

VPN Add/Modify Form Submission Manual

Procedure: How to submit an online form to 'Add new Server IP or Ports' to an existing VPN account on the eForms portal

(<https://eforms.nic.in>).

Platform:  eForms Portal

Audience:  NIC VPN Users

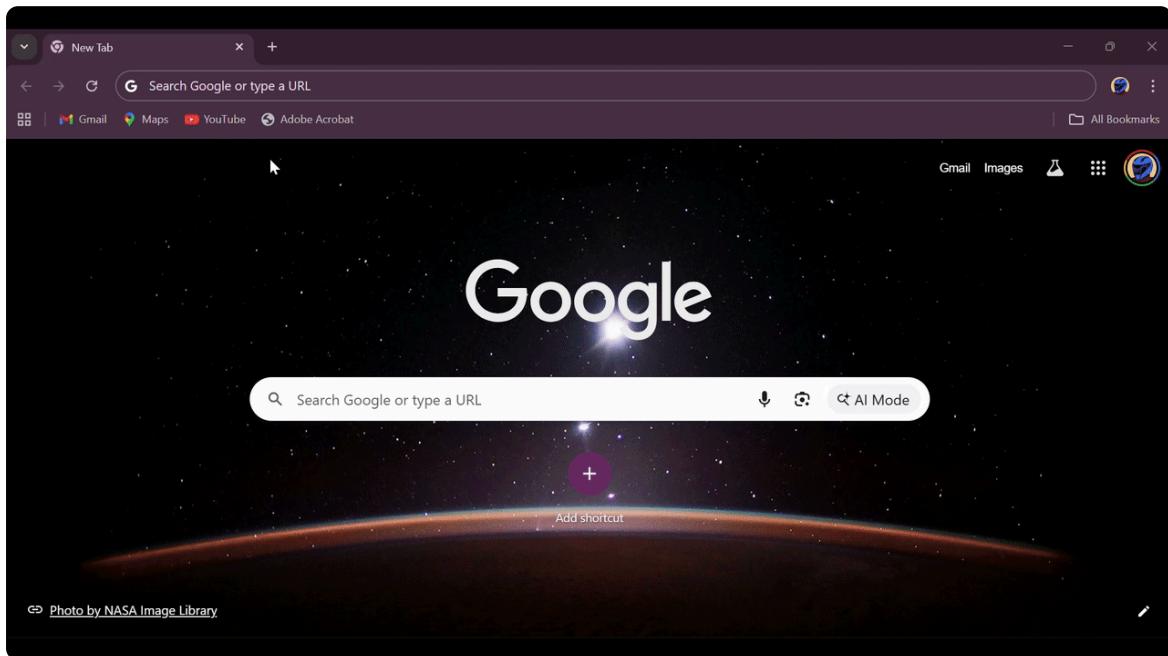
Date:  November 2025

→ 1. Access and Login to eForms Portal

1.

Access Portal

Access the site <https://eforms.nic.in> in any browser and click the 'OK' button on the initial 'Notice' popup.

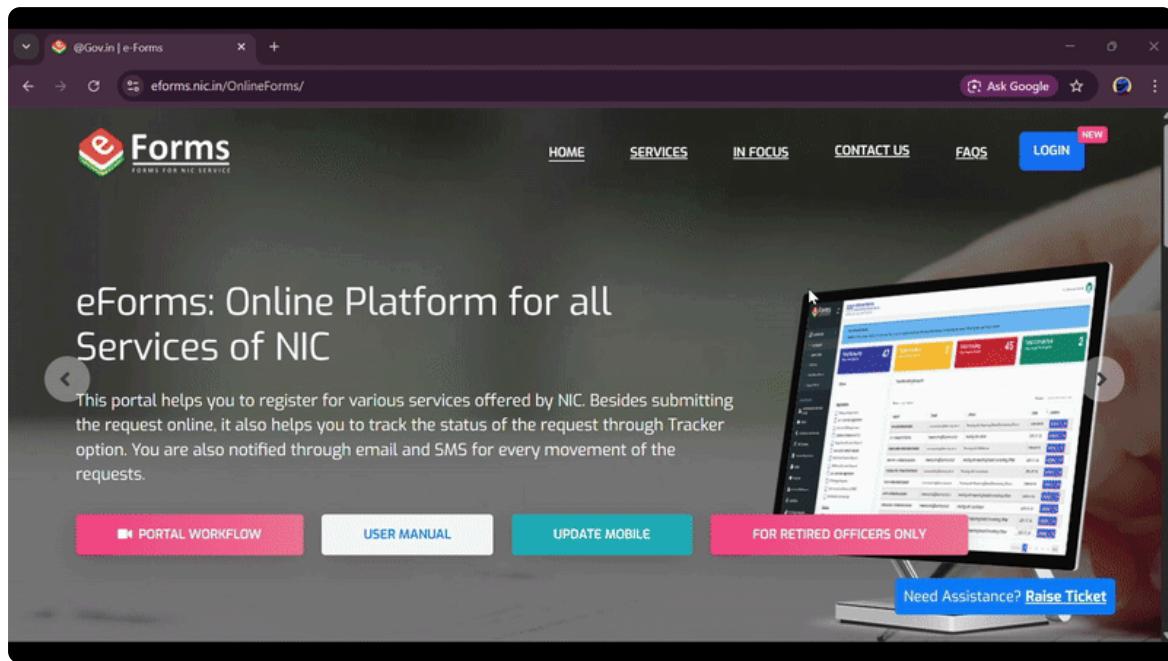


Click Ok to close the Notice.

2.

Click Login

Click on the 'Login' option located in the top right corner of the page.

