


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

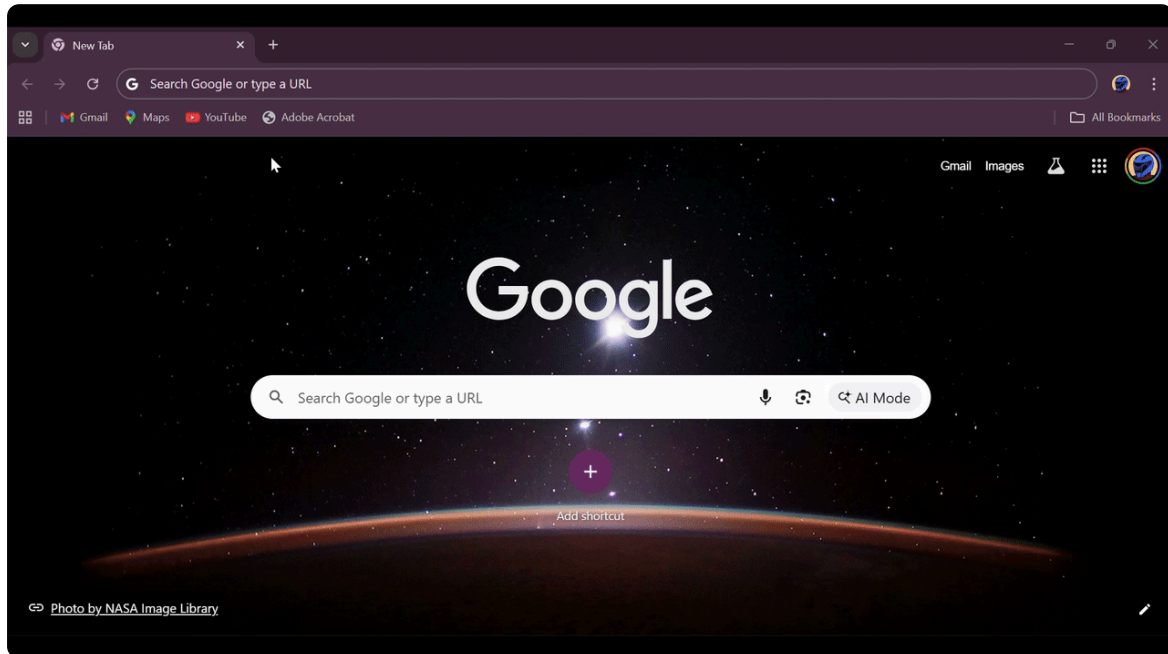
Date:  November 2025

➔] 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.

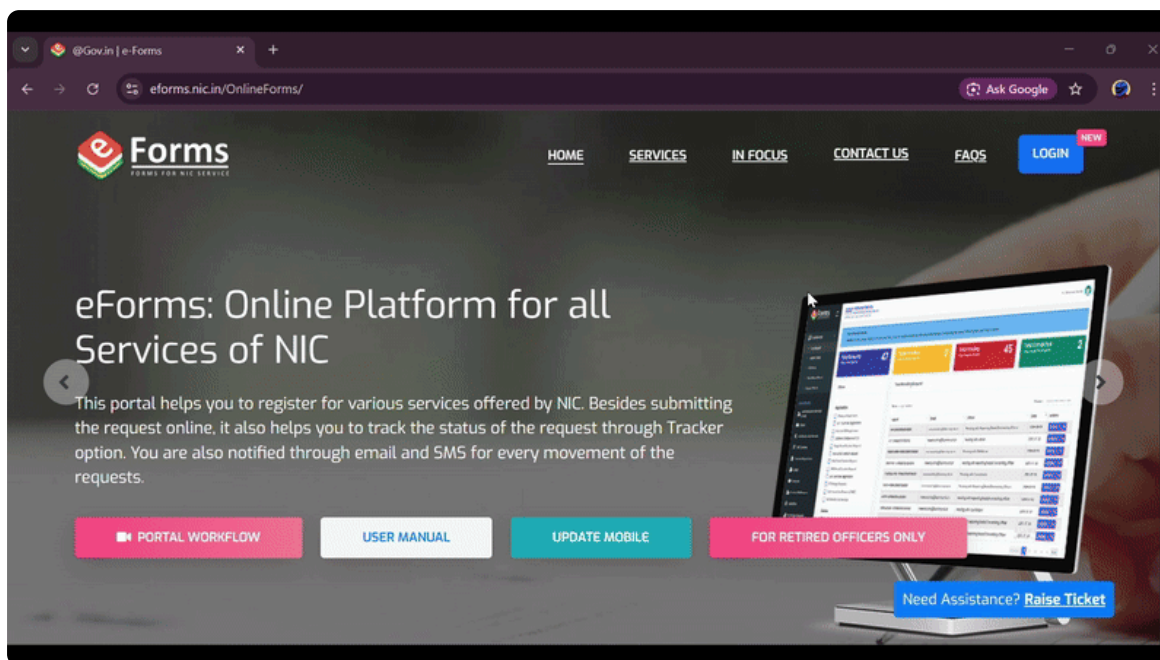


Click Ok to close the Notice.

