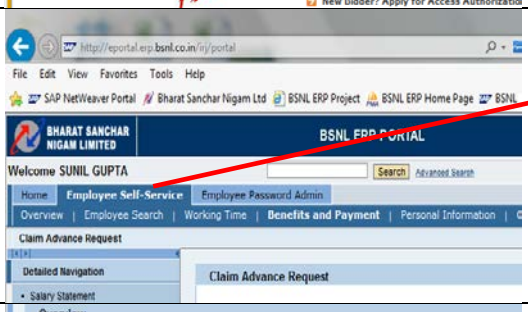
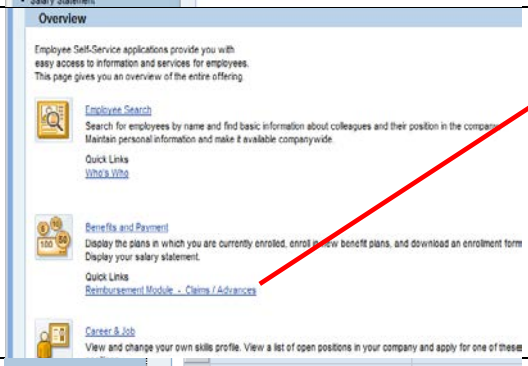
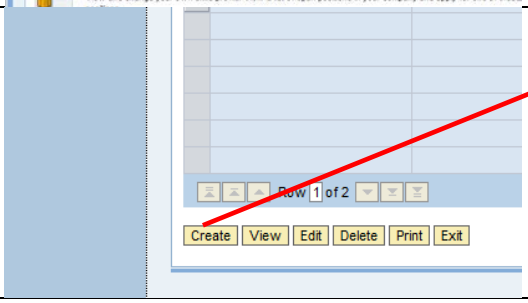
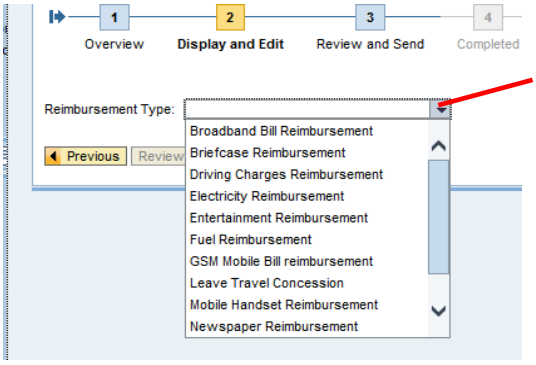
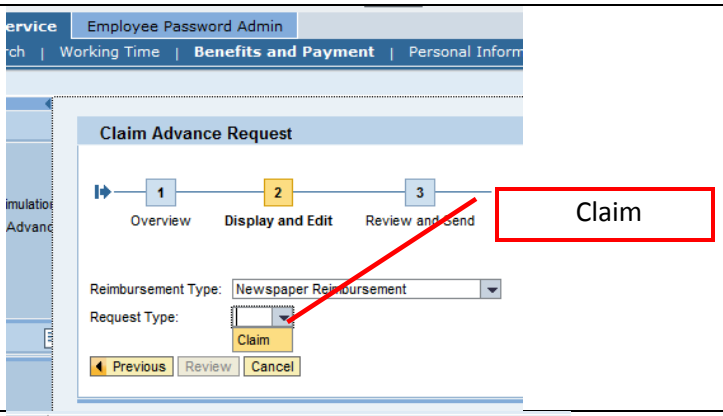
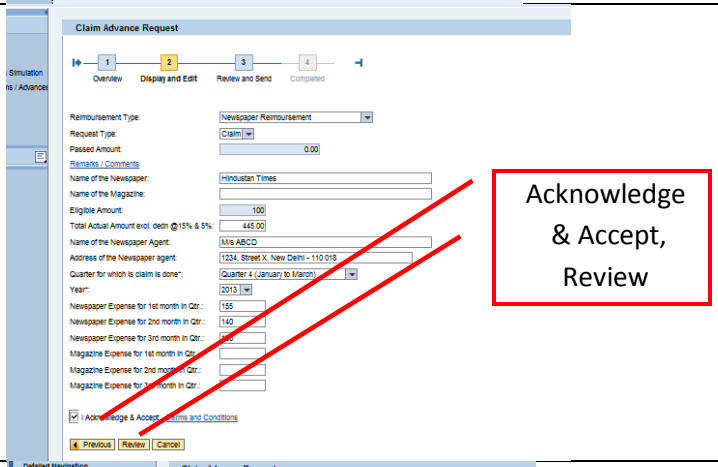
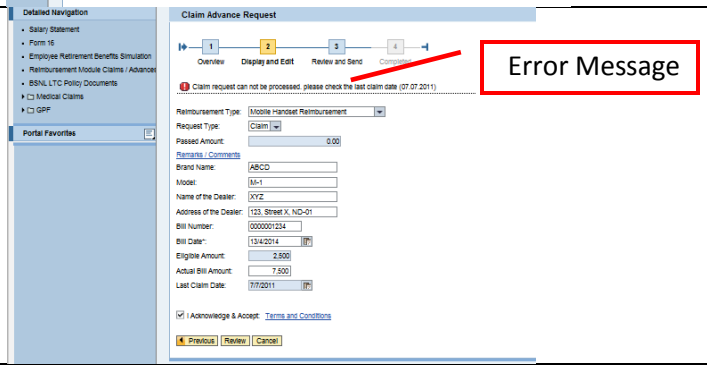
Creating claims in ESS [Employee Self Service]

