

IDRBT CA-Subscriber Portal User Manual

Version 1.0



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Introduction

Subscriber has the privilege to login to their account and manage all their Certificates (or Setup Certificates), Download Certificates and Edit their Profile details.

1. Login

Subscriber Accounts are created by RA Admin or RA Operators during new certificate request generation process. Upon successful creation of account, a mail containing instruction to generate password for first time login will be sent to subscriber.

To login to Subscriber portal, open any browser like Chrome/Firefox/IE etc. and enter the respective IDRBT CA Subscriber Portal URL <u>https://10.0.67.57/idrbtsub</u> in address bar of the browser.

The following page will get displayed:

Epitera Folds, food
IDRBT CA Subscriber Account
Login ID or Customer ID I Forgot
Password I Forgot
Captcha
SIGN IN

Enter "Login ID or Subscriber ID", "Password", "Captcha" and click on "SIGN IN" button. If the entered credentials are valid, Subscriber will be navigated to the Manage Certificate page.

2. Manage Certificate

Manage Certificate page contains the details of certificate applied, certificate ready for download and setup certificate (or fill application) of the subscriber.



 To fulfill certificate request generated by RA, the Subscriber needs to fill the application form (or Setup Certificate) and submit the same for RA Approval. This can be done by selecting the respective certificate request with status "Pending".

Filter By Activ	e Pending Expires In-Prog	ress Rejected Revoked Suspen	ded Sea	rch By Applicati	on ID Q	Advance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	6179429 27-Nov-2019 (17:29:22)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	La Download
2	4288577 27-Nov-2019 (15:16:14)	nandha.com One Year	SSL OV (Auto)	In-Progress	-	@ View
3	6765440 27-Nov-2019 (14:29:14)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	@ View
4	7041360 27-Nov-2019 (13:12:31)	emudhra One Year	Encryption - Class 2 (Individual)	Pending	-	🗲 Setup
5	2665590 27-Nov-2019 (13:04:12)	nandhakumar One Year	Signature - Class 2 (Individual)	Active	-	View
6	1104419 27-Nov-2019 (12:20:04)	nandhakumar One Year	Document Signer - Class 2 (Org)	In-Progress	-	@ View
7	2124125 27-Nov-2019 (12:08:10)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	View
8	7319896 27-Nov-2019 (11:49:19)	emudhra.com One Year	SSL OV (Manual)	In-Progress	-	@ View
9	6276333 27-Nov-2019 (10:54:32)	nandhakumar One Year	Signature - Class 2 (Individual)	In-Progress	-	@ View
10	1289447 27-Nov-2019 (10:31:57)	emudhra One Year	Encryption - Class 2 (Individual)	Revoked		• View

• On click of "Setup" button, Subscriber will be navigated to Setup Certificate page where the details of the certificate will be displayed along with the provision to complete the Setup process.

1. Requestor Details Pending	Request Details
2. Applicant Details Pending	Request Date
	Application ID
	-
	Validity One Year
	Common Name
	Request Status
Save Submit For Verification	



- Request details like, Request Date, Application ID, Validity, Common Name and Request Status will be displayed at the right corner of the page.
- To Setup Certificate, the Subscriber needs to select and fill the respective details in the tabs available in the main page. On click of each tab, the same will expand to provide provision to enter details. Upon filling the details, "Proceed" button has to be clicked to make the status "Completed".

up Certificate - S	Signature - Class 2 (Indivi	uuai)			Share Lir
1. Requestor D	Details		Completed	Request Details	
2. Applicant De	etails		Completed	Request Date	
3. Validation D	ocuments		Pending	Application ID	
elenhone Verificat	ion 0 *		Verification Pending	9070096	
ciephone vermeae				One Year	
Felephone No.	+91-7013371901	Supporting Document	Choose File No file chosen	Common Name Yashwanth	
Mobile OTP	OR	Verify OTP Resend		Request Status Setup Pending	
mail Verification (* 2		Verification Pending		
Email ID	yashwnth.tm@emudhra.c	om Supporting Document	Choose File No file chosen		
Email OTP	OR	Verify OTP Resend OTP			
Email Link		Resend Mail			
Physical Verification	n 0 *		Verification Pending		
Name	yash	Supporting Document	Choose File No file chosen		
/ideo Verification	Record V	ideo			
			Fill Later Proceed		

- Fields which are marked with asterisk (*) are mandatory.
- Complete the verification process as mentioned in "Validation Documents" tab. The verification process will vary based on the Certificate Type which are predefined.
- Subscriber can edit the details at any point of time before Submitting for verification. Once the application is submitted by Subscriber, it can't be altered.
- The following are the different set 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 is 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 needs to forward to mentioned number in the message to complete the verification process.
	Upload Document	Upload PDF document.

• On successful filling/completion of all verifications based on the certificate type, all tab status will change to "Completed" status and "Submit For Verification" button will get enabled.



Institute for Development and Research in Banking Technology Expline, Exalt Exceeduate by Freuwe bank of Indee		Му Ассо
Manage Certificates		
Setup Certificate - Signature - Class 2 (Individua)	🔶 Go to Request
+ 1. Requestor Details		Completed Request Details
 2. Applicant Details 3. Validation Documents 		Completed Request Date 07-Dec-2019 (18:39:54) Validity 0ne Year Common Name emudhra Common Name emudhra Request Status sexup Pending Sexup Pending
Remarks : test	Save Submit For Verification	

 On click of "Submit For Verification" button, the respective certificate request will be submitted for Approval process and also an email will be sent to the Subscriber stating the same.

