

### **DO's for the Aadhaar usage**

1. Aadhaar number captured on any form or in the Aadhaar copy must be masked, while submitting at the GSWS Secretariats.
2. At the time of linking your Aadhaar to an existing/new application or while submitting the Aadhaar Card as a KYC document, the department will ask for the customer's consent.
3. The biometric information of children is to be updated, upon attaining <5> years of age and <15> years of age, in accordance with the procedure specified by the authority
4. Clean the finger, as well as the fingerprint scanner, before performing the fingerprint authentication-based transaction
5. Beneficiaries/Citizens must ensure to enter the correct Aadhaar Number, for initiating transactions
6. Ensure the proper placement of your finger on the scanner for authorization & authentication
7. In case a customer does not want to disclose the Aadhaar Number, then he/she can also generate and use a Virtual ID (VID) for doing Aadhaar enabled transactions
8. A 12-digit Aadhaar Number is mandatory, for the receipt of subsidies and benefits under the Government schemes
9. Aadhaar linking is not mandatory, however, once your Aadhaar is linked to a Savings Account, it enables the customer to do Aadhaar enabled transactions, like AePS and Aadhaar Pay.
10. You can now visit the official website of UIDAI and easily track the history of your Aadhaar card. This will enable you to know the details where the unique identification code was used.
11. Update your Aadhaar details only at UIDAI authorized agencies.

### **DON'Ts for Aadhaar usage**

1. Do not share your base One Time Password (OTP) with any person or agency. No UIDAI/GSWS Staff/Volunteer representative asks for an OTP through call, e-mail or SMS. So, do not share the OTP with anyone.
2. The customer should not share their Aadhaar number with any third party for doing the transactions. The customer must himself/herself do the transaction in the presence of GSWS Secretariat Staff/Volunteers.
3. Please do not share the unmasked Aadhaar number, in any physical form or as a KYC document
4. Do not use greasy, sweaty and dry fingers, while performing the biometric authentication-based transaction
5. Performing transactions with mehndi or tattoo on your hands, will increase the chances of an authentication failure
6. Never give your fingerprint, except for processing of any transaction
7. In case a customer gets a U3 (Biometric mismatch) more than once, then he/she may use their iris for authentication or must switch to the other mode of transaction
8. Do not use third-party Aadhaar for doing authentication.
9. Do not forget to mention the purpose of the documents during its submission.
10. Do not share your Aadhaar number on social media.
11. If you suspect any misuse of your 12-digit unique number, please notify the concerned authorities immediately.
12. Do not share your Aadhaar mobile application password with anyone and never keep the password same as the one you use for logging into your computer or for accessing your e-mail.