Digital Signature Certificate Enrollment
User Manual

User Manual for DSC Enrollment

Version Control				
Version	**Date**	**Name**	**Role**	**Summary of Changes**
v0.1	28 June 13	Preeti Dhill	Business Analyst	Original Document
v0.2	1 July 13	Preeti Dhill	Business Analyst	Documented Update DSC and Deactivate DSC process & Add Signatory Configuration & Digital Account Enrolment
v2.0	21 April 16	Nishu Sharma	Document Writer	Update with latest process flow for DSC enrollment at PFMS
v2.1	04 May 16	Nishu Sharma	Document Writer	Update with process flow for DSC Edit/Update and Deactivate at PFMS

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1 Introduction

The purpose of this document is to present step-wise guide for Digital Signature Certificate Enrolment by concerned users at PFMS portal. Once a DSC enrolled at PFMS, it allows the users to make e-payments to beneficiaries.

Users who need to use Digital Signature for payments, first need to enroll it at the PFMS portal through DSC (Digital Signature Certificate) Enrollment module. Digital Signature can be enrolled by the users performing the following roles in PFMS

User Type	Approving Authority
Agency Checker User	Funding Agency Admin
Program Division Checker User	PrAO
Drawing and Disbursing Officer	PrAO
Pay and Account Officer	PrAO

Once enrollment request is initiated by the user, it goes to the Approving Authority as per the above mentioned table.

1.1 Pre-requisites to Enroll Digital Signature

| S. No.	Description	Action / Confirm
1	Install Java on the PC	Confirm that Java ![java icon] is installed on to your Machine
2	PFMS Website Entry in Java	Go to Security Tab of Java and in Edit Site List enter https://pfms.nic.in.
3	Show Console Enabled in Advance Tab	Go to Advance Tab of Java And under Java Console option Enable Show Console
4	Close Browser	Close the Java and the Browser and login again to enroll DSC

Java Control Panel: Security Tab
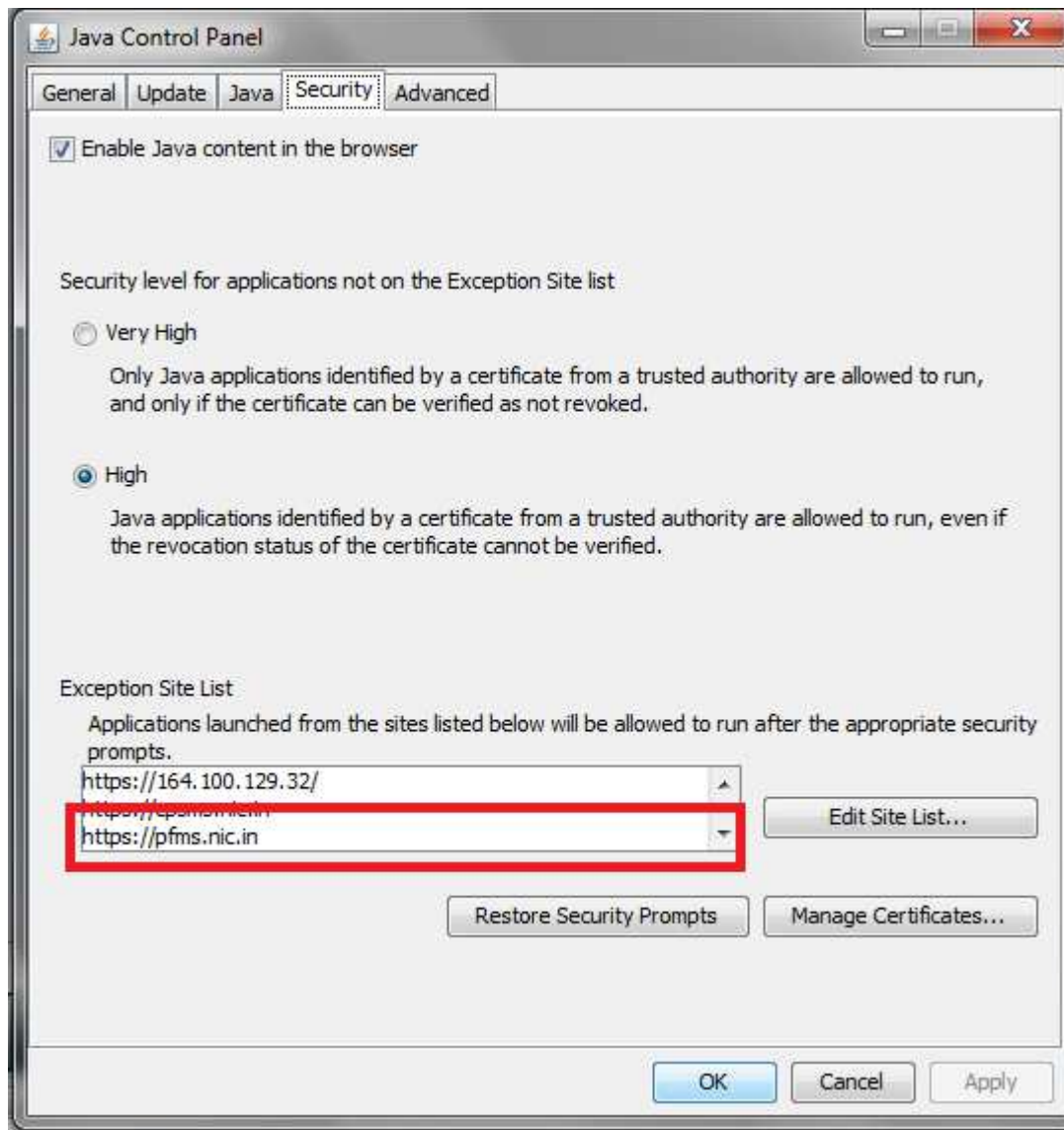
Figure 1: Java Control Panel-Security Tab

