

## Process for Application & Enrollment of Digital Signatures

### Application Request

- Go to <http://nicca.nic.in>
- Download DSC Request Form
- Fill-in the Form properly (as per guidelines provided)
- Affix passport size Photograph
- Sign the Form at Required Place
- Get the Form Countersigned and Verified from HOD along with his/her Official Stamp
- Enclose Identification Proof
- Send to NIC Office

### Issuance of Digital Signatures

- Send your completed form to NIC UP State Unit Office, 6th Floor, Yojna Bhawan, 9, Sarojni Naidu Marg, Lucknow 226001
- Once your form is found satisfactory the form is counter signed by NIC, HoD or NIC Project Coordinator
- The form is then forwarded to NIC Certifying Authority Office (NIC-RA, 4<sup>th</sup> Floor, Kendriya Bhawan, Aliganj, Lucknow) for processing.
- When your case is processed a Membership ID and Password is Issued and send to the email ID mentioned in Application Form.
- A email is automatically sent to the email-id provided in application form for activation of DSC from NICCA server
- A Digital Signature in USB Token or Smart Card can be collected from NIC-RA Office at Lucknow.

### How to Activate the DSC

- Insert the USB Pen Drive /Smart Card Reader in your computer system
- Insert the Smart Card in the Reader ( In case of Smart Card )
- Download USB/Smart Card Driver from NICCA website (<http://nicca.nic.in>)
- Unzip and Double Click the Downloaded File
- When the Proper Driver is loaded From Token Administration, Device will get Operational.
- Enable Active-X controls in the browser settings
- Enroll the Digital Signatures

## Installation of DSC Card Reader Drivers (for Safe sign Smart Card & USB)

Follow these steps to install appropriate Drivers

1. Plug-in card reader or USB Token in to USB port of your system
2. Open the browser and go to <https://nicca.nic.in>
3. Go to 'Support and click download-driver
4. Select option 'Moserbaer Crypto Token Windows Driver Download for Card and Moserbaer & StarKey 400 Driver for CUT MW Download for USB Token and save it on desktop or any desired folder. (The drivers change frequently as such it is best to consult DIO, NIC or NIC-RA to confirm the driver required)
5. Unzip this file with Winzip.
6. Install the downloaded driver
7. Reboot your system.

This will install Reader Drivers and SafeSign Administration Utility.

To ensure that drivers are installed properly follow these steps.

1. Insert your Smart card in the reader. Wait for few seconds, the reader will start blinking.
2. Click Start/All Programs/SafeSign Standard/Token Administration. Token Administration Utility window will open.
3. In this window under Reader or Token Name and Token Status a number of items will be displayed

Initialize token from Token Management. Initialize token when token name is blank and token status uninitialized and provide Applicant Name as Label Name, Pin Number as per choice (any four digit number). **This PIN number is critical and the applicant needs to remember it for further use.** The 4-digit PUK Number can be given as standard '0000'

---

## Browser Settings

Active-X controls need to be enabled in your Internet browser. In order to ensure this, please do the following:

1. Open a browser window
2. Go to Tools >> Internet Options >> Security
3. Click 'Custom Level' and set security level as 'Medium' and enable all Active-X Controls

---

## Enrollment Process for Digital Signatures

When you enroll for a digital certificate, cryptographic keys are generated and stored on your Smart Card. For generating the Key Pair on Smart Card select the appropriate CSP - **(Safe sign Cryptographic Provider)**

1. Open the Browser and go to <https://nicca.nic.in>
2. Select "Member Login" from the Login option.
3. Enter the "user-id" and "password". User-id is the DSC number given at the right bottom of the card "G2\_UP\_XXXXXX". The user-id and password are same for the first time.
4. Insert your smart card in the Card Reader
5. Click Enroll OR Step-1 for generating your Digital Certificate key pairs. (An Electronic form will be displayed that has to be filled as mentioned below and submitted to NICCA)

**Certificate Class:** It is fixed at the time of user-id creation and is automatically pre-filled

**Certificate Profile:** It is fixed as Organisation and is automatically pre-filled

**Certificate Type:** It is fixed as 'Signing Certificate' and is automatically pre-filled

Do you have a certificate request already generated? Click No

Fill in the seven mandatory fields under "**Contents of your Digital Certificate**"

<b>Contents of your Digital Certificate</b>		
1	Surname	Surname of Applicant (Mandatory)
2	Given Name	Name of the Applicant (Mandatory)
3	Initials	Initials of Applicant (optional)
4	State	Uttar Pradesh (mandatory)
5	Postal Code	Pincode of location of Applicant (Mandatory)
6	Organisational Unit	Name of Department of Applicant ( <a href="#">Refer Table 1</a> )
7	Organisation	Government of Uttar Pradesh
<b>Note: kindly DNS name or IP address below for subject alternative name</b>		
	Email	Email of the applicant (mandatory)
	Country	Select ' <b>India</b> ' from the list
	Cryptographic Service Provider	Select 'Safe Sign Standard Cryptographic Provider v1.0' from dropdown menu

6. Check all entries once again and Click 'Generate Request.
7. (A confirmatory message will be displayed on your computer screen. Read it and Click OK). At this time you will be prompted to enter Passphrase/PIN of the Card/Token)
8. Enter Passphrase / PIN of the smart card. Default Pin is 1234
9. Your Digital Certificate key pair will be generated on smart card.
10. A request Number will also be generated and displayed on your computer screen. Please note it down for further follow up.
11. Once the request Number is processed by RA & CA then the same will become hyperlinked and the status becomes 'Certificate Generated'. From this hyperlink DSC can be downloaded using the authentication PIN which is automatically sent to the email of the applicant.

**TABLE 1**

S.No	Designation of Applicant	Organisation Unit	Organisation
1	Sub Divisional Magistrate (SDM)	Revenue	Government of Uttar Pradesh
2	Registrar Kanungo (RK)	Revenue	
3	Tehsildar	Revenue	
4	Block Development Officer (BDO)	Rural Development	
5	District Social Welfare Officer (DSWO)	Social Welfare	
6	District Handicap Welfare Officer (DHWO)	Handicap Welfare	
7	District Employment Officer (DEO)	Labour	
8	District Supply Officer (DSO)	Food & Civil Supplies	
9	ADO Panchayat	Panchayati Raj	
10	District Panchayati Raj Officer (DPRO)	Panchayati Raj	
11	Executive Officer (EO) Nagar Nigam	Urban Development	
12	Nagar Swasthya Adhikari	Urban Development	
13	Probation Officer	Women Welfare & Child Development	