



DIGITAL SIGNATURE CERTIFICATE (DSC) Installation & Usage Guide

COMMISSIONERATE OF TAXES GOVERNMENT OF ASSAM

What is DSC ?

A DSC is a secure digital key that certifies the identity of the holder. It typically contains identity (name, email etc) of the holder.

It is a very sensitive security device.

It fixes the accountability of the holder

Why DSC is required for our Officers ?

- Used to establish an officer's identity for doing back end tasks online in GST common portal.
 It is regarded as normal hand written signature of an officer.
- Mandatory for Gazetted Tax Officials .
- Used to sign any statutory notices or orders under the relevant Acts.

Digital Signature Certificate (DSC)

What

 The eForm signer component provided with GST portal is used to sign web forms

Why

 Statutory Orders & Notices are required to be signed by tax officials

When

• To authenticate user

Download any of the following free of cost browsers from Internet





COMPUTER COMPATIBILITY

• WINDOWS- 7 or above



he 2017



WINDOW XP needs internet upgrade

• Windows xp is compatible But WINDOWS 7 & above is recommended.





What an officer needs to do now

With individual TOKEN(DONGLE) needs to DOWNLOAD the DSC from e-mudhra website. www.emudhra.com



Where to get this TOKEN

- A token is already provided to the officers from the Apex office for once and all.
- If it is lost the officer has to make fresh application for a new Token at his own effort.

WHAT IS A TOKEN ????

It is an input device. Commonly known as **DONGLE** It contains the DSC inside

EP 155 2005

3 steps to install



How to Install the Token in PC:

Insert the Token in USB port like a new Pen Drive

Its like installing a printer driver in a computer for the 1st time.

No need of any InterNet connection for Token installation



Double click the "e-pass 2003 setup" icon in "My Computer"





Click "NEXT"





5		ePass200	3 Setup	-	
Choose Ins Choose the	tall Location folder in which to inst	tall ePass2003.			R
Setup will in and select a	stall ePass2003 in the another folder. Click N	e following folde lext to continue	er. To install in a d e.	ifferent folder, d	ick Browse
Destinatio	on Folder gram Files\Feitian\ePa	ss2003	A	Browse	•
Space requi Space avail Windows Insta	ired: 5.3MB able: 70.0GB		C A A		
			< Back	Next >	Cancel

Select "Private CSP"



If Windows Security prompt comes up as below, click Install.



Click "Finish"





After successful installation of the TOKEN, needs to check Java

- Now, the DSC to be downloaded from the website of e-Mudhra (www.emudhra.com)
- Before that Java needs to be downloaded.
 If not installed, follow the next steps



Next 13 slides are only if Java is not pre installed in Computer

(Computers having Java already installed need not follow these steps. They will resume after the Java installation of others.)

How to install JAVA

only if Java is not pre installed

- Some Computer may not have Java software
- Follow the following steps to install Java



ne 2017

It needs strong & stable InterNet connection

only if Java is not pre installed



The site shall appear like this

only if Java is not pre installed INTERVING AUTHORITY Certifying Authority **OUICK LINKS** difying Aut **Buy** Certificate Θ **Digital Certificates** (i=)emuchra Buy Token By eMudhra Limited. A Licensed Certifying Authority Sing Author CONTACT EMUDHRA 080 - 67401400 C eMudhra Limited is a Certifying Authority licensed by Controller of Certifying Authorities, under Government of India. eMudhra operates under the guidelines set by Information Technology Act. With more than one million certificates \sim info@e-mudhra.com issued, eMudhra caters to all kinds of subscribers who use Digital Certificates for Income Tax, MCA (ROC), Tenders, Foreign Trade, Banking, Railways and many other needs. Live Chat - Online Repository Application Forms R **Track Application Download Certificate Renew Certificate Revoke** Certificate Check your application status Download certificate with challenge Online renewal of certificate Revoke your certificate in Q Search Certificate by providing application details. code sent over email/SMS. within the KYC period. case it is lost/compromised. Application Status >> EMCLICK | BROWSER Revoke now >> Renew now >> Resend Challenge Code G Aadhaar aKYC based Digital Certificates (BIO). Click here to know more | New: For OTP based procedure, click here.



