STEPS FOR e-SIGN PROCEDURE -:



Pre-requisites

User has to fulfill the following pre-requisites for integration of eSign with eFile.

Aadhar No. should be mapped in the EMD.

Mobile number should be linked with the Aadhar no. In case mobile number is not linked, user will not receive the OTP.



Process for using eSign in Notings and Drafts

eSigning of Notings:

Provision for eSigning of the files is provided in the application.

User can click the **eSign and Send** button, as a result, Consent form will be displayed as follows:

File Numbe	er	Subject	Note(Characters)
🗹 🗄 🦳 B/11,	/11/0008/2016-0/o of HS(MHA)	chk for adv search	0
Note : Bulk signin Internal O External	ng maximum allowed characters- 1000000 I		Total(Including formatted characters) :
<u>o</u>	eMail :	MS	
et Due Date	17		
iction	Forward		
riority	Choose one		
Remarks	Total 1000 1000 characters left.		
	Send eSign and Send		

User will click the **OK** button to continue the eSigning process.

ena		Confirmation	
File Nun	nber		-
🔽 🗄 🧰 B/	11/11/0008/20:	Consent for Authentication	search
Note : Bulk sig	ning maximum	< <name agency="" of="" providing="" service="" the="">></name>	
● Internal ○ Exter	mal	I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of carrying out the pre-production integration of ASP application from<*Name of ASP>> for the purpose of	
To	SU	that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through	
Set Due Date		Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for integration purposes and for no other purposes. I understand that C-DAC shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based	
Action	Fo	authentication. I also understand that subsequent to the completion of integration, ASP shall not use my Aadhaar ID for integration with C-DAC ESP.	
Priority	Ch	OK Cancel	
	Total 1000	1000 characters left.	
Remarks			
		~	
	Send	eSign and Send	

As a result, eSigning pop up for entering the One Time Password (OTP) will be displayed. Enter the OTP received on the registered mobile number for Aadhar ID and click the GO button.

eoffice	
A DIGITAL WORK PLACE SOLUTION	

Send				
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To Set Due Date	SUNIL KUMAR DHAWANPSO(HS)O/o of HS(MH	IA) eMail SMS		
Action	Forward			
Priority	Choose one 🔽 Total 1000 1000 characters left.	Enter OTP	X	
	Send eSign and Send			

Note:

OTP will be received in the mobile number registered for Aadhar.

As a result, the file gets eSigned (highlighted in red rectangle) as follows:





eSigning of Drafts:

Provision for eSigning of the DFA is provided in the application.

Default eSigning of DFA:

User can sign the draft by performing the following steps:

• Create and approve the draft by following the draft creation and approval process. As a result, the draft gets approved as shown below:

localhost:8080/efile/?x=Bgf8	K**b8FTU9geT9PCWdt3BfnEQbXJjGEzwjrkFZbowUU99WHPWZA8sztuR8sd0WYijh-hhbQ#no-back-button	G	Q Search	☆	自 🛛 🦊 🏦 🧃	s 🙂
sai123		Draft Details				
Submitted Files for Closing Approval	🔎 🛧 🦆 Page: 🔢 of I — 🕂 Automatic Zoom 🗧 🖨 🚦 📕	>> Draft Type*	New/Fresh 🔻	Classified	Choose one	
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Reopening Approval	Test Esign Test Esign	Department	Choose one			
MS Jobox	Test Esign Test Esign	E Name*	ww	Designation*		
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onversions	rest Esign Test Esign Test Esign	Address 1 *	www			
Drafts	Test Esign Test Esign	Address 2				
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patch (±)		Use #ApprovedBy!	Designation# tag to display the approve SectionName# tag to display the approv	a by designation in the red by section name in	e gran content. 1 the draft content.	
: +		Use #ApprovedDat	e# tag to display the approved date in the	he draft content.	at	
		Use #DocumentNu	iniber# tag to display the document hur	nuer in the gran conter		

• Click the **eSign** button to facilitate the eSigning process (Fig. above). As a result, Consent form will be displayed as shown below:



I Agree Cancel

Landline

Dispatch By Self Dispatch By DND eSign Sign Edit Custom Sign

Note: Use #ApprovedBy# tag to display the approved by in the draft content. Use #ApprovedBy#isme# fag to display the approved by name in the draft content. Use #ApprovedByDelaignation# tag to display the approved by to approved by to approved by the appr

Add More Recipient(s) Clear

Attach File

? User will click the I Agree button to continue the eSigning process. If required, user can cancel the eSigning process by clicking the **Cancel** button.

