

Manual for New VPN Application Form

Procedure: Detailed steps to fill the online New VPN application form on the eForms portal (<https://eforms.nic.in>).

Platform:  eForms Portal

Audience:  NIC VPN Users

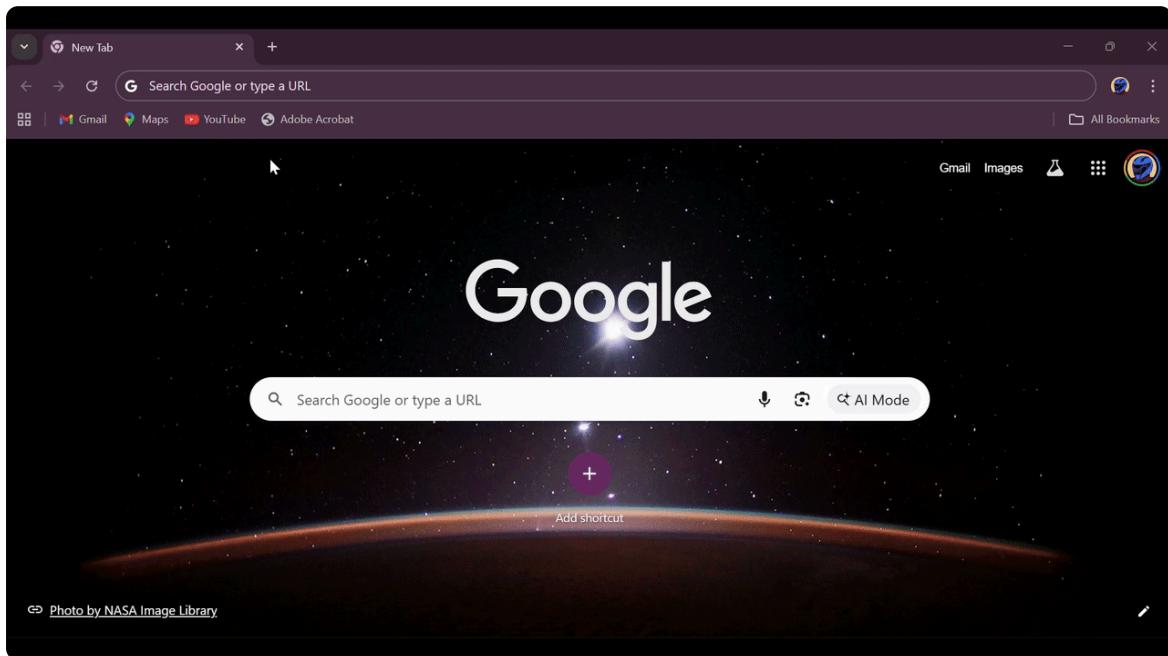
Date:  November 2025

→ 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.

