

IDRBT CA

Registration Authority (RA) Portal

User Manual

Version 1.0

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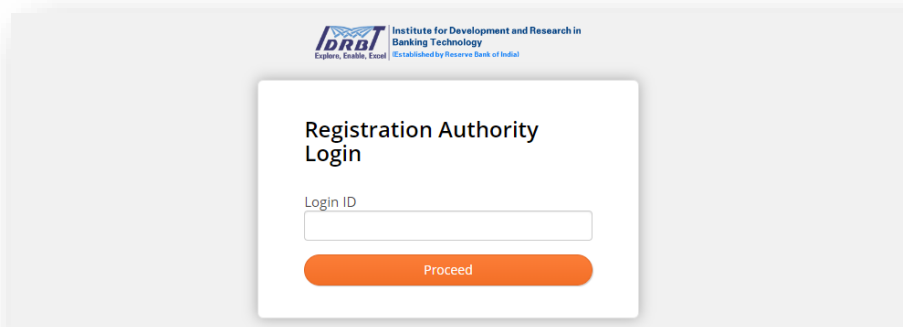
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Introduction

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

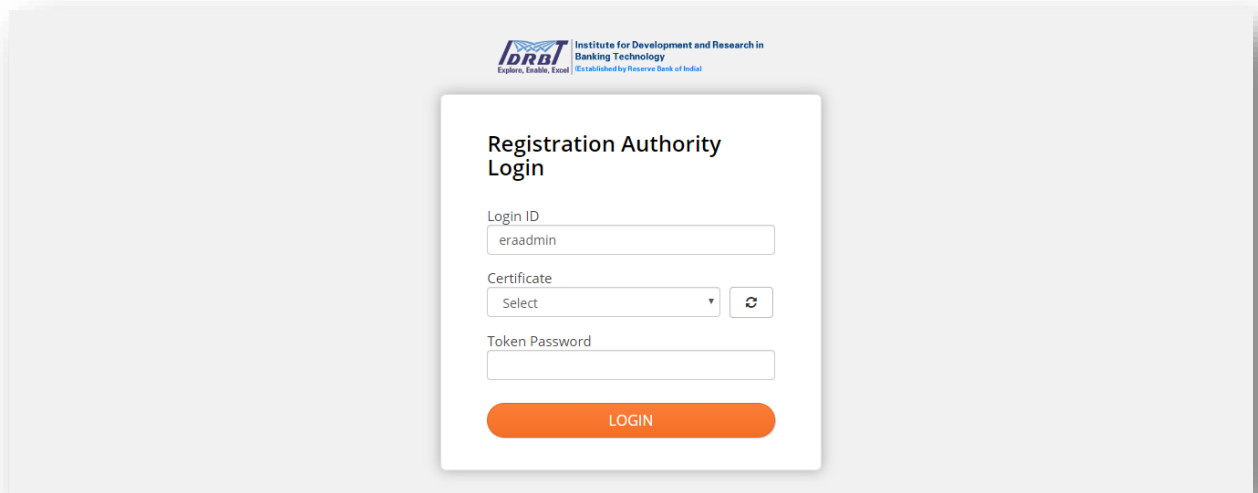
Open any browser like Chrome/Firefox/IE etc. and enter the respective IDRBT RA Portal URL <https://10.0.67.57/idrbtra> in address bar of the browser. The following page will be displayed:



The screenshot shows a web browser window displaying the 'Registration Authority Login' page. At the top, the IDRBT logo and text 'Institute for Development and Research in Banking Technology' are visible, along with the tagline 'Explore, Enable, Excel' and '(Established by Reserve Bank of India)'. The main content area has a white background with the title 'Registration Authority Login'. Below the title is a text input field labeled 'Login ID' and an orange button labeled 'Proceed'.

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

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



Registration Authority Login

Login ID
eraadmin

Certificate
Select

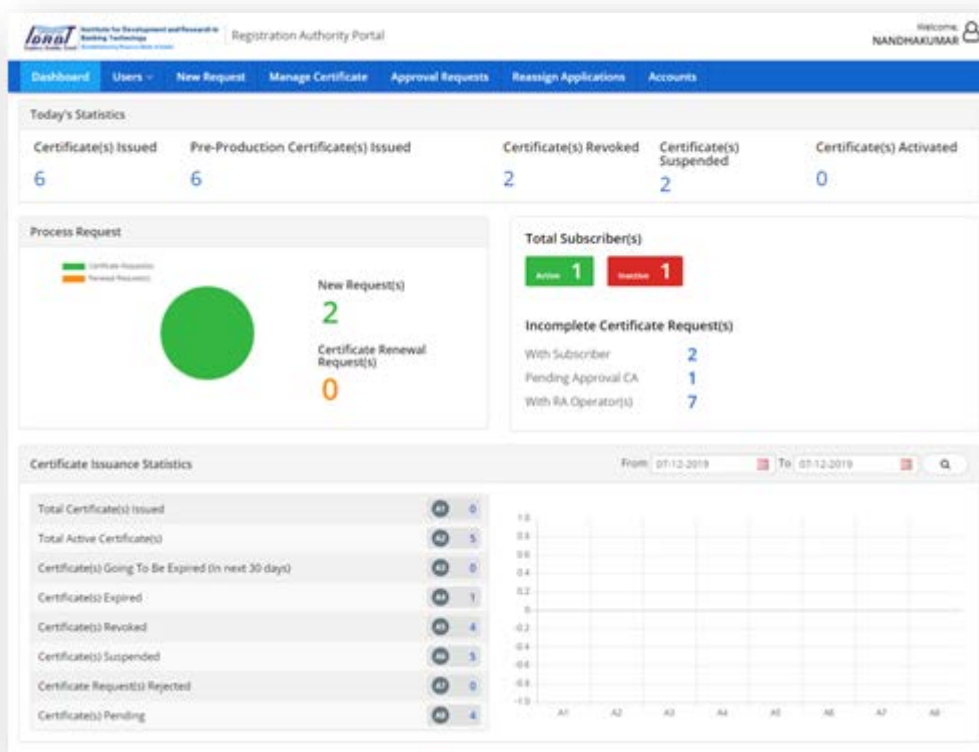
Token Password

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.

Manage Operators

Search By: Login ID


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

Filter By: Active Inactive Search


Sl. No.	Full Name	Login ID	Email ID	Mobile No.	Created By	Created Date	Is Active	Action
1	operator	eraoperator	yash.qsp@gmail.com	7013371901	anberaadminone	06-Dec-2019	✓	view
2	Anb Era Operator Three	anberao3	abhishek.n@emudhra.com	8050903086	anberaadmintwo	28-Nov-2019	✓	view

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.


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](#)

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

Search By

Login ID

Select

Include Date Range

From

07-12-2019

To

07-12-2019

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.


Institute for Development and Research in Banking Technology | Registration Authority Portal

Welcome, **NANDHAKUMAR**

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

Create Operator

Full Name *
 Date of Birth
☐ Male ☐ Female Gender
 Login ID *
☐ Upload Certificate ☐ Read from store Source *
 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


Full Name * Yashwanth


Date of Birth 


Gender ☒ Male ☐ Female


Login ID * yash12345

Source * ☒ Upload Certificate ☐ Read from store

Certificate * Class 3 Organization test (13337311 

Certificate information 

Mobile No. *  7013371901

Alternative Mobile No. 

Email ID * yashwanth.tm@emudhra.com

Address

Locality

PIN Code/ZIP Code * 560017

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 type="checkbox"/>

Save Clear



Institute for Development and Research in
Banking Technology
(Established by Reserve Bank of India)

Registration Authority Portal

Welcome
NANDHAKUMAR

Dashboard
Users
New Request
Manage Certificate
Approval Requests
Reassign Applications
Accounts

Create Operator

Full Name *

Yashwanth

Date of Birth

Gender

☐ Male
☐ Female

Login ID *

yash12345

Source *

☐ Upload Certificate
☒ Read from store

Certificate *

Class 3 Organization test (1333731)

Certificate information

View

Mobile No. *

7013371901

Alternative Mobile No.

