

# eSign User Guide

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## Published by

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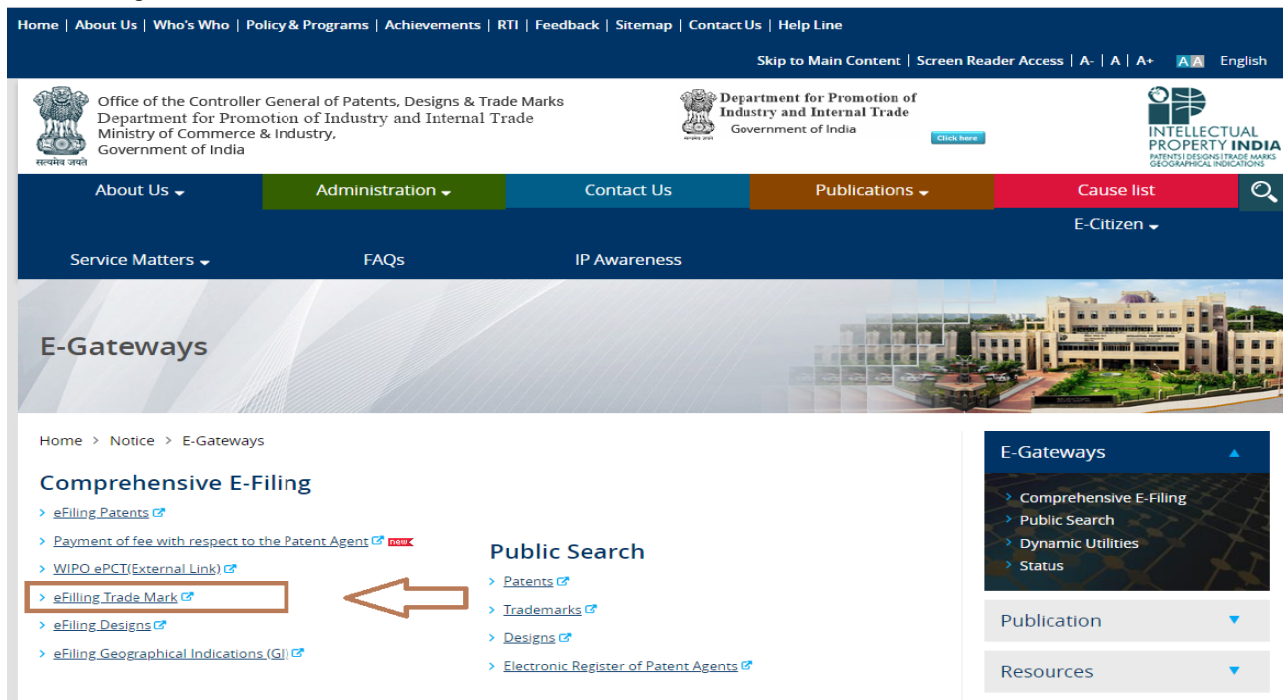
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# 1. Mapping eMudhra eSign Signer ID

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 Trade Mark” link for their enrolment under: **E-Gateways** at the website <https://ipindia.gov.in>



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## E-Gateways

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### Comprehensive E-Filing

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- > [WIPO ePCT\(External Link\)](#)
- > **[eFiling Trade Mark](#)**
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- > [Designs](#)
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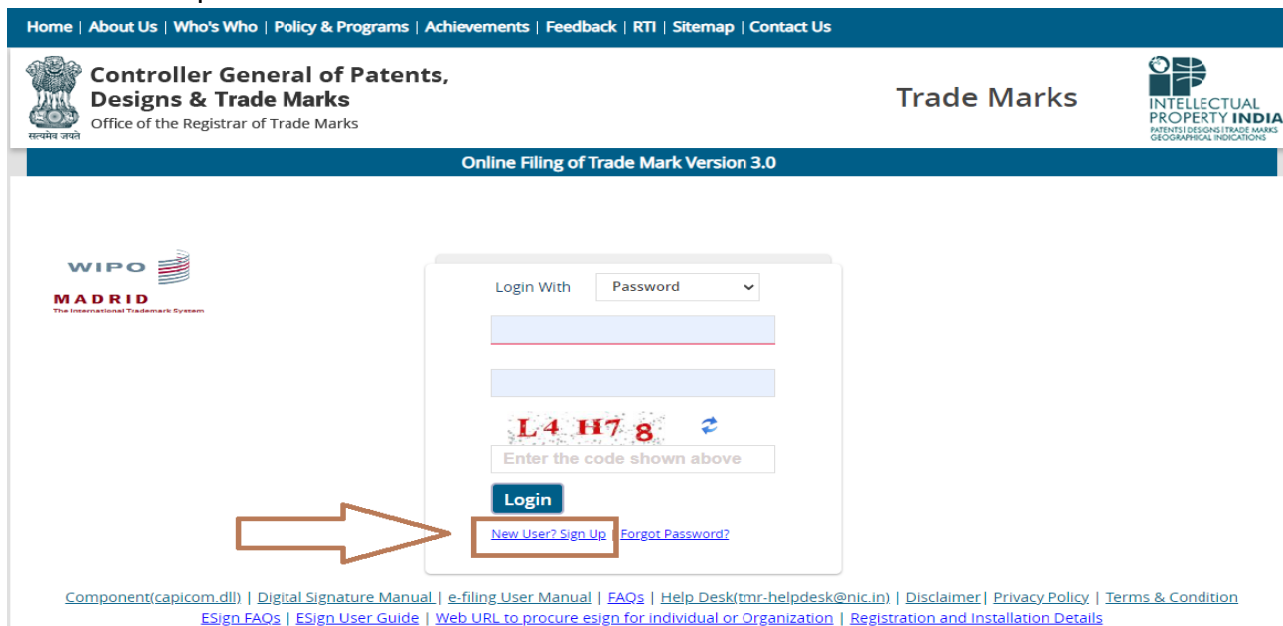
E-Gateways

