



Digital Signature Certificate Enrollment User Manual

Prepared for
PFMS, Controller General of Accounts
Ministry of Finance
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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  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

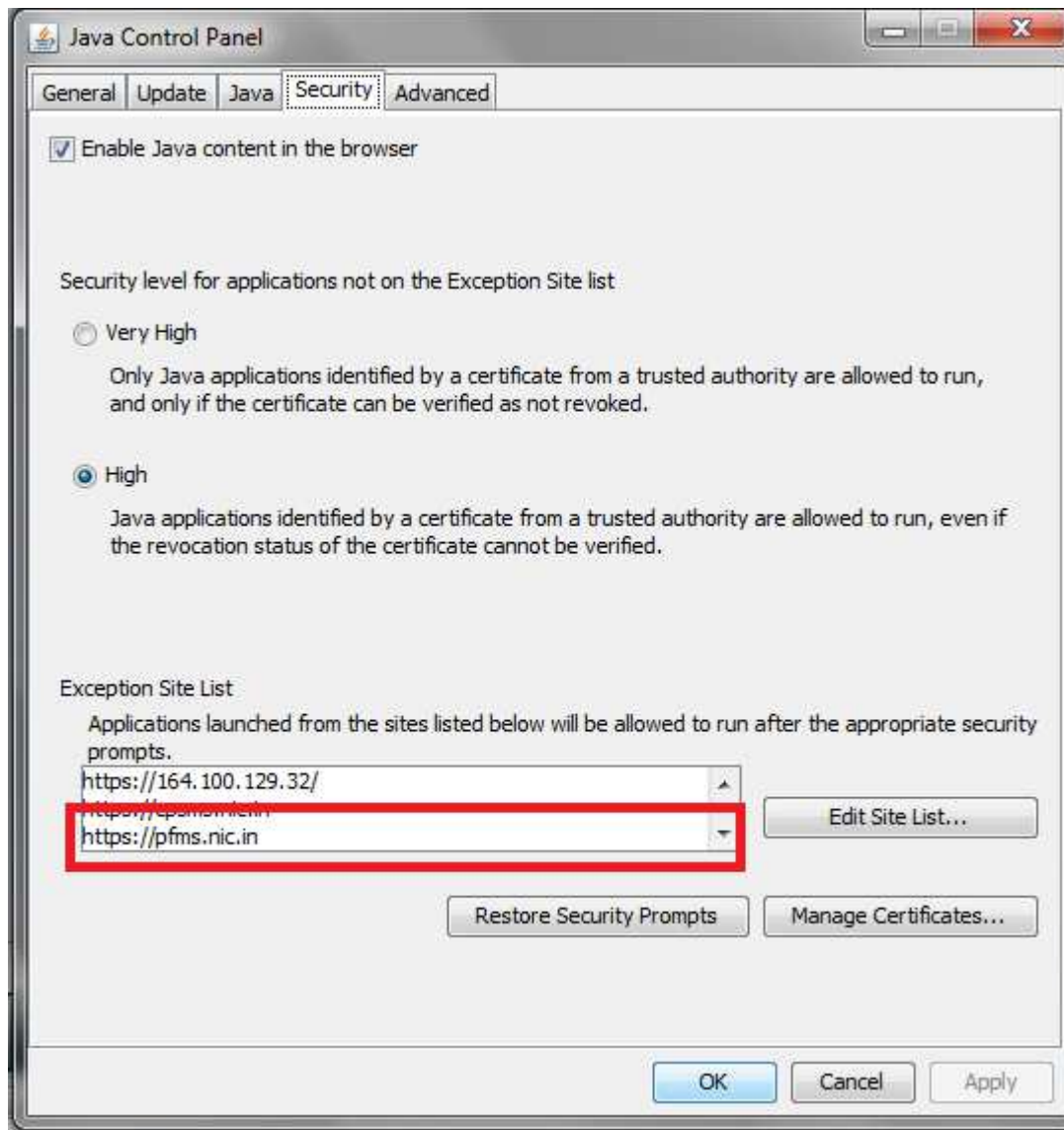


Figure 1: Java Control Panel-Security Tab

Java Control Panel: Advanced Tab

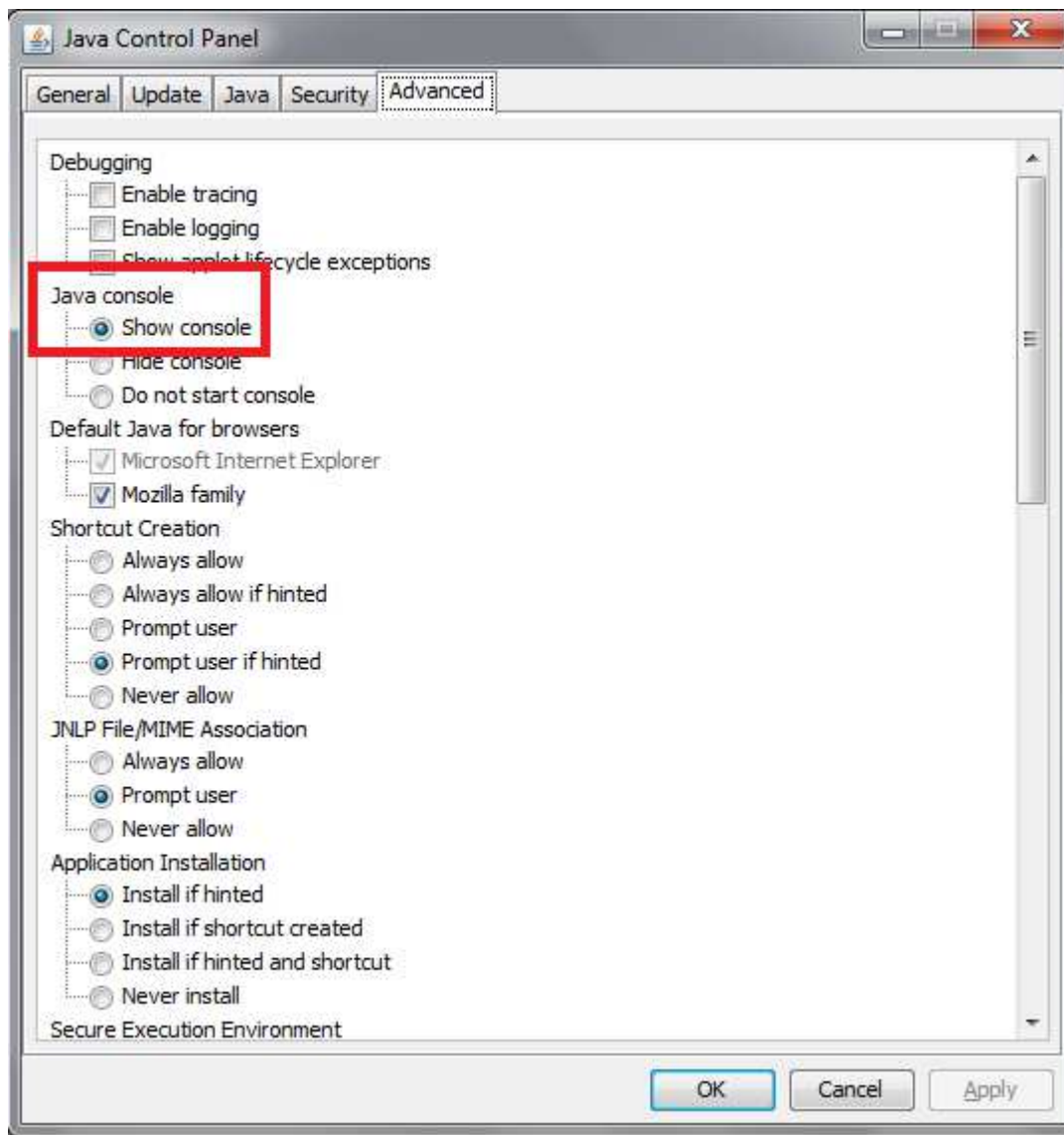


