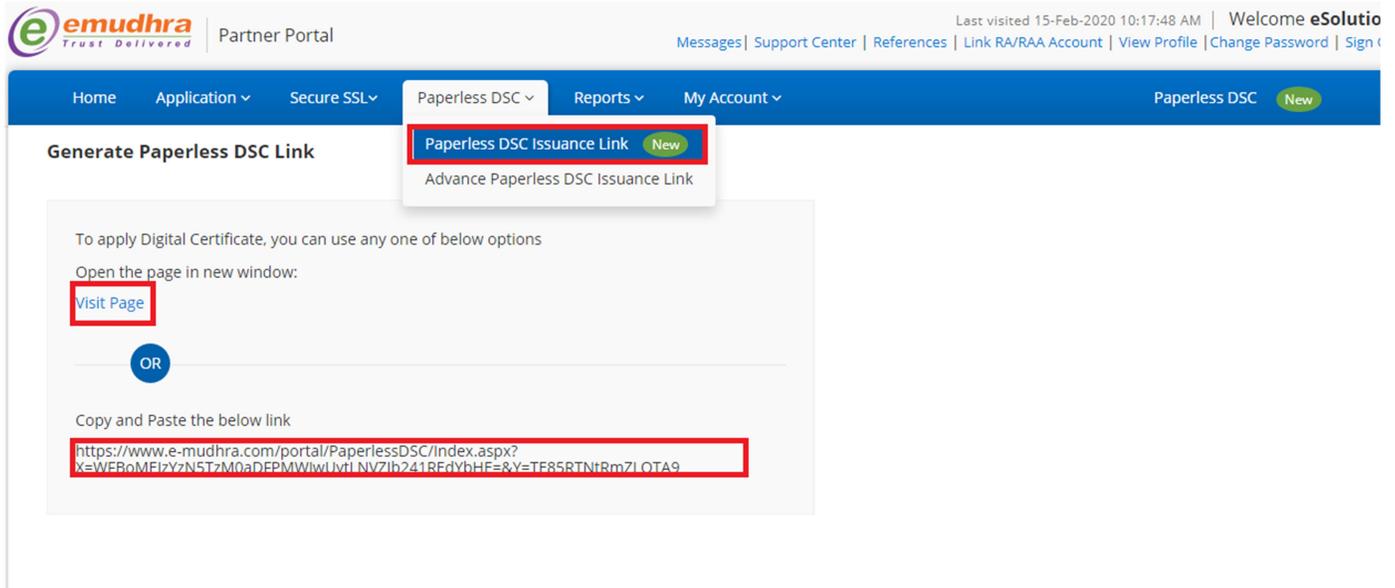


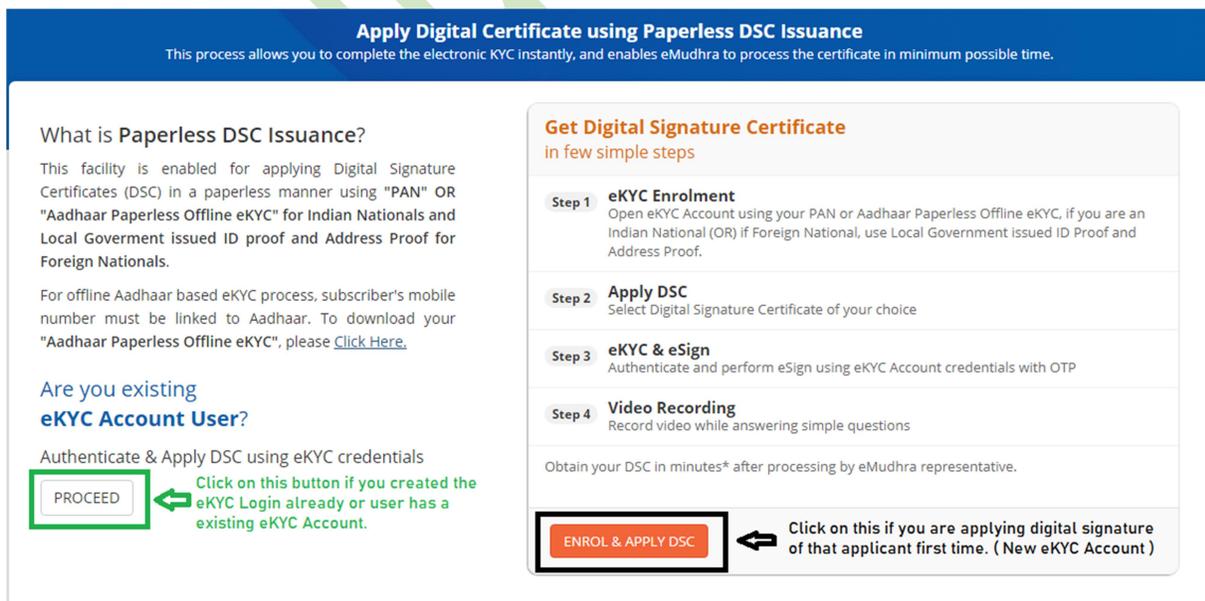
PROCESS TO ENROLL & APPROVE AADHAAR PAPERLESS DSC

Step1. Open your Partner Login. Go to **Paperless DSC Menu > Paperless DSC Issuance Link.** (As shown in below pic). Click on “**Visit Page**” or Copy paste the link given in your login.



Step 2: After opening Paperless Issuance link, following page will be displayed. **Option 1: Enrol & Apply DSC:** Click on this button if you are applying applicant’s digital signature first time. It is called Fresh eKYC Account.

Option 2 : Are you existing eKYC Account User : - If applicant has an existing eKYC User Account or if you are applying his multiple DSCs. So Click on Proceed button (See below Image) , Enter User Name, EKYC PIN , Get OTP , Enter OTP and follow **Step 7** to enrol I DSC. (For Full Help File Check Our Existing eKYC User Login DSC Enrolment Help File)



Option 1 Process : If you are applying a **Fresh Aadhaar Offline eKYC based Digital Signature**, Click on “Click here” or visit <https://resident.uidai.gov.in/offline-kyc> to download Aadhaar XML of Applicant.

Apply Digital Certificate using Paperless DSC Issuance
This process allows you to complete the electronic KYC instantly, and enables eMudhra to process the certificate in minimum possible time.

What is Paperless DSC Issuance?
This facility is enabled for applying Digital Signature Certificates (DSC) in a paperless manner using "PAN" OR "Aadhaar Paperless Offline eKYC" for Indian Nationals and Local Government issued ID proof and Address Proof for Foreign Nationals.
