Manual for applying VPN on https://eforms.nic.in

User can fill online New **VPN application form, Change request form** and **VPN renewal application** 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.
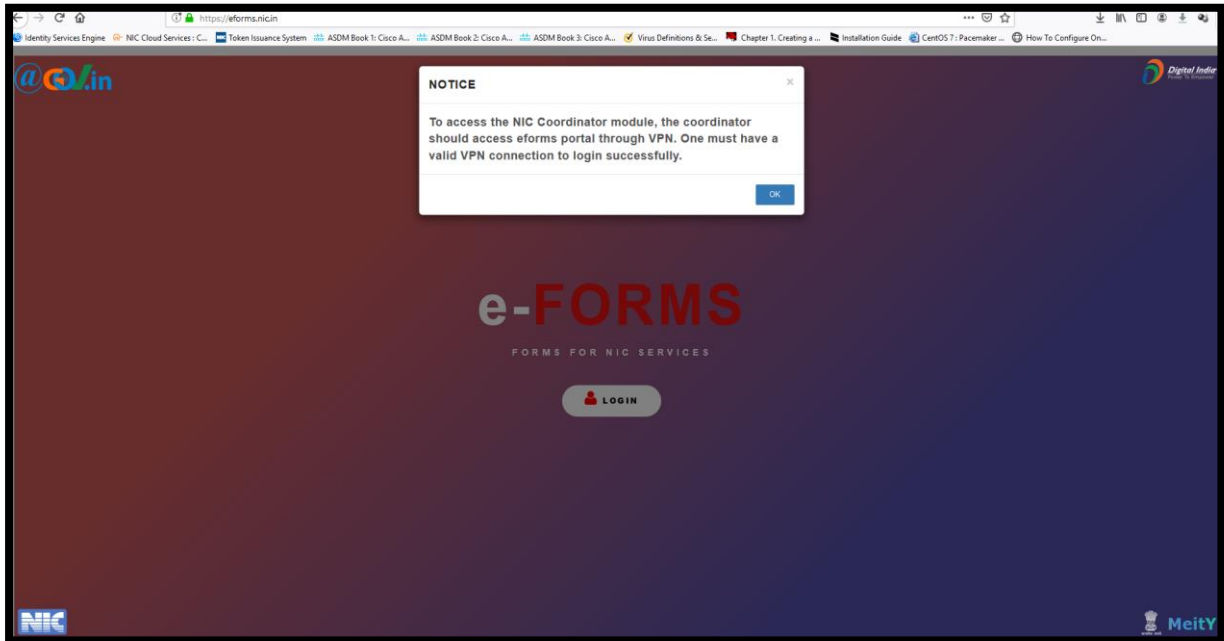
Step 2:- Now click on **Login** option.
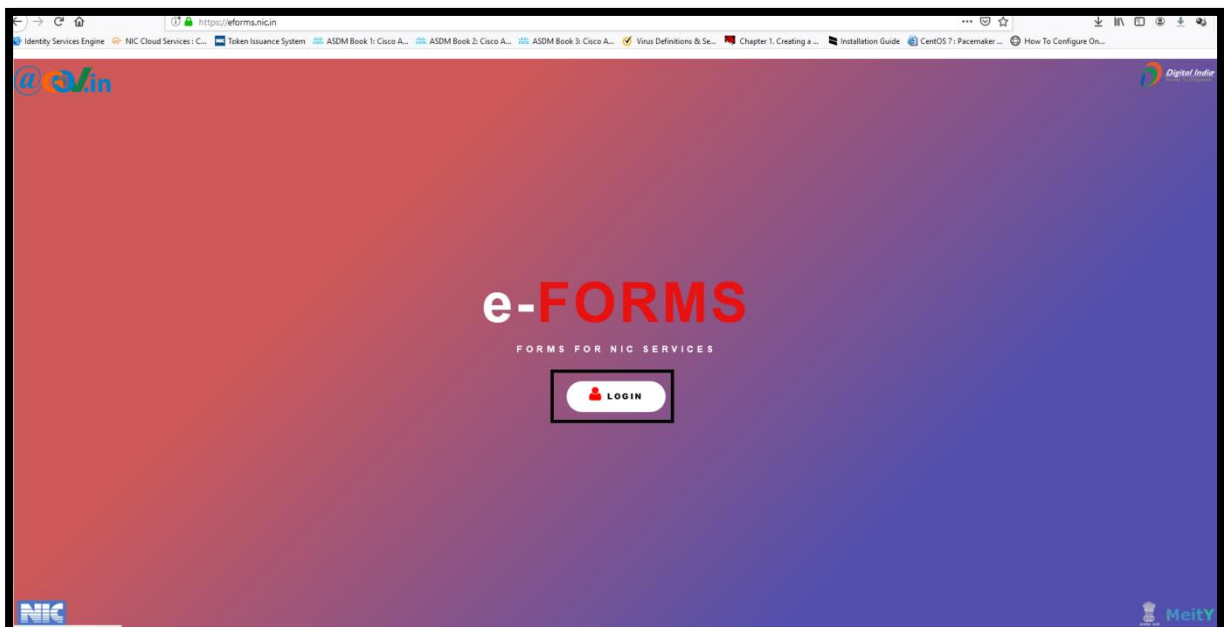
Step 3:- User will login with either **Government email id** or any **private email id**. First we are showing through **Government email id**.

