# PENSIONER 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. Pensioner 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 Pensioner 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 Pensioner with respective Pensioner ID & Password as shown in screen shot I.
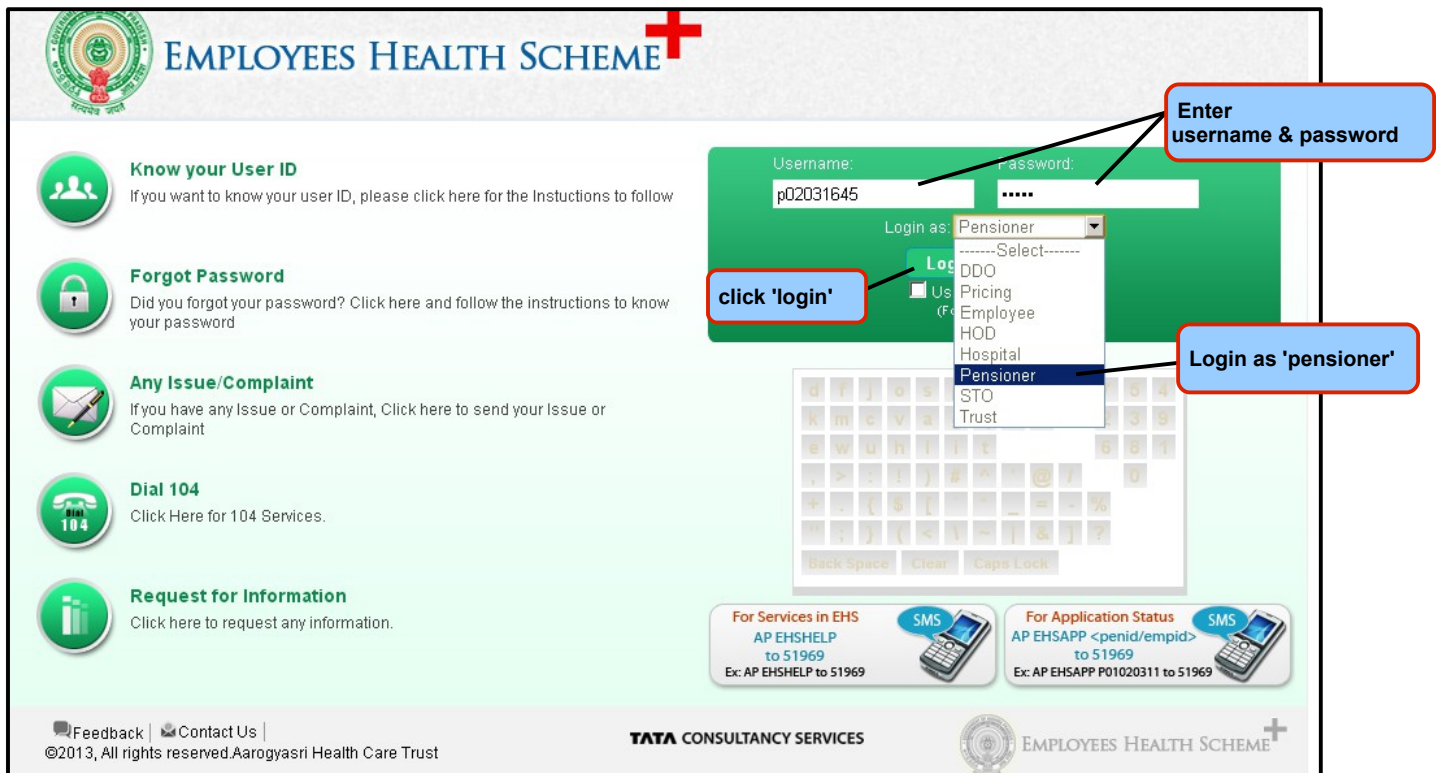
Screen Shot I

