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

IDRBT CA-Subscriber Portal

User Manual

Version 1.0

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Introduction

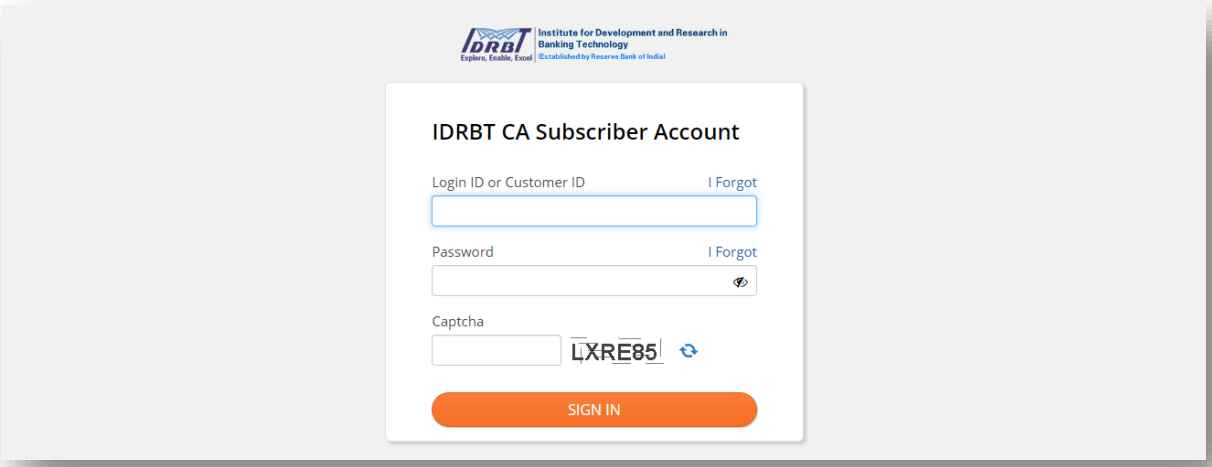
Subscriber has the privilege to login to their account and manage all their Certificates (or Setup Certificates), Download Certificates and Edit their Profile details.

1. Login

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

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

The following page will get displayed:

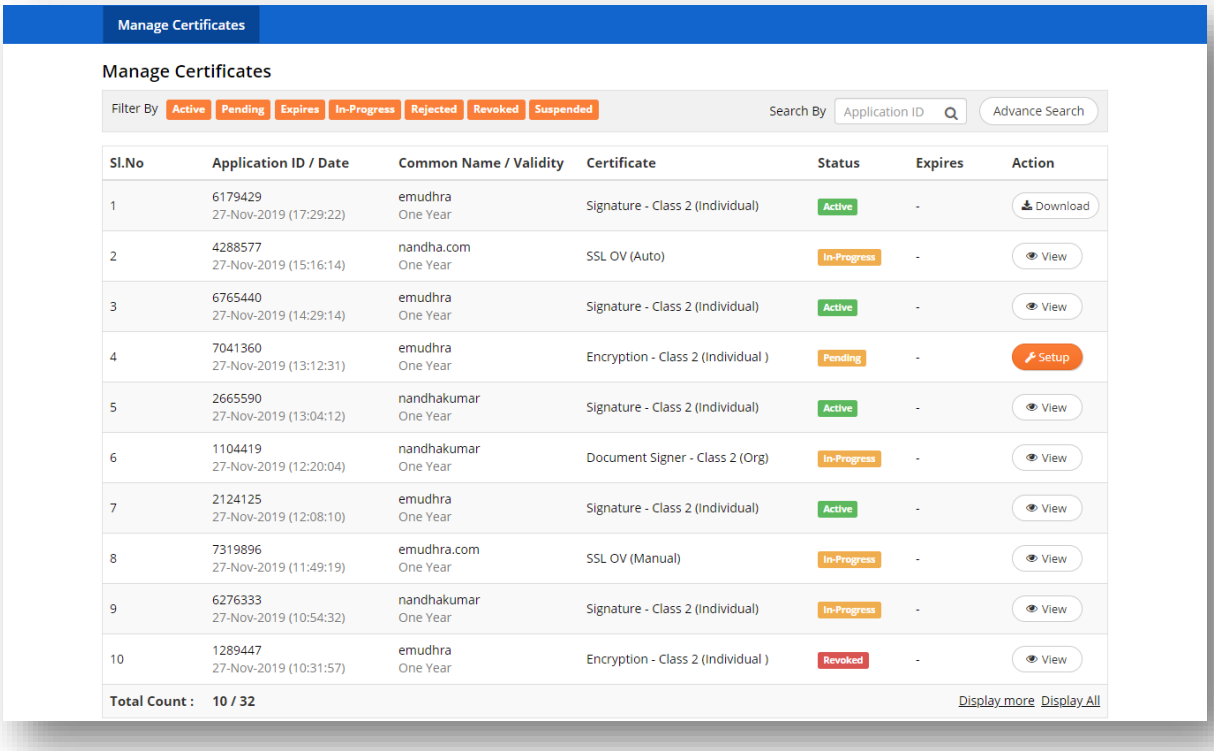


Enter “Login ID or Subscriber ID”, “Password”, “Captcha” and click on “SIGN IN” button. If the entered credentials are valid, Subscriber will be navigated to the Manage Certificate page.

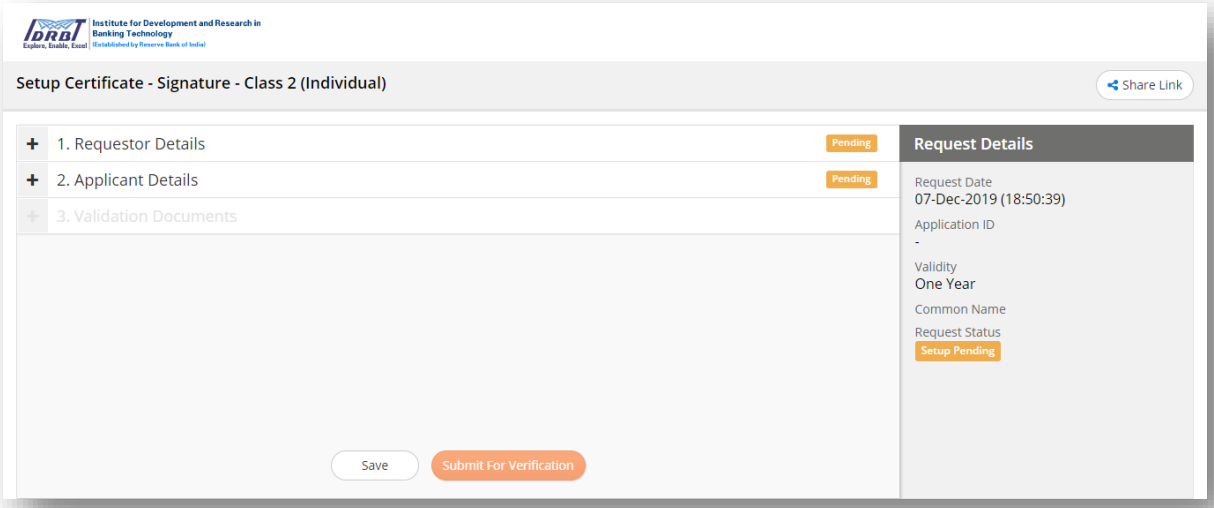
2. Manage Certificate

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

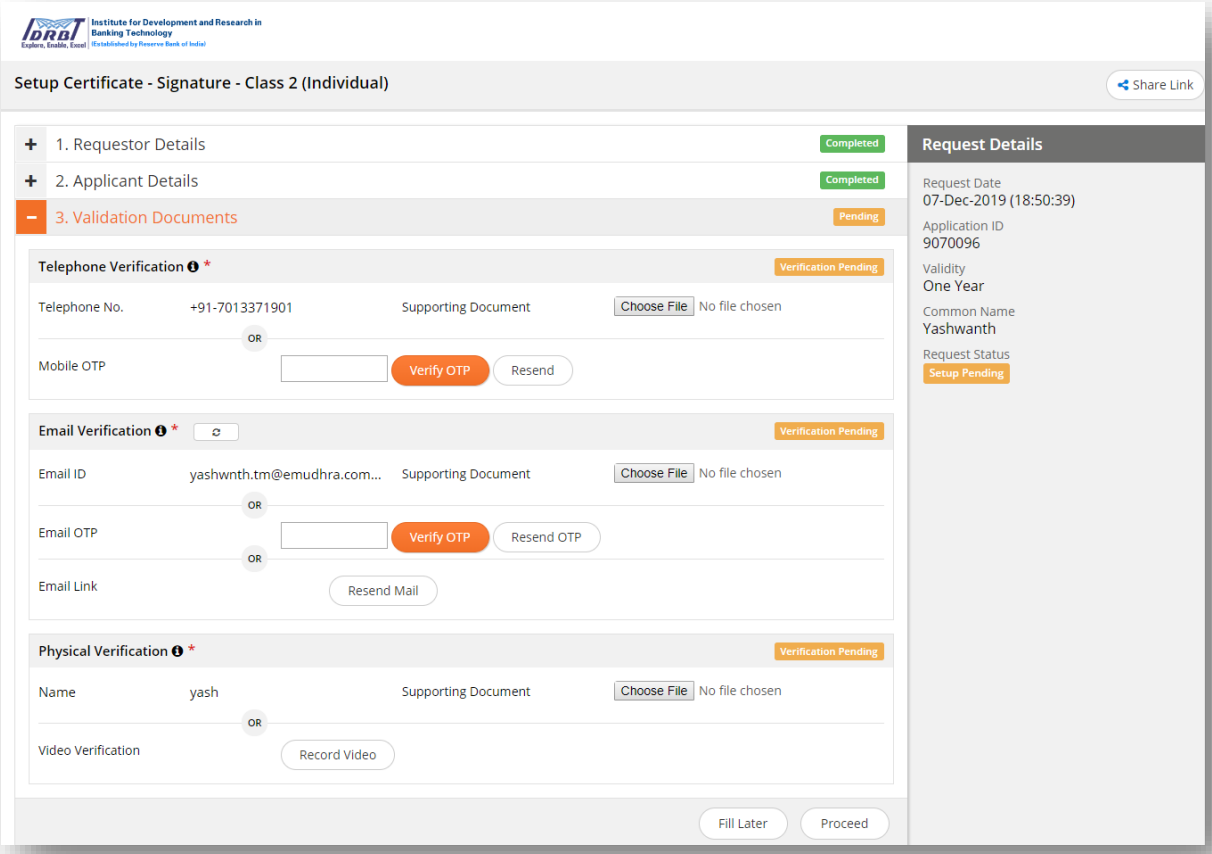
- To fulfill certificate request generated by RA, the Subscriber needs to fill the application form (or Setup Certificate) and submit the same for RA Approval. This can be done by selecting the respective certificate request with status “Pending”.



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



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



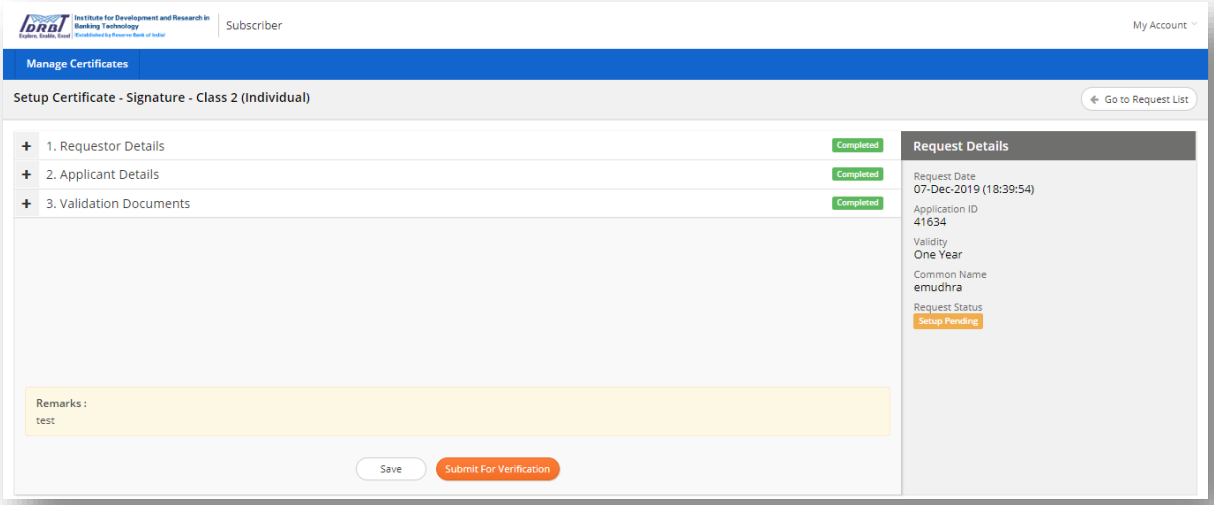
- Fields which are marked with asterisk (*) are mandatory.
- Complete the verification process as mentioned in “Validation Documents” tab. The verification process will vary based on the Certificate Type which are pre-defined.
- Subscriber can edit the details at any point of time before Submitting for verification. Once the application is submitted by Subscriber, it can’t be altered.
- The following are the different set of Verification Types and their Modes. This is defined based on Certificate Type by IDRBTRA Admin.

