(n)Code Solutions- A Division of GNFC Limited
Government Organization eKYC based Paperless DSC issuance

1. Open website as www.ncodesolutions.com Click on "BUY DSC NOW" on home page.

2. Select the below details.

Certificate Type - Only Sign & Encrypt
Certificate Class - Class 3
User Type - Organization Certificate
Certificate Validity – 2 Year
Require Token – YES (If not required select "NO")
Kyc Type - Signatory
Product Type – Direct From (n) Code

3. Enter Mobile number and Captcha then click on next button.

4. Enter OTP which is received on your registered mobile number, then click on Submit.

5. Click on "For Organization eKYC Registration "on below page.

6. **Select Government / PSU Organization and fill all the required details as mentioned below.**

- o Select Organization Type : Government / PSU Organization
- o Enter GST Number and click on "verify GST" button. (Optional)
- o Enter Organization PAN number
- o Enter Organization legal name
- o Enter Organization Address, Postal Code, Area/landmark, Town/City/Dist., Country, Telephone number and website URL(Optional)

- o Enter Authorized signatory (Applicant) Information as below.
- o Enter Authorized signatory (Applicant) PAN / Aadhaar number.
- o Select Gender and Enter Employee ID.
- o Enter E-Mail and validate using OTP.
- o Create eKYC User id (8 To 16 Character) and Pin (6 Digit/Numeric Number).

- o Applicant Photo should be in "jpg" format.
- o Upload below all Documents (PDF format)
- o Provide consent by clicking "I allow.." then click on "Submit eKYC details"

7. Cross verify eKYC account details then tick on "I Agree.."
   and click on "Continue" to sign subscriber Agreement.

8. Now video screen is displayed.

   Clicking on Start Recording will start the recording of Video, the
   Video script displayed on screen has to be spoken while Video
   recording and documents to be shown in video.
   1. Original PAN Card / Aadhar Card (It is necessary to show the documents that have been uploaded.)
   2. Authorization letter
   3. Organization ID Card of Applicant
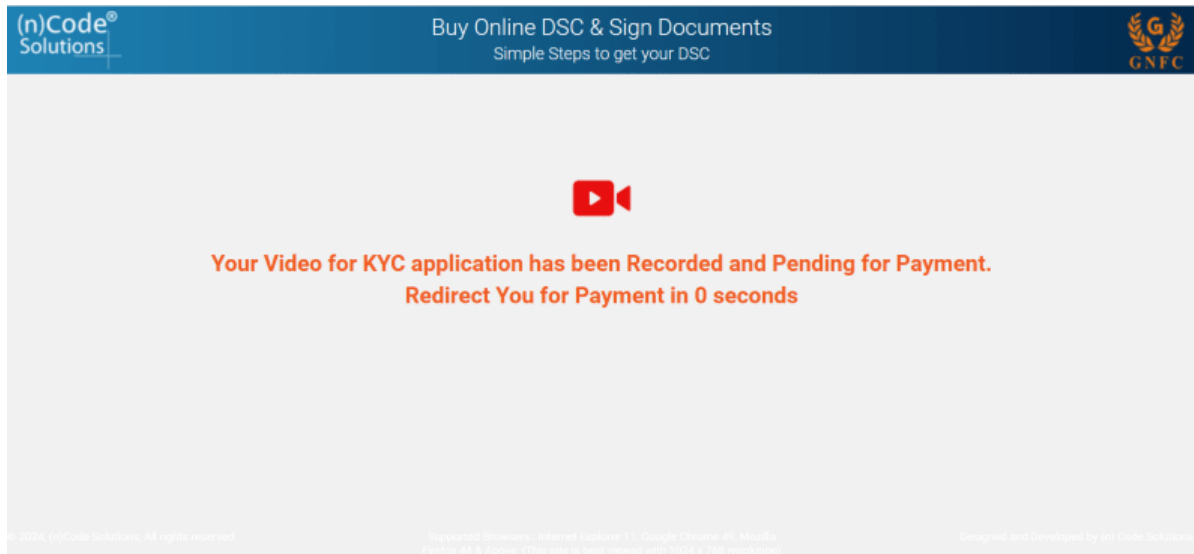   4. Organization ID Card of Authorized Person

   After recording the 60 second video, click on Upload Video.

