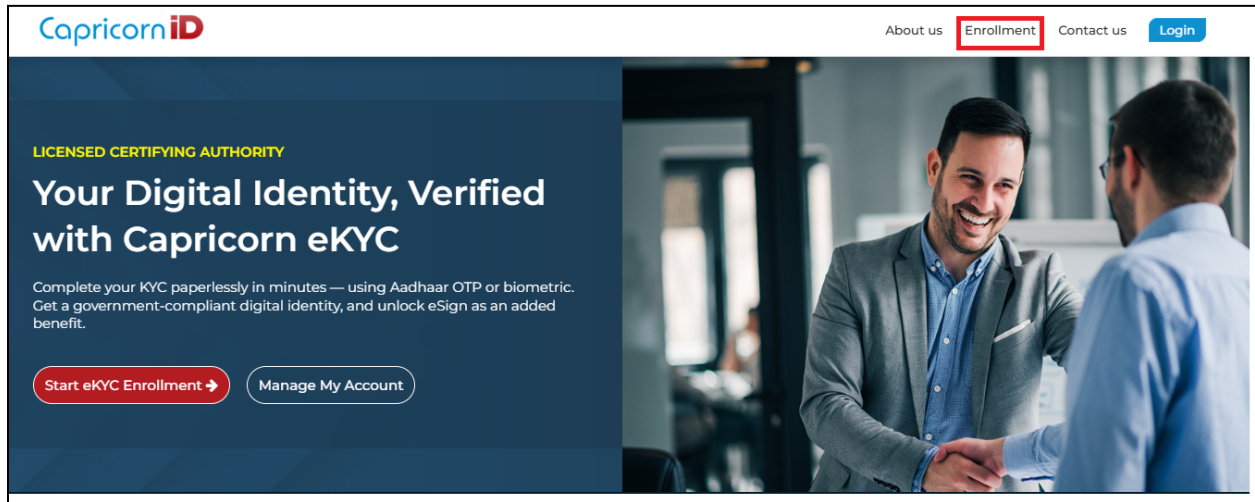


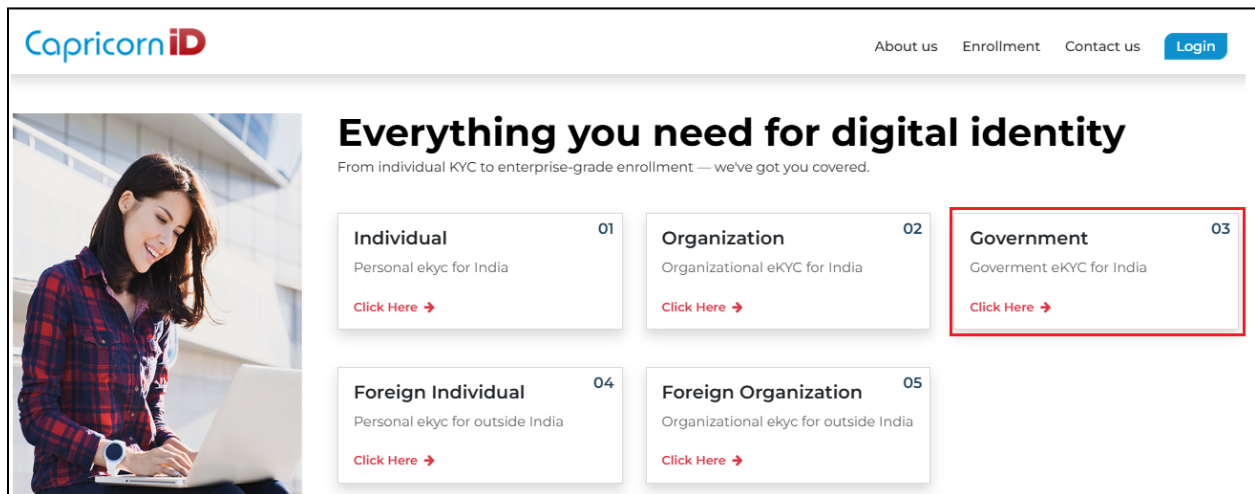
GOV EMPLOYEE-BASED EKYC PROCEDURE

GOV EMPLOYEE-BASED EKYC PROCEDURE

Navigate to the Capricorn portal. Click the **'Enrollment'** option to begin the DSC purchase process.



