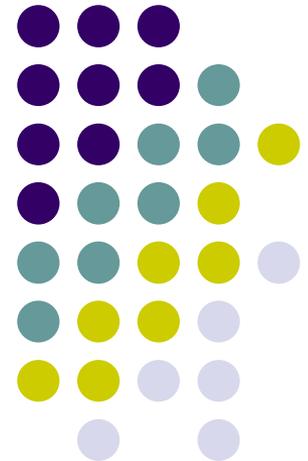


QUICK START GUIDE

HR PORTAL — INTER SANTE ©

Take control of your health management in minutes





-  Manage policyholders and their families
-  Track premiums and claims
-  Monitor health consumption
-  HR control point for the health contract



RADIANT : HR PORTAL

Language
Anglais <=> English

Login
kone_rhe

Password

Login

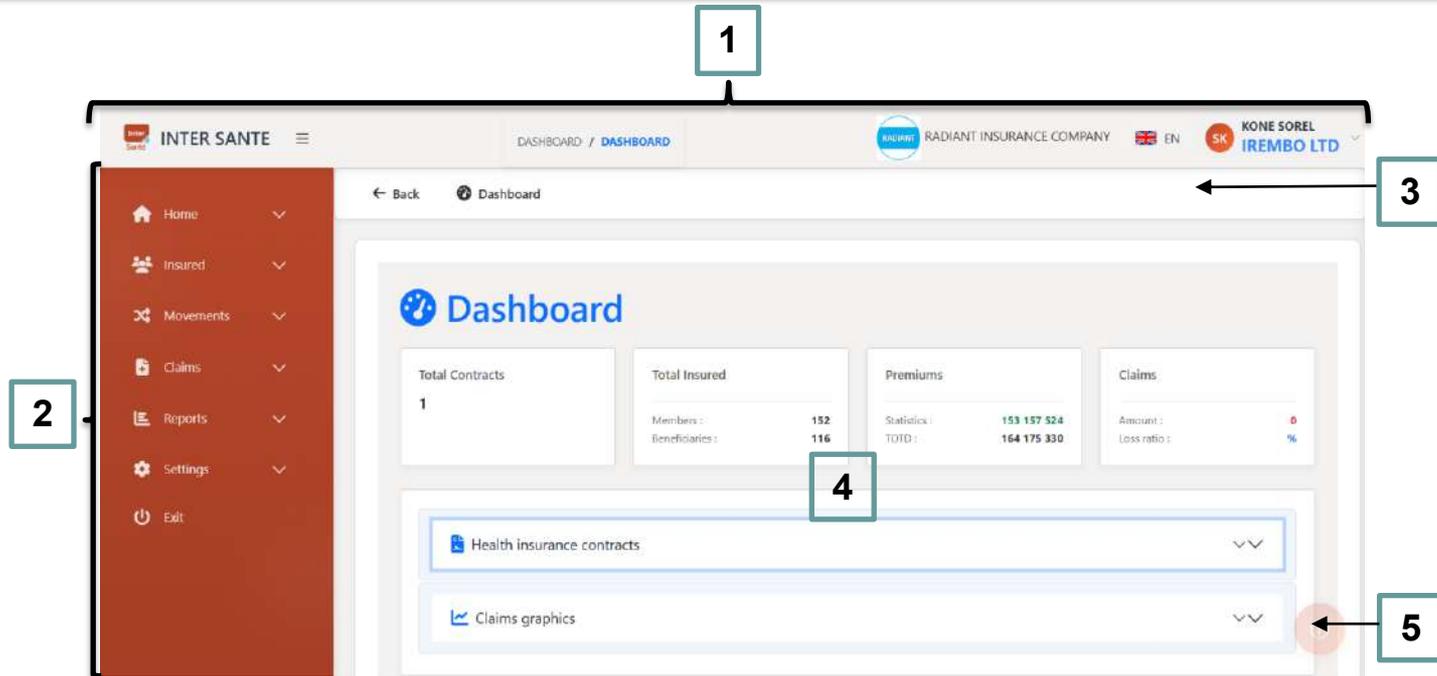
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-  Choose language
-  Enter login and password
-  Access secure area
-  Never share your login details



Understanding the Interface



1.  Top bar : identity and navigation
2.  Side menu : business modules
3.  Action bar: page buttons
4.  Central area: data and forms
5.  Context button: active Policy, Policyholder or Beneficiary



