Government of Meghalaya

Meghalaya Forest & Environment Department

Forest Management System (FMS)

User Manual for Public / Applicants

Registration, Login and Application for Non-Forest Land Certificate

---

Step by Step Procedure for Public/Applicant to Register, Login, Apply and Check Application Status

This user manual provides a simple, easy-to-follow guide for citizens and applicants to use the online portal. It explains how to register, log in, apply for services, fill and submit application forms, upload required documents, and check the status of your application. The instructions are designed so that even first-time users can complete the process smoothly and without confusion.

Part 1: How to Register and Log In

Follow these simple steps to create and access your account on the online portal.

Step 1 – Open the Website

Launch your internet browser (such as Chrome, Edge, or Firefox) and enter the FMS portal address in the address bar.

- **Portal link:** [Insert FMS portal URL here]
- You can also register through the **mobile application**. However, **applications for certificates and permits must be submitted through the web portal.**

Step 2 – Open the Registration Page

Look at the bottom of the login page. You will see "New user? Register". Click on the green "Register" link (highlighted in red below) to open the registration form.

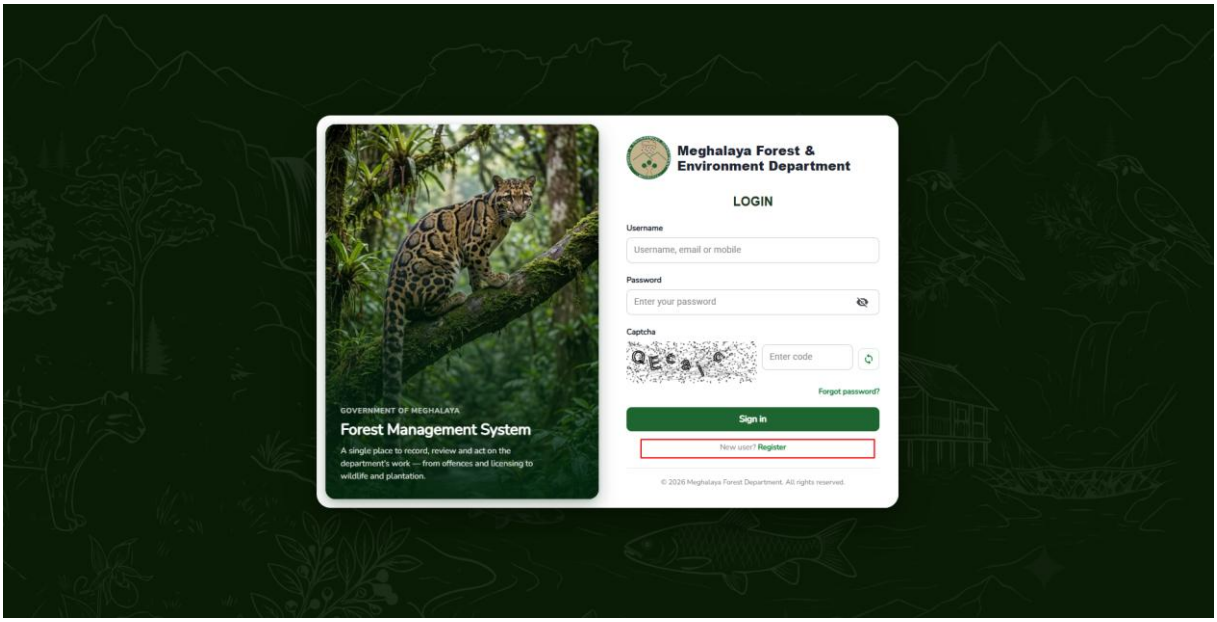


Figure 1: Login page – click "Register"

Step 3 – Enter Your Personal Details

The "Create Account" form opens. Enter your details exactly as per official government records. Fields marked with a red asterisk (*) are mandatory.

- **First Name** and **Last Name**
- **Father's / Husband's Name**
- **Gender** – select from the list
- **Region, District, Division and Village** – select each from the drop-down lists
- **Pin Code**
- **Full Address** – include a landmark