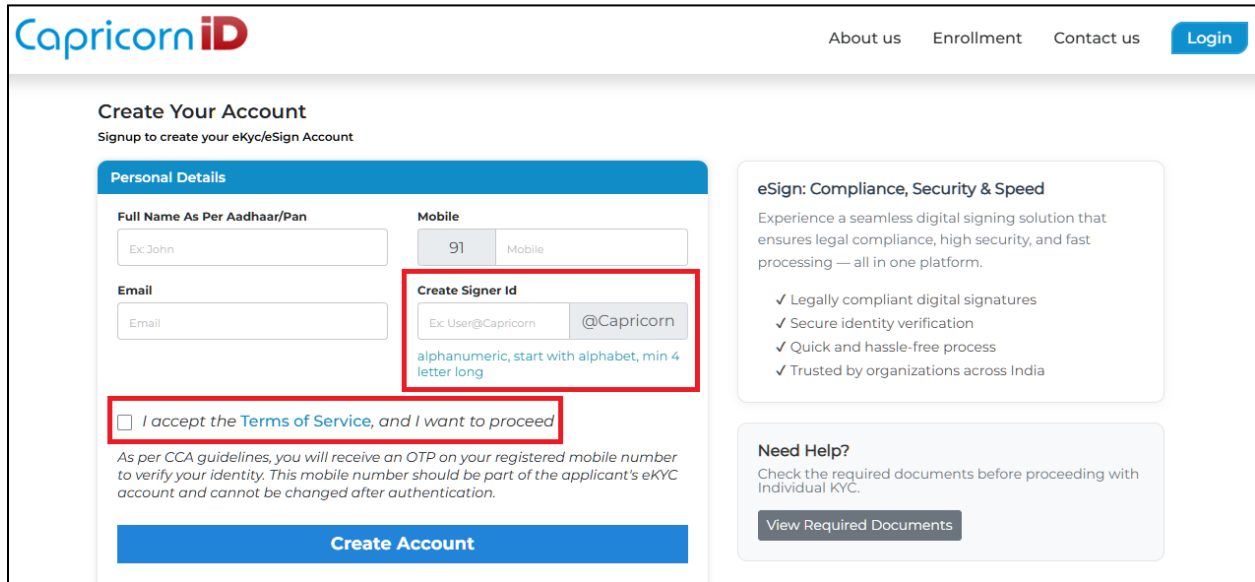
The homepage will display multiple enrollment options. Select **'GOVERNMENT'** to procure Government-employee eKYC.



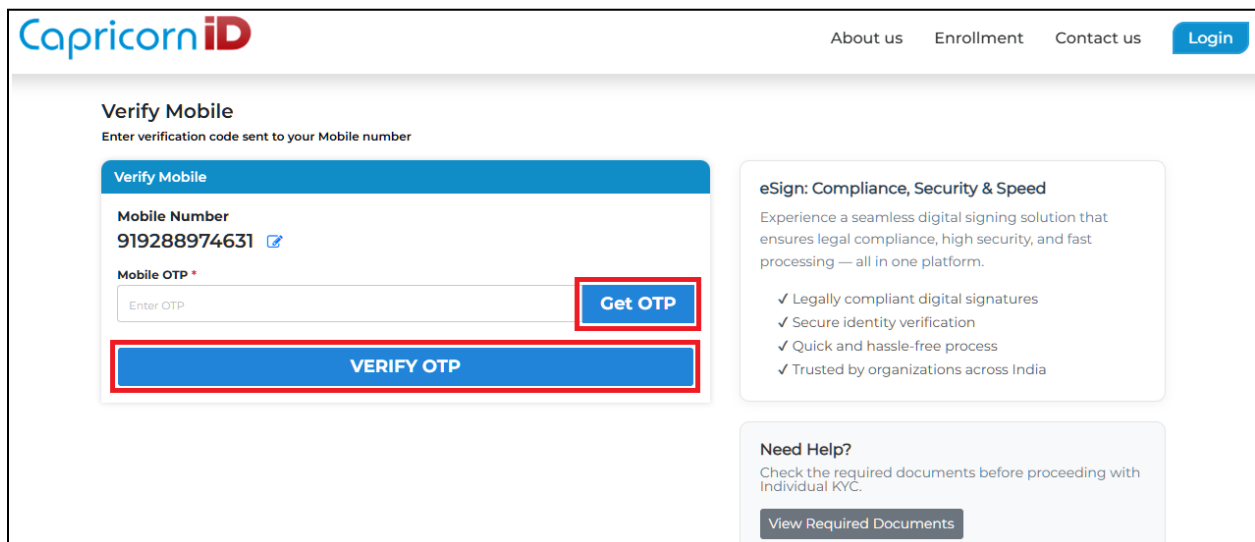
Fill in your **Name**, **Mobile Number**, **Email Address**, and **Signer ID**.

