

User cabinet manual

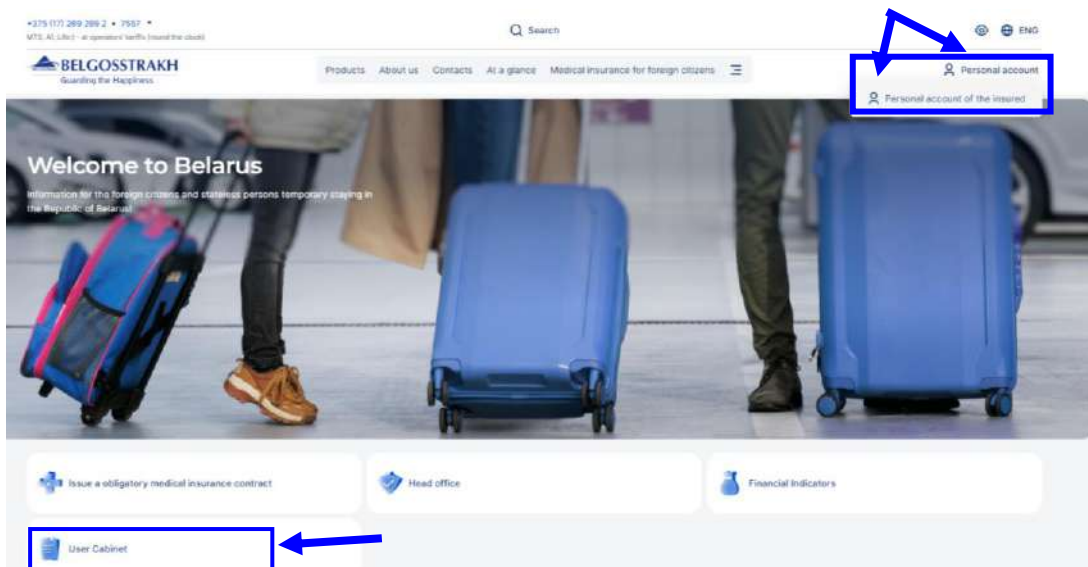
Contents

1. Visiting the website.....	1
2. Signing up.....	3
3. Filling in of personal information	4
4. Conclusion of obligatory medical insurance contract.....	5
5. Payment.....	7

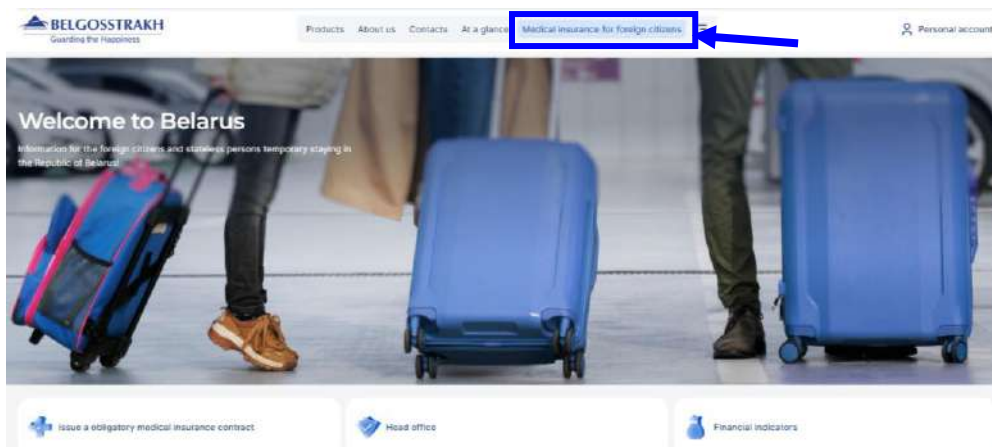
1. Visiting the website

To conclude an insurance contract visit the website of BELGOSSTRAKH following the link <https://bgs.by/en>. There are three ways to enter the user cabinet.

