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

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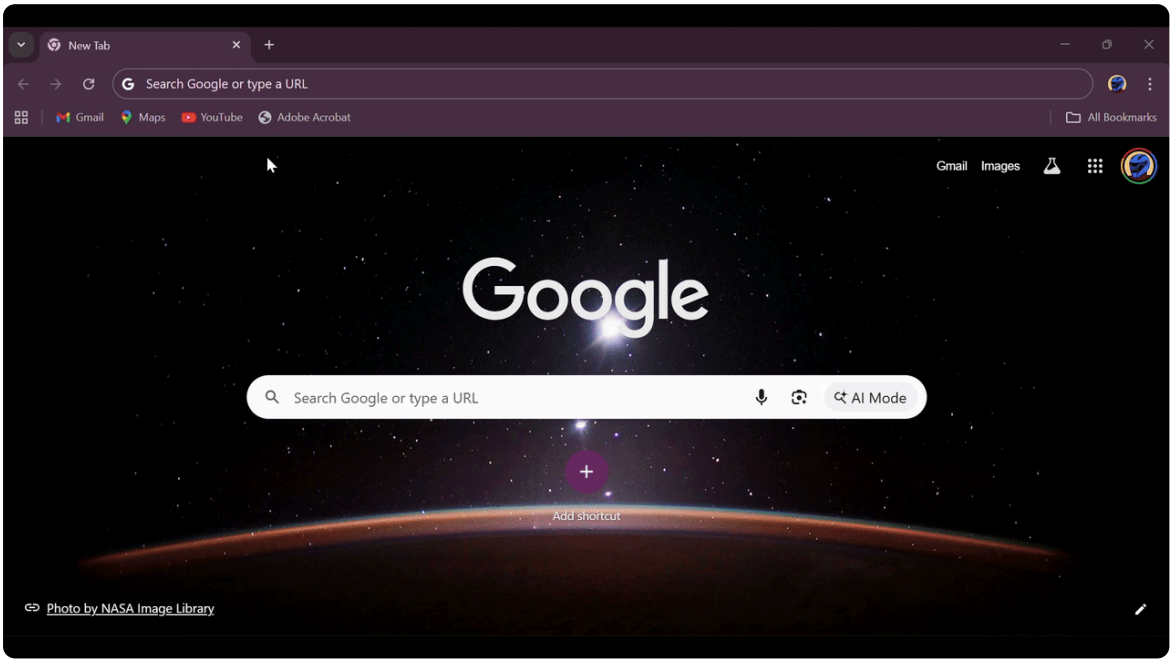
1. Access and Login to eForms Portal

1.

Access Portal

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

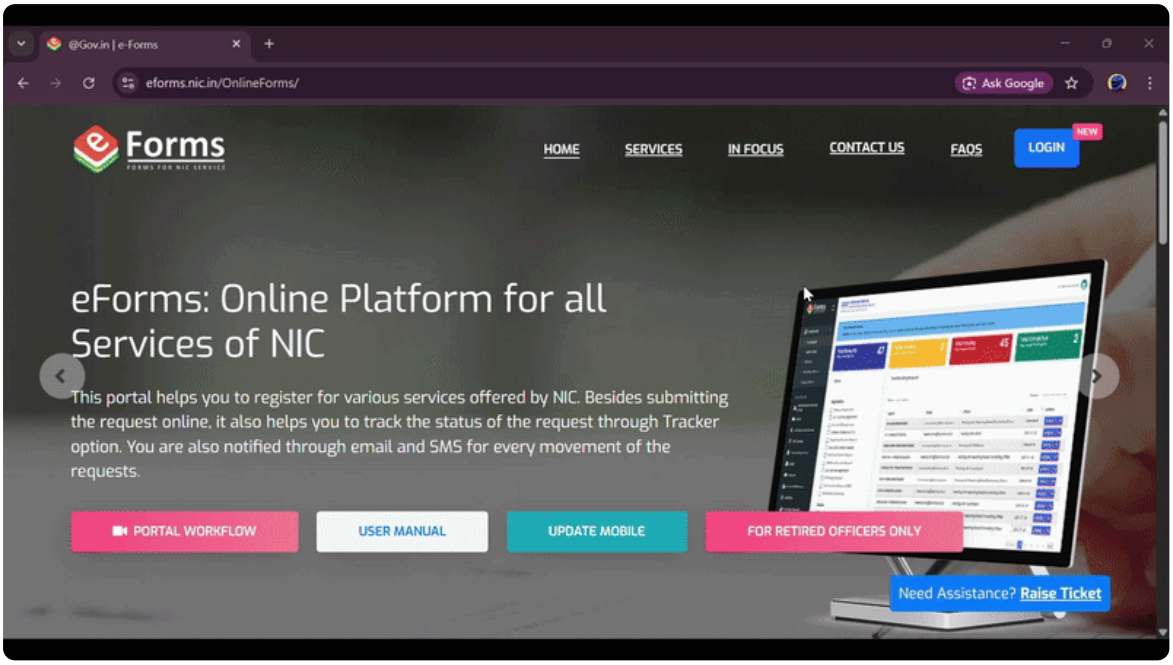


Click Ok to close the Notice.

