



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**

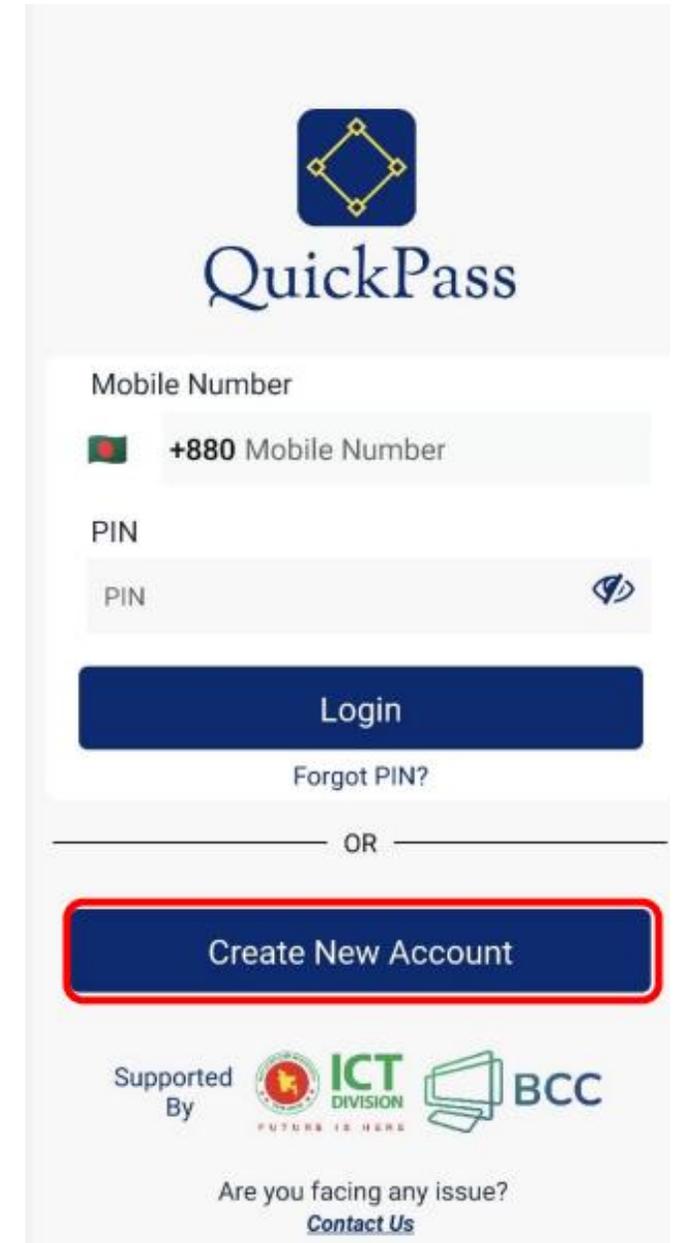
PREREQUISITES

A) QuickPass software must be downloaded from the Google Play Store / App Store

<https://play.google.com/store/apps/details?id=com.bcc.quickpass>

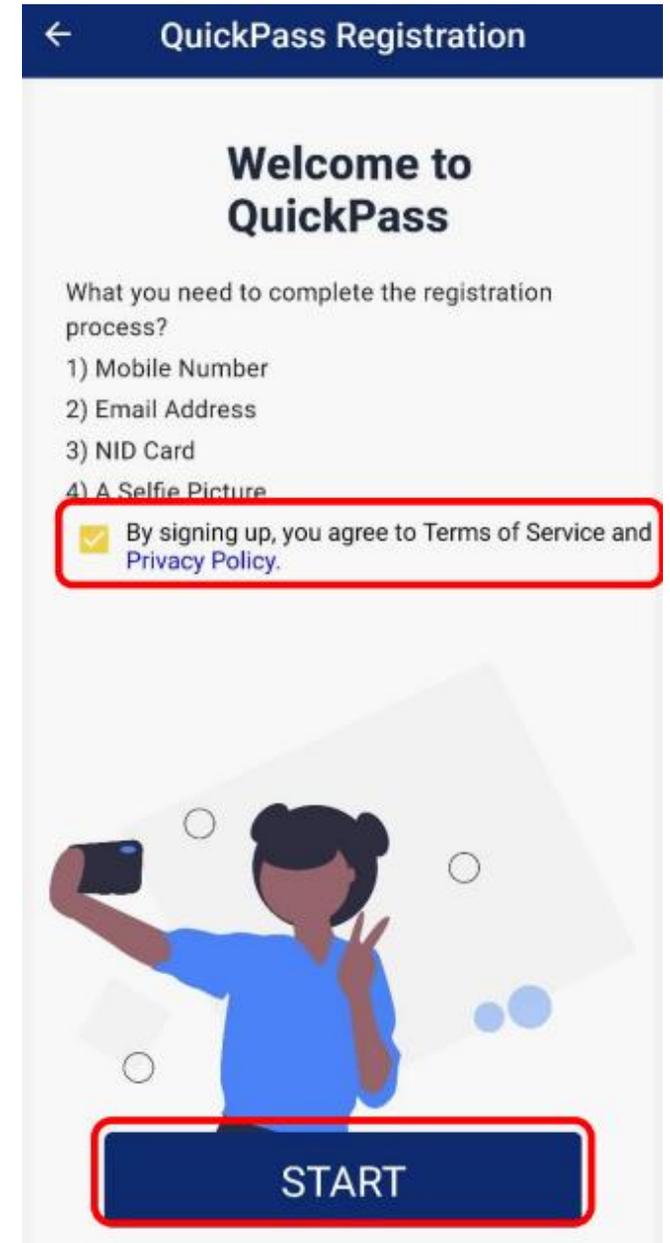
B) Photocopies / Main Copy of national identity card or national identity card

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



The image shows a mobile application interface for 'QuickPass'. At the top, there is a logo consisting of a blue square with a yellow diamond shape inside, and the text 'QuickPass' below it. Below the logo, there are two input fields: 'Mobile Number' with a dropdown menu showing '+880 Mobile Number', and 'PIN' with a toggle for visibility. A dark blue 'Login' button is positioned below the PIN field, with a 'Forgot PIN?' link underneath it. A horizontal line with 'OR' in the center separates the login section from the registration section. The registration section features a prominent dark blue button with white text 'Create New Account', which is highlighted with a red rectangular border. At the bottom, there is a 'Supported By' section with logos for 'ICT DIVISION' (with the tagline 'FUTURE IS HERE') and 'BCC'. Below this, there is a link that says 'Are you facing any issue? Contact Us'.

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.

← Send OTP

1 2 3 4 5
OTP Sending OTP Verification NID Validation Selfie Capture Account Creation

Please enter your mobile number to verify.

+880 Mobile Number

Send OTP

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

← Verify OTP

1 2 3 4 5
OTP OTP NID Selfie Account
Sending Verification Validation Capture Creation

i Please enter the 6 digit OTP sent to your mobile

Mobile Number
+8801833320/28

□ □ □ □ □ □

177 seconds remaining
Resend OTP

Verify OTP

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.

← Liveliness Detection ?



Perform the following actions:
Blink both eyes

← Liveliness Detection ?



Perform the following actions:

Take picture

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.

Create New Account

complete the registration.

