



CERTIFYING AUTHORITY

Digital Certificate Enrollment Procedure

Certificate enrollment procedure for a New User

You need to register for a user account and then perform **Steps 1 to 3** to complete the certificate enrollment procedure. At the end of **Step 3**, you can start using your digital certificate.

Note: You must have a valid e-mail address. (If you do not have a valid e-mail address, please create one before registering or applying for a Digital Certificate.) The Digital Certificate issued to an email address cannot be used with any other email address.

If you have already created your User Account, [click here to login](#) and proceed directly to **Step-1** of the enrollment process. Otherwise, please register as described below.

Registration : Register for your User Account

Register yourself with the Innovative Law Solutions Pvt. Ltd. - Registration Authority [Click here to Register](#).

On clicking the above link, the TCS-CA Digital Certificate Registration page will open in a new window. Complete the Registration process by filling the form.

Screenshot-1

A screenshot of a web browser displaying the 'New Subscriber Registration' page of the TATA CONSULTANCY SERVICES CERTIFYING AUTHORITY. The page has a blue header with the TATA logo and navigation links: Home, Services, Products, Resources, Support, Repository, About us, Contact us, News, and Sitemap. The main content area is titled 'New Subscriber Registration' and contains a 'Registration Form'. The form fields are: Name (Anish K. Srivastava), E-mail id (anish@elc.tcs.co.in), User id (anish123), Password (masked with asterisks), Confirm Password (masked with asterisks), Type of user (Individual user), and Registration Authority (TCS Registration Authority). A 'Submit' button is at the bottom of the form. The footer contains links for About Us, Repository, Contact Us, Privacy policy, and Legal disclaimer, along with a copyright notice for 2004 TCS.

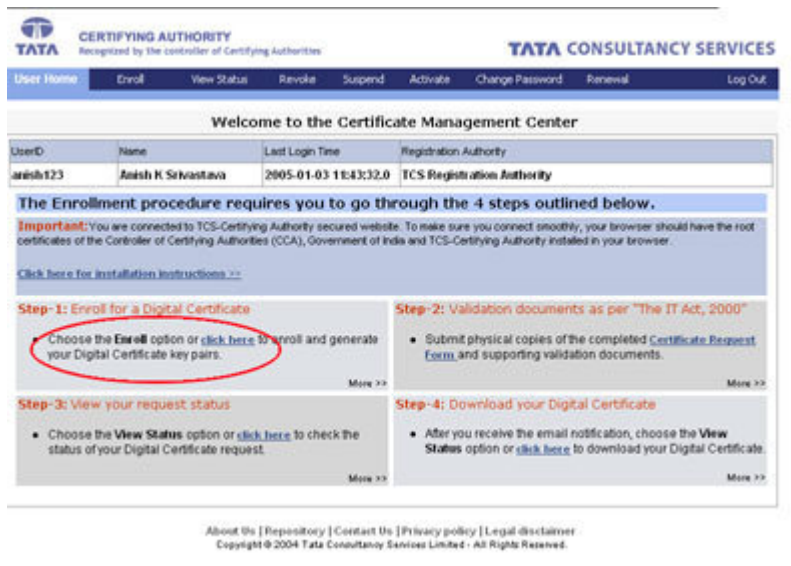
- Enter your Name, Email, preferred User ID & Password
- Ensure that you remember the User ID & Password as you will need this information to access your account
- Type of User » This maybe Individual, Company or Government, depending on the entity for which a certificate is needed. The verification procedure (and supporting documents required) will be different for each.
- Registration Authority » This is the office through which you are applying for a digital certificate. In your case, it is **Innovative Law Solutions Pvt. Ltd. - Registration Authority**

Note: Remember your UserID and Password for accessing your Personalized Certificate Management Center.

On successful registration, you will be redirected to your Personalized Certificate Management Center.

Go to **Step 1** to start the certificate enrollment process.

Screenshot-2



Step-1: Submit your Online Request

In order to apply for a Digital Certificate, you will need to complete an online enrollment form and generate a cryptographic key pair on your machine or Smart Card / USB Token. Go to **Step-1** or click the **Enroll** link at the top of the page to generate your Certificate Request.

Screenshot-3



Read the Enrollment Checklist carefully

Ensure that all the system requirements are fulfilled before proceeding.

Screenshot-4

The screenshot shows the 'Enrollment Checklist' page from the TATA CERTIFYING AUTHORITY. It provides instructions for digital certificate enrollment, including system requirements (Windows NT/2000/XP, Internet Explorer 5.5+), browser settings (Active-X controls), and enrollment instructions (specifying CSP, key pair generation, and backup). It also includes a 'Close' button at the bottom.