- > Comprehensive E-Filing
- > Public Search
- > Dynamic Utilities
- > Status

Publication

Resources

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



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WIPO MADRID  
The International Trademark System

Login With Password

Enter the code shown above

L4 H7 8

Enter the code shown above

Login

**[New User? Sign Up](#)** [Forgot Password?](#)

Component(capjcom.dll) | Digital Signature Manual | e-filing User Manual | FAQs | Help\_Desk(tmr-helpdesk@nic.in) | Disclaimer | Privacy Policy | Terms & Condition  
Esign FAQs | Esign User Guide | Web URL to procure esign for individual or Organization | Registration and Installation Details



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

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

**New User Registration Form**

Type of Applicant: Proprietor

Enter Code : 12345 Process [Search](#)

**Proprietor**

Proprietor Code	12345
Proprietor Name	XXXX XXXXX

**Signup With :**

Signup Mode :  Digital Signature  
 Electronic Signature

**E Sign**

Select ESign Vendor : E-Mudhra

Signer Id :

I hereby give my consent and grant permission to use esign for authentication of the signer by the e-KYC services of UIDAI. On successful authentication electronic signature on the document/data will be ascribed by said esign services.

**User Detail**

Select an ID and Password

User ID (not more than 10 char)  Check availability

Password

Re-Type Password

**Fields Detail**

Enter Email\_Id:

Mobile Number  (Use For SMS Alert)

Enter the code shown above: 22672

Register with DSC Register with ESign Back Doc Preview

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



Please enter a valid signer id.

**E Sign**

E Sign Vendor :

Signer Id :  **FailureESP-102Invalid Signer ID**

I hereby give my consent and grant permission to use esign for authentication of the signer by the e-KYC services of UIDAI. On successful authentication electronic signature on the document/data will be ascribed by said esign services.

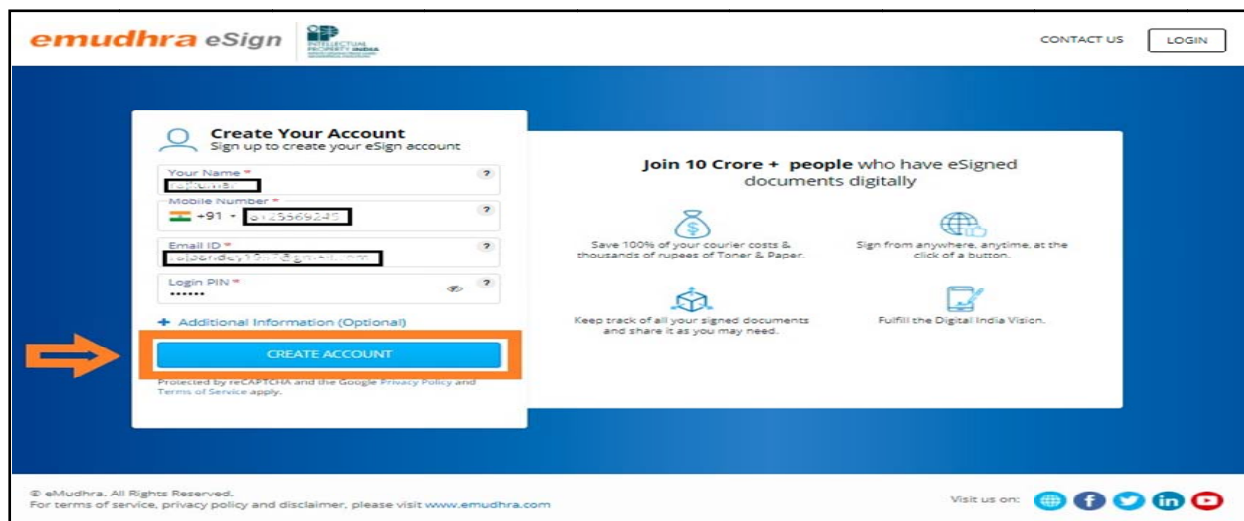
Once you have the enrolment information (eSign ID), user should enter the ID in the text box and complete the form.


