

राजस्थान सरकार



राजस्थान जन आधार प्राधिकरण

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

Add Member Module

Add Member is a core module of the Jan Aadhaar Application. It is used to onboard an individual in the Jan Aadhaar Family in Resident Data Repository. Process to get an individual enrolled in the Jan Aadhaar application have been described in detail hereunder.

1. Pre-requisite

- Only families already enrolled in Jan Aadhaar can add members
- Copy of Aadhaar card members above 5 years age
- Copy of Aadhaar or Birth Certificate of the Members below 5 years of age
- Pass book of the head's bank account
- Documents related to age/date of birth
- Address document
- Self-declaration for income
- Color photo upload required for the members
- If you are a small or marginal farmer then the land details should be entered.
- Other documents- Documents supported by the given information, if required

Document upload :

- Document type .pdf only
- Size less than 1MB
- Photo type .jpg/.jpeg/.png
- Size less than 50KB
- All details are to be entered in both English and Hindi.

2. Add Member Process for eMitra Users

2.1 Login through SSO (Single Sign-on)



2.2 Go to e-Mitra Application

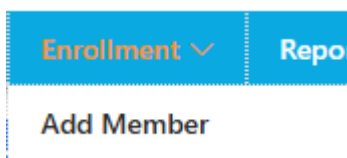
Select below mentioned option under eMitra application to avail Jan Aadhaar Services.

E-Mitra→Services→Avail Services→Utility→Search 'Jan Aadhaar Enrollment' service.



2.3 Go to Enrollment Menu

Click on Add Member option under Enrollment menu



2.4 Search Jan Aadhaar Family

Enter Enrolment Id/Jan Aadhaar Id

Add Member

Enrollment ID / Jan Aadhaar ID *

e.g. 0000-1111-XXXXX / 1234567890

Search

ID should start with numeric value

Add Member

Enrollment ID / Jan Aadhaar ID *

8888-1113-86216

Search

Select member for authentication



Select	Member Name	Relation with HoF
☐	S*e*a F*g*r*a	Self
☐	P*r*e*h M*t*u*	Brother-in-law
☐	N*h* M*t*u*	Sister-in-law

Jan Aadhaar Authentication

Aadhaar Authentication

Select Member for Aadhaar Authentication

Select member for authentication

Select	Member Name	Relation with HoF
☐	S*e*a F*g*r*a	Self
☒	P*r*e*h M*t*u*	Brother-in-law
☐	N*h* M*t*u*	Sister-in-law

Enter OTP *

Verify OTP

Wait 54s then resend OTP

Back

Enter OTP and click on Verify OTP. Only more than 18yrs members are eligible for authentication. After successful authentication, Add Member process will be initiated.

2.5 General Instructions

Family Enrolment

1 General Information

2 Member Authentication

3 Choose HOF and Address

4 Family Member Details

5 Personal Details

6 Payment Receipt

7 Acknowledgement Receipt

जन आधार नामांकन हेतु सामान्य निर्देश

1. राशस्त्रन का निशानी परिवार जन आधार नामांकन हेतु प्राप्त।

2. परिवार का मुखिया- 1. 18 वर्ष या अधिक की महिला
2. 18 वर्ष या अधिक की महिला के नहीं होने पर 21 वर्ष या अधिक का पुरुष
3. उपरोक्त दोनों के नहीं होने पर उम्र में सबसे बड़ा व्यक्ति

3. दस्तावेज अपलोड - 1. दस्तावेज का प्रकाश कैला .pdf
2. अक्षर 1448 से कम

4. परिवार के मुखिया और सभी सदस्यों को रजिस्टर फोटो अपलोड आवश्यक - 1. फोटो का प्रकार .jpg/.png
2. आकार 50KB से कम

5. अन्य दस्तावेज - 1. दो पक्षी सूचना से सम्बंधित दस्तावेज आवश्यक होने पर

6. परिवार के मुखिया के लिए मोबाइल नंबर अनिवार्य है।

7. बैंक विवरण में IFSC कोड सारा सैव बैंक खाता होना आवश्यक है।

8. सभी विवरण अंग्रेजी और हिंदी दोनों में दर्ज किया जाना है।

आधार के संबंध में परिवार की सहायता -

1. में प्राप्त/प्रस्ता प्रेषण करता हूँ कि मुझे और मेरे परिवार के किसी भी सदस्य को आधार आधारित प्रमाणिकरण प्रणाली के साथ खुद को प्रमाणित करने में कोई बाधा नहीं है और जन आधार योजना का लाभ उठाने के उद्देश्य से आधार आधारित प्रमाणिकरण के लिए अलग आधार नंबर, बायोमेट्रिक और/या क्लाइम विन (ओटीपी) देता प्रदान करने के लिए सहमत है।

Approved

2.6 Enroll through Aadhaar or Birth Certificate KYC

Add Member Home / Editing-Add Member

1 General Instructions 2 **Member Authentication** 3 Family Relation Details 4 Personal Details 5 Preview Receipt 6 Acknowledgement Receipt

Is member's age more than 5 year?
☒ Yes ☐ No

Is member born before January 1, 2018?
☒ Yes ☐ No

Aadhaar No. * Birth Certificate No.

