

# U S E R G U I D E



**TATA** CONSULTANCY SERVICES

## **Digital Signature Certificate for MCA21 e-filing**

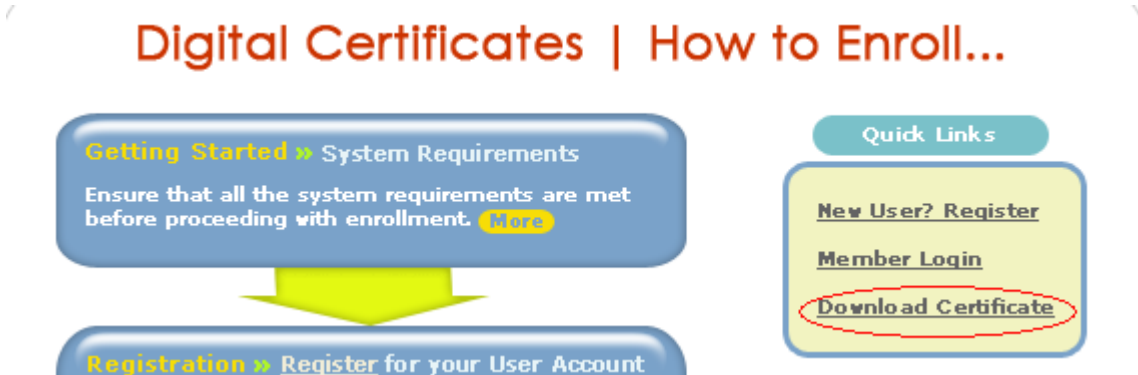
### **Guide for Resending the Authentication PIN**

**ABOUT THE DOCUMENT**

This document describes the procedure for getting the Authentication PIN.

**GETTING STARTED**

1. Go to your Registration Authority Website
2. On the screen that is displayed, click on **Download Certificate**



3. Enter your User ID and Password and click **Submit**.

User Login	
User Id *	<input type="text"/>
Password *	<input type="password"/> <input type="button" value="Submit"/>

**Note:** If you do not remember your User ID and/or Password, please contact your RA Administrator.

Go to Step-4 in the Certificate Management Center for downloading the certificate

**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 >>](#)

<p><b>Step-1: Enroll for a Digital Certificate</b></p> <ul style="list-style-type: none"> <li>Choose the <b>Enroll</b> option or <a href="#">click here</a> to enroll and generate your Digital Certificate key pairs.</li> </ul> <p style="text-align: right;">More &gt;&gt;</p>	<p><b>Step-2: Validation documents as per "The IT Act, 2000"</b></p> <ul style="list-style-type: none"> <li>Submit physical copies of the completed <a href="#">Certificate Request Form</a> and supporting validation documents.</li> </ul> <p style="text-align: right;">More &gt;&gt;</p>
<p><b>Step-3: View your request status</b></p> <ul style="list-style-type: none"> <li>Choose the <b>View Status</b> option or <a href="#">click here</a> to check the status of your Digital Certificate request.</li> </ul> <p style="text-align: right;">More &gt;&gt;</p>	<p><b>Step-4: Download your Digital Certificate</b></p> <ul style="list-style-type: none"> <li>After you receive the email notification, choose the <b>View Status</b> option or <a href="#">click here</a> to download your Digital Certificate.</li> </ul> <p style="text-align: right;">More &gt;&gt;</p>

1. Click on **click here** link in 'Step-4' section.
2. Click on your Request Number to initiate the download process.
3. Verify the details of your certificate. Contact your RA Administrator if there is a problem

**TATA CERTIFYING AUTHORITY**  
Recognized by the controller of Certifying Authorities

**TATA CONSULTANCY SERVICES**

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

User Id: today0311   RA Name: TCS-CA - 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="#">78867</a>	<a href="#">Certificate Generated</a>	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2006-11-02 16:28:23.0

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4. The status of your request is shown here. If the request is pending with RA or CA, wait until the respective authority process the request.
5. If the status shows that the **Certificate Generated**, click on the request number.

6. After Clicking on request number a page with Digital Certificate Information is displayed, click on " Get Authentication PIN" button

**Note: The Get Authentication PIN option is available only once for each user session. To get the "Get Authentication PIN" option again subscriber has to re-login using his Userid and password.**

Your Digital Certificate Information	
E-mail Address	helpdesk@tcs-ca.tcs.co.in
Country	IN
State	demo
Locality/ City	demo
Organisation	Tata Consultancy Services - Certifying Authority
Organisation Unit	Class 1 Certificate
Organisation Unit	Individual - Others
Organisation Unit	TCS-CA - Registration Authority
Common Name	demo
Serial Number	018123

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

Authentication PIN

Please Click on **Get Authentication PIN** in case you have not recieved the authentication pin sent to your mail id helpdesk@tcs-ca.tcs.co.in.

**Get Authentication PIN**

Back Download Reject

7. The Authentication PIN is resent automatically to the email id provided in the enrollment form. Check your mail for the Authentication PIN mail.

User Home	Enroll	View Status	Revoke	Suspend	Activate	Change Password	Renewal	Log Out
<p>An email has been sent to helpdesk@tcs-ca.tcs.co.in with your authentication pin.</p> <p>Please wait for some time to allow the mail with the authentication pin to reach your inbox because sometimes email does not arrive instantly and is dependent on several factors on the internet that are outside TCS-CA's control.</p> <p>OK</p>								



## **C O N T A C T U S**

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Madhapur, Hyderabad - 500 081

✉ [helpdesk@tcs-ca.tcs.co.in](mailto:helpdesk@tcs-ca.tcs.co.in)

🌐 <http://www.tcs.com>

