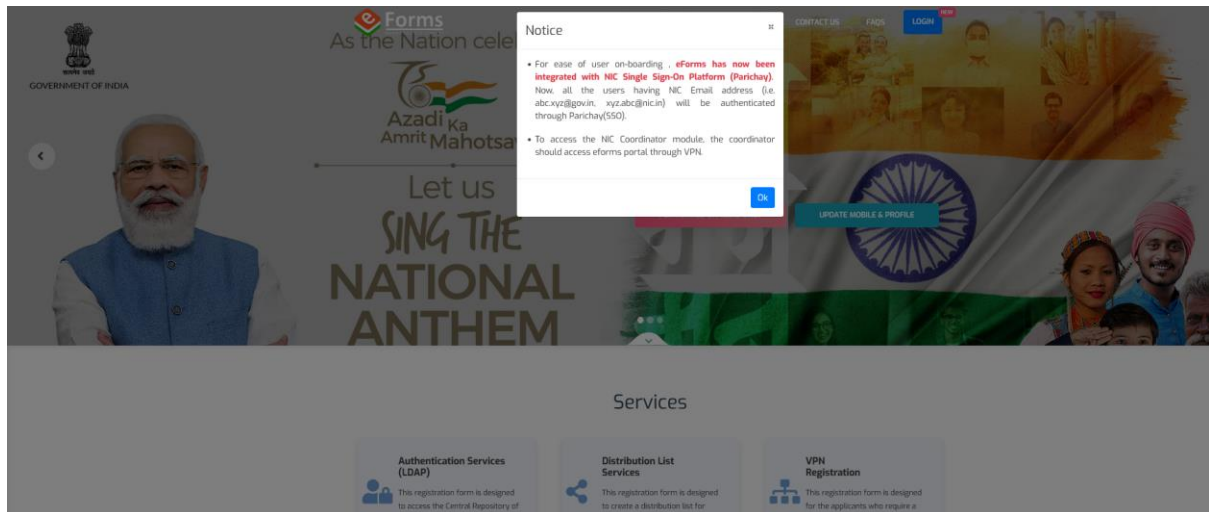
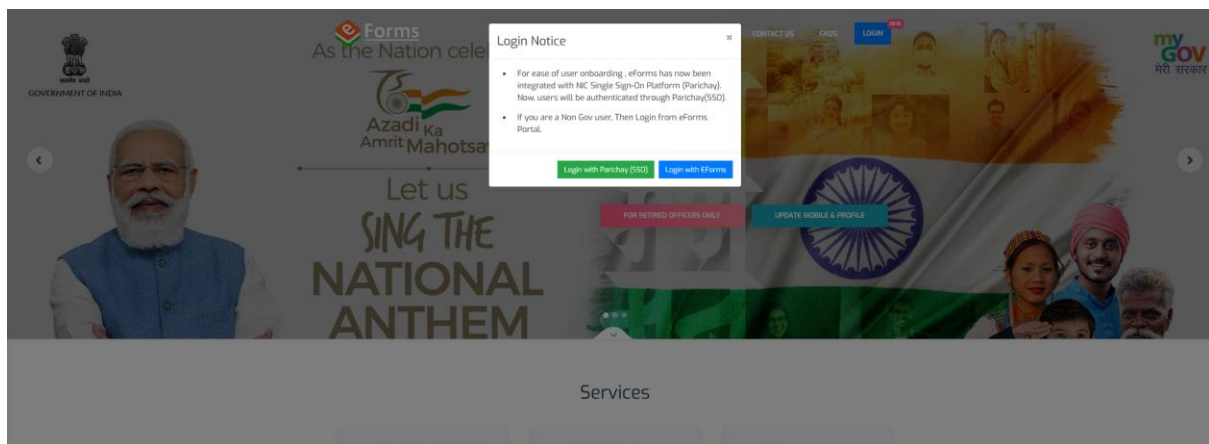


