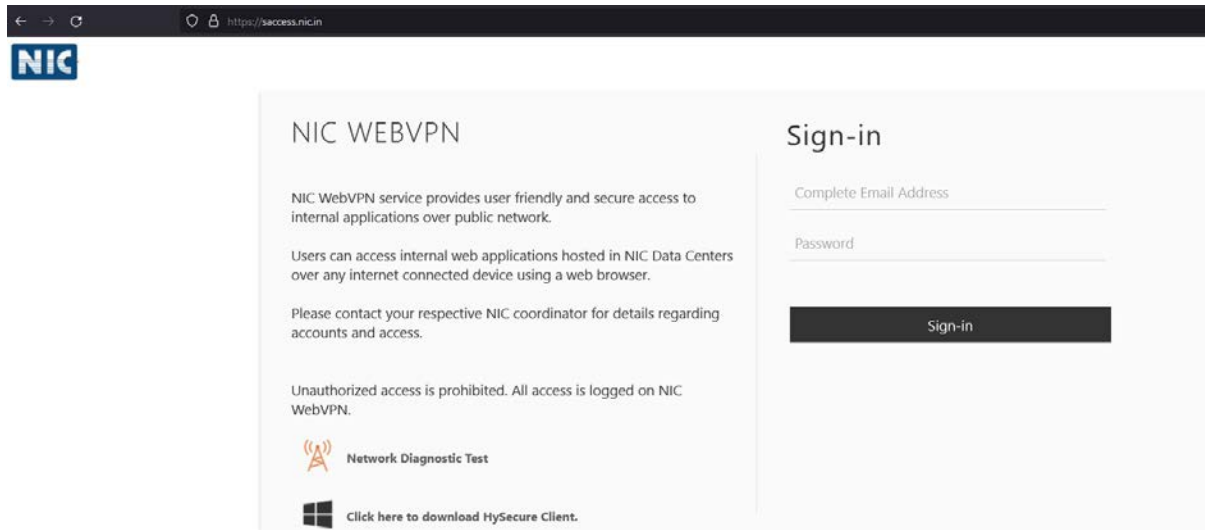**The following steps need to be followed to make of use of WebVPN to access the CSIR eOffice application on network other than NKN connectivity:**

1. Type the URL **https://saccess.nic.in** in the address of a browser. Following screen will appear.

2. Sign-in using registered email address of NIC as username and password "same as the government email address password".

3. Second factor of authentication requires users to enter an OTP which can be obtained using any of the two method viz. SMS Token and Mobile Token.
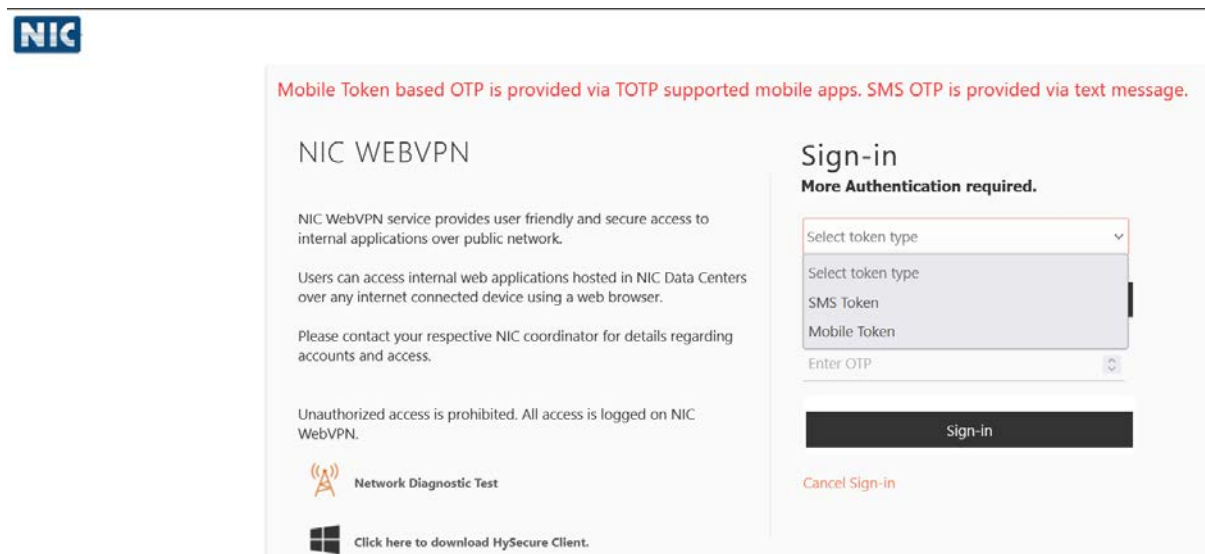

