

Bulk Subscription Form:

This registration form is designed for applicants who require an email address in bulk in the government domain. Login to the eForms portal remains the same.

Steps for filling the bulk email request is as follows:

1. Select “Bulk Subscription”, bulk user subscription details and email address preference from the list of the options provided in the form.

Email Subscription Forms

Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription Email Activate
 Email De-Activate

Bulk User Subscription Details

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

Mail user (with mailbox) Application user (without mail box(Eoffice-auth)) e-office-srilanka

Email address preference: *

Name Based Designation/Office based id

2. If you wish to check the sample file for bulk subscription in CSV format, then click on the link to download and refer the same to upload the bulk data for the form.

The input file should be in the format as given below:

1. First Name and Last Name
2. Designation: Department/ Ministry: State
3. Country Code without (+): Mobile
4. Date of Retirement (dd-mm-yyyy)
5. Login UID
6. Complete Email address
7. Date of Birth (dd-mm-yyyy)
8. Employee Code

[Click here to download Sample CSV-Format](#) is the format of input file should be:

First Name>Last Name:Designation:Department/ Ministry:State:Country Code without(+):Mobile>Date of Retirement(dd-mm-yyyy):Login UID:Complete Email address.Date of Birth(dd-mm-yyyy):Employee Code

NOTE: All Fields are mandatory (except Date of Birth and Employee code) for account creation

NOTE: Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

NOTE: We have allowed ID Creation facility for International mobile numbers as well. To handle this, now excel file will have one more column to accommodate country codes for their country.

Country Code (allowed 1-5 digits) , Mobile Number (allowed 8-14 digits)* For for(91) Country Code Only 10 digit mobile number is allowed.

3. Select employee description and upload the CSV file by using “Browse” option & selecting the file from your desktop/laptop.

4. Enter the correct Captcha value and click on Submit button.
5. Rest of the process remains the same as mentioned in “Single User Subscription Form” section.

Employee Description: *

Govt/Psu Official
 Consultant/Contractual Staff
 FMS Support Staffs

Please upload the CSV file

Select File Browse

Captcha  Enter Captcha*

Enter Captcha

Submit

Note: for the flow of after submission of the form refer the point: About Manual and Online Process of eForms Portal

The maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

All Fields are mandatory (except Date of Birth and Employee code) for account creation

We have allowed ID Creation facility for International mobile numbers as well. To handle this, now excel file will have one more column to accommodate country codes for their country. Country Code (allowed 1-5 digits), Mobile Number (allowed 8-14 digits) * For for (91) Country Code Only a 10-digit mobile number is allowed.

Email Subscription Forms

Single Subscription
 Bulk Subscription
 NKN Single Subscription
 NKN Bulk Subscription
 GEM Subscription

Bulk User Subscription Details

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

Mail user (with mailbox)
 Application user (without mailbox)
 e-office-srilanka

Email address preference: *

Name Based
 Designation/Office based id

[\(Click here to download Sample CSV-Format\)](#) & the format of input file should be:

First Name>Last Name.Designation:Department/ Ministry:State:Country Code without(+).Mobile:Date of Retirement(dd-mm-yyyy)Login UID:Complete Email address:Date of Birth(dd-mm-yyyy)Employee Code

NOTE: All Fields are mandatory (except Date of Birth and Employee code) for account creation

NOTE: Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

NOTE: We have allowed ID Creation facility for International mobile numbers as well. To handle this, now excel file will have one more column to accommodate country codes for their country. Country Code (allowed 1-5 digits) , Mobile Number (allowed 8-14 digits)* For for(91) Country Code Only 10 digit mobile number is allowed.

Employee Description: *

Govt/Psu Official
 Consultant
 FMS Support Staffs

Please upload the CSV file

Select File Browse