2.

Click Login

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

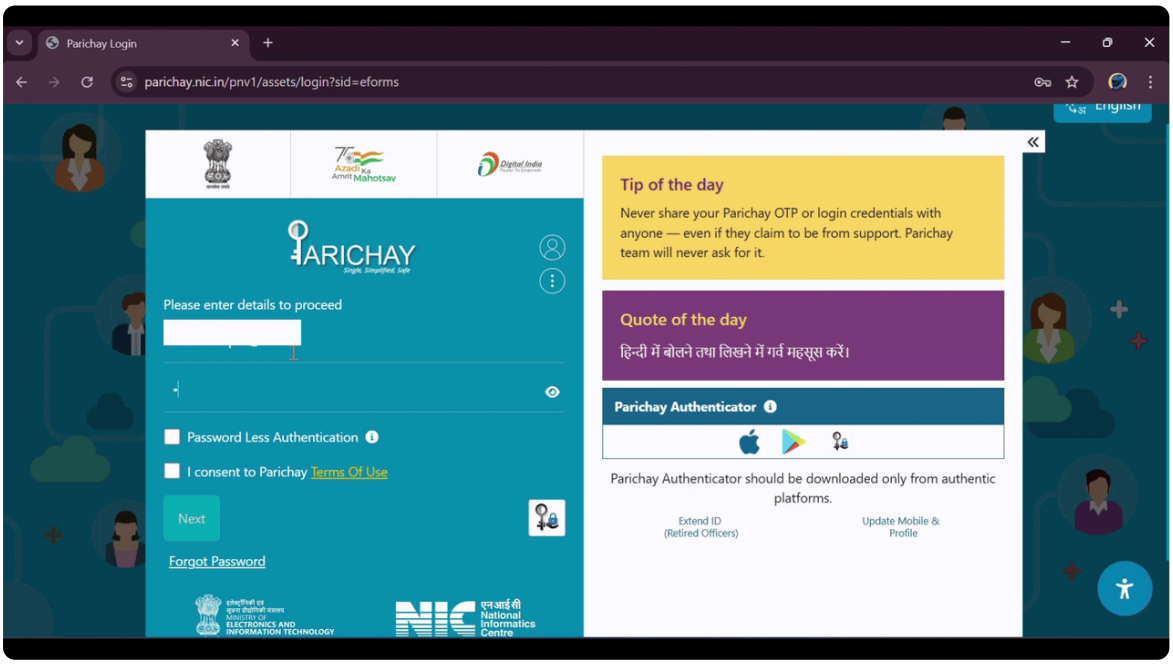


Click Login to proceed.

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.

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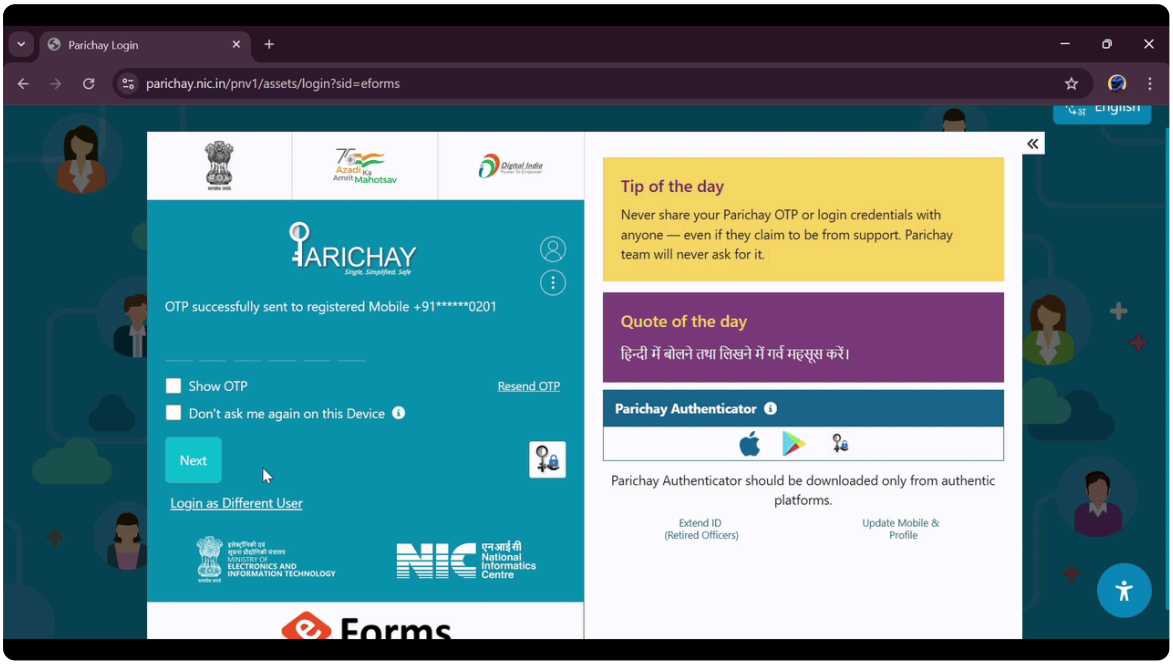
2. Verify Mobile OTP

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'**.