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”.



**emudhra eSign**  [CONTACT US](#) [LOGIN](#)

**Create Your Account**  
Sign up to create your eSign account

Your Name \*

Mobile Number \*

Email ID \*

Login PIN \*


+ Additional Information (Optional)

**CREATE ACCOUNT**

Protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

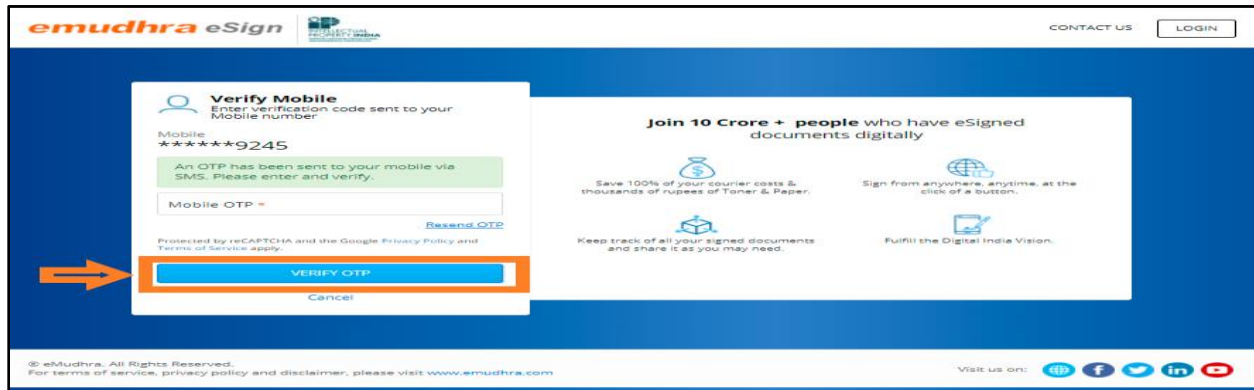
**Join 10 Crore + people who have eSigned documents digitally**

- Save 100% of your courier costs & thousands of rupees of Toner & Paper.
- Sign from anywhere, anytime, at the click of a button.
- Keep track of all your signed documents and share it as you may need.
- Fulfill the Digital India Vision.

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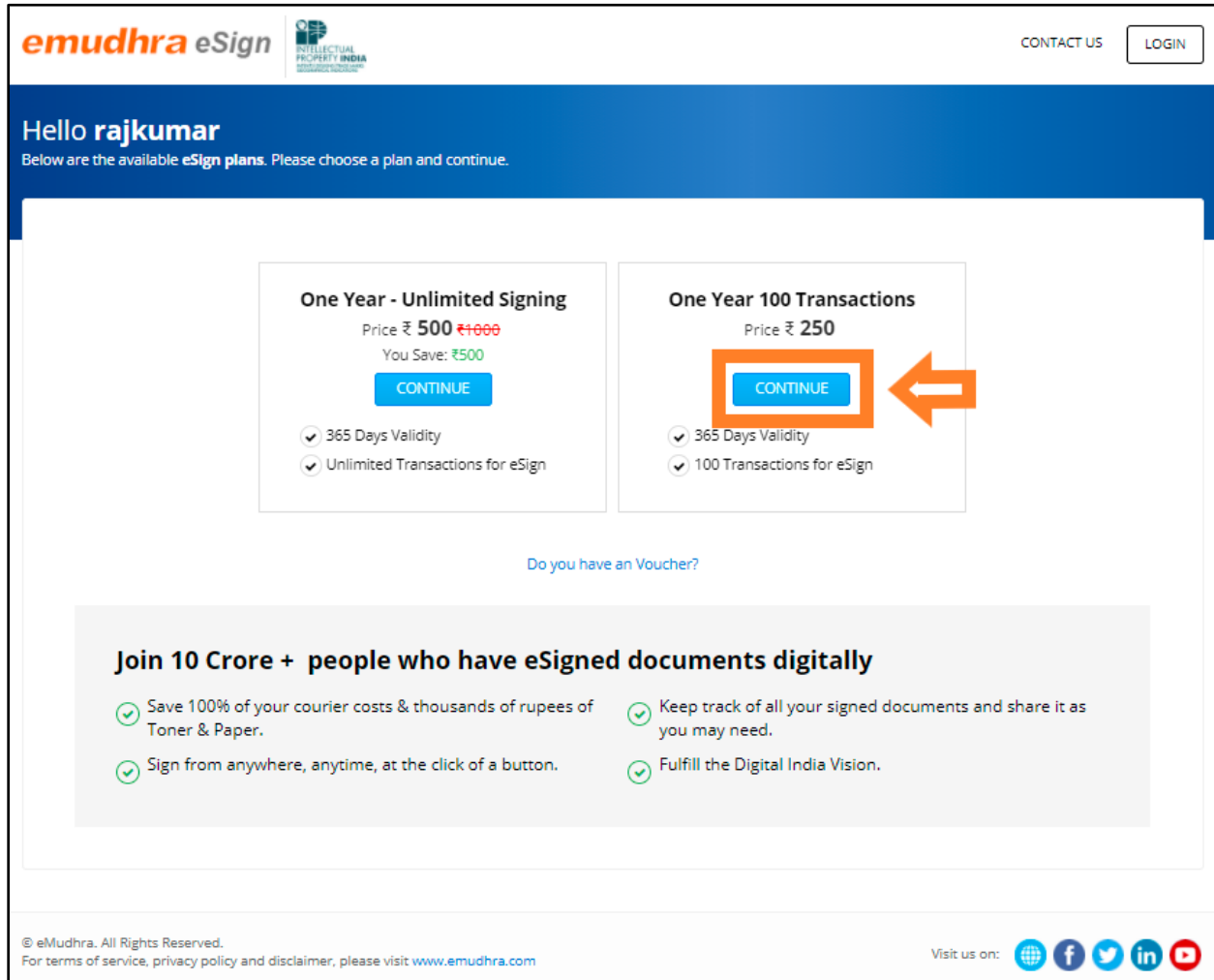


