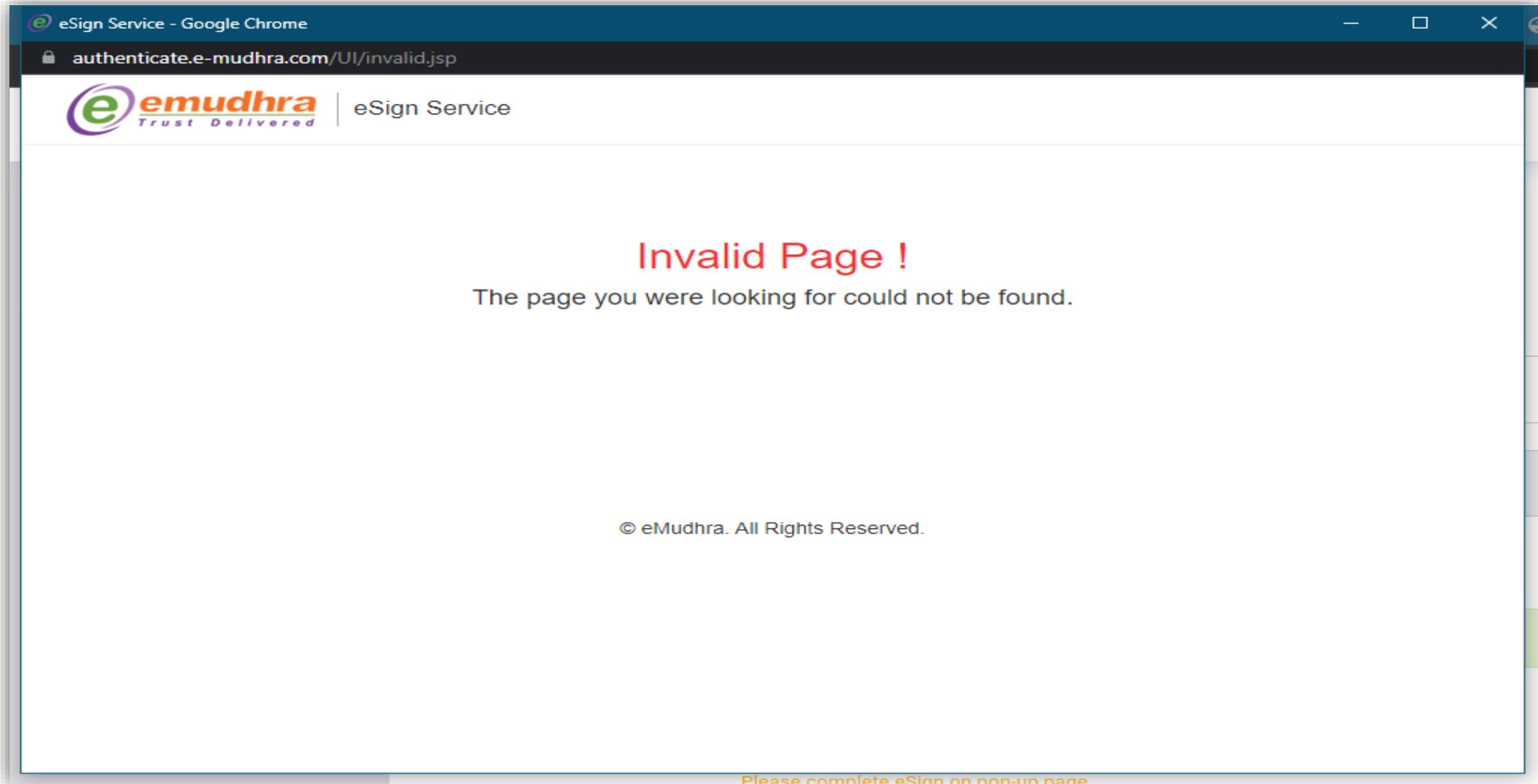


Renewal of KYC: Important Notice

- This PPT is only for the renewal of KYC of those MSEDCL users whose KYC has expired after 2 years. validity.
- New users are requested to follow the [KYC Registration Process for eSign](#) (uploaded on the DMS home page).
- Kindly do KYC on a stable internet data connection (Mobile/ Hotspot/ Home Wi-Fi).
- Please avoid doing KYC on an unstable Shared/Firewalled internet connection (Corporate Wi-Fi).

In case eSign KYC expires, the following error is seen while performing eSign in DMS.



