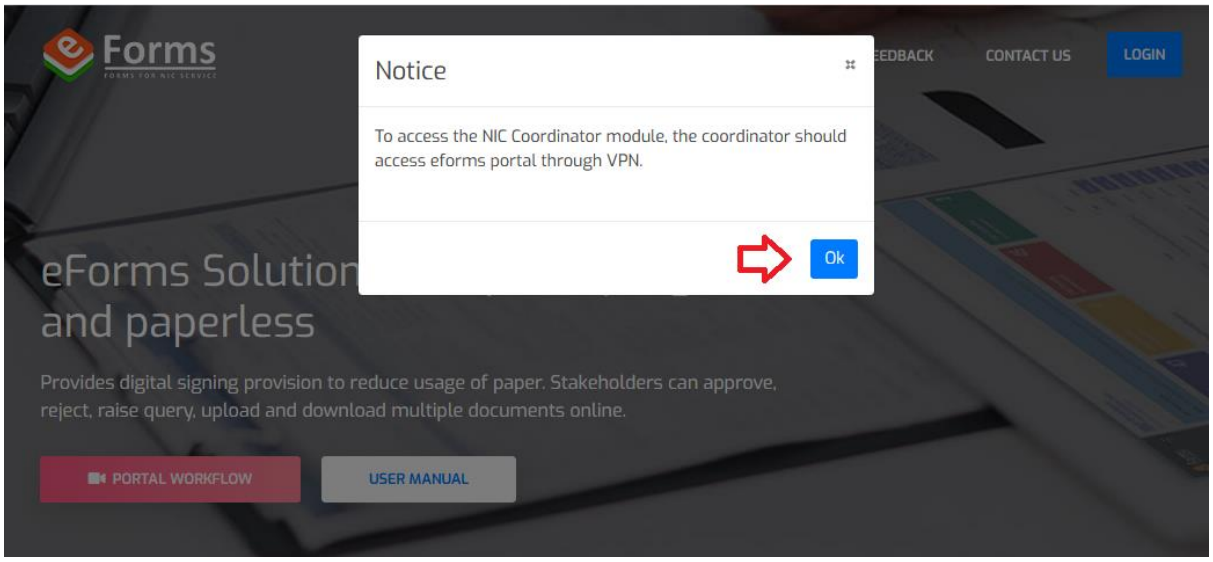
Name of the Document		Manual for VPN Renewal application form on https://eforms.nic.in	
Classification	General	Audience	NIC VPN Users
Version	1	Date of last change	10 Jan 2020

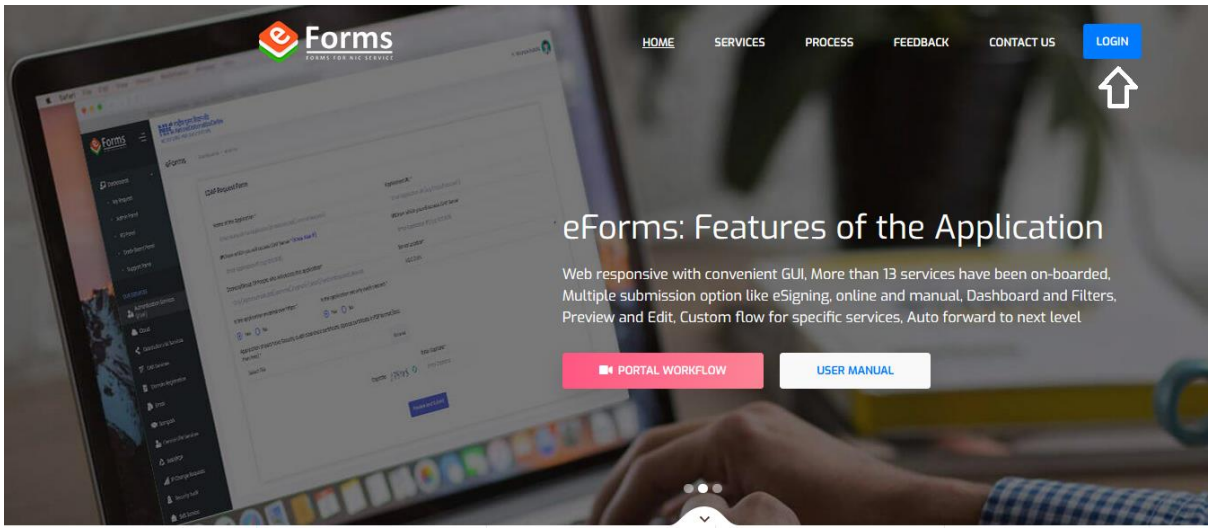
Manual for applying VPN on https://eforms.nic.in
For VPN Renewal of existing VPN

User can fill online **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.

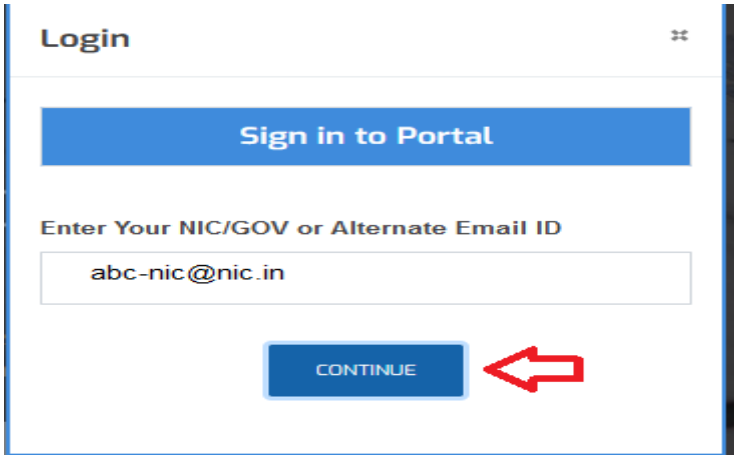


Step 2:- Now click on **Login** option.

