

IDRBT CA

Registration Authority (RA) Portal

User Manual

Version 1.0

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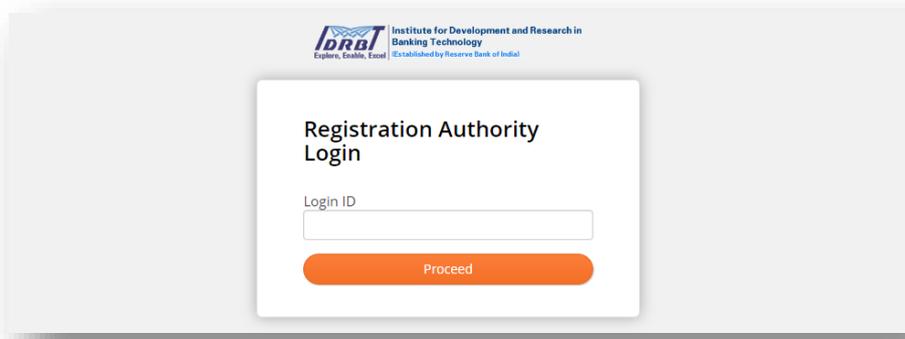
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Introduction

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 <https://10.0.67.57/idrbtra> in address bar of the browser. The following page will be displayed:



The screenshot shows a web page for the Registration Authority Login. At the top, there is a logo for IDRBT (Institute for Development and Research in Banking Technology) with the tagline 'Explore, Enable, Excel' and a note '(Established by Reserve Bank of India)'. Below the logo, the text 'Registration Authority Login' is centered. Underneath, there is a text input field labeled 'Login ID' and an orange 'Proceed' button.

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.

**Registration Authority
Login**

Login ID
eraadmin

Certificate
Select

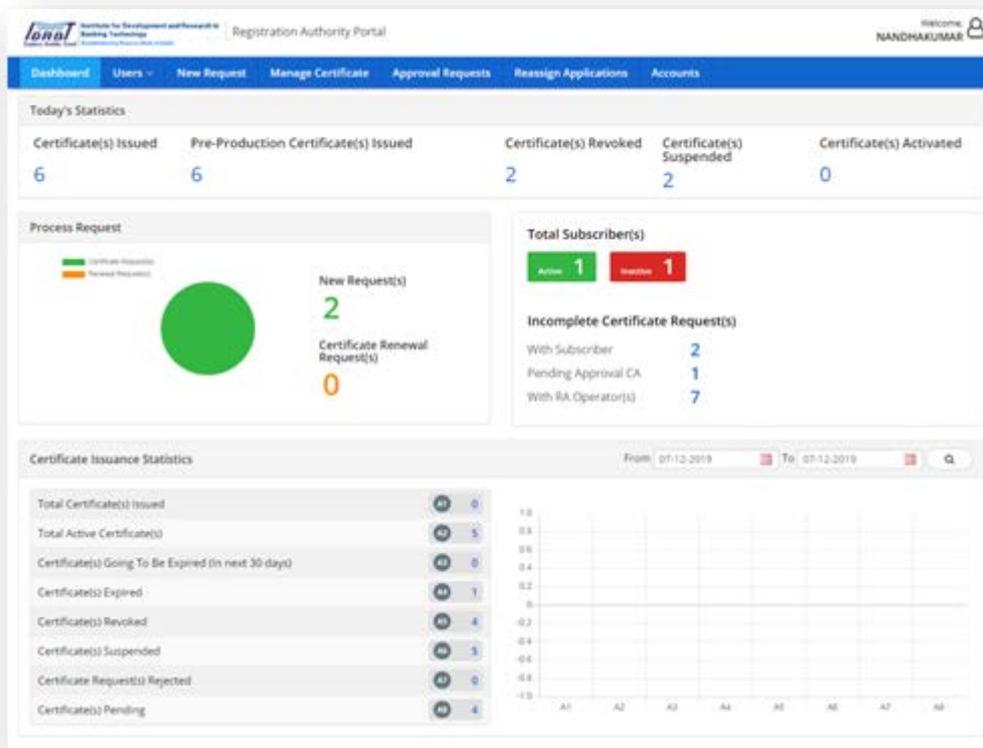
Token Password

LOGIN

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

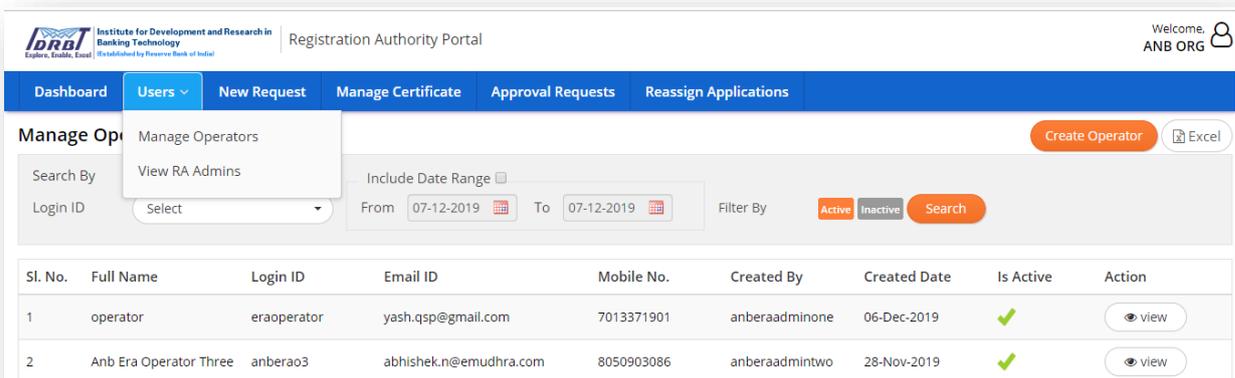
2. Dashboard

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



3. Users

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



3.1 Manage Operators

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


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Explore, Enable, Excel (Established by Reserve Bank of India)

Welcome,  **NANDHAKUMAR**

[Dashboard](#) | [Users](#) | [New Request](#) | [Manage Certificate](#) | [Approval Requests](#) | [Reassign Applications](#) | [Accounts](#)

Manage Operators [Create Operator](#) [Excel](#)

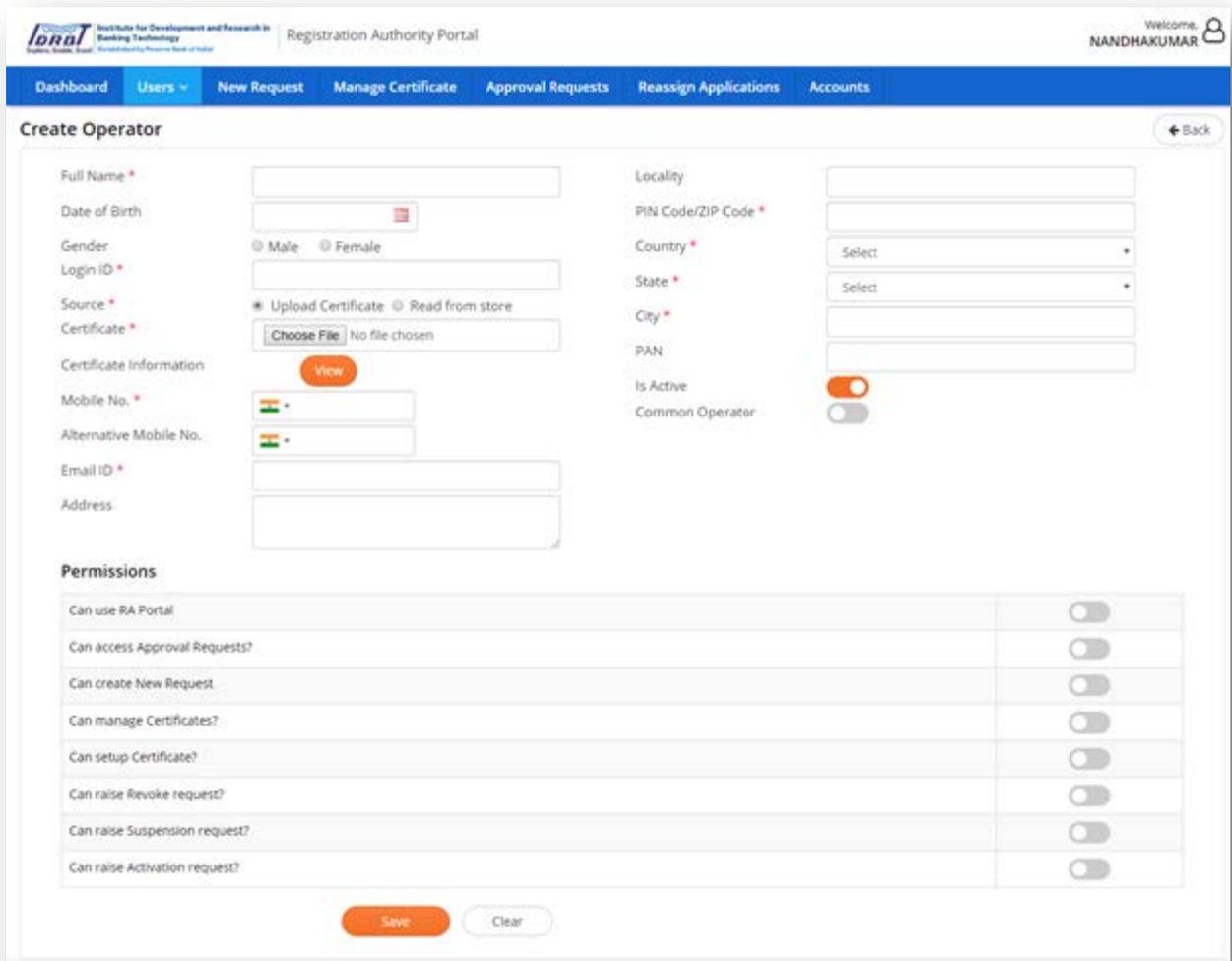
Search By: Login ID
 Include Date Range
 From: To:
 Filter By: [Active](#) [Inactive](#) [Search](#)

Sl. No.	Full Name	Login ID	Email ID	Mobile No.	Created By	Created Date	Is Active	Action
1	emudhrautwo	emudhrautwo	nandhakumar.n@emudhra.com	7094940185	emudhrapone	06-Dec-2019	✓	view
2	emudhrauone	emudhrauone	nandhakumar.n@emudhra.com	7094940185	emudhrapone	06-Dec-2019	✓	view

Total Count : 2 / 2

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.



Create Operator

Full Name *

Date of Birth

Gender Male Female

Login ID *

Source * Upload Certificate Read from store

Certificate * No file chosen

Certificate Information

Mobile No. *

Alternative Mobile No.

Email ID *

Address

Locality

PIN Code/ZIP Code *

Country *

State *

City *

PAN

Is Active

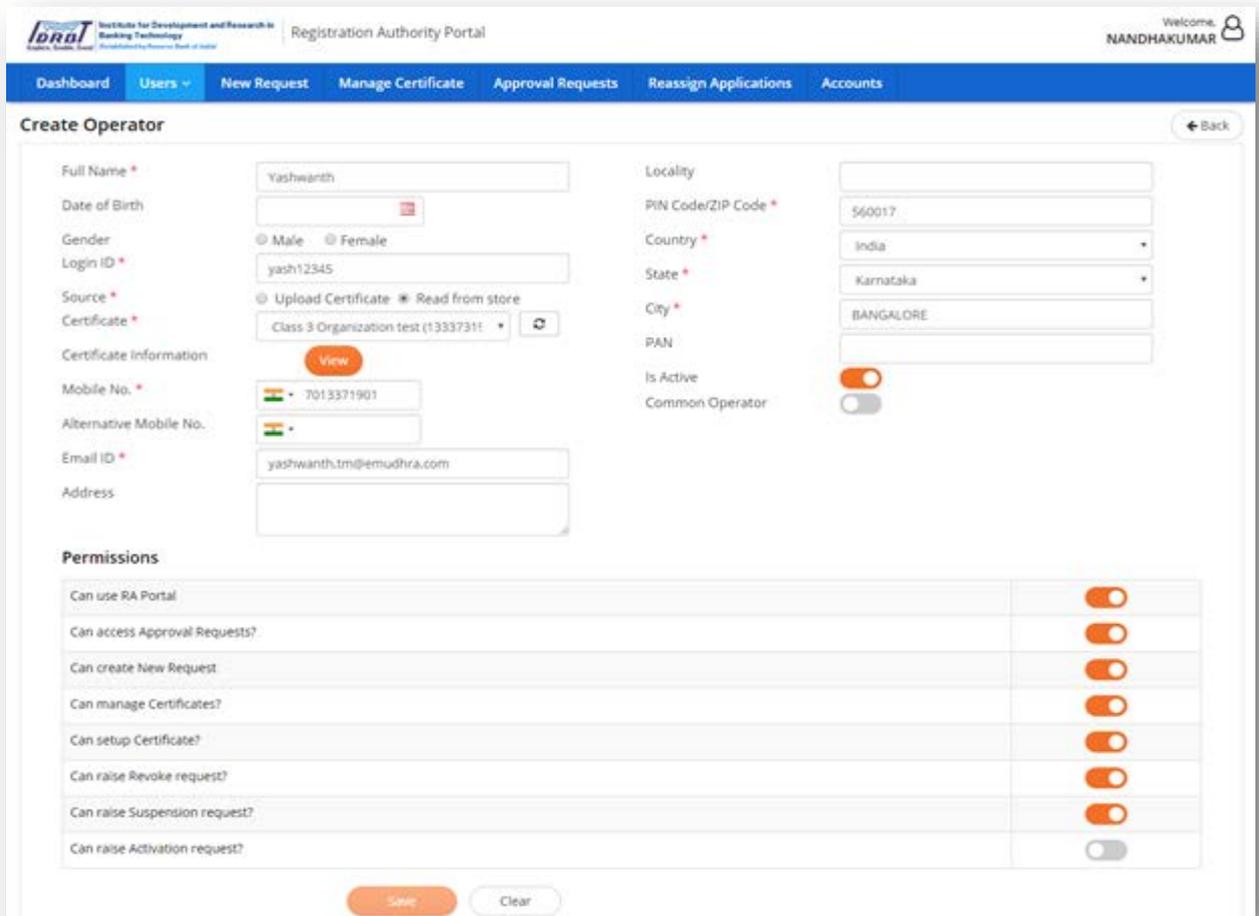
Common Operator

Permissions	
Can use RA Portal	<input type="checkbox"/>
Can access Approval Requests?	<input type="checkbox"/>
Can create New Request	<input type="checkbox"/>
Can manage Certificates?	<input type="checkbox"/>
Can setup Certificate?	<input type="checkbox"/>
Can raise Revoke request?	<input type="checkbox"/>
Can raise Suspension request?	<input type="checkbox"/>
Can raise Activation request?	<input type="checkbox"/>

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.