Verification Type	Mode	Description
Document List	Upload Document	Upload PDF document

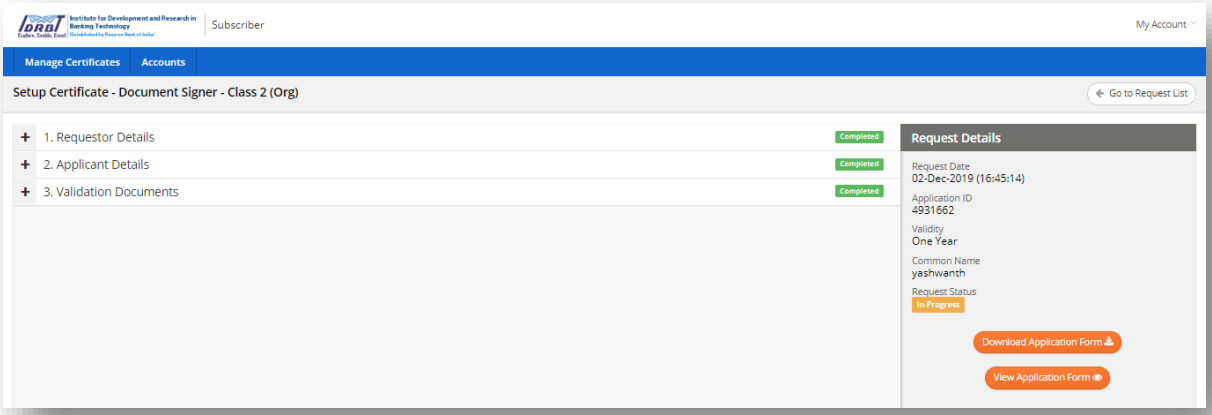
Domain Verification (SSL Certificates)	DNS Based	Respective CNAME record needs to be created in DNS Server.
	Email Based	An email with link to verify the ownership of the Domain will be sent to default email IDs of the domain or to the list obtained from Who is records. The Subscriber needs to click on the link received and verify the domain ownership.
	File Based	The respective record (text file) needs to be created in DNS Server.
Email 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 entered in respective section of Setup Certificate page complete the mobile verification process.
	Outbound SMS	Subscriber will receive a message through SMS. The same needs to forward to mentioned number in the message to complete the verification process.
	Upload Document	Upload PDF document.

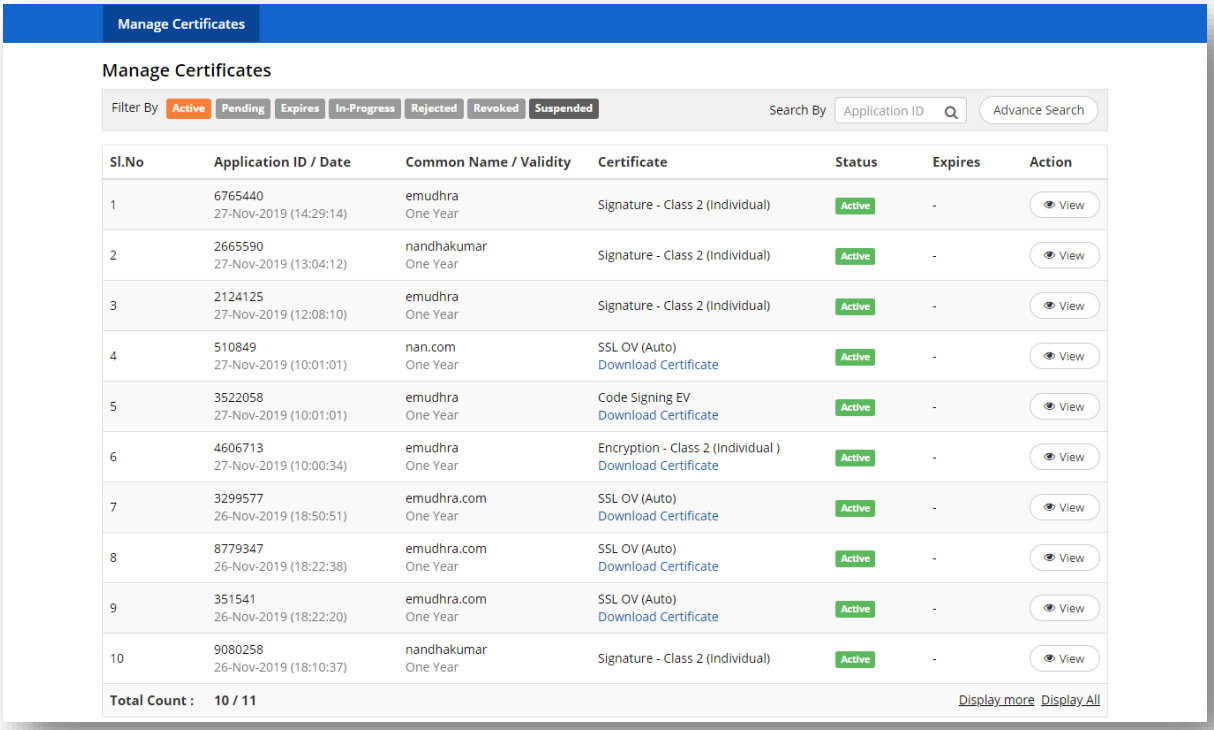
- On successful filling/completion of all verifications based on the certificate type, all tab status will change to “Completed” status and “Submit For Verification” button will get enabled.



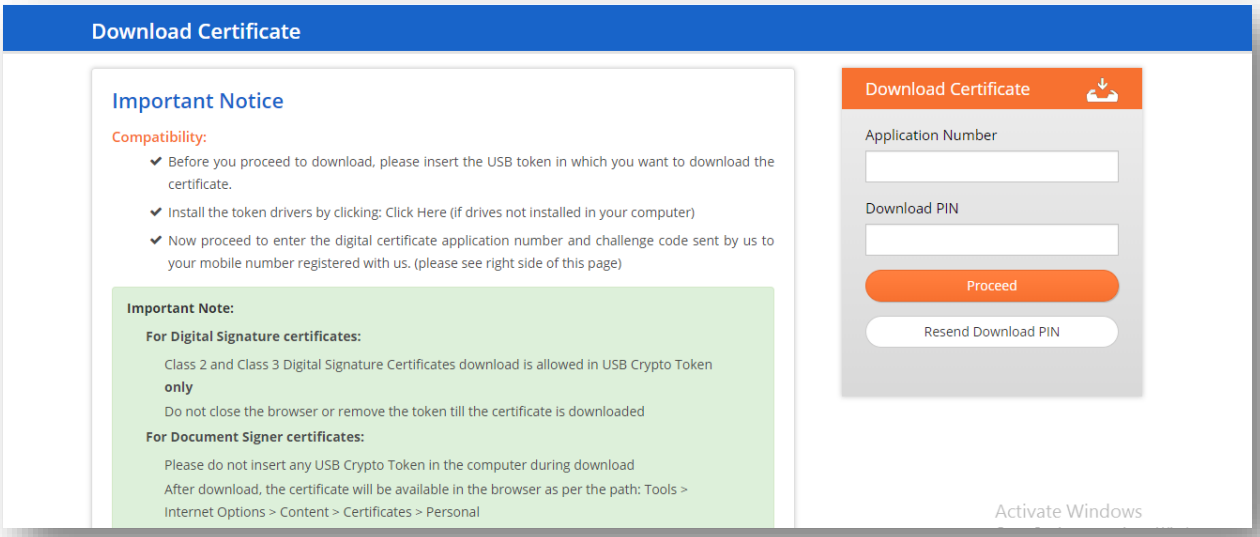
- On click of “Submit For Verification” button, the respective certificate request will be submitted for Approval process and also an email will be sent to the Subscriber stating the same.



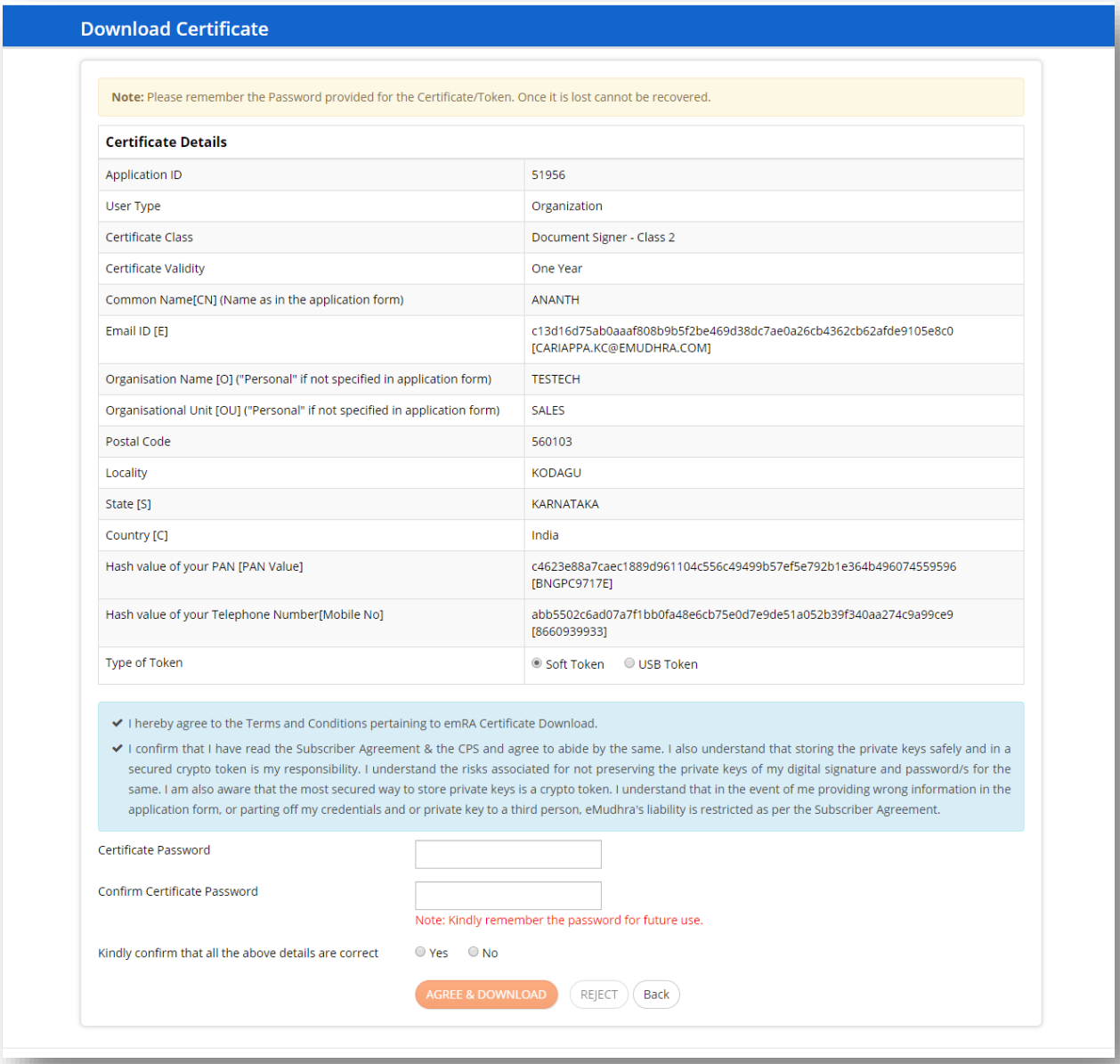
- After Successful processing of certificate request by RA and CA, an email containing the link to download certificate with “Application ID” and “Download PIN” will be sent to subscriber’s registered email ID.
- The Subscriber can download the certification either by clicking the link provided in the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



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



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



Download Certificate

Note: Please remember the Password provided for the Certificate/Token. Once it is lost cannot be recovered.