Email ID *

yashwanth.tml@emudhra.com

Address

Locality

PIN Code/ZIP Code *

560017

Country *

India

State *

Karnataka

City *

BANGALORE

PAN

Is Active

☒

Common Operator

☐

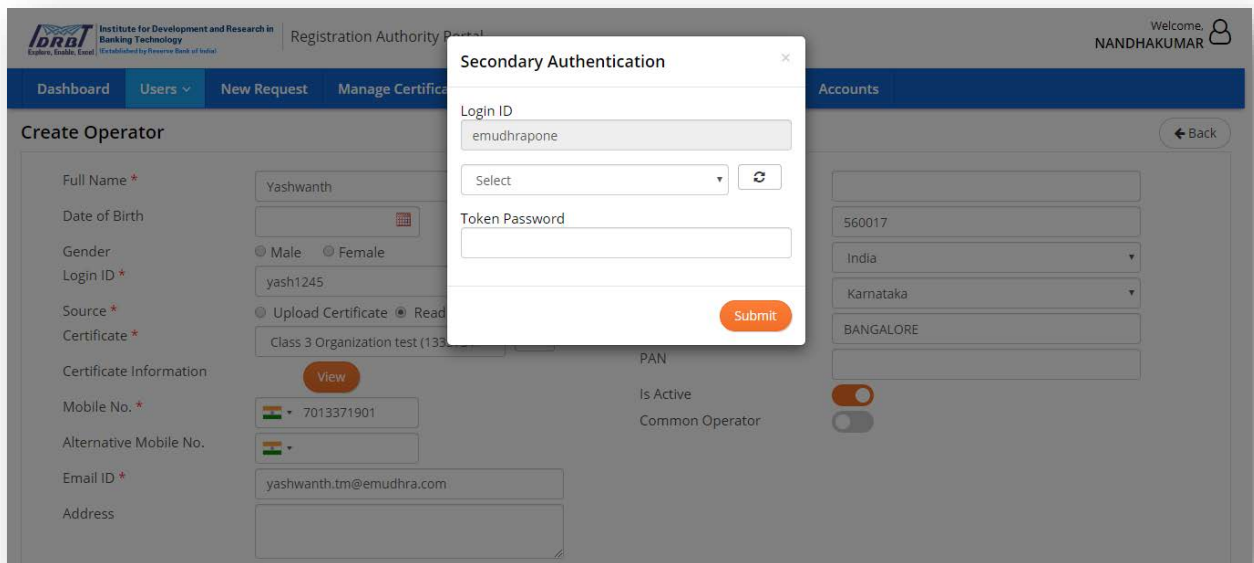
Permissions

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 type="checkbox"/>

Save

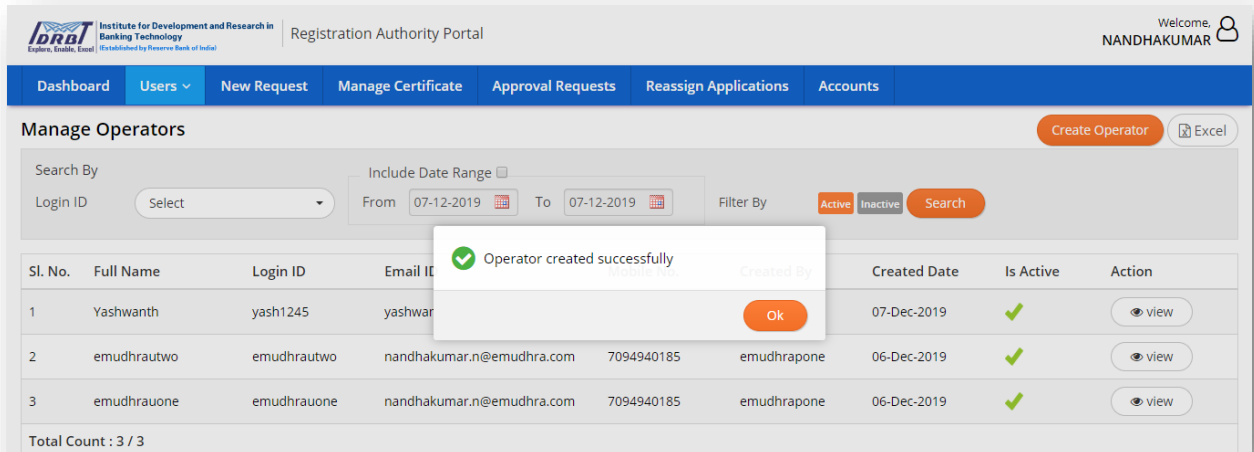
Clear

- 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.



The screenshot shows the 'Create Operator' form in the Registration Authority Portal. A 'Secondary Authentication' modal is open, requiring a Login ID (emudhrapone), a selection from a dropdown, and a Token Password. The background form includes fields for Full Name (Yashwanth), Date of Birth, Gender (Male/Female), Login ID (yash1245), Source (Upload Certificate), Certificate, Certificate Information (View), Mobile No. (7013371901), Alternative Mobile No., Email ID (yashwanth.tm@emudhra.com), and Address. There are also fields for PAN, Is Active, and Common Operator.

- 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.



The screenshot shows the 'Manage Operators' table. A success message popup 'Operator created successfully' is displayed. The table has columns: Sl. No., Full Name, Login ID, Email ID, Created By, Created Date, Is Active, and Action. The 'Action' column contains a 'view' button for each operator.

Sl. No.	Full Name	Login ID	Email ID	Created By	Created Date	Is Active	Action
1	Yashwanth	yash1245	yashwanth.tm@emudhra.com		07-Dec-2019	✓	view
2	emudhraitwo	emudhraitwo	nandhakumar.n@emudhra.com	emudhrapone	06-Dec-2019	✓	view
3	emudhrauone	emudhrauone	nandhakumar.n@emudhra.com	emudhrapone	06-Dec-2019	✓	view

Total Count : 3 / 3

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
Select


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	✓	view

Total Count : 1 / 1

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


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Registration Authority Portal
Welcome, NANDHAKUMAR

Dashboard
Users
New Request
Manage Certificate
Approval Requests
Reassign Applications
Accounts

Update Operator

Back

Full Name * emudhrauone
Date of Birth
Gender ☒ Male ☐ Female
Login ID * emudhrauone
Certificate Information View
Mobile No. * 7094940185
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"/>

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.)


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

Registration Authority Portal

Welcome,  NANDHAKUMAR

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[Accounts](#)

Update Operator

← Back

Full Name *

Date of Birth

Gender

☒ Male
 ☐ Female

Login ID *

Certificate Information

Mobile No. *

Alternative Mobile No.

Email ID *

Address

Locality

PIN Code/ZIP Code *

Country *

State *

City *

PAN

Is Active

☒

Common Operator

☐

- 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.

Registration Authority Portal 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	<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.

Registration Authority Portal Welcome, **NANDHAKUMAR**

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

Update Operator

Back

Full Name *

Date of Birth

Gender ☒ Male ☐ Female

Login ID *

Certificate Information **View** **Change**

Mobile No. *

Alternative Mobile No.

Email ID *

Address

Locality

PIN Code/ZIP Code *

Country *

State *

City *

PAN

Is Active ☒

Common Operator ☐

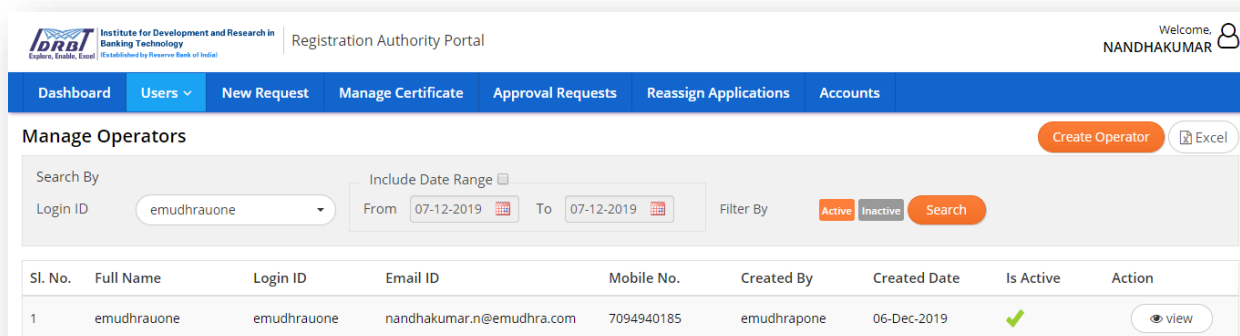
Permissions

Can use RA Portal	<input 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"/>

Save **Cancel**

Search By:

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



Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

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

Search By
Login ID

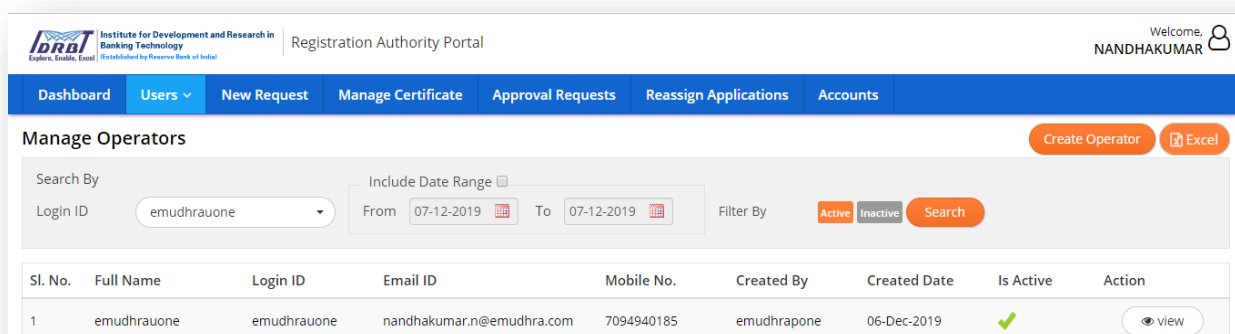
Include Date Range ☐
From To

Filter By [Active](#) [Inactive](#) [Search](#)

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

Export To Excel:

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



Registration Authority Portal

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	emudhrauone	emudhrauone	nandhakumar.n@emudhra.com	7094940185	emudhrapone	06-Dec-2019	<input checked="" type="checkbox"/>	view

3.2 View RA Admins

There can be multiple RA Admins for a RA Office. To view other admins available under that particular RA Office "View RA Admins" option is used. This option is used only for viewing purpose and no information can be edited. (Users → 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.

