

**User Manual for registration and download of Digital Signature Certificate (DSC)  
from NSDL CA Website**

**NSDL Database Management Limited**

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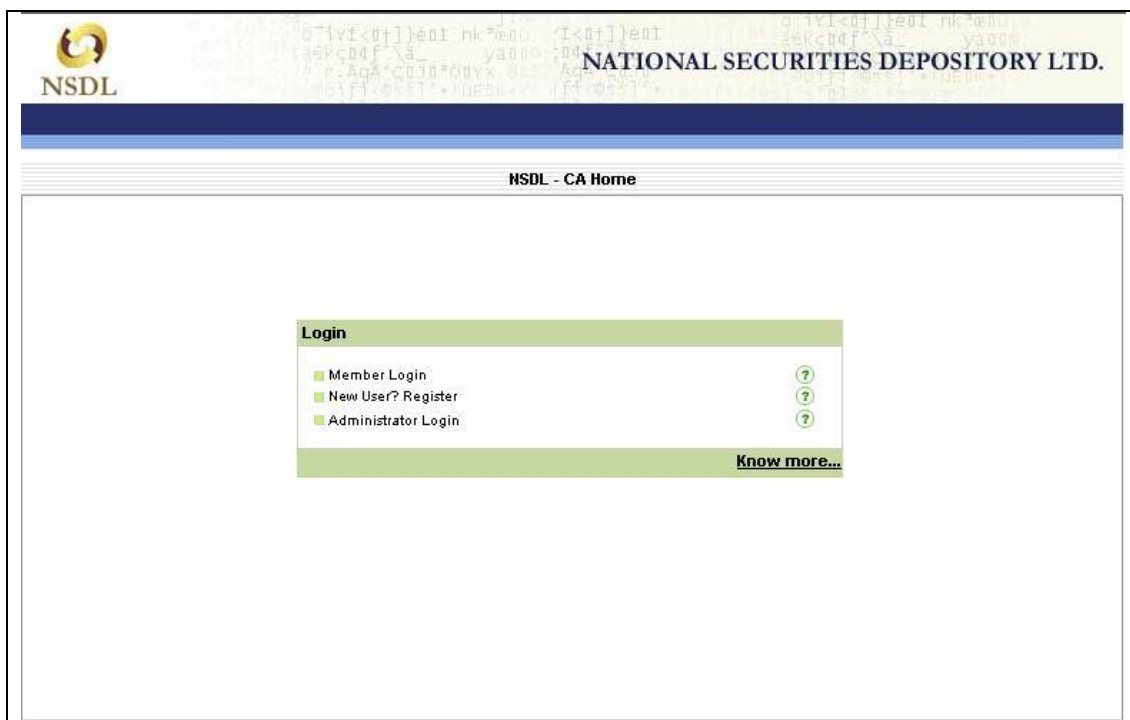
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**1. Steps for Registration and enrollment for Digital Signature Certificate (DSC) at the NSDL CA web-site:**

- Intermediary will access the NSDL CA web-site (<https://nsdlca.nsdl.com>) and register as a new user. Click on 'New User? Register'



- A 'New Subscription Registration' screen will be displayed. Intermediary will enter all mandatory fields [marked with (\*)] as displayed below, select In the Registration Authority drop down select the option “NDML -KRA” in the 'Registration Authority' field as the case may be. Thereafter, click 'Submit'.
- User should only use Internet Explorer 6 or 7 for applying and downloading of DSC.
- Admin rights are required for downloading and installation of DSC.

Registration Form	
Name *	<input type="text"/>
E-mail Id *	<input type="text"/>
User Id *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Registration Authority *	NDML-KRA <input type="button" value="v"/>
<input type="button" value="Submit"/>	

**Details to be specified while creating User id are as below:**

- **Name:** Mention name of the Intermediary requesting for DSC. (e.g. XYZ Limited).
- **E-mail id:** Mention a valid email ID of the Intermediary requesting for DSC. (e.g. xyz@xyz.com).
- **User id:** Mention the user id which the Intermediary wishes to login on the Website. (e.g. XYZ).
- **Password:** Mention the password which the Intermediary wishes to login on the Website. (e.g. minimum of eight characters without spaces).
- **Confirm Password:** Mention the same password as specified in the **Password** field.

