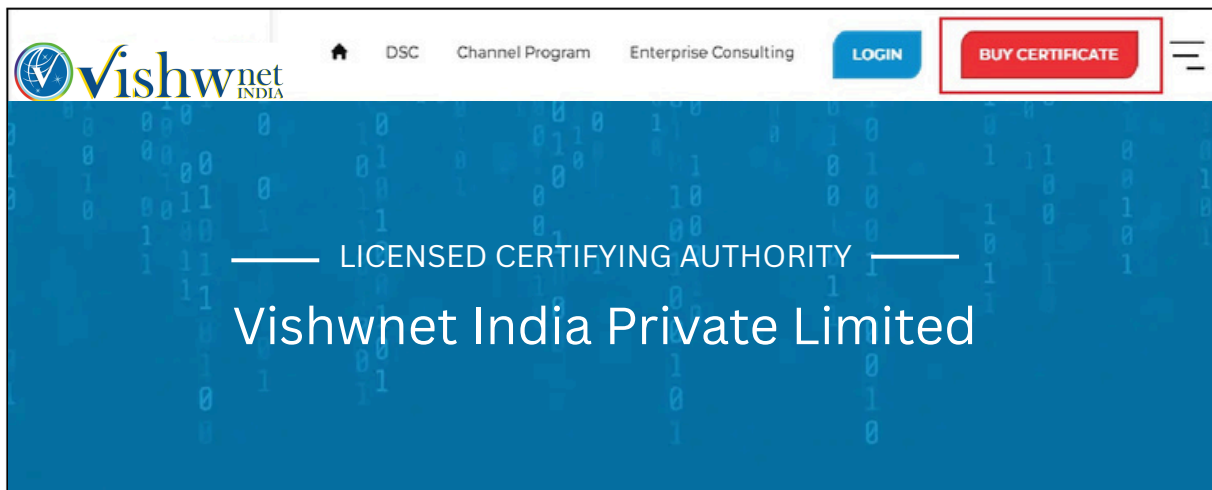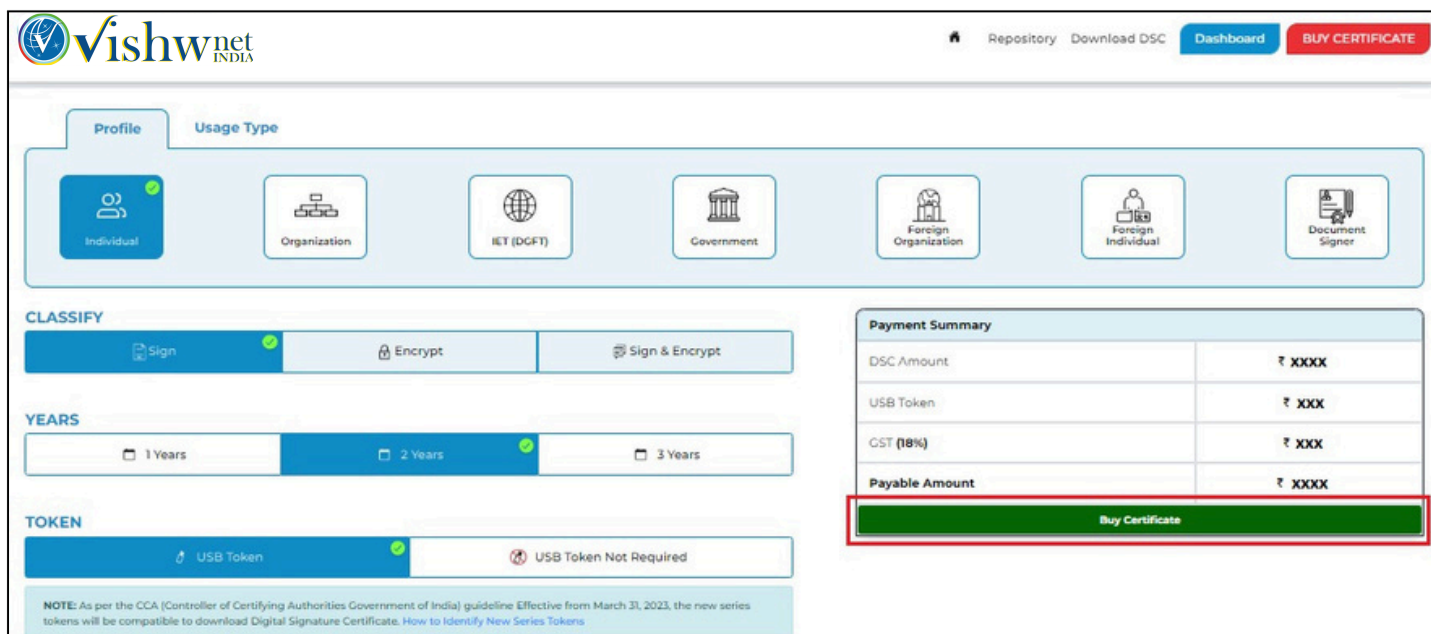# INDIVIDUAL OFFLINE AADHAAR

