

# C-DAC eSign Process Improvement Help Manual

## Purpose:

The C-DAC eSign services have been updated to improve security. The goal is to ensure the name used for signing (C-DAC) matches the user's Aadhaar name, which will then be reflected in the signature stamp on certificates.

## Step-by-Step Procedure

### 1. Initial Profile Verification


- After logging in, a window will appear.



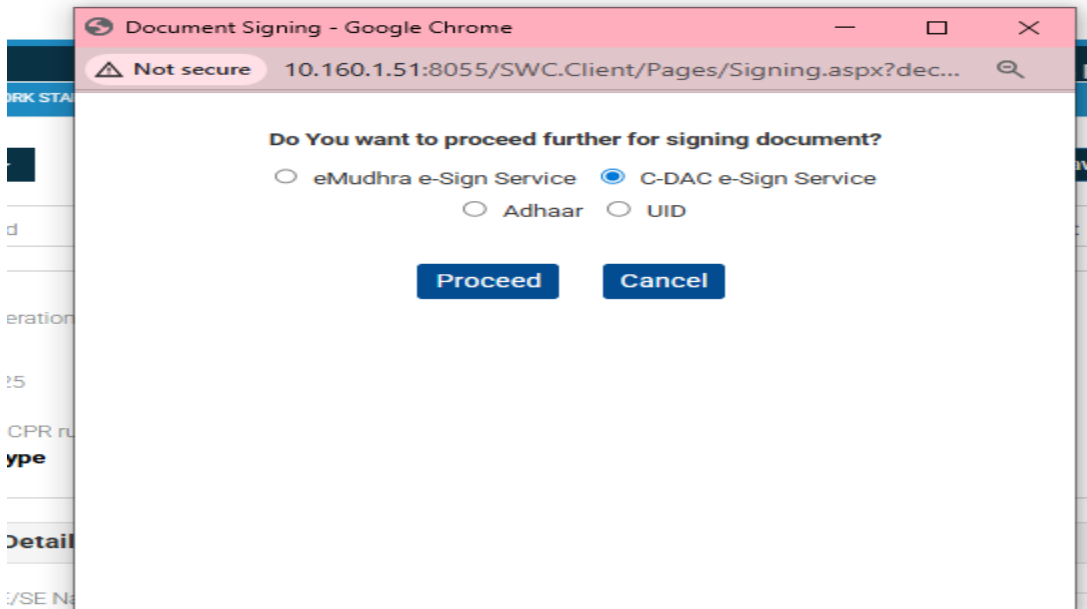
- Click on the '**Verify**' button to begin the profile update process.

### 2. Updating User Profile

- Clicking 'Verify' will redirect you to the '**User profile page**'.