Signer ID should be “**alphanumeric, starting with alphabet, min 4 character long**”.

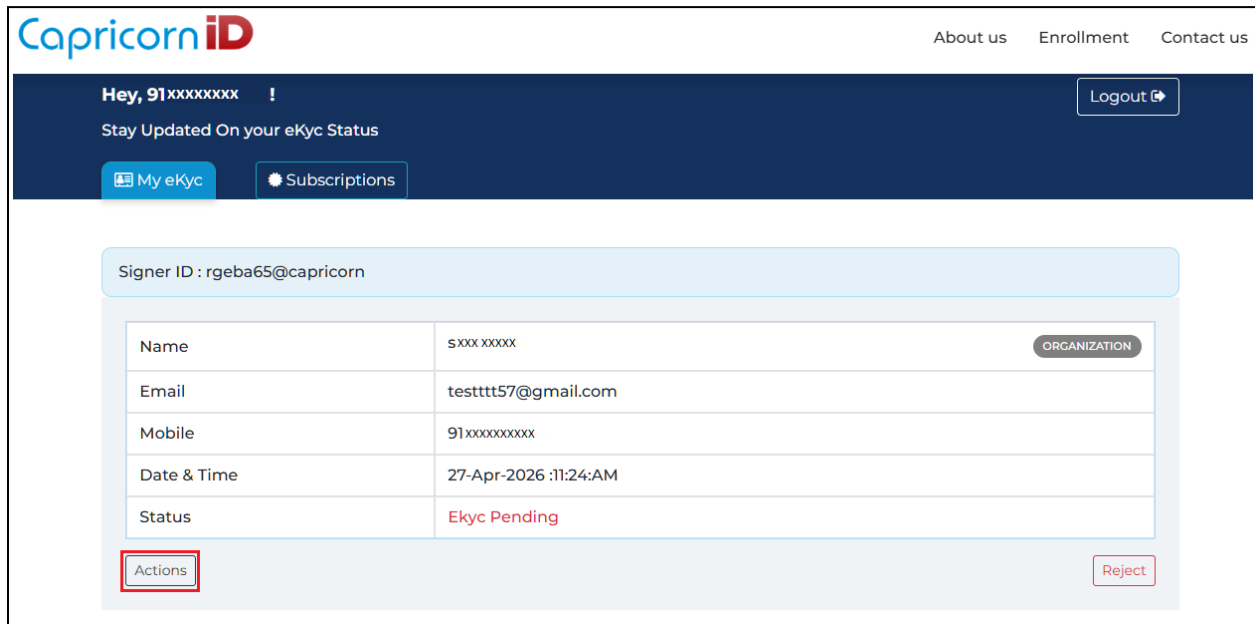
Select the '**Terms of Services**' and '**I'm not a robot**' checkboxes. Click '**Create Account**' to proceed.



Click '**Get OTP**', enter the OTP received on your mobile, and click '**Verify OTP**' to move to the user dashboard.



Click on the **'ACTION'** button to continue EKYC enrollment.



Capricorn iD

Hey, 91xxxxxxx !

