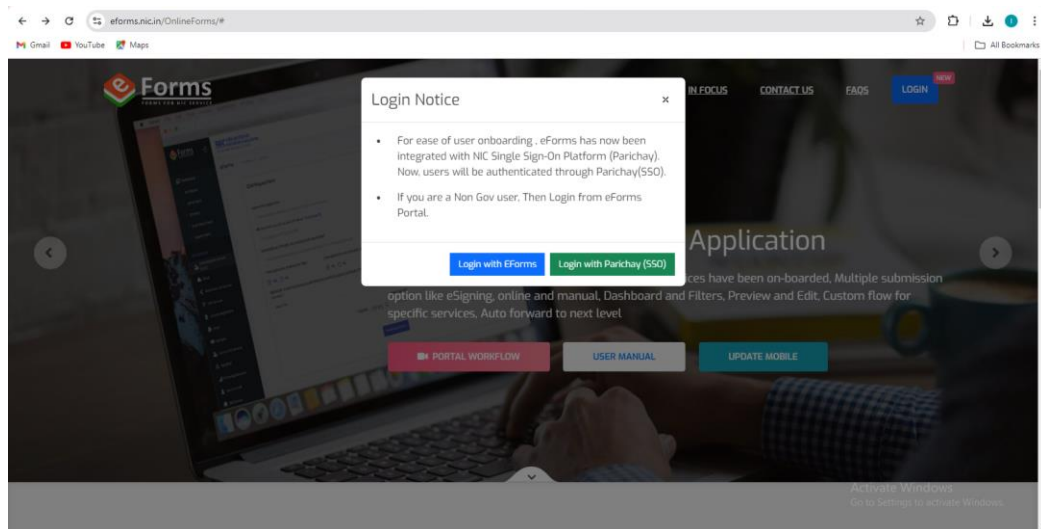
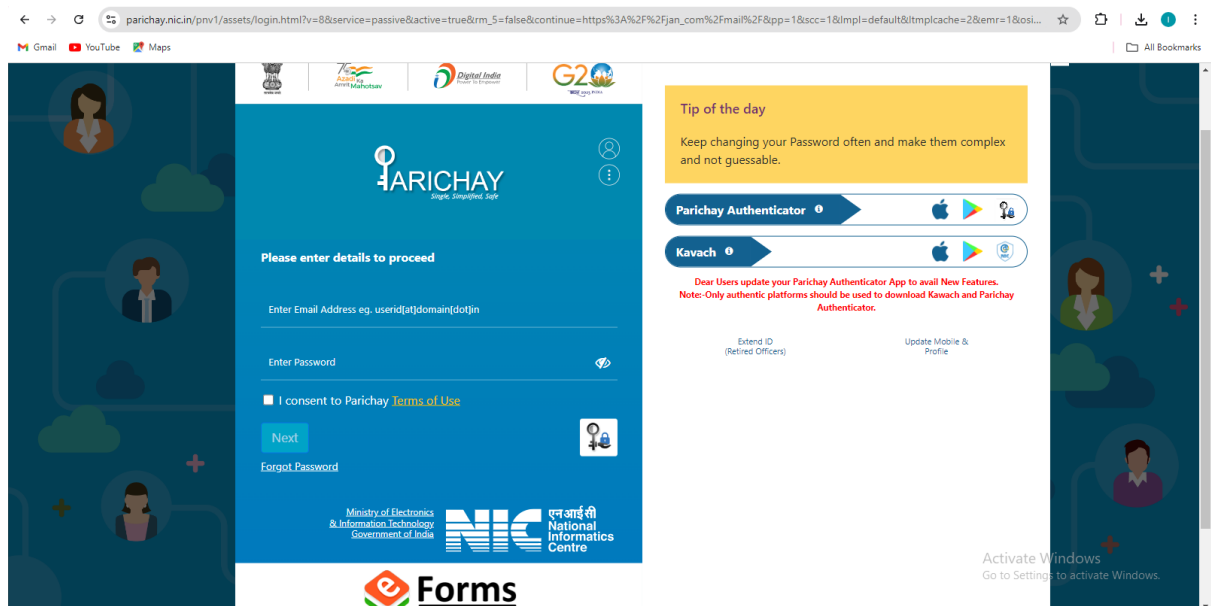


Step for filling VPN Registration form for accessing eOffice on your home laptop/desktop:

1. Go to <http://eforms.nic.in>, click on login and click login with Parichay.



2. Enter you NIC email ID

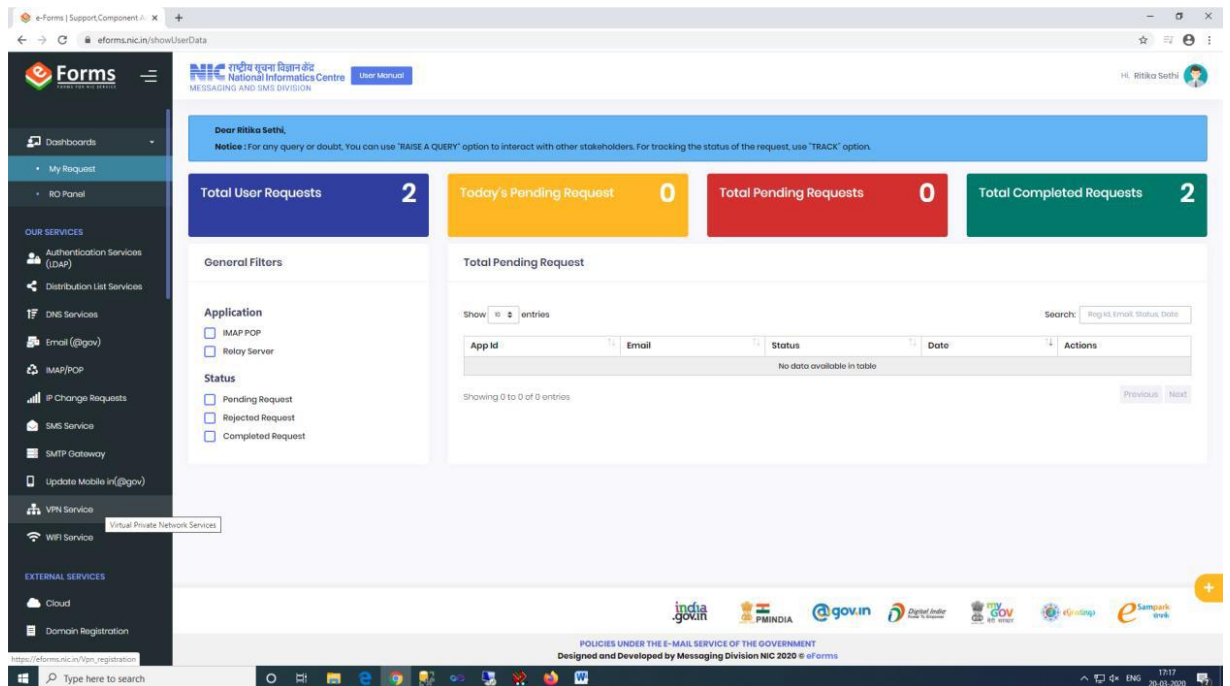


3. After login update your User Profile (Personal Info and Organization Info) (click your user name on the right top corner to go to the profile update page). Check the details of your Reporting Officer.

The screenshot shows the 'User Profile' page on the eforms.nic.in website. The page has a dark sidebar on the left with a 'Forms' logo and a list of services including DA Onboarding, Distribution List Services, DNS Services, Sandes, Email (@gov), IMAP/POP, SMS Service, SMTP Gateway, Update Profile in (@gov), and VPN Service. The main content area is titled 'User Profile' and contains a form with two tabs: 'Personal Info' and 'Organizational Info'. The 'Personal Info' tab is active, showing fields for User Name, Employee Code, Mobile, Email Address, Telephone Number (O), Telephone Number (R), Designation, State where you are posted, District/City Name, and Pin Code. The form is pre-filled with sample data: User Name 'Abc Def', Employee Code '12345', Mobile '+91XXXXXX270', Email Address 'abc.def@neigrhms.gov.in', Telephone Number (O) 'Enter Official Telephone Number [STD CODE-TELEPHONE]', Telephone Number (R) 'Enter Residence Telephone Number [STD CODE-TELEPHONE]', Designation 'Lower Division Clerk', State 'MEGHALAYA', District/City 'EastKhasiHills', and Pin Code '793018'. A note at the top states 'Entries marked with asterisk (*) are mandatory'. A yellow 'Activate Windows' watermark is visible in the bottom right corner.

This screenshot shows the 'Organizational Info' tab of the 'User Profile' form. It contains fields for 'Search your organization details' (pre-filled with 'North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences:(Nkn)'), 'Organization Category' (pre-filled with 'Nkn'), and 'Ministry' (pre-filled with 'North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences'). Below these are fields for 'Reporting/Nodal/Forwarding Officer Email' (with a placeholder 'Enter your reporting officer government email.'), 'Reporting/Nodal/Forwarding Officer Mobile', 'Reporting/Nodal/Forwarding Officer Designation', and 'Reporting/Nodal/Forwarding Officer Name', 'Reporting/Nodal/Forwarding Officer Telephone'. A checkbox is checked, indicating the user declares that their Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which they 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'.

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



5. Fill the New request forms (ref. the screenshot below for details to be filled up)

Type of User *

☒ New Request ☐ Add/Delete IP address to existing ☐ Renew ☐ Surrender

Choose Coordinator *

☐ Organization Coordinator ☒ State Coordinator

Choose State Co-ordinator *

Rosemary Malsnam (rosemary.m) ▼

IP Address *

☒ Single IP ☐ IP Range

Enter Server IP address *

164.100.121.136

Application URL

https://eoffice.neigrihms.gov.in/

Destination Port *

80,443

Server Location *

Other ▼ Railtel Gurugram

Remarks

WebVPN for access to eOffice

Captcha X4dj6d

Enter Captcha *

X4dj6d

Activate Windows
Go to Settings to activate Windows.