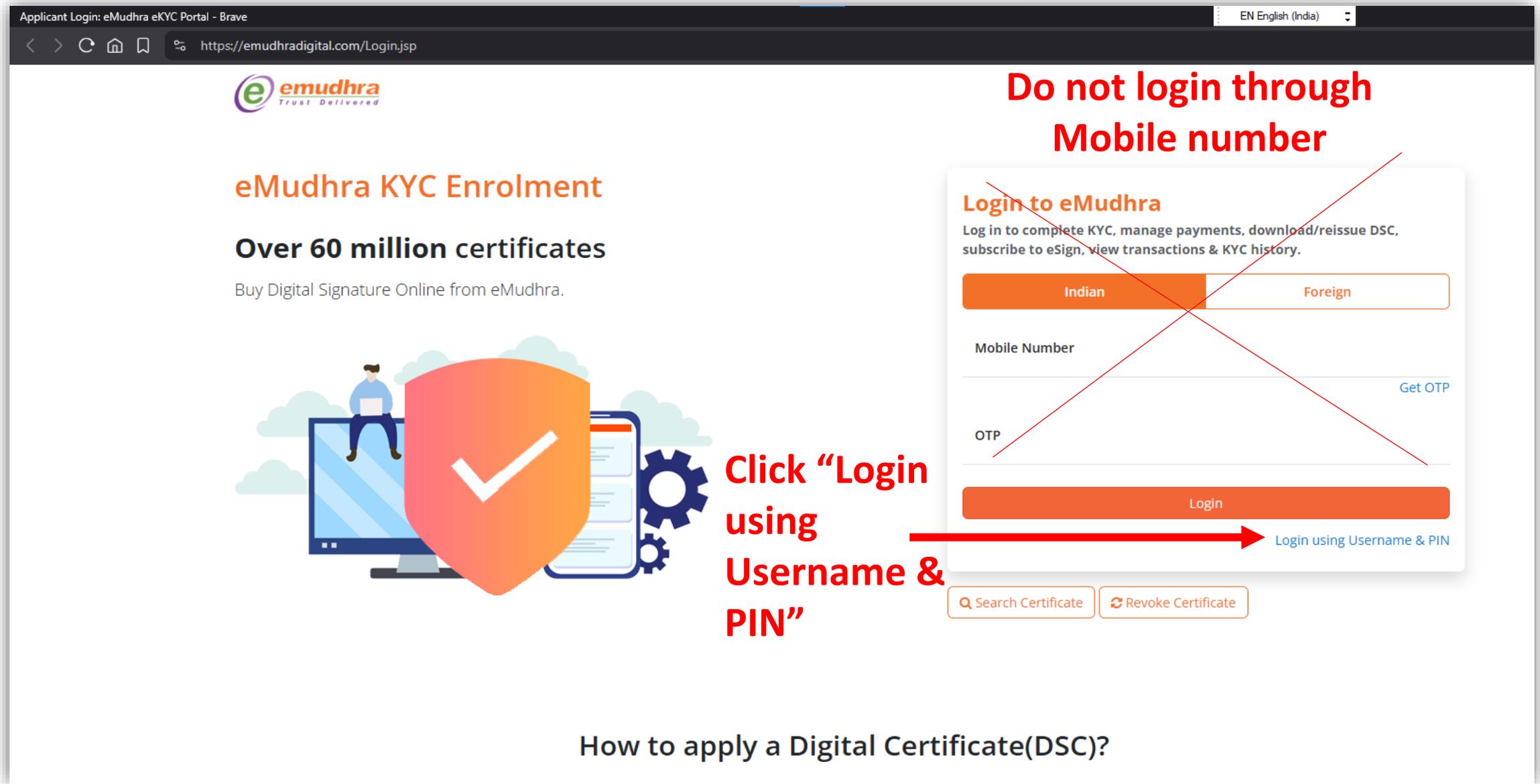
eSign Account renewal (Re-KYC)



- eSign account validity is for 2 years from the date of KYC. After the expiry, fresh KYC needs to be done as per the Controller of Certifying Authorities(Govt. of India) guidelines.
- **Prerequisite :**
 - i. Original personal PAN Card and Office ID Card.
 - ii. Scanned Copy of PAN Card (pdf), Office ID Card (pdf) and Passport size photo (jpg/png).
 - iii. Laptop/Desktop with a webcam with good internet connection (*not corporate WiFi Connection*).
 - iv. Personal Mobile & personal email account (for getting OTPs).

