

If a Government employee do not have government email id (account) then follow the below steps.

Requirement:-

1. Valid email id like gmail, yahoo mail, rediff mail or others, which is accessible now like abcd@gmail.com. As OTP will be send to this email id.
2. Reporting Officer gov email id, through which reporting officer can log into eforms.nic.in to approve your request. Reporting Officer gov email id should be active.

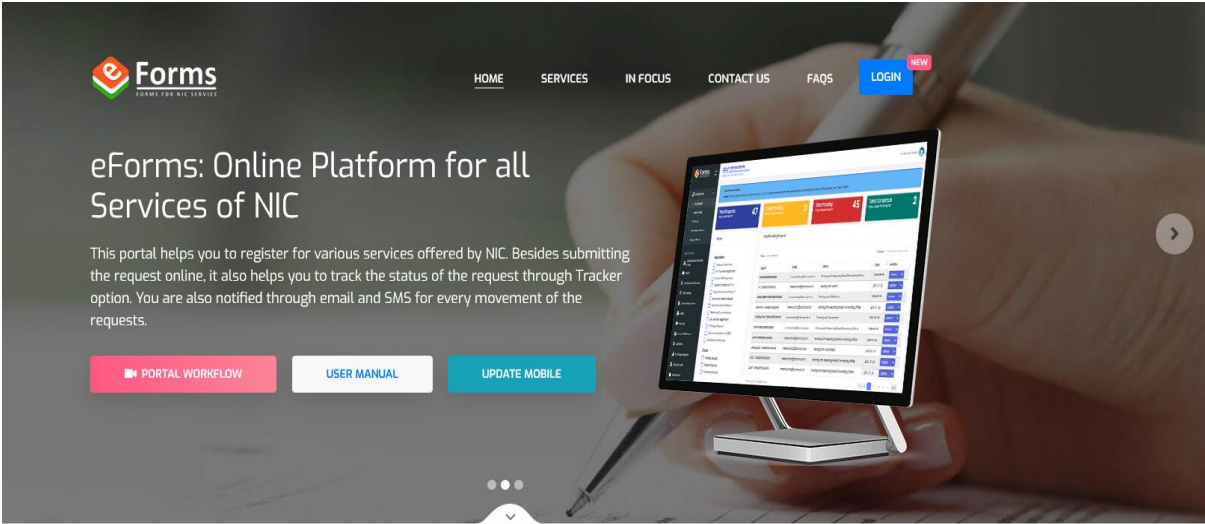
Procedure in following Order to be followed.

1. The user has to log into eforms.nic.in with his/her non-gov email id like gmail id.
2. Updated his profile.
3. Apply for Single user Subscription.

Note In this case, user cannot opt for bulk user Subscription.

Procedure in Order

- 1. Open eforms.nic.in in web browser like FireFox, Google Chrome, Microsoft Edge.



Services



Authentication Services (LDAP)

This registration form is designed to access the Central Repository of



Distribution List Services

This registration form is designed to create a distribution list for



VPN Registration

This registration form is designed for the applicants who require a

2. Click on **Login with EFORMS**

Login Notice

- For ease of user onboarding , eForms has now been integrated with NIC Single Sign-On Platform (Parichay). Now, users will be authenticated through Parichay(SSO).
- If you are a Non Gov user, Then Login from eForms Portal.

Login with Parichay (SSO)