Registration Authority Portal | Welcome, **NANDHAKUMAR**

Dashboard | Users | **New Request** | Manage Certificate | Approval Requests | Reassign Applications | Accounts

Create Operator

← Back

Full Name *
Locality

Date of Birth
PIN Code/ZIP Code *

Gender Male Female

Login ID *
Country *

Source * Upload Certificate Read from store

Certificate *
State *

Certificate information
City *

Mobile No. *
PAN

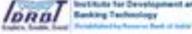
Alternative Mobile No.
Is Active

Email ID *
Common Operator

Address

Permissions

Can use RA Portal	<input checked="" type="checkbox"/>
Can access Approval Requests?	<input checked="" type="checkbox"/>
Can create New Request	<input checked="" type="checkbox"/>
Can manage Certificates?	<input checked="" type="checkbox"/>
Can setup Certificate?	<input checked="" type="checkbox"/>
Can raise Revoke request?	<input checked="" type="checkbox"/>
Can raise Suspension request?	<input checked="" type="checkbox"/>
Can raise Activation request?	<input type="checkbox"/>


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Registration Authority Portal

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Create Operator

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Full Name *
 Locality

Date of Birth
 PIN Code/ZIP Code *

Gender Male Female
 Country *

Login ID *
 State *

Source * Upload Certificate Read from store
 City *

Certificate *
 PAN

Certificate information
 Is Active

Mobile No. *
 Common Operator

Alternative Mobile No.

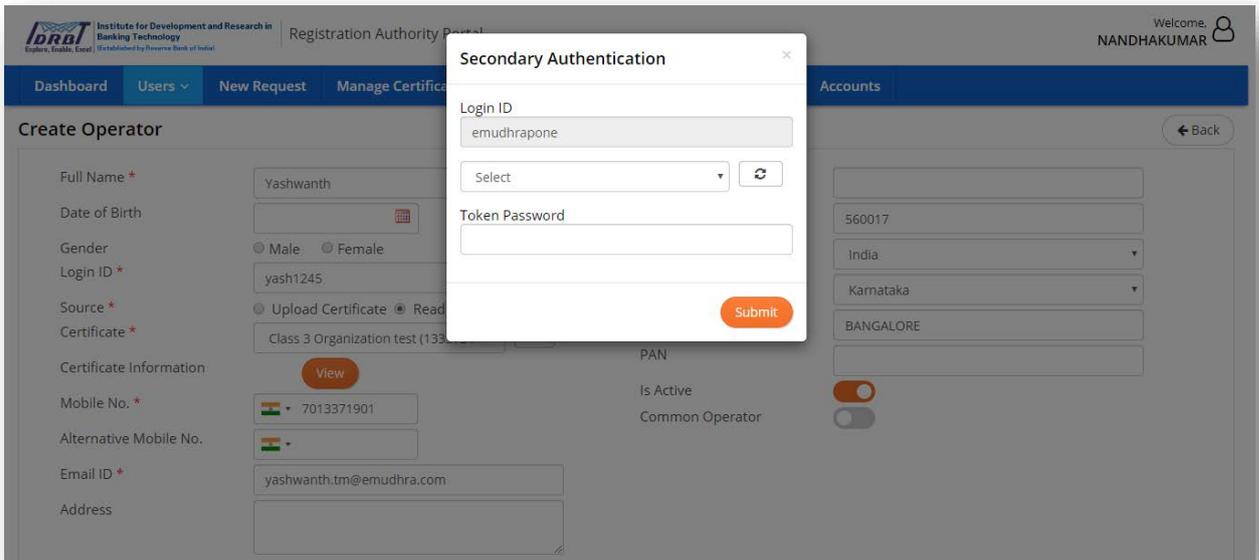
Email ID *

Address

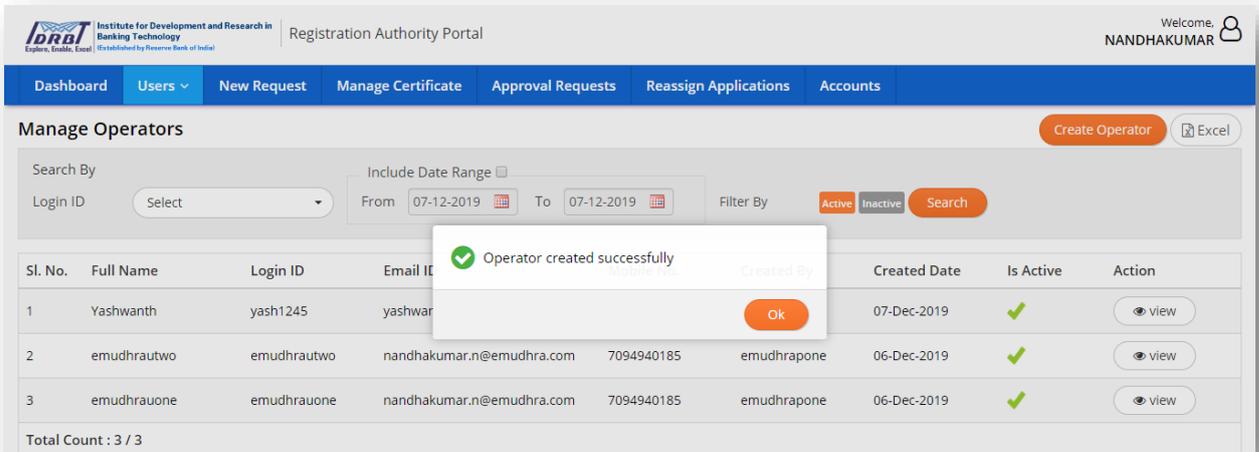
Permissions

Can use RA Portal	<input checked="" type="checkbox"/>
Can access Approval Requests?	<input checked="" type="checkbox"/>
Can create New Request	<input checked="" type="checkbox"/>
Can manage Certificates?	<input checked="" type="checkbox"/>
Can setup Certificate?	<input checked="" type="checkbox"/>
Can raise Revoke request?	<input checked="" type="checkbox"/>
Can raise Suspension request?	<input checked="" type="checkbox"/>
Can raise Activation request?	<input type="checkbox"/>

- 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.



- 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.



View (Update Operator):

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

[Dashboard](#) | [Users](#) | [New Order](#) | [Manage Certificate](#) | [Approval Requests](#) | [Reassign Applications](#)

Manage Operators

[Create Operator](#) [Excel](#)

Search By: Login ID
 Include Date Range
 From: 27-11-2019 To: 27-11-2019
 Filter By: [Active](#) [Inactive](#) [Search](#)

Sl. 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	<input checked="" type="checkbox"/>	view

Total Count : 1 / 1

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


Registration Authority Portal
Welcome, **NANDHAKUMAR**

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Update Operator

[Back](#)

Full Name *
 Locality

Date of Birth
 PIN Code/ZIP Code *

Gender Male Female
 Country *

Login ID *
 State *

Certificate Information [View](#)
 City *

Mobile No. *
 PAN

Alternative Mobile No.
 Is Active

Email ID *
 Common Operator

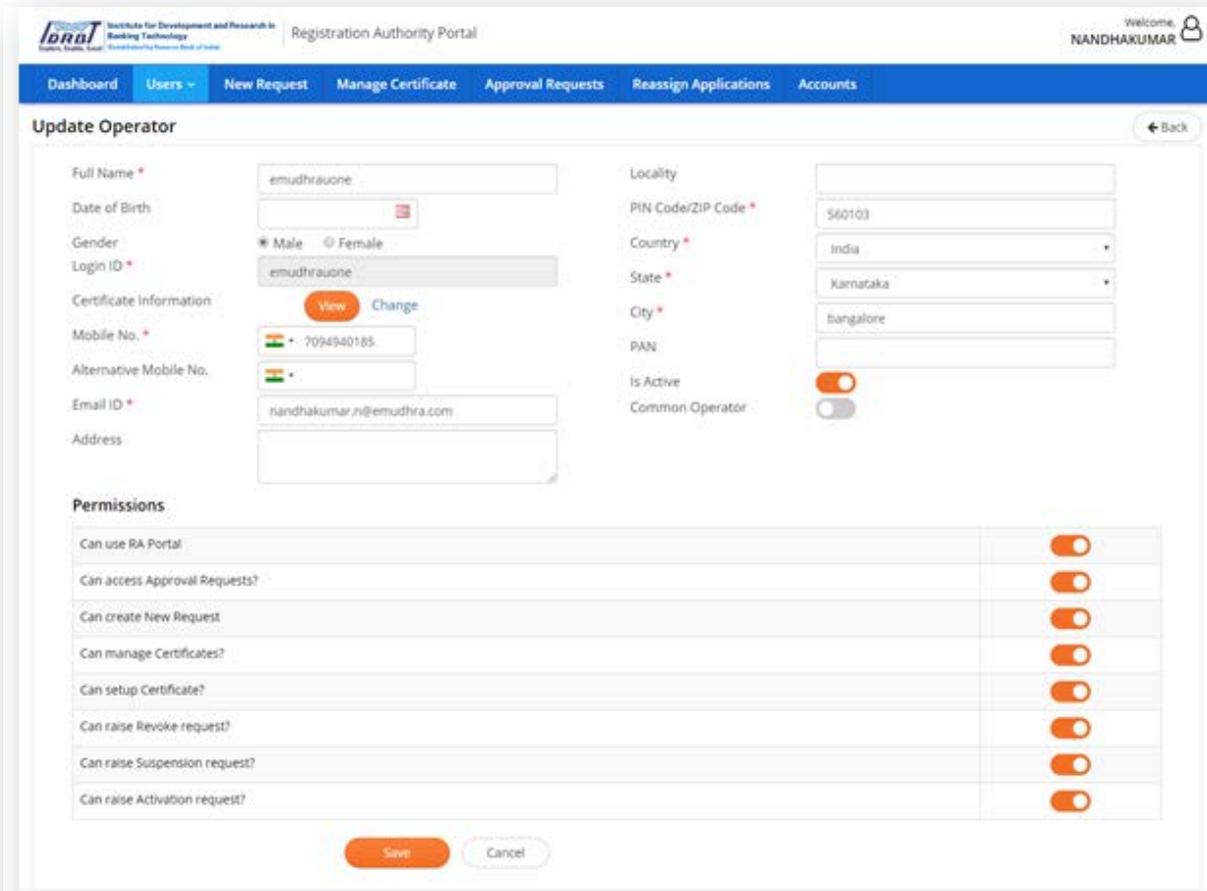
Address

Permissions

Can use RA Portal	<input checked="" type="checkbox"/>
Can access Approval Requests?	<input checked="" type="checkbox"/>
Can create New Request	<input checked="" type="checkbox"/>
Can manage Certificates?	<input checked="" type="checkbox"/>
Can setup Certificate?	<input checked="" type="checkbox"/>
Can raise Revoke request?	<input checked="" type="checkbox"/>
Can raise Suspension request?	<input checked="" type="checkbox"/>
Can raise Activation request?	<input checked="" type="checkbox"/>

[Edit](#)

- 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.)



Registration Authority Portal
 Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Update Operator

Full Name * emudhrauone
 Date of Birth
 Gender Male Female
 Login ID * emudhrauone
 Certificate Information
 Mobile No. *
 Alternative Mobile No.
 Email ID * nandhakumar.n@emudhra.com
 Address

Locality
 PIN Code/ZIP Code * 560103
 Country * India
 State * Karnataka
 City * bangalore
 PAN
 Is Active
 Common Operator

Permissions

Can use RA Portal	<input checked="" type="checkbox"/>
Can access Approval Requests?	<input checked="" type="checkbox"/>
Can create New Request	<input checked="" type="checkbox"/>
Can manage Certificates?	<input checked="" type="checkbox"/>
Can setup Certificate?	<input checked="" type="checkbox"/>
Can raise Revoke request?	<input checked="" type="checkbox"/>
Can raise Suspension request?	<input checked="" type="checkbox"/>
Can raise Activation request?	<input checked="" type="checkbox"/>

- By disabling “Is Active” toggle switch in Update Operator page, the respective Operator can be deactivated.
- To activate the deactivated Operator,
 - 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.


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Manage Operators

[Create Operator](#) | 

Search By: Login ID
 Include Date Range
 From: To:
 Filter By:

Sl. No.	Full Name	Login ID	Email ID	Mobile No.	Created By	Created Date	Is Active	Action
1	emudhrautwo	emudhrautwo	nandhakumar.n@emudhra.com	7094940185	emudhrapone	06-Dec-2019	<input checked="" type="checkbox"/>	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.


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Registration Authority Portal

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Update Operator

[Back](#)

Full Name *
 Locality

Date of Birth
 PIN Code/ZIP Code *

Gender Male Female
 Country *

Login ID *
 State *

Certificate Information
 City *

Mobile No. *
 PAN

Alternative Mobile No.
 Is Active

Email ID *
 Common Operator

Address

Permissions

Can use RA Portal	<input checked="" type="checkbox"/>
Can access Approval Requests?	<input checked="" type="checkbox"/>
Can create New Request	<input checked="" type="checkbox"/>
Can manage Certificates?	<input checked="" type="checkbox"/>
Can setup Certificate?	<input checked="" type="checkbox"/>
Can raise Revoke request?	<input checked="" type="checkbox"/>
Can raise Suspension request?	<input checked="" type="checkbox"/>
Can raise Activation request?	<input checked="" type="checkbox"/>

Search By:

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

The screenshot shows the 'Manage Operators' interface. The search criteria are set to 'Login ID' with the value 'emudhrauone'. The search results table is as follows:

Sl. No.	Full Name	Login ID	Email ID	Mobile No.	Created By	Created Date	Is Active	Action
1	emudhrauone	emudhrauone	nandhakumar.n@emudhra.com	7094940185	emudhrapone	06-Dec-2019	✓	view

Export To Excel:

- On click of “Export” button, Operator(s) details will be downloaded into excel format.

