



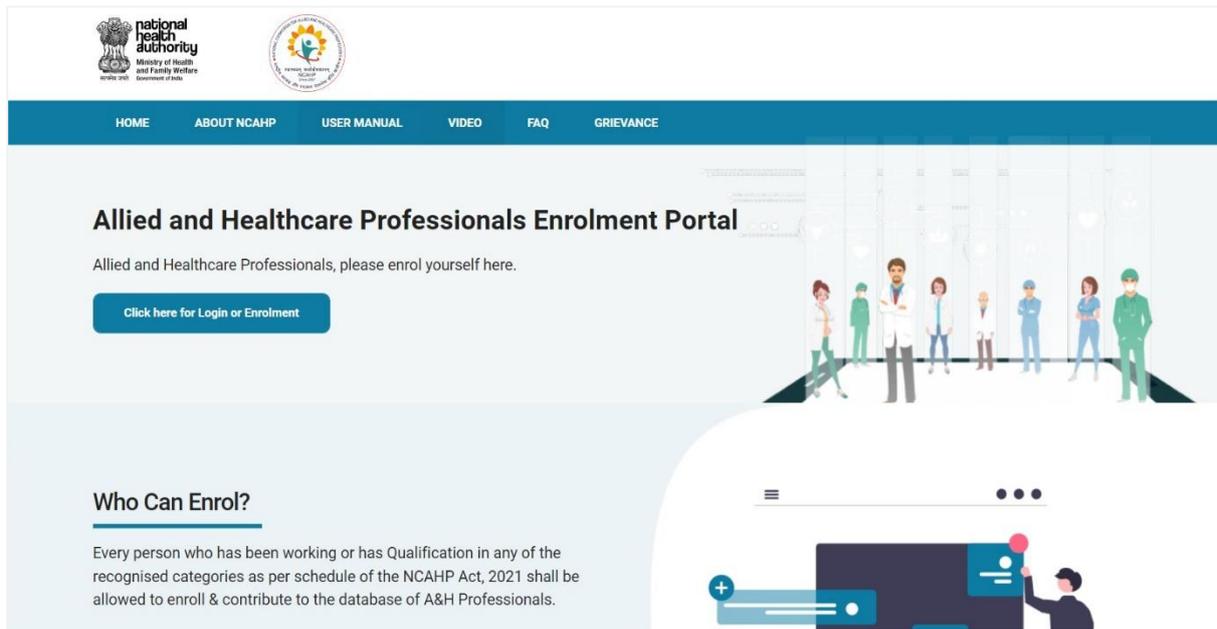
Allied and Healthcare Professionals Enrolment Portal

User Manual

Dated: 28th August 2024

Version: 1.0

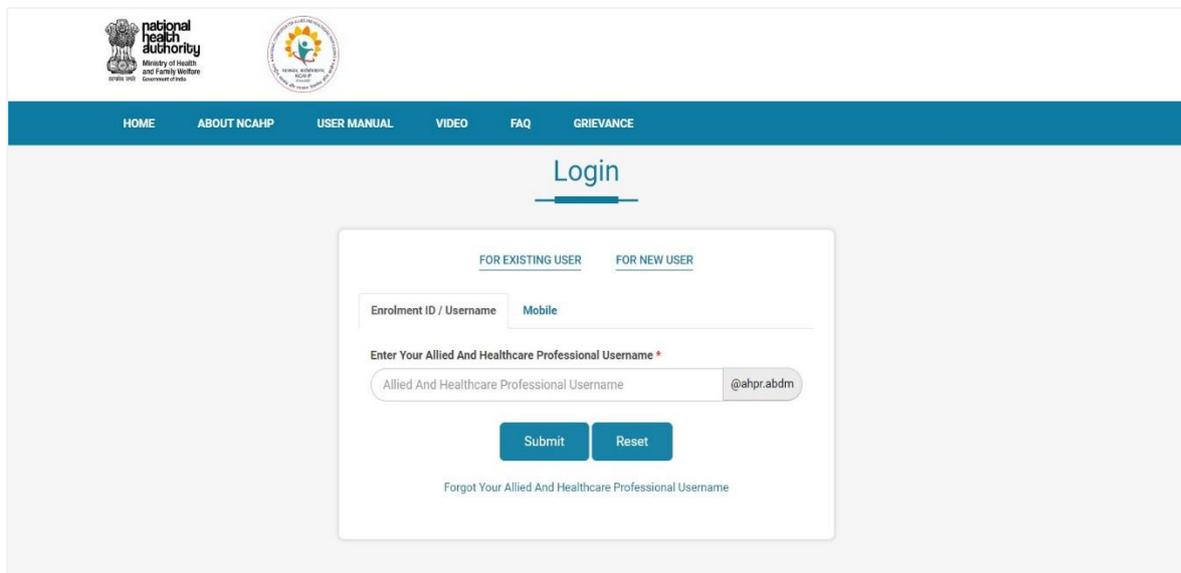
Step 1: The user will go to <https://ahpr.abdm.gov.in/>. The following page will appear-



