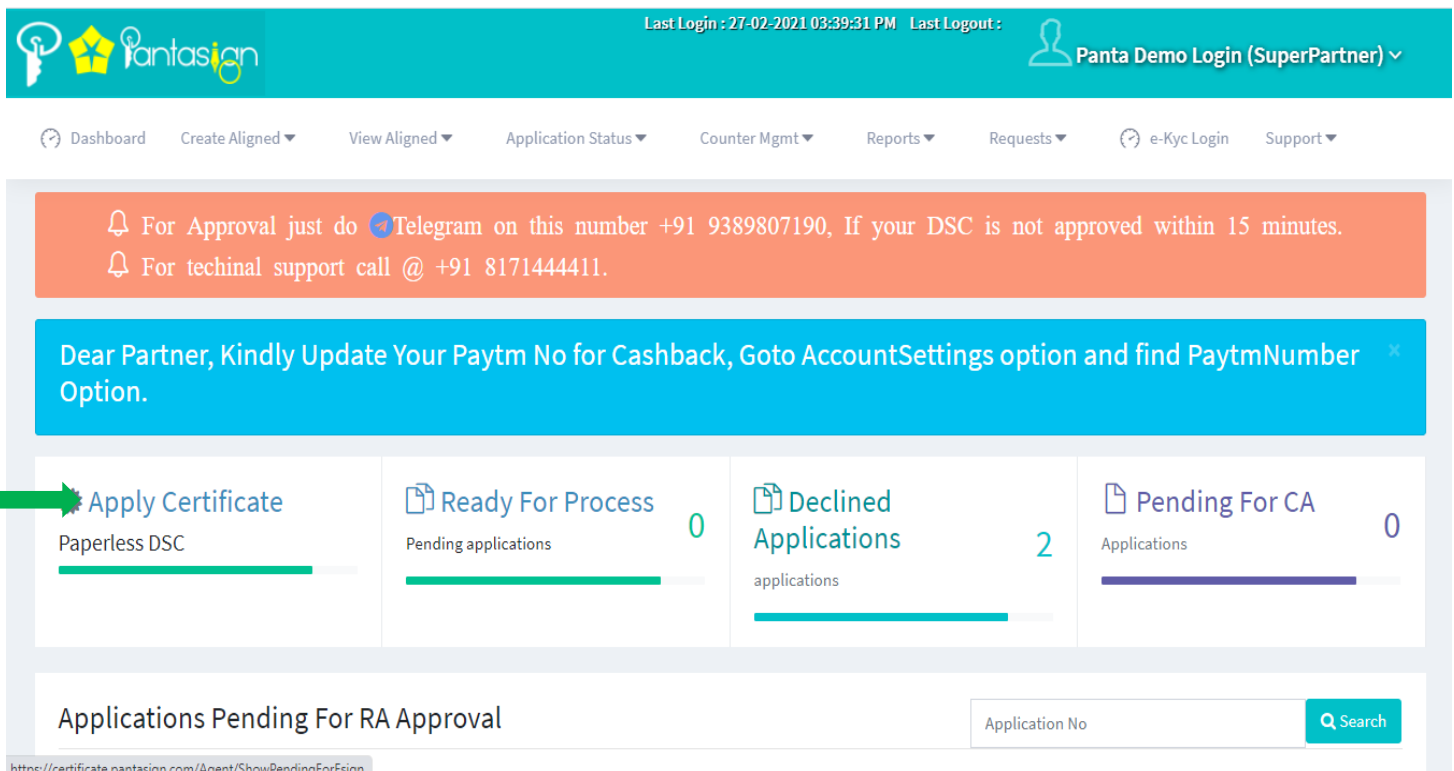


How to Enroll Organization(ORG) Proprietor Application

First of all, visit RA login Page



The screenshot shows the Pantasion RA login page dashboard. At the top, there is a navigation bar with the Pantasion logo on the left, the user's last login and logout times in the center, and the user's name 'Panta Demo Login (SuperPartner)' on the right. Below the navigation bar is a menu with options: Dashboard, Create Aligned, View Aligned, Application Status, Counter Mgmt, Reports, Requests, e-Kyc Login, and Support. The main content area features a red notification banner with contact information for approval and technical support. Below this is a blue banner with a message about updating the payment number for cashback. The dashboard is divided into four cards: 'Apply Certificate Paperless DSC' (with a green arrow pointing to it), 'Ready For Process Pending applications' (0), 'Declined Applications' (2), and 'Pending For CA Applications' (0). At the bottom, there is a section for 'Applications Pending For RA Approval' with a search bar for 'Application No' and a 'Search' button. The URL 'https://certificate.pantasion.com/Aoent/ShowPendinaForEsiar' is visible at the bottom left.

