



# National Single Window System

## User Guide:

Add Digital Signature Certificate (DSC)

*Updated on 04 May 2022*

# Agenda

---

#	Topics covered:
1.	<a href="#">Important points about DSC in regard to NSWS Portal</a>
2.	<a href="#">Adding DSC on NSWS Portal through Common Registration Form (CRF)</a>
3.	<a href="#">Adding DSC on NSWS Portal via attachment through Approval Form</a>
4.	<a href="#">Re-Register DSC</a>



# Important Points about DSC in regard to NSWS Portal

# Important points about DSC in regard to NSWS Portal

#	Important points about DSC with regards to NSWS Portal	Reference slide
1.1	Important points about DSC with regards to NSWS Portal	<a href="#">1</a>



# Important Points about DSC in regard to NSWS Portal

1

- The certifying authority of DSC is **emudhra** for NSWS portal.
- The user needs to have **emBridge software** installed in their systems which serves as a connecting link / driver between NSWS portal and DSC.
- **The NSWS Portal does not allow multiple Permanent Account Numbers' (PAN's) with same DSC,** one PAN with one DSC is currently valid on NSWS Portal.
- The NSWS Portal does not facilitate the user to create DSC, the user must get their DSC's registered from emudhra only.



# Adding Digital Signature Certificate (DSC) on NSWS Portal through Common Registration form (CRF)

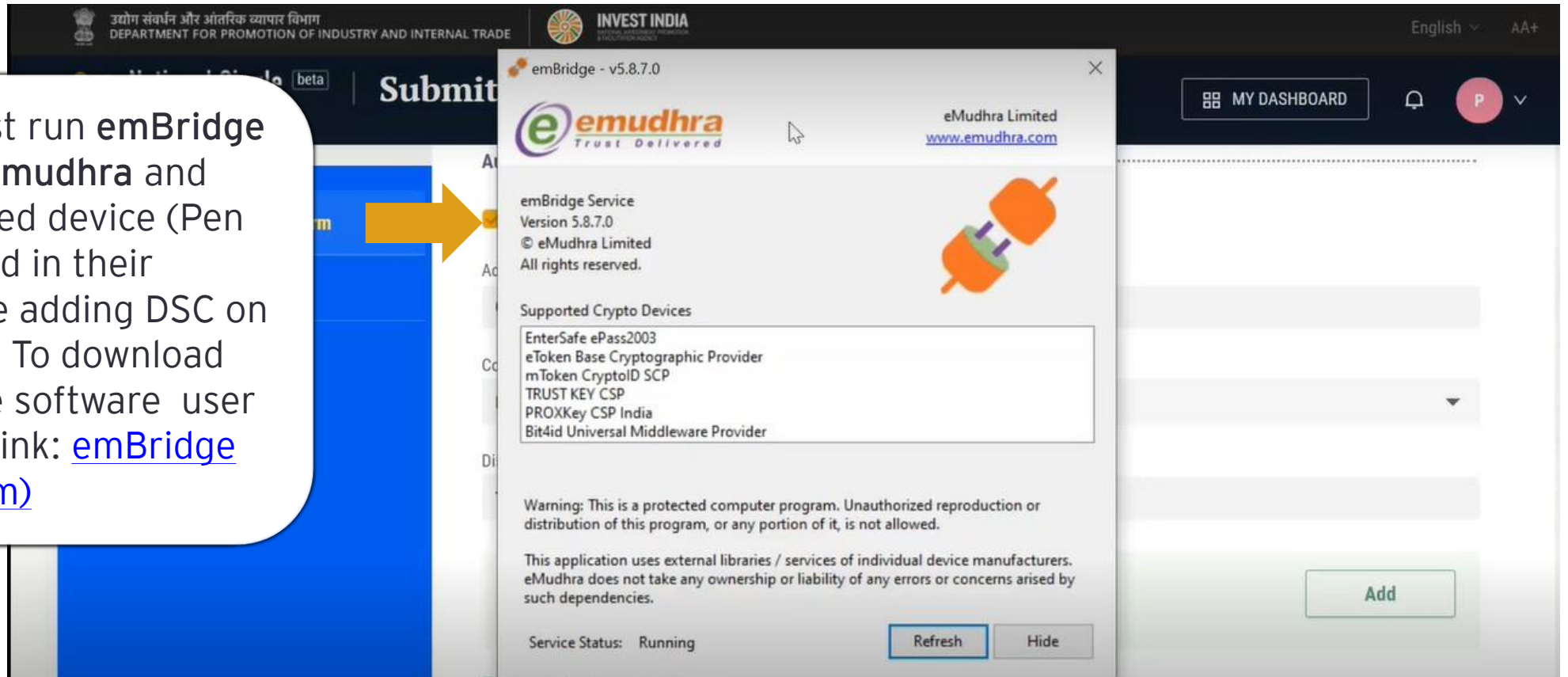
# Adding DSC on NSWS Portal through CRF

#	Adding DSC on NSWS Portal through CRF	Reference slide
2.1	Running emBridge software	<a href="#"><u>2</u></a>
2.2	Adding DSC under Authorised Signatory Details Section	<a href="#"><u>3</u></a>
2.3	Error message if emBridge software is not running	<a href="#"><u>4</u></a>
2.4	Selecting the desired Provider from Drop Down	<a href="#"><u>5</u></a>
2.5	Selecting the desired Certificate from Certificate Tab	<a href="#"><u>6</u></a>
2.6	Adding the Token Password	<a href="#"><u>7</u></a>
2.7	Selecting 'Add Signature' tab	<a href="#"><u>8</u></a>
2.8	DSC Successful Registration Dialog Box	<a href="#"><u>9</u></a>

# Running emBridge software

2

The user must run **emBridge software** of **emudhra** and have encrypted device (Pen Drive) plugged in their systems while adding DSC on NSWS Portal. To download the emBridge software user can visit the link: [emBridge \(emudhra.com\)](http://emBridge.emudhra.com)





# Adding DSC under Authorised Signatory Details Section

3

**Common Registration Form**

Unified License

**Postal Address Details** +

**Authorised Signatory Details** -

First Name \*

Middle Name

Last Name \*

Designation/Title \*

Date of Birth \*

Director Identification Number (DIN)

PAN (Director/Proprietor/other) \*

Email Address \*

Mobile No. \*

Telephone No.

**Authorised Signatory Address**

☐ Same as Registered Address

Address 1 \*

Address 2

Country \*

State \*

District \*

