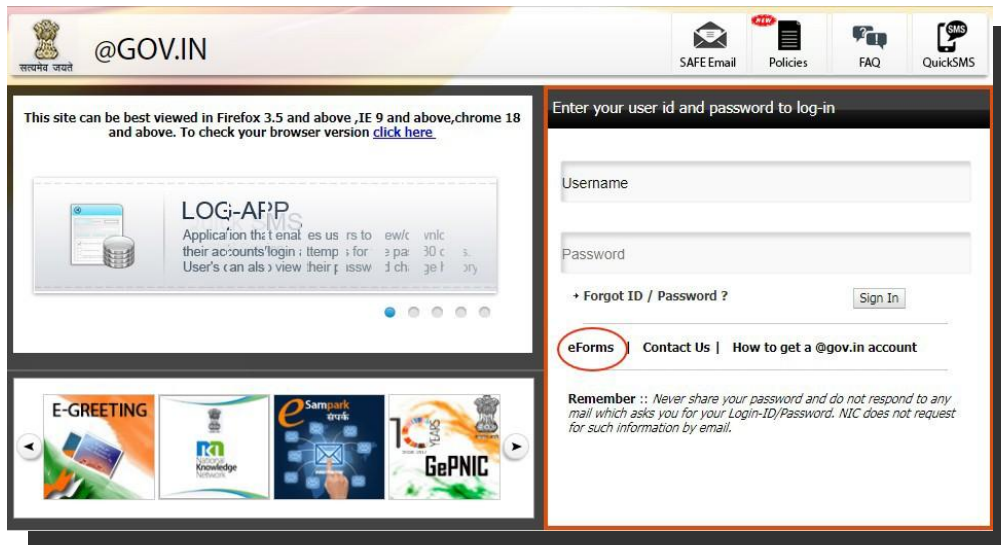


Procedure for Submission of eForms for Creation of NIC e-mail ID

The first step to open online forms is to go to <https://mail.gov.in> and look for the option “eforms” on the page. Click on it and you will be redirected to eforms home page.

You can also open the URL <https://eforms.nic.in> for using online NIC services.

Also ensure the site can be best viewed in the latest version of Chrome, Firefox, Safari, Opera, Internet Explorer (11 +).

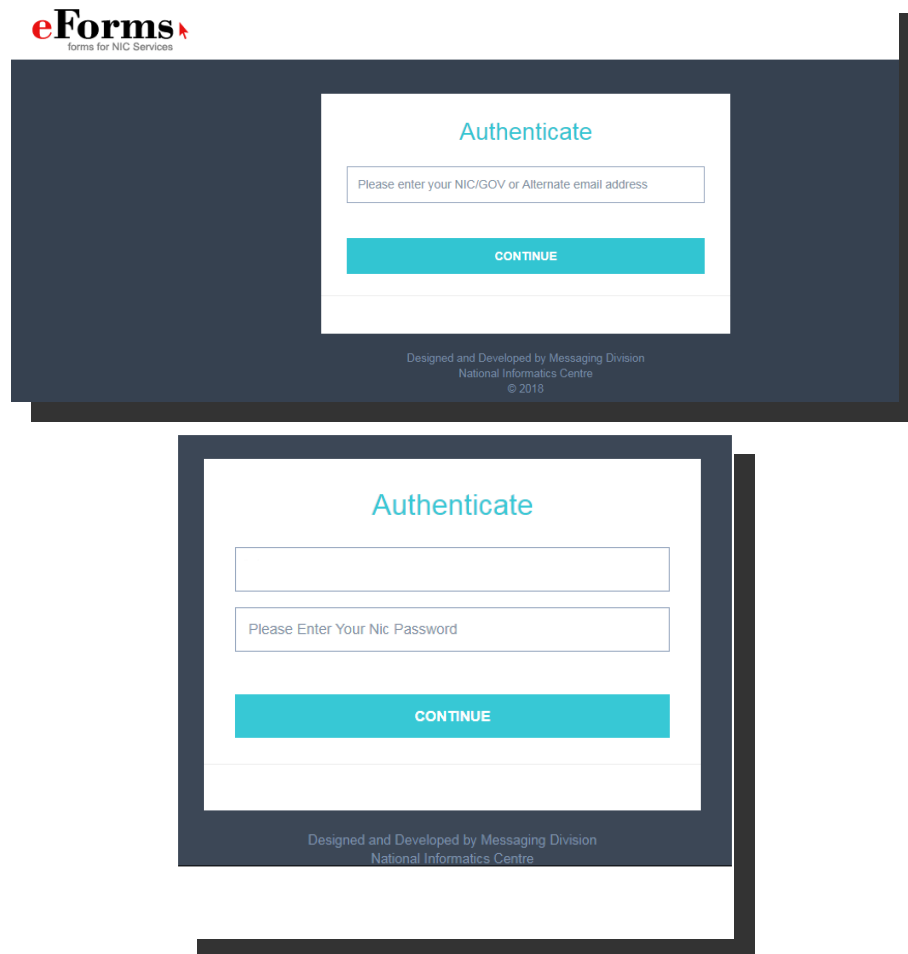


Registering to eforms

Are you using eforms for the first time or you are a new user, please follow the below steps:

1. You can open eforms from <https://mail.gov.in> or you can directly open the URL <https://eforms.nic.in>
2. You will now see the home page of eforms. Click on registration forms.
3. You will be prompted to enter the login credentials. Your email id can be of any domain (government or non government domain).
4. After clicking submit button you will have to enter your mobile number if you are a first time user. OTP will be sent to the given mobile number or email address.
5. Enter the OTP sent to your mobile number or email address for verification. If you are already registered to eforms portal just enter the login credentials along with the password of the email address.
6. The first time user will have to create a profile on eforms where the applicant will have to mention the personal as well as organizational information. This information will be saved and will be autofilled in the form. If the applicant is a NIC employee the details of the reporting officer can be edited by sending a request to NIC OAD division.
7. Now , for email creation (Single/bulk/NKN single/NKN Bulk user creation or GeM user creation) the applications are available under the heading EMAIL on the dashboard.
8. Click on Registration forms on the home page of eforms.
9. You will see a dashboard which displays all the services offered by email and messaging team.
10. Click on "Email" to go further with the email creation process.
11. You will see five forms under this category namely:
 - i. Single Applicant Subscription
 - ii. Bulk Applicant Subscription
 - iii. GeM Applicant Subscription
 - iv. NKN Single Applicant Subscription
 - v. NKN Bulk Applicant Subscription
 - vi. Click on the service as per your requirement.
12. The eforms portal has made it mandatory for an applicant's to have a permanent profile to be created and saved.
13. The applicant will have to fill all his personal and organizational information in the form as prompted after login in to the portal using the credentials.

14. In the personal details applicant will be asked to fill few mandatory details and also the preferred email ids. Please provide the same adhering to the email policy of government of India.
15. In the organization details, applicant will have to fill the reporting officer email address (the domain of the email address of reporting officer should have **@nic.in/@gov.in** or any other government sub domains like **@cbi.gov.in, @csir.res.in** etc.). If the reporting officer's email address is a non-government domain (e.g. @gmail.com/@yahoo.com etc.) the process will become manual (which is explained further in this manual) for that particular case.
16. Save these details as these details will be pre filled in the registration form of NIC services. Also, the reporting officer's details will be saved and if you are a NIC employee the details of the reporting officer will not be edited. You will have to send an email to eforms@nic.in to update your reporting officer's details. Please refer the screenshots given below for reference:
17. Now click on submit button to proceed further.



USER PROFILE

Personal Info Organizational Info

Entries marked with asterik (*) are mandatory

User Name *	Employee Code	
<input type="text"/>	<input type="text"/>	
Mobile Number *	Email Address *	
<input type="text"/>	<input type="text"/>	
Telephone Number(O) *	Telephone Number(R)	
<input type="text"/>	<input type="text" value="Enter Residence Telephone Number [STD CODE-TELEPHONE]"/>	
Designation *	Enter Your Official Address *	
<input type="text"/>	<input type="text"/>	
State where you are posted *	District Name *	Pin Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTINUE

PROFILE ACCOUNT

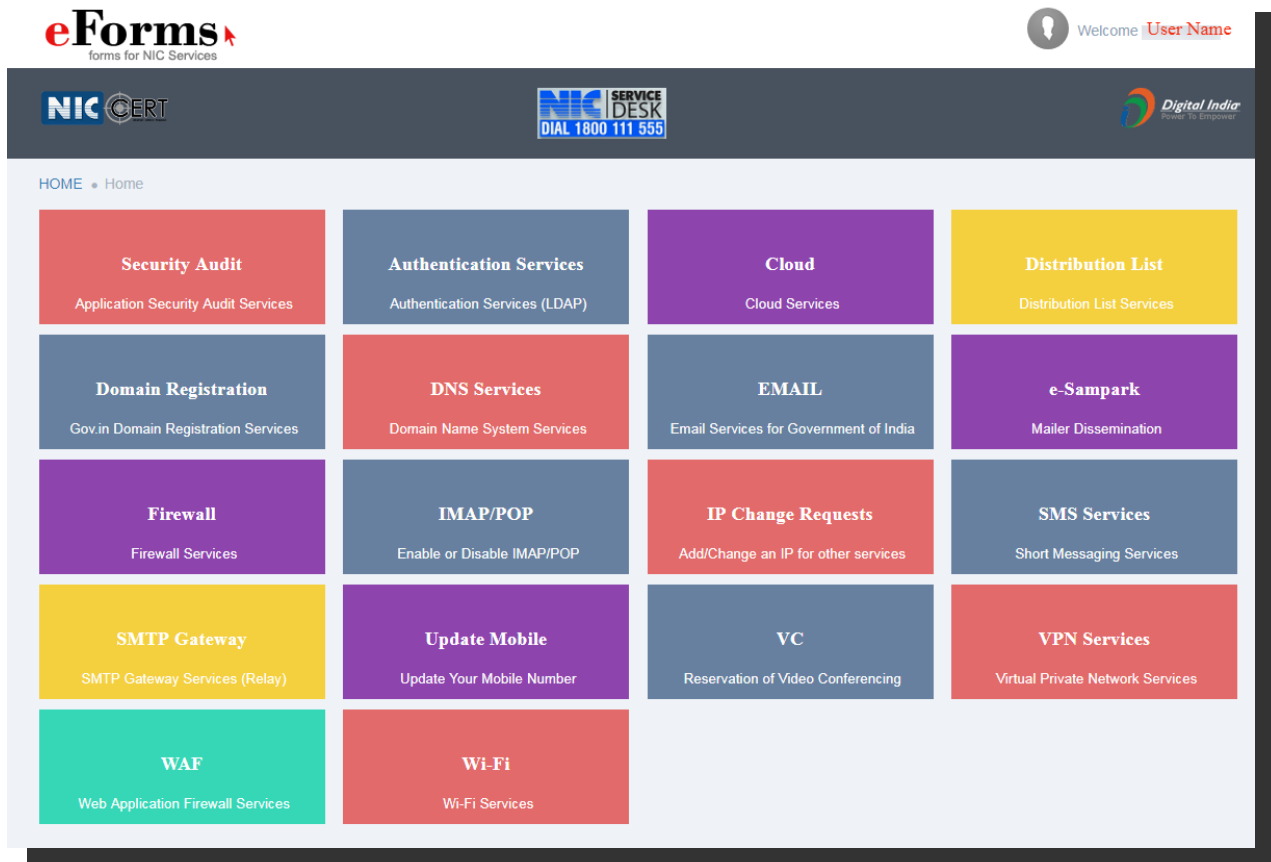
Personal Info **Organizational Info**

Entries marked with asterik (*) are mandatory

Organization Category *	Department *	State *
<input type="text" value="State"/>	<input type="text" value="-SELECT-"/>	<input type="text" value="Delhi"/>
Reporting Officer Email *	Reporting Officer Name *	
<input type="text" value="Enter Reporting Officer Email [e.g. abc.xyz@zxc.com]"/>	<input type="text" value="Enter Reporting Officer Name [Only characters,dot(.) and whitespace allowed]"/>	
Reporting Officer Mobile *	Reporting Officer Telephone *	
<input type="text" value="Enter Reporting Officer Mobile Number [e.g. 9999999999 or +919999999999]"/>	<input type="text" value="Enter Reporting Officer Telephone Number [STD CODE-TELEPHONE]"/>	

SUBMIT

Registration Form- This link helps you to go back to the dashboard where all the forms of NIC services are being placed. You can select any other service you wish to avail. Please refer the image given below:



Single User Subscription

This registration form is designed for the applicants who require a government domain email address.

The applicant will have to fill the form and the details as given in the form and select the requirement as per preference.

The following steps should be followed by the applicant to get a government domain email address:

- i. Open Single User Subscription form.
- ii. Please refer the image below for the reference.
- iii. All the details in the profile of the applicant should be filled by the applicant correctly. All the fields marked as star are mandatory fields; your form will not be processed without filling the mandatory fields.

