

Registration Manual

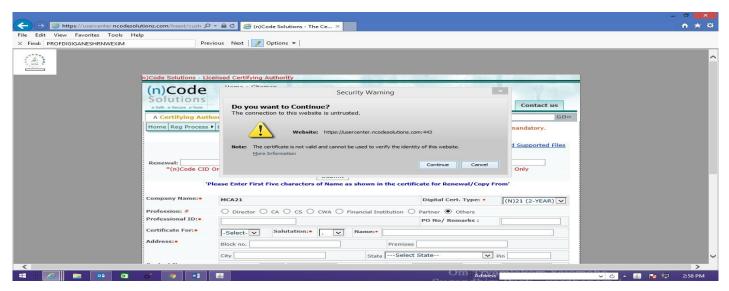


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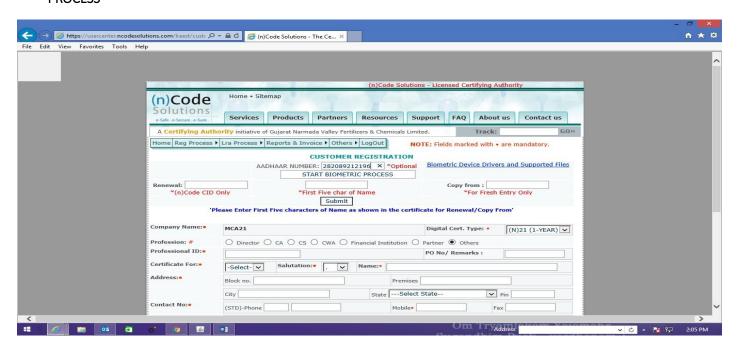
A DIVISION OF GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS LIMITED

Registration process for Paperless DSC by using BIOMETRIC.

1. Start from Customer registration from the registration Page & click on "Insert" option. You will receive the security warning pop up on the screen as below. Click on "continue".



2. Please enter the Valid Aadhaar number of applicant in Aadhaar number Box & Click on "START BIOMETRIC PROCESS"

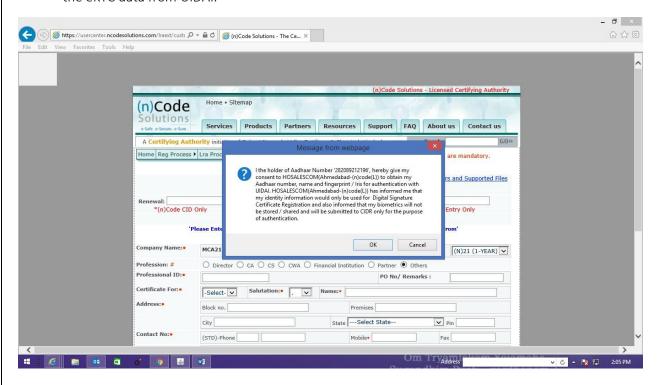




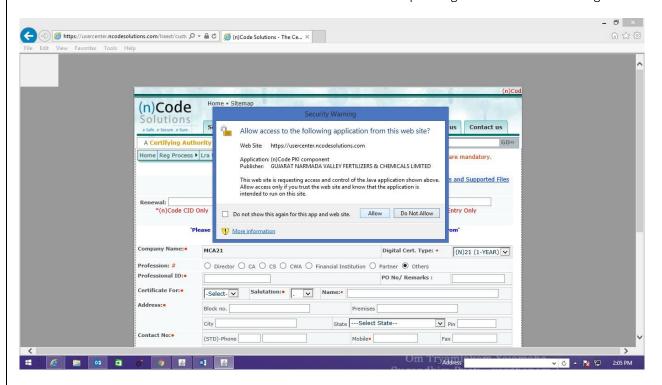
Registration Manual



3. You will find consent Message, Please click on "OK" button. This is essential, as per the CCA Guidelines, to fetch the eKYC data from UIDAI.



4. Click on "Allow" button and check on "Do not show this option again" at the end of Dialogue Box..

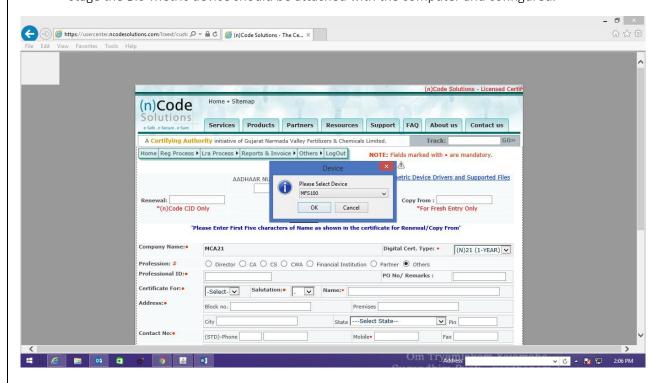




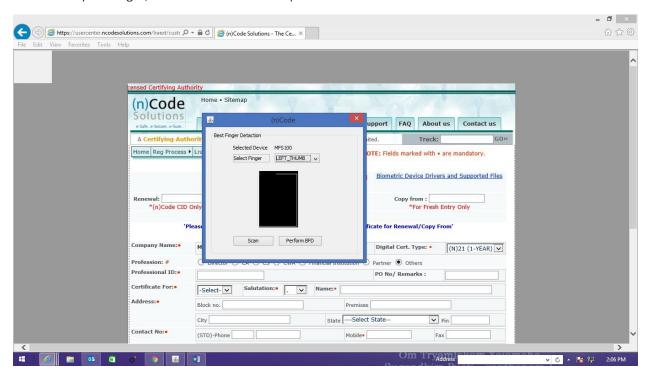
Registration Manual



5. It will ask you to start the Bio metric process - Select your Bio Metric device and Press OK . Please note at this stage the Bio-Metric device should be attached with the computer and configured.



