



TATA CONSULTANCY SERVICES

Digital Signature Certificate Online Enrollment Guide using eToken

CONTACT

TATA CONSULTANCY SERVICES - [CERTIFYING AUTHORITY: PKI SERVICES]

ADVANCED TECHNOLOGY CENTRE, **deccan**park, 1 - SOFTWARE UNITS LAYOUT

MADHAPUR, HYDERABAD - 500 081

TEL: +91 (40) 66673524 / 3525 / 3536

FAX: +91 (40) 66672222

TOLL FREE: 1-800-425-2922

www.tcs-ca.tcs.co.in

ABOUT THE DOCUMENT

This document describes the procedure for procuring the Digital Signature Certificate (using USB tokens) from Tata Consultancy Services – Certifying Authority (TCS-CA) for the MCA-21 e-filing.

GETTING STARTED

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

- USB Token (Aladdin eToken)
- Installation CD. This contains:
 - USB Drivers
 - Mozilla Firefox
 - TCS FileSigner Plus Evaluation Copy

Note:

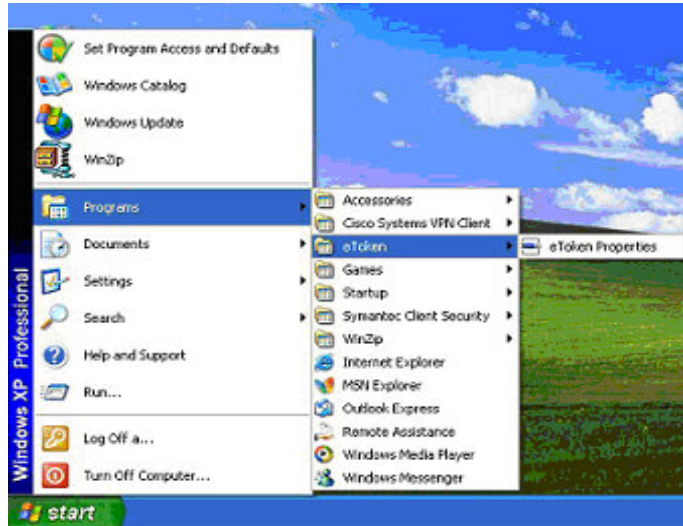
- *Use the Installation CD to install the USB Token driver.*
- *Ensure the following before installing the USB token driver.*

	<ul style="list-style-type: none">✓ System Requirement:<ul style="list-style-type: none">○ Operating System: Windows 2000, XP○ Browser: Internet Explorer 5.5 and above✓ You should have the Administrator privileges for installing the USB Token Driver.
--	--

USING ALADDIN ETOKEN

To install the eToken:

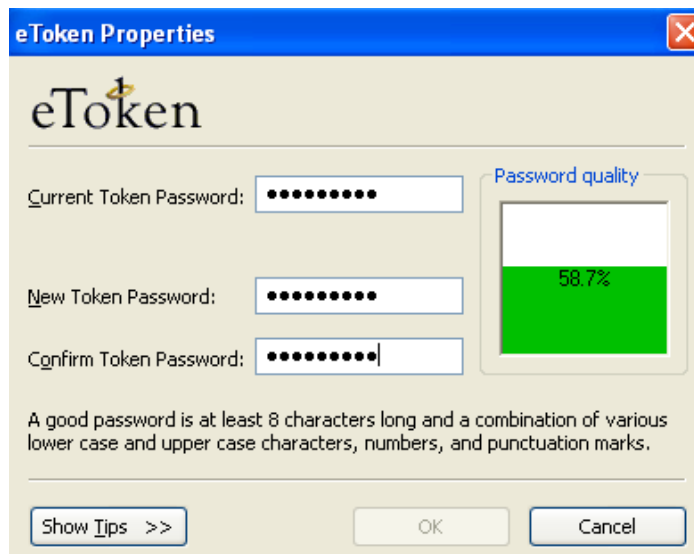
1. Insert the CD into the CD drive of your computer.
2. To install eToken driver click on **etoken_driver_aladin.msi** Windows Installer Package. Accept the License Agreement and proceed with installation.
3. Insert the eToken USB Token in the USB port of the computer, if prompted
4. Restart the computer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



Note: The default password for Aladdin eToken is "1234567890". Please change the password the first time you use the token since login with the default password is not allowed.

