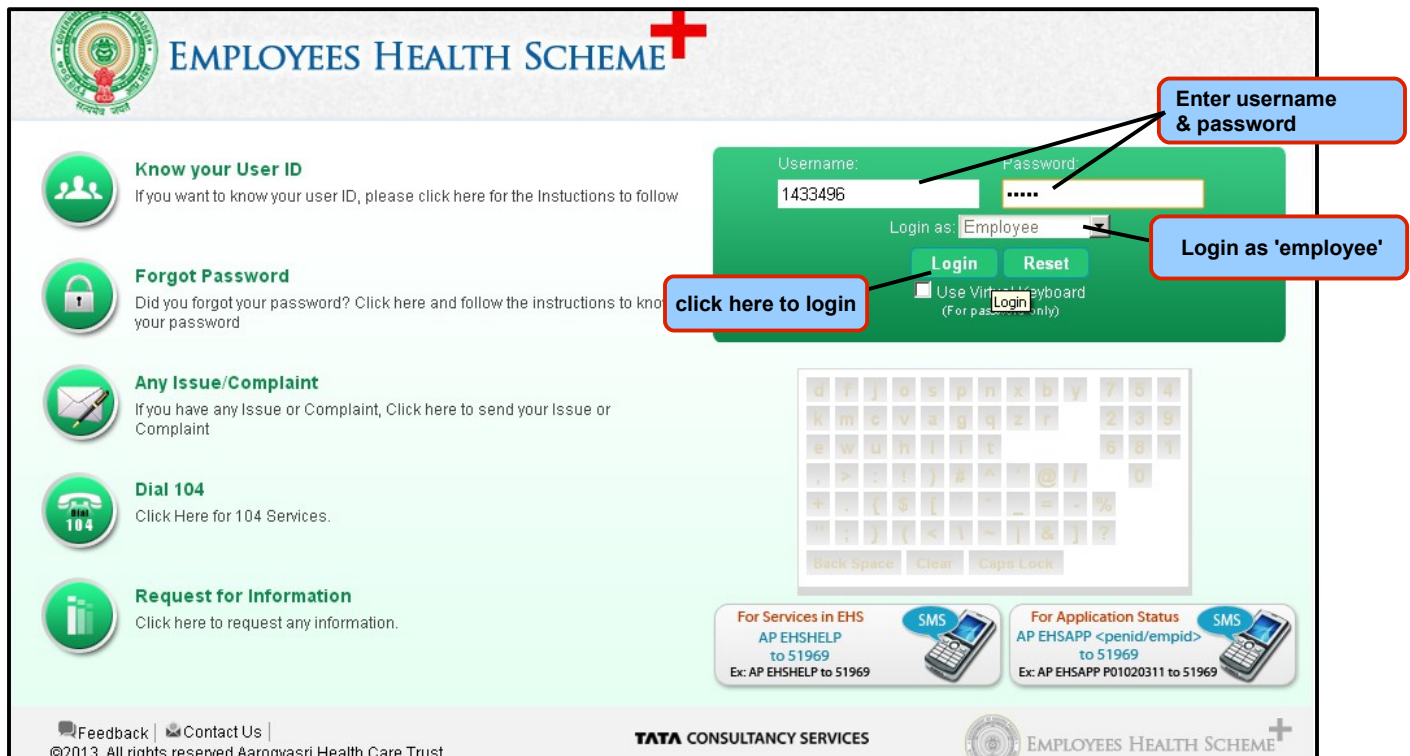


EMPLOYEE ENROLLMENT FOR HEALTH CARD UNDER EHS SCHEME

USER MANUAL

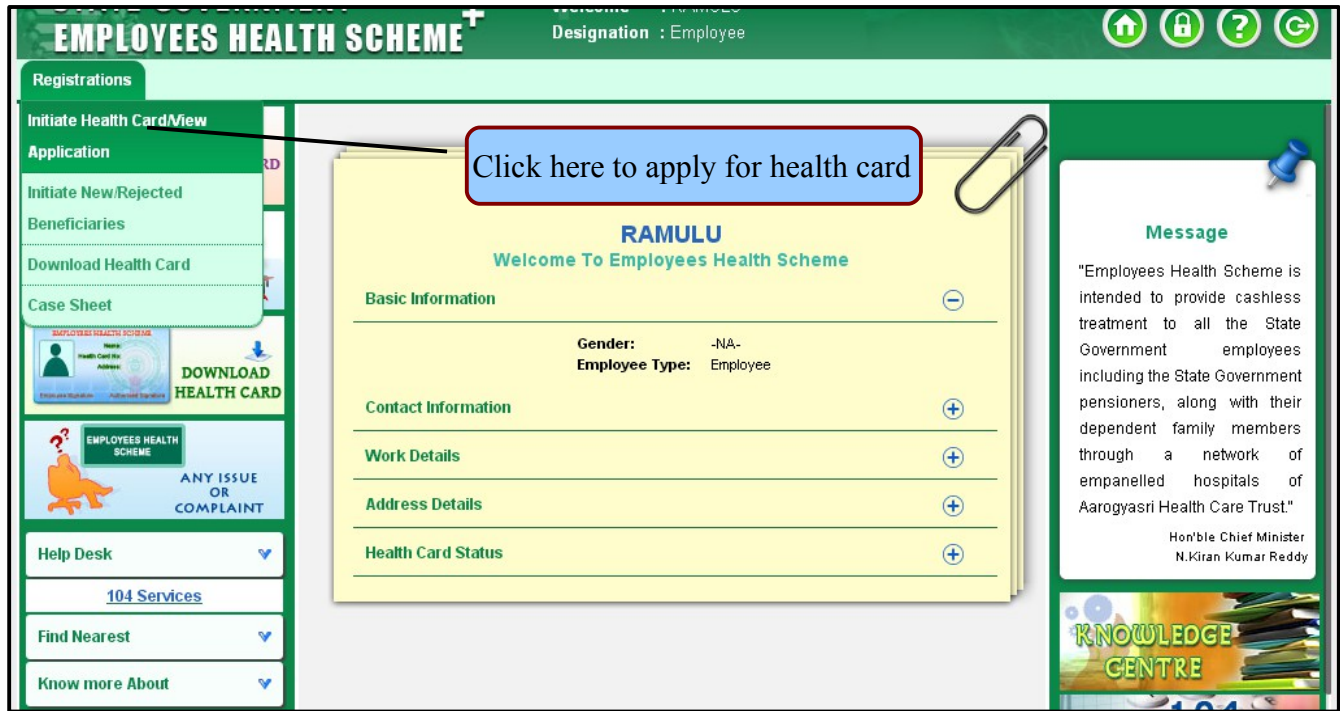
The purpose of the document is to make the user understand how to get enrolled in the EHS scheme. Employee once enrolled under the scheme will be issued Health Card and avail the benefit. If not enrolled, he/she cannot avail the benefits under the scheme. The document will give a complete screen shots of how the employee needs to enroll under the scheme. The guidelines of the scheme is inbuilt in the software application so that it will guide the user on how to get enrolled under the scheme.

1. Login to the EHS web portal using the URL www.ehf.gov.in.
2. Login as Employee with respective Employee ID & Password as shown in screen shot I.