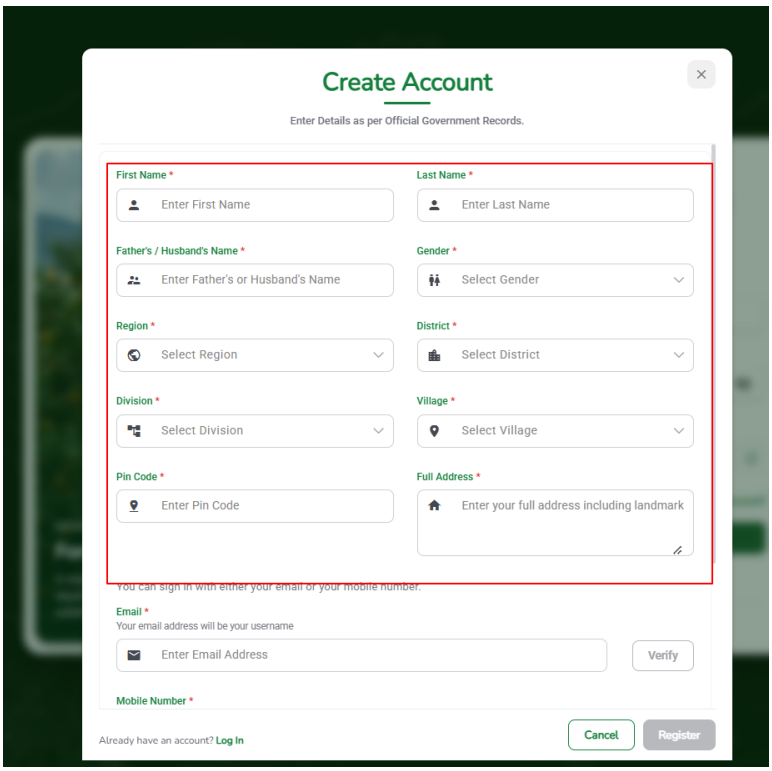


Figure 2: Create Account – personal and location details

Step 4 – Enter and Verify Your Email Address

Scroll down to the Email field. Your email address will be your username.

- Type your email address and click the **Verify** button.
- The portal sends a 6-digit verification code (OTP) to that email address. The button changes to **Resend Code** in case you need another code.

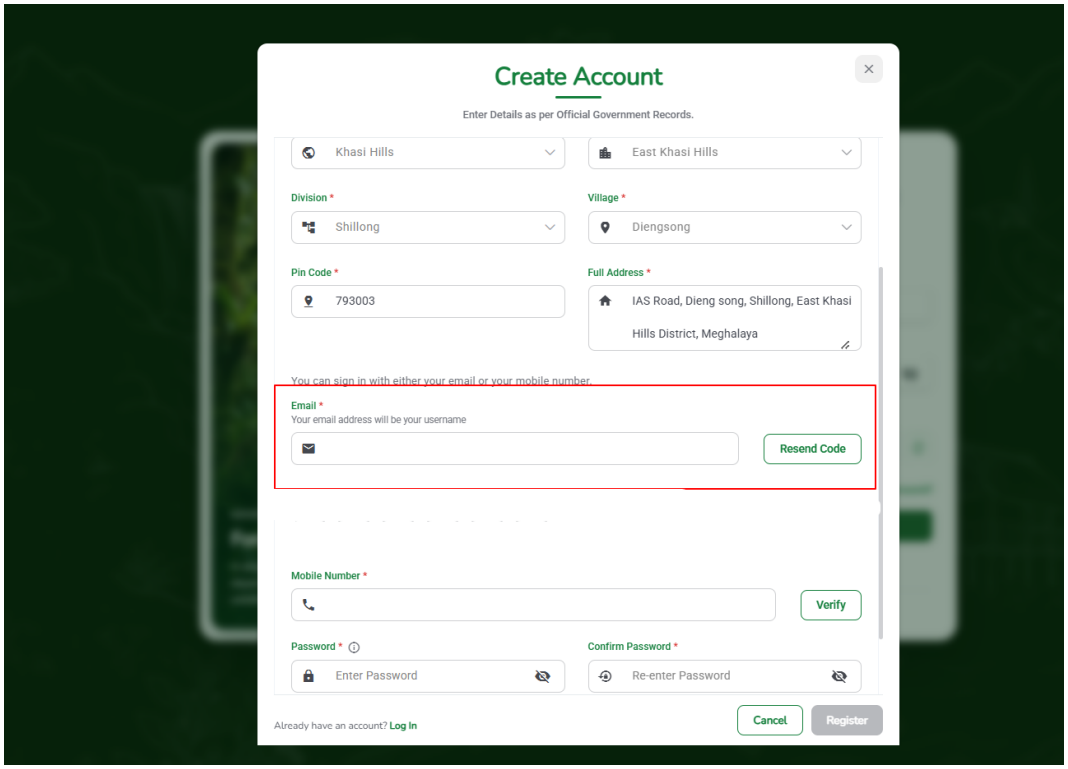


Figure 3: Email entered – verification code sent

Step 5 – Open Your Email and Find the OTP

Open your email inbox. You will receive a message titled "Verify your email address" from the department's portal sender (megforest.digital). Open the message.

