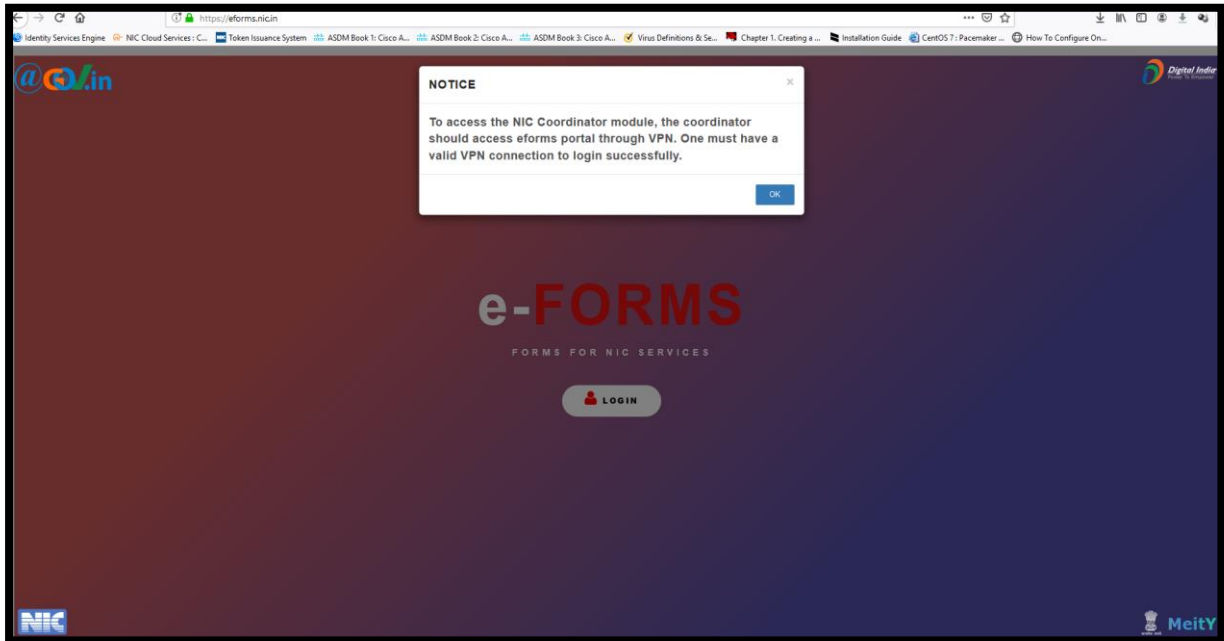


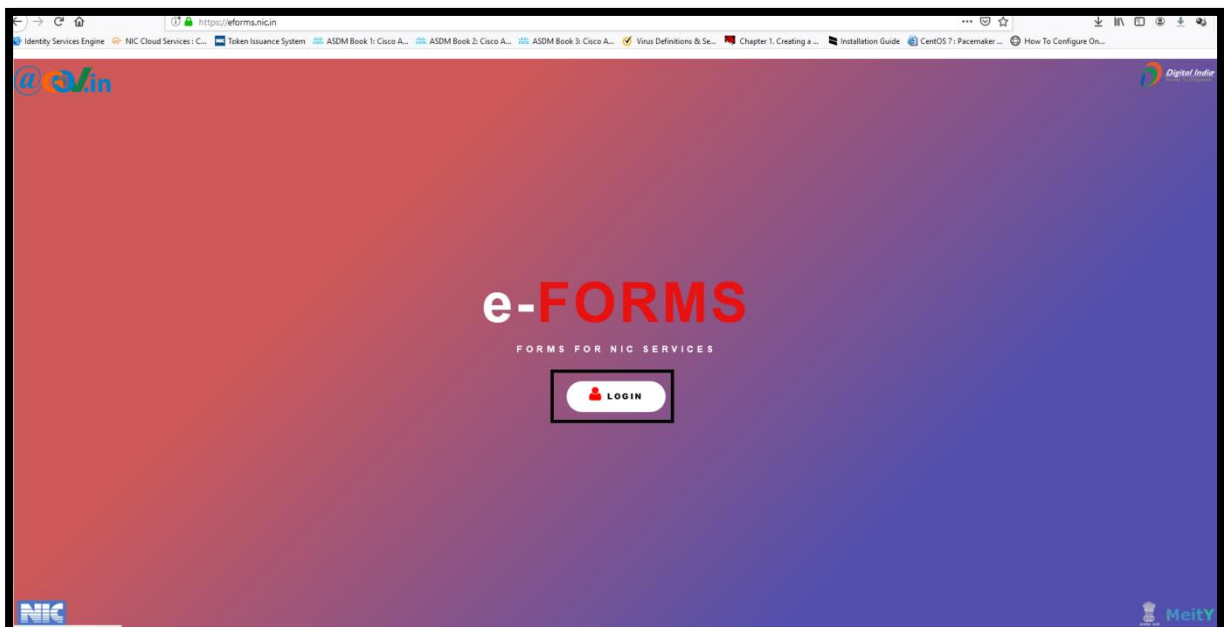
Manual for applying VPN on <https://eforms.nic.in>

