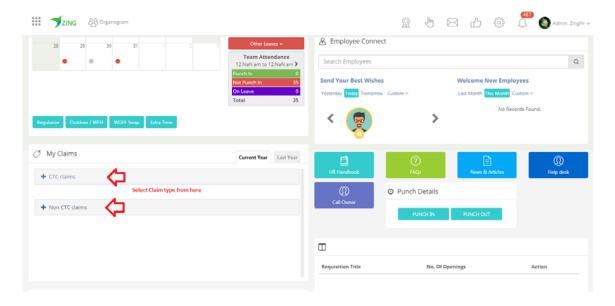
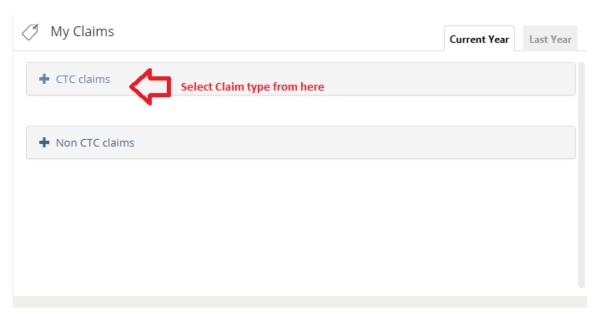
How to apply for 'Claims'

You can follow the below steps to apply for 'Claims' on Zing HR:

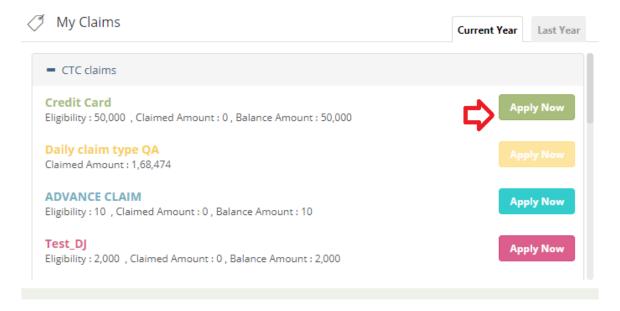
- 1. Log in to your Zing HR account.
- 2. Select the Claim type from the left-hand bottom side on Dashboard (CTC or Non CTC)



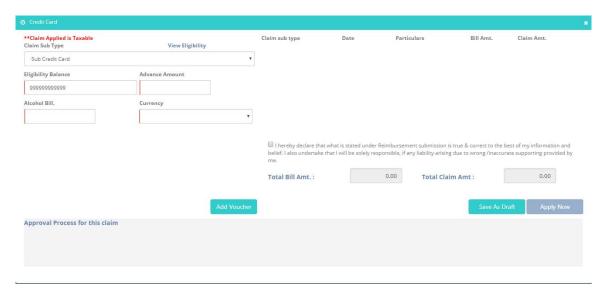
For CTC Claim-



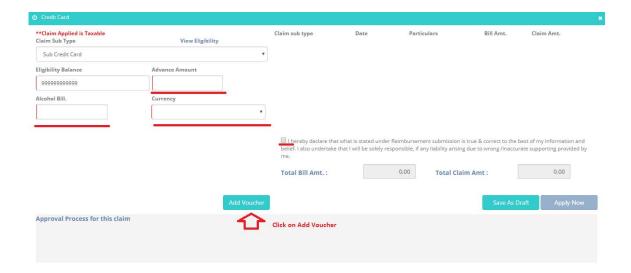
3. Click on the CTC claim will get the CTC claim Types and click on 'Apply Now'.



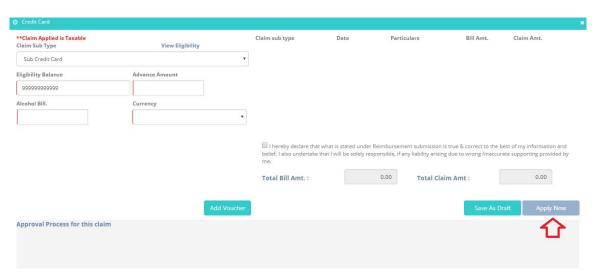
4. New window will appear.



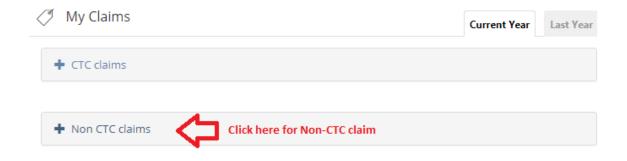
- 5. Enter the compulsory field and click 'Add Voucher' button.
- 6. If there is any approval matrix defined then it will reflect below the 'Approval Process for this claims'.



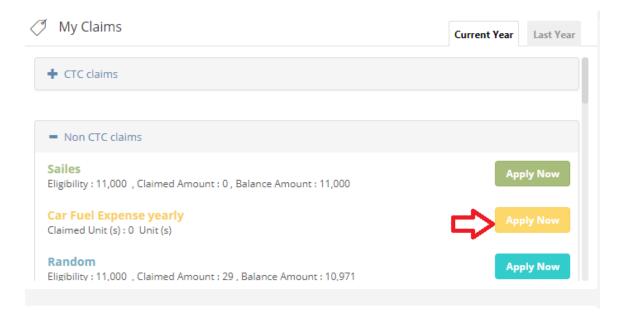
7. Click 'Apply Now ' button and you are done!



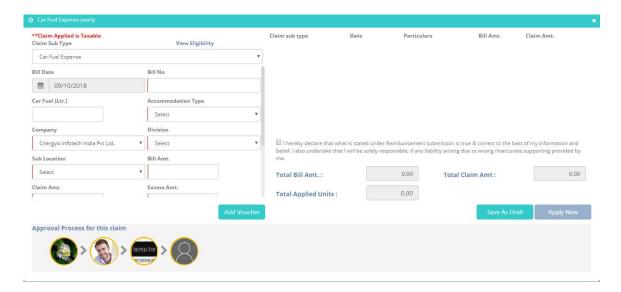
For Non-CTC Claim-



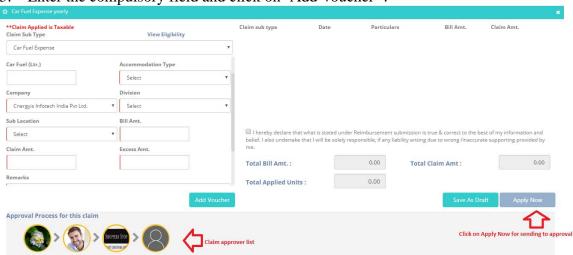
3. Click on the Non-CTC claim will get the Non-CTC claim Types and click on 'Apply Now'.



4. New window will appear.



5. Enter the compulsory field and click on 'Add Voucher'.



6. Click 'Apply Now ' button and you are done!