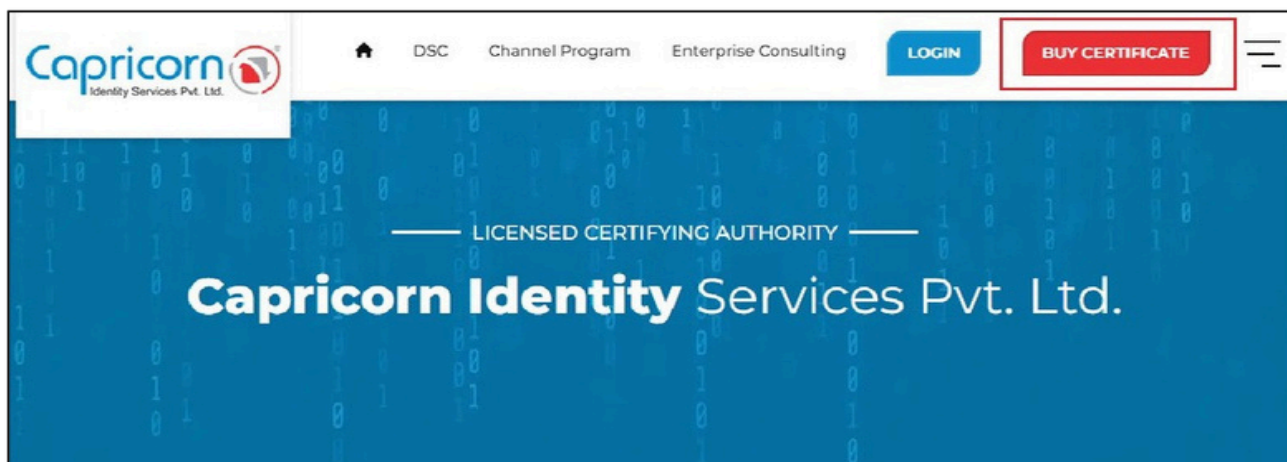


ORG/GOV - **EMPLOYEE BASED DSC PROCEDURE**

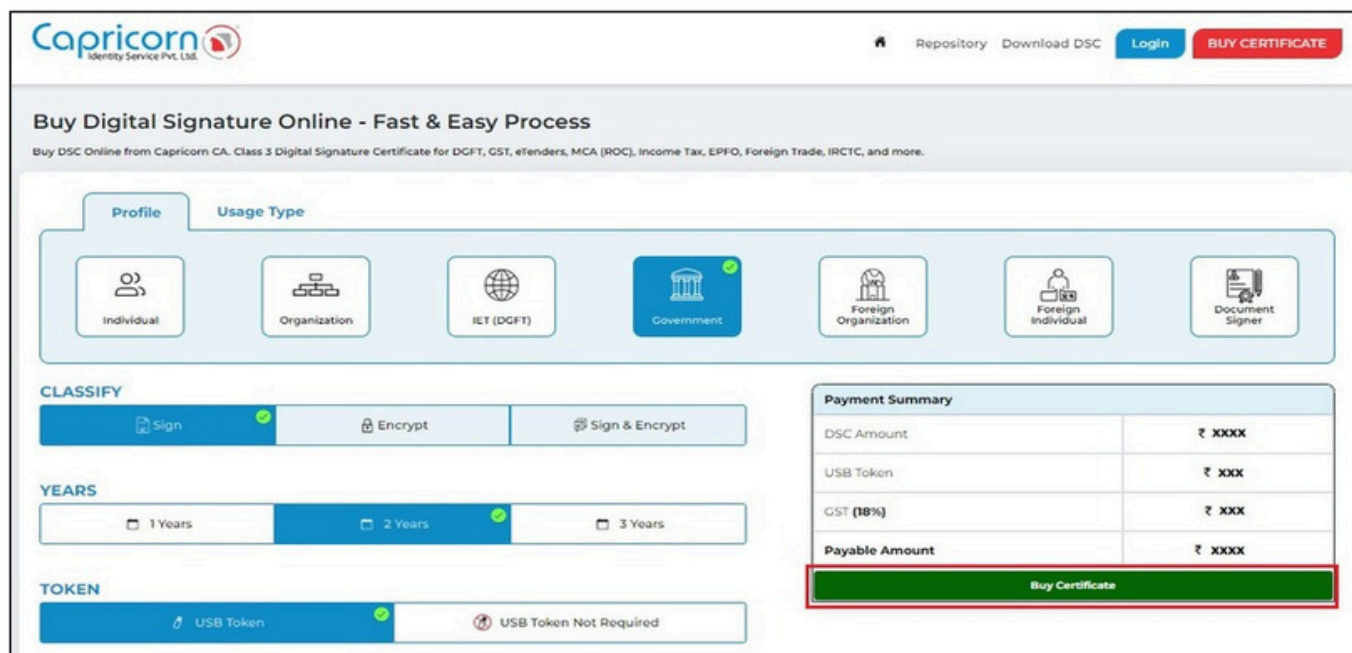
11-Apr-2025
Version 1.1.1

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**.



Buy Digital Signature Online - Fast & Easy Process

Buy DSC Online from Capricorn CA. Class 3 Digital Signature Certificate for DGFT, GST, eTenders, MCA (ROC), Income Tax, EPFO, Foreign Trade, IRCTC, and more.

Usage Type

- Individual
- Organization
- IELT (DGFT)
- Government**
- Foreign Organization
- Foreign Individual
- Document Signer

