


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

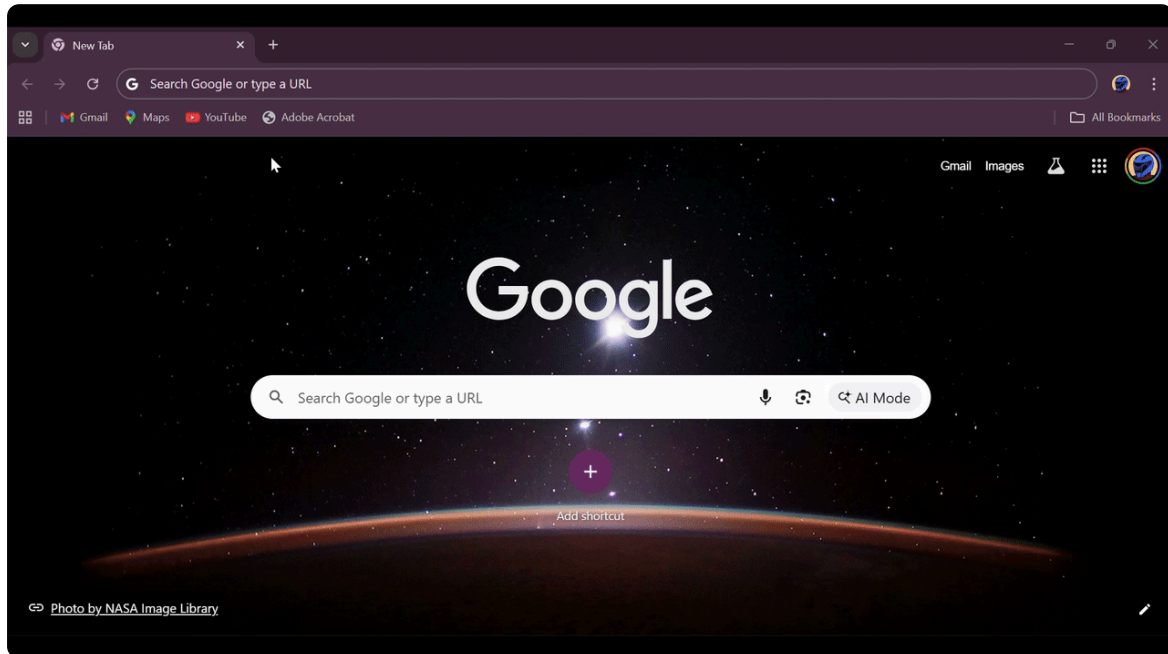
Date:  November 2025

➔] 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.

