

# Procedure for How to Enroll for Digital Signature

In Online Processing System getting to implement Digital Signature and Electronic Token for security and Authentication Purpose. For that bidder must have to pay 1000 Rs for Electronic Token and 1150 for Digital Signature. Digital signature is must for bidder at the time of Login and submission of tender to prove identity or right to access information or services on the net.

Following are the procedure to enroll for Digital Signature:

1. Go to the tender website for Bidder registration (If you have already registered then go directly to 2<sup>nd</sup> option).
2. After Registration, Click on 'Enroll for Digital Certificate' link. It will ask for your user id and password. Enter your Email Id as User id and Password then pay enrollment fees through credit card. After paying enrollment fees take printout of the receipt and then click 'Go For Enrollment button'. Following page will be displayed:



Click on '**New user? Registration**' for new login. The Enrollment procedure requires Bidder to go through four steps outlined below. For registration fill following information,

- Enter your Name, Email, preferred User ID & Password

- Ensure that you remember the User ID & Password as you will need this information to access your account
- Type of User » This maybe Individual, Company or Government, depending on the entity for which a certificate is needed. The verification procedure (and supporting documents required) will be different for each.
- Registration Authority » This is the office through which you are applying for a digital certificate. In your case, it is **Registration Authority**

The screenshot shows a web browser window displaying the 'New Subscriber Registration' page of the TATA Certifying Authority. The page has a blue header with the TATA logo and navigation links. The main content area contains a registration form with the following fields filled out: Name (Anish K. Srivastava), Email ID (enish@etc.tcs.co.in), User ID (enish123), Password (\*\*\*\*\*), Confirm Password (\*\*\*\*\*), Type of user (Individual user), and Registration Authority (TCS Registration Authority). A 'Submit' button is located below the form. At the bottom of the page, there is a footer with links for 'About Us', 'Repository', 'Contact Us', 'Privacy policy', and 'Legal disclaimer', along with a copyright notice for 2004 TCS.

**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 >>](#)

3. In Step-1 click on 'click here' for Enroll. Following information need to feel properly in Enroll Form

1. Common Name,
2. Organization,
3. Address / Location,
4. State and country code.

- 4. Submit the Request for generate the certificate after submitting bidder will get Certificate Enrollment Form / Letter of Authority with Request number. Then print the form or save it.

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

User Id: anish2   User Type: Company   RA Name: TCS Registration Authority

### Certificate Enrollment Form for Request Number - 5592

Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
<b>Contents of your Digital Certificate Request</b>	
Name	Anish K.Srivastava
Organization	TCS Limited
Organization Unit	R and D Division
E-mail Address	anish@gatc.tcs.co.in
City	Mumbai
State	Maharashtra

**Important:**  
1. Print this Enrollment Form by clicking [Print] button.  
2. The printed copy should be physically signed by the Subscriber and the Authorizing person and sent to Registration Authority.

### TCS-CA Certificate

#### Letter of Authority

I, \_\_\_\_\_, in the capacity of the \_\_\_\_\_ of \_\_\_\_\_ authorize \_\_\_\_\_, whose signature is attested below to carry out all the necessary formalities on behalf of \_\_\_\_\_ for the application of a Class \_\_\_\_ Digital Signature Certificate with the validity period of \_\_\_\_ year.

\_\_\_\_\_  
Signature and Designation of Authorizing Person

\_\_\_\_\_  
Signature and Designation of the Subscriber

\_\_\_\_\_  
Signature and Designation of the Authorizing Person

**Note 1:** If you do not have a printer attached to the system, save the Certificate Enrollment Form by clicking the Save button.

To process and legalize your Certificate Request you need to send the signed copy of your Certificate Enrollment Form to the Registration Authority (RA).

**Note 2:** Bidder E-Mail ID must be valid and correct (If you provided an incorrect, invalid or misspell Email ID, you will not receive this PIN. Please contact your RA administrator for further clarifications).

