Name of the Document		Manual for VPN Add/modify form from https://eforms.nic.in		
Classification	General	Audience	NIC VPN Users	
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Manual for applying VPN on 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 <u>https://eforms.nic.in</u> site. Kindly follow the below mentioned steps.

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

Error Forms	Notice	н	EDBACK	CONTACT US	
1//	To access the NIC Coordinator module, the coordinator shou access eforms portal through VPN.	ıld			
eForms Solution and paperless		Dk			
Provides digital signing provision to r reject, raise query, upload and downlo	educe usage of paper. Stakeholders can approve, ad multiple documents online.				
PORTAL WORKFLOW	USER MANUAL				

Step 2:- Now click on Login option.

E COMPANY AND A COMPANY AND A COMPANY AND A COMPANY A CO	HOME SERVICES PROCESS FEEDBACK CONTACT US
	· · · · · · · · · · · · · · · · · · ·
Brance - ware - ware	oForme: Fostures of the Application
and the second s	Web responsive with convenient GUI, More than 13 services have been on-boarded,
Arman Sector	Preview and Edit, Custom flow for specific services, Auto forward to next level
	USER MANUAL
A man A man A man A man	THE THEFT

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**. "

Login	×
Sign in to Portal	
Enter Your NIC/GOV or Alternate Email ID abc-nic@nic.in	

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

Login	24			
Sign in to	o Portal			
Enter Your NIC/GOV or Alternate Email ID				
Password				
hckg2F S	Enter Captcha*			
CONTI				

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.

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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**.

Login	×	
Sign in to Portal		
Enter Your NIC/GOV or Alternate Email ID xzy-delhi@gmail.com		

Click on Yes option.

NOTE:					~
	You may reg	gister only for t	the following se	ervices :-	
 Email \$ 	ervice				
 VPN Set 	ervice				
 Securit 	y Audit Service				
 Cloud 	Service				
 Domaii 	Registration Ser	vice			
 Firewa 	Service				
 Reserv 	ation for video co	onferencing Serv	rice		
 vveb A 	pplication Firewal	services			
To register	for other service	s, please log in email ad	with your govern dress.	ment email service	(NIC)
	Are you	sure, you wa	ant to proceed	d with	
	Time	jereg gaalanna (gmail.com?	•	
			1	YES	NO

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

Login		24			
Si	Sign in to Portal				
Enter Your NIC/GO	Enter Your NIC/GOV or Alternate Email ID				
xzy.delhi@gmai	I.com				
India (+91) 🗸	98765	43210			
+HKO75	\mathbf{a}	Enter Captcha*			
	CONTI				

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		**
Ve	rify OTP Deta	ils
Enter Your Mobile	OTP (Update Mot	bile?)
•••••	4	
Please use previous OT +91XXXXXXX	IP which has been se	nt on
	OR/BOTH	
Enter Your Email (отр	
Please use previo *****@gmail.co	ous OTP which h om	as been sent on
Resend mobile otp	Resend email otp	CONTINUE

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

	सिंह ने प्रियेण प्रियान केंद्र Net Service National Informatics Centre MESSAGING AND GWS OWSION				н 🧖
	eForms · Dashboards · Profile Page				
- Nr Doguost					
 My request 	User Profile				
OUR SERVICES					
Authentication Services (LDAP)	Entries marked with asterik (*) are mandatory				
Cloud					
Clistribution List Services	Personal Info Organizational Info				
T DNS Services	User Name *		Employee Code		
Domain Registration	abc kumar		Enter Employee Code [Only character	s and digits allowed]	
👼 Email	Mobile *		Email Address *		
- Man Sampark	+919650473774		ajai.kumar070@gmail.com		
	Telephone Number(0) *		Telephone Number(R)		
	011-123456		Enter Residence Telephone Number [S	TD CODE-TELEPHONE]	
P Change Requests	Designation *		Enter Your Official Address *		
Security Audit	Network Engineer		NIC HQ		
🕥 SMS Service	State where you are posted * Distr	trict/City Name *		in Code *	
SMTP Gateway	DELHI	lewDelhi	×	10053	
🚺 Update Mobile			_		
Video Conference		CONT	INUE		
🛔 VPN Service					
🚺 WAF					
穼 WIFI Service					
🥺 Forms 🖃	ार्ट्रीय स्वन्म विज्ञान केंद्र National Informatics Centre User Manual 🐧 Older Venion				н, 🧖
V EQAMS THE SIL SCHOOL	MESSAGING AND SMS DIVISION				Ŧ
🗗 Dashboards 🗸 🗸	eForms · Dashboards · Profile Page				
My Request					
OUR SERVICES	User Profile				
Authentication Services	Entries marked with asterik (*) are mandatory				
Cloud					
 Distribution List Services 	Personal Info Organizational Info				
†∓ DNS Services	User Name *		Employee Code		
Domain Registration	Enter Full Name [Only characters,dot(.) and whitespace allowed]		Enter Employee Code [Only charac	sters and digits allowed]	
👼 Email	Mobile *		Email Address *		
崎 Sampark	+91-3876543210		xzy.delhi@gmail.com		
🖧 МАР/РОР	Telephone Number(O) * Enter Official Telephone Number [STD CODE-TELEPHONE]		Enter Residence Telephone Number	# [STD CODE-TELEPHONE]	
P Change Requests	Designation *		Enter Your Official Address *		
Security Audit	Enter Designation [Only characters, digits, whitespace and $[,$ - $\delta_i]$ allowed]		Enter Your Official Address [Only cl	haracters,digits,whitespace and [, - # / ()] allowed]	
点 SMS Service	State where you are posted * Di	istrict/City Name *	_	Pin Code *	
SMTP Gateway	select	-SELECT-	~	Enter Pin Code [Only digits(6) allowed]	
Update Mobile					
Video Conference		co	ONTINUE		
H VPN Service					
VWAF					
WIFI Service					