CLASSIFY

- Sign**
- Encrypt
- Sign & Encrypt

YEARS

- 1 Years
- 2 Years**
- 3 Years

TOKEN

- USB Token**
- USB Token Not Required

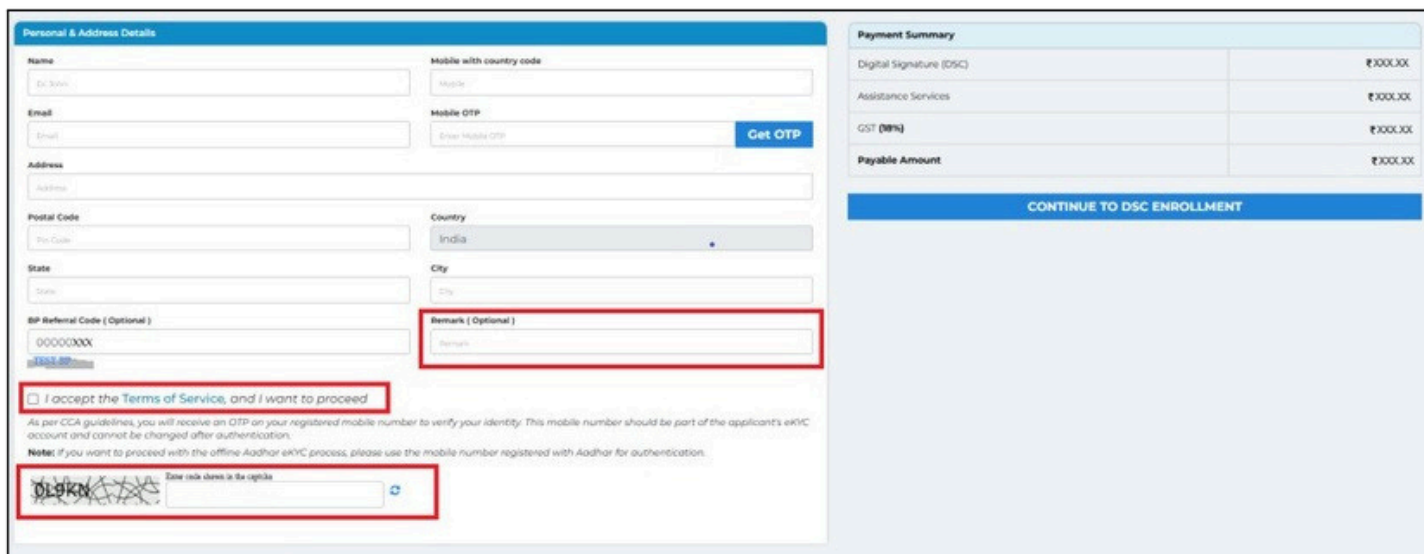
Payment Summary

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

Buy Certificate

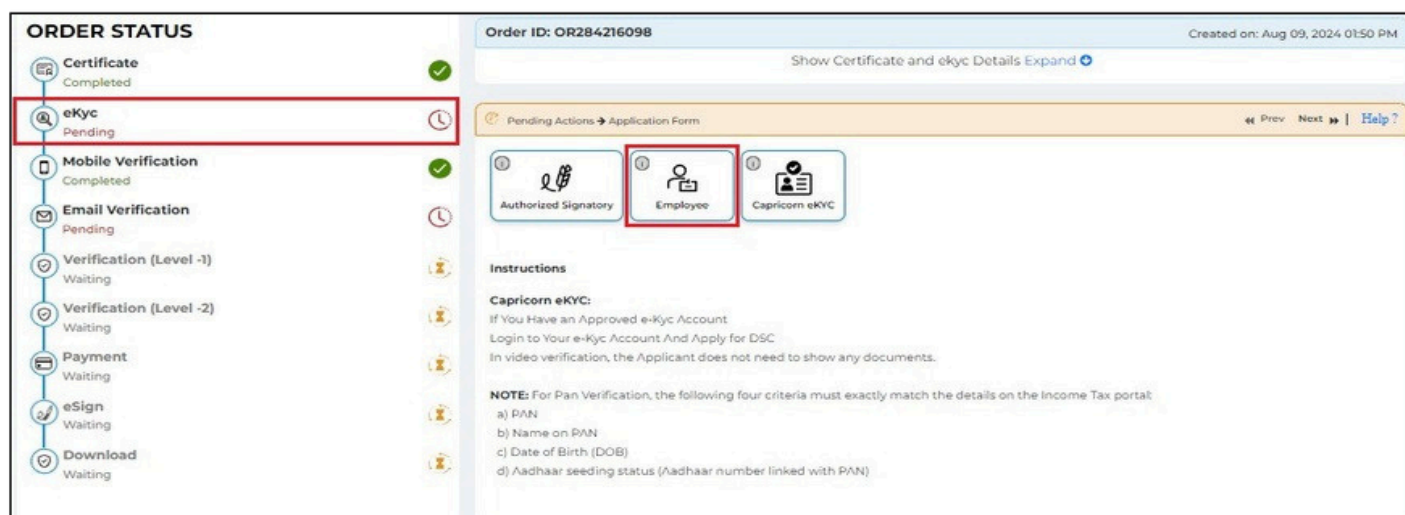
Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **remark** field related to the order (**It is optional**).

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. On the left, under 'Personal & Address Details', there are fields for Name, Email, Address, Postal Code, State, BP Referral Code (Optional), and Remark (Optional). A 'Get OTP' button is next to the Mobile OTP field. On the right, a 'Payment Summary' table lists Digital Signature (DSC), Assistance Services, GST (18%), and Payable Amount. Below the table is a blue button labeled 'CONTINUE TO DSC ENROLLMENT'. At the bottom left, there are two checkboxes: 'I accept the Terms of Service, and I want to proceed' and 'I'm not a robot'. A CAPTCHA image is also present.

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



The screenshot shows the 'ORDER STATUS' page for Order ID: OR284216098. The left sidebar shows a progress bar with 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. The main content area shows 'Pending Actions -> Application Form' with three options: Authorized Signatory, Employee (highlighted with a red box), and Capricorn eKYC. Below this, there are instructions for Capricorn eKYC and a note about PAN verification criteria.

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 ?

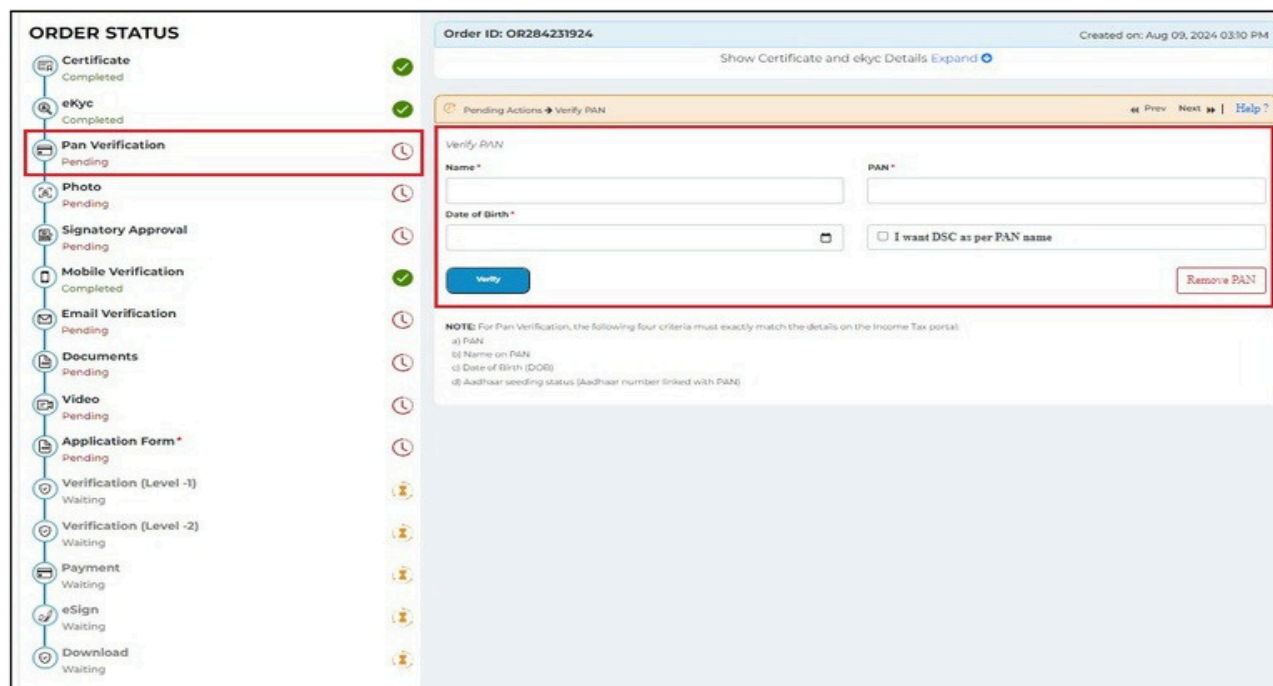
Name <input type="text" value="name"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-mm-yyyy"/>	Mobile with country code <input type="text" value="XXXXXXXX"/>
Email <input type="text" value="email"/>	Gender <input type="text" value="Select Gender"/>
eKYC ID <input type="text" value="KVC ID"/> @capricom <small>Alphanumeric, start with alphabet, min 4 letter long</small>	eKYC PIN <input type="text" value="KVC 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="KVC ID"/> @capricom	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**
- 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: OR284231924 Created on: Aug 09, 2024 03:30 PM

