

Digital Signing Service

User Manual

Version 1.0.0

Employees' Provident Fund Organisation, India

Ministry of Labour & Employment, Government of India

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1. APPLICATION OVERVIEW

The new Digital Signing solution is a browser independent digital signing solution. It is a one-time installation. It is deployed on local client PC and allows for signing using DSC token on EPFO's Employer interface of Unified Portal. The facility is currently enabled only for approval of Joint Declaration form for **Pension on Higher Wages** to be digitally signed by employer.

2. HARDWARE & SOFTWARE PRE-REQUISITES

	Operating System
Windows 11 Pro	64-bit operating system, x64-based processor
Windows 10 Pro	64-bit operating system, x64-based processor
Windows 8.1 Pro	64-bit operating system, x64-based processor

	Client's Machine Requirement
Port	60015
Browser(s)	Mozilla Firefox
	Google Chrome
	Microsoft Edge

3. DOWNLOAD

The download facility is available inside the login of Employer interface of Unified Portal, wherever the Digital Signing service based digital signing has been enabled the link to download the same will be provided on the respective screens.

Download the utility (EPFO_DSC_Signer_1.0.0.exe) from the link provided in Unified Portal only.

# Home	Member -	Establishment +	Payments +	Dashboards -	User -	Admin 👻	Online Services -	ABRY -	
@ Pend	ing Request	✓Approved Re	quest X Re	jected Request					
Approve	e Member POH	IW Request							DSC Signer Utility (version 1.0.0) [Download Help]

Fig. 3.1

Save the downloaded file from downloads section to a secure location



Note: This installable is to be downloaded only once or only when there is a change in version due to upgrades.

4. INSTALLATION

The Digital Signing Service utility has to be one time downloaded and installed on the client machine from which the Digital Signing is to be performed for facilities provided in the Unified Portal application for EPFO.

4.1. Double click on the downloaded executable file to initiate the installation process. The digital signer Service setup wizard will be displayed, click on **<Next>** to continue.



Fig. 4.1

4.2. On some PCs below warning may be shown. Click on <More info>



Fig. 4.2

4.3. Click on **<Run anyway>** to continue with the installation process



Fig. 4.3

4.4. To proceed further you will have to agree and accept the terms and condition by selecting the I accept the agreement and then click on **<Next**>.



Fig. 4.4

4.5. Select the directory for installation and click on **<Next>**.

elect Application Folder			
Please choose the directory for the	installation.		2a
Setup will install DSC Set	rvice in the folder shown	below.	
To continue, click Next. If you w	vould like to select a diffe	rent folder, click	¢
Browlee			
browse.			
Destination Folder			
Destination Folder			
Destination Folder C:\Program Files (x86)\DSC S	Service\1.0.0\	Brow	se
Destination Folder C:\Program Files (x86)\DSC S	Service\1.0.0\	Brow	se
Destination Folder C:\Program Files (x86)\DSC S Required free space: 182.3 MB	Service\1.0.0\	Brow	se
Destination Folder C:\Program Files (x86)\DSC S Required free space: 182.3 MB Available free space: 37 GB	Service\1.0.0\	Brow	se

4.6. To create a desktop icon and include the service in start menu click **<Next>**. It is recommended.

g DSC Service Setup	1 <u>000</u>	
Select Additional Tasks		1
Which additional tasks should be performed?		Ra S
Select the additional tasks you would like setup to per DSC Service, then click Next.	form while installi	ng
Additional icons:		
🗹 Create desktop icon		
🗹 Create start menu folder		
		-
< Back	Next >	Cancel

Fig. 4.6

4.7. Select the folder for start menu shortcut.

ect Start Menu Folder					1
Vhere should Setup place the program's	shortcuts?				2au
Setup will create the program's	s shortcuts in the	following	Start Me	enu	
o continue, click Next. If you would rowse.	like to select a dif	ferent fol	der, click		
\DSC Service		Bro	owse		
\DSC Service		Bro)WSE		
\DSC Service		Bro	owse		
\DSC Service		Bro	owse		

Fig. 4.7

4.8. The application will start installing on your system.

Eg DSC Service Setup		_	
Installing			
Please wait while Setup installs DSC Serv	ice on your computer.		Der 👷
Preparing to install C:\Program Files (x86)\DSC Service\1	.0.0\data\jre32\bin\jfx	webkit.dll	
	< Back	Next >	Cancel
	Fig. 4.8		

Note: If any warning related to for **dscCA2023** certificate is encountered please allow it to continue with the installation.