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.
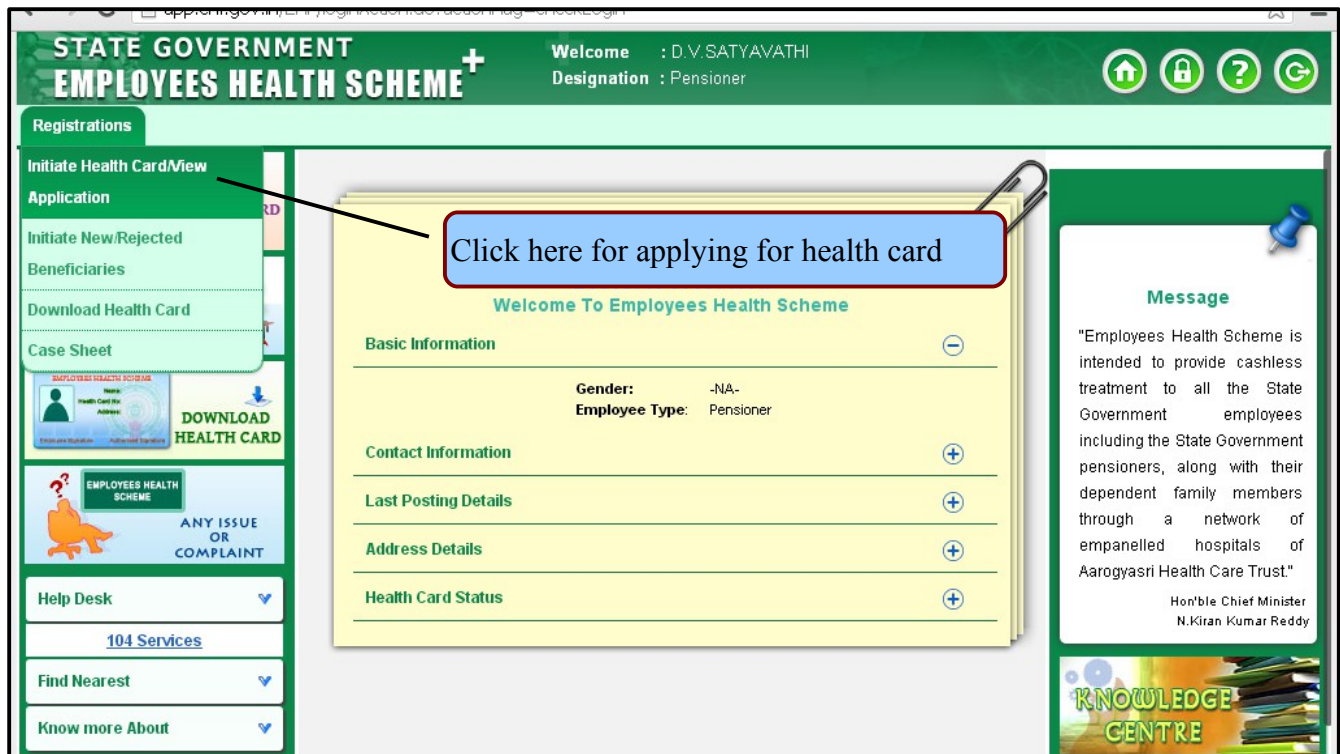   ◆ **Initiate New/Rejected Beneficiaries:**
      This is to add beneficiary or to remove already added beneficiary.
   ◆ **Download Health Card:**
   For downloading the health card, initially the submitted application has to be approved.
   ◆ **Case Sheet:** To check the status of patient health record.

4. Click on **Registrations → Initiate Health Card/View Application** as shown in screen shot II.

Screen Shot II

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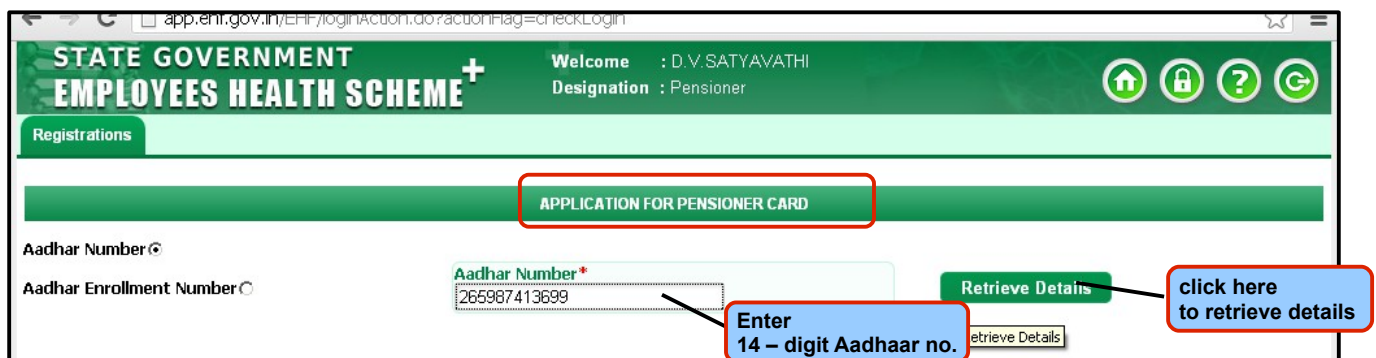
Screen Shot III

