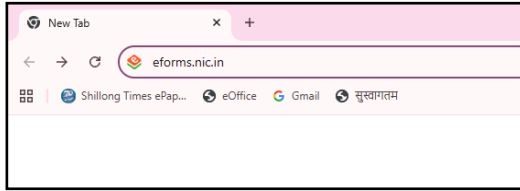
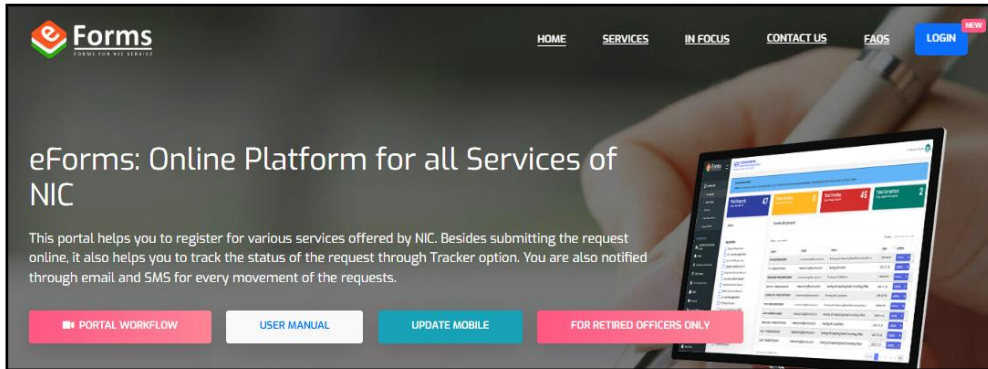


## Steps for applying email ID under the domain @neigrihms.gov.in

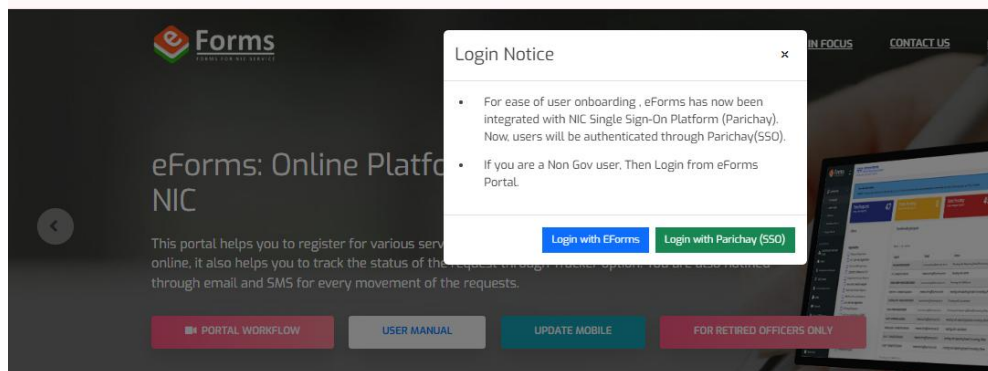
1. Go to <https://eforms.nic.in/>



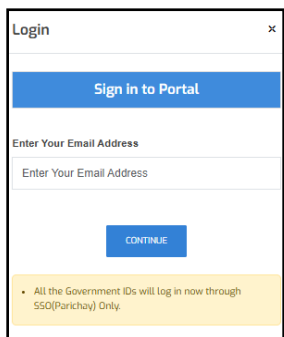
2. Click on LOGIN



3. Click on 'Login with eforms'



4. Enter your email Id (any email id will be accepted except email id with domain '@gov.in/@nic.in')

A screenshot of the "Login" form on the eForms website. The form has a title "Login" and a "Sign in to Portal" button. Below the button, there is a label "Enter Your Email Address" and an input field containing "Enter Your Email Address". At the bottom of the form, there is a "CONTINUE" button. A yellow banner at the bottom of the form contains the text: "All the Government IDs will Log in now through SSO(Parichay) Only."

5. Click 'YES' to proceed

**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  
.....@gmail.com?

6. Enter Mobile Number and Captcha

**Login** ×

**Sign in to Portal**

Enter Your Email Address

Mobile Number  
India (+91)

Enter Captcha\*

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

7. Enter OTP received in your mobile and in your email account

**Login** ×

**Verify OTP Details**

Enter Your Mobile OTP  
  
Please Enter OTP sent on +91XXXXXX.....