2.

Click Login

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

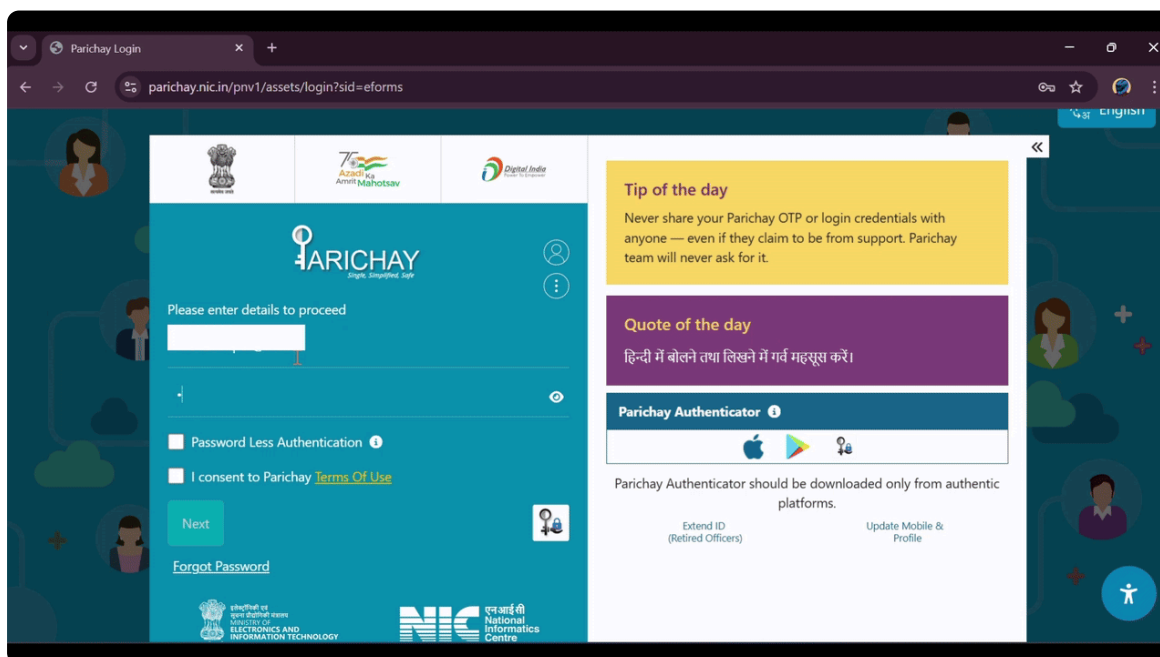


Click Login to proceed.

3.

Login with Government Email

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



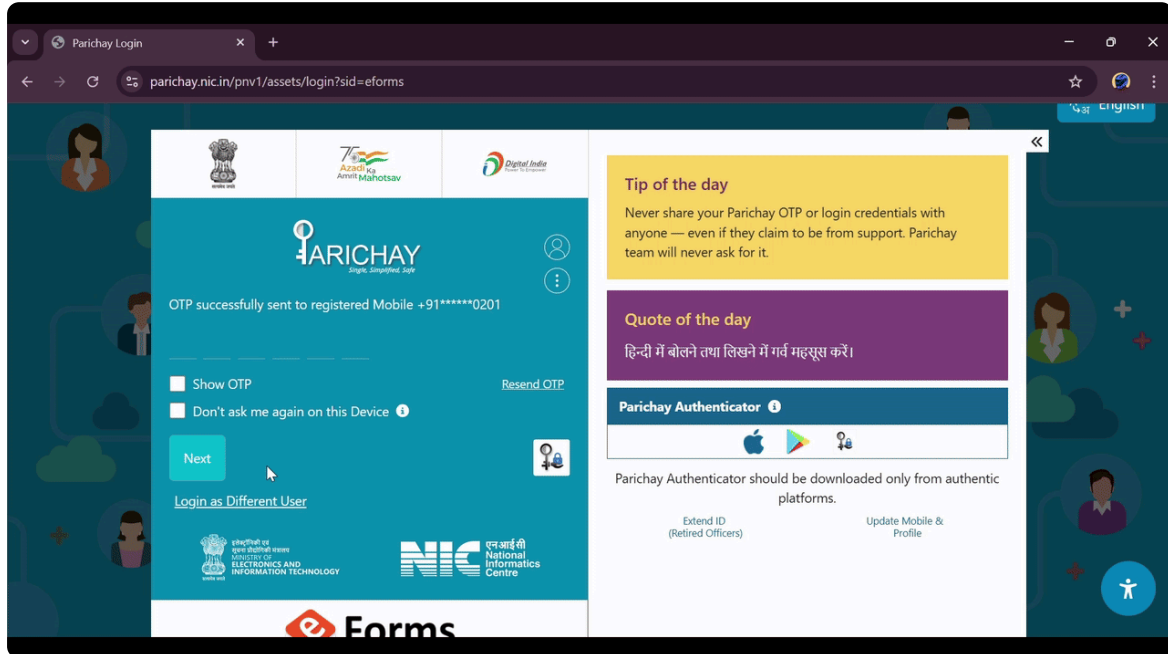
Enter government email & password and Next.