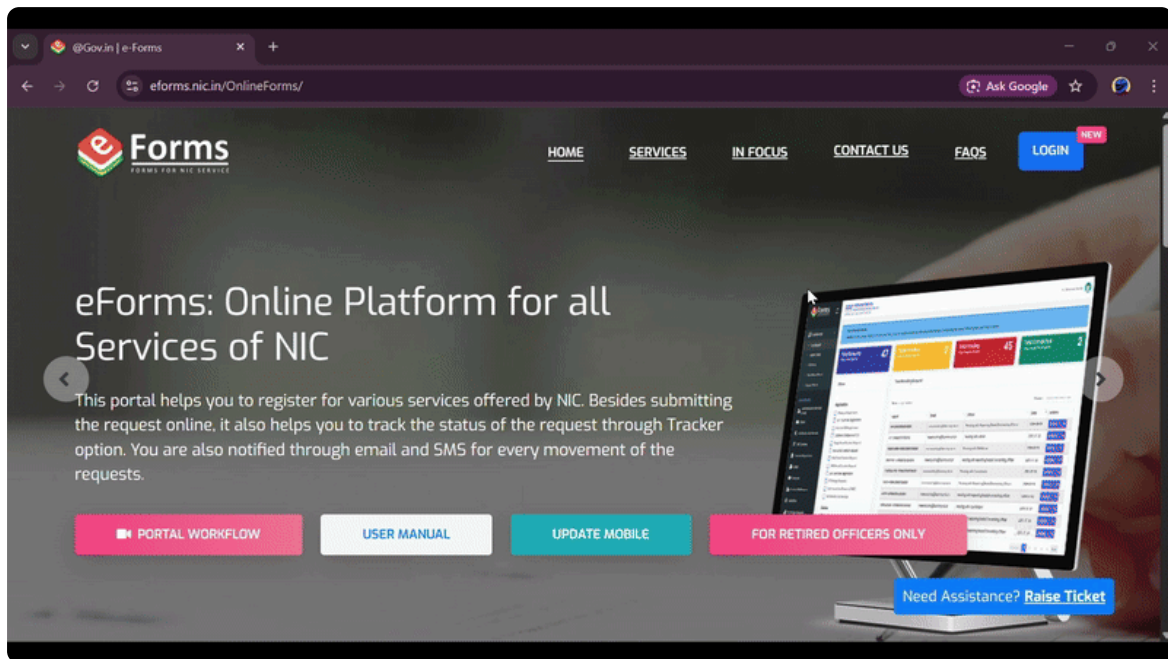


Click Ok to close the Notice.

2.

Click Login

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

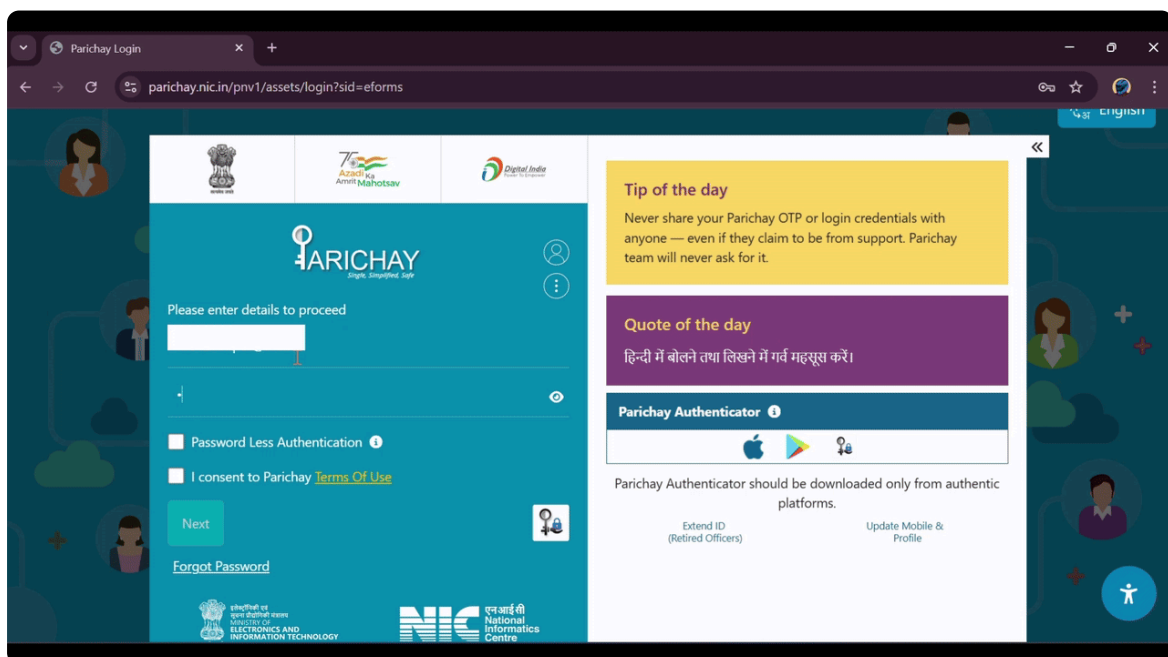


Click Login to proceed.

3.

