User Manual

(For Applicant)

Digital Signing of Document
using DSC Token

Department of Telecommunications

Government of India

10 Jan, 2024

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web-based Portal, for Issuing various types of Licenses and Registration certificates is part of various Digital initiatives being taken by the Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure, and hassle-free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT**: Department of Telecommunications.
- **OTP**: One Time Password.
- **UL** : Unified License.
- **UL-VNO**: Unified License - Virtual Network Operator.
- **DSC** : Digital Signature Certificate
- **CA** : Certifying Authorities

1.2 About Digital Signature

Digital Signature Certificates (DSC) are the **digital equivalent** (that is electronic format) of physical or paper certificates. A few examples of physical certificates are driver's licenses, passports, or membership cards. Certificates serve as proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove one's identity, to access information or services on the Internet, or to sign certain documents digitally.

Physical documents are signed manually, similarly, electronic documents, for example, e-forms are required to be signed digitally using a Digital Signature Certificate.

A licensed Certifying Authority (CA) issues the digital signature. A Certifying Authority (CA) is a person who has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT Act 2000.

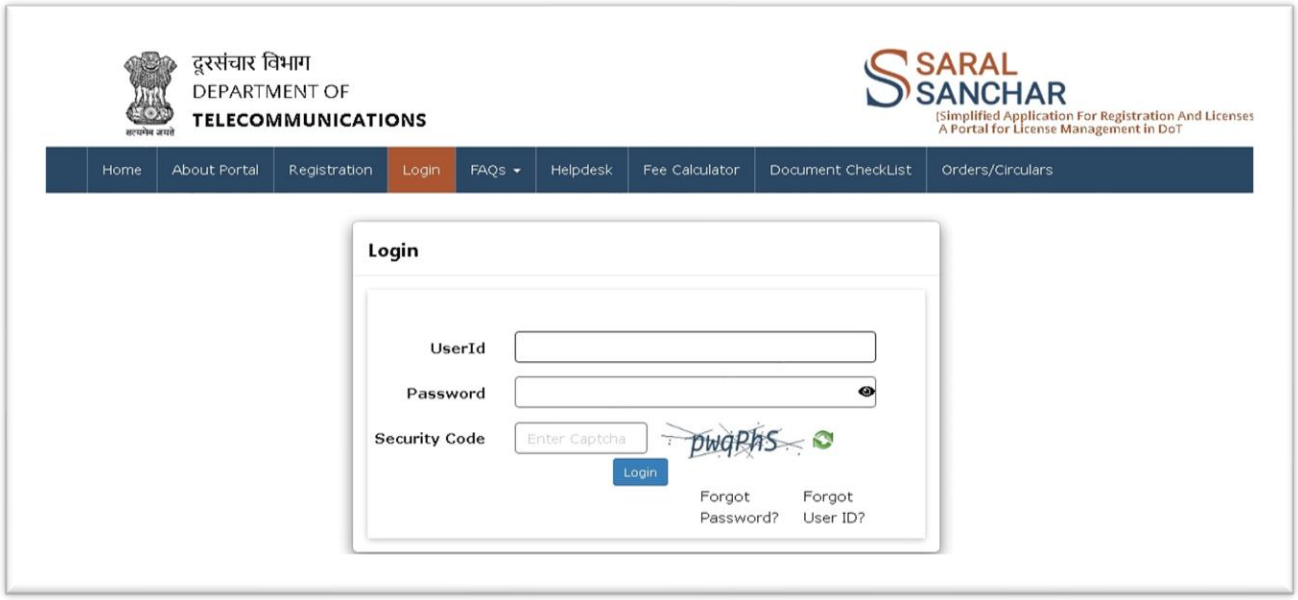
The list of licensed CAs along with their contact information is available on the MCA (Ministry of Corporate Affairs) portal.

