# Government of Andhra Pradesh

# User Manual For Pension Card Printing Details

**Scenarios:**

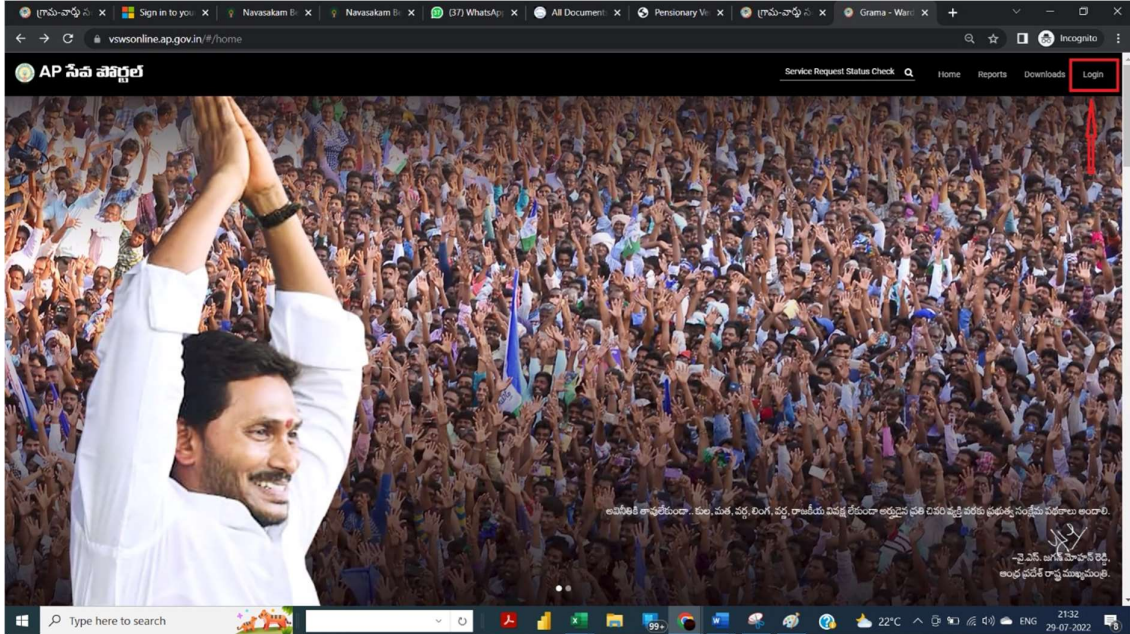**Service Name:** "**Pension card Printing Details**"

**Panchayat Secretary Grade-VI (DA) / DIGITAL ASSISTANT Login:**

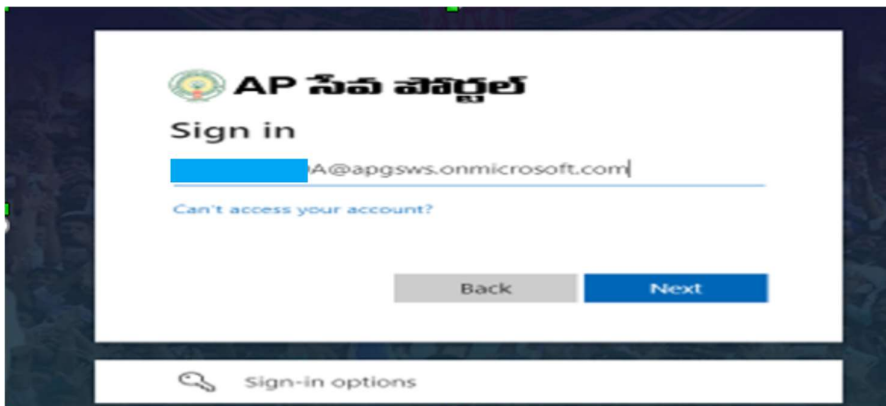**WEBSITE LINK :- https://vswsonline.ap.gov.in/#/home**

