Organization Signatory Paperless DSC Issuance Guide

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Page 1: Introduction and Getting Started

Title: Initiating DSC Purchase for Organization Signatory

Description:
This document provides comprehensive guidance for obtaining a Digital Signature Certificate (DSC) for organization signatories through the paperless eKYC process. The process begins by accessing the (n)Code Solutions website at www.ncodesolutions.com and clicking on the "BUY DSC NOW" button prominently displayed on the homepage. This streamlined process is specifically designed for corporate organization signatories who require digital signature capabilities.

Page 2: Certificate Configuration and Parameters

Title: Selecting Certificate Specifications

Description:
Users must carefully select the appropriate certificate configuration to ensure it meets their organizational requirements. The following parameters must be selected:

- **Certificate Type:** Only Sign & Encrypt (enables both digital signing and encryption capabilities)
- **Certificate Class:** Class 3 (highest level of authentication and security)
- **User Type:** Organization Certificate (specifically for organizational use)
- **Certificate Validity:** 2 Years (standard validity period)
- **Require Token:** YES (select "NO" if hardware token is not required)
- **KYC Type:** Signatory (designated for authorized signatories)
- **Product Type:** Direct From (n)Code (purchased directly from the certifying authority)

These selections determine the certificate's functionality, security level, and validity period.

Page 3: Mobile Number Registration

Title: Mobile Number Verification and Captcha Authentication

Description:
The system requires users to enter their mobile number, which will serve as the primary contact method throughout the registration process. Users must also complete a captcha verification to ensure security and prevent automated submissions. After entering both the mobile number and captcha correctly, click the "Next" button to proceed. This mobile number will be used for receiving OTPs and important notifications regarding the DSC application status.

Page 4: OTP Authentication and eKYC Portal Access

Title: One-Time Password Verification and Registration Portal

Description:
An OTP (One-Time Password) is sent to the registered mobile number for verification purposes. Users must enter this OTP in the designated field and click "Submit" to authenticate their identity. Upon successful OTP validation, the next screen displays an option to access the eKYC registration portal. Users should click on "For Organization eKYC Registration" to proceed with the detailed registration process for their organization.

Page 5: Corporate Organization.

Title: Click on Corporate Organization.

Description: For Corporate Organization eKYC Registration Please Click Here

Page 6: Corporate Organization Details Entry

Title: Corporate Organization Information Signatory Details , Photo and Document Upload Requirements

Description:
This comprehensive registration page requires users to select "Corporate Organization" as their organization type and complete detailed information across multiple sections:

Organization Information:

- **Organization Type:** Select "Corporate Organization"
- **GST Number:** Enter and click "Verify GST" button for validation
- **Company Type:** Select from dropdown
- **Organization PAN Number:** Enter the organization's permanent account number
- **Organization Legal Name:** Enter the complete registered legal name
- **Address Details:** Enter organization address, postal code, area/landmark, town/city/district
- **Country:** Select appropriate country
- **Contact Information:** Telephone number (mandatory), Website URL (optional)

Authorized Signatory (Applicant) Information:

- **PAN/Aadhaar Number:** Enter signatory's identification number
- **Gender:** Select appropriate gender
- **Employee ID:** Enter organization-issued employee identification
- **Email Address:** Enter and validate using OTP verification
- **eKYC Credentials:** Create User ID (8 to 16 characters) and PIN (6-digit numeric)

This page ensures comprehensive collection of both organizational and individual signatory information.

Photo Requirements:

- Applicant's photograph in JPG format
- Photo should be clear, recent, and passport-sized

Document Requirements:

- All supporting documents must be uploaded in PDF format
- Documents should be clear, legible, and complete

Consent and Submission: After uploading all required documents, users must provide explicit consent by clicking the "I allow..." checkbox, acknowledging the terms and conditions. Finally, click "Submit eKYC details" to transmit all information securely to the (n)Code Solutions system for processing.

Page 7: Account Verification and Subscriber Agreement

Title: eKYC Details Cross-Verification and Agreement Acceptance

Description:
The system presents a comprehensive summary of all eKYC account details entered in previous steps. Users must carefully cross-verify each piece of information, including organization details, signatory information, and uploaded documents. After thorough verification, users should:

1. Tick the "I Agree..." checkbox to accept the terms and conditions
2. Click "Continue" to proceed to sign the subscriber agreement

This step is crucial as it serves as the final opportunity to review all submitted information before proceeding to the video verification stage. Any errors should be corrected before continuing.

Page 8: Video KYC Recording Process

Title: Video Recording Requirements and Document Display

Description:
The video KYC process is a critical security measure requiring applicants to record a verification video. The screen displays detailed instructions for completing this step:

Video Recording Procedure:

1. Click "Start Recording" to initiate the 60-second video capture
2. Read aloud the video script displayed on screen during recording
3. Clearly display the require original documents as per your Organization to the camera.