Enter Your Email OTP  
  
Please Enter OTP sent on .....@gmail.com

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

8. Update profile details in 'Personal info tab' and click continue

The screenshot shows the 'Forms' application interface. The left sidebar contains navigation options like 'Dashboards', 'My Request', 'OUR SERVICES', and 'EXTERNAL SERVICES'. The main content area is titled 'sensitive personal information' and has two tabs: 'Personal Info' (active) and 'Organizational Info'. The 'Personal Info' tab contains several input fields: 'User Name', 'Mobile', 'Telephone Number(O)', 'Designation', 'State where you are posted', 'District/City Name', 'Pin Code', 'Employee Code', 'Email Address', and 'Telephone Number(e)'. There are also two sections for uploading files: 'Upload Profile Photo' and 'Upload ID Proof'. A 'CONTINUE' button is located at the bottom center of the form.

9. Update organisation details in 'Organisation info tab' as shown under and click continue

The screenshot shows the 'Forms' application interface with the 'Organizational Info' tab selected. A blue note box at the top right contains the following text: 'Note: In the field Reporting/Nodal/Forwarding Officer Email, enter the email id (@neigrihms.gov.in) of the Reporting Officer (Hod/Section Head/In-charge) Other details of the reporting will be auto filled'. The form fields include 'Organization Category', 'Ministry', 'Reporting/Nodal/Forwarding Officer Email', 'Reporting/Nodal/Forwarding Officer Name', 'Reporting/Nodal/Forwarding Officer Mobile', and 'Reporting/Nodal/Forwarding Officer Telephone'. A 'SUBMIT' button is at the bottom right. A red arrow points to the 'Reporting/Nodal/Forwarding Officer Email' field.

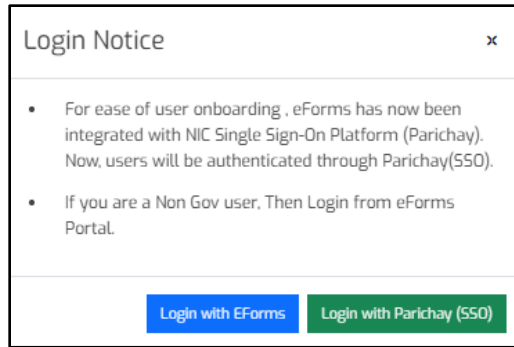
10. Click 'YES' to proceed

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to create or update your profile?'. There are two buttons: 'Cancel' and 'Yes'.

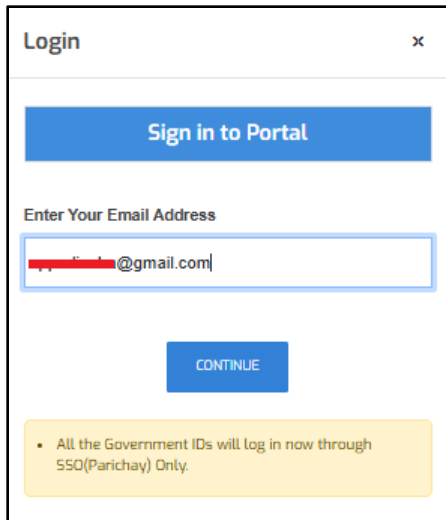
11. Click 'OK' to proceed

The screenshot shows a success message dialog box with the text 'Your profile has been created successfully. Kindly log in again.'. There is an 'OK' button at the bottom right.

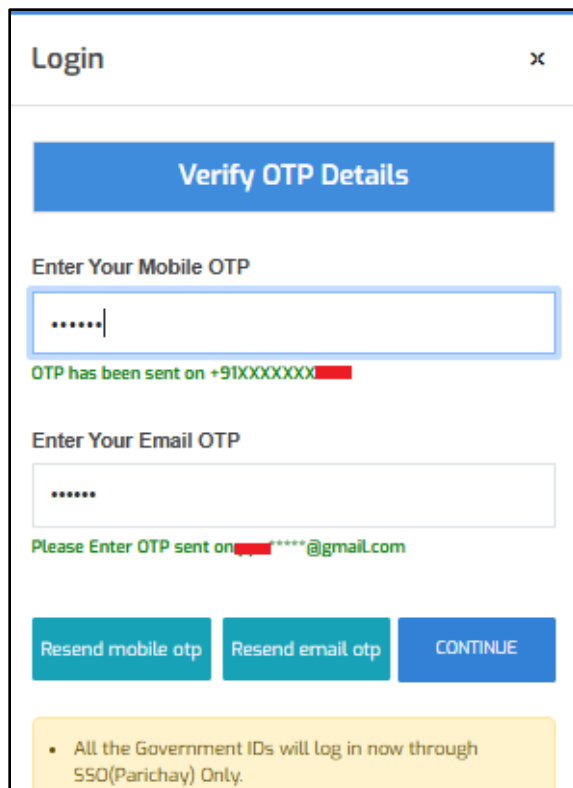
12. Go to <https://eforms.nic.in/> and click 'Login with eforms



