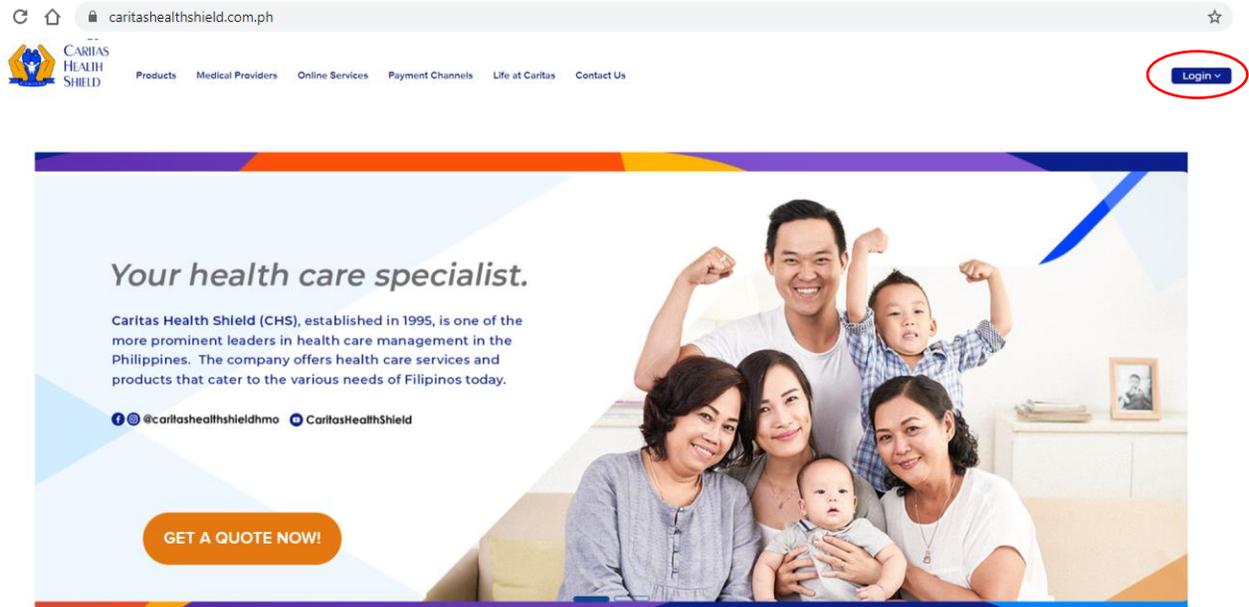


## HOW TO ADD A POLICY?

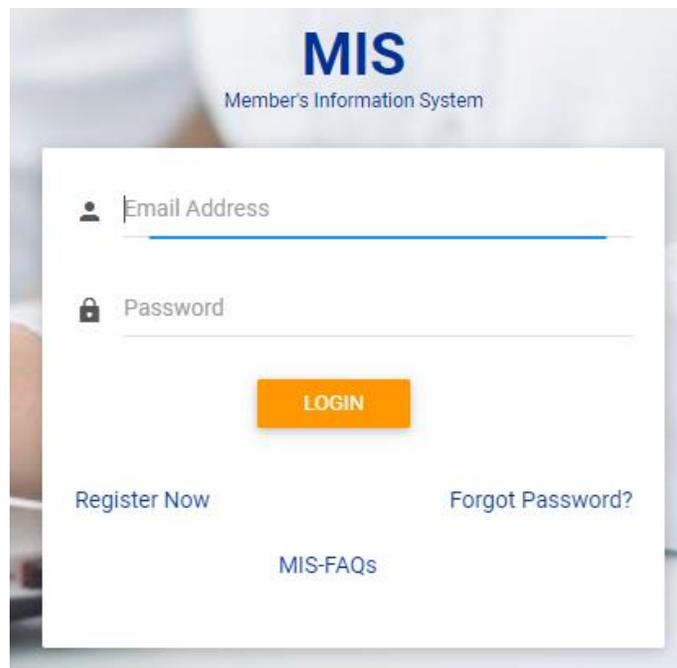
### Step 1

Visit our CHS website at [www.caritashealthshield.com.ph](http://www.caritashealthshield.com.ph) and click **Login**.



