

eSign User Guide

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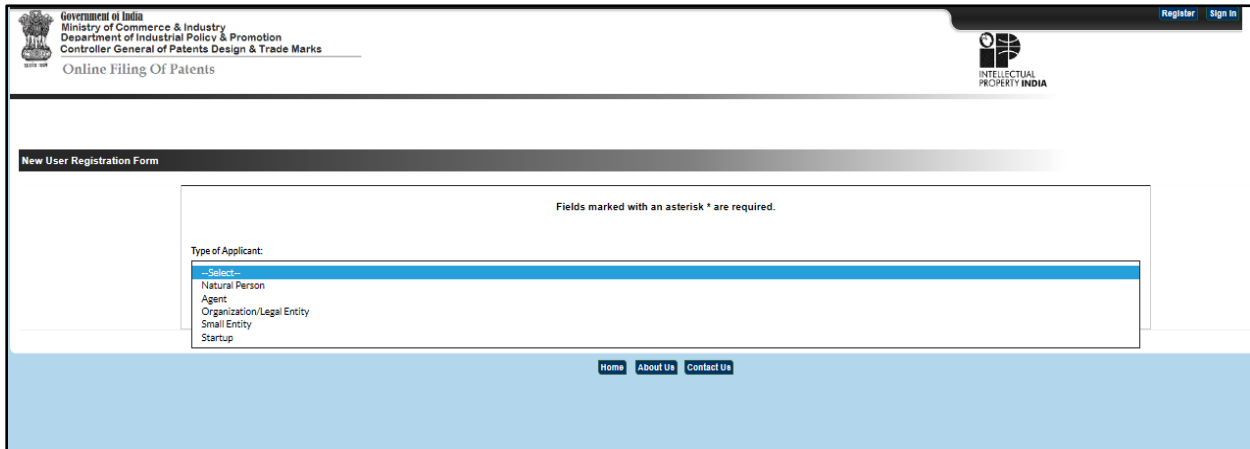
1. Mapping eMudhra eSign Signer ID

To digitally sign documents in the Patents Office India, the user has to enroll at the main page or use existing login. User can follow “**eFiling Patents**” link for their enrolment under: **E-Gateways** at the website <https://ipindia.gov.in>

If user does not have an account, click on 'New User? Sign Up' to enroll for eSign. A new window will open.



The user must select the applicant type from the dropdown box under the new user registration form section. (Refer the screenshot below).



Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
Controller General of Patents Design & Trade Marks
Online Filing Of Patents

Register Sign In

INTELLECTUAL PROPERTY INDIA

New User Registration Form

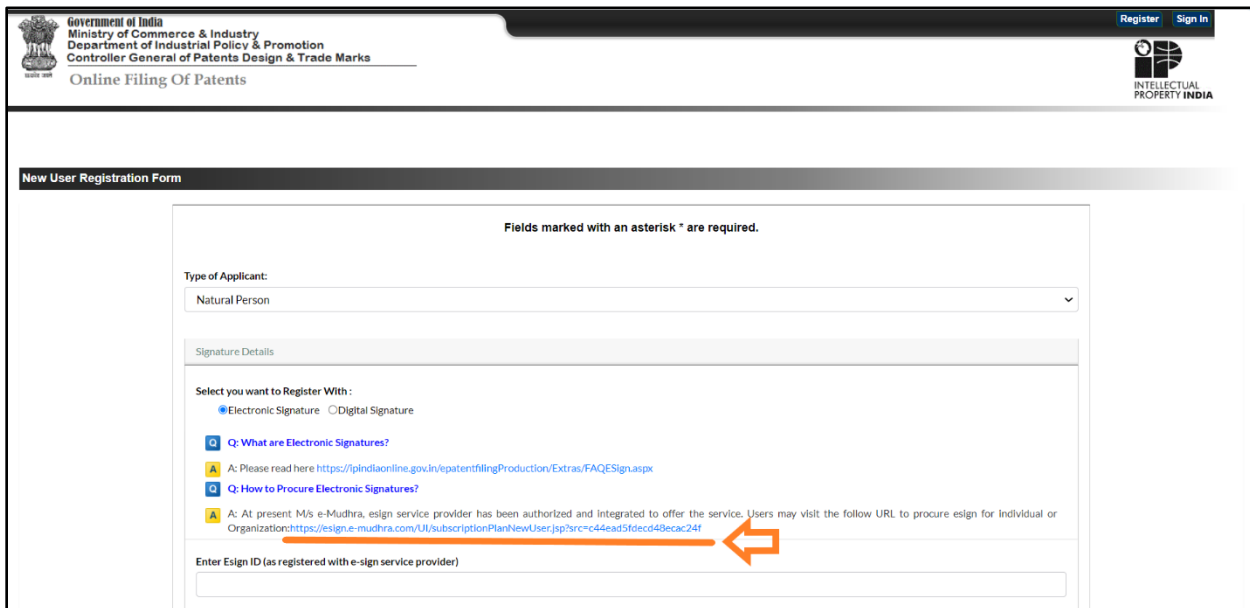
Fields marked with an asterisk * are required.