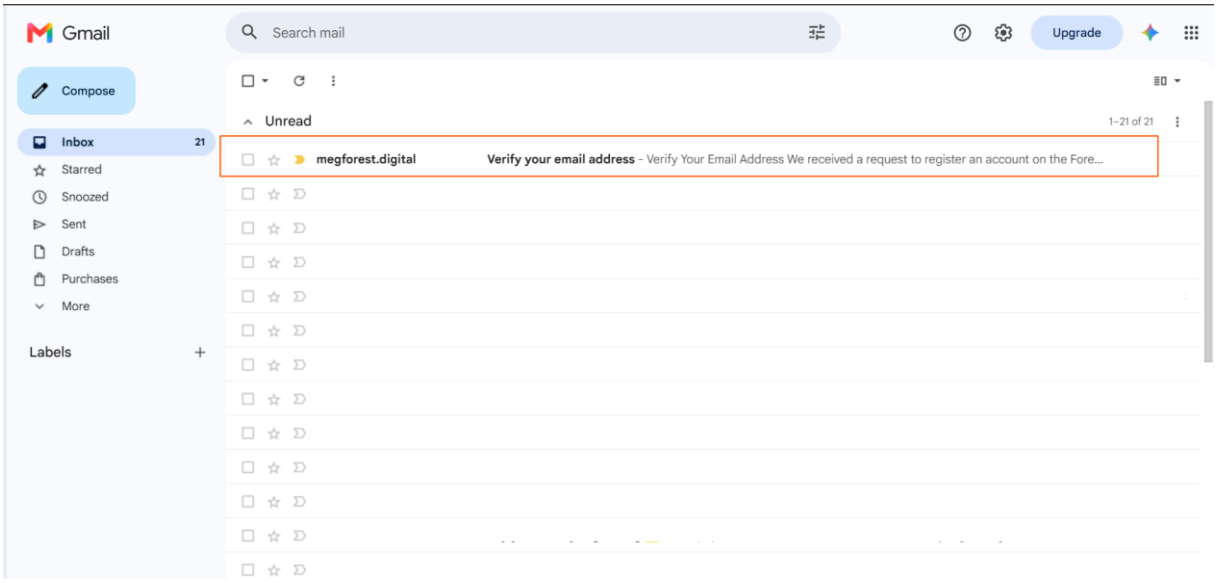


Figure 4: Inbox – verification email received

The email contains a 6-digit code. Note the code carefully.

> Important: The code expires in 5 minutes. Do not share it with anyone. If you did not request it, ignore the email. If the email is not in your Inbox, please check your Spam / Junk folder.

