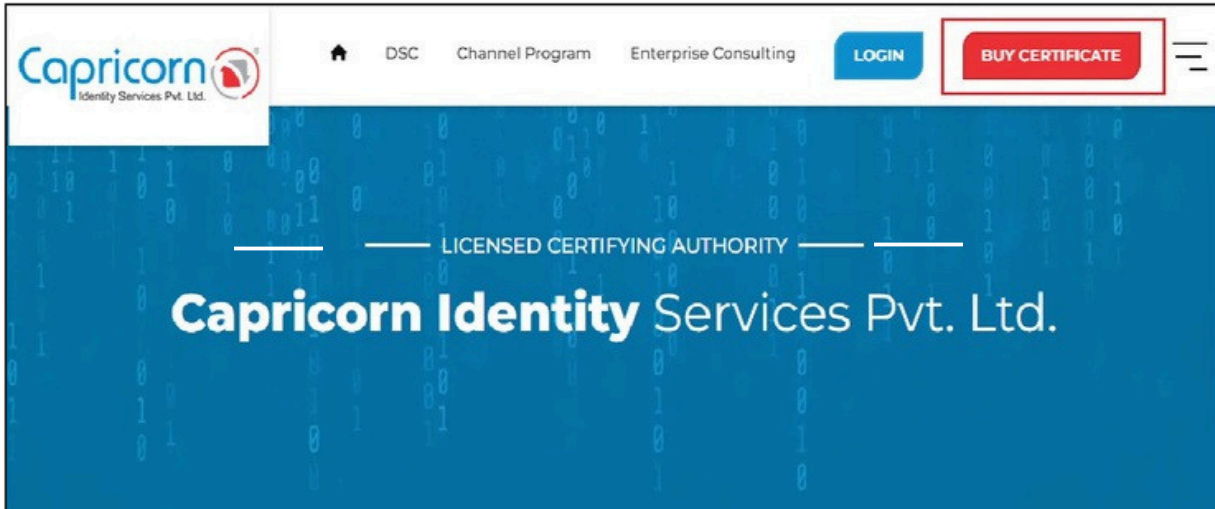

CLASS III DOCUMENT SIGNER

DSC PROCEDURE

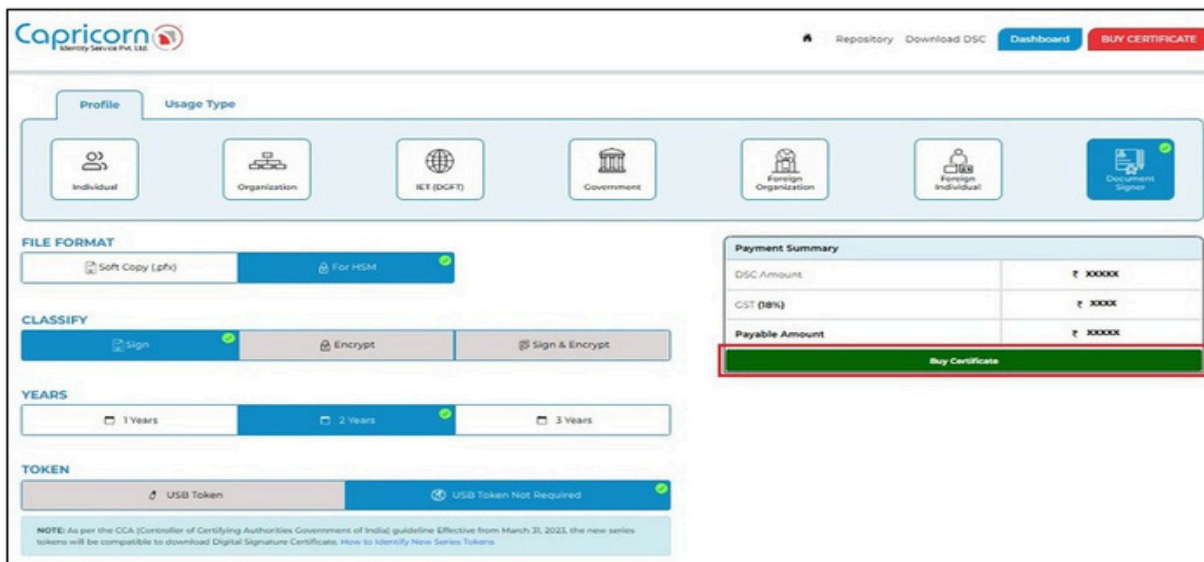
11-APR-2025
VERSION 1.1.1

CLASS III DOCUMENT SIGNER - 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 Document Signer 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**.



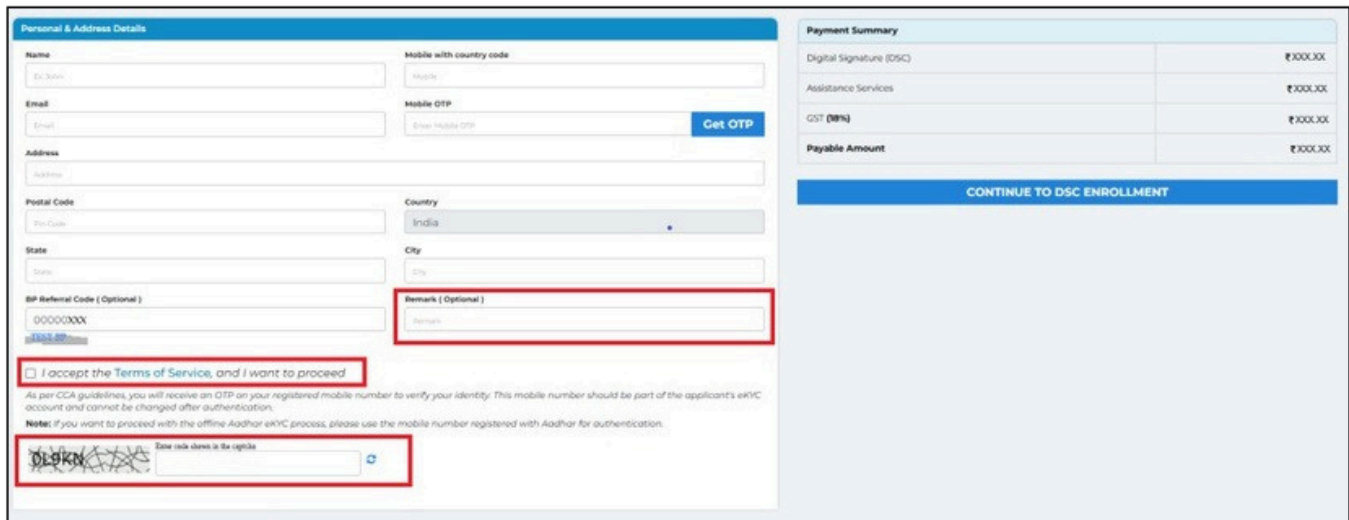
Payment Summary	
DSC Amount	₹ XXXXX
GST (8%)	₹ XXXX
Payable Amount	₹ XXXXX

Buy Certificate

NOTE: As per the CCA (Controller of Certifying Authorities Government of India) guideline Effective from March 31, 2021, 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.



