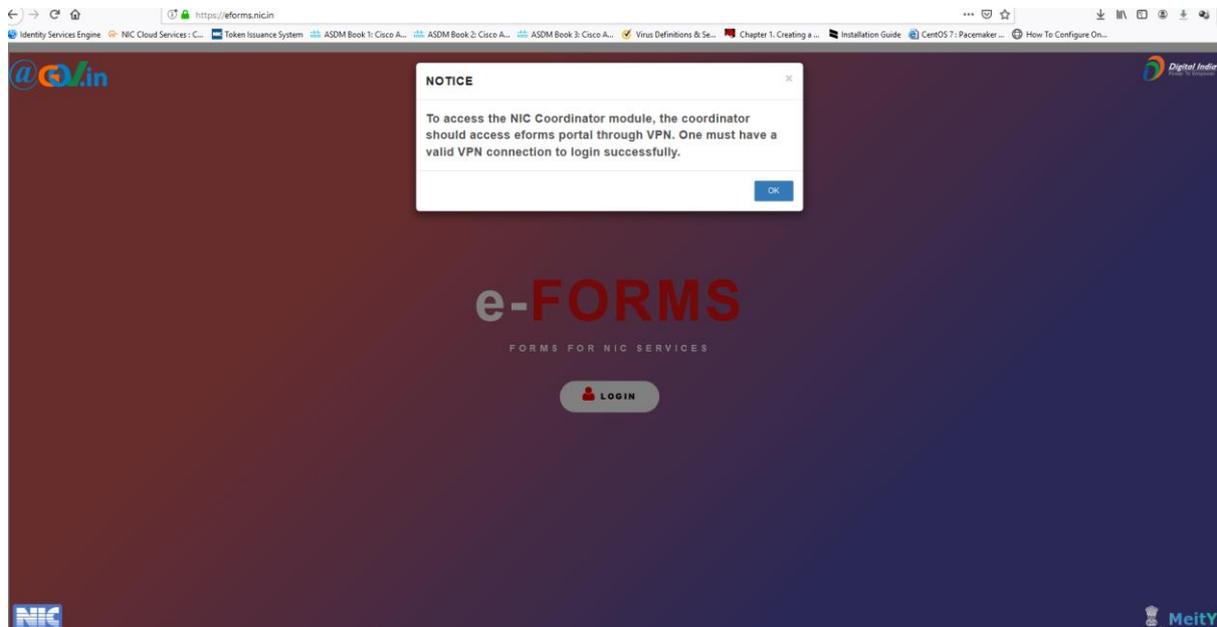


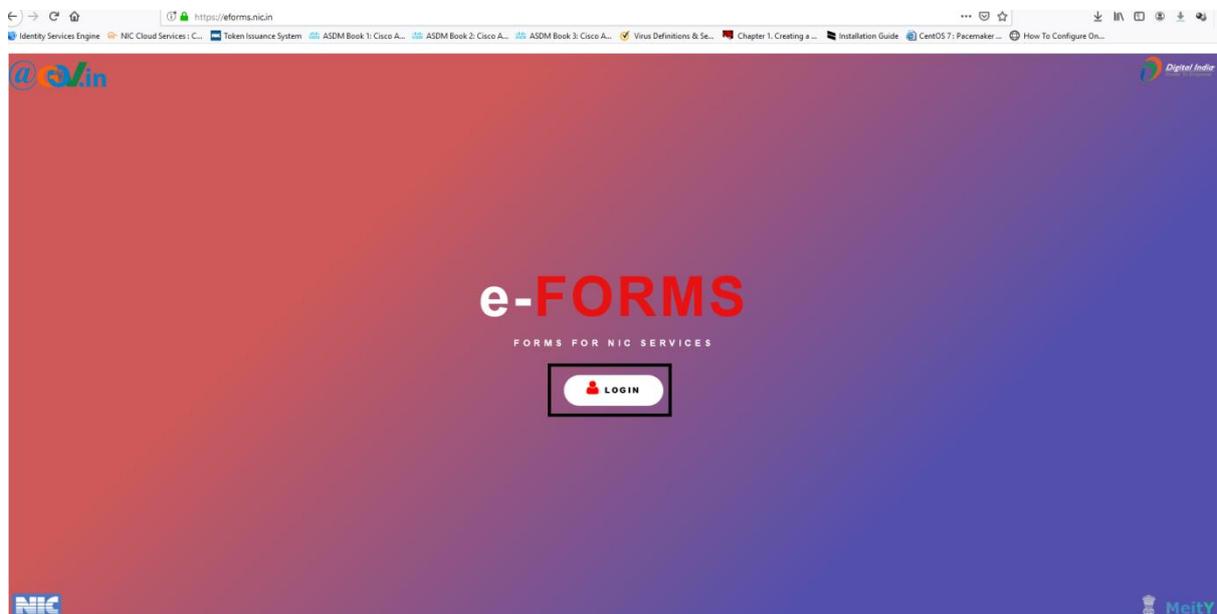
## Manual for applying VPN on <https://eforms.nic.in>