Login with EForms

CONTACT US

FAQS

LOGIN

47

45

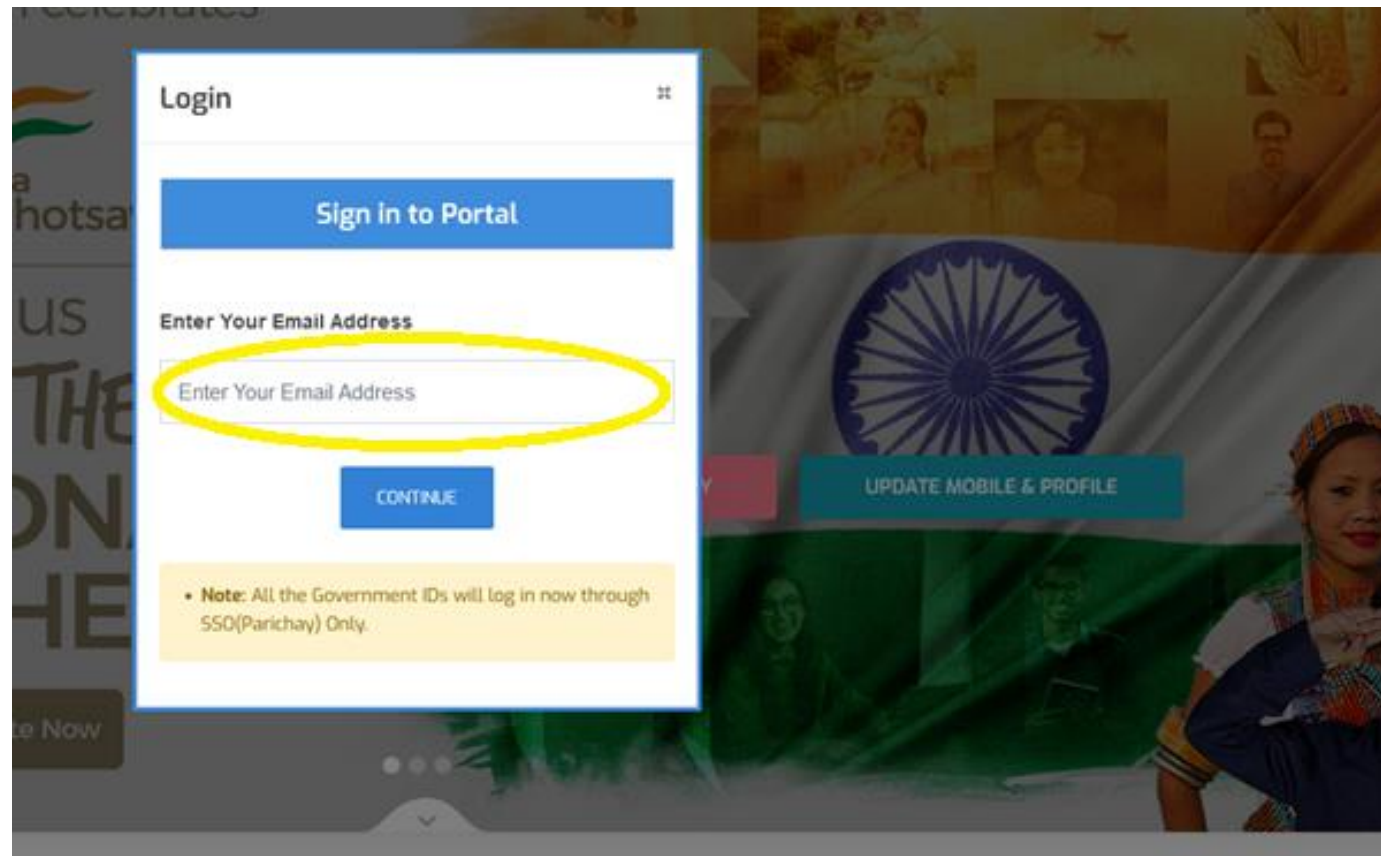
2

Sl. No.	Request No.	Request Title	Request Status	Request Date	Action
1	123456789	Request for information	Pending	2023-10-27	View
2	987654321	Request for document	In Progress	2023-10-26	View
3	567890123	Request for service	Completed	2023-10-25	View
4	345678901	Request for approval	Pending	2023-10-24	View
5	234567890	Request for consultation	In Progress	2023-10-23	View
6	123456789	Request for information	Pending	2023-10-22	View
7	987654321	Request for document	In Progress	2023-10-21	View
8	567890123	Request for service	Completed	2023-10-20	View
9	345678901	Request for approval	Pending	2023-10-19	View
10	234567890	Request for consultation	In Progress	2023-10-18	View

USER MANUAL

UPDATE MOBILE

3. Here enter your email address like abcd@gmail.com, abcd@yahoo.com, abc@rediffmail.com or other and click on Continue.



The image shows a mobile application interface with a white login overlay. The overlay has a blue header with the text "Login" and a blue button labeled "Sign in to Portal". Below this is a section titled "Enter Your Email Address" containing a text input field with the placeholder text "Enter Your Email Address". The input field is highlighted with a yellow oval. Below the input field is a blue button labeled "CONTINUE". At the bottom of the overlay is a yellow note box with the text: "• Note: All the Government IDs will log in now through SSO(Parichay) Only." The background of the app is a collage featuring the Indian national flag, the Ashoka Chakra, and portraits of people.