Lesson International Control C	My Account ~
Manage Certificate Accounts Setue Certificate Document Simper Class 2 (Orm)	A Case Descert Litr.
I. Requestor Details	completed Request Details
• 2. Applicant Details • 3. Validation Documents	Completed Request Date Completed 20-Dec-2019 (16:45:14) Application 4931652 Validity One Year Common Name yashwanth Request Status iohrapma
	Download Application Form ▲ View Application Form ●

- After Successful processing of certificate request by RA and CA, an email containing the link to download certificate with "Application ID" and "Download PIN" will be sent to subscriber's registered email ID.
- The Subscriber can download the certification either by clicking the link provided in the email or by logging into the Subscriber portal and by clicking on "Download" button available in Manage Certificate page.



Filter By Active Pending Expires In-Progress Rejected Revoked Suspended			ed Searc	Search By Application ID Q Advance Search			
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action	
1	6765440 27-Nov-2019 (14:29:14)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	(View	
2	2665590 27-Nov-2019 (13:04:12)	nandhakumar One Year	Signature - Class 2 (Individual)	Active	-	View	
3	2124125 27-Nov-2019 (12:08:10)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	(View	
4	510849 27-Nov-2019 (10:01:01)	nan.com One Year	SSL OV (Auto) Download Certificate	Active	-	(View	
5	3522058 27-Nov-2019 (10:01:01)	emudhra One Year	Code Signing EV Download Certificate	Active	-	View	
6	4606713 27-Nov-2019 (10:00:34)	emudhra One Year	Encryption - Class 2 (Individual) Download Certificate	Active	-	(View	
7	3299577 26-Nov-2019 (18:50:51)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	-	• View	
8	8779347 26-Nov-2019 (18:22:38)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	-	(View	
9	351541 26-Nov-2019 (18:22:20)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	-	• View	
10	9080258 26-Nov-2019 (18:10:37)	nandhakumar One Year	Signature - Class 2 (Individual)	Active	-	View	

• On click of "Download" button, will take to download certificate login page where the subscriber needs to enter the certificate request number/Application Number and Download PIN.

Important Notice	Download Certificate 📥
Compatibility:	Application Number
 Before you proceed to download, please insert the USB token in which you want to download the certificate. 	
✓ Install the token drivers by clicking: Click Here (if drives not installed in your computer)	Download PIN
 Now proceed to enter the digital certificate application number and challenge code sent by us to your mobile number registered with us. (please see right side of this page) 	
Important Note:	Proceed
For Digital Signature certificates:	Resend Download PIN
Class 2 and Class 3 Digital Signature Certificates download is allowed in USB Crypto Token only	
Do not close the browser or remove the token till the certificate is downloaded	
For Document Signer certificates:	
Please do not insert any USB Crypto Token in the computer during download	
After download, the certificate will be available in the browser as per the path: Tools >	
Internet Options > Content > Certificates > Personal	Activate Windows

• On click of "Proceed" button in download certificate page, the entered credentials will be validated and redirected to certificate details page.



Download Certificate

Certificate Details				
Application ID		51956		
User Type		Organization		
Certificate Class		Document Signer - Class 2		
Certificate Validity		One Year		
Common Name[CN] (Name as in the application form)	ANANTH c13d16d75ab0aaaf808b9b5f2be469d38dc7ae0a26cb4362cb62afde9105e8c0 [CARIAPPA.KC@EMUDHRA.COM] TESTECH SALES		
Email ID [E]				
Organisation Name [O] ("Personal" if not specified in a	application form)			
Organisational Unit [OU] ("Personal" if not specified ir	application form)			
Postal Code		560103		
Locality		KODAGU		
State [S]		KARNATAKA		
Country [C] Hash value of your PAN [PAN Value]		India		
		c4623e88a7caec1889d961104c556c49499b57ef5e792b1e364b496074559596 [BNGPC9717E]		
Hash value of your Telephone Number[Mobile No]		abb5502c6ad07a7f1bb0fa48e6cb75e0d7e9de51a052b39f340aa274c9a99ce9 [8660939933]		
Type of Token		● Soft Token		
 I hereby agree to the Terms and Conditions perta I confirm that I have read the Subscriber Agreen secured crypto token is my responsibility. I unde same. I am also aware that the most secured way application form, or parting off my credentials an 	ining to emRA Certifica ent & the CPS and ag orstand the risks assoc to store private keys i d or private key to a th	ate Download. ree to abide by the same. I also understand that storing the private keys safely and in a iated for not preserving the private keys of my digital signature and password/s for the s a crypto token. I understand that in the event of me providing wrong information in the ird person, eMudhra's liability is restricted as per the Subscriber Agreement.		
onfirm Certificate Password	Note: Kindly remen	nber the password for future use.		
indly confirm that all the above details are correct	O Yes O No			
	AGREE & DOWNL	OAD REJECT Back		

- Here the Subscriber can verify the DN details and download the certificate selecting respective CSP (Crypto Token).
- If any DN details are incorrect, the Subscriber can reject the request by clicking the "Reject" button.
- On successful download of certificate, the following options will get enabled for the specific certificate under "Quick Tasks".
 - Reissue Certificate
 - Revoke Certificate
 - Suspend/Activate Certificate
 - Renew Certificate
 - Resend Download PIN



- History (Transaction History)
- Re-Key
- Renew

Quick Tasks:

a. <u>Revoke Certificate:</u>

• In Manage Certificate page, choose the respective certificate and click on "View" button.

