



सत्यमेव जयते

**Ministry of Health & Family Welfare
Government of India**

Ministry of Health and Family Welfare

User Reference Guide

For

Beneficiary Identification System

Web Portal User

Version 1.1

(Updated on 20th August'18)

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1. INTRODUCTION

Beneficiary Identification System (BIS) is a process, of applying the identification criteria (as per AB-NHPM guidelines) on the SECC and RSBY database to approve/reject the applications entitled for the benefits. AB-NHPM aims to target about 10.74 crore poor, deprived rural families and identified occupational category of urban workers' families as per the latest Socio-Economic Caste Census (SECC) data. Additionally, all families enrolled under RSBY that do not feature in the targeted groups as per SECC data will also be included. There are following types of user in the process namely:

- National
- State- SHA
- State-Approver
- District
- Pradhan Mantri Arogya Mitra (PMAM)
- KIOSK Operators

National, State and District users will be able to view Dashboards and Reports for monitoring.

2. USER ROLES

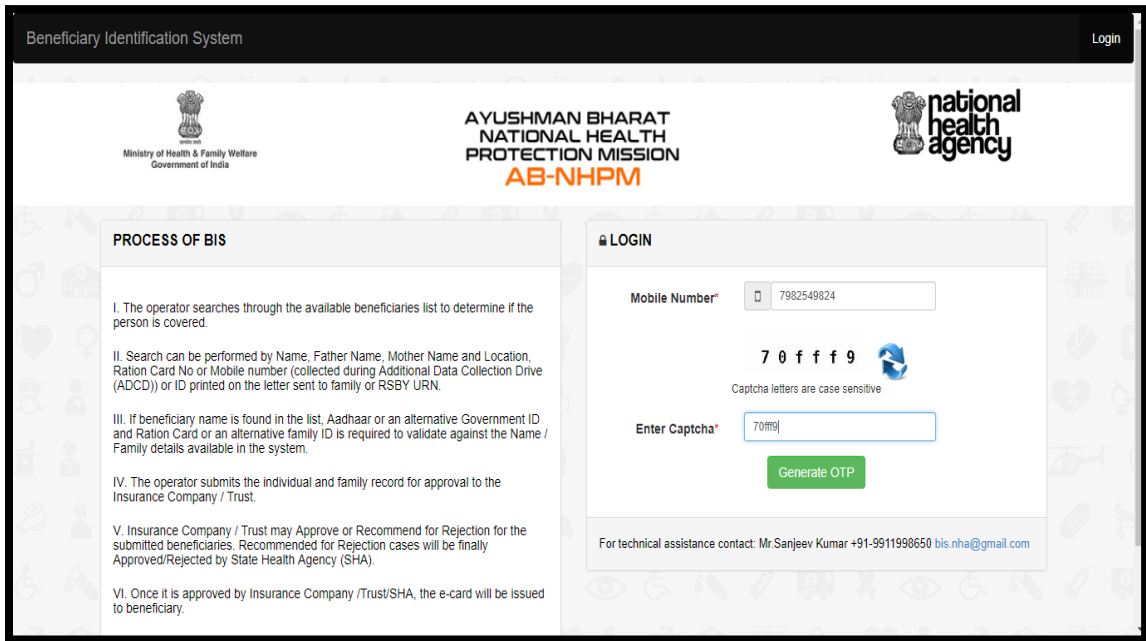
Each user has been assigned a specific role in order to make the process hassle free and easy. These roles have been briefly discussed below-

- ❖ **NHA ADMIN**- *The National user is able to view the Dashboards and Reports at National level (both State wise and District wise).*
- ❖ **STATE HEALTH AGENCY (SHA)** - *This user can view the Dashboard reports of the Beneficiary Identification System, for a particular state.*
- ❖ **STATE APPROVER**- *A State Approver converts the Silver Records to Golden records. This means that it approves or rejects the beneficiary list which has come for his approval. In case an entry is rejected, it has to be with a valid reason.*
- ❖ **DISTRICT**- *The District user is able to view the Dashboards and Reports at the District level.*
- ❖ **PRADHAN MANTRI AROGYA MITRA (PMAM)** - *This user is able to search and submit the beneficiary identification details. He can also print the beneficiary card called the AB NHPM card.*
- ❖ **KIOSK OPERATORS**- *KIOSK Operators can search and submit the beneficiary identification details.*

1. LOGIN

After successful registration and approval from the Beneficiary technical team, the user can login to the web portal <http://bis.abnhpm.gov.in/BIS> with registered Mobile Number.

- Enter '**Mobile Number**' and '**Captcha Code**' in the text boxes available.
- Click on '**Generate OTP**'.



Beneficiary Identification System Login

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PROCESS OF BIS

I. The operator searches through the available beneficiaries list to determine if the person is covered.

II. Search can be performed by Name, Father Name, Mother Name and Location, Ration Card No or Mobile number (collected during Additional Data Collection Drive (ADCD)) or ID printed on the letter sent to family or RSBY URN.

III. If beneficiary name is found in the list, Aadhaar or an alternative Government ID and Ration Card or an alternative family ID is required to validate against the Name / Family details available in the system.


IV. The operator submits the individual and family record for approval to the Insurance Company / Trust.

V. Insurance Company / Trust may Approve or Recommend for Rejection for the submitted beneficiaries. Recommended for Rejection cases will be finally Approved/Rejected by State Health Agency (SHA).

VI. Once it is approved by Insurance Company /Trust/SHA, the e-card will be issued to beneficiary.

LOGIN

Mobile Number*

7 0 f f 9 

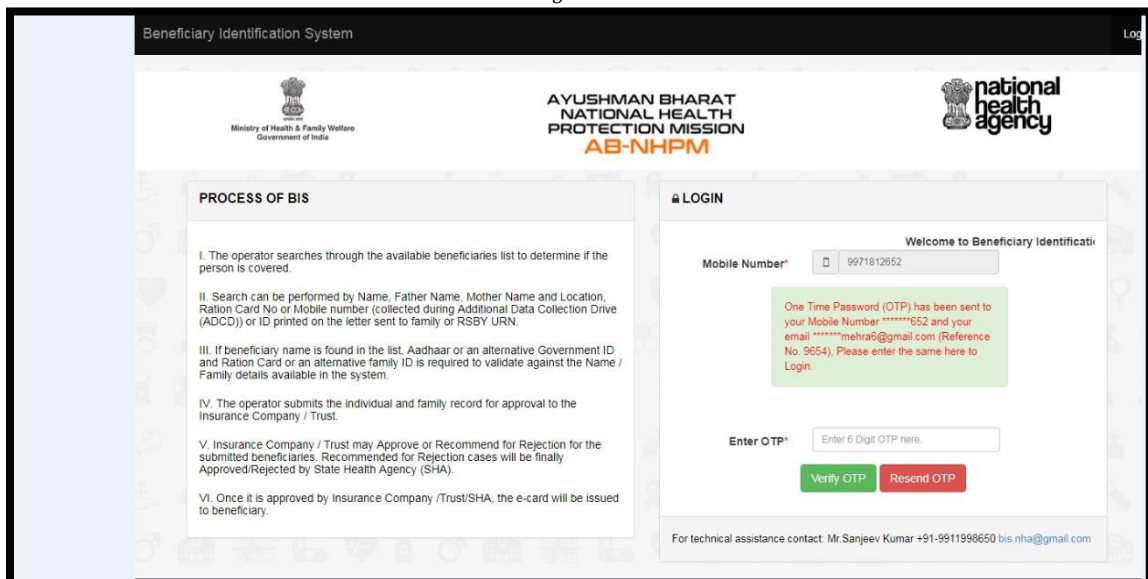
Captcha letters are case sensitive

Enter Captcha*

Generate OTP

For technical assistance contact: Mr.Sanjeev Kumar +91-9911998650 bis.nha@gmail.com

Figure 1



Beneficiary Identification System Log

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LOGIN

Welcome to Beneficiary Identification System

Mobile Number*

One Time Password (OTP) has been sent to your Mobile Number *****652 and your email *****mehra6@gmail.com (Reference No. 9654). Please enter the same here to Login.

Enter OTP*

Verify OTP **Resend OTP**

For technical assistance contact: Mr.Sanjeev Kumar +91-9911998650 bis.nha@gmail.com

Figure 2

The generated OTP is sent on both registered mobile number and email of the user.

In case the user does not receive the OTP, he can click on Resend OTP. Upon receiving the OTP, the user enters it in the text box and click on **Verify OTP**.

NOTE: OTP is of 6 digits.

The following screen is displayed upon successful login.

It can be seen here that the user has the options to '**Search**' a Beneficiary, '**Add Member**', view '**Approved Beneficiary**' and also view '**Pending Approvals**'.

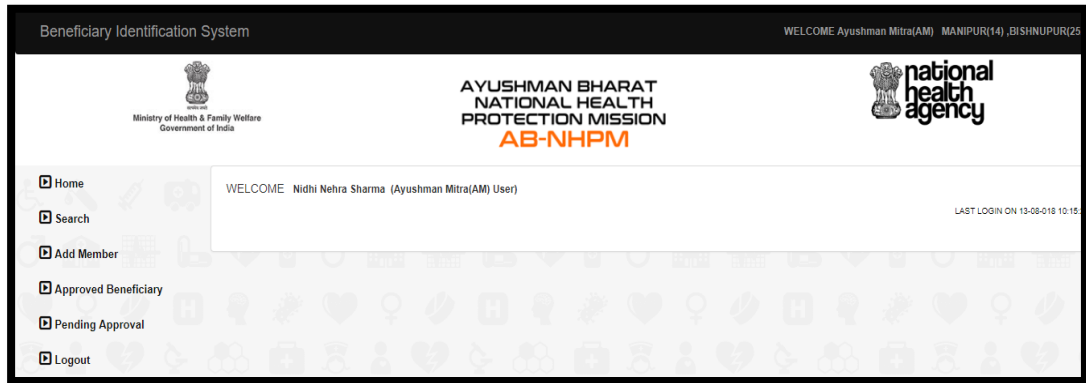


Figure: 3

2. SEARCH

- Click on '**Search**' option from the left menu and the operator will be able to search for the family to which the beneficiary belongs to. This search is carried out based on various parameters like-
 - **By SECC Name**
 - **Mobile Number**
 - **Ration Card Number**
 - **RSBY URN**
 - **HH ID Number**
 - **AB NHPM ID**

