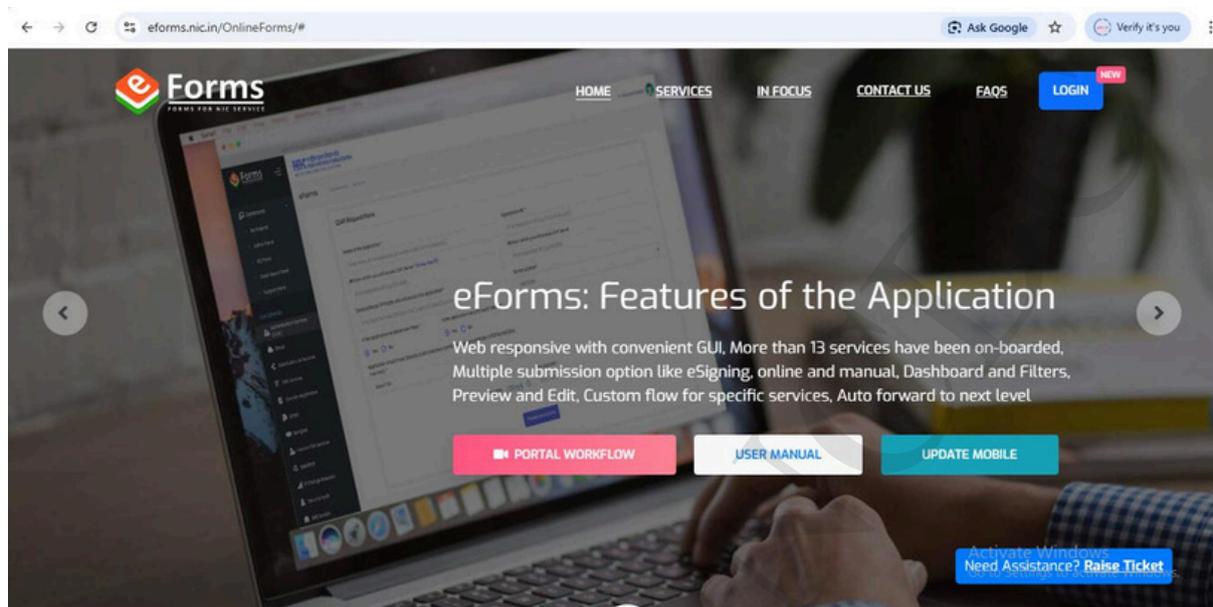# Steps for VPN apply through eforms portal

Step1– First you have to open Web browser(Google Chrome,Mozilla Firefox,Microsoft Edge, UC Browser, Opera etc.) then open url eforms.nic.in

Step 2 – When open the screen you will see Login option on the screen at right top.

Step 3 - Click on the login option. Then a popup will be open, there are two option will be show, first option for new user as login with Eform and second is option for VPN as Login with parichay (SSO).
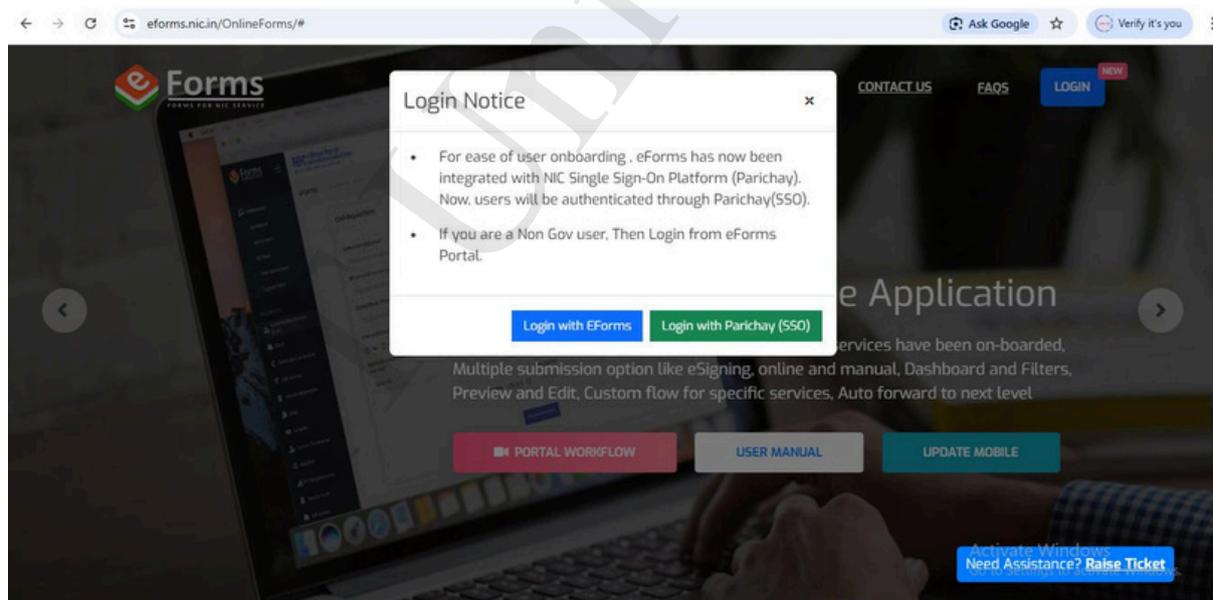