Type of Applicant:

- Select--
- Natural Person
- Agent
- Organization/Legal Entity
- Small Entity
- Startup

Home About Us Contact Us

Select "electronic signature" option to proceed with eSign. Follow the link to enroll and/or subscribe for eSign.



Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
Controller General of Patents Design & Trade Marks
Online Filing Of Patents

Register Sign In

INTELLECTUAL PROPERTY INDIA

New User Registration Form

Fields marked with an asterisk * are required.

Type of Applicant:
Natural Person

Signature Details

Select you want to Register With:

Electronic Signature Digital Signature

[Q: What are Electronic Signatures?](#)

[A: Please read here https://ipindiaonline.gov.in/epatentfilingProduction/Extras/FAQESign.aspx](https://ipindiaonline.gov.in/epatentfilingProduction/Extras/FAQESign.aspx)

[Q: How to Procure Electronic Signatures?](#)

[A: At present M/s e-Mudhra, esign service provider has been authorized and integrated to offer the service. Users may visit the follow URL to procure esign for Individual or Organization: https://esign.e-mudhra.com/UI/subscriptionPlanNewUser.jsp?src=c44ead5fdec4d9ecac24f](https://esign.e-mudhra.com/UI/subscriptionPlanNewUser.jsp?src=c44ead5fdec4d9ecac24f)

Enter Esign ID (as registered with e-sign service provider)

Please refer the subsequent sections for the information on user enrolment.



Once you have the enrolment information (eSign ID), user should enter the ID in the text box and complete the form.

This completes the mapping eSign Signer ID.

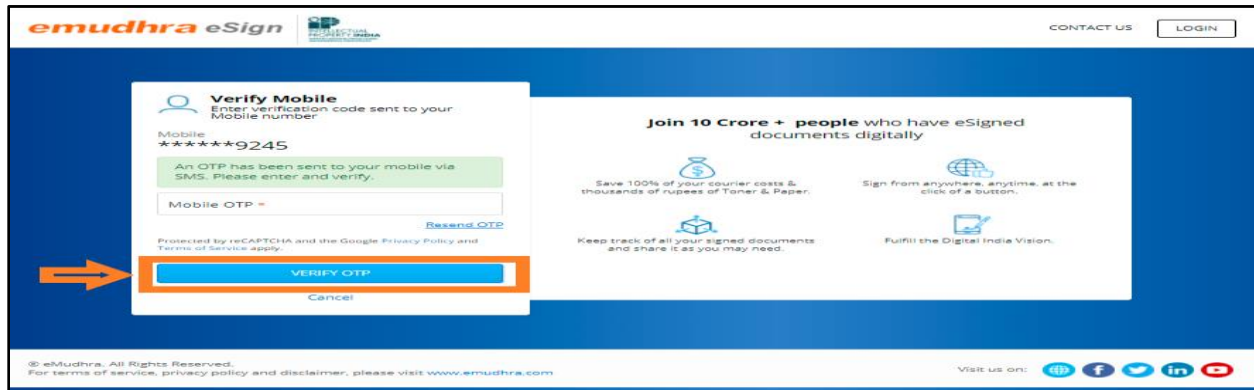
2. eSign Enrolment and Subscription flow

eSign enrolment is a onetime process to get the Signer ID (eSign ID). User should also purchase a signing plan to enable online signing from their account.

Once user clicks on enrolment link, following portal will be displayed. Enter 'Your Name', 'Mobile Number', 'Email ID' and 'Login PIN' to create your account for eSign. Click on 'Create Account'.

