

Steps for Applying Digital Signature

There are two ways for applying digital signature in MSIPS application, those are as follow:-

1. Through .pfx file
2. Upload digitally signed Document.

Procedure for both the steps is as follow:-

1. Through .pfx file :-

1. In this applicant have to upload his/her .pfx file.
2. Keyword/password has to given in appropriate text box.
3. Click on the Apply Signature button.
4. Click preview to see whether the pdf is properly signed or not.
5. Click on Submit Application to submit the proposal to nodal officer.

2. Upload Digitally signed Document :-

1. In this applicant first download the proposal pdf from the given link 'Download proposal pdf'.
2. Open Downloaded pdf in Adobe version 11 and above.
3. Then Click on the **Fiil and Sign** link on top right side of the menu bar.
4. There are three option to sign the application
 - i) Fill and sign tool
 - ii) Send or collect signature
 - iii) Work with certificates
5. In fill and sign tool click on Place signature, then a pop up is opened with the following data:-
 - i) Type my signature: Type your name in given text box; signature is appearing in given space, accept and then drop this signature in pdf file where you want to place it.
 - ii) Use webcam: No need
 - iii) Draw my signature : No need
 - iv) Use an image: if you have a image file of your signature, then upload this image file and accept, drop this signature in pdf where you want to place it.
 - v) Use a certificate (**dongle**) : when you clicked on it next button is coming, click on next button then a pop is coming with an option of **Drag new signature rectangle**
click on this, then a pointer is coming on mouse point , with the help of this make a rectangle on the pdf where you want to put your signature(dongle signature).
Then a pop up is coming with the options

- i) A file: click on next-> upload the file of digital signature and signature is placed in the rectangle which you made.
- ii) A roaming digital ID
- iii) A device connected to this computer
Select the option (iii) for dongle signature. Then next and signature is placed in the rectangle which you made.