This screenshot is identical to the previous one, showing the search results for the operator 'emudhrauone'. The 'Excel' export button is highlighted in the top right corner of the search results area.

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 → 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.


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Registration Authority Portal Welcome,  NANDHAKUMAR

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Admin User(s)

Search By
 Login ID Select

Include Date Range
 From 07-12-2019 To 07-12-2019
[Search](#) [Excel](#)

Sl. No.	Full Name	Login ID	Email ID	Mobile No	Created By	Created Date
1	emudhraptwo	emudhraptwo	nandhakumar.n@emudhra.com	7094940185	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.

Admin User(s)

Search By
 Login ID anberaadminone

Include Date Range
 From 27-11-2019 To 27-11-2019
[Search](#) [Excel](#)

Sl. No.	Full Name	Login ID	Email ID	Mobile No	Created By	Created Date
1	ANB Era Admin	anberaadminone	abhishek.n@emudhra.com	8050903086	admin	26-Nov-2019

Total Count : 1 / 1

Export To Excel:

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


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Registration Authority Portal Welcome,  NANDHAKUMAR

[Dashboard](#) | [Users](#) | [New Request](#) | [Manage Certificate](#) | [Approval Requests](#) | [Reassign Applications](#) | [Accounts](#)

Admin User(s)

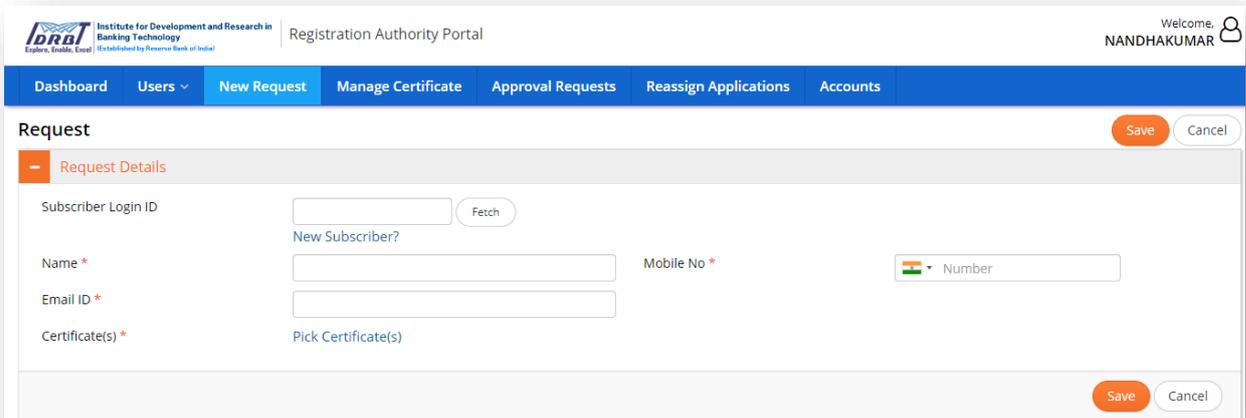
Search By
 Login ID Select

Include Date Range
 From 07-12-2019 To 07-12-2019
[Search](#) [Excel](#)

Sl. No.	Full Name	Login ID	Email ID	Mobile No	Created By	Created Date
1	emudhraptwo	emudhraptwo	nandhakumar.n@emudhra.com	7094940185	admin	06-Dec-2019

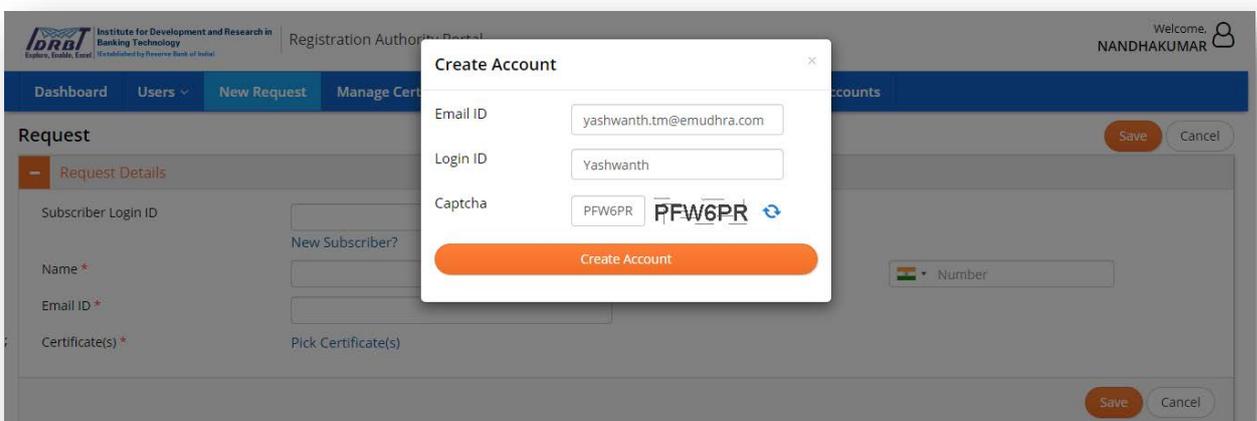
4. New Request

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.



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.

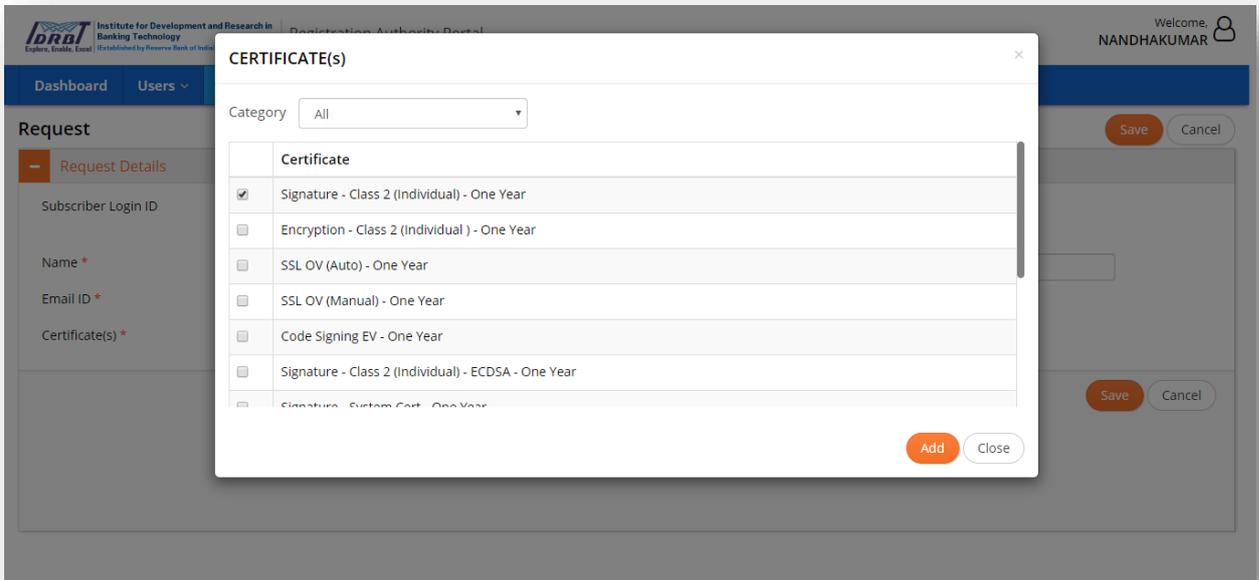


- Username Validations are as follows:

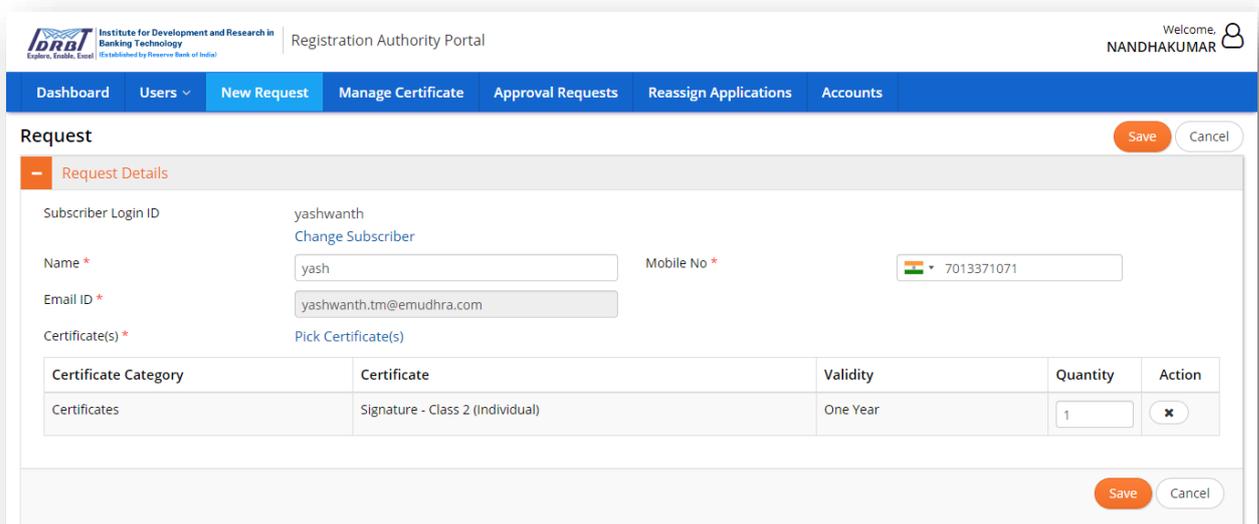
- ◆ Preferably Official email Id
- ◆ Length is 5-50 Characters
- ◆ Not contain a space
- ◆ Contain at least one alphabet
- On filling all the details, "Create Account" button will be enabled.
- On click of "Create Account" button, account creation success pop-up message will be displayed and an email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

The screenshot displays the 'Registration Authority Portal' interface. At the top, the IDRBT logo and name are visible, along with the text 'Institute for Development and Research in Banking Technology' and '(Established by Reserve Bank of India)'. The user is logged in as 'NANDHAKUMAR'. The navigation menu includes 'Dashboard', 'Users', 'New Request', 'Manage Certificate', 'Approval Requests', 'Reassign Applications', and 'Accounts'. The 'New Request' tab is active, showing a 'Request' form with fields for 'Subscriber Login ID' (yashwanth), 'Name', 'Email ID' (yashwanth.tm@emud), and 'Certificate(s)'. A modal dialog box is open in the center, displaying a green checkmark and the message 'Subscriber created successfully'. The dialog has an 'Ok' button. The form also has 'Save' and 'Cancel' buttons at the top right and bottom right.

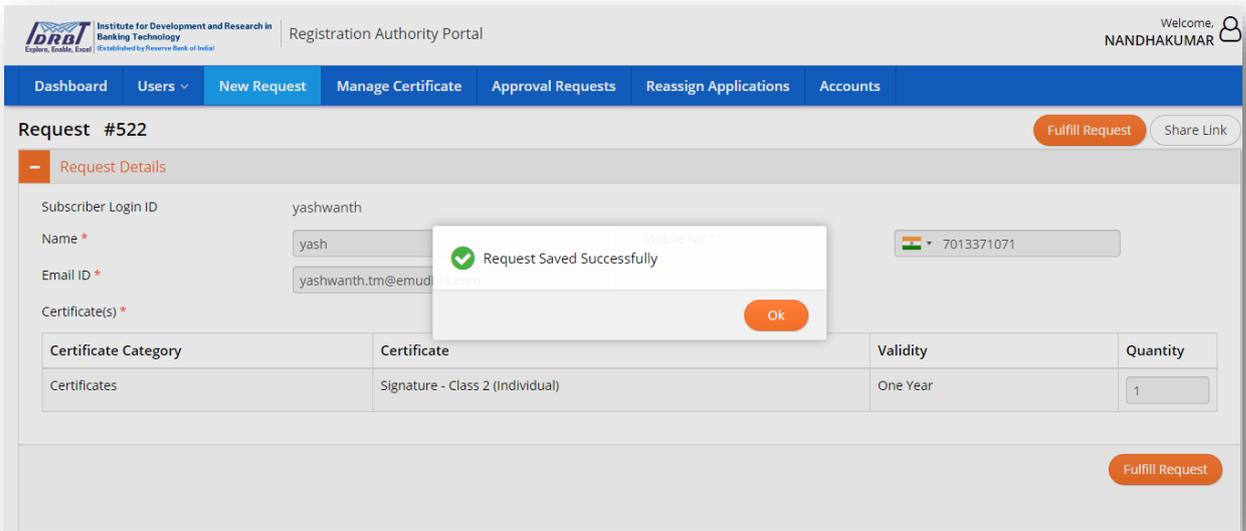
- After successful creation of Subscriber, click on “Pick Certificate(s)” hyperlink to display the list of available certificates in pop-up as shown below.



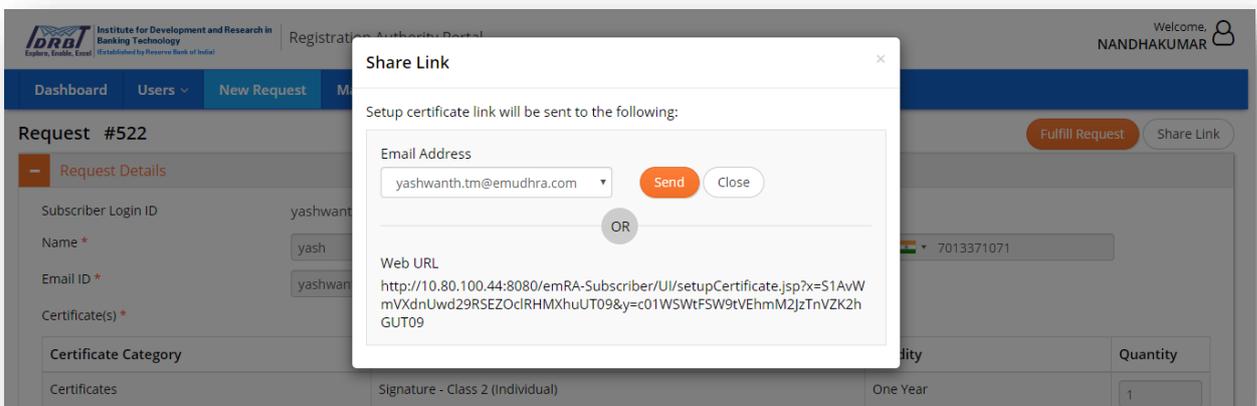
- Pick the respective certificate(s) from the list and click on “Add” button to add Certificate(s) to the New Request.