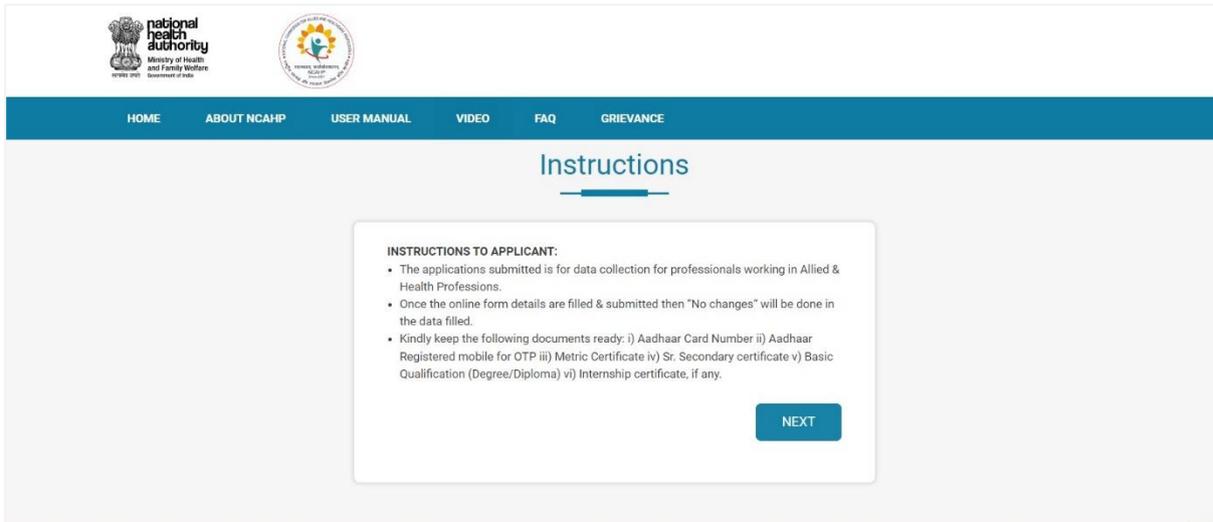
Step 2: The user will click on the 'Click here for Login or Enrolment' button that is displayed on the left side of the screen. Login screen will appear.

