E-SIGN USER MANUAL

Prepared by
Office of the Controller of
Certifying Authorities

INTRODUCTION

Currently 3 of the 8 licensed Certifying Authorities of Bangladesh are providing remote signature aka e-Sign to user level. The objective of this document is to familiarize general users with the complete procedure of e-sign. The document is divided into the following 05 sections:

1. E-KYC (electronically know your customer) procedure for the e-sign solution of Bangladesh Computer Council (BCC) CA;

2. Using the quick sign platform of BCC CA;

3. Using e-sign on d-nothi;

4. e-kyc procedure for the e-sign solution of Banglaphone CA;

5. Using the e-cipher platform of Banglaphone CA.

E-KYC (ELECTRONICALLY KNOW YOUR CUSTOMER) PROCEDURE FOR THE E-SIGN SOLUTION OF BCC CA
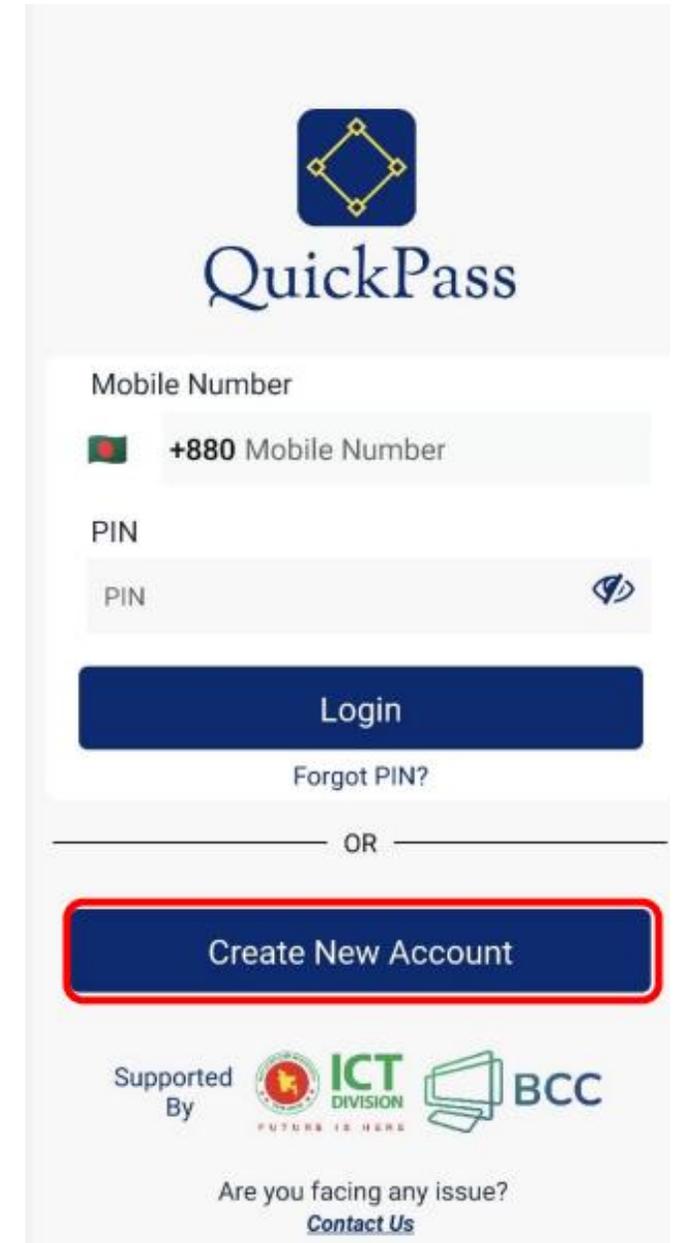
PREREQUISITES

A) QuickPass software must be downloaded from the Google Play Store / App Store
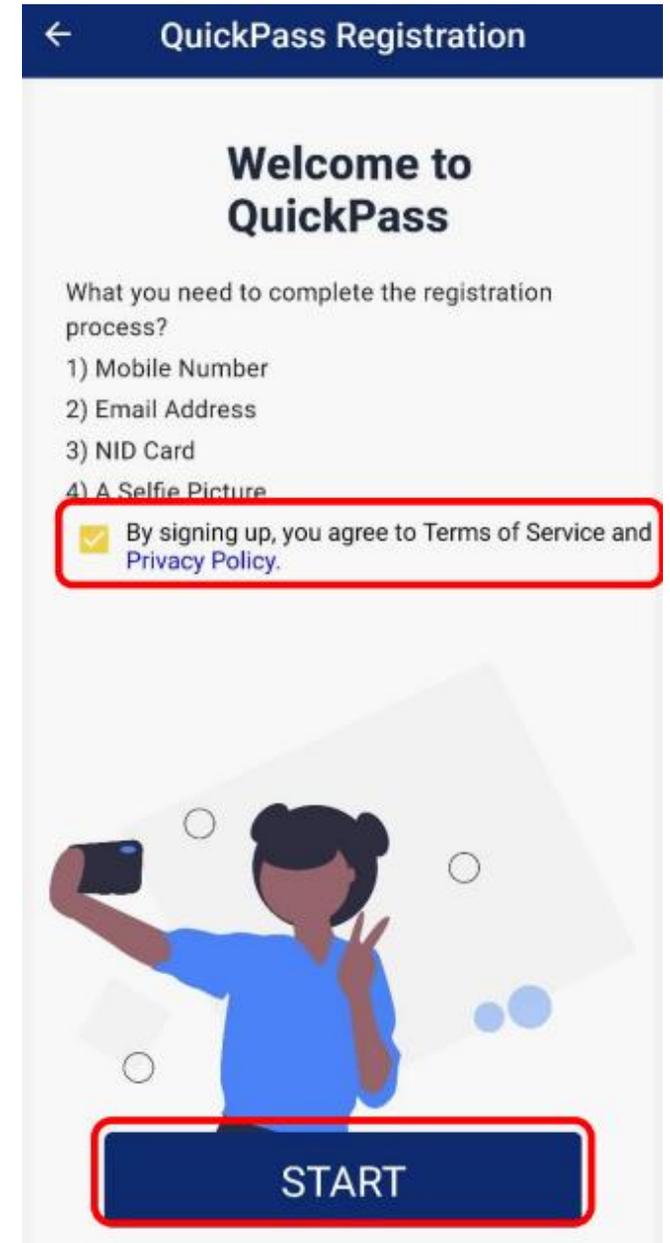https://play.google.com/store/apps/details?id=com.bcc.quickpass

B) Photocopies / Main Copy of national identity card or national identity card

Step 1: Click "Create New Account"
to create an account.

Step 2: Tick Privacy Policy. Click the "Start Button"

Step 3: Type your 11 digit mobile number. And click on the "Send OTP" button. An OTP will be sent to your mobile.

Step 4: Type the six digit OTP sent to your mobile and press the "Verify OTP" button.

Step 5: When the mobile number verification is successfully completed, your phone's camera will be turned on and asks to take pictures of your national identity card. Take pictures of the first page of your national identity card in the frame shown on the mobile screen.

Step 6: Turn off your eyelids as per the instructions displayed on the mobile screen. Rotate your head to the right. Do down on the head. Give a smile When the blue circle is complete, click on the "Take Picture" button.

Step 7: After taking the selfie, it will be matched with your image on the server of the nationalist. If the match is matched, your information on the national identity card will be seen on your phone screen. Then you set a pin and submit. If everything is correct, you will see this message "Congratulations. You are successfully registered to BCC eKyc System". Your identity verification has been successfully completed.