- On click of “Save” button, Request creation success message popup will be displayed.



- 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.



- 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).


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Registration Authority Portal Welcome, 
NANDHAKUMAR

Dashboard Users New Request **Manage Certificate** Approval Requests Reassign Applications Accounts

Manage Certificate(s) Filter By Active Pending Expires In-Progress Rejected Revoked Suspended Search By

Sl. No.	Application ID / Date	Certificate / Common Name / Validity	Customer Details	Status	Action
1	- 07-Dec-2019 (18:50:39)	Signature - Class 2 (Individual) - One Year	yash yashwanth.tm@emudhra.com 7013371071	Pending	<input type="button" value="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.


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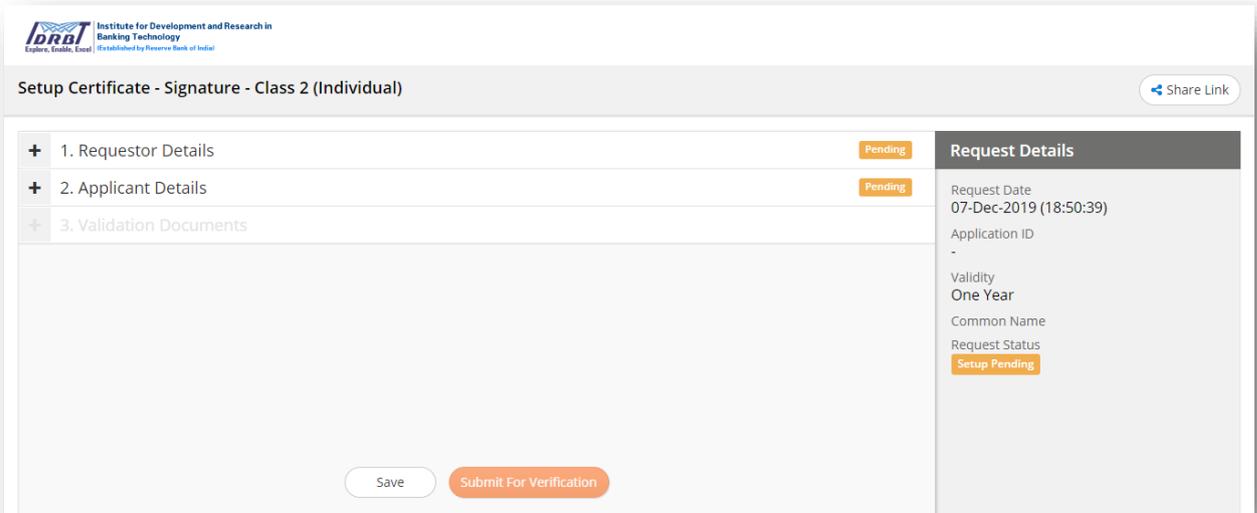
Registration Authority Portal Welcome, 
NANDHAKUMAR

Dashboard Users New Request **Manage Certificate** Approval Requests Reassign Applications Accounts

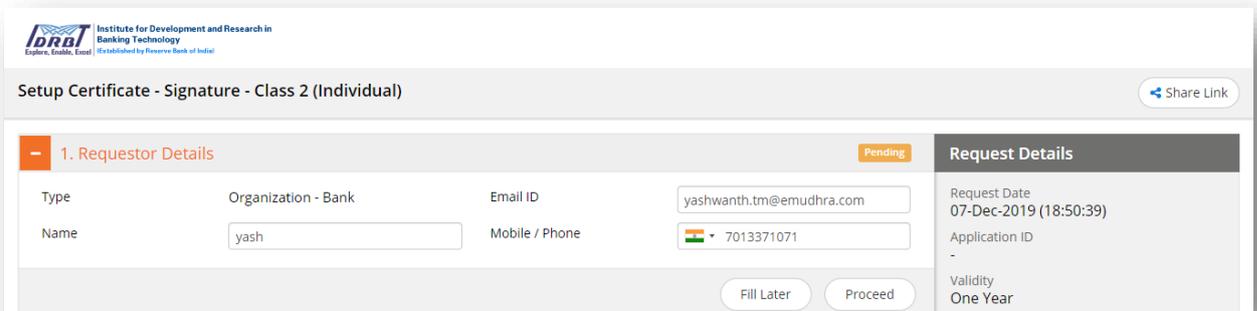
Manage Certificate(s) Filter By Active Pending Expires In-Progress Rejected Revoked Suspended Search By

Sl. No.	Application ID / Date	Certificate / Common Name / Validity	Subscriber Details	Status	Action
1	5086689 09-Dec-2019 (16:12:03)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	In-Progress	<input type="button" value="View"/>
2	4225053 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	<input type="button" value="View"/>
3	405565 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Revoked	<input type="button" value="View"/>
4	1833447 09-Dec-2019 (11:28:06)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	<input type="button" value="View"/>

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



- 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.



- 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.

Setup Certificate - Signature - Class 2 (Individual) Share Link

1. Requestor Details Completed		2. Applicant Details Pending		Request Details
Common Name *	<input type="text"/>	Mobile / Phone *	<input type="text" value="e.g. 081234 56789"/>	Request Date 07-Dec-2019 (18:50:39)
Email ID *	<input type="text"/>	Organization Unit *	<input type="text"/>	Application ID 9070096
Organization Name *	<input type="text"/>	Country *	<input type="text" value="Select"/>	Validity One Year
Full Name *	<input type="text"/>	Town / City / District *	<input type="text"/>	Common Name
Postal / ZIP Code *	<input type="text"/>	PAN *	<input type="text"/>	Request Status Setup Pending
State / Province *	<input type="text"/>			
Aadhaar Number	<input type="text" value="1234-6789-1234"/>			
<input type="button" value="Fill Later"/> <input type="button" value="Proceed"/>				

- 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.

Setup Certificate - Signature - Class 2 (Individual) Share Link

1. Requestor Details Completed		2. Applicant Details Pending		Request Details
Common Name *	<input type="text" value="Yashwanth"/>	Mobile / Phone *	<input type="text" value="7013371901"/>	Request Date 07-Dec-2019 (18:50:39)
Email ID *	<input type="text" value="yashwanth.tm@emudhra.com"/>	Organization Unit *	<input type="text" value="BUSINESS"/>	Application ID 9070096
Organization Name *	<input type="text" value="INDIVIDUAL"/>	Country *	<input type="text" value="India"/>	Validity One Year
Full Name *	<input type="text" value="YASHWANTH T M"/>	Town / City / District *	<input type="text" value="BANGALORE"/>	Common Name
Postal / ZIP Code *	<input type="text" value="560017"/>	PAN *	<input type="text" value="AORPN1234F"/>	Request Status Setup Pending
State / Province *	<input type="text" value="KARNATAKA"/>			
Aadhaar Number	<input type="text" value="1234-6789-1234"/>			
<input type="button" value="Fill Later"/> <input type="button" value="Proceed"/>				

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

Verification Type	Mode	Description
Document List	Upload Document	Upload PDF document
Domain Verification (SSL Certificates)	DNS Based	Respective CNAME record needs to be created in DNS Server.
	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 Verification	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 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.
EV Verification (SSL Certificates)	Certificate Approve Authorization Letter	Upload PDF of Certificate Approve Authorization Letter.
	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.
Physical Verification	Upload Document	Upload PDF document.
	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 be 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.
	Upload Document	Upload PDF document.


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Setup Certificate - Signature - Class 2 (Individual)

[Share Link](#)

+	1. Requestor Details	Completed	Request Details Request Date 07-Dec-2019 (18:50:39) Application ID 9070096 Validity One Year Common Name Yashwanth Request Status Setup Pending
+	2. Applicant Details	Completed	
-	3. Validation Documents	Pending	

Telephone Verification ! *

Verification Pending

Telephone No.

Supporting Document No file chosen

OR

Mobile OTP

Email Verification ! *

Verification Pending

Email ID

Supporting Document No file chosen

OR

Email OTP

Email Link

Physical Verification ! *

Verification Pending

Name

Supporting Document No file chosen

OR

Video Verification

- 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.

Registration Authority (RA) Portal
User Manual

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- On click of “Submit for Verification” button, the request will be submitted for verification by RA Admin.

- 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.

Dashboard Users ▾ New Request **Manage Certificate** Approval Requests Reassign Applications Accounts

Manage Certificate(s) Filter By **Active** Pending Expires In-Progress Rejected Revoked Suspended Search By Application ID Advance Search

Sl. No.	Application ID / Date	Certificate / Common Name / Validity	Subscriber Details	Status	Action
1	5086689 09-Dec-2019 (16:12:03)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	In-Progress	<input type="button" value="View"/>
2	4225053 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	<input type="button" value="View"/>
3	405565 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Revoked	<input type="button" value="View"/>
4	1833447 09-Dec-2019 (11:28:06)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	<input type="button" value="View"/>

Search By:

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

Dashboard Users ▾ New Request **Manage Certificate** Approval Requests Reassign Applications Accounts

Manage Certificate(s) Filter By **Active** Pending Expires In-Progress Rejected Revoked Suspended Search By Application ID Advance Search

Sl. No.	Application ID / Date	Certificate / Common Name / Validity	Subscriber Details	Status	Action
1	5086689 09-Dec-2019 (16:12:03)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	In-Progress	<input type="button" value="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.

IDRBT Institute for Development and Research in Banking Technology
Explore, Enable, Excel | (Established by Reserve Bank of India) Registration Authority Portal

Welcome **NANDHAKUMAR**

Dashboard Users ▾ New Request **Manage Certificate** Approval Requests Reassign Applications Accounts

Manage Certificate(s) Filter By **Active** Pending Expires In-Progress Rejected Revoked Suspended Search By Application ID Advance Search

Advance Search

Search By Application ID Common Name

Status

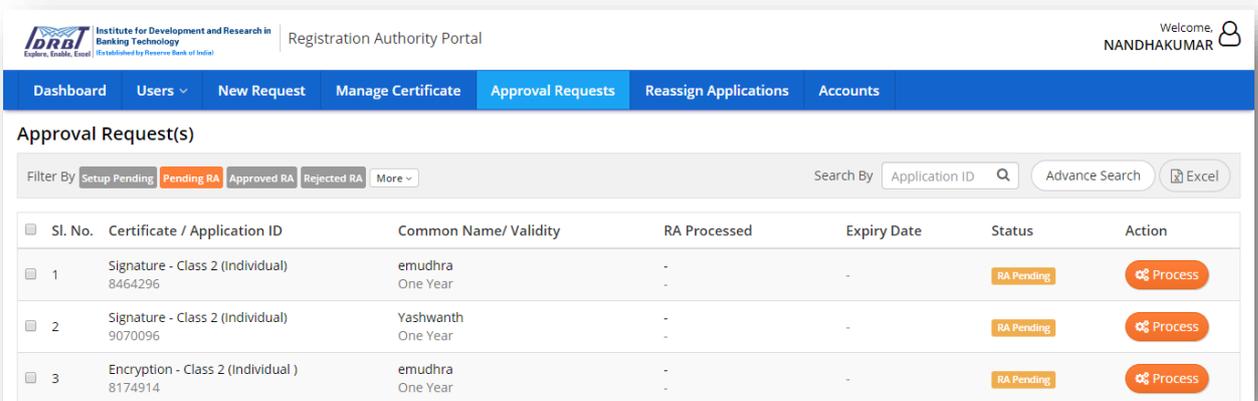
Include Date Range From To

- 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.
- 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.

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.



Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 8464296	emudhra One Year	-	-	RA Pending	Process
2	Signature - Class 2 (Individual) 9070096	Yashwanth One Year	-	-	RA Pending	Process
3	Encryption - Class 2 (Individual) 8174914	emudhra One Year	-	-	RA Pending	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.

The screenshot shows the 'Approval Request(s)' page in the Registration Authority Portal. The page has a navigation bar with 'Approval Requests' selected. Below the navigation bar, there are filter buttons for 'Setup Pending', 'Pending RA', 'Approved RA', and 'Rejected RA'. A table lists several requests with columns for 'Sl. No.', 'Certificate / Application ID', 'Common Name/ Validity', 'RA Processed', and 'Expiry Date'. A dropdown menu is open over the 'Allocate To Operators' button, showing a list of operators: 'emudhra', 'emudhraone', and 'Yashwanth'. The table contains the following data:

Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 8464296	emudhra One Year	-	-	-	Process
2	Signature - Class 2 (Individual) 9070096	Yashwanth One Year	-	-	-	Process
3	Encryption - Class 2 (Individual) 8174914	emudhra One Year	-	-	RA Pending	Process
4	Code Signing EV 2666774	emudhra One Year	-	-	Sub RA Pending	View
5	SSL OV (Auto) 3464604	emudhra.com One Year	-	-	Sub RA Pending	View
6	Encryption - Class 2 (Individual) 7687547	emudhra One Year	-	-	Operator Approved	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.