If Java is not installed Download the "EMCLICK" link



COMMISSIONERATE OF TAXES, ASSAM

ne 2017

This "pop up" will appear Click "RUN"

	mudhra.com			☆ 🕑 🧮 🖬 🎲 :
R	Digital Ce By eMudhra Limited A I eMudhra Limited is a Certify eMudhra operates under the Isqued, e oreign T	Open File - Security Warning X Deen File - Security Warning X The publisher could not be verified. Are you sure you want to run this software? X Image: Child State of the security Warning X Marrier Child State of the security Warning X Image: Child State of the seco	QUICK LINKS Buy Certificate Buy Token CONTACT EMUDHRA 080 - 67401400 info@e-mudhra.com Live Chat - Offline Repository Application Forms	
	Check your application status by providing application details. Application Status >>	Download certificate with challenge code sent over email/SMS. Online renewal of certificate within the KYC period. Revoke your certificate in case it is lost/compromised. EMCLICK BROWSER Renew now >> Revoke now >> Revoke now >>	Search Certificate	
	Aadhaar eKYC based Digital C	ertificates (BIO). Click here to know more New: For OTP based procedure, click here.	Practice Statement (CPS)	
				Show all X

This "pop up" will appear Click "Install"



Click " Agree and Start Free Download "

\leftarrow \rightarrow \circlearrowright \mid \blacksquare Oracle Co	rporation [US] java.com/en/download/win10.j	sp	□☆ = ℤ ۵ …
	الله المعامين المعامين المحافظ المحاف	Search ्र Download Help	
	Help Resources Dow > Wihat is Java? Record > Disable Java Record > Error Messages Torobleshoot Java > Other Help Windows 64-bit Users Do you use both 32-bit and 64-bit Java for Mindows > FAQ about 64-bit Java for Windows Offline Installation Trouble downloading? Try the offline installer Try the offline installer	nhoad Java for Windows mended Version 8 Update 131 (filesize: 721 KB) a date April 18, 2017 In Windows 10, the Edge browser does not support plug-ins and there Switch to a different browser (Internet Explorer, for example) to run th Vare Actions option located at the top right of the Edge browser and Explorer. More info Magree and Start Free Download By downloading Java you acknowledge that you have read and accepted the terms of the <u>end user license agreement</u>	itart oad
	 Install Syste 	accepted the terms of the <u>end user license agreement</u> When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation. lation Instructions m Requirements	
Search the web and Window	rs []] C	riaht anarating cuctom? Sao all Java downloade	へ ED (C 小) 見 ENG 21:04

Click "NEXT"



WAIT a while Patience pays



Download Java for ← → ひ	only	if Java is not pre installed		
	الله المعالم) المعاني (Java ^r	Search Q Download Help		
	Help Resources) > What is Java? > Remove Older Versions > Disable Java > Error Messages > Troubleshoot Java > Other Help Windows 64-bit Users Do you use both 32-bit at 64-bit browsers? > EAQ about 64-bit Java Windows Offline Installation Trouble downloading? Try the offline installer	eva Setup - Progress Extense Installing Java The set of the set		
Search the web and Windows	D	 When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation. Installation Instructions System Requirements 	へ IDI <i>(</i> 病 句)) 同 ENG 21:05 US 10-06-2017	
17 June 2017	(COMMISSIONERATE OF TAXES ASSAM		

This " pop up" appears Click " CLOSE"

\leftarrow \rightarrow \circlearrowright \mid \blacksquare Oracle Co	orporation [US] java.com/en/dov	rnload/win10.jsp	
	لي اعva ⁻	Search Download Help	
	Help Resources	Java Setup - Complete — 🗌 🗙	
	 > What is Java? > Remove Older Version: > Disable Java > Error Messages > Troubleshoot Java > Other Help 	✓ Java → You have successfully installed Java	
	Windows 64-bit Users	The sponsor offer will install shortly.	
	Do you use both 32-bit ar 64-bit browsers?	You will be prompted when Java updates are available. Always install updates to get the latest performance and security improvements. <u>More about update settings</u> When you click close, your browser will be opened so you can verify that Java is working.	
	Offline Installation Trouble downloading?		
	Try the <u>offline installer</u>	Close	
		When your Java installation completes, you may need to restart your browser (close all brow windows and re-open) to enable the Java installation.	
		» Installation Instructions	S W

COMMISSIONERATE OF TAXES, ASSAM

June 2017

Click "verify Java version" on pop up only if Java is not pre installed ▲ Download Java for Winc × + Ð × \leftarrow 🛃 https://java.com/ 🔎 👻 🔒 Iden... 🖒 🏼 💁 Verify Java Version 슈 숬 錼 🙂 Search 🟠 🔻 🔝 👻 🖃 🗰 👻 Page 👻 Safety 👻 Tools 👻 🚱 🐗 🧊 🦚 Search 👙 Java Download Help Help Resources Verify Java Version » What is Java? » Remove Older Versions Check to ensure that you have the recommended version of Java installed for your operating system. » Disable Java efore will not run Java. » Error Messages Verify Java version e Java plug-in. Select the » Troubleshoot Java lick on Open with Internet » Other Help Verify Java version verifying the installed version using this page, use the alternate page leted your Java software installation, restart your browser (close all browser windows and re-open) to enable the newly installed Java version in the browser. Javascript must e read and ement Select Language | About Java | Support | Developers | Feedback ORACLE Privacy | Cookie Preferences | Terms of Use | Trademarks | Disclaimer ur browser (close all browser windows and re-open) to enable the Java installation » Installation Instructions System Requirements へ 🗈 🧖 🕼 🥃 ENG 21:06 []] Ê e Ŧ 10-06-2017 he 2017 COMMISSIONERATE OF TAXES, ASSAM 33

