

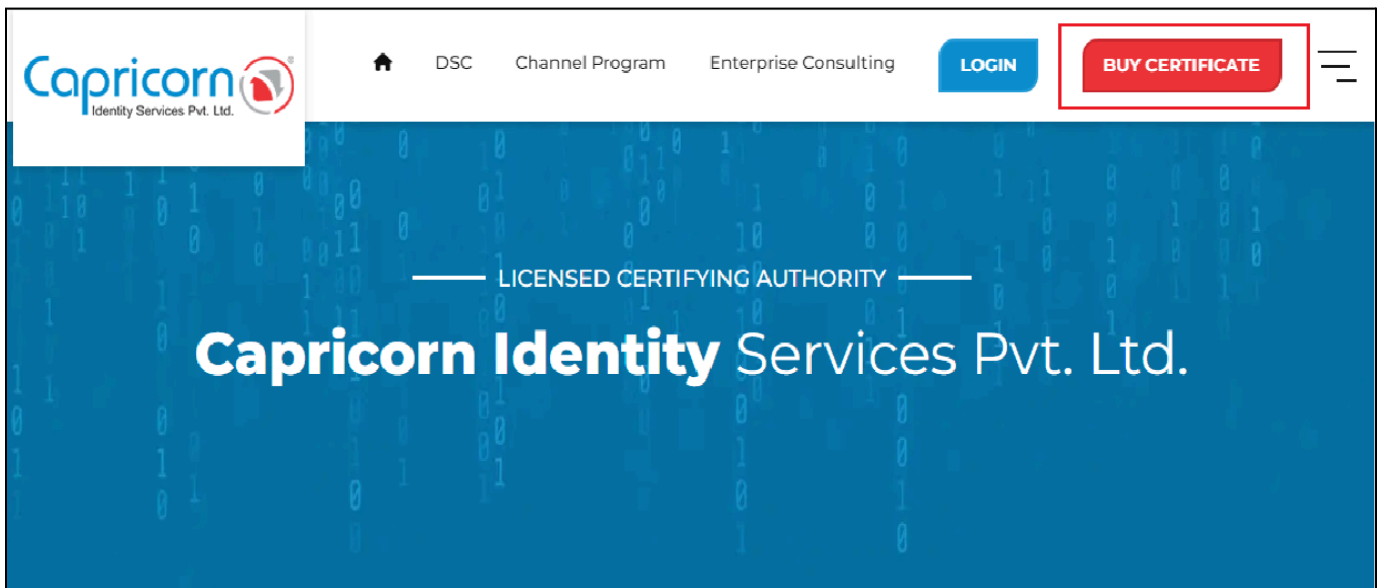
INDIVIDUAL

Online Aadhaar OTP Based DSC Procedure

11-Feb-2025 | Version 1.1.1

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**.

Payment Summary	
DSC Amount	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
Payable Amount	₹ XXXX

[Buy Certificate](#)

NOTE: As per the CCA (Controller of Certifying Authorities Government of India) guideline Effective from March 31, 2023, the new series tokens will be compatible to download Digital Signature Certificate. [How to Identify New Series Tokens](#)

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.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Pending
- Mobile Verification**
Completed
- Email Verification**
Pending
- Video**
Pending

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → [Verify PAN](#) [Prev](#) [Next](#) | [Help ?](#)

Verify PAN

Name * PAN *

SxxxxSxxxx IXXXXXXXX

Date of Birth * ☐ Change name in order

XX-XX-XXXX

[Verify](#)

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

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Mobile Verification**
Completed
- Email Verification**
Pending
- Video**
Pending
- Application Form ***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → [Verify Email](#) [Prev](#) [Next](#) | [Help ?](#)

Verify Email

Email OTP

test756@gmail.com Enter OTP

[Verify](#) [Get OTP](#)

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

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Mobile Verification**
Completed
- Email Verification**
Completed
- Video**
Pending
- Application Form***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video

Complete your video verification
As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video

You can Record your video using

- Desktop / Mobile Web Browser
- Capricorn Customer App Android
- Capricorn Customer App IOS

Start Video Recording

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.

Record Video for DSC Order Id OR264234113

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 419 have applied for digital signature with capricorn CA.

