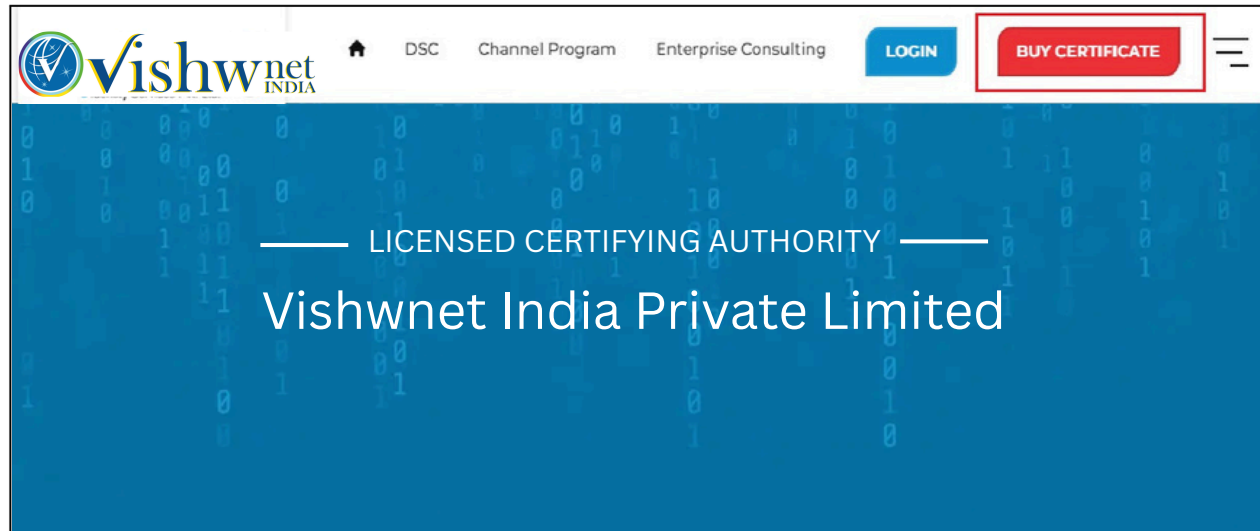


# ORG/GOV - **EMPLOYEE BASED DSC PROCEDURE**

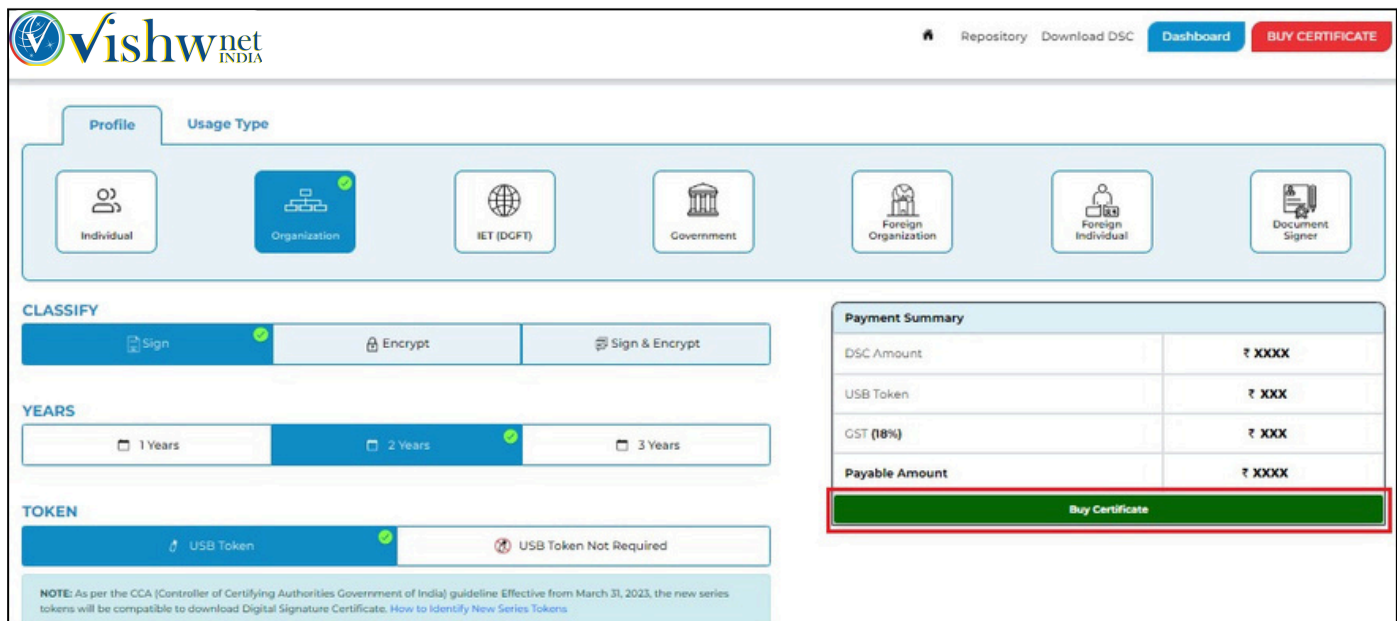
11-Apr-2025  
Version 1.1.1

## 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**.



The screenshot shows the DSC purchase process on the Vishwnet India Private Limited website. The 'Usage Type' section is active, showing options for Individual, Organization, IET (DGFT), Government, Foreign Organization, Foreign Individual, and Document Signer. The 'CLASSIFY' section shows 'Sign' selected. The 'YEARS' section shows '2 Years' selected. The 'TOKEN' section shows 'USB Token' selected. The 