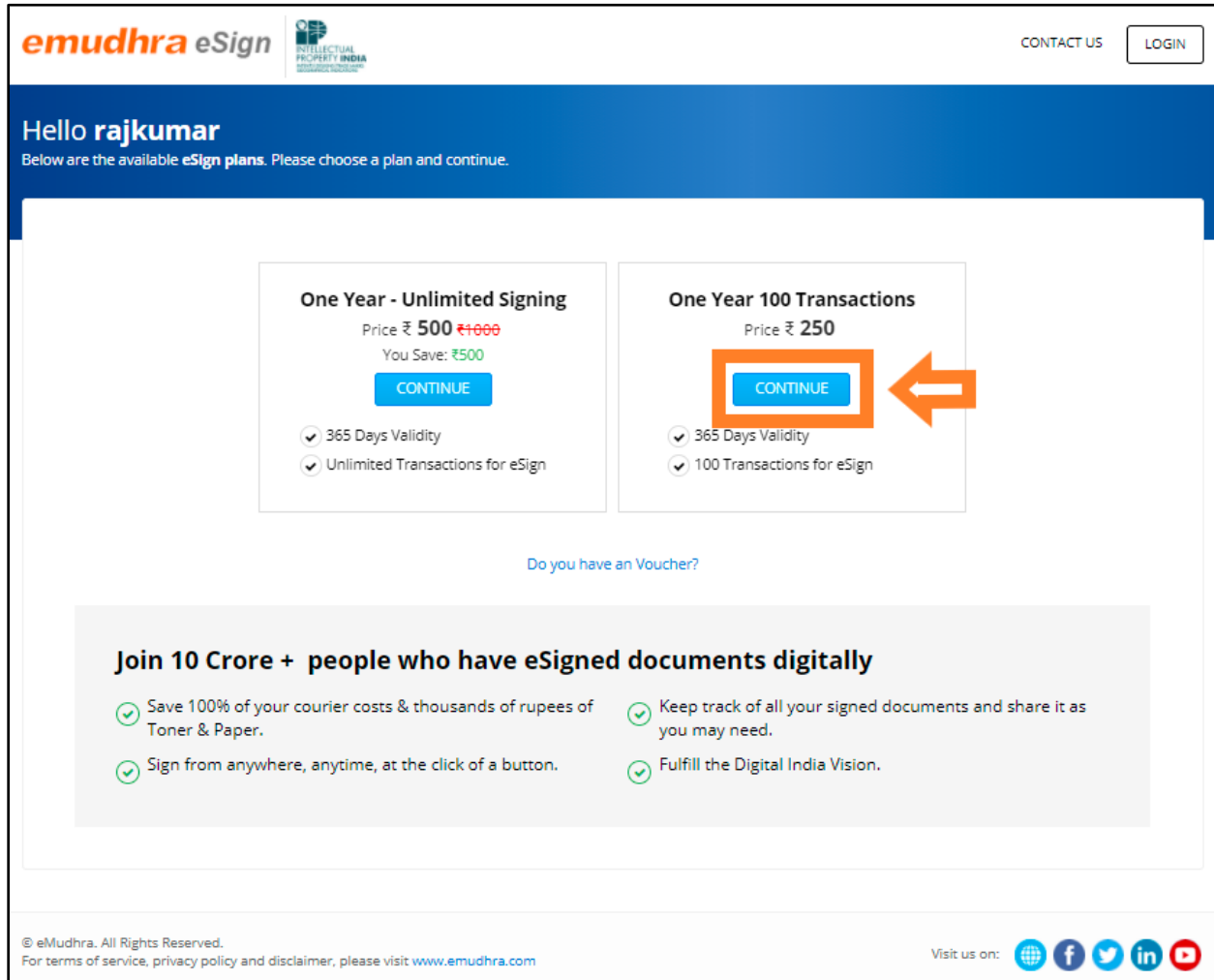


The user should enter the OTP sent in the registered mobile number. Click on 'Verify OTP'.



2.1 Subscription

The user can select the preferred plan for subscription.





The user must enter the billing information and click on 'PAY' to make the payment.

PAYMENT SUMMARY	
Plan Cost	Rs. 250
You have saved	Rs.
18% GST	Rs. 45.0
Total Amount	Rs. 295.0
*Taxes extra	
Apply Coupon	