Full Name
MIR MOHAMMAD NAHIDUL HASAN

NID No
8229102283

Mobile No (as username)
+8801833303/28

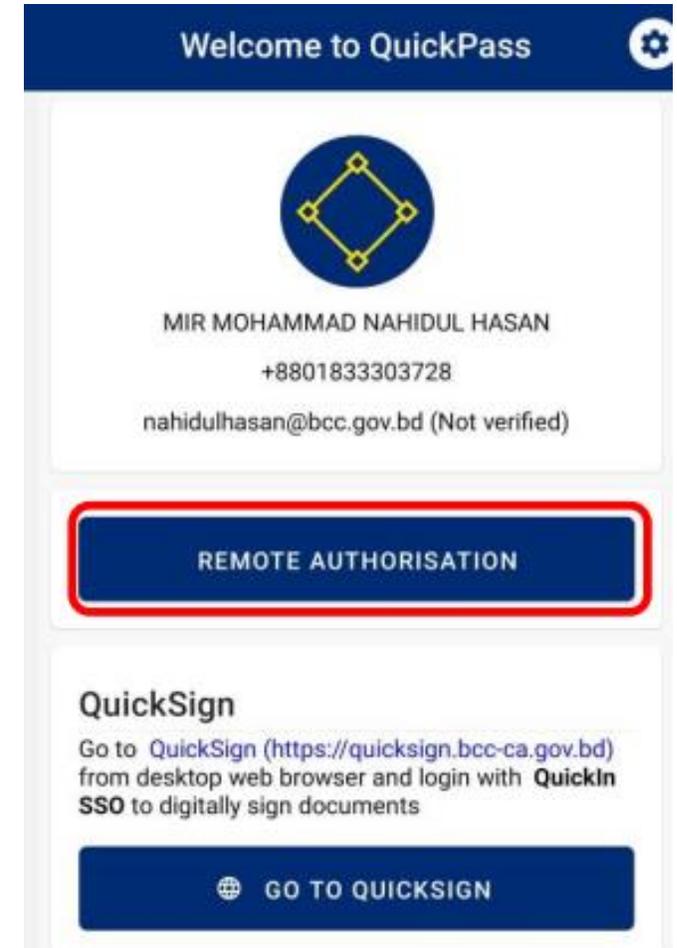
Email
nahidulhasan@bcc.gov.bd

Pin

Confirm Pin

Submit

Step 8: Now login to the Quick Pass App and register your device. To register the device, click on Remote Authorization.



Welcome to QuickPass



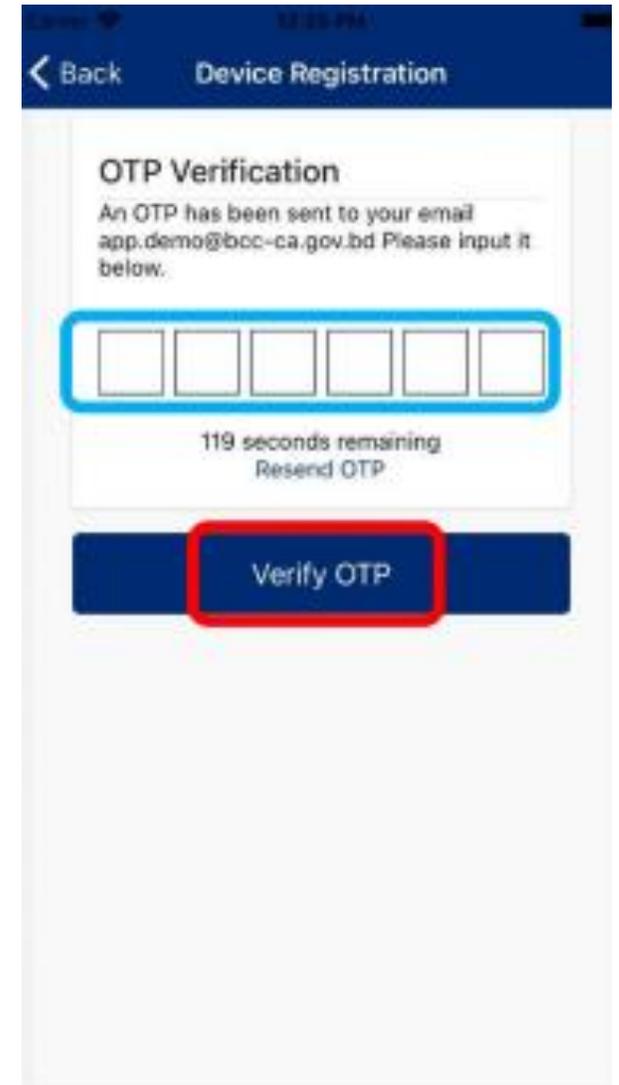
MIR MOHAMMAD NAHIDUL HASAN
+8801833303728
nahidulhasan@bcc.gov.bd (Not verified)

REMOTE AUTHORISATION

QuickSign
Go to QuickSign (<https://quicksign.bcc-ca.gov.bd>) from desktop web browser and login with **QuickIn SSO** to digitally sign documents

 **GO TO QUICKSIGN**

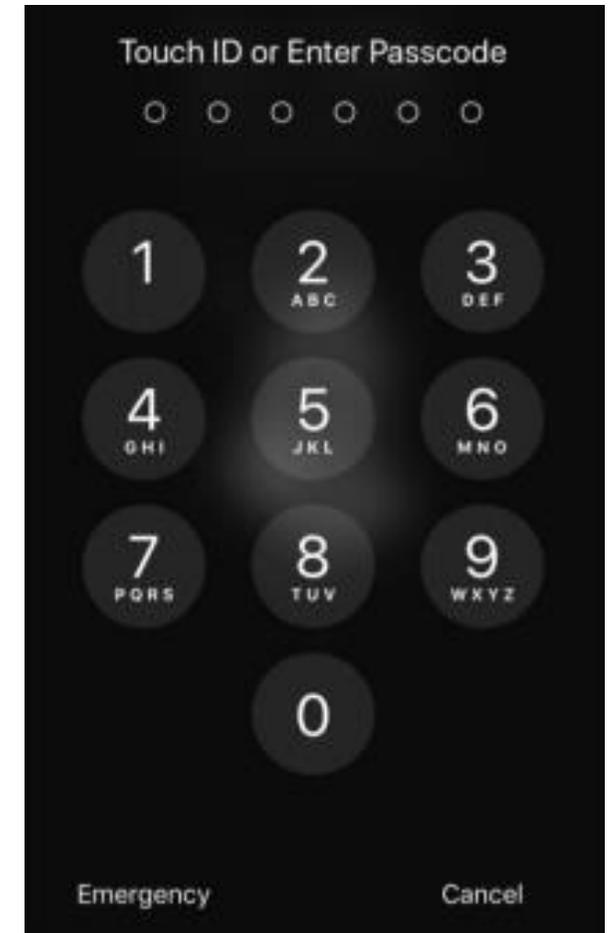
Step 9: Clicking on "Remote Authorization" will send an OTP to your registered email. Type it.



The screenshot shows a mobile application interface for "Device Registration". At the top, there is a dark blue header with a white back arrow and the text "Device Registration". Below the header, the screen displays "OTP Verification" in bold. Underneath, a message states: "An OTP has been sent to your email app.demo@bcc-ca.gov.bd Please input it below." Below this message is a row of six empty square input boxes, which are highlighted with a blue border. Under the input boxes, it says "119 seconds remaining" and "Resend OTP" with a small refresh icon. At the bottom of the screen, there is a dark blue button with the text "Verify OTP" in white, which is highlighted with a red border.

