

CLASS III DOCUMENT SIGNER

DSC PROCEDURE

11-APR-2025 VERSION 1.1.1

Capricorn Identity Services Pvt. Ltd. Licensed Certifying Authority (CA) under IT Act, 2000.

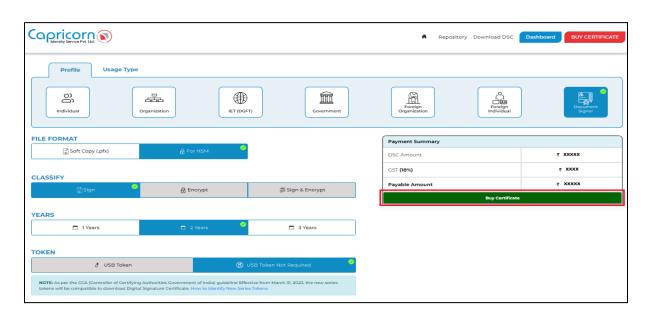


CLASS III DOCUMENT SIGNER - DSC PROCEDURE

Navigate to the Capricorn website and select the 'Buy Certificate' option to begin the DSC purchase process.



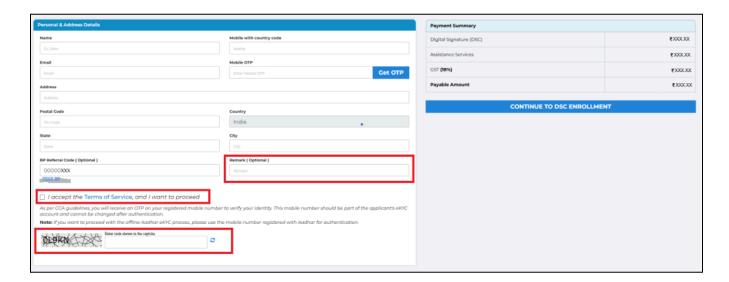
Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the Document Signer DSC type, click on the 'Buy Certificate' tab. If you want TOKEN with your DSC, you need to choose **TOKEN**, else, you can select **USB TOKEN NOT REQUIRED.**





Fill in your Name, Email, Mobile Number, and Address. Click 'Get OTP'. Enter the OTP received on your mobile. If you have a BP Referral Code, enter it; if not, proceed without it. You can enter any reference in the Remark field related to the order (It is optional).

Select the 'Terms of Services' and 'I'm not a robot' checkboxes. Click 'Continue to DSC Enrollment' to proceed.



Click on the 'Authorized Signatory' option to proceed with your DSC application.

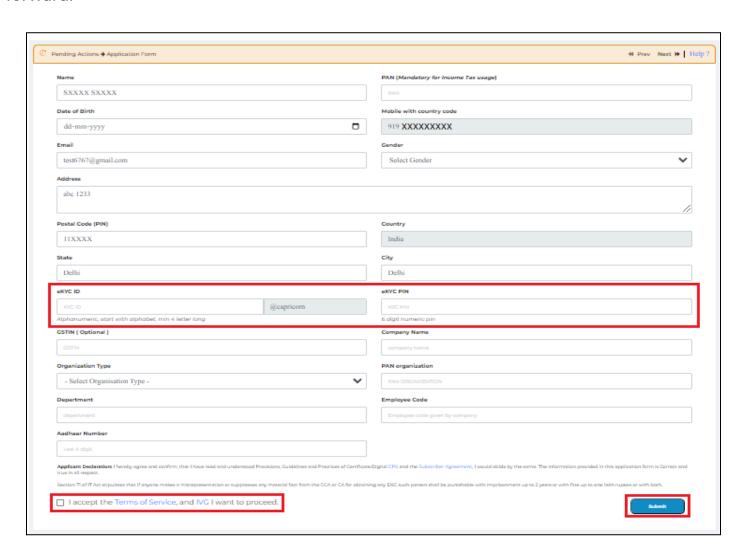




Please fill in the required details with the eKYC ID & eKYC PIN.