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**'.



The screenshot shows the Parichay Login page in a web browser. The page has a dark blue header with the Parichay logo and navigation icons. The main content area is white and contains a login form. The form displays the message "OTP successfully sent to registered Mobile +91*****0201". Below this, there are two checkboxes: "Show OTP" and "Don't ask me again on this Device". A "Next" button is prominently displayed. To the right of the "Next" button is a "Resend OTP" link. Below the "Next" button is a link that says "Login as Different User". The page also features a sidebar with various logos and a footer with the "Forms" logo. On the right side, there are three informational boxes: "Tip of the day", "Quote of the day", and "Parichay Authenticator".

Parichay Login

parichay.nic.in/pnv1/assets/login?sid=eforms

Tip of the day
Never share your Parichay OTP or login credentials with anyone — even if they claim to be from support. Parichay team will never ask for it.

Quote of the day
हिन्दी में बोलने तथा लिखने में गर्व महसूस करें।

Parichay Authenticator

Parichay Authenticator should be downloaded only from authentic platforms.

Extend ID (Retired Officers) Update Mobile & Profile

OTP successfully sent to registered Mobile +91*****0201

Show OTP Resend OTP

Don't ask me again on this Device

Next

Login as Different User

Forms

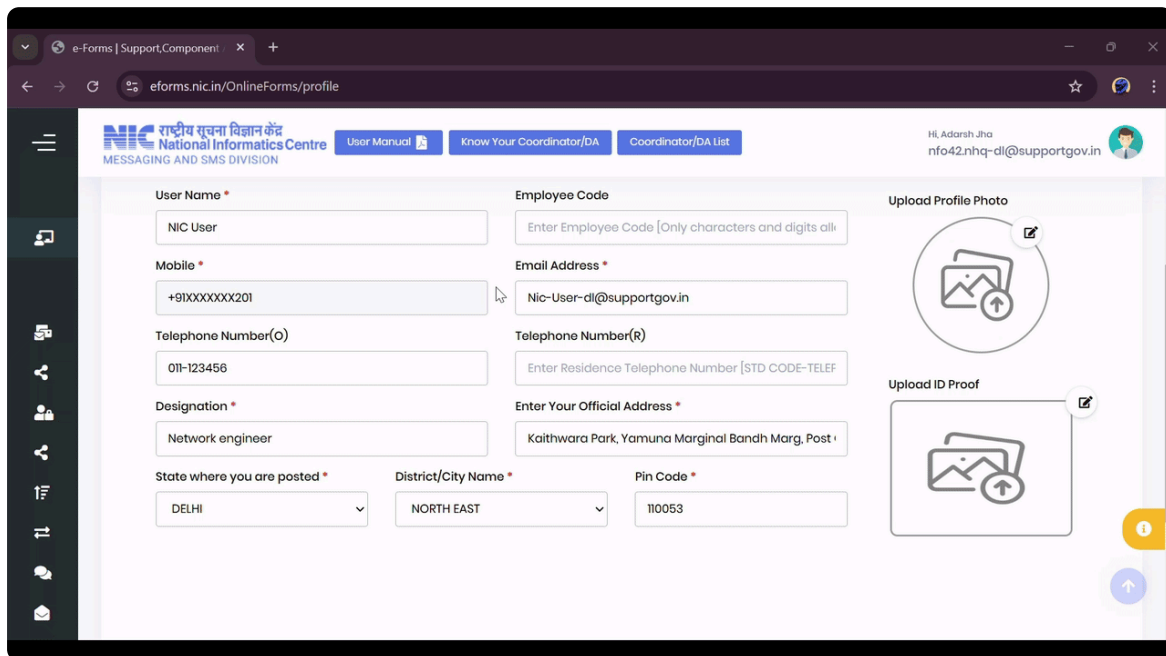
Enter the Mobile OTP to verify.