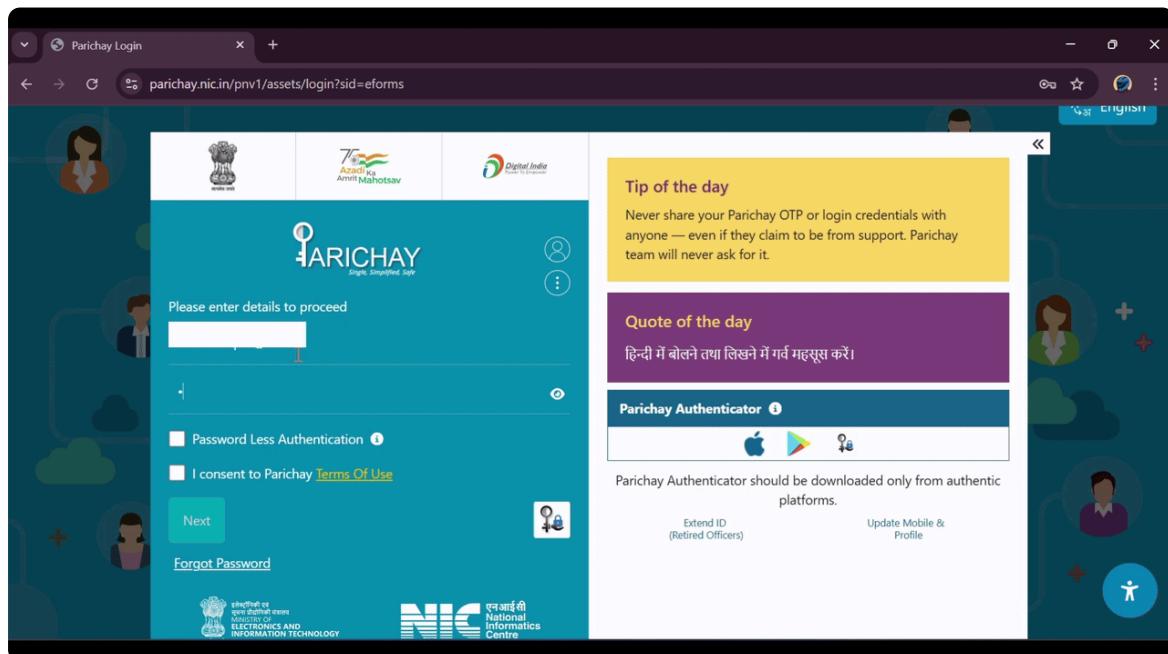


Click Login to proceed.

3.

Login with Government Email

Enter your Government email id & password (e.g., `@nic.in`, `@gov.in`) and click Next.



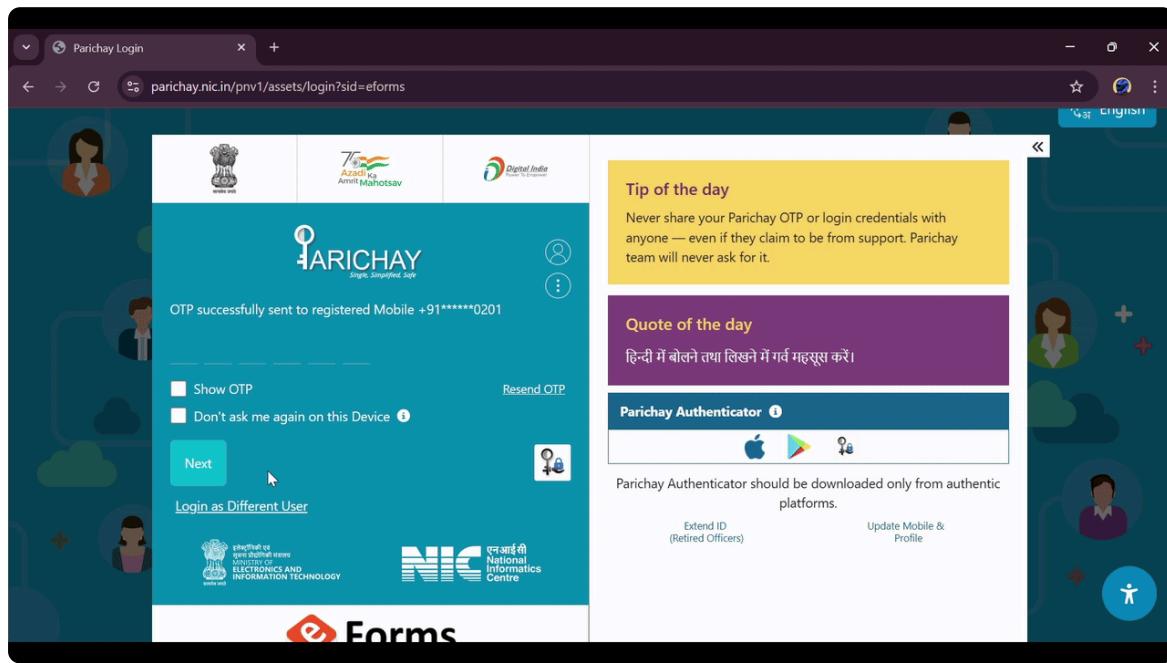
Enter government email & password and Next.

2. Verify Mobile OTP

1.

Verify Mobile OTP

An 'OTP' will be sent to the 'Registered mobile number' linked with your email ID. Enter the received OTP and click 'Next'. If not received, click 'Resend mobile otp'.