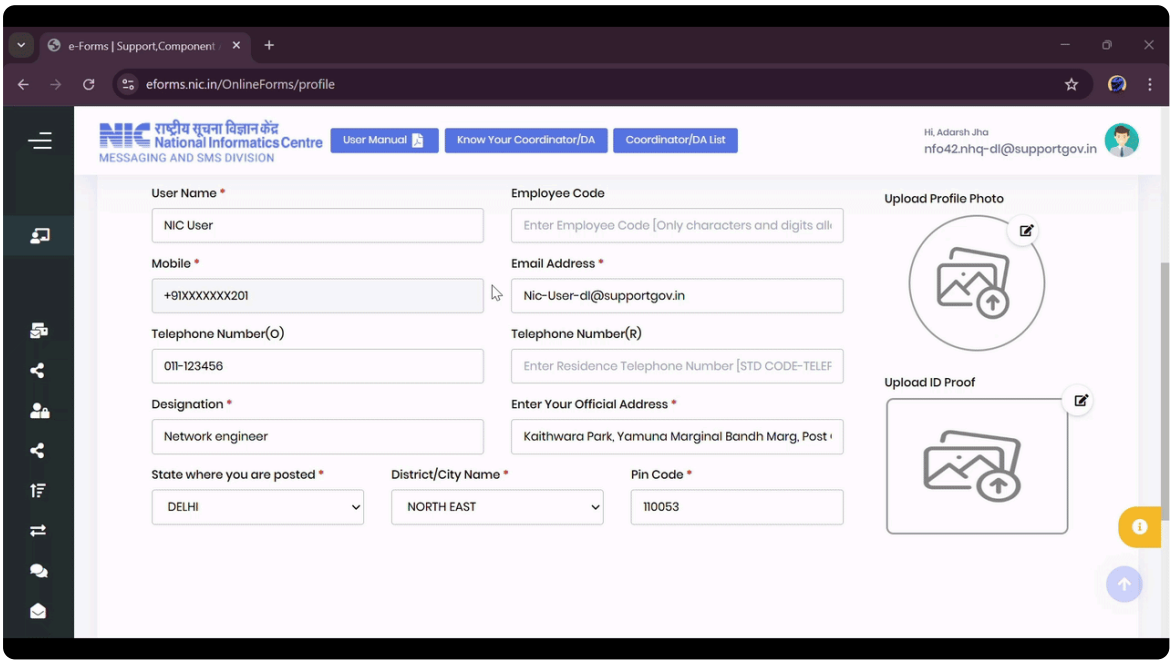
Enter the Mobile OTP to verify.

3. Fill User and VPN Details

1.

