Family ID

Ek parivar, ek pehchaan

FAMILY REGISTRATION MANUAL

Planning Department
Government of Uttar Pradesh

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Family ID Registration – User Manual

HOW TO REGISTER?

Step 1: Visit the FamilyID Portal

a. Go to http://familyid.up.gov.in/

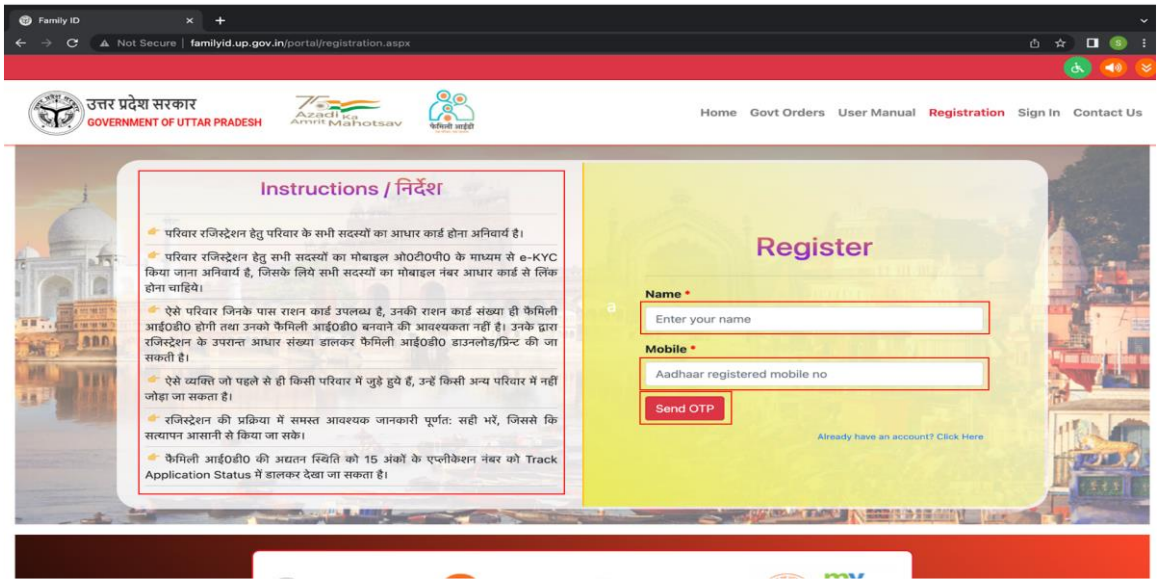


Step 2: Register Yourself

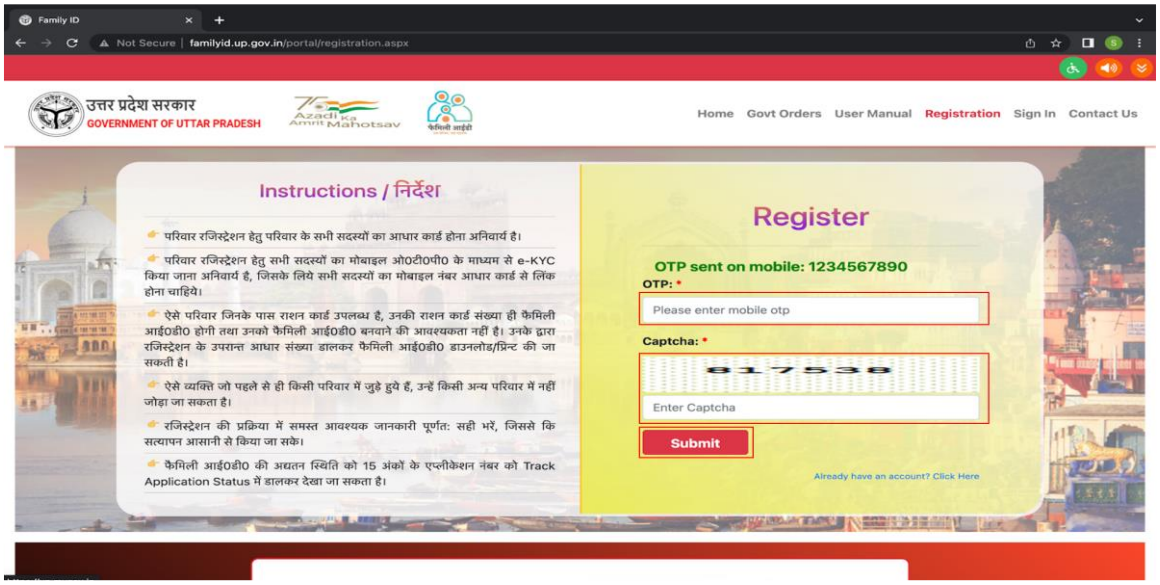
a. Click on the "Registration" tab on the homepage.

