

**ONLINE  
ACID AND POISON  
LICENSING SYSTEM**

**A**

**User Manual  
for  
Digital Signature**

## Index

S. No.	Content Name	Page No.
1	What is Digital Signature?	3
2	What is Digital Signature Certificate (DSC)?	3
3	Why Digital Signature is Required?	3
4	Who are the Controller Certifying Authorities for Digital Signature Certificate?	3
5	Legal status of a Digital Signature.	4
6	Provide example for user, how to Sign Digital Signature in your Application.	4
6.A	In case of Signed PDF with file.	
1.	How to Select (.PFX) file by Applicant?	5
2.	How to Select Digital Certificate to digitally sign file(s) and view more details of your Digital Certificate?	7
6.B	In case of Signed PDF with USB Dongle.	
1.	How to Select the Manufacture name of USB dongle?	7
2.	How to Select .dll file (In case applicant select “other” Manufacture name of USB dongle)?	8
3.	How to Select Digital Certificate to digitally sign file(s) and view more details of your Digital Certificate?	9
7	How to Verify Your Digital Signature?	10
8	Troubleshooting	14

## **1. What is Digital Signature?**

A digital signature is an electronic form of a signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and also ensure that the original content of the message or document that has been sent is unchanged. Digital signatures are easily transportable and cannot be imitated by someone else. The ability to ensure that the original signed message arrived means that the sender cannot easily disclaim it later.

## **2. What is Digital Signature Certificate (DSC)?**

Digital Signature Certificates (DSC) is the electronic format of physical or paper certificate like a driving License, passport etc. Certificates serve as proof of identity of an individual for a certain purpose; for example, a Passport identifies someone as a citizen of that country; who can legally travel to any country. Likewise, a Digital Signature Certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

## **3. Why Digital Signature is Required?**

A Digital Signature Certificate authenticates your identity electronically. It also provides you with a high level of security for your online transactions by ensuring absolute privacy of the information exchanged using a Digital Signature Certificate. You can use certificates to encrypt information such that only the intended recipient can read it. You can digitally sign information to assure the recipient that it has not been changed in transit, and also verify your identity as the sender of the message.

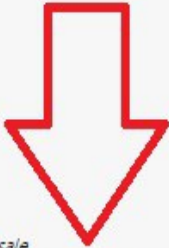
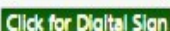
## **4. Who are the Controller Certifying Authorities for Digital Signature Certificate?**

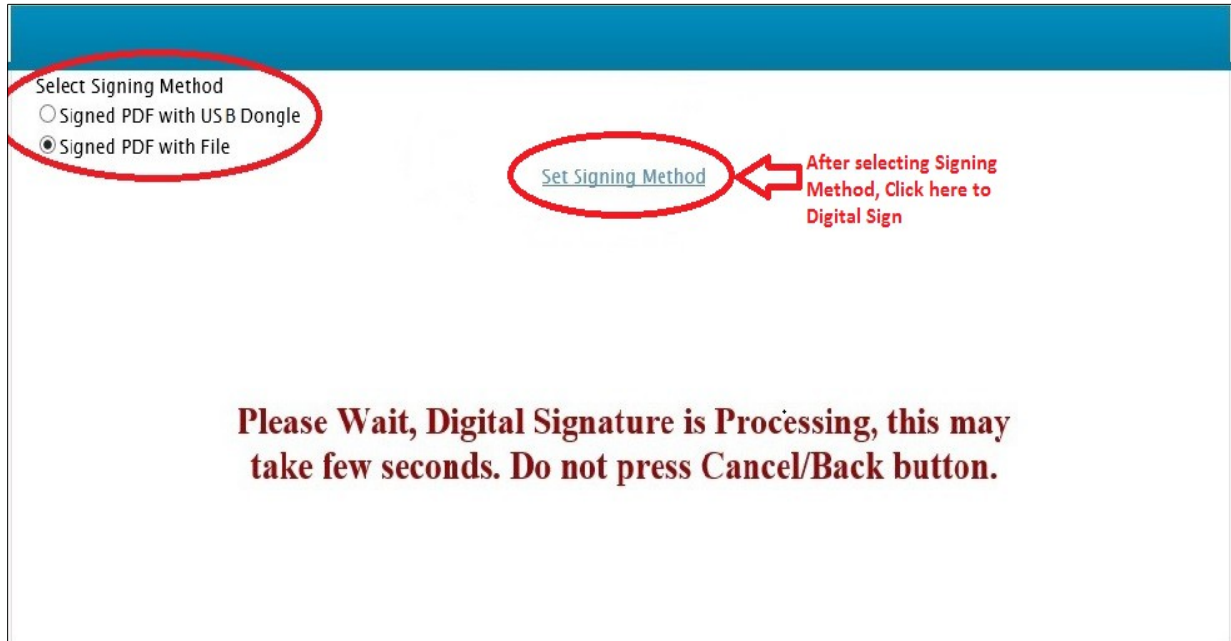
Legally valid Digital Signature Certificates are issued only through a Controller of Certifying Authorities (CCA), Govt. of India, licensed Certifying Authorities (CA), such as e-Mudhra, NIC, TCS, MTNL, Ncode etc.