Complete User Profile

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

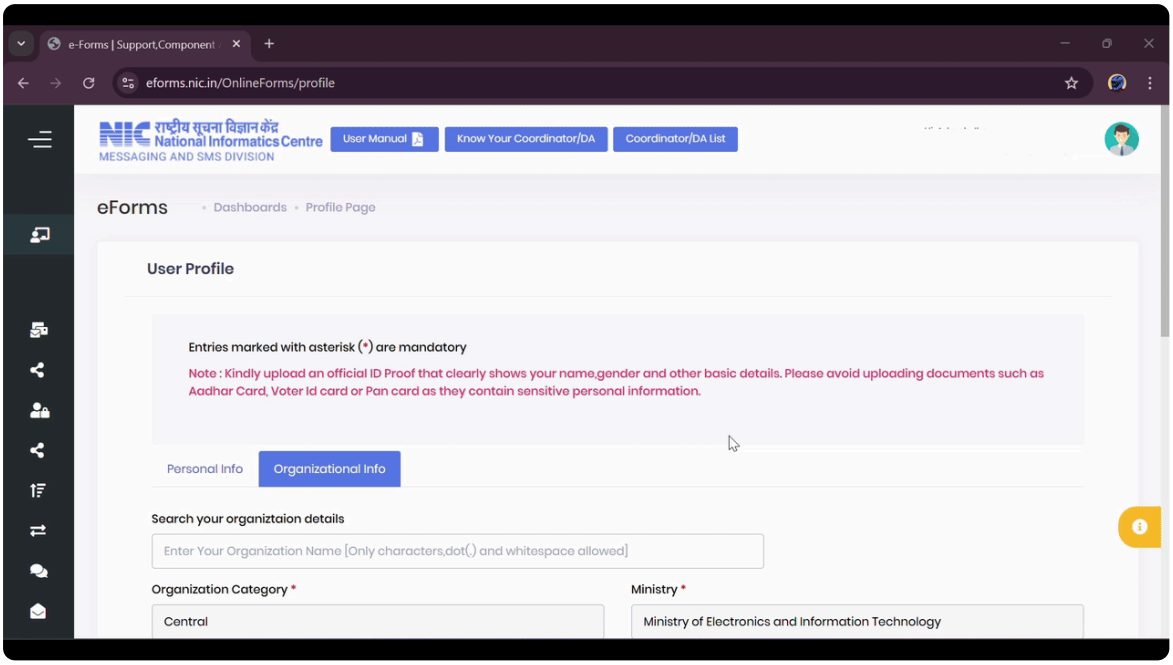


Fill out all mandatory fields in User Profile.

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'**.

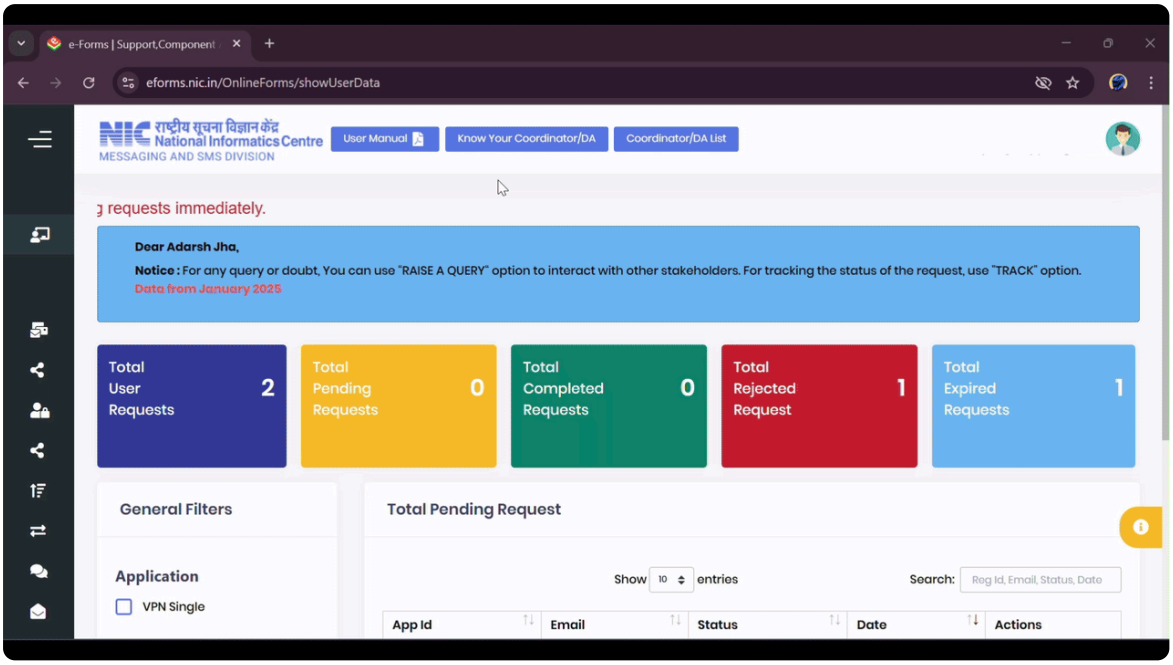


Enter Organization details and Submit.

3.