Figure 2: Java Control Panel-Advanced Tab

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.

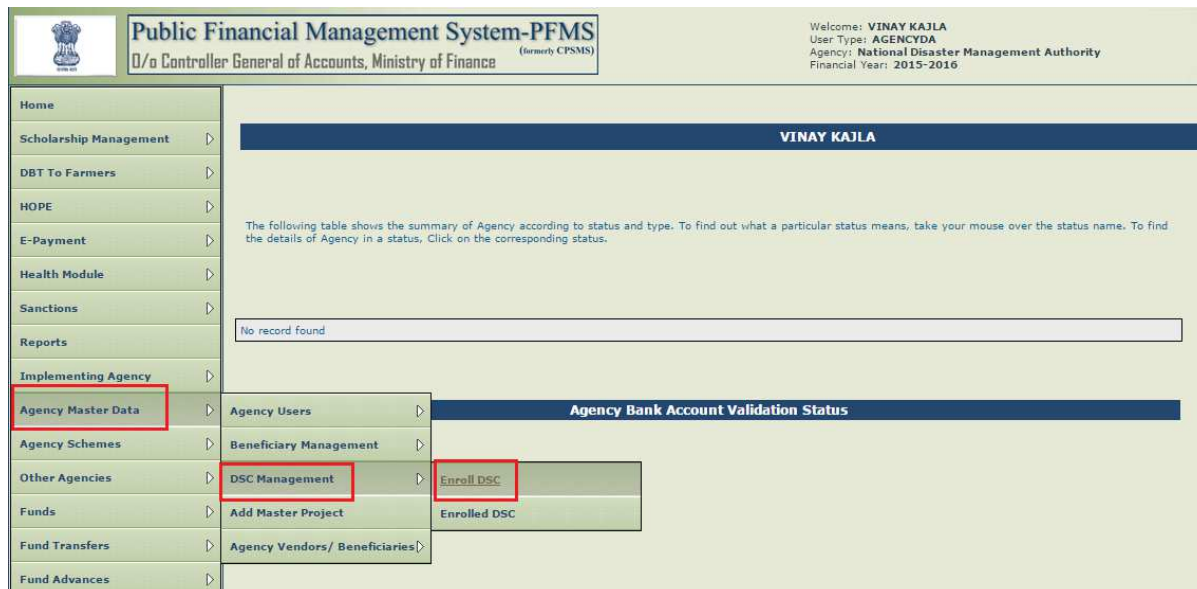


Figure 3: DSC Enrollment Request Initiation- For Agency Checker User

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.

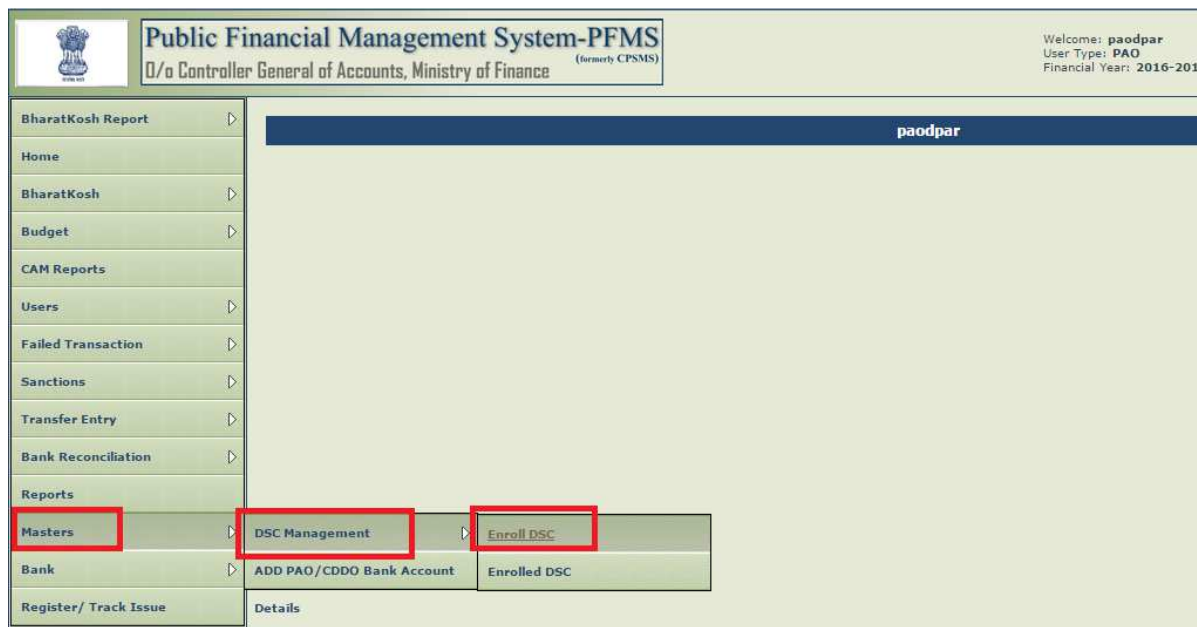


Figure 4: DSC Enrollment Request Initiation- For PAO User

User Manual for DSC Enrollment

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'.

