

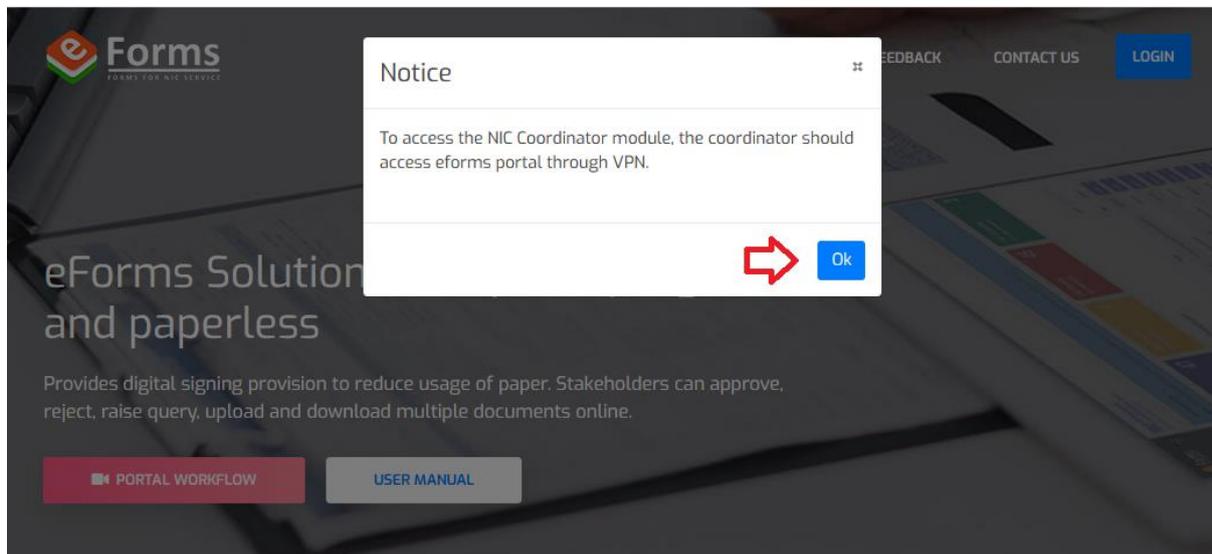
Name of the Document		Manual for VPN Add/modify form from https://eforms.nic.in	
Classification	General	Audience	NIC VPN Users
Version	1	Date of last change	10 Jan 2020

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

For VPN Add/Modify Form (Add new server IP or ports)

User can fill online **VPN Add/modify 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 only with **VPN registered email id** 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 prompt: 'Enter Your NIC/GOV or Alternate Email ID'. A text input field contains the email address 'abc-nic@nic.in'. Below the input field is a blue 'CONTINUE' button. A red arrow points to the 'CONTINUE' button.

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

The screenshot shows the same 'Login' window. The email ID input field is now filled with a greyed-out password. Below it is a 'Password' input field filled with dots. To the right is a 'Captcha' input field containing the text 'hckq2F'. A green refresh icon is next to the captcha. A red arrow points to the 'CONTINUE' button.

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 clic on **Continue.**

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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**.

Click on **Yes** option.

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

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

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

The image displays two screenshots of the 'User Profile' form in the eForms application. The top screenshot shows the form with a 'CONTINUE' button highlighted in a red box. The bottom screenshot shows the form with sample data filled in.

Form Fields and Values:

- Personal Info:**
 - User Name: abc kumar
 - Mobile: +919850473774
 - Telephone Number(O): 011-123456
 - Designation: Network Engineer
 - State where you are posted: DELHI
- Organizational Info:**
 - Employee Code: [Empty]
 - Email Address: abc.kumar070@gmail.com
 - Telephone Number(R): [Empty]
 - Enter Your Official Address: NIC HQ
 - District/City Name: NewDelhi
 - Pin Code: 110053

Form Fields and Values (Bottom Screenshot):

- Personal Info:**
 - User Name: [Empty]
 - Mobile: +91-9876543210
 - Telephone Number(O): [Empty]
 - Designation: [Empty]
 - State where you are posted: select
- Organizational Info:**
 - Employee Code: [Empty]
 - Email Address: .xzy.delhi@gmail.com
 - Telephone Number(R): [Empty]
 - Enter Your Official Address: [Empty]
 - District/City Name: -SELECT-
 - Pin Code: [Empty]

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.

