

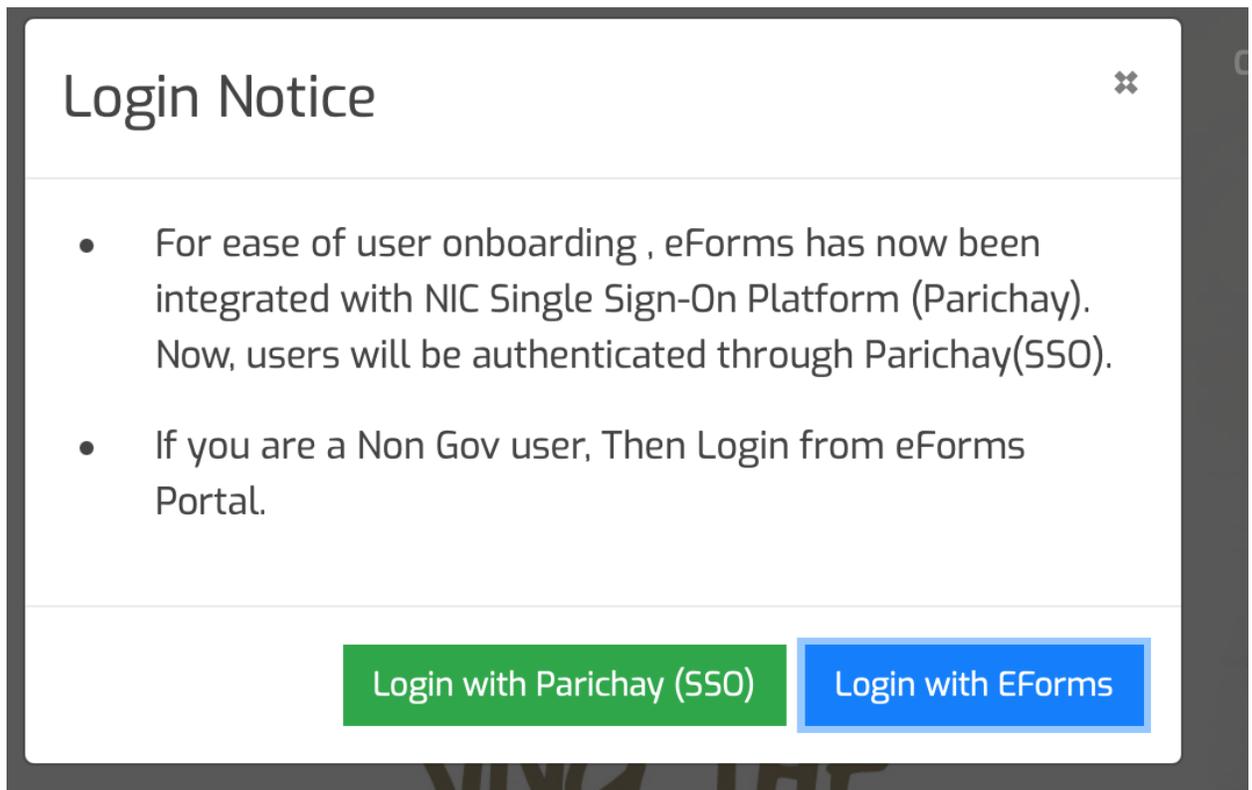
Listed below are the steps to be followed to register and create goa.gov.in domain email id for official use.

1. Visit <https://eforms.nic.in/>

2. Click the login button.



3. In the popup modal window, select 'Login with EForms'



4. Enter your personal email id and click continue.

Login



Sign in to Portal

Enter Your Email Address

xyz@gmail.com

CONTINUE

- **Note:** All the Government IDs will log in now through SSO(Parichay) Only.

5. Click Yes
6. Enter your mobile number, captcha and click continue

Mobile Number

India (+91)

Enter Captcha*

AUXDMC 

CONTINUE

Note: All the Government IDs will log in now through SSO(Parichay) Only.

7. Next you will receive 2 sets of OTPs, one on your email id and another one on your mobile number. In case an OTP is not received, click 'Resend mobile otp' or 'Resend Email otp' as applicable. Enter the OTPs and click continue.