Step4 - Then there a option you will see for login through emailid,then type your goverment email id and there are two option will show below the email for login,first option is with password login and second option will be password less authentication.
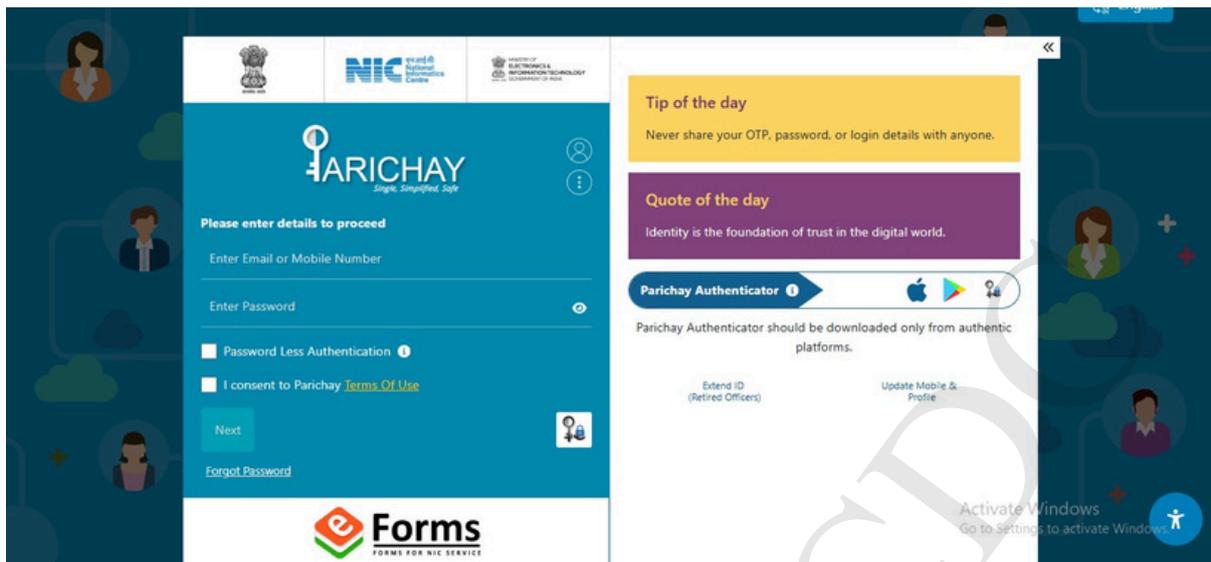
Step 5 - You can go with password less option, then click on both box of password less authentication and I consent to parichay.

Step 6 - A OTP will come to your mobile number for login. Fill the OTP and you can do

login.

