



eIPO
electronic Indian Postal Order
User Manual
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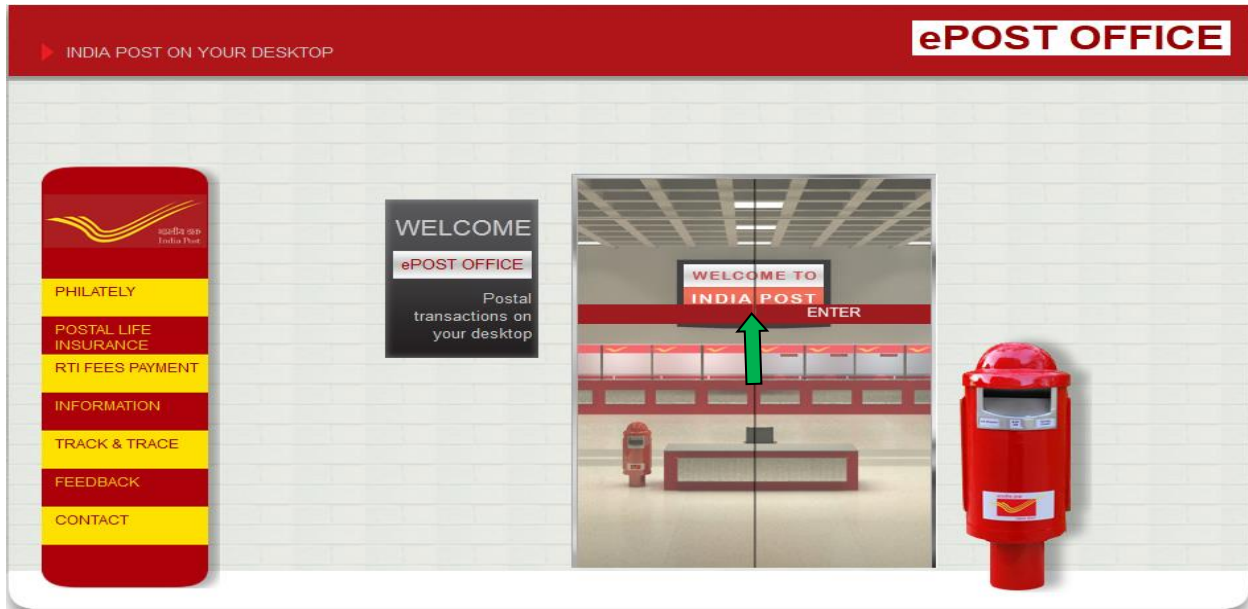
1. Overview

1. Objective

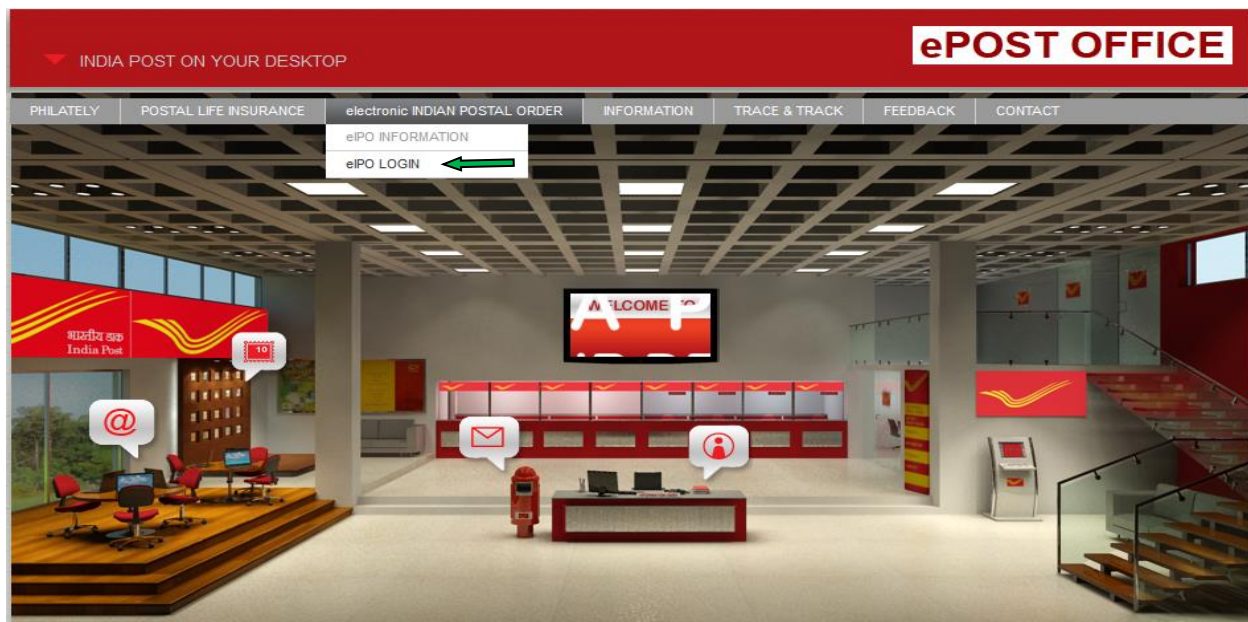
The objective of this manual is to guide end-users in using the eIPO Application modules. Electronic Indian Postal Order is a facility to purchase an Indian Postal Order electronically by paying a fee on-line.