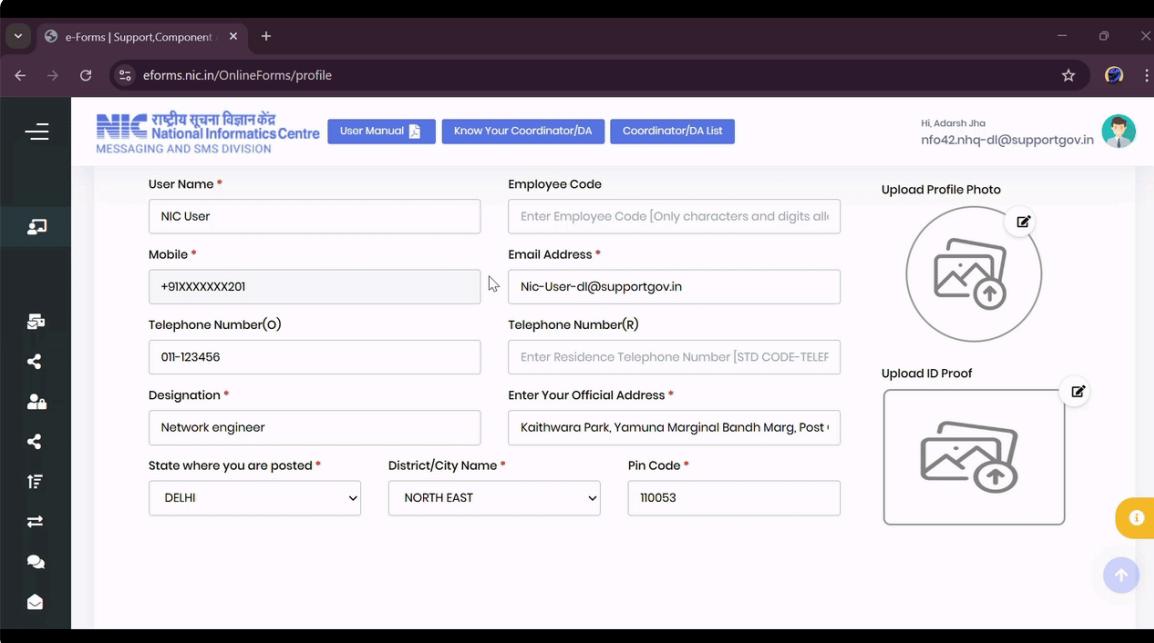
Enter the Mobile OTP to verify.

3. Fill User and VPN Details

1.

Complete User Profile

The 'User Profile' page will open. Fill in all '**Mandatory fields**' and click '**Continue**'.



The screenshot shows the 'User Profile' page of the e-Forms platform. The page is titled 'User Profile' and includes the following fields:

- User Name *: NIC User
- Employee Code: Enter Employee Code [Only characters and digits allowed]
- Mobile *: +91XXXXXX201
- Email Address *: Nic-User-dl@supportgov.in
- Telephone Number(O): 011-123456
- Telephone Number(R): Enter Residence Telephone Number [STD CODE-TELEF]
- Designation *: Network engineer
- Enter Your Official Address *: Kaithwara Park, Yamuna Marginal Bandh Marg, Post
- State where you are posted *: DELHI
- District/City Name *: NORTH EAST
- Pin Code *: 110053

On the right side, there are two upload fields:

- Upload Profile Photo: A circular icon with a camera and upload symbol.
- Upload ID Proof: A rectangular icon with a camera and upload symbol.

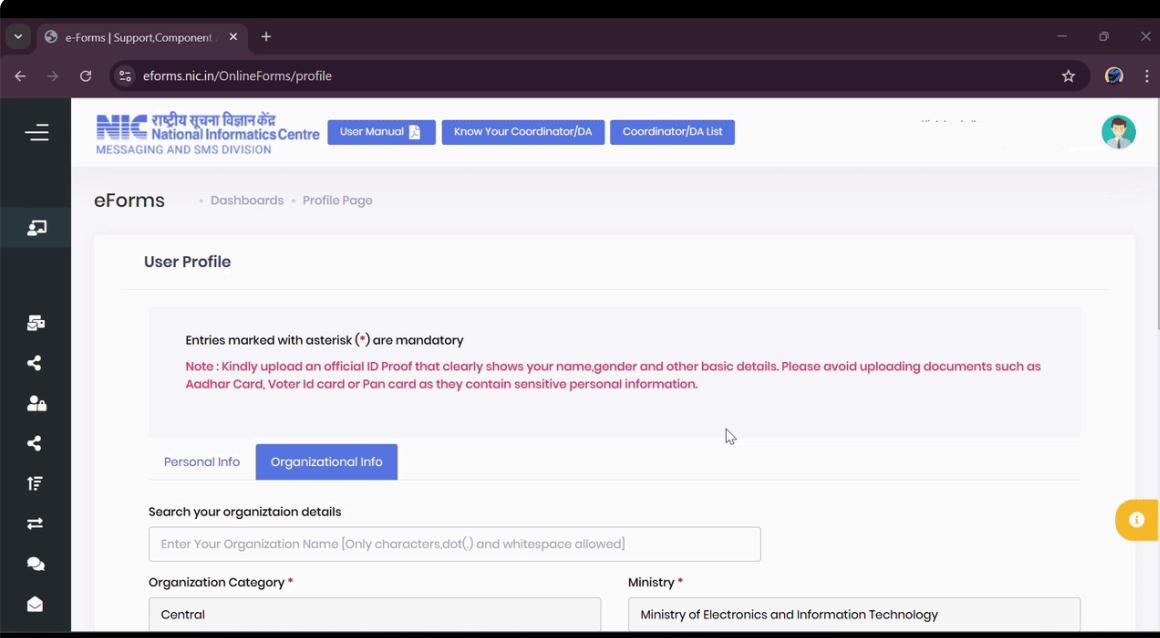
A sidebar on the left contains various icons for navigation and other forms.

Fill out all mandatory fields in User Profile.

2.

Fill Organization Details

Fill in 'Organization details': select 'Organization Category', then 'Ministry & Department'. Type your 'reporting/nodal/forwarding officer's email id'. Check the declaration box and click 'Submit'.