**Note 3:** Once a Digital Certificate request is submitted, no changes can be made to the content. So please ensure that all information that you submit is correct before you submit your request. However, if there is still a mistake, you will need to submit a fresh online request. In such cases, please contact your RA (Registration Authority) Administrator immediately.

**Note 4:** Your Digital Certificate user account is designed for managing the lifecycle of your digital certificate(s). Using this account, one can place suspension, revocation requests on your behalf, request password changes etc. All these constitute security risks when accounts are shared. We recommend that you keep your account confidential and strictly private.

5. Click on step2 and Physical copy of the filled **Certificate Request Form** and the supporting Validation documents as per the checklist has to be sent at the earliest, to the address mentioned in the form. This is required to process and legalize your certificate request.

**Download** Certificate Request Form in: [\[Word Format\]](#) [\[PDF Format\]](#)

After enrollment, In Step-2 Bidder needs to submit documents to RA for validation. All information displayed on your digital certificate needs to be verified before the certificate can be issued. Download and fill the [Certificate Request form](#) (as defined in **Schedule IV of Information Technology Act, 2000**).

Your application will be considered complete once you submit the online request and the request form and all supporting documents required for verification of your request.

1. Certificate Request Form/Letter of Authority.

**DOCUMENT CHECKLIST FOR INDIVIDUAL TYPE OF CERTIFICATE**

The following is a list of the supporting documents that you need to submit along with this Form.

**NOTE:**

- NOTARIZATION WHERE REQUIRED SHOULD BE DONE BY NOTARY PUBLIC.
- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.

Sr. No.	Required Documents	Document submitted	Documents verified by RA
1	<b>Applicant Verification Documents (any one attested/notarized copy required)</b> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Voter's ID</li> <li>• PAN card</li> <li>• Identity Card – Attested by Authorized signatory of the company with photograph.</li> <li>• Driver's license</li> <li>• Ration Card</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
2	<b>Proof of Address (any one attested/notarized copy required)</b> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Ration card</li> <li>• Driver's license</li> <li>• Latest Telephone bill</li> <li>• Latest Electricity bill</li> <li>• LIC receipt</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
3	Certificate Enrollment Form (downloaded from <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a> ) <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>
4	Certificate Request Form <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>

After submitting Documents, RA (Registration Authority) Administrator will Verified all the information from given documents and then approved the Digital Certificate.

6. Go to step-3 for User can see the status whether the certificate is Generate, Pending or rejected from RA office. The status of your request is shown here. If the request is pending with RA or TCS-CA, wait until the respective authority process the request.

7. If the status shows that the Certificate Generated, click on the request Number. After Clicking on request number a page with Digital Certificate Information is displayed, click on “Get Authentication PIN” button.

8. An Authentication PIN is a unique code that is sent to you when your certificate is ready for download. It is sent by email to the email address provided by you at the time of enrollment of your digital certificate

**Note-** The Authentication PIN required for downloading your Digital Certificate is emailed to the Email ID provided during certificate enrollment. If you provided an incorrect, invalid or misspell Email ID, you will not receive this PIN.

9. After that Bidder will able to download the Certificate on Machine.

### **Download your Certificate-**

When your Certificate is generated, you will receive an email notification informing you of the same. This email will also contain your **Authentication PIN**. In order to download your certificate, please do the follow:

## Important Note:

- Download the Digital Certificate on the **same machine** where you have generated the Certificate request and the key pair
- Download the Digital Certificate on the **same browser** (Such as Internet Explorer, Netscape) where you have generated the Certificate request and the key pair
- Download by logging in to the machine as the **same computer account** (Such as Administrator, Guest) as while generating the Certificate request and the key pair

- Go to **Step-4** in the Certificate Management Center. Alternately, you can also click the **View Status** link.
- You should be able to see your request status details. Click the **Request Number** hyperlink to download your certificate.