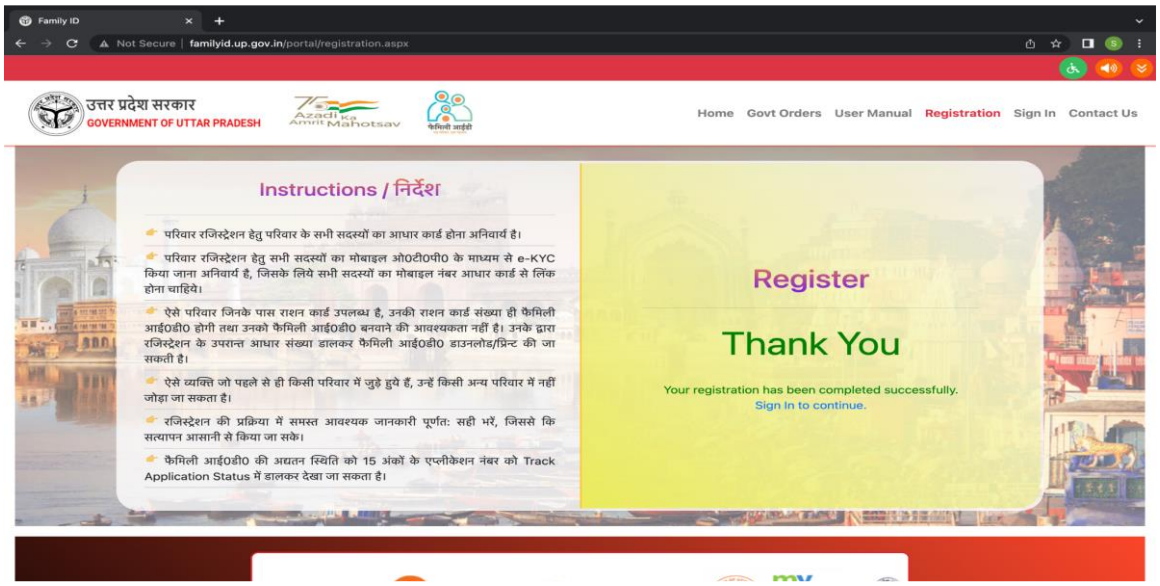
b. Read the 'Registration Instructions' & Enter 'Name & Aadhar Registered Mobile Number'

c. Click on 'Send OTP'



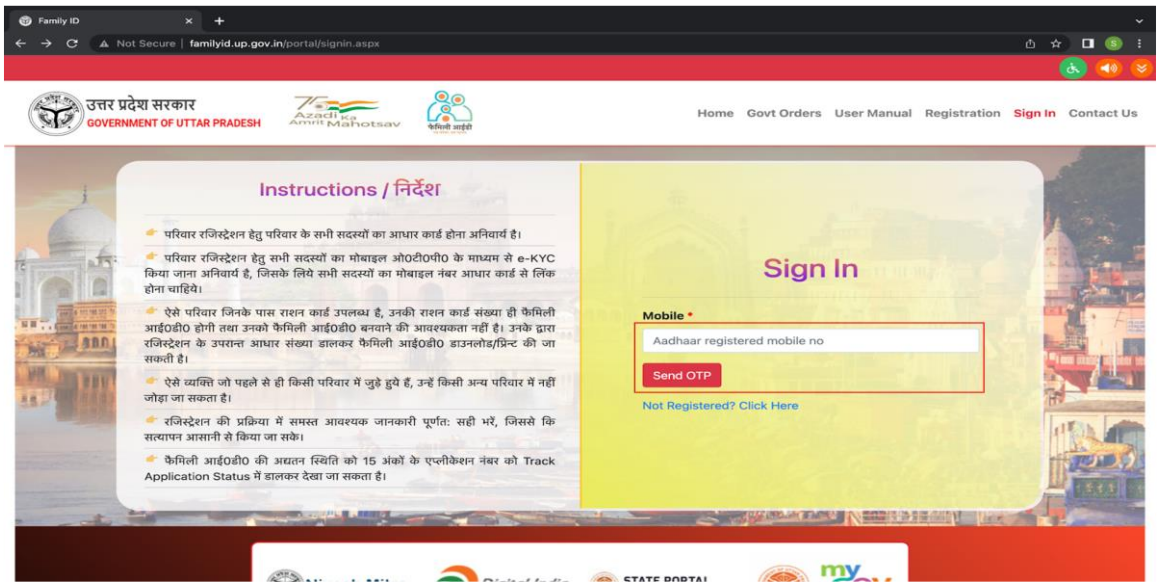
d. Enter OTP sent to the Mobile No.
e. Enter Captcha & click on Submit
f. If OTP is not received to the registered mobile number click on 'Resend' or repeat Step 2 & 3