- IV. The reporting officer can be a government employee with an email address with domain @gov.in/@nic.in or sub domain like@meity.gov.in, @csir.res.in, @cbi.gov.in etc or the email address of the reporting officer can be a non government domain (eg:@gmail.com/@yahoo.com etc). In the case of reporting officer having a non government email address the process will become manual for the applicant. Please refer **point no. x**
- V. Also, ensure if you are opting for a **name based** account then enter your full name in the name field, and if you are opting for **designation based** email address please select designation based option given. The name of reporting officer and the applicant should not be same. The preferred format for name based email id will be [firstname.lastname@nic.in/gov.in\(abc.xyz@nic.in\)firstname.lastname@nic.in/gov.in](#) with last two digit of date of birth/retirement/mobile number (Government employees can avail for @gov.in domain whereas contractual employees are only eligible for @nic.in domain.) For designation based email ids the format is [designation.division-ministrycode@gov.in](#) (if the employee is from central ministry), if DA is given to central ministry then the format is

Note: The organizational details, contact details of the applicant, reporting officer's details will be prefilled in the form. It will appear same as you have filled while creating your profile on eforms or If you are a NIC employee you can send a request to NIC OAD division to update the details of reporting officer. If you want to edit any of these details you can do so by going to your profile which is on the top right on the page. Click on your name and then click on "My Profile", you can then edit any details you want to update. These details will be prefilled in the form which you will fill to request for any email service.

Also ensure that if the applicant is selecting name based account/designation based account, email id's will be created as per the NIC policy on format of email address. https://msgapp.emailgov.in/docs/assets/download/NIC_Policy_on_for_mat_of_e-mail_Address.pdf

Single User Subscription Details

Type of Mail ID: * (Know More)

- Mail user (with mailbox) Application user (without mailbox)

Select any one to proceed, if you need a mailbox with or without mailbox

Date Of Birth * 

Enter Date Of Birth [DD-MM-YYYY]

Date Of Retirement * 

Enter Date Of Retirement [DD-MM-YYYY]

Email address preference: *

- Name Based Designation Based

Select any one of the following in both the cases

Employee Description: *

- Government Official Contractual Employee

Preferred Email Address 1 (Refer email address guidelines) *

Enter Email Address [e.g. abc.xyz@gov.in OR abc.xyz@nic.in]

Preferred Email Address 2 (Refer email address guidelines) *

Enter Email Address [e.g. abc.xyz@gov.in OR abc.xyz@nic.in]

Captcha 

Enter Captcha *

Enter Captcha

Preview and Submit

Click here to preview your form and submit if all the details entered are correct

Preview ✕

 **SINGLE USER SUBSCRIPTION FORM**

Contact details of Applicant

Name of The Applicant *

Enter your full name

Designation *

Employee Code

Office Address:

Postal Address *

State where you are posted *

City *

Pin Code *

Telephone Number :(O) *

Telephone Number :(R)

Enter Telephone Number(R) [STD CODE-TELEPHONE]

Mobile *

Enter your mobile number

E-mail Address *

Enter your email address

Reporting Officer Details

Reporting Officer Email *

Reporting Officer Name *

Reporting Officer Mobile *

Reporting Officer Telephone *

Reporting Officer Designation *

Organization Details

Organization Category

Ministry/Organization *

Department/Division/Domain *

Single User Subscription Details

Date Of Birth *

Date Of Retirement *

Email address preference: *
 Name Based Designation Based

Employee Description: *
 Government Official Contractual Employee

Preferred Email Address 1 (Refer [email address guidelines](#)) *

Preferred Email Address 2 (Refer [email address guidelines](#)) *

I agree to [Terms and Conditions](#)
[Click here to accept the terms and conditions](#)

- vi. After accepting the terms and conditions you can proceed further with your request to submit the form.
- vii. You can edit your form any time before submission by clicking on the edit button. Only the single user subscription details will be editable in the form.
- viii. Now, after clicking on submit, a window will be displayed which will show the details given in the below image.

Reporting Officer Details

Reporting Officer Name

Reporting Officer Email

Reporting Officer Mobile +9188 26

We are sending your request for approval to email address ()

Are you sure you want to submit the form?

- ix. Click on **YES** to proceed further with your request or else click on **NO**.
- x. Now, there will be two possibilities in which user can fill the form:
 - a. **Manual process:** If the applicant has created a profile on

eforms and has given the email address of the reporting officer as a non government domain (e.g. @gmail.com/yahoo.com etc.), in this case the process becomes manual for the applicant. The applicant will fill the online form, and while submission of the form information will pop up mentioning about the offline process. Click on continue to proceed further.

The next window will prompt to download the PDF of the form filled.

Your form has been submitted

Your Registration number SINGLEUSER-FORM2018- 4 has been created successfully

You can use it to track your request. You can track your request using [Track User](#)

You have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms [Track User](#) to get the request processed.

For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in.

[Download PDF](#)