Login with Government Email

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



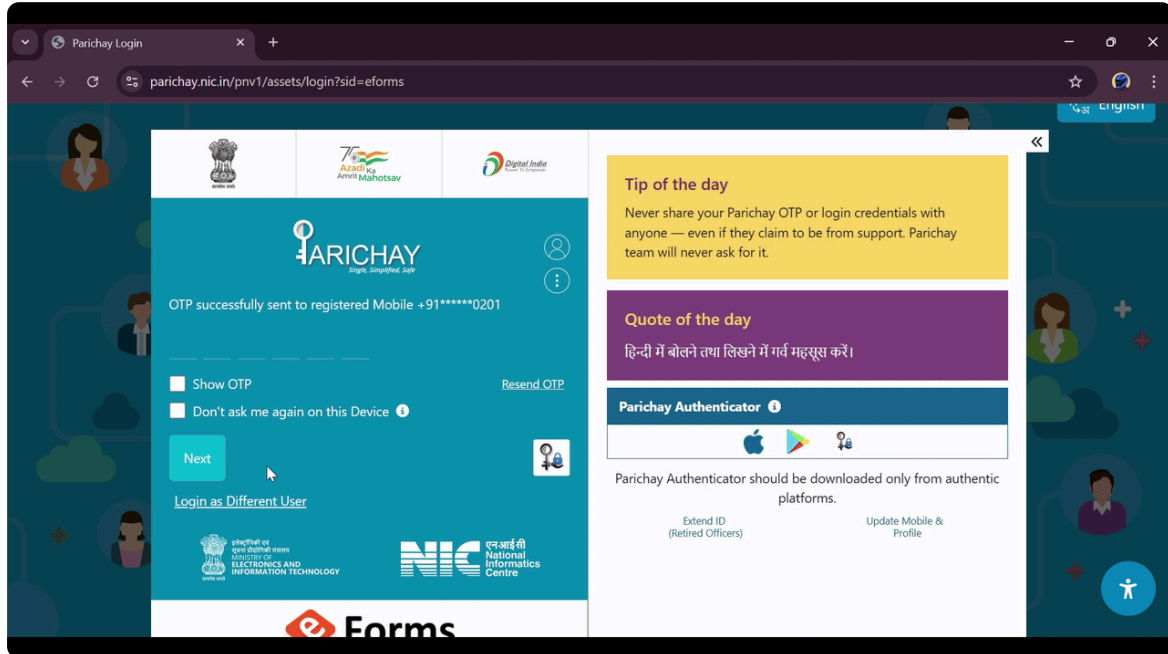
Enter government email & password and Next.

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**'.



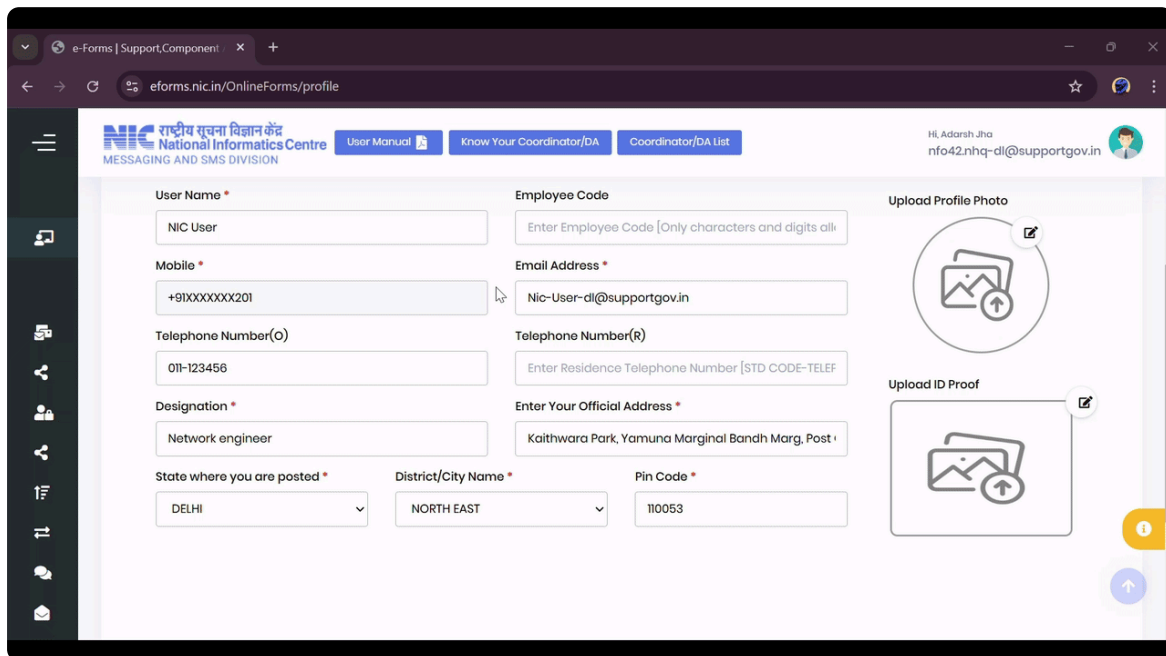
Enter the Mobile OTP to verify.

