

Re-KYC: Important Notice

- This PPT is for only for renewal of KYC of those MSEDCL users whose KYC is expired after 2 yrs. validity.
- New user are requested to follow [KYC Registration Process for eSign](#) (uploaded on DMS home page).
- Kindly upload documents on individual stable internet data connection (Mobile/ Hotspot/ Home Wi-Fi) only.
- Please don't upload documents on unstable shared internet connection (Corporate Wi-Fi).

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://app.e-mudhra.com>

emudhra eSign

INDIVIDUALS

- ✓ Quick Registration using PAN KYC, Aadhaar KYC, Bank KYC
- ✓ Digital Signature without carrying any Hardware token
- ✓ Hassle-free account and transaction management
- ✓ Supported by most popular platforms

Download eSign App

Windows Mac Android iPhone

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Login to eSign

Authenticate using eSign account

+91 Mobile Number

SMS OTP T-OTP

OTP Get OTP

LOGIN

OR

[Login with Username & PIN](#)

Don't have an account yet? [Enrol Now](#)

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

Click Login with Username & PIN

Renewal of eSign Account (Re-KYC)

1. Visit: <https://app.e-mudhra.com>

The screenshot shows the eMudhra eSign login interface. On the left is a blue sidebar with the eMudhra eSign logo and 'INDIVIDUALS' section. The main content area is white and contains a 'Login to eSign' form. The form includes fields for Username, PIN, and OTP, along with radio buttons for SMS OTP and T-OTP, and a 'Get OTP' button. A large blue 'LOGIN' button is at the bottom of the form. Below the form is an 'OR' separator and a link for 'Login with Mobile & OTP'. At the bottom of the page are links for 'Enrol Now', 'Forgot Username? | Forgot PIN?', and 'Generate Username and PIN'. The page is protected by reCAPTCHA and Google Privacy Policy and Terms of Service.

emudhra eSign

INDIVIDUALS

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Download eSign App

Windows Mac Android iPhone

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Login to eSign

Authenticate using eSign account

Username

PIN

SMS OTP T-OTP

OTP

OR

[Login with Mobile & OTP](#)

Don't have an account yet? [Enrol Now](#)

[Forgot Username?](#) | [Forgot PIN?](#)

[Generate Username and PIN](#)

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

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

ii. Click Get OTP

iii. Click Login after entering OTP

After Successful Login


- Dashboard
 - eSign Transactions
 - Manage DSC
 - Subscription Details
 - Document Signing
 - New Signature
 - Signed by Me
 - Received Documents
 - Shared Documents
 - Account Settings
 - Profile Settings
 - Registered Devices
 - Subscriber Agreement
- © eMudhra. All Rights Reserved.

Welcome

[Start Signing](#)

Go Paperless. Sign PDF files Instantly.


Click Renew Account
(enabled only if KYC is expired/nearly expiring)



eMudhra KYC based eSign





eMudhra KYC based eSign helps you to perform one time KYC to eSign with an Username + PIN + OTP.

[Renew Account](#)

KYC Status:  **Expired**

Download eSign App

Manage all your eSign accounts anywhere, anytime...

Windows Mac Android iPhone

A new Pop-up window will open for Document Upload

app.e-mudhra.com/dashboard.jsp

Organization KYC Renewal

- ✓ Personal Information
- Document Upload**
- Verification
- Record Video
- Organization KYC Renewal Form
Complete the form to submit

DOCUMENT UPLOAD

Your Photo * ? Drag and drop file or [Click to upload](#)
Upload only jpg, jpeg, png file

Your PAN Copy * ? Drag and drop file or [Click to upload](#)
Upload only jpg, jpeg, png, pdf file

Organizational ID Proof Type * ?

Your Organizational ID Proof * ? Drag and drop file or [Click to upload](#)
Upload only jpg, jpeg, png, pdf file

Click Save & Continue →

Upload Passport size photo, PAN & Office ID Card

OTP Verification

The screenshot shows the emudhra eSign dashboard with a modal window for "Organization KYC Renewal". The modal is titled "VERIFICATION" and contains two input fields: "Email OTP * ?" and "Mobile OTP * ?". Each field has a "Get OTP" button to its right. Below the input fields, there is a red text instruction: "Click Get OTP and enter the Email OTP and Mobile OTP". At the bottom of the modal, there is a "Save and Continue" button with a red arrow pointing to it and the text "Click Save & Continue" above it. The background dashboard shows a sidebar with navigation options like "Dashboard", "eSign Transactions", "Manage DSC", "Subscription Details", "Document Signing", "New Signature", "Signed by Me", "Received Documents", "Shared Documents", "Account Settings", "Profile Settings", "Registered Devices", and "Subscriber Agreement". The main content area displays a welcome message for "NARENDRA UT" and a progress bar with "Personal Information" checked and "Verification" highlighted. Below the progress bar, there are sections for "eMudhra KYC based eSign" and "Download eSign App".