Enrollment Checklist

Before proceeding with the digital certificate enrollment process, please read the following carefully:

System Requirements

Ensure that the following system requirements are met:

- Operating System: Windows NT, 2000, XP
- Browser: Internet Explorer 5.5 and above

[Click here](#) to download the latest version of Internet Explorer

Browser Settings

Active-X controls need to be enabled in your Internet browser. In order to ensure this, please do the following:

- Open a browser window
- Go to Tools >> Internet Options >> Security
- Click 'Default Settings' and set to 'Medium'

Enrollment Instructions

When you enroll for a digital certificate, cryptographic keys are generated and stored on your machine. (In case you're using a Smart Card or a USB Token, the keys are generated and stored on the card/token). Ownership of these keys forms the basis of your digital identity for digital signatures and encryption applications.

During Enrollment you will need to specify the **Cryptographic Service Provider (CSP)** to be used for generation of your key pair. The Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, you will need to update it with relevant patches.

Choose the appropriate CSP depending on where you plan to store your private key:

- For generating the Key Pair on Internet Explorer (IE): Select the Cryptographic Service Provider (CSP). You will need to select from one of the two Microsoft CSPs. The Microsoft Enhanced CSP is recommended.
- For generating the Key Pair on Netscape: Select the length of the Key Pairs generated. Select the 1024 bit-length option.
- For generating the Key Pair on a Hardware Device: If you are using a special hardware device such as a smart card, please select the appropriate CSP as directed by the manufacturer.

Until your certificate is generated and downloaded successfully, you will not be able to access these keys for use or for backup purposes. It is therefore extremely important to ensure the following until your certificate is downloaded successfully:

For IE Users:

- Do not format your machine
- Do not re-install or upgrade your internet browser

For Smart Card / USB Token Users:

- Do not re-initialize the card/token

If the above conditions are not met, your keys will be lost permanently and you will not be able to download your certificate. In such cases, the only option is to apply for a fresh certificate.

⚠ Your digital certificate is related to the cryptographic keys stored on your machine (or Smart Card / USB Token, as applicable). Hence, it's necessary for you to download the certificate onto the same machine (or Smart Card / USB Token, as applicable) from where you enrolled for the certificate.

[Close](#)

Complete the Certificate Enrollment form

1. Certificate Class = *Class 2 Certificate*
2. Certificate Type = *Signing Certificate (Single Key Pair)*
3. Do you have a certificate request already generated? = No

Screenshot-5

The screenshot shows the 'Certificate Enrollment' form from the TATA CERTIFYING AUTHORITY. It includes fields for 'Certificate Class' (Class 3 Certificate), 'Certificate Type' (Signing Certificate (Single Key Pair)), and 'Do you have a certificate request already generated?' (Yes/No). Below these are fields for 'Contents of your Digital Certificate' including Common Name, Email Address, Organisation, and Organisation Unit.

TATA CERTIFYING AUTHORITY
Recognized by the controller of Certifying Authorities

TATA CONSULTANCY SERVICES

User Home **Enroll** View Status Revoke Suspend Activate Change Password Renewal Log Out

User ID: anish123 User Type: Individual RA Name: TCS Registration Authority

Instructions

- Columns marked with * are mandatory.
- The status bar (bottom left corner) shows the maximum characters allowed for a particular field.
- Any wrong entry will lead to the rejection of the request.

Class of Certificate

Certificate Class * Class 3 Certificate

Type of Certificate

Certificate Type * Signing Certificate (Single Key Pair)

Do you have a certificate request already generated? ☐ Yes ☒ No

Contents of your Digital Certificate

Common Name * (eg: Anish K. Srivastava)

Email Address * (eg: Anish@at.tcs.co.in)

Organisation * (eg: TCS Ltd)

Organisation Unit

4. Enter the contents of your Digital Certificate

Enter all your personal/organization details exactly as you would like them to appear on your certificate. Please note that once your request is generated, these details cannot be changed. Given the legal significance of digital certificates, please ensure that all information provided is factually correct.

Common Name = Full Name of the applicant (Example - Anish K. Srivastava)

E-mail Address = Your E-mail Address (Example - Anish@atc.tcs.co.in)

Organization = Organization Name (Example - Tata Consultancy Services)

Organization Unit = Organization Unit/Division (Example - Marketing Division)

Locality/ City = (Example - Mumbai)

State = (Example - Maharashtra)

Note:

- It is extremely important that you provide a valid e-mail address during enrollment. All correspondence related to your Digital Certificate, including your Authentication PIN (required for downloading your certificate), will be sent to this address. Entering an invalid/incorrect e-mail address will result in failure to download your certificate.
- If you plan to use your certificate for digitally signing e-mails, please ensure that the e-mail address you provide here matches with the e-mail address that you plan to use for sending signed messages.

