

# User manual for eForms

Powered By: Messaging and SMS Dept.

# 2019

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

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## Introduction

The process of getting enrolled in NIC services depended on paperwork, however, with rapid technological changes, the process filling forms online came into existence. Earlier with paperwork, applicants had to fill manual forms that got through different levels of processing that eventually was a time-consuming process and it was difficult for the applicants to track the status of their own application. With eForms, this process has become automated and the entire process, right from filling forms to availing services.

## Purpose

The purpose of this document is to provide you step by step instructions on how to fill the form avail the service.

## Scope

This manual is meant for Ministries/Departments and States/UT's applicants who are willing to avail NIC services.

The services which are offered by NIC are as follows:

S.No	Name of the Services
1	Email Subscription
2	Authentication Service (LDAP)
3	Distribution List Service(@ismgr.nic.in)
4	Enable IMAP/POP
5	IP Change Requests
6	SMS service
7	SMTP Gateway Service
8	Update Mobile Number
9	WiFi Services
10	DNS service
11	Domain Registration (@gov.in)
12	VPN Service
13	Webcast Service
14	Central UTM Service

## Authorship

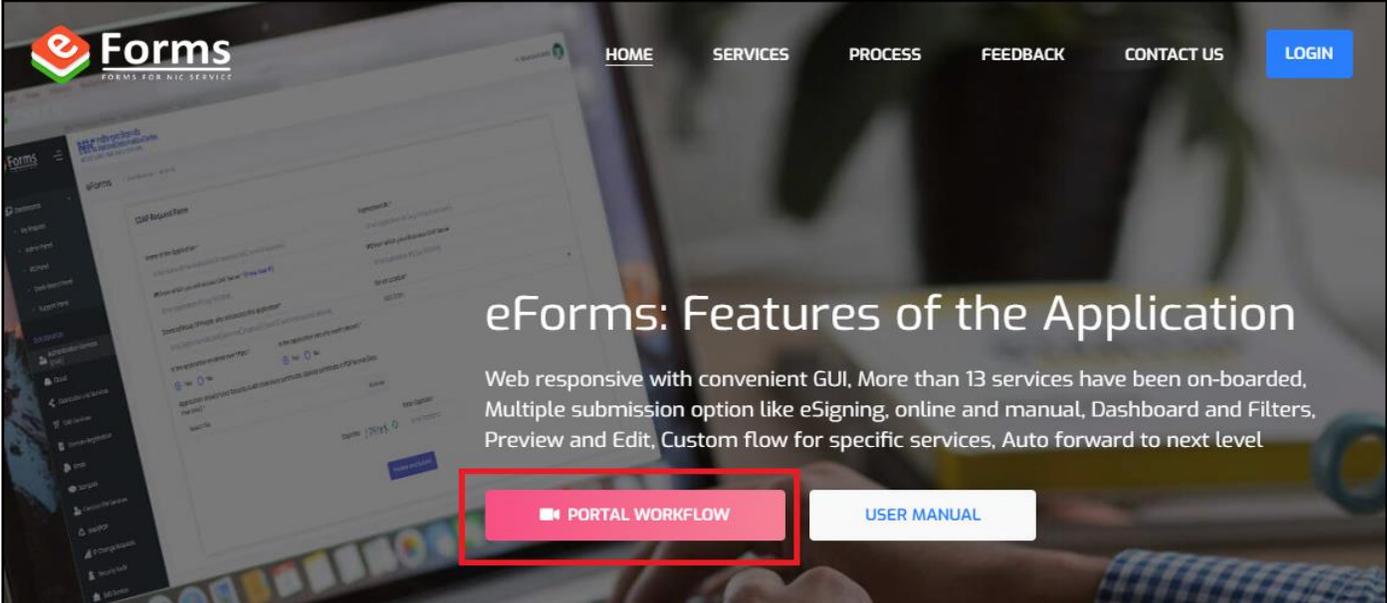
This manual has been written by Messaging and SMS division, National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.

## Features

- SMS and Email notification to all the stakeholders on any movement of the request or any modification 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 for them to interact among each other
- Generate PDF facility to generate PDF of the request dynamically
- Download/Upload multiple documents facility to upload/download ID proofs or any other related documents.
- Preview facility to preview the form before approving/submitted it.

## Portal Workflow

Portal Workflow is an introductory video about the eForms



The image shows a screenshot of the eForms application interface. At the top left is the eForms logo with the tagline 'FORMS FOR NIC SERVICE'. A navigation menu at the top includes 'HOME', 'SERVICES', 'PROCESS', 'FEEDBACK', 'CONTACT US', and a 'LOGIN' button. The main content area displays a 'Call Request Form' with various fields and a 'Submit' button. Below the form, there is a video player area with the title 'eForms: Features of the Application'. The video description reads: 'Web responsive with convenient GUI, More than 13 services have been on-boarded, Multiple submission option like eSigning, online and manual, Dashboard and Filters, Preview and Edit, Custom flow for specific services, Auto forward to next level'. At the bottom of the video player, there are two buttons: 'PORTAL WORKFLOW' (highlighted with a red box) and 'USER MANUAL'.

