



Business Partner *Login*

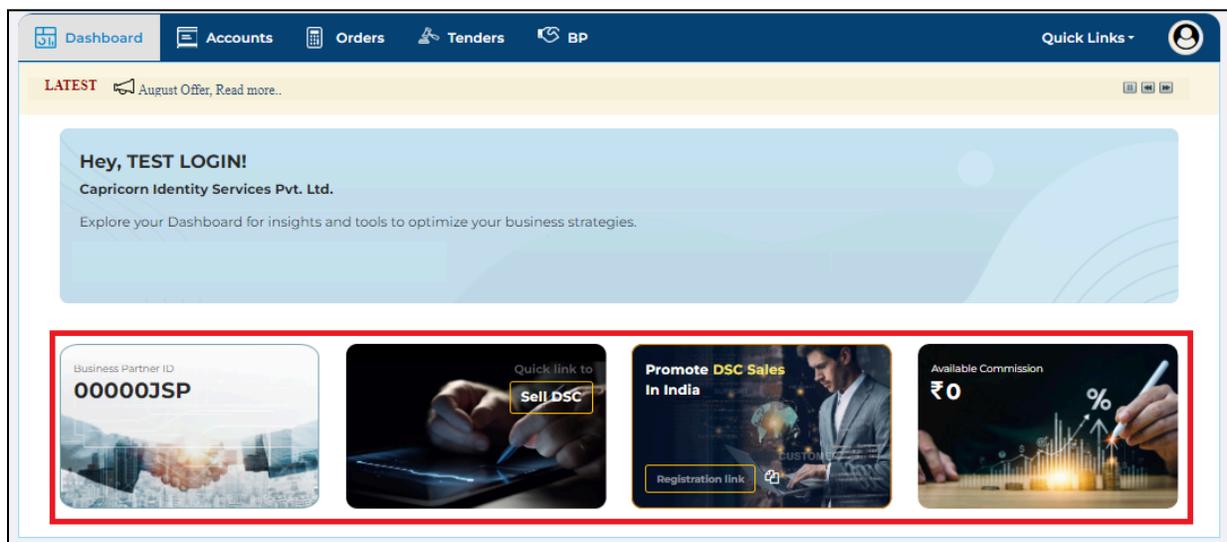
Table of Content

Business Partner Login.....	2
❖ Sell DSC.....	3
INDIVIDUAL BASED DSC.....	4
ORGANIZATION BASED DSC.....	4
GOVERNMENT BASED DSC.....	5
IET DGFT BASED DSC.....	5
FOREIGN BASED DSC.....	5
DOCUMENT SIGNER DSC.....	5
❖ Accounts.....	5
❖ ORDERS: Track Order Status.....	7
❖ TENDERS: How to Apply for Tenders.....	8
❖ BP: How to Create BP (Business Partner) Under Yourself.....	10
❖ How to Update Bank Details & Sign BP Agreement?.....	11
❖ Quick Links.....	15

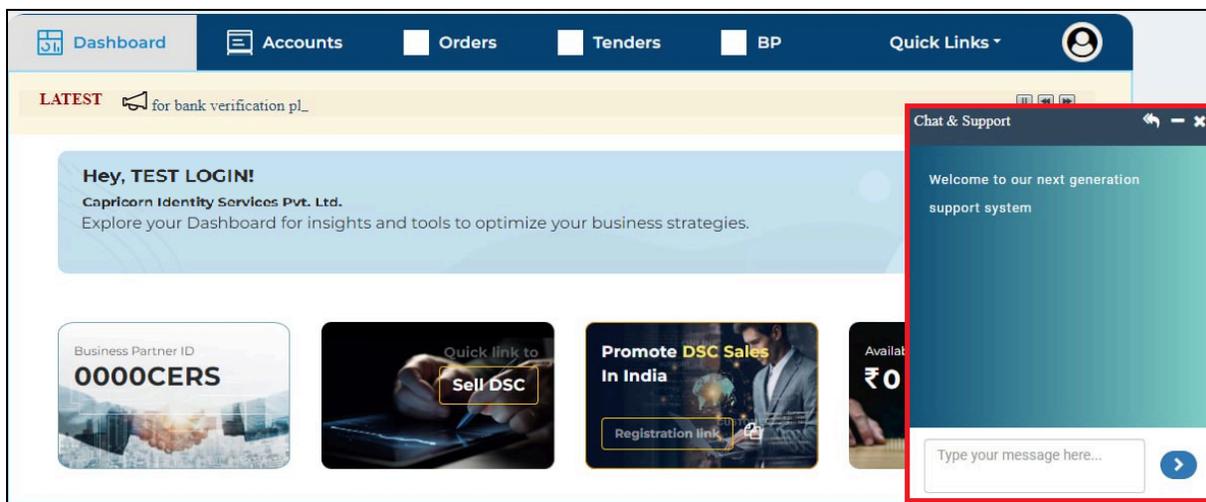
Business Partner Login

Once, you've logged in to your [BP \(Business Partner\) Login \(https://www.capricornca.com\)](https://www.capricornca.com) . It will take you to the Dashboard of your login. and there are many options to do.