**Step1:**

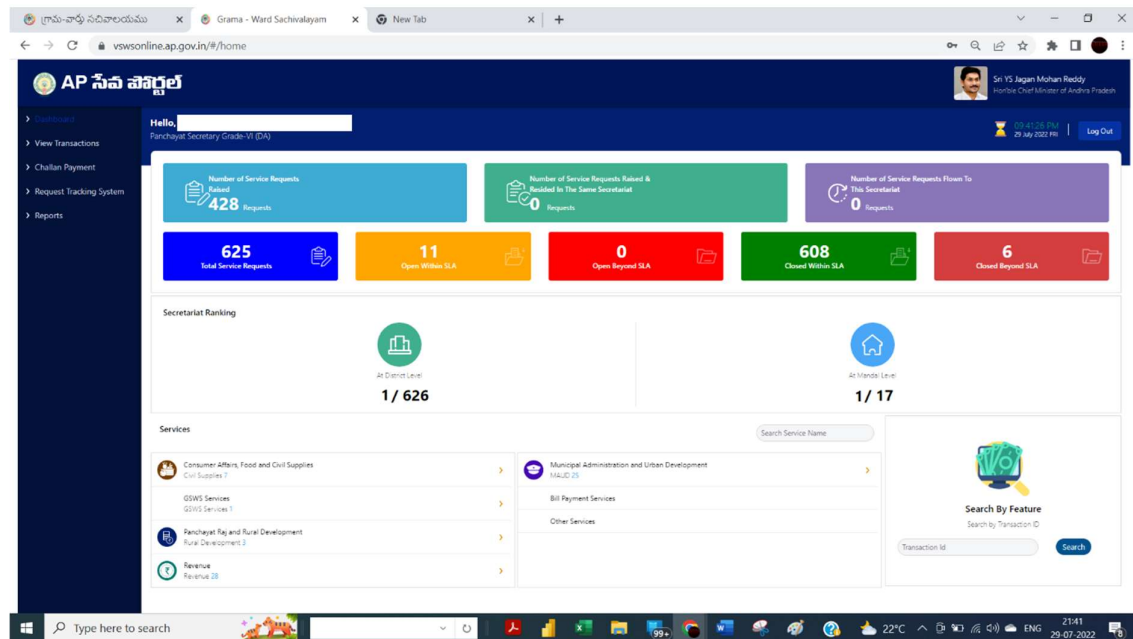**Login to AP seva Portal home page as shown below and click on Login button**



**Step 2:**

➢ **Digital Assistant need to enter their respective credentials and click on Login button as shown in the below screen.**
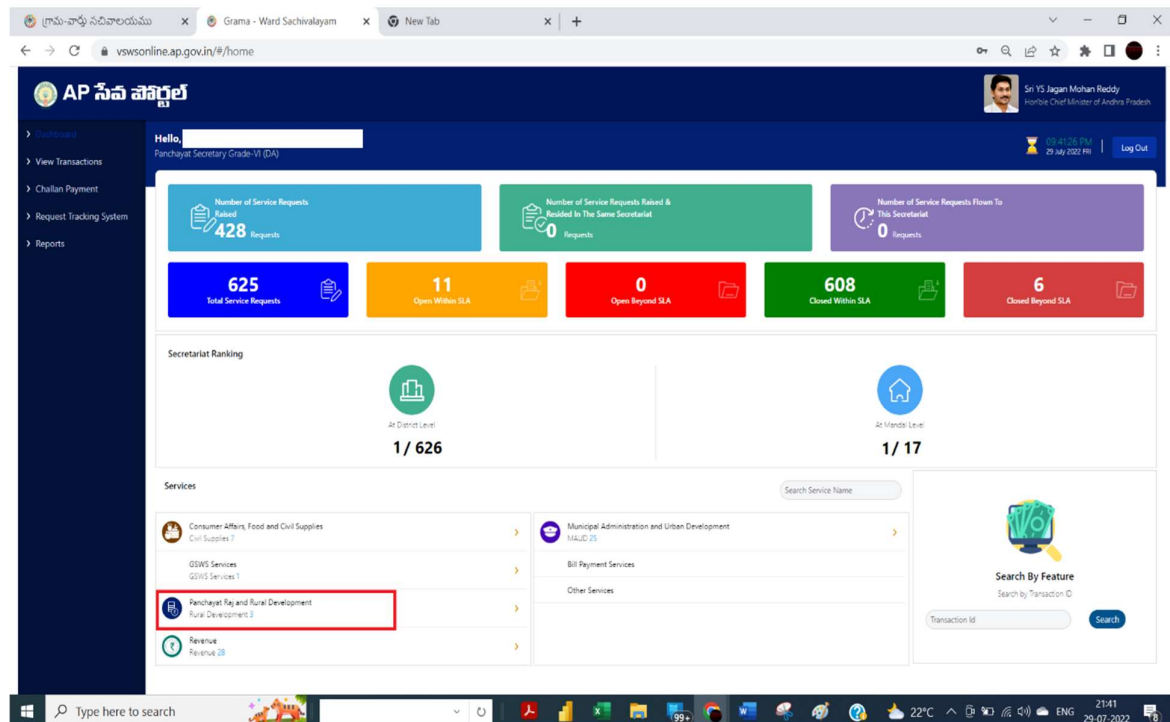
**Step3:**