Stay Updated On your ekyc Status

Logout

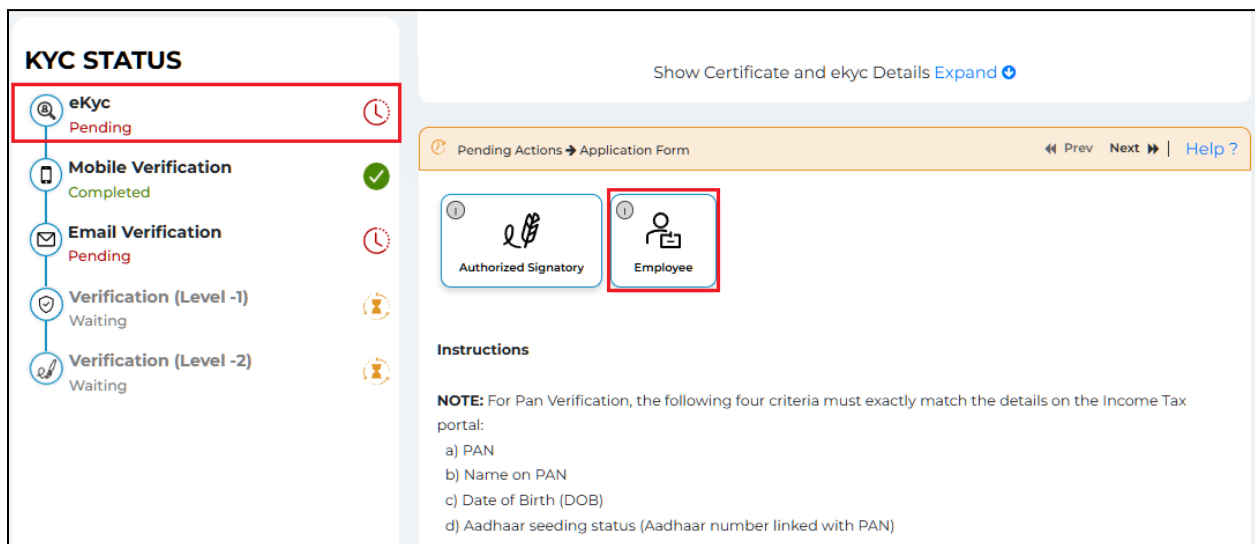
My ekyc Subscriptions

Signer ID : rgeba65@capricorn

Name	SXXX XXXXX	ORGANIZATION
Email	testttt57@gmail.com	
Mobile	91xxxxxxxxx	
Date & Time	27-Apr-2026 :11:24:AM	
Status	Ekyc Pending	

Actions Reject

Click on the **'Employee'** option to proceed with your EKYC application.



KYC STATUS

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

Prev Next Help ?

1 Authorized Signatory

1 Employee

Instructions

NOTE: For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:

- a) PAN
- b) Name on PAN
- c) Date of Birth (DOB)
- d) Aadhaar seeding status (Aadhaar number linked with PAN)

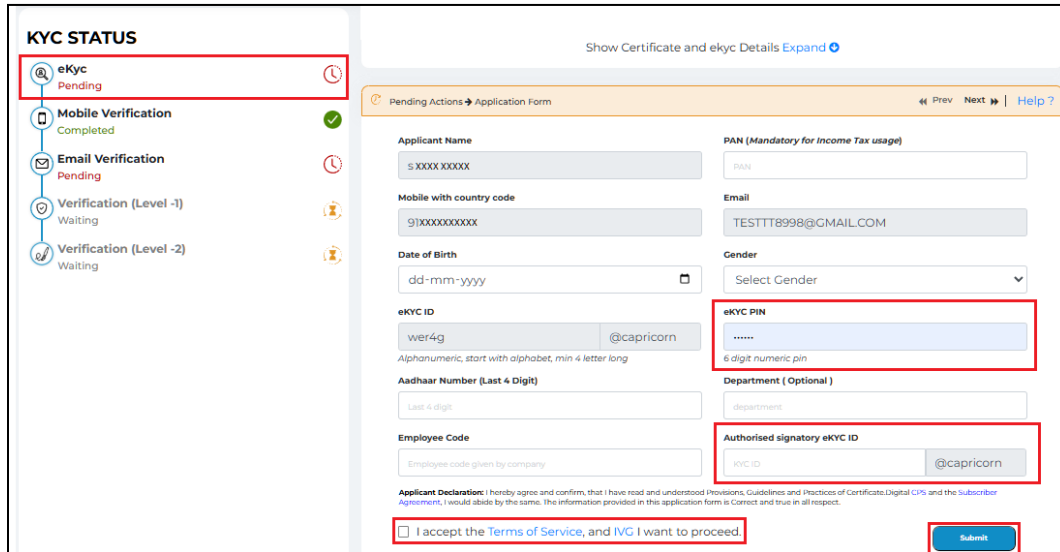
Verification Steps:

- eKyc Pending
- Mobile Verification Completed
- Email Verification Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting

Please fill in the required details with the E-KYC pin.

eKYC pin is a six-digit pin that you can set according to your preferences.

Select the checkbox to accept the '**Terms of Service**' and **IVG**. Click '**Submit**' to move forward.



KYC STATUS

- eKyc Pending
- Mobile Verification Completed
- Email Verification Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form

Applicant Name: SXXXXXXX

PAN (Mandatory for Income Tax usage): PAN

Mobile with country code: 91XXXXXXX

Email: TESTT8998@GMAIL.COM

Date of Birth: dd-mm-yyyy

Gender: Select Gender

eKYC ID: wer4g @capricorn

Aadhaar Number (Last 4 Digit): Last 4 digit

Employee Code: Employee code given by company

eKYC PIN: 6 digit numeric pin

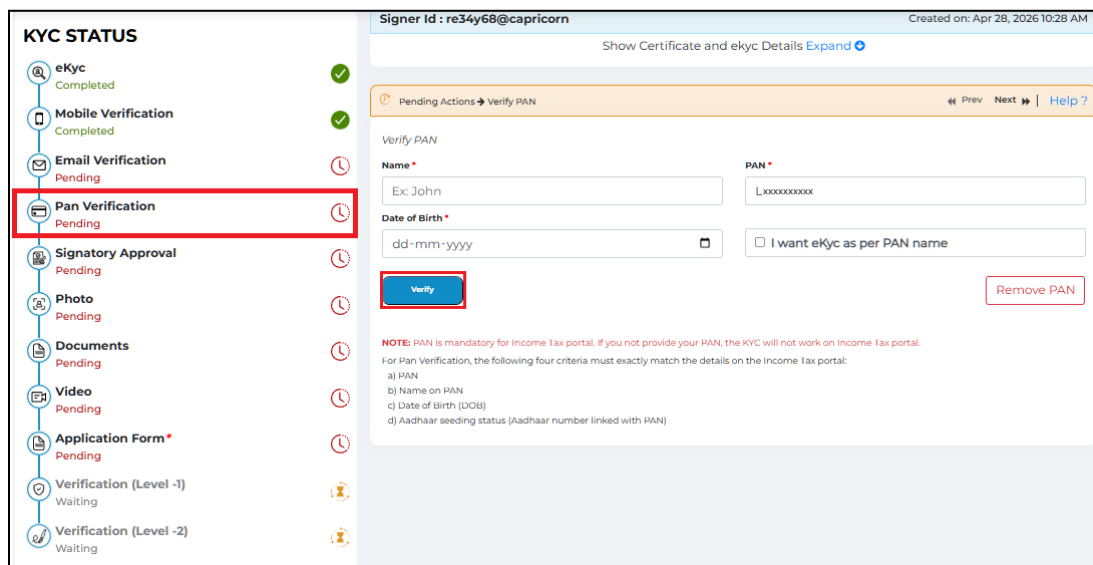
Department (Optional): department

Authorised signatory eKYC ID: KYC ID @capricorn

☐ I accept the Terms of Service, and IVG I want to proceed.

[Submit](#)

If you have mentioned your **PAN number**, verify your **Name** and **Date of Birth** as per your PAN/NSDL data.



KYC STATUS

- eKyc Completed
- Mobile Verification Completed
- Email Verification Pending
- Pan Verification Pending
- Signatory Approval Pending
- Photo Pending
- Documents Pending
- Video Pending
- Application Form* Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting

Signer id : re34y68@capricorn Created on: Apr 28, 2026 10:28 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN

Verify PAN

Name: Ex: John

PAN: LXXXXXXX

Date of Birth: dd-mm-yyyy

☐ I want eKyc as per PAN name

[Verify](#)

[Remove PAN](#)

NOTE: PAN is mandatory for Income Tax portal. If you not provide your PAN, the KYC will not work on Income Tax portal.