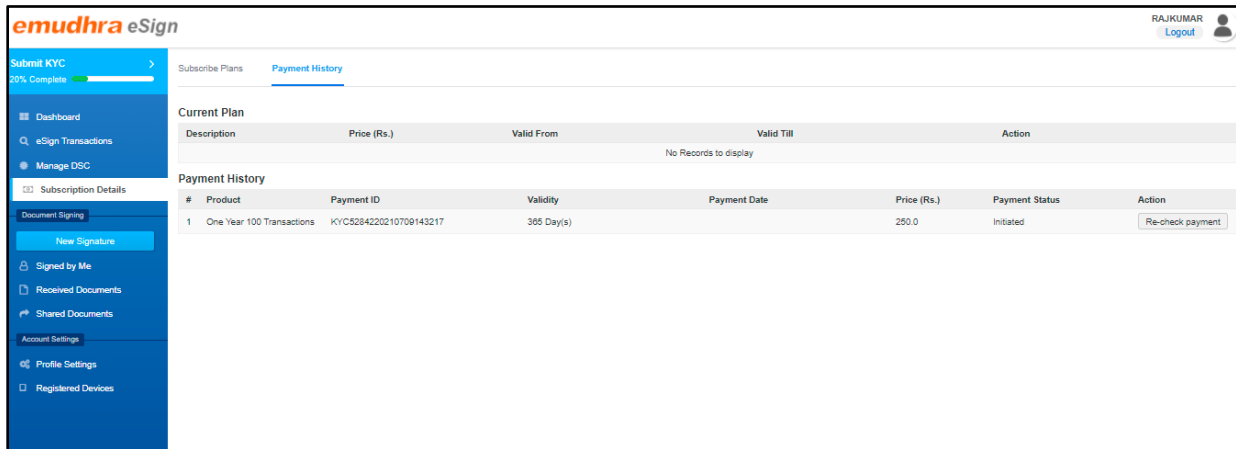
The user should select their preferred payment method and complete the payment for subscription.

Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.

VERIFIED by VISA MasterCard SecureCode Norton SECURED PCI Security Standards Council AMERICAN EXPRESS SafeKey RuPay



Once the subscription has been purchased, the user can view their details in the subscription. In case if the amount is debited from your account but transaction is failed. You can reconcile your payment status from this screen.