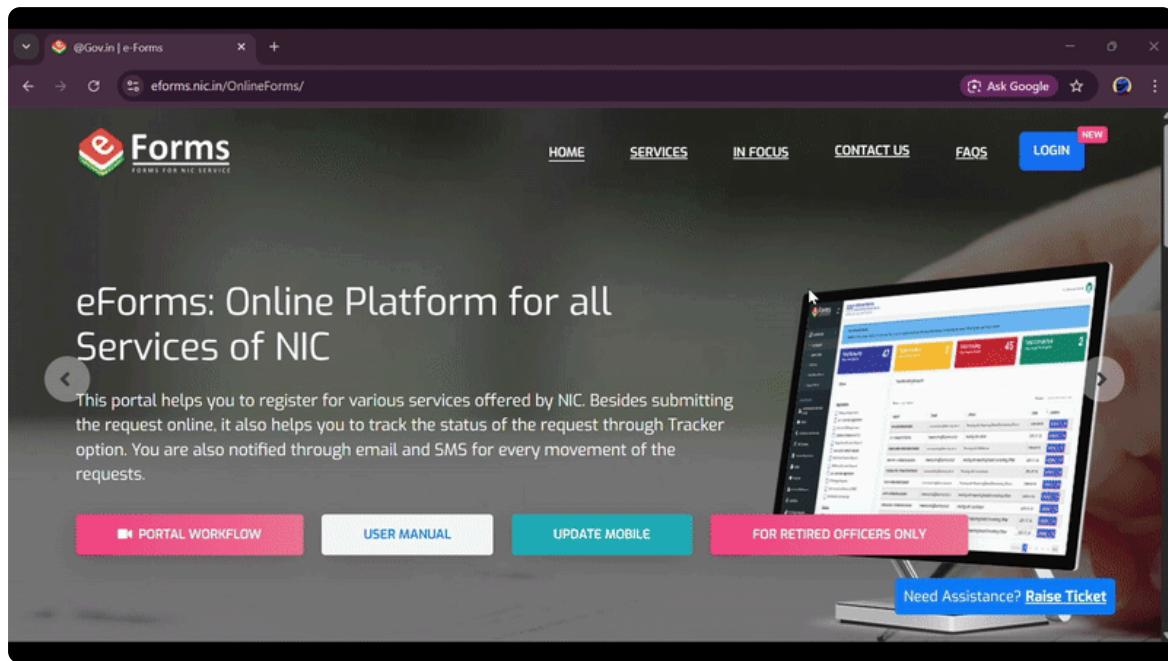


Click Ok to close the Notice.

2.

Click Login

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

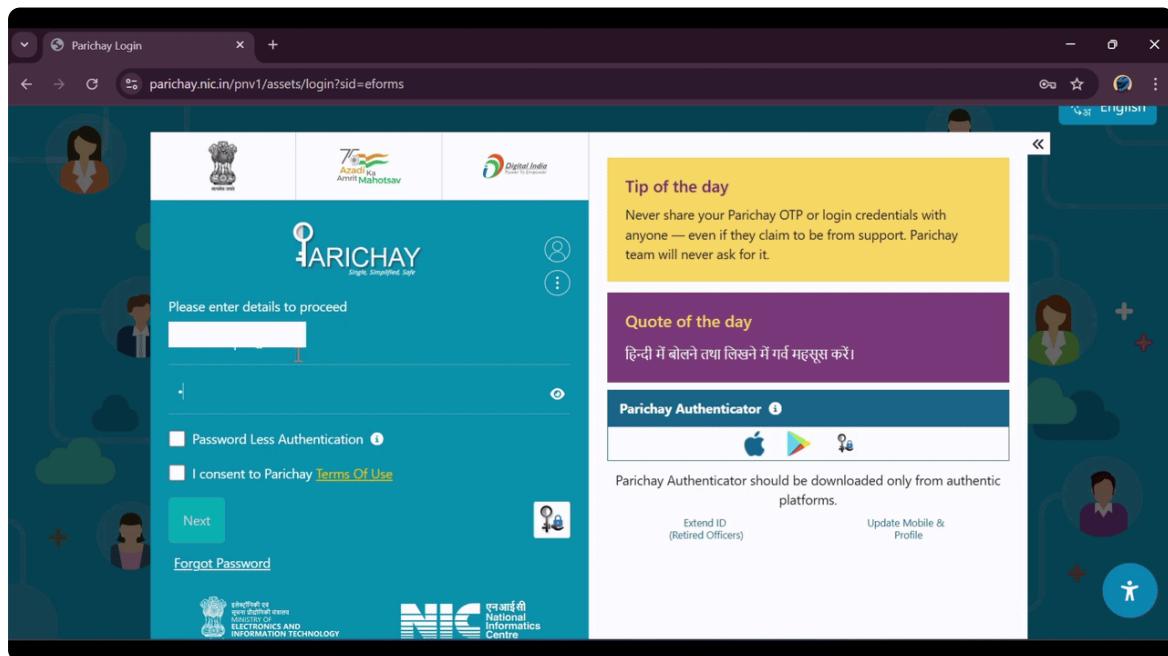


Click Login to proceed.

3.

