Capricorn Identity Services Pvt. Ltd.

INDIVIDUAL

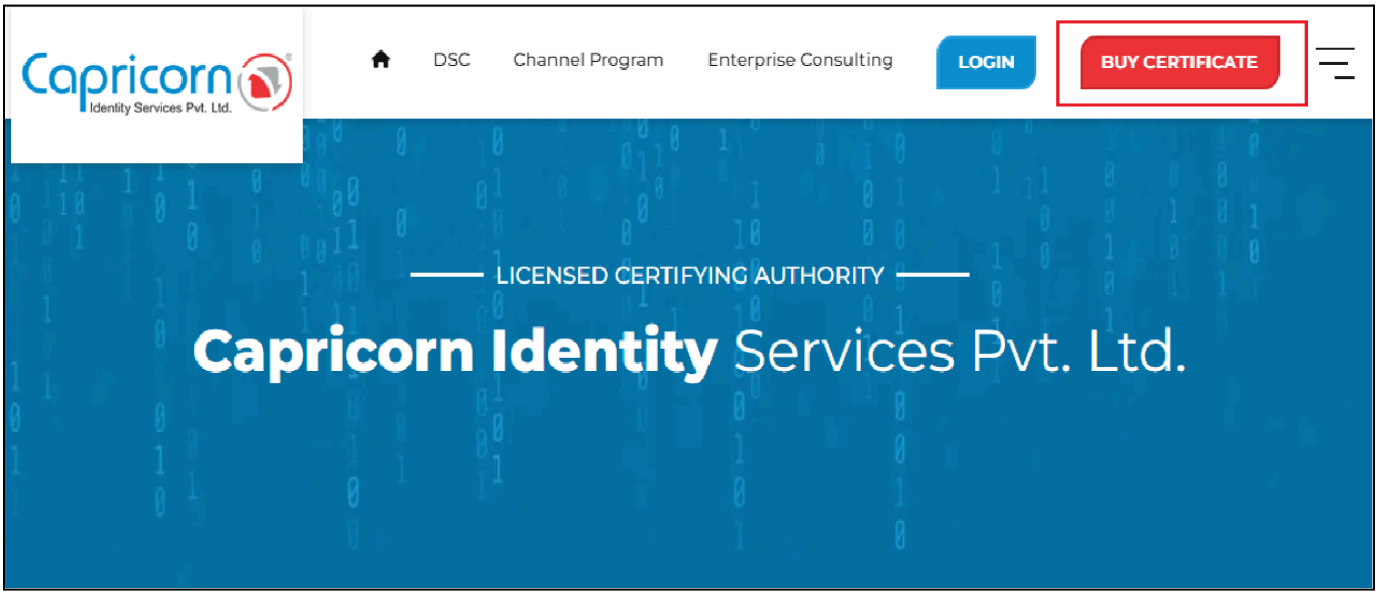
Online Aadhaar OTP Based DSC Procedure

11-Feb-2025 | Version 1.1.1

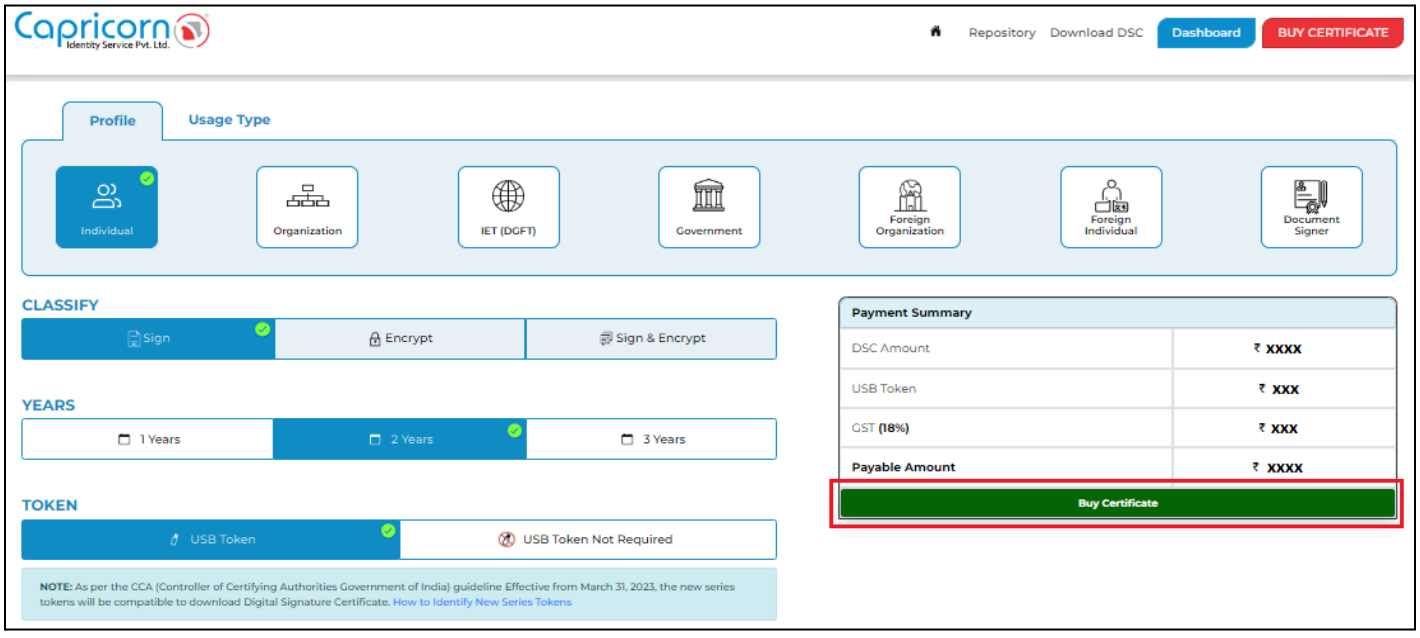
Capricorn Identity Services Pvt. Ltd.
Licensed Certifying Authority (CA) under IT Act, 2000.

INDIVIDUAL - ONLINE AADHAAR OTP BASED DSC PROCEDURE

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

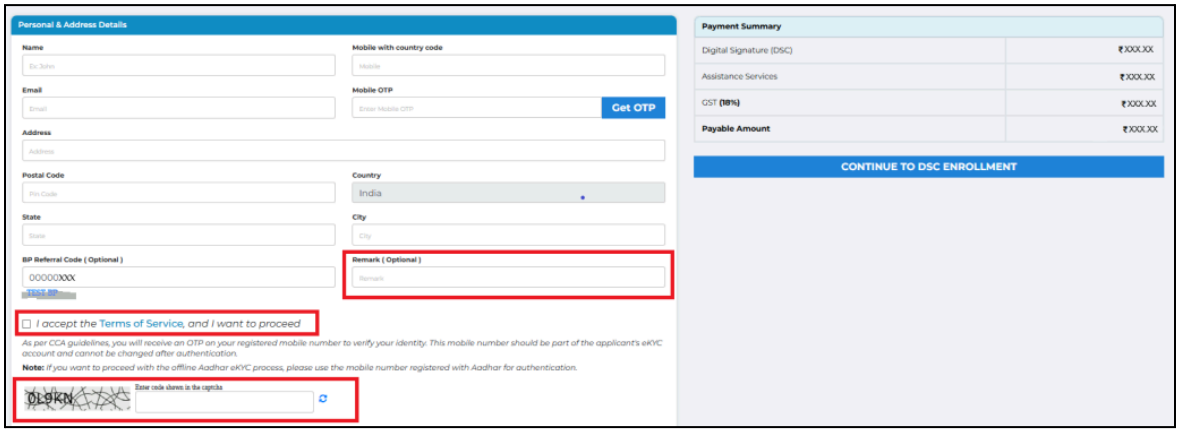


Choose the type of DSC you wish to purchase from the product selection options. After selecting the **Individual DSC** type, click on the '**Buy Certificate**' tab. If you want TOKEN with your DSC, you need to choose **TOKEN**, else you can select **USB TOKEN NOT REQUIRED**.

