

NSDL e-Governance Infrastructure Ltd

Central Recordkeeping Agency



**Standard Operating Procedure for
Photo Signature Upload by Subscriber**

Detail Process flow for upload of Photo and Signature by Subscriber

1. Subscriber is required to login in CRA system with PRAN (as user ID) and password for uploading Photo signature. (Please refer Figure 1)

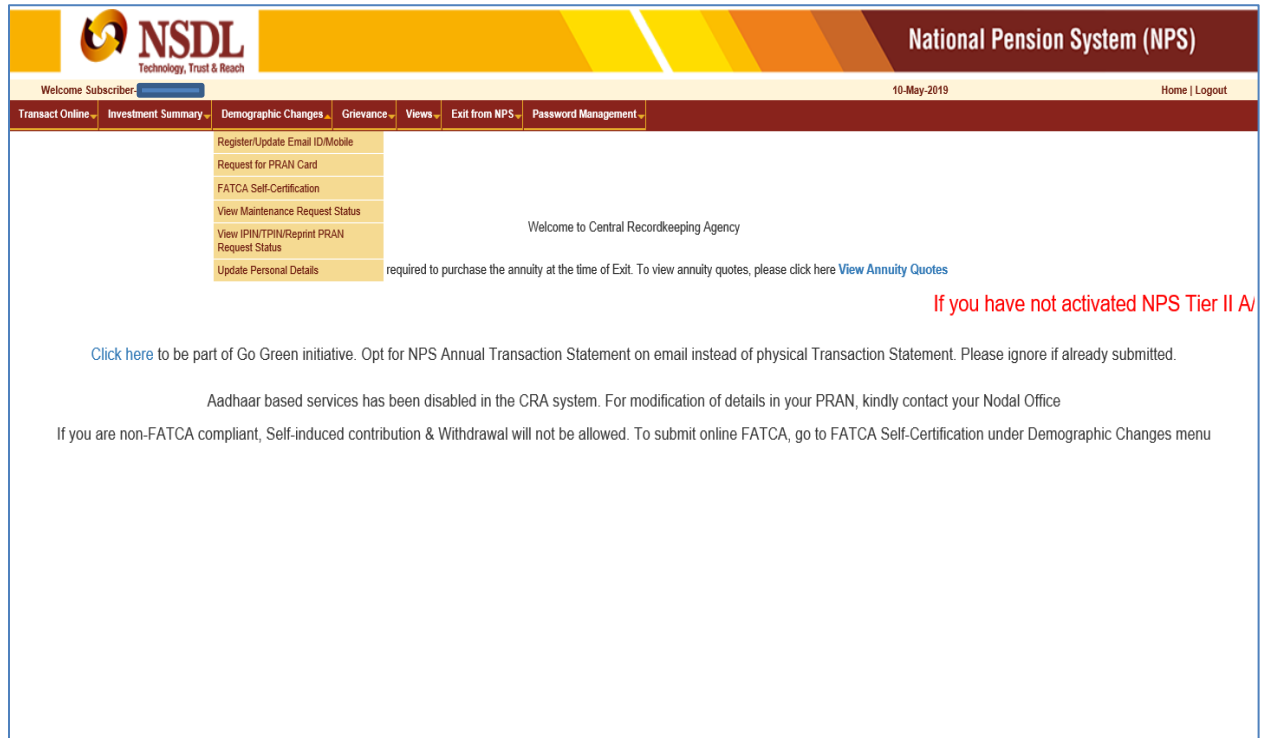


Figure 1

2) On entering the login credentials provided to subscriber, Home screen will be displayed. Subscriber is required to click on menu “Demographic Changes” and then click on sub-menu “Update Personal Details” as shown in Figure 2.