Personal & Address Details

Name: Mobile with country code:

Email: Mobile OTP: **Get OTP**

Address:

Postal Code: Country:

State: City:

BP Referral Code (Optional): Remark (Optional):

I accept the Terms of Service, and I want to proceed

As per CCA guidelines, you will receive an OTP on your registered mobile number to verify your identity. This mobile number should be part of the applicant's eKYC account and cannot be changed after authentication.

Note: If you want to proceed with the offline Aadhar eKYC process, please use the mobile number registered with Aadhar for authentication.

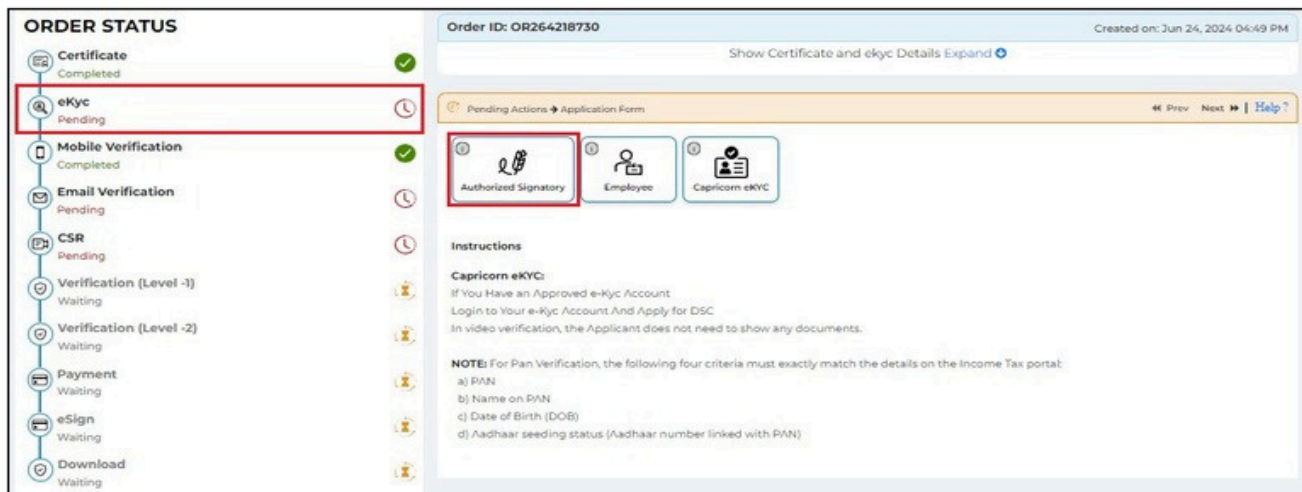
Enter only digits in the captcha

Payment Summary

Digital Signature (DSC)	₹,000.00
Assistance Services	₹,000.00
GST (00%)	₹,000.00
Payable Amount	₹,000.00

CONTINUE TO DSC ENROLLMENT

Click on the '**Authorized Signatory**' option to proceed with your DSC application.



ORDER STATUS

Order ID: OR264218730 Created on: Jun 24, 2024 04:49 PM

Show Certificate and eKyc Details Expand

Pending Actions → Application Form

Authorized Signatory Employee 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)

Order Status Progress:

- Certificate Completed
- eKyc Pending**
- Mobile Verification Completed
- Email Verification Pending
- CSR Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Please fill in the required details with the 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.

Pending Actions → Application Form Prev Next Help ?

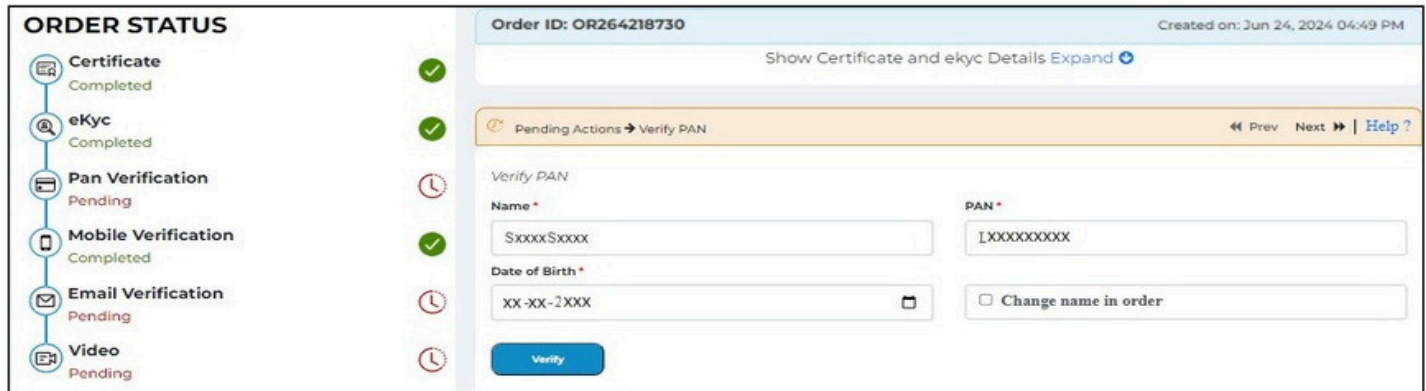
Name SXXXX SXXXX	PAN (Mandatory for Income Tax usage) PAN
Date of Birth dd-mm-yyyy	Mobile with country code 919 XXXXXXXXXX
Email test1767@gmail.com	Gender Select Gender
Address abc 1233	
Postal Code (PIN) 11XXXX	Country India
State Delhi	City Delhi
eKYC ID kyc id @capricorn <small>Alphanumeric, start with alphabet, min 4 letter long</small>	eKYC PIN kyc pin <small>6 digit numeric pin</small>
CSTIN (Optional) CSTIN	Company Name company name
Organization Type - Select Organisation Type -	PAN organization PAN ORGANIZATION
Department department	Employee Code Employee code given by company
Aadhaar Number aadhaar	

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate/Digital/CPG 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 each person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupee or with both.

