

Instructions for Online Registration for VPN Connection

1. The **Section I** of the form has to be filled by the individual user for accessing VPN services.
2. In the new VPN system, user can obtain Digital Certificate issued from VPNCA as well as from NICCA.
3. The Digital Certificate issued by VPNCA will be provided on registering online for VPN connection.
4. Users who are applying for 1st time for VPN connection, has to fill 'NA' in the Common Name' and 'Digital Certificate Serial' field in the login page.
5. Users, who have the digital certificate issued by NICCA, can refer to ***Procedure to Register DC issued by NICCA for a VPN Connection*** on the VPN support page (<https://vpn.nic.in>).
6. In point **1.3** Provide the IP address of Web site, FTP server and Database server and website/URL which will be accessed over VPN.
7. The **Section II** has to be filled by the HOD of respective department / Project Coordinator.
8. The **Section III** has to be filled by NIC Coordinator.
9. The VPN application form for auditors has to be forwarded by Cyber Security Division.
10. For **bulk VPN accounts** to access fixed set of applications, the **VPN application Form for Bulk account** is required to be filled.
11. The VPN application form has to be submitted at the following address,

**National Informatics Centre,
11th Floor, New Administrative Building,
Opposite to Mantralaya, Madam Cama Road,
Mumbai – 400 032.**

12. Each User will be provided a VPN account as per their Common Name and Serial Number of their Digital Certificate and can be used till validity of the DSC.
13. The VPN account will be disabled, if it is not used at-least once in a year.
14. VPN account details will be communicated through e-mail.
15. All manuals, software and procedures are available in VPN support site <https://vpn.nic.in> and are accessible from NICNET. Users can refer to the latest software and manuals.
16. All communication regarding VPN has to be made through E-mail to **vpnsupport@nic.in** or phone **24305399 / 24305391 / 24360210 / 24365169**.