Click "RUN "



Java successfully installed

- 🕞 🗐 🌆 https://java.com/ 🔎	🗸 🔒 Ora 🖒 🌆 Verify Java Version 🛛 🛛	 ☆ ☆ \$\$		<u> </u>	··· في الشا
🟠 🔻 🖾 👻 🖶 👻 Page	🝷 Safety 👻 Tools 👻 🕢 🦿 🎲 🖏		Search		
الله المعالم المعالم المعالم المحالي محالي محالي محالي محالي	Download Help	Search			
Help Resources	Verified Java Version				
» What is Java? » Remove Older Versions » Disable Java » Error Messages » Troubleshoot Java » Other Help All Java Downloads If you want to download Java for another computer	Congratulations! You have the recommended Java installed (Version 8 Update 13	31).	efore will not run Java. e Java plug-in. Select the blick on Open with Internet		
or Operating System, click the link below. <u>All Java Downloads</u> <u>Select Language About Jav</u> <u>Privacy Cookie Preferences</u>	a Support Developers Feedback Terms of Use Trademarks Disclaimer	ORACLE	e read and ement		
	windows and re-open) to enabl	le the Java installation.	ur browser (close all browser		
	 Installation Instructions System Requirements 				



he 2017

All Computers have now become Java equipped



Certified Master

- Computers already having Java installed will follow next slides directly from slide no : 21
- Computers just got Java installed will also join them from the following slides



The screen will appear like this Enter the fields from SMS received by you & enter your Date of Birth

Image: Control in the second secon	Application For Dig Application For Dig	gital 5 × +		
Image: Sector	$\leftarrow \rightarrow 0$	e-mudhra.com		
Certifying Auff Certifying Auffords Certifying Auffords Cert				LICENSED CERTIFYING AUTHORITY
Fit Cargariant Her Fit Cargariant		Certifying Aut	eMudhra - eMClick	× • = 0
For the series of size of		File	Configuration Help	
First Delivered Indege multihactor			emudhra	2 080 67401400
Provide a limited. A Licensed Certification We divide a limited. A Licensed Certification We divide a limited. A Licensed Certification We divide a limited is a Certifying Authority licent study as upper to all kinds of subscriptors to all kinds of subscriptor			Trust Delivered	info@e-mudhra.com
By Budhra Limited. A Licensed Certifyin Wudhra Limited. A Licensed Certifyin Wudhra Limited. A Licensed Certifyin Provide Status and		Ninital Certifica	1 Login (2) Download	3 Confirmation
By eMudhra Limited. A Licensed Certifyin eMudhra Limited. A Licensed Certifyin eMudhra Limited. A Licensed Certifyin eMudhra Limited. A Licensed Certifyin eMudhra caters to all kinds of subscrit Foreign Trade. Banking. Railways and many other EMUCH Providing application details. Application Status 3> Demolad Certificates EMUCH J BROWSE Monibal Certificates (BIQ). Click here to know more J New: For OTP based procedure, click here.		Digital Del tillet		
Application ID Confirm @ Exit		By eMudhra Limited. A Licensed Certifyin		
Wudhra Limited is a Certifying Authority liers issued, eMudhra caters to all kinds of subscriptore Trade, Banking, Railways and many other Excited Examples of Birth Chailenge Code Cha				
Application ID Application ID Confirm Or Exit Or Exit Confirm Or Exit Or Exit Confirm Or Exit Or E				
Enduding Linited is a Certifying Automit the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe Service Lease of Birth Image: Configure			Application ID *	
Issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe		- Marine Marine Marine Control Control Architecture Marine Ma		
Image: Contract of the contract		eMudhra Limited is a Certifying Authority licens eMudhra operates under the guidelines set by	Challenge Code *	"Application ID"
Track Application Check your application status by providing application status. Application Status >> Application Status >> Application Status >> Application Status >> Application Status >> Application Status >> Application Status >> Application Status >> Addhaar eKYC based Digital Certificates (Blo). Click here to know more New: For OTP based procedure, click here.		eMudhra Limited is a Certifying Authority licent eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Bailways and many othe	Challenge Code *	"Application 1D" "Challenge Code"
Track Application Check your application status by providing application status. Application Status >> V1.6 Copyright © 2013. eMudhra Consumer Services Ltd. All Rights Reserved Image: Provide Complexity of the Status of t		eMudhra Limited is a Certifying Authority licen; eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe	Challenge Code *	"Application ID" "Challenge Code"
Download Certific Check your application status by providing application details. Application Status >> Addhaar eKYC based Digital Certificates (BIO). Click here to know more New: For OTP based procedure, click here.		eMudhra Limited is a Certifying Authority licent eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe	Challenge Code * a Date Of Birth * [dd/	"Application 1D" "Challenge Code" "Date of Birth"
Track Application Download Certific Check your application status Download certificate by providing application details. Download certificate Application Status >> EMCLICK BROWSER V1.6 Copyright © 2013. eMudhra Consumer Services Ltd. All Rights Reserved Addhaar eKYC based Digital Certificates (BIO). Click here to know more New: For OTP based procedure, click here.		eMudhra Limited is a Certifying Authority licen; eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe	Challenge Code * Date Of Birth * [dd/	"Application 1D" "Challenge Code" "Date of Birth"
Check your application status by providing application details. Application Status >> Bownload certificate EMCLICK BROWSER MILECK BROWSER ULE Copyright © 2013. eMudhrs Consumer Services Ltd. All Rights Reserved Adahaar eKYC based Digital Certificates (BIO). Click here to know more New: For OTP based procedure, click here.		eMudhra Limited is a Certifying Authority licent eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe	Challenge Code * Date Of Birth * [dd/	"Application 1D" "Challenge Code" "Date of Birth"
Application Status >> EMCLICK BROWSER Copyright © 2013. eMudhra Consumer Services Ltd. All Rights Reserved Resend Challenge Code		eMudhra uperates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe Track Application	Challenge Code * Date Of Birth * (dd/	"Application 1D" "Challenge Code" "Date of Birth"
Aadhaar eKYC based Digital Certificates (BIO). Click here to know more New: For OTP based procedure, click here.		eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe Track Application Check your application status by providing application status	Challenge Code * Date Of Birth * (dd/	"Application 1D" "Challenge Code" "Date of Birth"
Aadhaar eKYC based Digital Certificates (BIO). Click here to know more New: For OTP based procedure, click here.		eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe Track Application Check your application status by providing application status. Application Status >>	Challenge Code * a Date Of Birth * (dd/	"Application 1D" "Challenge Code" "Date of Birth"
ENG 21:13		eMudhra operates under the guidelines set by issued, eMudhra caters to all kinds of subscrit Foreign Trade, Banking, Railways and many othe Track Application Check your application status by providing application status Application Status >>	Challenge Code * Date Of Birth *(dd/ Confirm () Exit	*Application 1D *Challenge Code *Date of Birth*