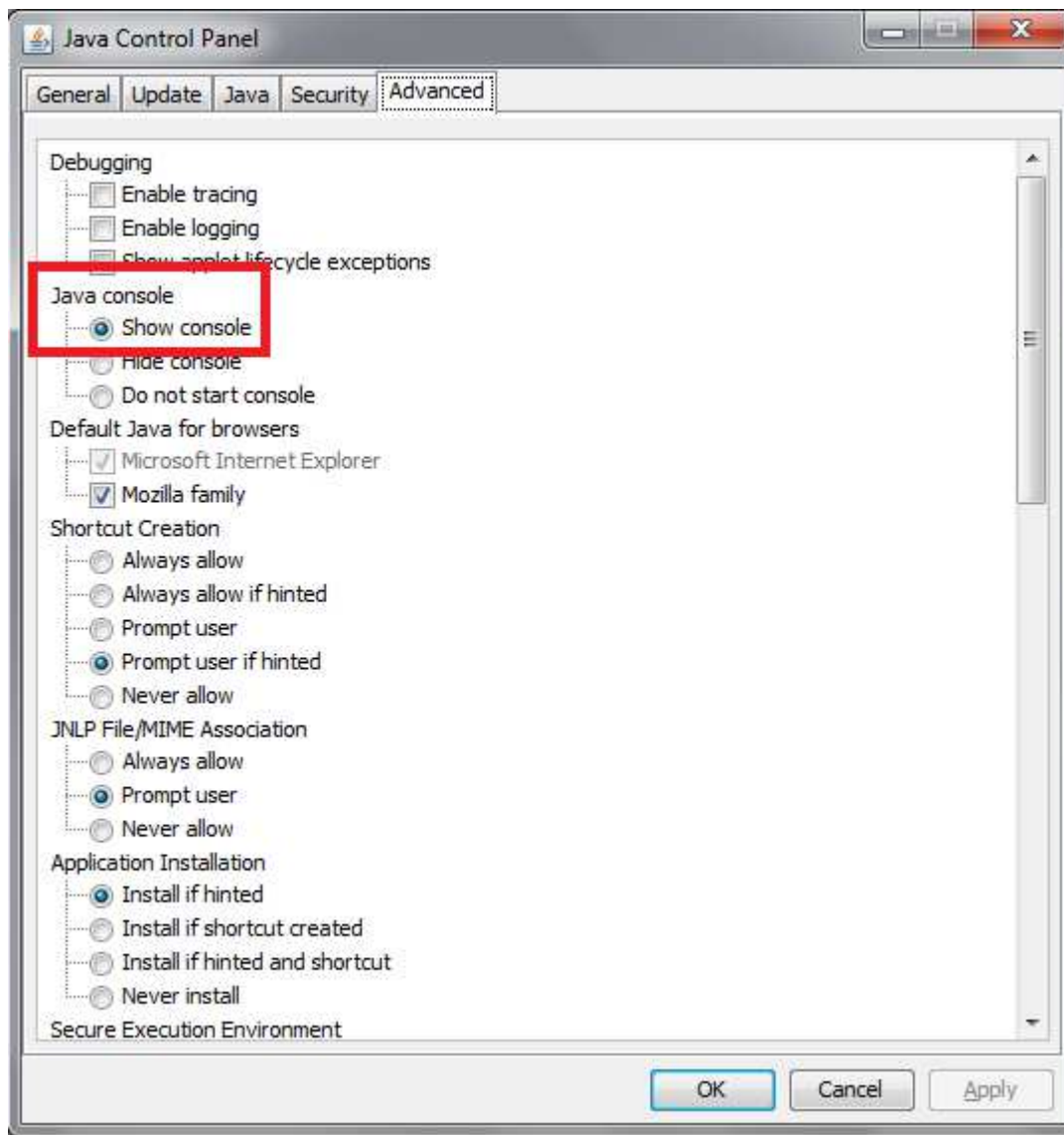**Java Control Panel: Advanced Tab**

Figure 2: Java Control Panel-Advanced Tab

2 Enrollment of Digital Signature

For Agency Checker User

After successful login at PFMS portal, to request initiation for enrollment of DSC, Agency Checker user shall select 'Enroll DSC' from 'DSC Management' under 'Agency Master Data' from main menu on left hand side.
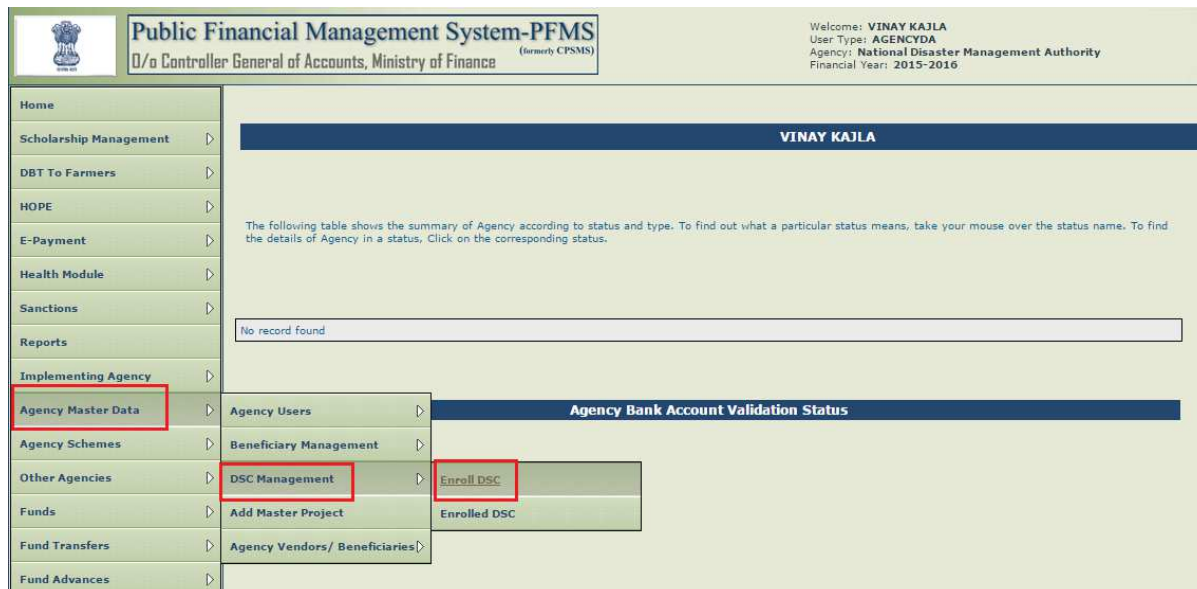