## 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

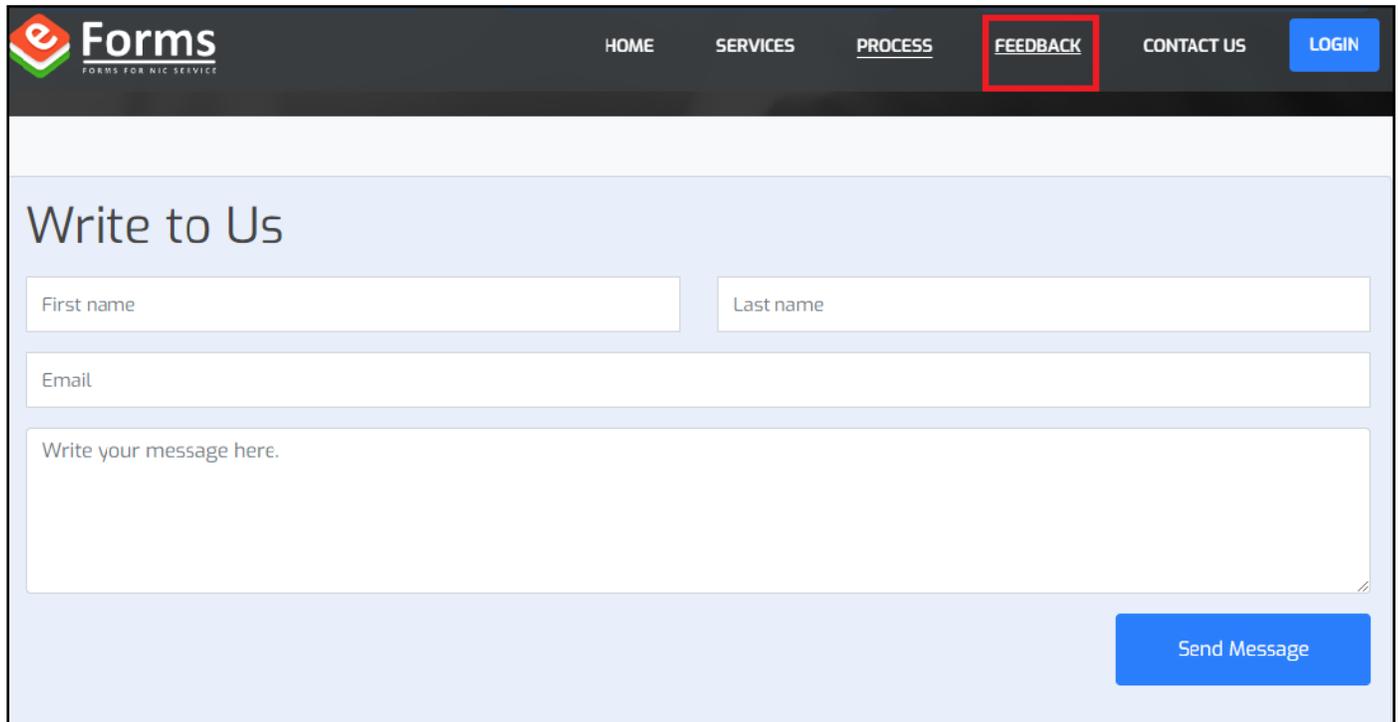
HOME SERVICES **IN FOCUS** FEEDBACK CONTACT US FAQs LOGIN

### 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

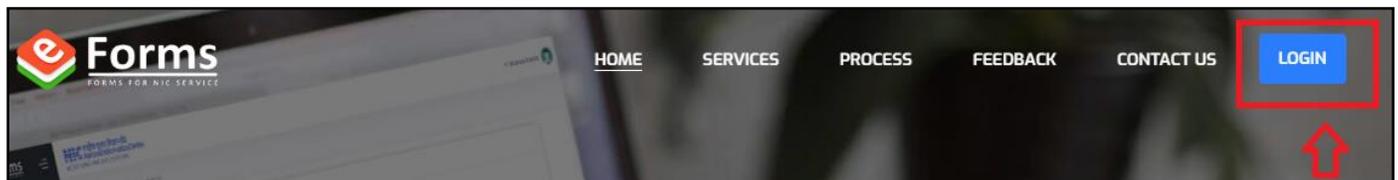
Users can provide us with feedback/queries about the eForms.



The screenshot shows the top navigation bar of the eForms website. The 'FEEDBACK' link is highlighted with a red box. Below the navigation bar, the page title 'Write to Us' is displayed. The form includes input fields for 'First name' and 'Last name', an 'Email' field, and a large text area for the message. A 'Send Message' button is located at the bottom right of the form.

## HOW TO REGISTER?

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



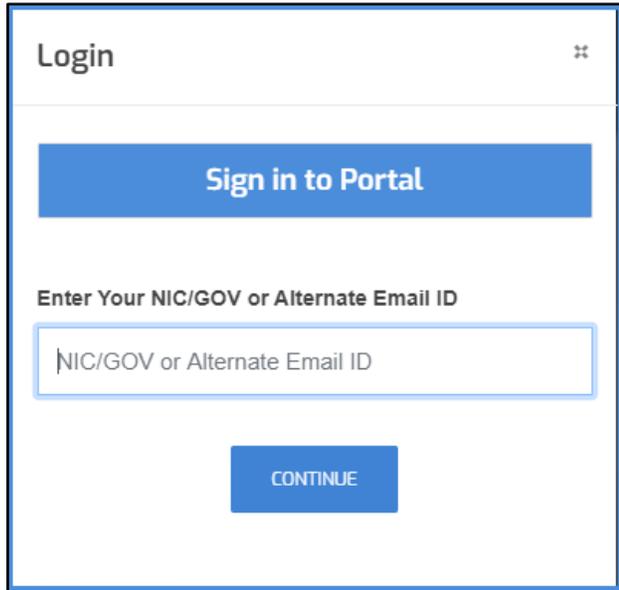
4. Now, login to the portal using your credentials (you can use either NIC/Gov email address or any other alternate email address).

## LOGIN CONSOLE (Government Login)

### ➤ Login Type: Government Login Account

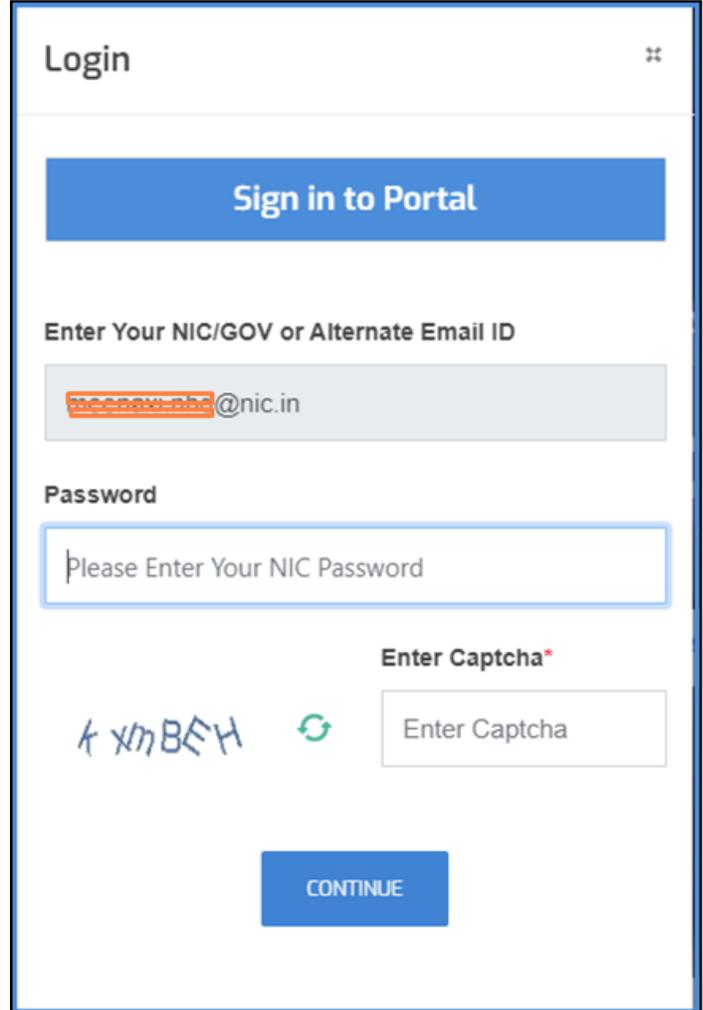
Shown below are 2 screenshots of how a login for a Government email looks like.

#### Step 1: Email Input Text Area



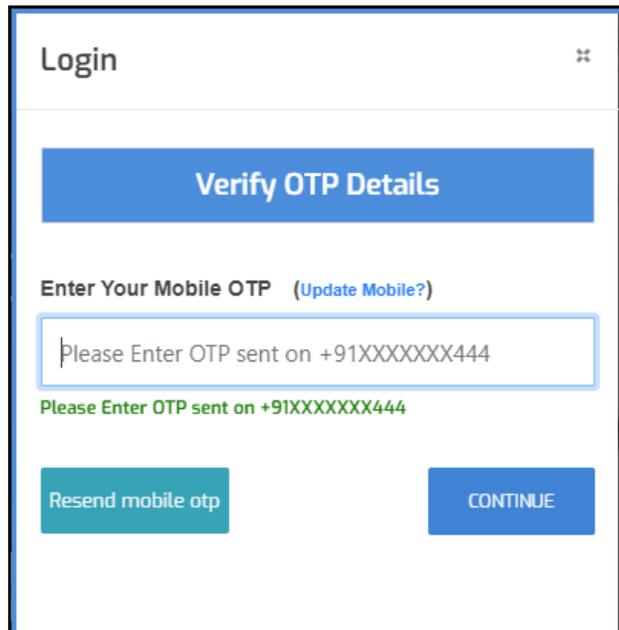
The screenshot shows a login page titled "Login" with a close button (⌵). A blue button labeled "Sign in to Portal" is at the top. Below it, the text "Enter Your NIC/GOV or Alternate Email ID" is displayed. A text input field contains the placeholder "NIC/GOV or Alternate Email ID". At the bottom, there is a blue "CONTINUE" button.