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

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Admin User(s)

Search By
Login ID

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

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

Include Date Range ☒
From 27-11-2019 To 27-11-2019

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.

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

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Admin User(s)

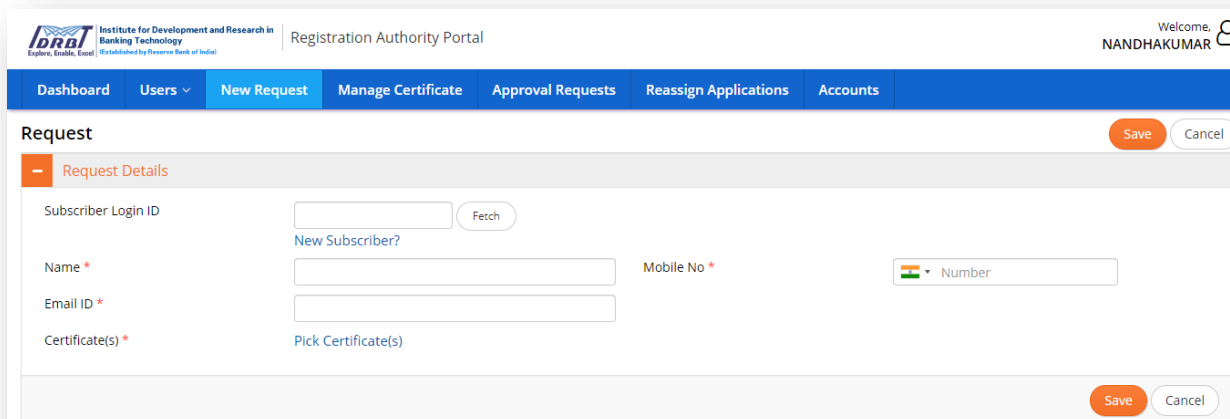
Search By
Login ID

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

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

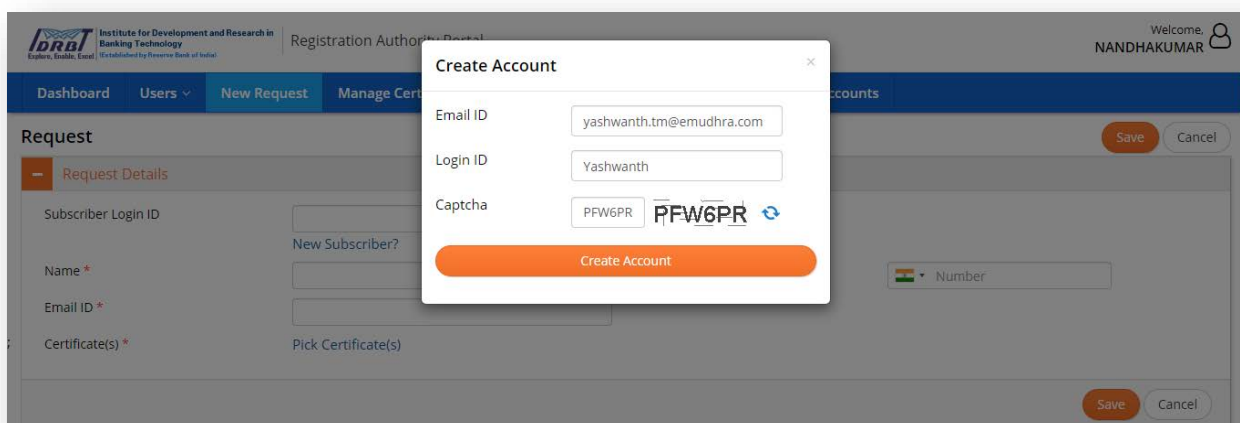
4. New Request

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.



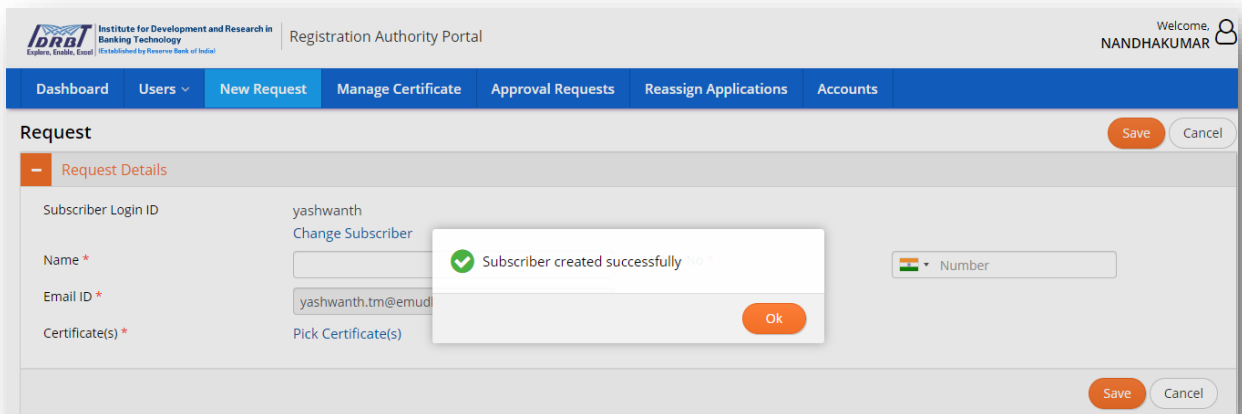
Generating New Certificate Request:

- 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.



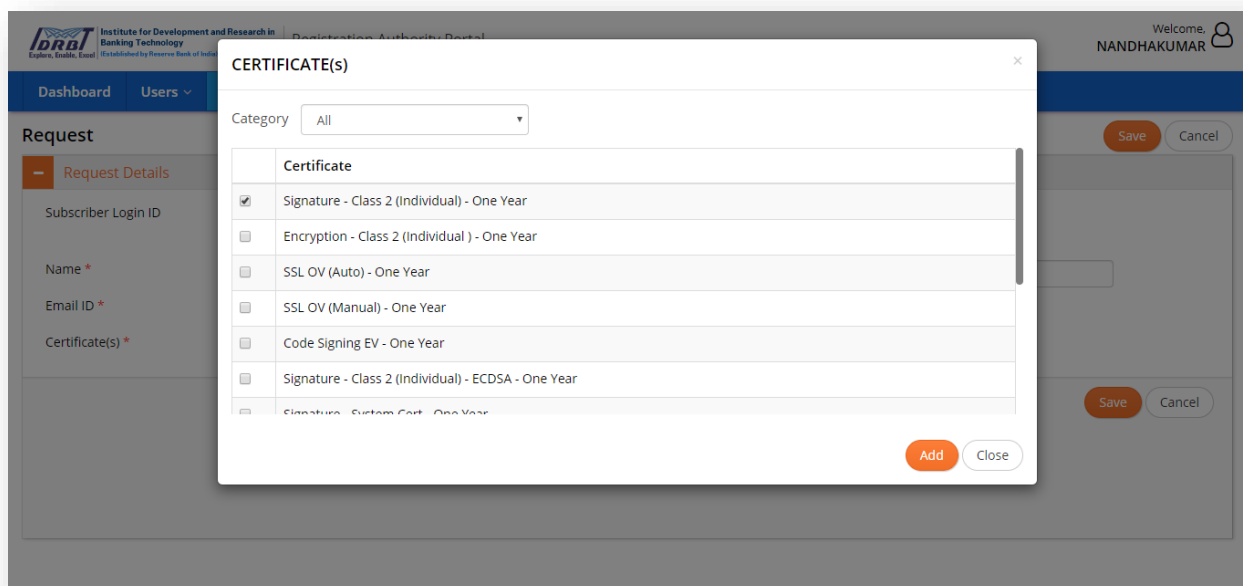
- Username Validations are as follows:

- ◆ 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.