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' form on the NIC (National Informatics Centre) website. The form is titled 'NIC राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre' and 'MESSAGING AND SMS DIVISION'. It includes a sidebar with navigation icons and a top header with links to 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. The user's name 'Hi, Adarsh Jha' and email 'info42.nhq-di@supportgov.in' are displayed in the top right. The form fields are organized into two columns. The left column contains fields for 'User Name' (NIC User), 'Mobile' (+91XXXXXXXX201), 'Telephone Number(O)' (011-123456), 'Designation' (Network engineer), 'State where you are posted' (DELHI), and 'District/City Name' (NORTH EAST). The right column contains fields for 'Employee Code' (Enter Employee Code [Only characters and digits all]), 'Email Address' (Nic-User-di@supportgov.in), 'Telephone Number(R)' (Enter Residence Telephone Number [STD CODE-TELEF]), and 'Enter Your Official Address' (Kaithwara Park, Yamuna Marginal Bandh Marg, Post). There are also two upload sections on the right: 'Upload Profile Photo' and 'Upload ID Proof', each with a camera icon and a document icon. A yellow 'Continue' button is located at the bottom right of the form.

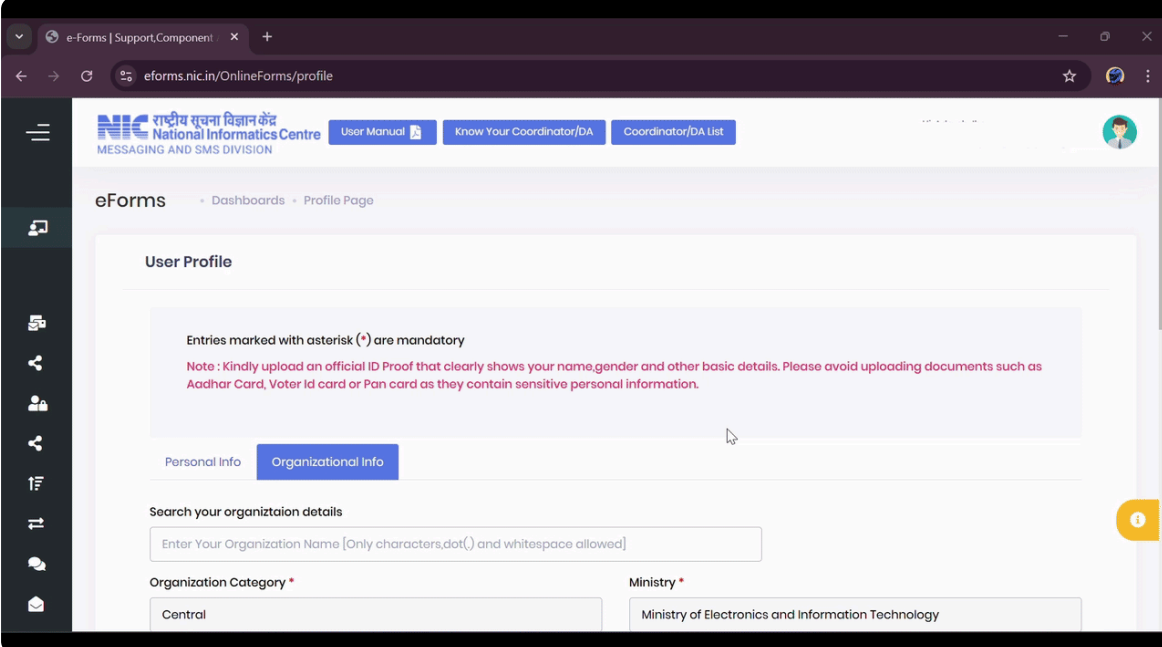
Field	Value
User Name *	NIC User
Employee Code	Enter Employee Code [Only characters and digits all]
Mobile *	+91XXXXXXXX201
Email Address *	Nic-User-di@supportgov.in
Telephone Number(O)	011-123456
Telephone Number(R)	Enter Residence Telephone Number [STD CODE-TELEF]
Designation *	Network engineer
Enter Your Official Address *	Kaithwara Park, Yamuna Marginal Bandh Marg, Post
State where you are posted *	DELHI
District/City Name *	NORTH EAST
Pin Code *	110053

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'.