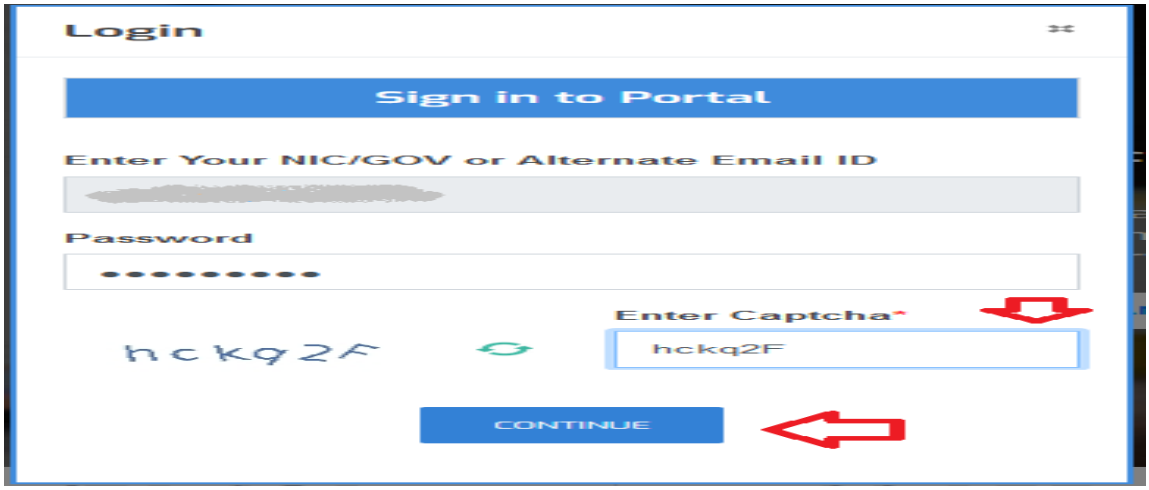


Step 3:- User will login only with **VPN registered email id** either **Government email id** or any **private email id**. First we are showing through **Government email id**.

*"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 & **Captcha**.

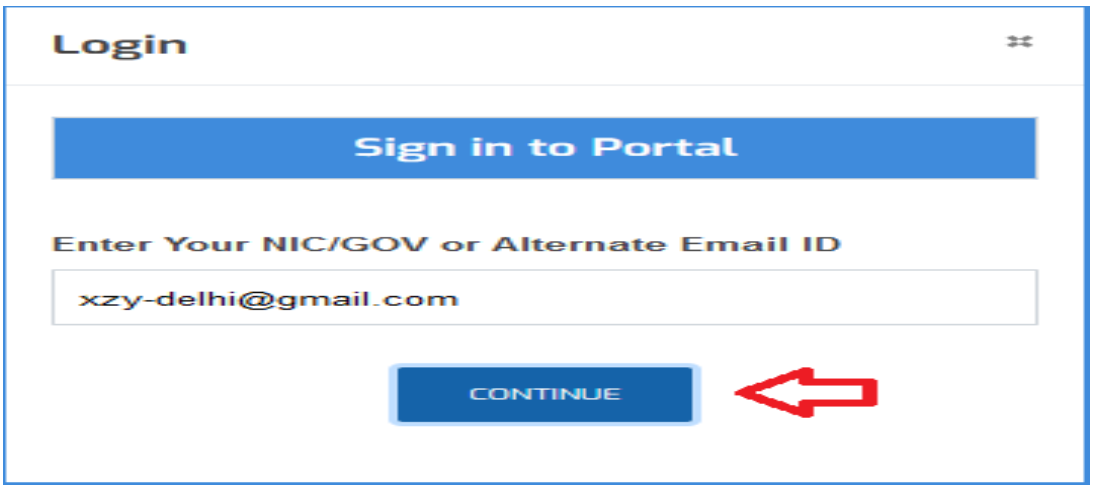


In next step user will receive an **OTP** on his **Registered mobile** number **linked** with his/her **Emial id**.

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

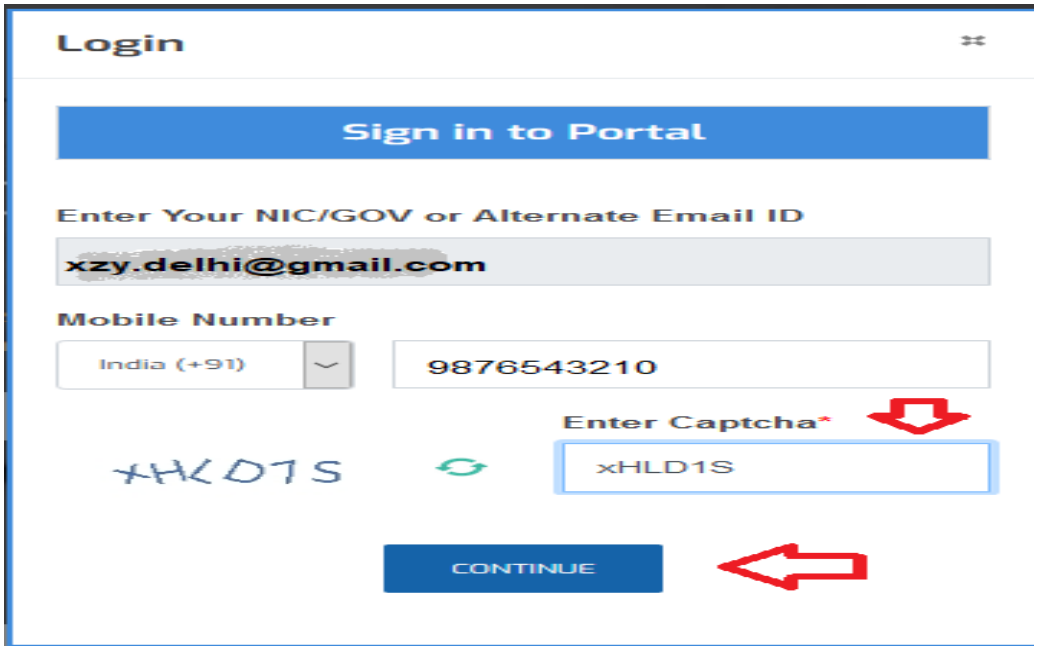
*"If user wishes to login with **Private Email id (non-nic email id)** then follow the steps below ."*

