

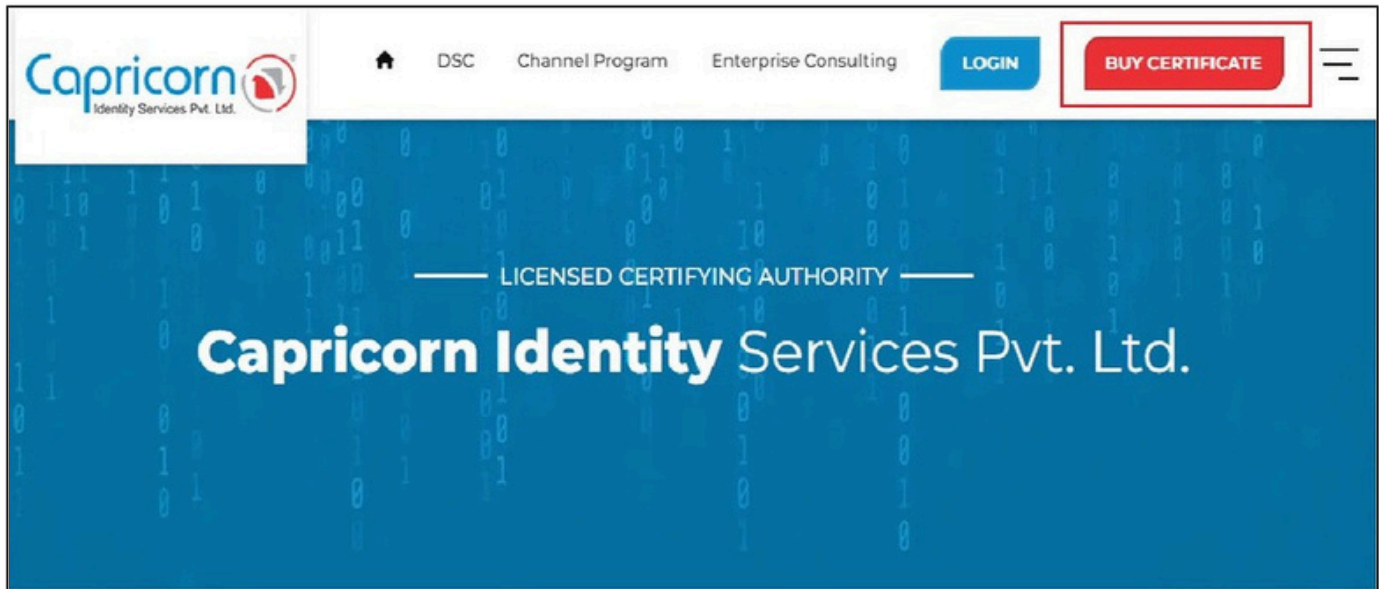
INDIVIDUAL ONLINE AADHAAR

OTP BASED DSC PROCEDURE

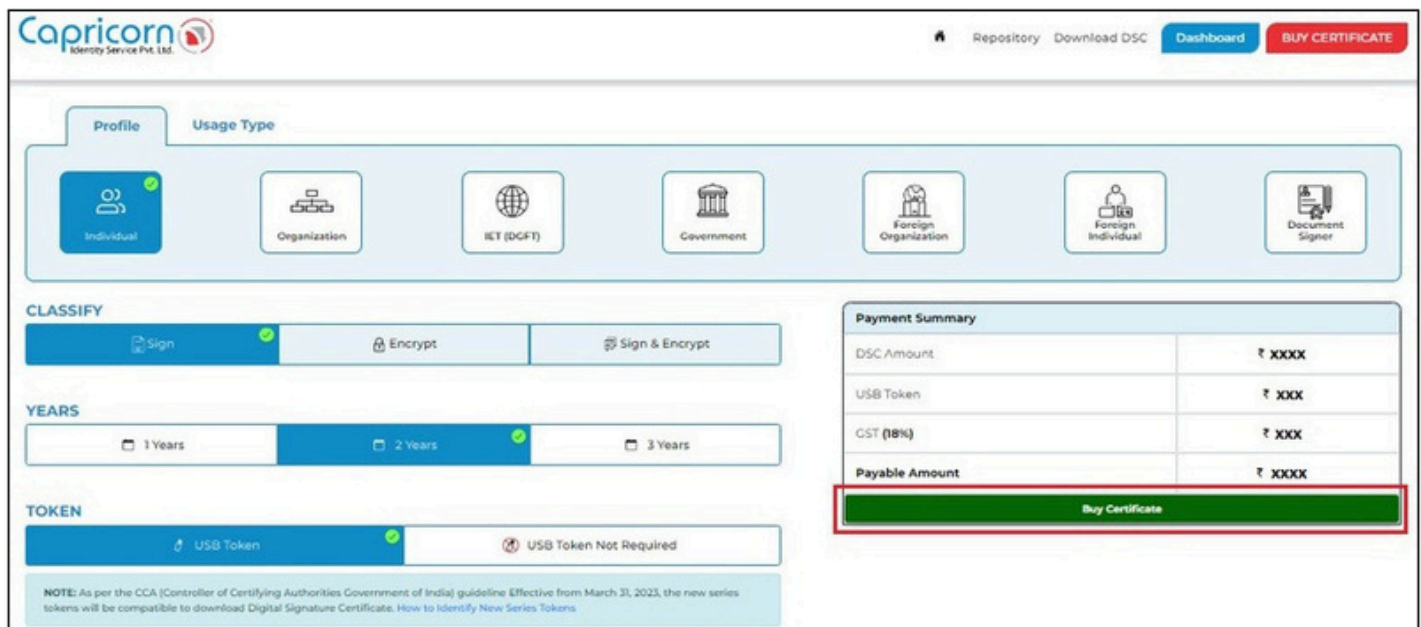
11-Apr-2025
Version 1.1.1

INDIVIDUAL - ONLINE AADHAAR OTP 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 **Individual 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**.



