

## WORKING JOURNALISTS HEALTH SCHEME (WJHS)

### LOGIN INSTRUCTIONS

**NOW LOG IN TO:** [www.wjhs.ap.gov.in](http://www.wjhs.ap.gov.in)

- ◆ DPRO should Sign-in (Top right side of the screen) to the portal on behalf of the journalists.
- ◆ After DPRO sign-in: Click on '**Registration**' on the left side of the screen.
- ◆ Then click on: '**Health Card Enrollment**'.
- ◆ Then enter: '**Journalist ID**'
- ◆ Now DPRO should click on '**Retrieve Details**'
- ◆ Now click on (radio-button) : **Aadhar No/ Aadhar EID No.**
- ◆ Enter Aadhar No/ Aadhar EID number as indicated below:
  - If the journalist have Aadhar Card enter the **12 digit number** of it in the Aadhar number box.
  - If the journalist have only Aadhar Enrollment Acknowledgement, please check the **14 digit** "Enrollment number" on the left hand side of the acknowledgement copy obtained upon Aadhar registration. Fill this 14 digit number in the Journalist e-form under identification details.

**Eg:** Enrollment No. 1111/15210/02106. Please fill in this 14 digit number in the Journalist e-form under "Identification Details" as 11111521002106.
  - Please check the "Date" column on the right hand side of the acknowledgment copy along with the time-stamp in the format: Date (2 digits)/month (2 digits)/year (4 digits), and hours (2 digits): minutes (2 digits): seconds (2 digits), a total of 14 digits.
  - Convert this into a continuous number by writing "Date" from right to left without slashes and time without colons as in the below example: Date: 11/08/2011 16:48:44 should be converted as 20110811164844.
  - Please enter the number so obtained, in continuation to the 14 digit Enrollment No. The **28 digit Enrollment ID** is made up of 14 digit Enrollment number and date & Timestamp.  
Example: 1111152100210620110811164844.
  - Enter this 28 digit number in the 'Aadhar enrollment number' box.
- ◆ Now DPRO should click on '**Check Aadhar Details**'
- ◆ Application form appears
- ◆ Enter the details as required

**Note:** The date of birth recorded in 'Aadhar data base' will automatically get displayed in the date of birth column of the application. This is not editable.

If the date of birth is not recorded in the 'Aadhar data base', the date of birth has to be manually entered in the date of birth column of the application.

- ◆ After entering details click on the '**Save**' Button.
- ◆ Then click on '**Add attachments**'
  - Before uploading attachments see that their size should be less than 200KB and can reduce the resolution while scanning.
  - You can compress the picture through 'edit option' in MS Office picture manager (or) MS-Paint, so that memory size will be below 200 KB.
  - Remember to name the attachments without spaces or special characters and also to identify easily while uploading.

- ◆ Now add family members by clicking '**Add Beneficiary**'
- ◆ Upload photo & Aadhar Certificate of family members
- ◆ Verify the correctness of the details
- ◆ If there are any errors in attachments DPRO may select check box with the name of next and click 'remove attachment' option and now browse and add correct attachment in correct place.
- ◆ '**Save**' the enrollment form
- ◆ Now 'submit' the application by clicking "**Submit application**" tab.
- ◆ Before submitting, upload Applicant Aadhar Certificate, Enrollment Print Form and Applicant Disability Certificate (if any) attachments.
- ◆ **After clicking 'submit application' option DPRO cannot edit any data.**
- ◆ Journalist will receive the following message on mobile:

*"Application submitted successfully; Your health card enrollment ID:...; Your signed application uploading is pending"*

- ◆ Task will be sent to I & PR dept. login.
- ◆ Now the journalist will receive one more message on mobile, as indicated below:

*"Application submitted successfully with enrollment ID..... and Pending with I & PR .... Code"*

- ◆ If the I & PR dept. rejects the application, the journalist will receive a message on mobile.
- ◆ Then DPRO should login again and edit for minor changes or reset and feed data afresh if there are major changes.
- ◆ The details or attachments of the beneficiary will become editable only after the DPRO clicks the '**save**' option ('Add beneficiary' option and 'remove' option beside the beneficiary details will now be seen).
- ◆ Click on "**Submit application**".
- ◆ Before submitting, print the application, sign and upload scanned signed-copy.
- ◆ The application reaches the I & PR dept. login.
- ◆ Physical copy of the application signed by the journalist shall be handed over to the I & PR dept.
- ◆ If approved by the I & PR dept., the journalist will receive the following message *"Health Card Enrollment Application Approved by I & PR.. code"*
- ◆ When the Health Card is ready, the journalist will receive an intimation on their mobile / email.