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

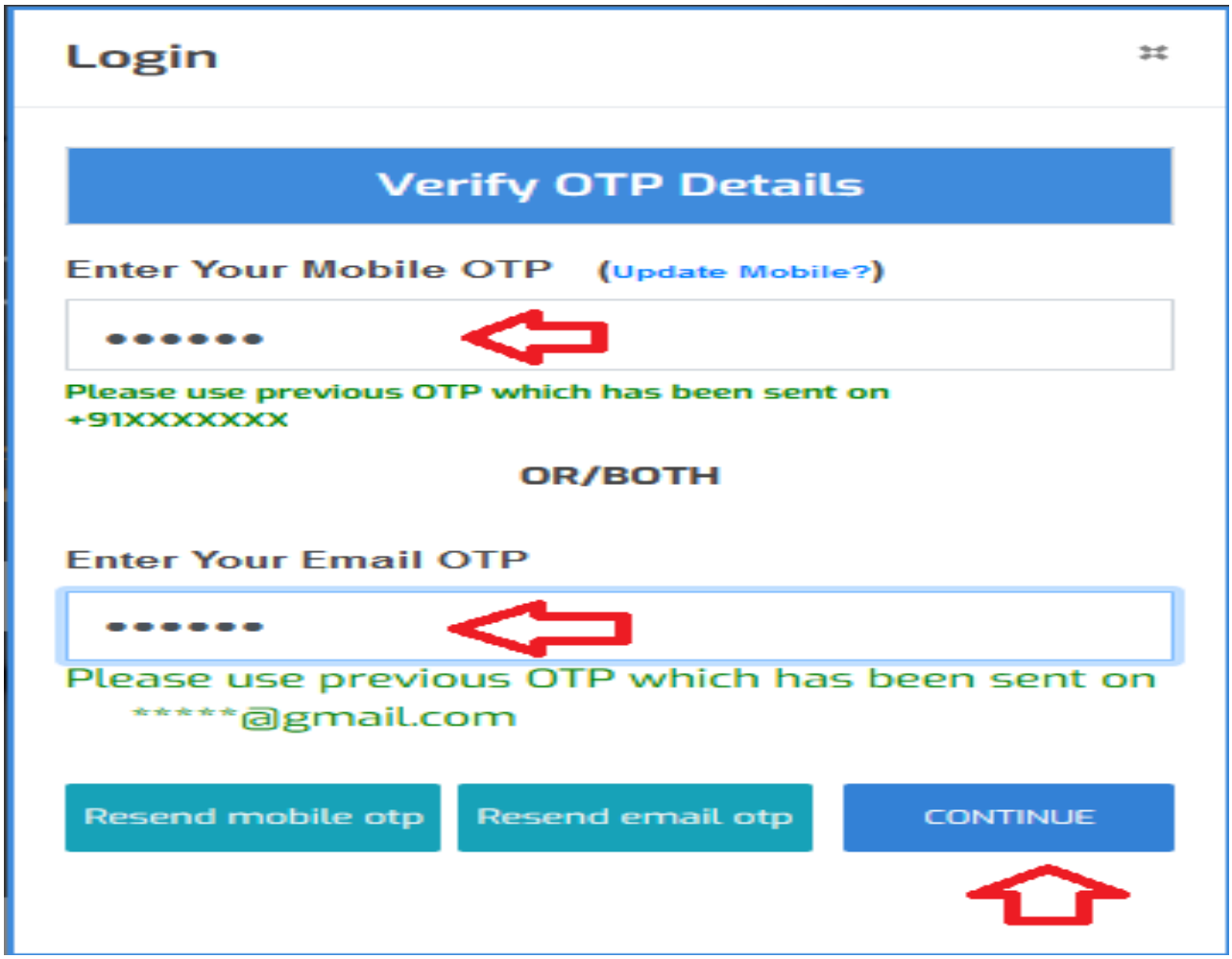


Click on **Yes** option.