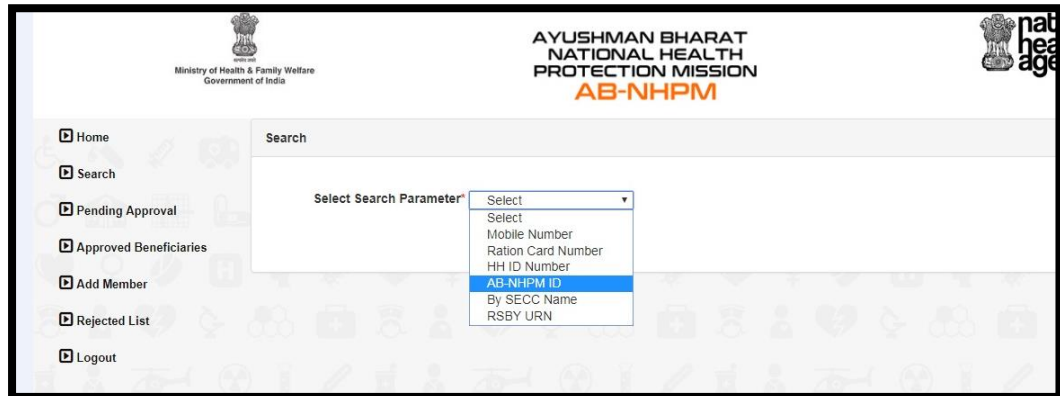
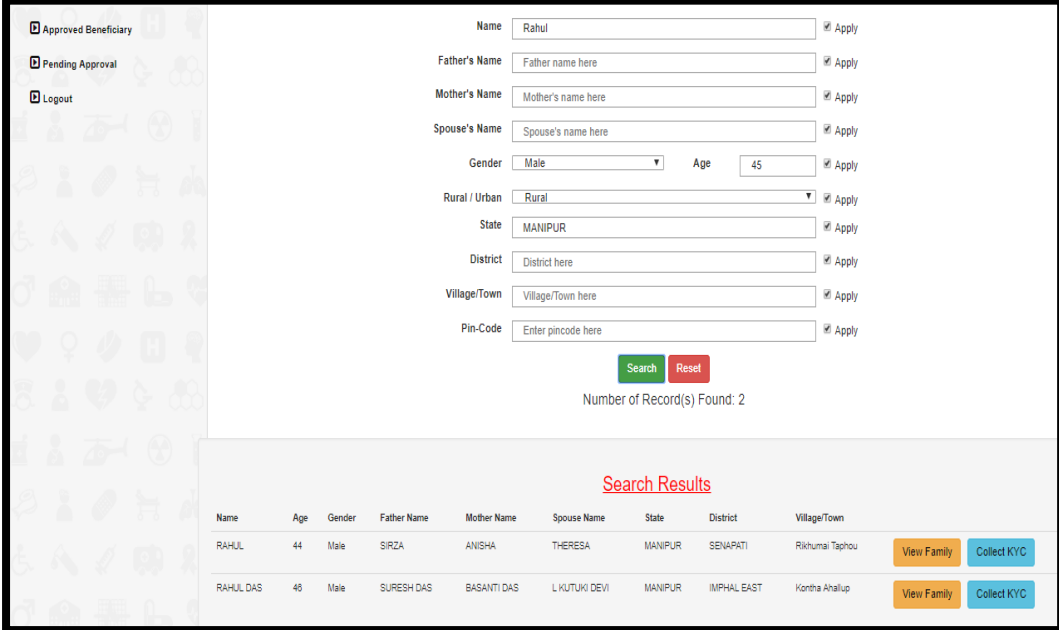


Figure: 4

- **By SECC Name:** Operator can look up for the beneficiary by looking up his name in the Socio Economic & Caste Census (SECC) data. Selecting SECC Name option directs the user to the following screen where
 - He/she can enter the name, Father's name or Mother's name of the Beneficiary and select State, and District name. There are check boxes also available alongside to select or deselect the search parameter. Then, Search results from the database will be displayed at the bottom of the screen on the bases searched parameters.



Number of Record(s) Found: 2

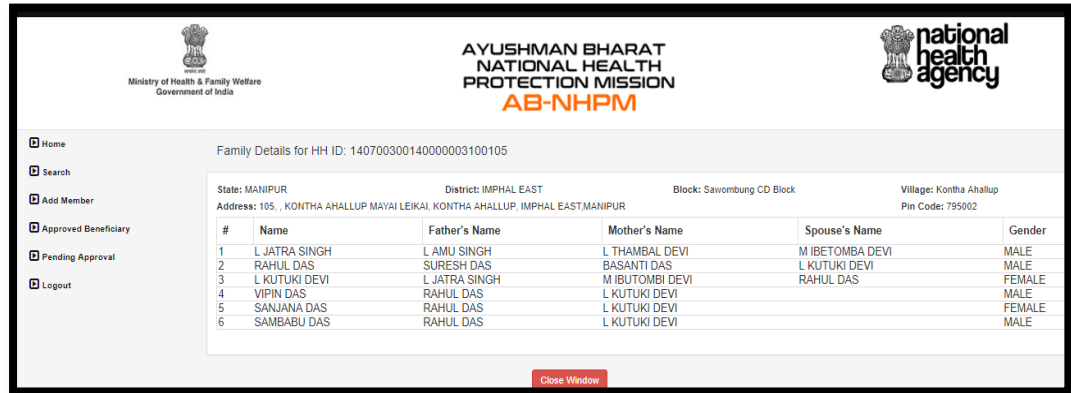
Search Results

Name	Age	Gender	Father Name	Mother Name	Spouse Name	State	District	Village/Town		
RAHUL	44	Male	SIRZA	ANISHA	THERESA	MANIPUR	SENAPATI	Rikhmai Taphou	View Family	Collect KYC
RAHUL DAS	46	Male	SURESH DAS	BASANTI DAS	L KUTUKI DEVI	MANIPUR	IMPHAL EAST	Konha Ahalup	View Family	Collect KYC

Figure: 5

Note: The user can keep on changing the applied filters or searched parameters till search results are not displayed because if the search results is not equal or less than 5 till then details of search details will not be displayed by the system. .

- ❖ The Operator will click on **'View Family'** button to ascertain if the person is part of the listed family. Details of the family will be listed on the screen as shown below-



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Family Details for HH ID: 140700300140000003100105

State: MANIPUR District: IMPHAL EAST Block: Sawombung CD Block Village: Kontha Ahallup
Address: 105, KONTHA AHALLUP MAYAI LEIKAI, KONTHA AHALLUP, IMPHAL EAST, MANIPUR Pin Code: 795002

#	Name	Father's Name	Mother's Name	Spouse's Name	Gender
1	L JATRA SINGH	L AMU SINGH	L THAMBAL DEVI	M IBETOMBA DEVI	MALE
2	RAHUL DAS	SURESH DAS	BASANTI DAS	L KUTUKI DEVI	MALE
3	L KUTUKI DEVI	L JATRA SINGH	M IBUTOMBI DEVI	RAHUL DAS	FEMALE
4	VIPIN DAS	RAHUL DAS	L KUTUKI DEVI		MALE
5	SANJANA DAS	RAHUL DAS	L KUTUKI DEVI		FEMALE
6	SAMBABU DAS	RAHUL DAS	L KUTUKI DEVI		MALE

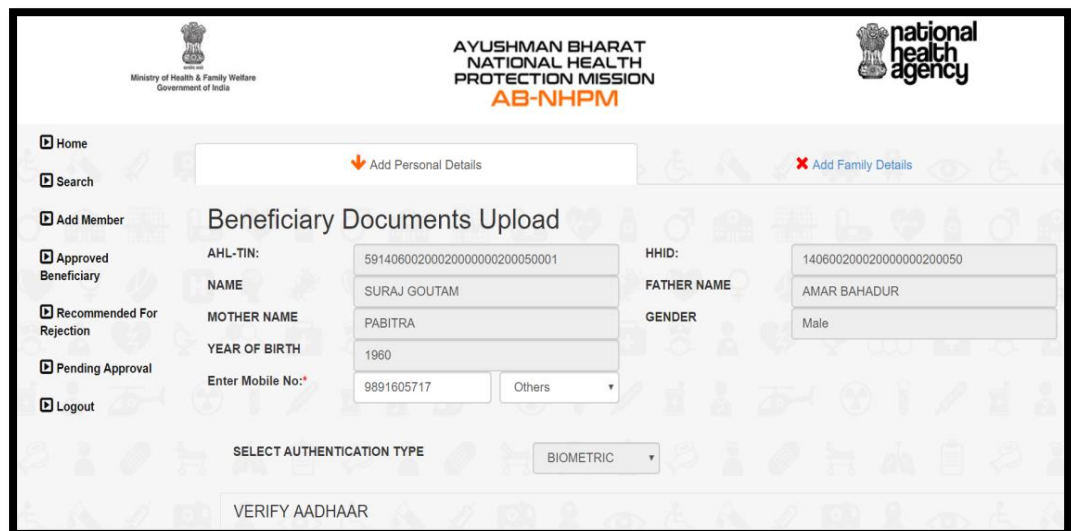
Close Window

Figure: 6

- ❖ After matching the details, operator can click on '**Close Window**' tab to close the current window.
- ❖ Click on '**Collect KYC**' tab to upload the documents of the beneficiary for whom KYC is required to be done. The screen will display details of the beneficiary to ascertain the correct beneficiary as per the KYC document produced by him/her. Enter '**Mobile Number**' in the text box provided and mention whose number it is by selecting an option from the drop-down list.
- ❖ The beneficiary's KYC can be done in two ways using
 - **Aadhaar**
 - **Non-Aadhaar**

Aadhaar Based KYC

When the user selects Id type Aadhaar, default authentication type will be '**Biometric**'- Finger print and Iris.