BASED DSC PROCEDURE

11-Apr-2025
Version 1.1.1

INDIVIDUAL - OFFLINE AADHAAR-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 want to purchase from the product selection options.After selecting the **Individual DSC** type, click 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 Name, Email, Mobile Number, and Address.

Click **'Get OTP'**.

Enter the **OTP** received on your mobile.

Ifyou have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **Remark** field related to the order (It is optional).
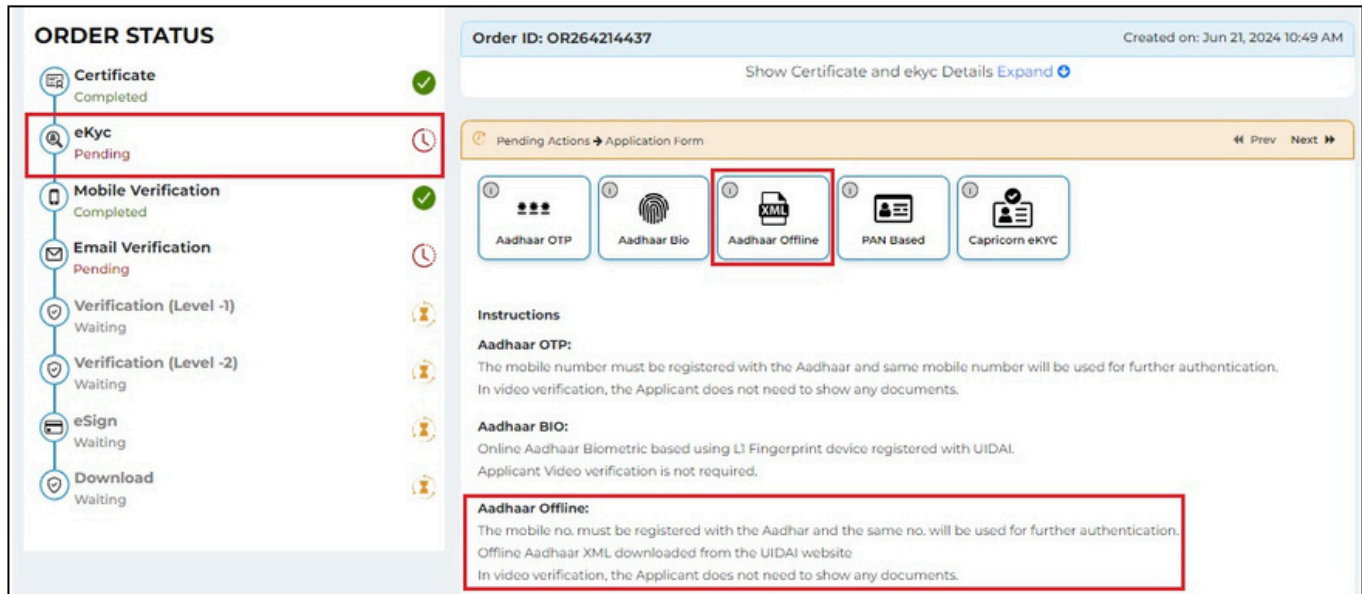
Select the **'Terms of Services'** and **'I'm not a robot'** checkboxes. Click **'Continue to DSC Enrollment'** to proceed.

Click on the **'AADHAAR OFFLINE'** option to proceed with your DSC application.

Kindly navigate to the '**UIDAI Website'**, and look for the option to download your offline Aadhaar XML file. Follow the instructions to generate and download the XML file. You will be prompted to set a **'Share Code'** during this process. Make sure to remember this code.