I accept the Terms of Service, and IVG I want to proceed. Submit

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: OR264218730 Created on: Jun 24, 2024 04:49 PM

Show Certificate and ekyc Details Expand

Pending Actions → Verify PAN

Verify PAN

Name * SxxxxSxxxx

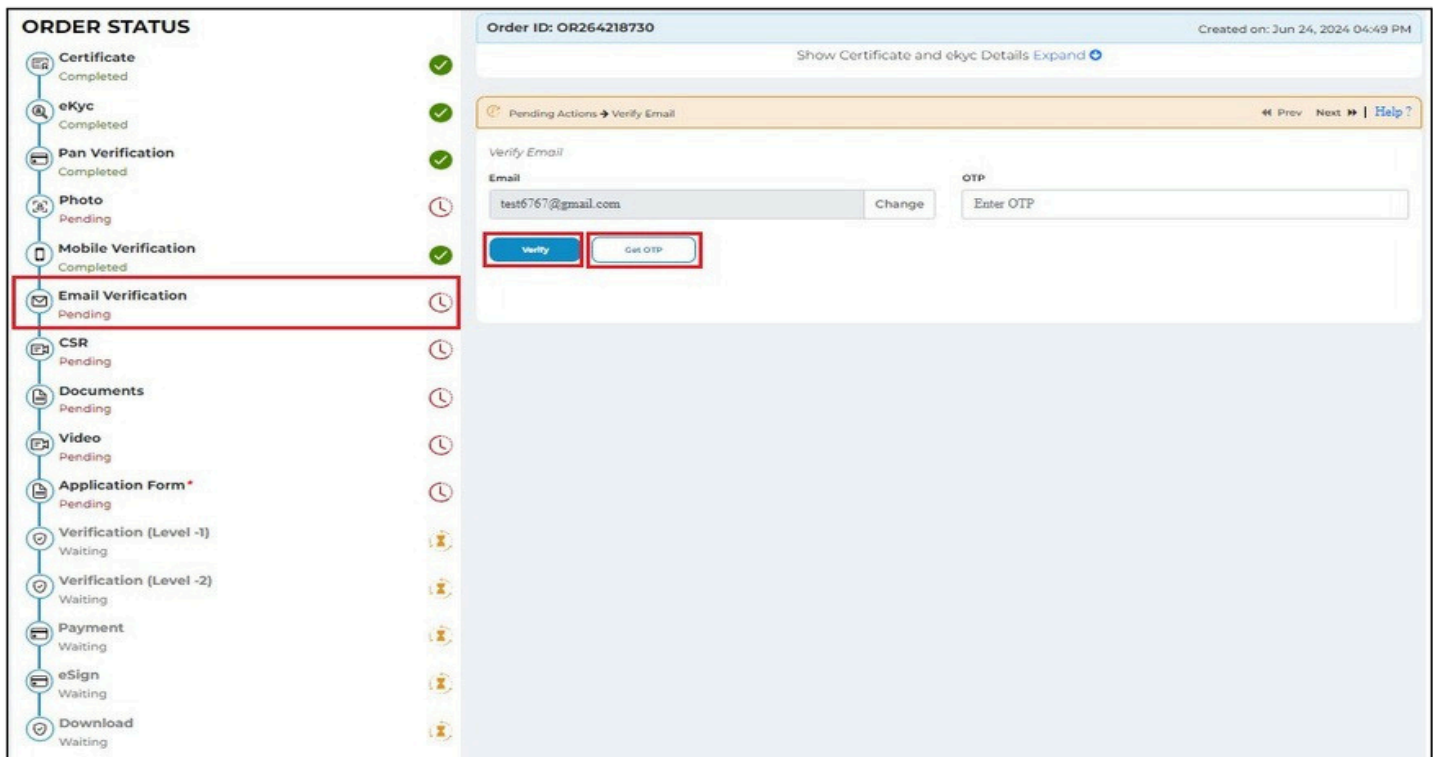
PAN * IXXXXXXXXX

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
- Mobile Verification Completed
- Email Verification Pending**
- CSR Pending
- Documents Pending
- Video Pending
- Application Form* Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264218730 Created on: Jun 24, 2024 04:49 PM