Enrolment Process for Allied and Healthcare Professionals

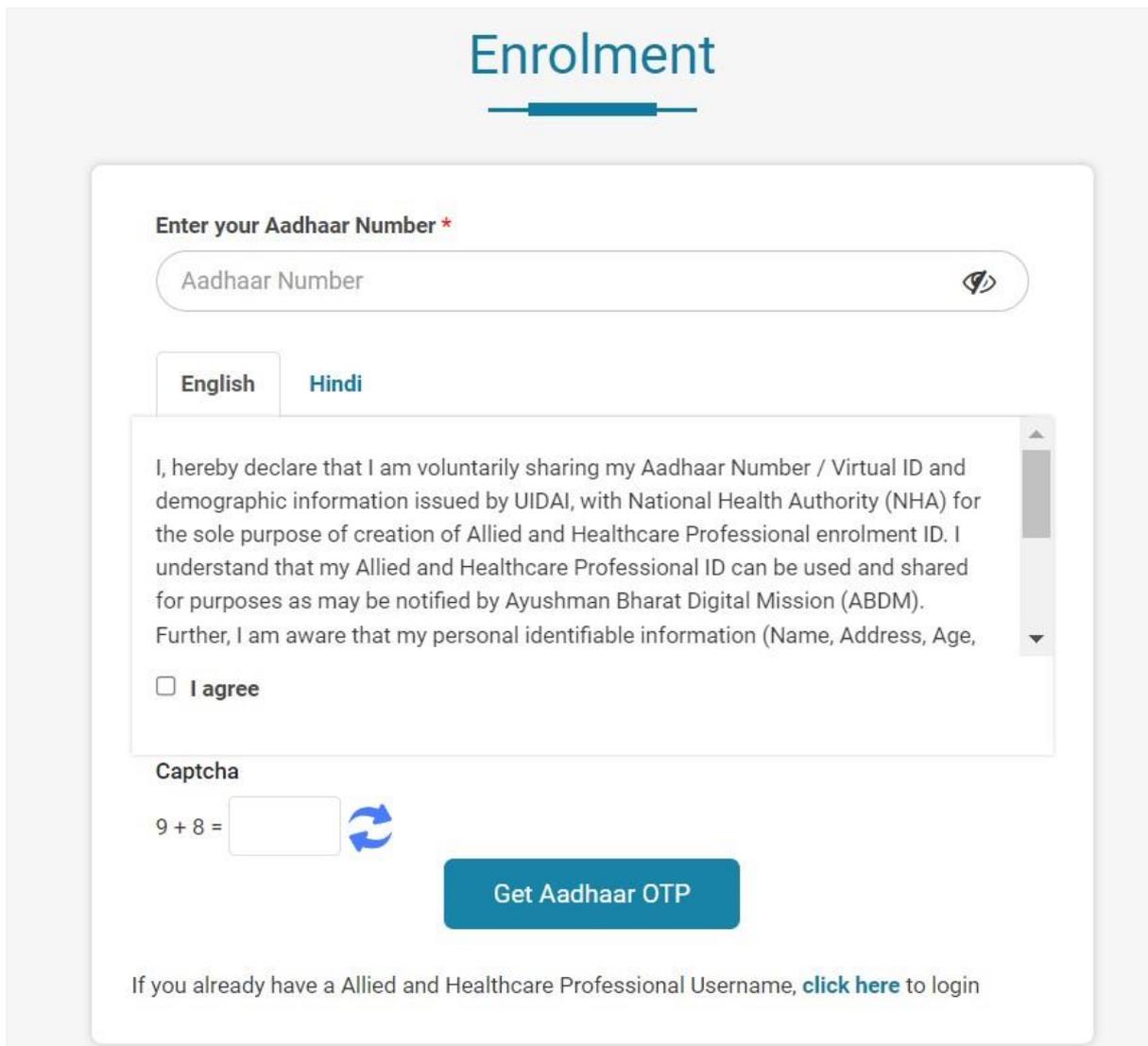
Step 3: To enrol, user will click on 'For New User' option-



The following Instructions screen will appear, user will read the instructions and then clicks on 'Next' button.



Step 3: For enrolment, user will enter Aadhaar Number, check the consent, which is available in English and Hindi, enters the simple numeric captcha and clicks on 'Get Aadhaar OTP' button.



Step 4: User will enter the OTP received on Aadhaar linked Mobile Number and then clicks on **Verify OTP** button.

Enrolment

Enter your Aadhaar Number *

.....

We have sent the OTP to your Aadhaar linked mobile number : *****2062

Aadhaar OTP *

Enter Aadhaar OTP

Verify OTP

Resend OTP in :70 Sec.

Resend OTP

If you already have a Allied and Healthcare Professional Username, [click here](#) to login

Step 5: After verifying Aadhaar OTP, User will enter the **Registered Mobile Number** and clicks on **'Verify Mobile'** button.

Enrolment

Enter your Aadhaar Number *

.....

Aadhaar OTP * ✓

502388

Registered Mobile Number *

Enter Mobile Number

Verify Mobile

If you already have a Allied and Healthcare Professional Username, [click here](#) to login

After successful verification of mobile number, user will click on **Enrol** button.

Enrolment

Enter your Aadhaar Number *

.....

Aadhaar OTP * ✓

502388

Registered Mobile Number * ✓

.....

Mobile number verified successfully

Enrol

If you already have a Allied and Healthcare Professional Username, [click here](#) to login

Step 6: The user will complete the Enrolment Form-

Name, DOB, Gender, and Address will be auto-populated from Aadhaar, and the mobile number will be auto-populated from the previous screen. The user will then fill in details such as the Allied and Healthcare professional **username** or select one from the suggested options, choose its **sub-category** and **category**, **enter and confirm the password**, and provide an **email address** and click on **'Enrol'** button.

Enrolment

Name*

.....

Allied and Healthcare Professional Username *

Enter User Id @ahpr.abdm

Suggestions: kunal, kunal20101989, kunal1989, kunal2010

Allied and Healthcare Professions*

Biotechnologist

Allied and Healthcare Professional Category *

Medical Laboratory Life Sciences

Password * Password

Confirm Password *

Email Address*

Mobile No.*

Date Of Birth*

Gender*

M

Address*

.....

Enrol

User Dashboard will appear, the user will have to fill the following details-

- Personal Details
- Qualification Details
- Work Details
- Preview Profile

User then fills the **Senior Secondary or Equivalent** details such as Name of the school/College, Board/University, Stream, Year of Passing from the dropdown, and Upload certificate in (PDF, PNG, JPEG, JPG format Max Size 5 MB).