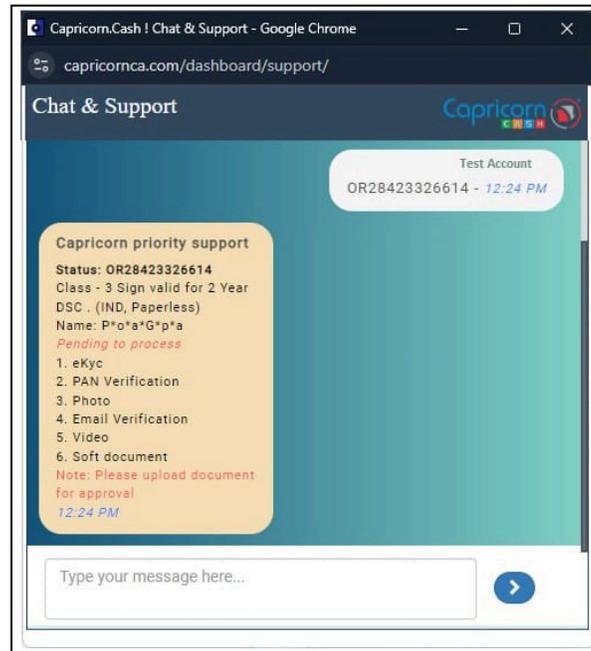
1. Business Partner ID 00000 JSP. (It is a demo business partner ID).
2. SELL DSC
3. Promote DSC Sales in India
4. Available Commission



5. Chat & Support: If you have any query or are concerned about order approval, you can mention your concern and order id, our support team will reply ASAP.



If you want to check the status of order id using **chat & support**, just send your order id and you'll get the order status instantly.



❖ Sell DSC

If you click on **Sell DSC**, it will redirect you to the **BUY Certificate** page. Here, you can process various DSC as per your need and requirement.

The screenshot shows a web form titled "Calculate & Check Revenue on different type of DSC". The form includes several sections for configuring DSC options:

- SELECT USAGES:** A dropdown menu set to "Individual".
- CLASSIFY:** Three buttons: "Sign", "Encrypt", and "Sign & Encrypt".
- YEARS:** Three buttons: "1 Year", "2 Years" (highlighted), and "3 Years".
- TOKEN:** Two buttons: "USB Token" and "Token Not Required" (highlighted).
- Assistance Services:** Two buttons: "Need Assistance Service" and "Assistance Service Not Required" (highlighted).
- Selling Amount:** An empty input field.

On the right side, there is a "Payment Summary" table:

Payment Summary	
DSC Amount	₹ XXX
GST (18%)	₹ XXX
Payable Amount	₹ XXXX
Commissions	

At the bottom, a green box contains a referral URL: [https://secure2x.certificate.digital/web/dsc/referral/?bp=jxK4U\\$\\$\\$\\$\\$Hdzl8=](https://secure2x.certificate.digital/web/dsc/referral/?bp=jxK4U$$$$$Hdzl8=) with a "Copy" button next to it.

Note :- You can share your Sell DSC referral url to earn more revenue. This url is applicable for all types of DSC

Payment Summary

DSC Amount	₹ 974.58
Assistance Services	₹ 338.98
GST (18%)	₹ 236.44
Payable Amount	₹ 1,550.00

FAQ

- How to process Online Aadhaar Otp DSC orders ?
- How to process Online Aadhaar Bio DSC orders ?
- How to process Offline Aadhaar zip based DSC orders ?
- How to process PAN based DSC orders ?
- How to process order for IET-DGFT use ?
- How to process orders for Organization Signatory ?
- How to process orders for employee of organization ?
- How to process orders for government employees ?
- How to process orders for Document Signer for PFX ?
- How to process orders for Document Signer for HSM use ?

To know and understand how to process DSC, kindly go through the given links below.

Respository/Letter Formats - Templates — [CLICK HERE](#)

<u>Category</u>	<u>Description</u>	<u>link</u>
INDIVIDUAL BASED DSC	PAN-BASED	CLICK HERE
	OFFLINE AADHAR BASED	CLICK HERE
	AADHAR OTP BASED	CLICK HERE
	AADHAR BIOMETRIC BASED	CLICK HERE
ORGANIZATION BASED DSC	FOR AUTHORIZED SIGNATORY	CLICK HERE
	FOR ORGANIZATION EMPLOYEE	CLICK HERE
	For Signatory Approval	CLICK HERE

	Documents Required to Upload for Organization Paperless DSC & eKYC	 CLICK HERE
GOVERNMENT BASED DSC	FOR AUTHORIZED SIGNATORY	 CLICK HERE
	FOR GOVERNMENT EMPLOYEE	 CLICK HERE
	For Signatory Approval	 CLICK HERE
	Documents Required to Upload for Organization Paperless DSC & eKYC	 CLICK HERE
IET DGFT BASED DSC	FOR IET DGFT DSC	 CLICK HERE
	Documents Required to Upload for DGFT (IET) Paperless DSC & eKYC	 CLICK HERE

FOREIGN BASED DSC	FOR AN INDIVIDUAL	 CLICK HERE
	FOR AN ORGANIZATION	 CLICK HERE
DOCUMENT SIGNER DSC	FOR CLASS II	 CLICK HERE
	FOR CLASS III	 CLICK HERE

❖ Accounts

Verify to access Accounts details:- Click on **Get OTP** enter it and click on **Verify OTP**.

Dashboard | Accounts | Orders | Tenders | BP | Quick Links 👤

Verify to access Accounts related details

Please verify through OTP to get access to the authorised section [Required for Security Purpose].

OTP Will be sent on your email ID - hariom12345dd@gmail.com

Verify Through OTP

After verification, your Account section will open, where you can see your available commissions, earned revenue etc.

The screenshot shows the 'Accounts' section of a web application. The navigation bar includes Dashboard, Accounts, Orders, Tenders, BP, and Quick Links. The main content area is titled 'Accounts' and includes a sub-header 'You can tracks your money earned and more details here.' A red box highlights the links 'Earned Revenue | Pending Revenue | Transactions Report In 2024-25'. Below this, there are six cards displaying revenue metrics for 2024-25: Available (₹0), Earned Including TDS (₹0), Paid (₹0), TDS In 2024-25 (₹0), Transferred In Bank (₹0), and Aug-2024 (₹0). A note at the bottom states 'Note : Today's Revenue not Included'.

