

EMPLOYEE – ADD/EDIT/REMOVE ADDED BENEFICIARY UNDER EHS SCHEME

USER MANUAL

The purpose of the document is to make the user understand how to add beneficiary or to remove already added beneficiary in the EHS scheme. The document will give a complete screen shots of how the employee needs to add/remove beneficiary under the scheme.

1. Login to the EHS web portal using the URL www.ehf.gov.in.
2. Login as Employee with respective Employee ID & Password as shown in screen shot 1.

Screen Shot 1

3. Click on 'Registrations' tab as shown in screen shot 2.

◆ **Initiate New/Rejected Beneficiaries:**

This is to add beneficiary or to remove already added beneficiary.

Screen Shot 2

4. On clicking 'initiate new/rejected beneficiaries', a page will be displayed depicting 'Beneficiary Worklist' as shown in screen shot 3.

STATE GOVERNMENT
EMPLOYEES HEALTH SCHEME

Welcome : RAMANA REDDY
Designation : Employee

Registrations

Beneficiary Worklist

Add New Beneficiary

click here to add beneficiary

Enrollment ID	Name	ID Number	Gender	Relationship	Date Of Birth	Registered Date	Status
EHF5092651	T Yallamma	947694817372	F	Wife	01/01/1966	05/05/2014 15:50:35 PM	View Status
EHF5940793	test	123654789321	F	Daughter	01/05/2007	05/05/2014 15:50:35 PM	View Status

Screen Shot 3

5. On clicking 'add beneficiary', a page will be displayed as shown in screen shot 4.

NOTE: If the dependent family member **DOB is below 5years**, then it requests for DOB certificate and Photo.

STATE GOVERNMENT
EMPLOYEES HEALTH SCHEME

Registrations

Add New Beneficiary

Date Of Birth*

15/05/2012

DOB below 5yrs

Beneficiary Details

Name*

testt

Gender*

☒ Male ☐ Female

Relationship*

Son

Member Disabled?*

☐ Yes ☒ No

DOB Certificate*

Choose File 0.jpg.jpg

Photo*

Choose File 3.jpg.jpg

If DOB below 5yrs, then it request for DOB certificate & photo

Save Submit Reset Close

NOTE: If the dependent family member **DOB is above 5years**, then it requests for Aadhar Certificate and Photo.

Beneficiary Details - Google Chrome

app.ehf.gov.in:8080/EHS/empEnrolmntAction.do?actionFlag=addBenfry&flag=retrieve&enrolParentId=EMP437485&value=fromBen&fromaddres

Date Of Birth* 15/05/2002

Aadhar ID 123654789123

Family Member Details

Beneficiary Details

Name* test

Gender* Male Female

Relationship* Daughter

Member Disabled?* Yes No

Aadhar Certificate* Choose File 3.jpg.jpg

Photo* Choose File 6.jpg.jpg

click here to partially save the details

Save Submit Reset Close

If DOB above 5yrs, then it requests for aadhaar certificate & photo

Screen Shot 4

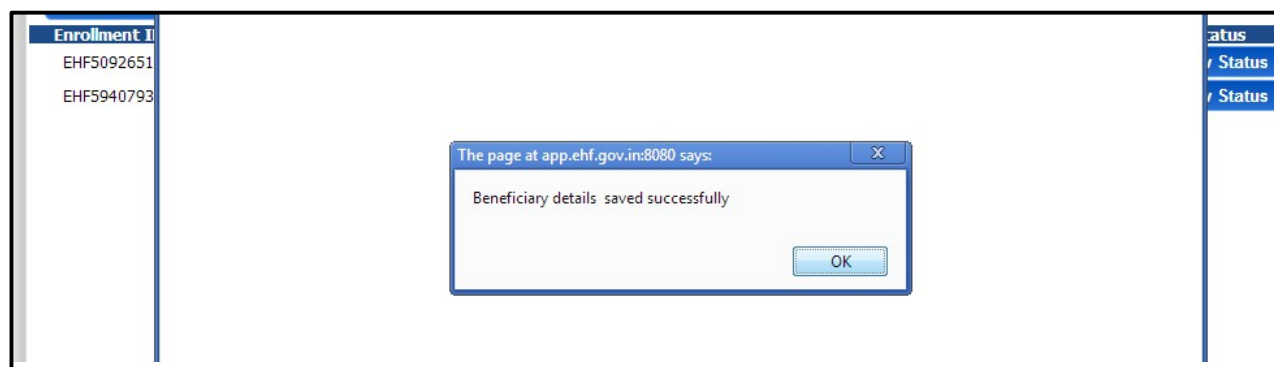
6. As shown in the above screen shot ,the user has a provision to