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' form on the NIC (National Informatics Centre) website. The form is titled 'NIC User Profile' and is part of the 'MESSAGING AND SMS DIVISION'. It contains several mandatory fields marked with an asterisk (*). The form is divided into two main sections: 'User Information' and 'Employee Information'. The 'User Information' section includes fields for User Name, Mobile, Telephone Number(O), Designation, State where you are posted, District/City Name, and Pin Code. The 'Employee Information' section includes fields for Employee Code, Email Address, Telephone Number(R), and Enter Your Official Address. There are also two upload sections: 'Upload Profile Photo' and 'Upload ID Proof'. The form is displayed in a web browser window with the URL 'eforms.nic.in/OnlineForms/profile'.

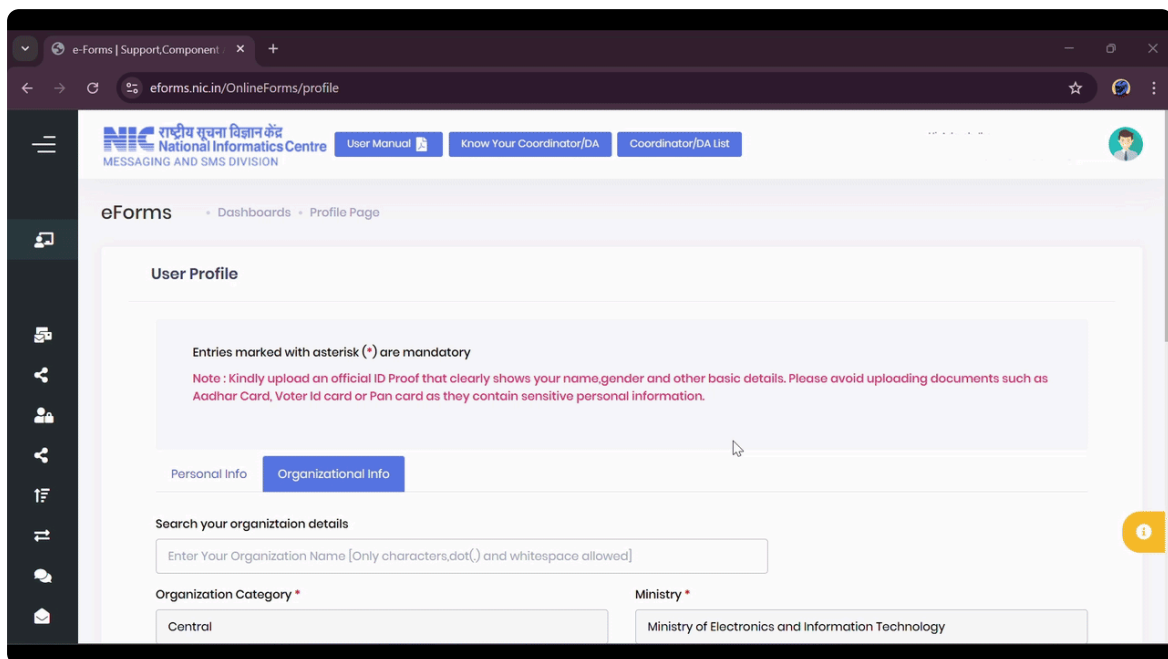
Field	Value
User Name *	NIC User
Employee Code	Enter Employee Code [Only characters and digits allowed]
Mobile *	+91XXXXXXXX201
Email Address *	Nic-User-dl@supportgov.in
Telephone Number(O)	011-123456
Telephone Number(R)	Enter Residence Telephone Number [STD CODE-TELEF
Designation *	Network engineer
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

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**'.