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.

🥺 <u>Forms</u> 😑	स्टिन सुरान दिलान केंद्र National Informatics Centre Messaging Ano SMS Division					н. 🧖
🗗 Dashboards 🔹 👻	eForms · Doshboards · Profile Page					
My Request						
OUR SERVICES	User Profile					
Authentication Services (LDAP)	Entries marked with asterik (*) are mandatory					
Cloud						
 Distribution List Services 	Personal Info Organizational Info					
†₽ DNS Services	Organization Category *	Ministry/Organization *		Department/Division/Domain *		
Domain Registration	Central	Ministry of information technology	-NIC ~	other	~	
🚰 Email	Reporting/Nodal/Forwarding Officer Email*		Reporting/Nodal/Forwarding Officer	Name *		
-	abcxyz@nic.in		Mr ABC			
- · ·	Reporting/Nodal/Forwarding Officer Mobile *		Reporting/Nodal/Forwarding Officer	Telephone *		
MAP/POP	+90000000826		o⊪- 123456			
IP Change Requests	Reporting/Nodal/Forwarding Officer Designation *					
🔒 Security Audit	Scientist-C					
SMS Service	I declare that my Reporting/Nodal/Forwarding Officer belongs to the so	ime Ministry/Department from which i t	elong.			
SMTP Gateway	NOTE: • If any "DSI\/Ministry/Department" needs to be added place	a send the details to sforms at his for	tlin			
Update Mobile						
Video Conference						
H VPN Service		SUE	36411			
🗘 WAF						
S WEI Service						

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.

🥺 <u>Forms</u> 🖃	स्ट्रिय गुजना विद्यान जेंद्र National Informatics Centre MESSAGING AND SMS DIVISION					HL Mr AB C	Kumar 🧖
🗗 Dashboards 🗸	Dear Mr A B C Kumar, Notice : For any quary or doubt, You can use "RAISE A QUERY" opt	ion to interact with other stakeholders. For tracking th	ne status of the reque	st, use "TRACK" option.			
My Request OUR SERVICES At structure from from from	Total User Requests 0	Today's Pending Request	0	Total Pending Requests	0	Total Completed Requests	0
Automatication services (LDAP) Distribution List Services	General Filters	Total Pending Request					
17 DNS Services	No Request Available	Show 0 entries				Search: Reg Id, Emoil, Status, Data	
값 IMAP/POP		App Id	nail	11 Status No data available in table	Date	14 Actions	
🕤 SMS Service		Showing 0 to 0 of 0 entries				Previor	is Next
SMTP Gataway							
* VPN Service							

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

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🗗 Dashboards 🗸	OForms	
OUR SERVICES Authentication Services ((DAP) Distribution List Services	VPN Dotalis Typo d Use* O Now Request For Renew VPN Or Add/Modify New Server IP or Ports in Exiting VPN accounts.	
t≓ DNS Services ∰ Email (@gov)	Choose State Co-andinator* Choose State Co-andinator* State Coordinator State Coordinator U	
IMAP/POP If Change Requests	# Address * Single # Particular for the products: Application UR, Destination Port *	
 SMS Service SMIP Gateway 	Enter # Antonia Sig 333.000[Enter Application UIL [og (Https://otacom)] Enter Destination Port [og 80.443] Server Loadine*	+
CPRI Service WIFI Service	Remots Remote Re	
EXTERNAL SERVICES	Copitche ξή ψψψ Ο Enter Copitche	
Domain Registration sampark	Phaneleon can't Subarret	