### STEP 2

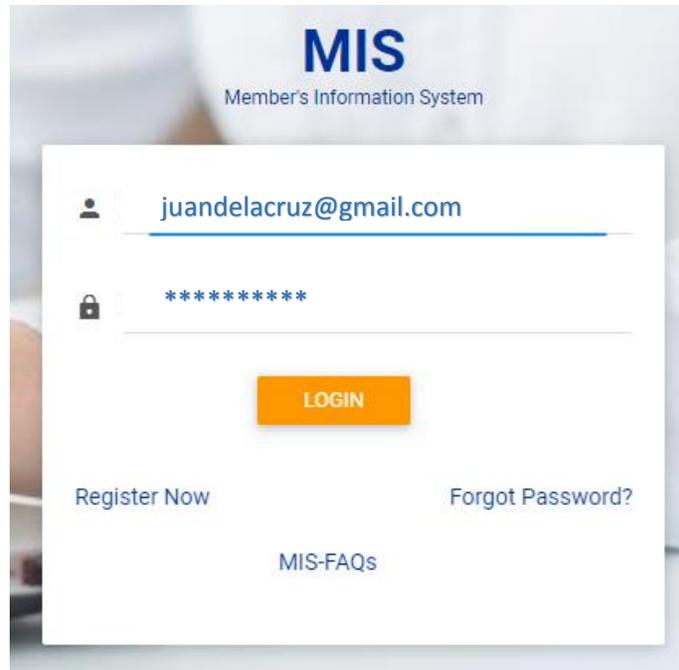
Enter your **Email Address** and **Password** in the Member's Information System (MIS). If you are not yet registered, kindly click this link on [How to Register](#).

A screenshot of the Member's Information System (MIS) login form. The form is titled "MIS Member's Information System" and contains two input fields: "Email Address" and "Password". Below the fields is an orange "LOGIN" button. At the bottom of the form, there are links for "Register Now", "Forgot Password?", and "MIS-FAQs".

## HOW TO ADD A POLICY?

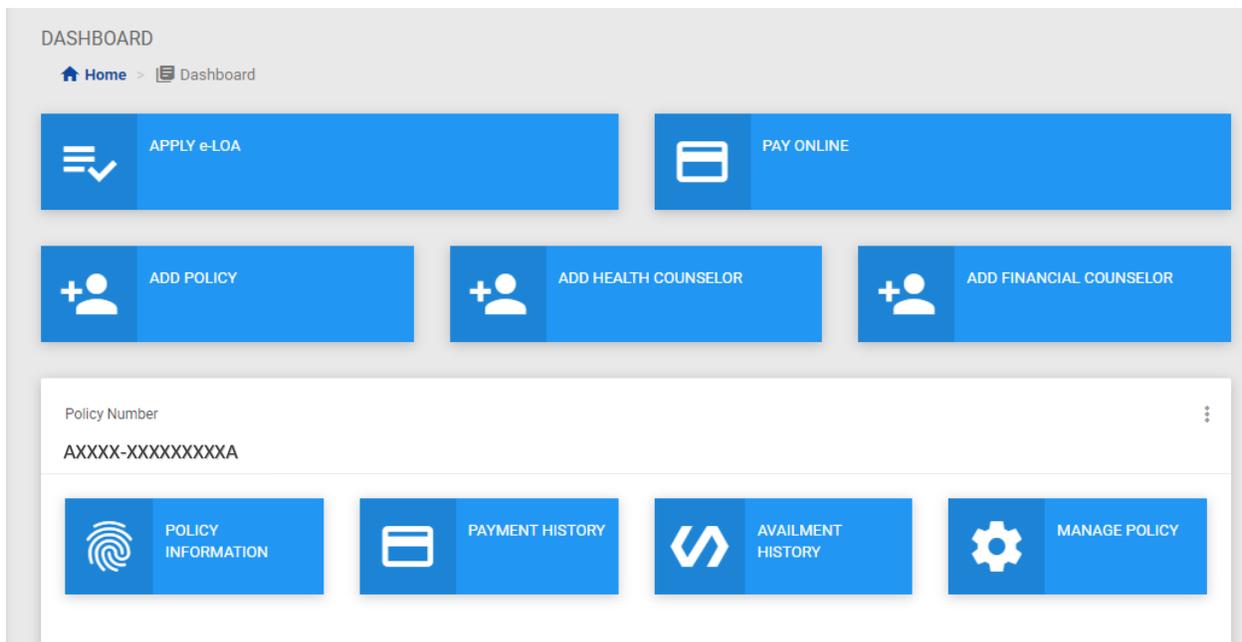
### STEP 3

Click **LOGIN** to start your session.