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Home Search Add Member Approved Beneficiary Recommended For Rejection Pending Approval Logout

Add Personal Details Add Family Details

Beneficiary Documents Upload

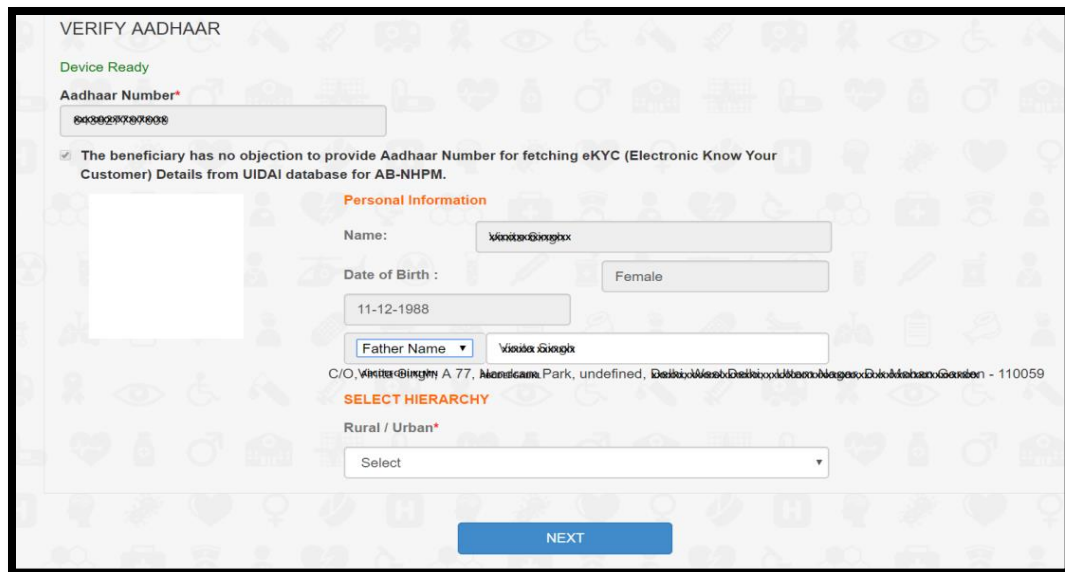
AHL-TIN: 59140600200020000000200050001 HHID: 140600200020000000200050
NAME: SURAJ GOUTAM FATHER NAME: AMAR BAHADUR
MOTHER NAME: PABITRA GENDER: Male
YEAR OF BIRTH: 1960
Enter Mobile No.: 9891605717 Others

SELECT AUTHENTICATION TYPE: BIOMETRIC

VERIFY AADHAAR

Figure: 7 (Biometric)

- On clicking the **Capture Biometric** button, the biometric device gets activated (Device must be successfully already installed in the system). The beneficiary will be asked to provide his/her Finger/IRIS impression along with Aadhaar Number to get the e-KYC from UIDAI and these details received from UIDAI are then displayed on the screen.
- Select '**Rural/Urban**' from the drop-down list. *[This is a mandatory field]*



VERIFY AADHAAR

Device Ready

Aadhaar Number*

The beneficiary has no objection to provide Aadhaar Number for fetching eKYC (Electronic Know Your Customer) Details from UIDAI database for AB-NHPM.

Personal Information

Name:

Date of Birth :

Father Name

C/O, Viktor Singh A 77, Narsimha Park, undefined, Delhi, West Delhi, Uppala Nagar, Dabholhan Gostan - 110059

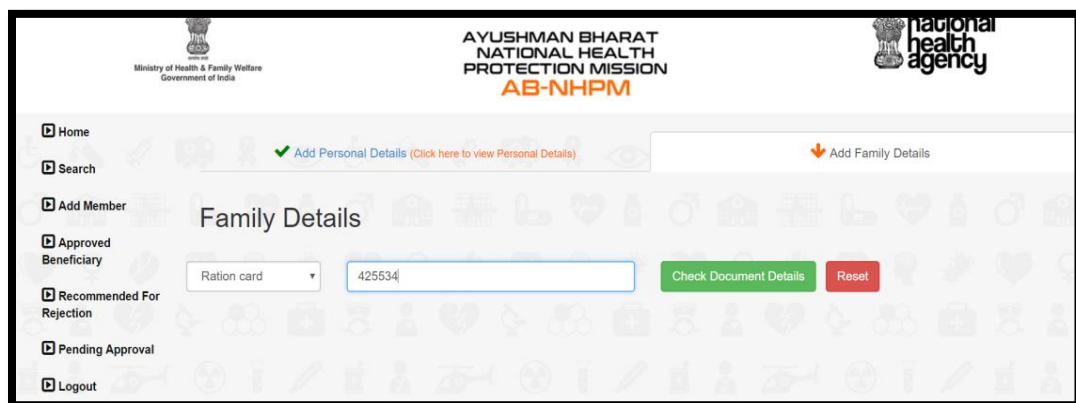
SELECT HIERARCHY

Rural / Urban*

NEXT

Figure: 8

- Click on the **Next** tab and the user is guided to the next screen.



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Home

Search

Add Member

Approved Beneficiary

Recommended For Rejection

Pending Approval

Logout

✓ Add Personal Details (Click here to view Personal Details)

↓ Add Family Details

Family Details

Ration card

Check Document Details

Reset

Figure: 9

Family details can be added through this screen.

- Click on '**Check Document Details**' and the operator can enter the family details by selecting one option from the drop-down list- **Ration Card**.

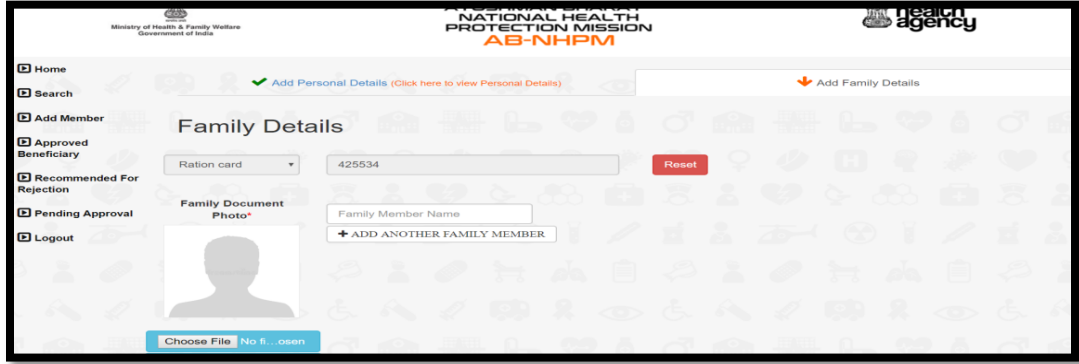


Figure: 10

- The image of family document can be uploaded here.

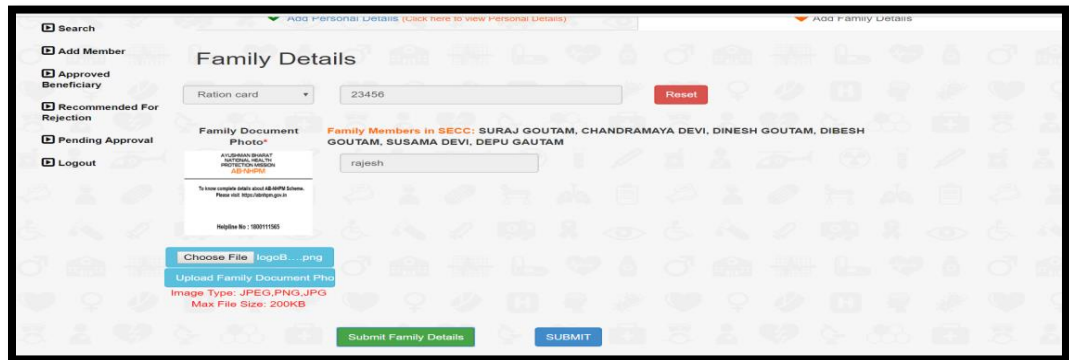


Figure: 11

- Click '**Submit**'. The data is now saved in the records.

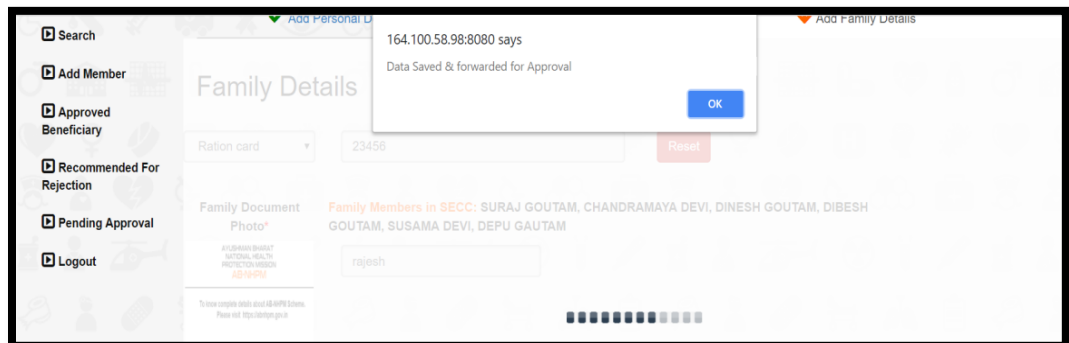
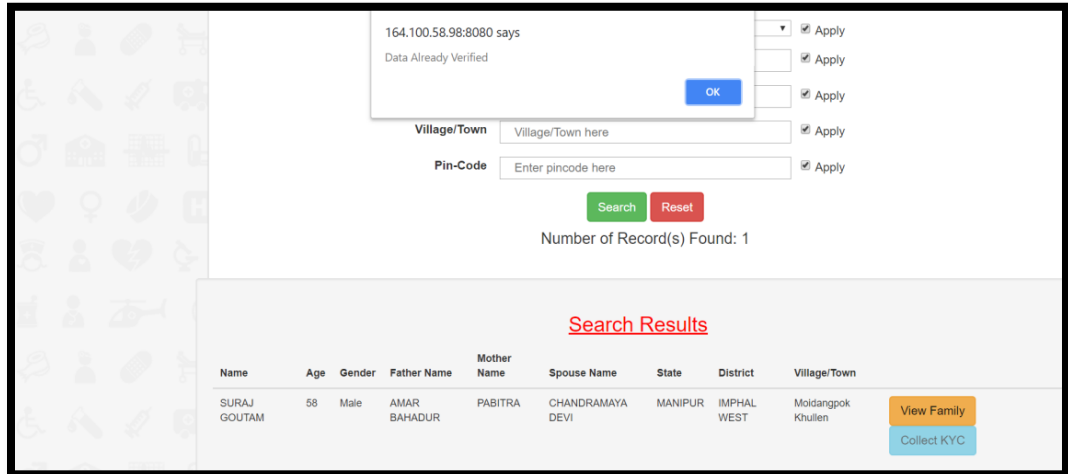


Figure: 12

- The system goes back to the main search screen which displays the family.



