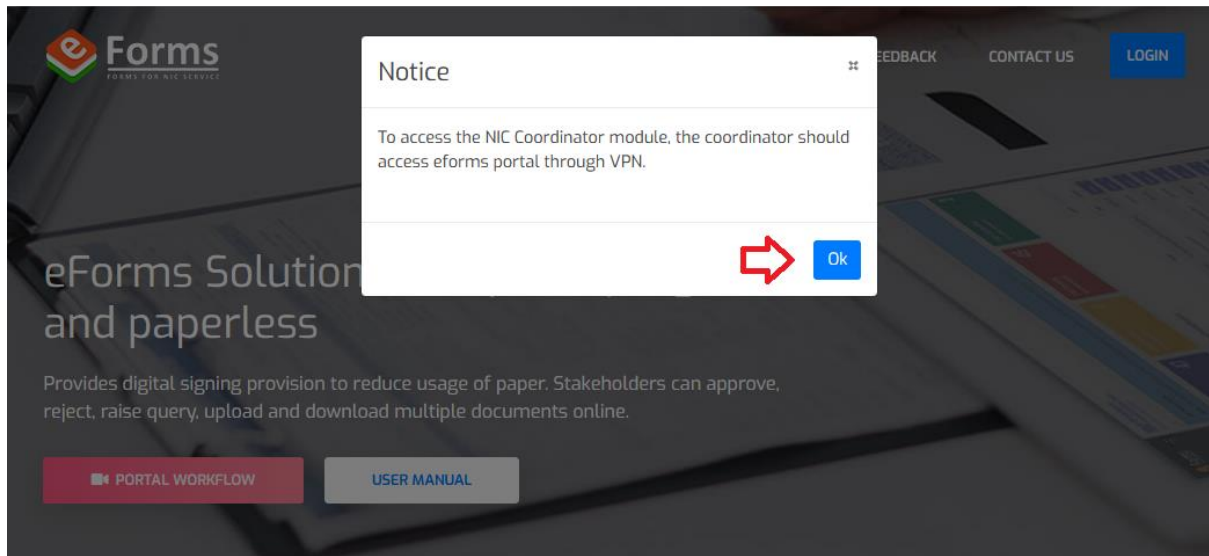


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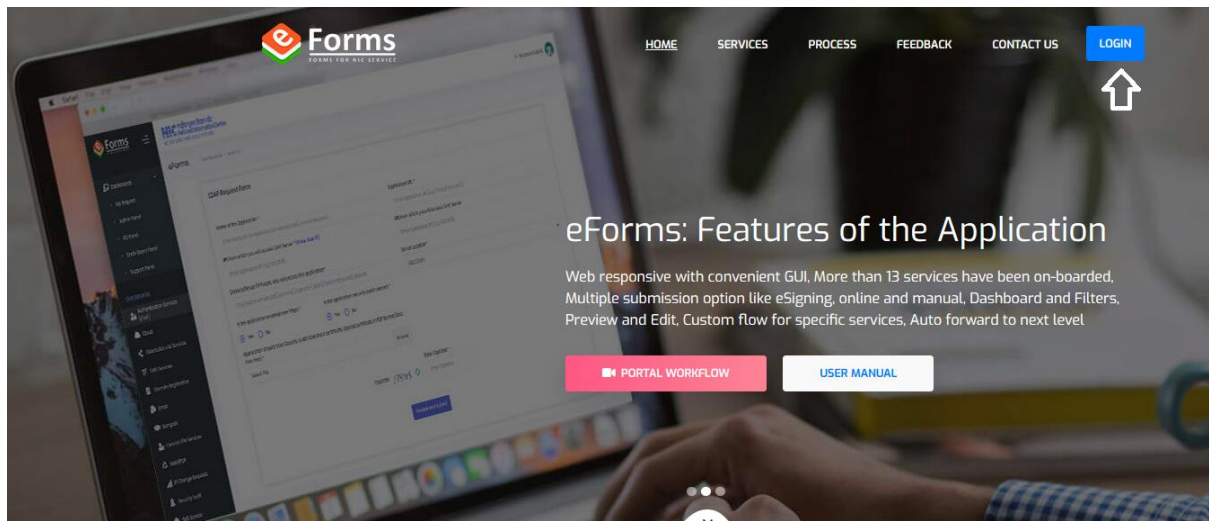
[Manual for applying VPN on https://eforms.nic.in](https://eforms.nic.in) For New VPN request

User can fill online New **VPN application form**, form through <https://eforms.nic.in> site. Kindly follow the below mentioned steps.

