

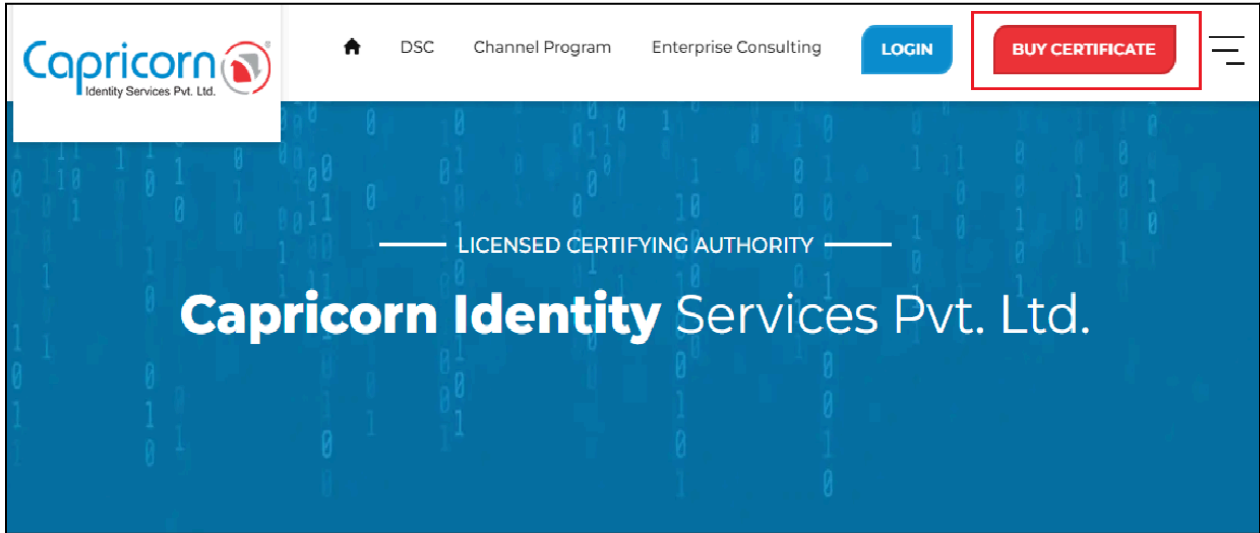
ORG/GOV - Employee Based DSC Procedure

Version 1.0.0
14 July, 2024

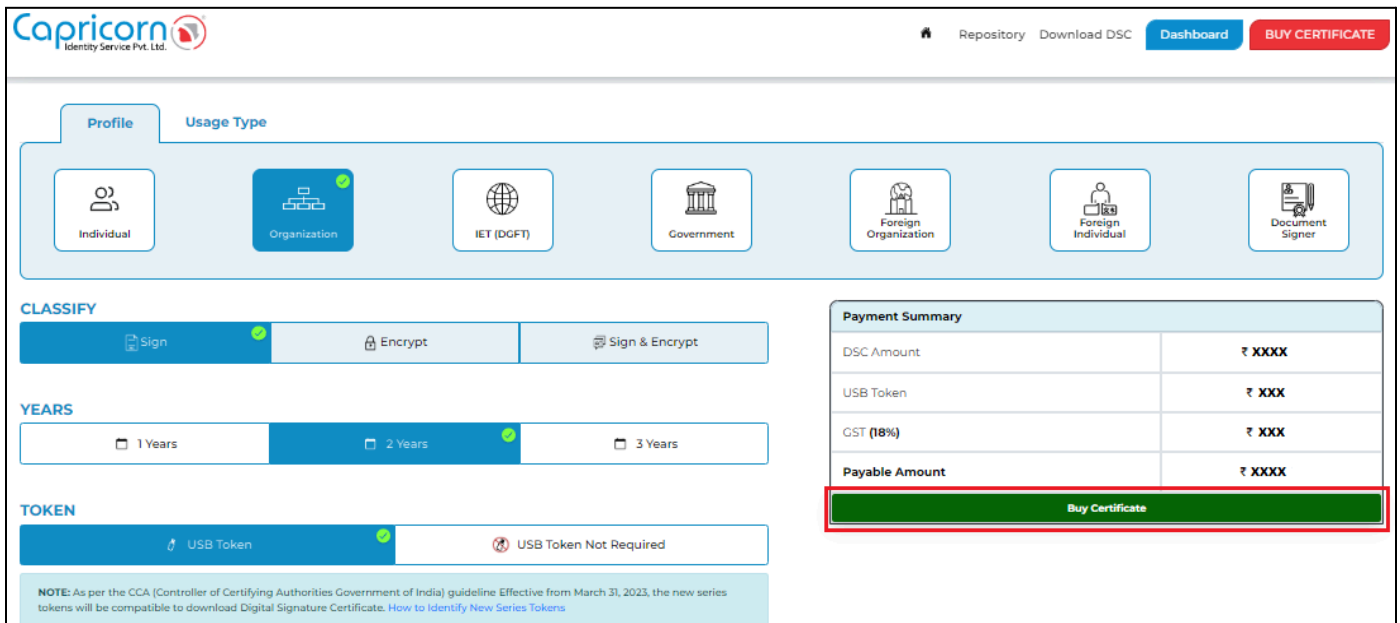


ORG/GOV - EMPLOYEE BASED DSC PROCEDURE

Navigate to the [Capricorn website](#) and select the 'Buy Certificate' option to begin the DSC purchase process.