Go to the **Aadhaar website**. (**https://myaadhaar.uidai.gov.in/**)

Click the **'Login'** button to log in to your Aadhar portal.
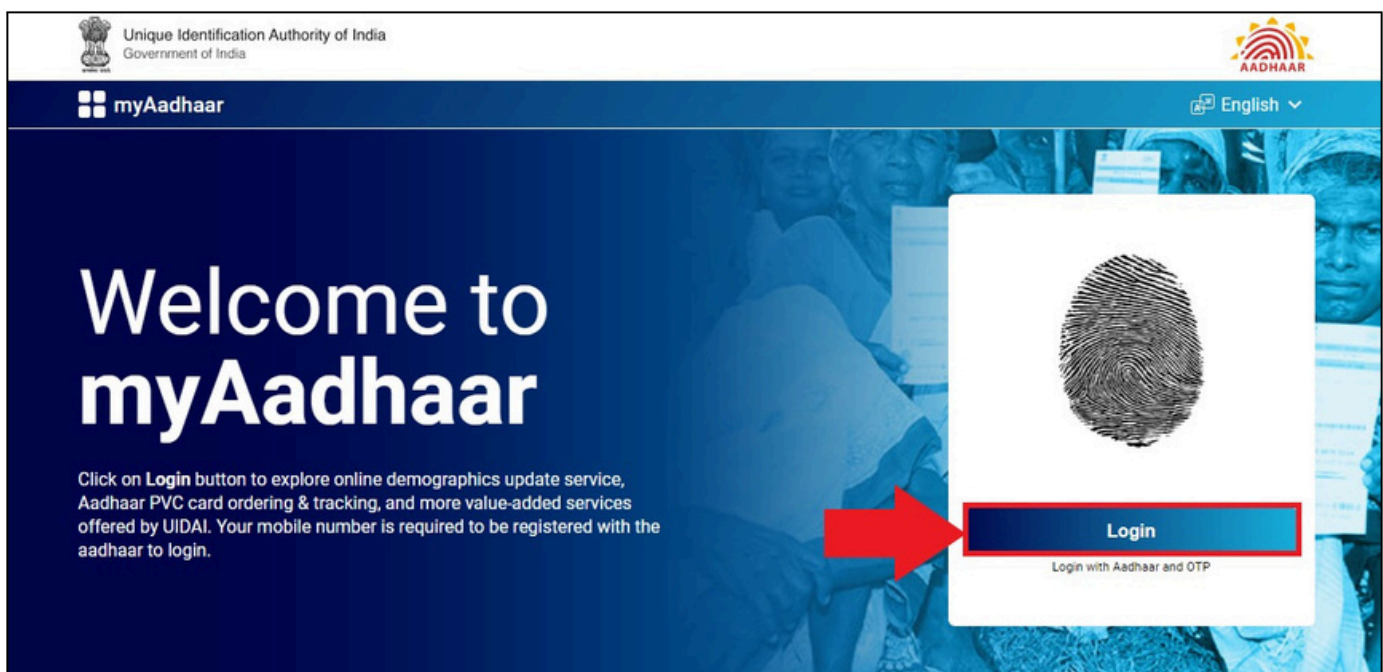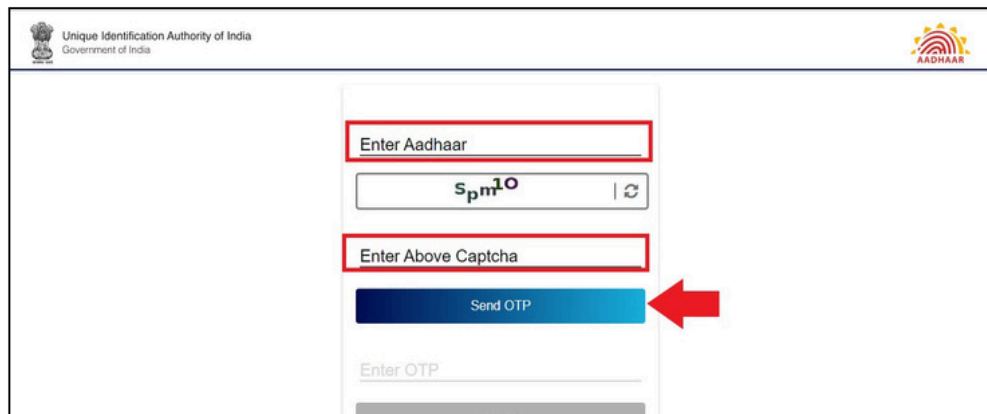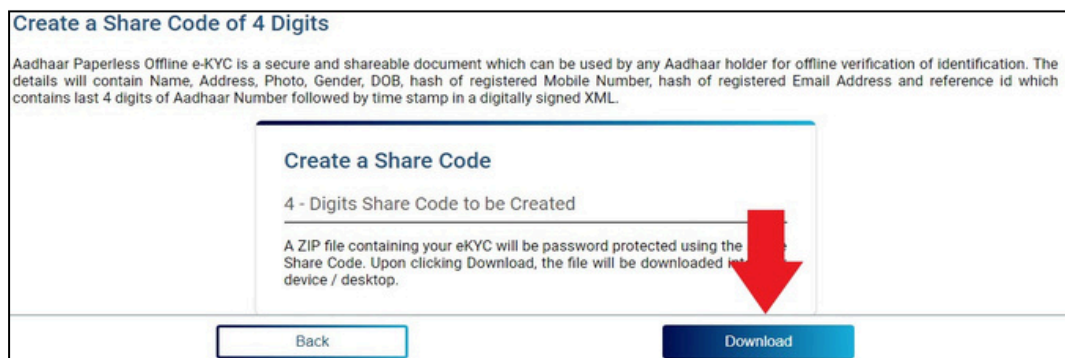
