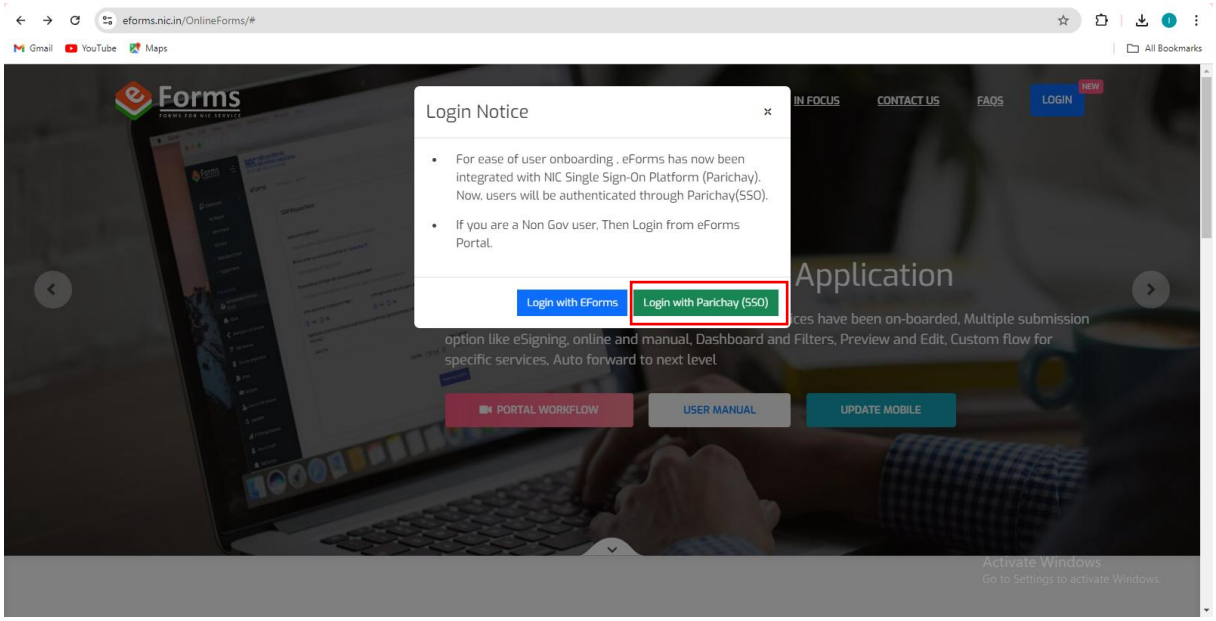
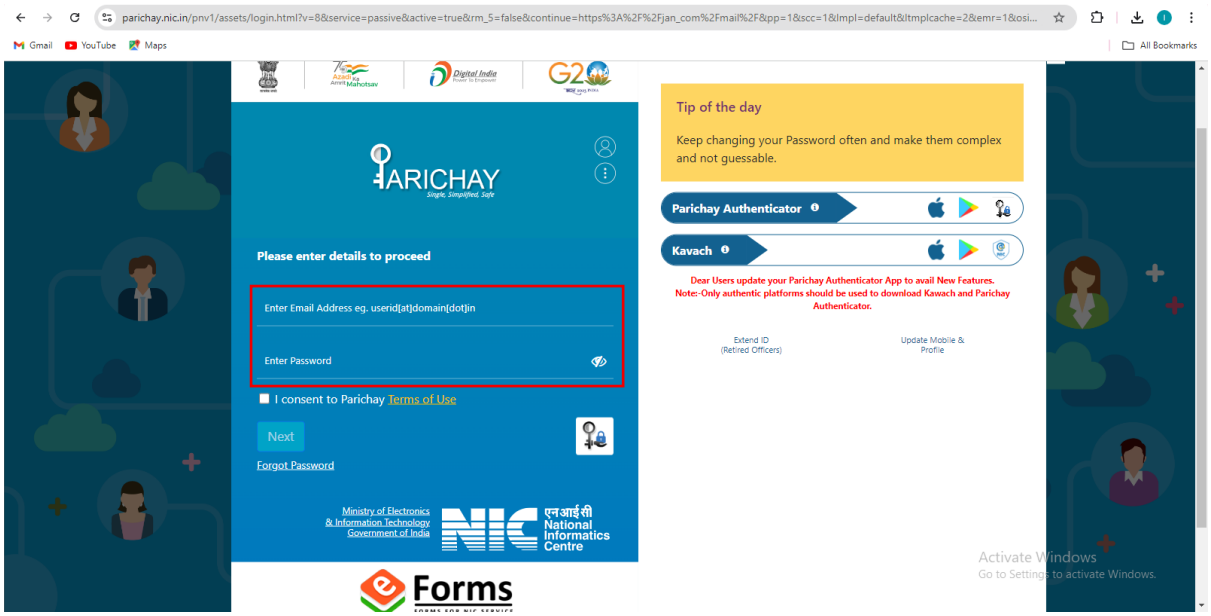
Step for filling VPN Registration form for accessing eOffice on your home laptop/desktop:

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

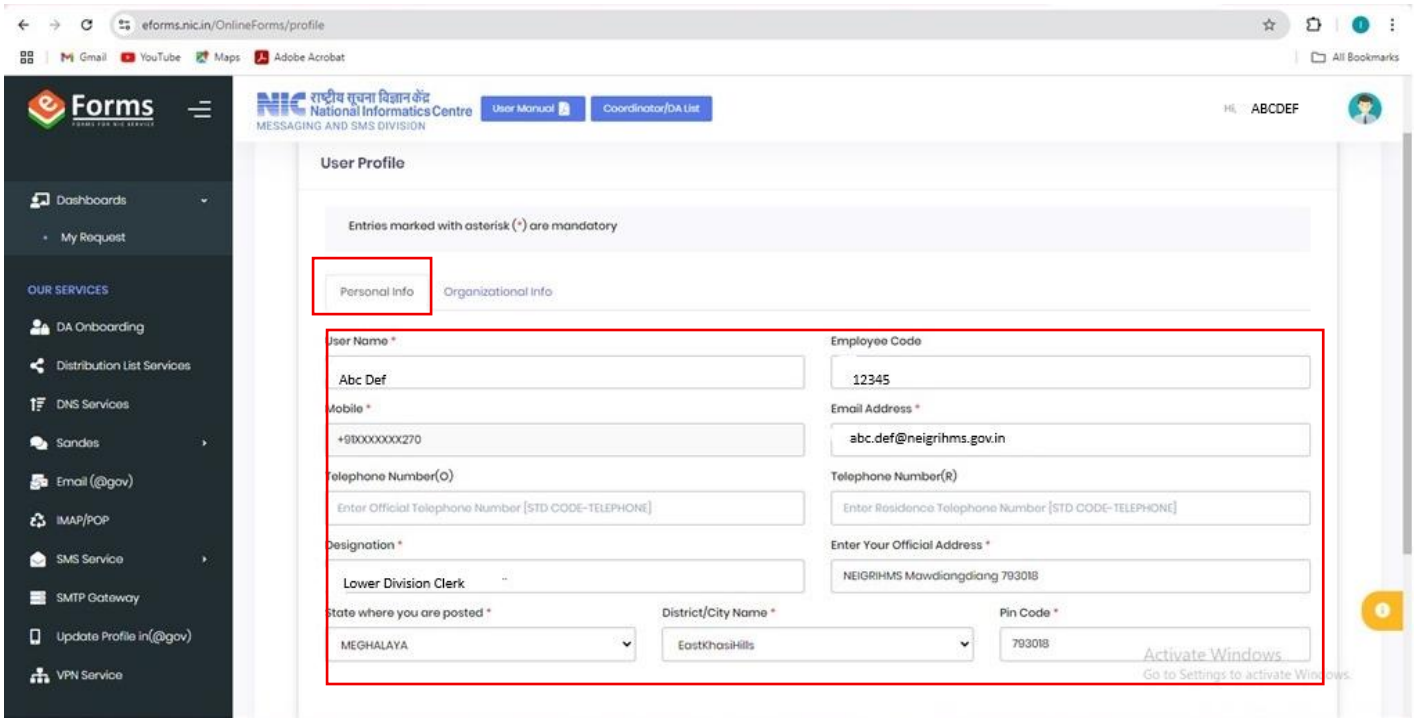


2. Enter you NIC email ID



3. After login update your User Profile (click your user name on the right top corner to go to the profile update page).

- Update Your Personal Info and click next.



- Update Organisational info as follows

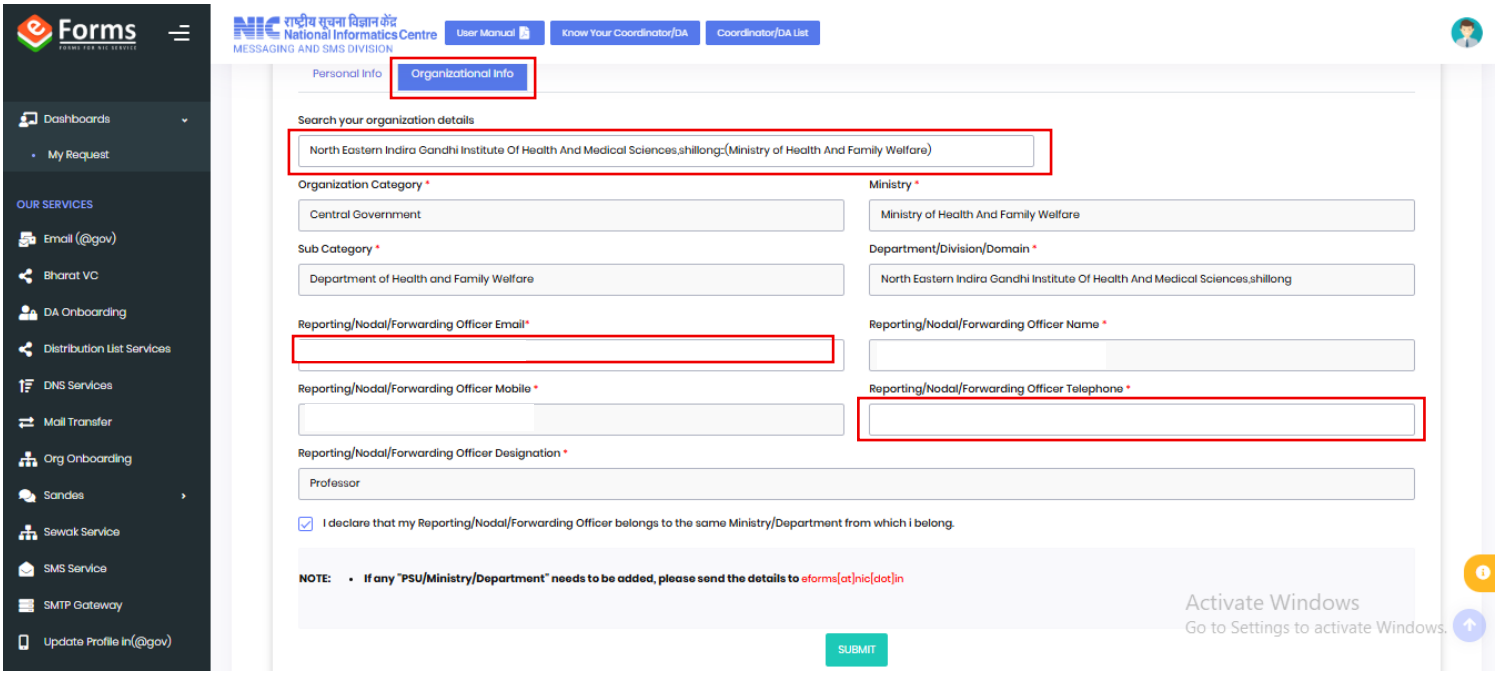
A. Under the "*Search your organisation details*" textbox, select North Eastern Indira Gandhi Institute of Health And Medical Sciences: (Ministry of Health and Family Welfare).

