Protean eGov Technologies Limited

Standard Operating Procedures
For
Upload of Photo & Signature by Subscriber

Version 1.1

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REVISION HISTORY

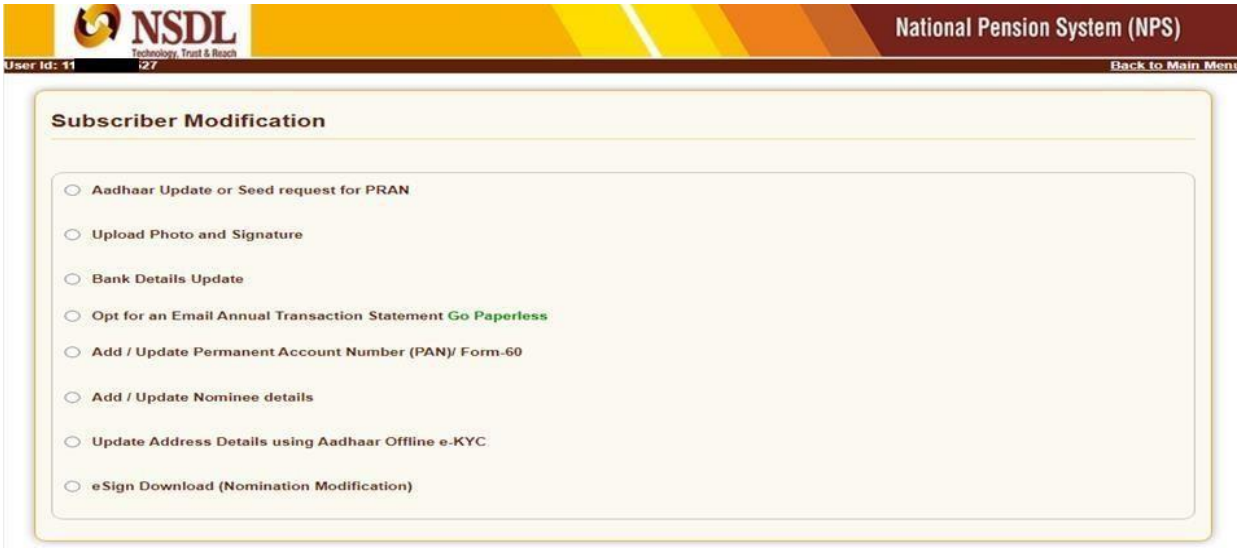
Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	23/08/2024	1.1	-	SOP are updated as per new functionality released, New Screenshots are incorporated.

Steps to upload to Photo & Signature

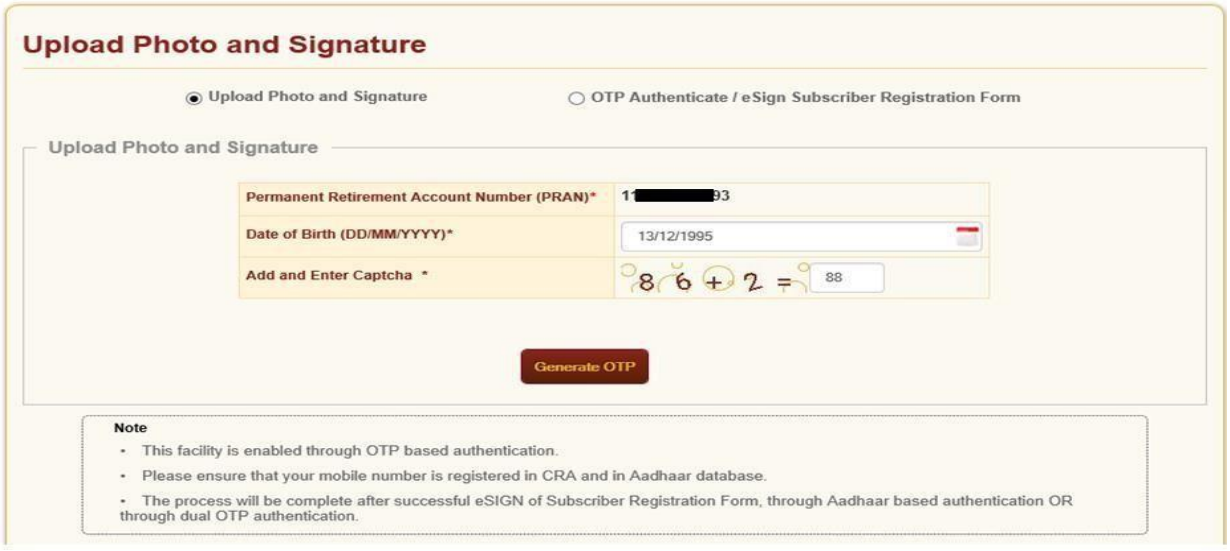
Step 1 – Login to your NPS account by visiting https://cra-nsdl.com