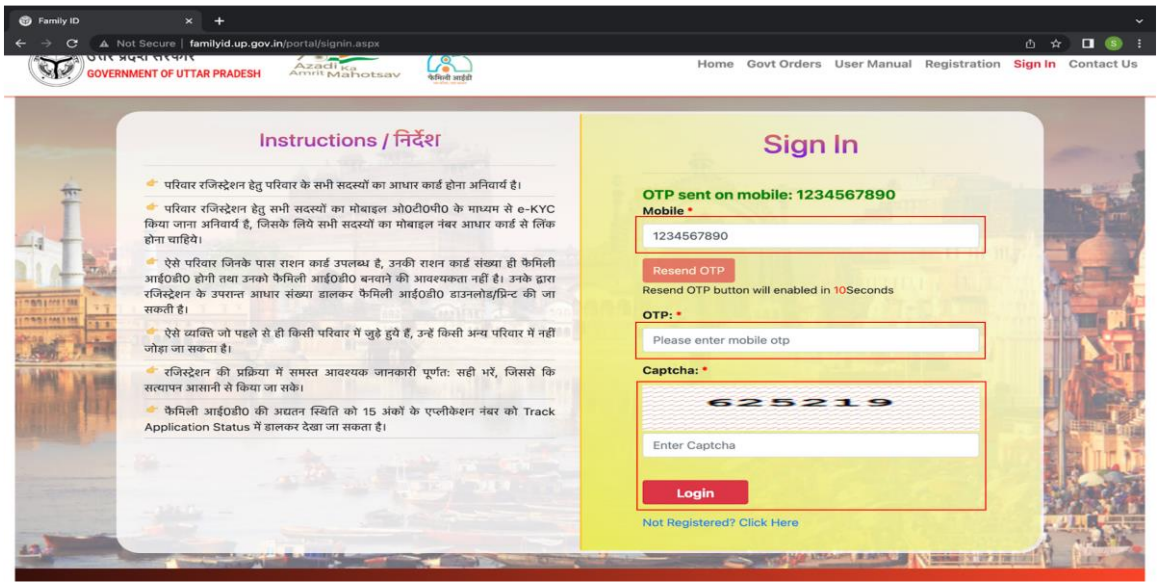


Step 3: Sign In

1. After successful registration, Click on Sign In

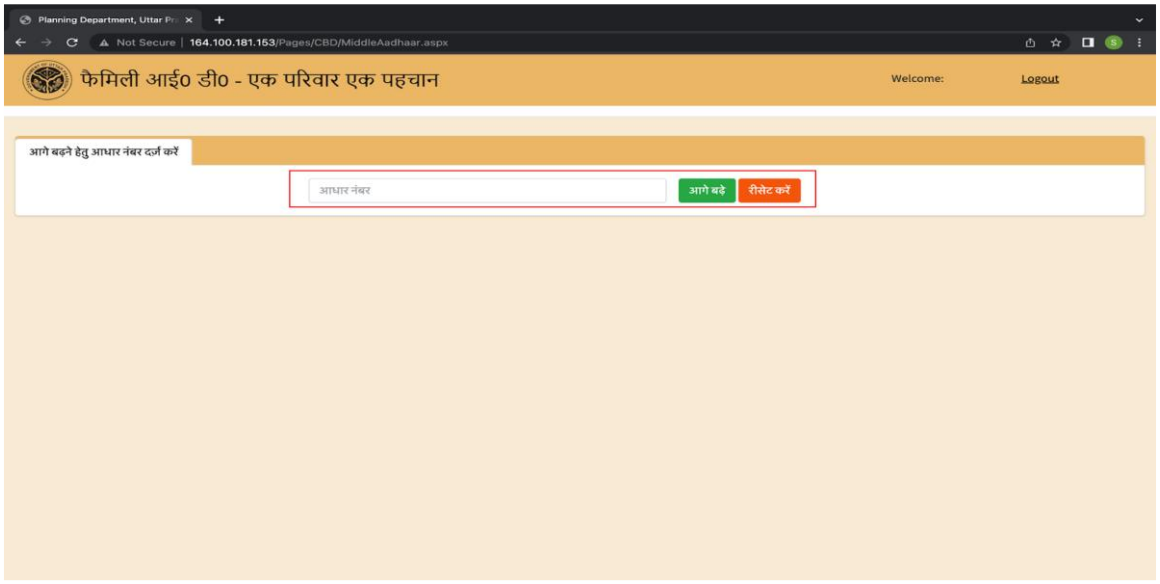


2. Enter Registered Mobile No.
3. Click on Send OTP
4. Enter OTP sent to the Mobile No.
5. Enter Captcha & click on Login
6. If OTP is not received to the registered mobile number click on 'Resend OTP'

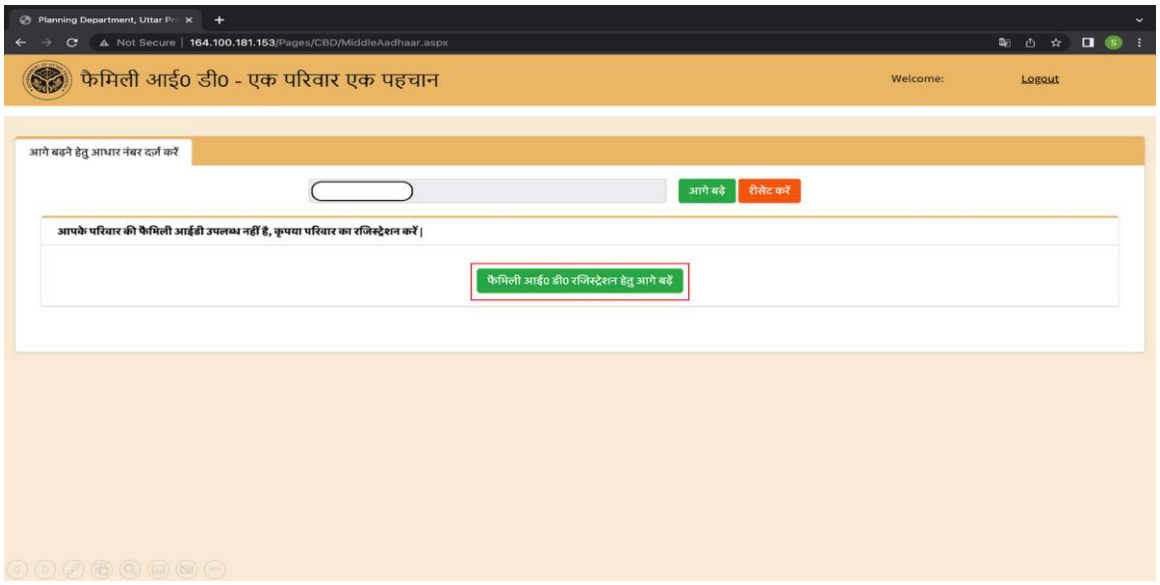


Step 4: Check whether your family ID already exists

a. Enter your Aadhaar number, then click on the 'Proceed'



b. Click on 'Proceed to register Family ID'.

