





राजस्थान सरकार



राजस्थान जन आधार प्राधिकरण

योजना भवन, तृतीय तल, नॉर्थ ब्लॉक, तिलक मार्ग, जयपुर

Editing in Jan Aadhaar

Editing module is used to update any of the details entered in the Jan Aadhaar or changes in the Jan Aadhaar Family. Desired documents need to be uploaded as documentary evidences for the updated details. Application will be verified based on the provided details at two levels and after successful verification details will be updated in the Jan Aadhaar Resident Data Repository. Process for Profile Edit in the Jan Aadhaar application have been described in detail hereunder.

1.1 SSO Login

Citizen can go to Jan Aadhaar Application directly through SSO login under G2C option.



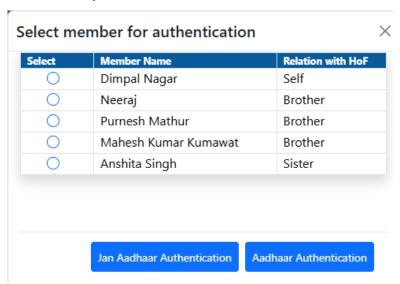
1.2 Profile Edit

User need to traverse Profile Edit option. Below screen will be displayed on which Jan Aadhaar Id/Enrollment Id need to be entered to open any Jan Aadhaar family for Editing.

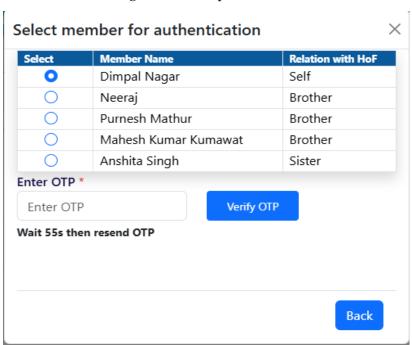


1.2.1 Aadhaar Auth

Popup to select adult family member for Aadhaar Authentication will be opened.



Select member for which Editing needs to be performed for Authentication.

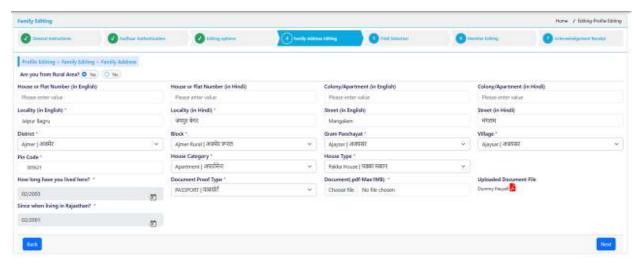


After Authentication, below screen will be displayed to select the member for Editing. In case of Authentication through HoF, Family Address and update will also be displayed for selection. Also, members having age less than 18 years will be displayed with the adult members for editing.



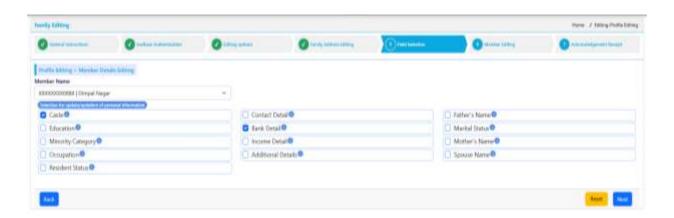
1.2.2 Update Family Address

If user selected to update family address then below screen will be displayed to update details in Jan Aadhaar.



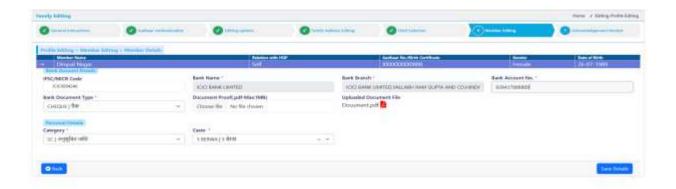
1.2.3 Select Editing Parameters

Select the member from Member Name drop down and mark parameters which needs to be updated in Jan Aadhaar.



1.2.4 Update Details

In next tab fill the details for the selected fields which needs to be updated in Jan Aadhaar with upload of the relevant documents.



