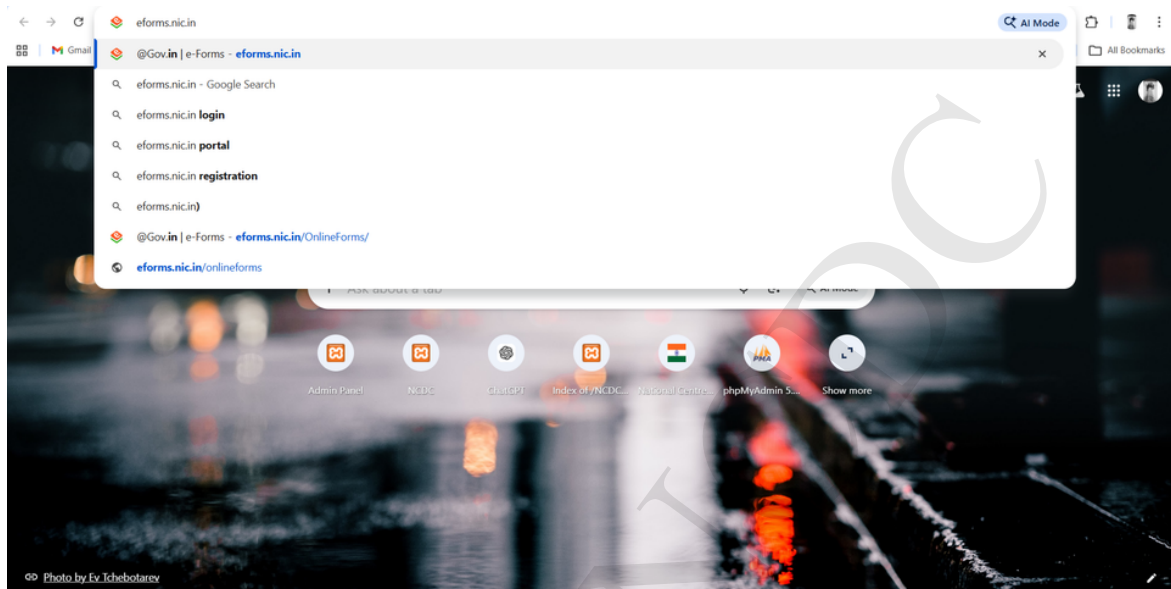
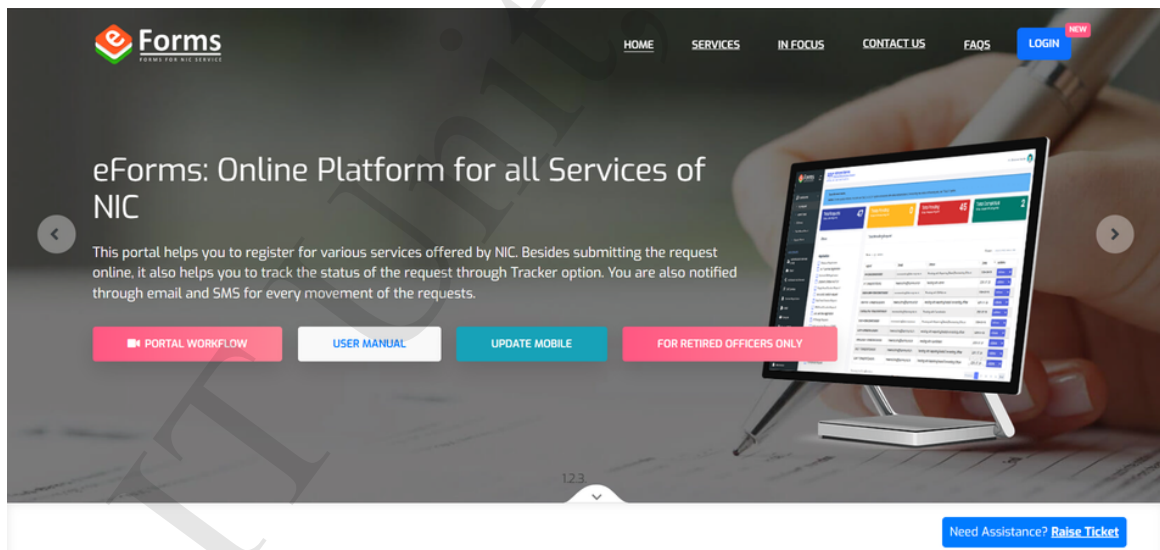


