

Tutorial Regarding “ Mobile number updation in SPARK”

A provision has been enabled in SPARK software for updating mobile number in SPARK for employees having login in SPARK

- ⚠ In case of any changes in the Mobile number updated in Aadhaar profile the same can be updated to SPARK profile using the mentioned module.*

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

- ⚠ The mobile number updation in Aadhaar is possible only through the mentioned module*

STEPS FOR UPDATING MOBILE NUMBER IN SPARK

Step 1) The mobile number will already be updated in the contact details, In order to update the same with new one employee must ensure that the Aadhaar details are updated in the employees **PRESENT SERVICE DETAILS** in SPARK: Ref fig:1

Fig: 1

Step 2) To update Aadhaar details may contact the DDO/ Establishment. In the mentioned login: **Service matters >> Personel details >> Present service details**

Ref fig: 2

Fig: 2

Step 3) After entering the **NAME AS IN AADHAAR** and **AADHAAR NUMBER** a mobile number verification is to be done . Incase of mismatch in the mobile number entered(as in Aadhaar profile) and existing mobile number. The page will prompt for updating of the mobile number.

Step 4) Now via Employee login itself, the updated mobile number (in Aadhaar profile) can be updated in the SPARK profile .

For this purpose, the employee may do the login in SPARK and enter the Aadhaar number. After entering the Aadhaar number the system will guide the steps to be followed to update the Aadhaar linked number to the "SPARK profile" of the employee.

Related tutorials has been explained in the mentioned link : [click here for tutorials](#)

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