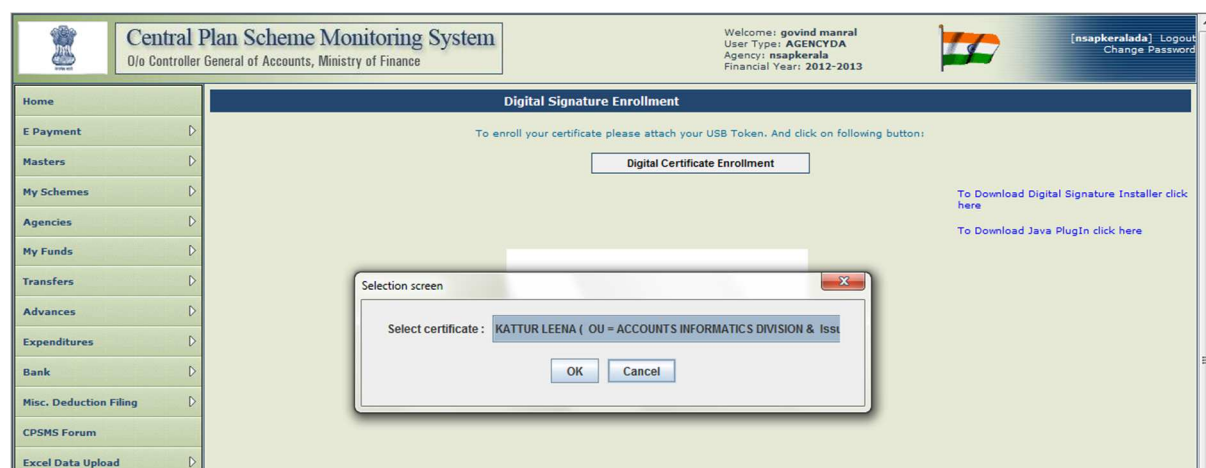


Figure 6: Select Certificate

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

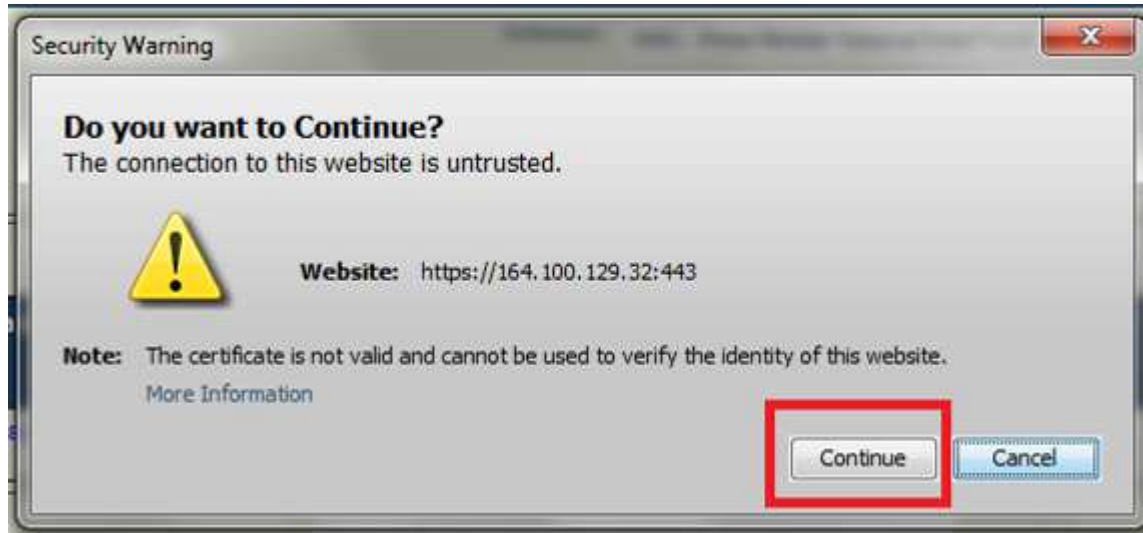


Figure 7: Java Pop-Up Screen 1

Java Pop-Up screen 2

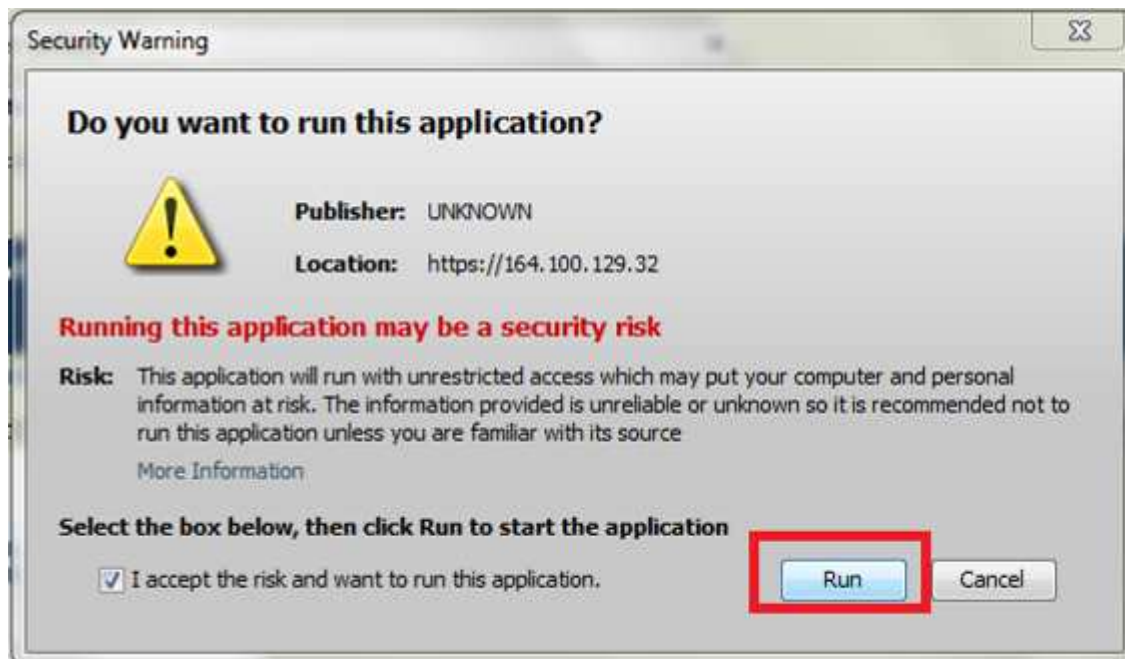


Figure 8: Java Pop-Up screen 2

Java Pop-Up screen 3

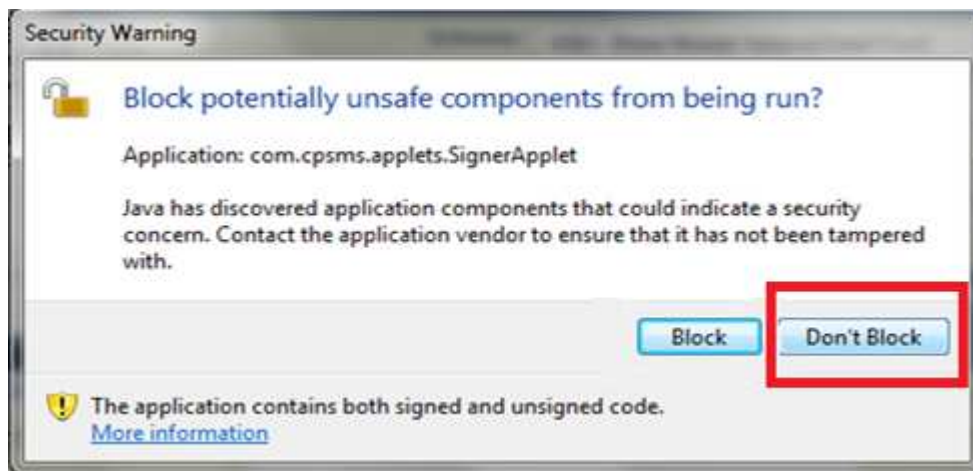


