

Manual for VPN Renewal Application

Procedure: How to fill the online VPN Renewal application form through the eForms portal (<https://eforms.nic.in>).

Document: Manual for VPN Renewal application form

Audience:  NIC VPN Users

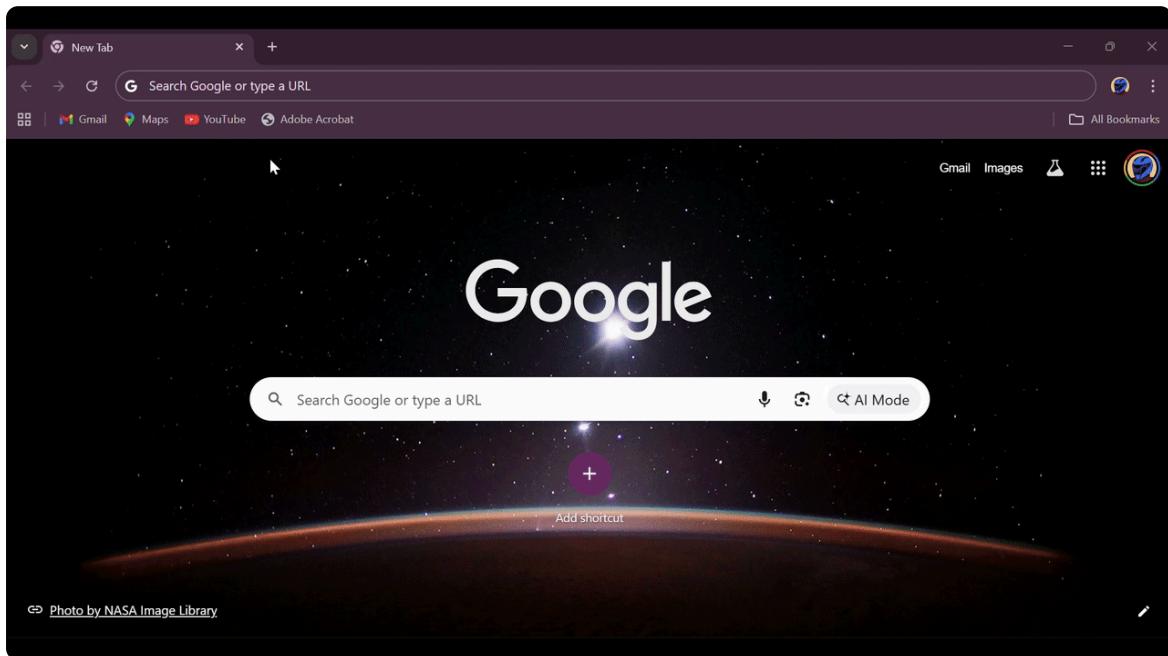
Date:  November 2025

→ 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.