Fill in the details and click on the **'Send OTP'** Tab. The OTP is now sent to the mobile number registered with the Aadhaar. Enter the **OTP** and click on the **'Login'** button.
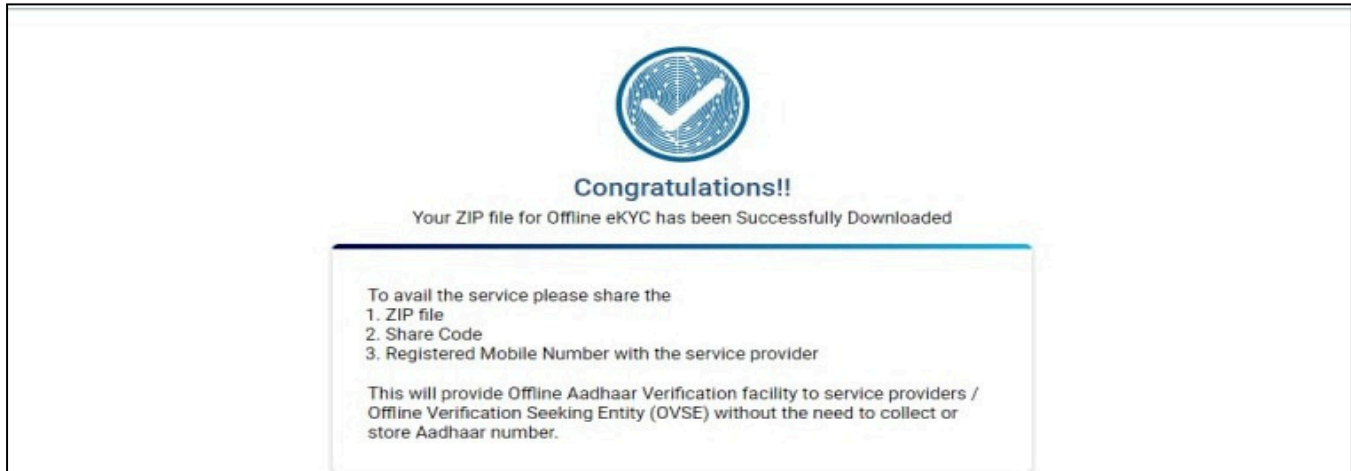