Certificate Details

Application ID	51956
User Type	Organization
Certificate Class	Document Signer - Class 2
Certificate Validity	One Year
Common Name[CN] (Name as in the application form)	ANANTH
Email ID [E]	c13d16d75ab0aaaf808b9b5f2be469d38dc7ae0a26cb4362cb62afde9105e8c0 [CARIAPPA.KC@EMUDHRA.COM]
Organisation Name [O] ("Personal" if not specified in application form)	TESTECH
Organisational Unit [OU] ("Personal" if not specified in application form)	SALES
Postal Code	560103
Locality	KODAGU
State [S]	KARNATAKA
Country [C]	India
Hash value of your PAN [PAN Value]	c4623e88a7caec1889d961104c556c49499b57ef5e792b1e364b496074559596 [BNGPC9717E]
Hash value of your Telephone Number[Mobile No]	abb5502c6ad07a7f1bb0fa48e6cb75e0d7e9de51a052b39f340aa274c9a99ce9 [8660939933]
Type of Token	Soft Token USB Token

- I hereby agree to the Terms and Conditions pertaining to emRA Certificate Download.
- I confirm that I have read the Subscriber Agreement & the CPS and agree to abide by the same. I also understand that storing the private keys safely and in a secured crypto token is my responsibility. I understand the risks associated for not preserving the private keys of my digital signature and password/s for the same. I am also aware that the most secured way to store private keys is a crypto token. I understand that in the event of me providing wrong information in the application form, or parting off my credentials and or private key to a third person, eMudhra's liability is restricted as per the Subscriber Agreement.

Certificate Password

Confirm Certificate Password

Note: Kindly remember the password for future use.

Kindly confirm that all the above details are correct Yes No

AGREE & DOWNLOAD REJECT Back

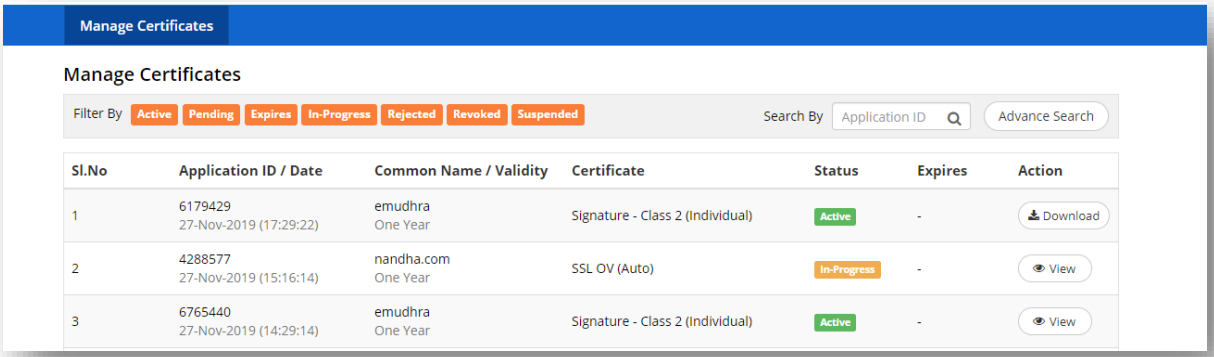
- Here the Subscriber can verify the DN details and download the certificate selecting respective CSP (Crypto Token).
- If any DN details are incorrect, the Subscriber can reject the request by clicking the “Reject” button.
- On successful download of certificate, the following options will get enabled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

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

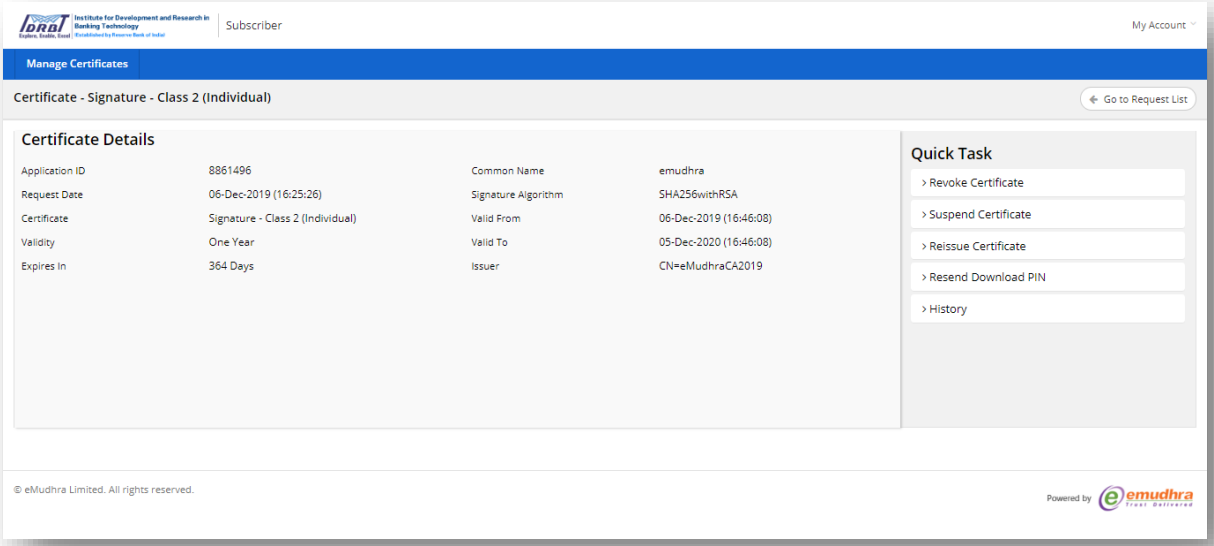
Quick Tasks:

a. Revoke Certificate:

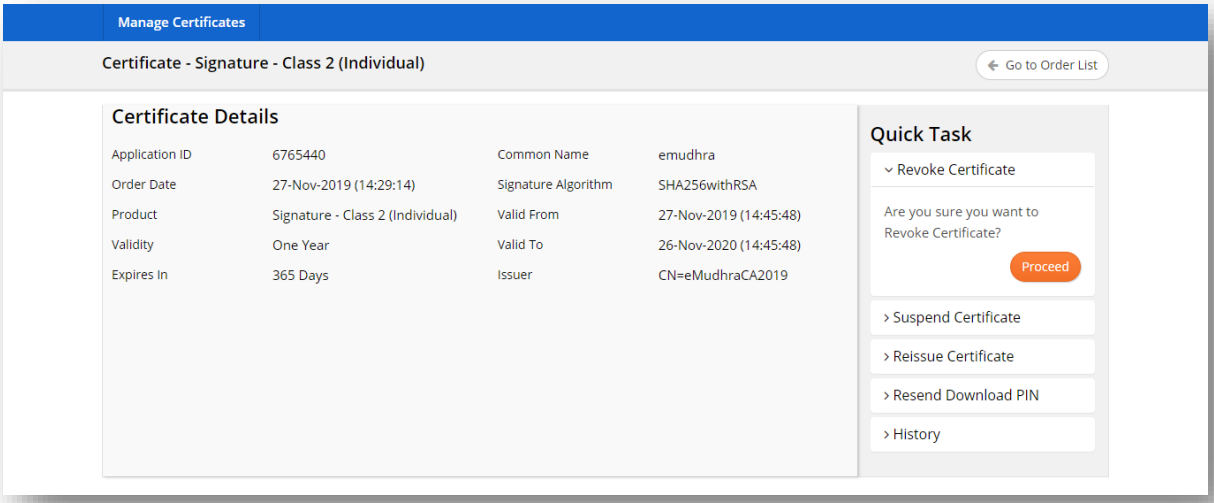
- In Manage Certificate page, choose the respective certificate and click on "View" button.



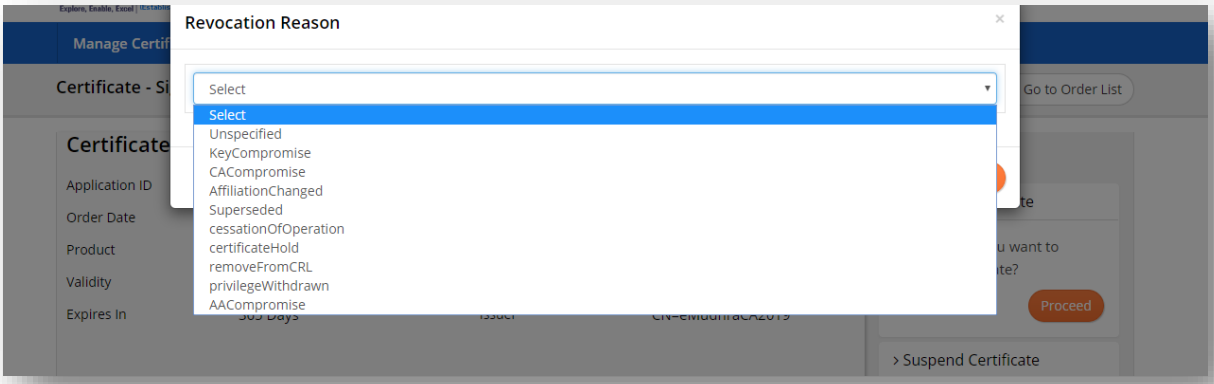
- On click of "View" button, Certificate Details page will be displayed.



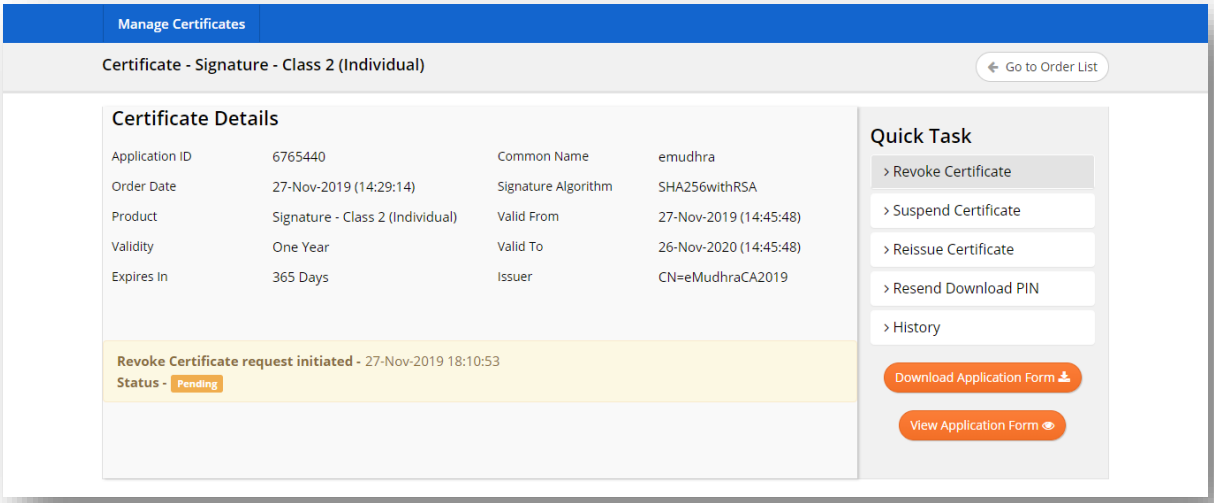
- On click of "Revoke Certificate" tab in quick tasks, "Revoke Certificate" tab will expand.



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



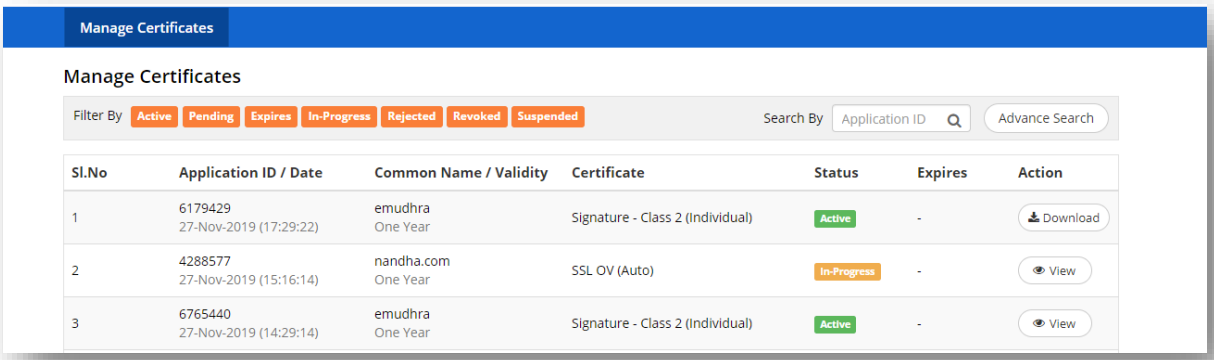
- Select the appropriate reason from drop-down list and click on “Submit” button.
- On click of “Submit” button, Revoke Request will be initiated and the request will land in RA portal for further processing.