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.

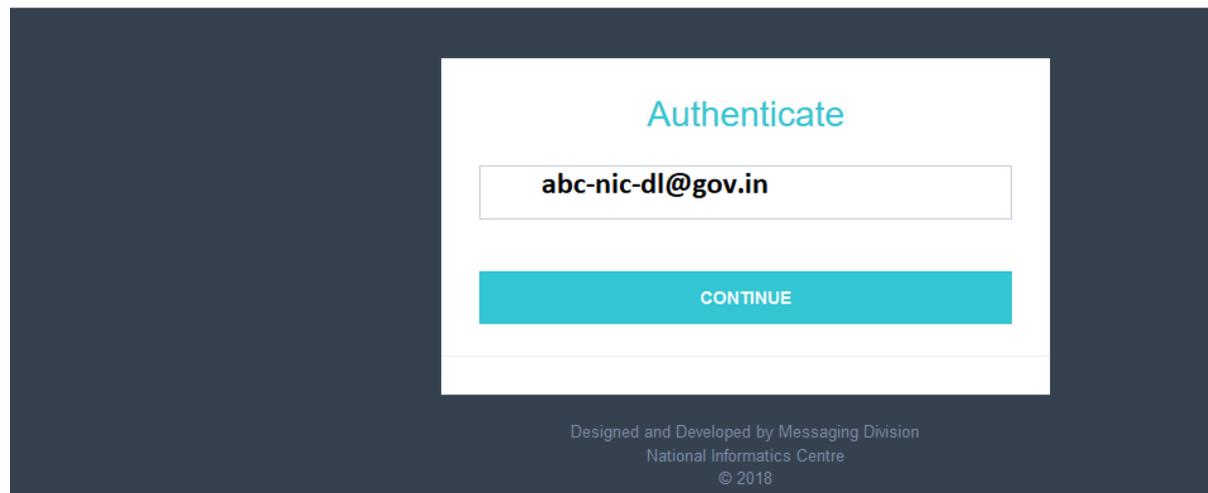


**Step 2:-** Now click on **Login** option.



**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**.



The screenshot shows a dark blue background with a white central box titled "Authenticate". Inside the box, there is a text input field containing "abc-nic-dl@gov.in". Below the input field is a teal button labeled "CONTINUE". At the bottom of the white box, there is small text: "Designed and Developed by Messaging Division National Informatics Centre © 2018".

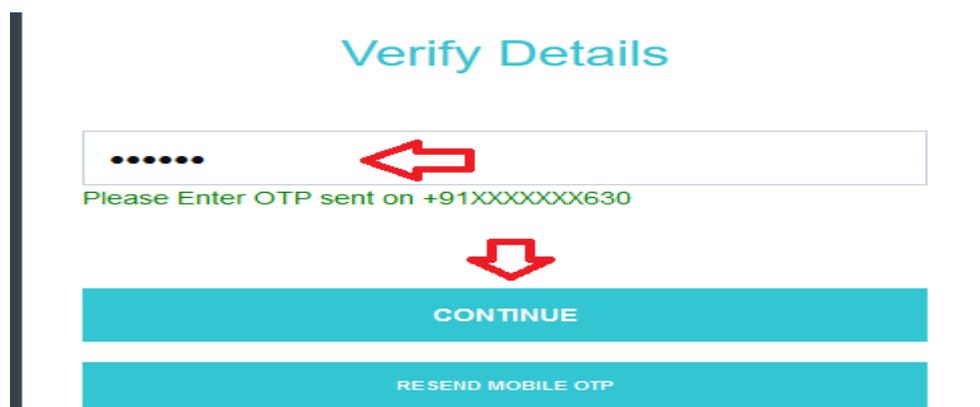
After that type **email id password** in password box.



