

mySukoon PORTAL

ONBOARDING

# WHAT IS mySukoon?

mySukoon

<https://medical.sukoon.com>

Medical policy servicing and claims reimbursement portal



# AVAILABLE FUNCTIONALITIES

- Submit and track claims.
- Generate settlement summary.
- View member and policy details.
- Update member details including addition and deletion.
- Request card replacement .
- Download pre-approved certificates, e-cards and invoices.
- Generate Invoices and various insured level reports.

Policy Holder

- Submit and track claims.
- View and download the settlement summary.
- Update personal and dependents' details.
- Download pre-approved certificates and e-cards.
- Update bank details.
- Select the mode of reimbursement.

Insured Member

WE RECOMMEND USING ONE OF  
THE FOLLOWING BROWSERS

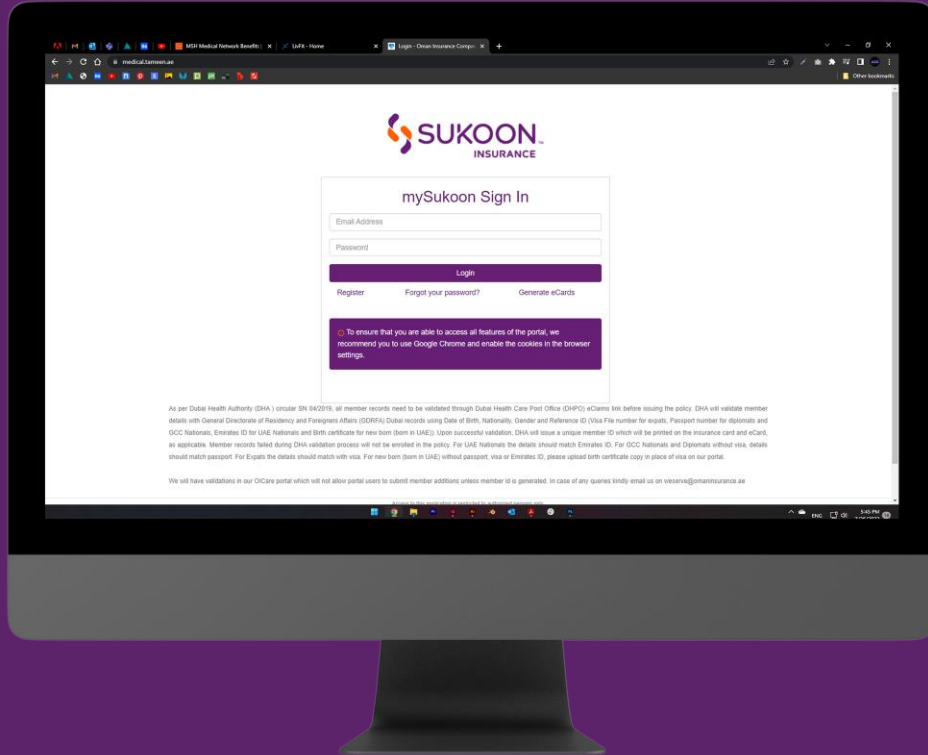


Google Chrome



Microsoft Edge

# REGISTRATION AND LOGIN



## Members

- Click on register to create an account.
- while registering the Emirates ID number will need to be entered exactly how it appears on the document (784-XXXX-XXXXXXXX-X)
- The login details will be sent via email.

## HR & Brokers

- Click on register, select role as Broker or Corporate (HR)
- Download the account creation request template.
- Fill the excel and send it to the Relationship Manager.
- Login details will be emailed within 2 working days.



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