Central Recordkeeping Agency

Protean eGov Technologies Limited





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

(Version 1.0)

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 Figure 2).

NACTION A	athorne Request	Contribution Details	Security	User Maintenance	Views	Greenow	Documentinia	anagement.	Reports	105	Deshboard	Subscriber Deactivatio	er Restlyation	a station of
ad I mentio	Konstatutge Contr	e Subscriber Regist	nation E	all William and Require	1 104	IN INSCR								8
		· Registratio	an '											
			User D			(POP	•		-				
			User Ty Every R	pe Ingentration Nac			Unei 00001158	*						
			-				20 C	D						
				Detive	d 15.44	ion cala	ara, NPS	have	in the					
				Photo and the	w rain	Contrast Services	new eees	1041244	2.44					

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).

Freezing Knowledge Centr	 Subscriber Registration Last Webde 	awal Request Shift to NSCL		
	Registration of DSC Based 8	Jaer		
			* Handatiry fi	
	Ently to User Name " User Despettion User Despettion Email to Email to Multis Number DIG Expiry Date Cartificate Sensi Number" Cartificate Sensi Number" Cartificate Sensi Number" Cartificate Sensi Number Role to"	1300168 Regis 8 Convolve Convo	y)	
		Retired life ka sahara. NPS haman	a	

Figure 3

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

		Contribution Details	Security	Over Maintenance	News Greener	Document Management	Hepotts.	MIL	Destroard	Salesceller Deschration / Reactivation
must Freezing	Knowledge Cent	e Subscriber Regist	ution (Ex	Withdrawel Negoes	SMILLO HSDL					
					Registere	t Successfully H				
			_		The User 0	1 IS 1300108WV				
				Retive	d life ba cal	uara, NPS hama	rda.			

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 '<u>Authorise User'</u> (refer Figure 5).

Transaction Authorize Request Continuition Details Security	User Maintenance Wes	Vares Gineratice Document Management Reports ME Daskbrand Subscriber Deactivation / Reactivation
Annual Frenzing Knowledge Centre Subscriber Registration E	Charge DBC	AT SO HSUL
	Authoritie Change 2052	
	Authorize Re-limax of I- Phart-Pha	
	Register DSC User	
	Pagelar Passwert Mar	me to Cantral Reconfinenting Agency
-	Authorize Unit	
	Request that is Very	
Since 29th June, 2023" is Settlement Holiday on account of Bar generated or	Evity Reportation File Voteed	softlemant will be carried out and Support services like Call Center will not be evaluable. However, 'Transaction ID' will be a available to view the Transaction Statement and Subscriber details.
	HAD Repotation File Upliced	
	Britty Registration File Status View	
	Ristet (-PUN)	
	Subscriber Details Universitie	
	Retired L	Life ka sahara, NPS hamara
Home Con	etect Uk : Rystem Configuratio	ation / Test Viewed Entrust Secured Privacy Policy Grevence Reference Policy

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 'Authorise' option and click on the Submit' button.(*refer Figure 6*).

104827000	1645878	CHO_Cent_indred:	Pantover	CRADEDGE	2018-07-24	Authenzer (*) Reekz (*)
186023801	1865238	CHO_Cert_Individ	Ferrows	CRAHEDOB	2019-06-13	Read
186219209	1962162	CHO_Carl_Indexd	Passoint	CHASEDOB	2019-08-20	Authorizer () Reject
100070005	1000700	CHO_Cert_Indeed	Passoort	CRIA00093	2021-07-00	Autostati 🔿 Reed 🔿
130019980	1500169	POP_Opt_ModA_RoleA	090	CRABEDOB	2010-07-02	Autorian () Read
1388257079	1099285	POP_Ops_MedA_RolaA	09L	08406050	2025-06-27	Autorex @ Read
tézesneg	1879479	DHD_Cert_Inibed	Passourd	CRASSDOB	2018-09-20	Rend O
154827801	1648579	CHO_Cent_Indexcl	Pastovora	CRASEDUE	2010-07-24	Adherine () Realt
186023880	1868238	CHO_Cert_Indexd	Passwer	CRABEDGE	2019-09-13	Autorex () Read
RINGERTLA	BioKOD1	Turbs Batt	DEC	CHARGED	2023-06-27	Adheron () Realt ()
			(100)			

Figure 6

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

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