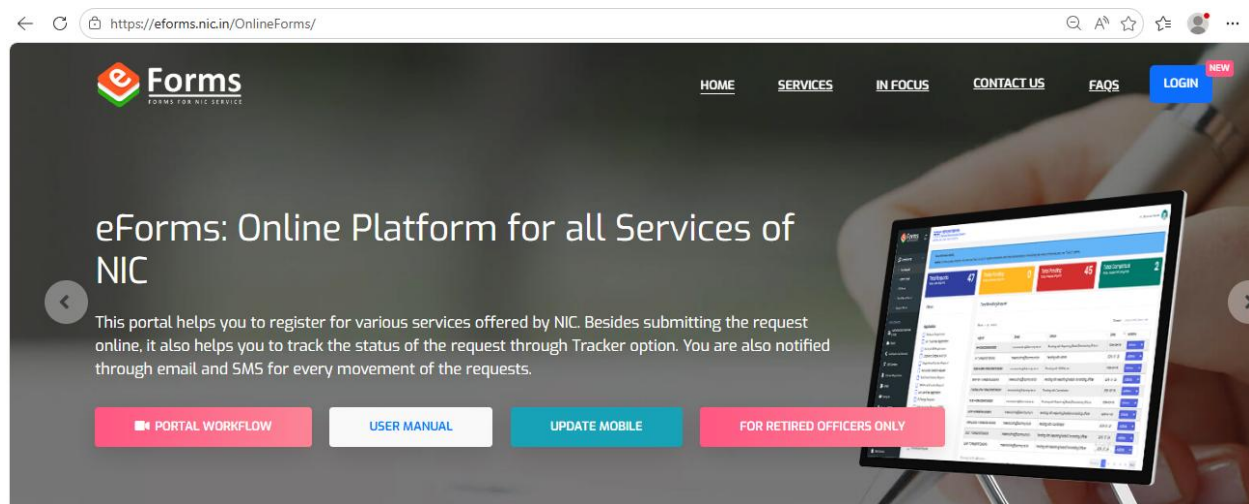
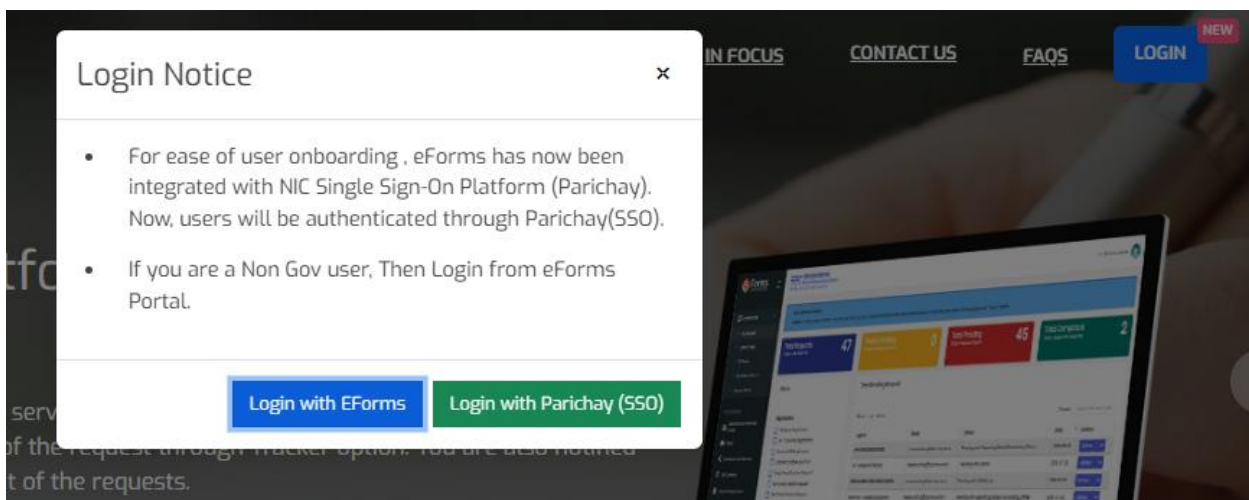


Steps for approval of email creation request and mobile number & profile by Reporting Officer

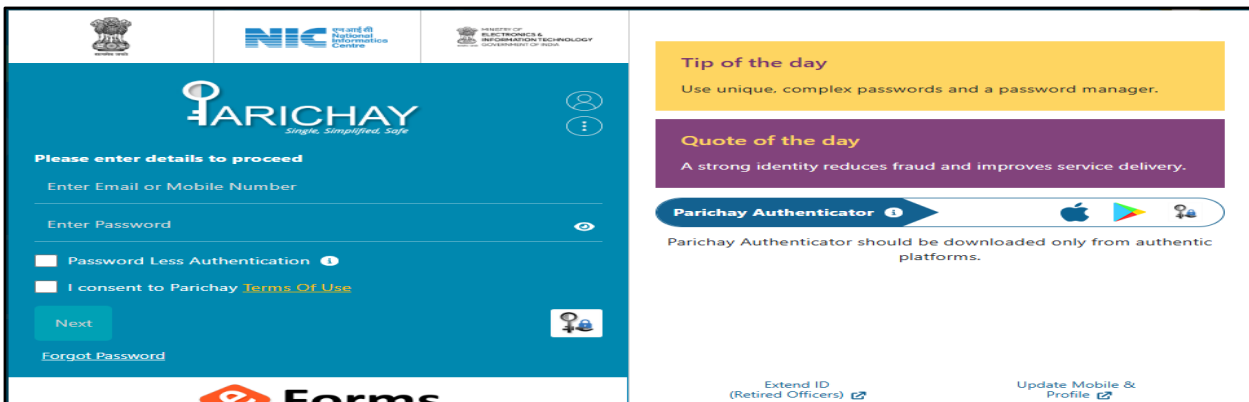
1. Go to <https://eforms.nic.in/>



2. Click on 'Login with Parichay (SSO)'



3. Provide the login details and click 'NEXT'



4. Click on 'RO Panel' and then click on 'Total User Requests'

Forms National Informatics Centre
MESSAGING AND SMS DIVISION

Request pending with you for more than 15 days will be auto-exp

Dear [redacted]
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

Important! You are viewing your requests. To view requests on RO/Coordinator panel, Please click respective panels under Dashboard. You have **RO Panel** access.

