

A Contribution from Volunteers

Step By Step Procedure – Use of DigiLocker to Store Important Documents

(ECHS Cards & Others)

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Reference – ECHS SOP dated 28 Sep 2018

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A) Introduction

- a) In a recent incident, an ECHS Beneficiary was required to be admitted on Emergency Condition in an Empanelled Hospital. Beneficiary did not have the ECHS Card with him and no family member was available to fetch the ECHS card from home. Though producing the ECHS Card at Polyclinic (PC) or Empanelled Hospital (EH) is mandatory for Emergency admission, an Electronic copy is acceptable, pending submitting the card at a later point in time. If Beneficiaries have Electronic copies of important documents, it will help them on many occasions to access and show from their mobile phones itself.
- b) It is therefore highly recommended that ECHS Beneficiaries store Important documents such as ECHS Smart Card , PAN, Aadhar & PPO in electronic format.
- c) Various Mobile Application Options are available to scan and store important documents, such as, DigiLocker, Google Photos, Google Drive , One Drive, etc
- d) The DigiLocker is a National system, launched by Govt Of India. The documents in DigiLocker are normally accepted by many Institutions. (Refer Website <https://digilocker.gov.in/>)
- e) If you store important document in DigiLocker App, the following benefits will be realized:–
 - i) **Access Anytime, Anywhere**
 - ii) **Authentic documents, legally at par with originals**
 - iii) **Faster Services**

B) How To Set Up DigiLocker account using Mobile Phone

- i. For Android phones - Go to Play Store → Download and Install DigiLocker App  .
- ii. For iPhone , go to App Store , Download & Install Digilocker app

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- iii. Click on Open and Launch App **(for Android. iOS should be similar)**
- iv. Click on Account-→ Login → Enter your Mobile Number → Login → enter received OTP → Set your User Name and Password-→ Signup → Setup Security Pin (6 digits).
- v. ***Your DigiLocker Account is now set up. Remember the Username and Security Pin and store it safely. DO NOT SHARE this.***
(There are many other options available to sign up. Use Help in the website, if required)

C) How to Upload ECHS Card (for Android. iOS should be similar)

- a. Scan the ECHS card and store in your mobile (Photo Gallery or equivalent) or in a Cloud storage (DRIVE) such Google Drive or One Drive
- b. Each scanned document size should be 10 mB or less
- c. Sign In to your DigiLocker account using your mobile with Username and Security pin.
- d. Scan your ECHS card & store in your mobile
- e. Click on 3 Horizontal Lines on Top Left side → Click Drive → Select the ECHS card scan copy from the location stored → Upload will happen → Your document is now uploaded into DigiLocker. Verify that the ECHS card is now in DigiLocker. You can rename the document as you wish
- f. In a similar way, you can scan and upload documents that will be useful for ECHS Beneficiary. For example, the following important documents will be useful if kept in DigiLocker
 - i. ESM Veteran Identity card (you need to scan and upload this)
 - ii. PPO (you need to scan and upload this)
 - iii. PAN Card (this is downloaded as Issued Document – see Note below)
 - iv. Aadhar card (this is downloaded as Issued Document. See Note below)

Note : To store documents such as PAN & Aadhar, you need first link Aadhar to your mobile number. This can be done by visiting UIDAI site. You can click on Issued Document Option in DigiLocker and documents will be downloaded automatically from respective Govt sites.