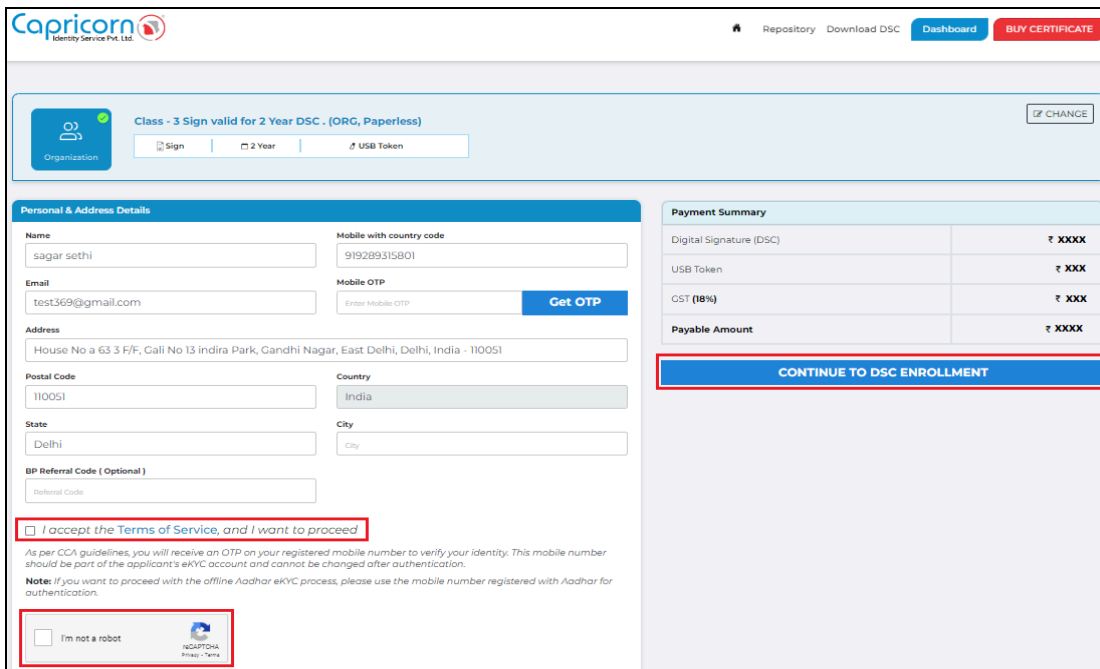


Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **ORG/GOV DSC** type, click on the 'Buy Certificate' tab. If you want TOKEN with your DSC, you need to choose **TOKEN**, else you can select **USB TOKEN NOT REQUIRED**.



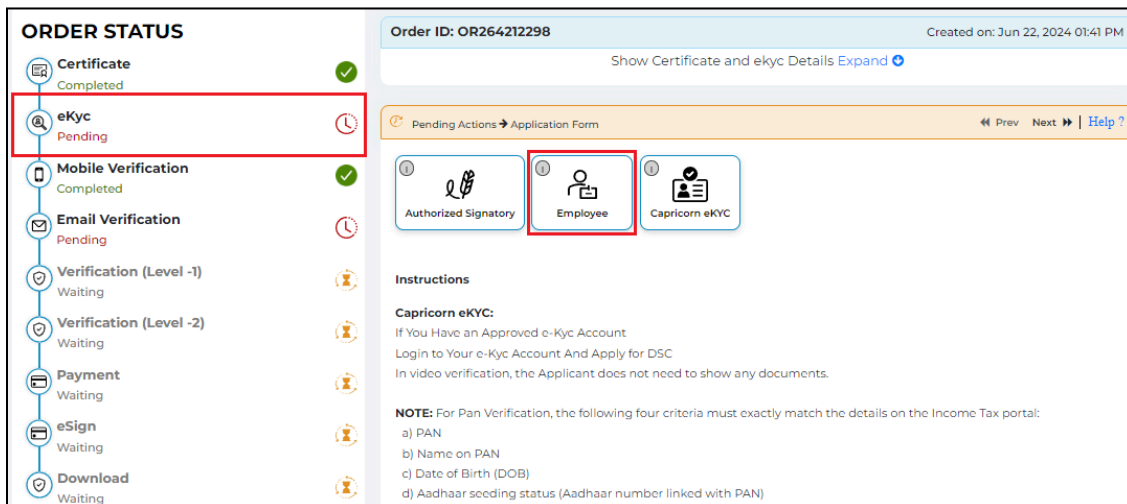
Fill in your details including your Name, Email address, Mobile number, and Address. Click on the '**Get OTP**' button. If you have a BP Referral Code, please enter it in its field, and if you don't, you can proceed without a BP Referral Code.