Renewal of eSign Account (Re-KYC)

1. Visit: <https://emudhradigital.com/Login.jsp>



The screenshot shows the eMudhra eKYC Portal login page. The browser address bar displays "https://emudhradigital.com/Login.jsp". The page features the eMudhra logo and the text "eMudhra KYC Enrolment Over 60 million certificates". Below this, there is an illustration of a person sitting on a computer monitor with a large shield and a checkmark, symbolizing security and verification. To the right, the "Login to eMudhra" form is visible, which includes fields for "Mobile Number" and "OTP", and a "Login" button. A red arrow points from the "Login" button to the text "Login using Username & PIN". A red "X" is drawn over the "Login to eMudhra" form, and a red text overlay reads "Do not login through Mobile number". At the bottom of the page, there is a link that says "How to apply a Digital Certificate(DSC)?".

Applicant Login: eMudhra eKYC Portal - Brave

EN English (India)

https://emudhradigital.com/Login.jsp

eMudhra
Trust Delivered

eMudhra KYC Enrolment

Over 60 million certificates

Buy Digital Signature Online from eMudhra.

Do not login through Mobile number

Login to eMudhra
Log in to complete KYC, manage payments, download/reissue DSC, subscribe to eSign, view transactions & KYC history.

Indian Foreign

Mobile Number

Get OTP

OTP

Login

Login using Username & PIN

Search Certificate Revoke Certificate

Click "Login using Username & PIN"

How to apply a Digital Certificate(DSC)?

Renewal of eSign Account (Re-KYC)

<https://emudhradigital.com/Login.jsp>

i. Enter your eMudhra username & PIN (used during eSign)

Login to eMudhra

Log in to complete KYC, manage payments, download/reissue DSC, subscribe to eSign, view transactions & KYC history.

Username

PIN

ii. Enter PIN

iii. Click Login

LOGIN

[Forgot Username & PIN](#)

[Login using Mobile No. & Email](#)

[Search Certificate](#)

[Revoke Certificate](#)

If you don't know your username, please click Forget username

Forgot Username or PIN Login

User Name PIN

+91 Contact Number

Date of Birth

Date Month Select Year

Get OTP

OTP

RETRIEVE

[Search Certificate](#) [Revoke Certificate](#)

Enter your mobile number & DoB, click OTP to retrieve your eMudhra username

User Name

Username	KYC Account Type	Organization Name
XXXXXXXXXX	Individual	-
XXX	Organization	Maharashtra State Electricity Distribution Company Ltd

Total Count : 3

PROCEED

If you have multiple eMudhra Accounts, then use Organisation KYC only.

Login to eMudhra Portal

<https://emudhradigital.com/Login.jsp>

Login to eMudhra

Log in to complete KYC, manage payments, download/reissue DSC, subscribe to eSign, view transactions & KYC history.

Username

XXXXX

PIN

Mobile Number

9XXXXXXXXX

Resend OTP in 53 seconds

OTP

I agree to the terms and conditions of subscriber agreement which will be signed post Login.

Validate

[Forgot Username & PIN](#)

[Login using Mobile No. & Email](#)

After entering Username & PIN, click Login.

The Mobile Number and OTP fields will appear.

Enter your mobile number and click Get OTP.

Enter the received OTP and click "I Agree.." checkbox.

Then click Validate to enter your eMudhra KYC account for further actions

After Successful Login

https://emudhradigital.com/TrackOrderStatus.jsp?X=ZVVSZmVIRFILdFUvcWt1QXpBdIZMUT09

 XXXXXXXX Digital Signature Dashboard [Log Out](#)

Your active Digital Signature application - 18221519

Current Application Approved

Enrolment Type: ORGANIZATION-GOVERNMENT

100%

Active Applications

DSC 3 | eSign 0

Historical Applications

DSC 2 | eSign 1

✓ Approved

Applicant Information

Name	HAS*** *HAN	Email	hak*****.in	Mobile	98*****597
KYC Type	ORGANIZATION-GOVERNMENT	PAN	ATD****31E		
Org. Name	Maharashtra State Electricity Distribution Company Ltd	Org. Unit	Authorized Signatory		
Partner Name	Geetha				

KYC Enrolment and Payment: [KYC History](#)

- Enrolment Information** Completed
Date/Time: 29-Apr-2025 (09:00 PM)
- Payment** Completed
Date/Time:
- Authorized Signatory Video Recording** Completed
Date/Time: 29-Apr-2025 (09:07 PM)

Approval and Download

- eMudhra: Approval of Application** Completed
Date/Time: 30-Apr-2025 (12:31 PM)
- Authorized Signatory eSign** Completed
Date/Time: 12-Jun-2024 (02:45 PM)

1. Click Active Applications tab

After Successful Login

eKYC Portal

ital.com/TrackOrderStatus.jsp?X=cVFuV294ZHJCny9mVmpJK09nZHRFUT09

 XXXXXXXXXXXXXXXXXXXX Digital Signature Dashboard [Log Out](#)

Your active Digital Signature application - 050420210510234751069

You have a video recording pending Click here to complete it.