'Payment Summary' table is displayed on the right, and the 'Buy Certificate' button is highlighted in green.

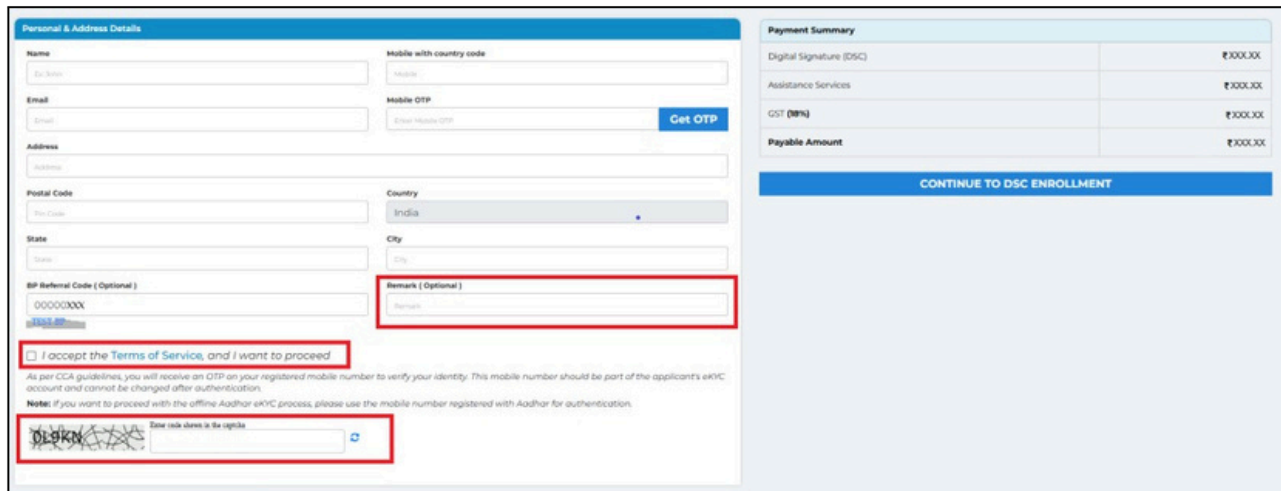
Payment Summary	
DSC Amount	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
Payable Amount	₹ XXXX

**Buy Certificate**

NOTE: As per the CCA (Controller of Certifying Authorities Government of India) guideline Effective from March 31, 2023, the new series tokens will be compatible to download Digital Signature Certificate. [How to Identify New Series Tokens](#)

Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you 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.