4.9. Click on Finish to end the setup wizard. Icon for DSC utility will be created on desktop and start menu.



Fig. 4.9

4.10. Double click on DSC Service icon to run the signing service. Now you are ready to sign.



5. BROWSER

Check whether the certificate is already imported into your browser post installation. To verify the same please follow the below process.

5.1. MOZILLA FIREFOX

- 5.1.1. Go to Mozilla Firefox browser settings.
- 5.1.2. Click on **<Privacy & Security>** option.
- 5.1.3. Click on **<View Certificates>** button.

	2 Find in Settings
හි General	Firefox for everyone. We always ask permission before receiving personal information.
Home Home	Privacy Notice Allow Firefox to send technical and interaction data to Mozilla Learn more
Q Search	Allow Firefox to make personalized extension recommendations Learn more
Privacy & Security	Allow Firefox to install and run studies View Firefox studies
♀ Sync	Allow Firefox to send backlogged crash reports on your behalf Learn more
m More from Mozilla	Security
	Deceptive Content and Dangerous Software Protection
	☑ Block dangerous and deceptive content Learn more
	Block dangerous downloads
	✓ Warn you about unwanted and uncommon software
	Certificates
	Query OCSP responder servers to confirm the current validity of certificates Security Devices

Fig. 5.3

5.1.4. Click on **<Import>** to import DSC certificate.

			ager			
Your Certificates	Authenticati	on Decisions	People	Servers	Authorities	
ou have certificates on t	file that iden	tify these certifi	cate authorit	ties		
Certificate Name		Sec	urity Device			₽\$
TunTrust Root CA		Builti	n Object Tok	æn		^
~ Amazon						
Amazon Root CA 4	ŧ	Builti	n Object Tok	æn		
Amazon Root CA 3	3	Builti	n Object Tok	æn		
Amazon Root CA 2	2	Builti	n Object Tok	æn		
Amazon Root CA 1		Builti	n Object Tok	æn		
 ANF Autoridad de Ce 	rtificacion					
ANF Secure Server	Root CA	Builti	n Object Tok	æn		4
<u>V</u> iew <u>E</u> dit Tr	rust 🚺	mport	xport	Delete or D	istrust	

Fig. 5.4

5.1.5. Select the certificate from the installation directory of the digital signing service utility (e.g C:\Program Files (x86)\DSC Service\1.0.0\)

Allow Fire		Certificate Manager		>	<		
Allow Fire					-		
i Select File containing Ca	A certificate(s) to import						×
← → ~ ↑ 🔲 > T	his PC → Local Disk (C:) → Program	m Files (x86) > DSC Service > 1.0.0	~	۹ ۵	Search 1.0.0		
Organise 🔻 New fold	ler						0
OneDrive	Name	Date modified	Туре	Size			
-	data	23-01-2023 12:52	File folder				
This PC	Loas	23-01-2023 12:52	File folder				
3D Objects	dscCA2023	23-01-2023 12:52	Security Certificate	1 KB			
Downloads Music Pictures Videos Local Disk (C:) DATADRIVE1 (E:) DATADRIVE2 (F:) DATADRIVE3 (G:)							
Filer	name: dscCA2023			~ Certit	ficate Files		~
			1. 27		Open	Cancel	

