eSign User Guide

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1. <u>Mapping eMudhra eSign Signer ID</u>

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 <u>https://ipindia.gov.in</u>

Home About Us Who's Who Policy & Programs Achievements RTI Feedback Sitemap Contact Us Help Line								
			Skip to Main Content Screen Reader A	Access A- A A+ 🛛 A🛛 English 🛩				
Office of the Controller Department for Promo Ministry of Commerce & Government of India	General of Patents, Designs & Trade Mark stion of Industry and Internal Trade & Industry,	ks Depa Indu Gov	rtment for Promotion of stry and Internal Trade errnment of India	INTELLECTUAL PROPERTY INDIA Partitipesses interessas				
About Us 🗸	Administration 🗸	Contact Us	Publications 🗸	Cause list 🔍				
				E-Citizen 🗸				
Service Matters 🗸	FAQs	IP Awareness						
E-Gateways								
Home > Notice > E-Gateways	https://ipindia.gov.in/e	e-gateways.htm	E-0	Gateways				
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> eFiling Patents	Publi	c Search	31	Public Search				
Payment of fee with respect to t ⁱ	he Patent Agent 🖉 🔤 🔪 > Patent:	5 🗹		Dynamic Utilities				

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 ei India Ministry of Commerce 8 Controller General of Pr Online Filing Of P	Register Sign in	
New User Registration Form		
	Fields marked with an asterisk * are required.	
	Type of Applicant: 	
	Home AboutU3 ContactU3	

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

Government of India Ministry of Commerce &	Lindustry	Register Sign In
Department of Industria Controller General of Pa Online Filing Of Pa	il Policy & Promotion atents Design & Trade Marks atents	INTELECTUAL PROPERTY INDIA
New User Registration Form		
	Fields marked with an asterisk * are required.	
Туре	t of Applicant:	
Na	atural Person	~
Sig	gnature Details	
Se	elect you want to Register With : Electronic Signature Obigital Signature	
	Q: What are Electronic Signatures? A: Please read here https://ipindiaonline.gov.in/epatent/filingProduction/Extras/FAQESign.aspx Q: How to Procure Electronic Signatures?	
1	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 Organizationchttps://esign.e-mudhra.com/Ul/subscriptionPlanNewUser/spi?src=c44ead5fdecd4Becac24f	
En	nter 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.

Gevennerate if India Ministry of Commerce & Desartment of Industry Desartment of Industry Online Filing Of P New User Registration Form	k Industry al Policy & Promotion schris Design & Trade Marks atents	INTELECTUAL PROPERTY INDIA	indiazne, i ada ni
	Fields marked with an asterisk * are required.		
	Type of Applicant: Organization/Legal Entity	~	
	Signature Details		
	Select you want to Register With : @Electronic Signature CDigital Signature		
	Q: What are Electronic Signatures? A: Please read here https://ipindiaonline.gov/in/lepatent/filingProduction/Extras/FAQESign.aspx Q: How to Procure Electronic Signatures?		
	A: At present M/s e-Mudra, eign service provider has been authorized and integrated to offer the service. Users may visit the follow URL to procure eign for individual modra com UltuburchiptionPlankeeUsergiptivec4448256ecc324/ Enter Esign D (as registered with e-sign service provider)	or Organization:https://esign.e-	
	Select Name of Exign ID Service Provider		
	eMudhra	~	
	User Details		
	Select an ID and Password User ID (not more than 10 char) rajkumar		
	Uter 10 is scalable.	Check	

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'.

emudhra eSign	CONTACT US	LOGIN
Create Your Account Sign up to create your Gign account Sign up to create your Gign account Vour Name * * 10 1 0 125509245 * 91 1 0 125509245 * 91 1 0 125509245 * 91 1 0 125509245 * 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	Join 10 Crore + people who have eSigned documents digitally Save 100% of your courier costs & thousands of rupees of Toner & Paper. Seven 100% of your courier costs & thousands of rupees of Toner & Paper. Seven 100% of your courier costs & thousands of rupees of Toner & Paper. Sign from anywhere, anytime, at the click of a button. Sign from anywhere, anytime, at the click of a button. Sign from anywhere, anytime, at the click of a button. Super track of all your signed documents Seven track of all your signed documents Seven track of all your signed documents Super track of all your signed documents Seven track of all your signed documents Seven track of all your signed documents Seven track of all your signed documents	
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The user should enter the OTP sent in the registered mobile number. Click on 'Verify OTP'.