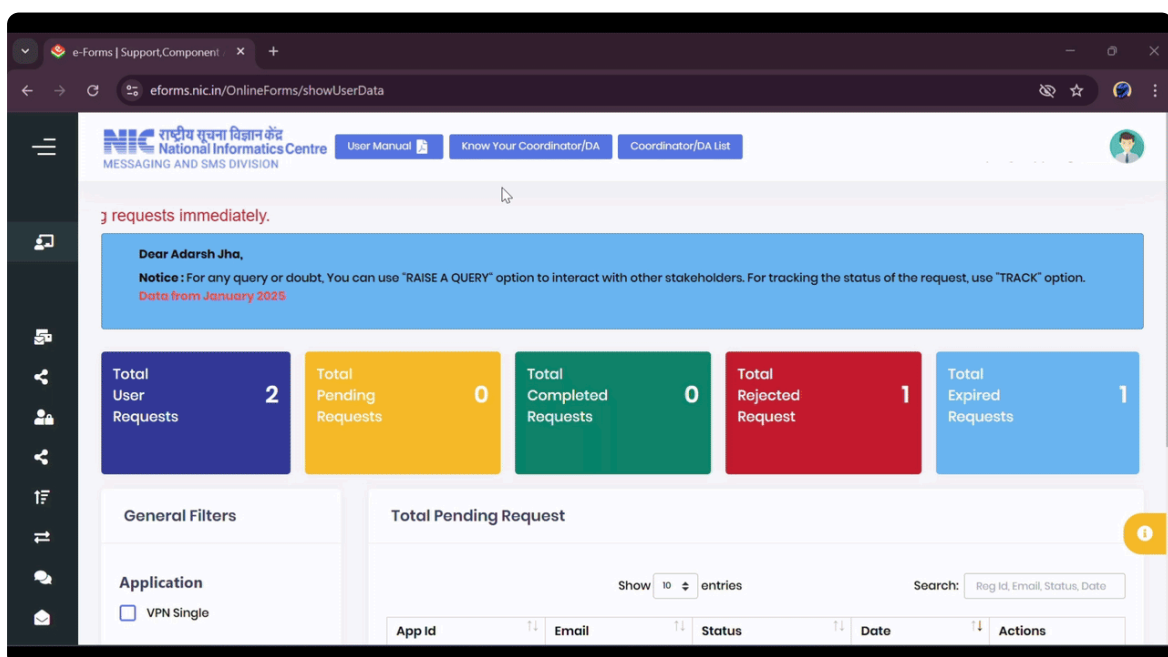
The screenshot shows the 'eForms' profile page. The 'Organizational Info' tab is selected. A note states: 'Entries marked with asterisk (*) are mandatory. Note: Kindly upload an official ID Proof that clearly shows your name, gender and other basic details. Please avoid uploading documents such as Aadhar Card, Voter Id card or Pan card as they contain sensitive personal information.' Below this, there is a search bar for organization details. The 'Organization Category' is set to 'Central' and the 'Ministry' is set to '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.



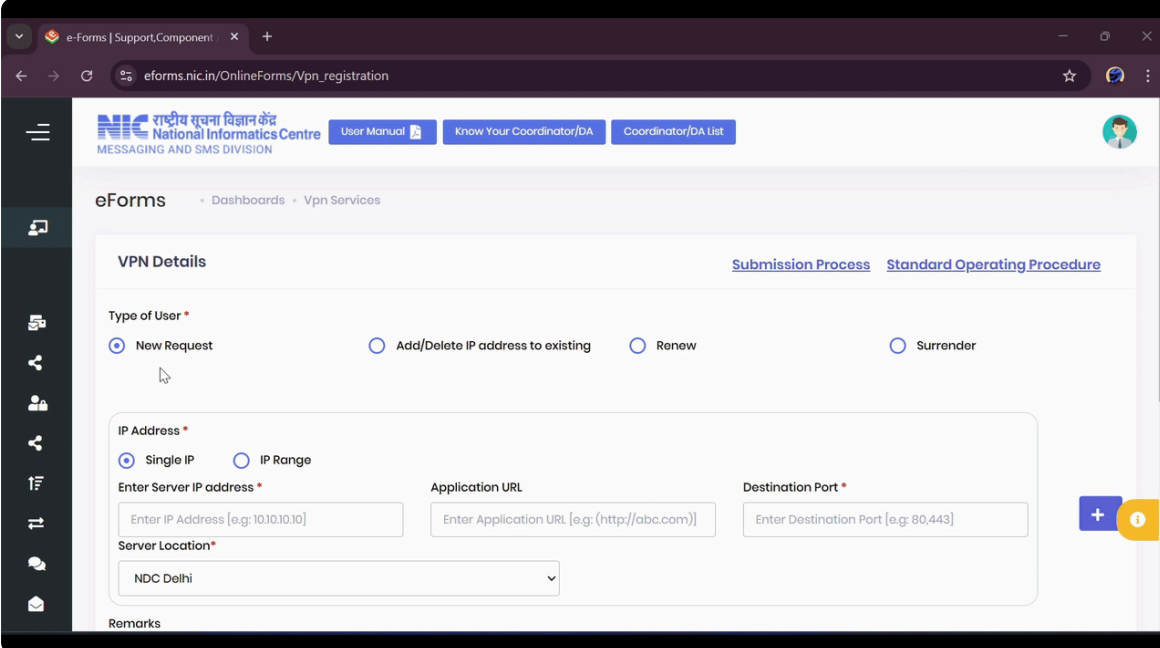
The screenshot shows the 'eForms' showUserData page. A message from 'Dear Adarsh Jha' is displayed. Below the message, there are five colored boxes showing request statistics: Total User Requests (2), Total Pending Requests (0), Total Completed Requests (0), Total Rejected Request (1), and Total Expired Requests (1). Under the 'General Filters' section, the 'VPN Single' option is selected. The 'Total Pending Request' section shows a table with columns: App Id, Email, Status, Date, and Actions. The table is currently empty.

