

DIGILOCKER

ONE PLACE TO KEEP YOUR POLICY DOCUMENTS SAFE

A One Stop solution to safeguard and track all your policy documents. Link your Aadhaar card and phone number to your **DigiLocker** and get instantaneous access to all your policy documents* anywhere at any time.

*Available for policies issued after April 1, 2015

A GUIDEBOOK



Step 1

Go to DigiLocker portal
<https://digilocker.gov.in/>
and login with your credentials.



Sign In

Sign Up



CTET JANUARY 2021
Mark Sheets and Certificates
are now available
in DigiLocker

Get your certificate now

Download on the Google Play Store and the App Store.

Most Popular



AADHAAR CARD



**COVID-19
Vaccination
Certificate**



Vehicle Registration



Driving License

Step 2

Click on the
'Get Issued Documents'
on the dashboard.

The image shows a screenshot of the DigiLocker dashboard. A cartoon illustration of a man in a blue shirt is pointing towards the 'Issued Documents' menu item in the left sidebar, which is circled in orange. The dashboard features a navigation menu on the left with options: Dashboard, Issued Documents, Uploaded Documents, Shared Documents, and Activity. Below the menu are sections for 'DigiLocker Network' (Issuers, Requesters), 'Share DigiLocker' (social media icons), and 'Download Mobile App' (Google Play and App Store buttons). The main content area includes a banner for 'Airport Entry Gets Easier Now' with a 'Show Issued Documents in DigiLocker and Enter Airports' link. Below the banner is a section titled 'DigiLocker 'Issued Documents' are at par with original documents as per IT Act' with a large '1' and 'ISSUED DOCUMENTS' text, and a 'Get Issued Documents' button. To the right, there is a 'Quick Links' section with three items: 'Get your Digital Driving Licence', 'Get your Digital Vehicle RC', and 'Get your PAN Verification Record'. The browser address bar shows 'digilocker.gov.in/index.php/apps/dashboard/#no-back'.

