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

A provision has been enabled in SPARK software for updating Aadhaar Linked mobile number in SPARK for employees (those who are not having login in SPARK) through DDO login in SPARK

- ▲ Employees not 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 via DDO login
- ▲ If an employee's Aadhaar number and name are already updated in SPARK profile, then the DDO can update the mobile number of the employee 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.
- ▲ The mobile number updation in SPARK is possible only through the mentioned module.
- ▲ In case if the employee is having login in SPARK, the mobile number updation can be done via themselves <u>click here for tutorials</u>

STEPS FOR UPDATING AADHAAR LINKED MOBILE NUMBER IN SPARK THEOUGH DDO Login

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

Service and Payroll Administrative Repository for Kerala				
NEED HELP? NEED HELP? SPARK Help Desk Contact details Turvnamhguran SARK RAU (411-25700 Knurz Postnersz 908/3374 Ditrict Toranis Knutakas 99/08/3374 Ditrict Contact Redue Redu		Service and Payroll Administrative Repository for Kerala is an Integrated Personnel, Payroll and Accounts information system for a the Entry of the system of the system of the system Establishments. Every employee is allotted with a unique Permanett Enployee Number (PEI) through the system. This Centralized system helps the departments to get details of any employee monostaries active helps the linear services of the system.	User code Password Enter the characters a	00000
Notice Board		dealing with the employees, more consistent application of pulse etc. In the payroll side accurate	15576	15576
		and automatic payroll processing is facilitated. It		Sign In
		Fig: 1		

<u>Fig: 1</u>

DDO SERVICE Step 2) login MATTERS>>Update Aadhaar Linked Mobile Number. In which the DDO need to enter the **PEN(** of the employee not having login in SPARK) 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

te Aadhaar Linked Mobi	ile Number in SPARK	
		ר
		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

Department			
Office			
Name as in Service Book			
Date of Birth (DD/MM/YY	(11)		
Mobile Number as in Ser	vice Book		
Name exactly as in Aadha	aar AL		
Enter Mobile Number reg Aadhaar	gistered in 974		
I, holder of Aadhaar m has informed me that I agree Authenticate and send	number mentioned above; hereby give my t my identity information would only be u: OTP	consent to SPARK to obtain my Aadhaar ed for authentication purpose.	r number and Name for authentication with UIDAL SPARK

F	'ig	:	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

Department Office	proceed?	OK Cancel	
Name as in Service Book			
Date of Birth (DD/MM/YYYY)			
Mobile Number as in Service Book			
Name exactly as in Aadhaar			
Enter Mobile Number registered in Aadhaar			
Enter Mobile Number registered in Aadhaar I, holder of Aadhaar number menti has informed me that my identity in a gree	ned above; hereby give my consent to SPA formation would only be used for authent	ARK to obtain my Aadhaar number a lication purpose.	nd Name for authentication with UIDAI. SPARK
Enter Mobile Number registered in Aadhaar I, holder of Aadhaar number mentic has informed me that my identity in 21 agree Enter OTP received on mobile number	ned above; hereby give my consent to SPA formation would only be used for authent	ARK to obtain my Aadhaar number a lication purpose.	nd Name for authentication with UIDAL SPARK
Enter Mobie Number registered in Aadhaar L, holder of Aadhaar number mentic haa informed me that my identity ir Eit agree Enter OTP received on mobile number linked with aadhaar	ned above; heraby give my consent to SPA formation would only be used for authent 287285	ARK to obtain my Aadhaar number a lication purpose.	nd Name for authentication with UIDA1. SPARK

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

Permanent Emp. No.	Name		
Departmental Gen. No, if any	Jot	EN L	
contact details			
Present address	P	ermanent address	
House no. and name*	He	ouse no. and name*	
Street name*	St	reet name*	
Place*	PI	ace*	
Pin*	Pi	n*	
State*	✓ St	ate*	
District*	✓ Di	strict*	
Taluk*	✓ Ta	luk*	
Village*	~ ^{Vi}	llage*	
Phone number*	Pł	none number*	
	He	ome town	
Mobile number*	E-	mail address*	

Fig: 4



Page no: 02/03

Page no: 03/03