

**User Manual**  
for  
**Election Manpower Management System**  
**(Office Users Registration)**

*Submitted to:*  
Office of the CEO, West Bengal



NIC West Bengal State Unit

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## REGISTRATION OF OFFICE USERS

Steps to be followed for Office User Registration under an Office:

EMMS

Step 1: Select Office   Step 2: Office Users   Step 3: Register

DISTRICT +  
Select

LOCATION +  
Block

LOCATION +  
Select

OFFICE +  
19

Pic 1. a

EMMS

Step 1: Select Office   Step 2: Office Users   Step 3: Register

DISTRICT +  
24 PARAGANAS NORTH

LOCATION +  
Municipality

LOCATION +  
HADDIYANGIRAN

OFFICE +  
19332011308470

19332011308470

Pic 1.b

**Step-1:** Choose Office District and its Block / Municipality location Details. The system will automatically generate the first half of the Office Reference Code. The user must enter the remaining part of the Office Reference Code for their office. (See Pic 1.a)

After entering the code, click on the Search icon. The Office Details corresponding to the code will be displayed. Please verify the details carefully before proceeding. (See Pic 1.b)

EMMS

Step 1: Select Office   Step 2: Office Users   Step 3: Register

Creates new user for office - 19332011308470

NAME +  
TEST USER

DESIGNATION +  
TEST

MOBILE +  
1234567890

EMAIL +  
test@123

PASSWORD +  
\*\*\*\*\*

CONFIRM PASSWORD +  
\*\*\*\*\*

PREVIOUS   NEXT

Pic 2

**Step-2:** Enter Name, Designation, Mobile, email, password & confirm password. (See Pic 2). The Mobile Number must be unique.

❖ **The e-mail id entered will be the Login id of the Office. So, Office should ensure correct entry of email id. Email of Data Entry Operator/ any person associated with data entry should not be used to register office. Officer in Charge of the Office should ensure use of valid email id.**

