

## STEPS TO ENROL FOR HEALTH CARD

### (EMPLOYEE)

BEFORE LOGIN, BE READY WITH THE FOLLOWING DOCUMENTS/PHOTOS:

#### SELF (Scanned copies) :

- Aadhaar card/Aadhaar enrolment card
- 1 & 2 pages of Service Register
- Date of birth certificate (not mandatory)
- Passport size photo (45 mm x 35 mm ICAO compliant)
- Disability Certificate, If you are disabled

#### DEPENDENTS (Scanned copies) :

- Aadhaar card/Aadhaar enrolment card
- Passport size photo (45 mm x 35 mm ICAO compliant )
- Birth certificate in case of children below 5 years.
- Disability Certificate, if disabled

#### **NOW LOG IN TO:** [www.ehf.gov.in](http://www.ehf.gov.in)

- Click on **Sign-in** (Top right side of the screen)
- Your user ID is: your Employee ID( available with your DDO)
- Password is also: Your Employee ID(i.e. user ID as above)
- After login: **change your password**
- Enter your '**mobile number**'
- New password will be sent to your mobile as message
- After you sign-in: Click on "**Registrations**" at the left side
- Then click on : "**Initiate Health Card**"
- Now click on : **Aadhaar No/ Aadhaar Enrolment No**, as the case may be
- Enter Aadhaar number / Aadhaar Enrolment number as indicated below:
  - a. Aadhaar Number has **12 digits**. If you have Aadhaar Card, enter these 12 digit number in the Adhaar number box.

- b. If you have only Adhaar Enrolment Acknowledgement, please check the **14 digit** "Enrolment number" on the left hand side of the Acknowledgement copy obtained upon Aadhar registration. Fill this 14 digit number in the EHF e-form under Identification details Eg: Enrolment No. 1111/15210/02106. Please fill in this 14 digit number in the EHF e-form under "Identification Details" as 11111521002106.
- c. Please check the "Dated" column on the right hand side of the acknowledgment copy along with the time-stamp in the format: Date (2 digits)/month (2 digits)/year (4 digits), and hours (2 digits): minutes (2 digits): seconds (2 digits), a total of 14 digits.
- d. Convert this into a continuous number by writing "Dated" from right to left without slashes and time without colons as in the below example:  
Eg: Date: 11/08/2011 16:48:44 should be converted as 20110811164844.
- e. Please provide the number so obtained, in continuation to the 14 digit Enrolment No. The **28 digit Enrolment ID** is made up of 14 digit Enrolment number and date & Time Stamp.  
Eg. 1111152100210620110811164844
- f. Enter this 28 digit number in the 'Adhaar enrolment number' box.
- Now click on "**Retrieve Details**"
  - Application form appears
  - Enter the details as required

***Note: The date of birth recorded in 'Aadhar data base' will automatically get displayed in the date of birth column of the application. This is not editable.***

***If the date of birth is not recorded in the 'Aadhar data base', the date of birth has to be manually entered in the date of birth column of the application.***

- After entering details ' **Save** '
- Then click on " **Add attachments** "
  - Before uploading attachments see that their size is below 200KB. You can reduce the resolution while scanning.
  - You can compress the picture through 'edit option' in MS Office picture manager (or) MS-Paint, so that memory size will be below 200KB
  - Remember to name the attachments without spaces or special characters and also to identify easily while uploading
- Now add family members by clicking '**Add beneficiary**'
- Upload photo & Aadhaar Card of family members
- Verify the correctness of the details
- If there are any errors in attachments you may select by clicking in the box next to it and click ' remove attachment' option and now browse and add correct attachment in correct place.

**Note:** you are responsible for furnishing correct details of dependent family members in the online enrolment application. Any false declarations will entail disciplinary action against you.

- '**Save**' the enrolment form
- Now 'submit' the application by clicking "**Submit application**" tab
- **After clicking 'submit' application option you cannot edit any data.**
- You will receive the following message on your mobile:

*"Application Submitted Successfully; your health card enrolment ID:..;  
Your signed application uploading is pending"*

- Now '**print**' the Application Form
- Sign the printed application and make a scan copy
- Now you may need to login again as the session may expire.
- Now upload signed application by clicking "**add attachment**"
- Now '**submit application for approval**'

- Task will be sent to your DDO login.
- Now you will receive one more message on your mobile, as indicated below:

*"Application Submitted successfully with enrollment ID EMP... and Pending with DDO.... code"*

- If the DDO rejects your application, you will receive a message on your mobile.
- Then you need to login again and you can edit for minor changes or reset and feed data afresh if there are major changes.
- The details or attachments of the Beneficiary will become editable only after the employee clicks the **'save'** option ('Add beneficiary' option and 'remove' option beside the beneficiary details will now be seen).
- Click on **"Submit application"**.
- Print the application, sign and upload scanned signed-copy.
- Click on **"Submit for approval"** tab. The application reaches the DDO Login.
- If approved by the DDO you will receive the following message *"Health Card Enrollment Application Approved by DDO. . code"*
- When your Health Card is ready, you will receive an intimation on your mobile.