Login

Sign in to Portal

Enter Your Email Address

Enter Your Email Address

CONTINUE

• Note: All the Government IDs will log in now through SSO(Parichay) Only.

UPDATE MOBILE & PROFILE

4. In this screen enter your mobile number, Captcha and click on Continue. If no captcha (image), displays then click on refresh button.

The screenshot shows a mobile application login screen titled "Login". At the top is a blue button labeled "Sign in to Portal". Below it is a section titled "Enter Your Email Address" with a text input field highlighted by a yellow rectangle. Underneath is the "Mobile Number" section, featuring a dropdown menu set to "India (+91)" and a text input field containing "9[redacted]". The "Enter Captcha" section shows a captcha image "hVQA+Q" in a red box, a refresh button (a circular arrow icon) in a pink circle, and a text input field containing "hyQAxQ". A yellow arrow points from the refresh button to the "CONTINUE" button. A red arrow points from the text "If no Captch Image display here Click on" to the refresh button. At the bottom, a yellow note box states: "• Note: All the Government IDs will log in now through SSO(Parichay) Only." The background of the image shows a blurred view of a computer monitor displaying a dashboard.

Login

Sign in to Portal

Enter Your Email Address

Mobile Number

India (+91)

9[redacted]

Enter Captcha*

hVQA+Q

hyQAxQ

CONTINUE

If no Captch Image display here Click on

• Note: All the Government IDs will log in now through SSO(Parichay) Only.

6. Here enter OTP received on your mobile and email provided in previous step and click on **CONTINUE**

Login

⌘

Verify OTP Details

Enter Your Mobile OTP

Please use previous OTP which has been sent on +9

Please use previous OTP which has been sent on
+91XXXXXX

Enter Your Email OTP

Please use previous OTP which has been sent on p

Please use previous OTP which has been sent on
pau*****@gmail.com

Resend mobile otp

Resend email otp

CONTINUE

- **Note:** All the Government IDs will log in now through SSO(Parichay) Only.

7. You will now enter in your eforms page. Click on the image at the right top corner with an image of a man.



8. Click on the image and then click on "My Profile" under it.



9. A Page titled “User Profile” will open and under it, there are two section. One Personal Info and other id Organization Info below picture.

User Profile

Entries marked with asterisk (*) are mandatory

Personal Info

Organizational Info

User Name *

Shyamal Das

Employee Code

4546

Mobile *

+91XXXXXXX280

Email Address *

shyamal@nic.in

Telephone Number(O)

03661-275144

Telephone Number(R)

03661-275144

Designation *

Scientist-E

Enter Your Official Address *

2nd Floor, DC Office,Kokrajhar

State where you are posted *

ASSAM

District/City Name *

Kokrajhar

Pin Code *

783370

CONTINUE

10. Fill your details in **Personal Info** section and click on **Continue**.

Note: - You Cannot move to **Organization Info** without filling personal Info.

If there are no error on your personal info and it is as per the instruction given in the form then click on **Continue** it will move to **Organization Info**

User Profile

Entries marked with asterisk (*) are mandatory

Personal Info

Organizational Info

User Name *

Shyamal Das

Employee Code

4546

Mobile *

+91XXXXXX280

Email Address *

shyamal@gmail.com

Telephone Number(O)

03661-275144

Telephone Number(R)

03661-275144

Designation *

Scientist-E

Enter Your Official Address *

2nd Floor, DC Office,Kokrajhar

State where you are posted *

ASSAM

District/City Name *

Kokrajhar

Pin Code *

783370

CONTINUE

11. Fill your organization details. Here you have to provide government email id of your reporting Officer. If reporting Officer email id is correct then other detail will be filled automatically. Check system generated details of reporting Officer Details fetched by the system. If it is corrected Click on **Submit**.
Your profile will be updated.