emudhra eSig	n REMARTING		CONTACT US LOGIN
emudhra esig verity verity	A Several of the severa of the several of the several of the several of the several of	Join 10 Crore + people who had documents digitally	CONTACT US LOGIN
emudhra eSig			
Hello rajkumar Below are the available eSign plan	s. Please choose a plan and continue. One Year - Unlimited Signing Price ₹ 500 ₹1000 You Save: ₹500 CONTINUE ✓ 365 Days Validity ✓ Unlimited Transactions for eSign	One Year 100 Transactio Price ₹ 250 CONTINUE ③ 365 Days Validity ④ 100 Transactions for eSign	ns
	Do you hav	e an Voucher?	
Join 10 Cror	e + people who have eSigne	d documents digitally	
Save 100% of y Toner & Paper	your courier costs & thousands of rupees of where, anytime, at the click of a button.	 Keep track of all your signed d you may need. Fulfill the Digital India Vision. 	ocuments and share it as
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			ет	Billing Informa	ation	Pa						>	LOGIN		
			Hello Below are	Billing Name = Address = Is GSTIN available? GSTIN District/City =	ore + 1 of your co	Kama 5. Inney Meeton Yes @ No ngaluru Rurz V PAY PAY PAY Pay people wf unier costs & th anytime, at the	State = Postal Code = Do: Do have eS outsands of rupe	Karnatal S60103 you have an igned c tess of ()	ka Voucher? Socument: Seep track o you may nee ⇒ Fufili the Dig	S digital of all your signad.	ENT SUMMARY Cost wave saved ST I Amount seasa (Coupon	Rs. 250 Rs. Rs. 45.0 Rs. 295.0			
			© eMudhra For terms o	. All Rights Reserved. f service, privacy policy	y and disclair	ner, please visit w	w.emudhra.com				Visit u	s on: 🌐 f 🕻	000		

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

emudhra Trust Delivered	Pay U `biz
Amount: Rs. 296.00	Transaction ID: KYC5284220210709143217
Choose a payment method	Payu_is now PayU biz
Credit Card	
Debit Card	
Net Banking	Card Number
Paytm	Name on Card
G Pay	CVV Number What is CVV number?
UPI	Expiry Date Month V Year V
Scan and Pay ⊡ ₹	Note: In the next step you will be redirected to your bank's website to verify yourself.
EMI	Pay Now
Wallets	or Go back to www.emudhra.com
PayUmoney	
Note: Making Payment on PayU is 100% safe. Yo	ur transaction is processed through a secure https internet connection based on secure socket layer technology
Verified MasterCard. by Visa SecureCode.	Northon StafeKey. RuPay

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





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.

emudhra eSign							
Subscribe Plans Payment H	istory						
Current Plan							
Description	Price (Rs.)	Valid From	Valid Till		Action		
			No Records to display				
Payment History							
# Product	Payment ID	Validity	Payment Date	Price (Rs.)	Payment Status	Action	
1 One Year 100 Transactions	KYC5284220210709143217	365 Day(s)		250.0	Initiated	Re-check payment	
	Subsoribe Plans Payment H Current Plan Description Payment History # Product 1 One Year 100 Transactions	Subsorbe Plans Payment History Current Plan Description Price (Rs.) Payment History # Product Payment ID 1 One Year 100 Transactions KYC528420210709143217	Subscribe Plans Payment History Current Plan Description Price (Rs.) Valid From Payment History # Product Payment ID ValidHy 1 One Year 100 Transactions KYC5284220210708143217 305 Day(s)	Subscribe Plans Payment History Current Plan Description Price (Rs.) Valid From Valid Till No Records to display Payment History # Product Payment ID Validity Payment Date 1 One Year 100 Transactions KYC5284220210709143217 3055 Day(s)	Subscribe Plans Payment History Current Plan Description Price (Rs.) Valid From Valid Till No Records to display Payment History # Product Payment ID Validity Payment Date Price (Rs.) 1 One Year 100 Transactions KYC5284220210709143217 3055 Day(s) 250.0	Sudacribe Plans Payment History Current Plan Description Price (Rs.) Valid From Valid Till Action No Records to display Payment History * Product Payment ID Validity Payment Date Price (Rs.) Payment Status 1 One Year 100 Transactions KYC5224220210709143217 305 Day(s) 250.0 Initiated	

