# 📄 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 Portal**

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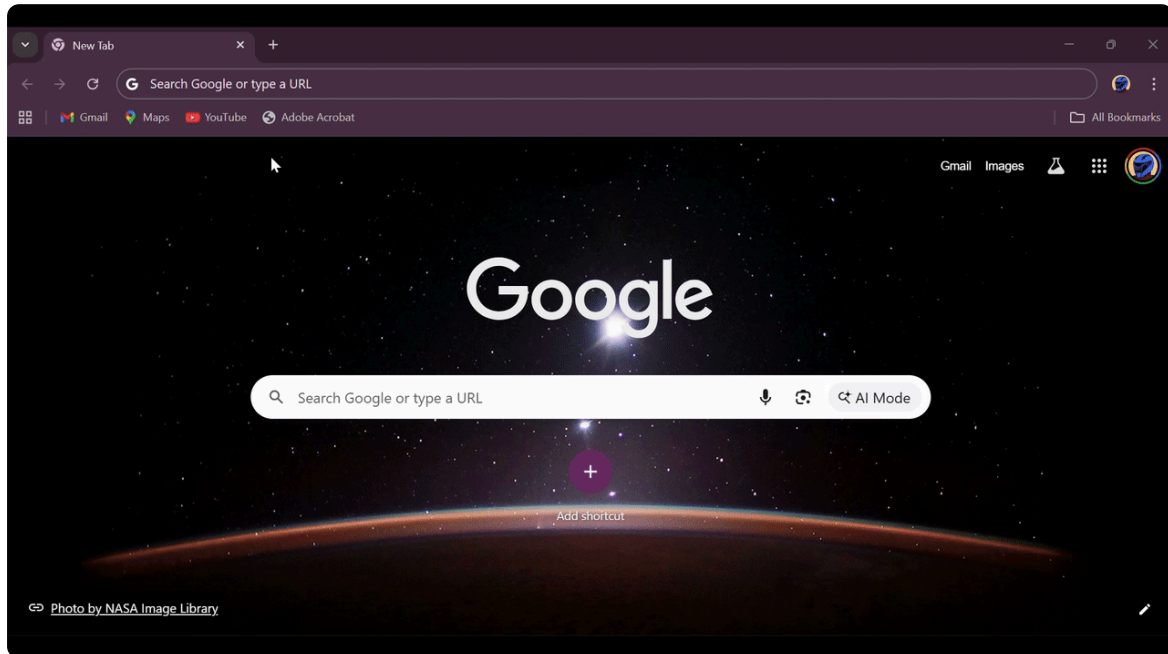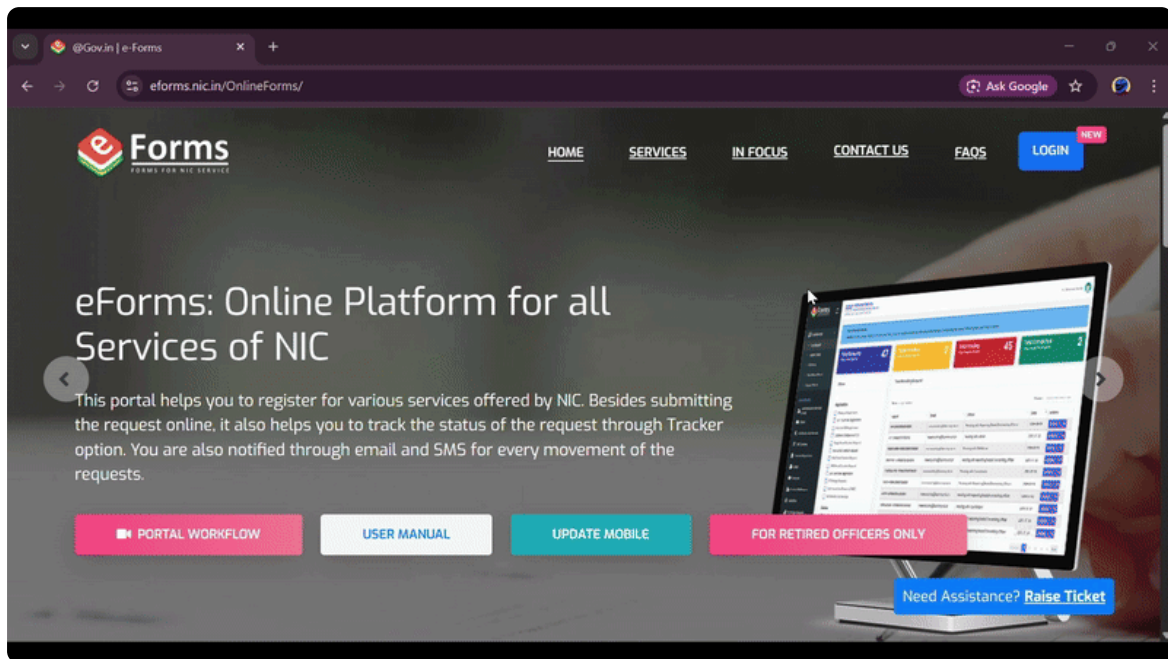


