

INSTRUCTIONS FOR FILLING THE **AADHAAR/ PHOTO ID**

Aadhaar/ Photo ID

Note: Read the General Instructions before going through this document.

Step 1: Accessing the Aadhaar/ Photo ID Module

1. Select "Aadhaar/ Photo ID" from the left menu.
2. You can also navigate to this profile later before locking Universal Registration.

The screenshot shows the 'Aadhaar / Photo ID' module interface. On the left, there is a sidebar with 'Universal Registration' and 'Common Application Form' sections. The 'Universal Registration' section includes 'Identity Profile', 'Matriculation Board Profile', and 'Aadhaar / Photo ID'. The 'Common Application Form' section includes 'Personal Profile', 'Parents' Profile', 'Social Category Profile', 'Disability Profile', 'Address', 'Educational Profile', 'Employment Experience Profile', and 'Achievements'. The main area displays a progress bar for 'Aadhaar / Photo ID' with steps 'Aadhaar / Photo ID' and 'Review'. Below the progress bar, a red box highlights a dropdown menu titled 'Has Aadhaar Card been issued to you?:*' with options: 'Select Aadhaar Status', 'Yes, I have been issued Aadhaar card and consent to proceed for verification', 'Yes, I have Aadhaar card and consent to verification through virtual ID', and 'I do not want to proceed with Aadhaar verification'.

NOTE: You are strongly advised to use your Aadhaar as ID document for easy, effortless and seamless verification and authentication of ID and other details.

Step 2: Choose Aadhaar

From the dropdown, select an option for Aadhaar:

- "Yes, I have been issued Aadhaar card and consent to proceed for verification" or
- "Yes I have Aadhaar card and consent to verification through virtual ID"

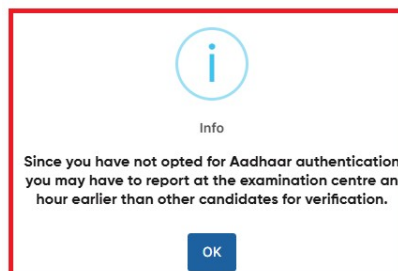
Step 3: Entering Aadhaar Details

1. If you select "Yes, I have been issued Aadhaar card and consent to proceed for verification" option, you must enter your **12-digit Aadhaar Number**.
2. Enter the CAPTCHA code as displayed on the screen.
3. Click on **Get Aadhaar OTP** to receive One-Time Password (OTP) on the Aadhaar-linked mobile number.
4. Enter the OTP received and verify Aadhaar.

- If you select “Yes I have Aadhaar card and consent to verification through virtual ID”, you must enter your **16-digit VID Number** and proceed for Aadhaar authentication.

Step 4: Alternative ID selection (If Aadhaar is not used)

- If you do not have Aadhaar, you must select “I do not want to proceed with Aadhaar verification”. You will see a popup message, as shown in the screenshot below.



2. Select a photo Identity card from drop down and enter details
3. Upload the document as per the selected ID and proceed. Document name should be **id_cardin** jpg format and sized between 20KB-200KB.
4. Click on the **Next & Review** button to proceed to the next section

Step 5: Review and Submission

1. Carefully review the entered details.
2. Ensure that the Aadhaar or alternative photo ID details match the official records.
3. Click on the Submit button to proceed to the next section

Step 6: Validation and Verification

- The system will verify the Aadhaar number using UIDAI services.
- If an alternative ID is provided, it will be cross-checked against valid formats.

Note: After Successful Submission of “Aadhaar/ Photo ID”:

- Once the “Aadhaar / Photo ID” is successfully submitted, proceed to fill out the **"Personal Profile"**.
- Continue following the process by completing the subsequent sections as per the guidelines.