1.2.5 Preview

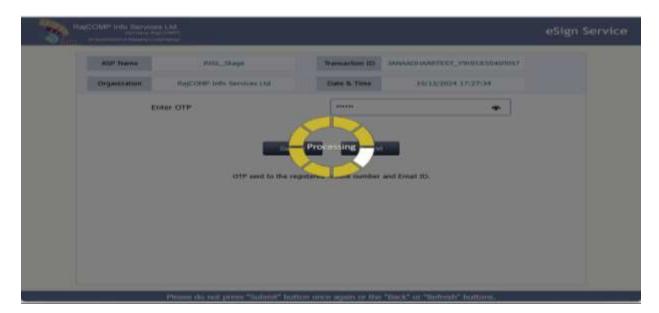
Entered details will be displayed on the preview screen. In case of any issue, user can go back and correct the changes, if required. Other wise user need to click on eSign button.



1.2.6 eSign

Below page will be displayed for eSigning the application.





After successful eSign, application will be submitted for two level verification.

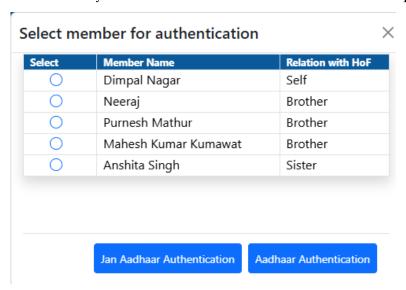
1.3 Split Family

User need to traverse Split Family option. Below screen will be displayed on which Jan Aadhaar Id/Enrollment Id need to be entered to split family members for the Jan Aadhaar family. Reason to split family and relevant document need to be uploaded.

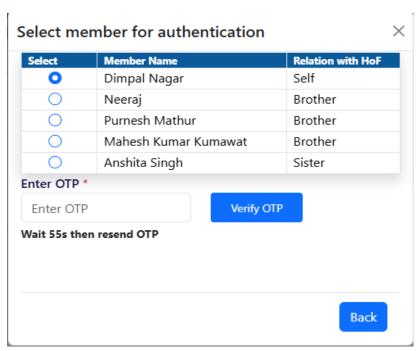


1.3.1 Aadhaar Auth

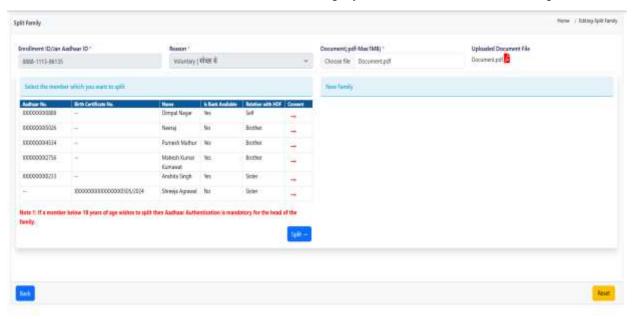
Popup to select adult family member for Aadhaar Authentication will be opened.



Select member for Authentication.



After Authentication, below screen will be displayed to select the member for split.

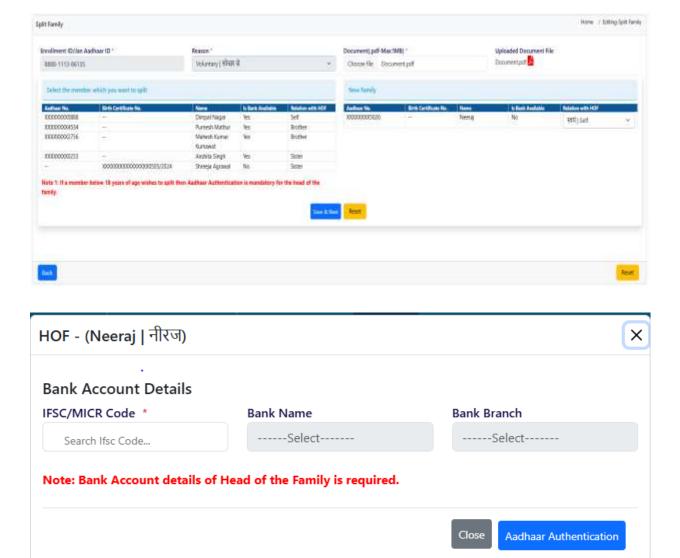


Aadhaar Authentication of the selected member for split will be performed.



1.3.2 Bank Details of the HoF

If bank account is not available for the member who will become HoF in new family then popup will be opened to enter bank details.



After clicking on Split button below screen with Old and New Family view will be displayed for the confirmation of the user.



