

2022

**NIC** राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre  
MESSAGING AND SMS DIVISION



The purpose of this document is to provide you step by step instructions on how to utilize the eForms service effectively. This manual has been written by Messaging and SMS division, National Informatics Centre, Ministry of Electronics and Information Technology, Government of India

## User Manual Of eForms

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## Introduction

Previously, the process of getting enrolled in NIC services depended on paperwork, however, with rapid technological changes, the process of filling forms online came into existence. Earlier with paperwork, applicants had to fill manual forms that pass through different levels of processing eventually making it a time-consuming process and increasing the difficulty for the applicants to track the status of their own application.

With the eForms, this entire process, right from filling forms till availing services; it has become completely automated and manageable.

## Purpose

The purpose of this document is to provide step by step instructions to the users for filling the forms to avail several services available under the eForms.

## Scope

This manual is meant for Ministries/Departments and States/UT's applicants who are willing to avail NIC services. The services offered by NIC are as follows:

S.No.	Name of the Services
1	Email (@gov.in)
2	Authentication Service (LDAP)
3	Distribution List Service
4	IMAP/POP
5	IP Change Request
6	SMS Service
7	SMTP Gateway Service
8	Update Mobile in (@gov)
9	WIFI Service
10	WIFI Port Service
11	DNS Services
12	VPN Service

## Authorship

This manual has been written by Messaging and SMS division, National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.

## Features

- SMS and Email notification to all the stakeholders on any movement of the request or any modification of request
- Track facility to track the current status and past movements of the request
- Applicant and Reporting Officers can digitally sign the requests.
- Intelligence to alert approving authority while approving any suspicious request
- Intelligence to stop suspicious users
- Custom Workflow for different services
- Multi-department integration through web-services for seamless data sharing
- Single click for ID creations and closure of the different services
- Dashboard to all stakeholders to view approved, forwarded, submitted, rejected, pending and completed requests
- Filter and Search facility to search and filter the requests on the basis of service, applicant's email and status of the requests
- Raise/Interactive Chat features between stakeholders to interact among each other
- Generate PDF facility to generate PDF of the request dynamically
- Download/Upload multiple documents facility to download/upload ID proofs or any other related documents
- Preview facility to check the form before submitting/approving it

## Portal Workflow

Portal Workflow is an introductory video about the eForms

## Services Tab

Provides brief introduction of the on-boarded services as shown below: -

**Forms**  
FORMS FOR NIC SERVICE

HOME **SERVICES** PROCESS FEEDBACK CONTACT US LOGIN

### Services

**Authentication Services (LDAP)**

This registration form is designed to access the Central Repository of NIC and to authenticate user through it.

**Distribution List Services**

This registration form is designed to create a distribution list for information disbursement through email.

**VPN Registration**

This registration form is designed for the applicants who require a Virtual Private Network to access Intranet.

**DNS Services**

This registration form is designed to register a domain for NIC Private/Public IP Pool (164.100.X.X) and NIC IPV6 addresses.

**Email Service**

This registration form is designed for the applicants who need a government Email account provided by NIC.

**SMS Service**

SMS service allows you to register for following services PUSH / PULL / OBD / MISSED CALL / OTP SERVICE / QUICK SMS.

**WIFI Service**

This registration form is designed to access NIC WIFI service to use internet. For every user maximum 3 devices are allowed.

**SMTP Gateway**

SMTP Service allows you to register for Relay (SMTP gateway) service to send emails from applications (only outgoing mails).

**Update Mobile Service**

Update Mobile Service allows you to Update your Mobile Number in NIC central Repository against the your id.

## In Focus

**Forms**  
FORMS FOR NIC SERVICE

HOME SERVICES **IN FOCUS** FEEDBACK CONTACT US FAQs LOGIN

### In Focus

**GEM(PSU)**

GEM(PSU) users must select GEM Subscription option in email service for creating the Email ID's.

[Click Here](#)

**Compatibility**

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

[Check Now](#)

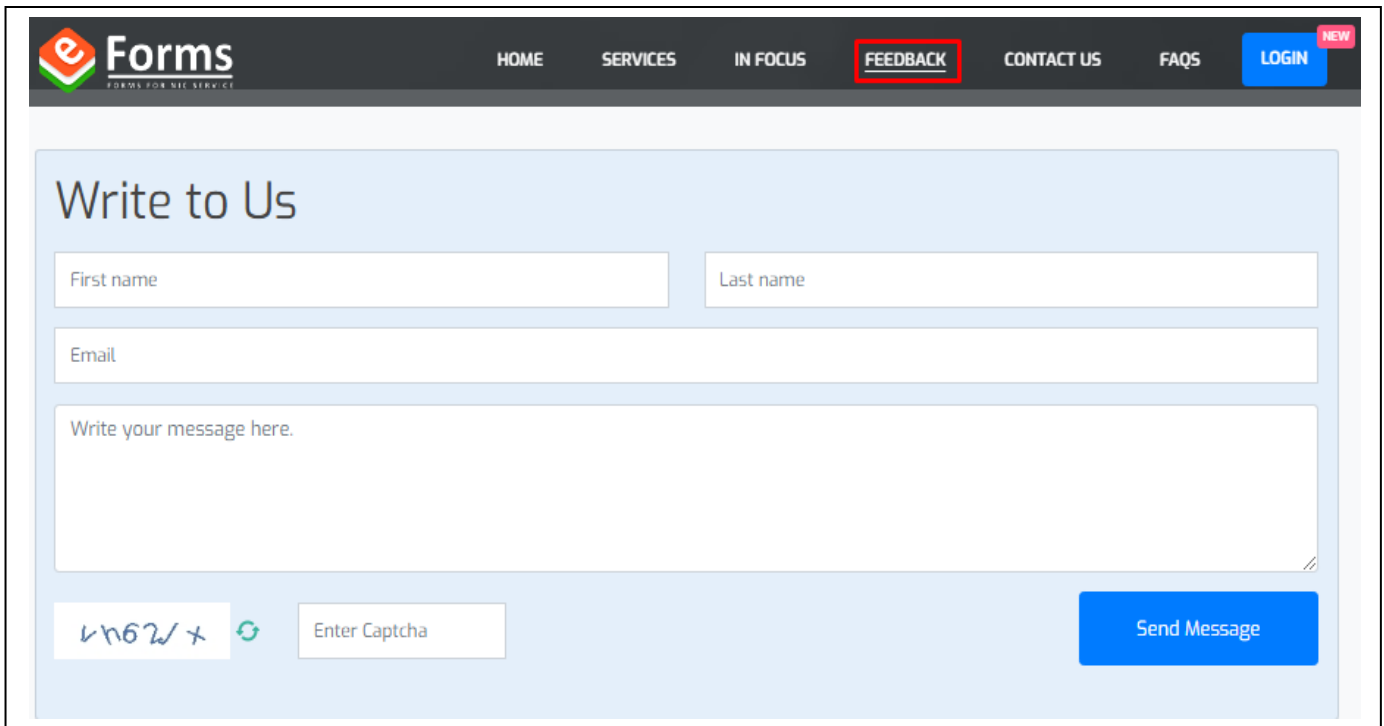
**User Manual**

For any assistance regarding this application please Download eForms Manual

[User Manual](#)

## Feedback

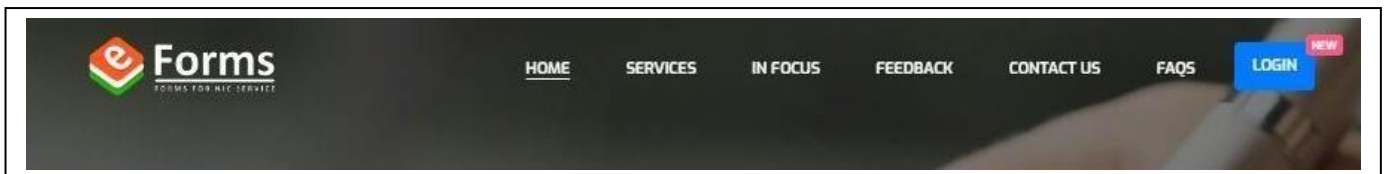
Users can provide us with feedback/queries about the eForms by using this feature.



The screenshot shows the 'eForms' website header with navigation links: HOME, SERVICES, IN FOCUS, FEEDBACK (highlighted with a red box), CONTACT US, FAQs, and a LOGIN button with a 'NEW' tag. Below the header is a 'Write to Us' section with a light blue background. It contains input fields for 'First name' and 'Last name', an 'Email' field, and a large text area for 'Write your message here.'. At the bottom of the form is a CAPTCHA image showing the text '1n62/x' and a 'Send Message' button.

## HOW TO REGISTER?

1. You can open the eForms from the URL <https://eForms.nic.in>
2. You will now see the home page of the eForms.
3. Click on login button given on the top right corner of the home page, as shown below.



4. You can choose either of the options (marked in red color box) such as:
  - i. Login with Parichay (SSO)
  - ii. Login with eForms



## LOGIN CONSOLE (Government User)

### Login with Parichay (SSO)

This link will direct the user to the Login console of Parichay (SSO) portal where the government user possessing government/NIC Email ID will only be allowed to login.

1. User will login to Parichay (SSO) with his/her credentials by entering registered Email ID and password.
2. User has to verify the Two –Step Authentication by choosing any of the option given on the “Two-Step Authentication” console.



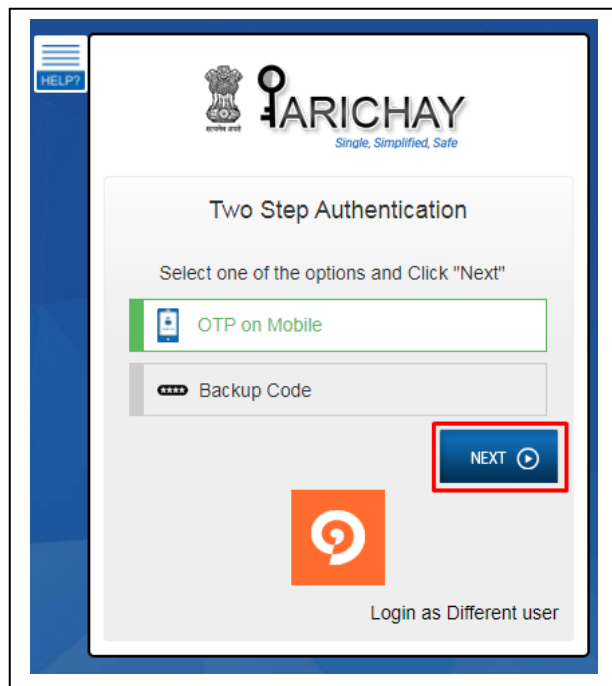
The screenshot shows the Parichay login console. At the top, it says "Powered by: NIC" (National Informatics Centre) with the NIC logo. The Parichay logo is also present, with the tagline "Single, Simplified, Safe". Below the logo, it says "Welcome. Please sign-in". There are two input fields: one for the email ID (with a redacted address ending in @nic.in) and one for the password (masked with dots). A "NEXT" button with a right arrow is at the bottom right of the form.



The screenshot shows the "Two Step Authentication" console. It asks the user to "Select one of the options and Click 'Next'". There are two options: "OTP on Mobile" (selected with a blue bar) and "Backup Code". A "NEXT" button with a right arrow is at the bottom right. Below the options, there is a large orange square with a white Parichay logo and the text "Login as Different user" below it.

3. For instance, user selects option: OTP on Mobile and clicks on Next button.
4. In next step, enter OTP provided on the registered mobile no. and click on Next button.





HELPER

**ARICHAY**  
Single, Simplified, Safe

### Two Step Authentication

Select one of the options and Click "Next"

☒ OTP on Mobile

☐ Backup Code

**NEXT**



Login as Different user



HELPER

**ARICHAY**  
Single, Simplified, Safe

### OTP Authentication

.....

OTP successfully sent to registered Mobile/GIMS +91\*\*\*\*\*7506.

☐ Show OTP

☐ Don't ask me again on this Device

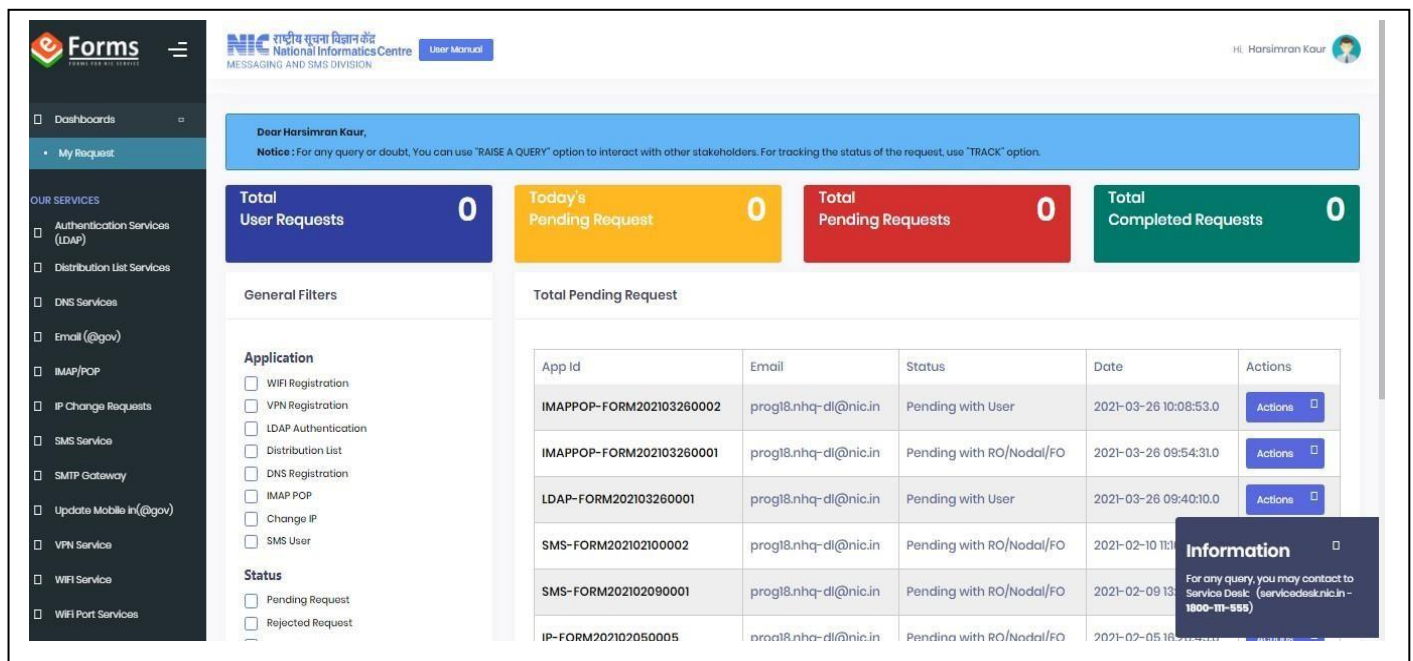
[Resend OTP](#)

**NEXT**



Login as Different user

5. User will be logged in to the eForms portal.



**eForms** | National Informatics Centre | User Manual

Hi, Harsimran Kaur

Dear Harsimran Kaur,  
Notice: For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.

