

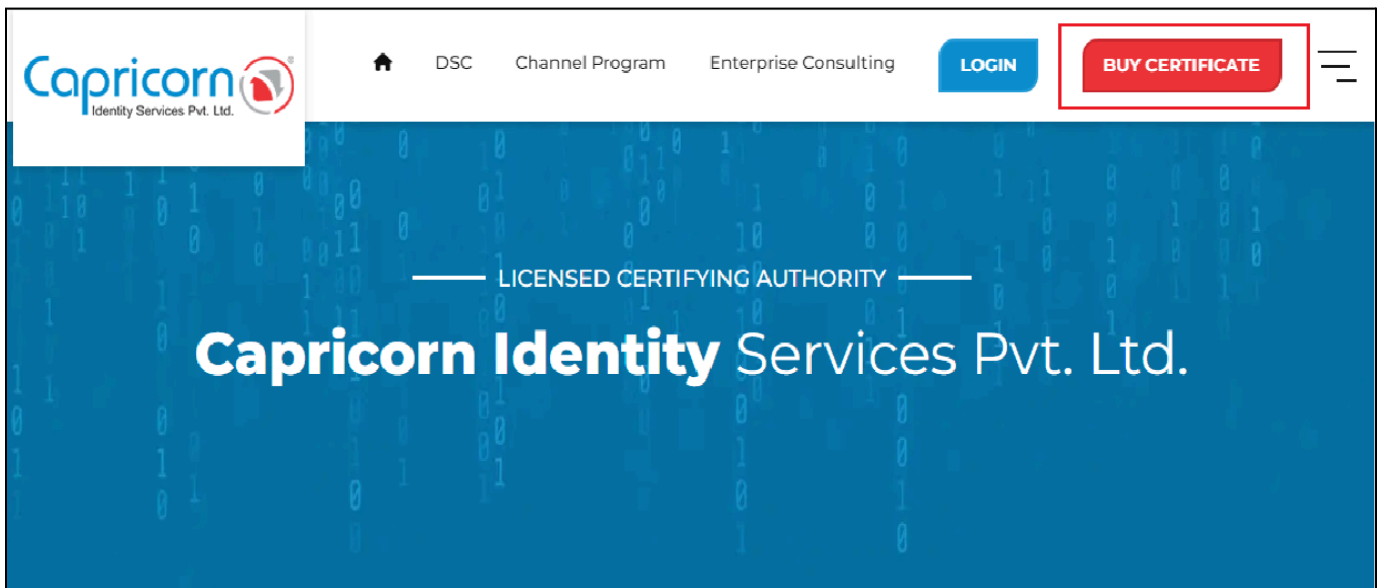
INDIVIDUAL ONLINE AADHAAR

OTP BASED DSC PROCEDURE

11-Apr-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 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 '**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.

ORDER STATUS

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

Order ID: OR224319374

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form [Prev](#) [Next](#) | [Help ?](#)

Selected eKyc option: Online Aadhaar Otp [Change](#)

Aadhaar / VID Number * [Generate VID here](#)

Aadhaar OTP * [Get OTP](#) [Use TOTP](#)

☐ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the Digital Signature Certificate from Capricorn Identity Services Pvt. Ltd.. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same.

[Read more ...](#) English

[Submit](#)

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

Pending Actions → Application Form Prev Next Help ?

Selected eKyc option: Online Aadhaar Otp Change

Aadhaar / VID Number * Generate VID here

OTP received by UIDAI

Aadhaar OTP *

☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the Digital Signature Certificate from Capricorn Identity Services Pvt. Ltd.. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same.

I understand that Capricorn Identity Services Pvt. Ltd. shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I also have read and understood Capricorn CA CPS and agree on terms and usage for my Digital Signature Certificate.

I am aware that, there are other methods to obtain KYC such as by filling up a paper application and providing the necessary supporting documents like PAN card and Driving Licenses etc

English

Enter code shown in the captcha

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'**.

The screenshot shows the 'Application Form' page with the following elements:

- Header:** Pending Actions → Application Form, with navigation links for Prev, Next, and Help.
- Selected eKyc option:** Online Aadhaar Otp (with a 'Change' link).
- Aadhaar / VID Number ***: A text input field with a placeholder 'Aadhaar / VID number' and a 'Generate VID here' link.
- Aadhaar TOTP**: A text input field with a placeholder '*****' and a 'Use OTP' link.
- TOTP Source:** A red box highlights the text 'You can get TOTP from mAadhaar App'.
- Consent:** A checkbox is checked, followed by a paragraph of terms and conditions regarding authentication and DSC issuance.
- Language:** A dropdown menu set to 'English' and a 'Read more ..' link.
- Captcha:** A visual captcha showing the characters 'F1NH0' and a text input field labeled 'Enter code shown in the captcha' with a refresh icon.
- Submit:** A blue button with the text 'Submit' highlighted by a red box.

