

PROCESS TO ENROLL & APPROVE PAN EKYC PAPERLESS DSC

Step 1. Login to your eMudhra DSP Login. Go to **Paperless DSC > Paperless DSC Issuance Link.** (As shown in below pic). Click on **“Visit Page”** or Copy, paste the link given in your login.

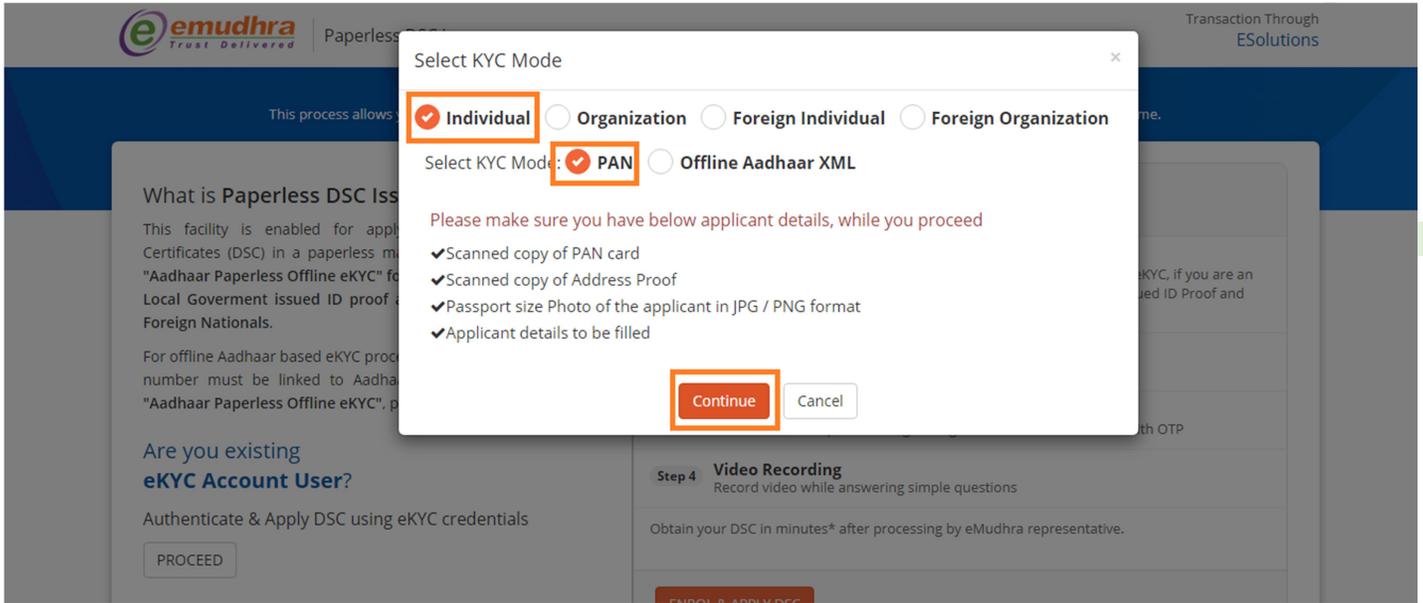
The screenshot shows the eMudhra Partner Portal interface. At the top, there is a navigation bar with 'Home', 'Application', 'Secure SSL', 'Paperless DSC', 'Reports', and 'My Account'. The 'Paperless DSC' menu is expanded, showing 'Paperless DSC Issuance Link' (marked as 'New') and 'Advance Paperless DSC Issuance Link'. Below the navigation, the main content area is titled 'Generate Paperless DSC Link'. It contains instructions: 'To apply Digital Certificate, you can use any one of below options'. The first option is 'Open the page in new window:' with a 'Visit Page' button highlighted by a red box. The second option is 'Copy and Paste the below link' with a URL highlighted by a red box: `https://www.e-mudhra.com/portal/PaperlessDSC/index.aspx?X=WFBpMEFjzYzNSTzMOaDFPMWjwLjvtlNVZih241REdYbHF=&Y=TF85RTntRmZlOTA9`.

