

IDRBT CA Registration Authority (RA) Portal User Manual

Version 1.0





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Introduction

RA Administrator and RA Operator can login to RA Portal. RA Portal has the facility to create New Certificate Request, manage Certificates/setup Certificate, process Certificate Requests and create/manage RA Operators.

1. Login

Open any browser like Chrome/Firefox/IE etc. and enter the respective IDRBT RA Portal URL <u>https://10.0.67.57/idrbtra</u> in address bar of the browser. The following page will be displayed:

Registration Authority Login	
Login ID	
Proceed	

Enter the "Login ID" and click on "Proceed" button, then Certificate and Token Password fields will be enabled.

- Insert the Crypto token.
- Select the Certificate from drop-down list.
- Token password needs to be entered.



Experies, Readin, Execution Control Co	
Registration Authority Login	
Login ID eraadmin	
Certificate Select	
Token Password	
LOGIN	

By clicking on "Login" button, the entered credentials will be validated and land in RA Dashboard page.

2. Dashboard

Once the login is successful, "Dashboard" page will be displayed by default as shown below.



Deskoberd Users - New Request Mana	ge Certificate Approval Requ	uniti	Reassig	n Applica	etiona	Accounts						
oday's Statistics												
Certificate(s) Issued Pre-Production Co	rrtificate(s) Issued		Certific	ate(s) R	evoked	Certifi	cate(s)		Certifi	cate(s)	Activated	1
6 6			2			2	npeu		0			
rocess Request			Tot	al Subsc	riber(s)							
Tread Name	New Request(s)			- 1	-	. 1						
	-		Inco	mplete	Certific	ate Requ	iest(s)					
	Request(s)		Web	Subscrit	er.	2						
	0		We	RA Oper	ator(1)	7						
ertificate lisuance Statistics					From	0112-20	19	II To	07.12-2019		a (
Total Certificate(s) issued	0	0	18.1									
Total Active Certificate(s)	0	5	1.8									
Certificate(s) Going To Be Expired (in next 30 days)	0	0	0.4									
Certificatels) Expired	0	η.	87									
Certificate(s) Revoked	0	4	42									
	0		-04									
Certificate(s) Suspended			44									
Certificate(s) Suspended Certificate Request(s) Rejected	0											

3. Users

RA Admin can manage RA Operators and also can view RA Admin users of the respective RA Office.

	oard Users V N	ew Request N	Manage Certificate Approval Re	equests Reassign	Applications			
Manag	e Opi Manage Opera	tors					Creat	e Operator 🖹 Exce
Search Login II	By View RA Admir D Select	•	Include Date Range	07-12-2019 🥅	Filter By Active	e Inactive Search		
Sl. No.	Full Name	Login ID	Email ID	Mobile No.	Created By	Created Date	Is Active	Action
				7042274004	anheraadminone	06 Dec 2019		@ view
1	operator	eraoperator	yash.qsp@gmail.com	7013371901	anderaduminone	00-Dec-2015	•	

3.1 Manage Operators

Manage Operators is to create/manage RA Operators (Users \rightarrow Manage Operators). On click of "Manage Operators", a page will be displayed by listing all Operators which are in Active status as shown below.



Dashbo	oard Users ~	New Request	Manage Certificate	Approval Request	s Reassign	Applications	Accounts		
lanag	e Operators							Creat	e Operator 🔀 Exce
Search Login IE	By Select	•	From 07-12-2019	ge 🗌 To 07-12-	2019 🛄	Filter By	Active Inactive Search		
il. No.	Full Name	Login ID	Email ID		Mobile No.	Created By	Created Date	Is Active	Action
	emudhrautwo	emudhrautwo	nandhakumar.n	@emudhra.com	7094940185	emudhrapon	e 06-Dec-2019	v	@ view
	emudbrauone	emudhrauone	nandhakumar.n	@emudhra.com	7094940185	emudhrapon	e 06-Dec-2019		@ view

Create Operator:

To create operator, click on "Create Operator" button present at top right corner of Manage Operators page. Create Operator page will be displayed as shown below.



	Vew Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts	
e Operator						(+1
Full Name *				Locality		
Date of Birth		=		PIN Code/ZIP Code *		
Gender Login ID *	© Male 1	0 Female		Country *	Select	•
Source *	· Upload	Certificate © Read from	n store	State *	Select	•
Certificate *	Choose I	File No file chosen		City *		
Certificate Information		new)		PAN		
Mobile No. *	= ·			Is Active Common Operator	-	
Alternative Mobile No.	-					
Email ID *						
Address						
			¥			
Permissions						
Permissions Can use RA Portal						
Permissions Can use RA Portal Can access Approval Requ	ests?					
Permissions Can use RA Portal Can access Approval Requ Can create New Request	ests?					
Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates?	ests?					
Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate?	ests?					
Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request?	ests?					
Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request? Can raise Suspension requ	ests?					
Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request? Can raise Suspension requ Can raise Activation reque	ests?					

Fill the details and enable the Permissions needed.

- Fields which are marked with asterisks (*) are mandatory fields. Fill all those details and enable "Is Active" toggle switch.
 - Login ID is required for RA Operator to login to RA Portal. It must be an alphanumeric combination having at least one alphabet and minimum length is eight characters.
 - The certificate can be either uploaded as .cer file or can be read directly from certificate store. (Note:Read from store option, certificates must be installed or USB token containing certificates needs to be inserted in the system.)
- Common Operator: Switch on Common Operator toggle to make available this particular operator as common operator to all the RA Administrators of respective RA Office.



• Fill all other information as per the requirement. As per the requirement, enable respective permissions for the Operator by selecting or deselecting the toggle switches.

ashboard Users + I	New Request Manage Certificate	e Approval Requests	Reassign Applications	Accounts	
ate Operator					(+ Bad
Full Name *	Yashwanth		Locality		
Date of Birth			PIN Code/ZIP Code *	560017	
Gender	© Male © Female		Country *	India	
Login ID *	yash12345		State *	Karnataka	•
Source *	Upload Certificate * Read fr	om store	City *	BANGELODE	
Certificate *	Class 3 Organization test (13337	·311. • O	PAN	BRITGHE CITE	
Certificate information	View		In Autom	-	
Mobile No. *	T • 7013371901		Common Consistor		
			CONTRACTOR COLLECTION OF		
Alternative Mobile No.	± .		common operator		
Alternative Mobile No. Email ID *	I ·		common operator		
Alternative Mobile No. Email ID * Address	yashwanth.tm@emudhra.com		Common Operator		
Albernative Mobile No. Email ID * Address	yashwanth.tm@emudhra.com		Common Operator		
Alternative Mobile No. Email ID * Address Permissions	yashwanth.tml/emudhra.com		Common Operator		
Albernative Mobile No. Email ID * Address Permissions Can use RA Portal	yashwanth.tm@emudhra.com		Common Operator		
Alternative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ	yashwanth.tm@emudhra.com		Common Operator		
Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request	yashwanth.tm@emudhra.com		Common Operator		
Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates?	yastwanth.tm@emudhra.com		Common Operator		
Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificates?	yashwanth.tm@emudhra.com				
Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request	yastwanth.tm@emudhra.com				
Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificates? Can raise Revoke request Can raise Suspension req	yastwanth.tm@emudhra.com				



ashboard Users + N	vew Request Manage Certificate	Approval Requests	Reassign Applications	Accounts	
eate Operator					(+Ba
Full Name *	Vashwanth		Locality		
Date of Birth			PIN Code/ZIP Code *	560017	
Gender	© Male 🛛 🖯 Female		Country *	India	
Login ID *	yash12345		State *	Karnataka	
Source *	Upload Certificate * Read fro Generation State	om store	City *	BANGRI DEF	
Certificate *	Class 3 Organization test (133373	31E · O	PAN	1-410hcunt	
Certificate information	View			-	
8.4. S. S. St. 8			IS NUDVE		
Mobile No.	 7013371901 		Common Operator		
Alternative Mobile No.	X • 7013371901 X •		Common Operator		
Alternative Mobile No.	Image: water		Common Operator		
Albernative Mobile No. Email ID * Address	yashwanth.tm@emudhra.com		Common Operator		
Alternative Mobile No. Email ID * Address	yashwanth.tm@emudhra.com		Common Operator		
Alternative Mobile No. Email ID * Address Permissions	yashwanth.tml/emudhra.com		Common Operator		
Alternative Mobile No. Email ID * Address Permissions Can use RA Portal	yashwanth.tm@emudhra.com		Common Operator		
Address Permissions Can use RA Portal Can access Approval Requ	Yo13371901 yashwanth.tmtlemudhra.com ests?		Common Operator		
Address Permissions Can use RA Portal Can access Approval Requi Can create New Request	Yo13371901 yas?wanth.tmlDemudhra.com ests?		Common Operator		
Address Permissions Can use RA Portal Can access Approval Request Can manage Certificates?	Yo13371901 yastwanth.tm@emudhra.com ests?		Common Operator		
Acoure No. * Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can setup Certificates? Can setup Certificates?	ests?		Common Operator		
Acour No Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request?	ests?		Common Operator		
Acour No. * Albernative Mobile No. Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can create New Request Can raise Revoke request? Can raise Revoke request? Can raise Suspension requ	ests?		Common Operator		

• On click of "Save" button, secondary authentication pop-up will be displayed where the certificate from the dropdown list needs to be selected for signing the create user request.



hboard Users ~ N	lew Request Manage Certific			Accounts	
te Operator		emudhrapone			← Back
Full Name *	Yashwanth	Select	•		
Date of Birth		Token Password		560017	
Gender	Male Female			India	*
Login ID *	yash1245			Kamataka	•
Source *	O Upload Certificate Read	t	Submit		
Certificate *	Class 3 Organization test (13	3		BANGALORE	
Certificate Information	View		PAN		
Mobile No. *	- 7013371901		Is Active		
Alternative Mobile No.	.		common Operator		
Email ID *	yashwanth.tm@emudhra.com	n			
Address					

- On click of "Submit" button, success message popup will be displayed stating that "Operator Created Successfully".
- On click of "Clear" button, all the details entered in respective fields of Create Operator page will be cleared and permissions enabled will be disabled.