Show Certificate and ekyc Details Expand

Pending Actions → Verify Email

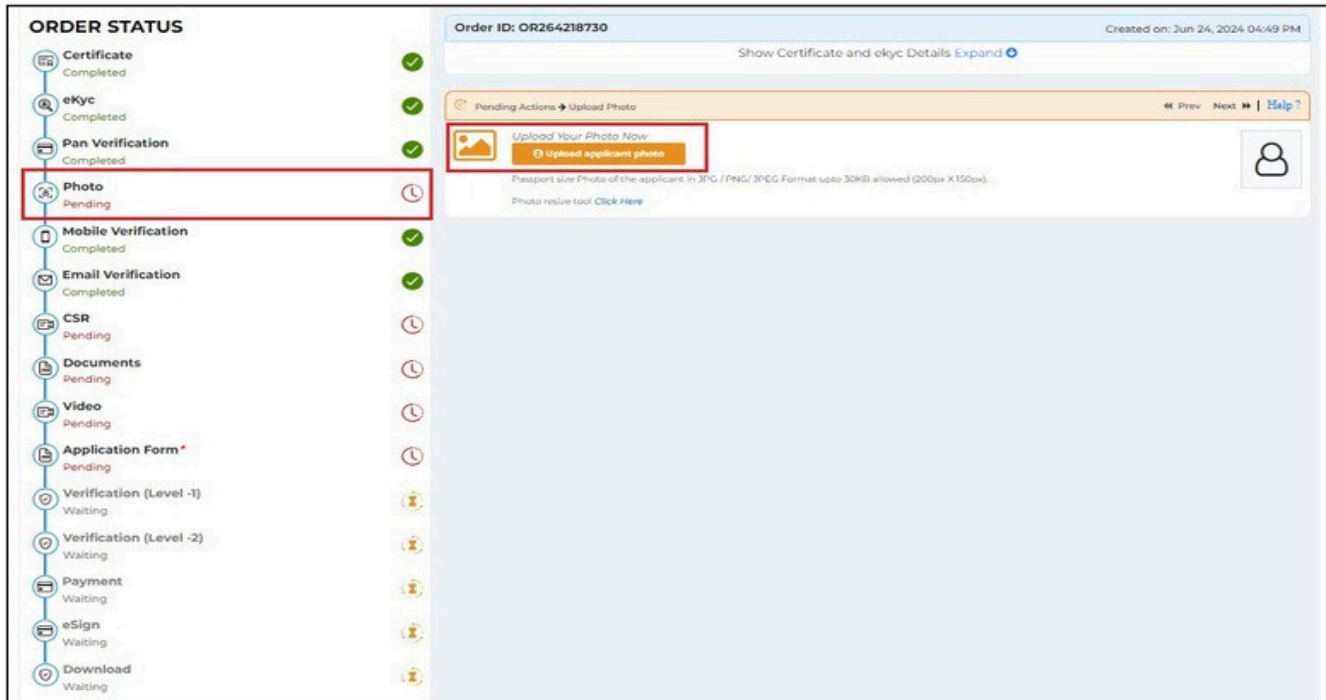
Verify Email

Email test6767@gmail.com Change

OTP Enter OTP

Verify Get OTP

Upload a passport-sized photograph of the applicant.



ORDER STATUS

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

Order ID: OR264218730 Created on: Jun 24, 2024 04:49 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Upload Photo

Upload Your Photo Now

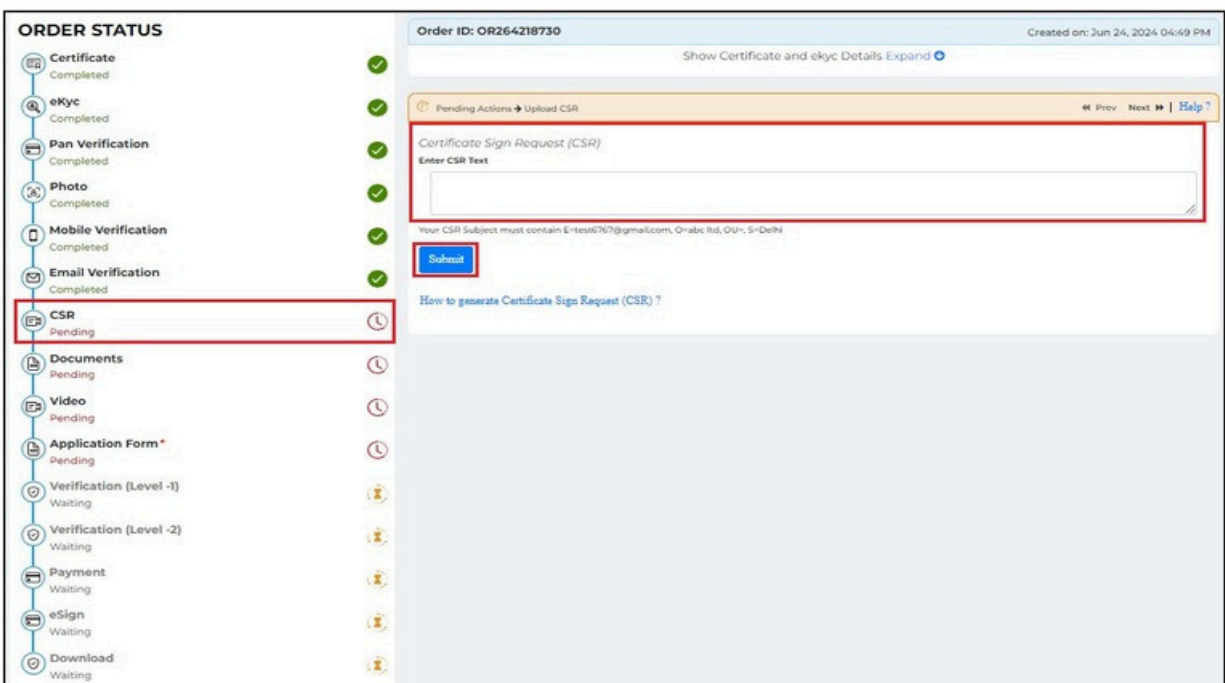
Upload applicant photo

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

Photo resize tool Click Here

You have to insert your CSR (as per your details) in the given field.

How to Generate a CSR (Certificate Signing Request) on a Hardware Device.



ORDER STATUS

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

Order ID: OR264218730 Created on: Jun 24, 2024 04:49 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Upload CSR

Certificate Sign Request (CSR)