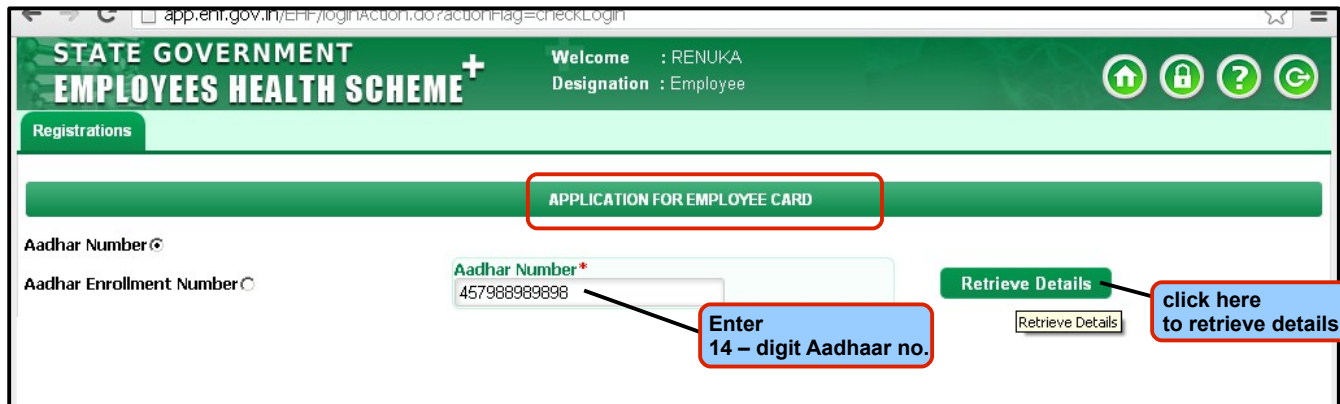
Screen Shot I

3. Click on 'Registrations' tab as shown in screen shot II.
 - ◆ **Initiate Health Card/View Application:**
This is to initially enroll for an health card or to view the already enrolled application.
 - ◆ **Initiate New/Rejected Beneficiaries:**
This is to add beneficiary or to remove already added beneficiary.
 - ◆ **Download Health Card:**
For downloading the health card, initially the submitted application has to be approved.
 - ◆ **Case Sheet:** To check the status of patient health record.
4. Click on **Registrations** → **Initiate Health Card/View Application** as shown in screen shot II.



Screen Shot II

- On clicking on '**Initiate Health Card/View Application**' tab, a screen will be displayed wherein the user(employee) has to provide either Aadhaar No. (or) Aadhaar Enrollment No. for applying for an Health Card as shown in screen shot III.



Screen Shot III

6. On selecting either of the radio button(Aadhaar No. (or) Aadhaar Enrollment No.), a text box is provided for entering the Aadhaar/Aadhaar Enrollment No., Once entered the appropriate number, click on 'Retrieve Details' button as shown in screen shot III.
7. On clicking 'Retrieve' button, a page will be displayed as shown in screen shot IV wherein all the mandatory details to be filled by the user(employee) which includes personal details(includes Date of Joining),address details(Residential + office address),identification details,**posting details**,**pay details**,CIC details.

Employee Card Application

app.ehr.gov.in/EHF/loginAction.do?actionFlag=checkLogin

STATE GOVERNMENT EMPLOYEES HEALTH SCHEME

Welcome : RENUKA
Designation : Employee

Registrations

APPLICATION FOR EMPLOYEE CARD

Login Name: 2134014 Aadhar Number: 457988989898
Aadhar Enrollment Number: 457988989898

PERSONAL DETAILS

Name*: RENUKA Date Of Birth*: 10/04/1984 Gender*: Male Female Marital Status*: Married
Date of Joining*: 06/12/2004 Community*: Others Disabled*: Yes No

ADDRESS DETAILS

Residential Address:
House No*: 45 Street No*: 2 District*: Chittoor Mandal/Municipality*: Mandal
Mandals/Municipalities*: K.V.PALLE Villages/Cities/Towns*: SORAKAYALAPETA Email: Mobile Number*: 8888888888

Office Address:
House No*: 12 Street No*: 3 District*: Chittoor Mandal/Municipality*: Mandal
Mandals/Municipalities*: K.V.B.PURAM Villages/Cities/Towns*: MATTAM Email: Mobile Number:

IDENTIFICATION DETAILS

Ration Card No: Identification Marks 1*: test Identification Marks 2:

POSTING DETAILS

HOD*: A.P.State Disaster Response District*: Chittoor DDO Code*: Assisnat Distriict Fire Officer(1 Designation*: Superintendent
Service*: AP Ministerial Service Category*: Class A-Category 1 Superinten