Fig. 5.5

5.1.6. Select **< Trust the CA to identify website >** option and click on **<OK>**.

ownloading Cer	tificate			×
You have been a	isked to trust a new Certificate Ai	uthority (CA).		
Do you want to	trust "dscCA2023" for the followi	ing purposes?		
🔽 Trust this CA	to identify websites.			
Trust this CA	to identify email users.			
Before trusting t	his CA for any purpose, you shou	uld examine its certificate a	and its policy and procedure	es (if available).
Before trusting t	his CA for any purpose, you shou	uld examine its certificate a	and its policy and procedure	es (if available).
Before trusting t	his CA for any purpose, you shou Examine CA certificate	uld examine its certificate a	and its policy and procedure	es (if available).
Before trusting t	his CA for any purpose, you shot Examine CA certificate	uld examine its certificate a	and its policy and procedure OK	es (if available). Cancel
Before trusting t	his CA for any purpose, you sho Examine CA certificate	uld examine its certificate a	and its policy and procedure OK	es (if available). Cancel
Before trusting t View AC RAIZ	this CA for any purpose, you shou Examine CA certificate FNMT-RCM SERVIDORES S	uld examine its certificate a SEG Builtin Object Builtin Object	and its policy and procedure OK Token	es (if available). Cancel
Before trusting t View AC RAIZ AC RAIZ	this CA for any purpose, you show Examine CA certificate FNMT-RCM SERVIDORES S FNMT-RCM	uld examine its certificate a SEG Builtin Object <u>Builtin Object</u>	and its policy and procedure OK Token Token	es (if available). Cancel

Fig. 5.6

Now, your Mozilla Firefox is ready for digitally signature

5.2. GOOGLE CHROME BROWSERS

Check whether the certificate is already imported into your browser post installation. To check the same please follow the below process

- 5.2.1. Go to Chrome browser settings.
- 5.2.2. Click on **<Privacy & Security>** option.
- 5.2.3. Click on **<Security>** option.

п

0	Settings	Q Search settings
•	You and Google	Safety check
Ê	Autofill	
0	Privacy and security	Chrome can help keep you safe from data breaches, bad extensions, and more Check now
۲	Appearance	
Q	Search engine	Privacy and security
	Default browser	Clear browsing data
Ċ	On startup	orear materity, counted, cauline, and more
		Privacy Guide Review key privacy and security controls
	Languages	Cookies and other site data
<u>+</u>	Downloads	Third-party cookies are blocked in Incognito mode
Ť	Accessibility	On Security
2	System	Safe Browsing (protection from dangerous sites) and other security settings
0	Reset and clean up	\overline{sF} Site settings Controls what information sites can use and show (location, camera, pop-ups, and more) $~$
*	Extensions	Trial features are off
۲	About Chrome	

Fig. 5.7

5.2.4. Select on **<Manage device certificates>** option under **<Advanced >** header.

Advanced	
Always use secure connections Upgrade navigations to HTTPS and warn you before loading sites that don't support it	
Use secure DNS This setting is disabled on managed browsers	
Manage phones Control which phones you use as security keys	•
Manage device certificates Manage HTTPS/SSL certificates on your device	Ø
Certificates managed by Chrome Information about how Chrome manages its root certificates	Ľ

tended purpose:	<all></all>						
Intermediate Certific	ation Au	uthorities Trusted Root Co	ertification Aut	horities Trusted Pub	•		
Issued To		Issued By	Expiry Date	Friendly Name	^		
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		Constantine (25) (Sec. of		Marcanet Trees			
We want to a second	100-100-	TANK OF THE OWNER OF THE OWNER	10011-0-01000-0-0	120021001	*		
Import E	xport	Remove		Adva	nced		
	000000000						
Certificate intended	purpose	25					
				View			

5.2.5. Open <**Trusted Root certification Authorities**> tab.

Fig. 5.9

5.2.6. Search for **<dscCA2023**>, if it is not available then Click on **<Import**> to import DSC certificate.

Intermediate Certifi	ation A	uthorities Trusted Root Certification Authorities Trusted Pub					•
intermediate cer un	auona						
Issued To		Issued B	У	Expiry Date	Friendly	/ Name	^
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and the state of t	101		ALC: 189 1-200	123-020-000000 123-000-0000077 123-000-000000	-Phanes: Carlings (Clean 2)		
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and the second s	1007	1.100.00.000	N-1621 - 2000 - 1000	1011120-120300	With a support	Contraction of the local division of the loc	
TANK OF TANKING	101-101-1	1100-101	There	HART LAND SERVICE.	1100-003	8	~
Import	xport	R	emove			Advar	nced
Certificate intended	purpose	25					
Client Authenticatio	n, Code	Signing, E	ncrypting File Sy	stem, Secure E	mail, IP		
security tunnel term	ination,	IP securit	y user, Server AL	uthentication, T	îme	View	
stamping						_	-

Fig.5.10

5.2.7. Click on **<Next>** to continue.

4	Certificate Import Wizard	×
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	To continue, dick Next.	
	Next Cance	1