Dashboa	ard Users ~	New Request	Manage Certificate	Approval Requests	Reassign	Applications A	ccounts		
anage	Operators							Creat	e Operator 🔀 Excel
earch B	Зу		Include Date Ra	nge 🔲					
.ogin ID	Select	•	From 07-12-201	9 🛄 To 07-12-2	019 🧰	Filter By	ctive Inactive Search		
. No.	Full Name	Login ID	Email II	Operator created su	ccessfully		Created Date	Is Active	Action
	Yashwanth	yash1245	yashwar			Ok	07-Dec-2019		@ view
	emudhrautwo	emudhrautwo	o nandhakumar.	n@emudhra.com 7	094940185	emudhrapone	06-Dec-2019		@ view
	emudhrauone	emudhrauon	e nandhakumar	n@emudhra.com 7	094940185	emudhrapone	06-Dec-2019		@ view

View (Update Operator):

To Update/View Operator information, click on "View" button in Actions column as shown below.



Dash	board Use	ers 🗸 New Order	Manage Certificate	Approval Requests	Reassign Applicat	ions		
Mana	ge Operat	ors					Create Ope	erator 🖹 Excel
Searc Login	h By ID Se	elect	Include Date Rar From 27-11-201	nge 🛛 9 🧰 To 27-11-2	019 🧱 Filter	r By Active	Inactive	earch
SI. No.	Full Name	Login ID	Email ID	Mobile No.	Created By	Created Date	Is Active	Action
1	Yash	yash12345	yashwanth.tm@emudhra	.com 7013371901	anberaadminone	27-Nov-2019		(view
Total C	ount : 1 / 1							

On click of "View" button, Update Operator page will be displayed as shown below

Dashboard Users - 1	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
Jpdate Operator							+ Back
Full Name * Date of Birth Gender Login ID * Certificate Information Mobile No. *	emudhrauo * Male emudhrauo vie	sne		Locality PIN Code/ZIP Code * Country * State * City * PAN	560103 India Kamataka bangalore	•	
Alternative Mobile No.	T •			In Action			
Email ID * Address Permissions	nandhakum	nar.n@emudhra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal	nandhakun	nar.niëemudhra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal Can access Approval Regu	nandhakum	nar.ni@emudthra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal Can access Approval Requi Can create New Request	nandhakum ests?	nar.niðemudhra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates?	randhakum ests?	nar.ni@emudthra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificates?	randhakur iests?	nar.n@emudthra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request?	randhakum vests?	nar.ni@emudthra.com		Common Operator			
Email ID * Address Permissions Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificates? Can raise Revoke request? Can raise Suspension requ	randhakur vests? vest?	nar.ni@emudthra.com		Common Operator			

• On click of "Edit" button, the RA Operator details will be in editable mode as shown below. Make the necessary changes and click on "Save" button to save the changes. (Note: Once Login ID is created, it can't be altered.)



Dashboard Users • N	ew Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
pdate Operator							+ Back
Full Name *	emudhra	uone		Locality			
Date of Birth				PIN Code/ZIP Code *	\$60103		
Gender	# Male	© Female		Country *	India		
Login ID *	emudhra	uone		State *	Kamataka		
Certificate Information	6	Change		City*	bangalore		
Mobile No.*	T • 709	84940185		PAN			
Alternative Mobile No.	± ·			Is Active			
Email ID *	nandhak	umar.n@emudhra.com		Common Operator			
Address							
Permissions							
Can use RA Portal							
Can access Approval Reque	5857						
Can create New Request							
Can manage Certificates?							
Can setup Certificate?							
Can raise Revoke request?							
Can raise Suspension regul	Htt7					-	
file side tableter						-	
san raise Activation reques	ar s						
		And the second s	Construction of the second				

- By disabling "Is Active" toggle switch in Update Operator page, the respective Operator can be deactivated.
- To activate the deactivated Operator,
 - o Go to Manage Users page.
 - Click on "Inactive" toggle button present at the top right corner of Manage Users page to display the deactivated Operators as shown below.



Explore, Enable, Excel (Establ	ing Technology ished by Reserve Bank of Ir	dia)	ation Additionty Forta					NANDHAKUMAR
Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
lanage Op	erators						Creat	te Operator 🕞 Exce
Search By Login ID	Select	•	Include Date Rang	ge 🗌 70 12-201	9 📰 Filter By	Active Inactive Search		
Sl. No. Full	Name	Login ID	Email ID	Мо	bile No. Created	By Created Date	Is Active	Action
1	dhrautwo	emudhrautwo	nandhakumar.n	@emudhra.com 709	4940185 emudhra	pone 06-Dec-2019	×	(view

- Choose the intended Operator and click on "View" button in "Actions" column.
- Click on "Edit" button and enable "Is Active" toggle switch button and then click on "Save" button to activate the deactivated Operator as shown below.

	New Request Manage Certificate	Approval Requests	Reassign Applications	Accounts		
Jpdate Operator					(•	Back
Full Name*	emudhrautwo		Locality			
Date of Birth			PIN Code/ZIP Code *	560103		
Gender	R Male 0 Female		Country *	India	•	
Login ID *	emudhrautwo		State *	Karnataka		
Certificate Information	View Change		City *	bangalore		
Mobile No. *	➡ • 7094940185		PAN			
Alternative Mobile No.	± ·		Is Active			
Email ID *	nandhakumar.n@emudhra.com		Common Operator			
Address						
Permissions						
Can use RA Portal						
Can use RA Portal Can access Approval Requ	ests?					
Can use RA Portal Can access Approval Requ Can create New Request	ests?					
Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates?	esis?					
Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate?	ests?					
Can use RA Portal Can access Approval Requinance Can create New Request Can manage Certificates? Can setup Certificates? Can raise Revoke request?	esis?					
Can use RA Portal Can access Approval Requined Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request? Can raise Revoke request?	esis?					
Can use RA Portal Can access Approval Requ Can create New Request Can manage Certificates? Can setup Certificate? Can raise Revoke request? Can raise Suspension requ	esis?					



Search By:

• Select "Login ID" from the dropdown list and on click of "Search" button, Operator details will be displayed based on search criteria.

Dashbu	ard Users ~	New Request M	Aanage Certificate	Approval Requests	Reassign Applicat	ions Acco	unts		
Manage	Operators							Creat	e Operator 🕞
Login ID	emudhrau	Jone 🔹	From 07-12-2019	To 07-12-201	9 🛄 Filter B	Active	Inactive Search		
Sl. No.	Full Name	Login ID	Email ID	Mc	bbile No. Cre	ated By	Created Date	Is Active	Action

Export To Excel:

• On click of "Export" button, Operator(s) details will be downloaded into excel format.

Institute fo Banking Teo Established by	Development and Research in nology reserve Bank of India)	Registration Autho	ority Portal					
Dashboard U	sers ~ New Reque	st Manage Ce	tificate Approval	Requests Reas	ign Applications	Accounts		
anage Opera	tors						Creat	e Operator 🔀 Excel
earch By .ogin ID	mudhrauone	Include From	Date Range 🗌 07-12-2019 🎆 To	07-12-2019	Filter By	Active Inactive Search		
. No. Full Nan	e Login I	D Ema	l id	Mobile No.	Created B	y Created Date	Is Active	Action
emudhra	ione emudhi	rauone nand	halumar n©amudhra a	7004040405	emudbrap	one 06-Dec-2019		(view

3.2 View RA Admins

There can be multiple RA Admins for a RA Office. To view other admins available under that particular RA Office "View RA Admins" option is used. This option is used only for viewing purpose and no information can be edited. (Users \rightarrow View RA Admins). On click of "View RA Admins", a page will be displayed with all RA Admin Users of respective RA Office as shown below.



DRB plere, Enable, Excel	ute for Developmen ng Technology shed by Reserve Bank of Ir	t and Research in Registr	ration Authority Porta	I				Welcome, NANDHAKUMAR
Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
dmin User	(s)							
Search By Login ID	Select	•	Include Date Rang	ge 🗌 To 07-12-2019	Search	Excel		
il. No. Full N	lame	Login ID	Email ID		Mob	ile No	Created By	Created Date
emud	hraptwo	emudhraptw	o nandhak	umar.n@emudhra.com	7094	940185	admin	06-Dec-2019

Search By:

• Here the Admin Users can be searched by selecting the "Login ID" from the dropdown list and upon click of "Search" button, respective details will be displayed based on search criteria.

Search By Login ID anbera	adminone 🔹	Include Date Range rom 27-11-2019 To 27-11-20	119 📰 Sear	ch 🖹 Excel	
5l. No. Full Name	Login ID	Email ID	Mobile No	Created By	Created Date
1 ANR Era Admin	anberaadminone	abhishek.n@emudhra.com	8050903086	admin	26-Nov-2019

Export To Excel:

• On click of "Excel" button Admin Users details will be downloaded in excel format.

Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
dmin User	[s)							
Search By Login ID	Select	•	Include Date Rang From 07-12-2019	ge 🔲 To 07-12-2019	9 📰 Search	Excel		
Sl. No. Full N	ame	Login ID	Email ID		Mol	oile No	Created By	Created Date
1 emudi	raptwo	emudhraptw	o nandhaki	umar.n@emudhra.com	7094	4940185	admin	06-Dec-2019



4. New Request

To create New Certificate Request, click on "New Request" in main menu. The following page will get displayed. New Certificate Requests can be generated by RA Admin/RA Operator.

Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
equest								Save
Request [Details							
Subscriber Lo	gin ID	New	subscriber?	fetch				
Name *					Mobile No *		- Number	
Email ID *								
Certificate(s) *		Pick	Certificate(s)					

Generating New Certificate Request:

- On click of "New Request" in main menu, "Request" page will be displayed.
- Fill the Details for creating new Request.
- For the existing Subscriber, enter the Login ID of the respective Subscriber and click on "Fetch" button pre-fill the Subscriber information such as Name, Email ID and Mobile Number.
- For the new Subscriber, click on "New Subscriber" hyperlink. A popup will be displayed with option to enter Subscriber's Email ID, Username and Captcha.

and the second statement of the	Create A	count	
	Email ID	yashwanth.tm@emudhra.com	Save Cancel
Request Details	Login ID	Yashwanth	
Subscriber Login ID	Captcha		
Name *	New Subscriber?	Create Account	
Email ID *			
Certificate(s) *	Pick Certificate(s)		

• Username Validations are as follows:



- Preferably Official email Id
- Length is 5-50 Characters
- Not contain a space
- Contain at least one alphabet
- On filling all the details, "Create Account" button will be enabled.
- On click of "Create Account" button, account creation success pop-up message will be displayed and an email will be sent to the Subscriber/subscriber with a link to generate the password.

Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
equest								Save Cance
Request	Details							
Subscriber Lo	ogin ID	yash Char	nwanth nge Subscriber	Subscriber created suc	cessfully No *		T Number	
Email ID *		yas	hwanth.tm@emudl					
Certificate(s)	*	Pick	Certificate(s)		Ok			



• After successful creation of Subscriber, click on "Pick Certificate(s)" hyperlink to display the list of available certificates in pop-up as shown below.

Institute for Development a Banking Technology	nd Research Domistration Authority Portal	
Explore, Enable, Expel Textablished by Reserve Bank of Indu	CERTIFICATE(s)	
Dashboard Users 🗸		
Request		Save Cancel
- Request Details	Certificate	
Subscriber Login ID	Ø Signature - Class 2 (Individual) - One Year	
	Encryption - Class 2 (Individual) - One Year	
Name *	SSL OV (Auto) - One Year	
Email ID *	SSL OV (Manual) - One Year	
Certificate(s) *	Code Signing EV - One Year	
	Signature - Class 2 (Individual) - ECDSA - One Year	
	Ginatura Surtam Cart. One Voar	Save
	Add Close	

• Pick the respective certificate(s) from the list and click on "Add" button to add Certificate(s) to the New Request.

Institute for Development and Research in Kenters, Endels, Early Registration Authority Portal Welcome, NANDHAKUMAR									
Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts			
quest								Sa	ve Cancel
Request [Details								
Subscriber Lo	ogin ID	yashw Chang	vanth ge Subscriber						
Name *		yash			Mobile No *		• 7013371071		
Email ID *		yashi	wanth.tm@emudhra.com	ı					
Certificate(s) *	*	Pick C	ertificate(s)						
Certificate	Category		Certificate			Validity		Quantity	Action
Certificates			Signature - Class 2 (Individual)		One Year		1	×
								Save	Cancel
								_	

• On click of "Save" button, Request creation success message popup will be displayed.



Institute for Development and Res Banking Technology (Established by Reserve Bank of Infia)						
Dashboard Users ~ Ne	w Request	lanage Certificate	Approval Requests	Reassign Applications	Accounts	
Request #522						Fulfill Request Share Link
 Request Details 						
Subscriber Login ID	yashwar	nth				
Name *	yash		Request Saved Success	Mobile No * fully	- 70133710	071
Email ID *	yashwa	nth.tm@emudlira.com	Request saved success	iuny		
Certificate(s) *				Ok		
Certificate Category		Certificate			Validity	Quantity
Certificates		Signature - Class	2 (Individual)		One Year	1
						Fulfill Request

• On successful creation of Request, Setup Certificate/Fill Application link can be shared with Subscriber by using the "Share Link" option available at top right corner of the page.

Explore, Enable, Expol (Extablished by Heserve Bank of India)	Share Link	×	
Dashboard Users New Request Request #522 Request Details Subscriber Login ID yas Name * yas Email ID * yas	Setup certificate link will be sent to the following: Email Address yashwanth.tm@emudhra.com GR Web URL http://10.80.100.44:8080/emRA-Subscriber/Ul/setupCertificate.isp?x=51AvW	Fulfill	Request Share Link
Certificate(s) * Certificate Category Certificate	mVXdnUwd29RSEZOclRHMXhuUT09&y=c01WSWtFSW9tVEhmM2JzTnVZK2h GUT09	lity	Quantity

- Setup Certificate can be completed either by Subscriber or on behalf of Subscriber, the RA Admin/RA Operator can fulfill the same. This can be done by selecting "Fulfill Request" option available at top right corner of the page.
- On click of "Fulfill Request" button, will redirect to Setup Certificate page. (Refer to Manage Certificate).



Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
Manage Ce	rtificate(s)	Filter By Active	Pending Expires In-Progress	Rejected Revoked Suspende	d Search By Application	IE Q Advar	nce Search 🔀 Excel	
Sl. No.	Appli	cation ID / Date	Ce Va	rtificate / Common Nam lidity	ne / Customer Det	tails	Status	Action
1	- 07-De	c-2019 (18:50:39)	Sig - Or	nature - Class 2 (Individual e Year) yash yashwanth.tm@ 7013371071	@emudhra.com	Pending	🗲 Setup

5. Manage Certificate

On click of "Manage Certificate" in main menu, Manage Certificate page with filter by option Active/Pending/Expires/In–Progress/Rejected/Revoked/Suspend status be displayed.

Explore, Enable, Excel	itute for Development and Research in king Technology bildwof by Reserve Bank of India)	uthority Portal		
Dashboard	Users V New Request Manage Cert	ificate Approval Requests Reassign	Applications Accounts	
Manage Cer	tificate(s) Filter By Active Pending Expires	In-Progress Rejected Revoked Suspended Sea	arch By Application ID Q Advance Search	ccel
SI. No.	Application ID / Date	Certificate / Common Name / Valio	dity Subscriber Details Status	Action
1	5086689 09-Dec-2019 (16:12:03)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar.n@emudhra.com In-Progress 7094940185	View
2	4225053 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar.n@emudhra.com Active 7094940185	View
3	405565 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar.n@emudhra.com Revoked 7094940185	View
4	1833447 09-Dec-2019 (11:28:06)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com Active 7094940185	View

• On click of "Setup" button, it will redirect to Setup Certificate page.



s certificate - signature - class 2 (individual)	< share
1. Requestor Details Pending	Request Details
2. Applicant Details Pending 3. Validation Documents	Request Date 07-Dec-2019 (18:50:39)
	- Validity One Year
	Common Name Request Status Setup Pending

- In right side of the Setup Certificate page, Request details like Request Date, Application ID, Validity, Common Name and Request Status will be displayed.
- Information which required to filled are displayed as a tab. Each tab needs to be selected and respective information should to be filled in on click of "Proceed" button the status will change to "Completed" in the tab.

Explore, Enable, Exact	Development and Research in mology energy Best of India					
- 1. Requestor	- 1. Requestor Details Request Details Request Details					
Type Name	Organization - Bank yash	Email ID Mobile / Phone	yashwanth.tm@emudhra.com	Request Date 07-Dec-2019 (18:50:39) Application ID		
			Fill Later Proceed	Validity One Year		

• Fill the Requestor details completely, click on "Proceed" button. Once the requestor details tab is completed, Application ID will be generated for the created Request.

1. Requestor Details			Co	Request Details	s
2. Applicant Details			1	Pending Request Date	E()-20)
mmon Name *		Mobile / Phone * Organization Unit * Country *	■ • e.g. 081234 56789	Application ID 9070096 Validity One Year Common Name Request Status Setup Pending	
stal / ZIP Code *		Town / City / District *			
ate / Province *		PAN *			
dhaar Number 1234-6	789-1234				

- Fill all mandatory fields in Applicant Details and click on "Proceed" button, Applicant Details pending status will be changed to completed status and Validation of Documents tab will be enabled.
- Fields which are marked with asterisk (*) are mandatory.

up Certificate - Signa	ature - Class 2 (Individual)				< Share Li
1. Requestor Detai	ls		C	Completed	Request Details
2. Applicant Details	5			Pending	Request Date
Common Name *	Yashwanth				Application ID 9070096
Email ID *	yashwanth.tm@emudhra.com	Mobile / Phone *	• 7013371901		Validity
Organization Name *	INDIVIDUAL	Organization Unit *	BUSINESS		Common Name
Full Name *	YASHWANTH T M	Country *	India	٣	Request Status Setup Pending
Postal / ZIP Code *	560017	Town / City / District *	BANGALORE		
State / Province *	KARNATAKA	PAN *	AORPN1234F		
Aadhaar Number	1234-6789-1234				
			Fill Later P	roceed	

- Complete the verification process as mentioned in "Validation Documents" tab. The verification process will vary based on the Certificate Type which are predefined.
- The following are the different types of Verification Types and their Modes. This is defined based on Certificate Type by IDRBTRA Admin.



Verification Type	Mode	Description
Document List	Upload Document	Upload PDF document
	DNS Based	Respective CNAME record needs to be created in DNS Server.
Domain Verification (SSL Certificates)	Email Based	An email with link to verify the ownership of the Domain will be sent to default email IDs of the domain or to the list obtained from Who's records. The Subscriber needs to click on the link received and verify the domain ownership.
	File Based	The respective record (text file) needs to be created in DNS Server.
	Email Link	An email with a link to verify the ownership of email ID will be sent to Subscriber. The Subscriber needs to click on the link received to verify the same.
Email Verification	Email OTP	Subscriber will receive an email with OTP, the same needs to be entered respective verification block of Setup Certificate page.
	Upload Document	Upload PDF respective document.
	Certificate Approve Authorization Letter	Upload PDF of Certificate Approve Authorization Letter.
EV Verification (SSL Certificates)	Contract Signer Authorization Letter	Upload PDF of Contract Signer Authorization Letter.
	Organization Operational existence Verification	Upload PDF of Organization Operational existence Verification proof.



	Organizational Physical existence Verification (Address)	Upload PDF of Organizational Physical existence Verification Document.
Hardware Key Storage	Upload Document	Upload PDF document.
Individual Verification	Upload Document	Upload PDF document.
Organization Verification	Upload Document	Upload PDF document.
	Upload Document	Upload PDF document.
Physical Verification	Video Recording	Video of the subscriber to be recorded through the link provided by answering the questions asked during video recording process.
Telephone Verification	Inbound SMS	Subscriber will receive an OTP. The same needs to entered in respective section of Setup Certificate page complete the mobile verification process.
	Outbound SMS	Subscriber will receive a message through SMS. The same message as to be forwarded to the mentioned number in the message to complete the verification process.
	Upioad Document	I UDIOAU PDF document.



