

Paperless DSC Processing

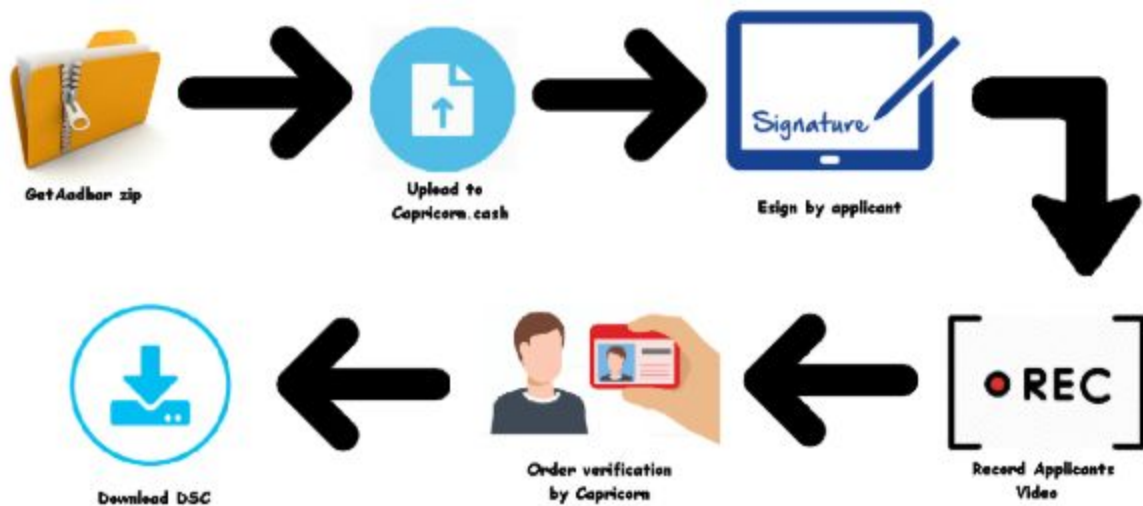
[Getting zip data from Aadhar](#)

[Apply paperless DSC
through counter
through cash](#)

[User verification](#)

[Order approval](#)

General Overview



Getting zip data from Aadhar

The screenshot shows the 'Aadhaar Paperless Offline e-KYC' form. It includes a note about the included data in the downloaded XML and a 'Share Code' field. The form has several input fields and buttons, with red arrows pointing to them:

- a**: Points to the 'Aadhaar Number/VID' input field.
- b**: Points to the 'Enter Security Code' input field.
- c**: Points to the 'Send OTP or Enter TOTP' button.
- d**: Points to the 'Enter OTP/TOTP' input field.
- e**: Points to the 'Share Code' input field.

Additional details: The form has a 'Reset' and 'Cancel' button. A security code '5712' is visible in a grey box. A link 'Unable to View or Read? Try Another.' is present below the security code field. The text '* Marked are mandatory Fields' is located at the top right of the form area.

- Go to aadhar website. (<https://resident.uidai.gov.in/offlineaadhaar>)
- Mention your aadhar no. and click on Send OTP.
- Now enter the OTP and set a share code for the file which will be downloaded.

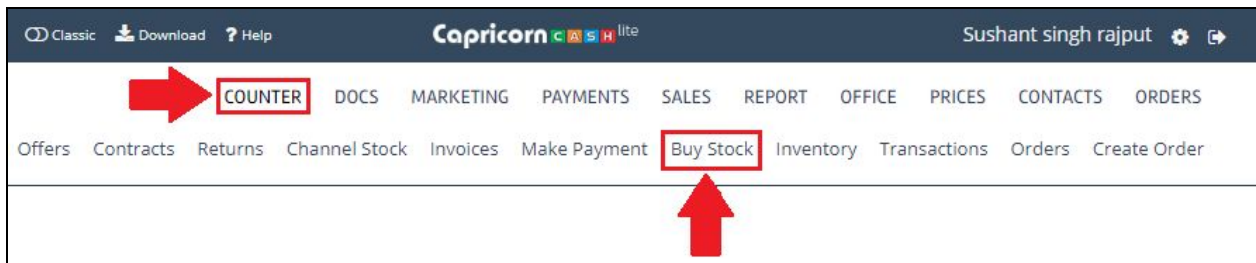
Note:- the OTP will only be sent to the number registered in aadhar.

