

## FOR TAKING SELF PRINTING OF CGHS CARD / UPDATING MOBILE NUMBER / UPDATING AADHAR NUMBER IN CGHS

- ❖ Visit CGHS Portal [www.cghs.nic.in](http://www.cghs.nic.in)
- ❖ Under “Catalog Box” on Right side Click **Beneficiary Login**
- ❖ Beneficiary sign in Screen will appear
- ❖ Enter – Beneficiary ID number and Password and sign in  
In case Beneficiary does not have a password or has forgotten it, then click on **‘Generate Password’**
- ❖ Card Holders details screen will appear
- ❖ Enter Beneficiary ID , Date of Birth and Mobile Number (already registered Mobile no in CGHS database otherwise contact CMO I/C to update)
- ❖ Click on register
- ❖ “Password has been sent to card holders mobile number”
- ❖ Now Enter Beneficiary ID number and Password and sign in.
- ❖ Beneficiary details screen will appear
- ❖ Click “ update Aadhar card number “
- ❖ Enter Beneficiary Aadhaar No and click Save .
- ❖ Same procedure for update of mobile no .
- ❖ For self Printing
- ❖ Click “Print Card” for the beneficiary whose card needs to be Printed
- ❖ Enter the One Time Password (OTP) sent on registered Mobile No.
- ❖ Click “Print CGHS Card “
- ❖ Download or open the CGHS card in PDF format
- ❖ Print the CGHS Card using print command

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