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 which includes personal details(Retirement type),address details(Residential),identification details,**last posting details,pension office details**,CIC details.

Pensioner Card Application

Screen Shot IV

8. After providing the mandatory information, the user 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.
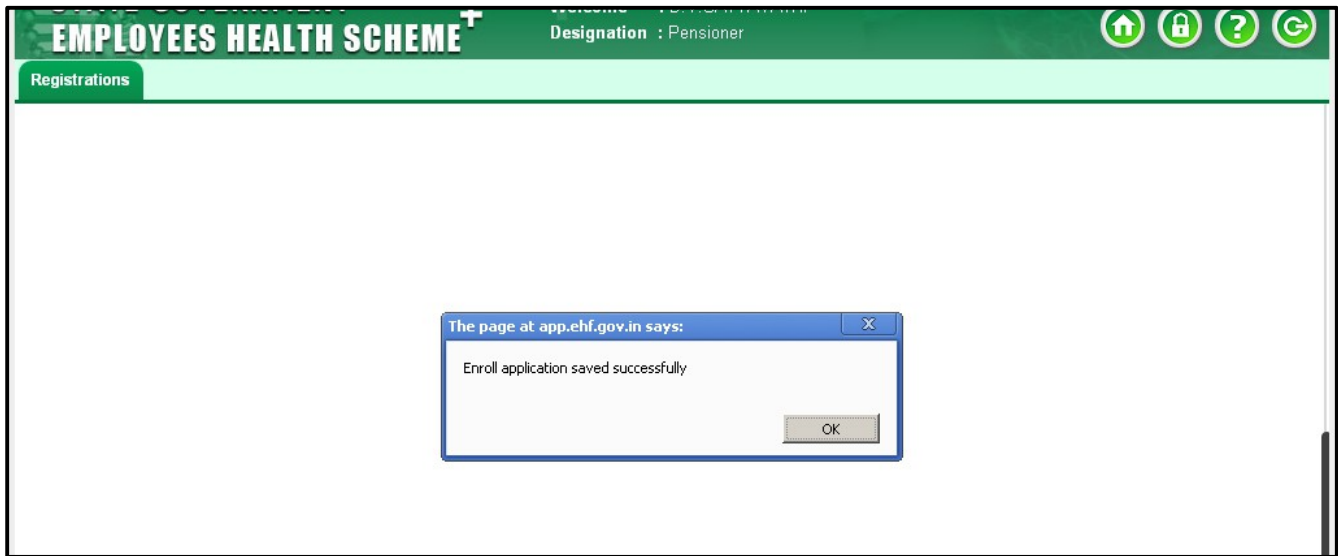
Screen Shot V

