Steps for Creation of Official Email ID through eforms Portal
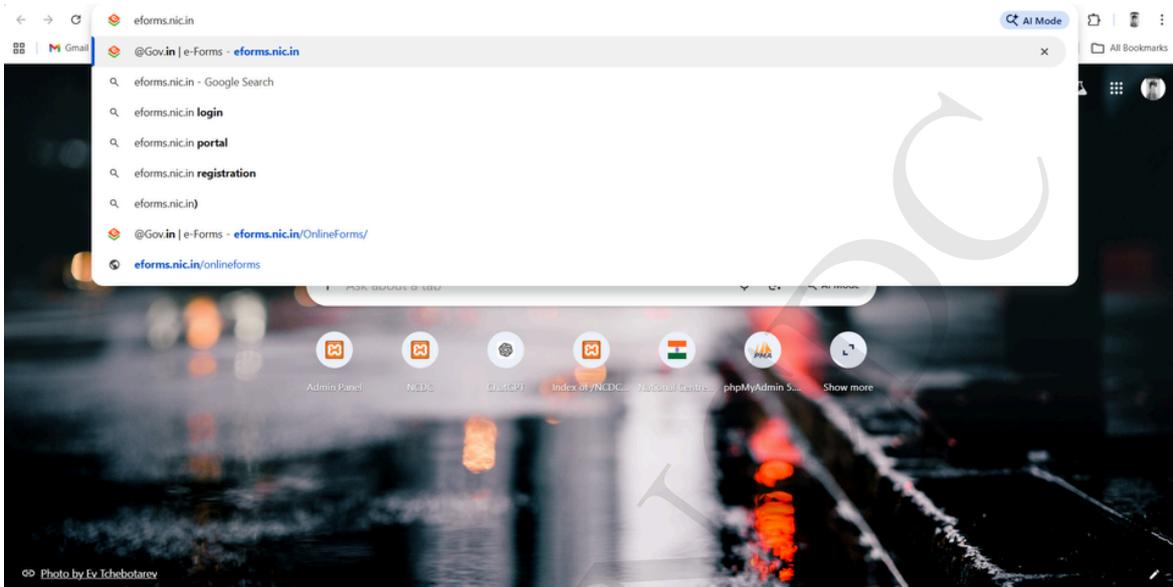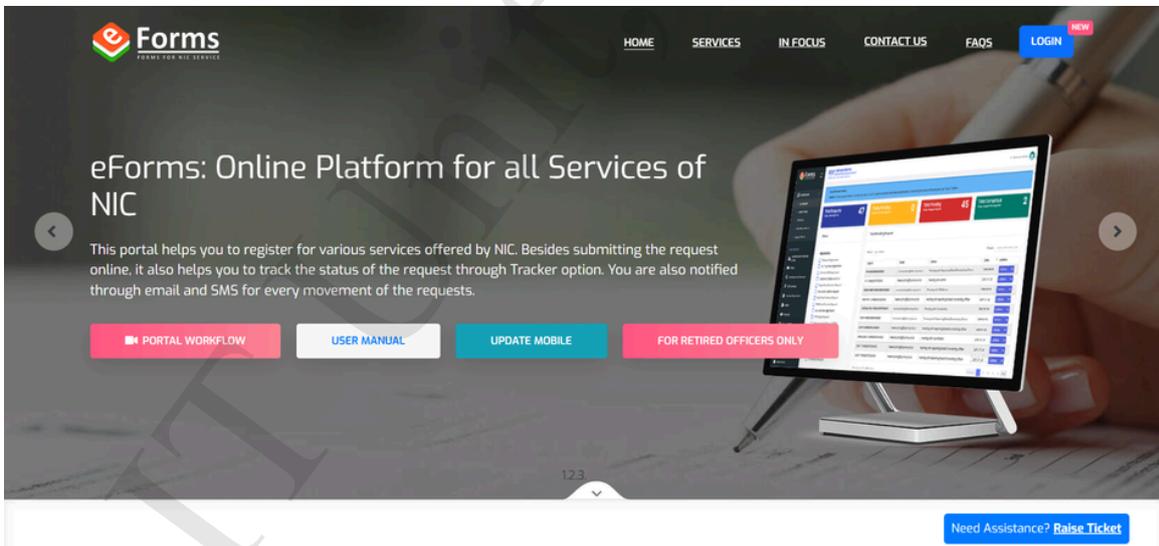
1. **<u>Open any web browser on your system.</u>**
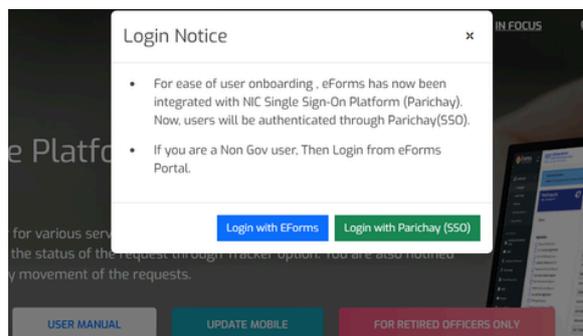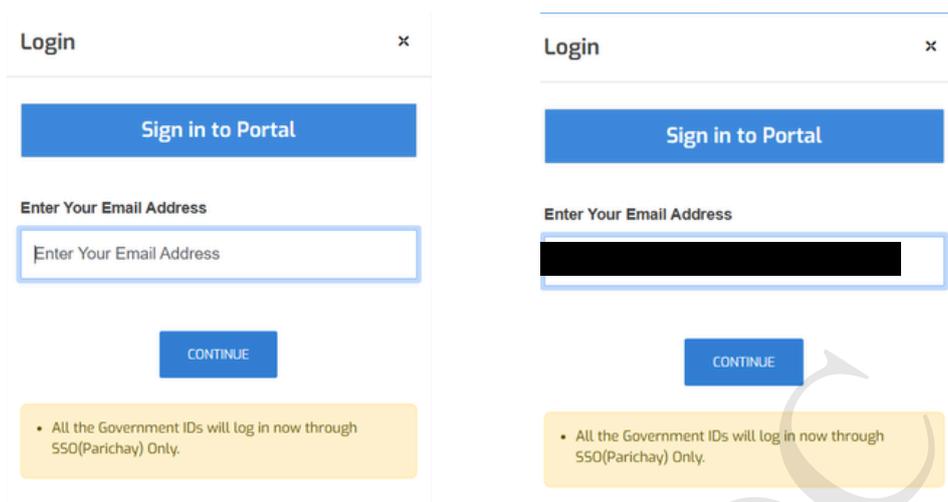2. **<u>In the address bar</u>, type https://eforms.nic.in and press Enter**