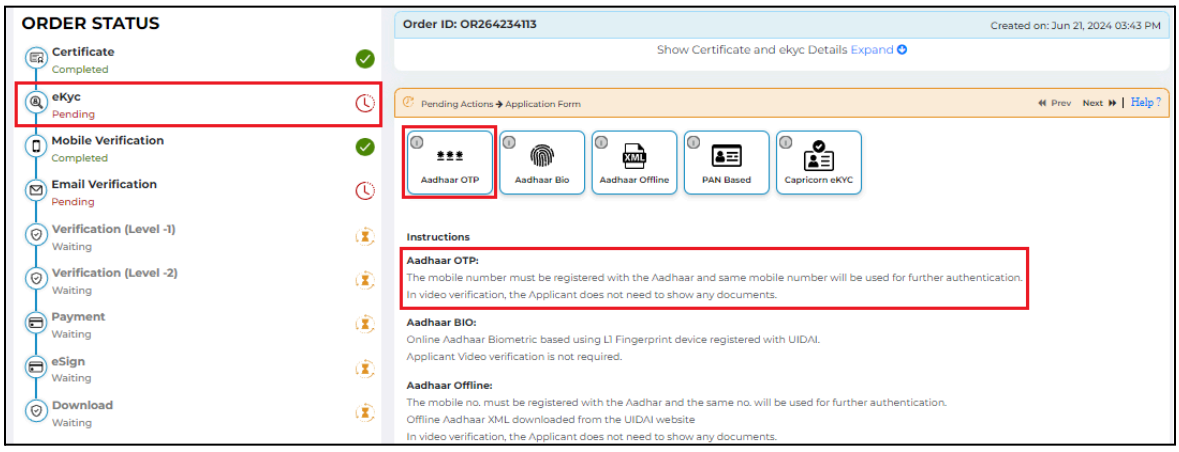


Fill in your details including your Name, Email address, Mobile number, and Address. Click on the '**Get OTP**' button. If you have a **BP Referral Code**, please enter it in its field, and if you don't, you can proceed without a **BP Referral Code**. Enter the '**OTP**' received on your mobile number. Select the 'Terms of Services' checkbox and the '**I'm not a robot**' CAPTCHA checkbox. Click on the '**Continue to DSC Enrollment**' button to proceed.

NOTE: - "REMARK" BP can enter any reference in the remark field related to the order and the same will be reflected in the **BUSINESS PARTNER PORTAL** under the **ORDER** section.



Click on the '**AADHAAR OTP**' option to proceed with your DSC application.



There are two options for **Aadhaar Authentication** to process your DSC:

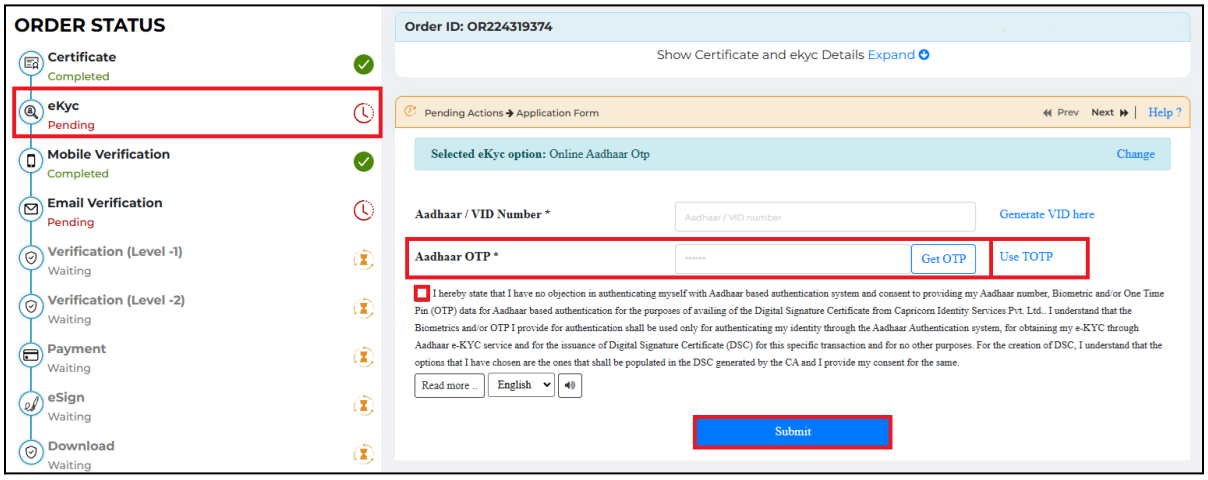
1. **Aadhaar OTP**: - OTP will be sent to your registered mobile no with Aadhaar via SMS.\
2. **Aadhaar TOTP**:- You can get TOTP from the [mAadhaar App](#).

FOR AADHAAR OTP:

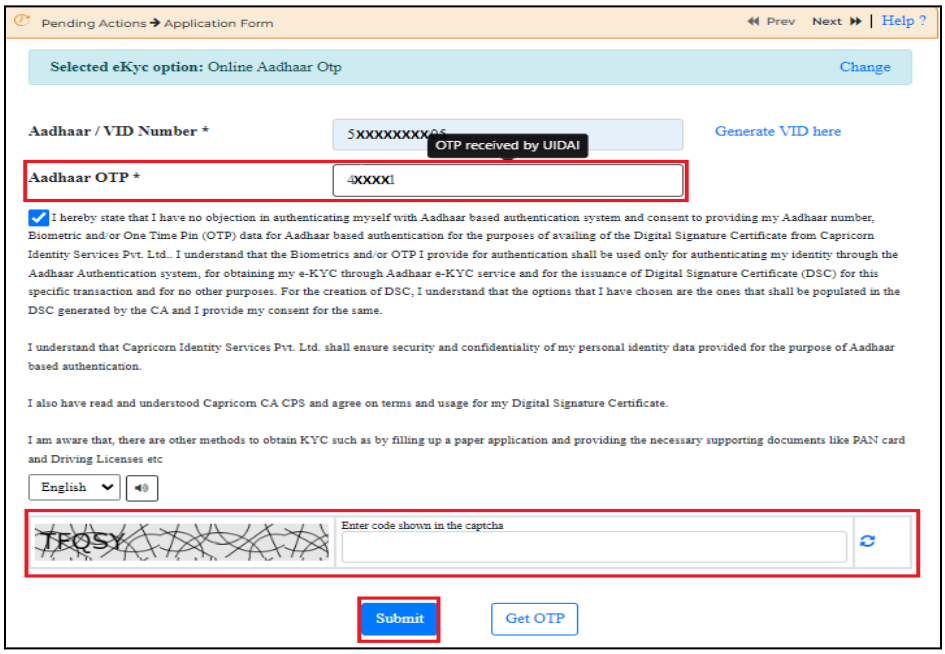
Follow the steps given below: -

- Enter the **Aadhaar** or **Virtual ID** number; Then check the box to agree to the terms and conditions.

- Click the **Get OTP** tab to send the **OTP** to the applicant's registered number.



- Enter the **OTP** that was sent to the applicant's registered number.
- Enter the **Captcha**.
- Click on **submit**.