Figure 9: Java Pop-Up screen 3

Java Pop-Up screen 4

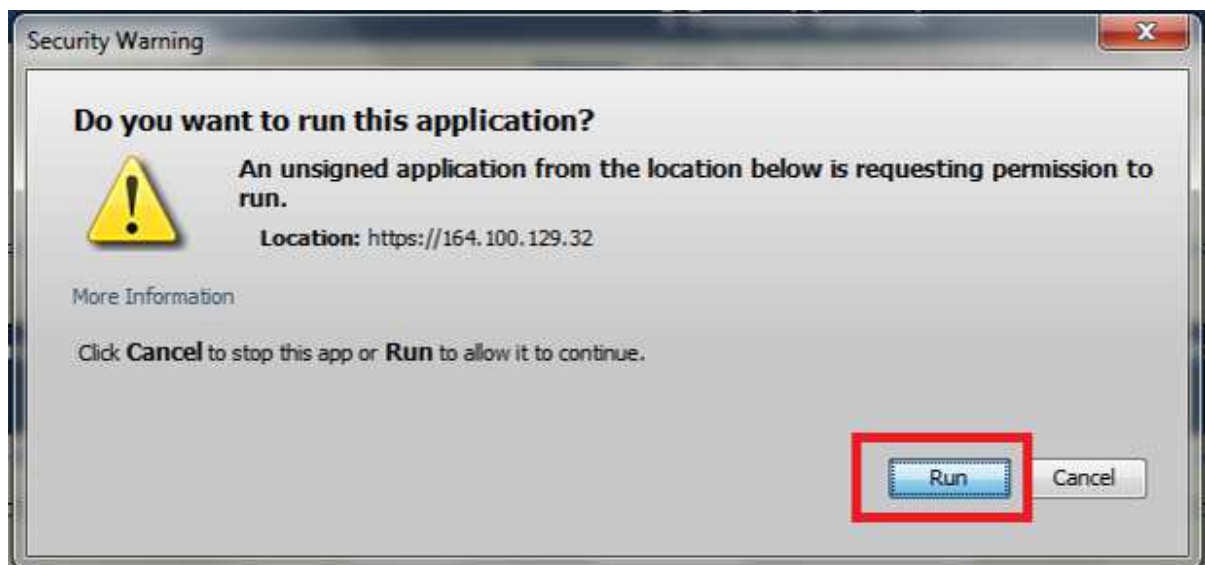


Figure 10: Java Pop-Up screen 4

User Manual for DSC Enrollment

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'.

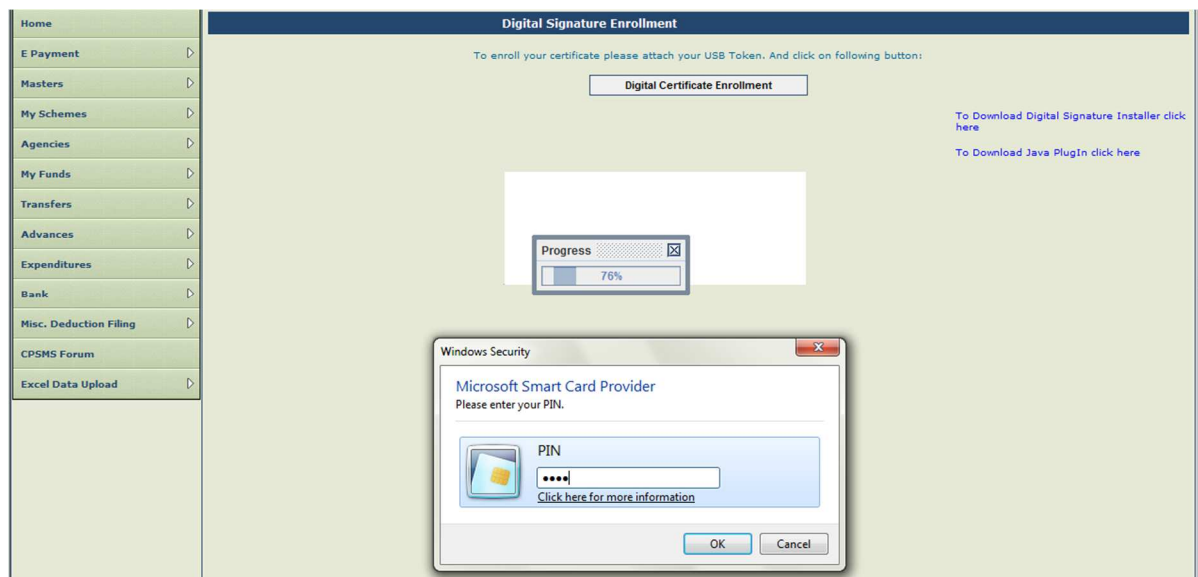


Figure 11: Enter PIN

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.

