SoP for Central/State Ministry/Department Nodal Officers to Register, Login, and Upload 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 Central/State Ministries and Departments of the Government of India to register, login, create institutions and nodal officers, and upload BRICS Sustainable Lifestyle reports.

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

5. Click on the “Login” button at the top right corner of the page.
6. After clicking Login, select the “Central/State Ministry/ Department” tab.
7. Enter the designated User ID and password that has been assigned to your relevant Ministry/State Department. If it has not been designated yet, write to life-moefcc@gov.in to access the same or click on the ‘Support’ tab on the Login page to write a grievance for the same.

Steps for Creation of Institution Nodal Officer and/or Creation of Institution

8. Once logged in, locate your username displayed on the top right corner of the webpage.
9. Click on the 'Create Institution' button under your Ministry/State Department or check if your institution is already listed under this option.
10. Now, enter the name of your institution and click on the 'Create' button.
11. Next, on the top right corner of the webpage, locate the Ministry user icon again and click on the 'Create Nodal Officer' button, to create another nodal officer for your institution.
12. Next, select the institution and other fields such as mobile number, e-mail ID, set up the password and click on 'Create' to register.

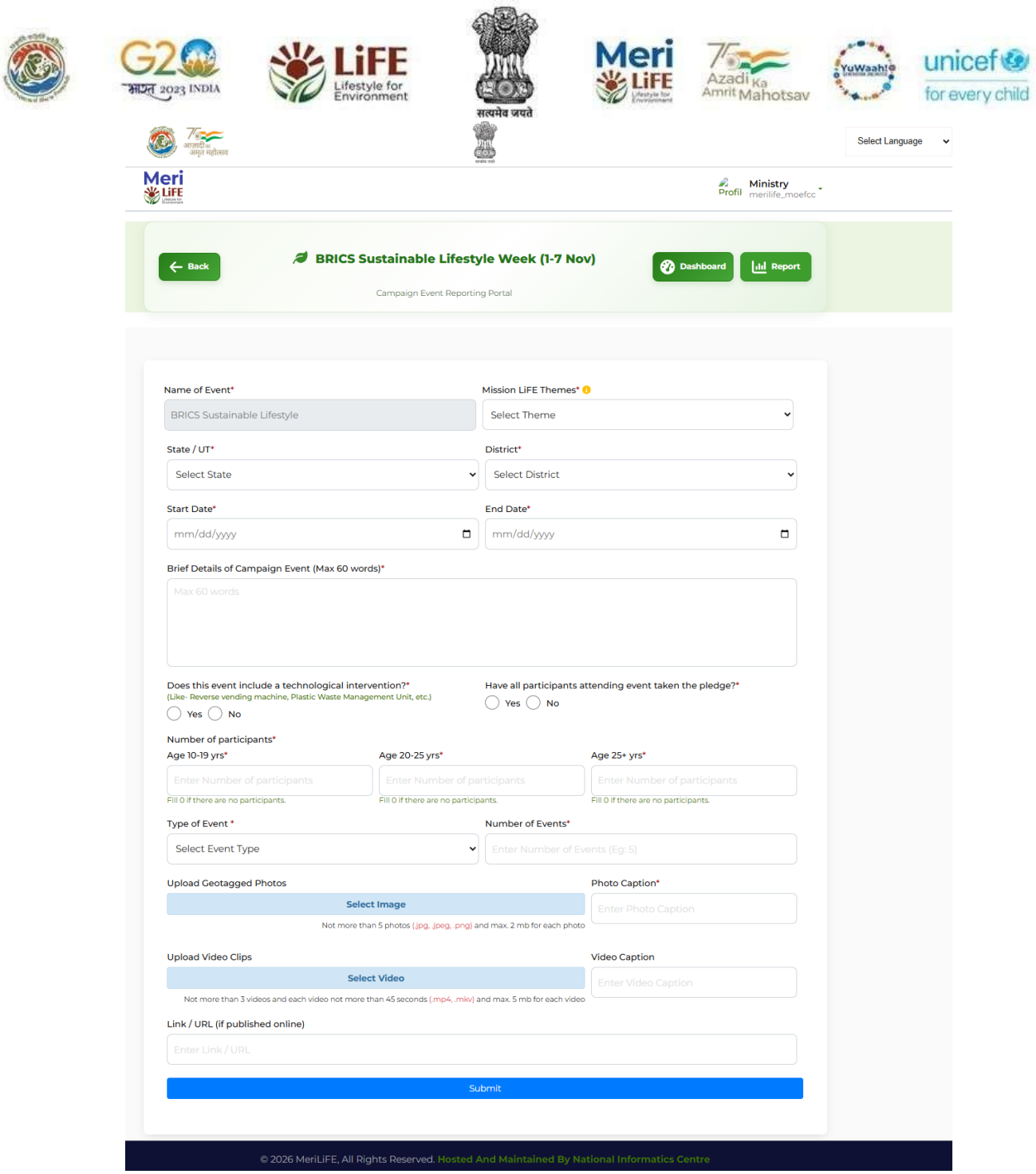
Note: If you wish to change your password or log out, you can find both options under your profile icon located at the top right corner of your dashboard.

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 Form.



- Please fill the details of Mission LiFE Themes.
- Now, select the state and district.
- 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, “Sustainable Lifestyle Week awareness session conducted in Dehradun, Uttarakhand by officials of XXX Department on 20th June 2026” or “Mission LiFE action activity conducted by officials of XXX Department on 23rd June 2026”.
- 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).