Fig.5.11

5.2.8. Click on **<Browse>** to select the certificate.

← 😽	Certificate Import Wizard
	File to Import Specify the file you want to import.
500	File name:
	Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange- PKCS #12 (.PFX,.P12) Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
	Microsoft Serialised Certificate Store (.SST)
	Next Cance
-	Fig.5.12

5.2.9. Select the certificate from the location where utility is installed.(Default location would be - C:\Program Files (x86)\DSC Service\1.0.0\)

Open							×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare « DSC Ser	vice > 1	.0.0		ٽ ~	,⊃ Sear	ch 1.0.0	
Organise 👻 New folder							
 OneDrive - Personal Attachments Documents Pictures This PC 3D Objects Desktop Documents 	^	data Uninstall	Logs Uninstall_la ng.ifl	DSC_Servic e_1.0.0	dscCA2023	TestPage	Uninstall.d at
 Downloads Music Pictures Videos Local Disk (C:) 							
Network	~						
- File name:	dscCA2	023		23	 All Files (* Oper 	.*)	↓ Cancel

Fig.5.13



Certificate Import Wizard	
File to Import	
Specify the file you want to import.	
File name:	
C:\Program Files (x86)\DSC Service\1.0.0\dsc	CA2023.der Browse
Note: More than one certificate can be stored i Personal Information Exchange- PKCS #12 (n a single file in the following formats: .PFX,.P12)
Cryptographic Message Syntax Standard- Pk	(CS #7 Certificates (.P7B)
Microsoft Serialised Certificate Store (.SST)	
	Next

Fig.5.14

5.2.11. Select **<Place all certificate in following store**> & browse certificate store to **<Trusted Root certification Authorities>**.

F Certific	ate Import Wizard	
Certificate	store	kent
Cerui	cate stores are system areas where teruncates are	Kept.
	wys can automatically select a certificate store, or yo rtificate. Automatically select the certificate store based on the	u can specify a location for he type of certificate
۲	Place all certificates in the following store	
	Certificate store:	
	Trusted Root Certification Authorities	Browse

Fig.5.15

5.2.12. Click on **<Finish>** to continue.

The certificate will be imported after you click Finish. You have specified the following settings: Certificate Store Selected by User Content File Name C:\Program Files (x86)\DSC Service\1.0.0\dscCA	Completing the	Certificate Import Wizard
You have specified the following settings: Certificate Store Selected by User Trusted Root Certification Authorities Content Certificate File Name C: \Program Files (x86)\DSC Service\1.0.0\dscCA	The certificate will be imp	orted after you click Finish.
Certificate Store Selected by User Trusted Root Certification Authorities Content Certificate File Name C: \Program Files (x86)\DSC Service\1.0.0\dscCA	You have specified the fo	bllowing settings:
Content Certificate File Name C:\Program Files (x86)\DSC Service\1.0.0\dscCA	Certificate Store Select	ed by User Trusted Root Certification Authorities
File Name C:\Program Files (x86)\DSC Service\1.0.0\dscCA	Content	Certificate
*	<	

5.2.13. Click on **<Yes>** to install the certificate.

Security V	Varning	\times
	You are about to install a certificate from a certification authority (CA) claiming to represent:	
	dscCA2023	
	Windows cannot validate that the certificate is actually from "dscCA2023". You should confirm its origin by contacting "dscCA2023". The following number will assist you in this process:	
	Thumbprint (sha1): A8A5BFF6 79297B72 52A93E33 055BF509 83FCFD9D	
ŝ	Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.	
	Do you want to install this certificate?	
	Yes No	

Fig.5.17

5.2.14. You will see message for success import. Click on **<OK>**to end the Certificate Import Wizard.



Fig.5.18

5.2.15. Check the imported DSC certificate under **<Trusted Root Certification Authorities>** tab.

ended purpose:	<aii></aii>	•				
ntermediate Cert	tification A	uthorities Trusted Root (Certification Aut	horities	Trusted Publ	•
Issued To		Issued By	Expiry Date	Friendly	Name	^
Charles I. San	und St.	Distant Assessed in the	100-111-000101	(Institut)		
The Property of 1 the	Real Prices	Topice (interaction ())	40-121-0078-	THE OF T		
A Page of 1 the	Ref: Tons.	THE OF THE DESIGNATION OF THE	101103-00030	1997.001	inmerit.	1
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- Frent and the	Printer	THE OF THE PARTY SHALL WE	1001031-00010-0	1040104-0		
A Page at The	alitati ilim	Tepfort Foulant Rout.	100-010-00100	(ingelige)	Realized	
dscCA2023		dscCA2023	17-01-2028	<none></none>		
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- Martin and Proven	i gitt.	The second second	380 (12 (86)80	Solute		Y
Turnera	Frank	Designed			. And some	
Import	Export	Remove			Advan	cea
ertificate intend	ed purpose	es				
All>						
					Minu	
					VIEW	