## 2. Enrollment of Digital Signature Certificate (DSC)

- On successful registration, user will be directed to a 'Certificate Management Center' screen.
- The 'Certificate Management Center' provides functions like change password, view status of DSC, enroll for DSC and generate.
- To enroll and generate for a new DSC choose the 'Enroll' option from the main menu or click on **Step 1: 'Enroll for a Digital Certificate'** A DSC enrollment form will be displayed. Fields marked with (\*) are mandatory. The DSC will be issued as per the electronic details provided.

User Id: aditya81	User Type: Individual	RA Name: NDML-NSR
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**Instructions**

- Columns marked with \* are mandatory.
- The status bar(bottom left corner) shows the maximum characters allowed for a particular field.
- Any wrong entry will lead to the rejection of the request.

**Class of Certificate**

Certificate Class \* Class 3 Certificate ▼

**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 *		(example: Anish K. Srivastava)
E-mail Address *		(example: Anish@atc.tcs.co.in)
Organisation *		(example: Tata Consultancy Ltd.)
Organisation Unit	NDML- KRA	
Organisation Unit *		(example: R&D Division)
Locality/ City *		(example: Mumbai)
State *		(example: Maharashtra)
Country Code	IN	

**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 \*

**Subscriber Agreement**

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

- The form consists of three sections i.e. **Class of Certificate**, **Type of Certificate** and **Contents of Digital Certificate**. Details to be entered in these fields should be as mentioned below:
  - **Class of Certificate** – should always be “Class 3 Certificate” (select from drop down option)
  - **Type of Certificate** – should always be “Signing Certificate (Single Key Pair)” (select from drop down option)
  - **Contents of Digital Certificate** –
    - **Common Name:** Mention name of the Intermediary requesting for DSC. (e.g. XYZ Limited)
    - **E-mail address:** Mention a valid email ID of the Intermediary requesting for DSC. (e.g. xyz @xyz.com)
    - **Organisation:** Mention name of the Intermediary requesting for DSC. (same as mentioned in Common Name).
    - **Organisation Unit:** Will be pre populated as NDML KRA
    - **Organisation Unit:** Name of the department in the company
    - **Locality/City:** Mention the place from where the Intermediary conducts its operations (e.g. Mumbai).
    - **State:** Mention the state from where the Intermediary conducts its operations (e.g. Maharashtra).

- **Cryptographic Service Provider: Select Microsoft Enhanced Cryptographic Provider v1.0. Please note that if any other option is selected then the user will not be able to download the DSC.**
- **'Do you have a certificate request already generated?' Should always be 'No'**

**Note**

**If electronic details entered in the DSC enrollment form are not as per the guidelines, the DSC request will be rejected.**

