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.

Partner Portal	Messages Support Center H	Last visited 15-Feb-2020 10:17:48 AM Welcome e References Link RA/RAA Account View Profile Change Passwor
Home Application - Secure SSL-	Paperless DSC × Reports × My Account ×	Paperless DSC New
ienerate Paperless DSC Link	Paperless DSC Issuance Link New Advance Paperless DSC Issuance Link	
Open the page in new window: Visit Page		
https://www.e-mudhra.com/portal/Paperless		

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)

Apply Digital Cer	tificate 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 ?	Get Digital Signature Certificate in few simple steps			
Certificates (DSC) in a paperless manner using "PAN" OR	Step 1 eKYC Enrolment			
"Aadhaar Paperless Offline eKYC" for Indian Nationals and	Open eKYC Account using your PAN or Aadhaar Paperless Offline eKYC, if you are an			
Local Goverment issued ID proof and Address Proof for	Indian National (OR) if Foreign National, use Local Government issued ID Proof and			
Foreign Nationals.	Address Proof.			
For offline Aadhaar based eKYC process, subscriber's mobile	Step 2 Apply DSC			
number must be linked to Aadhaar. To download your	Select Digital Signature Certificate of your choice			
"Aadhaar Paperless Offline eKYC", please <u>Click Here.</u>	Step 3 eKYC & eSign Authenticate and perform eSign using eKYC Account credentials with OTP			
Are you existing	Step 4 Video Recording			
eKYC Account User?	Record video while answering simple questions			
Authenticate & Apply DSC using eKYC credentials PROCEED Click on this button if you created the eKYC Login already or user has a existing eKYC Account	Obtain your DSC in minutes* after processing by eMudhra representative.			
	ENROL & APPLY DSC			

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

What is Paperless DSC Issuance ?	Get Digital Signature Certificate in few simple steps
Certificates (DSC) in a paperless manner using "PAN" OR 'Aadhaar Paperless Offline eKYC" for Indian Nationals and Local Goverment issued ID proof and Address Proof for Foreign Nationals.	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.
or offline Aadhaar based eKYC process, subscriber's mobile number must be linked to Aadhaar. To download vour	Step 2 Apply DSC Select Digital Signature Certificate of your choice
Aadhaar Paperless Offline eKYC" please Click Here.	Step 3 eKYC & eSign Authenticate and perform eSign using eKYC Account credentials with OTP
re you existing KYC Account User ?	Step 4 Video Recording Record video while answering simple questions
uthenticate & Apply DSC using eKYC credentials	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"**

Aadhaar Paperless Offline e-KYC adhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for ffline verification of identification.	😫 Frequently Asked Questions	
fter entering Aadhaar/VID, create a Share Code of 4-characters. A ZIP file containing the Resident's aperless Offline eKYC will be password protected using the same Share Code. The file will be downloaded to the Resident's device/desktop.	Use Aadhaar Freely E-Aadhaar	~
o avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with ne service provider.	mAadhaar FAQs	~
Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin. Aadhaar Number Virtual ID	Aadhaar Paperless Offline e-kyc View All	~
Aadhaar Number * Aadhaar Number * Aadhaar Number * Aadhaar Number * Aadhaar Number	The new mAadhaar app now available on Prover	
Enter Security Code * • Type the character you see in the picture. D M N Z M < Enter Security Code DMNZM 🗘	Uninstall any previous version and Install the new mAadhaar App	AADHAA

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.

nter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.	
adhaar Number Virtual ID	
adhaar Number * 🥝	
2 Digit UID (1234/1234/1234)	
58112107513	
Send OIP Or Enter IOIP	
reate a Share Code for your Paperless Offline eKYC * 🥝	
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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.

Central Paperless Select KYC Mode	×	Transaction Through ESolutions
This process allows	zation 🔵 Foreign Individual 🔵 Foreign Organization	me.
Select KYC Mode: PAN	🕑 Offline Aadhaar XML	
This facility is enabled for appl Certificates (DSC) in a paperless make sure you hav "Aadhaar Paperless Offline eKYC" fo Local Governent issued ID proof Foreign Nationals.	e below applicant details, while you proceed inloaded from UIDAI website ed	:KYC, if you are an Jed ID Proof and
For offline Aadhaar based eKYC proc number must be linked to Aadhaar to bonneae good "Aadhaar Paperless Offline eKYC", please Click Here.	Continue Cancel Step 3 eKYC & eSign Authenticate and perform eSign using eKYC Account credentials	with OTP
Are you existing eKYC Account User?	Step 4 Video Recording Record video while answering simple questions	
Authenticate & Apply DSC using eKYC credentials PROCEED	Obtain your DSC in minutes* after processing by eMudhra representative.	