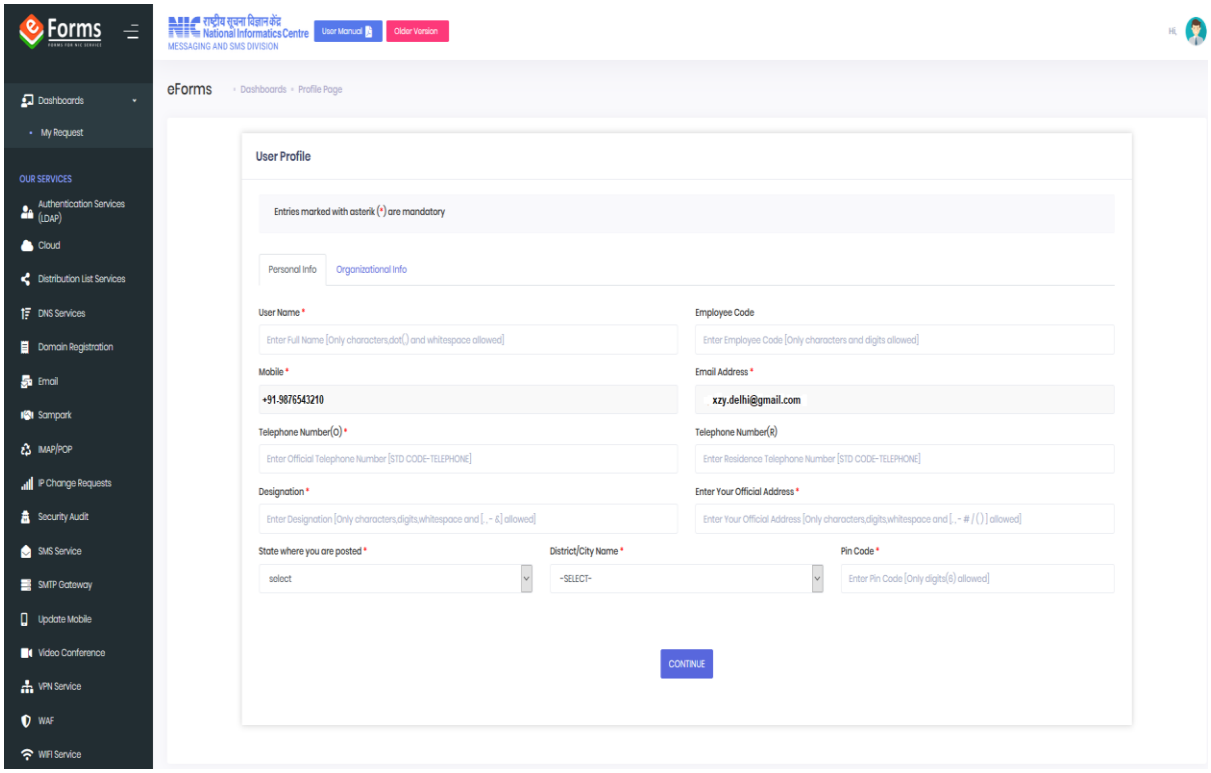
Enter **Mobile number** in blank box and Captcha then click on **Continue**.

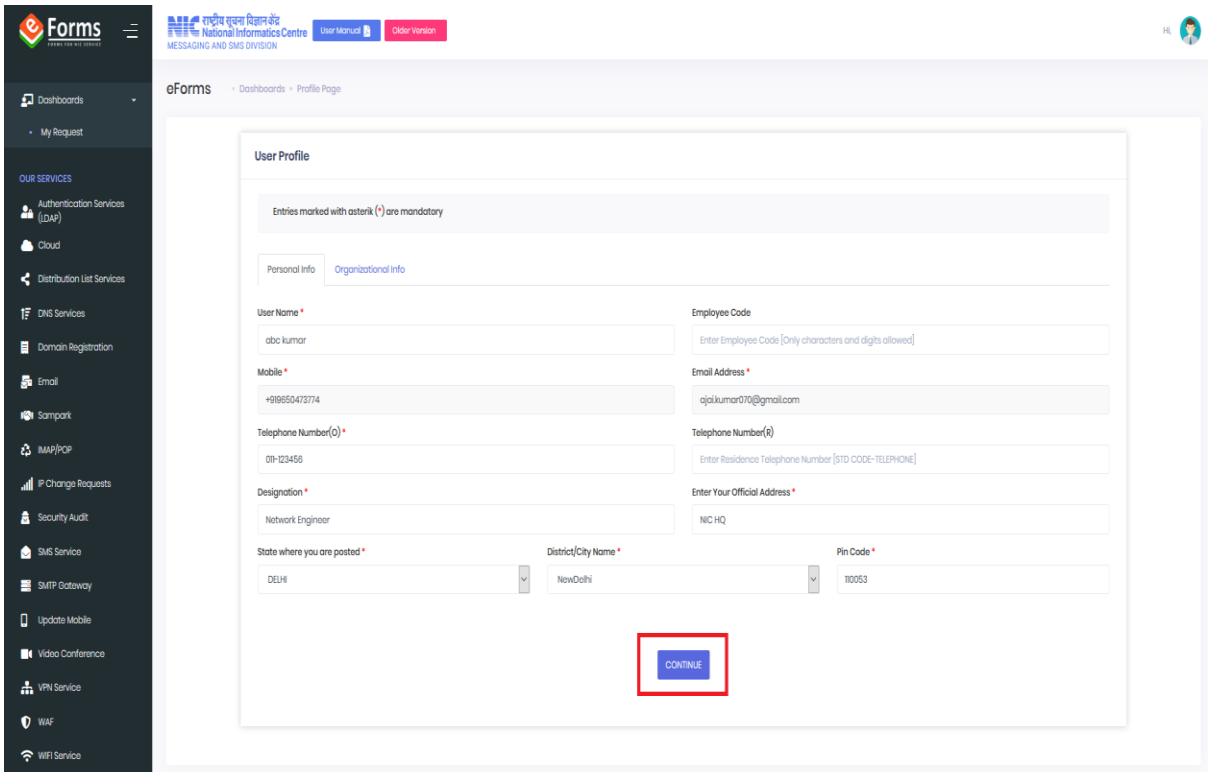


After Clicking on **Continue** option, user will receive **OTP** on **Email id** & **Mobile number simultaneously**. You need to type **both** OTP in boxes like below screenshot.