Fig.5.19

5.3. MICROSOFT EDGE BROWSERS

Check whether the certificate is already imported into your browser post installation. To check the same please follow the below process

- 5.3.1. Go to Edge browser settings.
- 5.3.2. Click on **<Privacy & Security>** option.
- 5.3.3. Select on **<Manage certificates>** option under **<Security>**header.

Q Search settings	Manage security settings for Microsoft Edge
Profiles	Manage castilizator
Privacy, search, and services	Manage HTTPS/SSL certificates and settings
Appearance	
🗇 Sidebar	Microsoft Defender SmartScreen
Start, home, and new tabs	Help protect me from malicious sites and downloads with Microsoft Defender SmartScreen
🖄 Share, copy and paste	Block potentially unwanted apps
G Cookies and site permissions	Blocks downloads of low-reputation apps that might cause unexpected behaviours
Default browser	
↓ Downloads	Warn me if I have mistvoed a site address and may be directed to a potentially malicious site.
答 Family safety	
At Languages	Turn on site safety services to get more info about the sites you visit
Printers	Get more site info when you select the lock icon in the address bar by allowing Microsoft Edge to query Microsoft Bing
System and performance	Use secure DNS to specify how to lookup the network address for websites
⑦ Reset settings	By default, Microsoft Edge uses your current service provider. Alternative DNS providers may cause some sites to not be reachable.
Phone and other devices	O Use current service provider
🛠 Accessibility	Your current service provider may not provide secure DNS
About Microsoft Edge	Choose a service provider
	Select a provider from the list or enter a customised provider

Fig.5.20

5.3.4. Open **<Trusted Root certification Authorities>** tab.

Intermediate Certifi	cation Au	uthorities Trusted Root Co	ertification Aut	horities Trusted Pub	
Issued To		Issued By	Expiry Date	Friendly Name	^
Anne Cartillant	1. Test	Annual Transformation Transmotore	101103-001100	(Investigate (descent))	
The Person Street Street		WHIT WITH REPORT OF	101-107-100-101	The class - Intelligence	
Barrismann: Toble	#PTT1	Barrissian on a publication of the	LOT BE CHART	There is a literature of	
and the second second	100			CONTRACTOR OF STREET, ST.	
Construction of the		- and the set of the	1110080-080107	- an income	
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1.000		Contraction of the second second second	Sector desires		0.500
Import	Export	Remove		Advar	nced
Certificate intended	l purpose	s			

Fig. 5.21

5.3.5. Search for **<dscCA2023**>, if it is not available then Click on **<Import**> to import DSC certificate.

ntermediate Cert	ification Au	thorities	Trusted Root C	ertification Aut	horities	Trusted Publ	4
Issued To		Issued B	у	Expiry Date	Friendly	Name	^
Matteriere des Restenses of a Stationary California California (Station California) California (Station California) California (Station California) California (Station California)		Material Ballenan Contan Cantan Cantan Cantan Cantan Cantan Cantan Cantan Cantan	10.00000000000000000000000000000000000		Ten Higo Higo Lan Higo Lan Higo Higo Higo Higo Higo Lan Higo Lan Higo Lan	(SaltFront) (Saltimor (Santo S., Fernant), R (Strend),	~
Import	Export	B	emove			Advan	ced
Certificate intende Client Authenticat ecurity tunnel ter	ed purpose ion, Code rmination,	s Signing, E IP security	ncrypting File Sys vuser, Server Au	stem, Secure E uthentication, T	mail, IP îme	View	

Fig.5.22

5.3.6. Click on **<Next>** to continue.

← \$	Certificate Import Wizard	×
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	To continue, click Next.	
	Next Cance	=1