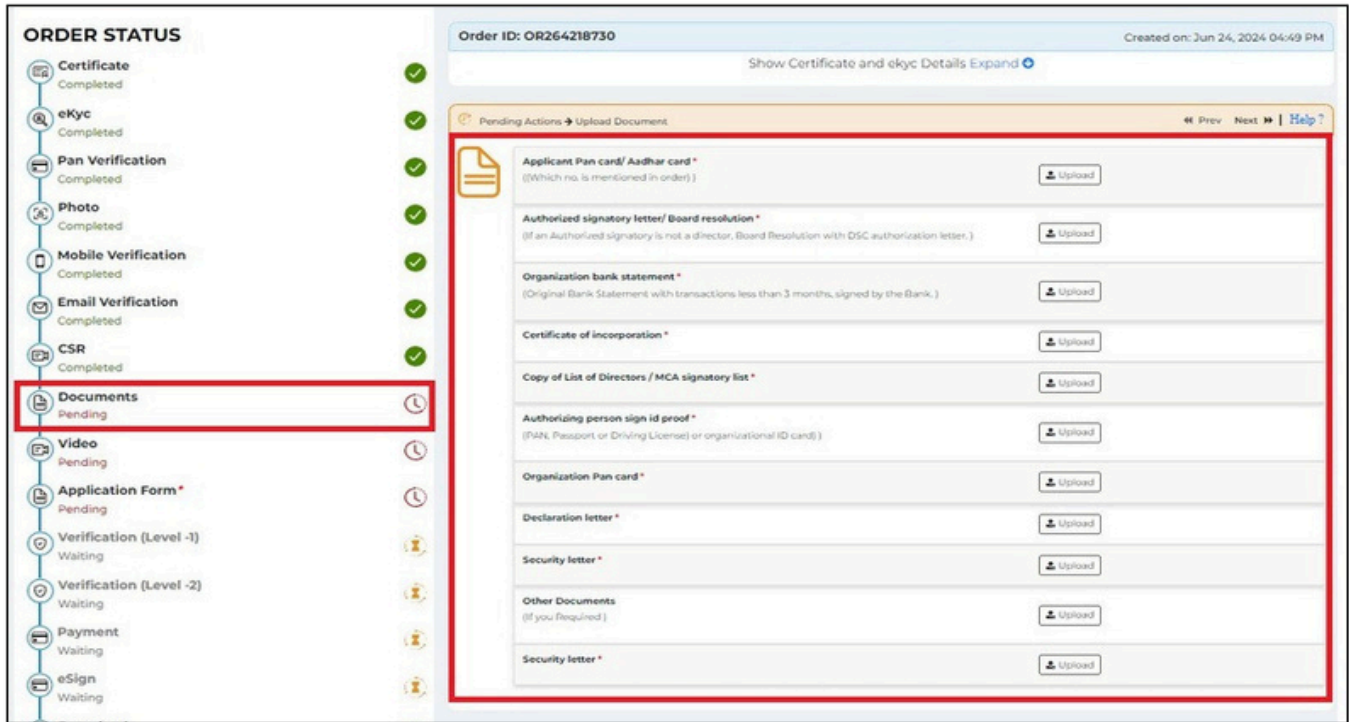
Enter CSR Text

Your CSR Subject must contain E=tesa6767@gmail.com, O=abc ltd, OU=, S=Delhi

Submit

How to generate Certificate Sign Request (CSR) ?

Upload the required documents.



ORDER STATUS

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

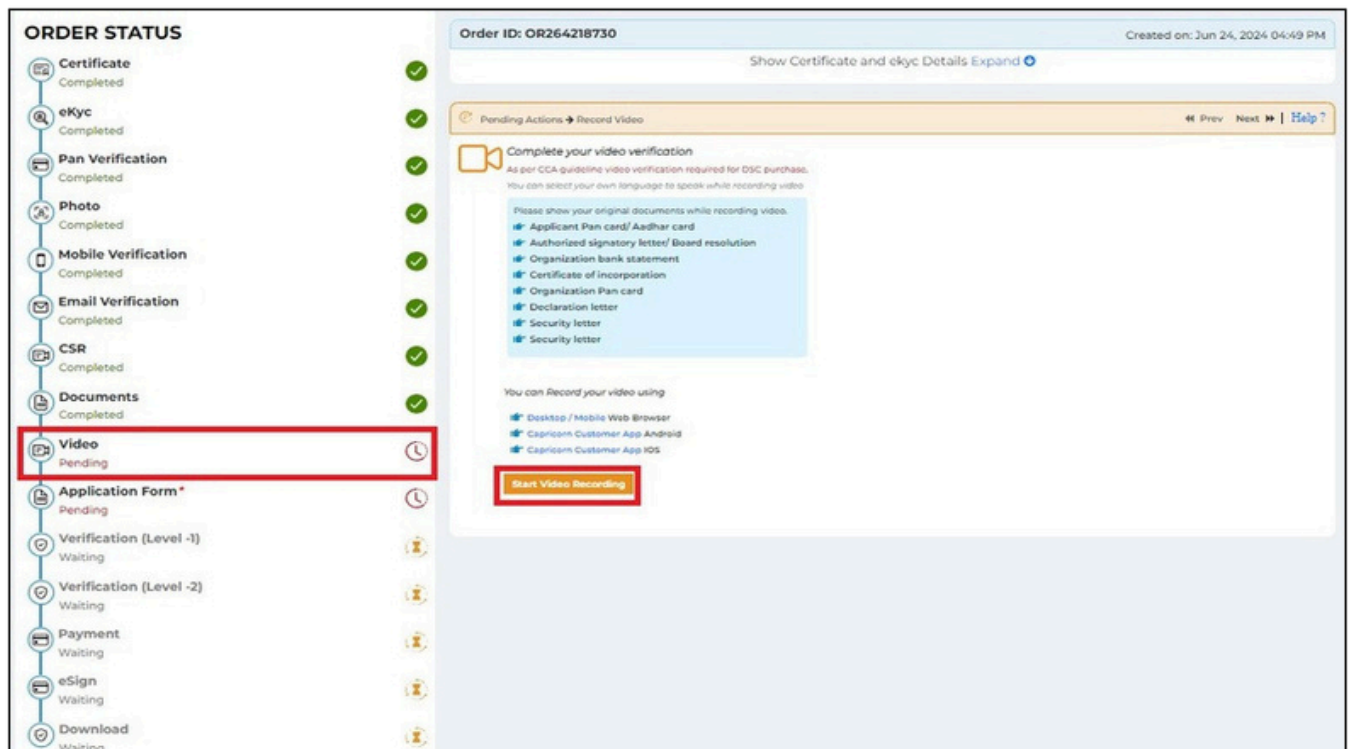
Order ID: OR264218730 Created on: Jun 24, 2024 04:49 PM

Show Certificate and ekyc Details Expand

Pending Actions → Upload Document

- Applicant Pan card/ Aadhar card* (Which no. is mentioned in order) [Upload]
- Authorized signatory letter/ Board resolution* (If an Authorized signatory is not a director, Board Resolution with DSC authorization letter.) [Upload]
- Organization bank statement* (Original Bank Statement with transactions less than 3 months, signed by the Bank.) [Upload]
- Certificate of incorporation* [Upload]
- Copy of List of Directors / MCA signatory list* [Upload]
- Authorizing person sign id proof* (PAN, Passport or Driving License) or organizational ID card) [Upload]
- Organization Pan card* [Upload]
- Declaration letter* [Upload]
- Security letter* [Upload]
- Other Documents (If you Required) [Upload]
- Security letter* [Upload]

Click on “Start Video Recording” to initiate video verification.



ORDER STATUS

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

Order ID: OR264218730 Created on: Jun 24, 2024 04:49 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
- Authorized signatory letter/ Board resolution
- Organization bank statement
- Certificate of incorporation
- Organization Pan card
- Declaration letter
- Security letter
- Security letter

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 verify your identity and link the video to your application.