As a result, eSigning pop up for entering the One Time Password (OTP) will be displayed as shown below:

	X**b8FTU9geT9PCWdt3BfnEQbXJjGEzwjrkFZb	owUU99WHPWZA8sztuR8sd0WYijh-hhbQ#no-back-b	utton	C	Q Search		Ĩ		•	↑	
sai123			Dr	aft Details							
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Created	File No.BN	S/2/2016-CMO(PRO)-CM Office	 Drat 	t Nature*	Closed and Added to GO	- Pret	fix		Choose one		
+ Drafts			Lan	guage*	English	- Is S	Sanction	ŝ			
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Settings

Tesi EsignTesi E



Enter the OTP received on the registered mobile number for Aadhar ID and click the **GO** button (fig above).

Note:

OTP will be received in the mobile number registered for Aadhar.

As a result, the drafts get eSigned (highlighted in red rectangle) as shown below:

localhost:8080/efile/?x=YQuSrP	*OEH*cWUapa026dmBaVVjj21knqrPspqy363r283jO-R0vDCwFezEdzJZuSKfGFpcV*RQ#no-back-button	C	Q Search		☆		↓ ♠	a 🐵
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		Use #DocumentNu	umber# tag to display the doc	ument num	per in the draft conte	ent.		



Custom eSigning of DFA:

Provision for eSigning of Draft at customized/desired position is provided in the application. User will have the provision to select the desired location in the draft document to eSign.

• Create and approve the draft using the draft creation process. As a result, draft dispatch and sign screens will be displayed as follows:

localhost:8080/efile/?x=YQuSi	rP*OEH*cWUapa026dmBaVVjj21knqrPspqy363r283jO-R0vDCwFezEdzJZuSKfGFpcV*RQ≢no-back-button	C	Q Search		☆	≜ ♥	+ 1	1 1	- 80
→ sai123		Draft Details							
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→ By Me	Tesi Cusiom Sign Tesi Cusiom Sign	Communicat	ion Details						
out which either free	Test Custom Sign Test Custom Sign	Ministry	Choose one						
Reopening	Test Custom Sign Test Custom Sign	Department	Choose one						
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		Use #ApprovedBy	te# tag to display the approve	the approved by section d date in the draft conf	n name in t ent.	ne graft ci	ontent.		

• Click the **Custom Sign** button to sign the draft at desired position. As a result, **Custom Sign** modal window gets displayed with the provision to select the page number and desired position on the selected page to sign the draft as follows:





2 Locate the desired position on the selected page and click the e**Sign** button to sign the draft as follows:

Welcome to eOffice Solution ×	+									0	×
localhost:8080/efile/7x=YQuSrP*	OEH*cWUapa026dmBaVVjj21knqrPspqy363r283jO	-R0vDCwFezEdzJZuSKfGFpcV*RQ=no-back-button	Q Search		T	☆ 自 い	0 1	r 🏦	4	.	Ξ
→ sai123		Draft Details		-							
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As a result, Consent form will be displayed as shown below:

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) localhost:8080/efile//x=Bgf8X**	b8FTU9geT9PCWdt3BtnEQbXJjGEzwjrkFZbowUD99WHPWZA8s	.tuR8sd0WYijh-hhbQ#no-back-button	C Desta Destalla	Search	្រា	/ 🗉 🔍 🔶 m	~
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		shall ensure security and confide	entiality of my personal identity da	ta provided for the purpose of			
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² User will click the **I Agree** button to continue the eSigning process. If required, user can cancel the eSigning process by clicking the **Cancel** button.

As a result, eSigning pop up for entering the One Time Password (OTP) will be displayed as shown below:

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Enter the OTP received on the registered mobile number for Aadhar ID and click the **GO** button (fig above).

Note:

OTP will be received in the mobile number registered for Aadhar.

As a result, the draft gets eSigned (**highlighted in red rectangle**) at the desired (custom) position as shown below:

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THANKYOU