#### Step 2: Password Input Text Area



The screenshot shows the same login page as Step 1. The "Sign in to Portal" button is at the top. Below it, the text "Enter Your NIC/GOV or Alternate Email ID" is displayed. A text input field contains the placeholder "NIC/GOV or Alternate Email ID" and the text "XXXXXXXXXXXX@nic.in". Below this, the text "Password" is displayed. A text input field contains the placeholder "Please Enter Your NIC Password". Below this, the text "Enter Captcha\*" is displayed. A captcha image shows the text "xMBEH" with a refresh button. A text input field contains the placeholder "Enter Captcha". At the bottom, there is a blue "CONTINUE" button.

#### Step 3: OTP Input Text Area



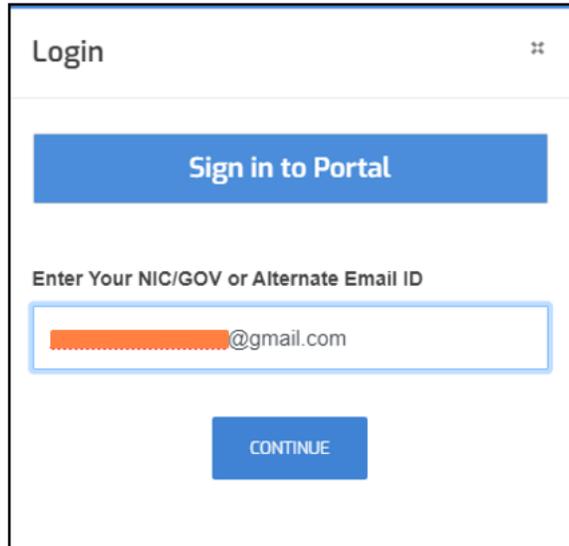
The screenshot shows a login page titled "Login" with a close button (⌵). A blue button labeled "Verify OTP Details" is at the top. Below it, the text "Enter Your Mobile OTP (Update Mobile?)" is displayed. A text input field contains the placeholder "Please Enter OTP sent on +91XXXXXXXX444". Below this, the text "Please Enter OTP sent on +91XXXXXXXX444" is displayed in green. At the bottom, there are two buttons: a teal "Resend mobile otp" button and a blue "CONTINUE" button.

## LOGIN CONSOLE (Non-Government Login)

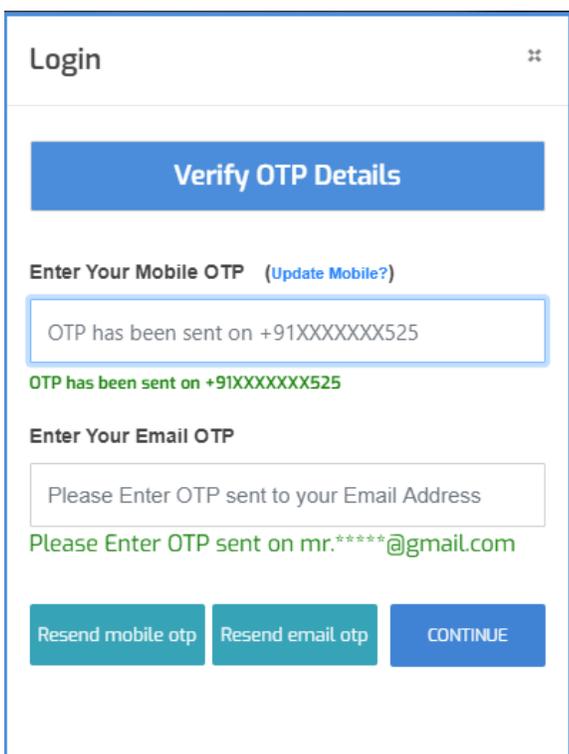
### ➤ Login Type: Non-Government Login Account

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

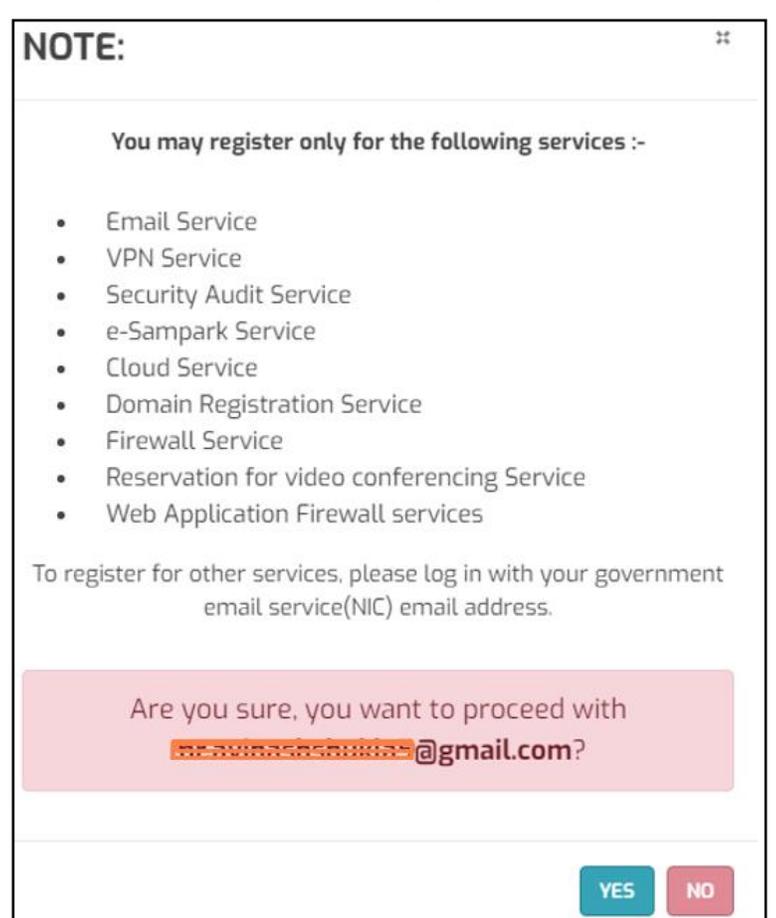
#### Step 1: Email Input Text Area



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



#### Step 2: Read Instruction carefully.



## 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:
  - 3.1. User name
  - 3.2. Employee code
  - 3.3. Mobile number (which will be auto-filled)
  - 3.4. Email address v. Telephone number (O/R) in the format mentioned
  - 3.5. Designation vii. Official address
  - 3.6. The state posted (select from the drop-down)
  - 3.7. District name
  - 3.8. Postal address
4. Click on continue to proceed. Enter your organizational information to register your profile in eForms portal. The details to be submitted include fields like: -
  - 4.1. Organization category
  - 4.2. Ministry/Organization
  - 4.3. 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 NIC OAD division)
  - 5.1. Reporting/Nodal/forwarding officer Name
  - 5.2. Reporting/Nodal/forwarding officer Mobile
  - 5.3. Reporting/Nodal/forwarding officer Telephone
  - 5.4. Reporting/Nodal/forwarding officer Designation

## If you are an 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.
  - 1.1. 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 logs 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.