Record Video for DSC Order Id OR264218730

Please show your original documents while recording video.

- 🔗 Applicant Pan card/ Aadhar card
- 🔗 Authorized signatory letter/ Board resolution
- 🔗 Organization bank statement
- 🔗 Certificate of incorporation
- 🔗 Organization Pan card
- 🔗 Declaration letter
- 🔗 Security letter
- 🔗 Security letter

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

English Hindi

I, Sxxxx Sxxxx with video code 239 have applied for digital signature with capricorn CA.

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.

Start Video Recording

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

Record Video for DSC Order Id OR264218730

Please show your original documents while recording video.

- 🔗 Applicant Pan card/ Aadhar card
- 🔗 Authorized signatory letter/ Board resolution
- 🔗 Organization bank statement
- 🔗 Certificate of incorporation
- 🔗 Organization Pan card
- 🔗 Declaration letter
- 🔗 Security letter
- 🔗 Security letter

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

English Hindi

I, Sxxxx Sxxxx with video code 321 have applied for digital signature with capricorn CA.

Play Video SUBMIT



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

Record Video for DSC Order Id OR264218730

Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorized signatory letter/ Board resolution
- 📄 Organization bank statement
- 📄 Certificate of incorporation
- 📄 Organization Pan card
- 📄 Declaration letter
- 📄 Security letter
- 📄 Security letter

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

English Hindi

I, **Saurabh** with video code 321 have applied for digital signature with capricorn CA.



Video Uploaded Successfully.

Continue to Enrollment process

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 24-Jun-2024 03:47 PM

Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorized signatory letter/ Board resolution
- 📄 Organization bank statement
- 📄 Certificate of incorporation
- 📄 Organization Pan card
- 📄 Declaration letter
- 📄 Security letter

You can Record your video using

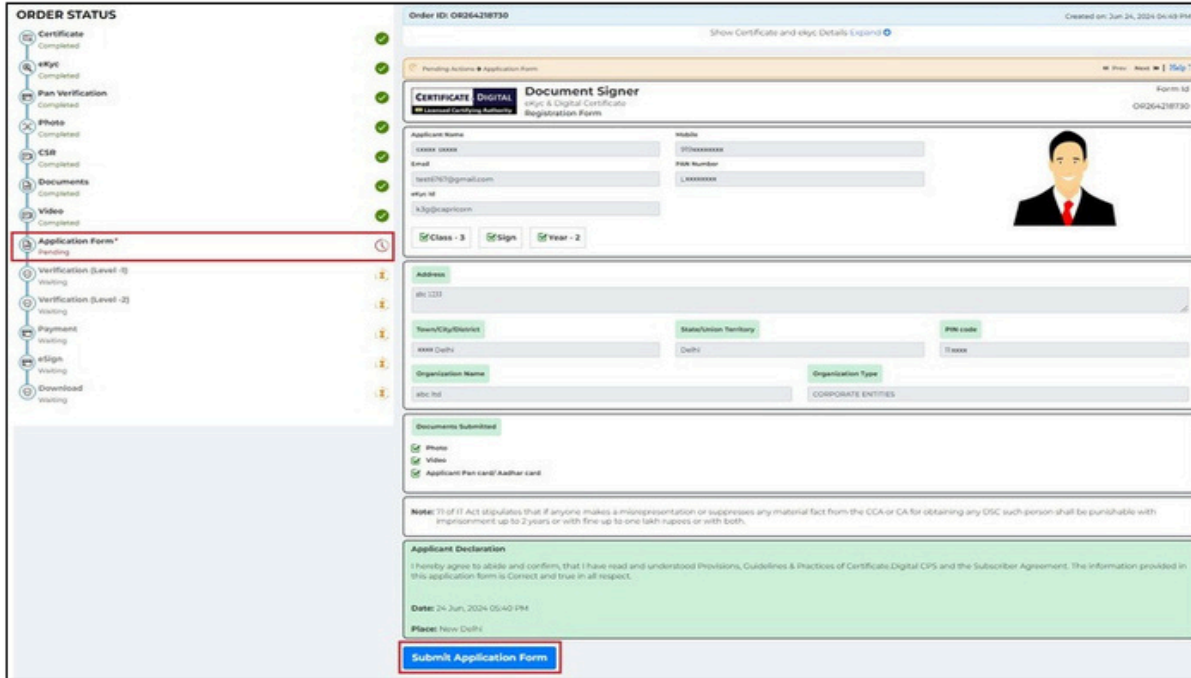
- 📄 Desktop / Mobile Web Browser
- 📄 Capricorn Customer App Android
- 📄 Capricorn Customer App IOS



Play

Record Video Again

After completing the video recording, you will need to submit the **'Application Form'**.



ORDER STATUS

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

Order ID: OR264218730

Created on: Jun 24, 2024 05:43 PM

Pending Actions → Application Form

CERTIFICATE Digital eKyc & Digital Certificate Registration Form

Applicant Name: XXXX XXXX
 Email: XXXX@XXXX.com
 PAN Number: XXXXXXXX
 Address: XXXX XXXX
 State/Union Territory: Delhi
 PIN code: XXXX XXXX
 Organization Name: XXXX XXXX
 Organization Type: CORPORATE ENTITIES