Login with Government Email

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



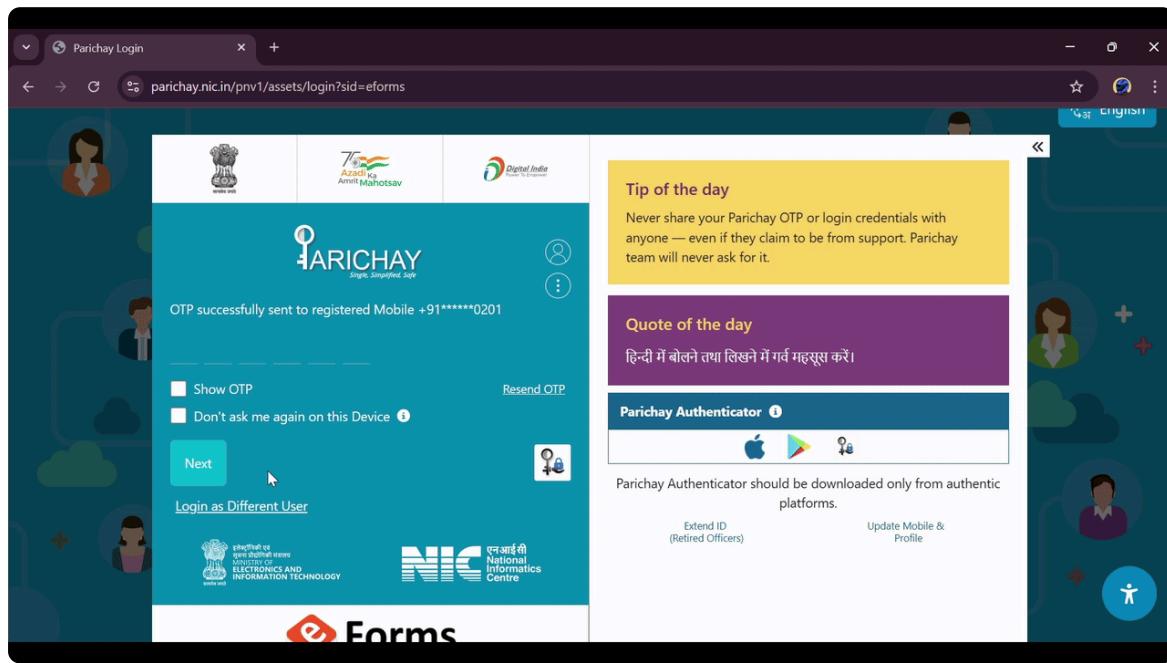
Enter government email & password and Next.

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**'.



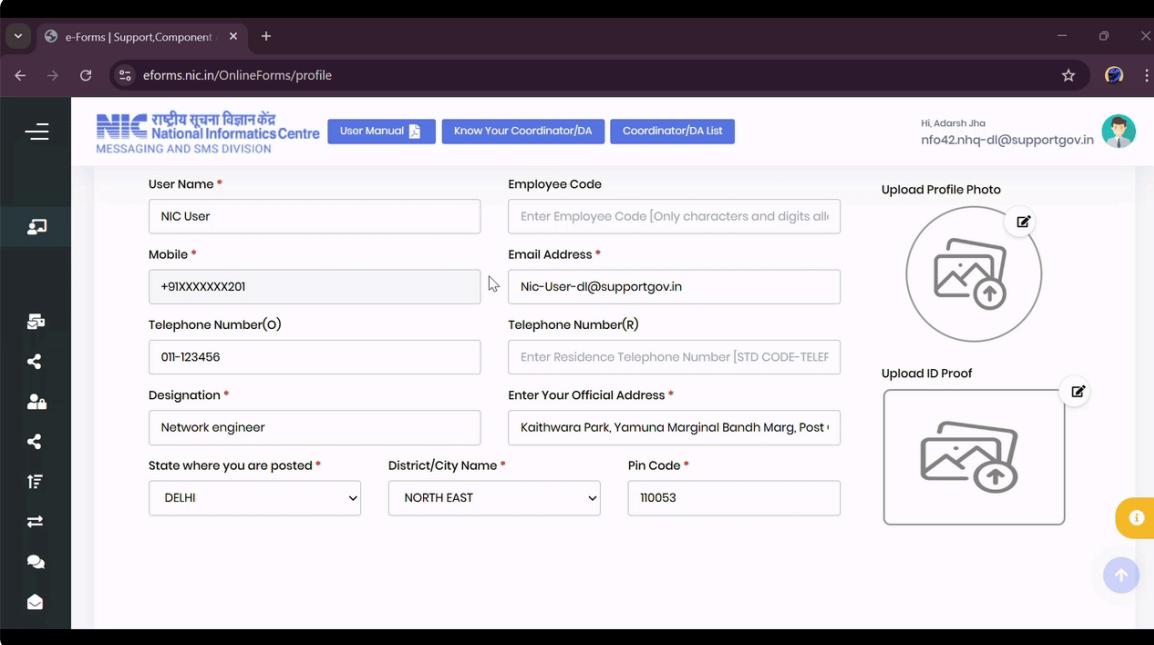
Enter the Mobile OTP to verify.