This screenshot is similar to the previous one but includes a password input field below the email field. The password field contains several dots and a red arrow pointing to the left. Below the password field is a teal button labeled "CONTINUE" with a red arrow pointing upwards towards it.

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

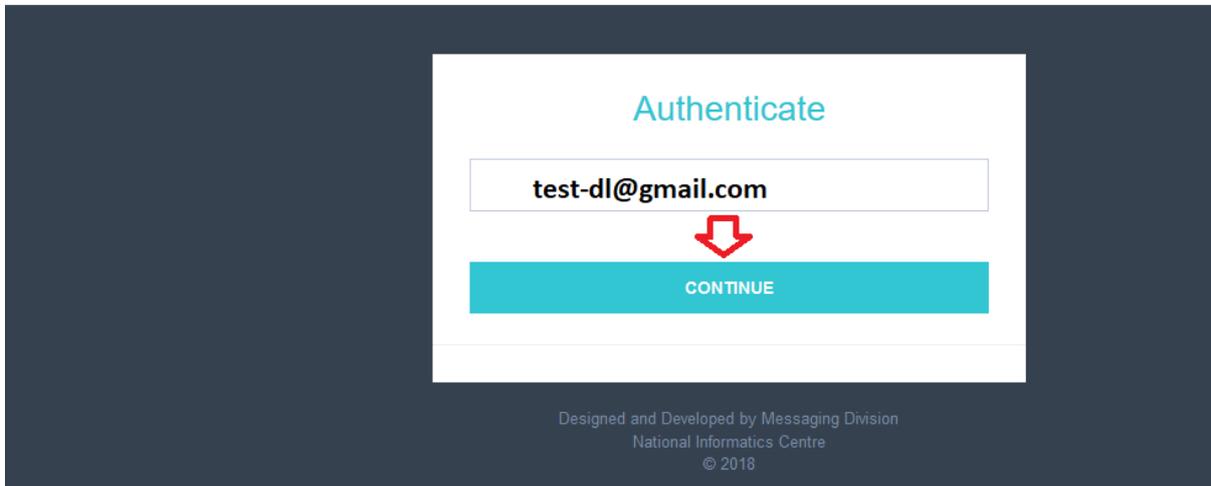
Enter the **received OTP** in blank box and clcik on **Continue**.