Current Application Pending from Subscriber

Enrolment Type: PAN

70%

Active Applications

DSC 0 | eSign 0

Historical Applications

DSC 0 | eSign 0

DSC

Application ID	Certificate Name	Certificate Type	Valid from	Validity till	Status	DSC	Payment Details	Action
No Record Found								
Buy DSC								

KYC Accounts

KYC Type	Organization	Status	Valid from	Valid till	Action
Individual	Personal	Expired	12-May-2021 (12:51 PM)	12-May-2023 (12:51 PM)	⋮
Organization - Govt	Maharashtra State Electricity Distribution Company Ltd	Expired	24-May-2023 (01:36 PM)	24-May-2025 (01:36 PM)	⋮

View Details
Renewal KYC

A Licensed Certifying Authority in India, under CCA, Government of India
Visit CCA website for more info at www.cca.gov.in

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2. Go to the KYC accounts section and click the 3 dots of your Organisation KYC account (Expired).

3. Click Renewal KYC.

KYC application flow

https://emudhradigital.com/PaperlessOrganization.jsp?X=WU10OHhtcDhZUKQ5S25Zam53SjFLQT09



eMudhra eKYC Portal

KYC enrolment For **Organization**

Fill the below form details to create / complete an KYC Account for your organization. Before completing this form, please keep the relevant scanned documents ready as provided under Steps for Organization section

ORGANIZATION DETAILS

Organization Name

Maharashtra State Electricity Distribution Company Ltd

Organization type

Government / PSU

ORGANIZATION DETAILS

APPLICANT INFORMATION

AUTHORIZED SIGNATORY DETAILS

APPLICANT INFORMATION

APPLICANT INFORMATION

UPLOAD FILE

Selected Mode of KYC - Organization

Selected Mode of KYC – GST based:

You do not need to upload any additional organizational document.

Selected Mode of KYC – Other:

You need to upload additional organizational document.

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

KYC enrolment For Organization

Fill the below form details to create / complete an KYC Account for your organization. Before completing this form, please keep the relevant scanned documents ready as provided under Steps for Organization section

ORGANIZATION DETAILS

Organization Name Maharashtra State Electricity Distribution Company Ltd	Organization type Government / PSU
--	--

1 APPLICANT INFORMATION

→ Applicant PAN * ?

Enter your PAN Card

Click Proceed

2 UPLOAD FILE

Individual Identity

Proof of Identity (any one of):

- Driving License
- Any Government-issued photo ID having Name & address

Proof of Address (any one of):

- Utility Bills of not earlier than 3 months from the date of application
 - Telephone Bill
 - Electricity Bill
 - Water Bill
 - Gas connection
- Bank Statements signed by the bank
- Driving License (DL)/ Registration certificate (RC)
- Voter ID Card
- Passport

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

KYC enrolment For Organization

Fill the below form details to create / complete an KYC Account for your organization. Before completing this form, please keep the relevant scanned documents ready as provided under Steps for Organization section

ORGANIZATION DETAILS

Organization Name
Maharashtra State Electricity Distribution Company Ltd

Organization type
Government / PSU

1 APPLICANT INFORMATION

Applicant PAN *
XXXXXXXX

PROCEED

Your eMudhra KYC (Know Your Customer) is set to expire on **24-May-2025**. Please renew your KYC account now by filling the below details. KYC enrolment is a one time activity, valid for 2 years. Applicant Name : XXXXXX

Full Name*
XXXXXXXXXX

Employee ID *
XXXXXX

Employee ID is not applicable / available

Mobile Number *
XXXXXXXXXX

Email ID *
XXXXXXXXXXXXXXXXXX

Organization Unit/Department*
INFORMATION TECHNOLOGY

Applicant PAN *
XXXXXXXX

Date of Birth*
Date: [] [] [] Month: [] Year: []

Gender *
 Male Female Others

NEXT

2 UPLOAD FILE

Individual Identity

- Proof of Identity (any one of):**
- Driving License
 - Any Government-issued photo ID having Name & address

- Proof of Address (any one of):**
- Utility Bills of not earlier than 3 months from the date of application
 - Telephone Bill
 - Electricity Bill
 - Water Bill
 - Gas connection
 - Bank Statements signed by the bank
 - Driving License (DL)/ Registration certificate (RC)
 - Voter ID Card
 - Passport

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Please enter all your details as per PAN records.