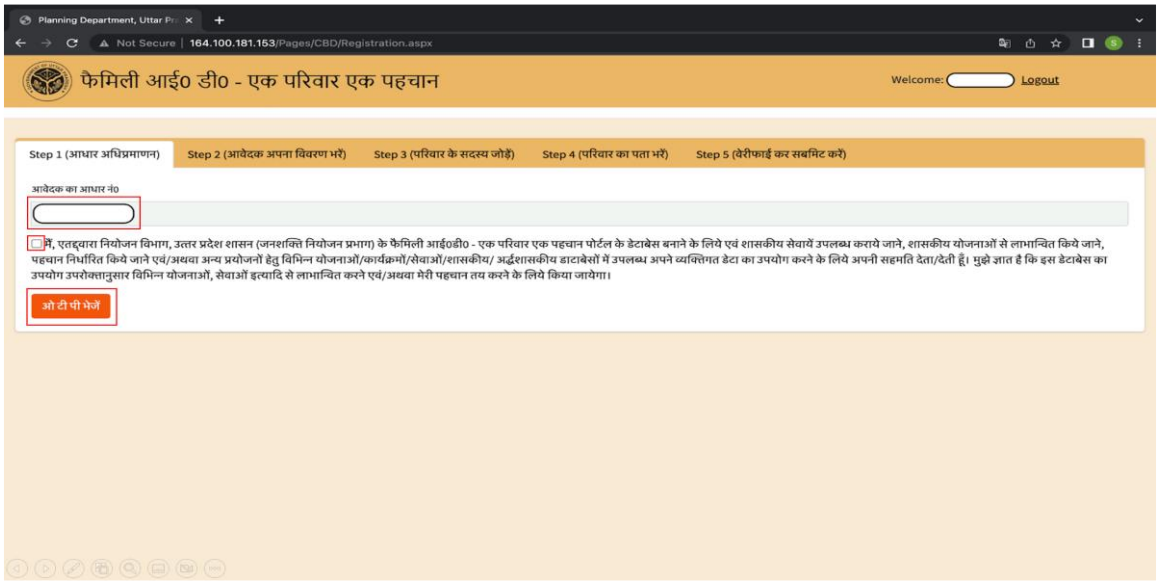


NEW FAMILY ID CREATION STEPS

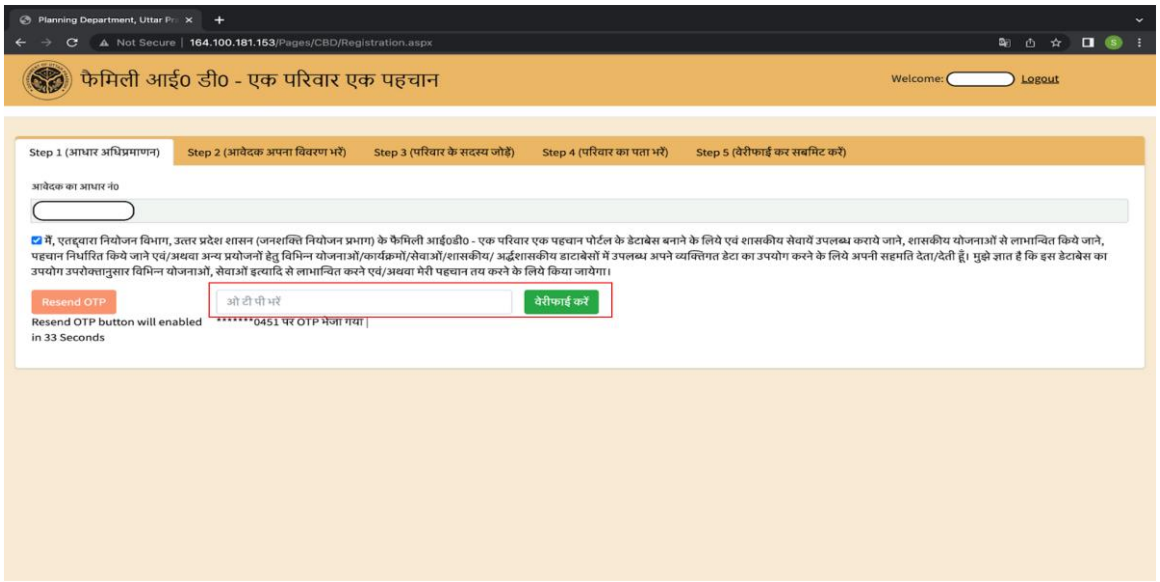
Step 5: Submit details of 1st member

You can start with registering members of your family one by one.
The 1st member registered will be called **Applicant.**

a. Enter the applicant's Aadhaar Details
b. Give consent by ticking the checkbox
c. Click on 'Send OTP'

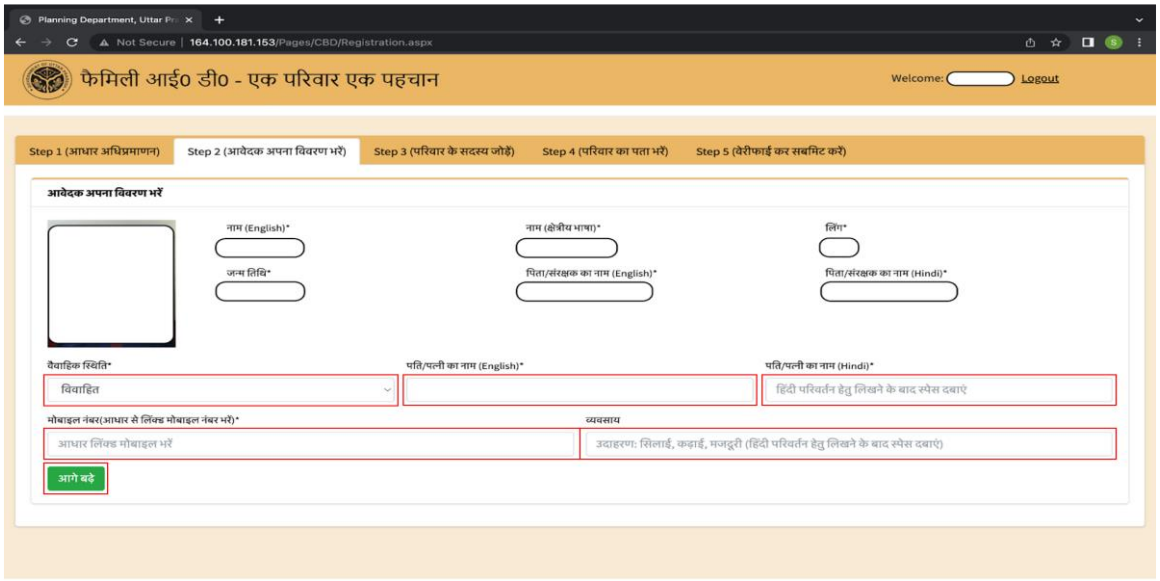


d. Enter OTP received on Aadhaar linked Mobile No.
e. Click on Verify.



f. Enter the 'Marital Status', 'Spouse Name', 'Mobile Number linked to Aadhaar' & 'Occupation'

g. Click on 'Proceed'