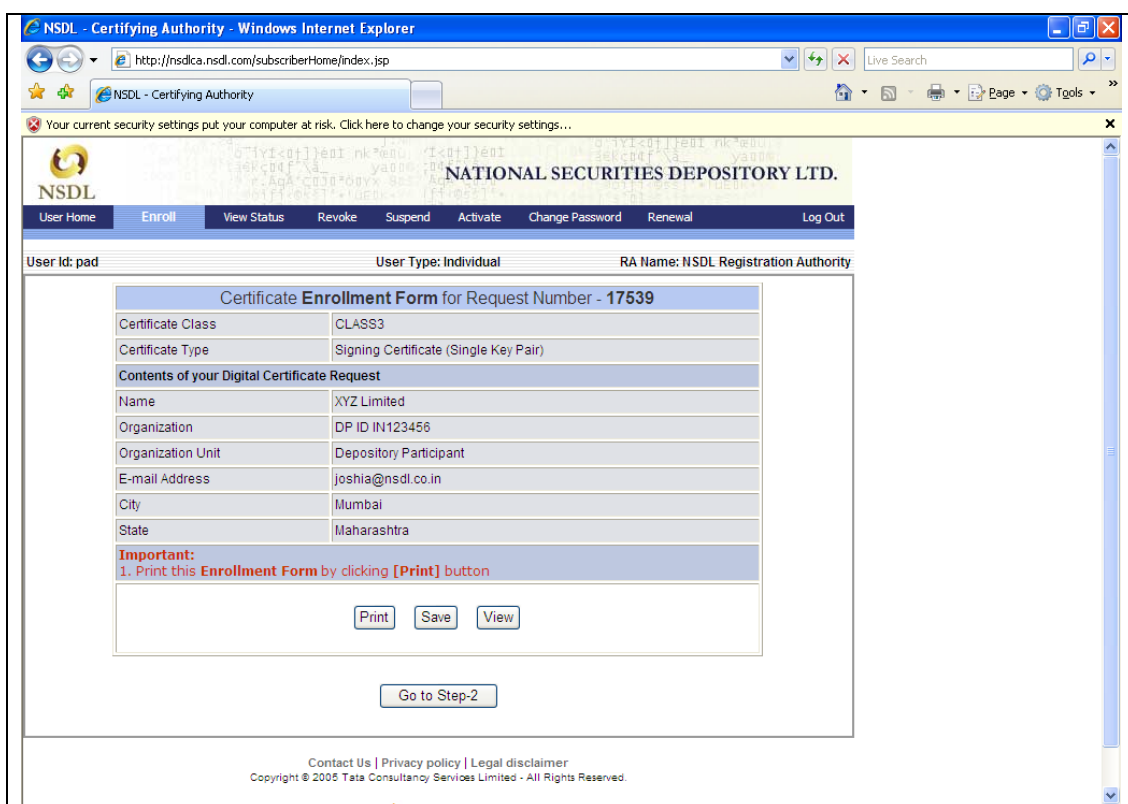
- After entering details as above, click on '**Generate Request**', a pop-up window will open asking you to confirm the email ID mentioned in the form. If the email ID mentioned is valid, click '**OK**' else cancel and rectify the email ID.

**Note**

**Email ID mentioned should be a valid email ID as all information related to online request and certificate, including certificate download instructions & DSC expiry alerts etc. will be sent to this email ID.**

### 3. DSC request number and DSC generation

A 'Certificate Enrollment Form' would be generated on the screen. This form contains the **Request Number** of the DSC and details entered by the Intermediary in the DSC enrollment form. Further an email will be sent at the email ID provided in the DSC enrollment form. This email will contain details as entered in the enrollment form (details of DSC) by the Intermediary along with the Certificate Enrollment Form Request Number.



The screenshot shows the NSDL Certifying Authority web interface in a Windows Internet Explorer browser. The page title is "NSDL - Certifying Authority - Windows Internet Explorer". The address bar shows "http://nsdlca.nsdl.com/subscriberHome/index.jsp". The page features the NSDL logo and the text "NATIONAL SECURITIES DEPOSITORY LTD.".

Navigation links include: User Home, Enroll, View Status, Revoke, Suspend, Activate, Change Password, Renewal, and Log Out.

User information displayed: User Id: pad, User Type: Individual, RA Name: NSDL Registration Authority.

The main content area displays the "Certificate Enrollment Form for Request Number - 17539". The form includes the following details:

Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
<b>Contents of your Digital Certificate Request</b>	
Name	XYZ Limited
Organization	DP ID IN123456
Organization Unit	Depository Participant
E-mail Address	joshia@nsdl.co.in
City	Mumbai
State	Maharashtra

**Important:**  
1. Print this Enrollment Form by clicking [Print] button

Buttons: Print, Save, View

Go to Step-2

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- The Intermediary will be required to save and print thereafter the 'Certificate Enrollment Form for Request Number – X (as displayed above)'. This form should be attested by the Compliance / Administrative Officer and sent at below address

**NDML KYC Registration  
Authority  
NSDL 4th, Floor, AWing, Trade World  
Kamala Mills Compound  
Senapati Bapat Marg  
Lower Parel, Mumbai - 400013**