The screenshot displays a registration form with a progress bar at the top indicating four steps: 1. Personal Details, 2. Qualification Details, 3. Work Details, and 4. Preview Profile. The 'Senior Secondary or Equivalent' section is the focus, containing the following fields:

- Category:** Allied and Healthcare Professions * (Dropdown: Biotechnologist), Allied and Healthcare Professional Category * (Dropdown: Medical Laboratory Life Sciences)
- Matriculation or equivalent:** Name of School/ College *, Board/ University *, Year of Passing * (Dropdown: --Select--), Certificate Attachment * (Choose File | No file chosen)
- Senior Secondary or Equivalent:** Name of School/ College *, Board/ University *, Stream * (Dropdown: --Select--), Year of Passing * (Dropdown: --Select--), Certificate Attachment * (Choose File | No file chosen)

Below the form, a red 'X' icon is present in the top right corner of the form area.

Step 9: The user will enter their qualification **Pre-Existing Registration** details. First, they will select whether you have Pre-existing Registration Number 'Yes' or 'No'.

- If they select 'Yes,' they will then choose their registered with state government regulatory body, specify the country/regulatory body whether it is in 'India' or 'Outside'
 - If user selects 'India' they will enter registration number, registration date (if available), selects if their registration is 'Permanent' or 'Renewable', If they select 'renewable', then they will select the due date of renewable.
 - If the user selects 'Outside,' they must specify the country, followed by the details mentioned above.
- User then uploads the Registration Certificate Attachment. If the name on the registration certificate is different from their name on Aadhaar, they will have the option to indicate this difference (refer to the screen below). If selected 'Yes,' they will need to upload a proof of name change, such as a Gazette of India / other legal documents where your name change is reflected.
- The user will then fill in the Basic Professional Qualification Details. If the user selects 'No' for the pre-existing registration number option, they will only need to fill in the basic professional qualification details.

Multiple options for National and International Pre-Existing Registration details For e.g. National (Delhi and Haryana) and same for International

Pre-existing Registration Details ⓘ Self Declared

Do You Have Pre-existing Registration Number? *
 Yes No

Registered with State Government Regulatory Body * Specify the Country/ Registered Body *
 India Outside India

Registration Number *

Registration Date (if available) Is This Registration Permanent or Renewable? *
 Permanent Renewable

Due Date of Renewal

Registration Certificate Attachment *
 No file chosen
 Max Allowed File Size 5 MB. (Allowed Formats : PDF, PNG, JPEG, JPG)

Is your name in registration certificate, different from your name in Aadhaar?
 Yes No

Pre-existing Registration Details ⓘ Self Declared

Do You Have Pre-existing Registration Number? *
 Yes No

Basic Professional Qualification ⓘ

Degree/ Diploma/ PG Program obtained * Other Name of Degree / Diploma obtained * Schedule * ⓘ

From where you have done your graduation? Country Name * State (in which college is located) *

College * University Month Of Awarding Degree / Diploma

Year Of Awarding Degree / Diploma (for public display) * Duration of The Program: Year Duration of The Program: Month

Duration of Internship (Months) Level of The Program Name of Hospital / Institute of Internship

Address of Hospital / Institute of Internship Year of Admission Degree/Diploma Passing Date

Degree / Diploma Attachment *
 No file chosen
 Max Allowed File Size 5 MB. (Allowed Formats : PDF, PNG, JPEG, JPG)

Is your name in degree, different from your name in Aadhaar?
 Yes No

Internship Attachment
 No file chosen
 Max Allowed File Size 5 MB. (Allowed Formats : PDF, PNG, JPEG, JPG)

User will click 'Save & Next' button.

Work Details

Step 10: The user then fills in their Current Work Details. They will indicate whether they are currently working by selecting either 'Yes' or 'No'.

- If the user selects 'Yes', they must provide their current work state, district, facility, facility address, pin code, and nature of work, and they will also choose their work status.

1 Personal Details 2 Qualification Details 3 Work Details 4 Preview Profile

Current Work Details Self Declared

Are you currently working? *
 Yes No

Current Work State * Current Work District * Current Work Facility *

Delhi Central Any Other

Current Work Facility Name * Current Work Facility Address * Current Work Pincode * Nature of work *

AIIMS AIIMS Delhi 110051

Choose work status *
 Government Private Self-Employed

Clinical Working Address (Optional)

Choose Facility Type
 Facility ⓘ Organization

[Back](#) [Save Draft](#) [Save & Next](#)

They can also declare their clinical work address by selecting either a Facility or an Organization. To declare a facility, they can search for it by Facility Name or Facility ID.

