

## **Steps to update Mobile Number, E-mail, Aadhaar Number in CGHS Database**

There are 2 ways to update the mobile number of a beneficiary:

1. By Beneficiary Login – When beneficiary has registered as well as new mobile number.
2. By CMO In-Charge – When beneficiary has not registered mobile number yet or does not have registered mobile number.

### **Case-I: Steps to update mobile number by Beneficiary Login:**

**Step 1:** Click on the link 'Beneficiary login' on cghs.nic.in

The following screen appears

BENEFICIARY SIGN IN	
<input checked="" type="radio"/> Personnel Details	<input type="radio"/> Card Status
Beneficiary Id*:	<input type="text"/>
Password*:	<input type="text"/>

[Help](#)

[Not Applied For Password:](#)

**Step 2:** Enter the beneficiary id of any of the family members and the password in the screen shown above

If a beneficiary doesn't have the password, click on the option 'Generate Password'

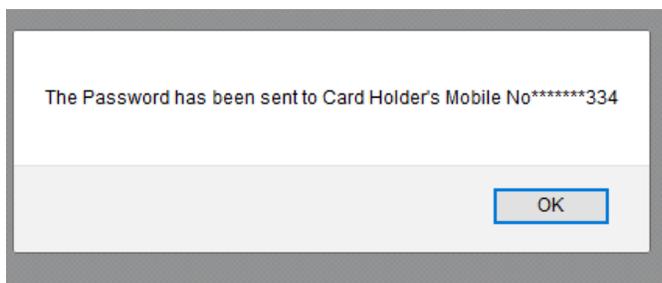
The following screen will appear

**PLEASE ENTER CARD HOLDER'S DETAILS TO REGISTER**

Beneficiary Id* :	<input type="text"/>
Date Of Birth* :	<input type="text"/> 
Mobile Number* :	<input type="text"/>

Enter the beneficiary id of main card holder, date of birth and mobile no. that exists in the CGHS database and click on Register button.

OTP is sent to the registered mobile no.



**Step 3:** The beneficiary can then enter beneficiary id and password on screen shown in step 1 to print plastic cards of family members or update mobile number, email, Aadhaar Number or view medicine history etc.

Click on relevant option like 'Update Mobile No'.

BENEFICIARY DETAILS		PHOTO
Card No. :	180634	
Card Type :	S	
Wellness Centre :	VIRTUAL DISPENSARY(999)	
Entitlement :	Private	
Card Valid Upto :	31/12/2019	
Name :	Raj Kumar Joshi	
Date of Issue :	2015-04-03	
Address :	1st Floor 10RAMVIHARR	
Place :	E 32	
City :	DELHI/NCR	
Pin Number :	110092	
Phone Number :	432324324	
Mobile Number :	8826374334	

FAMILY DETAILS									
Sl No.	Name	Date Of Birth	Relation	Ben Id	Sex	Blood Group	Mobile	Photo	Print CGHS Card
1	Raj Kumar Joshi	1972-01-01	self	1058503	M	O+	8826374334	<a href="#">View Photo</a>	<a href="#">Print Card</a>

**Step 4:** The desired screen is displayed for updating the mobile no

MOBILE UPDATION	
Select Beneficiary Id:	1058503 ▾
Mobile No. :	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Reset"/>	

**Step 5:** Enter the mobile numbers of the self/dependents and click on submit button.

**Case-II: Step to update Mobile Number if already not registered or registered mobile is not with beneficiary**

In case the mobile number of a beneficiary is not available in CGHS database or does not have already registered mobile number, in such cases the beneficiary has to approach the CMO In-Charge of respective wellness centre with his/her mobile.

The CMO In-Charge will update the mobile against the beneficiary id. An OTP will be received on beneficiary's mobile number that will be communicated to CMO In-Charge to finally update the mobile no. of the beneficiary