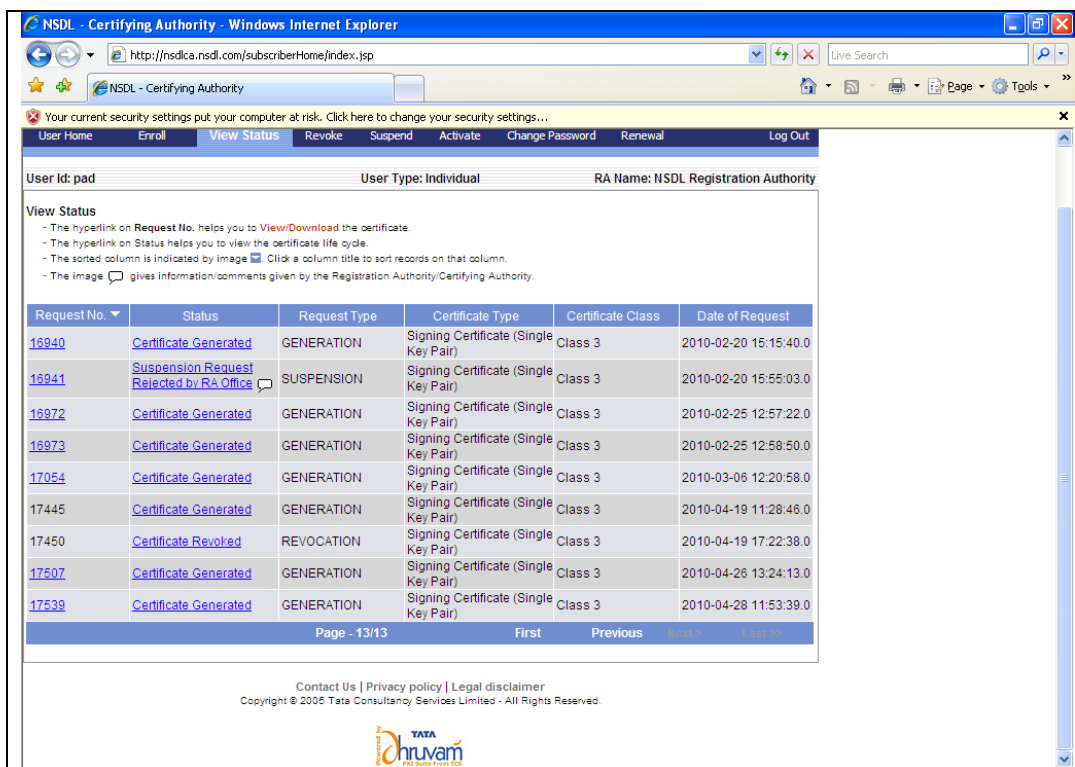


- On receipt of the physical Certificate Enrollment Form from the Intermediary, NSDL will verify the same.

Upon confirmation of electronic request by NDML, an email (at the email ID provided in the DSC enrollment form) would be sent to Intermediary intimating DSC details and procedure to download the DSC from the NSDL CA web-site (<https://nsdlca.nsdl.com>).

#### 4. Download of DSC into browser of PC:

- The Intermediary will login on to the NSDL CA web-site (<https://nsdlca.nsdl.com>) as a member with the User ID and password created at the time of registration and view the status of its DSC request



NSDL - Certifying Authority - Windows Internet Explorer

http://nsdlca.nsdl.com/subscriberHome/index.jsp



NSDL - Certifying Authority


Your current security settings put your computer at risk. Click here to change your security settings...

User Home Enroll View Status Revoke Suspend Activate Change Password Renewal Log Out

User Id: pad User Type: Individual RA Name: NSDL Registration Authority


**View Status**

- The hyperlink on Request No. helps you to View/Download the certificate.
- The hyperlink on Status helps you to view the certificate life cycle.
- The sorted column is indicated by image . Click a column title to sort records on that column.
- The image  gives information/comments given by the Registration Authority/Certifying Authority.