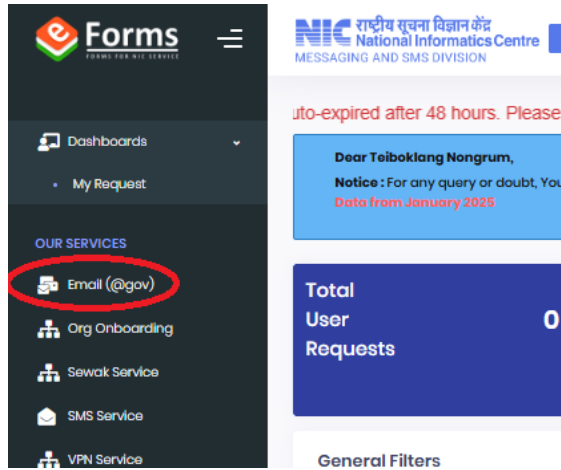
13. Enter your email id (same email id used earlier) to log in into eforms



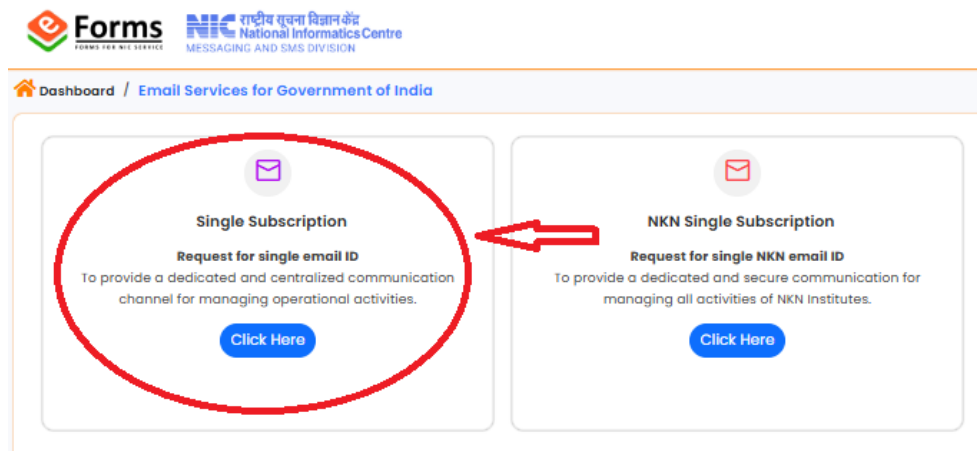
14. Enter OTP received on your mobile number and in your email account



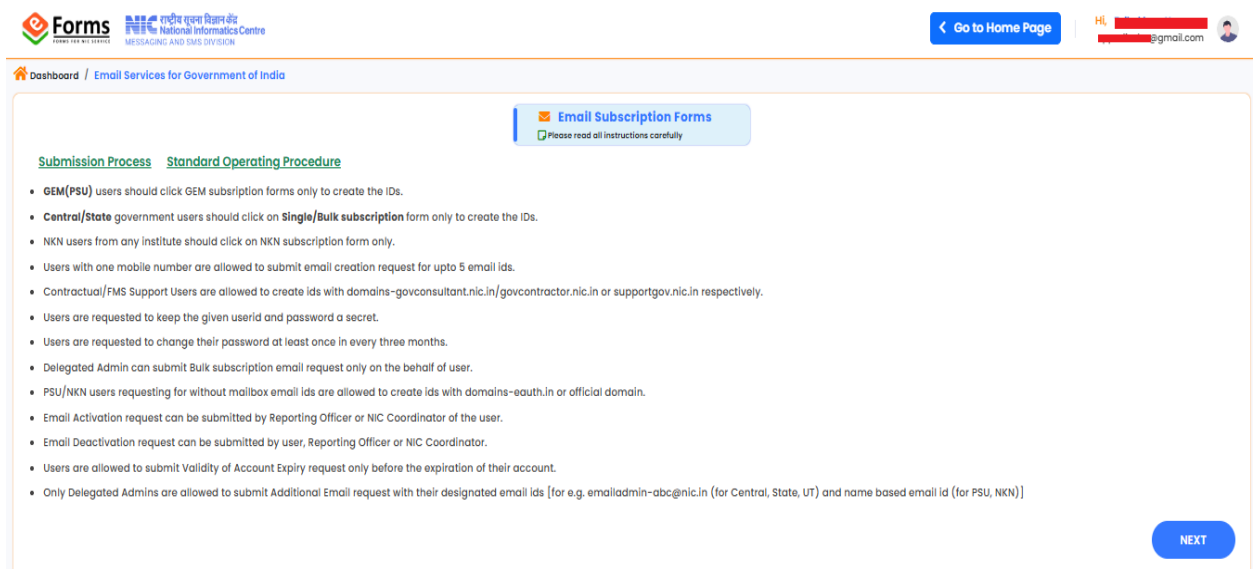
15. Click on 'Email (@gov)' on the left panel