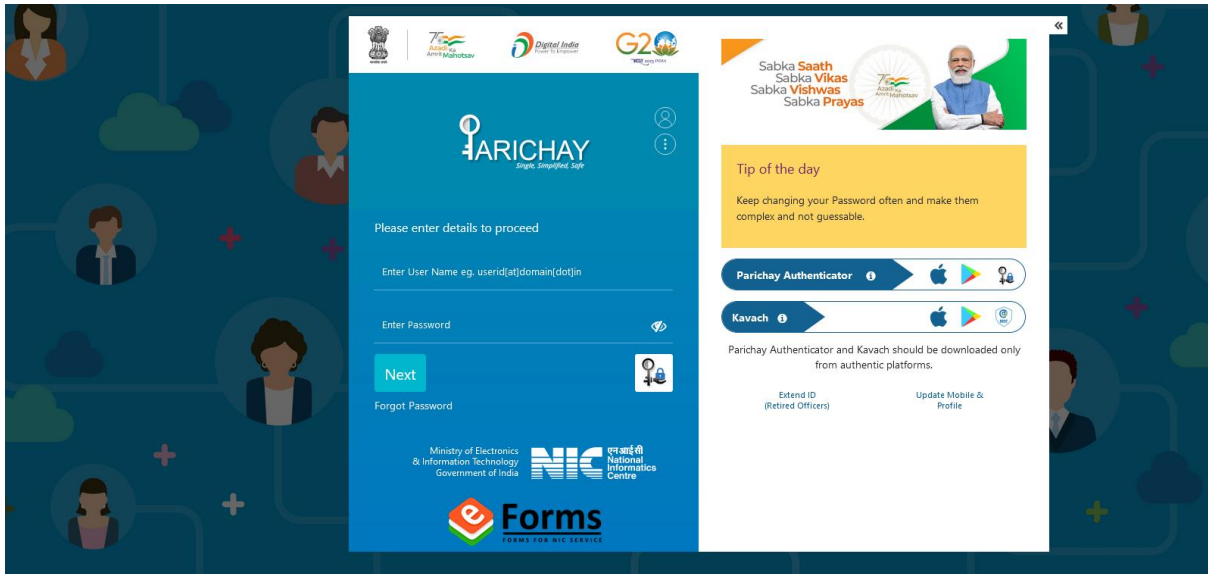
1. Open eforms.nic.in in web browser FireFox, Google chrome, Microsoft Edge and others.



2. Click on "OK"



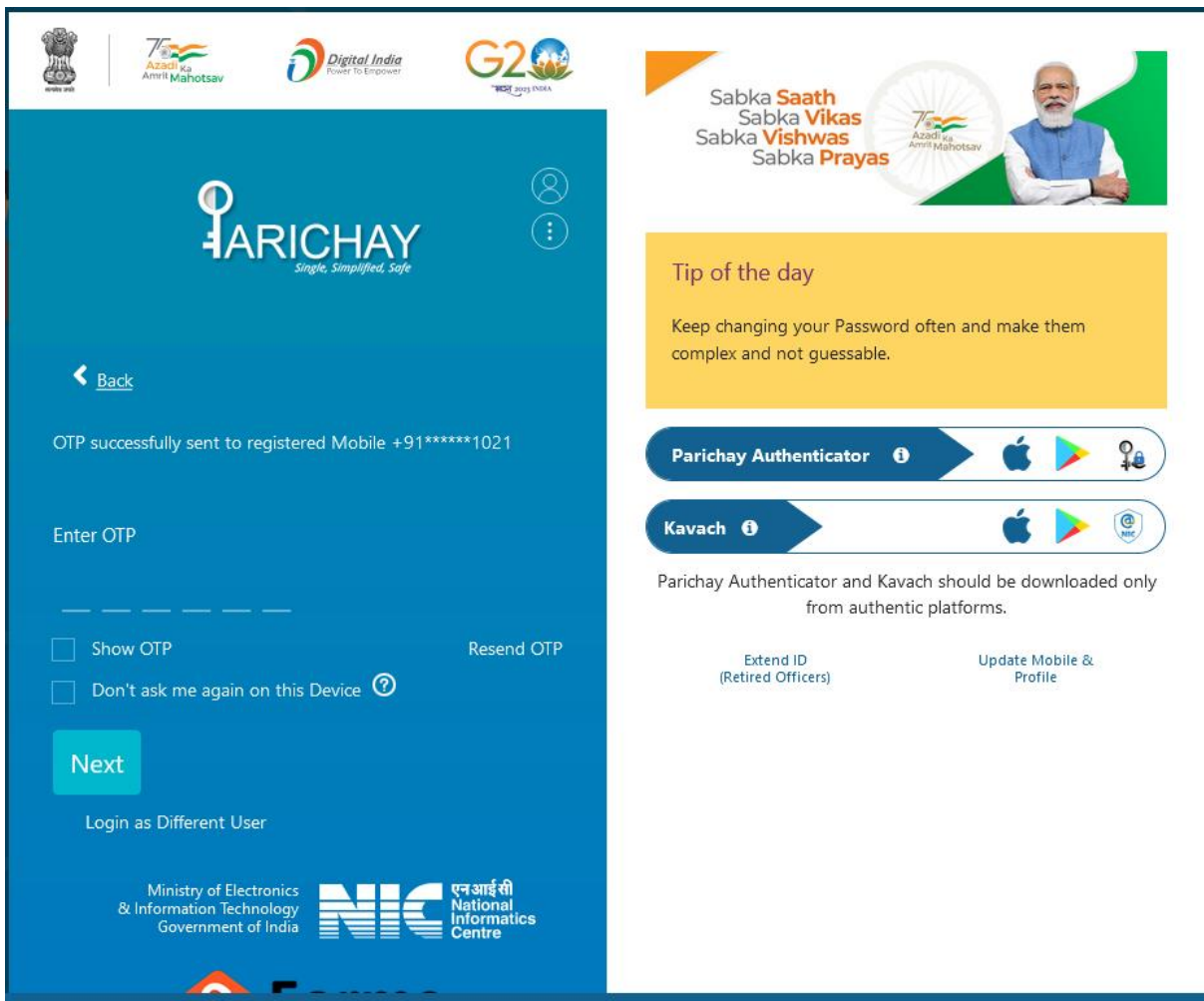
2. Click on "Login with Parichay (SSO)"