COMMISSIONERATE OF TAXES, ASSAM

he 2017

Change CSP First before clicking the Agree & download button



First select CSP (cryptographic service provider) from drop down as "EnterSafe ePass2003 CSP v1.0"



COMMISSIONERATE OF TAXES, ASSAM

he 2017

Now Click " Agree & Download "



Click "NO" on Pop up



Enter PIN(Password): 12345678



Confirm all are correct : YES Click type of token : USB token





Wait with patience

in application form)		1* 185 A 140
		G Yes C No.
		@ Yes / No
		G YES C NO
ie of your PAH[PAH Value]	B655F10228F71C8634356F39179B4 2CF0BC181A8657CC38F2E5C0F39	@ Yes: C No
y agree to the	Please Wait	
Please do r pland the neks associated to same I am also aware th tand that in the event of me tiats and or private key to pent.	not click on Back/Refresh button to not preserving the proate news of my digita- tat the most secured way to store private e providing wrong information in the applica a third person, eMudhra's liability is restric	ken is my respon- al signature and pai keys is a crypto tion form, or partin cted as par the St
	ePass2003 CSP	
	Contraction and Contraction an	Constant and

DSC is downloaded successfully click "Exit"



he 2017

Every time the TOKEN is inserted the prompt will appear over the taskbar



ne 2017

How to locate the TOKEN in Computer



How to change the "PIN" in DSC



he 2017

On Double click the Token Icon at the right down of the computer this screen appears



On Double Click this pop up will appear on the screen of the Computer



he 2017



ne 2017

Click login/logout button on pop up





Enter PIN(Password) again : 12345678 is default universal PIN



COMMISSIONERATE OF TAXES, ASSAM

he 2017



ne 2017

Click " Change User Pin" button





User PIN : 12345678 New User PIN : Personal choice Confirm new user PIN : Repeat the new PIN



TOKEN-GARE

Never FORGET the PIN If the PIN is forgotten, the TOKEN will become defunct. A new Token to be obtained with the same formalities by the officer himself.

Never use the TOKEN as a Pen drive or a Memory Card to save personal data. Don't try to tamper with the data stored in the Token.

Give a distinct mark on the Token to avoid change with others. Keep it in safe custody.

The TOKEN is specially designed to store the DSC only. The data can't be stored or copied to any Pendrive or Memory card





17 June 2017