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?
(Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK USER STATUS module to get the request processed)

Continue

Select Proceed online and click Continue to complete the process.

- A. Type of User : New Request
 - B. Choose State Coordinator as Rosemary Maisnam.
 - C. Under IP Address: Click Single IP and enter the following:
 - i. IP address :164.100.121.136
 - ii. application URL : <https://eoffice.neigrihms.gov.in/>
 - iii. destination port : 80,443
 - iv. Server location : Other - Railtel Gurugram
 - D. Remarks: WebVPN for access to eOffice Instance of NEIGRIHMS.
 - E. Enter the Captcha and click on preview and submit
- ##### Check the I agree box & submit the form

Important information for approval of the WebVPN.

- # 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
- # Once the VPN is created, the user will get the details in his/ her email.
- # In case your request cannot be submitted, write to eforms@nic.in
- # 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.

On the web browser, type saccess.nic.in




NIC WEBVPN

NIC WebVPN service provides user friendly and secure access to internal applications over public network.

Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser.

Please contact your respective NIC coordinator for details regarding accounts and access.

Unauthorized access is prohibited. All access is logged on NIC WebVPN.

 [Click here to download HySecure Client.](#)

Sign-in

Complete Email Address

Password

[Sign-in](#)

Type your neigrihms official email and password and sign in, the following page will appear




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Sign-in

More Authentication required.

☒ Send OTP to mobile number 91*****270

☐ Mobile Token

[Send OTP](#)

Enter OTP

[Sign-in](#)

[Cancel Sign-in](#)

Select send OTP to mobile number and click on send OTP. Enter the OTP and click on sign in. The following page will appear.



[Remote Applications](#) [My Profile](#) [Logout](#)

movalya.dkhar

Welcome to HySecure

Message from administrator


In case the application/website is not working after login into saccess, please click on WebVPN_Test. If WebVPN_Test works then saccess is working fine. Please contact application/website providers for issues related to it.


Last Login Time

Wed Jun 11 2025 14:49:54 GMT+0530 (India Standard Time)

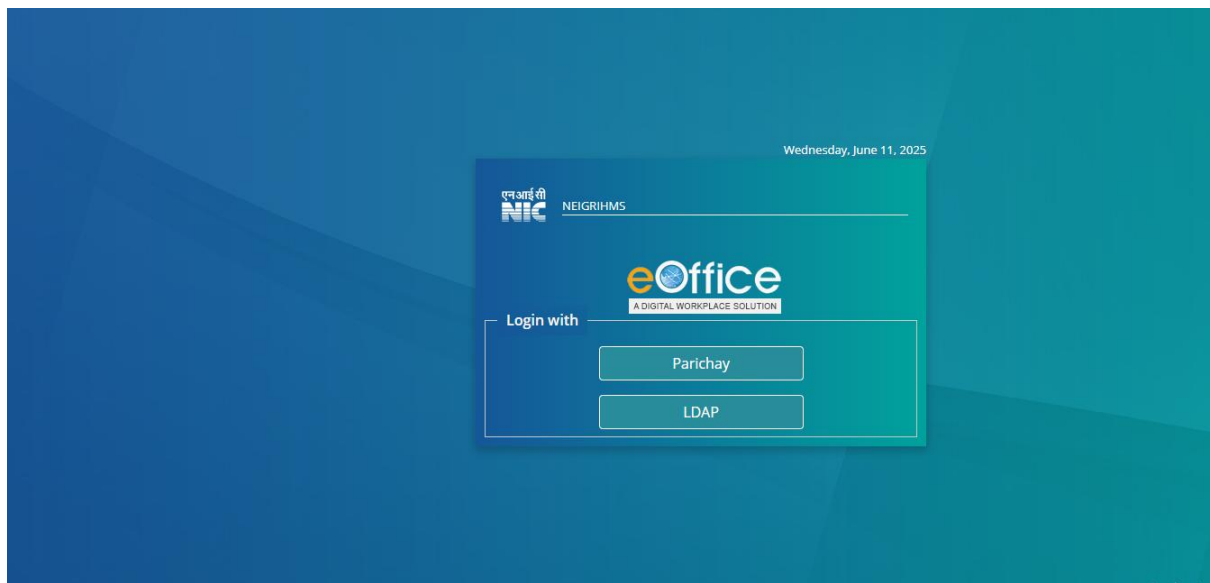
Unauthorized access is prohibited. All access is logged on NIC WebVPN.

WEB APPLICATIONS


eOffice_NEIGRIHMS


WebVPN_Test

Click on the eOffice_NEIGRIHMS icon and the following page will appear



Click on Parichay.