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

<u>Forms</u> =	মার্চের ব্রহনা বিরান কর National Informatics Centre MESSAGING AND SMS DIVISION	uuost × H. or
🗐 Dashboards 🗸	eForms · Dashboards · Vpn Services VPN REGISTRATION NO VPN2312345	o Korn 💠
My Request	VPN Details	
OUR SERVICES Authentication Services (LDAP)	Type of User * New Request Add To existing/Renew	Close
Clistribution List Services		Select NIC Coordinator email id from list
†₹ DNS Services	Choose Coordinator *	Choose Co-ordinator*
🜆 Email (@gov)	Organization Coordinator	
S IMAP/POP	IP Address *	
HI IP Change Requests	Single IP IP Range Enter IP address *	Application URL Destination Port*
💩 SMS Service		
📑 SMTP Gateway	Server Location*	
🔲 Update Mobile in(@gov)	NDC Dolhi	

Step 10:- Click on Add New.

Add/Renew F	Request		×
VPN REGISTRATIO	N NO		
VPN231234	15	Search	
Server IP	Server Location	Destination Port	Service
107107-0010-005		443	
	Exiting Server IP's	3389	
		443	
-		443	
100000-072000000	SP	22	
*******	SP	22	
	SP	22	Now Click on Add New
		c	Close Renew 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				Ex	iting Server IF	& Ports	
Choose Coordinator *		Choose Co-ordinator*		Server IP	Server Location	Destination Port	Service
Organization Coordinator		sustainen autoria (autoria)	~			443	
				-		3389	
						443	
				-		443	
					SP	22	
				William	SP	22	
				徽海油	SP	22	
IP Address * Single IP IP Range Enter IP address *	Application URL		Destination Port *				lf you want to add more
164.100.x.x	test.nic.in		80, 443				IP address
Server Location*	v						Clcik on + button
Remarks							
Remarks Mention Remarks if you want.							
	Captoha (rely)Q 😏	Type Captcha					
	Preview and	Submit					

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

Name of the	Name of the Document Manual for VPN Add/modify form from <a href="https://www.htttps://wwwwwwwwwww.https://www.https://www.htttps://wwww.https://w</th>				
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Preview						×
VPN Reques	t Form					
Personal Infan	mation					
Name of Applicant	mation	Designation *		Employee C	ode	
		Sr.Network Engineer		[Only cho	racters and digits allowed]	
Office Address						
Postal Address *						
NKN, 3rd floor, Blo	ock - IIIDelhi IP park , Shastri	Park				
State where you ar	re posted *	District *		Pin Code *		
DELHI		NewDelhi		110053		
Telephone Number	r:(0)*		Telephone Number :(R))		
011-2430			+91-001-001-001-001-001-001-001-001-001-0			
Mobile *			E-mail Address *			
+910000000630			-00002300250000			
Reporting/Nodal	/Forwarding Officer De	tails				
Reporting/Nodal/Fe	orwarding Officer Email *		Reporting/Nodal/Forwa	ording Officer N	lame *	
400000000000000000000000000000000000000	10 -			₽.		
Reporting/Nodal/Fo	orwarding Officer Mobile *		Reporting/Nodal/Forwa	arding Officer T	elephone *	
+9000000008			Chill Cause in			
Reporting/Nodal/Fe	orwarding Officer Designa	tion *				
Scientist-D						
Organization De	tails					
Organization Cate	gory		Ministry/Organization	•		
Central		\sim	Agriculture and Farr	mers Welfare		\sim
VPN Details						
single	IP Address	http://test.pic.ip	B0 443		Server Location	
singh sorbiast@	nicio					
ungraanajaeteu						
I agree to Terr	ns and Conditions					7
					Close Edit Su	bmit

Step 13:- Click on Yes.