The user should enter the OTP sent in the registered mobile number. Click on 'Verify OTP'.



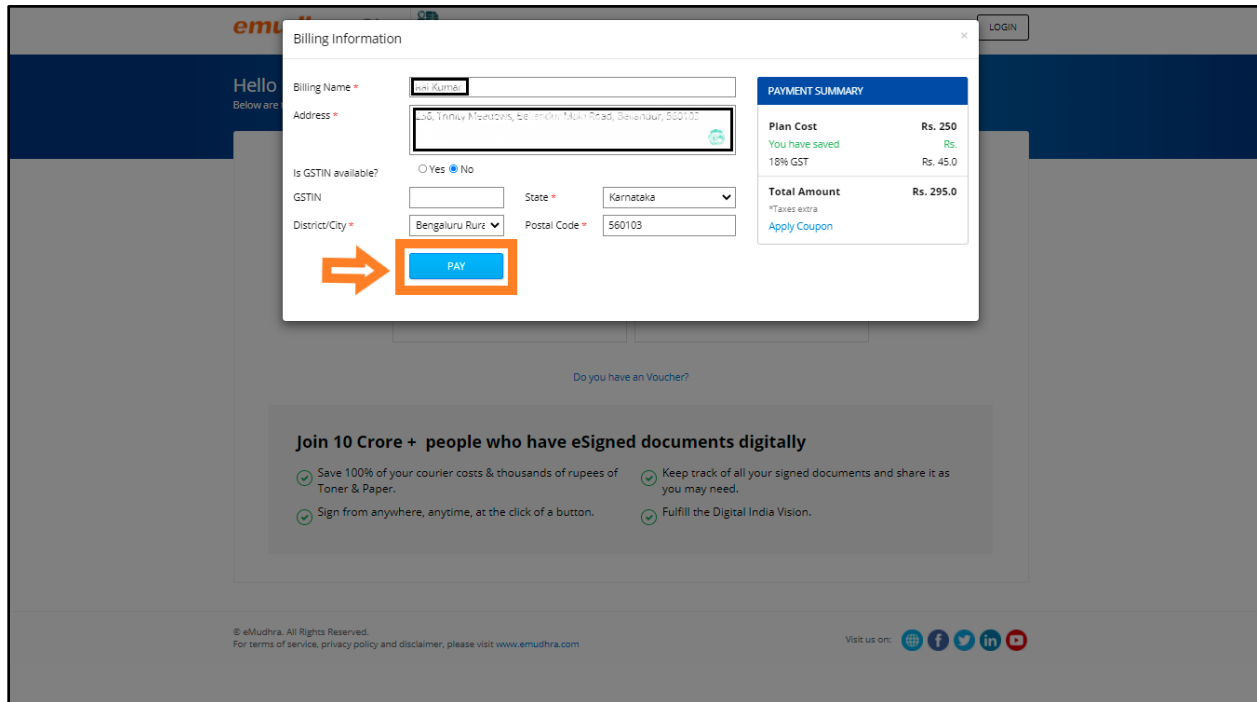
## 2.1 Subscription

The user can select the preferred plan for subscription.