Step 7 – Next you have to go VPN Services option on left bar, then a form will be open.
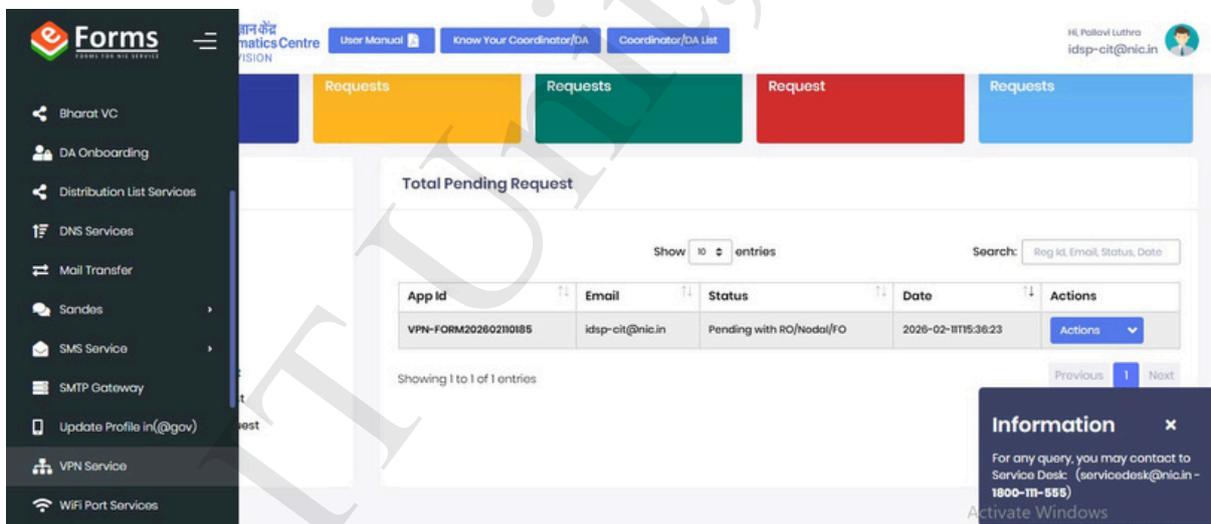
Step 8 – Then are some options will be open like type of user, Choose coordinator and Choose Co- ordinator. Click on these options in following steps

Type of user – New Request

Choose Coordinator – Organization Coordinator

Choose Co-ordinator – Swarup Dutta

Step 9 - Select single IP, there are some option will show like IP address, Application url and destination url. IP address, Application url, destination url, server location are below:

IP Address – 164.100.128.150

Application URL – https://mohfw.eoffice.gov.in

Destination Port – 443

Server Location – NDC Delhi

Step 10 – Next fill captcha code

Step 11 – Click on Preview and

Submit Step 12 – Then VPN

Request form will be open

Step 13 – Check all the information like Name of applicant, Designation, Employee code, Office Address, Email, mobile no.,office email id.

Step 14 – Next check Reporting/Nodal/Forwarding Officer Details and

Organization details.

Step 15 – Then Click on check box of Terms and Conditions

Step 16 – Click on Submit, then a popup will come for confirmation to proceed, then click on "Yes".

Step 17 – After there are three options will show for Form Submission Type, Select on Proceed online out of three, then click on "Continue"

NIC राष्ट्रीय सूचना विज्ञान केंद्र
National Informatics Centre
MESSAGING AND SMS DIVISION

User Manual | Know Your Coordinator/DA | Coordinator/DA List

Hi, Pallavi Luthra
idsp-cit@nic.in

eForms   · Home · Virtual Private Network Services

Form Submission Type

Please select any to proceed:

○ e-Sign the document with Aadhaar
(Delivery of e-sign with Aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without Aadhaar)

◉ Proceed online

○ Proceed manually by uploading the scanned Copy
You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the eforms

✔ Continue

Step 18 – After click on "Continue", Click on Close.

Your form has been submitted.

Your request has been accepted for submission with Registration number VPN-FORM202602110227. You will be intimated Further!!!

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

19. To complete the process, click on Action and choose Upload Multiple Docs.
   - Upload the PDF copy of your ID Card and Photograph.
   - This step is mandatory for processing the VPN request.