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.

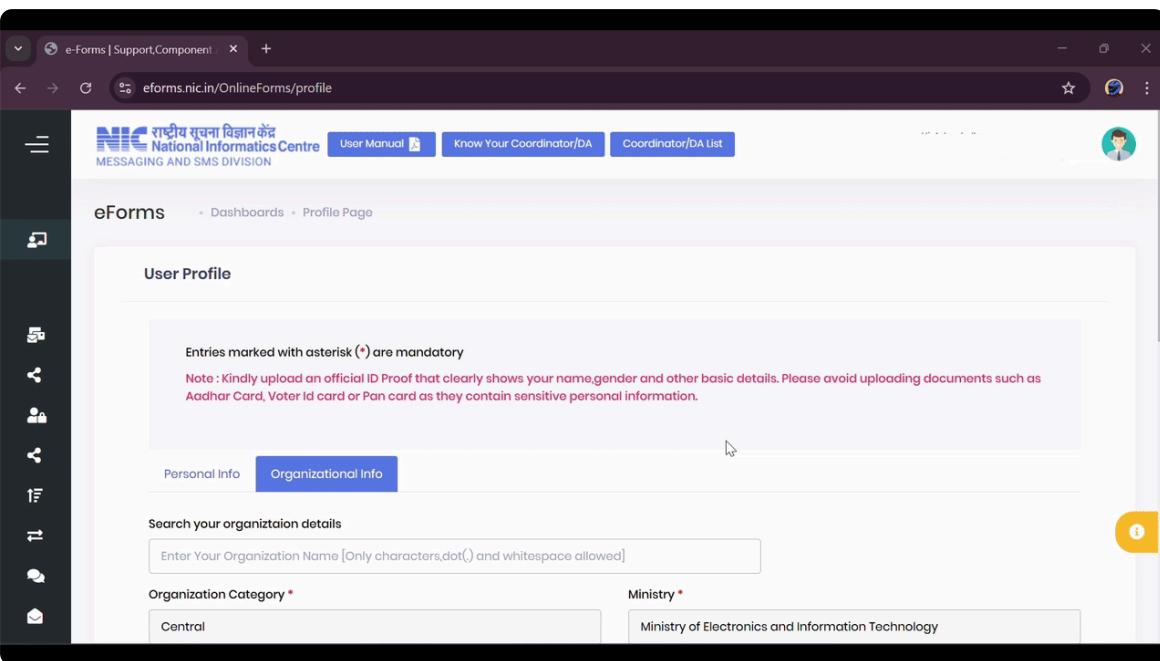
A sidebar on the left contains various icons for navigation and other forms.

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'.



Entries marked with asterisk (*) are mandatory

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.

Personal Info Organizational Info

Search your organization details

Enter Your Organization Name [Only characters, dot(.) and whitespace allowed]

Organization Category * Ministry *

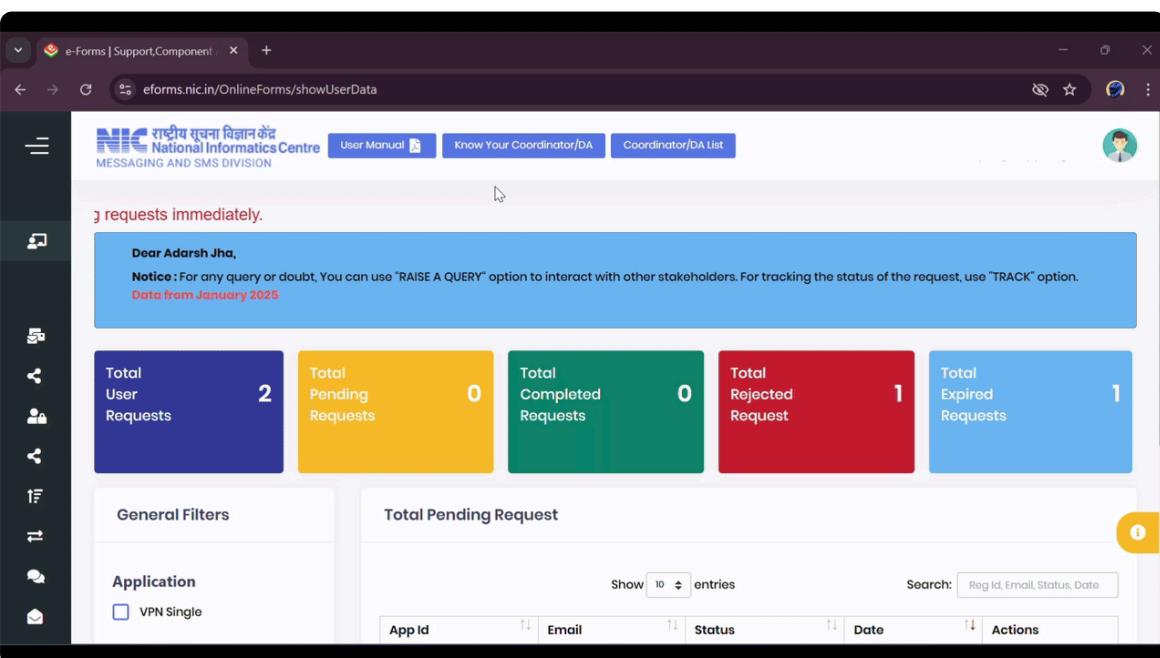
Central Ministry of Electronics and Information Technology