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



**Billing Information**

Billing Name \*

Address \*

Is GSTIN available?  Yes  No

GSTIN  State \*

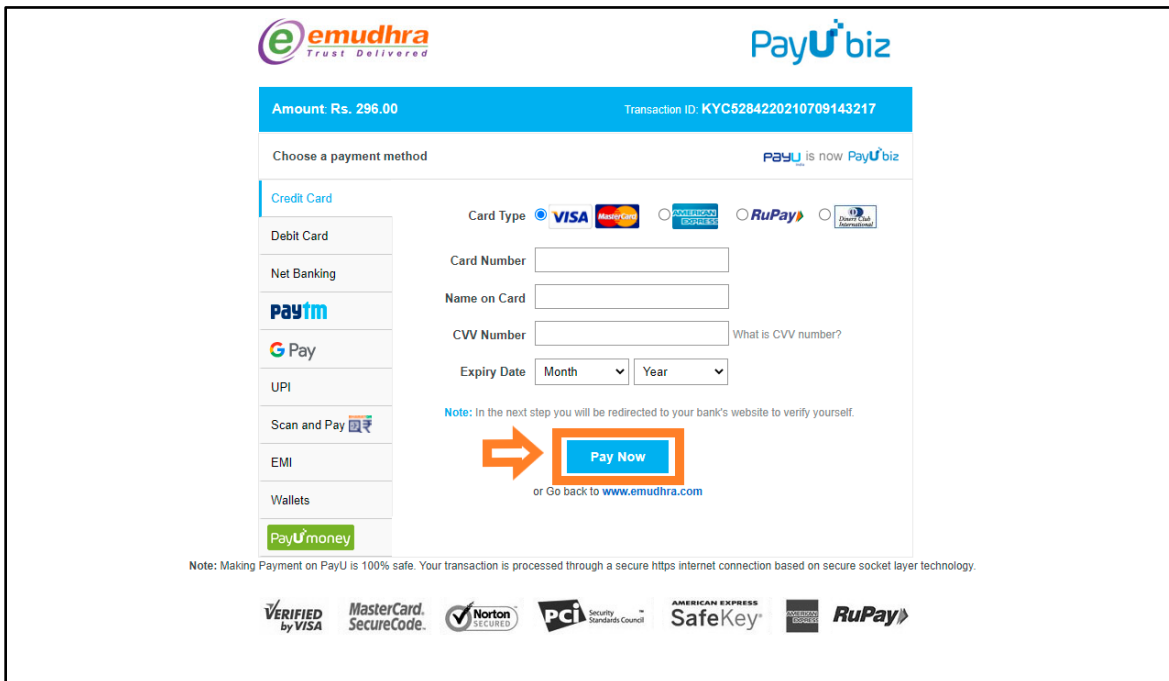
District/City \*  Postal Code \*

**PAYMENT SUMMARY**

Plan Cost	Rs. 250
You have saved	Rs.
18% GST	Rs. 45.0
<b>Total Amount</b>	<b>Rs. 295.0</b>
*Taxes extra	
<a href="#">Apply Coupon</a>	

**PAY**

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



**emudhra** Trust Delivered **PayU biz**

Amount: Rs. 296.00 Transaction ID: KYC5284220210709143217

Choose a payment method **PayU is now PayU biz**

**Credit Card**

Card Type  VISA  MasterCard  American Express  RuPay  Debit Card

Card Number

Name on Card

CVV Number  What is CVV number?

Expiry Date Month  Year

Note: In the next step you will be redirected to your bank's website to verify yourself.

**Pay Now**

or Go back to [www.emudhra.com](http://www.emudhra.com)

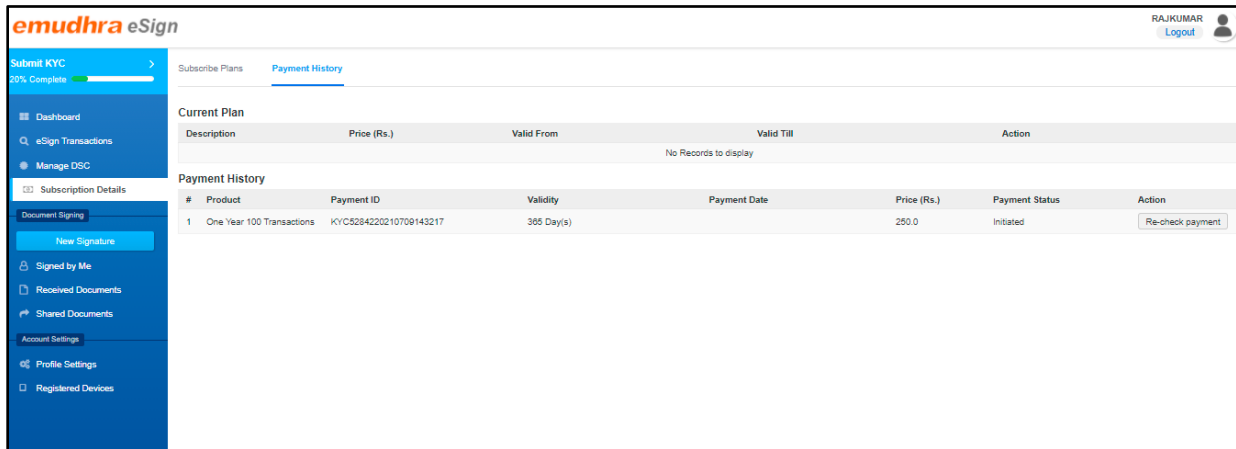
Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.