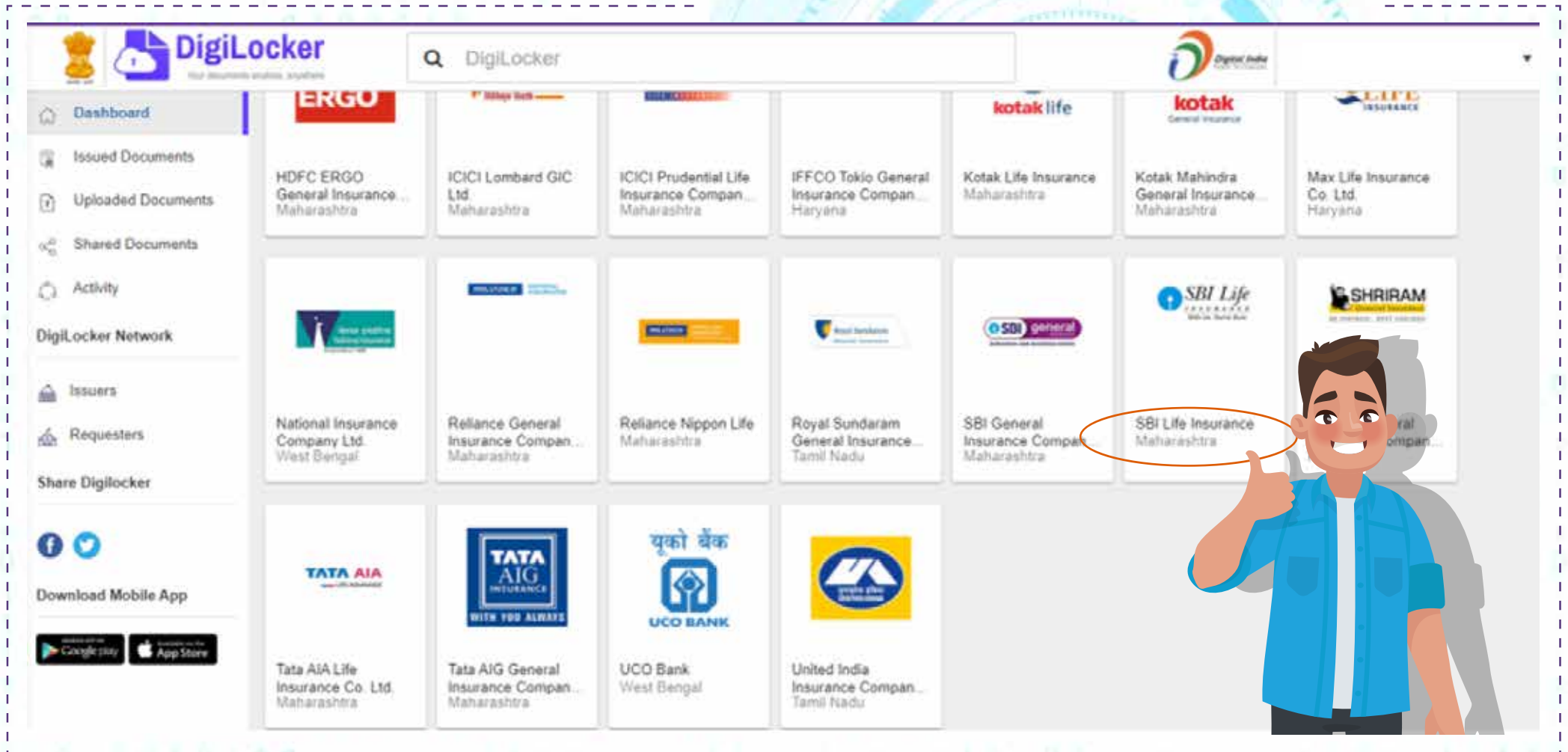
Step 3

Click on the
'View All (32)'
option as shown below.

The screenshot shows a web dashboard interface. On the left is a sidebar with navigation options: Dashboard, Issued Documents, Uploaded Documents, Shared Documents, Activity, DigLocker Network, Issuers, Requesters, Share Digilocker, and Download Mobile App (with Google Play and App Store icons). The main content area is divided into three sections: Education, Banking and Insurance, and Health. Each section contains a grid of logos and names of institutions or companies. In the Education