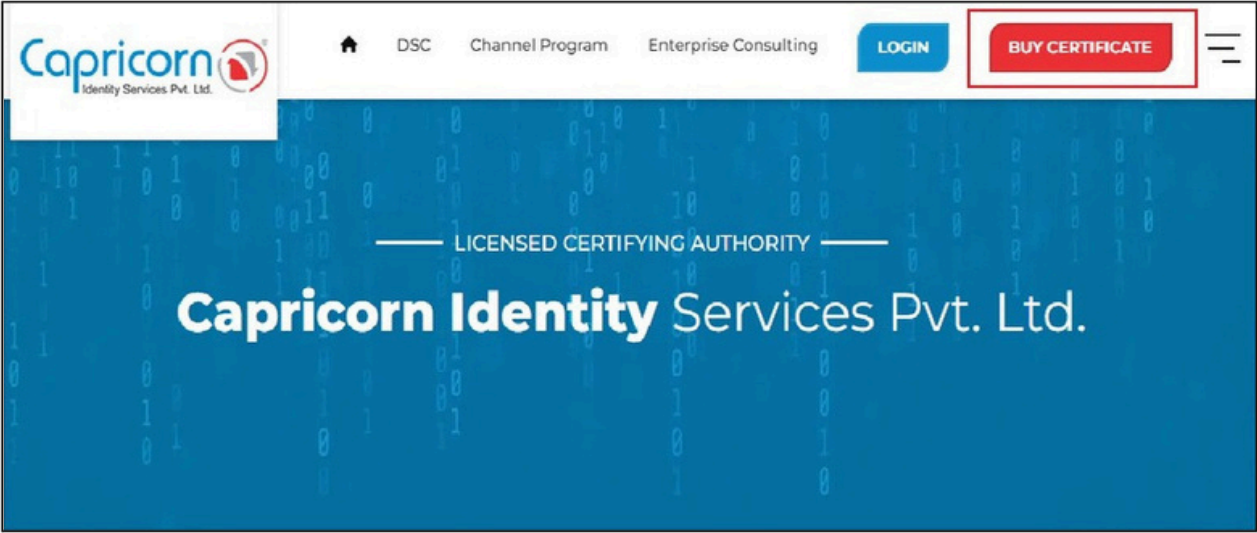


# ORG/GOV - **EMPLOYEE BASED DSC PROCEDURE**

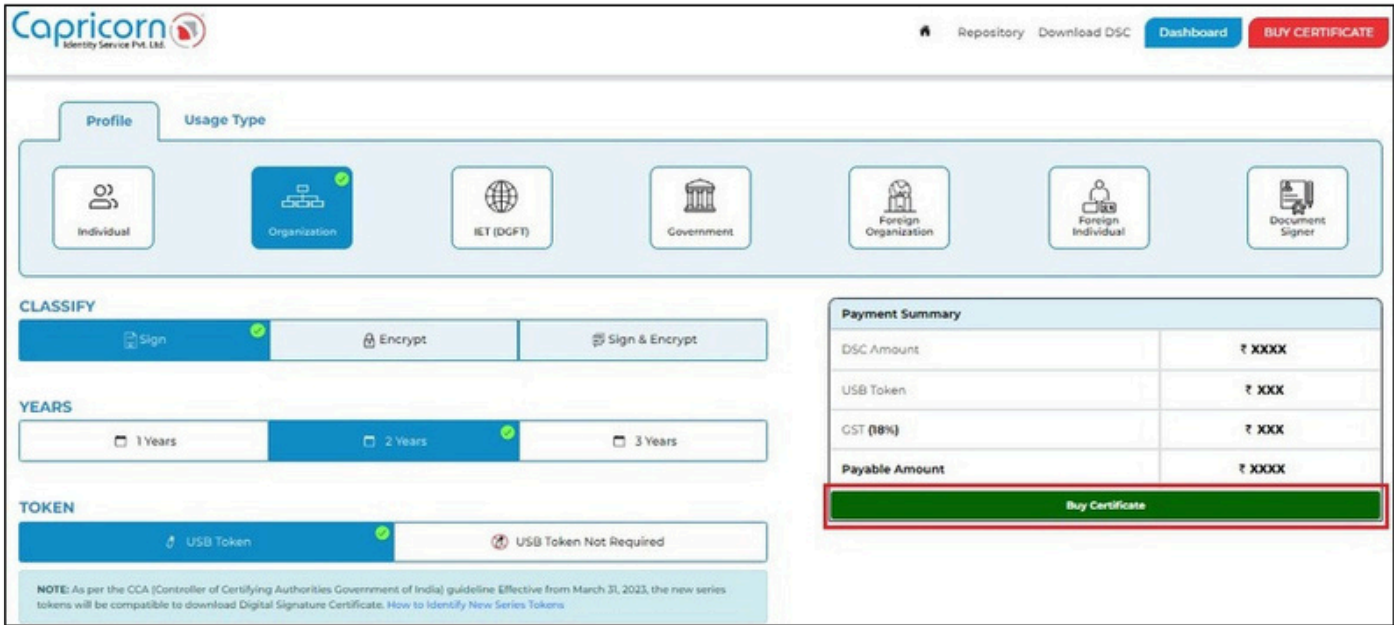
11-Apr-2025  
Version 1.1.1

# ORG/GOV - EMPLOYEE BASED DSC PROCEDURE

Navigate to the [Capricorn website](#) and select the 'Buy Certificate' option to begin the DSC purchase process.

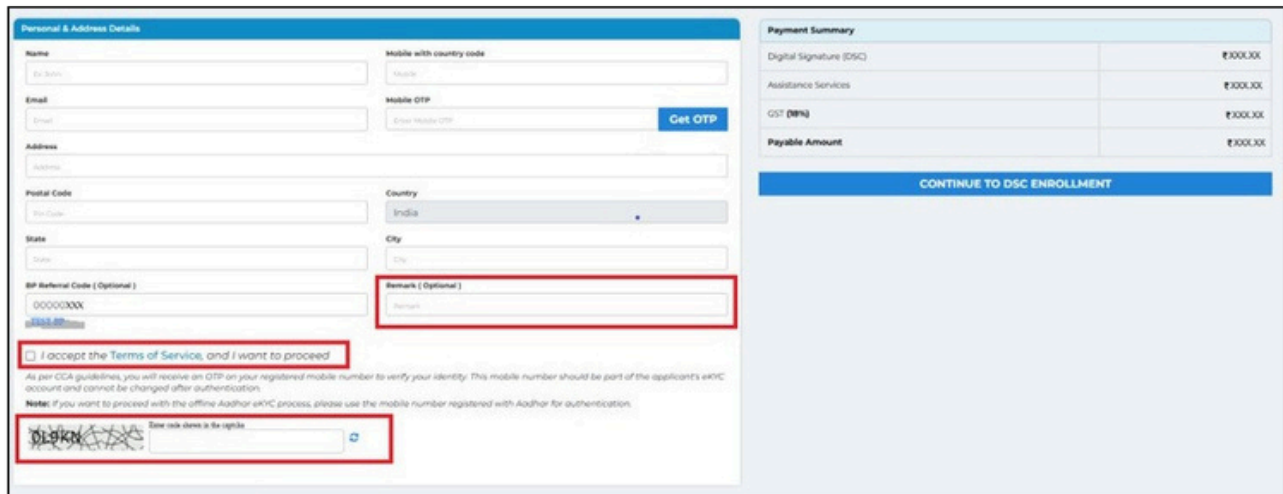


Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **ORG/GOV DSC** type, click on the 'Buy Certificate' tab. If you want TOKEN with your DSC, you need to choose **TOKEN**, else, you can select **USB TOKEN NOT REQUIRED**.