The screenshot shows the 'Approval Request(s)' page in the Registration Authority Portal. The page has a navigation bar with 'Approval Requests' selected. Below the navigation bar, there are filter buttons for 'Setup Pending', 'Pending RA', 'Approved RA', and 'Rejected RA'. A search bar is present with 'Application ID' and 'Excel' options. A table lists a single request with columns for 'Sl. No.', 'Certificate / Application ID', 'Common Name/ Validity', 'RA Processed', 'Expiry Date', 'Status', and 'Action'. The table contains the following data:

Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 8464296	emudhra One Year	-	-	RA Pending	Process

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

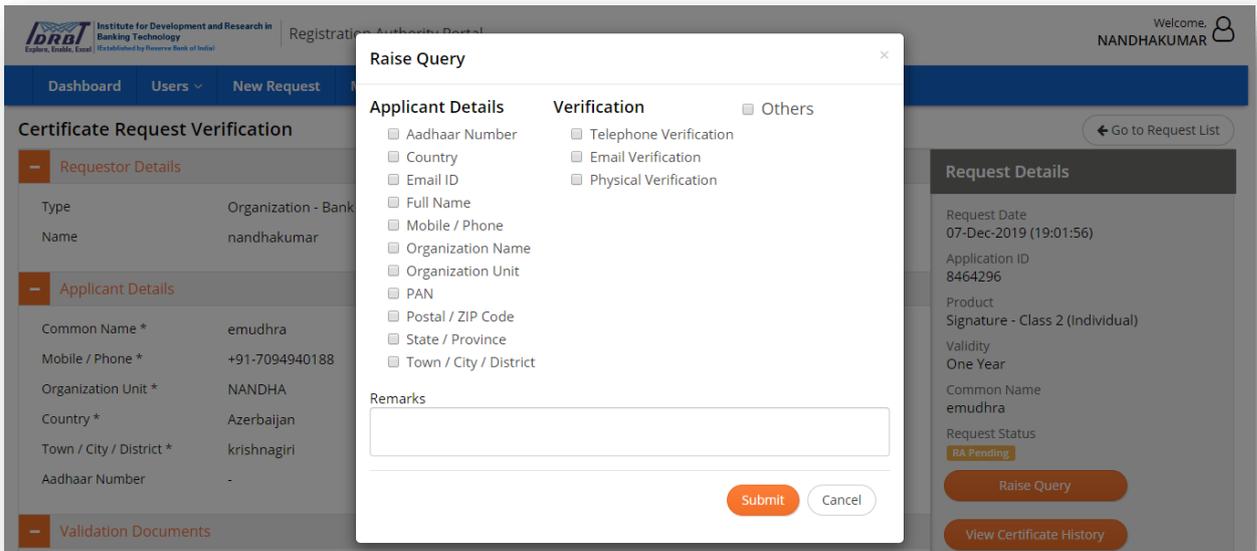

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 Welcome, **NANDHAKUMAR**

[Dashboard](#) | [Users](#) | [New Request](#) | [Manage Certificate](#) | [Approval Requests](#) | [Reassign Applications](#) | [Accounts](#)

Certificate Request Verification ← Go to Request List

Requestor Details				Request Details	
Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com	Request Date	07-Dec-2019 (19:01:56)
Name	nandhakumar	Mobile/Phone	7094940185	Application ID	8464296
Applicant Details				Product	Signature - Class 2 (Individual)
Common Name *	emudhra	Email ID *	jkkj@emudhra.com	Validity	One Year
Mobile / Phone *	+91-7094940188	Organization Name *	nandha	Common Name	emudhra
Organization Unit *	NANDHA	Postal / ZIP Code *	635121	Request Status	RA Pending
Country *	Azerbaijan	State / Province *	tamilnadu	Raise Query View Certificate History	
Town / City / District *	krishnagiri	PAN *	AXTPN9856K		
Aadhaar Number	-	Full Name *	nandhakumar		
Validation Documents					
Telephone Verification					
Telephone Number	+91-7094940188	Supporting Document	Download	View	
Comments					
<input type="text" value="Verified"/>					
Save					
Email Verification					
Email Address	jkkj@emudhra.com	Supporting Document	Download	View	
Comments					
<input type="text" value="Verified"/>					
Save					
Physical Verification					
Full Name	nandhakumar	Supporting Document	Download	View	
Comments					
<input type="text" value="Verified"/>					
Save					
Approve Reject					

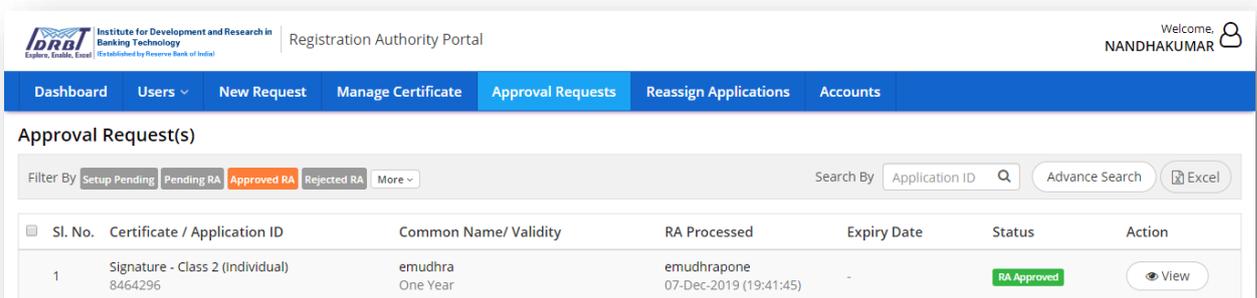
- Enter the "Comments" and click on "Save" button to save the comments.
- To raise query, click on "Raise Query" button available on right side of the page.
- On click of "Raise Query" button, raise query pop-up will be displayed as shown below.



- 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”.
- ✓ 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”.



- On rejecting the Request, Request Status will be changed to ‘RA Rejected’.

Registration Authority Portal | Welcome, NANDHAKUMAR

Dashboard Users New Request Manage Certificate **Approval Requests** Reassign Applications Accounts

Approval Request(s)

Filter By Setup Pending Pending RA **Approved RA** **Rejected RA** More

Search By Application ID Advance Search Excel

Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 9070096	Yashwanth One Year	emudhrapone 07-Dec-2019 (19:43:10)	-	RA Rejected	View

- To view applications with specific status, select respective status in “Filter By” option.

Registration Authority Portal | Welcome, NANDHAKUMAR

Dashboard Users New Request Manage Certificate **Approval Requests** Reassign Applications Accounts

Approval Request(s)

Filter By Setup Pending Pending RA **Approved RA** Rejected RA More

Search By Application ID Advance Search Excel

Sl. No.	Certificate / Application ID	Common Name/ 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
3	Signature - Class 2 (Individual) 41634	emudhra One Year	emudhrapone 07-Dec-2019 (18:41:36)	-	Setup Pending	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.

Registration Authority Portal | Welcome, NANDHAKUMAR

Dashboard Users New Request Manage Certificate **Approval Requests** Reassign Applications Accounts

Approval Request(s)

Filter By Setup Pending **Pending RA** Approved RA Rejected RA More

Search By Application ID Advance Search Excel

Advance Search

Search By Application ID Common Name

Status **Setup Pending** **Pending-RA** **Approved-RA** **Rejected-RA** **Allocated** **Expired** **Pending Operator** **Rejected Operator** **Approved CA** **Rejected CA** **Pending Sub-RA** **Approved Sub-RA** **Rejected Sub-RA** **Allocated Sub-Operator** **Pending Sub-Operator** **Rejected Sub-Operator** **Certificate Generated** **Certificate Downloaded** **Subscriber Rejected** **Certificate Revoked** **Certificate Suspended** **Manual Issuance Pending**

Include Date Range From 07-12-2019 To 07-12-2019

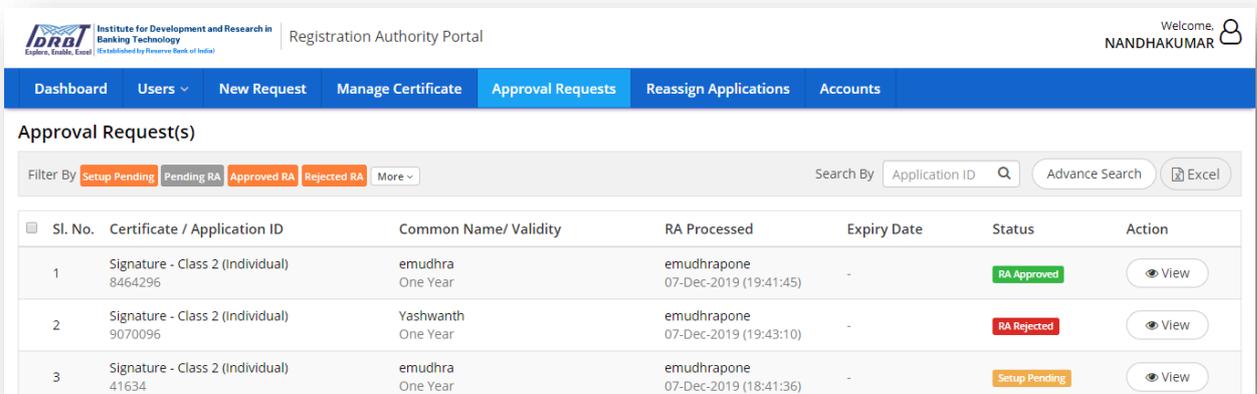
Search **Reset** **Cancel**

- 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.
 - 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.

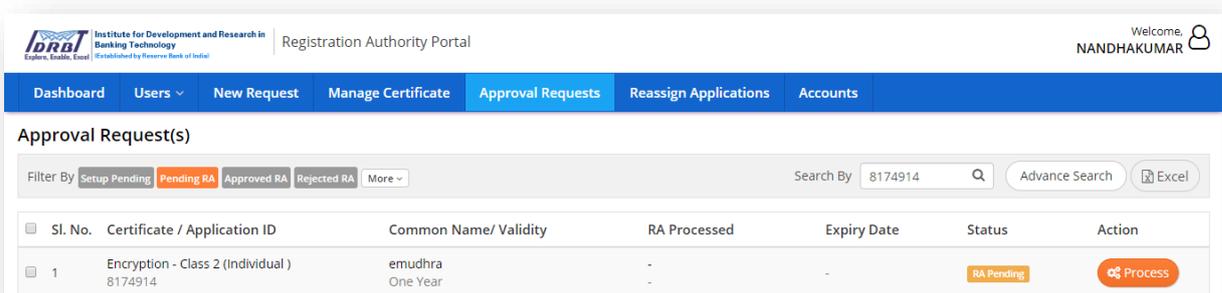


The screenshot shows the 'Approval Request(s)' page in the RA Portal. The navigation bar includes 'Dashboard', 'Users', 'New Request', 'Manage Certificate', 'Approval Requests', 'Reassign Applications', and 'Accounts'. The 'Approval Requests' section is active. Below the navigation bar, there are filter buttons for 'Setup Pending', 'Pending RA', 'Approved RA', and 'Rejected RA'. A search bar is present with the text 'Application ID' and a search icon. To the right of the search bar are buttons for 'Advance Search' and 'Excel'. Below the search bar is a table with the following columns: 'Sl. No.', 'Certificate / Application ID', 'Common Name/ Validity', 'RA Processed', 'Expiry Date', 'Status', and 'Action'. The table contains three rows of data:

Sl. No.	Certificate / Application ID	Common Name/ 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
3	Signature - Class 2 (Individual) 41634	emudhra One Year	emudhrapone 07-Dec-2019 (18:41:36)	-	Setup Pending	View

Search By:

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



The screenshot shows the 'Approval Request(s)' page in the RA Portal. The navigation bar is the same as in the previous screenshot. The search bar now contains the value '8174914'. The table below shows one row of data:

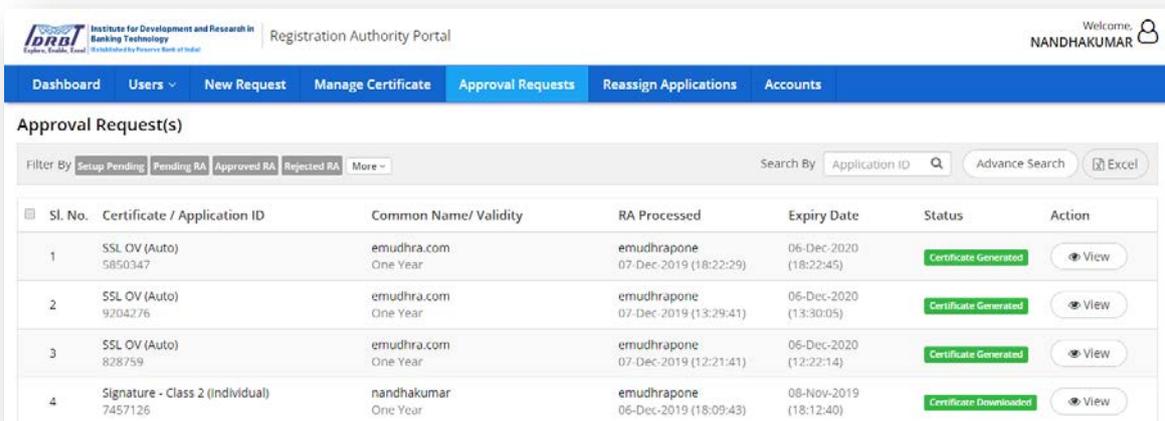
Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	Encryption - Class 2 (Individual) 8174914	emudhra One Year	-	-	RA Pending	Process

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.

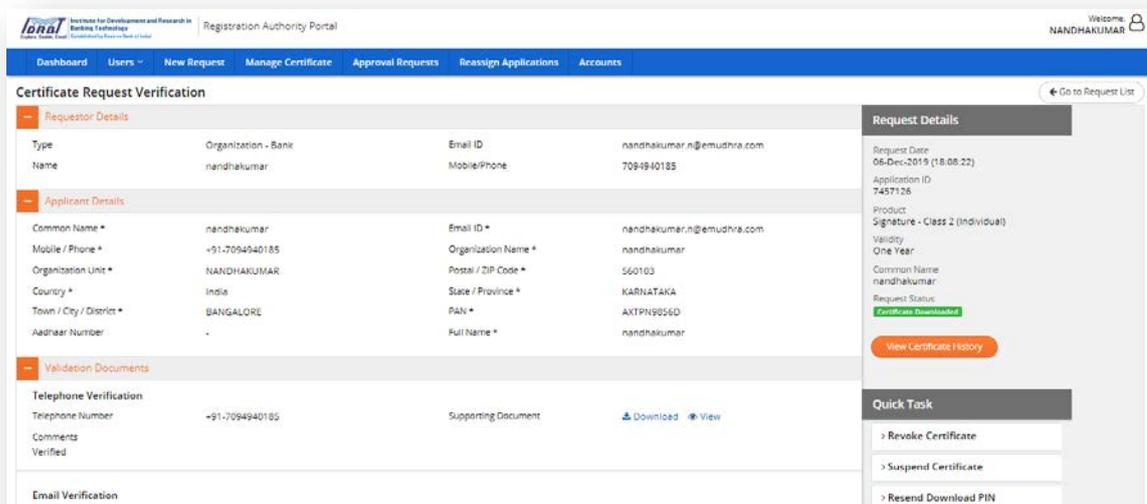
a. Suspend Certificate:

- In approval requests page, choose “Certificate Generated/Certificate Downloaded” status certificate to suspend the certificate.