Fig.5.23

5.3.7. Click on **<Browse>** to select the certificate.

		×
← ∛ C	ertificate Import Wizard	
File	to Import	
	Specify the file you want to import.	_
	File name: Browse	
	Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange- PKCS #12 (.PFX,.P12)	
	Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B) Microsoft Serialised Certificate Store (.SST)	
1		
-		
1	Next Cance	1

Fig.5.24

5.3.8. Select the certificate from the location where utility is installed.(Default location would be - C:\Program Files (x86)\DSC Service\1.0.0\)

Open							×
\leftarrow \rightarrow \checkmark \uparrow \square \ll DSC Ser	vice > 1	.0.0		ٽ ×	🔎 Sear	ch 1.0.0	
Organise 👻 New folder							
 OneDrive - Personal Attachments Documents Pictures This PC 3D Objects Desktop Documents Documents Downloads Music Pictures Videos Local Disk (C:) 	^	data Uninstall	Logs Uninstall_la ng.ifl	DSC_Servic e_1.0.0	dscCA2023	TestPage	Uninstall.d at
Network	~				10		
File name:	dscCA20	23		22	∽ All Files (*	r.*)	~
					Oper	1	Cancel

Fig.5.25

5.3.9. Click on **<Next>** to continue.

Certificate Import Wizard	
File to Import	
Specify the file you want to import.	
File name:	
C:\Program Files (x86)\DSC Service\1.0.0\dscCA2023.der	Browse
Note: More than one certificate can be stored in a single file in the	e following formats:
Personal Information Exchange- PKCS #12 (.PFX,.P12)	
Cryptographic Message Syntax Standard- PKCS #7 Certificates	(.P7B)
Microsoft Serialised Certificate Store (.SST)	

Fig.5.26

5.3.10. Select **<Place all certificate in following store>** & browse certificate store to **<Trusted Root certification Authorities>**.

- 🛃 Certifi	cate Import Wizard	
Certifica Cert	e Store ificate stores are system areas where certificates are kept.	5
Wind	lows can automatically select a certificate store, or you can ertificate.	n specify a location for
	Place all certificates in the following store	
	Certificate store:	
	Trusted Root Certification Authorities	Browse
		Next Cancel
		Next Cancel

5.3.11. Click on **<Finish>** to continue.

Г

Th	e certificate will b	e imported afte	er you click Finish.		
Yo	u have specified t	the following se	ttings:		
C	Certificate Store S	elected by Use	r Trusted Root Ce	ertification Authorities	s
C	Content		Certificate		
<					

Fig.5.28

5.3.12. You will see message for success import. Click on **<OK>**to end the Certificate Import Wizard.



5.3.13. Check the imported DSC certificate under **<Trusted Root Certification Authorities>** tab.

ended purpose:	<all></all>					
termediate Certific	ation A	uthorities Trusted Root	t Certification Aut	horities	Trusted Publ	4
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Fig.5.30

6. DIGITAL SIGNING PROCESS AT UNIFIED PORTAL

Once the steps in earlier section of the document are performed your machine is enabled to perform USB-token based Digital signing at EPFO's Employer interface of Unified Portal.

Follow the below steps to perform digital signing. The below is just a example from one of the facility available at EPFO's Employer interface of Unified Portal for digital signing. The steps in other functionalities may differ slightly in terms of the user interface.

- 8.1. Log in Employer interface of Unified portal.
- 8.2. Navigate to the functionality where the Digital Signing is to be performed.

🖶 Home	Member -	Establishment 👻	Payments 👻	Dashboards 👻	User 👻	Admin 🕶
	MEMBER PRO	FILE				
-	REGISTER-INI	DIVIDUAL				
	REGISTER-BL	LK				
	KYC-BULK			1.0	0.000	
Rec	EXIT-BULK) Portal (OYES	
	APPROVALS					
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9	APPROVE KYC	PENDING FOR DS				
	BASIC DETAIL	S CHANGE REQUESTS				
File I	APPROVE KYC	SEEDED BY MEMBER		d 58 year	s of age bef	ore

Fig. 6.1

<u>Note</u>: above navigation screenshot is for illustration purpose. User has to select the relevant menu.

8.3. Choose the action to be performed (Approve/Reject). Select Digital Signature (DSC) option to initiate the process of signing. Ensure that the Digital Signature token is connected to the machine.