Step 1:- Access <https://eforms.nic.in> site in any browser. Click on **Ok** button.



Step 2:- Now click on **Login** option.



Step 3:- User will login with either **Government email id** or any **private email id**. First we are showing through **Government email id**.

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*“Now enter **government email id (@nic.in, @gov.in etc)** in blank box and then click on **Continue.** “*

The screenshot shows a 'Login' window with a blue header and a 'Sign in to Portal' button. Below the button is a text input field labeled 'Enter Your NIC/GOV or Alternate Email ID' containing the text 'abc-nic@nic.in'. A blue 'CONTINUE' button is positioned below the input field, with a red arrow pointing to it from the right.

After that type **email id password** in password box & **Captcha.**

The screenshot shows the 'Login' window with the 'Sign in to Portal' button. Below it are two input fields: 'Enter Your NIC/GOV or Alternate Email ID' (blurred) and 'Password' (filled with dots). Below the password field is a captcha image showing 'hckq2F' and a text input field labeled 'Enter Captcha*' containing 'hckq2F'. A blue 'CONTINUE' button is at the bottom, with a red arrow pointing to it from the right. A red arrow also points to the captcha input field.

In next step user will receive an **OTP** on his **Registered mobile** number **linked** with his/her **Emial id.**

Enter the **received OTP** in blank box and clicik on **Continue.**

The screenshot shows the 'Login' window with a blue header and a 'Verify OTP Details' button. Below the button is a text input field labeled 'Enter Your Mobile OTP (Update Mobile?)' with the text 'Type here OTP received on your Mobiel' inside. Below the input field is a green text prompt: 'Please Enter OTP sent on +91XXXXXXX630'. A blue 'CONTINUE' button is at the bottom right, with a red arrow pointing to it from above. A teal 'Resend mobile otp' button is at the bottom left, with a red arrow pointing to it from below. A red note at the bottom says 'If not received then click on Resend option'.

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*“If user wishes to login with **Private Email id (non-nic email id)** then follow the steps below.”*

Type your **email id** in blank box and then click on **Continue**.

The screenshot shows a web portal titled 'Login'. At the top, there is a blue button labeled 'Sign in to Portal'. Below it, the text reads 'Enter Your NIC/GOV or Alternate Email ID'. There is an input field containing the email address 'xzy-delhi@gmail.com'. At the bottom, there is a blue button labeled 'CONTINUE' with a red arrow pointing to it from the right.

Click on **Yes** option.

The screenshot shows a dialog box titled 'NOTE:'. It contains the following text: 'You may register only for the following services :-'. Below this is a bulleted list of services: Email Service, VPN Service, Security Audit Service, e-Sampark Service, Cloud Service, Domain Registration Service, Firewall Service, Reservation for video conferencing Service, and Web Application Firewall services. Below the list, it says: 'To register for other services, please log in with your government email service(NIC) email address.' At the bottom, there is a pink box with the text: 'Are you sure, you want to proceed with ~~xyz@gmail.com~~ @gmail.com?'. At the bottom right, there are two buttons: 'YES' (teal) and 'NO' (red), with a red arrow pointing to the 'YES' button.

Enter **Mobile number** in blank box and Captcha then click on **Continue**.

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Login

Sign in to Portal

Enter Your NIC/GOV or Alternate Email ID
xzy.delhi@gmail.com

Mobile Number
India (+91) 9876543210

Enter Captcha* xHLD1S

CONTINUE

After Clicking on **Continue** option, user will receive **OTP** on **Email id & Mobile number** **simultaneously**. You need to type **both** OTP in boxes like below screenshot.

Login

Verify OTP Details

Enter Your Mobile OTP (Update Mobile?)
.....

Please use previous OTP which has been sent on +91XXXXXXX

OR/BOTH

Enter Your Email OTP
.....

