

Advisory to all users for updating registered email id at ICEGATE

The registered ICEGATE users will now be able to update their registered email ids through the ICEGATE portal. This functionality will only be available post login into the account.

Below are the steps to update the registered Email ID:

1. User needs to enter valid user Name and password

ice::gate
e COMMERCE Portal Central Board of Excise and Customs

Latest: e available at Home > Public Enquiries. For details [click here](#) . *eSANCHIT :- For the Step-by-Step Procedure Guide for Electronic Document Last Updated: Apr 13, 2019

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Registration Advisory Registration Demo

Login

Do not have an account yet? [Sign up now!](#)

User Name:

Password:

[Forgot password?](#)

Captcha:

Government of India
Ministry of Finance Department of Revenue

The e-governance Award
South Asia 2011

SKOCH Digital Inclusion Award 2010-11

National e-governance Award for 2010-11

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2. Once the login is successful, select the 'UPDATE EMAIL' option

The screenshot shows the ICEGATE user interface. On the left, there is a vertical menu with various options. The 'UPDATE EMAIL' option is highlighted. A callout box with an arrow points to this option, containing the text: "Click on 'UPDATE EMAIL' link". The main content area shows a "Welcome To ICEGATE" message and the user's login information: "You are logged in as: TESTINGAEO".

3. User needs to enter the current registered email address and click on send button

The screenshot displays the "Change email Id" form on the ICEGATE website. The form has a blue header and a white body. It contains four tabs: "Current Email Id", "OTP", "New Email Id", and "New OTP". The "Current Email Id" tab is active, showing a text input field with the placeholder "Enter your current e-mail Id". Below the input field are two buttons: "Send" and "I already have An Otp". A callout box with an arrow points to the "Send" button, containing the text: "2. Click 'Send' button". Another callout box with an arrow points to the input field, containing the text: "1. Enter current registered email ID". The page footer includes the Government of India logo, the Ministry of Finance Department of Revenue, and various award logos like "The eSamban Award" and "National e-governance Award for 2010-11".

4. Enter the OTP received on the current email ID

The screenshot shows the 'ice::gate' portal interface. The main heading is 'ice::gate e COMMERCE Portal Central Board of Excise and Customs'. The navigation bar includes 'Home', 'About Us', 'Services', 'Downloads', 'Guidelines', 'Useful Links', 'Single Window', 'Contact Us', and 'A- A+ A+'. The 'Latest' news item is 'Payment of Customs Duty by Importers paying Rs.10,000 & above per BE and by AEO importers. For details, please refer notification 80/2017-Cx'. The 'Last Updated' date is 'Apr 12, 2019'. The 'Related Links' section lists various government portals. The 'Change email Id' form has four tabs: 'Current Email Id', 'OTP', 'New Email Id', and 'New OTP'. The 'OTP' tab is active, showing a text input field labeled 'Enter current e-mail Id OTP' and a red 'Enter Otp' button. Two callout boxes provide instructions: '1. Enter the OTP, received on current email' points to the input field, and '2. Click 'Enter OTP' button' points to the button. The footer contains the Government of India logo, 'Ministry of Finance Department of Revenue', and various award logos including 'The e-governance Award South Asia 2011' and 'National e-governance Award for 2010-11'. Copyright information and technical details are also present.

5. After successful authentication of the OTP for current email ID, user needs to provide New Email id and click on 'Send OTP' button

The screenshot shows the 'ice::gate' portal interface. The main heading is 'ice::gate e COMMERCE Portal Central Board of Excise and Customs'. The navigation bar includes 'Home', 'About Us', 'Services', 'Downloads', 'Guidelines', 'Useful Links', 'Single Window', 'Contact Us', and 'A- A+ A+'. The 'Latest' news item is 'Required for IGST refunds before filing Shipping Bills. Ignore if already done the same for drawback purposes. *IPR APPLICATION IS UNDER MJ'. The 'Last Updated' date is 'Apr 12, 2019'. The 'Related Links' section lists various government portals. The 'Change email Id' form has four tabs: 'Current Email Id', 'OTP', 'New Email Id', and 'New OTP'. The 'New Email Id' tab is active, showing a text input field labeled 'Enter New e-mail Id' with the value 'newuser@xxx.com' and a red 'Send Otp' button. Two callout boxes provide instructions: 'Click on 'Send OTP' button' points to the button, and 'Enter new email id' points to the input field. The footer contains the Government of India logo, 'Ministry of Finance Department of Revenue', and various award logos including 'The e-governance Award South Asia 2011' and 'National e-governance Award for 2010-11'. Copyright information and technical details are also present.

6. Enter the OTP received on new email id and click on 'Enter OTP' button

The screenshot shows the 'ice::gate' portal header with the logo and 'e COMMERCE Portal Central Board of Excise and Customs'. A navigation bar contains links: Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, Contact Us, and font size controls. A 'Latest' section displays a notice about report changes from 25th July 2017 and an attention alert for Chief Ministers, dated April 12, 2019. The main content area is titled 'Home > Feedback' and features a 'Change email Id' form. The form has four tabs: 'Current Email Id', 'OTP', 'New Email Id', and 'New OTP'. The 'New OTP' tab is active, showing a text input field labeled 'Enter New e-mail Id OTP' and a red 'Enter Otp' button. Annotations include a box pointing to the 'Enter Otp' button with the text 'Click 'Enter OTP'', and another box pointing to the input field with the text 'Enter OTP, received on new Email ID'. A 'Related Links' sidebar on the left lists various government websites. The footer includes the Government of India logo, award logos (The Manthan Award, SCOD Digital Inclusion Award), and copyright information.

7. Once the OTP is verified, Email ID of the user will be updated & user will get the popup for Email ID successfully updated

This screenshot shows the same 'ice::gate' portal interface as the previous one, but with a confirmation popup. The popup is a white box with a blue 'OK' button, containing the text: 'localhost:9999 says' and 'Email id updated successfully.'. The 'Change email Id' form below is now in the 'New OTP' tab, and the 'Enter New e-mail Id OTP' field contains the number '484869'. The 'Enter Otp' button is still visible. The rest of the page, including the header, navigation bar, and footer, remains the same as in the previous screenshot.

If OTP received after session expires, the same OTP can be used for 2 hours.

User needs to perform the following steps:

1. Log in with valid username and password
2. Click 'Update Email' link, displayed on left panel of the webpage
3. Following page will be displayed, on this page user needs to click '**I already have an OTP**'
4. This will redirect the user where s/he needs to provide the OTP (either it could be for current email id or new email id)

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e-COMMERCE Portal Central Board of Excise and Customs

Latest: *Attention: ICEGATE common enquiry services are suspended. Last Updated : Apr 12, 2019

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Home > Feedback

Change email Id

Current Email Id | OTP | New Email Id | New OTP

Enter your current e-mail Id

Send | I already have An Otp

Click this button to enter the OTP

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