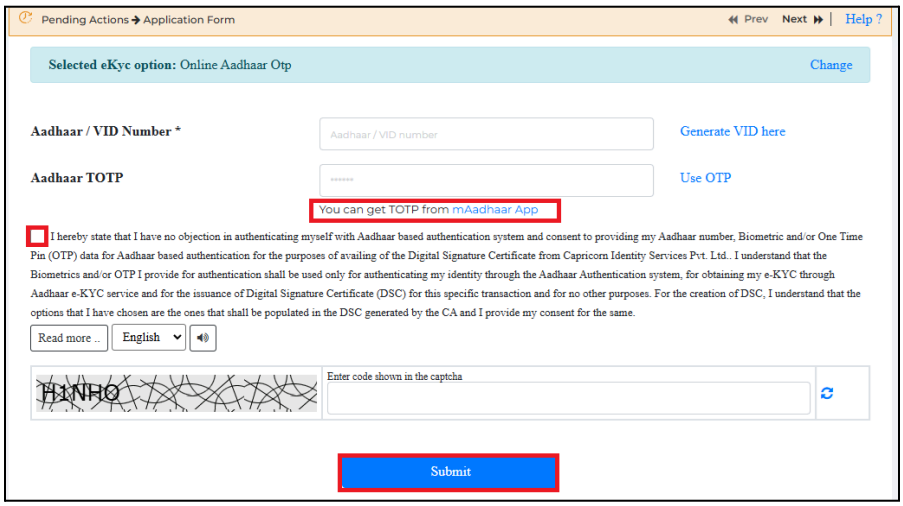
FOR AADHAAR TOTP:

- Enter the **Aadhaar** or **Virtual ID** number; Then check the box to agree to the terms and conditions.

- **FOR AADHAAR TOTP:** You can get TOTP from the [mAadhaar App]. Using the mAadhaar app

    - Download the [mAadhaar App] on your smartphone.
    - Log in using your Aadhaar details.
    - Tap on **MY AADHAAR**.
    - Select **GET TOTP**.
    - An 8-digit TOTP code will appear, valid for 30 seconds.

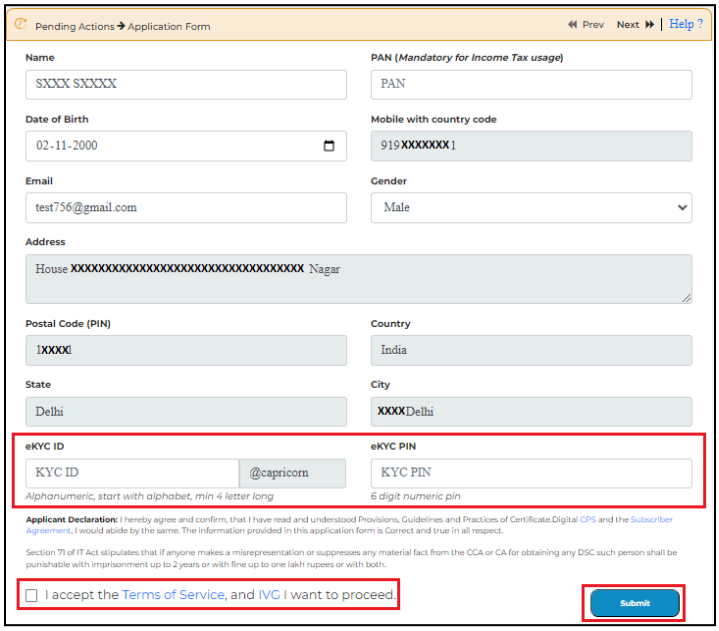
- Enter the **TOTP**.
- Enter **Captcha** and click on **submit**.



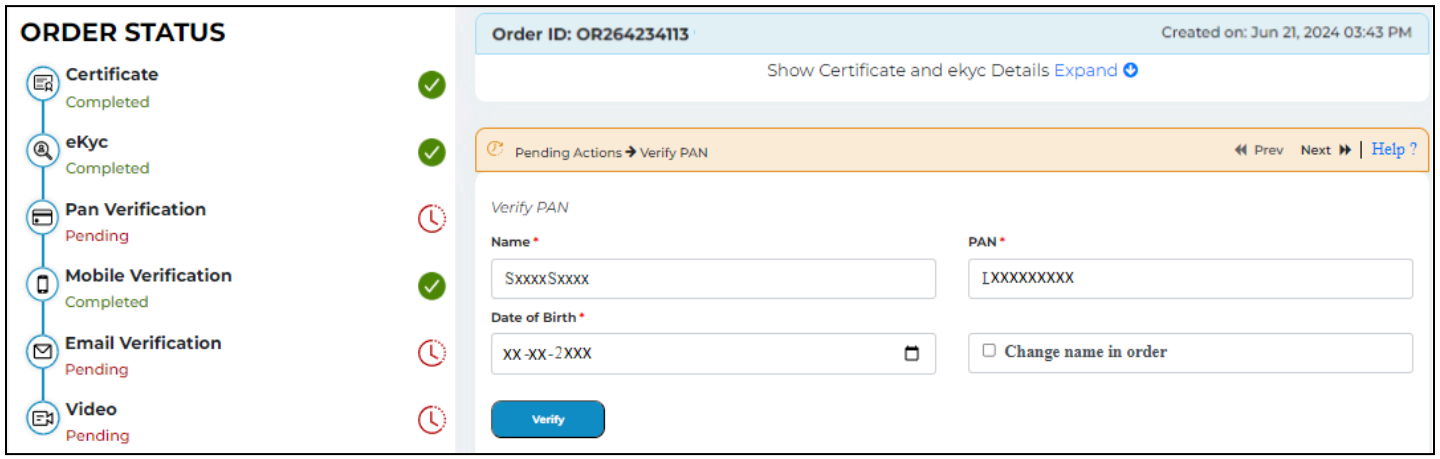
Please fill in the required details with eKYC ID & eKYC pin:

- 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.

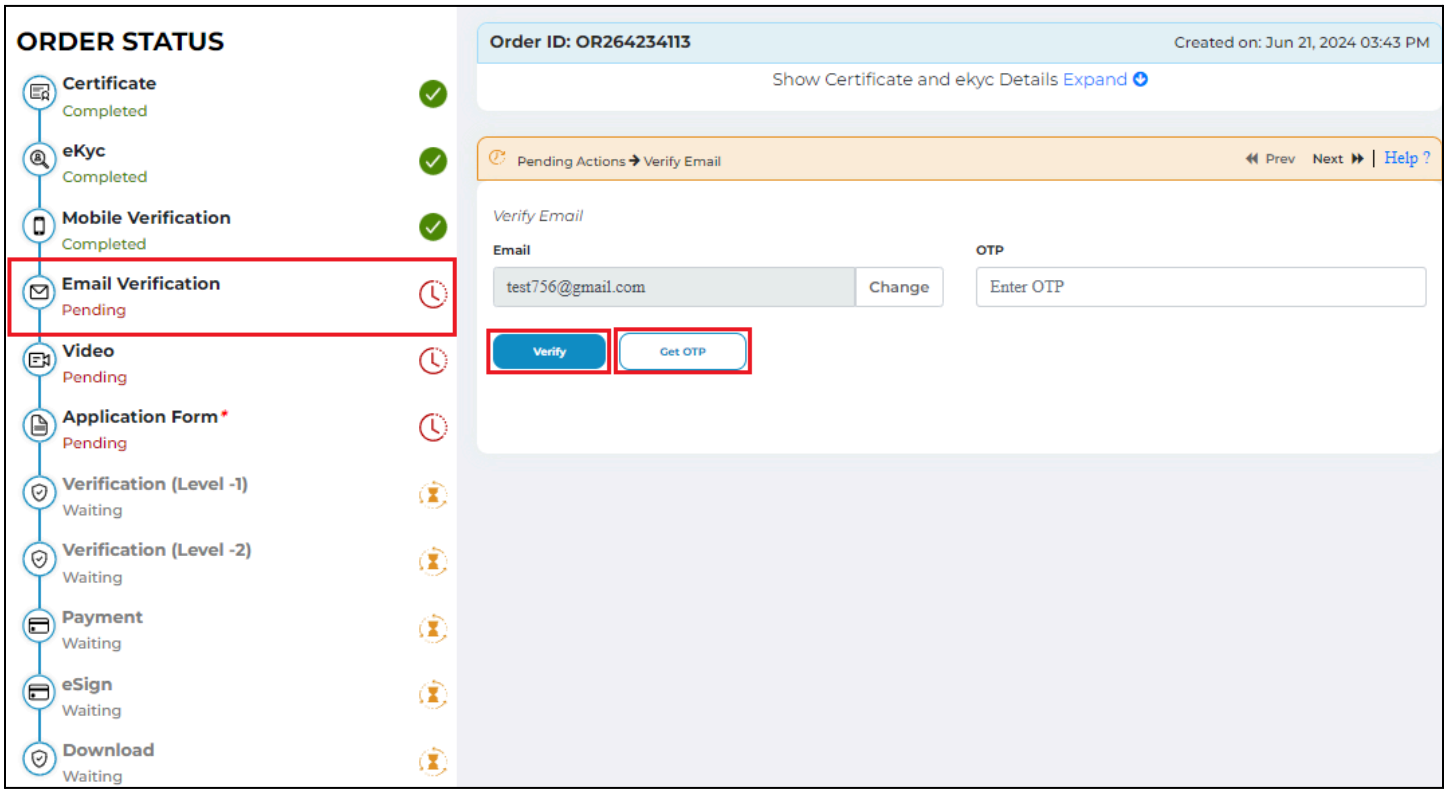
Select the checkbox to accept the '**Terms of Service**' and IVG. Click '**Submit**' to move forward.