1 Pequester I	Dotaile		Complet	Poguost Dotails	
2 Applicant D	letails		Complet	ed Request Date	
3. Validation [Documents		Pendi	07-Dec-2019 (18:50:39)	
				9070096	
Telephone Verifica	+91-7013371901	Supporting Document	Verification Pendi	Validity One Year Common Name Yashwanth	
Mobile OTP		Verify OTP Resend		Request Status Setup Pending	
Email Verification	0* 2		Verification Pendi	ng	
Email ID	yashwnth.tm@emudhra.co	m Supporting Document	Choose File No file chosen		
Email OTP	OR	Verify OTP Resend OT	TP		
Email Link	Re	esend Mail			
Physical Verificatio	on 🤁 *		Verification Pendi	ng	
Name	yash	Supporting Document	Choose File No file chosen		
Video Verification	Record Vic	leo			
			Fill Later Proceed		

- On successful Completion of Validations/Verification, click on "Proceed" button, now validation documents tab status will be changed to "Completed" status.
- On click of "Proceed" button, "Submit for Verification" button will be enabled as shown below.

Setu	Institute for Development and Research in Banking Technology Inable Earl Institute for Reverse Bost of Load IP Certificate - Signature - Class 2 (Individual)	Share Link
++++	1. Requestor Details Completed 2. Applicant Details Completed 3. Validation Documents Completed	Request Details Request Date 07-Dec-2019 (18:50:39) Application ID 9070096 Validity One Year Common Name Yashwanth Request Status Setup Pending
	Save Submit For Verification	

• On click of "Submit for Verification" button, the request will be submitted for verification by RA Admin.

Explore,	Institute for Development and Research in Banking Technology Guide, Level Etablished by Prover Best of Italia	
Setu	ıp Certificate - Signature - Class 2 (Individual)	Share Link
+	1. Requestor Details Completed	Request Details
+	2. Applicant Details Completed	Request Date
+	3. Validation Documents Completed	Application ID 9070096 Validity One Year Common Name Yashwanth Request Status Setup Pending
	Save Submit For Verification	

• On Successful submission of application, the same will land in Approval Requests page of RA Admin in RA Portal.

Export To Excel:

On click of "Export" button, Application's details will be downloaded in excel format.



Explore, Enable, Excel	ite for Development and Research in Ig Technology hed by Reserve Bank of India)	Registration Authority	Portal					
Dashboard	Users ~ New Request	Manage Certificate	Approval Requests	Reassign Appl	lications	Accounts		
Manage Certi	ficate(s) Filter By Active	Pending Expires In-Progre	ss Rejected Revoked Sus	ended Search B	By Applica		Ivance Search 🔀 Excel	
SI. No.	Application ID / Date	e	Certificate / Common	Name / Validity	Subscrib	oer Details	Status	Action
1	5086689 09-Dec-2019 (16:12:03	3)	Signature - Class 2 (Indiv emudhra One Year	idual)	nandhaku nandhaku 70949401	mar mar.n@emudhra.co 85	Im In-Progress	View
2	4225053 09-Dec-2019 (11:28:06	š)	SSL OV (Auto) emudhra.com One Year		nandhaku nandhaku 70949401	mar mar.n@emudhra.co 85	IM Active	View
3	405565 09-Dec-2019 (11:28:06	5)	SSL OV (Auto) emudhra.com One Year		nandhaku nandhaku 70949401	mar mar.n@emudhra.co 85	Revoked	View
4	1833447 09-Dec-2019 (11:28:06	5)	Signature - Class 2 (Indiv emudhra One Year	idual)	nandhaku nandhaku 70949401	mar mar.n@emudhra.co 85	Active	View

Search By:

On entering Application ID and clicking search icon in "Search by" Filter, required application can be fetched based on search criteria.

Explore, Enable, Excel	titute for Developm king Technology ablished by Reserve Bank	nent and Research in of Indial	Registration Authority	Portal	^v ortal				
Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Appli	cations	Accounts		
Manage Cer	rtificate(s)	Filter By Active	Pending Expires In-Progree	ss Rejected Revoked Susp	ended Search B	y Applica	ation ID Q	Advance Search	
SI. No.	Appl	ication ID / Date		Certificate / Common I	Name / Validity	Subscrib	oer Details	Status	Action
1	5086 09-D	689 ec-2019 (16:12:03)		Signature - Class 2 (Indivi emudhra One Year	idual)	nandhaku nandhaku 70949401	imar imar.n@emudhi 85	ra.com In-Progress	View

Advance Search:

• On click of "Advance Search" button, "Advance Search" overlay will be displayed with all the advanced search options as shown in the below page.

Dashboard Users 🗸	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts	
anage Certificate(s)	Filter By Active Pe	ending Expires In-Progress	Rejected Revoked Suspende	d Search By Application	IC Q Advance Search Excel	~
Advance Search						
Search By	Applicatio	n ID 🛛 🔍 Common Nam	e			
Status	Active Pendir	ng Expires In-Progress Re	jected Revoked Suspende	ed		
Include Date Range 🗆	From	07-12-2019	To 07-1	2-2019		

- Select search criteria and click on "Search" button for a personalised search.
- Applications can be searched by the following ways:



- Search By, application ID/ Common Name.
- o Search By, status.
- o Search By, date range.
- On click of "Reset" button, all the selection made will be reset to default values.
- On click of "Cancel" button, Advance Search pop-up will be closed.

6. Approval Requests

In Approval Requests Page, RA Admin/RA Operators can approve the Pending Applications. On click of "Approval Requests" in main menu, Approval Requests page with application pending for RA approval ("Pending RA") will be listed as shown below.

	rd Users 🗸 New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
pprova	l Request(s)						
Filter By se	etup Pending Pending RA Approved RA Re	jected RA More ~			Search By Application ID	Q Advance	e Search 🔀 Excel
SI. No.	. Certificate / Application ID	Common Na	ame/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 8464296	emudhra One Year		-	-	RA Pending	C Process
2	Signature - Class 2 (Individual) 9070096	Yashwanth One Year		-		RA Pending	C Process

• RA Admin can directly process the Request or it can be allocated to RA Operators.

Allocate to Operator:

- On selecting the application (checkbox), "Allocate to Operator(s)" popup will be displayed at the top right corner of the page.
- Select the Operator from the drop-down list and click on "Assign" button.
- On click of "Assign" button, the application will be assigned to selected RA Operator.



Das	hboard	d Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
ppr	roval	Request(s)				AI	locate To Operators	Select	- Assign
Filter	By Setu	up Pending Pending	RA Approved RA Rej	ected RA More ~					
S	il. No.	Certificate / Ap	oplication ID	Common Na	me/ Validity	RA Processed	Expiry Date	Select	:tion
∎ 1		Signature - Class 8464296	s 2 (Individual)	emudhra One Year		-	-	emudhrauone	% Process
2	2	Signature - Class 9070096	s 2 (Individual)	Yashwanth One Year		-	-	Yashwanth	X Process
3	3	Encryption - Cla 8174914	ss 2 (Individual)	emudhra One Year		-		RA Pending	C Process
4	Ļ	Code Signing EV 2666774	r	emudhra One Year		-	-	Sub RA Pending	View
5	5	SSL OV (Auto) 3464604		emudhra.con One Year	1	-	-	Sub RA Pending	@ View
6	;	Encryption - Cla	ss 2 (Individual)	emudhra		-	-	Operator Approved	C Process

- Once RA Admin approves any certificate request, the same will land in CA Portal for CA approval.
- If RA Admin allocated the Request to RA Operator, then the Request will land in Approval Request page of RA Operator. Once Operator process the Request, application will land again in RA Admin Portal for approval. On processing Request by RA Admin, the application will land in CA Portal for CA approval.

Aplere, Enable, Excel	tute for Development ing Technology linked by Reserve Bank of In	t and Research in Regis	stration Authority Porta	il				
Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
pproval Re	equest(s)							
Filter By Setup F	Pending Pending	RA Approved RA Rej	ected RA More ~			Search By Application ID	Q Advance	ce Search 🖹 Excel
Sl. No. C	Certificate / Application ID		Common Na	on Name/ Validity RA Processed		Expiry Date	Status	Action
1 S	ignature - Class 464296	s 2 (Individual)	emudhra One Year		-	-	RA Pending	C Process

• On click of "Process" button in Actions column, Certificate Request Verification Page will be displayed as shown below.



Banking Technology IEstablished by Reserve Bank of Indi	Registr	ation Authority Portal				NANDHAKUMAF
Dashboard Users 🗸	New Request	Manage Certificate	Approval Requests	Reassign Applicatio	ons Accour	nts
rtificate Request Ve	erification					← Go to Request
Requestor Details						Request Details
Type Name Applicant Details	Organization - Ba nandhakumar	ink	Email ID Mobile/Phone	nandhakumar.n@ 7094940185	@emudhra.con	n Request Date 07-Dec-2019 (19:01:56) Application ID 8464296 Product
Common Name * Aobile / Phone * Organization Unit * Country * Town / City / District * Aadhaar Number	emudhra +91-7094940188 NANDHA Azerbaijan krishnagiri -		Email ID * Organization Name * Postal / ZIP Code * State / Province * PAN * Full Name *	jkkj@emudhra.co nandha 635121 tamilnadu AXTPN9856K nandhakumar	m	Signature - Class 2 (Individual) Validity One Year Common Name emudhra Request Status RA Pending Raise Query
Validation Documents Telephone Verification Felephone Number Comments Verified	+91-7094940188		Supporting Document	🛓 Download 🏾 @	View	View Certificate History
Email Verification Email Address Comments Verified	jkkj@emudhra.co	m	Supporting Document	≵ Download @	View	
Physical Verification Full Name Comments Verified	nandhakumar		Supporting Document	≛ Download @	View	
				A		Reject

- Enter the "Comments" and click on "Save" button to save the comments.
- To raise query, click on "Raise Query" button available on right side of the page.
- On click of "Raise Query" button, raise query pop-up will be displayed as shown below.