Sl. No.	Certificate / Application ID	Common Name/ 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 Generated	View
2	SSL OV (Auto) 9204276	emudhra.com One Year	emudhrapone 07-Dec-2019 (13:29:41)	06-Dec-2020 (13:30:05)	Certificate Generated	View
3	SSL OV (Auto) 828759	emudhra.com One Year	emudhrapone 07-Dec-2019 (12:21:41)	06-Dec-2020 (12:22:14)	Certificate Generated	View
4	Signature - Class 2 (Individual) 7457126	nandhakumar One Year	emudhrapone 06-Dec-2019 (18:09:43)	08-Nov-2019 (18:12:40)	Certificate Downloaded	View

- On click of “View” button, Certificate Request Verification details page will be displayed.



Requester Details		Request Details	
Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com
Name	nandhakumar	Mobile/Phone	7094940185
Applicant Details		Request Details	
Common Name *	nandhakumar	Request Date	06-Dec-2019 (18:08:22)
Mobile / Phone *	+91-7094940185	Application ID	7457126
Organization Unit *	NANDHAKUMAR	Product	Signature - Class 2 (Individual)
Country *	India	Validity	One Year
Town / City / District *	BANGALORE	Common Name	nandhakumar
Aadhaar Number	-	Request Status	Certificate Downloaded
Validation Documents		View Certificate History	
Telephone Verification		Quick Task	
Telephone Number	+91-7094940185	Revoke Certificate	
Supporting Document	Download View	Suspend Certificate	
Comments	Verified	Resend Download PIN	
Email Verification			

- On click of “Suspend Certificate” tab in quick tasks, “Suspend Certificate” tab will expand.

Certificate Request Verification ← Go to Request List

Requestor Details				Request Details	
Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com	Request Date	06-Dec-2019 (18:08:22)
Name	nandhakumar	Mobile/Phone	7094940185	Application ID	7457126
Applicant Details				Product	Signature - Class 2 (Individual)
Common Name *	nandhakumar	Email ID *	nandhakumar.n@emudhra.com	Validity	One Year
Mobile / Phone *	+91-7094940185	Organization Name *	nandhakumar	Common Name	nandhakumar
Organization Unit *	NANDHAKUMAR	Postal / ZIP Code *	560103	Request Status	Certificate Downloaded
Country *	India	State / Province *	KARNATAKA	View Certificate History	
Town / City / District *	BANGALORE	PAN *	AXTPN9856D	Proceed	
Aadhaar Number	-	Full Name *	nandhakumar	View Certificate History	
Validation Documents					
Telephone Verification					
Telephone Number	+91-7094940185	Supporting Document	Download	View	
Comments	Verified				
Email Verification					
Email Address	nandhakumar.n@emudhra.com	Supporting Document	Download	View	
Comments	Verified				

Quick Task

- Revoke Certificate
- Suspend Certificate

Are you sure you want to Suspend Certificate?

[Proceed](#)
- Resend Download PIN

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

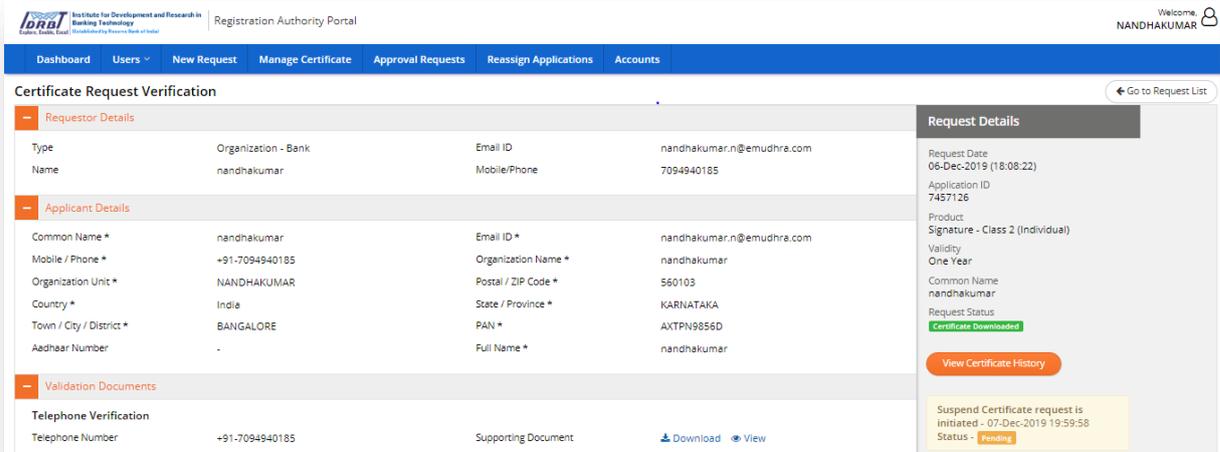
Certificate Request Verification ← Go to Request List

Requestor Details				Request Details	
Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com	Request Date	06-Dec-2019 (18:08:22)
Name	nandhakumar	Mobile/Phone	7094940185	Application ID	7457126
Applicant Details				Product	Signature - Class 2 (Individual)
Common Name *	nandhakumar	Email ID *	nandhakumar.n@emudhra.com	Validity	One Year
Mobile / Phone *	+91-7094940185	Organization Name *	nandhakumar	Common Name	nandhakumar
Organization Unit *	NANDHAKUMAR	Postal / ZIP Code *	560103	Request Status	Certificate Downloaded
Country *	India	State / Province *	KARNATAKA	View Certificate History	
Town / City / District *	BANGALORE	PAN *	AXTPN9856D	Proceed	
Aadhaar Number	-	Full Name *	nandhakumar	View Certificate History	
Validation Documents					
Telephone Verification					
Telephone Number	+91-7094940185	Supporting Document	Download	View	
Comments	Verified				
Email Verification					
Email Address	nandhakumar.n@emudhra.com	Supporting Document	Download	View	
Comments	Verified				

Suspend Reason

[Submit](#)

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



Registration Authority Portal

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Welcome NANDHAKUMAR

Go to Request List

Certificate Request Verification

Requestor Details

Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com
Name	nandhakumar	Mobile/Phone	7094940185

Applicant Details

Common Name *	nandhakumar	Email ID *	nandhakumar.n@emudhra.com
Mobile / Phone *	+91-7094940185	Organization Name *	nandhakumar
Organization Unit *	NANDHAKUMAR	Postal / ZIP Code *	560103
Country *	India	State / Province *	KARNATAKA
Town / City / District *	BANGALORE	PAN *	AXTPN9856D
Aadhaar Number	-	Full Name *	nandhakumar

Validation Documents

Telephone Verification		Supporting Document	Download View
Telephone Number	+91-7094940185		

Request Details

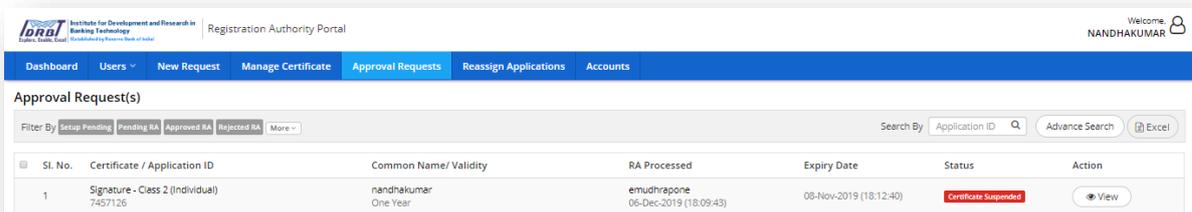
Request Date: 06-Dec-2019 (18:08:22)
 Application ID: 7457126
 Product: Signature - Class 2 (Individual)
 Validity: One Year
 Common Name: nandhakumar
 Request Status: **Certificate Downloaded**
 View Certificate History

Suspend Certificate request is initiated - 07-Dec-2019 19:59:58
 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.



Registration Authority Portal

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Welcome NANDHAKUMAR

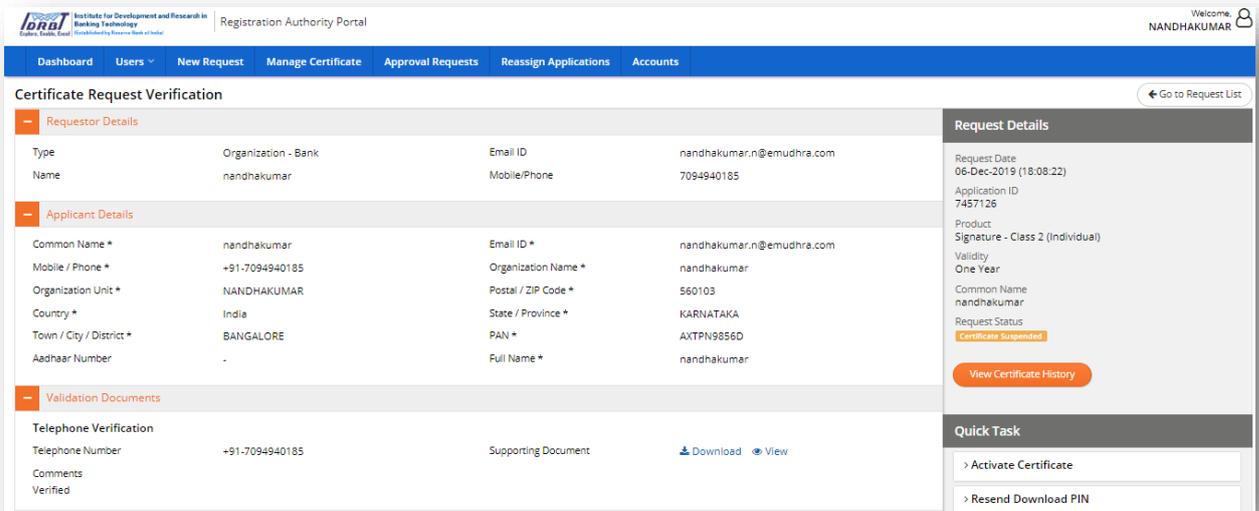
Approval Request(s)

Filter By: Setup Pending Pending RA Approved RA Rejected RA More

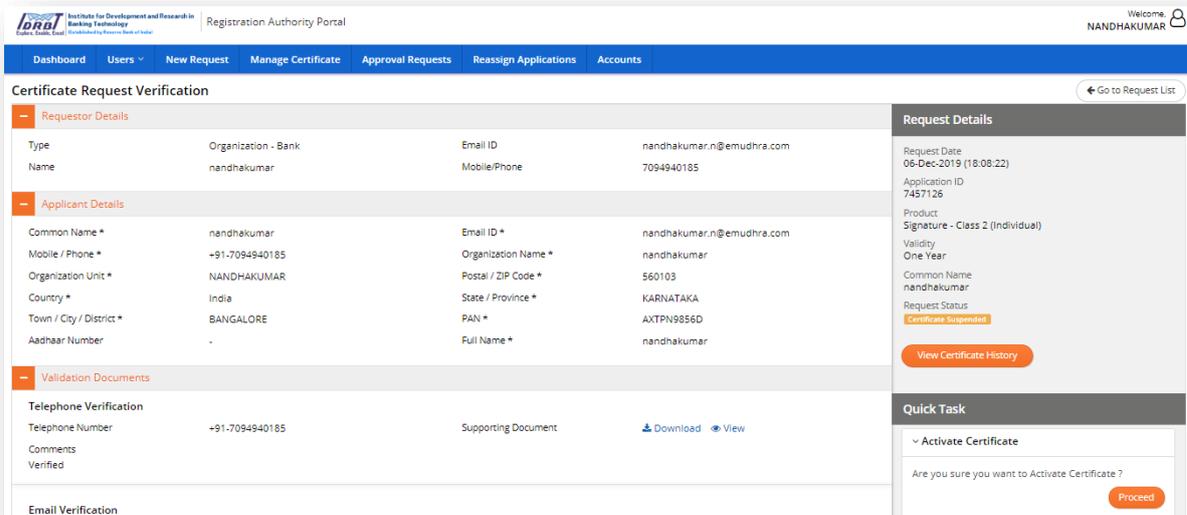
Search By: Application ID Advance Search Excel

Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	Signature - Class 2 (Individual) 7457126	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.



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



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

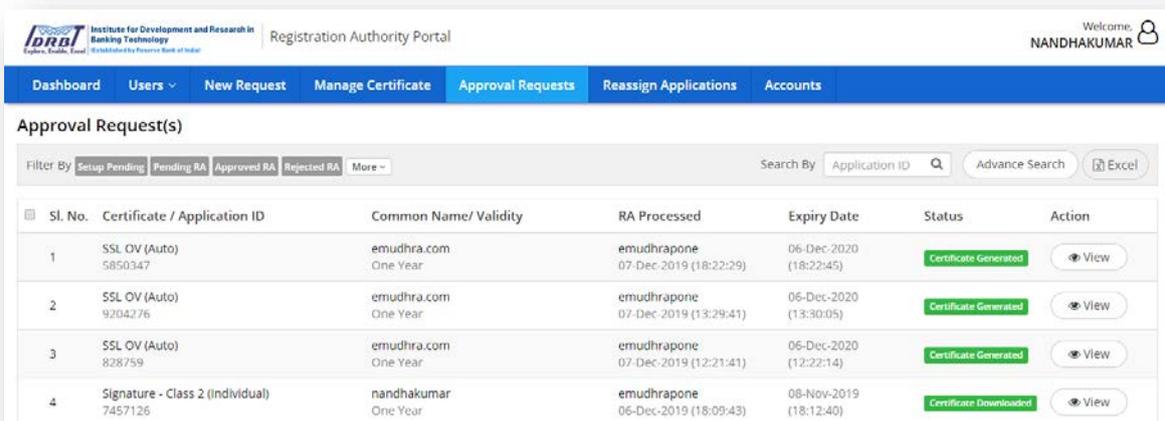


- Enter the reason and click on "Submit" button.