PAY DETAILS

Pay Source*: UGC PRC*: 1986 Pay Grade*: I Current Pay*: 2200-75-2800-100-4000

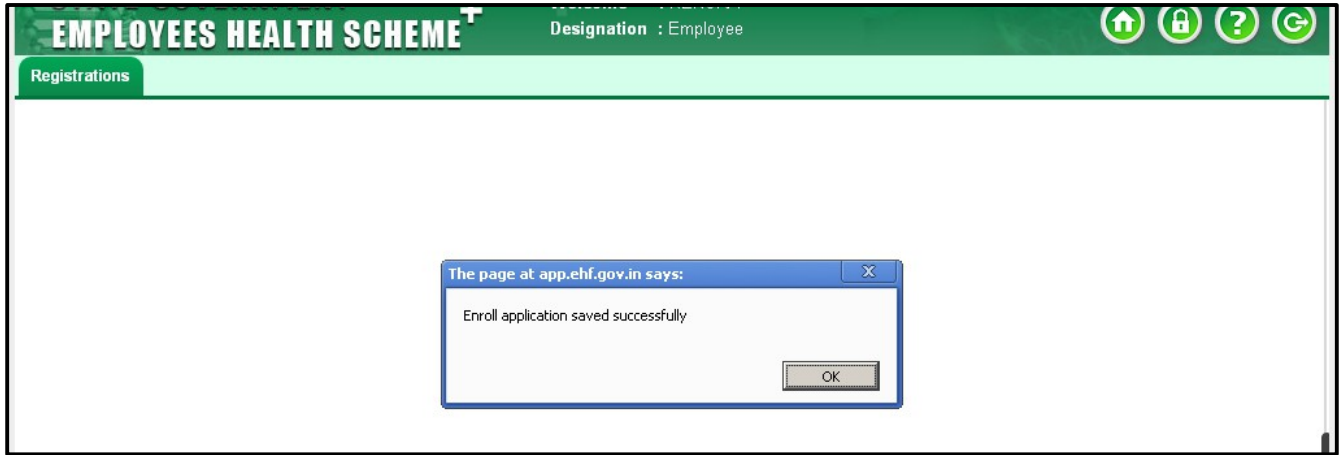
CARD ISSUING CENTER DETAILS

CIC District*: Guntur CIC Name*: Guntur
NOTE: Please Select CIC To Collect Your Health Card After Approval.

To save the entered details Save Reset **To erase the data & re-enter the details**