Click Next

KYC enrolment For Organization

Fill the below form details to create / complete an KYC Account for your organization. Before completing this form, please keep the relevant scanned documents ready as provided under Steps for Organization section

ORGANIZATION DETAILS

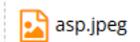
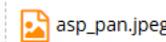
Organization Name Maharashtra State Electricity Distribution Company Ltd	Organization type Government / PSU
--	--

1 APPLICANT INFORMATION CHANGE

XXXXXXXX [View More](#)

2 UPLOAD FILE

APPLICANT DOCUMENTS

Applicant Photo * ?  asp.jpeg <input type="button" value="x"/>	Applicant PAN Proof* ?  asp_pan.jpeg <input type="button" value="x"/>
Upload only jpg, png file.	Upload only jpg, jpeg, png, pdf file.
Organization ID Card of Applicant * ? Select Document Type Org ID Card	
 asp_pan.jpeg <input type="button" value="x"/>	
Upload only jpg, jpeg, png, pdf file.	

Note: Please make sure that any uploaded/scanned document is fully readable and keep the **ORIGINALS** of the **SAME DOCUMENT** handy during video recording.

Individual Identity

Proof of Identity (any one of):

- Driving License
- Any Government-issued photo ID having Name & address

Proof of Address (any one of):

- Utility Bills of not earlier than 3 months from the date of application
 - Telephone Bill
 - Electricity Bill
 - Water Bill
 - Gas connection
- Bank Statements signed by the bank
- Driving License (DL)/ Registration certificate (RC)
- Voter ID Card
- Passport

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Kindly upload your passport size photo, PAN Card and Office ID card. Kindly ensure their originals are available with you

Click Submit

Setup User Credentials to track KYC Enrolment

These user credentials are also used to sign the subscriber agreement and track the KYC enrolment status.

Applicant Information

Applicant Name	XXXXXXXXXX
Org. Name	Maharashtra State Electricity Distribution Company Ltd
Mobile	XXXXXXXXXX
Email ID	arc*****co m
Org. Unit	INFORMATION TECHNOLOGY
PAN	XXXXXXXXXX
Date of Birth	XXXXXXXXXX
Employee ID	XXXXXXXXXX

1 SETUP USER CREDENTIALS

Email ID *	Email OTP	GET OTP	SUBMIT
------------	-----------	---------	--------

1. Ensure your details are correct

3. Check your email & enter OTP here

2. Click Get OTP

4. Click Submit

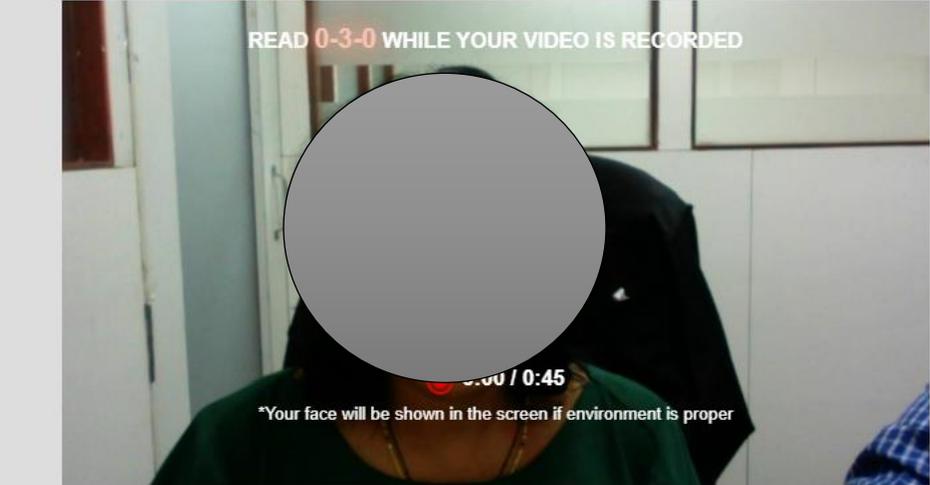
Important Instructions before video recording