Manage	Certificates					
Filter By 🚺	Active Pending Expires In-Prog	ress Rejected Revoked Suspen	ded Sea	rch By Application	on ID Q	Advance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	6179429 27-Nov-2019 (17:29:22)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	Lownload
2	4288577 27-Nov-2019 (15:16:14)	nandha.com One Year	SSL OV (Auto)	In-Progress	-	View
3	6765440	emudhra One Vear	Signature - Class 2 (Individual)	Active	-	(View

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

Institute for Developmen Banking Tochsology Established by Reserve Task of Is	nt and Research in Subscriber			My Account $^{\sim}$
Manage Certificates				
ertificate - Signature -	- Class 2 (Individual)			🔶 Go to Request List
Certificate Details Application ID Request Date Certificate Validity Expires In	8861496 06-Dec-2019 (16:25:26) Signature - Class 2 (Individual) One Year 364 Deys	Common Name Signature Algorithm Valid From Valid To Issuer	emudhra SHA256withRSA 06-Dec-2019 (16:46:08) 05-Dec-2020 (16:46:08) CN=eMudhraCA2019	Quick Task > Revoke Certificate > Suspend Certificate > Relissue Certificate > Resend Download PIN > History
eMudhra Limited. All rights n	reserved.			Powered by emudhra

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



ertificate - Signa	ture - Class 2 (Individual)			🗲 Go to Order List
Certificate De	etails			Quick Task
Application ID	6765440	Common Name	emudhra	
Order Date	27-Nov-2019 (14:29:14)	Signature Algorithm	SHA256withRSA	~ Revoke Certificate
Product	Signature - Class 2 (Individual)	Valid From	27-Nov-2019 (14:45:48)	Are you sure you want to
Validity	One Year	Valid To	26-Nov-2020 (14:45:48)	Revoke Certificate?
Expires In	365 Days	Issuer	CN=eMudhraCA2019	Proceed
				> Suspend Certificate
				> Reissue Certificate
				> Resend Download PIN
				> History

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

Certificate - Si	Select	▼ Go to Order List
	Select	
Certificate	Unspecified KeyCompromise	
Application ID	CACompromise AffiliationChanged	
Order Date	Superseded cessationOfOperation	te
Product	certificateHold	u want to
Validity	removeFromCRL privilegeWithdrawn	ite?
Expires In	ACompromise	CIV-EWIGGIIIGCA2019

- Select the appropriate reason from drop-down list and click on "Submit" button.
- On click of "Submit" button, Revoke Request will be initiated and the request will land in RA portal for further processing.



Certificate D	etails			
Application ID Order Date Product Validity Expires In	6765440 27-Nov-2019 (14:29:14) Signature - Class 2 (Individual) One Year 365 Days	Common Name Signature Algorithm Valid From Valid To Issuer	emudhra SHA256withRSA 27-Nov-2019 (14:45:48) 26-Nov-2020 (14:45:48) CN=eMudhraCA2019	Quick Task > Revoke Certificate > Suspend Certificate > Reissue Certificate > Resend Download PIN > History
Revoke Certificat Status - Pending	e request initiated - 27-Nov-2019 18:1	0:53		Download Application Form 🛓

- On click of "Download Application Form" button available on right bottom of the page, Revoke Request Form Application form can be downloaded.
- On click of "View Application Form" button available on right bottom of the page, Revoke Request Form Application form can be viewed.

b. Suspend Certificate:

In Manage Certificate page, choose the respective certificate and click on "View" button.

Vanage	Certificates					
Filter By 🚺	Active Pending Expires In-Prog	ress Rejected Revoked Suspen	ded Sea	rch By Applicatio	on ID Q	Advance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	6179429 27-Nov-2019 (17:29:22)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	La Download
2	4288577 27-Nov-2019 (15:16:14)	nandha.com One Year	SSL OV (Auto)	In-Progress	-	• View
3	6765440	emudhra One Vear	Signature - Class 2 (Individual)	Active	-	(View

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



rtificate - Signature	- Class 2 (Individual)			e Goto Request List
Certificate Detail ppication ID rquet Data enflates enflates prints in	5 8861498 06:Dec-2019 (16:25:28) Signarue - Cless 2 (Individue) One Tear 364 Days	Conmon Name Signature Algorithm Valid To Valid To Valid To	emuchna SHA256xish85A 06-Dec 2020 (16+8608) 05-Dec 2020 (16+8608) CN+eMuchnaCA2019	Quick Task Revole Certificate Suspend Certificate Researd Download PNe Hetsory

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

Certificate - Signa	ature - Class 2 (Individual)			Go to Order List
Certificate D	etails			Ouick Task
Application ID	2665590	Common Name	nandhakumar	> Povoko Cortificato
Order Date	27-Nov-2019 (13:04:12)	Signature Algorithm	SHA256withRSA	7 Revoke Certificate
Product	Signature - Class 2 (Individual)	Valid From	27-Nov-2019 (14:41:13)	~ Suspend Certificate
Validity	One Year	Valid To	26-Dec-2019 (14:41:13)	Are you sure you want to
Expires In	29 Days	Issuer	CN=eMudhraCA2019	Suspend Certificate ? Proceed
				> Renew Certificate
				> Reissue Certificate
				> Resend Download PIN
				> History

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



S Manage Certif	uspend Reason			×
Certificate - Si				Go to Order List
Certificate				
Application ID				Submit
Order Date	27-Nov-2019 (13:04:12)	Signature Algorithm	SHA256withRSA	> Revoke Certificate
Product	Signature - Class 2 (Individual)	Valid From	27-Nov-2019 (14:41:13)	~ Suspend Certificate
Validity	One Year	Valid To	26-Dec-2019 (14:41:13)	Are you sure you want to
Expires In	29 Days	Issuer	CN=eMudhraCA2019	Suspend Certificate ?
				Proceed
				> Renew Certificate
				> Reissue Certificate
				> Resend Download PIN
				> History

- Enter the reason and click on "Submit" button.
- On click of "Submit" button, Suspend Request will be initiated and the request will land in RA portal for further processing.