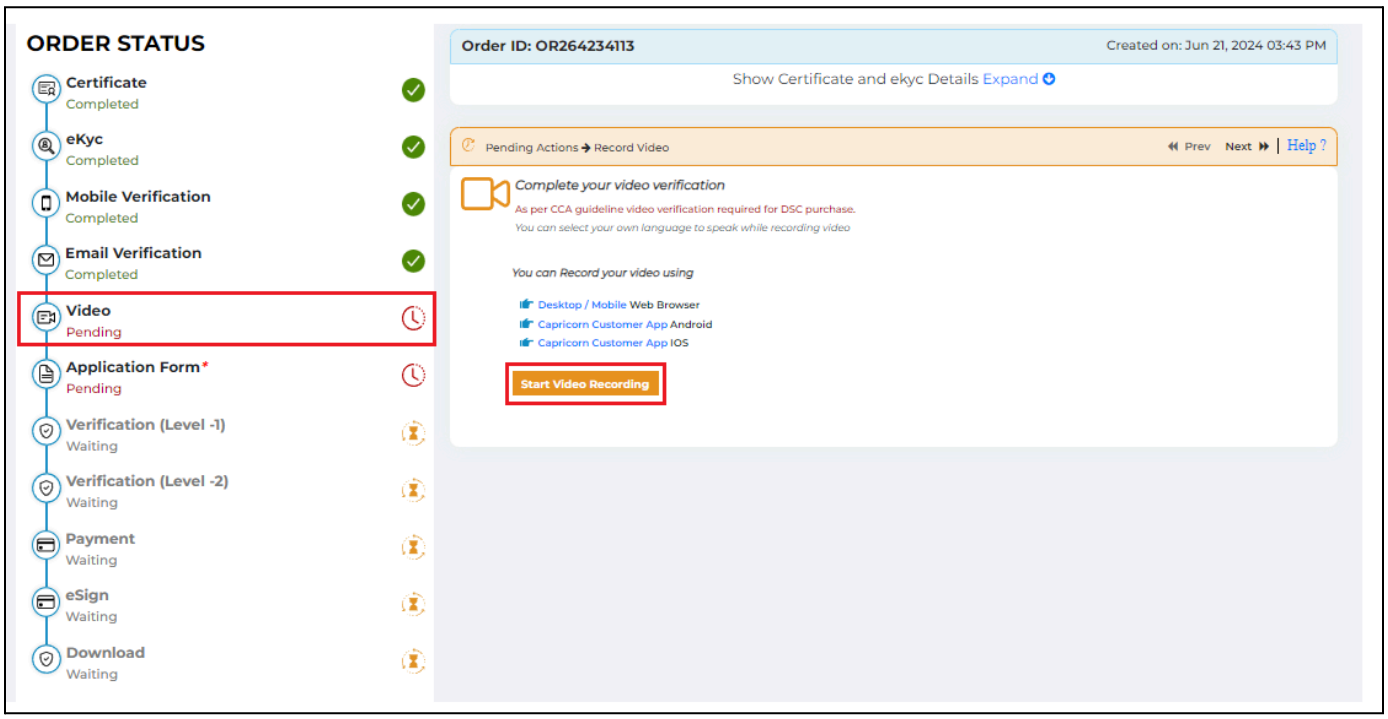
If you have mentioned your PAN number, you have to verify your **NAME** and **DATE** of Birth as per your PAN/NSDL Data.



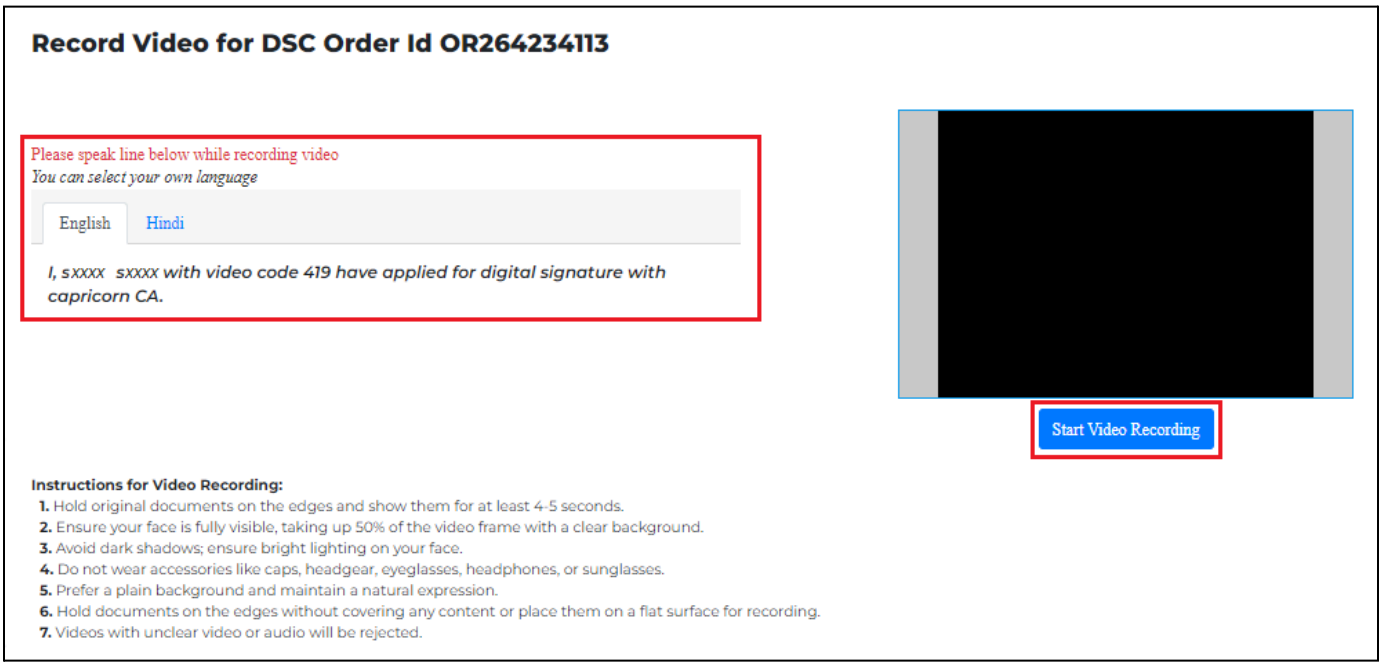
Verify your email by following the prompts to complete the email verification process.