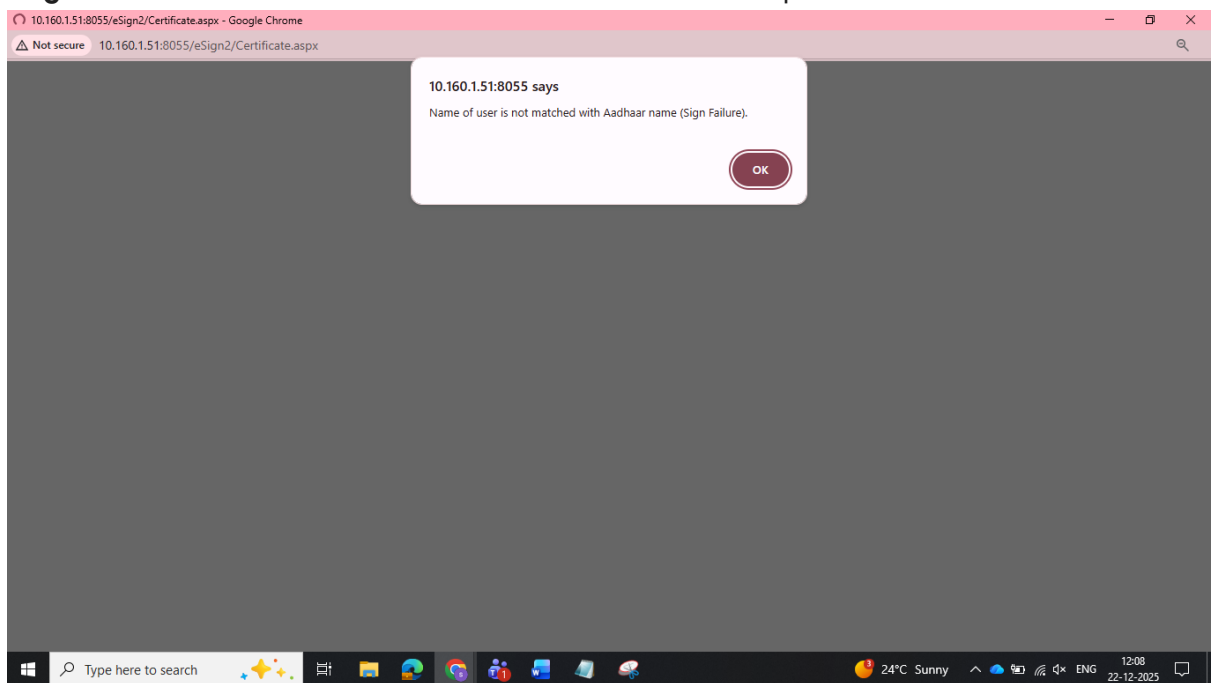
General Information		Contact Information	
Name	Anjali Madhukarrao Zodape <input checked="" type="checkbox"/>	Address	Ramnagar Bavadhan, Pune 21
<p>Note:- Please enter your name exactly as it appears on your Aadhaar card and mark the verification checkbox...</p>		City	Pune
Department	Building Permission	Zip	
Designation	Junior Engineer	Email	anjalizodape.kumar@gmail.com
Console	Building Inspector Console	Mobile	9689938421
Reports To		Employee Code	28005
Aadhar No.	531717756160		
 <input type="button" value="Upload Photo"/>		<input type="button" value="Upload Sign Photo"/>	
		<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

- **Update Name:** Your name must be updated to match the name exactly as it appears on your **Aadhaar** card.
  - **Consent:** Select the checkbox as indicated in the system image to provide the necessary verification consent.
3. **Process for Different Users**
- Architects, developers, and officers can use this process to sign various certificates, including:
    - Plan PDFs
    - Commencement certificates
    - Occupancy certificates
    - Plinth certificates
4. **First-Time Sign-In**
- First-time users must select the '**Aadhar**' option under the 'C-DAC e-sign services' section when signing a certificate.



## 5. Handling Sign Failure

- If the **Profile name** and **Aadhaar name** do not match, the system will display a '**Sign failure**' window. Ensure both names are identical to proceed.



## 6. UID Generation for Future Use

- Once the initial steps (1–4) are completed, a **UID number** is automatically generated.
- For future signing, you will not need to enter your Aadhaar number every time. Instead, select the '**UID**' option.

C-DAC's eSign Service - Google Chrome

esignservice.cdac.in/esign2.1/otp?clientId=c49bf2ea-70a4-48ef-b829-7d507275cccc

Aadhaar Number Virtual ID UID Token

Enter your Aadhaar Number

☒ Aadhaar OTP ☐ Aadhaar T-OTP Resend OTP 14

Enter your Aadhaar OTP

☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning. [Play Consent](#)

OTP has been sent to mobile number <\*\*\*\*\*6552> (You have 2 attempt(s) left to regenerate OTP)

Submit Cancel View Document Information

ASP Name : Pune Municipal Corporation

## 7. Finalizing the Signature

- After selecting the 'UID' option, click the 'Get OTP' button.
- You will receive an OTP on your **Aadhaar-registered mobile number**.
- Enter the OTP and click '**Submit**' to complete the signing process on the specified certificate.