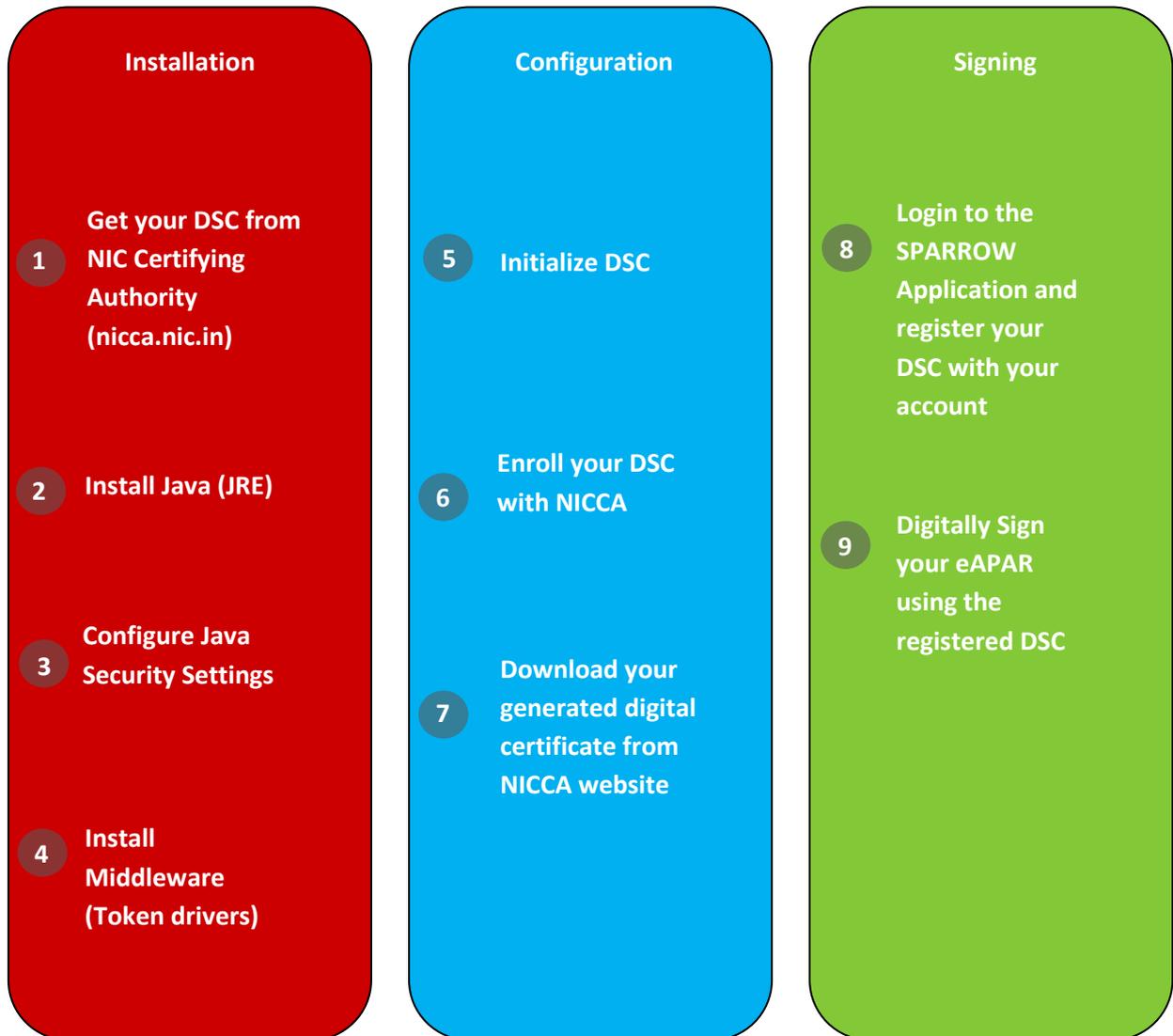


Quick Setup Guide for Digital Signature Certificates (DSC)



INSTALLATION

1. Get your DSC from NIC Certifying Authority

- Fill up and submit the duly signed DSC form to NICCA.
- Get the DSC token (hardware).

2. Install JRE

- Go to <https://www.java.com/en/download/> and download Java version 7 if not available already on your desktop/laptop. (Refer page 16 of the DSC Handbook for more details)

3. Configure Java Security Settings

- Open Java from control panel
- Go to Security tab and set the security level to Medium/Low.

4. Install Middleware (Token Drivers)

- Go to <https://nicca.nic.in> and download the DSC token drivers by going to Support -> Download the Driver link
- Install the DSC token driver.
(Refer to *page 20* of the *DSC Handbook* for detailed steps and instructions)

CONFIGURATION

5. Initialize DSC

- Go to All Programs and open the DSC token utility
- Insert your Smart card in the Card Reader or USB Token in USB port of your system.
- Run the Token Management Utility
- Click on Token and then click Initialise Token.
(Refer *page 56* of the *DSC Handbook* for detailed steps and Instructions.)

6. Enroll your DSC with NICCA

- Open the Browser and go to <https://nicca.nic.in>.
- Click Member Login and login with User-id / Password issued by NIC Certifying Authority
- Insert your Smart card in the Card Reader or USB Token in USB port of your system.
- Click Enroll and follow the instructions.
(Refer *page 57* of the *DSC Handbook* for more details)

7. Download your generated digital certificate from NICCA website

- Open the Browser and go to <https://nicca.nic.in>
- Click Member Login and login with User-id / Password issued by NIC Certifying Authority
- Click on View Status - This will show the status of your DSC request. If the certificate has been generated a link will be provided on the DSC request number.
- Click on DSC Request Number
- Enter Authentication PIN (Ten Digit Alphabetic code - all CAPITAL LETTERS) and click on Download. Your certificate will be downloaded on the smart card/USB Token

SIGNING

8. Login to the SPARROW Application and register your DSC with your account

- Login into SPARROW and go to DSC registration module.
- Register your DSC with your SPARROW account.
(Refer page 10 of the *DSC handbook* for more details)

9. Digitally Sign your ePAR using the registered DSC

- Digitally sign your ePAR using the registered DSC.
(Refer page 10 of the *DSC handbook* for more details)

Installation Support for DSC in SPARROW

1. Call us: To get immediate technical support please call us at: **011-23093416 / 23092679**

2. Email us: Write us at: support-sparrow@nic.in

3. Remote Desktop: If you are facing technical issues during DSC installation and Configuration, our dedicated technical team will resolve the installation issues through Remote Desktop (TeamViewer or Ammy)

Note: Remote Desktop support will be available till 31st May 2014.

Steps to be followed for taking Remote Desktop through TeamViewer:

1. Download and Install TeamViewer version 9 on your desktop.
(<http://www.teamviewer.com/en/download/windows.aspx>)

2. Send us your TeamViewer id and password on our email id support-sparrow@nic.in along with your contact details and availability of your system for the remote session.

3. eOffice technical team will get in touch with you and resolve your issue by remote login.

Steps to be followed for taking Remote Desktop through Ammy:

1. Download and Install Ammy on your desktop. (<http://www.ammy.com/en/>)

2. Send us your Ammy id on our email id support-sparrow@nic.in along with your contact details and availability of the system for the remote session.

3. eOffice technical team will get in touch with you and resolve your issue through remote.