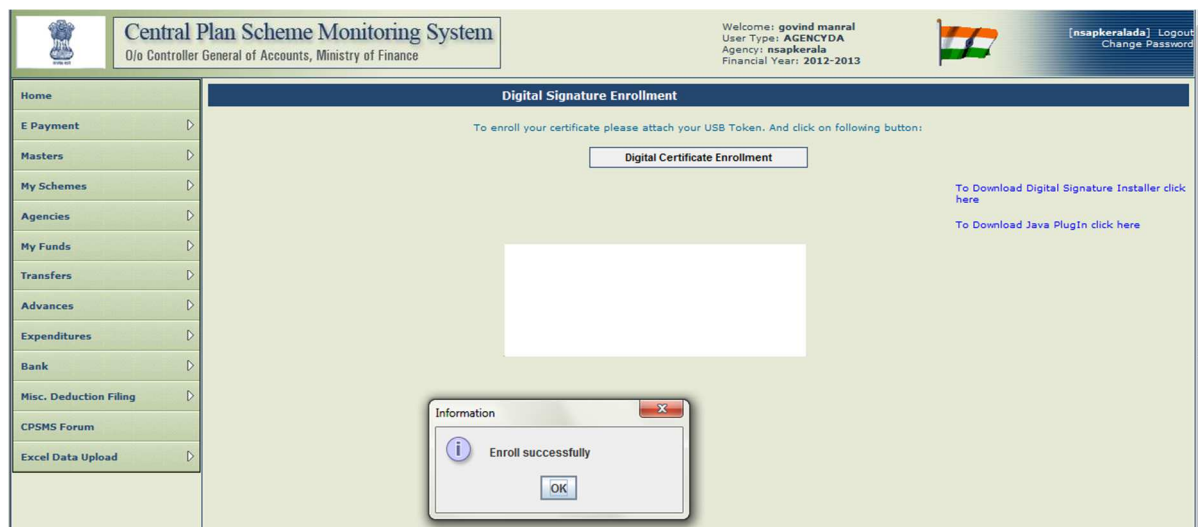


Figure 12: PIN Validated Successfully

User Manual for DSC Enrollment

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

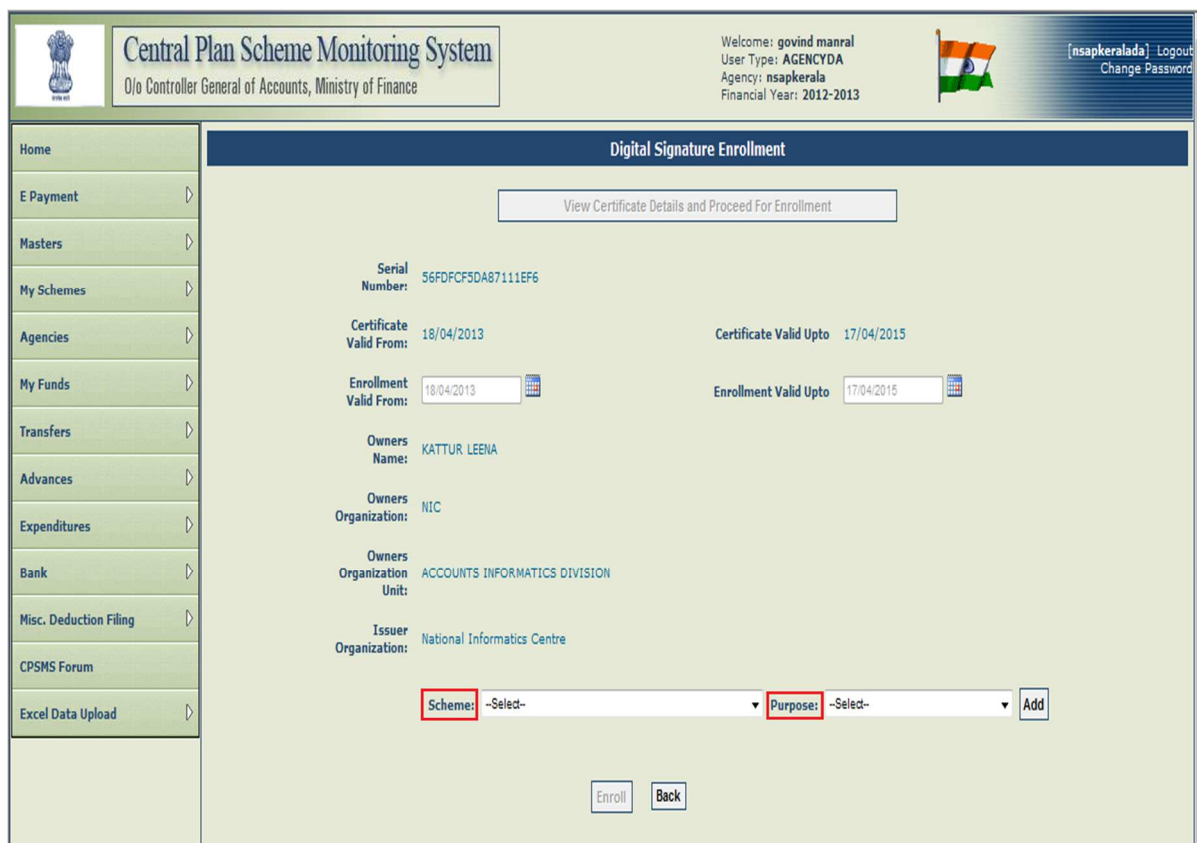


Figure 14: Certificate Details

User Manual for DSC Enrollment

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.