Clinical Working Address (Optional)

Choose Facility Type
 Facility ⓘ Organization

Please fill in the below details to add a new facility and declare your association with them. Upon completion of this form, the facility manager will be notified, and they can approve or decline. Upon approval, the declaration status will be changed to Approved in the place of work section.

Search My Facility

Facility Name Facility ID

Facility Name State * District *

Facility Name -Select- Select Option

[Back](#) [Save Draft](#) [Save & Next](#)

To declare an 'Organization,' the user can add it by selecting the state, district, organization name, type, department, designation, address, and pin code, and then clicking on 'Declare Organization button'

Clinical Working Address (Optional)

Choose Facility Type

Facility Organization

Add Organization

State * District * Name Of Organization Where You Work *

Organization Type(If Applicable) Department Designation *

Address * PIN Code *

- If the user selects 'No', they must select reason for presently not working.

1 Personal Details 2 Qualification Details 3 Work Details 4 Preview Profile

Current Work Details Self Declared

Are you currently working? * Yes No

Please select reason for presently not working *

Retired

Voluntary Opt-Out

Suspended

Looking for Job

Under Inquiry

Address ABHA App

Profile Preview

Step 11: In the 'Profile Preview' section, a preview of the previously provided details will appear. They will get an option whether they want their profile to be visible in the public search.

- If they select 'Yes' profile will be visible in the public search.
- If they select 'No' profile will not be visible in the public search.

User will give the declaration and click on '**Submit**' button.

1
2
3
4

Personal Details
Qualification Details
Work Details
Preview Profile

PERSONAL DETAILS
—

Personal Details

Name (For Public Display):-	Father's Name :- A
Mother's Name :- B	Spouse's Name :-
Are you a citizen of India :- by birth	Nationality :- Indian
Place Of Birth :- Delhi	Languages Spoken :- English , Hindi
Address as per KYC:-	

Communication Address

Name :- Kunal	Country :- India
State/Union Territory :- DELHI	District :- East
Sub District :-	City/Town/Village :-
Postal Code(PIN) :-	
Address :-	

QUALIFICATION DETAILS +

WORK DETAILS +

Would you like to display your profile publicly? *

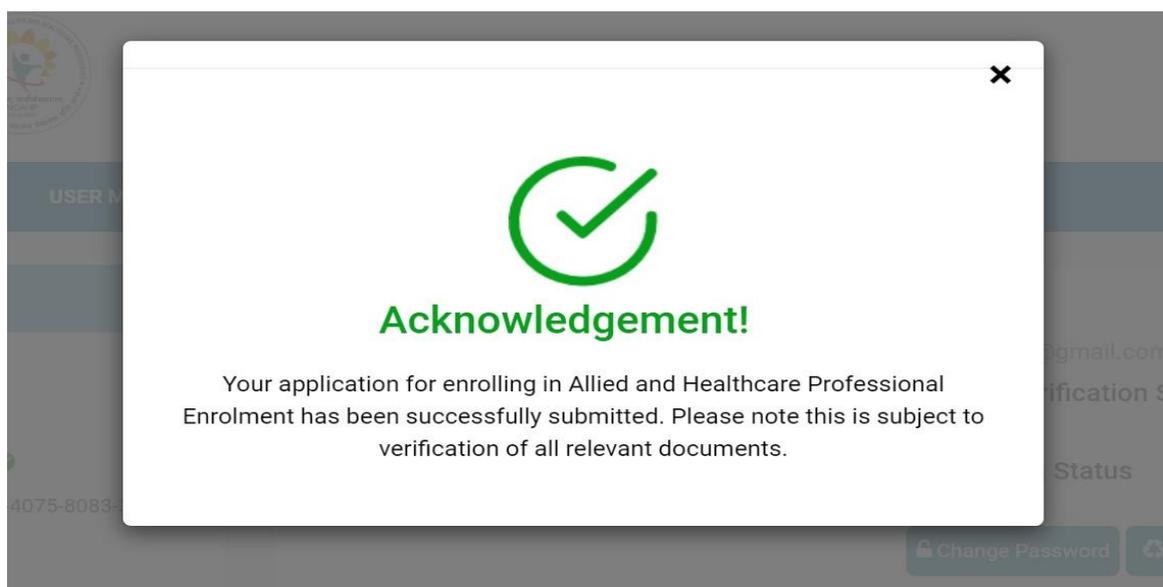
Yes No

Declaration *

I hereby declare that I am voluntarily sharing above mentioned particulars and information. I certify that the above information furnished by me is true, complete, and correct to the best of my knowledge. I understand that in the event of my information being found false or incorrect at any stage.