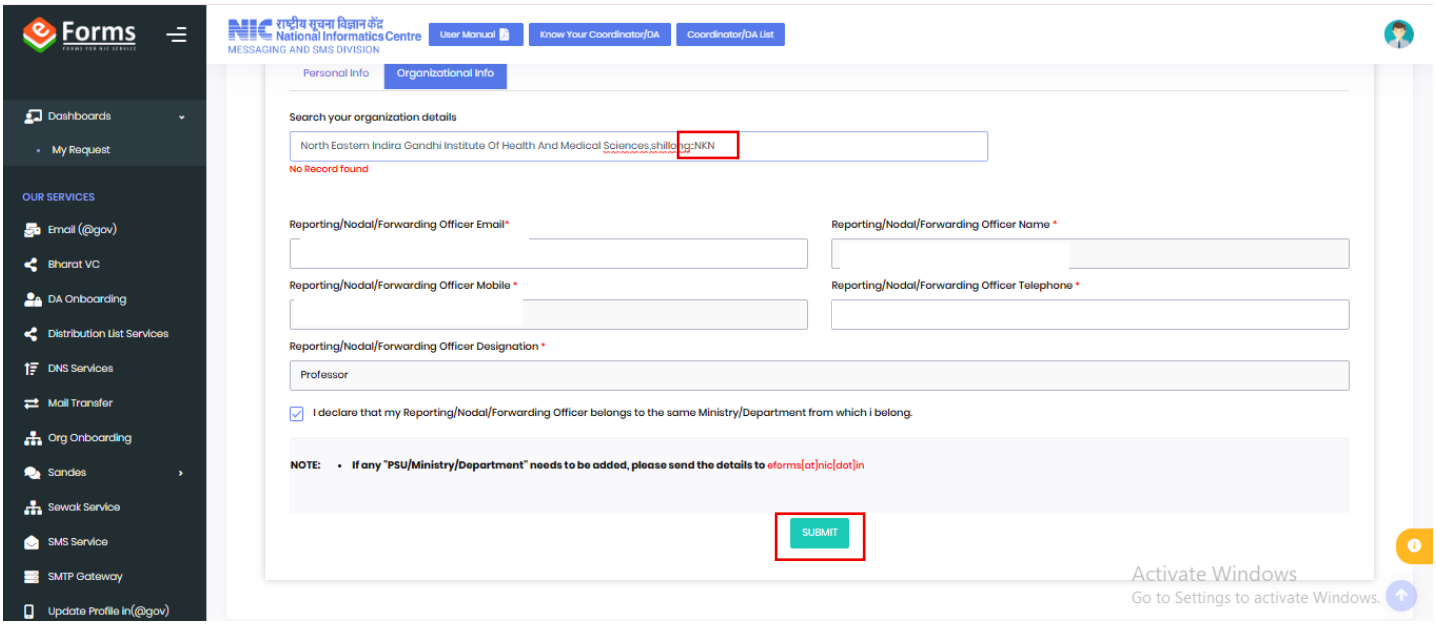
B. Under "*Reporting/Nodal/Forwarding Officer Email*" textbox, enter the email address of your Reporting Officer (your in charge). ***Please do not enter the email ID of the Nodal Officer/Programmer of IT Cell.***

C. Enter the Telephone Number.

D. Now Under the "*Search your organisation details*" textbox, remove the line (Ministry of Health and Family Welfare) and type NKN.

E. Click on Submit as shown below


Forms
NIC राष्ट्रीय सूचना विज्ञान केंद्र
National Informatics Centre
MESSAGING AND SMS DIVISION
User Manual
Know Your Coordinator/DA
Coordinator/DA List
Dashboards
My Request
OUR SERVICES
Email (@gov)
Bharat VC
DA Onboarding
Distribution List Services
DNS Services
Mail Transfer
Org Onboarding
Sandes
Sewak Service
SMS Service
SMTP Gateway
Update Profile in(@gov)
Personal Info
Organizational Info
Search your organization details
North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong:(Ministry of Health And Family Welfare)
Organization Category *
Central Government
Ministry *
Ministry of Health And Family Welfare
Sub Category *
Department of Health and Family Welfare
Department/Division/Domain *
North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong
Reporting/Nodal/Forwarding Officer Email*
Reporting/Nodal/Forwarding Officer Name *
Reporting/Nodal/Forwarding Officer Mobile *
Reporting/Nodal/Forwarding Officer Telephone *
Reporting/Nodal/Forwarding Officer Designation *
Professor
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
SUBMIT
Activate Windows
Go to Settings to activate Windows.