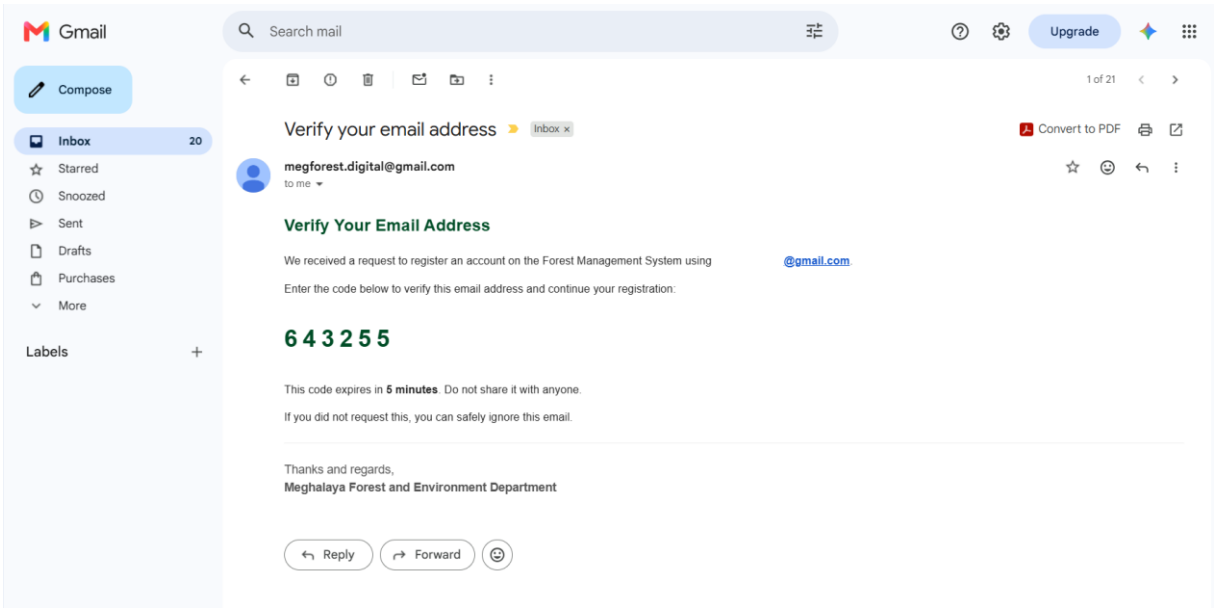


Figure 5: Verification email showing the 6-digit code

Step 6 – Enter the OTP and Confirm

Go back to the registration page. Enter the 6-digit code in the "Enter Verification Code" boxes and click **Confirm Code**.

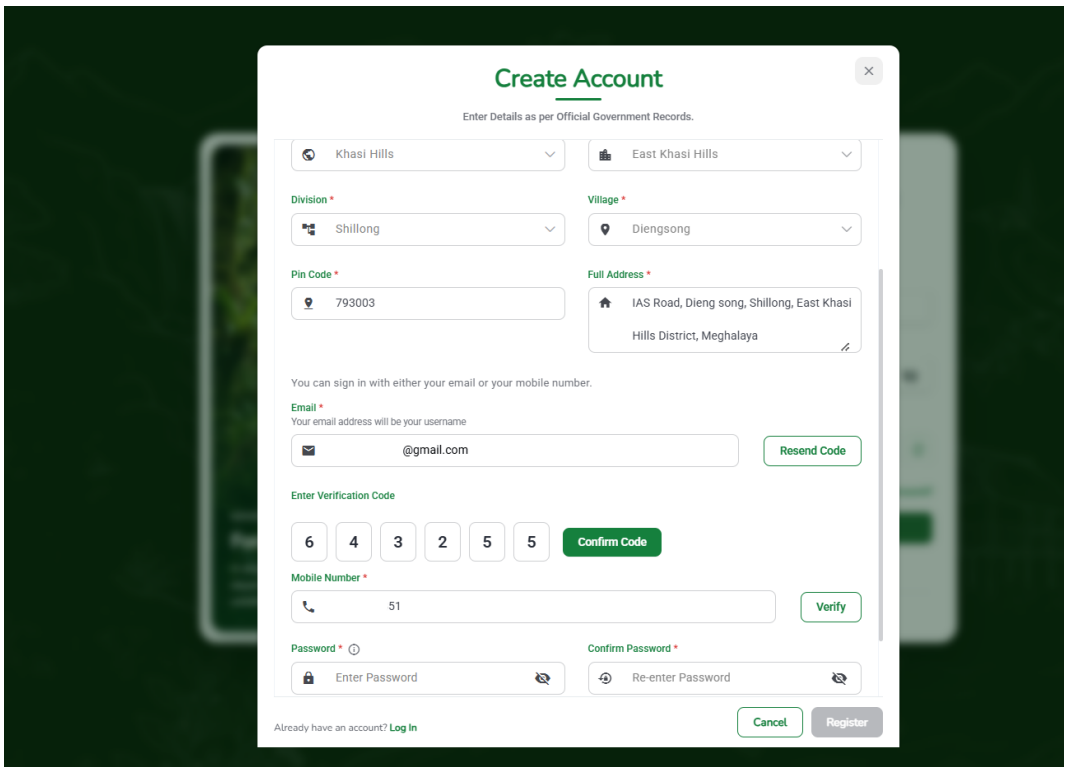


Figure 6: Enter the OTP and click "Confirm Code"

When the code is correct, a green "Verified" tick appears next to your email. If you typed the wrong email, click Change to correct it.

