USER GUIDE FOR CREATION
OF NIC MAIL ID FOR ECHS
1. **PROCEDURE FOR CREATION OF NEW MAIL ID.**

   (i) Click on the below link.
   
   https://eforms.nic.in/signup_user

   (ii) In the screen please enter your any existing e-mail ID (Gov.in, nic.in, gmail, yahoo etc).

   (iii) Please enter your mobile number for receiving OTP.
(iv) Please enter both the OTPs received on mobile and email.

(v) Complete your **Personal Info** in user profile. Fill details only for the fields marked with * and then proceed head with tab ‘Continue’.
(vi) Complete **Organisational Info** in user profile.

![Image](https://example.com/image1.png)

- Select a **Organization Category**.
- Enter the **Reporting/Forwarding Officer Email**.
- Enter the **Reporting/Forwarding Officer Name**.
- Enter the **Reporting/Forwarding Officer Mobile**.
- Enter the **Reporting/Forwarding Officer Designation**.

**NOTE:**
- If any "PSU/Ministry/Department" needs to be added, please send the details to eforms@nic.in.
- If you are not able to update your Reporting/Forwarding Officer's email address, please send the details to eforms@nic.in to update it.

After completion of all details proceed head with tab **Submit**.

(vii) Fill the * marked fields with the details as filled in the form below. In the field **'Reporting Officer Email'** mail ID (jditechs-mod@nic.in) to be filled. Rest other fields for **'Reporting Officer'** will be autofilled. After completion of all details proceed head with tab **Submit**.

![Image](https://example.com/image2.png)

- Select a **Ministry/Organization**.
- Enter the **Reporting/Forwarding Officer Email**.
- Enter the **Reporting/Forwarding Officer Name**.
- Enter the **Reporting/Forwarding Officer Mobile**.
- Enter the **Reporting/Forwarding Officer Designation**.

**NOTE:**
- If any "PSU/Ministry/Department" needs to be added, please send the details to eforms@nic.in.
- If you are not able to update your Reporting/Forwarding Officer's email address, please send the details to eforms@nic.in to update it.

After completion of all details proceed head with tab **Submit**.
(viii) Thereafter in the next window click on the box with ‘EMAIL’.

(ix) In the next window click on tab ‘Proceed’ under Single User Subscription box.
(x) Fill your Date of Birth, Date of Retirement. Select Email Address preference as ‘Designation Based’. Select ‘Employee Description’, then fill preferred email address (like shqudaipur@echs.gov.in or afstnjodhpur@echs.gov.in). Please mention domain address as echs.gov.in. Then click on tab ‘Preview and Submit’.

(xi) In the next form view your application and then click on tab ‘Submit’ and then on the next prompt message of Reporting Officer details click on tab ‘Yes’.
(xii) Select Proceed online without Aadhaar and then click on tab ‘Continue’.

(xiii) A confirmation message will be displayed.
(xiv) Click on ‘Welcome’ tab and then click on ‘My Request’.

(xv) Click on tab ‘Actions’.
(xvi) Click on tab ‘Generate Form’.

(xvii) A PDF form with full details will be generated. Print the form, sign with stamp and round seal.
(xviii) Upload duly signed scanned form, using the tab ‘Upload Scanned Form’.

(xix) Upload file using ‘Select File’ tab.
(xx) Once file is uploaded, confirmation will be displayed. After successful upload of file click on 'Close' tab.

(xxi) After successful creation of mail ID, a SMS from NIC will be forwarded on user’s registered mobile number with mail ID and password.
2. **ACTIVATION OF OLD MAIL IDS**

(i) Click on the below link.

   [https://mail.gov.in](https://mail.gov.in)

(ii) Click on Forgot ID / Password
(iii) For activation of old user ID for which details are not known, the details as mentioned under heading ‘Forgot User ID’ to be forwarded through e-mail to jitechs-mod@nic.in.

(iv) The details will be forwarded to NIC for reset of password and the same will be forwarded on the registered (new mobile number).