



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS  
प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क  
CENTRAL TAX & CENTRAL EXCISE  
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING  
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**Sub:- Procedure for obtaining Mobile Token for logging into WebVPN for eOffice -reg.**

It is informed to all concerned that the facility of receiving OTP on email for logging into WebVPN ([www.saccess.nic.in](http://www.saccess.nic.in)) is being discontinued from 01st July 2021. Henceforth, OTP for logging into WebVPN will only be available through SMS token or through Mobile Token. All officers may please install 'Accops HyID' application on their mobile for accessing WebVPN through the use of Mobile Token. The step by step guide for downloading and installing Accops HyID application in your mobile is given as attachment to this circular. In case, of any difficulty officers may contact Headquarters System section for guidance.

Encls: as above

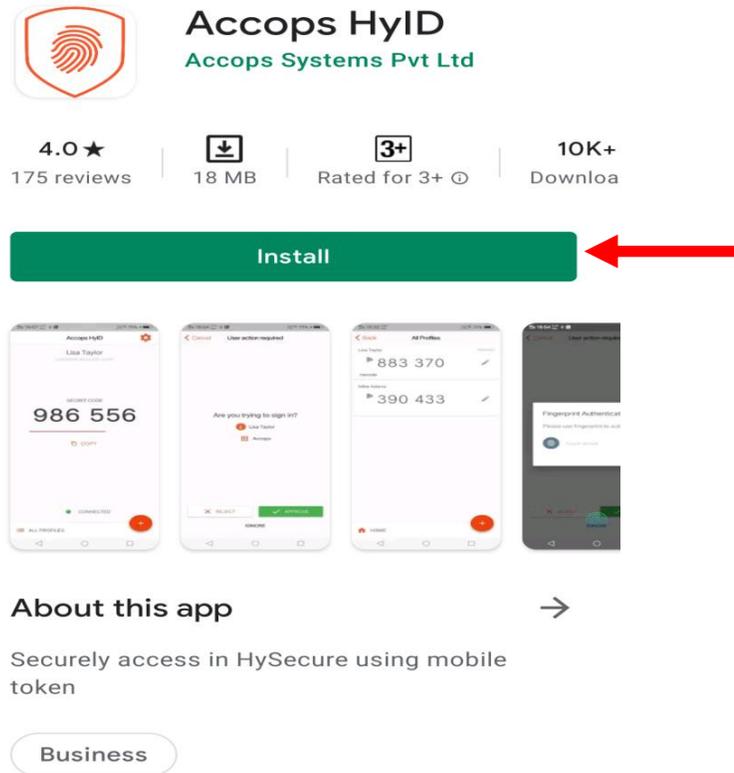
(V Shanthi)  
Deputy Commissioner (Systems)

To

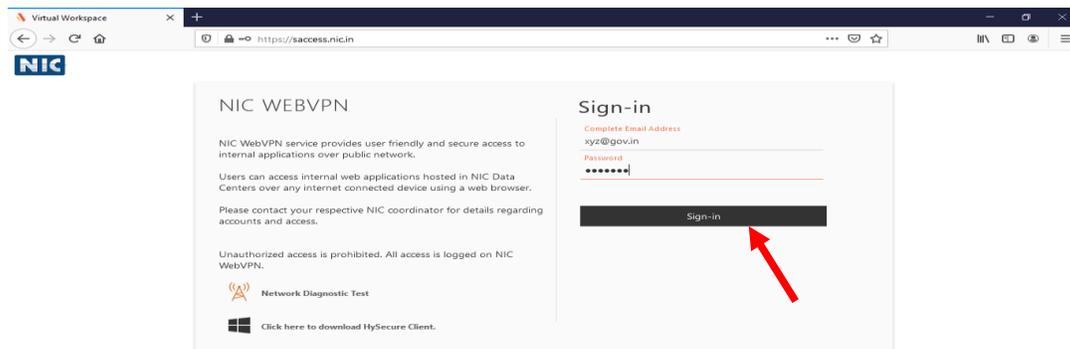
All Officer's and Staff of Kochi Commissionerate