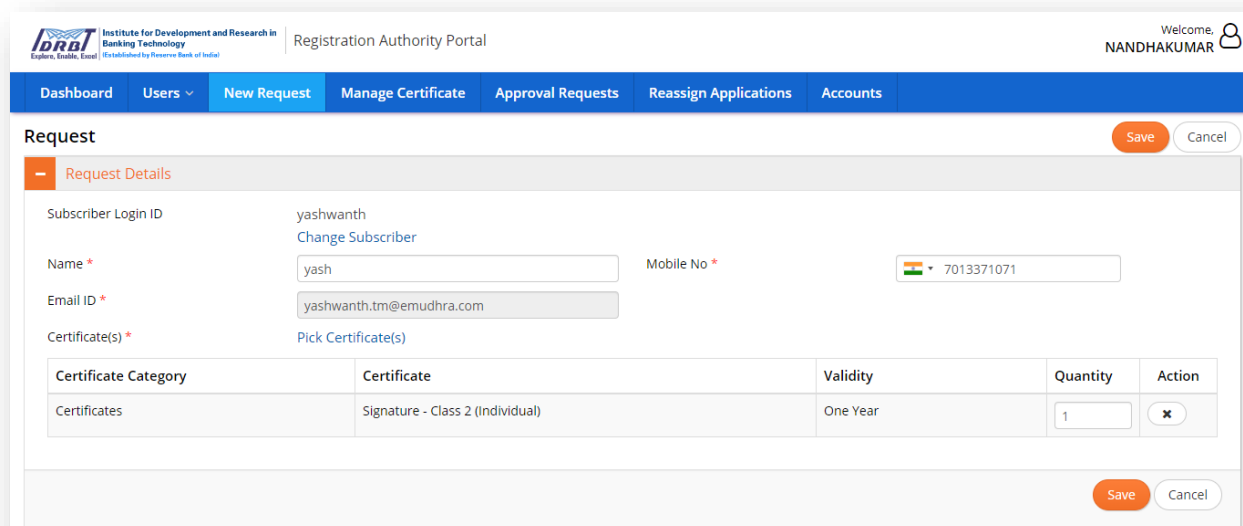


The screenshot displays the 'Registration Authority Portal' interface. At the top, there is a navigation bar with links: Dashboard, Users, New Request (highlighted), Manage Certificate, Approval Requests, Reassign Applications, and Accounts. The user is logged in as 'NANDHAKUMAR'. The main section is titled 'Request' and contains a 'Request Details' form. The form fields include: Subscriber Login ID (yashwanth), Name (with a 'Change Subscriber' link), Email ID (yashwanth.tm@emud), and Certificate(s) (with a 'Pick Certificate(s)' link). A green checkmark pop-up message states 'Subscriber created successfully'. To the right of the form is a dropdown menu for 'Number' with the Indian flag icon. 'Save' and 'Cancel' buttons are present at the bottom right of the form area.

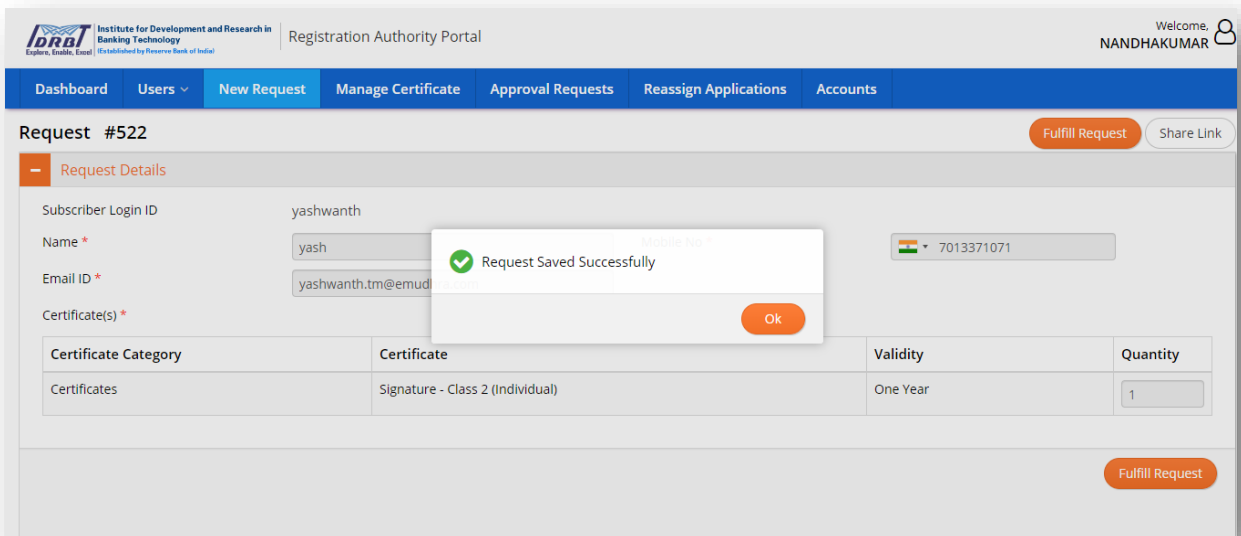
- After successful creation of Subscriber, click on “Pick Certificate(s)” hyperlink to display the list of available certificates in pop-up as shown below.



- 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.



Request #522

Subscriber Login ID: yashwanth

Name: yash

Email ID: yashwanth.tm@emudhra.com

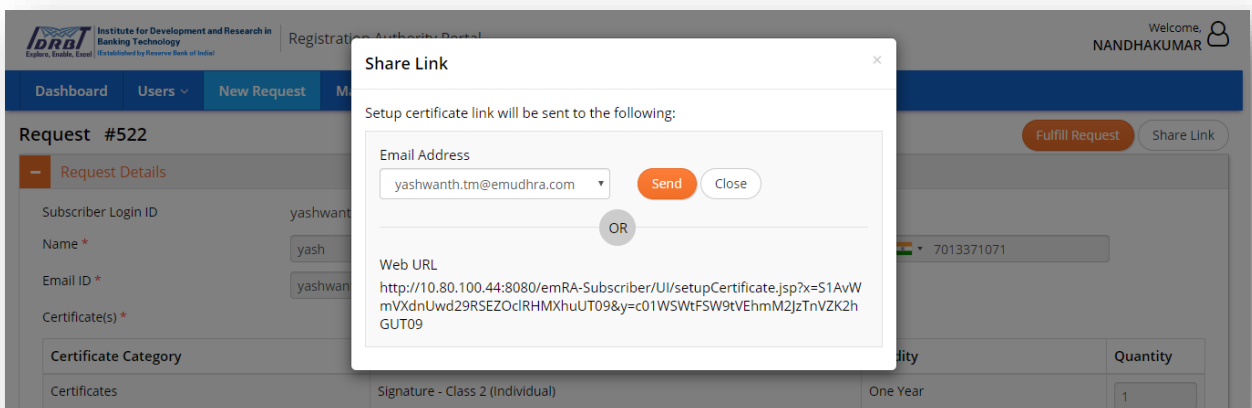
Mobile No: 7013371071

Certificate(s):

Certificate Category	Certificate	Validity	Quantity
Certificates	Signature - Class 2 (Individual)	One Year	1

Buttons: Fulfill Request, Share Link, Ok

- 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.



Share Link

Setup certificate link will be sent to the following:

Email Address: yashwanth.tm@emudhra.com

Web URL: http://10.80.100.44:8080/emRA-Subscriber/UI/setupCertificate.jsp?x=S1AvWmVXdUwd29RSEZOclRHMxhuUT09&y=c01WSWtFSW9tVEhmM2JzTnVZK2hGUT09

Buttons: Send, Close, OR

- 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).

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 Q Advance Search Excel

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	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.

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 Q Advance Search Excel

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	View
2	4225053 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	View
3	405565 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Revoked	View
4	1833447 09-Dec-2019 (11:28:06)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	View

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

Setup Certificate - Signature - Class 2 (Individual) [Share Link](#)

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

Save Submit For Verification

- 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.

Setup Certificate - Signature - Class 2 (Individual) [Share Link](#)

1. Requestor Details		Request Details	
Type	Organization - Bank	Email ID	yashwanth.tm@emudhra.com
Name	yash	Mobile / Phone	7013371071
		Fill Later	Proceed

Request Date: 07-Dec-2019 (18:50:39)
Application ID: -
Validity: One Year

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

Setup Certificate - Signature - Class 2 (Individual) [Share Link](#)

1. Requestor Details Completed

2. Applicant Details Pending

Request Details

Request Date
07-Dec-2019 (18:50:39)
Application ID
9070096
Validity
One Year
Common Name
Request Status
Setup Pending

Common Name *
Email ID *
Organization Name *
Full Name *
Postal / ZIP Code *
State / Province *
Aadhaar Number
1234-6789-1234

Mobile / Phone *
Organization Unit *
Country *
Town / City / District *
PAN *

Fill Later 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

Request Date
07-Dec-2019 (18:50:39)
Application ID
9070096
Validity
One Year
Common Name
Request Status
Setup Pending

Common Name *
Email ID *
Organization Name *
Full Name *
Postal / ZIP Code *
State / Province *
Aadhaar Number
1234-6789-1234

Mobile / Phone *
Organization Unit *
Country *
Town / City / District *
PAN *

Yashwanth

yashwanth.tm@emudhra.com

INDIVIDUAL

YASHWANTH T M

560017

KARNATAKA

7013371901

BUSINESS

India

BANGALORE

AORPN1234F

Fill Later 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.

- 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.

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	Completed	

Save Submit For Verification

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

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	Completed	

Save Submit For Verification

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

Export To Excel:

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

Manage Certificate(s)

Filter By **Active** Pending Expires In-Progress Rejected Revoked Suspended Search By Application ID Q Advance Search Excel

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	View
2	4225053 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	View
3	405565 09-Dec-2019 (11:28:06)	SSL OV (Auto) emudhra.com One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Revoked	View
4	1833447 09-Dec-2019 (11:28:06)	Signature - Class 2 (Individual) emudhra One Year	nandhakumar nandhakumar.n@emudhra.com 7094940185	Active	View

Search By:

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

Manage Certificate(s)

Filter By **Active** Pending Expires In-Progress Rejected Revoked Suspended Search By Application ID Q Advance Search Excel

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	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 Q Advance Search Excel

Advance Search

Search By ☐ Application ID ☐ Common Name

Status **Active** Pending Expires In-Progress Rejected Revoked Suspended

Include Date Range ☐ From To


[Search](#) [Reset](#) [Cancel](#)

- 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.