Click Ok to close the Notice.

## 2.

### Click Login

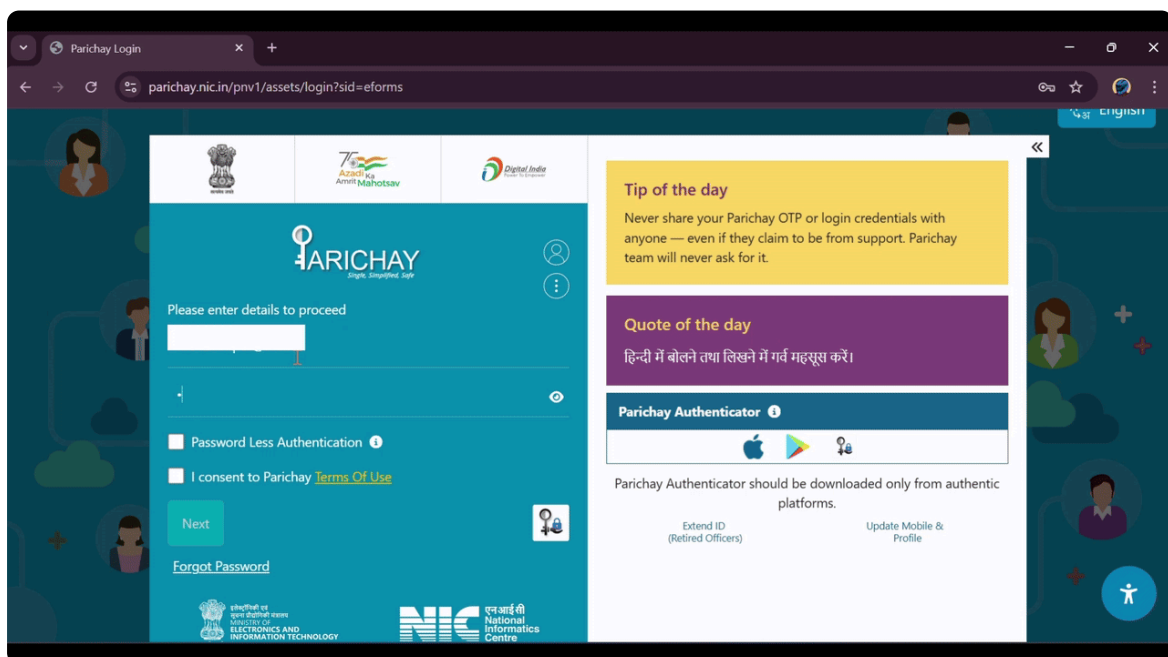Click on the **'Login'** option located in the top right corner of the page.



Click Login to proceed.

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## 3.