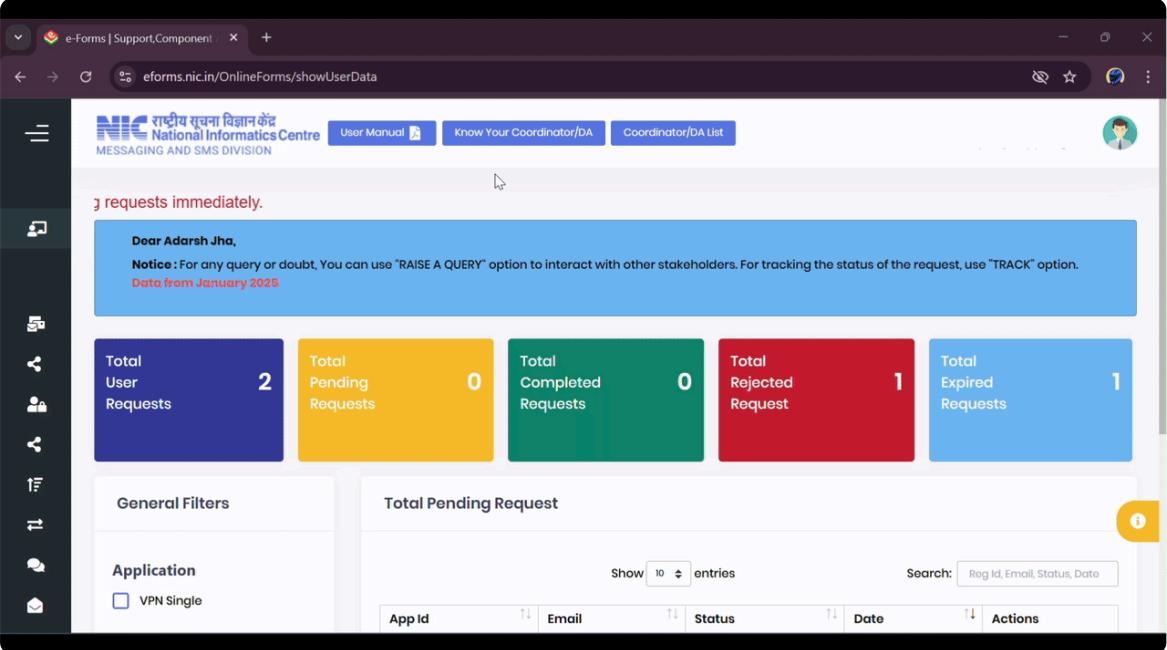
The screenshot shows the 'User Profile' section of the e-Forms profile page. The page header includes the NIC logo, 'राष्ट्रीय सूचना विज्ञान केंद्र' (National Informatics Centre), 'MESSAGING AND SMS DIVISION', and links for 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. A sidebar on the left contains icons for various e-forms categories. The main content area is titled 'User Profile' and contains a note: 'Entries marked with asterisk (*) are mandatory' and 'Note : Kindly upload an official ID Proof that clearly shows your name,gender and other basic details. Please avoid uploading documents such as Aadhar Card, Voter Id card or Pan card as they contain sensitive personal information.' Below this, there are tabs for 'Personal Info' and 'Organizational Info', with 'Organizational Info' being active. A search bar is labeled 'Search your organization details' with the placeholder 'Enter Your Organization Name [Only characters, dot(.) and whitespace allowed]'. Below the search bar are two dropdown menus: 'Organization Category *' containing 'Central' and 'Ministry *' containing 'Ministry of Electronics and Information Technology'. A yellow info icon is located to the right of the search bar.

Enter Organization details and Submit.

3.

Select VPN Service

In the left-side panel, select the 'VPN Service' link to open the application form.



The screenshot shows the e-Forms Support Component interface for the National Informatics Centre (NIC) Messaging and SMS Division. The left sidebar contains a vertical list of icons, including a gear, a person, a document, a magnifying glass, and an envelope, with 'VPN Service' highlighted. The main content area displays a dashboard with the following data:

Total User Requests	Total Pending Requests	Total Completed Requests	Total Rejected Request	Total Expired Requests
2	0	0	1	1

Below the dashboard, there are two sections: 'General Filters' and 'Total Pending Request'. The 'General Filters' section includes an 'Application' dropdown with 'VPN Single' selected. The 'Total Pending Request' section features a table with the following columns: App Id, Email, Status, Date, and Actions. The table currently shows one pending request with the following details:

App Id	Email	Status	Date	Actions

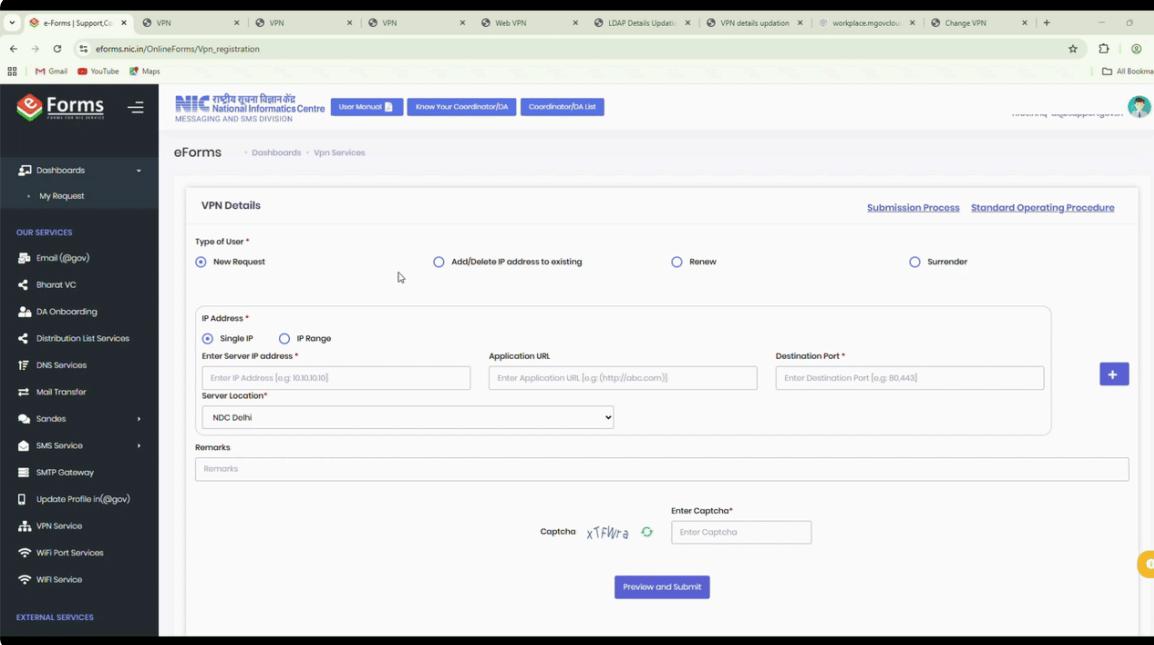
Click on VPN Services in the left panel.