Select VPN Service

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



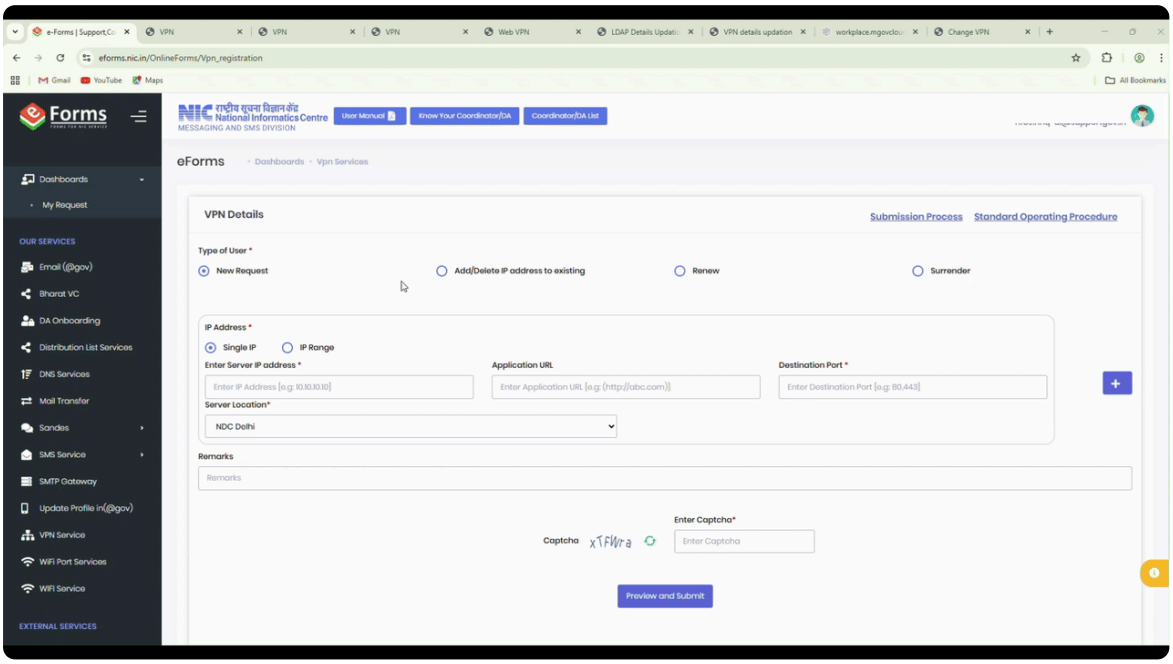
Click on VPN Services in the left panel.

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'.

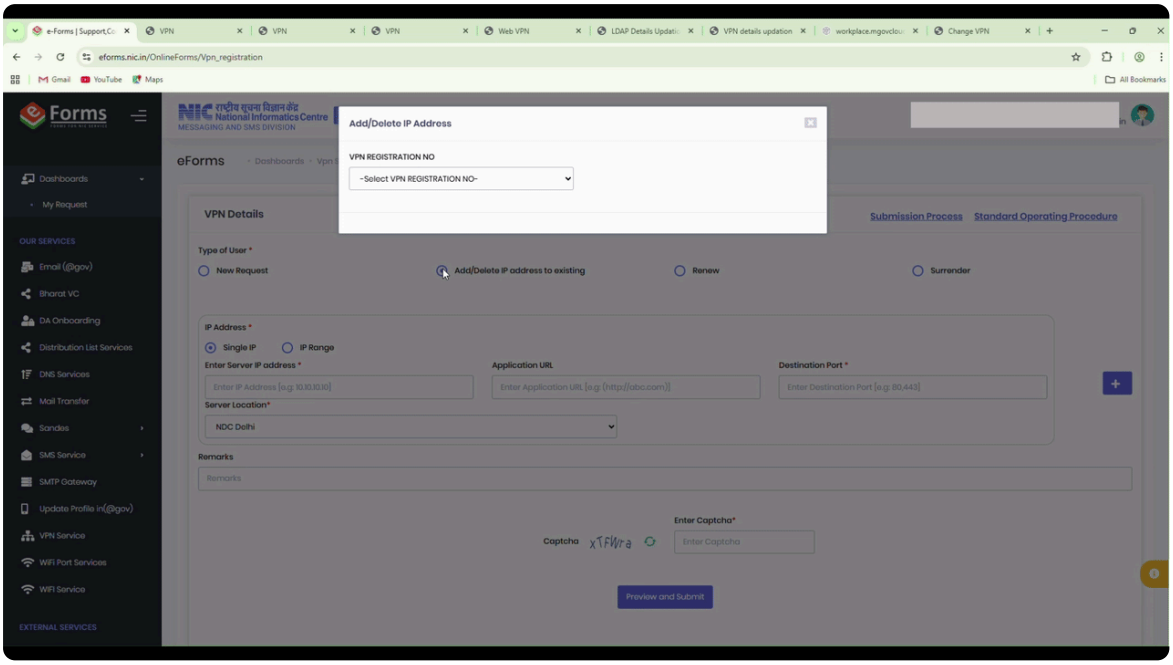


Select Add to existing/Renew option.

2.