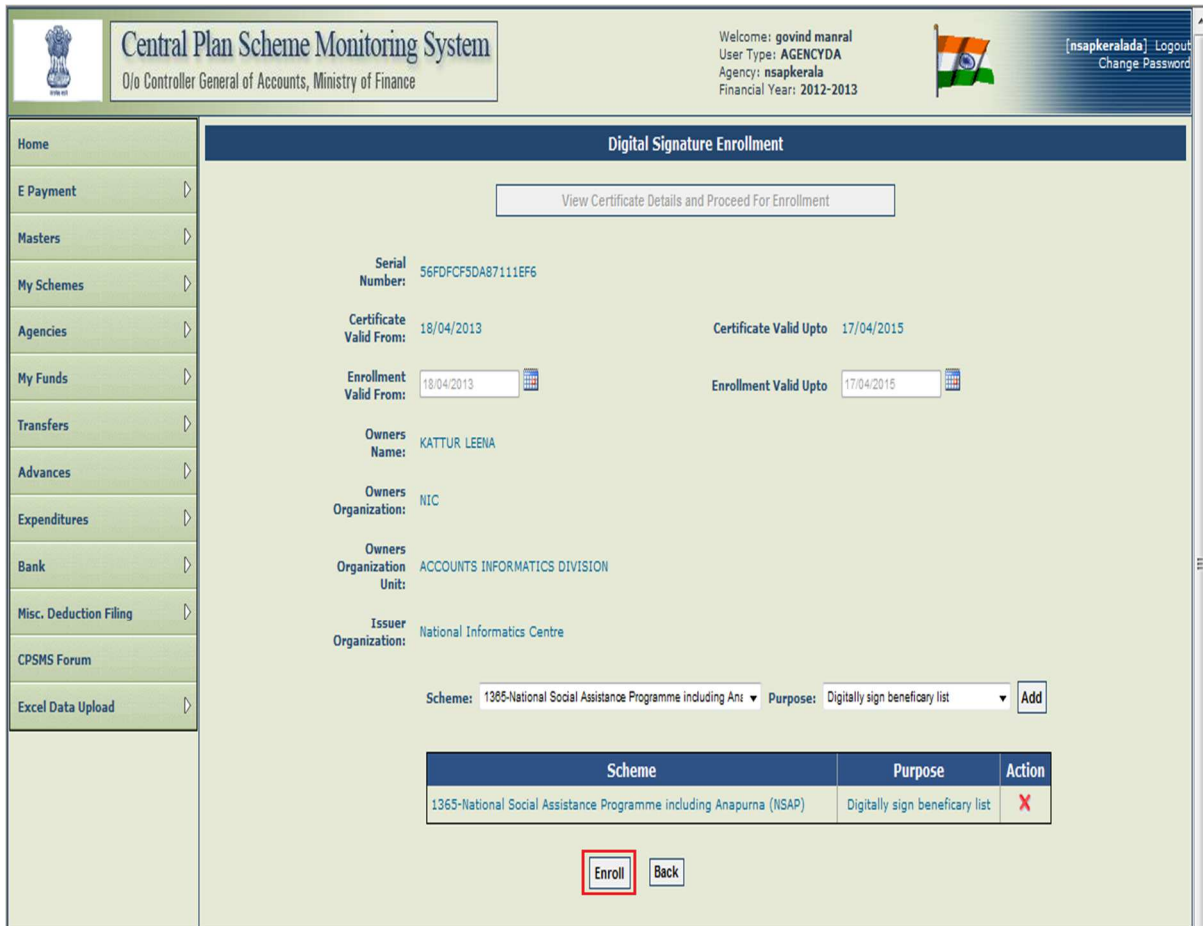


Figure 15: Select Scheme and Purpose

Message will be displayed once the concerned certificate is enrolled successfully. The

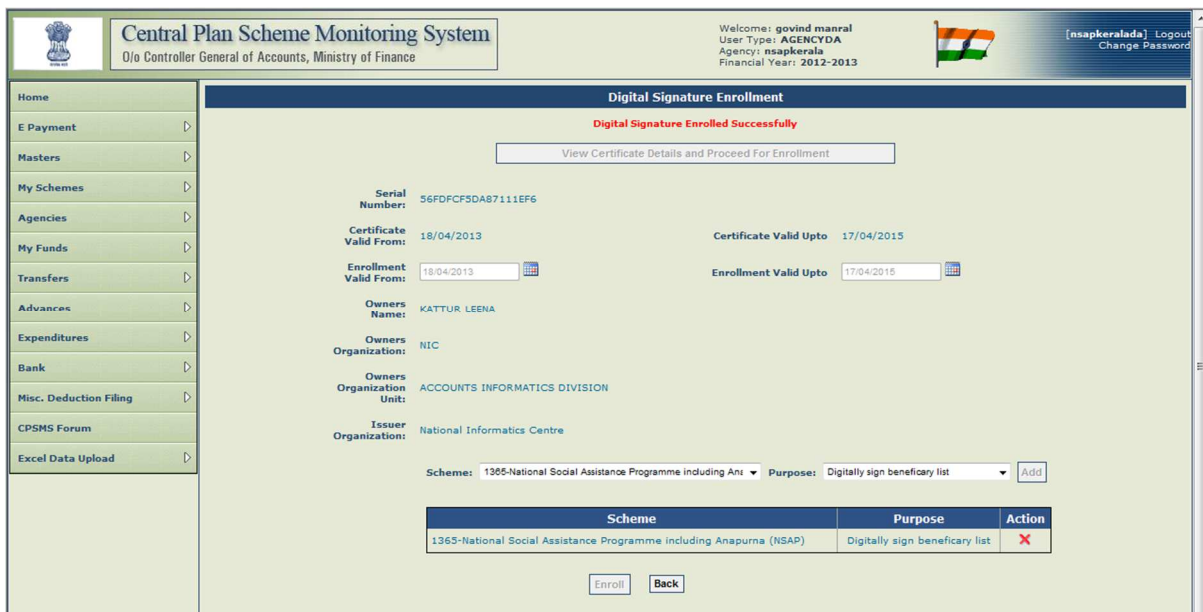


Figure 16: Digital Signature Enrolled Successfully

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.