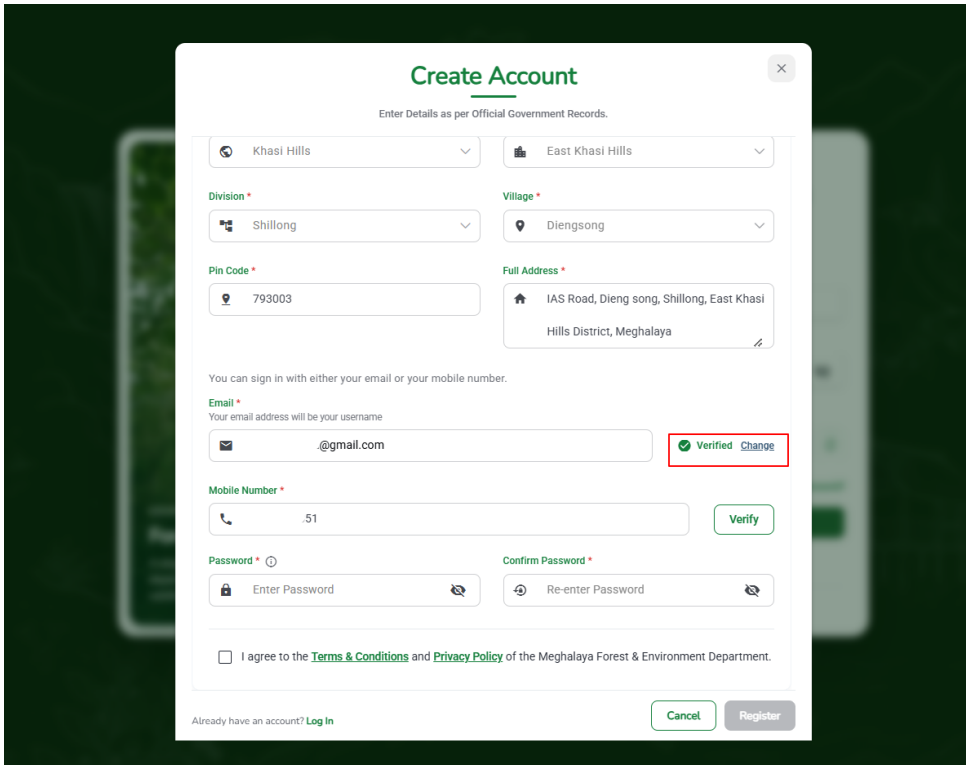


Figure 7: Email successfully verified

Step 7 – Enter and Verify Your Mobile Number

- Type your mobile number in the **Mobile Number** field and click **Verify**.
- An OTP is sent by SMS to that number. Enter the OTP and confirm it in the same way as for email.

- Once verified, a green **Verified** tick appears beside the mobile number.

Step 8 – Create a Strong Password

Enter a password of your choice in both the Password and Confirm Password fields. Your password must be strong:

- At least **8 characters**
- At least one **upper case** letter
- At least one **number**
- At least one **symbol** (for example @, #, $, !)

Click the eye icon to show or hide what you type. Both entries must match.

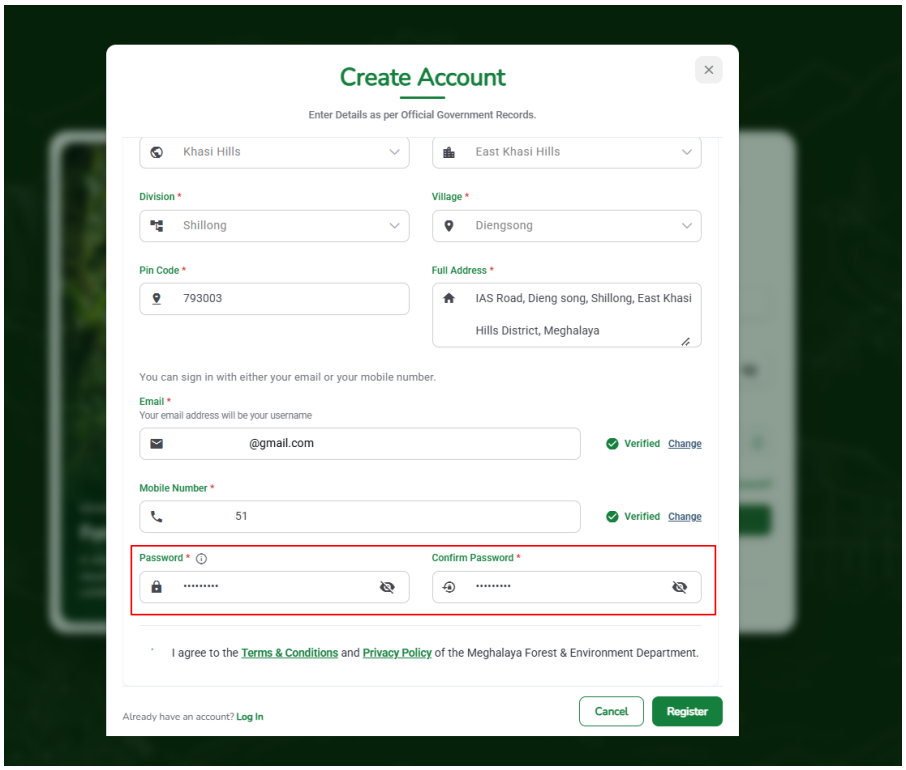


Figure 8: Password and Confirm Password

Step 9 – Read and Accept the Terms & Conditions

Click the "I agree" checkbox. A window opens with the Terms & Conditions and Privacy Policy. Read them carefully, scroll to the end and click "I Agree".

