DSC Webinar

Integrated E-Filing and CPC 2.0 Project

Income Tax Department

20th Oct 2023

Agenda

- ✓ Overview about DSC
- ✓ How to Procure a DSC
- ✓ How to Register DSC on e-filing portal
- ✓ De-register DSC and Re-register DSC
- ✓ How to update Key Person details in My Profile
- ✓ How to install emsigner utility
- ✓ How to check emsigner Utility
- ✓ How to check DSC expiry date
- ✓ DSC related FAQs
- ✓ Q & A related to DSC registration & verification

What is DSC?

- Digital Signature Certificate (DSC) is the electronic format of physical or paper certificate like a driving License, passport and so on. Certificates serve as proof of identity of an individual or Organization for a certain purpose on online / computer.

- DSC can be presented electronically to prove taxpayer's identity, to access information or services on the internet or to sign certain documents manually.

- E-filing Users require DSC to sign Income Tax Return/Statutory Form or to verify response against notice issued by Income Tax Department and refund reissue request.

- To sign or verify any document the user should have first registered its DSC with e-filing system.

How to Procure a DSC?

Kindly make sure that DSC token that is to be procured should meet following criteria:

1.   The DSC USB token plugged in by user should be procured from a Certifying Authority provider of India.

2.   In case of Taxpayers having PAN, DSC should be linked to the PAN of the taxpayer.

3.   In case of NRI without PAN, DSC should be linked to the email ID.

DSC can be procured from e-Mudra, which is certifying Authority provider of India.

Below link can be visited to get more details on procuring DSC: https://www.e-mudhra.com/home

Based on the type of the certificate, User needs to complete KYC process and submit the relevant document to e-mudhra.

DSC to be registered should meet following conditions

1.   The DSC USB token to be registered should be class 2 or class 3 certificate.

2.   The DSC to be registered be active and not expired.

3.   The DSC to be registered not be revoked.

Who can register DSC on e-filing portal?

There can be 3 categories of Taxpayers who will want to register DSC on e-filing portal:

1. Taxpayers who wants to register DSC for the first time.

2. Taxpayers whose DSC has expired and wants to register a new DSC.

3. Taxpayer whose DSC is lost and wants to register a new DSC.

These 3 categories can be subdivided based on type of user as:

i. Taxpayers having PAN and want to register DSC from individual login.

ii. Taxpayers not having PAN and wants to register DSC from Corporate login.

How to register DSC on e-filing portal?

➢ **Taxpayers who have procured a DSC and wants to register DSC for the first time.**

Taxpayer having PAN

Download latest emsigner utility from e-filing Home Page->Downloads->DSC Management utility

 or Visit this link https://embridge.emudhra.com/ to download the utility.

1. Taxpayer needs to login to e-filing portal with its Individual PAN and e-filing password.

2. Post login to e-filing portal, navigate to My profile->Register DSC

3. Register the DSC, post registration a success message will be displayed.

Taxpayer not having PAN

Download latest emsigner utility from e-filing Home Page->Downloads->DSC Management utility

 or Visit this link https://embridge.emudhra.com/ to download the utility.

1. Taxpayer needs to login to e-filing portal with its from Corporate PAN and e-filing password.

2. Post login to e-filing portal, navigate to My profile->Register DSC

3. Register the DSC (DSC should be linked to email ID), post registration a success message will be displayed.

How to register DSC on e-filing portal?

➤Taxpayers whose DSC has expired & whose DSC was lost and wants to register a new DSC.

1. To register a new DSC, kindly de-register the old DSC registered on e-filing portal against your PAN. Please follow below mentioned steps:

2. Raise a grievance on e-filing portal to de-register the old DSC.

3. In the grievance ,mention the appropriate reason for de-registering the old DSC- for example, you can mention as "Old DSC has expired" and wants to register new DSC.

4. The request to de-register will be approved by Income tax officer.

5. Once the old DSC is de-registered, taxpayer will get an email communication, post that Taxpayer can register a new DSC by following the DSC registration steps as mentioned in previous slide.

Kindly click on below video link for DSC registration process:

https://youtu.be/77OWz5BAbjc?si=-5Ufkun7YioZt00r

How to check expiry date of DSC token ?

To check the expiry date of DSC token, login to e pass token and go to "Certificate Details". Under "Certificate Details" check "Validity Period" for expiry date.

How to update Key Person details?

➢Corporate Taxpayers need to update key person in case of change in Authorized signatory.

1. Login to e-filing portal using corporate PAN.
2. Navigate to My Profile-> Key Person details-> Add the details on the new key person-> Appoint as Principal Contact.

FAQs related to DSC registration & Verification

The key person associated with the corporate has left and the new key person has registered DSC against his PAN but during e-verification using DSC, still the PAN of earlier key person is reflected, kindly guide?

In case the key person associated has changes, you need to update the details of new key person in profile and appoint as Principal Contact. Please follow below mentioned steps:
1. Login to e-filing portal using corporate PAN.
2. Navigate to My Profile-> Key Person details-> Add the details on the new key person-> Appoint as Principal Contact
3. Ask the Principal Contact to login to e-filing portal with its and navigate to My Profile->Register DSC.
4. Follow the DSC registration steps.
5. Once DSC is registered successfully, same can be used for verification of ITRs/Forms/other requests for corporate PAN.

While verifying using DSC, I am getting "Certificate mismatch" error?

In case of Corporate PANs: Kindly make sure that DSC used for verification should be linked with PAN of the Principal Contact and DSC should be registered on e-filing portal from Login of Principal Contact.

The DSC registered on e-filing portal and DSC used for e-verification should be same DSC.

During e-verification using DSC, I am getting "Something went wrong" error message, what should I do?

If you are facing issue (Something Went Wrong) in DSC, please follow below mentioned steps.
1. First uninstall the existing emBridge application and then download the latest application.
2. To download: Visit to https://embridge.emudhra.com/
3. Install the new version.
4. Follow the guideline provided in the emBridge installer for the basic troubleshooting.
5. Please Delete existing certificate and import it again in Epasstoken Tool and re-try.

 In case, you are still facing issues, kindly contact Helpdesk.

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I have registered my DSC on e-filing portal, I am not getting values in dropdowns while trying to e- verify using DSC?

Kindly follow below steps to troubleshoot:

1. First uninstall the existing emBridge application and then download the latest application.
2. To download: Visit to https://embridge.emudhra.com/
3. Install the new version.
4. Also follow the guideline provided in the emBridge installer for the basic troubleshooting
5. Please Delete existing certificate and Import it again in Epasstoken Tool and try.

In case you still facing issue, kindly contact your certificate provider, the DSC certificate might be corrupted.

I have plugged in DSC token in my machine and have installed emsigner utility also, but DSC token is not getting detected?

Kindly make sure that before plugging in DSC token, the emBridge application is up and running . After plugging in DSC token, install Epasstoken application and Epasstoken application should be up and running. In case the both the applications are running, still DSC token is not getting detected, restart your system, delete existing certificate in epasstoken and import it again and try.
In case you are still facing issue, kindly contact your certificate provider.