PROCESS TO ENROLL & APPROVE PAN EKYC PAPERLESS DSC
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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.


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 l DSC. (For Full Help File Check Our Existing eKYC User Login DSC Enrolment Help File)

Option 1 Process : After you click "Enroll & Apply DSC", Choose Individual User and then "PAN" and click on "Continue"
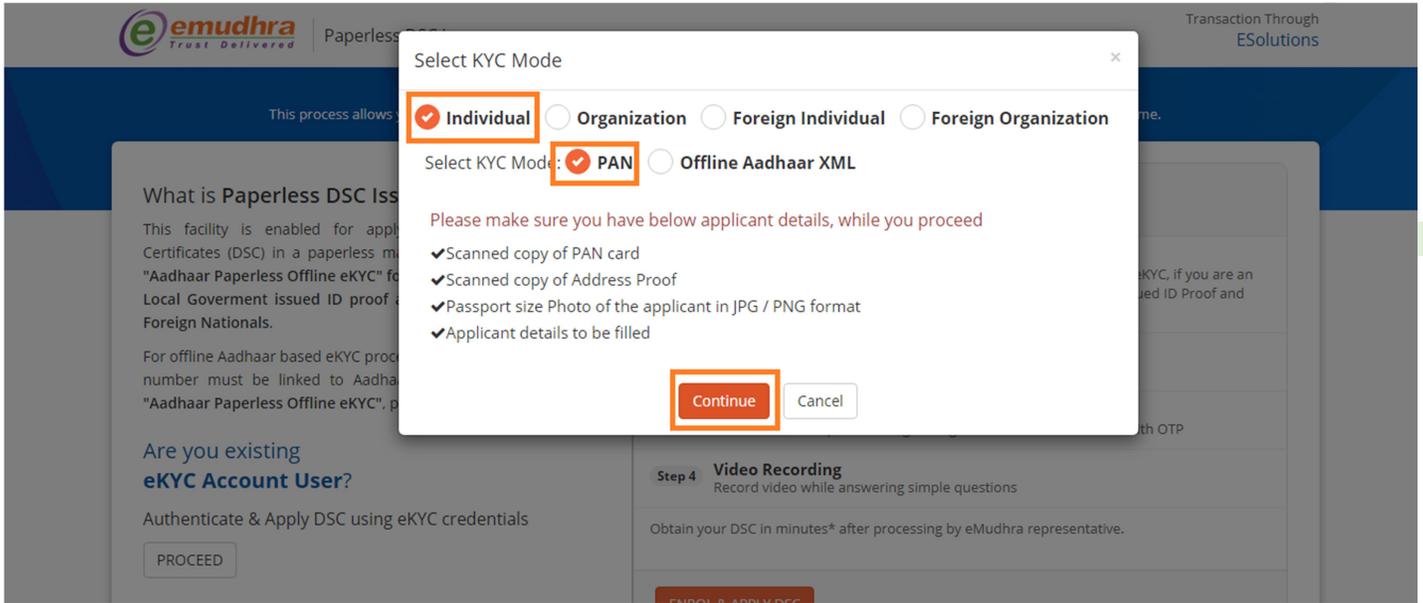
Step 3: On next screen, Enter PAN, Name, Gender, DOB, Address, and PIN Code, Mobile Number and eMail ID of Applicant and click on NEXT button. [Kindly note that enter Address which is in your address proof you are uploading.]

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.**

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

Step 6 : On next screen, Create eKYC Login. Enter Desired eKYC Username & PIN. [Remember or write down these]

Desired User Name Examples: DSCAKPPK4523G , DSCSANTOSH , DSC9898989898

Desired User PIN Examples: 123456

Step 7 : On next screen , Click on "Send OTP" for Mobile and eMail, Enter the OTP when receive. Click on Next.

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".