Login ✕

Verify OTP Details

Enter Your Mobile OTP

Please Enter OTP sent on +91XXXXXXXX080

Please Enter OTP sent on +91XXXXXXXX080

Enter Your Email OTP

Please Enter OTP sent on ked*****@gmail.com

Please Enter OTP sent on ked*****@gmail.com

[Resend mobile otp](#) [Resend email otp](#) [CONTINUE](#)

- Note:** All the Government IDs will log in now through SSO(Parichay) Only.

- You will be redirected to the eforms dashboard. It is mandatory to complete the user profile before enrolling for any of the NIC services(eg email). The profile page has two sections i.e the Personal Info and Organisation Info.

9. Enter the Personal Info

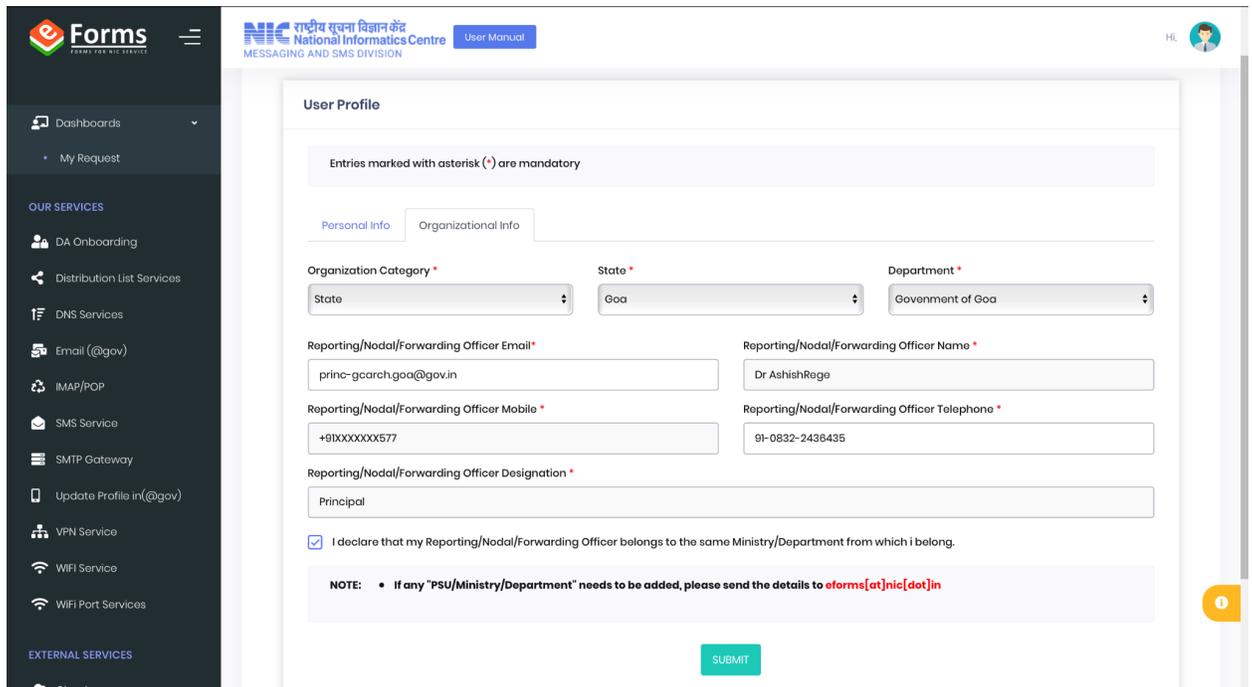
10. Enter the Organization Info.

Organization Category=State. State=Goa. Department=Government of Goa.

Reporting/Nodal/Forwarding Officer Email=princ-gcarch.goa@gov.in(the Reporting/Nodal/Forwarding Officer Name, designation and mobile number will auto populate after entering the reporting officer email id).

