



# ADNOC Group Risk & Insurance Portal

## USER GUIDE

(For ADNOC & OPCO Users)

GROUP TREASURY & RISK MANAGEMENT DIVISION  
ADNOC Group Risk & Insurance Portal



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## Introduction

This Portal would serve in spreading greater awareness of the Corporate Risk Management and Insurance Activities among ADNOC and Group Companies while establishing a common platform for Sharing relevant Knowledge.

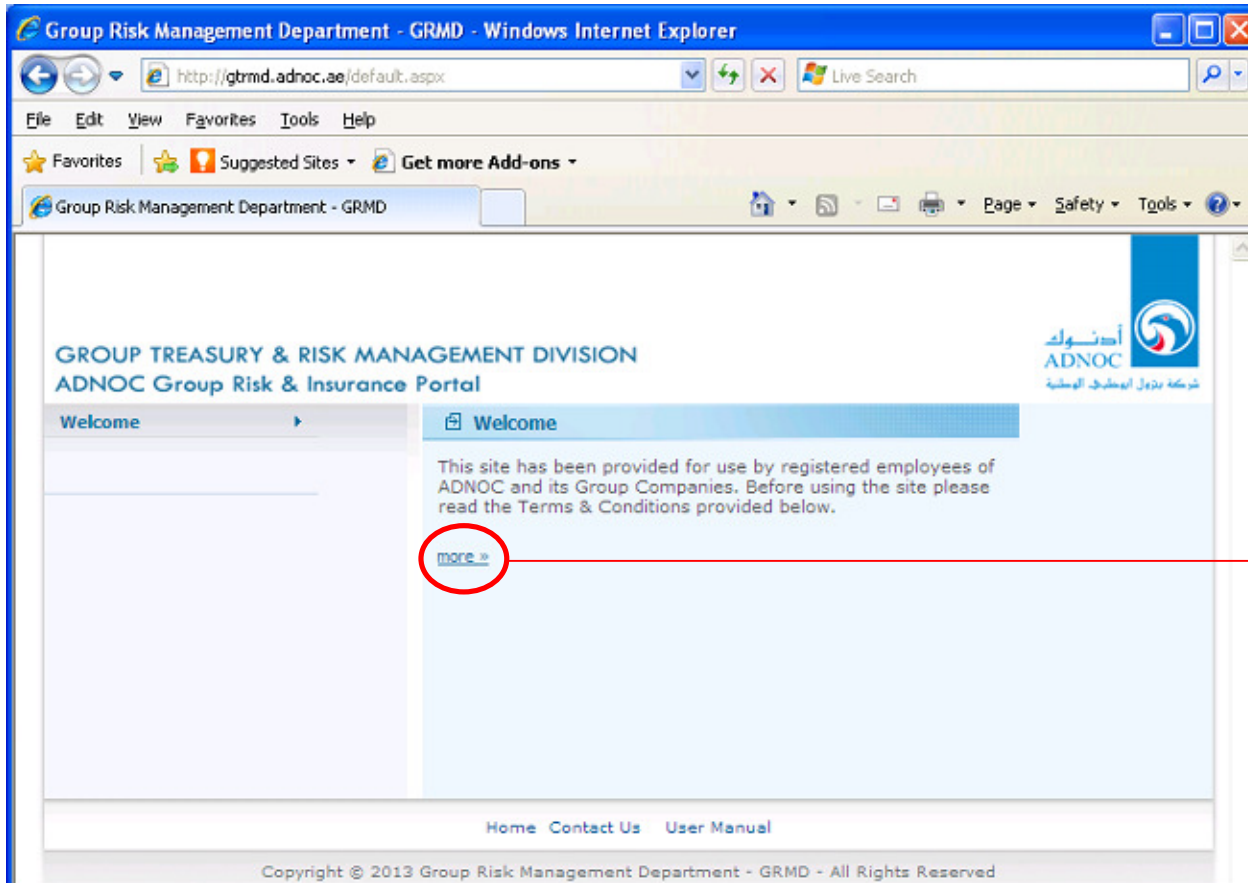
**ADNOC Group Risk & Insurance Portal** would provide the following benefits (online access) to its registered users through secured access:

- ADNOC “Risk Management and Insurance Manual”
- Group Companies Risk Management Survey Plan
- Risk Recommendation Register per Group Company with updated status
- Published ADNOC Group Risk Reports
- Risk Profile Report
- Insurance Management
- Group Companies Asset Valuation Reports
- Quarterly Risk Management Bulletins (QRMB)
- Seminars & Trainings
- Lessons Learned
- Clients Bulletin
- Consultant’s Performance Report

## Home Page

Step1: Click the following link <http://gtrmd.adnoc.ae> to take you to the welcome page of the portal.

The user will see the welcome page, users can click “more” to go to login page.



Click to go to Login Page  
or click the link  
<http://gtrmd.adnoc.ae/Login.aspx>

## Log-in Page (<http://gtrmd.adnoc.ae/Login.aspx>)

Step1: The user needs to enter the valid user name and password to log into the Portal.

Group Risk Management Department - GRMD - Windows Internet Explorer

http://gtrmd.adnoc.ae/Login.aspx

File Edit View Favorites Tools Help

Group Risk Management Department - GRMD

Welcome

Home

Registered User's Secure Access

Username :

Password :

Login

\*\*\*

By logging into this service, you are accepting our terms and conditions. Please note that you should also observe any confidentiality constraints contained in your policies

New Password :

Reset Password

(By Clicking this a New Temporary Password will be sent to your registered e-mail address)

New Users :

Please fill in the attached form and forward it to ADNOC GRMD after your management approval.

Home Contact Us User Manual

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Click Login for secured access to the portal

Click Reset Password, to reset the password. System will provide a onetime password by email.

New User Click the pdf icon to display the New User Creation request form

## **Reset Password:**

The user can request a new password by clicking the Reset Password button.

Step1: The user needs to enter the valid user name and a dummy password.

Step2: Click Reset Password Button.

Step3: Check the authorized email that was provided during the login creation.

Step4: Login to the portal using the one-time password provided and changes the password.

**New Users:**

New users who need access to the portal should fill in the attached form and forward it to ADNOC GRMD after their management approval.

The screenshot shows a web browser window with the URL <http://gtrmd.adn...> and two tabs: "Group Ri..." and "adnoc...". The browser's menu bar includes "File", "Edit", "Go to", "Favorites", and "Help". The main content area displays the ADNOC logo in the top right corner, followed by the text "ADNOC Group Risk & Insurance Portal" and "User Registration Form". Below this, there is a request to send the form to the Manager, Group Treasury & Risk Management Division, Finance Directorate, ADNOC. A note states "(All fields are mandatory)". A registration form table follows, with fields for Title, First Name, Surname, Company, Department / Position, Office Phone, and Office E-mail. At the bottom, there is an "APPROVED BY:" section with lines for Signature, Name, and Position.

ADNOC Group Risk & Insurance Portal  
User Registration Form

Please send the following form, duly completed and approved, to:

Manager,  
Group Treasury & Risk Management Division,  
Finance Directorate,  
ADNOC.