4. Select Token type as either **SMS Token** or **Mobile Token**.

a) If SMS Token is selected, then the user will receive the OTP on his/her registered Mobile Number. After selecting your choice, click on '**Get OTP**'.

b) Mobile Token based OTP is provided via a mobile app called Accops HyID available for iOS and Android platforms from their respective app stores. The user needs to install this app on their smart phones and then register Mobile Token for OTP.
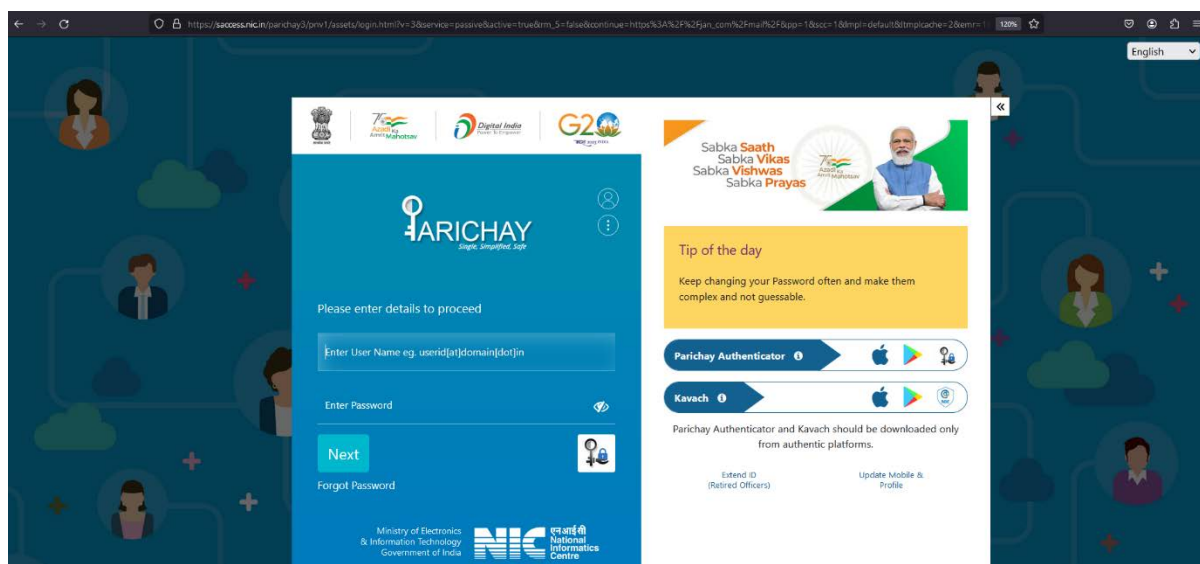
5. Enter the OTP received and finally click on '**Sign in'**.

6. After successful login, user shall see the following screen:
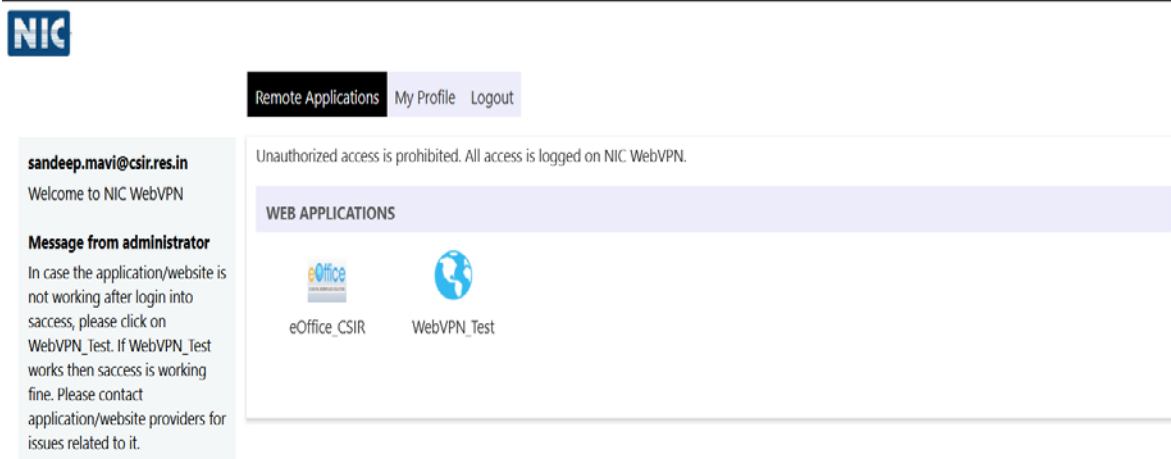
7. Click on the '**eOffice_CSIR**' icon under Web Applications.

8. The Parichay webpage of CSIR eOffice instance will open in a new browser window.

9. Login into eOffice account using your credentials.