Important Notes:

- The video must be exactly 60 seconds
- All documents must be original and clearly visible
- The video script must be spoken clearly and completely
- After completing the recording, click "Upload Video" to submit

Page 9: Video Processing and Payment Selection

Title: Video Upload Processing and Payment Method Selection

Description:
After clicking the upload button, the system processes the video recording, which requires a few seconds. During this time, the video is being uploaded and validated by the system.

Payment Processing: Users must select their preferred payment method based on convenience. Available payment options will be displayed on screen. After selecting the payment method, complete the payment transaction as per the instructions provided. This payment covers the DSC issuance fees, including certificate generation, token (if selected), and validity period costs.

Page 10: eKYC Registration Confirmation

Title: Successful eKYC ID Registration Notification

Description:
Upon successful completion of all previous steps, including information submission, document upload, video verification, and payment processing, the system generates a confirmation message indicating that the eKYC ID has been successfully registered. This confirmation serves as acknowledgment that the application has been received and is ready for verification by the (n)Code Solutions team. Users should note their eKYC ID for future reference and tracking purposes.

Page 11: Verification Assignment

Title: Application Assignment for Officer Verification

Description:
The registered eKYC ID is automatically assigned to a designated (n)Code Solutions verification officer who will review the submitted application, documents, and video recording. This verification process ensures compliance with all regulatory requirements and authenticity of submitted information.

Waiting Period: Applicants must wait for the verification process to complete. Email notifications will be sent to the registered email address regarding approval status.

Checking Application Status: To check application status or proceed further:

1. Open the (n)Code Solutions website homepage (www.ncodesolutions.com)
2. Navigate to: Quick Links > Paperless Issuance > eKYC Profile for Paperless
3. Login to view current application status

Page 12: eKYC Profile Portal Login

Title: Accessing the eKYC Profile Dashboard

Description:
Users access their eKYC profile through a secure login process requiring multiple authentication factors:

Login Credentials Required:

- **User Name:** The unique identifier created during registration (8 to 16 characters)
- **PIN:** The 6-digit numeric password set during registration
- **OTP:** One-time password sent to registered mobile number
- **Captcha:** Security verification to prevent automated access

Login Process: Enter all four credentials accurately in their respective fields and click "Submit" to access the eKYC profile dashboard. This multi-factor authentication ensures secure access to sensitive application information.

Page 13: eKYC Account Dashboard Overview

Title: Account Details and Application Status Display

Description:
After successful login, the eKYC account dashboard displays comprehensive information about the registered account and application status. This page shows:

- Complete eKYC account details
- Application submission status
- Verification status (pending, approved, or rejected)
- All submitted information (organization details, signatory details)
- Uploaded documents status
- Available actions and next steps

Users can review all submitted information from this dashboard and proceed with the next steps in the DSC issuance process once verification is approved.

Page 14: DSC Issuance Initiation

Title: Proceeding with DSC Certificate Generation

Description:
From the account dashboard, users must click on the "Proceed for DSC" button to initiate the certificate generation process. Upon clicking, the system displays detailed application information on the screen, including:

- Applicant details
- Organization information
- Application reference numbers
- **Applicant ID Number** (displayed in blue color)

Next Action: Click on the blue-colored Applicant ID number to proceed to the final stages of DSC generation. This hyperlink leads to the form where final details must be confirmed and submitted.

Page 15: GST Verification (For GST based Invoice requirements only) and Final Submission

Title: GST Number Verification and Final Details Confirmation

Description:
At this crucial stage, users must complete the following actions to finalize their DSC application:

GST Verification Process:

1. Locate point number 2 on the displayed form
2. Enter the organization's GST number in the designated field
3. Click the "Verify GST" button to validate the GST details
4. The system cross-checks the GST information with government databases

Additional Details: Fill in any remaining required details as prompted on the form.

Final Submission:

1. Tick the "I Agree..." checkbox to confirm acceptance of terms
2. Click "Submit" to transmit the final information

This step ensures GST compliance and serves as the final data submission before e-signing.

Page 16: e-Sign Process Execution

Title: Digital Signature Authentication Process

Description:
After submitting the final details, the system initiates the e-Sign process, which digitally authenticates the subscriber agreement and certificate application.

Processing Time: Users must wait patiently for a few seconds while the e-Sign process completes. During this time, the system:

- Authenticates the signatory through Aadhaar-based e-Sign
- Digitally signs the subscriber agreement
- Finalizes the certificate generation request
- Prepares the DSC for issuance

A progress indicator or message may display during this automated process. Do not close the browser window or navigate away during e-Sign processing.

Page 17: DSC Credential Generation

Title: Successful Certificate Issuance and Credential Distribution

Description:
Upon successful completion of the e-Sign process, the system confirms that the Digital Signature Certificate has been generated and is ready for download.

Customer ID Confirmation: A unique Customer ID appears on the screen, which users should:

- Note down carefully
- Store securely for future reference
- Use for any support or tracking queries

Credential Delivery: The DSC downloading credentials are automatically sent through two channels:

1. **Email:** Detailed download instructions and credentials sent to the registered email address
2. **SMS:** Quick notification with download link sent to the registered mobile number

These credentials include the certificate download link, customer ID, and any necessary access codes required to download and install the DSC.