Step 8: Now login to the Quick Pass App and register your device. To register the device, click on Remote Authorization.
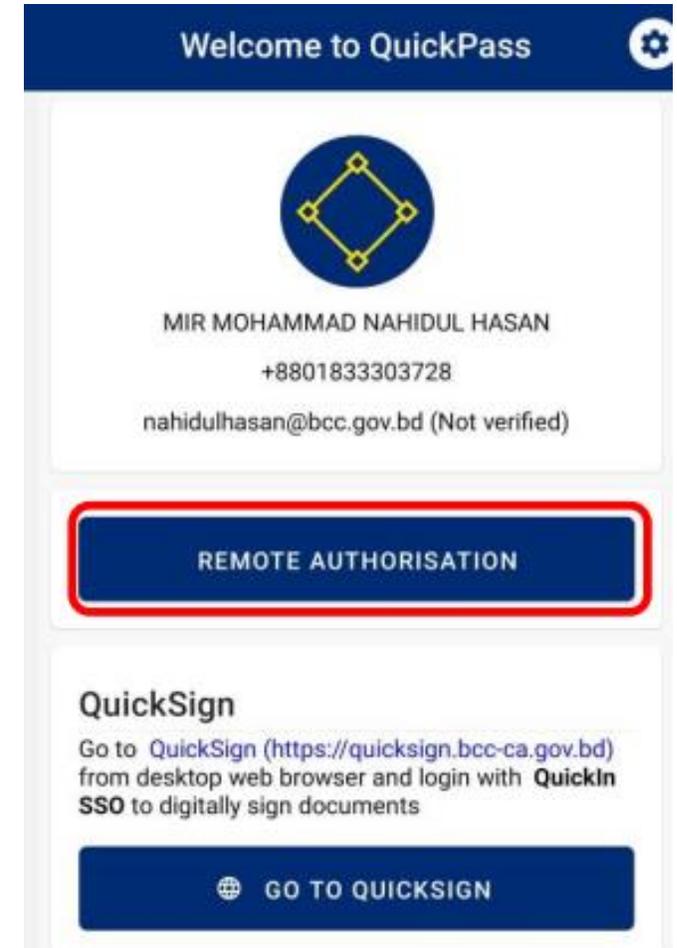
Step 9: Clicking on "Remote Authorization" will send an OTP to your registered email. Type it.
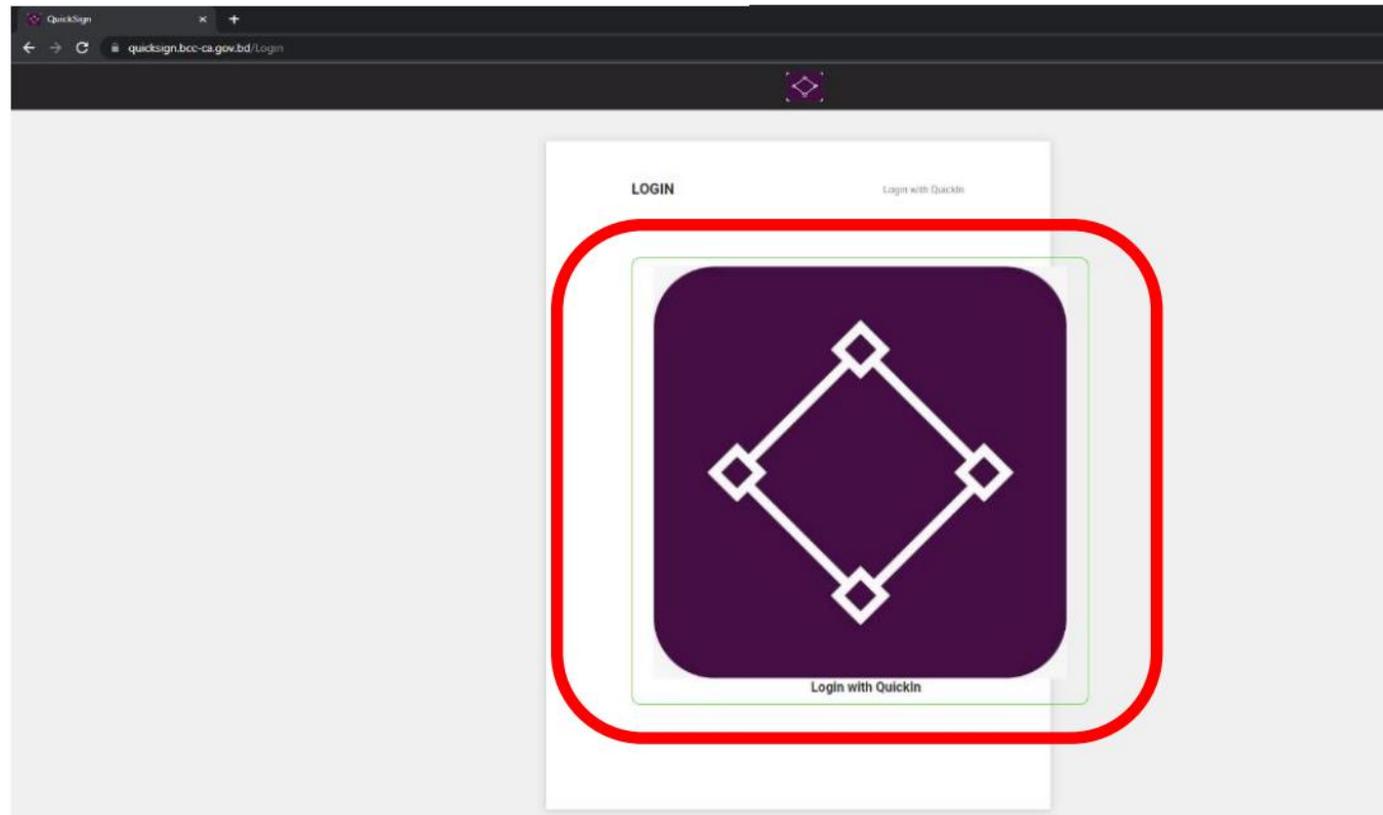
Step 10: Scan your fingerprint/enter your passcode scan on your mobile with your finger.