Earned Revenue:- Revenue generated on DSC sale will reflect here.

(Note- Data reflected here only after 24hrs of successful DSC download.)

The screenshot shows the 'Order Revenue Report' section. It features a date range selector set to '23-Jul-2024 - 21-Aug-2024' and a 'Submit' button. Below the selector is a table with columns for Date, Order Id, and Amount. The table contains two rows for '17-Aug-2024' and a 'Total' row. To the right of the table is a 'Summary' section with a table showing Date Ranges, Total Orders, Assistance Services Revenue, Market Revenue, and Total Revenue. An 'Export To Excel' button is located at the bottom of the report.

Date	Order Id	Amount
17-Aug-2024	OR284234454 (A1)	₹ xx
17-Aug-2024	OR284234454	₹ xxx
Total		₹ xxx

Summary	
Date Ranges	23-Jul-2024 to 21-Aug-2024
Total Orders	2
Assistance Services Revenue	₹ xx
Market Revenue	₹ xxx
Total Revenue	₹ xxx

Pending Revenue:- The DSC process initiated by you, its commission amount will reflect here until you download the DSC.

The screenshot shows the 'Pending Order Revenue Report' section. It includes a sub-header 'DSC Amount is without GST and it doesn't include assistance services and token price' and an 'Export To Excel' button. Below this is a table with columns for SNo, Order Id, Certificate, Created On, DSC Amount, and Revenue. The table contains two rows for pending orders and a 'Total' row.

SNo	Order Id	Certificate	Created On	DSC Amount	Revenue
1	OR284233223	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)	17-Aug-2024	₹ xxxx	₹ xxx
2	OR274211159	Class - 3 Sign valid for 2 Year DSC . (IND, OTP)	20-Jul-2024	₹ xxxx	₹ xxx
Total				₹ xxxx	₹ xxx

Transaction Report (2024 - 2025):- An Overall report which includes detail about TDS deduction and commission credit in the financial year.

Date	Description	Transaction ID	Amount (CR)	Amount (DR)	TDS
12-Aug-2024	TDS debited againsts earned commissions		₹XX.XX		₹XX.XX
18-Jun-2024	Total orders: 1, Reference : 10/190624/1		₹XX.XX		
Total			₹XX.XX	₹XX.XX	₹XX.XX

Accounts
You can track your money earned and more details here.

Earned Revenue | Pending Revenue | Transactions Report in 2024-25

Available ₹640 Revenue to be released (TBR)	Earned Including TDS ₹672 In 2024-25	Paid ₹0 In 2024-25
TDS in 2024-25 ₹32	Transferred in Bank ₹0	

Note: Today's Revenue not Included

Available Commission:- Commission earned in DSC sales which is yet to be released in your verified Bank account.

Earned Including TDS:- Commission amount generated in the financial year with TDS deduction

Paid:- Commission paid to your verified bank account after deducting TDS.

TDS in 2024-2025:- TDS deducted in this financial year.

NOTE: UNDER Section 194H of the Income Tax Act, we deduct 5%TDS from your earned commission.

Transferred in bank Account:- Commission paid to your verified bank account after deducting TDS.

❖ ORDERS: Track Order Status

Here, you can check order status by right clicking through your mouse.

Dashboard | Accounts | **Orders** | Tenders | BP | Quick Links

> Latest 15 | All | Date: Ex: 15/07/2024 | Search orders | New | Go

List of available orders | Export To Excel

Orderid	DSC	Date & Time	Payment	Download	Objection
OR284234454	CSCPNND	16-Aug-24 12:20 PM	DONE	DONE	

1-1 out of 1

Right Click on orders to see more status details

- Status: (OR284234454)
- ✓ PAN Verification
- ✓ Applicant Confirmation
- ✓ Verification Level-1
- ✓ Verification Level-2
- ✓ Payment
- ✓ eSign
- ✓ Ready to Download
- ✓ Downloaded
- ✗ Revocation
- ✗ Rejection
- ✗ Waiting to Process
- Completed: 1/100
- Applicable: Processing

❖ TENDERS: How to Apply for Tenders

If you have got the tender to make DSC, you have to add the request for tenders. Click on “+ New Tender Request”.

The screenshot shows the top navigation bar with 'Dashboard', 'Accounts', 'Orders', 'Tenders', 'BP', and 'Quick Links'. Below the navigation, the 'List of Tenders' section is displayed with a red box around the '+ New Tender Request' button. A message 'No Data Found.' is visible below the button.

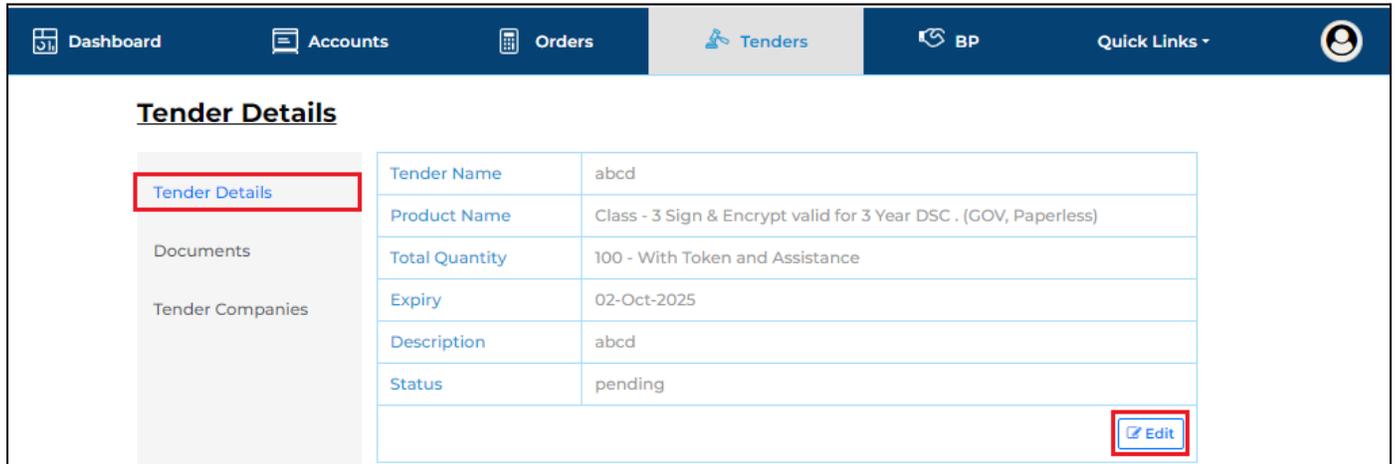
Fill-up the form, according to your Tender information.

