SoP for Indian Missions abroad for Registration, Login, and Uploading BRICS Sustainable Lifestyle Reports on the Meri LiFE Platform

Purpose

The Meri LiFE platform has been co-created in India by the Ministry of Environment, Forests and Climate Change, and UNICEF YuWaah as a digital innovation platform for citizens to hone their green skills, climate sensitivity and leadership towards combating climate change. The platform has been built in conjunction with Mission LiFE – announced by the Prime Minister of India Shri Narendra Modi at the 2021 UN Climate Change Conference (UNFCCC COP 26), as a movement focused on bringing individual behaviours to the forefront of the global climate change narrative. The platform is also used for reporting of activities under BRICS Sustainable Lifestyle Week.

The purpose of this document is to establish the standard process for International User in India to register and upload BRICS Sustainable Lifestyle reports.

1. Steps for login and language selection
2. Steps for submission of BRICS Sustainable Lifestyle Report

PART I

Steps for Login and Language Selection

1. To begin, enter https://merilife.nic.in/on your browser.
2. On the top right corner of your browser, you will see a drop-down menu labeled "Select language".
3. Click on it to view the available language options, including Hindi, English, Odia, Telugu, Kannada, Tamil, Bengali, Bhojpuri, Assamese, Punjabi, and Gujarati.
4. Select your preferred language from the list. The login page will then automatically update and display in the selected language

How to sign up on the Meri LiFE platform

1. Click on the "Login" button at the top right corner of the page.

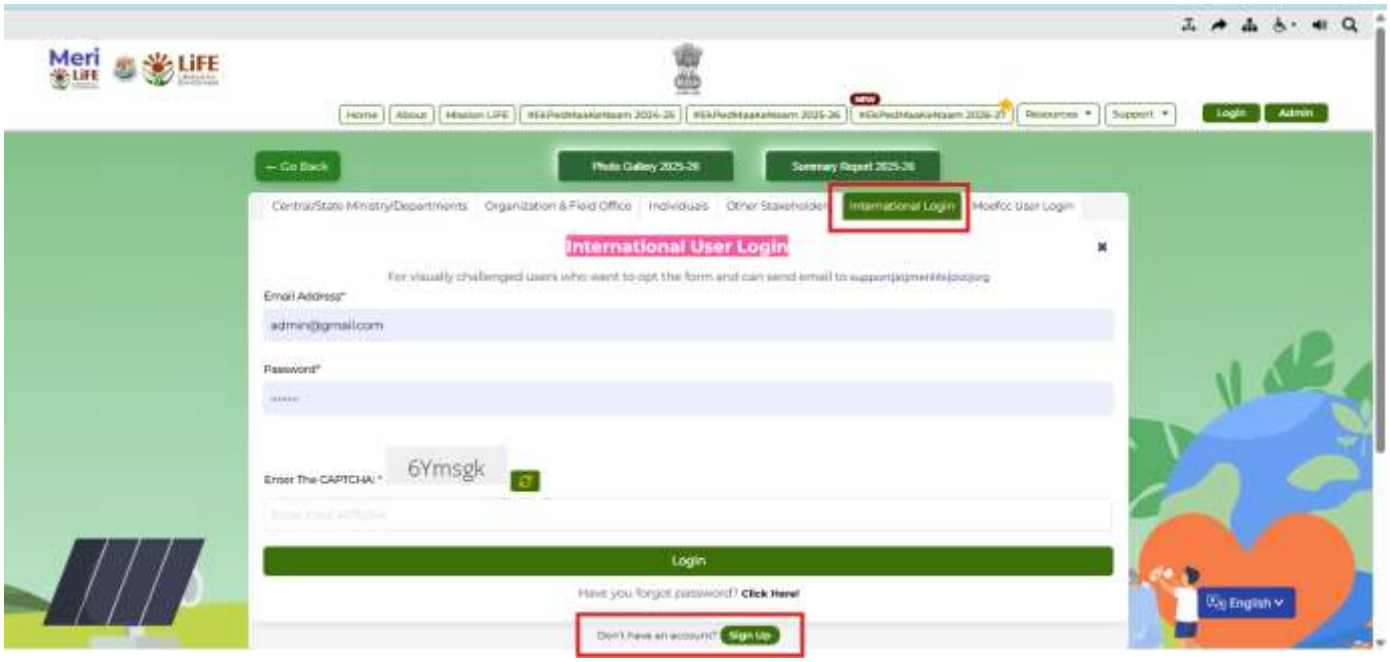


2. If you are already registered:

   - Click on International Login
   - Enter your Email in the field provided under the login section.
   - Enter the OTP received on your registered email address.
   - Click the login button to access your account.