4. Add New Server IP/Port

1.

Select Add to Existing/Renew

In the VPN Details form, select '**Add to existing/Renew**' under 'Type of user'.



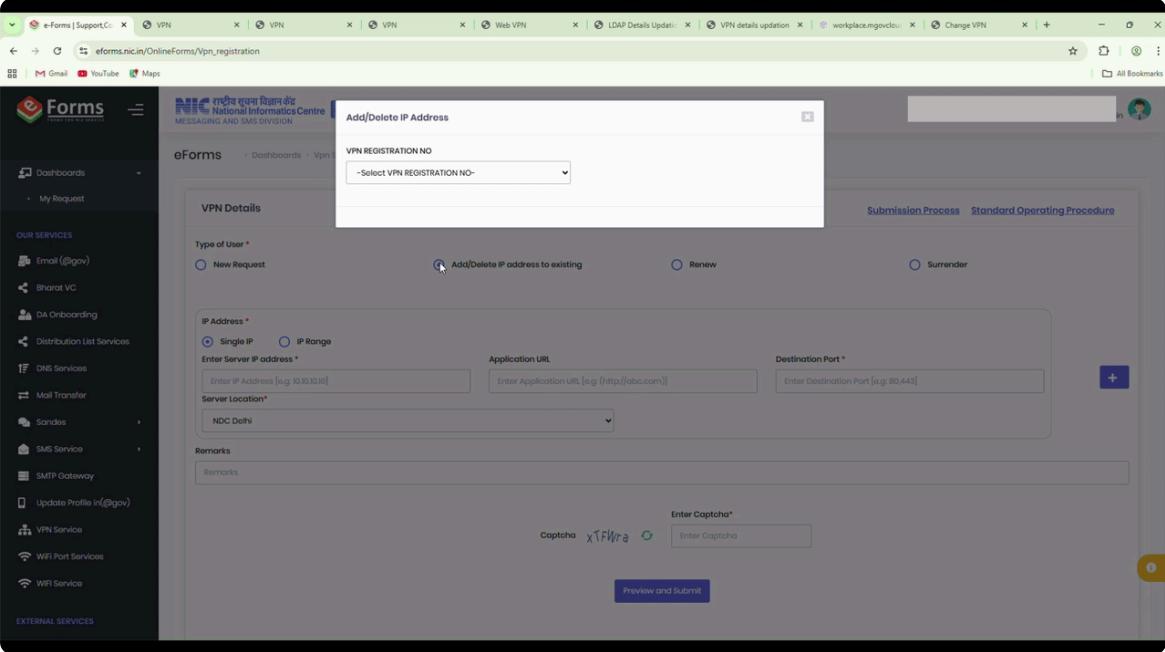
The screenshot shows the 'eForms' interface for 'VPN Details'. On the left, a sidebar lists various services: Dashboards, My Request, Email (@gov), Bharat VC, DA Onboarding, Distribution List Services, DNS Services, Mail Transfer, Sandes, SMS Service, SMTP Gateway, Update Profile (@gov), VPN Service, WiFi Port Services, and WiFi Service. The main content area is titled 'VPN Details' and contains a 'Type of User' section with three radio buttons: 'New Request' (selected), 'Add/Delete IP address to existing', 'Renew', and 'Surrender'. Below this is an 'IP Address' section with 'Single IP' (selected) and 'IP Range' options, and fields for 'Enter Server IP address', 'Application URL', and 'Destination Port'. A 'Remarks' section with a 'Captcha' field is at the bottom, and a 'Preview and Submit' button is visible.

Select Add to existing/Renew option.

2.

Search Existing Request

Enter your 'existing VPN registration number' and 'Select it'



VPN REGISTRATION NO
-Select VPN REGISTRATION NO-

VPN Details

Type of User *
 New Request

IP Address *
 Single IP IP Range

Enter Server IP address *
Enter IP Address [e.g. 10.10.10.10]

Application URL
Enter Application URL [e.g. (http://abc.com)]

Destination Port *
Enter Destination Port [e.g. 80:443]