Please use previous OTP which has been sent on *****@gmail.com

Resend mobile otp Resend email otp **CONTINUE**

Step 4:- Now in the next step, **User Profile** will open . Fill all **Mandatory** fields.

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User Profile Page

User Profile

Entries marked with asterisk (*) are mandatory

Personal Info | Organizational Info

User Name *
abc kumar

Employee Code
Enter Employee Code [Only characters and digits allowed]

Mobile *
+919850473774

Email Address *
ojai.kumar070@gmail.com

Telephone Number(s) *
011-23456

Telephone Number(s)
Enter Residence Telephone Number [STD CODE-TELEPHONE]

Designation *
Network Engineer

Enter Your Official Address *
NIC HQ

State where you are posted *
DELHI

District/City Name *
NewDelhi

Pin Code *
110053

CONTINUE

User Profile

Entries marked with asterisk (*) are mandatory

Personal Info | Organizational Info

User Name *
Enter Full Name [Only characters,dot(.) and whitespace allowed]

Employee Code
Enter Employee Code [Only characters and digits allowed]

Mobile *
+91-8876543210

Email Address *
xzy.delhi@gmail.com

Telephone Number(s) *
Enter Official Telephone Number [STD CODE-TELEPHONE]

Telephone Number(s)
Enter Residence Telephone Number [STD CODE-TELEPHONE]

Designation *
Enter Designation [Only characters,digits,whitespace and [., - &] allowed]

Enter Your Official Address *
Enter Your Official Address [Only characters,digits,whitespace and [., - # / ()] allowed]

State where you are posted *
select

District/City Name *
-SELECT-

Pin Code *
Enter Pin Code [Only digit(s) allowed]

CONTINUE

After filling all details, click on **Continue**.

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Step 5 :- In next page User will fill his/her Organization details. Select **Organization Category** then select **Ministry & Departments**.

Now type your reporting/ nodal /forwarding officer's **email id** in reporting/nodal/forwarding officer email id box . After typing email id (**in case of government email id only**) all other fields will be filled **automatically**.

Check the declaration box and then click on **Submit** option.

Step 6:- After that, multiple links for services will display in **left side panel** . Select only **VPN Service** link.

Step 7 :- Click on **VPN Services** link .VPN application form will open. **Select Type of User.**

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Step 8:- Choose **Co-ordinator email id** from drop down list. Type your **Server IP address**, **Application URL** , **Destination Port** & **Server Location**.

If you want to add your Server IP in **IP Range** , then you need to click on **IP Range** option and then mention your IP range like below .

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The screenshot shows the 'VPN Details' form in the eForms application. The 'Type of User' section has 'New Request' selected. Below it, 'For New VPN Accounts' is indicated. The 'Choose Coordinator' section has 'State Coordinator' selected, with 'abcd@nic.in' entered in the 'Choose State Co-ordinator' field. The 'IP Address' section has 'IP Range' selected. The 'Application URL' and 'Destination Port' fields are visible. At the bottom, the 'Preview and Submit' button is highlighted with a red box.

Step 9:- After clicking on Preview and submit option in next step , all your details will display in form. User will check all details from **top to bottom** carefully.

Check **Terms and condition** then click on **submit** button.

The screenshot shows a preview of the submitted VPN registration form. The 'Personal Information' section includes fields for Name of Applicant (Mr A B C), Designation (Network Engineer), Employee Code, Office Address, State, District, Pin Code, Telephone Number (011-123456), Mobile (+91-9876543210), and E-mail Address (abc.rhq@nic.in). The 'Organization Details' section includes Organization Category (Central) and Ministry/Organization. The 'VPN Details' section includes a table with columns for IP Type, IP Address, Application URL, Destination Port, and Server Location. At the bottom, the 'Yes, I agree to Terms and Conditions' checkbox is highlighted with a red box.

Step 10 :- Click on **Yes**.

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Reporting/Nodal/Forwarding Officer Details

Please note, if you are selecting a manual option while submitting the request, your request will remain pending at your end only as long as you do not upload the scanned copy duly sealed and signed by you.