Dear Admin,  
Notice: You are requested to verify the credentials and authenticity of the applicant and Reporting/Forwarding Officer 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** 31    **Today's Pending Requests** 0    **Total Pending Requests** 22    **Total Completed Requests** 7

**General Filters**

**Application**

- Single Email Creation Request
- Bulk Email Creation Request
- IP Change Requests
- Update Your Mobile Number
- Enable or Disable IMAP/POP
- NKN Email Creation Request
- DNS Services Registration
- Wi-Fi Services Registration

**Status**

- Forwarded Request
- Pending Request
- Rejected Request
- Completed Request

**TOTAL PENDING REQUESTS**

Export All Data

Show 10 entries    Search:

App Id	Applicant Details	Status	Submission Type	Date	Actions
WIFI-FORM201906280003	preet.lnhq@nic.in	Pending with Admin	User: Online RO: Online	2019-11-04	Actions
SINGLEUSER-FORM201910100001	preet.lnhq@nic.in	Pending with Admin	User: Manual RO: Manual	2019-11-01	Actions
WIFI-FORM201910300001	preet.lnhq@nic.in	Pending with Admin	User: Online RO: Online	2019-11-01	Actions
WIFI-FORM201910280001	preet.lnhq@nic.in	Pending with Admin	User: Online RO: Online	2019-10-29	Actions
IMAPPOP-FORM201910280002	preet.lnhq@nic.in	Pending with Admin	User: Online RO: Online	2019-10-28	Actions
WIFI-FORM201906060001	preet.lnhq@nic.in	Pending with Admin	User: Online RO: Online	2019-10-28	Actions

## Types of Dashboard

User Dashboard/ My Request

RO Dashboard

CO Dashboard

Support

Admin

Dedicated Admin

1. **User Dashboard:** Also known as "My Request" shows the number of forms that you have filled with the status. You can anytime take the following actions on your request like Preview/Edit, Reject or track. The applicant can also track his application status by the SMS or email received. There is a tracking link that is sent via both email and SMS to the applicant's registered email address or mobile number. 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 positions within the eForms operate it's important to know role and objectives of each.

### 1. Role of Applicant:

The applicant will fill the form using 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.

**1.1.** 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.

**1.2.** 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:

**1.2.1.** E-sign the document with Aadhar.

**1.2.2.** Proceed online without Aadhar.

**1.2.3.** Proceed manually by uploading the scanned copy

The online process of 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.

**2.1.** Once the applicant fills the registration form, the same will be forwarded to 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.

**2.2.** 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 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.

**3.1.** 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:

- 3.1.1.** Preview/Edit
- 3.1.2.** Approve
- 3.1.3.** Reject
- 3.1.4.** Track
- 3.1.5.** Generate Form
- 3.1.6.** Upload scanned form
- 3.1.7.** Upload multiple docs
- 3.1.8.** Download multiple docs
- 3.1.9.** Download docs uploaded by the user
- 3.1.10.** Raise/ Respond to query

After the action by the reporting officer, the request will go 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:

- 4.1.** Preview/Edit
- 4.2.** Reject
- 4.3.** Generate Form

4.4. Upload/Change Scanned form

4.5. Download uploaded form

4.6. 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 eForm 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.

- 7.1. 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.
- 7.2. If the user has any query regarding the email account creation he/she may contact the delegated administrator directly.
- 7.3. Administrators which have been delegated to manage accounts of a particular department/organization.
- 7.4. It gives independence of managing their respective accounts under their own business organizations (BO's).
- 7.5. 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.
- 7.6. 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's
- 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 eForms portal.

#### *Prerequisites for Existing users*

- If the applicant has already created a profile on 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.

## The Online Process of eForms

In the online process of eforms user has three options namely:

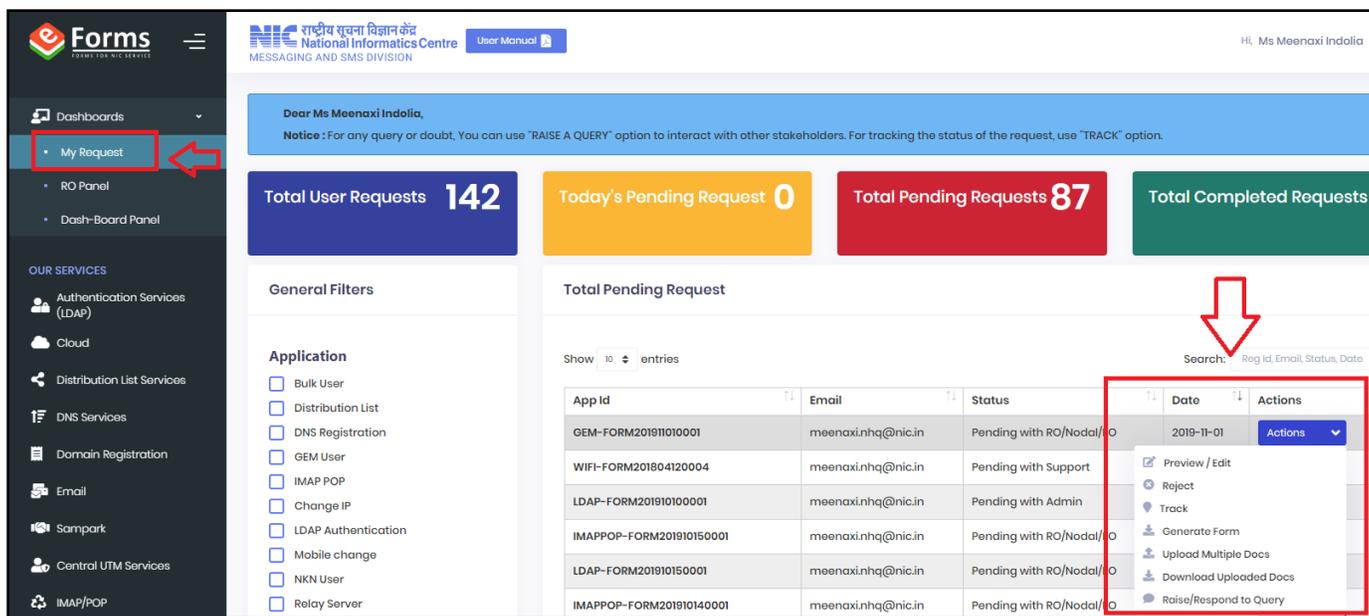
1. E-sign the document with Aadhar Card
2. Proceed online without Aadhar Card
3. Proceed manually by uploading the scanned copy

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

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 for change of reporting officer details.

### 1. The Manual Process of eForms

- 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.
- Click on “My Request” option on the left pane of the dashboard, you will be able to view the request submitted by you.
- Select the service for which you wish to upload your documents and apply the required filter.
- 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.



- 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.