➢ **After successful login, User will be redirected to login home page as shown in the below.**



**Step 4:**

➢ **Click on Panchayat Raj and Rural Development, as shown below.**

**Step 5:**

➤ **Click on Pension Card Printing Details, as shown below.**



**Step 6:**

**Note: Authentication shall be done based on Biometric Aadhar Authentication**
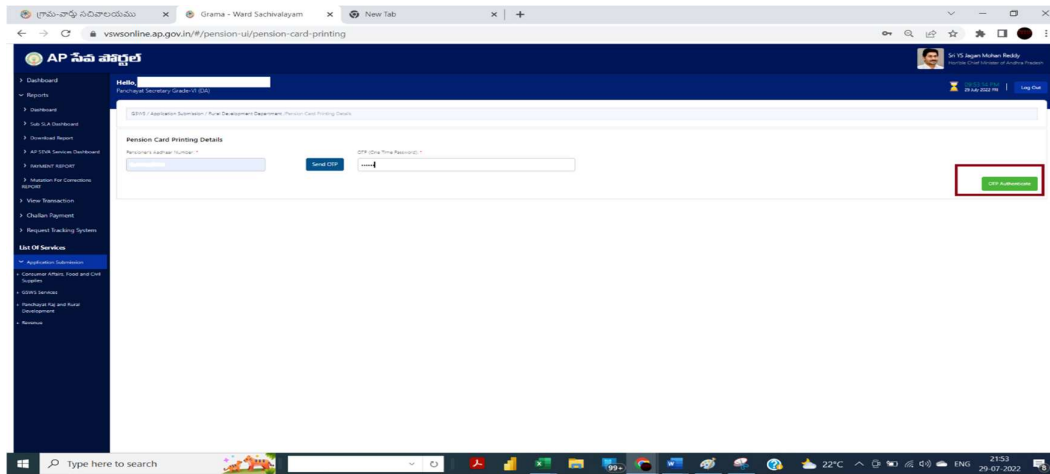
**Enter Pension Aadhar Card number then Click on Send OTP button. OTP Sent to register mobile no