Profile | Usage Type

Individual | Organization | IET (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

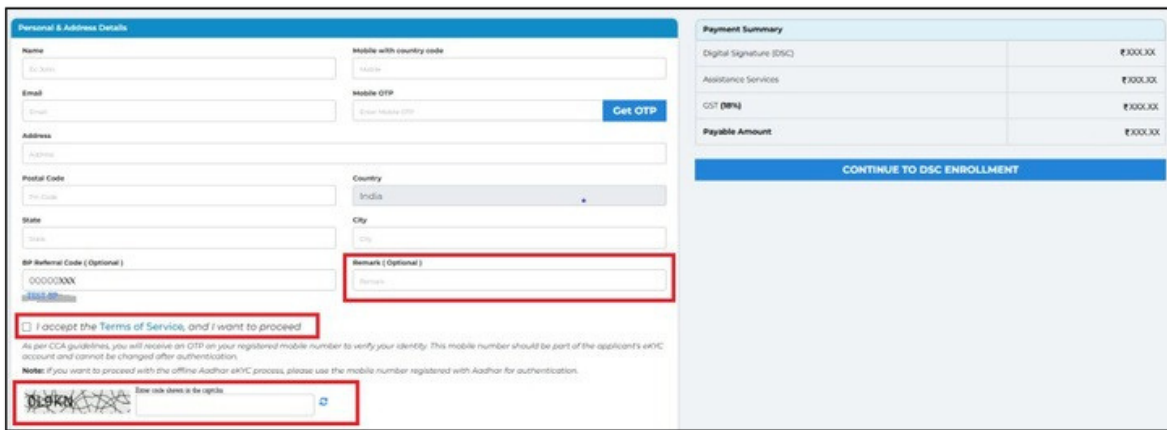
DSC Amount	₹ XXXX
USB Token	₹ XXX
CST (18%)	₹ XXX
Payable Amount	₹ XXXX

Buy Certificate

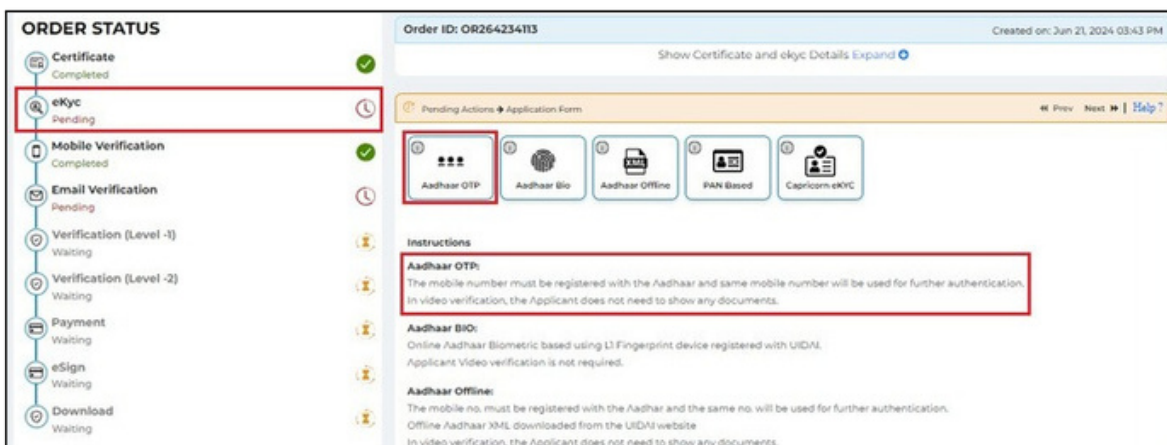
NOTE: As per the CCA [Controller of Certifying Authorities Government of India] guideline Effective from March 31, 2023, the new series tokens will be compatible to download Digital Signature Certificate. [How to Identify New Series Tokens](#)

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.



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



ORDER STATUS

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Certificate Completed

eKyc Pending

Mobile Verification Completed

Email Verification Pending

Verification (Level -1) Waiting

Verification (Level -2) Waiting

Payment Waiting

eSign Waiting

Download Waiting

Pending Actions → Application Form

Aadhaar OTP Aadhaar Bio Aadhaar Offline PAN Based Caplorn eKYC

Instructions

Aadhaar OTP:
The mobile number must be registered with the Aadhaar and same mobile number will be used for further authentication. In video verification, the Applicant does not need to show any documents.

Aadhaar Bio:
Online Aadhaar Biometric based using IJ Fingerprint device registered with UIDAI. Applicant Video verification is not required.

Aadhaar Offline:
The mobile no. must be registered with the Aadhaar and the same no. will be used for further authentication. Offline Aadhaar XML downloaded from the UIDAI website. In video verification, the Applicant does not need to show any documents.

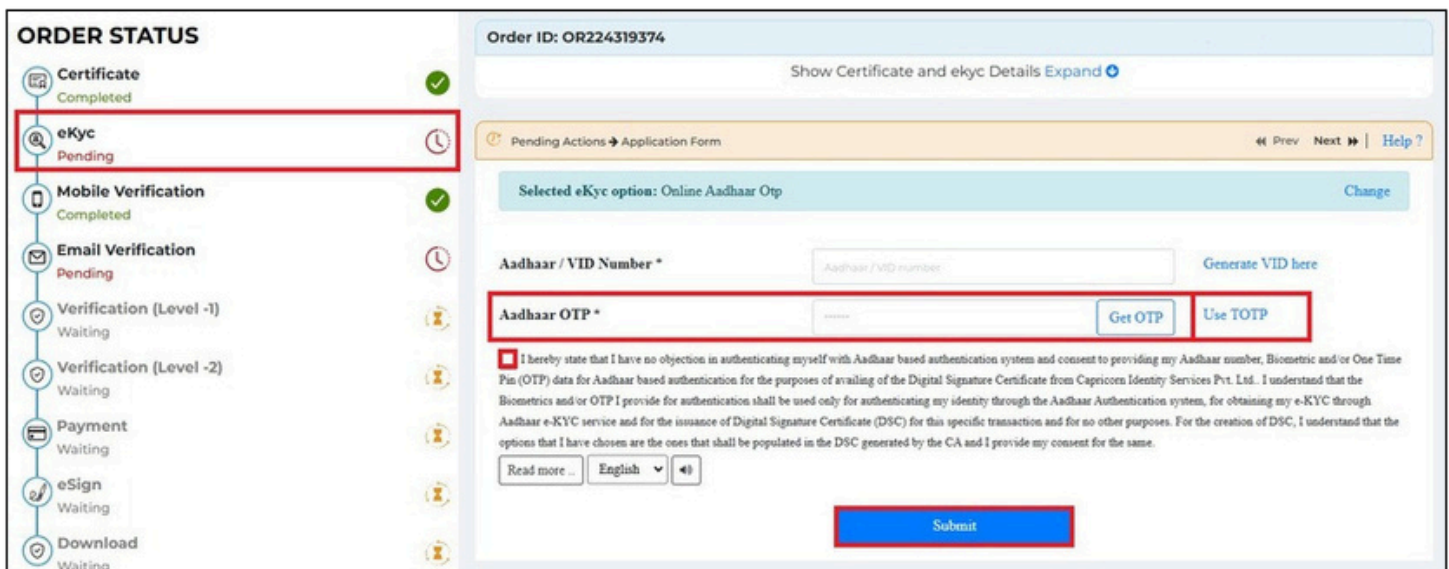
There are two options for **Aadhaar Authentication** to process your DSC:

1. **Aadhaar OTP**: - OTP will be sent to your registered mobile no with Aadhaar via SMS.
2. **Aadhaar TOTP**: - You can get TOTP from the [mAadhaar App](#).