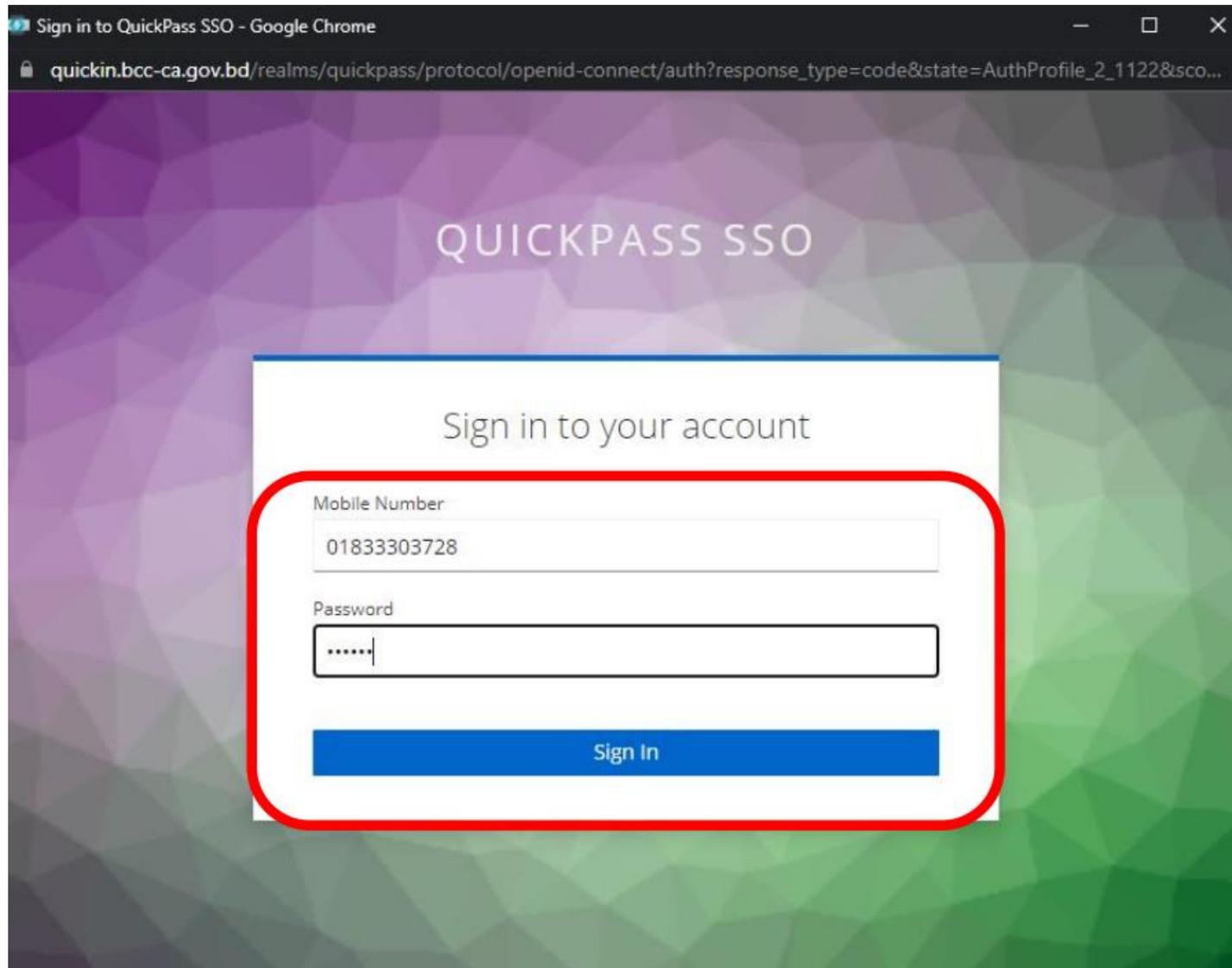If everything is correct you will get the "Device Registered" message
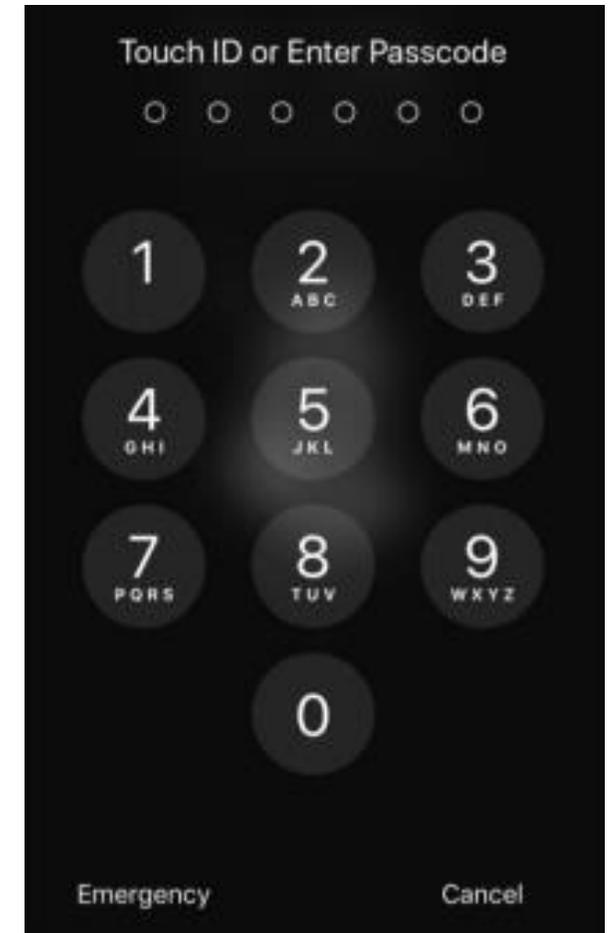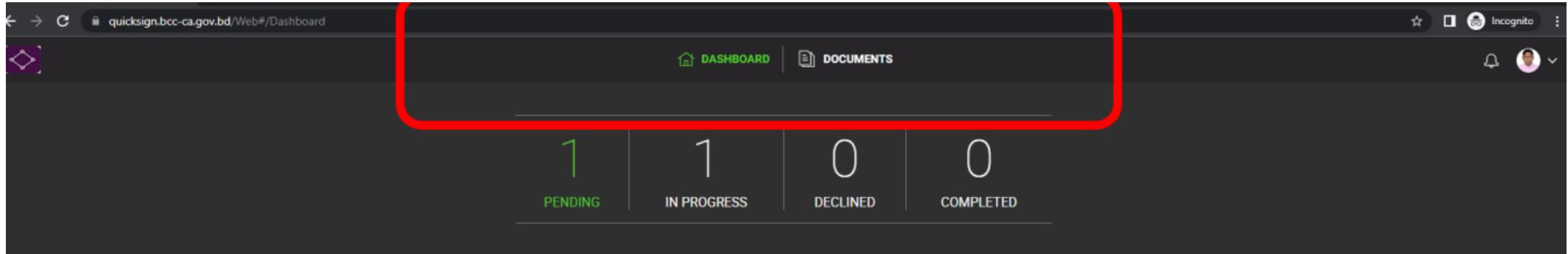
USING THE QUICK SIGN PLATFORM OF BCC CA

Prerequisite: To complete the identity verification using BCC CA's identity verification method

Step 1: First from a computer or mobile browser go to this address https://quicksign.bcc-ca.gov.bd/ You need to click on Quicksign's logo.

Step 2: Type the mobile number and PIN used when verifying here. Click the "Sign In" button.

Step 3: You will see your profile here.
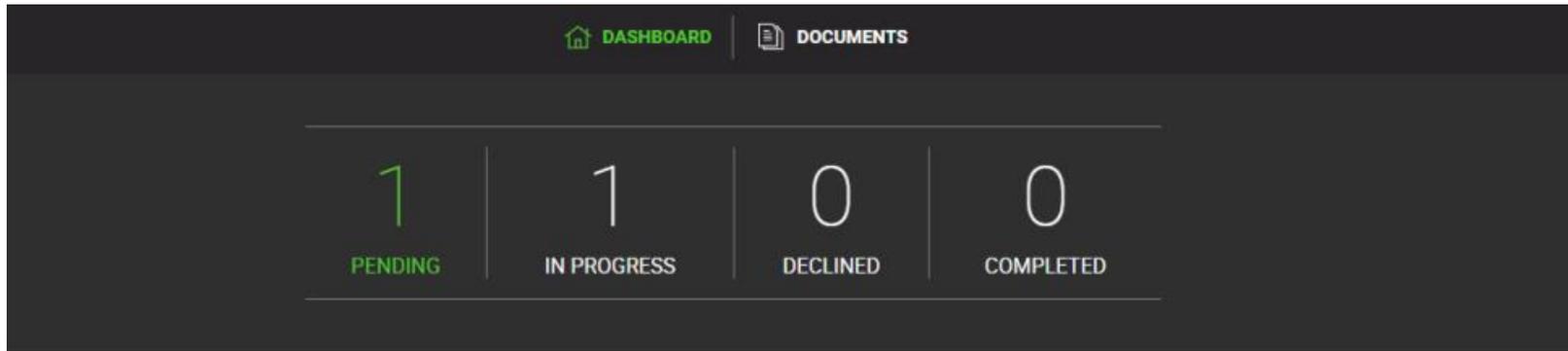
Step 4: Click the "New Workflow" button first to sign the document.