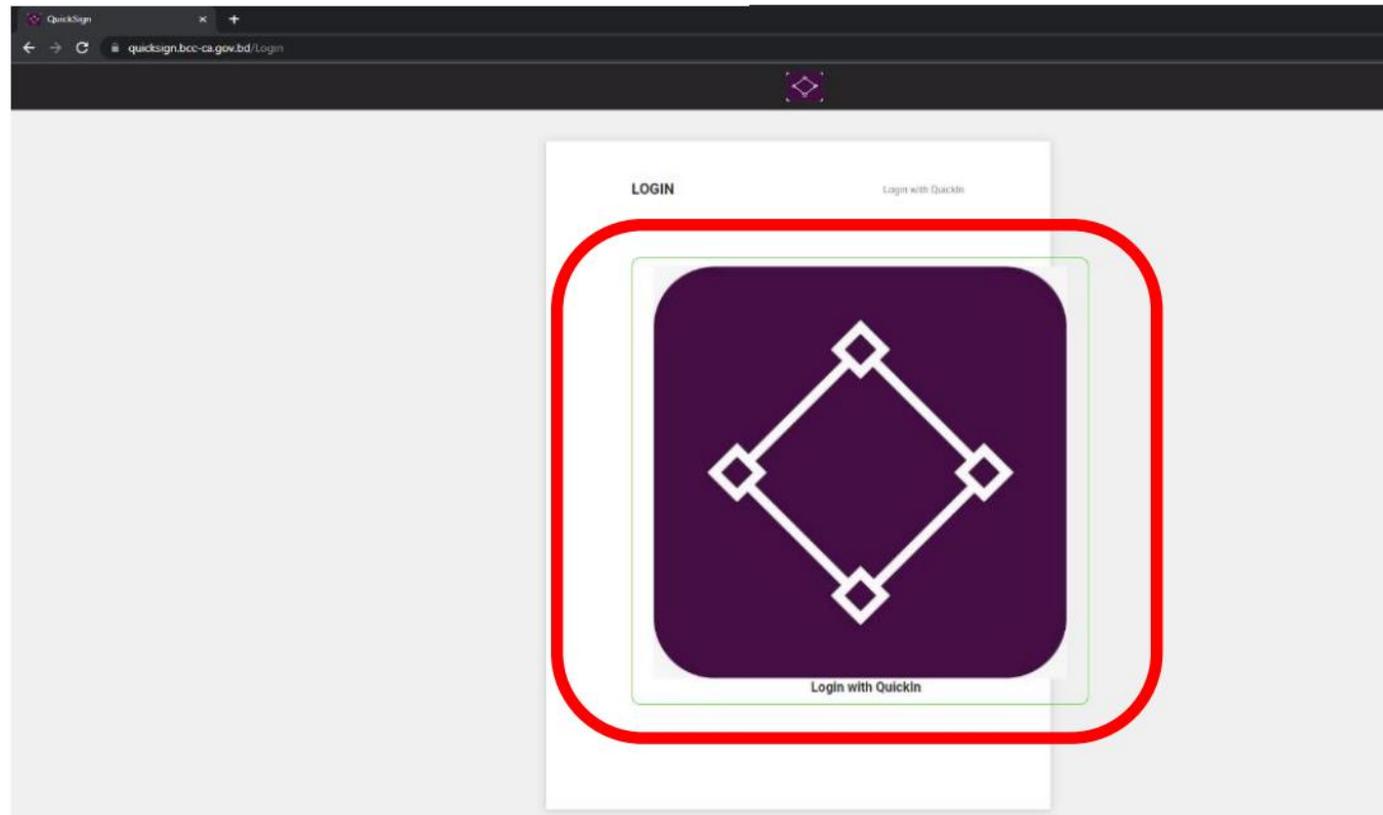
Step 10: Scan your fingerprint/enter your passcode scan on your mobile with your finger.

If everything is correct you will get the "Device Registered" message



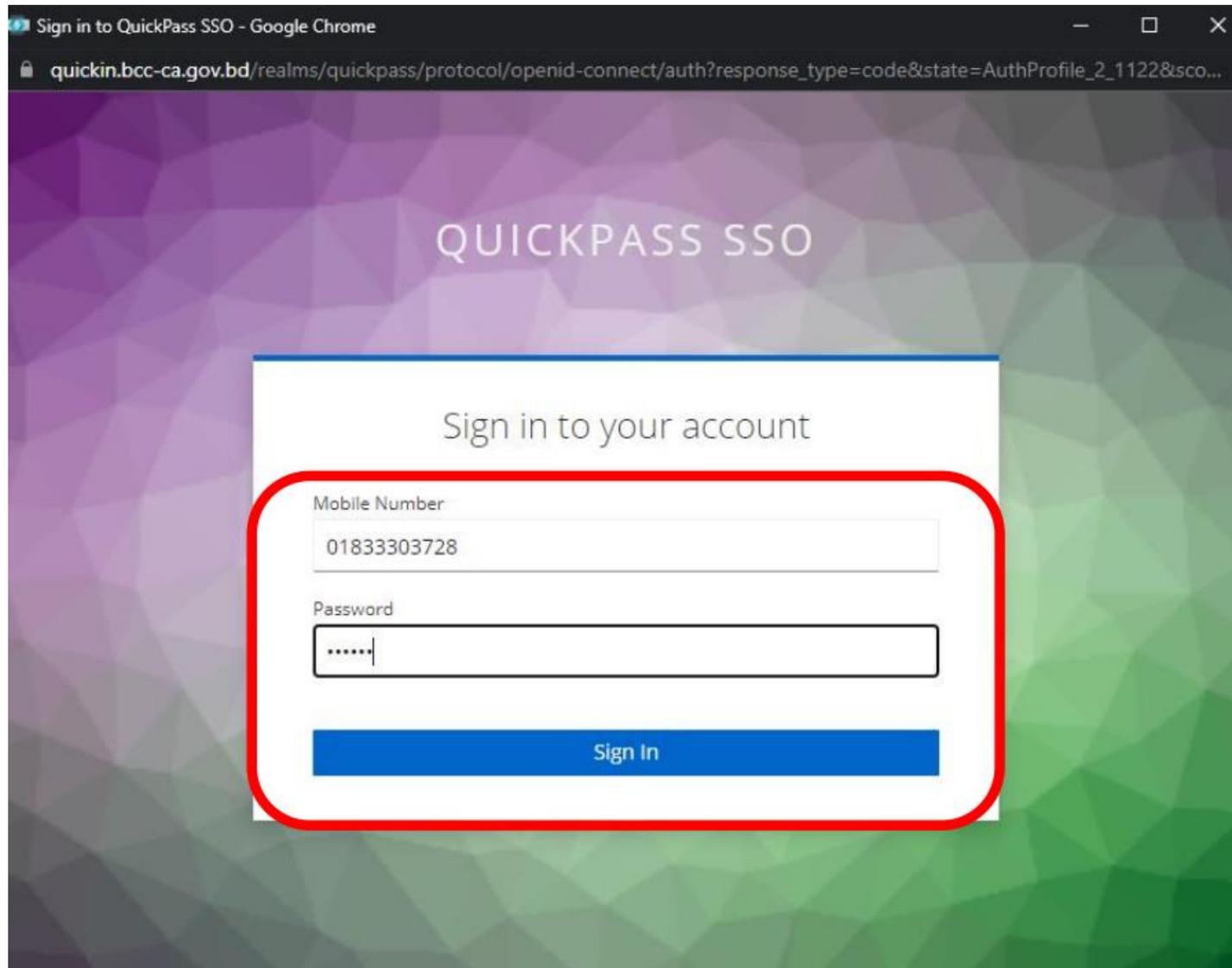


USING THE QUICK SIGN PLATFORM OF BCC CA

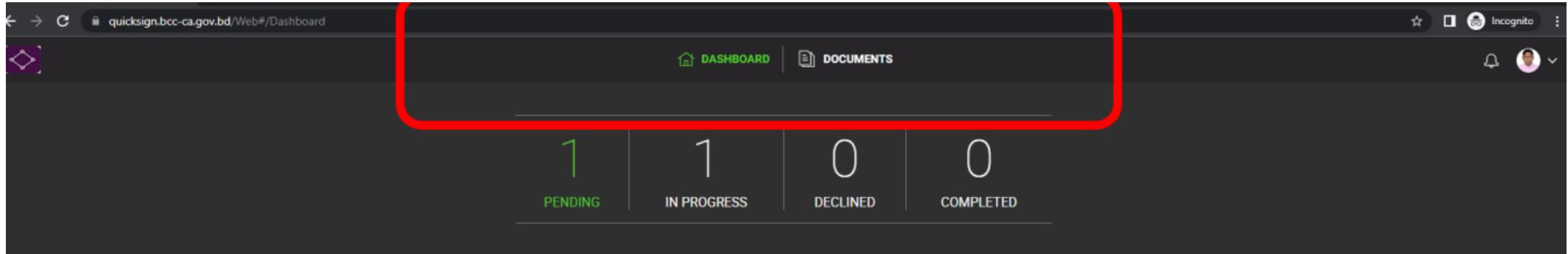


Prerequisite: To complete the identity verification using BCC CA's identity verification method

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.