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

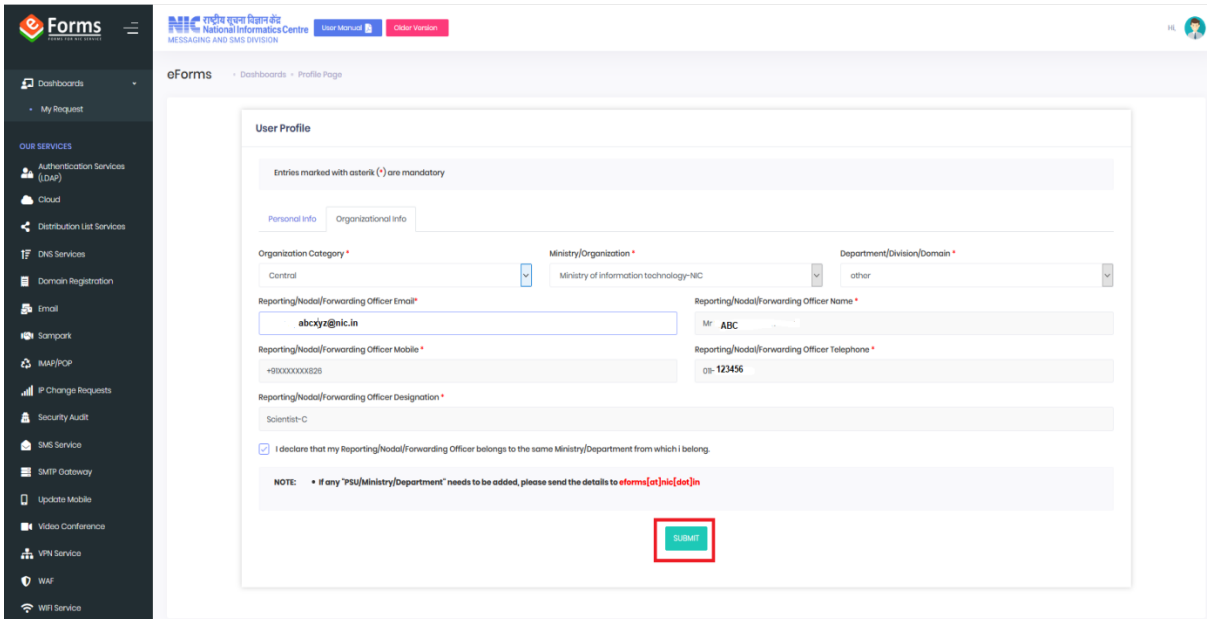




After filling all details, click on **Continue**.

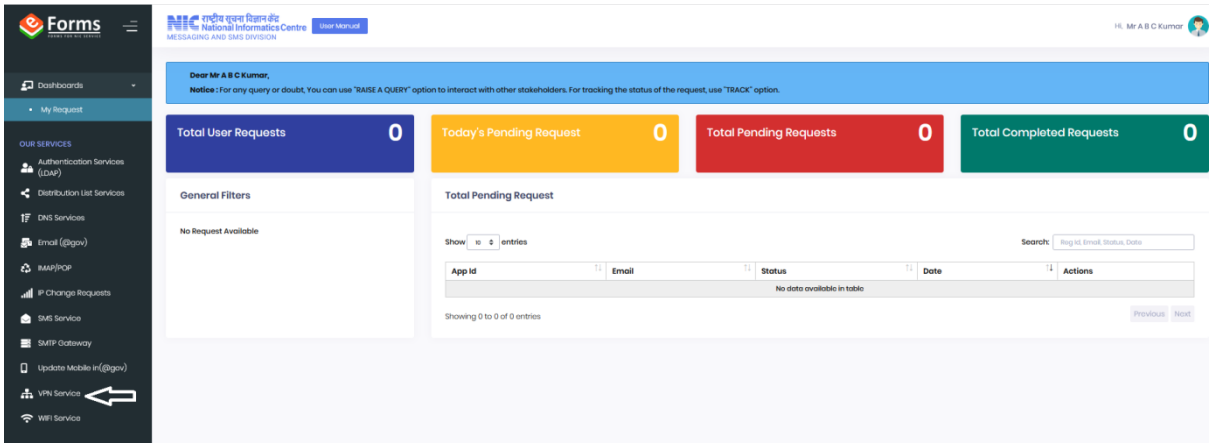
Step 5 :- In next page User will fill his/her Organization details. Select **Organization Category** then select **Ministry &Departments.**

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**.

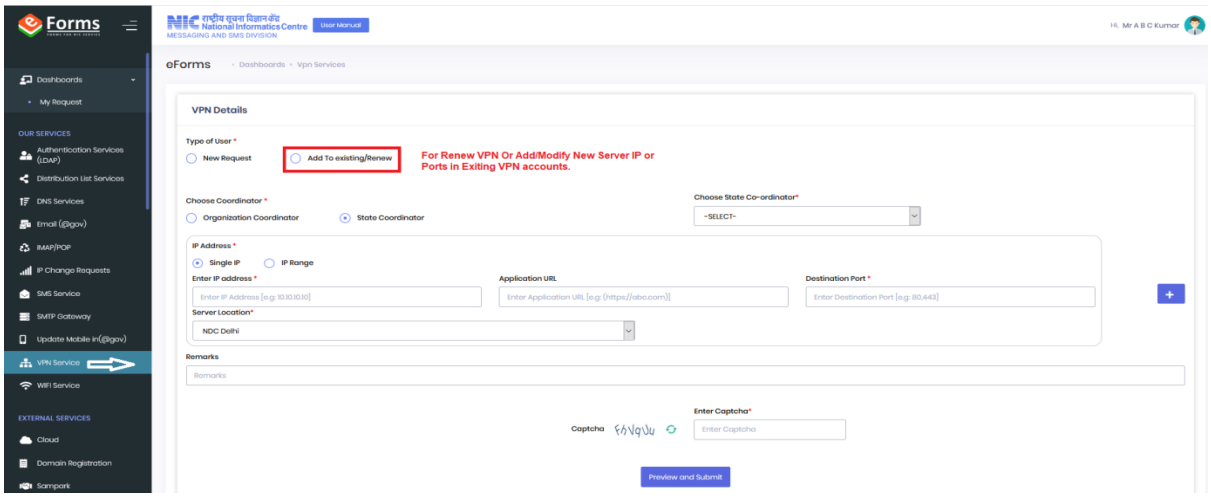


Check the declaration box and then click on **Submit** option.