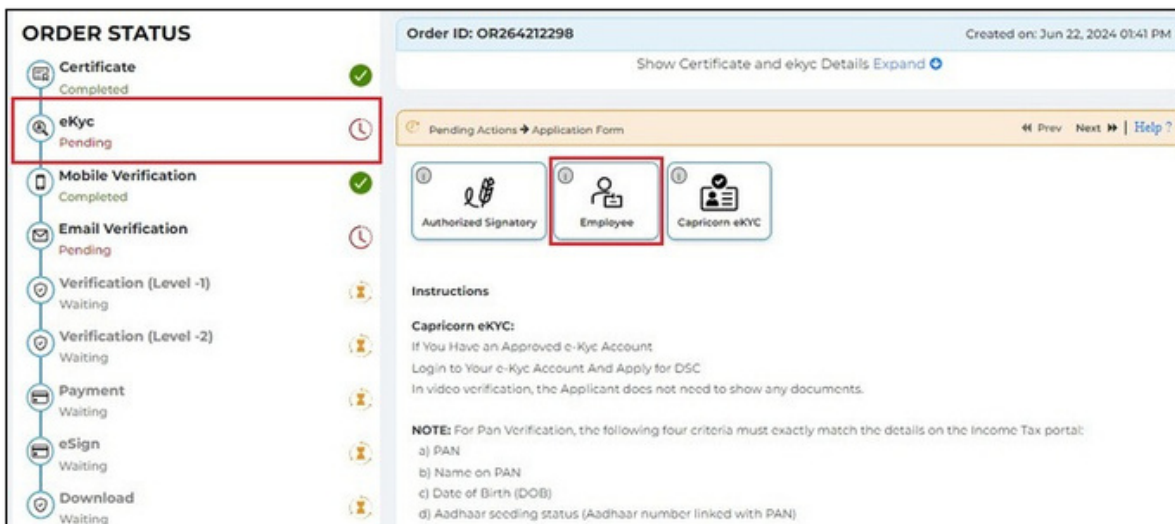
Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **remark** field related to the order (**It is optional**).

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, and City. A 'Get OTP' button is next to the Mobile OTP field. Below these are optional fields for BP Referral Code and Remark. A checkbox for 'I accept the Terms of Service, and I want to proceed' is highlighted. At the bottom left, a CAPTCHA area is also highlighted. On the right, a 'Payment Summary' table shows charges for Digital Signature (DSC), Assistance Services, and GST (9%), with a total Payable Amount of ₹300.00. A blue button labeled 'CONTINUE TO DSC ENROLLMENT' is at the bottom right.

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




The screenshot shows the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 PM. A progress bar on the left shows the status of various 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. In the 'Pending Actions' section, three options are shown: Authorized Signatory, Employee (highlighted with a red box), and Capricorn eKYC. Below this, 'Instructions' for Capricorn eKYC are provided, including 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 ?](#)

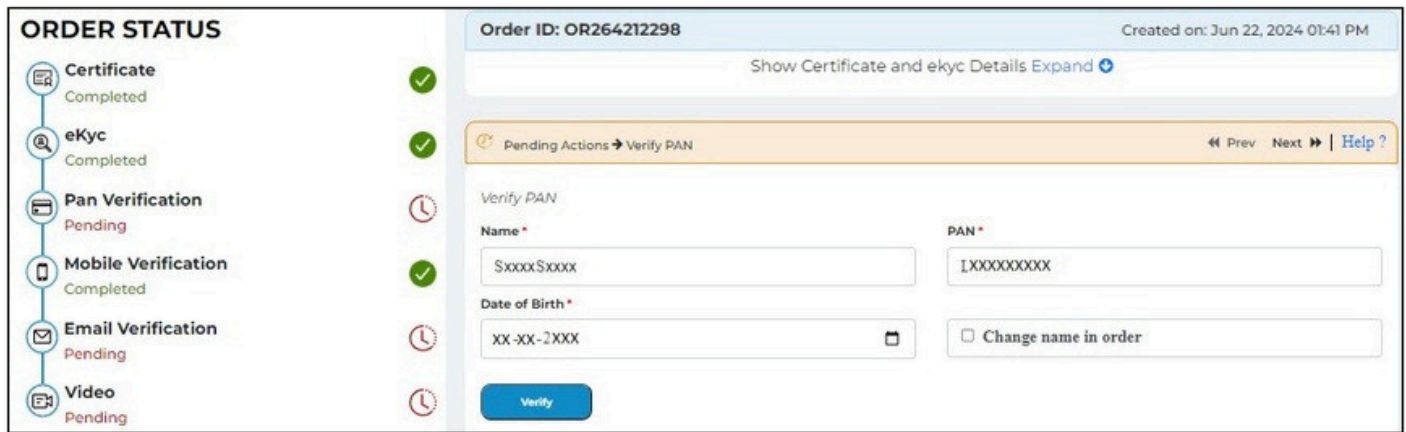
<b>Name</b>	<input type="text" value="Sxxxx Sxxxx"/>	<b>PAN (Mandatory for Income Tax usage)</b>	<input type="text" value="PAN"/>
<b>Date of Birth</b>	<input type="text" value="dd-mm-yyyy"/> 	<b>Mobile with country code</b>	<input type="text" value="919XXXXXXXX1"/>
<b>Email</b>	<input type="text" value="test666@gmail.com"/>	<b>Gender</b>	<input type="text" value="Select Gender"/> ▼
<b>eKYC ID</b>	<input type="text" value="KYC ID @capricom"/>	<b>eKYC PIN</b>	<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>	<input type="text" value="department"/>	<b>Employee Code</b>	<input type="text" value="Employee code given by company"/>
<b>Authorised signatory eKYC ID</b>	<input type="text" value="KYC ID @capricom"/>	<b>Aadhaar Number</b>	<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**

