E-sign

Prerequisite

- **1.** Companies may seed the adhaar number of authorized signatories using the link 'Enter signatories adhaar no.' available at CDATAO, CNO and CPLANTO login.
- **2.** CNO may confirm the Adhaar NO. Seeded for authorized signatory by using the 'confirm signatories adhaar no.'.
- 3. Signatories make sure that their latest mobile numbers are seeded in adhaar database.

Instruction for generating weekly bill for districts under DBT Pilot and esign it

- 1. Login into CNO page on mfms.nic.in
- 2. Click on 'Bill for DBT District'
- 3. Select Plant, product group and period of the bill -for current bill select period from 8 sept to 15 sept
- 4. First you will see the data of the bill

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Company: IFFCO 🔻	PI	ant: IFFCO Phulpu	r-I 🔻 Product Grou	up: Urea	▼ From Date:		To Dat	e:		Go
Company:-IFFCO	Plant:-IFFCO Phul	pur-l F	ProductGroup:-Ure	a Fron	Date:-2016-08-08	3	ToDat	te:- 20	16-08-14	
Sr.No	State	District	product	ОВ	Supply Received in District	Total	Quantity Sold	СВ	Rate of Subsidy	Total Subsidy payable
1	2	3	4	5	6	7(5+6)	8	9(7- 8)	10	11(8*10)
				Qty in MT	Qty in MT	Qty in MT	Qty in MT	Qty in MT	Qty in MT	Qty in MT
1.	Andhra Pradesh	West Godavari	Urea	7.350	.000	7.350	.300	7.050	18489.00	5546.70
Total				7.350	.000	7.350	.300	7.050		5546.700
			Print	t Bill						

5.

- 6. If the data is correct generate the bill by using the option 'e sign and save bill '
- 7. system will get confirmation from you by showing the message 'are you sure you want to e sign the bill?'.

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9. If you select 'ok', system will send OTP on the your mobile registered with UIDAI. this is a six digit OTP

- 10. Enter this OTP
- 11. After entering correct OTP the Signed Bill can be downloaded for future reference
- 12. The signed bill look like



14. Open the pdf file generated in adobe acrobat double click on the signature stamp which is showing validity unknown.



16. Click on 'signature properties'

Signature	Properties	
0	Signature is VALID, signed by Person Nine Name.	
<u> </u>	Signing Time: 2016/09/23 12:08:09 +05'30'	
	Reason: eSign Service	
	Location: India	
Valid	ity Summary	
	The document has not been modified since this signature was applied.	
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.	
	The signer's identity is valid.	
•	Signing time is from the clock on the signer's computer.	
	Signature was validated as of the signing time: 2016/09/23 12:08:09 +05'30'	
Signe	er Info	
	Path validation checks were successful.	
	Revocation checking is not performed for Certificates that you have directly trusted.	
	Show Signer's Certificate	
Adva	anced Properties	se
		_

18. Click on 'show signer's certificate'



20. Click on 'trust '

	Trust Settings This certificate is set as a trust anchor, the result being that this certificate and all certificates issued beneath this certificate are trusted to: Image: Sign documents or data Image: Certify documents Image: Certify documents Image: Certified document Image: Execute dynamic content that is embedded in a certified document Image: Execute high privilege JavaScripts that are embedded in a certified document Image: Perform privileged system operations (networking, printing, file access, etc.) Revocation checking is not performed for this certificate because it is directly trusted as a trust anchor. Image: Add to Trusted Certificates
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- 22. Click on 'add to trusted certificates' and then check all options and click ok.
- 23. Click on validate signatures. The validity unknown will change into signature valid .
- 24. 14 to 23 is one time exercise