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)

The screenshot shows the 'Apply Digital Certificate using Paperless DSC Issuance' page. The header states: 'This process allows you to complete the electronic KYC instantly, and enables eMudhra to process the certificate in minimum possible time.' The page is divided into two main sections. The left section, titled 'What is Paperless DSC Issuance?', explains the facility and provides instructions for offline Aadhaar-based eKYC. The right section, titled 'Get Digital Signature Certificate in few simple steps', lists four steps: 1. eKYC Enrolment, 2. Apply DSC, 3. eKYC & eSign, and 4. Video Recording. At the bottom, there are two buttons: 'PROCEED' (highlighted with a green box and an arrow pointing to it with the text 'Click on this button if you created the eKYC Login already or user has a existing eKYC Account.') and 'ENROL & APPLY DSC' (highlighted with a red box and an arrow pointing to it with the text 'Click on this if you are applying digital signature of that applicant first time. (New eKYC Account)').

Option 1 Process : After you click “Enroll & Apply DSC”, Choose Individual User and then “PAN” and click on “Continue”



Step 3: On next screen, Enter PAN, Name, Gender, DOB, Address, and PIN Code, Mobile Number and eMail ID of Applicant and click on NEXT button. [Kindly note that enter Address which is in your address proof you are uploading.]

1 APPLICANT DETAILS

Your name on PAN is KUM** ****EEN

PAN * [REDACTED]

Name (As in PAN)* [REDACTED]

Gender * Male Female Others

Date of Birth * [REDACTED]

Address * [REDACTED]

Pincode * 110092

City * EAST DELHI

State * DELHI

Country * INDIA

Mobile * [REDACTED]

Email ID * [REDACTED]

NEXT

Steps for PAN

- ✓ Fill the following details in the place provided: **PAN Number, Name (as in the PAN), Date of Birth, Gender, Address.**
- ✓ Choose the digital certificate of your choice & set your Challenge Code.
- ✓ Upload the following documents (Consolidated size of uploaded files should not exceed 10MB): **Scanned copy of Original PAN card, Scanned copy of Original Address Proof, Passport size Photo of the applicant in JPG / PNG format.**
- ✓ Set your desired Username (minimum 6 and maximum 25 characters) & PIN (6 digit numeric), to create a new eKYC Account.
- ✓ Complete Mobile & Email Verification through OTP (OR) you can later complete the verification process by clicking on "Skip Verification & Submit" button, then a link will be sent to the registered Email ID to complete the verification and eSign process.
- ✓ If above verification process is completed, provide your eKYC Account login credentials for eSigning the DSC application and proceed for Video Recording (OR) you can later complete this process by clicking on "Skip eSign &".

Step 4: On next screen, Choose Certificate type and Download Password to download DSC. Like DSC@123, leave Product Key BLANK and click on "NEXT". **Remember Download Password, it will used to download DSC after issuance.**

Class of Certificate *

Class 3

User Type *

Individual

Certificate Type *

Signature Encryption Both

Certificate Validity *

1 Year 2 Years 3 Years

[Have a Product Key ?](#)

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)

Challenge Code *
.....

Retype Challenge Code *
ESOL@123

Note : Please remember this password to download the certificate.

NEXT

Step 5 : On next screen, Upload Photo, PAN Card Copy, Address Proof Copy (Which you enter above in Address Column).

Paperless DSC using PAN

Complete this form to create a new eKYC Account and obtain DSC. Before filling this form, you should have a scanned copy of PAN card, Address Proof in JPG/PNG/PDF format and Passport size photo of the KYC user in JPG/PNG format.