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**.

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Authenticate

CONTINUE

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

Authenticate

CONTINUE

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 click on **Continue**.

Verify Details

Please Enter OTP sent on +91XXXXXXX630

CONTINUE

RESEND MOBILE OTP

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**.

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Authenticate

test-dl@gmail.com

CONTINUE

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Click on **Yes** option.

NOTE:

You may register only for the following services :-

- Email Service
- VPN Service
- Security Audit Service
- e-Sampark Service
- Cloud Service
- Domain Registration Service
- Firewall Service
- Reservation for video conferencing Service
- Web Application Firewall services

To register for other services, please log in with your government email service(NIC) email address.

Are you sure, you want to proceed with ~~test-dl@gmail.com~~@gmail.com?

YES NO

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

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Authenticate

test-dl@gmail.com

India (+91) 78XXXXXX30

CONTINUE

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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.

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Verify Details

..... Please Enter OTP sent on +91XXXXXXXX923

OR/BOTH

..... Please Enter OTP sent on jha*****@gmail.com

CONTINUE

RESEND MOBILE OTP

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

The screenshot shows the 'eForms' user profile creation page. The 'Personal Info' tab is active. The form contains several mandatory fields marked with an asterisk (*):

- User Name: Enter Full Name [Only characters,dot(.) and whitespace allowed]
- Employee Code: Enter Employee Code [Only characters and digits allowed]
- Mobile: +9178 [redacted] 3
- Email Address: jha [redacted] @gmail.com
- Telephone Number(O): Enter Official Telephone Number [STD CODE-TELEPHONE]
- Telephone Number(R): Enter Residence Telephone Number [STD CODE-TELEPHONE]
- Designation: Enter Designation [Only characters,digits,whitespar
- Enter Your Official Address: Enter Your Official Address [Only characters,digits,]
- State where you are posted: select
- District/City Name: -SELECT-
- Pin Code: Enter Pin Code [Only digits(6) allowed]

A red circle highlights the 'CONTINUE' button at the bottom center of the form.

This screenshot shows the same 'eForms' user profile form, but with the mandatory fields filled out:

- User Name: GAUTAM JHA
- Employee Code: Enter Employee Code [Only characters and digits allowed]
- Mobile: +9178 [redacted] 23
- Email Address: [redacted]@gmail.com
- Telephone Number(O): 011- [redacted] 17
- Telephone Number(R): Enter Residence Telephone Number [STD CODE-TELEPHONE]
- Designation: Sr Network Engineer
- Enter Your Official Address: NKN 3RD FLOOR, IT PARK SHASTRI PARK
- State where you are posted: DELHI
- District/City Name: SouthEast
- Pin Code: 110053

A red circle highlights the 'CONTINUE' button at the bottom center of the form.

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 **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**.