	New Request				
Certificate Request V	/erification	Applicant Details	Verification Telephone Verification 	Others	Go to Request List
- Requestor Details		Country Email ID	 Email Verification Physical Verification 		Request Details
Type Name	Organization - Banl nandhakumar	 Full Name Mobile / Phone Organization Name 			Request Date 07-Dec-2019 (19:01:56) Application ID
– Applicant Details		PAN			8464296 Product
Common Name *	emudhra	Postal / ZIP Code			Signature - Class 2 (Individual)
Mobile / Phone *	+91-7094940188	 State / Province Town / City / District 			Validity One Year
Organization Unit * Country *	NANDHA Azerbaijan	Remarks			Common Name emudhra
Town / City / District *	krishnagiri				Request Status RA Pending
Aadhaar Number	•			Submit Cancel	Raise Query
- Validation Documen					View Certificate History

- Select query from Applicant Details/ Verification/Others and enter Remarks.
- On click of "Submit" button, query will be raised and particular record will land in Subscriber portal.

Note:

- ✓ On raising query in Applicant Details or Verification, the status will change to "Setup Pending".
- \checkmark On raising query with others, the status will remain same.
- ✓ Query can be raised only if the applied certificate is in pending status.
- By checking the details and entering the Comments, RA Admin/Operator can "Approve" the request or 'Reject' the request.
- On approving the Request, Request Status will be changed from "RA Pending" to "RA Approved".

Welcome, Banking Technology Capture, fande, Euel Intradicated by Reserve Rus 4 India									
Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts				
equest(s)									
Pending Pending	RA Approved RA Reje	ected RA More -			Search By Application ID	Q Advanc	e Search 🔀 Excel		
Certificate / Application ID Common Name/ Validity		ame/ Validity	RA Processed	Expiry Date	Status	Action			
ignature - Class 464296	2 (Individual)	emudhra One Year		emudhrapone 07-Dec-2019 (19:41:45)	-	RA Approved	• View		
	ending Pending ending Pending ertificate / Ap ignature - Class 464296	In Celhology (Celhology) (Celh	Users New Request Manage Certificate equest(s) ending Pending RA Approved RA Rejected RA More ~ ertificate / Application ID Common National States Common National States ignature - Class 2 (Individual) emudhra 64296 One Year	Image: Certificate Approval Request Users v New Request Manage Certificate Approval Requests equest(s) ending Pending RA Approved RA Rejected RA More v ertificate / Application ID Common Name/ Validity ignature - Class 2 (Individual) emudhra One Year	Image Certificate Approval Request Reassign Applications Users v New Request Manage Certificate Approval Requests Reassign Applications equest(s) ending Pending RA Approved RA Rejected RA More v ertificate / Application ID Common Name/ Validity RA Processed ignature - Class 2 (Individual) emudhra emudhra 07-Dec-2019 (19:41:45)	Integration of the control of the c	Integration of the control of the c		

• On rejecting the Request, Request Status will be changed to 'RA Rejected'.



Dashboar	d Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
proval	Request(s)							
ilter By Sett	up Pending Pendin	g RA Approved RA Reju	ected RA More ~			Search By Application ID	Q Advan	ce Search 🖹 Excel
CL NI-	Certificate / A	pplication ID	Common Na	ame/ Validity	RA Processed	Expiry Date	Status	Action
SI. NO.								

 To view applications with specific status, select respective status in "Filter By" option.

Dashboar	d Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
pproval	Request(s)							
ilter By <mark>Set</mark>	up Pending Pendin	g RA Approved RA Rej	ected RA More ~			Search By Application	ID Q Advance	e Search 🔀 Excel
	Cortificato / A	- Iliantian ID	Common N	ame (Validity	PA Processed	Evpin/Data	Status	Action
51. NO.	Certificate / A	pplication ID	Common Na	amer valuity	RA FIOCESSEU	Expiry Date	Status	Action
1	Signature - Clas 8464296	ss 2 (Individual)	emudhra One Year		emudhrapone 07-Dec-2019 (19:41:45)	-	RA Approved	(View
1 2	Signature - Clas 8464296 Signature - Clas 9070096	ss 2 (Individual)	emudhra One Year Yashwanth One Year		emudhrapone 07-Dec-2019 (19:41:45) emudhrapone 07-Dec-2019 (19:43:10)		RA Approved RA Rejected	View View

Advance Search:

• On click of "Advance Search" button, "Advance Search" overlay will be displayed with all the advanced search options as shown in below page.

	s ~ New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
pproval Reques	t(s)						
ilter By Setup Pending	ending RA Approved RA	Rejected RA More ~			Search By Applicat	ion ID Q Advance Search	xcel
Advance Sear	ch						
Search By	Appli	ation ID 🛛 🔍 Common N	lame				
Status	Setup Per	ding Pending-RA Approved-	RA Rejected-RA Allocated	Expired Pending Operator Rej	ected Operator Approved	CA Rejected CA Pending Sub-RA	
	Approved	Sub-RA Rejected Sub-RA All Revoked Certificate Suspend	ocated Sub-Operator Pending ed Manual Issuance Pending	Sub-Operator Rejected Sub-Oper	ator Certificate Generated	Certificate Downloaded Subscriber Rejected	
	From 0	7-12-2019	To 07-12-2019				
Include Date Rar							

• Enter the search criteria and click on "Search" button for a personalised search.



- Applications can be searched by the following ways:
 - Search By application ID/Common Name.
 - o Search by status.
 - Search by date range.
- On click of "Reset" button, all the selection made will be reset to default values.
- On click of "Cancel" button, Advance Search pop-up will be closed.

Export To Excel:

On click of "Excel" button, applications details will be downloaded in excel format.

ashboar	rd Users ~ New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
proval	Request(s)						
ter By <mark>Set</mark>	tup Pending Pending RA Approved RA Rej	ected RA More ~			Search By Application ID	Q Advanc	e Search 🔀 Exce
Sl. No.	Certificate / Application ID	Common Nar	ne/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 8464296	emudhra One Year		emudhrapone 07-Dec-2019 (19:41:45)	-	RA Approved	View
2	Signature - Class 2 (Individual) 9070096	Yashwanth One Year		emudhrapone 07-Dec-2019 (19:43:10)	-	RA Rejected	View
-	Signature - Class 2 (Individual)	emudhra		emudhrapone	_	Setup Pending	@ View

Search By:

On entering Application ID and clicking search icon in "Search by" Filter, required application can be fetched.

Dashboa	rd Users ~ New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
.pprova	Request(s)						
Filter By se	tup Pending Pending RA Approved RA Re	ected RA More ~			Search By 8174914	Q Advanc	e Search 🔀 Excel
Filter By se	tup Pending Pending RA Approved RA Re Certificate / Application ID	ected RA More - Common Na	me/ Validity	RA Processed	Search By 8174914 Expiry Date	Q Advanc Status	Action

Quick Task:

Once the certificate requests are approved by CA in CA portal, "quick task" provision gets enabled in the bottom right side of the Request Verification page which will be available in "Approval requests" page of RA portal.



a. Suspend Certificate:

• In approval requests page, choose "Certificate Generated/Certificate Downloaded" status certificate to suspend the certificate.

Dashboar	rd Users 🗸 New Request	Manage Certificate A	pproval Requests	Reassign Applications	Accounts				
pproval	Request(s)								
Filter By Set	up Pending Pending RA Approved RA Re	jected RA More ~			Search By	Application ID	٩	Advance Searc	h 🕅 Excel
SI. No.	Certificate / Application ID	Common Name	/ Validity	RA Processed	Expiry	Date	Status	ļ	ction
1	SSL OV (Auto) 5850347	<mark>emudhra.com</mark> One Year		emudhrapone 07-Dec-2019 (18:22:29)	06-Dec (18:22)	-2020 45)	Certificat	te Generated	@ View
2	SSL OV (Auto) 9204276	emudhra.com One Year		emudhrapone 07-Dec-2019 (13:29:41)	06-Dec (13:30:	-2020 05)	Certificat	te Generated	@ View
з	SSL OV (Auto) 828759	emudhra.com One Year		emudhrapone 07-Dec-2019 (12:21:41)	06-Dec (12:22:	-2020 14)	Certificat	te Generated	@ View
4	Signature - Class 2 (Individual)	nandhakumar		emudhrapone	08-Nov	-2019	Certificat	te Downloaded	View

• On click of "View" button, Certificate Request Verification details page will be displayed.