Pin Code \*

**Add Digital Signature Certificate**

A digital signature is a way to identify yourself online.

The PAN details filled-in here will be auto-filled in the DSC

The user can add the DSC of the authorised signatory by clicking on 'Add'



# Error message if emBridge software is not running

4

If the user does not have an **emBridge** software in the system, then this error message will be shown



Insert your crypto-token Pen Drive into system

Click to add t

It is mandatory to enter the PAN number in authorised signatory details before adding DSC

igital

## Add Digital Signature Certificate



You need to have a digital signature and emBridge application installed in your system before adding the Digital Signature Certificate.

Provider \*

Select a Provider

Certificate \*



Token Password \*

Set Password



Authorised PAN Number \*

Authorised PAN Number

Please enter your PAN number in Authorised Signatory Details

Add Signature


Cancel





# Selecting the desired Provider from the dropdown

5

3 easy steps  
to add Digital Signature

 Select the desired  
Provider from the  
dropdown.

 Step 2  
Insert your crypto-token Pen  
Drive into system

 Step 3  
Fill details here to add digital  
signature

## Add Digital Signature Certificate

Provider \*  
Microsoft Windows Store

Certificate \*

Token Password \*  
Set Password

Authorised PAN Number \*  
AACAR0020J

Add Signature Cancel



# Selecting the desired Certificate from Certificate Tab

6

3 easy steps  
to add Digital Signature

Users when click on the 'Certificate' tab; will get a list of DSC's either installed in their system or plugged-in, with their encrypted device. Users must now select the certificate from the drop-down list.

## Add Digital Signature Certificate

Provider \*

Microsoft Windows Store

Certificate \*

DS eMudhra Test 1

Class 2 Organization test

DS eMudhra Test 5

Class 3 individual test

Class 2 individual test

Class 3 Organization test

Add Signature

Cancel



# Adding the Token Password

7

3 easy steps  
to add Digital Signature

Step 1  
Download and run emBridge

Each DSC has a separate 'Token Password' for each user, the user must now add his token password

## Add Digital Signature Certificate

Provider \*  
Microsoft Windows Store

Certificate \*  
Class 2 Organization test

Token Password \*  
Set Password

Authorised PAN Number \*  
AACAR0020J


Add Signature Cancel





# Selecting Add Signature Tab

8

**3 easy steps  
to add Digital Signature**

 **Step 1**  
Download and run emBridge Application.  
[Download](#)

 **Step 2**  
Insert your crypto-token Pen Drive into system

 **Step 3**  
Fill details here to add digital

## Add Digital Signature Certificate

Provider \*  
Microsoft Windows Store

Certificate \*  
Class 2 Organization test

Token Password \*  
.....