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.

emudhra eSign					~		RAJKUMAR Logout
Submit KVC		KYC Form	PERSONAL INFORMATION		*		
20% Complete		 Basic Information 	KYC Mode •	Aadhaar PAN			
III Dashboard		Personal Information >		Upload only XML/ZIP file and downlo	oad Aadhaar XML from		
Q eSign Transactions		Record Video		www.uidai.gov.in			
Manage DSC	💿 Open			×			
33 Subscription Details	$\leftarrow \rightarrow \bullet$	↑ 🕹 > This PC > Downloa	ads v ලී Search D	ownloads 🔎			
Document Signing	Organize 🔻	New folder		H 🕶 🔲 😲			
New Signature D A Signed by Me	ocu 📥 OneDri	ve	Name			. @	
Received Documents	This PC		Documents			· ·	
Shared Documents	E Docu	ments		No preview available.		ds to display	
The second second	🕹 Down	hloads			SAVE & CONTINUE		
0% Profile Settings	🁌 Music	c					
	E Pictur	res v	< >				
		File name: offlineaadh	aar20210709025058107.z V All Files	(*.*) ~			
			Op	en Cancel			
offlineaadhaar2021zip							Show all X

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.

KYC Form	RECORD VIDEO	×
Basic Information Personal Information Record Video XV/C Form Complete the form to submit		CLICK ON THE "START RECORDING" BUTTON AND FOLLOW Meride Start Start Recording and the Mudhra. 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 Start Recording Meride Start Start Sta
	Only or 20. Pour face will be shown in the screen if environment is proper HOPORTANT 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 eMuchra Limited.	Additional Information: 1. Signer ID - EMPAJKULSAR 2. Data of Suffs, CL-Tel-1906
	INSTRUCTIONS 1. Make sure that internet connectivity is available throughout the recording. 2. Make sure that the video and audio being recorded are audioble and visible clearly. 3. Answer the question displayed above and citic hore buttorn unit 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	+

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.

Unique Identification Authority of India Government of India		
My Aadhaar 🗸 About UIDAI 🗸 Ecosystem 🗸 Media & Resources 🗸 Contact & Support 🗸	AADHAAR	
My Aadhaar > Aadhaar Services > Aadhaar Paperless Offline e-kyc (Beta)		
Aadhaar Paperless Offline e-KYC Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification.	Prequently Asked Questions	
After entering Aadhaar/VID, create a Share Code of 4-characters. A ZIP file containing the Resident's Paperless Offline eKYC will be password protected using the same Share Code. The file will be downloaded into the Resident's device/desktop.	E-Aadhaar + reely	
To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.	mAadhaar FAQs 🗸 🗸	
Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.	Aadhaar Paperless Offline e-kyc	
Aadhaar Number Virtual ID Aadhaar Number * ⊘ 12 Digit UiD (1234/1234/1234)	The new mAadhaar app	
2 5 2 5 8 9 9 4 4 4 7 7 2 Enter Security Code * ● Type the character you see in the picture. 1 2 3 3 1 2 y h p ¢	now available on CINSTALL NOW UNSTALL NOW Uninstal any previous version and heatal the new mAachaar App	
Please Enter Valid Captcha		AADHAAR Ask Aadha