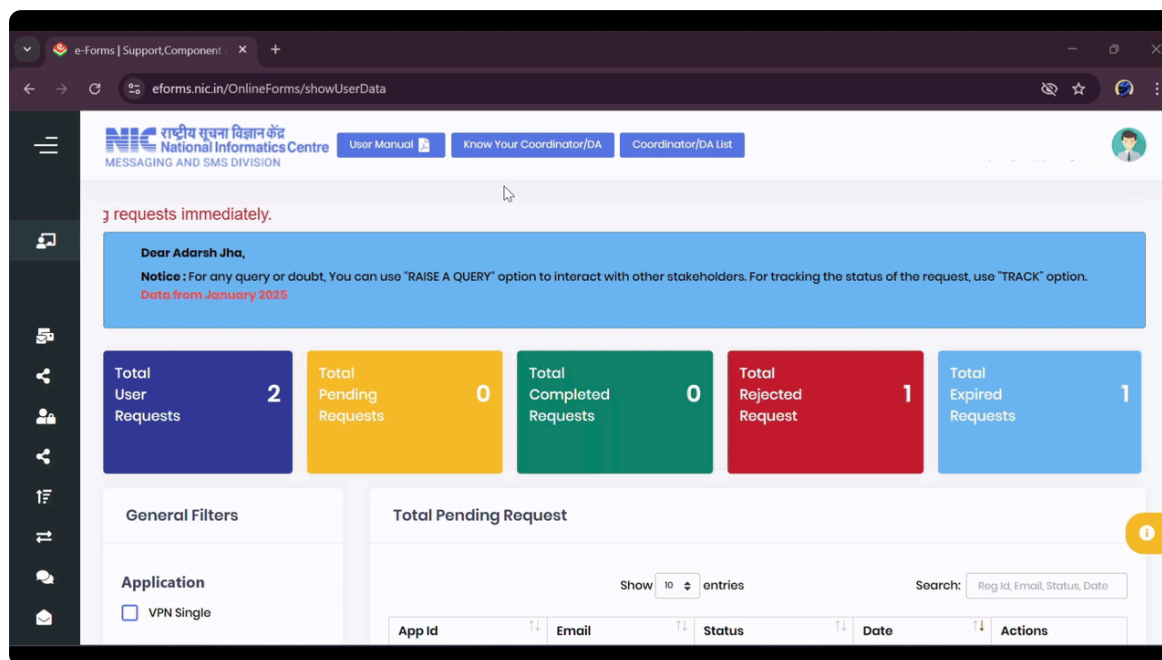
The screenshot shows a web browser window with the URL `eforms.nic.in/OnlineForms/profile`. The page is titled 'eForms' and includes a sidebar with various icons. The main content area is titled 'User Profile' and contains a 'Personal Info' tab and an 'Organizational Info' tab. The 'Organizational Info' tab is active, showing a search bar for 'Search your organization details' with the placeholder text 'Enter Your Organization Name [Only characters, dot(.) and whitespace allowed]'. Below the search bar, there are two dropdown menus: 'Organization Category' with 'Central' selected, and 'Ministry' with 'Ministry of Electronics and Information Technology' selected. A yellow information icon is visible on the right side of the page.

Enter Organization details and Submit.

3.

Select VPN Service

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



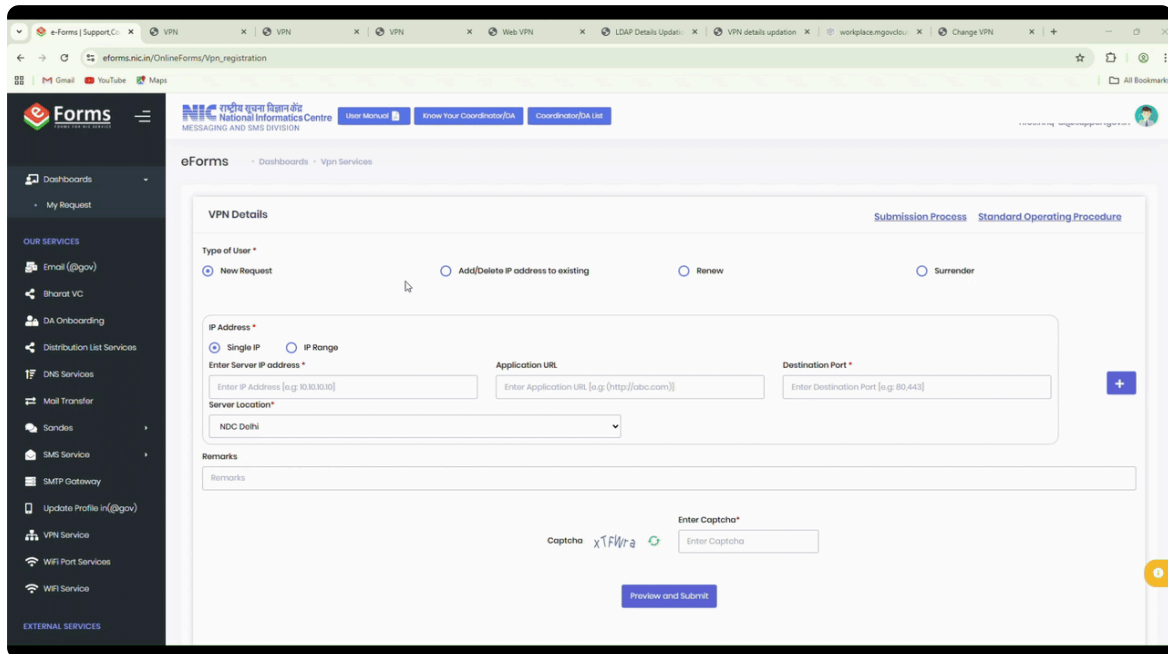
Click on VPN Services in the left panel.