Enter the **OTP** received on your mobile number. Select the '**Terms of Services**' checkbox and the '**I'm not a robot**' CAPTCHA checkbox. Click on the '**Continue to DSC Enrollment**' button to proceed.



The screenshot shows the Capricorn DSC enrollment interface. At the top, there are navigation links for 'Repository', 'Download DSC', 'Dashboard', and 'BUY CERTIFICATE'. The main heading is 'Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)'. Below this, there are fields for 'Name' (sagar sethi), 'Mobile with country code' (919289315801), 'Email' (test369@gmail.com), and 'Address' (House No a 63 3 F/F, Gali No 13 Indira Park, Gandhi Nagar, East Delhi, Delhi, India - 110051). A 'Get OTP' button is visible. There are also fields for 'Postal Code', 'State' (Delhi), 'Country' (India), and 'City'. A 'BP Referral Code (Optional)' field is present. A checkbox for 'I accept the Terms of Service, and I want to proceed' is highlighted with a red box. Below it, there is a note about CCA guidelines and a 'Note' about offline Aadhar eKYC. A 'I'm not a robot' CAPTCHA checkbox is also highlighted with a red box. On the right, a 'Payment Summary' table shows the costs for Digital Signature (DSC), USB Token, and GST (18%), with a total 'Payable Amount' of ₹ XXXX. A 'CONTINUE TO DSC ENROLLMENT' button is highlighted with a red box.

To create an eKYC employee DSC, select eKYC for the **Employee** option.



The screenshot shows the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 PM. The status is 'Pending Actions' with an 'Application Form' link. A progress bar shows the following steps: Certificate (Completed), eKyc (Pending), Mobile Verification (Completed), Email Verification (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), Payment (Waiting), eSign (Waiting), and Download (Waiting). The 'eKyc' step is highlighted with a red box. Below the progress bar, there are three options: 'Authorized Signatory', 'Employee' (highlighted with a red box), and 'Capricorn eKYC'. The 'Instructions' section for Capricorn eKYC states: 'If You Have an Approved e-Kyc Account Login to Your e-Kyc Account And Apply for DSC. In video verification, the Applicant does not need to show any documents.' A 'NOTE' specifies that for Pan Verification, four criteria must match: a) PAN, b) Name on PAN, c) Date of Birth (DOB), and d) Aadhaar seeding status (Aadhaar number linked with PAN).

Please fill in the required details with eKYC ID, eKYC pin, & eKYC ID of the '**Authorized Signatory**':

- eKYC ID should be set according to the customer name with some more numbers or letters to make it distinct.
- eKYC pin is a six-digit pin that you can set according to your preferences.
- Mention the eKYC of the '**Authorized Signatory**'.

Select the checkbox to accept the '**Terms of Service**' and IVG. Click '**Submit**' to move forward.

Pending Actions → Application Form ◀ Prev Next ▶ | [Help ?](#)

Name <input type="text" value="Sxxxx Sxxxx"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-mm-yyyy"/>	Mobile with country code <input type="text" value="919XXXXXXXX1"/>
Email <input type="text" value="test666@gmail.com"/>	Gender <input type="text" value="Select Gender"/>
eKYC ID <input type="text" value="KYC ID @capricorn"/> <small>Alphanumeric, start with alphabet, min 4 letter long</small>	eKYC PIN <input type="text" value="KYC PIN"/> <small>6 digit numeric pin</small>
Department <input type="text" value="department"/>	Employee Code <input type="text" value="Employee code given by company"/>
Authorised signatory eKYC ID <input type="text" value="KYC ID @capricorn"/>	Aadhaar Number <input type="text" value="Last 4 digit"/>

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital CPS and the [Subscriber Agreement](#), I would abide by the same. The information provided in this application form is Correct and true in all respect.

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

I accept the [Terms of Service](#), and IVG I want to proceed.

