Tutorial Regarding " Email ID updation in SPARK"

> *A new feature has been introduced in the SPARK software that allows employees with login access to update their email addresses.*

⚠ *Employees having login in SPARK (Individual/Establishment login privilege/DDOs) can use this module to update their Email ID in SPARK profile.*

⚠ *Once the email address has been successfully updated, the existing Email ID will be replaced with the new one; however, if an employee's Email ID has not yet been updated in SPARK, they can follow the same workflow to make the change."*

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STEPS FOR UPDATING EMAIL ID IN SPARK

Step 1) Employee login : Employee need to enter the login credential <u>Ref fig:1</u>

<u>*Fig: 1*</u>

Step 2) A page will appear i.e **Update Email ID or Aadhaar Linked Mobile Number in SPARK,** *In which the message* **"You have not yet verified eMail ID in SPARK. Do you want to continue to verify and update it now ?"** *will be seen .* <u>Ref fig: 2</u>
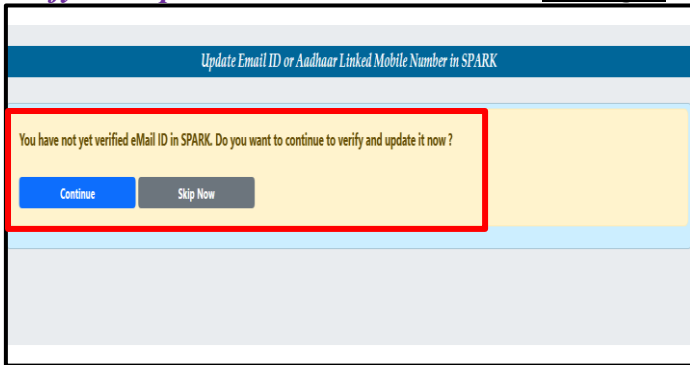

<u>*Fig: 2*</u>

Step 3) To proceed with updating the Email ID, the employee must click the **CONTINUE** *button. This will bring up a field for entering the new* **Email ID,** *after which the employee should input their preferred* **Email ID** *and click the* **Send OTP** *button to receive the OTP at the specified address.* <u>Ref fig: 3</u>
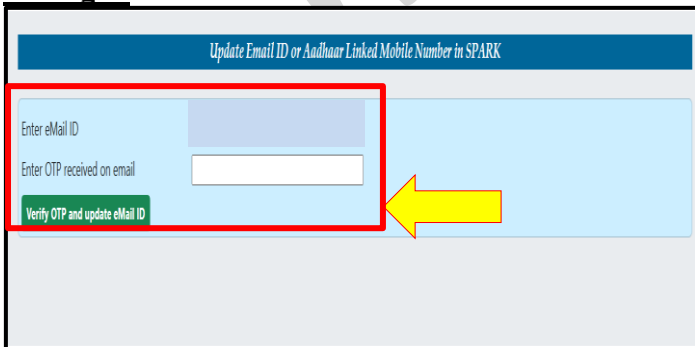

<u>*Fig: 3*</u>

Step 4) The employee will then receive the OTP in their new email ID, enter it in the designated field (in SPARK), and click **"Verify OTP and update Email ID",** *which will trigger a confirmation pop-up message indicating that their email ID has been successfully updated. Click on the* **Login** *button to login again.* <u>Ref fig: 4</u>
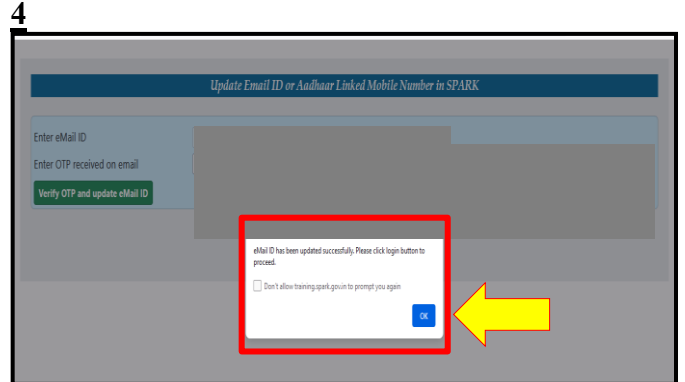

<u>*Fig: 4*</u>

Step 5) If the mobile number linked to Aadhaar is not updated in SPARK, employees can simultaneously update both their Email ID and the Aadhaar-linked mobile number through the mentioned process itself <u>Ref fig: 5</u> .
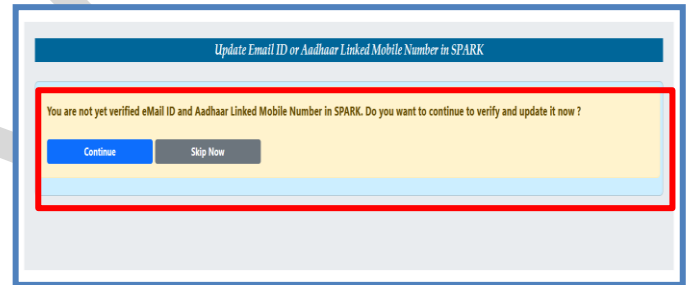

<u>*Fig: 5*</u>

Step 6) Employee need to update the Email ID initially then Mobile number(Tutorials for the same has already been updated **Click here** *)* <u>Ref fig:6</u>
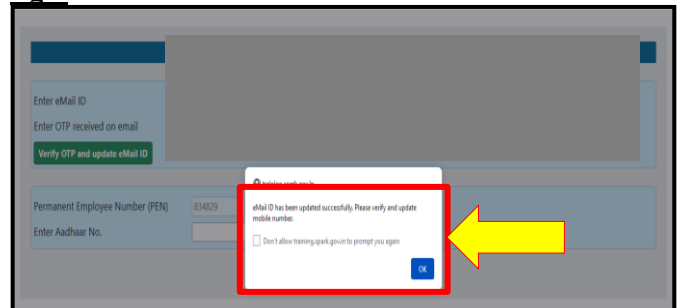

<u>*Fig: 6*</u>

➡️ *In future, this facility will be enabled to DDOs.*

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