Today's Pending Request

0

Total Pending Requests

87

Total Completed Requests

1

## Total Pending Request

Show 10 entries

Search: Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
GEM-FORM20191010001	meenaxi.nhq@nic.in	Pending with RO/Nodal/FO	2019-11-01	Actions
WIFI-FORM201804120004	meenaxi.nhq@nic.in	Pending with Support		
LDAP-FORM201910100001	meenaxi.nhq@nic.in	Pending with Admin		
IMAPPOP-FORM201910150001	meenaxi.nhq@nic.in	Pending with RO/Nodal/FO		
LDAP-FORM201910150001	meenaxi.nhq@nic.in	Pending with RO/Nodal/FO		
IMAPPOP-FORM201910140001	meenaxi.nhq@nic.in	Pending with RO/Nodal/FO		
LDAP-FORM201910140002	meenaxi.nhq@nic.in	Pending with RO/Nodal/FO	2019-10-14	Actions
IMAPPOP-FORM201910110002	meenaxi.nhq@nic.in	Pending with User	2019-10-11	Actions
DNS-FORM201910110001	meenaxi.nhq@nic.in	Pending with Support	2019-10-11	Actions
IP-FORM201910110001	meenaxi.nhq@nic.in	Pending with Support	2019-10-11	Actions

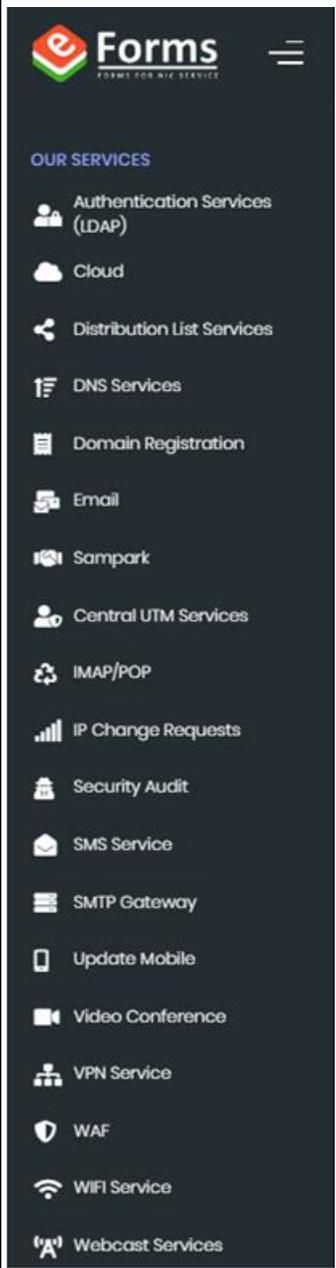
**NOTE:** The form can be edited any time by the applicant till the form finally reaches the next level, i.e. reporting officer.

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
- Upload/Change scanned form
- Download uploaded docs
- Raise/Respond to query

## Our Services Tab

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



The screenshot shows the 'Our Services' menu on the eForms portal. The menu items are: Authentication Services (LDAP), Cloud, Distribution List Services, DNS Services, Domain Registration, Email, Sampark, Central UTM Services, IMAP/POP, IP Change Requests, Security Audit, SMS Service, SMTP Gateway, Update Mobile, Video Conference, VPN Service, WAF, WIFI Service, and Webcast Services. The 'Authentication Services (LDAP)' option is highlighted in orange.

### 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:

7.1. Proceed online without Aadhar (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.

7.2. 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.

7.3. 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.
11. You can submit the form and will receive a registration number to track your form.

### LDAP Request Form

<b>Name of the Application *</b> <input type="text" value="Enter Name of the Applicaion [characters,dot(.) and whitespace]"/>	<b>Application URL *</b> <input type="text" value="Enter Application URL [e.g: (https://abc.com)]"/>
<b>IP1 from which you will access LDAP Server * (Know Your IP)</b> <input type="text" value="Enter Application IP1 [e.g: 10.10.10.10]"/>	<b>IP2 from which you will access LDAP Server</b> <input type="text" value="Enter Application IP2 [e.g: 10.10.10.10]"/>
<b>Domain/Group Of People who will access this application*</b> <input type="text" value="Only [Alphanumeric,dot(.),comma(,),hyphen(-),slash(/) and whitespc"/>	<b>Server Location*</b> <input type="text" value="NDC Delhi"/>
<b>Is the application enabled over https: *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Is the application security audit cleared: *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Application should have Security audit clearance certificate, Upload certificate in PDF format (less than 1mb) *</b> <input type="text" value="Select File"/> <input type="button" value="Browse"/>	
<b>Enter Captcha*</b> Captcha  <input type="text" value="Enter Captcha"/>	
<input type="button" value="Preview and Submit"/>	



## Distribution List Services

After login into 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.
3. Enter the name of the list which you want to keep. Please note append **@ismgr.nic.in** after the list name. Now enter the description of the list.
4. 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.

Form Details - Step 1 of 2

1 Step 2 Step

### Distribution List Details

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

- 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 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**

Name of the list (append @ismgr.nic.in after list name) \*

Description of List \*

Will the List be moderated ? \*  
 Yes(recommended)  No

Are only members allowed to send mails to the list ? \*  
 Yes(recommended)  No

Is list temporary (if yes, indicate validity date) ? \*  
 Yes  No

Will list accept mail from a non-NICNET email address (from internet like gmail, yahoo etc) ? \*  
 Yes  No(recommended)

[Continue >](#)

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

Will the List be moderated ? \*  
 Yes(recommended)  No

Are only members allowed to send mails to the list ? \*  
 Yes(recommended)  No

Is list temporary (if yes, indicate validity date) ? \*  
 Yes  No

Validity date \*

Will list accept mail from a non-NICNET email address (from internet like gmail, yahoo etc) ? \*  
 Yes  No(recommended)

[Continue >](#)

Dec		2019				
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				

6. Also, 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.

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

7. Now if you are the moderator of the list, then enter the moderator name, email address, and mobile number. Enter the **Captcha** to preview and submit the form.

### Moderator Details

**Are you the Moderator admin of the List?**

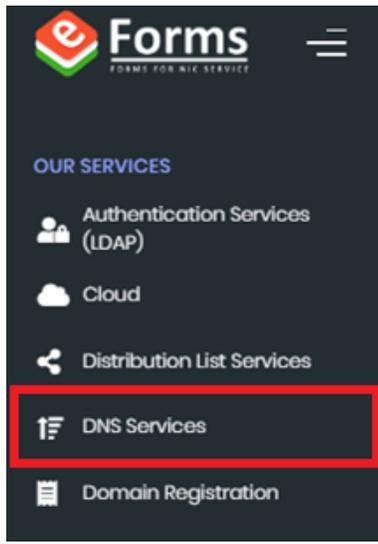
<p>Moderator Name *</p> <input type="text" value="Enter Name of The Admin [characters,dot(.) and whitespace]"/>	<p>Moderator E-mail Address *</p> <input type="text" value="enter moderator email address [e.g:abc.xyz@nic.in or all gov domains]"/>
<p>Moderator Mobile *</p> <input type="text" value="Enter Mobile [e.g: +919999999999]"/>	

**Enter Captcha\***

Captcha 

8. The form will be submitted and will be sent to the reporting officer for necessary action.
9. The application can be processed in two ways: -
- i. Proceed online without Aadhar (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](#)".)

## DNS Services



1. Open the URL <https://eForms.nic.in>.
2. Enter the 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, DNS User Subscription (Manual Entries) and DNS Bulk Subscription Through (File Upload).
5. Read the instructions carefully before filling the form. Fill all the mandatory fields marked with (\*).