Section-2 Applicant Part

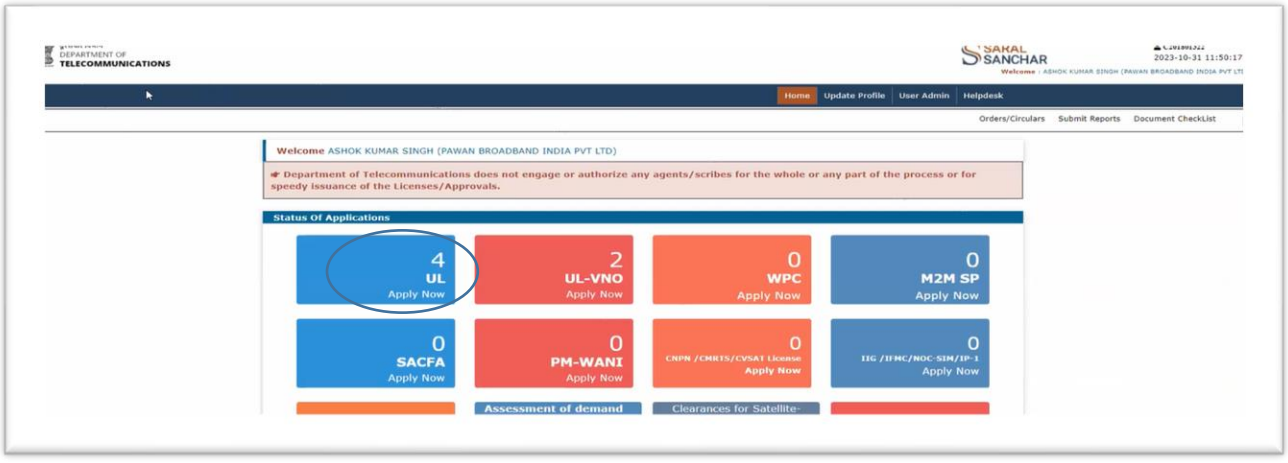
2.1 Login

Click on the Home Button on the above page. On the ***home page*** go to the **Login** button which is available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on the **LOGIN BUTTON**.

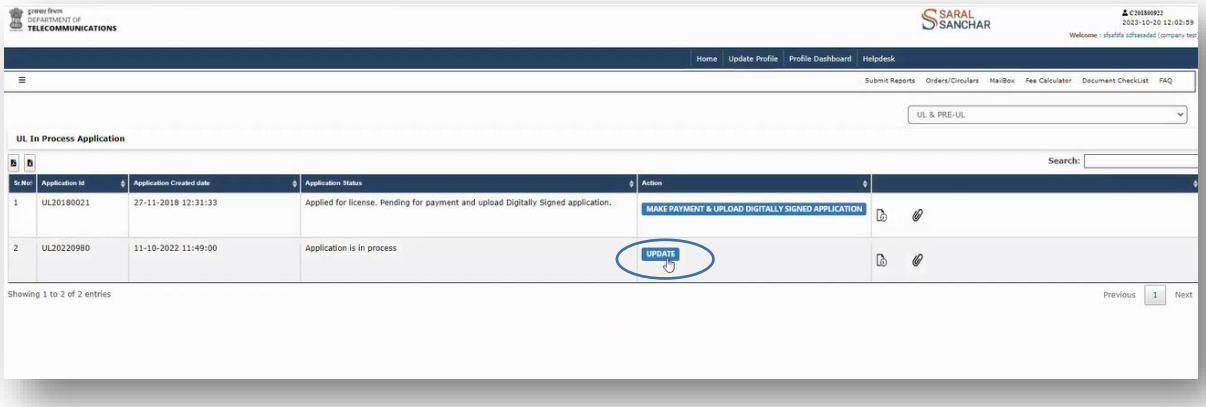


After clicking Login you will be directed to this page, where you have to select the UL tab.