[NEW WORKFLOW](#)

PERSONAL INFO



MIR MOHAMMAD NAHIDUL
HASAN
nahidulhasan@bcc.gov.bd

[Edit](#)

USERS

1 Active
0 Pending
0 Inactive

[View](#)

QUICK ACTIONS

- > Templates
- > Contacts
- > Delegate Settings
- > Notifications

TOP SIGNERS

2 MIR MOHAMMAD NAHI...

[More](#)

ENTERPRISE ACTIONS

- > Users
- > Templates
- > Integrations
- > Rebrand
- > Contacts

SERVICE PLAN

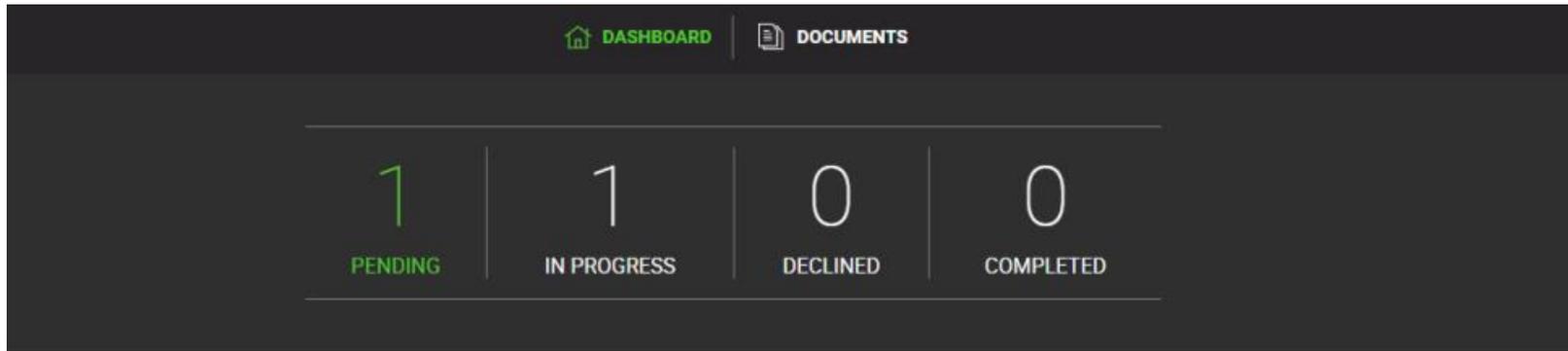
Primary_Enterprise_Package-
10Sign_Free

SIGNATURE

MIR MOHAMMAD NAHIDUL HASAN

HH

Step 3: You will see your profile here.



PERSONAL INFO

MIR MOHAMMAD NAHIDUL HASAN
nahidulhasan@bcc.gov.bd
[Edit](#)

QUICK ACTIONS

- > Templates
- > Contacts
- > Delegate Settings
- > Notifications

NEW WORKFLOW

- Only Me**
I want to sign a document
- Me and Others**
I want to sign and send to others to sign
- Just Others**
I want to send the document to others to sign

SIGNATURE

MIR MOHAMMAD NAHIDUL HASAN

HH

USERS

1 Active
0 Pending
0 Inactive
[View](#)

TOP SIGNERS

2 MIR MOHAMMAD NAHI...
[More](#)

SERVICE PLAN

Primary_Enterprise_Package-10Sign_Free

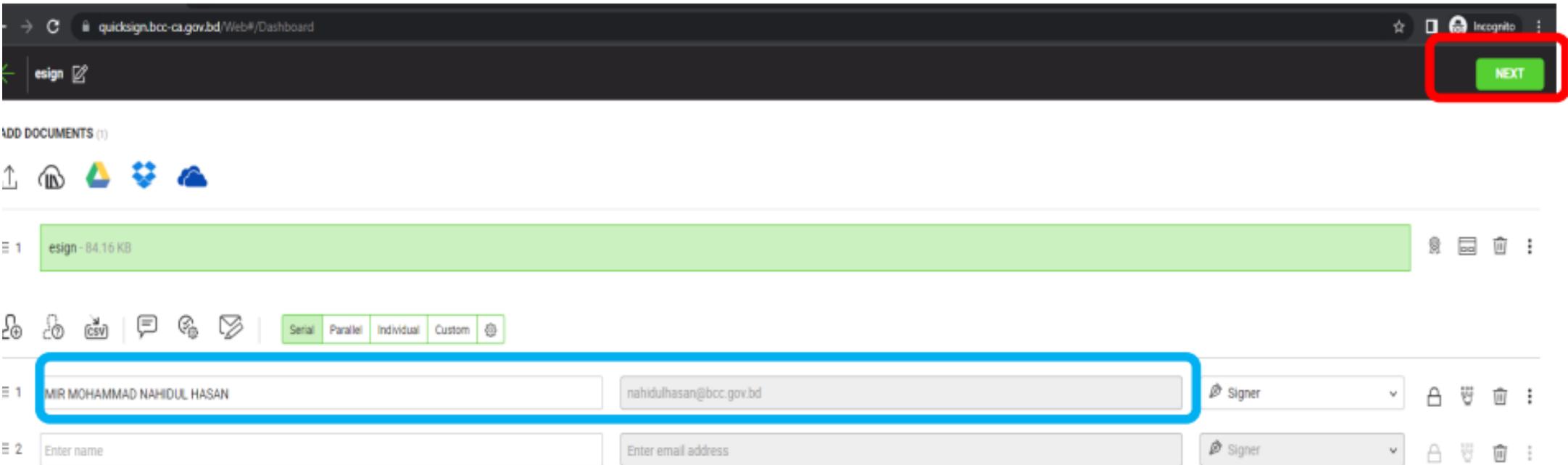
Step 4: Click the "New Workflow" button first to sign the document.



ADD DOCUMENTS



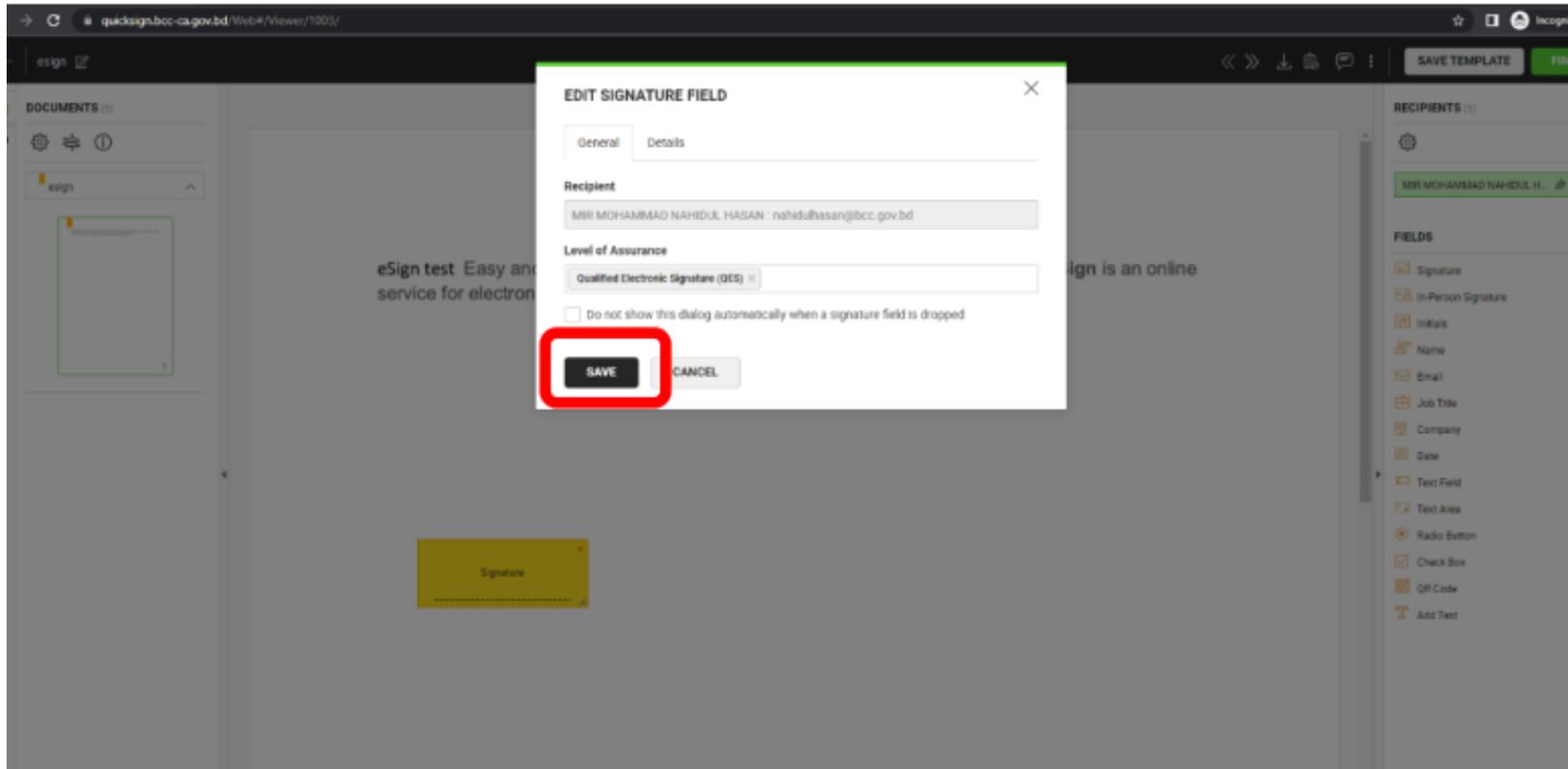
Step 5: You need to upload the document you want to sign



