

## SoP to Use NIC E-mail ID by ( Panchayat Secretary and Elected Representatives)

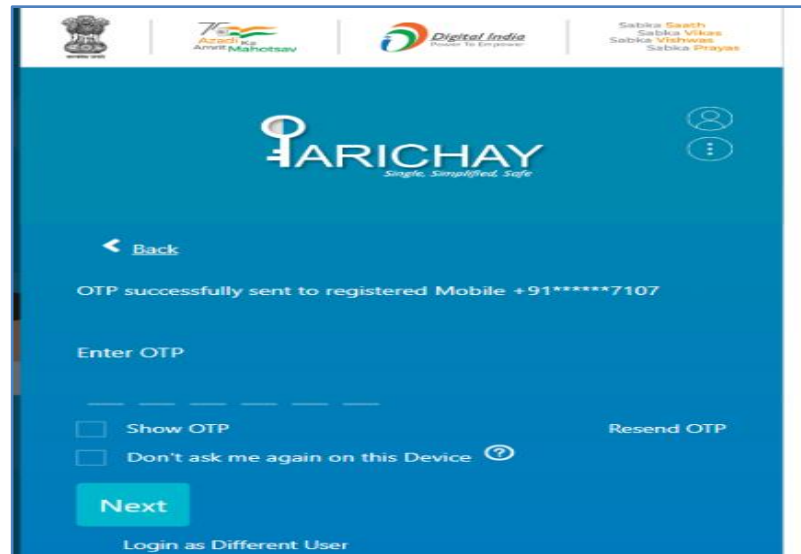
1. Go to browser and enter (<https://parichay.nic.in/>)
2. Enter the allocated NIC Email ID and password and click on **Next** button as per following screen

The screenshot shows the PARICHAY login interface. At the top, there are logos for the Government of India, Azadi Ka Amrit Mahotsav, Digital India, and Sabka Saath Sabka Vikas Sabka Vishwas Sabka Prayas. The main heading is 'PARICHAY' with the tagline 'Single, Simplified, Safe'. Below the heading, it says 'Please enter details to proceed'. There are two input fields: 'Enter User Name eg. userid[at]domain[dot]in' and 'Enter Password'. Below the password field, it says 'Invalid Credentials, Attempts Left = 1'. There is a green 'Next' button and a 'Forgot Password' link. At the bottom, there are logos for the Ministry of Electronics & Information Technology, Government of India, and the National Informatics Centre (NIC).

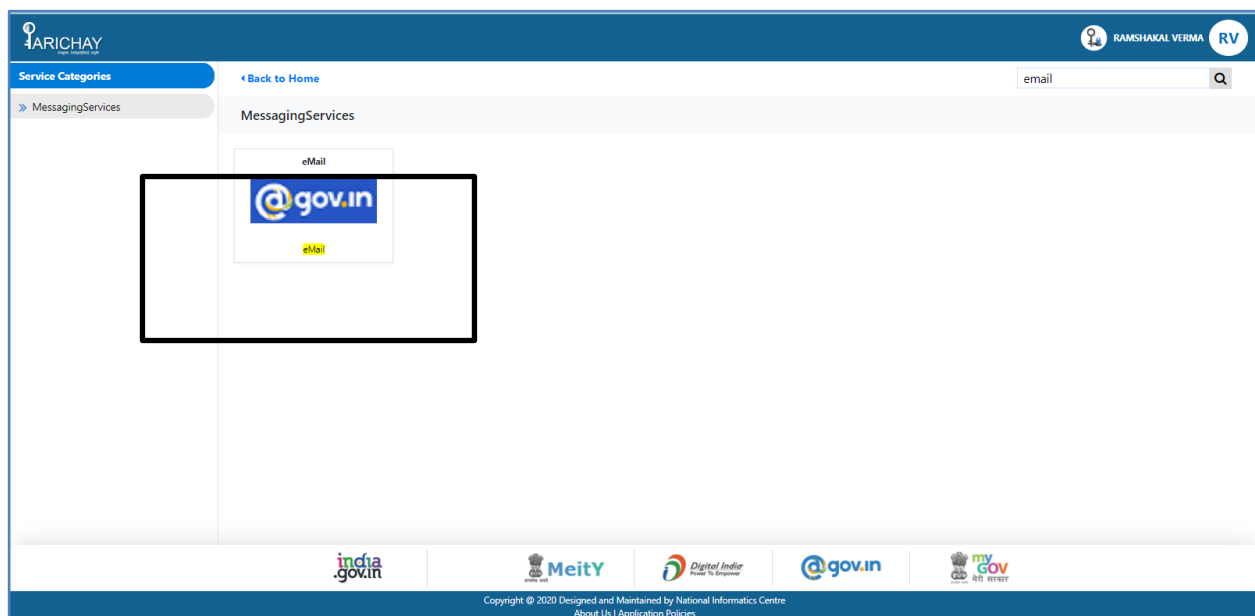
3. In Next page, click → **OTP as SMS** and on **Sandesh**, click on **Next** button