Server Location *
NDC Delhi

Remarks
Remarks

Enter Captcha *
Captcha xTFWra
Enter Captcha

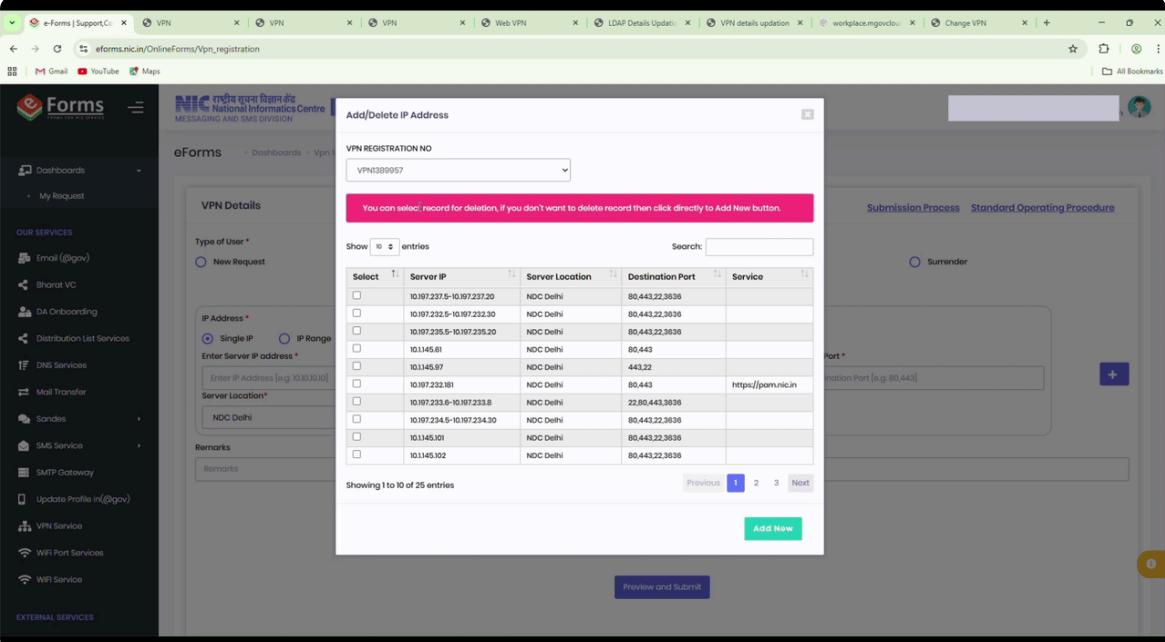
Preview and Submit

Enter registration number and search.

3.

Click Add New

After the existing server IPs are displayed, click on the 'Add New' button.



VPN REGISTRATION NO
VPN1389957

You can select record for deletion, if you don't want to delete record then click directly to Add New button.

Show 10 entries

Select	Server IP	Server Location	Destination Port	Service
<input type="checkbox"/>	10.107.237.5-10.107.237.20	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.107.232.5-10.107.232.30	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.107.235.5-10.107.235.20	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.114.6.61	NDC Delhi	80,443	
<input type="checkbox"/>	10.114.6.97	NDC Delhi	443,22	
<input type="checkbox"/>	10.107.232.181	NDC Delhi	80,443	https://pom.nic.in
<input type="checkbox"/>	10.107.233.6-10.107.233.8	NDC Delhi	22,80,443,3636	
<input type="checkbox"/>	10.107.234.5-10.107.234.30	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.114.6.91	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.114.6.92	NDC Delhi	80,443,22,3636	

Showing 1 to 10 of 25 entries

Add New

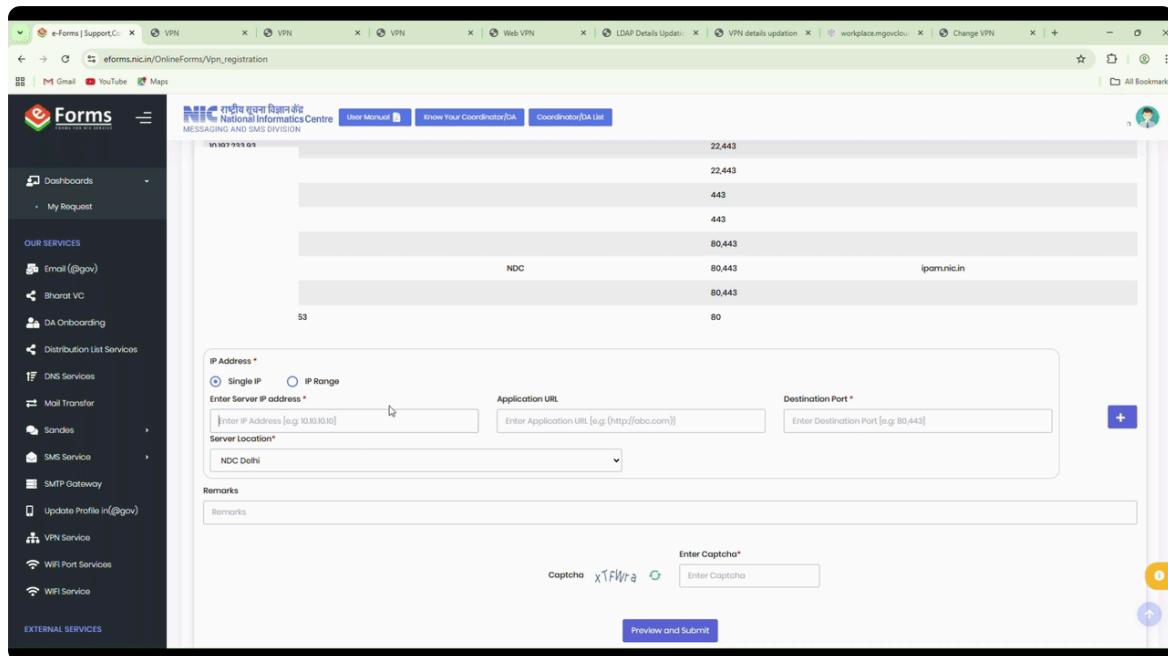
Preview and Submit

Click Add New to input modification details.

4.

Enter New IP Details

Add the new 'Server IP address' (Single or IP Range), specify the 'Destination Port' numbers (e.g., 80, 443), and fill in other required details. If you need to add more IP addresses, click the '[+]' button. Enter the 'Captcha' and click 'Preview and Submit'.