Note:- Share code is a password for your downloaded file.

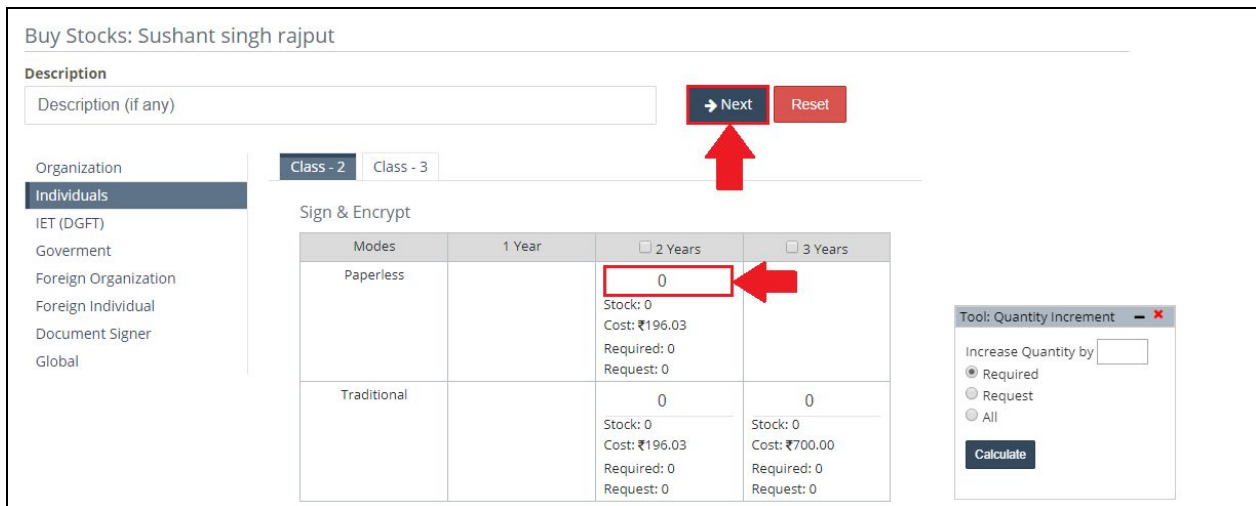
Note:- TOTP is a one-time password (OTP), that is generated by an algorithm and valid only for 30 seconds. Because of this time variable characteristic, it is called TOTP.

Apply paperless DSC

through counter



Go to counter then buy stock.



Inside individual product you will find paperless option.



Capricorn CASH BETA

COUNTER DOCS MARKETING PAYMENTS SALES REPORT OFFICE PRICES CONTACTS ORDERS

Offers Contracts Returns Channel Stock Invoices Make Payment Buy Stock **Inventory** Transactions Orders Create Order

SN	Product name	Stocks
1	Class - 2 Sign & Encrypt valid for 2 Year DSC with Services. (IND, Paperless)	78
2	Class - 2 Sign valid for 3 Year DSC with Services. (IND, Paperless)	30

Check the purchased products in your inventory.



Capricorn CASH BETA

COUNTER DOCS MARKETING PAYMENTS SALES REPORT OFFICE PRICES CONTACTS ORDERS

Offers Contracts Returns Channel Stock Invoices Make Payment Buy Stock Inventory Transactions Orders [Create Order](#)

Create new order

Individuals Class - 2 Sign & Encrypt 2 Year

Class - 3 Sign 3 Year

Encrypt 1 Year

Class - 2 Sign & Encrypt valid for 2 Year DSC with Services. (IND, Paperless) (78) Change

Click on create order to proceed with paperless DSC.

Now follow the below procedure.

through cash

Go to order and then select paperless.

For generating offline aadhaar xml file please use the link offline aadhaar xml shown with arrow 1..

If you already have capricorn kyc id then you need to click option "A" for paperless dsc option.

- A. Upload the aadhaar .zip file
- B. Mention the zip file password.
- C. Mention the registered contact number.
- D. Mention the registered email id If your email id is not registered with aadhaar.
- E. Mention your email id and click on verify email option. You will receive an OTP in your mention email id.
- F. Please enter any user ID according to the suggested format. (This will be your new KYC account ID.
- G. Enter a password of your choice)
- H. Mention your PAN number.
- I. Then click on "Next" to process further.