Start Video Recording

Instructions for Video Recording:

1. Hold original documents on the edges and show them for at least 4-5 seconds.
2. Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
3. Avoid dark shadows; ensure bright lighting on your face.
4. Do not wear accessories like caps, headgear, eyeglasses, headphones, or sunglasses.
5. Prefer a plain background and maintain a natural expression.
6. Hold documents on the edges without covering any content or place them on a flat surface for recording.
7. Videos with unclear video or audio will be rejected.

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.

Record Video for DSC Order Id OR264234113

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 419 have applied for digital signature with capricorn CA.



0:03

Play Video SUBMIT

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

Record Video for DSC Order Id OR264234113

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 419 have applied for digital signature with capricorn CA.




Video Uploaded Successfully.

Continue to Enrollment process

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


Pending Actions → Record Video

◀ Prev Next ▶ | Help ?

 **Complete your video verification**

As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video

✓ You have recorded your video on 21-Jun-2024 04:31 PM



Play

Record 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.

Order ID: ORXXXXXX

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form

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Next
Help ?

Shipping Address	Pending	Confirm
------------------	---------	---------

Please do above step to submit application form*

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.

Pending Actions → Update Shippings

Prev
Next
Help ?

Update Shippings

Name

XXXXXXX

Flat, House no., Building, Company, Apartment

XXXXXXX

Landmark

XXXXXXX

Country

XXXXXXX

City

XXXXXXX

Mobile with country code

XXXXXXX

Area, Street, Sector, Village

XXXXXXX

Postal Code (PIN)

XXXXXXX

State

XXXXXXX

☐ Send Token after download DSC
☒ Send empty token, I will download DSC later

Confirm & Submit

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

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Video Completed
- Application Form* Pending**
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Application Form

CERTIFICATE DIGITAL Individuals ekyc & Digital Certificate Registration Form Form Id: OR264234113

Applicant Name: [Field] Mobile: [Field]

Email: test756@gmail.com PAN Number: [Field]

ekyc Id: [Field] Aadhaar: [Field]

Class - 3 Sign Year - 2

Address: [Field]

Town/City/District: [Field] State/Union Territory: [Field] PIN code: [Field]

Documents Submitted: Video, Aadhaar Details

Note: IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Applicant Declaration: I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate.Digital CPS and the Subscriber Agreement. The information provided in this application form is correct and true in all respect.

Date: 21 Jun, 2024 04:35 PM

Place: East Delhi

Submit 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.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Video Completed
- Application Form* Completed
- Verification (Level -1) Completed
- Verification (Level -2) Completed
- Payment Pending**
- eSign Waiting
- Download Waiting

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Make Payment

Payment Summary

DSC Amount	₹ XXXX
USB Amount	₹ XXX
GST (18%)	₹ XXX
Payable Amount	₹ XXXX

Need Help? Contact Us

Choose A Payment Options

- Online Payment Gateway: Credit Card, Debit Card, Net Banking, UPI e.t.c
- Scan and Pay: UPI, QR Code, Phone Pay, Google Pay, Paytm e.t.c

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

Payment Successful!

Transaction Details

Order ID	OR264234113
Transaction ID	337 XXXXXXXXXXXXXXX 2e4
Payment Status	success
Amount	₹ XXXX /-
Name	sXXXXsXXXX
Mobile	919XXXXXX 1
Email	test756@gmail.com

CONTINUE TO DSC ENROLLMENT

Note: Invoice will be generated and send to registered email & mobile

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.

ORDER STATUS

- Certificate** Completed ✓
- eKyc** Completed ✓
- Video** Completed ✓
- Application Form *** Completed ✓
- Verification (Level -1)** Completed ✓
- Verification (Level -2)** Completed ✓
- Payment** Completed ✓
- eSign** Pending ⌚
- Download** Waiting ⌚

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → eSign [Prev](#) [Next](#) [Help ?](#)

