DO IT YOURSELF

STEP BY STEP GUIDE for 32KB ECHS SMART CARD HOLDERS – ON LINE APPLICATION FOR 64KB CARD

ESM Alive cases

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STEP # 1 - Preparatory work

a) **Get the personal details filled up in the Enclosure 1 sheet.** - ESM and all dependents' data - **(ESM – Ex Serviceman / woman). This will help you to fill up the On Line application easily.**

b) **Get soft copy files   of the following documents ready** by scanning , keep them in a folder in **Desktop** (**Each soft copy file should be of size less than 1 MB).**

   i)   Original PPO of ESM - **.pdf/jpg format**

   ii)   Existing ECHS card of the ESM - **.pdf /jpg format**

   iii) Passport (PP) size photo of ESM (**To be in plain, light colour background**) - **.jpg format**

   iv)   Signature of ESM in blue ink (**Only signature**) -**jpg format**

   v)   Individual PP Size Photos - Spouse & all dependents (**in plain, light colour background**) - **.jpg format**

   vi)   Individual Signatures- (Spouse & Dependents) (**Only signature**). **jpg format**

STEP # 2 - Registration of Mobile Number

a) **Go to a new browser window and** Type – **echs.*sourceinfosys*.com** and hit enter button

   Or Click on prompt **- *ECHS on line 64KB Smart Card Application***

b) In the dialogue box with Title ***Instructions for Facilitation Centers*** – Click **OK**

c) In the Empty Boxes on the Right hand side, enter the following details: -

   i) <u>Ex-Serviceman Name</u> – **Name to be exactly as in Discharge Book**.

   ii) <u>Prefix</u> **– for Army Officers – IC, for JCOs – JC; For all others – to be left blank**

   iii) <u>Service number</u> **– Only number**

   iv) <u>Suffix letter</u> **– as it is given with the Service number. (If no suffix letter is given with the service number then $ to be entered).**

   v) <u>Mobile No.</u> **– 10-digit mobile number, to be registered & used as ID for the application.**

vi) <u>Create Password</u> – **(Please Note down these for later use.)**

Password to be of at least 8 character long, with at least one letter and at least one number.

(Examples of Correct Passwords – Raman1234; raman123; Rama@456, Raman@789

(Examples of incorrect Passwords – Ramanareddy (No number), 19840612 (No letter), abcd123 (length – only 7 characters)

vii) <u>Enter Answers for Security Questions for Password Recovery</u> – **Mother's name and place of Birth – These need not necessarily be the exact names; (Please Note down these for later use)**

viii) '**Enter the Verification Code**' as shown. (If required Click at Refresh button (Circle) to refresh the Verification Code)

ix) Click on **Register.** A question will pop up – Have you checked all details? Click **OK**.

x) A message will appear – Registration Data Submitted Successfully. Click **OK**

xi) A new window will appear – **Log in to Proceed**

xii) Type in Mobile number and Password; Enter Verification code and click **Log in**

xiii) A box will appear - **Mobile Verification,** with your Mobile number shown.

xiv) Now enter the **OTP received** in the mobile; enter **Verification Code** and click on **Verify Mobile**

xv) Now, a new Page will appear with entries "**E mail ID Verified** and **Mobile Number Verified**".

At this stage, Your Mobile Number is successfully registered along with Password

STEP # 3 - Fill details in online Application– (use pull down menu wherever available).

Log in by going to echs.sourceinfosys.com -> click 'Already Registered -> Click 'Log in' -> enter Mobile number , Password and Verification code.

ACTION # 1

i. Click on **Edit Application Tab**. A new page will open. Click on **'Click here to select your Application Category'.**

ii. A pull-down menu will appear. Click **'ONLINE Application Form for 32KB Card holder'**.

iii. Now a Form will appear – '**On Line Application Form for 32KB Card Holder**'. This is the Form to be filled out and submitted

ACTION # 2

i. Fill all details in **EX Servicemen Details** starting with name and up to Old Card Number – (Use information you have filled and kept ready **Enclosure 1- Preparatory Work**

ii. Fill up all details in **Primary Beneficiary Details** – Since ESM is alive, he / she would be the Primary Beneficiary – from Primary Beneficiary Photo being attached till Current Address, if different from Permanent Address - already gathered in **Enclosure 1 Preparatory Work**

iii. Click on **Add Dependents**. Add details of first dependent, already available in Enclosure 1, including clicking and adding the signature.

iv. Add as many Dependents as there are, one by one as above.

v. Now, select and upload the images of PPO of ESM and Old (32KB) card of ESM, already prepared and kept ready in the desktop folder.

vi. Click **I agree Box**, below **Verification** declaration.

vii. Click **Save details**.

viii. A Question will appear – Have you added all dependents? – Click **Yes**.

ix. The data will be uploaded in the remote server and an indication will come **details saved**.
(If any data is missing , you will see a RED colour in the box concerned for correction.)

ACTION # 3 - Payment of Application Fees.

After the previous Action # 2 , wait for 5 minutes and then continue as below to make the payment (If necessary, log out, wait for 5 minutes, log in, click Edit Application and then proceed as below.

i. Click **I agree** Box.

ii. Then Click **Make Payment** Box.

iii. You will be connected to the Payment Gateway.

iv. **Choose your method of Payment** – By Credit / debit cards of SBI or any other bank (credit / debit) or Net Banking of SBI or any other bank

v. **Complete the payment.**

vi. **On Successful payment**, you will get an indication and an acknowledgement that **payment is successful.**

vii. You will be logged out.

Action # 4

After some wait time, Log in to **echs.sourceinfosys.com**

a. Download & Print the Payment Slip by clicking appropriate tab in the Status.

b. Print a copy of the Completed On Line Application Form for your record

Notes

a) If you make payment by SBI card / Net banking, the payment slip would be available in quick time. For any other mode of payment, you may need upto 24 Hrs. for the payment to be realized by the SBI Payment Gateway and then only you would be able to get the Payment Slip generated.

b) There would be no TY Slip available for 32KB card holders as existing 32KB cards will be adequate to get all facilities up to the time of receipt of new (64KB) cards.

c) **Periodically log in and check if the status page in echs.sourceinfosys.com shows that verification has been completed successfully by your Records Office. The steps to check the status are given in Enclosure 2 for your guidance**