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 a web browser window with the URL `eforms.nic.in/OnlineForms/Vpn_registration`. The page header includes the NIC logo and text in Hindi and English, along with links for 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. The main content area is titled 'eForms' and 'Dashboards > Vpn Services'. It features a 'VPN Details' section with a 'Type of User' dropdown menu set to 'New Request'. Below this, there are input fields for 'IP Address' (with a 'Single IP' radio button selected), 'Enter Server IP address', 'Application URL', 'Destination Port', and 'Server Location' (a dropdown menu showing 'NDC Delhi'). A 'Remarks' field is at the bottom. On the right side, there are links for 'Submission Process' and 'Standard Operating Procedure', and a blue '+ i' button.

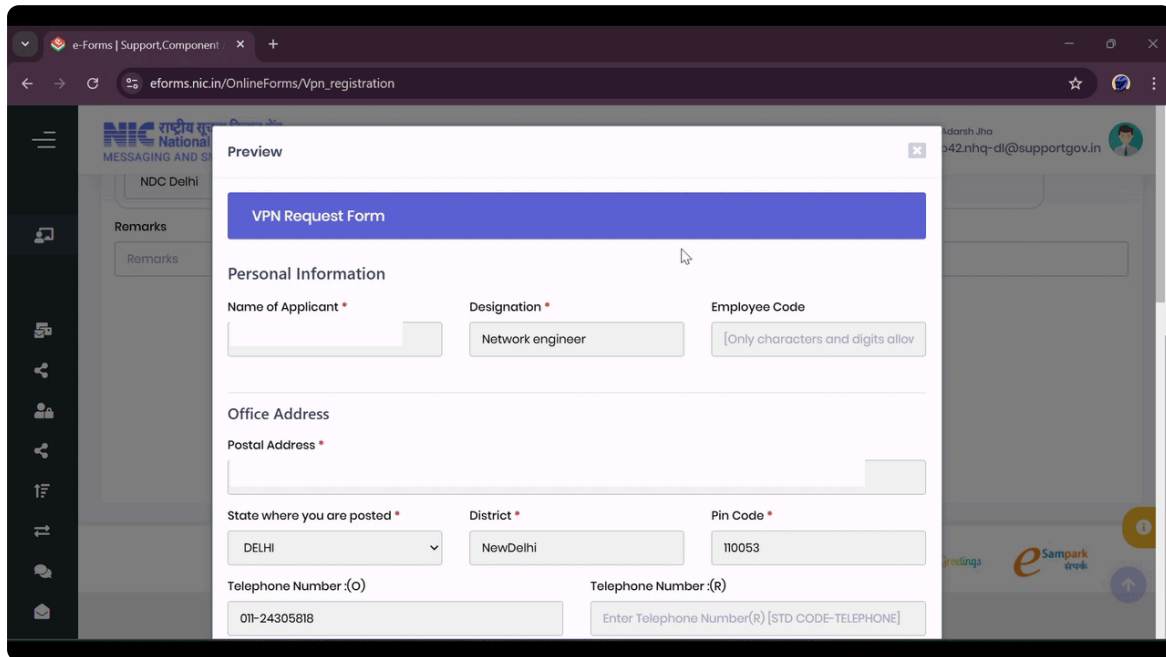
Fill in VPN request and server details.

