

## PROCEDURE TO USE ECHS APPLICATION SITE

### 64 KB SMART CARD HOLDERS

(For any queries on this document, WhatsApp to Cdr Santhanam @ 9740072879)

#### References

1. CO ECHS letter B/49711-DBT/AG/ECHS/ dated 19 Nov 2019 & CO ECHS letter No B/49711-NewSmartCard/AG/ECHS dated 29 Jul 2019
2. ***This document has consolidated information from ECHS policy letters & documents. In case of any errors in this document or doubts, Policy letters shall be referred.***
3. *This is a contribution from Volunteers, to bring a Single Point of Reference to Beneficiaries.*
4. ***This is NOT AN ECHS OFFICIAL Document but developed as a Help to Beneficiaries***
5. *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.*

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1. The ECHS Application site can be accessed from the URL <https://echs.sourceinfosys.com/>
2. Every ECHS beneficiary is required to launch this site for the following important actions: -
  - a. Register yourself at this site in order to apply ON Line for the 64 KB Smart Card. During this you will be registering a Mobile Number and this will be required for future Login. The Password you setup during registration should be remembered for future Login.
  - b. Login & Apply for the 64 KB Smart Card from this site by following the **“Step By Step Procedure to apply for the 64 KB Card for ESM Alive and Family Pensioners”** published by the **Helping Hands For ECHS Group on 01 July 2020**. (On Line Procedure is also available at this site)
  - c. **Once you have received the 64 KB Smart Card**, this site can be used for many other features. Few of the Important features and procedure to use are given in the succeeding paragraphs.
  - d. With your 64 KB card in hand, launch this application using the URL <https://echs.sourceinfosys.com/>. Select **“Already Registered Click to Login”**, enter your registered mobile number and password.

- e. On the Home page displayed after login, you will see menu items as below. Click 'More Options'.

Ex-Servicemen Contributory Health Scheme  
Online 64 KB Smart Card Application

Home Logout CSC Login

Application Form Temporary Slip Payment Receipt Edit Application More Options

Application Number :- 0001152082

Date & Time	Status	Remarks
2019-04-10 14:26:12	Email Id Verified	
2019-04-10 14:52:48	Mobile Number Verified	
2019-04-10 15:24:53	Details Updated	Details Saved Successfully
2019-04-10 15:27:38	Details Updated	Details Saved Successfully
2019-04-10 15:27:38	Payment Initiated	
2019-04-10 15:33:51	Last Payment Transaction Failed	Failed
2019-04-10 15:34:19	Details Updated	Details Saved Successfully
2019-04-10	Payment Initiated	

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- f. In the page that is displayed as below, you have second set of Menu Options (Tabs) available. Examples – Change Mobile #, Change Polyclinic, et al

Ex-Servicemen Contributory Health Scheme  
Online 64 KB Smart Card Application

Home Logout CSC Login

Change Mobile No Change Polyclinic Revert Application Reprint of Loss of 64KB Block Cards

Back Home Mark Reprint (Loss of 32 kb card) Apply Refund MRO Apply Refund Change in Data

Application Number :- 0001152082

Date & Time	Status	Remarks
2019-04-10 14:26:12	Email Id Verified	
2019-04-10 14:52:48	Mobile Number Verified	
2019-04-10 15:24:53	Details Updated	Details Saved Successfully
2019-04-10 15:27:38	Details Updated	Details Saved Successfully
2019-04-10 15:27:38	Payment Initiated	
2019-04-10 15:33:51	Last Payment Transaction Failed	Failed
2019-04-10 15:34:19	Details Updated	Details Saved Successfully
2019-04-10	Payment Initiated	

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g. You can now use these Menu Options to perform the following actions:-

**A) Change Mobile Number:-**

- i) **Only after you have collected the 64 KB Smart Card**, you can Change the Registered Mobile Number, at this site
- ii) Login to <https://echs.sourceinfosys.com/>, click on **More Options** → Click on **Change Mobile Number**
- iii) Enter the New Mobile Number and Submit.
- iv) You take a printout of the prefilled system generated form
- v) Take a copy of your 64 KB Smart Card
- vi) Your request for change of mobile number is sent to OIC Parent PC automatically
- vii) You visit the PC and submit the form and the copy of 64 KB Smart card.
- viii) OIC Parent PC will approve ON Line, the mobile number change request
- ix) You can now use the new mobile number to login to the ECHS Application site

**B) Change Polyclinic**

The screenshot shows the ECHS Online 64 KB Smart Card Application website. The top navigation bar includes 'Home', 'Logout', and 'CSC Login'. The main menu has several options: 'Change Mobile No', 'Change Polyclinic', 'Revert Application', 'Reprint of Loss of 64KB', 'Block Cards', 'Back Home', 'Mark Reprint (Loss of 32 kb card)', 'Apply Refund MRO', 'Apply Refund', and 'Change in Data'. The 'Change Polyclinic' option is highlighted. Below the menu, the 'Application Number :- 0001152082' is displayed. A table shows the application history with columns for Date & Time, Status, and Remarks.

Date & Time	Status	Remarks
2019-04-10 14:26:12	Email Id Verified	
2019-04-10 14:52:48	Mobile Number Verified	
2019-04-10 15:24:53	Details Updated	Details Saved Successfully
2019-04-10 15:27:38	Details Updated	Details Saved Successfully
2019-04-10 15:27:38	Payment Initiated	
2019-04-10 15:33:51	Last Payment Transaction Failed	Failed
2019-04-10 15:34:19	Details Updated	Details Saved Successfully
2019-04-10	Payment Initiated	

- i) **Only after you have collected the 64 KB Smart Card**, you can use this **Change the Parent Polyclinic (PC)** at this site
- ii) The Change can be requested **ONCE IN SIX MONTHS** only

- iii) Login to the ECHS Application site  
<https://echs.sourceinfosys.com/>
- iv) Click on **More Options** → Click **Change Polyclinic**
- v) Select the Name of the Beneficiary, whose Parent PC is required to be changed (You can have different PC for you and your Dependent)
- vi) Select the New PC from the drop-down menu
- vii) Click Submit
- viii) Your request is sent to OIC of Current Parent PC automatically. The OIC of Current Parent PC will approve your request as 'Transfer OUT'
- ix) The OIC PC New Parent PC will receive a request after the above action. OIC New Parent PC will approve the request as 'Transfer IN'
- x) **Your PC Transfer is now completed and the System data is automatically Updated**
- xi) You visit the New Parent PC and use the Kiosk system and get the details updated from the Kiosk into your 64 KB Card

**C) Block your Card**

In a similar way as above, after you Login , you can Block your card in case of loss of 64 KB Card or in case you require certain changes to your existing 64 KB Card.

**D) Reprint 64 KB Card & Change in Data :-** Other useful Options on the Menu page such as Reprint 64 KB Card & Change in Data contained in the 64 KB Card , are available for 64 KB Card

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