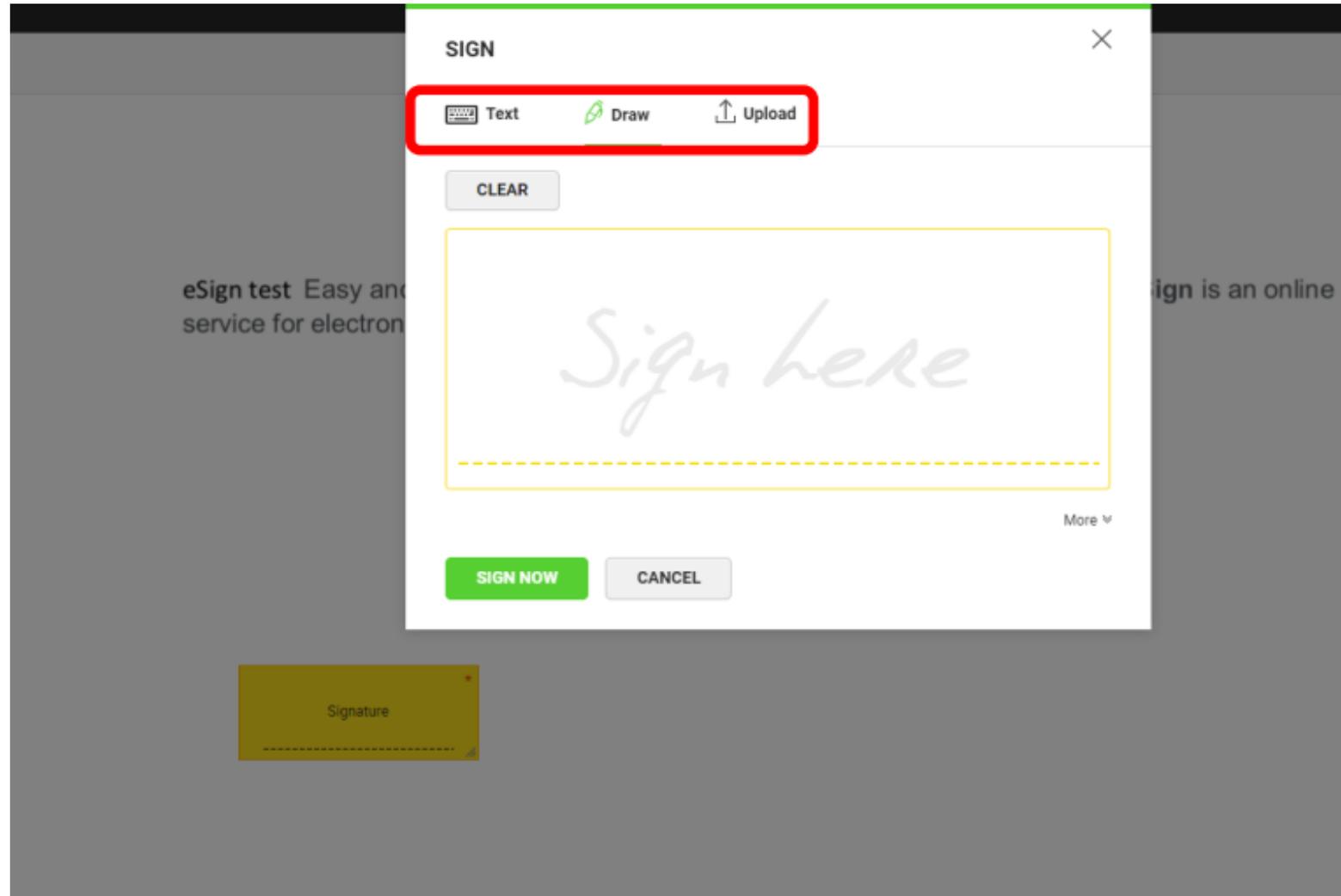**Step 5:** You need to upload the document you want to sign
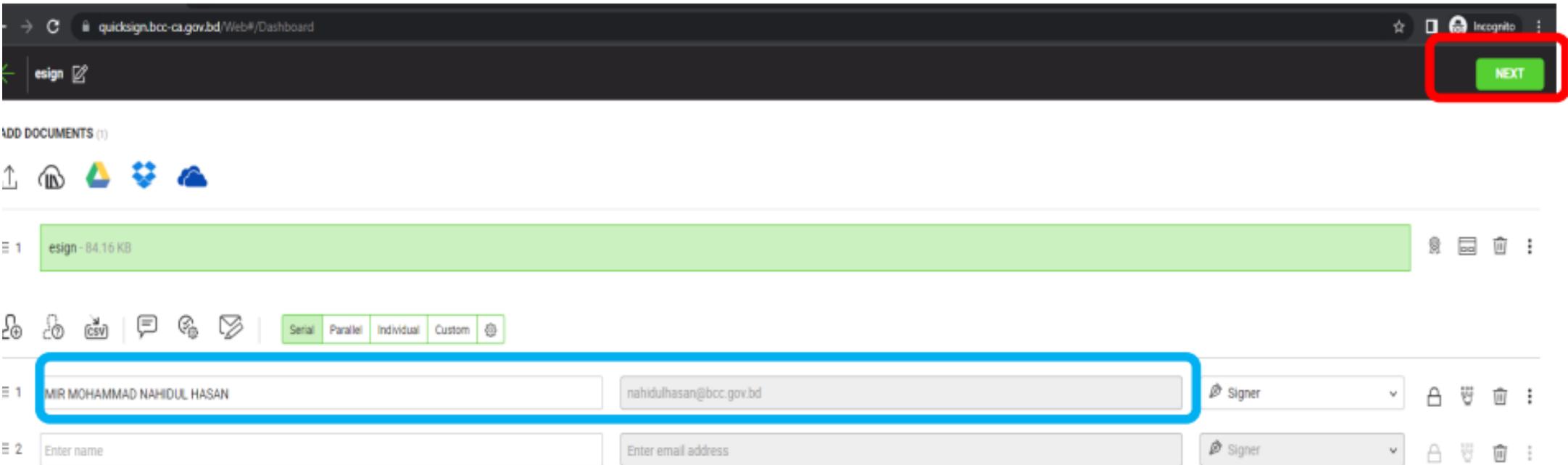
Step 6: In case of multiple signer, give the name and email address to the person you want to send and click on the "Next" button.
