

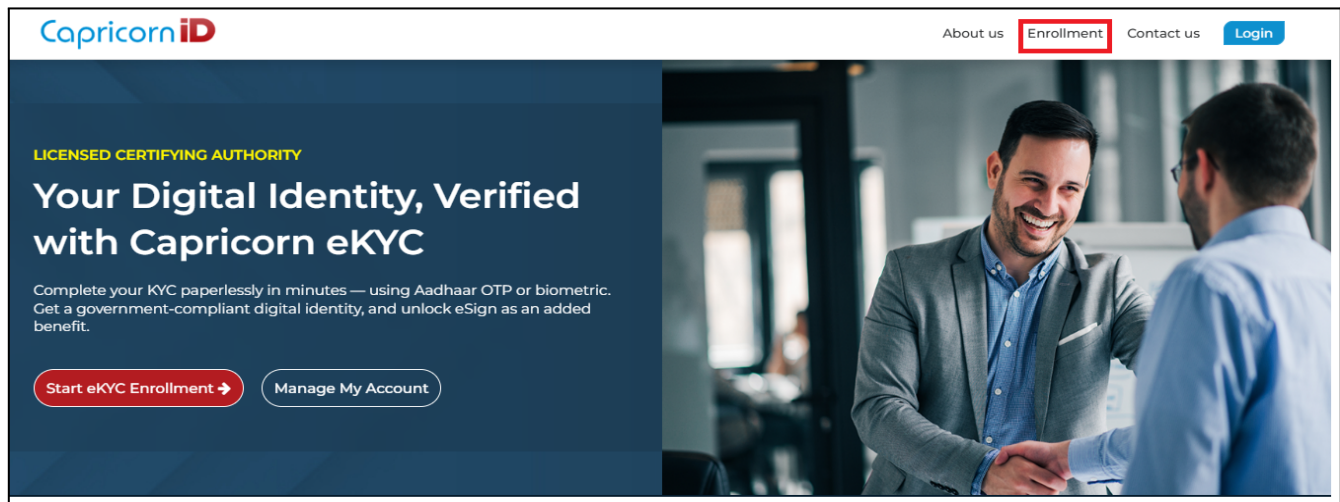
ORGANIZATION

Employee - BASED EKYC PROCEDURE

*Version- 1.0.1
01 May, 2026*

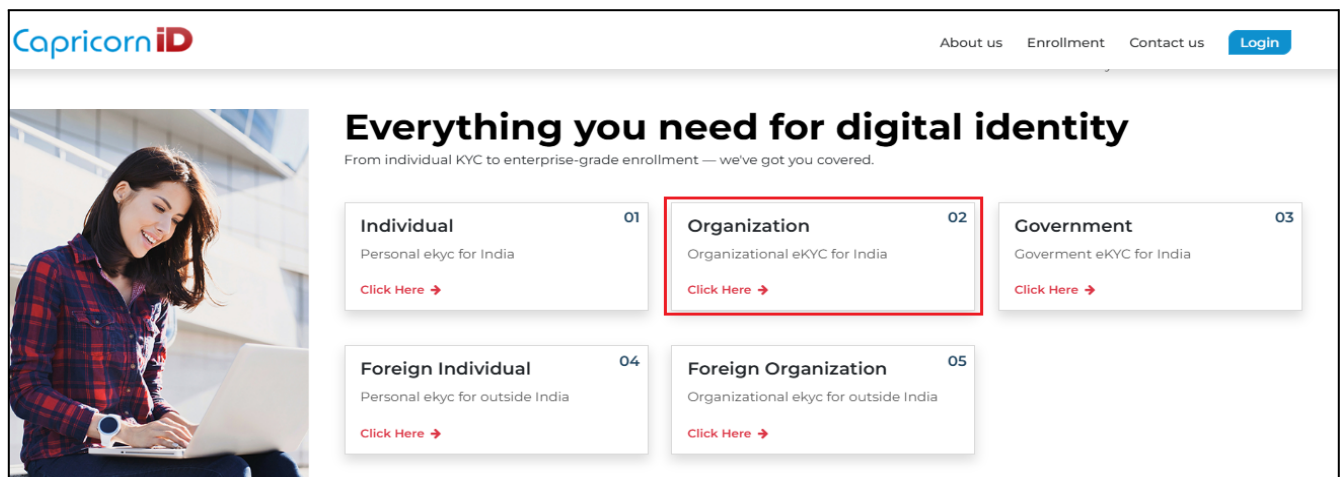
ORGANIZATION Employee - BASED EKYC PROCEDURE