If you have mentioned your PAN number, you have to verify your **NAME** and **DATE** of Birth as per your PAN/NSDL Data.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Pending
- Mobile Verification Completed
- Email Verification Pending
- Video Pending

Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN

Verify PAN

Name * SxxxxSxxxx PAN * IXXXXXXXXX

Date of Birth * XX-XX-2XXX Change name in order

Verify your email by following the prompts to complete the email verification process.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Pending
- Signatory Approval Pending
- Mobile Verification Completed
- Email Verification Pending**
- Documents Pending
- Video Pending
- Application Form * Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify Email

Verify Email

Email test666@gmail.com OTP Enter OTP

Upload a passport-sized photograph of the applicant.

The screenshot displays the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 PM. The left sidebar lists various steps: Certificate (Completed), eKyc (Completed), Pan Verification (Completed), **Photo (Pending)**, Signatory Approval (Pending), Mobile Verification (Completed), Email Verification (Completed), Documents (Pending), Video (Pending), Application Form* (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), Payment (Waiting), eSign (Waiting), and Download (Waiting). The main content area shows 'Pending Actions' with a highlighted 'Upload Photo' section. It includes a button 'Upload applicant photo' and instructions: 'Passport size Photo of the applicant in JPG / PNG/ JPEG Format upto 30KB allowed (200px X 150px). Photo resize tool [Click Here](#)'.

Upload the required documents

The screenshot displays the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 PM. The left sidebar lists various steps: Certificate (Completed), eKyc (Completed), Pan Verification (Completed), Photo (Completed), Signatory Approval (Pending), Mobile Verification (Completed), Email Verification (Completed), **Documents (Pending)**, Video (Pending), Application Form* (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), Payment (Waiting), eSign (Waiting), and Download (Waiting). The main content area shows 'Pending Actions' with a highlighted 'Upload Document' section. It includes three document upload fields: 'Applicant Pan card/ Aadhar card*' (Which no. is mentioned in order), 'Organization ID card*' (Organizational ID card of Applicant (Identity letter issued by the organization/ Pay Slip)), and 'Other Documents'. Each field has an 'Upload' button.

Click on 'Start Video Recording' to initiate video verification.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Completed
- Signatory Approval Pending
- Mobile Verification Completed
- Email Verification Completed
- Documents Completed
- Video Pending**
- Application Form* Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video

Complete your video verification
As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video.

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organization ID card

You can Record your video using

- Desktop / Mobile Web Browser
- Capricorn Customer App Android
- Capricorn Customer App IOS

Start Video Recording

The documents that you need to present during the video recording are listed on the video recording screen. Please ensure you have these documents ready before starting the recording. While recording your video, clearly state your name and the video code displayed on the screen. This helps in verifying your identity and linking the video to your application.

Record Video for DSC Order Id OR264212298

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organization ID card

Please speak line below while recording video
You can select your own language

English Hindi

I, Sxxxx Sxxxx with video code 712 have applied for digital signature with capricorn CA.

Start Video Recording

Instructions for Video Recording:

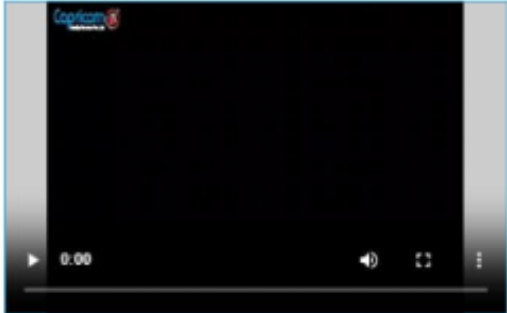
1. Hold original documents on the edges and show them for at least 4-5 seconds.
2. Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
3. Avoid dark shadows; ensure bright lighting on your face.
4. Do not wear accessories like caps, headgear, eyeglasses, headphones, or sunglasses.
5. Prefer a plain background and maintain a natural expression.
6. Hold documents on the edges without covering any content or place them on a flat surface for recording.
7. Videos with unclear video or audio will be rejected.

After recording your video, you have to preview it by clicking on the **'Play Video'** button and click on **'Submit'** to complete the video recording confirmation

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 712 have applied for digital signature and eKYC with capricorn CA.



Play Video SUBMIT

If you unable to record clear video or your video preview not showing, then try to reset your camera permission, Go to
→ Browser > Settings > Privacy and Policy > Site Settings > Camera >
→ Remove <https://secure.certificatedigital>
→ Remove <https://www.capricorn.cah>
→ Refresh Browser and Try again to record video

Click on **'Continue to enrollment process'** to continue your DSC application.

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 712 have applied for digital signature and eKYC with capricorn CA.



Video Uploaded Successfully.

Continue to Enrollment process

If you unable to record clear video or your video preview not showing, then try to reset your camera permission, Go to
→ Browser > Settings > Privacy and Policy > Site Settings > Camera >
→ Remove <https://secure.certificatedigital>
→ Remove <https://www.capricorn.cah>
→ Refresh Browser and Try again to record video

After recording your video, you can preview it by clicking on the 'Play' button. If you find any mistakes or if the video was recorded incorrectly, you have the option to record the video again.