Now click on Apply Certificate

Select Offline Kyc Mode

Individual **Organisation** Foreign National Kyc

- ✓ Fill Applicant details.
- ✓ Scanned copy of Org Id Card
- ✓ Scanned copy of Pan Card
- ✓ Applicant's passport Size Photo in jpg and png format.
- ✓ Fill Authorised Signatory's details and Upload Documents.
- ✓ Fill Organisation details and Upload Org Documents.

Public Link

<https://certificate.pantesign.com/Ekyc?aid=6b295042-83c9-4611-a7ba-286a3c76f5dd>

Apply

Close

Now click on Apply button

Apply Paperless Organisation Based DSC

Select Certificate Details


Certificate Class *	Certificate Type *	Select Certificate Validity *	EmpId *
Select Certificate Class	Select CertificateType	Select Year	000
			<input type="checkbox"/> If you have EmpId

Fill Applicant Details

Pan No *	FullName (as PAN) *	Gender *	Date of Birth
PAN NO	FULLNAME	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	dd/mm/yyyy
Email Id *	Email OTP *	Phone Number	Mobile OTP *
EMAIL ADDRESS	Email OTP Get OTP	Phone Number	Mobile OTP Get OTP
<input type="checkbox"/> Verify Later		<input type="checkbox"/> Verify Later	
Pincode *	City	State *	Select Country *
PINCODE	CITY	SELECT STATE	SELECT COUNTRY
Office Address *	Remark	Dsc Download Passcode *	Confirm Passcode
Address	Remark		

Now fill applicant details on first page

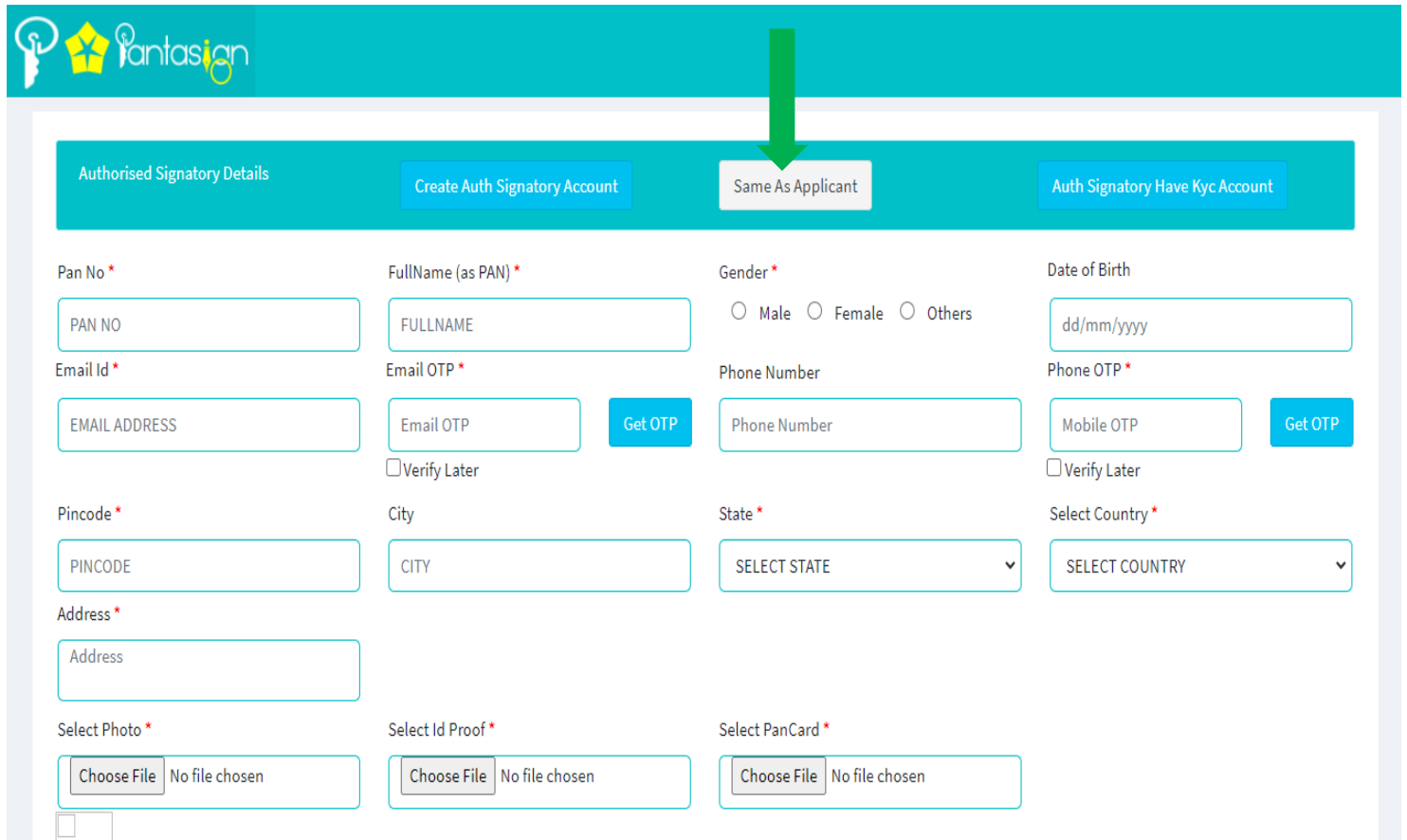
- Select certificate class that you want.
- Select Certificate Type what you want like- Signing, Encryption or combo means both (Signing/Encryption)
- If you have not EmpId than skip it. (if you have then fill it).