Certificate D	etails			Quick Task	
Application ID	2665590	Common Name	nandhakumar	> Povoko Cortificato	
Order Date	27-Nov-2019 (13:04:12)	Signature Algorithm	SHA256withRSA	A Revoke Certificate	
Product	Signature - Class 2 (Individual)	Valid From	27-Nov-2019 (14:41:13)	> Suspend Certificate	
Validity	One Year	Valid To	26-Dec-2019 (14:41:13)	> Renew Certificate	
Expires In	29 Days	Issuer	CN=eMudhraCA2019	> Reissue Certificate	
				> Resend Download PIN	
Suspend Certifica	ate request is initiated - 27-Nov-2019 1	8:12:48		> History	

- On click of "Download Application Form" button available on right bottom of the page, Suspend Request Application form can be downloaded.
- On click of "View Application Form" button available on right bottom of the page, Suspend Request Form Application form can be viewed.

c. Activation :

This option is available only for the Certificates with "Suspended" status.

• Click on "View" button in Actions column as shown below.



DRB/	Banking Technology Subscr	iber				My Account
Manage	e Certificates					
anage	e Certificates					
Filter By	Active Pending Expired In-Progress R	Rejected Revoked Suspended			Search By Application ID	Q Advance Search
5I.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	2040436 07-Dec-2019 (20:04:56)	emudhra One Year	Signature - Class 2 (Individual)	Suspended	06-Dec-2020 (20:10:23)	(View
	7110922 07-Dec-2019 (17:20:46)	emudhra One Year	Signature - Class 2 (Individual)	Suspended	06-Dec-2020 (18:04:54)	(View
	7347901 07-Dec-2019 (13:04:43)	emudhra One Year	Signature - Class 2 (Individual)	Suspended	06-Dec-2020 (13:36:59)	(View
	5304852 06-Dec-2019 (12:03:04)	emudhra One Year	Code Signing EV Download Certificate	Suspended	05-Dec-2020 (12:21:01)	(View
i	7346953 06-Dec-2019 (11:03:34)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Suspended	05-Dec-2020 (11:08:08)	(View
	9796111 06-Dec-2019 (10:16:12)	emudhra One Year	Encryption - Class 2 (Individual) Download Certificate	Suspended	05-Dec-2020 (11:03:09)	(View

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

Institute for Developm Banking Technology Explore, Easter	In Subscriber			My Account $^{\vee}$
Manage Certificates				
Certificate - Signature	- Class 2 (Individual)			🔶 Go to Request List
Certificate Detail	S			Quick Task
Application ID	2040436	Common Name	emudhra	Quick Task
Request Date	07-Dec-2019 (20:04:56)	Signature Algorithm	SHA256withRSA	> Activation
Product	Signature - Class 2 (Individual)	Valid From	07-Dec-2019 (20:10:23)	> Resend Download PIN
Validity	One Year	Valid To	06-Dec-2020 (20:10:23)	> History
Expires In	365 Days	Issuer	CN=eMudhraCA2019	

• On click of "Activation" tab in quick tasks, "Remove Suspension" tab will get expanded.

Institute for Develop Banking Technology Established by Reserve Res	ment and Research in Subscriber			My Account
Manage Certificates				
ertificate - Signature	e - Class 2 (Individual)			🔹 Go to Request List
Certificate Detai	ls			Quick Tech
Application ID	2040436	Common Name	emudhra	QUICK TASK
Request Date	07-Dec-2019 (20:04:56)	Signature Algorithm	SHA256withRSA	~ Activation
roduct	Signature - Class 2 (Individual)	Valid From	07-Dec-2019 (20:10:23)	Are you sure you want to Activate ?
/alidity	One Year	Valid To	06-Dec-2020 (20:10:23)	Proceed
	265 Dave	Issuer	CN=eMudbraCA2019	

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



Lepine, Erable, Eastel distabilished by Wasserve Ress	Activation Reason			×
ertificate - Signature	e - Class 2 (Individual)			🗧 Go to Request List
Certificate Detai	ls			
Application ID	2040436	commonitorite	FURSINE.	dick lask
Request Date	07-Dec-2019 (20:04:56)	Signature Algorithm	SHA256withRSA	~ Activation
Product	Signature - Class 2 (Individual)	Valid From	07-Dec-2019 (20:10:23)	Are you sure you want to Activate ?
Validity	One Year	Valid To	06-Dec-2020 (20:10:23)	Proceed
	acc p		China Mariana Ca 2010	

- Enter the reason and click on "Submit" button.
- On click of "Submit" button, Activation Request will be initiated and Request will land in CA portal for approval.

d. <u>Reissue Certificate:</u>

- This option is available only for the Certificates with "Active" status.
- Click on "View" button in Actions column as shown below.

Manage	Certificates					
Filter By	Active Pending Expires In-Progr	ress Rejected Revoked Suspende	ed Search By	Application IE	Adv	ance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	3522058 27-Nov-2019 (10:01:01)	emudhra One Year	Code Signing EV Download Certificate	Active	26-Nov-2020 (10:09:49)	• View
2	510849 27-Nov-2019 (10:01:01)	nan.com One Year	SSL OV (Auto) Download Certificate	Active	26-Nov-2020 (10:09:04)	View
3	4606713 27-Nov-2019 (10:00:34)	emudhra One Year	Encryption - Class 2 (Individual) Download Certificate	Active	26-Nov-2020 (10:10:44)	View
4	3299577 26-Nov-2019 (18:50:51)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	25-Nov-2020 (18:55:29)	View