	Unique identification Authority of India Government of India	ACCHAR
	My Aadhaar 👻 About UIDAI 👻 Ecosystem 👻 Media & Resources 👻 Contact & Support 👻	
	My Aadhaar > Aadhaar Services > Aadhaar Paperless Offline e-kyc (Beta)	
	OTP/TOTP Fail 1 attempt remaining.	
	Aadhaar Paperless Offline e-KVC Aadhaar Paperless Offline e-KVC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification. After easteing Aachaar/ND, create a Share Code of 4-characters. A ZIP file containing the Resident's Paperless Offline eVC will be password protected using the same Share Code. The file will be downloaded into the Resident's review/destco.	Je Frequently Asked Questions
		E-Aadhaar 🗸
	To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.	mAadhaar FAQs 👻
	Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin. Aadhaar Number * Aadhaar Number * 12 Digit UD (1334/1334/1336) Send OTP © Inter 1007 Create a Share Code for your Paperlies Offline e(YCC * Create a Share Code for your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code of a dataset to secure your Paperlies Offline e(YCC * Create a Share Code offl	Addhaar Paperless Offline e-kyc View All The new Maddhaar app we weldelte on Maddaar App Merstall NOW Merstall NOW
	Control a sub control of a Cuanty for A given to solution that with the analysis of the Cuanty of the Analysis of the Analysi	

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.

emudhra eSig	n				RAJKUMAR
5.1		KYC Form	PERSONAL INFORMATION	×	
20% Complete		 Basic Information 	KYC Mode *	Aadhaar 🕑 PAN	
III. Dathhoard		Dersonal Information	PAN* ?		
Q eSign Transactions			Name (As on PAN) * ?	RAJKUMAR	G
Manage DSC	c	Address Information	Email ID * ?	raiµanuey199) ຜູ້ຫຼາກສະເວດກ	
Subscription Details		Document Upload	Email OTP * ?	Get OTP	
Document Signing		Record Video	Desired Username* ?	i alistitat	
New Signature	Documents Pending	KYC Form		Day Month Year	
A Signed by Me		Complete the form to submit	Date of Birth * ?		
Received Documents			Gender* ?	🗌 Female 📄 Male 🥑 Other	
P Shared Documents					ds to display
Account Settings				SAVE & CONTINUE	
00 Profile Settings					
Li Registered Devices					
© eMudhra. All Rights Reserved.					





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

emudhra eSign					RAJKUMAR
emaanaeoigii	KYC Form	RECORD VIDEO		×	Logout
Submit KYC > 20% Complete	✓ Basic Information	WELCOME TO RECORD YOUR VIDE	D FOR ESIGN! Language English V		
II Dashboard	 Personal Informa 	tion Video should be recorded within 30 hand:	Seconds.Hence, please keep below documents ready in your		
 Q. eSign Transactions Manage DSC GE Subscription Details 	Record Video C KYC Form Complete the form t	O Hold the mentioned documents with Video. Submit O In the video, your face should be cli or other accessories. Click Continu-	your fingers on the edges and show it at least for 4-5 Second ar, bright and without any cap, headgear, eyeglasses, headp to proceed.	ls in rones	
Document Signing	ante Dan dia a				
A Signed by Me	ents Penaing				
Received Documents A Shared Documents				ORD Js to display	
Account Settings					
 a; Profile Settings Registered Devices 					
© eMudhra. All Rights Reserved.					

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.









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.

VM-eMuDSC> Valid for 10 mins (From tim	ne:
09-Jul-2021 14:41). Confidential.	
Your eMudhra eKYC accou	unt
has been activated.	
8842 is the OTP for your eMudhra eSign Authentica Valid for 10 mins (From time	ntion. ne:
09-Jul-2021 15:11). Confidential.	

3 Digitally Signing a Document using eSign

Whenever there is a signature required in <u>https://ipindiaonline.gov.in</u>, 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 <u>https://ipindiaonline.gov.in</u>



emudhra eSign Service	OFFICE OF CONTROLLER GENERAL OF PATENTS DESIGNS AND TRADEMARI
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 View Document View Hash View Document View Hash Untick, if you don't want to sign this document.	Authenticate Here Signer ID emragiorm/w@wastraume.control.ve PIN
© eMudhra.	All Rights Reserved.

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.