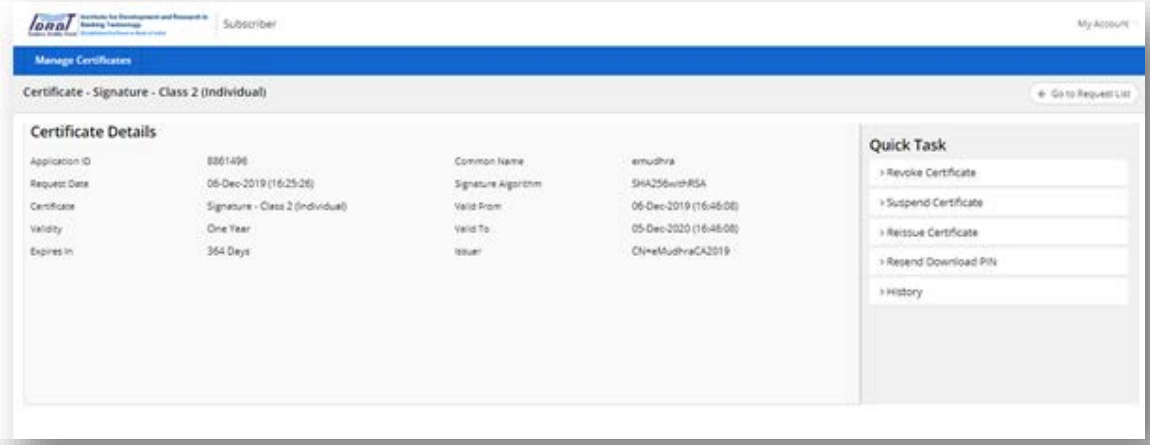
- On click of “Download Application Form” button available on right bottom of the page, Revoke Request Form Application form can be downloaded.
- On click of “View Application Form” button available on right bottom of the page, Revoke Request Form Application form can be viewed.

b. Suspend Certificate:

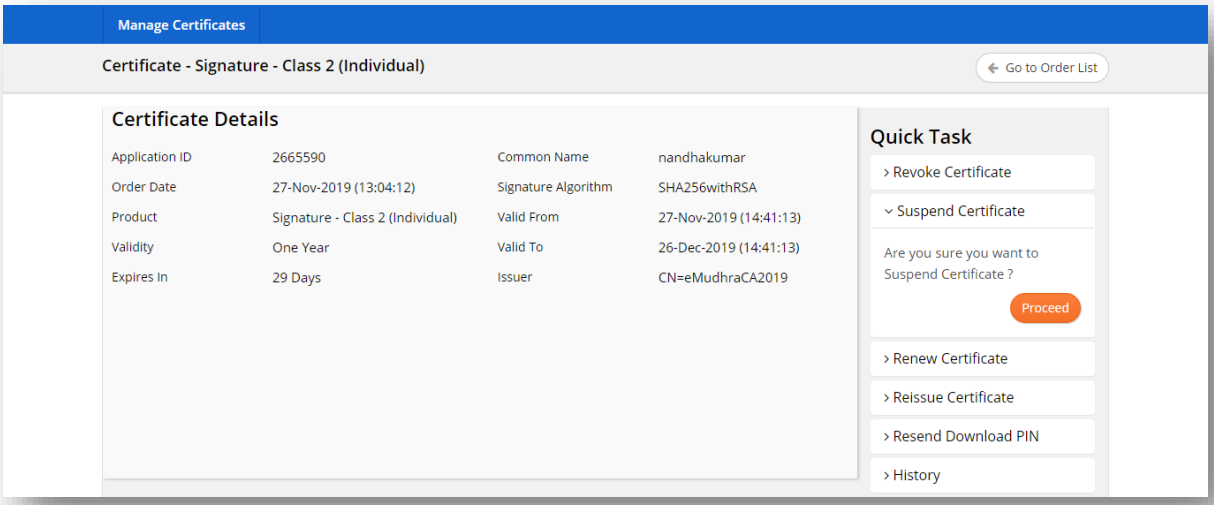
In Manage Certificate page, choose the respective certificate and click on “View” button.



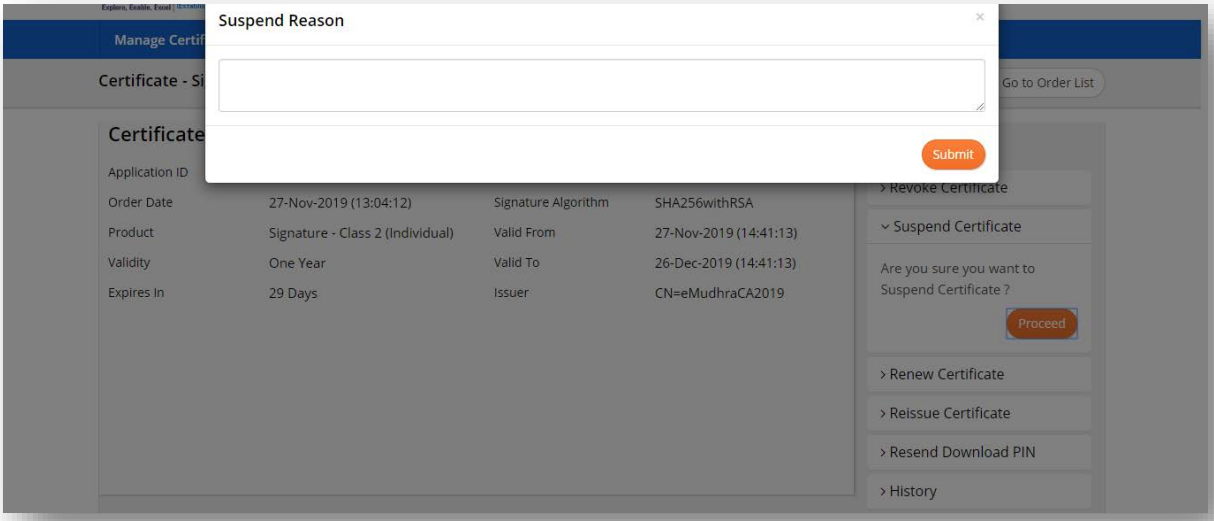
- On click of “View” button, Certificate Details page will be displayed.



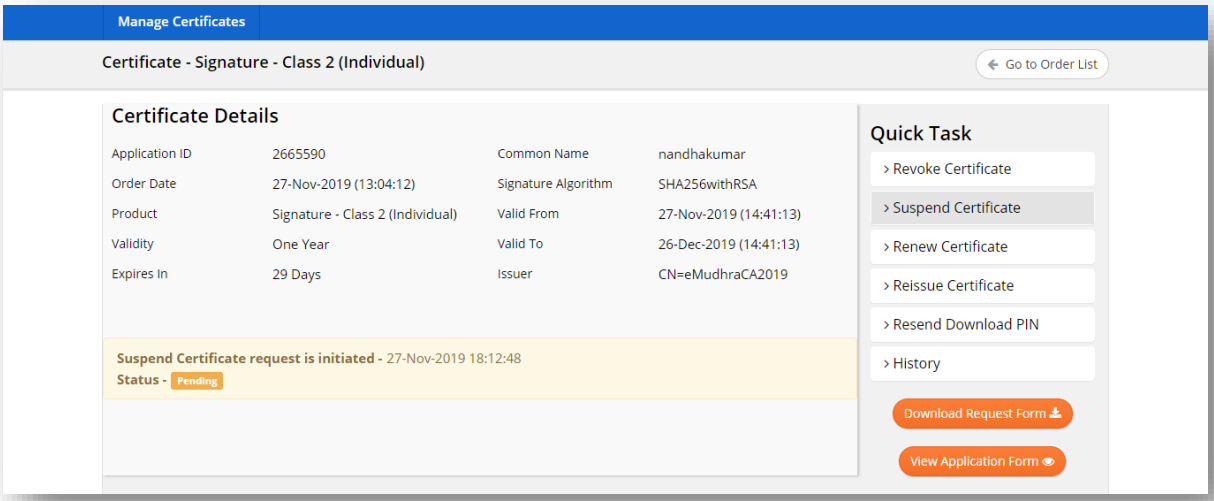
- On click of “Suspend Certificate” tab in quick tasks, “Suspend Certificate” tab will get expanded.



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



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

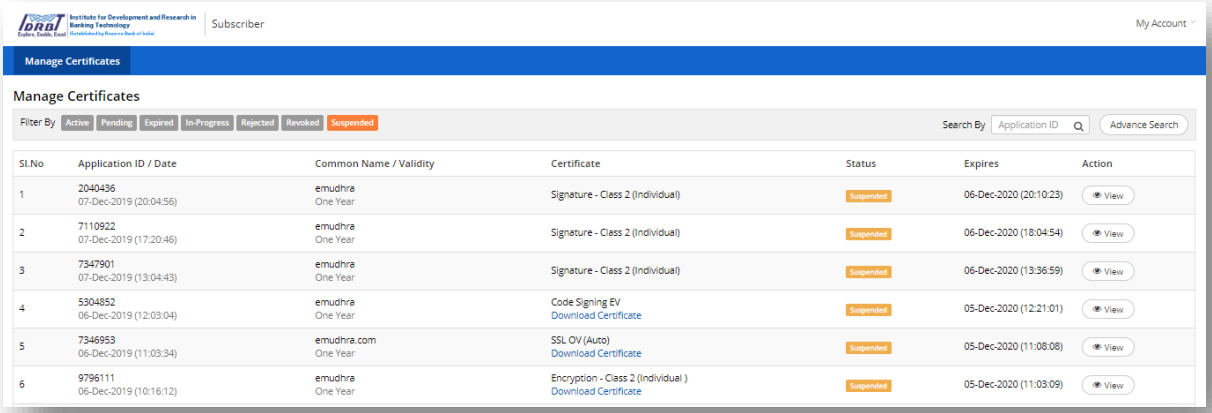


- On click of “Download Application Form” button available on right bottom of the page, Suspend Request Application form can be downloaded.
- On click of “View Application Form” button available on right bottom of the page, Suspend Request Form Application form can be viewed.

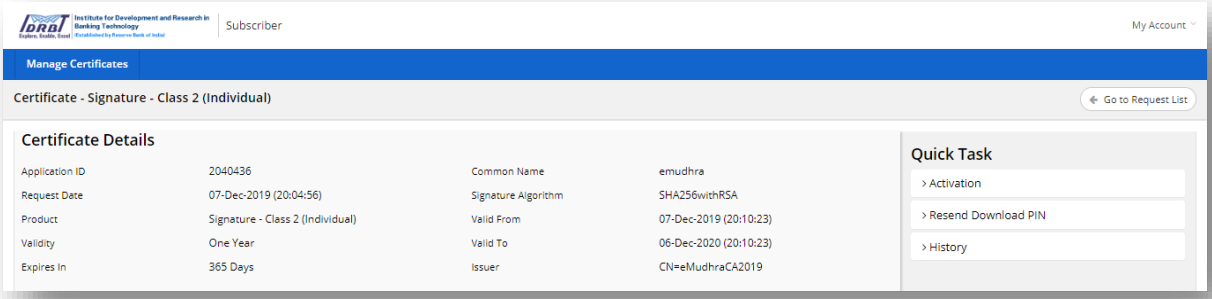
c. Activation :

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

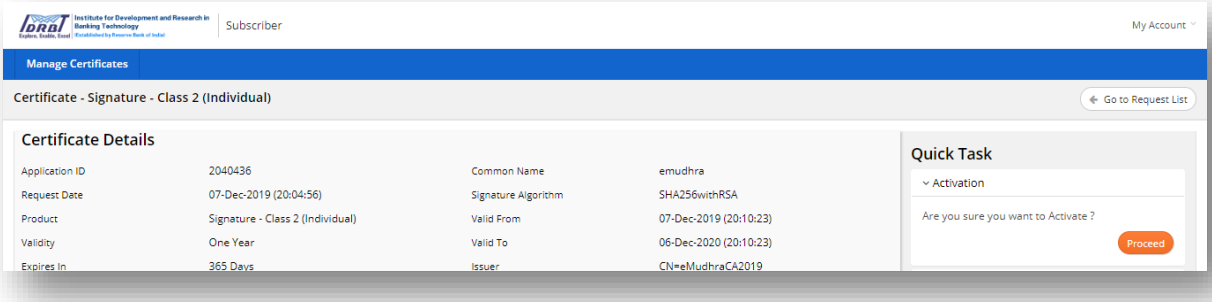
- Click on “View” button in Actions column as shown below.