Authorised PAN Number \*  
AACAR0020J

**Add Signature** **Cancel**

The PAN number will get auto populated from the 'Authorised Signatory Details' section of the CRF

After filling all the information, The user can click on 'Add Signature' tab

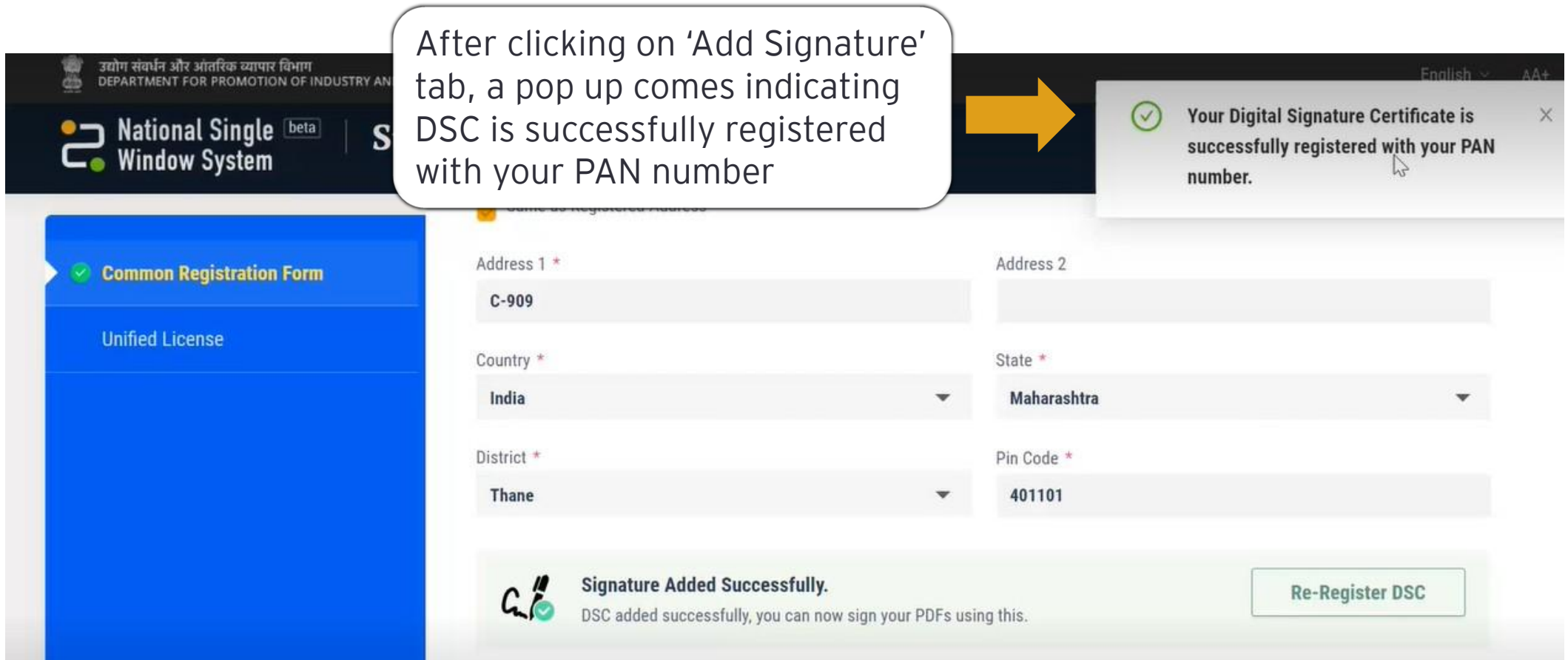




# DSC Successful Registration Dialog Box

9

After clicking on 'Add Signature' tab, a pop up comes indicating DSC is successfully registered with your PAN number



The screenshot displays the National Single Window System (NSWS) interface. On the left, a blue sidebar contains a 'Common Registration Form' tab with a green checkmark and a 'Unified License' section. The main content area shows a registration form with fields for Address 1 (C-909), Address 2, Country (India), State (Maharashtra), District (Thane), and Pin Code (401101). Below the form, a green banner states 'Signature Added Successfully. DSC added successfully, you can now sign your PDFs using this.' with a 'Re-Register DSC' button. A yellow arrow points from the text box to a pop-up dialog box that reads: 'Your Digital Signature Certificate is successfully registered with your PAN number.'