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

The screenshot shows the 'VPN Details' form in the eForms application. The 'Type of User' section has 'Add to existing/Renew' selected. A red box highlights this option with the text 'For Renew VPN Or Add/Modify New Server IP or Ports in Existing VPN accounts.' Other fields include 'Choose Coordinator' (Organization Coordinator selected), 'IP Address' (Single IP selected), 'Application URL', 'Destination Port', 'Server Location', and 'Remarks'.

Step 8:- 1st select **NIC Coordinator** and then select **Add to exiting** option. Type your **exiting VPN registration number** and click on search option.

The screenshot shows the 'Add/Renew Request' modal open over the VPN Details form. The modal has a search bar with 'VPN2312345' and a 'Search' button. The 'Add to existing/Renew' option in the background form is highlighted with a red box.

Step 10:- Click on **Add New** .

The screenshot shows the 'Add/Renew Request' modal with a search bar containing 'VPN2312345' and a 'Search' button. Below the search bar is a table of existing VPN registrations:

Server IP	Server Location	Destination Port	Service
XXXXXXXXXX		443	
XXXXXXXXXX	Exiting Server IP's		3389
XXXXXXXXXX		443	
XXXXXXXXXX		443	
XXXXXXXXXX	SP	22	
XXXXXXXXXX	SP	22	
XXXXXXXXXX	SP	22	

At the bottom right, there are three buttons: 'Close', 'Renew', and 'Add New'. A red arrow points to the 'Add New' button with the text 'Now Click on Add New'.

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Step 11:- Add **New Server IP address** with **port** numbers. Type **Captcha** and click on **Previous and submit**.

Note :- If wants to add more Server IP address click on [+] icon.

VPN Details

Type of User *

New Request Add To existing/Renew

Choose Coordinator *

Organization Coordinator

Choose Co-ordinator*

Exiting Server IP & Ports

Server IP	Server Location	Destination Port	Service
██████████	██████████	443	
██████████	██████████	3389	
██████████	██████████	443	
██████████	██████████	443	
██████████	SP	22	
██████████	SP	22	
██████████	SP	22	

IP Address *

Single IP IP Range

Enter IP address * Application URL Destination Port *

Server Location*

Remarks

Remarks Mention Remarks if you want.

Enter Captcha*

Captcha

If you want to add more IP address Click on + button

Step 12:- Check on **Terms & Condition** . After that click on **Submit**.

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Preview ✕

VPN Request Form

Personal Information

Name of 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 *

Reporting/Nodal/Forwarding Officer Designation *

Organization Details

Organization Category Ministry/Organization *

VPN Details

IP Type	IP Address	Application URL	Destination Port	Server Location
single	192.168.12.10	http://test.nic.in	80,443	NDC Delhi

Co-ordinator email

I agree to [Terms and Conditions](#)

Close
Edit
Submit

Step 13:- 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 14:- In next step, select **Process Online** option as shown in picture & then Click on **Continue**.

forms for NIC Services

Welcome GAUTAM JHA

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 15:- After clicking on Continue button a message will display . In that message you will receive your **VPN Add/Modify registration number**.

User will 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 **VPNADD-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 dashboard. On the left, there is a sidebar with 'My Request' highlighted. The main area displays summary statistics: Total User Requests (7), Today's Pending Request (0), Total Pending Requests (0), and Total Completed Requests. Below this is a 'Total Requests' table with columns for App Id, Email, Status, Date, and Actions. A search bar is located above the table.

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 the first row in the table. A red arrow points to the 'Actions' button. The dropdown menu is open, showing options: Preview, Track (highlighted with a red line), Generate Form, Upload Multiple Docs, Download Uploaded Docs, and Raise/Respond to Query.

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	Preview Track Generate Form
VPN-FORM201911280006	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Upload Multiple Docs Download Uploaded Docs Raise/Respond to Query
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