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Banking Technology


Explore, Enable, Excel

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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

Q

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	- -	-	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.

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

Allocate To Operators Select Assign

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.

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	-	-	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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Registration Authority Portal

Welcome,  **NANDHAKUMAR**

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

Certificate Request Verification Go to Request List

Requestor Details

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

Applicant Details

Common Name *	emudhra	Email ID *	jkj@emudhra.com
Mobile / Phone *	+91-7094940188	Organization Name *	nandha
Organization Unit *	NANDHA	Postal / ZIP Code *	635121
Country *	Azerbaijan	State / Province *	tamilnadu
Town / City / District *	krishnagiri	PAN *	AXTPN9856K
Aadhaar Number	-	Full Name *	nandhakumar

Validation Documents

Telephone Verification

Telephone Number	+91-7094940188	Supporting Document	Download View
Comments			
Verified		Save	

Email Verification

Email Address	jkj@emudhra.com	Supporting Document	Download View
Comments			
Verified		Save	

Physical Verification

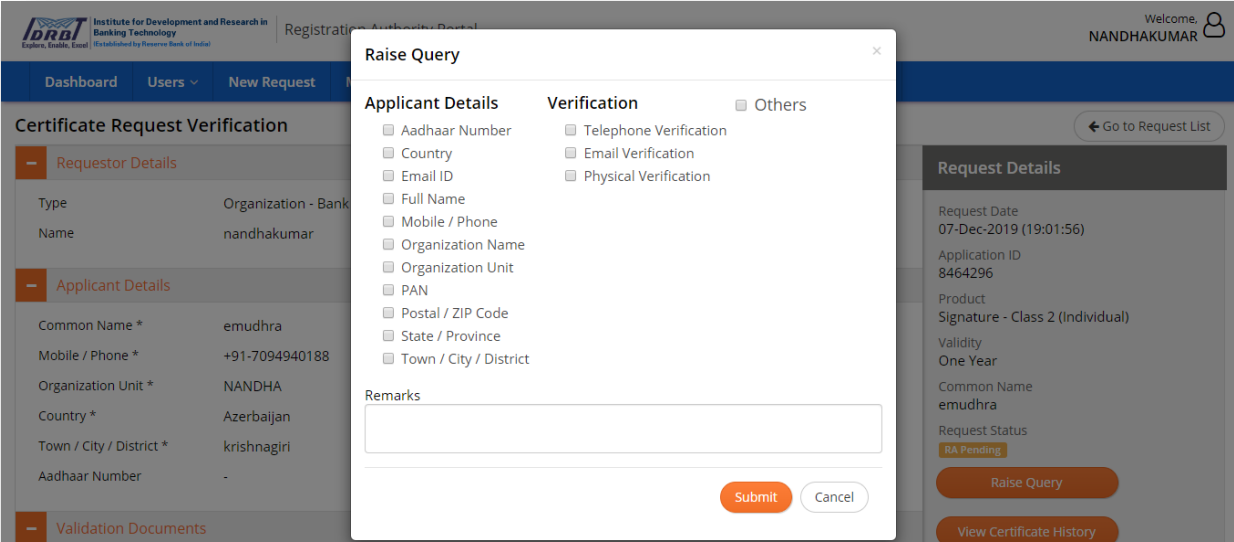
Full Name	nandhakumar	Supporting Document	Download View
Comments			
Verified		Save	

[Approve](#)
[Reject](#)

Request Details

Request Date
07-Dec-2019 (19:01:56)
 Application ID
8464296
 Product
Signature - Class 2 (Individual)
 Validity
One Year
 Common Name
emudhra
 Request Status
RA Pending
[Raise Query](#)
[View Certificate History](#)

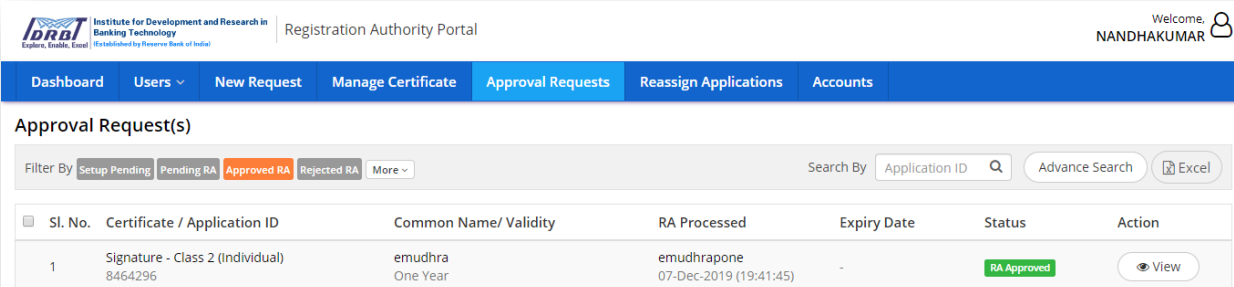
- Enter the "Comments" and click on "Save" button to save the comments.
- To raise query, click on "Raise Query" button available on right side of the page.
- On click of "Raise Query" button, raise query pop-up will be displayed as shown below.



- 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".



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

- 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

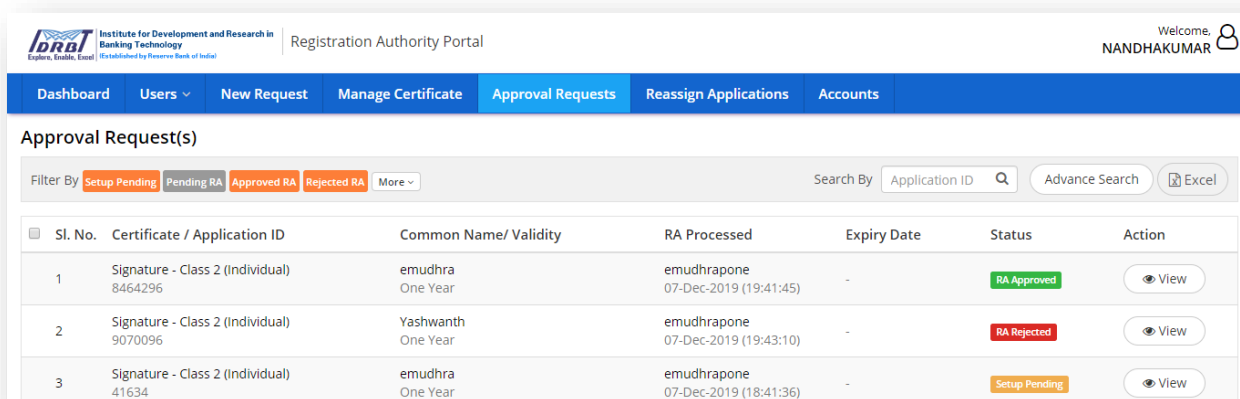
[Search](#) [Reset](#) [Cancel](#)

- 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.

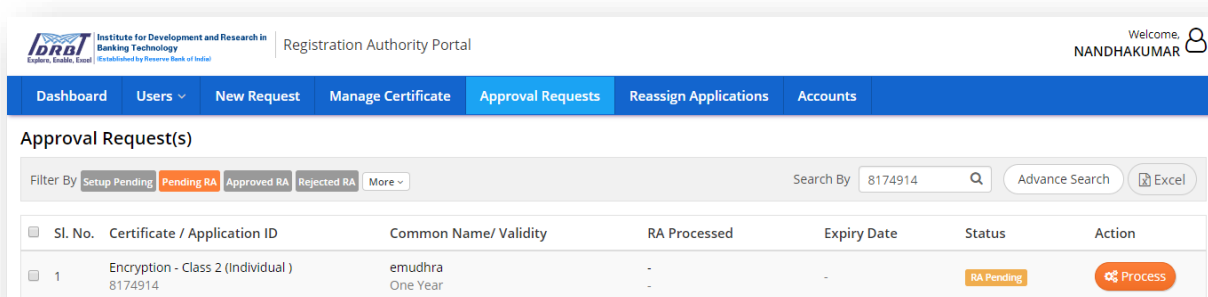


The screenshot shows the 'Approval Request(s)' page of the Registration Authority Portal. The page has a navigation bar with 'Approval Requests' selected. Below the navigation bar, there are filter buttons: 'Setup Pending', 'Pending RA', 'Approved RA', and 'Rejected RA'. A search bar is present with 'Application ID' as the search criteria. The main table lists three requests:

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 after a search for Application ID 8174914. The filter buttons are the same, but the search bar now contains '8174914'. The table lists one request:

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.

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	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.