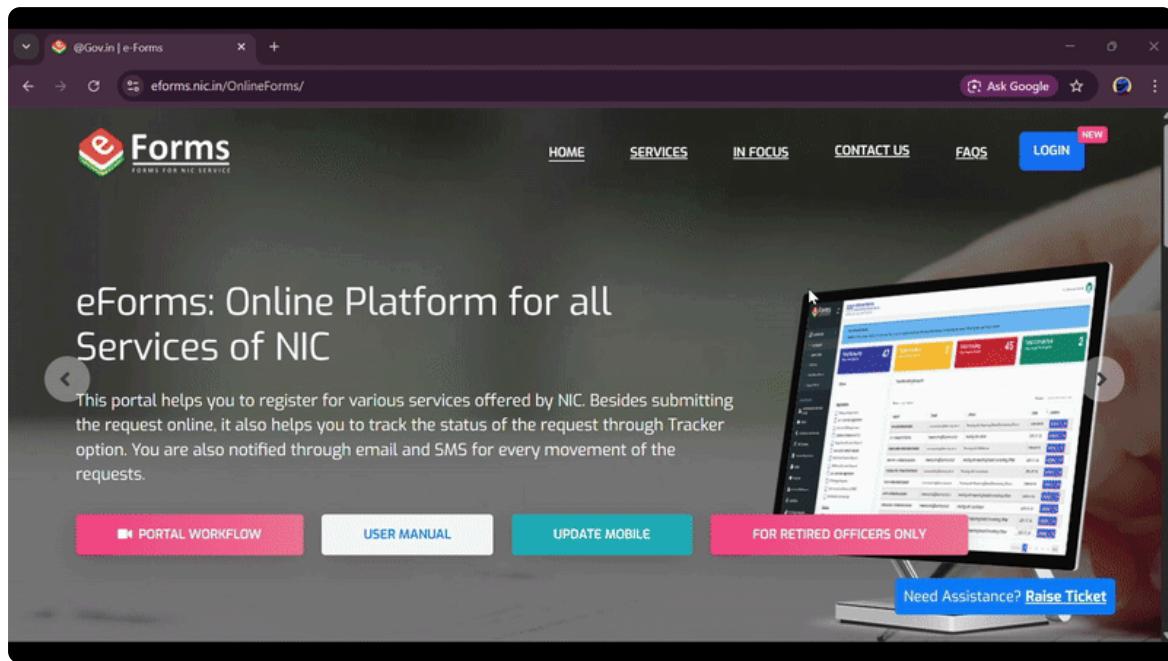


Click Ok to close the Notice.

2.

Click Login

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

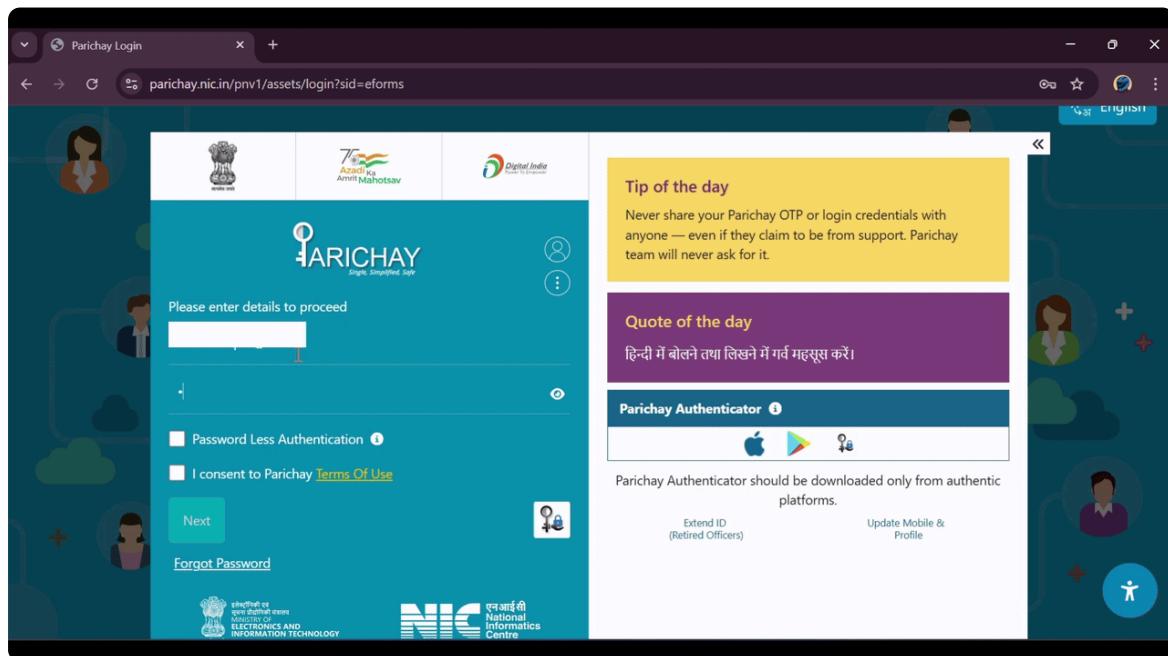


Click Login to proceed.

3.