2. Scope

The scope of the manual is limited to the usage by end-users. This application is best viewed in Mozilla Firefox 3.6+, Google Chrome 5.0+. The Content in this application requires Adobe Flash Player 10.1.



| Step | Action |
|------|--|
| 1. | <ul style="list-style-type: none"> ❖ Go to ePostoffice site by giving the url https://epostoffice.gov.in/ on your browser ❖ Following window will be open (Screen-1) |



| Step | Action |
|------|--|
| 2. | <ul style="list-style-type: none"> ❖ To enter into eIPO,click the eIPO login tab. |

| Step | Action |
|------|--|
| 3. | ❖ For New Account Creation Click on Create new account |

2. Registration of User

2.1 For Citizen of India Living Abroad

The screenshot shows the 'Create New Account' page for the 'electronic Indian Postal Order (eIPO)' system, managed by the Department of Posts, India. The page is titled 'User Registration' and includes a 'Home' link in the top right corner. The registration form contains the following fields and values:

- User Name *: TESTUSER
- Password *: [Redacted]
- Confirm Password *: [Redacted]
- Email Id *: test@gmail.com
- Mobile No.: [Redacted]
- User Status*: Citizens of India Living abroad (selected from a dropdown menu)
- Enter Code: 2a2R3EnI
- Security Code: 2a2R3EnI (displayed in a yellow box with a green arrow pointing to the 'Submit' button)

At the bottom of the form, there are 'Submit' and 'Reset' buttons. A note below the form states: "Note - After Submission of all the details you will get 6 digit eCode and 6 digit mCode that will be used at the time of user verification. Citizens Abroad : Both codes on email id. Citizens in India : eCode on email id and mCode on mobile no."

| Step | Action |
|-------|---|
| 4(a). | <ul style="list-style-type: none">❖ Enter username for which you want to create user❖ Enter Password and Confirm Password for the same❖ Enter email id so that eCode and mCode can be received which are used in the next step. Mobile Number is "Optional" in this case.❖ select user status as "Citizens of India Living abroad " for abroad citizens .❖ Enter Security Code as given in the image and click on Submit to create user |

2.2 For Citizen of India Living in India

The screenshot shows the 'Create New Account' page for the 'electronic Indian Postal Order (eIPO)' system, part of the Department of Posts, India. The page is titled 'User Registration' and includes a 'Home' link in the top right corner. The registration form contains the following fields and values:

- User Name *: TESTUSER
- Password *: [masked]
- Confirm Password *: [masked]
- Email Id *: test@gmail.com
- Mobile No.*: 9999999999
- User Status*: Citizens of India Living in India (dropdown menu)
- Enter Code: 5545e3L
- Security Code: 5545e3L (displayed in a yellow box with a green arrow pointing to the Submit button)

At the bottom of the form, there are 'Submit' and 'Reset' buttons. A note below the form states: "Note - After Submission of all the details you will get 6 digit eCode and 6 digit mCode that will be used at the time of user verification. Citizens Abroad : Both codes on email id. Citizens in India : eCode on email id and mCode on mobile no."