Pending Actions → Verify PAN

Verify PAN

Name* PAN*

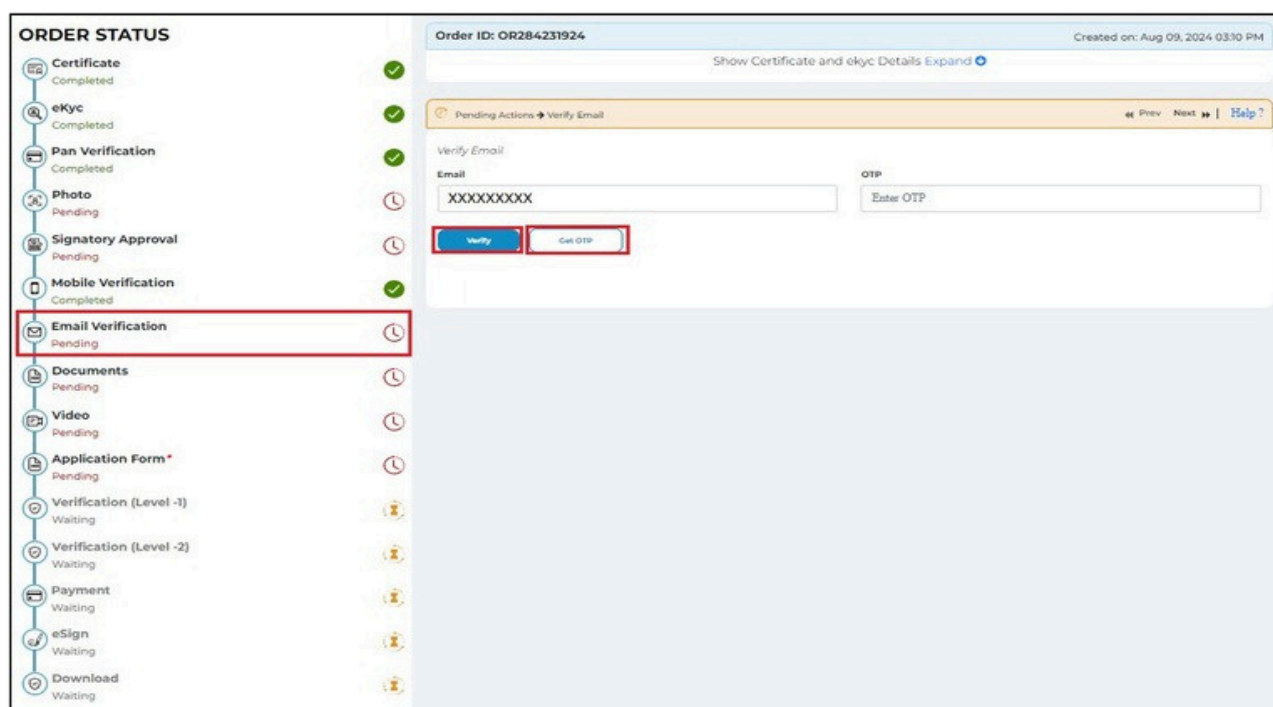
Date of Birth* I want DSC as per PAN name

Verify Remove PAN

NOTE: For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:

- PAN
- Name on PAN
- Date of Birth (DOB)
- Aadhaar seeding status (Aadhaar number linked with PAN)

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: OR284231924 Created on: Aug 09, 2024 03:30 PM

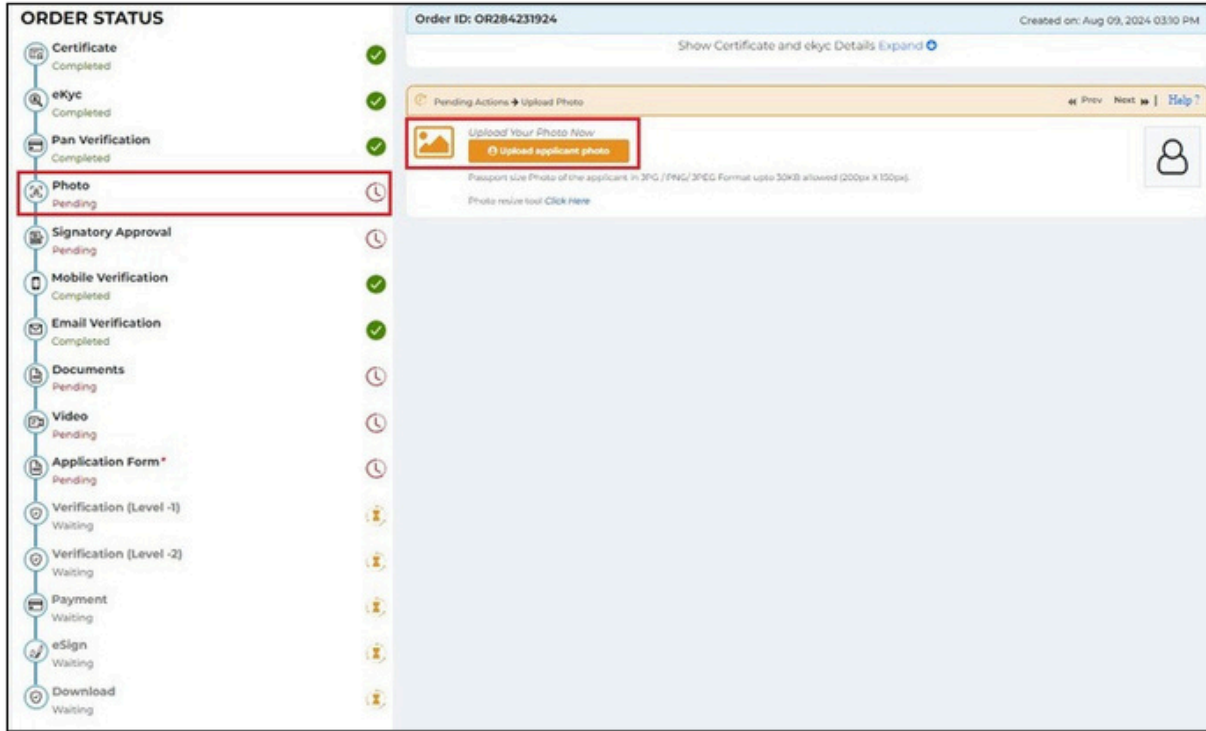
Pending Actions → Verify Email

Verify Email

Email XXXXXXXXXX OTP Enter OTP

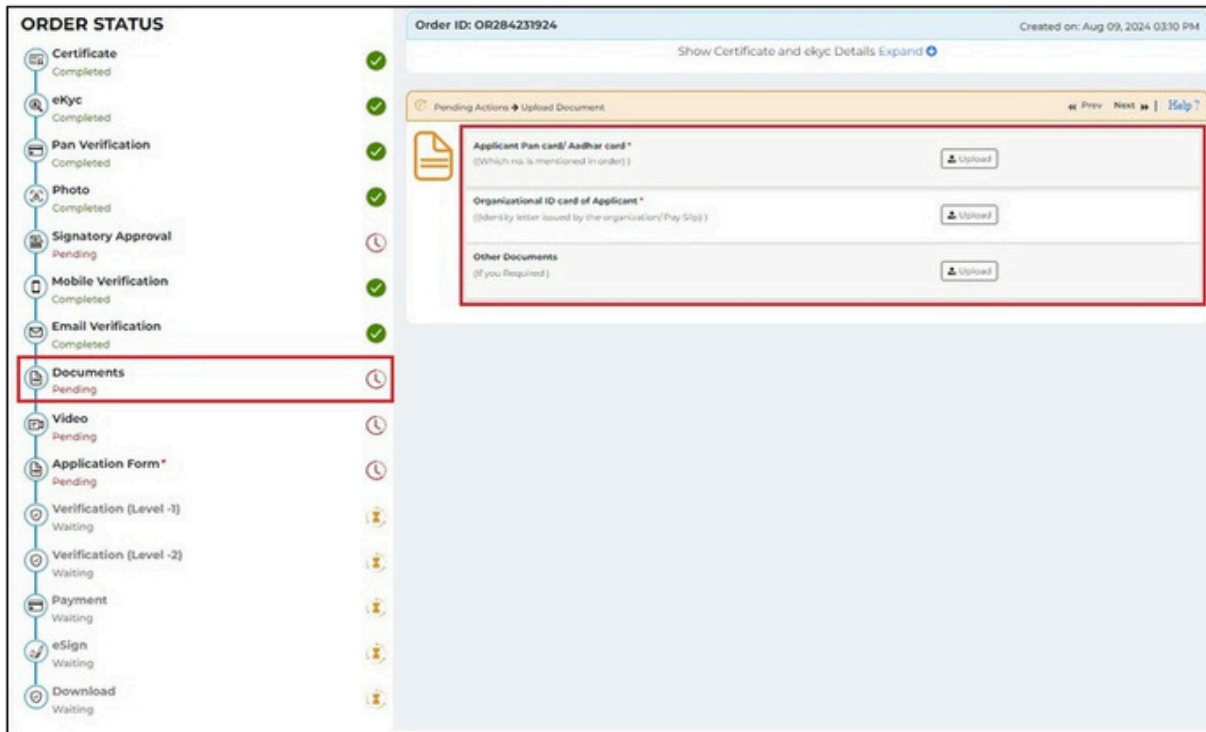
Verify Get OTP

Upload a passport-sized photograph of the applicant.