The screenshot shows the 'Request For Tender' form. It includes fields for 'Tender Name *', 'Product name *', 'Total DSC *', 'Tender Expiry *', 'Need Price with USB Token also', 'Need Assistance Services', 'Description', 'Organization Name', 'Pin Code', 'GSTIN', and 'Authorize Signatory eKyc ID'. A red box highlights the 'Submit' button at the bottom left.

After submitting your tender details, it will reflect you the status is pending and you have to click on Actions three dots.

Tender Name	Product	Total DSC	Expiry	Status	Action
abcd	Class - 3 Sign & Encrypt valid for 3 Year DSC . (GOV, Paperless)	100	02-Oct-2025	pending	...

It will open you tender details, where you can edit the information, if anything is missing or wrongly entered.



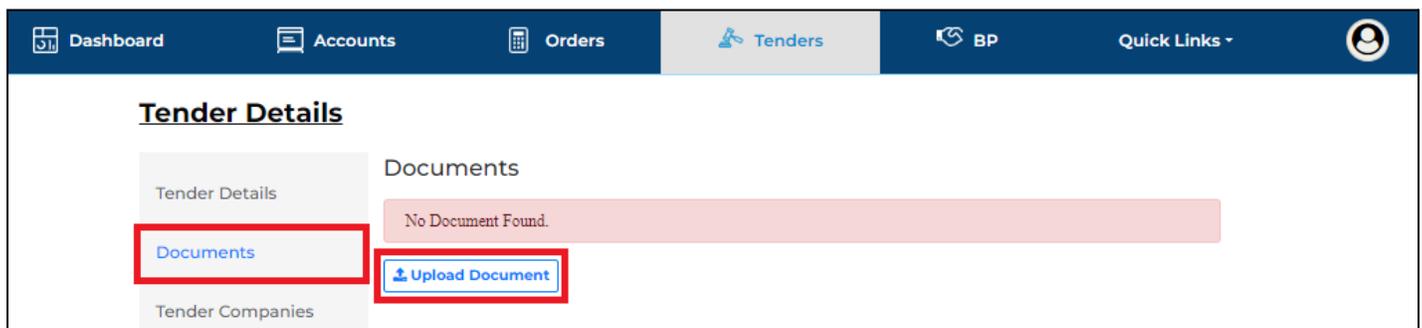
Tender Details

- Tender Details
- Documents
- Tender Companies

Tender Name	abcd
Product Name	Class - 3 Sign & Encrypt valid for 3 Year DSC . (GOV, Paperless)
Total Quantity	100 - With Token and Assistance
Expiry	02-Oct-2025
Description	abcd
Status	pending

[Edit](#)

In Documents, you have to upload the tender documents.



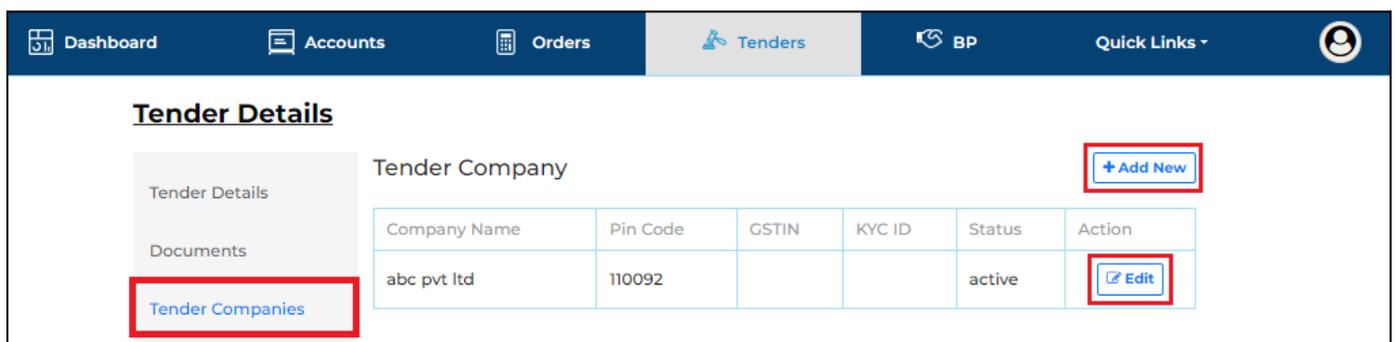
Tender Details

- Tender Details
- Documents
- Tender Companies

No Document Found.

[Upload Document](#)

In tender companies, you add new companies and edit as well.