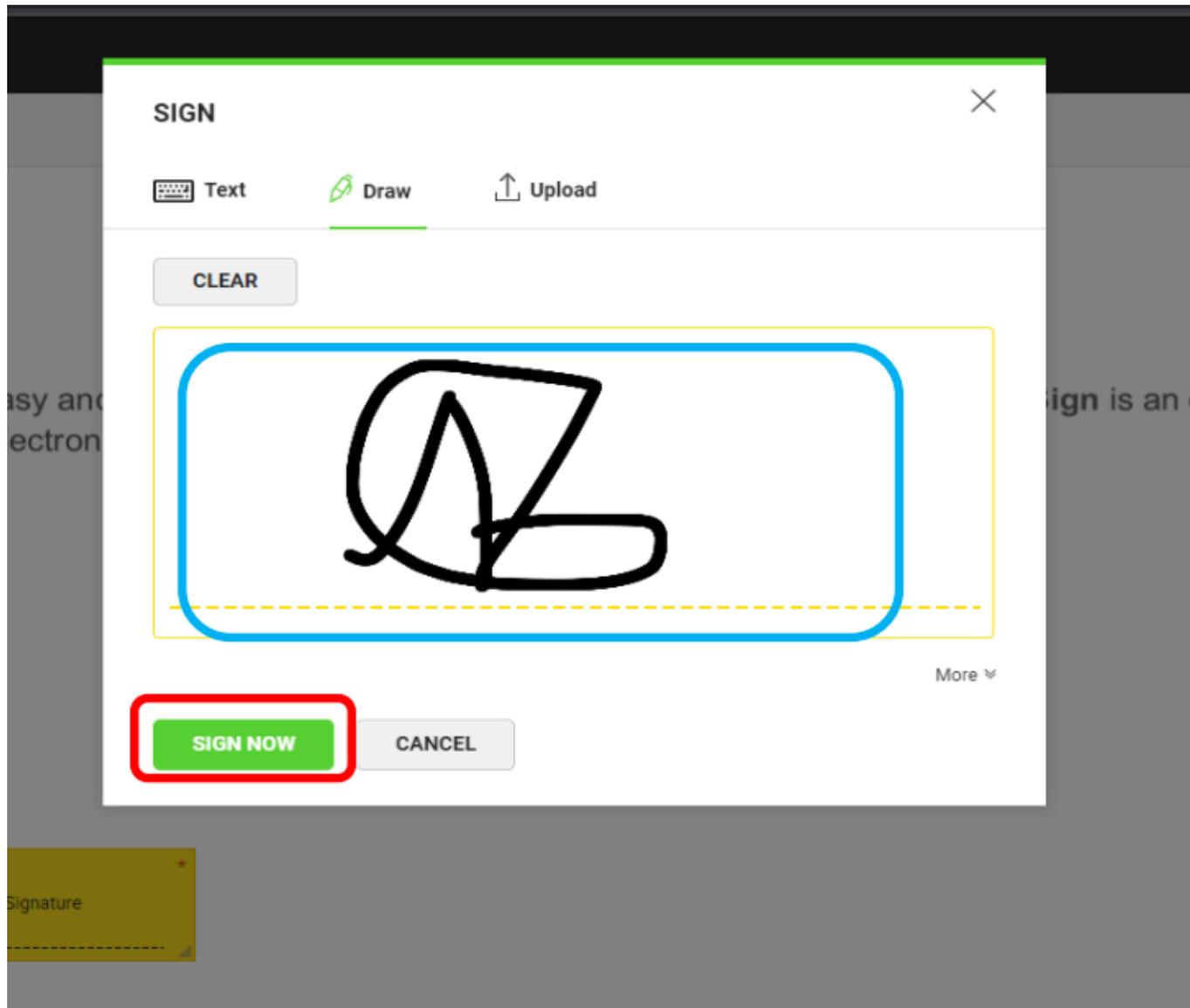
Step 7: Click on the "Signature" button and place the signature box on the place where you want to show the sign
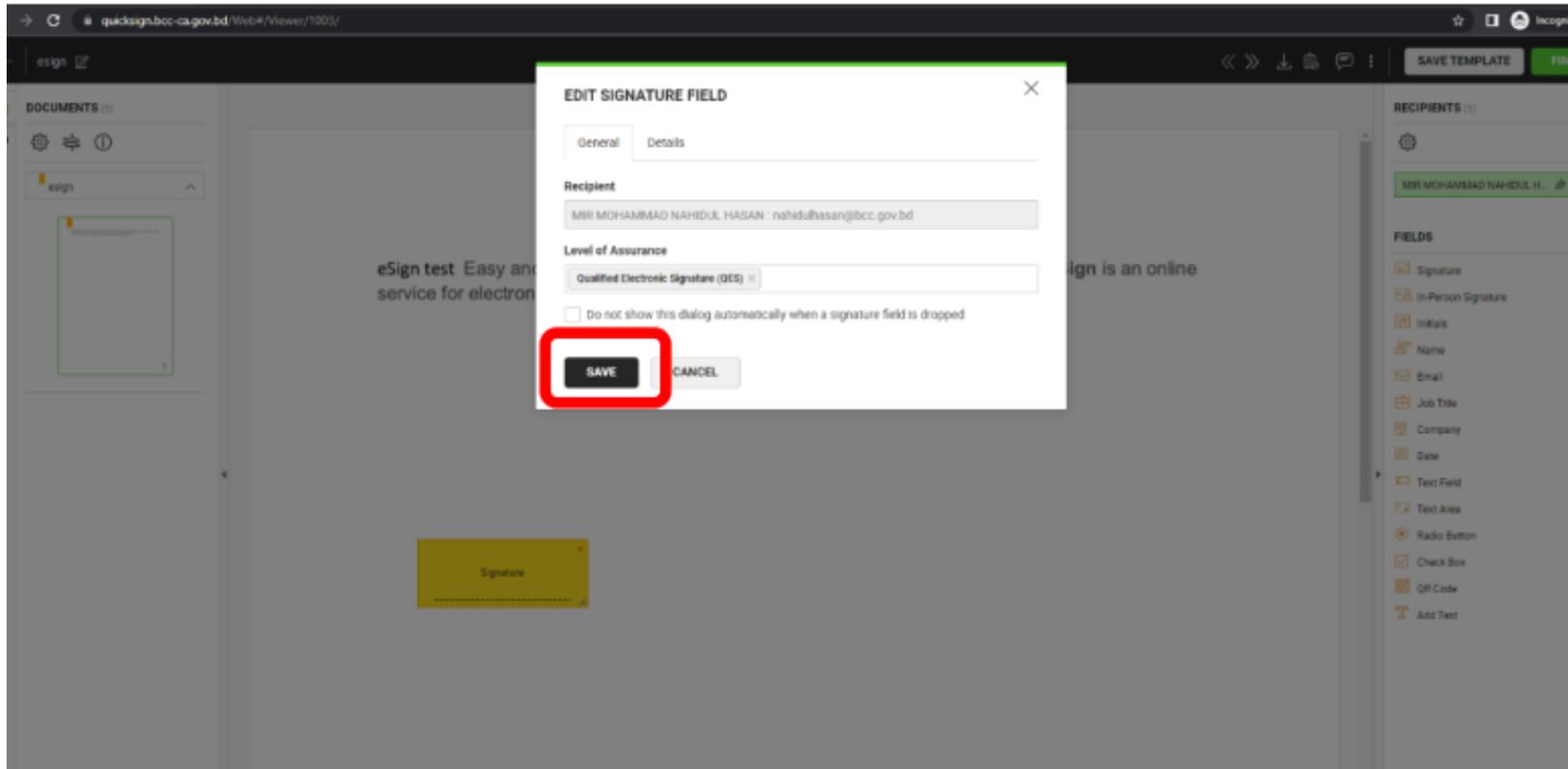
Step 8: Then click on the "Save" button on the window that appears.