For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:

- PAN
- Name on PAN
- Date of Birth (DOB)
- Aadhaar seeding status (Aadhaar number linked with PAN)

Verify your **'Email'** by following the prompts to complete the email verification process.

KYC STATUS

- eKyc Completed ✓
- Mobile Verification Completed ✓
- Email Verification Pending 🕒**
- Pan Verification Completed ✓
- Signatory Approval Pending 🕒
- Photo Pending 🕒
- Documents Pending 🕒
- Video Pending 🕒
- Application Form* Pending 🕒
- Verification (Level -1) Waiting 🕒
- Verification (Level -2) Waiting 🕒

Signer Id : re34y68@capricorn
Created on: Apr 28, 2026 10:28 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → [Verify Email](#)
◀ Prev Next ▶ [Help ?](#)

Verify Email

Email

OTP

Verify

Get OTP

Upload a passport-sized photograph of the applicant.

KYC STATUS

- eKyc Completed ✓
- Mobile Verification Completed ✓
- Email Verification Completed ✓
- Pan Verification Completed ✓
- Signatory Approval Pending 🕒
- Photo Pending 🕒**
- Documents Pending 🕒
- Video Pending 🕒
- Application Form* Pending 🕒
- Verification (Level -1) Waiting 🕒
- Verification (Level -2) Waiting 🕒

Signer Id : re34y68@capricorn
Created on: Apr 28, 2026 10:28 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → [Upload Photo](#)
◀ Prev Next ▶ [Help ?](#)



Upload Your Photo Now

Upload applicant photo

Passport size Photo of the applicant in JPG / PNG/ JPEG Format upto 30KB allowed (200px X 150px).

Photo resize tool [Click Here](#)



Upload the required documents.

KYC STATUS

- eKyc Completed ✓
- Mobile Verification Completed ✓
- Email Verification Completed ✓
- Pan Verification Completed ✓
- Signatory Approval Pending ⌚
- Photo Completed ✓
- Documents Pending ⌚**
- Video Pending ⌚
- Application Form* Pending ⌚
- Verification (Level -1) Waiting ⌚
- Verification (Level -2) Waiting ⌚

Signer Id : re34y68@capricorn
Created on: Apr 28, 2026 10:28 AM

[Show Certificate and ekyc Details](#) [Expand](#)

Pending Actions → Upload Document
⏪ Prev Next ⏩ | [Help ?](#)

Applicant Pan card/ Aadhar card *
((Which no. is mentioned in order))
Upload

Organizational ID card of Applicant *
((Identity letter issued by the organization/ Pay Slip))
Upload

Other Documents
(If you Required)
Upload

Click on **'Start Video Recording'** to initiate video verification.

KYC STATUS

- eKyc Completed ✓
- Mobile Verification Completed ✓
- Email Verification Completed ✓
- Pan Verification Completed ✓
- Signatory Approval Pending ⌚
- Photo Completed ✓
- Documents Completed ✓
- Video Pending ⌚**
- Application Form* Pending ⌚
- Verification (Level -1) Waiting ⌚
- Verification (Level -2) Waiting ⌚

Signer Id : re34y68@capricorn
Created on: Apr 28, 2026 10:28 AM

[Show Certificate and ekyc Details](#) [Expand](#)

Pending Actions → Record Video
⏪ Prev Next ⏩ | [Help ?](#)

Complete your video verification
As per CCA guideline video verification required for e-KYC.

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

Start Video Recording

The documents that you need to present during the video recording are listed on the video recording screen. Please ensure you have these documents ready before starting the recording.

While recording your video, clearly state your name and the video code displayed on the screen. This helps verify your identity and link the video to your application.

Record Video for eKYC Signer ID re34y68@capricorn

Please show your original documents while recording video.

