

Protean eGov Technologies Limited



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**Standard Operating Procedure (SOP)
For
DSC Based User ID creation for POP
(Version 1.1)**

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REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	13/09/2024	1.1	-	SOP are updated as per new functionality released, New Screenshots are incorporated.

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1. Introduction:

Under All citizens of India [Unorganized Sector (UOS)] and Corporate sector, Point of Presence (POP) act as an interface between the corporate/subscribers and the NPS architecture. POPs through their designated branches [registered as POP - Service Providers (POP-SPs) under NPS] provide various services under NPS such as registration of corporate and subscribers, receiving contributions and instructions from subscribers/corporate and transmission of the same to designated NPS intermediaries.

Once the POP is registered in the CRA system, two 'Admin user ids' will be created in the CRA system. POP is required to provide 'Digital Signature Certificate (DSC) details' for these two 'Admin user ids' (From N1).

2. Procedure for creating DSC Based User ID:

Creating DSC Based User ID is a two-step process.

- A. Capturing the request by CRA User in CRA system
- B. Authorization of the User IDs creation in CRA system

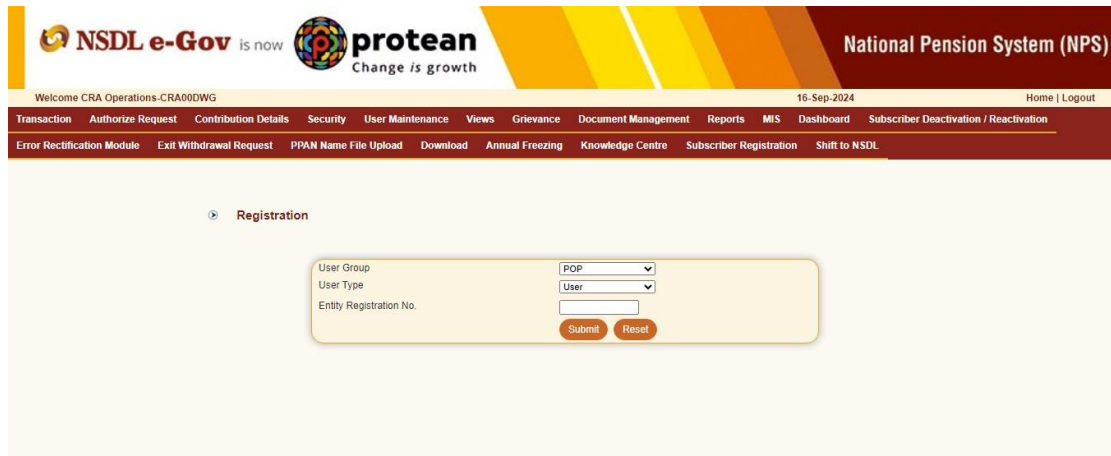
A. Capturing the request by CRA User in CRA system

For DSC based user IDs creation, User shall login to CRA system and select the Option 'User Maintenance' (refer Figure 1).



Figure 1

From the available Menus, POP user will have to click on 'Register DSC' User menu and further enter the details like User Group, User Type and Entity Registration No' (refer Figure2).



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Welcome CRA Operations-CRA00DWG 16-Sep-2024 Home | Logout

Transaction Authorize Request Contribution Details Security User Maintenance Views Grievance Document Management Reports MIS Dashboard Subscriber Deactivation / Reactivation

Error Rectification Module Exit Withdrawal Request PPAN Name File Upload Download Annual Freezing Knowledge Centre Subscriber Registration Shift to NSDL

Registration

User Group: POP
 User Type: User
 Entity Registration No.:
 Submit Reset

Figure 2

The next screen will further display other options: User Name, User Designation, User Department, Email ID, Certificate Serial Number and Certifying Authority and Role id. For the purpose of creating DSC Based user id user will have to enter the details and click on submit button (refer Figure 3).



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Registration of DSC Based User

Entity Id: 1300706
 User Name*: NEERJ JOSHI
 User Designation: DEPUTY MANAGER
 User Department: NPS
 Email Id:
 Mobile Number:
 DSC Expiry Date: 21/08/2026 (dd/mm/yyyy)
 Certificate Serial Number*:
 Certifying Authority*: XtraTrust Sub CA 2022
 Role Id*: 40-POP_Ops_ModA_RoleA
 Submit Reset

Figure 3

On the next screen, user will be able to view the created User id and the same needs to be authorize from second user id (refer Figure 4).