### DNS User Subscription (Manual Entries):

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

### Domain Name System Services

- DNS User Subscription Through (Manual Entries)       DNS User Subscription Through (File Upload)

#### DNS Entry Details

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

- DNS entry request only on NIC Private/Public IP Pool (164.100.X.X) and NIC IPV6 addresses will be entertained
- Entries marked with asterik (\*) 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

Doamin Name\*

e.g : demo.nic.in or demo.gov.in

CNAME

Enter CNAME e.g : www.demo.nic.in or

IP Address A OR AAAAA

Enter New IP e.g : 164.100.X



Web Server Location\*

Alphanumeric, whitespace and [.,-#/()] allowed

Other Record Addition:

MX  PTR  TXT

SRV  SPF  DMARC

Enter Captcha\*

Captcha 

- If you have made the selection as MX, then the request will be sent to MR. Rajesh Singh (rajesh.singh@nic.in)/Mrs. Rajeswari (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.
- 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.
- If you have clicked “YES”, select the form submission type from the option shown and proceed further.
- You can select the following options to proceed:
  - E-Sign the document with Aadhar- Enter your Aadhar details to e-sign the document for verification.
  - Proceed online- This will automatically submit the form.
  - 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.

Click on continue for final submission of the form. You will receive a registration number of the form filled by you.

eForms [Home](#) [Domain Name System Services](#)

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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 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)

[Continue](#)

Reporting/Nodal/Forwarding Officer Details ×

---

**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](mailto:rajp@nic.in))**

**Name:** Mrs P Rajeswari

**Email:** dummy@nic.in

**Mobile:** +919999988888

**Are you sure, you want to proceed?**

[No](#) [Yes](#)

The flow of the form will remain the same, please refer the point (“[About Manual and Online Process of eForms Portal](#)”)

## DNS User Subscription (File upload): -

### Domain Name System Services

- DNS User Subscription Through (Manual Entries)       DNS User Subscription Through (File Upload)

### DNS Entry Details

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

- DNS entry request only on NIC Private/Public IP Pool (164.100.X.X) and NIC IPV6 addresses will be entertained
- Entries marked with asterik (\*) 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

- NEW     MODIFY     DELETE

**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.

[Click here to download Sample CSV-Format for \(new/delete\).](#)

Please Select Your File

Select File

Browse

Web Server Location\*

Alphanumeric,whitespace and [.,- #/()] allowed

### Other Record Addition:

- MX                                       PTR                                       TXT  
 SRV                                       SPF                                       DMARC

Enter Captcha\*

Captcha 

Enter Captcha

Preview and Submit

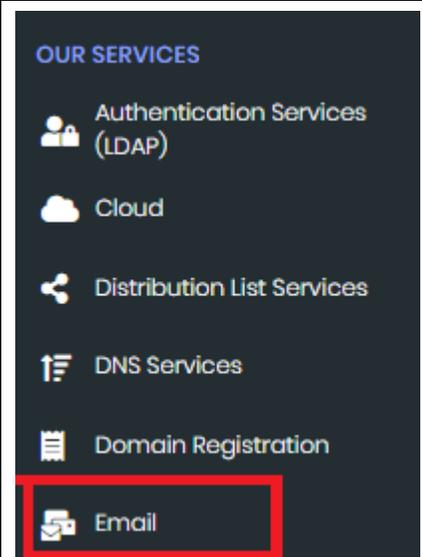
**NOTE: Please read all instructions before uploading the file: -**

- All the columns heading are mandatory in CSV file
- Download the sample file then do the entries.

- DNS URL is 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.
  - Enter your web server location.
  - Select the records from the list.
  - Enter the Captcha value and “preview and submit” the form.

You will receive a confirmation along with a registration number of the form submitted. Use the registration number to track your application form.

## Email

 <p>OUR SERVICES</p> <ul style="list-style-type: none"> <li>Authentication Services (LDAP)</li> <li>Cloud</li> <li>Distribution List Services</li> <li>DNS Services</li> <li>Domain Registration</li> <li><b>Email</b></li> </ul>	<ol style="list-style-type: none"> <li>1. This registration form is designed for the applicants who require an email address in the government domain.</li> <li>2. Login to eforms portal&gt;&gt; Select the option “Email” on the left pane of the dashboard.           <ol style="list-style-type: none"> <li>1. Read the instruction window pop up and click on the OK button to proceed.</li> <li>2. Select “Single User Subscription”</li> <li>3. Enter the details:</li> <li>4. Type of Mail ID:               <ol style="list-style-type: none"> <li>3. Mail user (with mailbox)</li> <li>4. Application user (without mailbox).</li> </ol> </li> </ol> </li> </ol>
---	--

### 5. E-office-Srilanka

1. Select your date of birth and date of retirement from the calendar.
2. Select your Email address preference

### 6. Name Based

### 7. Designation/Office based ID

## Single User Subscription Form:

**Email Subscription Forms**

Single Subscription    Bulk Subscription    NKN Single Subscription    NKN Bulk Subscription    GEM Subscription

**Single User Subscription Details**

Type of Mail ID: \* (Know More)

Mail user (with mailbox)    Application user (without mailbox)    e-office-srilanka

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

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

Email address preference: \*

Name Based    Designation/Office based id

Employee Description: \*

Govt/Psu Official    Consultant    FMS Support Staffs

Preferred Email Address 1 (Refer email address guidelines) \*  
Enter Email Address [e.g. abc.xyz@gov.in OR abc.xyz@nic.in]

Preferred Email Address 2 (Refer email address guidelines) \*  
Enter Email Address [e.g. abc.xyz@gov.in OR abc.xyz@nic.in]

Enter Captcha\*  
Enter Captcha

Captcha 

[Preview and Submit](#)

8.

### Single User Subscription Details

Type of Mail ID: \* (Know More)

Mail user (with mailbox)    Application user (without mailbox)    e-office-srilanka

9.

Email address preference: \*

Name Based    Designation/Office based id

Preferred Email Address 1 (Refer email address guidelines) \*  
Enter Email Address [e.g. abc.xyz@gov.in OR abc.xyz@nic.in]

10. Select your Employee Description

Employee Description: \*

Govt/Psu Official    Consultant    FMS Support Staffs

Preferred Email Address 2 (Refer email address guidelines) \*  
Enter Email Address [e.g. abc.xyz@gov.in OR abc.xyz@nic.in]

11. Enter your preferred email address 1 & 2. Please read the email address guidelines carefully before proceeding further.
12. Enter the Captcha value and proceed.
13. The form preview 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 going to the top right corner of the page, click on “My Profile” and then make the necessary changes.

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

### **Bulk Subscription Form:**

This registration form is designed for applicants who require an email address in the government domain. Login to eForms portal>> Select the option “Email” on the left pane of the dashboard.

1. Read the instruction window pop up and click on the OK button to proceed.
2. Select “Bulk User Subscription”
3. Enter the bulk user subscription details such as :-
  - 3.1. Type of Mail (With Mailbox)
  - 3.2. Application User (Without Mailbox)
  - 3.3. E-office Srilanka
4. The applicant can download a sample CSV file which can be used as a reference to upload the bulk data for the bulk user subscription form.
5. The format for input file should be:
  - 5.1. First Name and Last Name
  - 5.2. Designation: Department/ Ministry: State
  - 5.3. Country Code without(+): Mobile
  - 5.4. Date of Retirement(dd-mm-yyyy)
  - 5.5. Login UID
  - 5.6. Complete Email address
  - 5.7. Date of Birth(dd-mm-yyyy)
  - 5.8. Employee Code
6. Enter the “Employee Description”:-
  - 6.1. Govt/PSU Official
  - 6.2. Consultant
  - 6.3. FMS Support Staffs

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 for (91) Country Code Only a 10-digit mobile number is allowed.