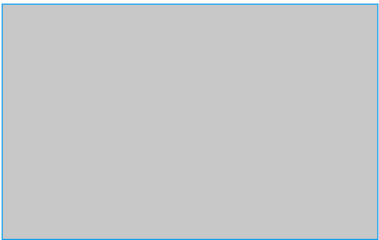
- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

Please speak line below while recording video
(Use any language)

I, xxxxx xxxxx with video code 473 have applied for e-KYC with Capricorn.

Instructions for Video Recording:

1. Hold original documents on the edges and show them for at least 4-5 seconds.
2. Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
3. Avoid dark shadows; ensure bright lighting on your face.
4. Do not wear accessories like caps, headgear, eyeglasses, headphones, or sunglasses.
5. Prefer a plain background and maintain a natural expression.
6. Hold documents on the edges without covering any content or place them on a flat surface for recording.
7. Videos with unclear video or audio will be rejected.



Start Video Recording

After recording your video, you have to preview it by clicking on the **'Play'** button and then clicking on **'Submit'** to complete the video recording confirmation.

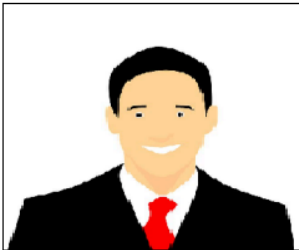
Record Video for eKYC Signer ID re34y68@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

Please speak line below while recording video
(Use any language)

I, xxxxx xxxxx with video code 473 have applied for e-KYC with Capricorn.



Play Video SUBMIT

Note: Please play the video first, then the option to submit will be enabled.

Click on **‘Continue to Enrollment process’** to continue your EKYC application.

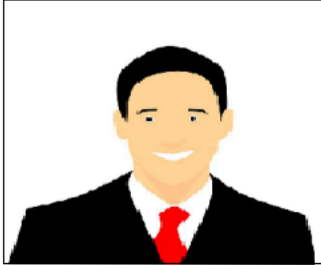

Record Video for eKYC Signer ID re34y68@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organizational ID card of Applicant

Please speak line below while recording video
(Use any language)

I, xxxxx xxxxx with video code 473 have applied for e-KYC with Capricorn.



Video Uploaded Successfully.

Continue to Enrollment process

Once the applicant confirmation is done, the Signatory Approval Status has to be cleared from the authorized signatory's end. Click here to learn how to do Signatory Approval.

KYC STATUS

- eKyc**
Completed
- Mobile Verification**
Completed
- Email Verification**
Completed
- Pan Verification**
Completed
- Signatory Approval**
Pending
- Photo**
Completed
- Documents**
Completed
- Video**
Completed
- Application Form***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting

Signer Id : re34y68@capricorn Created on: Apr 28, 2026 10:28 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Signatory Approval « Prev Next » | [Help ?](#)

Authorized Signatory Approval

Authorized Signatory eKYCID : wer4g@capricorn

Send Approval Link to Signatory **Change Signatory**

After completing the above verification, you will need to submit the **'Application Form'**.

Capricorn iD

About us | Enrollment | Contact us | Dashboard

Application Form

CERTIFICATE DIGITAL GovtMP
eKYC Registration Form

Form ID: 262353FJ

Applicant Name: [Text Field] Mobile: [Text Field]

Email: [Text Field] State: [Text Field]

Signature: [Text Field] Lastname: [Text Field]

eKYC ID: [Text Field] Address: [Text Field]

Address: [Text Field]

Town/City/District: [Text Field] State/Union Territory: [Text Field] PIN code: [Text Field]

Organization Name: [Text Field] Organization Type: [Text Field]

Signatory eKYC ID: [Text Field]

Documents Submitted:

- ☒ Photo
- ☒ Video
- ☒ Applicant Pan card/ Aadhar card

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

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate.Digital CPS and the Subscriber Agreement. The information provided in this application form is correct and true in all respect.

