

## **Guide lines to update profile on first log-in:**

Using browser like Google Chrome/Microsoft Internet Explorer etc., go to the NIC Mail Login URL: <https://mail.gov.in> and provide the Username and Password provided in the SMS received in your Registered Mobile Number.

The Profile Update page will be displayed as below:

1. First Name: -- can contain only alphabets and space - no special characters and no numbers.
2. Last Name: -- can contain only alphabets and space - no special characters and no numbers.
3. Phone(Office): Office Land Line Number with STD Code. Note the STD Code should be 3 digits and phone number should be 8 digit. If your City STD Code is more than 3 digits, like 0123, split it as 012 and prefix the leftover 3 to the Land Line Number, put a '-' to separate the STD code and Land Line Number
4. Mobile: Enter only the 10 digit mobile number without preceding '0'
5. Office Postal Address: Enter the address in only Alpha-Numeric characters with the only allowed special characters being: ,(comma) and '(single quote).
6. Date of Birth: and Date of Retirement: Select month from the drop down list and calendar appears - now select the appropriate date.
7. Current Password: Enter the password received as SMS in your mobile
8. New Password: Enter new password which must be created strictly as per the NIC Email Password Policy detailed below: