

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

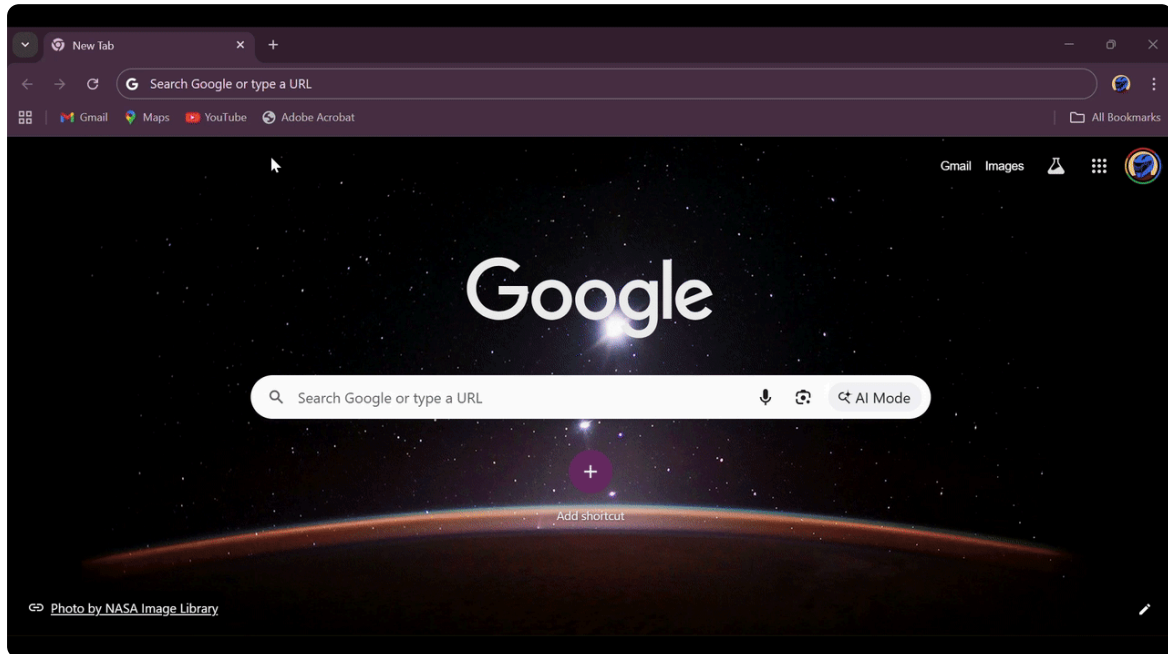
Date:  November 2025

➔] 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.

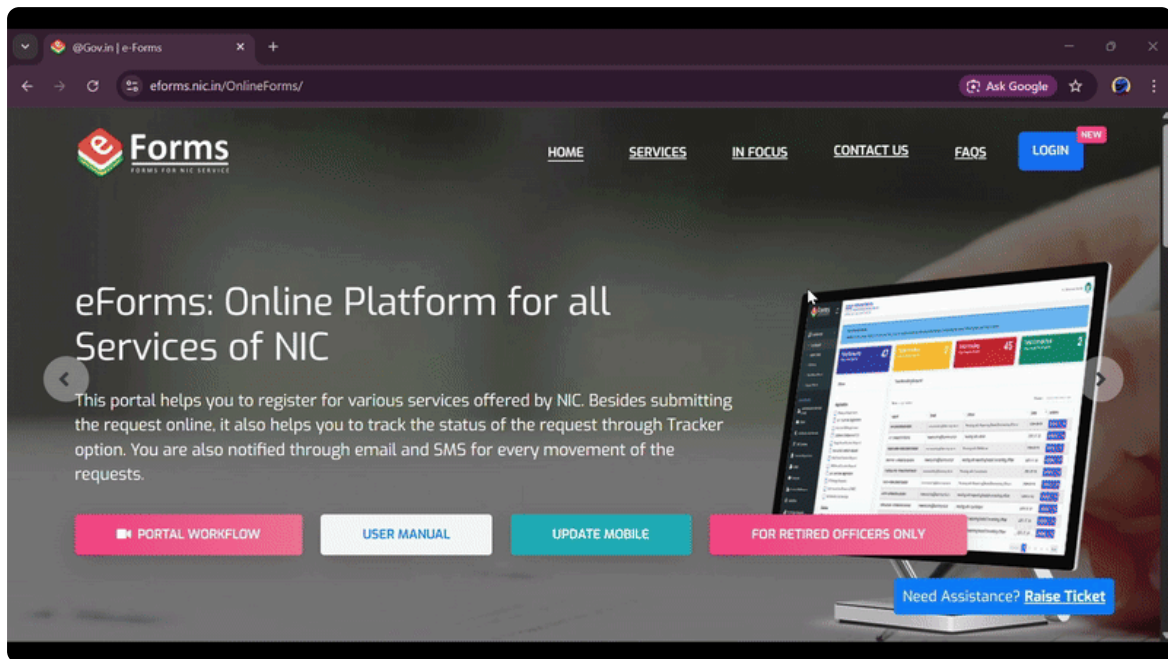


Click Ok to close the Notice.

2.

Click Login

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

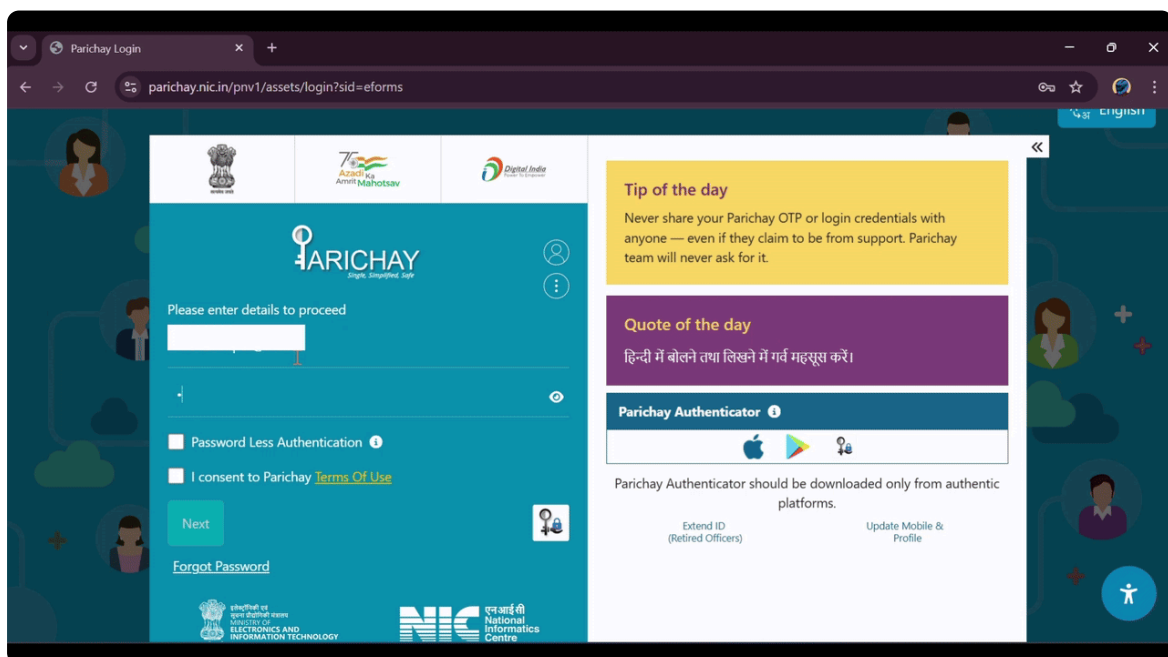


Click Login to proceed.

3.

Login with Government Email

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



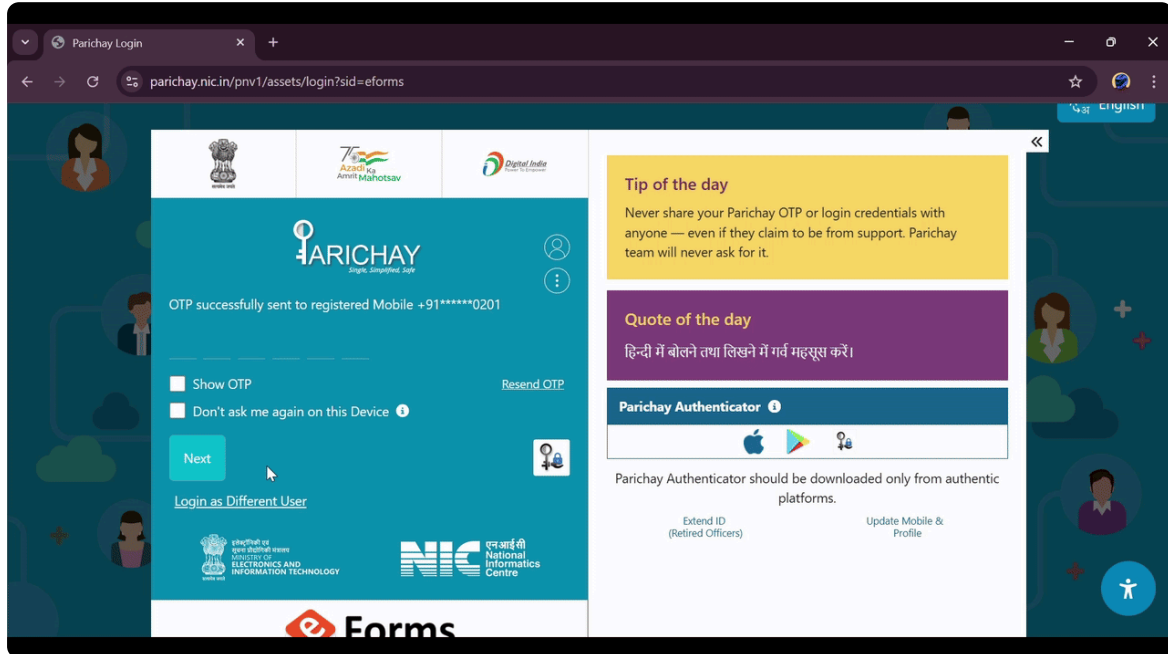
Enter government email & password and Next.

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**'.



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 a message: "OTP successfully sent to registered Mobile +91*****0201". Below this message 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 of the page, there are three informational boxes: "Tip of the day" (yellow), "Quote of the day" (purple), and "Parichay Authenticator" (blue). The "Parichay Authenticator" box includes instructions on how to download the app from the App Store or Google Play Store.

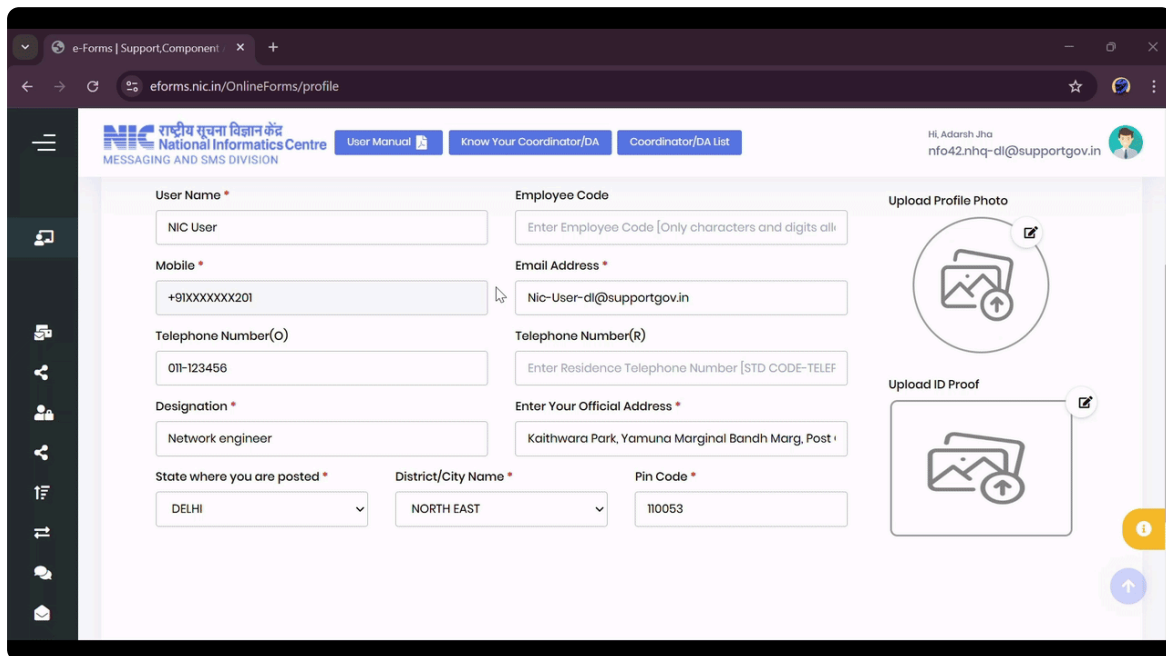
Enter the Mobile OTP to verify.

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'.

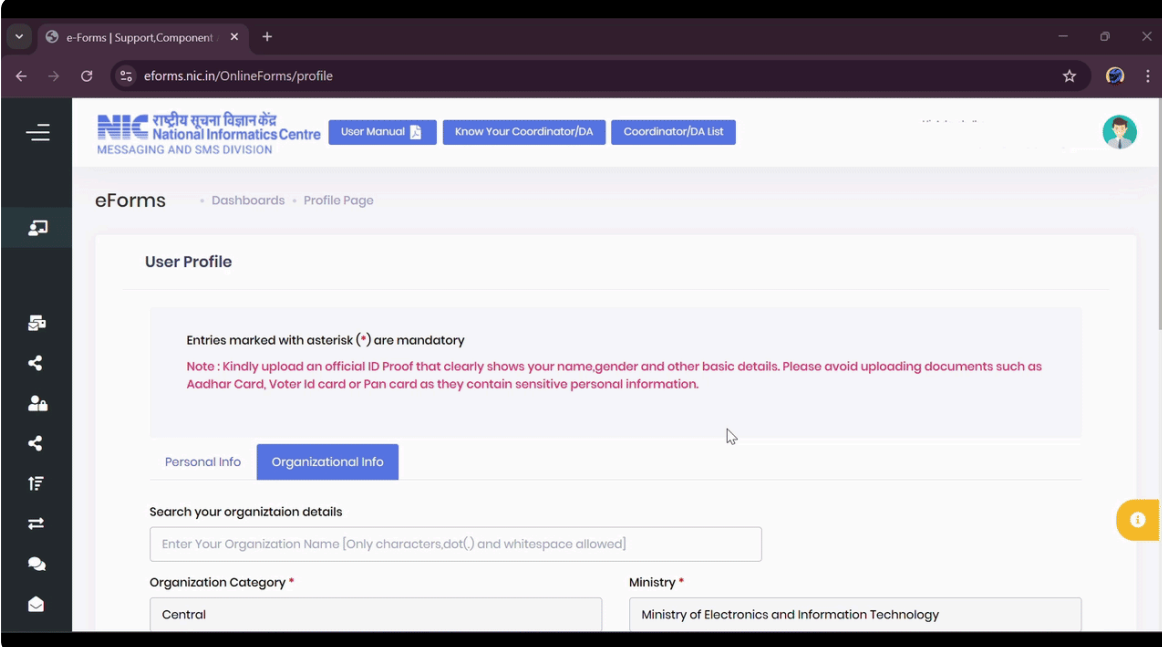
Field	Value
User Name *	NIC User
Employee Code	Enter Employee Code [Only characters and digits allowed]
Mobile *	+91XXXXXXXX201
Email Address *	Nic-User-dl@supportgov.in
Telephone Number(O)	011-123456
Telephone Number(R)	Enter Residence Telephone Number [STD CODE-TELEF
Designation *	Network engineer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



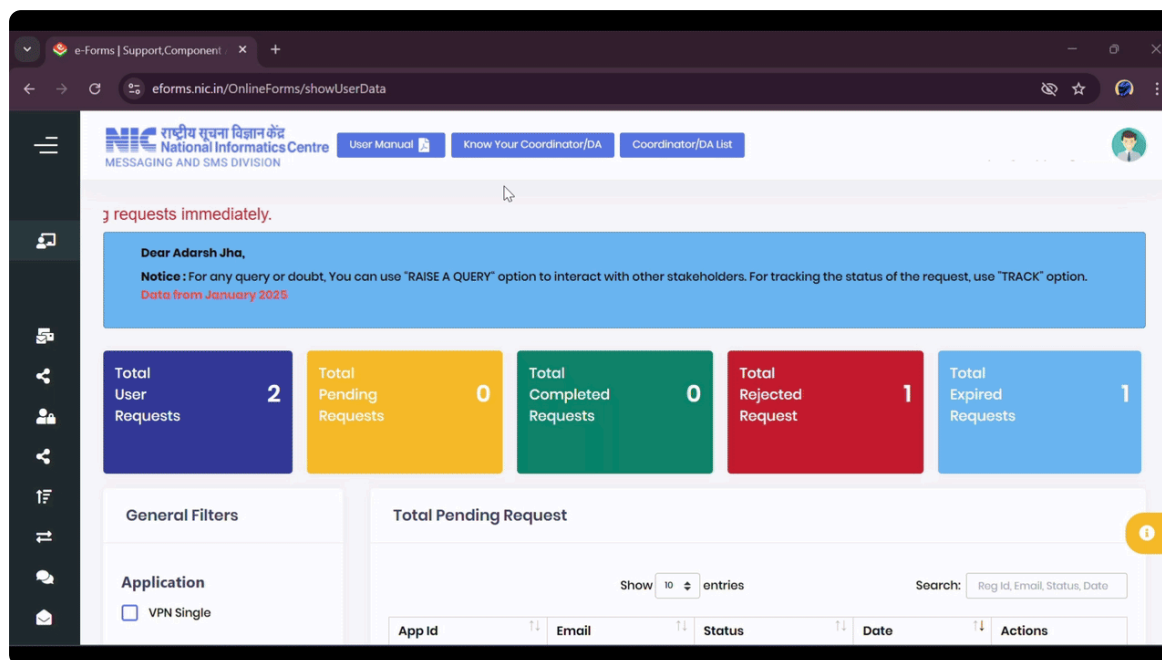
The screenshot shows a web browser window with the URL `eforms.nic.in/OnlineForms/profile`. The page is titled 'eForms' and includes a sidebar with various icons. The main content area is titled 'User Profile' and contains a 'Personal Info' tab and an 'Organizational Info' tab. The 'Organizational Info' 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 form.

Enter Organization details and Submit.

3.

Select VPN Service

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



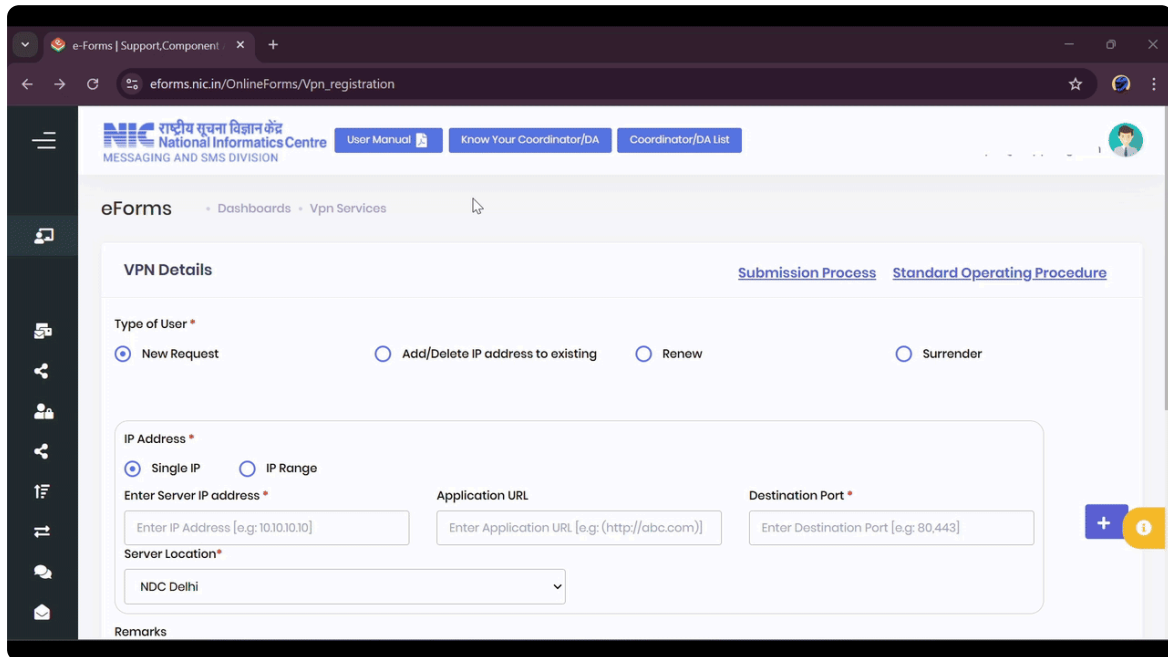
Click on VPN Services in the left panel.

4. Submit VPN Renewal Request

1.

Configure Renewal Details

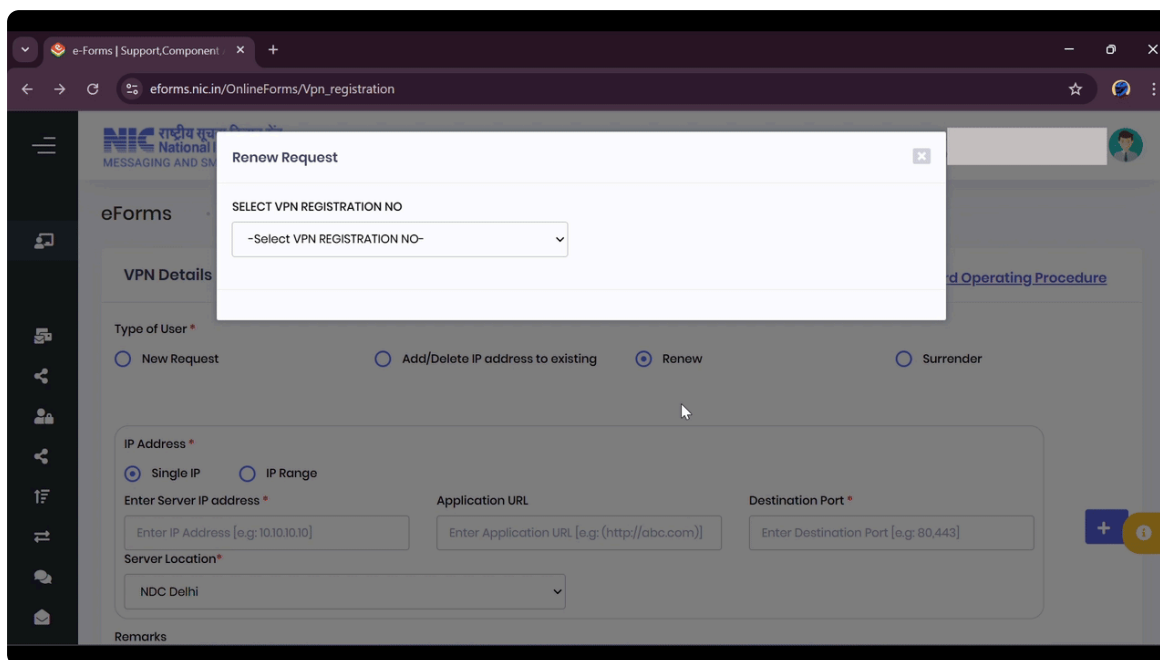
Select the **'Type of User'**. Then, select **'NIC Coordinator'** and choose the **'Add to existing'** option. Type your existing **'VPN registration number'** and click the **'Search'** option.



The screenshot shows the 'eForms' interface for VPN registration. The browser address bar displays 'eforms.nic.in/OnlineForms/Vpn_registration'. The page header includes the NIC logo and navigation links like 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. The main content area is titled 'VPN Details' and includes links for 'Submission Process' and 'Standard Operating Procedure'. Under 'Type of User', there are four radio button options: 'New Request' (selected), 'Add/Delete IP address to existing', 'Renew', and 'Surrender'. Below this, there are three input fields: 'Enter Server IP address' (with a 'Single IP' radio button selected), 'Enter Application URL', and 'Enter Destination Port'. A 'Server Location' dropdown menu is also present, currently showing 'NDC Delhi'. A 'Remarks' field is at the bottom.

Configure renewal type.

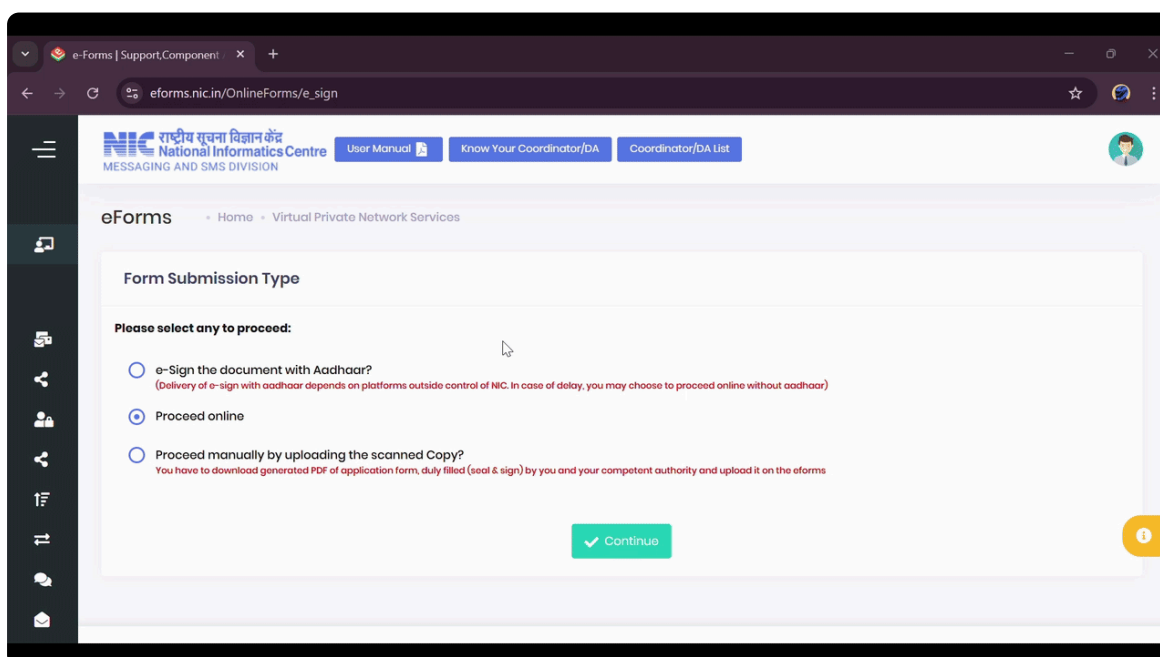
- 2.
- ### Search and Click Renew
- After clicking search, your existing server IPs will be displayed. Now, click the **'Renew'** option.



The screenshot shows the eForms VPN registration page. A modal dialog titled "Renew Request" is open, displaying a dropdown menu for "SELECT VPN REGISTRATION NO" with the option "-Select VPN REGISTRATION NO-". The background page shows the "VPN Details" section with radio buttons for "New Request", "Add/Delete IP address to existing", "Renew" (selected), and "Surrender". Below these are input fields for "IP Address" (Single IP selected), "Enter Server IP address", "Application URL", "Destination Port", and "Server Location".

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'**.



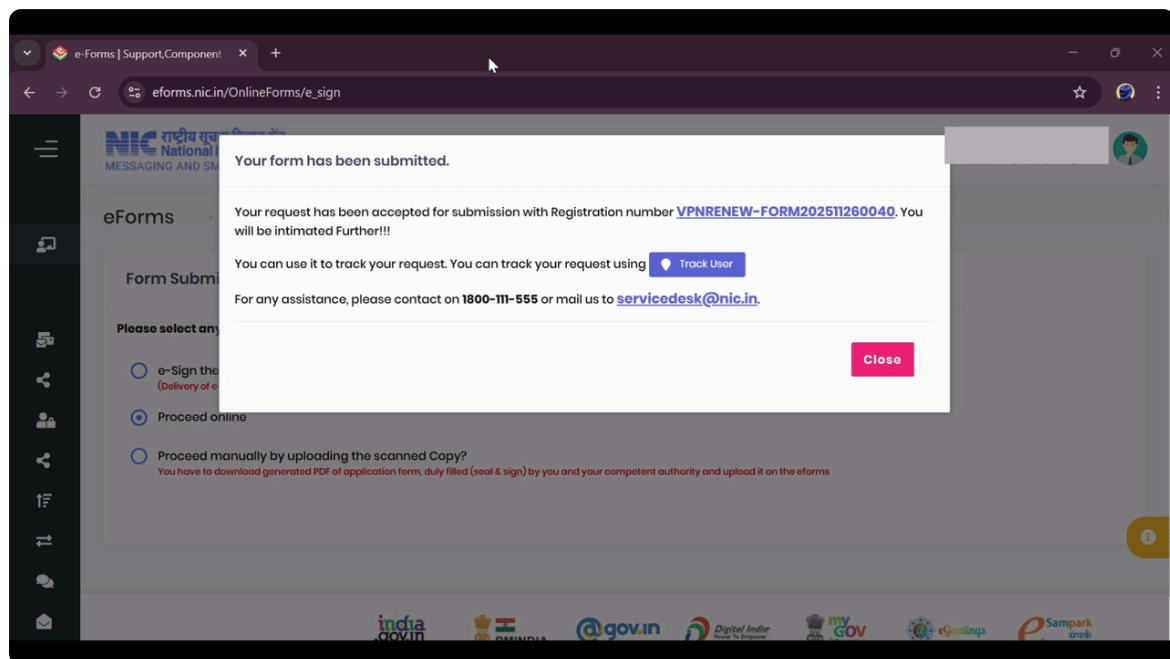
The screenshot shows the eForms Form Submission Type page. The page title is "Form Submission Type". Below the title, it says "Please select any to proceed:". There are three radio button options: "e-Sign the document with Aadhaar?" (with a note in red: "(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar)"), "Proceed online" (selected), and "Proceed manually by uploading the scanned Copy?" (with a note in red: "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"). A green "Continue" button is at the bottom.

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.



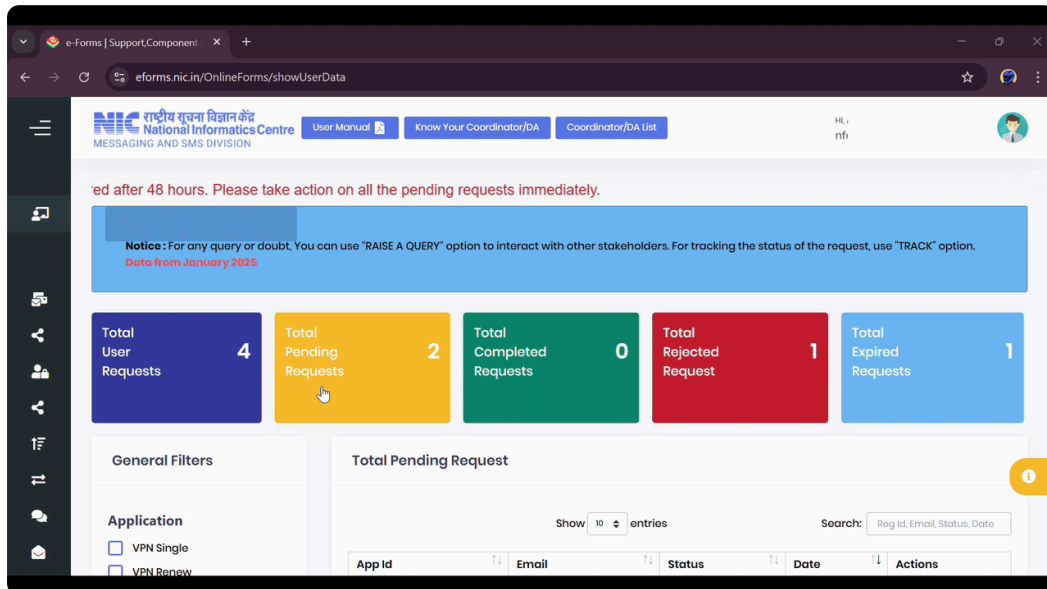
Submission confirmation with Registration number.

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'**.



Go to My Request → Select Actions → Track.