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 a web browser window with the URL `eforms.nic.in/OnlineForms/Vpn_registration`. The page displays a 'Preview' window for the 'VPN Request Form'. The form contains the following fields:

- Personal Information:**
 - Name of Applicant: [Empty text box]
 - Designation: [Network engineer]
 - Employee Code: [Only characters and digits allow]
- Office Address:**
 - Postal Address: [Empty text box]
- Location:**
 - State where you are posted: [DELHI]
 - District: [NewDelhi]
 - Pin Code: [110053]
- Telephone Number:**
 - Telephone Number (O): [011-24305818]
 - Telephone Number (R): [Enter Telephone Number (R) [STD CODE-TELEPHONE]]

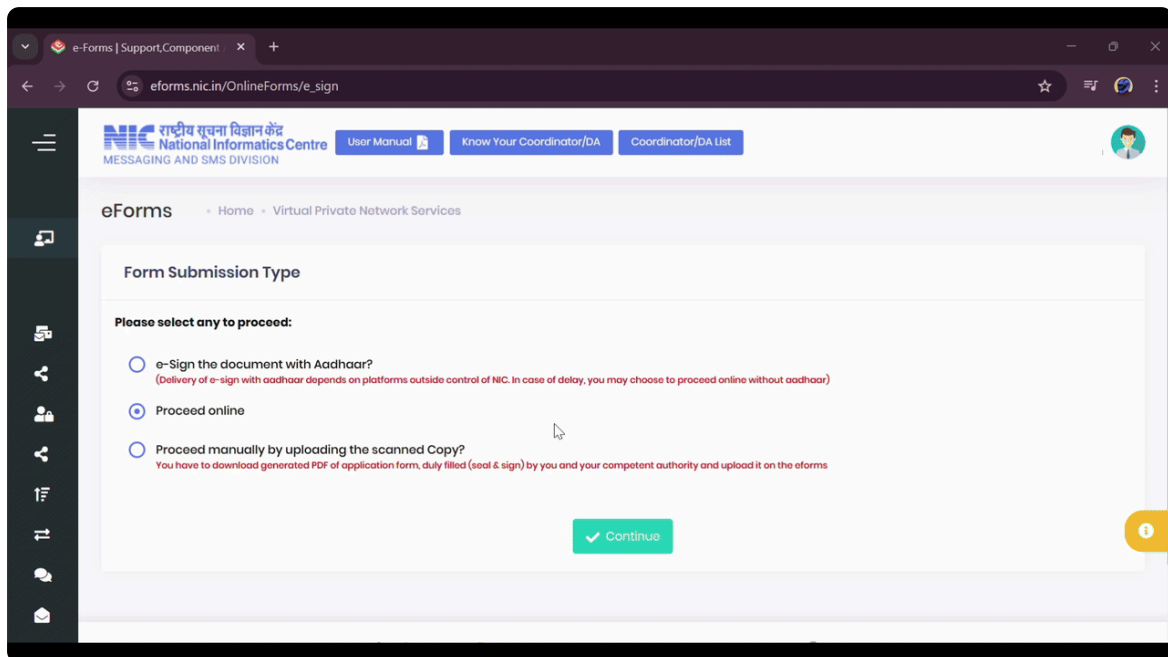
The background shows the NIC National Messaging and Support Component interface with a sidebar menu and a user profile at the top right.

Review details and confirm submission.

2.

Select Form Submission Type

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



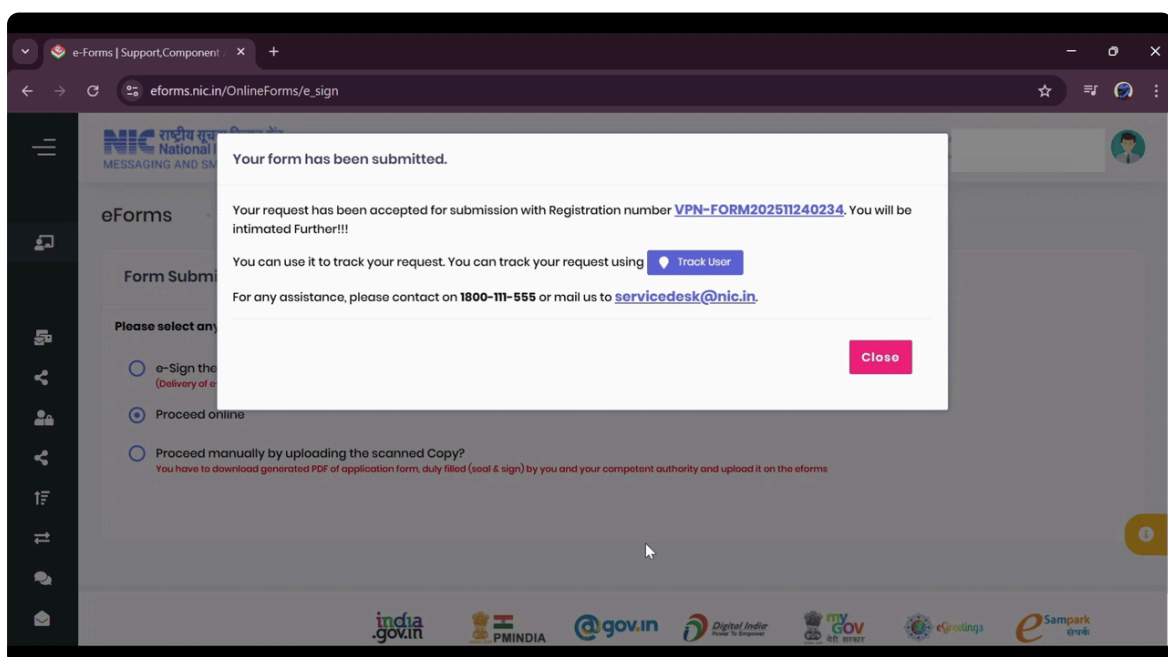
The screenshot shows a web browser window with the URL `eforms.nic.in/OnlineForms/e_sign`. The page is titled 'Form Submission Type' and contains a section 'Please select any to proceed:'. There are three radio button options: 'e-Sign the document with Aadhaar?' (with a sub-note about delivery), 'Proceed online' (which is selected), and 'Proceed manually by uploading the scanned Copy?' (with a sub-note about downloading and uploading PDFs). A green 'Continue' button is at the bottom right of the selection area. The NIC logo and 'National Informatics Centre' text are visible in the header.