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



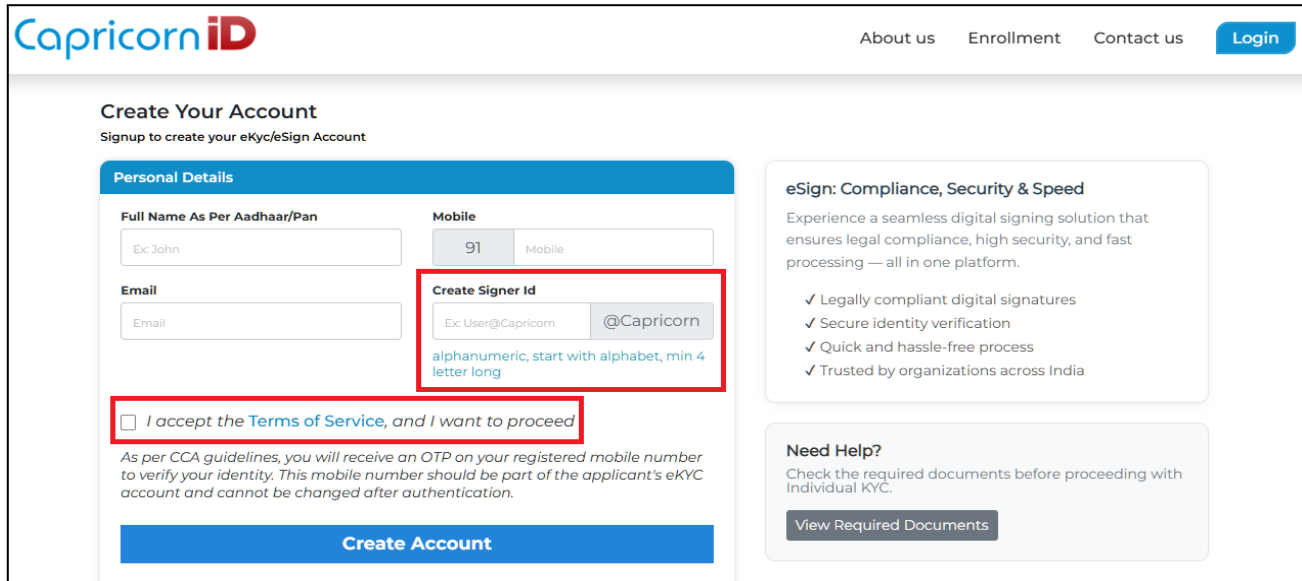
The homepage will display multiple enrollment options.

Select **"Organization"** to procure Organizational EKYC.