FOR AADHAAR OTP:

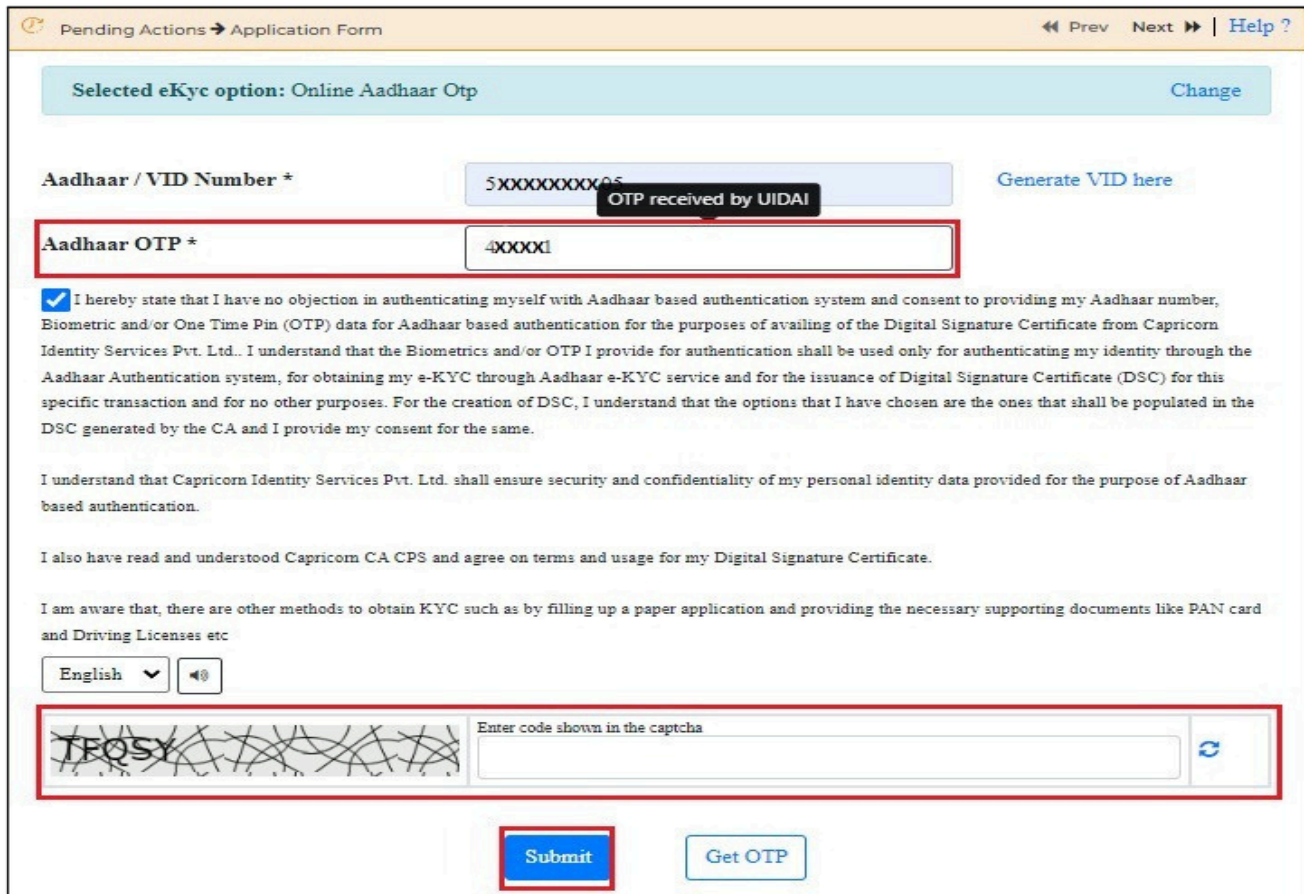
Follow the steps given below: -

- Enter the **Aadhaar** or **Virtual ID** number; Then check the box to agree to the terms and conditions.
- Click the **'Get OTP'** tab to send the **OTP** to the applicant's registered number.



The screenshot displays the 'ORDER STATUS' page for Order ID: OR224319374. The 'eKyc' step is highlighted with a red box and marked as 'Pending'. The 'Selected eKyc option' is 'Online Aadhaar Otp'. The form includes a field for 'Aadhaar / VID Number *' and a 'Generate VID here' link. Below this is the 'Aadhaar OTP *' field, which is also highlighted with a red box, and two buttons: 'Get OTP' and 'Use TOTP'. A consent checkbox is present with the following text: 'I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the Digital Signature Certificate from Capricorn Identity Services Pvt. Ltd. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same.' There are 'Read more ...' and 'English' dropdown menus, and a 'Submit' button at the bottom.

- Enter the **OTP** that was sent to the applicant's registered number.
- Enter the **Captcha**.
- Click on **'Sbmit'**.



Pending Actions → Application Form ◀ Prev Next ▶ | Help ?

Selected eKyc option: Online Aadhaar Otp Change

Aadhaar / VID Number * Generate VID here

OTP received by UIDAI

Aadhaar OTP *

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the Digital Signature Certificate from Capricorn Identity Services Pvt. Ltd.. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same.

I understand that Capricorn Identity Services Pvt. Ltd. shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I also have read and understood Capricorn CA CPS and agree on terms and usage for my Digital Signature Certificate.

I am aware that, there are other methods to obtain KYC such as by filling up a paper application and providing the necessary supporting documents like PAN card and Driving Licenses etc

English

Enter code shown in the captcha

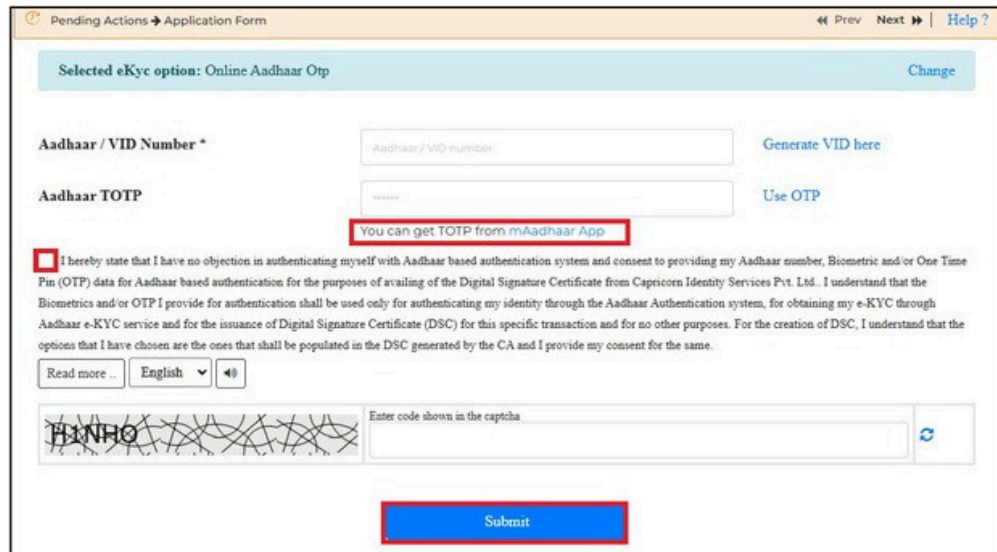
FOR AADHAAR TOTP:

- Enter the **Aadhaar** or **Virtual ID** number; then check the box to agree to the terms and conditions.
- **FOR AADHAAR TOTP:** You can get TOTP from the [mAadhaar App](#). Using the mAadhaar app

- Download the [mAadhaar App](#) on your smartphone.
- Log in using your Aadhaar details.
- Tap on **'MY AADHAAR'**.
- Select **'GET TOTP'**.
- An 8-digit TOTP code will appear, valid for 30 seconds.



- Enter the **TOTP**.
- Enter **Captcha** and click on **'Submit'**.



The screenshot shows a web application form titled "Pending Actions → Application Form". At the top, it indicates "Selected eKyc option: Online Aadhaar Otp" with a "Change" link. The form contains the following fields and elements:

- Aadhaar / VID Number ***: A text input field with a placeholder "Aadhaar / VID number" and a "Generate VID here" link.
- Aadhaar TOTP**: A text input field with a placeholder "*****" and a "Use OTP" link.
- A red-bordered box containing the text: "You can get TOTP from mAadhaar App".
- A consent statement: "I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the Digital Signature Certificate from Capricorn Identity Services Pvt. Ltd. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same." Below this is a "Read more ..." link and a language dropdown menu set to "English".
- Captcha**: A visual captcha showing the characters "H1NH0" and a text input field labeled "Enter code shown in the captcha" with a refresh icon.
- Submit**: A prominent blue button at the bottom center.

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.

Pending Actions → Application Form ← Prev Next → | Help ?

<p>Name</p> <input type="text" value="SXXX SXXXX"/>	<p>PAN (Mandatory for Income Tax usage)</p> <input type="text" value="PAN"/>
<p>Date of Birth</p> <input type="text" value="02-11-2000"/>	<p>Mobile with country code</p> <input type="text" value="919XXXXXX1"/>
<p>Email</p> <input type="text" value="test756@gmail.com"/>	<p>Gender</p> <input type="text" value="Male"/>
<p>Address</p> <input type="text" value="House XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Nagar"/>	
<p>Postal Code (PIN)</p> <input type="text" value="XXXXX"/>	<p>Country</p> <input type="text" value="India"/>
<p>State</p> <input type="text" value="Delhi"/>	<p>City</p> <input type="text" value="XXXXDelhi"/>
<p>eKYC ID</p> <input type="text" value="KYC ID"/>	<p>eKYC PIN</p> <input type="text" value="KYC PIN"/>

Alphanumeric, start with alphabet, min 4 letter long 6 digit numeric pin

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate Digital CFS 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.
 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: OR264234113 Created on: Jun 21, 2024 03:43 PM

[Show Certificate and ekyc Details Expand](#)

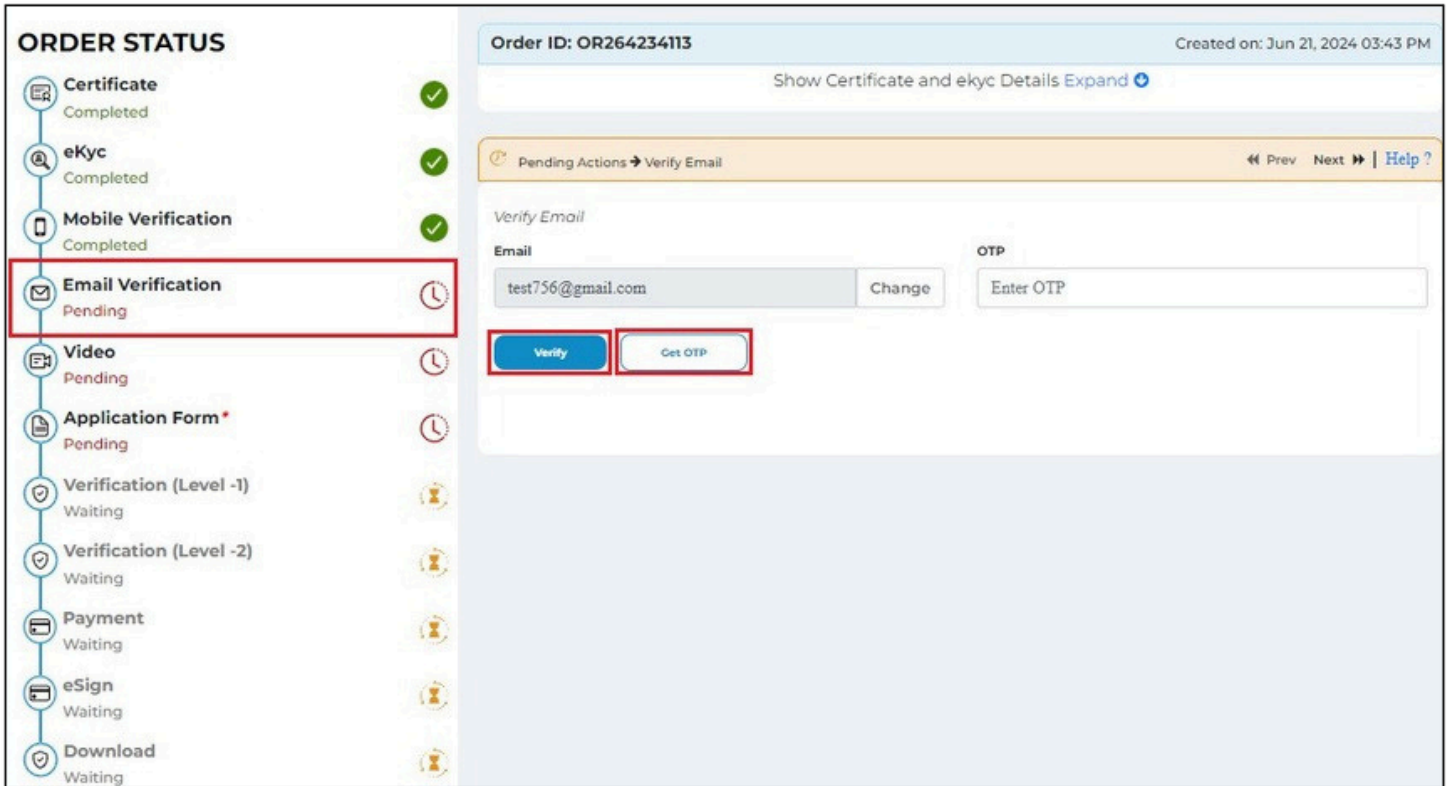
Pending Actions → Verify PAN ← Prev Next → | Help ?