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For other options, your request will be automatically forwarded next level.We are sending your request for approval to email ad (xyz123@gov.in) Name: Mr X Y Z Kumar Email: xyz123@gov.in Mobile: +91-1234567890 Are you sure, you want to proceed?	ng the ng as you.
Name: Mr X Y Z Kumar Email: ×yz123@gov.in Mobile: +91-1234567890	to dress
Email: ×yz123@gov.in Mobile: +91-1234567890	
Mobile: +91-1234567890 Are you sure, you want to proceed?	
Are you sure, you want to proceed?	
	-

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

eForms K		Welcome GAUTAM JHA
NIC GERT	DIAL 1800 111 555	Pigital India Reserve To Engeneer
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 platter Proceed online ? Proceed manually by uploading the scanned copy ? If you choose the manual option, you will have to download the g link (under "Actions") to get the request processed.	orms outside NIC. In case of delay, you may choose to pr enerated PDF, and then upload the self signed and stan	oceed online without aadhaar sped PDF in "My Request" module by clicking the "Upload Scanned Form"
	🗸 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 rack User *	
	se

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

Track your request through the following steps.

<u>eForms</u> → My Request

lead of the second sec	ाष्ट्रीय स्वत्ना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION	der Version				Hi, Gautam Jha 🧖
Dashboards My Request	Total User Requests 7	Today's Pending Request	0 Total Pe	ending Requests	0 Total Compl	eted Requests
OUR SERVICES	General Filters	Total Requests				
Cloud	Application	Show 10 ¢ entries			Search: Reg	id, Email, Status, Date
< Distribution List Services	WIFI Registration	App Id	Email 11	Status 14	Date 11	Actions
TF DNS Services	VPN Registration	VPNRENEW-FORM201911280001	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions 🗸
Domain Registration	Status	VPNADD-FORM201911280002	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions 🗸
🚰 Email	Pending Request	VPN-FORM201911280006	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28	Actions 🗸
ISI Sampark	Rejected Request Completed Request	WIFI-FORM201910210014	nfo9.nhq-dl@nic.in	Completed	2019-10-21	Actions 🗸
😫 ІМАР/РОР		WIFI-FORM201904040028	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions 🗸
IP Change Requests		WIFI-FORM201904080011	nfo9.nhq-dl@nic.in	Completed	2019-04-08	Actions 🗸
🚊 Socurity Audit		IMAPPOP-FORM201810120002	nfo9.nhq-dl@nic.in	Completed	2018-10-12	Actions 🗸
🕥 SMS Service		Showing 1 to 7 of 7 entries				Provious 1 Next
SMTP Gateway						
Ilodate Mobile						

<u>User Console</u> \rightarrow Action.

App Id	î↓	Email	1	Status	î↓	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		
VPN-FORM201911280006		nfo9.nhq-dl@nic.in		Cancelled		2019-11-28	Generate Form		
WIFI-FORM201910210014		nfo9.nhq-dl@nic.in		Completed		2019-10-21	Upload Multiple D		
WIFI-FORM201904040028		nfo9.nhq-dl@nic.in		Completed		2019-04-0	Raise/Respond to	Query	
WIFI-FORM201904080011		nfo9.nhq-dl@nic.in		Completed		2019-04-0	8	Actions	~
IMAPPOP-FORM201810120002		nfo9.nhq-dl@nic.in		Completed		2018-10-12		Actions	~

<u>Action → Track</u>

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App Id	Email	[↓] Status ^{↑↓}	Date ¹¹ Actions
VPNRENEW-FORM201911280001	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28
VPNADD-FORM201911280002	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28 C Preview
VPN-FORM201911280006	nfo9.nhq-dl@nic.in	Cancelled	2019-11-28 denerate Form
WIFI-FORM201910210014	nfo9.nhq-dl@nic.in	Completed	2019-10-21 🕹 Upload Multiple Docs
WIFI-FORM201904040028	nfo9.nhq-dl@nic.in	Completed	2019-04-0 Raise/Respond to Query
WIFI-FORM201904080011	nfo9.nhq-dl@nic.in	Completed	2019-04-08 Actions V
IMAPPOP-FORM201810120002	nfo9.nhq-dl@nic.in	Completed	2018-10-12 Actions 🗸

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

in version of the second seco	lame	Email		Mobile	C	ate
RO/FO/Nodal Admin Status: Completed() Completion Date: 2019-04-08 15:53:31.0	inacular sectors		ip.		5	
Status: Completed() Completion Date: 2019-04-08 15:53:31.0	ər	RO/F	O/Nodal		Admin	
	Status: Completion Dat	e:	Complete 2019-04-0	d() 3 15:53:31.0		
Sender Details: Support NKN(nfo17.sp-dl@nkn.in)	Sender Details:		Support N	KN(nfo17.sp-dl@nkn	.in)	