Click on '**Start Video Recording**' to initiate video verification.

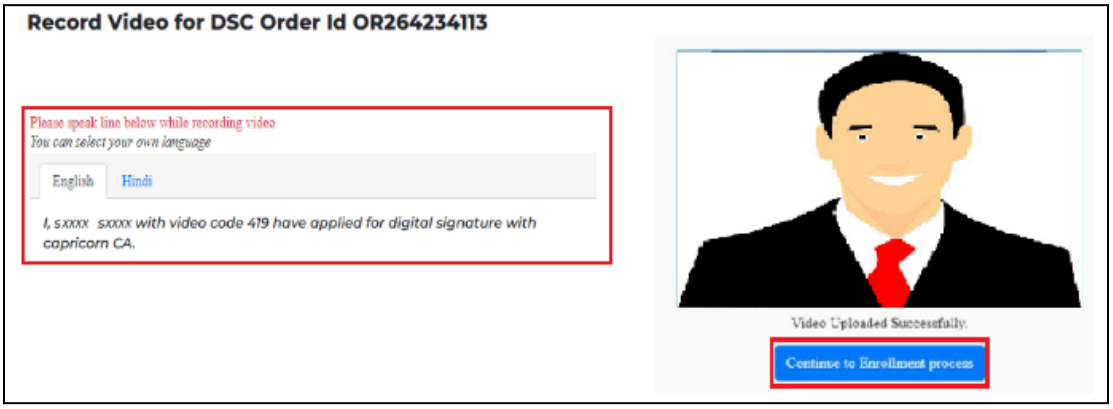


While recording your video, clearly state your name and the video code displayed on the screen. This helps in verifying your identity and linking the video to your application.

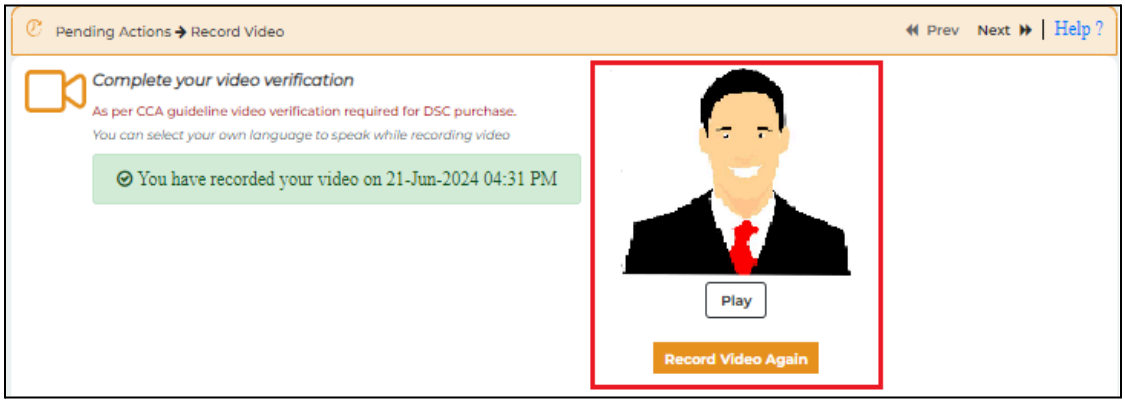


After recording your video, you have to preview it by clicking on the '**Play Video**' button and clicking on '**Submit'** to complete the video recording confirmation.

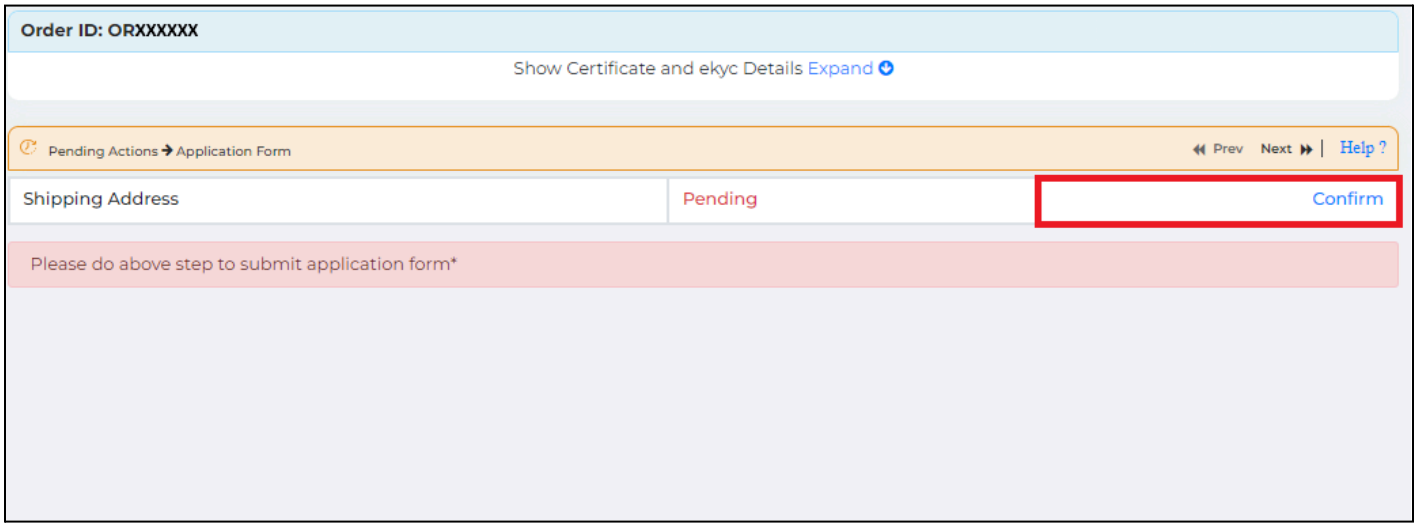
Click on '**Continue to enrollment process**' to continue your DSC application.



If you find any mistakes or if the video was recorded incorrectly, you have the option to record the video again.