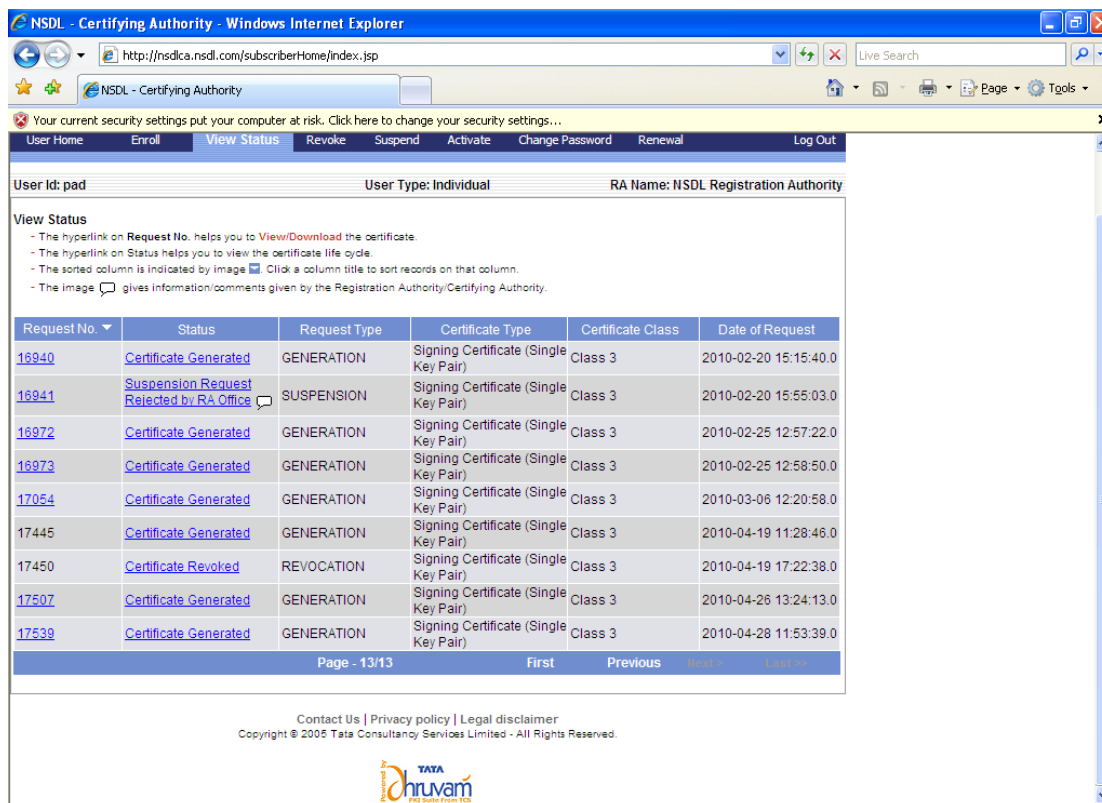
Request No. ▼	Status	Request Type	Certificate Type	Certificate Class	Date of Request
<a href="#">16940</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-02-20 15:15:40.0
<a href="#">16941</a>	<a href="#">Suspension Request Rejected by RA Office</a> 	SUSPENSION	Signing Certificate (Single Key Pair)	Class 3	2010-02-20 15:55:03.0
<a href="#">16972</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-02-25 12:57:22.0
<a href="#">16973</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-02-25 12:58:50.0
<a href="#">17054</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-03-06 12:20:58.0
<a href="#">17445</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-19 11:28:46.0
<a href="#">17450</a>	<a href="#">Certificate Revoked</a>	REVOCATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-19 17:22:38.0
<a href="#">17507</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-26 13:24:13.0
<a href="#">17539</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-28 11:53:39.0

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- The status of the DSC will be displayed as '**Certificate Generated**' after NSDL has confirmed the DSC request of the Intermediary (as displayed below) The Intermediary shall click on the 'Request No.'



Request No.	Status	Request Type	Certificate Type	Certificate Class	Date of Request
<a href="#">16940</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-02-20 15:15:40.0
<a href="#">16941</a>	<a href="#">Suspension Request Rejected by RA Office</a>	SUSPENSION	Signing Certificate (Single Key Pair)	Class 3	2010-02-20 15:55:03.0
<a href="#">16972</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-02-25 12:57:22.0
<a href="#">16973</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-02-25 12:58:50.0
<a href="#">17054</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-03-06 12:20:58.0
<a href="#">17445</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-19 11:28:46.0
<a href="#">17450</a>	<a href="#">Certificate Revoked</a>	REVOCATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-19 17:22:38.0
<a href="#">17507</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-26 13:24:13.0
<a href="#">17539</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2010-04-28 11:53:39.0