Version 1. Click “Personal account” → “Personal account of the insured” or click “User Cabinet”.



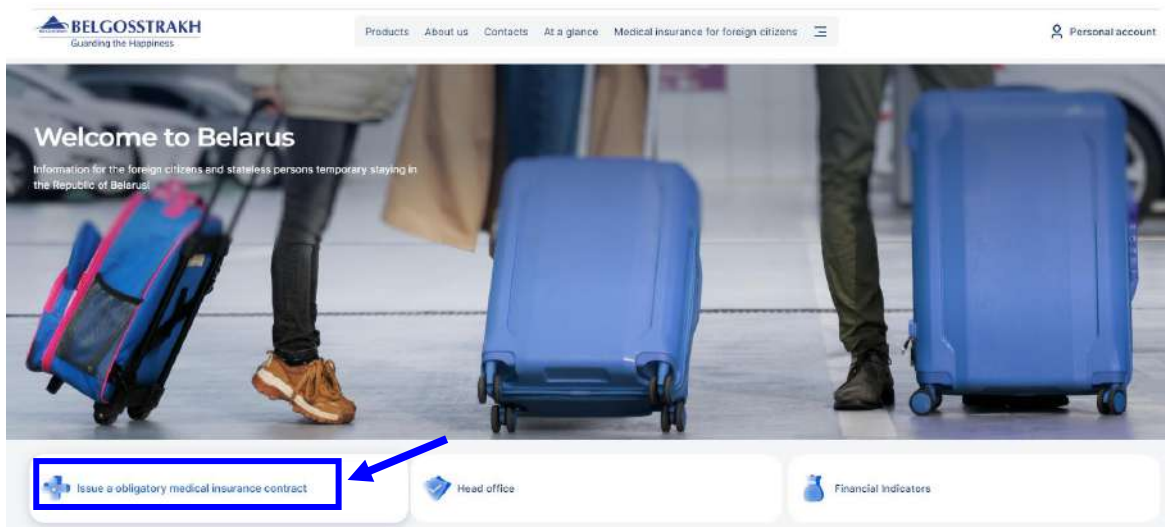
Version 2. Click “Medical insurance for foreign citizens”.



Then follow the link “our website.”



Version 3. Click “Issue an obligatory medical insurance contract”



Then follow the link “our website.”



2. Signing up

1. Click «Sign up now» to sign up in the user cabinet

The screenshot shows the BELGOSSTRAKH website header with the logo, navigation menu, and contact information. Below the header, there is a 'Sign in' section with fields for 'Login' and 'Password', and a 'Sign in' button. A link for 'Forgot your password?' is also present. A red box highlights the 'Sign up now' link, which is located below the 'Sign in' section. To the right of the sign-in section, there are three buttons: 'User Cabinet', 'Head office', and 'Financial Indicators'.

2. Fill in the fields and click «Sign up».

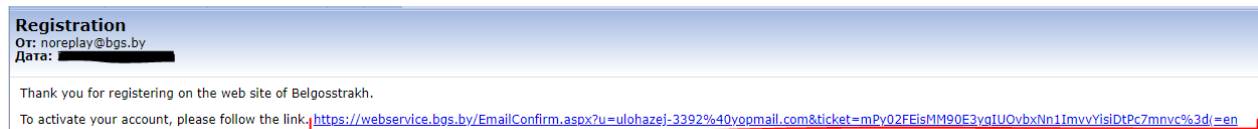
Example of fields filling in:

The screenshot shows the 'Sign up' form with the following fields filled in: 'Residence Country' is set to 'Another country', the first name field contains a redacted name, the password field contains '*****', and the second password field contains '.....'. The checkbox 'I am already 18 years old' is checked. The 'Sign up' button is visible at the bottom of the form. A 'Back to sign in' link is located below the form.