Tender Details

- Tender Details
- Documents
- Tender Companies

[+ Add New](#)

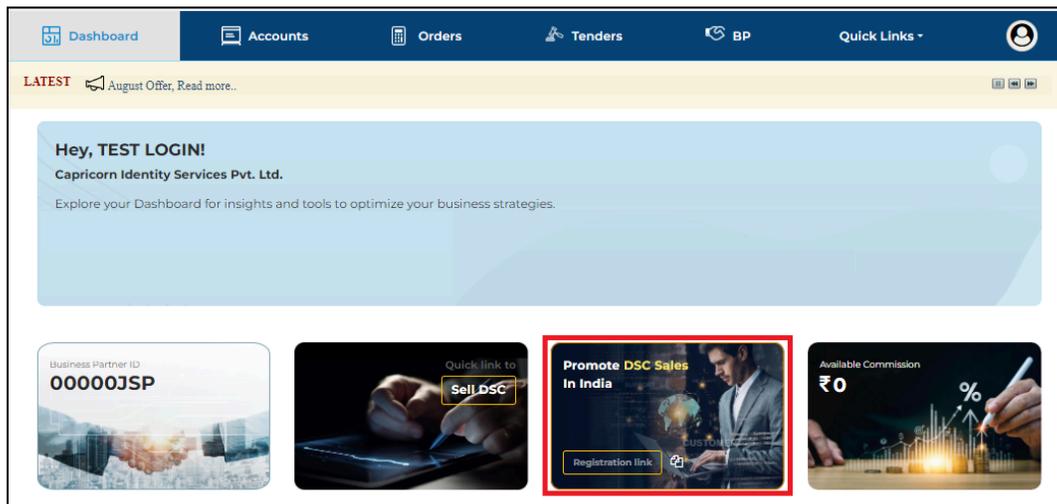
Company Name	Pin Code	GSTIN	KYC ID	Status	Action
abc pvt ltd	110092			active	Edit

After submitting all these, Capricorn will check and approve your Tender Request within a working day ,and provide coupons for creating orders for tender.

Note:- If your tender request has not been approved within a working day, kindly email us at BackOff@capricornid.com (Back Office Team Capricorn).

❖ BP: How to Create BP (Business Partner) Under Yourself

First, we'll see how to create **BP (Business Partner) Login** by your **Referral Link**. As shown in the image below, click on the copy icon or **Registration Link**.

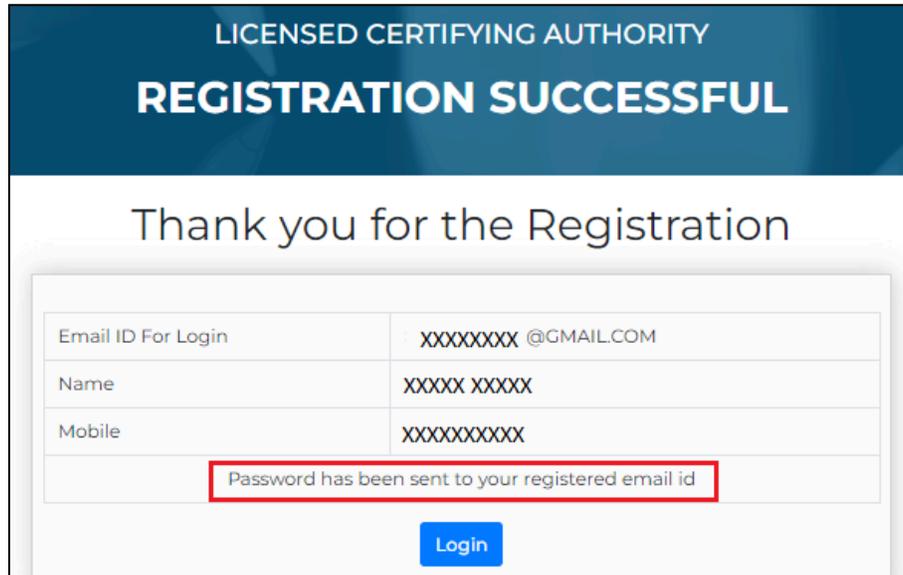


It will redirect you to the signup form; fill-up the form with your correct details.

Become a DSC Business Partner

Name Enter Your Full Name	Email - Used for login example@gmail.com
Mobile No ex: 99****55	PAN Individual ex: ANR****4
DOB dd-mm-yyyy	Pin Code ex: 110092
State --Select State--	City --Select City--
Office Address Full Address	
Organization Details (Optional)	
Organization Name ex: Capricorn Identity	Pan Organization ex: ANR****4
GSTIN gstin	Company Category None
Verify Email OTP <input type="text"/> <input type="button" value="Get Otp"/>	BP Referral (if any) XXXXXXXX
<input type="checkbox"/> I agree to CPS and Terms & condition	
<input type="button" value="Register"/>	