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

General Filters
Application
 VPN Single
Status
 Pending Request

Total Pending Request
Show 10 entries
App Id | Email | Status | Date
No data available in table

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

5. Click on 'Actions'

Dear Reporting Officer/Forwarding Officer/Nodal Officer,
Notice: You are requested to verify the credentials and authenticity of the applicant prior to approval or creation of account. If more information is required please use the option "RAISE A QUERY" and ask for more inputs for verifying credentials

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

General Filters
Application
 Single Email Creation Request
Status
 Forwarded Request
 Pending Request
 Rejected Request
 Completed Request
 Expired Request

FILTERED REQUESTS
Single Email Creation Request x
Show 10 entries

App Id	Applicant Details	Status	Submission Type	Date	Actions
SINGLEUSER-FORM2026051910122	[redacted]@gmail.com	Pending with RO/Nodal/FO	User: Online RO:	2026-05-19T12:25:24	Actions

Showing 1 to 1 of 1 entries

6. Click on 'Approve'

Dear Reporting Officer/Forwarding Officer/Nodal Officer,
Notice: You are requested to verify the credentials and authenticity of the applicant prior to approval or creation of account. If more information is required please use the option "RAISE A QUERY" and ask for more inputs for verifying credentials

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

General Filters
Application
 Single Email Creation Request
Status
 Forwarded Request
 Pending Request
 Rejected Request
 Completed Request
 Expired Request

FILTERED REQUESTS
Single Email Creation Request x
Show 10 entries

App Id	Applicant Details	Status	Submission Type	Date	Actions
SINGLEUSER-FORM2026051910122	pparinsha@gmail.com	Pending with RO/Nodal/FO	User: Online RO:	2026-05-19T12:25:24	Actions

Showing 1 to 1 of 1 entries

Actions dropdown menu:
 Preview / Edit
 Approve
 Reject
 Track
 Generate Form
 Upload Multiple Docs
 Download Multiple Docs
 Raise/Respond to Query

7. Select 'Proceed online' and click 'Continue'

Action ✕

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

8. Provide remarks and click 'Approve'

Approve Action for Reg No. - SINGLEUSER-FORM202605190122 ✕

Add Remarks

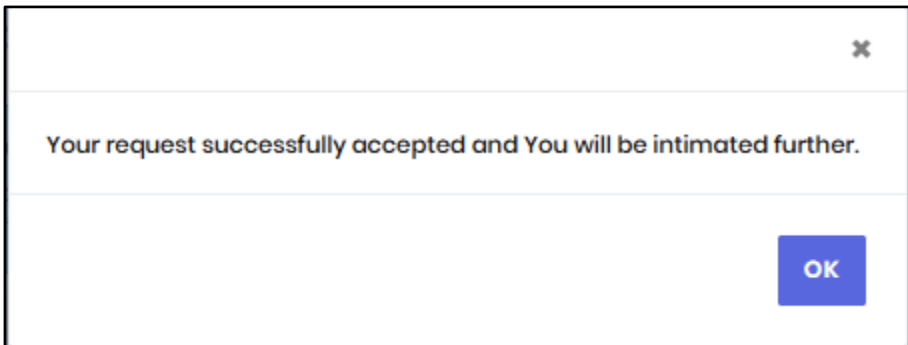
Application for email id creation

9. Click 'YES' to verify the credentials

Do you really wish to proceed without eSigning (SINGLEUSER-FORM202605190122)? ✕

Note: Please verify credentials of the user before approving eSigning Request (SINGLEUSER-FORM202605190122).

10. Click 'OK' to finish the process



11. Reporting Officer may track the request by clicking on 'Actions>Track'

Forms

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

Dear Reporting Officer/Forwarding Officer/Nodal Officer,
 Notice: You are requested to verify the credentials and authenticity of the applicant prior to approval or creation of account. If more information is required please use the option "RAISE A QUERY" and ask for more inputs for verifying credentials

Total User Requests: 1
 Total Pending Request: 1
 Total Completed Requests: 0
 Total Rejected Requests: 0
 Total Expired Requests: 0

General Filters

Application
 Single Email Creation Request

Status
 Forwarded Request
 Pending Request
 Rejected Request
 Completed Request
 Expired Request

FILTERED REQUESTS

Single Email Creation Request x

Show 10 entries

App Id	Applicant Details	Status	Submission Type
SINGLEUSER-FORM202605190122	[Redacted]@gmail.com	Pending with RO/Nodal/FO	User: Online RO: 2026-05-19T12:25:24

Showing 1 to 1 of 1 entries

Actions menu: Preview / Edit, Approve, Reject, Track, Generate Form, Upload Multiple Docs, Download Multiple Docs, Raise/Respond to Query

12. Following is the status page of the approved request

SINGLESUSER-FORM202605190122

User Detail

Name	Email	Mobile	Date
[Redacted]	[Redacted]@gmail.com	+9196XXXXX [Redacted]	2026-05-19T12:25:24

User: RO/FO/Nodal DA Admin

Status: Pending with DA-Admin([Redacted]@neigrihms.gov.in)

Pending Since: 2026-05-20T11:59:08

Sender Details: [Redacted]@neigrihms.gov.in

Raised/Responded Query Close