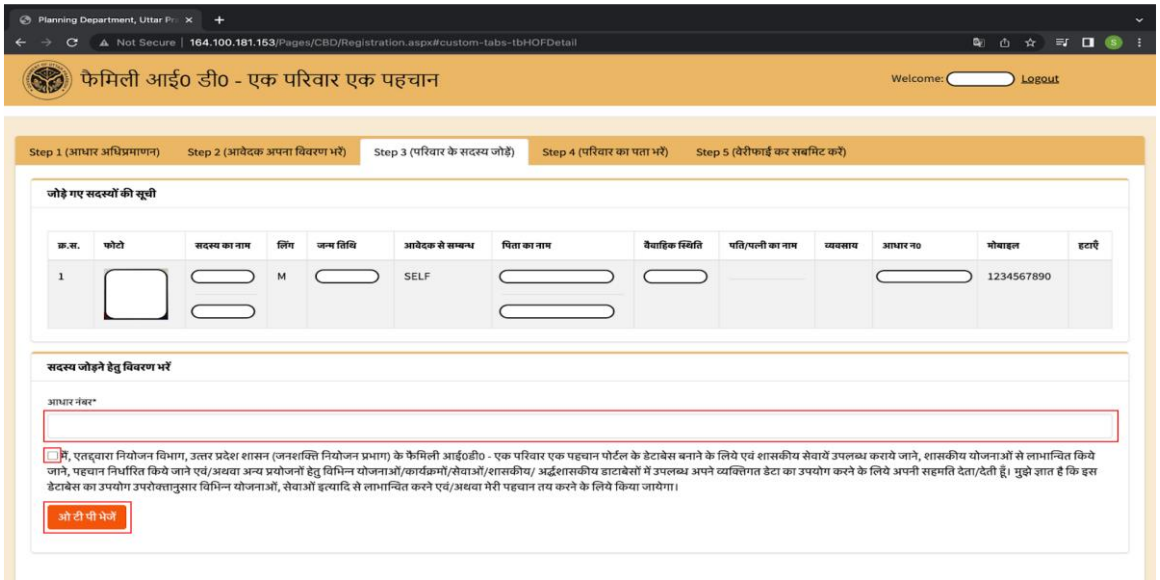
Step 6: Add new members and submit their details

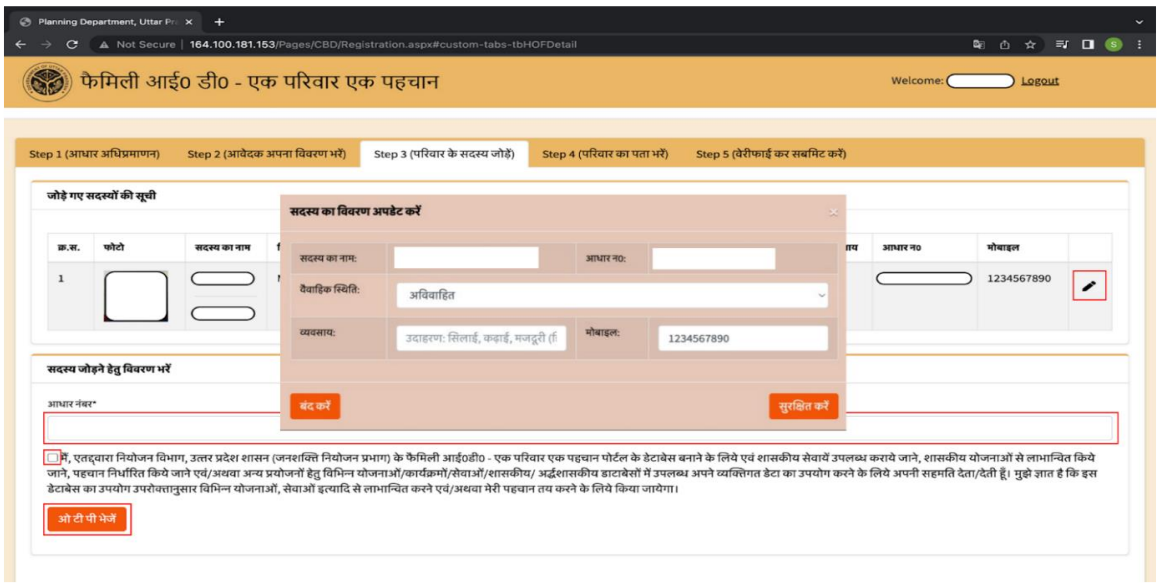
a. To add a family member, enter Aadhaar number of the family member

b. In order to edit any details, click on the edit icon and refill the correct information

c. Give consent by ticking the checkbox

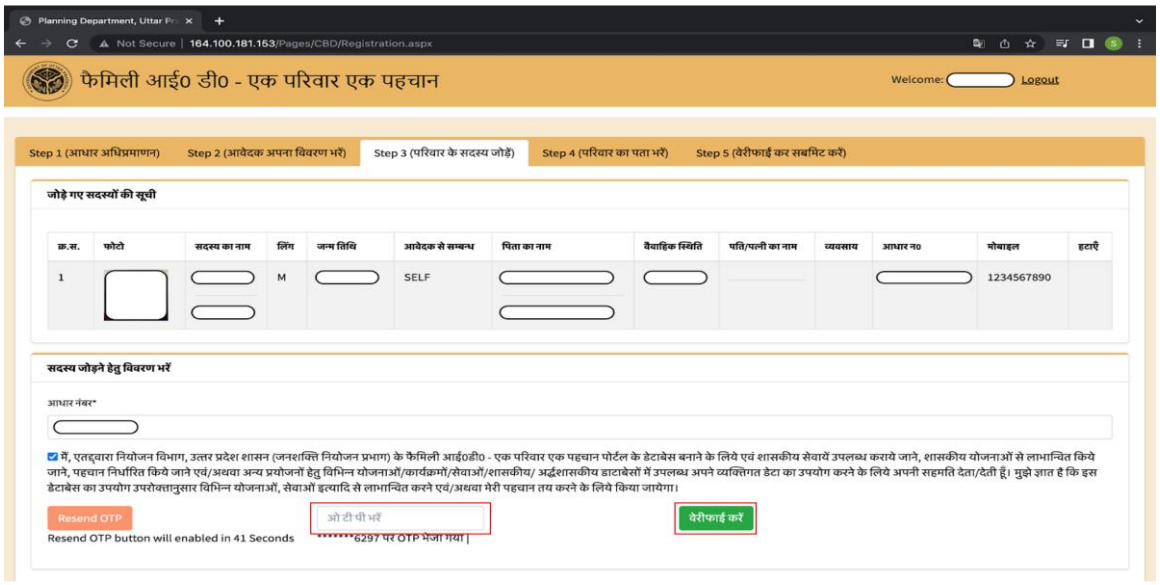
d. Click on 'Send OTP'