EMMS

Step 1: Select Office   Step 2: Office Users   Step 3: Register

Office Details

Name  
19332011308470

Email  
test@123

User Details

Name  
TEST USER

Designation  
TEST

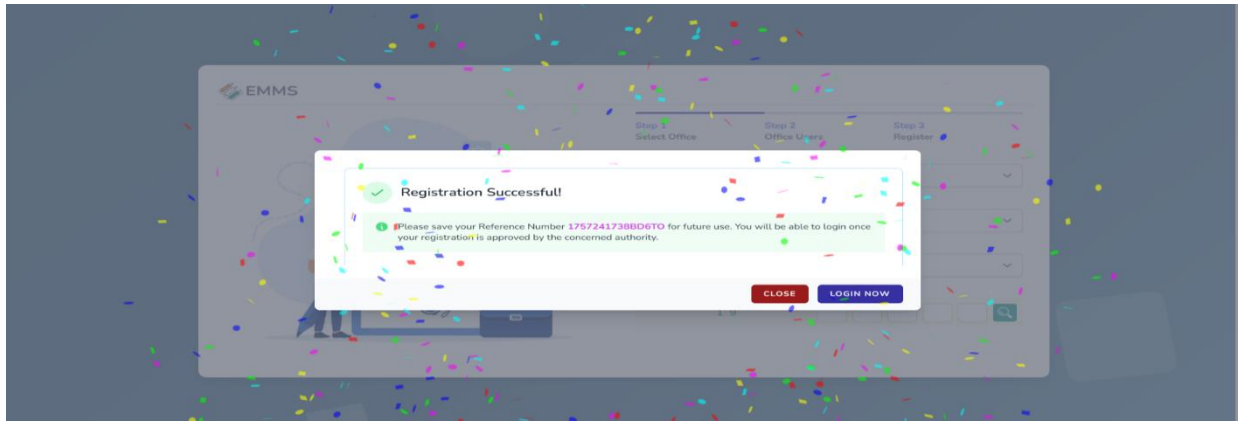
Mobile  
1234567890

Email  
test@123

PREVIOUS   REGISTER

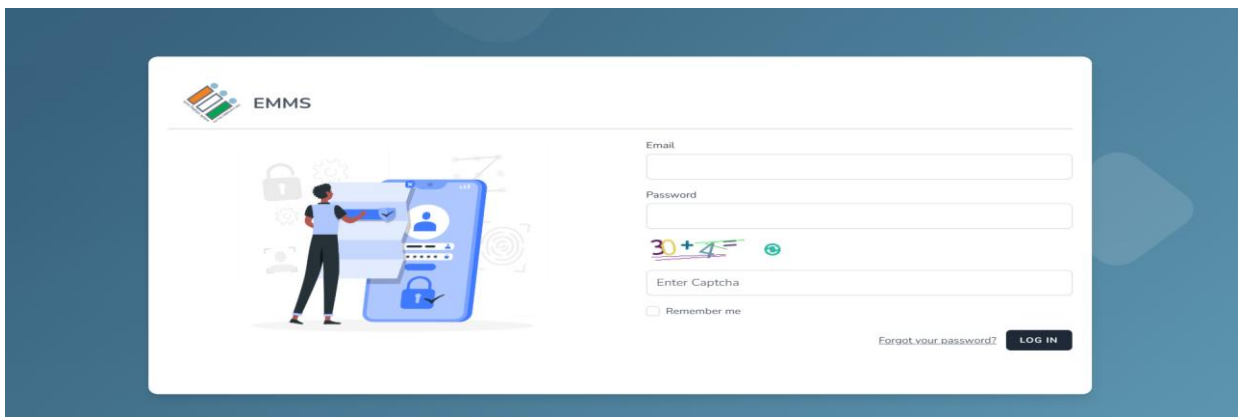
Pic 3

**Step-3:** Please verify the Office details and User details displayed on the screen. If everything is correct Click on **REGISTER** button to Complete the Registration Process. (See Pic 3)



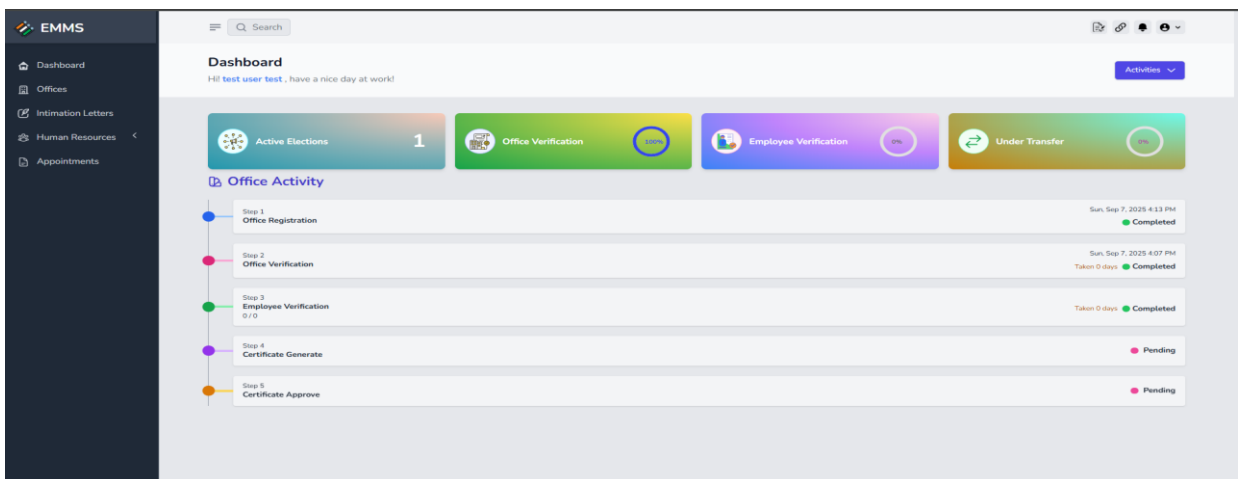
Pic 4

**Step-4:** On Successful Registration, the above Message will be displayed (See Pic 4).



Pic 5

**Step-5:** The User can log in when the District / Block level user approves the User Registration. User can login using Registered user ID (Email id) and Password (See Pic 5).



Pic 6

**Step-6:** After successful login, the Office User Dashboard displays the **Active Election** and the **Attached Office Details** (See Pic 6).