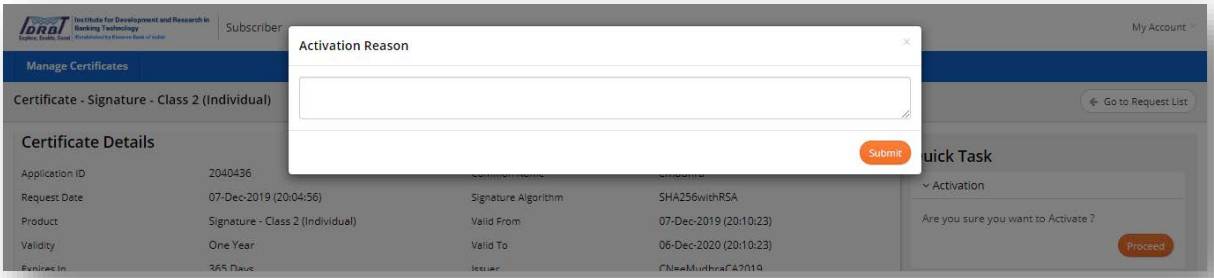
- On click of “View” button, Certificate Details page will be displayed.



- On click of “Activation” tab in quick tasks, “Remove Suspension” tab will get expanded.



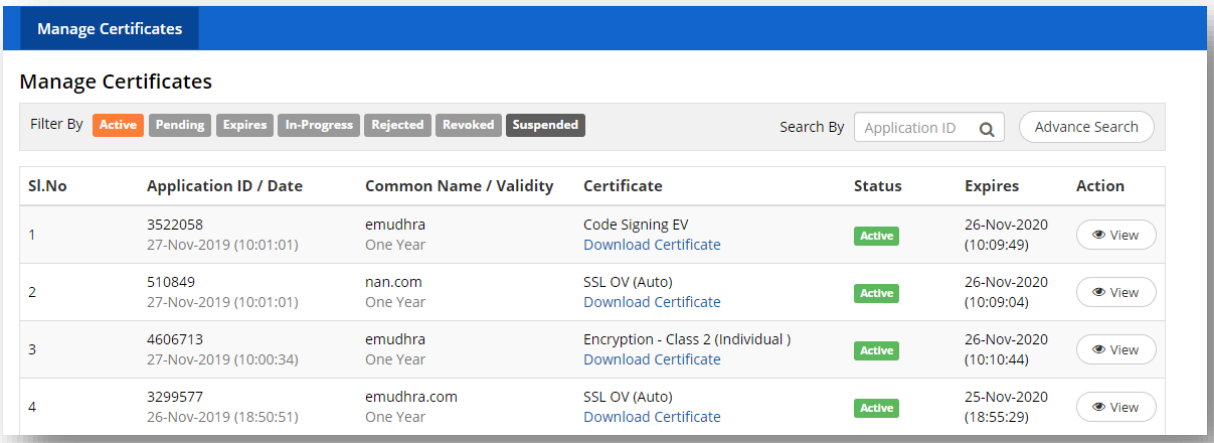
- On click of “Proceed” button, a pop-up will be displayed along with a textbox to enter the activation reason.



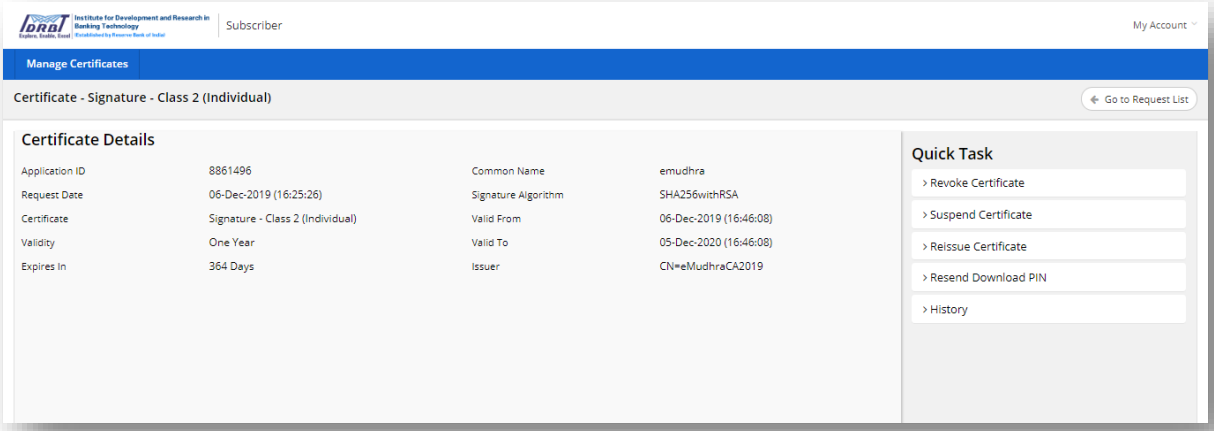
- Enter the reason and click on “Submit” button.
- On click of “Submit” button, Activation Request will be initiated and Request will land in CA portal for approval.

d. Reissue Certificate:

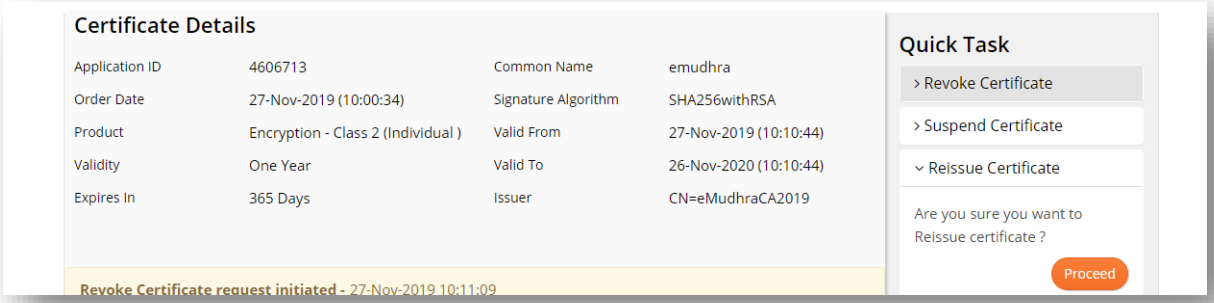
- This option is available only for the Certificates with “Active” status.
- Click on “View” button in Actions column as shown below.



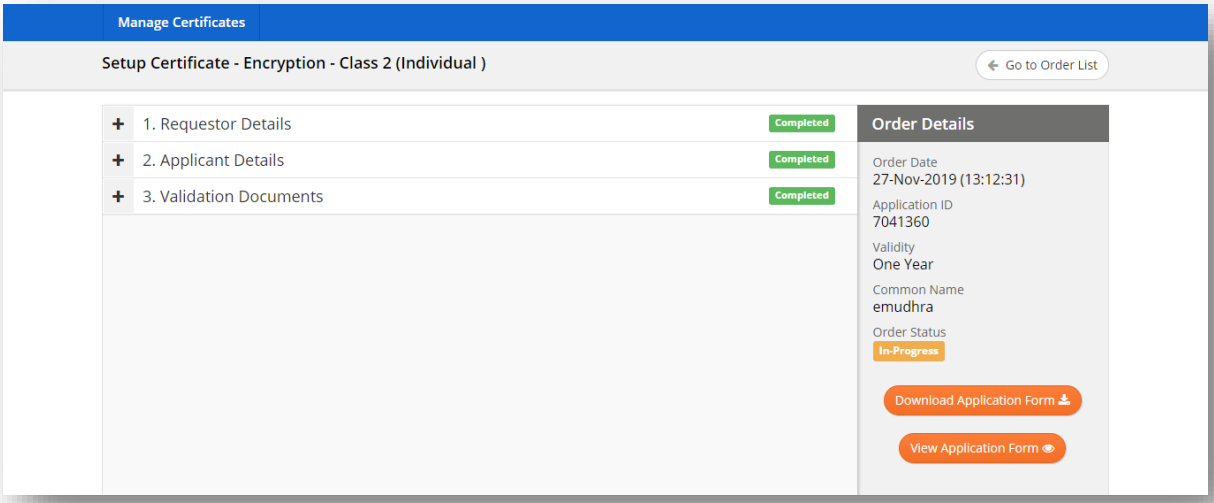
- On click of “View” button, Certificate Details page will be displayed.



- On click of “Reissue Certificate” tab in quick tasks, “Reissue Certificate” tab will get expanded.

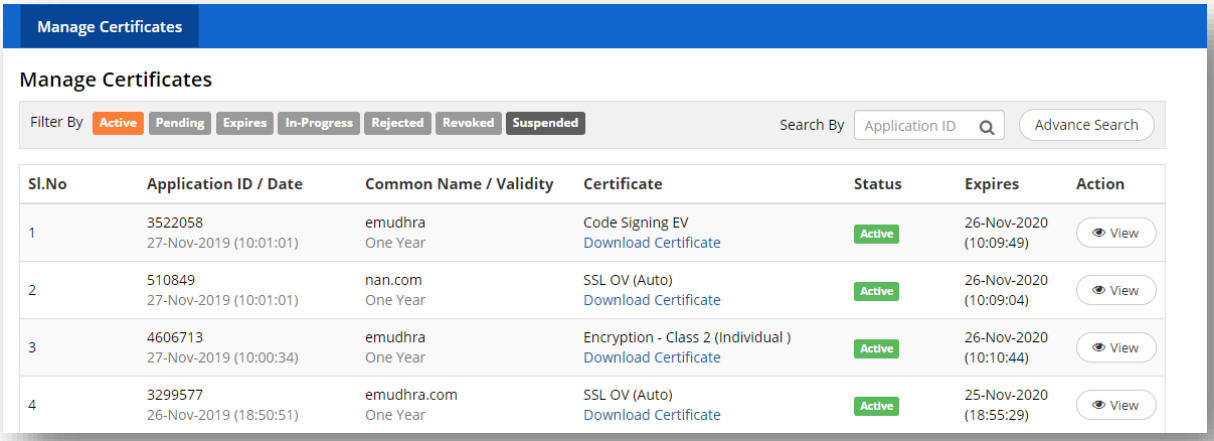


- On click of “Proceed” button, new Application ID will be generated and application will land in RA portal for approval.

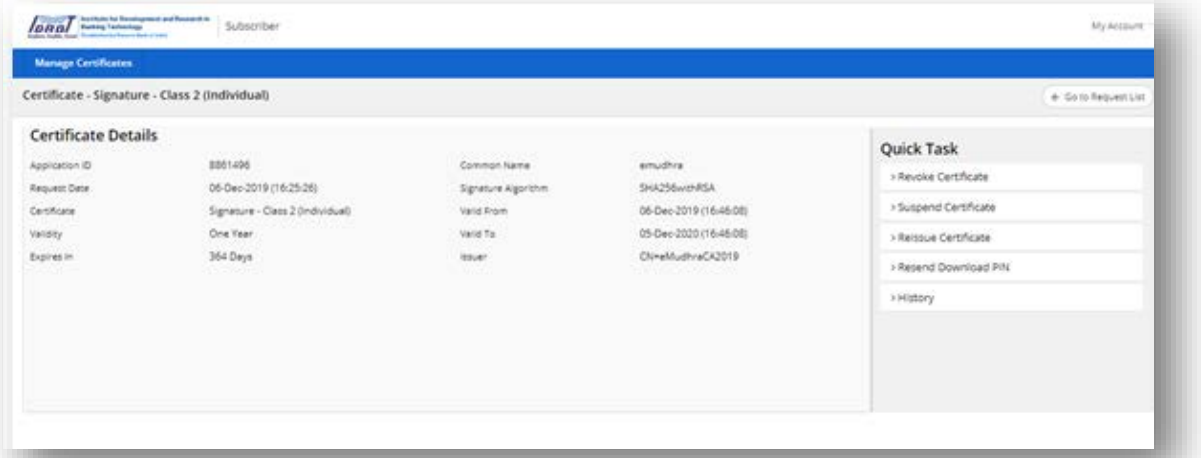


e. Resend Download Pin:

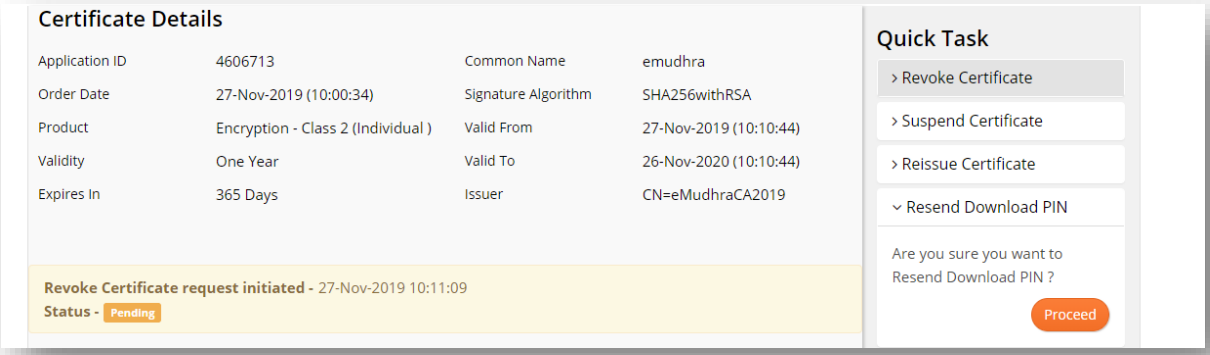
- This option is available only for the Downloaded Certificates with “Active” status.
- Click on “View” button in Actions column as shown below.