The screenshot shows the 'Record Video' step in the application process. The page title is 'Pending Actions → Record Video'. The main heading is 'Complete your video verification'. Below this, it states 'As per CCA guideline video verification required for DSC purchase. You can select your own language to speak while recording video'. A green notification box says 'You have recorded your video on 22-Jun-2024 03:21 PM'. A blue box instructs the user to 'Please show your original documents while recording video', listing 'Applicant Pan card/ Aadhar card' and 'Organization ID card'. On the right, there is a video preview window with a 'Play' button and a 'Record Video Again' button. At the bottom, it lists recording options: Desktop / Mobile Web Browser, Capricorn Customer App Android, and Capricorn Customer App IOS.

Once the applicant confirmation is done, the Signatory Approval Status has to be cleared from the authorized signatory person's end. Click here to learn [how to do Signatory Approval](#).

The screenshot shows the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 PM. The status list on the left includes: Certificate (Completed), eKyc (Completed), Pan Verification (Completed), Photo (Completed), Signatory Approval (Pending), Documents (Completed), Video (Completed), Application Form* (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), Payment (Waiting), eSign (Waiting), and Download (Waiting). The 'Signatory Approval' step is highlighted with a red box. The main content area shows 'Authorized Signatory Approval' with the email 'Authorized Signatory eKYCID : lkmn654@capricorn' and two buttons: 'Send Approval Link to Signatory' and 'Change Signatory'.

After Completing the above verification; If you had opted for **TOKEN REQUIRED** at the time of product selection. Then, you have to confirm your delivery address for token delivery.

The screenshot shows a web interface with a light blue header containing the text "Order ID: ORXXXXXX" and a link "Show Certificate and ekyc Details Expand". Below this is a navigation bar with "Pending Actions → Application Form" and navigation buttons "Prev", "Next", and "Help?". The main content area has a table with two columns: "Shipping Address" and "Pending". A red box highlights a "Confirm" button in the "Pending" column. Below the table is a pink message box that reads "Please do above step to submit application form*".

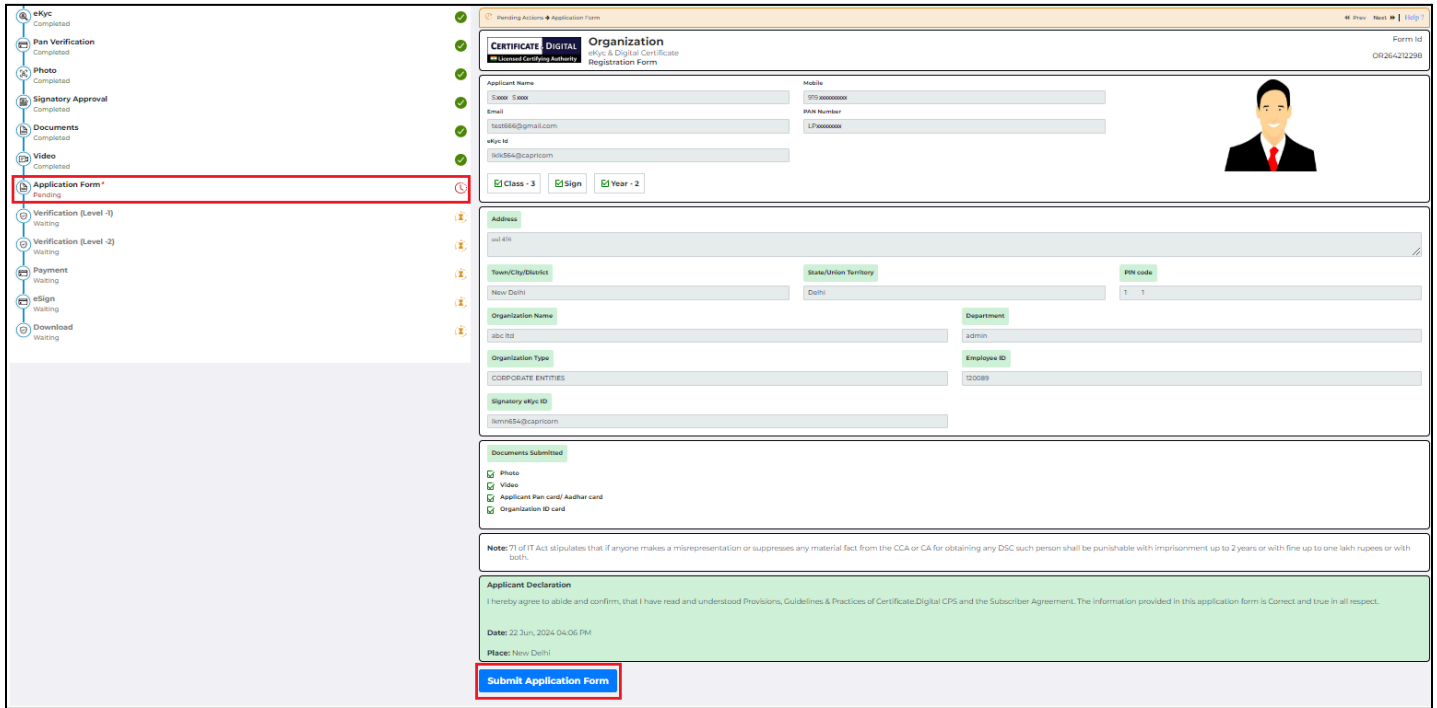
Along with the delivery address, you can choose options:

1. **Send Token after downloading DSC.**
2. **Send Empty Token, I will download DSC Later.**

Then, click the **“Confirm and Submit”** button.

The screenshot shows a form titled "Update Shippings" with a navigation bar "Pending Actions → Update Shippings" and buttons "Prev", "Next", and "Help?". The form contains several input fields: "Name", "Mobile with country code", "Flat, House no., Building, Company, Apartment", "Area, Street, Sector, Village", "Landmark", "Postal Code (PIN)", "Country", "State", and "City". At the bottom, there are two radio button options: "Send Token after download DSC" and "Send empty token, I will download DSC later". A red box highlights these two options. Below the radio buttons is a blue button labeled "Confirm & Submit".

After completing the above verification, you will need to submit the “**Application Form**”.



CERTIFICATE DIGITAL Organization
 eKyc & Digital Certificate Registration Form

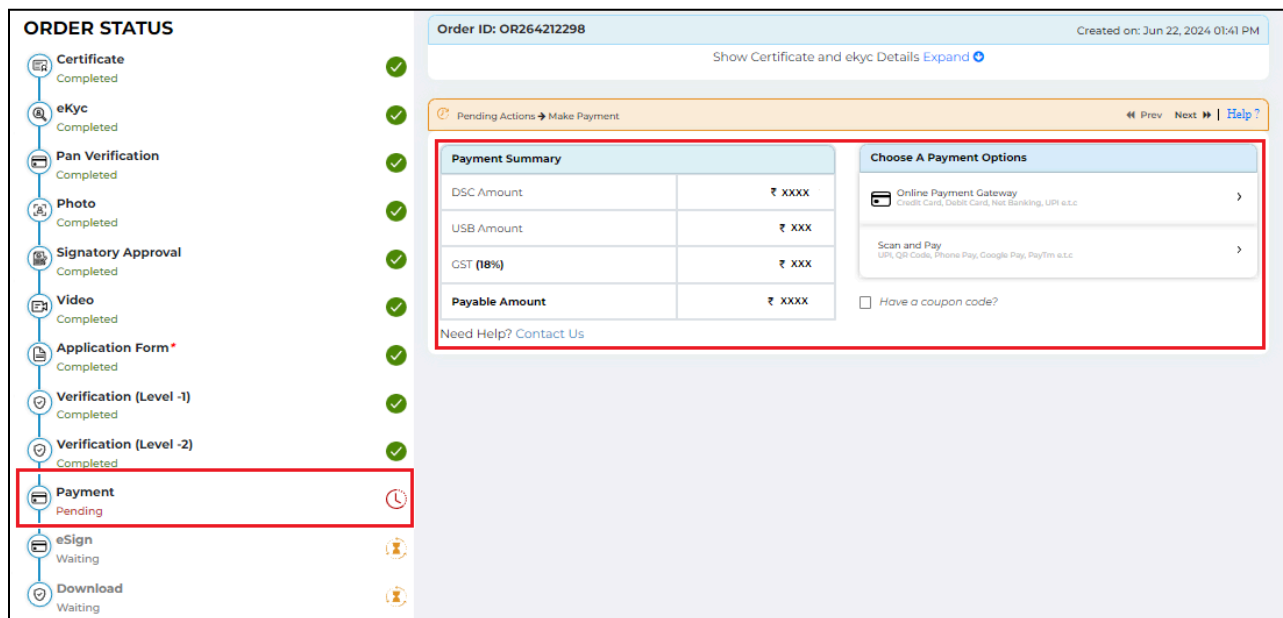
Applicant Name: Sxxxx Sxxxx | Mobile: 975 8888888888
 Email: sxxxx6@gmail.com | PAN Number: LP78888888
 eKyc Id: sxxxx6@capricorn

Address: sxxxx 456
 Town/City/District: New Delhi, Delhi | PIN code: 1 1
 Organization Name: ABC RD | Department: sadmin
 Organization Type: CORPORATE ENTITIES | Employee ID: 120089
 Signatory eKyc ID: sxxxx6@capricorn

Documents Submitted:
 Photo
 Video
 Applicant Pan card/ Aadhar card
 Organization ID card

Submit Application Form

Once the application form is submitted, your order will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed. After your order has been verified, you will need to finalize the payment for your order. Make sure to complete this step to ensure the processing of your Digital Signature Certificate.



