

The steps involved in Beneficiary Login and Updating Aadhar No are as follows:

1. open url **cghs.nic.in**
2. In the window opened click on the button **'Click here to view Beneficiary Details'**
3. Click on the button **'Login with Beneficiary ID'**
4. In the window opened click on the button **'Register Here'**
5. In the window opened enter the details and click on button **'Register'**
 - a) Enter the Beneficiary ID No, date of Birth and the Mobile Number. In case the details entered are matching with data in CGHS Data base a system generated **'One time pass word (OTP)'** will be sent to the registered mobile phone **by SMS**
 - b) If , there is a message **"details for selected beneficiary not found"** please check the details entered or contact CMO i/c of CGHS Wellness Centre for correction of Data / Mobile Phone number in the CGHS Data base
 - c) In case the pass word is forgotten click on button **'Forgot pass word'** and follow the steps.
6. Once the pass word is received, please go back to **Beneficiary sign in page and login using the Beneficiary ID No and password**
7. In the window that opens one of the options is **'Update Aadhar No.'** – Please click on the button and enter the Aadhar Numbers of the family Members and save.