After logging in to your Aadhaar account, you will get the offline eKYC tab. Once you click on that tab, you will move to the next page to enter the share code.

Enter the share code and click the **'Download'** button to complete the Aadhaar zip file downloading process.

You will get a confirmation pop-up, and the Aadhaar zip file will be successfully downloaded onto your system.

Once you have uploaded the XML file and entered the Share Code, click the **'Validate'** button to proceed.

Please fill in the required details with your eKYC ID & eKYC pin:

● 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.

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

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

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

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

While recording your video, clearly state your name and the video code displayed on the screen. This helps verify your identity and link the video to your application.

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

Record Video for DSC Order Id OR264214437

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

English   Hindi

I, sxxxx sxxxx with video code 691 have applied for digital signature and eKYC with capricorn CA.

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.certificate.digital
→ Remove https://www.capricorn.cash
→ Refresh Browser and Try again to record video

Play Video   SUBMIT

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

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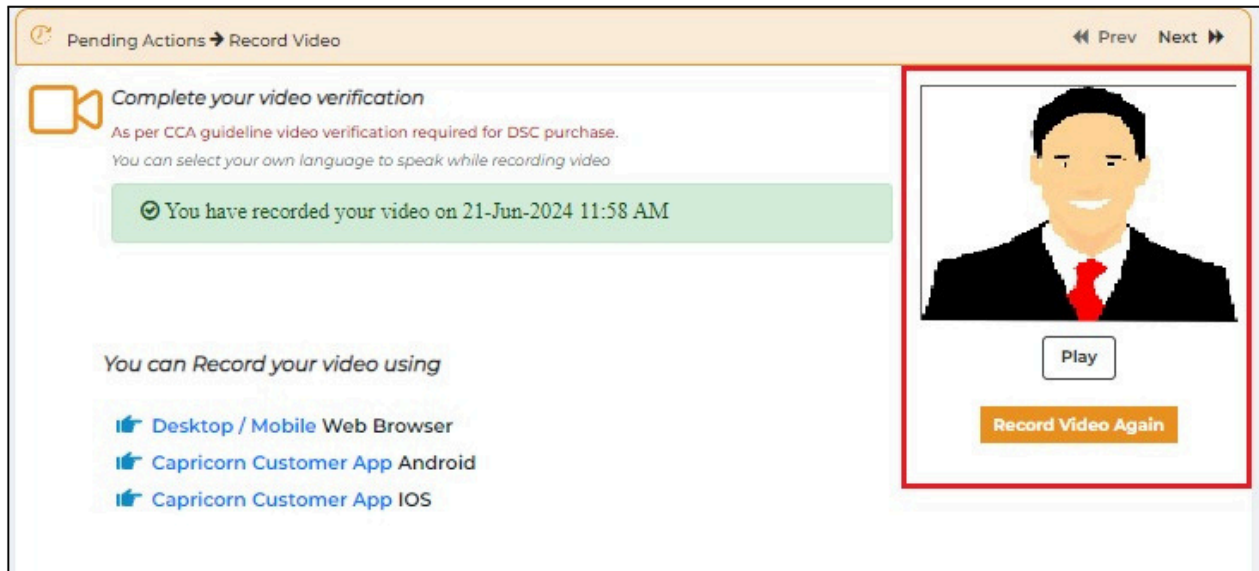*You can select your own language*