### Login with Government Email

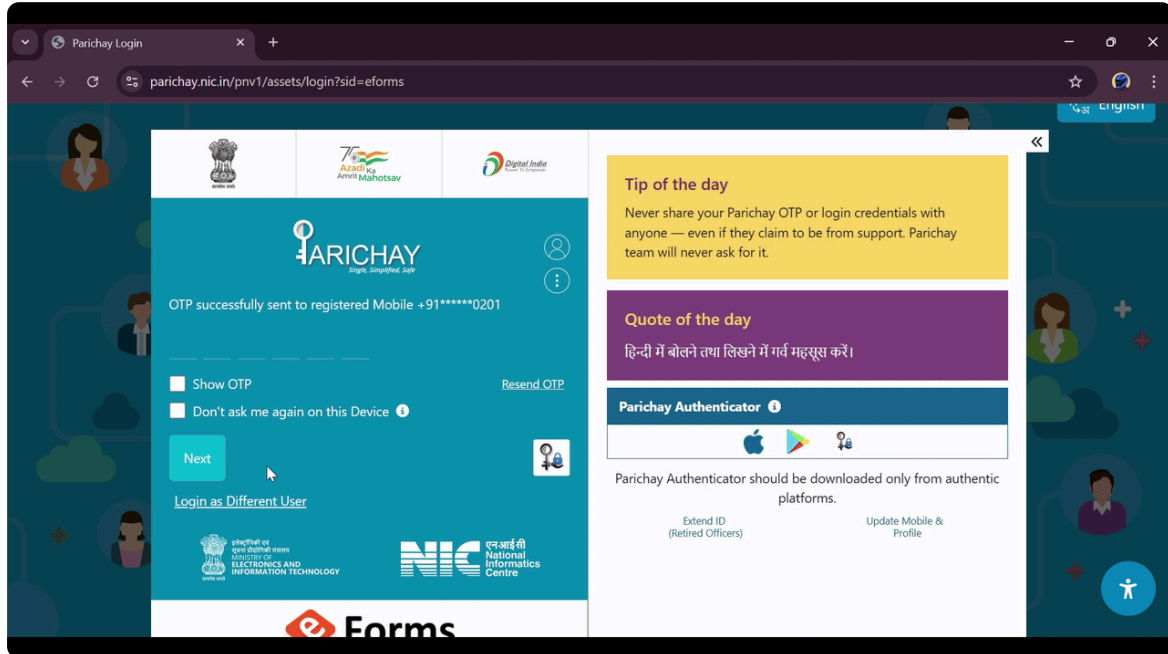Enter your **'Government email id & password'** (e.g., `@nic.in`, `@gov.in`) and click **'Next'**.



Enter government email & password and Next.

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## 🔒  2. Verify Mobile OTP

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## 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'**.
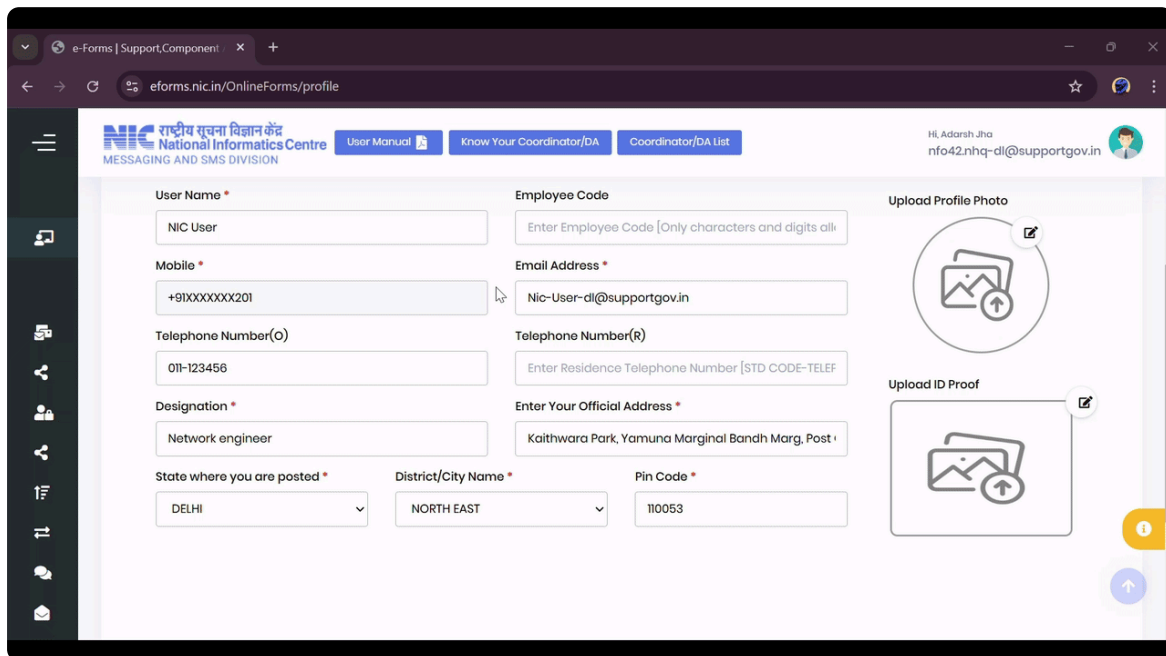


Enter the Mobile OTP to verify.