164.100.58.98:8080 says
Data Already Verified
OK

Village/Town: Village/Town here
Pin-Code: Enter pincode here

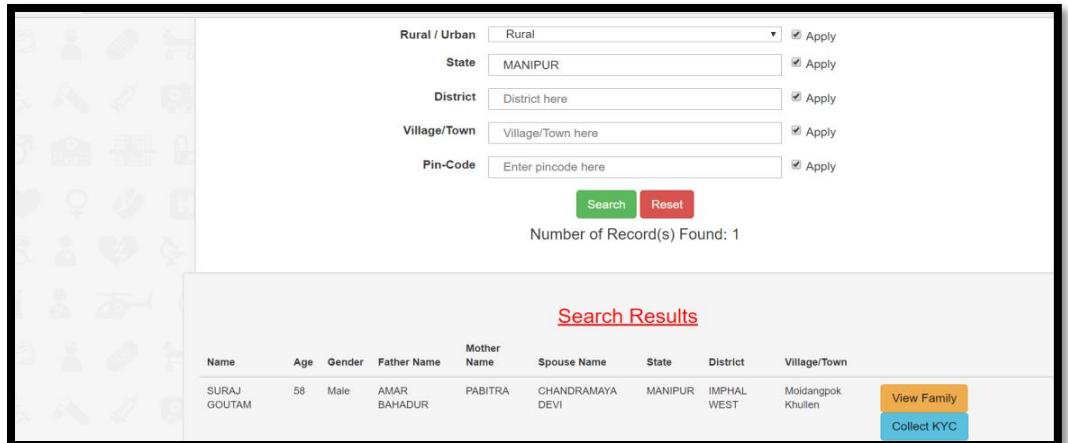
Search Reset

Number of Record(s) Found: 1

Search Results

Name	Age	Gender	Father Name	Mother Name	Spouse Name	State	District	Village/Town	
SURAJ GOUTAM	58	Male	AMAR BAHADUR	PABITRA	CHANDRAMAYA DEVI	MANIPUR	IMPHAL WEST	Moidangpok Khullen	View Family Collect KYC

Figure: 13



Rural / Urban: Rural
State: MANIPUR
District: District here
Village/Town: Village/Town here
Pin-Code: Enter pincode here

Search Reset

Number of Record(s) Found: 1

Search Results

Name	Age	Gender	Father Name	Mother Name	Spouse Name	State	District	Village/Town	
SURAJ GOUTAM	58	Male	AMAR BAHADUR	PABITRA	CHANDRAMAYA DEVI	MANIPUR	IMPHAL WEST	Moidangpok Khullen	View Family Collect KYC

Figure: 14

When the operator clicks on the '**Collect KYC**' button again he will get a message saying "**Data Already Verified**".

Non- Aadhaar Based Verification

- Select '**Individual ID Type**' from the drop-down list.
- Enter the selected ID card number.
- Now enter responses for all the mandatory fields.
- **Upload** the document photo front, document back and capture profile photo of the beneficiary from the Camera attached with the system.

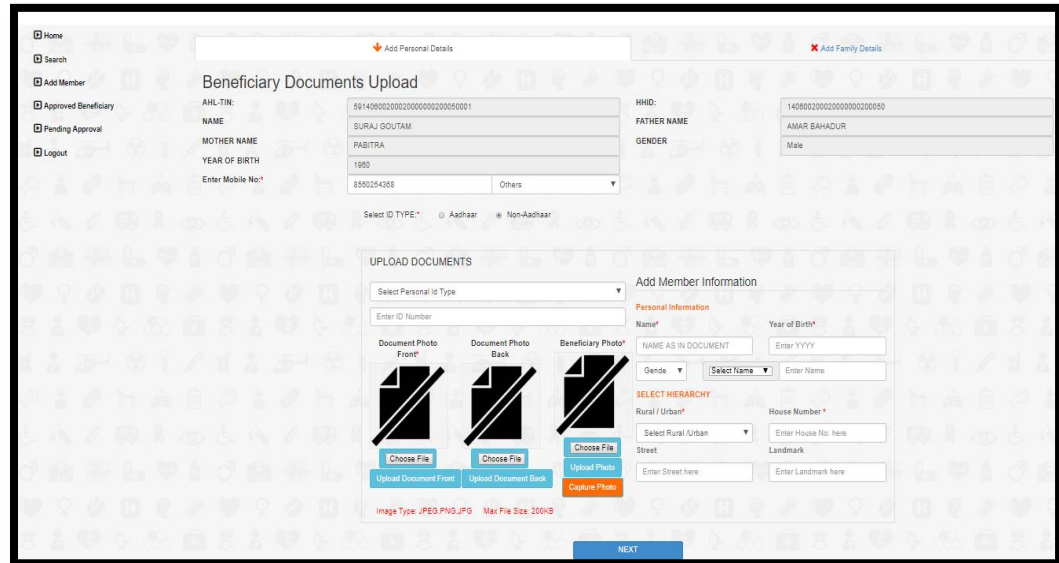


Figure: 15

NOTE: The image size uploaded should not be more than 200 Kb.

Having uploaded the documents the next screen which comes up is one where the Family details of beneficiary and the image of Family document are required to be captured.

Add Family Details

Having entered personal details, user can then enter the beneficiary's family details.

- Click on '**Add Family Details**' if the beneficiary wishes to add family members.

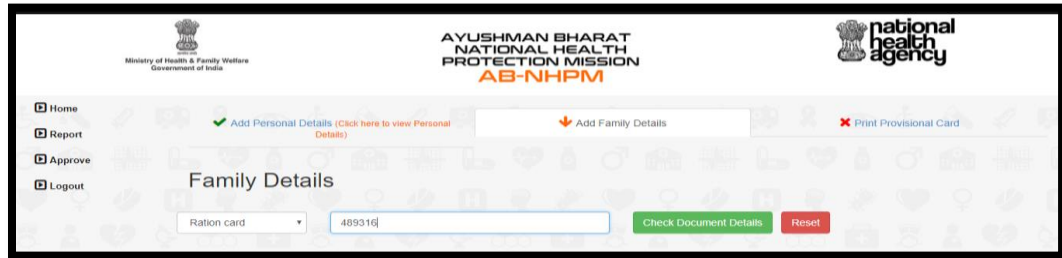


Figure: 16

- Enter the Ration Card no. and then click on '**Check Document Details**'.

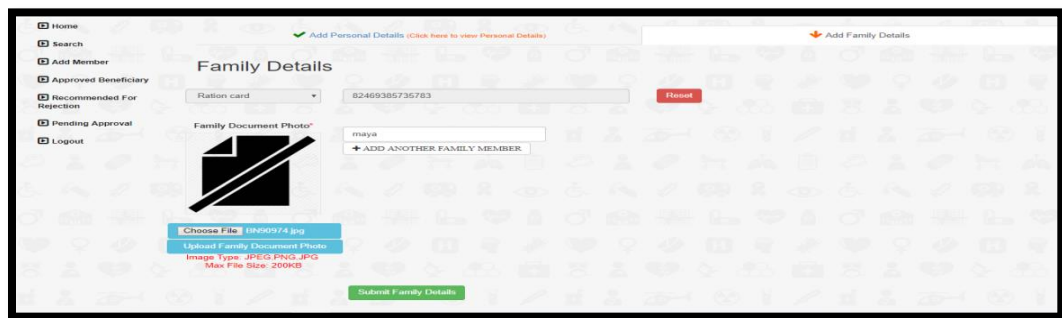
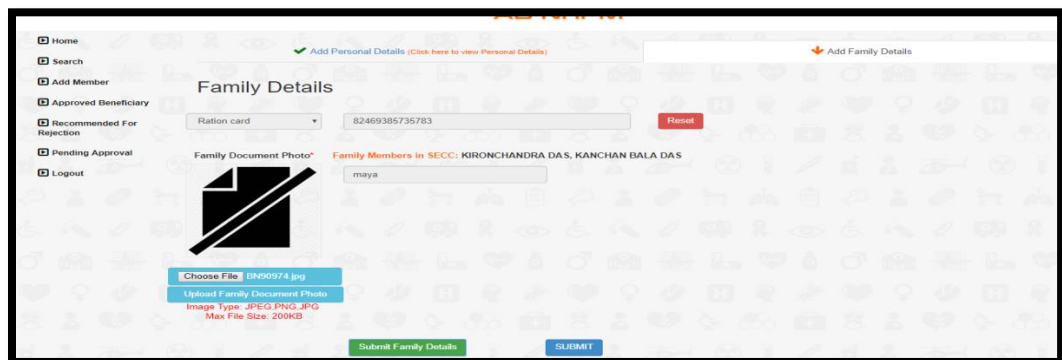


Figure: 17

- Upload the ration card image and enter details of the family members who all are there in the Ration Card.



Family: 18

- After submitted it a pop-up message will come up to confirm that data is saved and sent for approval.

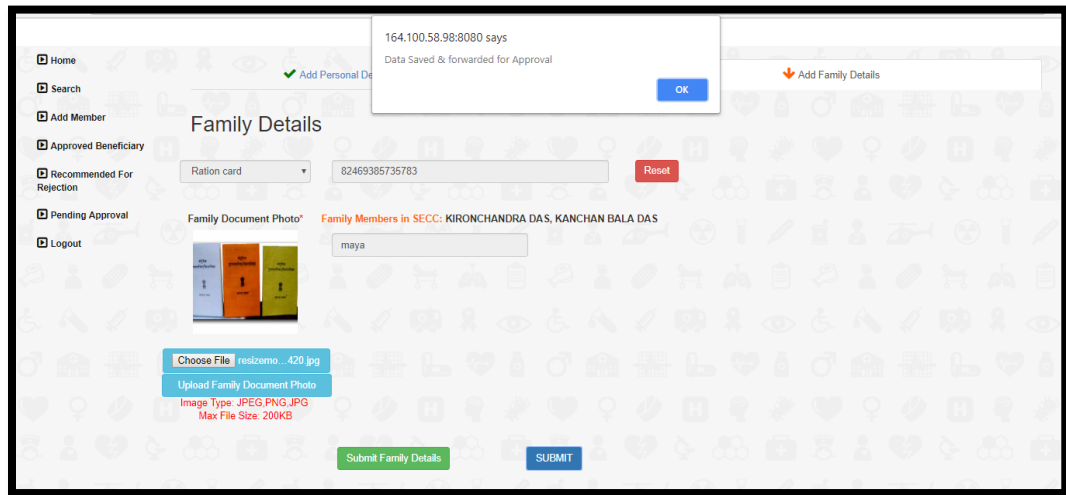


Figure: 19

- **Mobile Number-** A beneficiary can also be searched by entering his mobile number. (Collected during ADCD drive).
 - Select Mobile Number from the drop-down list.
 - In the text box, enter the 10-digit mobile number (collect during ADCD drive).
 - Click on 'Search'.