**Total User Requests** 0

**Today's Pending Request** 0

**Total Pending Requests** 0

**Total Completed Requests** 0

General Filters

**Application**

- ☐ WIFI Registration
- ☐ VPN Registration
- ☐ LDAP Authentication
- ☐ Distribution List
- ☐ DNS Registration
- ☐ IMAP POP
- ☐ Change IP
- ☐ SMS User

**Status**

- ☐ Pending Request
- ☐ Rejected Request

**Total Pending Request**

App Id	Email	Status	Date	Actions
IMAPPOP-FORM202103260002	progl8.nhq-dl@nic.in	Pending with User	2021-03-26 10:08:53.0	<a href="#">Actions</a>
IMAPPOP-FORM202103260001	progl8.nhq-dl@nic.in	Pending with RO/Nodal/FO	2021-03-26 09:54:31.0	<a href="#">Actions</a>
LDAP-FORM202103260001	progl8.nhq-dl@nic.in	Pending with User	2021-03-26 09:40:10.0	<a href="#">Actions</a>
SMS-FORM202102100002	progl8.nhq-dl@nic.in	Pending with RO/Nodal/FO	2021-02-10 11:00:00.0	<a href="#">Actions</a>
SMS-FORM202102090001	progl8.nhq-dl@nic.in	Pending with RO/Nodal/FO	2021-02-09 13:00:00.0	<a href="#">Actions</a>
IP-FORM202102050005	progl8.nhq-dl@nic.in	Pending with RO/Nodal/FO	2021-02-05 15:00:00.0	<a href="#">Actions</a>

**Information**

For any query, you may contact to Service Desk: (servicedesk@nic.in - 1800-111-555)

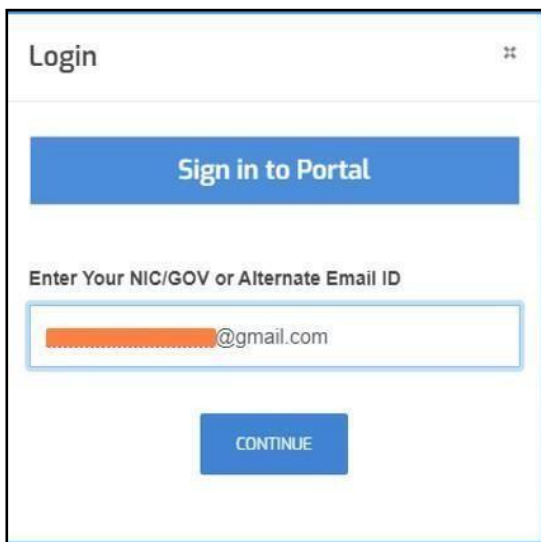
## Login with eForms

Users selecting this option must have Government/NIC Email ID which exists in LDAP. Hence, the entire login process remains the same as explained above.

## LOGIN CONSOLE (Non-Government User)

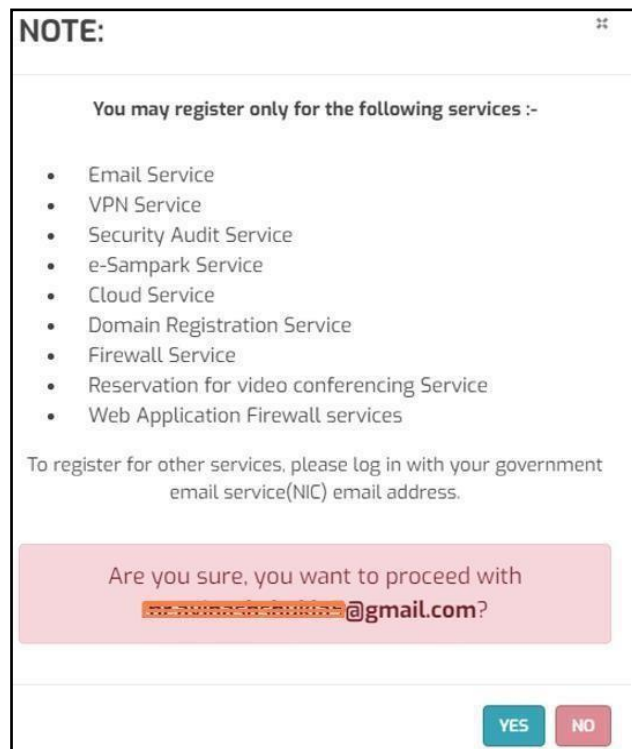
Shown below are screenshots of how a login for a Non-Government email looks like.

### Step 1: Email Input Text Area



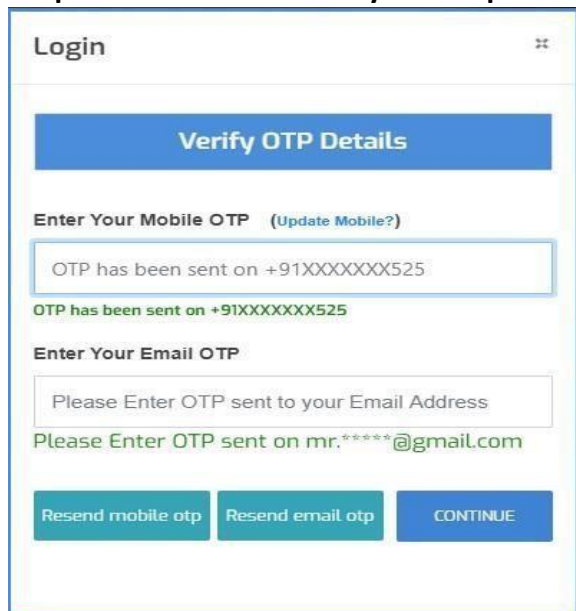
The screenshot shows a login interface with a title bar 'Login'. Below the title bar is a blue button labeled 'Sign in to Portal'. Underneath is a text input field with the placeholder text 'Enter Your NIC/GOV or Alternate Email ID'. The input field contains the text '\*\*\*\*\*@gmail.com'. Below the input field is a blue button labeled 'CONTINUE'.

### Step 2: Read Instruction carefully



The screenshot shows a 'NOTE:' section with a list of services: Email Service, VPN Service, Security Audit Service, e-Sampark Service, Cloud Service, Domain Registration Service, Firewall Service, Reservation for video conferencing Service, and Web Application Firewall services. Below the list is a message: 'To register for other services, please log in with your government email service(NIC) email address.' At the bottom is a pink box with the text 'Are you sure, you want to proceed with \*\*\*\*\*@gmail.com?' and two buttons: 'YES' and 'NO'.

### Step 3: Enter OTP and verify the "Captcha"



The screenshot shows a login interface with a title bar 'Login'. Below the title bar is a blue button labeled 'Verify OTP Details'. Underneath is a text input field with the placeholder text 'Enter Your Mobile OTP (Update Mobile?)'. The input field contains the text 'OTP has been sent on +91XXXXXX525'. Below the input field is a green text message: 'OTP has been sent on +91XXXXXX525'. Underneath is another text input field with the placeholder text 'Enter Your Email OTP'. The input field contains the text 'Please Enter OTP sent to your Email Address'. Below the input field is a green text message: 'Please Enter OTP sent on mr.\*\*\*\*\*@gmail.com'. At the bottom are three buttons: 'Resend mobile otp', 'Resend email otp', and 'CONTINUE'.

## First time User

1. If you are an applicant who is using the portal for the 1st time, you will be prompted with a window that would ask for your email address and you can click on submit. A new window will appear which prompts to enter the applicant's mobile number. The OTP will be sent to the given email address and mobile number both. The user can use either of them or both, to login to the portal.
2. After submission, a new profile page will appear. The applicant will have to fill the complete personal as well as organizational information on the profile page to proceed further.

3. The personal information includes fields like:

- User name
- Employee code
- Mobile number (which will be auto-filled)
- Email address
- Telephone number (O/R) in the format mentioned
- Designation
- Official address
- The state posted (select from the drop-down)
- District name
- Postal address

4. Click on continue to proceed. Enter your organizational information to register your profile in the eForms portal. The details to be submitted include fields like: -

- Organization category
- Ministry/Organization
- Department/Division/Domain

5. Reporting/Nodal/forwarding officer email (If the applicant is a NIC employee the details of the reporting officer can be edited by sending a request to the NIC OAD division)

- Reporting/Nodal/forwarding officer Name
- Reporting/Nodal/forwarding officer Mobile
- Reporting/Nodal/forwarding officer Telephone
- Reporting/Nodal/forwarding officer Designation

## Existing User

1. The applicant will login using the credentials (NIC/Gov email address or any alternate email address). The email address from which the applicant logs in to the portal, already exists in our database. Hence, it will display the registered number on which the OTP will be sent for login.

Enter the OTP received on the mobile number and click on continue. In any case, if you haven't received the OTP you can click on "Resend OTP", you will receive another OTP, which you can enter and click on continue to proceed further.

### NOTE

The domain of the email address of the 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.

2. The eForms portal has made it mandatory for applicants to have a permanent profile to be created and saved so it is pre-filled in the registration form of NIC services.
3. 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.

## Home Page

Once the applicant log's in, he/she will be able to view a page where there will be many options available. Here are the options mentioned below: -

## Dashboard

Dashboard provides user a glimpse of the type of information one can see depending on the role and rights of the user. Apart from this feature, Dashboard provides information about all the services available (Discussed below) as well as total user request, pending requests in any, total pending request, Total request completed.

Dashboard Panel: Once you will login in to dashboard, you can easily see the type of role one is assigned on the left on the panel, as shown in the diagram.



For other types of dashboard, all the details are mentioned below.

2. RO Dashboard
3. CO Dashboard
4. Support
5. Admin
6. Delegated Admin

To understand the difference between each dashboard and how the positions within the eForms operate it is important to know roles and objectives of each.

### **1. Role of Applicant:**

The applicant will fill the form using the eForms portal. If the email address of the applicant through whom he is trying to login to the portal is of a non-government domain, it will be prompted to enter the mobile number on which OTP will be received. Also, OTP will be sent to both email addresses and mobile numbers.

The new user can authenticate using either the OTP's or any one of them. However, after the final submission of the profile, it will be prompted to authenticate using the OTP sent on the mobile number/email address.

The applicant will fill the profile information on eForms portal which will include the details like personal and organizational information. In the organizational information, if the applicant's reporting officer's email address is a government domain, in this case, the process becomes online. The applicant will fill the form and after submission will be asked for three options:

- i. E-sign the document with Aadhar.
- ii. Proceed online without Aadhar.
- iii. Proceed manually by uploading the scanned copy

The online process of the eforms portal depends on the email address of the reporting officer. If the reporting officer of the applicant is a government employee whose email address ends with a government domain and exists in our database, in this case, the process of submission of online forms becomes online. This is irrespective of the applicant's email address.

### **2. Role of Undersecretary/JS/Secretary:**

If the email address of the reporting officer is a non-government domain (eg: @gmail.com, @yahoo.com, etc.), the requirement to fill the details of Undersecretary/JS/Secretary becomes mandatory.

Once the applicant fills the registration form, the same will be forwarded to the Undersecretary/JS/Secretary for approval. A link to accept or decline requests along with the details of the applicant will be sent to the undersecretary/JS/secretary email address (as mentioned in the profile of the applicant) and mobile number.

This link is valid until 7 days, after which it will expire and the application form will be rejected automatically. After the confirmation of undersecretary/JS/secretary, the form will be forwarded to the concerned NIC coordinator/Delegated administrator for further action.

### **3. Role of Reporting Officer:**

If the reporting officer's email address is a government domain (exists in our database), then the application filed by the applicant will be forwarded to the concerned reporting officer. Once the application form is submitted by the applicant, an email confirmation sent is to the reporting officer's email address stating to take necessary action against the request. The reporting officer will login to the eForms portal, using the credentials as mentioned in the email (i.e. login id), enter the OTP sent to your registered mobile number and proceed.

After login a dashboard will appear, in which all the requests pending or completed by the reporting officer will be visible. Apply filter on the listed service and click on the action button in front of the registration number. The following actions can be performed by the reporting officer:

- i. Preview/Edit
- ii. Approve
- iii. Reject
- iv. Track
- v. Generate Form
- vi. Upload multiple docs
- vii. Download multiple docs
- viii. Download docs uploaded by the user
- ix. Raise/ Respond to query

After the action by the Reporting Officer, the request will go to the concerned Delegated Administrator/NIC Coordinator of the applicant's Ministry/Department/State.

### **4. Role of NIC Coordinator:**

In the manual process, after the approval by undersecretary/ JS/secretary, the form will be forwarded to the concerned NIC Coordinator/Delegated Administrator for approval. The NIC coordinator can download the form uploaded by the applicant. The coordinator can also respond to various queries



raised by the applicant. There is a provision to download the uploaded documents. The coordinator can perform various actions like:

- i. Preview/Edit
- ii. Reject
- iii. Generate Form
- iv. Upload/Change Scanned form
- v. Download uploaded form
- vi. Raise/ Respond to query

## **5. Role of Support:**

- Support team plays one of the most vital roles in the process of approval and rejection of an application. The role of a support also comes with a privilege where they can choose or add a DA, Coordinator and even an Admin.
- Support with the help of App ID (Registration #) can easily track the status of the application right from the beginning.
- It also has a special role where Support can use Search Functionality based on keyword and role of a person on the bases of their name. Once the search is complete, Support team can see all the forms which are filled by the searched name.

## **6. Role of Admin:**

- Admin Panel is more like the closing panel where the final stating of the eForms takes place.
- The user in the last process once closed receives a username and password which is created by the admin panel.

## **7. Delegated Admin:**

The states that have been given the delegated administrator console will be responsible of creation of email accounts after the approval from reporting officer.

1. Any modification or deletion in the email address of the applicant will be done by the DA's using the DA console given to them. The DA console is accessible only through VPN.
2. If the user has any query regarding the email account creation he/she may contact the delegated administrator directly.
3. Administrators which have been delegated to manage accounts of a particular department/organization.