Enter Organization details and Submit.

3.

Select VPN Service

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



3 requests immediately.

Dear Adarsh Jha,

Notice : For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.

Data from January 2025

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

General Filters

Total Pending Request

Show 10 entries

Search: Reg Id, Email, Status, Date

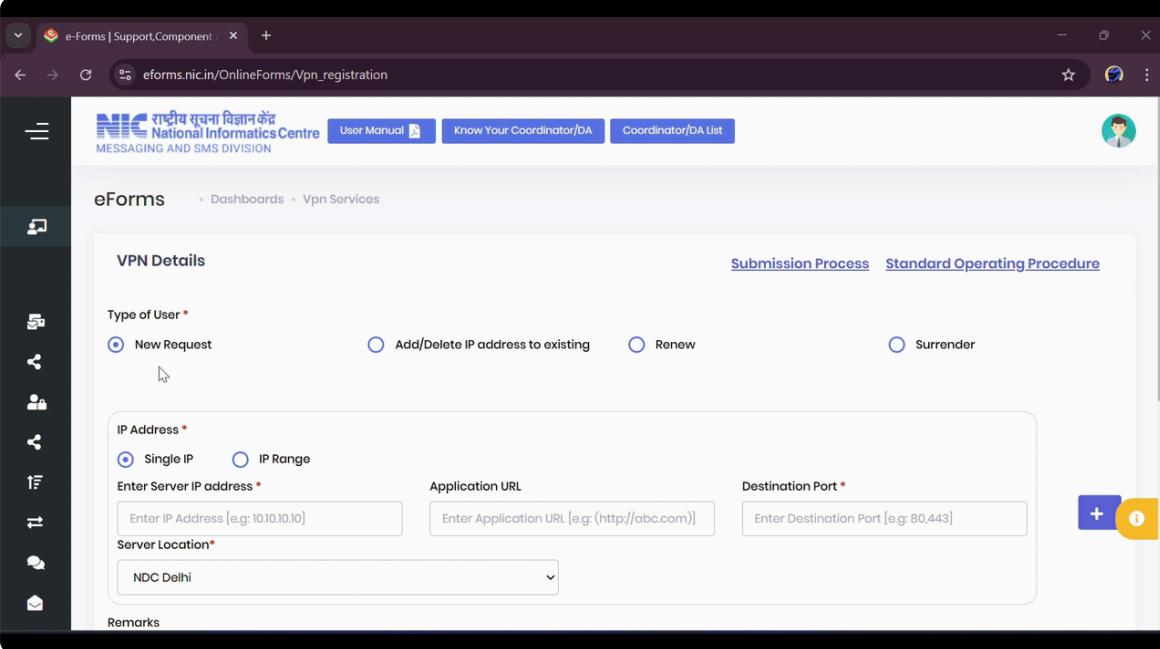
App Id	Email	Status	Date	Actions
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Click on VPN Services in the left panel.

4.

Complete VPN Details

On the VPN application form, select 'New Request' as the Type of User. Choose the 'Co-ordinator email id' from the dropdown list. Enter the 'Server IP address', 'Application URL', 'Destination Port', and 'Server Location'. Enter the 'Captcha' and click 'Preview and Submit'.