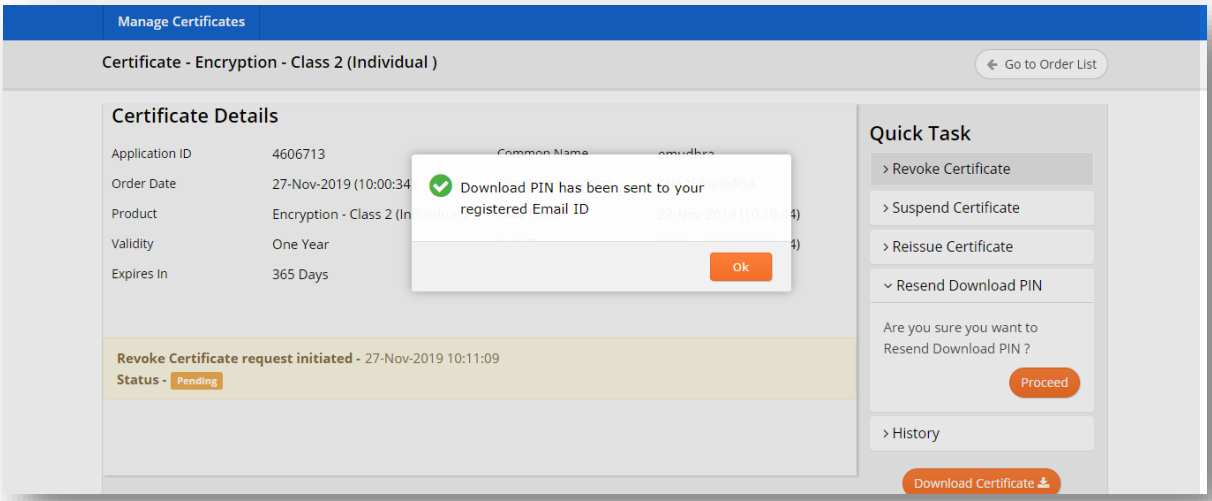
- On click of “View” button, Certificate Details page will be displayed.



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

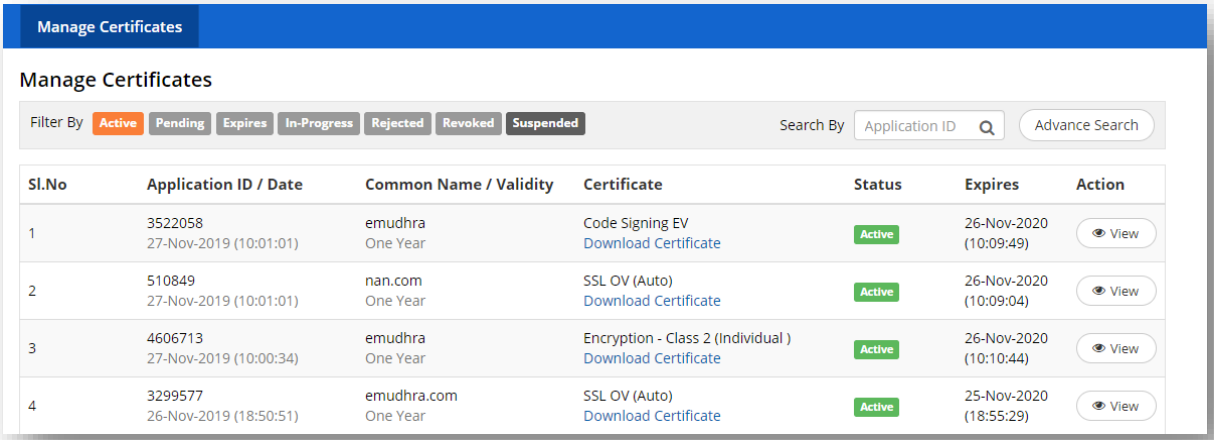


- On click of “Proceed” button, Download PIN will be sent to registered email ID and registered mobile number.

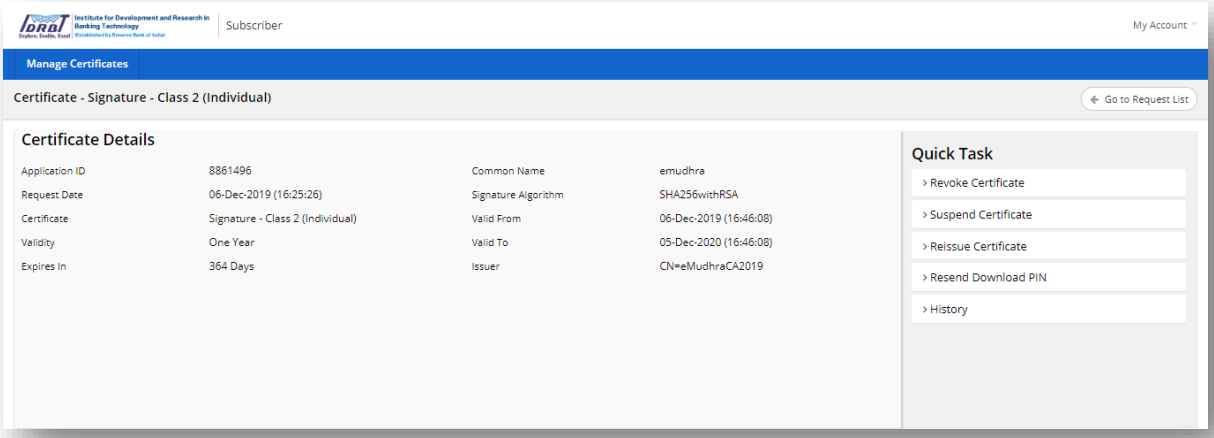


f. Re-Key:

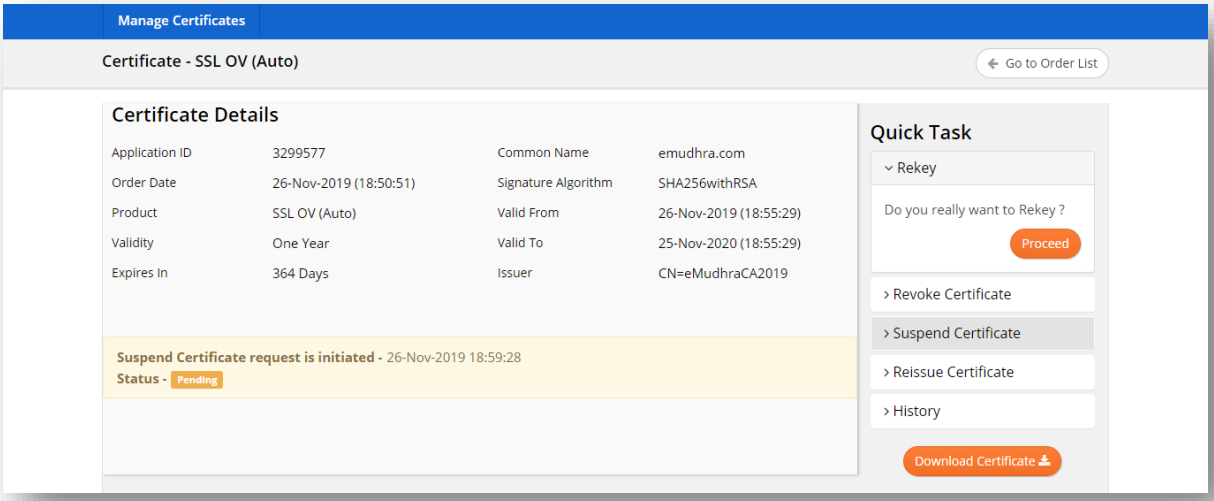
- This option is available only for the SSL Downloaded Certificates.
- Click on “View” button in Actions column as shown below.



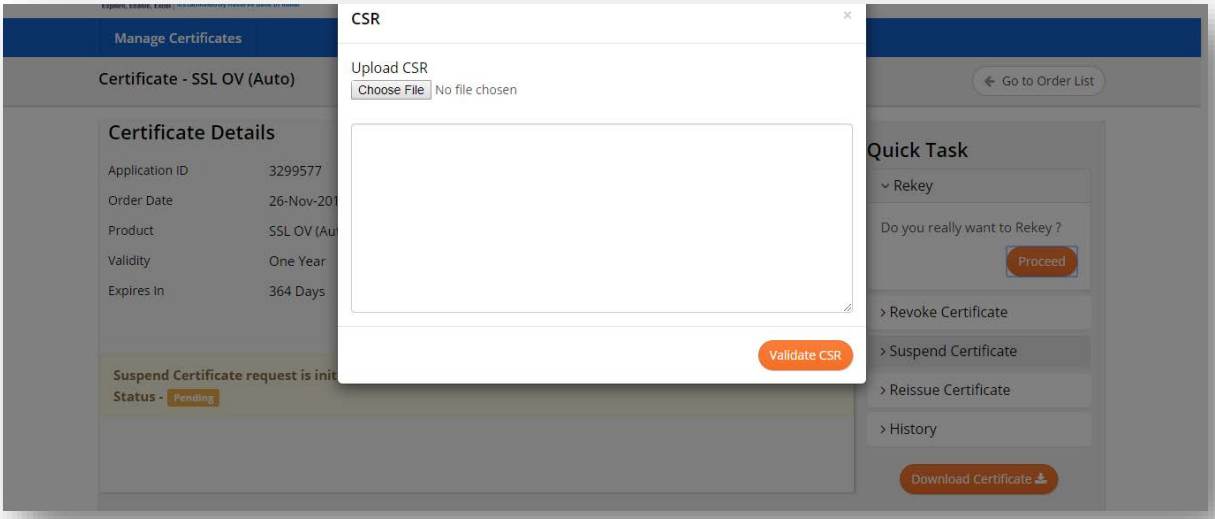
- On click of “View” button, Certificate Details page will be displayed.



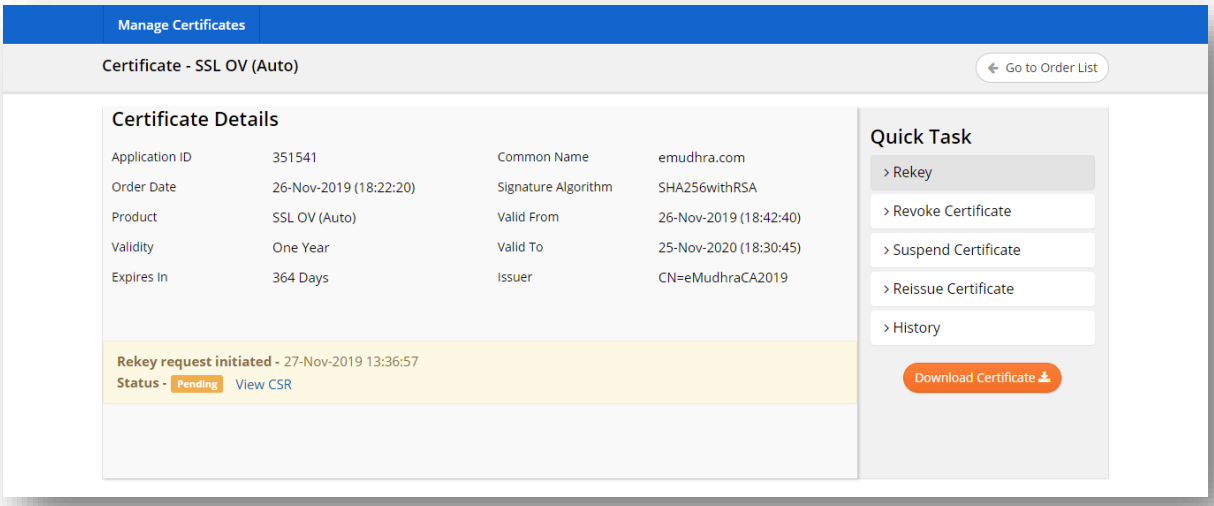
- On click of “Rekey” tab in quick task, “Rekey” tab will get expanded.