Documents Submitted: Photo, Video, Applicant Pan card/Aadhar card

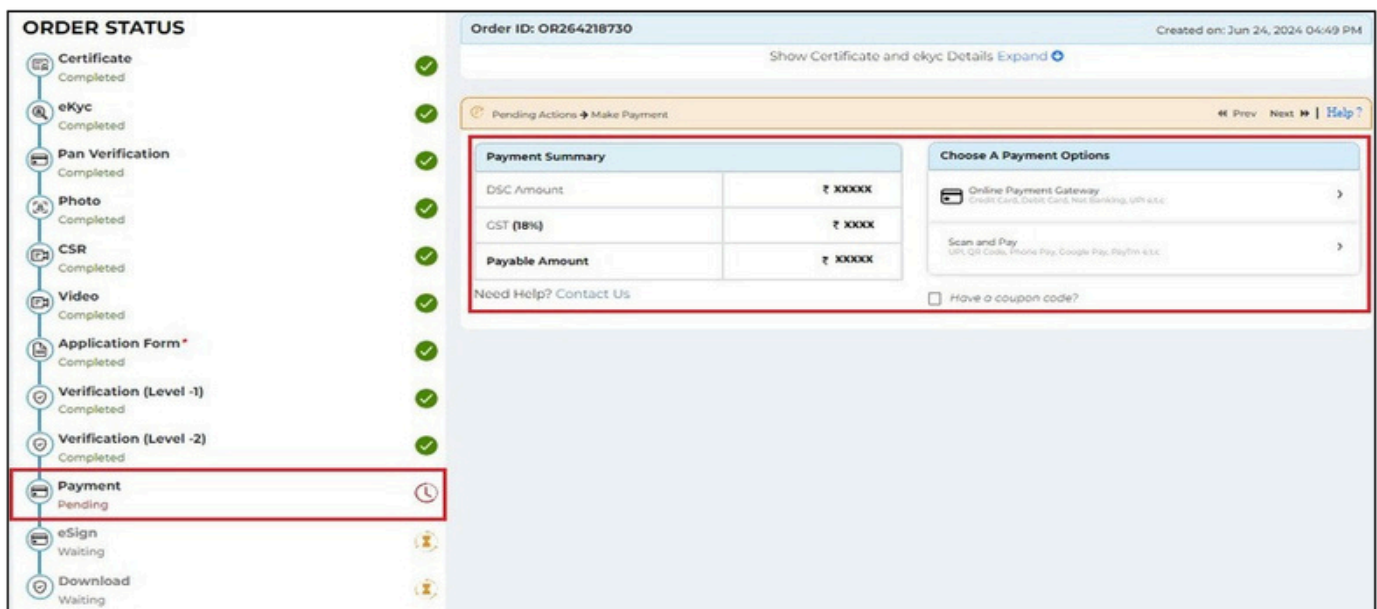
Note: IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Applicant Declaration: I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate Digital CPS and the Subscriber Agreement. The information provided in this application form is Correct and true in all respect.

Date: 24 Jun, 2024 05:43 PM
 Place: New Delhi

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

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

Order ID: OR264218730

Created on: Jun 24, 2024 04:49 PM

Pending Actions → Make Payment

Payment Summary

DSC Amount	₹ XXXXX
GST (18%)	₹ XXXX
Payable Amount	₹ XXXXX

Need Help? Contact Us


Choose A Payment Options

- Online Payment Gateway (Credit Card, Debit Card, Net Banking, 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	OR264218730
Transaction ID	32xxxxxxxxxxxxxxxxxxxxxx bf
Payment Status	success
Amount	₹ xxxxx /-
Name	xxxx xxxxx
Mobile	919xxxxxxxxxx
Email	test6767@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 ✔
- CSR
Completed ✔
- Video
Completed ✔
- Application Form*
Completed ✔
- Verification (Level -1)
Completed ✔
- Verification (Level -2)
Completed ✔
- Payment
Completed ✔
- eSign
Pending 🕒
- Download
Waiting 🕒

Order ID: OR264218730 Created on: Jun 24, 2024 04:49 PM

Show Certificate and ekyc Details Expand

🔄 Pending Actions → eSign ⏪ Prev Next ⏩ | Help ?

Subscriber Agreement and DSC Form eSign

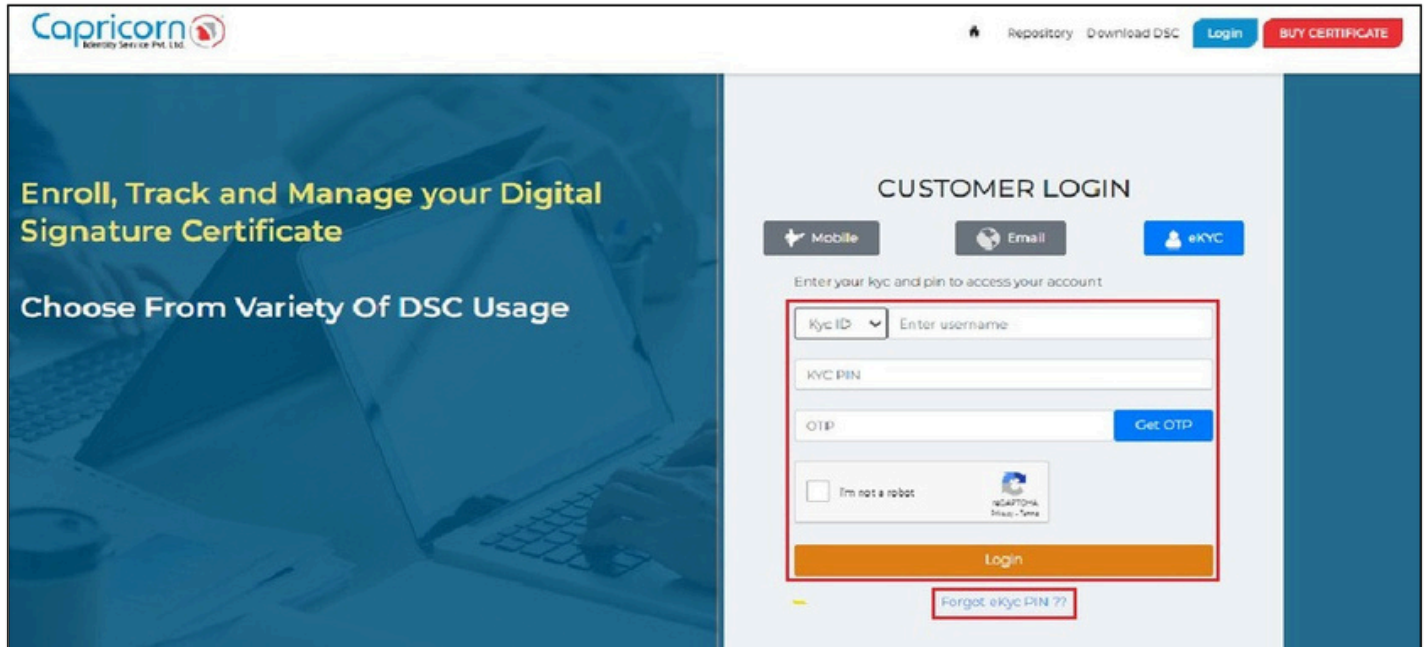
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document.