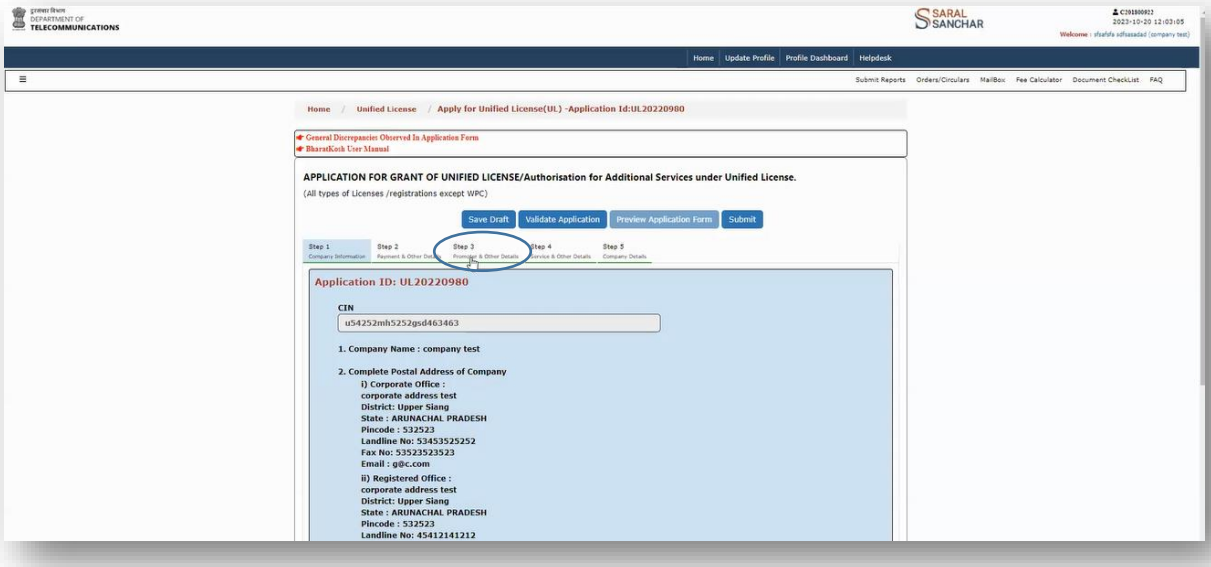


2.2 The Process of Signing Document using DSC Token

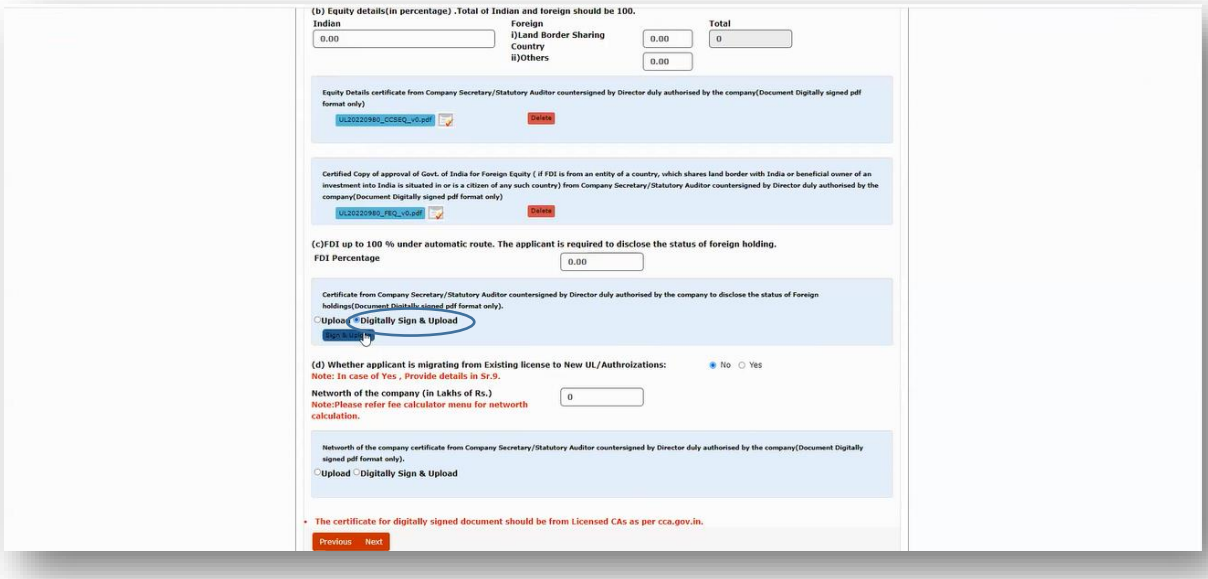
An Applicant has to go UL "In process Application" tab and click on the Application in process status to update