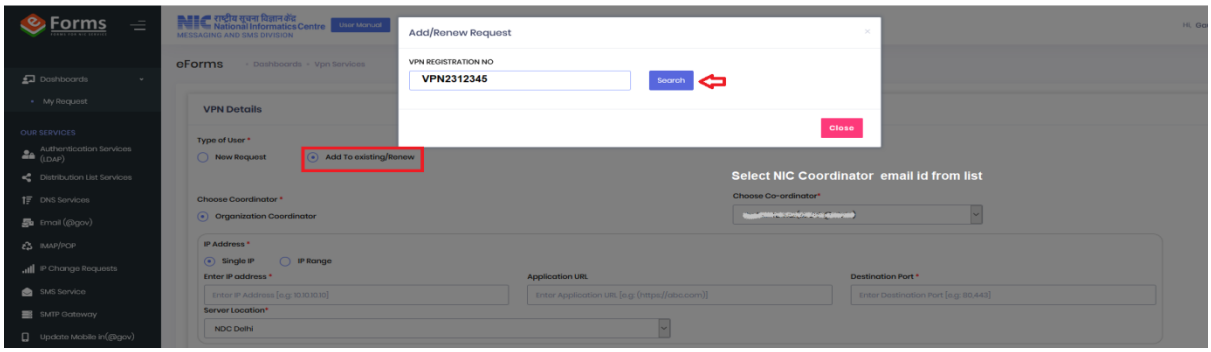
Step 6:- After that, multiple links for services will display in **left side panel**. Select only **VPN Service** link.



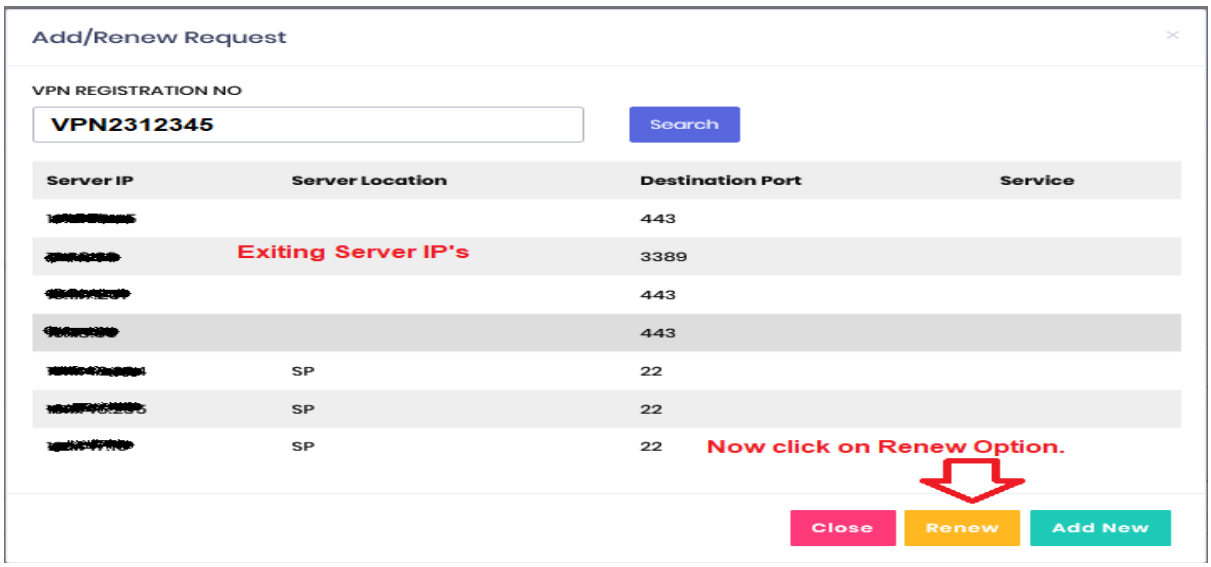
Step 7 :- Click on **VPN Services** link .VPN application form will open. **Select Type of User.**



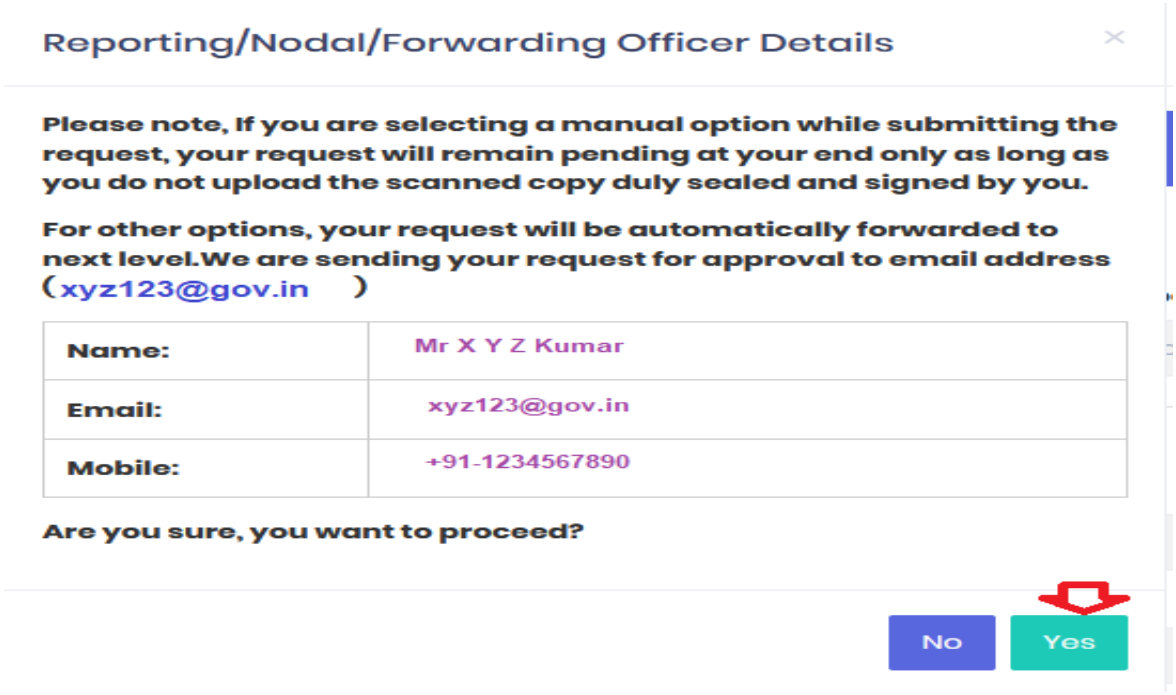
Step 8:- 1st select NIC Coordinator and then select **Add to exiting** option. Type your **Exiting VPN registration number a**nd click on search option.



