

Digital Signature Certificate Online Enrollment Guide (On IE Browser)

1.

ABOUT THE DOCUMENT

This document describes the procedure for procuring the Digital Signature Certificate from Registration Authority under Tata Consultancy Services – Certifying Authority (TCS-CA) for the MCA-21 e-filing.

GETTING STARTED

Note:

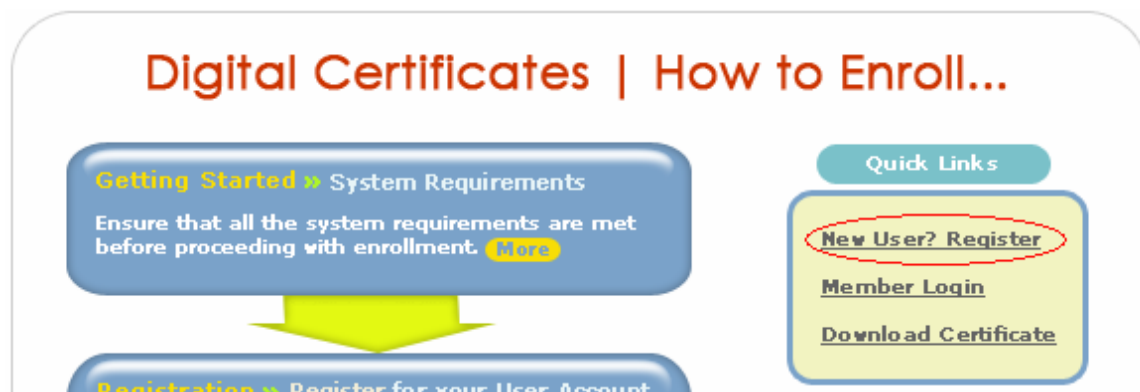
- *Ensure the following.*

	✓ System Requirement: - o Operating System: Windows 2000, XP - o Browser: Internet Explorer 5.5 and above ✓ You should have the Administrator privileges on the machine.
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REGISTRATION

To enroll for and manage your Digital Signature Certificate, you must register for a user account. To register for a new user account:

1. Visit the Registration authority (RA) website and click on the link related to Digital Signature certificate.
2. Click the **New User? Register** link on the Login screen (shown in the figure below).



3. Enter the details in the new subscriber **Registration Form**.

Registration Form	
Name *	
E-mail Id *	
User Id *	
Password *	
Confirm Password *	
Type of user *	Individual user v
Registration Authority *	Your - Registration Authority v Others v
Submit	

Note:

- Ensure that you remember the User ID & Password as you will need this information to access your account.
- In the Type of User field, enter "Individual" and in the Select Individual user Type field select the option "Others".
- Registration Authority is the office through which you are applying for a digital Signature certificate

4. Click **Submit**. A filled-in Registration form is then generated on the screen.

SUBMIT ONLINE REQUEST

On successful registration, you will be redirected to your personalized **Certificate Management Center** screen, which displays the simple 4-Step enrollment procedure.

Step-1: Enroll for a Digital Certificate ◆ Choose the Enroll option or click here to enroll and generate your Digital Certificate key pairs. More >>	Step-2: Validation documents as per "The IT Act, 2000" ◆ Submit physical copies of the completed Certificate Request Form and supporting validation documents. More >>
Step-3: View your request status ◆ Choose the View Status option or click here to check the status of your Digital Certificate request. More >>	Step-4: Download your Digital Certificate ◆ After you receive the email notification, choose the View Status option or click here to download your Digital Certificate. More >>

Enrolling for your Digital Signature Certificate:

1. Go to Step-1 in the 'Welcome to the Certificate Management Center' screen.
2. An enrollment checklist pops up listing the system requirements. Read the enrollment checklist carefully and make sure that all system requirements are met. Click **Close** to close the checklist and start the online enrollment.
3. Choose the following options in the enrollment form to be filled:
 - Certificate Class » Class-2 Certificate (By Default)
 - Certificate Type » Signing Certificate (Single Key Pair)
 - Do you have a certificate request already generated? » No.

Content of your Digital Signature Certificate:

1. Enter all your personal details exactly as you would like them to appear on your certificate.
Note: *Once your request is generated, these details cannot be changed.*
2. Ensure that all information provided is factually correct as there is a legal significance attached to Digital signature Certificates.
3. Ensure that you enter your correct Email ID, as you will not be able to download/use your certificate if an incorrect/invalid Email ID is provided.