Reason for Adding Member * Supporting Document(pdf - Max:1MB)*

Note 1: To add member in the family, please perform their Aadhaar Authentication!
 Note 2: If a member was born in Rajasthan after January 1, 2018, and is over 5 years old, both Aadhaar authentication and a Birth Certificate are required!

User need to enter Aadhaar No. and perform Aadhaar eKYC, in enrolment Name (English/Hindi), DOB, Gender & Photo will be fetched from Aadhaar.

2.7 State Government Employee

If there is any state govt. employee, user need to select member, pop-up window will be open.

Member - (Seema Fageria | सीमा फगेडीया) ×

Occupation * Government Employee ID *

Select occupation as State Personnel and enter Govt. Employee Id. Click on Search button. Employee Id will be verified with SIPF data.

Member - (Seema Fageria | सीमा फगेडीया) ×

Occupation * Government Employee ID *

After verification with SIPF data, employee Id will be added against the selected member.

Family Enrollment

Home / Family Enrollment

1 General Instructions 2 Member Authentication (ID) 3 Choose POF and Address 4 Family Relation Details 5 Personal Details 6 Previous Receipts 7 Acknowledgement Receipts

Is member's age more than 5 year?
☒ Yes ☐ No

Is member born before January 1, 2018?
☒ Yes ☐ No

Aadhaar No. *
 e.g., 123456789012

Birth Certificate No.
 e.g., 123456789012345/2000

Aadhaar Authentication

Note 1: To add member in the family, please perform their Aadhaar Authentication!
 Note 2: If a member was born in Rajasthan after January 1, 2018, and is over 5 years old, both Aadhaar authentication and a Birth Certificate are **required!**

TOTAL COUNT : 3

Consentment/Employee?	Aadhaar ID	Birth Certificate No.	Name (English)	Name (Hindi)	Gender	Date of Birth	Photo	Action
☐	XXXXXXXXXX1998	—	Neha Mathur	नेहा मथुर	Female	18-12-1998		
☐	XXXXXXXXXX4534	—	Ramesh Mathur	रमेश मथुर	Male	30-07-1988		
☒	XXXXXXXXXX8942	—	Seema Fageria	सीमा फागीरिया	Female	01-07-1998		

Note: The information shown here is obtained from Aadhaar/Pehchaan Portal. If there is any change in it, please get it updated in Aadhaar or Pehchaan!

< Previous **Aadhaar Authentication of all family members completed >**

2.8 Parents Auth for Child less than 05 Years

If user want to add member below 5 Years need to enrol from Birth certificate number, and it will authenticate using Mother or Father aadhaar number registered with Birth certificate number.

Family Enrollment

Home / Family Enrollment

1 General Instructions 2 Member Authentication (ID) 3 Choose POF and Address 4 Family Relation Details 5 Personal Details 6 Previous Receipts 7 Acknowledgement Receipts

Is member's age more than 5 year?
☒ Yes ☐ No

Is member born before January 1, 2018?
☒ Yes ☐ No

Aadhaar No. *
 e.g., 123456789012

Birth Certificate No.
 08110015000118200503/2024

Aadhaar Authentication

Select member for Aadhaar authentication

Select member for Aadhaar Authentication

Select	Relation with Child
☒	Mother
☐	Father

Aadhaar eKYC

Proceed for Aadhaar Auth

Aadhaar Authentication - Google Chrome
aadhaarauthtest.rajasthan.gov.in/AadhaarAuth/Authentication

Department of Information Technology & Communication, Govt. Of Rajasthan

आधार प्रमाणन/ ई-केवाईसी 2:49 हिन्दी Eng

विभाग: Rajasthan Jan Aadhaar Authority_New एप्लीकेशन नाम: Jan Aadhaar View User Manual

आधार नंबर: XXXXXXX-2500 अनुरोध आईडी: XXXXXXXXXXXX-9620 अनुरोध प्रकार: e-Kyc अनुरोध समय: 13-06-2025 4:27 PM

उद्देश्य: To retrieve Aadhaar KYC data for user verification and application processing.

☐ मैं एप्लिकेशन प्रोसेस करता/ करती हूँ कि मुझे Rajasthan Jan Aadhaar Authority_New के साथ To retrieve Aadhaar KYC data for user verification and application processing. हेतु आधार आधारित प्रमाणीकरण प्रणाली के साथ अपने आप को प्रमाणित करने में कोई आपत्ति नहीं है और मैं आधार आधारित ईकेवाईसी के लिए अपने आधार संख्या, बायोमेट्रिक और/ या ओटीपी प्रदान करने के लिए सहमति देता/ देती हूँ। आधार सिस्टम से मोबाइल नंबर और ईमेल तक पहुंचने के लिए मैं अपनी स्पष्ट सहमति भी देता/ देती हूँ।
☐ मेरे पास पहले से एक वैध आधार ओटीपी/ टीओटीपी है।

ओटीपी भेजे रद्द करें

ओटीपी सेवा के लिए, आधार धारक के पास अपने आधार के साथ पंजीकृत मोबाइल नंबर अपडेट होना चाहिए। आधार में मोबाइल न

After successful authentication, member will be added.