## 11. Settings of Mobile to get rid of SMS in Mobile [INDEX]

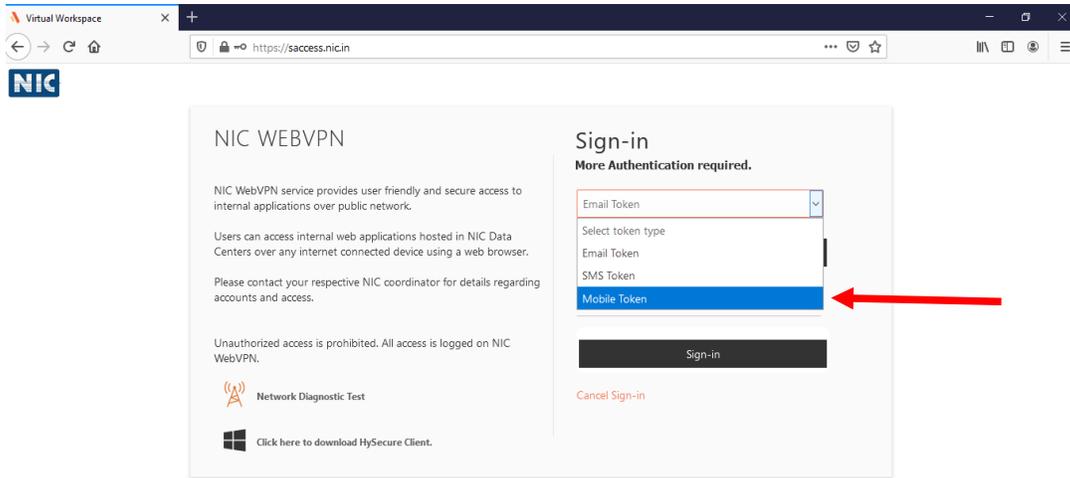
1. Download & Install “AccopsHy ID” app from Google Play Store in Mobile



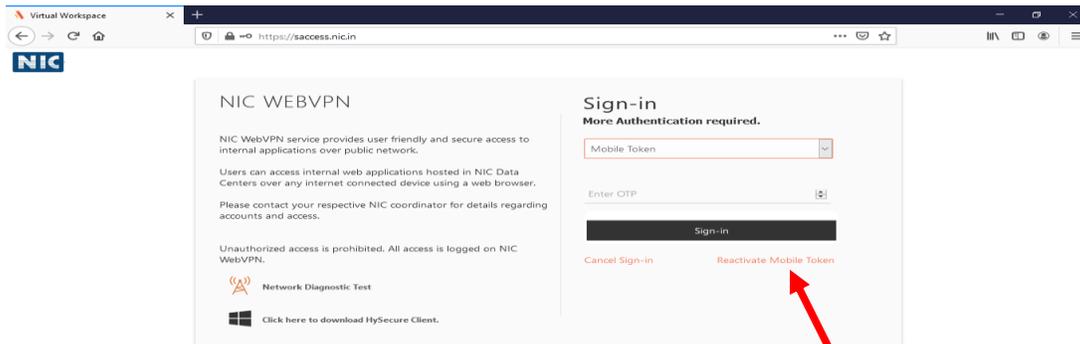
2. Open” Mozilla Firefox” Browser, and go to <https://saccess.nic.in> Enter full e-mail ID [XYZ@gov.in](mailto:XYZ@gov.in), and Password.



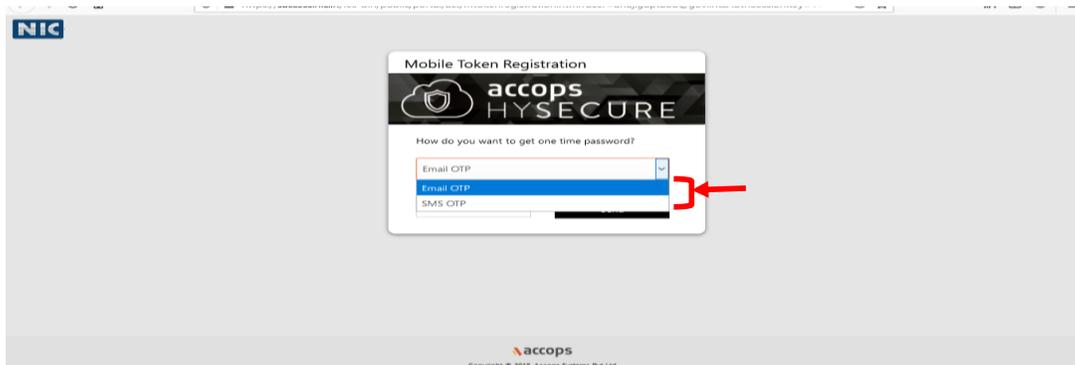
### 3. Select “Mobile Token”.



