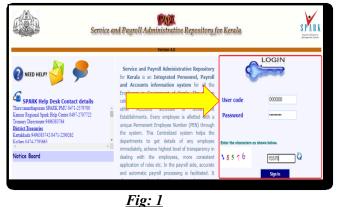
<u>Tutorial Regarding "Updating Aadhaar Linked mobile number in</u> <u>SPARK"</u>

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 <u>Ref fig:1</u>



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

	Update Aadhaar Linked Mobile Number in SPARK
Permanent Employee Number (PEN) Enter Aadhaar No.	
Department Office Name as in Service Book Date of Birth (DD/MM/YYYY) Mobile Number as in Service Book	
Name exactly as in Aadhaar	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. <u>Ref fig: 3</u>

Office Name as in Service Book Date of Sirth (DO)(MA/YYYY) Mobile Number as in Service Book Name eastly as in Asthaar Att Enter Mobile Number registered in 97 Asthaar L, holder of Asthaar number mentioned above; hereby give my consent to SPARX to obtain my Asthaar number and Name for authentication with UIDAL SPARX has informed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. L stiffermed ne that my identity information would only be used for authentication purpose. Mathematication and send OTP	1	Department				
Date of Birth (DD)(MMYYYY) Mobile Number as in Service Book Name exactly as in Addhaar Athaar Athaar I, holder of Aadhaar number mentioned above; hereby give my consent to SPARX to obtain my Aadhaar number and Name for authentication with UIDAL SPARX has informed me that my identity information would only be used for authentication purpose.		Office				
Mobile Number as in Service Book Name exactly as in Aadhaar Attachaar Enter Mobile Number registered in Star Authaar I, holder of Aadhaar number mentioned above; hereby give my consent to SPARK to obtain my Aadhaar number and Name for authentication with UIDAL SPARK has informed me that my identity information would only be used for authentication purpose.		Name as in Service Book				
Name exactly as in Aadhaar A.L Enter Mobile Number registered in \$74 Audhaar \$74 L, holder of Aadhaar number mentioned above; hereby give my consent to SPARK to obtain my Aadhaar number and Name for authentication with UIDAL SPARK has informed me that my identity information would only be used for authentication purpose. In agree In agree		Date of Birth (DD/MM/YYYY)				
Enter Mobile Number registered in Addhaar number mentioned above; hereby give my consent to SPARK to obtain my Audhaar number and Name for authentication with UIDAL SPARK has informed me that my identity information would only be used for authentication purpose.		Mobile Number as in Service Book				
Aschaar I, holder of Aadhaar number mentioned above; hereby give my consent to SPARK to obtain my Aadhaar number and Name for authentication with UIDAL SPARK has informed me that my identity information would only be used for authentication purpose. agree		Name exactly as in Aadhaar	AL			
L, holder of Aadhaar number mentioned above; hereby give my consent to SPARK to obtain my Aadhaar number and Name for authentication with UIDAL SPARK has informed me that my identity information would only be used for authentication purpose.			974			
has informed me that my identity information would only be used for authentication purpose.		Aadhaar				
		has informed me that my identity inform		nber and Name for au	thentication with UIDAI. SP	ARK

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 <u>Ref fig: 4</u>

Department	You are going to update mobili proceed?	e number in SPARK. Do you want to		
Office		OK Cancel		
Name as in Service Book				
Date of Birth (DD/MM/YYYY)				
Mobile Number as in Service Book				
Name exactly as in Aadhaar				
Report Markelly, Mary have an element of the				
Enter Mobile Number registered in Aadhaar			d Marco for a state of a state of the	
Aadhaar I, holder of Aadhaar number mentione has informed me that my identity infor agree	d above; hereby give my consent to SPAF mation would only be used for authentio		d Name for authentication with	UIDAI. SPARK
Aadhaar I, holder of Aadhaar number mentione has informed me that my identity infor			d Name for authentication with	UIDAI. SPARK

<u>Fig: 4</u>

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

Permanent Emp. No.	Name		
Departmental Gen. No, if ar	iy ā	lobs_	
contact details			
Present address		Permanent address	
House no. and name*		House no. and name*	
Street name*		Street name*	
Place*		Place*	
Pin*		Pin*	
State*	~	State*	
District*	~	District*	· .
Taluk*	~	Taluk*	
Village*	~	Village*	,
Phone number*		Phone number*	
		Home town	
Mobile number*		E-mail address*	

<u>Fig: 4</u>