Search Existing Request

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

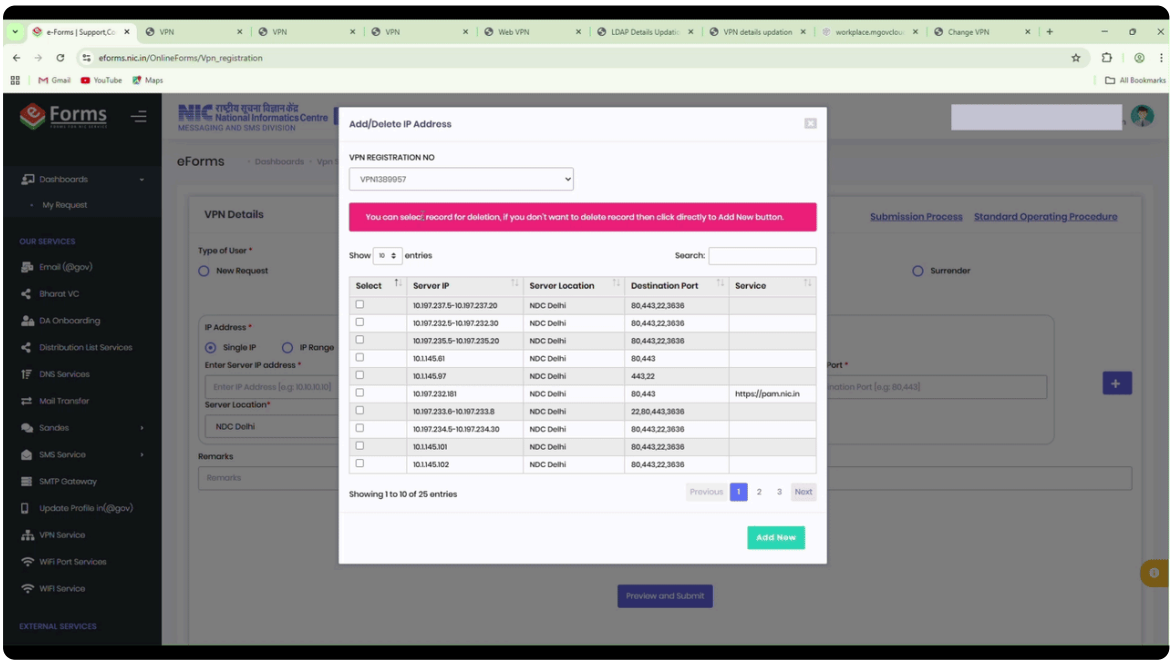


Enter registration number and search.

3.

Click Add New

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

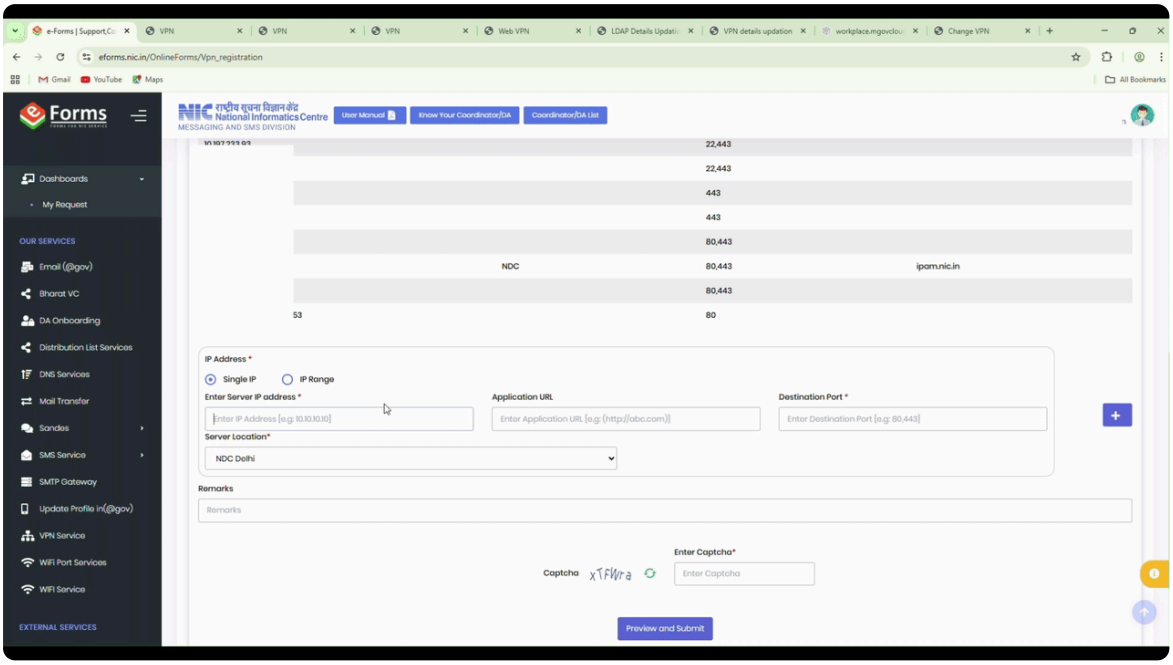


Click Add New to input modification details.

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'**.