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.

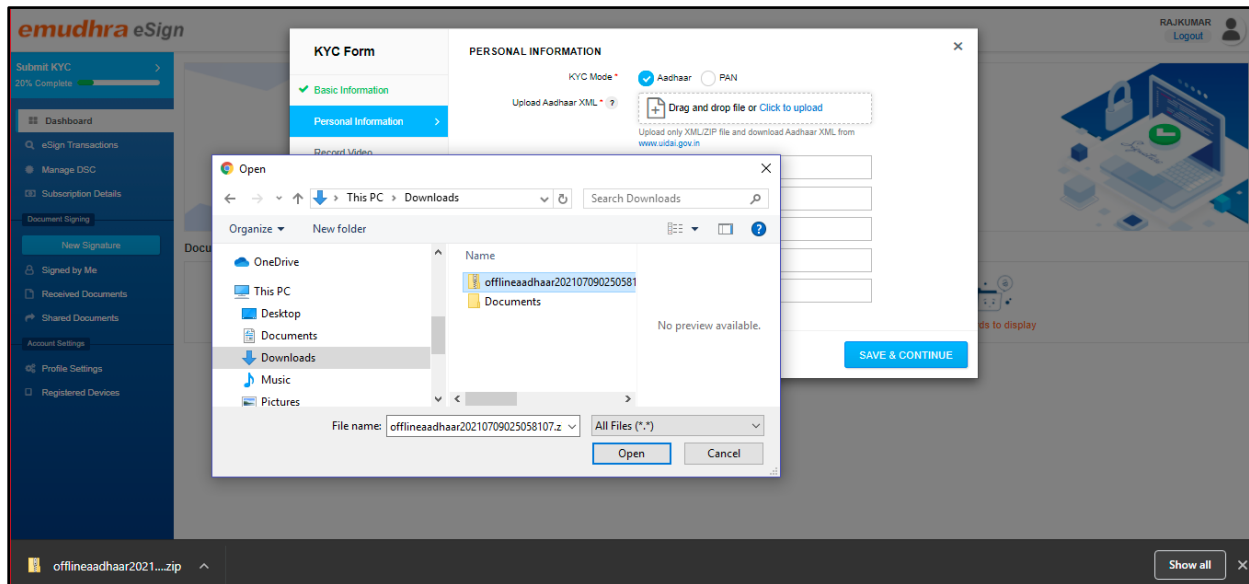


## 2.2 Enrolment

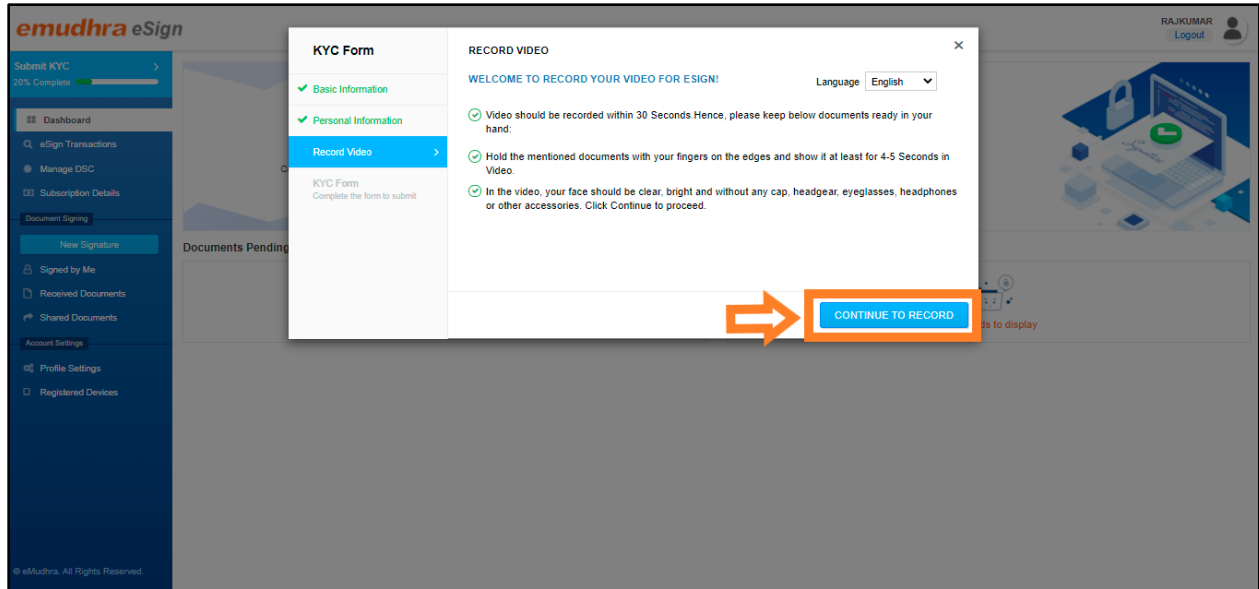
To complete the enrollment, the user can go to profile settings. The basic information has already been updated. Hence, the user can sign up using either their Aadhaar or PAN.