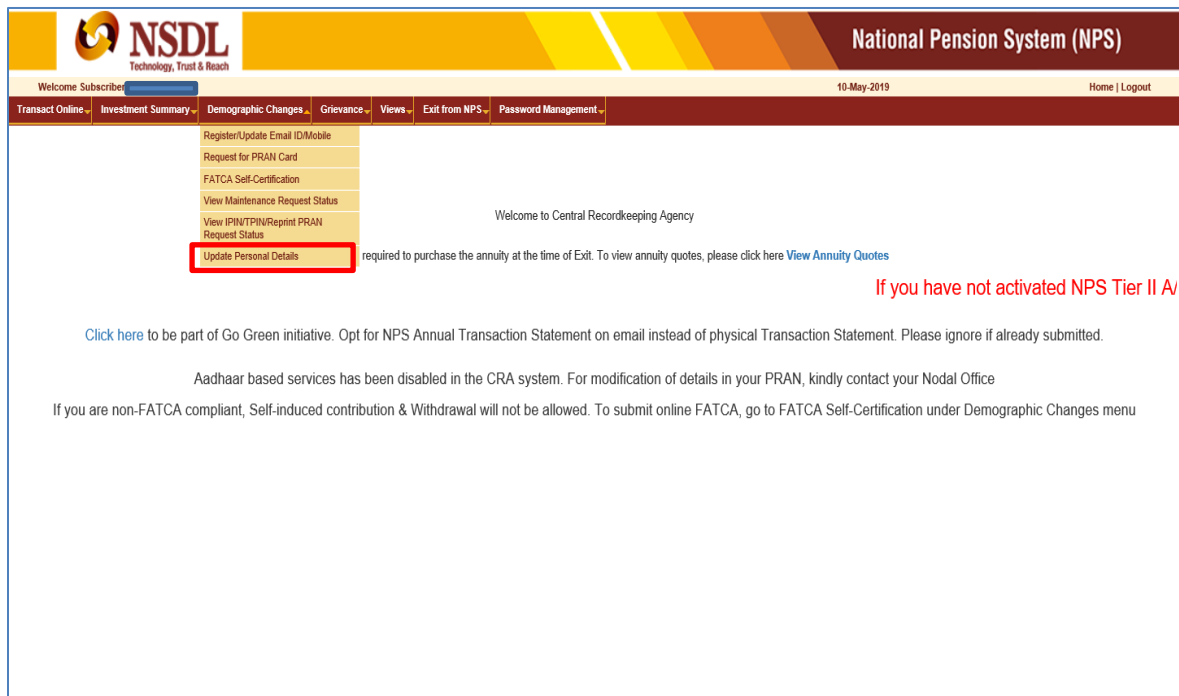


Figure 2

3) Subscriber is required to select radio button “Upload Photo and Signature” as shown in the Figure 3

NSDL Technology, Trust & Reach

National Pension System (NPS)

Back to Main Menu

Upload Photo and Signature

☒ Upload Photo and Signature ☐ eSign Subscriber Registration Form

Upload Photo and Signature

Permanent Retirement Account Number (PRAN)* 100005965688

Date of Birth (DD/MM/YYYY)* 04/09/1995

Add and Enter Captcha * 9 9 + A = 103

GENERATE OTP

Note

- The "photograph and signature upload" is available for PRANs seeded with Aadhaar.
- This facility is enabled through OTP based authentication.
- Please ensure that your mobile number is registered in CRA and in Aadhaar database.
- The process will be complete after successful eSIGN of Subscriber Registration Form, through Aadhaar based authentication.

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768. Privacy Policy

Figure 3

- PRAN will be auto populated on the screen but subscriber is required to enter Date of Birth as per records registered in CRA system. Subscriber is required to enter Captcha and click on “Generate OTP”.(Please refer figure 4).

The screenshot shows the NSDL National Pension System (NPS) interface. At the top, there is a header with the NSDL logo and the text 'National Pension System (NPS)'. Below the header, there is a navigation bar with a 'Back to Main Menu' link. The main content area is titled 'Upload Photo and Signature'. It contains two radio buttons: 'Upload Photo and Signature' (selected) and 'eSign Subscriber Registration Form'. Below the radio buttons, there is a form with the following fields: 'Permanent Retirement Account Number (PRAN)*' with the value '100005965688', 'Date of Birth (DD/MM/YYYY)*' with the value '04/09/1995', and 'Add and Enter Captcha *' with the value '99 + A = 103'. A 'GENERATE OTP' button is located below the form. A 'Note' section at the bottom of the form contains the following text: 'The "photograph and signature upload" is available for PRANs seeded with Aadhaar. This facility is enabled through OTP based authentication. Please ensure that your mobile number is registered in CRA and in Aadhaar database. The process will be complete after successful eSIGN of Subscriber Registration Form, through Aadhaar based authentication.'

Figure 4

- Before OTP is send Pop Up will be displayed regarding “Pre-requisites” for Photo and Signature Upload. Subscriber is required to read and click on “Proceed”(Please refer figure 5)

The screenshot shows the NSDL National Pension System (NPS) interface with a 'Pre-requisites' pop-up dialog. The dialog has a title 'Upload Photo and Signature' and a close button (X). The text inside the dialog reads: 'The photograph/signature upload functionality requires OTP authentication. You need to ensure that your updated mobile number is registered with CRA and UIDAI for OTP authorization. The process will be completed only after successful eSign(digital signing) by submitting the OTP. Please confirm, if you want to go ahead with uploading photograph and signature for your PRAN'. Below the text, there are three buttons: 'PROCEED' (highlighted with a red box), 'CANCEL', and 'KNOW MORE'. The background of the form is dimmed, showing the same fields as in Figure 4.

