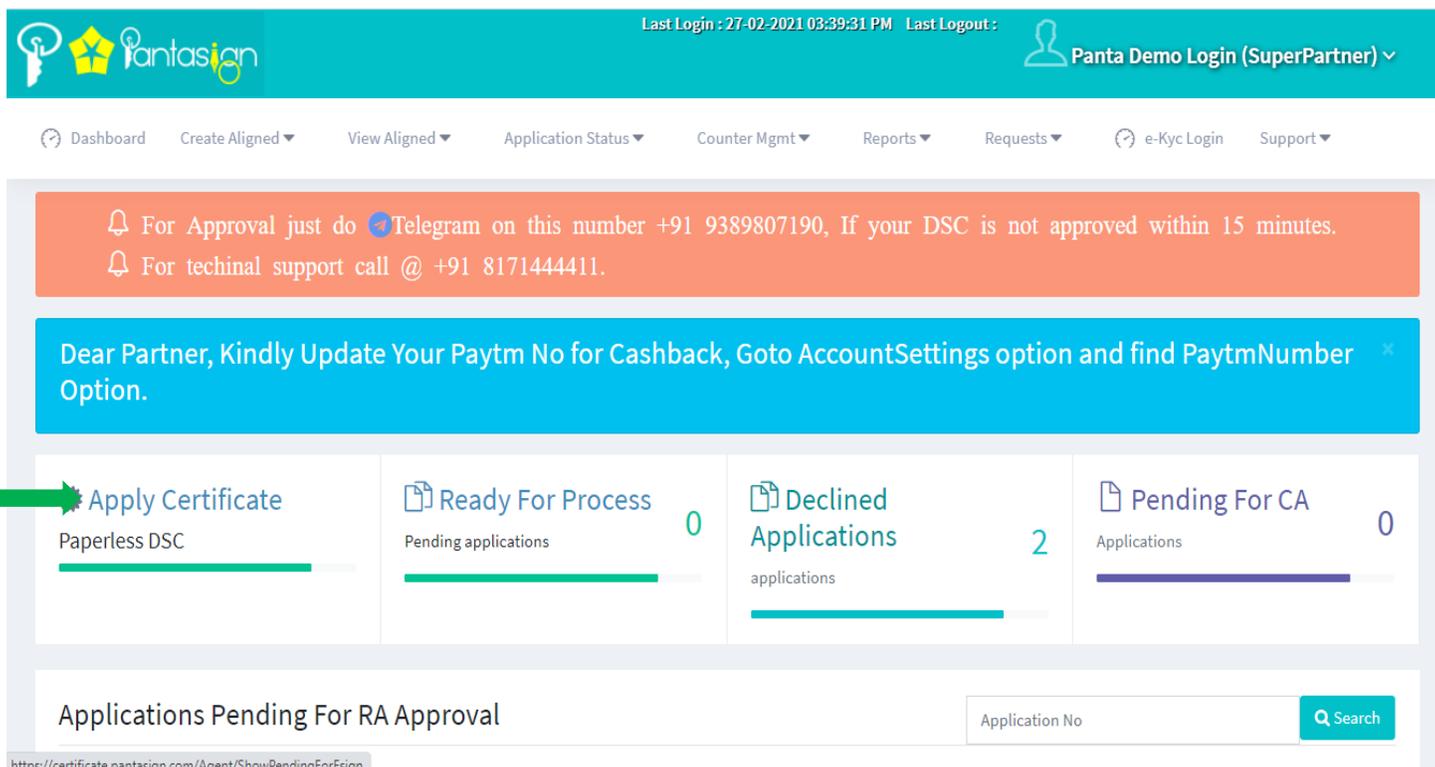


How to Enroll Organization(ORG) With Auth. Person Application

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 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 includes four cards: 'Apply Certificate' (Paperless DSC) with a green arrow pointing to it, 'Ready For Process' (Pending applications) with a count of 0, 'Declined Applications' with a count of 2, and 'Pending For CA' (Applications) with a count of 0. At the bottom, there is a search bar for 'Applications Pending For RA Approval' and a search button.

For Approval just do [Telegram](#) on this number +91 9389807190, If your DSC is not approved within 15 minutes.
For technical support call @ +91 8171444411.

Dear Partner, Kindly Update Your Paytm No for Cashback, Goto AccountSettings option and find PaytmNumber Option.