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

Show Certificate and ekyc Details Expand

Pending Actions → Verify PAN

Verify PAN

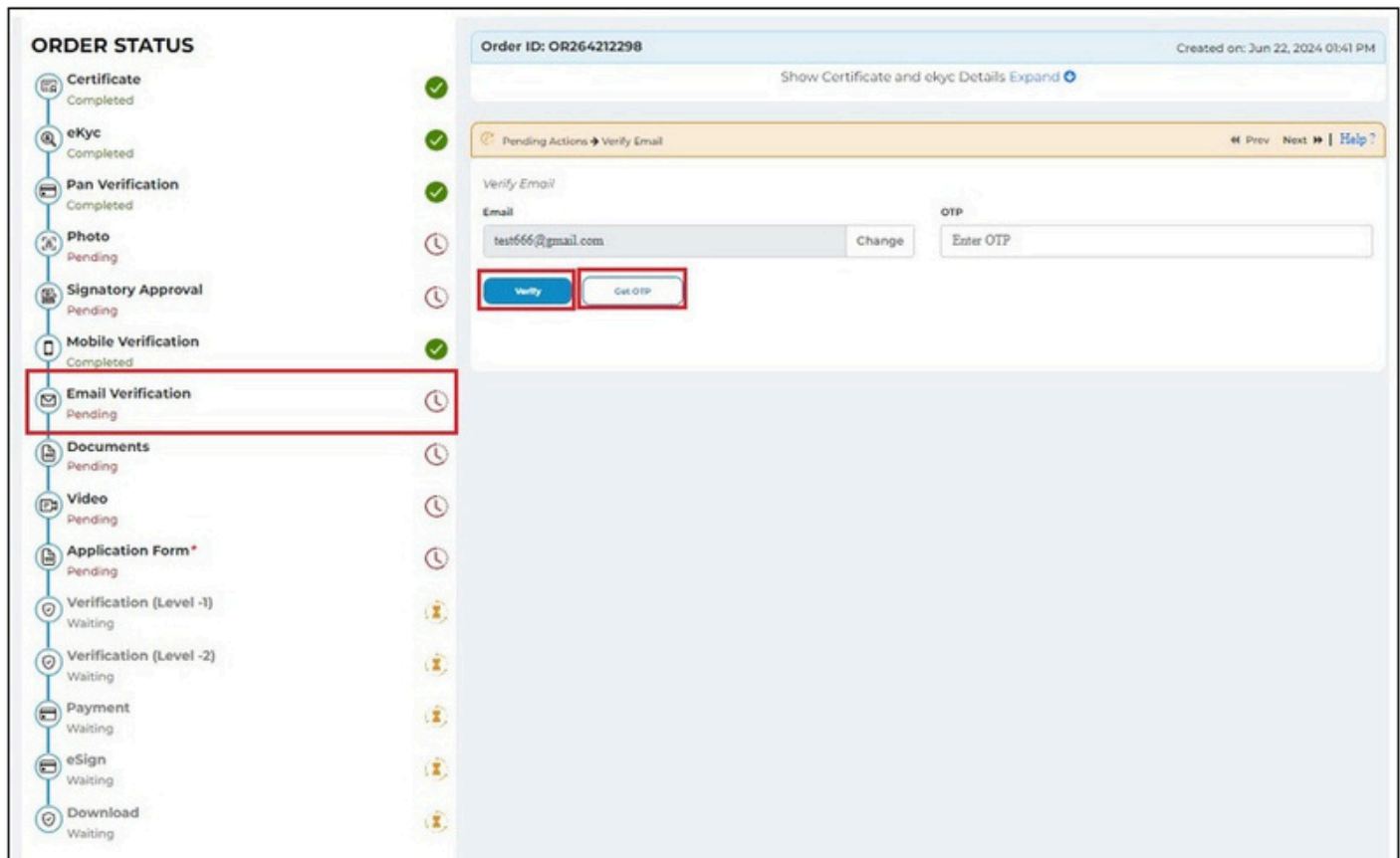
Name \* SxxxxSxxxx PAN \* IXXXXXXXXX

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**

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

Show Certificate and ekyc Details Expand

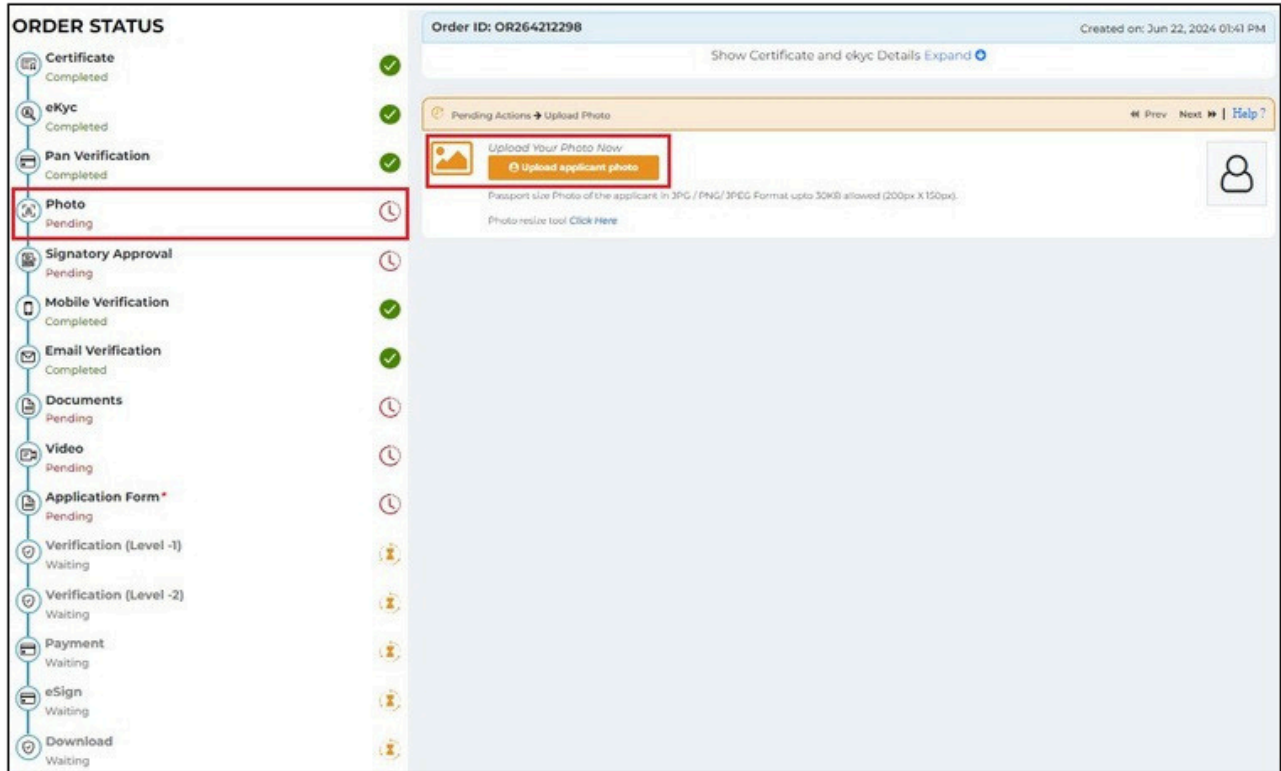
Pending Actions → Verify Email

Verify Email

Email test666@gmail.com Change OTP Enter OTP

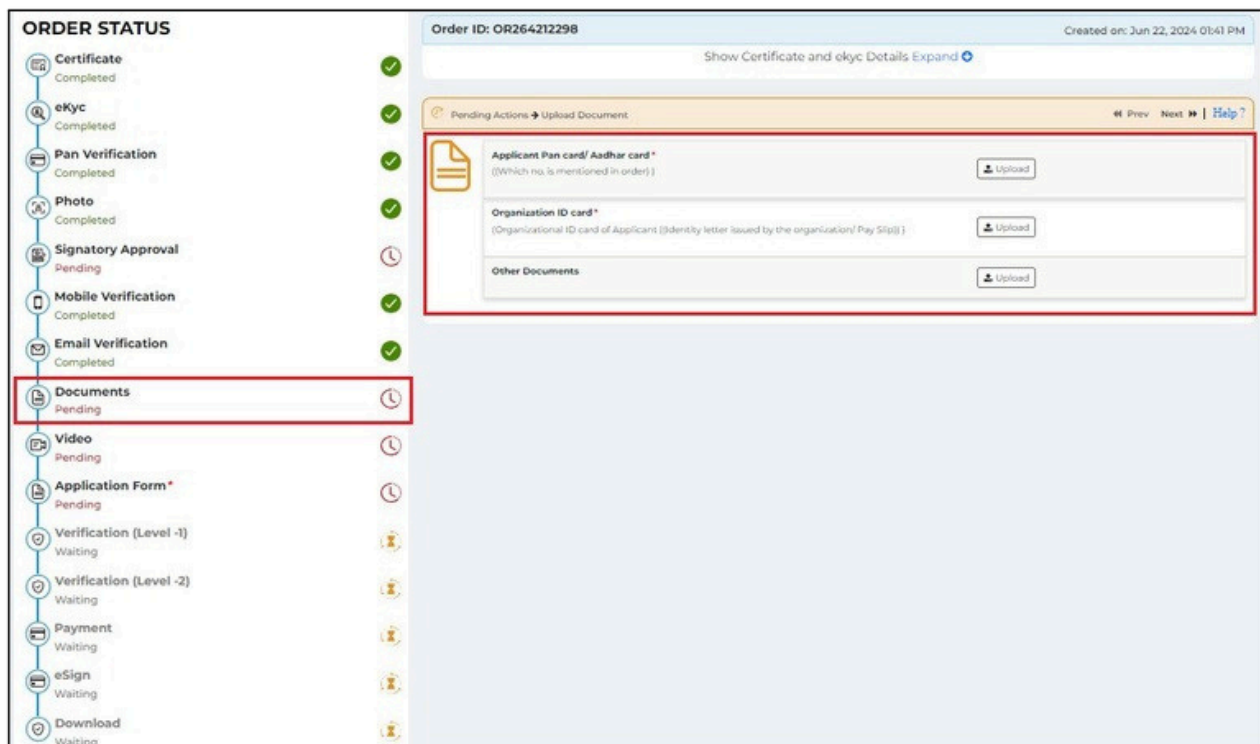
Verify Get OTP

Upload a passport-sized photograph of the applicant.