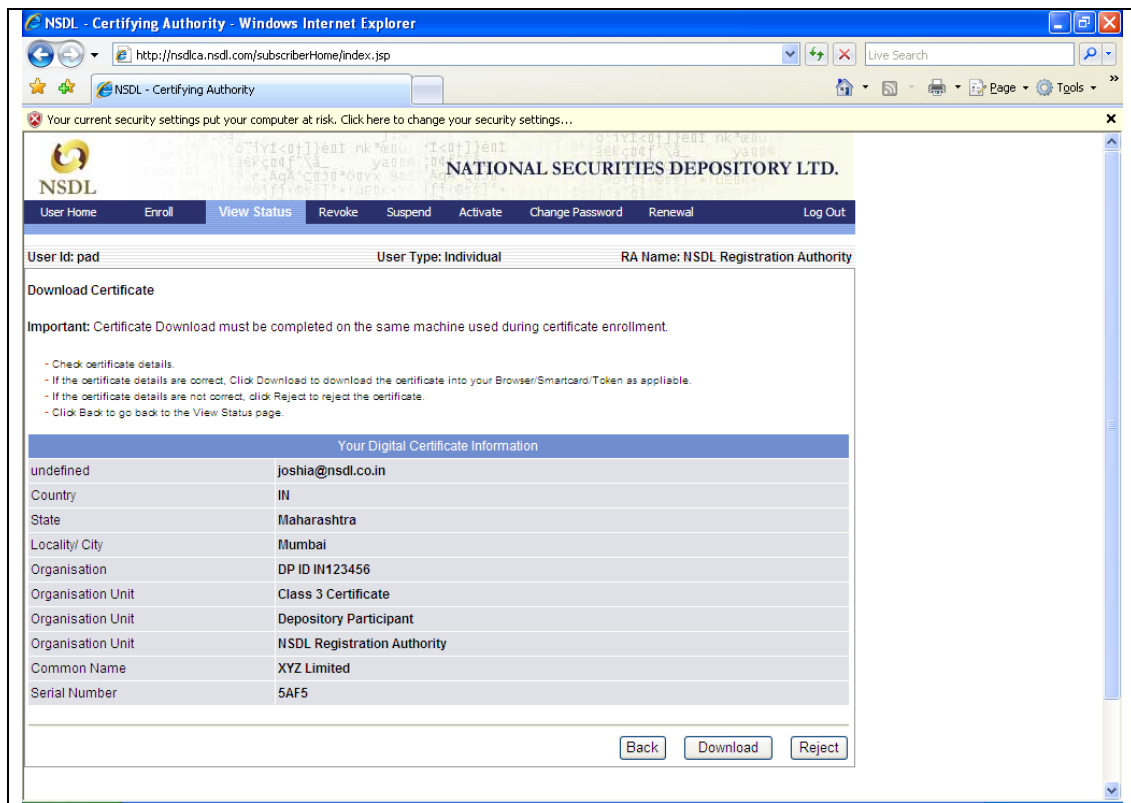
A '**Download Certificate**' screen will be displayed. This screen will display details of the DSC generated.

#### Note

It may be noted that during the initiation of DSC request, one component named 'private key' remains in the browser store of the computer (i.e. from where the request was made). As the DSC will check for its corresponding 'private key' on the computer where it is being downloaded, Intermediary should ensure to download the DSC only on the computer from where the original request was initiated.

Hence, the computer should not be re-formatted or Internet browser re-installed before downloading the DSC.

- To download DSC click '**Download**' on the '**Download Certificate**' screen. If DSC is downloaded successfully, a message will be displayed: '**Certificate downloaded successfully**' i.e. the DSC will be downloaded in the browser (should be Internet explorer (IE) only) of the computer.