section, there are 8 items, with a 'View All (84)' link at the top right. In the Banking and Insurance section, there are 8 items, with a 'View All (32)' link at the top right. In the Health section, there is 1 item, with a 'View All (6)' link at the bottom right. An orange arrow points from the text 'Click on the 'View All (32)' option as shown below.' to the 'View All (32)' link in the Banking and Insurance section. The 'View All (6)' link in the Health section is also circled in orange.

Step 4

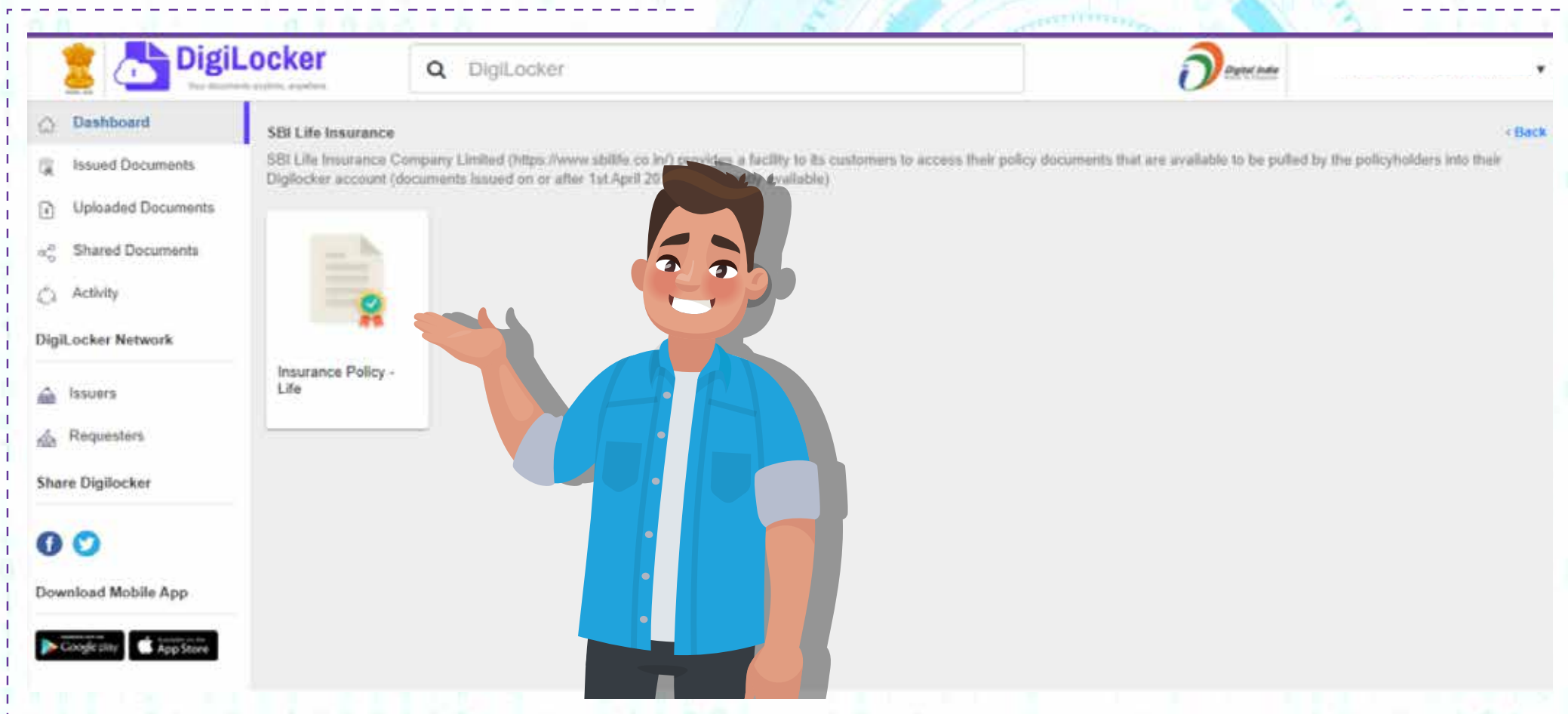
Click on the
‘SBI Life Insurance’
card on the dashboard.