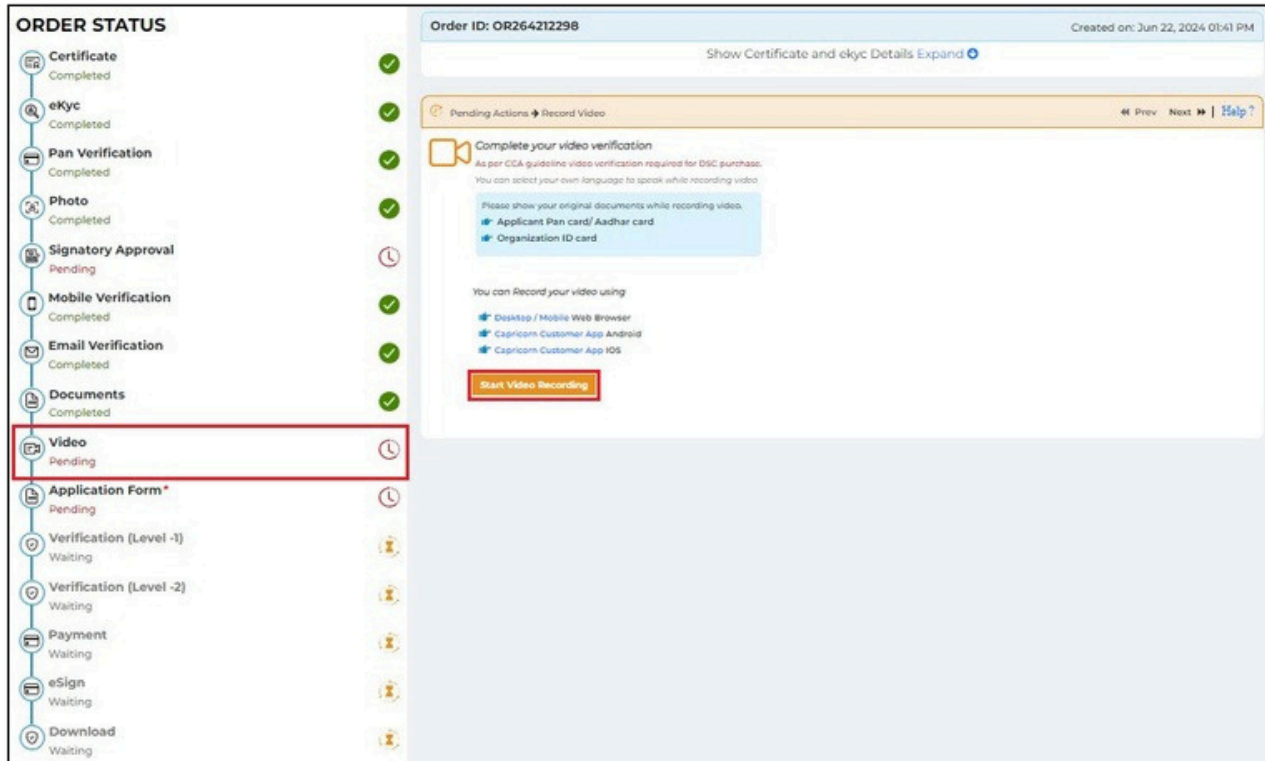
The screenshot shows the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 PM. The left sidebar lists various steps: Certificate (Completed), eKyc (Completed), Pan Verification (Completed), Photo (Pending), Signatory Approval (Pending), Mobile Verification (Completed), Email 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 main content area shows 'Pending Actions' with a red box highlighting the 'Upload Photo' section. It includes a button 'Upload applicant photo' and instructions: 'Passport size Photo of the applicant. In JPG / PNG/ JPEG Format upto 30KB allowed (200px X 150px). Photo-resize tool Click Here'.

Upload the required documents



The screenshot shows the 'ORDER STATUS' page for Order ID: OR264212298, created on Jun 22, 2024 01:41 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 main content area shows 'Pending Actions' with a red box highlighting the 'Upload Document' section. It includes three rows for document uploads: 'Applicant Pan card/ Aadhar card\*' (Which no. is mentioned in order), 'Organization ID card\*' (Organizational ID card of Applicant (Identity letter issued by the organization/ Pay Slip)), and 'Other Documents'. Each row has an 'Upload' button.

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



**ORDER STATUS**

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

Completed: Certificate, eKyc, Pan Verification, Photo, Mobile Verification, Email Verification, Documents

Pending: Signatory Approval, Video, Application Form\*

Waiting: Verification (Level -1), Verification (Level -2), Payment, eSign, Download

**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:**

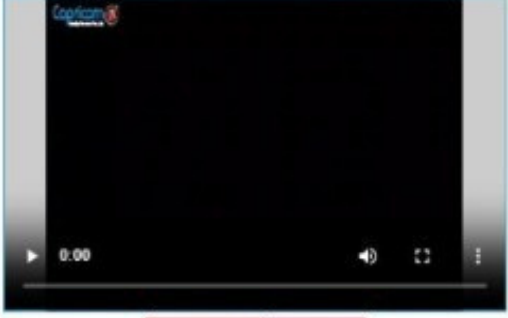
1. Hold original documents on the edges and show them for at least 4-5 seconds.
2. Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
3. Avoid dark shadows; ensure bright lighting on your face.
4. Do not wear accessories like caps, headgear, eyeglasses, headphones, 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.



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.certificatedigital>  
→ 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.