Subscriber Agreement and DSC Form eSign

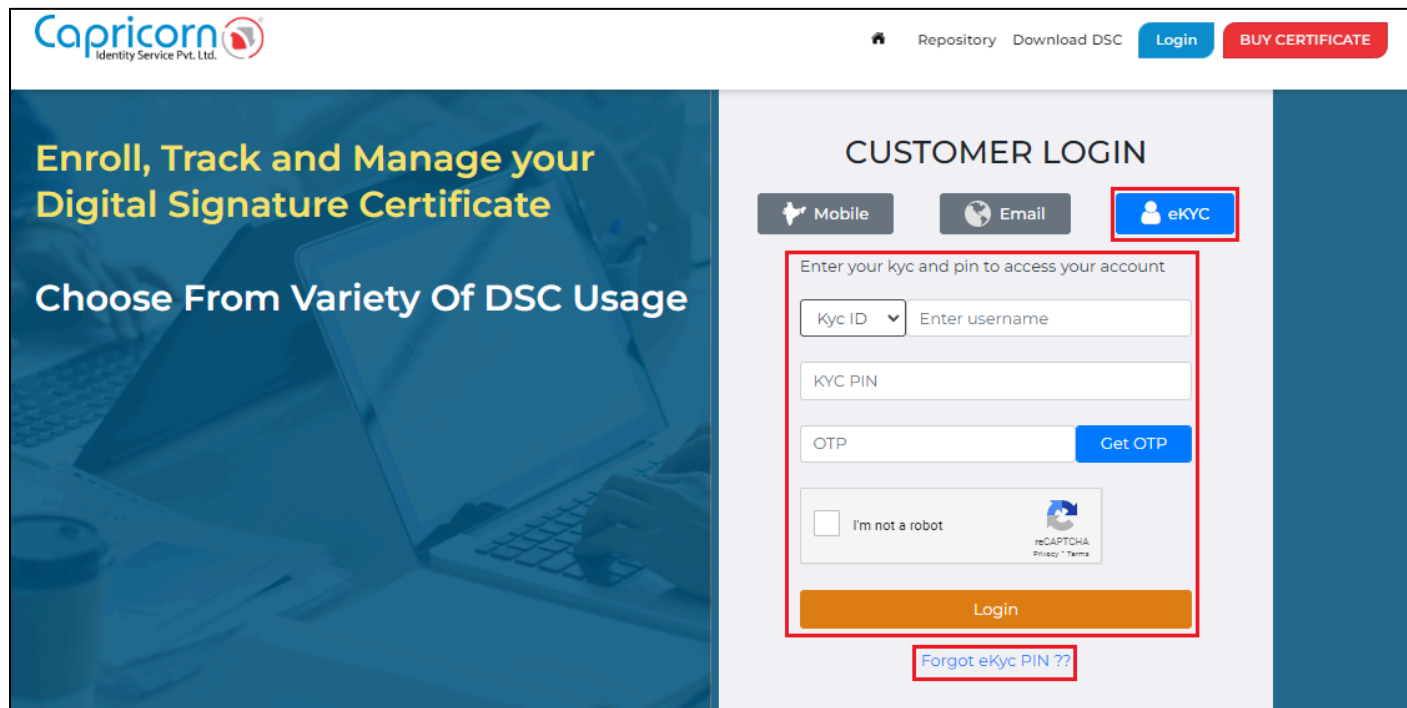
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document

KYCID : rhpl34@capricorn

Please Login with Kyc to activate order and download DSC. [Click here to login](#)

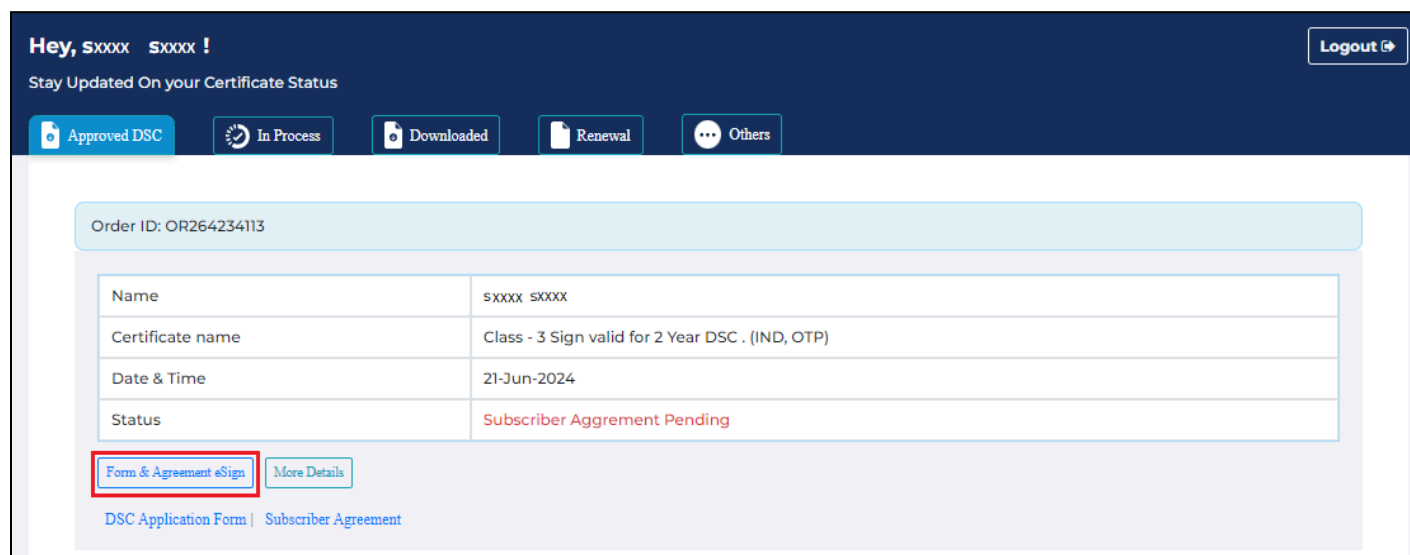
[Forgot PIN ??](#)
[eKyc Dashboard](#)

