

A Contribution from Volunteers

STEP BY STEP PROCEDURE TO USE REVERT APPLICATION

64 kB ECHS CARD APPLICATION

22 Jun 2021

For any queries, WhatsApp to Cdr Santhanam @ 9740072879)

I) REFERENCES

- Many CO ECHS Policy letters on ECHS Card
- In future, many Policy letters may be issued by ECHS Central Org. relevant to information contained in this document. It is possible, this document may not undergo changes. Therefore, this must be read in conjunction with the all-future Policy letters.

II) INTRODUCTION

- i. The ECHS Web Portal for Smart Card application & other features can be accessed from the URL <https://echs.sourceinfosys.com/>.
- ii. Once you Register & Log In, Beneficiaries can apply for the 64 KB Smart Card. On completion of the Smart Card application in all respects, payment is to be made and submitted.
- iii. On submission, the Card Application will be visible to the respective Record Office. On successful Verification by the Record Office, the card is printed and then handed over to the Beneficiary through the respective Stn HQ / Polyclinic

III) CAN I CHANGE THE APPLICATION DETAILS AFTER PAYMENT & SUBMISSION?

The answer is **YES**. You can use **Edit Application** or **Revert Application** features. These are explained below

There are Three Scenarios possible

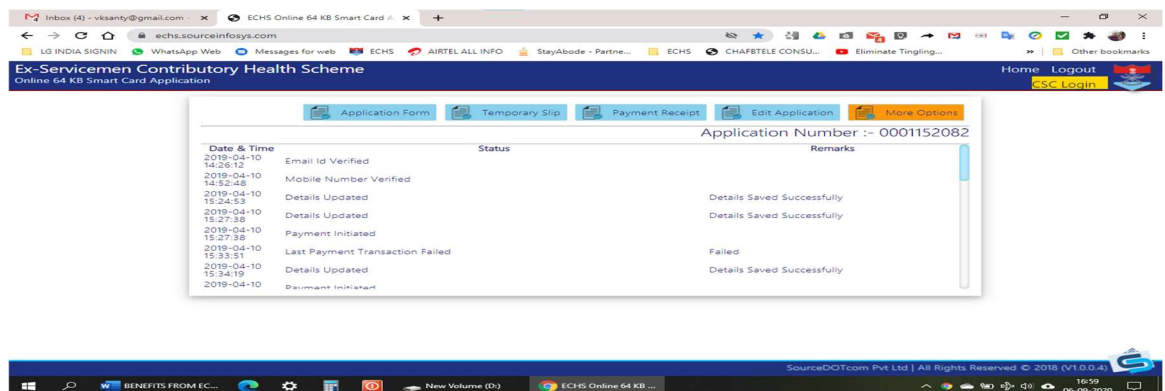
- a. **Scenario # 1 - Record Office Verification is not completed** - You can modify the card application still. Login to the Portal & use **Edit Application**, correct errors and Submit.
- b. **Scenario # 2 – Records Office have completed Verification & intimated that Errors are to be corrected** - You can modify the card application.. Login to the Portal & use **Edit Application**, correct errors and Submit.

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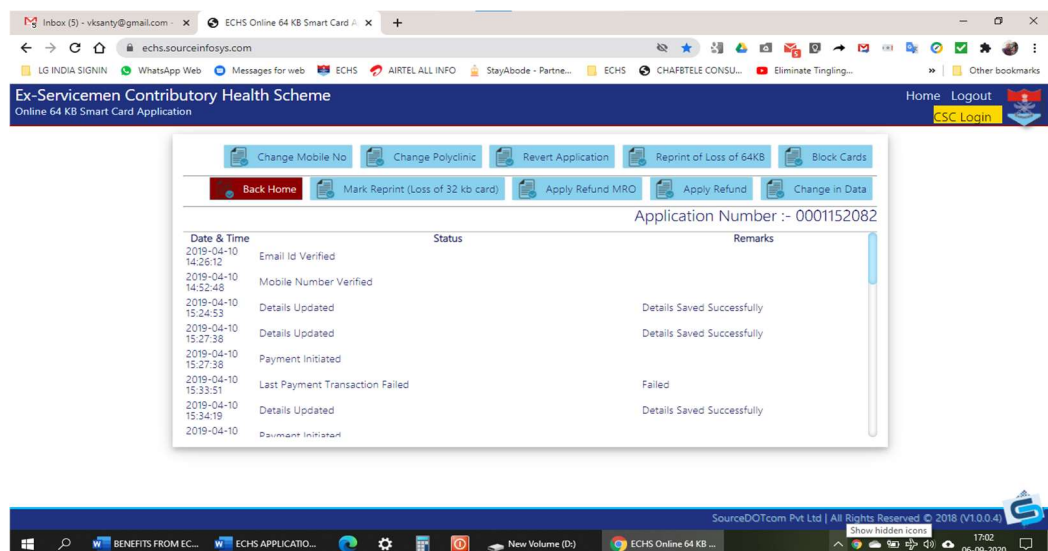
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c. **Scenario # 3 – Records Office have completed Verification and application has moved to card printing. You have realised that the Card Application has errors that needs correction**

- This scenario will use the **REVERT APPLICATION** option
- **This REVERT Application option will work ONLY if the Card has NOT been Printed**
- Launch the card application using the URL <https://echs.sourceinfosys.com/>. & Log In
- On the Home page displayed , you will see menu items as below. Click 'More Options'.



- In the page that is displayed as below, you will see second set of Menu Options (Tabs) available.
- **Select Revert Application**



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- You will see all the card applications submitted by you.
- Select the 'Correct Beneficiary Card Application' that requires to be Modified (Edited), by clicking on the Check Box against it
- In the next display enter the Reasons for Revert Application and click OK
- You will see a display with a warning message 'Are You Sure to Revert Application'. Click OK
- Your request for Revert Application will be presented to the Record office
- The Record Office will approve your request
- On approval, the Card Application will be available to you for editing. Use Edit Application to correct the details as required
- Once your Editing is complete in all respects, Submit the Card Application
- Your corrected Card Application will now be verified by Record office
- On successful Verification, your application will be sent for Printing → Handing over to you from StnHQ./ Polyclinic

JAI HIND