Government of Haryana

USER MANUAL
(For Operator Registration and Updation of Family Data Through PPP Camp)
15th August 2020

Parivar Pehchan Patra
Citizen Resource Information Department
Government of Haryana
1. Visit the Portal for Operator Registration
(https://cridhry.edisha.gov.in)

**NOTE:** Any existing VLE or a person equipped with a laptop shall be allowed to register as an operator for updating the Parivar Pehchan Patra (PPP) details of the citizen on the Mera Parivar portal.
A. Any person who wants to register as an operator shall visit the URL https://cridhry.edisha.gov.in for registration. Operator shall click on the ‘Register’ tab.
B. Fill in the Registration details:

Registration

Email

Your email

New password

New password

- minimum 6 digit
- Contain alphanumeric, atleast 1 Uppercase (i.e A-Z)
- atleast 1 of them @, #, $, %, &
- atleast 1 numeric value

Password strength:

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New password confirmation

Confirm the new password

REGISTER
C. A link shall be sent on the Email ID for activation of Login credentials.
2. Login to portal for completing registration
D. After successful activation, operator can log in to the portal using the same email ID and password by clicking on the “Login” tab.
E. After login, operator shall have to provide his Aadhar number for his KYC. An OTP will be sent on Aadhar registered mobile number.

After entering Aadhar click on ‘Send OTP’ tab.
F. Operator shall enter the OTP to verify his/her KYC details.
G. Once the KYC is successful, a pre-filled form will open. Operator shall fill the details required and click on save button for completion of registration process.
Enter the contact number and click on 'Send OTP' tab.
Enter the OTP and click on ‘Verify’ tab

Click on ‘Save’ tab for completing the registration process.
3. LOGIN to Portal for Family data updation/editing.
(https://meraparivar.haryana.gov.in)
H. The Operator shall visit the URL [https://meraparivar.haryana.gov.in/](https://meraparivar.haryana.gov.in/) and click on the “Operator Login” tab for editing/updating of family data provided in PPP.
I. Operator logins with the registered Username and Password
Operator shall select “Yes” if the citizen has a Family ID.
4. If the citizen has his family ID
J. At this point the operator shall be prompted to enter and submit 8 digit (or the earlier 12 digit) Family ID.

Operator shall be required to input the Family ID and click on “Search” button.
5. If the citizen has forgotten his family id
If citizen forgets his Family ID then click here.
Operator enters the Aadhar number and click on check button.
6. Family Data updating/editing in ppp
K. Screen to edit/update family details is shown with pre-filled details of the family. A pre-filled form is opened. Operator shall fill in the required information which citizen wants to update/edit and submits.
L. Once the operator has updated the data for the whole family, he can submit the same on the portal. Once submit button is pushed, SMS regarding the PPP form Updation/Editing shall be sent on the mobile of the Head of Family.
M. Thereafter, the PPP form can be printed, signed by the citizen and uploaded back on the PPP portal by Operator. The printed form shall look like the following:
I hereby give my consent to share Aadhar with Government of Haryana.

I hereby declare that above details are true and correct to the best of my knowledge.

To upload the signed copy
Thank you