- In the video capturing, face should be fully visible, 50% of the video frame shall be covered by the face and background should be visible.
- Any video where face is not clearly visible, or at a far distance shall not be accepted.
- The face should have a bright light and there should not be dark shadows covering the face.
- The video of subscriber wearing any accessories like cap, headgear, eyeglasses, headphones and/or sunglasses shall not be accepted.
- Video should be preferably in a plain background and subscriber should have a natural expression.
- In the case of documents, during the capture, document should be preferably held using fingers on the edges without covering the contents of the document.

Step-1	Give permission to your browser to access the camera.
Step-2	Start video recording by clicking the "Record Video" button. Please position your face properly in front of the camera by placing the camera in a stable manner.
Step-3	<ul style="list-style-type: none">• Applicant will be asked 3 questions during video recording and same will be verified by eMudhra during approval:<ul style="list-style-type: none">• Read I am [YOUR NAME], applied for eSign with eMudhra. A-B-C (UNIQUE CODE) is the Code for this Video.• Show PAN Card• Show Org ID Card
Step-4	Verify the recorded video by clicking on "Preview" button.
Step-5	If the video is proper then submit it, else follow the Steps 2 to 4.

Video Verification for KYC enrolment

- 1 Enrolment
- 2 Record Video
- 3 Application Status



Click on the "START RECORDING" button and follow the below instructions.

START RECORDING ⓘ

Click Start recording

- ⓘ Please keep only **ORIGINAL DOCUMENTS FOR NON-AADHAAR KYC Types** and hold with your fingers on the edges and show it at least for 4-5 Seconds.
- ⓘ Note: Please note that your Video recording will be rejected if the video and audio are not clear.

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:

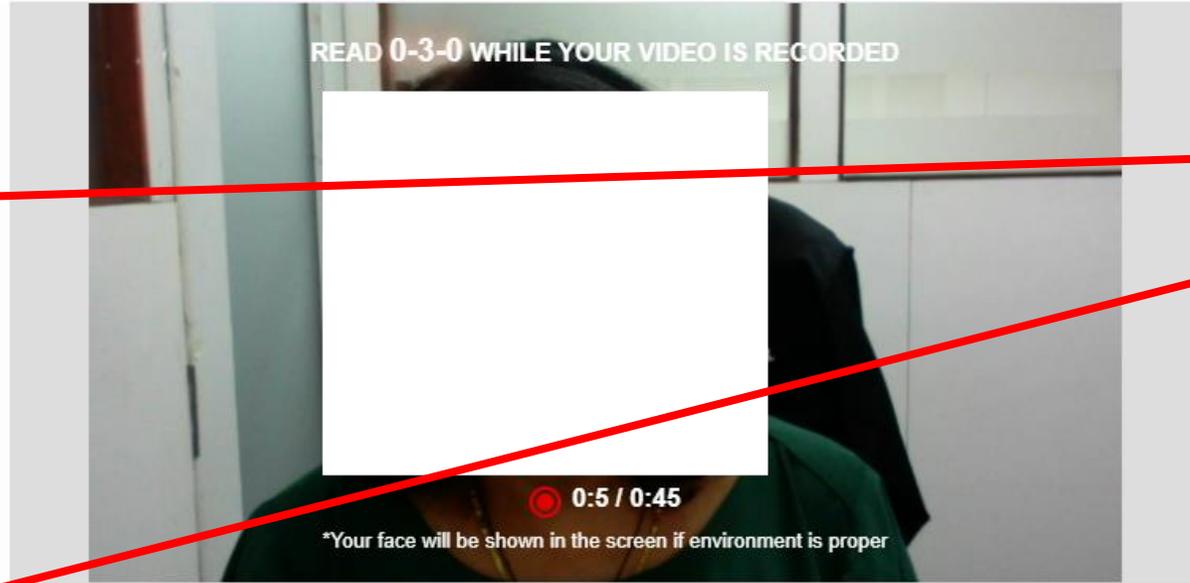
1. **Organization Name:** Maharashtra State Electricity Distribution Company Ltd
2. **Signer ID:** XXXXXXXX
3. **Date of Birth:** XXXXXXXX
4. **Video Code:** XX

+ Detailed Instructions to Record Video

Video Verification for KYC enrolment

- 1 Enrolment
- 2 Record Video
- 3 Application Status

READ 0-3-0 WHILE YOUR VIDEO IS RECORDED



0:5 / 0:45

*Your face will be shown in the screen if environment is proper

undefined

Read / पढ़िए I am ~~XXXXXXXXXXXXXXXXXXXX~~, applied for KYC with eMudhra **0-3-0** is the Code for this Video.