Verify PAN

<p>Name *</p> <input type="text" value="SxxxxSxxxx"/>	<p>PAN *</p> <input type="text" value="LXXXXXXXX"/>
<p>Date of Birth *</p> <input type="text" value="XX-XX-2XXX"/>	<p><input type="checkbox"/> Change name in order</p>

Verify

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



ORDER STATUS

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

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Show Certificate and ekyc Details Expand

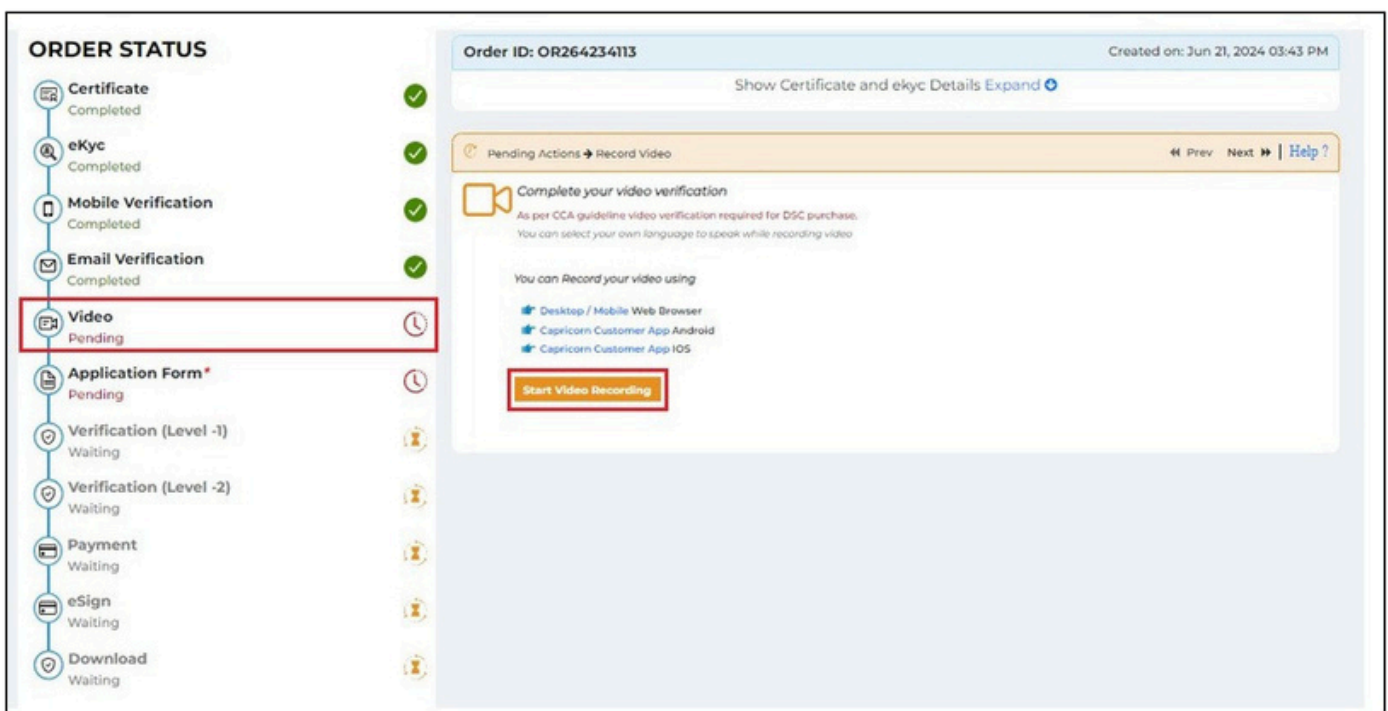
Pending Actions → Verify Email

Verify Email

Email: test756@gmail.com Change OTP: Enter OTP

Verify Get OTP

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



ORDER STATUS

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

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 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.

You can Record your video using

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

Start Video 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 OR264234113

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

English Hindi

I, sxxxx sxxxx with video code 419 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.

Record Video for DSC Order Id OR264234113

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

English Hindi

I, sxxxx sxxxx with video code 419 have applied for digital signature with capricorn CA.

Capricorn

0:03

Play Video **SUBMIT**

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

Record Video for DSC Order Id OR264234113

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

English Hindi

I, sxxxx sxxxx with video code 419 have applied for digital signature with capricorn CA.



Video Uploaded Successfully.

Continue to Enrollment process

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

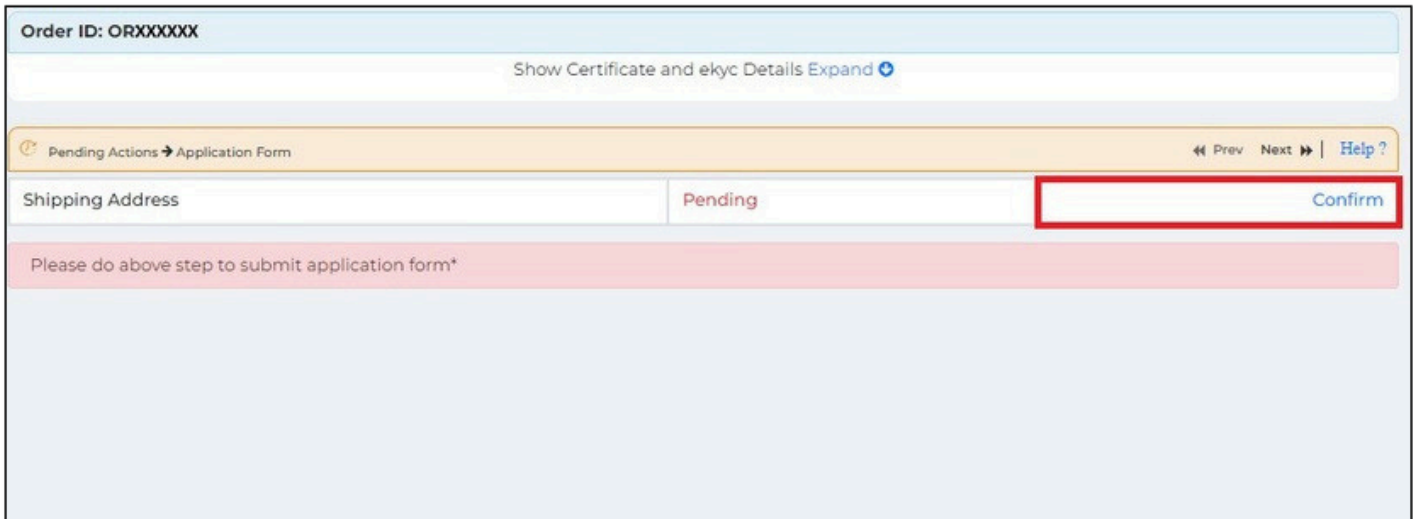
🕒 You have recorded your video on 21-Jun-2024 04:31 PM