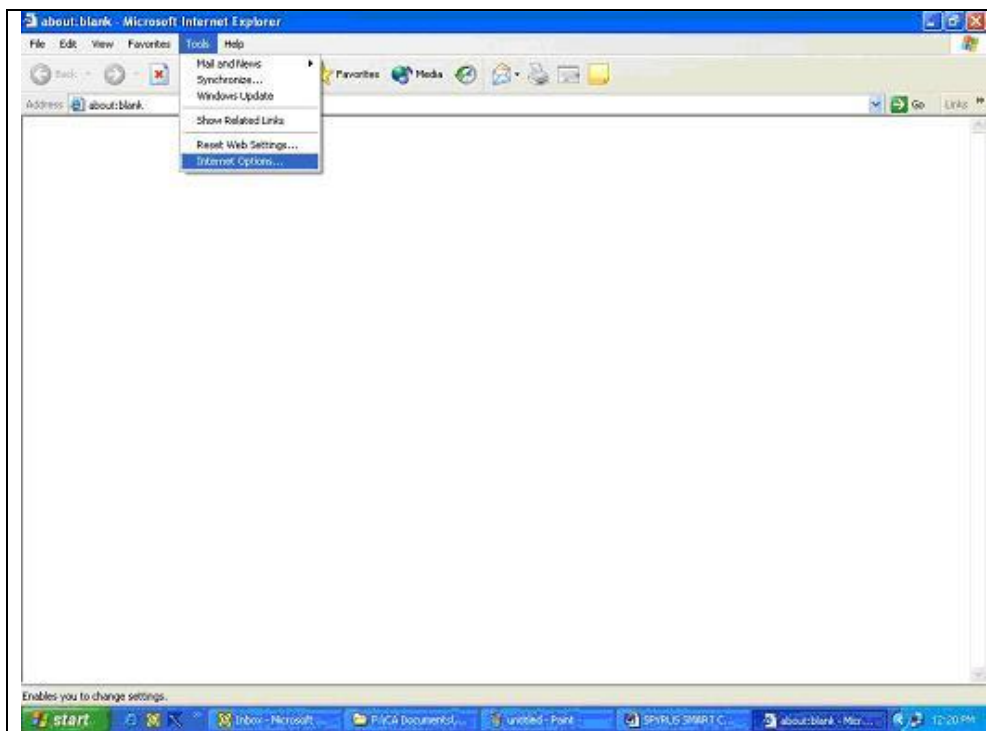
This completes the DSC Enrollment process.

## 5. Procedure to take Backup of the DSC:

- The DSC downloaded to the browser should be first exported to the desktop and then copied to an external device such as floppy/CD/USB device etc. The backup device (floppy/CD/USB device, etc) shall be stored at a secure location. The DSC should always be password protected.

### Steps to Export Certificate

- Open browser (Internet Explorer), go to **Tools** → **Internet Options** of the main menu of Internet Explorer.



Select the '**Content**' Tab as shown below. Click on the '**Certificates**' button.



Click on '**Certificates**' thereafter select '**Personal**' tab. List of DSCs installed on the computer will be displayed. Select the DSC to be exported and click on '**Export**'



A '**Certificates Export Wizard**' window will open. Click '**Next**'



A window with Export Private Key option will open. Select '**Yes, export the private key**' option and click '**Next**' as shown below.



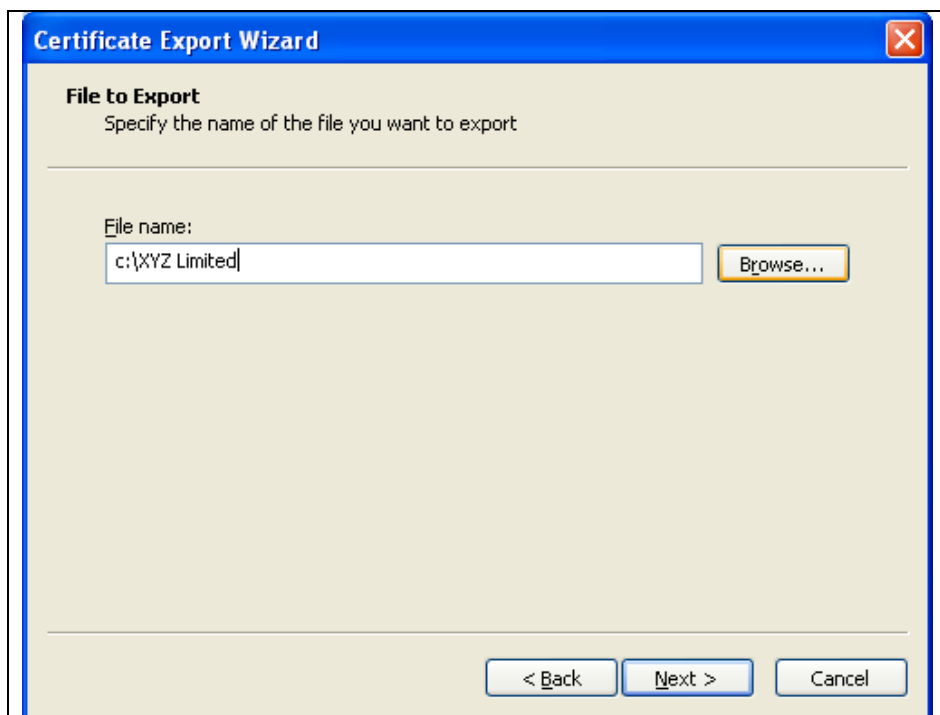
Screen will display various file format options to store the DSC. Default selection should always be as shown below. After selection of format options, click '**Next**'