**Note:** for the flow of after submission of the form refer the point: about Manual and Online Process of eForms Portal

**Email Subscription Forms**

Single Subscription  Bulk Subscription  NKN Single Subscription  NKN Bulk Subscription  GEM Subscription

**Bulk User Subscription Details**

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

Mail user (with mailbox)  Application user (without mailbox)  e-office-srilanka

Email address preference: \*

Name Based  Designation/Office based id

[\(Click here to download Sample CSV-Format\)](#) & 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.

Employee Description: \*

Govt/Psu Official  Consultant  FMS Support Staffs

Please upload the CSV file

Select File

## NKN Single Subscription

This registration form is designed for applicants who require an email address in the government domain. Login to eForms portal>> Select the option "Email" on the left pane of the dashboard.

1. Read the instruction window pop up and click on OK button to proceed.
2. Select "NKN Single Subscription"
3. Enter the NKN user subscription details:
  - 3.1. Institute Name
  - 3.2. Institute ID
  - 3.3. Name of Project NKN

4. Select the date of birth and date of retirement from the calendar.
5. Select the preferred email address 1 and 2. Refer to the email address guidelines while entering the preferred email address.
6. 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 of eForms Portal

**Email Subscription Forms**

Single Subscription
  Bulk Subscription
  **NKN Single Subscription**
 NKN Bulk Subscription
  GEM Subscription

**NKN User Subscription Details**

**Institute Name \***  Enter Institute Name [Only characters,whitespace,comma(), <br/>
**Institute ID**  Enter Institute ID [Alphanumeric,dot(),comma(),hyphen(-) allo<br/>
**Name of Project NKN \***  Enter Name of Project NKN [Only characters,whitespace,comr

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

**Preferred Email Address 1 (Refer email address guidelines) \***  Enter Email Address [e.g: abc.xyz@nkn.in]
 **Preferred Email Address 2 (Refer email address guidelines) \***  Enter Email Address [e.g: abc.xyz@nkn.in]

**Enter Captcha\***  Enter Captcha

Captcha eCEj8D ↻

**Preview and Submit**

## NKN BULK Subscription

This registration form is designed for the applicants who require an email address in the government domain. Login to eForms portal>> Select the option “Email” on the left pane of the dashboard.

1. Read the instruction window pop up and click on the OK button to proceed.
2. Select “NKN Bulk Subscription”
3. Enter the NKN Bulk User Subscription details:
  - 3.1. Institute name
  - 3.2. Institute ID
  - 3.3. Name of Project NKN
4. 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.
5. The format of input file should be:
  - 5.1. First Name
  - 5.2. Last Name

- 5.3. Designation
- 5.4. Department/ Ministry
- 5.5. State
- 5.6. Country Code without (+) Mobile
- 5.7. Date of Retirement (dd-mm-yyyy)
- 5.8. Login UID
- 5.9. Complete Email address
- 5.10. Date of Birth (dd-mm-yyyy)
- 5.11. Employee Code

**Note:** for the flow of after submission of the form refer the point: about Manual and Online Process of eForms Portal

**Email Subscription Forms**

↓

Single Subscription  
  Bulk Subscription  
  NKN Single Subscription  
  **NKN Bulk Subscription**  
  GEM Subscription

---

**NKN Bulk User Subscription Details**

Institute Name * <input type="text" value="Enter Institute Name [Only characters, whitespace, comma(,)]"/>	Institute ID <input type="text" value="Enter Institute ID [Alphanumeric, dot(.), comma(,) allowed]"/>	Name of Project NKN * <input type="text" value="Enter Name of Project NKN [Only characters, whitespace, comma(,)]"/>
---	--	---

[Click here to download Sample CSV-Format](#) & the format of input file should be:

First Name.Last Name:Designation:Department/ MinistryState: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

Enter Captcha\*

## GEM Subscription

For Process User subscription refer the URL: <https://gem.gov.in/userFaqs>

### 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 in the domain @gembuyer.in.

#### Email Subscription Forms

Single Subscription    Bulk Subscription    NKN Single Subscription    NKN Bulk Subscription    GEM Subscription

#### 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 \*  
tiwari.ashwini@nic.in

Name \*  
Mr Ashwini Kumar Tiwari

Mobile \*  
+919953126961

Telephone \*  
011-24305839

If you want to update your mobile number please click on <https://quicksms.emailgov.in/mobile/#/login>

Designation \*  
Scientist-C

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

Role to be assign \*  
--Select--

Preferred Email Address 1 (Refer [email address guidelines](#)) \*

Preferred Email Address 2 (Refer [email address guidelines](#)) \*

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.

- S No.
- First Name
- Last Name
- Designation
- Role (HOD/Buyer/ Consignee /both/PAO/DDO)
- Name of Ministry/ Department/ Organization
- State/City
- Mobile No (10 digits)
- 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:
4. In the organization category:
  - 4.1. Select Central PSE
  - 4.2. Select the controlling ministry from the drop down
  - 4.3. Select State PSE
  - 4.4. Then select the state of posting from the drop-down and select the district name (where the applicant is posted) from the drop-down.
5. Enter the forwarding officer details.

**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.

## Central PSE

GEM User Subscription Details

Organization Category \*

Central PSE (Controlled by Central Ministry)  State PSE (Controlled by State Ministry)

Controlling Ministry \*

-SELECT-

## State PSE

GEM User Subscription Details

Organization Category \*

Central PSE (Controlled by Central Ministry)  State PSE (Controlled by State Ministry)

State where you are posted \*

District Name (Where applicant is posted) \*

select -SELECT-

1. Enter the forwarding officer details like:
  - o Email address
  - o Name
  - o Mobile number
  - o Telephone number
  - o Designation
  - o Address

**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. Please contact GEM support (gemapplicant@gem.gov.in) for any queries.

Email \*  
tiwari.ashwini@nic.in

Name \*  
Mr Ashwini Kumar Tiwari

Mobile \*  
+919953126961

Telephone \*  
011-24305839

If you want to update your mobile number please click on <https://quicksms.emailgov.in/mobile/#/login>

Designation \*  
Scientist-C

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

Role to be assign \*  
--Select--

Preferred Email Address 1 (Refer email address guidelines) \*  
Enter Email Address [e.g: abc.xyz@gembuyer.in]

Preferred Email Address 2 (Refer email address guidelines) \*  
Enter Email Address [e.g: abc.xyz@gembuyer.in]

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

Enter Captcha \*

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

2. Enter the personal details:
3. Date of retirement
4. Select the role to be assigned from the drop-down
5. Enter the preferred email address 1&2(refer the email address guidelines for the creation of email address)
6. Enter your projected monthly traffic.
7. Enter the Captcha value and proceed further.

## Central UTM Services

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

Hi, Ms Meenaxi Indolia

eForms [Dashboards](#) [Short Messaging Services](#)

**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-	Default	<input type="button" value="Add"/>

Showing 1 to 1 of 1 entries Previous  Next

Purpose

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

## IMAP/POP

Enter on your <https://eforms.nic.in/> browser.

1. Enter your credentials to log in to the portal.
2. Select your form (IMAP/POP) from the left-hand panel of the dashboard.
3. Click on IMAP/POP form to proceed with your request.
4. Read the instructions carefully given while filling the form.

**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

Preview and Submit

5. Check the protocol which is to be enabled on your device i.e. IMAP/POP.
6. As per your selection, the protocol will be enabled on your device.
7. Enter the Captcha value to proceed.
8. You can now preview the form and can edit or submit the form. Accept the terms and conditions to submit the form.
9. The form will be submitted and will be forwarded to the reporting officer for necessary action. After the approval of the reporting officer, the request will be forwarded to the concerned NIC coordinator.
10. In the case of a delegated administrator, the form will be forwarded to the respected delegated administrator and IMAP/POP will be enabled by the DA.