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Welcome

NIC CERT
NIC SERVICE DESK
DIAL 1800 111 555

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USER PROFILE Personal Info **Organizational Info**

Entries marked with asterik (*) are mandatory

Organization Category *
--Select--

Reporting/Nodal/Forwarding Officer Email *
Enter Reporting/Nodal/Forwarding Officer Email [e.g. abc.xyz@zxc.com]

Reporting/Nodal/Forwarding Officer Name *
Enter Reporting/Nodal/Forwarding Officer Name [Only characters, dot(.) and white]

Reporting/Nodal/Forwarding Officer Mobile *
Enter Reporting/Nodal/Forwarding Officer Mobile Number [e.g. +919999999999]

Reporting/Nodal/Forwarding Officer Telephone *
Enter Reporting/Nodal/Forwarding Officer Telephone Number [STD CODE-TELEF]

Reporting/Nodal/Forwarding Officer Designation *
Enter Reporting/Nodal/Forwarding Officer Designation [characters,digits,whitespace and [. , - &]]

I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE:

- If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

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Welcome

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USER PROFILE Personal Info **Organizational Info**

Entries marked with asterik (*) are mandatory

Organization Category *
Central

Ministry/Organization *
Agriculture

Department/Division/Domain *
Department of Agriculture Cooperation(DAC)

Reporting/Nodal/Forwarding Officer Email *
[REDACTED]@nic.in

Reporting/Nodal/Forwarding Officer Name *
Mr [REDACTED]

Reporting/Nodal/Forwarding Officer Mobile *
+9178 [REDACTED] 39

Reporting/Nodal/Forwarding Officer Telephone *
011- [REDACTED] 38

Reporting/Nodal/Forwarding Officer Designation *
Scientific/Technical Assistant-B

I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

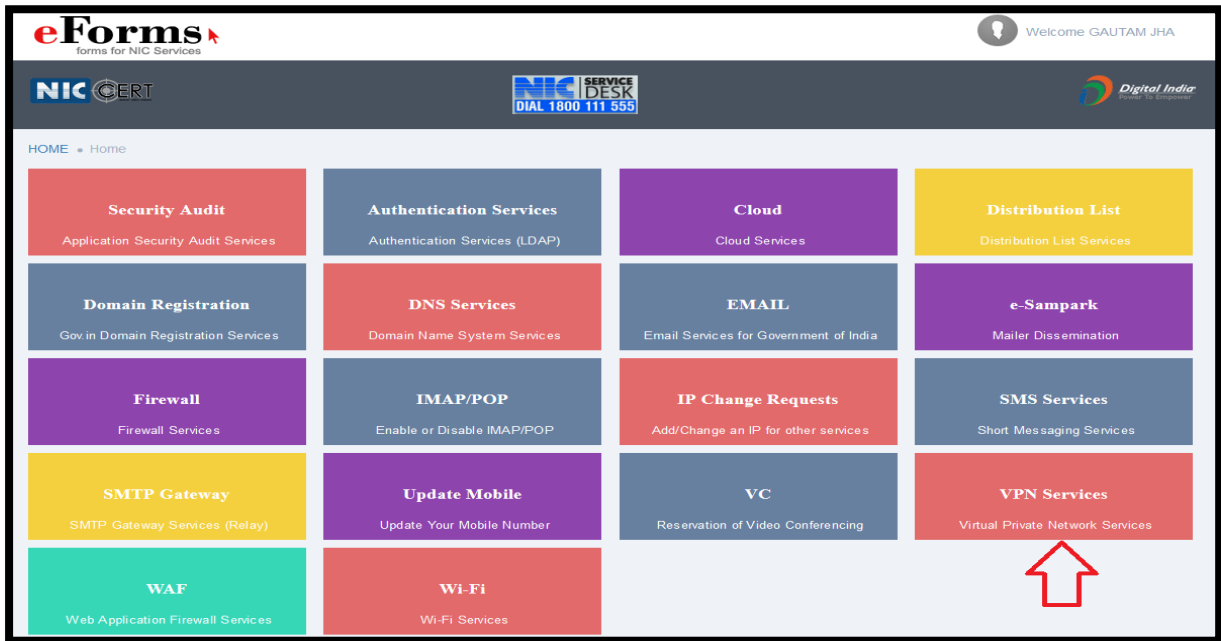
NOTE:

- If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

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.

