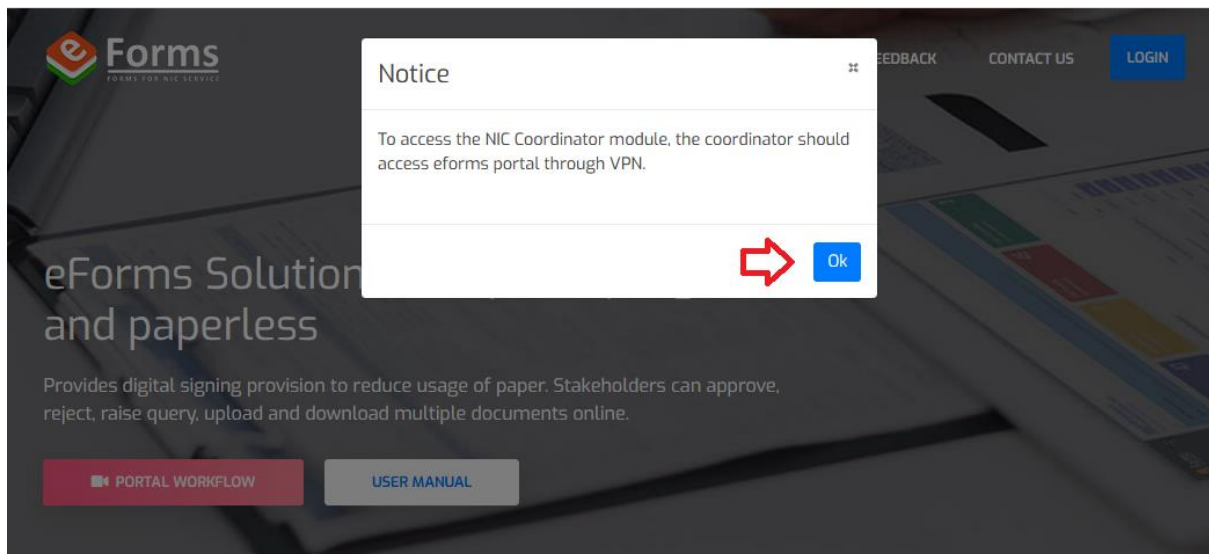


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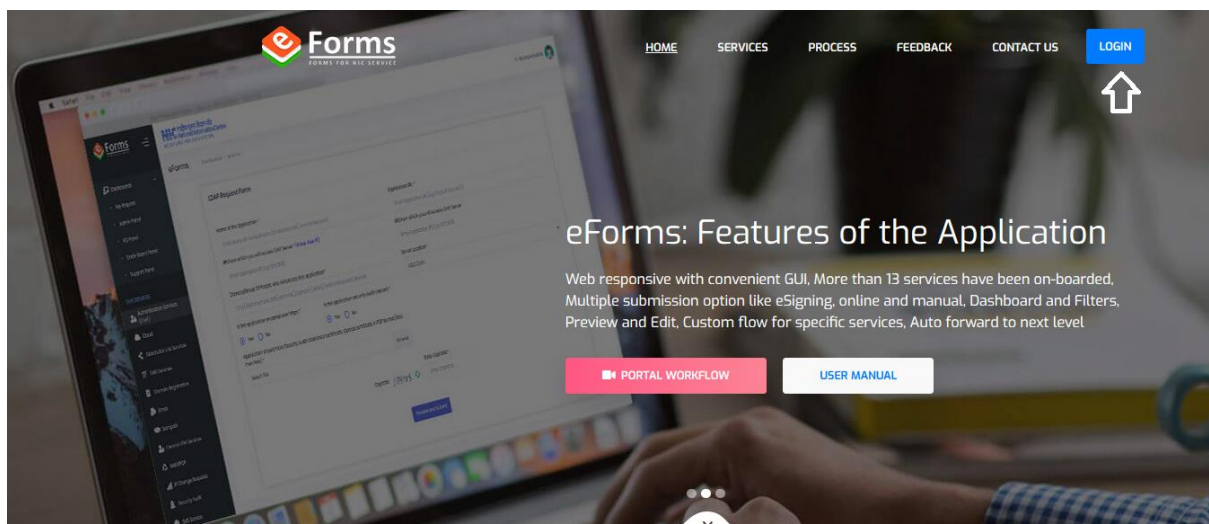
[Manual for applying VPN on https://eforms.nic.in](https://eforms.nic.in) [For VPN Renewal of existing VPN](#)

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**.

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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 input field labeled 'Enter Your NIC/GOV or Alternate Email ID' containing the text 'abc-nic@nic.in'. A blue 'CONTINUE' button is positioned below the input field, with a red arrow pointing to it from the right.

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

The screenshot shows the 'Login' window with the 'Sign in to Portal' button. Below it is a greyed-out input field for the email ID. Below that is a 'Password' input field with masked characters. 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 captcha input field from the right. Below the captcha field is a blue 'CONTINUE' button, with a red arrow pointing to it from the right.

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.**

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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**.

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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 ~~xyz@delhi.gov.in~~@gmail.com?

➔
YES
NO

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

↻

xHLD1S

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.