Screenshot-6

Do you have a certificate request already generated? ☐ Yes ☒ No

Contents of your Digital Certificate [Help](#)

Common Name *	Anish K. Srivastava	(eg: Anish K. Srivastava)
E-mail Address *	anish@atc.tcs.co.in	(eg: Anish@atc.tcs.co.in)
Organisation *	TCS Limited	(eg: TCS Ltd)
Organisation Unit	TCS Registration Authority	
Organisation Unit *	R and D Division	(eg: R and D Division)
Locality/ City *	Mumbai	(eg: Mumbai)
State *	Maharashtra	(eg: Maharashtra)
Country Code	IN	

Select the Cryptographic Service Provider

The Cryptographic Service Provider or CSP is a program that generates your public/private key pair.

NOTE: Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, your browser has to be updated with the relevant patches.

Choose the appropriate CSP below depending on where you plan to store your private key. If you use a special device such as a smart card, please select the appropriate provider as directed by the manufacturer.

Cryptographic Service Provider: Microsoft Enhanced Cryptographic Provider v1.0

Subscriber Agreement

By applying for, submitting, or using a Digital Certificate you are agreeing to the terms of the [TCS CA Subscriber Agreement](#)

5. Select **Cryptographic Service Provider** = Microsoft Enhanced Cryptographic Provider

Note: The Cryptographic Service Provider (CSP) is the software that generates the cryptographic keys for your digital certificate. These keys form the basis of your digital identity and will be used for digital signing and encryption operations.

The Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, your browser has to be updated with the relevant patches.

At this point, please review all entries in the online form. If everything is correct, click **Generate Request** to generate your Certificate Request.

On successful completion of Certificate request and key pair generation, you will be issued a Request Number.

Screenshot-7

User Home	Enroll	View Status	Revoke	Suspend	Activate	Change Password	Renewal	Log Out
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User ID: anish2 User Type: Company RA Name: TCS Registration Authority

Certificate Enrollment Form for Request Number - 5592	
Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
Contents of your Digital Certificate Request	
Name	Anish K.Srivastava
Organization	TCS Limited
Organization Unit	R and D Division
E-mail Address	anish@atc.tcs.co.in
City	Mumbai
State	Maharashtra
Important: 1. Print this Enrollment Form by clicking [Print] button. 2. The printed copy should be physically signed by the Subscriber and the Authorizing person and sent to Registration Authority.	
TCS-CA Certificate Letter of Authority I, _____ in the capacity of the _____ of _____ authorize _____ whose signature is attested below to carry out all the necessary formalities on behalf of _____ for the application of a Class ____ Digital Signature Certificate with the validity period of ____ year. _____ Signature and Designation of Authorizing Person _____ Signature and Designation of the Subscriber _____ Signature and Designation of the Authorizing Person Print Save View Go to Step-2	

Print this Certificate Enrollment Form / Letter of Authority and send a duly signed copy to Innovative Law Solutions Pvt. Ltd. - Registration Authority. [Click here for our contact details.](#)

Note: If you do not have a printer attached to the system, save the Certificate Enrollment Form by clicking the Save button.

To process and legalize your Certificate Request you need to send the signed copy of your Certificate Enrollment Form to Innovative Law Solutions Pvt. Ltd. - Registration Authority.

Step-2: Send us your Supporting Documents

For a Class-3 certificate, you will need to submit supporting documents required for verification of your personal and/or organization credentials. This is an extremely important part of the enrollment procedure and your certificate will only be issued upon successful receipt and verification of these documents. In order to complete Step-2, you need to do the following:

- Download and fill the [Certificate Request form](#) (as defined in **Schedule IV of Information Technology Act, 2000**).
- The Certificate Request form also contains a checklist of supporting documents required for validation. You need to send physical copies of the completed and signed certificate request form and supporting validation documents at the earliest to the address mentioned in the form. This is mandatory to process and legalize your certificate request.

Your application will be considered complete once you submit the online request and the request form and

all supporting documents required for verification of your request.

While your application is under review, you will receive automated e-mail updates on the status of your application. Notifications will be sent informing you of the following:

- **Receipt of your Online Request:** This is sent immediately upon successful online enrollment.
- **Generation of your Certificate:** This is sent once your request and documents are verified and your certificate is generated.
- **Rejection of your Certificate Request:** If your request is rejected for any reason, you will be intimated of the same.

Note: You can always login to your user account and perform Step-3 in the Certificate Management Center to know the status of your application.

Step-3: Download your Certificate

When your Certificate is generated, you will receive an email notification informing you of the same. This email will also contain your **Authentication PIN**. In order to download your certificate, please do the following:

Important Note:

- Download the Digital Certificate on the **same machine** where you have generated the Certificate request and the key pair
- Download the Digital Certificate on the **same browser** (Such as Internet Explorer, Netscape) where you have generated the Certificate request and the key pair
- Download by logging in to the machine as the **same computer account** (Such as Administrator, Guest) as while generating the Certificate request and the key pair

- Login to your user account. Click [here](#) to go to the Member Login page.
- Go to **Step-4** in the Certificate Management Center. Alternately, you can also click the **View Status** link.
- You should be able to see your request status details. Click the **Request Number** hyperlink to download your certificate.