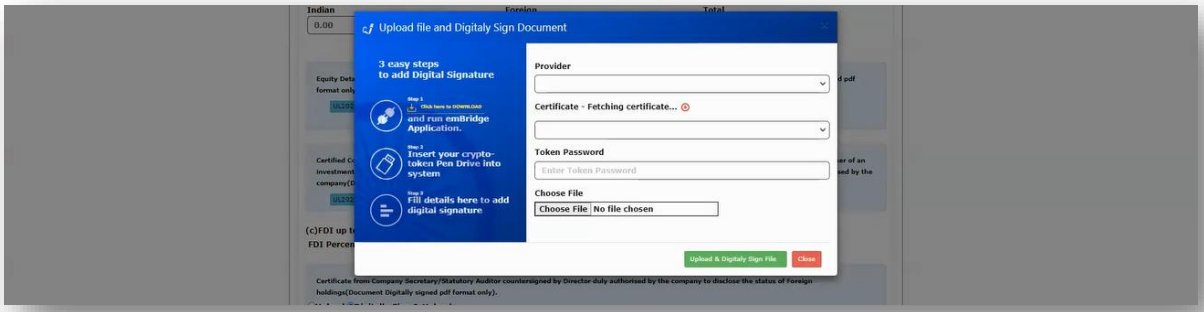
The Applicant has to go for step 3 where the documents to be uploaded



You have to Click on Digitally sign & upload radio button

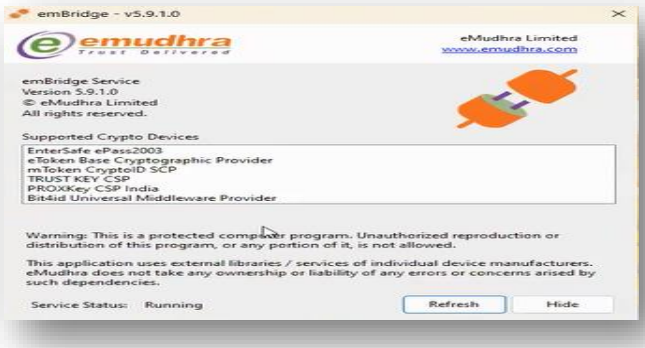


A new window will appear in which three steps are shown

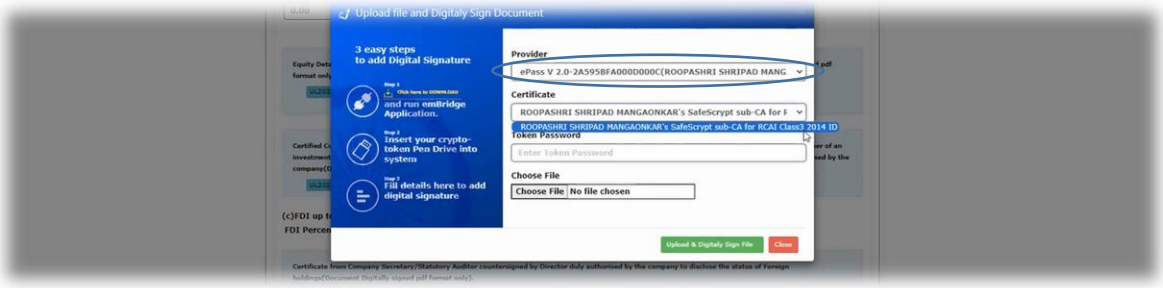


(i) An application "embridge" is to be installed for signing the document.