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



Manage Certificate Certificate - Signature - Class 2 (Individual) Certificate Details Application I/D 8851496 common Name emudhra Application I/D 8851496 common Name emudhra Certificate Details Application I/D 8851496 Common Name emudhra Application I/D Signature - Class 2 (Individual) Signature - Class 2 (Individual) Valid Form O6-Dec-2019 (16:45:26) Signature - Class 2 (Individual) Valid To O5-Dec-2020 (16:46:08) > Signature - Class 2 (Individual) Valid To O5-Dec-2020 (16:46:08) > Signature - Class 2 (Individual) Valid To O Download PIN > Signature - Class 2 (Individual PIN > History History Valid Ty One Year Valid To O5-Dec-2020 (16:46:08) > Resend Download PIN > History > History > History > History > History > History Name Name Name Name Name Name </th <th>Institute for Developme Banking Technology Exatinities (b) Reserve Tech of</th> <th>ent and Research in Subscriber</th> <th></th> <th></th> <th>My Account $^{\sim}$</th>	Institute for Developme Banking Technology Exatinities (b) Reserve Tech of	ent and Research in Subscriber			My Account $^{\sim}$
Control Name emudhra Application ID 8861496 Common Name emudhra Request Date 06-Dec-2019 (16:25:26) Signature Algorithm SH4256withRSA Certificate Signature - Class 2 (Individual) Valid From 06-Dec-2019 (16:46:08) Validity One Year Valid To 05-Dec-2020 (16:46:08) Expires In 364 Days Issuer CN=MudhraCA2019	Manage Certificates	- Class 2 (Individual)			Go to Benuest List
Application ID 8861496 Common Name emudhra Request Date 06-Dec-2019 (16:25:26) Signature Algorithm SH4256withRSA >Revoke Certificate Signature - Class 2 (Individual) Valid From 06-Dec-2019 (16:46:08) >Suspend Certificate Validity One Year Valid To 05-Dec-2020 (16:46:08) >Reissue Certificate Expires In 364 Days Issuer CN=eMudhraCA2019 >Resend Download PIN History History History	Certificate Details	s			Quick Tack
	Application ID Request Date Certificate Validity Expires In	8861496 06-Dec-2019 (16:25:26) Signature - Class 2 (Individual) One Year 364 Days	Common Name Signature Algorithm Valid From Valid To Issuer	emudhra SHA256withRSA 06-Dec-2019 (16:46:08) 05-Dec-2020 (16:46:08) CN=eMudhraCA2019	Revoke Certificate Suspend Certificate Reissue Certificate Resend Download PIN History

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

Application ID	4606713	Common Name	emudhra	
Order Date	27-Nov-2019 (10:00:34)	Signature Algorithm	SHA256withRSA	> Revoke Certificate
Product	Encryption - Class 2 (Individual)	Valid From	27-Nov-2019 (10:10:44)	> Suspend Certificate
/alidity	One Year	Valid To	26-Nov-2020 (10:10:44)	~ Reissue Certificate
Expires In	365 Days	lssuer	CN=eMudhraCA2019	Are you sure you want to Reissue certificate ?
				Proceed

• On click of "Proceed" button, new Application ID will be generated and application will land in RA portal for approval.

+	1. Requestor Details	Completed	Order Details
+	· 2. Applicant Details	Completed	Order Date
+	3. Validation Documents	Completed	Application ID 7041360
			Validity One Year
			Common Name emudhra
			Order Status In-Progress
			Download Application Form 🛓
			View Application Form @

e. <u>Resend Download Pin:</u>



- This option is available only for the Downloaded Certificates with "Active" status.
- Click on "View" button in Actions column as shown below.

Manage Ce	ertificates					
Manage <mark>C</mark>	ertificates					
Filter By Ac	tive Pending Expires In-Progr	ress Rejected Revoked Suspende	ed Search	By Applicatio	n ID Q Adv	ance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	3522058 27-Nov-2019 (10:01:01)	emudhra One Year	Code Signing EV Download Certificate	Active	26-Nov-2020 (10:09:49)	• View
2	510849 27-Nov-2019 (10:01:01)	nan.com One Year	SSL OV (Auto) Download Certificate	Active	26-Nov-2020 (10:09:04)	View
3	4606713 27-Nov-2019 (10:00:34)	emudhra One Year	Encryption - Class 2 (Individual) Download Certificate	Active	26-Nov-2020 (10:10:44)	• View
4	3299577 26-Nov-2019 (18:50:51)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	25-Nov-2020 (18:55:29)	View

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

Certificate Details Common Name emuchina Quick Task application (0 8801496 Common Name emuchina > Revoke Certificate application (0 06 Dev-2019 (16:25:26) Signature Algorithm Six3256wcr463A > Revoke Certificate antificance Signature - Cleas 2 (Individual) Valor fram 06 Dev-2019 (16:65:08) > Suspend Certificate allisty One Year Valor fra 05 Dev-2019 (16:65:08) > Ressue Certificate aprice m 364 Days touer CN=eMushicaCA2119 > Ressue Certificate
> History

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



oplication ID	4606713	Common Name	emudhra	
rder Date	27-Nov-2019 (10:00:34)	Signature Algorithm	SHA256withRSA	> Revoke Certificate
oduct	Encryption - Class 2 (Individual)	Valid From	27-Nov-2019 (10:10:44)	> Suspend Certificate
lidity	One Year	Valid To	26-Nov-2020 (10:10:44)	> Reissue Certificate
pires In	365 Days	Issuer	CN=eMudhraCA2019	~ Resend Download PIN
				Are you sure you want to
evoke Certificat	te request initiated - 27-Nov-2019 10:11	:09		Resend Download PIN ?
tatus - Pending				Proceed

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

Certificate D	etails		Ouick Task
Application ID	4606713	Common Name omudbra	Quick Task
Order Date	27-Nov-2019 (10:00:34	Download PIN has been sent to your	> Revoke Certificate
Product	Encryption - Class 2 (In	registered Email ID	> Suspend Certificate
Validity	One Year	4)	> Reissue Certificate
Expires In	365 Days	Ok	~ Resend Download PIN
			Are you sure you want to
Revoke Certifica	te request initiated - 27-Nov-2	019 10:11:09	Resend Download PIN ?
Status - Pending			Proceed

f. <u>Re-Key:</u>

- This option is available only for the SSL Downloaded Certificates.
- Click on "View" button in Actions column as shown below.