राष्ट्रीय सूचना विज्ञान केंद्र

National Informatics Centre

AGING AND SMS DIVISION

User Manual

Hi,

Reporting/Nodal/Forwarding Officer Email *

Enter Reporting/Nodal/Forwarding Officer Email [e.g: abc.xyz@zxc.com]

Enter Reporting/Nodal/Forwarding Officer Email [e.g: abc.xyz@zxc.com]

Reporting/Nodal/Forwarding Officer Mobile *

Enter Reporting/Nodal/Forwarding Officer Mobile Number [e.g: +919999999999]

Reporting/Nodal/Forwarding Officer Designation *

Enter Reporting/Nodal/Forwarding Officer Designation [characters,digits,whitespace and [., - &]]

Reporting/Nodal/Forwarding Officer Name *

Enter Reporting/Nodal/Forwarding Officer Name [Only characters,dot(.) and whitespace allowed]

Reporting/Nodal/Forwarding Officer Telephone *

Enter Reporting/Nodal/Forwarding Officer Telephone Number [STD CODE-TELEPHONE]

Under secretary/Joint secretary/Secretary Email *

Enter Under secretary/Joint secretary/Secretary Email [e.g: abc.xyz@zxc.com]

Under secretary/Joint secretary/Secretary Mobile *

Enter Under secretary/Joint secretary/Secretary Mobile Number [e.g: +919999999999]

Under secretary/Joint secretary/Secretary Designation *

Enter Under secretary/Joint secretary/Secretary Designation [characters,digits,whitespace and [., - &]]

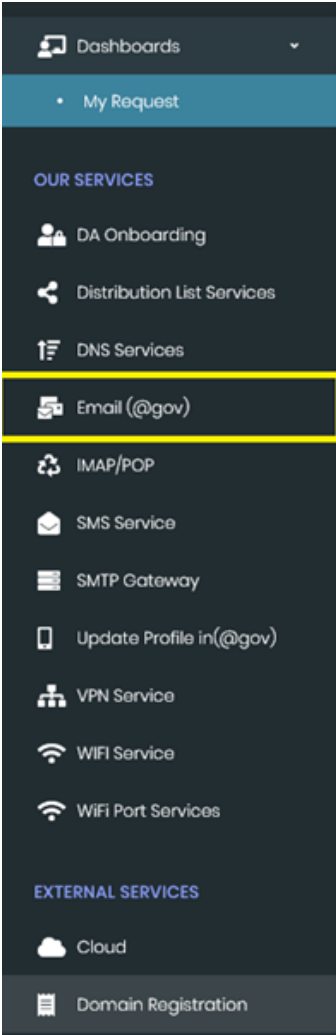
☒ I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE:

• If any "PSU/Ministry/Department" needs to be added, please send the details to **eforms[at]nic[dot]in**

SUBMIT

12. After updating your profile, click on Email(@gov) on the left pane of the window as below diagram.



13. As per below diagram please select Name Based email. Desired / Preferable email id should have a dot (.) in between. Like for Rakesh Kumar Brahma, you can give it as rk.brahma@assam.gov.in and in alternate as brahma.rk@assam.gov.in or others as you desire.

For Office email id, the desired email id should contain a hyphen (-) character in between. Suppose HoD of Public Health Engg Office is Executive Engineer and location of the Office is Kokrajhar. Then you can chose eeephed-kokrajhar@assam.gov.in or other but there should be hyphen character in the preferred email id and alternate email id. On Clicking **Preview and Submit**, details will move to eforms.nic.in but if there are errors, which can be identified by looking at the form and the fields marked with red colour font.

oForms

DashboardEmail Services for Government of India

Email Subscription Forms

☒Single Subscription

☐Bulk Subscription

☐NKN Single Subscription

☐NKN Bulk Subscription

☐OEM Subscription

☐Email Activate

☐Email De-Activate

☐Extend the Validity of Account

Single User Subscription Details

☒For Self

☐For Other User(Where you are posted)

Type of Mail ID: [\(Know More\)](#)

☒Mail user (with mailbox)

☐Application user (without mail box(office-auth))

☐e-office-srilanka

Date Of Birth *

Enter Date Of Birth [DD-MM-YYYY]

Date Of Retirement/Date of expiry*

Enter Date Of Retirement [DD-MM-YYYY]

Email address preference: *

☒Name Based

☒Designation/Office based id

Employee Description: *

☒Govt/Psu Official

☐Consultant/Contractual Staff

☐FMS Support Staffs

Preferred Email Address 1 (Refer email address guidelines) *

Enter User ID

assam.gov.in

Preferred Email Address 2 (Refer email address guidelines) *

Enter another User ID

Captcha 06467y

Enter Captcha

Preview and Submit

14. Now You can submit the filled in form by checking “I agree to Terms and Conditions”. On submission the details as per below diagram will be displayed. Now you can Preview and Edit if there is any change required by clicking “**EDIT**” and if no change required then submit the form.