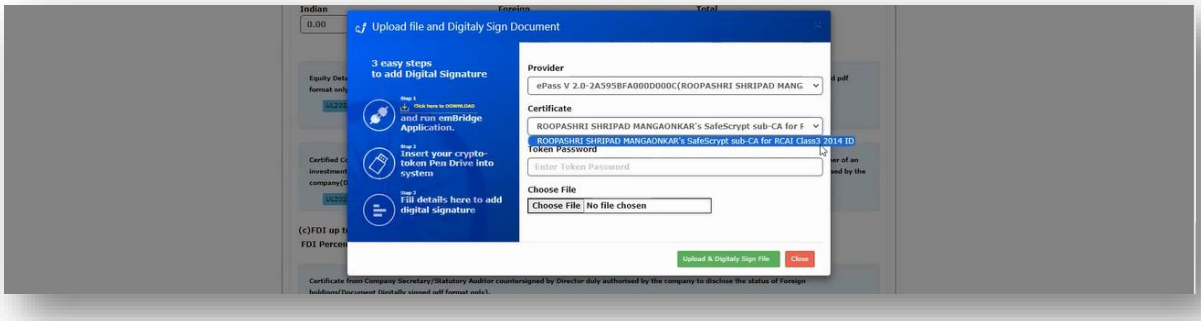
And the registered USB token given by CAs is to be inserted into your PC or laptop.



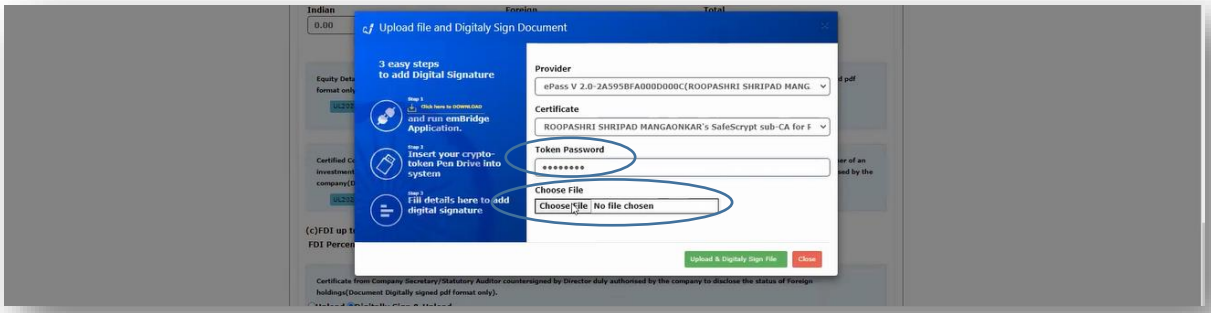
(ii) Provider section is to be filled according to the USB token here by the token user



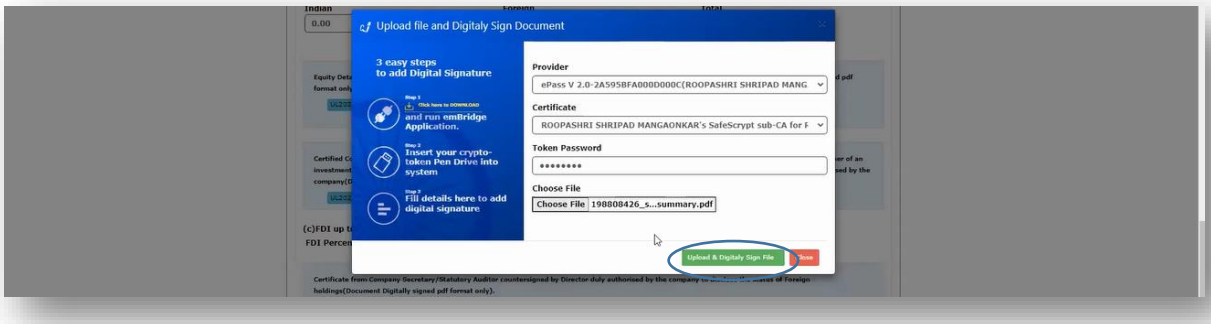
The certificate is selected from the drop-down



Enter the token password of the user and upload the file which is to be digitally signed