Figure 3: DSC Enrollment Request Initiation- For Agency Checker User

For PAO User

After successful login at PFMS portal, to request initiation for enrollment of DSC, PAO user shall select 'Enroll DSC' from 'DSC Management' under 'Masters' from main menu on left hand side.
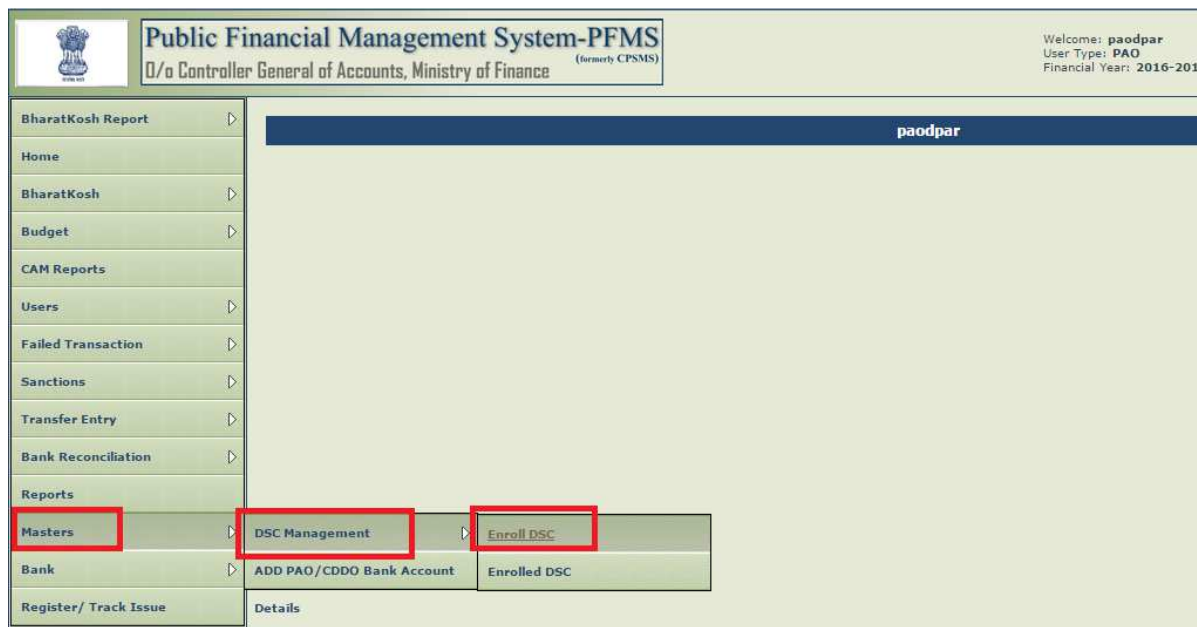
Figure 4: DSC Enrollment Request Initiation- For PAO User

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On the screen that follows, click 'Digital Certificate Enrollment' button on the screen.

If DSC driver is not already installed in the machine, then use the hyperlink (in blue color) available on right hand side of the screen to download and install the driver.

Similarly if the appropriate JAVA version is not installed in the machine as mentioned in the pre-requisites, then use the hyperlink available on the screen to download and install it.

Figure 5: Digital Certificate Enrollment

After clicking 'Digital Certificate Enrollment' button, a pop-up selection screen will appear containing the list of certificates which are installed/connected with the computer. User shall select the desired certificate from dropdown list and click 'OK'.
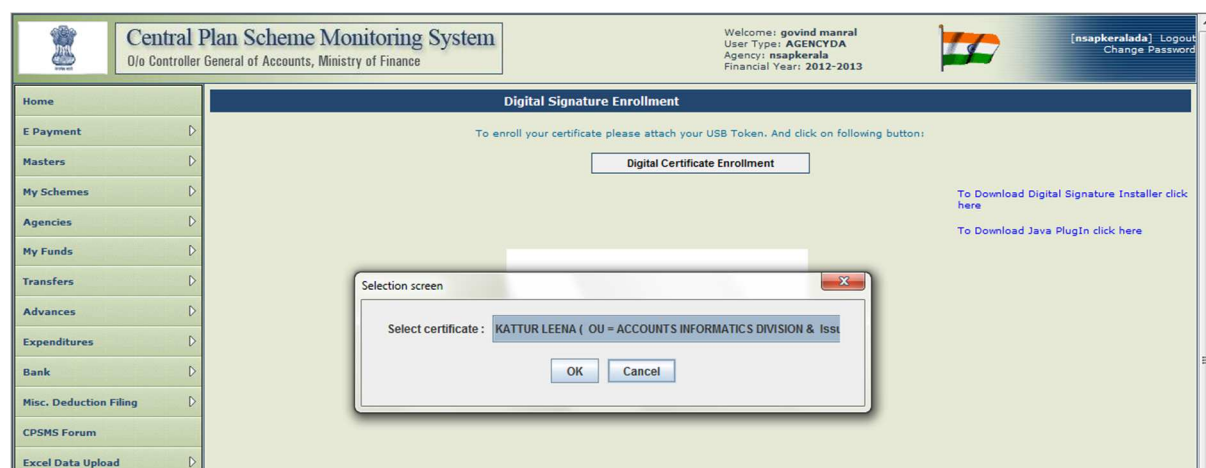
Figure 6: Select Certificate

Following Java Pop-ups may appear on the screen, after clicking 'Ok' at certificate selection screen (refer Fig. 5). User shall make selections for Java pop-up as highlighted in Red on the screen.

Java Pop-Up Screen 1
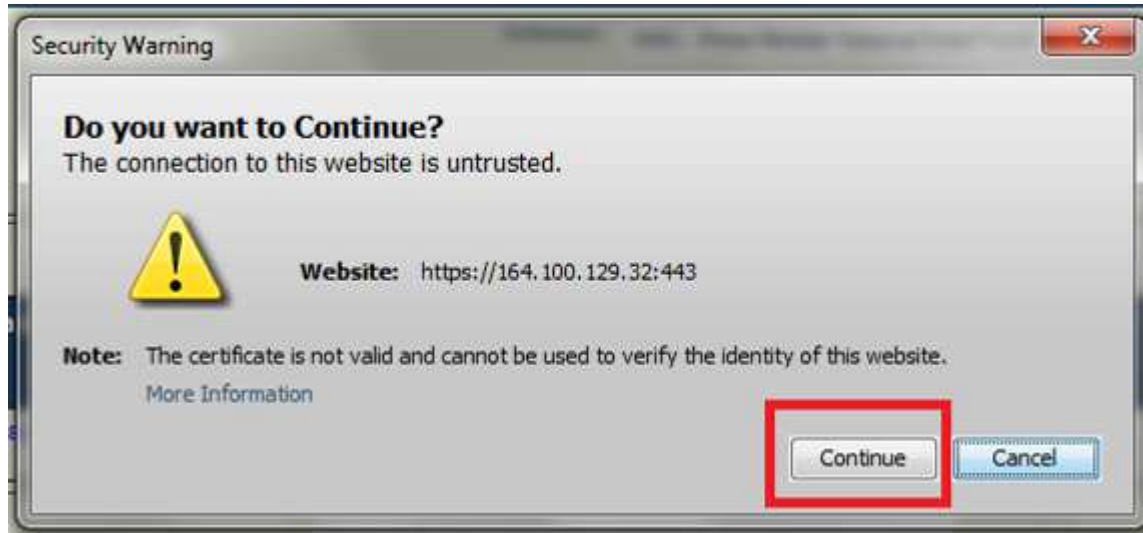
Figure 7: Java Pop-Up Screen 1