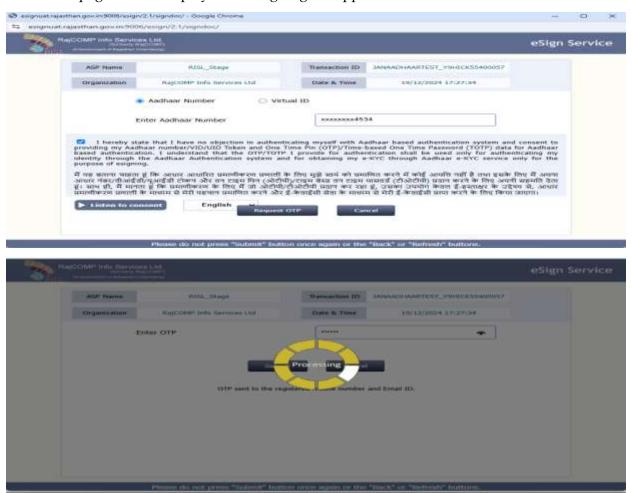
User need to click on Next button to process the application further.

1.3.3 Preview

Entered details will be displayed on the preview screen. In case of any issue, user can go back and correct the changes, if required. Otherwise user need to click on eSign button.

1.3.4 eSign

Below page will be displayed for eSigning the application.

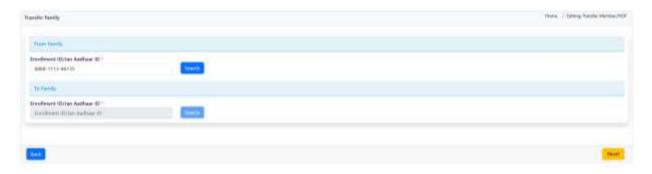


After successful eSign, application will be submitted for two level verification.

1.4 Transfer Family

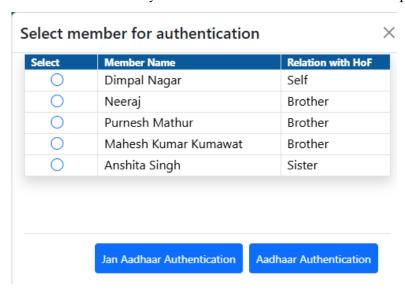
User need to traverse Transfer Family option. Below screen will be displayed on which Jan Aadhaar Id/Enrollment Id need to be entered to Transfer family members from one Jan Aadhaar family to other Jan Aadhaar Family.

Adhaar Authentication of the HoF of both From and To Jan Aadhaar Id's need to be mandatorily completed to execute Transfer Family option.

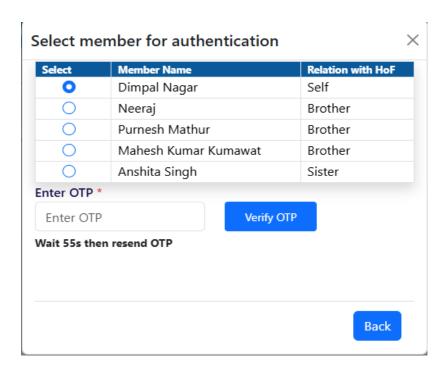


1.4.1 Aadhaar Auth

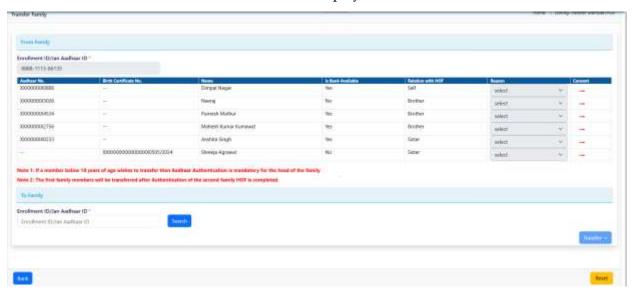
Popup to select HoF of From Family for Aadhaar Authentication will be opened.



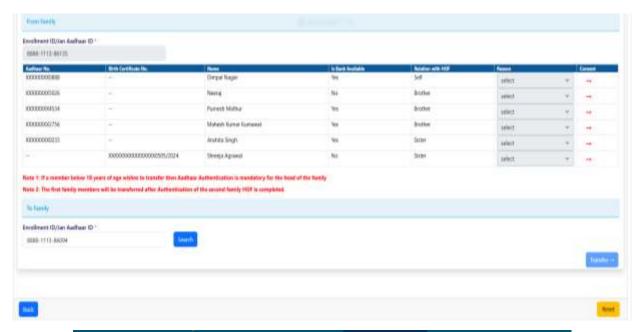
Select member for Authentication.