### STEP 4

Welcome to Caritas Health Shield Member's Information System! Click **ADD POLICY**.

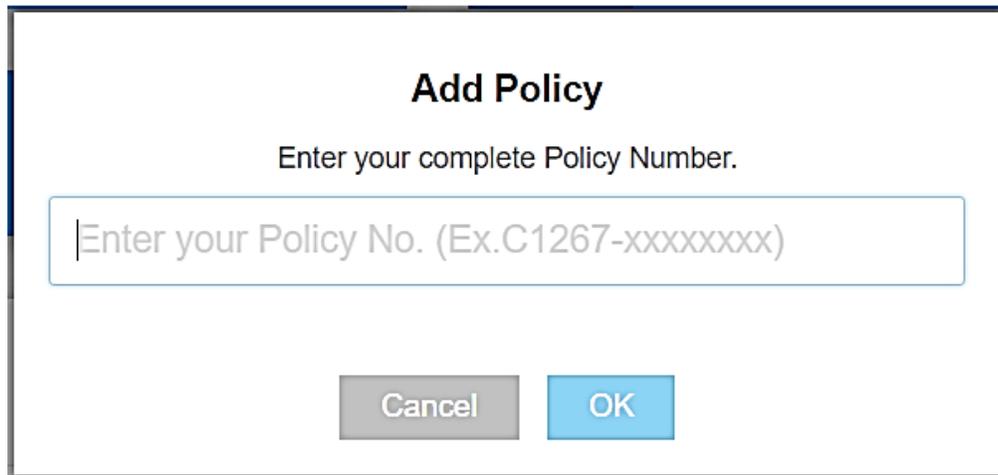


## HOW TO ADD A POLICY?

### STEP 5

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Enter your complete **Policy Number**. Click **OK**.

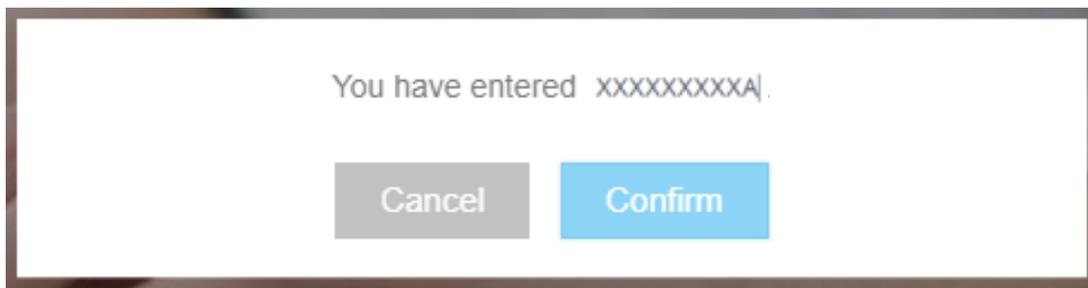


The screenshot shows a dialog box titled "Add Policy". Below the title, it says "Enter your complete Policy Number." There is a text input field with a light blue border and a light blue background. The text inside the field is "Enter your Policy No. (Ex.C1267-xxxxxxx)". Below the input field, there are two buttons: a grey "Cancel" button and a blue "OK" button.

### STEP 6

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Kindly check if you have entered your Policy Number correctly. If correct, please click **Confirm**.



The screenshot shows a confirmation dialog box. The text inside says "You have entered xxxxxxxxxA.". Below the text, there are two buttons: a grey "Cancel" button and a blue "Confirm" button.

## HOW TO ADD A POLICY?

### STEP 7

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You have successfully added your Policy Number. Click **Continue** to proceed.