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

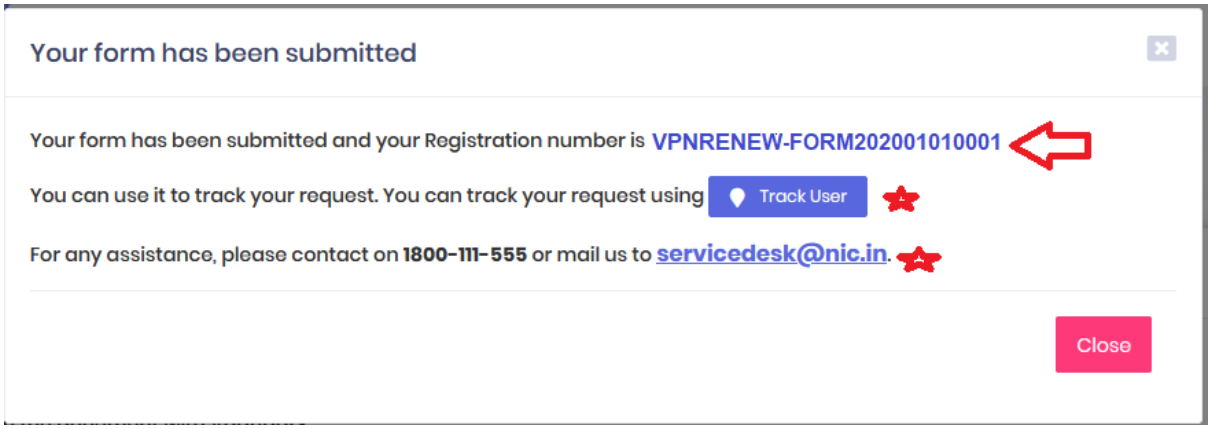


Step :- 11 :- Click on **Yes.**



Step 12:- In next step, select **Process Online** option as shown in picture & then Click on **Continue.**

Step 13:- 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.


Your form has been submitted
Your form has been submitted and your Registration number is VPNRENEW-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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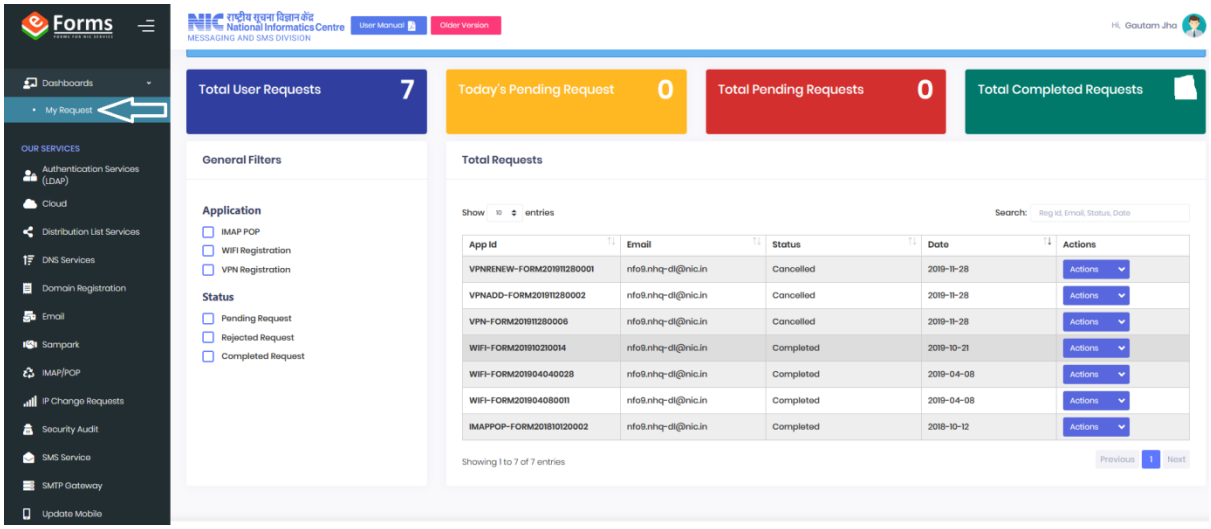
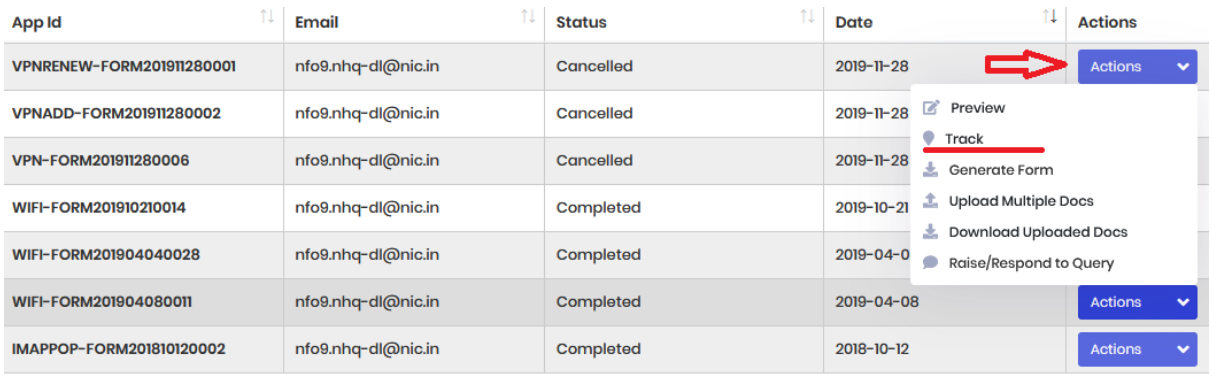
User can track his/her VPN application form status in eforms.nic.in.