### 2.2.1 Aadhaar

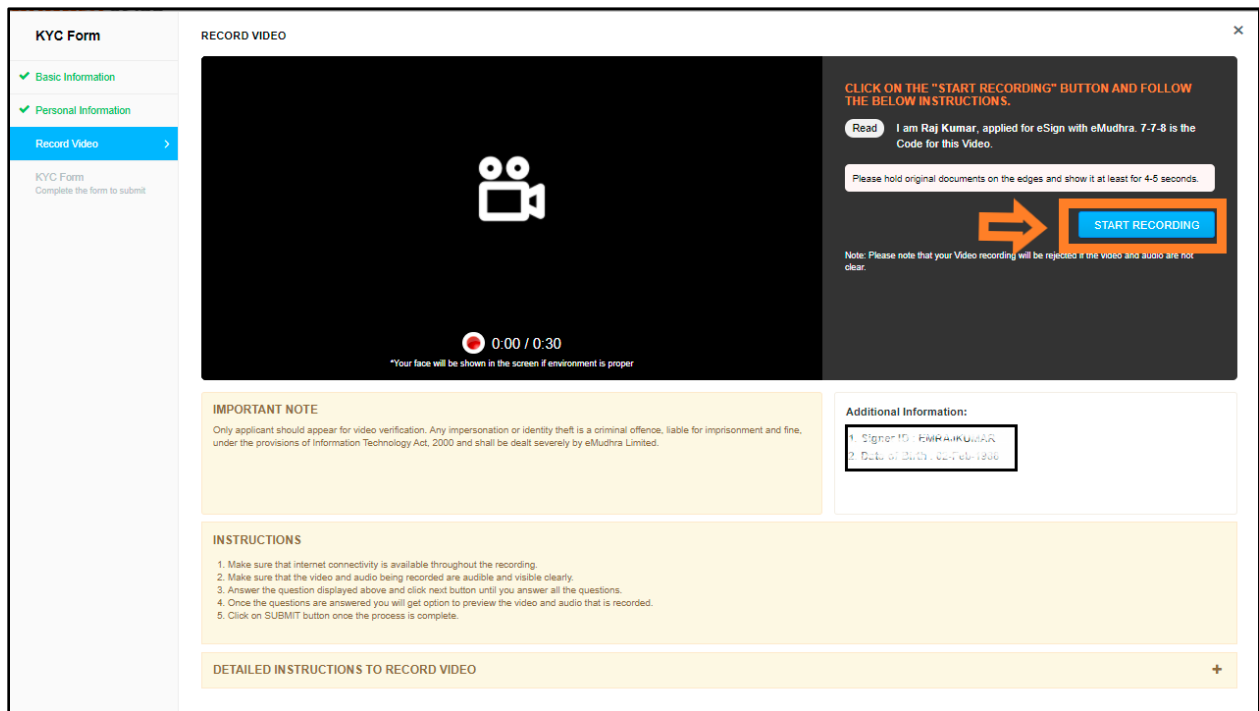
In this section, the user can see how they can enroll using Aadhaar. Select 'Aadhaar' in the KYC form and upload your Aadhaar.



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 displays the 'Aadhaar Paperless Offline e-KYC' page on the UIDAI portal. The page header includes the UIDAI logo and navigation menus. The main content area contains a form with the following fields and instructions:

- Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.**
- Aadhaar Number** (12 Digit UID (1234/1234/1234))
- Virtual ID**
- Enter Security Code** (Type the character you see in the picture. The image shows 'I z y h P')
- Captcha** (Please Enter Valid Captcha)
- Buttons: **Send OTP** or **Enter TOTP**

On the right side, there is a 'Frequently Asked Questions' section with dropdown menus for 'Use Aadhaar Freely', 'E-Aadhaar', 'mAadhaar FAQs', and 'Aadhaar Paperless Offline e-kyc'. Below this is a 'View All' link and an advertisement for 'The new mAadhaar app' with an 'INSTALL NOW' button.