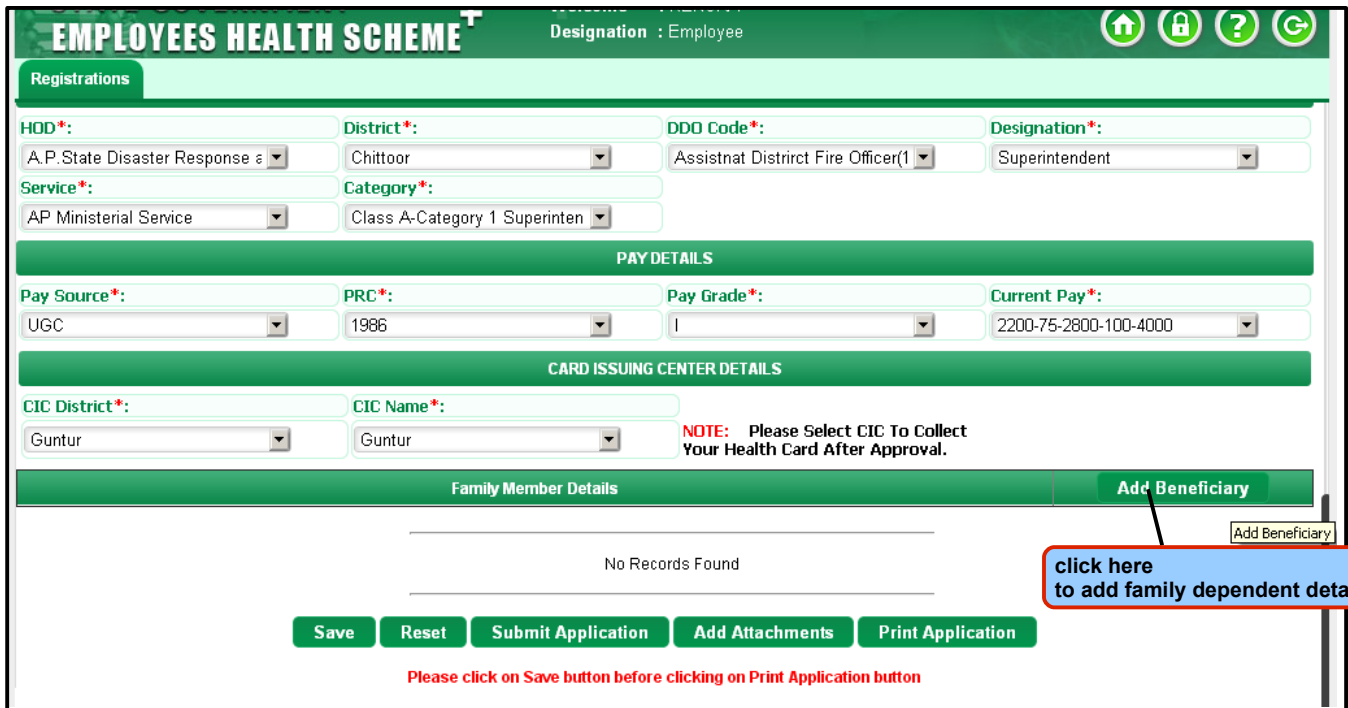
Screen Shot IV

8. After providing the mandatory information, the user(employee) needs to 'save' the application form. On clicking save button, a message will be displayed as 'Enrollment application saved successfully' as shown in screen shot V.



Screen Shot V

- Once the application form is saved, the user(employee) has a provision to 'add family member details' as shown in screen shot VI.



Screen Shot VI

ADD BENEFICIARY SCREEN

NOTE: If the dependent family member **DOB is below 5years**, then it requests for **DOB certificate and Photo**.

The screenshot shows a web form titled "Beneficiary Details" for a dependent family member. The "Date Of Birth" field is set to 01/12/2012, with a callout box stating "DOB below 5yrs". The form includes fields for Name (rinu), Gender (Female), Relationship (Daughter), Member disabled? (No), and file uploads for DOB Certificate (9.jpeg) and Photo (11.jpeg). Callout boxes indicate that if the DOB is below 5 years, the system requests for a DOB certificate and photo. The form has "Submit", "Reset", and "Close" buttons.

NOTE: If the dependent family member **DOB is above 5years**, then it requests for **Aadhaar card certificate and Photo**.

The screenshot shows a web form titled "Beneficiary Details" for a dependent family member with a DOB above 5 years. The "Date Of Birth" field is set to 08/12/1999, with a callout box stating "If DOB above 5yrs, then it requests for aadhaar certificate & photo". The form includes fields for Name (testt), Gender (Male), Relationship (Father), Member disabled? (No), Disability (tt), Disability Percent (100), and file uploads for Disability Certificate (11.jpeg), Aadhaar Certificate (13.jpeg), and Photo (9.jpeg). Callout boxes provide instructions: "click on 'NO' if member is disabled", "Reset to erase the entered data", "click here to submit the entered details", and "To close the particular window". The form has "Submit", "Reset", and "Close" buttons.

NOTE: If the **dependent family member spouse is Govt Employee/Govt Pensioner/Others**, then it requests for:

For Example:

If the **Spouse is a Government Pensioner:**

Govt. Pensioner: it requests for Employee/Pensioner ID,HOD,Last Posted District,Pension Office District,STO Office Unit, Pay Source,PRC, Pay Grade, Aadhaar Certificate & Photo.

The image shows a web form titled "Beneficiary Details". At the top, there are fields for "Date Of Birth*" (04/12/1989) and "Family Member Aadhar No" (877666767858). Below this is a green header bar with the text "Beneficiary Details". The form contains several sections: "Name*" (test), "Gender*" (Male, Female), "Relationship*" (Wife), "Member disabled?*" (Yes, No), "Whether your spouse is" (Government Employee, Government Pensioner, Others), "Employee/Pensioner ID*" (p011319733), "HOD" (A.P.State Disaster Response :), "Last Posted District*" (DTO GUNTUR), "Pension Office District*" (DTO MEDAK), "STO Office Unit*" (DUBBAK(1803)), "Pay Source*" (UGC), "PRC*" (1986), "Pay Grade*" (II), "Aadhaar Certificate*" (Choose File, DOB.jpg), and "Photo*" (Choose File, 2.jpg). At the bottom, there are three buttons: "Submit", "Reset", and "Close".