Figure 5

4. In case Subscriber needs more information than Subscriber can click on “Know More” tab in above figure
5. After clicking on “Know More” additional information as shown in Figure 6 will be displayed

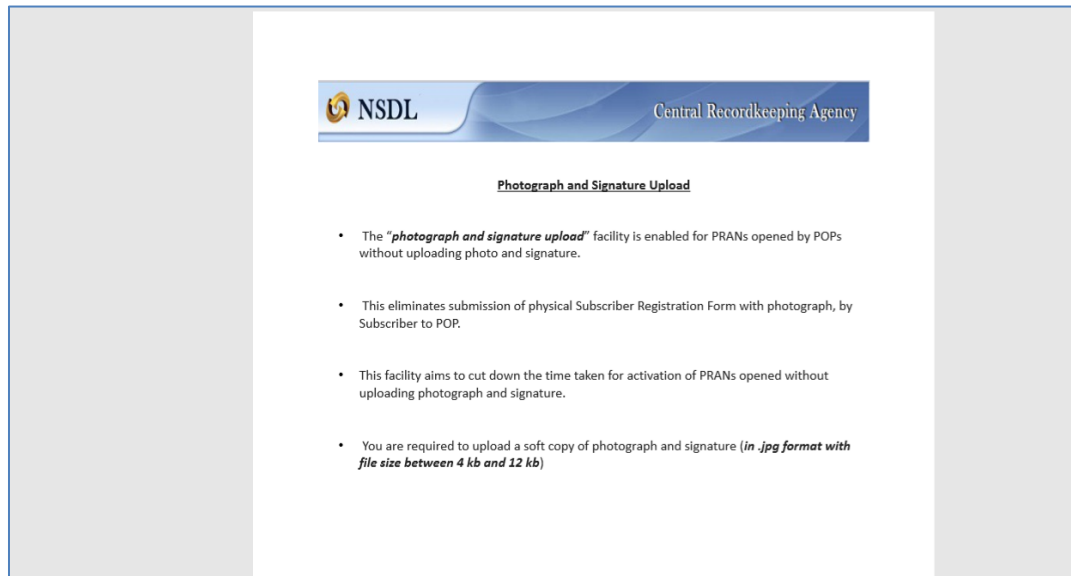


Figure 6

5. After clicking on “Proceed”, in Figure 5 an OTP will be sent on Subscriber’s registered mobile number in CRA . Please enter OTP and click on “Submit OTP”. If subscriber has not received OTP then he can regenerate OTP by clicking on “Regenerate OTP”.(Please refer figure 7)

The screenshot shows the NSDL National Pension System (NPS) website. The header includes the NSDL logo and the text 'National Pension System (NPS)'. Below the header, the section is titled 'Upload Photo and Signature'. There are two radio buttons: 'Upload Photo and Signature' (selected) and 'eSign Subscriber Registration Form'. Below the radio buttons, there is a form with the following fields:

- Permanent Retirement Account Number (PRAN)*
- Date of Birth (DD/MM/YYYY)*: 04/09/1995
- Enter OTP*: *****

Below the form, a green message states: 'OTP successfully sent to the registered mobile number. *****3622'. There are two buttons: 'SUBMIT OTP' and 'REGENERATE OTP'.

Note

- The “photograph and signature upload” is available for PRANs seeded with Aadhaar.
- This facility is enabled through OTP based authentication.
- Please ensure that your mobile number is registered in CRA and in Aadhaar database.
- The process will be complete after successful eSIGN of Subscriber Registration Form, through Aadhaar based authentication.

At the bottom, there is a footer with the text: 'Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768.' and a link to 'Privacy Policy'.

Figure 7

- 6) After entering correct OTP Screen will be displayed for uploading of Photo and Signature. Click on “Browse” and upload the file and click on “Save”. File should be in .jpg format and size of the file should be between 4 kb and 12 kb.(Please refer figure 8)

NSDL
Technology, Trust & Reach

Back to Main Menu

National Pension System (NPS)

Photo & Signature Upload

Upload Photo and Signature

Photo

Preview Photo

C:\Users\bhagyasin\De... Browse...

Signature

Preview Signature

C:\Users\bhagyasin\De... Browse...

Steps to Scan Signature

Note: Photo and signature should be in .jpg format with file size between 4 kb and 12 kb.

SAVE

Note

- Click on "Choose Browse" button to select Photo or Signature
- Click on "Save" button to proceed

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768.