## 5. Legal status of a Digital Signature:

Digital Signatures are legally admissible in a Court of Law, as provided under provisions of IT.

## 6. Provide example for user, how to Sign Digital Signature in your Application:

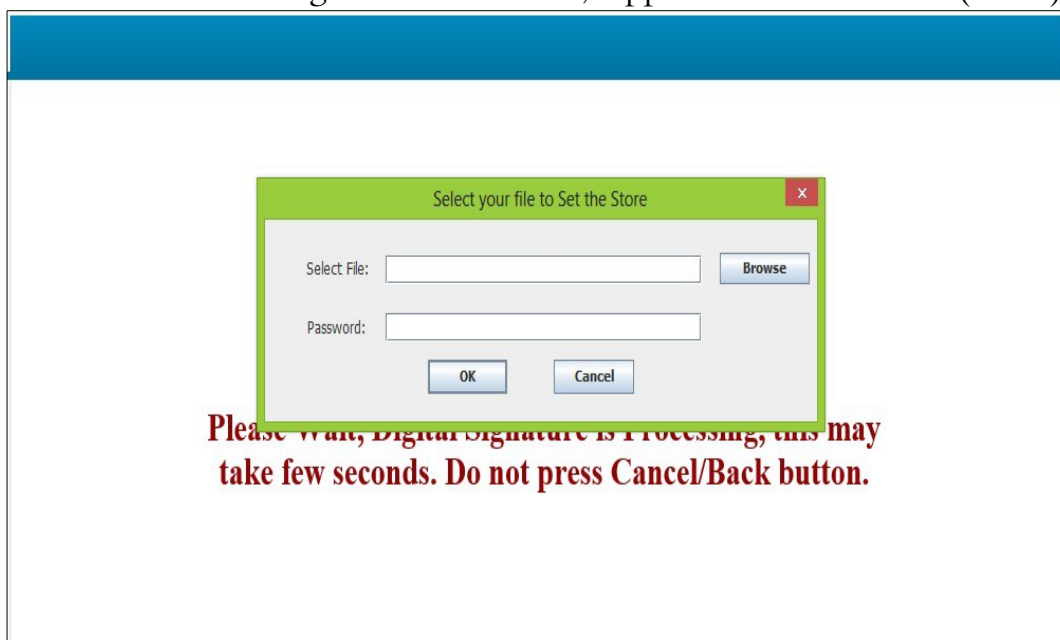
<b>Form 19C</b> [see rule 59(2)]		
<b>Application for grant or renewal of a [licence to sell, stock, exhibit or offer for sale, or distribute] of drugs specified in Schedule .</b>		
1. I/We	TEST TEST S/O TEST TEST	
of	TEST	
hereby apply for a licence to sell by *wholesale/*retail drugs specified in Schedule X to the Drugs and Cosmetics Rules, 1945. We operate a pharmacy on the premises, situated at		
Shop No/Plot No.: Tesst122, test ,test , Tehsil: test , District: BHOPAL , Pincode: 564646		
2. The sale and dispensing of drugs will be made under the personal supervision of the registered pharmacists mentioned below :		
(Name)	<u>MR. TESTS S/O TEST</u>	(Qualification) <u>B.PHARM, REG:REG13434, VALID UPTO:28/01/2016</u>
3. Name of drugs to be sold :		
<b>Licence to sell, stock or exhibit [or offer] for sale, or distribute drugs by retail specified in Schedule X.</b>		
4. Particulars of storage accommodation.		
5. A fee of rupees <u>Rs. 500/-</u> has been credited to Government under the head of account 0210 Medical and Public Health, 04 Public Health, 104 Fees and Fines, (5) Lic. Fees under Drugs and cosmetics Rules. vide treasury receipt attached.		
Date	<u>05/01/2015</u>	Signature _____
<p>* Delete whichever is not applicable.                  ** To be deleted if drugs will be sold only by wholesale.                  ***Required only if products requiring special storage are to be sold.</p>		
		
		