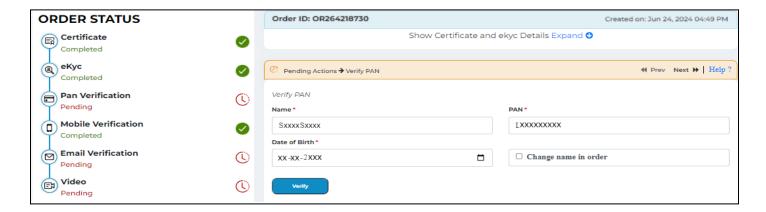
- eKYC ID should be set according to the customer name with some more numbers or letters to make it distinct.
- eKYC pin is a six-digit pin that you can set according to your preferences.

Select the checkbox to accept the 'Terms of Service' and IVG. Click 'Submit' to move forward.

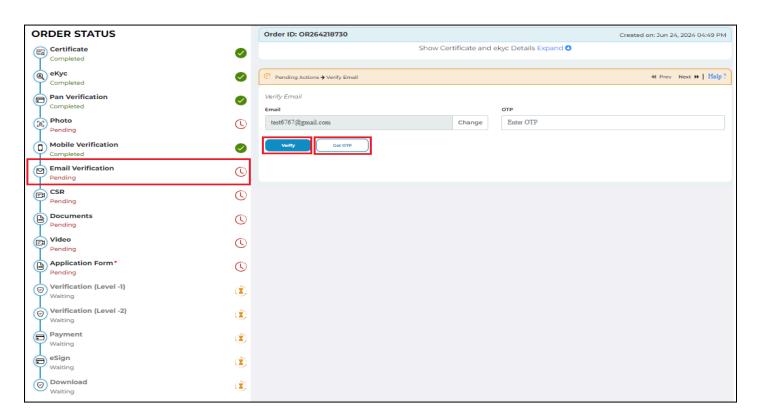




If you have mentioned your PAN number, you have to verify your **NAME** and **DATE of Birth** as per your **PAN/NSDL** Data.

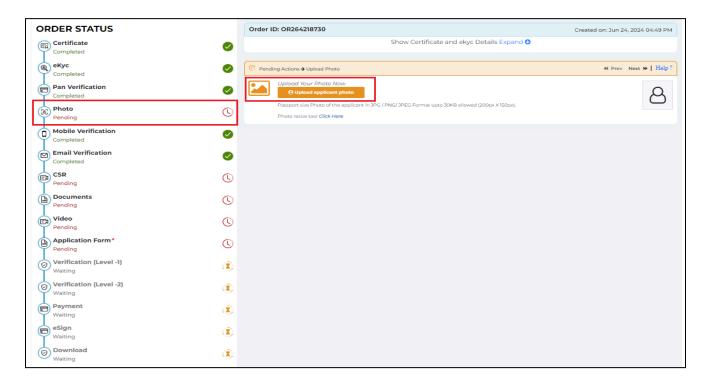


Verify your 'Email' by following the prompts to complete the email verification process.



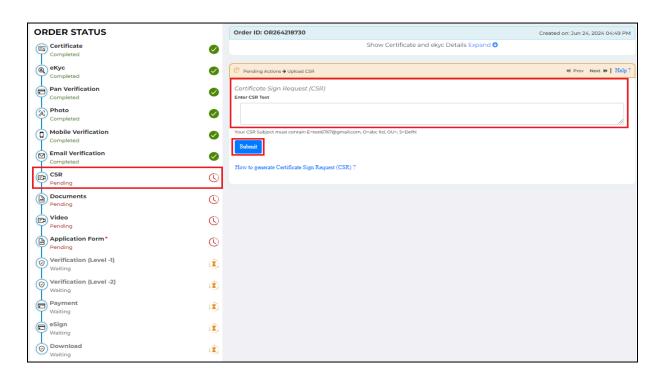


Upload a passport-sized photograph of the applicant.