e. Enter OTP received on Aadhaar linked Mobile No.

f. Click on Verify



g. Once the information is displayed, enter the 'Marital Status', 'Spouse Name', 'Mobile Number linked to Aadhaar', 'Occupation' an '**Relation with the Applican**t *(1st family member registered)*'

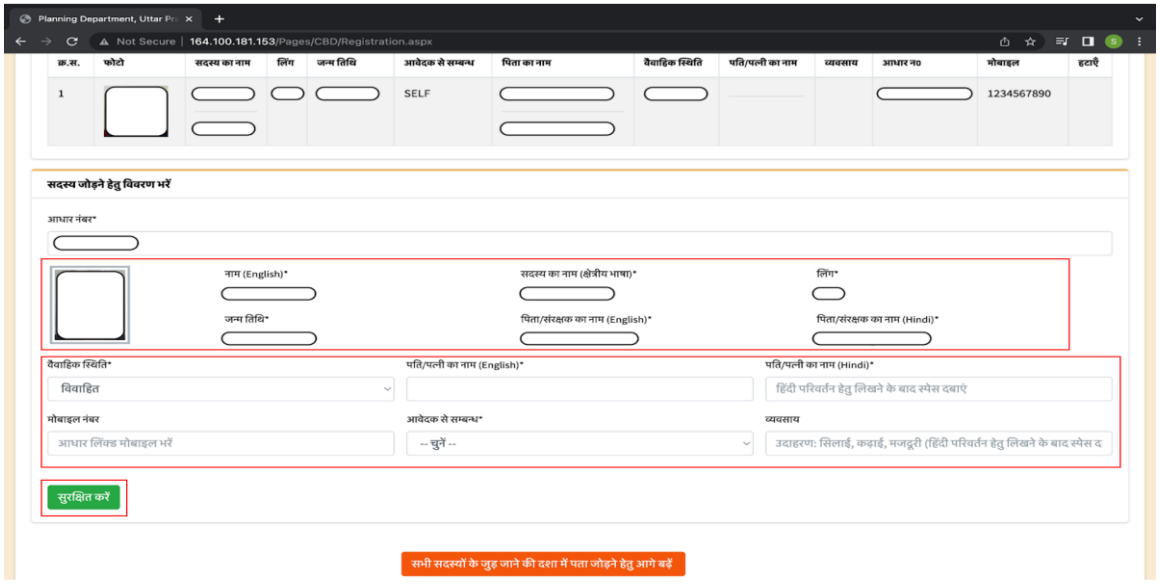
h. Click on 'Save'

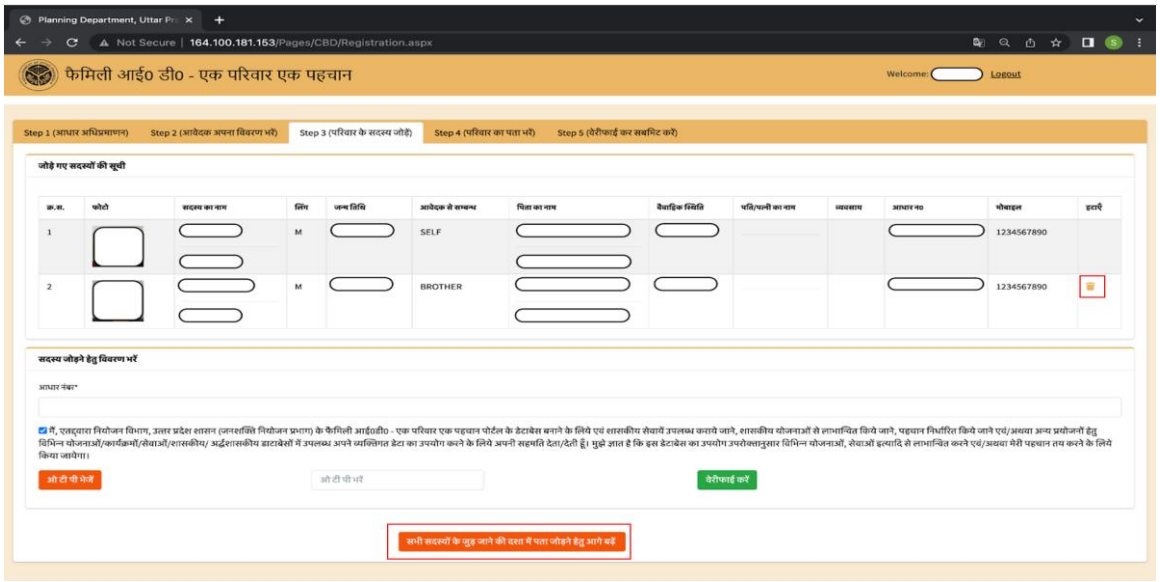
Note - Similarly add member details of all members of your family.