Organization KYC Renewal

✓ Personal Information

Document Upload

Verification >

Record Video

Organization KYC Renewal Form
Complete the form to submit

VERIFICATION

Email OTP * ?

Get OTP

Mobile OTP * ?

Get OTP

Click Get OTP and enter the Email OTP and Mobile OTP

Click Save & Continue

Save and Continue

Video Verification

app.e-mudhra.com/dashboard.jsp

emudhra eSign

MAHARASHTRA ...
HASEEB KHAN

Organization KYC Renewal

- ✓ Personal Information
- ✓ Document Upload
- ✓ Verification
- Record Video**

Organization KYC Renewal Form
Complete the form to submit

RECORD VIDEO

Welcome to Record your video for eSign!

Language English

- ✓ Video should be recorded within Seconds. Hence, please keep below documents ready in your hand:
 - ID Proof (Original)
 - Org ID Card
- ✓ You should show this in Video when asked. Hold with your fingers on the edges and show it at least for 4-5 Seconds.
- ✓ In the video, your face should be clear, bright and without any cap, headgear, eyeglasses, headphones or other accessories. Click Continue to proceed.

Read instructions & click Continue

Continue

Download eSign App
Manage all your eSign accounts anywhere, anytime...

Windows Mac Android iPhone

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Video Verification

app.e-mudhra.com/dashboard.jsp

HASEEB AHMAD MUJEEB AH...

KYC Renewal

- Basic Information
- Document Upload
- Record Video**

RECORD VIDEO

i. Click START RECORDING

ii. Read out the statement with Code and show PAN & Office ID Card properly

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

Read I am applied for eSign with eMudhra. 3-2-5 is the Code for this Video.

Show PAN Card

Show ID Proof

START RECORDING

Please hold original documents 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.

Press to Start Recording.

0:00 / 0:40

*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:

- Signer ID :haseebahmadkhan
- Date of Birth :07-Jul-1983

Instructions

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

Video Verification

app.e-mudhra.com/dashboard.jsp

HASEEB AHMAD MUJEEB AH

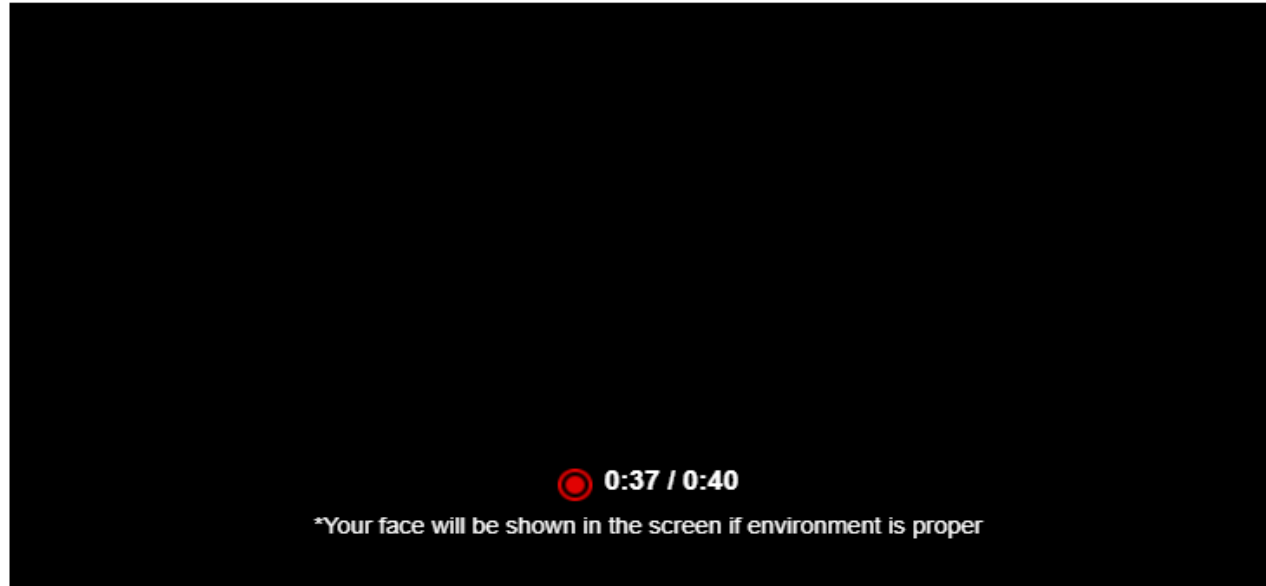
KYC Renewal

✓ Basic Information

✓ Document Upload

Record Video >

RECORD VIDEO



Press "PREVIEW" button to view your Video.