## Screenshot-8

The screenshot displays the TATA Certifying Authority web interface. At the top, there is a navigation menu with options: User Home, Enrol, View Status, Revoke, Suspend, Activate, Change Password, Renewal, and Log Out. Below the menu, the user information is shown: User ID: arish123, User Type: Individual, and RA Name: TCS Registration Authority. The main section is titled 'View Status' and contains instructions: '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 [arrow icon]. Click a column title to sort records on that column.', and 'The image [comment icon] gives information/comments given by the Registration Authority/Certifying Authority.' Below the instructions is a table with the following data:

Request No.	Status	Request Type	Certificate Type	Certificate Class	Date of Request
5585	Certificate Generated	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2004-12-30 16:55:50.0
5586	Certificate Generated	GENERATION	Signing Certificate (Single Key Pair)	Class 1	2004-12-30 17:34:58.0

At the bottom of the page, there is a footer with the text: 'About Us | Repository | Contact Us | Privacy policy | Legal disclaimer Copyright © 2004 Tata Consultancy Services Limited - All Rights Reserved.'

- You will be prompted to enter your **Authentication PIN**. Please enter the PIN that was emailed to you.

## Screenshot-9

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

User ID: anish123 User Type: Individual RA Name: TCS Registration Authority

**Download Certificate**

**Important:** Certificate Download must be completed on the same machine used during certificate enrollment.

- Check certificate details.
- If the certificate details are correct, click 'Download' to download the certificate onto your browser / Smart Card / USB Token, as applicable.
- You will need to enter the Authentication PIN sent to the Email ID provided in your certificate request.
- If the certificate details are not correct, click 'Reject' to reject the certificate.
- Click 'Back' to go back to the 'View Status' page.

Your Digital Certificate Information

E-mail Address	anish@atc.tcs.co.in
Country	IN
State	Andhra Pradesh
Locality/ City	Hyderabad
Organisation	Tata Consultancy Services
Organisation Unit	Class 3 Certificate
Organisation Unit	Advanced Technology Center
Organisation Unit	TCS Registration Authority
Common Name	Anish K. Srivastava
Serial Number	AGAE

Please enter the Authentication PIN sent to anish@atc.tcs.co.in, the E-mail ID provided in the certificate request.

Authentication PIN

**Note:** You will **not** be able to download your certificate without the Authentication PIN. So please ensure that you enter a valid email ID during certificate enrollment.

If you have not received your Authentication PIN, please do the following:

- Go to **View Status** and check the status of your certificate request.
- If the status says **Request Pending at RA Office** or **Request Pending at CA Office**, it means that your certificate request is still being processed. Please **contact** your RA Administrator to find out whether all your documents (as per the checklist in **Step-2**) have been received. If any documents are pending, please send these to TCS-RA immediately so that your certificate can be generated.
- If the status says **Certificate Generated**, please contact your RA office and inform them of the same.

**Note:** In case you provided an invalid/incorrect Email ID at the time of enrollment, you will need to repeat the enrollment process. This is because your Email ID is part of the information displayed in your digital certificate and it needs to be verified just like all your other credentials before your certificate can be issued.



Click the **Download** button to download and install the Certificate.

### Screenshot-10

**Download Certificate**

**Important:** Certificate Download must be completed on the same machine used during certificate enrollment.

- Check certificate details.
- If the certificate details are correct, click 'Download' to download the certificate onto your Browser / Smart Card / USB Token, as applicable.
- You will need to enter the Authentication PIN sent to the Email ID provided in your certificate request.
- If the certificate details are not correct, click Reject to reject the certificate.
- Click 'Back' to go back to the 'View Status' page.