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'.



The screenshot shows the 'eForms' interface for VPN registration. The 'Type of User' section has four radio buttons: 'New Request' (selected), 'Add/Delete IP address to existing', 'Renew', and 'Surrender'. Below this, the 'IP Address' section has two radio buttons: 'Single IP' (selected) and 'IP Range'. The 'Single IP' section includes fields for 'Enter Server IP address *', 'Application URL', and 'Destination Port *'. The 'Server Location' dropdown is set to 'NDC Delhi'. There is a 'Remarks' text area and a 'Captcha' section with a 'Preview and Submit' button.

Select Add to existing/Renew option.

2. Search Existing Request

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

The screenshot shows the eForms VPN registration interface. A modal titled 'Add/Delete IP Address' is open, displaying a dropdown menu for 'VPN REGISTRATION NO' with the option '- Select VPN REGISTRATION NO-'. The background form is partially visible, showing fields for 'Type of User *', 'IP Address *', 'Server Location *', 'Application URL', and 'Destination Port *'. The 'Type of User *' section has radio buttons for 'New Request', 'Add/Delete IP address to existing', 'Renew', and 'Surrender'. The 'IP Address *' section has radio buttons for 'Single IP' and 'IP Range'. The 'Server Location *' dropdown is set to 'NDC Delhi'. The 'Application URL' field contains 'http://abc.com'. The 'Destination Port *' field contains '80,443'. There is a 'Captcha' field and a 'Preview and Submit' button.

Enter registration number and search.

3. Click Add New

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

The screenshot shows the eForms VPN registration interface. A modal titled 'Add/Delete IP Address' is open, displaying a dropdown menu for 'VPN REGISTRATION NO' with the value 'VPN329957'. Below the dropdown, a message states: 'You can select record for deletion, if you don't want to delete record then click directly to Add New button.' Below this message is a table with columns: 'Select', 'Server IP', 'Server Location', 'Destination Port', and 'Service'. The table contains 10 rows of data. At the bottom of the table, it says 'Showing 1 to 10 of 25 entries'. There are 'Previous', '1', '2', '3', and 'Next' buttons. An 'Add New' button is located at the bottom right of the modal. The background form is partially visible, showing the 'Type of User *' section with the 'Add/Delete IP address to existing' radio button selected.

Select	Server IP	Server Location	Destination Port	Service
<input type="checkbox"/>	10.197.237.5-10.197.237.20	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.197.232.5-10.197.232.30	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.197.235.5-10.197.235.20	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.1145.61	NDC Delhi	80,443	
<input type="checkbox"/>	10.1145.97	NDC Delhi	443,22	
<input type="checkbox"/>	10.197.232.181	NDC Delhi	80,443	https://pam.nic.in
<input type="checkbox"/>	10.197.233.6-10.197.233.8	NDC Delhi	22,80,443,3636	
<input type="checkbox"/>	10.197.234.5-10.197.234.30	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.1145.101	NDC Delhi	80,443,22,3636	
<input type="checkbox"/>	10.1145.102	NDC Delhi	80,443,22,3636	

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**'.

The screenshot shows the 'VPN Registration' form on the e-forms.nic.in portal. The form is titled 'VPN Request Form' and includes a sidebar with navigation options like 'Dashboards', 'My Request', and 'OUR SERVICES'. The main form area contains a table with columns for 'IP Address', 'Destination Port', and 'Server Location'. Below the table, there are input fields for 'IP Address *' (with radio buttons for 'Single IP' and 'IP Range'), 'Application URL', 'Destination Port *', and 'Server Location *'. There is also a 'Remarks' field and a 'Captcha' section with a 'Preview and Submit' button.

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.