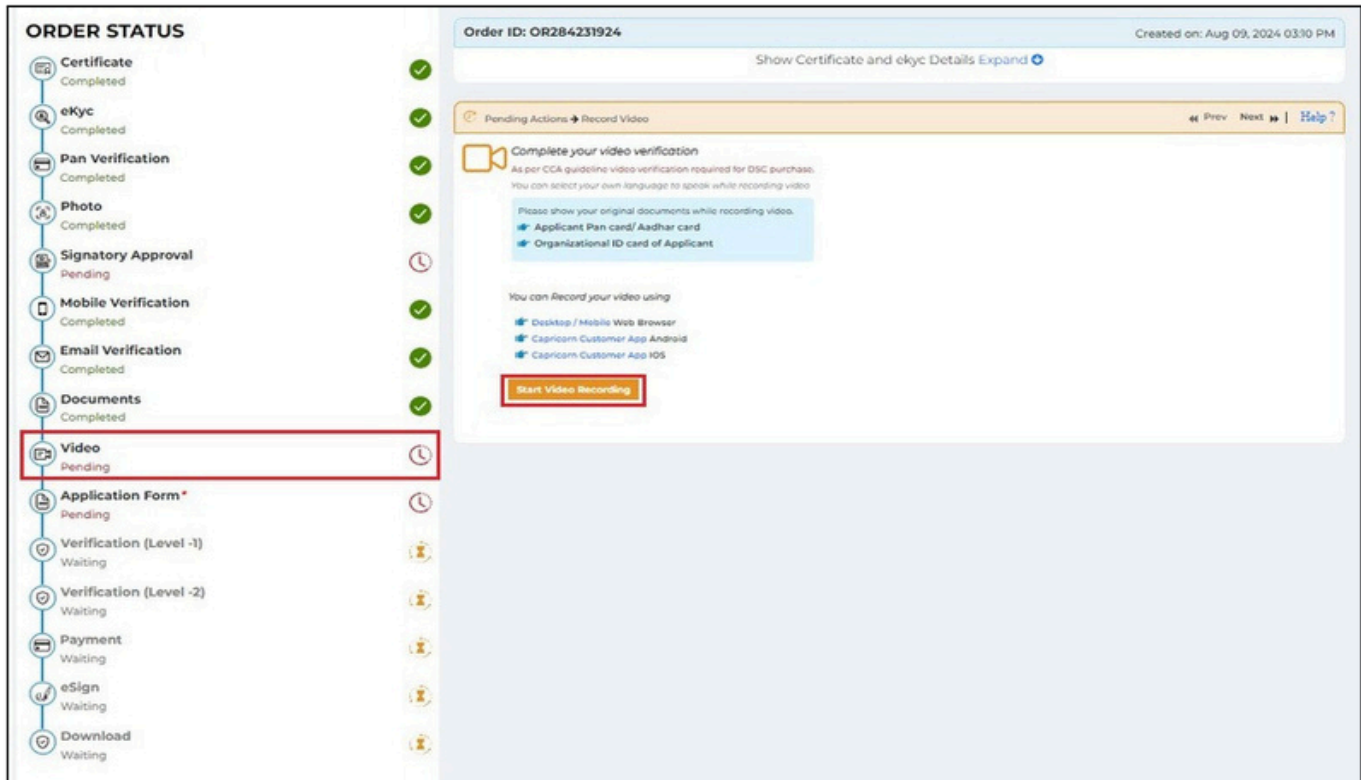
The screenshot shows the 'ORDER STATUS' page for Order ID: OR284231924, created on Aug 09, 2024 03:30 PM. The left sidebar lists various steps: Certificate (Completed), eKyc (Completed), Pan Verification (Completed), Photo (Pending), Signatory Approval (Pending), Mobile Verification (Completed), Email 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 'Photo' step is highlighted with a red box. The main content area shows 'Pending Actions' with 'Upload Photo' selected. Below this, there is a section titled 'Upload Your Photo Now' with a button 'Upload applicant photo' and a user icon. Instructions specify: 'Passport size Photo of the applicant in JPG / PNG / JPEG Format upto 50KB allowed (200px X 150px)' and 'Photo resize tool Click Here'.

Upload the required documents.



The screenshot shows the 'ORDER STATUS' page for Order ID: OR284231924, created on Aug 09, 2024 03:30 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 'Documents' step is highlighted with a red box. The main content area shows 'Pending Actions' with 'Upload Document' selected. Below this, there is a section titled 'Upload Document' with three rows: 'Applicant Pan card/ Aadhar card*' (Which no. is mentioned in order), 'Organizational ID card of Applicant*' (Identify letter issued by the organization/ Pay Slip), and 'Other Documents' (If you Required). Each row 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: OR284231924 Created on: Aug 09, 2024 03:30 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.

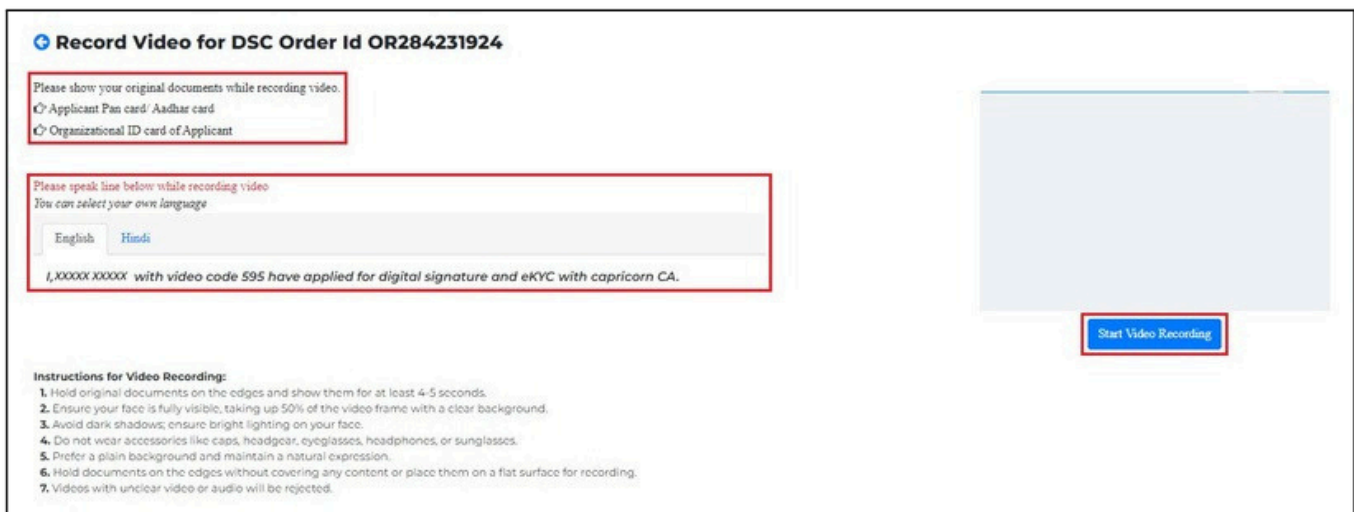
- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

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 links the video to your application.