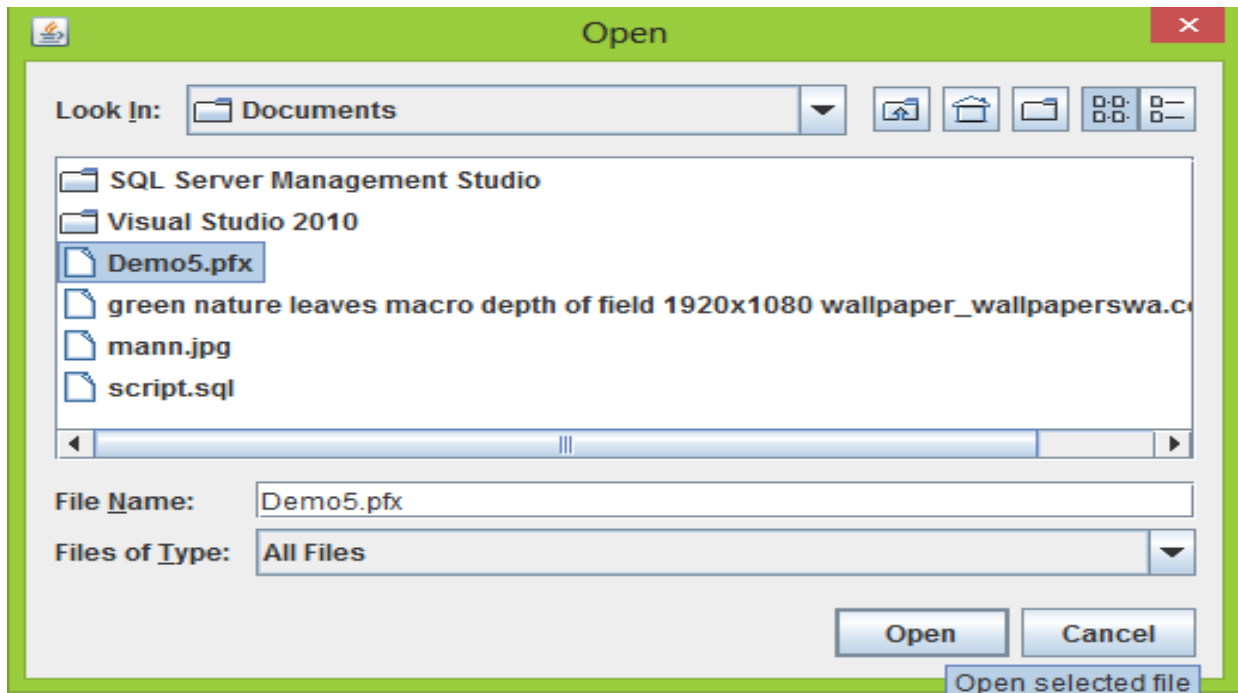
## 6.A. In case of Signed PDF with file.

### 1. How to Select (.PFX) file by Applicant.

After selection of Singed PDF with File, Applicant has to browse (.PFX) file.



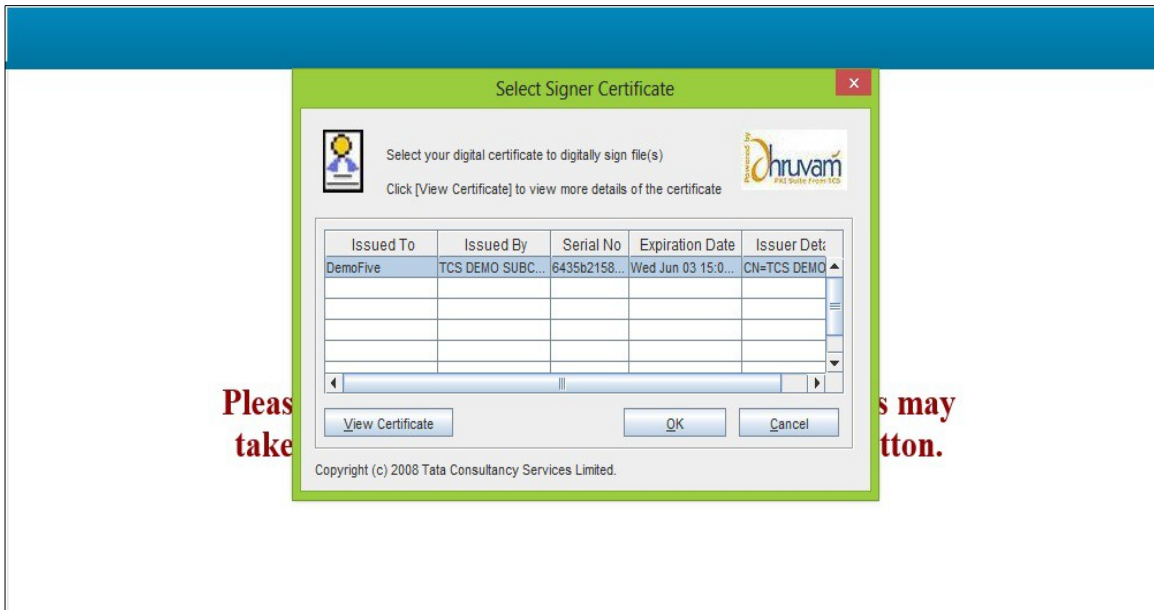
Select your (.PFX) file in flowing window:



After selecting your (.PFX) file, type your password in flowing window:



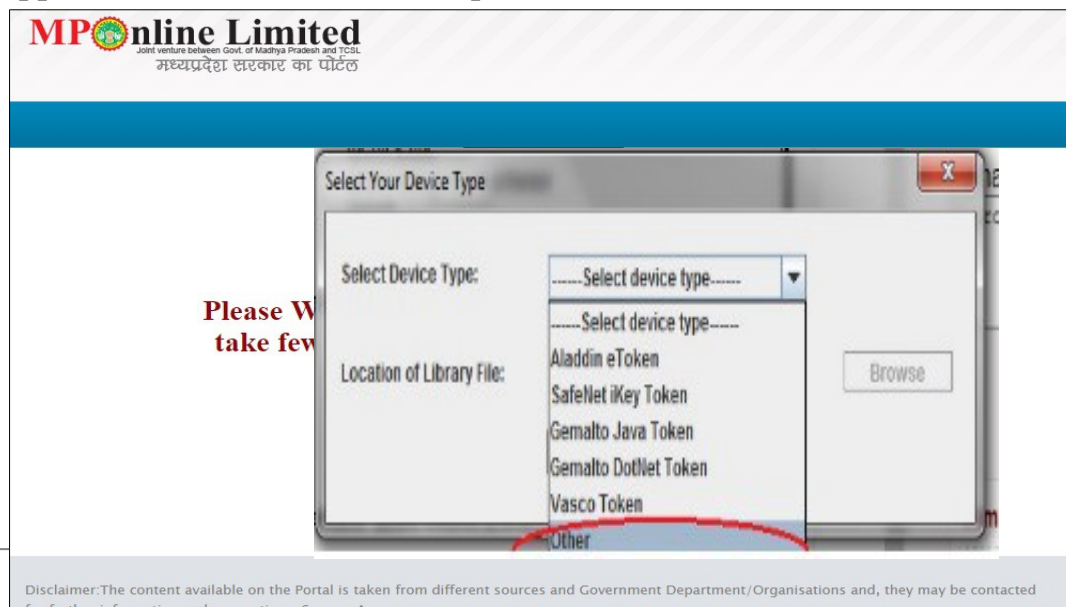
Select your Digital Certificate to digitally sign file(s) and click View Certificate to view more details of the certificate:



## 6.B. In case of Signed PDF with USB Dongle.

### 1.How to Select the Manufacture name of USB dongle :

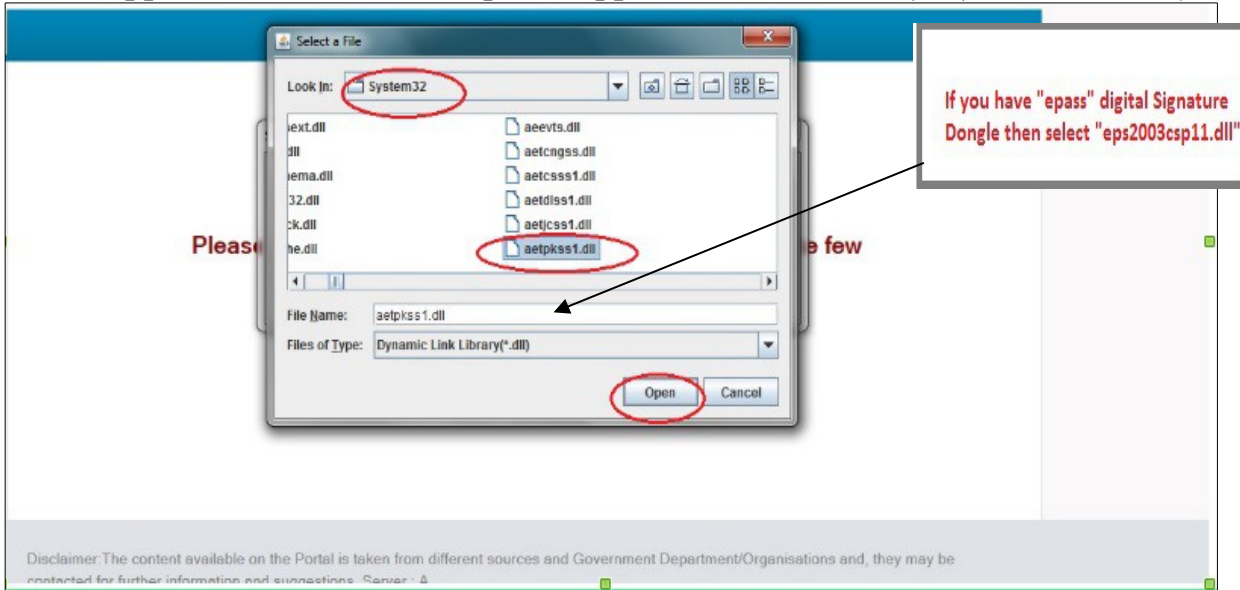
When User select, option for Signed PDF with USB Dongle than user has to select the manufacture name of USB dongle issue to him. In case applicant doesn't find the name, applicant has to select “other” option.