3. **On the homepage, click on the Login button located at the top-right corner.**

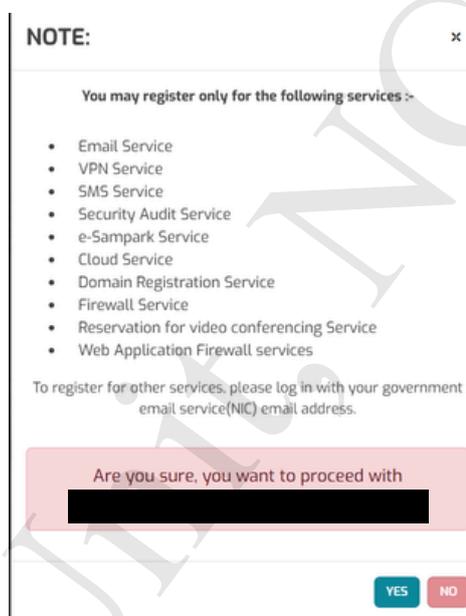4. **For new email creation, select "Login with eForms."**

5. **Enter your personal email ID and click on Continue**

6. **Check your personal email inbox and confirm the verification by clicking Yes.**

7. **Enter your mobile number, fill in the captcha code, and click Continue**
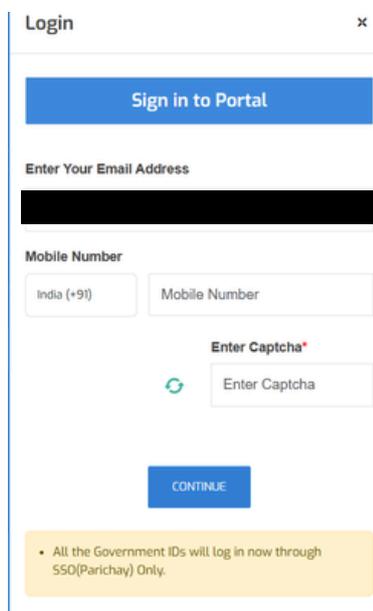
8. **You will receive an OTP on both your registered email ID and mobile number. Enter the OTP to proceed.**
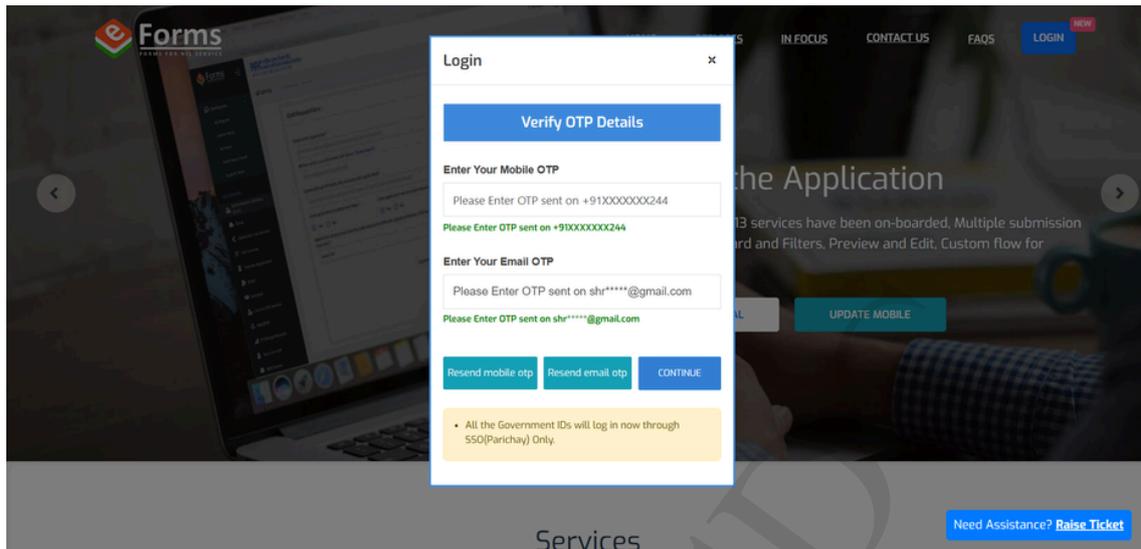