Step 2 – Go to menu “Demographic Changes” and click on “Update Personal Details”

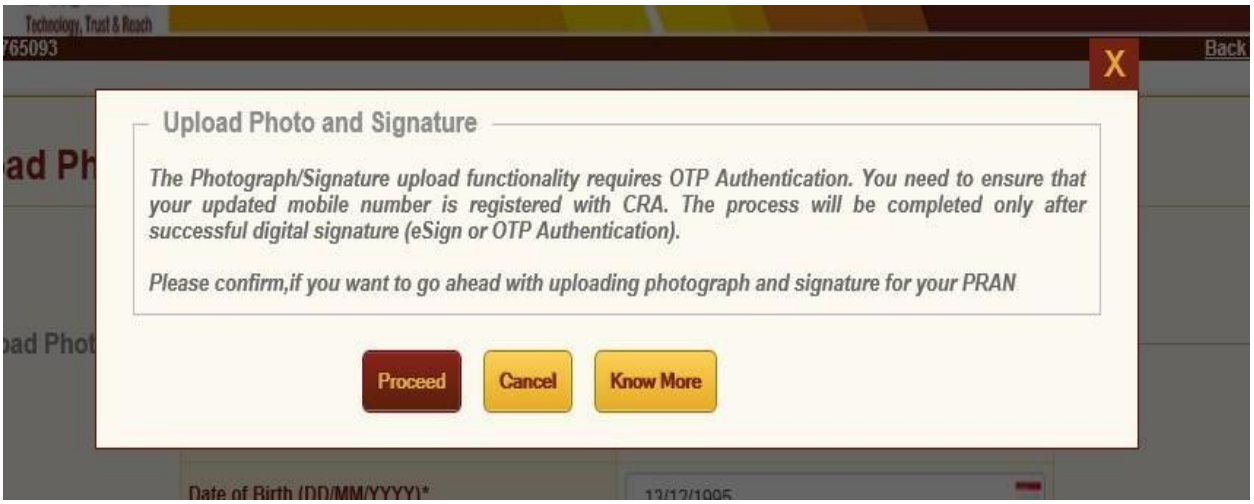
Step 3 – Click on Upload Photo and Signature and follow the steps mentionedbelow.



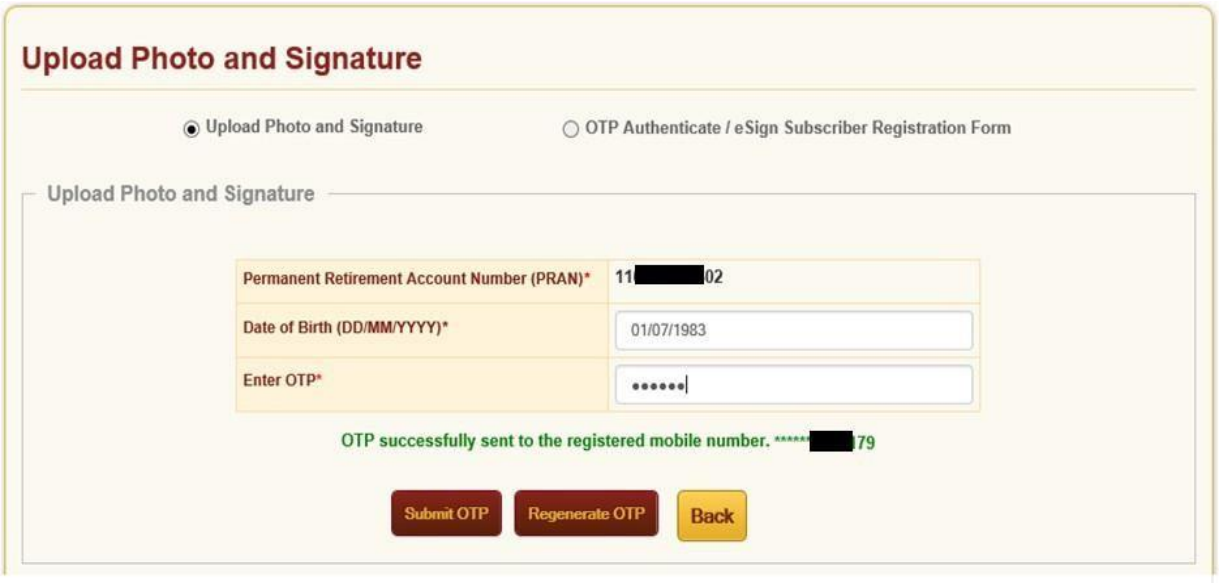
Step 4 – Click on Upload Photo & Signature and enterthe details and click on Generate OTP.