<i>l</i> anage	Certificates					
Filter By 🚺	Active Pending Expires In-Progr	ress Rejected Revoked Suspende	ed Search B	y Application	Adv	ance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	3522058 27-Nov-2019 (10:01:01)	emudhra One Year	Code Signing EV Download Certificate	Active	26-Nov-2020 (10:09:49)	View
2	510849 27-Nov-2019 (10:01:01)	nan.com One Year	SSL OV (Auto) Download Certificate	Active	26-Nov-2020 (10:09:04)	• View
3	4606713 27-Nov-2019 (10:00:34)	emudhra One Year	Encryption - Class 2 (Individual) Download Certificate	Active	26-Nov-2020 (10:10:44)	• View
4	3299577 26-Nov-2019 (18:50:51)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	25-Nov-2020 (18:55:29)	@ View

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

Institute for Developm Banking Technology Explere, Eadlin, East	ent and Research in Subscriber			My Account
Manage Certificates				
Certificate - Signature	- Class 2 (Individual)			🔹 Go to Request List
Certificate Detail	S			Quick Task
Application ID	8861496	Common Name	emudhra	Quick Task
Request Date	06-Dec-2019 (16:25:26)	Signature Algorithm	SHA256withRSA	> Revoke Certificate
Certificate	Signature - Class 2 (Individual)	Valid From	06-Dec-2019 (16:46:08)	> Suspend Certificate
Validity	One Year	Valid To	05-Dec-2020 (16:46:08)	> Reissue Certificate
Expires In	364 Days	Issuer	CN=eMudhraCA2019	> Resend Download PIN
				> History

• On click of "Rekey" tab in quick task, "Rekey" tab will get expanded.

Certificate D	etails			
Application ID Order Date Product Validity Expires In	3299577 26-Nov-2019 (18:50:51) SSL OV (Auto) One Year 364 Days	Common Name Signature Algorithm Valid From Valid To Issuer	emudhra.com SHA256withRSA 26-Nov-2019 (18:55:29) 25-Nov-2020 (18:55:29) CN=eMudhraCA2019	Quick Task
Suspend Certifica Status - Pending	ate request is initiated - 26-Nov-20	19 18:59:28		Suspend Certificate Reissue Certificate History Download Certificate



• On click of "Proceed" button, CSR page will be displayed as shown below.

Manage Certifica	tes		
Certificate - SSL	OV (Auto)	CSR File No file chosen	🗲 Go to Order List
Certificate D	etails	Qui	ick Task
Application ID	3299577	Qui	
Order Date	26-Nov-201	~1	кекеу
Product	SSL OV (Au	Do	you really want to Rekey ?
Validity	One Year		Proceed
Expires In	364 Days		
		2 × R	levoke Certificate
		Validate CSR >S	uspend Certificate
Suspend Certifica	ite request is init	×R	leissue Certificate
Status - Breaking			liston
			listory
			Download Certificate
			Download Certificate 🕹

- Upload CSR and click on "Validate CSR" button.
- On click of "Validate CSR" button, CSR details pop-up will be displayed.
- Verify the details and click on "Submit for Verification" button.
- On submitting the CSR, rekey request will be raised and will land in CA portal for approval.

Certificate D	etails			Quick Task
Application ID	351541	Common Name	emudhra.com	> Pokov
Order Date	26-Nov-2019 (18:22:20)	Signature Algorithm	SHA256withRSA	/ Nekey
Product	SSL OV (Auto)	Valid From	26-Nov-2019 (18:42:40)	> Revoke Certificate
Validity	One Year	Valid To	25-Nov-2020 (18:30:45)	> Suspend Certificate
Expires In	364 Days	Issuer	CN=eMudhraCA2019	> Reissue Certificate
				> History
Rekey request in Status - Pending	itiated - 27-Nov-2019 13:36:57 View CSR			Download Certificate 🛓
Status - Pending	View CSR			

g. <u>Renew Certificate:</u>

- This option will be available for 30 days before the certificate expiry.
- Click on "View" button in Actions column as shown below.



Manage Certificates									
Filter By Active	Pending Expires In-Progress	Rejected Revoked Suspended	d Search By	Application ID	Q Adva	nce Search			
SI.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action			
1	3522058 27-Nov-2019 (10:01:01)	emudhra One Year	Code Signing EV Download Certificate	Active	26-Nov-2020 (10:09:49)	(View			
2	510849 27-Nov-2019 (10:01:01)	nan.com One Year	SSL OV (Auto) Download Certificate	Active	26-Nov-2020 (10:09:04)	View			
3	4606713 27-Nov-2019 (10:00:34)	emudhra One Year	Encryption - Class 2 (Individual) Download Certificate	Active	26-Nov-2020 (10:10:44)	• View			
4	3299577 26-Nov-2019 (18:50:51)	emudhra.com One Year	SSL OV (Auto) Download Certificate	Active	25-Nov-2020 (18:55:29)	View			