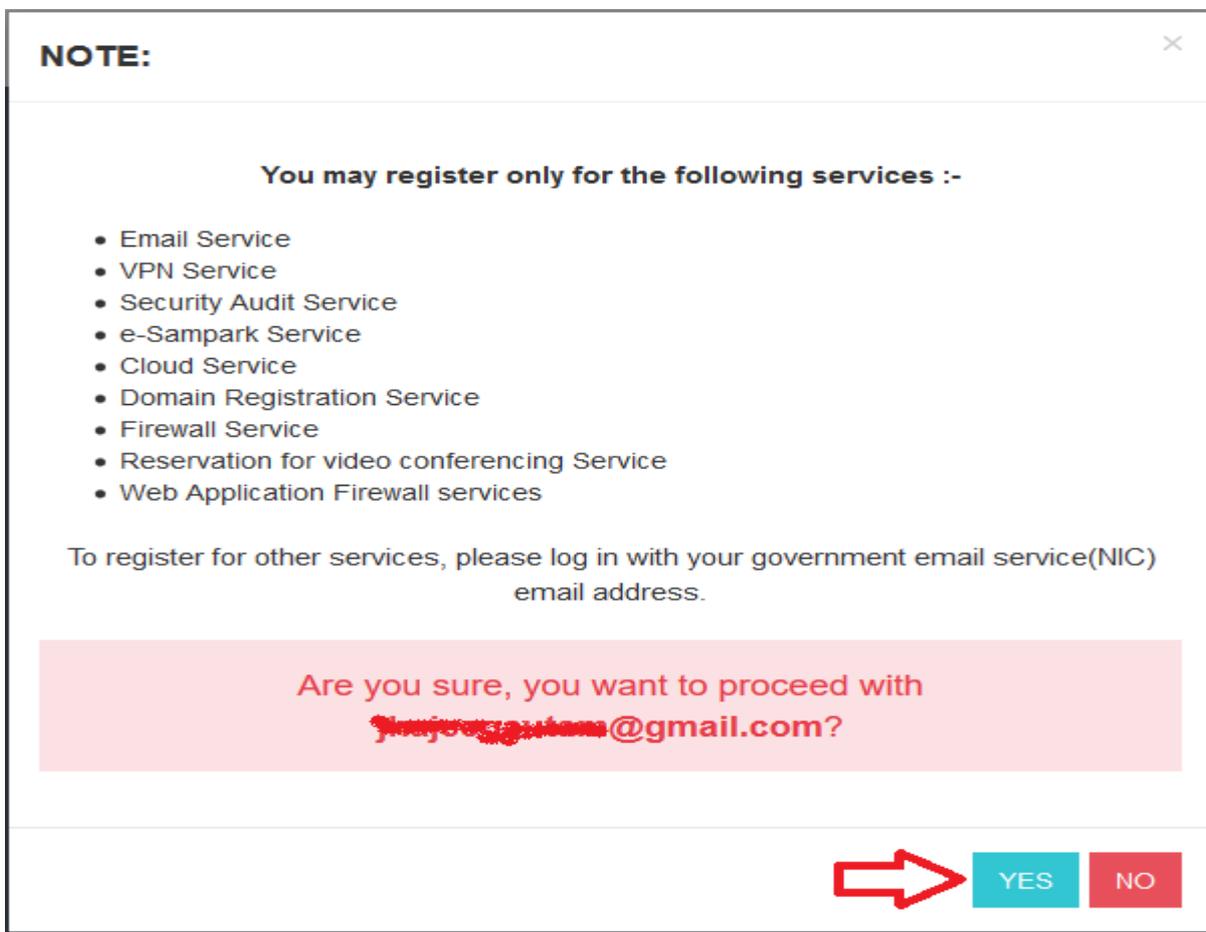
The screenshot shows a dark blue background with a white central box titled "Verify Details". Inside the box, there is a text input field containing several dots and a red arrow pointing to the left. Below the input field, there is green text: "Please Enter OTP sent on +91XXXXXXX630". Below this text is a teal button labeled "CONTINUE" with a red arrow pointing downwards towards it. At the bottom of the white box is another teal button labeled "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**.



Click on **Yes** option.



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



Authenticate

test-dl@gmail.com

India (+91) 78XXXXXX30

CONTINUE

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National Informatics Centre  
© 2018

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.



Verify Details

..... Please Enter OTP sent on +91XXXXXX923

OR/BOTH

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

CONTINUE

RESEND MOBILE OTP

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© 2018

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

The screenshot shows the 'eForms' interface for 'forms for NIC Services'. At the top, there are logos for 'NIC CERT', 'SERVICE DESK DIAL 1800 111 555', and 'Digital India'. The page title is 'USER PROFILE' with tabs for 'Personal Info' and 'Organizational Info'. A note states 'Entries marked with asterisk (\*) are mandatory'. The form contains the following fields:

- User Name \* (Empty)
- Employee Code (Empty)
- Mobile \* (+9178 [redacted] 3)
- Email Address \* (jha [redacted] @gmail.com)
- Telephone Number(O) \* (Empty)
- Telephone Number(R) (Empty)
- Designation \* (Empty)
- Enter Your Official Address \* (Empty)
- State where you are posted \* (select)
- District/City Name \* (-SELECT-)
- Pin Code \* (Empty)

A 'CONTINUE' button is highlighted with a red circle at the bottom center.

This screenshot shows the same 'eForms' interface, but with the form fields filled out. The 'CONTINUE' button remains highlighted with a red circle.

