Protean eGov Technologies Limited

Standard OperatingProcedures

For

Upload to Photo & Signature by Subscriber

Version 1.1

REVISION HISTORY

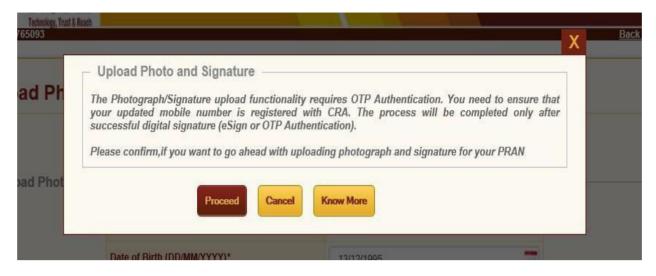| Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	23/08/2024	1.1		SOP are updated as per new functionality released, New Screenshots are incorporated.

Steps to upload to Photo & Signature

Step 1 – Login to your NPS account by visiting https://cra-nsdl.com

Step 2 – Go to menu "Demographic Changes" and click on "Update Personal Details"

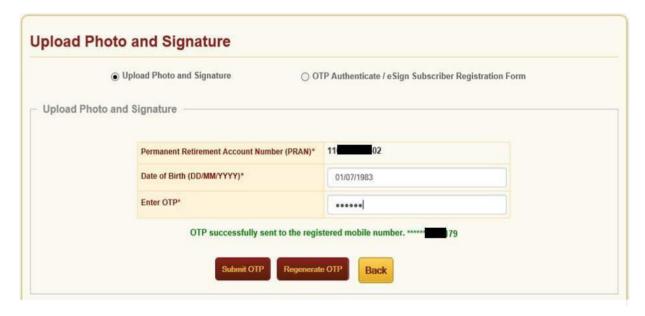Step 3 – Click on Upload Photo and Signature and follow the steps mentionedbelow.

Step 4 – Click on Upload Photo & Signature and enterthe details and click on Generate OTP.

Step 5 - Click on Proceed

Step 6 – Write OTP and Click on Submit OTP

Step 7 – Upload Photo & Signature and click on Save

Photo & Signature Upload

Upload Photo and Signature

Photo

Preview Photo

C:\Users\sagars\Desktop' [Browse...]

Signature

Preview Signature

C:\Users\sagars\Desktop' [Browse...]

Steps to Scan Signature

Note: Photo and signature should be in .jpg format with file size between 4 KB and 12 KB.

[Save]

Step 8 – Click on Confirm

Photo & Signature Preview

Preview Photo

Preview Signature

[Confirm] [Edit]

Step 9 – Proceed further to complete OTP Authentication/ eSign

Photo & Signature Upload Confirmation

PRAN	110█████02
Name of the Subscriber	TVM█████NGH
Acknowledgement Number	170███80
Captured Timestamp	11/09/2022 18:57:07

Photo and Signature have been successfully uploaded.

[OTP Authenticate / eSign Subscriber Registration Form]

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Step 10 – Click on OTP Authentication of Subscriber Registration form oreSign Subscriber

OTP Authentication / eSign / View Details

Acknowledgement No: 17▮▮▮▮

- ⦿ OTP Authentication of Subscriber Registration Form   ○ eSign Subscriber Registration Form   ○ View Details

┌─ OTP Authenticate Upload Photo and Signature ─────────────────────────────

Enter Captcha *   7 5 + 2 = ☐

Generate OTP

┌─ Note
- As per regulatory guideline,distinct OTPs will be sent on Email ID and Mobile No.
- Kindly Ensure both are accessible during the verification process.
- Please click on "Generate OTP" button if the Mobile number and Email ID are correct.

Step 11 – Click on Proceed

gement No: 17055380   X

┌─ Alert! ───

As per regulatory guideline,distinct OTPs will be sent on Email ID and Mobile No.

Kindly Ensure both are accessible during the verification process.

Proceed   **Cancel**

Generate OTP

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Step 12 – Verify the OTP

OTP Authentication (Paperless) of Subscriber Registration Form

OTP sent successfully to your registered Email ID s***@****.in and Mobile No. +919*******9

Email ID OTP *	••••
Mobile OTP *	••••
Enter Captcha *	7 9 + 6 = 77

I hereby authorize NSDL e-Governance Infrastructure Ltd (NSDL e-Gov) to:
Use my distinct OTPs received on Mobile Number and Email ID for the purpose of eSigning/OTP Authenticating the registration document/service requests under National Pension System (NPS) for National Pension System Trust

Verify OTP   Regenerate OTP   Cancel

Step 13 – You will get below message on successful completion of process

eSign Success - Photo Signature Upload

eSign for Photo Signature Upload Form is Successful!. Please download the eSign form and verify the Signature.

Download e-Sign file

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