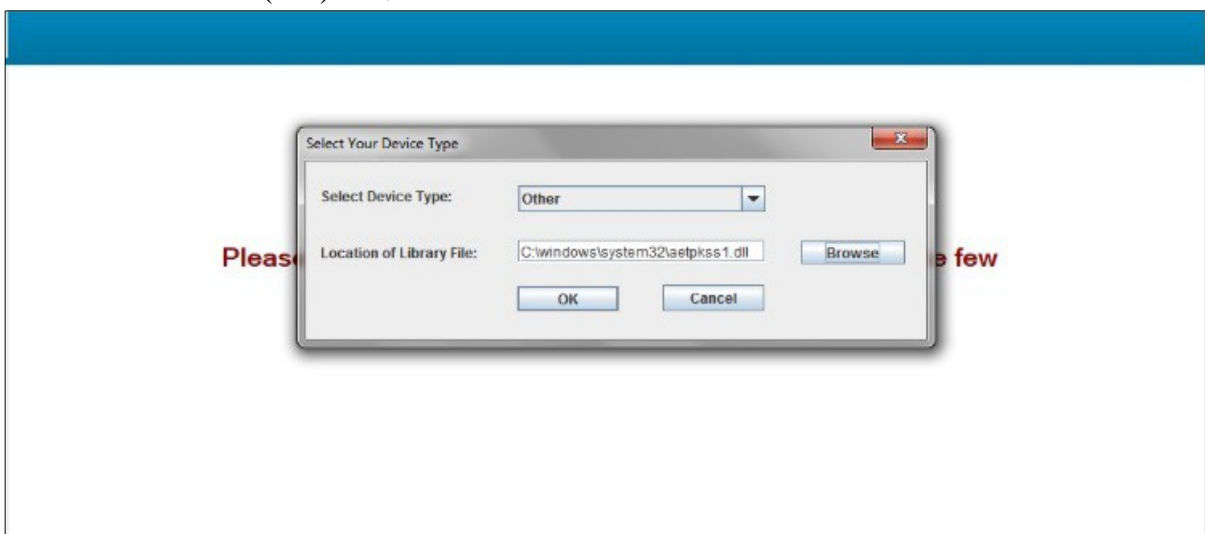


## 2. How to Select .dll file (In case applicant select “other” Manufacture name of USB dongle) :

In case applicant select “other” option, applicant has to select (.dll) file from his system.



After selection of (.dll) file, Click OK Button





### 3.How to Select Digital Certificate to digitally sign file(s) and view more details of your Digital Certificate :

Select your Digital Certificate to digitally sign file(s) and click View Certificate to view more details of the certificate:-

Please take

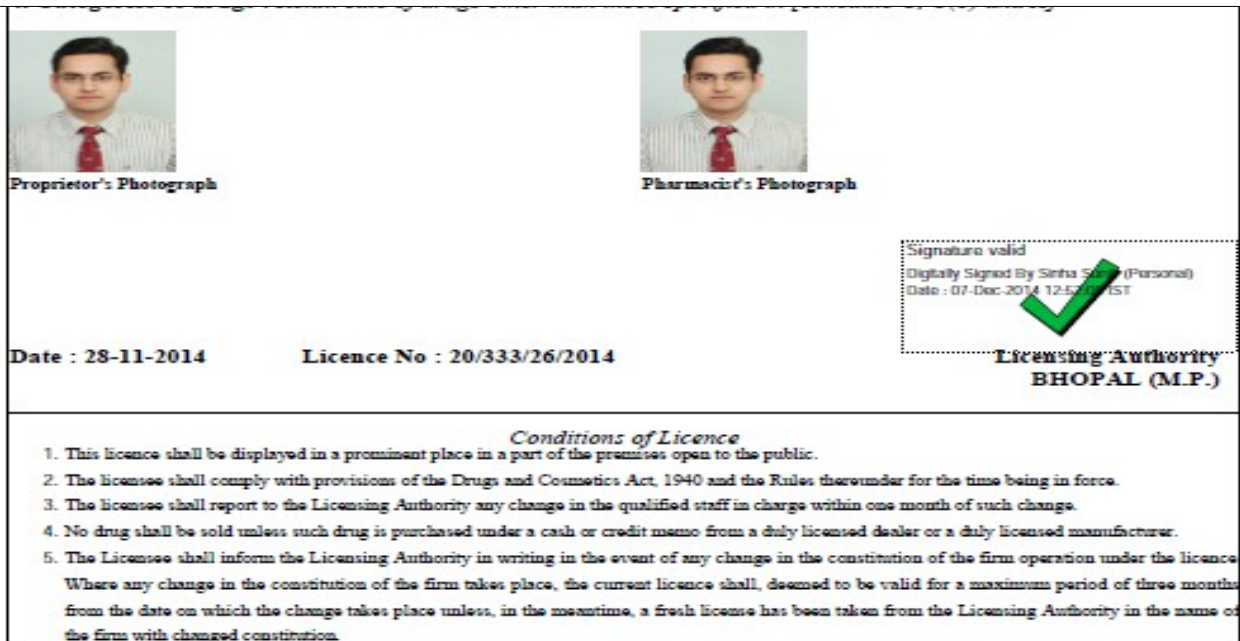
Disclaimer: The content available on the Portal is taken from different sources and Government Department/Organisations and, they may be contacted for further information and suggestions. Server : A

Applicant will then be asked for his password. Enter your password and click OK Button.