# 📋 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'**.
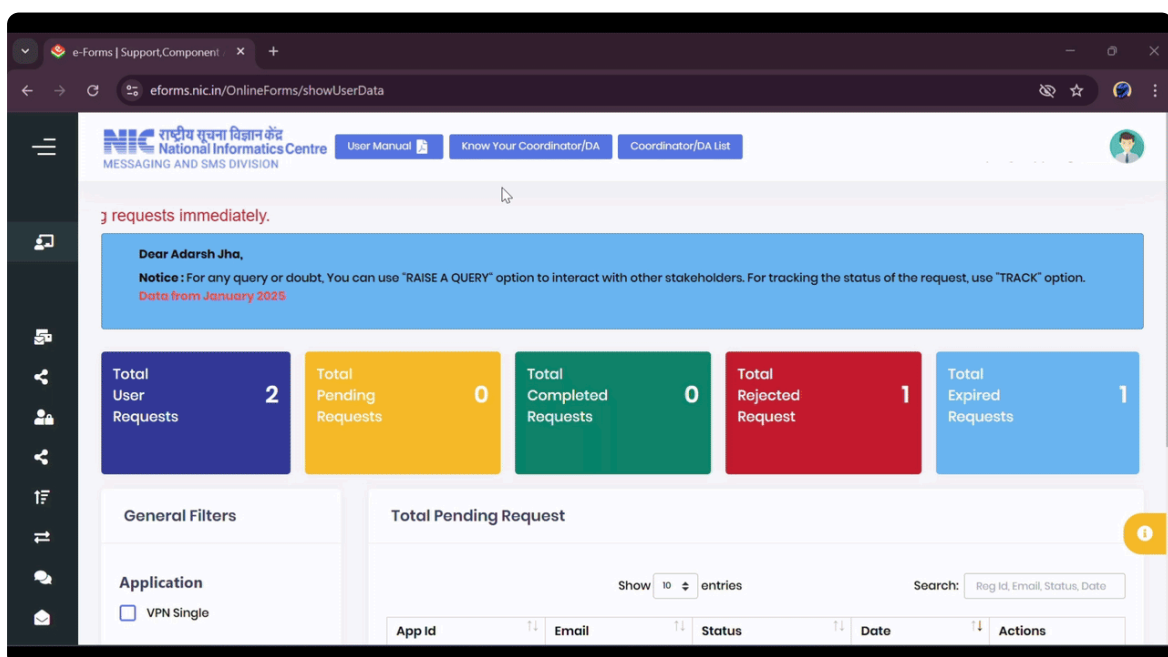


Enter Organization details and Submit.

## 3.

### Select VPN Service

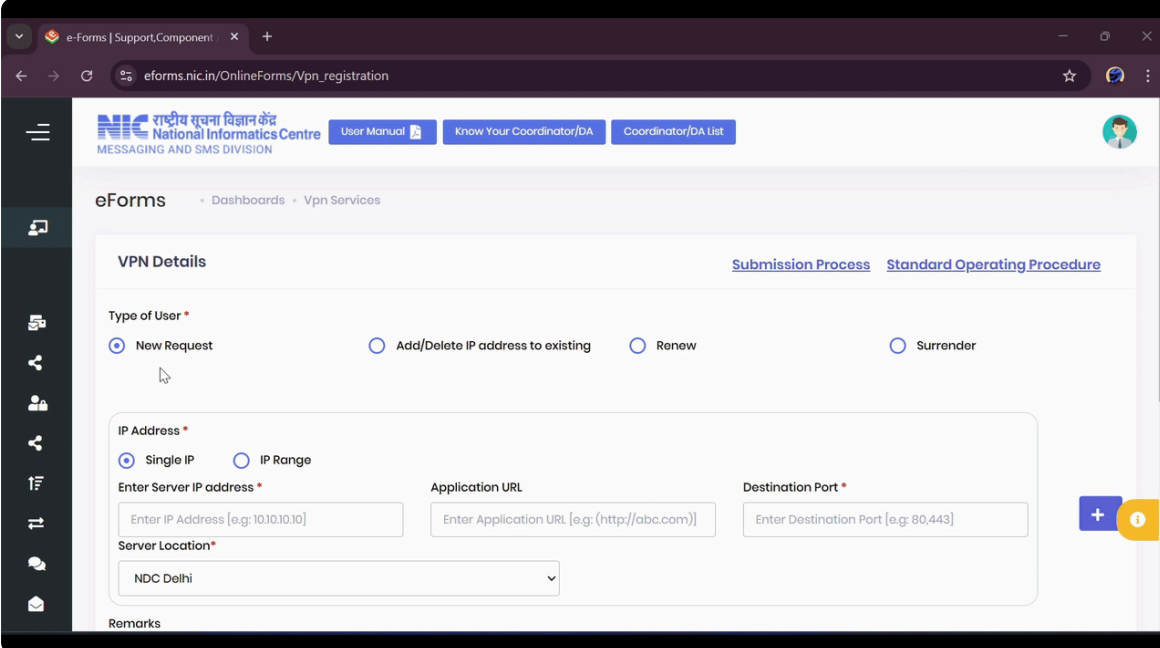In the left-side panel, select the **'VPN Service'** link to open the application form.



