

UMID (UNIQUE MEDICAL IDENTITY CARD)

To replace RELHS & Railway Medical Card for Employees / Pensioner & Family Members

STEPS FOR FILING UMID APPLICATION ON-LINE

(A compilation by Shri NP Mohan, Chairman, RSCWS)

➤ **LOGIN** to the UMID site – <https://umid.digitalir.in>.

1. REGISTER: First step is to Register on UMID Portal.

- i. Select option "Register" - under 'Login' pull down menu.
- ii. Select 'Pensioner option' on the screen. Enter the basic details like 7th CPC PPO No (14 digits), Pensioner type, Pension scheme, Date of cessation (Superannuation/VRS date etc) and DOB.
- iii. Validate details. Now the Pensioner's name will be displayed. Enter mob no. click 'Send OTP'.
- iv. Enter the OTP sent by the system and password (to be decided by you - of minimum 6 characters). Reconfirm the password and press "Register". With this the registration process is complete. Pensioner can now log-in with PPO no as User ID and PW as already set in.
- v. The next step is to initiate application process which can be done any time by logging in.

2: UPLOAD DOCUMENTS - BEFORE INITIATING APPLICATION

- a) Pensioner's photo with all Dependents.
- b) Signature of Pensioner
- c) RELHS or old Medical card
- d) ID proof of all individual Dependents
- e) Last Pension Slip

IMPORTANT- ALL THE ABOVE SCANNED DOCUMENTS HAVE TO BE IN 'JPG' OR 'JPEG' FORMAT AND NOT MORE THAN 2 MB.

3. SUBMIT APPLICATION

- i. After logging in with PPO no and PW, click on the UMID (Pensioner) tab on the Dashboard. On the LH side, the Side-bar menu will show four items.
- ii. Click on 'INITIATE APPLICATION'.

Application form will have two stages for SELF/Pensioner & Family).

A. SELF/PENSIONER FORM - This form requires input of fields like;

- i) Department, ii) Designation, iii) Station, iv) Blood Group,
- v) Aadhaar No., vi) PAN, vii) Address, viii) Hospital / HU Opted and ix) Email ID.

Now proceed to upload documents as directed. Click on 'UPDATE DOUMENTS' to confirm uploading of documents. With this PENSIONER FORM is completed.

B. ADD FAMILY MEMBERS

- 1) If you click on ADD FAMILY MEMBER below the PENSIONER tab, new form for family member will be displayed
- 2) On top of the Form, check the box to fetch the Communication details, same as in PENSIONER Form.
- 3) Family Form will have 14 fields to be filled up. They are Name, Date of Birth, Relation, Marital Status, Dependency, Disability status, Blood Group, Address, Hospital opted, Aadhar, PAN, email and Mobile number .After entering the details, the PENSIONER can VALIDATE to save the particulars.
- 4) Uploading the indicated documents is compulsory. Commonly applicable documents are Photograph, ID proof, proof of Relation etc. update documents and then Submit.
- 5) After the Application process is complete, it has to pass through 3 stages and its status can be checked by logging.
- 6) Verification may take about a week after which the soft copy of UMID may be downloaded & got printed. UMID Smart Card will be released later on by the Personnel Department.