For other options, your request will be automatically forwarded to next level. We are sending your request for approval to email address (xyz123@gov.in)

Name:	Mr X Y Z Kumar
Email:	xyz123@gov.in
Mobile:	+91-1234567890

Are you sure, you want to proceed?

No Yes

Step 11:- In next step, select **Process Online** option as shown in picture & then Click on **Continue**.

eForms
forms for NIC Services

Welcome GAUTAM JHA

NIC CERT SERVICE DESK DIAL 1800 111 555 Digital India

HOME • Virtual Private Network Services

Form Submission Type

Please select any to proceed:

e-Sign the document with aadhaar ?
E-signing the document with aadhaar depends on external platforms outside NIC. In case of delay, you may choose to proceed online without aadhaar

Proceed online ?


Proceed manually by uploading the scanned copy ?
If you choose the manual option, you will have to download the generated PDF, and then upload the self signed and stamped PDF in "My Request" module by clicking the "Upload Scanned Form" link (under "Actions") to get the request processed.


Continue


Step 12 :- After clicking on Continue button a message will display . In that message you will receive your VPN **Registration number**. User will also receive VPN Registration number on Mobile via SMS & Email id. Now click on Close button. This message will close.

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Your form has been submitted ✕

Your form has been submitted and your Registration number is: [VPN-FORM202001010001](#) 

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. 

[Close](#)

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User can track his/her VPN application form status in eforms.nic.in.

Track your request through the following steps.

eForms → My Request

The screenshot shows the eForms application interface. On the left is a navigation menu with 'My Request' highlighted. The main dashboard displays four summary cards: 'Total User Requests' (7), 'Today's Pending Request' (0), 'Total Pending Requests' (0), and 'Total Completed Requests'. Below these are filter sections for 'General Filters' and 'Application' (IMAP POP, WIFI Registration, VPN Registration) and 'Status' (Pending Request, Rejected Request, Completed Request). The central area shows a table of 'Total Requests' with columns for App Id, Email, Status, Date, and Actions. A red arrow points to the 'My Request' menu item.

App Id	Email	Status	Date	Actions
VPNRENEW-FORM201911280001	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
VPNADD-FORM201911280002	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
VPN-FORM201911280006	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
WIFI-FORM201910210014	nfo9.nhq-dl@nic.in	Completed	2019-10-21	Actions
WIFI-FORM201904040028	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions
WIFI-FORM201904080011	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions
IMAPPOP-FORM201810120002	nfo9.nhq-dl@nic.in	Completed	2018-10-12	Actions

User Console → Action.

This image shows a close-up of the 'Actions' dropdown menu for a request. The menu options are: Preview, Track (highlighted with a red line and a red arrow), Generate Form, Upload Multiple Docs, Download Uploaded Docs, and Raise/Respond to Query. The 'Track' option is the focus of the instruction.

App Id	Email	Status	Date	Actions
VPNRENEW-FORM201911280001	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
VPNADD-FORM201911280002	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
VPN-FORM201911280006	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
WIFI-FORM201910210014	nfo9.nhq-dl@nic.in	Completed	2019-10-21	Actions
WIFI-FORM201904040028	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions
WIFI-FORM201904080011	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions
IMAPPOP-FORM201810120002	nfo9.nhq-dl@nic.in	Completed	2018-10-12	Actions

Action → Track

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App Id	Email	Status	Date	Actions
VPNRENEW-FORM201911280001	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
VPNADD-FORM201911280002	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
VPN-FORM201911280006	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions
WIFI-FORM201910210014	nfo9.nhq-dl@nic.in	Completed	2019-10-21	Actions
WIFI-FORM201904040028	nfo9.nhq-dl@nic.in	Completed	2019-04-0	Actions
WIFI-FORM201904080011	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions
IMAPPOP-FORM201810120002	nfo9.nhq-dl@nic.in	Completed	2018-10-12	Actions

After Clicking on Track option , your VPN application will be Tracked.

WIFI-FORM201904080011 ✕

User Detail

Name	Email	Mobile	Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

User **RO/FO/Nodal** **Admin**

Status:	Completed()
Completion Date:	2019-04-08 15:53:31.0
Sender Details:	Support NKN(nfo17.sp-dl@nkn.in)

Raised/Responded Query
Close