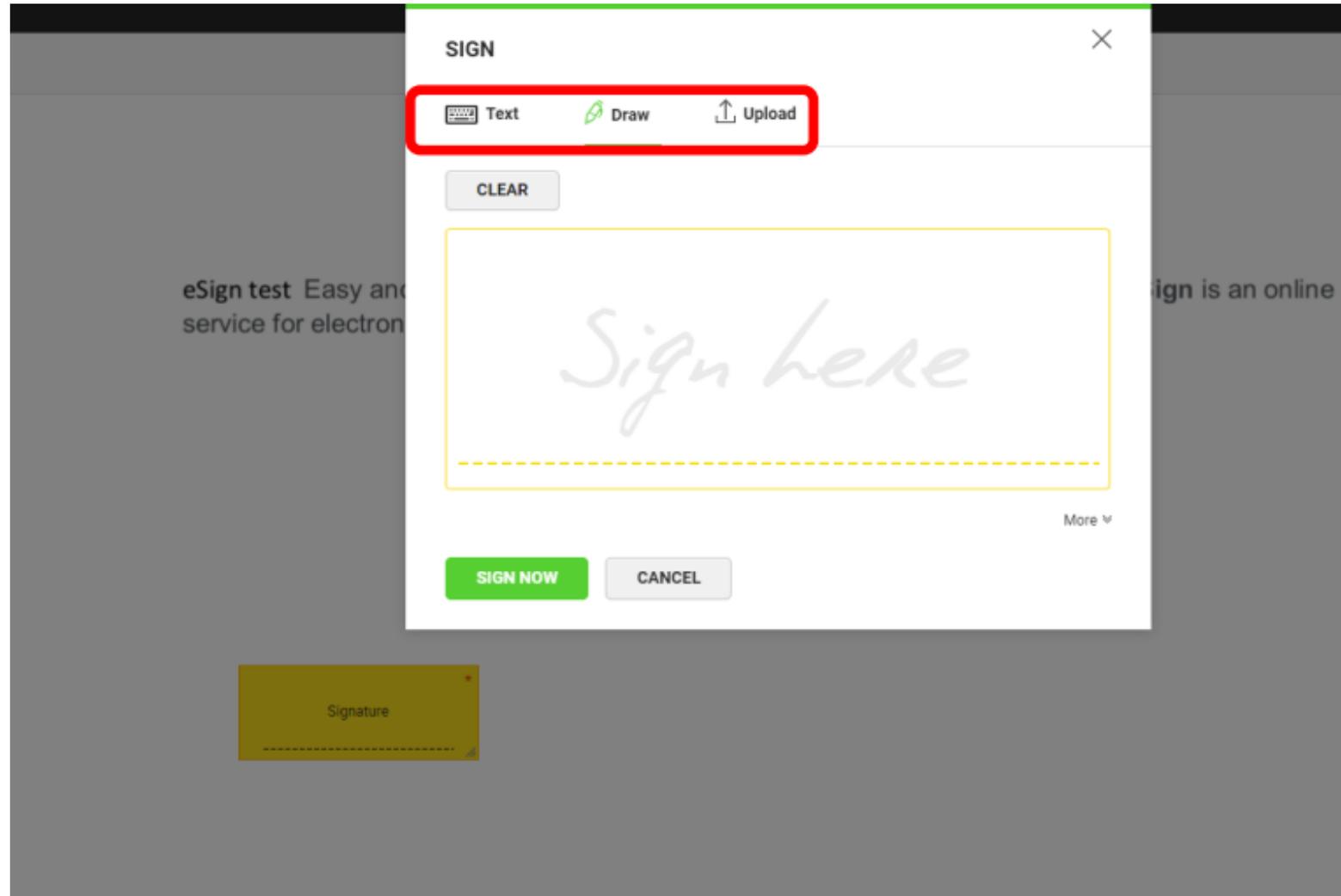
Step 6: In case of multiple signer, give the name and email address to the person you want to send and click on the "Next" button.



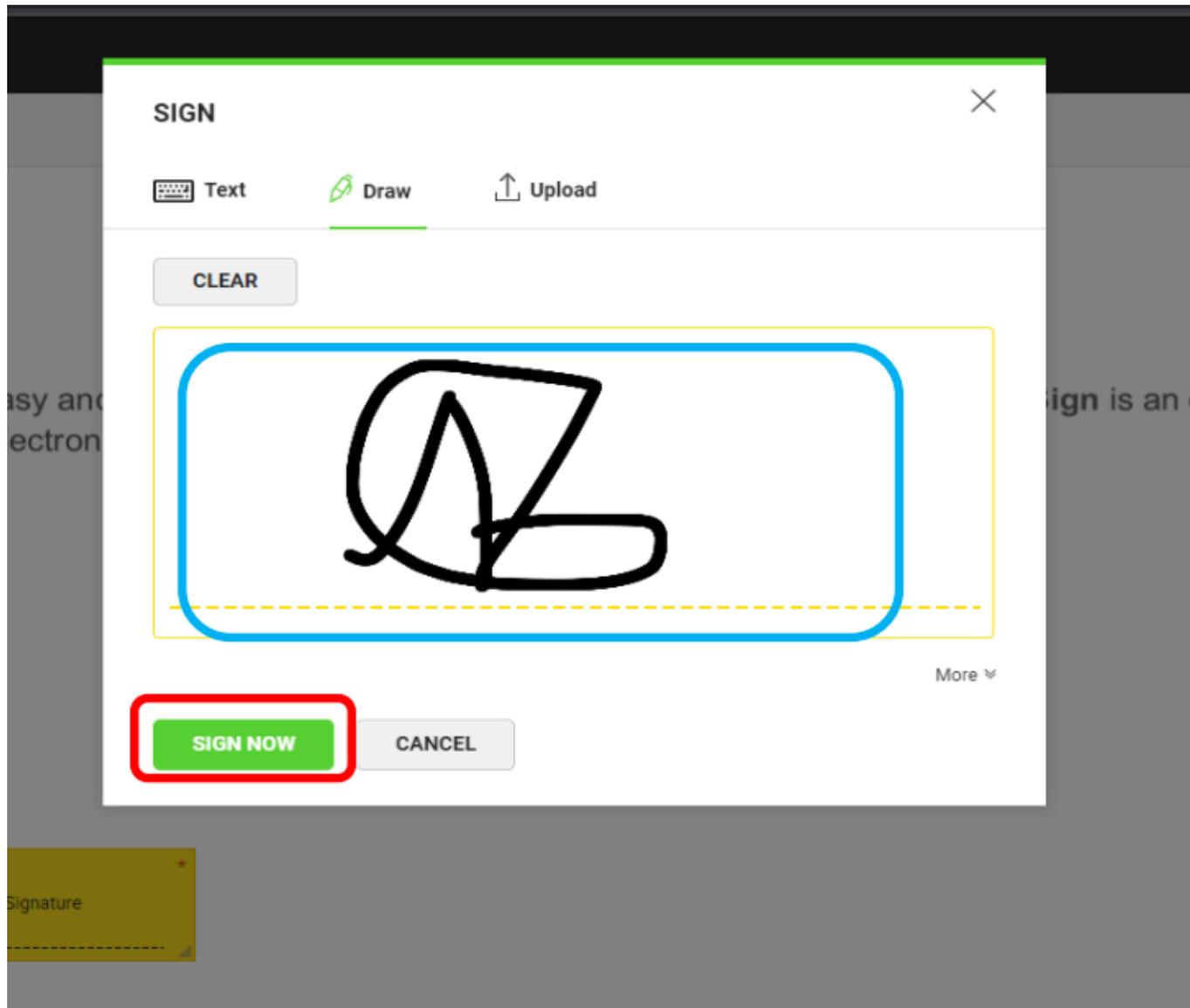
Step 7: Click on the "Signature" button and place the signature box on the place where you want to show the sign