# Steps for Creation of Official Email ID through eforms Portal

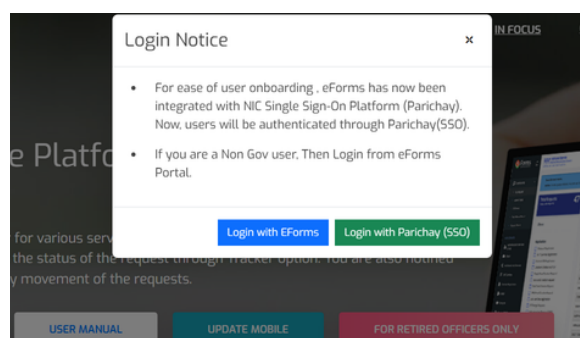
1. Open any web browser on your system.
2. In the address bar, type <https://eforms.nic.in> and press Enter



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

Login

×

Sign in to Portal

Enter Your Email Address

Enter Your Email Address

CONTINUE

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

Login

×

Sign in to Portal

Enter Your Email Address

CONTINUE

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

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

NOTE:

×

You may register only for the following services :-

- Email Service
- VPN Service
- SMS Service
- Security Audit Service
- e-Sampark Service
- Cloud Service
- Domain Registration Service
- Firewall Service
- Reservation for video conferencing Service
- Web Application Firewall services

To register for other services, please log in with your government email service(NIC) email address.