Privacy Policy

Figure 8

- 7) Once the Photo and Signature is uploaded, click on “Confirm” (Please refer figure 9)

NSDL
Technology, Trust & Reach

Back to Main Menu

National Pension System (NPS)

Photo & Signature Preview

Preview Photo

Preview Signature

CONFIRM EDIT

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768.

Privacy Policy

Figure

- 8) Photo and Signature will be successfully uploaded as displayed in below screen. An Acknowledgement no. will be generated for the same. Subscriber is required to eSign the form by clicking on “eSign Subscriber Registration Form”. (Please refer figure 11)

NSDL
Technology, Trust & Truth

Back to Main Menu

National Pension System (NPS)

Photo & Signature Upload Confirmation

PRAN	
Name of the Subscriber	
Acknowledgement Number	17000463
Captured Timestamp	26/04/2019 16:41:41

Photo and Signature have been successfully uploaded.

ESIGN SUBSCRIBER REGISTRATION FORM

Note

- Please note your Acknowledgement ID and Acknowledgement ID Generation Date for reference purpose
- Click on “eSign Subscriber Registration Form” for completing the process of eSign (Digital Signing) by submitting the OTP sent by UIDAI to mobile number registered with UIDAI.
- eSign charge is Rs.25.90 plus Goods & Services Tax (GST) will be applicable for each request

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768. [Privacy Policy](#)

Figure 11

- 9) Below mentioned screen will be displayed for eSign process. Click on “eSign & Download” (Please refer figure 12)

NSDL
Technology, Trust & Truth

Back to Main Menu

National Pension System (NPS)

e-Sign Verification

Acknowledgement No: 17000463

☒ eSign ☐ View Details

eSign Upload Photo and Signature

Aadhaar Number XXXXXXXX

eSign & Download

Note

- Your eSign against the Photo Signature Upload Form will be confirmed after Successful authentication from UIDAI.

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768. [Privacy Policy](#)

Figure 12

- 10) After clicking on “eSign & Download”, subscriber will be redirected to UIDAI website. Subscriber is required to check and click on “Proceed” Please refer Figure 13.

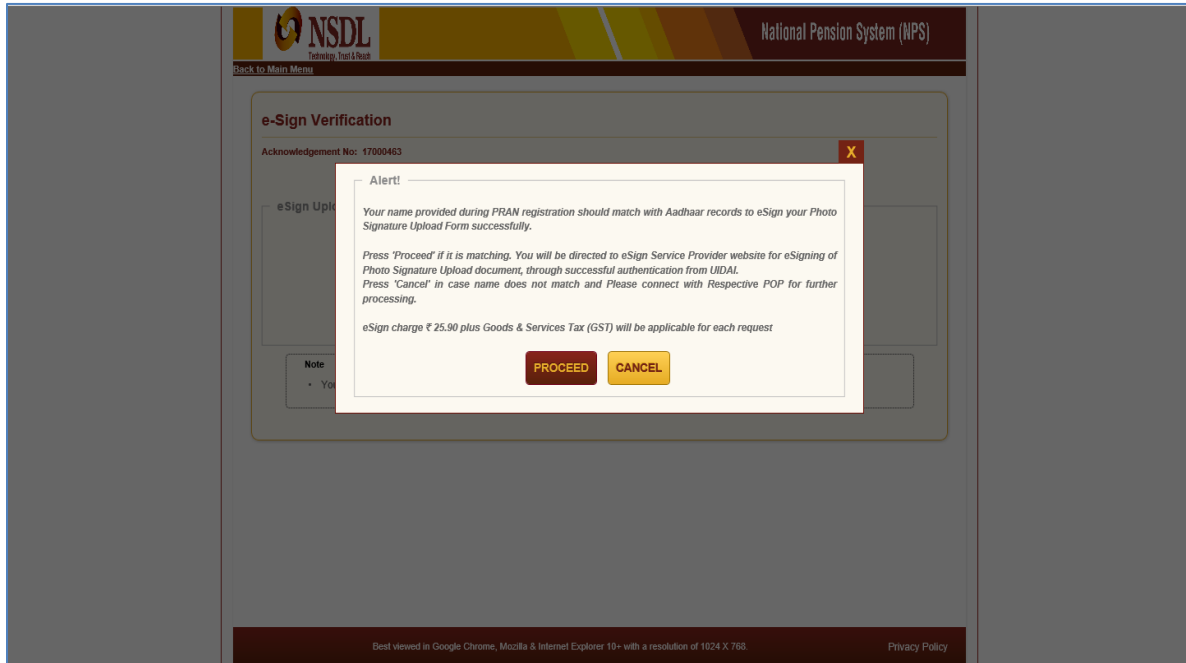


Figure 13

- 11) Aadhaar number and consent will be displayed. Subscriber is required to check Aadhaar Number, tick on consent and click on “Generate OTP” as displayed in Figure 14.