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

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

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 clcik on **Continue.**

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**.

Click on **Yes** option.

Enter **Mobile number** in blank box and click on **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.

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

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

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 e**mail 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 next page.   Select only **VPN Service** link.
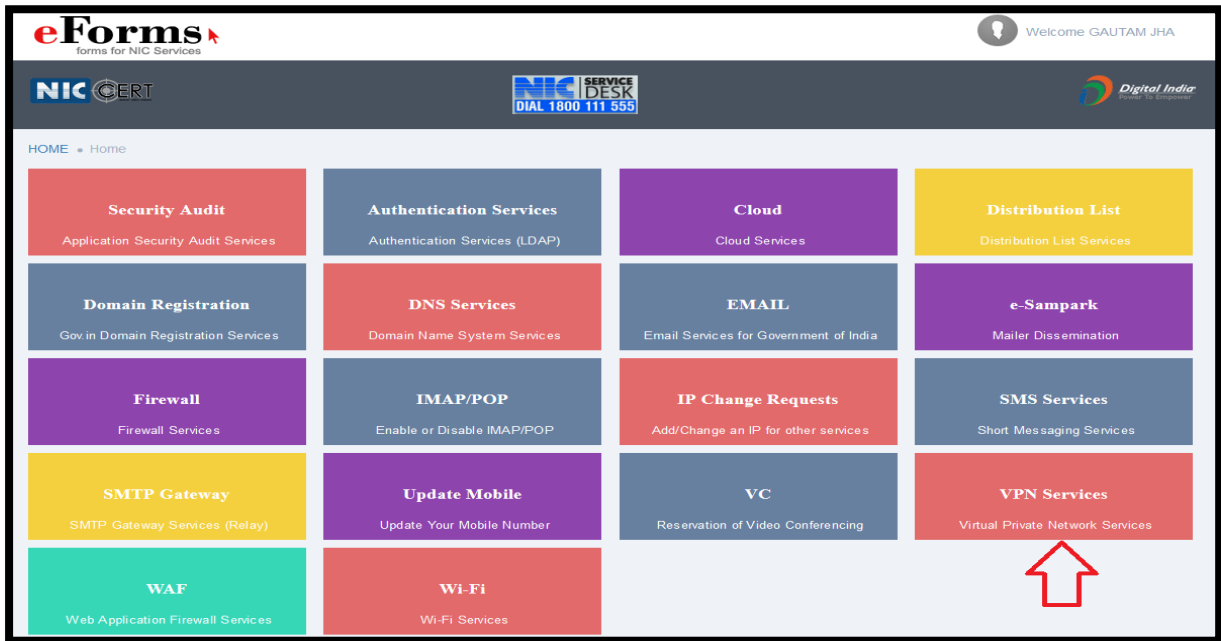
Step 7 :-   Click on **VPN Services** link .VPN application form will open.   **Select Type of User.**

For New VPN request

Select NIC Coordinator name from list.

Select New **request** & type your **Server IP address**, Application **URL** , **Destination Port** & **Server Location**.

Click on Preview and Submit.

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 .

Step 8:- 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.

For Addition of new servers IPs to existing VPN

" For change request form & Renewal from user will login with <u>VPN Registered Email id</u>."

> If user want to add **New Server IP** address in Exiting VPN Account.
> Select NIC Coordinator Name from list.

> User will click on **Add to existed/Renew** option. User will type his/her VPN registration number and then click on **Go** .

After Click on Add new option your exiting server IP address will show on form. Now user will Add his/her New Server IP address in IP Address box. Enter Captcha & submit the form.

Note :- User will select Single IP address Or IP Range option.

For VPN Renewal of existing VPN

Now user will click on **Renew** option.

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. Your request is being sent for approval to email address (xyz@nic.in)

Name: Mr XYZ

Email:s xyz@nic.in

Mobile: 91-78xxxxxx12

Are you sure, you want to proceed?

No   Yes

Step 9:- In next step,   select **Process Online** option as shown in picture & then Click on **Continue.**