For offline Aadhaar based eKYC process, subscriber's mobile number must be linked to Aadhaar. To download your "Aadhaar Paperless Offline eKYC" please [Click Here.](#)

Are you existing eKYC Account User?
Authenticate & Apply DSC using eKYC credentials

Get Digital Signature Certificate in few simple steps

- Step 1 eKYC Enrolment**
Open eKYC Account using your PAN or Aadhaar Paperless Offline eKYC, if you are an Indian National (OR) if Foreign National, use Local Government issued ID Proof and Address Proof.
- Step 2 Apply DSC**
Select Digital Signature Certificate of your choice
- Step 3 eKYC & eSign**
Authenticate and perform eSign using eKYC Account credentials with OTP
- Step 4 Video Recording**
Record video while answering simple questions

Obtain your DSC in minutes* after processing by eMudhra representative.

Step 3: After opening of UIDAI Website, Below Screen will be visible. Enter **Aadhaar Number** or **VID** and **Security Code** and Click on “**Send OTP**”

Step 4: On next screen, Enter 4 digit **Share Code** & enter the OTP. Remember your Share Code as it will be used to open **“Offline Aadhaar XML”** in future. You can enter any easy to remember Share Code like 4 digit of you mobile number or your date of birth etc.

Click on **“Download”** After you enter OTP and Share code. Save the ZIP file of Offline Aadhaar on your Desktop.

resident.uidai.gov.in/offline-kyc

Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.

Aadhaar Number Virtual ID

Aadhaar Number * ✓

12 Digit UID (1234/1234/1234)

7 5 8 1 1 2 1 0 7 5 1 3

Send OTP Or Enter TOTP

Create a Share Code for your Paperless Offline eKYC * ✓

Create a Share Code of 4 Characters to secure your Paperless Offline eKYC. It is important for Aadhaar Number holder to remember this Share Code as it will be required to unlock the ZIP file.

1 2 3 4 1. Enter Share Code i.e 1234 or as per your choice.

Enter OTP / TOTP * ✓

Please enter 6 digit OTP or 8 digit TOTP.

8 8 9 6 4 5 2. Enter the OTP you received

Download 3. Click on "Download"

Step 5 : Go back to below page & Tick on **“Enrol and Apply DSC** and Select **“Individual”** then **“Offline Aadhaar XML”** and Click on **“Continue”** button.

emudhra Trust Delivered

Paperless

Transaction Through eSolutions

This process allows...

What is Paperless DSC Iss...

This facility is enabled for app...

Certificates (DSC) in a paperless m...

"Aadhaar Paperless Offline eKYC" fo...

Local Government issued ID proof...

Foreign Nationals.

For offline Aadhaar based eKYC pro...

number must be linked to Aadhaar...

"Aadhaar Paperless Offline eKYC", please Click Here.

Are you existing eKYC Account User?

Authenticate & Apply DSC using eKYC credentials

PROCEED

Select KYC Mode

Individual Organization Foreign Individual Foreign Organization

Select KYC Mode: PAN Offline Aadhaar XML

Please make sure you have below applicant details, while you proceed

✓Offline Aadhaar XML downloaded from UIDAI website

✓Applicant details to be filled

Continue Cancel

Step 3 eKYC & eSign
Authenticate and perform eSign using eKYC Account credentials with OTP

Step 4 Video Recording
Record video while answering simple questions

Obtain your DSC in minutes* after processing by eMudhra representative.

Step 6 : On next screen, Browse “Aadhaar XML File” and enter “Share Code”, Enter Aadhaar Registered Mobile Number, eMail ID and PAN Number of Applicant and Click on Next Button. **If entered eMail ID is not registered with Aadhaar then one OTP will go to eMail , Enter that OTP and Click on “NEXT”**

1 APPLICANT DETAILS

Upload Aadhaar XML * <input type="button" value="Choose File"/> praveengoyalaadhaar.zip	Aadhaar XML Share Code *
Mobile * 9873545477	Email ID * sales@esolutions.net.in
PAN * AKPPK8312G	<input type="button" value="NEXT"/>

Step 7: On next screen, Choose Class 3, User Type, Certificate type & Validity. Enter “Download Password / Challenge Code”, Like DSC@123. Don’t put anything in “Product Key” Field. You can also select Name Required in DSC (Between As in PAN or As in Aadhaar) and click on “NEXT”. **Remember Download Password, it will used to download DSC after issuance.**

Class of Certificate * <input checked="" type="radio"/> Class 3	Name in DSC * <input type="radio"/> As in PAN <input checked="" type="radio"/> As in Aadhaar
User Type * <input checked="" type="radio"/> Individual	Download Password Define your own download password (Challenge Code) to download the certificate, once approved by eMudhra CA. The same will also be sent to you over SMS / email after approval. (Minimum 6 characters)
Certificate Type * <input checked="" type="radio"/> Signature <input type="radio"/> Encryption <input type="radio"/> Both	Challenge Code *
Certificate Validity * <input type="radio"/> 1 Year <input checked="" type="radio"/> 2 Years <input type="radio"/> 3 Years	Retype Challenge Code * ESOL@123 <input type="button" value=""/>
Have a Product Key ?	Note : Please remember this password to download the certificate.
	<input type="button" value="NEXT"/>

Step 8: On next screen, create eKYC Login. Enter eKYC Username & PIN. [Remember or write down it]

Desired User Name Examples: DSCAKPPK4523G, DSCSANTOSH, DSC9898989898

Desired User PIN Examples: 123456

3 CREATE LOGIN

Desired Username * PRAVEENRGOYAL ?

Desired PIN * ?

Confirm PIN * ?

An eKYC account will be created with this enrolment, valid for 2 years. This will help for future DSC applications, or performing eSign in any website. These credentials are important to repeatedly use this account.

NEXT

Step 9 : On next screen , Enter the eKYC Account User PIN, Click on "Send OTP", Enter the OTP. Click on Undertakings, Enter the Captcha and Click on eSign & Submit.

4 AUTHENTICATE & ESIGN

PRAVEENRGOYAL

1. PIN ?

Mobile OTP ?

2. GET OTP

If you skip the eSign process by clicking on "Skip eSign & Submit" button, then a link will be sent to the registered Email ID to complete eSign and Video Recording process.

4. I agree to use my above information to create a KYC account with eMudhra. I will retain the above login details confidential and do not share with anyone. I agree to the terms of [Subscriber Agreement](#), which shall be eSigned on successful account creation.

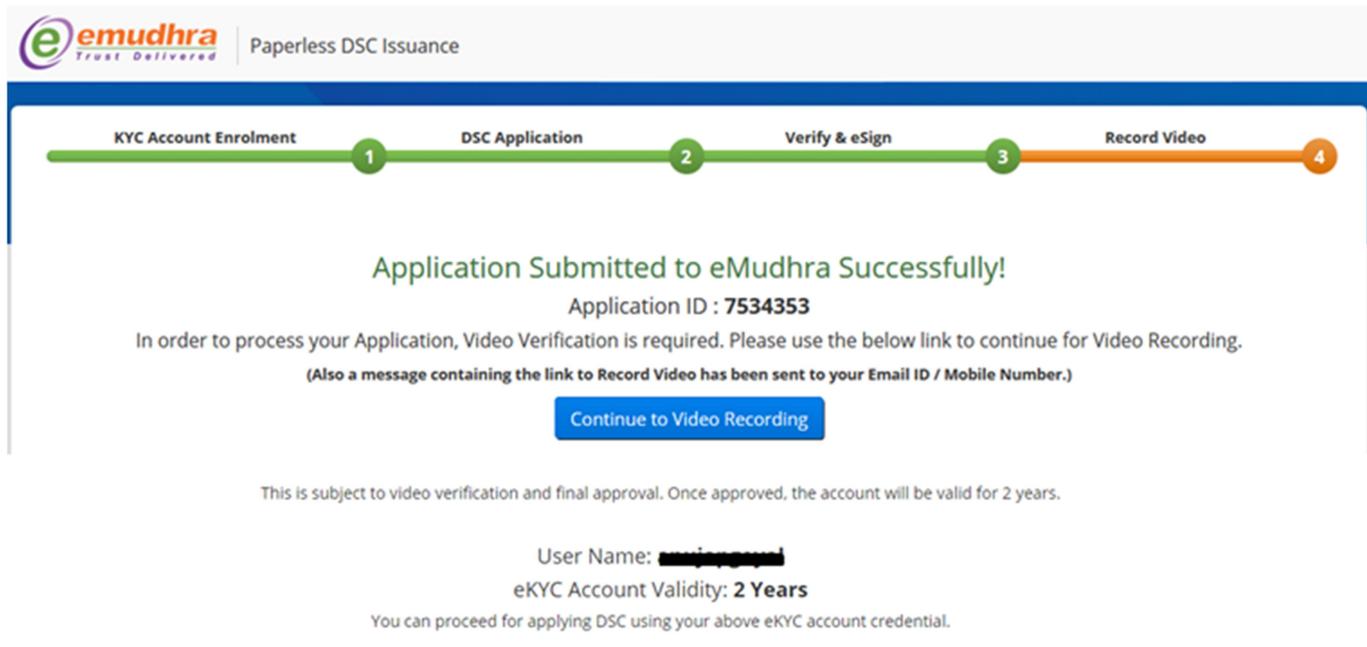
5. I also undertake that, I am the holder of this Aadhaar Information. I hereby agree to verify myself using Offline Aadhaar XML which I have downloaded from UIDAI website, and hereby provide my consent to collect my Aadhaar demographic information from this XML. I have understood that, my information will only be used for this service as prescribed by Office of CCA under their Identity Verification Guidelines and other applicable regulations of CCA / IT Act. This consent is taken in accordance to Aadhaar Regulations and Aadhaar Act.

6. Captcha * YtuNN

SKIP ESIGN & SUBMIT

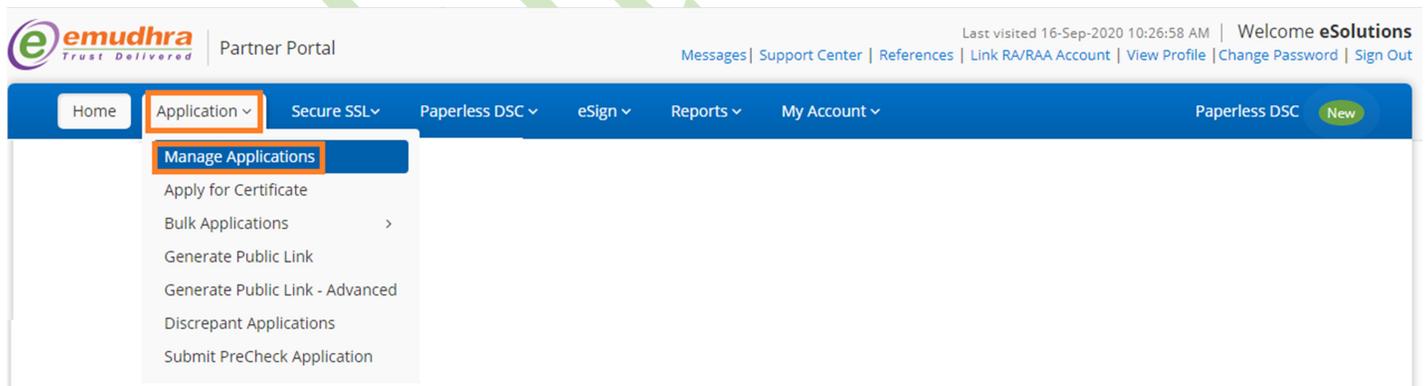
7. ESIGN & SUBMIT

Step 10 : On next screen , it will show Application Number along with Video Recording Option and also eKYC Account Name and Validity.



Step 11 : Complete Video Recording of Applicant with this link or Ask applicant to complete Video Verification through eMudhra Mobile App for issuance of DSC. [Please refer our Video Verification Help File to see how do to verification.](#)

Step 12: After Video Verification, Go to Partner Login for Approval of Application Number. Go to “Application” Menu > Click on “Manage Applications”



On next screen, Click on “View” button. (See below image)

Pending for Partner Approval

Regn Date/ Appl. No.	Name	Email ID/ Mobile	Product Description/ Type	Scheme	Action
15/09/2020 10663438	KESHA SINGH	[REDACTED]	Class 2 Gold Individual-3 Year Signature	KYC	View

On next screen, Click on “Approve” button if all Verifications are completed.

On Next Screen, Click on “Pick Product Key” button, then Click on “YES” and then Click on “Approve” button to send it for approval to eMudhra.

After Approval from eMudhra , You may download Digital Signature Certificate.

→ ↻ 🏠 🔒 https://partner.e-mudhra.com/portal/partner/Pages/ApplicationConfirmation.aspx?x=/P1mfA+jZi8=&y=UXIsL1pIQkVXUHHw... ☆ ⌵ 🗄 👤

Certificate Details	
User Type	Individual
Certificate Class	Class 2 Gold Individual
Certificate Type	Signature
Validity	2 Years
Common Name	██
Email ID	██
Organization	Personal
Postal Code	413304
Locality	Pandharpur
State	Maharashtra
Country	India
PAN	██████████

Billing Details	
Applicant Name *	██
Applicant Organization	██
Address *	██ ██
State	Maharashtra
GSTIN	██
If GST input credit needed	

Payment Details 1. Click on Pick Product Key" button

Use Product Key

Product Key: 7703-4175-2937-0905-8929 Pick Product Key

Remarks:

I have verified the certificate details Yes No

2. Click on "Yes"

3. Click on "Approve" button Approve

*****End of Document*****