Login with Government Email

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



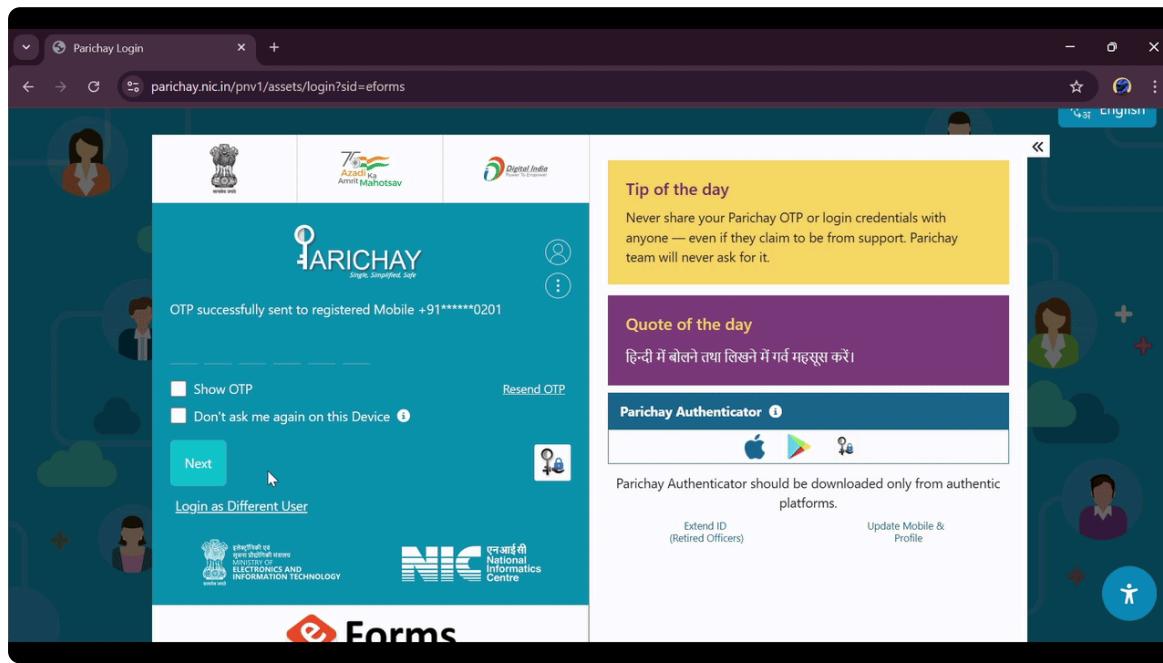
Enter government email & password and Next.

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'.



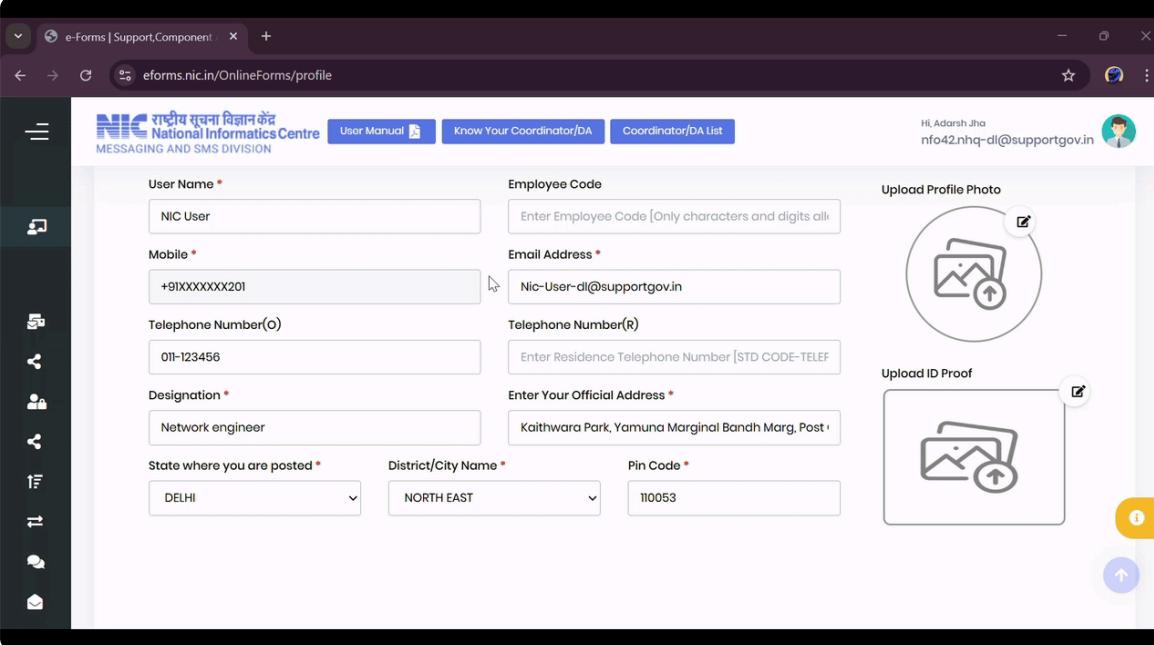
Enter the Mobile OTP to verify.

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

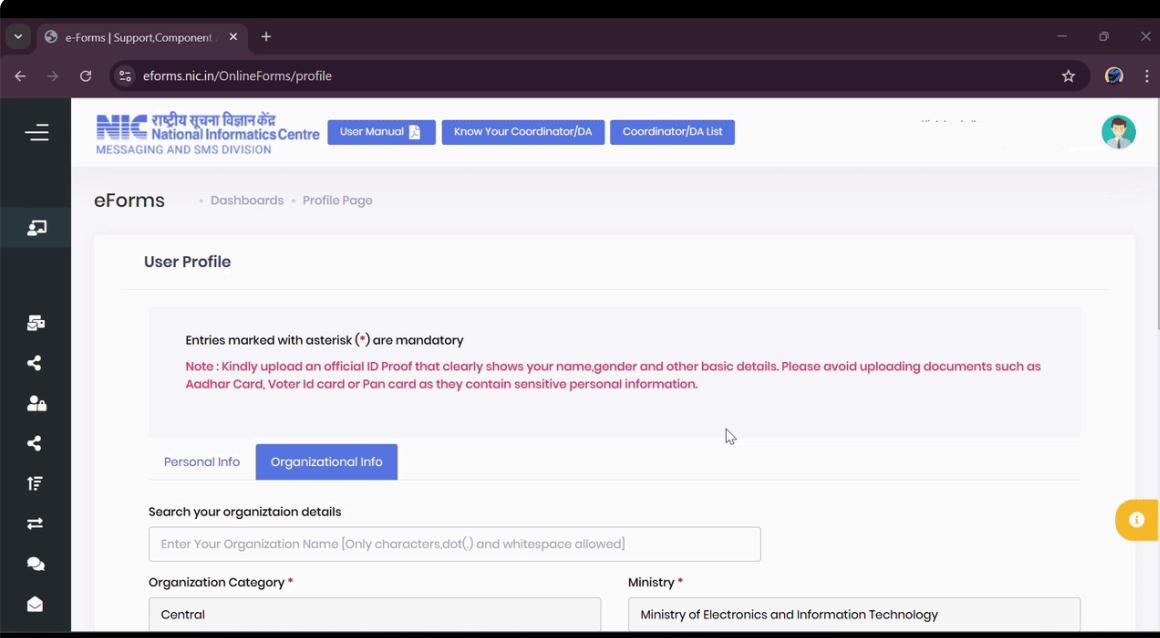
On the right side, there are two upload buttons: 'Upload Profile Photo' and 'Upload ID Proof'. A sidebar on the left contains various icons for messaging and file sharing.

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'.



