



TATA CONSULTANCY SERVICES

TCS.Beyond the obvious.



**User Guide for
Enrollment of class 2
certificate**

Subscriber Enrolling for Digital Signature Certificate

1. Open Internet Explorer, type <https://www.tcs-ca.tcs.co.in> in URL.
2. Click on **Member Login**.

FINANCIAL SERVICES

TCS-CA is the **First India**

News	Our Offerings	Trust Begins Here		
<ul style="list-style-type: none"> TCS-CA issues 2 Lakh digital signature certificates... ICICI Bank ties up with TCS... AP first state to issue digital certificates ... 	<ul style="list-style-type: none"> MCA21 eFiling New! IRCTC E-ticketing New! Northern Railway eProcurement Online Tax filing 	<p>In an increasingly information-centric world, it is critical for businesses and organizations to access, share and exchange information. Quickly, Conveniently, Securely. As a licensed Certifying Authority and leader in the IT space, Tata Consultancy Services Limited is uniquely positioned to provide end-to-end security solutions ranging from PKI deployment and Digital Certificate services to Desktop, Web and Application security solutions.</p>		
Case Studies	Search / CRL	Certificates	Support	Login
<ul style="list-style-type: none"> PKI ensures Fair, Fast and Secure eProcurement Depository Services made Convenient and Dependable 	<ul style="list-style-type: none"> CCA Certificate/CRL NRDC Search TCS-CA CRL 	<ul style="list-style-type: none"> Signing Certificates Web Server Certificates Certificate Trust Chain 	<ul style="list-style-type: none"> Frequently Asked Questions Certificate User Guides Contact Details 	<ul style="list-style-type: none"> Member Login New User? Register Administrator Login

3. Give User Id and Password click on Submit.

Member Login

User Login	
User Id *	<input type="text"/>
Password *	<input type="password"/> <input type="submit" value="Submit"/>

4. Under Step-1 Click on "**click here**" or to click "**Enroll**" link to get the request form.

The screenshot displays the TATA Certifying Authority website interface. At the top, there is a navigation menu with options: User Home, Enroll, View Status, Revoke, Suspend, Activate, Change Password, Renewal, and Log Out. Below the menu, a table shows user details for 'surender07'. A central section titled 'The Enrollment procedure requires you to go through the 4 steps outlined below.' contains an important note about browser certificates and a link to installation instructions. The four steps are: Step-1: Enroll for a Digital Certificate, Step-2: Validation documents as per "The IT Act, 2000", Step-3: View your request status, and Step-4: Download your Digital Certificate. Each step includes a list of actions and a 'More >>' link.

UserID	Name	Last Login Time	Registration Authority
surender07	surender	2007-09-12 15:49:36.0	TCS Ltd- Registration Authority

The Enrollment procedure requires you to go through the 4 steps outlined below.

Important: You are connected to TCS-Certifying Authority secured website. To make sure you connect smoothly, your browser should have the root certificates of the Controller of Certifying Authorities (CCA), Government of India and TCS-Certifying Authority installed in your browser.

[Click here for installation instructions >>](#)

Step-1: Enroll for a Digital Certificate

- Choose the **Enroll** option or [click here](#) to enroll and generate your Digital Certificate key pairs.

[More >>](#)

Step-2: Validation documents as per "The IT Act, 2000"

- Submit physical copies of the completed [Certificate Request Form](#) and supporting validation documents.

[More >>](#)

Step-3: View your request status

- Choose the **View Status** option or [click here](#) to check the status of your Digital Certificate request.

[More >>](#)

Step-4: Download your Digital Certificate

- After you receive the email notification, choose the **View Status** option or [click here](#) to download your Digital Certificate.

[More >>](#)

- The subscriber will get a Request Form depending on the **USER TYPE (INDIVIDUAL, COMPANY, GOVERNMENT)**

Request Form

User Home	Enroll	View Status	Revoke	Suspend	Activate	Change Password	Renewal	Log Out
User Id: surender15		RA Name: TCS-CA - Registration Authority						
TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY								
REQUEST FORM FOR CLASS 3 CERTIFICATE								
USER TYPE - INDIVIDUAL								
Instructions: Please fill the form in BLOCK LETTERS Items marked with * are mandatory. For the items marked with # (Details for at least one are mandatory)								
Validity of DSC*	<input checked="" type="radio"/> 1 year <input type="radio"/> 2 years							
Full name*	surender							
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female							
Office address								
Address*	xyz pvt ltd, Jubilee hills, Hyderabad.							
Pin code*	500034							
Telephone*	123123							
Mobile	9885544668							
Residential address								
Address*	Hno. 123, Gandhi Nagar, hyderabad.							
Pin code*	500043							
Telephone*	26445588							
Mobile	9885544668							

DOCUMENT CHECKLIST FOR INDIVIDUAL TYPE OF CERTIFICATE

Note: Copies of one or more of the following must be provided to TCS-CA to authenticate the identity & proof of residence.
Provide the appropriate identification details for the selected document
Attestation to be done by GAZZETTED officer.
Notarization to be done by PUBLIC notary.