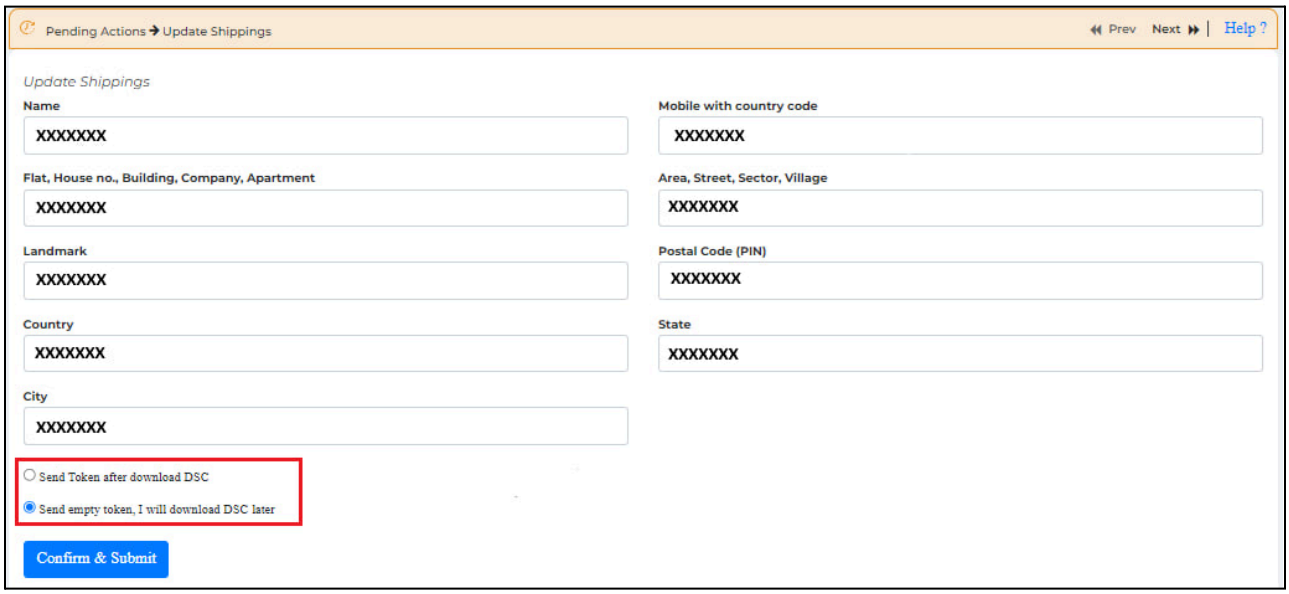
After Completing the above verification; If you had opted for **TOKEN REQUIRED** at the time of product selection. Then, you have to confirm your delivery address for token delivery.



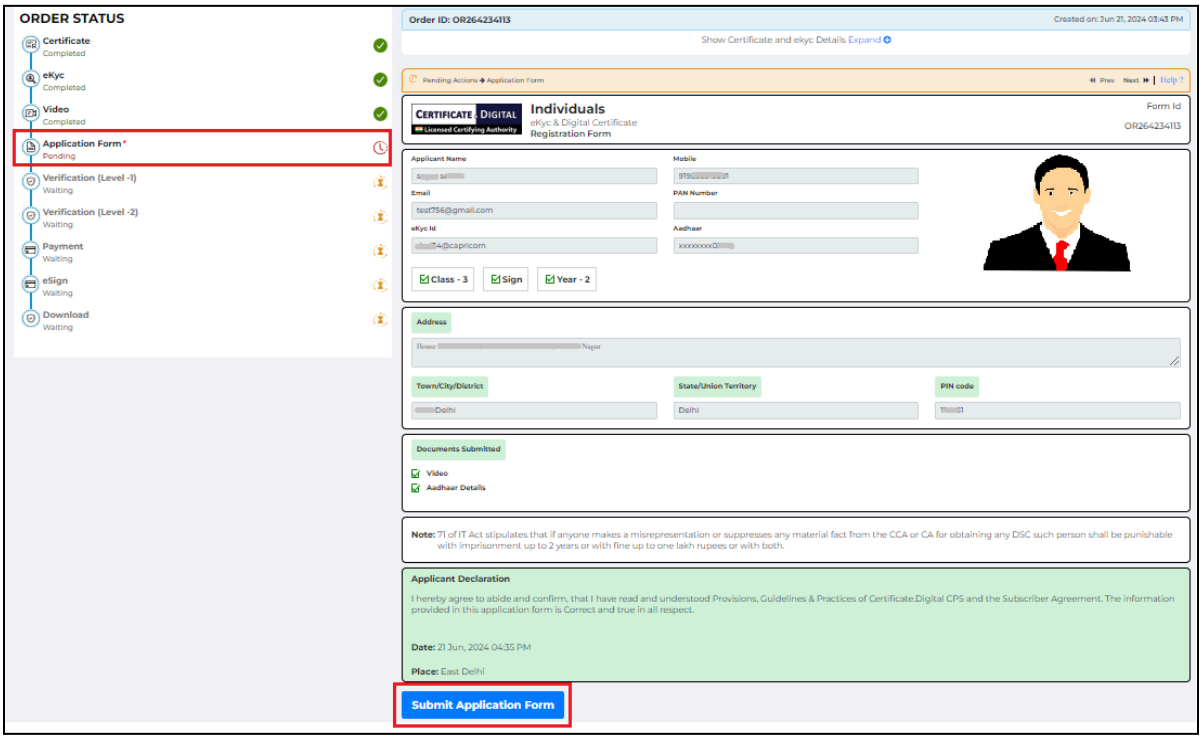
Along with the delivery address, you can choose options:

1. **Send Token after downloading DSC**.
2. **Send Empty Token, I will download DSC Later**.

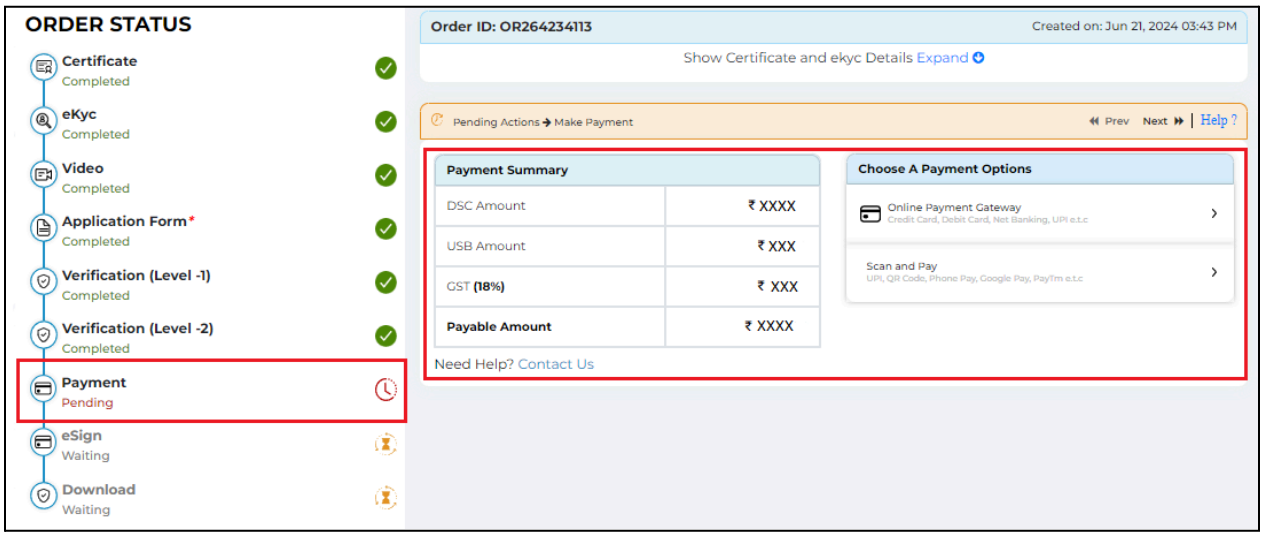
Then, click the "**Confirm and submit**" button.