The screenshot shows the 'FORM DETAILS - STEP 1 OF 1' page for a VPN application. The 'VPN Details' section is highlighted. The 'Choose Co-ordinator' field is a dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing a list of email addresses: xzy-ab@nic.in, abc123@nic.in, and 12axy@gov.in. Below the dropdown menu, there are input fields for 'Enter IP address', 'Application URL', and 'Destination Port'. There is also a 'Server Location' dropdown menu with 'NDC Delhi' selected. At the bottom, there is a 'Remarks' field, a 'Captcha' field with the text 'd7CS4Y', and an 'Enter Captcha' field. A 'Preview and Submit' button is located at the bottom right.

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

FORM DETAILS - STEP 1 OF 1

VPN Details

Choose Co-ordinator *
abc123@nic.in

Type of User *
 New Request Add To existed / Renew

IP Address *
 Single IP IP Range

Enter IP address * 10.x.x.x Application URL http://test.nic.in Destination Port * 80,443

Server Location *
NDC Delhi

+ Add

Remarks
Type here your remarks, Like Old VPN reg no, or any comments..etc

Captcha dYCSAY Enter Captcha * dYCSAY

Preview and Submit

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 .

FORM DETAILS - STEP 1 OF 1

VPN Details

Choose Co-ordinator *
abc-123@nic.in

Type of User *
 New Request Add To existed / Renew

IP Address *
 Single IP **IP Range**

Enter IP range (From) * 10.0.0.1 Enter IP range (To) * 10.0.0254 Application URL http://test.nic.in Destination Port * 80,443

Server Location *
NDC Delhi

+ Add

Remarks

Captcha dYCSAY Enter Captcha * dYCSAY

Preview and Submit

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.

Preview ×

VPN REQUEST FORM

Contact details of Applicant

Name of The Applicant * Designation * Employee Code

Office Address:

Postal Address *

State where you are posted * District * Pin Code *

Telephone Number :(O) * Telephone Number :(R)

Mobile * E-mail Address *

Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email * Reporting/Nodal/Forwarding Officer Name *

Reporting/Nodal/Forwarding Officer Mobile * Reporting/Nodal/Forwarding Officer Telephone *

Organization Details

Organization Category Ministry/Organization *

Department/Division/Domain *

VPN Details

IP Type	IP Address	Application URL	Destination Port	Server Location
range	10.1.0.0 - 10.1.0.254	http://test.nic.in	80,443	NDC Delhi

User's Server IP details

I agree to [Terms and Conditions](#)

For Addition of new servers IPs to existing VPN

“For change request form & Renewal from user will login with VPN Registered Email id.”

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

FORM DETAILS - STEP 1 OF 1

VPN Details

Choose Co-ordinator *

abc-123@nic.in

Type of User *

New Request Add To existed / Renew

IP Address *

Single IP IP Range

Enter IP address *

Enter IP Address [e.g.: 10.10.10.10]

Application URL

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

Destination Port *

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

Server Location *

NDC Delhi

+ Add

Remarks

Remarks

Captcha 2YV876

Enter Captcha *

Enter Captcha

Preview and Submit

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

FORM DETAILS

Add/Renew Request

VPN REGISTRATION NO: VPN210000

GO

Close

Type of User *

New Request Add To existed / Renew

IP Address *

Single IP IP Range

Enter IP address *

Enter IP Address [e.g.: 10.10.10.10]

Application URL

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

Destination Port *

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

Server Location *

NDC Delhi

+ Add

Remarks

Remarks

Captcha sQa3QV

Enter Captcha *

Enter Captcha

Preview and Submit

Add/Renew Request

VPN REGISTRATION NO:

Server IP	Server Location	Destination Port	Service
10.1.1.1		443	
10.1.1.2		3389	
10.1.1.3		443	
10.1.1.4		443	
10.1.1.5	SP	22	
10.1.1.6	SP	22	
10.1.1.7	SP	22	

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.