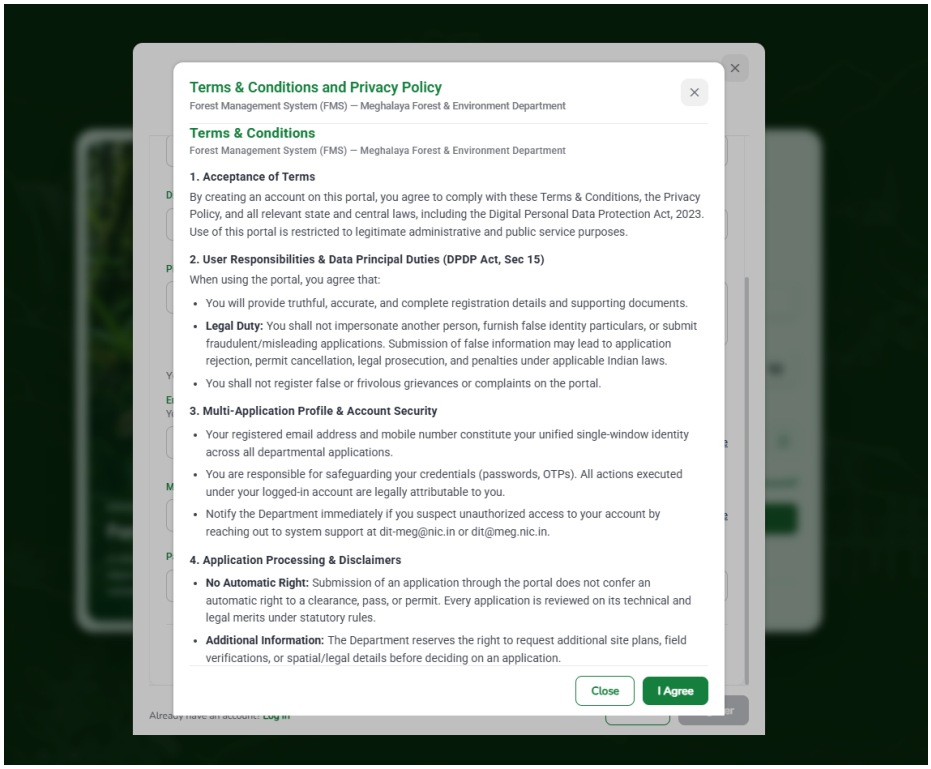


Figure 9: Terms & Conditions and Privacy Policy window

The checkbox is now ticked automatically.