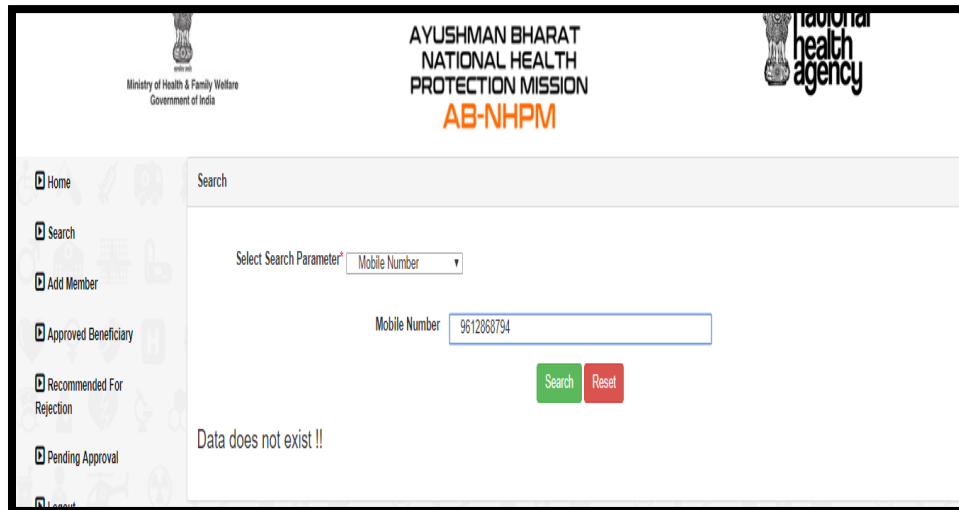
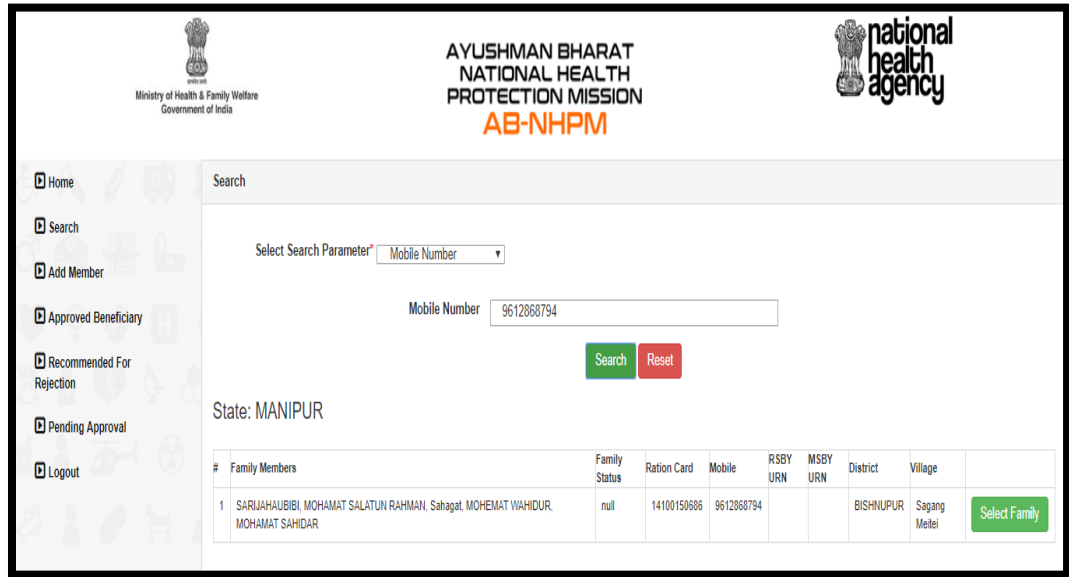


Figure: 20

- Family members details along with the document number and mobile number is displayed here



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Home Search Add Member Approved Beneficiary Recommended For Rejection Pending Approval Logout

Search

Select Search Parameter: Mobile Number

Mobile Number: 9612868794

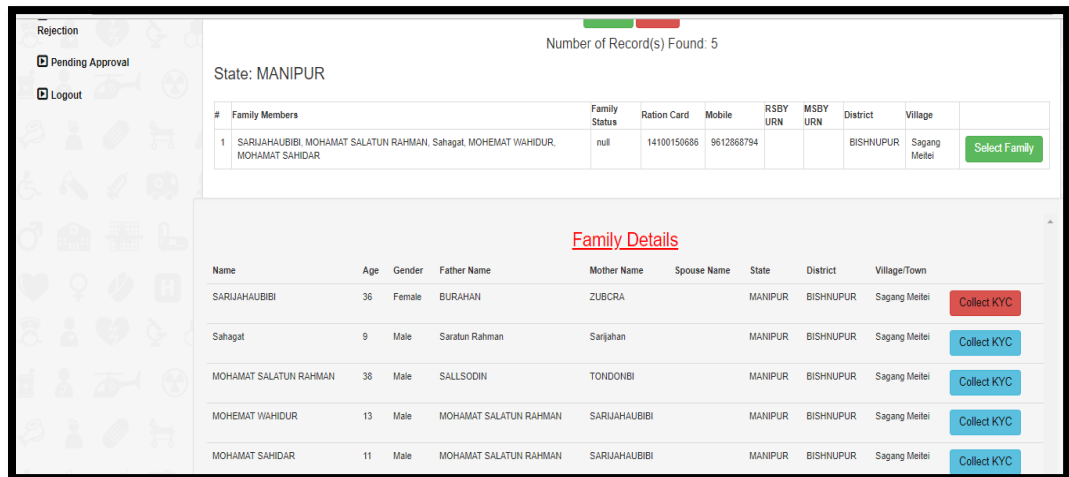
Search Reset

State: MANIPUR

#	Family Members	Family Status	Ration Card	Mobile	RSBY URN	MSBY URN	District	Village	
1	SARIJAH AUBIBI, MOHAMAT SALATUN RAHMAN, Sahagat, MOHEMAT WAHIDUR, MOHAMAT SAHIDAR	null	14100150686	9612868794			BISHNUPUR	Sagang Meitei	Select Family

Figure: 21

- Click on **'Select Family'** and we will get more details about the family members.



Rejection Pending Approval Logout

Number of Record(s) Found: 5

State: MANIPUR

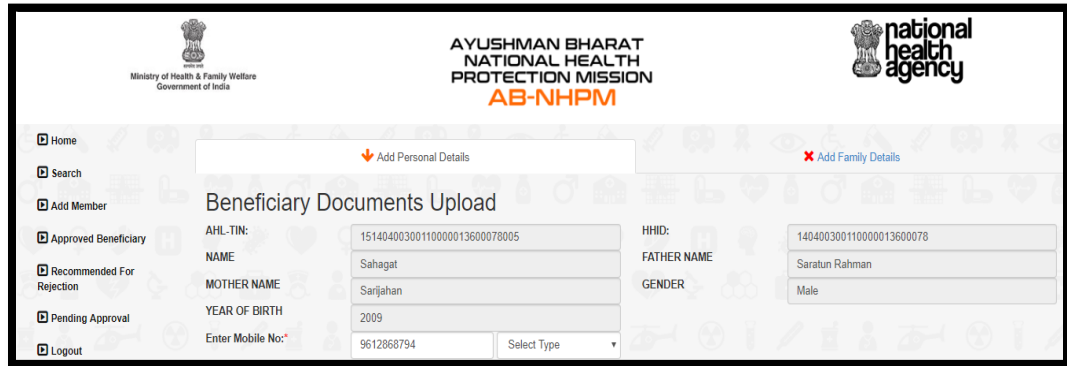
#	Family Members	Family Status	Ration Card	Mobile	RSBY URN	MSBY URN	District	Village	
1	SARIJAH AUBIBI, MOHAMAT SALATUN RAHMAN, Sahagat, MOHEMAT WAHIDUR, MOHAMAT SAHIDAR	null	14100150686	9612868794			BISHNUPUR	Sagang Meitei	Select Family

Family Details

Name	Age	Gender	Father Name	Mother Name	Spouse Name	State	District	Village/Town	
SARIJAH AUBIBI	36	Female	BURAHAN	ZUBCRA		MANIPUR	BISHNUPUR	Sagang Meitei	Collect KYC
Sahagat	9	Male	Saratun Rahman	Sarijahan		MANIPUR	BISHNUPUR	Sagang Meitei	Collect KYC
MOHAMAT SALATUN RAHMAN	38	Male	SALLSODIN	TONDONBI		MANIPUR	BISHNUPUR	Sagang Meitei	Collect KYC
MOHEMAT WAHIDUR	13	Male	MOHAMAT SALATUN RAHMAN	SARIJAH AUBIBI		MANIPUR	BISHNUPUR	Sagang Meitei	Collect KYC
MOHAMAT SAHIDAR	11	Male	MOHAMAT SALATUN RAHMAN	SARIJAH AUBIBI		MANIPUR	BISHNUPUR	Sagang Meitei	Collect KYC

Figure: 22

- Click on **'Collect KYC'** button against the beneficiary you would like to validate button. [Refer Page 8]
- A pop-up message will appear informing 'Data Already Verified' if verification is complete. Else it will take the operator to screen shown below



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Home Search Add Member Approved Beneficiary Recommended For Rejection Pending Approval Logout

Add Personal Details Add Family Details

Beneficiary Documents Upload

AHL-TIN: 15140400300110000013600078005 HHID: 140400300110000013600078

NAME: Sahagat FATHER NAME: Saratun Rahman

MOTHER NAME: Sarijahan GENDER: Male

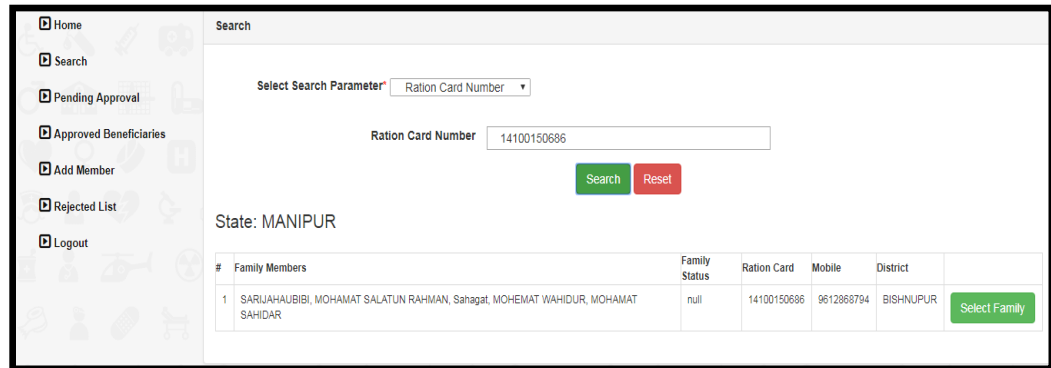
YEAR OF BIRTH: 2009

Enter Mobile No*: 9612868794 Select Type

Figure: 23

**** The procedure for Search on various parameters- Ration Card/HH ID Number/ RSBY URN/AB NHPM ID is similar. The correct document numbers have to entered to get the search result. ****

- **Ration Card Number**- The beneficiary can be searched by their Ration Card Number, which is unique for each family.
 - Select '**Ration Card Number**' from the drop-down list.
 - Enter the '**Ration Card Number**' in the text box.
- Click on '**Search**' button.



Home Search Pending Approval Approved Beneficiaries Add Member Rejected List Logout

Search

Select Search Parameter: Ration Card Number

Ration Card Number: 14100150686

Search Reset

State: MANIPUR

#	Family Members	Family Status	Ration Card	Mobile	District	
1	SARIJAHUBISI, MOHAMAT SALATUN RAHMAN, Sahagat, MOHEMAT WAHIDUR, MOHAMAT SAHIDAR	null	14100150686	9612868794	BISHNUPUR	Select Family

Figure: 24

- At the bottom of the screen one can view the details of the family which include the names of family members, mobile number, district and the ration card number.
- Click on the '**Select Family**' tab and the screen that follows provides the individual details of all family members.
- Search results from the database will appear.
- Click on '**Collect KYC**' button against the beneficiary you would like to validate. [[Refer Page 8](#)]

➤ **HH ID Number-** HH ID Number (Household Id number) is also used to identify the beneficiary.