Dashboard Users ~ N	ew Request Manage Certificate	Approval Requests Reassign Applications	Accounts		
tificate Request Verific	ation				Go to Request List
Requestor Details				Request Details	
ype Iame Applicant Details Common Name * Aublie / Phone * Arganization Unit *	Organization - Bank nandhakumar nandhakumar +91-7094940185 NANDHAKUMAR	Email ID Mobile/Phone Email ID + Organization Name * Postal / ZiP Code +	nandhakumar n@emudhra.com 7094940185 nandhakumar.n@emudhra.com nandhakumar 560103	Request Date 06-Dec-2019 (16.06.22) Application (D 7457126 Product Signature - Class 2 (Individual) Validity One Year Common Name oardhabumar	_
lountry * lown / City / District * wadnaar Number Validation Documents	india BANGALORE -	State / Province * PAN * Full Name *	KARNATAKA AKTPN9056D nandhekumer	Request Status Certificate Distributed View Certificate Listory	
elephone Verification elephone Number comments lerified	+91-7094940185	Supporting Document	▲ Download ● View	Quick Task > Revoke Certificate > Suspend Certificate	_
mail Verification				> Recent Download PIN	

• On click of "Suspend Certificate" tab in quick tasks, "Suspend Certificate" tab will expand.



tificate Request Verific	ation			Co to Request List
Applicant Details ommon Name * toblie / Phone * irganization Unit * own / City / District * dehar Number	Organization - Bank nandhakumar +91-7094940185 NANDHAKUMAR India BANGALORE -	Email ID Mobile/Phone Email ID * Organization Name * Postal / ZIP Code * State / Province * PAN * Full Name *	nandhakumar.n@emudhra.com 7094940185 nandhakumar.n@emudhra.com nandhakumar 560103 KARNATAKA AXTPN9856D nandhakumar	Request Date 06-De-2019 (18:08:22) Application ID 7457126 Product Signature - Class 2 (Individual) Vialidity One Year Common Name nandhakumar Request Status Cettificate Bownacke
Validation Documents elephone Verification elephone Number omments erified	+91-7094940185	Supporting Document	å Download ⊛ View	Quick Task Revoke Certificate Suspend Certificate
Email Verification Email Address Comments Verified	nandhakumar.n@emudhra.com	Supporting Document	≟ Download ● View	Are you sure you want to Suspend Certificate ? Proceed

• On click of "Proceed" button, "Suspend Reason" pop-up will be displayed as shown below.

ertificate Request Verific	ation			Go to Request Lis
Requestor Details	Suspe	end Reason		Request Details
Туре	Organization - Bank			Request Date
Name	nandhakumar			06-Dec-2019 (18:08:22) Application (D
Applicant Details				7457126 Submit
Common Name *	nandhakumar	Email ID =	nandhakumar.n@emudhra.com	Signature - Class 2 (Individual)
Mobile / Phone *	+91-7094940185	Organization Name *	nandhakumar	Validity One Year
Organization Unit *	NANDHAKUMAR	Postal / ZIP Code *	560103	Common Name
Country *	India	State / Province *	KARNATAKA	Request Status
Town / City / District *	BANGALORE	PAN *	AXTPN9856D	Certificate Downloaded
Aadhaar Number	Ŧ.	Full Name *	nandhakumar	View Certificate History
Validation Documents				
Telephone Verification				Ouick Task
Telephone Number	+91-7094940185	Supporting Document	🛓 Download 👁 View	
Comments				> Revoke Certificate
Verified				~ Suspend Certificate
Email Verification				Are you sure you want to Suspend
Email Address	nandhakumar.n@emudhra.co	om Supporting Document	La Download @ View	Certificate ?
Comments				Proceed
Verified				

• Enter the appropriate reason and click on "Submit" button.



Dashboard Users 🗸	New Request Manage Certificate	Approval Requests Reassign Applications	Accounts	
tificate Request Verif	ication			🗲 Go to Request
Requestor Details				Request Details
Type Name	Organization - Bank nandhakumar	Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Request Date 06-Dec-2019 (18:08:22) Application ID 7457126
Applicant Details				Product
Common Name *	nandhakumar	Email ID *	nandhakumar.n@emudhra.com	Signature - Class 2 (Individual)
Mobile / Phone *	+91-7094940185	Organization Name *	nandhakumar	One Year
Organization Unit *	NANDHAKUMAR	Postal / ZIP Code *	560103	Common Name
Country *	India	State / Province *	KARNATAKA	Paquat Statur
Town / City / District *	BANGALORE	PAN *	AXTPN9856D	Certificate Downloaded
Aadhaar Number		Full Name *	nandhakumar	View Certificate History
Validation Documents				
Telephone Verification				Suspend Certificate request is initiated - 07.Dec.2019 19:59:58
Telephone Number	+91-7094940185	Supporting Document	★ Download @ View	Status - Pending

• On click of "Submit" button, Suspend Certificate request will be initiated and the request will land in CA portal for further processing.

b. Activate Certificate:

• This option is available only for the Certificates with "Certificate Suspended" status as shown below.

loret =	titute for Development king Technology bioled by Reserve Bash of In	t and Research in Register	stration Authority Porta						
Dashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts			
pproval R	equest(s)								
Filter By Setup	PendingPending	RA Approved RA Rej	ected RA More ~				Search B	Application ID Q	Advance Search Excel
SI. No.	Certificate /	Application ID		Common Name/	Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Cl 7457126	ass 2 (Individual)		nandhakumar One Year		emudhrapone 06-Dec-2019 (18:09:43)	08-Nov-2019 (18:12:40)	Certificate Suspended	(View

• On click of "View" button, Request verification page will be displayed.



Institute for Development and Banking Technology Istablished by Reserve Bank of India	Research in Registr	ration Authority Portal				Welcome, NANDHAKUMAR
Dashboard Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts	
ertificate Request Ver	ification					Go to Request Lis
Requestor Details						Request Details
Type Name	Organi nandh	ization - Bank akumar		Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Request Date 06-Dec-2019 (18:08:22) Application ID 7457126
Applicant Details Common Name * Mobile / Phone * Organization Unit * Country * Town / City / District *	nandh +91-70 NANDi India BANG/	akumar 194940185 HAKUMAR ALORE		Email ID * Organization Name * Postal / ZIP Code * State / Province * PAN *	nandhakumar.n@emudhra.com nandhakumar 560103 KARNATAKA AXTPN9856D	Product Signature - Class 2 (Individual) Validity One Year Common Name nendhekumar Request Status (certificae Supenite
Aadhaar Number Validation Documents				Full Name *	nandhakumar	View Certificate History
Telephone Verification Telephone Number Comments Verified	+91-70	94940185		Supporting Document	📥 Download 👒 View	Quick Task Activate Certificate Resend Download PIN

• On click of "Activate Certificate" tab in quick tasks, "Activate Certificate" tab will get expanded.

ashboard Users Y	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
ificate Request Veri	fication						Go to Request Lis
Requestor Details						Request Details	
pe ame	Organi nandhi	zation - Bank akumar		Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Request Date 06-Dec-2019 (18:08:22) Application ID	
Applicant Details pommon Name * lobile / Phone * rganization Unit * pountry * pown / City / District * adhaar Number	nandhi +91-70 NANDF India BANGA -	skumar 94940185 1AKUMAR NORE		Email ID * Organization Name * Postal / ZIP Code * State / Province * PAN * Full Name *	nandhakumar.n@emudhra.com nandhakumar 560103 KARNATAKA AXTPN98560 nandhakumar	Product Signature - Class 2 (Individual) Validity One Year Common Name nandhakumar Request Status Continue Supported View Cestificate History	
Validation Documents dephone Verification lephone Number mments rified	+91-70	94940185		Supporting Document	& Download ⊕ View	Quick Task Cativate Certificate Are you sure you want to Activate	e Certificate ? Proceed

• On click of "Proceed" button, a pop-up will be displayed along with a textbox to enter the activate reason.

DRBT Gales, Stells, David Trades, Stells, David	Registration Author Winnersein	Activate Reason		×	
Dashboard Use	ers 🐃 New Request — Manage Ce				
Certificate Reques	st Verification				🗲 Go to Request List
Requestor Detail	s				Request Details
Туре	Organization - Bank			Submit	Request Date
Name	nandhakumar	Mobile/Phone	7094940185		06-Dec-2019 (18:08:22) Application ID
Applicant Details	2				7457126

• Enter the reason and click on "Submit" button.

Explore, Enable, Excel

- On click of "Submit" button, Activation Request will be initiated and request will land in CA portal for approval.
- c. Revoke Certificate:
- In approval requests page, choose "Certificate Generated/Certificate Downloaded" status certificate to revoke the certificate.

Dashboar	d Users ~ New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
pproval	Request(s)						
Filter By <mark>Sea</mark>	ap Pending Pending RA Approved RA 8	lejected RA More ~			Search By Application	D Q Advanc	e Search
SI. No.	Certificate / Application ID	Common Na	ne/ Validity	RA Processed	Expiry Date	Status	Action
1	SSL OV (Auto) 5850347	emudhra.com One Year		emudhrapone 07-Dec-2019 (18:22:29)	06-Dec-2020 (18:22:45)	Certificate Generate	d (
2	SSL OV (Auto) 9204276	emudhra.com One Year		emudhrapone 07-Dec-2019 (13:29:41)	06-Dec-2020 (13:30:05)	Certificate Generate	d 👁 View
з	SSL OV (Auto) 828759	emudhra.com One Year		emudhrapone 07-Dec-2019 (12:21:41)	06-Dec-2020 (12:22:14)	Certificate Generate	a (@View)
4	Signature - Class 2 (Individual)	nandhakumar Ope Year		emudhrapone	08-Nov-2019	Certificate Downloa	ded 👁 View

• On click of "View" button, Certificate Details page will be displayed.

ashboard Users ~ N	ew Request Manage Certificate Approv	al Requests Reassign Applications	Accounts		
ificate Request Verific	ation				€ Go to Request List
Requestor Details				Request Details	
ype Iame	Organization - Bank nandhakumar	Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Request Date 06-Dec-2019 (18.08.22) Application ID 747136	_
Applicant Details				Product	
lammon Name * Aoble / Phone * Organization Unit * Gountry * own / City / District * admaar Number	nendhakumar +91-7094940185 NANDHAKUMAR India BANGALORE -	Email ID * Organization Name * Postal / 2IP Code * State / Province * PAN * Full Name *	nandhärumarn@emudhra.com nandhärumar S60103 KäRiktärkä AkTPN90560 nandhärumar	Signature - (Uss 2 (Individual) Validity One Year Common Name nandhakumar Requese Status Performer (Individual) Veer Cartificate Instory	
Validation Documents					
elephone Verification riephone Number omments erified	-91-7094940165	Supporting Document	▲ Download ● View	Quick Task > Revoke Certificate	
				> Suspend Certificate	
mail Verification				> Resend Download PIN	

• On click of "Revoke Certificate" tab in quick tasks, "Revoke Certificate" tab will expand.