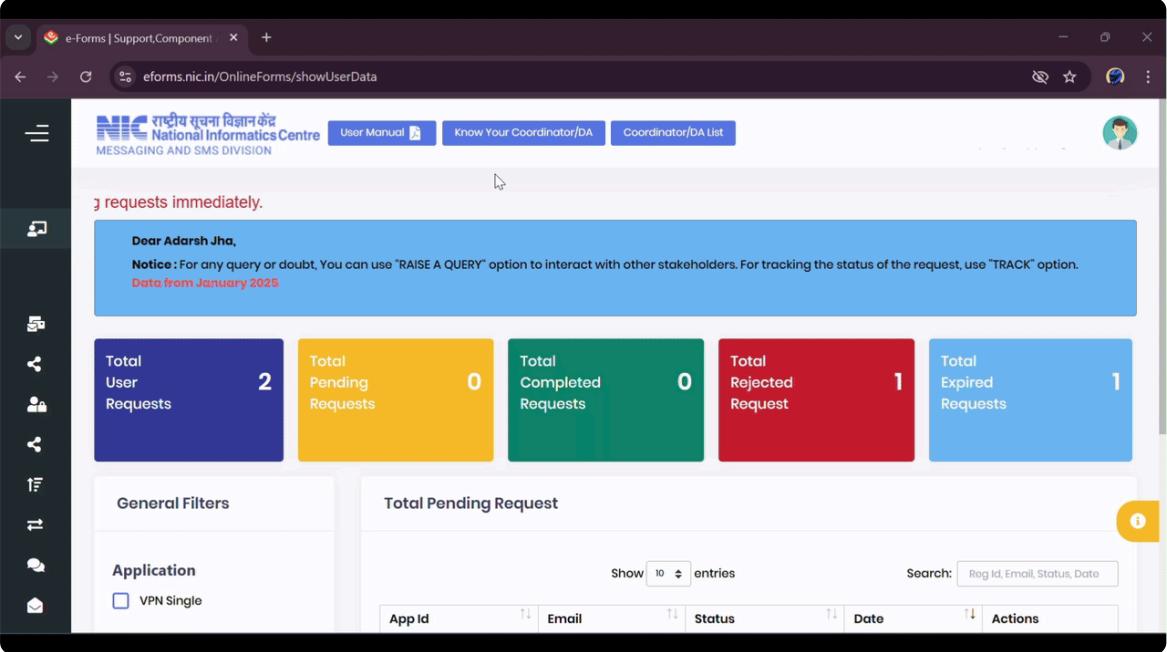
The screenshot shows the 'User Profile' section of the e-Forms profile page. The page header includes the NIC logo, 'राष्ट्रीय सूचना विज्ञान केंद्र' (National Informatics Centre), 'MESSAGING AND SMS DIVISION', and links for 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. A sidebar on the left contains icons for various e-forms categories. The main content area is titled 'User Profile' and contains a note: 'Entries marked with asterisk (*) are mandatory' and '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 are tabs for 'Personal Info' and 'Organizational Info', with 'Organizational Info' being active. A search bar is labeled 'Search your organization details' with the placeholder 'Enter Your Organization Name [Only characters, dot(.) and whitespace allowed]'. Below the search bar are two dropdown menus: 'Organization Category *' containing 'Central' and 'Ministry *' containing 'Ministry of Electronics and Information Technology'. A yellow info icon is located to the right of the search bar.

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 e-Forms Support Component interface for the National Informatics Centre (NIC) Messaging and SMS Division. The left sidebar contains a vertical list of icons, including a gear, a person, a document, a magnifying glass, and an envelope, with 'VPN Service' highlighted. The main content area displays a dashboard with the following data:

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

Below the dashboard, there are two sections: 'General Filters' and 'Total Pending Request'. The 'General Filters' section includes an 'Application' dropdown with 'VPN Single' selected. The 'Total Pending Request' section features a table with the following columns: App Id, Email, Status, Date, and Actions. The table currently shows one pending request with the following details:

App Id	Email	Status	Date	Actions

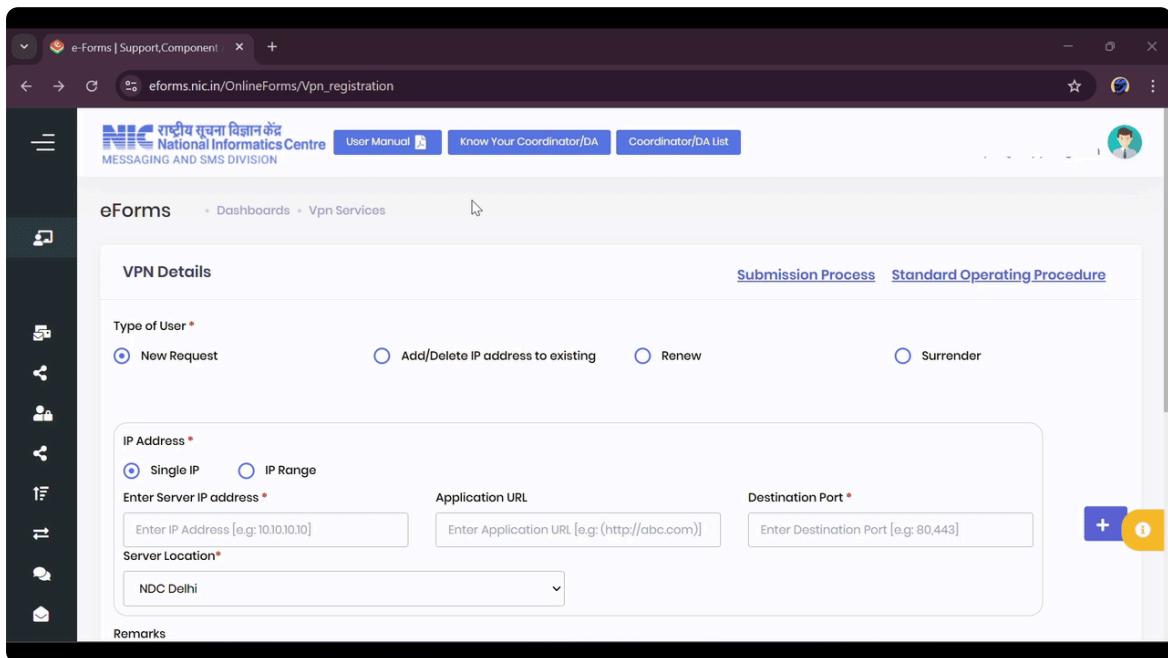
Click on VPN Services in the left panel.

