

Steps to Update Mobile Number, E-mail, Aadhaar Number in CGHS Database

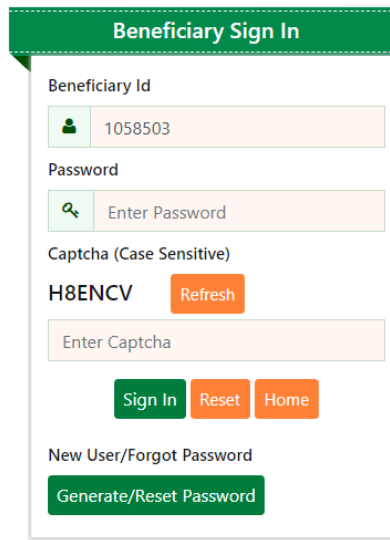
There are 2 ways to update the mobile number of a beneficiary:

1. **By Beneficiary Login:** When beneficiary has registered as well as new mobile number.
2. **By CMO In-Charge:** When beneficiary has not registered mobile number yet or does not have registered mobile number.

Case-I: Steps to update mobile number by Beneficiary Login:

Step 1: Click on the link 'Beneficiary Login' on cghs.nic.in

The following screen appears

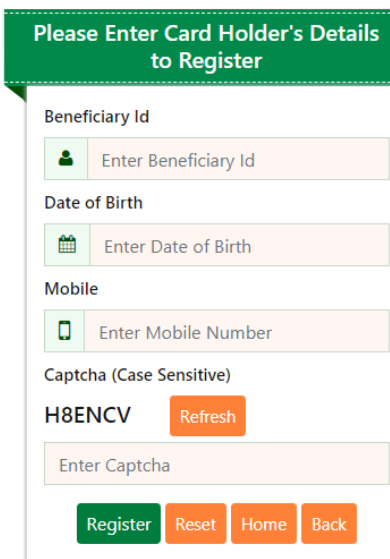


The screenshot shows the 'Beneficiary Sign In' page. It features a green header with the text 'Beneficiary Sign In'. Below the header, there are four input fields: 'Beneficiary Id' (containing '1058503'), 'Password' (containing 'Enter Password'), 'Captcha (Case Sensitive)' (containing 'H8ENCV'), and another 'Enter Captcha' field. There is a 'Refresh' button next to the captcha. At the bottom, there are three buttons: 'Sign In' (green), 'Reset' (orange), and 'Home' (orange). Below these buttons, there is a link for 'New User/Forgot Password' and a 'Generate/Reset Password' button (green).

Step 2: Enter the **beneficiary Id** of any of the family members and the **Password** in the screen shown above.

If a beneficiary doesn't have the password, click on the option '**Generate/Reset Password**'

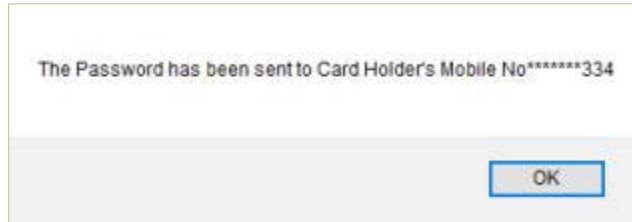
The following screen will appear



The screenshot shows the 'Please Enter Card Holder's Details to Register' page. It features a green header with the text 'Please Enter Card Holder's Details to Register'. Below the header, there are four input fields: 'Beneficiary Id' (containing 'Enter Beneficiary Id'), 'Date of Birth' (containing 'Enter Date of Birth'), 'Mobile' (containing 'Enter Mobile Number'), and 'Captcha (Case Sensitive)' (containing 'H8ENCV'). There is a 'Refresh' button next to the captcha. At the bottom, there are four buttons: 'Register' (green), 'Reset' (orange), 'Home' (orange), and 'Back' (orange).

Enter the **Beneficiary Id** of main card holder, **Date of Birth** and **Mobile No.** that exists in the CGHS database and click on **Register** button.

OTP is sent to the registered Mobile No.



Step 3: The beneficiary can then enter **Beneficiary Id** and **Password** on screen shown in **Step 1** to print plastic cards of family members or update mobile number, email, aadhaar number or view medicine history etc.