Screenshot-8

TATA CERTIFYING AUTHORITY
Recognized by the controller of Certifying Authorities

TATA CONSULTANCY SERVICES

User Home Enroll **View Status** Revoke Suspend Activate Change Password Renewal Log Out

User ID: anish123 User Type: Individual RA Name: TCS Registration Authority

View Status

- The hyperlink on Request No. helps you to **View/Download** the certificate.
- The hyperlink on Status helps you to view the certificate life cycle.
- The pending solution is indicated by image . Click a column title to sort records on that column.
- The image gives information/comments given by the Registration Authority/Certifying Authority.

Request No.	Status	Request Type	Certificate Type	Certificate Class	Date of Request
5585	Certificate Generated	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2004-12-30 16:55:50.0
5586	Certificate Generated	GENERATION	Signing Certificate (Single Key Pair)	Class 1	2004-12-30 17:34:58.0

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- You will be prompted to enter your **Authentication PIN**. Please enter the PIN that was emailed to you.

Screenshot-9

User Home Enroll **View Status** Revoke Suspend Activate Change Password Renewal Log Out

User ID: anish123 User Type: Individual RA Name: TCS Registration Authority

Download Certificate

Important: Certificate Download must be completed on the same machine used during certificate enrollment.

- Check certificate details.
- If the certificate details are correct, click 'Download' to download the certificate onto your Browser / Smart Card / USB Token, as applicable.
- You will need to enter the Authentication PIN sent to the Email ID provided in your certificate request.
- If the certificate details are not correct, click 'Reject' to reject the certificate.
- Click 'Back' to go back to the 'View Status' page.

Your Digital Certificate Information	
E-mail Address	anish@atc.tcs.co.in
Country	IN
State	Andhra Pradesh
Locality/ City	Hyderabad
Organisation	Tata Consultancy Services
Organisation Unit	Class 3 Certificate
Organisation Unit	Advanced Technology Center
Organisation Unit	TCS Registration Authority
Common Name	Anish K. Srivastava
Serial Number	A6AE

Please enter the Authentication PIN sent to **anish@atc.tcs.co.in** the E-mail ID provided in the certificate request.

Authentication PIN

Note: You will **not** be able to download your certificate without the Authentication PIN. So please ensure that you enter a valid email ID during certificate enrollment.

If you have not received your Authentication PIN, please do the following:

- Go to **View Status** and check the status of your certificate request.
- If the status says **Request Pending at RA Office** or **Request Pending at CA Office**, it means that your certificate request is still being processed. Please **contact** your RA Administrator to find out whether all your documents (as per the checklist in **Step-2**) have been received. If any documents are pending, please send these to Innovative Law Solutions Pvt. Ltd. - Registration Authority immediately so that your certificate can be generated.
- If the status says **Certificate Generated**, please [contact](#) your RA office and inform them of the same.

Note: In case you provided an invalid/incorrect Email ID at the time of enrollment, you will need to repeat the enrollment process. This is because your Email ID is part of the information displayed in your digital certificate and it needs to be verified just like all your other credentials before your certificate can be issued.

Click the **Download** button to download and install the Certificate.

Screenshot-10

Download Certificate

Important: Certificate Download must be completed on the same machine used during certificate enrollment.

- Check certificate details.
- If the certificate details are correct, click 'Download' to download the certificate onto your Browser / Smart Card / USB Token, as applicable.
- You will need to enter the Authentication PIN sent to the Email ID provided in your certificate request.
- If the certificate details are not correct, click Reject to reject the certificate.
- Click 'Back' to go back to the 'View Status' page.

Your Digital Certificate Information	
E-mail Address	anish@atc.tcs.co.in
Country	IN
State	Andhra Pradesh
Locality/ City	Hyderabad
Organisation	Tata Consultancy Services
Organisation Unit	Class 3 Certificate
Organisation Unit	Advanced Technology Center
Organisation Unit	TCS Registration Authority
Common Name	Anish K. Srivastava
Serial Number	A6AE

Please enter the Authentication PIN sent to anish@atc.tcs.co.in, the E-mail ID provided in the certificate request.

Authentication PIN:

Once the certificate is downloaded, you will see the following confirmation.

Screenshot-11



At this point, your certificate has been successfully downloaded onto your machine or Smart Card / USB Token.

Click [here](#) to download the certificate trust chain.

Click [here](#) to learn how to backup your certificate.