9. Wait few seconds after uploading the video.

10. Your eKYC ID has been successfully registered.
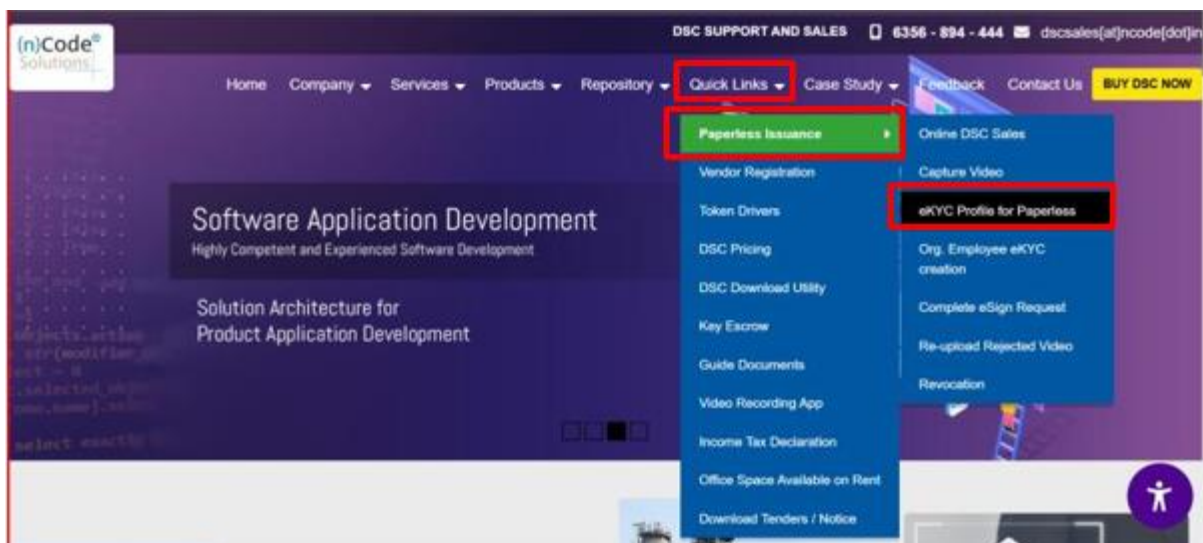
11. Now eKYC ID will be assigned to (n)Code verification Officer for approval. Please wait, Applicant will be notified on email for Approval.

12. Open (n)Code Solutions website home page.

Click on Quick Links > Paperless Issuance > eKYC Profile for Paperless

13. Enter your User Name, PIN, OTP and Captcha
then click on submit.

14. After clicking on submit below page will be appeared with your eKYC account details.

15. Click on "Proceed for DSC", Details will be appeared on screen. Click on "Applicant ID number" shown in blue colour.

16. Enter GST number at pont no.2 and Click on verify GST button.

17. Wait for a few seconds till your eSign process gets completed.

18. Once e-sign process gets completed sucessfully, customer ID will be available on screen to note for records.Your DSC downloading credential will be sent on registered e-mail id and SMS on mobile.

Contact US for any Support queries:

- Application Support : dscsupport@ncode.in &
  dscsupport1@ncode.in
  Contact No - 079 66743 306/207

  Compliance Support - dscverification@ncode.in

Contact No - 079 66743 206/207

- For Tech. Configuration : tokensupport@ncode.in &
  dschelp@ncode.in

  (Toll free) 6356 894 444

----------------------------- Thank You -----------------------------