Dashboard Users Y N	ew Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts	
tificate Request Verific	ation					🗲 Go to Request L
Requestor Details						Request Details
Type Name	Organiz nandhai	ation - Bank kumar		Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Request Date 07-Dec-2019 (20:04:56) Application ID
Applicant Details				Email ID +		1330323 Product Signature - Class 2 (Individual)
Mobile / Phone *	+91-709	4940185		Organization Name *	emudhra	Validity One Year
Organization Unit * Country *	EMUDH India	RA		Postal / ZIP Code * State / Province *	560103 KARNATAKA	Common Name emudhra Request Status
Town / City / District * Aadhaar Number	BANGAL -	LORE		PAN * Full Name *	AXTPN9856D nandhakumar	Certificate Downloaded
Validation Documents						
Telephone Verification Telephone Number	+91-709	4940185		Supporting Document	🛓 Download 🐵 View	Quick Task
Comments Verified						
F						Proceed

• On click of "Proceed" button, "Revocation Reason" pop-up will be displayed with a list of reasons.

ificate Request Verifi	Select			• Go to Request List
incate Request verm	Selec			
Requestor Details	Unsp	ecified		Request Details
pe	Organization - Bank CACo	mpromise		Request Date
me	nandhakumar Affilia	tionChanged		07-Dec-2019 (20:04:56)
	cessa	seded tionOfOperation		Application ID
	certif	cateHold		Product
mmon Name *	emudhra privile	geWithdrawn		Signature - Class 2 (Individual)
blie / Phone *	+91,7094940185	mpromise Urganization Name *	emudora	Validity One Year
anization Unit *	EMUDHRA	Postal / ZiP Code *	560103	Common Name
untov *	India	State / Province *	KARNATAKA	emudhra
wn / City / District *	BANGALOPE	PáN *	AYTDN08560	Request Status
ibane Number	DANGALORE	Full Name +	ANTENSOSOD	CESTINGUE DOMINIMED
ander wannue:		- Pur Nome A	nanunakumai	View Certificate History
ephone Verification				Ouick Task
ephone Number	+91-7094940185	Supporting Document	📥 Download 🗶 View	
nments				Revoke Certificate
ified				Are you sure you want to revoke Certificate?

• Select the appropriate reason from drop-down list and click on "Submit" button.



		Accounts	Reassign Applications	Approval Requests	Manage Certificate	New Request	Users ~	Dashboard
Go to Request Lis						ification	equest Ver	rtificate Re
	Request Details						Details	Requestor I
	Request Date 07-Dec-2019 (20:04:56) Application ID	nandhakumar.n@emudhra.com 7094940185	Email ID Mobile/Phone		ization - Bank akumar	Organ nandh		Type Name
	1330323 Product						Details	Applicant D
	Signature - Class 2 (Individual)	nandhakumar.n@emudhra.com	Email ID *		hra	emudł	e *	– Common Name
	One Year	emudhra	Organization Name *		94940185	+91-70	*	Mobile / Phone
	Common Name	560103	Postal / ZIP Code *		HRA	EMUD	Init *	Organization Ur
	emuanra Request Status	KARNATAKA	State / Province *			India		Country *
	Certificate Downloaded	AXTPN9856D	PAN *		ALORE	BANG	istrict *	Fown / City / Dis
	View Certificate History	nandhakumar	Full Name *				ber	Aadhaar Numbe
							Documents	Validation [
itiated - 07-Dec-2019	Revoke Certificate request initiat 20:23:53 Status - Pending	🕹 Download 👁 View	Supporting Document		094940185	+91-70	erification mber	Telephone Ve Felephone Num

• On click of "Submit" button, Revoke Request will be initiated and the request will land in CA portal for further processing.

d. Resend Download Pin:

• In approval requests page, choose "Certificate Generated/Certificate Downloaded" status certificate to resend download PIN request.

Dashboar	d Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts			
pproval	Request(s)								
Filter By Set	up Pending Pending F	A Approved RA Rej	ected RA More -			Search By App	dication ID Q	Advance Sear	ch (R Excel
SI. No.	Certificate / App	plication ID	Common Na	ame/ Validity	RA Processed	Expiry Dat	e Statu	IS	Action
1	SSL OV (Auto) 5850347		emudhra.con One Year	n	emudhrapone 07-Dec-2019 (18:22:29)	06-Dec-202 (18:22:45)	0 Certif	kate Generated	@ View
2	SSL OV (Auto) 9204276		emudhra.con One Year	n	emudhrapone 07-Dec-2019 (13:29:41)	06-Dec-202 (13:30:05)	O	icate Generated	(View
3	SSL OV (Auto) 828759		emudhra.con One Year	n	emudhrapone 07-Dec-2019 (12:21:41)	06-Dec-202 (12:22:14)	0 Cerui	icate Generated	(view
4	Signature - Class	2 (Individual)	nandhakuma One Year	r	emudhrapone	08-Nov-201 (18-12-40)	9 Centif	icate Downloaded	@ View

• On click of "View" button, certificate details page will be displayed.



Dashboard Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
tificate Request Veri	fication						Go to Request List
Requestor Details						Request Details	
Type Name	Organiza nandhak	ation - Bank rumar		Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Request Date 06-Dec-2019 (18:08:22) Application ID	_
Applicant Details						7457126 Product	
Common Name * Mobile / Phone * Organization Unit * Country * Town / City / District * Aadhaar Number	nendhekumar -91-7094940185 it * NANDHAKUMAR India trict * DANGALORE r			Email ID * Organization Name * Postal / ZIP Code * State / Province * PAN * Full Name *	nandhakumar.m@emudhra.com nandhakumar 560103 KARNATAKA AXTPN90560 nandhakumar	Signeture - Class 2 (Individual) Validity One Year Common Name nandhakumar Request Status Common Status	
Validation Documents						View Certificate History	
Telephone Verification Telephone Number Comments Verified	-91-7094	4940185		Supporting Document	≜ Download @ View	Quick Task > Revoke Certificate > Surgend Certificate	
Email Verification						> Recent Download PIN	

 On click of "Resend Download PIN" tab in quick tasks, "Resend Download PIN" tab will get expanded.

Requestor Details				Request Details
ype Iame	Organization - Bank nandhakumar	Email ID Mobile/Phone	nandhakumar.n@emudhra.com 7094940185	Pequest Date 07-Dec-2019 (21.28.00) Application ID 8/39410
Applicant Details				Product
ommon Name * Jobile / Phone * Jrganizetion Unit * Jourety * own / City / District * adhear Number Validecion Documents	nandhakumar +91.7094940185 NANDHAKUMAR India BANGALORE +	Emai ID + Organization Name + Postal / 30P Code + State / Por Code + PAN + Pull Name +	manikanta.naoligimail.com nandhasumar 560103 KARNATAKA AXTPN98550 nandhasumar	Signature - Cess 2 (Individuel) Validity One Year Common Name nandrakkumar Request Statud Erende womaaas
elephone Verification elephone Number Sub-RA Comments forments (enfied	+91-7094940185	Supporting Document	▲Cownload se View	Quick Task Revoke Certificate Suspend Certificate Revoke Download PIM
mail Verification mail Address up-RA Comments	manikanta.neo@gmail.com	Supporting Document	A Download @ View	Are you sure you want to Resend Download Pity ?

• On click of "Proceed" button, Download PIN will be sent to registered Email ID and registered mobile number.



View Certificate History

On click of "View Certificate History" available on right side of the page, all the applications of particular subscriber with following status - CA Approved, certificate downloaded, certificate generated, certificate revoked and certificate suspended will be displayed as shown below.

Dashboard Users v New Requ	View Certifi	cate History	/					×		
tificate Request Verification	Application ID	Type/Class	Issue Type	Validity / Request Date	Valid From	Valid To	Application Status	Certificate Status		Go to Request List
Requestor Details	4751349	Signature Class 2	New Request	One Year 06-Dec-2019 (09:46:50)			CA Approved	NA	ails	
Type Orj Name nai	38 10 8440897	Signature Class 2	New Request	One Year 06-Dec-2019 (09:48:28)	06-Dec-2019 (10:15:48)	05-Dec-2020 (10:15:48)	Certificate Downloaded	Active	9:20:08)	
Applicant Details	9796111	Encryption Class 2	New Request	One Year 06-Dec-2019 (10:16:12)	06-Dec-2019 (11:03:09)	05-Dec-2020 (11:03:09)	Certificate Suspended	Inactive		
Common Name * em	u 7346953	SSL -	New Request	One Year 06-Dec-2019 (11:03:34)	06-Dec-2019 (11:08:08)	05-Dec-2020 (11:08:08)	Certificate Suspended	Inactive	s 2 (Individual)	
Organization Unit * EM	5304852	Code Signing -	New Request	One Year 06-Dec-2019 (12:03:04)	06-Dec-2019 (12:21:01)	05-Dec-2020 (12:21:01)	Certificate Suspended	Inactive		
Country * Ind Fown / City / District * BA	ia 1463438	SSL -	New Request	One Year 06-Dec-2019 (12:38:00)	06-Dec-2019 (12:45:19)	05-Dec-2020 (12:45:19)	Certificate Revoked	Inactive		
Aadhaar Number -	8861496	Signature Class 2	New Request	One Year 06-Dec-2019 (16:25:26)	06-Dec-2019 (16:46:08)	05-Dec-2020 (16:46:08)	Certificate Downloaded	Active	uery	
Validation Documents	9367953	Signature Class 2	New Request	One Year 06-Dec-2019 (16:35:09)	06-Dec-2019 (16:48:41)	05-Dec-2020 (16:48:41)	Certificate Revoked	Inactive	ate History	
elephone Verification	7457126	Signature Class 2	New Request	One Year 06-Dec-2019 (18:08:22)	06-Dec-2019 (18:12:40)	08-Nov-2019 (18:12:40)	Certificate Suspended	Inactive	sue History	

7. Reassign Applications

In Reassign Applications page, applications which are already assigned to RA Operators can be reassigned to another RA Operator, if available. On click of "Reassign Applications" in main menu, Reassign Applications page with Operator assigned applications will be displayed as shown below.