16. Click on 'Single Subscription'



17. Read the instruction and click 'NEXT' to proceed



18. In this step, enter/select as under and click 'NEXT':

- Select 'Parichay/Auth ID'
- Select 'Name Based' for personal email id and 'Designation Based' for Department/Section email id
- Select 'No' for 'Do you want to use existing email id?'
- Before entering the preferred email address, please refer to email address guidelines
- Select '@neigrihms.gov.in' in the next field
- User id must be the text before '@neigrihms.gov.in'

Forms **एन आर सी** राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre  
MESSAGING AND SMS DIVISION

Go to Home Page Hi, [Redacted]@gmail.com

Single User Subscription

For Self

Type of Mail ID: (Know More)

Mail user (with mailbox) Parichay/Auth ID

First Name \* Last Name

Date of Birth \* Date of Retirement/Expiry \*

Email Address Preference: \*

Name Based Designation/Office Based

Employee Description: \*

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

Do You want to use existing email ID? \*

Yes No

Preferred Email Address (Refer email address guidelines) \* Preferred Uid (Enter part before @) \*

[Redacted]@neigrihms.gov.in [Redacted]

NEXT

19. Accept the 'Terms & Conditions' and click 'NEXT'

Forms **एन आर सी** राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre  
MESSAGING AND SMS DIVISION

Go to Home Page Hi, [Redacted]@gmail.com

Medical Sciences

Single User Subscription Details

Email address preference: For Self

Type of Mail ID: Parichay/Auth ID

First Name: [Redacted]

Last Name: [Redacted]

Date Of Birth: [Redacted]

Date Of Retirement/Date of expiry: [Redacted]

Email address preference: Name Based

Employee Description: Govt/Psu Official

Used Migrated Mail?: No

Preferred Email Address 1: [Redacted]@neigrihms.gov.in

Preferred Uid: [Redacted]

Agreed to [Terms & Conditions](#).

BACK NEXT

20. For form submission 'Proceed Online' option may be opted

The screenshot shows the 'Forms' portal interface. At the top, there is a navigation bar with the 'Forms' logo, the National Informatics Centre (NIC) logo, and a 'Go to Home Page' button. Below the navigation bar, there is a progress indicator with four steps: 1. New Request, 2. Review Your Information, 3. Submit your Request, and 4. After Submit Information. The main content area is titled 'Form Submission Type:' and contains three options: 'e-Sign the document with Aadhaar', 'Proceed Online', and 'Proceed Manually'. The 'Proceed Online' option is highlighted with a red circle. Below the options, there are 'BACK' and 'SUBMIT' buttons.

21. Upon submission following message will be displayed (details may be noted)

The screenshot shows the 'Forms' portal interface after successful submission. A green success message box is displayed at the top right, stating 'Success Your request has been submitted successfully!!!'. Below the message, there is a blue box containing the following text: 'Your form has been submitted and your Registration number is SINGLEUSER-FORM202605190122. You can use it to Track your request. For tracking, click on the Go to Dashboard button below. For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in.' Below this text is a 'Go to Dashboard' button.

22. The form submitted is forwarded to the 'Reporting Officer'. Contact the 'Reporting Officer' and request to approve the application.