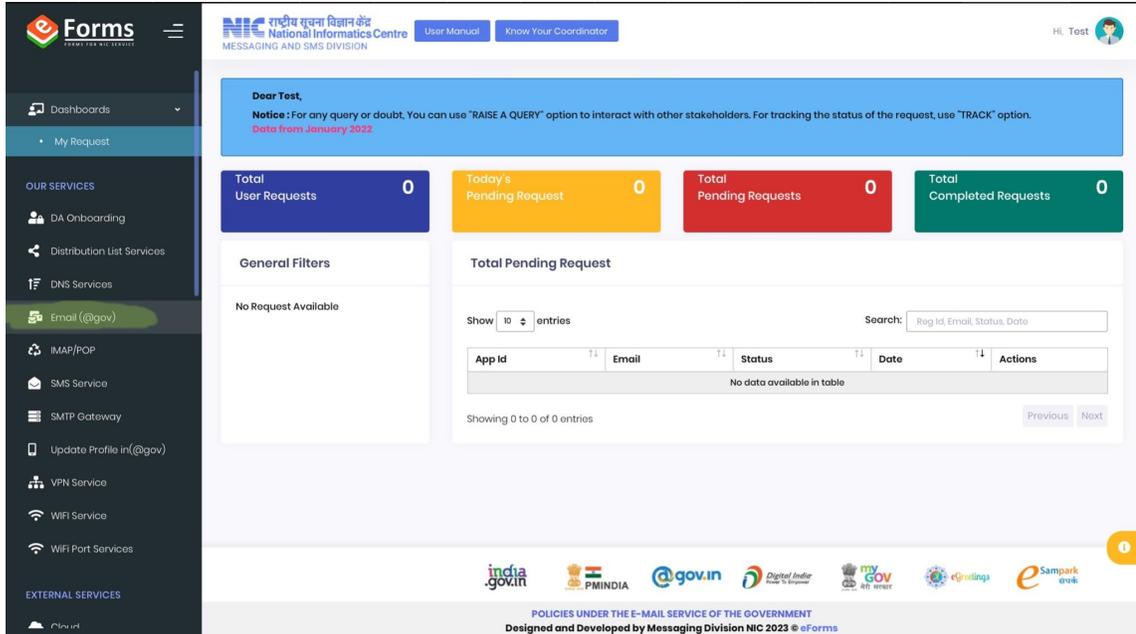
Reporting/Nodal/Forwarding Officer Telephone=0832-2436435.

Click submit after filling in the details



The screenshot displays the 'eForms' portal interface. On the left is a dark sidebar with a menu. The main content area shows the 'User Profile' form. The form includes a header with the NIC logo and 'National Informatics Centre' text. Below the header, there are tabs for 'Personal Info' and 'Organizational Info'. The form contains several fields: 'Organization Category' (dropdown), 'State' (dropdown with 'Goa' selected), 'Department' (dropdown with 'Government of Goa' selected), 'Reporting/Nodal/Forwarding Officer Email' (text input with 'princ-gcarch.goa@gov.in'), 'Reporting/Nodal/Forwarding Officer Name' (text input with 'Dr AshishRega'), 'Reporting/Nodal/Forwarding Officer Mobile' (text input with '+91XXXXXXXX577'), 'Reporting/Nodal/Forwarding Officer Telephone' (text input with '91-0832-2436435'), and 'Reporting/Nodal/Forwarding Officer Designation' (text input with 'Principal'). A checkbox is checked with the text 'I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.'. A note at the bottom states: 'NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)'. A green 'SUBMIT' button is located at the bottom right of the form area.

11. Next select the Email(@gov) menu item from the sidebar



12. Fill in the email subscription form

Select Single subscription

Single User Subscription Details- For Self

Type of Mail ID: Mail User(with mailbox)

Enter Date of Birth and retirement

Email Address preference: Select either Name based or Designation/Office based id based on the requirement.

Employee Description: Govt/PSU official

Enter a preferred email id and a second preference

Enter the captcha and click 'Preview and Submit'

Email Subscription Forms

Single Subscription
 Bulk Subscription
 NKN Single Subscription
 NKN Bulk Subscription
 GEM Subscription
 Email Activate
 Email De-Activate
 Extend the Validity of Account

Single User Subscription Details

For Self
 For Other User(Where you are posted)

Type of Mail ID: * (Know More)

Mail user (with mailbox)
 Application user (without mail box(Eoffice-auth))
 e-office-srilanka

Date Of Birth *

Date Of Retirement/Date of expiry*

Email address preference: *

Name Based
 Designation/Office based id

Employee Description: *

Govt/Psu Official
 Consultant/Contractual Staff
 FMS Support Staffs

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

@ **john.doe@goa.gov.in**
john.doe@goa.gov.in is available for creation

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

@goa.gov.in
doejohn@goa.gov.in is available for creation

Enter Captcha*

Captcha **sWFESC**

13. Your application will be then forwarded to your reporting officer for approval. The application status will be reported via the registered personal email id/mobile number. Applications can also be tracked through the dashboard under the 'My Requests' tab.