Click on relevant option like 'Updation -> Update Mobile No'.

SI	Update Aadhaar No	Date of Birth	Relation	Ben Id	Sex	Blood Group	Mobile	Email	Photo	CGHS Card
1		1975	SELF	1058503	M		9990785976	innoc@gmail.com		Print
3	AJAY SINGH	16-02-1988	H	3622893	M	B+	5874878787	om@gmail.com		Print
4	AVNI SINGH	03-02-2014	DAUGHTER	4301884	F	A+	9891405461	ram@yahoo.co.in		Print
5	Rajiv Saxena	01-09-2012	SON	4902596	M		9898989891	ram@yahoo.co.in		Print

Or 'Updation -> Update Email'

SI	Update Aadhaar No	Date of Birth	Relation	Ben Id	Sex	Blood Group	Mobile	Email	Photo	CGHS Card
1		1975	SELF	1058503	M		9990785976	innoc@gmail.com		Print
3	AJAY SINGH	16-02-1988	H	3622893	M	B+	5874878787	om@gmail.com		Print
4	AVNI SINGH	03-02-2014	DAUGHTER	4301884	F	A+	9891405461	ram@yahoo.co.in		Print
5	Rajiv Saxena	01-09-2012	SON	4902596	M		9898989891	ram@yahoo.co.in		Print

Or 'Updation -> Update Aadhaar No'

VIEW INFO STATUS ▾ UPDATION ▾ BENEFICIARY MEDICINE HISTORY CHANGE PASSWORD SIGN OUT

Color Palette

BENEFICIARY DETAILS

RAJ KUMAR JOSHI

Card No. 180634

Card Type SERVING

Wellness Centre VIRTUAL DISPENSARY(999)

Entitlement PRIVATE

Card Valid Upto 18/04/2019

Date of Issue 03-04-2009

Address 128KH, RAMVIHARR

Place E 32

City DELHI/NCR

Pin Number 110092

Phone Number 432324324

Mobile Number 9990785976

FAMILY DETAILS

SI	Name	Date of Birth	Relation	Ben Id	Sex	Blood Group	Mobile	Email	Photo	CGHS Card
1	RAJ KUMAR JOSHI	1975-01-12	SELF	1058503	M		9990785976	innoc@gmail.com		Print
3	AJAY SINGH	16-02-1988	H	3622893	M	B+	5874878787	om@gmail.com		Print
4	AVNI SINGH	03-02-2014	DAUGHTER	4301884	F	A+	9891405461	ram@yahoo.co.in		Print
5	Rajiv Saxsena	01-09-2012	SON	4902596	M		9898989891	ram@yahoo.co.in		Print

Step 4: The desired screen is displayed for updating the Mobile No.

MOBILE UPDATION

Select Beneficiary Id

Mobile Number

[Generate OTP](#)

Or for updating the Email

EMAIL UPDATION

Select Beneficiary Id

Email-Id

[Update](#) [Reset](#)

Or for updating the Aadhaar No

FAMILY DETAILS								
SI No.	Name	Card No.	Date Of Birth	Relation	Ben Id	Sex	Blood Group	Edit
1	RAJ KUMAR JOSHI	180634	1975-01-12	SELF	1058503	M		Edit
3	AJAY SINGH	180634	1988-02-16	H	3622893	M	B+	Edit
4	AVNI SINGH	180634	2014-02-03	DAUGHTER	4301884	F	A+	Edit
5	Rajiv Saxsena	180634	2012-09-01	SON	4902596	M		Edit

Click on 'Edit' button to update the Aadhaar No

FAMILY DETAILS

Beneficiary Id

Aadhaar Number

[Save](#)

Step 5: Enter the mobile number/Email/Aadhaar of the self/dependents and click on **Save** button.

Case-II: Step to update Mobile Number if already not registered or registered mobile is not with beneficiary

In case the mobile number of a beneficiary is not available in CGHS database or does not have already registered mobile number, in such cases the beneficiary has to approach the CMO In-Charge of respective wellness centre with his/her mobile.

The CMO In-Charge will update the mobile against the beneficiary Id. An OTP will be received on beneficiary's mobile number that will be communicated to CMO In-Charge to finally update the mobile no. of the beneficiary.