Note :- In case you are not able to enter the PAN no. because client name is not matching with the aadhaar. Then skip here, On the next page you will be able to mention the PAN no. Please show a copy of the PAN for approval.

Create paperless order from offline aadhaar zip/xml

To download your offline aadhaar xml go here <https://resident.uidai.gov.in/offline-kyc>
If You have already capricorn e-kyc account, click here. **A**

Name: [Redacted]
Address: [Redacted]
State: [Redacted]
Pin Code: [Redacted]
Gender: [Redacted]
Date of Birth: [Redacted]
Mobile: [Redacted]
Email: [Redacted]

Pan: [Redacted]

eKYC ID * [Redacted] Registered kycid or mobile number or PAN
eKYC PIN * [Redacted] 6 digit numeric pin

Enter OTP *
Enter OTP **a**

OTP has been sent to you on your registered mobile number and email.

Apply for DSC and eSign **c** Re-Send OTP **b**

After successful authentication, an esign request will be send for processing with validity of 24 hrs, After that you need to eSign manually from order page.

Please check and confirm your details.

- Enter the OTP which you receive in your registered mobile number.
- If you have not received the otp click on "Re-Send OTP" option.
- Then click on the "Apply for DSC and esign".

Note :- Esign OTP will be accepted by the applicant.which will be valid for 24hrs. if the order is not verified within 24hrs you will have to do esign again.

OR

If you already have capricorn kyc id then you need to click option “A” for paperless dsc option.

Create paperless order from offline aadhaar zip/xml

eKYC ID * KYC ID Registered kycid or mobile number or PAN	eKYC PIN * 6 digit numeric KYC PIN 6 digit numeric pin
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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.

Send OTP

After successfull authentication, an esign request will be send for processing with validity of 24 hrs, After that you need to eSign manually from order page.

- Mention your KYC ID.
- Mention your KYC PIN.
- Click on Send OTP option.

After click on send otp option a notification will popup. “OTP has been sent to you on your registered mobile number and email id”.

Create paperless order from offline aadhaar zip/xml

eKYC ID *

Registered kycid or mobile number or PAN

eKYC PIN *

6 digit numeric pin

Enter OTP *

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.

After successful authentication, an esign request will be send for processing with validity of 24 hrs, After that you need to eSign manually from order page.

- Enter the OTP which you receive in your registered mobile number.
- If you have not received the otp click on "Re-Send OTP" option.
- Then click on the "Apply for DSC and esign".

Create new Hybrid order

Individuals Class - 2 Sign 3 Year

Sign & Encrypt 2 Year

Class - 2 Sign valid for 3 Year DSC with Services. (IND, Paperless) Change

Select the product type which you want to purchase.

Create new Hybrid order

Class - 2 Sign valid for 3 Year DSC with Services. (IND, Paperless)

[Change](#)

→ Please make contact code if you want the invoice in the name of organization. [Click here](#)

Name

PAN (Mandatory for Income Tax usage)

Email

Mobile

Address

Country

State

City

PIN

Download Key

Title (Optional)

Remark (Optional)

[Show selling price](#)

INSTRUCTIONS:

1. The form has to be completed in English Language only.
2. Incomplete, Illegible Inconsistent written application would be rejected.
3. This form cannot be used for KEY PAIR which has been destroyed / Deleted / Compromised or Lost, we request you to use our Revocation Form.
4. The application would have to show the originals to Associate for verification.
5. All attached documents have to be attested by either Bank Manager, Gazetted Officers or Post Master.
6. The attached documents should not older than three months from the date of application.
7. If Tax related documents are attached as proof, it should be of Current Financial Year.
8. Applicant has to be physically present to apply and obtain CLASS - 3 Digital Certificate.
9. You could always contact us at support@certificate.digital or at +91 11 224 22 444 for assistance.
10. Please refer to our CPS and Subscriber Agreement on our website www.Certificate.Digital.

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.