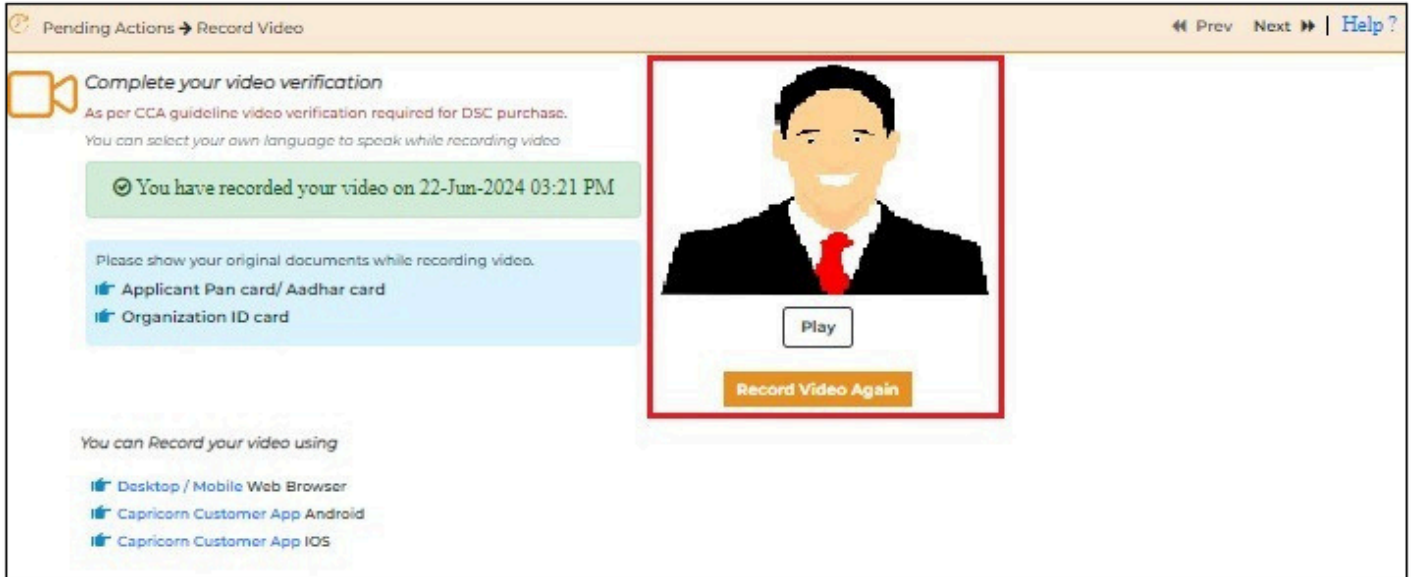


Video Uploaded Successfully.

Continue to Enrollment process

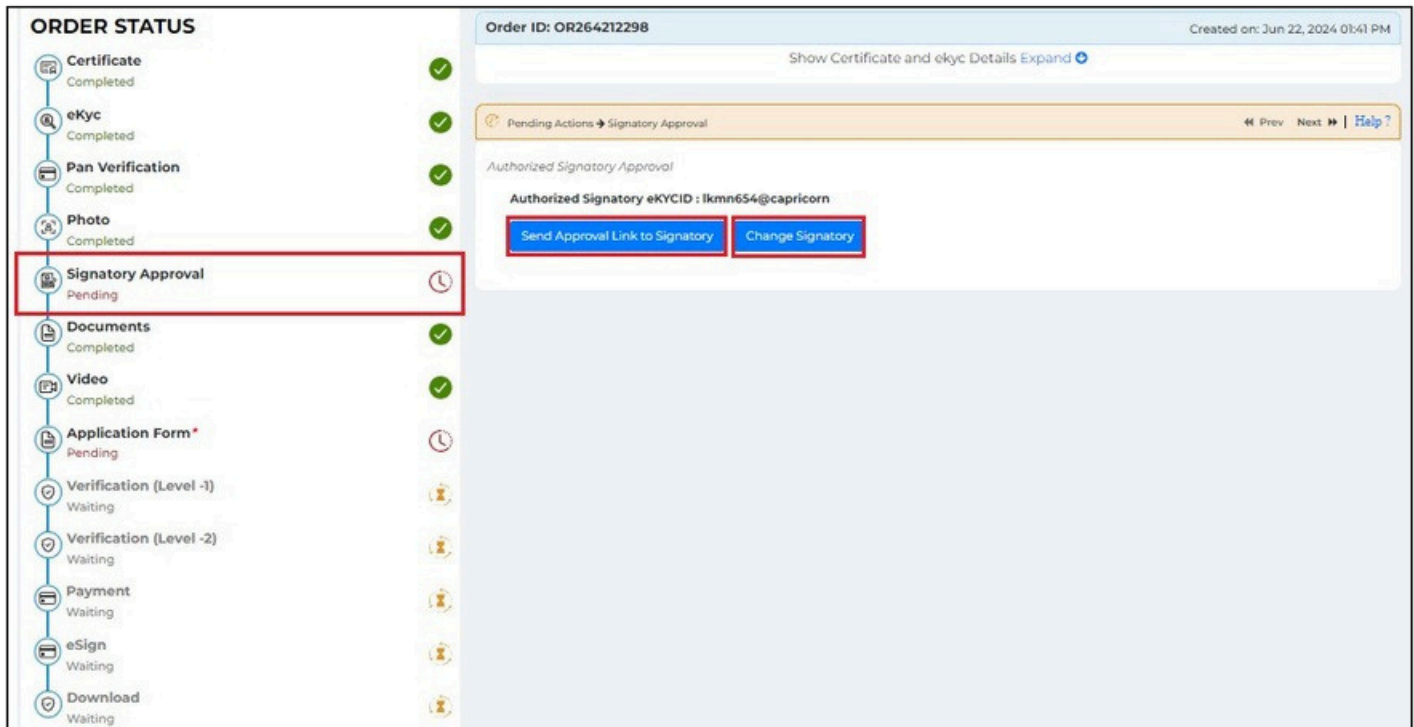
If you unable to record clear video or your video preview not showing, then try to reset your camera permission, Go to  
→ Browser > Settings > Privacy and Policy > Site Settings > Camera >  
→ Remove <https://secure.certificatedigital>  
→ Remove <https://www.capricorn.caah>  
→ Refresh Browser and 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.



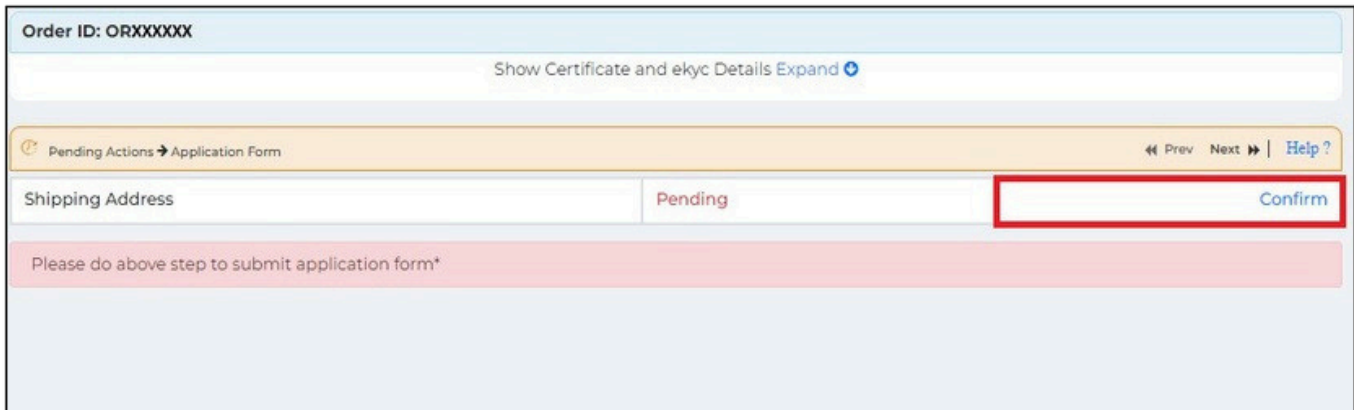
The screenshot shows a web interface for video verification. At the top, it says "Pending Actions → Record Video" with navigation arrows and a "Help ?" link. The main heading is "Complete your video verification" with a sub-note: "As per CCA guideline video verification required for DSC purchase. You can select your own language to speak while recording video." A green box indicates: "You have recorded your video on 22-Jun-2024 03:21 PM". Below this, a blue box says "Please show your original documents while recording video." and lists "Applicant Pan card/ Aadhar card" and "Organization ID card". On the right, a video player shows a man in a suit with a "Play" button and a "Record Video Again" button. At the bottom left, it says "You can Record your video using" and lists "Desktop / Mobile Web Browser", "Capricorn Customer App Android", and "Capricorn Customer App IOS".

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](#).



The screenshot shows the "ORDER STATUS" page for Order ID: OR264212298, created on Jun 22, 2024 03:41 PM. A sidebar on the left lists the order steps: 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), and Download (Waiting). The "Signatory Approval" step is highlighted with a red box. The main content area shows "Authorized Signatory Approval" with the email "Authorized Signatory eKYCID : lkmn654@capricorn" and two buttons: "Send Approval Link to Signatory" and "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.