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

Quick Task Quick Task Quick Task Application ID 8861496 Common Name emudhra Request Date 06-Dec-2019 (16:25:26) Signature Algorithm SHA256withRSA Certificate Signature - Class 2 (Individual) Valid From 06-Dec-2019 (16:46:08) >Suspend Certificate Validity One Year Valid To 05-Dec-2020 (16:46:08) >Reside Certificate Expires In 364 Days Issuer CN=MudhracA2019 >Resend Download PIN	My Account				and Research in Subscriber	Institute for Developme Banking Technology Explore, Endle, East
Certificate - Signature - Class 2 (Individual) Quick Task Application ID 8861496 Common Name emudhra Request Date 06-Dec-2019 (16:25:26) Signature Algorithm SHA256withRSA > Revoke Certificate Validity One Year Valid To 06-Dec-2019 (16:46:08) > Suspend Certificate Expires In 364 Days Issuer CN=eMudhraCA2019 > Resend Download PIN						Manage Certificates
Certificate Details Quick Task Application ID 8861496 Common Name emudhra Prevoke Certificate Request Date 06-Dec 2019 (16:25:26) Signature Algorithm SHA256withRSA Prevoke Certificate Certificate Signature - Class 2 (Individual) Valid From 06-Dec-2019 (16:46:08) Suspend Certificate Validity One Year Valid To 05-Dec-2020 (16:46:08) Preisuse Certificate Expires In 264 Days Issuer CN=eMudhraCa2019 Preisuse Certificate Validity 164 Days Issuer CN=eMudhraCa2019 Preisuse Certificate	🗲 Go to Request List	(*			Class 2 (Individual)	Certificate - Signature -
		Quick Task Revoke Certificate Suspend Certificate Reissue Certificate Resend Download PIN History	emudhra SHA256withRSA 06-Dec-2019 (16:46:08) 05-Dec-2020 (16:46:08) CN=eMudhraCA2019	Common Name Signature Algorithm Valid From Valid To Issuer	8861496 06-Dec-2019 (16:25:26) Signature - Class 2 (Individual) One Year 364 Days	Application ID Request Date Certificate Validity Expires In

• On click of "Renew" tab in quick task, "Renew" tab will get expanded.

er unicate - Signa	ature - class 2 (individual)		Go to Order List	
Certificate DA Application ID Order Date Product Validity Expires In	etails 2665590 27-Nov-2019 (13:04:12) Signature - Class 2 (Individual) One Year 29 Days	Common Name Signature Algorithm Valid From Valid To Issuer	nandhakumar SHA256withRSA 27-Nov-2019 (14:41:13) 26-Dec-2019 (14:41:13) CN=eMudhraCA2019	Quick Task > Revoke Certificate > Suspend Certificate ~ Renew Certificate Are you sure you want to renew certificate ? Proceed > Reissue Certificate > Reissue Certificate > Resend Download PIN



• On click of "Proceed" button, Choose Validity pop-up will be displayed.

Manage Certif					
Certificate - Si	Select				▼ Go to Order List
Certificate					
Application ID				Subr	nit
Order Date	27-Nov-2019 (13:04:12)	Signature Algorithm	SHA256withRSA		e

• Select the validity from the drop-down list and on click of "Submit" button. Renew request will be raised. Fulfill the renew request by filling the form (Setup certificate) and submitting the same for RA approval.

h. <u>History:</u>

The list of actions performed on the application will be displayed in the "History" tab.

rtificate - Signature -	Class 2 (Individual)			+ Go to Request L
Certificate Details ppicator IO pointe point	8881-046 06-Dec-2019 (16-25-26) Signature - Class 2 (Individual) One Year 364 Days	Conmon Name Signatura Algorithm Varid Rom Varid Ro Isouer	emudites 5%256werk5A 06-Dec-2019 (16-46-08) 05-Dec-2020 (16-46-08) ChireAdudtracA2019	Quick Task Revoke Certificate Suspend Certificate Resour Certificate Resour Certificate Resond Download PIN History

• On click of "History", history tab will get expanded as shown below.



Institute for Developm Banking Technology Explore. Evel Excellence by Reserve Deak of	ent and Research in Subscriber			My Account
Manage Certificates				
Certificate - Signature	- Class 2 (Individual)			🔹 Go to Request List
Certificate Detail	s			Ouick Task
Application ID	1330323	Common Name	emudhra	> Povoko Cortificato
Request Date	07-Dec-2019 (20:04:56)	Signature Algorithm	SHA256withRSA	V Revoke Certificate
Certificate	Signature - Class 2 (Individual)	Valid From	07-Dec-2019 (20:12:55)	> Suspend Certificate
Validity	One Year	Valid To	06-Dec-2020 (20:12:55)	> Reissue Certificate
Expires In	365 Days	Issuer	CN=eMudhraCA2019	> Recent Download PIN
				Thesend Download Pill
				~ History
Revoke Certificate reque	est initiated - 07-Dec-2019 20:23:53			History
status - rehding				View
				VEV

• On click of "View" button, detailed history pertaining to the actions performed with that particular certificate request will be displayed.

Sl. No.	Order ID	Application ID	Request Type	Requested Date	Processed Date	Status	Validity	Valid From	Valid To	Price
1	203	35780	Fresh	02-Oct-2019 (21:20:20)	02-Oct-2019 (21:20:20)	-	One Year	02-Oct-2019 (21:58:03)	28-Jun- 2022 (21:58:03)	-
2	203	35780	Remove Suspension	04-Oct-2019 (10:42:38)	04-Oct-2019 (10:43:25)	Certificate Activated	One Year	02-Oct-2019 (21:58:03)	28-Jun- 2022 (21:58:03)	-
3	203	35780	Suspension	04-Oct-2019 (10:36:28)	04-Oct-2019 (10:40:14)	Certificate Suspended	One Year	02-Oct-2019 (21:58:03)	28-Jun- 2022 (21:58:03)	-
							_			
								Download C	ertificate 🛓	

Search By:

To fetch any application, enter the application ID and click on search icon in "Search By" filter.



lanage Cer	tificates					
Filter By Active	e Pending Expires In-Prog	ress Rejected Revoked Suspend	ded	Search By 6179429	٩	Advance Search
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Expires	Action
1	6179429 27-Nov-2019 (17:29:22)	emudhra One Year	Signature - Class 2 (Individual)	Active	-	La Download

Advance Search:

- On click of "Advance Search" button, "Advance Search" overlay will be displayed with all the Advanced Search options as shown below.
- Applications can be searched by the following ways:
 - Search by, application ID/Common Name.
 - o Search by, status.
 - o Search by, date range.