3. If you are not registered yet:

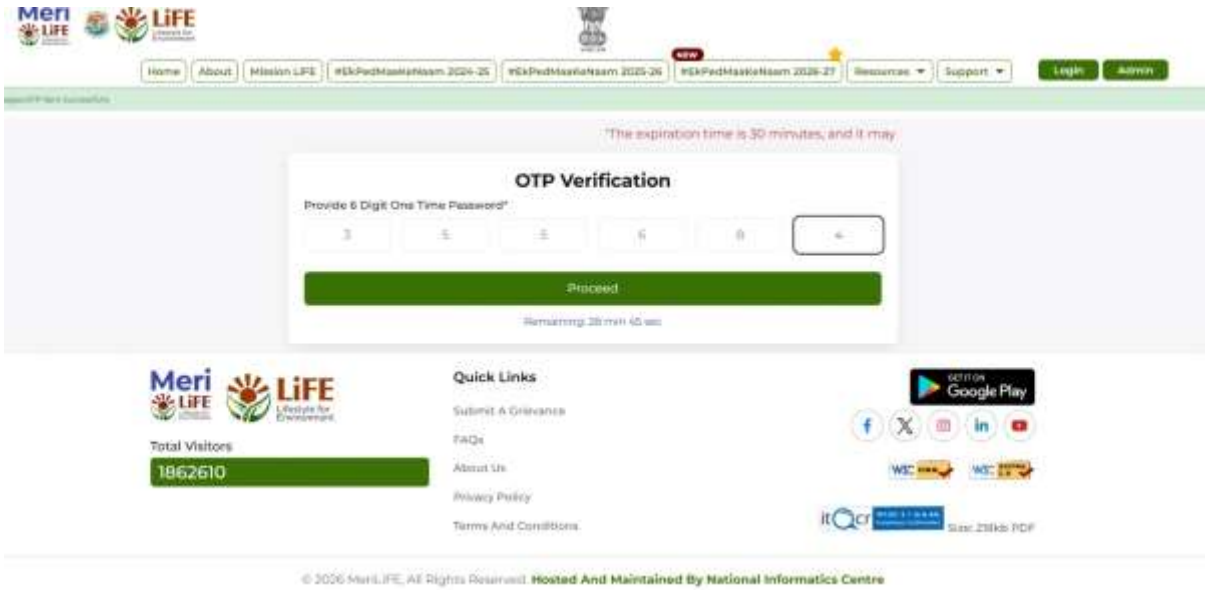
   - Click on 'International Login' (circled in red) tab and then 'Don't have an account? Sign Up'(circled in red) just below the login area.



4. In the sign-up form, select the Country and then fill in the mandatory details in the form



5. For International User, enter the following required details:
    - Select Country (where the Indian Embassy is situated)
    - Name of Institutions (Embassy of India/High Commission of India etc.)
    - Name (of Nodal Officer)
    - Designation– Enter designation (of Nodal officer)
    - E-mail ID – Provide a valid and active e-mail address.
    - Mobile no. – Enter your mobile number for registration.
    - Enter the Captcha
    - Press the Sign Up button
6. After entering your details, you will receive an OTP on the email address you provided.
7. Enter the OTP.
8. Once the OTP is verified, click the Proceed button to finalize your registration.