The screenshot shows the 'VPN Request Form' with a 'Preview' overlay. The form is titled 'VPN Request Form' and includes a sidebar with navigation options like 'Dashboards', 'My Request', and 'OUR SERVICES'. The main form area contains a table with columns for 'IP Address', 'Destination Port', and 'Server Location'. Below the table, there are input fields for 'Personal Information' (Name of Applicant, Designation, Employee Code), 'Office Address' (Postal Address, State where you are posted, District, Pin Code), 'Telephone Number (D)', 'Mobile', 'E-mail Address', and 'Reporting/Forwarding Officer Details' (Reporting/Forwarding Officer Email, Reporting/Forwarding Officer Name, Reporting/Forwarding Officer Mobile, Reporting/Forwarding Officer Telephone, Reporting/Forwarding Officer Designation).

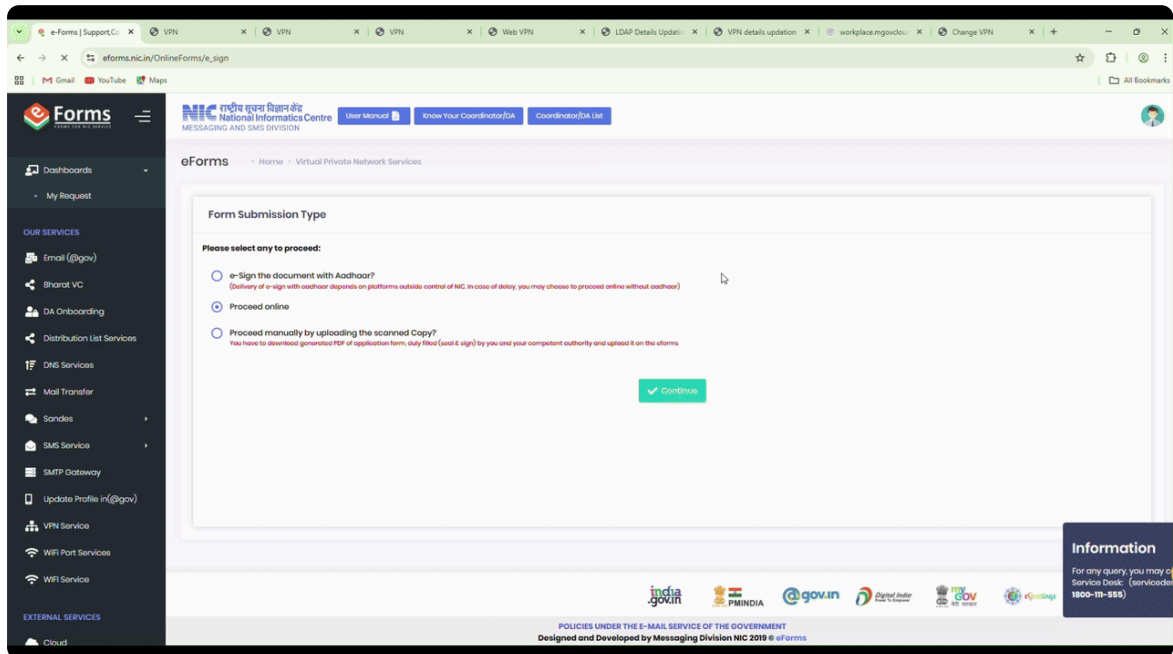
Check the Terms and Conditions box before submitting.

✓ 5. Final Confirmation and Tracking

1.