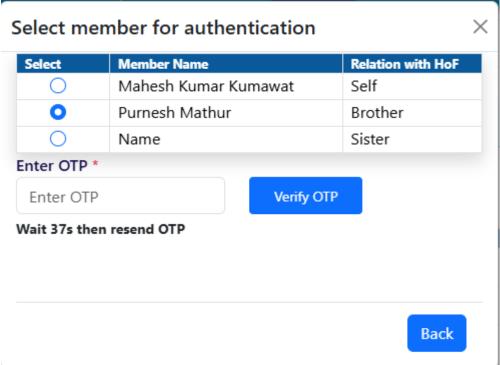


After Authentication, below screen will be displayed to select the member for transfer.

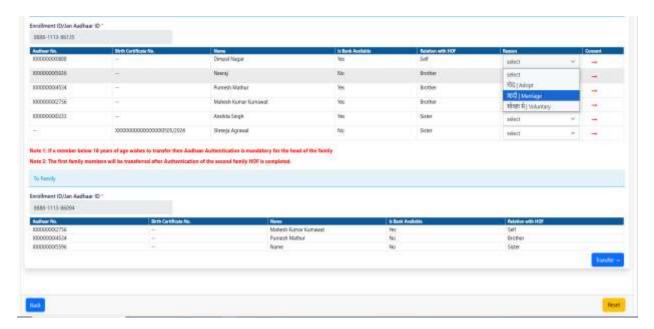


Enter Jan Aadhaar Id/Enrollment Id of the To Family to perform Aadhaar Auth of To Family.





Select reason from Transfer for the transferred member.

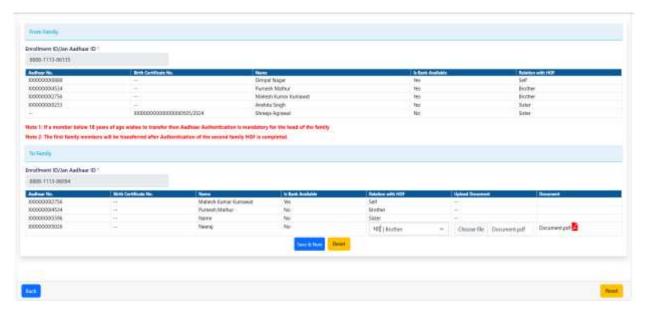


Complete Aadhaar Authentication of the Transferred Member as well.

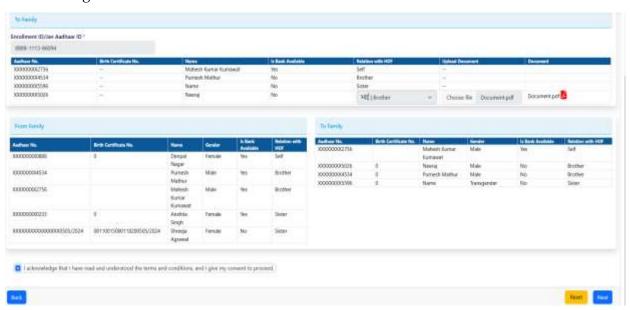


1.4.2 Select Relation

Select Relation with HoF of the transferred member in the New Family.



After clicking on Save and next below screen will be displayed to view the To and From families after transfer operation. User need to acknowledge and confirm the changes by selecting declaration check box and click on Next button.

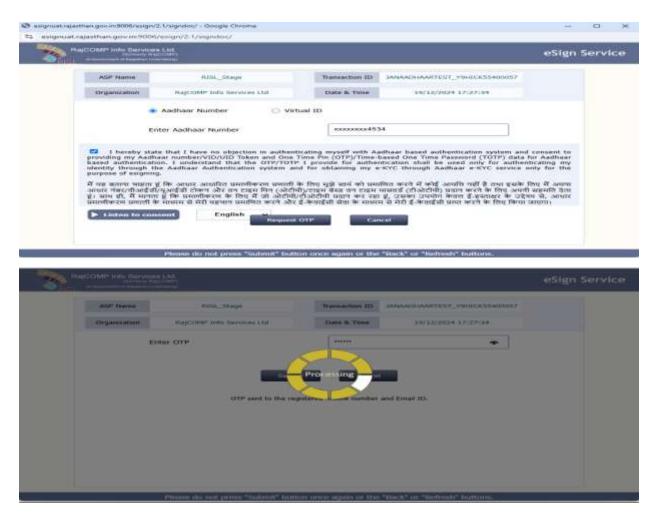


1.4.3 Preview

Entered details will be displayed on the preview screen. In case of any issue, user can go back and correct the changes, if required. Otherwise user need to click on eSign button.