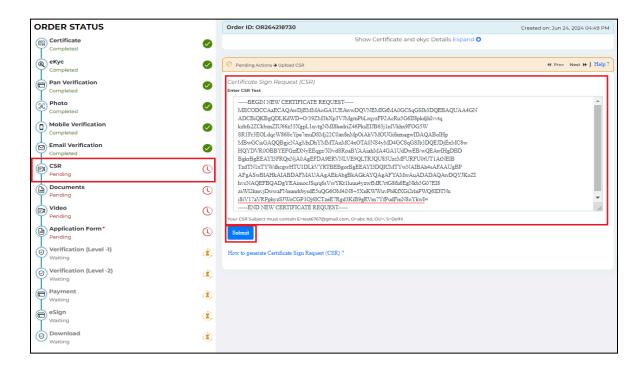
You have to insert your CSR (as per your details) in the given field.

How to Generate a CSR (Certificate Signing Request) on a Hardware Device.

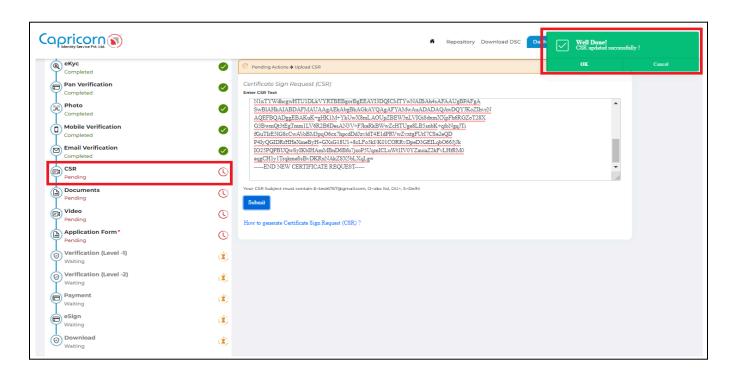




Click 'Submit' to proceed further.

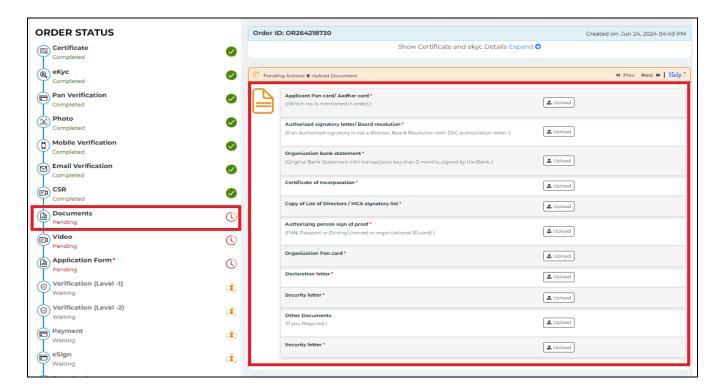


If your CSR is generated correctly, it will submit and prompt you with a success message (as shown in the picture below).

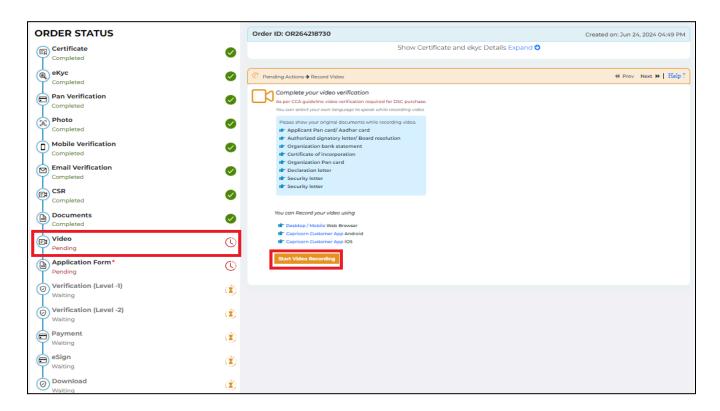




Upload the required documents.

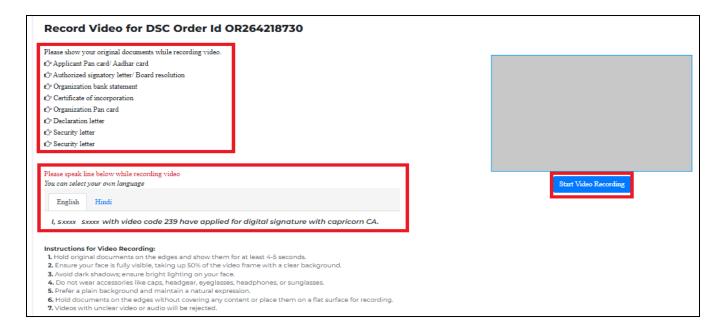


Click on "Start Video Recording" to initiate video verification.