To change the Password of eToken:

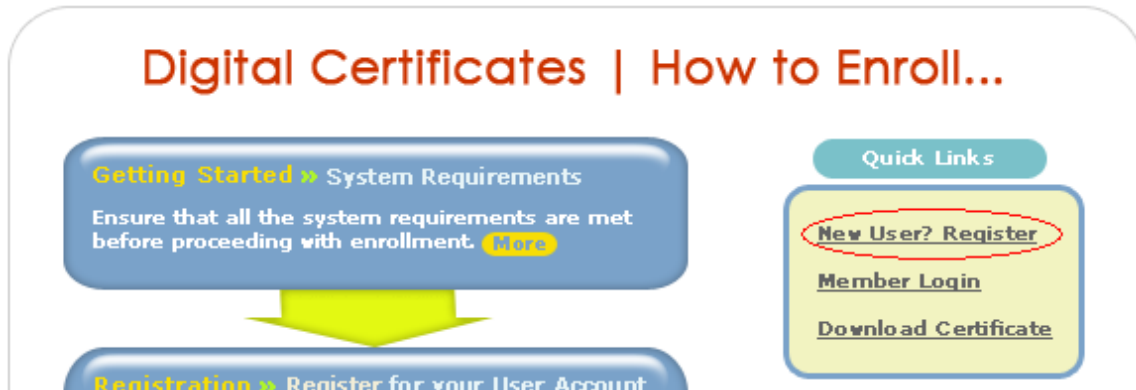
1. Click **Change password** on the eToken Properties screen and the following eToken Properties dialog is displayed.
2. Enter your current eToken password in the "Current Password" field and the new password in the "New Password" field. Confirm the Password and click **OK**



REGISTRATION

To enroll for and manage your Digital Signature Certificate, you must register for a user account. To register for a new user account:

1. Visit the Registration authority (RA) website and click on the link related to Digital Signature certificate.
2. Click the **New User? Register** link on the Login screen (shown in the figure below).



3. Enter the details in the new subscriber **Registration Form**.

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"/>
Type of user *	Individual user <input type="button" value="v"/>
Registration Authority *	Your - Registration Authority <input type="button" value="v"/> Others <input type="button" value="v"/>
<input type="button" value="Submit"/>	

Note:

- Ensure that you remember the User ID & Password as you will need this information to access your account.
- In the Type of User field, enter "Individual" and in the Select Individual user Type field select the option "Others".
- Registration Authority is the office through which you are applying for a digital Signature certificate

4. Click **Submit**. A filled-in Registration form is then generated on the screen.

SUBMIT ONLINE REQUEST

Note: Before proceeding, ensure that your USB Token is plugged into the USB port of your computer.

On successful registration, you will be redirected to your personalized **Certificate Management Center** screen, which displays the simple 4-Step enrollment procedure.

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

Enrolling for your Digital Signature Certificate:

1. Go to Step-1 in the 'Welcome to the Certificate Management Center' screen.
2. An enrollment checklist pops up listing the system requirements. Read the enrollment checklist carefully and make sure that all system requirements are met. Click **Close** to close the checklist and start the online enrollment.
3. Choose the following options in the enrollment form to be filled:
 - Certificate Class » Class-2 Certificate (By Default)
 - Certificate Type » Signing Certificate (Single Key Pair)
 - Do you have a certificate request already generated? » No.

Content of your Digital Signature Certificate:

1. Enter all your personal details exactly as you would like them to appear on your certificate.

Note: Once your request is generated, these details cannot be changed.
2. Ensure that all information provided is factually correct as there is a legal significance attached to Digital signature Certificates.
3. Ensure that you enter your correct Email ID, as you will not be able to download/use your certificate if an incorrect/invalid Email ID is provided.

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 *	<input type="text"/>	(eg: Anish K. Srivastava)
E-Mail Address *	<input type="text"/>	(eg: Anish@atc.tcs.co.in)
Organisation *	Tata Consultancy Services - Certifying Au	(eg: TCS Ltd.)
Organisation Unit	TCS-CA - Registration Authority	
Organisation Unit *	Individual - Others	(eg: R and D Division)
Address/Locality *	<input type="text"/>	(eg: Mumbai)
State *	<input type="text"/>	(eg: Maharashtra)
Country Code	IN	

Towards the bottom of the screen, you will see an option to select the Cryptographic service provider. The Cryptographic Service Provider (CSP) is the software that generates the cryptographic keys for your digital signature certificate. These keys form the basis of your digital identity and will be used for digital signing and encryption operations.

In order to generate the cryptographic keys on your eToken, select the **EToken Base Cryptographic Provider** from the dropdown menu on the enrollment page shown as follows:

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 * eToken Base Cryptographic Provider ▼

Generate Request:

After filling the online enrollment form, review the information provided (paying special attention to the Email ID) and click **Generate Request** to generate your certificate request.