If the **Spouse is a Government Employee:**

Govt. Employee: it requests for Employee/Pensioner ID,HOD, District, DDO Code, Designation,Service,Category,Pay Source, PRC, Pay Grade, Current Pay, Certificate, Photo & Service Register Attachment.

Beneficiary Details	
Name*	Gender*
test	<input checked="" type="radio"/> Male <input type="radio"/> Female
Relationship*	Member disabled?*
Husband	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether your spouse is	<input checked="" type="radio"/> Government Employee <input type="radio"/> Government Pensioner <input type="radio"/> Others
Employee/Pensioner ID*:	
2133915	
HOD*:	District*:
A.P. State Disaster Response z	Prakasam
DDO Code*:	Designation*:
Assistnat Distrirct Fire Officer(C	Superintendent
Service*:	Category*:
AP Ministerial Service	Class A-Category 1 Superinten
Pay Source*:	PRC*:
UGC	1986
Pay Grade*:	Current Pay*:
III	3700-125-4950-150-5700
DOB Certificate*	
<input type="button" value="Choose File"/> _ .jpg	
Photo*	
<input type="button" value="Choose File"/> 1.jpg	
Service Register Attachment*	
<input type="button" value="Choose File"/> 2.jpg	

}

Conditions for adding beneficiary:

- (1) If the dependent family member DOB is above 5years, then it requests for Aadhaar card certificate and Photo.
- (2) If the dependent family member DOB is below 5years, then it requests for DOB certificate and Photo.
- (3) Beneficiary once added for any relationship, cannot be added twice in dependent family
- (4) members details.
- (5) Son's age greater than 25 can not be added. If son is disabled, then age greater than 25 will be
- (6) accepted.
- (7) Dependent's daughter age greater than 25 is acceptable.
- (8) Relationship and Gender must match.

10. After adding the family member details, the user(employee) can find few options like:

- ◆ **Save:** Save tab is to save the enrolled application.
- ◆ **Reset:** Reset tab is to erase the entered data and re-enter the details.
- ◆ **Submit Application:** is to submit the filled application form.
- ◆ **Add attachments:** Relevant attachments to be added either mandatory or non mandatory.
- ◆ **Print Application:** In order to print the application, the user should for compulsion click on save button.

as shown in screen shot VII.

EMPLOYEES HEALTH SCHEME Designation : Employee

Registrations

A.P. State Disaster Response a | Chittoor | Assistant District Fire Officer(I) | Superintendent

Service*: AP Ministerial Service | Category*: Class A-Category 1 Superinten

PAY DETAILS

Pay Source*: UGC | PRC*: 1986 | Pay Grade*: I | Current Pay*: 2200-75-2800-100-4000

CARD ISSUING CENTER DETAILS

CIC District*: Guntur | CIC Name*: Guntur

NOTE: Please Select CIC To Collect Your Health Card After Approval.

Family Member Details Add Beneficiary

Aadhar/Enrollment No	Name	Gender	Relationship	Date Of Birth	Disabled	Disability	Disability Percent	Disability Certificate	Photo	DOB Certificate	Aadhar Certificate		
--NA--	rinu	F	Daughter	01/12/2012	N	--NA--	--NA--	--NA--	View	View	--NA--		

Save Reset Submit Application Add Attachments Print Application

NOTE: Please click on Save button before clicking on Print Application button

Screen Shot VII

11. Before submitting the application, the user has a provision to add mandatory attachments and then to 'print the application' for verification/cross checking purpose. Once done with verification, the user can submit the application form as shown in screen shot VIII.