KYCID : k3g@capricorn

Please Login with Kyc to activate order and download DSC Click here to login

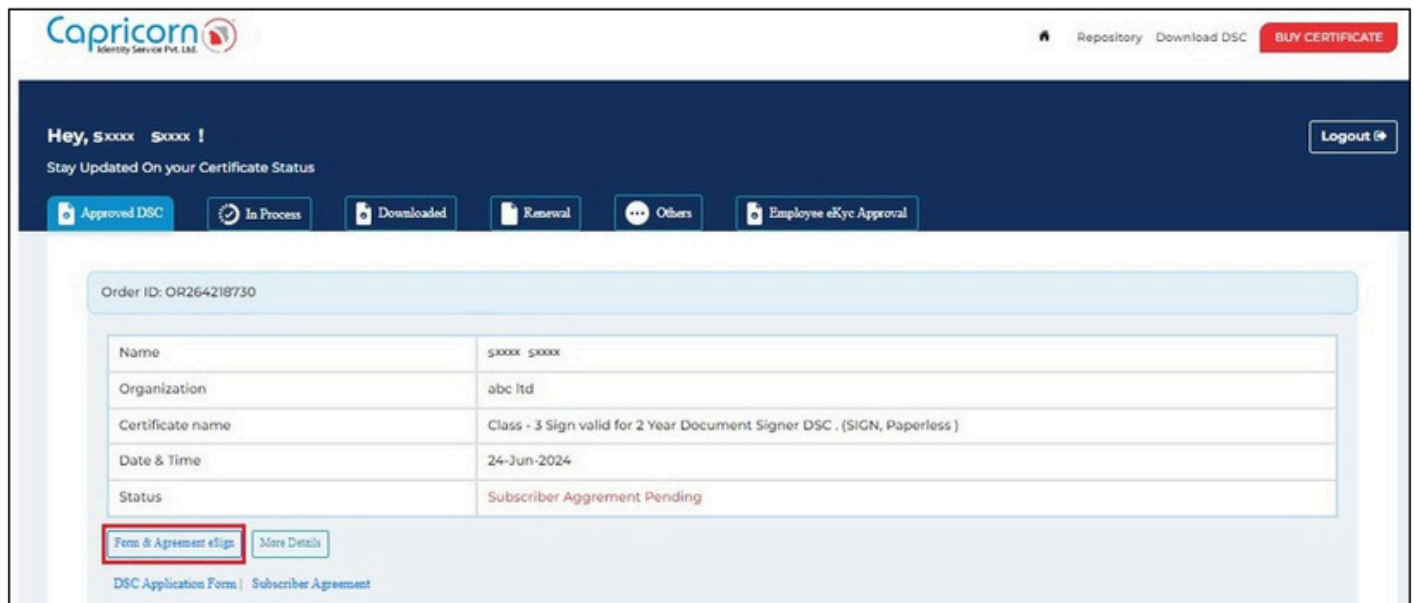
Forgot PIN ??
eKyc Dashboard

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.

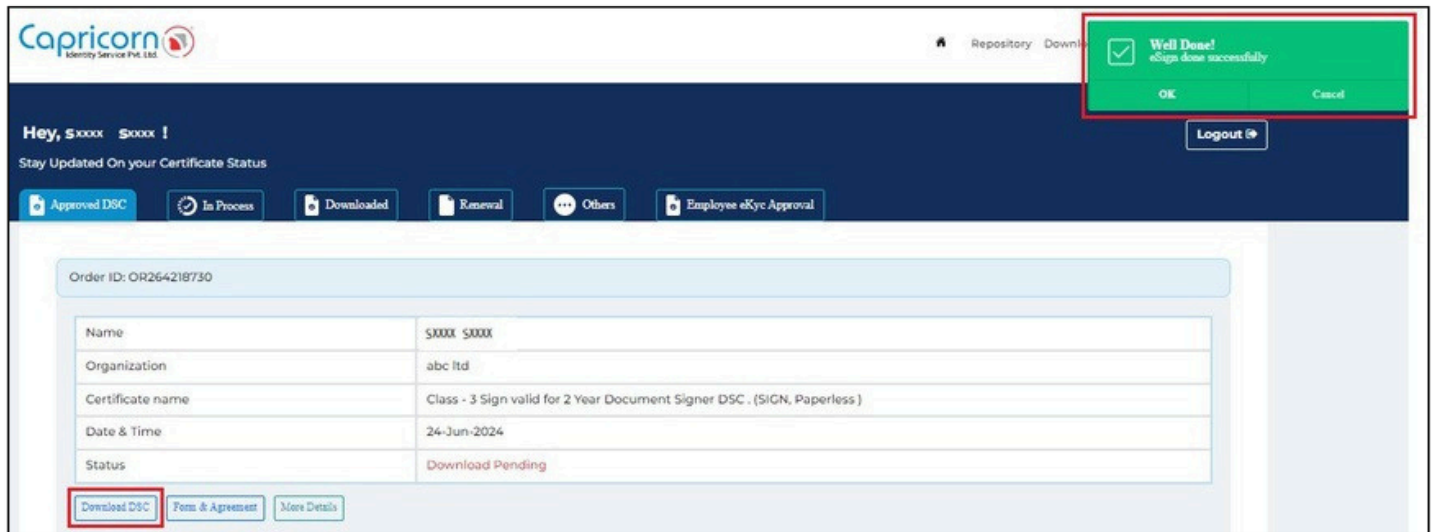
Click on the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.



Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year Document Signer DSC . (SIGN, Paperless)
Date & Time	24-Jun-2024
Status	Subscriber Aggrement Pending

Below the table, there are two buttons: 'Form & Agreement eSign' (highlighted with a red box) and 'More Details'. At the bottom, there are links for 'DSC Application Form' and 'Subscriber Agreement'.

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



The screenshot displays the Capricorn Identity Service Pvt. Ltd. web portal. A green confirmation message in the top right corner states "Well Done! eSign done successfully" with "OK" and "Cancel" buttons. Below the message, the user is greeted as "Hey, \$XXXX \$XXXX !" and prompted to "Stay Updated On your Certificate Status". A navigation bar includes buttons for "Approved DSC", "In Process", "Downloaded", "Renewal", "Others", and "Employee eKyc Approval". The main content area shows "Order ID: OR264218730" and a table with the following details:

Name	\$XXXX \$XXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year Document Signer DSC . (SIGN, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

At the bottom of the table, there are three buttons: "Download DSC" (highlighted with a red box), "Form & Agreement", and "More Details".