The screenshot displays the DigiLocker dashboard interface. On the left, there is a navigation menu with options: Dashboard, Issued Documents, Uploaded Documents, Shared Documents, Activity, DigiLocker Network, Issuers, Requesters, and Share DigiLocker. Below the menu are social media icons and a section for downloading mobile apps from Google Play and the App Store. The main area shows a grid of insurance provider cards. The 'SBI Life Insurance' card is highlighted with an orange circle, and a cartoon character points to it. Other visible cards include ERGO, ICICI Lombard GIC Ltd, ICICI Prudential Life Insurance, IFFCO Tokio General Insurance, Kotak Life Insurance, Kotak Mahindra General Insurance, Max Life Insurance, National Insurance Company Ltd, Reliance General Insurance, Reliance Nippon Life, Royal Sundaram General Insurance, SBI General Insurance, SHRIRAM, Tata AIA Life Insurance, Tata AIG General Insurance, UCO Bank, and United India Insurance Company.

Step 5

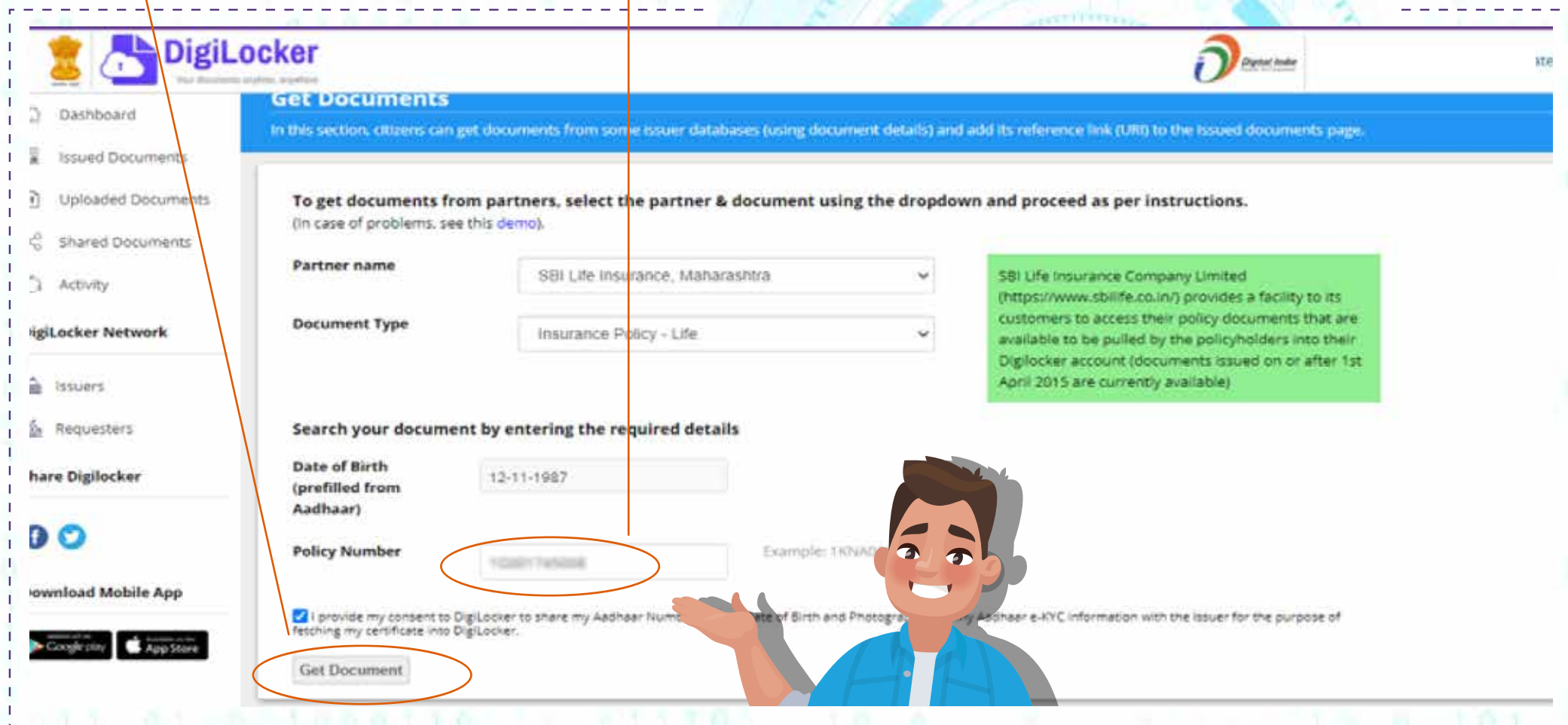
Click on the **below icon** to fetch policy document.



The screenshot displays the DigiLocker web interface. At the top, there is a search bar with the text "DigiLocker" and the DigiLocker logo. Below the search bar, the main content area shows "SBI Life Insurance" with a description: "SBI Life Insurance Company Limited (https://www.sbilife.co.in) provides a facility to its customers to access their policy documents that are available to be pulled by the policyholders into their DigiLocker account (documents issued on or after 1st April 2018 are available)". A document icon with a green checkmark and a red ribbon is shown, labeled "Insurance Policy - Life". A cartoon character of a man in a blue shirt is pointing towards this document. The left sidebar contains navigation options: Dashboard, Issued Documents, Uploaded Documents, Shared Documents, Activity, DigiLocker Network, Issuers, Requesters, Share DigiLocker, and Download Mobile App. The bottom of the sidebar features social media icons for Facebook and Twitter, and buttons for downloading the mobile app from Google Play and the App Store.

Step 6

Enter Policy Number
and click on
'Get Document'



DigiLocker
Your Documents anytime, anywhere

Get Documents
In this section, citizens can get documents from some issuer databases (using document details) and add its reference link (URL) to the Issued documents page.

To get documents from partners, select the partner & document using the dropdown and proceed as per instructions.
(In case of problems, see this [demo](#)).

Partner name SBI Life Insurance, Maharashtra

Document Type Insurance Policy - Life

SBI Life Insurance Company Limited
(<https://www.sbilife.co.in/>) provides a facility to its customers to access their policy documents that are available to be pulled by the policyholders into their DigiLocker account (documents issued on or after 1st April 2015 are currently available).

Search your document by entering the required details

Date of Birth (prefilled from Aadhaar) 12-11-1987

Policy Number TKNAD Example: TKNAD

I provide my consent to DigiLocker to share my Aadhaar Number, Date of Birth and Photograph with the issuer for the purpose of fetching my certificate into DigiLocker.