The screenshot shows the 'e-Forms | Support,Component' page at eforms.nic.in/OnlineForms/Vpn_registration. The main content is the 'VPN Details' form. The 'Type of User' section has 'New Request' selected. The 'IP Address' section has 'Single IP' selected. The 'Server IP address' field contains 'Enter IP Address [e.g: 10.10.10.10]'. The 'Application URL' field contains 'Enter Application URL [e.g: (http://abc.com)]'. The 'Destination Port' field contains 'Enter Destination Port [e.g: 80,443]'. The 'Server Location' dropdown is set to 'NDC Delhi'. A blue '+' button is located in the bottom right corner of the form area. The top navigation bar includes links for 'User Manual', 'Know Your Coordinator/DA', 'Coordinator/DA List', and a user profile icon.

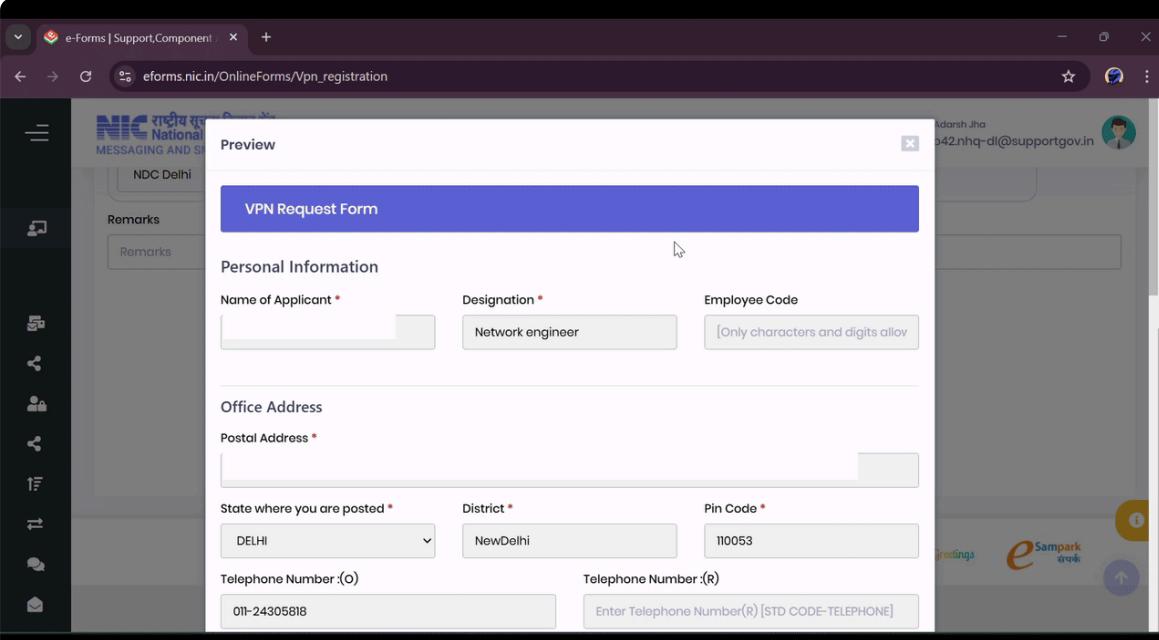
Fill in VPN request and server details.

4. Final Submission and Tracking

1.

Review and Submit

Review all details displayed in the preview form. Check the '**Terms and condition**' checkbox, then click '**Submit**' and then click '**Yes**' on the confirmation.



The screenshot shows the 'e-Forms | Support,Component' interface with the URL 'eforms.nic.in/OnlineForms/Vpn_registration'. A 'Preview' window is open, titled 'VPN Request Form'. The form contains the following fields:

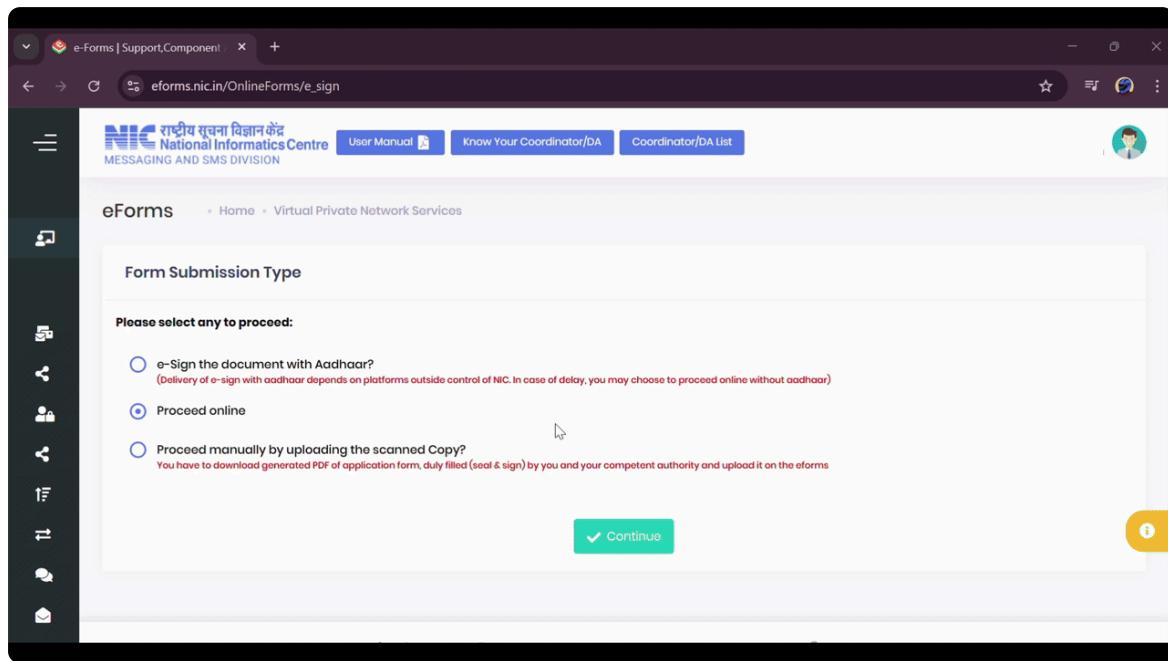
- Personal Information:**
 - Name of Applicant *
 - Designation *
 - Employee Code
[Only characters and digits allow]
- Office Address:**
 - Postal Address *
- Contact Information:**
 - State where you are posted *
 - District *
 - Pin Code *
- Telephone Number:** (O) 011-24305818, (R) Enter Telephone Number(R) [STD CODE-TELEPHONE]

Review details and confirm submission.

2.

Select Form Submission Type

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

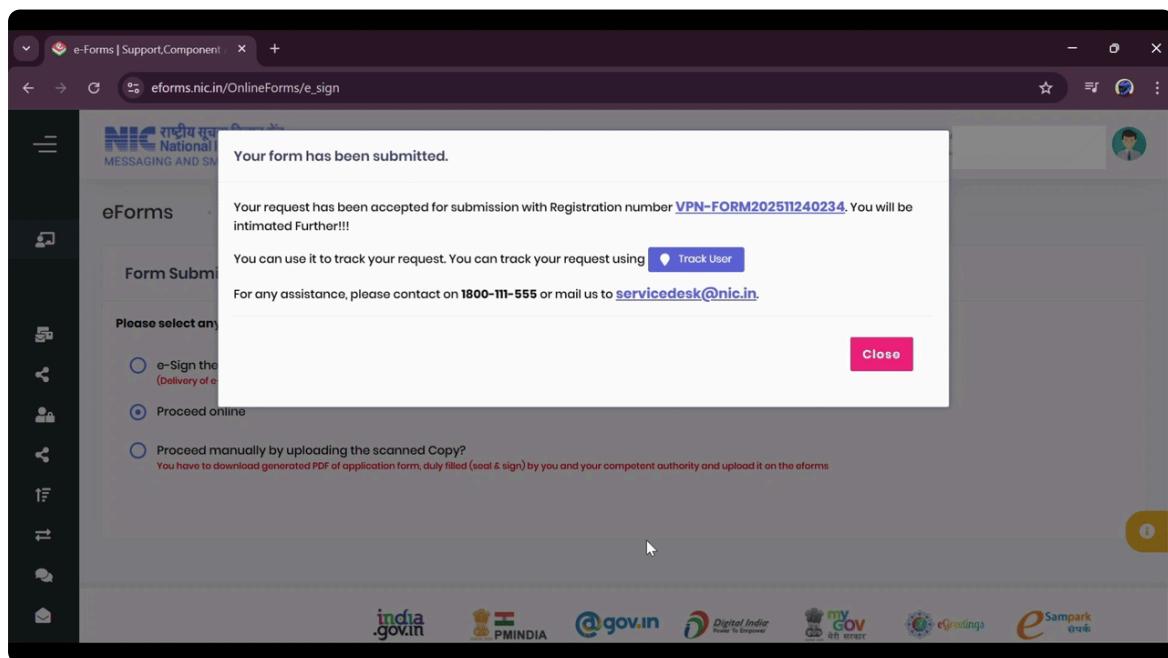


Select Proceed online option.