Save: Save tab is to partially save the beneficiary details.

Reset: Reset tab is to erase the entered data and re-enter the details.

Submit : is to submit the saved beneficiary details.

7. On clicking 'save', a message 'Beneficiary details saved successfully' will pop up as shown in screen shot 5



Screen Shot 5

8. On clicking 'OK', a page will be displayed wherein the user here has a provision to edit/remove the details of the added beneficiary.

Enrollment ID	Name	Aadhar ID	Gender	Relationship	Date Of Birth	Registered Date	Status
EHF5940793	test	123654789321	F	Daughter	01/05/2007	05/05/2014 15:50:35 PM	View Status
EHF5092651	T Yallamma	947694817372	F	Wife	01/01/1966	05/05/2014 15:50:35 PM	View Status
EHF5940795	test	123654789123	F	Daughter	15/05/2002	05/05/2014 16:09:01 PM	Remove

click on the hyperlink to edit the details

Screen Shot 6

click here to remove the added beneficiary

9. Once the user cross verifies the saved details he has a provision to submit the saved beneficiary details as shown in screen shot 7.

Beneficiary Details - Google Chrome

app.ehf.gov.in:8080/EHS/beificiaryWorklistAction.do?actionFlag=getBeneficiaryDetails&prntId=EMP437485&enrollId=EHF5940795&status=frommir

15/05/2002 Family Member Aadhar No 123654789123

Beneficiary Details

Name* test Gender* ☐ Male ☒ Female

Relationship* Daughter Member Disabled?* ☐ Yes ☒ No

Aadhar Certificate

Choose File No file chosen View Existing Aadhar Certificate

Photo

Choose File No file chosen View Existing Photo Attachment

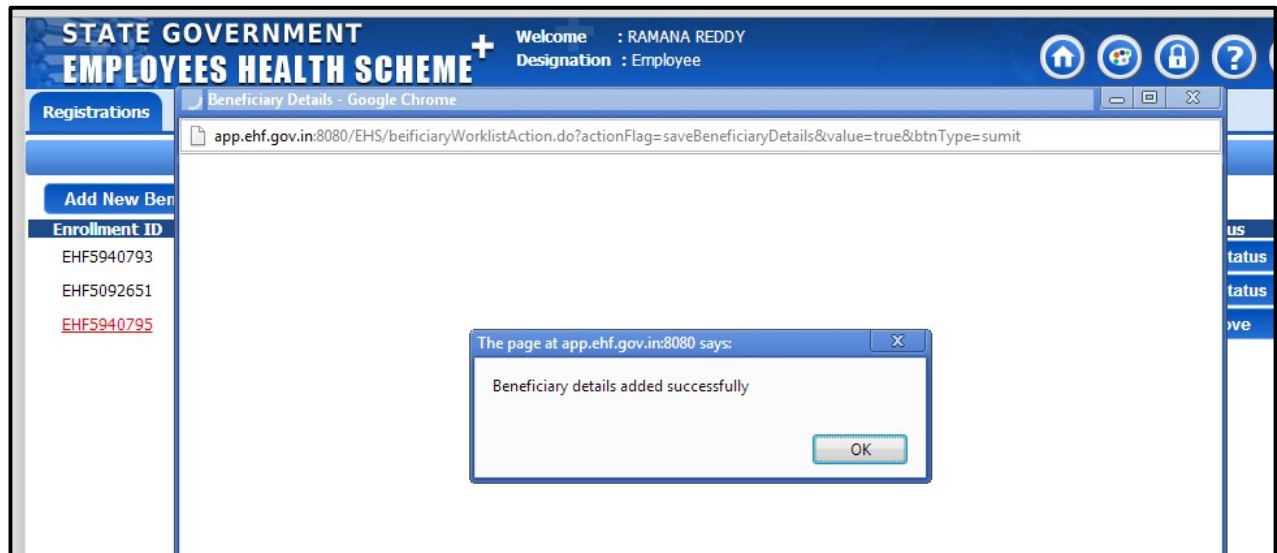
[Submit](#) [Save](#) [Reset](#) [Close](#)