Form Submission Type

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



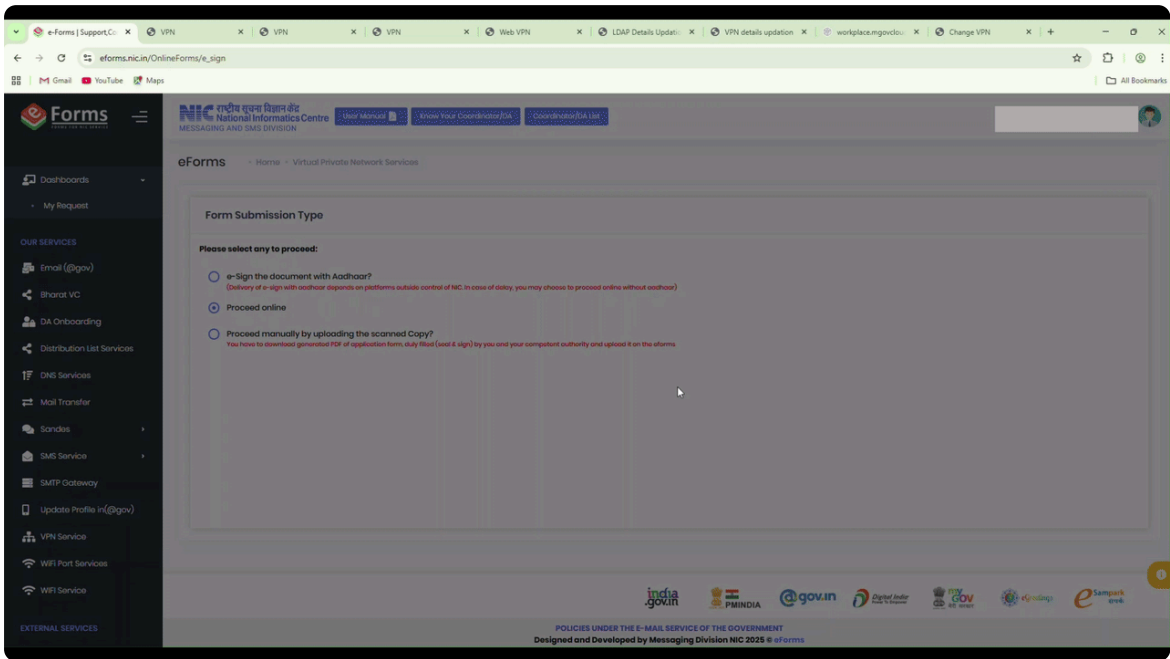
The screenshot displays the eForms portal interface. On the left is a dark sidebar with a 'Forms' logo and a list of services including Email (@gov), Bharat VC, DA Onboarding, Distribution List Services, DNS Services, Mail Transfer, Sandes, SMS Service, SMTP Gateway, Update Profile in (@gov), VPN Service, WiFi Port Services, and WiFi Service. The main content area is titled 'Form Submission Type' and contains the instruction 'Please select any to proceed:'. There are three radio button options: 'e-Sign the document with Aadhaar?' (with a note about delivery), 'Proceed online' (which is selected), and 'Proceed manually by uploading the scanned Copy?' (with a note about downloading PDF). A green 'Continue' button is positioned below the options. The footer includes logos for India.gov, PM-MINDIA, @gov.in, Digital India, and others, along with the text 'POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT' and 'Designed and Developed by Messaging Division NIC 2019 © eForms'.

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.

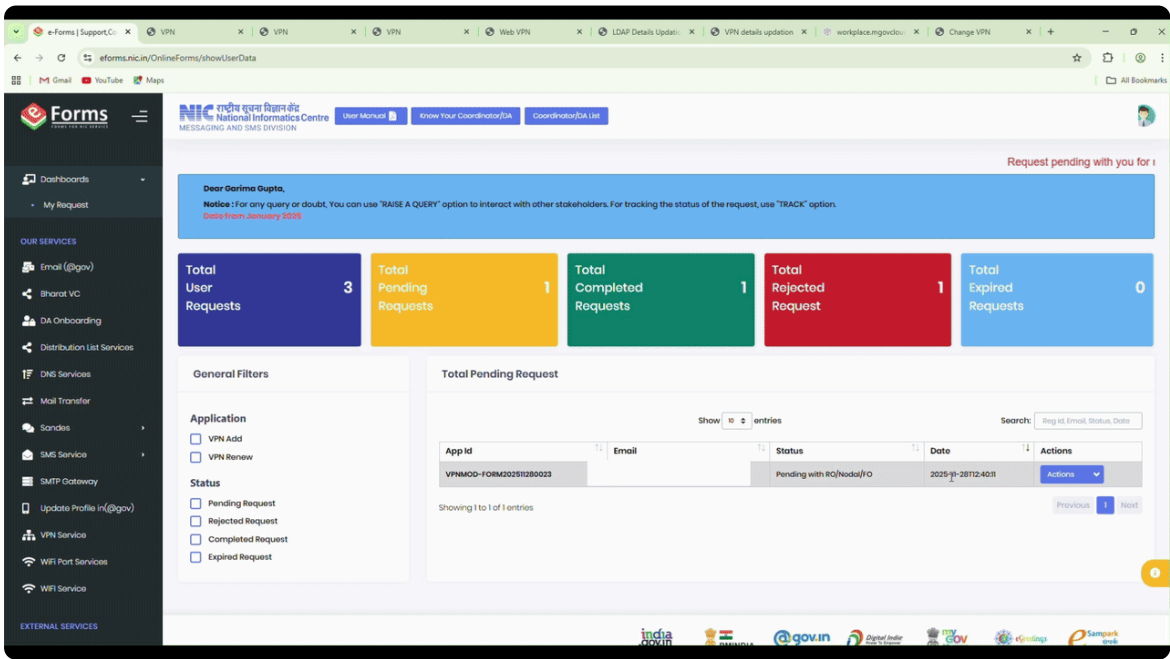


Registration number and support contacts.

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.