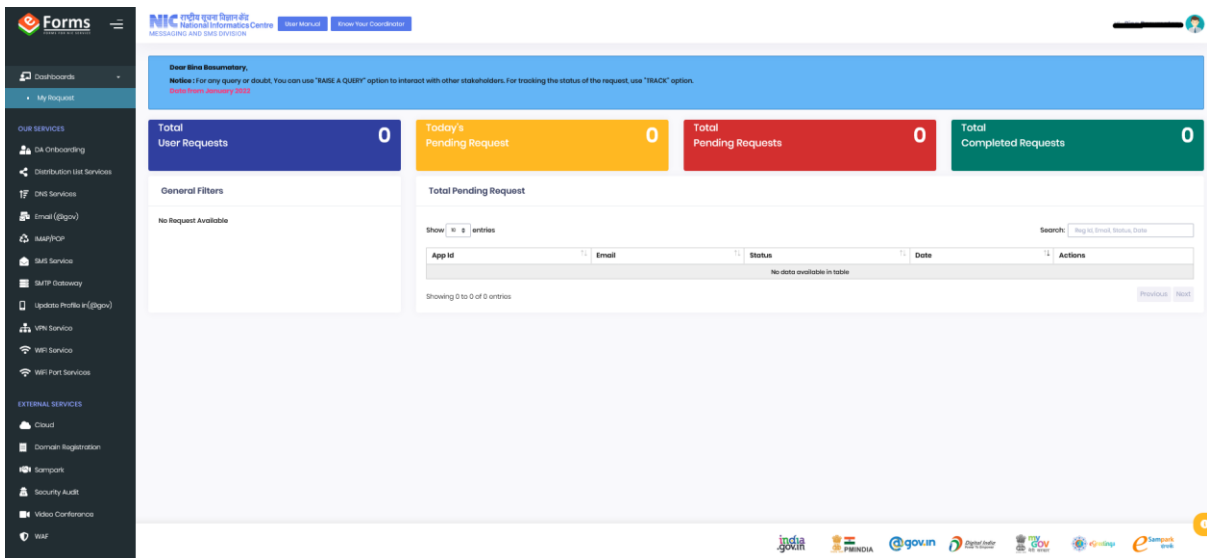
3. Enter your nic email id and password and click on “Next”