Family Enrolment Home / Family Enrolment

☒ General Information
 ☒ Member Authentication (8)
 ☐ Choose HDF and Address
 ☐ Family Relation Details
 ☐ Personal Details
 ☐ Preview Receipts
 ☐ Acknowledgment Receipts

Is member's age more than 5 year?
☒ Yes ☐ No

Is member born before January 1, 2016?
☒ Yes ☐ No

Aadhaar No. *
 e.g., 123456789212

Birth Certificate No.
 e.g., 123456789212345/2000

Aadhaar Authentication

Note 1: To add member in the family, please perform their Aadhaar Authentication!
 Note 2: If a member was born in Rajasthan after January 1, 2016, and is over 5 years old, both Aadhaar authentication and a Birth Certificate are required!

Government Employee?	Aadhaar ID	Birth Certificate No.	Name (English)	Name (Hindi)	Gender	Date of Birth	Photo	Action
☐	XXXXXXXX1998	—	Rishi Mathur	रिशि मथुर	Female	15-12-1999		
☐	XXXXXXXX4534	—	Purnesh Mathur	पुनेश मथुर	Male	30-07-1988		
☒	11U02023608732	XXXXXXXX8942	Seema Jagetai	सीमा जगदीश	Female	02-07-1999		
☐	—	XXXXXXXXXXXXXXXXX105/2024	Shreeja Agrawal	श्रीजा अग्रवाल	Female	20-01-2024		

Note: The information shown here is obtained from Aadhaar/Pehchaan Portal. If there is any change in it, please get it updated in Aadhaar or Pehchaan!

2.9 Family Relation Details

User need to enter family relation details of newly added member/s.

Family Enrollment Home / Family Enrollment

General Instructions Member Authentication (A) Choose HDF and Address **Family Relation Details** Personal Details Previous Receipt Acknowledgement Receipt

Name	Gender	Relation with HDF	Father Name	Mother Name	Marital Status	Spouse Name
Seema Fageria सीमा फगेरिया - HDF	Female महिला	Self स्वयं	Father Name (in English) Father Name (in Hindi)	Mother Name (in English) Mother Name (in Hindi)	Select ---	Spouse Name (in English) Spouse Name (in Hindi)
Purnesh Mathur पुनैश मथुर	Male पुरुष	---Select---	Father Name (in English) Father Name (in Hindi)	Mother Name (in English) Mother Name (in Hindi)	Select ---	Spouse Name (in English) Spouse Name (in Hindi)
Neha Mathur नेहा मथुर	Female महिला	---Select---	Father Name (in English) Father Name (in Hindi)	Mother Name (in English) Mother Name (in Hindi)	Select ---	Spouse Name (in English) Spouse Name (in Hindi)
Shreya Agrawal श्रेया अग्रवाल	Female महिला	---Select---	Father Name (in English) Father Name (in Hindi)	Mother Name (in English) Mother Name (in Hindi)	Select ---	Spouse Name (in English) Spouse Name (in Hindi)

Previous Save & Next

Family Enrollment Home / Family Enrollment

General Instructions Member Authentication (A) Choose HDF and Address **Family Relation Details** Personal Details Previous Receipt Acknowledgement Receipt

Name	Gender	Relation with HDF	Father Name	Mother Name	Marital Status	Spouse Name
Seema Fageria सीमा फगेरिया - HDF	Female महिला	Self स्वयं	Ajay Fageria अजय फगेरिया	Suman Fageria सुमन फगेरिया	Married विवाहित	Mahesh Sudaniya महेश सुडनिया
Purnesh Mathur पुनैश मथुर	Male पुरुष	Brother-in-law भैया	Shanti Lal Mathur शंती लाल मथुर	Lisha Kiran Mathur लिया किरन मथुर	Married विवाहित	Neha Mathur नेहा मथुर
Neha Mathur नेहा मथुर	Female महिला	Sister-in-law नन्दा	Kanchan Kumar Mathur कंचन कुमार मथुर	Uma Mathur उमा मथुर	Married विवाहित	Purnesh Mathur पुनैश मथुर
Shreya Agrawal श्रेया अग्रवाल	Female महिला	Sister बहिन	Ajay Fageria अजय फगेरिया	Suman Fageria सुमन फगेरिया	Unmarried अविवा	Spouse Name (in English) Spouse Name (in Hindi)

Previous Save & Next

Click on 'Save & Next' button.

2.10 Personal Details

User need to enter Personal Details of added member/s.

If added member having certificate of Specially Abled then need to click on checkbox and data will be fetch from UDID from member's Aadhaar and DOB registered in UDID

After entering details of added member/s, user need to click on 'Save & Next' button to save the data.

Details of all entered information will be displayed on the screen to user in form of preview.

11

User need to verify all details and can have information in printable format through Enrollment Declaration button.

After self-verifying the data, user need to e-Sign the application, after successful e-sign, application will be submitted and user can download the enrolment receipt.

After this process, application will be submitted to the First and Second Verifier user for verification.