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

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The screenshot shows the 'User Profile' form in the eForms application. The form is titled 'User Profile' and includes a note: 'Entries marked with asterisk (*) are mandatory'. There are two tabs: 'Personal Info' (selected) and 'Organizational Info'. The form contains several input fields:

- User Name ***: Enter Full Name [Only characters,dot(.) and whitespace allowed]
- Employee Code**: Enter Employee Code [Only characters and digits allowed]
- Mobile ***: +91-9876543210
- Email Address ***: xzy.delhi@gmail.com
- Telephone Number(s) ***: Enter Official Telephone Number [STD CODE-TELEPHONE]
- Telephone Number(s)**: Enter Residence Telephone Number [STD CODE-TELEPHONE]
- Designation ***: Enter Designation [Only characters,digits,whitespace and [.,- #] allowed]
- Enter Your Official Address ***: Enter Your Official Address [Only characters,digits,whitespace and [.,- #/()] allowed]
- State where you are posted ***: select
- District/City Name ***: -SELECT-
- Pin Code ***: Enter Pin Code [Only digit(s) allowed]

A blue 'CONTINUE' button is located at the bottom center of the form.

The screenshot shows the 'User Profile' form in the eForms application with the following details filled in:

- User Name ***: abc kumar
- Employee Code**: Enter Employee Code [Only characters and digits allowed]
- Mobile ***: +919850473774
- Email Address ***: abc.kumar070@gmail.com
- Telephone Number(s) ***: 011-123456
- Telephone Number(s)**: Enter Residence Telephone Number [STD CODE-TELEPHONE]
- Designation ***: Network Engineer
- Enter Your Official Address ***: NIC HQ
- State where you are posted ***: DELHI
- District/City Name ***: NewDelhi
- Pin Code ***: 110053

The blue 'CONTINUE' button at the bottom center is highlighted with a red rectangular box.

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**.

The screenshot shows the 'User Profile' form in the eForms application. The form is divided into 'Personal Info' and 'Organizational Info' tabs. The 'Organizational Info' tab is active, showing dropdown menus for 'Organization Category' (set to 'Central'), 'Ministry/Organization' (set to 'Ministry of information technology-NIC'), and 'Department/Division/Domain' (set to 'other'). Below these are input fields for 'Reporting/Nodal/forwarding Officer Email' (filled with 'abcxyz@nic.in'), 'Reporting/Nodal/forwarding Officer Mobile' (filled with '+910000000000'), 'Reporting/Nodal/forwarding Officer Name' (filled with 'Mr. ABC'), 'Reporting/Nodal/forwarding Officer Telephone' (filled with '01-123456'), and 'Reporting/Nodal/forwarding Officer Designation' (filled with 'Scientist-C'). A checkbox is checked with the text 'I declare that my Reporting/Nodal/forwarding Officer belongs to the same Ministry/Department from which I belong.' A note at the bottom states: '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)'. A green 'SUBMIT' button is highlighted with a red box.

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.

The screenshot shows the eForms application dashboard. The left side panel contains a list of services: Authentication Services (Ldap), Cloud, Distribution List Services, DNS Services, Domain Registration, Email, Scampark, IMAP/POP, IP Change Requests, Security Audit, SMS Service, SMTP Gateway, Update Mobile, Video Conference, VPN Service, WAF, and WFI Service. The 'VPN Service' link is highlighted with a red arrow. The main content area shows a summary of requests: 'Total User Requests: 0', 'Today's Pending Request: 0', 'Total Pending Requests: 0', and 'Total Completed Requests: 0'. Below this is a 'General Filters' section with 'No Request Available' and a 'Total Pending Request' section with a table showing 0 entries.

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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. Under 'Type of User', the 'Add To existing/Renew' radio button is selected and highlighted with a red box. A red text note above it reads: "For Renew VPN Or Add/Modify New Server IP or Ports in Existing VPN accounts." Other fields include 'Choose State Co-ordinator', 'Choose Coordinator' (Organization/State), 'IP Address' (Single IP/Range), '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 same form as in Step 7, but with a search modal open. The modal has a text input field containing 'VPN2312345' and a 'Search' button. The 'Add To existing/Renew' radio button in the background form is highlighted with a red box. The modal also has a 'Close' button.

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

The screenshot shows the 'Add/Renew Request' modal with a search result table. The table has the following data:

Server IP	Server Location	Destination Port	Service
[Redacted]		443	
[Redacted]	Exiting Server IP's	3389	
[Redacted]		443	
[Redacted]		443	
[Redacted]	SP	22	
[Redacted]	SP	22	
[Redacted]	SP	22	

At the bottom of the modal, there are three buttons: 'Close', 'Renew', and 'Add New'. A red arrow points to the 'Renew' button, and a red text note says 'Now click on Renew Option.'

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Step :- 11 :- Click on Yes.

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?

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

Welcome GAUTAM JHA

NIC CERT

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.


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.


NIC VPN Services


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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

The screenshot shows the eForms application interface. On the left is a navigation menu with 'My Request' highlighted. The main dashboard displays four summary cards: 'Total User Requests: 7', 'Today's Pending Request: 0', 'Total Pending Requests: 0', and 'Total Completed Requests: 1'. Below these are filter options for Application (IMAP POP, WiFi Registration, VPN Registration) and Status (Pending Request, Rejected Request, Completed Request). A table titled 'Total Requests' shows a list of requests with columns for App Id, Email, Status, Date, and Actions.

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 close-up shows the 'Actions' dropdown menu for the first request in the table. The 'Track' option is highlighted with a red underline and a red arrow points to the 'Actions' button in the table row.

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	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	2019-04-0	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

- Preview
- Track
- Generate Form
- Upload Multiple Docs
- Download Uploaded Docs
- Raise/Respond to Query

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