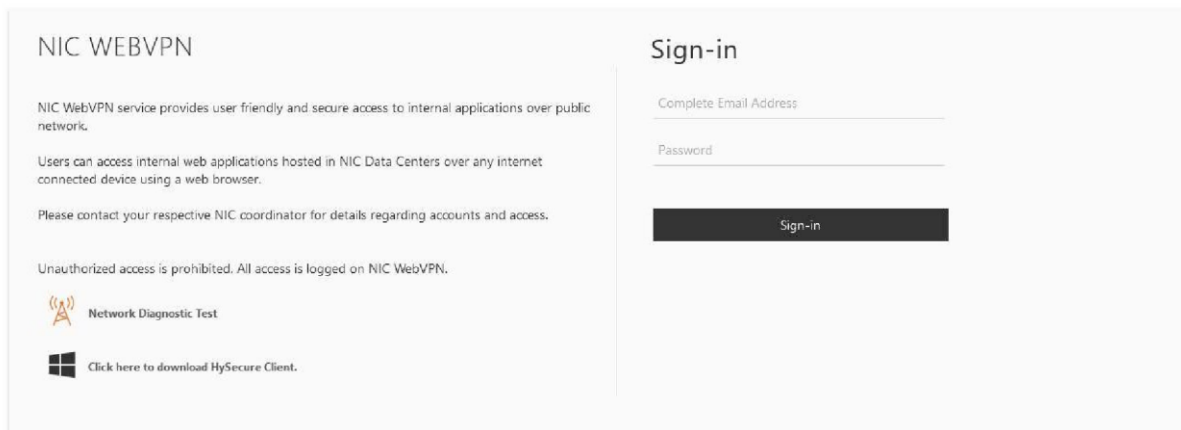


## USER MANUAL TO ACCESS NIC WebVPN FOR e-OFFICE

**For first time user login, please reset your password through forget password link on PARICHAY. (for doing this go to step no 7 & 8 – to reset your password)**

The following steps need to be followed to make use of WebVPN to access e-office application conveniently.

1. Please type the URL <https://saccess.nic.in> in the address of a browser.
2. Login using registered email address / e-Office ID as username including @domain. e.g. [abcd@dleauth.nic.in](mailto:abcd@dleauth.nic.in) and password (password is the same as the e-Office account password)




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.

 Network Diagnostic Test

 Click here to download HySecure Client.

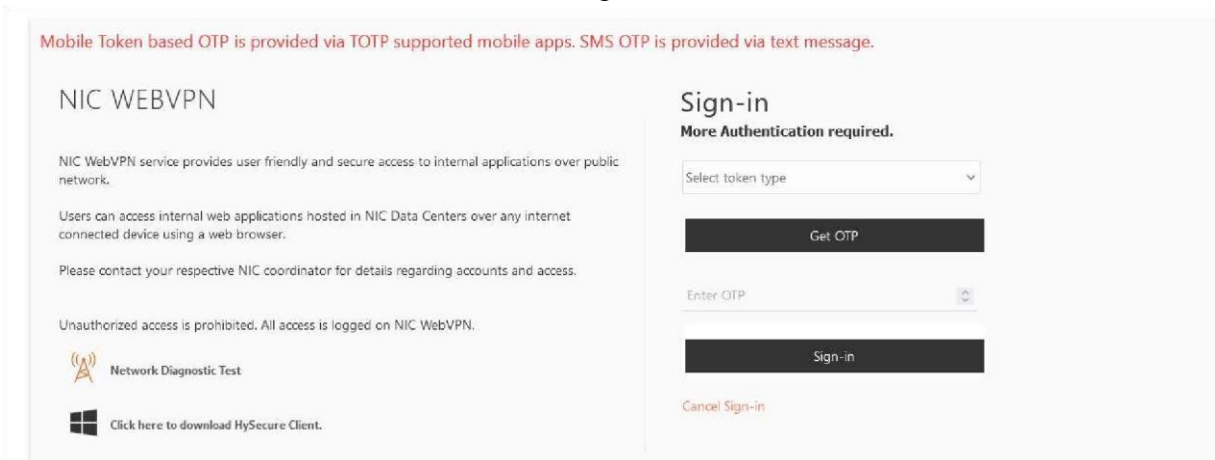
Sign-in

Complete Email Address

Password

Sign-in

3. Select SMS OTP in the Mobile Token Registration window.



Mobile Token based OTP is provided via TOTP supported mobile apps. SMS OTP is provided via text message.


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 Network Diagnostic Test

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Sign-in

**More Authentication required.**

Select token type

Get OTP

Enter OTP

Sign-in

Cancel Sign-in

The screenshot shows a web browser window with the URL `saccess.nic.in`. The page features a navigation bar with tabs for **Remote Applications**, **My Profile**, and **Logout**. On the left, a user profile for **deepak.5086** is displayed, including a welcome message, an administrator message about application access, and the last login time: **Tue Jun 09 2026 15:58:26 GMT+0530 (India Standard Time)**. The main content area shows a message: **Unauthorized access is prohibited. All access is logged on NIC WebVPN.** Below this, a section titled **WEB APPLICATIONS** contains two icons: **eOffice** (with **eOffice\_ACAD** below it) and **WebVPN\_Test**. The **eOffice** icon and its label are circled in red.

4. Enter the SMS OTP received and press Next button.
5. Select eOffice\_ACAD under Remote Applications.

Version: 25<sup>th</sup> May'23

6. The Parichay page will be displayed. Enter your e-office credentials to access e-Office

**PARICHAY**  
Single, Simplest, Safe

Please enter details to proceed

Enter User Name eg. userid[at]domain[dot]in

Enter Password

**Next**

Forgot Password

Ministry of Electronics & Information Technology  
Government of India

**NIC** एन आई सी  
National Informatics Centre

**eoffice**  
A DIGITAL WORKPLACE SOLUTION

Sabka Saath  
Sabka Vikas  
Sabka Vishwas  
Sabka Prayas

Tip of the day

Keep changing your Password often and make them complex and not guessable.

**Parichay Authenticator**

**Kavach**

Parichay Authenticator and Kavach should be downloaded only from authentic platforms.

Extend ID (Retired Officers)

Update Mobile & Profile

7. To reset your password. click on login on parichay page (<https://parichay.nic.in/>)



8. Now click on forgot password – to reset your password for the first time. After this, continue from the step 1 of this document to step 6 to access eoffice through VPN.