Step 5 - Click on Proceed

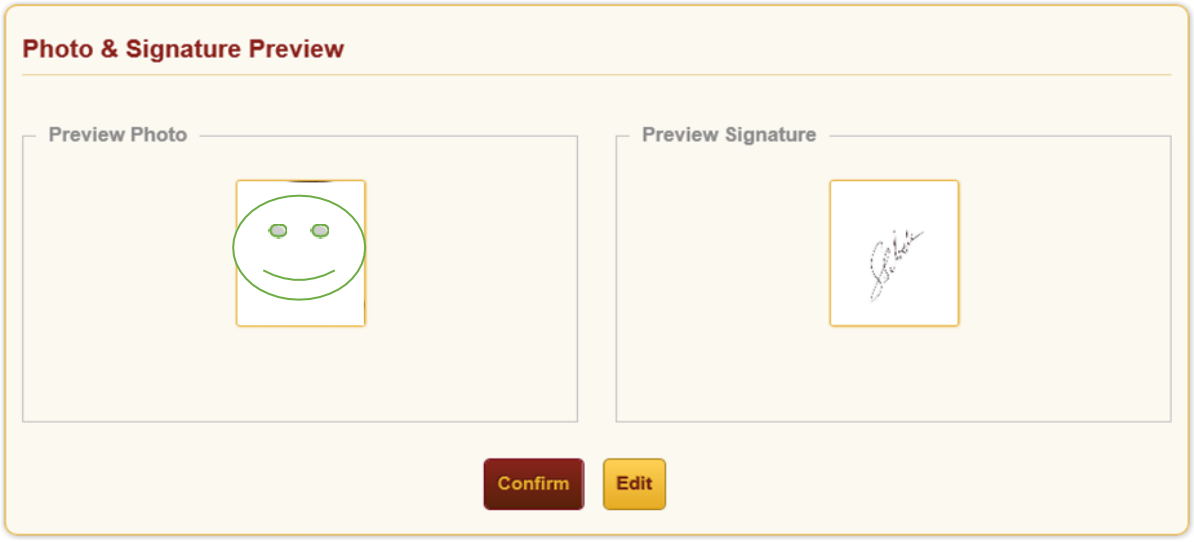


Step 6 – Write OTP and Click on Submit OTP



Step 7 – Upload Photo & Signature and click on Save

Step 8 – Click on Confirm



Step 9 – Proceed further to complete OTP Authentication/ eSign

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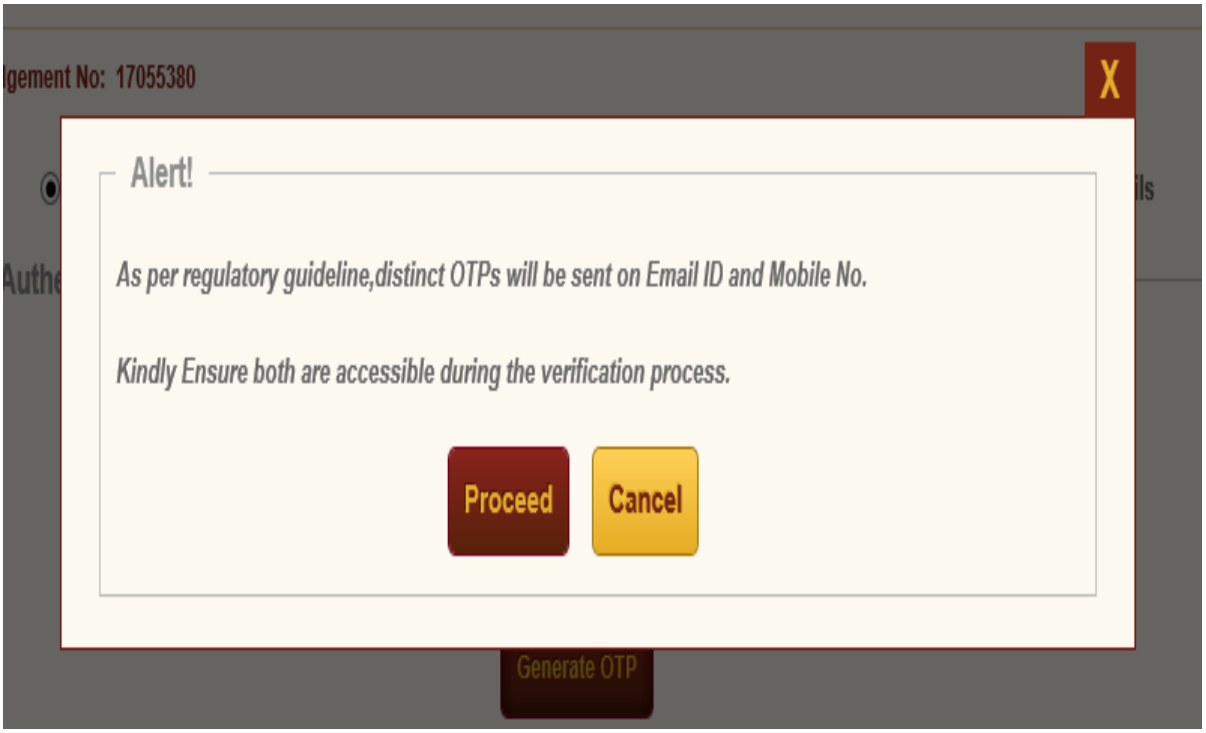
