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CWM's Office,
EMU Workshsop,
Mahalaxmi,Mumbai

No.E/MX/IT/UMID

Date : 22.06.2019

All concerned.

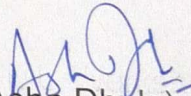Sub : UMID (Unique Medical Identity Card) Implmentation.

Ref : CPO(ADM)'s letter No.E/IT/Misc/ID Cards dt.03.05.2019.

In reference to above subject, UMID is to be implemented in EMU Workshop, with this Module, the employees/pensioners and all the eligible dependents can be issued with split medical cards. Application for issue of card should be submitted through online only on this Module by the serving employees and pensioners. After necessary verification and approval by the administrators, the Smart Cards will be generated online for printing/viewing/using in hospitals.

Employee/Pensioner has to login to https://umid.digitalir.in self help portal. To get medical card, employee/pensioner has to register with the portal. Entire Process from submission to approval to generation of Medical Card is online. The steps to be followed for registration and submission of application for Unique Medical Identity Card (UMID) are attached. Shri Nitin Kuwar, Ch.OS/E may be contacted in case of any difficulty.

Attachment : Workflow for Employees and Pensioners (2 pages)

(Asha Dhule) 22|6|19
APO-MX

C/-

All Officers – Kindly apply online for UMID
All SSEs/SEs/Section-in-charges/Ch.OSs – Apply online for self and instruct your staff for applying online for Unique Medical Identity Card (UMID).
Branch Secy-WREU / WRMS / A.I.SC&ST / A.I.OBC Associations

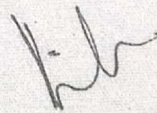## Phase-I - Steps for Pensioner for Registration and Submit Application

Step 1

1. Login to https://umid.digitalir.in
2. Click in "Register Here"
3. Pensioner will see two options a)Employee and b) Pensioner
4. Please Click on Pensioner
5. To register with the UMID the Pensioner has to feed five fields a) Pension type b) Pension Scheme c) 7th CPC PPO number d) Date of Birth and e) Date of cessation. Then click on "Validate Details".
6. If data matches then his/her name will be reflected on the webpage. Then He / She has to provide mobile number. It is advised that employee uses his/her personal number.
7. After entry of mobile number click on "Send OTP". Please enter six digit OPT and choose your password. Now pensioner is successfully registered.
8. If data doesn't match pensioner should contact Personnel Department.

Step 2

1. Login to https://umid.digitalir.in. Login through your PPO number and already chosen password.
2. After login click on "Initiate Application". Then follow the instruction and upload essential documents.
3. Its advised that before initiating application, pensioner should keep ready following minimum essential documents in digital form. a) New Photo of self and dependents b) Old/Current medical card or pass declaration form c) Signature.
4. Feed all data and necessary image of employee and dependents. Then click on "Submit". Now application has been submitted. Employee may track status of his application through "Track the application"
5. After few working days Medical card will be approved by the administration. Then it's ready to use/ view and download.

Detailed user manual :https://umid.digitalir.in/web/#menu_circulars

Phase-II - Steps for Serving Employees for Registration and Submit Application

Step 1

1. Login to https://umid.digitalir.in
2. Click in "Register Here"
3. Employee will see two options a) Employee and b) Pensioner
4. Click on Employee
5. To register with the UMID the employee has to feed three fields a) 11 digit PF Number b) PAN Number and c) Date of Birth. Then click on "Validate Details".
6. If data matches then his/her name will be reflected on the webpage. Then He / She has to provide mobile number. It is advised that employee uses his/her personal number not CUG.
7. After entry of mobile number click on "Send OTP". Please enter six digit OPT and choose your password. Now Employee is successfully registered.
8. If data doesn't match employee should contact IPAS/Pay Bill clerk to correct data in IPAS.

Step 2

1. Login to https://umid.digitalir.in. Login through your PF number and already chosen password.
2. After login click on "Initiate Application". Then follow the instruction and upload essential documents.
3. Its advised that before initiating application, employee should keep ready following minimum essential documents in digital form. a) New Photo of self and dependents b) Old medical card or pass declaration form c) Signature.
4. Feed all data and necessary image of employee and dependents. Then click on "Submit". Now application has been submitted. Employee may track status of his application through "Track the application"
5. After few working days Medical card will be approved by the administration. Then it's ready to use/ view and download.

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