The screenshot shows a web form for DSC Enrollment. The form is divided into two main sections: 'Personal & Address Details' and 'Payment Summary'.

**Personal & Address Details:**

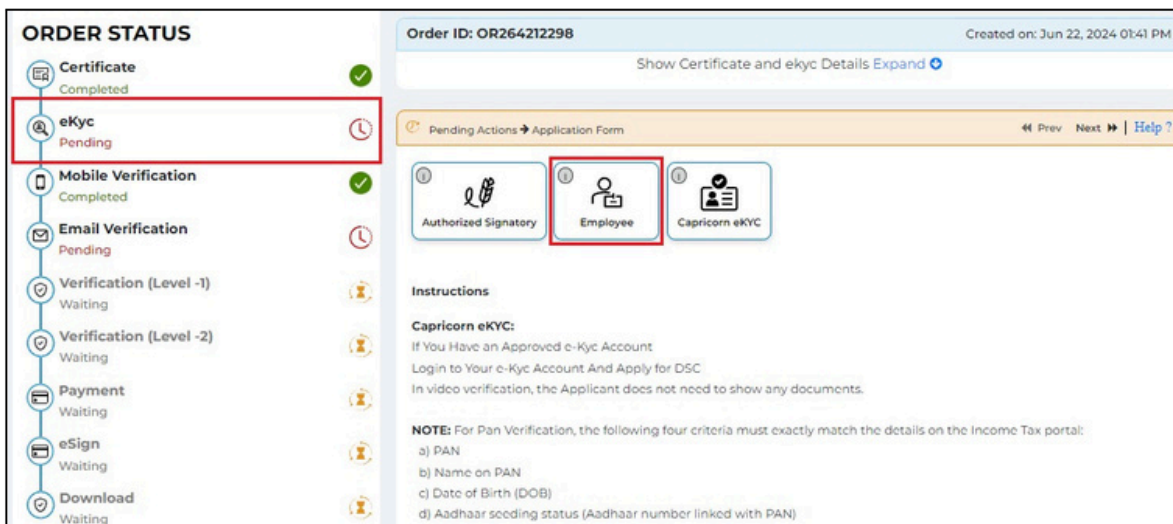
- Name:** Fields for First Name, Last Name, and Mobile with country code.
- Email:** Field for Email.
- Address:** Fields for Address, City, State, and Postal Code.
- Country:** Dropdown menu set to India.
- Mobile OTP:** Field for entering the OTP, with a 'Get OTP' button.
- BP Referral Code (Optional):** Field for entering a referral code.
- Remark (Optional):** Field for entering a remark.
- Terms of Service:** A checkbox labeled 'I accept the Terms of Service, and I want to proceed'.
- Security:** A CAPTCHA field with the text 'I am not a robot'.

**Payment Summary:**

Item	Amount
Digital Signature (DSC)	₹1000.00
Assistance Services	₹1000.00
GST (18%)	₹1000.00
<b>Payable Amount</b>	<b>₹3000.00</b>

A blue button labeled 'CONTINUE TO DSC ENROLLMENT' is located below the payment summary.

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



The screenshot shows the 'ORDER STATUS' page for Order ID: OR264212298. The page is divided into two main sections: 'Order Status' and 'Order Details'.