*(All fields are mandatory)*

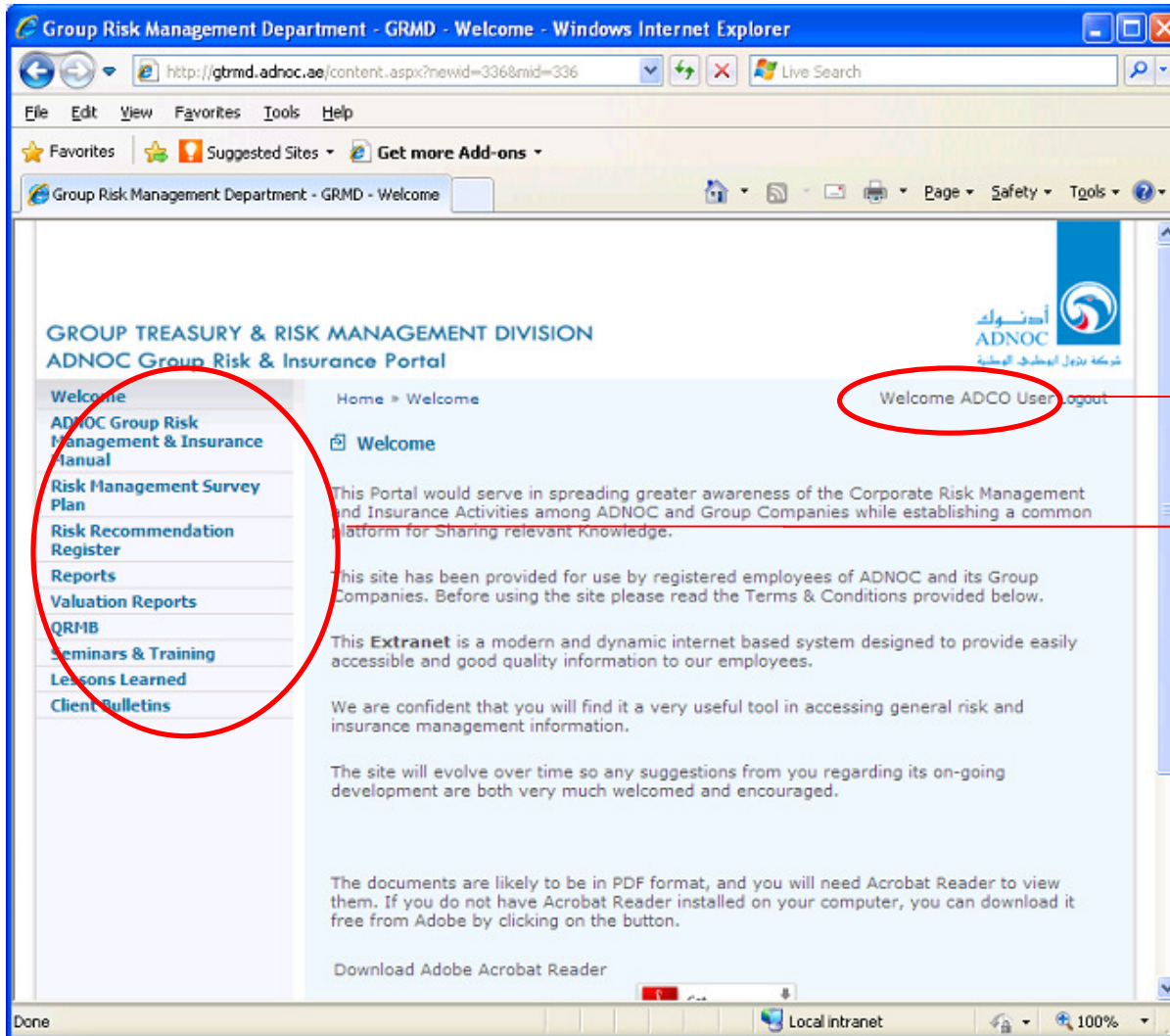
Title: <small>(e.g. Mr/Mrs/Miss)</small>	
First Name:	
Surname:	
Company:	
Department / Position:	
Office Phone:	
Office E-mail:	

**APPROVED BY:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

## Main Page Navigation:

After successful login the Main Page (Home Page) is displayed with the welcome note.