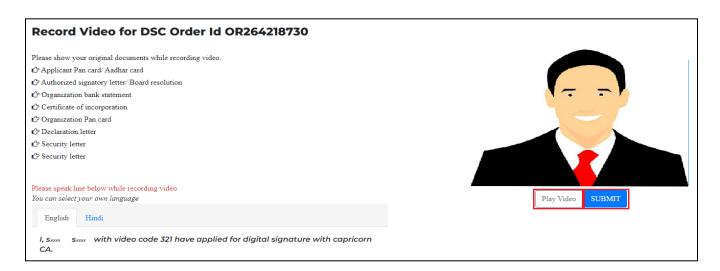




The documents that you need to present during the video recording are listed on the video recording screen. Please ensure you have these documents ready before starting the recording. While recording your video, clearly state your name and the video code displayed on the screen. This helps verify your identity and link the video to your application.



After recording your video, you have to preview it by clicking on the 'Play' button and clicking on 'Submit' to complete the video recording confirmation.

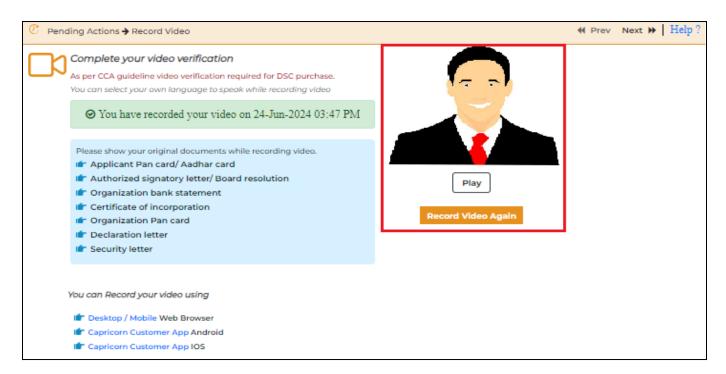




Click the 'Continue to enrollment process' to continue your DSC application.

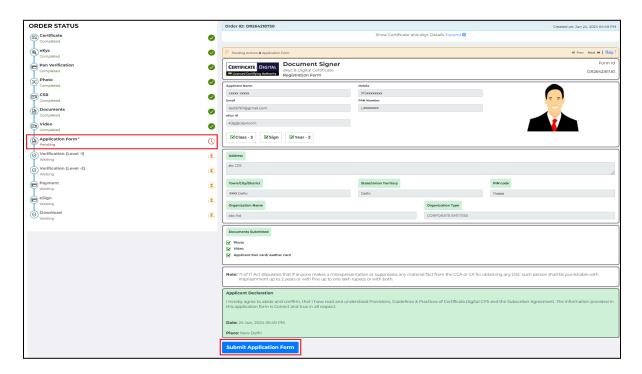


After recording your video, you can preview it by clicking on the 'Play' button. If you find any mistakes or if the video was recorded incorrectly, you have the option to record the video again.

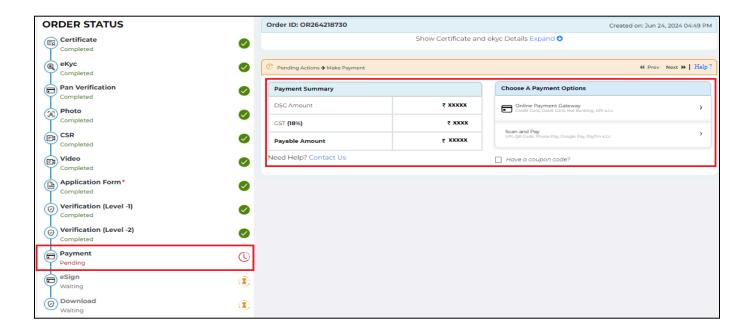




After completing the video recording, you will need to submit the 'Application Form'.