Dashboard

Total Contracts

1

Total Insured

Members : **152**
Beneficiaries : **116**

Premiums

Statistics : **153 157 524**
TOTD : **164 175 330**

Claims

Amount : **0**
Loss ratio : **%**

 Health insurance contracts



 Claims graphics



Home Page : **Dashboard**

 Global view of health portfolio

 Insured members count

 Premiums vs claims

 Quick access to policies



Policy Form

POLICY : RAD000217 ID: 45

Premiums not charged

1 629

CUSTOMER

IREMBO LTD

POLICY NUMBER

RAD000217

BROKER / REFERRER

AUCUN

COM RATE(%)

0

CONTRACT TYPE

GROUP

STATE OF THE POLICE

In force

DATE EFFECT

01/11/2026

DEADLINE

01/10/2027

AMENDMENT NO

369

MANAGED SERVICE ACTIVATED

NO

REPLACE FAMILY

YES

Special Terms Text...

Premiums
176 346 985

Cashing
0

Balance
176 346 985

 View policy terms and key indicators

 This is the entry point to insured members, finances, and more: Click one of the page buttons in the Action bar

Colleges

- 👥 A college = group or category of member
- 📄 Same benefits and rates
- 💰 Direct impact on premiums and entitlements



📍 Policy Form → College → List of colleges

List of colleges

POLICY : RAD000217

Category	College Designation	Principal Member	Dependent	Prem WOT	Taxes	Accessory Fees	Premium TOTD
CD	Catégorie 0	164	140	928 409	46 420	12 000	163 519 956
CI	Catégorie 1	10	19	2 316 029	115 801	12 000	24 666 300
TOTALS		174	159	175 419 366	8 770 890	3 996 000	188 186 256

Click on "Premium TOTD" to view college details

College consultation

COLLEGE : Catégorie 0

CATEGORY	BUYBACK OF CO-PAY?	BUYBACK RATE (%)	SURRENDER PREMIUM RATE (%)		
Catégorie 0	Yes	0.00	0.00		
NBER FAMILY	NBER DEPENDENT	BASIC PREMIUM	SURCHARGE	FUNERAL COSTS	Moderator Tickets...
164	140	844 008	0	0	



Member Management

POLICY : [RAD000217](#)

🔍 Global search... All the colleges ↻

Family N°	Identity	College	Period	Detail
00450031	FAMILLE 3 844 Aderent	C1 Catégorie 1	02/16/2017 → 06/01/2027	
00450120	FAMILLE 10848 Aderent	C0 Catégorie 0	09/21/2021 → 01/19/2025	
00450122	FAMILLE 10850 Aderent	C0 Catégorie 0	09/21/2021 → 01/19/2025	
00450124	FAMILLE 11016 Aderent	C0 Catégorie 0	10/22/2021 → 01/19/2025	
00450126	FAMILLE 11018 Aderent	C0 Catégorie 0	10/22/2021 → 01/19/2025	
00450127	FAMILLE 11019 Aderent	C0 Catégorie 0	10/22/2021 → 01/15/2026	
00450130	FAMILLE 11022 Aderent	C0 Catégorie 0	10/22/2021 → ...	

 Search and filter

 Export / print

 Access the individual file (Membership form page) by clicking "Detail"

Membership form

Member Management → Detail → Membership form

Membership form

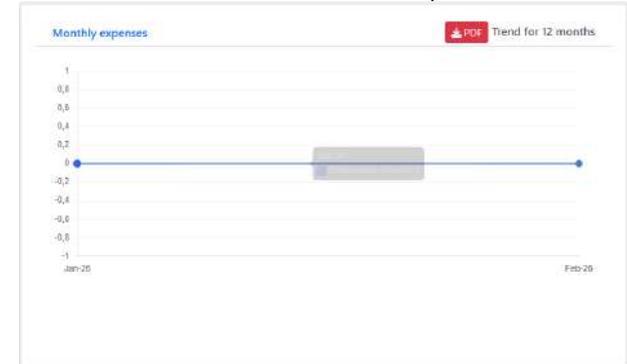
POLICY : RAD000217 ID: 45

Member informations : 00450143

NAME & SURNAMES	COLLEGE	CONTACT
Famille 11385 Aderent	Categorie 0	22506802339,22579939254
EMAIL	LOCATION	
Ikano@ebene.infoskone@ebene.info	Rwanda / VILLE DE KIGALI / NYARUGENGE	