Java Pop-Up screen 2
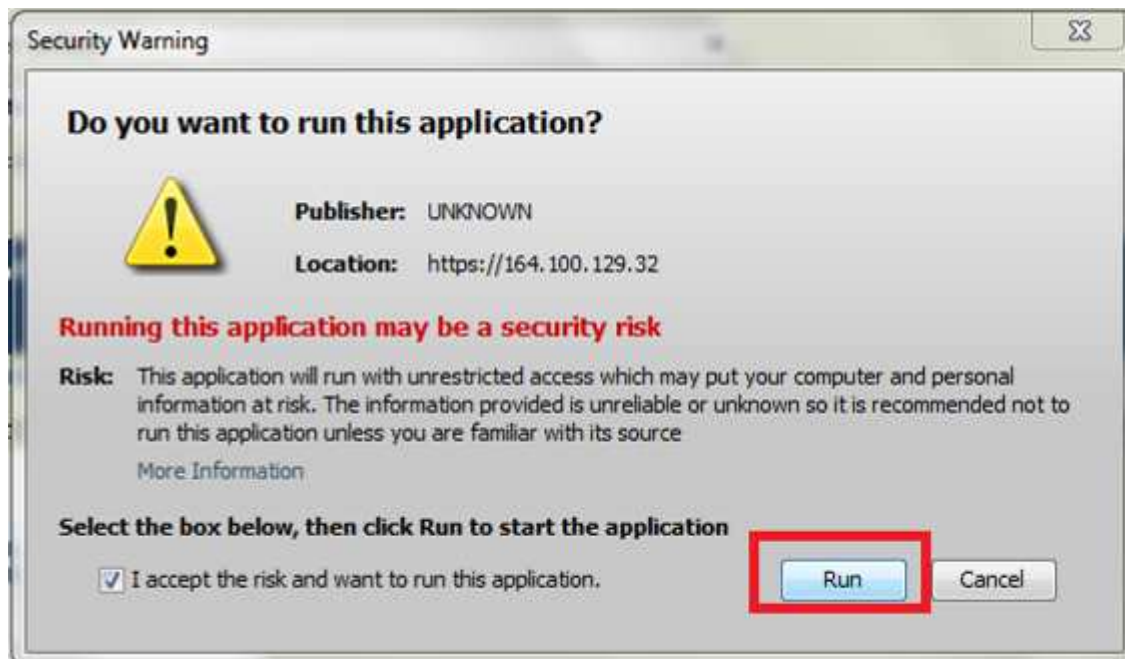
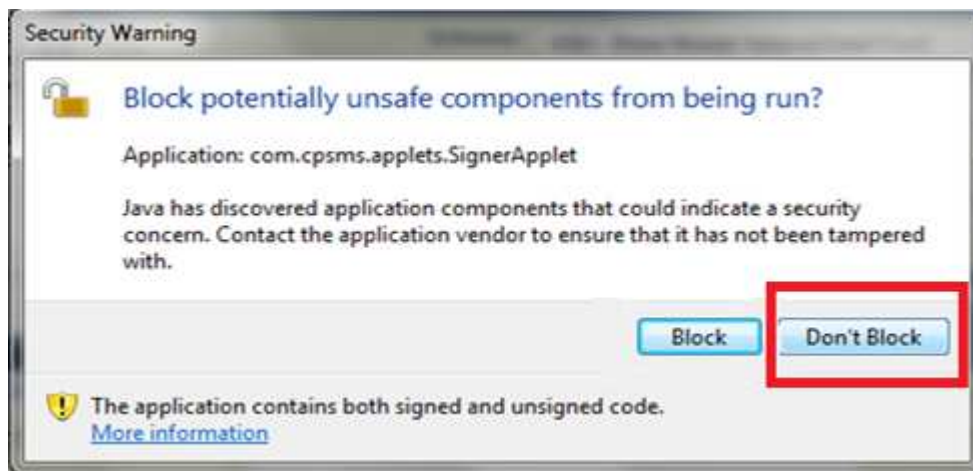Figure 8: Java Pop-Up screen 2