🖶 Ноп	e Member -	Establis	hment 🕶 🛛 F	'ayments 👻	Dashboards 👻 🛛	Jser - Admin	• Or	nline Services 👻	ABRY -			
0 F	ending Reques	t VAp	proved Requ	est X Re	jected Request							
App	rove Member P	OHW Requ	lest								DSC Signer Utility (Version PV-	1.0.0.0) DSC Help @
					Enter PPO,	/UAN/Acknowledge	ment N	Q Search Rese	et			
A	knowledgement No	Category	PPO No.	UAN	Member ID	Name	Gender	Submitted On	View Detai	Process	Rejection Reason	DSC/e-Sign
	1-1123454210000 628	Beruhamer	ingergeneeringen 10	-	Augusta and a second se	4617234-3954339 84575		199 JAN 2022	0	Approve Reject	O The member had not opted within due date.	Process using DSC Process using e-Sign
										U mjete	 No joint option was made. Other 	~
<						ine ine Pa	ige 1 of	1 😥 ki (15 v				View 1 - 1 of 1

Fig. 6.2

8.4. Select from the list registered signatories who will be signing the document and click on 'Sign PDF' button to proceed.

Арр	orove Act	tivity		×
Se	lect signat	ory		
		Name		
	0	NUMBER AND STREET		
	0	NEWERGERSAMPLISENERGERSF		
	0	diivani canjay suryawandhi		
	0	VARSHALL MRUPHICANINE JARSMAL		
	۲	SINDED FRANKLINE NED TRAV		
			Sign PDF Cancel	
			Fig. 6.3	

8.5. Signing process will be started



Fig. 6.4

8.6. You will be prompted for PIN corresponding to the attached Digital Signature token connected to the machine.

9.	Letter INTERNAL	And the set of present No.	Q Sea				
-		-	-	-	Territoria		
814	P. P. A. T.	Verify User PDV	y your User PIN:		°	© Reject	The member No juild op Other
			Enable soft keybo	pard			
		Change User Pl	IN Login	Cancel	1		

Fig. 6.5

8.7. If there is no issue while digital signature of the document the system will show success message.

The request has been processed successfully,please check Approved/Rejected tab for processed requests.		
	OK	

Fig. 6.6

It is recommended that the user verifies that the last document that was signed contains the correct signature.

7. TROUBLESHOOTING

The following section provides you to troubleshoot some of the common issues that can be faced by the user while the process of digital signature using this utility in Unified Portal.

7.1. CRL VERIFICATION TIMEOUT ERROR

In case you are getting CRL verification timeout error, it might be due to following probable reasons -

CRL VERIFICATION WEBSITE IS EITHER DOWN OR UNABLE TO HANDLE REQUEST

The digital signing utility online verifies the validity of the signature from the issuer; this requires the utility to connect to the issuers' website. During this process if the utility is unable connect to the issuers' website the CRL verification timeout error occurs. The following section provides the steps to identify the CRL verification url and suggests further course of action.

HOW TO CHECK

There are different steps to troubleshoot the issue in different browsers. Depending upon the browser you are using follow the below steps

Note: This document covers help for Mozilla Firefox, Google Chrome and Microsoft Edge browsers only

BROWSER: MOZILLA FIREFOX

- Go to Mozilla Firefox browser settings.
- Click on **<Privacy & Security**> option.
- Click on **<View certificates>** button.

	P Find in Settings
ලා General	Firefox for everyone. We always ask permission before receiving personal information.
<u>^</u>	Privacy Notice
Home	Allow Firefox to send technical and interaction data to Mozilla Learn more
Q Search	Allow Firefox to make personalized extension recommendations Learn more
A Privacy & Security	Allow Firefox to install and run studies View Firefox studies
	Allow Firefox to send backlogged crash reports on your behalf Learn more
🗘 Sync	
m More from Mozilla	Security
	Deceptive Content and Dangerous Software Protection
	Block dangerous and deceptive content Learn more
	Block dangerous downloads
	Varn you about unwanted and uncommon software
	Certificates
	Query OCSP responder servers to confirm the current validity of View Certificates
	certificates Security Devices

• Select <**Your Certificates**> tab in <**Certificate Manager**>

	Certific	ate Manage	er		3
Your Certificates	Authentication D	ecisions	People	Servers	Authorities
ou have certificates	from these organizati	ons that ide	ntify you		
Certificate Name	Security Device	Serial N	lumber	Expires On	E.
 eMudhra Consu 	ę				
Support and the second second	OS Client Cert Toke.		1548.	11 Novembe	r 2023
View	Packup		mort	Delate	
View Ba	аскир Вас <u>к</u> ир	All I <u>i</u>	mport	Delete	ок
	ŀ	Fig. 7.2			

• Select your certificate from the list displayed and double click on it. A new browser tab with the selected certificate details will open.