Date: 28 Apr, 2025 04:55 PM

Place: New Delhi

Submit Application Form

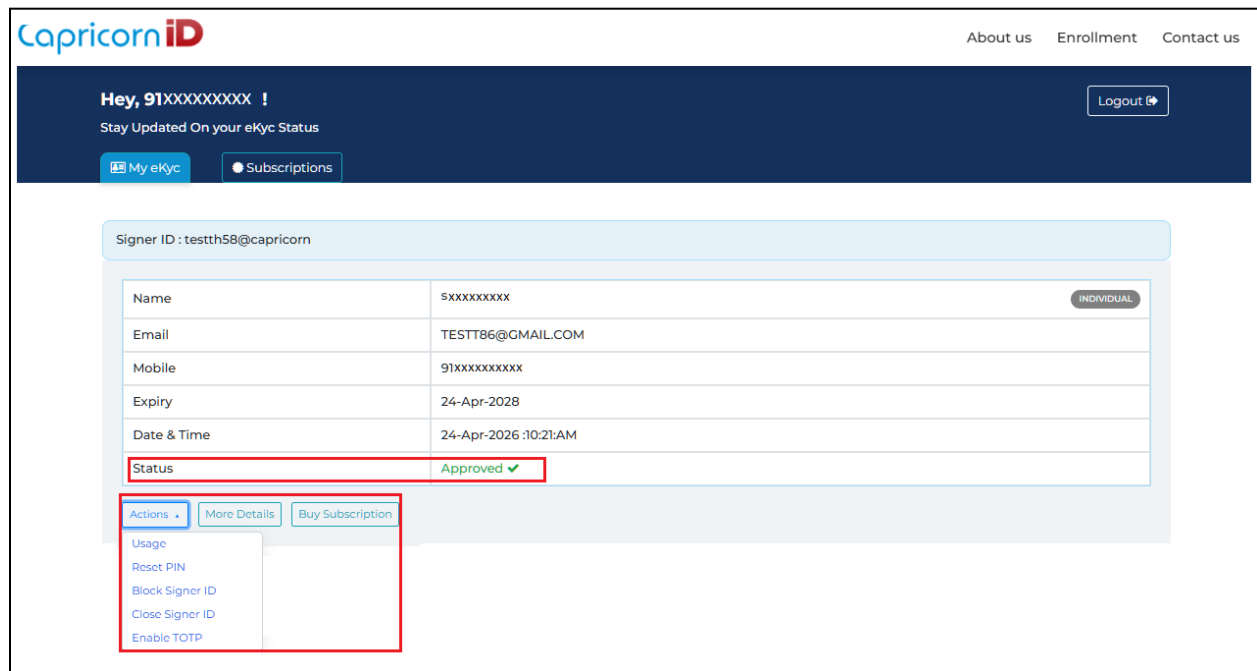
Once the application form is submitted, your EKYC will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed.

You can check your EKYC Status on the user dashboard. Once your EKYC account has been verified, your status will be updated as approved.

ACTION BUTTON -

- **Usage:** To track the eKYC account.
- **Reset PIN:** Click to reset the PIN. This will update your existing PIN.
- **Block Signer ID:** Click to block the eKYC ID. This will temporarily disable the account.
- **Close Signer ID:** Click to close the eKYC ID. This will permanently deactivate the account.
- **Enable TOTP:** Click to enable TOTP. This will activate two-factor authentication for security.

MORE DETAILS - to check the details provided for Signer ID.



The screenshot shows the Capricorn iD user interface. At the top, there's a header with the Capricorn iD logo and navigation links: "About us", "Enrollment", and "Contact us". Below the header, a dark blue banner displays a greeting "Hey, 91XXXXXXXX !", a status message "Stay Updated On your eKyc Status", and buttons for "My eKyc" and "Subscriptions". A "Logout" button is also present in the top right corner.

The main content area shows a "Signer ID : testth58@capricorn" card. This card contains a table with the following details:

Name	5XXXXXXXXX	INDIVIDUAL
Email	TESTT86@GMAIL.COM	
Mobile	91XXXXXXXXXX	
Expiry	24-Apr-2028	
Date & Time	24-Apr-2026 :10:21:AM	
Status	Approved ✓	

Below the table, there are three buttons: "Actions", "More Details", and "Buy Subscription". The "Actions" button is highlighted with a red box, and its dropdown menu is open, showing the following options: "Usage", "Reset PIN", "Block Signer ID", "Close Signer ID", and "Enable TOTP".