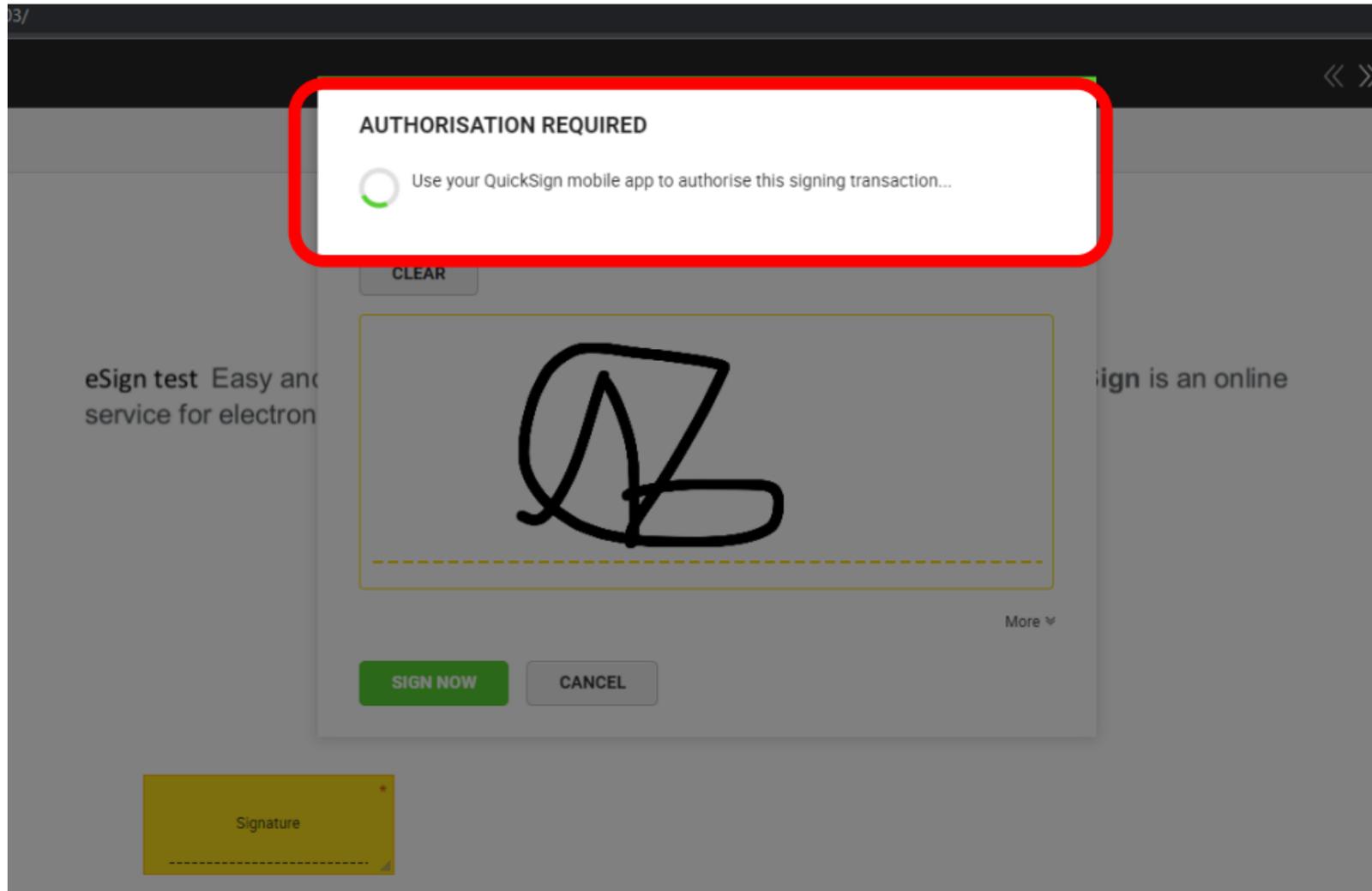
Step 8: Then click on the "Save" button on the window that appears.



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".

15:12 | 0.0KB/s

Welcome to QuickPass



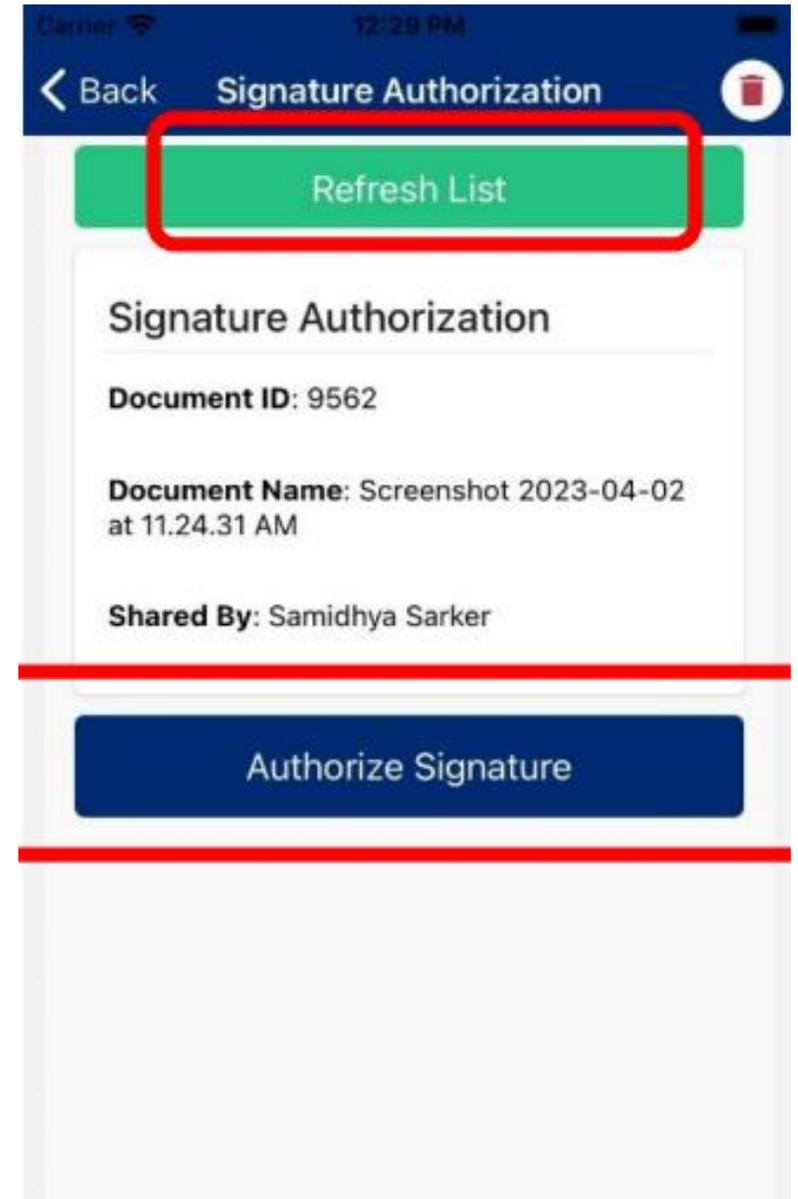
MIR MOHAMMAD NAHIDUL HASAN
+8801833303728
nahidulhasan@bcc.gov.bd (Not verified)

SIGNATURE AUTHORISATION

QuickSign
Go to QuickSign (<https://quicksign.bcc-ca.gov.bd>)
from desktop web browser and login with **QuickIn SSO** to digitally sign documents