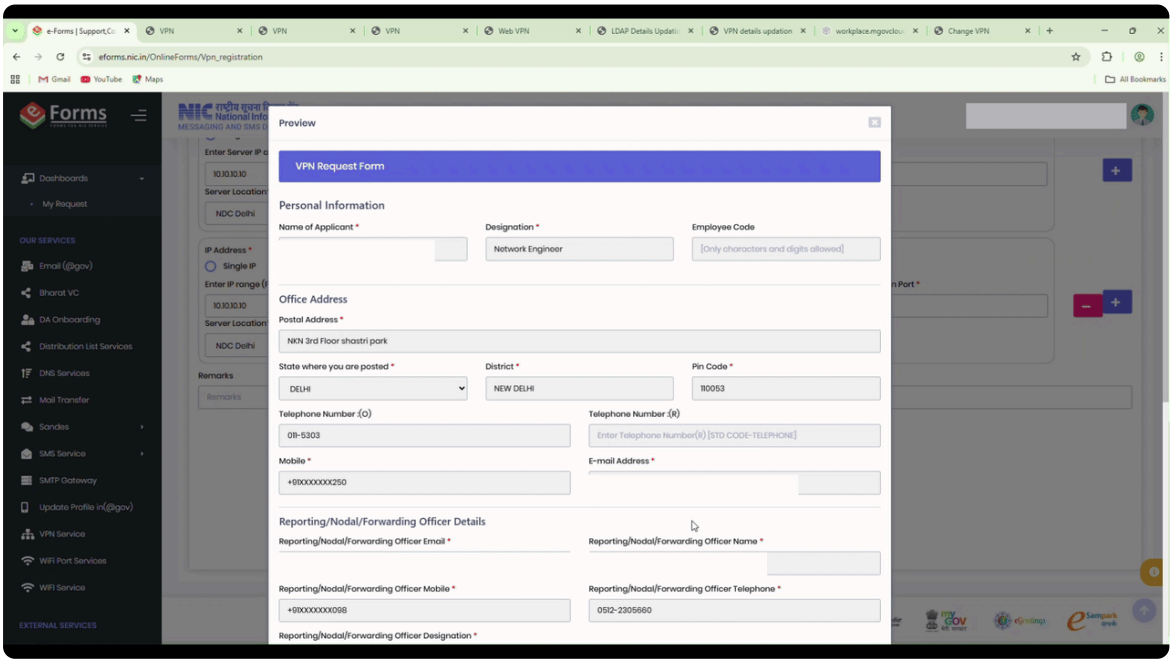


Enter the new IP/port details.

5.

Final Review and Submission

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



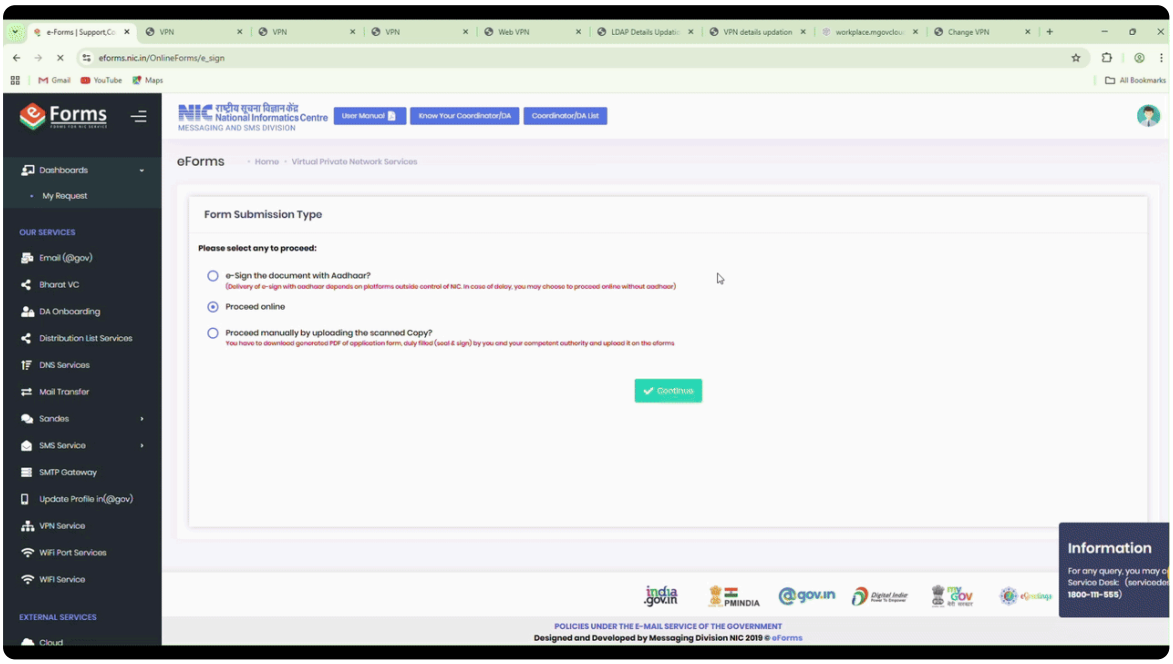
Check the Terms and Conditions box before submitting.

5. Final Confirmation and Tracking

1.