Please fill in the required details with your 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.

Pending Actions → Application Form

Alphanumeric, start with alphabet, min 4 letter long
 6 digit numeric pin

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

Section 71 of 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.

☐ I accept the [Terms of Service](#), and IVG I want to proceed.

Submit

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

Verify PAN

Name * PAN *

Date of Birth *
☐ Change name in order

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

test756@gmail.com [Change](#)

OTP

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](#) 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 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 verify your identity and links 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

Prev
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 & Submit'** button.

Pending Actions → Update Shippings

Prev
Next
Help ?

Update Shippings

Name

XXXXXXX

Mobile with country code

XXXXXXX

Flat, House no., Building, Company, Apartment

XXXXXXX

Area, Street, Sector, Village

XXXXXXX

Landmark

XXXXXXX

Postal Code (PIN)

XXXXXXX

Country

XXXXXXX

State

XXXXXXX

City

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
eKyc & Digital Certificate Registration Form

Form ID: OR264234113

Applicant Name: [Field]
Email: test756@gmail.com
Mobile: 9898989898
PAN Number: [Field]
eKyc ID: eKyc54@capricorn
Aadhaar: xxxxxxxx00000000

Class - 3 Sign Year - 2

Address

House: [Field] Nagar
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

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

Need Help? Contact Us

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

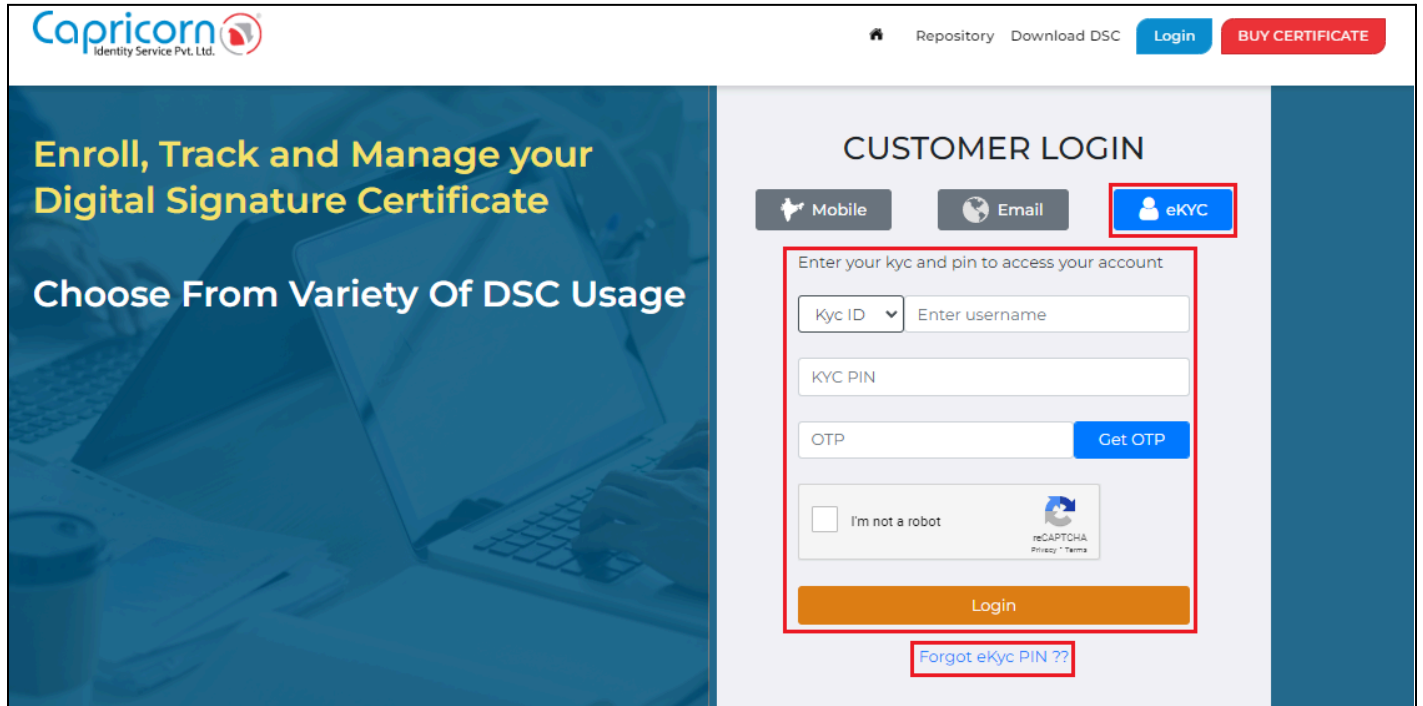
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document