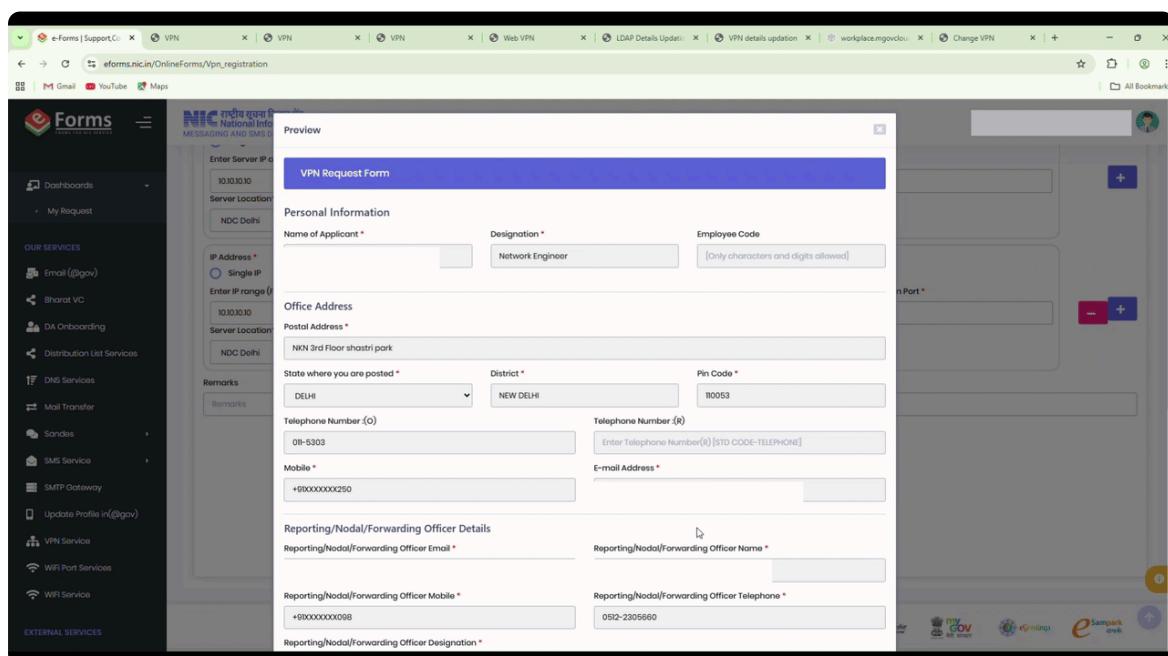


Enter the new IP/port details.

5.

Final Review and Submission

Review the form, check the 'Terms and Conditions' box, click 'Submit', and then click 'Yes' on the confirmation.



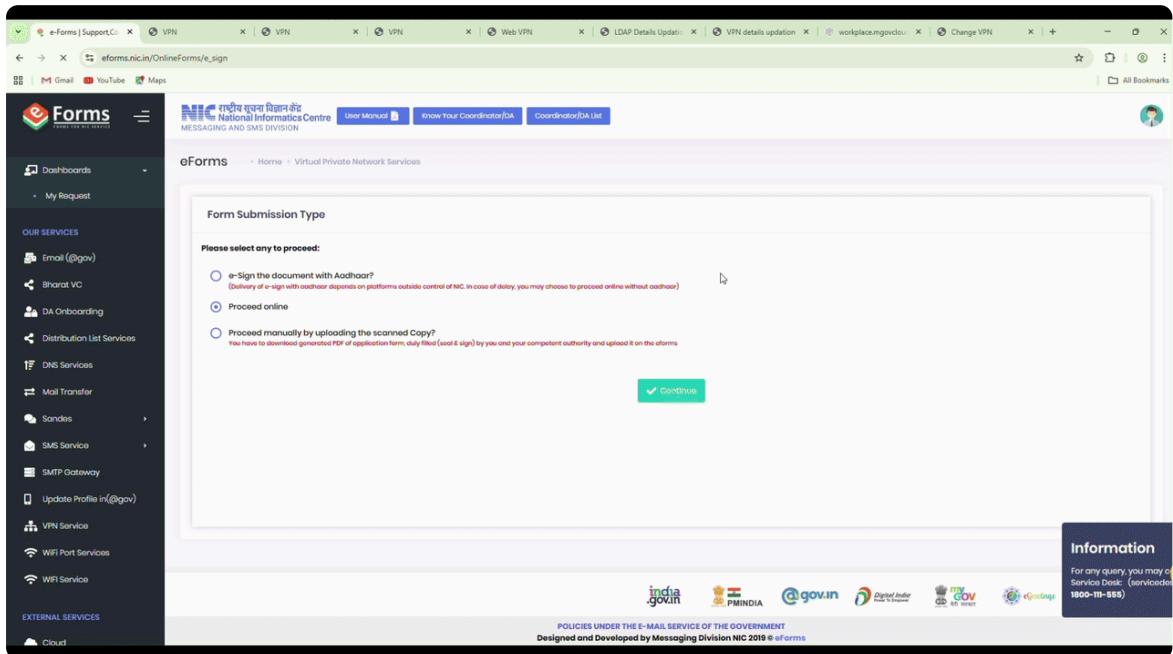
Check the Terms and Conditions box before submitting.

5. Final Confirmation and Tracking

1.

Form Submission Type

Select the 'Proceed online' option and click 'Continue'.