Click on VPN Services in the left panel.

## 4.

## 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'**.
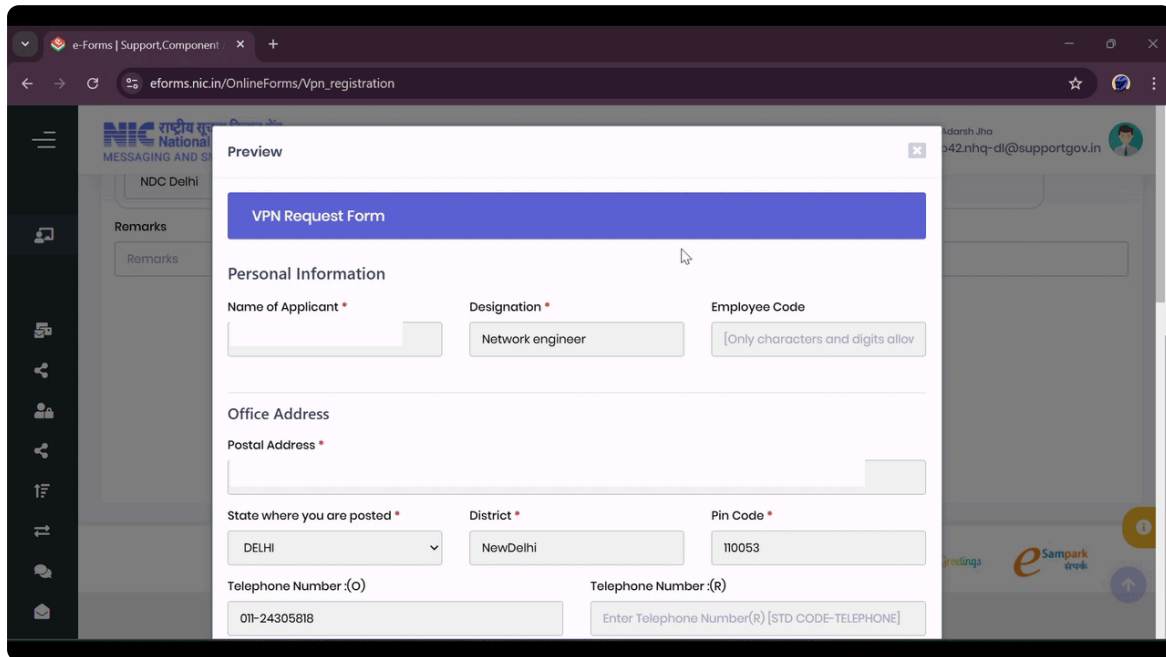


Fill in VPN request and server details.

## 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.



Review details and confirm submission.