Get Document

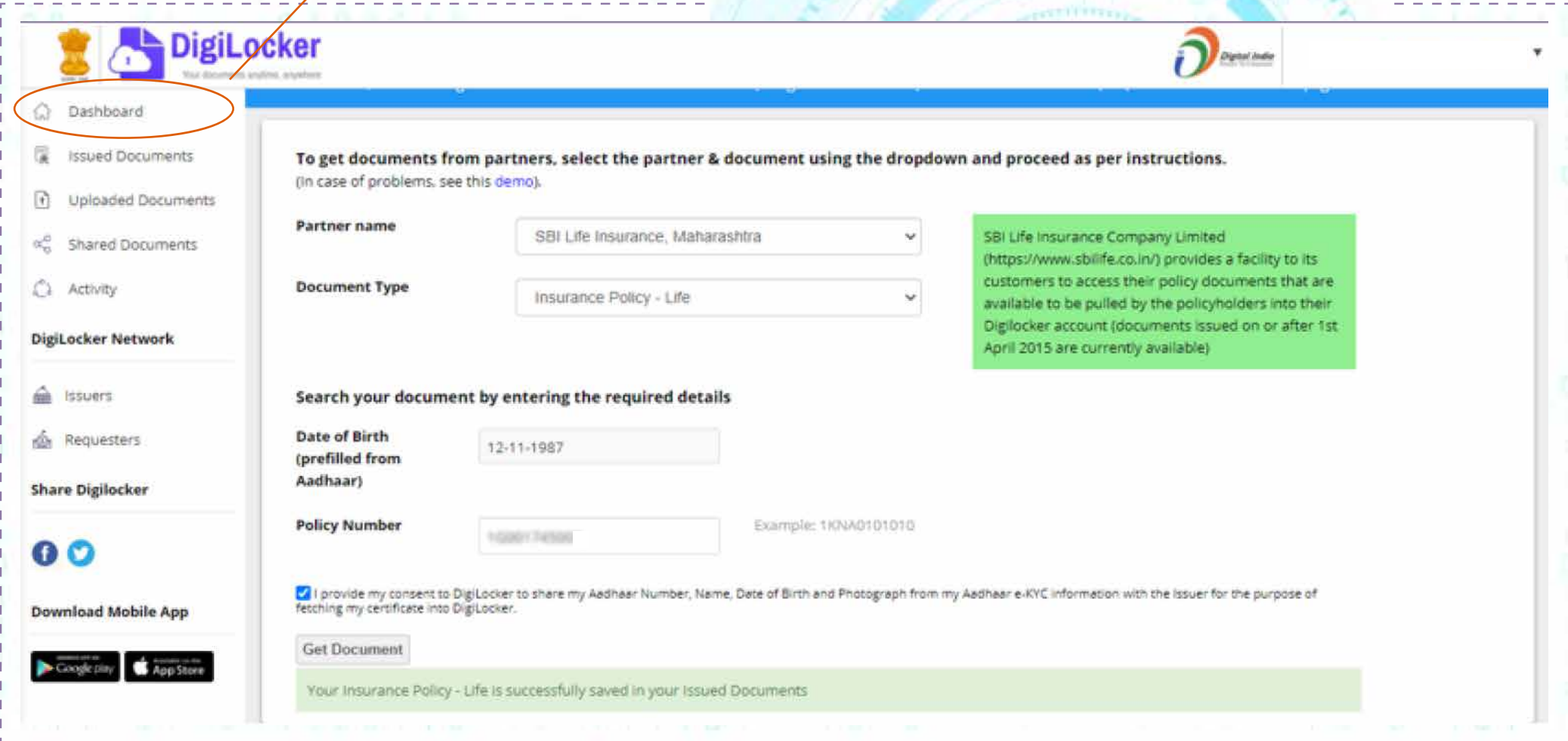
Step 7

Once clicked,
document **fetching** will be in progress.

The screenshot displays the DigiLocker web interface. On the left is a navigation sidebar with options like Dashboard, Issued Documents, and Shared Documents. The main content area features a form with 'Partner name' set to 'SBI Life Insurance, Maharashtra' and 'Document Type' set to 'Insurance Policy - Life'. A green callout box provides details about SBI Life's document access facility. Below the form, a progress indicator shows a green checkmark and the text 'Fetching Data from its Original Source'. At the bottom, logos for DigiLocker (MeitY, Govt of India) and SBI Life Insurance, Maharashtra are shown. A cartoon character of a man in a blue shirt stands on the right side of the interface. A '256 BIT SECURE' logo is located in the bottom right corner.