**Order Status:**

- Certificate:** Completed (Green checkmark)
- eKyc:** Pending (Red box around the status)
- Mobile Verification:** Completed (Green checkmark)
- Email Verification:** Pending (Red box around the status)
- Verification (Level -1):** Waiting (Yellow clock icon)
- Verification (Level -2):** Waiting (Yellow clock icon)
- Payment:** Waiting (Yellow clock icon)
- eSign:** Waiting (Yellow clock icon)
- Download:** Waiting (Yellow clock icon)


**Order Details:**


- Order ID:** OR264212298
- Created on:** Jun 22, 2024 01:41 PM
- Actions:** Show Certificate and ekyc Details Expand
- Pending Actions:** Application Form
- Options:** Authorized Signatory, Employee (Red box around the option), Capricorn eKYC
- Instructions:**
  - Capricorn eKYC:** 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.
  - NOTE:** For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:
    - a) PAN
    - b) Name on PAN
    - c) Date of Birth (DOB)
    - d) Aadhaar seeding status (Aadhaar number linked with PAN)

Please fill in the required details with the 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 ?](#)

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

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

Change

OTP

Enter OTP

Verify

Get OTP



Upload a passport-sized photograph of the applicant.

**ORDER STATUS**

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

Show Certificate and ekyc Details Expand

Pending Actions → Upload Photo

Upload your Photo Now

Upload applicant photo

Passport size Photo of the applicant in JPG / PNG / JPEG Format upto 30KB allowed (200px X 150px).

Photo resize tool [Click Here](#)

**ORDER STATUS**

- 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
- Download Waiting

Upload the required documents

**ORDER STATUS**

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

Show Certificate and ekyc Details Expand

Pending Actions → Upload Document

Applicant Pan card/ Aadhar card \*  
(Which no. is mentioned in order) Upload

Organization ID card \*  
(Organizational ID card of Applicant (Identity letter issued by the organization/ Pay Slip)) Upload

Other Documents Upload

**ORDER STATUS**

- 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
- Download Waiting

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 videocode displayed on the screen. This helps verify your identity and links 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 clicking 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.

00:00

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.certificate.digital>  
→ Remove <https://www.capricorn.caah>  
→ 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.

00:00

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.certificate.digital>  
→ Remove <https://www.capricorn.caah>  
→ 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.


Pending Actions → Record Video
Prev Next Help ?


**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.

You have recorded your video on 22-Jun-2024 03:21 PM

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



Play  
Record Video Again

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](#).

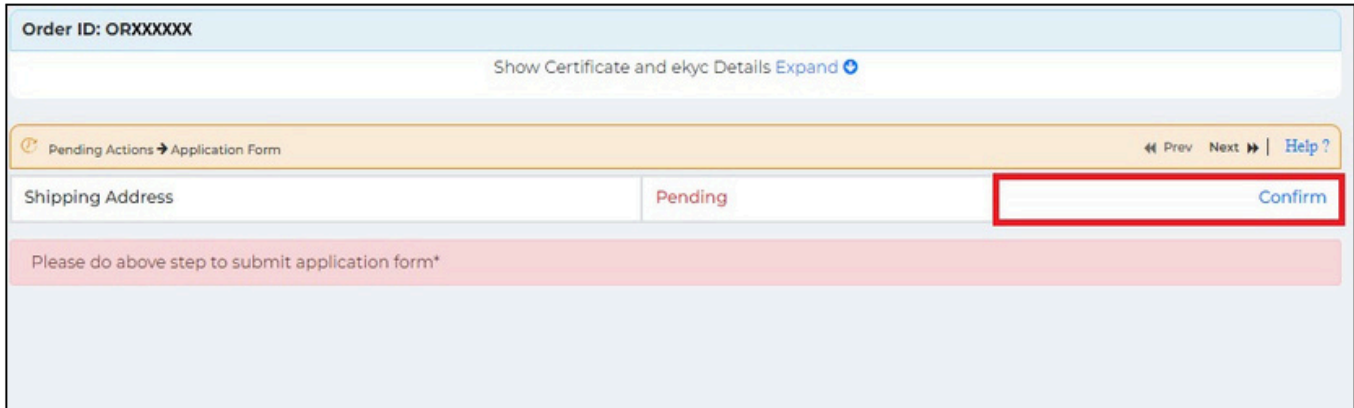
**ORDER STATUS**

Order ID: OR264212298 Created on: Jun 22, 2024 01:41 PM  
Show Certificate and ekyc Details Expand

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  
Download Waiting

Pending Actions → Signatory Approval  
Authorized Signatory Approval  
Authorized Signatory eKYCID : lkmn654@capricorn  
Send Approval Link to Signatory 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.