Java Pop-Up screen 3

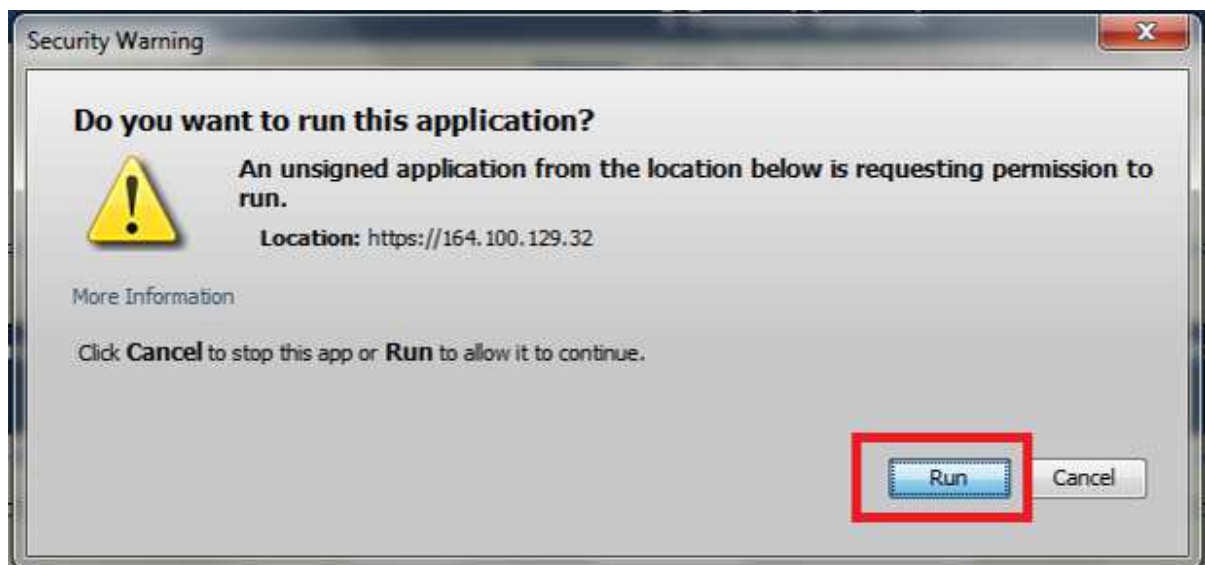Figure 9: Java Pop-Up screen 3

Java Pop-Up screen 4

Figure 10: Java Pop-Up screen 4

After making selections for Java pop-up screens as presented above (refer Fig.6 to Fig.9), user shall enter valid PIN and click 'OK'.
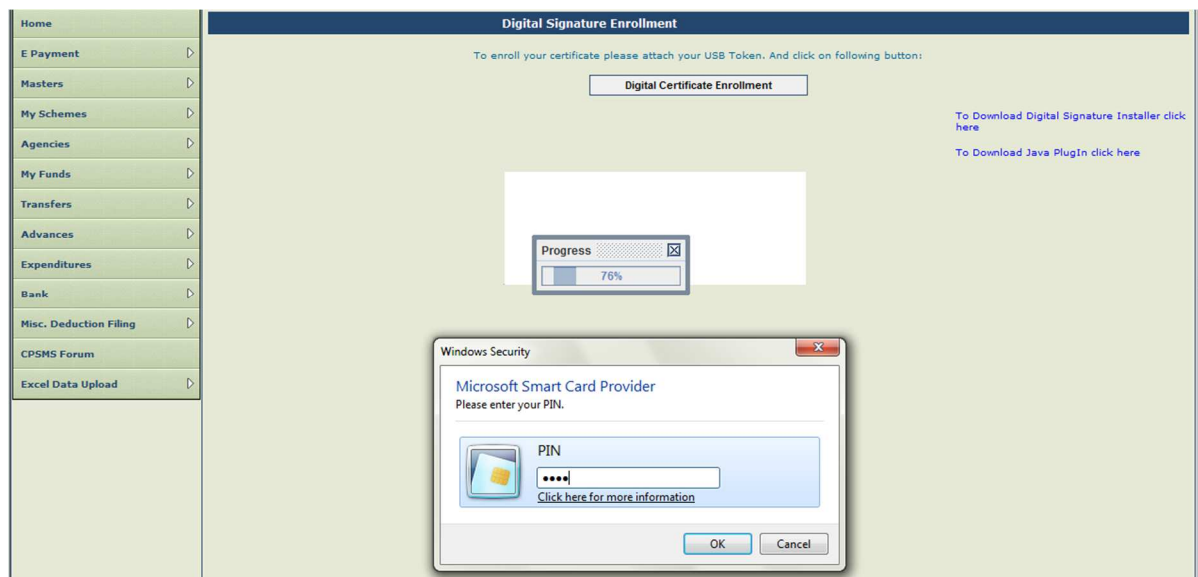
Figure 11: Enter PIN

Message will be displayed on the screen once the PIN entered is validated i.e. 'Enrolled Successfully' message is displayed for successful PIN validation.

User shall click 'OK' to proceed to enroll concerned digital certificate. After clicking 'OK', user shall wait for 5 minutes to get 'View Certificate Details and Proceed For Enrollment' button on the screen and proceed with certificate enrollment.

No navigation shall take place.
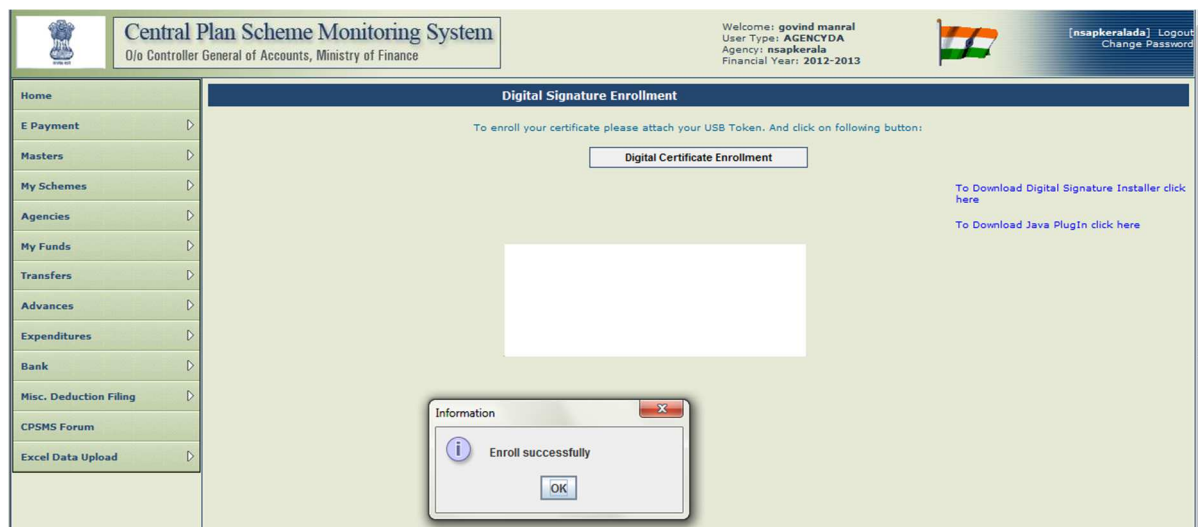
Figure 12: PIN Validated Successfully

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After 5 minutes, user shall click 'View Certificate Details and Proceed For Enrollment' button to details for concerned digital certificate.

Figure 13: View Certificate Details

After clicking mentioned button, details of the concerned certificate shall be displayed on the screen.

At this screen, user shall select Scheme and Purpose for which payments are to be done
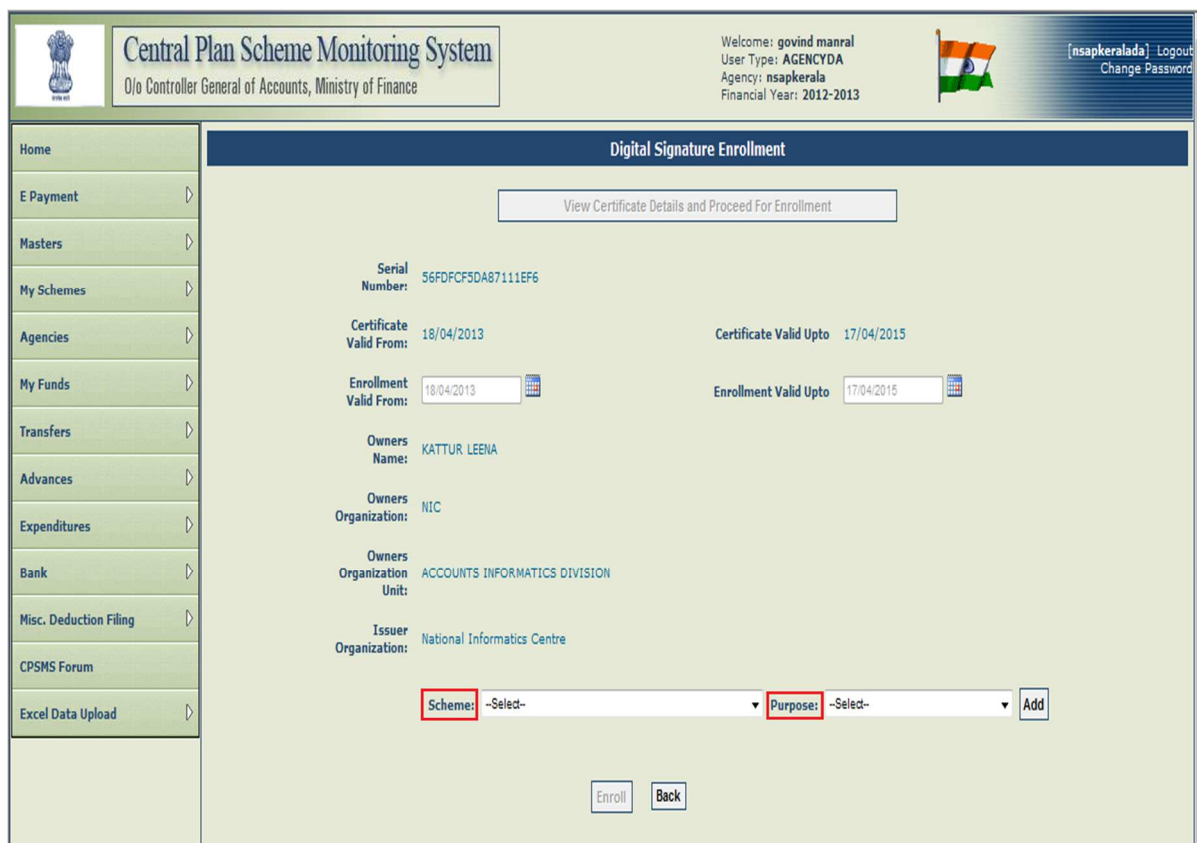
Figure 14: Certificate Details