Form Submission Type

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

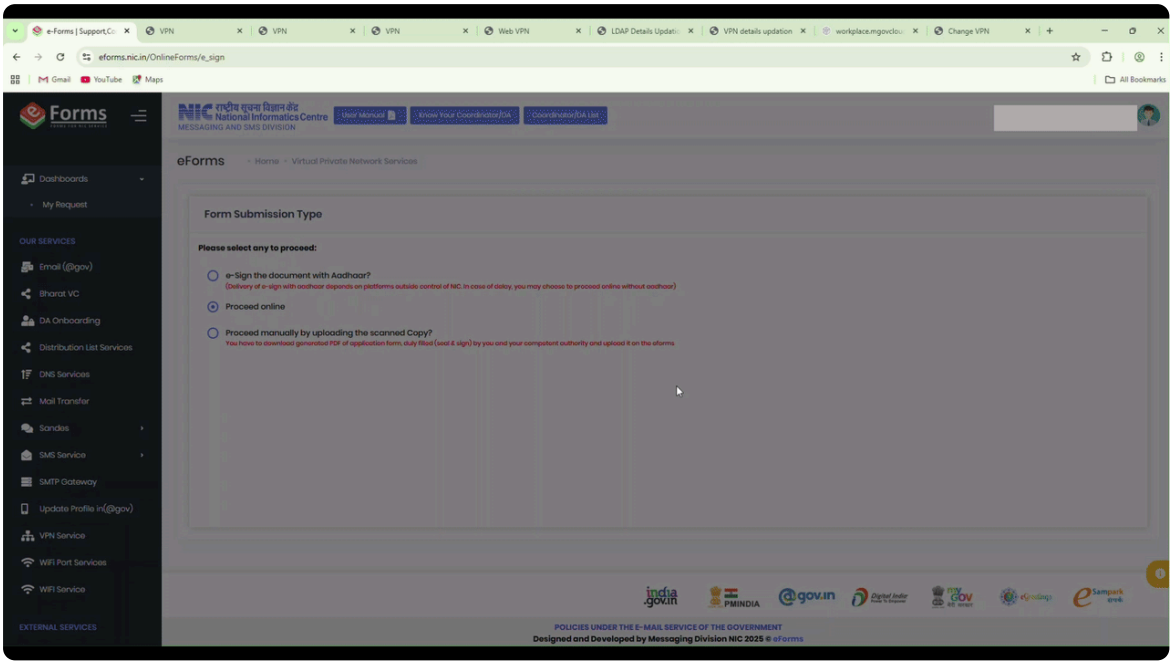


Select Proceed online and Continue.

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.

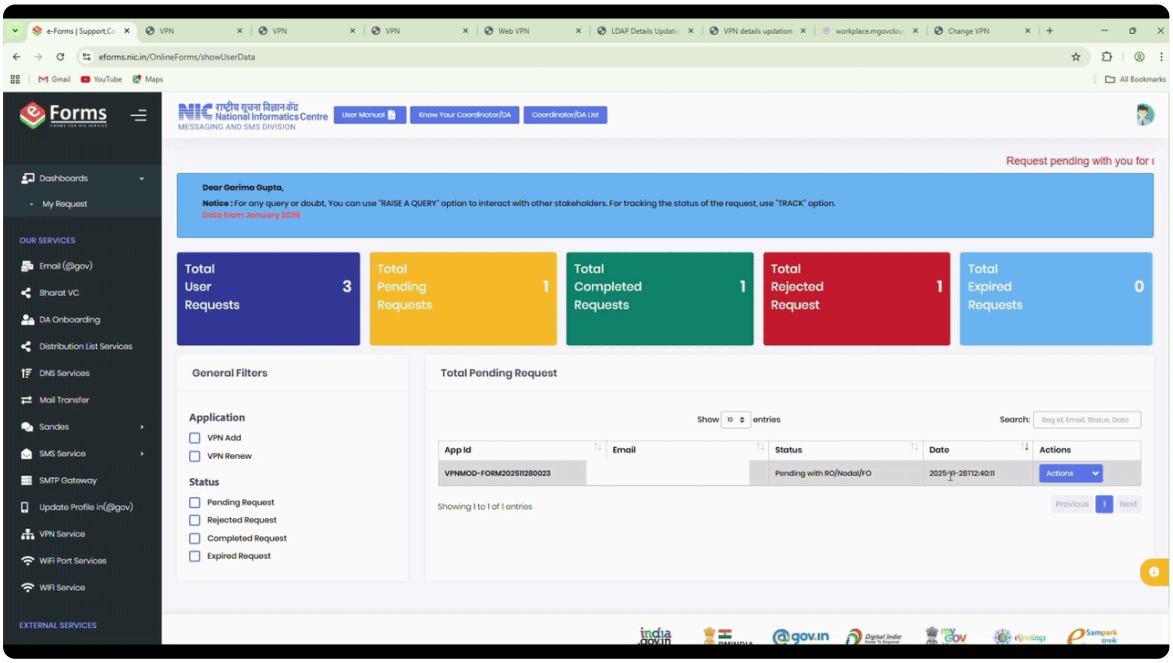


Registration number and support contacts.

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.