6. Put your finger/thumb on the device & press "scan".

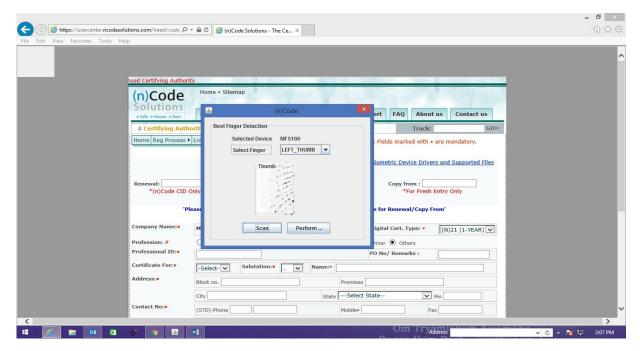




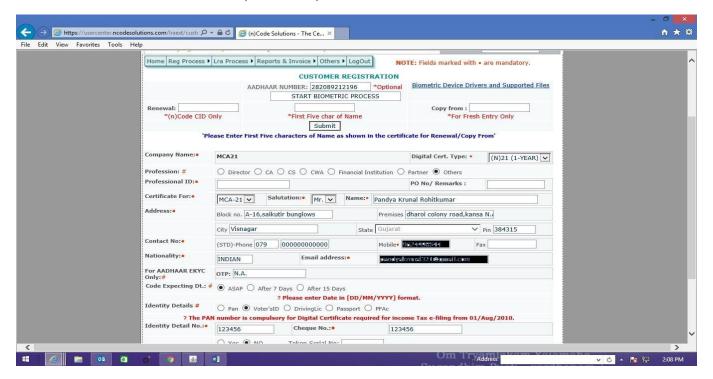
Registration Manual



7. Click on "Perform BFD". This will complete the Bio-metric process.



8. You will receive the details from Aadhaar & it will be automatically populated and for other details, please mention the same like certificate for, salutations, etc & click on "Confirm" button to continue

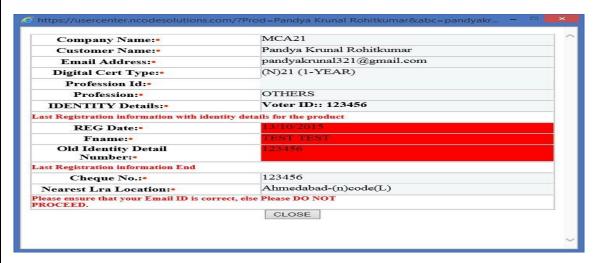




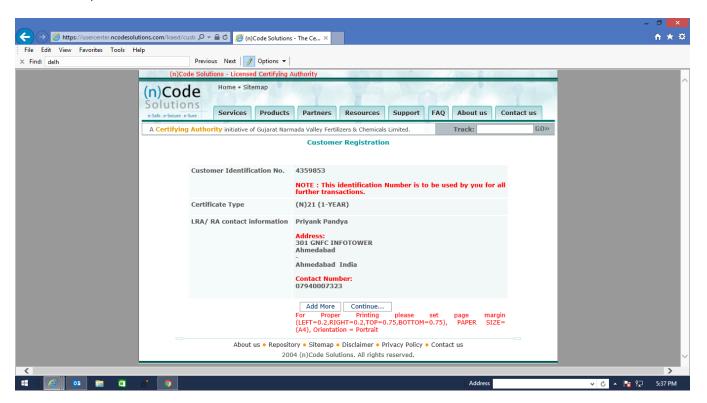
Registration Manual



9. Please close the window & Click on submit.



10. Next, click on "Continue..."





Registration Manual

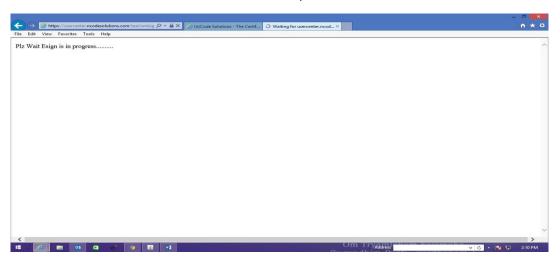


Now since eKYC process is completed, we will proceed for eSign (paperless issuance).

11. Click on "Click Here to Confirm and Complete eSign Based Paperless DSC Registration Process".



12. The following message should appear. At this stage you should not refresh the page until process is completed.



13. Once the process is complete, following message will come.