After selecting concerned Scheme and Purpose, user shall click 'Enroll' button at the bottom to enroll the concerned certificate to make payments for selected Scheme and Purpose.
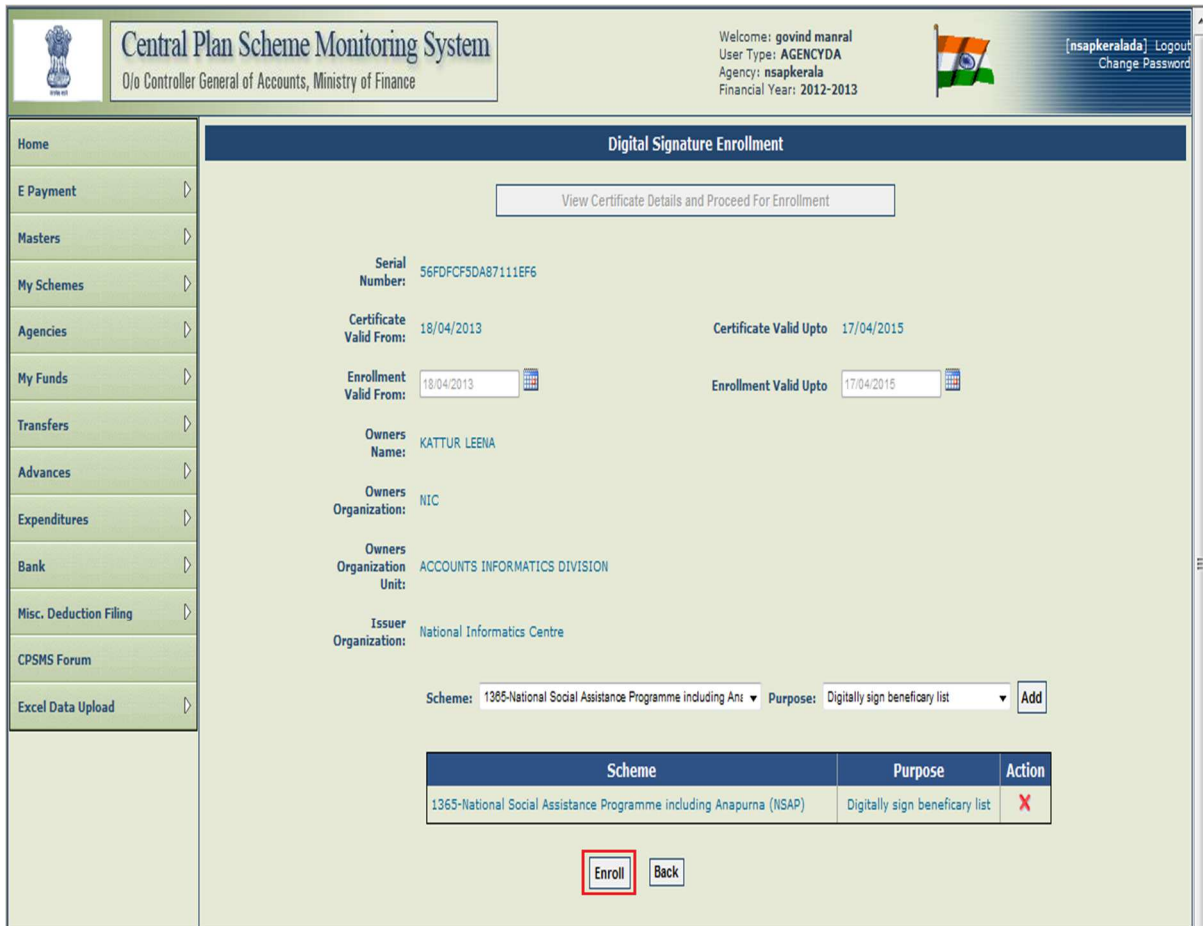
Figure 15: Select Scheme and Purpose

Message will be displayed once the concerned certificate is enrolled successfully. The
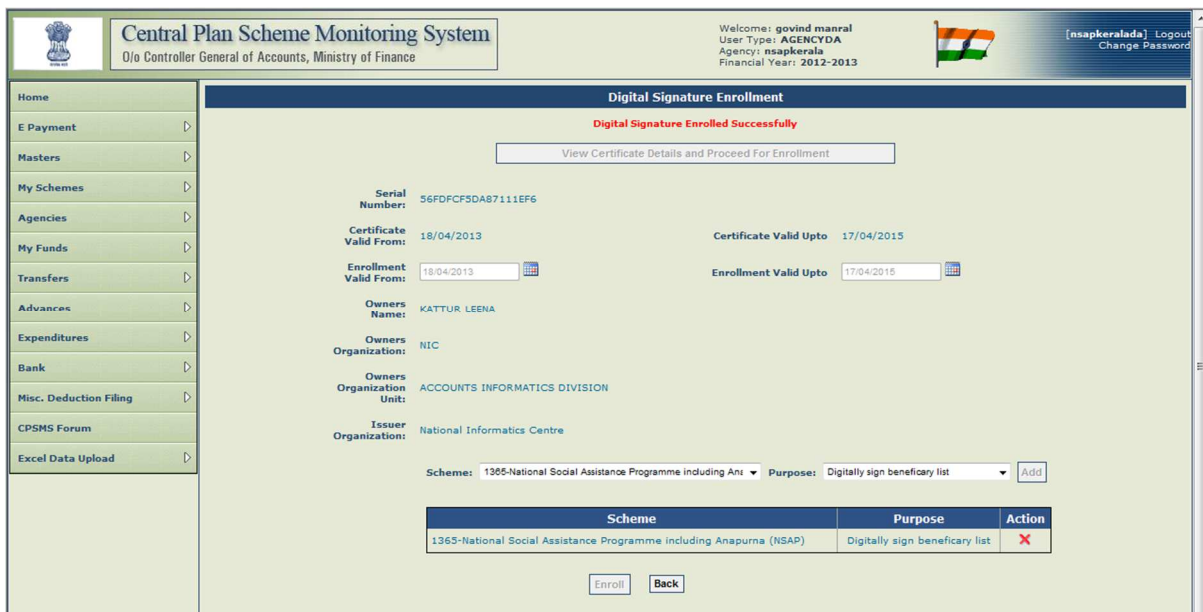
Figure 16: Digital Signature Enrolled Successfully