4. It gives independence of managing their respective accounts under their own business organizations (BO's).
5. These administrators can create, delete, activate, deactivate accounts, can manage the size of mailboxes of a particular user of their department, can enable/disable IMAP and POP, can change the password etc.
6. The delegated administrative console is given to organizations which are using e-mail services of NIC under free/paid categories.

## About Manual and Online Process

There are 2 possibilities in which the user can fill the form:

### 1. 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.

#### *Prerequisites for new users*

- The form consists of personal as well as organizational information. The applicant will have to fill all the fields marked with a \* (mandatory) sign.
- If the email address of the reporting officer is of a non-government domain, the applicant will have to provide the details of undersecretary/JS/secretary (Name, email address, mobile number, landline number, and designation). A link will be sent to undersecretary and above for approval or rejection of the application form.
- This link will be sent to the email address mentioned in the profile information and will be valid for 7 days. If the link expires the application form will be automatically rejected and the applicant will have to apply again using the eForms portal.

#### *Prerequisites for Existing users*

- If the applicant has already created a profile on the eForms portal, and the email address of the reporting officer is a non-government domain, the applicant will have to provide the details of undersecretary/JS/secretary in the profile.
- The registration form will be filled by the applicant, it will be sent to the concerned undersecretary/JS/secretary for approval (a link and SMS will be sent to the registered email address and mobile number of undersecretary/JS/Secretary).

- Once the application form is approved by the official it will be forwarded to the concerned NIC Coordinator/Delegated Administrator for necessary action. The final action is taken by the admin for the request submitted by the applicant and approved by the NIC coordinator/DA. The applicant will receive a message once the request is completed/ rejected by the admin.
1. The applicant will fill the registration form; after the final submission of the form the applicant will be directed to download the form (PDF file). The downloaded PDF form can be uploaded using the dashboard of the user module.
  2. Click on “My Request” option on the left pane of the dashboard, you will be able to view the request submitted by you.
  3. Select the service for which you wish to upload your documents and apply the required filter.
  4. Click on the request for which you want to upload the form and then click on “Action” button, you will see a drop-down menu in which multiple options are present, click on upload/change scanned forms and select the downloaded form from your PC/Laptop.

## **2. Online Process of eForms:**

In the online process of the eForms user has two options namely:

1. E-sign the document with Aadhaar Card
2. Proceed online without Aadhaar Card
3. Proceed manually by uploading the scanned copy

The applicant can use any one of the options as per the convenience.

- In the online process, user’s request will be forwarded to the Reporting Officer for approval.
- After the approval from the Reporting Officer, the request will be forwarded to the NIC Coordinator/Delegated Administrator.
- Once NIC Coordinator approves the request, the request will be forwarded to the Admin/Support Team for approval and closure of the request.

If an applicant is a NIC employee, the details of the reporting officer remains non-editable. In this case, the NIC employee will send a request to [eforms@nic.in](mailto:eforms@nic.in) for change of the reporting officer details.

Dear Ms Meenaxi Indolia,

Notice : For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.

**Total User Requests 142** **Today's Pending Request 0** **Total Pending Requests 87** **Total Completed Requests**

**General Filters**

**Application**

- ☐ Bulk User
- ☐ Distribution List
- ☐ DNS Registration
- ☐ GEM User
- ☐ IMAP POP
- ☐ Change IP
- ☐ LDAP Authentication
- ☐ Mobile change
- ☐ NKN User
- ☐ Relay Server

**Total Pending Request**

Show 10 entries

App Id	Email	Status	Date	Actions
GEM-FORM20191010001	meenaxi.nhq@nic.in	Pending with RO/Nodal/O	2019-11-01	Actions
WIFI-FORM201804120004	meenaxi.nhq@nic.in	Pending with Support		Preview / Edit Reject Track Generate Form Upload Multiple Docs Download Uploaded Docs Raise/Respond to Query
LDAP-FORM20191010001	meenaxi.nhq@nic.in	Pending with Admin		
IMAPPOP-FORM201910150001	meenaxi.nhq@nic.in	Pending with RO/Nodal/O		
LDAP-FORM201910150001	meenaxi.nhq@nic.in	Pending with RO/Nodal/O		
IMAPPOP-FORM201910140001	meenaxi.nhq@nic.in	Pending with RO/Nodal/O		

- The file size of the (.pdf) file should be less than 1 MB in size. Click on upload once you have chosen the file. Your form will be uploaded successfully. You can also upload the supporting documents along with the form, just click on "upload multiple docs" option, browse the document from your PC/Laptop and click on upload, the documents will be uploaded successfully. However, if the applicant wants to verify the documents, there is an option to download the documents as well.

**NOTE:** The form can be edited any time by the applicant till the form finally reaches the next level, i.e. Reporting Officer.

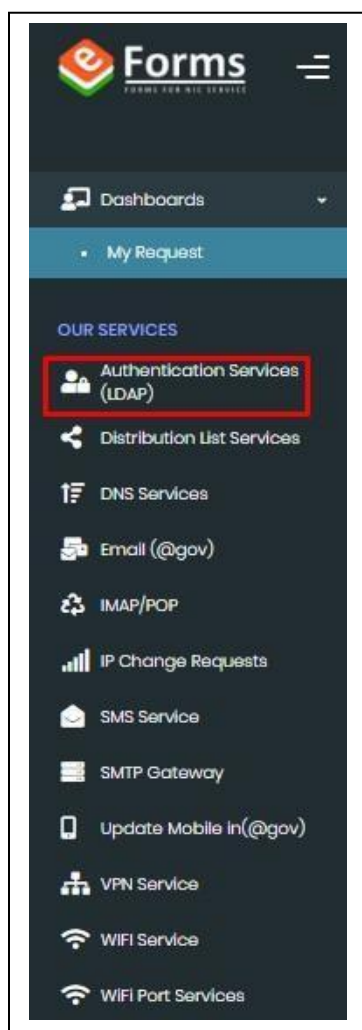
An applicant can also track the status of the application form by switching to the dashboard, click on "My Request", select the service from the list and then click on the action button in front of the registration form number which you want to track. The pop-up window will display the details like application reference number, applicant's name, email, mobile, applied date. It also displays, whether the applicant is an online/manual user and to which step the application form has been reached along with the full timestamp. The action button displays the following options for the applicant:

- Preview/Edit
- Reject
- Track
- Generate Form
- Download scanned form
- Upload multiple docs

- vii. Upload/Change scanned form
- viii. Download uploaded docs
- ix. Raise/Respond to query

## Our Services Tab

This option displays the list of online forms available in the eForms portal. The applicant may choose any of the services as per the requirement.



### Authentication Services (LDAP)

Steps to be followed for Authentication Service (LDAP) Subscription:

1. Enter <https://eForms.nic.in> on your browser.
2. Login using your credentials and create your profile on the portal (in case you are a new applicant) else, proceed further with your request. On the left-hand pane of the portal click on the “Authentication Services (LDAP)” form.
3. You will be prompted to fill the fields mentioned below:
  - a. Name of the application
  - b. Application URL
  - c. IP1 from which you will access LDAP Server (mandatory field) - If you don't know your IP, click on “know your IP” and proceed further. You can add at least 2 IP addresses from which you will access LDAP server. The format of IP address is xx.yy.zz.aa (e.g.: 10.10.10.10).
  - d. IP2 from which you will access LDAP Server (optional)
  - e. Domain/Group Of People who will access this application
  - f. Server Location- Select from the drop-down list
  - g. Is the application enabled over https: (select YES/NO)
  - h. Is the application security audit cleared: (Select YES/NO) - If you select “Yes” you will have to upload the security audit certificate, and if you select “NO” then the LDAP certificate would be available for 1 month, that too for specific id's only.
  - i. The application should have a Security audit clearance certificate, the file should be in PDF format and the size should be less than 1mb.
4. Ensure that the application is enabled over https. There is no option for selection of NO as it is mandatory for the application to be enabled over https:
5. Enter the “Captcha” value to proceed with the preview and submission of the form.

6. You can edit the form before the final submission. Your form will be forwarded to the respective reporting officer as mentioned in your profile information for necessary action.
7. The application can be processed in two ways:
  1. Proceed online without Aadhaar (In this process the form will be sent to the concerned reporting officer for approval, after which the form will be forwarded to the respective NIC Coordinator/Delegated Administrator for necessary action.
  2. The admin will then process the request and a confirmation SMS and email will be sent to the applicant with the credentials or with information that Wi-Fi has been enabled on your device.
  3. Proceed Manually (In this process you will have to download the form and proceed. The process in the section ("[About Manual and Online Process](#)")
8. You will be shown the prerequisite of integration and checking of LDAP authentication for your application.
9. Click on YES if you are able to do telnet the LDAP server else click on NO. Follow the steps as mentioned in the figure given below.
10. You can submit the form and will receive a registration number to track your form.

**LDAP Request Form**

**Name of the Application \***

Enter Name of the Application [characters, dot(.) and whitespace]

**Application URL \***

Enter Application URL [e.g: (https://abc.com)]

**IP1 from which you will access LDAP Server \* (Know Your IP)**

Enter Application IP1 [e.g: 10.10.10.10]

**IP2 from which you will access LDAP Server**

Enter Application IP2 [e.g: 10.10.10.10]

**Domain/Group Of People who will access this application \***

Only [Alphanumeric, dot(.), comma(,), hyphen(-), slash(/) and whitespace]

**Server Location \***

NDC Delhi ▼

Is the application enabled over https: \*

☒ Yes ☐ No


Is the application security audit cleared: \*

☒ Yes ☐ No

Application should have Security audit clearance certificate. Upload certificate in PDF format (less than 1mb) \*

Select File

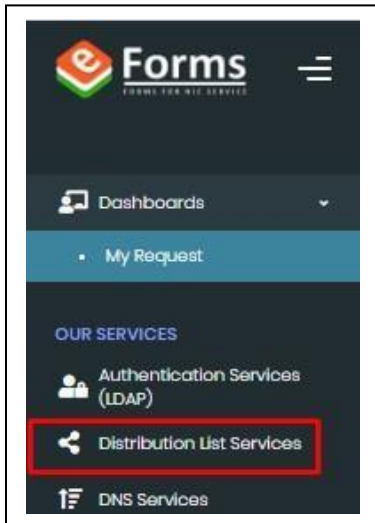
Browse

Captcha 

Enter Captcha \*

Enter Captcha

Preview and Submit



## Distribution List Services

After login into the eForms portal, you will see the list of services on the left panel.

1. Click on the Distribution List form to proceed with your request.
2. Read the instructions carefully given while filling the form.

## Single Request

1. Enter the name of the list which you want to keep. Please note append @lsmgr.nic.in after the list name. Now enter the description of the list.
2. You can also assign a moderator to the list who will be responsible for any action taken on the list or click on No if you want the list to be open for all the list members.

 A screenshot of the eForms 'Distribution List Services' form. The form is titled 'Form Details - Step 1 of 2' and shows a progress bar with 'Step 1' active. Below the progress bar, there are radio buttons for 'Single request' (selected) and 'Bulk request'. The 'Distribution List Details' section contains a note and a list of instructions.
 

**NOTE: Please read all instructions carefully and select the required services.**

- Entries marked with asterisk (\*) are mandatory
- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
- NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to [servicedesk@nic.in](mailto:servicedesk@nic.in)



Name of the list (append @ismgr.nic.in after list name)* <input type="text" value="Eg: abc.def@ismgr.nic.in [dot(.) or hyphen(-) with 6-20 characters in list name]"/>	Description of List* <input type="text" value="Enter Description of List [characters, dot(.) and whitespace]"/>
Will the List be moderated? * <input checked="" type="radio"/> Yes(recommended) <input type="radio"/> No	Are only members allowed to send mails to the list? * <input checked="" type="radio"/> Yes(recommended) <input type="radio"/> No
Is list temporary (if yes, indicate validity date)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Will list accept mail from a non-NICNET email address (from internet like gmail, yahoo etc)? * <input type="radio"/> Yes <input checked="" type="radio"/> No(recommended)	
Total number of member count of the list (approx) * <input type="text" value="Total numbers of members"/>	
<input type="button" value="Continue &gt;"/>	


3. Also select whether the list is temporary, if yes mention the validity date.

Will the List be moderated? * <input checked="" type="radio"/> Yes(recommended) <input type="radio"/> No	Are only members allowed to send mails to the list? * <input checked="" type="radio"/> Yes(recommended) <input type="radio"/> No																																										
Is list temporary (if yes, indicate validity date)? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Validity date* <input type="text" value="Enter Validity Date [DD-MM-YYYY]"/>																																										
Will list accept mail from a non-NICNET email address (from internet like gmail, yahoo etc)? * <input type="radio"/> Yes <input checked="" type="radio"/> No(recommended)	<div> <div> <input type="button" value="Continue &gt;"/> </div> <div> <div> <div> <input type="button" value="Dec"/> <input type="button" value="2019"/> </div> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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8	9	10	11	12	13	14																																					
15	16	17	18	19	20	21																																					
22	23	24	25	26	27	28																																					
29	30	31																																									

4. Specify whether only the members are allowed to send mails to the list or not. Make the selection appropriately as per your choice.
- i. Your list will be created and the applicant will be notified by SMS and email which will be sent to the respective email address and mobile number.

Will the List be moderated? * <input checked="" type="radio"/> Yes(recommended) <input type="radio"/> No	Are only members allowed to send mails to the list? * <input checked="" type="radio"/> Yes(recommended) <input type="radio"/> No
---	---

5. Now if you are the moderator of the list, then enter the moderator name, email address, and mobile number. Enter the correct Captcha and click on the preview and submit button.

**Moderator Details**  
☐ **Are you the Moderator admin of the List?**  
Moderator Name \*  
  
Moderator E-mail Address \*  
  
Moderator Mobile \*  
  
  
Captcha  Enter Captcha \*

6. The form will be submitted and will be sent to the reporting officer for necessary action.

7. The application can be processed in two ways: -

- i. Proceed online without Aadhaar (In this process the form will be sent to the concerned reporting officer for approval, after which the form will be forwarded to the respective NIC coordinator/Delegated Administrator for necessary action. The admin will then process the request and a confirmation SMS and email will be sent to the applicant with the credentials or with information that Wi-Fi has been enabled on your device.
- ii. Proceed Manually (In this process you will have to download the form and proceed. The process in mentioned in the section ("[About Manual and Online Process of eForms Portal](#)".)