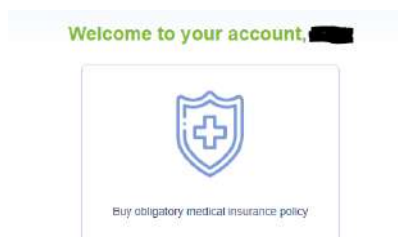
The following pop-up window will appear after successful signing-up.




3. A letter will be sent to your e-mail for activation of your account. Follow the specified link.



4. The following message will be displayed after activation.

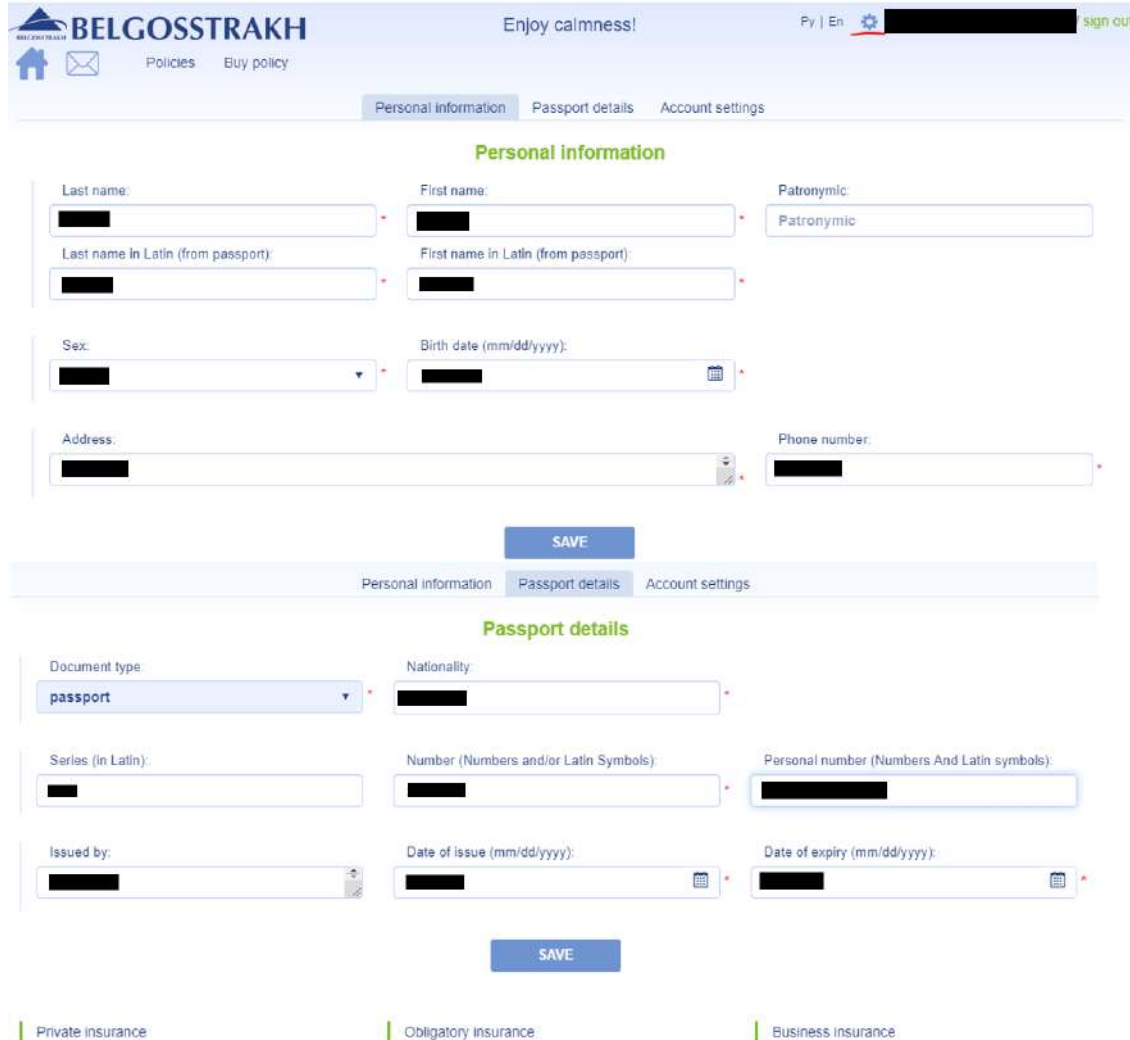


3. Filling in of personal information

Before conclusion of an insurance contract fill in your personal information. Click  icon and fill in Personal information. Then click Save. After that, proceed to Passport details tab. Click Save after filling in of the information.

Mandatory fields are marked with asterisk.

Find below an example of personal information filling in:



The screenshot displays the BELGOSSTRAKH website interface. At the top, the logo and navigation menu are visible, including 'Policies' and 'Buy policy'. The user is logged in, as indicated by the 'sign out' button and the user's name. The 'Personal information' tab is active, showing a form with the following fields:

- Last name: [Redacted]
- First name: [Redacted]
- Patronymic: [Redacted]
- Last name in Latin (from passport): [Redacted]
- First name in Latin (from passport): [Redacted]
- Sex: [Redacted]
- Birth date (mm/dd/yyyy): [Redacted]
- Address: [Redacted]
- Phone number: [Redacted]

A 'SAVE' button is located below the form. Below the 'Personal information' tab, the 'Passport details' tab is active, showing a form with the following fields:

- Document type: passport
- Nationality: [Redacted]
- Series (In Latin): [Redacted]
- Number (Numbers and/or Latin Symbols): [Redacted]
- Personal number (Numbers And Latin symbols): [Redacted]
- Issued by: [Redacted]
- Date of issue (mm/dd/yyyy): [Redacted]
- Date of expiry (mm/dd/yyyy): [Redacted]

A 'SAVE' button is located below the form. At the bottom of the page, there are three navigation links: 'Private insurance', 'Obligatory insurance', and 'Business insurance'.

4. Conclusion of obligatory medical insurance contract


1. Click «Buy policy» tab to conclude the insurance contract.



Then click «Obligatory medical insurance».



2. Select the dates of the insurance contract validity and then click “BUY”