1 APPLICANT DETAILS
charu [View More..](#) [CHANGE](#)

2 CERTIFICATE DETAILS
Class 2 Signature Individual 2 Years [CHANGE](#)

3 UPLOAD FILE

Upload Your Photo *
Choose File 2.png
Upload only jpg, png file

Upload Your PAN Copy *
Choose File 3.jpg
Upload only jpg, png, pdf file

Upload Your Address Proof *
Choose File aboutuss.png
Upload only jpg, png, pdf file

NEXT

Note: Consolidated size of above three uploaded files, should not exceed the maximum size of 10MB

Steps for PAN

- ✓ Fill the following details in the place provided: **PAN Number, Name (as in the PAN), Date of Birth, Gender, Address.**
- ✓ Choose the digital certificate of your choice & set your Challenge Code.
- ✓ Upload the following documents (Consolidated size of uploaded files should not exceed 10MB): **Scanned copy of Original PAN card, Scanned copy of Original Address Proof, Passport size Photo of the applicant in JPG / PNG format.**
- ✓ Set your desired Username (minimum 6 and maximum 25 characters) & PIN (6 digit numeric), to create a new eKYC Account.
- ✓ Complete Mobile & Email Verification through OTP (OR) you can later complete the verification process by clicking on "Skip Verification & Submit" button, then a link will be sent to the registered Email ID to complete the verification and eSign process.

Step 8 : 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 [.....] ? 3. 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 9 : On next screen , it will show Application Number along with Video Recording Option and also eKYC Account Name and Validity.

 Paperless DSC Issuance

KYC Account Enrolment 1 DSC Application 2 Verify & eSign 3 Record Video 4

Application Submitted to eMudhra Successfully!
Application ID : 7534353

In order to process your Application, Video Verification is required. Please use the below link to continue for Video Recording.
(Also a message containing the link to Record Video has been sent to your Email ID / Mobile Number.)

[Continue to Video Recording](#)

This is subject to video verification and final approval. Once approved, the account will be valid for 2 years.

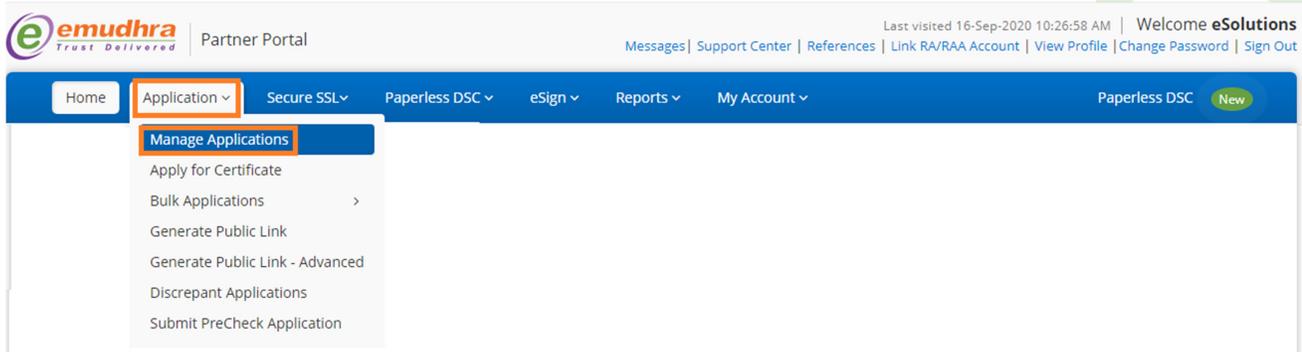
User Name: **Praveen R Goyal**
eKYC Account Validity: **2 Years**

You can proceed for applying DSC using your above eKYC account credential.