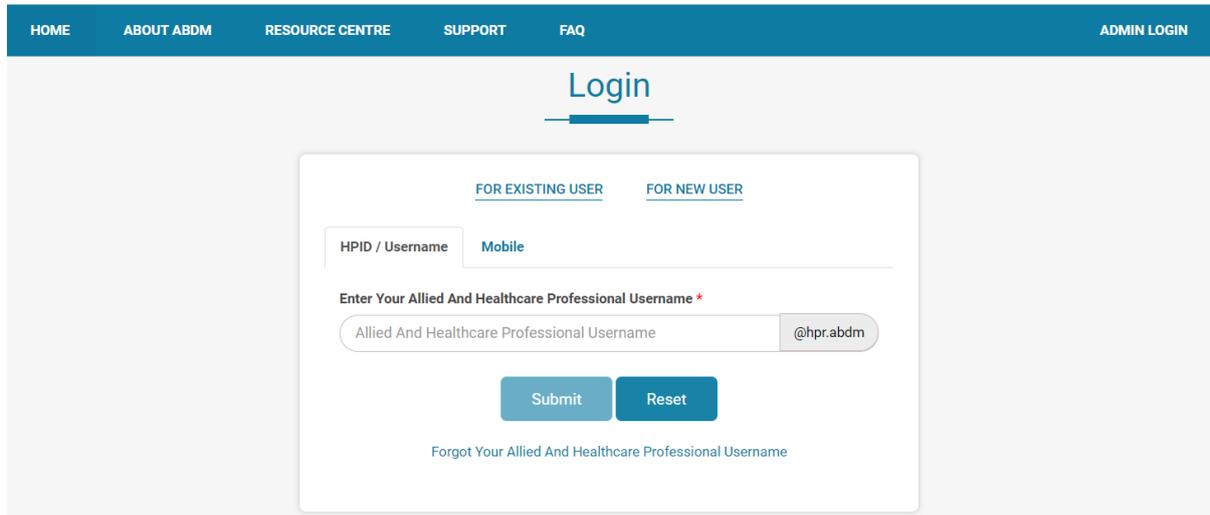
Back
Save Draft
Submit

On successful submission of the application, An acknowledgment pop-up will appear on the screen.



Login Process for Healthcare Professionals

Step 6: To login, user will click on 'For Existing User' option-



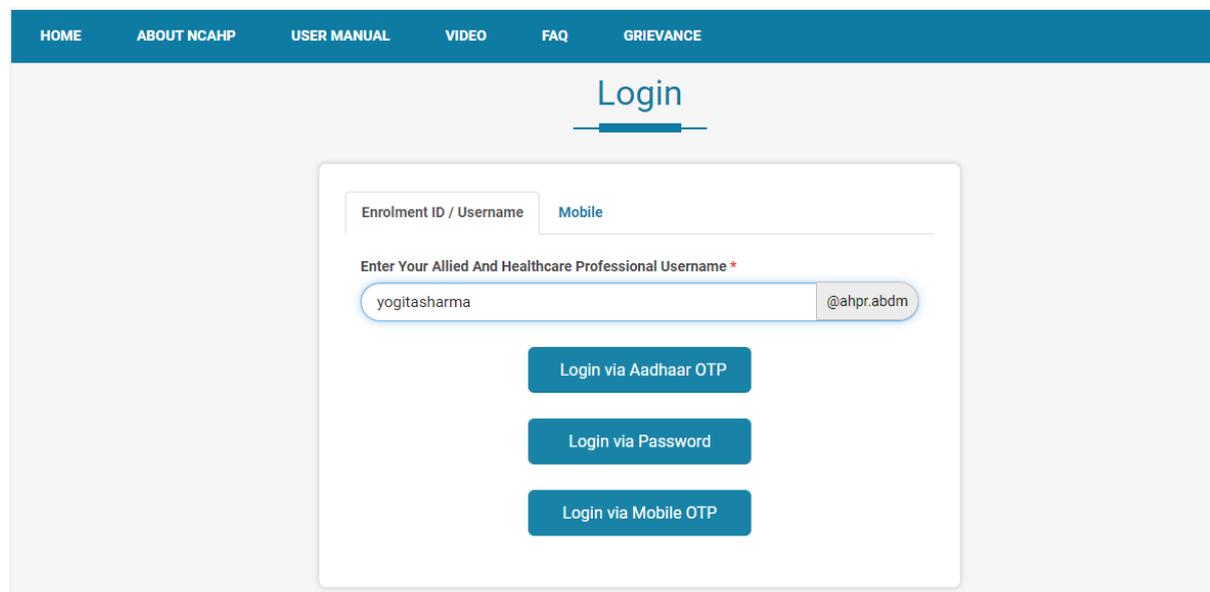
The screenshot shows a web page with a blue header containing navigation links: HOME, ABOUT ABDM, RESOURCE CENTRE, SUPPORT, FAQ, and ADMIN LOGIN. The main heading is "Login". Below it, there are two tabs: "FOR EXISTING USER" (selected) and "FOR NEW USER". The form has two input fields: "HPID / Username" and "Mobile". The "Mobile" field is active. Below the fields, there is a label "Enter Your Allied And Healthcare Professional Username *" and a text input field containing "Allied And Healthcare Professional Username" and a dropdown menu showing "@hpr.abdm". There are two buttons: "Submit" and "Reset". At the bottom, there is a link: "Forgot Your Allied And Healthcare Professional Username".