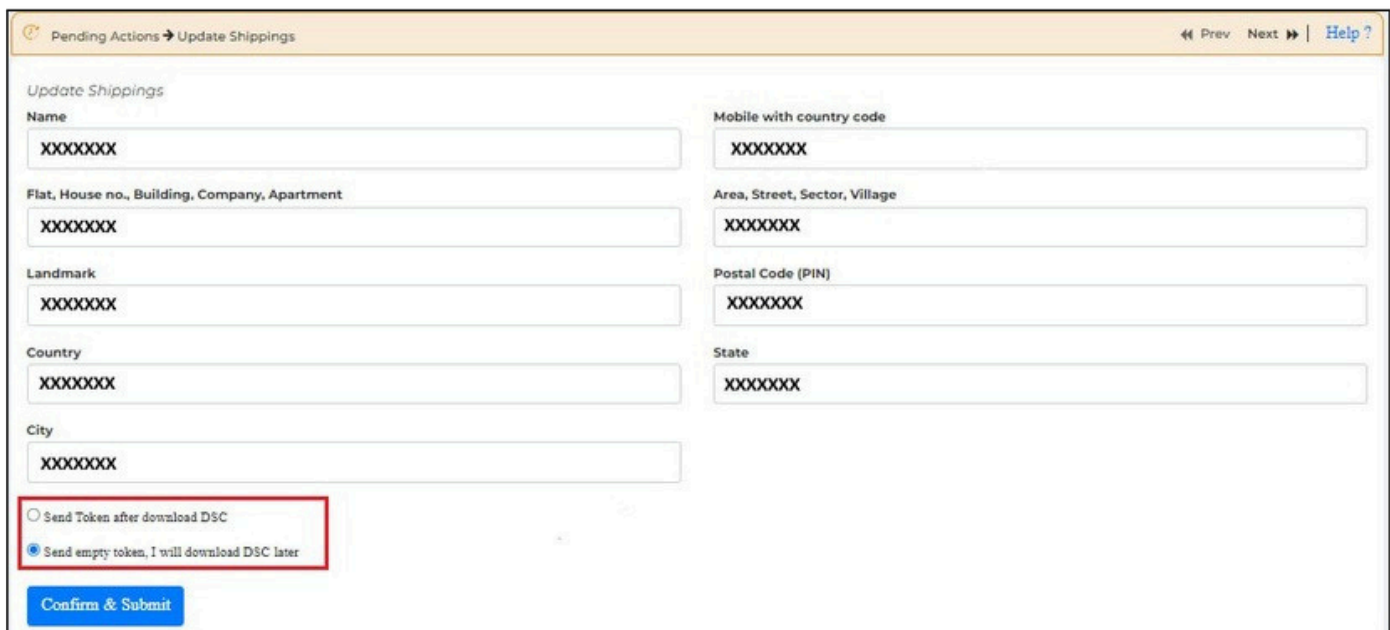


The screenshot shows a web interface for an application form. At the top, it displays 'Order ID: ORXXXXXX' and a link to 'Show Certificate and ekyc Details Expand'. Below this is a navigation bar with 'Pending Actions → Application Form' and navigation buttons for 'Prev', 'Next', and 'Help?'. The main content area has a table with two columns: 'Shipping Address' and 'Pending'. A red box highlights a 'Confirm' button in the 'Pending' column. Below the table is a pink message box that reads 'Please do above step to submit application form\*'. The background is light blue with a white border.

Along with the delivery address, you can choose options:

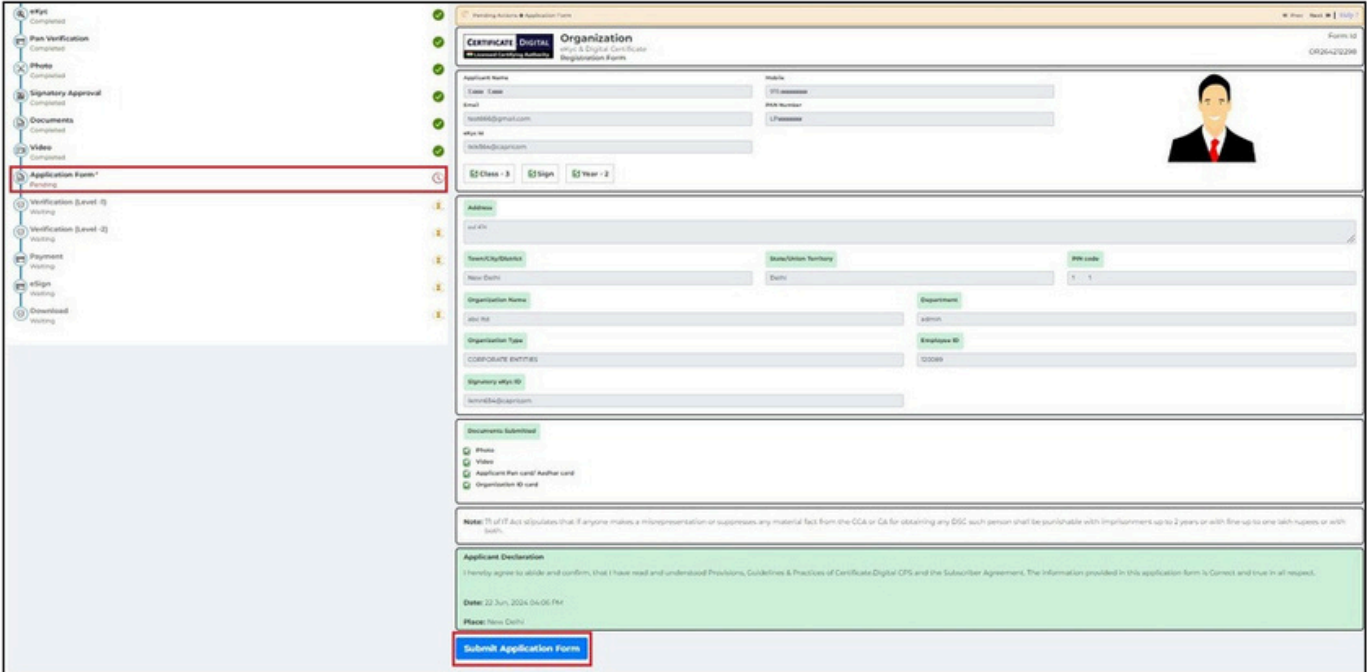
1. **Send Token after downloading DSC.**
2. **Send Empty Token, I will download DSC later.**

Then, click the **'Confirm & Submit'** button.



The screenshot shows a web interface for updating shipping information. The title is 'Update Shippings' and the breadcrumb is 'Pending Actions → Update Shippings'. The form 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' and 'Send empty token, I will download DSC later'. A red box highlights these two options. Below the radio buttons is a blue 'Confirm & Submit' button. The background is light blue with a white border.