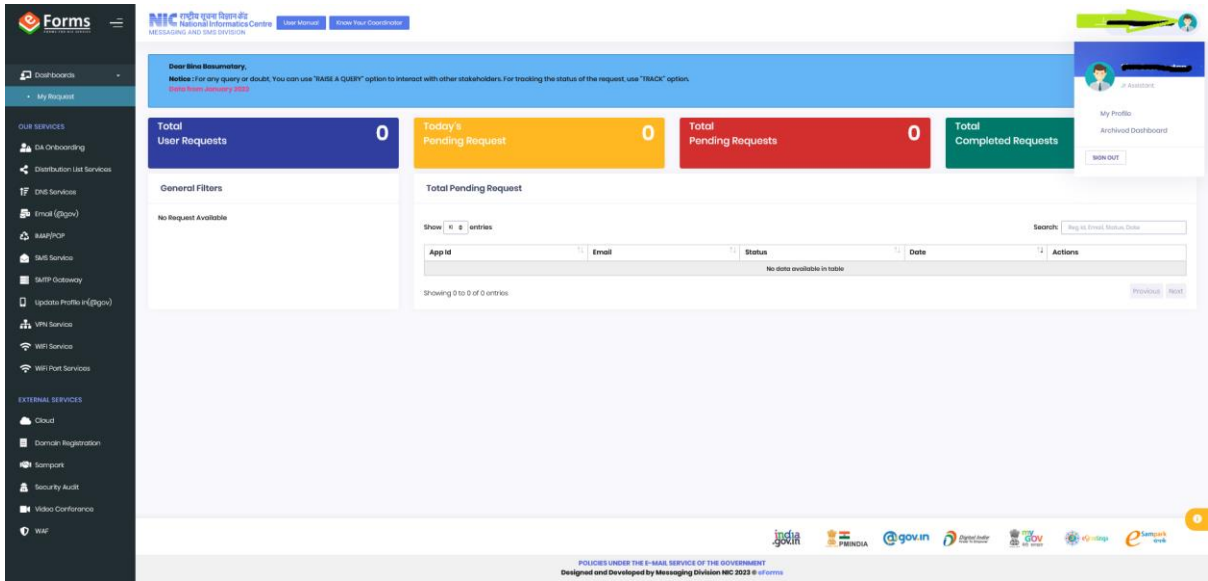
4. Click on “OTP as SMS and on Sandes”



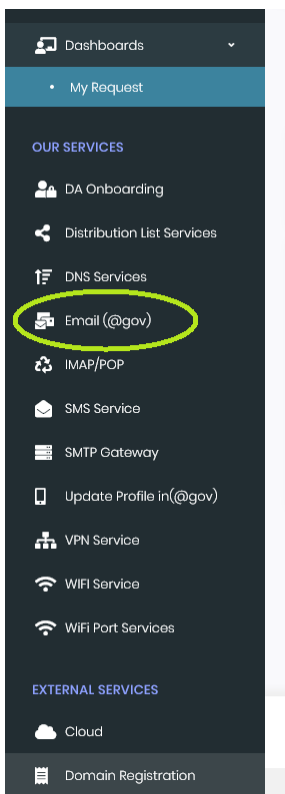
5. Enter OTP received on your registered mobile ( Linked with the email id) and click “NEXT”



6. You will be redirected to eforms main page as shown above.



7. Now update your profile, with your reporting officer nic email id: if required. By clicking on My profile tab as shown in green arrow.



8. After updating your profile, Click on Email(@gov) shown in green oval shape.

9. In this page select the options shown in oval shaped with green colour.

10. Download the CSV file format, enter details and save it without changing file format ie .csv

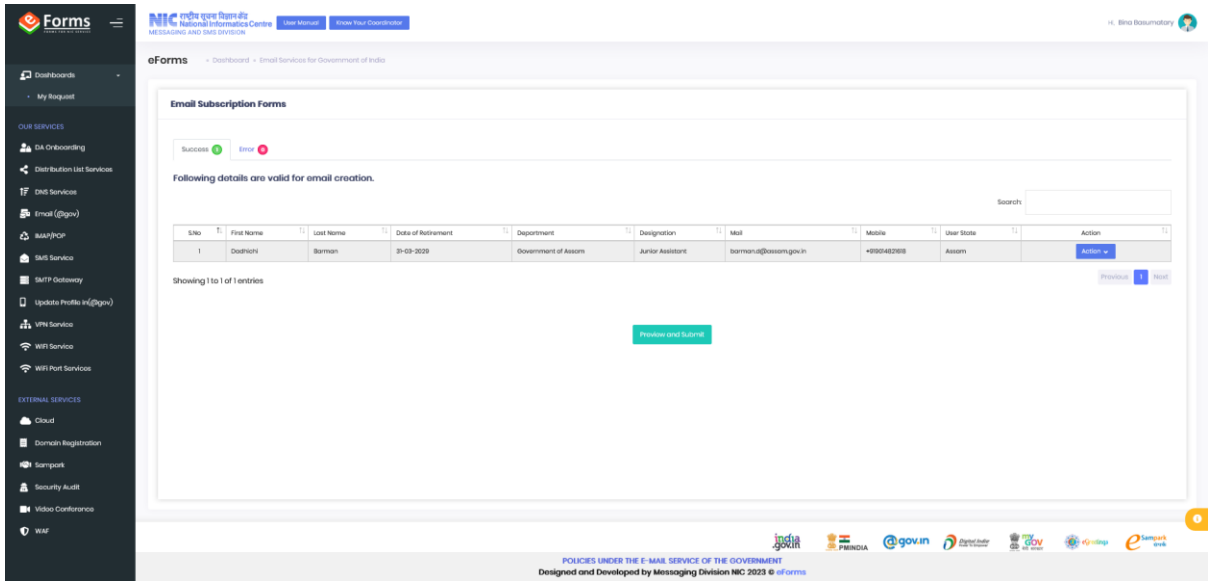
11. In login id there must be a dot (.) character.