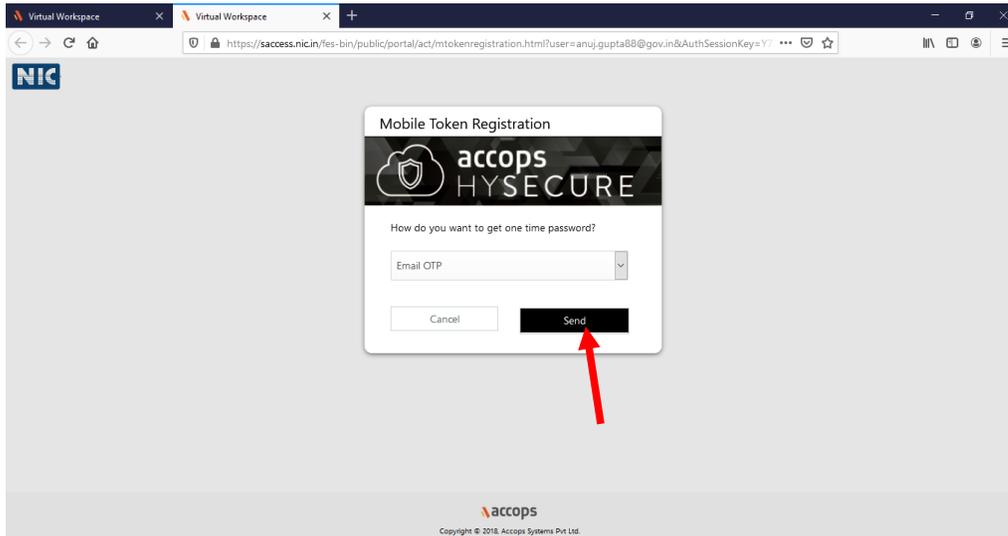
### 4. Click “Reactivate Mobile Token”.



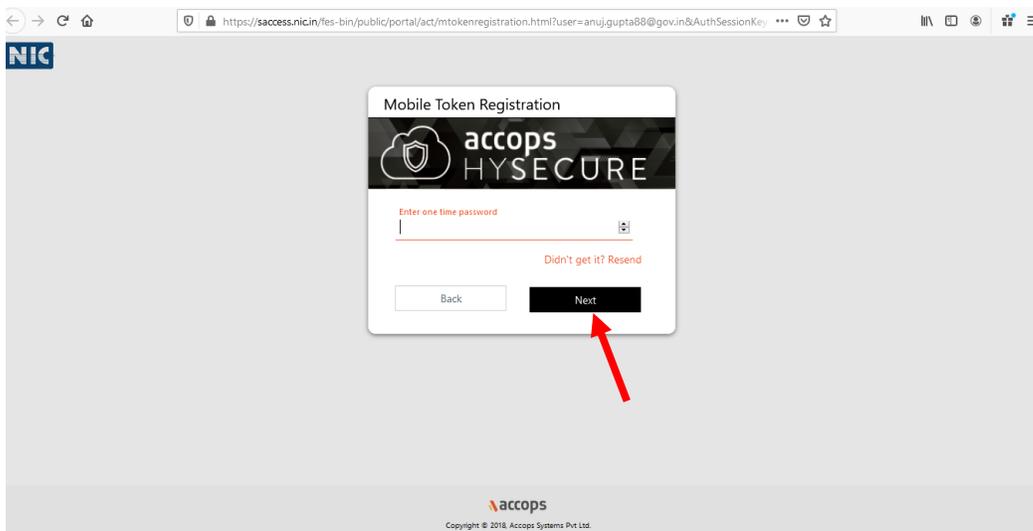
### 5. A pop-up opens. Select “SMS Token” or “e-mail token”.



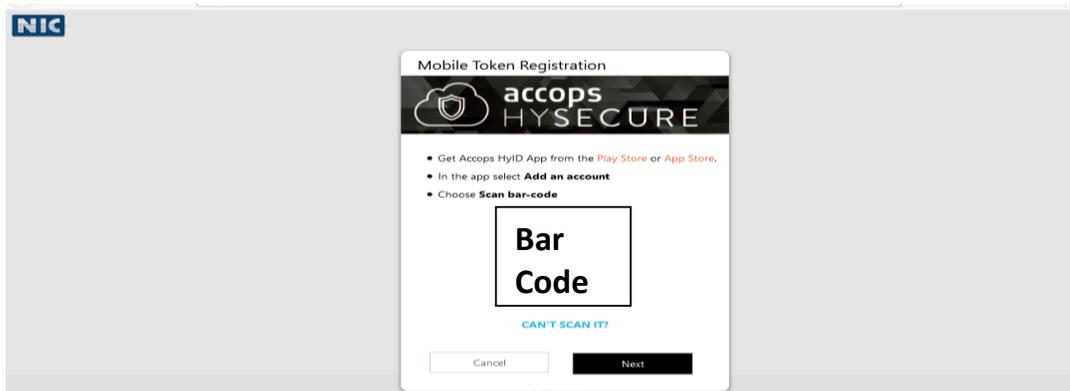
6. Click on “Send”.