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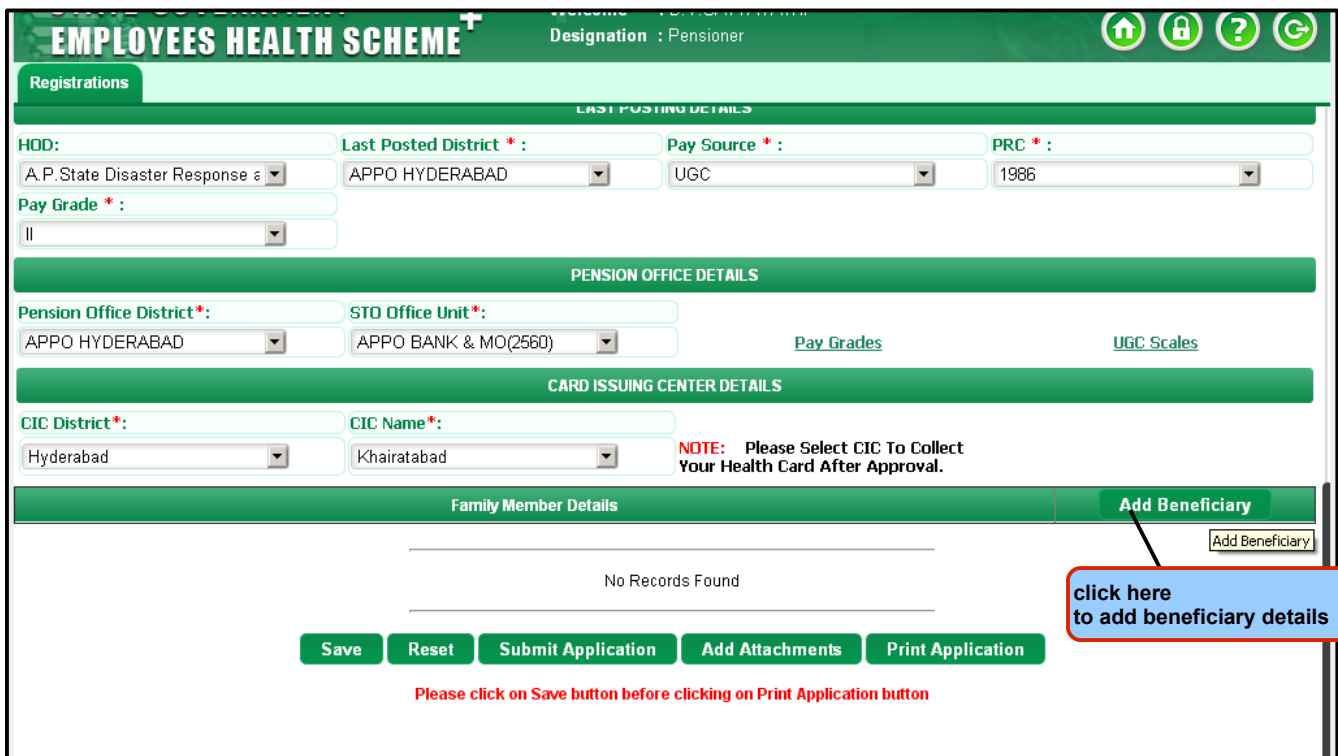
Screen Shot VI

ADD BENEFICIARY SCREEN

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

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

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.

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*

test

Relationship*

Husband ▾

Whether your spouse is ⦿ **Government Employee** ○ Government Pensioner ○ Others

Employee/Pensioner ID*:

2133915

HOD*:

A.P.State Disaster Response a ▾

DDO Code*:

Assistnat Distrirct Fire Officer((▾

Service*:

AP Ministerial Service ▾

Pay Source*:

UGC ▾

Pay Grade*:

III ▾

DOB Certificate*

Choose File _.-.jpg

Photo*

Choose File 1.jpg

Service Register Attachment*

Choose File 2.jpg

Gender*

⦿ Male ○ Female

Member disabled?*

○ Yes ⦿ No

District*:

Prakasam ▾

Designation*:

Superintendent ▾

Category*:

Class A-Category 1 Superinten ▾

PRC*:

1986 ▾

Current Pay*:

3700-125-4950-150-5700 ▾

Submit   Reset   Close

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 that 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 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. Once submitted, user cannot make any changes in the application.
  ◆ **Add attachments:** Relevant attachments to be added.
  ◆ **Print Application:** In order to print the application, the user should for compulsion click on save button.

Screen Shot VII

11. Before submitting the application, the user has a provision to 'print the application' for verification purpose. Once done with verification, the user can submit the application form as shown in screen shot VIII.

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 EMP111111 and signed application form is pending to upload'** will be displayed as shown in screen shot IX.

Screen Shot IX

13. Once the enrollment initiated successfully, the user(pensioner) 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.

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.

Screen Shot XI

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

Once the user(pensioner) 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 STO for further process. STO has an option to either Approve/Reject the application form. If Rejected, it goes back to pensioner 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(pensioner) 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 pensioner for correction. If Approved, the application form goes to the concerned STO and the process flows again from STO.