- On click of “Proceed” button, CSR page will be displayed as shown below.

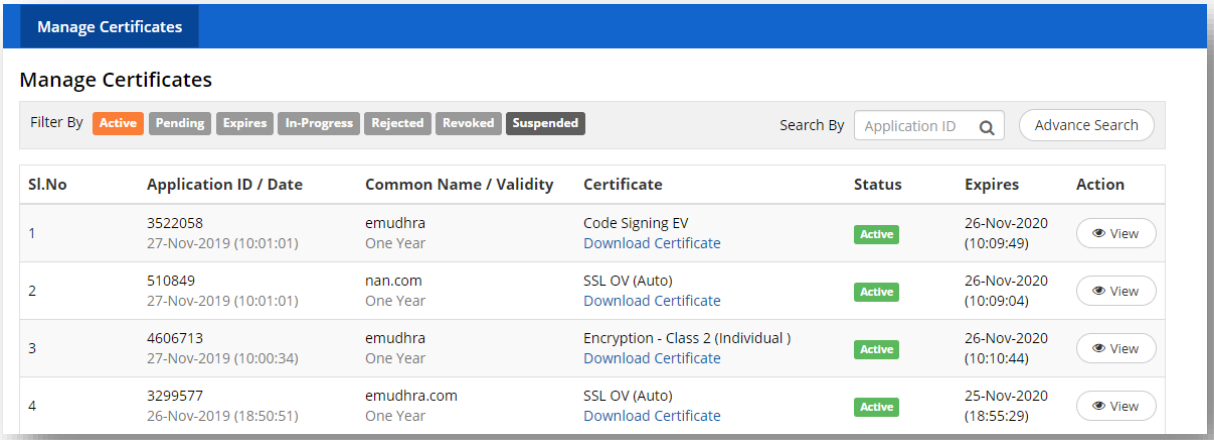


- Upload CSR and click on “Validate CSR” button.
- On click of “Validate CSR” button, CSR details pop-up will be displayed.
- Verify the details and click on “Submit for Verification” button.
- On submitting the CSR, rekey request will be raised and will land in CA portal for approval.

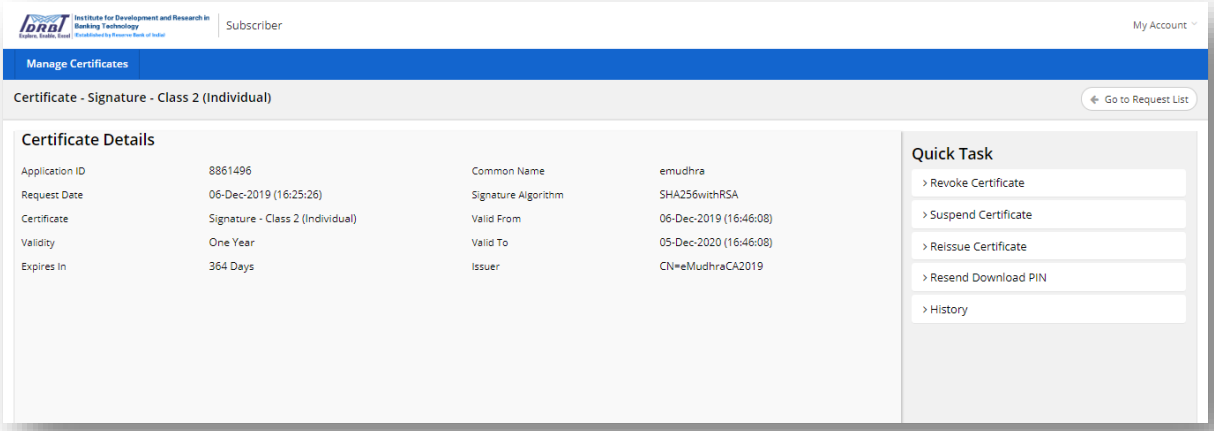


g. Renew Certificate:

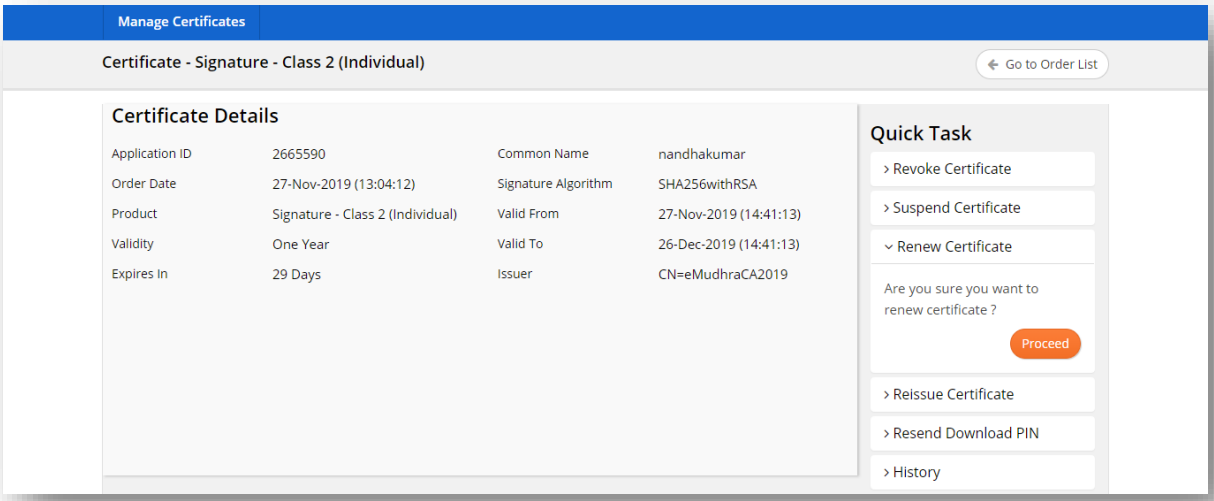
- This option will be available for 30 days before the certificate expiry.
- Click on “View” button in Actions column as shown below.



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



- On click of “Renew” tab in quick task, “Renew” tab will get expanded.

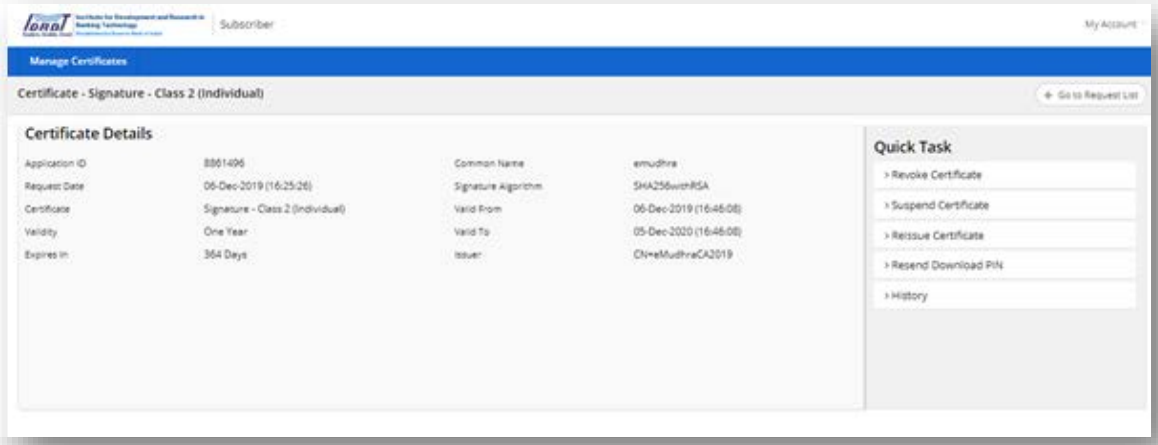


- On click of “Proceed” button, Choose Validity pop-up will be displayed.

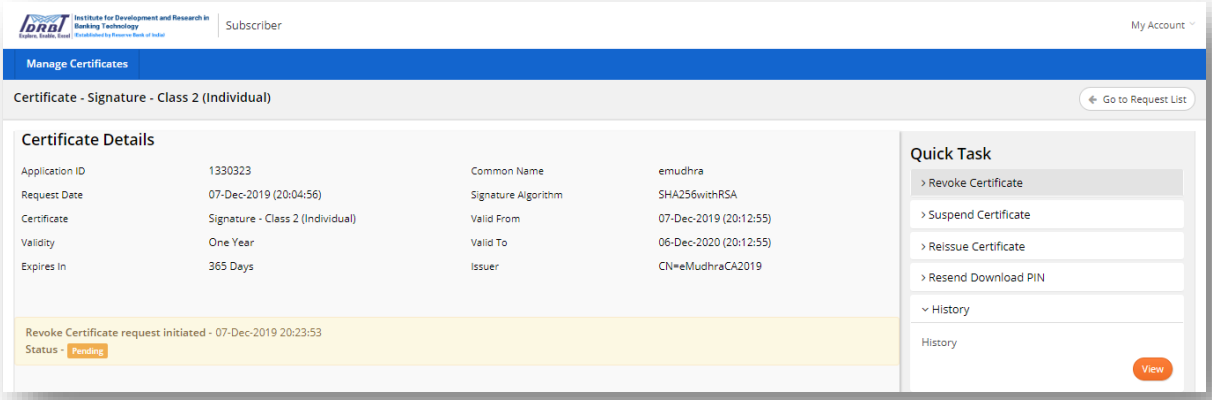
- Select the validity from the drop-down list and on click of “Submit” button. Renew request will be raised. Fulfill the renew request by filling the form (Setup certificate) and submitting the same for RA approval.

h. History:

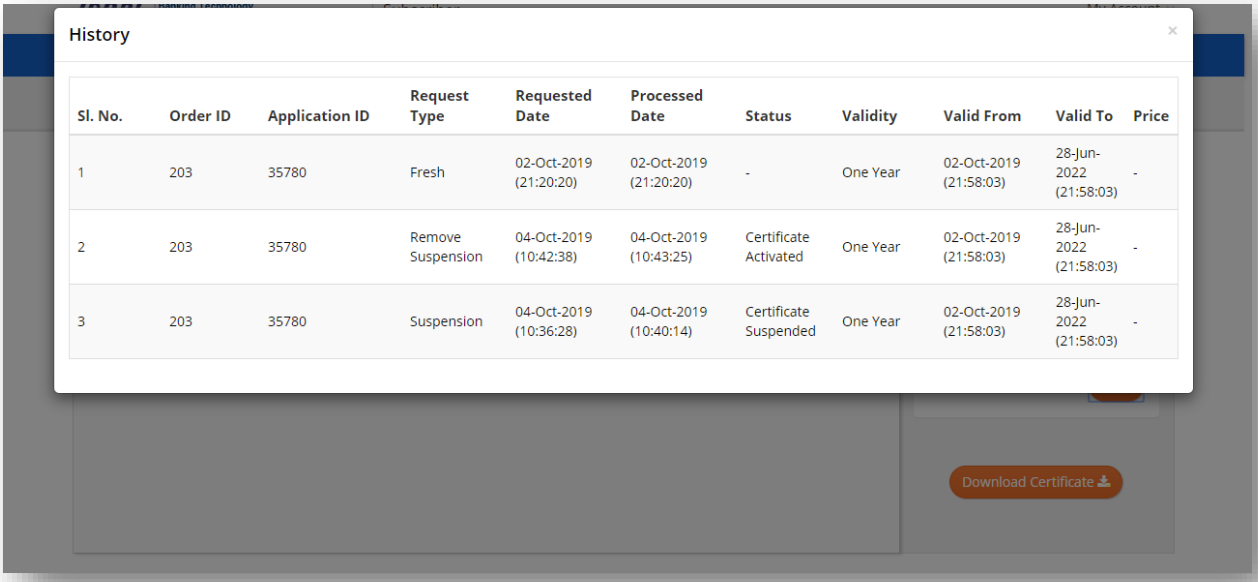
The list of actions performed on the application will be displayed in the “History” tab.



- On click of “History”, history tab will get expanded as shown below.