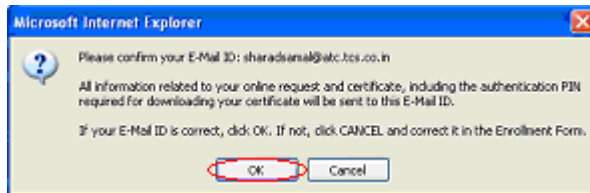
Subscriber Agreement

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

Generate Request

Note: Once your certificate request is generated, you cannot change any information. Ensure that all information is correct before you proceed.

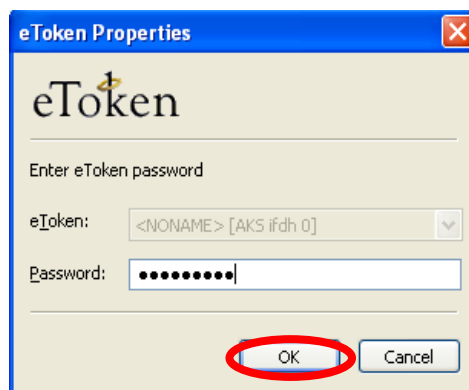
The following dialogue box appears. Confirm your details and click **OK**



Click **Yes** to request for a new certificate.



Enter the password for "eToken" when prompted and click **OK**.



On successful completion of enrollment, you will see the below screen. Note the request number (highlighted below). Print this form for your records by clicking **Print**

Certificate Enrollment Form for Request Number - 29798	
Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
Contents of your Digital Certificate Request	
Name	Test User
Organization	Tata Consultancy Services - Certifying Authority
Organization Unit	Individual - Others
E-mail Address	sharadsamal@tcs.lcs.co.in
City	Test
State	Andhra Pradesh
Important: 1. Print this Enrollment Form by clicking [Print] button	
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="View"/>	
<input type="button" value="Go to Step-2"/>	

DOWNLOAD YOUR CERTIFICATE

Once your Digital Signature Certificate is generated, you will receive an email notification. The notification includes detailed instructions and an Authentication PIN that has to be entered at the time of certificate download.

Note: Download the certificate on the same eToken where the Key Pair was generated. For this, insert the eToken used during certificate enrollment into the USB port of your computer.

To download your Digital Signature Certificate:

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 >>](#)

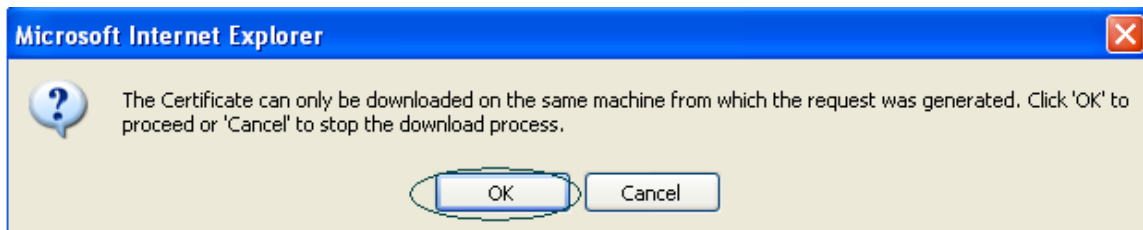
<p>Step-1: Enroll for a Digital Certificate</p> <ul style="list-style-type: none">Choose the Enroll option or click here to enroll and generate your Digital Certificate key pairs. <p style="text-align: right;">More >></p>	<p>Step-2: Validation documents as per "The IT Act, 2000"</p> <ul style="list-style-type: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

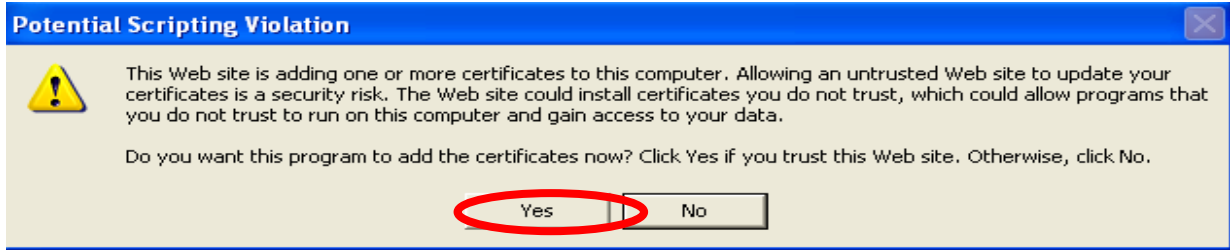
Note: Ensure that the USB Token is inserted in the USB port before you download the Certificate.