Show / दिखाए Org ID Card

Show / दिखाए PAN Card

undefined



STOP RECORDING

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:

- 1. **Organization Name:** Maharashtra State Electricity Distribution Company Ltd
- 2. **Signer ID:**
- 3. **Date of Birth:**
- 4. **Video Code:** 030

[+ Detailed Instructions to Record Video](#)

After the Timer starts, please read this statement as it is.

Show office ID card & PAN card for at least 5 seconds.

Video Verification for KYC enrolment

1 Enrolment 2 Record Video 3 Application Status



Press "RECORD AGAIN" to record again or "SUBMIT" to complete the process.

RECORD AGAIN

SUBMIT

Please ensure that the Contents are clearly visible in the camera; otherwise, KYC will be rejected.

If the contents are not visible, then click "Record Again."

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:

1. **Organization Name:** Maharashtra State Electricity Distribution Company Ltd
2. **Signer ID:** archanapremsagar
3. **Date of Birth:** 01-Apr-1973
4. **Video Code:** 030

+ Detailed Instructions to Record Video

Video Verification for KYC enrolment

- 1 Enrolment
- 2 Record Video
- 3 Application Status



Please ensure that the Contents are clearly visible in the camera; otherwise, KYC will be rejected.

If the contents are not visible, then click "Record Again."

undefined

Read / पढ़िए

I am ~~XXXXXXXXXXXXXXXXXXXX~~, applied for KYC with eMudhra. **0-3-0** is the Code for this Video.

Show / दिखाए

Org ID Card

Show / दिखाए

PAN Card

undefined



STOP RECORDING

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:

1. **Organization Name:** Maharashtra State Electricity Distribution Company Ltd
2. **Signer ID:** archanapremsagar
3. **Date of Birth:** 01-Apr-1973
4. **Video Code:** 030

+ Detailed Instructions to Record Video

Your active Digital Signature application - 244620230524123322831

Current Application Pending from Subscriber Enrolment Type: ORGANIZATION-GOVERNMENT 80%	Active Applications DSC 0 eSign 0	Historical Applications DSC 0 eSign 0
---	---	---

Once the video recording is successfully submitted, this status screen will appear.

The application will undergo a 3-stage approval process. If any discrepancies are identified, you will be given another opportunity to complete the specific step.

If you stayed on the same session, please e-sign the Agreement after successful approvals, to start your eSigns. Otherwise, a link will also be sent via email.

Applicant Information

Name	ARC**** *GAR	Email	arc*****com	Mobile	887****692
KYC Type	ORGANIZATION-GOVERNMENT	PAN	ABD****19C		
Org. Name	Maharashtra State Electricity Distribution Company Ltd	Org. Unit	INFORMATION TECHNOLOGY		
Partner Name	NA				

KYC Enrolment and Payment: [KYC History](#)

- Enrolment Information** Completed
Date/Time: 23-May-2025 (12:47 PM)
- Applicant Mobile Verification** Completed
Date/Time: 23-May-2025 (12:47 PM)
- Applicant Email Verification** Completed
Date/Time: 23-May-2025 (12:51 PM)
- Applicant Video Recording** Completed
Date/Time: 23-May-2025 (12:57 PM)
- Applicant Photograph** Completed
- Applicant Credential Setup** Completed
Date/Time: 23-May-2025 (12:51 PM)