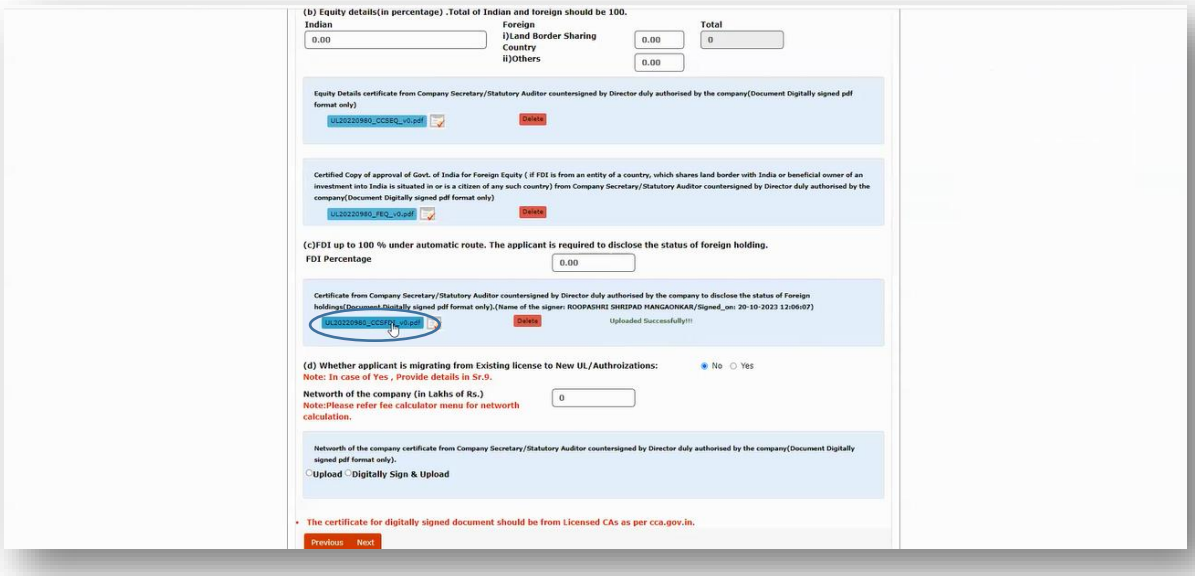


(iii) You have to click on the upload button here

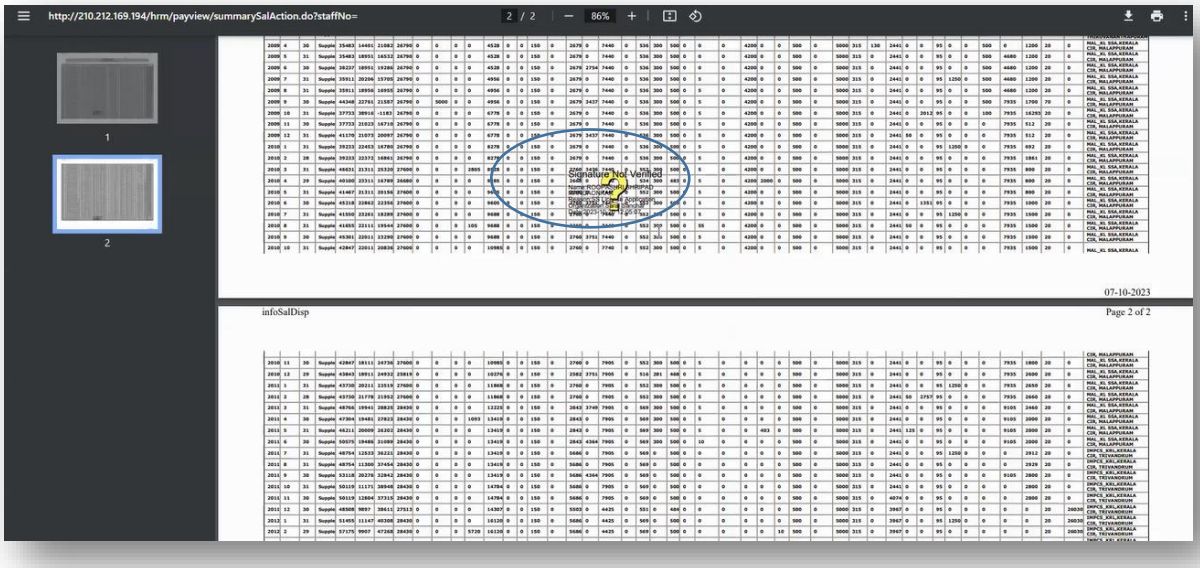


2.3 Download the digitally signed document

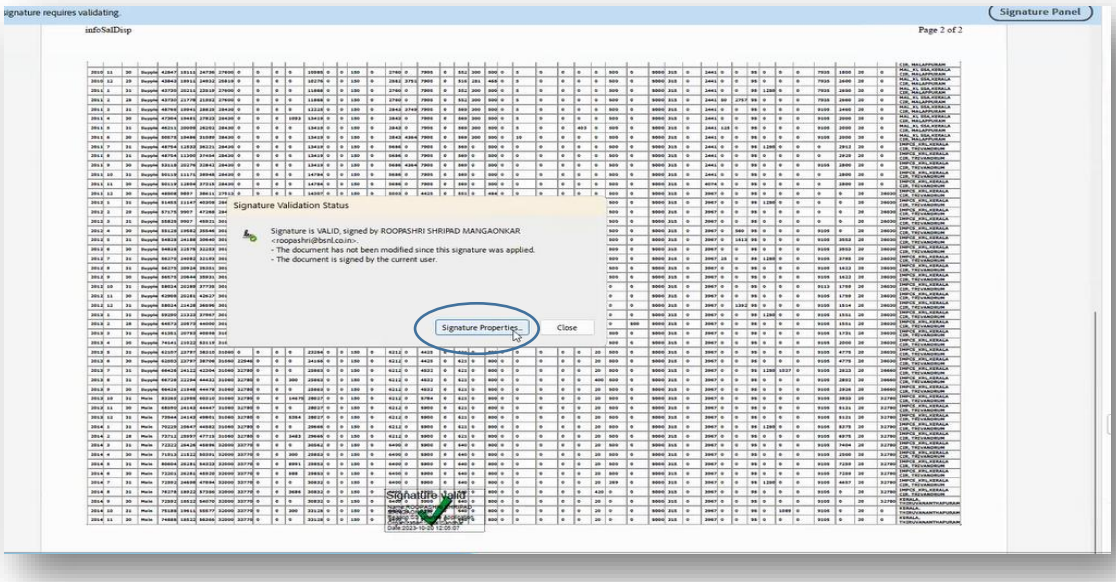