Step 10 – Click on OTP Authentication of Subscriber Registration form oreSign Subscriber

Step 11 – Click on Proceed



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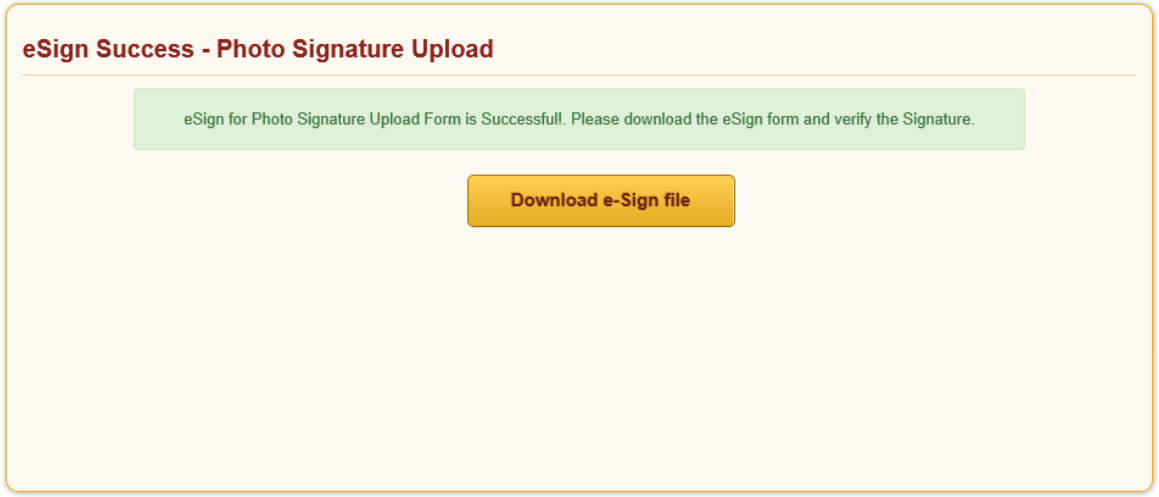
Step 12 – Verify the OTP

Step 13 – You will get below message on successful completion of process



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