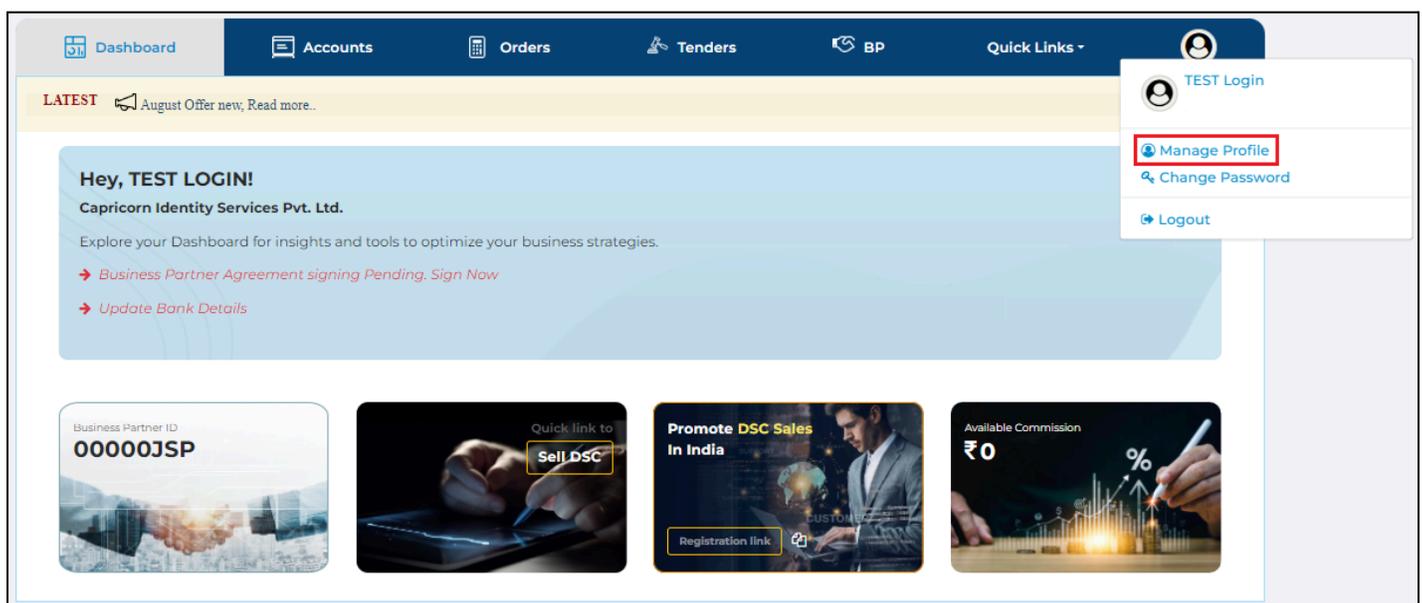
And click on the **Register** button. After that, Password will be sent to your registered email. Kindly check and login.



Once you've logged in, your Dashboard will appear.

❖ How to Update Bank Details & Sign BP Agreement?

As shown in below image, Click on **Manage Profile**.



Then, go to **Bank Details** and click on **EDIT BANK**.

Profile EDIT

Manage Your Profile Details Here...

Personal	Bank Name	
Organization	Account Number	-
Bank Details	IFSC Code	-
Agreement	Branch Name	-
	Type of Account	-
	Account Status	

Commission Settings
Your commission settings is here

Minimum commission amount to be transferred in Bank is ₹ 500.00 [CHANGE](#)
The amount will be transferred within 24hrs (once in a day)

Note: Commission amount will be transferred in only verified account

EDIT BANK

Enter your correct bank details and click on **Submit**.

Bank Details

Bank Account Holder

Bank Account Number

Confirm Bank Account Number

Bank Name

Branch

Type of Account

IFSC Code

Submit

After that, Capricorn will verify your bank details and it will reflect **Verified** as well.

Note:- Expected time for bank verification approval within the next 24 hours on working days.

The screenshot shows the 'Profile' page with a navigation bar at the top containing 'Dashboard', 'Accounts', 'Orders', 'Tenders', 'BP', and 'Quick Links'. The 'Profile' section is titled 'Manage Your Profile Details Here...'. On the left, there is a sidebar with options: 'Personal', 'Organization', 'Bank Details' (highlighted with a red box), and 'Agreement'. The main content area displays a table of bank details:

Bank Name	XXXXXX XXXXXXXX Bank
Account Number	XXXXXXXXXX
IFSC Code	XXXXXXX
Branch Name	XXXXXXXX
Type of Account	savings
Account Status	Verified

Below the table, there is a 'Commission Settings' section with the text 'Your commission settings is here'. It shows 'Minimum commission amount to be transferred in Bank is ₹ XXX' with a 'CHANGE' link. A note states: 'Note: Commission amount will be transferred in only verified account'.

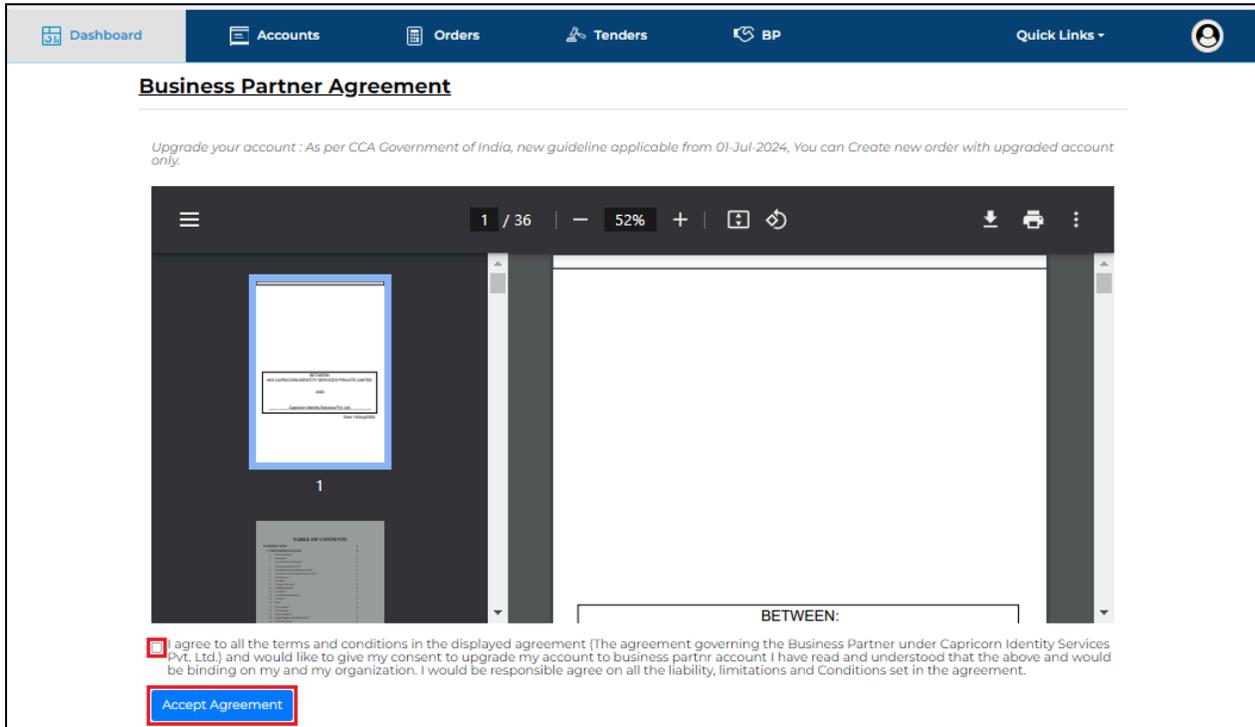
After verifying your bank details, go to **Agreement**.

