Section I: Instruction for New eForms Account Registration (One-time registration)

1. Visit the website **https://eforms.nic.in**
2. Toggle down and Click on **Registration form**
3. On the authenticate page enter your active email Id (gmail / yahoomail, etc.).
   - **Note**: In case you already have a @gov/@nic email and you need to create email IDs of subordinate offices, then you can login with that @gov/@nic email proceed directly to **Section II**.
4. Then enter your **10 digit mobile** number link with your email Id.
5. Enter an OTP sent to your mobile/ email Id.
6. Now you can start filling up your personal & organizational information details in eforms and click on submit.
7. For Filling up the **Nodal Officer details**, enter the valid @Gov.in email ID of the Reporting Officer in the "Reporting/Nodal/Forwarding Officer Email" field (e.g., if for certain district offices, email ID of the DC (dc-ejh-meg@gov.in) should be entered as the Reporting Officer Email). The rest of the fields, viz., "Reporting/Nodal/Forwarding Officer Name", "Reporting/Nodal/Forwarding Officer Mobile" & "Reporting/Nodal/Forwarding Officer Telephone" will be automatically populated.
8. After filling all the required fields, tick on the declaration checkbox and then click on submit.

Section II: Steps to create a @gov.in Email Account within eForms

1. Click on **Email** where you will be directed to different form details,
   - Click on **single user subscription** and fill up the Details.
   - Type of Mail ID should be "Mail User (with mailbox)"
   - Email address preference should be "Designation based" if for office email.
   - E-mail format:

     Preferred Email Address 1   -   Preferred Email Address 2

     <abbr-dept-name>.ejh-meg@gov.in   <abbr-dept-name>-ejh-meg@gov.in

     Example, for DCIC, enter dcic.ejh-meg@gov.in   or   dcic-ejh-meg@gov.in
   - Preview and Submit.
   - Continue to proceed online without Aadhaar.

2. Go to your account setting icon   🔘   and Click on **My Request**.
3. Click on **Actions** option and **Generate Form**. Kindly follow as given in the image below:

4. Print out the generated form, provide the department's head signature and seal, and send a scanned copy of the signed form via email to dio-ejh@nic.in.