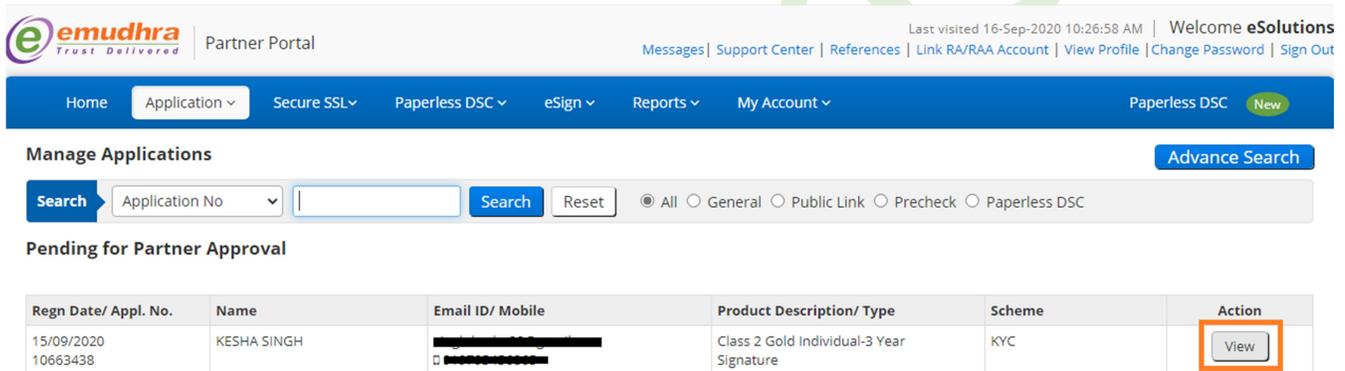
Step 10: Complete Video Recording of Applicant with this link or Ask applicant to complete Video Verification through eMudhra Mobile App for issuance of DSC. [Please refer our Video Verification Help File to see how do to verification.](#)

Step 11: After Video Verification, Go to Partner Login for Approval of Application Number.

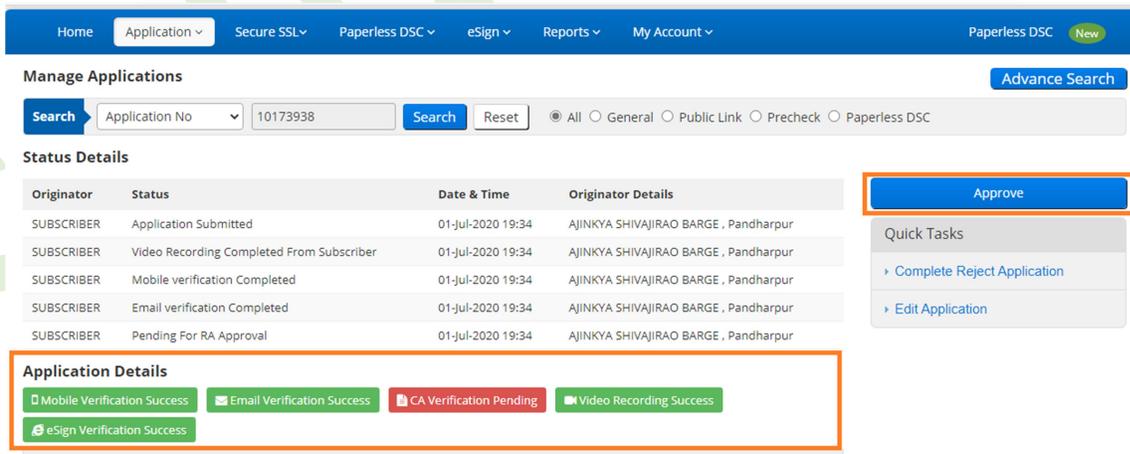
Go to “Application” Menu > Click on “Manage Applications”



On next screen, Click on “View” button.



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.

The screenshot shows a web browser window with the URL <https://partner.e-mudhra.com/portal/partner/Pages/ApplicationConfirmation.aspx?x=/P1mfA+jZi8=&y=UXIsL1piQkVXUHHW...>. The page is divided into three main sections: Certificate Details, Billing Details, and Payment Details.

Certificate Details:

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

Billing Details:

Applicant Name * [REDACTED]
Applicant Organization [REDACTED]
Address * [REDACTED]
State: Maharashtra
GSTIN [REDACTED]
If GST input credit needed

Payment Details:

1. Click on "Pick Product Key" button (indicated by a downward arrow pointing to the "Pick Product Key" button in the Product Key field).

Product Key: 7703-4175-2937-0905-8929
Remarks: [REDACTED]

I have verified the certificate details: Yes No (indicated by an upward arrow pointing to the "Yes" radio button).

3. Click on "Approve" button (indicated by a rightward arrow pointing to the "Approve" button).

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