# Adding Digital Signature Certificate (DSC) through Attachment in Approval Form



# Adding DSC through Attachment in Approval Form

---

#	Adding DSC through Attachment in Approval Form	Reference slide
3.1	Adding DSC on NSWS Portal via attachment through Approval Form	<a href="#">10</a>



# Adding DSC on NSWS Portal via Attachment through Approval Form

10

Users can also add their DSC's in 'Attachments' section found in Approval Form. The onward processes would be same as explained in previous slides.

The screenshot shows the 'Attachments' section of the NSWS Portal. On the left, a blue sidebar contains 'Common Registration Form' and 'Unified License'. The main area is titled 'Attachments' and includes a sub-header 'Uploaded Documents to be digitally signed by authorised signatory and in PDF format'. Below this, there is a section for 'Power of Attorney by Resolution of board of Directors' with a dropdown for 'Select Document Type', a 'Browse File' button, and a text input field. A modal window titled 'Add Digital Signature Certificate' is overlaid on the form, containing the text: 'You have not registered your DSC with us. Please first register your DSC to proceed further.' and a green button labeled 'Click here to Register'. An orange arrow points from the 'Unified License' option in the sidebar to the modal window.

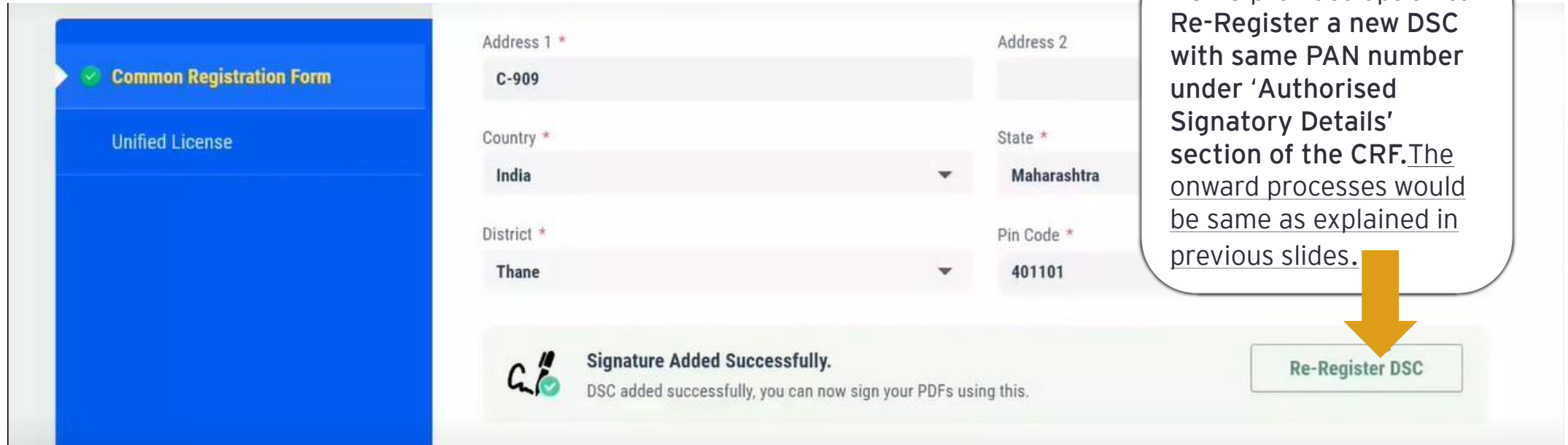


# Re-Register DSC

# Re-Register DSC

#	Add Digital Signature Certificate (DSC)	Reference slide
4.1	Re-Register DSC	<a href="#">11</a>





The screenshot displays the 'Common Registration Form' (CRF) interface. On the left, a blue sidebar contains a green checkmark icon and the text 'Common Registration Form', followed by 'Unified License'. The main form area contains the following fields:

Field	Value
Address 1 *	C-909
Address 2	
Country *	India
State *	Maharashtra
District *	Thane
Pin Code *	401101

Below the form fields, a green banner displays a signature icon and the text: 'Signature Added Successfully. DSC added successfully, you can now sign your PDFs using this.' To the right of this banner is a green button labeled 'Re-Register DSC'. A yellow arrow points from a text box above the button to the button itself.

NSWS provides option to Re-Register a new DSC with same PAN number under 'Authorised Signatory Details' section of the CRF. The onward processes would be same as explained in previous slides.

Have any further questions?  
Please submit your queries and feedback on:

<https://www.nsws.gov.in/contact-us>

Email: [contactus-nsws@investindia.org.in](mailto:contactus-nsws@investindia.org.in)

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)