User will get option to login via HPID/Username or Mobile Number.

To Login via HPID-

User will enter username; they will get option-

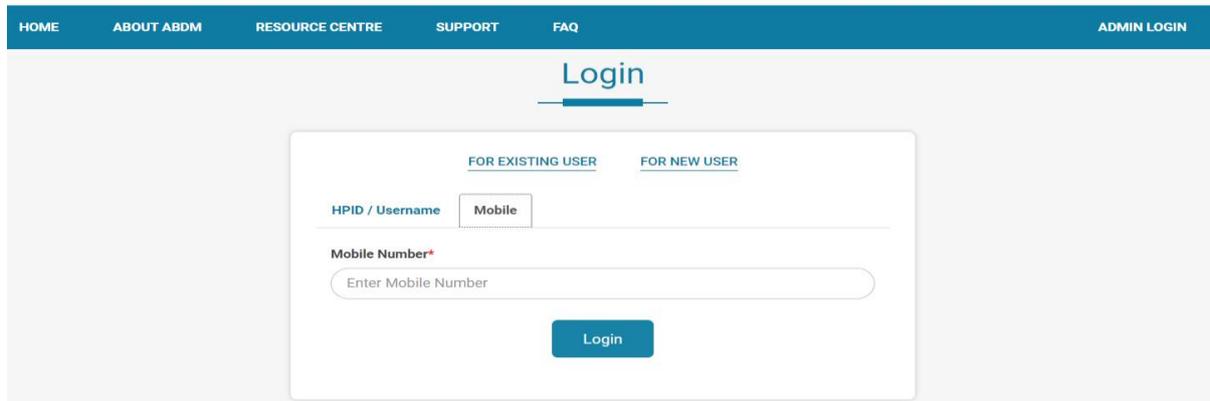
- Login via Aadhaar OTP- An OTP will be sent on Aadhaar linked Mobile Number.
- Login via Mobile OTP- An OTP will be sent on registered Mobile Number
- Login via Password- User will have to enter the password.



The screenshot shows a web page with a blue header containing navigation links: HOME, ABOUT NCAHP, USER MANUAL, VIDEO, FAQ, and GRIEVANCE. The main heading is "Login". Below it, there are two tabs: "Enrolment ID / Username" and "Mobile". The "Mobile" field is active. Below the fields, there is a label "Enter Your Allied And Healthcare Professional Username *" and a text input field containing "yogitasharma" and a dropdown menu showing "@ahpr.abdm". There are three buttons: "Login via Aadhaar OTP", "Login via Password", and "Login via Mobile OTP".