Are you sure, you want to proceed with

YES NO

## 7. Enter your mobile number, fill in the captcha code, and click Continue

Login

×

Sign in to Portal

Enter Your Email Address

Mobile Number

India (+91) Mobile Number

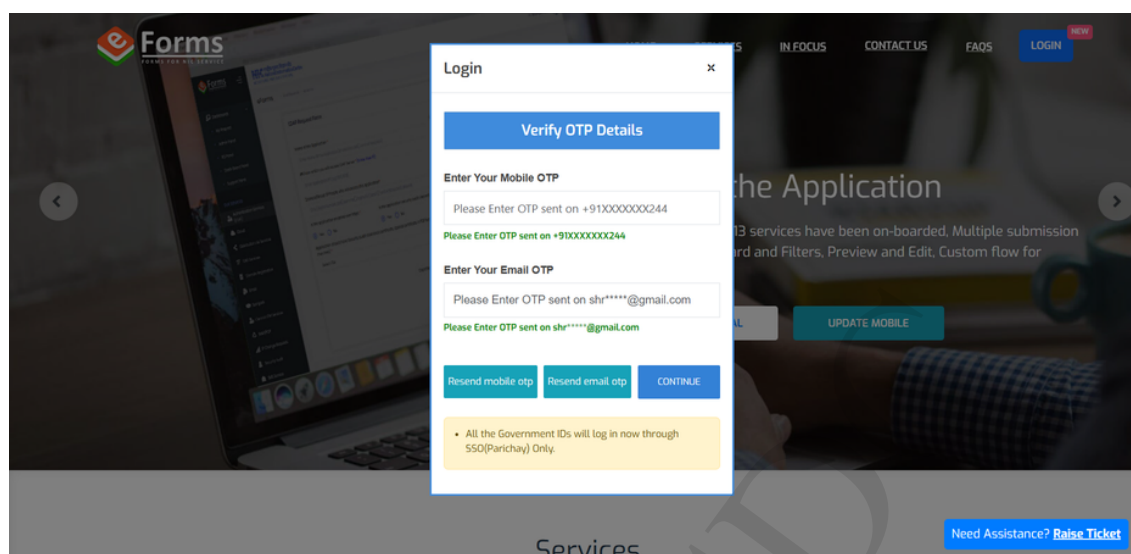
Enter Captcha\*

Enter Captcha

CONTINUE

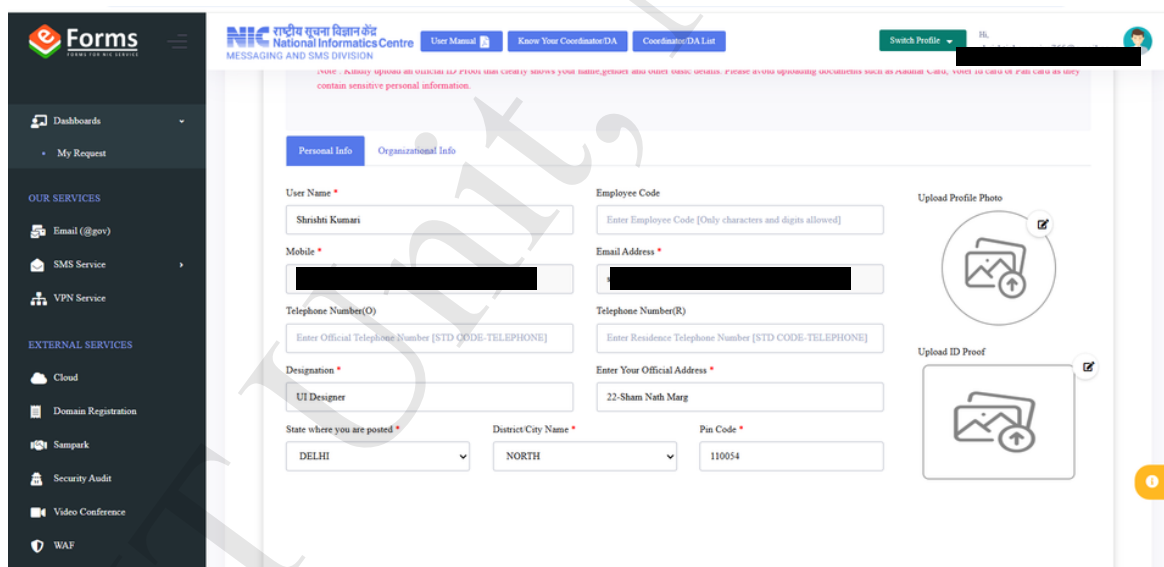
- All the Government IDs will log in now through SSO(Parichay) Only.

8. You will receive an OTP on both your registered email ID and mobile number.  
Enter the OTP to proceed.



The screenshot shows the eForms login interface. A modal window titled "Login" is open, displaying the "Verify OTP Details" section. It prompts the user to "Enter Your Mobile OTP" and "Enter Your Email OTP" with corresponding input fields. Below the input fields are buttons for "Resend mobile otp", "Resend email otp", and "CONTINUE". A note at the bottom states: "All the Government IDs will log in now through SSO(Parichay) Only." The background shows the eForms dashboard with a sidebar menu and a top navigation bar.

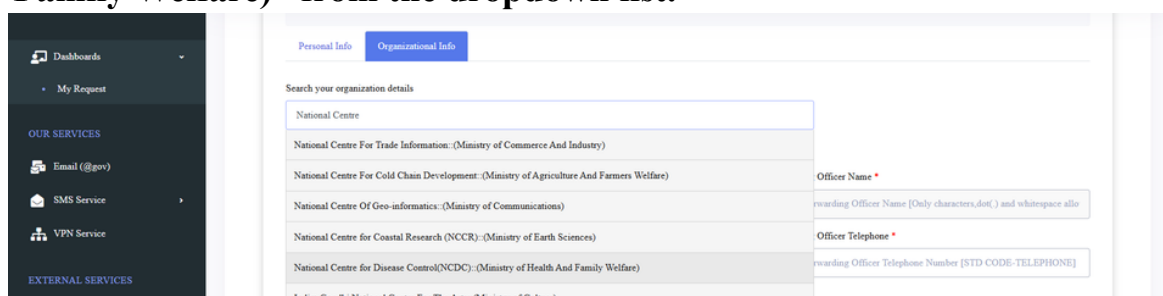
9. After successful verification, you will be redirected to the eforms dashboard.  
10. Fill in your Personal Information. Fields marked with a red asterisk (\*) are mandatory. Click on Continue after completing the details.



The screenshot shows the eForms dashboard with the "Personal Info" tab selected. The form contains the following fields: User Name (\*), Mobile (\*), Telephone Number(O), Designation (\*), State where you are posted (\*), Employee Code, Email Address (\*), Telephone Number(R), Enter Your Official Address (\*), District/City Name (\*), and Pin Code (\*). There are also sections for "Upload Profile Photo" and "Upload ID Proof". The dashboard sidebar on the left lists various services and external services.