Order ID: ORXXXXXX

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

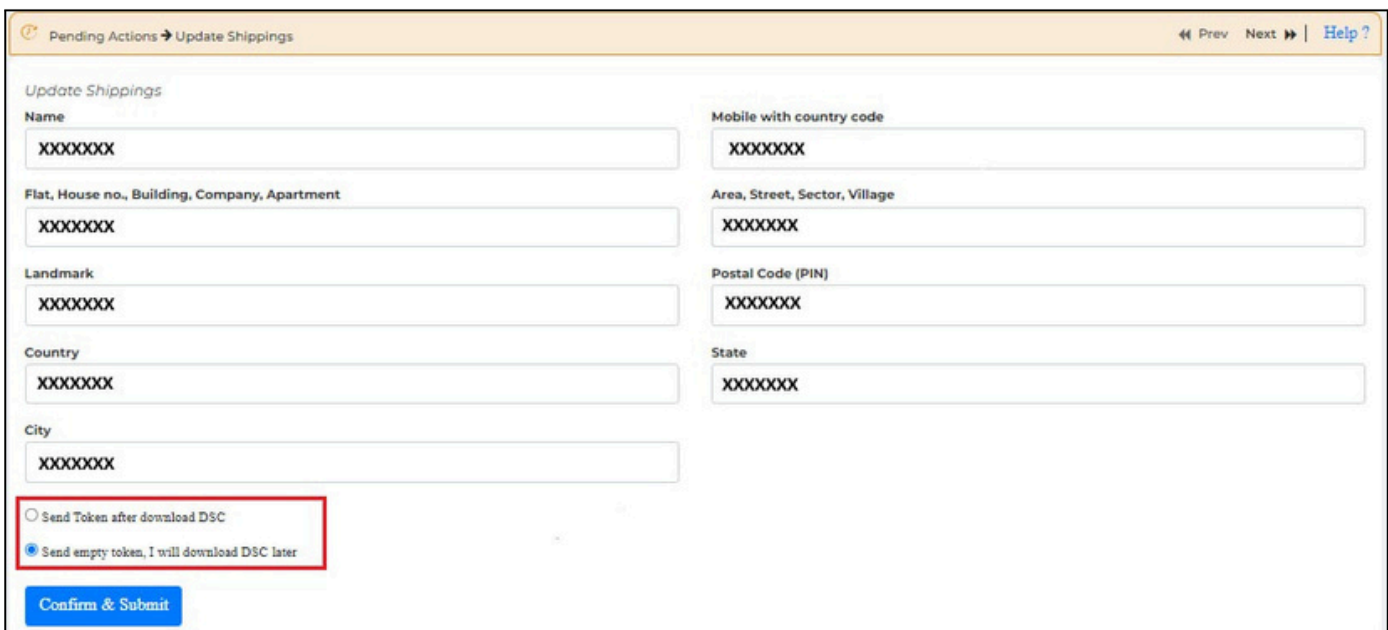
Shipping Address Pending Confirm

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 & Submit'** button.



