

HOW TO UPDATE E-MAIL ID ON CGHS PORTAL

CGHS has recently introduced E-mail services. The following steps explain how to register your E-mail ID on CGHS Portal

Please have the following ready before you update the mail ID.

- 1) Your beneficiary ID
- 2) Your mobile carrying the SIM of the mobile number that you registered with CGHS. (If you haven't yet linked your Beneficiary ID with any mobile number, please visit your CGHS Wellness Center for doing so.
- 3) Your e-mail ID

Step – 1

Open any web browser and type <https://cghs.nic.in> Click on **Beneficiary Login Link**.



Alternatively, click the below link:

<https://cghs.nic.in/benwelcome.jsp>

Step – 2

Click on Personnel Details.

Enter your ben ID and Password

BENEFICIARY SIGN IN	
<input checked="" type="radio"/> Personnel Details	<input type="radio"/> Card Status
Beneficiary Id*:	1822655
Password*:	*****

[Sign In](#) [Forgot Password](#) [Home](#) [Back](#) [Help](#)

[Not Applied For Password : Generate Password](#)

If you do not have a password already, click on Generate Password Button. You will receive a password on your registered mobile number. Enter the received password and click on Sign In button. (There could be a slight delay in receiving password depending on the mobile operator and NIC servers. Please wait until you receive the password)

Step – 3

Click on Update Email button on top row.

BENEFICIARY DETAILS		PHOTO
Card No. :	[REDACTED]	
Card Type :	S	
Wellness Centre :	PUNE CAMP(PU03)	
Entitlement :	Private	
Card Valid Upto :	31/08/2023	
Name :	[REDACTED]	
Date of Issue :	2014-01-15	
Address :	[REDACTED]	
Place :	PUNE	
City :	PUNE	
Pin Number :	411040	
Phone Number :	[REDACTED]	
Mobile Number :	[REDACTED]	

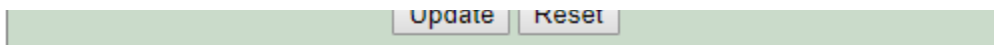
Step – 4

Enter a valid e-mail ID and click on Update.



EMAIL UPDATION	
Select Beneficiary Id	1822656 ▼
Email	abc@xyz.com
<input type="button" value="Update"/> <input type="button" value="Reset"/>	

You will receive confirmation message



Email has been updated.

Note: The primary cardholder can update and register separate Email IDs for all dependents. Just click on the "Select Beneficiary Id" drop down and select desired Beneficiary Id.

Step – 5

Open your E-mail and check the confirmatory mail received from NIC.



donot-reply.cghs@gov.in via gov.in
to me

10:15 AM (0 minutes ago) ☆

Dear Sir/Madam,

You have registered this e-mail ID in CGHS database.

As per our record, The CGHS Card details is:

Name: [REDACTED]
Beneficiary Id: [REDACTED]
Card Type: Serving
Date of Birth: [REDACTED]
Wellness Centre: PUNE CAMP-PUNE

If above is correct, please confirm it by pressing either **Accept** OR **Reject**
If you accept then you are also giving consent to receive e-mail services from CGHS.

Team CGHS

Click on Accept to complete E-Mail registration process. (Note: If you are using Outlook mail client, you may need to open the mail in a browser to see the 'Accept' button.)

To: [REDACTED]

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Sir/Madam,

You have registered this e-mail ID in CGHS database.

As per our record, The CGHS Card details is:

Name: [REDACTED]
Beneficiary Id: [REDACTED]
Card Type: Serving
Date of Birth: [REDACTED]
Wellness Centre: PUNE CAMP-PUNE

If above is correct, please confirm it by pressing either [Accept]OR [Reject]
If you accept then you are also giving consent to receive e-mail services from CGHS.

Team CGHS

The E-mail registration process is complete when you receive the below message.

ਬਖ਼ਸ਼ਿਸ਼