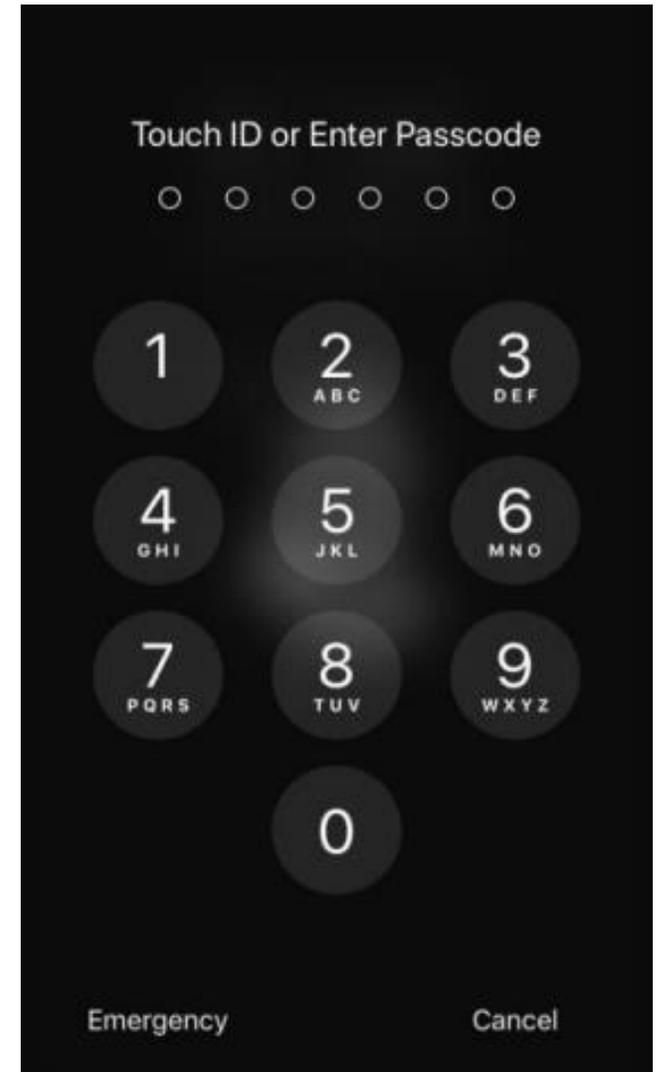
 **GO TO QUICKSIGN**

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.



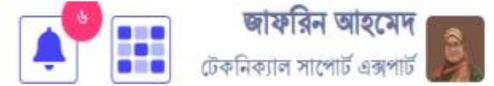


USING E-SIGN ON D-NOTHI

COMPLETING E-KYC



ADDING CERTIFICATE TO USER PROFILE



জাফরিন আহমেদ
টেকনিক্যাল সাপোর্ট এন্ডপার্ট
এসপায়ার টু ইনোভেট (এটুআই)
প্রোগ্রাম

ইমেইল : **ahammed.jafrin@gmail.com**
ফোন : **01731934573**
উজার আইডি : 200000002962

জাফরিন আহমেদ (২০০০০০০০২৯৬২): ডিজিটাল সার্টিফিকেট

নাম	সার্টিফিকেট এলিয়াস	সার্টিফিকেট গ্রহণের তারিখ	অবস্থা	কার্যক্রম
 BCC CA	01731934573- b0fa366e-f2e0- 44a7-9c00- 5f8d704102a6	১২-০৯-২০২৩ ০৬:৩৩ PM	সার্টিফিকেট বিদ্যমান নাই।	সার্টিফিকেট গ্রহণ করুন

☰ তথ্যাবলী

🏠 স্বাক্ষর

📄 ডিজিটাল সার্টিফিকেট

DIGITALLY SIGNING ANY LETTER AT ISSUER LEVEL

স্ট নথি (১৪-০৯-২৩) নথিসমূহ

পত্রাংশ স্মারক নম্বর/বিষয় দিয়ে খুঁজুন

নথিঃ খসড়া ১ টি সকল পত্র ১ টি পত্রজারি ১ টি

নোটঃ খসড়া ১ টি পতাকা তালিকা

১/১ সর্বমোট: ১

পত্রজারি করুন 📄 (১) 👤 ⌛ 🖨

পত্রের বিষয় : ডি-নথি সিস্টেমে ই-সাইন সংযোজন: স্মার্ট বাংলাদেশ বিনির্মাণে একটি যুগোপযোগী পদক্ষেপ



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
এসপায়ার টু ইনোভেট (এটুআই) প্রোগ্রাম
ই-নথি

www.a2i.gov.bd

DIGITALLY SIGNING ANY LETTER AT ISSUER LEVEL

নথি ২৯

জাফরিন আহমেদ (টেকনিক্যাল সাপোর্ট এক্সপার্ট, টেকনোলজি)

পত্র প্রদর্শন

রিফ্রেশ

প্রিন্ট

পত্রজারি

ডিজিটাল স্বাক্ষর

স্মারক নম্বর পরিবর্তন করতে চান?

স্মারক নম্বর: ৫৬.৮৩.০০০০.০১৩.৮৮.০০১.২৩.৭৭৯

তারিখ: ৫ আশ্বিন ১৪৩০ বঙ্গাব্দ
২০ সেপ্টেম্বর ২০২৩ খ্রিস্টাব্দ

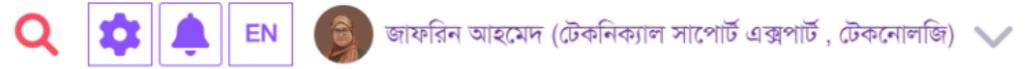
বিষয়: ডি-নথি সিস্টেমে ই-সাইন সংযোজন: স্মার্ট বাংলাদেশ বিনির্মাণে একটি যুগোপযোগী পদক্ষেপ

তথ্য ও যোগাযোগ প্রযুক্তি বিভাগের সিসিএ, বিসিসি ও এটুআই সম্মিলিতভাবে ডি-নথি সিস্টেমে ই-সাইন সংযোজনের কার্যক্রম সম্পন্ন করেছে। যা সরকারি নথির সুরক্ষা ও ব্যবস্থাপনার জন্য একটি প্রয়োজনীয় উদ্যোগ।

ই-সাইনের ব্যবহার নিশ্চিতকরণ তথ্য ও যোগাযোগ প্রযুক্তি বিভাগের একটি গুরুত্বপূর্ণ পদক্ষেপ।

- নথির নিরাপত্তা/ Security
- একটি নথির স্বত্বাধিকার/ Authenticity
- একটি নথির অখণ্ডতা/বিশুদ্ধতা/integrity
- নথি/তথ্যের গোপনীয়তা/ Confidentiality

DIGITALLY SIGNING ANY LETTER AT ISSUER LEVEL



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
এসপায়ার টু ইনোভেট (এটুআই) প্রোগ্রাম
ই-নথি
www.a2i.gov.bd
ঢাকা

স্মারক নম্বর: ৫৬.৮৩.০০০০.০১৩.৮৮.০০১.২৩.৭৭৯ তারিখ: ৫ আশ্বিন ১৪৩০ বঙ্গাব্দ
২০ সেপ্টেম্বর ২০২৩ খ্রিস্টাব্দ

বিষয়: ডি-নথি সিস্টেমে ই-সাইন সংযোজন; স্মার্ট বাংলাদেশ বিনির্মাণে একটি যুগোপযোগী পদক্ষেপ
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগের সিসিএ, বিসিসি ও এটুআই সম্মিলিতভাবে ডি-নথি সিস্টেমে ই-

সার্টিফিকেট

BCC CA

সংরক্ষণ করুন

CHECKING DIGITAL SIGNATURE CERTIFICATE

The image displays two windows from a software application. The left window, titled "Certificate Viewer", shows the details of a digital certificate. The right window, titled "Signature Panel", shows the details of a digital signature.