## Bulk Request

1. For bulk request, select the Excel file in correct format and upload the same in the application form

eForms - Dashboards - Distribution List Services

Form Details - Step 1 of 2

1 Step 2 Step

☐ Single request ☒ Bulk request

Please upload the Excel file

Select File Browse

Captcha aWtXw7 Enter Captcha\*

Enter Captcha

Preview and Submit

2. Enter the correct Captcha value and submit the form. For the remaining process refer **“Distribution List (Single Request)”**.

eForms - Dashboards - Distribution List Services

Form Details - Step 1 of 2

1 Step 2 Step

☐ Single request ☒ Bulk request

Please upload the Excel file

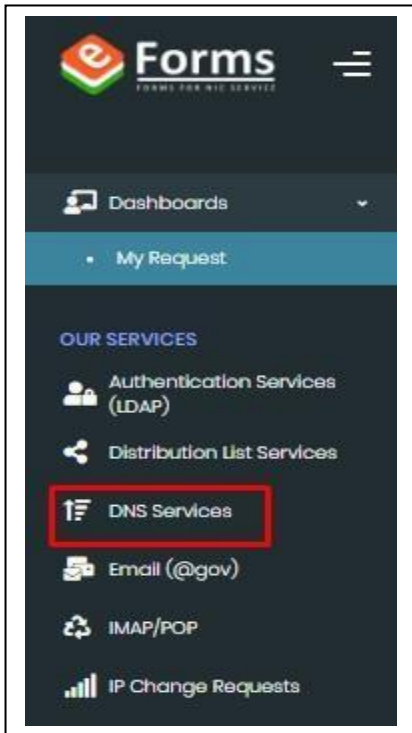
Select File Browse

Captcha aWtXw7 Enter Captcha\*

aWtXw7

Preview and Submit

## DNS Services



Steps to avail DNS services as given below:

1. Open the URL <https://eForms.nic.in>.
2. Enter the valid credentials and login to the portal.
3. On the left pane of the page click on DNS service option.
4. You will see two options on the dashboard:
  - i. DNS User Subscription (Manual Entries)
  - ii. DNS Bulk Subscription through (File Upload)
5. Read the instructions carefully before filling the form. Fill all the mandatory fields marked with (\*).
6. User can follow below process for any of the options as mentioned in point no. 4.

### DNS User Subscription through (Manual Entries)

1. Make your selections, if your request is for New, Modify or Delete DNS entry.
2. Enter the domain name, CName (Canonical Name) and IP Address. A user can enter multiple IP addresses by clicking on the “+” sign.
3. Enter the web server location (only alphanumeric, white space and., #/ () are allowed).
4. Select record addition and check the checkbox for MX, PTR, TXT, SRV, SPF, and DMARC.

DNS Services

DNS History

☒ DNS User Subscription Through (Manual Entries)
 ☐ DNS User Subscription Through (File Upload)

DNS Entry Details

This registration form is designed for generating a request for DNS entry in NIC DNS Server. DNS services for websites being hosted in NIC NDC & SDC.

**NOTE: Please read all instructions carefully and select the required services. (Refer [Steps & Guidelines for DNS Entry](#)) \***

- Entries marked with asterisk (\*) are mandatory
- First confirm MX pointer(mailgw.nic.in) from Mrs. Rajeshwari/ Mrs. Seema Khanna (rajp@nic.in/seema@gov.in) if related to NIC Mail Service
- Kindly forward sub level domain entry (related to 'gov.in') through support@registry.gov.in
- NIC Domains are NOT allowed for PSUs (Public Sector Undertaking).

Request For:

☒ NEW
 ☐ MODIFY
 ☐ DELETE

Other Record Addition:

☐ CNAME
 ☐ MX
 ☐ PTR
 ☐ TXT
 ☐ SRV
 ☐ SPF
 ☐ DMARC

Fully Qualified Domain Name\*


CNAME

IP Address A OR AAAA \*

Web Server Location\*

Migration Date

+ Add Record

Enter Captcha\*  
 Captcha 

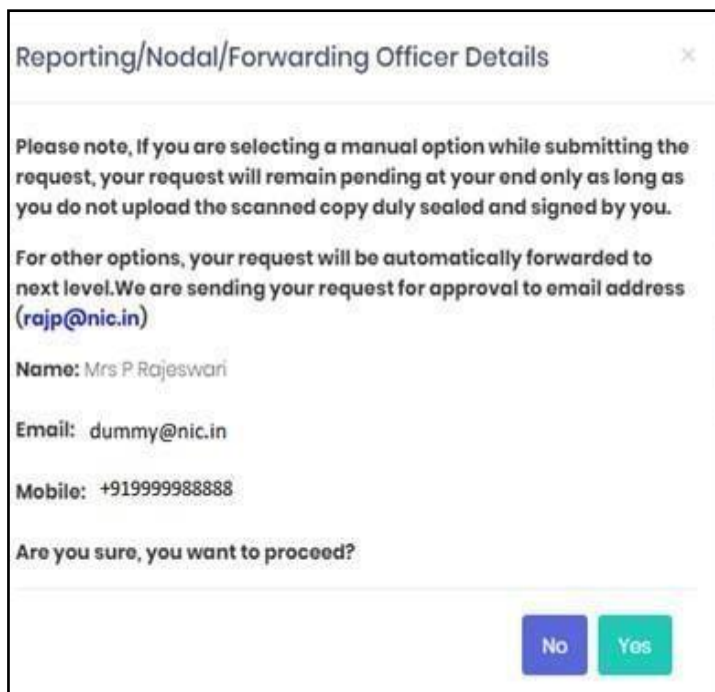
Preview and Submit

- If you have made the selection as MX, then the request will be sent to Mr. Rajesh Singh ([rajesh.singh@nic.in](mailto:rajesh.singh@nic.in)) or Mrs. P. Rajeswari ([rajp@nic.in](mailto:rajp@nic.in)) for approval.
- For other additions, the request will be sent to the Admin for necessary action.
- Enter the Captcha and click on preview and submit.
- You will view the preview of the form. You have the option to edit the form, only the organizational detail and new request DNS entry details are editable. Click on “Agree the Terms and Conditions” and submit the form.

9. You will see a confirmation window, which will display the details of your Reporting Officer, click on Yes to proceed or click on No if you are unsure about the submission of the form.
10. If you have clicked “YES”, select the form submission type from the option shown and proceed further.
11. You can select the following options to proceed:
  - i. E-Sign the document with Aadhaar - Enter your Aadhaar details to e-sign the document for verification.
  - ii. Proceed online - This will automatically submit the form.
  - iii. Proceed manually by uploading the scanned Copy - If you have opted for a manual process please upload the scanned copy of the form in the user module and then proceed further with the submission

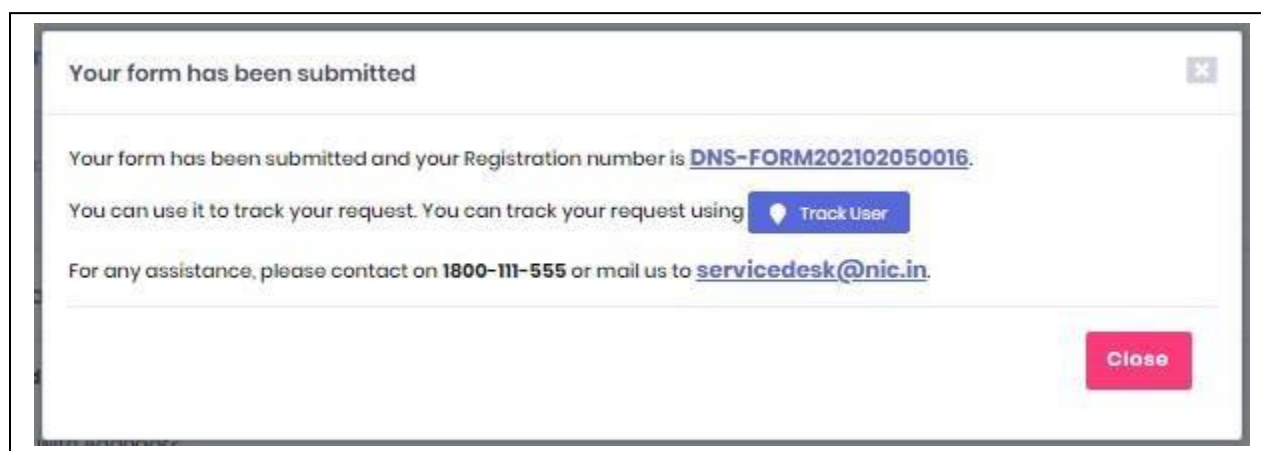
The screenshot shows a web interface for 'eForms' with a breadcrumb trail: Home > Domain Name System Services. The main heading is 'Form Submission Type'. Below it, a prompt says 'Please select any to proceed:'. There are three radio button options: 1. 'e-Sign the document with Aadhaar?' with a sub-note: '(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar)'. 2. 'Proceed online' which is selected. 3. 'Proceed manually by uploading the scanned Copy?' with a sub-note: '(Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK USER STATUS module to get the request processed)'. At the bottom right is a blue 'Continue' button with a checkmark icon.

12. Click on continue for final submission of the form. A pop-up will be displayed indicating the approval of your form by your Reporting Officer. If you wish to proceed, click on “YES” otherwise click on “NO”.



A pop-up window titled "Reporting/Nodal/Forwarding Officer Details" with a close button (X) in the top right corner. The text inside reads: "Please note, If you are selecting a manual option while submitting the request, your request will remain pending at your end only as long as you do not upload the scanned copy duly sealed and signed by you. For other options, your request will be automatically forwarded to next level. We are sending your request for approval to email address (rajp@nic.in)". Below this, the details are listed: "Name: Mrs P Rajeswari", "Email: dummy@nic.in", and "Mobile: +919999988888". At the bottom, it asks "Are you sure, you want to proceed?" with two buttons: "No" (blue) and "Yes" (green).

13. For instance, you clicked on “YES”, your form will be submitted and a unique Registration Number will be generated for your request. You can also, track your request by using “TRACK” button available on the notification box.



A notification box titled "Your form has been submitted" with a close button (X) in the top right corner. The text inside reads: "Your form has been submitted and your Registration number is **DNS-FORM202102050016**. You can use it to track your request. You can track your request using [Track User](#)". Below this, it says: "For any assistance, please contact on **1800-111-555** or mail us to [servicedesk@nic.in](mailto:servicedesk@nic.in)". At the bottom right, there is a red "Close" button.



**NOTE-** Please refer the point (“**About Manual and Online Process of eForms Portal**”) for knowing the flow of the form submission through both the process.

## DNS User Subscription through (File upload)

DNS Services

[DNS History](#)

☐ DNS User Subscription Through (Manual Entries)☒ DNS User Subscription Through (File Upload)

DNS Bulk Entry Details

This registration form is designed for generating a request for DNS entry in NIC DNS Server. DNS services for websites being hosted in NIC NDC & SDC.

**NOTE: Please read all instructions before uploading the file**

- All the columns heading are mandatory in CSV file
- Download the sample file then do the entries.
- DNS URL is mandatory field.
- Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

Request For:

☒ NEW☐ MODIFY☐ DELETE

Other Record Addition:

☐ CNAME☐ MX☐ PTR☐ TXT☐ SRV☐ SPF☐ DMARC

Please Select Your File

Select File

Browse

You can Download the File and fill the Detail and Upload

Download File

Captcha

ES6x7M

Enter Captcha\*

Enter Captcha

Preview and Submit

**NOTE:** Please read below instructions before uploading the file.

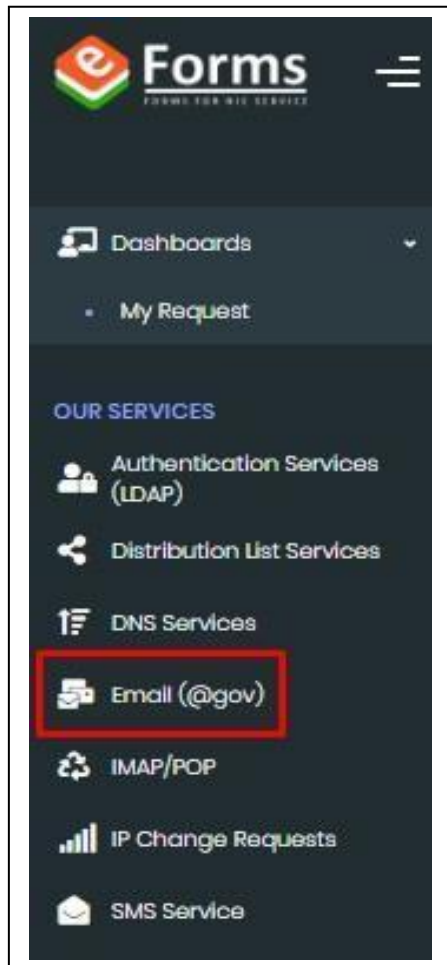
- All the columns heading are mandatory in CSV file
- Download the sample file then enter the details in correct format
- DNS URL is a mandatory field

- A maximum number of rows accepted at a time are 3000. Please upload CSV file with maximum 3000 rows only.
- You can upload a file for new requests, modify the request or delete request.
- You can also download the sample .csv file for all the three cases
- Select your file from your desktop. Click on browse to select your file.

User can follow below given steps for requesting DNS User Subscription through File Upload

1. Select the request type
2. Choose the records addition from the provided list
3. Click on “Browse” to select the file from your desktop and upload the same.
4. Enter the correct Captcha value and click on “preview and submit” button.
5. You will be shown the preview of the request form, click on “agree to terms and conditions” followed by clicking on “Submit” button.
6. A pop-up window will be displayed on the screen indicating the approval of your request from Reporting Officer, click on “YES” to proceed.
7. Select any of the three options from below for submitting your request:
  - i. E-Sign the document with Aadhaar
  - ii. Proceed online
  - iii. Proceed manually by uploading the scanned Copy
8. After choosing the submission type, click on “Final Submit”. Your request will be submitted for approval and a unique registration number will be generated. With this registration number you can track the status of your request by using “TRACK” button.

## Email (@gov)



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

Users who wish to avail this service can follow below given steps for filling the request:

1. Login to eforms portal >> Select the option “Email (@gov)” on the left pane of the dashboard.
2. Read the instruction given on window pop-up and click on the OK button to proceed.
3. Select any of the email requests as per your requirements (as shown in the screenshot below).
4. Choose from the given options for single subscription details:
  - i. For Self
  - ii. For Other User (where you are posted)
5. From the options given below for the type of email id, click on any one of the radio button as per your requirements:
  - i. Mail User (with mailbox)
  - ii. Application User (without mailbox (E-office auth))
  - iii. e-office-srilanka
6. Enter rest of the details in correct format
7. For different type of email requests, steps for filling the requests are mentioned in the subsequent sections. (Refer images attached along with the steps).