Step 8

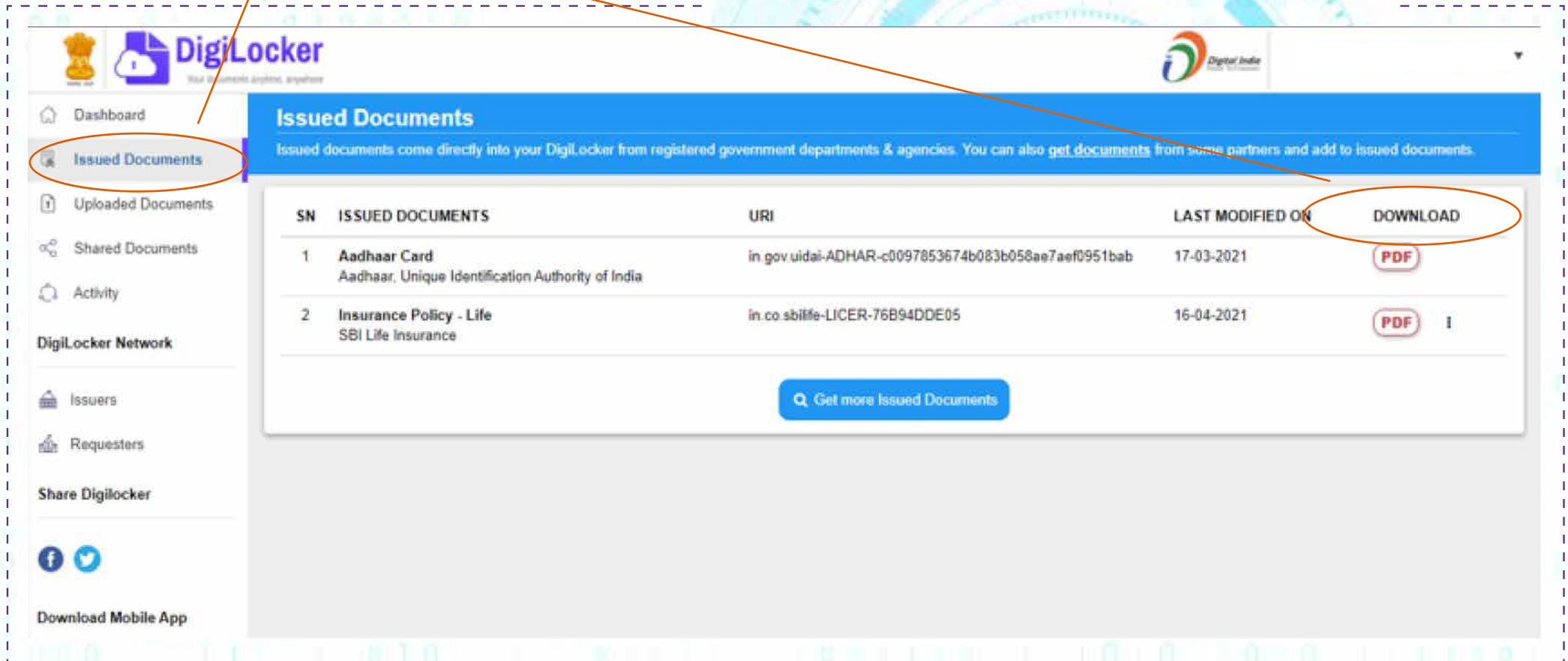
Once the document has been pulled out it can be seen in your **dashboard**.



