


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.).
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.

For Filling up the **Nodal Officer details**, kindly follow the information as the image given below:


Reporting/Nodal/Forwarding Officer Details	
Reporting/Nodal/Forwarding Officer Email *	Reporting/Nodal/Forwarding Officer Name *
<input type="text" value="hiradon.buhroy@nic.in"/>	<input type="text" value="Hiradon Kupar Buhroy"/>
Reporting/Nodal/Forwarding Officer Mobile *	Reporting/Nodal/Forwarding Officer Telephone *
<input type="text" value="+919902527416"/>	<input type="text" value="0364-2225501"/>
Reporting/Nodal/Forwarding Officer Designation *	
<input type="text" value="STA-A"/>	


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.
 - 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:

⚙️ PENDING REQUESTS

10 records Search: Reg Id, Email, Status,

App Id	Email	Status	Date	Actions
SINGLEUSER-FORM201808230087	leborlangki@gmail.com	Pending with Reporting/Nodal/Forwarding Officer	2018-08-23	Actions 

- Preview / Edit
- Reject
- Track
- Generate Form 
- Upload Scanned Form
- Upload Multiple Docs
- Download Uploaded Docs
- Raise/Respond to Query

4. Print out the generated form, provide the department's head signature and seal, and submit by sending it to **The Nodal Officer, eForms, NIC East Jaintia Hills District, Khliehriat**.