The screenshot shows the 'Profile' page with the 'Agreement' option highlighted in the sidebar (red box). The main content area displays a table with the following details:

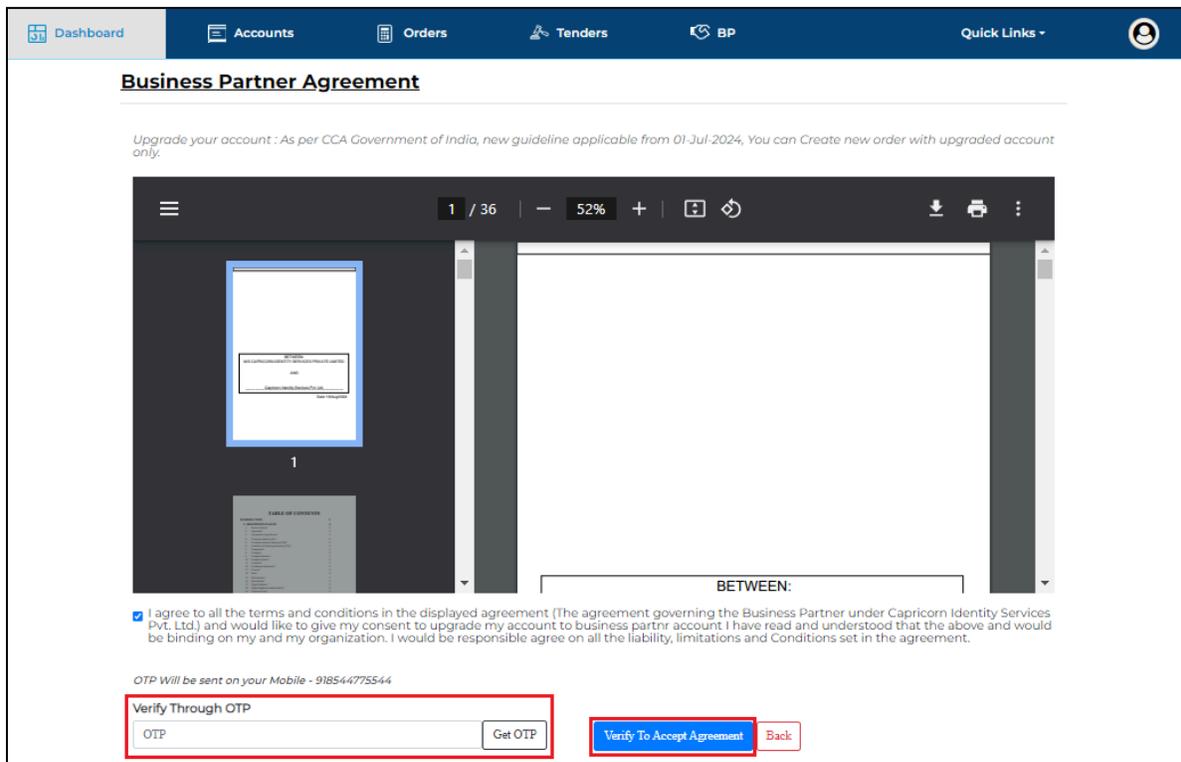
BP Code	00000JSP
BP Agreement eSign	Pending

Below the table, there is a button labeled 'View Agreement and eSign' (highlighted with a red box). An 'EDIT' button is visible in the top right corner of the profile section.