FORM DETAILS - STEP 1 OF 1

VPN Details

Choose Co-ordinator *


Type of User *
 New Request Add To existed / Renew

IP Address *
 Single IP IP Range

Enter IP address * Application URL Destination Port *

Server Location *

Remarks

Captcha  Enter Captcha *

For VPN Renewal of existing VPN

FORM DETAILS

Add/Renew Request

VPN REGISTRATION NO:

VPN Detail

Type of User *

New Request Add To existed / Renew

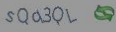
IP Address *

Single IP IP Range

Enter IP address * Application URL Destination Port *

Server Location *

Remarks

Captcha  Enter Captcha *

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

Add/Renew Request

VPN REGISTRATION NO:

Server IP	Server Location	Destination Port	Service
10.1.1.15		443	
10.1.1.16		3389	
10.1.1.17		443	
10.1.1.18		443	
10.1.1.19	SP	22	
10.1.1.20	SP	22	
10.1.1.21	SP	22	

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: 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**.

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HOME • Virtual Private Network Services

Form Submission Type

Please select any to proceed:

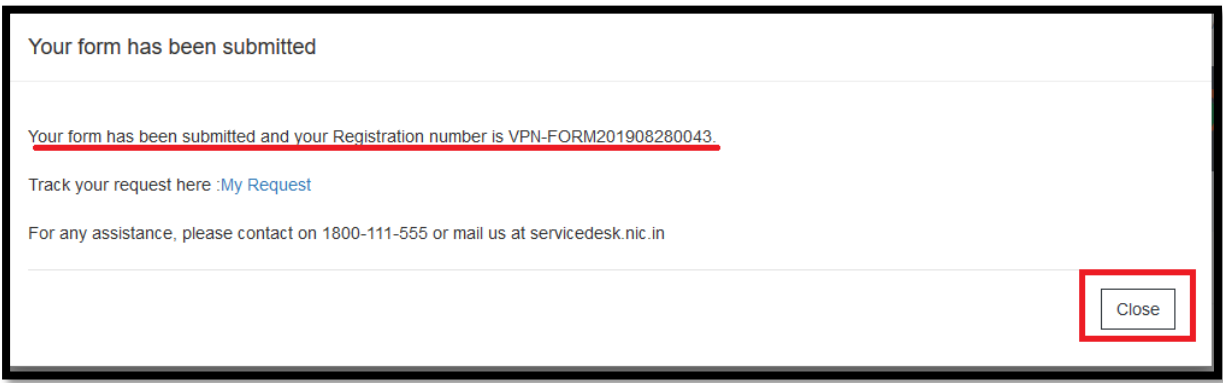
e-Sign the document with aadhaar ?
E-signing the document with aadhaar depends on external platforms outside NIC. In case of delay, you may choose to proceed online without aadhaar

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.