Registration Authority Portal

Welcome: **NANDHAKUMAR**

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

Certificate Request Verification

Go to Request List

Requestor Details

Type: Organization - Bank

Name: nandhakumar

Email ID: nandhakumar.n@emudhra.com

Mobile/Phone: 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

Applicant Details

Common Name: nandhakumar

Mobile / Phone: +91-7094940185

Organization Unit: NANDHAKUMAR

Country: India

Town / City / District: BANGALORE

Aadhaar Number: -

Email ID: nandhakumar.n@emudhra.com

Organization Name: nandhakumar

Postal / ZIP Code: 560103

State / Province: KARNATAKA

PAN: AXPIN9056D

Full Name: nandhakumar

Validation Documents

Telephone Verification

Telephone Number: +91-7094940185

Supporting Document: Download View

Comments: Verified

Email Verification

Quick Task

Revoke Certificate

Suspend Certificate

Resend Download PIN

- 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) Application ID 7457126 Product Signature - Class 2 (Individual) Validity One Year Common Name nandhakumar Request Status Certificate Downloaded View Certificate History
Name	nandhakumar	Mobile/Phone	7094940185	
Applicant Details				Quick Task Revoke Certificate Suspend Certificate Are you sure you want to Suspend Certificate? Proceed Resend Download PIN
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				
Telephone Number	+91-7094940185	Supporting Document	Download View	
Comments	Verified			
Email Verification				
Email Address	nandhakumar.n@emudhra.com	Supporting Document	Download View	
Comments	Verified			

- 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) Application ID 7457126 Product Signature - Class 2 (Individual) Validity One Year Common Name nandhakumar Request Status Certificate Downloaded View Certificate History
Name	nandhakumar	Mobile/Phone	7094940185	
Applicant Details				Quick Task Revoke Certificate Suspend Certificate Are you sure you want to Suspend Certificate? Proceed Resend Download PIN
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				
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

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification

Go to Request List

Requestor Details

Type	Organization - Bank	Email ID	nandhakumar.n@emudhra.com
Name	nandhakumar	Mobile/Phone	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](#)

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		

- 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

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) 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.

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification [Go to Request List](#)

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			
Telephone Number	+91-7094940185	Supporting Document	Download View
Comments			
Verified			

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 Suspended**
[View Certificate History](#)

Quick Task

- > Activate Certificate
- > Resend Download PIN

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

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification [Go to Request List](#)

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			
Telephone Number	+91-7094940185	Supporting Document	Download View
Comments			
Verified			

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 Suspended**
[View Certificate History](#)

Quick Task

- > **Activate Certificate**

Are you sure you want to Activate Certificate?
[Proceed](#)

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

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification [Go to Request List](#)

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			
Telephone Number	+91-7094940185	Supporting Document	Download View
Comments			
Verified			

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 Suspended**
[View Certificate History](#)

Quick Task

- > **Activate Certificate**

Are you sure you want to Activate Certificate?
[Proceed](#)

Activate Reason

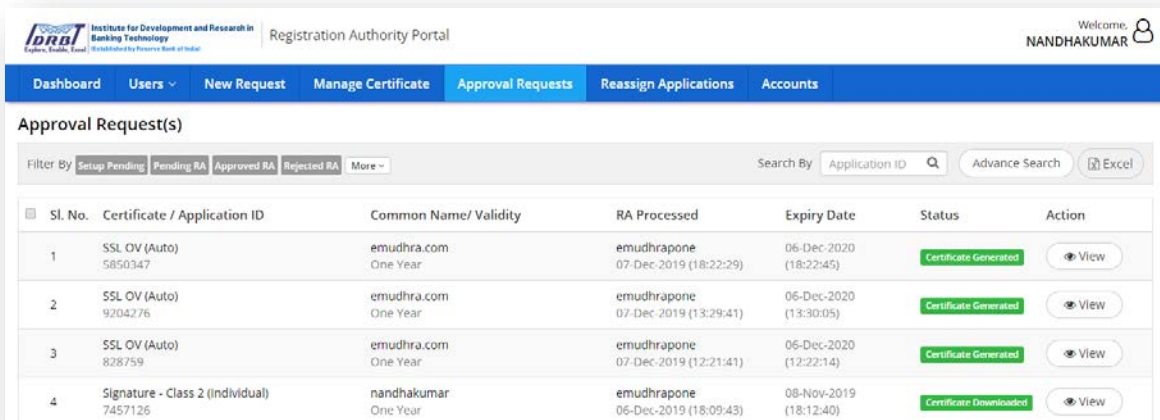
[Submit](#)

- 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.

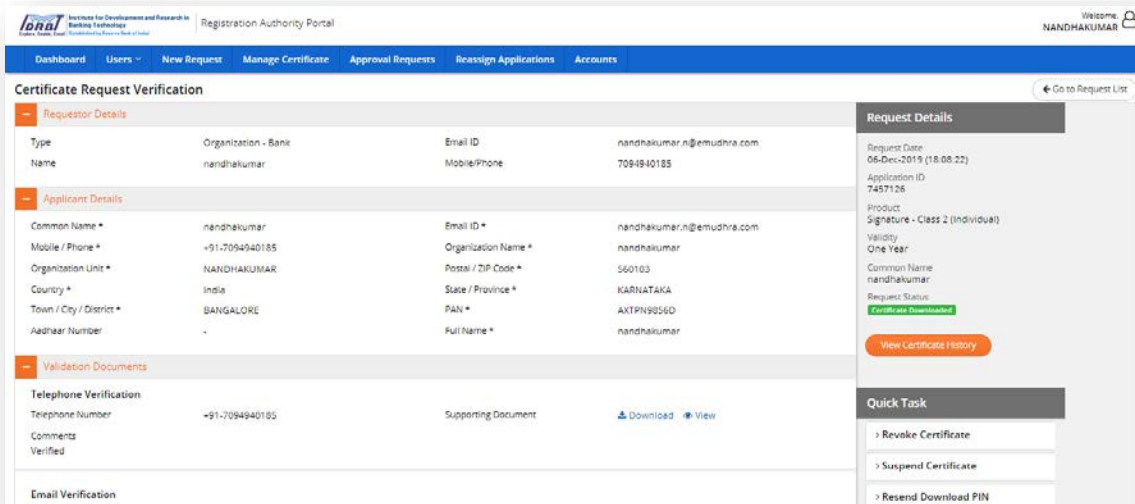
c. Revoke Certificate:

- 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	Email ID	nandhakumar.n@emudhra.com	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
Name	nandhakumar	Mobile/Phone	7094940185	
Applicant Details				Quick Task Revoke Certificate Suspend Certificate Resend Download PIN
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		
Comments		Verified		
Email Verification				

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

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification

Go to Request List

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	+91-7094940185	Supporting Document	Download View
Comments			
Verified			

Email Verification

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](#)

Quick Task

Revoke Certificate

Are you sure you want to revoke Certificate?

[Proceed](#)

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

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification

Go to Request List

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	+91-7094940185	Supporting Document	Download View
Comments			
Verified			

Email Verification

Revocation Reason

Select

- Select
- Unspecified
- KeyCompromise
- CACompromise
- AffiliationChanged
- Superseded
- cessationOfOperation
- certificateHold
- removeFromCRL
- privilegeWithdrawn
- AACompromise

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](#)

Quick Task

Revoke Certificate

Are you sure you want to revoke Certificate?

[Proceed](#)

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

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

Certificate Request Verification

[Go to Request List](#)

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		Supporting Document	Download View
Telephone Number	+91-7094940185		
Comments			

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.

Registration Authority Portal

Welcome, **NANDHAKUMAR**

Dashboard Users New Request Manage Certificate Approval Requests Reassign Applications Accounts

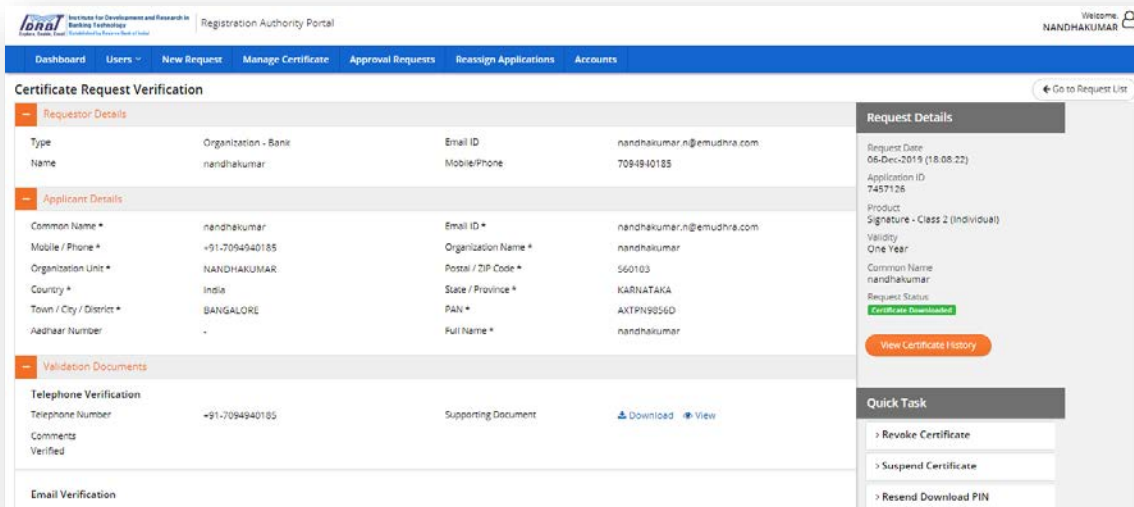
Approval Request(s)

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	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.