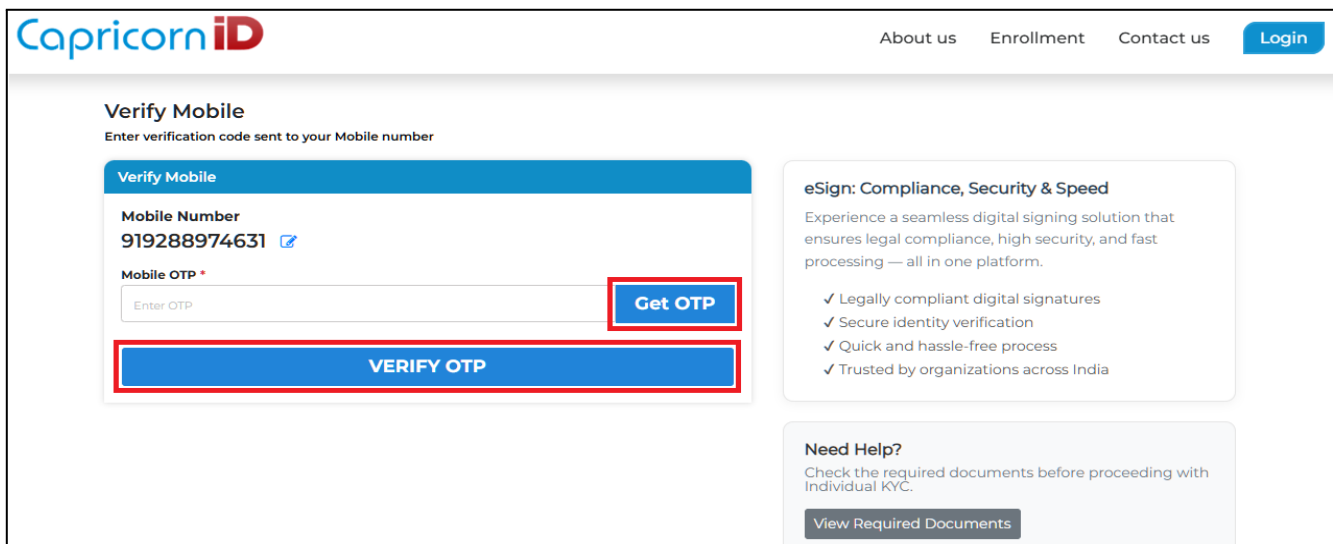


Fill in your **Name**, **Mobile Number**, **Email Address**, and **Signer ID**. Signer ID should be “**alphanumeric, starting with alphabet, min 4 character long**”.

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 About us Enrollment Contact us

Hey, 91XXXXXXX ! Logout

Stay Updated On your eKyc Status

My eKyc Subscriptions

Signer ID : rgeba65@capricorn

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

Actions Reject

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

Capricorn iD About us Enrollment Contact us Dashboard

Signer Id : rgeba65@capricorn Created on: Apr 27, 2026 11:24 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form Prev Next Help ?

KYC STATUS

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

Authorized signatory

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 (DOR)
- d) Aadhaar seeding status (Aadhaar number linked with PAN)

Please fill in the required details:

- eKYC pin is a six-digit pin that you can set according to your preferences.
- Mention the eKYC of the **'Authorized Signatory'**.

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: S XXXX XXXXX

PAN (Mandatory for Income Tax usage): PAN

Mobile with country code: 91 XXXXXXXXXX

Email: testttt57@gmail.com

Date of Birth: dd-mm-yyyy

Gender: Select Gender

eKYC ID: rgeba65 @capricorn

eKYC PIN: 6 digit numeric pin

Aadhaar Number (Last 4 Digit): Last 4 digit

Department (Optional): department

Employee Code: Employee code given by company

Authorized signatory eKYC ID: KYC ID @capricorn

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital CPS and the Subscriber Agreement, I would abide by the same. The information provided in this application form is Correct and true in all respect.

☐ 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

Show Certificate and ekyc Details Expand

Pending Actions → Verify PAN

Verify PAN

Name: Ex: John

PAN: L XXXXXXXXX

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:
a) PAN
b) Name on PAN
c) Date of Birth (DOB)
d) 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 : eg963@capricorn

Show Certificate and ekyc Details [Expand](#)

Pending Actions → **Verify Email**

Verify Email

Email: testt809@gmail.com

OTP: Enter 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 : eg963@capricorn

Created on: Apr 27, 2026 12:48 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → **Upload Photo**

[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 : eg963@capricorn
Created on: Apr 27, 2026 12:48 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Document

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

Upload

Organization Employee ID card *
(If Applicable (Pay Slip / Letter of Identity Proof by Organization))

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 : eg963@capricorn
Created on: Apr 27, 2026 12:48 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video

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
- Organization Employee ID card

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 eg963@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organization Employee ID card

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

I, xxxx xxxxx with video code 930 have applied for e-KYC with Capricorn.

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 eg963@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organization Employee ID card

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

I, xxxx xxxxx with video code 930 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 eg963@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Organization Employee ID card

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

I, xxxx xxxxx with video code 180 have applied for e-KYC with Capricorn.

Video Uploaded Successfully.