The screenshot shows the PARICHAY Two Step Authentication page. At the top, there are logos for the Government of India, Azadi Ka Amrit Mahotsav, Digital India, and Sabka Saath Sabka Vikas Sabka Vishwas Sabka Prayas. The main heading is 'PARICHAY' with the tagline 'Single, Simplified, Safe'. Below the heading, it says 'Two Step Authentication' and 'Select OTP on Mobile and Click 'Next''. There are two options: 'OTP as SMS and on Sandes' (selected with a green checkmark) and 'Backup Code Authentication'. There is a green 'Next' button and a 'Login as Different User' link. At the bottom, there are logos for the Ministry of Electronics & Information Technology, Government of India, and the National Informatics Centre (NIC).

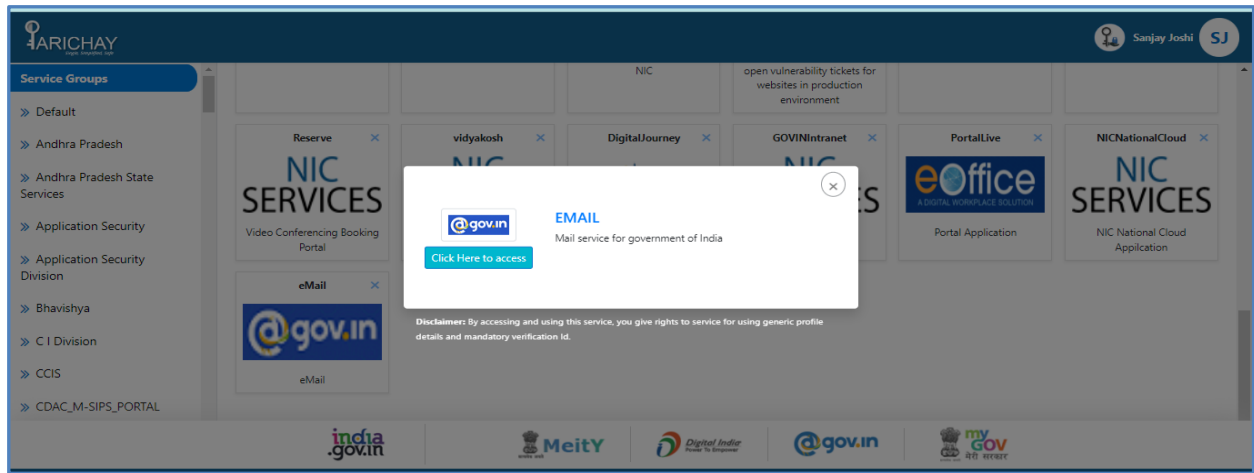
4. Enter 6 digits OTP, received on registered mobile no with E-mail ID and click on **Next** button. ( Kavach bypassed)



5. In Next screen, go to right side enter **Email** in a search option grid. Then in next screen, click on email option i.e. **@gov.in**



6. In Next screen, click on **Click here to access** option



7. In Next screen, all E-mail received will be displayed.