The screenshot displays the DigiLocker web interface. On the left, a navigation menu includes 'Dashboard' (circled in orange), 'Issued Documents', 'Uploaded Documents', 'Shared Documents', and 'Activity'. Below this are sections for 'DigiLocker Network' (Issuers, Requesters), 'Share DigiLocker' (Facebook, Twitter), and 'Download Mobile App' (Google Play, App Store). The main content area features a header with the DigiLocker logo and the tagline 'Your documents, anytime, anywhere', and the Digital India logo. A central instruction reads: 'To get documents from partners, select the partner & document using the dropdown and proceed as per instructions. (In case of problems, see this [demo](#)).' Below this are two dropdown menus: 'Partner name' (selected: SBI Life Insurance, Maharashtra) and 'Document Type' (selected: Insurance Policy - Life). A green callout box provides details: 'SBI Life Insurance Company Limited (https://www.sbilife.co.in/) provides a facility to its customers to access their policy documents that are available to be pulled by the policyholders into their DigiLocker account (documents issued on or after 1st April 2015 are currently available)'. Further down, a section titled 'Search your document by entering the required details' contains input fields for 'Date of Birth (prefilled from Aadhaar)' (12-11-1987) and 'Policy Number' (with an example: 1KNA0101010). A consent checkbox is checked, stating: 'I provide my consent to DigiLocker to share my Aadhaar Number, Name, Date of Birth and Photograph from my Aadhaar e-KYC information with the Issuer for the purpose of fetching my certificate into DigiLocker.' A 'Get Document' button is present, and a green success message at the bottom reads: 'Your Insurance Policy - Life is successfully saved in your Issued Documents'.

Step 9

Policy document will be shown in your dashboard.
Click to **view/download**.



Issued Documents

Issued documents come directly into your DigiLocker from registered government departments & agencies. You can also get documents from some partners and add to issued documents.

| SN | ISSUED DOCUMENTS | URI | LAST MODIFIED ON | DOWNLOAD |
|----|--|---|------------------|---------------------|
| 1 | Aadhaar Card Aadhaar, Unique Identification Authority of India | in.gov.uidai-ADHAR-c0097853674b083b058ae7aef0951bab | 17-03-2021 | PDF |
| 2 | Insurance Policy - Life SBI Life Insurance | in.co.sbilife-LICER-76B94DDE05 | 16-04-2021 | PDF |

[Get more Issued Documents](#)

Step 10

You can **view/download** the policy document.

The screenshot shows a web browser displaying a PDF document from digilocker.gov.in. The document is a policy document from SBI Life Insurance. A thumbs-up icon is overlaid on the left side of the document. Two orange circles highlight specific features: one around a thumbnail of the document in the left sidebar, and another around the download and print icons in the top right corner of the PDF viewer interface.

Document Content:

SPEEDPOST - EA114354638N

2370001 14800 / 161 SpeedPost / India / 111

MUMBAI PC /16-P2021453

Date : 17-Nov-2014

| | |
|----------------|-----------------------------|
| Customer No. : | 07111780 |
| Policy No. : | 100001746-000 |
| Product Name : | SBI Life - eTermiLife Cover |

Dear Mr. Ashish Subhadrasen Patil,

We welcome you in the SBI Life family and thank you for your trust in our products. Joining SBI Life family will give you access to best customer service and large range of products which cater to most of your life insurance needs. You will find your **Policy Document** and **First Premium Receipt** with this letter. Please check all details and make sure that it is kept safely. Copy of the proposal form is also enclosed.

Please note this is a Regular premium payment insurance Policy. The premium due dates are : 11/11 every year.

Your Contact Point
For any information/ clarification, please contact

1. Your local service branch : MUMBAI PC, SBI LIFE INSURANCE CO. LTD. 2ND FLOOR, FLEXCEL PARK B WING NEXT TO 24 KARAT MULTIPLEX, S.V. ROAD, JOGESHARI (WEST), MUMBAI - 400102, MAHARASHTRA +91-2266283202 or,
2. Call us toll free at our customer service helpline **1800 22 9090**
3. In case you have any complaint/grievance, you may contact the following official for resolution.



BEWARE OF SPURIOUS PHONE CALLS AND FICTITIOUS/FRAUDULENT OFFERS

IRDAI is not involved in activities like selling insurance policies, announcing bonus or investment of premiums. Public receiving such phone calls are requested to lodge a police complaint.

Trade logo displayed above belongs to State Bank of India and is used by SBI Life under license. SBI Life Insurance Company Limited. Registered & Corporate Office: Natraj, M.V. Road & Western Express Highway Junction, Andheri (East), Mumbai - 400 069. **IRDAI Regd. No. 111.** CIN: L99999MH2000PLC129113 • Website: www.sbilife.co.in • E-mail: info@sbilife.co.in • Toll Free: 1800-267-9090 (Between 9:00 am to 9:00 pm) • SMS 'CELEBRATE' to 56161.