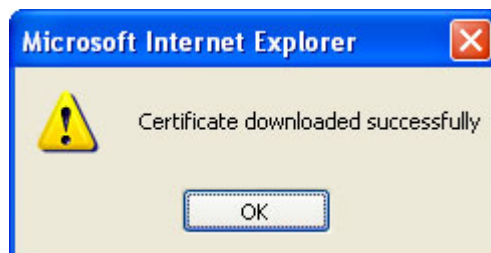
Your Digital Certificate Information	
Email Address	anish@atc.tcs.co.in
Country	IN
State	Andhra Pradesh
Locality/ City	Hyderabad
Organisation	Tata Consultancy Services
Organisation Unit	Class 3 Certificate
Organisation Unit	Advanced Technology Center
Organisation Unit	TCS Registration Authority
Common Name	Anish K. Srivastava
Serial Number	A6AE

Please enter the Authentication PIN sent to anish@atc.tcs.co.in, the E-mail ID provided in the certificate request.

Authentication PIN

Once the certificate is downloaded, you will see the following confirmation.

### Screenshot-11



At this point, your certificate has been successfully downloaded onto your machine or USB Token.

10. For downloading the Certificate Following Browser setting is must on Machine, Please do the following to enable Active-X controls in your Internet Explorer (IE) browser.

- Open an IE window and go to Tools -> Internet Options -> Security -> Custom Level



- Ensure that all five settings under 'ActiveX controls and plug-ins' are set to 'Enable' or 'Prompt'

**Note 1:** If you generated your certificate request on a browser (i.e., if you did not use a USB token at the time of enrollment), you will have to download the certificate on the same machine. This is because, at the time of enrollment, cryptographic keys are generated and stored on your machine. These cryptographic keys form the technical basis for the generation and use of your digital certificate. Without these, you cannot download the certificate.

**Note 2:** If you used a Smart Card or USB Token at the time of certificate enrollment, you can download your certificate on any machine to which your USB token is connected.

**Note 3:** When you upgrade/reinstall your Internet Explorer browser, the digital certificates and cryptographic keys are permanently lost. It is therefore very important to backup your certificate before you make any changes to your browser or system configuration.

## 11. Procedure for How to use USB eToken?

To start the process, procure the Digital Signature Certificate Enrollment Kit from TCS-CA or its Registration Authorities. The kit contains:

- USB Token
- Installation CD. This contains:
  - USB Drivers
  - Mozilla Firefox
  - TCS File Signer plus Evaluation Copy

**Note:**

- Use the Installation CD to install the USB Token driver.
- Ensure the following before installing the USB token driver.

System Requirement:

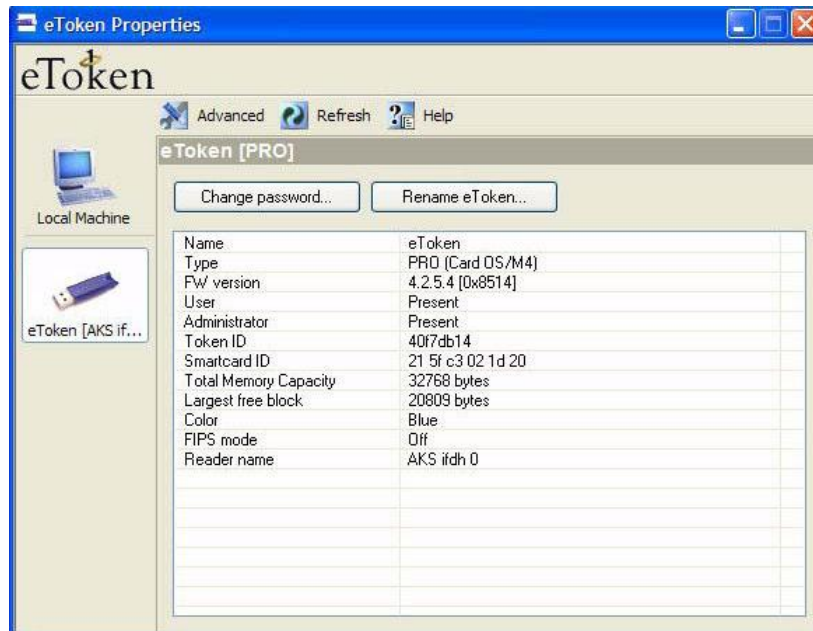
1. Operating System: Windows 2000, XP

2. Browser: Internet Explorer 5.5 and above

To install the eToken:

1. Insert the CD into the CD drive of your computer.
2. To install eToken driver click on etoken\_driver\_aladin.msi Windows Installer Package. Accept the License Agreement and proceed with installation.
3. Insert the USB Token in the USB port of the computer, if prompted
4. Restart the computer after the installation is complete.  
You can now see the eToken Properties from the Start Menu by selecting Programs> eToken> eToken Properties .