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



**CERTIFICATE Digital Organization**  
Form ID: OR264212298

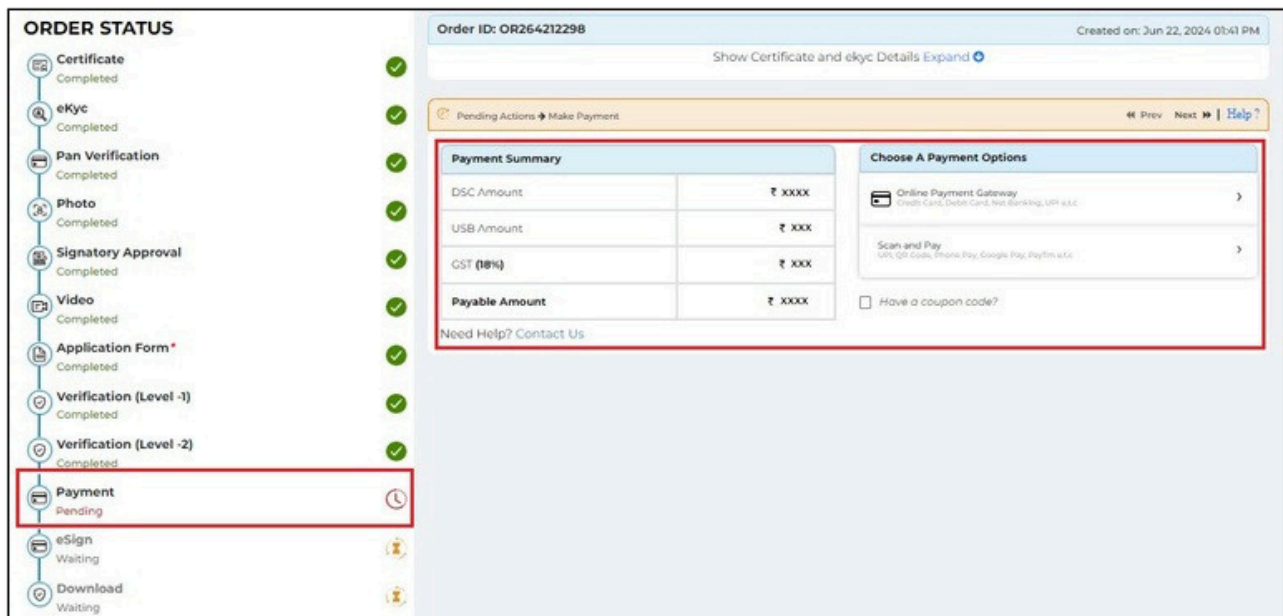
Applicant Name: [Name], [Mobile], [PAN Number], [LP Number]

Address: [Address], [State/Union Territory], [PIN Code], [New Delhi], [District], [Department]

Organization Name: [Name], [Organization Type], [CORPORATE ENTITIES], [Signatory eKYC ID], [Documents Submitted]

**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**

Order ID: OR264212298 | Created on: Jun 22, 2024 0b:41 PM

**Payment Summary**

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


**Choose A Payment Options**

- Online Payment Gateway
- Scan and Pay

**Payment** Pending

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	3d8XXXXXXXXXXXXXXXXXXXX7b
Payment Status	success
Amount	₹ XXXX /-
Name	Sagar Sethi
Mobile	919 XXXXXXXX
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 03:41 PM

Show Certificate and ekyc Details [Expand](#)

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

*Subscriber Agreement and DSC Form eSign*

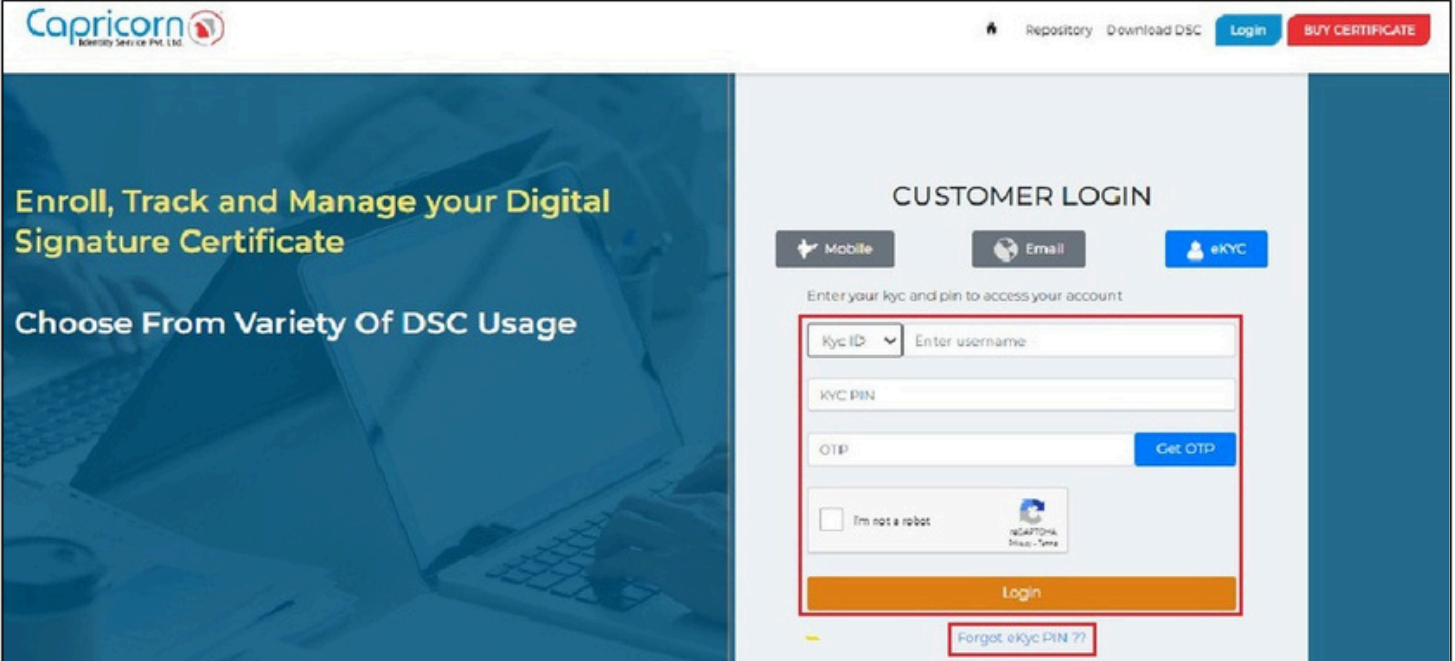
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document.

KYCID : lklk564@capricorn

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

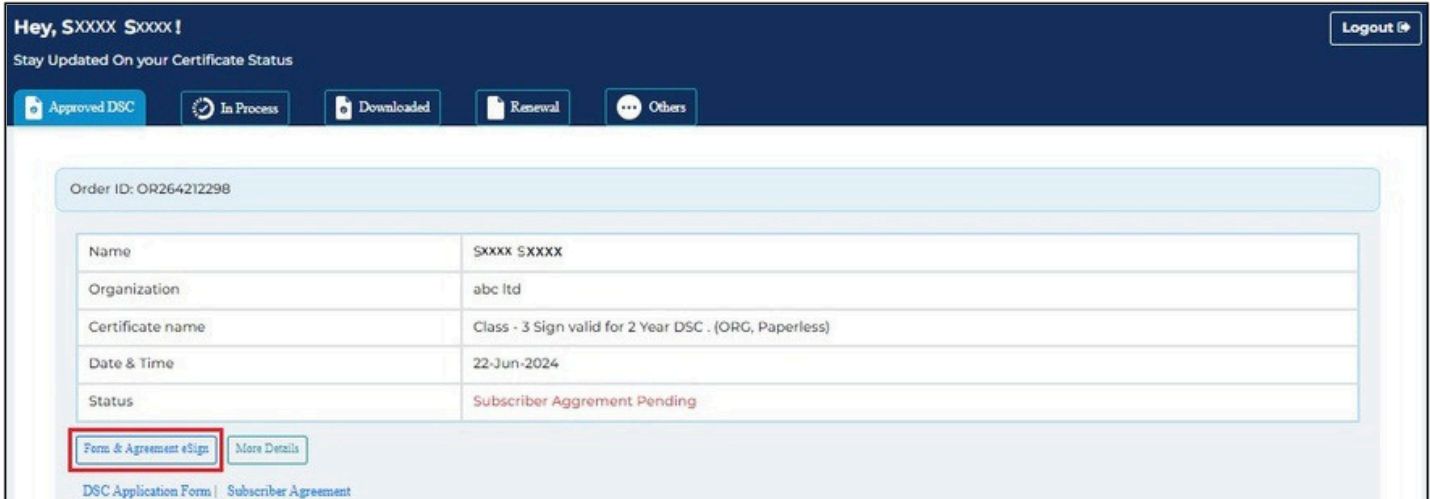
Forgot PIN ??
eKyc: Dashboard

You will need to log in using your eKYC credentials.