- Select '**HH ID Number**' option from the drop-down list.
- Enter the HH ID Number (a unique number given to the family in SECC) in the text box.
- Click on '**Search**' button.

NOTE: A valid HH ID Number is of 24 digits.

- At the bottom of the screen one can view the details of the family which include the names of family members, mobile number, district and the HH ID Number.
- Click on the '**Select Family**' tab and the screen that follows provides the individual details of all family members.
- Search results from the database will appear.
- Click on '**Collect KYC**' button against the beneficiary you would like to validate. [[Refer Page 8](#)]

➤ **AB-NHPM ID-** Ayushman Bharat National Health Protection Mission Id (AB-NHPM ID) is also a parameter which enables identifying a beneficiary family. This search will only be available to find the family of a beneficiary who has already verified and NHPM ID has been generated by the system.

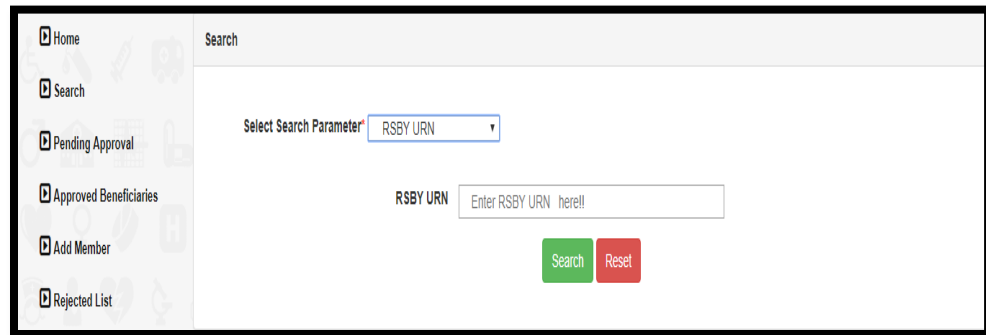
- Enter the '**AB-NHPM ID**' in the text box.
- Click on '**Search**' button.

NOTE: A valid AB-NHPM ID is of 9 digits.

- At the bottom of the screen one can view the details of the family which include the names of family members, mobile number, district and the AB-NHPM ID.
- Click on the '**Select Family**' tab and the screen that follows provides the individual details of all family members.
- Search results from the database will appear.
- Click on '**Collect KYC**' button against the beneficiary you would like to validate. [[Refer Page 8](#)]

➤ **RSBY URN-** The RSBY URN (Rashtriya Swasthya Bima Yojna Unique Relationship Number) is also used to search for a family.

- Enter the '**RSBY URN**' in the text box.
- Click on '**Search**' button.



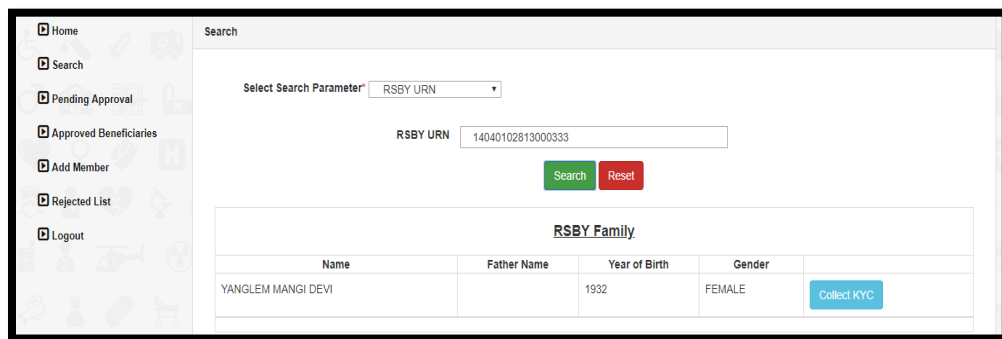
Home Search
 Search
 Pending Approval
 Approved Beneficiaries
 Add Member
 Rejected List

Select Search Parameter: RSBY URN

RSBY URN: Enter RSBY URN here!!

Search Reset

Figure: 25



Home Search
 Search
 Pending Approval
 Approved Beneficiaries
 Add Member
 Rejected List
 Logout

Select Search Parameter: RSBY URN

RSBY URN: 14040102813000333

Search Reset

RSBY Family

Name	Father Name	Year of Birth	Gender	
YANGLEM MANGI DEVI		1932	FEMALE	Collect KYC

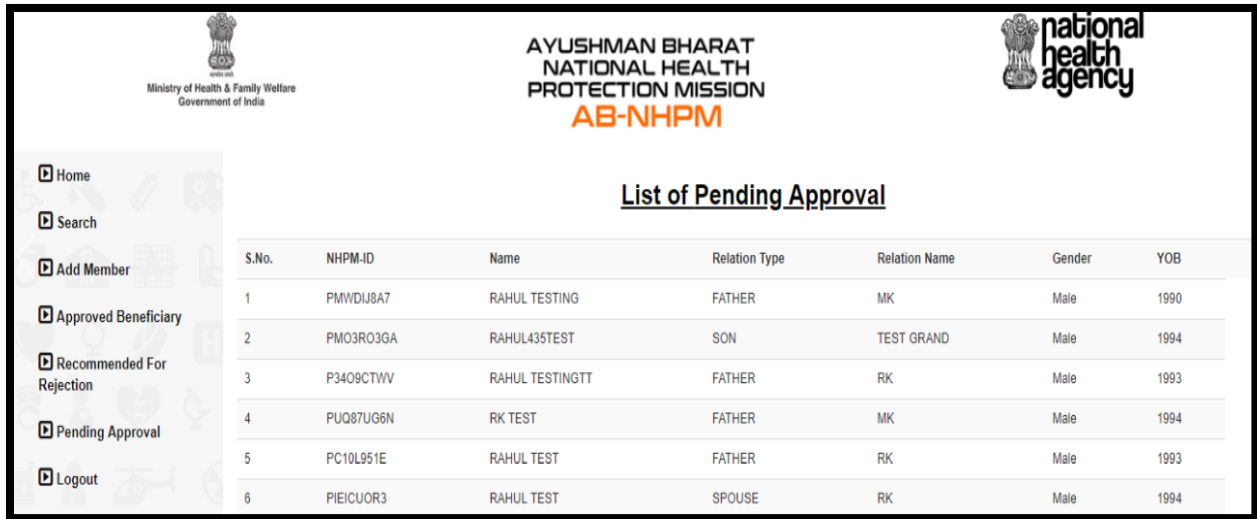
Figure: 26

NOTE: A valid RSBY URN is of 17 digits.

- At the bottom of the screen one can view the details of the family which include the names of family members, mobile number, district and the RSBY URN.
- Click on the '**Select Family**' tab and the screen that follows provides the individual details of all family members.
- Search results from the database will appear.
- Click on '**Collect KYC**' button against the beneficiary you would like to validate. [[Refer Page 8](#)]

3. PENDING APPROVAL

Once the beneficiary has been verified and his documents are uploaded and submitted by Ayushman Mitra, they are shown in the 'Pending Approval' list. All entries in the Pending Approval list become the part of '**Silver Record**'. Until these records are approved by the designated State-Approver user.



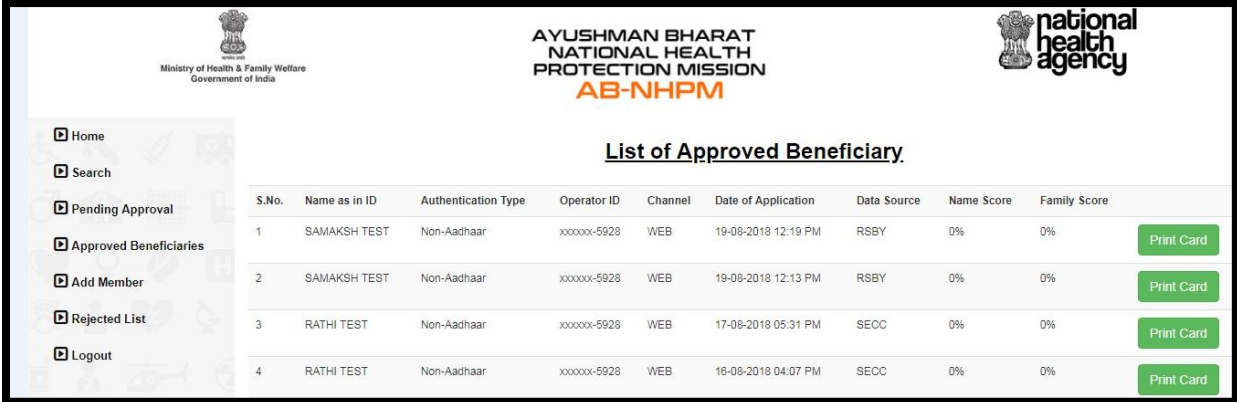
The screenshot shows the 'List of Pending Approval' interface. It includes a navigation menu on the left with options: Home, Search, Add Member, Approved Beneficiary, Recommended For Rejection, Pending Approval, and Logout. The main content area displays a table with the following data:

S.No.	NHPM-ID	Name	Relation Type	Relation Name	Gender	YOB
1	PMWDIJ8A7	RAHUL TESTING	FATHER	MK	Male	1990
2	PMO3RO3GA	RAHUL435TEST	SON	TEST GRAND	Male	1994
3	P34O9CTWV	RAHUL TESTINGTT	FATHER	RK	Male	1993
4	PUQ87UG6N	RK TEST	FATHER	MK	Male	1994
5	PC10L951E	RAHUL TEST	FATHER	RK	Male	1993
6	PIEICUOR3	RAHUL TEST	SPOUSE	RK	Male	1994

Figure: 27

4. APPROVED BENEFICIARY

The list of verified beneficiaries can be viewed by Ayushman Mitra and District and State users. This list shows two options- 'Approved' and 'Rejected'. After the Ayushman Mitra uploads the documents, the list goes to the State-Approver user for approval. The State-Approver user can either 'Accept' or 'Recommend for Rejection' the application. Once approved the entry becomes part of **Golden Record** and Ayushman Mitra can view those beneficiaries in Approved Beneficiary list then print the beneficiary card called the **AB NHPM card**.