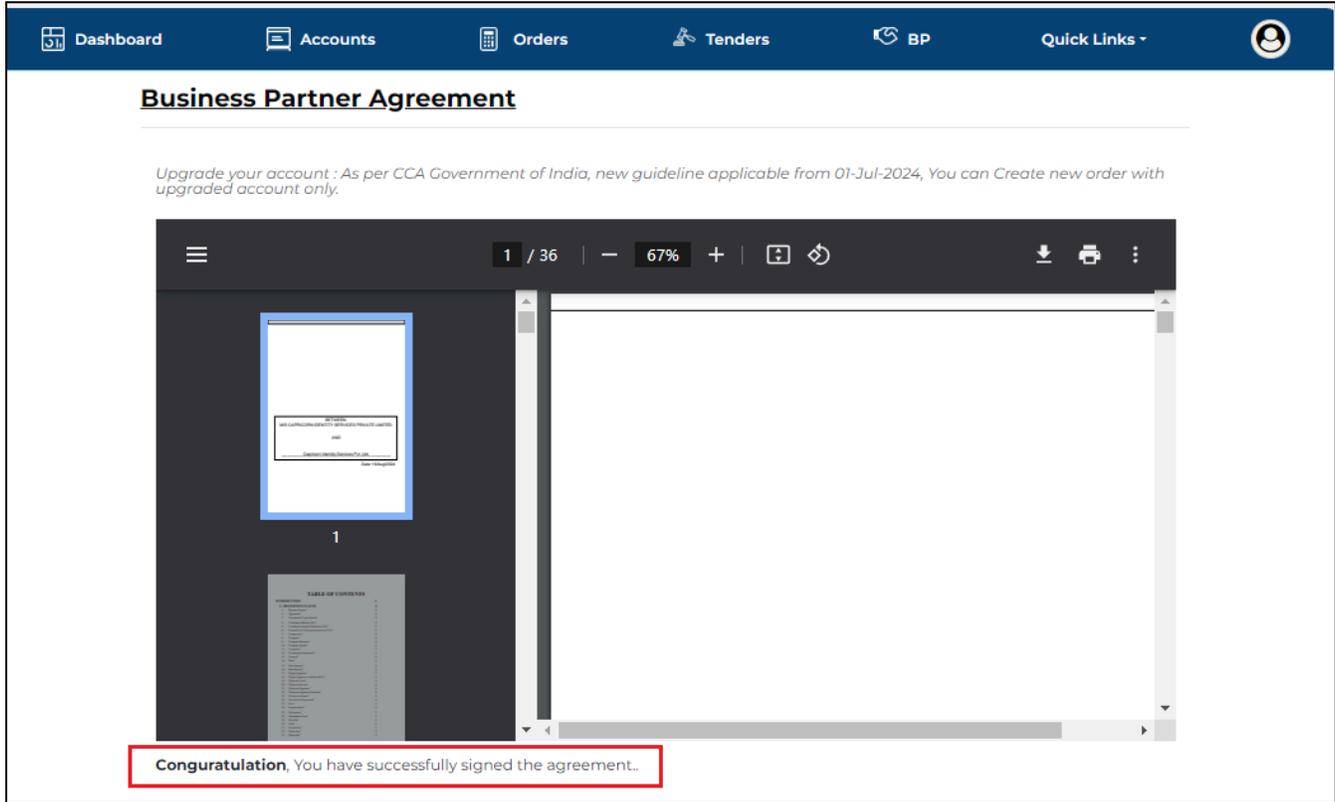
Then tick the **check-box** and Click on **Accept Agreement**.



After that, Click on **Get OTP**, Enter the **OTP** and then Click on **Verify To Accept Agreement**.

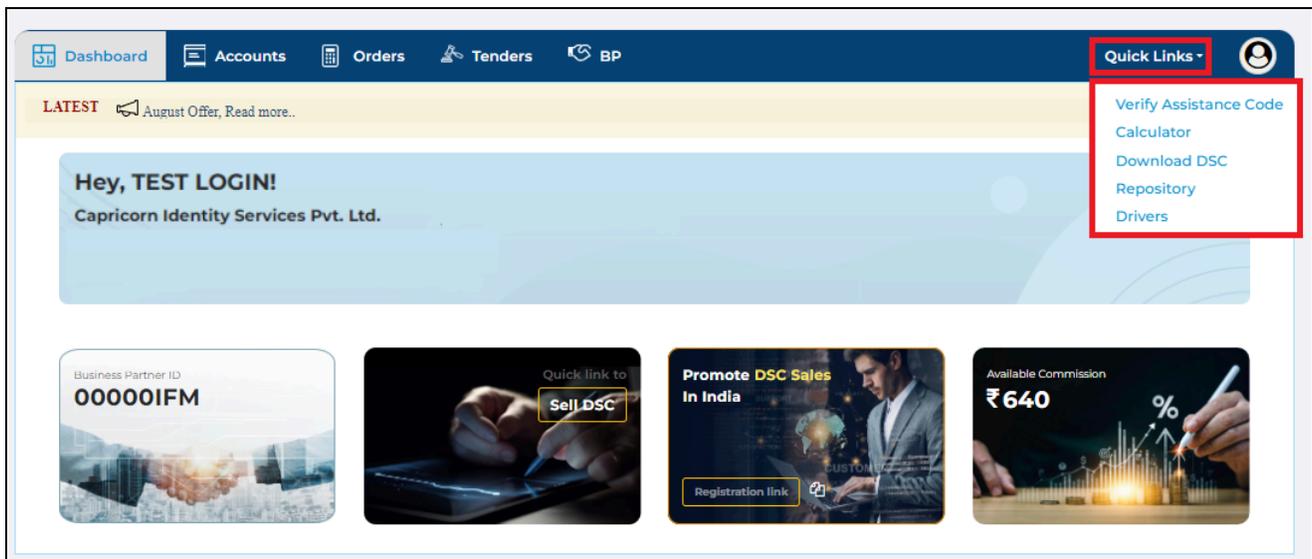


After successful OTP verification, an Agreement will be signed.



❖ Quick Links

There are five options in Quick Links:



Verify Assistance Code: We are offering a 30% Additional Assistance Commission that can be availed by adding assistance code in your BP portal. (The Code is sent to the applicant after successful DSC download via email and sms, the same needs to be entered within 48 Hours).

After successfully verifying **order ID** with **Assistance code**, Commission will reflect in **earned revenue**(account section) of BP login.

NOTE:- Applicable on those orders created with assistance service required.

Calculator: This feature provides information about DSC prices and commission on different types of DSCs, you can Copy your referral link for DSC enrollments.

DSC Amount	₹ 974.58
GST (18%)	₹ 175.42
Payable Amount	₹ 1,150.00
Commissions	34.10

[https://secure.certificate.digital/web/dsc/referral/?bp=tsLBukH\\$\\$\\$\\$4q8=](https://secure.certificate.digital/web/dsc/referral/?bp=tsLBukH$$$$4q8=) Copy

Note :- You can share your Sell DSC referral url to earn more revenue. This url is applicable for all types of DSC

Download DSC:

Cash Solution 3	 CLICK HERE
Download DSC:	 CLICK HERE
Import Encryption to USB TOKEN:	 CLICK HERE

Repository: It will redirect you to <https://www.certificate.digital/digital-repository/> , where our letter **formats/templates** and **CRLs** are available..

Drivers: It will redirect you to <https://www.certificate.digital/hardware/>, where supported token drivers and their support number and emails are available..