## Single User Subscription Form

1. Select Single Subscription and details from the list of options provided on the request form

**Email Subscription Forms**

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

**Single User Subscription Details**

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

2. Choose the type of mail id. If you wish to know the details of mail ids, click on “Know More” link before choosing the options.

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

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

3. Enter date of birth and date of retirement/date of expiry in correct format.

Date Of Birth \*

Enter Date Of Birth [DD-MM-YYYY]

Date Of Retirement/Date of expiry\*

Enter Date Of Retirement [DD-MM-YYYY]

4. Select your Email address preference and Employee Description.

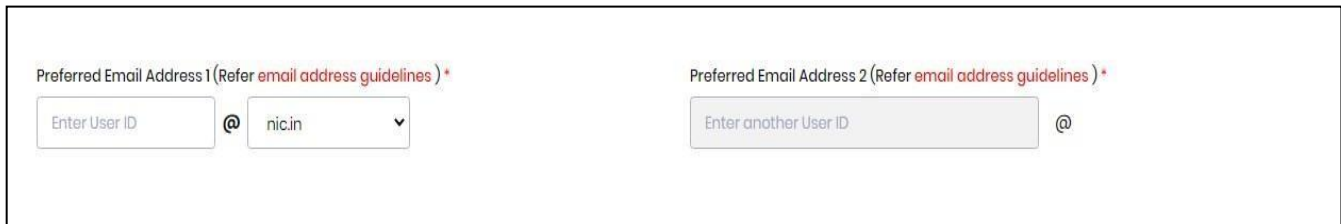
Email address preference: \*

☒ Name Based ☐ Designation/Office based id

Employee Description: \*

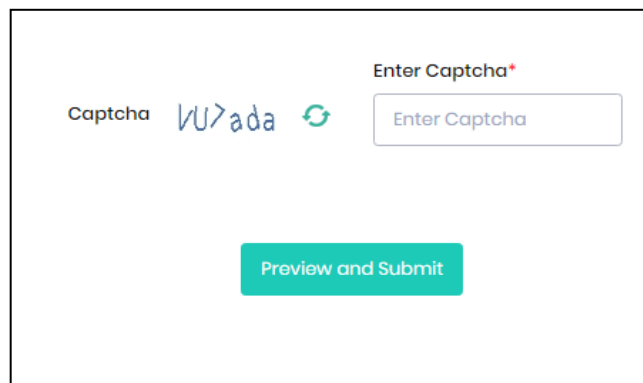
☒ Govt/Psu Official ☐ Consultant/Contractual Staff ☐ FMS Support Staffs

5. Enter your preferred email address 1 & 2. Please read the email address guidelines carefully before proceeding further.



The screenshot shows two input fields for email addresses. The first field is labeled 'Preferred Email Address 1 (Refer email address guidelines) \*' and contains the text 'Enter User ID' followed by an '@' symbol and a dropdown menu showing 'nic.in'. The second field is labeled 'Preferred Email Address 2 (Refer email address guidelines) \*' and contains the text 'Enter another User ID' followed by an '@' symbol.

6. Enter the correct Captcha value and click on Preview and Submit button.



The screenshot shows a captcha input section. On the left, the word 'Captcha' is followed by the image 'WU>ada' and a refresh icon. To the right is a text input field labeled 'Enter Captcha\*'. Below these elements is a large green button labeled 'Preview and Submit'.

7. The preview of the filled form will be shown to the applicant. The applicant can edit the official details in the form before the final submission. If the applicant wants to change any details in the personal as well as organizational information, it can be changed by using “My Profile” option given on the top right corner of the page.

**NOTE:** For the flow of after submission of the form refer: **About Manual and Online Process of eforms Portal**

8. After clicking on the Submit button, a pop-up message will be displayed for confirming of approval of the request by the Reporting Officer. If the user agrees with the approval, s/he can click on YES to proceed further.
9. On the next screen, the user will be shown three options for the submission of the request and s/he can click on any of the radio buttons to finally submit the request.
  - i. e-sign the document with Aadhaar

- ii. Proceed online
  - iii. Proceed manually by uploading the scanned copy
10. After clicking on Final Submit button, registration number of your request will be generated, this registration number can be used to track the status of your application by using “TRACK USER” button.

## 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:

- i. First Name and Last Name
- ii. Designation: Department/ Ministry: State
- iii. Country Code without (+): Mobile
- iv. Date of Retirement (dd-mm-yyyy)
- v. Login UID
- vi. Complete Email address

- vii. Date of Birth (dd-mm-yyyy)
- viii. Employee Code

[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.

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

Enter Captcha\*

Captcha F6Hbq6

Enter Captcha

Submit

**NOTE:** For the flow of after submission of the form refer the point: **About Manual and Online Process of the 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 (91) Country Code Only a 10-digit mobile number is allowed.

### **NKN Single Subscription**

This registration form is designed for applicants who require an email address in the government domain for NKN connected institutes.

Login to the eForms portal remains the same as mentioned in previous sections. The applicant has to follow below steps for filling NKN single subscription request.

1. Click on Email (@gov) service available on the left pane of the dashboard.
2. Read the instructions on the pop-up window and click on OK button to proceed.
3. Select “NKN Single Subscription” from the options provided
4. Enter the NKN user subscription details:
  - i. Institute Name
  - ii. Institute ID
  - iii. Name of Project NKN
5. Select the date of birth and date of retirement from the calendar.
6. Select the preferred email address 1 and 2. Refer to the email address guidelines while entering the preferred email address.
7. Click on the preview and submit button to proceed further.

**NOTE:** For the flow of after submission of the form refer the point: [About Manual and Online Process eForms Portal](#)

### Email Subscription Forms

☐ Single Subscription
☐ Bulk Subscription
☒ NKN Single Subscription
☐ NKN Bulk Subscription
☐ GEM Subscription
☐ Email Activate

☐ Email De-Activate

#### NKN User Subscription Details

Institute Name \*  
 Enter Institute Name [Only characters, whitespace, c

Institute ID  
 Enter Institute ID [Alphanumeric, dot(), comma(), hy;

Name of Project NKN \*  
 Enter Name of Project NKN [Only characters, whitesp


Date Of Birth \*  
 Enter Date Of Birth [DD-MM-YYYY]

Date Of Retirement/Date of expiry\*  
 Enter Date Of Retirement [DD-MM-YYYY]

Preferred Email Address 1 (Refer [email address guidelines](#)) \*  
 Enter User ID @  nic.in

Preferred Email Address 2 (Refer [email address guidelines](#)) \*  
 Enter another User ID @

Enter Captcha\*  
 Enter Captcha

Captcha 

Preview and Submit

The applicant must follow below given steps to avail this service:

1. Login to eForms portal >> Select the option “Email (@gov)” on the left pane of the dashboard.
2. Read the instructions on the pop-up window and click on the OK button to proceed.
3. Select “NKN Bulk Subscription”
4. Enter the NKN Bulk User Subscription details:
  - i. Institute name
  - ii. Institute ID
  - iii. Name of Project NKN
5. The applicant can download the sample CSV file which can be used as a reference to upload the data for the creation of email accounts for NKN Institutes. The email address will be created in the institute's own registered domain.
6. The format of input file should be:
  - i. First Name
  - ii. Last Name
  - iii. Designation
  - iv. Department/ Ministry
  - v. State
  - vi. Country Code without (+) Mobile

- vii. Date of Retirement (dd-mm-yyyy)
- viii. Login UID
- ix. Complete Email address
- x. Date of Birth (dd-mm-yyyy)
- xi. Employee Code

- 7. Click to browse and select the file from your desktop to upload the same in the form.
- 8. Enter the correct Captcha value and click on Submit button.

**NOTE:** For the flow of after submission of the form refer the point: [About Manual and Online Process of the eForms Portal](#)

### Email Subscription Forms

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

#### NKN Bulk User Subscription Details

Institute Name \*

Institute ID

Name of Project NKN \*

[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 Field 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.

Please upload the CSV file

Captcha

## GEM Subscription

For the process of GeM User subscription refer the URL: <https://gem.gov.in/userFaq>

## For Primary Users:

Please find the GeM Subscription Procedure mentioned below for Primary applicant.

Send the endorsed letter signed by the Deputy Secretary or Undersecretary level of the ministry under which the organization belongs to and forward the same to [gemapplicant@gem.gov.in](mailto:gemapplicant@gem.gov.in). After the approval, the applicant will get an email id with the domain [@gembuyer.in](mailto:gembuyer.in).

### Email Subscription Forms

☐ Single Subscription ☐ Bulk Subscription ☐ NKN Single Subscription ☐ NKN Bulk Subscription ☒ GEM Subscription ☐ Email Activate

☐ Email De-Activate

### GEM User Subscription Details

**Organization Category \***  
☒ Central PSE (Controlled by Central Ministry) ☐ State PSE (Controlled by State Ministry)

**Controlling Ministry \***  
-SELECT-

### Forwarding Officer Details

Your application needs to be forwarded by an officer at the level of Under Secretary or above and having government email address. For example @nic.in/@gov.in. Once approved by the Forwarding Officer, your request will be forwarded to [gemapplicant@gem.gov.in](mailto:gemapplicant@gem.gov.in). Please contact GEM support ([gemapplicant@gem.gov.in](mailto:gemapplicant@gem.gov.in)) for any queries.

**Email \***  
progl.nhq-cl@nic.in

**Name \***  
Mr Rohit Kumar

**Mobile \***  
+918368601655

**Telephone \***  
011-4253467

**Designation \***  
Security Auditor

**Address \***  
Enter Postal Address [Only characters,digits,whitespace and [.,- # / ( )] allowed]

Are you primary user/HOD on GeM portal \* ☐ Yes ☐ No

### Personal Details

**Date Of Retirement/Date of expiry \***  
Enter Date Of Retirement [DD-MM-YYYY]

**Role to be assign \***  
--Select--

**Preferred Email Address 1 (Refer email address guidelines) \***  
Enter User ID @ - Select Doma

**Preferred Email Address 2 (Refer email address guidelines) \***  
Enter another User ID @

**Enter Your Projected Monthly Traffic \***  
Enter Your Projected Monthly Traffic, Numeric Value(Minimum 1000)

**Enter Captcha \***  
Enter Captcha

Captcha 66Hba6

Once the primary email id is created, send a CSV file of the accounts which are to be created by GeM Subscription in the given format which is mentioned in the trailing mail.

- i. S.No.
- ii. FirstName
- iii. Last Name
- iv. Designation
- v. Role (HOD/Buyer/ Consignee /both/PAO/DDO)
- vi. Name of Ministry/ Department/ Organization
- vii. State/City
- viii. Mobile No (10 digits)
- ix. Complete Office Address

#### **For Secondary Users:**

Fill the GeM User Subscription form given on eForms portal.

1. Read the instruction window pop up and click on OK button to proceed.
2. Select “GeM Subscription”
3. Enter the GeM User Subscription details as mentioned in below points
4. In the organization category:

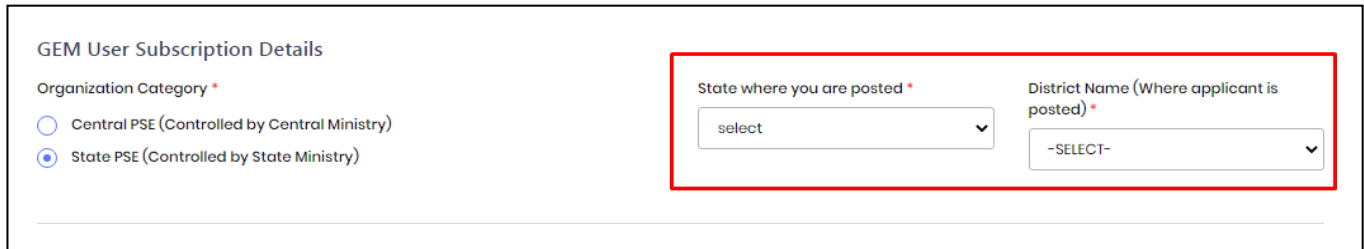
#### ***For Central PSE***

Select the controlling ministry from the drop down

GEM User Subscription Details	
Organization Category *	Controlling Ministry *
<input checked="" type="radio"/> Central PSE (Controlled by Central Ministry)	-SELECT-
<input type="radio"/> State PSE (Controlled by State Ministry)	

### **For State PSE**

Select the state of posting from the drop-down and select the district name (where the applicant is posted) from the drop-down.



5. Forwarding Officer details will be auto filled when you select the organization category

**Note:** Your application needs to be forwarded by an officer at the level of Under Secretary or above and having a government email address.

For example: @nic.in/@gov.in. Once approved by the Forwarding Officer, your request will be forwarded to gemapplicant@gem.gov.in. Please contact GeM support (gemapplicant@gem.gov.in) for any queries.

If you are a primary user/HOD on GeM Portal click on YES or click NO.

6. Enter the personal details:
7. Date of retirement
8. Select the role to be assigned from the drop-down
9. Enter the preferred email address 1&2(refer the email address guidelines for the creation of email address)
10. Enter your projected monthly traffic.
11. Enter the Captcha value and click on Preview and Submit button.
12. Rest of the process remains the same as mentioned in **“Single User Subscription Form”**.

### **Email Activate**

1. Select the “Email Activate” option in the form.
2. Enter the email id in the correct format as shown in the image below
3. Choose the employee description such as:
  - i. Govt/PSU Official

- ii. Consultant/Contractual Staff
- iii. FMS Support Staff

- 4. Select the Date of Retirement from the calendar
- 5. Enter the correct Captcha value and click on Preview and Submit button
- 6. For rest of the process, follow the steps as mentioned in **“Single User Subscription form”**.

The screenshot displays the 'Email Subscription Forms' interface. At the top, there are several radio button options: 'Single Subscription', 'Bulk Subscription', 'NKN Single Subscription', 'NKN Bulk Subscription', 'GEM Subscription', 'Email Activation' (which is selected and highlighted with a red box), and 'Email De-Activate'. Below these, the 'Email Activation' section is visible. It includes a text input field for 'Enter Email ID' with a placeholder 'Enter Email ID (Ex: abc.xyz@nic.in)' and a red box around it. Underneath is the 'Employee Description' section with three radio buttons: 'Govt/Psu Official' (selected), 'Consultant/Contractual Staff', and 'FMS Support Staffs'. Below that is the 'Date Of Retirement' section with a text input field for 'Enter Date Of Retirement [DD-MM-YYYY]'. At the bottom, there is a 'Captcha' section showing a captcha image 'F6Hba6' and a text input field for 'Enter Captcha'. A green 'Preview and Submit' button is located at the bottom center.