	Certificate Mana	ger		×
Your Certificates	Authentication Decisions	People	Servers	Authorities
ou have certificates	from these organizations that i	de <mark>n</mark> tify you		
Certificate Name	Security Device Serial	Number	Expires On	🗗
✓ eMudhra Consu				
Support of the second second	OS Client Cert Toke	25.7946	11 Novembe	er 2023
View Ba	ckup Backup All	Import	Delete	
			<u></u>	ОК

• Search for CRL Endpoints and Copy the complete URL

Key ID	48.21146.21106.444.40379
CRL Endpoints Distribution Point	http://www.e-mudhra.com/repository/crls/
Authority Info (AIA)	

Fig. 7.4

- Check whether the URL is accessible or not using your browser.
- In case the server is not reachable, please wait and try again later.
- In case it is blocked, contact your admin team to unblock the URL.

BROWSER: GOOGLE CHROME / MICROSOFT EDGE

- Go to Chrome browser settings.
- Click on **<Privacy & Security**> option.
- Click on **<Security**> option.

ettings	Q Search settings
and Google	Safety check
utofill	
Privacy and security	Chrome can help keep you safe from data breaches, bad extensions, and more
Appearance	
earch engine	Privacy and security
Default browser	Clear browsing data
On startup	orear matury, coonies, cacine, and more
	Privacy Guide Review key privacy and security controls
Languages	- Cookies and other site data
Jownloads	 Third-party cookies are blocked in Incognito mode
Accessibility	C Security
ystem	Safe Browsing (protection from dangerous sites) and other security settings
Reset and clean up	Site settings Controls what information sites can use and show (location, camera, pop-ups, and more)
Extensions	Privacy Sandbox
bout Chrome	- That features are off

Fig. 7.5

• Select on <Manage device certificates> option under <Advanced> header.



• Select <**Personal**> tab in the <**Certificates**> window.

ersonal	Other Peo	ople Ir	ntermediate Certification	Authorities	Tru	sted Root Certifica	ation 🖣
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Tennert	5		Remove				lunned
Import	. Ex	cport	Remove			Ad	dvanced

Fig. 7.7

• Select your certificate from the list shown and double click on it. A new window with the details of the selected certificate will open.

ersonal	Other Peo	ople Int	termediate Certification	Authorities	Tru	sted Root Certification
Issued '	То		Issued By	Expiratio	o	Friendly Name
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Import	. D	port	Remove			Advance
Import	. Ex	oprt	Remove			Advance

Fig. 7.8

• Select **<Details>** tab in the **<Certificate>** window.

now:	<all></all>	~	
Field	The court of the second	Value	^
CR	L Distribution Points	[1]CRL Distribution Point: Distr	
[1]CRL Dist	Distribution Point ribution Point Name: Full Name: URL=http://www.e-	mudhra.com/repository/crls/C	

Fig. 7.9

• Search for **<CRL Distribution Points**> and click on it. Copy the URL.

seneral	Details	Certification Pat	n		
Show:	<all></all>		~		
Field	ter antis		Value		^
CR	L Distribu	ition Points	[1]CRL Distributio	on Point: Distr	
194			Tagende / Suger advantes. Hers all's automations	Harris Barris	~
[1]CRL Dist	Distributi ribution P Full Name JRL =h	on Point oint Name: ttp://www.e-mud	hra.com/repository/	crls/f Copy to File	-

Fig. 7.10

- Check whether the URL is accessible or not using your browser.
- In case the server is not reachable, please wait and try again later.
- In case it is blocked, contact your admin team to unblock the URL.

THE CRL DISTRIBUTION POINT URL IS BLOCKED BY YOUR ORGANIZATION

In case the CRL verification url identified in the above section is blocked, contact your admin team/ internet service provider to unblock the URL