Click “eToken Properties” and with your eToken inserted, the following screen is displayed:



### **Changing the EToken Password :**

All eTokens are configured at manufacture with the factory default password. This password is “1234567890”. Click “Change password” on the eToken Properties

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screen and the following eToken Properties dialog is displayed:

Enter your current eToken password in the “Current Password” field and, the new Password in the “New Password” field. Confirm new Password and click “OK” to set the new Password.

### **Renaming The EToken :**

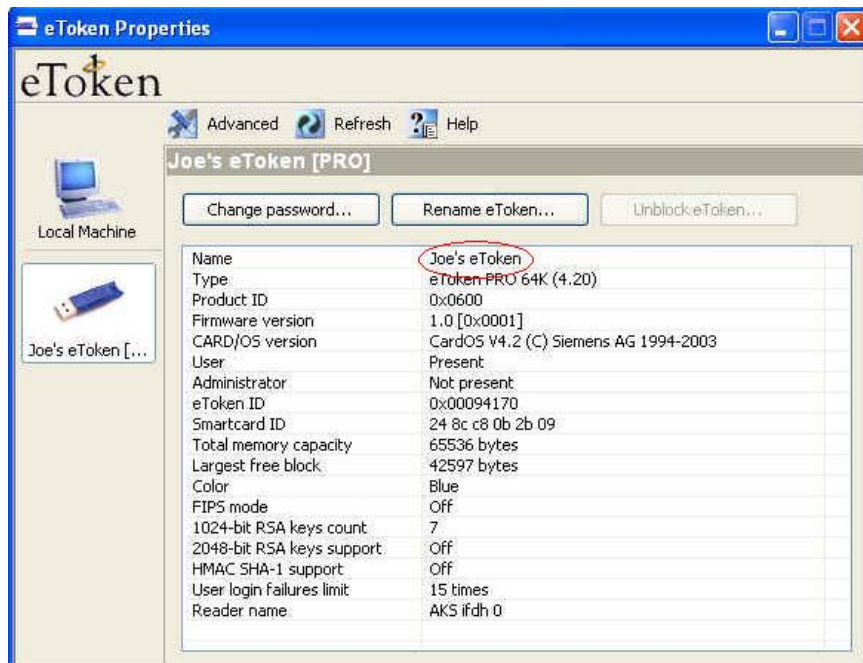
For additional convenience and ease of identification, the eToken name can also be personalized. Click “Rename eToken” on the eToken Properties screen. Since renaming the eToken requires the eToken password, the following dialog is displayed:

Give the Password for the eToken and click “OK”





Enter the new eToken name in the eToken Name field and click “OK” to set the eToken Name.



### **Importing The Certificate into EToken :**

To import the Certificate, you first need to export the certificate from the IE Browser onto the Desktop and then import it into the eToken.

### **Exporting The Certificate :**

Exporting the Digital Certificate from the browser and maintaining its backup as a '.pfx' file is essential since, at any point of time if your certificate gets deleted from the browser or token or if you format your system, you can always import it again.

For exporting your Certificate that has been downloaded in your browser, Open the IE Browser and follow the path

“Tools>Internet Options>Content>Certificate>Personal” tab.

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## CERTIFICATES

The certificates issued by TCS-CA is in X509 v3 format. In Microsoft windows machines, it will be recognized by the extension “.cer”.

To view the certificates, double click the .cer file



Click on the Details tab to get the more details on the certificate.

