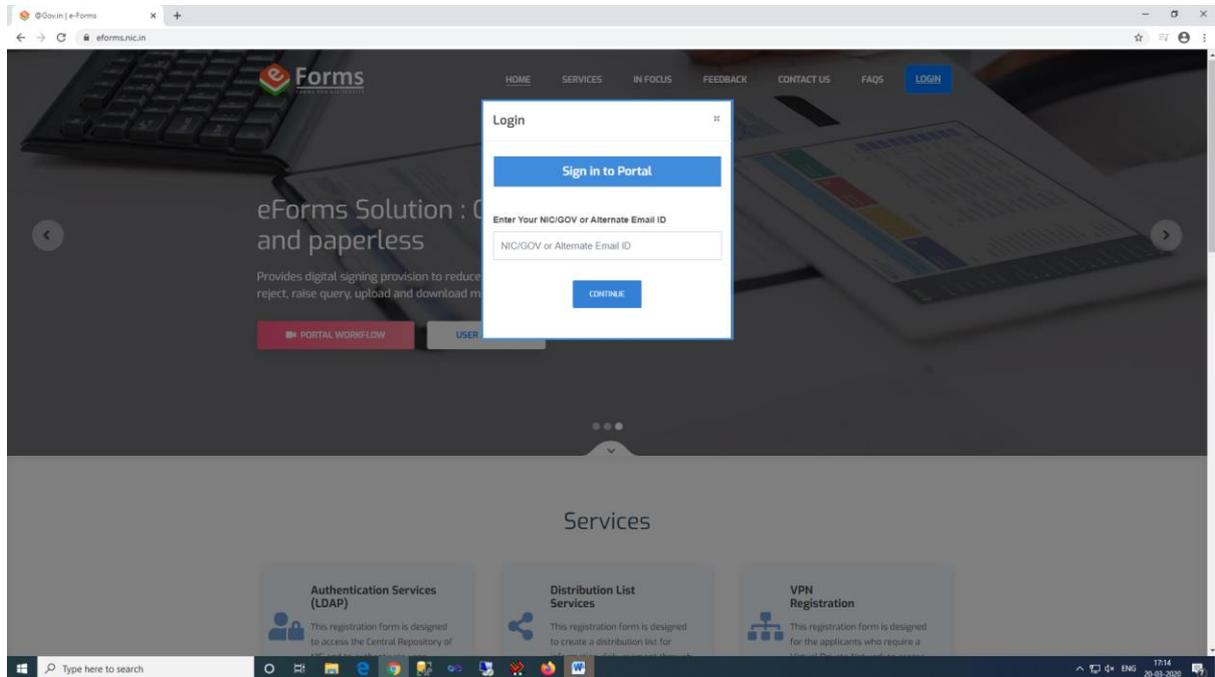
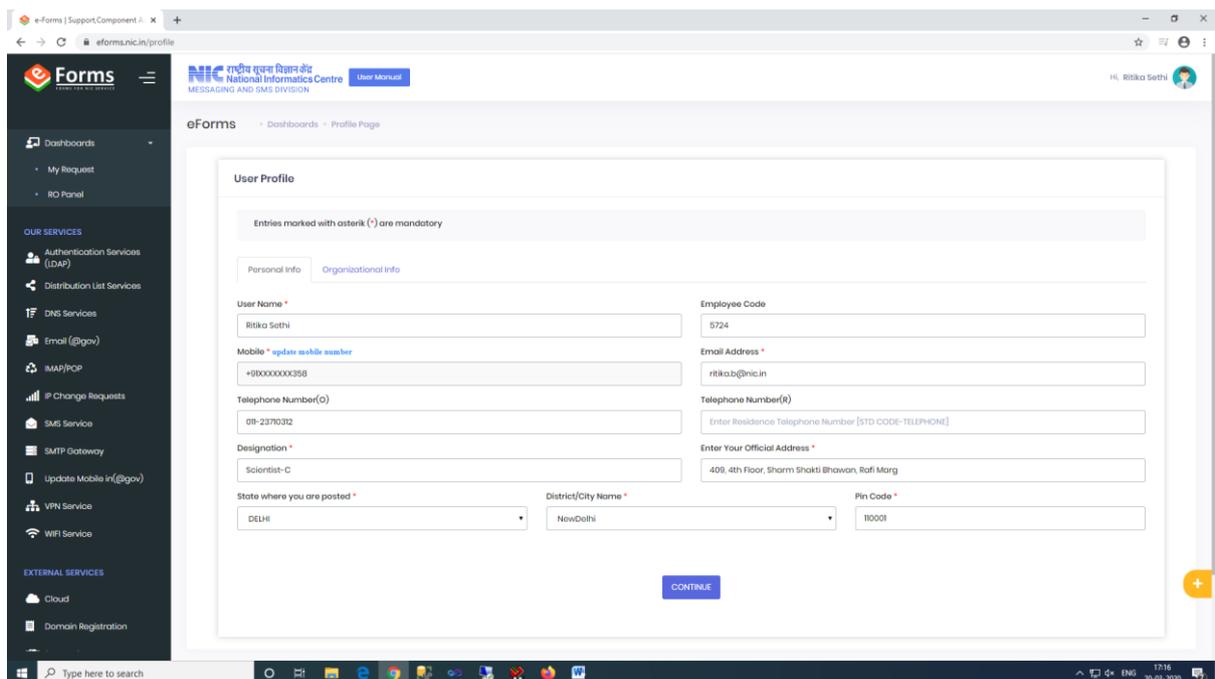


