# Tutorial Regarding " Updating Aadhaar Linked mobile number in SPARK"

*A provision has been enabled in SPARK software for updating Aadhaar Linked mobile number in SPARK for employees ( other than DDOs) having login in SPARK*

⚠ *Employees having login in SPARK ( Individual/Establishment login privilege) can use this module to update their Aadhaar-linked mobile number in SPARK profile, ensuring consistency between UIDAI( Aadhaar authority) and SPARK records.*

⚠ *If an employee's Aadhaar number and name are already updated in SPARK profile, then the employee can access the mobile number update module themselves and If an employee's Aadhaar details aren't updated in SPARK, before updating the mobile number they should first contact their DDO/Establishment users to update the same.*

⚠ *Updation of mobile number linked in Aadhaar profile  to SPARK profile  is an one-time process that employees must complete during their login in SPARK.*

⚠ *The mobile number updation in SPARK is possible only through the mentioned module.*

## STEPS FOR UPDATING AADHAAR LINKED MOBILE NUMBER IN SPARK

**Step 1) Employee login : Employee need to enter the login credential Ref fig:1**



*Fig: 1*

**Step 2) A page will appear i.e Update Aadhaar Linked Mobile Number in SPARK. In which the employee need to enter the PEN and the Aadhaar number and click on the GO button.**

**As mentioned above in the tutorial , If Aadhaar details are already updated in the employee's profile, the fields like Department, office, Name as in service book, Date of birth , mobile number as in service book will be fetched automatically. Ref fig: 2**
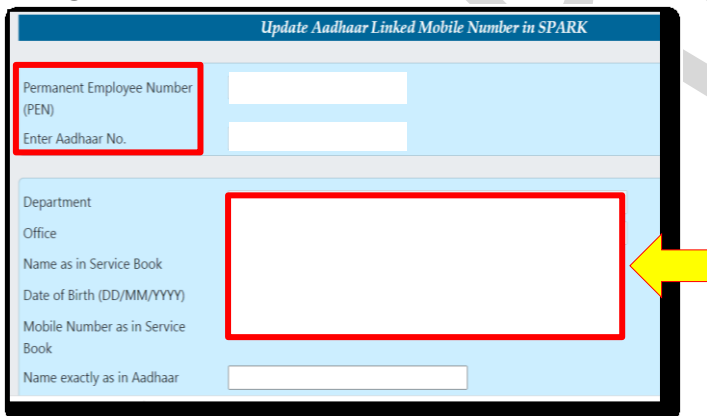


*Fig: 2*

**Step 3) Enter Name exactly as in Aadhaar , Enter mobile number registered in Aadhaar afterwards read the declaration carefully then click on the "I AGREE" button and "Authenticate and Send OTP" to continue. Ref fig: 3**
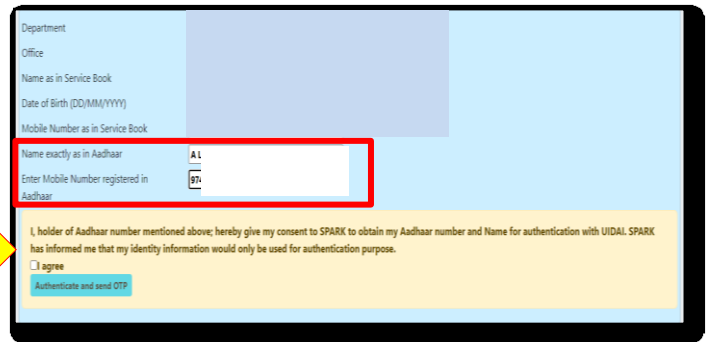


*Fig: 3*

**Step 4) OTP will be received in the mobile number updated in Aadhaar profile. Enter the OTP and click on the Verify OTP and Update mobile number.**

**A pop up message You are going to update mobile number in SPARK. Do you want to proceed? Will appear, click on the OK button to update the same Ref fig: 4**
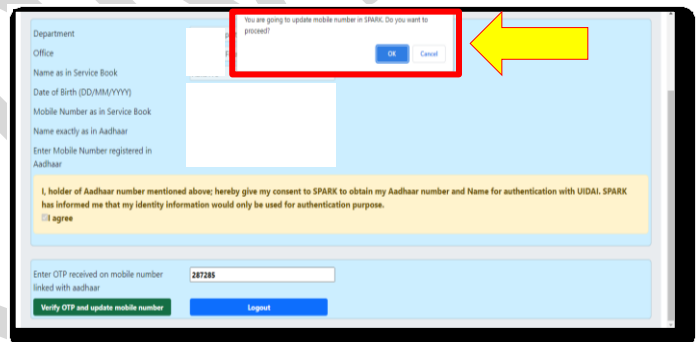


*Fig: 4*

**Step 5) Updating the Aadhaar-linked mobile number will replace the existing mobile number in the employee's SPARK contact details page .Ref fig: 4**
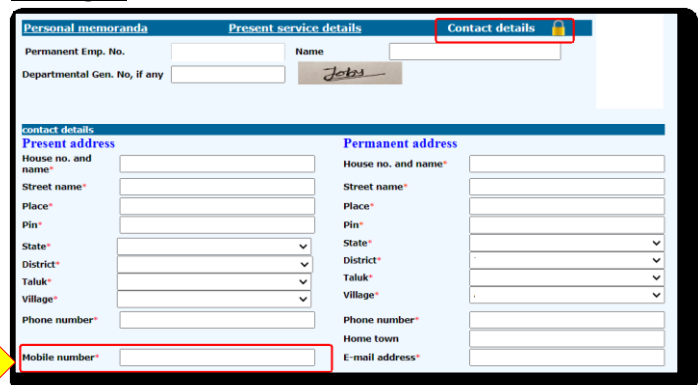


*Fig: 4*

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