



VERSION 1.1
DATE 01.08.2020

NDMIS Application User Log In Guide Disaster Management Division, MHA

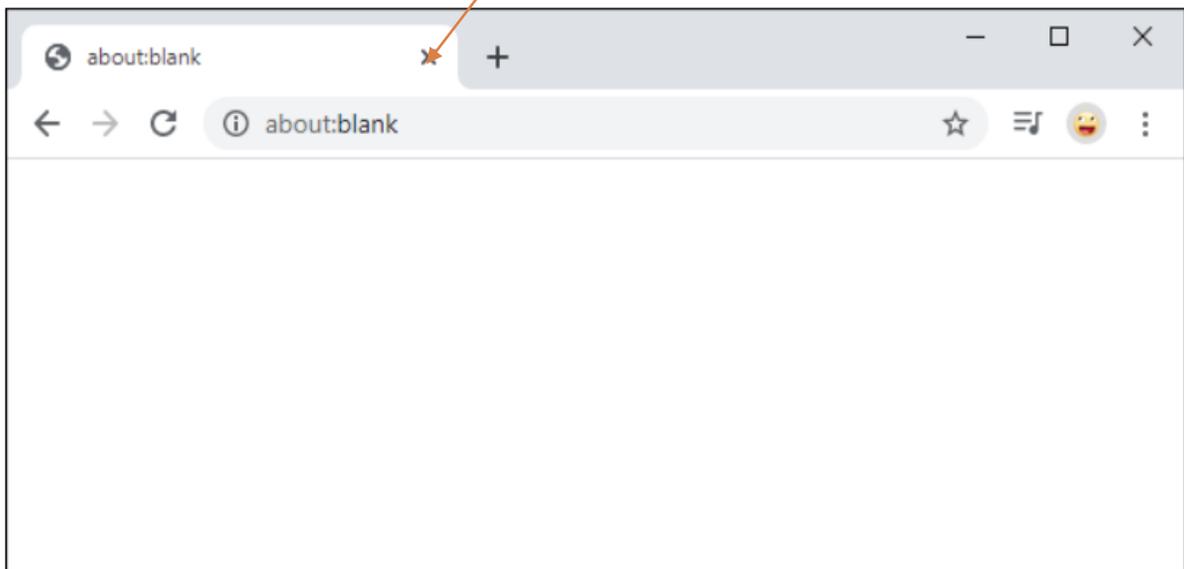
PREPARED BY :
NATIONAL INFORMATICS CENTRE
MINISTRY OF ELECTRONICS & IT



NIC will provide application login id and password to authorized MHA and State users (admin user). State Admin user can create user id and password for state and district users.

Application log in procedure is as follows:

1. Click on any web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on the computer.
2. On the address bar, type URL <https://ndmis.mha.gov.in> and then press “Enter” key from your keyboard.



3. Now, system will navigate you to Log in page of NDMIS application as shown in below screen.

Enter User ID, Password and captcha code and then click on “Sign In” button

4. Enter user id, password and captcha code in above screen.
5. Click on **Sign in** button.
6. On first time login, user will be asked to change current password as shown in the below screen.

Enter new password and click on **Change Password** button to save the changes

(Skip step 6 on next login)

7. System will send an OTP code on registered mobile no. and email id of user. User will enter that OTP code in the text box shown below screen and click on **Verify OTP** button.

Ministry of Home Affairs
National Disaster Management System

Digital India
Power To Empower

OTP Authentication required for
Continue.

TestUserSA

Enter OTP, sent to Your Mobile

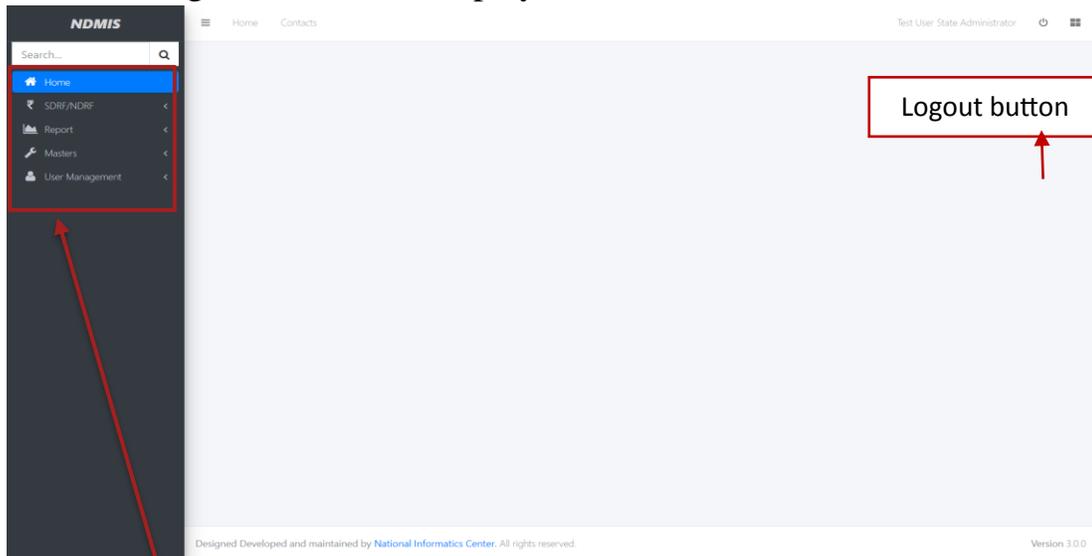
Enter 6 digit mobile

Verify OTP

NIC NATIONAL INFORMATICS CENTRE

Contents Owned and Maintained by Ministry of Home Affairs
Copyright © of Ministry of Home Affairs, Government of India, All Right Reserved.
Developed and Maintained by National Informatics Centre, New Delhi.

8. After OTP verification user will be able to login to NDMIS application and the following screen will be displayed to user.



Vertical menu bar will be displayed on left side of the above screen where user can access various forms and reports.

User can exit from the application at any time by clicking on  log out button given on top right corner of the screen.

PASSWORD RECOVERY PROCESS

1. In case the user forgot his password, he can recover it by clicking on **Forgot Password** link in the below screen

Ministry of Home Affairs
National Disaster Management System

Digital India
Power To Empower

Login To Your Account

User Id

Password

u5c238

Enter Text In Image Above

Sign In

Forgot Password

Support

Click on **Forgot Password**

Contents Owned and Maintained by Ministry of Home Affairs
Copyright © of Ministry of Home Affairs, Government of India, All Right Reserved.
Developed and Maintained by National Informatics Centre, New Delhi.

2. After clicking on **Forgot Password**, user will navigate to the password recovery screen, as shown below.

Ministry of Home Affairs
National Disaster Management System

Digital India
Power To Empower

Recover Password

Enter User Id

Enter Your Registered Email ID

x91gnw

Enter Text In Image Above

Back

Submit

Contents Owned and Maintained by Ministry of Home Affairs
Copyright © of Ministry of Home Affairs, Government of India, All Right Reserved.
Developed and Maintained by National Informatics Centre, New Delhi.

3. Enter your user id, registered email ID, and captcha in the above screen and click on the submit button. An OTP will be sent to the registered mobile number and email Id of the user and he will navigate to below screen.

OTP has been sent to your registered mobile number. Reset your password using the OTP.

Recover Password

g1f53p

Change Password

4. In the above screen, enter your user Id, enter new password that must be at least 8 characters and must include at least one upper case letter, at least one special Character, one lower case letter, and one numeric digit.
5. Re-enter the new password to confirm your choice.
6. Enter OTP and captcha code and then click on **Submit** button.

Now user can log in with his new password.