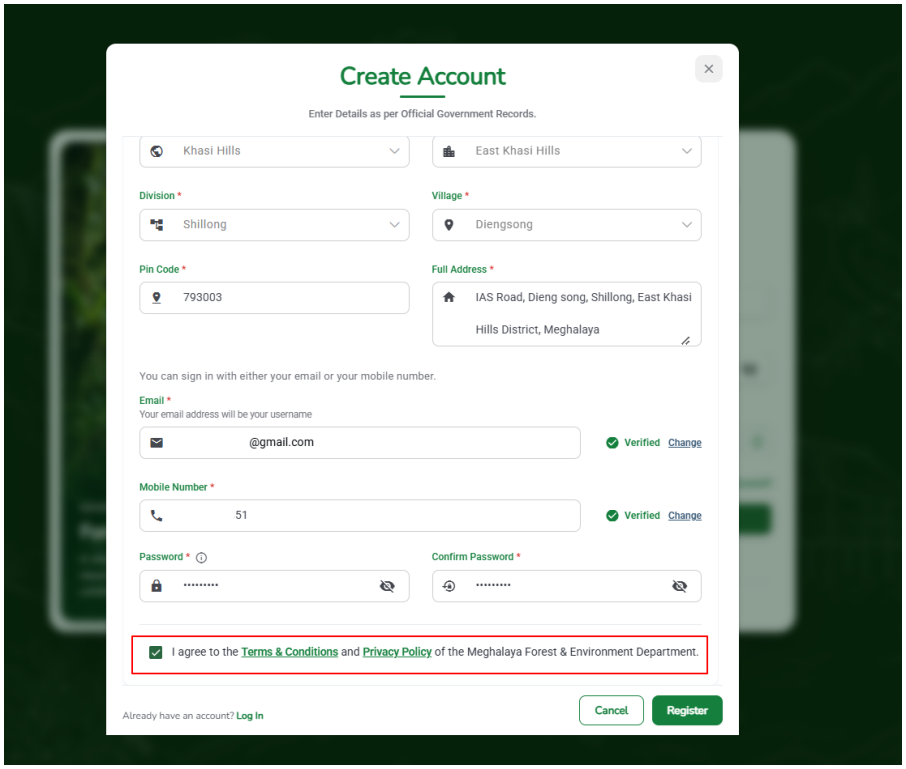


Figure 10: "I agree" checkbox ticked

Step 10 – Click Register

Once all fields are filled and both email and mobile are verified, click the green Register button at the bottom right.

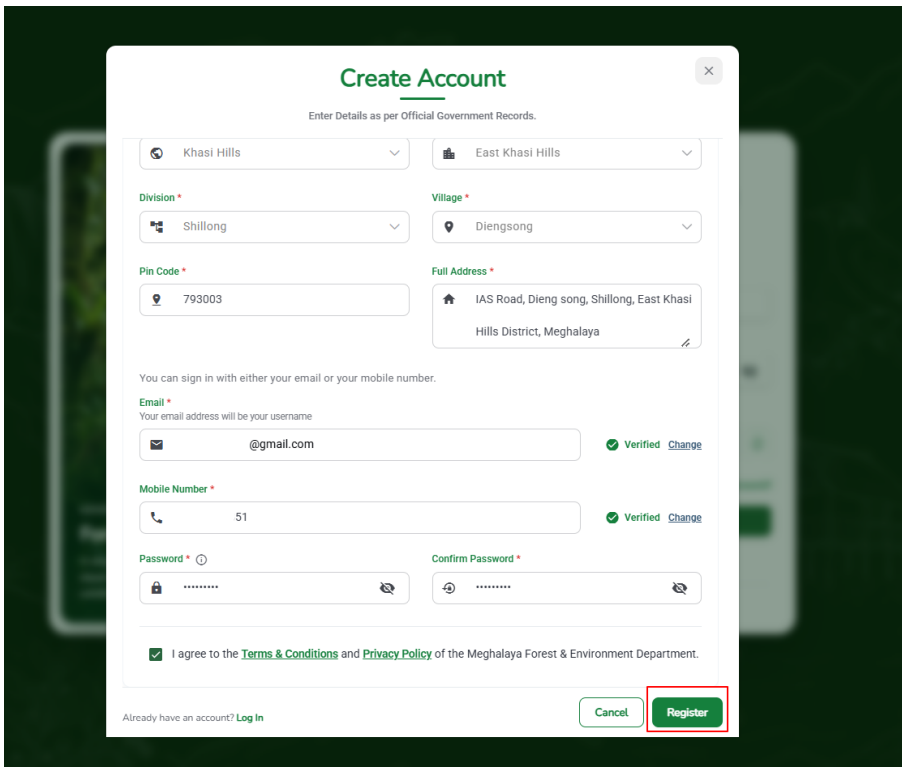


Figure 11: Click "Register"

A "Registration successful" message pops up, showing that you can now sign in with your email or mobile number. Click OK.