Play

Record Video Again

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

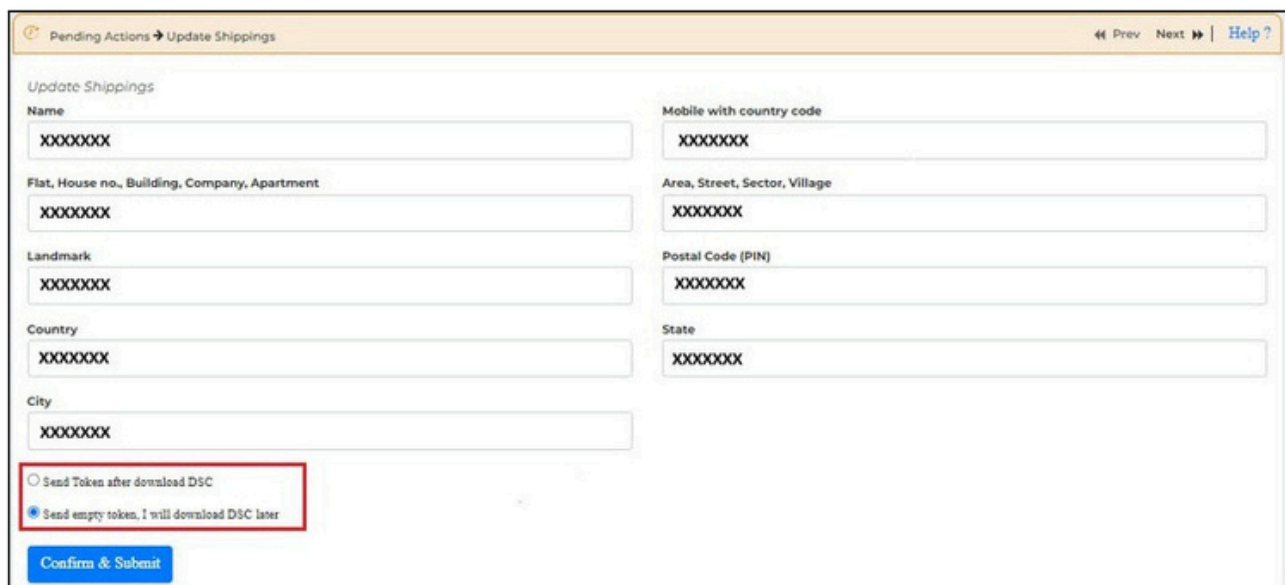
Shipping Address Pending Confirm

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

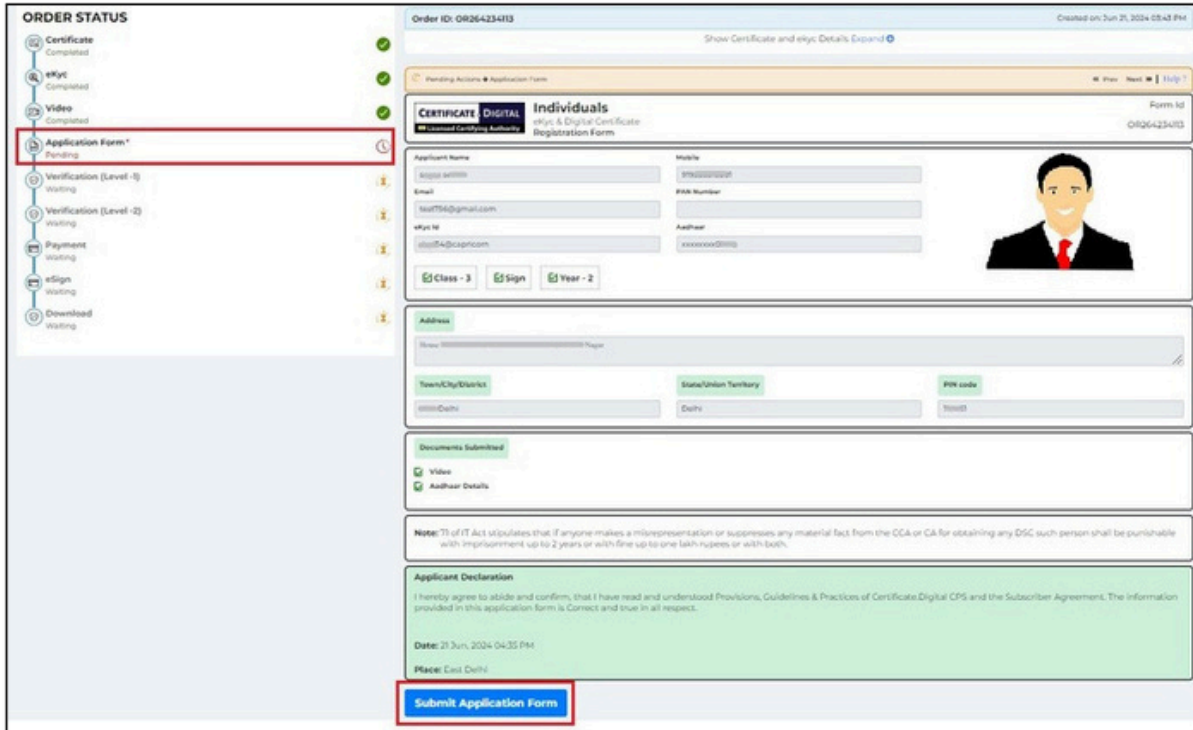
City: XXXXXXXX

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'.



ORDER STATUS

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

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Application Form

CERTIFICATE DIGITAL
ekyc & Digital Certificate Registration Form

Applicant Name: [Field] Mobile: [Field]

Email: [Field] PIN Number: [Field]

eKyc ID: [Field] Aadhaar: [Field]

Class - 3 Sign Year - 2

Address: [Field]

Town/City/District: [Field] State/Union Territory: [Field] PIN code: [Field]

Documents Submitted: Video, Aadhaar Details

Note: IT of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CGA 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.