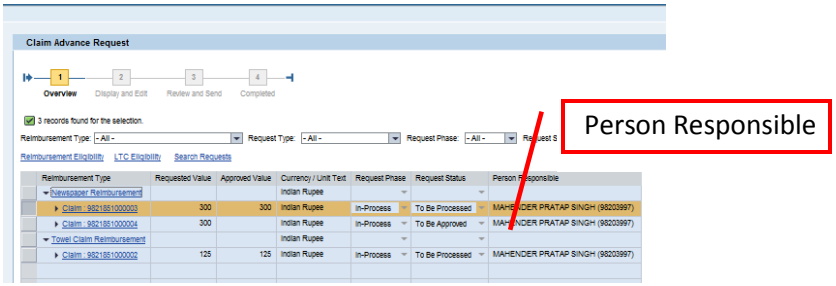
S. No	Step	Observation
1	Log into system by entering your **USER ID** i.e. last 8 digits of HRMS Number (Discard first digit i.e. 1 or 2) and **PASSWORD**	
2	**Click** on Tab **"Employee Self Service"**	
3	**Click** on link **"Reimbursement Modules - Claims / Advances"** under **"Tab Benefits & Payment"**	
4	**Click** on Tab **"Create"** on left side bottom of screen	
5	**Select "Reimbursement Type"** from the drop down menu in window [Broadband Bill, Briefcase, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, Mobile Handset, Newspaper, Fixed Telephone Bill and Towel]	

For ERP help in BSNL CO; Contact: Mr. Sunil Gupta [(09412223889 & 9868523889) WS-5107 BSB] Mr. Anup Bhar [(09412223266) WS-5097 BSB], Mr. Rakesh Meena [(9868214865) WS-5112 BSB] or Register complaint at **corp.bsnl.in/cit**

S. No	Step	Observation
6	**Select** Request Type **"Claim"**	
7	As screen appears 1. Fill all the data. 2. **Acknowledge & Accept "Terms and Conditions" by Clicking** on **"Check Box"** **3.** Press Tab **"Review"**	
8	See for the message on top of the screen. If any error, take remedial action as per error.	
9	If no error message **Click** Tab **"Submit"**	**A claim number is generated and claim is forwarded.**

Please remember:

1. ESS is most compatible in INTERNET EXPLORER only.
2. Sometimes claims are not submitted properly. Please open nodes of the claim in the initial screen for the claims & reimbursement [As Step 4 above] and see for Person Responsible. In case USER NOT FOUND is displayed, it means that the claim is not submitted properly. Please re-submit the claim.



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