3 Approve DSC

Once the digital certificate is enrolled successfully, it is then available to the concerned approving authority for approval. (Refer Section 1)

PrAO and Agency Admin type users are authorized to approve enrolled DSC.

PrAO User: Home Page

After successful login at PFMS, PrAO user shall select 'Approve DSC' from 'DSC Management' under 'Masters' from main menu on left hand side of the screen.

Figure 17: Home Page PrAO User

Agency Admin User: Home Page

After successful login at PFMS, Agency Admin user shall select 'Approve DSC' from 'DSC Management' under 'Masters' from main menu on left hand side of the screen.
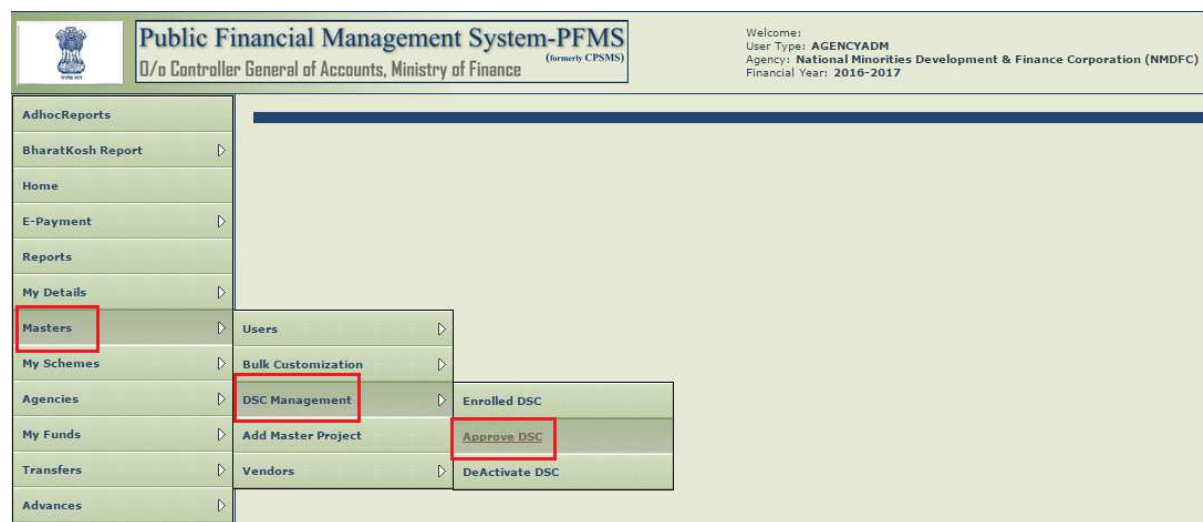
Figure 18: Home Page Agency Admin User

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On the screen that follows, select check box available in the grid for the DSC to be approved. Now, click 'Approve' button to approve selected DSC.

The concerned DSC would now be approved and can be used to sign payment files.

Figure 19: Approve DSC

In case the approving authority wants to view more details for concerned DSC enrollment request before approval, user can click on Hyperlink shown in Red font in 'User Name' column in the displayed grid. Following screen with DSC details shall be displayed.

Figure 20: DSC Details

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Reject DSC

Authorized user may reject the DSC enrollment request by selecting the reason for rejection from the available list and clicking on 'Reject' button.

Figure 21: Reject DSC

4 Edit/Update DSC

An authorized user may also edit an enrolled digital certificate.

After successful login, user shall select 'Enrolled DSC' from 'DSC Management' under 'Masters' from main menu on left side of the screen.
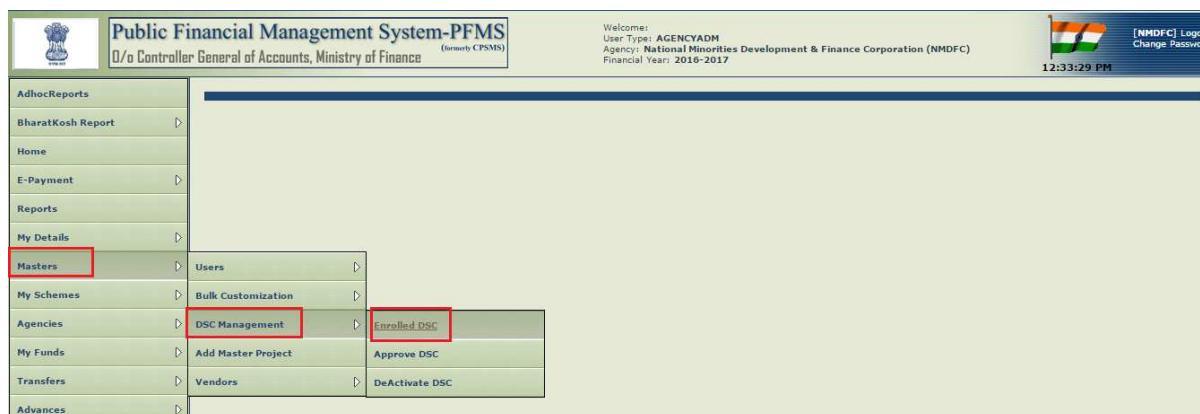

