

## **Instruction Kit- Digital Signature Certificate**

Digital Signature Certificates (DSC) are used in the eMigrate system for ensuring source authentication, data integrity and ensuring non-repudiation of digitally signed documents.

All Registered Recruiting Agents (RAs) and Accredited Project Exporters (PEs) have to use DSC to log on to the eMigrate system.

Each RA / PE will have to procure the DSC by themselves. Each RA / PE login is linked to a unique DSC. Therefore depending on the number of RA / PE login IDs, the same number of DSCs will have to be procured.

### **DSC Specifications:**

The DSC procured should have the following specifications:

- Class 2 or Class 3 type
- Issued to individuals or business organizations
- Issued from a Certifying Authority (CA) as authorized by the Controller of Certifying Authorities (CCA), Government of India

### **Applying for a DSC:**

Each CA has its own procedure laid down for applying for a DSC. The stakeholder is requested to go through the websites of the CA for making a decision as to from which CA, the DSC should be procured.

The seven CA's authorized by CCA are:

1. Safescrypt - [www.safescrypt.com](http://www.safescrypt.com)
2. NIC - [www.nic.in](http://www.nic.in)
3. IDRB TCA - [www.idrbtca.org.in](http://www.idrbtca.org.in)
4. TCS - [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)
5. MTNL - [www.mtnltrustline.com](http://www.mtnltrustline.com)
6. Ncode solutions - [www.ncodesolutions.com](http://www.ncodesolutions.com)
7. E-Mudhra - [www.e-Mudhra.com](http://www.e-Mudhra.com)

### **Registering the DSC on eMigrate system:**

This section covers the process of registering the acquired DSC on the eMigrate system. Before reading the process steps, please ensure that the process pre requisites are met and copies of the mandatory documents required are available.

#### Pre-requisites:

- You have received a system generated email for registering the DSC after your application for a new RC has been approved.

#### Mandatory documents required:

1. DSC

#### Process steps:

Follow the steps below to register a new DSC against your ID:

1. After acquiring the DSC, open the URL for registering the DSC mentioned in the system generated email on approval of your application for a new RC. The Register Digital Certificate form will open up. Enter the details required in the form and click **Next**.

**Figure 1: Registering DSC Screen 1**

2. Enter the details required in the next screen also, upload the DSC and click **Submit**.

**Figure 2: Registering DSC Screen 2**

3. eMigrate system validates the data entered and registers the DSC against your ID. You can now log on to eMigrate system internal portal using your ID and registered DSC.

**Figure 3: Registering DSC Screen 3**

The table below details the description of the fields in the register digital certificate form. The fields are mentioned in the order in which they appear in the form (top to bottom). All fields which are marked ‘\*’ are mandatory fields:

**Table 1: Register Digital Certificate Form Field Reference Table**

Field Name	Description
<b>Screen 1</b>	
1. Application Reference Number*	Enter the ARN of your RA registration form.
2. Partner ID*	Enter your ID.
3. Organization Name*	Enter the name of your agency.
4. Service Tax Number	Display field. The eMigrate system will populate this field from your RA registration form.
5. Website URL*	Enter the URL of your agency’s website.
6. Password*	Enter the temporary password you received in the email on approval of RA registration application.
7. Text Box*	Enter the text as shown in the captcha image
<b>Screen 2</b>	
8. Application Reference Number	Display field. The eMigrate system will populate this field from the previous screen.
9. Partner ID	Display field. The eMigrate system will populate this field from the previous screen.

Field Name	Description
10. Organization Name	Display field. The eMigrate system will populate this field from the previous screen.
11. Attach Certificate*	Click <b>DSC</b> . Select the DSC to be registered.
12. Security Question*	Select a security question which will be kept for authentication purpose in case you want to update your DSC
13. Security Answer*	Enter the answer for the security question.