9. **After successful verification, you will be redirected to the eforms dashboard.**
10. **Fill in your Personal Information. Fields marked with a red asterisk (*) are mandatory. Click on Continue after completing the details.**
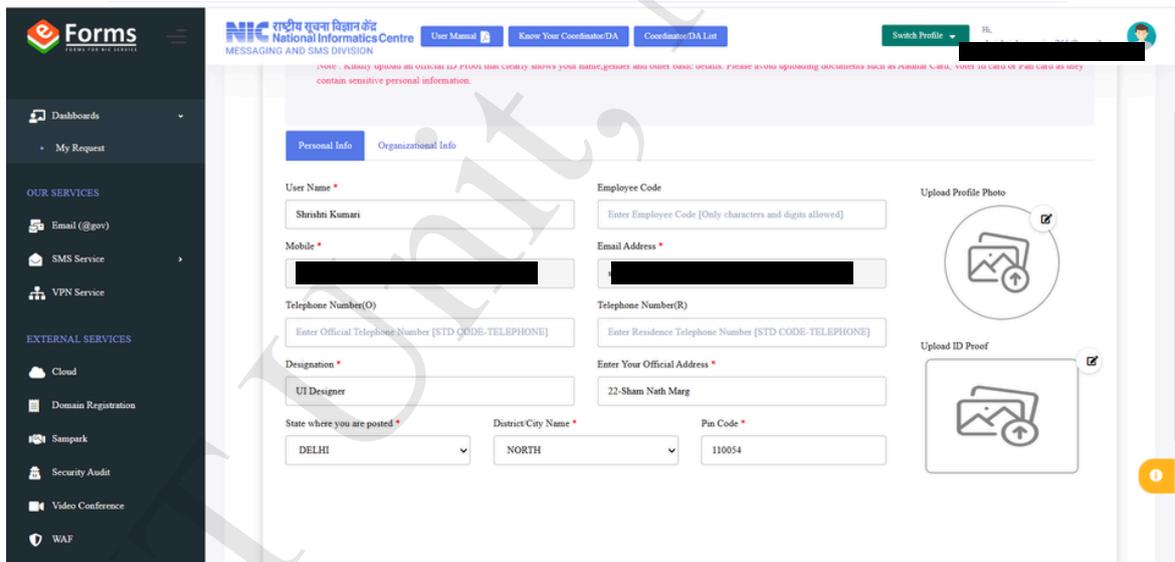
11. **Enter your Organization Information:**
- **In the search field, type "National Centre".**
- **Select "National Centre for Disease Control (NCDC)::(Ministry of Health and Family Welfare)" from the dropdown list.**
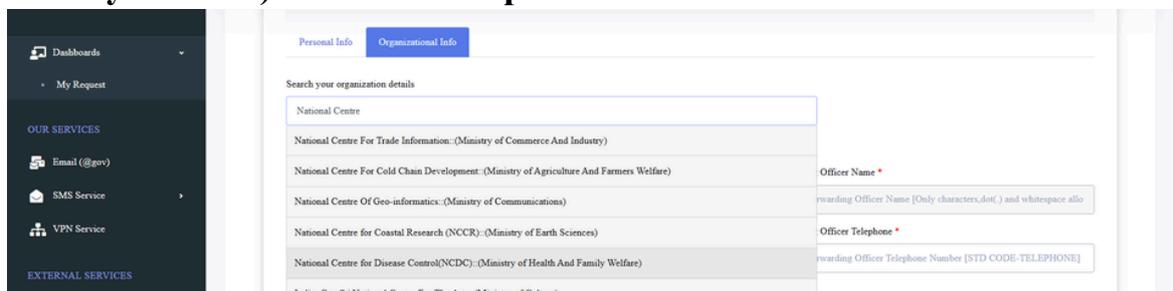
12. **In the Reporting/Nodal/Forwarding Officer Email field, enter the official government email ID of your concerned Nodal officer.**
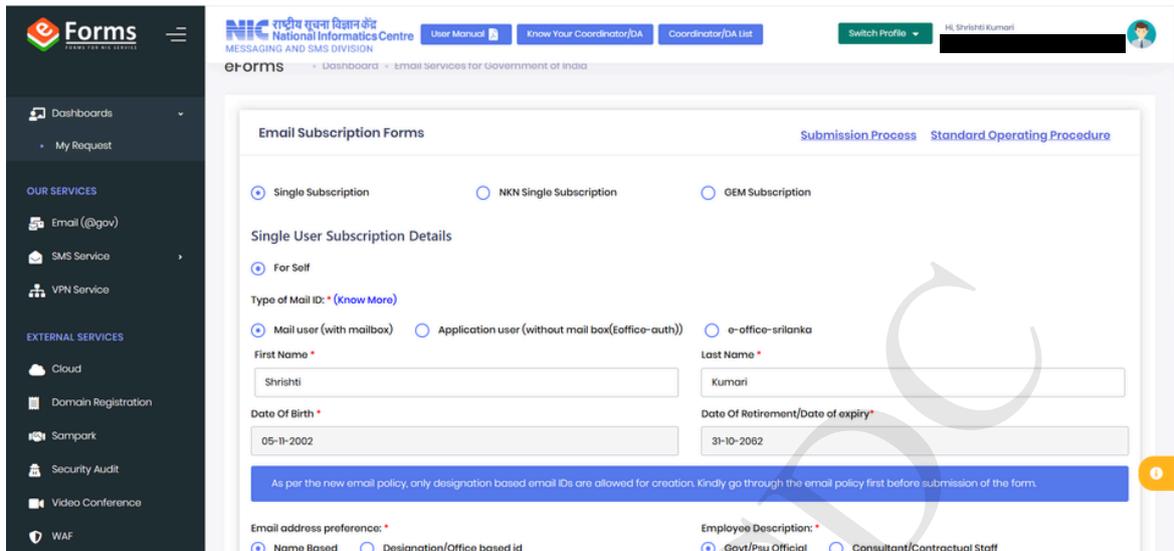- **The officer's details will be auto-filled upon entering the correct email ID.**
- **Click on Submit.**

13. **Confirm the submission by clicking Yes, then click OK.**
14. **From the left-hand panel, click on Email (@gov) and then Email Subscription Forms is open.**

15. **Enter your Date of Birth and Date of Retirement/Date of Expiry.**

16. **Enter your Preferred Email Address.**
   - **From the domain dropdown menu, select ncdc.gov.in**

17. **In the Preferred UID field, enter the same value as your Preferred Email Address**

18. **Enter the captcha code and click on Preview, then select Submit.**
19. **Review all entered details carefully. Scroll down, select "I agree to the Terms and Conditions," and click Submit. Confirm by clicking Yes.**

20. **On the form submission page, select "Proceed Online" and click Continue.**
21. **Click Close to exit.**
22. **If you wish to monitor the status of your application, click on action and then click track.**
23. **After submission it goes to your officer portal RO panel in their eform.**