English   Hindi

I, sxxxx sxxxx with video code 691 have applied for digital signature and eKYC with capricorn CA.
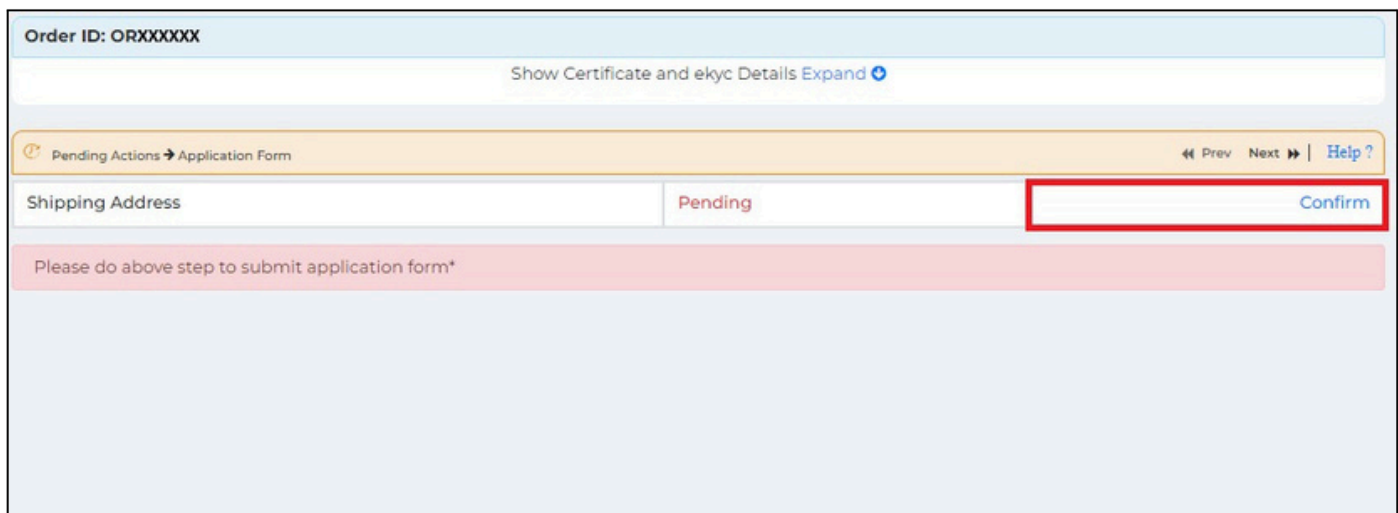
If you unable to record clear video or your video preview not showing, then try to reset your camera permission, Go to
→ Browser > Settings > Privacy and Policy > Site Settings > Camera >
→ Remove https://secure.certificate.digital
→ Remove https://www.capricorn.cash
→ Refresh Browser and Try again to record video

Video Uploaded Successfully.

Continue to Enrollment process

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

After completing the above verification, if youhad opted for **TOKEN REQUIRED** at the time of product selection. Then, you haveto confirm your delivery address for token delivery.

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.

After completing the video recording, click on **'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.**