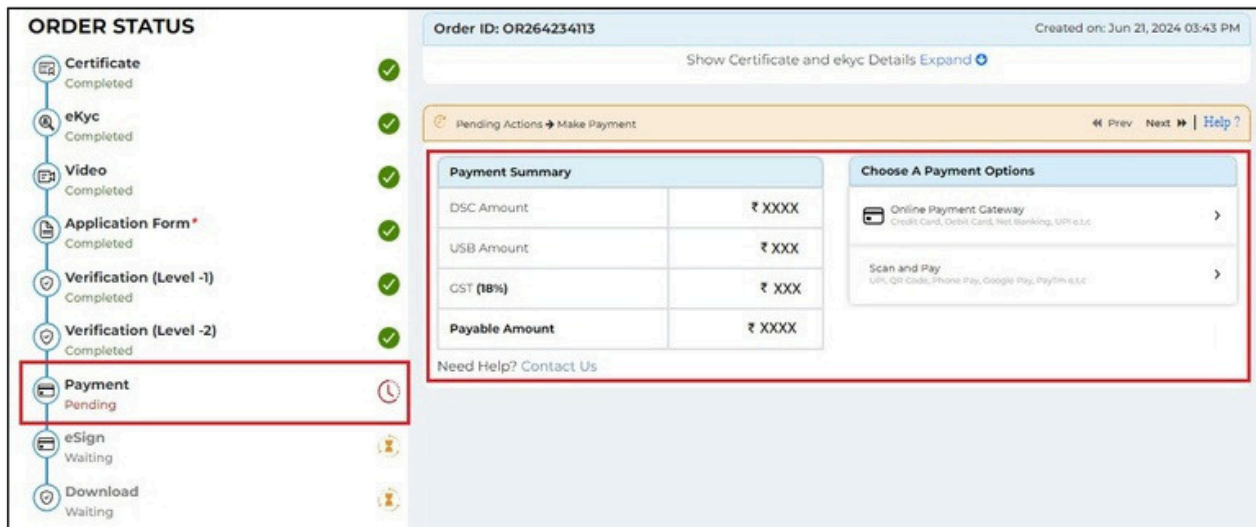
Applicant Declaration: I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate.Digital CPS and the Subscriber Agreement. The information provided in this application form is Correct and true in all respect.

Date: 21 Jun, 2024 04:35 PM

Place: East 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
- Video Completed
- Application Form* Completed
- Verification (Level-1) Completed
- Verification (Level-2) Completed
- Payment Pending**
- eSign Waiting
- Download Waiting

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Make Payment

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 e.t.c)
- Scan and Pay (UPI, QR Code, Phone Pay, Google Pay, Paytm e.t.c)

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	OR264234113
Transaction ID	337 XXXXXXXXXXXXXXX 2e4
Payment Status	success
Amount	₹ XXXX /-
Name	sXXXXsXXXX
Mobile	919XXXXXXXX 1
Email	test756@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 ✔
- Video**
Completed ✔
- Application Form***
Completed ✔
- Verification (Level -1)**
Completed ✔
- Verification (Level -2)**
Completed ✔
- Payment**
Completed ✔
- eSign**
Pending 🕒
- Download**
Waiting 🕒

Order ID: OR264234113 Created on: Jun 21, 2024 03:43 PM

Show Certificate and ekyc Details [Expand](#)

🔄 Pending Actions → eSign ⏪ Prev Next ⏩ | [Help ?](#)

Subscriber Agreement and DSC Form eSign

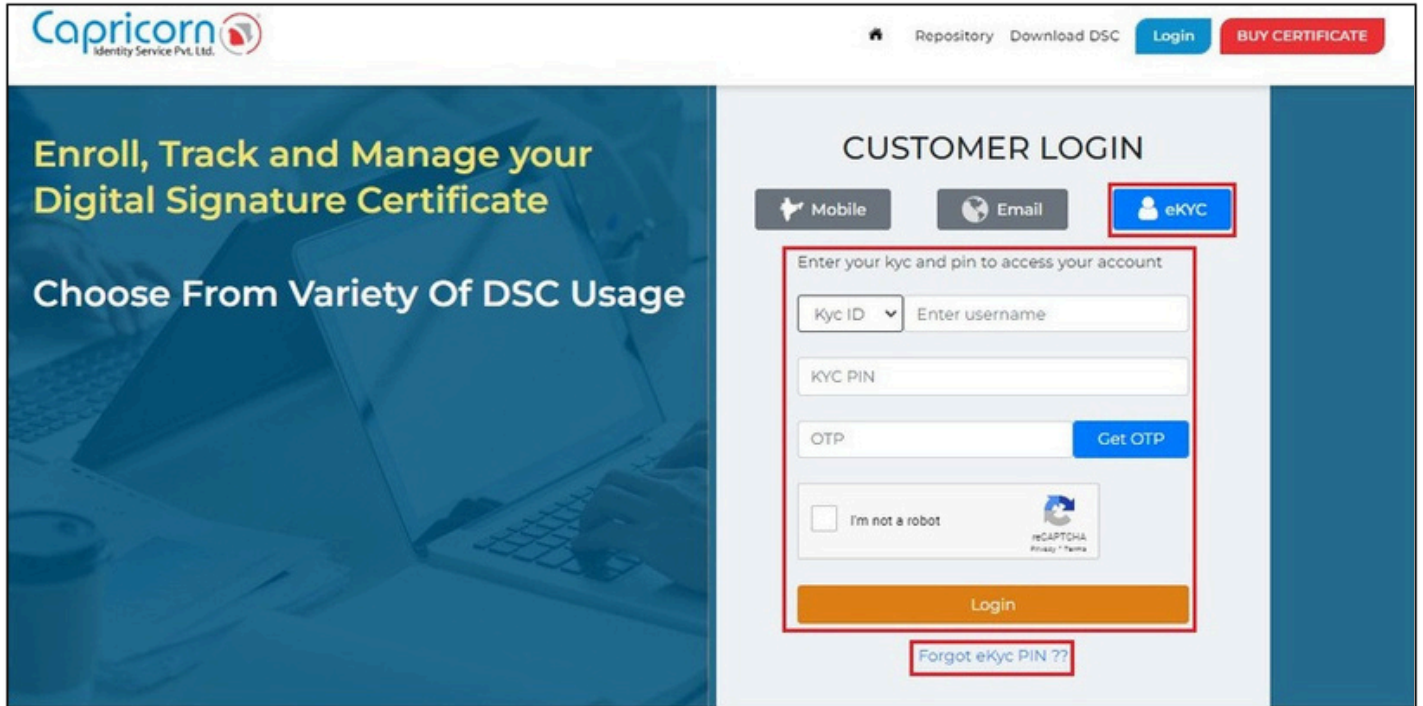
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document