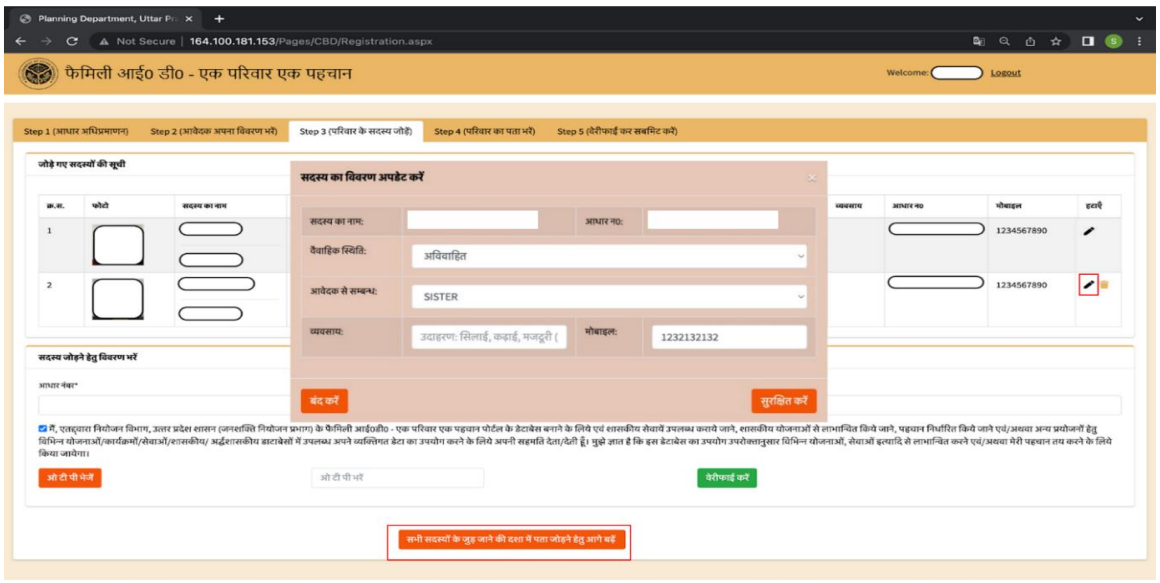
For example, if there are 5 members, then add information details of 5 members

i. After the addition of all family members, click on 'Proceed to fill in the address after adding all family members.

j. To delete any member or edit any member's details click on icon and refill the correct information

