

## **STEPS TO ENROL FOR HEALTH CARD (EMPLOYEE)**

BEFORE LOGIN, KEEP THE FOLLOWING DOCUMENTS/PHOTOS READY:

### **SELF** (Scanned copies) :

- Aadhar card/Aadhar enrolment receipt
- 1 & 2 pages of old Service Register or 4 & 5 pages of new Service Register where name of employee, date of birth, signature of head of office are available.
- Date of birth certificate (not mandatory)
- Digital copy of ICAO compliant Passport size photo (45 mm x 35 mm)
- Disability Certificate, if disabled

### **DEPENDENTS** (Scanned copies) :

- Aadhar card/Aadhar enrolment receipt
- Digital copy of ICAO compliant **Passport** size photo (45 mm x 35 mm)
- Birth certificate in case of children below 5 years.
- Disability Certificate, if disabled
- Whether spouse is a government employee/Pensioner Need to add the service register/Pension Payment Order scanned copies.

### **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)
- Login as: Select the Employee/Pensioner from the desired dropdown list.
- After login: **change your password** ( Length of the new password is minimum “3” characters and maximum “8” characters is mandatory, out of which one should be an alphabet, one numerical number and one special character such as “@,#,\$”etc).
- Enter your **‘mobile number’**
- Enter your **‘e-mail ID’**.
- New password will be sent to your mobile through “SMS”/through e-mail
- After you sign-in: Click on "**Registrations**" at the left side
- Then click on : "**Initiate Health Card**"
- Now click on : **Aadhar No/ Aadhar Enrolment No**, as the case may be
- Enter Aadhar number / Aadhar Enrolment number as indicated below:
  - a. If you have Aadhar Card enter the 12 digit number of it, in the Aadhar number box.

- b. If you have only Aadhar 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 EHS e-form under Identification details. Eg: Enrolment No. 1111/15210/02106. Please fill in this 14 digit number in the EHS e-form under "Identification Details" as 1111521002106.
- c. Please check the "Date" 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 "Date" from right to left without slashes and time without colons as in the below example: 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. 111152100210620110811164844
- f. Enter this 28 digit number in the 'Aadhar 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 click on '**Save**' Button.
- 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 & Aadhar 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:**

1. Employee ID/Pensioner ID of spouse, in case spouse is a State Government Employee/ Service Pensioner, need to be entered in the given space of the application.
2. 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**'

**Now you will receive one more message on your mobile, as indicated below:**

*"Application submitted successfully with enrollment ID..... and Pending  
with Trust Executive."*

- **After verification process, the trust executive will approve if the submitted application is in proper shape, the rejected application will reach to the applicants login id for compliance of defects noted for resubmission for approval, then approved application will reach to the logins of DDO concerned.**

- 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. Physical copy of the application signed by you shall be handed over to the D.D.O.
- 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 / e-mail.

(See 'Employee login instructions' for details on issue of temporary/ permanent health cards)