Once the payment is completed, a promptwill appear. Click on **'CONTINUE TODSC ENROLLMENT'** to proceed to the next steps.
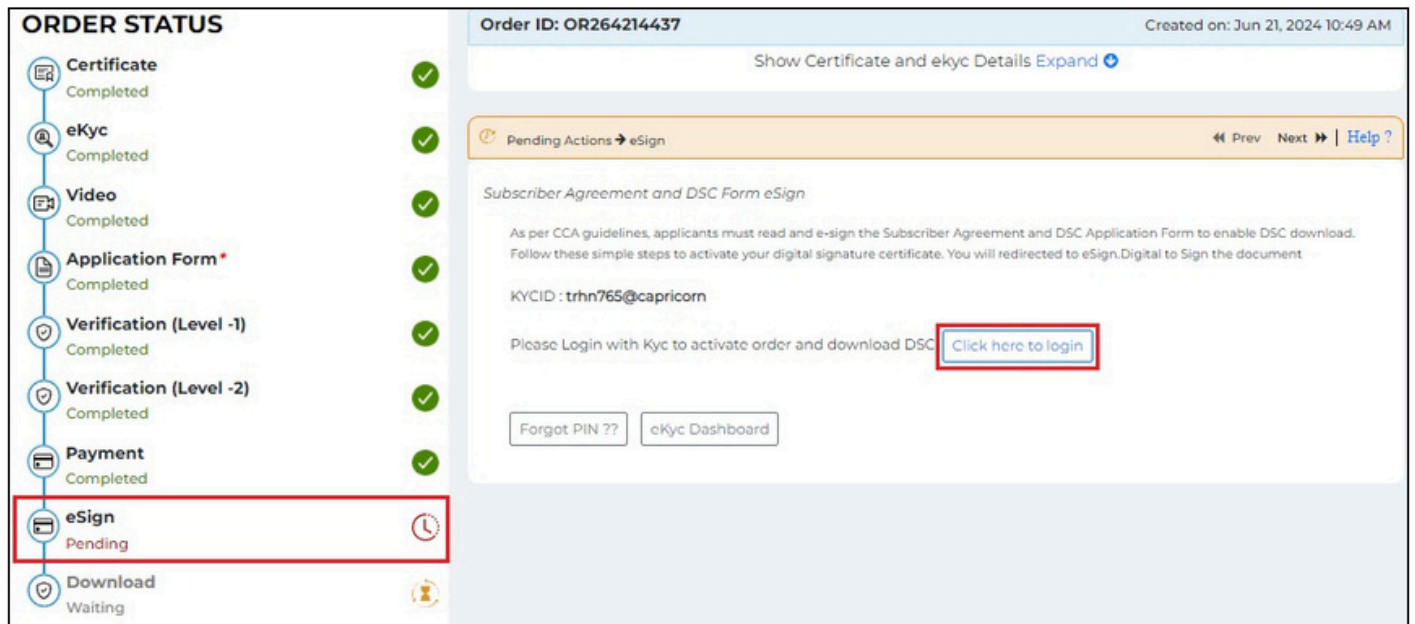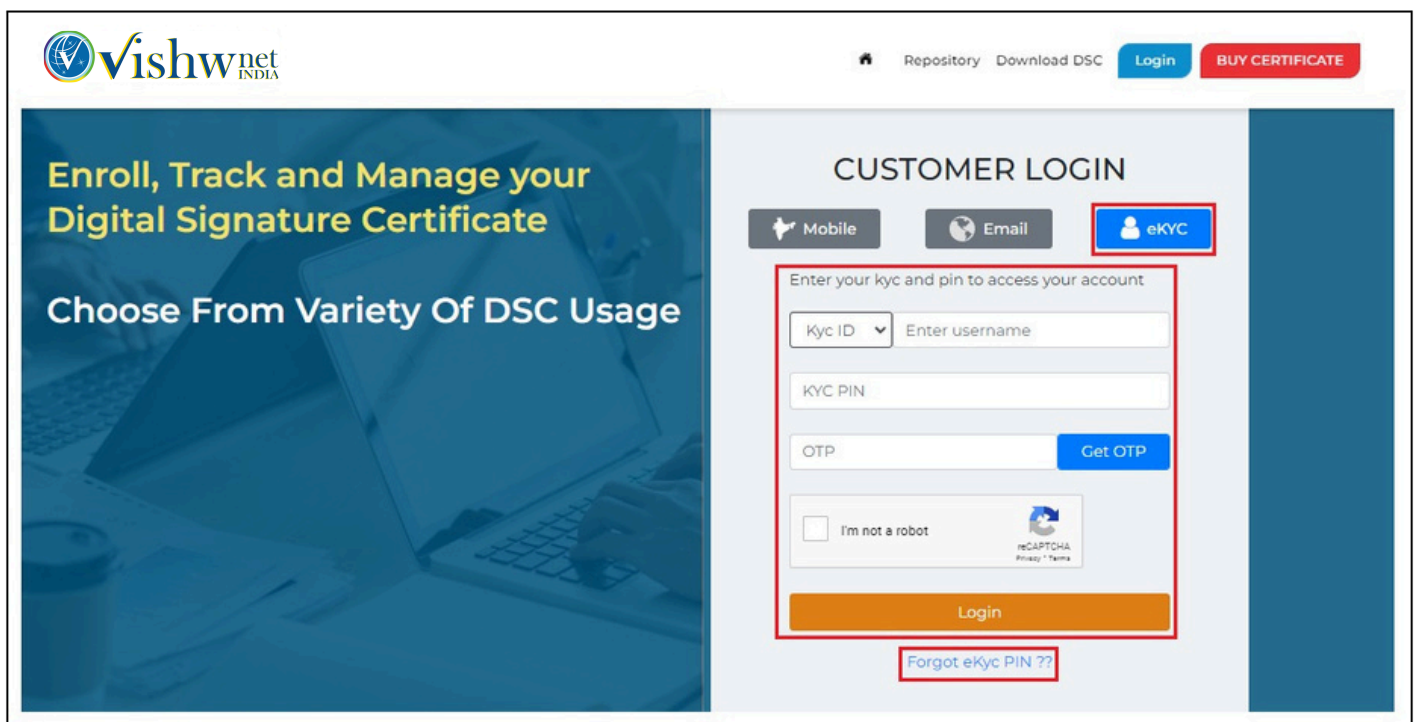
After the payment, you need to eSign your **'Subscriber Agreement'.**

As shown in the screenshot below, click on the **'Click here to login'** link to continue.

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.

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. If you want, you can change your download key, too.

To learn how to download your **Digital Signature Certificate (DSC**), click on the provided link: **'Click here to know how to download your DSC'.**