You will need to log in using your eKYC credentials.



The image shows the 'CUSTOMER LOGIN' page of the Capricorn Identity Services Pvt. Ltd. website. The page has a blue header with the company logo and navigation links: 'Repository', 'Download DSC', 'Login', and 'BUY CERTIFICATE'. The main content area is divided into two sections. On the left, a blue banner with white text reads: 'Enroll, Track and Manage your Digital Signature Certificate' and 'Choose From Variety Of DSC Usage'. On the right, the 'CUSTOMER LOGIN' section features three tabs: 'Mobile', 'Email', and 'eKYC' (which is highlighted with a red box). Below the tabs, a red-bordered box contains the login form. The form has the heading 'Enter your kyc and pin to access your account' and includes fields for 'Kyc ID' (a dropdown menu), 'Enter username', 'KYC PIN', and 'OTP'. A blue 'Get OTP' button is next to the OTP field. Below these fields is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the red-bordered box is an orange 'Login' button. Below the login form, there is a link 'Forgot eKyc PIN ??' also highlighted with a red box.

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.



The image shows the eKYC Dashboard of the Capricorn Identity Services Pvt. Ltd. website. The dashboard has a dark blue header with the text 'Hey, SXXXX SXXXX !' and a 'Logout' button. Below the header, there is a section 'Stay Updated On your Certificate Status' with five tabs: 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. The main content area displays the 'Order ID: OR264234113'. Below the order ID, there is a table with the following information:

Name	SXXXX SXXXX
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, OTP)
Date & Time	21-Jun-2024
Status	Subscriber Aggrement Pending

Below the table, there are two buttons: 'Form & Agreement eSign' (highlighted with a red box) and 'More Details'. At the bottom of the dashboard, there are two links: 'DSC Application Form' and 'Subscriber Agreement'.

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

The screenshot shows the Capricorn Identity Services web portal. A green notification box in the top right corner displays a checkmark and the text "Well Done! eSign done successfully" with "OK" and "Cancel" buttons. Below the navigation bar, there are tabs for "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area shows the "Order ID: OR264234113" and a table with the following details:

Name	sxxxx sxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, OTP)
Date & Time	21-Jun-2024
Status	Download Pending

Below the table, there are buttons for "Download DSC" (highlighted with a red box), "Form & Agreement", and "More Details".

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.

The screenshot shows the "Download your DSC Now" section of the Capricorn Identity Services web portal. It displays the "Order ID: OR264234113" and a table with the following details:

Name	sxxxx sxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, OTP)
Date & Time	21-Jun-2024
Status	Download Pending

Below the table, there is a section titled "Download your DSC Now" with a sub-table:

OrderID	OR264234113
Pin code	11XXXX
Download Key	<input type="text"/> <button>Update Download Key</button>

The "Download Key" input field is highlighted with a red box. Below this table, there are buttons for "Download DSC" (highlighted with a red box), "Form & Agreement", and "More Details".

To learn how to download your Digital Signature Certificate (DSC), click on the provided link: “[Click here to learn how to download your DSC](#)”