Forms
NIC राष्ट्रीय सूचना विज्ञान केंद्र
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Know Your Coordinator/DA
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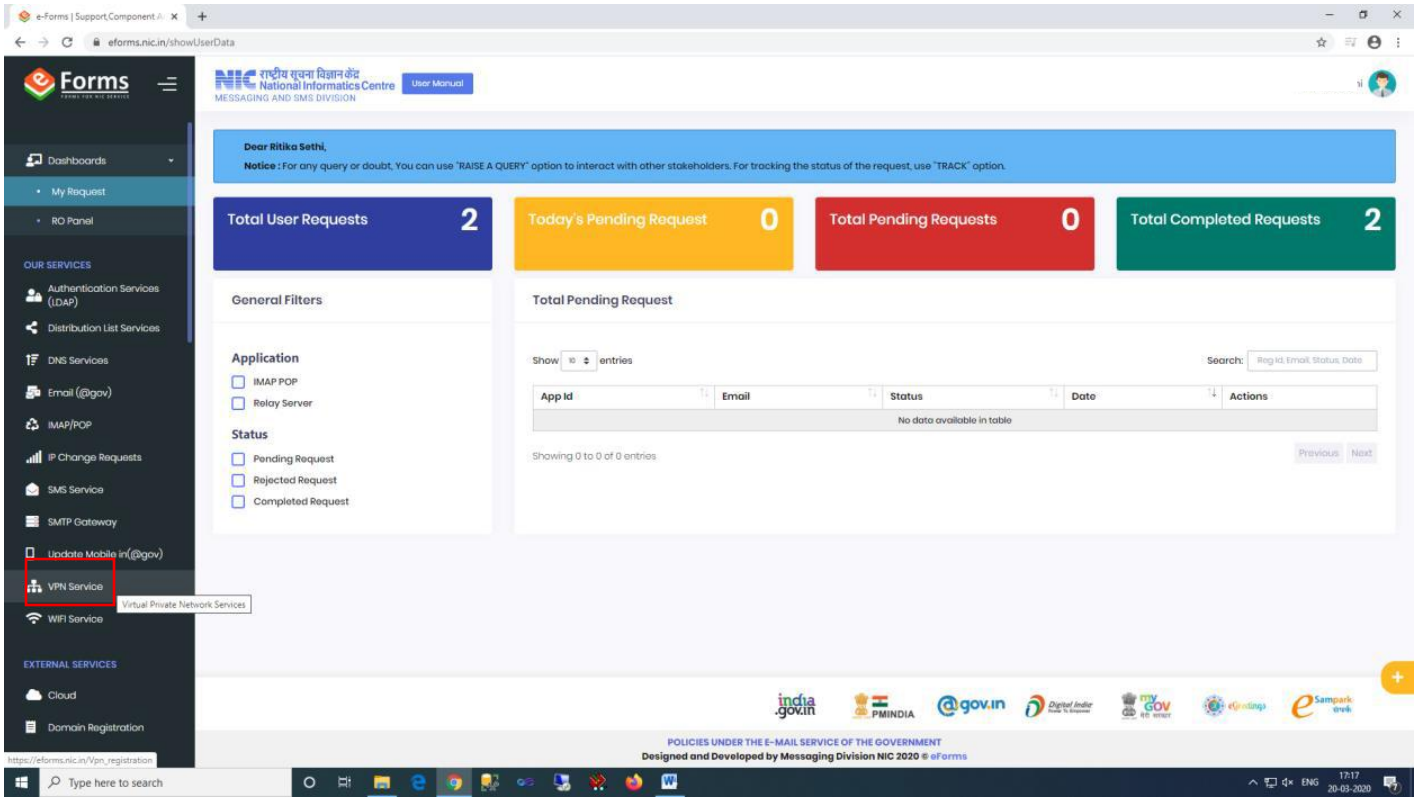
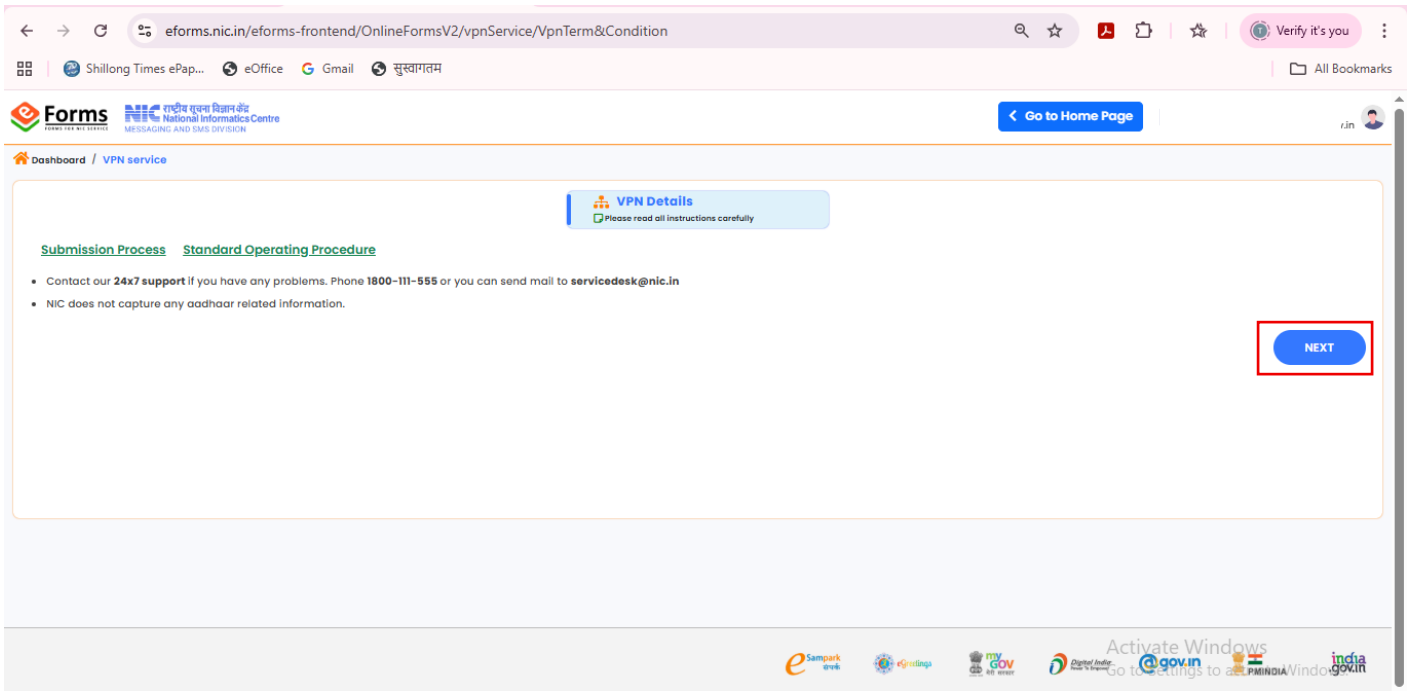
OUR SERVICES
Email (@gov)
Bharat VC
DA Onboarding
Distribution List Services
DNS Services
Mail Transfer
Org Onboarding
Sandes
Sewak Service
SMS Service
SMTP Gateway
Update Profile in(@gov)
Personal Info
Organizational Info
Search your organization details
North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong:NKN
No Record found
Reporting/Nodal/Forwarding Officer Email*
Reporting/Nodal/Forwarding Officer Name *
Reporting/Nodal/Forwarding Officer Mobile *
Reporting/Nodal/Forwarding Officer Telephone *
Reporting/Nodal/Forwarding Officer Designation *
Professor
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
SUBMIT
Activate Windows
Go to Settings to activate Windows.