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

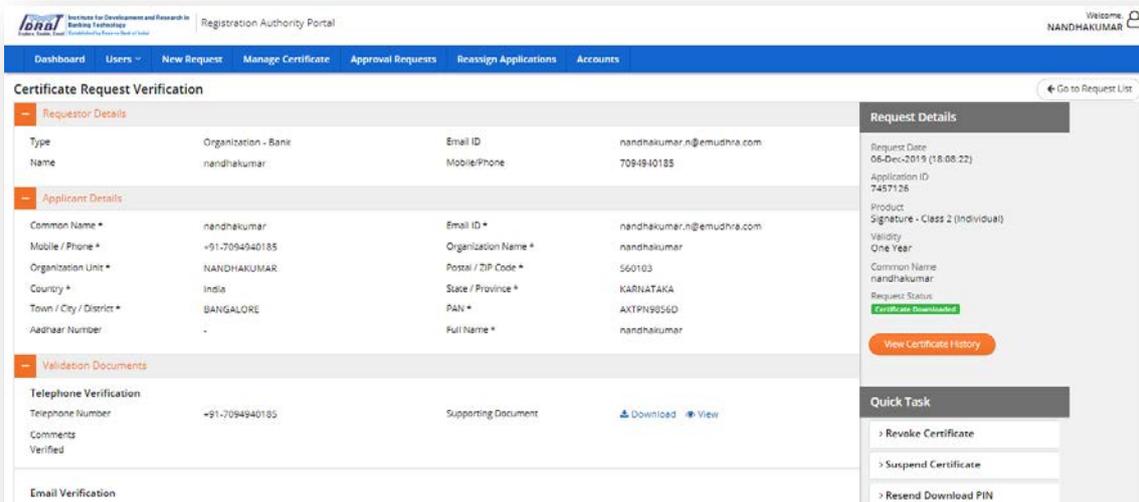
c. Revoke Certificate:

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



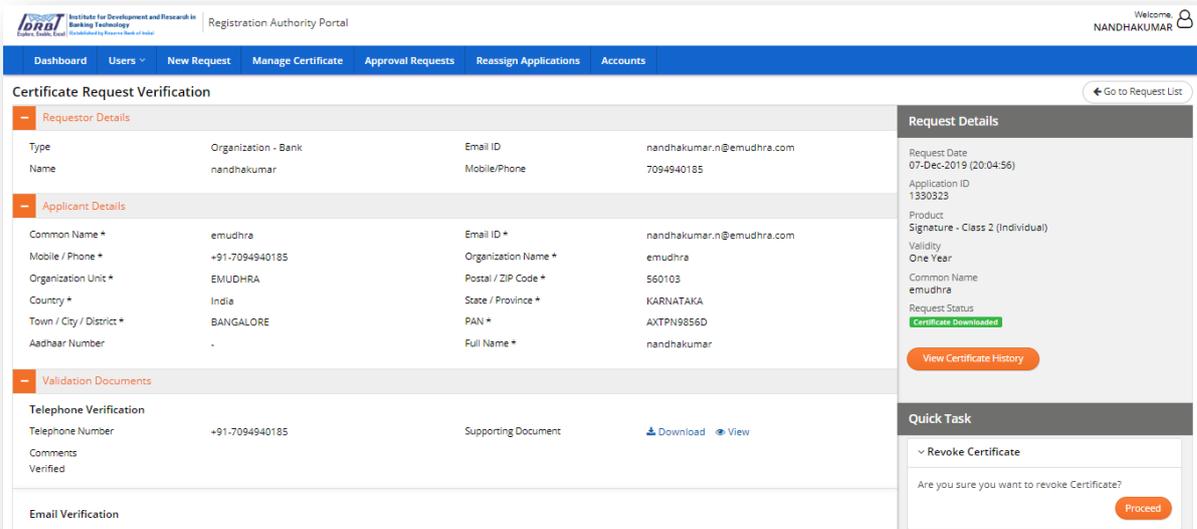
Sl. No.	Certificate / Application ID	Common Name/ Validity	RA Processed	Expiry Date	Status	Action
1	SSL OV (Auto) 5850347	emudhra.com One Year	emudhrapone 07-Dec-2019 (18:22:29)	06-Dec-2020 (18:22:45)	Certificate Generated	View
2	SSL OV (Auto) 9204276	emudhra.com One Year	emudhrapone 07-Dec-2019 (13:29:41)	06-Dec-2020 (13:30:05)	Certificate Generated	View
3	SSL OV (Auto) 828759	emudhra.com One Year	emudhrapone 07-Dec-2019 (12:21:41)	06-Dec-2020 (12:22:14)	Certificate Generated	View
4	Signature - Class 2 (Individual) 7457126	nandhakumar One Year	emudhrapone 06-Dec-2019 (18:09:43)	08-Nov-2019 (18:12:40)	Certificate Downloaded	View

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

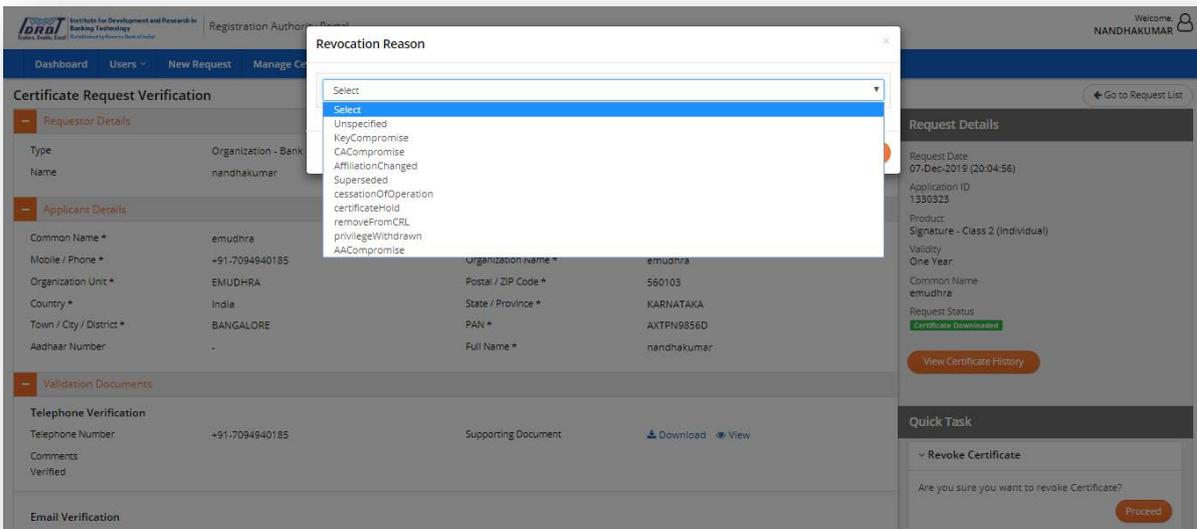


Requestor Details		Request Details	
Type	Organization - Bank	Request Date	06-Dec-2019 (18:08:22)
Name	nandhakumar	Application ID	7457126
Email ID	nandhakumar.n@emudhra.com	Product	Signature - Class 2 (Individual)
Mobile/Phone	7094940185	Validity	One Year
Applicant Details		Common Name	nandhakumar
Common Name *	nandhakumar	Request Status	Certificate Downloaded
Mobile / Phone *	+91-7094940185	View Certificate History	
Organization Unit *	NANDHAKUMAR	Quick Task	
Country *	India	<ul style="list-style-type: none"> Revoke Certificate Suspend Certificate Resend Download PIN 	
Town / City / District *	BANGALORE		
Aadhar Number	-		
Validation Documents			
Telephone Verification			
Telephone Number	+91-7094940185	Supporting Document Download View	
Comments			
Verified			
Email Verification			

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



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



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

Certificate Request Verification

Requestor Details

Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com
Name	nandhakumar	Mobile/Phone	7094940185

Applicant Details

Common Name *	emudhra	Email ID *	nandhakumar.n@emudhra.com
Mobile / Phone *	+91-7094940185	Organization Name *	emudhra
Organization Unit *	EMUDHRA	Postal / ZIP Code *	560103
Country *	India	State / Province *	KARNATAKA
Town / City / District *	BANGALORE	PAN *	AXTPN9856D
Aadhaar Number	-	Full Name *	nandhakumar

Validation Documents

Telephone Verification	Telephone Number	Supporting Document	Download View
	+91-7094940185		

Request Details

Request Date: 07-Dec-2019 (20:04:56)
Application ID: 1330323
Product: Signature - Class 2 (Individual)
Validity: One Year
Common Name: emudhra
Request Status: **Certificate Downloaded**
[View Certificate History](#)

Revoke Certificate request initiated - 07-Dec-2019 20:23:53
Status: **Pending**

- 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.

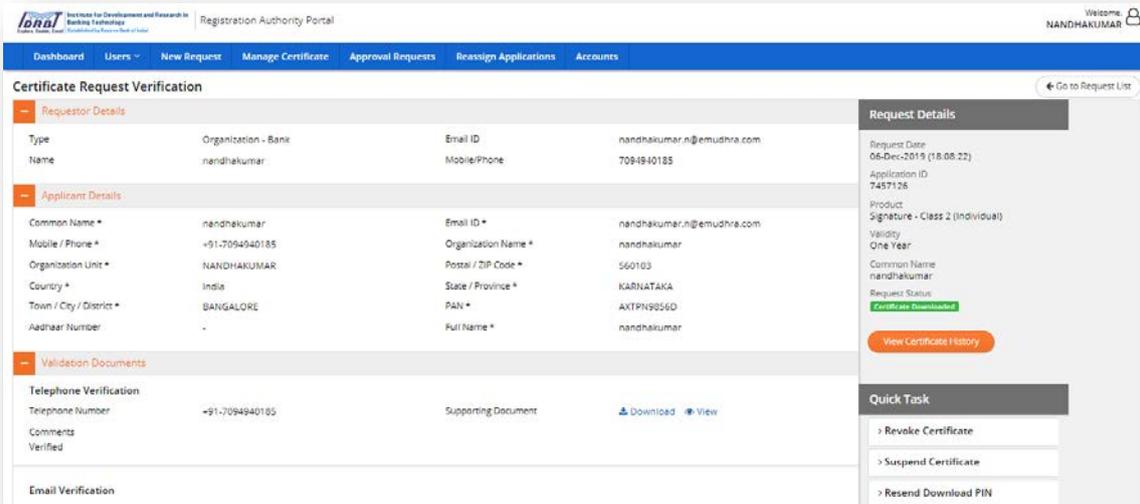
Approval Request(s)

Filter By: Setup Pending | Pending RA | Approved RA | Rejected RA | More

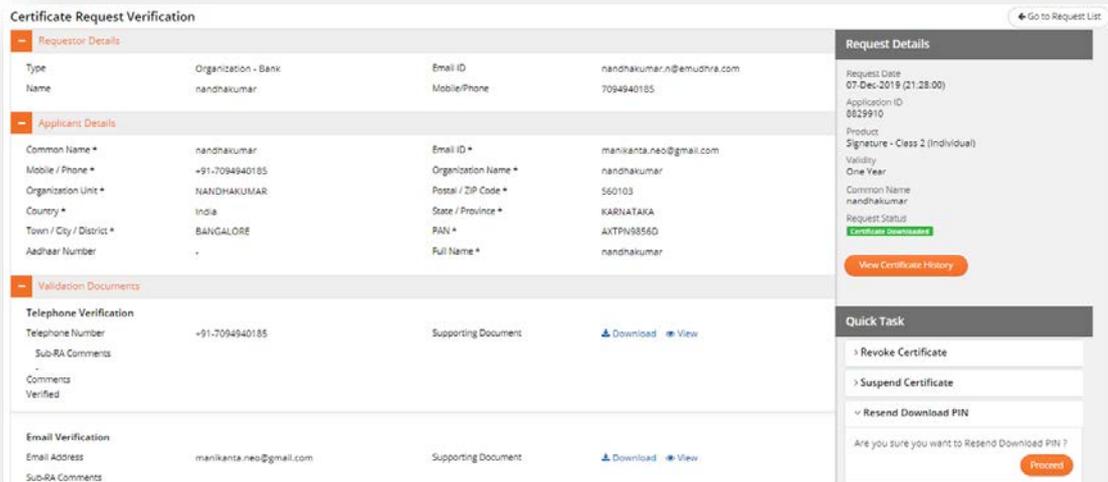
Search By: Application ID | Advance Search | Excel

Sl. No.	Certificate / Application ID	Common Name/ 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 Generated	View
2	SSL OV (Auto) 9204276	emudhra.com One Year	emudhrapone 07-Dec-2019 (13:29:41)	06-Dec-2020 (13:30:05)	Certificate Generated	View
3	SSL OV (Auto) 828759	emudhra.com One Year	emudhrapone 07-Dec-2019 (12:21:41)	06-Dec-2020 (12:22:14)	Certificate Generated	View
4	Signature - Class 2 (Individual) 7457126	nandhakumar One Year	emudhrapone 06-Dec-2019 (18:09:43)	08-Nov-2019 (18:12:40)	Certificate Downloaded	View

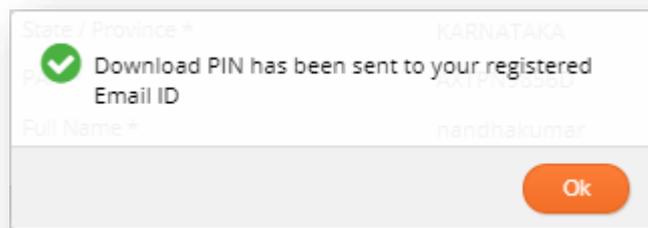
- On click of "View" button, certificate details page will be displayed.



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



- 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.