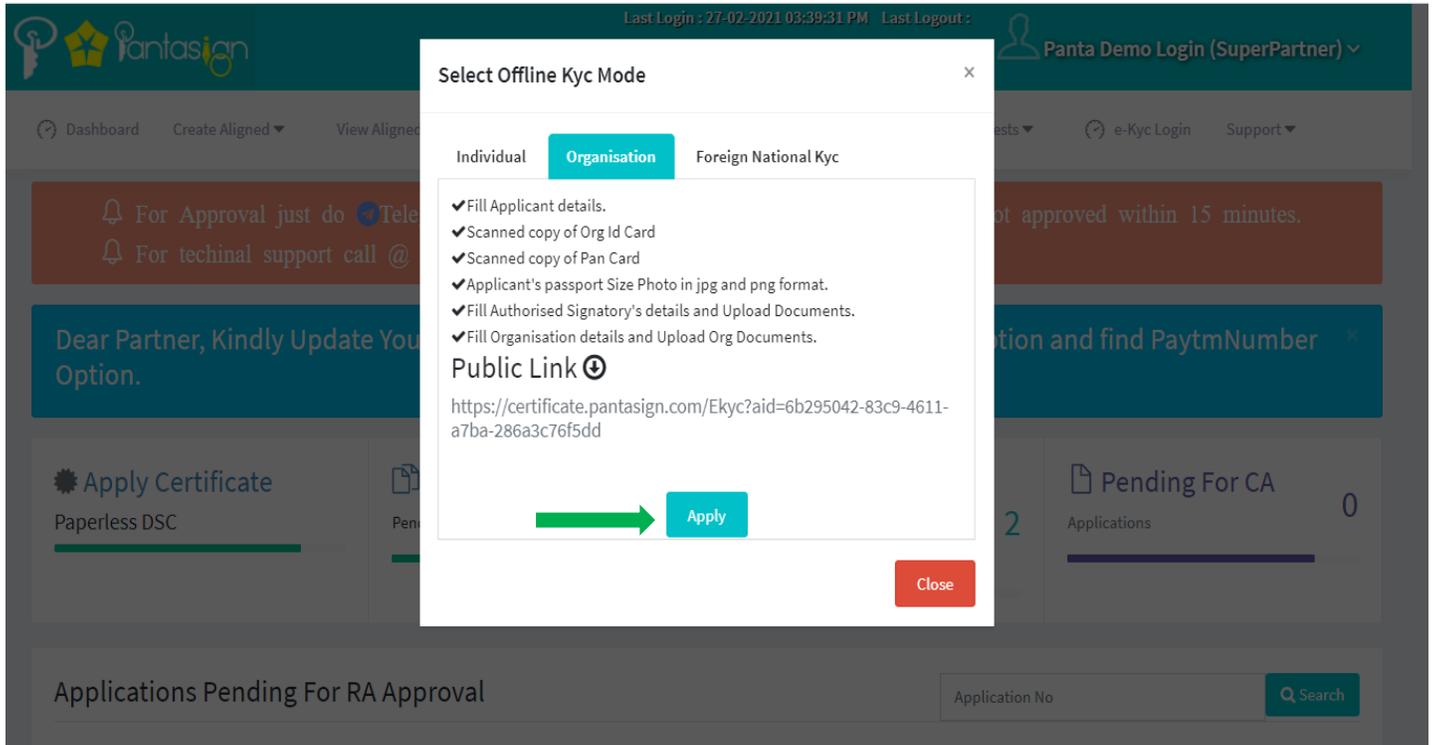
Category	Count
Apply Certificate (Paperless DSC)	0
Ready For Process (Pending applications)	0
Declined Applications	2
Pending For CA (Applications)	0

Applications Pending For RA Approval

Application No

<https://certificate.pantasion.com/Aoent/ShowPendinaForEsiion>

Now click on Apply Certificate



Now click on Apply button

Apply Paperless Organisation Based DSC

Select Certificate Details

Certificate Class * Certificate Type * Select Certificate Validity * EmpId *
 If you have EmpId

Fill Applicant Details

Pan No * FullName (as PAN) * Gender * Male Female Others Date of Birth
 Email Id * Email OTP * **Get OTP** Phone Number Mobile OTP * **Get OTP**
 Verify Later Verify Later

Pincode * City State * Select Country *
 Office Address * Remark Dsc Download Passcode * Confirm Passcode

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 Empld than skip it. (if you have then fill it).

<input type="text" value="b.*****@pantesign.com"/> ✓ Email Id *	<input type="text" value="XXXXXXXXXX"/> ✓ Name(as PAN) : XXXXXXXX	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	<input type="text" value="02/07/1993"/> ✓ You are 28 Year Old.
<input type="text" value="b.*****@PANTASIGN.COM"/> ✓	<input type="text" value="Email OTP"/> ✓ Verify Later	<input type="text" value="9*****"/> ✓	<input type="text" value="Mobile OTP"/> ✓ Verify Later
<input type="text" value="244302"/> ✓	<input type="text" value="MORADABAD"/>	<input type="text" value="UTTAR PRADESH"/>	<input type="text" value="INDIA"/>
<input type="text" value="Moradabad"/> Office Address *	<input type="text" value="Remark"/> Remark	<input type="text" value="*****"/> Dsc Download Passcode *	<input type="text" value="*****"/> Confirm Passcode
<input type="text" value="Choose File IMG_20171029_124832.jpg"/> ✓	<input type="text" value="Choose File IMG_20171029_124832.jpg"/> ✓	<input type="text" value="Choose File IMG_20171029_124832.jpg"/> ✓	<input type="text" value="Choose File IMG_20171029_124832.jpg"/> ✓

 ➔

- 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:- We should Authorized letter in all Organization type DSC excluding proprietor.**

Now click on Next button

Now fill Auth. Person details.