Step 9:- After clicking on Continue button a message will display . In that message you will receive your VPN **Registration number**. User wi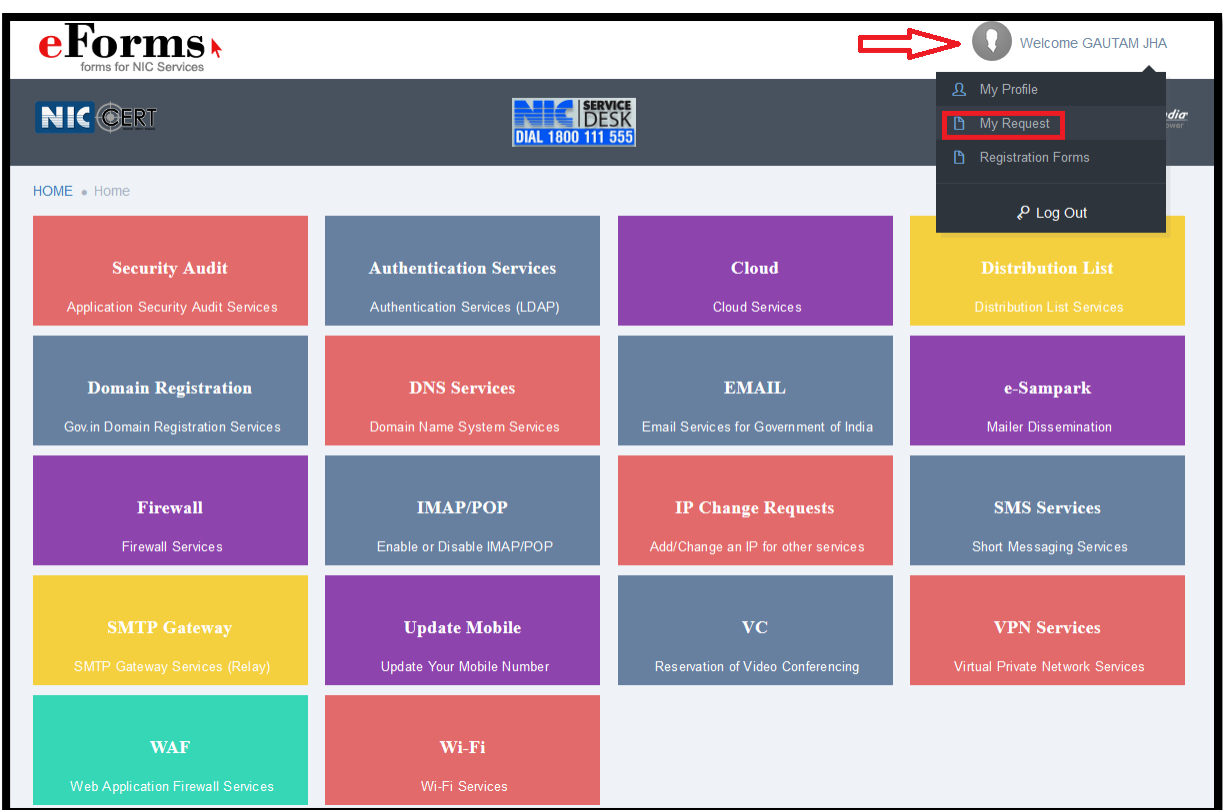ll also receive VPN Registration number on Mobile via SMS & Email id. Now   click on Close button. This message will close.

Your form has been submitted

Your form has been submitted and your Registration number is VPN-FORM201908280043.

Track your request here :My Request

For any assistance, please contact on 1800-111-555 or mail us at servicedesk.nic.in

Close
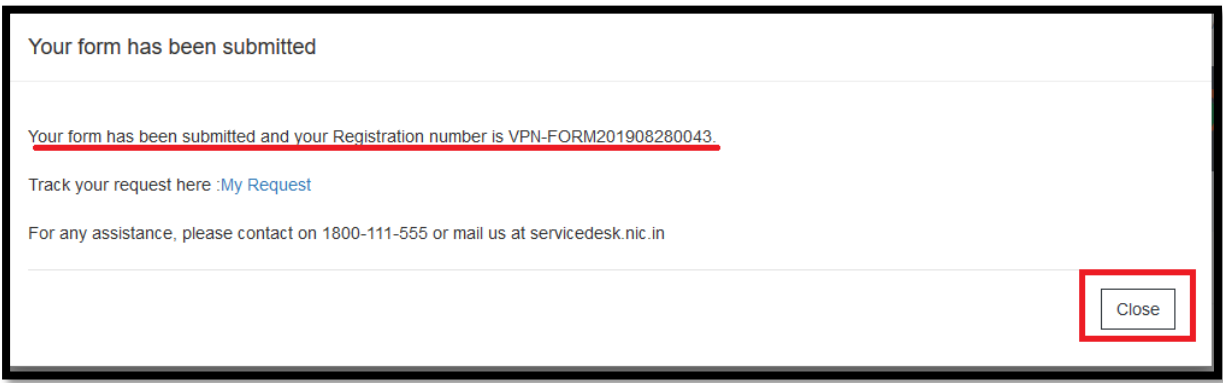
User can track his/her VPN application form status in eforms.nic.in. Track your request   through the following steps.

eForms→ My Request

User Console → Action.

Action → Track

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

Application Reference number :VPN-FORM201908280043

Name :GAUTAM JHA

-> Reporting/Nodal/Forwarding Officer

Reporting/Nodal/Forwarding Officer

Reporting/Nodal/Forwarding Officer
Recieved at :2019-08-28 16:53:21.0
Email :sandeep.kumar9@nic.in

Close