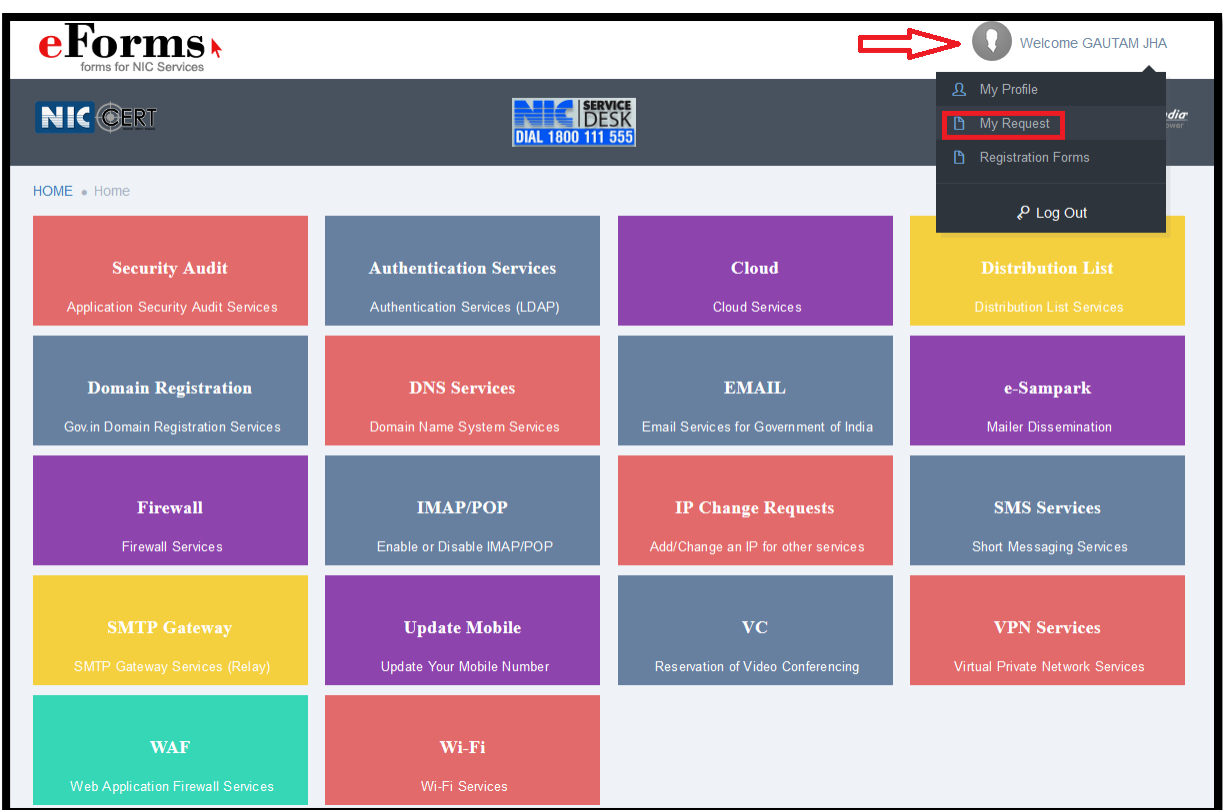
Continue

Step 9:- 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.



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.

eForms
forms for NIC Services

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User Console

TOTAL REQUESTS

1

TODAY'S PENDING REQUESTS

1

TOTAL PENDING REQUESTS

1

COMPLETED REQUESTS

0

FILTERS

Application

VPN Registration

Status

Pending

Rejected

Completed

Query Raised

Query Answered

TOTAL PENDING REQUEST

10 records Search: Reg Id, Email, Status, I

App Id	Email	Status	Date	Action
VPN-FORM201908280043	jhajeegautam@gmail.com	Pending with Reporting/Nodal/Forwarding Officer	2019-08-28 16:53:21.0	Actions

Showing 1 to 1 of 1 entries

Action → Track

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forms for NIC Services

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NIC CERT **SERVICE DESK** DIAL 1800 111 555 **Digital India** Power To Empower

User Console

TOTAL REQUESTS

1

TODAY'S PENDING REQUESTS

1

TOTAL PENDING REQUESTS

1

COMPLETED REQUESTS

0

FILTERS

Application

VPN Registration

Status

Pending

Rejected

Completed

Query Raised

Query Answered

TOTAL PENDING REQUEST

10 records Search: Reg Id, Email, Status, I

pp Id	Email	Status	Date	Actions
N-ORM201908280043	jhajeegautam@gmail.com	Pending with Reporting/Nodal/Forwarding Officer	2019-08-28 16:53:21.0	<ul style="list-style-type: none"> Preview / Edit ✖ Reject 📍 Track 📄 Generate Form 📄 Upload Multiple Docs 📄 Download Uploaded Docs ✖ Raise/Respond to Query

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

Application Reference number :VPN-FORM201908280043



Name :GAUTAM JHA

RAISED/RESPONDED QUERY

-> 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