## Email De-Activate

- 1. Select the “Email De-Activate” option in the Email Subscription Forms under Email (@gov) service
- 2. Enter the email id in the correct format as shown in the image below
- 3. Enter the correct Captcha value and click on Preview and Submit button
- 4. For rest of the process, follow the steps as mentioned in **“Single User Subscription form”**.


**Email Subscription Forms**

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

**Email De-Activation**

Enter Email ID

Enter Email ID (Ex: abcxyz@nic.in)

Captcha 
 Enter Captcha\*

Enter Captcha

**Preview and Submit**

## Extend the Validity of Account

1. Select Extend the Validity of Account option.
2. Choose Email address preference from the provided options.
3. Select Employee Description as shown in the screenshot below.
4. Your email address, date of birth and previous date of account expiry will be prefilled.
5. Choose the date of account expiry from the calendar that you want to extend.
6. Fill in correct Captcha value and click on Preview and Submit button.
5. For rest of the process, follow the steps as mentioned in **“Single User Subscription form”**.

**Email Subscription Forms**

☐ Single Subscription
 ☐ Bulk Subscription
 ☐ NKN Single Subscription
 ☐ NKN Bulk Subscription
 ☐ GEM Subscription
 ☐ Email Activate
 ☒ Extend the Validity of Account

**NOTE:**

- Entries marked with asterisk (\*) are mandatory
- Govt/Psu Official Account of Expiry should not exceed more than 60 Years from Date of Birth
- Consultant/Contractual Staff & FMS Support Staffs Account Expiry Date should not exceed more than 1 Year.

**NOTE:**  
Govt/Psu Official Account of Expiry should not exceed more than 60 Years from Date of Birth

**Extend the Validity of Account**

Email address preference: \*

☒ Name Based
 ☐ Designation/Office based id

Employee Description: \*

☒ Govt/Psu Official
 ☐ Consultant/Contractual Staff
 ☐ FMS Support Staffs

Enter Email ID\*

Previous Date Of Account Expiry \*

Date Of Account Expiry \*

progl8.nhq-dl@nic.in
 31-12-2021
 08-09-2022



Date Of Birth \*

25-08-1992

Captcha 5DEr7h

Enter Captcha\*

5DEr7h

Preview and Submit

## IMAP/POP

The users, who wish to apply for NIC IMAP/POP services, shall follow below given procedure to fill in the request.

1. Enter the eForms portal address (<https://eforms.nic.in/>) on the web browser.
2. Enter your credentials to log in to the portal.
3. Click on the IMAP/POP service from the left-hand panel of the dashboard.
4. Read the given instructions carefully while filling the form.
5. Check the protocol which is to be enabled on your device i.e. IMAP/POP. Click on any one of the options as per your requirements.
6. Enter the correct Captcha value and click on “Preview and Submit” button.

## Form Details - Step 1 of 2

### IMAP POP Update

**NOTE: Please read all instructions carefully.**

- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
- NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows: Trash - 7 days ProbablySpam - 7 days
- NIC account will be deactivated, if not used for 90 days.
- Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
- Contact our 24x7 support if you have any problems. Phone **1800-111-555** or you can send mail to **servicedesk@nic.in**
- Please note that advance payment is a must for paid users.
- NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
- NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Reporting/Nodal/Forwarding Officer of the Department.

Please check the Protocol to be enabled: \*

☒ IMAP ☐ POP

Enter Captcha \*

Captcha

QBY2kA



Enter Captcha

Preview and Submit

7. You can now preview the form and edit also. Accept the terms and conditions to submit the form.

## Imap Pop Request Form

### Personal Information

Name of Applicant \*

Ms Meenaxi Indolia

Designation \*

Soft Engg.

Employee Code

dasdsa\_dsads

### Office Address

Postal Address \*

cgo complex new delhi

State where you are posted \*

Bihar

District \*

Katihar

Pin Code \*

110053

Telephone Number : (O) \*

123-12345678

Telephone Number : (R)

123-24305739

Mobile \*

+91XXXXXX444

E-mail Address \*

meenaxi.nhq@nic.in

### Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email \*

tiwari.ashwini@nic.in

Reporting/Nodal/Forwarding Officer Name \*

Mr Ashwini Kumar Tiwari

Reporting/Nodal/Forwarding Officer Mobile \*

+91XXXXXX981

Reporting/Nodal/Forwarding Officer Telephone \*

011-24305839

Reporting/Nodal/Forwarding Officer Designation \*

Scientist-C

### Organization Details

Organization Category

State

State \*

Delhi

Department \*

Revenue

### Imap Pop Protocol Enable Details

Please check the Protocol to be enabled: \*

☒ IMAP ☐ POP

☐ I agree to Terms and Conditions

Close

Edit

Submit

8. The applicant will be shown three types of submission process, select any one of the options to finally submit the request.

**Form Submission Type**

Please select any to proceed:

☐ e-Sign the document with Aadhaar?  
(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar.)

☒ Proceed online

☐ Proceed manually by uploading the scanned Copy?  
(Here in this option you will have to download PDF of application form, sign and stamp and upload it again on the forms.)

Continue

9. After clicking on “Continue” button, your form will be finally submitted and a registration number will be generated for your request. This registration number can be further used to track the status of your request anytime by using “TRACK USER” button.

**Your form has been submitted**

Your form has been submitted and your Registration number is **IMAPPOP-FORM202105050012**.

You can use it to track your request. You can track your request using **Track User**

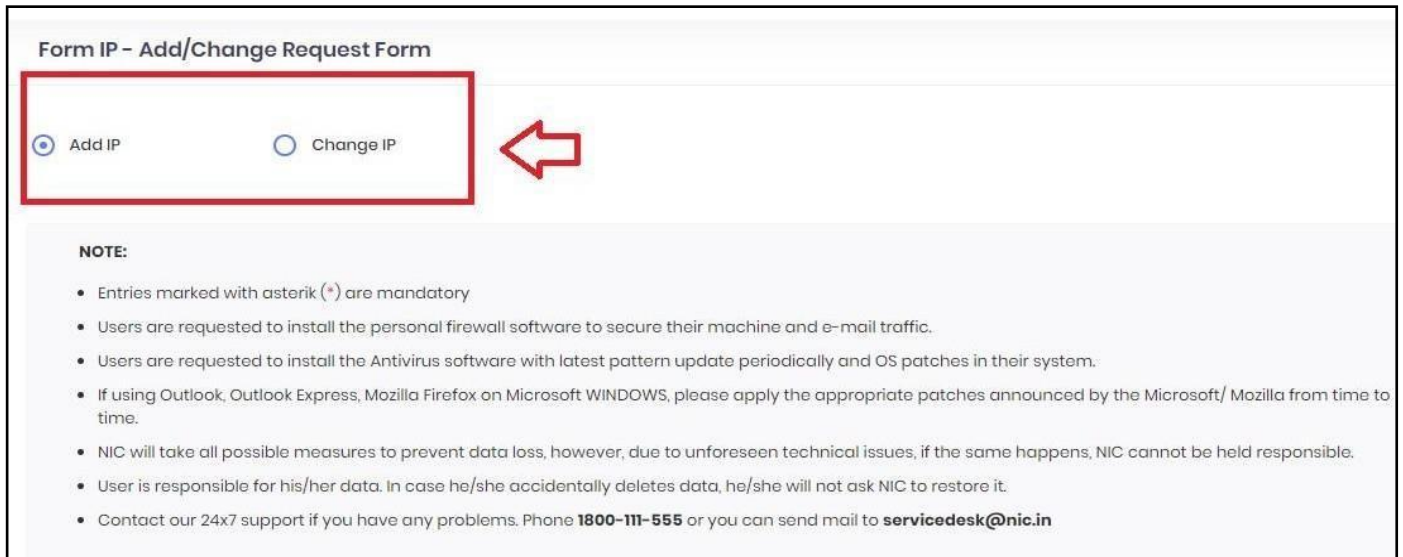
For any assistance, please contact on **1800-111-555** or mail us to **servicedesk@nic.in**.

Close

## IP Change Request

For IP change request, user has to follow step by step process to fill in the application form on the eForms portal. Here are the steps for the same:

1. Enter <https://eforms.nic.in/> on your web browser.
2. Enter your valid credentials to log in to the eForms portal.
3. Click on “IP Change Request” form under OUR SERVICES tab given on the left panel of the dashboard.
4. Read the instructions carefully given while filling the form
5. Select either of your preference:
  - i. Add IP
  - ii. Change IP



**Form IP - Add/Change Request Form**

☒ Add IP ☐ Change IP

**NOTE:**

- Entries marked with asterik (\*) are mandatory
- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- Contact our 24x7 support if you have any problems. Phone **1800-111-555** or you can send mail to **servicedesk@nic.in**

6. When you click on change IP and proceed, you will get two options to make your choice i.e. change IP for LDAP Auth and SMS Service.
  - If you have made the choice as LDAP auth you can change up to 4 IPs and fill in other details also as shown in the image below. Enter the correct Captcha and click on Preview and Submit button.

Service request for \*

☒ LDAP AUTH ☐ SMS

Account Name \* Only characters,digits,dot(.),hyphen(-),underline

URL of the application\* Only characters,digits,dot(.),hyphen(-),underline


LDAP auth id allocated:\* Only characters,digits,dot(.),hyphen(-),underline

IP Address 1 \* IP Address 1 [e.g. 10.1.X.X]

IP Address 2 IP Address 2 [e.g. 10.1.X.X]

IP Address 3 IP Address 3 [e.g. 10.1.X.X]

IP Address 4 IP Address 4 [e.g. 10.1.X.X]

Captcha  Enter Captcha\*

[Preview and Submit](#)

- For a change of IP in case of SMS service enter the account name along with the IP address. You can change up to 4 IP's in this case also. Enter the correct Captcha and click on Preview and Submit button.

Service request for \*

☐ LDAP AUTH ☒ SMS

**Have you completed the TRAI DLT registration under TCCPR 2018? This compliance is mandatory. Non compliance can impact your SMS service. For further information, please drop a mail to [smssupport@nic.in](mailto:smssupport@nic.in).**


Account Name \* Only characters,digits,dot(.),hyphen(-),underscore(\_) allowed [5 to 15 characters]

IP Address 1 \* IP Address 1 [e.g. 10.1.X.X]

IP Address 2 IP Address 2 [e.g. 10.1.X.X]

IP Address 3 IP Address 3 [e.g. 10.1.X.X]

IP Address 4 IP Address 4 [e.g. 10.1.X.X]

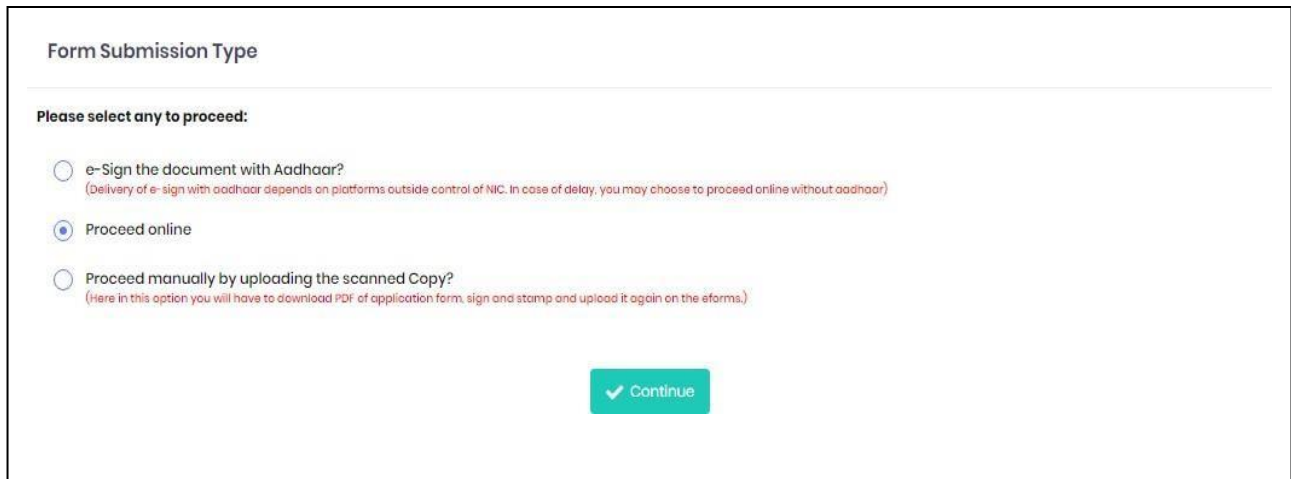
Captcha  Enter Captcha\*

[Preview and Submit](#)

- You will see the preview of your form. If you wish to edit the form you can edit the organization details and service specific details by using "Edit" button or else click on accept terms and conditions and submit the form.
- A confirmation message will be displayed on the screen indicating the approval of your request by your Reporting Officer. Click on "YES" to proceed further.

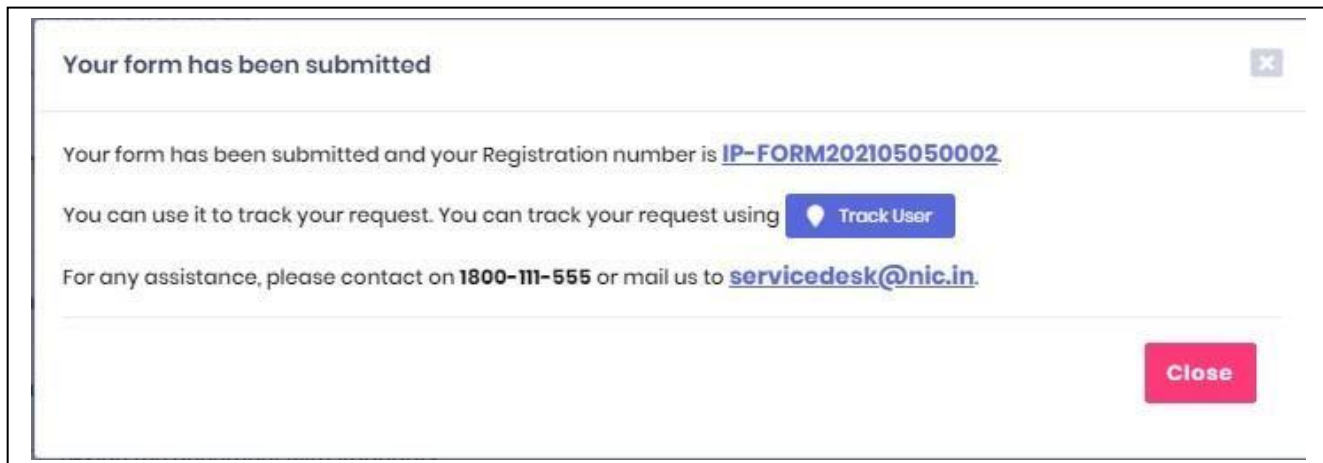
9. Your application can be processed in three ways as shown in the screenshot below:

- i. e-sign the document with Aadhaar
- ii. Proceed online
- iii. Proceed manually by uploading the scanned copy



The screenshot shows a web form titled "Form Submission Type". Below the title, it says "Please select any to proceed:". There are three radio button options: 1. "e-Sign the document with Aadhaar?" with a sub-note in red: "(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar)". 2. "Proceed online" which is selected with a blue dot. 3. "Proceed manually by uploading the scanned Copy?" with a sub-note in red: "(Here in this option you will have to download PDF of application form, sign and stamp and upload it again on the eforms.)". At the bottom center is a green "Continue" button with a checkmark icon.