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**'.



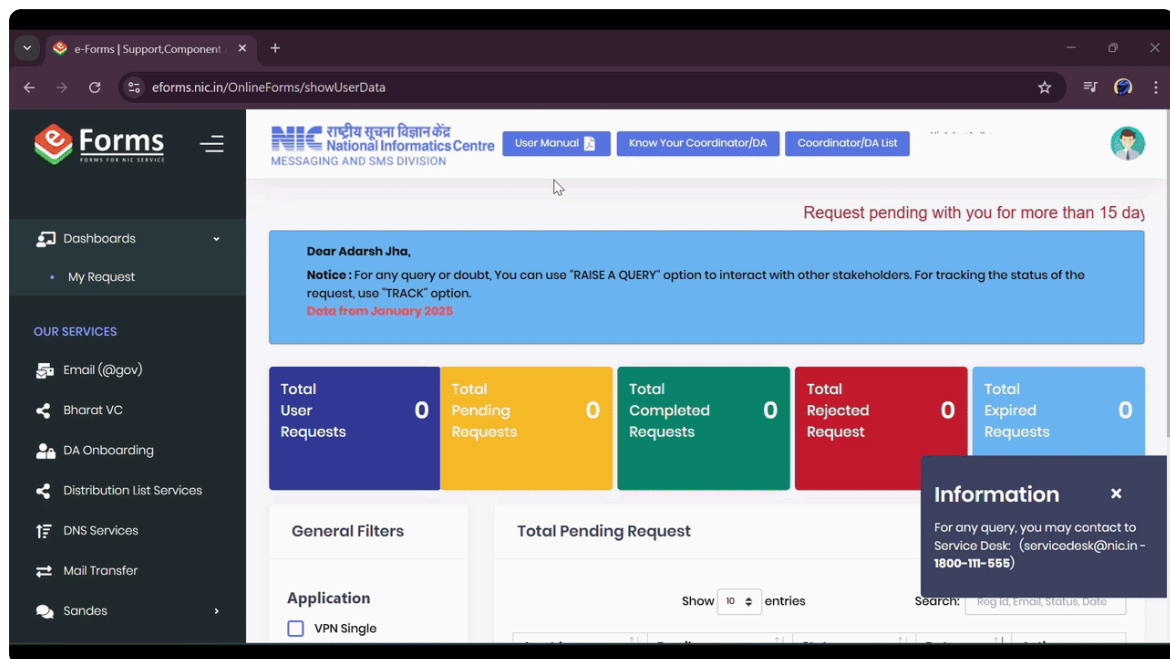
The screenshot shows a confirmation message box overlaid on the eForms page. The message states: 'Your form has been submitted. Your request has been accepted for submission with Registration number **VPN-FORM202511240234**. You will be intimated Further!!! You can use it to track your request. You can track your request using [Track User](#). For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in.' A pink 'Close' button is at the bottom right of the message box. The background shows the same 'Form Submission Type' selection screen as in the previous image.

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.



Track application status under My Request.