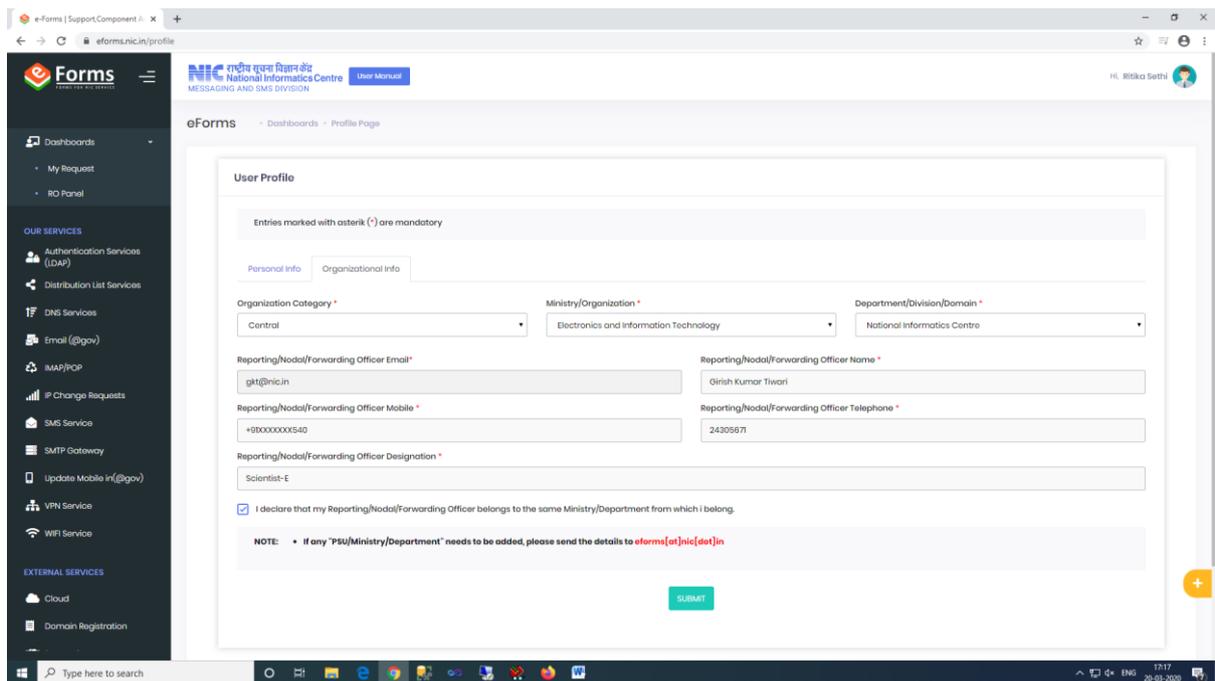
Step for filling VPN Registration form for accessing eOffice on your home laptop/desktop:

1. Login to <http://eforms.nic.in> using your NIC/gov email id

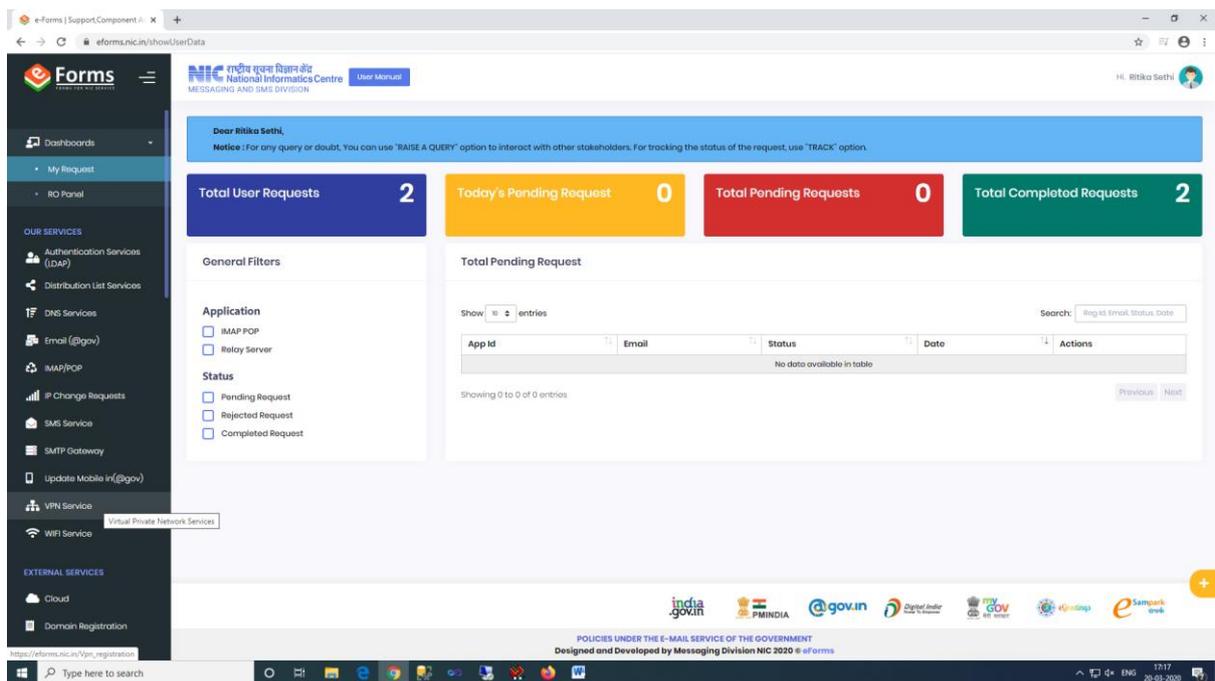


2. After login update your User Profile (Personal Info and Organization Info) (click your user name on the right top corner to go to the profile update page). Check the details of your Reporting Officer.

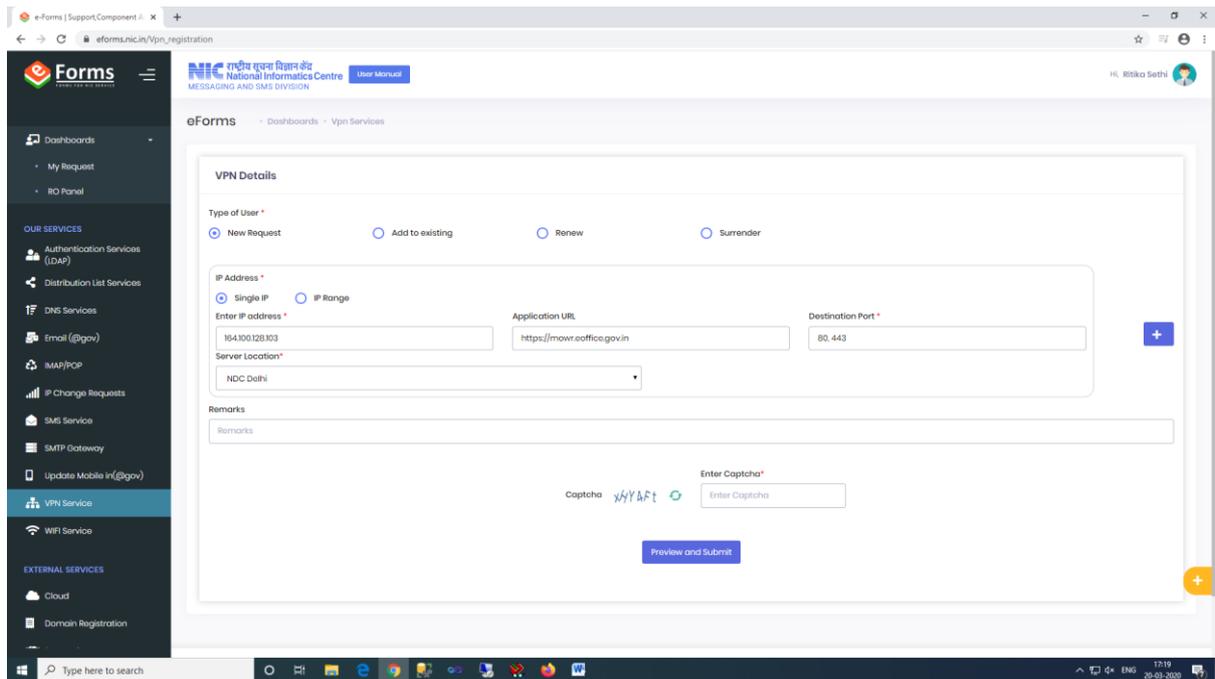




3. Now click on the VPN Service menu (see left menu panel) on the Dashboard page



- Fill the New request forms (ref. the screenshot below for details to be filled up)
 Select NIC coordinator (Girish Kumar Tiwari)
 Click Preview & Submit.
 Check the I agree box & submit the form



Now contact your Reporting Officer to forward your request for further process

Reporting Officer has to login to <http://eforms.nic.in> to forward the request

It usually takes 2 working days to get the web VPN. Once the VPN is created, the user will get the details in his/ her email.

To use eOffice outside NIC Network first connect to the web VPN using <https://saccess.nic.in> (Login using your nic/gov email id)

There are 3 options to get OTP (SMS/ Mobile Token/ Email Token). Most commonly SMS option is used.