Please take

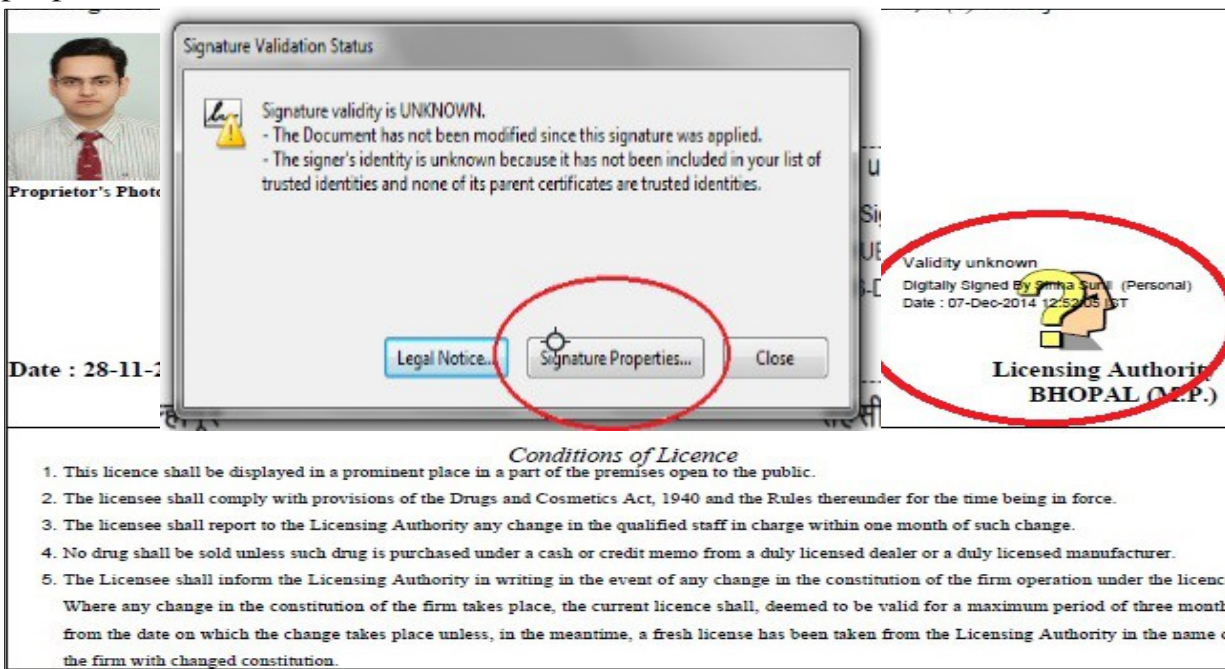
Disclaimer: The content available on the Portal is taken from different sources and Government Department/Organisations and, they may be contacted for further information and suggestions. Server : A

After that Below picture shows digital signed symbol:

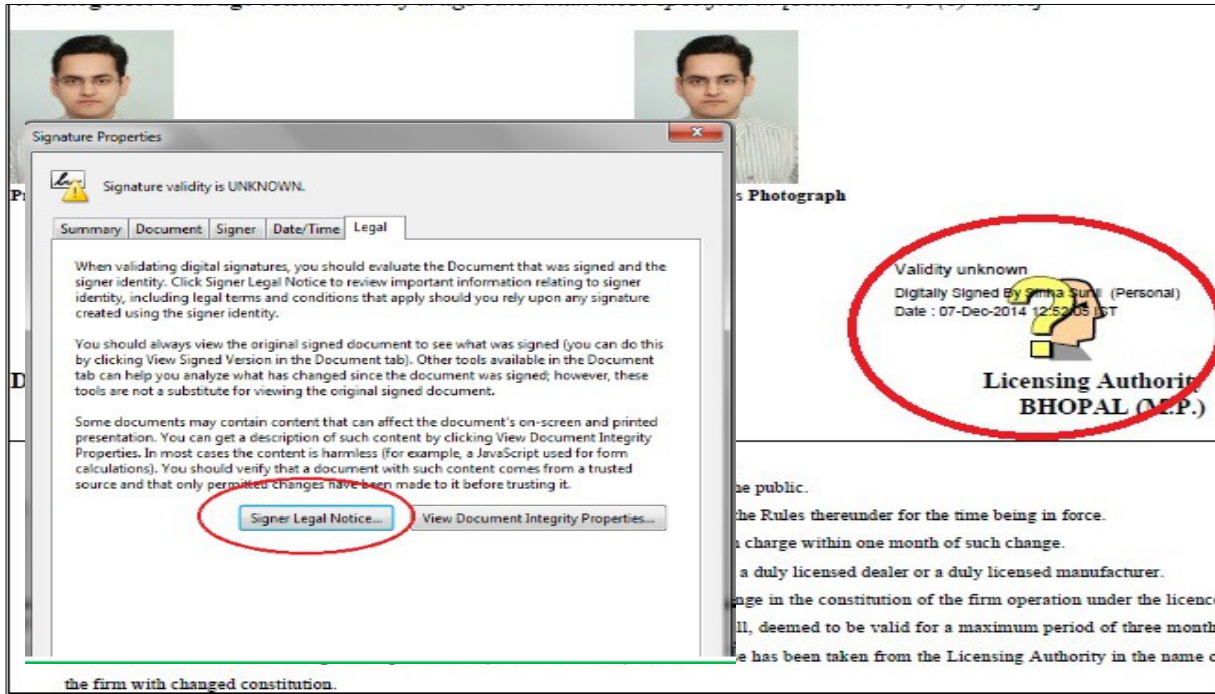


## 7. How to Verify Your Digital Signature:

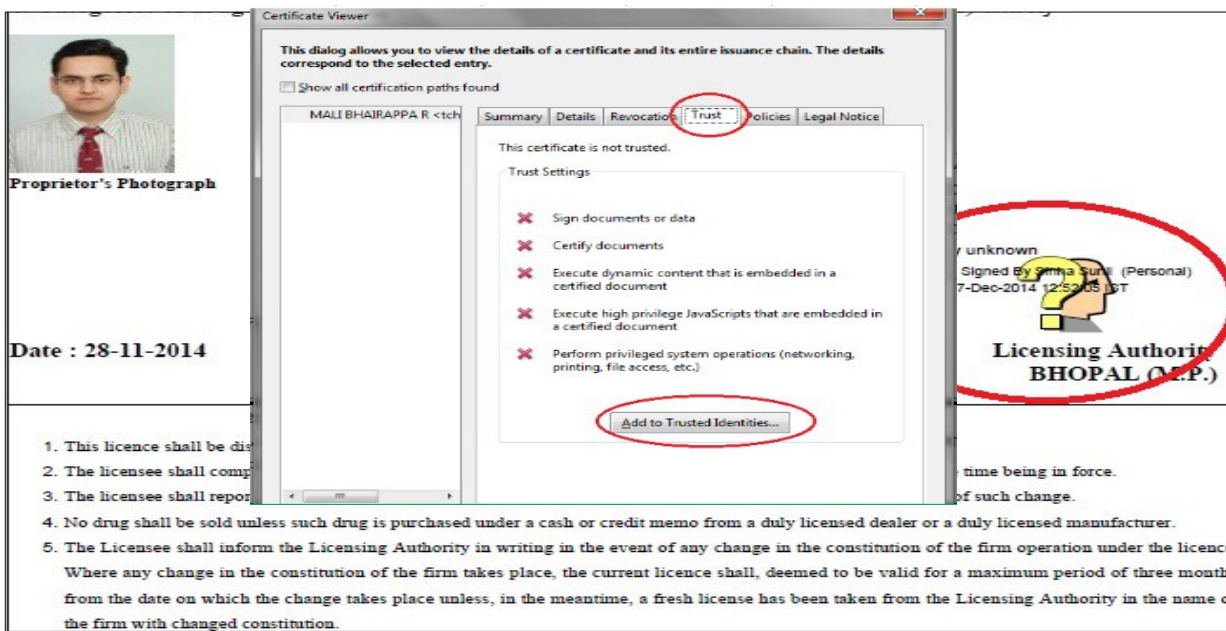
First time VLE has to Validate the signature click on the image, than click on Signature properties Button.



After click on Signature properties Button, now to click on Signer Legal Notice Button.

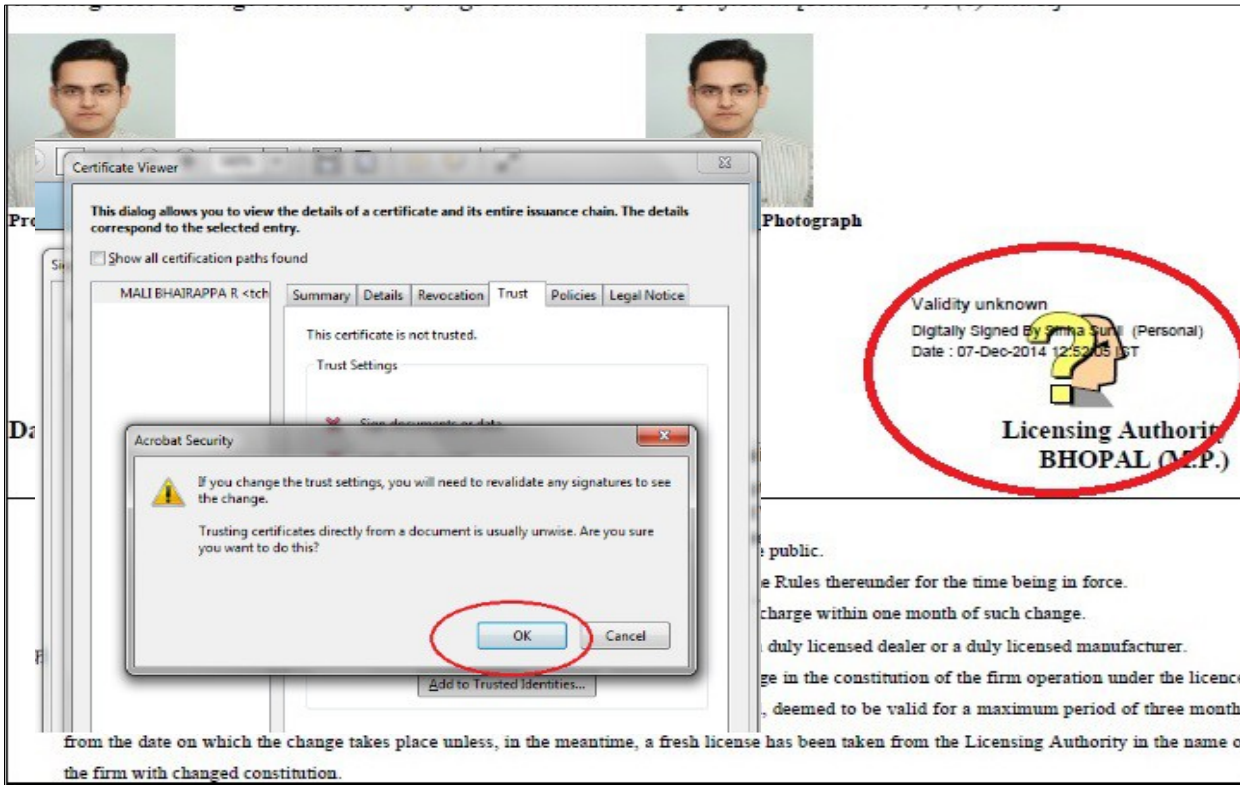


After click on Signer Legal Notice, now to click on Trust Menu and Add Trusted identities Button.