Associate Declaration

I have checked and verified the original documents, and have concluded that the applicant has provided correct information as per original documents. I have verified the Signature on the application form matches with the Original documents, and I recommend a Digital Signature Certificate be issued to the applicant.

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

[Cancel](#)

[Send PI](#)

[Make Payment \(SD Capricorn\)](#)

[Stock Sale](#)

[More Option](#)

1. Fill the form with all the details.
2. Mention the Download key its a 5 character alphanumeric key it will be used while downloading DSC.
3. Mention the price on which you are selling the DSC to the customer.
4. Click I accept the terms.
5. Select the payment option would like to pay for the current order to continue.
 - a. Send PI:- Proforma invoice will be generated (Customer will receive a link on Email to pay online)
 - b. Make payment (SD Capricorn):- Payments can be adjusted against the Security deposit with Capricorn.
 - c. Make payment (SD partner):- Payments can be adjusted against the Security deposit with partner.
 - d. Stock sale :- Payments can be adjusted against the Stock quantity in inventory.
 - e. Save record:- Click on more option there is save record option, This will only save the data of Customer, Order is not processed until you edit it and select a payment method.

Next step is User verification.

User verification

Order ID - OR3303

Form Clone Order Invoice Edit Send Video Upload link Reject

Order details

Order Id : OR3200
Applicant Id : AP2846
Certificate : Class - 2 Sign & Encrypt valid for 2 Year DSC with Services. (IND, Paperless)
Mode : hybrid
Apply Using : Payment_SD_Capricorn
Name :
Email :
Mobile :
Pan :
Address :
Country : india
State : delhi
City : east delhi
Pin Code : 110092
Nationality : India
Organization Name :
Organization Department :
Organization Type :
Invoice Number :
Performa Invoice :
Selling Amount : 132.24
Remark :
Create By : Sushant singh rajput (partner)
Signerid :

Video

Video not uploaded till now. Record Now

Status Information

- ✓ Default
- ✓ Approval
- ✓ Pre-Check
- ✗ eSign
- ✓ Payment
- ✗ Applicant Confirmation
- ✗ Order Verification
- ✗ Pending Issue
- ✗ Ready to Download
- ✗ Downloaded
- ✗ Document
- ✗ Document problem
- ✗ Completed
- ✗ Revocation
- ✗ Rejection

✗ Waiting to Process ✓ Completed
✗ Not Applicable --- Processing

For user verification applicant need to record video

Click on record now option to record video. (arrow "a" in the above figure).

Or

Applicant received the record video link in there mail id if they have not received any video recording mail click on "send video upload link".(arrow "b" in the above figure).

Or

Applicant can also use our capricorn customer application for recording video.

[Capricorn Customer Application for Android](#)

[Capricorn Customer Application for IOS](#)

Esign

Order ID - OR3200

Form Clone Order **eSign** Reject

A

Order details	
Order Id	: OR3200
Applicant Id	: AP2846
Certificate	: Class - 2 Sign & Encrypt valid for 2 Year DSC with Services. (IND, Paperless)
Mode	: hybrid
Apply Using	: Payment_SD_Capricorn
Name	: [REDACTED]
Email	: [REDACTED]
Mobile	: [REDACTED]
Pan	:
Address	: [REDACTED]
Country	: India
State	: delhi
City	: east delhi
Pin Code	: 110092
Nationality	: India
Organization Name	:
Organization Department	:
Organization Type	:
Invoice Number	: O/19-20/25
Performa Invoice	:
Selling Amount	: 231.32
Remark	:
Signerid	: [REDACTED]

Status Information	
✓ Default	
✓ Approval	
✓ Pre-Check	
✗ eSign	
✓ Payment	
✓ Applicant Confirmation	
✗ Order Verification	
✗ Pending Issue	
✗ Ready to Download	
✗ Downloaded	
✗ Document	
✗ Document problem	
✗ Completed	
✗ Revocation	
✗ Rejection	
✗ Waiting to Process	✓ Completed
✗ Not Applicable	→ Processing

if the order is not verified within 24hrs you will have to do esign again.