## 2.

### Select Form Submission Type

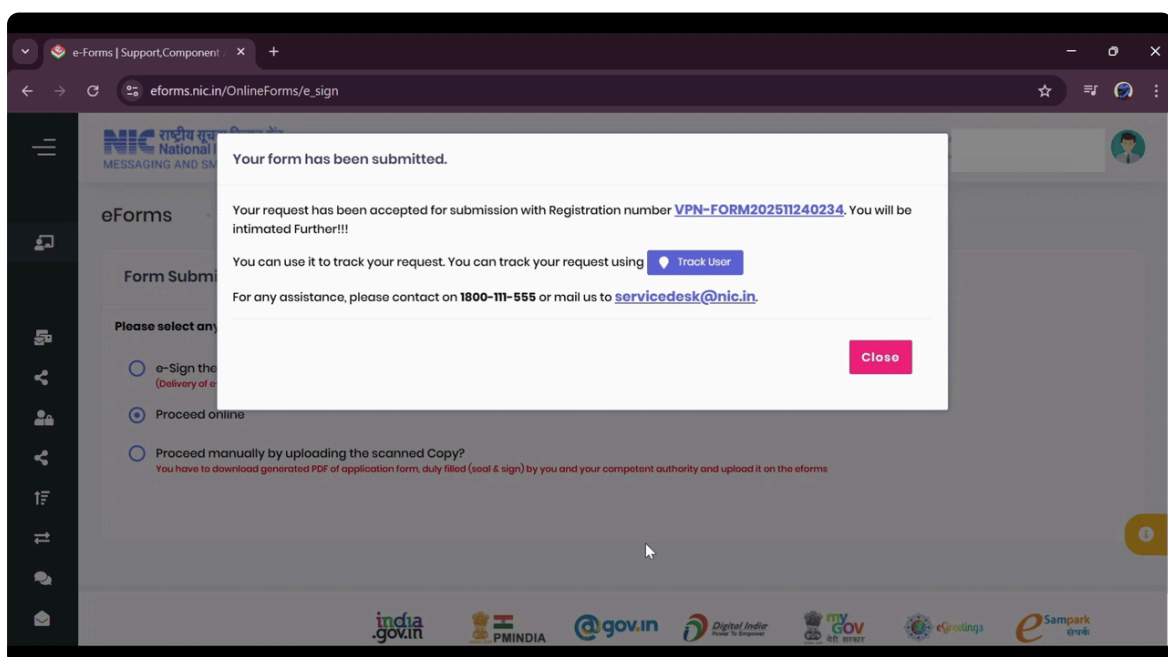Select the **'Proceed online'** option and click **'Continue'**.



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'**.
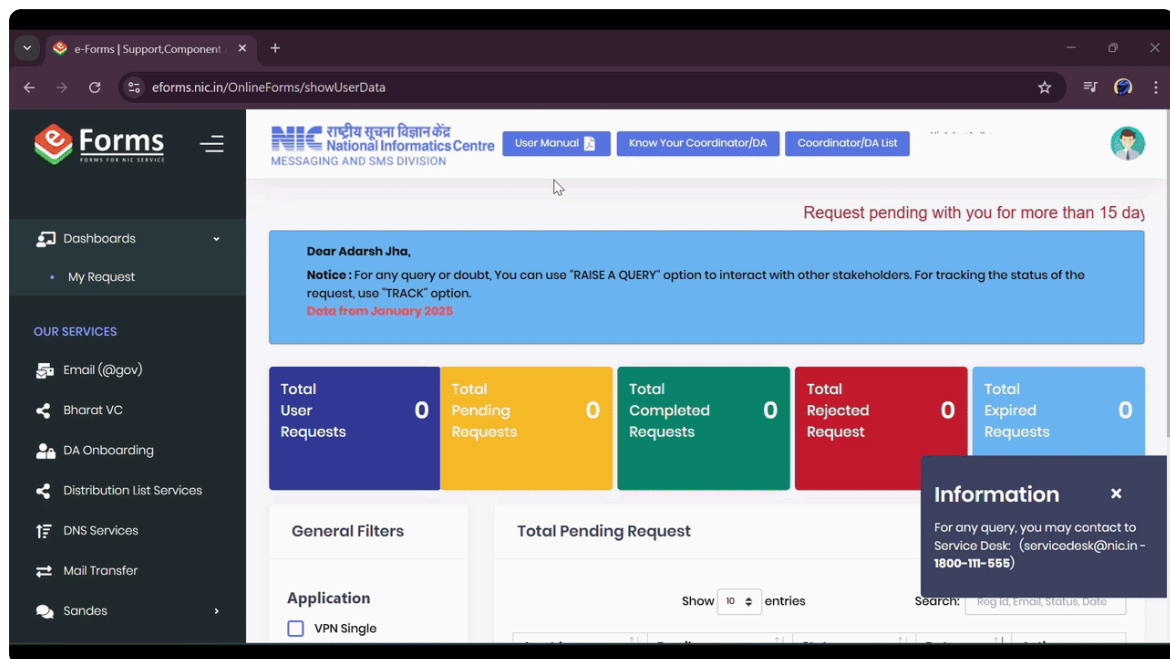


Registration number and support contacts.

**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.



Track application status under My Request.