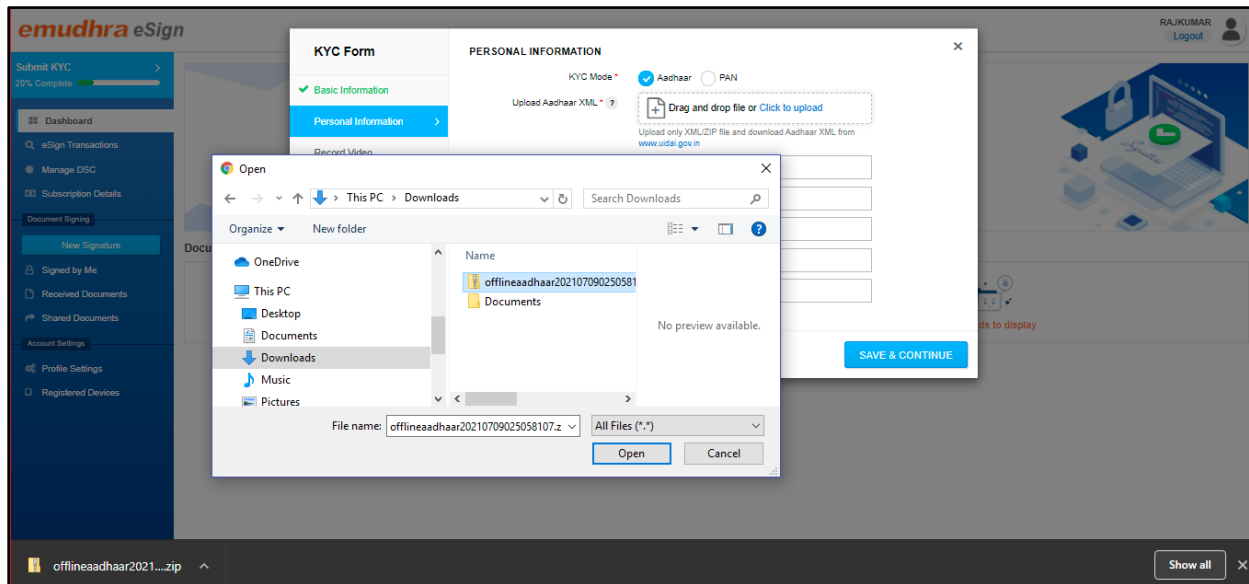


2.2 Enrolment

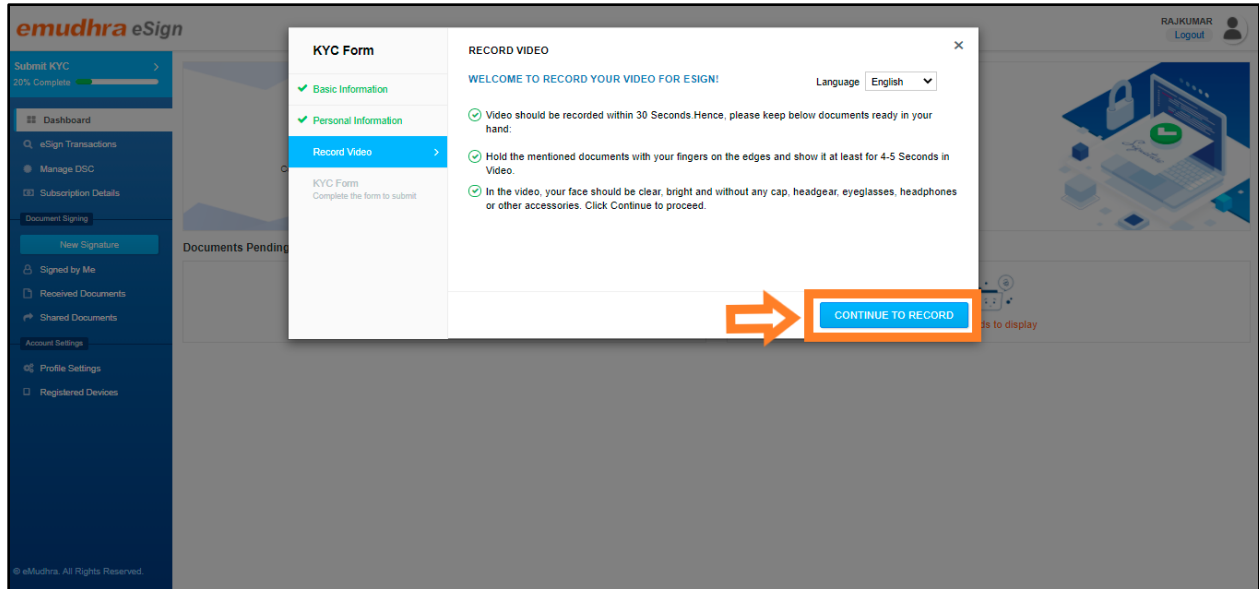
To complete the enrollment, the user can go to profile settings. The basic information has already been updated. Hence, the user can sign up using either their Aadhaar or PAN.

2.2.1 Aadhaar

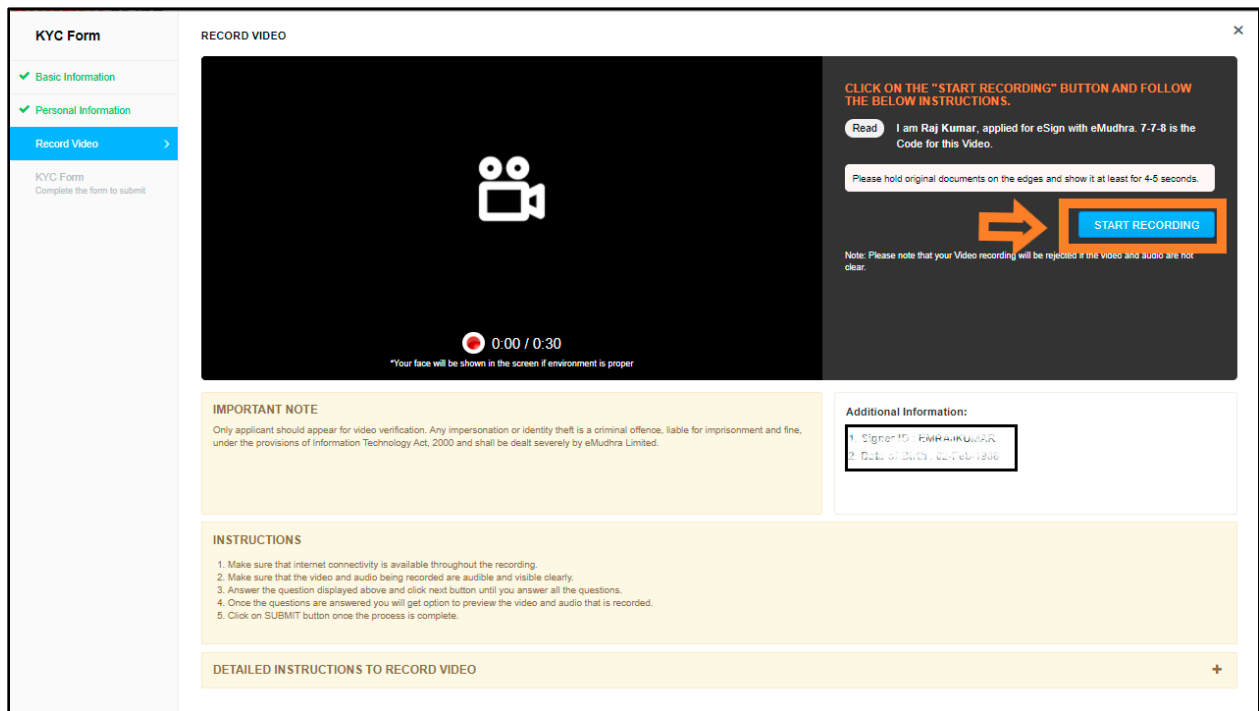
In this section, the user can see how they can enroll using Aadhaar. Select 'Aadhaar' in the KYC form and upload your Aadhaar.