12. Complete Email address will be login id [loginid@assam.gov.in](mailto:loginid@assam.gov.in).

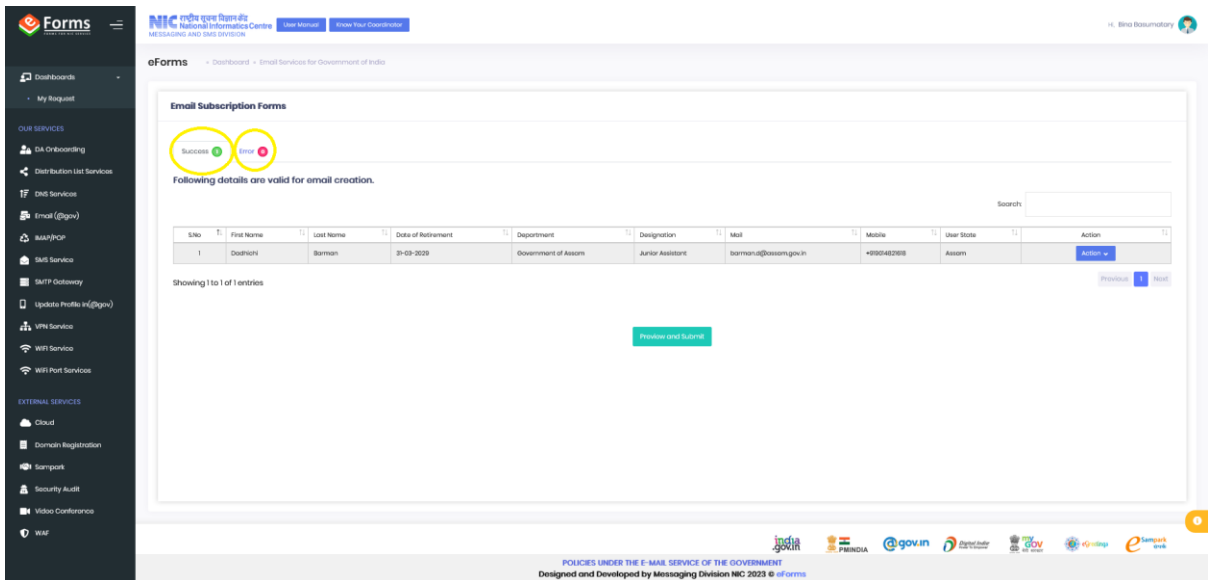
Example if login id chosen as **ab.cdef** the complete email address will be [ab.cdef@assam.gov.in](mailto:ab.cdef@assam.gov.in)

