

## ORG/GOV -Employee based DSC procedure

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





## **ORG/GOV - EMPLOYEE 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 **ORG/GOV 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**.

Copricorn ()			Repository Download DSC	Dashboard BUY CERTIFICATE
Profile Usage Type				
C) Individual	ization	) Covernment	Foreign Organization	Document Signer
CLASSIFY			Payment Summary	
🖹 Sign 🤗	읍 Encrypt	🗊 Sign & Encrypt	DSC Amount	र xxxx
VEADC			USB Token	र xxx
1 Years	🗂 2 Years 🧭	🗖 3 Years	GST (18%)	₹ XXX
			Payable Amount	₹ XXXX
TOKEN			Buy Certificate	
∂ USB Token	<u>୧</u> ୧୪ ୯	ISB Token Not Required		
NOTE: As per the CCA (Controller of Certifying Auth tokens will be compatible to download Digital Sign	orities Government of India) guideline Effe ature Certificate. How to Identify New Serie	tive from March 31, 2023, the new series s 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.

Personal & Address Details		Payment Summary	
Name	Mobile with country code	Digital Signature (DSC)	₹300X30X
Bc3vin	Mublie	Assistance Services	
Email	Mobile OTP	Paraunto an thear	(00000
Ernall	Enter Mobile OTP Get OTP	GST (18%)	\$200C30C
Address		Payable Amount	₹XXXXXXX
Address			
Postal Code	Country	CONTINUE TO DSC ENROLLMEN	Τ
Pin Cade	India		
State	City		
State	City		
BP Referral Code ( Optional )	Remark ( Optional )		
0000000000	Remark		
TIST OF			
I accept the Terms of Service, and I want to proceed			
As per CCA guidelines, you will receive an OTP on your registered mobile numb account and cannot be changed after authentication	r to verify your identity. This mobile number should be part of the applicant's eKVC		
Note: If you want to proceed with the offline Aadhar eKYC process, please use t	he mobile number registered with Aadhar for authentication.		
Diarcola dana is da conta			

To create an eKYC employee DSC, select eKYC for the **Employee** option.





Please fill in the required details with the eKYC ID, eKYC pin, & eKYC ID of the 'Authorized Signatory':

• 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.
- Mention the eKYC of the 'Authorized Signatory'.

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

Pending Actions 🗲 Application Form		≪ Prev Next 🕨   Help
Name		PAN (Mandatory for Income Tax usage)
Sxxxx Sxxxx		PAN
Date of Birth		Mobile with country code
dd-mm-yyyy	Ö	919 <b>xxxxxx</b> 1
Email		Gender
test666@gmail.com		Select Gender 🗸
eKYC ID		eKYC PIN
KYC ID	@capricorn	KYC PIN
Alphanumeric, start with alphabet, min 4 letter	long	6 digit numeric pin
Department		Employee Code
department		Employee code given by company
Authorised signatory eKYC ID		Aadhaar Number
KYC ID	@capricorn	Last 4 digit
Applicant Declaration: I hereby agree and confirm, that Agreement, I would abide by the same. The information posterior of of IT Act stipulates that if anyone makes a miss punishable with imprisonment up to 2 years or with fine I accept the Terms of Service, and	I have read and understood provided in this application representation or suppress up to one lakh rupees or w d IVG I want to pr	Provisions, Guidelines and Practices of Certificate.Digital CPS and the Subscriber form is Correct and true in all respect. as any material fact from the CCA or CA for obtaining any DSC such person shall be th both.



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	Order ID: OR264212298	Created on: Jun 22, 2024 01:41 PM
Certificate	Show Certificate a	nd ekyc Details Expand 🔮
eKyc     Completed		♥ Prev Next >>   Help ?
Pan Verification Pending	Verify PAN	PAN*
Completed	SXXXX SXXXX Date of Birth *	TXXXXXXXX
Email Verification Pending	XX-XX-2XXX	□ Change name in order
Pending	Verify	

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

ORDER STATUS	Order ID: OR264212298	Created on: Jun 22, 2024 01:41 PM
Completed	Show Certifica	te and ekyc Details Expand <b>O</b>
eKyc     Completed	🕐 Pending Actions 🕈 Verify Email	« Prev Next »   Help?
Pan Verification Completed	Verify Email	qTD
Photo Pending	test666@gmail.com Cha	Enter OTP
Signatory Approval Pending	Cet OTP	
O Mobile Verification		
Email Verification Pending		
Pending		
Pending		
Pending		
Verification (Level -1) Waiting		
Verification (Level -2) Waiting		
Payment Waiting		
B eSign Waiting		
Download Waiting		



Upload a passport-sized photograph of the applicant.

ORDER STATUS	Order ID: OR264212298	Created on: Jun 22, 2024 01:41 PM
Certificate Completed	Show Certificate and ekyc Details Expand O	
Completed	C Pending Actions + Upload Photo	≪ Prev Next >>   Help?
Pan Verification Completed	Upload Your Photo Now O Upload applicant photo	A
Photo Pending	Passport size Photo of Une applicant. In 3PG / PNG/ 3PEG Format upto 30KB allowed (200px X 150px). Photo resize tool <b>Click Here</b>	
Signatory Approval Pending		
Completed		
Email Verification Completed		
Pending		
Pending		
Application Form*		
Verification (Level -1) Waiting		
Verification (Level -2) Waiting		
Payment Waiting		
eSign Waiting		
Download Waiting		

## Upload the required documents

ORDER STATUS	Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM	
Certificate Completed	Show Certificate and ekyc Details Expand O	
Completed	C Pending Actions - Upload Document	≪ Prev Next >>   Help ?
Completed	Applicant Pan card/ Aadhar card * ((Which no. is mentioned in order) )	
(a) Photo Completed	Organization ID card* (Organizational ID card of Applicant ((Identity letter issued by the organization/ Pay Silp))  Upload	
Signatory Approval Pending	Other Documents	
Completed		
Completed		
Documents Pending		
Pending		
Pending		
Verification (Level -1)		
Verification (Level -2) Waiting		
Payment (1) Waiting		
eSign Waiting		
Ownload Waiting		



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

ORDER STATUS	Order ID: OR264212298	Created on: Jun 22, 2024 01:41 PM
Certificate Completed	Show Certificate and ekyc Details Expand O	
Completed	C Pending Actions + Record Video	≪ Prev Next »   Help?
Pan Verification Completed	Complete your video verification As per CCA guideline video verification required for DSC purchase. You can select your own inclusave to seale while recording video	
(a) Photo Completed	Please show your original documents while recording video.	
Signatory Approval Pending	III Organization ID card	
Completed	You can Recard your video using If Desktop / Mobile Web Browser	
Completed	iff Capricem Customer App Andreid Iff Capricem Customer App 105	
Documents Completed	Start Video. Recording	
Pending		
Pending		
Verification (Level -1)		
Verification (Level -2)		
Payment (1) Waiting		
B eSign Waiting		
Download Waiting		

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 links 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.





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.

C Pend	ling Actions 🗲 Record Video		📢 Prev	Next 🗰	Help ?
_b	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 22-Jun-2024 03:21 PM				
	Please show your original documents while recording video. If Applicant Pan card/ Aadhar card If Organization ID card	Play			
		Record Video Again			
	You can Record your video using				
	If Desktop / Mobile Web Browser				
	I Capricorn Customer App IOS				

Once the applicant confirmation is done, the Signatory Approval Status has to be cleared from the authorized signatory person's end. Click here to learn how to do <u>Signatory Approval</u>.

ORDER STATUS	Order ID: OR264212298	Created on: Jun 22, 2024 01:41 PM
Certificate	Show Certificate and ekyc Details Expand O	
Completed	⑦ Pending Actions  → Signatory Approval	≪ Prev Next ≫   Help?
Pan Verification Completed	Authorized Signatory Approval	
Photo Completed	Authorized Signatory eKYCID : lkmn654@capricorn Send Approval Link to Signatory Change Signatory	
Signatory Approval		
Completed		
Completed		
Application Form*		
Verification (Level -1) Waiting		
Verification (Level -2) Waiting		
Payment (È		
eSign Waiting		
Download (È		



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 a	Show Certificate and ekyc Details Expand 🔮		
C 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.

⑦ Pending Actions → Update Shippings	
Update Shippings	
Name	Mobile with country code
XXXXXXX	XXXXXXX
Flat, House no., Building, Company, Apartment	Area, Street, Sector, Village
XXXXXXX	XXXXXXX
Landmark	Postal Code (PIN)
XXXXXXX	XXXXXXX
Country	State
XXXXXXX	XXXXXXX
City	
XXXXXXX	
Send Token after download DSC	
Confirm & Submit	



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

Completed	Pending Actions    Application Form				66 Prov. Next 10 Hidp?
Pan Verification Completed	CERTIFICATE DIGITAL General Certifying Authority Organia	zation tal Certificate			Form Id OR264212298
Completed	Applicant Name		Mebile		
Signatory Approval Completed	Sxoox Sxoox		915-xxxxxxxxxx PAN Number		
Documents	test666@gmail.com		LPxxxxxxxxx		
Compared (Carl Video 🖉	eKycld Ikik564@capricom				
Completed	[ÚClass - 3] [ÚSign [ÚYear	- 2			
Pending					
Verification (Level -1) Walting	Address				
Verification (Level -2)	aid 456				1
Payment (1)	Town/City/District		State/Union Territory		PIN code
esign (*	New Delhi		Delhi		1 1
Walting	Organization Name			Department	
Download     Waiting     (1)	abc itd			admin	
	Organization Type			Employee ID	
	CORPORATE ENTITIES			120089	
	Signatory eKyc ID				
	lkmn654(Bcapricorn				
	Documents Submitted				
	Di Photo				
	Video				
	Organization ID card				
	Note: 71 of IT.Act stipulates that if anyo both.	ne makes a misrepresentation or suppresses	my material fact from the CCA or CA for of	btaining any DSC such person shall be pur	ishable with imprisonment up to 2 years or with line up to one lakh rupees or with
	Applicant Declaration				
	I hereby agree to abide and confirm, th	at I have read and understood Provisions, Gui	delines & Practices of Certificate.Digital CP	S and the Subscriber Agreement. The info	rmation provided in this application form is Correct and true in all respect.
	Date: 22 Jun, 2024 04:06 PM				
	Place: New 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	Order ID: OR264212298		Created o	n: Jun 22, 2024 01:41 PM
Certificate Completed		Show Certificate and	l ekyc Details Expand 🛇	
Completed	C Pending Actions > Make Payment			M Prev Next 🍽 Help?
Pan Verification	Payment Summary		Choose A Payment Options	
(rat) Photo	DSC Amount	₹ xxxx	Credit Card, Debit Card, Net Banking, UPI e.t.c	>
Completed	USB Amount	₹ xxx	Corp. and Day	
Signatory Approval Ompleted	GST (18%)	₹ xxx	UPI, QR Code, Phone Pay, Google Pay, PayTm e.t.c	,
Video 🧭	Payable Amount	₹ xxxx	Have a coupon code?	
Application Form*	Need Help? Contact Us			
Completed				
Verification (Level -2)				
Payment O				
eSign Waiting				
Download Waiting				



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

	Transaction Details	
Payment Successful!	Order ID	OR264212298
	Transaction ID	3d8 xxxxxxxxxxx 7b
0	Payment Status	success
	Amount	₹ xxxx /-
	Name	Sagar Sethi
	Mobile	919 xxxxxx1
	Email	test666@gmail.com
a 0	Note: Invoice will be constanted	CONTINUE TO DSC ENROLLMENT

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	Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM
Certificate Completed	Show Certificate and ekyc Details Expand O
Completed	C Pending Actions + eSign
Completed	Subscriber Agreement and DSC Form eSign
Completed	explore any digital sphere of the constraints and and a sign on a second with a sign of the sign of th
Signatory Approval Completed	Please Login with Kyc to activate order and download DSC Click here to login
Completed	Forgot PIN ?? eKyc Dashboard
Completed	
Completed	
Orification (Level -2)	
Completed	
Pending	
Download Waiting	



You will need to log in using your eKYC credentials.

	Repository Download DSC Login BUY CERTIFICATE
Enroll, Track and Manage your Digital Signature Certificate	CUSTOMER LOGIN
Choose From Variety Of DSC Usage	Enter your kyc and pin to access your account

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.

Hey, SXX Stay Update	XX <b>S</b> XXXX <b>!</b> ed On your Certificate Status		Logout 🗈
Approve	ed DSC Downloaded	Renewal Others	
Ord	ler ID: OR264212298		
N	Name	SXXXX SXXXX	
c	Drganization	abc ltd	
c	Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)	
C	Date & Time	22-Jun-2024	
s	Status	Subscriber Aggrement Pending	
Fo	orm & Agreement eSign More Details SC Application Form   Subscriber Agreement		



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

Referitive Service Port. Ltd.		Well Done! eSign done success	sfully
. Sxxxx Sxxxx !		ОК	Cancel
Jpdated On your Certificate Status		Logo	out 🗇
Approved DSC Downloaded	Renewal Others		
Name	SXXXX SXXXX		
Name	SXXXX SXXX		
Organization	abc ltd		
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)		
Date & Time	22-Jun-2024		
Status	Download Pending		
Download DSC Form & Agreement 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.

ame	rX	XXX KXXXX
rganization	at	ltd
ertificate name	CI	ss - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
ate & Time	20	Jun-2024
Download your DSC	Now	wnload Pending
Download your DSC	Now 0R26423	wnload Pending 8940
Download your DSC OrderID Pin code	Now OR26423 110001	wnload Pending 8940
Download your DSC OrderID Pin code Download Key	Now OR26423 110001 93C97X89	8940 Update Download Key

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