ORDER STATUS

Order ID: OR264212298 | Created on: Jun 22, 2024 01:41 PM

Pending Actions → Make Payment


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

Choose A Payment Options:
 Online Payment Gateway (Credit Card, Debit Card, Net Banking, UPI e.t.c.)
 Scan and Pay (UPI, QR Code, Phone Pay, Google Pay, Paytm e.t.c.)

Payment (Pending)

Once the payment is completed, a prompt will appear. Click on 'CONTINUE TO DSC ENROLLMENT' to proceed to the next steps.

Payment Successful!



Order ID	OR264212298
Transaction ID	3d8xxxxxxxxxxxxxxxxxxxx 7b
Payment Status	success
Amount	₹ xxxx /-
Name	Sagar Sethi
Mobile	919 xxxxxxxx
Email	test666@gmail.com

[CONTINUE TO DSC ENROLLMENT](#)

Note: Invoice will be generated and send to registered email & mobile

After the payment, you need to eSign your 'Subscriber Agreement'. As shown in the screenshot below, click on the 'Click here to login' link to continue.

ORDER STATUS

- Certificate Completed ✓
- eKyc Completed ✓
- Pan Verification Completed ✓
- Photo Completed ✓
- Signatory Approval Completed ✓
- Video Completed ✓
- Application Form* Completed ✓
- Verification (Level -1) Completed ✓
- Verification (Level -2) Completed ✓
- Payment Completed ✓
- eSign Pending ⌚**
- Download Waiting ⌚

Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → eSign [Help ?](#)

Subscriber Agreement and DSC Form eSign

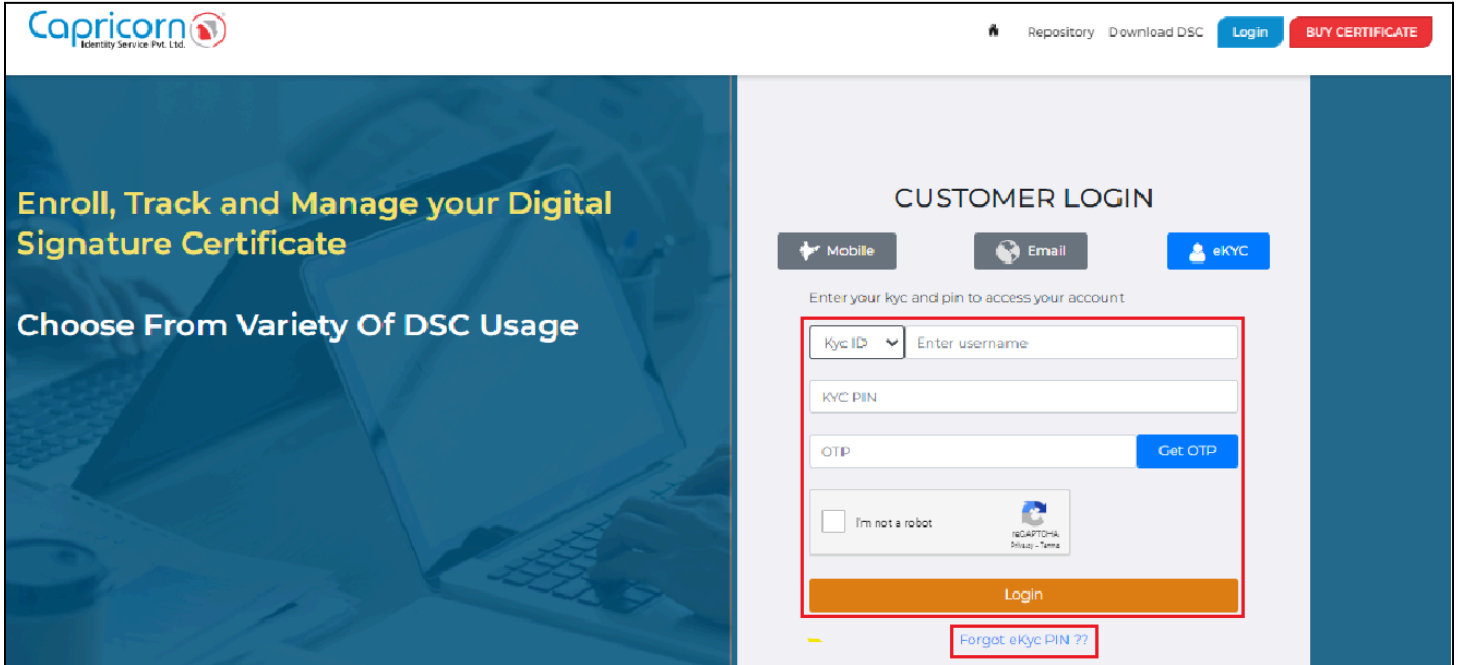
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document.