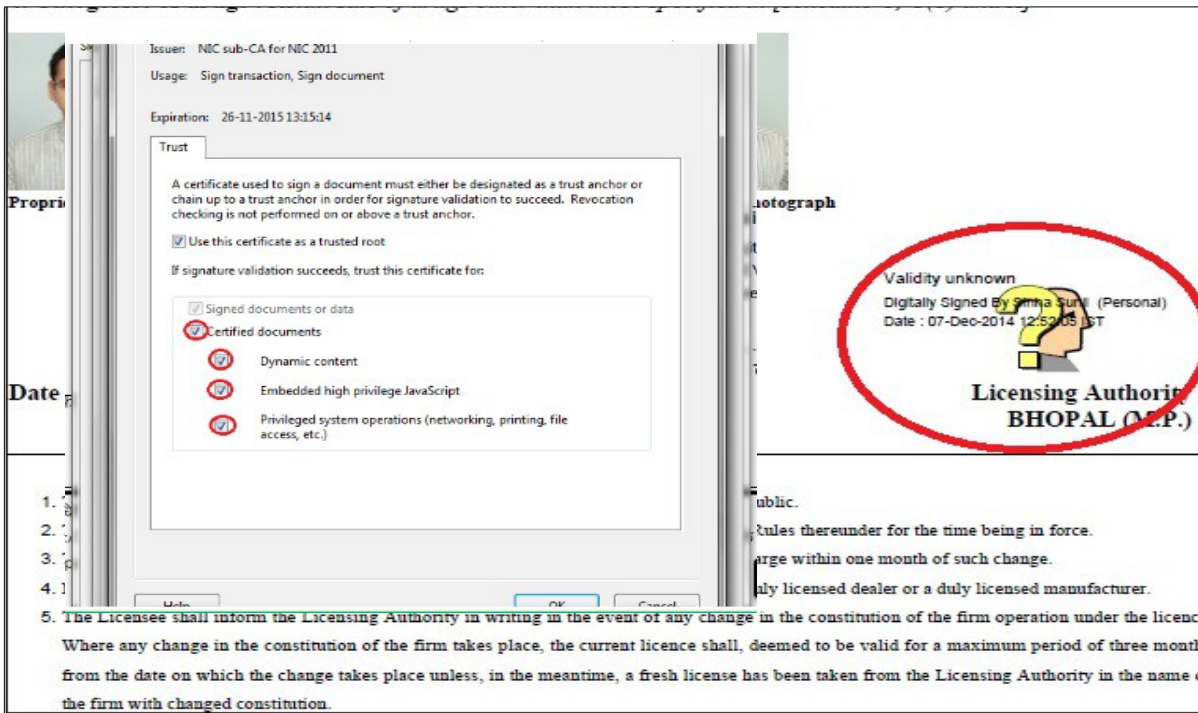




After click on Add Trusted identities Button, now to click on OK Button.



Kindly select all three options in certified documents and click on OK button.



Than Click on Validate Signature OK, Validated Signature Sign is display on Certificate.

 <b>Proprietor's Photograph</b>	 <b>Pharmacist's Photograph</b>	 <b>Licensing Authority BHOPAL (M.P.)</b>
<b>Date : 28-11-2014</b>	<b>Licence No : 20/333/26/2014</b>	
<b>Conditions of Licence</b>		
<ol style="list-style-type: none"><li>1. This licence shall be displayed in a prominent place in a part of the premises open to the public.</li><li>2. The licensee shall comply with provisions of the Drugs and Cosmetics Act, 1940 and the Rules thereunder for the time being in force.</li><li>3. The licensee shall report to the Licensing Authority any change in the qualified staff in charge within one month of such change.</li><li>4. No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.</li><li>5. The Licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operation under the licence Where any change in the constitution of the firm takes place, the current licence shall, deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh license has been taken from the Licensing Authority in the name of the firm with changed constitution.</li></ol>		

## 8. Troubleshooting

Common errors while digital signing your documents:

**Problem 1:** JAVA Applet error?

Solution 1 (Important) : Install Java “jdk-7u2-windows-i586” version from below [download link](#):

Solution 2 (Important) : Goto Control Panel --> Java --> Security Tab -->Edit Site List -->Add "http://103.36.71.31/" (without double quotes) --> Continue warning. if above setting already exists in system and problem still persist then remove this url first and then add this link again.

Solution 3 (Important) : Delete all .cfg files which are in below path:

C:\Users\<<LogonID>\pkcs11.cfg (or search for \*.cfg file) -->delete them all.

Solution 4 : Install Latest Java version from below [download link](#):

Solution 5 : download & Install Internet Explorer 10 or Above.

**Problem 2 :** Error 400 or 404

Solution : License/Application pdf has not been generated properly by the system, contact to MPOnline Customer Care team in that case.

**Problem 3 :** Blank page (completely white html page)

Solution : Replace "https" with "http"

**Problem 4 :** Certificate details cannot be null / Certificate details are null.

Solution : Contact to Digital Signature provider.