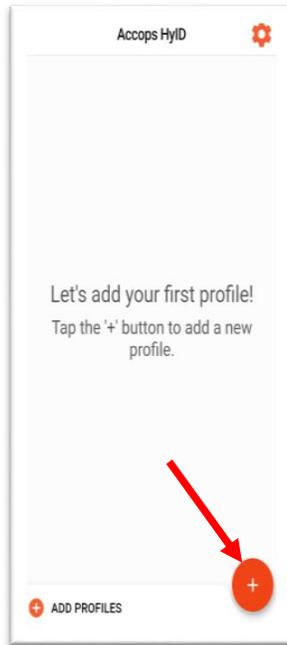
7. OTP is received, enter OTP & Click on “Next”.



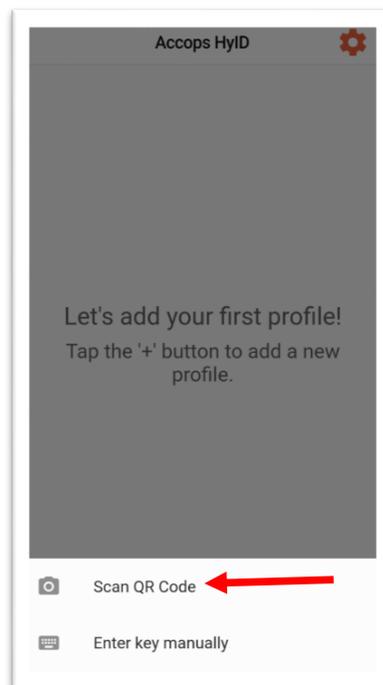
8. A Bar-Code appears on computer screen.



9. Open Accops HyID app on Mobile and click add an account.



10. Scan above Bar-Code by Mobile.



11. Now, the Mobile Token can be used to complete additional authentication

Through Accop HyID app instead of SMS Token (OTP on Mobile).

12. On Parichay page, enter user id and password, SMS comes on mobile.

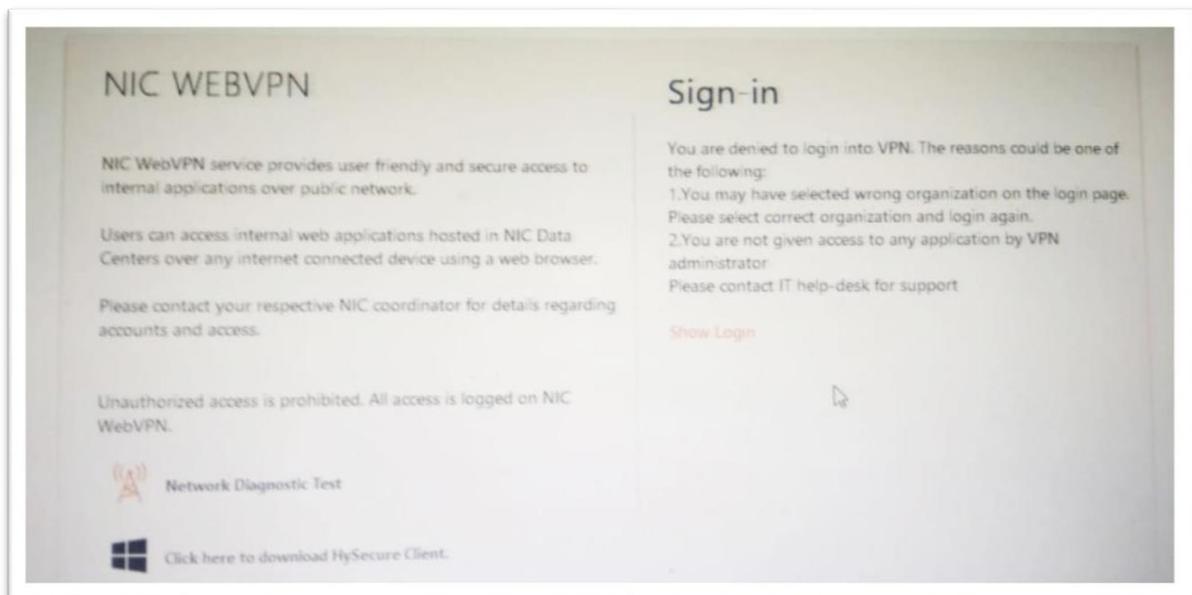
13. Enter SMS token (OTP on Mobile) and select check box **“Do not ask again on this device”**.

Now on, you will never need SMS (OTP on Mobile) on Mobile to open e-Office.

**Note:** Do not follow these steps of this User manual, if you want to use SMS token (OTP on Mobile) for **“saccess.nic.in”** & **“Parichay”**.

## 12. Troubleshooting for “saccess.nic.in”.

### Problem: - 1



**Solution: -** It's mean that your Web-VPN account not created, apply for Web-VPN account through <http://eforms.nic.in>

**Note: -** If your Web-VPN account already created then share all details (Registered mobile number, e-mail “gov.in/nic.in” and Web-VPN number) to [vpnsupport@nic.in](mailto:vpnsupport@nic.in) with this issue.