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.



The screenshot shows the eForms dashboard with the "Organization Info" tab selected. A search bar is present, and a dropdown list of organization details is displayed. The list includes: National Centre, National Centre For Trade Information: (Ministry of Commerce And Industry), National Centre For Cold Chain Development: (Ministry of Agriculture And Farmers Welfare), National Centre Of Geo-informatics: (Ministry of Communications), National Centre for Coastal Research (NCCR): (Ministry of Earth Sciences), National Centre for Disease Control(NCDC): (Ministry of Health And Family Welfare), and Indira Gandhi National Centre For The Arts: (Ministry of Culture). The form also includes fields for "Officer Name" and "Officer Telephone".

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.

The screenshot shows the 'Forms' application interface. On the left is a dark sidebar with a menu including 'Dashboards', 'My Request', 'OUR SERVICES' (Email (@gov), SMS Service, VPN Service), and 'EXTERNAL SERVICES' (Cloud, Domain Registration, Sampark, Security Audit, Video Conference, WAF). The main content area is titled 'National Informatics Centre' and 'MESSAGING AND SMS DIVISION'. It contains a registration form with fields for 'Organization Category' (Central), 'Ministry' (Ministry of Health And Family Welfare), 'Department/Division/Domain' (National Centre for Disease Control(NCDC)), 'Reporting/Nodal/Forwarding Officer Email' (idsp-cin@nic.in), 'Reporting/Nodal/Forwarding Officer Name' (Pallavi Lotha), 'Reporting/Nodal/Forwarding Officer Mobile' (+91XXXXXXX637), and 'Reporting/Nodal/Forwarding Officer Designation' (Consultant (IT)). There is a checkbox for 'I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.' and a 'SUBMIT' button at the bottom right.

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.

The screenshot shows the 'Forms' application dashboard for a user named Shrishti Kumari. The left sidebar is the same as in the previous screenshot. The main content area has a header with a message: 'Dear Shrishti Kumari, 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. Data from January 2025'. Below this is a row of five colored boxes showing request statistics: 'Total User Requests' (0), 'Total Pending Requests' (0), 'Total Completed Requests' (0), 'Total Rejected Request' (0), and 'Total Expired Requests' (0). Under 'General Filters', it says 'No Request Available'. To the right, there is a 'Total Pending Request' section with a table. The table has columns: 'App Id', 'Email', 'Status', 'Date', and 'Actions'. The table is empty, with a message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

## 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.

**Single User Subscription Form**

**Personal Information**

Name of Applicant \* Shrishti Kumari Designation \* UI Designer Employee Code [Only characters and digits allowed]

**Office Address**

Postal Address \* 22-Sham Nath Marg

State where you are posted \* DELHI District \* NORTH Pin Code \* 110054

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

Mobile \* +91XXXXXXX244 E-mail Address \* [redacted]

**Reporting/Nodal/Forwarding Officer Details**

Reporting/Nodal/Forwarding Officer Email \* Reporting/Nodal/Forwarding Officer Name \*

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

Your form has been submitted.

Your form has been submitted and your Registration number is [SINGLEUSER-FORM20260210228](#).

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](mailto:servicedesk@nic.in)

[Close](#)

**Forms**

**Request pending with y**

Dear Shrishti Kumari,

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.  
Date from January 2025

| Total User Requests | Total Pending Requests | Total Completed Requests | Total Rejected Request | Total Expired Requests |
|---------------------|------------------------|--------------------------|------------------------|------------------------|
| 1                   | 1                      | 0                        | 0                      | 0                      |

**General Filters**

Application ☐ Single User

Status ☐ Pending Request ☐ Rejected Request ☐ Completed Request

**Total Pending Request**

Show 10 entries

| App Id                     | Email      | Status                   |
|----------------------------|------------|--------------------------|
| SINGLEUSER-FORM20260210228 | [redacted] | Pending with RO/Nodal/FO |

Showing 1 to 1 of 1 entries

Previous 1 Next

Context Menu:

- Preview / Edit
- Cancel
- Track
- Generate Form
- Upload Multiple Docs
- Download Uploaded Docs
- Raise/Respond to Query