Next, the user needs to complete the video verification. Click on 'Continue to record'.



The user will be guided to the video recording page. Read the instructions as shown below and click on 'Start recording' to start the video verification.



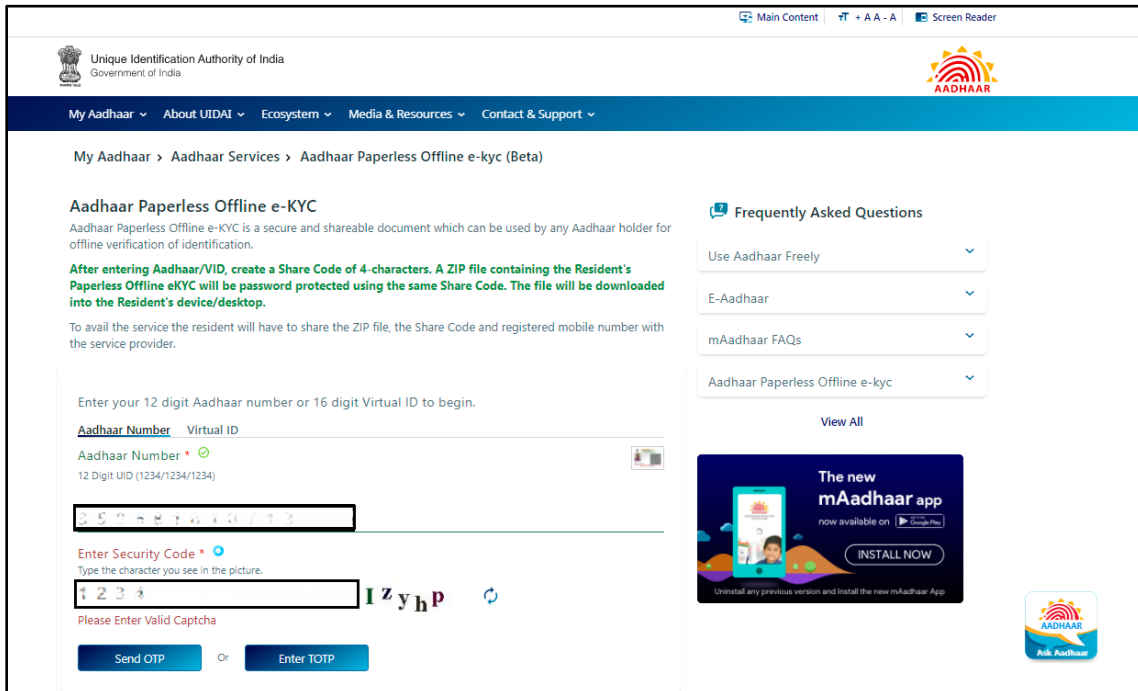
Click on 'Submit' once the video recording is completed. If the user wishes to re-record the video, they can do so as well. The video recording will be successfully submitted and the user will receive a confirmation email once the information is verified.



2.2.1.1 Downloading Aadhaar XML from UIDAI portal

To get the Aadhaar XML, the user can follow the below steps on <https://resident.uidai.gov.in/offline-kyc>

1. User needs to enter his Aadhaar number or Virtual ID
2. User needs to enter security code shown there in the image
3. User needs to use OTP/TOTP option based on their preference
4. Share code is a 4-digit number. User needs to reenter it once in eMudhra portal during enrolment.



The screenshot shows the UIDAI portal for Aadhaar Paperless Offline e-KYC. The page header includes the UIDAI logo and navigation links. The main content area is titled "Aadhaar Paperless Offline e-KYC" and provides instructions for users. It features a form with fields for "Aadhaar Number" and "Virtual ID", a "Security Code" field with a captcha image, and buttons for "Send OTP" and "Enter TOTP". A sidebar on the right contains "Frequently Asked Questions" and a "View All" link. A promotional banner for the "mAadhaar app" is also visible.