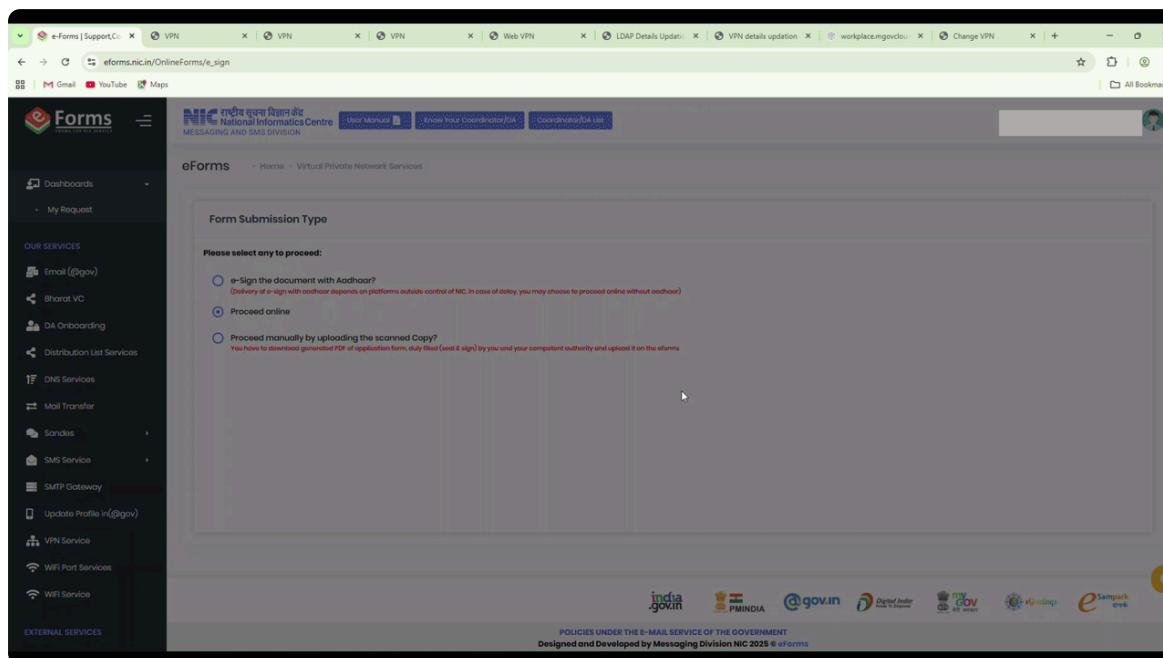
The screenshot shows the eForms interface for the National Informatics Centre (NIC). The left sidebar lists various services: Dashboards, My Request, Email (@gov), Bharat VC, DA Onboarding, Distribution List Services, DNS Services, Mail Transfer, Sandes, SMS Service, SMTP Gateway, Update Profile (@gov), VPN Service, WiFi Port Services, WiFi Service, and Cloud. The main content area is titled 'Form Submission Type' and contains the following text: 'Please select any to proceed:'. There are three radio button options: 'e-Sign the document with Aadhaar?' (with a note about delivery of e-sign with Aadhaar depends on platforms outside control of NIC), 'Proceed online' (which is selected), and 'Proceed manually by uploading the scanned Copy?' (with a note about downloading a scanned PDF and using e-sign). A green 'Continue' button is at the bottom right. The footer includes the India Government logo, PM INDIA, @gov.in, Digital India, and eGovernance. It also mentions policies under the E-mail Service of the Government and provides a service desk number: 1800-11-555.

Select Proceed online and Continue.

2.

Note Registration Number

After clicking Continue, a message will display providing the '**VPN Add/Modify registration number**' (e.g., '**VPNADD-FORM202001010001**'). Click '**Close**' after noting the number.

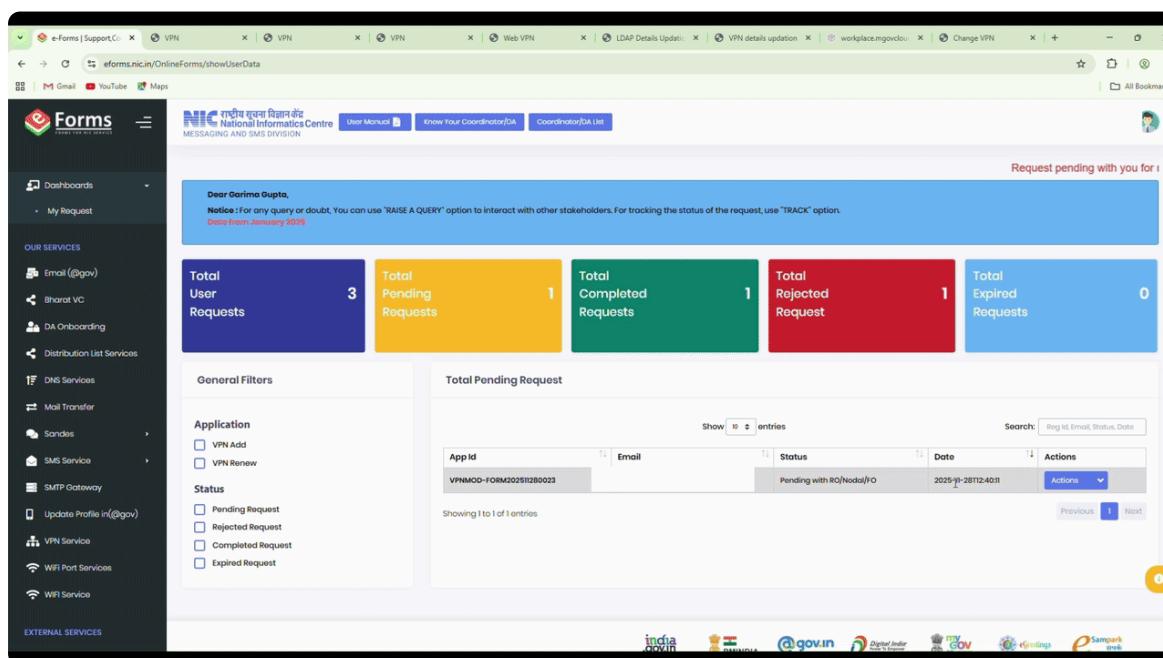


Registration number and support contacts.

3.

Track Application Status

You can track the status by selecting '**My Request**' in the left-side panel and clicking '**Track**' next to the application.



Track application status under My Request.