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

Request Details

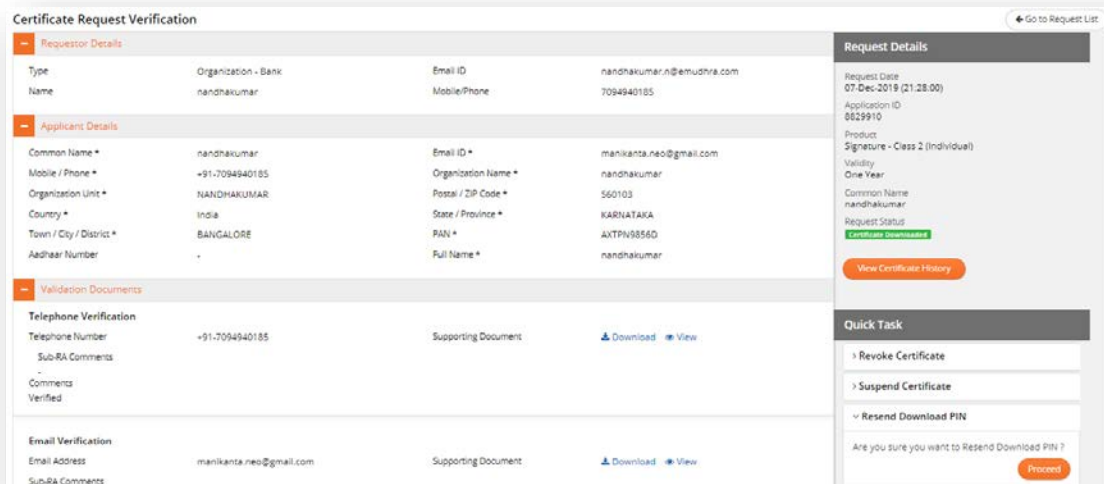
Request Date: 06-Dec-2019 (18:08:22)
Application ID: 7457126
Product: Signature - Class 2 (Individual)
Validity: One Year
Common Name: nandhakumar
Request Status: Certificate Downloaded

[View Certificate History](#)

Quick Task

- [Revoke Certificate](#)
- [Suspend Certificate](#)
- [Resend Download PIN](#)

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



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 *	manikanta.neo@gmail.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			
Telephone Number	+91-7094940185	Supporting Document	Download View
Sub-RA Comments			
Comments	Verified		
Email Verification			
Email Address	manikanta.neo@gmail.com	Supporting Document	Download View
Sub-RA Comments			

Request Details

Request Date: 07-Dec-2019 (21:28:00)
Application ID: 8829910
Product: Signature - Class 2 (Individual)
Validity: One Year
Common Name: nandhakumar
Request Status: Certificate Downloaded

[View Certificate History](#)

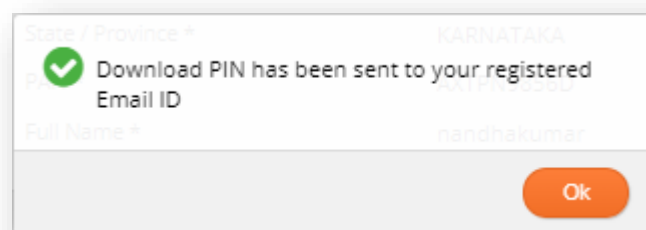
Quick Task

- [Revoke Certificate](#)
- [Suspend Certificate](#)
- [Resend Download PIN](#)

Are you sure you want to Resend Download PIN ?

[Proceed](#)

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



State / Province * KARNATAKA

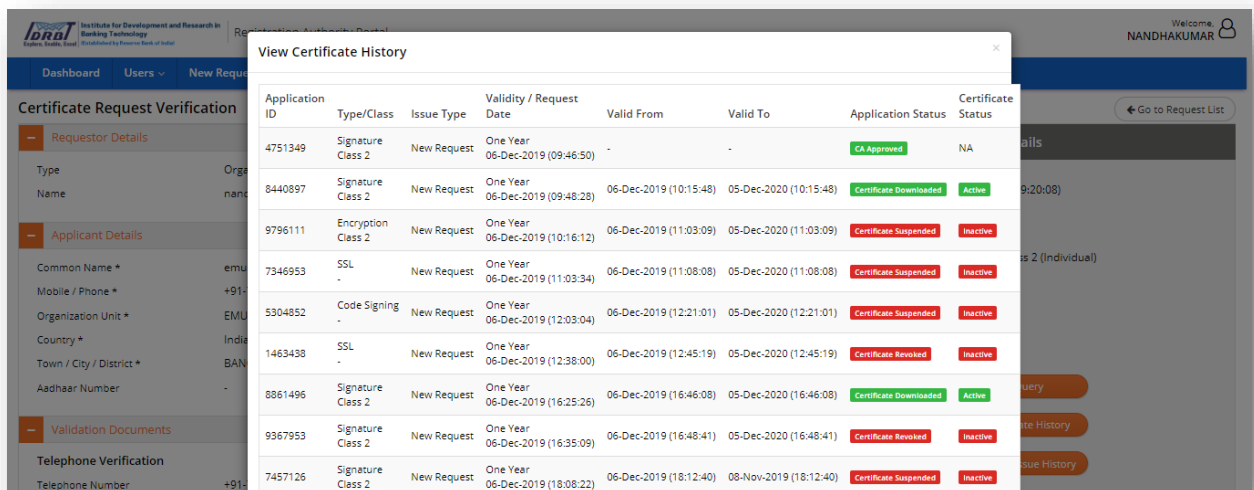
✔ Download PIN has been sent to your registered Email ID

Full Name * nandhakumar

[Ok](#)

View Certificate History

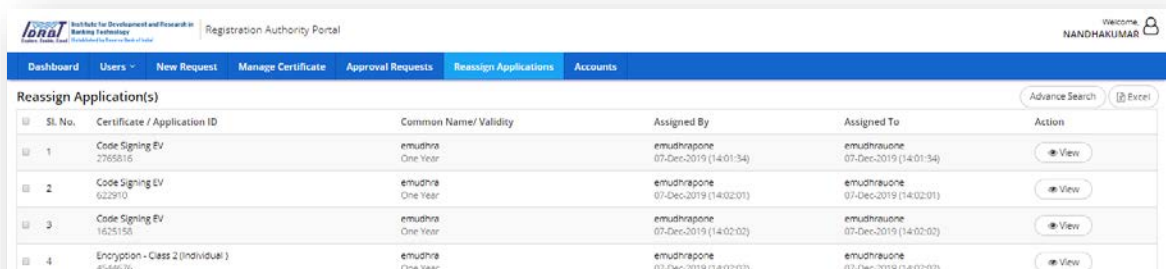
On click of “View Certificate History” available on right side of the page, all the applications of particular subscriber with following status - CA Approved, certificate downloaded, certificate generated, certificate revoked and certificate suspended will be displayed as shown below.



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

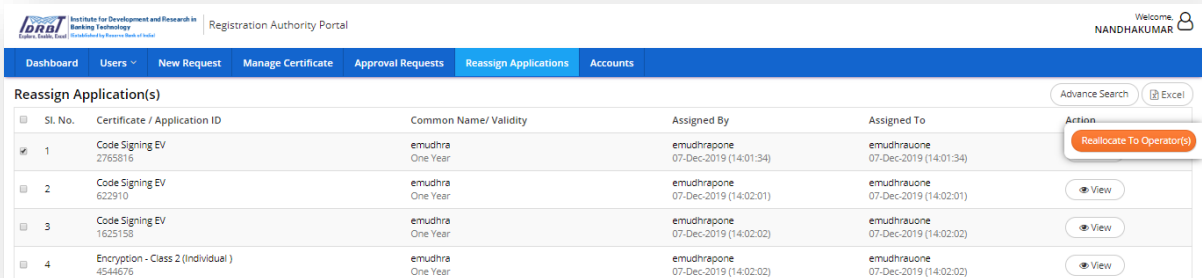
In Reassign Applications page, applications which are already assigned to RA Operators can be reassigned to another RA Operator, if available. On click of “Reassign Applications” in main menu, Reassign Applications page with Operator assigned applications will be displayed as shown below.



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 1625158	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) 4544676	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.