Type of Certificate	Help ?	
Certificate Type *	Signing Certificate (Single Key Pair) ▼	
Do you have a certificate request already generated? ☐ Yes ☒ No		
Contents of your Digital Certificate		Help ?
Common Name *		(eg: Anish K. Srivastava)
E-Mail Address *		(eg: Anish@atc.tcs.co.in)
Organisation *		(eg: TCS Ltd.)
Organisation Unit	TCS-CA - Registration Authority	
Organisation Unit *		(eg: R and D Division)
Address/Locality *		(eg: Mumbai)
State *		(eg: Maharashtra)
Country Code	IN	

Towards the bottom of the screen, you will see an option to select the Cryptographic service provider. The Cryptographic Service Provider (CSP) is the software that generates the cryptographic keys for your digital signature certificate. These keys form the basis of your digital identity and will be used for digital signing and encryption operations.

In order to generate the cryptographic keys on your IE Browser, select the **Microsoft Enhanced Cryptographic Provider v1.0** from the dropdown menu on the enrollment page shown as follows:

Select the Cryptographic Service Provider

The Cryptographic Service Provider or CSP is a program that generates your public/private key pair.

NOTE : Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, your browser has to be updated with the relevant patches.

Choose the appropriate CSP below depending on where you plan to store your private key. If you use a special device such as a smart card, please select the appropriate provider as directed by the manufacturer.

Cryptographic Service Provider * **Microsoft Enhanced Cryptographic Provider v1.0**

Generate Request:

After filling the online enrollment form, review the information provided (paying special attention to the Email ID) and click **Generate Request** to generate your certificate request.

Subscriber Agreement

By applying for, submitting, or using a Digital Certificate you are agreeing to the terms of the [TCS-CA Subscriber Agreement](#)

Generate Request

Note: Once your certificate request is generated, you cannot change any information. Ensure that all information is correct before you proceed.

The following dialogue box appears. Confirm your details and click **OK**

Microsoft Internet Explorer

Please confirm your E-Mail ID: shradhasana@tcs.co.in

All information related to your online request and certificate, including the authentication PIN required for downloading your certificate will be sent to this E-Mail ID.

If your E-Mail ID is correct, click OK. If not, click CANCEL and correct it in the Enrollment Form.

OK Cancel

Click **Yes** to request for a new certificate.

Potential Scripting Violation

This Web site is requesting a new certificate on your behalf. You should allow only trusted Web sites to request a certificate for you.

Do you want to request a certificate now?

Yes **No**

On successful completion of enrollment, you will see the below screen. Note the request number (highlighted below). Print this form for your records by clicking **Print**.

Certificate Enrollment Form for Request Number - 29798	
Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
Contents of your Digital Certificate Request	
Name	Test User
Organization	Tata Consultancy Services - Certifying Authority
Organization Unit	Individual - Others
E-mail Address	sharadsamal@tscs.co.in
City	Test
State	Andhra Pradesh
Important: 1. Print this Enrollment Form by clicking [Print] button	
Print Save View Go to Step-2	

DOWNLOAD YOUR CERTIFICATE

Once your Digital Signature Certificate is generated, you will receive an email notification. The notification includes detailed instructions and an Authentication PIN that has to be entered at the time of certificate download.

Note: Download the certificate on the same eToken where the Key Pair was generated. For this, insert the eToken used during certificate enrollment into the USB port of your computer.

To download your Digital Signature Certificate:

1. Go to your Registration Authority Website
2. On the screen that is displayed, click on **Download Certificate**



3. Enter your User ID and Password and click **Submit**.

User Login	
User Id *	
Password *	
Submit	

Note: If you do not remember your User ID and/or Password, please contact your RA Administrator.

Go to Step-4 in the Certificate Management Center for downloading the certificate.

The Enrollment procedure requires you to go through the 4 steps outlined below.

Important: You are connected to TCS-Certifying Authority secured website. To make sure you connect smoothly, your browser should have the root certificates of the Controller of Certifying Authorities (CCA), Government of India and TCS-Certifying Authority installed in your browser.

[Click here for installation instructions >>](#)

Step-1: Enroll for a Digital Certificate

- Choose the **Enroll** option or [click here](#) to enroll and generate your Digital Certificate key pairs.

[More >>](#)

Step-2: Validation documents as per "The IT Act, 2000"

- Submit physical copies of the completed **Certificate Request Form** and supporting validation documents.

[More >>](#)

Step-3: View your request status

- Choose the **View Status** option or [click here](#) to check the status of your Digital Certificate request.