C 4. Submit VPN Renewal Request

1.

Configure Renewal Details

Select the '**Type of User**'. Then, select '**NIC Coordinator**' and choose the '**Add to existing**' option. Type your existing '**VPN registration number**' and click the '**Search**' option.



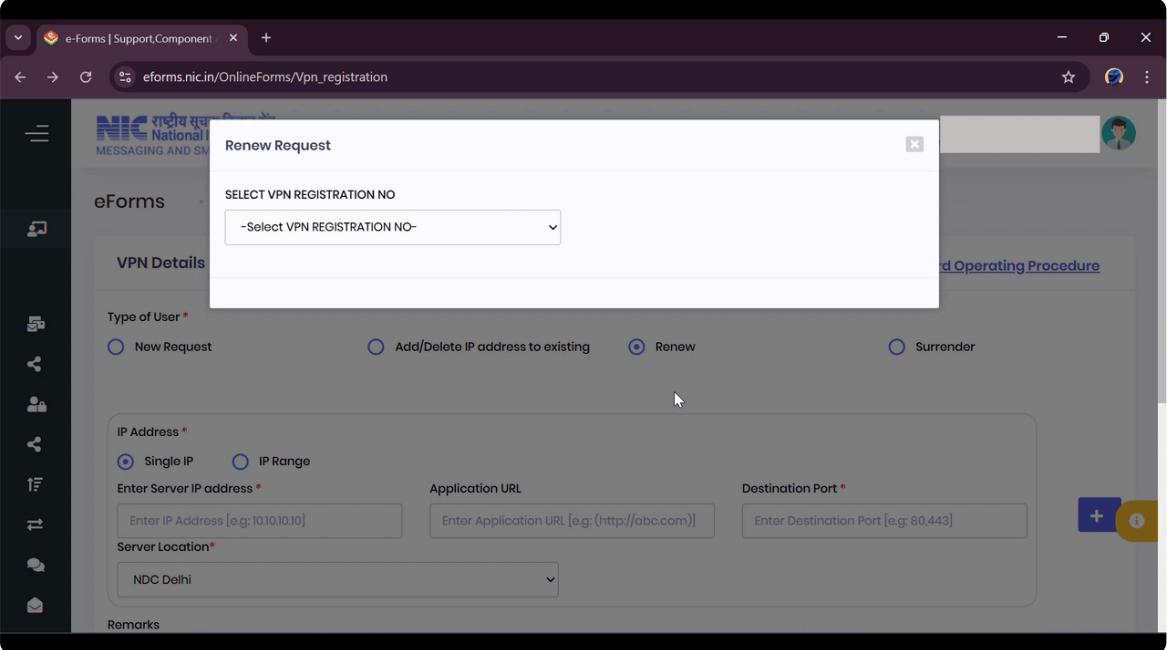
The screenshot shows the 'e-Forms | Support,Component' interface for 'Vpn_registration'. The 'Type of User' section has 'New Request' selected. The 'IP Address' section has 'Single IP' selected. The 'Server Location' dropdown is set to 'NDC Delhi'. The 'Remarks' field is empty. The 'Submit' button is visible at the bottom right.

Configure renewal type.

2.

Search and Click Renew

After clicking search, your existing server IPs will be displayed. Now, click the 'Renew' option.