Approval and Download

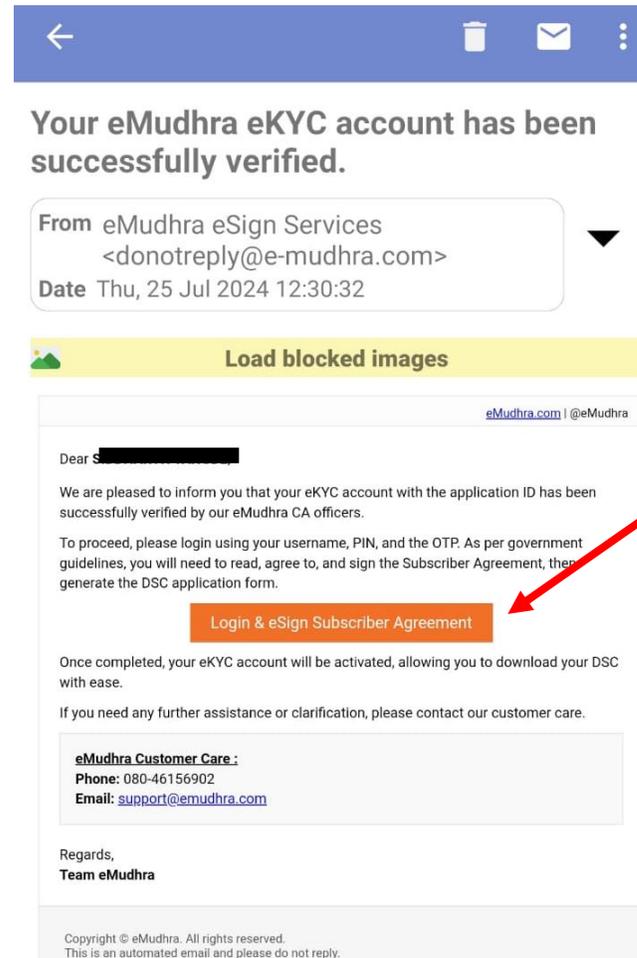
- Authorized Signatory Approval of Applicant** Awaiting
- eMudhra: Approval of Application** Awaiting
- Applicant eSign** Awaiting

Check your E-mail

After KYC process is completed, please check your registered email inbox for an email from eMudhra asking you to sign Subscriber Agreement.

Signing of Subscriber Agreement

- As per the recent instructions of Govt of India guidelines, all users after their KYC need to read, agree to and sign the Subscriber Agreement to continue their eSign services from eMudhra.
- After successful approval of KYC application from eMudhra, you will get following email from eMudhra to your registered email:



Click here to Login

Login Screen



**Enter your eMudhra Username
(used during KYC)**

Applicant Login

You can now complete the KYC required for issuance of digital signature certificate.

Apply for DSC as a new user

If you have not yet made your payment or submitted your KYC, please proceed with the 'Apply DSC as a new user'.

Indian

Foreign

Mobile *

GET OTP

Mobile OTP*

AUTHENTICATE & PROCEED

OR

Are you an Existing user?

Once your KYC is successfully verified by eMudhra CA officers, use the 'Existing User Login' to eSign the Subscriber Agreement and the DSC Application form to download your DSC.

Username *

Enter eMudhra PIN

*

PIN *

Enter your Mobile (registered with eMudhra)

Mobile Number *

Resend OTP in 18 seconds

OTP *

Enter OTP

I agree to the terms and conditions of subscriber agreement which will be signed post Login.

Validate

Click Validate

If Login Successful, then following Subscriber Agreement will open:



eMudhra eKYC Portal

Scroll Downward to read the agreement

Transaction Through

Subscriber Agreement

You need to read and agree for the subscriber agreement by eSign.

A screenshot of a PDF viewer displaying the Subscriber Agreement. The document text is as follows:

eKYC account holder shall agree and confirm that DSC issued or eSign services would only be used in accordance with IT Act, and Rules & Regulations made thereunder.

During the lifetime of eKYC account, CA may introduce additional terms and publish it in the online systems, and prominently provide the link to updated terms in the eKYC account access interface.

In case eKYC account holder do not agree on the updated terms he should stop using services and CA will deactivate the account.

eKYC account holder shall undertake that the confidentiality of the PIN will be retained and maintain exclusive access to OTP send by CA for authentication purpose.

I hereby confirm that I have read and agree to the terms outlined in the Subscriber Agreement. I consent to the creation of my KYC account with eMudhra using the provided details. I commit to keeping my login information confidential.



Click Checkbox to agree

Click Agree & eSign

[Reject](#)

[Agree & eSign](#)



Close this Window

After signing the Subscriber Agreement, following window will open. Do Nothing. Just close this Window.



Certifying Authority

About Us

Branch Offices

Choose option to Download your Certificate

Recommended



Option 1
emClick Tool

Download



Option 2
emBridge

This option allows you to download certificate through any browser.

Proceed

KYC Completed

- **You eSign KYC is Complete.**
- **Now you can eSign in DMS.**
- **Invalid request (after expiry of KYC) will no longer come.**
- **Kindly remember that after 2 years, you'll have to again perform the KYC process to continue eSign services.**

THANK YOU