1.4.4 eSign

Below page will be displayed for eSigning the application.

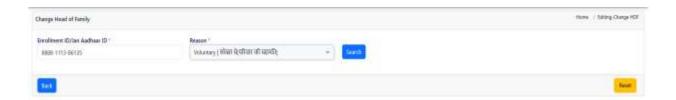


After successful eSign, application will be submitted for two level verification.

1.5 Change Head of Family

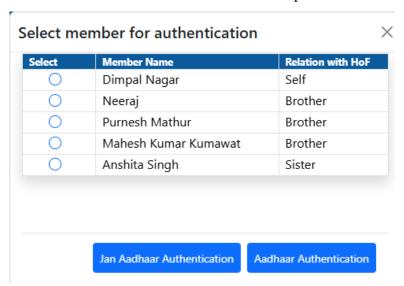
User need to traverse Change HoF option. Below screen will be displayed on which Jan Aadhaar Id/Enrollment Id need to be entered and reason for Change HoF need to be selected.

Adhaar Authentication of the HoF need to be mandatorily completed to execute Change HoF option.

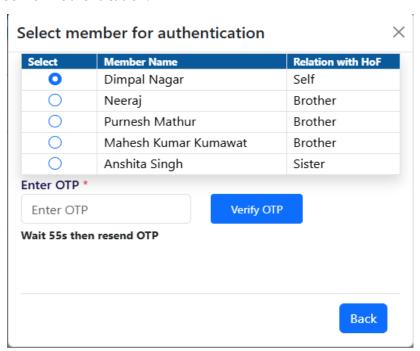


1.5.1 Aadhaar Auth

Popup to select HoF for Aadhaar Authentication will be opened.



Select member for Authentication.



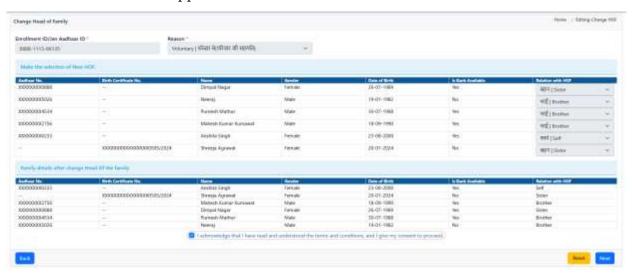
After Authentication, below screen will be displayed to select the member which need to change as HoF.



1.5.2 Select Self Relation

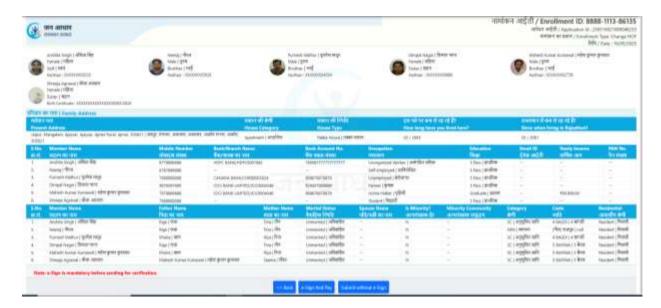


Also update the relation of other members with new HoF. User also need to acknowledge and confirm the changes by selecting declaration check box and click on Save and Next button to submit the application.



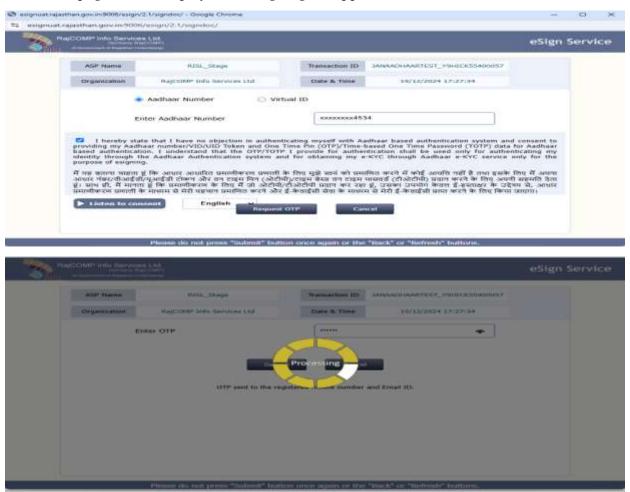
1.5.3 Preview

Entered details will be displayed on the preview screen. In case of any issue, user can go back and correct the changes, if required. Otherwise user need to click on eSign button.