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

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.
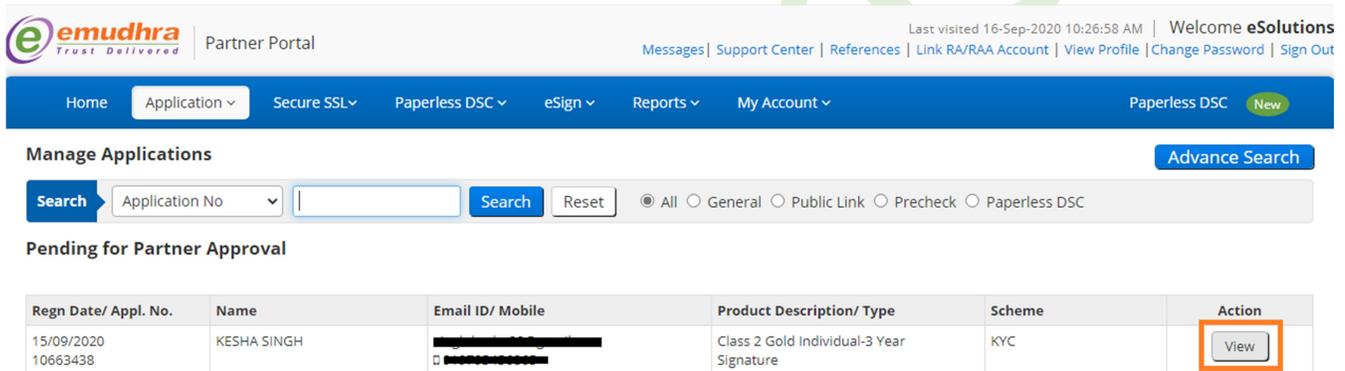
Step 11: After Video Verification, Go to Partner Login for Approval of Application Number.
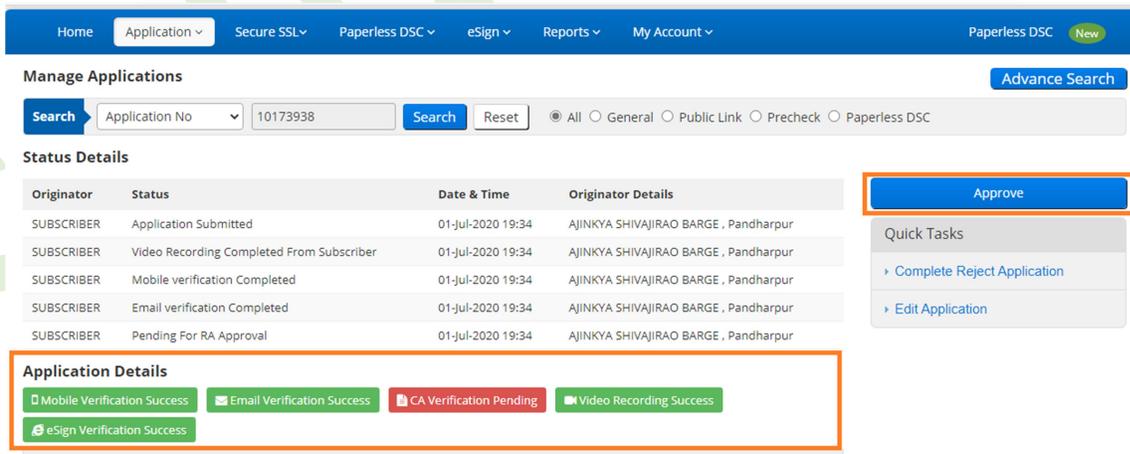
Go to "Application" Menu > Click on "Manage Applications"
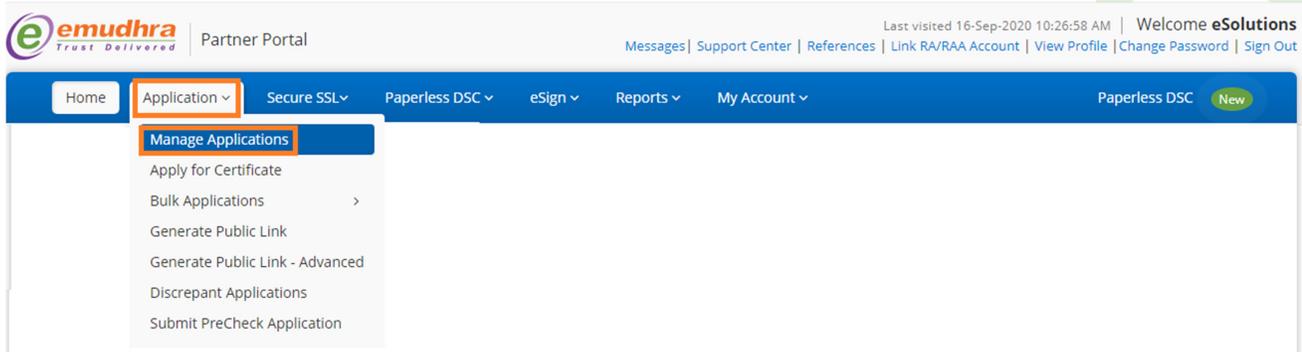
On next screen, Click on "View" button.

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 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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