Step 9: Clicking on the "Signature" box will bring a new window.

Step 10: Here you can upload your handwritten signature or draw your handwritten signature. Then click the "Sign Now" button.
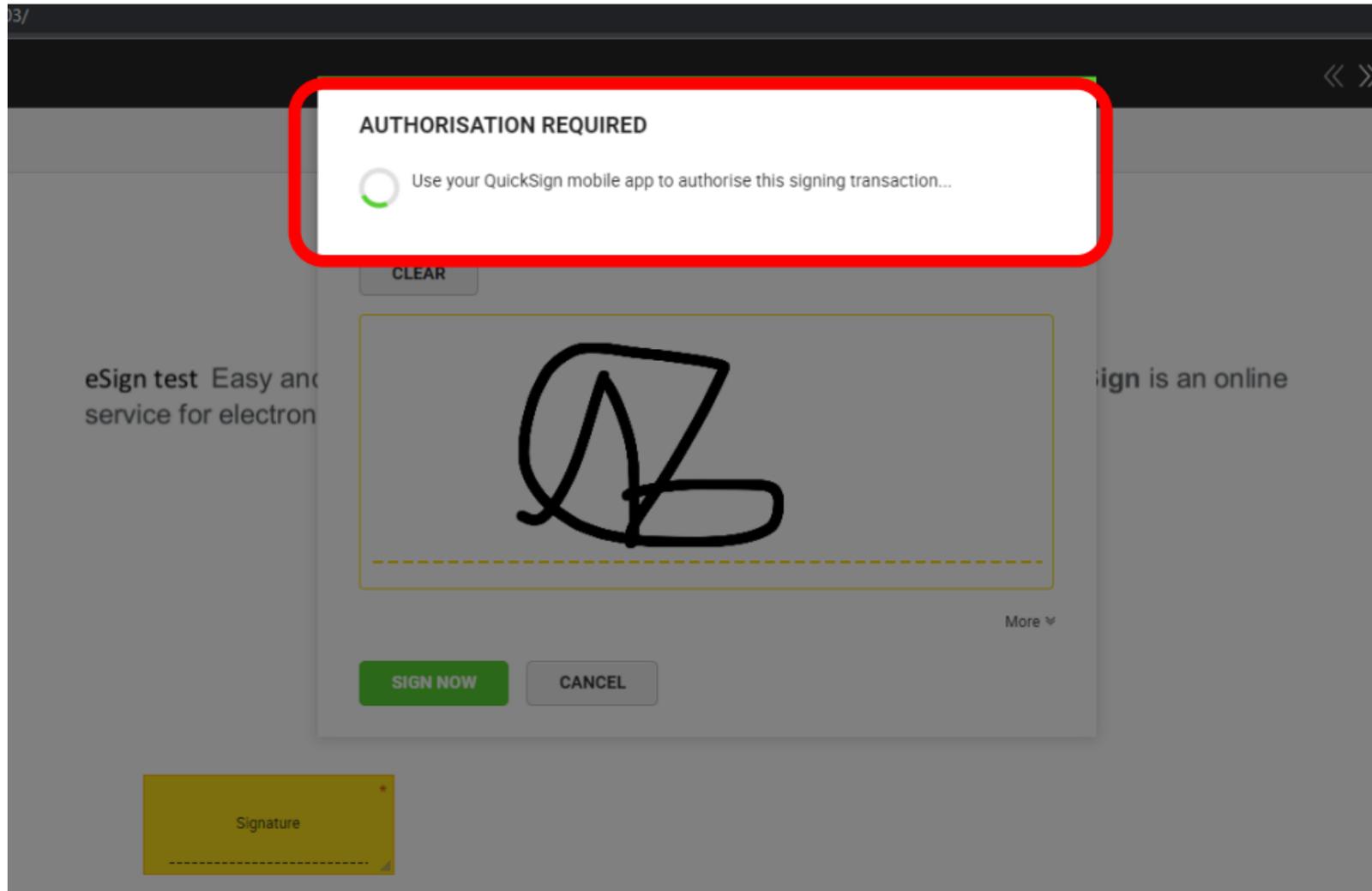
Step 11: Click on the "Sign Now" button "Remote Authorization". You need to use your QuickPass app for remote authorization.

Step 12: Click on "Signature Authorization".

Step 13: Clicking on "Remote Authorization" will bring a window like the picture below. Click Refresh list to get currently pending document. Here the document you are signed will show the number. If the document number is correct, click on the "Authorize signature" button.
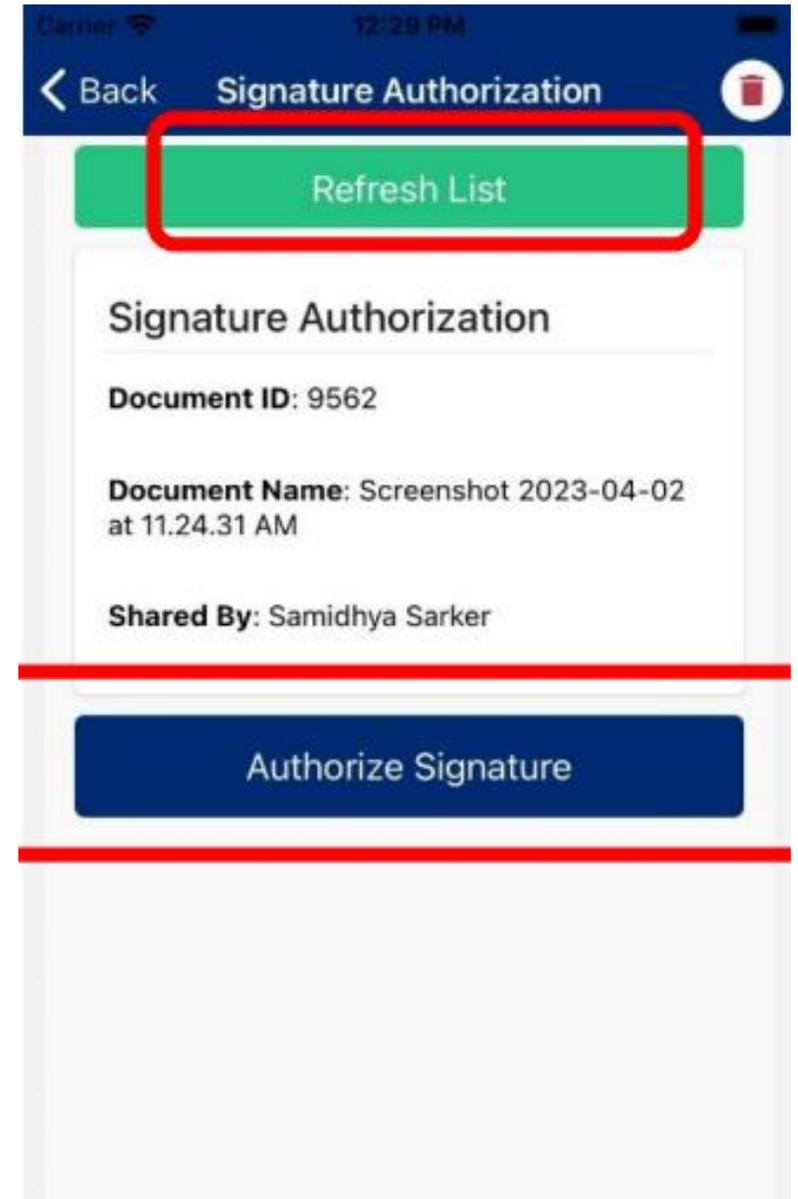
Step 14: Authorization requires your fingerprint/passcode. Scan your fingerprint on your mobile fingerprint scanner / enter your passcode.

The document has been signed.
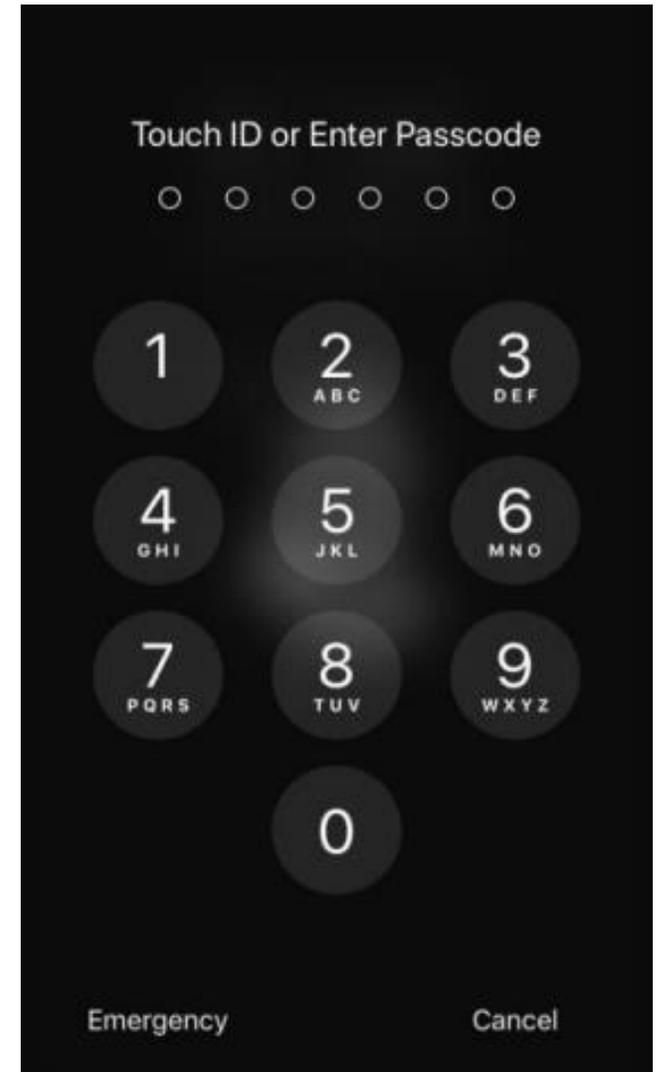
USING E-SIGN ON D-NOTHI