You can download the digitally signed document by clicking the document uploaded



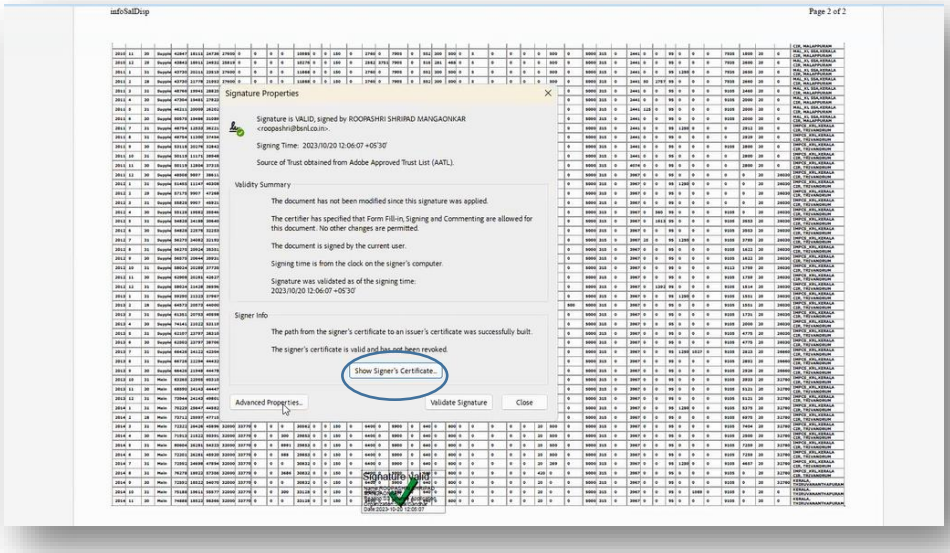
Now you have the digital sign on the uploaded document.