5. Click **Download**. The following message appears.



6. Click **OK**. The following message will be displayed thrice.



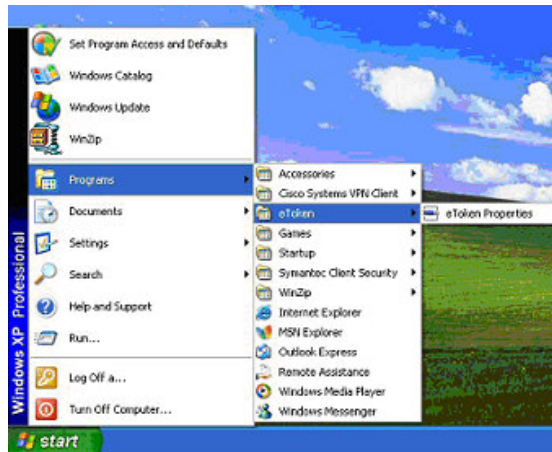
7. Click **Yes**. The following certificates are downloaded:

- CCA Certificate
- TCS-CA Certificate
- End user Certificate

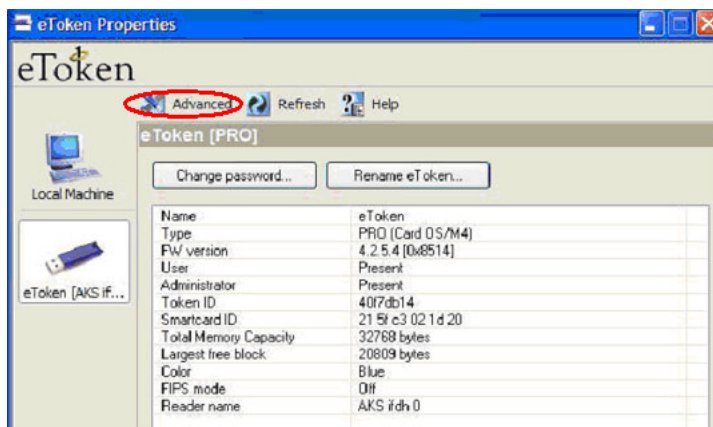
CONFIRM THE DOWNLOAD INTO eTOKEN

The following steps will confirm successful download of your certificate.

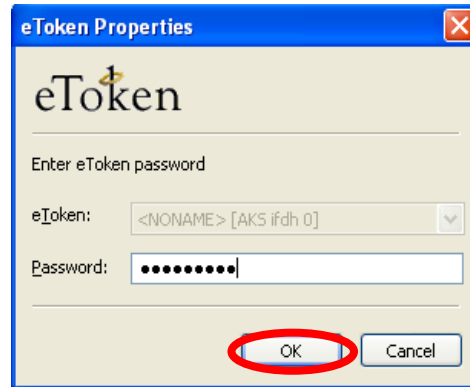
1. From the Start menu, select **Programs > eToken > eToken Properties**.



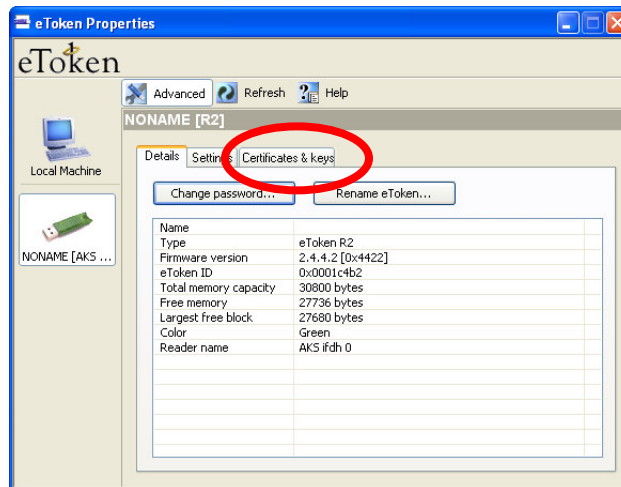
2. When you insert your eToken key, the following screen is displayed. Click the **Advanced** tab.



3. Provide your eToken password and click **OK**.



4. The following Dialog box appears. You can view the details of the eToken.



3. Click **Certificates & Keys**. You can view your Certificate, Key, and the details like Certificate serial number, Issuer details, Certificate validity etc.