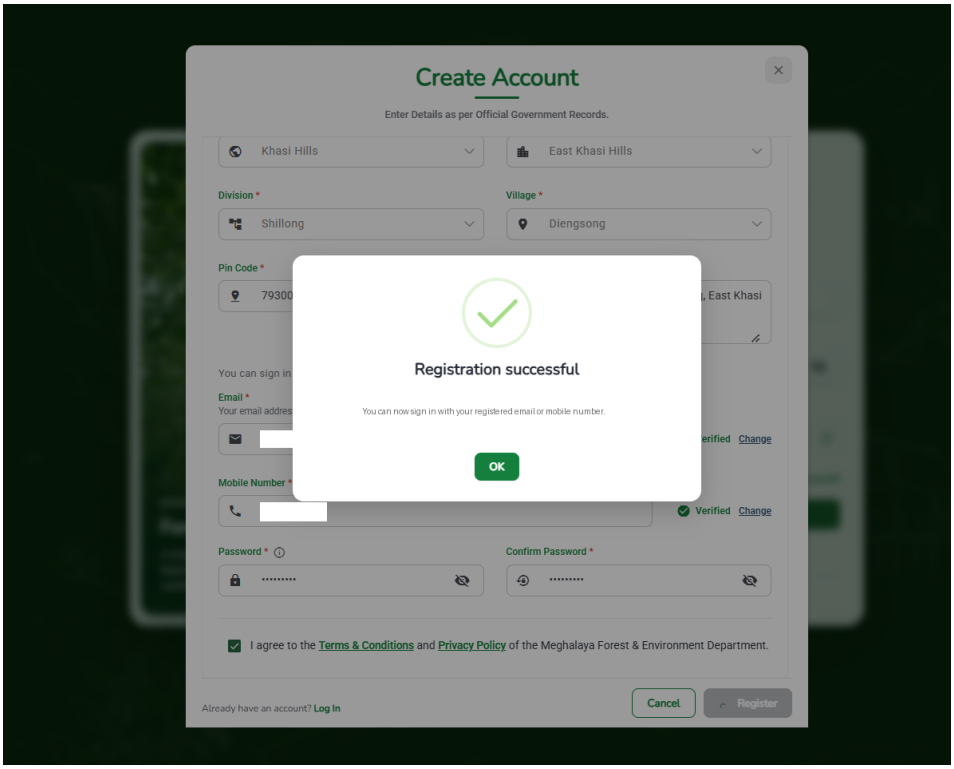


Figure 12: Registration successful

Step 11 – Log In to the Portal

You are now back on the login page. To sign in:

- **Username:** enter your registered mobile number or email address.

- **Password:** enter the password you created.
- **Captcha:** type the characters shown in the image into the "Enter code" box. If the image is hard to read, click the refresh icon for a new one.
- Click **Sign in**.

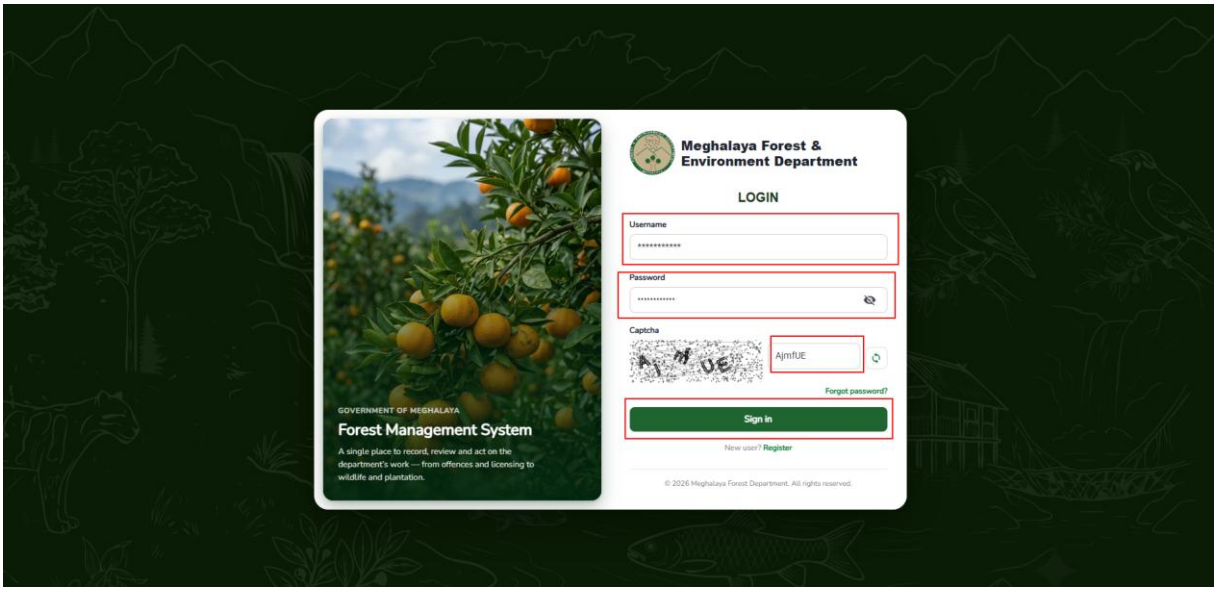


Figure 13: Login page – username, password, captcha and Sign in

You have successfully entered the Forest Management System of Meghalaya. From here you can raise a complaint, apply for certificates, opt in for bidding on windfallen trees, request tree felling permission, apply for sawmill licensing, mining lease and quarry permits, report incident sightings, and more.