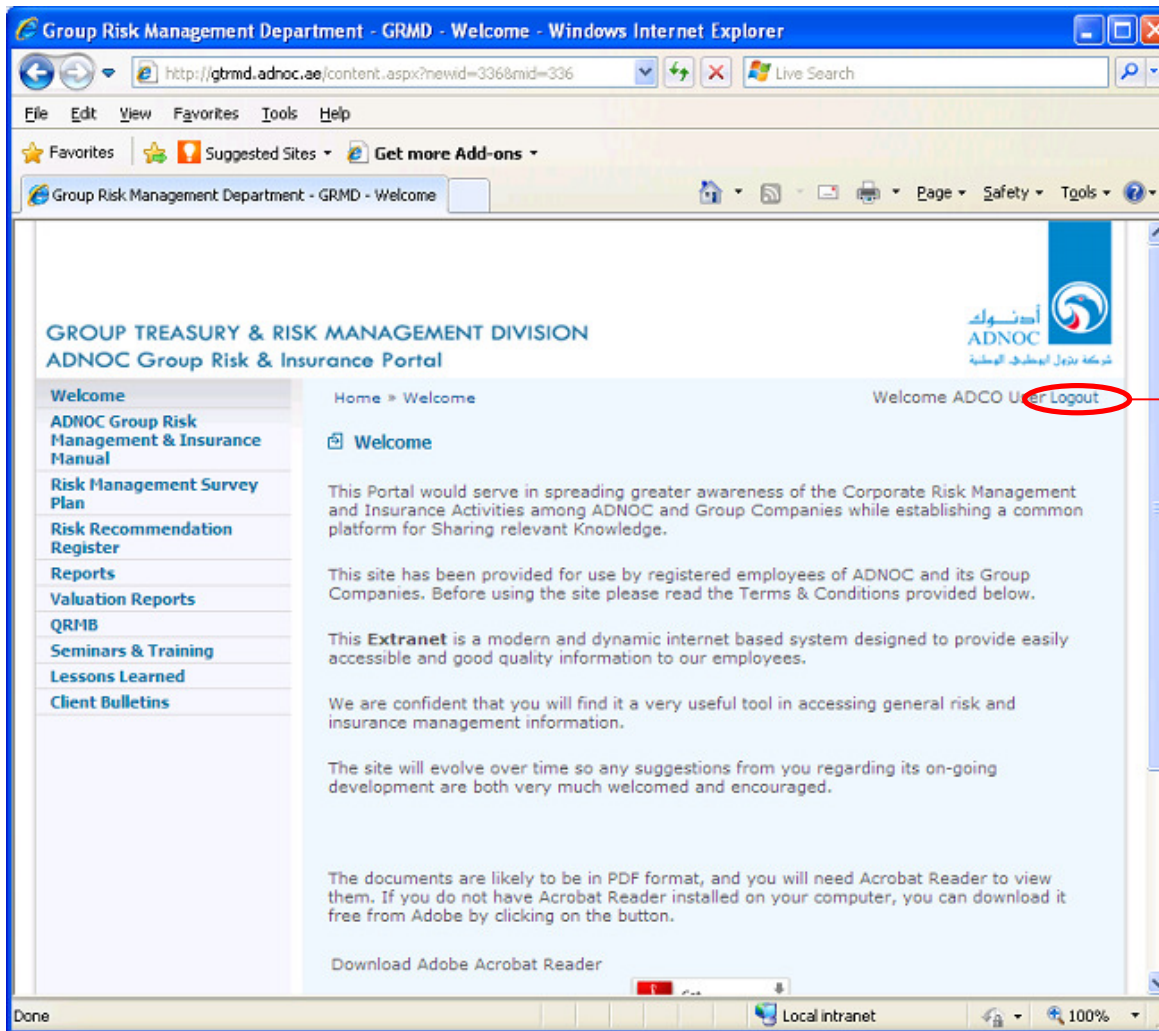
Logged in user details are displayed here and every page.

Left Menu displays the available list of information available.  
Click the desired item to display the information.



## Logging out of the Portal:

User need to click the Logout link provided at the top right hand corner of every page.



Click to log out of the portal.