Registration Authority Portal

Welcome: NANDHAKUMAR

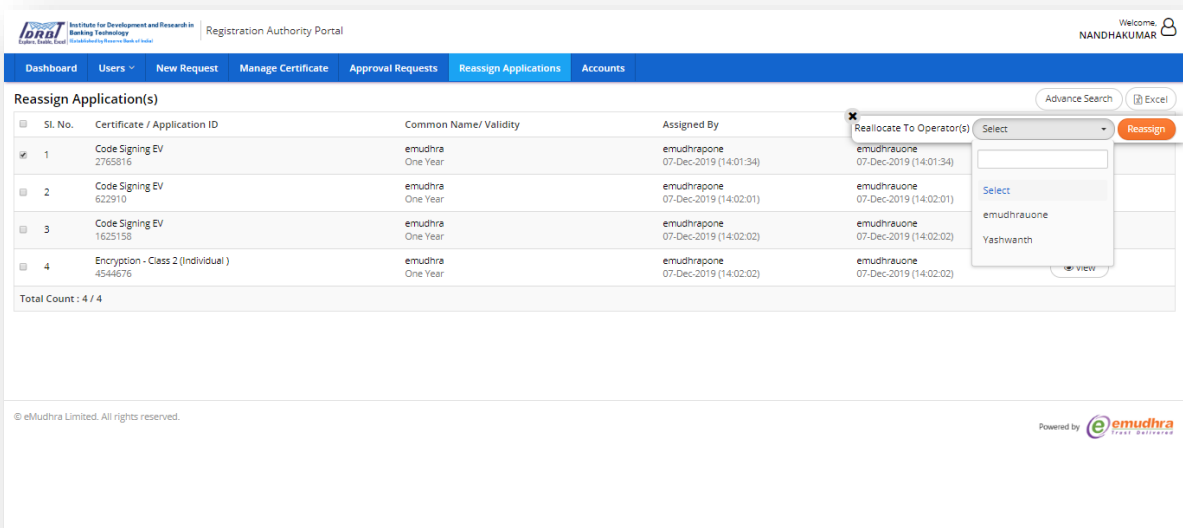
Dashboard Users New Request Manage Certificate Approval Requests **Reassign Applications** Accounts

Reassign Application(s)

Advance Search Excel

Sl. No.	Certificate / Application ID	Common Name/ Validity	Assigned By	Assigned To	Action
<input checked="" type="checkbox"/> 1	Code Signing EV 2765816	emudhra One Year	emudhraone 07-Dec-2019 (14:01:34)	emudhraone 07-Dec-2019 (14:01:34)	Reallocate To Operator(s)
<input type="checkbox"/> 2	Code Signing EV 622910	emudhra One Year	emudhraone 07-Dec-2019 (14:02:01)	emudhraone 07-Dec-2019 (14:02:01)	View
<input type="checkbox"/> 3	Code Signing EV 1625158	emudhra One Year	emudhraone 07-Dec-2019 (14:02:02)	emudhraone 07-Dec-2019 (14:02:02)	View
<input type="checkbox"/> 4	Encryption - Class 2 (Individual) 4544676	emudhra One Year	emudhraone 07-Dec-2019 (14:02:02)	emudhraone 07-Dec-2019 (14:02:02)	View

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



Registration Authority Portal

Welcome: NANDHAKUMAR

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


Reassign Application(s)

Advance Search Excel

Sl. No.	Certificate / Application ID	Common Name/ Validity	Assigned By	Assigned To	Action
<input checked="" type="checkbox"/> 1	Code Signing EV 2765816	emudhra One Year	emudhraone 07-Dec-2019 (14:01:34)	emudhraone 07-Dec-2019 (14:01:34)	Reallocate To Operator(s)
<input type="checkbox"/> 2	Code Signing EV 622910	emudhra One Year	emudhraone 07-Dec-2019 (14:02:01)	emudhraone 07-Dec-2019 (14:02:01)	View
<input type="checkbox"/> 3	Code Signing EV 1625158	emudhra One Year	emudhraone 07-Dec-2019 (14:02:02)	emudhraone 07-Dec-2019 (14:02:02)	View
<input type="checkbox"/> 4	Encryption - Class 2 (Individual) 4544676	emudhra One Year	emudhraone 07-Dec-2019 (14:02:02)	emudhraone 07-Dec-2019 (14:02:02)	View

Total Count : 4 / 4

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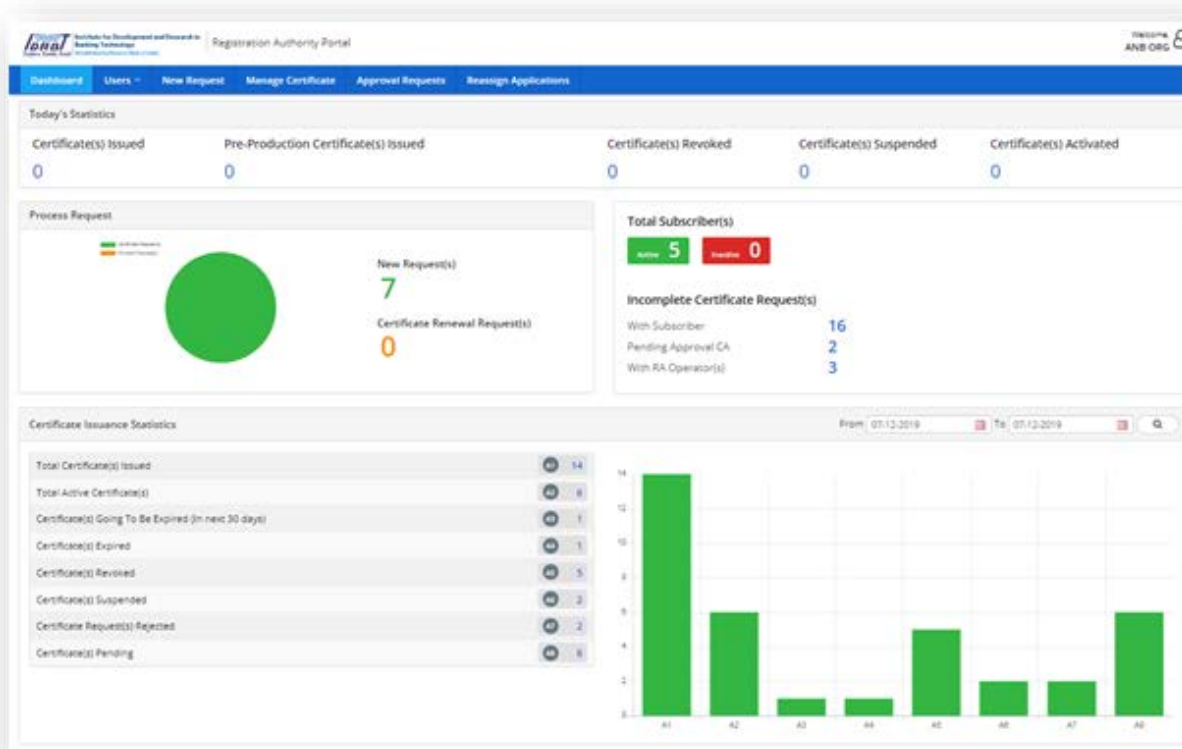
On click of "View" button in Actions column, the application details and Request status will be displayed.

Registration Authority (RA) Portal
User Manual

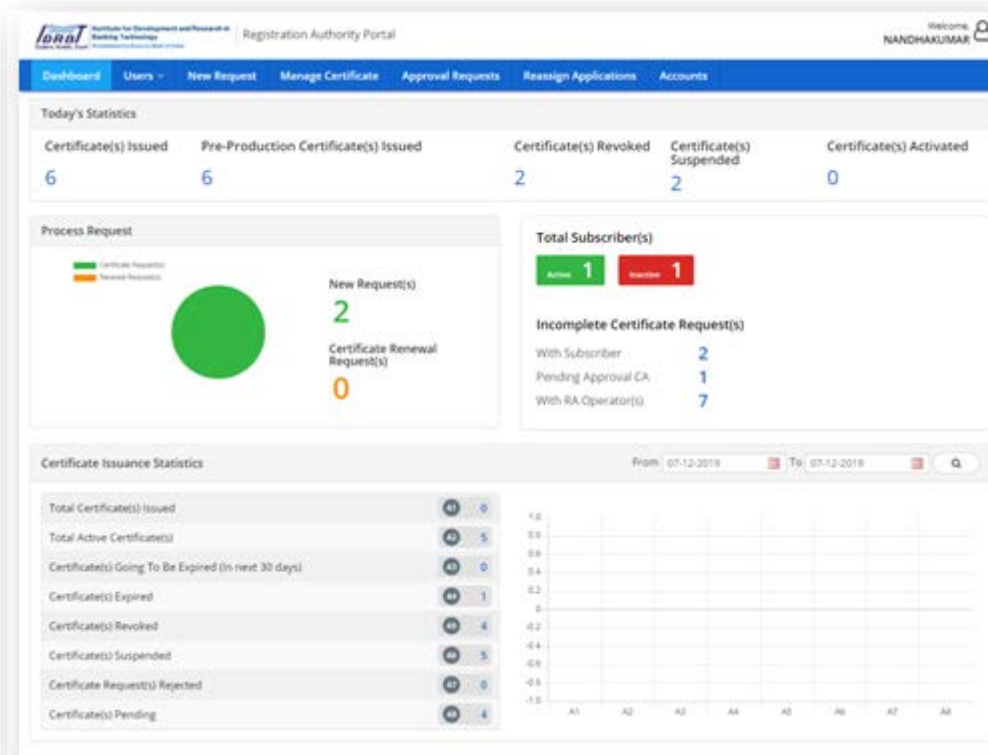
On assigning application to RA Operator, the Request will land in Approval Request page of respective RA Operator. Once Operator process the Request, application will land in RA Admin Portal for approval. After processing Request by RA Admin, the application will land in CA Portal for CA approval.

8. Accounts

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



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



---End of the document---