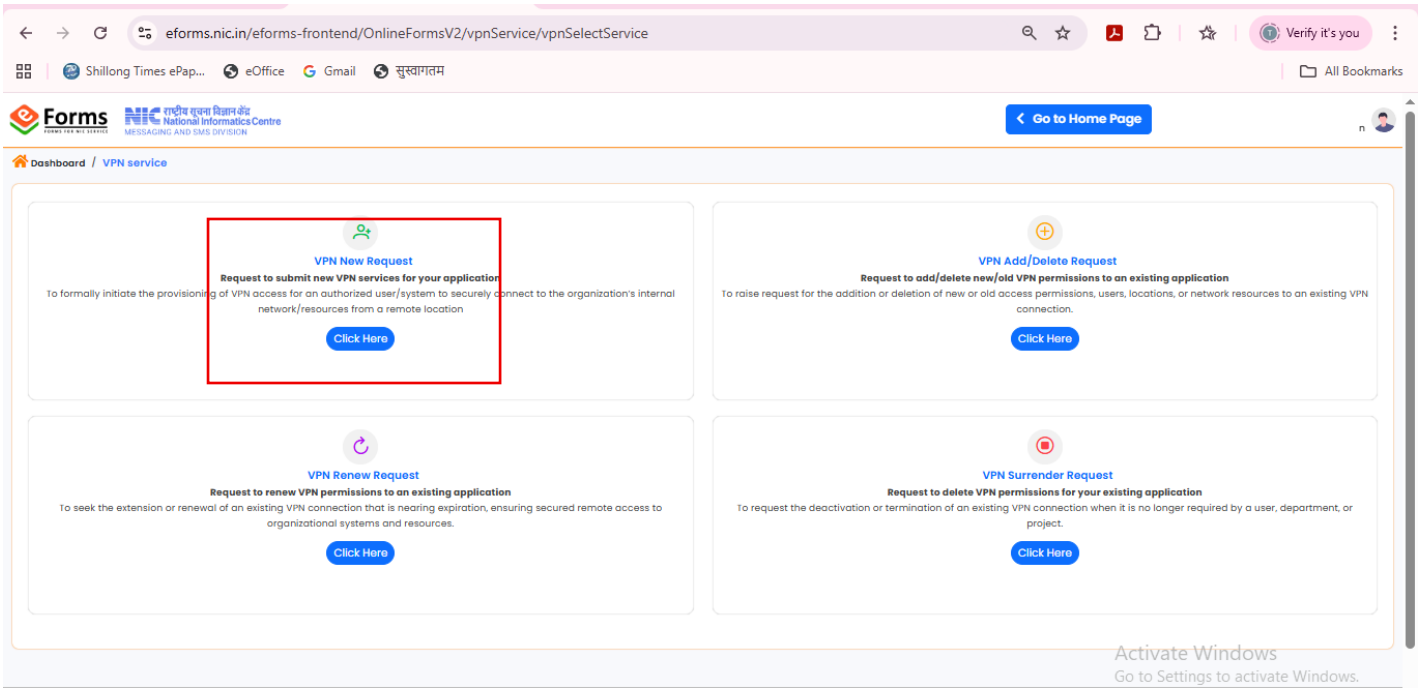
4. Now click on the VPN Service menu (see left menu panel) on the Dashboard page