Renew Request

SELECT VPN REGISTRATION NO

-Select VPN REGISTRATION NO-

Type of User *

New Request Add/Delete IP address to existing Renew Surrender

IP Address *

Single IP IP Range

Enter Server IP address *

Enter IP Address [e.g: 10.10.10.10]

Application URL

Enter Application URL [e.g: (http://abc.com)]

Destination Port *

Enter Destination Port [e.g: 80,443]

Server Location*

NDC Delhi

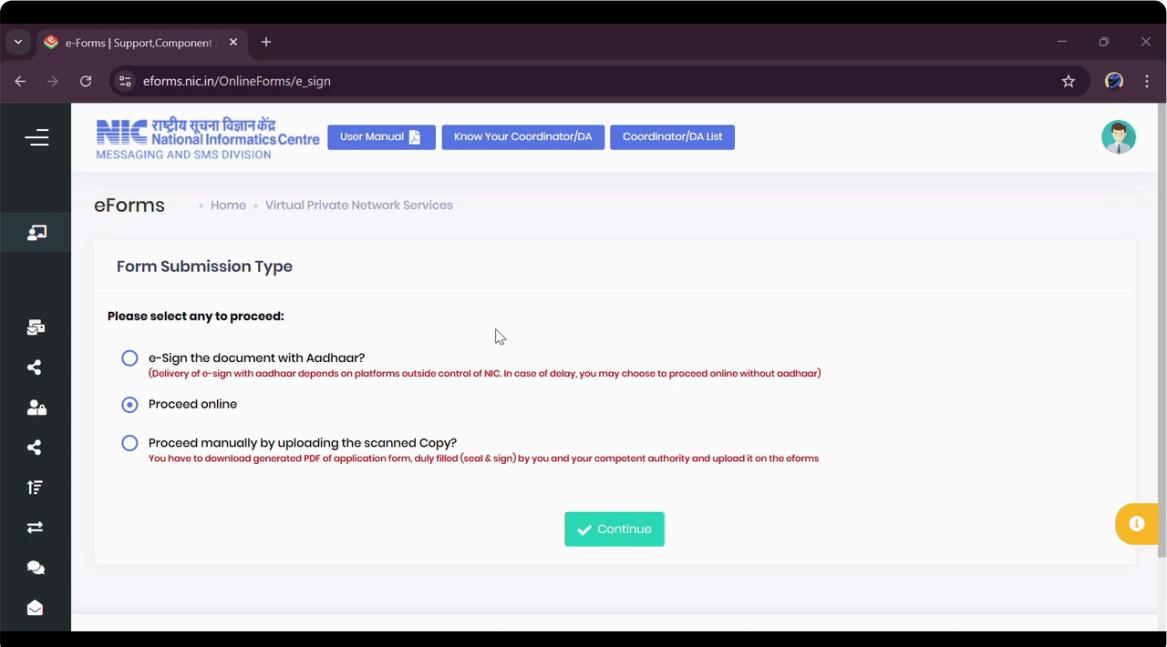
Remarks

Click Renew.

3.

Confirm and Proceed Online

Click 'Yes' to confirm you want to proceed. In the next step, under 'Form Submission Type', select the 'Proceed Online' option. Then, click 'Continue'.



Form Submission Type

Please select any to proceed:

e-Sign the document with Aadhaar?
(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar)

Proceed online

Proceed manually by uploading the scanned Copy?
You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the eforms