- User Name \* (GAUTAM JHA)
- Employee Code (Empty)
- Mobile \* (+9178 [redacted] 23)
- Email Address \* ([redacted]@gmail.com)
- Telephone Number(O) \* (011- [redacted] 17)
- Telephone Number(R) (Empty)
- 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)

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**.

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

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 \*

██████████@nic.in

Reporting/Nodal/Forwarding Officer Name \*

Mr ██████████

Reporting/Nodal/Forwarding Officer Mobile \*

+9178██████████39

Reporting/Nodal/Forwarding Officer Telephone \*

011-██████████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.

HOME • Home

<b>Security Audit</b> Application Security Audit Services	<b>Authentication Services</b> Authentication Services (LDAP)	<b>Cloud</b> Cloud Services	<b>Distribution List</b> Distribution List Services
<b>Domain Registration</b> Gov.in Domain Registration Services	<b>DNS Services</b> Domain Name System Services	<b>EMAIL</b> Email Services for Government of India	<b>e-Sampark</b> Mailer Dissemination
<b>Firewall</b> Firewall Services	<b>IMAP/POP</b> Enable or Disable IMAP/POP	<b>IP Change Requests</b> Add/Change an IP for other services	<b>SMS Services</b> Short Messaging Services
<b>SMTP Gateway</b> SMTP Gateway Services (Relay)	<b>Update Mobile</b> Update Your Mobile Number	<b>VC</b> Reservation of Video Conferencing	<b>VPN Services</b> Virtual Private Network Services
<b>WAF</b> Web Application Firewall Services	<b>Wi-Fi</b> Wi-Fi Services		



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

### For New VPN request

Type your **Server IP address**, **Application URL** , **Destination Port** & **Server Location**.

#### VPN Details

Type of User \*

New Request  Add To existed / Renew

IP Address \*

Single IP  IP Range

Enter IP address \*      Application URL      Destination Port \*

10.247.222.53      http://10.247.222.53/dofsystem      80

Server Location \*

NDC Delhi

+ Add

Remarks

Remarks

Captcha 88G4yC  Enter Captcha \*

88G4yC

 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 .

## VPN Details

Type of User \*

New Request  Add To existed / Renew

IP Address \*

Single IP  IP Range

Enter IP range (From) \*

Enter IP range (To) \*

Application URL

Destination Port \*

Server Location \*

+ Add

Remarks

Captcha 88G4yC

Enter Captcha \*



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 \*

GAUTAM JHA

Designation \*

Sr Network Engineer

Employee Code

[Only characters and digits allowed]

Office Address:

Postal Address \*

NKN 3RD FLOOR, IT PARK SHASTRI PARK

State where you are posted \*

DELHI

District \*

SouthEast

Pin Code \*

110053

Telephone Number :(O) \*

011-XXXXXXXXXX

Telephone Number :(R)

Enter Telephone Number(R) [STD CODE-TELEPHONE]

Mobile \*

+91-XXXXXXXXXX

E-mail Address \*

XXXXXXXXXX@XXXXXX

#### Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email \*

XXXXXXXXXX@XXXXXX

Reporting/Nodal/Forwarding Officer Name \*

Mr XXXXXXXXXXXX

Reporting/Nodal/Forwarding Officer Mobile \*

+91-XXXXXXXXXX

Reporting/Nodal/Forwarding Officer Telephone \*

011-XXXXXXXXXX

**Organization Details**

Organization Category: Central  
 Ministry/Organization: Agriculture  
 Department/Division/Domain: Department of Agriculture Cooperation(DAC)

**VPN Details**

IP Type	IP Address	Application URL	Destination Port	Server Location

*User's Server IP details*

I agree to [Terms and Conditions](#)

Close Submit

### For Addition of new servers IPs to existing VPN

- ❖ If user want to add **New Server IP** address in Existing VPN Account. User will click on **Add to existed/Renew** option.

User will type his/her VPN registration number and then click on **Go** .

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

**Add/Renew Request**

VPN REGISTRATION NO:

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

After click on **Go** option below option will come. Now user will Click on **Add New** Option.