Record Video for DSC Order Id OR284231924

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

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

English Hindi

I,XXXXX.XXXXX with video code 595 have applied for digital signature and eKYC 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.

Record Video for DSC Order Id OR284231924

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

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

English Hindi

I, XXXXX XXXXX with video code 595 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.certificat.digital
- Remove https://www.capricorn.ca.in
- Refresh Browser and Try again to record video



Play Video SUBMIT

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

Record Video for DSC Order Id OR284231924

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

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

English Hindi

I, XXXXX XXXXX with video code 595 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

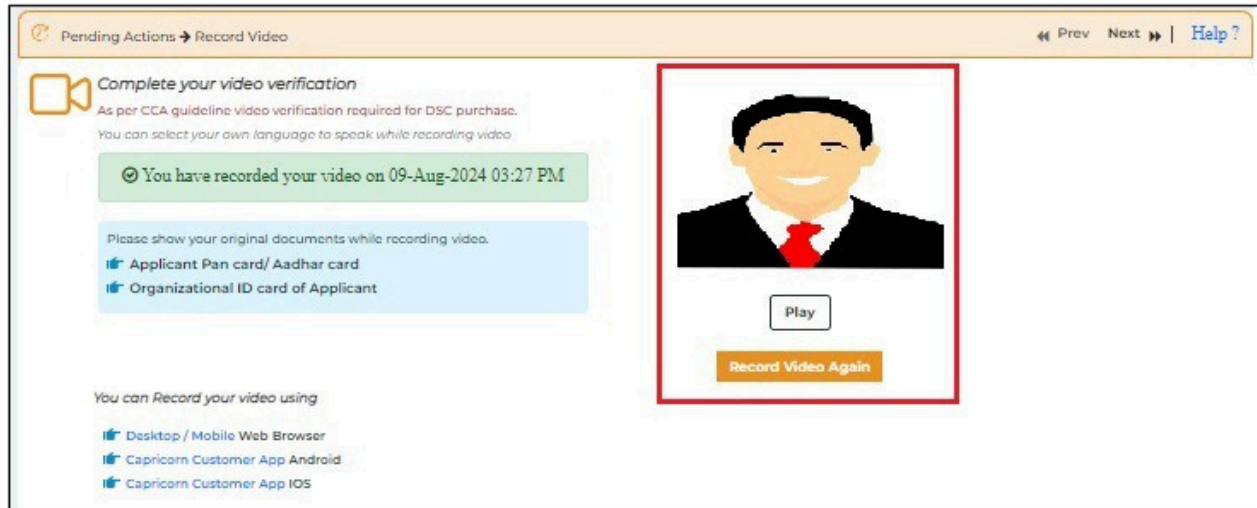
- Browser > Settings > Privacy and Policy > Site Settings > Camera >
- Remove https://secure.certificat.digital
- Remove https://www.capricorn.ca.in
- Refresh Browser and Try again to record video



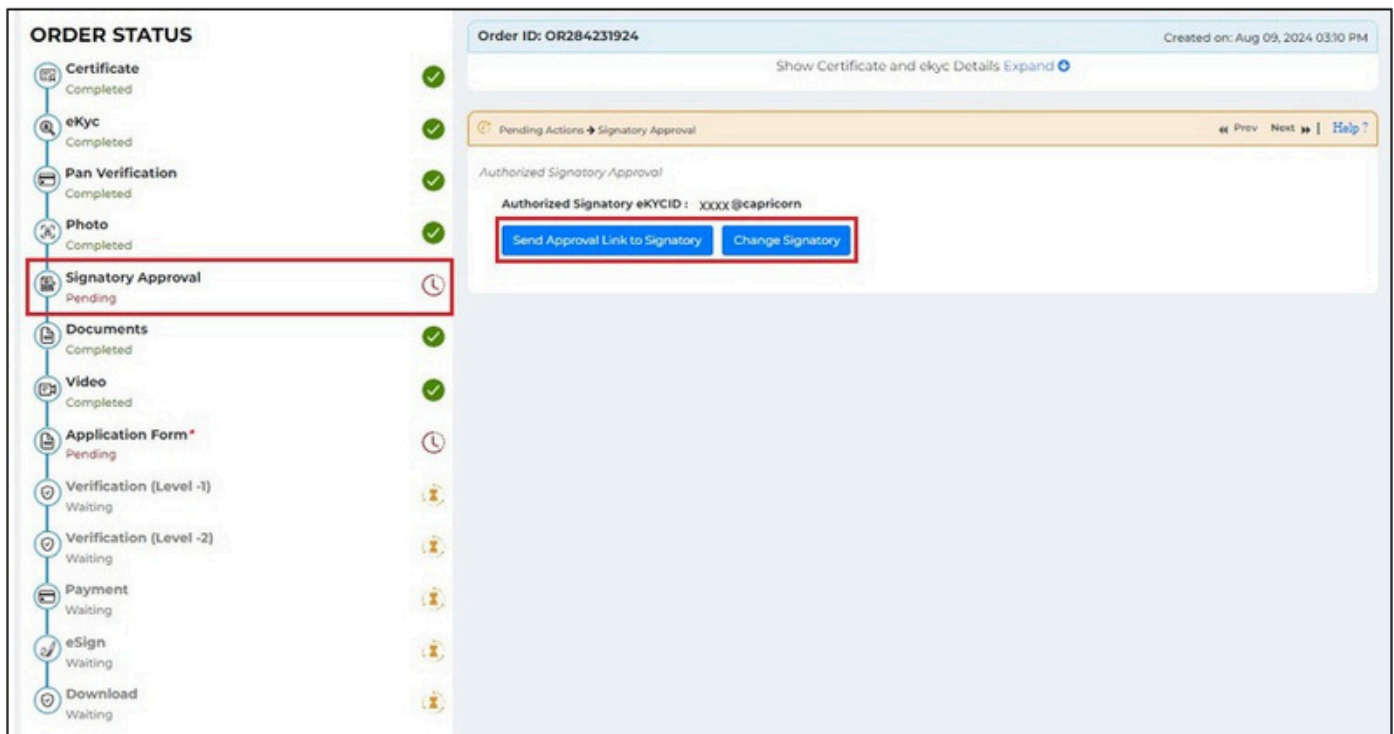
Video Uploaded Successfully.

Continue to Enrollment process

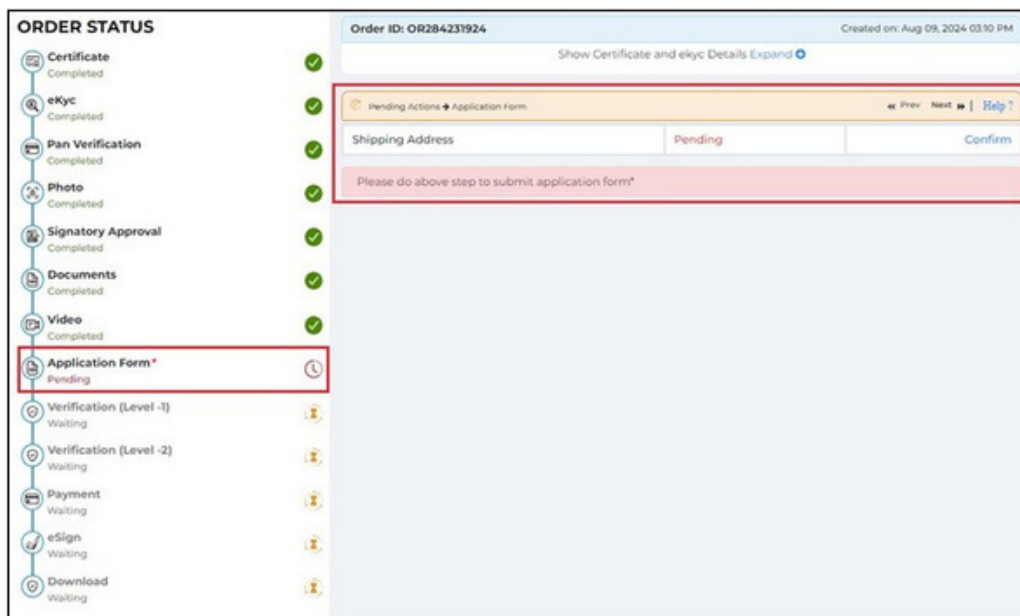
After recording your video, you can preview it by clicking the **'Play'** button. If you find any mistakes or if the video was recorded incorrectly, you have the option to record the video again.