PREVIEW



Click Preview

Important Note

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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.

Video Verification

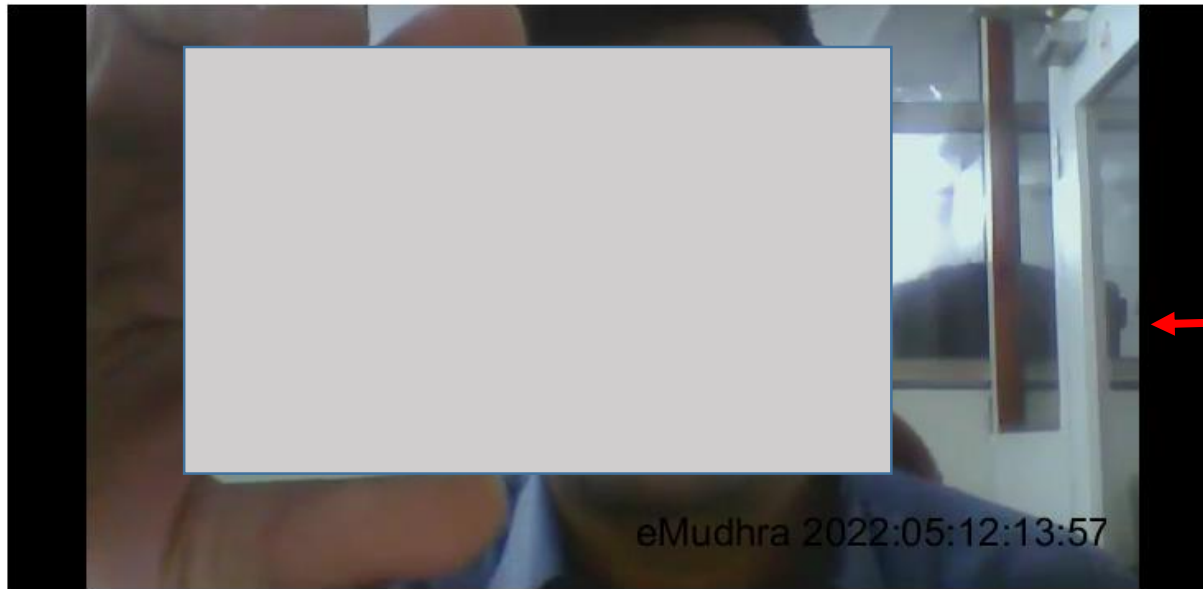
KYC Renewal

✓ Basic Information

✓ Document Upload

Record Video >

RECORD VIDEO



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

RECORD AGAIN

SUBMIT

Video will be played out. Check your voice is proper and code is heard properly. Check that PAN & Office ID is seen properly. In case of any issue, click RECORD AGAIN. If all ok, click SUBMIT.

Important Note

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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.

Confirmation

← → ↻ 🔒 app.e-mudhra.com/dashboard.jsp

emudhra eSign

- Dashboard
- eSign Transactions
- Manage DSC
- Subscription Details
- Document Signing
- New Signature**
- Signed by Me
- Received Documents
- Shared Documents
- Account Settings
 - Profile Settings
 - Registered Devices
 - Subscriber Agreement

Welcome

Go Paperless. Sign PDF files Instantly

Video was recorded successfully.

OK

Online Signing Subscriptions

eMudhra KYC based eSign

eMudhra KYC based eSign helps you to perform one time KYC to eSign with an Username + PIN + OTP. Use a subscription plan to have Online signing functions using this method.

[Renew Subscription](#) [Renew Account](#)

KYC Status: **Expired**

Aadhaar KYC based eSign

Aadhaar KYC based eSign does not require full KYC with eMudhra, and just requires enablement with your Aadhaar / VID. With a Subscription plan, you can trigger an OTP and perform instant eSign.

[Subscribe](#) [Link Aadhaar](#)

Aadhaar eSign Status: **Not Linked**

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THANK YOU

In case of eSign KYC expires, following error might be seen while performing eSign.