<input type="text" value="Name"/>	<input type="text" value="Name"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	<input type="text" value="02/07/1993"/>
✓	✓ Name(as PAN) : <input type="text" value="Name"/>		✓ You are 28 Year Old.
Email Id *	Email OTP *	Phone Number	Mobile OTP *
<input type="text" value="Name@PANTASIGN.COM"/>	<input type="text" value="Email OTP"/> <input type="button" value="Get OTP"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Mobile OTP"/> <input type="button" value="Get OTP"/>
✓	<input checked="" type="checkbox"/> Verify Later	✓	<input checked="" type="checkbox"/> Verify Later
Pincode *	City	State *	Select Country *
<input type="text" value="244302"/>	<input type="text" value="MORADABAD"/>	<input type="text" value="UTTAR PRADESH"/>	<input type="text" value="INDIA"/>
✓		✓	
Office Address *	Remark	Dsc Download Passcode *	Confirm Passcode
<input type="text" value="Moradabad"/>	<input type="text" value="Remark"/>	<input type="text" value="*****"/>	<input type="text" value="*****"/>
		✓ ex:(abc123)	✓
Select Photo *	Select Id Proof *	Select PanCard *	Auth Sig Letter *
<input type="button" value="Choose File"/> IMG_20171029_124832.jpg	<input type="button" value="Choose File"/> IMG_20171029_124832.jpg	<input type="button" value="Choose File"/> IMG_20171029_124832.jpg	<input type="button" value="Choose File"/> IMG_20171029_124832.jpg
✓	✓	✓	✓
			
			<input type="button" value="Next →"/>

- Req Documents:- Applicant Photo, PAN card, Any ID Proof like- Aadhar Card, Driving License, Voter ID card
- If you want do mail or Phone verification at on this page, then you click on GET OTP and fill it in OTP Box.
- If you not able to do this at the time then, you tick on Verify Later Checkbox.

- **Note:-** if your Organization type (Proprietor) than no need upload Auth Signatory letter, you can upload applicant PAN card in it.

Now click on Next button



The screenshot shows the 'Authorised Signatory Details' form on the Pantasiign platform. The form is divided into several sections with input fields and buttons. A green arrow points to the 'Same As Applicant' button, which is highlighted in grey. The form includes the following fields and options:

- Authorised Signatory Details:** A header bar with four buttons: 'Create Auth Signatory Account' (blue), 'Same As Applicant' (grey, highlighted with a green arrow), and 'Auth Signatory Have Kyc Account' (blue).
- Pan No *:** Input field for PAN NO.
- FullName (as PAN) *:** Input field for FULLNAME.
- Gender *:** Radio buttons for Male, Female, and Others.
- Date of Birth:** Input field for dd/mm/yyyy.
- Email Id *:** Input field for EMAIL ADDRESS.
- Email OTP *:** Input field for Email OTP with a 'Get OTP' button and a 'Verify Later' checkbox.
- Phone Number:** Input field for Phone Number.
- Phone OTP *:** Input field for Mobile OTP with a 'Get OTP' button and a 'Verify Later' checkbox.
- Pincode *:** Input field for PINCODE.
- City:** Input field for CITY.
- State *:** Dropdown menu for SELECT STATE.
- Select Country *:** Dropdown menu for SELECT COUNTRY.
- Address *:** Input field for Address.
- Select Photo *:** File upload button with 'Choose File' and 'No file chosen' text.
- Select Id Proof *:** File upload button with 'Choose File' and 'No file chosen' text.
- Select PanCard *:** File upload button with 'Choose File' and 'No file chosen' text.

Now click on Same as Applicant Button

Authorized Signatory Details

Create Auth Signatory Account Same As Applicant Auth Signatory Have Kyc Account

Same Authorized Person Not Allowed in Government Organization and DGFT Certificates.
If applicant's organization type is company or partnership firm than resolution/poa is compulsory along with authorization letter.