Pending Actions → Update Shippings

Update Shippings

Name XXXXXXXX

Mobile with country code XXXXXXXX

Flat, House no., Building, Company, Apartment XXXXXXXX

Area, Street, Sector, Village XXXXXXXX

Landmark XXXXXXXX

Postal Code (PIN) XXXXXXXX

Country XXXXXXXX

State XXXXXXXX

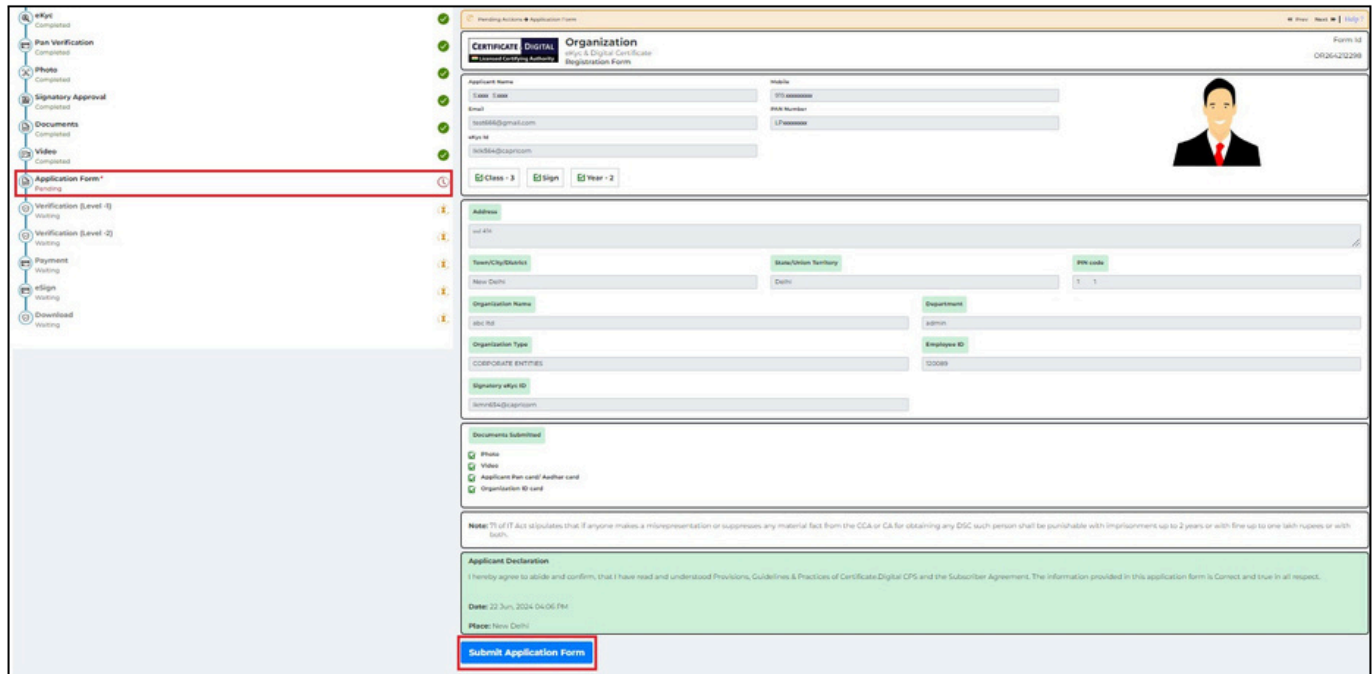
City XXXXXXXX

☐ Send Token after download DSC

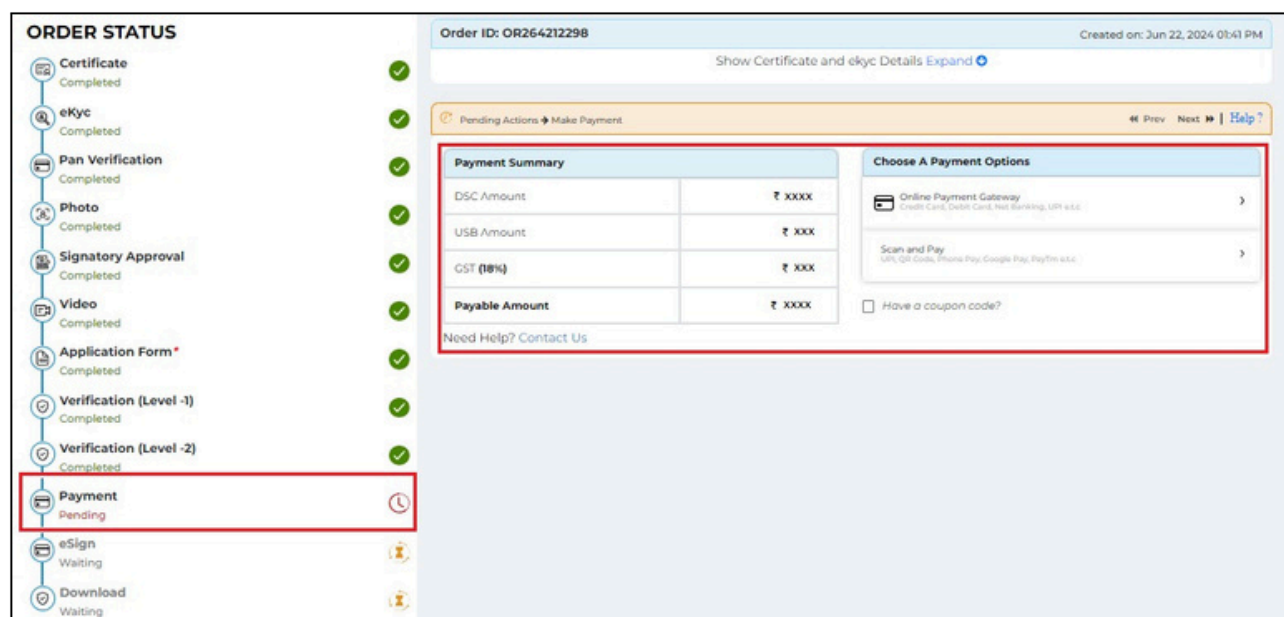
☒ Send empty token, I will download DSC later

Confirm & Submit

After completing the above verification, you will need to submit the **'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.



Payment Summary	
DSC Amount	₹ XXXX
USB Amount	₹ XXX
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

Need Help? Contact Us


**Choose A Payment Options**

- Online Payment Gateway (Credit Card, Debit Card, Net Banking, UPI etc.)
- Scan and Pay (UPI, QR Code, Phone Pay, Google Pay, Paytm etc.)

☐ Have a coupon code?

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

## Payment Successful!



### Transaction Details

Order ID	OR264212298
Transaction ID	3d8 xxxxxxxxxxxxxxxxxxxx 7b
Payment Status	success
Amount	₹ xxxx /-
Name	Sagar Sethi
Mobile	919 xxxxxxxx1
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

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 : 1klk564@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.

Repository Download DSC Login BUY CERTIFICATE

## Enroll, Track and Manage your Digital Signature Certificate

### Choose From Variety Of DSC Usage

### CUSTOMER LOGIN

Mobile Email eKYC


Enter your kyc and pin to access your account

Kyc ID ▼

Enter username

KYC PIN

OTP Get OTP

☐ I'm not a robot 

Login

Forgot eKyc PIN ??

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.

Hey, SXXXX SXXXX!

Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others

Order ID: OR264212298


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

Form & Agreement eSign More Details

[DSC Application Form](#) | [Subscriber Agreement](#)



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



Well Done!  
eSign done successfully  
OK Cancel

Hey, Sxxxx Sxxxx!

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others

Order ID: OR264212298

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

Download DSC Form & Agreement 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.

Order ID: OR264238940

Name	rxxxxx kxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
Date & Time	20-Jun-2024
Status	Download Pending

Download your DSC Now

OrderID	OR264238940	
Pin code	110001	
Download Key	93C37X8Y	Update Download Key

Download DSC

Form & Agreement More Details

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