

## Employees login instructions

- I. Step 1: Obtain Aadhar Number
  - a. Go to your nearest Aadhar centre. You can find information about Aadhar Centres from Aadhar website or from your District Collector.
  - b. Register yourself and obtain the enrolment number given at the time of enrolment. Please fill in the 28 digit Enrolment ID in the EHF e-form.

### Instructions to provide Enrolment ID in the EHF-form.

- a. Please check the 14 digit "Enrolment No." 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.
  - b. Please check the "Dated" column on the right hand side of the acknowledgment copy along with the timestamp 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.
  - c. 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.
  - d. 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 No. And Date & Time Stamp. Eg.  
1111152100210620110811164844
  - e. Skip this Skip this step if you already have either an Aadhar Card or an Aadhar Enrolment ID number
  - c. Skip this step if you already have either an Aadhar Card or an Aadhar Enrolment ID number.
- II. Step 2: Prepare Data
    - . Read the instructions in annexure 1 for preparation of data.
    - a. You need passport photos of self and family members and scanned copy of the first two pages of the Service Register for submitting your application.  
Note: Computer illiterate employees/pensioners will approach the DDO/STO/APPO concerned directly with the aforementioned data/documents.
- III. Step 3: Submit Application
    - . Login to the web portal [www.ehf.gov.in](http://www.ehf.gov.in)
      - a. Your employee code/PPO ID is the user ID. Passwords for employees will be provided by DDO and to pensioners by STO/APPO.
      - b. If you are a pensioner, sign-up with a PPO id and password. Submit the application.
      - c. If you are an employee change your password at the time of first login. Keep the password confidential and do not forget.
      - d. Read the instructions provided in the website.
      - e. Open the enrolment form and fill up as per instructions there. Select your head of the department, Drawing and Disbursing Office unit, Category of your post from the dropdown lists in the application, submit the data, and attach the needed documents.
      - f. Take a printout and verify the accuracy of data. If there are errors, correct and save
      - g. Take a print out of the filled up application and sign it.
      - h. Upload a scanned copy of the signed application form.
      - i. Submit the application. After submission, you cannot make any changes to the form.
      - j. Take the physical copy of the signed application form and give it to your DDO
      - k. Note that 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.
      - l. You will receive an sms and email acknowledgement as soon as the application reaches the DDO.
      - m. If your DDO rejects your application, you will receive an sms and email notification. Resubmit your application with corrections
  - IV. Step 4: Receive Card
    - . You will receive a notification through sms/email when your card is printed and ready for issue
      - a. Approach the Card Issue Centre(CIC) in your district with all your dependents. The CIC locations will be notified by your District Collector
      - b. The card will be issued after taking your biometric fingerprint. The fingerprint will be your acknowledgement of receipt of card.