COMPLETING E-KYC

ADDING CERTIFICATE TO USER PROFILE

DIGITALLY SIGNING ANY LETTER AT ISSUER LEVEL

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CHECKING DIGITAL SIGNATURE CERTIFICATE

E-KYC PROCEDURE FOR THE E-SIGN SOLUTION OF BANGLAPHONE CA

REGISTRATION: STEP-1

1. Go to the eKYC web

2. https://ekyc.digitalsignature.com.bd/

3. Select Bangladeshi user type

4. Enter valid mobile number

5. User will get an OTP to the mobile number

6. User will enter OTP and click submit button

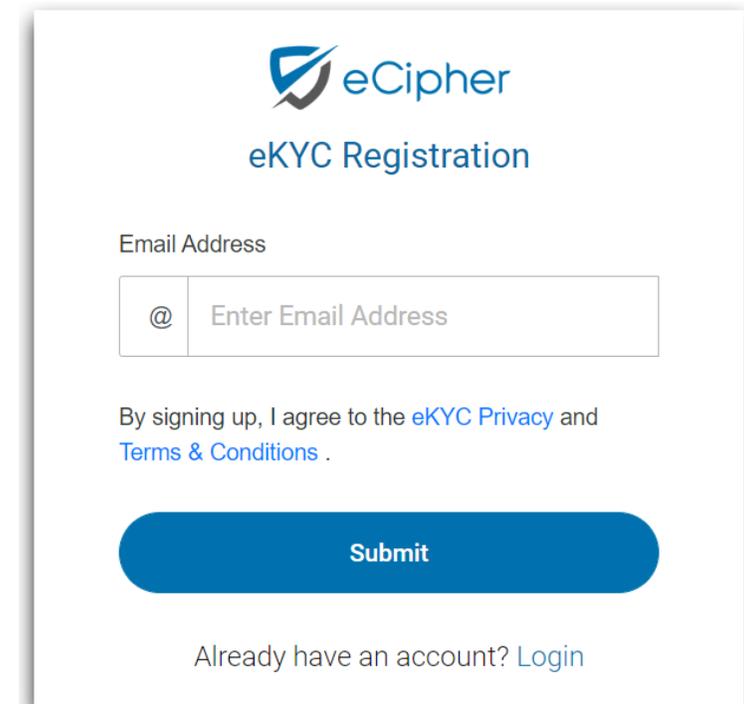7. If OTP matches, user will see the next window

REGISTRATION: STEP-2

1. Enter valid email address

2. User will get an OTP to the email address

3. User will enter OTP and click submit button

4. If OTP matches, user will see the next window

REGISTRATION: STEP-3

1. Take Photo of NID Front Side

1. Take Photo of NID Back Side

2. Take Photo of Your Face

3. Enter NID number

4. Enter District name

5. Enter Date of Birth

6. Enter Postal Code

7. Set password and click submit

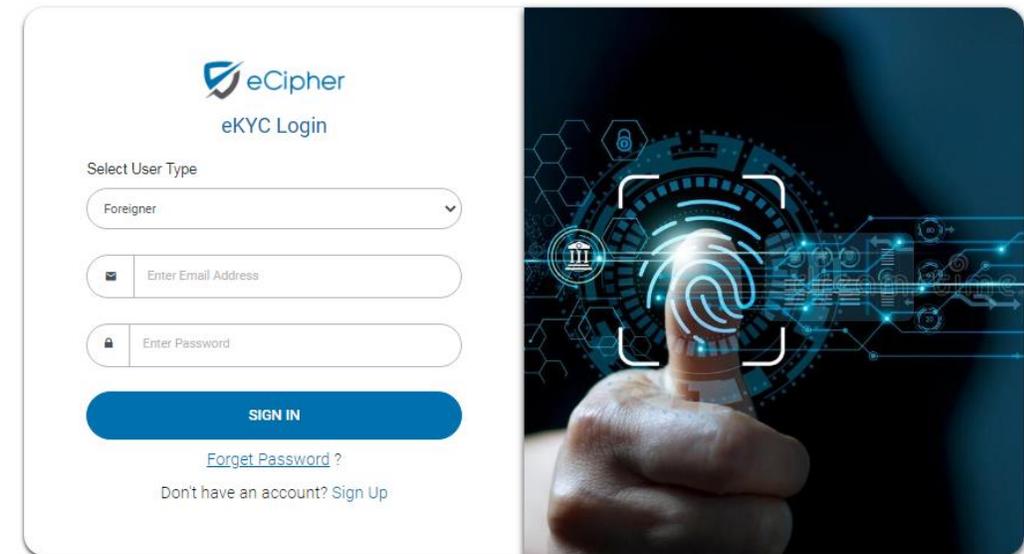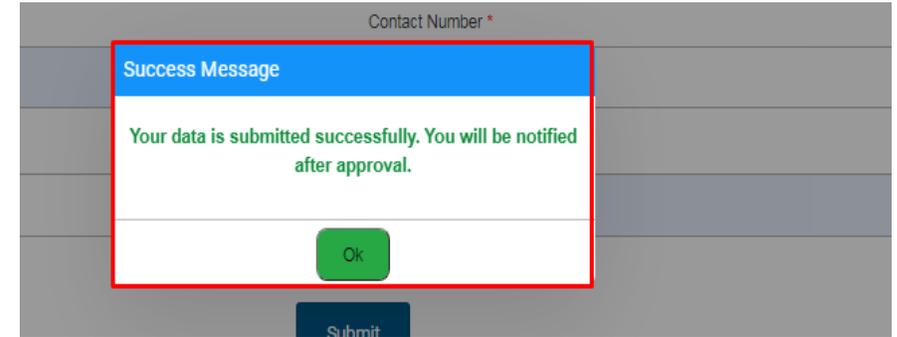# REGISTRATION: STEP-4

1. If the user enter the correct information

2. Then the user will see the successful window.

3. Click Ok

4. After click ok button, user will see login window

5. Then Select Bangladeshi user type

6. Enter user email and password

REGISTRATION: STEP-5

1. After logged in notice status

2. Status is **"Waiting for Admin approval"**

3. User's e-KYC data will be verified and

4. User will receive an email from BPSCA Admin

5. Then user will see the eKYC Profile Status as **"Approved"**

6. Now this e-KYC profile is ready for e-Sign

USING THE E-CIPHER PLATFORM OF BANGLAPHONE CA

Sign In

1. Open a browser like Firefox, Chrome etc.

2. Visit eCipher Solution of DMS

3. Input Email and Password

4. Click the "Sign In" button to enter into the eCipher system.

https://dms.ecipher.co

eCipher

Document Management and e-Signature

Enter Email

Enter Password

SIGN IN

Forget Password ?