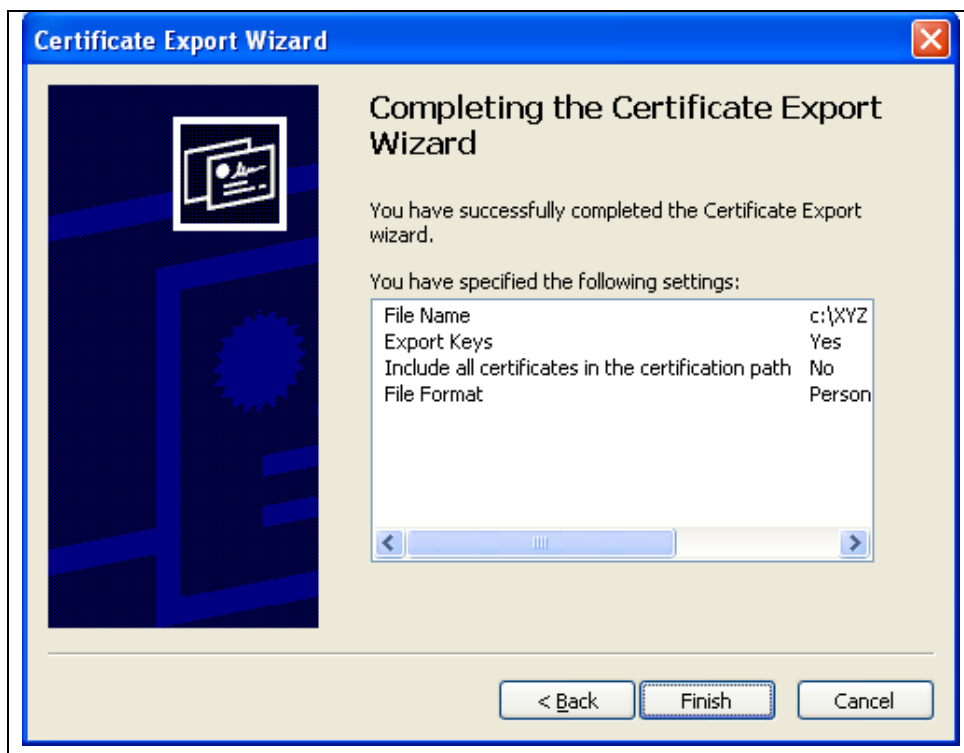
To maintain confidentiality of the private key of the DSC, you will be prompted to enter a password and confirm it. Enter the password and confirm the password as shown in figure 19 and click 'Next'



Specify the name of the file (DSC) that is to be exported & the location for exporting the file and click 'Next' as shown below



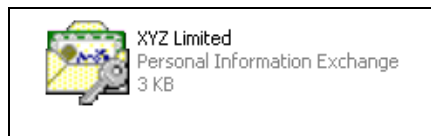
On successful completion, the 'Completing the Certificate Export Wizard' Screen is displayed. Click on 'Finish'



A message would be displayed on the screen 'The export was successful' will be displayed (figure 22). Click on 'OK'. This indicates DSC has been successfully exported.



After successful export of DSC, the DSC will be stored on the location specified during export of DSC (an icon will be created - envelope with a key) displayed below . This indicates that the DSC (the private as well as public key) has been exported. If the “**key**” symbol is not displayed in the icon, the DSC should be re-exported by following up the procedure explained above.



The DSC exported on the desktop of the computer should be copied on an external media (floppy/CD/USB device etc) and stored in a safe and secure location.

**In case the computer is formatted after download of DSC to the browser, the DSC can be reinstalled on the browser by importing it from the external media (floppy/CD/USB device etc) where it has been stored.**