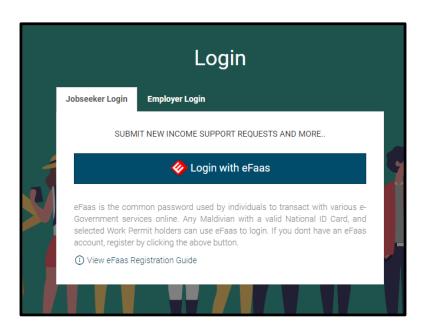
## **MANAGING YOUR EFAAS ACCOUNT**

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#### → 1. Create Efaas Account

- To submit an application on the JobCenter, each user is required to sign up for an efaas account.
- Please go to <a href="https://jobcenter.mv/login">https://jobcenter.mv/login</a> page and the following page will be loaded.
- Click "Login with eFaas"



 The page will request to login through Efaas if you have an account. If not, please click create a new efaas account



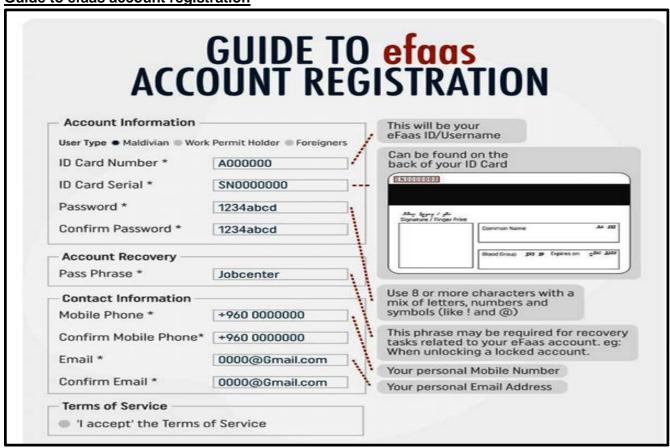
- To Create an efaas account sign up at : https://efaas.egov.mv/Account/Verify
- Alternatively, please visit <a href="https://efaas.egov.mv/">https://efaas.egov.mv/</a> and click create an account



• Enter your ID details. The ID card serial number will be on the back of the card

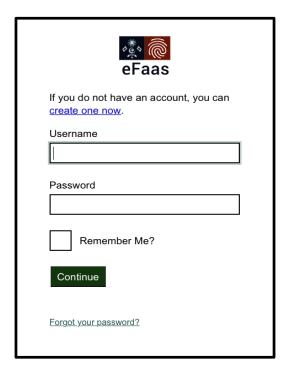


#### Guide to efaas account registration



# → 2. Signing in with your Efaas Account

• Please go to <a href="https://jobcenter.mv/login">https://jobcenter.mv/login</a> and sign in using your eFaas details.



# → 3. Forgot password or can't sign in? How to reset your account.

- If you forgot your password for Efaas account, you can reset your account from the link below.
  - https://efaas.egov.mv/Account/ForgotPassword



- Select the preferred method to reset your account. You can either choose to:
  - Reset your password to the Email account that the efaas account was registered (or)
  - Send an SMS to the mobile number your account was registered to.
- If you are still having any problems signing in to eFaas please contact the NCIT helpdesk:
  - Option 1: NCIT Help Desk: 3345050 (8am 2pm, Sun-Thursday, excluding public holidays).
  - Option 2: Send NCIT Help Desk an email: <a href="mailto:helpdesk@ncit.gov.mv">helpdesk@ncit.gov.mv</a>

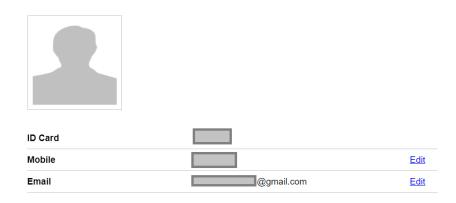
- Do not have access to the BOTH email address and phone number used to register in Efaas?
  - Send NCIT Help Desk an email: helpdesk@ncit.gov.mv to RESET your account.
  - Include request to reset account and attach personal identification document copy (such as ID card copy)

## 4. Changing details of your efaas account

- To change details of your efaas account, such as email ID and phone number, please visit <a href="https://efaas.egov.mv/">https://efaas.egov.mv/</a>
- Click <a href="https://efaas.egov.mv/Profile">https://efaas.egov.mv/Profile</a> to view your profile
- You can change the mobile number and email ID used to login to efaas

# **My Profile**

#### **User Information**



## 5. How to reach Job Center

• Hotline: 1475

- If you want to contact our staff regarding Income Support Applications, call our hotline: 1475 (8:30am - 5pm, Sun-Thursday, excluding public holidays).
- For technical support, email: <a href="mailto:support@jobcenter.mv">support@jobcenter.mv</a>