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'**.

- ○ **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.
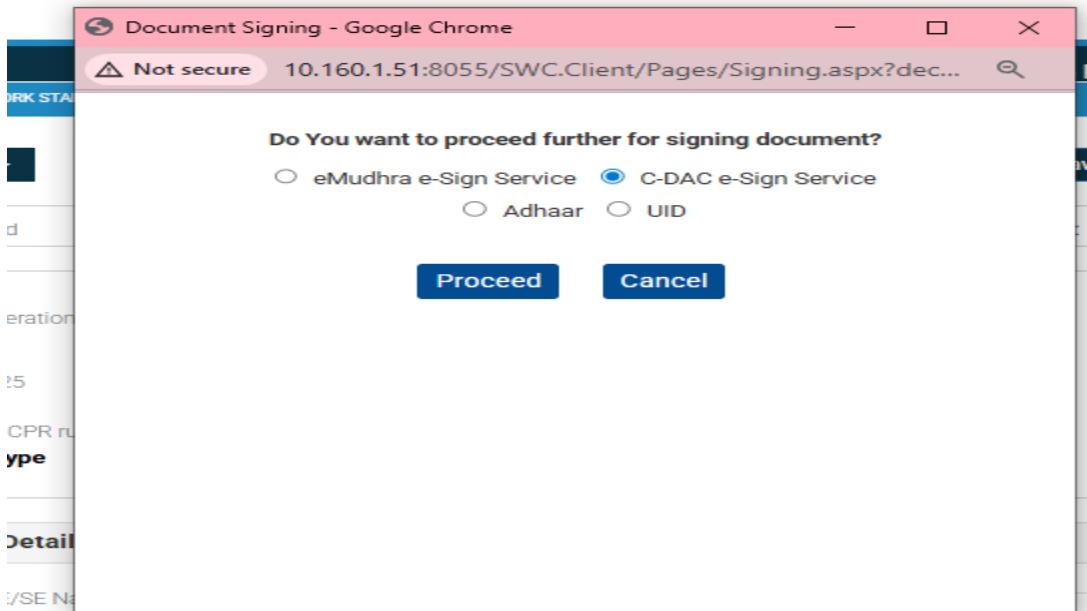
5. **Handling Sign Failure**
   ○ If the **Profile name** and **Aadhaar name** do not match, the system will display a **'Sign failure'** window. Ensure both names are identical to proceed.
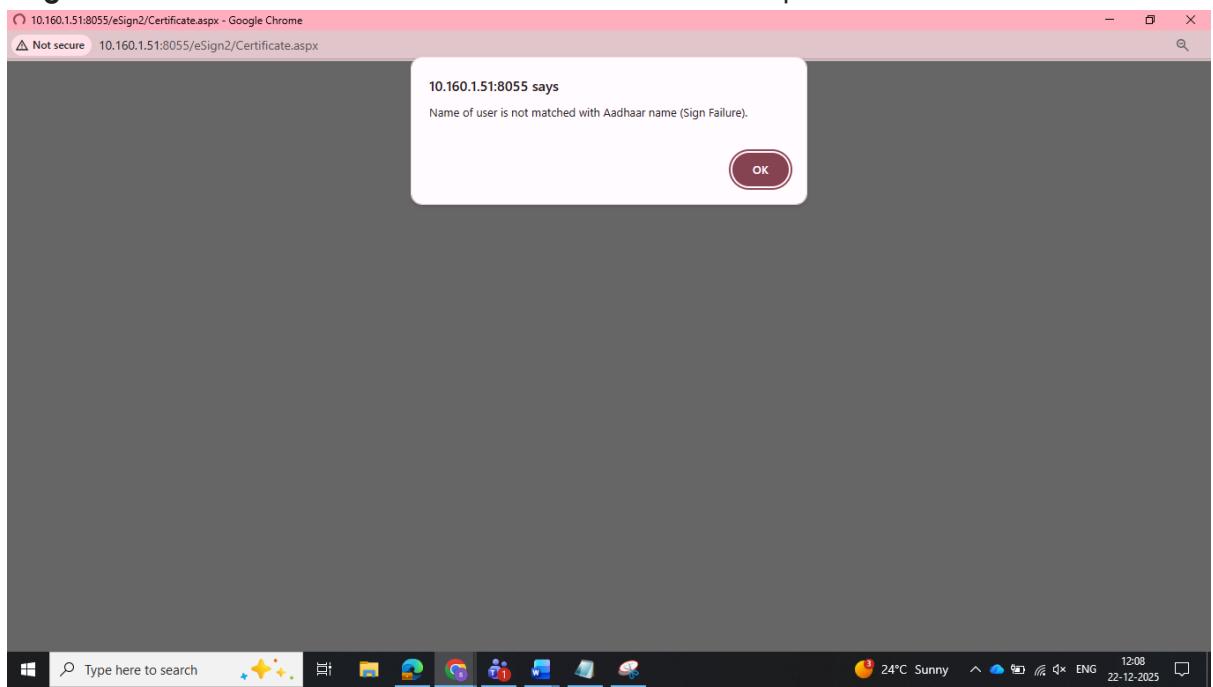
6. **UID Generation for Future Use**
   ○ Once the initial steps (1–4) are completed, a **UID number** is automatically generated.