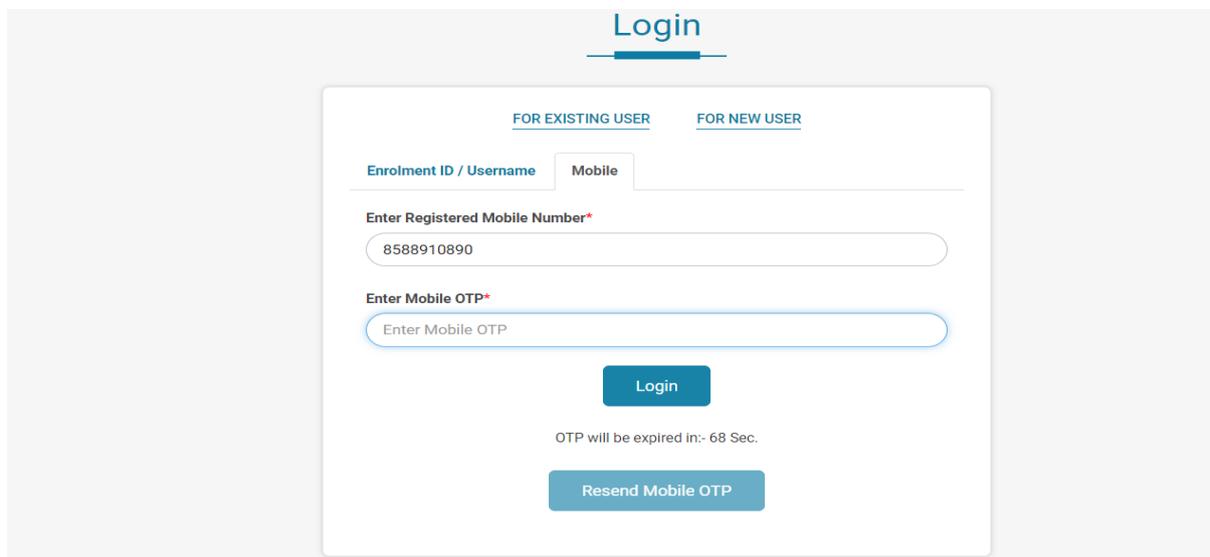
To Login via Mobile Number-

User will enter the registered mobile number-



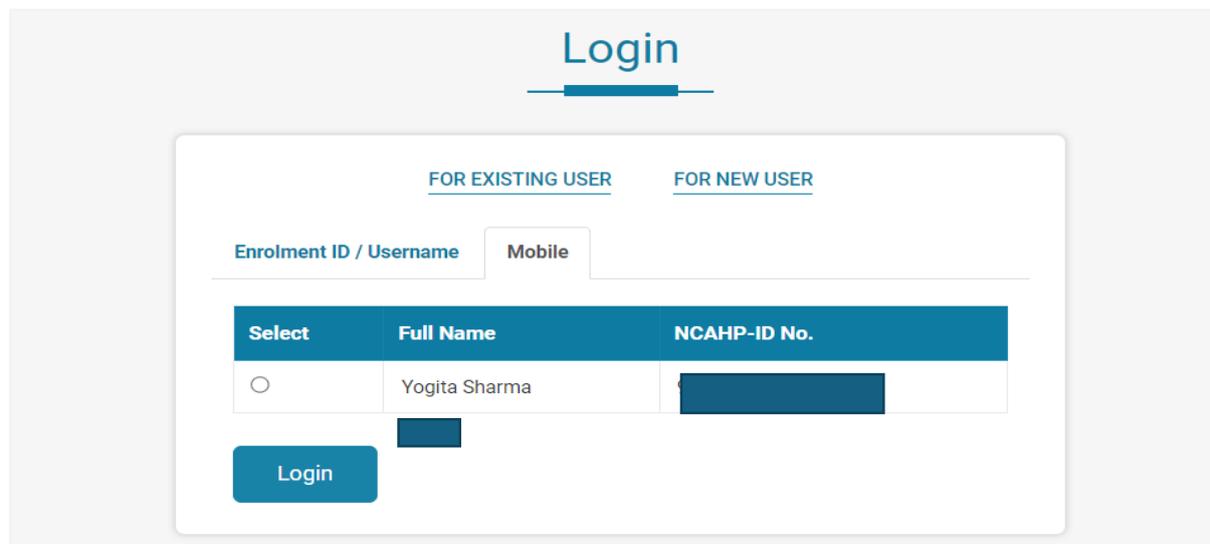
The screenshot shows the top navigation bar with links: HOME, ABOUT ABDM, RESOURCE CENTRE, SUPPORT, FAQ, and ADMIN LOGIN. Below the navigation bar is the "Login" heading. The login form has two tabs: "FOR EXISTING USER" (selected) and "FOR NEW USER". Under the "FOR EXISTING USER" tab, there are two input fields: "HPID / Username" and "Mobile". The "Mobile" field is active and contains the placeholder text "Enter Mobile Number". Below the input fields is a blue "Login" button.

User will enter the OTP received on registered mobile number and clicks on **Login** button.



The screenshot shows the login page with the "FOR EXISTING USER" tab selected. The "Mobile" field is active and contains the number "8588910890". Below it is the "Enter Mobile OTP*" field with the placeholder "Enter Mobile OTP". A blue "Login" button is positioned below the OTP field. Below the button, a message states "OTP will be expired in:- 68 Sec." and a "Resend Mobile OTP" button is visible.

Below screen will appear, user will select their profile and click on **Login** button.



The screenshot shows the login page with the "FOR EXISTING USER" tab selected. The "Mobile" field is active. Below it is a table with three columns: "Select", "Full Name", and "NCAHP-ID No.". The table contains one row with a radio button in the "Select" column, the name "Yogita Sharma" in the "Full Name" column, and a redacted ID number in the "NCAHP-ID No." column. Below the table is a blue "Login" button.

Select	Full Name	NCAHP-ID No.
<input type="radio"/>	Yogita Sharma	[REDACTED]