Pan No * FullName (as PAN) * Gender * Date of Birth

Email Id * Phone Number

Pincode * City State * Select Country *

Address *

← Previous Next →

Click on Next Button

Fill Organization Details

GSTIN Org Name * Org Unit * Org Type *

Org Pincode * Org City Org State * Select Country *

Org Address * Select OrgDocs * Select OrgDocs Select OrgDocs

← Previous Next →


- If applicant have GST certificate, then Fill GST number in GSTIN Box.
- When you fill the GST number the further details fetch automatically.
- Upload only GST certificate and click on Next.
- In Org unit you can fill designation of applicant/otherwise fill NA/organization name.

Note:- if you don't have GST certificate then tick on checkbox that is under GSTIN Box.

- Fill you Organization name & Select Organization Type - Proprietor.
- Upload applicant or Organization Latest 3-month Bank Statements.

Now click on Next Button

Auth Sign Details

Auth Name : [REDACTED]	Gender : MALE	DOB : 02/07/1993	Email : [REDACTED]@PANTASIGN.COM	
ContactNo : [REDACTED]	Pincode : 244302	City : MORADABAD	State : UTTAR PRADESH	
Address : MORADABAD				


Org Details

OrgName : XYZ	OrgUnit : NA	OrgType : PROPRIETOR	GSTIN :	OrgDoc1
Pincode : 250002	OrgCity : Meerut	OrgState : Uttar Pradesh	OrgAddress : MEERUT	

UserName : * [REDACTED]EFDDBFDE@ORG.PANTASIGN

User Pin * [REDACTED]

Confirm Pin * [REDACTED]
ex: (123456)


Refresh
Enter Captcha Code
[REDACTED]

I agree to use my above information to create a KYC account with PantaSign. I will keep the login details confidential and will not share it with anyone. I agree to the terms of the [Subscriber Agreement](#), which will be prepared for successful account creation. And I declare here that all the informations provided by me are true and correct.

Now fill Kyc User Pin (numeric format for ex.-123456) and fill captcha, and tick on checkbox (I agree) then click on submit Button.

Thank You ! Your Paperless DSC Application enroll Successfully.

Your Paperless DSC Application No is 640953 in order to process your Application.

Your Ekyc Account is also provisioned, which can be used for subsequent DSC purchases, as well as eSign.

This is subject to video verification and final approval. The eKYC account details are as under.

UserName : [REDACTED]EFDDBFDE@ORG.PANTASIGN

eKYC Account Validity : 2 Years







Now close your current tab and refresh the login page and click on view button

Dashboard Create Aligned View Aligned Application Status Counter Mgmt Reports Requests e-Kyc Login Support

Apply Certificate
Paperless DSC

Progress bar

Ready For Process
Pending applications: 0

Progress bar

Declined Applications
applications: 2

Progress bar

Pending For CA
Applications: 0

Progress bar

Applications Pending For RA Approval

Application No Search

Show 10 entries

Action	Video	Phone	E-sign	Status	Appl.No.	Appl.Date	Name	Email	Contact No	ApplicantType	DSC Type	DSC Class	CertificateType	Duration
View	Not Uploaded	Pending	Pending	PENDING FOR RA	640953	27/02/2021	[Redacted]	[Redacted]@PANTASIGN.COM	[Redacted]	Organization	Ekyc	Class3	SIGNING	2

Showing 1 to 1 of 1 entries

Previous **1** Next

Click on View Button that is under Action.

Dashboard Create Aligned View Aligned Application Status Counter Mgmt Reports Requests e-Kyc Login Support

Applicant

PAN No: [Redacted] Confirmed

Email address: [Redacted]@PANTASIGN.COM Not Confirmed [Edit/Verify Email](#)

Phone: [Redacted] Not Confirmed [Edit](#)

Applicant Video: Not Uploaded

Applicant e-Sign: eSign Authentication Pending

Organization

IDPROOF Doc
ADDRESSPROOF Doc
AUTHLETTER Doc

Organization Detail

Name	Type	Unit	GSTIN
XYZ	PROPRIETOR	NA	
Pincode	City	State	Address
250002	MEERUT	UTTAR PRADESH	MEERUT

ORG1 Doc

Process Application
Reject Application
ApplicantSendVideoLink
Re-Send Download Passcode

Now do complete E-sign Authentication, E-mail verification and Video confirmation.

- E-Sign authentication OTP will receive on applicant registered Mobile Number.
- E-mail verification OTP will receive on applicant registered mail Id.
- Video verification link will get in registered Mail ID and Mobile also and link would be work only chrome browser.
- All the documents that we have upload above these are shown in video verification positively.

Thank You
Team PantaSign