

## Tutorial Regarding “ Updating Aadhaar Linked mobile number in SPARK through DDO login”

*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 [click here for tutorials](#)*

# STEPS FOR UPDATING AADHAAR LINKED MOBILE NUMBER IN SPARK THROUGH DDO Login

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

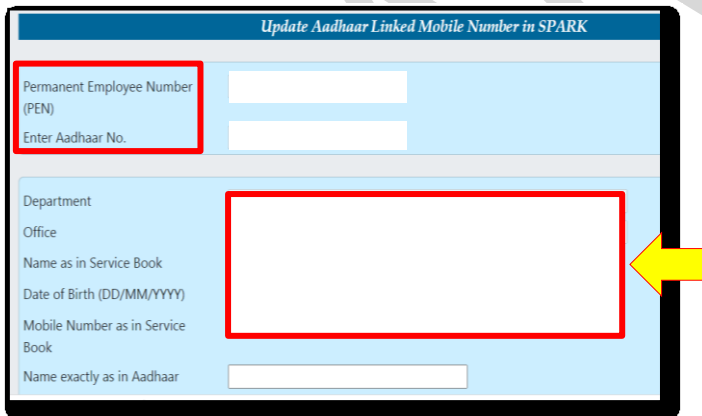


**Fig: 1**

Step 2) DDO login **SERVICE 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.

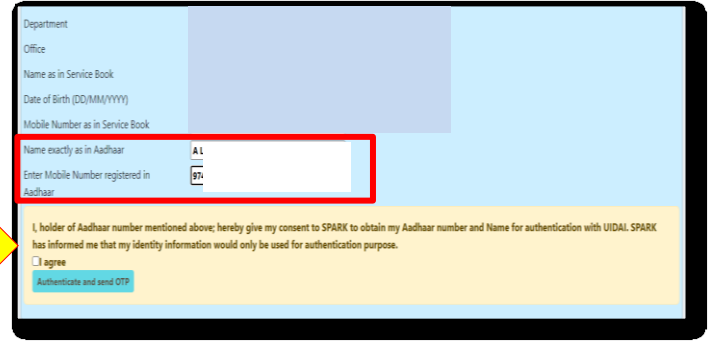
As mentioned above in the tutorial , If Aadhaar details are already updated in the employee's profile, the fields like **Department, office, Name as in service book, Date of birth , mobile number as in service book** will be fetched automatically.

Ref fig: 2



**Fig: 2**

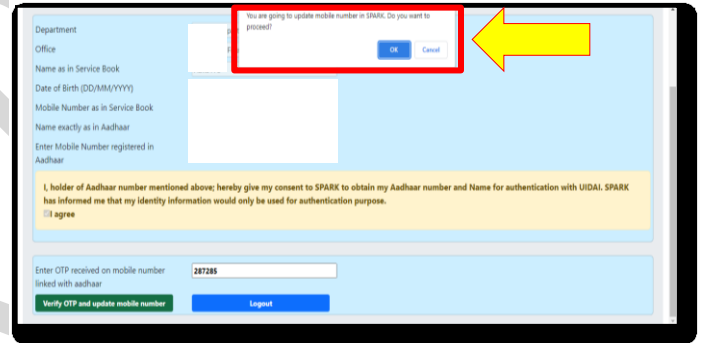
Step 3) Enter **Name exactly as in Aadhaar** , Enter **mobile number registered in Aadhaar** afterwards read the declaration carefully then click on the **"I AGREE"** button and **"Authenticate and Send OTP"** to continue. Ref fig: 3



**Fig: 3**

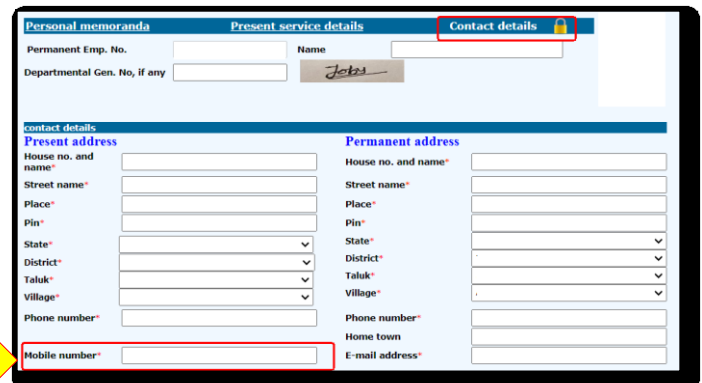
Step 4) **OTP** will be received in the mobile number updated in Aadhaar profile. Enter the **OTP** and click on the **Verify OTP and Update mobile number**.

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**

**\*\*\*END\*\*\***