1.5.4 eSign

Below page will be displayed for eSigning the application.



After successful eSign, application will be submitted for two level verification.

1.6 Delete HoF/Member

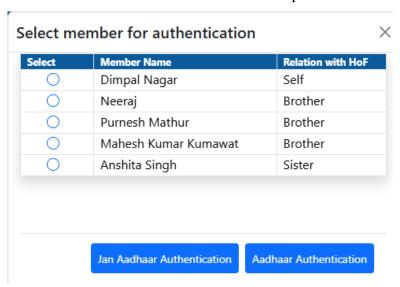
User need to traverse Delete HoF/Member option. Below screen will be displayed on which Jan Aadhaar Id/Enrollment Id need to be entered. Member/HoF can only be deleted from Jan Aadhar due to Death reason.

Adhaar Authentication of any of the member (all members of the family will be made available for authentication irrespective of their age) need to be mandatorily completed to execute Delete HoF/Member option.

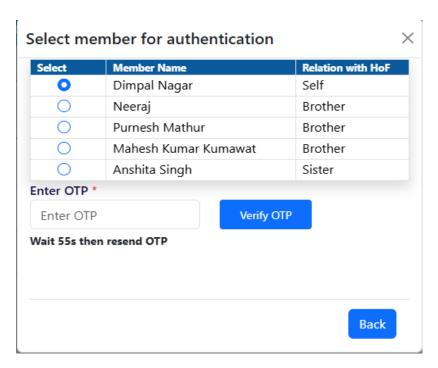


1.6.1 Aadhaar Auth

Popup to select HoF for Aadhaar Authentication will be opened.



Select member for Authentication.

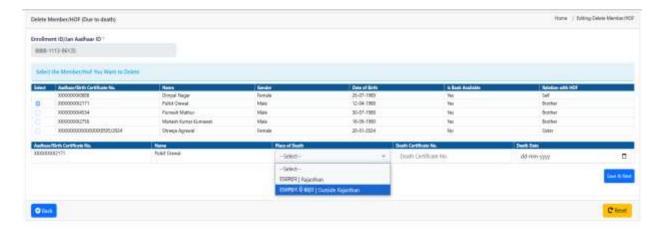


After Authentication, below screen will be displayed to select the member which need to deleted due to death.

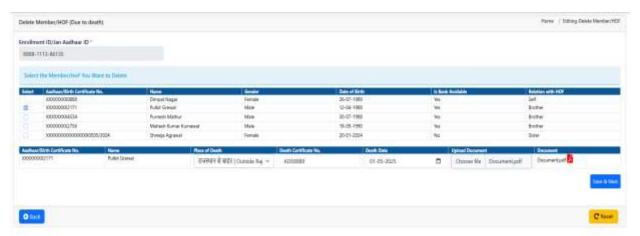


1.6.2 Enter Death Certificate Details

Death Certificate details of the selected member need to be entered. In case of death in Rajasthan, only Certificate number and event date need to be entered which will be validated through Pehchan data. In case of death outside Rajasthan, Certificate Number, Event Date and PDF of Certificate is also need to be uploaded.



Click on Save and Next button.



User also need to acknowledge and confirm the changes by selecting declaration check box.



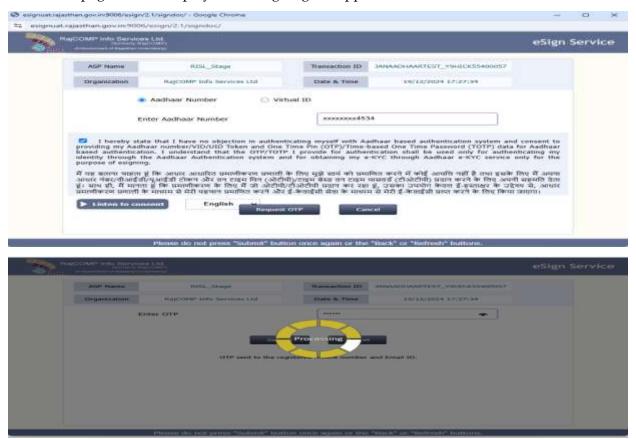
1.6.3 Preview

Preview screen will display that details of deleted member. User need to click on eSign button.



1.6.4 eSign

Below page will be displayed for eSigning the application.



After successful eSign, application will be submitted for two level verification.