   ○ For future signing, you will not need to enter your Aadhaar number every time. Instead, select the **'UID'** option.
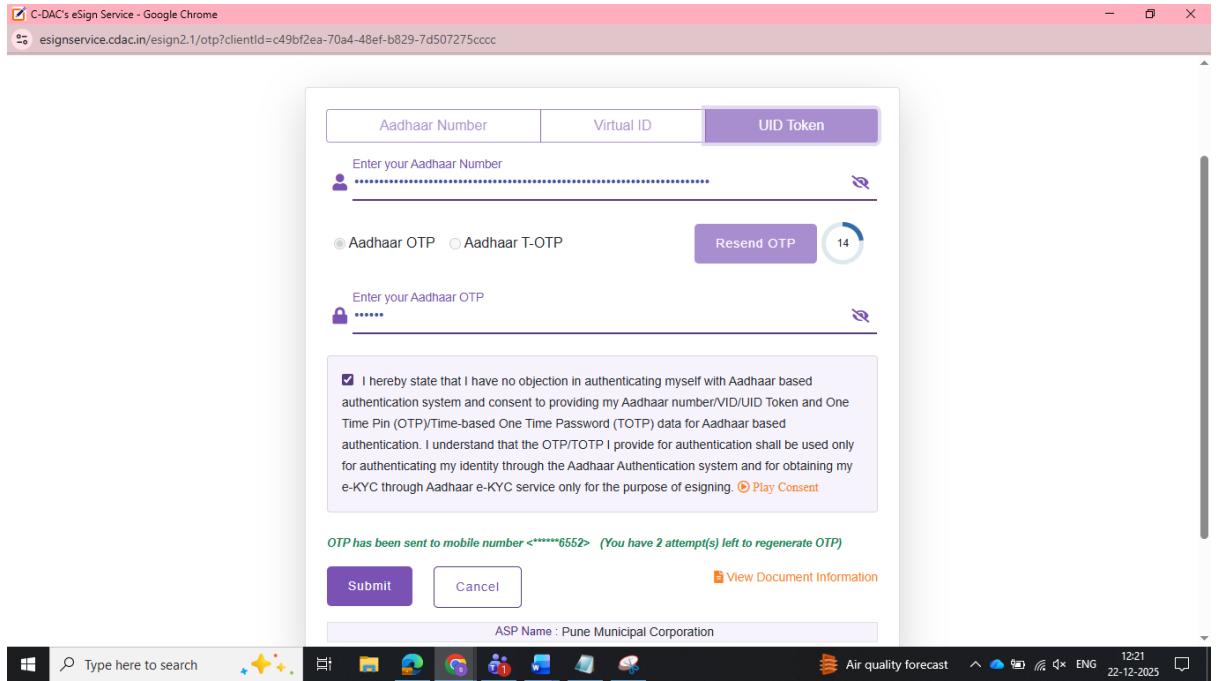
7. **Finalizing the Signature**
   ○ After selecting the 'UID' option, click the **'Get OTP'** button.
   ○ You will receive an OTP on your **Aadhaar-registered mobile number**.
   ○ Enter the OTP and click **'Submit'** to complete the signing process on the specified certificate.