

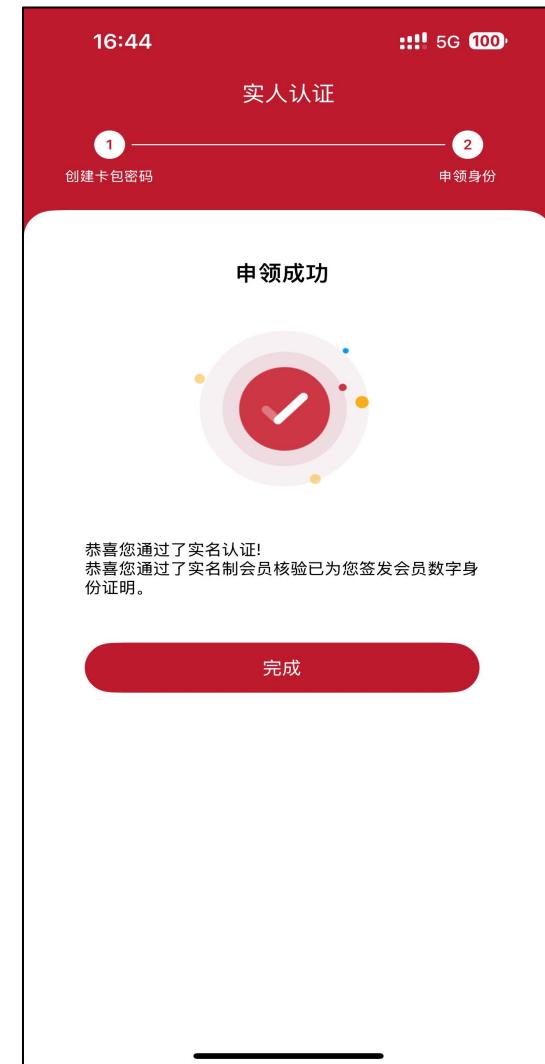
1、下载“职工之家”APP并打开



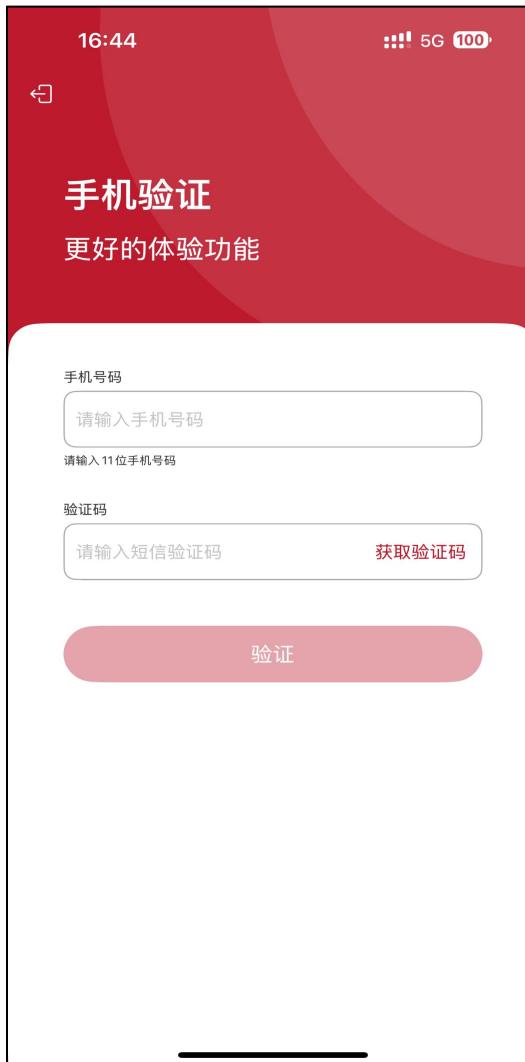
2、跟随页面引导，开始创建数字身份卡包



3、完成数字卡包实名认证



#### 4、绑定会员手机



5、工会数字身份卡包创建成功  
同时已完成手机号绑定



6、“首页”界面下滑至“职工群众服务区”  
点击“职工互助”模块



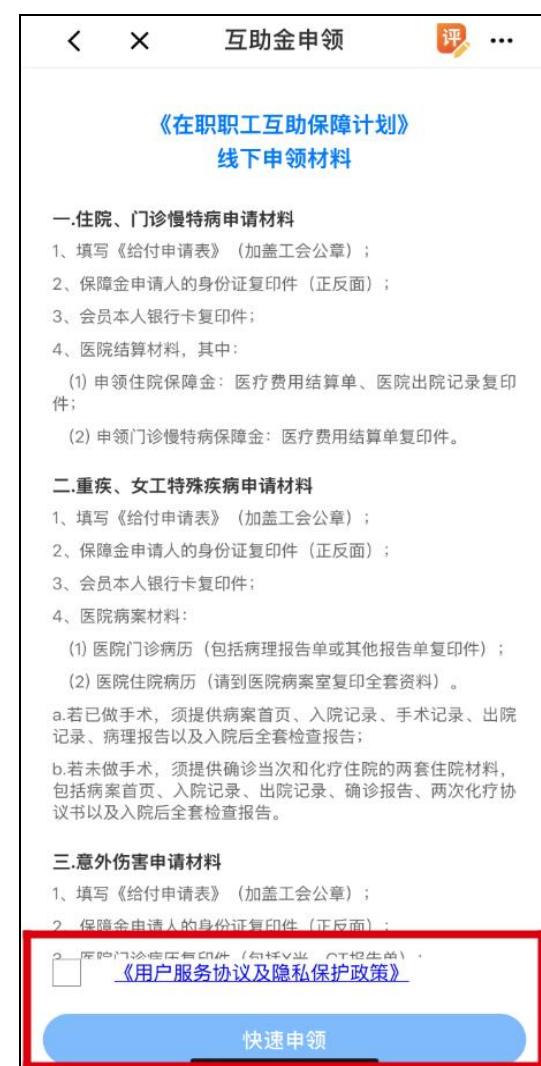
7、在“保障业务”中选择“青岛”



8、在“互助金领取”栏目中选择“医疗申领”



9、选中《用户服务协议及隐私保护政策》后  
点击“快速申领”



10、在“申领信息”栏中输入必填项

This screenshot shows the 'Application Information' step of a mobile application. At the top, there are three tabs: '申请信息' (selected), '出险信息', and '证明材料'. Below the tabs, there are two required fields: '参保人姓名' (Name of Insured) and '申领人手机' (Mobile phone of Beneficiary). Underneath these, there is a section titled '银行账号信息' (Bank Account Information) which includes a placeholder image for a bank card and a note stating that the account holder must be the insured person. It also lists '领款人姓名' (Name of Payer), '银行大类' (Bank Category - set to '交通银行'), '银行名称' (Bank Name - set to '交通银行股份有限'), and '银行账号' (Bank Account Number - set to '6222'). At the bottom are '上一步' (Previous Step) and '下一步' (Next Step) buttons.

11、在“出险信息”栏中输入必填项

This screenshot shows the 'Incident Information' step. The '出险信息' tab is selected. It contains five required fields: '医疗类型' (Treatment Type), '入出院日期' (Admission and Discharge Date), '出险天数' (Number of Days of Incidence), '出险医院' (Hospital of Incidence), and '主要诊断' (Main Diagnosis). There is also a '申领说明' (Description of Application) field with a placeholder '请输入' (Please input). At the bottom are '上一步' and '下一步' buttons.

12、在“证明材料”栏中上传身份证件提交即可；  
银行卡自动带入，无需上传

This screenshot shows the 'Proof Material' step. The '证明材料' tab is selected. It includes sections for '本人身份证 (正反面)' (Front and back of my ID card) with a note that '必须上传 最多上传2张材料' (Must be uploaded, maximum 2 materials), '身份证号' (ID number), '本人银行卡' (My Bank Card) with a note that '必须上传 最多上传1张材料' (Must be uploaded, maximum 1 material), and '其他材料' (Other Materials). At the bottom are '上一步' and '提交' (Submit) buttons.

若申领重疾、意外等互助金，请选择“互助金领取”栏目下的相关模块进行提报