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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"

APPLICANT DETAILS			
Upload Aadhaar XML * Choose File praveenrgoyalaadhaar.zip	?	Aadhaar XML Share Code *	0
Mobile * 9873545477	8	Email ID * sales@esolutions.net.in	0
PAN * AKPPK8312G	9		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.**

User Type *	Download Password		
Individual	Define your own download password (Challenge Code) to		
Certificate Type * ● Signature ○ Encryption ○ Both	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 Validity *	Challenge Code *	Retype Challenge Code * ESOL@123 Ø	
Have a Product Key ?	Note : Please remember certificate.	this password to download the	

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

CREATE LOGIN				
Desired Username * PRAVEENRGOYAL	Pesired PIN *	?	Confirm PIN *	(?
An eKYC account will be o applications, or performin account.	created with this enrolment, valion ng eSign in any website. These ci	l for 2 years. Th edentials are ir	nis will help for future D mportant to repeatedly	SC use this
				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	AUTI	HENTICATE & ESIGN
1.	PRA PIN	AVEENRGOYAL
	If yo reg	ou skip the eSign process by clicking on "Skip eSign & Submit" button, then a link will be sent to the gistered Email ID to complete eSign and Video Recording process.
4.	2	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.	V	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.	Cap Ytu	ptcha * Y t u N N SKIP ESIGN & SUBMIT

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

emudhra Paperle	ss DSC Issuance		
KYC Account Enrolment	DSC Application	Verify & eSign	Record Video
	Application Submitte	d to eMudhra Successf	fully!
	Applicat	tion ID : 7534353	
In order to process y	our Application, Video Verification is	required. Please use the below link	to continue for Video Recording.
G	Also a message containing the link to Record	d Video has been sent to your Email ID / M to Video Recording	Mobile Number.)
This is	subject to video verification and final approv	al. Once approved, the account will be va	alid for 2 years.
	User Name	: anniegogenei	
	eKYC Account	Validity: 2 Years	
	You can proceed for applying DSC us	sing your above eKYC account credential.	

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. <u>Please refer our Video Verification Help File to see how do to verification.</u>

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

Partner Portal				Last visited 16-Sep-2020 10:26:58 AM Welcome eSo Messages Support Center References Link RA/RAA Account View Profile Change Password			
Home	Application ~ Secure SSL~	Paperless DSC 🗸	eSign 🗸	Reports 🗸	My Account ~	Paperless DSC	New
	Manage Applications						
	Apply for Certificate						
	Bulk Applications >						
	Generate Public Link						
	Generate Public Link - Advanced						
	Discrepant Applications						
	Submit PreCheck Application						

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

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emudhra	Partner Portal		Las Messages Support Center References Li	t visited 16-Sep-2020 10:2 nk RA/RAA Account View	6:58 AM Welcome eSolutions Profile Change Password Sign Ou
Home Applica	tion - Secure SSL-	Paperless DSC 🗸 🧼 eSign 🗸	Reports 🗸 My Account 🗸		Paperless DSC New
Manage Application	ns				Advance Search
Search Application	n No 🗸	Search Reset	In the contract of the contra	heck \bigcirc Paperless DSC	
Pending for Partne	r Approval				
Regn Date/ Appl. No.	Name	Email ID/ Mobile	Product Description/ Type	Scheme	Action
15/09/2020 10663438	KESHA SINGH	. <u> </u>	Class 2 Gold Individual-3 Year Signature	KYC	View

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

Home	Application - Secure SSL- Paperl	ess DSC 🗸 🧼 eSign 🗸	Reports 🗸 🛛 My Account 🗸	Paperless DSC (New)
Manage App	lications			Advance Search
Search A	pplication No 🗸 10173938	Search Reset	Ill \bigcirc General \bigcirc Public Link \bigcirc Precheck \bigcirc	Paperless DSC
Status Detai	ls			
Originator	Status	Date & Time	Originator Details	Approve
SUBSCRIBER	Application Submitted	01-Jul-2020 19:34	AJINKYA SHIVAJIRAO BARGE , Pandharpur	Ouick Tasks
SUBSCRIBER	Video Recording Completed From Subscriber	01-Jul-2020 19:34	AJINKYA SHIVAJIRAO BARGE , Pandharpur	Quick rushs
SUBSCRIBER	Mobile verification Completed	01-Jul-2020 19:34	AJINKYA SHIVAJIRAO BARGE , Pandharpur	Complete Reject Application
SUBSCRIBER	Email verification Completed	01-Jul-2020 19:34	AJINKYA SHIVAJIRAO BARGE , Pandharpur	Edit Application
SUBSCRIBER	Pending For RA Approval	01-Jul-2020 19:34	AJINKYA SHIVAJIRAO BARGE , Pandharpur	
Application	Details ation Success ation Success	CA Verification Pending	Video Recording Success	
5-k D-1-1				

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

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

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Certificate Details	i	Billing Details	
Jser Type	Individual	Applicant Name *	
Certificate Class	Class 2 Gold Individual		
Certificate Type	Signature	Applicant Organization	
/alidity	2 Years	Addross *	
Common Name	1,000 cm (1)010 010 cc	Address Addres	
mail ID		State Maharashtra	
Organization	Personal		
Postal Code	413304	GSTIN	
ocality	Pandharpur	If GST input credit needed	
itate	Maharashtra	1. Click on Pick Product Key" button	
Country	India	Payment Details	
PAN		Use Product Key	
		Product Key 7703-4175-2937-0905-8929 Pick Product Key	
		Remarks	
	5. Click on Approve build	2. Click on "Yes"	
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