Expense Analysis

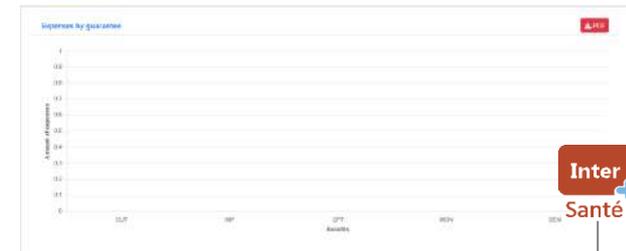
- Monthly expenses



- Expenses by relationship



- Expenses by guarantee



Family composition : Click on a member → Beneficiary File page

Family composition									
Photo	No Benef.	Name & Surnames	Sex	Relationship	Age	Prem. WOT	Premium TOTD	Status	
	0045014301	Famille 11385 Enfant 35674	M	Insured	30 ans	928 409	986 829	V	
TOTAL FAMILY						928 409	986 829		

Limits and Guarantees of the family

Limits and Guarantees of the family				
BENEFIT	LIMIT	CONSUM.	BALANCE	PER PERSON
Soins ambulatoires	1 266 012	0	1 266 012	—
Hospitalisation	8 440 080	0	8 440 080	—
Ophthalmol./Optiq (verres inclus)	422 004	0	422 004	—
Monture	84 401	0	84 401	—
Dentisterie	253 202	0	253 202	—

+ Add a Policyholder

📍 Policy Form → New Member → New Member

📍 Member Management → New Member → New Member



+ New Member

POLICY : RAD000217

GENERAL INFORMATION & CONTRACT

COLLEGE * AMENDMENT *

MEMBER'S NAME * FIRST NAME *

NATURE OF ID * ID NUMBER *

GENDER * DATE OF BIRTH * Age : 0 BLOOD GROUP * FAMILY SITUATION *

LOCATION & CONTACT

COUNTRY * PROVINCE * DISTRICT *

GEOGRAPHIC ADDRESS EMAIL

MOBILE PHONE * PHONE

MEMBERSHIP APPROVAL

DATE OF ENTRY *

PRO RATA? * CHILDREN

REGISTER THE MEMBER

🏷️ Choose college and endorsement

📄 Enter identity details

📊 Check calculation

💾 Save

Import Multiple Insured Members

- 📍 Policy Form → Import Insured → Import the insured
- 📍 Member Management → Import Insured → Import the insured



Import the insured

CLIENT / POLICYHOLDER IREMBO LTD	POLICY NO RAD000217	STATUS In force	PERIOD From 01/11/2026 To 01/10/2027
--	-------------------------------	---------------------------	--

Insured Import Process

- 1**
Excel Template
[Download](#)
- 2**
Upload the file
[Choose file](#)
- 3**
Related endorsement
[Link Endorsement](#)
- 4**
Final treatment
[Start the Import](#)

- 📄 Download the Excel template
- ✍️ Fill in required fields
- 🔗 Link to an endorsement
- 📊 Calculate premiums and validate

Movement Tracking

📍 Policy Form → Movements → Entries & exits policyholders

↔ **Entries & exits of policyholders**

POLICY : RAD000217 10:45

CLIENT INPUT: -- All --

RESEARCH PERIOD: From 02/01/2026 to 02/12/2026

MOVEMENT: -- All --

VALIDATION: -- All --

Ready for research
Select your criteria and click the refresh button

⬆️ New entries

⬇️ Terminations

📊 Full traceability



📍 Movements Menu → Entries & Exits → Insured Persons Entries & exits

↔ **Insured Persons' Entries & Exits**

INSURANCE POLICY: -- Select --

VALIDITY PERIOD: From 02/05/2026 to 02/12/2026

CLIENT INPUT: -- All --

TYPE OF MOVEMENT: -- All --

VALIDATION STATUS: -- All --

Refresh the list of movements

No data loaded
Use the filters above to start a search

Validate Reimbursements (Non-third party payment)

📍 Claims Menu → Reimbursement → Request validation



REQUEST VALIDATION

List of files Outside Third-Party Payment of policyholders

Period from: To: Validation status:

Please click on search to display the results

🔍 Filter requests

Search results 4 request(s) found

N° Request	Date / Time	Member / Beneficiary	Status	Reason / Comments	Nb Factures	Actions
14	01/22/2026 18:31:32	Enfatnt 76460 Famille 33314 Famille 33314 Aderent (00450353)	Validated	-	0	
12	01/22/2026 08:51:04	Enfatnt 76461 Famille 33314 Famille 33314 Aderent (00450353)	Refused	test	0	
11	01/22/2026 08:50:20	Enfatnt 76460 Famille 33314 Famille 33314 Aderent (00450353)	Validated	-	0	
10	01/22/2026 08:48:11	Enfatnt 76456 Famille 33314 Famille 33314 Aderent (00450353)	Waiting	-	1	