5. Click Next button as shown below:

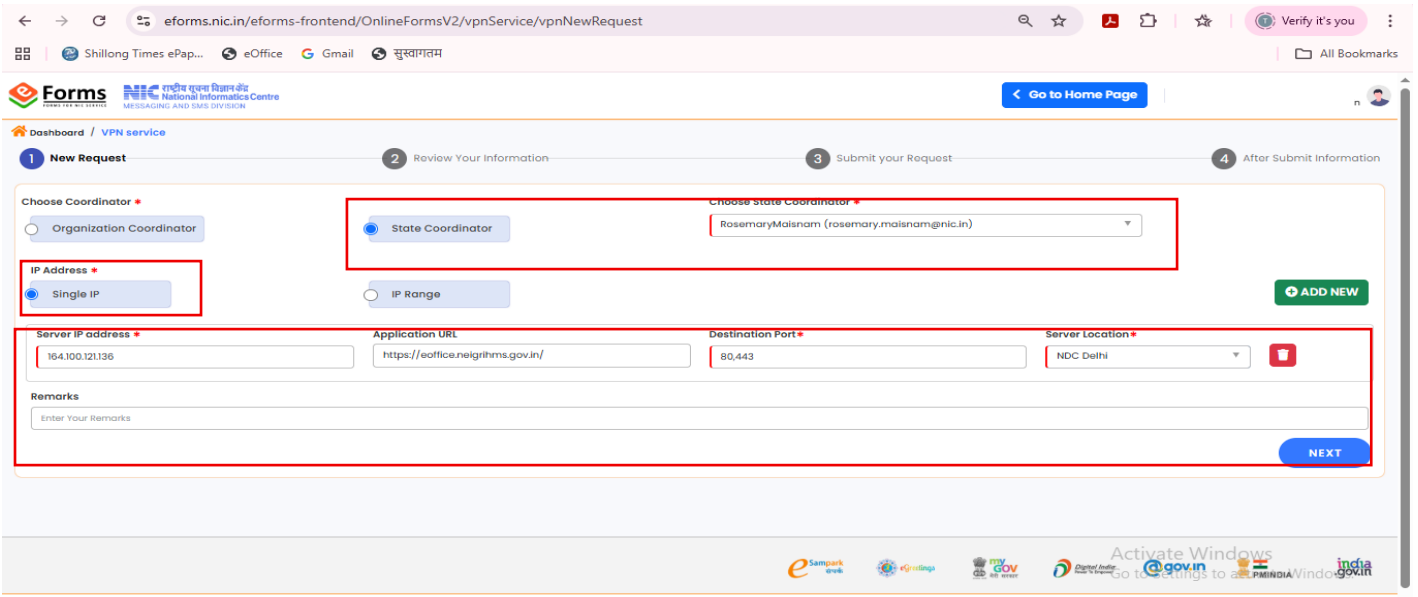


6. Click on VPN new Request as shown below:

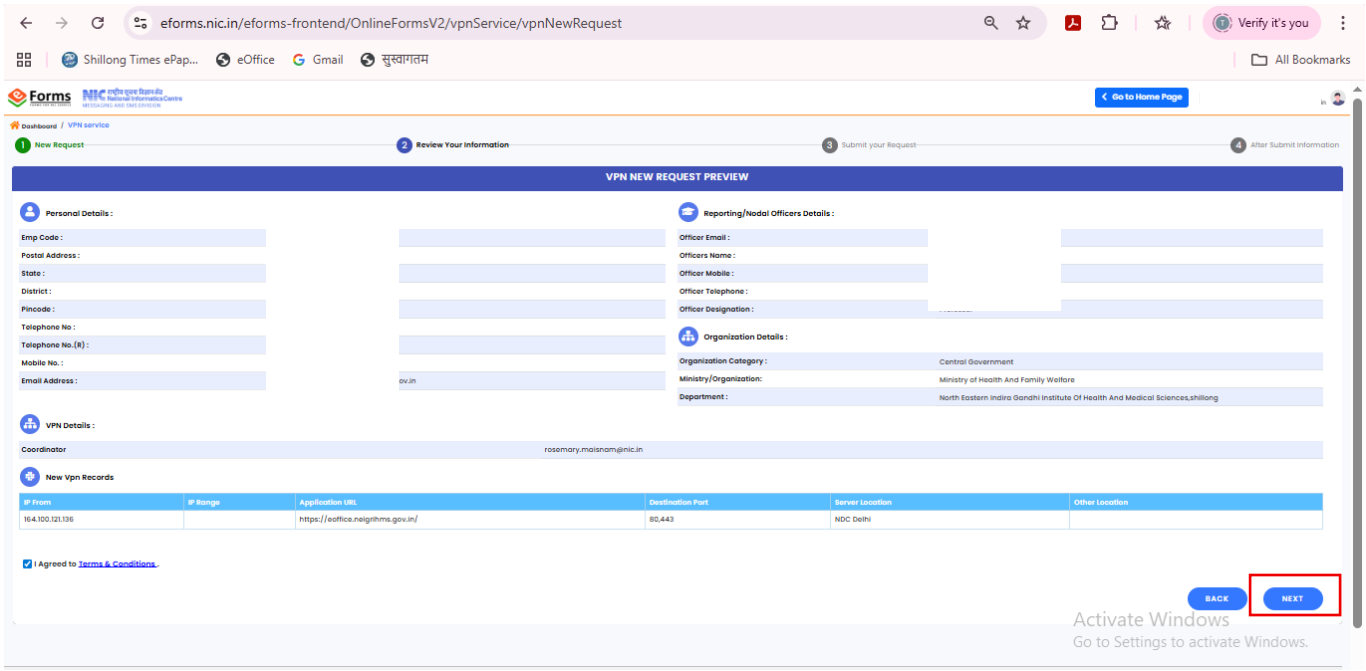


7. In the next page, enter the details as follows:

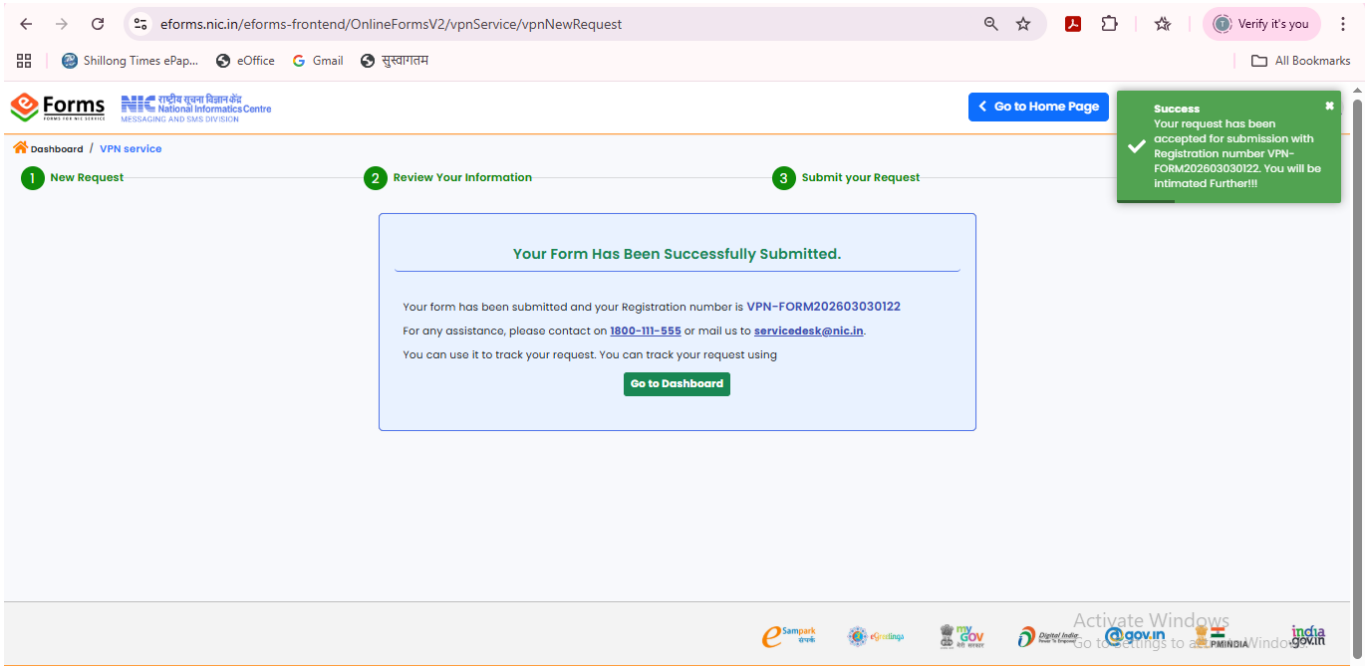
- Click on “Select State Coordinator” checkbox and Choose State Coordinator as Rosemary Maisnam.
- Click on Single IP and enter the following:
  i. IP address :164.100.121.136
  ii. application URL :https://eoffice.neigrihms.gov.in/
  iii. destination port : 80,443
  iv. Server location : New Delhi
- Remarks: WebVPN for access to eOffice Instance of NEIGRIHMS
- Click Next button



8. Check your details and click on next button as shown:



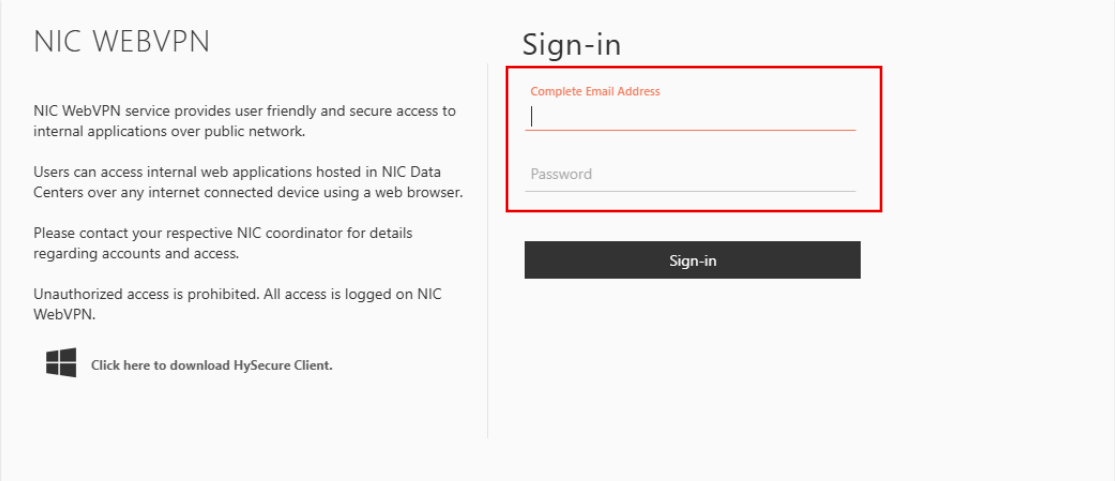
9. In the next page, click on proceed online and click submit button as shown:



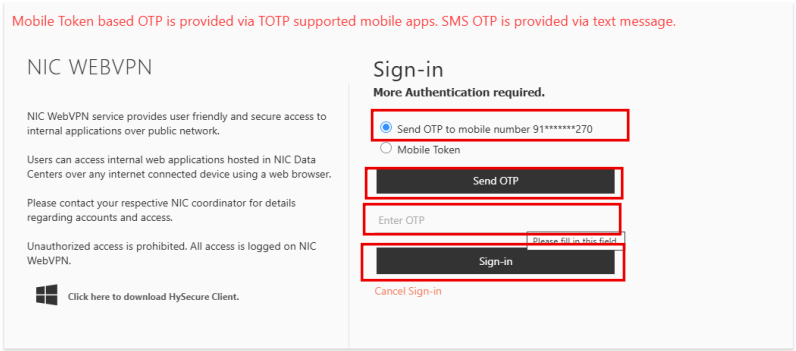
Now contact your Reporting Officer to forward your request for further process
Reporting Officer has to login to http://eforms.nic.in to forward the request.
Once the VPN is created, the user will get the details in his/ her email.
In case your request cannot be submitted, write to eforms@nic.in
To use 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.

Steps to access https://saccess.nic.in are as follows:

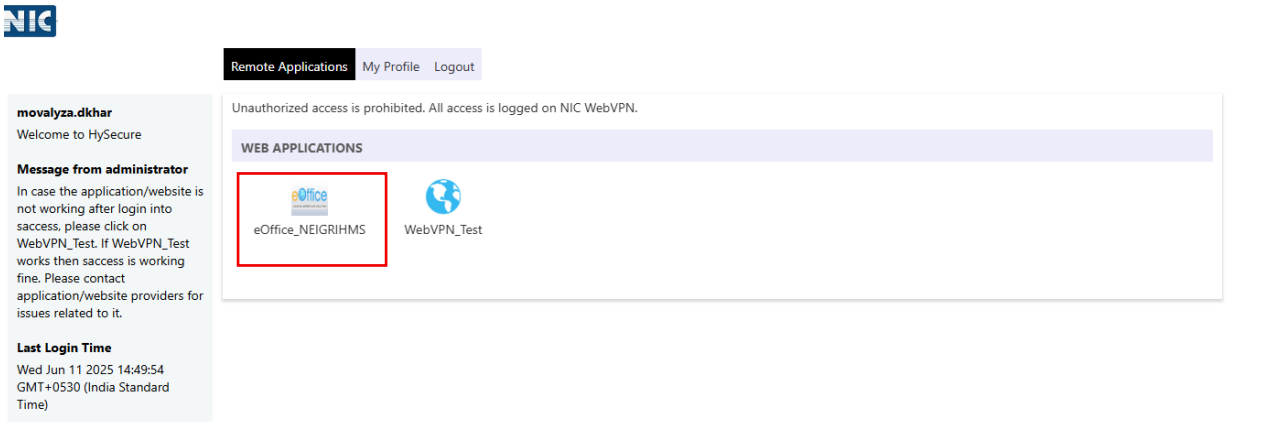
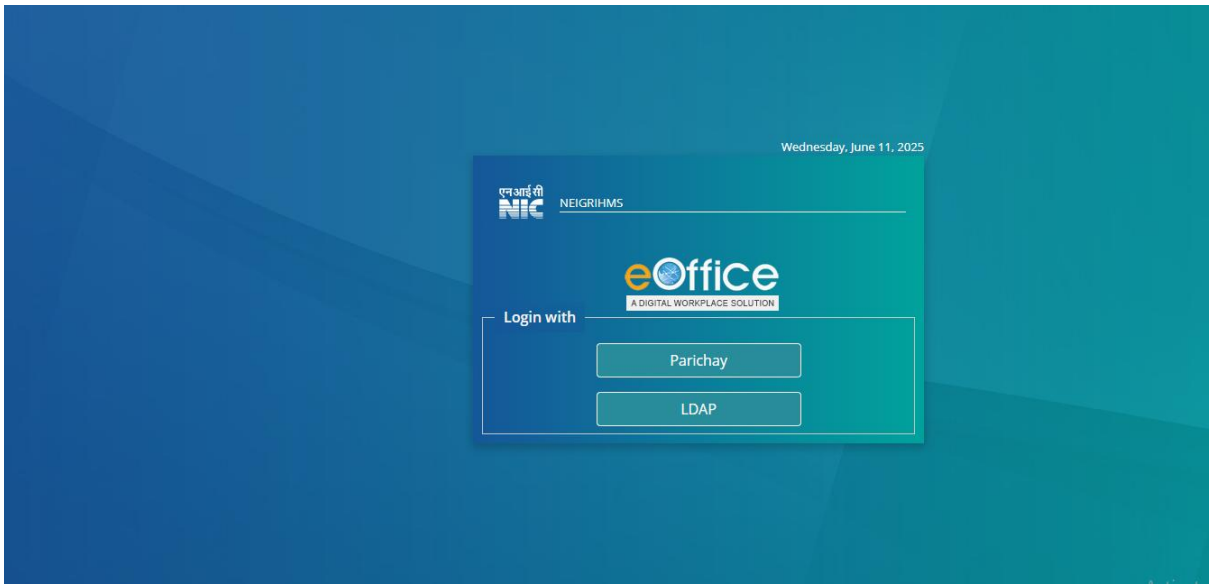
I. On the web browser, type saccess.nic.in, the following will be displayed. Type your neigrihms official email and password and sign in



II. In the next page, select send OTP to mobile number and click on send OTP. Enter the OTP and click on sign in as shown below:



III. In the next page, click on the eOffice_NEIGRIHMS icon as shown:



IV. In the next page, click on Parichay and login to eoffice.