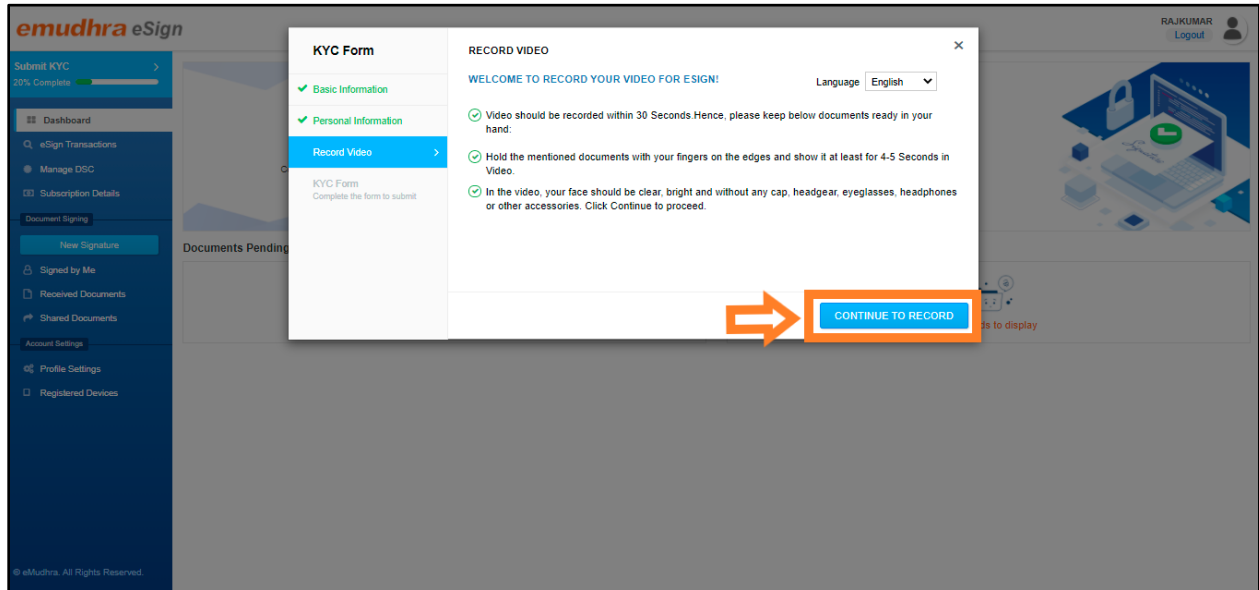


### 2.2.2 PAN

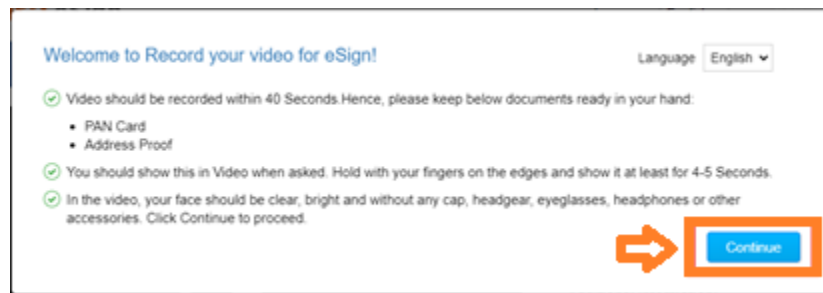
In this section, the user can see how they can enroll using PAN based verification. The user needs to provide his KYC data and upload documents. PAN is used as proof of identity and driving license, voter ID, passport etc can be used as proof of address.



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**

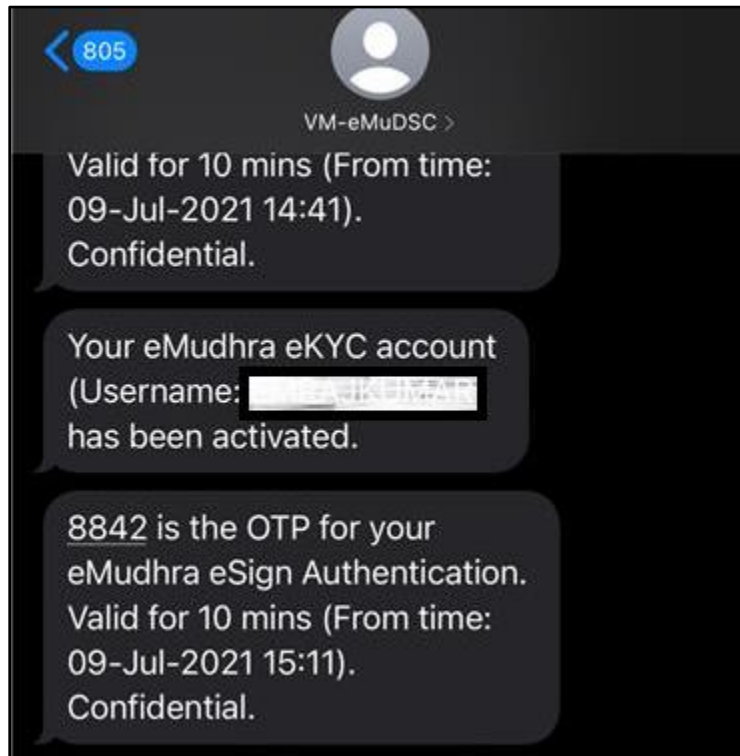
User clicks on 'Submit' once the video recording is completed. If the user wishes to re-record the video, they can do so as well. The video recording will be successfully submitted and the user will receive a confirmation email once the information is verified.

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

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**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](mailto:esign.support@emudhra.com) , and eMudhra's eSign expert will respond to the same.