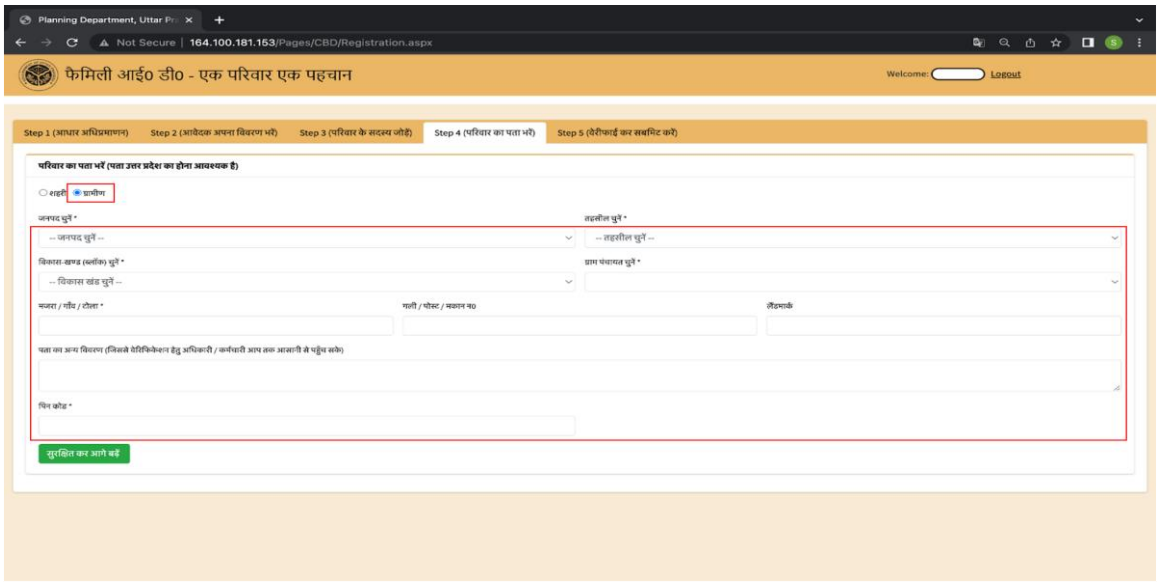


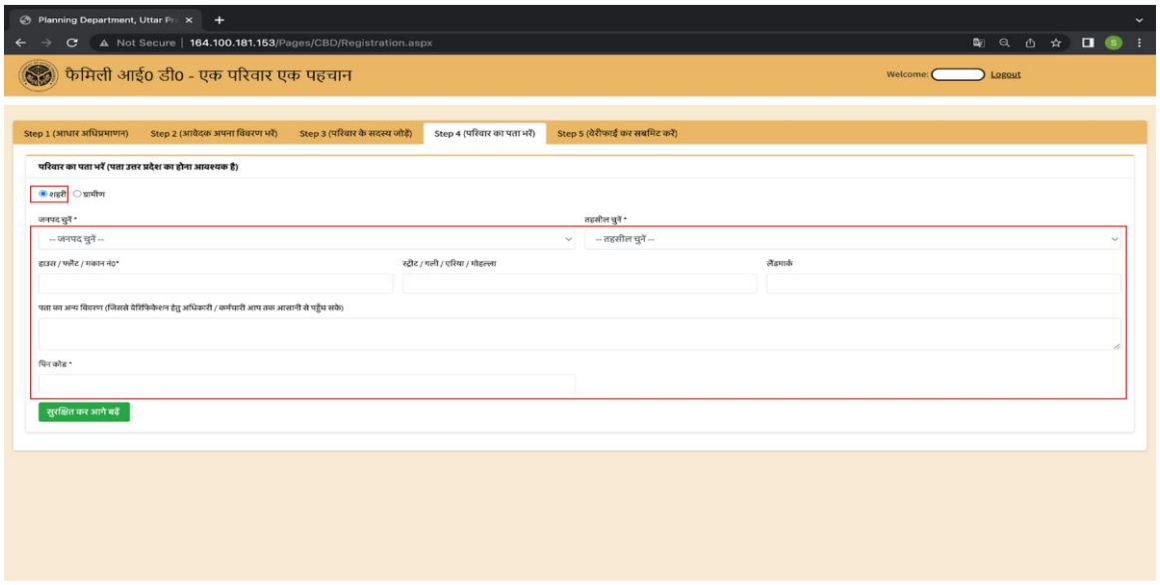




Step 7: Add Address Details of Family

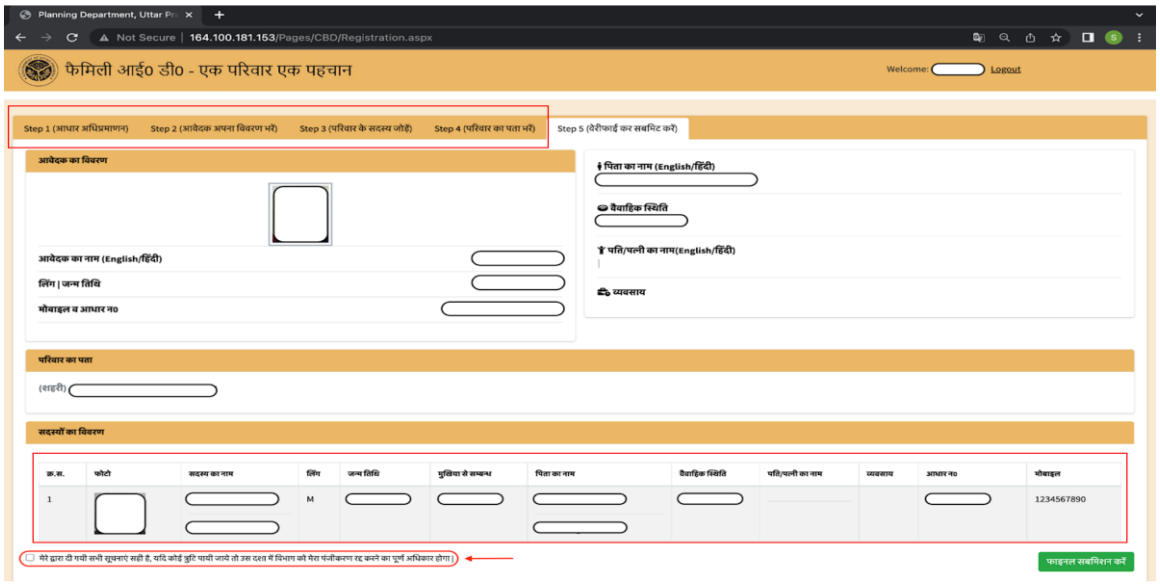
- Select Town if you live in Urban area and Village if you live in Rural area
- Enter Family Address Details
- Click on 'Save and Proceed'





Step 8: Submit the Application

a. Check the family details displayed on the screen.
b. If you want to make any changes, please go back to steps 1, 2, 3 or 4 as required
c. If the details are correct then tick the checkbox 'All the information provided by me is correct, in case of any discrepancy the department has the right to withdraw my application'



Step 9: Successful Registration of Family ID

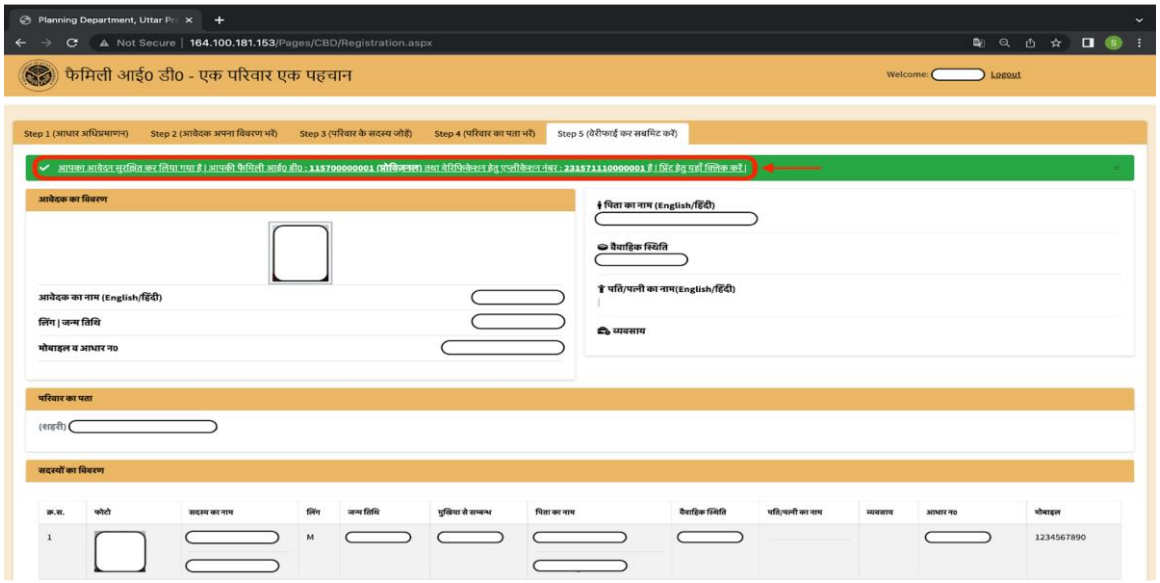
Congratulations, you have successfully submitted your application.

You will now receive a provisional ID and Application number on the portal and on your mobile number.

Lekhpal/Gram Panchayat Vikas Adhikari will visit you in the next 15 days for verification of your family ID.

Step 10: Download the Family ID Card

a. Click on the Provisional ID & Application Number link to print/download FamilyID for future reference & verification.



b. Click on 'Print' to Print/Download