13. Upload the CSV file prepared from your computer or other; enter the captcha and click on “Submit”

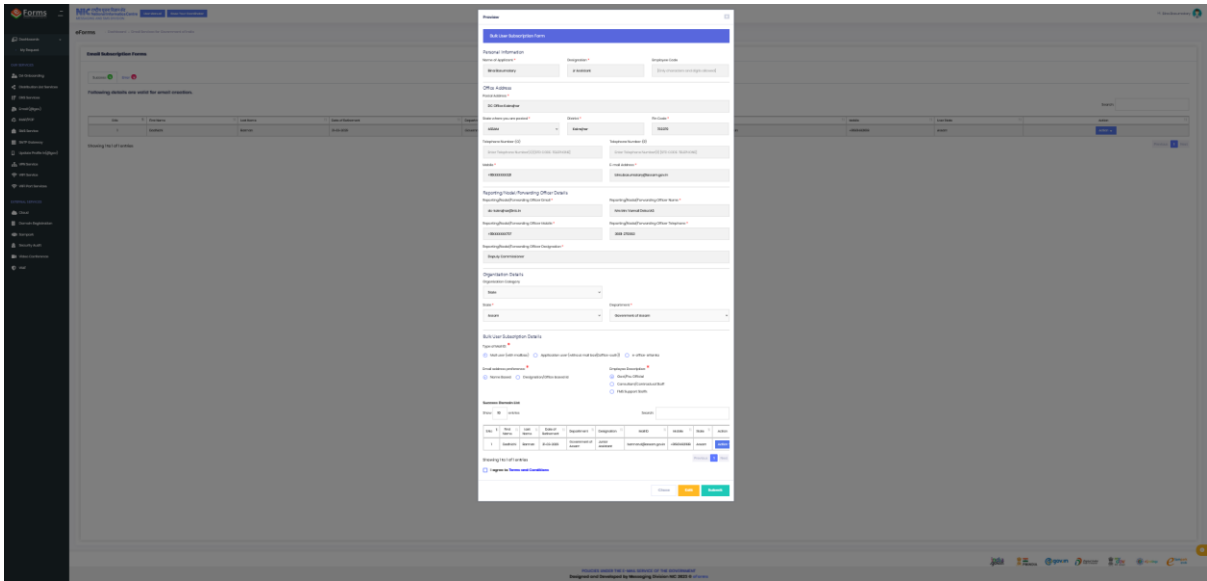
14. If there are error, it will be reflected in next windows like below.



15. In case of error you have to correct it and by choosing “Action” and selecting on “EDIT” and after “Submit” it.

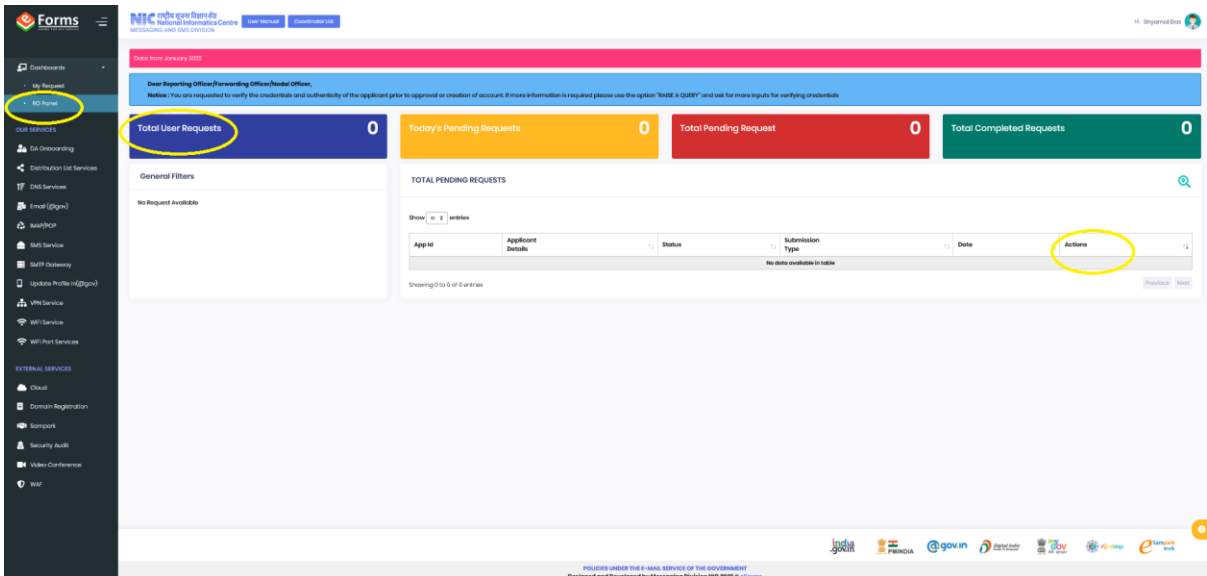


16. In case of no error shown in the encircled oval with yellow border, You can preview the records and by checking “I agree to [Terms and Conditions](#)” and submit it.



17. After that your Reporting Officer should login with his gov email id in eforms.nic.in.

18. On successful login the following screen will be shown.



19. On clicking on “RO Panel”, total requests submitted by users will be displayed in the “Total Users request” he/she can select the User request and then using “Acition” as “Approved” he/she can submit it for further action from NIC.