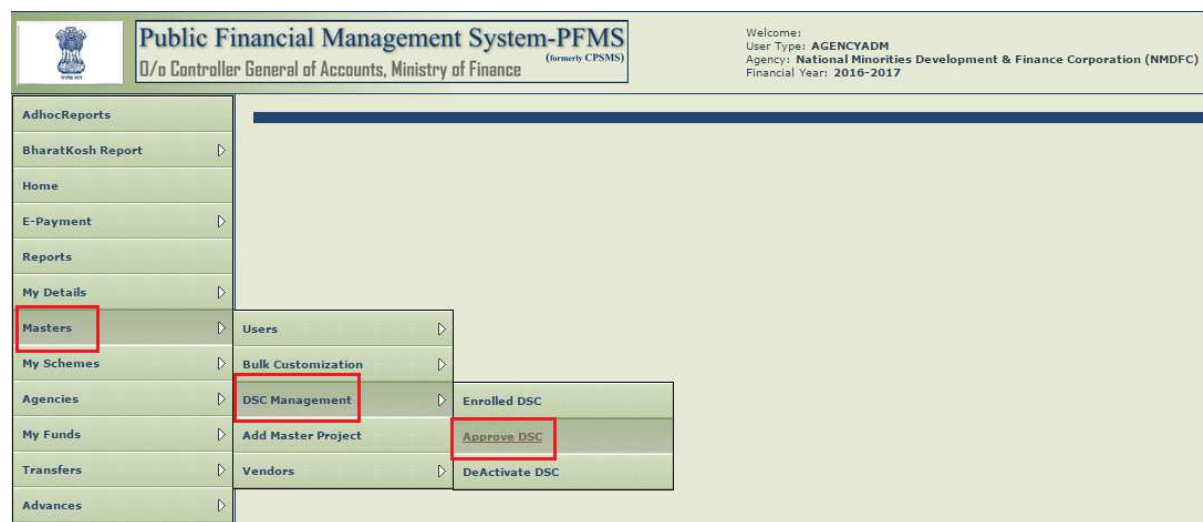


Figure 18: Home Page Agency Admin User

User Manual for DSC Enrollment

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.

The screenshot displays the 'Digital Signature Approval' interface. At the top, it shows the PFMS logo and user information: 'Welcome: M. C. Sharma, User Type: PRAO, Financial Year: 2016-2017'. A navigation menu on the left includes options like 'BharatKosh Report', 'Home', 'BharatKosh', 'CAM Reports', 'Masters', 'Budget', 'Users Master', 'Account Code Directory', and 'Agency Master'. The main area contains a table with the following data:

<input checked="" type="checkbox"/>	User Name	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status
<input checked="" type="checkbox"/>	akshir	04/05/2016 11:04:05	{9C23DCDE-5178-4938-90CO-690C5BF931A7}				17/12/2015	16/12/2016	17/12/2015	16/12/2016	Created

Below the table, there are buttons for 'Approve' (highlighted with a red box) and 'Reject', along with a 'Reason For Rejection' dropdown menu set to '--Select--'.

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.

The screenshot displays the 'Digital Signature' details page. It shows the following information:

- Serial Number: 4D644F00921457B447D1F99F97FEF893
- Certificate Valid From: 17/12/2015
- Certificate Valid Upto: 16/12/2016
- Enrollment Valid From: 17/12/2015
- Enrollment Valid Upto: 16/12/2016
- Owners Name: {9C23DCDE-5178-4938-90CO-690C5BF931A7}
- Owners Organization:
- Owners Organization Unit:
- Issuer Organization:

A table below provides details on the Scheme and Purpose:

Scheme	Purpose
BARC RESEARCH AND DEVELOPMENT	Digitally sign bill by PAO
VECC RESEARCH AND DEVELOPMENT	Digitally sign Advice by PAO

At the bottom, there are buttons for 'Approve', 'Reject', and 'Cancel', along with a 'Reason For Rejection' dropdown menu set to '--Select--'.

Figure 20: DSC Details

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.

The screenshot displays the PFMS Digital Signature interface. The header includes the PFMS logo, the text 'Public Financial Management System-PFMS (formerly CPMS)', the user's name 'M. C. Sharma', user type 'PRAO', and financial year '2016-2017'. A navigation menu on the left lists various system functions. The main content area shows details for a digital signature certificate, including its serial number, validity dates, enrollment dates, and owner information. A table lists the schemes and their purposes. At the bottom, there are buttons for 'Approve', 'Reject', and 'Cancel', along with a 'Reason For Rejection' dropdown menu. The 'Reject' button and the dropdown menu are highlighted with red boxes.

Scheme	Purpose
BARC RESEARCH AND DEVELOPMENT	Digitally sign bill by PAO
VECC RESEARCH AND DEVELOPMENT	Digitally sign Advice by PAO

Buttons: Approve, **Reject**, Cancel

Reason For Rejection: --Select--
--Select--
User Not Authorized

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.

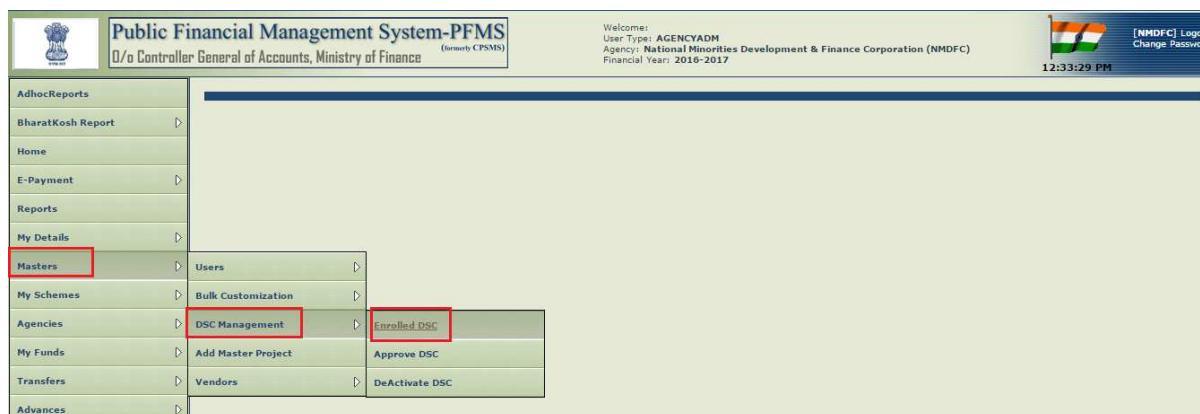


Figure 22: Edit Enrolled DSC

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.

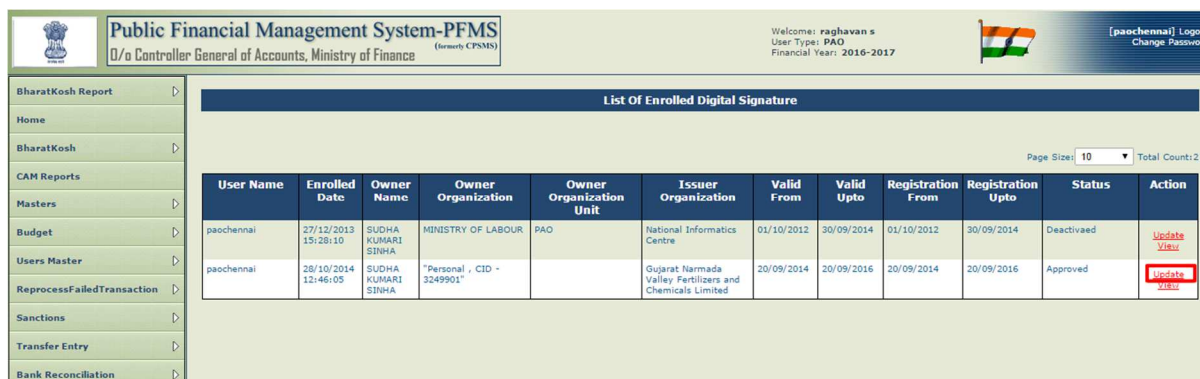


Figure 23: Update Enrolled DSC

User Manual for DSC Enrollment

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

Public Financial Management System-PFMS
(formerly CPMS)
O/o Controller General of Accounts, Ministry of Finance