EMPLOYEES HEALTH SCHEME Designation : Employee

Registrations

A.P. State Disaster Response a | Chittoor | Assistant District Fire Officer(I) | Superintendent

Service*: AP Ministerial Service | Category*: Class A-Category 1 Superinten

PAY DETAILS

Pay Source*: UGC | PRC*: 1986 | Pay Grade*: I | Current Pay*: 2200-75-2800-100-4000

CIC District*: Guntur | CIC Name*: Guntur

Add Beneficiary

Aadhar/Enrollment No	Name	Gender	Relationship	Date Of Birth	Disabled	Disability	Disability Percent	Disability Certificate	Photo	DOB Certificate	Aadhar Certificate
--NA--	rinu	F	Daughter	01/12/2012	N	--NA--	--NA--	--NA--	View	View	--NA--

Buttons: Save, Reset, Submit Application, Add Attachments, Print Application

Please click on Save button before clicking on Print Application button

Modal Dialog: The page at app.chf.gov.in says: Did you check our details in print application form? If 'NO', please verify your details clicking on print application button before submission.

Screen Shot VIII

NOTE: Once the application form is submitted, the user has no provision to modify the details.

12. On clicking 'Submit Application', a message ' **Enrollment initiated successfully with Enrollment ID EMP222222 and signed application form is pending to upload**' will be displayed as shown in screen shot IX.

EMPLOYEES HEALTH SCHEME Designation : Employee

Registrations

Modal Dialog: The page at app.chf.gov.in says: Enrollment initiated successfully with enrollment ID EMP115448 and signed application form is pending to upload.

Screen Shot IX

13. Once the enrollment initiated successfully, the user(employee) needs to attach the signed application form as shown in screen shot X.

- ◆ **Submit for Approval:** is to submit the verified application to the concerned person.
- ◆ **Add attachments:** is a provision to upload the scanned copy of the signed application form.
- ◆ **View Attachments:** is to view the previously added attachments.
- ◆ **Print/View Application:** is to view the printed application.

EMPLOYEES HEALTH SCHEME
Designation : Employee

Registrations

POSTING DETAILS

HOD*: A.P.State Disaster Response
District*: Chittoor
DDO Code*: Assisnat Distriict Fire Officer(1
Designation*: Superintendent
Service*: AP Ministerial Service
Category*: Class A-Category 1 Superinten

PAY DETAILS

Pay Source*: UGC
PRC*: 1986
Pay Grade*: I
Current Pay*: 2200-75-2800-100-4000

CARD ISSUING CENTER DETAILS

CIC District*: Guntur
CIC Name*: Guntur
NOTE: Please Select CIC To Collect Your Health Card After Approval.

Family Member Details

Aadhar/Enrollment No	Name	Gender	Relationship	Date Of Birth	Disabled	Disability	Disability Percent	Disability Certificate	Photo	DOB Certificate	Aadhar Certificate
--NA--	rinu	F	Daughter	01/12/2012	N	--NA--	--NA--	--NA--	View	View	--NA--

Submit for Approval Add Attachment View Attachments Print/View Application

Please Click On **Submit for Approval** Button To Upload The Scanned Copy Of Your Signed Application Form.

Screen Shot X

14. On clicking 'Submit for Approval', a message ' Submitted successfully and pending with trust for verification' will pop up as shown in screen shot XI.

EMPLOYEES HEALTH SCHEME
Designation : Employee

Registrations

The page at app.chf.gov.in says:
Submitted successfully and pending with trust for verification
OK

Screen Shot XI

Process Flow after the user(employee) submits the application form:

Once the user(employee) submits the application form, the form moves to executive(trust) for approval process wherein the the executive has option to Verify/Reject/On hold/Add attachments/Close.

Verify: Once the application form is verified, the request will go to concerned DDO for further process. DDO has an option to either Approve/Reject the application form. If Rejected, it goes back to employee for correction. If Approved, the application form goes to the card vendor wherein a temporary card will be generated for the beneficiary.

Reject: Once the application form is rejected, the application form is sent back to the user(employee) for verification process.

On Hold: Executive has a provision to keep the request 'on hold'. If the request is on hold, it goes to Team Leader(TL) wherein he has a provision to either Approve/Reject the application form. If Rejected, it goes back to employee for correction. If Approved, the application form goes to the concerned DDO and the process flows again from DDO.