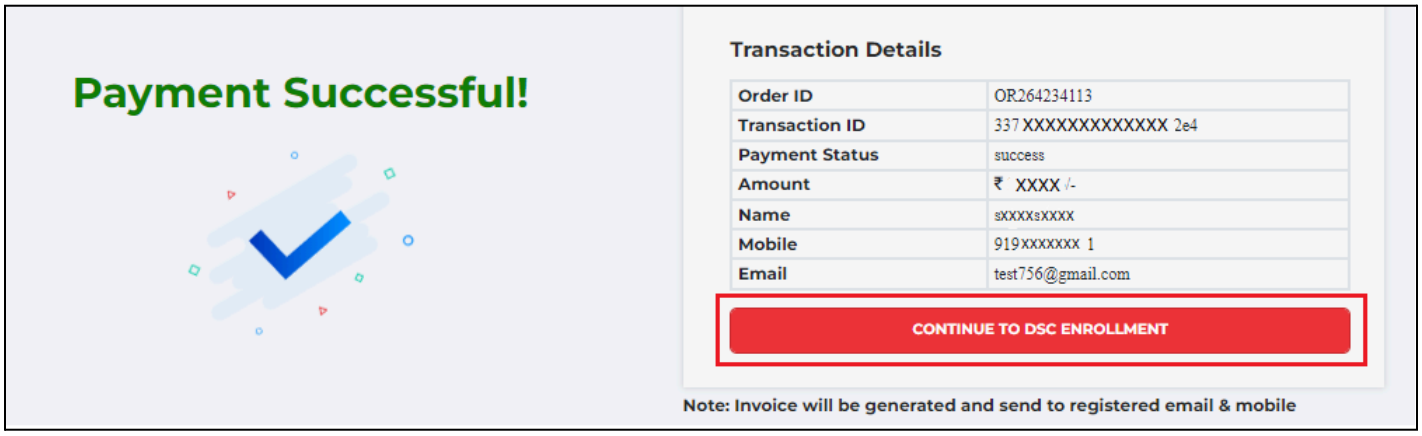
After completing the above verification, you will need to submit the "**Application Form**".



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.

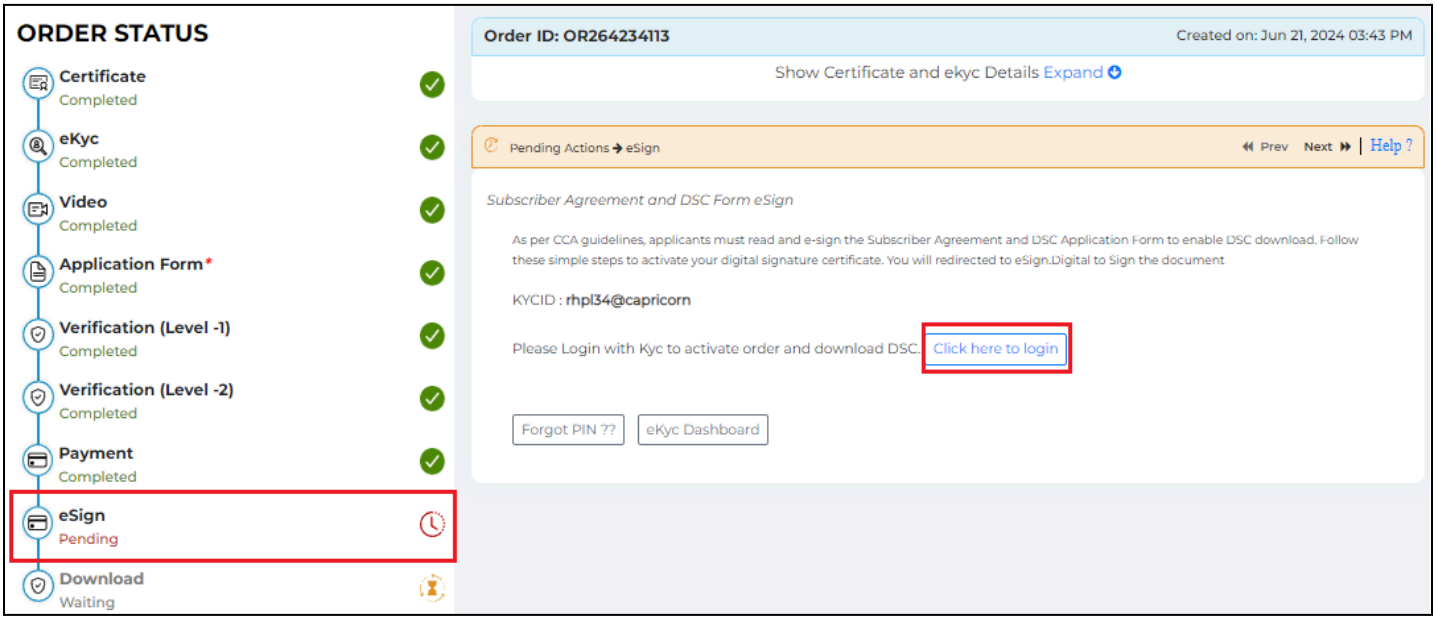


Once the payment is completed, a prompt will appear. Click on '**CONTINUE TO DSC ENROLLMENT**' to proceed to the next steps.

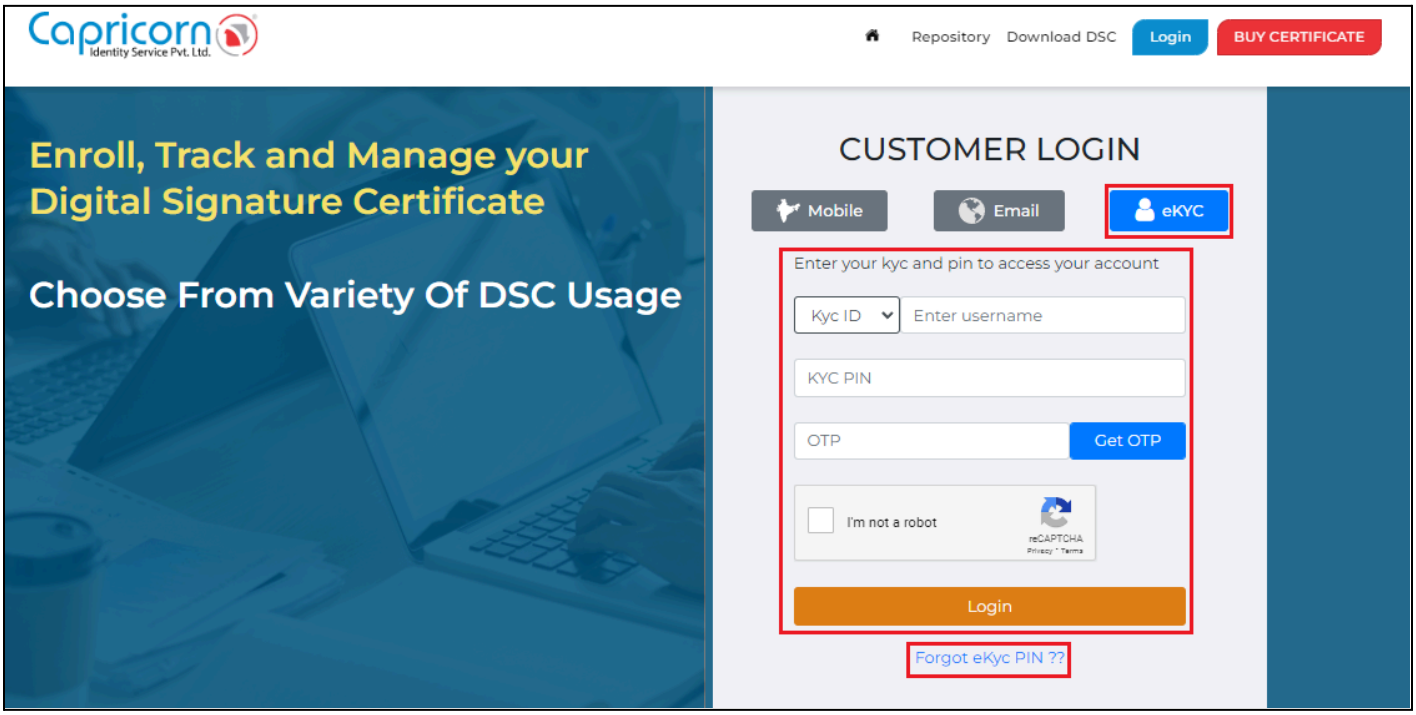


After the payment, you need to eSign your '**Subscriber Agreement**'