The image shows a web form for purchasing obligatory medical insurance. The header includes the BELGOSSTRAKH logo, the slogan 'Enjoy calmness!', and user information 'Py | En' with a gear icon and a masked name followed by 'Sign out'. The main heading is 'Obligatory medical insurance.' followed by 'Calculation of insurance premium'. There are two date selection fields: 'Policy start date' and 'Policy end date (inclusive)', both with calendar icons and asterisks. A red note below states: '* Attention! Policy starts at 00:00 and finishes at 23:59 on chosen dates in local time (Minsk, Belarus)'. Below the dates, there is a section for 'Insurance premium' with a selected 'EUR' currency. At the bottom, a blue 'BUY' button is highlighted with a red box.

3. If you are the insured person, click “NEXT”.

The image shows the next step in the insurance purchase process. The header is identical to the previous screenshot. The main heading is 'Obligatory medical insurance.' followed by 'Information about the insured person'. There is a checked checkbox labeled 'policyholder is the insured person' above a redacted name field. Below that is a 'Country of residence' dropdown menu with a redacted selection. At the bottom, there are two buttons: 'BACK' and 'NEXT'. The 'NEXT' button is highlighted with a red box.

If you are not the insured person, remove the check mark “policyholder is the insured person”. After that, fill in the data in the next window.

Obligatory medical insurance.

Information about the insured person

policyholder is the insured person

Last Name in Latin (from passport):
Last Name in Latin (from passport)

First name in Latin (from passport):
First name in Latin (from passport)

Date of birth (dd mm yyyy):
[Date input field]

Citizenship:
[Redacted]

Passport Series:
Passport Series

Passport number:
Passport number

Personal number:
Personal number

Address:
[Redacted]

Phone number:
Phone number

Country of residence:
Hungary

BACK NEXT

Confirm the filled in information. Set the check mark “I confirm that all the data I have provided are correct”, then click “Enter into a contract”.