click here to submit

Screen Shot 7

NOTE: Once the beneficiary details are submitted, the user will not have any provision to edit/remove the details.

10. On clicking 'submit', a message 'Beneficiary details added successfully' will pop up as shown in screen shot 8.



Screen Shot 8

NOTE: If the **dependent family member spouse is Govt Employee/Govt Pensioner/Others**, then it requests for:

For Example:

If the **Spouse is a Government Pensioner:**

Govt. Pensioner: it requests for Employee/Pensioner ID,HOD,Last Posted District,Pension Office District,STO Office Unit, Pay Source,PRC, Pay Grade, Aadhaar Certificate & Photo.

Date Of Birth* 09/05/1967 **Aadhar ID** **Enrollment ID** **Family Member Aadhar No** 123654789631

Beneficiary Details

Name* raju **Gender*** ☒ Male ☐ Female

Relationship* Husband **Member Disabled?*** ☐ Yes ☒ No

Whether your spouse is ☐ Government Employee ☒ **Government Pensioner** ☐ Others

Employee/Pensioner ID*: p011319133 **HOD** Commissioner AYUSH

State*: Andhra pradesh **Last Posted District*:** DTO NALGONDA

Pension Office District*: DTO NALGONDA **STO Office Unit*:** MIRYALGUDA(1908)

Pay Source*: UGC **PRC*:** 1996

Pay Grade*: III

Aadhaar Certificate* Choose File 3.jpg.jpg

Photo* Choose File 8.jpg.jpg

Save Submit Reset Close

If the **Spouse is a Government Employee:**

Govt. Employee: it requests for Employee/Pensioner ID,HOD, District, DDO Code, Designation,Service,Category,Pay Source, PRC, Pay Grade, Current Pay, Certificate, Photo & Service Register Attachment.

Date Of Birth*	<input checked="" type="radio"/> Aadhar ID <input type="radio"/> Enrollment ID	
18/05/1974	Family Member Aadhar No	456982367146

Beneficiary Details	
Name*	Gender*
rani	<input type="radio"/> Male <input checked="" type="radio"/> Female
Relationship*	Member Disabled?*
Wife	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether your spouse is <input checked="" type="radio"/> Government Employee <input type="radio"/> Government Pensioner <input type="radio"/> Others	
Employee/Pensioner ID*	HOD*
2133915	Commissioner AYUSH
State*	District*
Andhra pradesh	Hyderabad
DDO Code*	Designation*
Medical OfficerGovt. Homoeo C	Nursing Orderly
Service*	Category*
A.P. Indian Medicine & Homoe	Class-A Category 16
Pay Source*	PRC*
UGC	1986
Pay Grade*	Current Pay*
III	3700-125-4950-150-5700

Aadhar Certificate*
Choose File 3.jpg.jpg
Photo*
Choose File 4.jpg.jpg
Service Register Attachment*
Choose File 7.jpg.jpg

+

Save Submit Reset Close

Default English (USA) INSRT STD

Conditions for adding beneficiary:

1. If the dependent family member DOB is above 5years, then it requests for Aadhaar card certificate and Photo.
2. If the dependent family member DOB is below 5years, then it requests for DOB certificate and Photo.
3. Beneficiary once added for any relationship, cannot be added twice in dependent family members details.
4. Son's age greater than 25 can not be added. If son is disabled, then age greater than 25 will be accepted.
5. Dependent's daughter age greater than 25 is acceptable.
6. Relationship and Gender must match.