Track your request through the following steps.

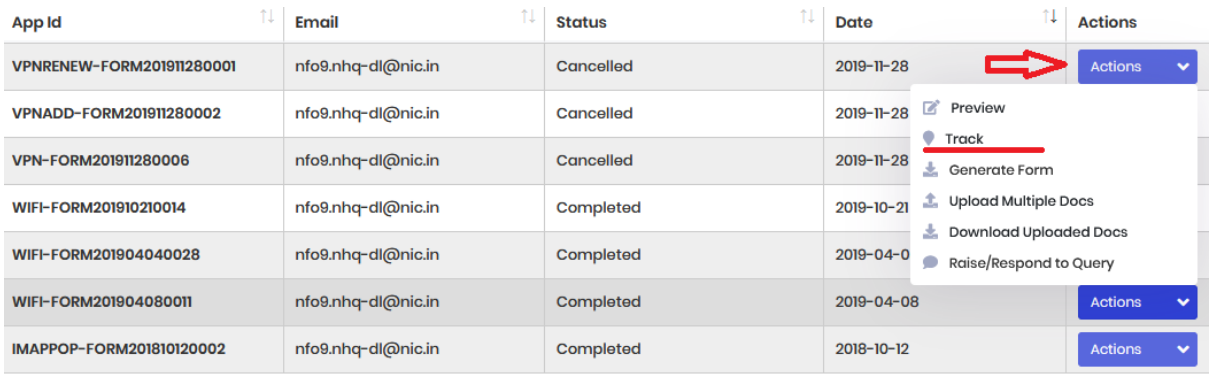
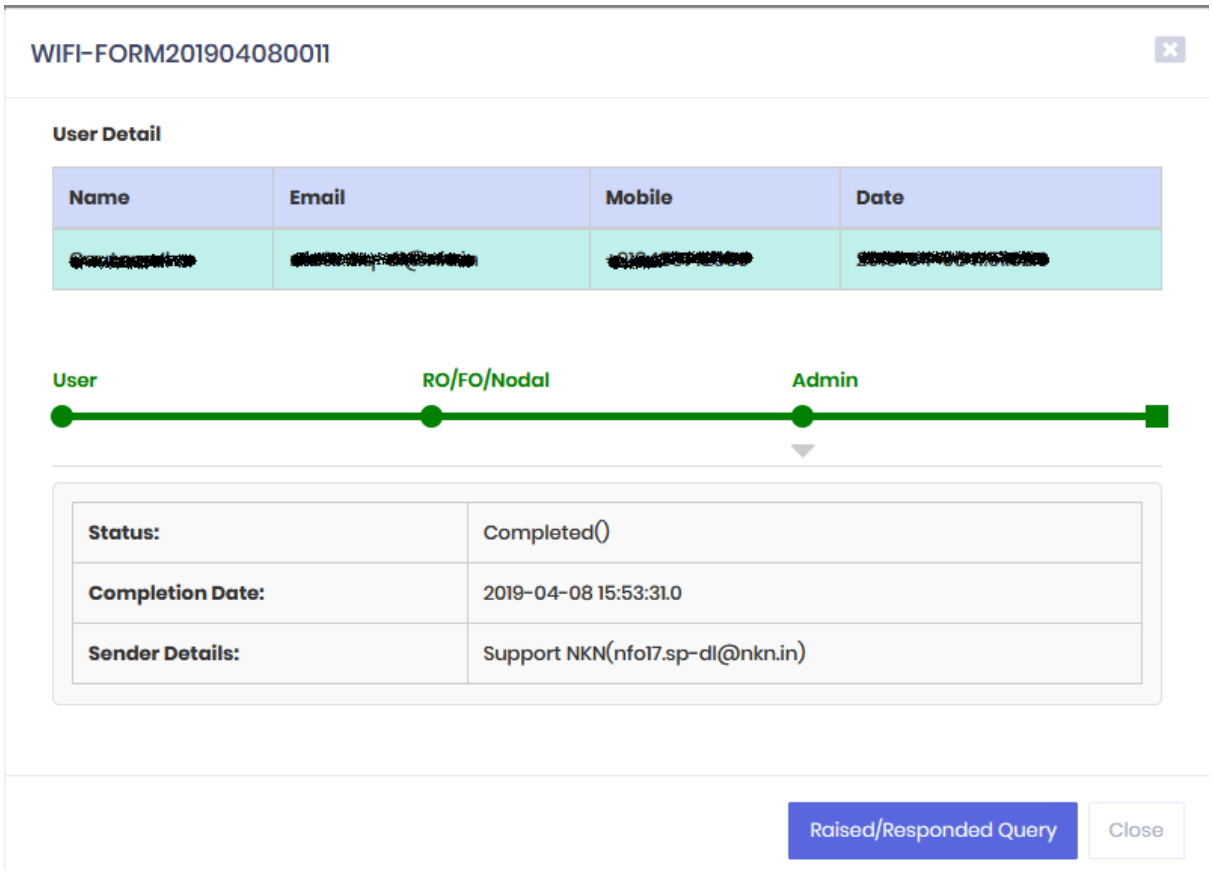
eForms → My Request



User Console → Action.



Action → Track



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