The screenshot shows the NSDL eSign Service page. At the top, there is a header with the NSDL logo and the text "eSign". Below the header, there is a section titled "eSign Service". The page displays the following information: "ASP Name: National Pension System Trust", "Transaction ID: UKC:eSign:5840:20190426164532594", "Organization: National Pension System Trust", and "Date & Time: 26/04/2019 16:46:57". Below this information, there is a field for "Enter Aadhaar Number / Virtual ID" with a text input box. A checkbox is checked, and the text "I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -" is displayed. Below the checkbox, there are three numbered points: 1. Use my Aadhaar / Virtual ID details (as applicable) for eSigning the registration document / service requests under National Pension System (NPS)/Atal Pension Yojana (APY) for/with National Pension System Trust and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose. 2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for eSigning the registration document / service requests under National Pension System (NPS)/Atal Pension Yojana (APY) for/with National Pension System Trust. 3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time. At the bottom of the form, there are two buttons: "Request OTP" and "Cancel".

Figure 14

12) Enter the OTP which is received by subscriber on the mobile no and click on “Verify OTP” please refer figure 15.

The screenshot displays the NSDL Electronic Signature Service interface. At the top, the NSDL logo is visible. The main content area shows the 'ASP Name' as 'National Pension System Trust [National Pension System Trust]'. Below this, the 'Transaction ID' is 'UKC:eSign:8559-20190514163401907' and the 'Date & Time' is '2019-05-14T16:34:07'. A checkbox is checked, indicating authorization of NSDL e-Governance Infrastructure Limited (NSDL e-Gov) on behalf of the National Pension System Trust. Below this, there are three numbered instructions regarding the use of Aadhaar/Virtual ID for e-signing, authentication, and data security. A link to generate a Virtual ID is provided. The 'Enter OTP:' field contains six asterisks, and the 'Verify OTP' button is highlighted. A green message box at the bottom states 'Success! otp sent on registered mobile.' The footer contains copyright information for NSDL E-Governance Infrastructure Pvt. Ltd. and a note about the best viewing resolution.

Figure 15

13) After clicking on “Submit”, process of photo signature upload and eSign will be completed. If subscriber want to download eSign form with updated Signature and Photo, then click on “Download E-Sign File” as displayed in Figure 16.

The screenshot shows the NSDL National Pension System (NPS) eSign Success - Photo Signature Upload page. The header includes the NSDL logo and the text 'National Pension System (NPS)'. A 'Back to Main Menu' link is visible. The main content area features a green message box stating 'eSign for Photo Signature Upload Form is Successful. Please download the eSign form and verify the Signature.' Below this, a yellow button labeled 'Download e-Sign file' is displayed. The footer contains a note about the best viewing resolution and a 'Privacy Policy' link.

Figure 16

- 14) After clicking on “Downloaf E-SIGN FILE” below form will be displayed, Subscriber can save this form on their system. Please refer Figure 17.

Signed and all signatures are valid. Signature Panel

PHOTO AND SIGNATURE UPLOAD

SUBSCRIBER REGISTRATION FORM

Aadhaar based registration	Non Aadhaar based registration <input checked="" type="checkbox"/>		
Please Select your Category	All Citizen Model	Corporate Sector	<input checked="" type="checkbox"/>
Select your Central Recordkeeping Agency (CRA)	NSDL eGovernance Infrastructure Ltd	Karvy Computer Infrastructure Ltd	<input checked="" type="checkbox"/>

To,
National Pension System Trust.
Dear Sir/Madam,
I hereby request that an NPS account be opened in my name as per the particulars given below :

KYC Number
Retirement Advisor Code

1. PERSONAL DETAILS:

Name of Applicant in full	Shri <input checked="" type="checkbox"/> Smt <input type="checkbox"/> Kumari <input type="checkbox"/>
First Name *	NHZZTH
Middle Name	WVZVDNYYVN
Last Name	DWE
Maiden Name (if any*)	
Father's Name*	WVZVDNYYVN DEVPCVTVD DWE
Mother's Name*	
Date of Birth *	0 4 / 0 9 / 1 9 9 5
City of Birth *	
Country of Birth	
Marital Status*	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others Gender * <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Nationality*	IN-Indian <input checked="" type="checkbox"/>
Spouse Name*	




Figure 17