S.No.	Name as in ID	Authentication Type	Operator ID	Channel	Date of Application	Data Source	Name Score	Family Score	
1	SAMAKSH TEST	Non-Aadhaar	xxxxxx-5928	WEB	19-08-2018 12:19 PM	RSBY	0%	0%	Print Card
2	SAMAKSH TEST	Non-Aadhaar	xxxxxx-5928	WEB	19-08-2018 12:13 PM	RSBY	0%	0%	Print Card
3	RATHI TEST	Non-Aadhaar	xxxxxx-5928	WEB	17-08-2018 05:31 PM	SECC	0%	0%	Print Card
4	RATHI TEST	Non-Aadhaar	xxxxxx-5928	WEB	16-08-2018 04:07 PM	SECC	0%	0%	Print Card

Figure: 28

5. ADD MEMBER

A new member can be added in the existing beneficiary family if his/her name does not reflect in SECC and RSBY list.

- Click on '**Add Member**' on the side menu.
- A list of parameters will be displayed in the drop-down list by which a member can be added.

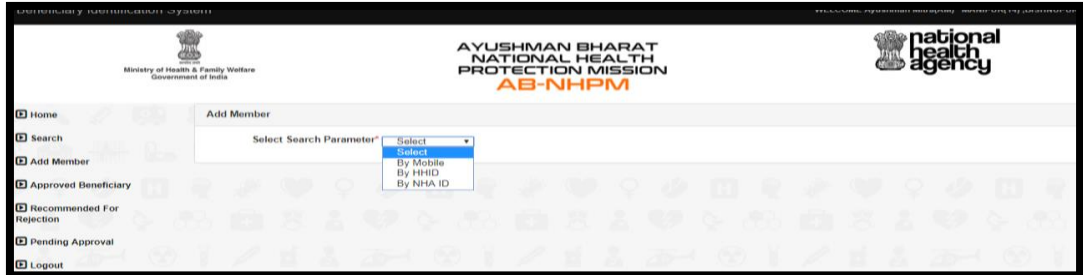


Figure: 29

- **By Mobile**- On selecting *By Mobile* option, the operator will enter the mobile number in the text box and click on 'Search' button.

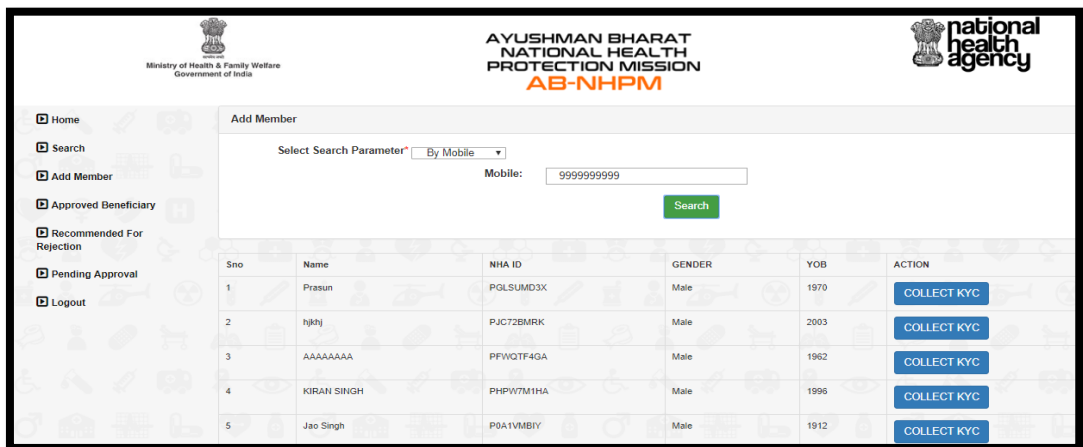


Figure: 30

- Click on the **Collect KYC** button against the corresponding name.

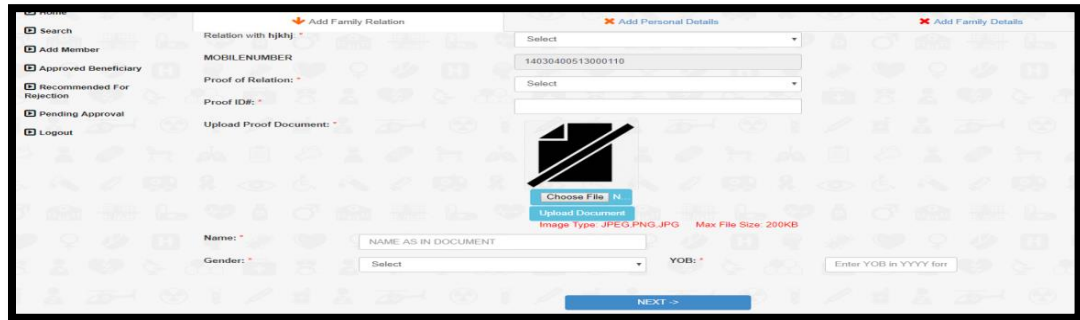


Figure: 31

- Select '**Relation with the Beneficiary**' from the drop-down list.

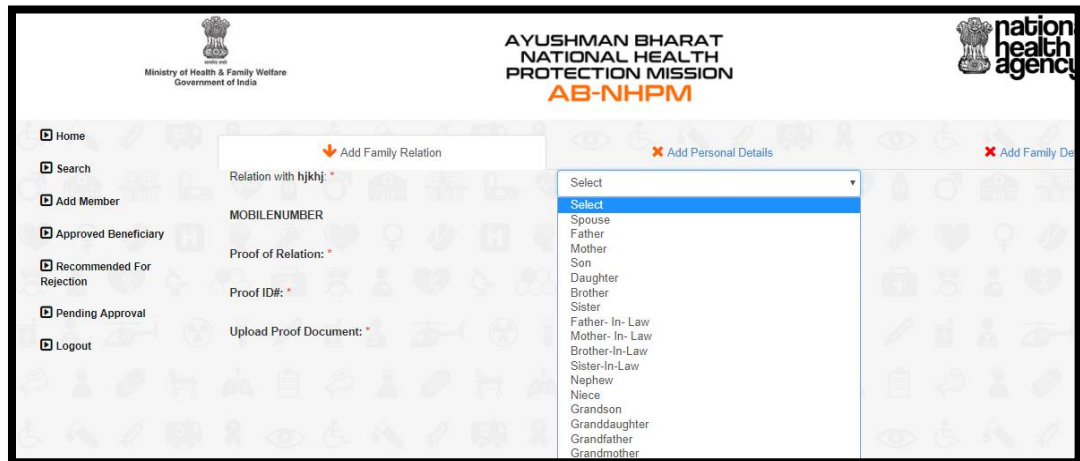


Figure: 32

- Select the document being provided as a '**Proof of Relation**' with the beneficiary from the drop-down list.

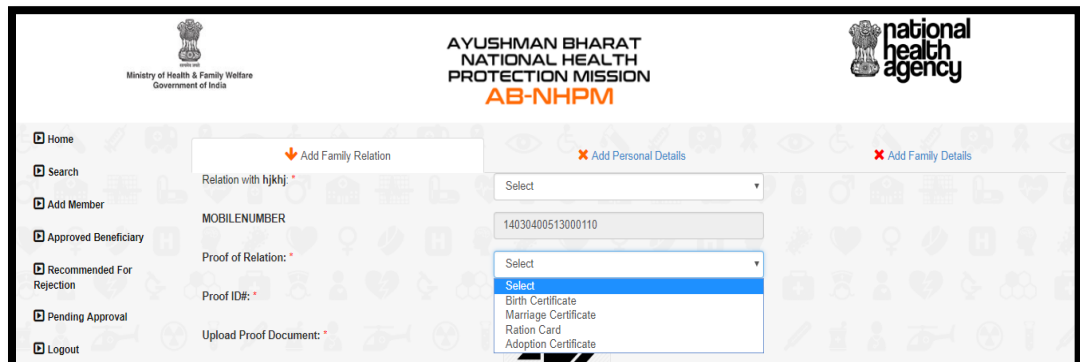


Figure: 33

- Enter the '**Proof Id Number**' in the text box.

- **'Upload Proof Document'**. [The proof document should be in .JPEG, PNG, JPG format and of size not more than 2.KB.]

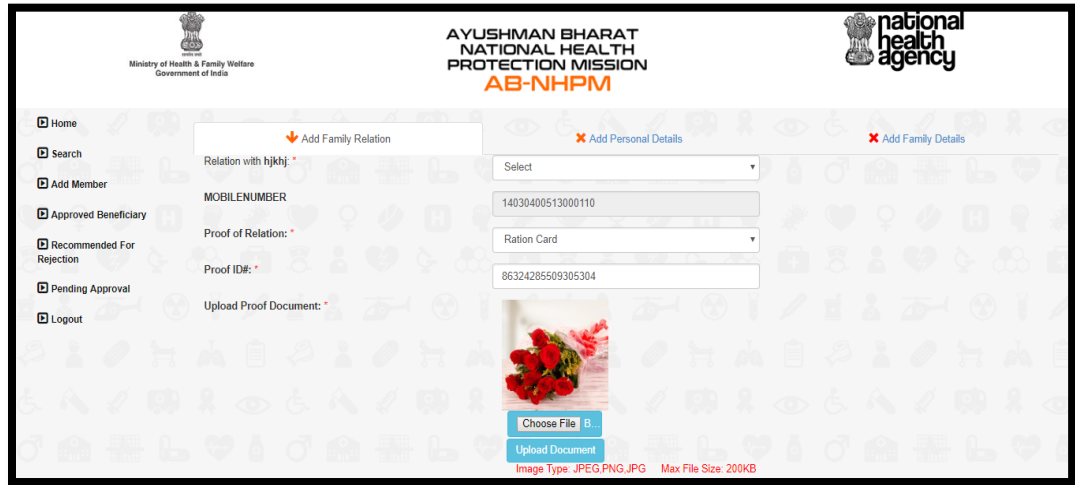


Figure: 34

- Enter the **'Name'** in the text box.
- Select the **'Gender'** from the drop-down list.
- Enter the **'Year of Birth'** in the text box.

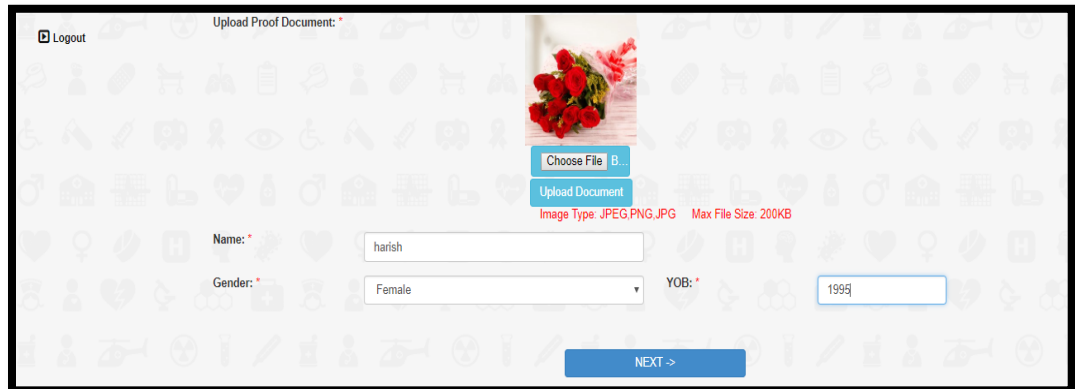


Figure: 35

- Click on **Next**.

