Protean eGov Technologies Limited

Standard Operating Procedures

For

Upload of Photo & Signature by Subscriber

Version 1.2

REVISION HISTORY

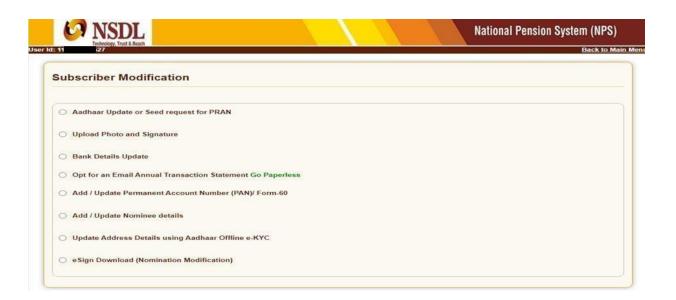| Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	23/08/2024	1.1	-	SOP are updated as per new functionality released, New Screenshots are incorporated.
2	01/08/2025	1.2	-	SOP are updated with update menu and sub-menu details

Steps to upload to Photo & Signature

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

Step 2 – Go to menu "Manage My Account'" and click on Update My Profile'

Details" Step 3 – Click on Add photo and signature and follow the steps mentioned

below.

Step 4 – Click on Upload Photo & Signature and enter the 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 clic

k on Save

Step 8 – Click on Confirm

Step 9 – Proceed further to complete OTP Authentication/ eSign

Step 10 – Click on OTP Authentication of Subscriber Registration form or eSign Subscriber

Step 11 – Click on Proceed

Step 12 – Verify the OTP

OTP Authentication (Paperless) of Subscriber Registration Form

OTP sent successfully to your registered Email ID s***@****.in and Mobile No. +919*******9

Email ID OTP *	••••
Mobile OTP *	••••
Enter Captcha *	7 7 + 6 = 77

I hereby authorize NSDL e-Governance Infrastructure Ltd (NSDL e-Gov) to:
Use my distinct OTPs received on Mobile Number and Email ID for the purpose of eSigning/OTP Authenticating the registration document/service requests under National Pension System (NPS) for National Pension System Trust

Verify OTP **Regenerate OTP** **Cancel**

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

eSign Success - Photo Signature Upload

eSign for Photo Signature Upload Form is Successfull. Please download the eSign form and verify the Signature.

Download e-Sign file

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