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 [howto do Signatory Approval](#).



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.

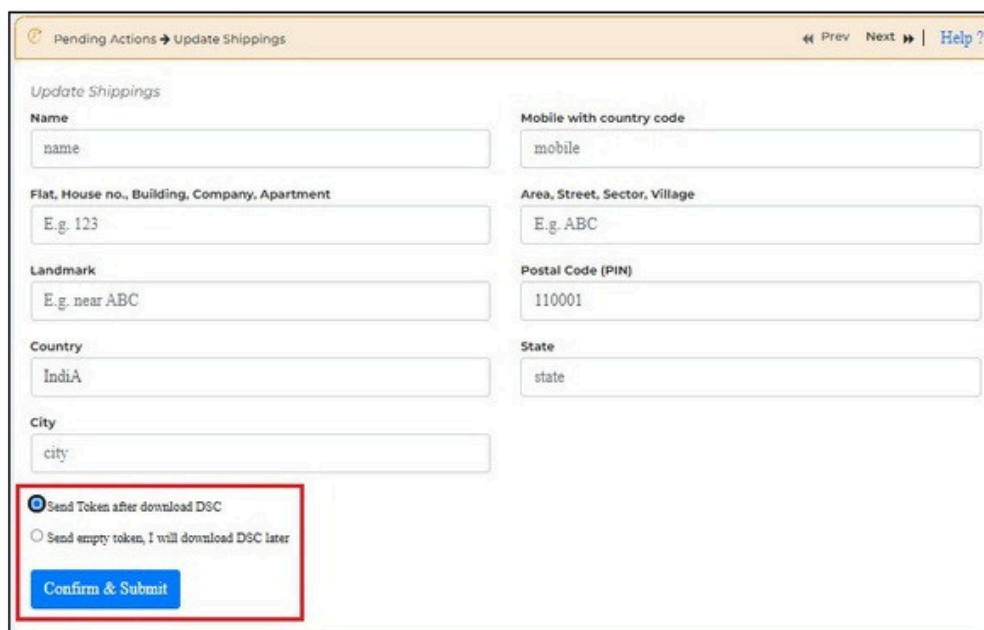


The screenshot shows the 'ORDER STATUS' page for Order ID: OR284231924, created on Aug 09, 2024 at 03:30 PM. A progress bar on the left lists various steps: Certificate, eKyc, Pan Verification, Photo, Signatory Approval, Documents, Video, Application Form* (Pending), Verification (Level -1), Verification (Level -2), Payment, eSign, and Download. The 'Application Form*' step is highlighted with a red box. The main content area shows 'Pending Actions' with 'Application Form' and 'Shipping Address' (Pending) listed. A red box highlights a message: 'Please do above step to submit application form*'. A 'Confirm' button is visible next to the 'Shipping Address'.

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.



The screenshot shows the 'Update Shippings' form. It 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' (selected) and 'Send empty token, I will download DSC later'. A red box highlights these options and the 'Confirm & Submit' button below them.

After completing the above verification,

NOTE: - If you have the tender to make DSC, you must have Coupon codes to process the order.

To apply the coupon code, click on **Show More Detail**.

Order ID: OR284231924Created on: Aug 09, 2024 03:10 PM

Applicant Details

Certificate	Class - 3 Sign valid for 2 Year DSC . (GOV, Paperless)
Applicant Name	XXXXX XXXXX
Email	XXXXXX @gmail.com ✔
Mobile	XXXXXXXXXX ✔
PAN	XXXXXXXX ✔
Organization name	municipal corporation of delhi

Show More Detail ▾

Enter the Coupon Code and Click on **Apply**.

Order ID: OR284231924Created on: Aug 09, 2024 03:10 PM

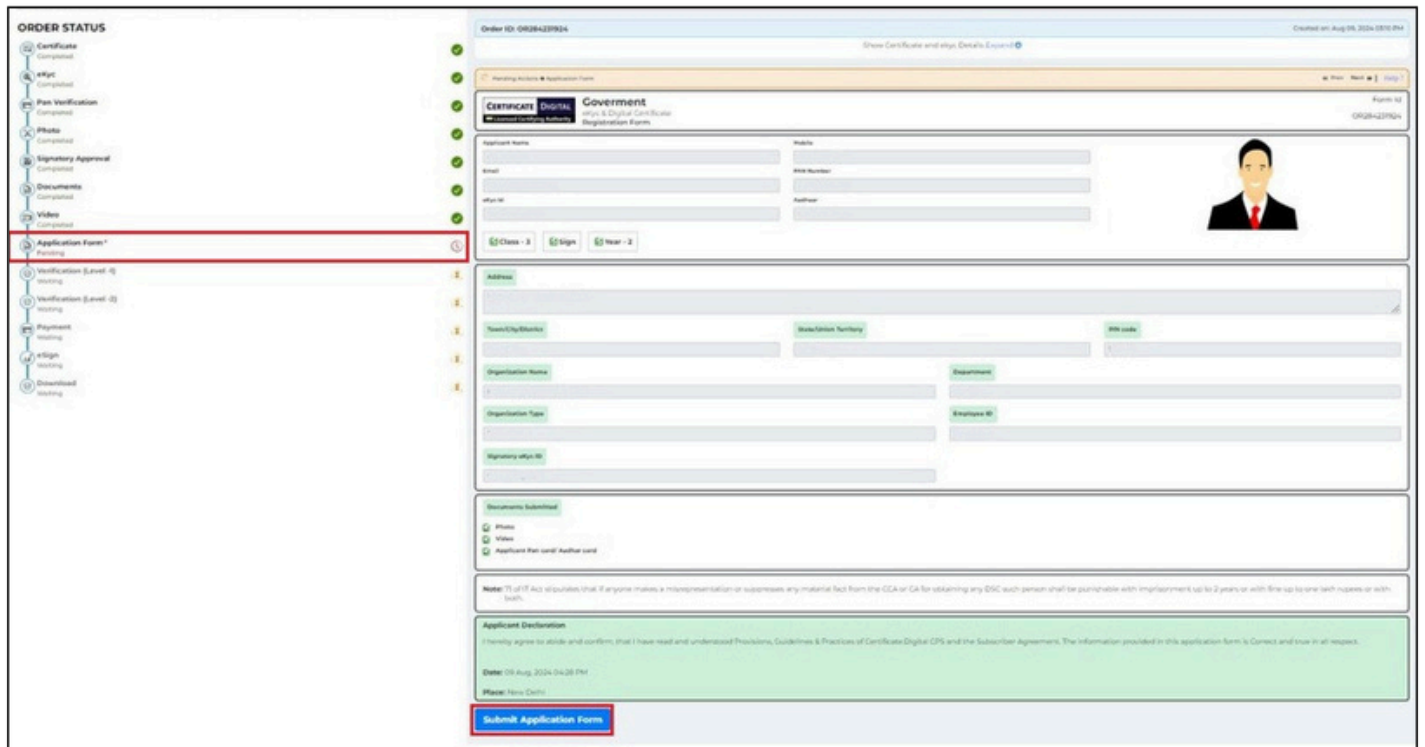
Applicant Details

Certificate	Class - 3 Sign valid for 2 Year DSC . (GOV, Paperless)
eKyc Type	GOVEMP-TRADITIONAL
Applicant Name	XXXXX XXXXX
Email	XXXXXX @gmail.com ✔
Mobile	XXXXXXXXXX ✔
PAN	XXXXXXXX ✔
Date of birth	XX-XX-XXXX
Gender	M
Address	XXXXXXXX XXXXXXXX
KycID	XXX@capricorn
Aadhaar	xxxx xxxx
Organization name	municipal corporation of delhi
Organization Type	government
Department	admin

Pricing

DSC Amount	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
Payable Amount	₹ XXXX Pending <input checked="" type="checkbox"/> Have a coupon code?