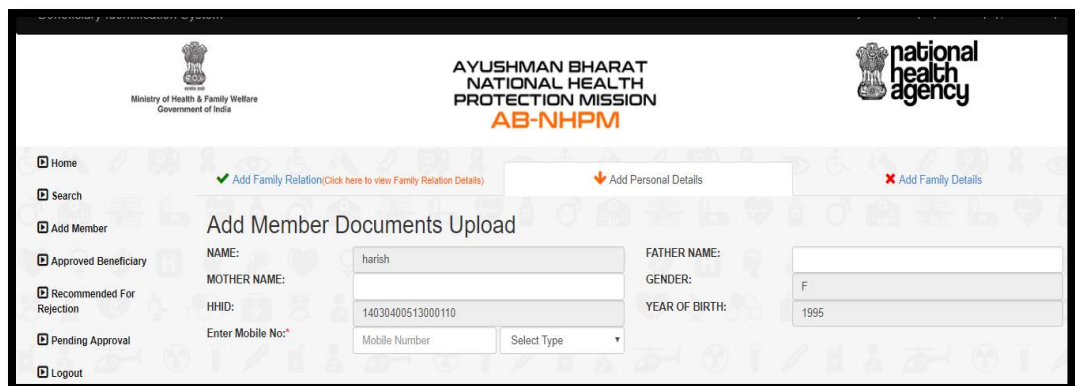
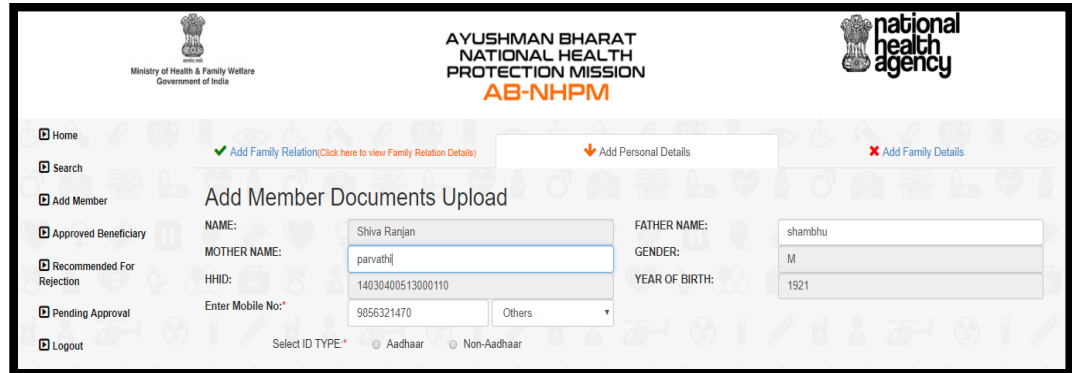


Figure: 36

- Enter '**Father Name**', '**Mother Name**' and '**Mobile Number**'.
- Select '**Type**' from the drop-down list – self/family/others.



Ministry of Health & Family Welfare
Government of India

AYUSHMAN BHARAT
NATIONAL HEALTH
PROTECTION MISSION
AB-NHPM

national health agency

Home Add Family Relation Click here to view Family Relation Details Add Personal Details Add Family Details

Search

Add Member

Approved Beneficiary

Recommended For Rejection

Pending Approval

Logout

Add Member Documents Upload

NAME: Shiva Ranjan FATHER NAME: shambhu

MOTHER NAME: parvathi GENDER: M

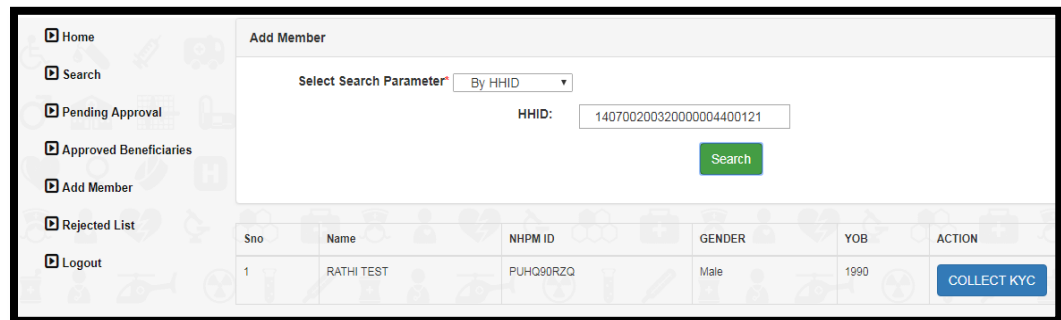
HHID: 14030400513000110 YEAR OF BIRTH: 1921

Enter Mobile No.* 9856321470 Others

Select ID TYPE* Aadhaar Non-Aadhaar

Figure: 37

- User verification can be Aadhaar based and Non- Aadhaar based. [[Refer page 8](#)]
- **By HH ID-** A member can be added using a unique Id allotted to families, it is the HH ID Number (Household Id number).
- Select '**HH ID Number**' option from the drop-down list.
 - Enter the HH ID Number (a unique number given to the family in SECC) in the text box.
 - Click on '**Search**' button.



Home Add Member

Select Search Parameter* By HHID

HHID: 140700200320000004400121

Search

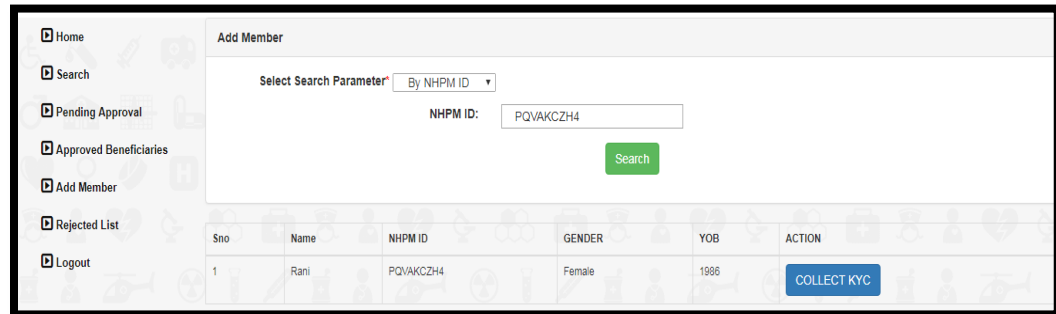
Sno	Name	NHPM ID	GENDER	YOB	ACTION
1	RATHI TEST	PUHQ90RZQ	Male	1990	COLLECT KYC

Figure: 38

- The search results from the database appear at the bottom of the screen, where one can view the details of the beneficiary like- 'Name', 'HH ID number', 'Gender' and 'Year of Birth'.
- Click on the '**Select Family**' tab and the screen that follows provides the individual details of all family members.
- Search results from the database will appear.
- Click on '**Collect KYC**' button against the beneficiary you would like to validate. [[Refer Page 8](#)]

➤ **By NHPM ID-** A member can be added using his National Health Protection Mission Id (NHPM ID) also. This is available for a family for whom a NHPM ID has been generated by the system.

- Select '**NHPM ID**' from the drop down list
- Enter the 9 digit '**NHPM ID**' in the text box.
- Click on '**Search**' button.



The screenshot shows a web application interface for adding a member. On the left is a navigation menu with options: Home, Search, Pending Approval, Approved Beneficiaries, Add Member, Rejected List, and Logout. The main area is titled 'Add Member' and contains a search form. The 'Select Search Parameter' dropdown is set to 'By NHPM ID'. The 'NHPM ID' text box contains 'PQVAKCZH4'. A green 'Search' button is visible. Below the search form is a table with the following data:

Sno	Name	NHPM ID	GENDER	YOB	ACTION
1	Rani	PQVAKCZH4	Female	1986	COLLECT KYC

Figure: 39

- At the bottom of the screen one can view search results from the database. It includes details like 'Name' of the beneficiary, 'NHPM ID' number, 'Gender' and 'Year of Birth'. Click on the.
- Click on '**Collect KYC**' button against the beneficiary you would like to validate. [[Refer Page 8](#)]



6. REJECTED LIST

The beneficiaries whose documents are uploaded by Ayushman Mitra and are part of the **'Silver Record'** can be viewed by the state user. From this list the Beneficiaries who are rejected by the State user (for any reason) are enlisted here.

The users can **Logout** once they have performed the activities on the portal.

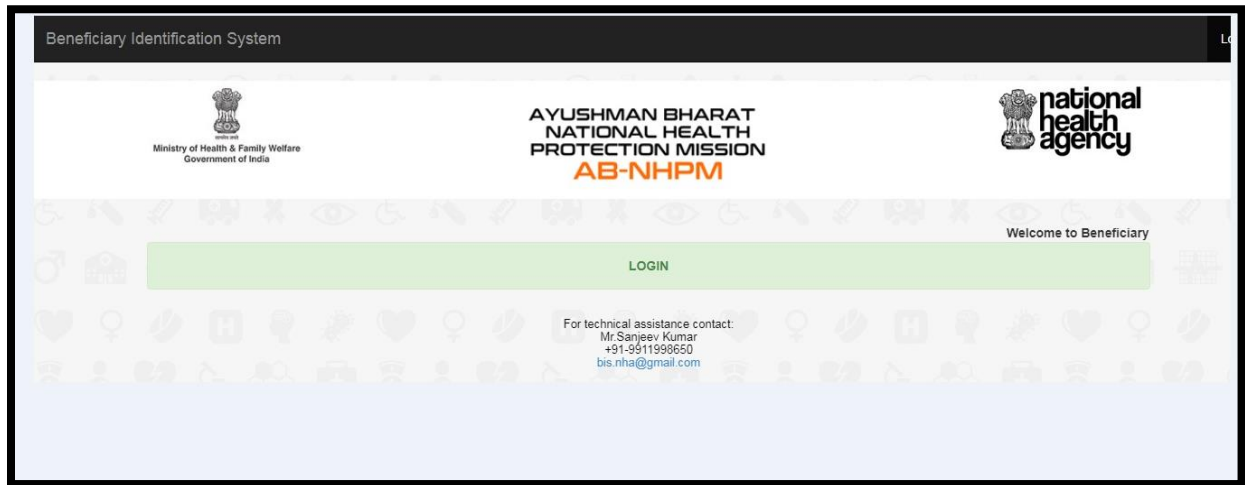


Figure: 40