

## Process for New Email ID Creation through NIC eForms Portal

### 1. Visit the eForms Portal:

<https://eforms.nic.in/OnlineForms/>

### 2. Login:

- Click on the **Login** icon at the top-right corner.
- Select “**LOGIN WITH PARICHAY (SSO)**” if your email ID already exists in the NIC Central Repository.
- If the applicant’s email ID is from a **non-government domain** (e.g. *@gmail.com*, *@yahoo.com*, etc.), select “**LOGIN WITH EForms.**”

### 3. Update Profile:

- Once logged in, update your **Personal Information** and **Organization Information**.
- In the **Organization Details** section, if the **Reporting/Nodal/Forwarding Officer Email ID** is a **designation-based email ID**, it must be an **Office email ID** or an **Admin Section email ID**. If the **Reporting/Nodal/Forwarding Officer Email ID** is a **name-based email ID**, it must belong to the **Supervising Officer**.

### 4. Raise the Request:

- In the left panel, navigate to **Email@gov**.
- Choose the required option — **Single User** or **Bulk Subscription**.

### 5. Approval Process:

- The **Reporting Officer** must approve the request in their eForms login.
- After approval, the request will be forwarded to the **Delegated Admin(CEPT Email id creation team)**.
- **CEPT Email ID creation team** will review the request and take the necessary action for **email license allocation**.

For detailed guidance on login and registration, please refer to the **User Manual** available at:

👉 <https://eforms.nic.in>

**Note:** For all other services like Mobile number change, TFA reset, Display name change, Adding of Email Alias, Email Activation/Deactivation, Extension of Expiry date, Removal of device from MDM profile, Adding or removal of geo-fencing for email ID, Email Deletion, transfer of email ID From or To Other Departments, Updation of Work Profile and any other email related issues – please send your request via email to [emailadmin-dopost@nic.in](mailto:emailadmin-dopost@nic.in)