The screenshot shows the Capricorn eKYC Customer Login page. The page features a navigation bar with 'Repository', 'Download DSC', 'Login', and 'BUY CERTIFICATE' buttons. The main content area is split into two sections. The left section is a promotional banner with the text: 'Enroll, Track and Manage your Digital Signature Certificate' and 'Choose From Variety Of DSC Usage'. The right section is titled 'CUSTOMER LOGIN' and contains a login form. The form includes a 'Kyc ID' dropdown menu, an 'Enter username' field, a 'KVC PIN' field, an 'OTP' field, and a 'Get OTP' button. There is also a checkbox for 'I'm not a robot' and a CAPTCHA image. A 'Login' button is at the bottom of the form. A 'Forgot eKyc PIN ??' link is located below the login button.

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.

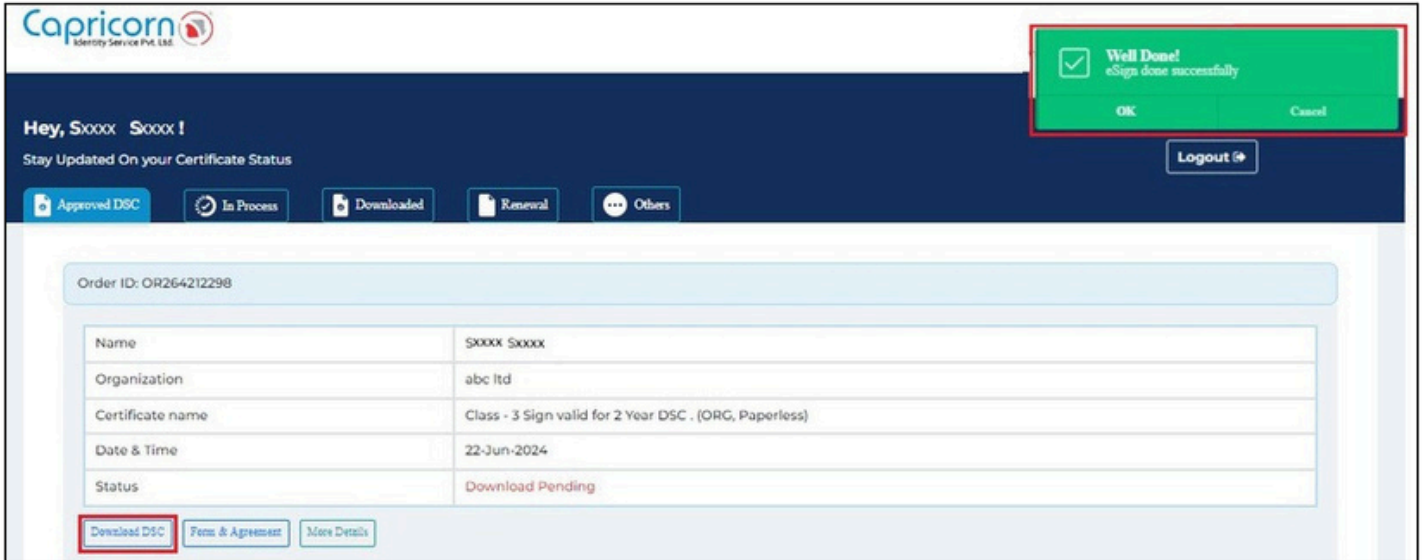


The screenshot shows the eKYC Dashboard. The top navigation bar includes 'Hey, SXXXX SXXXX!', 'Logout', and 'Stay Updated On your Certificate Status'. Below the navigation bar are several tabs: 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. The main content area displays the order details for Order ID: OR264212298. The details are as follows:

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 Agreement Pending

Below the table, there are two buttons: 'Form & Agreement eSign' and 'More Details'. At the bottom of the page, 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.

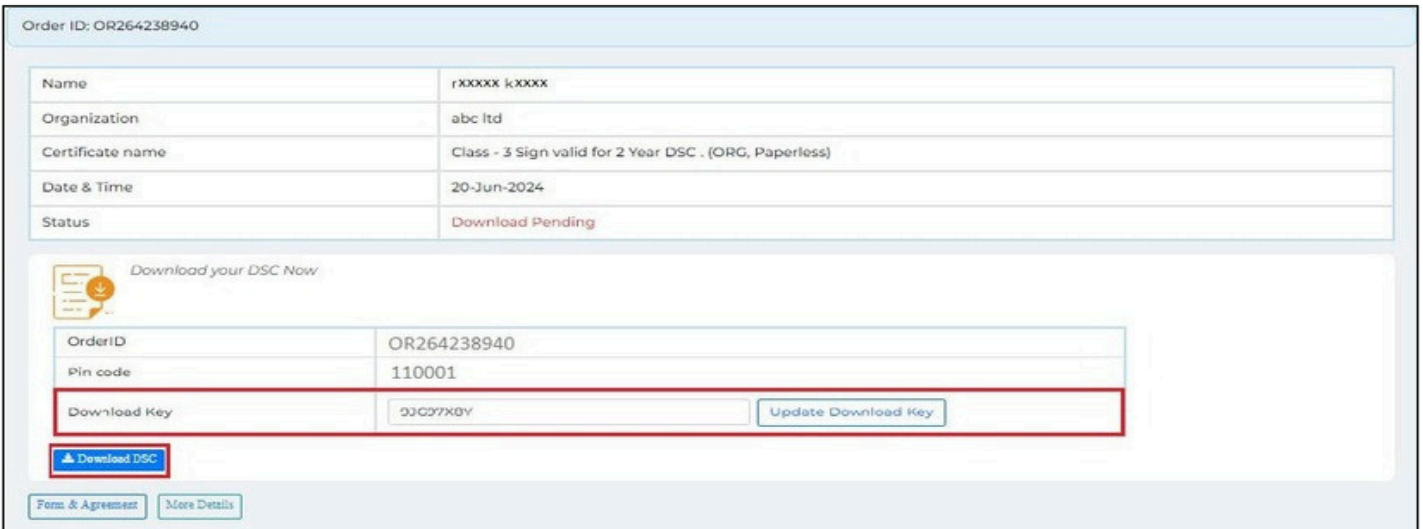


The screenshot shows the Capricorn Identity Service Pvt. Ltd. dashboard. A green notification box in the top right corner displays a checkmark and the text "Well Done! eSign done successfully" with "OK" and "Cancel" buttons. Below the notification, the user is greeted with "Hey, Sxxxx Sxxxx!" and "Stay Updated On your Certificate Status". A navigation bar includes buttons for "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area shows "Order ID: OR264212298" and a table with the following details:

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

Below the table are buttons for "Download DSC", "Form & Agreement", and "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.



The screenshot shows the Capricorn Identity Service Pvt. Ltd. dashboard for Order ID: OR264238940. The table below contains the order details:

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

Below the table, a section titled "Download your DSC Now" contains a form with the following fields:

OrderID	OR264238940	
Pin code	110001	
Download Key	93C97X8Y	<input type="button" value="Update Download Key"/>

A "Download DSC" button is highlighted with a red box. Below the form are buttons for "Form & Agreement" and "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](#)'.