KYCID : lklk564@capricorn

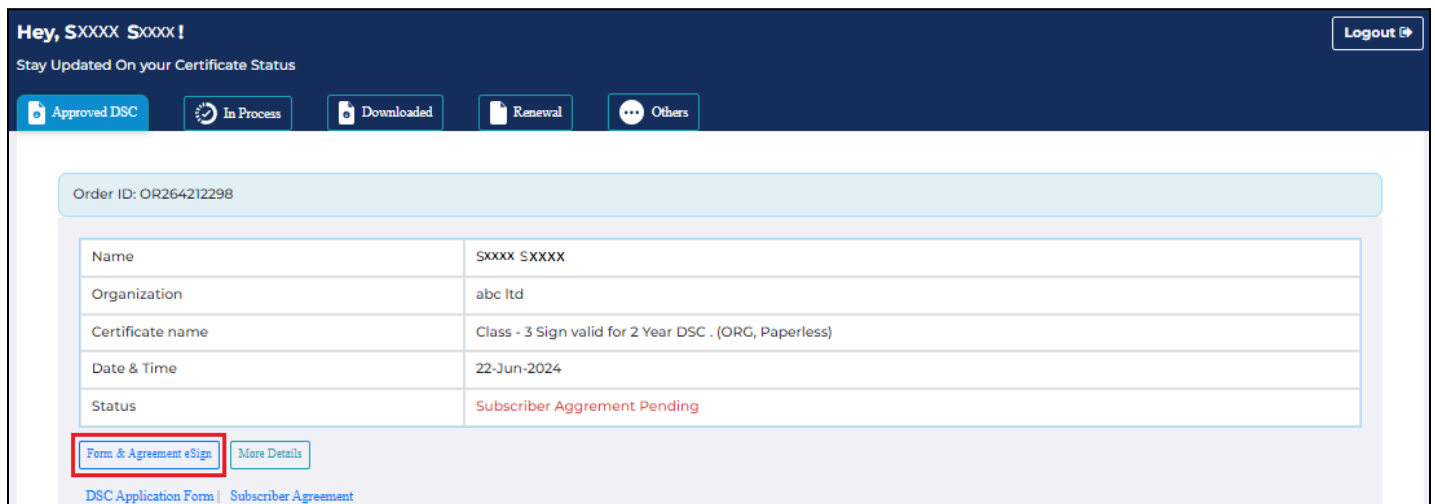
Please Login with Kyc to activate order and download DSC [Click here to login](#)

[Forgot PIN ??](#) [eKyc Dashboard](#)

You will need to log in using your eKYC credentials.



Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the 'Form & Agreement eSign' option to eSign your Subscriber Agreement.



Your **Subscriber Agreement** will now be signed electronically. This completes the eSign process for your order.

The screenshot shows the Capricorn Identity Service portal. A green notification box in the top right corner displays a checkmark and the text "Well Done! eSign done successfully" with "OK" and "Cancel" buttons. Below the notification, the user is greeted with "Hey, Sxxxx Sxxxx!" and "Stay Updated On your Certificate Status". A navigation bar contains buttons for "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area shows the "Order ID: OR264212298" and a table with the following details:

Name	Sxxxx Sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
Date & Time	22-Jun-2024
Status	Download Pending

Below the table are buttons for "Download DSC", "Form & Agreement", and "More Details".

After signing the **Subscriber Agreement**, your order will be ready for download. You have to set your **Download Key** before downloading. You will be able to view your "**ORDER ID, PIN CODE, and DOWNLOAD KEY**" on the screen.

The screenshot shows the "Download your DSC Now" section of the Capricorn Identity Service portal. It displays the "Order ID: OR264212298" and a table with the following details:

Name	Sxxxx Sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
Date & Time	22-Jun-2024
Status	Download Pending

Below the table, there is a section titled "Download your DSC Now" with a form containing the following fields:

OrderID	OR264212298
Pin code	110001
Download Key	<input type="text"/>

The "Download Key" field is highlighted with a red box. To the right of the field is an "Update Download Key" button. Below the form is a "Download DSC" button, and at the bottom are "Form & Agreement" and "More Details" buttons.

To learn how to download your Digital Signature Certificate (DSC), click on the provided link: [Click here to know how to download your DSC](#)