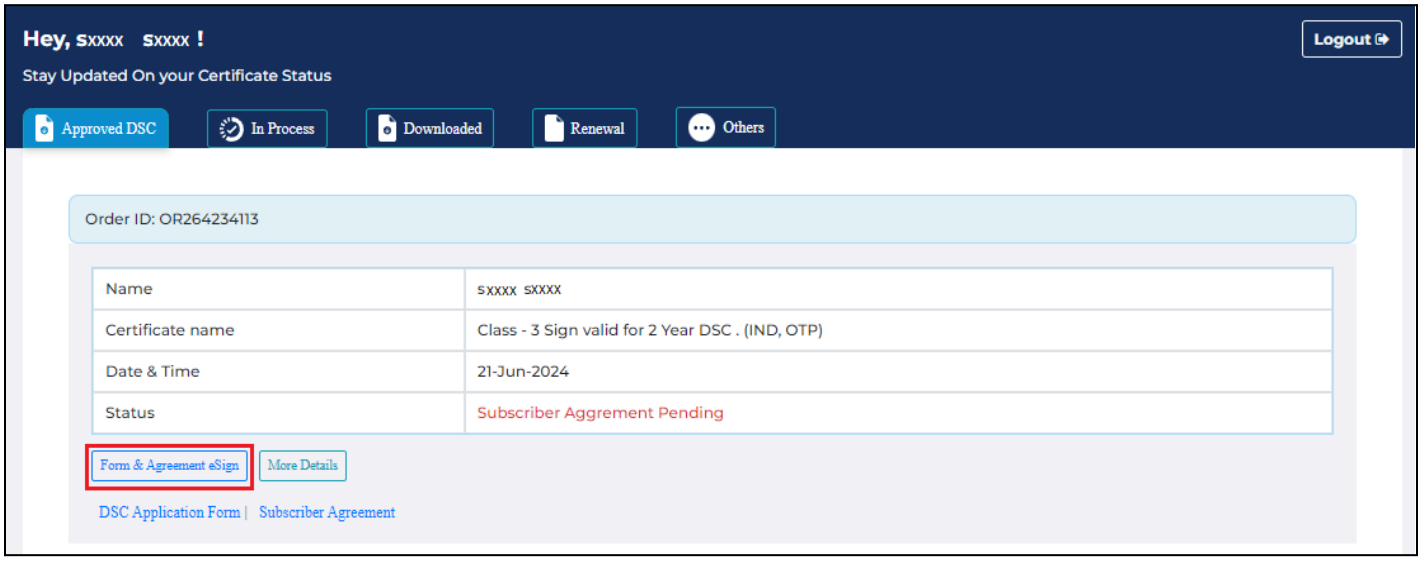
As shown in the screenshot below, click on the '**Click here to login**' link to continue.



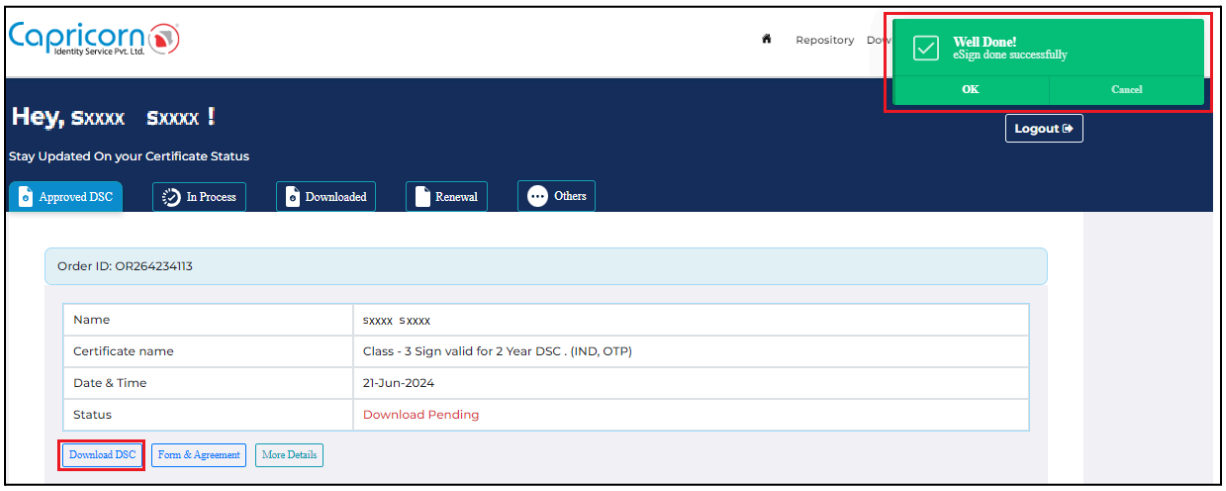
You will need to log in using your eKYC credentials.



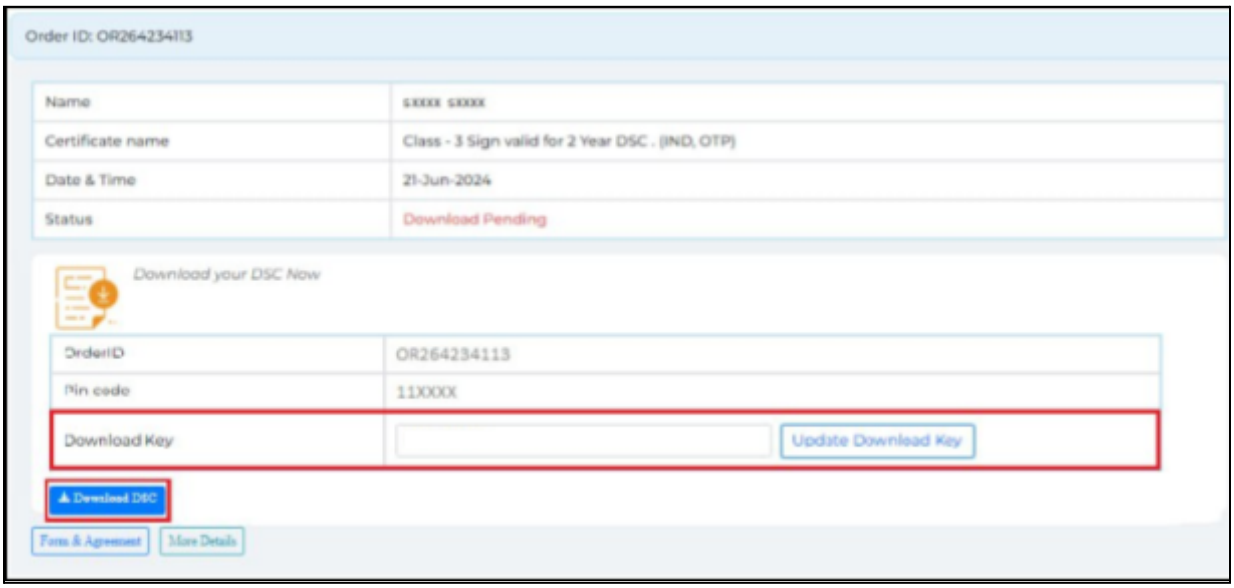
Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the '**Form & Agreement eSign**' option to eSign your Subscriber Agreement.



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



After signing the **Subscriber Agreement**, your order will be ready for download. You have to set your **Download Key** before downloading. You will be able to view your "**ORDER ID**, **PIN CODE**, and **DOWNLOAD KEY**" on the screen.



To learn how to download your Digital Signature Certificate (DSC), click on the provided link: "Click here to learn how to download your DSC"