Single User Subscription Form

Personal Information

Name of Applicant *

Designation *

Employee Code

Office Address

Postal Address *

State where you are posted *

District *

Pin Code *

Telephone Number (s)

Mobile *

E-mail Address *

Reporting/Node/Forwarding Officer Details

Reporting/Node/Forwarding Officer Email *

Reporting/Node/Forwarding Officer Mobile *

Reporting/Node/Forwarding Officer Designation *

Reporting/Node/Forwarding Officer Name *

Reporting/Node/Forwarding Officer Telephone *

Organization Details

State *

Assam *

Department *

Government of Assam

Single User Subscription Details

For Self ☒ For Other User (Where you are posted) ☐

Type of Mail ID *

Date Of Birth *

Date Of Retirement/Date of expiry *

Email address preference *

Employee Description *

Preferred Email Address 1 (Refer email address guidelines) *

Preferred Email Address 2 (Refer email address guidelines) *

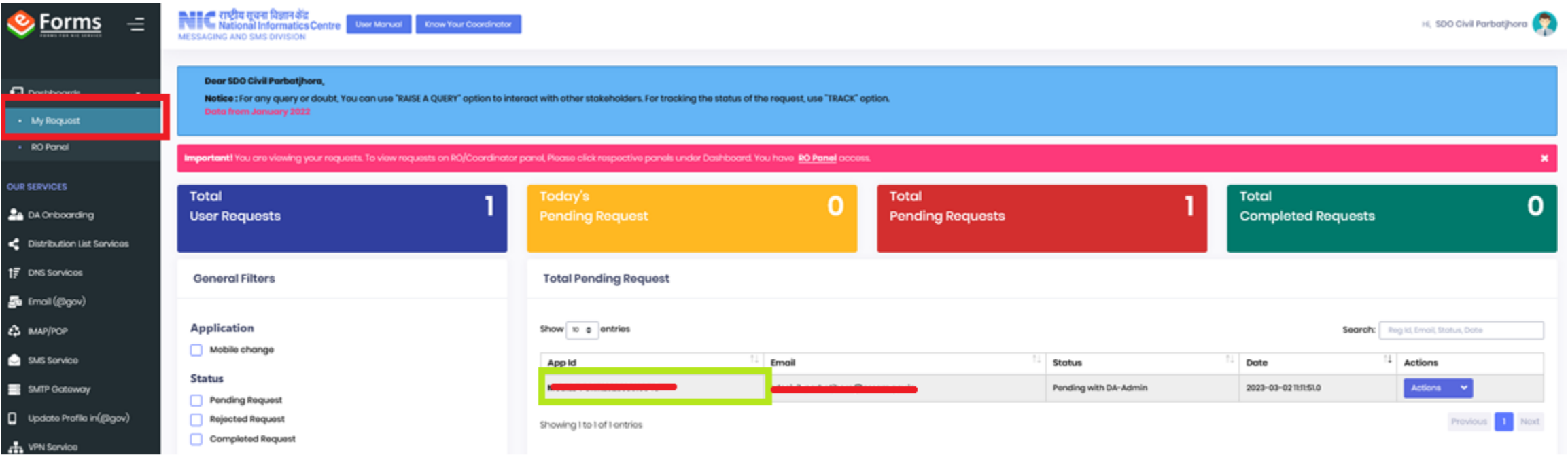
☒ I agree to Terms and Conditions

Edit

Submit

Close

15. On successful submission of the form with no error. Pls Click on **My Request**. Here you will be able to view you Application Id under App Id. Please not down it which might be required for further purposes.



16. After Delegated Admin from NIC creates the email id, SMS will be sent to the Subscriber in his registered mobile number provided in personal info section.
17. If subscriber do not receive SMS, then status can be viewed by Reporting Officer login in eforms.
18. If subscriber receive email id in SMS, but no password then he can reset it by browsing **email.gov.in** and clicking **Forgot Password link**.
19. For other issues and queries, log on to **servicedesk.nic.in** and submit your concern. **DIO NIC Kokrajhar**