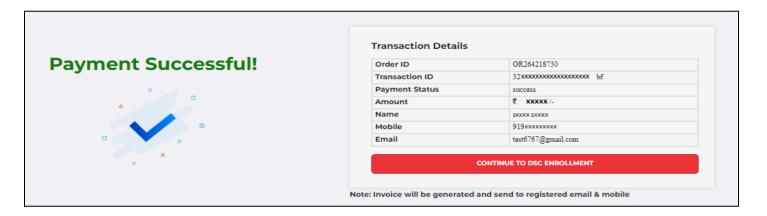


Once the application form is submitted, your order will be sent for verification. The verification will be conducted by **Capricorn CA.** Please wait for this process to be completed. After your order has been verified, you will need to finalize the payment for your order. Make sure to complete this step to ensure the processing of your **Digital Signature Certificate.**



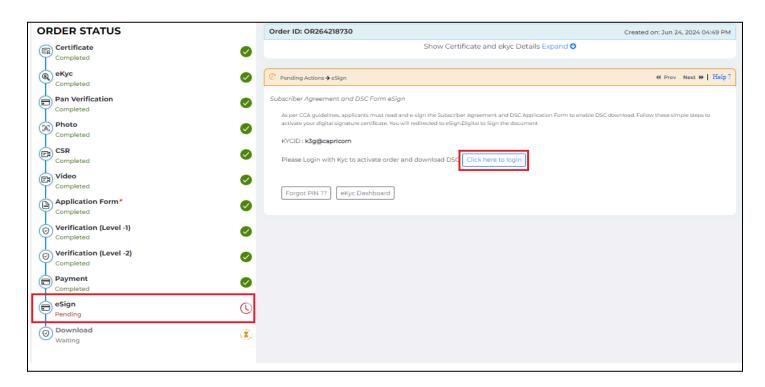


Once the payment is completed, a prompt will appear. Click on 'CONTINUE TO DSC ENROLLMENT' to proceed to the next steps.



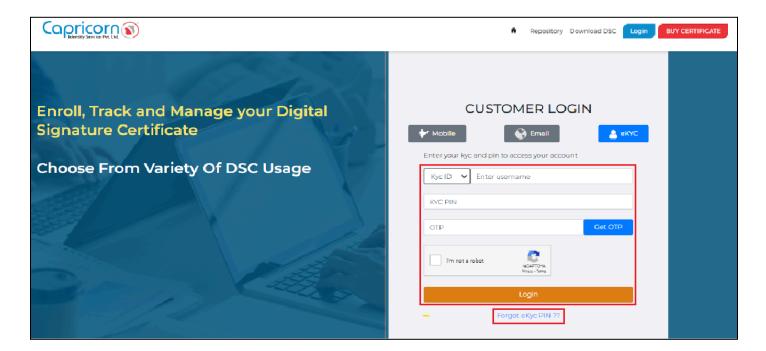
After the payment, you need to eSign your 'Subscriber Agreement'.

As shown in the screenshot below, click on the 'Click here to login' link to continue.



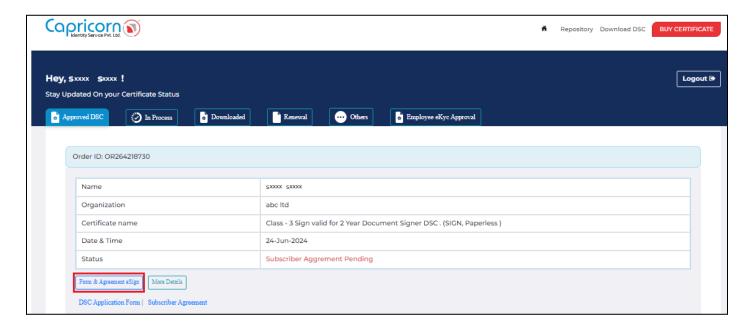


You will need to log in using your eKYC credentials.



Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed.

Click on the 'Form & Agreement eSign' option to eSign your Subscriber Agreement.





Your Subscriber Agreement will now be signed electronically. This completes the eSign process for your order.