Application ID	Type/Class	Issue Type	Validity / Request Date	Valid From	Valid To	Application Status	Certificate Status
4751349	Signature Class 2	New Request	One Year 06-Dec-2019 (09:46:50)	-	-	CA Approved	NA
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
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
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
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
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
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
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
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

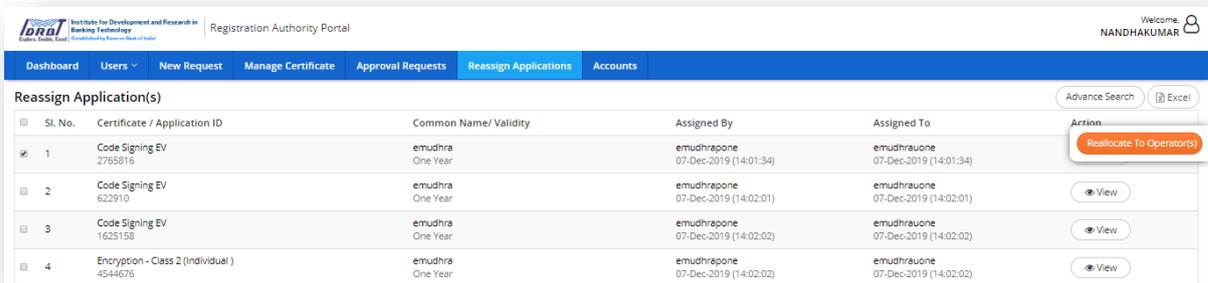
7. Reassign Applications

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.

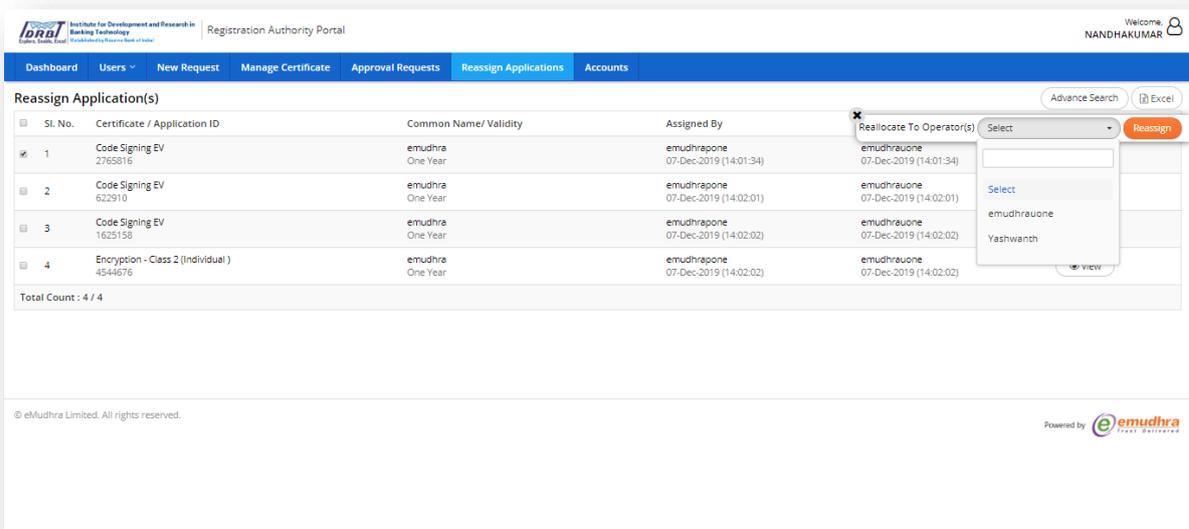
Sl. No.	Certificate / Application ID	Common Name / Validity	Assigned By	Assigned To	Action
1	Code Signing EV 2765816	emudhra One Year	emudhra@one 07-Dec-2019 (14:01:34)	emudhra@one 07-Dec-2019 (14:01:34)	View
2	Code Signing EV 622910	emudhra One Year	emudhra@one 07-Dec-2019 (14:02:01)	emudhra@one 07-Dec-2019 (14:02:01)	View
3	Code Signing EV 1625156	emudhra One Year	emudhra@one 07-Dec-2019 (14:02:02)	emudhra@one 07-Dec-2019 (14:02:02)	View
4	Encryption - Class 2 (Individual) 4244676	emudhra One Year	emudhra@one 07-Dec-2019 (14:02:02)	emudhra@one 07-Dec-2019 (14:02:02)	View

Reassign Application(s):

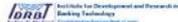
On selecting the application (using checkbox), "Reallocate to Operator(s)" popup will be displayed at the top right corner of the page as shown below.



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.



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


Registration Authority Portal
Welcome, **NANDHAKUMAR**

Dashboard
Users
New Request
Manage Certificate
Approval Requests
Reassign Applications
Accounts

Certificate Request Verification

Requester Details

Type	Individual	Email ID	nandhakumar.n@emudhra.com
Name	nandhakumar	Mobile/Phone	7094940185

Certificate Details

Domain Name	-	Organization Name *	nandhakumar
Organization Unit *	nandhakumar	Country *	India
State / Province *	KARNATAKA	Town / City / District *	BANGALORE
Mobile / Phone *	+91-7094940185	Email ID *	nandhakumar.n@emudhra.com
Additional Information		PAN *	AXTPN9056D
Postal / ZIP Code *	560103	Aadhaar Number	-

Additional EV Details

Organization Type	Non-Commercial Entity	Registration No	5466548546
Reg. Jurisdiction Type	State		

Contract Signer (Authorized person who can sign subscriber agreement)

Name	nandhakumar	Designation	test
Email ID	nandhakumar.n@emudhra.com	Mobile/Phone	+91-7094940185

Certificate Approver (Authorized person of Applicant Organization who can authorize this request)

Name	nandhakumar	Designation	test
Email ID	nandhakumar.n@emudhra.com	Mobile/Phone	+91-7094940185

Request Details

Request Date
06-Dec-2019 (19:25:31)

Application ID
622910

Product
Code Signing EV

Validity
One Year

Common Name
emudhra

Request Status
Pending History

[View Certificate History](#)

CSR

CSR Type RSA(2048) [View CSR Details](#)

```
-----BEGIN CERTIFICATE REQUEST-----
MIICQCAZACQAwCTELMAAGATUEBHMICSAkFuA9VgVgVBAAMWIDrShbnRwWt1W1WPy
LmMAARQWgYDQYQHQDAcnczraGR7DjyATERMAAGATUECgQgcmFuZDh1MHRwWwAYD
VQQAQDWH1pSCSChXGJAM8yBvBAd5KpZ11jM8yBvBAd5KpZ11jM8yBvBAd5KpZ11
AAOCQAMIBGgCAGAEAVSWICTmddCW9+2myuGjmf5uwhC2KZFLUBH-CH
EGRl9sVUy8mRvOPGxvU69jgCN75QpK2VtZfghucpG49Z2vpp006Z
doCkx1qngYETVfOIGV866ZFDLcmzOCIVqomDejG4dHwN9K46-8i
ghapRUBEMh3S9AHp9G77pudn0Y9p1uP851cmVekQkMfPp+u20Tz
PwYMTQCBHdM4MvLjBUPOT1Zdvmb3WwY-7M8Av7SS5Bw+Dokw8e1m8DX
XpvcP6g7T7W1768ZvDk1nAV1LZV7H1610XQDAQABAAkAQ9G6ZInvd
AQELBQADggEBAH5kMh180G5mY2jms3yC8g76uTpCpWudwW0HghhPQRQ3H
3wUzSj9d2Scek+473H8V9QC8B32tpPvG4455Cqhhn03TW5dMTA-7ImzE
j5ZaLBJChV7/QuDOR2Cv6GqT+DT9APh9D21P82Wd9H4EPQ3m7h3D
CTNLR5QvnuJMz7ESuH+8BwWkZUPKQZ1BxectWwA9DfnczawW1HhChNyc
-----END CERTIFICATE REQUEST-----
```

Subscriber Agreement

Agreement Signed [Download](#) [View](#)

Validation Documents

Organization Information (OV)

Organization Name	nandhakumar	Supporting Doc	Download View
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Extended Validation (EV) Verification

Organization Name	nandhakumar	Country	India
State	KARNATAKA	City	BANGALORE

Organization Physical Existence Verification (Address)

Supporting Doc [Download](#) [View](#)

Organization Operational Existence Verification

Supporting Doc [Download](#) [View](#)

Contract Signer Authorization Letter

Name	nandhakumar	Email ID	nandhakumar.n@emudhra.com
Designation	test	Mobile/Phone	+91-7094940185

Supporting Doc [Download](#) [View](#)

Certificate Approver Authorization Letter

Name	nandhakumar	Email ID	nandhakumar.n@emudhra.com
Designation	test	Mobile/Phone	+91-7094940185
Business Category	Non-Commercial Entity	Registration Number	5466548546

Supporting Doc [Download](#) [View](#)

Telephone Verification

Telephone Number	+91-7094940185	Supporting Document	Download View
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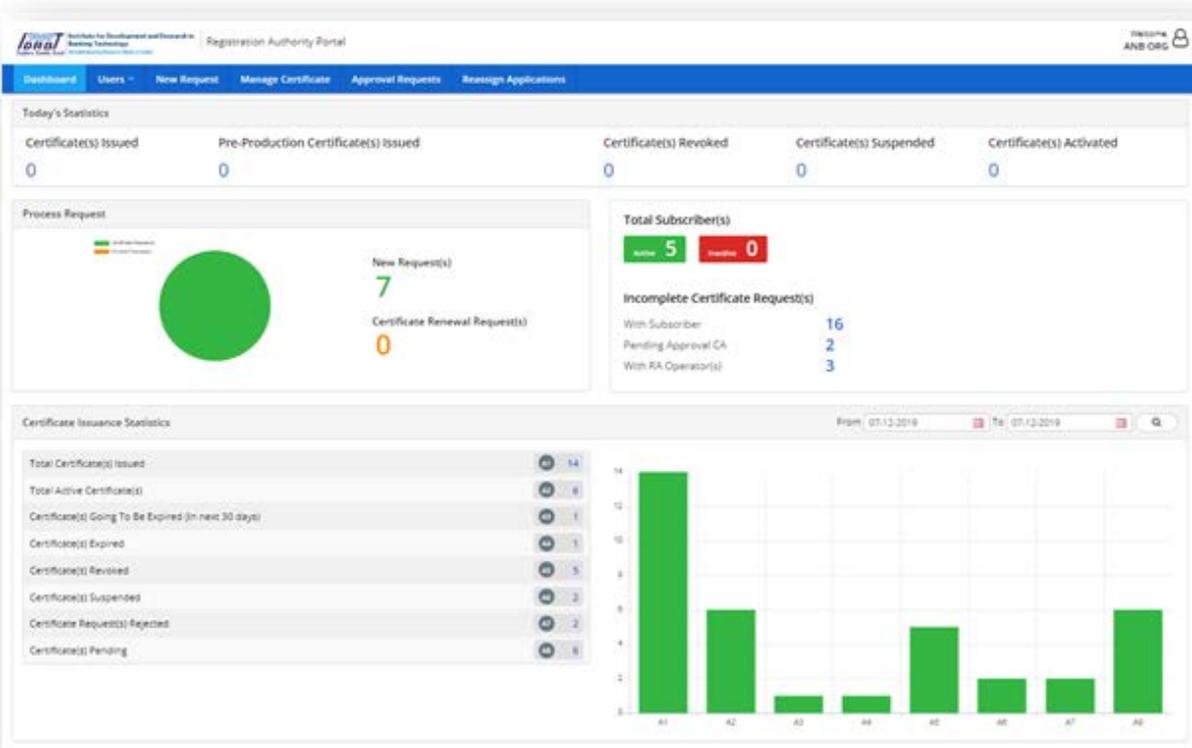
Email Verification

Email Address	nandhakumar.n@emudhra.com	Supporting Document	Download View
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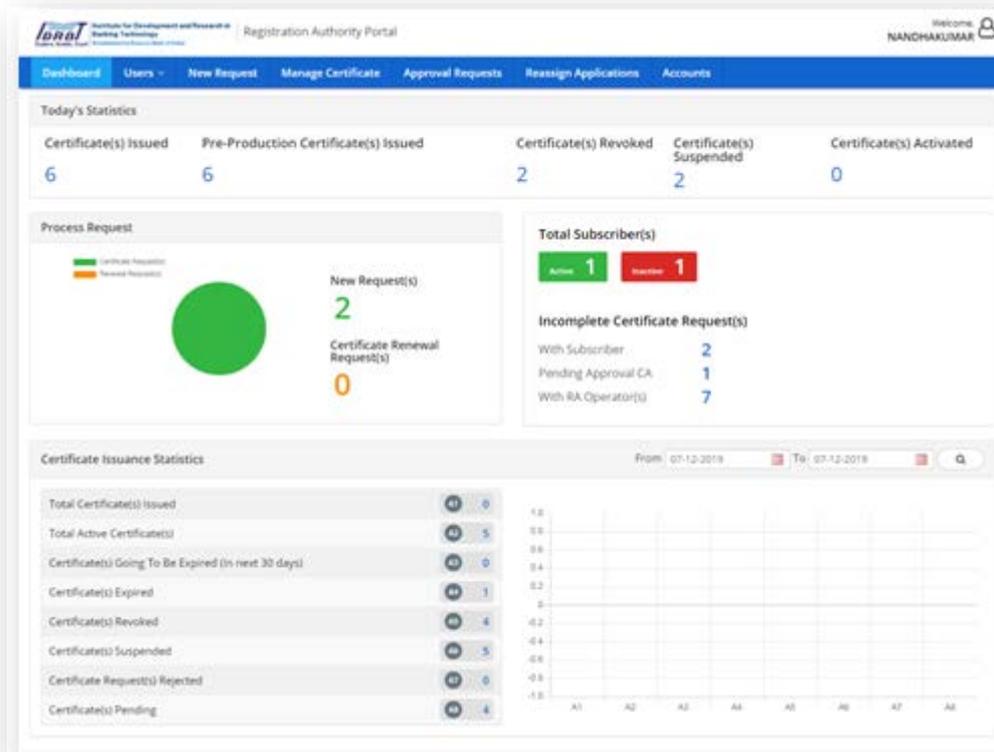
On assigning application to RA Operator, the Request will land in Approval Request page of respective RA Operator. Once Operator process the Request, application will land in RA Admin Portal for approval. After processing Request by RA Admin, the application will land in CA Portal for CA approval.

8. Accounts

- While creating RA Office in IDRBT 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.



- While creating RA Office in IDRBT 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.



---End of the document---