10. After clicking on Continue button, your request will be finally submitted and a registration number will be generated for your request. Also, a confirmation message will be sent to your registered mobile number and email regarding the submission of your request.



The screenshot shows a confirmation message box titled "Your form has been submitted" with a close button (X) in the top right corner. The message states: "Your form has been submitted and your Registration number is **IP-FORM202105050002**". It then says: "You can use it to track your request. You can track your request using" followed by a blue "Track User" button with a location pin icon. Below that, it says: "For any assistance, please contact on **1800-111-555** or mail us to [servicedesk@nic.in](mailto:servicedesk@nic.in)". At the bottom right is a pink "Close" button.

## SMS Services

SMS service allows you to register for the following services: PUSH / PULL / OBD / MISSEDCALL / OTP SERVICE / QUICK SMS SERVICE.

Users have to follow below given steps to fill any of the SMS services as mentioned above.

1. Login to the eForms portal (<https://eforms.nic.in/>) with your valid credentials and OTP validation.
2. Click on SMS Service option available under OUR SERVICES tab on the left-hand panel in the Dashboard.
3. Read the instructions/notice carefully before proceeding for the filling the form.
4. Select the SMS service from the options provided (as shown in screenshot below). Enter the application name, application URL, purpose of application, server location, IP address 1 and IP address 2. Click on Continue button.

### Short Messaging Services

1 Step

2 Step

3 Step

4 Step

Application Details

SMS Services , Please select appropriate \*

☒ PUSH☐ PULL☐ OBD☐ Missed Call☐ OTP Service☐ QuickSMS Service

- **PUSH:** To send SMS from application to mobile using API(A2M)
- **PULL:** To send SMS from mobile to application using API(M2A)
- **OBD:** To send phone call (voice message) from application to subscriber
- **MISSED CALL:** Allows missed call on a predefined number to subscribe or avail a service
- **OTP SERVICE:** High priority SMS sent through application usnig SMS API
- **QUICK SMS:** NIC SMS web console for sending SMS



<b>Name of the Application *</b> <input type="text"/> Enter Name of the Application [characters,dot(.) and whitespace]		<b>Application URL *</b> <input type="text"/> Enter Application URL [e.g: (https://abc.com)]	
<b>Purpose of the application</b> <input type="text"/> Enter Purpose of the application [character:	<b>Server Location*</b> <input type="text"/> Other	<b>Enter server location *</b> <input type="text"/> Enter Server Location Alphanumeric,whitesp	
<b>IP1 from which you will access SMS Gateway * (Know Your IP)</b> <input type="text"/> Enter Application IP1 [e.g: 10.10.10.10]		<b>IP2 from which you will access SMS Gateway</b> <input type="text"/> Enter Application IP2 [e.g: 10.10.10.10]	
<input type="button" value="Continue &gt;"/>			

5. Enter contact details of the Technical Admin in the Step 2.

Step
 2 Step
  Step
  Step

**Contact Details of Technical Admin**

☐ Are you the technical admin of the server application?

<b>Name of The Technical Admin *</b> <input type="text"/> Enter Name of The Admin [characters,dot(.)	<b>Designation *</b> <input type="text"/> Enter Designation [characters,digits,whitesp	<b>Admin Employee Code</b> <input type="text"/> Enter Admin Employee Code [Only character
---	---	--

**Office Address:**

<b>Postal Address *</b> <input type="text"/> Enter Postal Address [Only character	<b>State where you are posted *</b> <input type="text"/> --SELECT--	<b>District Name *</b> <input type="text"/> --SELECT--	<b>Pin Code *</b> <input type="text"/> Enter Pin Code [Only digits(6) character
<b>Telephone Number :(O) *</b> <input type="text"/> Enter Telephone number [STD Code	<b>Telephone Number :(R)</b> <input type="text"/> Enter Telephone number [STD Code	<b>Mobile *</b> <input type="text"/> Enter Mobile [e.g: +919999999999	<b>E-mail Address *</b> <input type="text"/> enter email address [e.g: abc.x@

6. Enter the contact details of the Billing Owner in Step 3.

✓ Step

✓ Step

3 Step

4 Step

Contact Details of Billing Owner

☐ Are you the technical admin of the server application?

Name of The Owner \*

Enter Name of The Owner [characters,dot(.)]

Designation \*

Enter Designation [characters,digits,whitesp

Owner Emp Code

Enter Admin Employee Code [Only characte

Office Address:

Postal Address \*

Enter Postal Address [Only cha

State where you are posted \*

select

District Name \*

-SELECT-

Pin Code \*

Enter Pin Code [Only digits(6) c

Telephone Number : (O) \*

Enter Telephone Number STD C

Telephone Number : (R)

Enter Telephone Number STD C

Mobile \*

Enter Mobile [e.g.:+91999999999

E-mail Address \*

enter email address [e.g: abc.x

Continue >

7. Enter other mandatory details such as: application security audit, IP of staging server for testing, monthly expected SMS traffic, sender ID, projected domestic monthly SMS traffic and projected international SMS traffic.

Enter the correct Captcha value and click on Preview and Submit button to proceed further.

✓ Step

✓ Step

✓ Step

4 Step

Other Details

Is the application security audit cleared \*\*

☐ Yes
☒ No

#If not cleared by audit, give date by when it will be cleared \*

Enter Audit Clearance Date

Mention IP of Staging Server Required for Testing

Enter IP of Staging Server [e.g: 10.10.10.10]

Monthly Expected SMS traffic:

Do you have TRAI exempted Sender Id? \* (Know More)

☒ Yes
☐ No

Sender ID \*

For characters [length 6 only].

Projected Domestic Monthly SMS traffic \*

Enter Domestic Traffic [Only digi]

Projected International SMS traffic

Enter International Traffic [Only]

Captcha

Xb^BXK ↺

Enter Captcha \*

Enter Captcha

Preview and Submit

8. For rest of the process after Preview and Submit, refer **"Email (@gov) service section "**.

## SMTP Gateway

SMTP Gateway service allows you to register for relay service to send emails from applications(only outgoing mails).

Users can follow below steps to fill in the application form for SMTP Gateway service:

1. Login to the eForms portal with valid credentials and OTP validation.
2. Click on SMTP Gateway under OUR SERVICE tab in the Dashboard.
3. Select the request type: NEW, ADD, MODIFY, DELETE.
4. Enter the valid Application IP which is mandatory field to be filled.

Relay Entry Details

[Integration Guideline](#)
[Read Instruction](#)

Requests for opening of necessary firewall ports have to be done through farps.nic.in by the concerned NIC coordinator.

Request For:

☒ NEW
☐ ADD
☐ MODIFY
☐ DELETE

Application IP \*

5. Choose any one of the options for Security Audit:

- i. Hardware
- ii. Software

- If you have chosen Hardware, then upload the exemption certificate/letter in PDF format in the space provided (refer image below).

Security Audit: Whether mail will be sent through any application or Hardware Device. (If mail is sent through Hardware Device, Security Audit may be exempted.)
☐ For Staging Server, please check ( IP will be allowed maximum for 15 days )

☒ Hardware
☐ Software Application

exemption certificate/letter in PDF format (less than 1mb)\*

- If you have chosen Software, then select the security audit date of expiry from the calendar and upload the exemption certificate/letter in PDF format.

Security Audit: Whether mail will be sent through any application or Hardware Device. (If mail is sent through Hardware Device, Security Audit may be exempted.)
☐ For Staging Server, please check ( IP will be allowed maximum for 15 days )

☐ Hardware
☒ Software Application

Security Audit Expiry Date (To check validity)\*

Application should have Security audit clearance certificate, Upload certificate in PDF format (less than 1mb)\*


6. Enter following details in the next step:

- i. Application Name
- ii. Application URL

- iii. Name of Division
- iv. Operating System
- v. Server Location from drop-down list
- vi. Port (select either of the options)
- vii. Sender ID
- viii. MX of the domain
- ix. Total no. of emails to be sent
- x. Mail Type (select from the options provided)

<b>Application Name *</b> <input type="text"/> Enter Application Name, [characters limit[50] only,c		<b>Application URL</b> <input type="text"/> Enter Application URL [e.g: (https://abc.com)]		<b>Name of Division *</b> <input type="text"/> Enter Name of Division, [characters limit[50] only, d	
<b>Operating System (Name, Version) *</b> <input type="text"/> Enter Operating System (Name, Version), [Only characters limit[100], whitespace,c			<b>Server Location *</b> <input type="text"/> NDC Delhi		
<b>Port *</b> <input checked="" type="radio"/> Port 25 <input type="radio"/> Port 465					
<b>Sender ID *</b> <input type="text"/> Enter Sender ID. Ex: no-reply@xyz.gov.in			<b>MX of the Domain</b> <input type="text"/> MX of the Domain		
<b>Total Number of mails to be sent daily (approx)</b> <input type="text"/> Total numbers of mail					
<b>Mail Type</b> <input type="checkbox"/> OTP Service through Email <input type="checkbox"/> Transactional Mails <input type="checkbox"/> Registration Mails <input type="checkbox"/> Forgot id/password <input type="checkbox"/> Alerts <input type="checkbox"/> Others					

7. Select the point of contact of the application as YES or NO. Fill in the name, email, mobile number and landline no. (Not mandatory) fields. Then, enter the correct Captcha value and click on Preview and Submit button to proceed for further step.

<b>Are you The point of contact of the application?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
<b>Name *</b> <input type="text"/> Enter Name	<b>Email *</b> <input type="text"/> Enter Email Address	<b>Mobile Number *</b> <input type="text"/> Enter Mobile Number	<b>Landline Number</b> <input type="text"/> Enter Landline Number (Optional)
Captcha 		<b>Enter Captcha *</b> <input type="text"/> Enter Captcha	
<input type="button" value="Preview and Submit"/>			

8. For the further procedure, refer “Email (@gov) service section”.

### **Update Mobile in (@gov)**

Update Mobile Service allows you to update your Mobile Number in NIC central repository against your email ID.

- The applicant has to login to the eForms portal with his/her valid credentials and OTP validation. Click on Update Mobile in (@gov) in OUR SERVICE tab and fill in all the mandatory details such as – new mobile no. and reason for updating mobile number.
- Enter the correct Captcha and click on Preview and Submit button to proceed further.
- The preview of the form will be shown to the user where s/he can verify all the personal, organizational details and service specific details also.
- Click on “agree to terms and conditions” and submit the form. A pop-up window will be shown to the user for confirming the approval of the Reporting Officer. Click YES to move further.
- On the next screen, three types of submission process will be shown, out of which the user has to select one option as per his/her convenience.
- For instance, user wish to proceed online then the request will be submitted to the Reporting Officer for approval.
- Click on Final Submit button. After clicking on final submission, a registration number will be generated with which the user can track the status of the application anytime.

Mobile Update

NOTE: Please read all instructions carefully.

- You need to have a valid email address on NIC platform to proceed.
- Users are requested to ensure they are coming from secured devices and network with all recommended Antivirus & latest patches installed
- NIC ensures to provide a secured environment for all the users with utmost priority to prevent any data breach or loss , However NIC does not hold any responsibility in case of any data loss.
- User hold complete responsibility of his/her data , incase of any accidental loss NIC will not be able to retrieve the same.
- Contact our 24x7 support if you have any problems. Phone **1800-111-555** or you can send mail to **servicedesk@nic.in**

Your mobile number in our portal is: +91 [REDACTED]

Country Code \*

India (+91)

New Mobile Number\*

Enter the Mobile Number 10 digits for india [a-z]

Reason \*

-- Select Reason --

Captcha

Emacjm

Enter Captcha\*

Enter Captcha

Preview and Submit

## VPN Service

This registration form is designed for the applicants who require a Virtual Private Network to access Intranet for NIC services.

Users can select from the request options provided for the Type of User such as:

1. New
2. Add/Delete IP Address to Existing
3. Renew
4. Surrender

## New Request

Under this request, users can fill in new request for getting VPN IP to access the intranet on their workstations. As shown in the screenshot below, all the mandatory information is required to be filled by the user. After which the preview of the application will be shown to the user and the final submission will be done to the Reporting Officer.

56 | Page

### For Single IP

- For single IP request, the user has to enter IP address of the server, application URL, destination port and choose the server location from the drop-down list.
- Enter the correct Captcha value and click on Preview and Submit button.
- The remaining process from the preview of the application till final submission remains the same as mentioned in “Email (@gov) service section”. The registration number for this service will be unique every time the user fills in new request.

#### VPN Details

Type of User \*

☒ New Request ☐ Add/Delete IP address to existing ☐ Renew ☐ Surrender

IP Address \*

☒ Single IP ☐ IP Range

Enter Server IP address \*

Enter IP Address [e.g: 10.10.10.10]

Application URL

Enter Application URL [e.g: (abc.com)]

Destination Port \*


Enter Destination Port [e.g: 80,443]

Server Location \*

NDC Delhi

Remarks

Remarks

Captcha 8jWwXw 

Enter Captcha \*

Enter Captcha

Preview and Submit

### For IP Range

- For IP range request, the user has to enter IP range (from), IP range (to), application URL, destination port and choose the server location from the drop-down list.
- Enter the correct Captcha value and click on Preview and Submit button.
- Rest of the process from the preview of the application till final submission remains the same as mentioned in “Email (@gov) service section”. The user will receive a unique registration number for this service also that can be used to track the request.