- A. Click on "eSign" option for esign verification.

eSign
Anyone can eSign

Capricorn Identity Services Pvt. Ltd.
G-5, Vikash deep Building, District Center, Laxmi nagar,

1 / 1

CERTIFICATE . DIGITAL
Licensed Certifying Authority

**Individuals
Digital Certificate
Registration Form**

Form ID
000000

Applicant Name	Full Name	Date of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	eKyc Id	PAN	
<input type="text"/>	Mobile	Email	

View Document

KYC ID *

Pin *

I hereby state that I have by choice shared the document with Capricorn Identity Services Pvt. Ltd. for the purpose of eSigning the same through eKyc based authentication system. I understand, agree and give my consent, that Capricorn Identity Services Pvt. Ltd. would keep a copy of this data in their record for the purpose of eSign. I agree and give my consent to validate the data by examining and formatting the same, before allowing me to eSign the data on their system. I also have read, understood and agree to the terms and conditions mentioned in the CPS of the company.

Send OTP

Esign page will open

- Mention the kyc pin.
- Click on terms and condition option.
- Click on send OTP.

After submitting the OTP your E-sign verification will be completed.

Note :- In case you get error stating

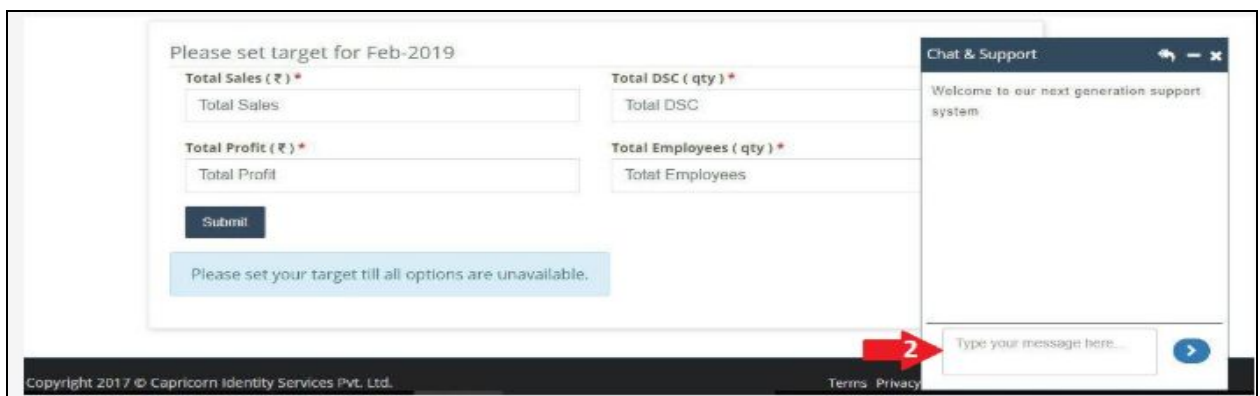
“ Invalid signerID or may be it is not approved.Please try again later”.

Please mention your e-kyc ID in chat and support. To get it approved.

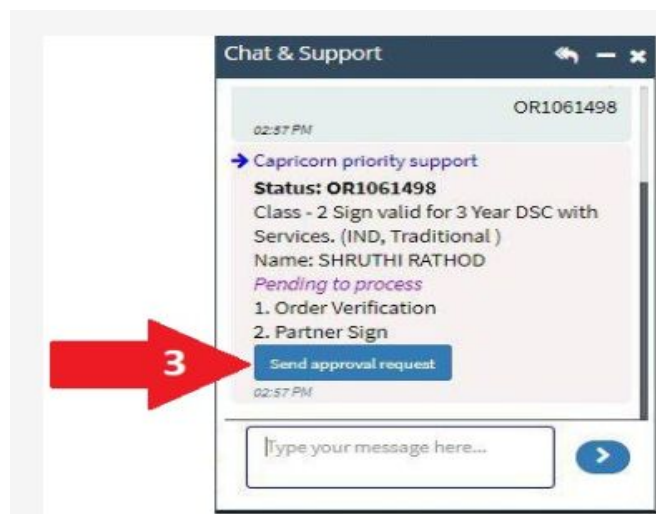
Order approval



1. Click on chat & Support option for order approval.



2. Mention only your order id for approval. You can chat also with our support executives regarding your queries.



3. When you mention the order id in chat, Capricorn priority support bot will reply you instantly with the status of the order id, Click on the "send approval request" button to send the order id for approval.