KYCID : rhp134@capricorn

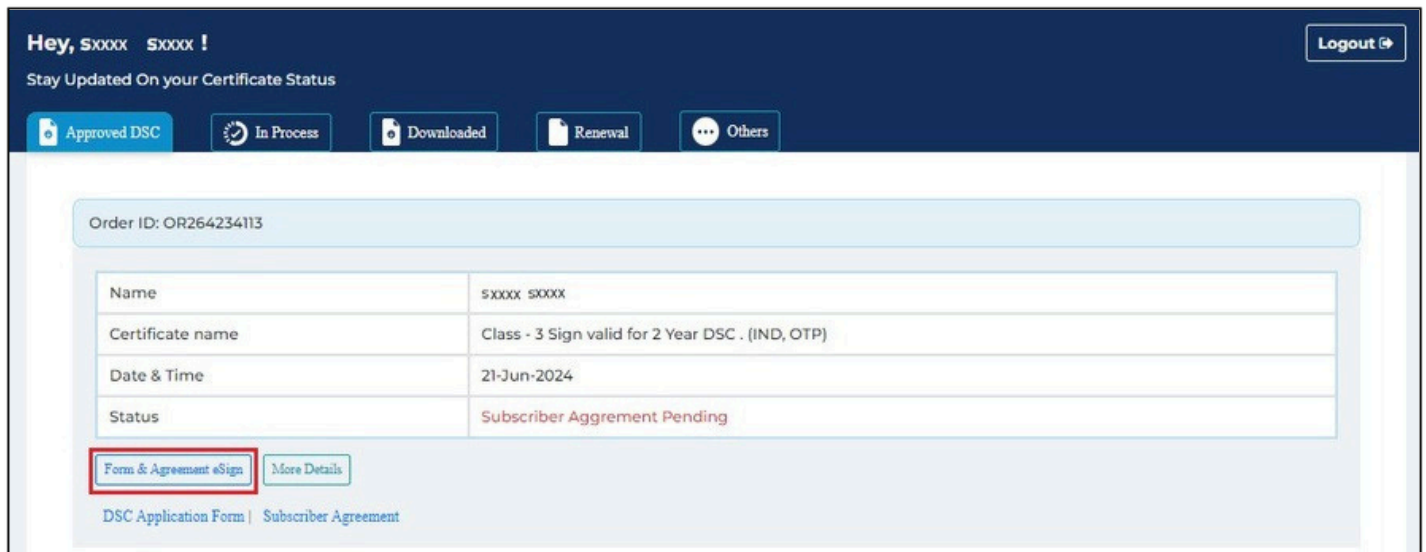
Please Login with Kyc to activate order and download DSC. Click here to login

Forgot PIN ??
eKyc Dashboard

You will need to log in using your eKYC credentials.

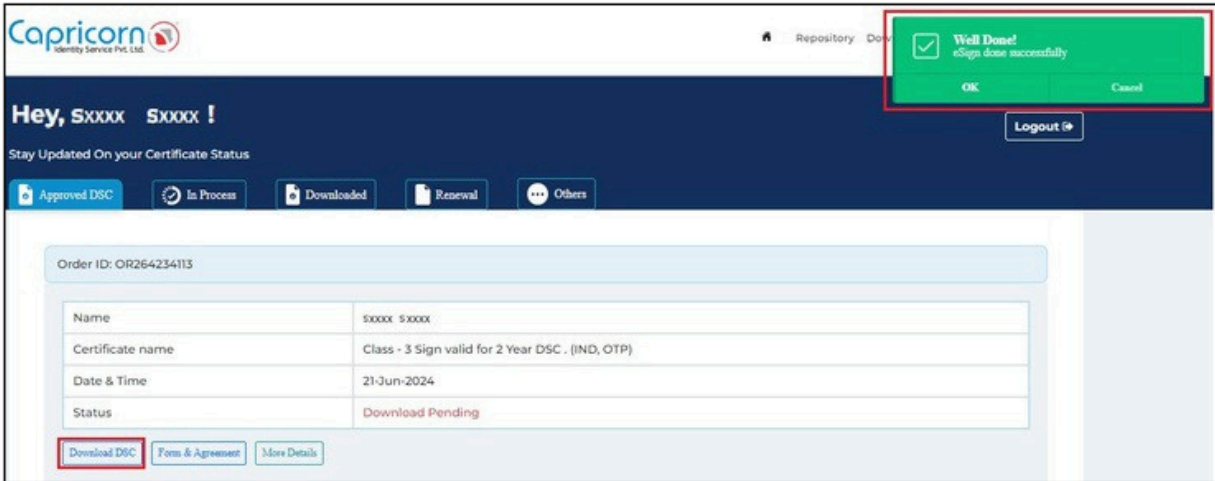


Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.

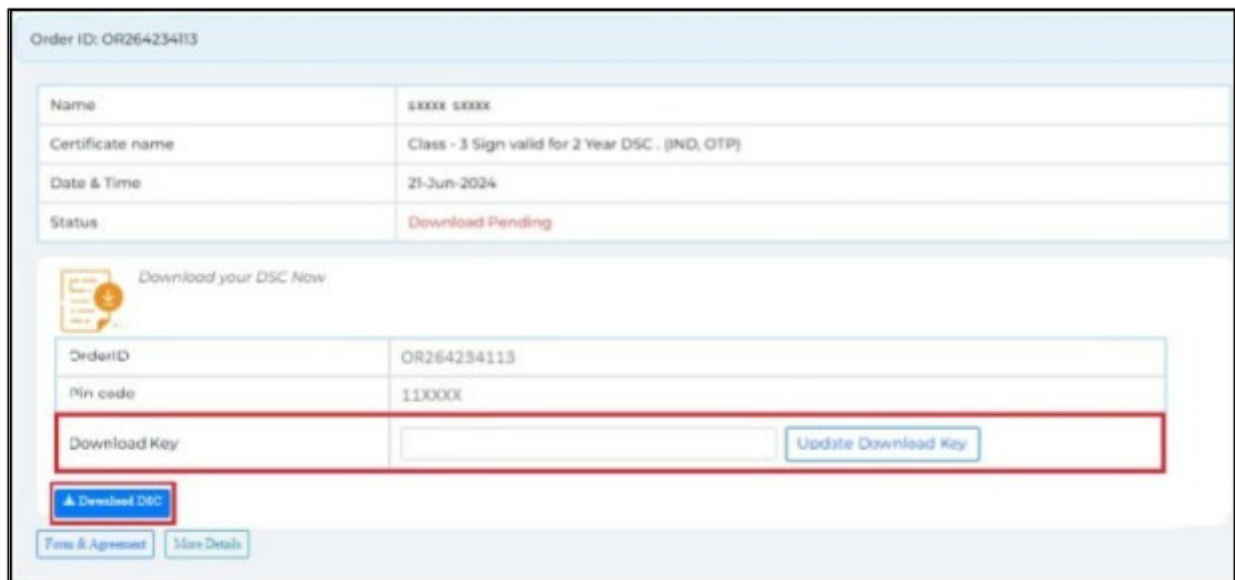


Order ID: OR264234113	
Name	sxxxx sxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, OTP)
Date & Time	21-Jun-2024
Status	Subscriber Aggrement Pending

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.



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