📁 Verify supporting documents by clicking on

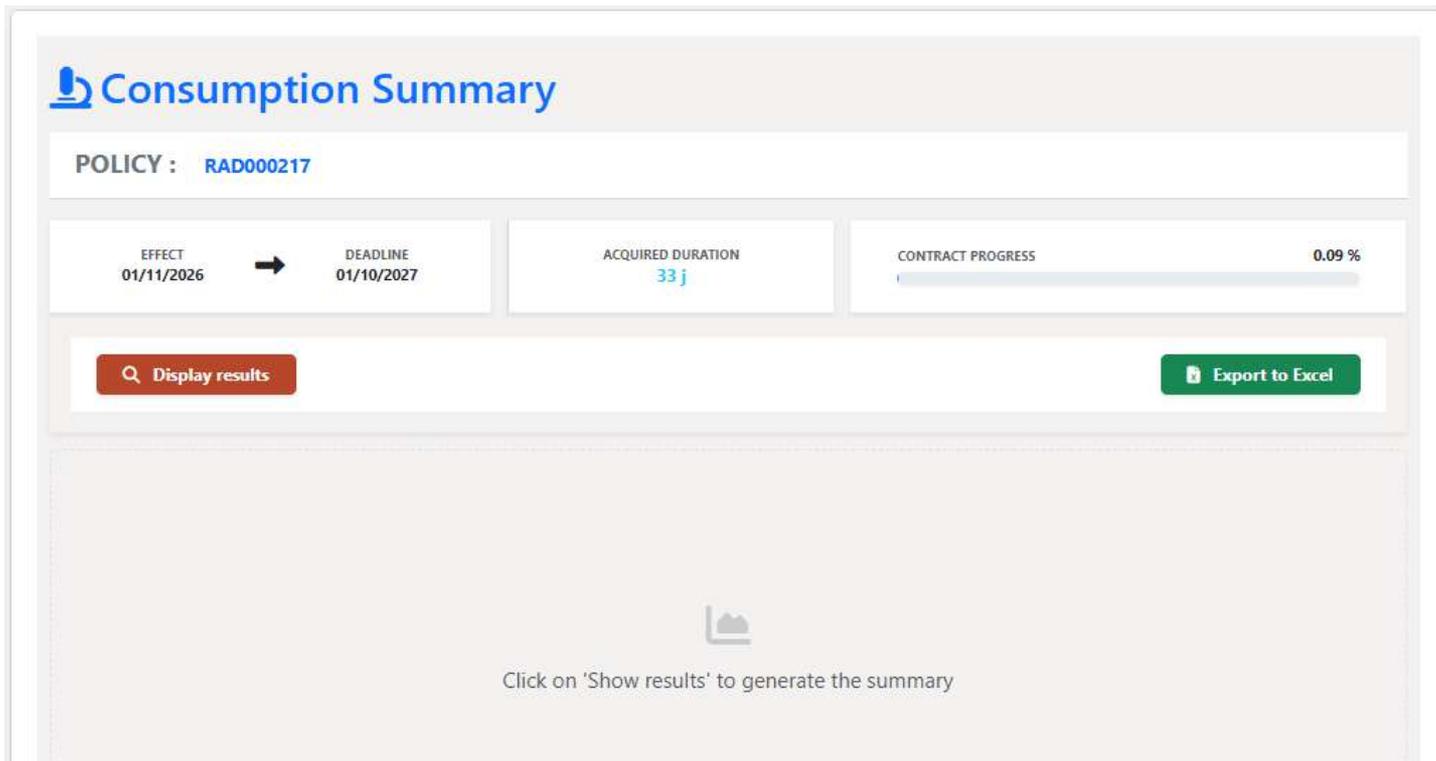
✓ Validate HR by clicking on

📄 Transmission to the insurer after validation

Analyze consumption & profitability

📍 Policy Form → Conso Summary → Consumption Summary

📍 Reports menu → Consumption → Select a policy → Access the module → Consumption Summary



The screenshot shows the 'Consumption Summary' interface for policy RAD000217. It features a header with the title and policy number. Below this, there are four key metrics: 'EFFECT' (01/11/2026) and 'DEADLINE' (01/10/2027) with a right-pointing arrow; 'ACQUIRED DURATION' (33 j); and 'CONTRACT PROGRESS' (0.09 %) with a progress bar. At the bottom of the metrics section, there are two buttons: 'Display results' (with a magnifying glass icon) and 'Export to Excel' (with a document icon). The main content area below is empty, with a placeholder icon and the text 'Click on 'Show results' to generate the summary'.

 Consumption summary

 Loss Ratio Report (Claims / Premiums)

 PDF and Excel exports



-  Always work from the policy
-  Check colleges before calculating premiums
-  Use exports for reporting
-  Refer to the full manual for advanced cases