

## I. Hardware Setup Required for Enrollment Station:

1. Laptop with Internet Connectivity
2. Iris Capturing Device
3. Fingerprint Capturing Device
4. Digital Camera
5. White Background Screen
6. Printer

## II. Fresh Installation:

From the zip provided, following folders are extracted:

1. ReadMe
2. Checklist
3. Documents
4. Dependencies
5. AadhaarEnrollmentClient

- **Installing Dependencies:** First the following driver dependencies need to be installed for the iris and fingerprint capturing devices. Open the **Dependencies** folder and choose the appropriate vendor and install on primary hard drive. Also to be installed are **ASP.NET framework 4.0 and MS Access database**.
- **Installing AEC:** This document entails the installation process for Aadhaar Enrollment Client ver 3.0.0.0. Following are the prerequisites:

- Operating System: Windows 7 Professional (32 bit)
- Administrator account

**Note:** *Installing on a 64 bit system is not recommended since the installation might not work right (process restarting privileges)*

Open **AadhaarEnrollmentClient** folder and install the application on the primary hard drive. Once installed, proceed to configuring the AEC using the **Enrollment Client Administrator (ECA)**.

## ● Configuring AEC (One Time Configuration)

Proceed with the following setups:

1. Search for “ECA” in the Start Search field. Open it.
2. Select **Supervisor** login, but before that create a Windows Administrator User with the same name “**Supervisor**” with a password from the Control Panel.
3. Now login on the ECA login dialog using these credentials (Windows Authentication).
4. Once logged in, some data is to be imported. Proceed as below:
  - a. Go to the top right menu and open “Database Management”
  - b. Three files need to be imported. These are provided by the CSC Team. The three files are:
  - c. Master Data
  - d. Registrar Data
  - e. Data Dictionary Data
5. Once done. Close and login again with Supervisor credentials for the new data to reflect.
6. Now Select the Registrar name (CSC), Enrollment Agency (CSC Governance), 5 digit serial Id (given according to district by CSC) and 6 digit Client Location.
7. Save Changes.

8. Once this is done, the machine needs to be registered, for the the Aadhaar team will enter ID and password. [NOT shared]
9. Next, download and import certificate. Close and login again.

This process registers the machine.

Now the operator needs to be registered. For this proceed as below:

1. A user credential file is shared by the CSC team, this is to be pasted in the folder where the AEC is installed. The precise location is *<installation location>/Aadhaar Enrollment Client/Data*
2. Now open EC. It will be noticed that the login user list has changed. Select the operator/supervisor name and now create another Windows Administrator User from the control Panel with the same login name and use these credentials to login to ECA once created.
3. Go to the top right menu and select “**Local Enrollment**”. Select the user with which logged in.
4. Now start enrollment by registering the fingerprints (*choose appropriate fingers ->start recording fingerprint.*) Next the application will check if the user is enrolled with Aadhaar. (**Internet Connectivity Required**). Once confirmed, it will show status as “*Enrolled*”. If there is an internet connection issue, it might register as “Partially Enrolled”. In that case, delete it and re register.

## ● AEC Client Login:

1. For this no internet connection is required (except when syncing and uploading).  
Salient points:
  - a. Limit of 150 enrollments per day.
  - b. Limit of 1001 packets before last sync.
  - c. It is crucial to **first sync then upload packets**.
2. **RESIDENT ENROLLMENT** :- Select “**Resident Enrollment**” from Top Menu and then select *New* for a new enrollment and *Correction* for correcting existing application. Note that correction is allowed within 96 hours of entry. Also, if an enrollment remains unprocessed, fresh enrollment for the same is allowed after 90 days.

3. The life cycle of an application from then proceeds to functions in the “**Process**” menu. The sub menu is discussed below:
  - a. *NPR*: This was used to sync report with NPR for demographic. No longer in use.
  - b. *Verifier Enrollment Details*: Supervisor reviews packets from here to **Approve**, **Reject** or **Hold**.
  - c. *Export*: After data is saved, this is used to export data as packets.
  - d. *Report*: For reporting on the applications enrolled, synced and exported.
  - e. The lifecycle can be viewed as:



- I. Enroll using *Resident Enrollment >> New* [OPERATOR/SUPERVISOR]
- II. Process all enrolled applications at the end of the day (recommended practice) [SUPERVISOR] through *Process >> Verify Enrollment Details*. When this page is opened, click on the “User Review” tab and select the application one by one and verify. These checks should include:
  - A. Verify gender with photo.
  - B. Verify Relation
  - C. Verify Text Transliteration to Hindi
  - D. Verify photo according to UIDAI guidelines
  - E. If DOB verified, then check for presence of attached document.
- III. Once approved, go to “Confirm Status” tab, select “Show packet for currently logged in User”. Here one can select all applications at once using CTRL+A and then click “**Confirm Packet**”.
- IV. Now proceed to exporting step by going to *Process >> Export*. Export all data on a secondary hard drive.
- V. Once exported, select **Full Sync**. [*Internet Connection Required.*]
- VI. This process follows two more steps to sync the complete data with UIDAI.
  - A. **Report at day end**: Under *Process >> Report* save report both as **csv** and **HTML** on a secondary hard drive. Only last 10 days report is

available. The HTML file is to be sent with the acknowledgement slips in hard copy and the csv file is to be mailed.

**B. Uploading Packets to UIDAI through the SFTP client:** The packets are to be uploaded using the **Aadhaar SFTP Client**. **Install** this on a drive different from the primary hard drive. On first access, it requires registration. It will ask for:

1. 4 digit Enrollment Agency Code
2. 3 digit Registrar Code
3. 5 digit SFTP client code which the same as the serial ID of ECA.

C. Once registered, restart and now it will ask for OTP. This OTP last 6 hours and is sent on following email id: [cscspvotp1@gmail.com](mailto:cscspvotp1@gmail.com)

D. once OTP confirmed, connect and then load packets from the location where exported.