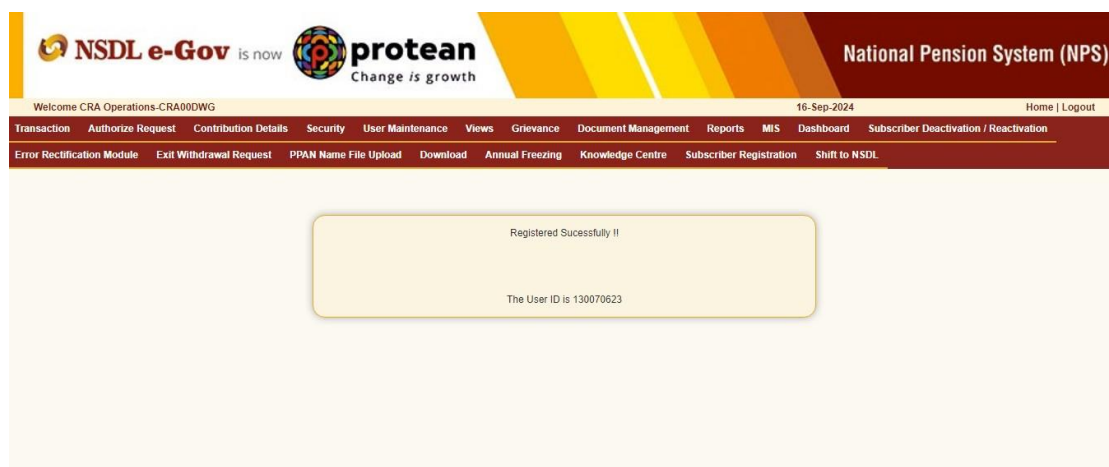


Figure 4

B. Authorization of the DSC Based User ID,

For authorization of the request, the checker will have to login into the CRA system with the second User ID, click on 'User Maintenance' menu and further click on 'Authorise User' (refer Figure 5).

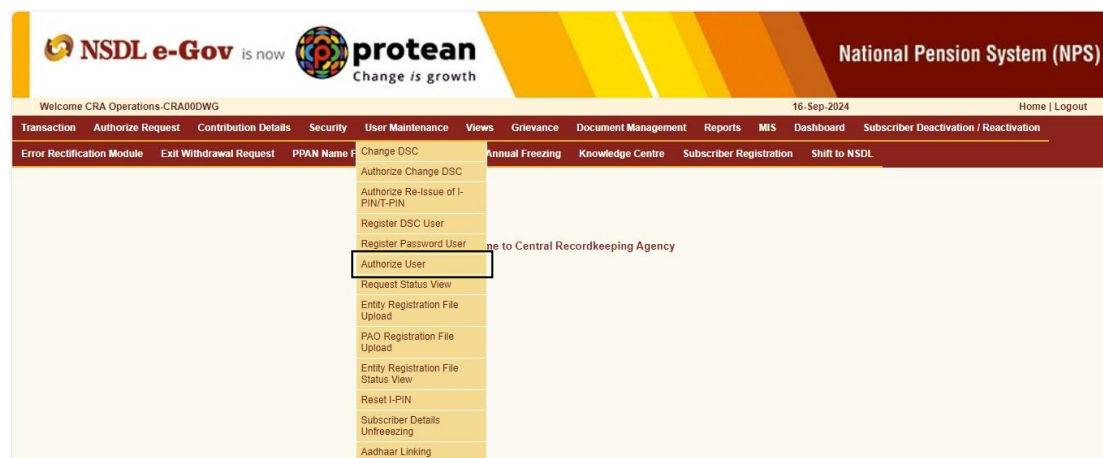


Figure 5

On the next screen, checker shall be able to view the details by clicking on the link of 'User Id' and verify the details and if found in order, shall authorize the request by selecting the 'Authorize' option and click on the 'Submit' button.(refer Figure 6).

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Source: *Published in: Science Collections (East/West), Deutscher Science, Bonn, Bonn, Germany, Deutscher Science*

Note: If details are incorrect/mismatch user shall reject the same.

On successful authorization, DSC user will be registered in the CRA system.