Welcome: PRADEEP GIRI
User Type: PAO
Financial Year: 2016-2017

[pkgir] Logo
Change Passw

Digital Signature

Serial Number: 406A4F00921457B447D1F99F97FEF893

Certificate Valid From: 17/12/2015 Certificate Valid Upto: 16/12/2016

Enrollment Valid From: 17/12/2015 Enrollment Valid Upto: 16/12/2016

Owners Name: {9C23DCDE-517B-4938-9DCC-690C5BF931A7}

Owners Organization:
Owners Organization Unit:
Issuer Organization:

Scheme: --Select-- Purpose: --Select-- Add

Scheme	Purpose	Action
BARC RESEARCH AND DEVELOPMENT	Digitally sign bill by PAO	✘
VECC RESEARCH AND DEVELOPMENT	Digitally sign Advice by PAO	✘

Submit Cancel

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 be deactivated under the following circumstances:

- In case the authority in charge 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 be deactivated by the following authorized user types:

- PrAO
- Agency Admin

PrAO: Home Page

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

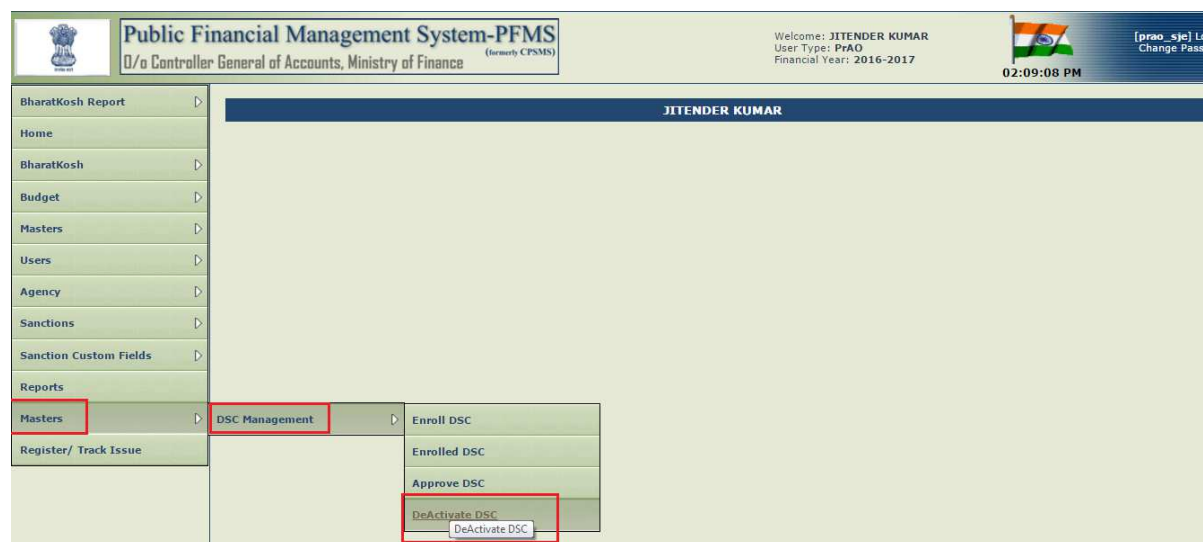


Figure 25: Deactivate DSC PrAO User

Agency Admin: Home Page

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

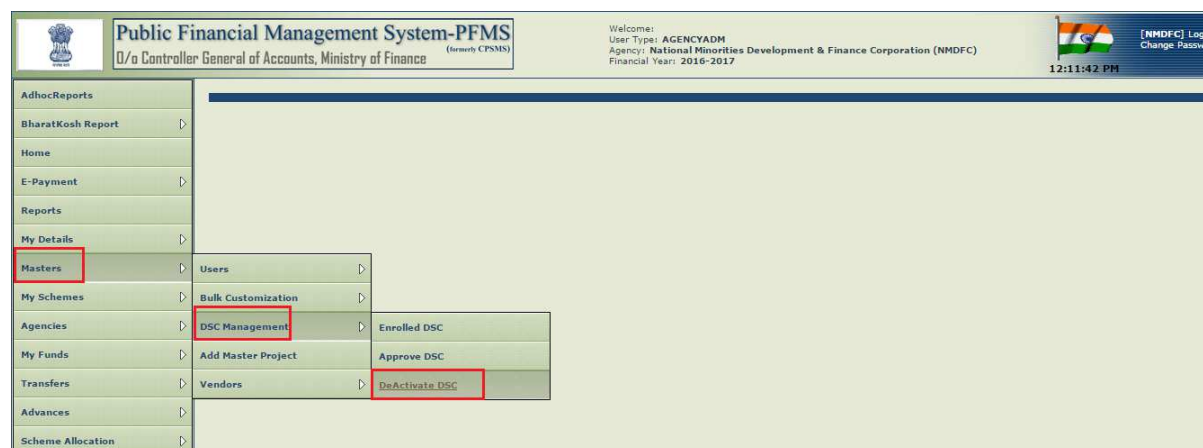


Figure 26: Deactivate DSC Agency Admin User

User Manual for DSC Enrollment

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.

Public Financial Management System-PFMS
(formerly CPMS)

0/o Controller General of Accounts, Ministry of Finance

Welcome: M. C. Sharma
User Type: PRAO
Financial Year: 2016-2017

[prao_higher] Logout
Change Password

Digital Signature Deactivate

<input checked="" type="checkbox"/>	User Name	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Approved By	Approved Date	Status
<input checked="" type="checkbox"/>	bshbds	15/07/2014 17:43:26	SUDHA KUMARI SINHA	MHRD	PAO	National Informatics Centre	08/10/2013	07/10/2015	08/10/2013	07/10/2015	prao_higher	15/07/2014 17:45:34	Approved

Figure 27: Deactivate DSC

User Manual Ends