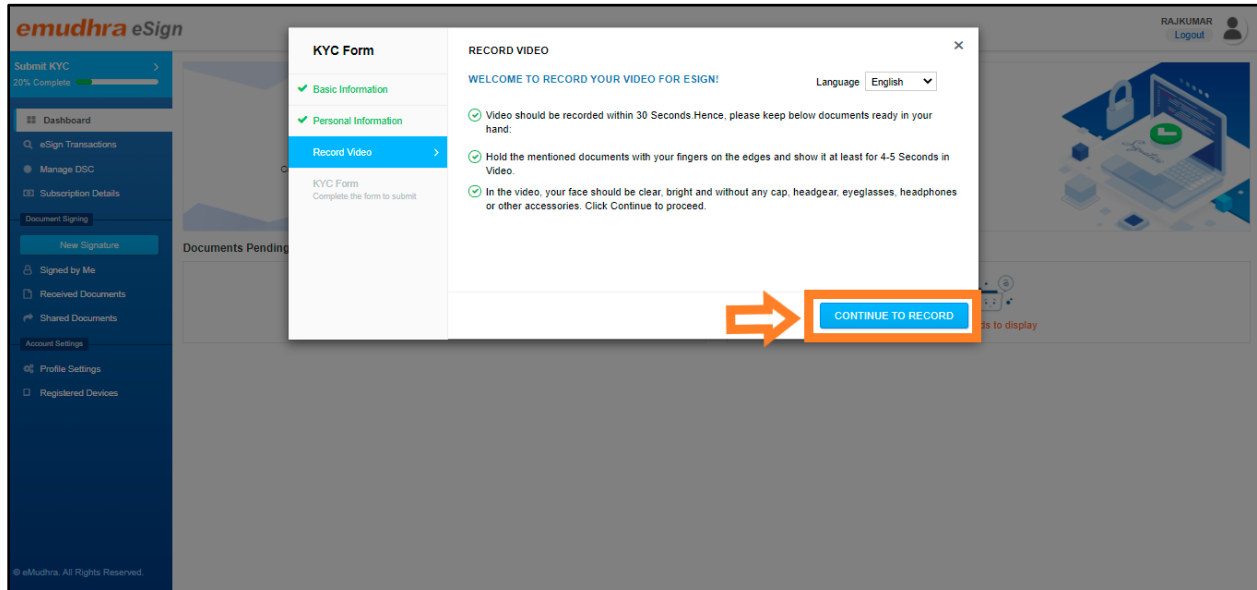


2.2.2 PAN

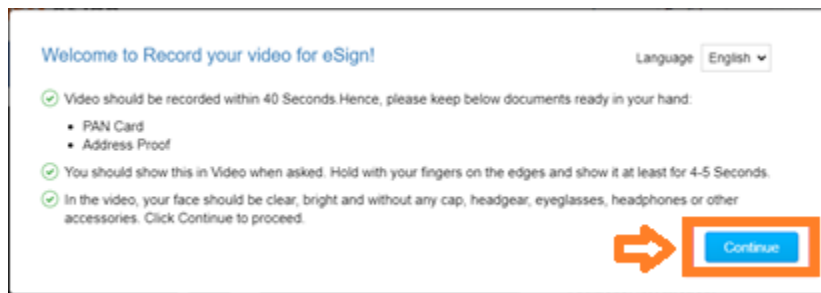
In this section, the user can see how they can enroll using PAN based verification. The user needs to provide his KYC data and upload documents. PAN is used as proof of identity and driving license, voter ID, passport etc can be used as proof of address.



The user must record a video as per the instructions shown below. Click on 'Continue to Record'.



The user will be guided to the video recording page. User needs to follow instructions on the page. User needs to allow application to use his camera and microphone for recording once requested by the browser. User needs to show his PAN card and Address proof during video recording. These documents should be in original and same that was uploaded in previous steps.





KYC Form

- Basic Information
- Personal Information
- Record Video**

KYC Form
Complete the form to submit

RECORD VIDEO

CLICK ON THE "START RECORDING" BUTTON AND FOLLOW THE BELOW INSTRUCTIONS.

Read I am Raj Kumar, applied for eSign with eMudhra. 7-7-8 is the Code for this Video.

Please hold original documents on the edges and show it at least for 4-5 seconds.