Obligatory medical insurance.

Insurance application. The confirmation

Characteristic name	Characteristic value
Term of insurance	[Redacted]
Policyholder's first name (Latin)	[Redacted]
Policyholder's last name (Latin)	[Redacted]
Policyholder's residence address	[Redacted]
Is the policyholder insured person	<input type="checkbox"/>
Insured person's first name (Latin)	[Redacted]
Insured person's last name (Latin)	[Redacted]
Insured person's citizenship	[Redacted]
Insured person's country of residence	[Redacted]
Contract date	[Redacted]
Contract begin date	[Redacted]
Contract end date	[Redacted]

I confirm that all the data I have provided are correct

BACK ENTER INTO A CONTRACT

Confirm that you really want to conclude an insurance contract.

Purchasing a policy

Do you really want to conclude an insurance contract?

Yes No

After that, a message window will appear specifying that the insurance contract has been successfully generated and that payment must be executed to conclude the insurance contract.

Conclusion of contract

The contract draft is successfully formed. Please make a payment. For this you need to go to the menu item "Policies" in "Contract drafts" tab.

OK


5. Payment

1. To execute the payment proceed to “Contract drafts” tab.

The screenshot shows the BELGOSSTRAKH user interface. At the top, there is a navigation bar with the logo, the slogan "Enjoy calmness!", and user information including "Py | En" and a "Sign out" link. Below the navigation bar, there are icons for home and mail, and links for "Policies" and "Buy policy". The main content area is titled "Insurance policies" and has three tabs: "Policies", "Contract drafts" (which is highlighted with a red box), and "Policy archive". Below the tabs is a button labeled "UPDATE POLICIES LIST". A table with the following columns is displayed: "Insurance name", "Policy name", "Begin date", and "End date". The table contains one row with the following data: "1", "OMI", "no policy", and two blacked-out dates. There are also warning and delete icons at the end of the row.

2. Then click on the insurance contract.

This screenshot is identical to the previous one, but a red horizontal line is drawn under the first row of the table, indicating that the user has selected the insurance contract.

3. Click on  icon in the opened window

This screenshot shows the user interface after clicking on the shopping cart icon. The "Contract drafts" tab is still selected. Below the table, there are sections for "Objects/Risks", "Payment schedule", and "Payments". The "Payments" section is highlighted with a red box and contains a shopping cart icon. The "Objects/Risks" section shows a table with columns: "Object name", "Risk name", "Limit", and "Remainder". The "Payment schedule" section shows a table with columns: "Date", "Amount", "Paid", and "Remainder".

Confirmation that the payment will be added to payments cart in the user cabinet.

The screenshot shows a confirmation dialog box with the title "Adding an entry to the shopping cart" and the question "Add entry to the shopping cart?". There are two buttons: "YES" (highlighted with a red box) and "NO".

4. Then click “Pay by card”.

The screenshot shows the "Shopping cart" section of the user interface. It contains a table with columns: "Insurance name", "Policy name", and "Amount". The table has one row with the following data: "1", "OMI", and "EUR". There is a "DELETE" button at the end of the row. Below the table is a "Pay by card" button with logos for VISA, Mastercard, and BELFAST.

The following message will appear after clicking.

Attention!

You will be redirected to the payment system web site. After you pay and take a notification of successful conclusion of the insurance contract, the contract cannot be terminated.

[Continue](#) [Cancel](#)



bgs by
8 €
Order 200947

Payment security is confirmed by PCI DSS
certification. All transactions are performed
according to Visa, Mastercard and MIFER
requirements using the 3-D Secure protocol.
Assist does not transfer payment data to third
parties.

Card information

Card number	
Expiration	CVC
Enter card details 8 €	