Don't have an account? Sign Up

A remote signature Solution (eSign) of BPSCA, licensed by the Government of Bangladesh

eCipher

3

Dashboard

Manage My Signature: Step-1

1. User needs to upload a visible signature that will be used in signing

2. Click profile icon and click "**My Signatures**" button

3. Click "**Add New**" button

4. After click add new button, user will see the next window
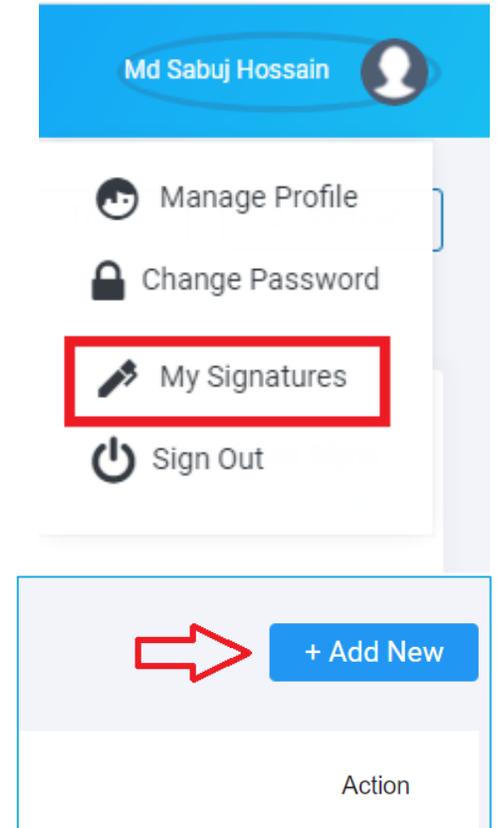
Manage My Signature: Step-2

1. Select a visible signature

2. User can select it as default while uploading.

3. Click "**Submit**" button

4. This signature will be shown in the list

5. User can set the signature as default

5. User can also delete visible signatures

Signing a document by New Self Sign

Click **"New Self Sign"** button to start signing

eCipher

Document Upload

1. Select a document or drop a document

2. Click **"Next"** button

eCipher

Select Signature Position

1. Select page number which page you want to place the sign

2. Click **"Signature"** button and place the signature by dragging it

3. You can also change the **size** of the placeholder

4. Click **"Submit"** button

eCipher
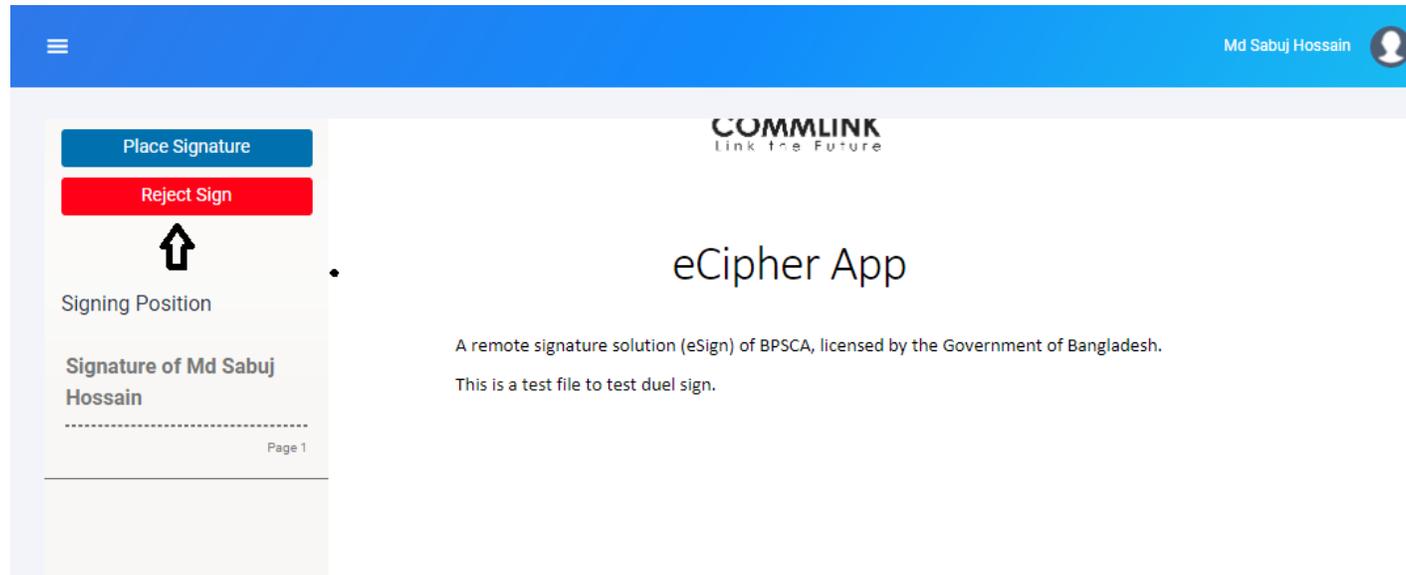
Signature Place

1. If you want to sign, Please click on "**Place Signature**" button or if you want to reject sign, please click on "**Reject Sign**" button

2. After click on "**Place Signature**" button user will see the signature list as shown in the next window

Approve Signature
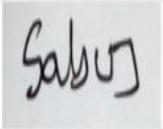

1. Click on "**Approve The Signature**" button

2. After click **Approve The Signature** button, user will redirect the eKYC verification
   page.

e-KYC Verification - OTP

1. Select OTP Chanel Email or SMS

2. Click "**Send OTP**" button

3. User will get a verification code to mobile number or email

4. Enter Code (If you do not receive code, click "**Resend Code**" button)

5. Enter the OTP and Click "**Confirm**" button

6. Then you will be asked to enter the e-KYC password

e-KYC Password Verification

1. Enter your e-KYC password that you have chosen during e-KYC registration. **Note:** This is not your DMS password

2. Click "**Confirm**" button

3. If the password is correct, user signing request is verified

4. Then the document will be signed and shown in **Complete** list

Initiate Signature

Click "**Initiate Signature**" button to start signing

Document Upload

1. Select a document or drop a document

2. Click "**Next**" button

Select Signers

1. User can select signers by typing email addresses of signers (**Note**: User can select multiple user, For selecting multiple users, User will need to click **"+ Select Singers"** button.)

2. Click **"Next"** button

Select Signature Position

1. Select signer and page number on which page you want to place the sign

2. Click "**Signature**" button and place the signature by dragging it. You need to do it for all signers

3. You can also change the **size** of the placeholder

4. Click "**Next**" button

Review and Send

1. Enter Message to send email (Optional)

2. Click "**Submit**" button

3. After click submit button, user will get email notification for signing and will see the next page.

eCipher

Pending list

1. User will see the pending sign list

Sign document from initiator

Pending Sign List

"If you did not complete your eKYC verification in time or cancelled eKYC verification, click "Sign Again" to complete signing"

Subject	Initiator Name	Creation Date	Signing Status	Pending For	Action
Test_Sign.pdf	Fairooz Afnad Faiza	2022-10-20 16:03:34	Sign Pending	Md Sabuj Hossain	Sign
test.pdf	Md Sabuj Hossain	2022-10-20 15:56:14	Sign Pending	Samsuzzoha Shamim	

1. User will login into the eCipher system.

2. Click on "**Pending Sign**" tab or waiting for sign button from dashboard, User will see the pending documents list

3. Click "**Sign**" button to start signing the documents by the similar step of self sign.

Pending Sign

1. Click **Sign Task**> **Pending Sign**> User will see the pending documents from pending sign list

2. User will click "**Action**" button to start signing process

Completed Sign

1. Click **Sign Task**> **Completed Sign**> User can view, download and delete the documents from **completed sign** list

Rejected Sign

1. Click **Sign Task**> **Rejected Sign**

2. The user will see the rejected docs form **Rejected sign** list and can view, download & delete the rejected files

Request Signing Balance

1. Click Sign Package Management > My Package > Balance Request

2. After click '**Balance Request**' button, request sent to the admin

3. After approving the request, the signing balance will update

Request Storage Balance

1. Click **Storage Management** > **My Storage** > **Storage Request**

2. After clicking '**Storage Request**' button, request sent to the admin

3. After approving the request, the storage balance will update