Now, you will need to submit the **'ApplicationForm'**.



The screenshot shows the 'Application Form' for a Digital Signature Certificate. The form is titled 'CERTIFICATE Digital Government' and includes the following sections:

- Applicant Name:** Includes fields for Name, Email, PAN, and Address.
- Organization Information:** Includes fields for Organization Name, Organization Type, Department, and Employee ID.
- Documents Submitted:** Includes checkboxes for Photo, Video, and Applicant Pan card/ Author card.
- Applicant Declaration:** A section where the applicant agrees to abide by the rules and regulations of the CA and the Subscriber Agreement.

The 'Submit Application Form' button is highlighted in red at the bottom of the 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**.

If you haven't applied the coupon code before Verification, you can still apply for it after Verification, as shown in the picture below.

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 Pending 🕒
- 📄 eSign Waiting 🕒
- 📄 Download Waiting 🕒

Order ID: OR284231924 Created on: Aug 09, 2024 03:10 PM

[Show Certificate and ekyc Details Expand](#)

Pending Actions → Make Payment ⏪ Prev Next ⏩ | [Help ?](#)

Payment Summary

DSC Amount	₹ XXXX
USB Amount	₹ XXX
CST (18%)	₹ XXX
Payable Amount	₹ XXXX

[Need Help? Contact Us](#)

Choose A Payment Options


- 🇮🇳 Online Payment Gateway
Credit Card, Debit Card, Net Banking, UPI etc.
- 📄 Scan and Pay via QR
UPI, Phone Pay, Google Pay, Paytm etc.

Have a coupon code?

OR. If you've to make a payment online,

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

Payment Successful!



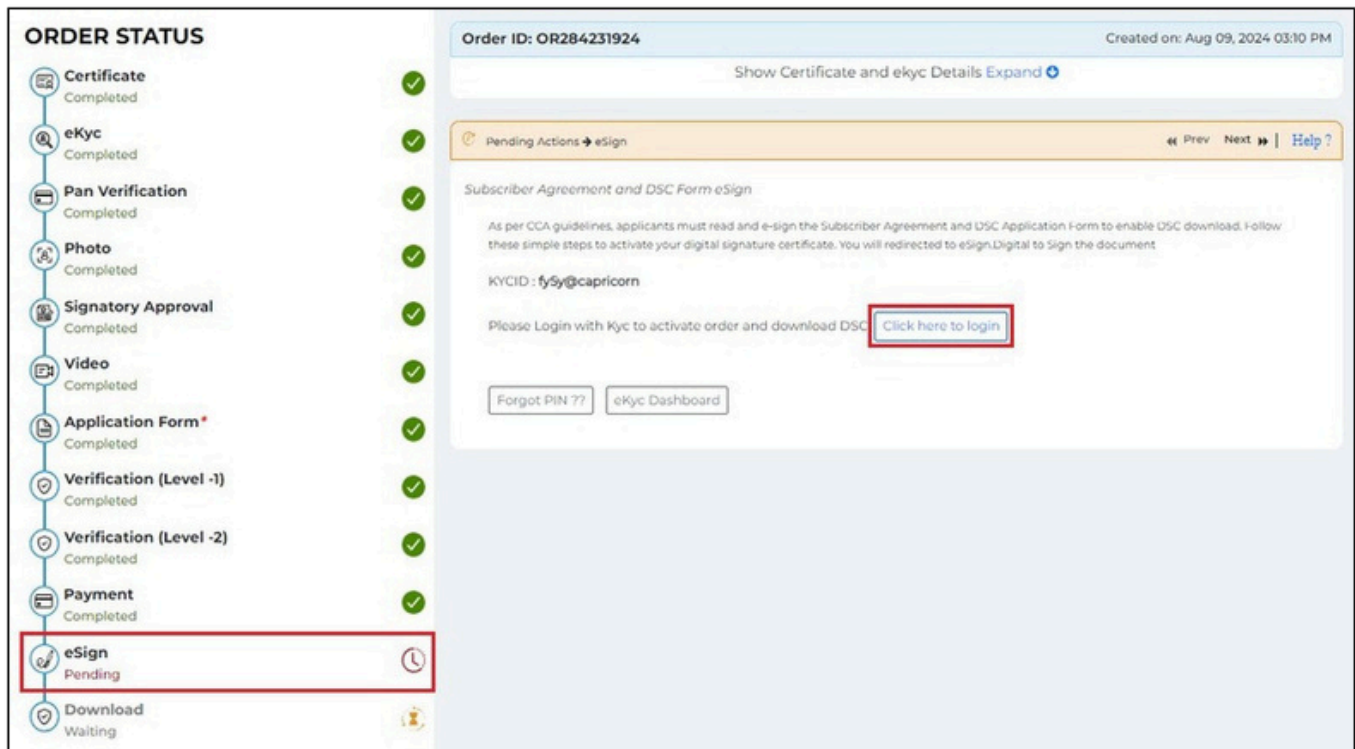
Transaction Details

Order ID	OR284231924
Transaction ID	3cfe0b3a0ab16ae55bf78c42c
Payment Status	success
Amount	₹ XXXX /-
Name	XXXX XXXX
Mobile	XXXXXXXXXX
Email	XXXXXXX@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

Order ID: OR284231924 Created on: Aug 09, 2024 03:10 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 be redirected to eSign.Digital to sign the document.

KYC ID: fYsy@capricorn

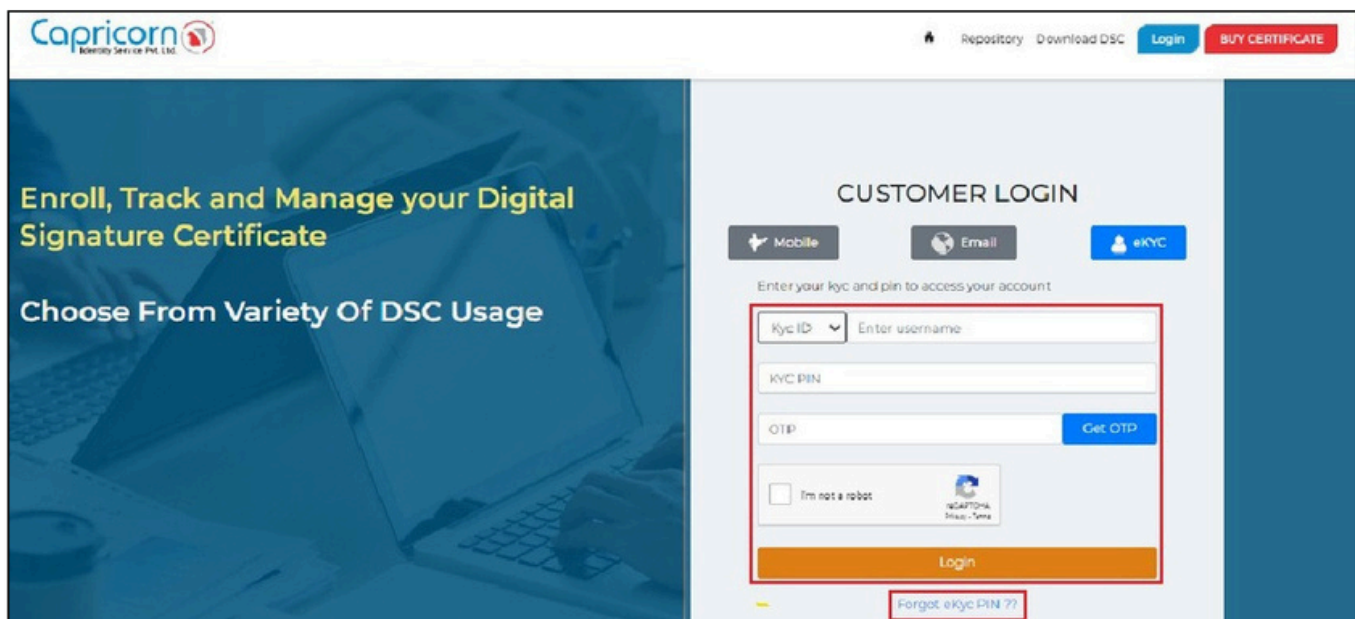
Please Login with Kyc to activate order and download DSC [Click here to login](#)