3.

Note Registration Number

A message will display confirming submission and providing the '**VPN Registration number**'. Note this number (it's also sent via SMS/Email) and click '**Close**'.

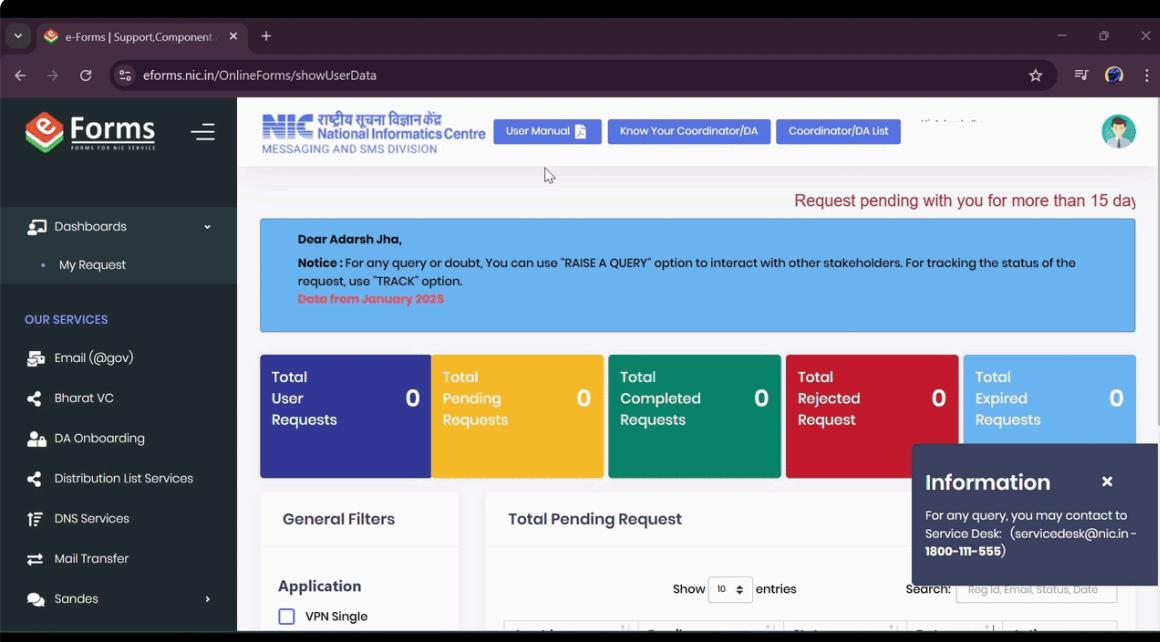


Registration number and support contacts.

4.

Track Application Status

To track the status, select the '**My Request**' link in the left-side panel. Click on the '**Track**' option for your VPN application to view the progress.



The screenshot shows the e-Forms interface for the National Informatics Centre (NIC) Messaging and SMS Division. The left sidebar has a dark theme with white text. It includes a 'Dashboards' section with a 'My Request' link, and a 'OUR SERVICES' section with links for Email, Bharat VC, DA Onboarding, Distribution List Services, DNS Services, Mail Transfer, and Sandes. The main content area has a light blue header with the NIC logo and the text 'राष्ट्रीय सूचना विज्ञान केंद्र' (National Informatics Centre). Below this, a message says 'Request pending with you for more than 15 days'. A blue box contains a message to 'Dear Adarsh Jha' and a notice about using the 'RAISE A QUERY' option. A red box says 'Data from January 2025'. Below these are five colored boxes showing request counts: Total User Requests (0), Total Pending Requests (0), Total Completed Requests (0), Total Rejected Request (0), and Total Expired Requests (0). A 'General Filters' section includes an 'Application' dropdown with 'VPN Single' selected. A 'Total Pending Request' summary is shown. A sidebar on the right contains an 'Information' box with contact details for the Service Desk: 'servicedesk@nic.in - 1800-111-555'.

Track application status under My Request.