Subscriber proof of identity and residence (any one ATTESTED copy required)

<input checked="" type="checkbox"/> Passport	<input type="text" value="518621GKILC2"/>	<input type="checkbox"/> PAN card	<input type="text"/>
<input type="checkbox"/> Voter ID	<input type="text"/>	<input type="checkbox"/> Driving license	<input type="text"/>
<input type="checkbox"/> Bank account details	<input type="text"/>	<input checked="" type="checkbox"/> Ration card	<input type="text" value="555567864"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Instructions

- All subscribers are advised to read Certificate Practice Statement of CA.
- The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart card etc.) by login as same computer user account from where the request was initiated.
- After placing an online request for a certificate, the following activities shall not be carried out until the certificate is successfully downloaded:
 - Formatting of the computer
 - Deletion of computer user account used to logon when the request was initiated
 - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
- The certificate must not be shared with others or used by them on your behalf
- If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
- Application form must be submitted in person.
- Incomplete/Inconsistent application is liable to be rejected.

6. After filling the Request Form click **Submit** button then you will get the online Enrollment Form.

Class of Certificate	
Certificate Class	Class 3 Certificate
Type of Certificate Help ?	
Certificate Type *	Signing Certificate (Single Key Pair) ▼
Do you have a certificate request already generated? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Contents of your Digital Certificate Help ?	
Common Name *	srivastava (eg: Anish K. Srivastava)
E-Mail Address *	srivastava@gmail.com (eg: Anish@atc.tcs.co.in)
Organisation	Tata Consultancy Services - Certifying Authority
Organisation Unit	TCS-CA - Registration Authority
Organisation Unit	Individual - Others
Address/Locality *	Hyderabad (eg: Mumbai)
State *	Andhra Pradesh (eg: Maharashtra)
Country Code	India ▼

7. Fill all the details in the Enrollment Form and choose the **Cryptographic Service Provider** and Click on **Generate Request** button.

Select the Cryptographic Service Provider

The Cryptographic Service Provider or CSP is a program that generates your public/private key pair.

NOTE : Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, your browser has to be updated with the relevant patches.

Choose the appropriate CSP below depending on where you plan to store your private key.

- If you are using the IE Browser, please select "Microsoft Enhanced Cryptographic Provider v1.0"
- For Aladdin eToken PRO select "eToken Base Cryptographic Provider"
- For Safenet iKey 1000 8k please select " Rainbow iKey 1000 RSA Cryptographic Service Provider"
- For Safenet iKey 2032 32k please select " Datakey RSA CSP"

Cryptographic Service Provider *

Subscriber Agreement
By applying for, submitting, or using a Digital Certificate you are agreeing to the terms of the [TCS-CA Subscriber Agreement](#)

8. Click Ok.



9. Click Ok.



10. Certificate Enrollment Form with request number is displayed. Take the print of Enrollment Form from **View Status** link.

Certificate Enrollment Form for Request Number - 155572	
Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
Cryptographic Service Provider Type	Microsoft Enhanced Cryptographic Provider v1.0
Contents of your Digital Certificate Request	
Name	suraj
Organization	Tata Consultancy Services - Certifying Authority
Organization Unit	TCS-CA - Registration Authority
Organization Unit	Individual - Others
E-mail Address	suraj@rediffmail.com
City	Hyderabad
State	Andhra Pradesh
Country	IN
Important: 1. Please print the Enrollment Form from View Staus	

11. Click on **view status** link there you can see two icons as shown below.

Request No. ▼	Status	Request Type	Certificate Type	Certificate Class	Date of Request
155572  	Generation Request Pending with RA Office	GENERATION	Signing Certificate (Single Key Pair)	Class 3	2007-08-30 17:52:29.0

12. Click  to take print out of the Enrollment Form.

13. Click  to take print out of the Request Form.

C O N T A C T U S

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