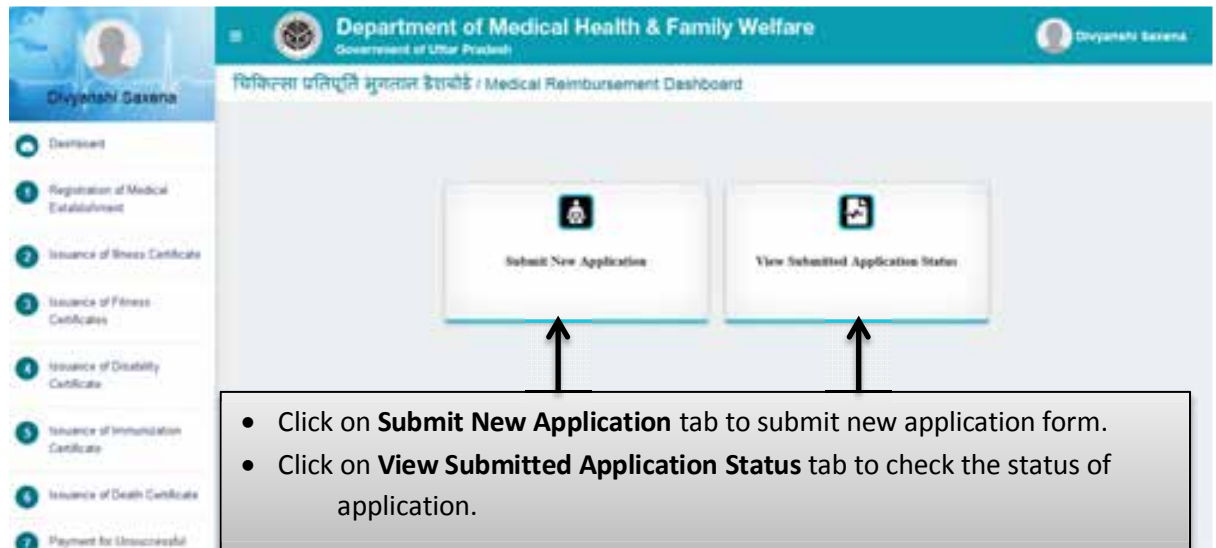


Image: Medical Reimbursement Dashboard

- Click on **Submit New Application** tab to submit new application form.
- Click on **View Submitted Application Status** tab to check the status of submitted application.

e. Medical Reimbursement List

- After clicking on View Submitted Application Status tab user will be redirected to Medical Reimbursement List page. Screen will be displayed as shown below:



Image: Medical Reimbursement List

- Click on **Print Form** button to print the application form.
- Click on the **Download** button to download the Appendices-C & Certificate.