Mai	nage Certificates		
Filte	er By Active Pending E	pires In-Progress Rejected Revoked Suspended Search By Application ID Q	Search
SI.	Advance Search		
1	Search By	Application ID O Common Name	
	Status	Active Pending Expires In-Progress Rejected Revoked Suspended	
2	Include Date Range 🗆	From 03-12-2019 To 03-12-2019	
3		Search Reset Cancel	

- Enter the search criteria and click on "Search" button to fetch the expected records.
- 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.

3. My Account

3.1 My Profile

The personal details of the subscriber will be displayed in the "My Profile" page. Subscriber has the provision to modify the details.



To change/update subscriber profile details.

- Go to My Account \rightarrow My Profile.
- My Profile page will be displayed as shown below.

DRB xplore, Enable, I	Excel Institute for Development and Research Banking Technology Excel Established by Reserve Bank of India)	Subscriber			My Account
Manag	ge Certificates Accounts				nandhu (20191126483) nandhakumar.n@emudhra.com
Nanage Certificates					My Profile
Filter By Active Pending Expired In-Progress Rejected Revoked Suspended Search By Applica				Change Password Manage Certificates	
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Sign Out
1	7628456 09-Dec-2019 (09:54:33)	emudhra One Year	Encryption - Class 2 (Individual)	In-Progress	• View
	1050515	0			

• Click on "Edit Profile" button.

Explore, Exable, Excel	nd Research in Subscriber		My Account $^{\vee}$
Manage Certificates Acco	punts		
My Profile			
Profile Details			
Billing Type *	Individual		
Address *	eMudhra Limited	Your Name *	nandhakumar
		Country *	India
		State *	Karnataka
		City *	bangalore
Mobile / Phone *	+91 - 7094940185	Email ID *	nandhakumar.n@emudhra.com
GSTIN	-		
		Edit Profile	

- On click of "Edit" button, the fields will be changed to editable mode.
- Make necessary changes and click on "Save & Update" button. The changes made will be saved.

3.2 Change Password

To change subscriber password-

- Go to My Accounts \rightarrow Change Password which is available on top right corner.
- Enter the "Current Password".
- Enter the "New Password".
- Enter the "Confirm Password".



Institute for Development and Res Banking Technology (Established by Reserve Bank of India)	Subscriber			My Account	
Manage Certificates Accounts	;			nandhu (20191126483) nandhakumar.n@emudhra.com	
Aanage Certificates	My Profile				
-			Search By	Change Password	
				Manage Certificates	
Sl.No Application ID / Date	Common Name / Validity	Certificate	Status	Sign Out	
7628456 1 09-Dec-2019 (09:54:33)	emudhra One Year	Encryption - Class 2 (Individual)	In-Progress	- • View	

hange Password		
Current Password	Ø	
New Password	¢	
Confirm Password		
Captcha	BN9LTL 📀	
	Change Password Reset	

- New Password Validations
 - Be at least 9 characters.
 - Include a lowercase letter.
 - Include an uppercase letter.
 - Include a number.
 - Not start or end with a space.
- Password and confirm password should be same.
- Enter Valid "Captcha".
- Click on "Change Password" button to save the new password.
- On clicking reset button, details entered will be cleared.

3.3 Manage Certificates

- Go to My Accounts → Manage Certificates which is available on top right corner.
- On click of "Manage Certificates" button, it will redirect to Manage Certificates page.



Explore, Enable,	Institute for Development and Research in Banking Technology Established by Reserve Bank of India)	Subscriber			My Account
Manag	ge Certificates Accounts				nandhu (20191126483) nandhakumar.n@emudhra.com
/lanag	ge Certificates				My Profile
Filter By Active Pending Expired In-Progress Rejected Revoked Suspended			Search By Applica	Change Password	
			Search by Applica	Manage Certificates	
Sl.No	Application ID / Date	Common Name / Validity	Certificate	Status	Sign Out
1	7628456 09-Dec-2019 (09:54:33)	emudhra One Year	Encryption - Class 2 (Individual)	In-Progress	@ View

3.4 Sign Out

Explore, Enable, Excel	Institute for Development and Research in Banking Technology Established by Reserve Bank of India)	Subscriber			My Accoun
Manage Ce	ertificates Accounts				nandhu (20191126483) nandhakumar.n@emudhra.com
Manage C	Certificates				My Profile
Filter By	ilter BV Active Pandine Evolved In-Progress Rejected Revoked Suspended			Change Password	
				Scarar by Applica	Manage Certificates
Sl.No Ap	oplication ID / Date	Common Name / Validity	Certificate	Status	Sign Out
1 76	28456 -Dec-2019 (09:54:33)	emudhra One Year	Encryption - Class 2 (Individual)	In-Progress	• View

- Go to My Accounts \rightarrow Sign Out which is available on top right corner.
- On click of "Sign Out" button, Subscriber will be signed out of the account.

Downloading Instructions:

Encryption:

- Encryption certificates can be downloaded as Soft Token.
- Class 1, Class 2, Class 3 certificates can be downloaded any number of times in .pfx format in subscriber portal.
- There is no provision for CA/RA to download this certificate.

Signature:

- Signature certificates can be downloaded in USB Crypto Token only.
- CA can download the .cer file of certificate, once the subscriber downloaded the certificate in Crypto Token.

SSL:

• SSL certificates can be downloaded as .cer file format by Subscriber/CA.



Code Signer:

• Code signing certificates can be downloaded as .cer file format by Subscriber/CA.

---End of the document---