## Imap Pop Request Form

### Personal Information

Name of Applicant \*  Designation \*  Employee Code

### Office Address

Postal Address \*

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

Telephone Number :(O)\*  Telephone Number :(R)

Mobile \*  E-mail Address \*

### Reporting/Nodal/Forwarding Officer Details

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

Reporting/Nodal/Forwarding Officer Mobile \*  Reporting/Nodal/Forwarding Officer Telephone \*

Reporting/Nodal/Forwarding Officer Designation \*

### Organization Details

Organization Category

State \*  Department \*

### Imap Pop Protocol Enable Details

Please check the Protocol to be enabled: \*

IMAP  POP

I agree to Terms and Conditions

11. A confirmation mail will be sent to the applicant after the request has been completed.

## IP Change Request

1. Enter <https://eforms.nic.in/> on your browser.
2. Enter your credentials to log in to the portal.
3. Click on “Our Services” forms given on the left pane of the dashboard
4. Click on IP Change Requests form to proceed with your request.
5. Read the instructions carefully given while filling the form.
6. Select your preference:
  - 1.6.1. Change IP
  - 1.6.2. Add 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**

- When you click on change IP and proceed, you will get three options to make your choice i.e. change IP for LDAP Auth, relay and SMS Service.
- If you have made the choice as LDAP auth you can change up to 4 IPs. Enter the Captcha and proceed.
- Now, if the preference is to change the IP for relay service, you will have to enter the application name along with the old IP address, also select the server location from the drop-down menu.
- Now, you can change up to 4 IP's. Enter the *Captcha* and proceed.
- For a change of IP in case of SMS service enter the account name along with the old IPs. You can change up to 4 IP's in this case also. Enter the *Captcha* and proceed.
- After clicking on the submit button you can view the preview of the form. Click on accept terms and conditions and submit the form. The form will be sent to the reporting officer for necessary action.
- You can preview and submit the form. The application can be processed in two ways:
  - Proceed online without Aadhar \*

\*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.

- Manually (In this process you will have to download the form and proceed. The process mentioned below.)
- After clicking on the submit button you can view the preview of the form. Click on accept terms and conditions and submit the form. The form will be sent to the reporting officer for necessary action.
- You can preview and submit the form. The application can be processed in two ways:
  - Proceed online without Aadhar which goes through a process (About Manual and Online Process of eForms Portal) 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.

- Proceed Manually
- Similarly, in case of Add IP there are three options to select namely LDAP auth, relay service, and SMS
- You will have to enter the IP address which you want to add with all the service. The maximum limits of adding IP's are up to 4.

Service request for \*

LDAP AUTH
 RELAY
 SMS

Account Name \*

URL of the application\*

LDAP auth id allocated:\*

IP Address 1 \*

IP Address 2

IP Address 3

IP Address 4

Enter Captcha\*

Capcha

- For LDAP Auth just add provide the IP address which you want to add.
- For RELAY service mention the application name, old IP address and server location along with the IP address which is to be added.
- For SMS Service mention the account name for which IP has to add. The maximum limit of adding IP address is 4.
- Enter the *Captcha* value and proceed with the preview and submission of the form.
- You will see the preview of the form which you can submit or edit after accepting the terms and conditions.
- The form will be submitted and it will be forwarded to the reporting officer for necessary action.

# SMS Services

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

## Step 1

### 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

Name of the Application \*      Application URL \*

Enter Name of the Applicaion [characters,dot(.) and whitespace]      Enter Application URL [e.g: (https://abc.com)]

Purpose of the application      Server Location\*      Enter server location \*

Enter Purpose of the application [character:      Other      Enter Server Location Alphanumeric,whitesp

IP1 from which you will access SMS Gateway \* (Know Your IP)      IP2 from which you will access SMS Gateway

Enter Application IP1 [e.g: 10.10.10.10]      Enter Application IP2 [e.g: 10.10.10.10]

[Continue >](#)

## Step 2

✓ Step   2 Step   3 Step   4 Step

---

### Contact Details of Technical Admin

Are you the technical admin of the server application?

Name of The Technical Admin \*      Designation \*      Admin Employee Code

Enter Name of The Admin [characters,dot(.)]      Enter Designation [characters,digits,whitesp]      Enter Admin Employee Code [Only characte

---

### Office Address:

Postal Address \*      State where you are posted \*      District Name \*      Pin Code \*

Enter Postal Address [Only cha      --SELECT--      -SELECT-      Enter Pin Code [Only digits(6) c

Telephone Number :(O)\*      Telephone Number :(R)      Mobile \*      E-mail Address \*

Enter Telephone number [STD      Enter Telephone number [STD      Enter Mobile [e.g:+91999999999]      enter email address [e.g: abc.x

[Continue >](#)

## 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 \*      Designation \*      Owner Emp Code

Enter Name of The Owner [characters,dot(.)]      Enter Designation [characters,digits,whitesp]      Enter Admin Employee Code [Only characte

---

### Office Address:

Postal Address \*      State where you are posted \*      District Name \*      Pin Code \*

Enter Postal Address [Only cha      select      -SELECT-      Enter Pin Code [Only digits(6) c

Telephone Number :(O)\*      Telephone Number :(R)      Mobile \*      E-mail Address \*

Enter Telephone Number STD C      Enter Telephone Number STD C      Enter Mobile [e.g:+91999999999]      enter email address [e.g: abc.x

[Continue >](#)

## Step 4

✓ 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 \*

Mention IP of Staging Server Required for Testing

### Monthly Expected SMS traffic:

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

Yes    No

Sender ID \*

Projected Domestic Monthly SMS traffic \*

Projected International SMS traffic

Enter Captcha\*

Captcha 

## SMTP Gateway

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

### Relay Entry Details

Application IP \*

Application Name \*

Name of Division \*

Operating System (Name, Version) \*

Server Location\*

For Staging Server, please check ( IP will be allowed maximum for 15 days )

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

## Mobile Update

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

### Mobile 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 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.
- In case of bulk Mobile update please provide the list of email accounts in excel sheet with fields - Email Address, Mobile Number.
- 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: **+919716848524**

Country Code \*

India (+91) ▼

Mobile Number\*

Enter the Mobile Number 10 digits for india [e.g.: 9999999999 ] OR [8-12]

Enter Captcha\*

Enter Captcha

Captcha YRnfnP 

## VPN Service

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

### VPN Details

Type of User \*

New Request  Add To existing

IP Address \*

Single IP  IP Range

Enter IP address \*

Enter IP Address [e.g: 10.10.10.10]

Application URL

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

Destination Port \*

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



Server Location\*

NDC Delhi

Remarks

Remarks

Enter Captcha\*

Captcha s0kGYs

Enter Captcha

Preview and Submit

## Wifi Service

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

### WIFI Details

**NOTE:**

- Entries marked with asterik (\*) 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**)

MAC Address of the Device \*

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

Operating System of the Device\*

Enter Operating System [characters,whitespace,comma(),dot(),hyph

MAC Address of the Device

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

Operating System of the Device

Enter Operating System [characters,whitespace,comma(),dot(),hyph

MAC Address of the Device

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

Operating System of the Device

Enter Operating System [characters,whitespace,comma(),dot(),hyph

Enter Captcha\*

Captcha c\U79v 

Enter Captcha

Preview and Submit