Continue to Enrollment process

Once the applicant confirmation is complete, the Signatory Approval Status must be cleared on the authorized signatory's end. Click here to learn [how to do Signatory Approval](#)

The screenshot displays the 'KYC STATUS' page for a user with Signer ID: eg963@capricorn. The status is 'Created on: Apr 27, 2026 12:48 PM'. The left sidebar shows a progress bar with the following steps: 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), and Verification (Level -2) (Waiting). The main content area shows 'Pending Actions: Signatory Approval' with a 'Show Certificate and ekyc Details' link. Below this, it states 'Authorized Signatory Approval' and 'Authorized Signatory eKYCID : rgeba65@capricorn'. Two buttons are visible: 'Send Approval Link to Signatory' and 'Change Signatory'.

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

The screenshot shows the 'Application Form' page for the same user. The left sidebar indicates that 'Signatory Approval' is now 'Completed' and 'Application Form*' is 'Pending'. The main content area is titled 'CERTIFICATE Digital Orgemp' and 'eKyc Registration Form'. It contains a form with fields for: Applicant Name, Mobile, Email, PAN Number, eKyc ID, Address, Town/City/District, State/Union Territory, PIN code, Organization Name, Organization Type, and Signatory eKyc ID. Below the form, there is a 'Documents Submitted' section with checkboxes for Photo, Video, and Applicant Pan card/ Aadhar card. A 'Note' states: 'TI 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.' An 'Applicant Declaration' section follows, with a date of '27 Apr, 2026 03:28 PM' and a place of 'New Delhi'. A 'Submit Application Form' button is at the bottom.

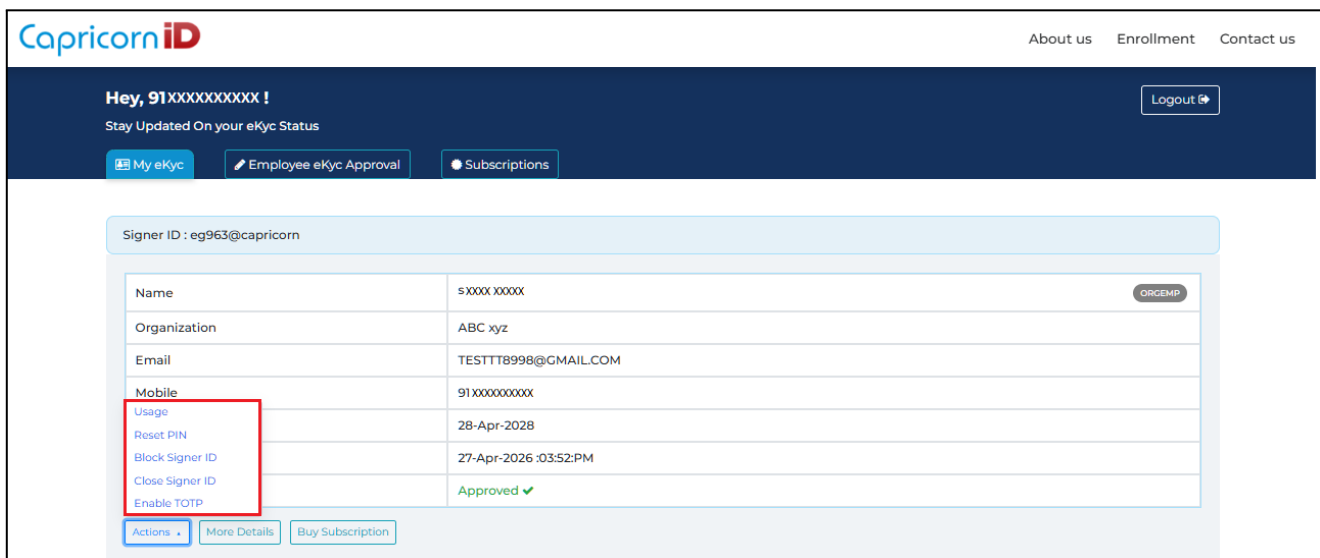
Once the application form is submitted, your EKYC will be sent for verification. Capricorn CA will conduct the verification. Please wait for this process to be completed.

You can check your EKYC Status on the user dashboard. Once your EKYC account has been verified, the 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



Field	Value
Name	sXXXX XXXXX
Organization	ABC xyz
Email	TESTTT8998@GMAIL.COM
Mobile	91 XXXXXXXXXX
Usage	28-Apr-2028
Reset PIN	27-Apr-2026 :03:52:PM
Block Signer ID	
Close Signer ID	Approved ✓
Enable TOTP	