### Add/Renew Request

VPN REGISTRATION NO:

Server IP	Server Location	Destination Port	Service
[REDACTED]		443	
10.1.9.99		3389	
[REDACTED]		443	
[REDACTED]		443	
[REDACTED]	SP	22	
[REDACTED]	SP	22	
10.1.117.10	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.**

### VPN Details

Type of User \*

New Request  Add To existed / Renew

Server IP	Server Location	Destination Port	Service
[REDACTED]		443	
[REDACTED]		3389	
[REDACTED]		443	
[REDACTED]		443	
[REDACTED]	SP	22	
[REDACTED]	SP	22	
[REDACTED]	SP	22	

IP Address \*

Single IP  IP Range

Enter IP address \*

Application URL

Destination Port \*

Server Location \*

**← If more then One IP clcik on +Add**

Remarks

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

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

**Add/Renew Request** ✕

VPN REGISTRATION NO:

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

**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?**

Step 9:- In next step, select **Process Online** option as shown in picture & then Click on **Continue**.

**eForms**  
forms for NIC Services

Welcome GAUTAM JHA

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

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 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.

Your form has been submitted

Your form has been submitted and your Registration number is VPN-FORM201908280043.

Track your request here :[My Request](#)

For any assistance, please contact on 1800-111-555 or mail us at [servicedesk.nic.in](mailto:servicedesk.nic.in)

Close

User can track his/her VPN application form status in [eforms.nic.in](http://eforms.nic.in). Track your request through the following steps.

eForms → My Request

The screenshot displays the eForms website dashboard. At the top left is the eForms logo with the tagline "forms for NIC Services". To the right, a user profile icon is shown with the text "Welcome GAUTAM JHA". A red arrow points to this icon, which has a dropdown menu open. The menu items are "My Profile", "My Request" (highlighted with a red box), "Registration Forms", and "Log Out". Below the header is a dark navigation bar containing the NIC CERT logo and the SERVICE DESK logo with the phone number "DIAL 1800 111 555". The main content area features a grid of service tiles. The tiles are: Security Audit (Application Security Audit Services), Authentication Services (Authentication Services (LDAP)), Cloud (Cloud Services), Distribution List (Distribution List Services), Domain Registration (Gov.in Domain Registration Services), DNS Services (Domain Name System Services), EMAIL (Email Services for Government of India), e-Sampark (Mailer Dissemination), Firewall (Firewall Services), IMAP/POP (Enable or Disable IMAP/POP), IP Change Requests (Add/Change an IP for other services), SMS Services (Short Messaging Services), SMTP Gateway (SMTP Gateway Services (Relay)), Update Mobile (Update Your Mobile Number), VC (Reservation of Video Conferencing), and VPN Services (Virtual Private Network Services). A WAF (Web Application Firewall Services) tile is also present at the bottom left.

User Console → Action.

The screenshot shows the 'User Console' interface. At the top, there are logos for 'eForms forms for NIC Services', 'NIC CERT', 'SERVICE DESK DIAL 1800 111 555', and 'Digital India'. The user is logged in as 'Welcome GAUTAM JHA'. The main dashboard displays four summary cards: 'TOTAL REQUESTS' (1), 'TODAY'S PENDING REQUESTS' (1), 'TOTAL PENDING REQUESTS' (1), and 'COMPLETED REQUESTS' (0). A red arrow points to the 'TOTAL REQUESTS' card. Below these cards is a 'TOTAL PENDING REQUEST' section with a table. The table has columns for 'App Id', 'Email', 'Status', 'Date', and 'Action'. A red box highlights the 'Actions' button in the first row. To the left, there are filter sections for 'Application' (VPN Registration) and 'Status' (Pending, Rejected, Completed, Query Raised, Query Answered).

Action → Track

This screenshot shows the same 'User Console' interface as above, but with the 'Actions' dropdown menu open for the first row of the 'TOTAL PENDING REQUEST' table. The 'Track' option is highlighted with a red box. A red arrow points to the 'Track' option. The table data is as follows:

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

The 'Actions' dropdown menu includes options: Preview / Edit, Reject, Track, Generate Form, Upload Multiple Docs, Download Uploaded Docs, and Raise/Respond to Query.

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

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