[More >>](#)

Step-4: Download your Digital Certificate

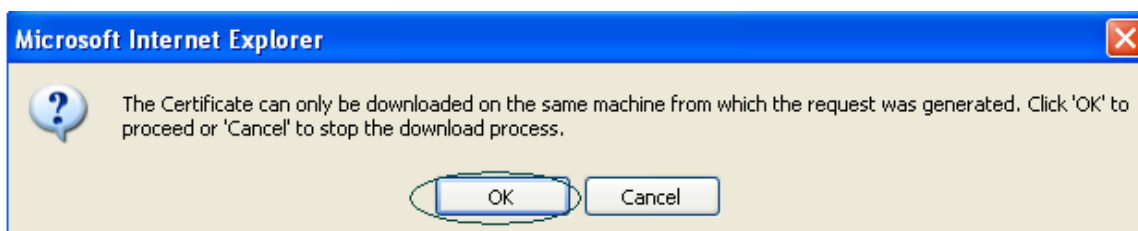
- After you receive the email notification, choose the **View Status** option or [click here](#) to download your Digital Certificate.

[More >>](#)

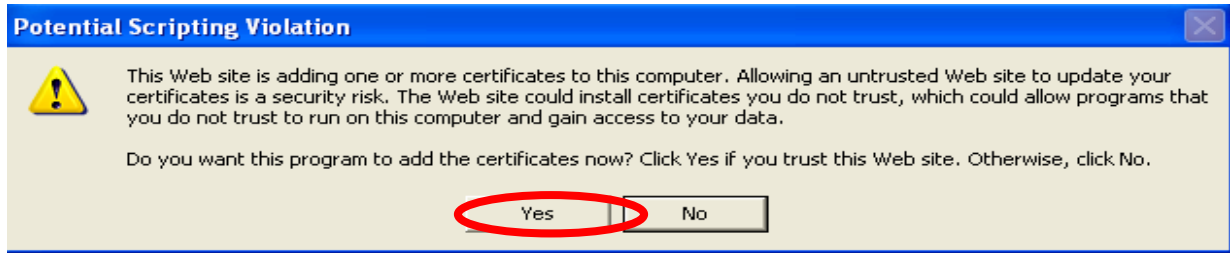
1. Click on **click here** link in 'Step-4' section.
2. Click on your Request Number to initiate the download process.
3. Verify the details of your certificate. Contact your RA Administrator if there is a problem.
4. Enter the Authentication PIN, emailed to you during the enrollment process.

Authentication PIN	MAB5NT8WBN
Back Download Reject	

5. Click **Download**. The following message appears.



6. Click **OK**. The following message will be displayed thrice.



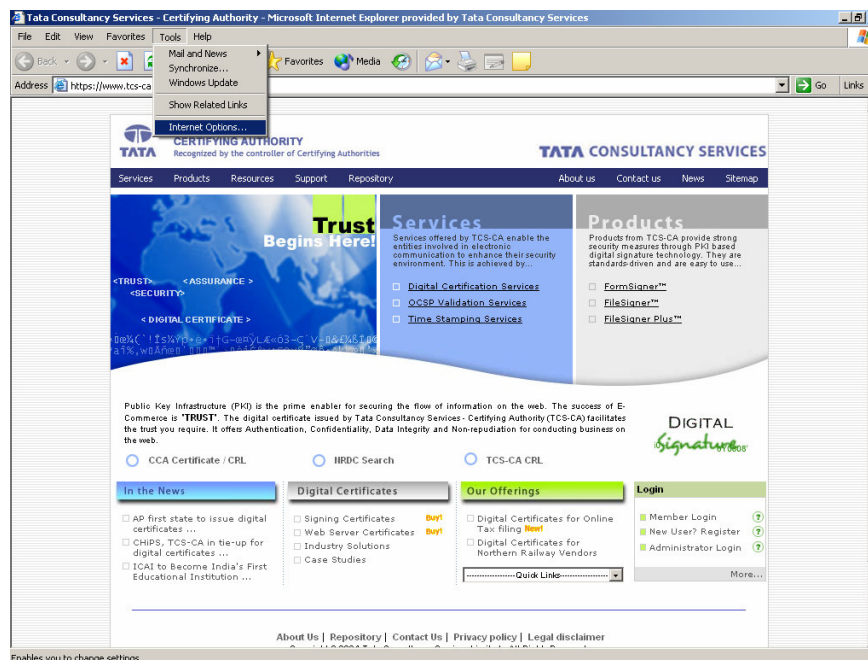
7. Click **Yes**. The following certificates are downloaded:

- CCA Certificate
- TCS-CA Certificate
- End user Certificate

CONFIRM THE DOWNLOAD INTO IE BROWSER

The following steps will confirm successful download of your certificate into the IE Browser in your machine.

- Open an internet browser window
- Click the **Tools** → **Internet Options** tab on the IE browser



- Click on the **Content** → **Certificates** tab on the dialog box shown



- To view a certificate, simply select the certificate and click **View**.