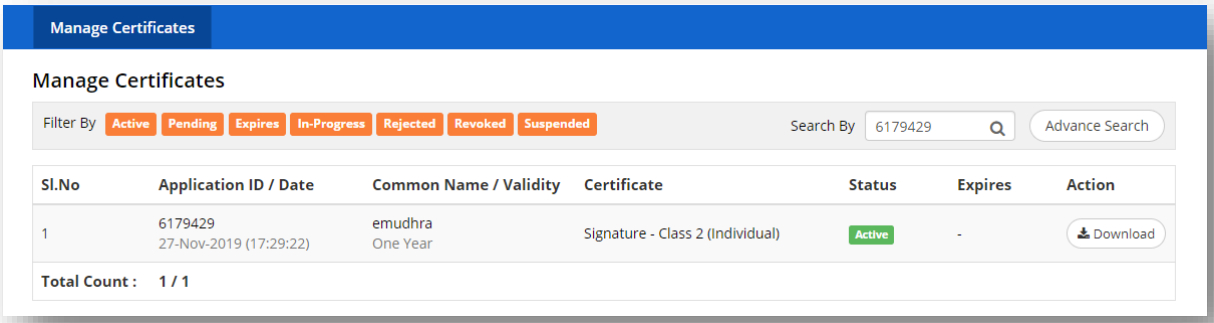
- On click of “View” button, detailed history pertaining to the actions performed with that particular certificate request will be displayed.



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

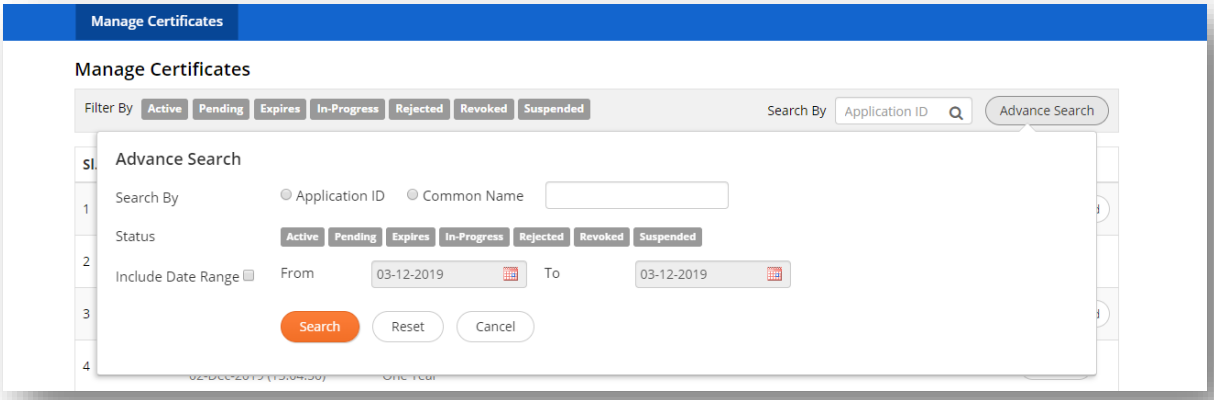
Search By:

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



Advance Search:

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



- Enter the search criteria and click on “Search” button to fetch the expected records.
- On click of “Reset” button, all the selection made will be reset to default values.
- On click of “Cancel” button, Advance Search pop-up will be closed.

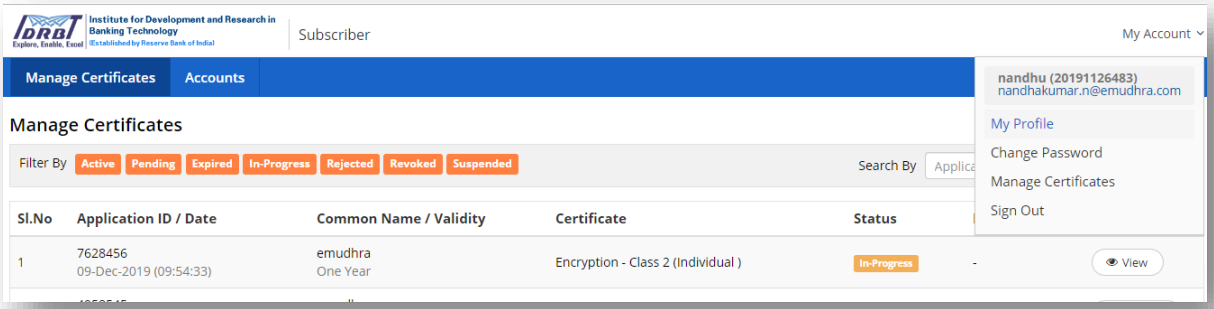
3. My Account

3.1 My Profile

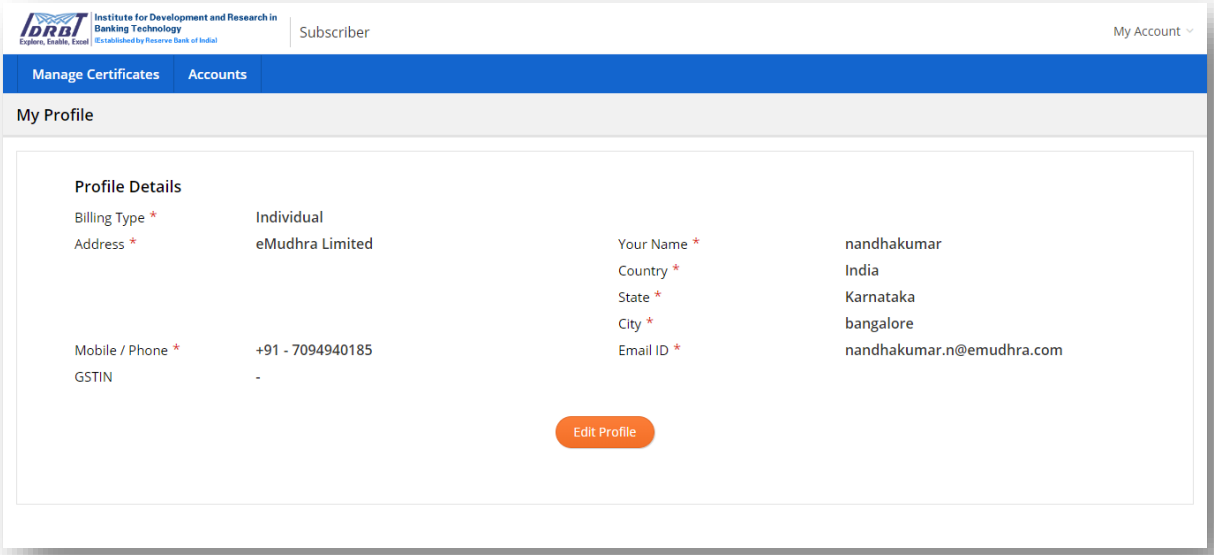
The personal details of the subscriber will be displayed in the “My Profile” page. Subscriber has the provision to modify the details.

To change/update subscriber profile details.

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



- Click on “Edit Profile” button.

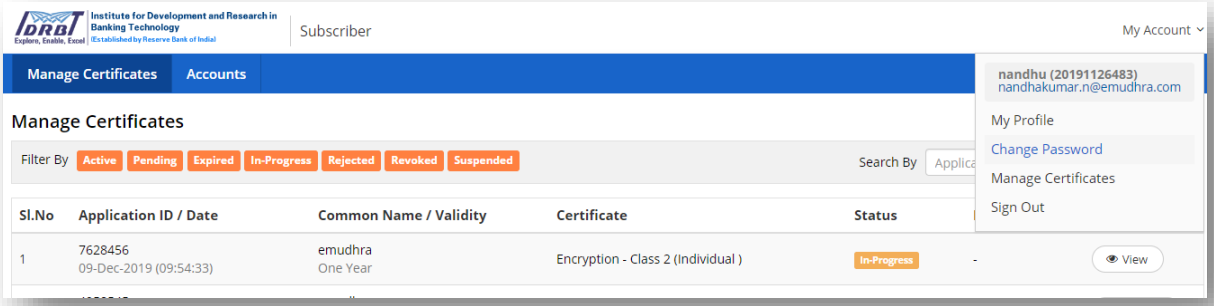


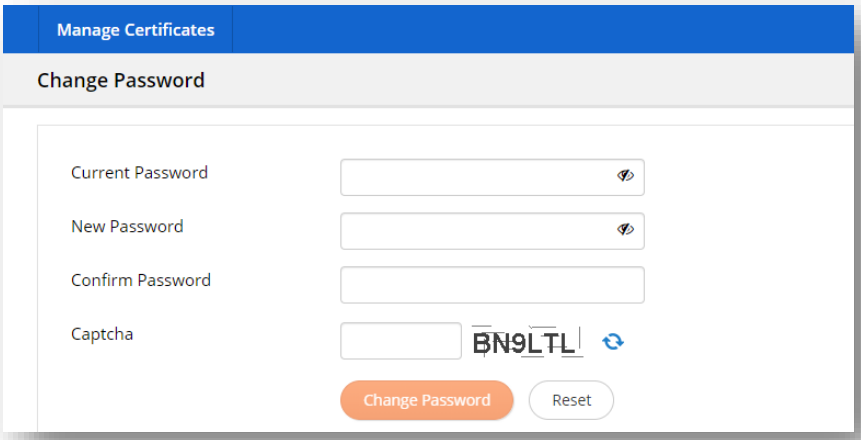
- On click of “Edit” button, the fields will be changed to editable mode.
- Make necessary changes and click on “Save & Update” button. The changes made will be saved.

3.2 Change Password

To change subscriber password-

- Go to My Accounts → Change Password which is available on top right corner.
- Enter the “Current Password”.
- Enter the “New Password”.
- Enter the “Confirm Password”.

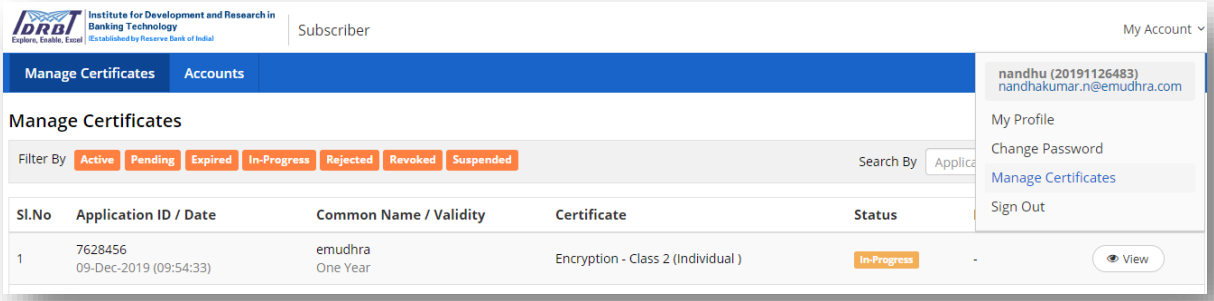




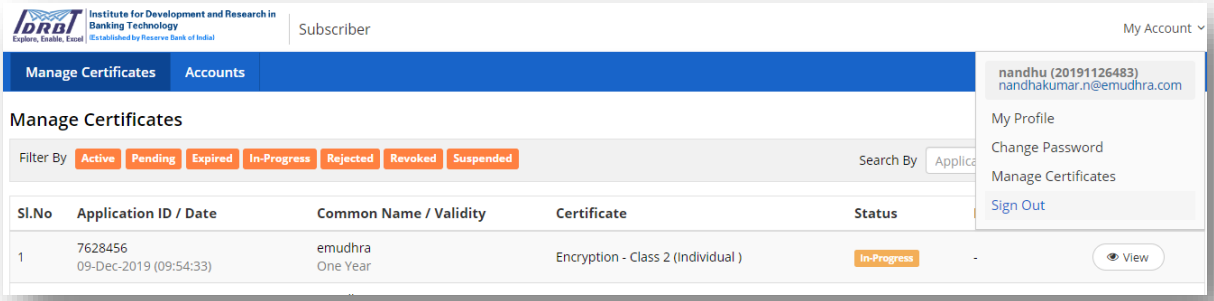
- New Password Validations
  - Be at least 9 characters.
  - Include a lowercase letter.
  - Include an uppercase letter.
  - Include a number.
  - Not start or end with a space.
- Password and confirm password should be same.
- Enter Valid “Captcha”.
- Click on “Change Password” button to save the new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

3.3 Manage Certificates

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



3.4 Sign Out



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

Downloading Instructions:

Encryption:

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

Signature:

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

SSL:

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

Code Signer:

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

---End of the document---