9. You will now be able to view your dashboard as below.



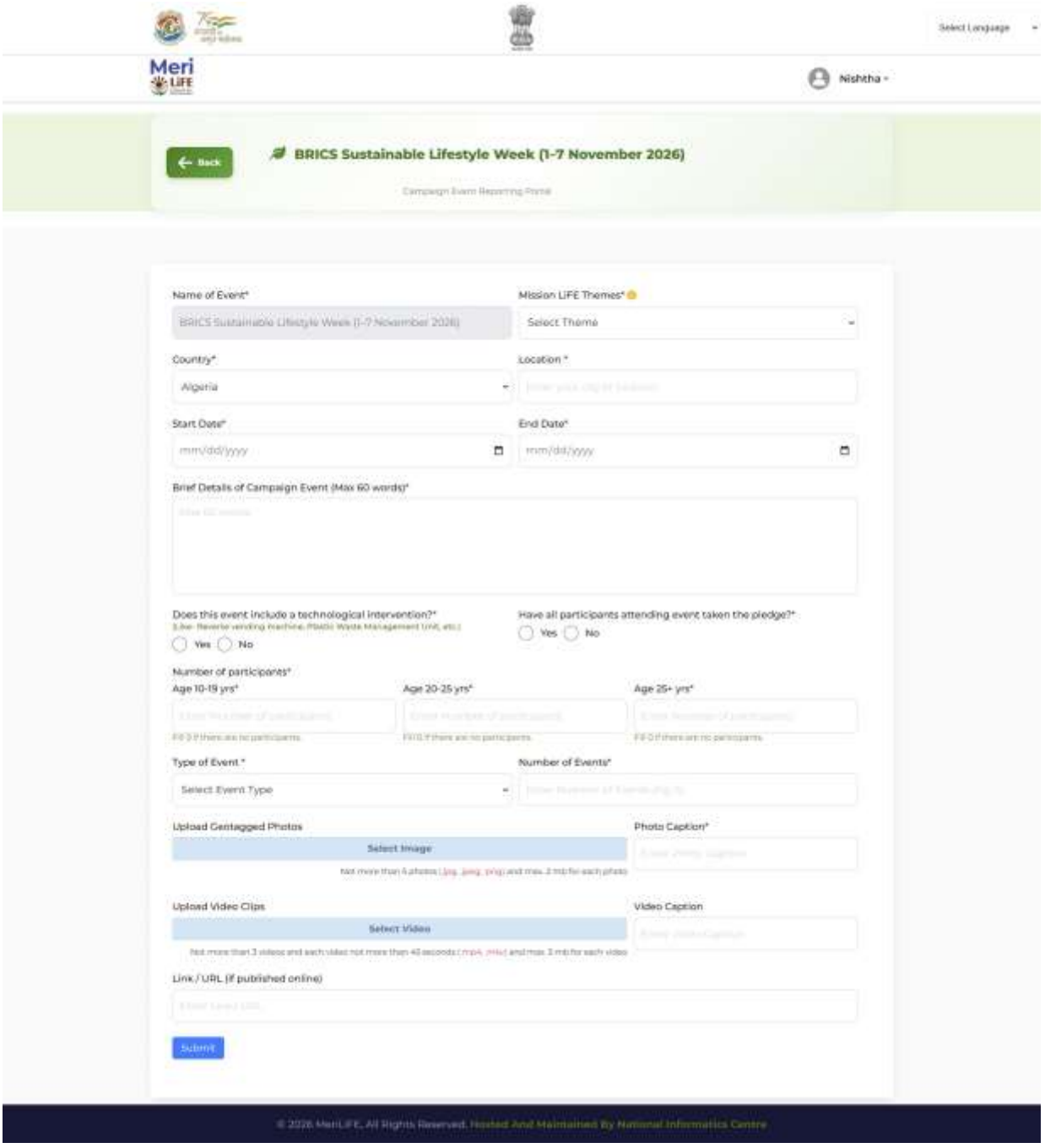
PART II

How to fill the BRICS Sustainable Lifestyle Form:

- On your dashboard, scroll down and locate the BRICS Sustainable Lifestyle buttons.