Dash	nboard	Users * New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts		
Reass	sign Ap	plication(s)						Advance Search 🔀 Exce
10 S	SI. No.	Certificate / Application ID		Common	Name/ Validity	Assigned By	Assigned To	Action
u 1	1	Code Signing EV 2765816		emudhra One Year		emudhrapone 07-Dec-2019 (14:01:34)	emudhrauone 07-Dec-2019 (14:01:34)	(• Vev
a 2	2	Code Signing EV 622910		emudhra One Year		emudhrapone 07-Dec-2019 (14:02:01)	emudhrauone 07-Dec-2019 (14:02:01)	(# View)
10 Z	3	Code Signing EV 1625158		emudhra One Year		emudhrapone 07-Dec-2019 (14:02:02)	emudhrauone 07-Dec-2019 (14-02:02)	(• Vew
n 4		Encryption - Class 2 (Individual)	l.	emudhra		emudhrapone	emudhrauone	(wVew)

Reassign Application(s):



On selecting the application (using checkbox), "Reallocate to Operator(s)" popup will be displayed at the top right corner of the page as shown below.

Da	ashboard	Users ~	New Request	Manage Certificate	Approval Requests	Reassign Applications	Accounts			
Rea	assign Ap	plication	(s)							Advance Search 🖹 Exce
	SI. No.	Certificate	/ Application ID		Common	Name/ Validity		Assigned By	Assigned To	Action
×	1	Code Signin 2765816	g EV		emudhra One Year			emudhrapone 07-Dec-2019 (14:01:34)	emudhrauone 07-Dec-2019 (14:01:34)	Reallocate To Operator
	2	Code Signin 622910	g EV		emudhra One Year			emudhrapone 07-Dec-2019 (14:02:01)	emudhrauone 07-Dec-2019 (14:02:01)	@ View
	3	Code Signin 1625158	g EV		emudhra One Year			emudhrapone 07-Dec-2019 (14:02:02)	emudhrauone 07-Dec-2019 (14:02:02)	• View
	4	Encryption 4544676	Class 2 (Individual)		emudhra One Year			emudhrapone 07-Dec-2019 (14:02:02)	emudhrauone 07-Dec-2019 (14:02:02)	(View

Select the Operator from the drop-down list and click on "Reassign to Operator(s)" button. On click of "Reassign to Operator(s)" button, the application will be assigned to the selected Operator.

assign Application(s) SL No. Certificate / Application ID 1 Code Signing EV 2765616 2 Code Signing EV 25310 3 Code Signing EV 1623158 4 Code Signing EV 1623158 5 Code Signing EV 1623158 4 Code Signing EV 1623158	Common Name/ Validity emudhra One Year emudhra emudhra emudhra one Year emudhra one Year	Assigned By enudhrapone 07.0e-2019 (14.01.34) enudhrapone 07.0e-2019 (14.02.01) enudhrapone 07.0e-2019 (14.02.02) enudhrapone 07.0e-2019 (14.02.02) enudhrapone 07.0e-2019 (14.02.02)	Advance Search Select emudhrauone Or-Dee-2019 (14.02.01) emudhrauone Yashwanth emudhrauone Yashwanth emudhrauone Yashwanth
SI. No. Certificate / Application ID 1 Code Signing EV 2765816 2 Code Signing EV 622910 3 Code Signing EV 1625158 4 Encryption - Class 2 (Individual) 4544676 Total Count : 4 / 4	Common Name/ Validity emudira One Year emudira One Year One Year emudira One Year One Year One Year	Assigned By emuthrappine 07.Dec 2019 (14.01.34) emuthrappine 07.Dec 2019 (14.02.01) emuthrappine 07.Dec 2019 (14.02.02) emuthrappine 07.Dec 2019 (14.02.02) emuthrappine 07.Dec 2019 (14.02.02)	Reallocate To Operator(s) Select emudhrauone 07-Dec2019 (14:01:34) emudhrauone 07-Dec2019 (14:02:01) emudhrauone 07-Dec2019 (14:02:01) emudhrauone 07-Dec2019 (14:02:02) emudhrauone Yatwanth emudhrauone Yatwanth
1 Code Signing EV 2765816 2 Code Signing EV 622910 3 Code Signing EV 1625158 4 Encryption - Class 2 (Individual) 4544676 Total Count : 4 / 4	emudira One Year One Year emudira One Year One Year One Year	emuthrepone 07-Dec:2019 (14:01:34) emuthrepone 07-Dec:2019 (14:02:01) emuthrepone 07-Dec:2019 (14:02:02) emuthrepone 07-Dec:2019 (14:02:02)	emudhrauone 07-Dec2019 (14:01:34) emudhrauone 07-Dec2019 (14:02:01) emudhrauone 07-Dec2019 (14:02:02) emudhrauone Yashwanth emudhrauone Yashwanth
2 Code Signing EV 6322310 3 Code Signing EV 1623158 4 Encryption - Class 2 (Individual) 446476 Total Count : 4 / 4	emudhra One Year emudhra One Year One Year	emuthrepone 07-De-2019 (14:02:01) emuthrepone 07-De-2019 (14:02:02) emuthrepone 07-De-2019 (14:02:02)	errudhreuone 07-Dec2019 (14:02:01) errudhreuone 07-Dec2019 (14:02:02) Yashwanth errudhreuone mudhreuone mudhreuone (************************************
3 Code Signing EV 1625158 4 Encryption - Class 2 (Individual) 4544676 Total Count : 4 / 4	emudhia One Year emudhia One Year	emudhrapone 07-Dec-2019 (14:02:02) emudhrapone 07-Dec-2019 (14:02:02)	emudhrauone 07-Dec-2019 (14:02:02) emudhrauone Yashwanth og Dec-2019 (14:00:00) gates 2019 (14:00:00) gates 20
4 Encryption - Class 2 (Individual) 4544676 Total Count : 4 / 4	emudhra One Year	emudhrapone 07-Dec-2019 (14:02:02)	emudhrauone
Total Count : 4 / 4			07/0602019 (14:02:02)
û eMudhra Limited. All rights reserved.			Powerd by @

On click of "View" button in Actions column, the application details and Request status will be displayed.



Dashboard Users M	lew Request Manage Certificate Approval I	Requests Reassign Applications	Accounts	
tificate Request Verifi	cation			🗲 Go to Reques
Requestor Details				Request Details
Type	Individual	Email ID	nandhakumar.n@emudhra.com	Reviser Date
Name	nandhakumar	Mobile/Phone	7094940185	06-Dec-2019 (19:25:31)
				Application ID 622910
Certificate Details				Product
Domain Name	3	Organization Name *	nandhakumar	Code Signing EV Validity
Organization Unit *	nandhakumar	Country *	India	One Year
State / Province *	KARNATAKA	Town / City / District *	BANGALORE	Common Name emudhra
Mobile / Phone *	-91-7094940105	Email ID *	nandhakumar.n@emudhra.com	Request Status
Additional Information				Constant Feature
Postal / ZIP Code *	560103	PAN *	AXTFN9856D	View Certificate History
ladhaar Number				
Additional EV Details				
Organization Type	Noo-Commercial Entity	Registration No	5466546546	
Reg. Jurisdiction Type	State			
<u></u>				
Contract Signer (Authorized Perso	n who can sign subscriber agreement)			
same	nandhakumar			
omail ID	nandhakumar n@emudhra.com	Designation	test	
nuone/Prione	+91/7094940185			
Certificate Approver (Authorized)	serson of Applicant Organization who can authorize this req	uest)		
Name	nandhakumar			
Emeil ID	nandhakumar,n@emudhra.com	Designation	test	
Mobile/Phone	+91-7094940185			
CSR				
CSP.				
uan			(View CSR D	Details)
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On assigning application to RA Operator, the Request will land in Approval Request page of respective RA Operator. Once Operator process the Request, application will land in RA Admin Portal for approval. After processing Request by RA Admin, the application will land in CA Portal for CA approval.

8. Accounts

• While creating RA Office in IDRBTRA Admin Portal if the RA type is selected as "IDRBT RA" or "Co-Operative RA" then "Accounts" section will be disabled for respective organization's RA Admin/Operator in RA portal as shown below.

oday's Statistics							
Certificate(s) Issued	Pre-Production C	ertificate(s) issued	Certificate(s) Revoked	Certificate(s) Suspended	Certificate(s) Activated		
0	0		0	0	0		
vocess Request			Total Subscriber(s)				
		New Request(s) 7 Centificate Renewal Request(s) 0	Incomplete Certificate R With Subscriber Pending Approval CA With RA Operator(s)	equest(s) 16 2 3			
ertificate Issuance Statistic				Prom 07.13.3019			
Total Certificate(s) Issued		О ч					
Total Active Certificate(s)		0 .					
Certificate(s) Going To Be Exp	red (in next 30 days)	0 1	a.				
Certificate(s) Expired		0 1					
Certificate(s) Revoked		0 5	i				
Certificate(s) Suspended		0 2					
Certificate Request(s) Rejected	1	0 2					
Certificate(s) Pending		0 •	*				

• While creating RA Office in IDRBTRA Admin Portal if the RA type is selected as "Normal RA" then "Accounts" section will be enabled for respective organization's RA Admin/Operator in RA portal as shown below.



Dashboard Users	 New Request 	Manage Certificate	Approval Requests	Reassign	Applications	Accounts					
Today's Statistics											
Certificate(s) issue	d Pre-Produ	ction Certificate(s) In	isued	Certifica	te(s) Revolu	d Certifi	cate(s)		Certific	ate(s) A	ctivated
6	6			2		2	-		0		
Process Request				Total	Subscriber	s)					
tenda kapat		New Require 2 Certificate Request(s) 0	ist(s) Renewal	Incor Web 5 Pendi Web 6	nplete Certi obscriber ng Approval C O. Operatorijs	ficate Requ	est(s)				
Certificate Issuance S	Ratistics				P	om 07-12-20	19.	To To	97-12-2019		a (4)
Total Certificate(s) iso	ued		0 .	100							
Total Active Certificati	69		0 5	-							
Certificatets) Going To	Be Expired (In next 3	0 daysi	0 •	14							
Certificate(s) Expired			0 1	42							
Certificate(s) Revoked			0 4	42							
Certificatetia Suspend	ed		0 3	44							
Certificate Request(s)	Rejected		• •	4.8							
Certificate(s) Pending			0 .		A). A2	AJ.	AL	At	140	.47	At

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