of the Aadhar number**
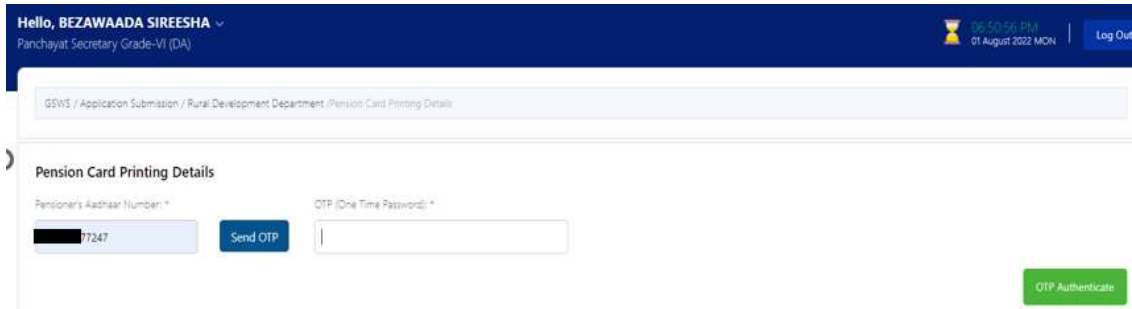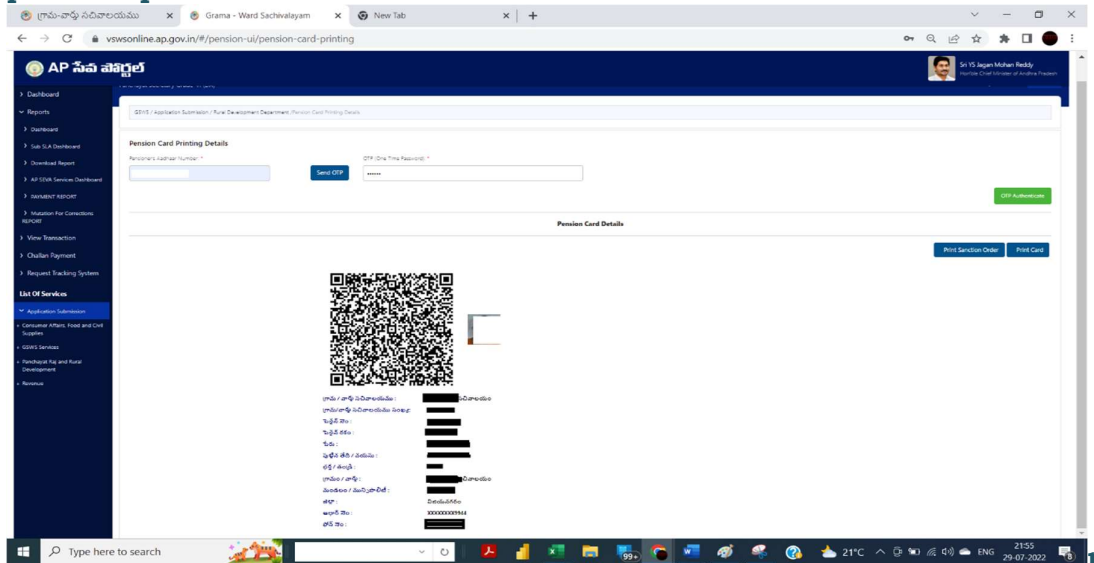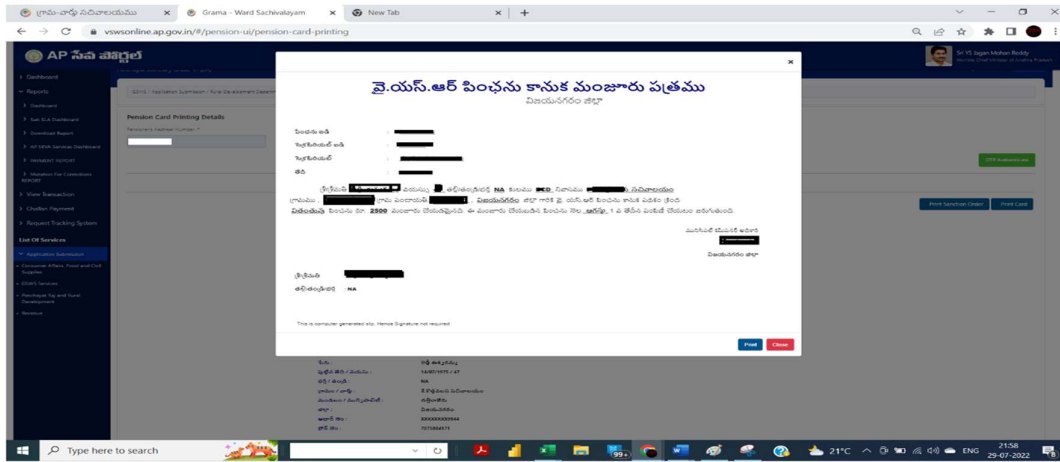
## Step7:

## Click on OTP Authenticate



## Step8:

## after Successful Validation Pensioner details will display with barcode and photo as per the below scree

**Step 9:**

**Click on Print Sanction Orde take a print**



**Step 10 : Click on Print Card, take a print on Pension Card, Adjust Margins As Per your EPSON/CANON Printer Requirement.**