START RECORDING

Note: Please note that your Video recording will be rejected if the video and audio are not clear.

0:00 / 0:30
*Your face will be shown in the screen if environment is proper

IMPORTANT NOTE
Only applicant should appear for video verification. Any impersonation or identity theft is a criminal offence, liable for imprisonment and fine, under the provisions of Information Technology Act, 2000 and shall be dealt severely by eMudhra Limited.

Additional Information:
Signature: KNRRAJKUMAR
Date of Birth: 02/06/1986

INSTRUCTIONS

1. Make sure that internet connectivity is available throughout the recording.
2. Make sure that the video and audio being recorded are audible and visible clearly.
3. Answer the question displayed above and click next button until you answer all the questions.
4. Once the questions are answered you will get option to preview the video and audio that is recorded.
5. Click on SUBMIT button once the process is complete.

DETAILED INSTRUCTIONS TO RECORD VIDEO

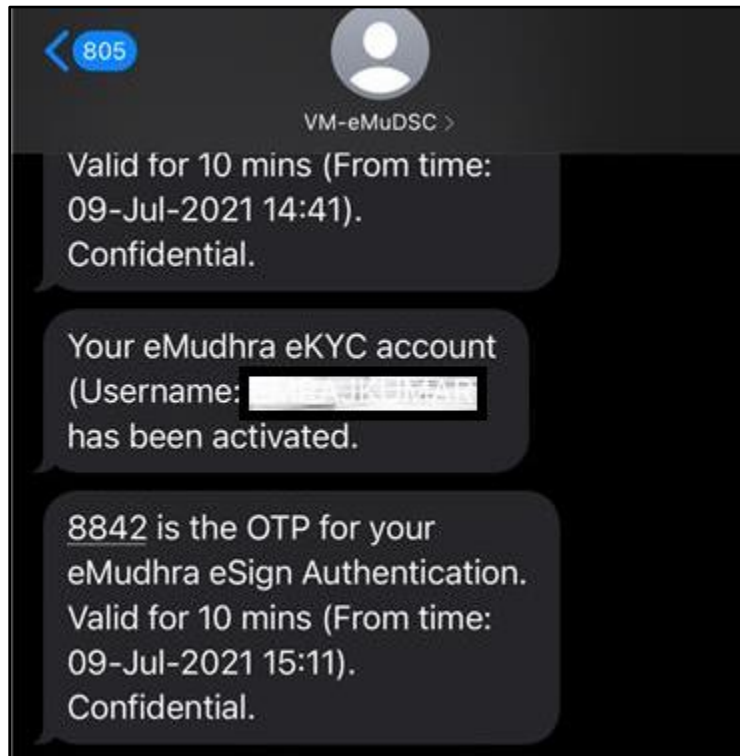
User clicks on 'Submit' once the video recording is completed. If the user wishes to re-record the video, they can do so as well. The video recording will be successfully submitted and the user will receive a confirmation email once the information is verified.

eMudhra approving officer will verify the records submitted and user will be intimated for same by email ID provided during the registration. Once the information is verified, the user will receive an email confirmation mail as shown below.





The user will receive an SMS confirmation alongside the email as seen below.




3 Digitally Signing a Document using eSign

Whenever there is a signature required in <https://ipindiaonline.gov.in>, user will be taken to online signature authentication form, where user has to authenticate with their PIN and a onetime password (SMS OTP / T-OTP). This process happens in eMudhra's Secure authentication page.

Completing this authentication will perform the e-signature for the transaction/document, and user will be taken back to <https://ipindiaonline.gov.in>



 eSign Service OFFICE OF CONTROLLER GENERAL OF PATENTS DESIGNS AND TRADEMARK

eSign User Authentication
You are redirected here to authenticate for eSign of below document by OFFICE OF CONTROLLER GENERAL OF PATENTS DESIGNS AND TRADEMARK. Please note the transaction ID: 090721151038773

Documents to be signed from
OFFICE OF CONTROLLER GENERAL OF PATENTS DESIGNS AND TRADEMARK

1. Docinfo ePatent_Reg

Untick, if you don't want to sign this document.

Authenticate Here

Signer ID

PIN

[Forgot PIN ?](#)

SMS OTP T-OTP

OTP

I agree to authenticate for this transaction using above credentials and continue to accept the terms and conditions under my [Subscriber Agreement](#).

Protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

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4 Support

eMudhra is always there to hand hold you for a hassle-free experience. User can write to eMudhra's online ticketing system at esign.support@emudhra.com , and eMudhra's eSign expert will respond to the same.