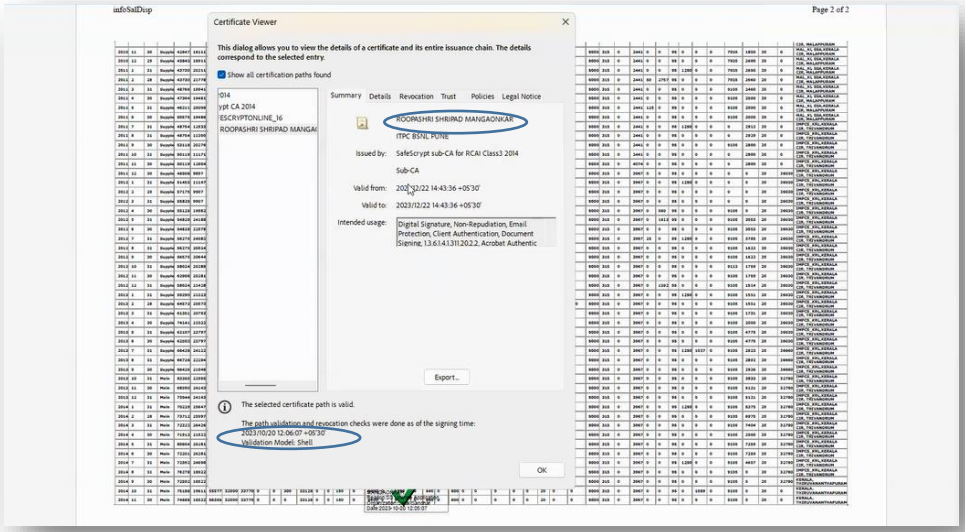
On clicking the sign, you can get the signature properties



You can click on the button “show signer’s certificate”



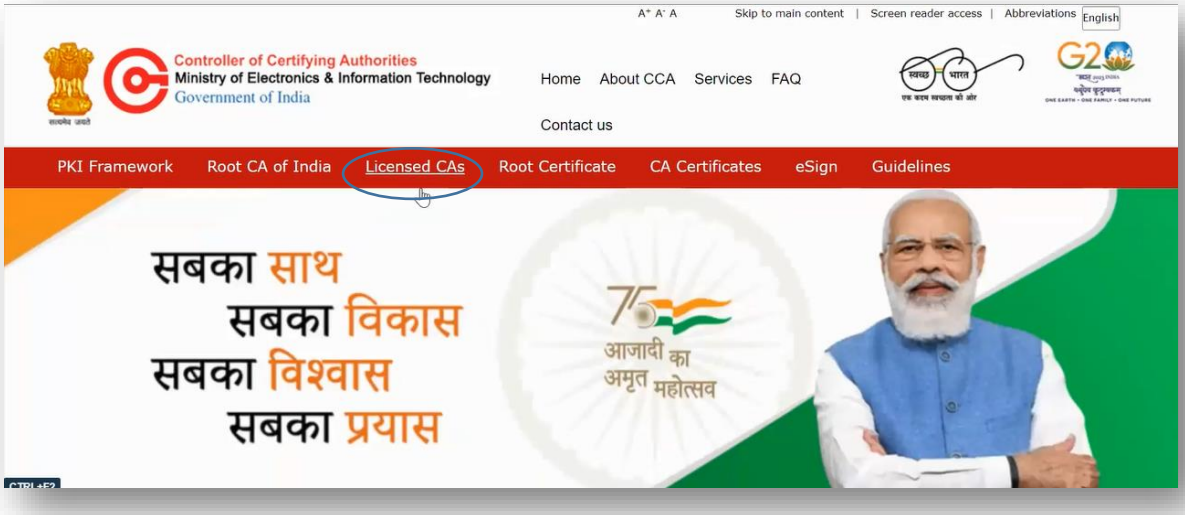
If you click on the signer's name, you can get the signing time



2.3 Licensed CA

The list of licensed CAs (Certifying Authorities) list can be shown on the website "cca.gov.in"

You have to click on the "Licensed CAs" tab.



A few of the CAs are shown below:



The details of one of the CA "safe scrypt" is shown as below