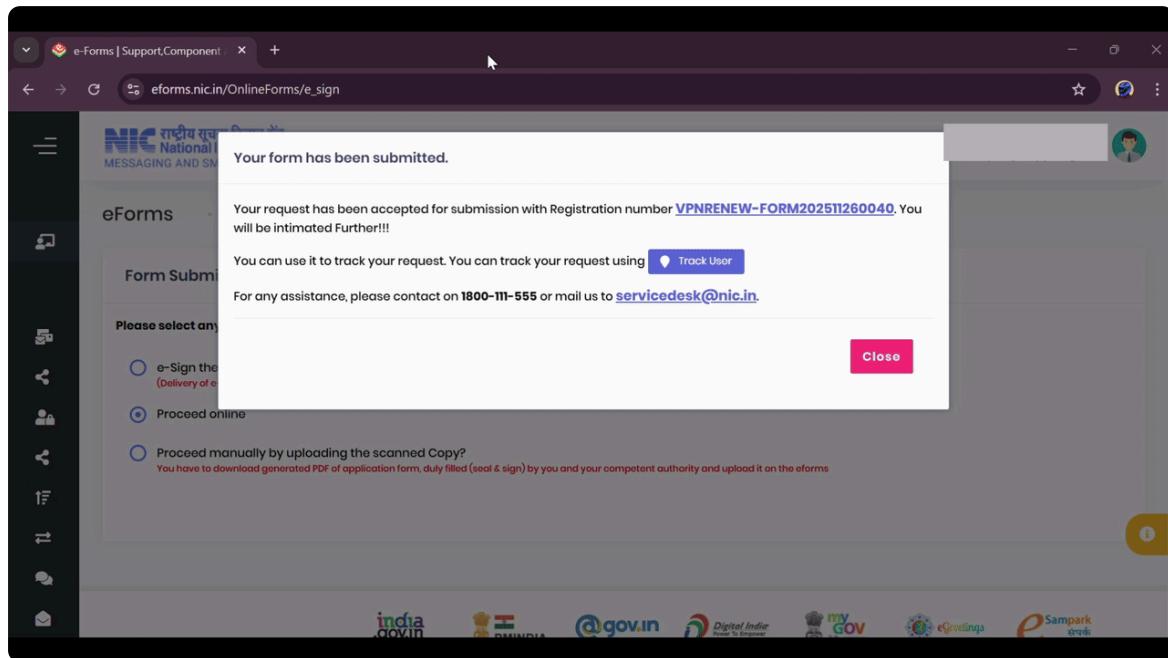
Continue

Select Proceed Online and Continue.

4.

Final Submission Confirmation

After clicking '**Continue**', a message will display confirming your form submission and providing your '**VPN Registration number**'. You will also receive this registration number via SMS and Email ID. Click '**Close**' to dismiss the message.



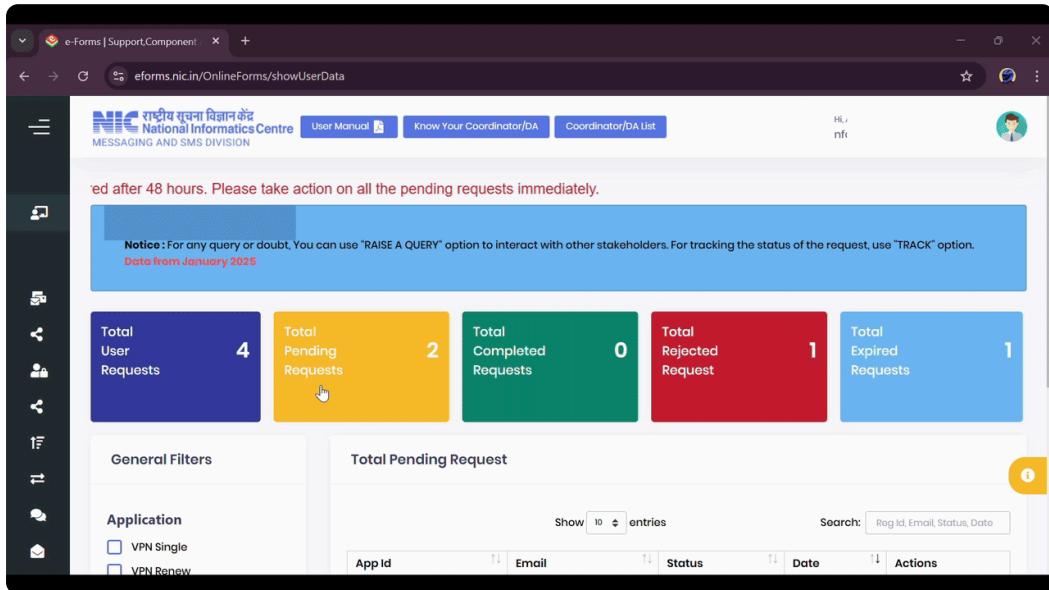
Submission confirmation with Registration number.

Q 5. Tracking Application Status

1.

Track Your Request

You can track the status of your VPN application form on the eforms.nic.in site. In the left-side panel, select 'My Request'. On the request list, click the 'Actions' button next to your application and select 'Track'.



ed after 48 hours. Please take action on all the pending requests immediately.

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	4	Total Pending Requests	2	Total Completed Requests	0	Total Rejected Request	1	Total Expired Requests	1
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General Filters

Application

VPN Single
 VPN Renew

App ID	Email	Status	Date	Actions
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Go to My Request → Select Actions → Track.