KYCID : rhp134@capricorn

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

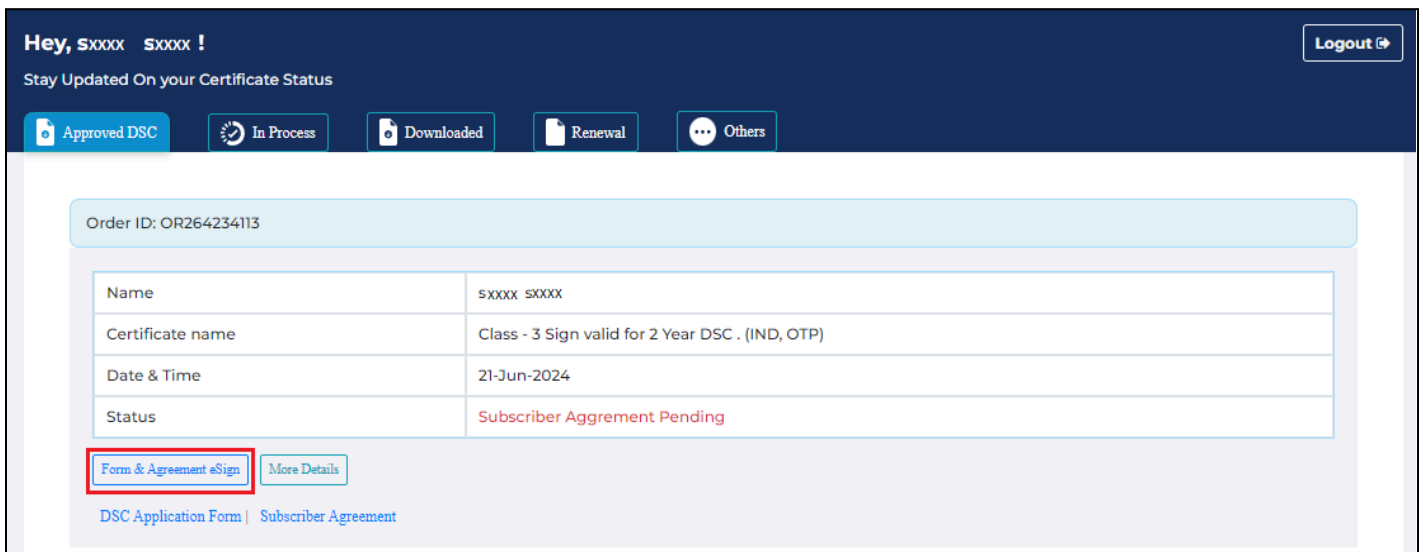
[Forgot PIN ??](#) [eKyc Dashboard](#)

You will need to log in using your eKYC credentials.



The screenshot shows the Capricorn Customer Login page. On the left, a banner reads "Enroll, Track and Manage your Digital Signature Certificate" and "Choose From Variety Of DSC Usage". On the right, the "CUSTOMER LOGIN" section has three tabs: "Mobile", "Email", and "eKYC" (highlighted with a red box). Below the tabs, a form prompts the user to "Enter your kyc and pin to access your account". The form includes fields for "Kyc ID" (with a dropdown), "Enter username", "KYC PIN", and "OTP", along with a "Get OTP" button. A reCAPTCHA "I'm not a robot" checkbox is also present. A red box highlights the entire login form area. Below the form is a "Login" button and a link for "Forgot eKyc PIN ??".

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.

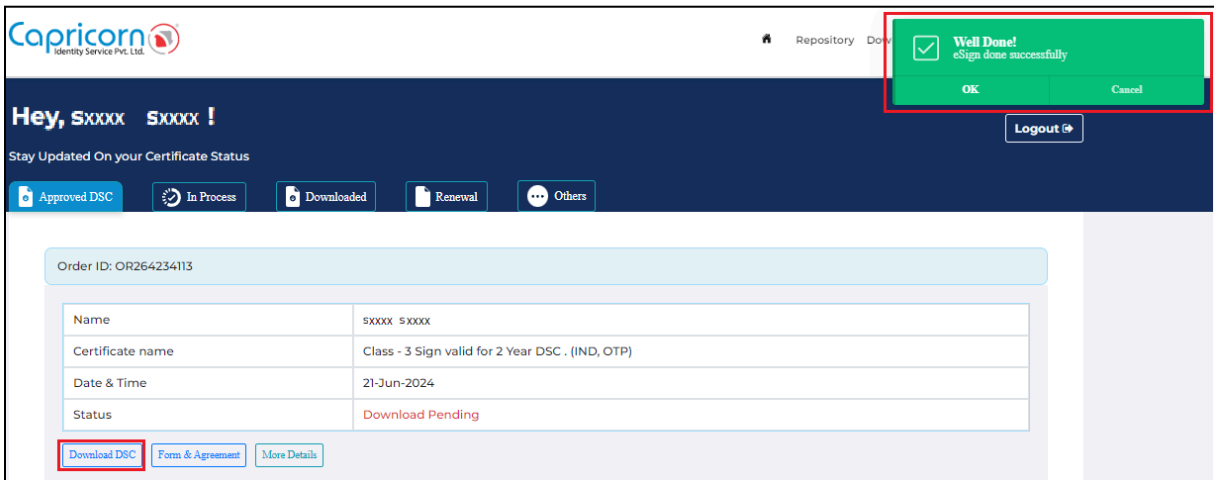


The screenshot shows the Capricorn eKYC Dashboard. At the top, it says "Hey, sxxxx sxxxx !" and "Stay Updated On your Certificate Status". Below this are five tabs: "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area shows "Order ID: OR264234113". Below this is 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	Subscriber Aggrement Pending

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

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

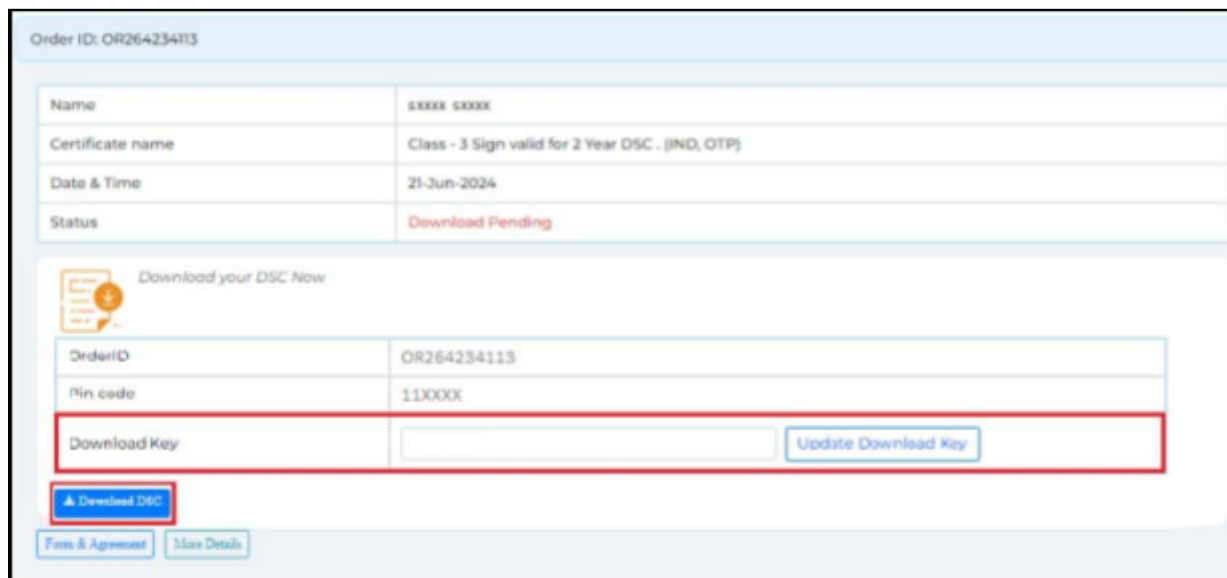


The screenshot shows the Capricorn Identity Services Pvt. Ltd. dashboard. A green notification box in the top right corner displays a checkmark and the text 'Well Done! eSign done successfully', with 'OK' and 'Cancel' buttons. The dashboard header includes the Capricorn logo, a home icon, and a 'Repository' link. Below the header, a dark blue bar contains the text 'Hey, SXXXX SXXXX !' and a 'Logout' button. A navigation bar below this bar has buttons for 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. The main content area shows '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 three buttons: '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 Pvt. Ltd. dashboard. 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 download icon. It contains a table with the following details:

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

Below this table, there are three buttons: '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](#)'.