Verify Later Verify Later

Pincode * City State * Select Country *

Address *

Select Photo * IMG_20171029_124832.jpg Select Id Proof * IMG_20171029_124832.jpg Select PanCard * IMG_20171029_124832.jpg

- Req Document This page- Auth. Person Photo, PAN card, any id Proof
- 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.

Now click on Next Button

Fill Organization Details

GSTIN	Org Name *	Org Unit *	Org Type *
<input type="text" value="GSTIN"/>	<input type="text" value="ORG NAME"/>	<input type="text" value="ORG UNIT"/>	<input type="text" value="PLEASE SELECT"/>
<input type="checkbox"/> If GST number not available / applicable			
Org Pincode *	Org City	Org State *	Select Country *
<input type="text" value="PINCODE"/>	<input type="text" value="CITY"/>	<input type="text" value="SELECT STATE"/>	<input type="text" value="SELECT COUNTRY"/>
Org Address *	Select OrgDocs *	Select OrgDocs	Select OrgDocs
<input type="text" value="OrgAddress"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen

- 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 what you want for ex- AOP/BOI, PARTNERSHIP, BANK, COMPANY, GOVERNMENT, LLP, NGO/TRUST.
- Upload applicant or Organization Latest 3-month Bank Statements.

Now click on Next Button

Auth Sign Details

Auth Name : ██████████	Gender : MALE	DOB : 02/07/1993	Email : ██████████@PANTASIGN.COM	
ContactNo : ██████████	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 : *

User Pin *

Confirm Pin *
ex: (123456)

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.

Refresh
Enter Captcha Code

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 642474 in order to process your Application.

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

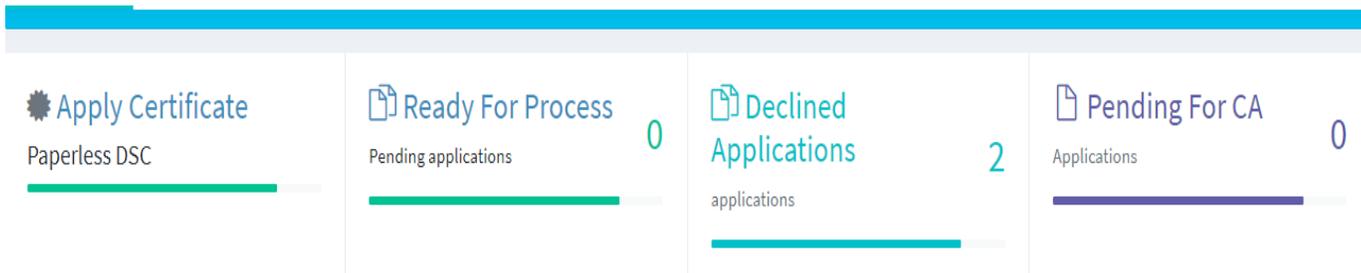
This is subject to video verification and final approval. The eKYC account details are as under.

UserName : ██████████S2C6486B@ORG.PANTASIGN

eKYC Account Validity : 2 Years

[Applicant Video](#)[Auth Signatory Video](#)[Applicant ESign](#)[Authorized Signatory ESign](#)[Skip ESign](#)

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



Applications Pending For RA Approval

Application No

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

Click on View Button that is under Action.

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

Applicant Information

Phone: [Redacted] (Not Confirmed) [Edit/Verify Email](#)

Applicant Video: (Not Uploaded) [Edit](#)

Applicant e-Sign: eSign Authentication Pending

Auth Signatory

PAN No: [Redacted] (Confirmed)

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

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

Auth Video: (Not Uploaded)

Auth e-Sign: Auth eSign Pending

Organization Detail

Pincode	City	State	Address
250002	MEERUT	UTTAR PRADESH	MEERUT

[IDPROOF Doc](#) [ADDRESSPROOF Doc](#)

Name	Type	Unit	GSTIN
XXXX	COMPANY	NA	

Pincode	City	State	Address
250002	MEERUT	UTTAR PRADESH	MEERUT

[ORG1 Doc](#)

Activate Windows
Go to Settings to activate Windows.

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.

Thank you
Team PantaSign