Forgot PIN ?? eKyc Dashboard

Progress List:

- 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

You will need to log in using your eKYC credentials.



Capricorn Identity Service Pvt. Ltd.

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

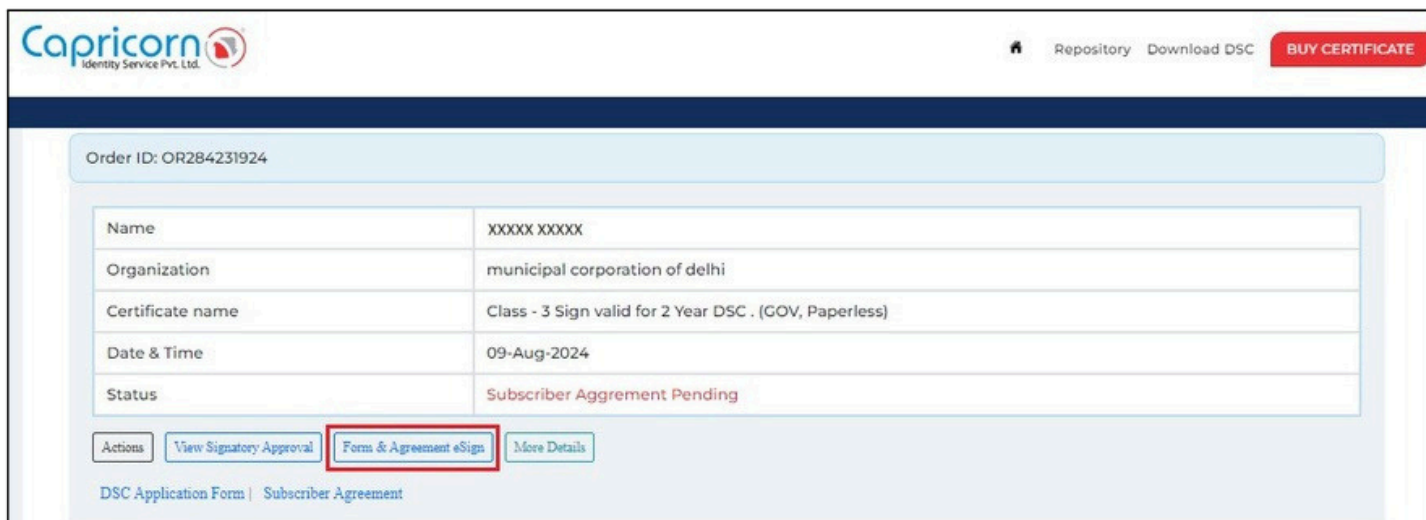
OTP [Get OTP](#)

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



Capricorn Identity Service Pvt. Ltd. Repository Download DSC BUY CERTIFICATE

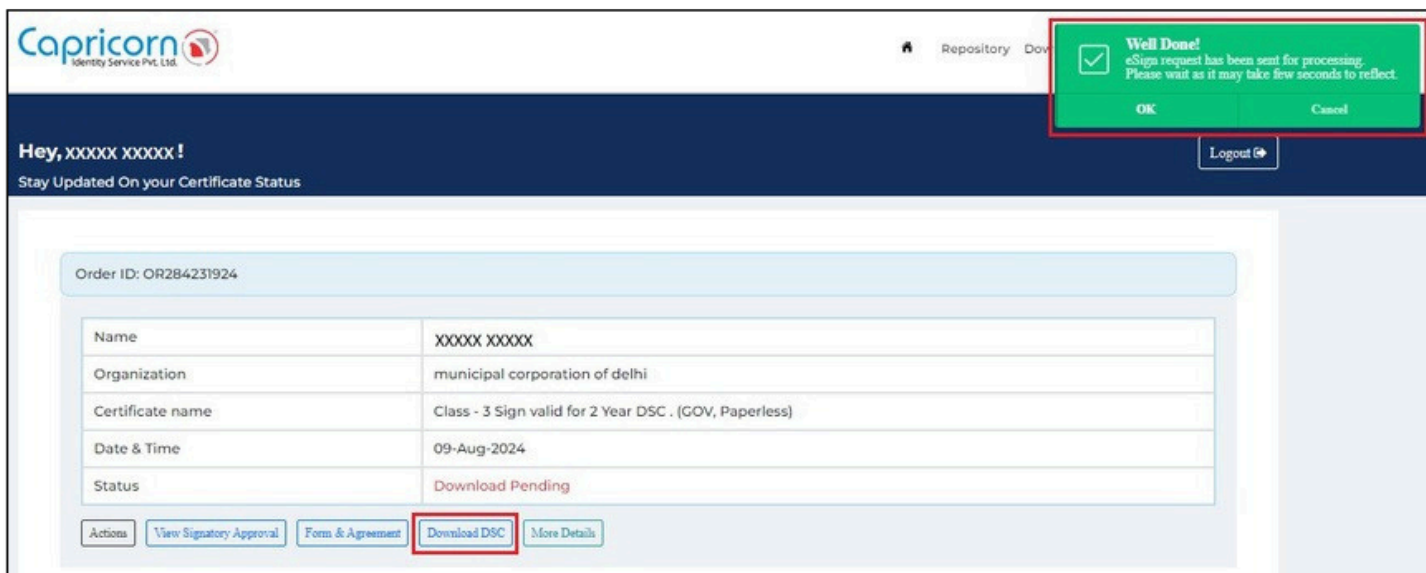
Order ID: OR284231924

Name	XXXXX XXXXX
Organization	municipal corporation of delhi
Certificate name	Class - 3 Sign valid for 2 Year DSC . (GOV, Paperless)
Date & Time	09-Aug-2024
Status	Subscriber Aggrement Pending

Actions View Signatory Approval **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.



Capricorn Identity Service Pvt. Ltd. Repository Download

Well Done!
eSign request has been sent for processing.
Please wait as it may take few seconds to reflect.
OK Cancel

Hey, XXXXX XXXXX!
Stay Updated On your Certificate Status Logout

Order ID: OR284231924


Name	XXXXX XXXXX
Organization	municipal corporation of delhi
Certificate name	Class - 3 Sign valid for 2 Year DSC . (GOV, Paperless)
Date & Time	09-Aug-2024
Status	Download Pending

Actions View Signatory Approval Form & Agreement **Download DSC** 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: OR284231924

Name	XXXXX XXXXX
Organization	municipal corporation of delhi
Certificate name	Class - 3 Sign valid for 2 Year DSC . (GOV, Paperless)
Date & Time	09-Aug-2024
Status	Download Pending

 Download your DSC Now

OrderID	OR284231924
Pin code	110092
Download Key	<input type="text" value="Enter Download"/> <input type="button" value="Update"/>

Note : Download key must be alphanumeric value of length between 5 to 8 character long

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