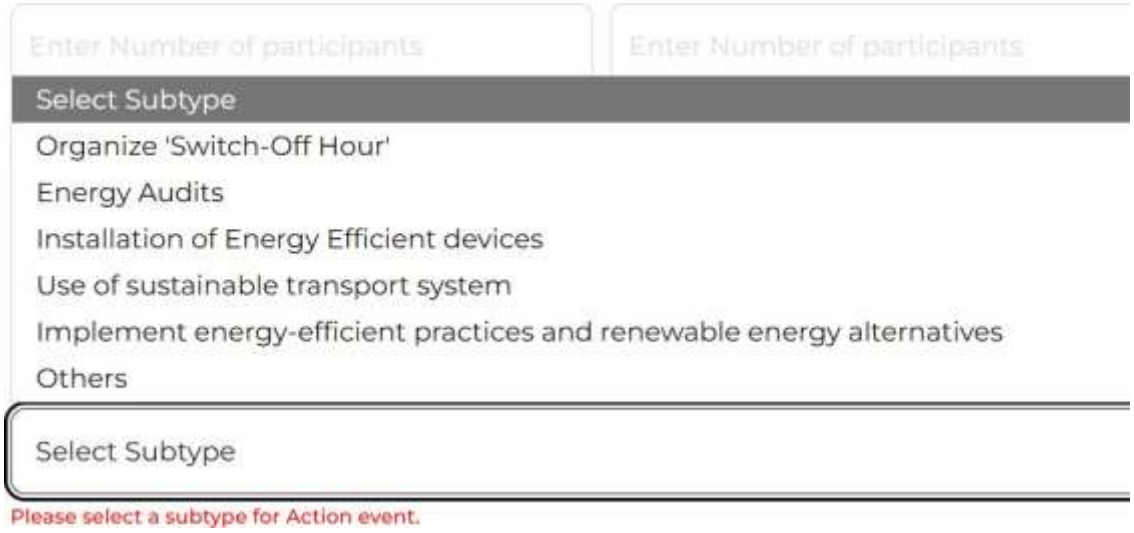
- Now, click on the **'BRICS Sustainable Lifestyle' button.**
- Once selected, you will be able to view the BRICS Sustainable Lifestyle Week Form as shown below:


Select Language
Meri LIFE
Nishtha
Back
BRICS Sustainable Lifestyle Week (1-7 November 2026)
Campaign Event Reporting Portal
Name of Event*
BRICS Sustainable Lifestyle Week (1-7 November 2026)
Mission LIFE Themes*
Select Theme
Country*
Algeria
Location *
Start Date*
mm/dd/yyyy
End Date*
mm/dd/yyyy
Brief Details of Campaign Event (Max 60 words)*
Does this event include a technological intervention?*
Yes
No
Have all participants attending event taken the pledge?*
Yes
No
Number of participants*
Age 10-19 yrs*
Age 20-25 yrs*
Age 25+ yrs*
Type of Event *
Select Event Type
Number of Events*
Upload Geotagged Photos
Select Image
Photo Caption*
Upload Video Clips
Select Video
Video Caption
Link / URL (if published online)
Submit
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- Please fill the details of Mission LiFE Themes.
- Now, enter the location.
- Now, proceed to fill in all the fields accordingly.
- Select the Type of Event from the drop down:
    - Awareness
    - Action

- Please fill the Subtype (Awareness) and Subtype (Action) according to Mission LiFE Themes. The first screenshot shows Subtype (Awareness), and the second screenshot shows Subtype (Action).





- Each video and photograph must have a caption mandatorily. Please describe the actions taken in the photograph and video through the caption so that we are able to amplify and acknowledge your efforts.
- Captions for both photographs and videos can be as simple as, “100 trees planted in Dehradun, Uttarakhand by eco-club activities on 20th June 2024’ or ‘Tree plantation activities conducted by officials from XXX department on 23rd June 2024’.
- To upload photos, click on “Select Image” under “Upload Geotagged Photos”. You can upload a maximum of 5 photos.
- After adding the photos, add a photo caption of your choice.
- To upload videos, click on “select video” under “upload video clip”. You can upload a maximum of 3 videos. Video should not be more than 45 seconds.
- The maximum size for each video is 5MB.
- Now, click on “Submit” and your BRICS Sustainable Lifestyle Report has been filled.
- After filling in these details, you will be able to view the BRICS Sustainable Lifestyle Report on the dashboard.

PART III

Grievance Redressal mechanism

For any kind of issues/assistance in Login creation or uploading of activities, use the Grievance Dashboard available on the Support tab of Merilife portal. In case of no response within 48 hours, please send an email at life-moefcc@gov.in for grievance redressal.



Besides, Orientation sessions on MeriLiFE portal will be available daily at 11 AM to 1 PM and 3 PM to 5 PM at the VC link provided on the home page of MeriLiFE portal (as highlighted in the screenshot below).