| Step | Action |
|-------|---|
| 4(b). | <ul style="list-style-type: none">❖ Enter username for which you want to create user❖ Enter Password and Confirm Password for the same❖ Enter email id and mobile number so that eCode and mCode can be received which are used in the next step. Both email id and Mobile No. are mandatory.❖ Select User Status as "Citizens of India Living in India" for creating User for Indian Citizen .❖ Enter Security Code as given in the image and click on Submit to create user |

3. Verification Of User Account

3.1 For Citizen of India Living Abroad

New User Verification
User Details

Account Details:

User Id* (Registered through - "Create New Account")

Email Id*

If you have not recieved eCode and mCode on your registered email ID , Click here to resend.

[Resend Code](#) ←

eCode Sent to your email **mCode Sent to your -email/mobile**

Personal Details:

First Name* Middle Name

Last Name

Date Of Birth* Gender

Indian Passport No.* Profession*

Expiry Date*

Address Details:

Address 1* Address 2

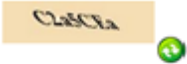
State* Country*

Zip/PIH Code*

Contact Details:

Enter Security Code*

iPhone No.

Security Code 

↓

Note :- After entering the registered User Id - Passport No.,Expiry date,State and Country changes accordingly.

| Step | Action |
|-------|--|
| 5(a). | <ul style="list-style-type: none"> ❖ Enter User Id and email Id in the space. If you want to resend the codes click on resend code button ❖ Enter the eCode and mCode received on your email .If you have not received Codes ,then click on resend code to receive the codes. ❖ Enter your personal details and enter the Security Code as given in the image. Passport No. and Expiry Date are mandatory here. ❖ Click on Submit button to complete user Registration Process |

3.2 For Citizen of India Living in India

New User Verification

User Details

Account Details:

User Id* (Registered through - "Create New Account")

Email Id*

If you have not recieved eCode and mCode on your registered email ID , Click here to resend.

[Resend Code](#) ←

eCode Sent to your email

mCode Sent to your email/mobile

Personal Details:

First Name* Middle Name

Last Name Gender

Date Of Birth* Profession*

Indian Passport No. Expiry Date

Address Details:

Address1* Address2


State* Country*

Zip/PIN Code*

Contact Details:

Phone No.

Enter Security Code*

Security Code 

↓

Note :: After entering the registered User Id - Passport No.,Expiry date,State and Country changes accordingly.

| Step | Action |
|-------|--|
| 5(b). | <ul style="list-style-type: none"> ❖ Enter User Id and email Id in the space.If you want to resend the codes click on resend code button ❖ Enter the eCode and mCode received on your email and mobile .If you have not received Codes ,then click on resend code to receive the codes. ❖ Enter your personal details and enter the Security Code as given in the image. Passport No. and Expiry Date are optional. ❖ Click on Submit button to complete user Registration Process |



4. Login

User Login

Enter Username
TESTUSER

Enter Password
••••••••

Enter Security Code
e4AbCL5

Security Code e4AbCL5  

Important Links

- [Create New Account](#)
- [New User Verification](#)
- [Forgot Password?](#)
- [Search eIPO](#)

► This application is only for Indian Citizens to purchase eIPO for RTI activities.
Department of Posts,
Government of India

eIPO
Department of Posts, India

News

Extension of eIPO facility for Indian Citizens living in India for paying RTI fees released on 13/02/2014

Extension of eIPO Facilities for 176 Indian Missions abroad released on 27/09/2013

eIPO for online Payment of RTI fee from abroad has been launched on 22/03/2013

[Manual | FAQ](#)

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| Step | Action |
|------|--|
| 6. | <ul style="list-style-type: none">❖ Enter Username and Password in the provided❖ Enter the Security Code as given in the image and click on the Submit button to login into the eIPO system |

5. Forgot Password

| Step | Action |
|------|---|
| 7. | ❖ Click on Forgot password, if user has forgotten the password. |

| Step | Action |
|------|---|
| 8. | <ul style="list-style-type: none"> ❖ Enter the username and registered email id. ❖ A link will be mailed on your email id to change the password ❖ User can change the password there. |