Figure 22: Edit Enrolled DSC

On the screen that follows, a grid containing the enrolled DSC for the logged in user shall appear. Click on 'Update' hyperlink in the grid in last column for the DSC to be updated. User shall be navigated to DSC details screen.
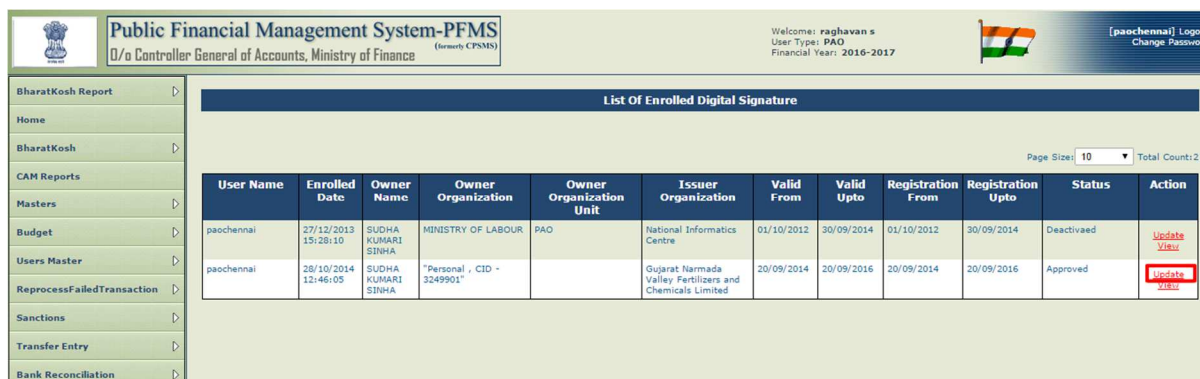

Figure 23: Update Enrolled DSC

Screen containing the details for the concerned DSC shall be displayed. At this screen, user may make changes to following editable fields:

- Enrollment Valid From date
- Enrollment Valid Upto date
- Add Scheme and Purpose for enrolled DSC by selecting scheme and related purpose from dropdown list and clicking 'Add' button
- Remove added Scheme and purpose from the grid by clicking delete icon (×) in the grid

Figure 24: Edit Enrolled DSC

After making desire changes, user shall click 'Submit' button at the bottom to save the changes in the database.

The updated DSC will now be available to approving authority for approval. (Refer Section 3)

5 Deactivate DSC

An enrolled DSC may need to deactivated under following circumstances:

- In case the authority in charges leaves office
- 'Enrollment Valid Upto' date for the DSC has expired (Fig. 23)
- Enrolled DSC is revoked by the digital signature issuing authority

An enrolled DSC can deactivated by following authorized user types:

- PrAO
- Agency Admin

<u>PrAO: Home Page</u>

After successful login at PFMS, PrAO user shall select 'Deactivate DSC' from 'DSC Management' under 'Masters'.
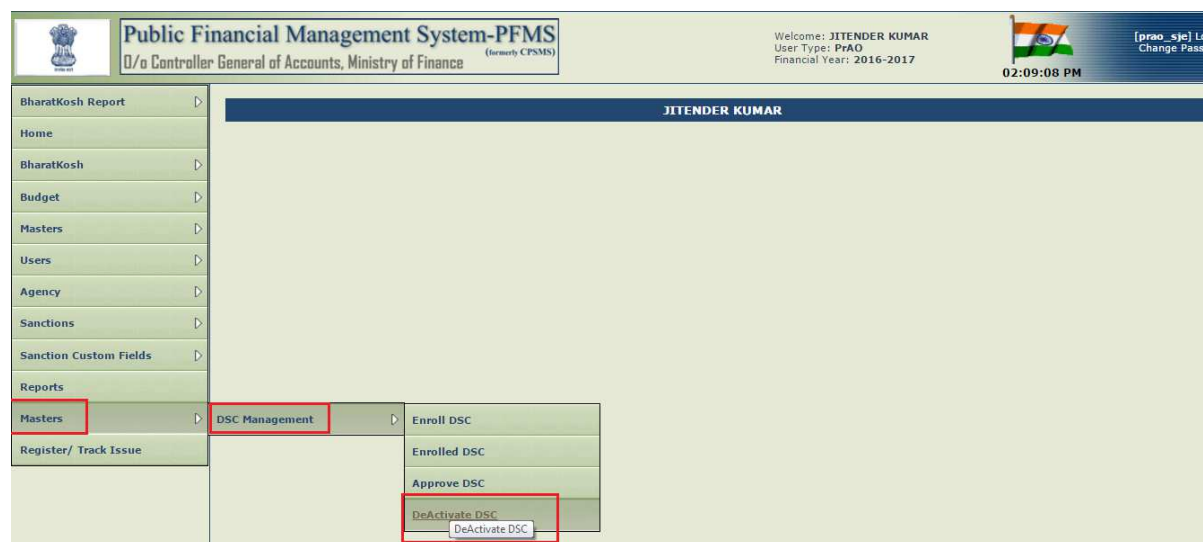

Figure 25: Deactivate DSC PrAO User

<u>Agency Admin: Home Page</u>

After successful login at PFMS, Agency Admin user shall select 'Deactivate DSC' from 'DSC Management' under 'Masters'.
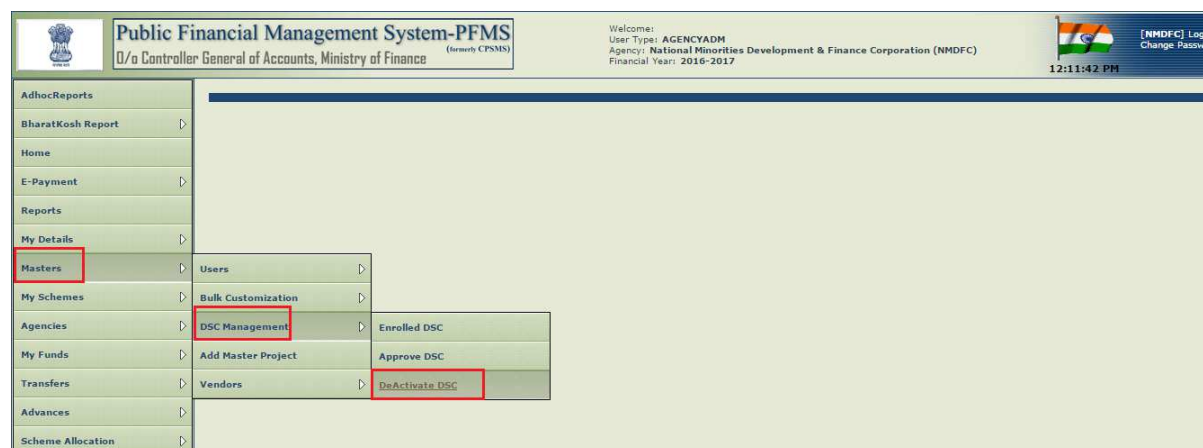

Figure 26: Deactivate DSC Agency Admin User

On the screen that follows, a grid containing the list of enrolled DSC available for deactivation is displayed.

At this screen, user shall select check box for the DSC to be deactivated. Select 'Reason for Deactivation' from dropdown list and click 'Deactivate' button.

Success message shall be displayed on the screen once the concerned DSC id deactivated successfully.

Figure 27: Deactivate DSC

User Manual Ends