

User Guide for Authorised person details

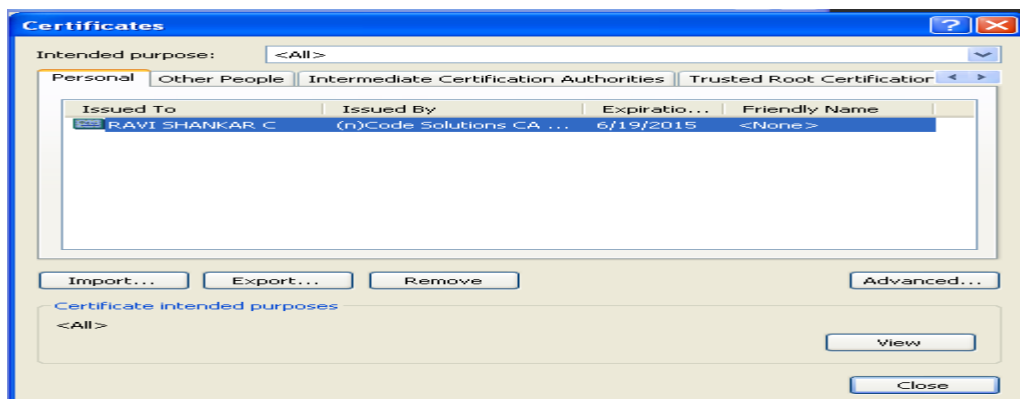
Digital signature certificate (DSC) is made compulsory while uploading the document.

Necessary steps to Attach DSC

1. Make sure Digital signature certificate and supporting drivers are correctly installed in the system.
2. DSC can be either softcopy (.PFX file) or USB token.
3. e-Udyami Application supports all class of Digital key available in the market .

(I) How to make sure Digital signature certificate is correctly installed on your system?

- If DSC is softcopy (PFX file), double click on the DSC file, click on next, browse the file and give the password, Import successfully message will be displayed.
- If DSC is in USB token format, install the necessary drivers given in the CD provided with USB token and ensure USB token will be plugged in to the system.
- Once the above step is followed, check the DSC correct installation as shown below.
- Browse Internet Explorer, Go to tools->Internet option->content->certificate



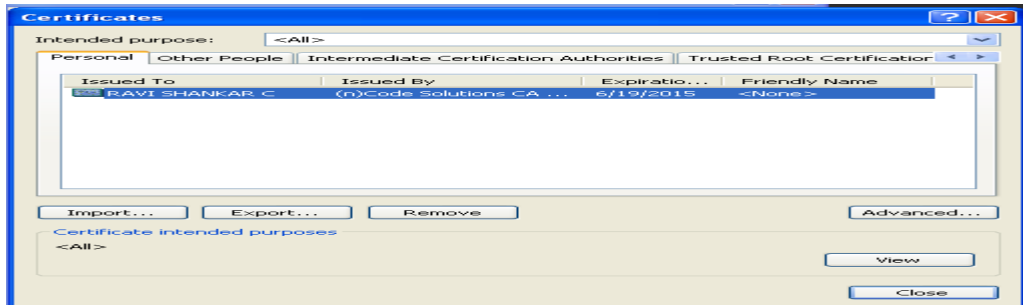
You can check for the correct installation of DSC as shown, the name of DSC holder will be visible as shown. This window indicates that DSC as been correctly installed on the system.

NOTE: contact the DSC vendor and try to install the necessary root files required, if the above pop up is not displayed.

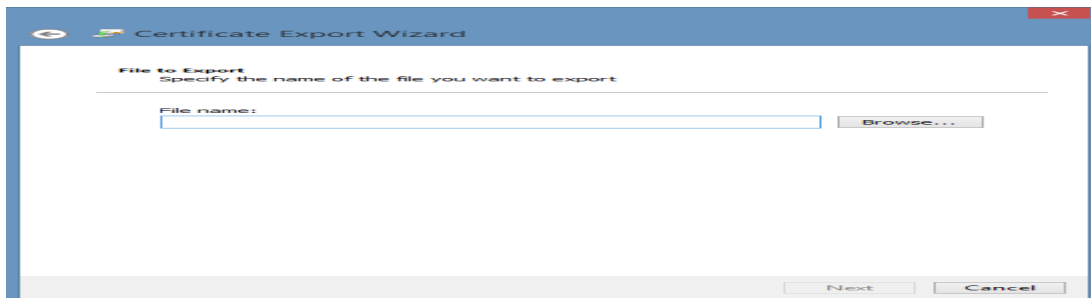
User Guide for Authorised person details

(II)How to export .cer file from digital signature certificate?

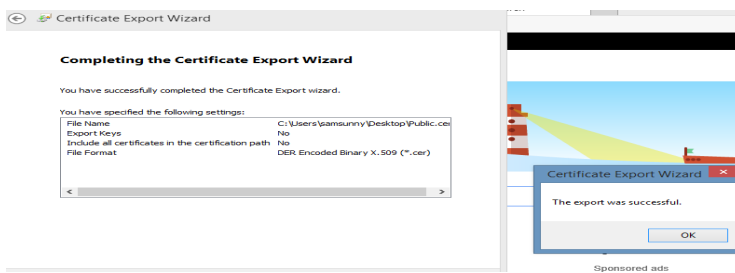
- Click on export button.



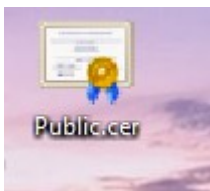
- Click on next button and follow the installation step.
- Give the file name and click on next.



- Click on finish button.



- .cer file will be saved on the desktop /on the file specified as shown below.



User Guide for Authorised person details

(III) Fill the Authorized person Details.

- Select the Authorized person details and fill all the details as required,
- Click on **choose file** button and browse the **“.cer file exported”**(Go through serial II for cer file export) from the key as shown above.
- Click on save.
- Authorized person details saved successfully.