VPN Details

Type of User \*

☒ New Request
☐ Add/Delete IP address to existing
☐ Renew
☐ Surrender

IP Address \*

☐ Single IP
☒ IP Range

Enter IP range (From) \*

Enter IP range (To) \*

Enter IP range (From) [e.g: 10.10.10.10]

Enter IP range (To) [e.g: 10.10.10.10]

Application URL

Destination Port \*

Enter Application URL [e.g: (abc.com)]

Enter Destination Port [e.g: 80,443]

Server Location

NDC Delhi

Remarks

Remarks

Captcha

8jvWxw

Enter Captcha \*

Enter Captcha

Preview and Submit

## Add/Delete IP Address to Existing

Users can add or delete the IP address to the already existing VPN IP by using this option wherein after clicking on radio button for this request type, a pop up window will appear as shown in the screenshot below.

The user can follow below given steps:

- In the pop-up window, select the already existing VPN Registration Number from the dropdown list for which user wants to add/delete IP address to existing.

Add/Delete IP Address

VPN REGISTRATION NO

-Select VPN REGISTRATION NO-

- ii. If you want to add IP address on same VPN registration number, click on “Add New” button and you will be redirected to the screen as shown in point i.

Add/Delete IP Address

VPN REGISTRATION NO

VPN [REDACTED]

You can select record for deletion, if you don't want to delete record then click directly to Add New button.

Show 10 entries Search:

Select	Server IP	Server Location	Destination Port	Service
<input type="checkbox"/>	164.100.2.94	NDC Hyderabad	443	https://eforms.nic.in
<input type="checkbox"/>	10.199.199.21	NDC Delhi	80,443	https://rakshak-amp.nic.in

Showing 1 to 2 of 2 entries

Previous 1 Next

Add New

- iii. If you want to delete IP address for the same VPN registration number, then choose any of the check box and click on Continue button. The selected entry will be displayed on the VPN form. Add remarks if required.

Enter the correct Captcha value and click on Preview and Submit button. The remaining process till final submission remains the same as mentioned in “Email (@gov) service section”.

## Add/Delete IP Address



VPN REGISTRATION NO

You can select record for deletion, if you don't want to delete record then click directly to Add New button.

Show 10 entries

Search:

Select	Server IP	Server Location	Destination Port	Service
<input checked="" type="checkbox"/>	164.100.2.94	NDC Hyderabad	443	https://eforms.nic.in
<input type="checkbox"/>	10.199.199.21	NDC Delhi	80,443	https://rakshak-amp.nic.in

Showing 1 to 2 of 2 entries

Previous 1 Next

Continue

IP Address \*

☒ Single IP ☐ IP Range

Enter Server IP address \*

10.199.199.21

Application URL

Enter Application URL [e.g. (abc.com)]

Destination Port \*

80,443

Server Location \*

NDC Delhi

☒ Delete this VPN Entry

Remarks

Remarks

Captcha 1yVUKY

Enter Captcha \*

Enter Captcha

Preview and Submit

## Renew

Similarly, users can choose this option provided in the VPN Service Form. After clicking on this option, a pop-up window will appear as shown in given picture below. User will choose the VPN Registration No. from drop down list which will be displayed on the screen, against which Renew Request needs to be submitted, followed by clicking on Renew button.

Renew Request

SELECT VPN REGISTRATION NO

-Select VPN REGISTRATION NO-

Renew Request

SELECT VPN REGISTRATION NO

VPN:

Server IP	Server Location	Destination Port	Service
164.100.2.94	NDC Hyderabad	443	https://eforms.nic.in
10.199.199.21	NDC Delhi	80,443	https://rakshak-amp.nic.in

VPN:

Renew

## Surrender

This VPN request is for the users who wish to surrender their existing VPN IP. Users have to choose this option first as provided in the VPN form, followed by selecting VPN Registration No. from the drop down list displayed on the screen. After which, verifying and clicking on Surrender button, the request will be submitted.

Surrender Request

SELECT VPN REGISTRATION NO

-Select VPN REGISTRATION NO-

Surrender Request

SELECT VPN REGISTRATION NO

VPN

Server IP	Server Location	Destination Port	Service
164.100.294	NDC Hyderabad	443	https://eforms.nic.in
10.199.199.21	NDC Delhi	80,443	https://rakshak-amp.nic.in

Surrender

## WIFI Service

This registration form is designed to access NIC WIFI service to use internet. For every user maximum 4 devices are allowed for enabling WIFI services.

To avail this service the user will have to follow below steps:

1. Login to the eForms portal with valid credentials and OTP validation.

2. Click on WIFI Service under OUR SERVICES tab in the dashboard.
  3. You will see WIFI registration form on the screen.
  4. Select any of the options from WIFI request details as per your requirements:
    - i. WIFI Request
    - ii. Delete
    - iii. WIFI Certificate
- If you wish to add new WIFI request, then click on WIFI Request radio button, enter maximum of 4 MAC addresses. Enter the correct Captcha value and click on Preview and Submit button.

WIFI Details

**NOTE:**

- Entries marked with asterisk (\*) are mandatory
- Only three devices allowed per user ID.
- For iPhone/iPad/MAC, write **ios(version)** in Operating System.

WIFI Request Details

☒ WIFI Request (Request to register your device for wifi)
 ☐ DELETE
 ☐ WIFI Certificate (Request to generate certificate to use wifi)

NOTE: Sample Text

MAC Address of the Device \*

Enter MAC Address (e.g. AA:AA:AA:AA:AA:AA)

Operating System of the Device\*

Enter Operating System [characters, whitespace, comma(,), di

Device Type\*

Select

MAC Address of the Device

Enter MAC Address (e.g. AA:AA:AA:AA:AA:AA)

Operating System of the Device

Enter Operating System [characters, whitespace, comma(,), di

Device Type

Select

MAC Address of the Device

Enter MAC Address (e.g. AA:AA:AA:AA:AA:AA)

Operating System of the Device

Enter Operating System [characters, whitespace, comma(,), di

Device Type

Select

Enter Captcha\*

Captcha

back

refresh

Enter Captcha

Preview and Submit

- If you want to delete any of the MAC addresses, choose Delete radio button, your MAC address along with the operating system will be auto filled. Subsequently, check in DELETE check box, enter the correct Captcha value and click on Preview and Submit button.

### WIFI Request Details

☐ WIFI Request (Request to register your device for wifi)
 ☒ DELETE
 ☐ WIFI Certificate (Request to generate certificate to use wifi)

MAC Address of the Device \*

Operating System of the Device \*

☒ Delete

Captcha

Enter Captcha\*

Preview and Submit

- If you require WIFI certificate, click on the desired radio button followed by entering the correct Captcha value and clicking on Preview and Submit button.

### WIFI Details

**NOTE:**

- Entries marked with asterisk (\*) are mandatory
- Only three devices allowed per user ID.
- For iPhone/iPad/MAC, write **ios(version)** in Operating System.

### WIFI Request Details

☐ WIFI Request (Request to register your device for wifi)
 ☐ DELETE
 ☒ WIFI Certificate (Request to generate certificate to use wifi)

Captcha

Enter Captcha\*

Preview and Submit

5. The process from preview of the application form till final submission will remain the same (refer “Email (@gov) service section”). A unique registration number for WIFI request will be generated and the user can use that number to track the request whenever he/she wants.

## WIFI Porting Service

This registration form is designed for the users to access NIC Wifi Porting Service, where users can manually add the following information and submit the request:

1. Source IP Address
2. Destination IP Address
3. Port
4. Select the service type such as – TCP, UDP, ICMP
5. Select Action as Permit/Deny
6. Select Time Period
7. Add the request in a row

Users can mention the Purpose of the request. Check the declaration box and Click on Preview and Submit button as shown in the screenshot below.

For remaining process till final submission “refer Email (@gov) service section”.

Form Details - Step 1 of 2

Show 10 entries

Search:

Source IP / Range	Destination IP / Range	Service	Ports	Action(Permit/Deny)	Time Period	Add/Remove Rows
[164.100.X.X]	[164.100.X.X]	-SELECT-	[8080]	-SELECT-	-SELECT-	<div>Add</div>

Showing 1 to 1 of 1 entries

Previous1Next

Purpose

Purpose

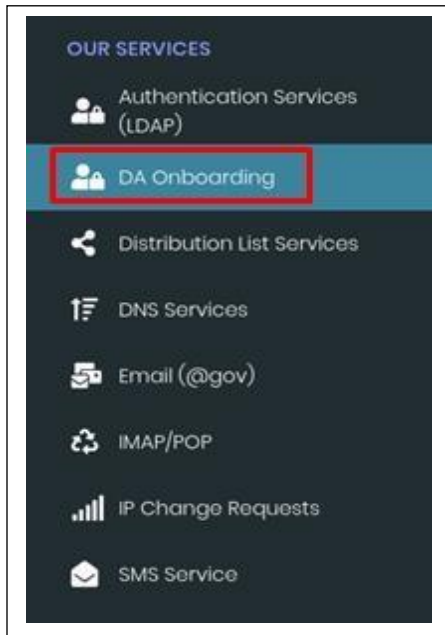
☐ I Declare that I have verified ip segment details for that particular location.

Preview and Submit



## DA Onboarding

This registration form is specifically designed for the users who wish to become the Delegated Administrator of their organization (Govt department/institutes/organization/PSU). In order to have access to DA console, user has to fill and submit this request from eForms.



Steps to fill DA Onboarding request:

1. Login with Parichay (SSO) on eforms portal with valid UserID and Password.
2. You will be redirected to the home page of the eForms.
3. From left side panel, select DA Onboarding form available under “Our Services” tab.

**NOTE :** Users must have VPN IP in order to fill in DA Onboarding request.

**NOTE :** NIC Employees do not have Coordinator, hence they will not be able to fill in DA Onboarding form.

## Users without VPN IP

Click on YES button and then you will be redirected to the VPN form. Fill in all the mandatory details and submit the request.

**NOTE :** Refer to VPN New Service on page no. 56 to submit the VPN request and get VPN IP.

You do not have VPN IP, please read the instruction which is written below and apply for vpn

- a) I am a permanent Employee of the department/organization for which DA is applied
- b) Designation is Under secretary/Equivalent or Above.

☒ Yes☐ No

### VPN Details

Type of User \*

☒ New Request☐ Add/Delete IP address to existing☐ Renew☐ Surrender

IP Address \*

☒ Single IP☐ IP Range

Enter Server IP address \*

Application URL

Destination Port \*



Server Location\*

NDC Delhi

Remarks

Captcha

5CN3KQ



Enter Captcha\*

## Users with VPN IP

1. Read all the instructions carefully before filling the form.
2. Choose any of given Eligibility options such as-
  - Govt department/institutions/organization
  - PSU

3. Your VPN IP will be prefilled. Also, check in the box marked in red color displayed on the screen.

4. Enter the correct Captcha value and click on Preview and Submit button.

**NOTE: Please read all instructions carefully.**

1. I hereby take full responsibility and accountability for DA console and for all email accounts created under this domain and respond to any queries by LEAs if any.
2. I will inform NIC in case of any change in delegated administrator.
3. I will ensure the authenticity of the applicant.
4. I will ensure that all the ids have correct date of expiry set as per the user profile and needful action will be taken on time. e.g. if the Govt officer wants to retain the name based email-id post superannuation, needful action will be taken by move the email-id to retired officers container. Similarly, contractual/support staff email ids will be deactivated/deleted at the end of the tenure.
5. For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NICSL.
6. Admin ID will be renewed every year. If user fails to do so, ID will be deactivated automatically.
7. I agree to maintain the confidentiality, safekeeping and protection of confidential information contained in all user list.
8. **You can be DA of your organization only. If you want to change the organization, kindly update your profile.**

Eligibility : \*

☐ Govt department/institutes/organization ☐ PSU

☒ I will ensure the mobile numbers of all users under this domain are updated.  
Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.

VPN IP

10.26.9.175

Enter Captcha \*

Captcha RGEmsj

RGEmsj

Preview and Submit

Activate Windows

5. You will be shown the preview of your application form. Check all the details and click on “I agree to terms and conditions”.

Preview

DA Onboarding Request Form

Personal Information

Name of Applicant \* Designation \* Employee Code

Content Writer [Only characters and digits allowed]

Office Address

Postal Address \*

4th Floor, NIC, IT Park

State where you are posted \* District \* Pin Code \*

ANDHRA PRADESH Ananthapur 110053

Reporting/Nodal/Forwarding Officer Mobile *	Reporting/Nodal/Forwarding Officer Telephone *
+91XXXXXX961	011-24305839
Reporting/Nodal/Forwarding Officer Designation *	
Scientist-C	
<b>Organization Details</b>	
Organization Category	Ministry/Organization *
Central	Agriculture and Farmers Welfare
Department/Division/Domain *	
Central Institute of Horticulture Northern Eastern Region	
<b>DA Onboarding Details</b>	
<input checked="" type="radio"/> Govt department/institutes/organization <input type="radio"/> PSU	
VPN IP *	
10.26.9.175	
<input checked="" type="checkbox"/> I will ensure the mobile numbers of all users under this domain are updated. Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.	
<input checked="" type="checkbox"/> I agree to <a href="#">Terms and Conditions</a>	
<div> <div>Submit</div> <div>Close</div> </div>	

6. Click on YES button to submit your request to your Reporting Officer.

Reporting/Nodal/Forwarding Officer Details

We are sending your request for approval to email address  
([tiwari.ashwini@nic.in](mailto:tiwari.ashwini@nic.in))

Name:	Ashwini Kumar Tiwari
Email:	tiwari.ashwini@nic.in
Mobile:	+91XXXXXX961

Are you sure, you want to proceed?

No

Yes

7. Click on Continue button and then YES button to proceed further with manual uploading of your form.

Form Submission Type

☒ Proceed manually by uploading the scanned Copy?

You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the eforms

✓ Continue

DA Onboarding Submission

Please note, the form will remain pending at your end as long as you do not upload duly sealed and signed scanned copy of the application form. After uploading scanned copy your request will be automatically forwarded to the next level.

No

Yes

8. Your form will be submitted and a unique registration number will be generated. Now you have to click on Download PDF button to get it sealed and signed by your Competent Authority and then Upload the same PDF of the form on the eForms again.

Your form has been submitted

Your Registration number DAONBOARDING-FORM202109080002 has been created successfully

You can use it to track your request. You can track your request using 

Track User

You have to download generated PDF, seal and sign and upload it again on eforms 

Track User

 to get the request processed.

For any assistance, please contact on 1800-111-555 or mail us to [servicedesk@nic.in](mailto:servicedesk@nic.in)

Download PDF

Close