Certificate Viewer Details:

- Summary: Jafrin Ahammed
- Details: Jafrin Ahammed, personal
- Issued by: BCC Sub-CA for e-Sign Certificates, Sub-CA
- Valid from: 2023/09/10 20:58:30 +06'00'
- Valid to: 2024/09/10 20:58:30 +06'00'
- Intended usage: Digital Signature, Non-Repudiation, Document Signing

Signature Panel Details:

- Signature: [Handwritten Signature]
- Signature Date: ২০-০৯-২০২৩
- Signer Name: মোঃ জেইসন জামান শাওন
- Signer Title: সহকারী প্রোগ্রামার (সংযুক্ত)

Signatures Panel Details:

- Signature: [Handwritten Signature]
- Signature Date: ২০-০৯-২০২৩
- Signer Name: জাফরিন আহমেদ
- Signer Title: টেকনিক্যাল সাপোর্ট এক্সপার্ট

Signature Details:

- Reason: Signature validity is unknown: Document has not been modified since this sign
- Location: Signer's identity is unknown because it has not b
- Signing time is from the clock on the signer's cor

Signature Details:

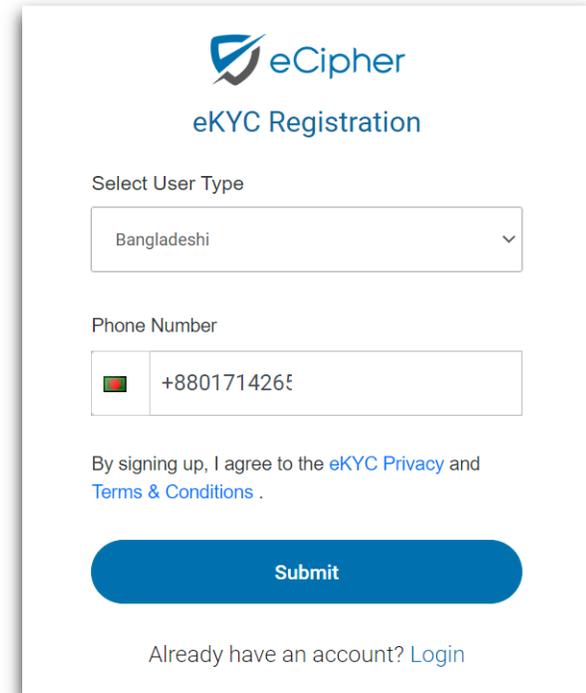
- Reason: [Redacted]
- Location: [Redacted]
- Certificate Details: [Redacted]
- Last Checked: 2023.09.20 03:16:38 +06'00'
- Field: Field_e8bf0b39e31a47748257583b8ff4203c (in
- [Click to view this version](#)



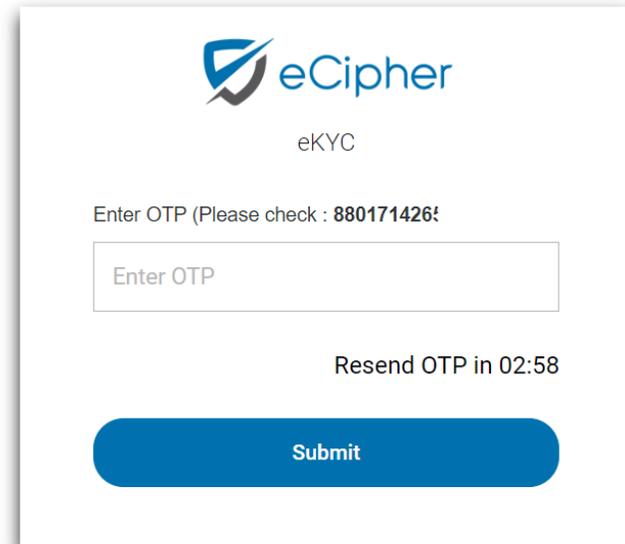
E-KYC PROCEDURE FOR THE E-SIGN SOLUTION OF BANGLAPHONE CA

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



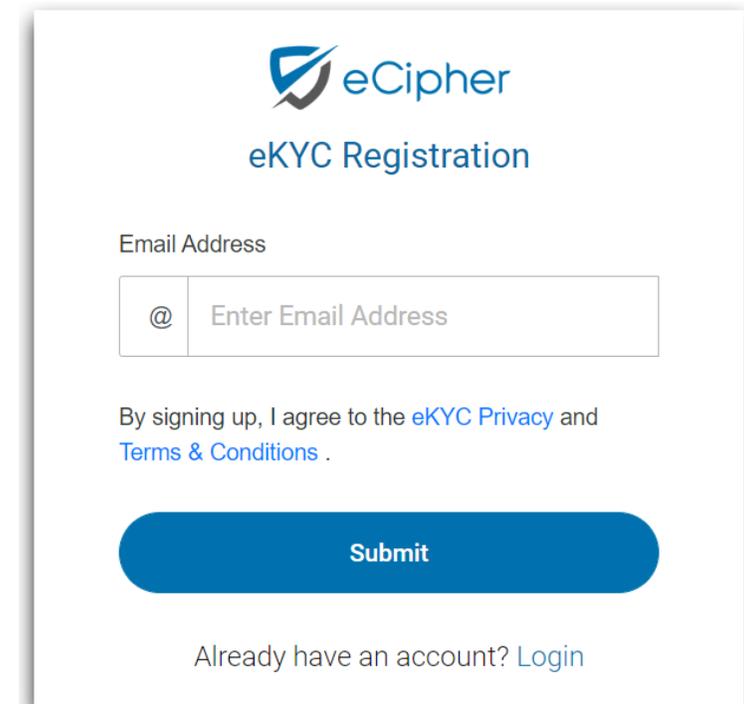
The screenshot shows the eCIPHER eKYC Registration page. At the top is the eCIPHER logo and the text "eKYC Registration". Below this is a "Select User Type" dropdown menu with "Bangladeshi" selected. Underneath is a "Phone Number" field with a Bangladesh flag icon and the number "+880171426". A checkbox is present next to the number. Below the phone number field is a line of text: "By signing up, I agree to the [eKYC Privacy](#) and [Terms & Conditions](#) .". At the bottom of the form is a blue "Submit" button and a link that says "Already have an account? [Login](#)".



The screenshot shows the eCIPHER eKYC OTP verification screen. At the top is the eCIPHER logo and the text "eKYC". Below this is a text prompt: "Enter OTP (Please check : **880171426**)". Underneath is an input field with the placeholder text "Enter OTP". To the right of the input field is a "Resend OTP in 02:58" timer. At the bottom of the screen is a blue "Submit" button.

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



The registration form features the eCIPHER logo at the top, followed by the title 'eKYC Registration'. Below this is a label 'Email Address' and a text input field with a placeholder '@ Enter Email Address'. A blue 'Submit' button is positioned below the input field. At the bottom, there is a link for users who already have an account.

eCIPHER
eKYC Registration

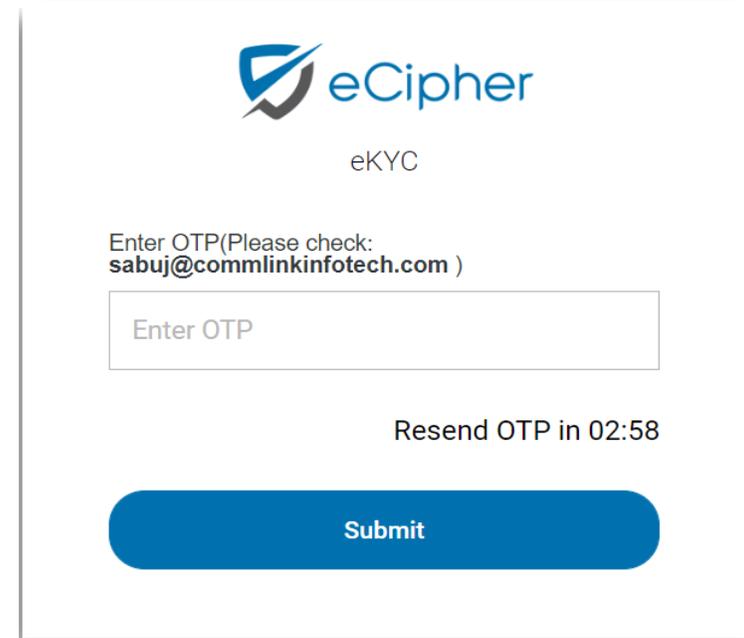
Email Address

@ Enter Email Address

By signing up, I agree to the [eKYC Privacy](#) and [Terms & Conditions](#) .

Submit

Already have an account? [Login](#)



The OTP verification form displays the eCIPHER logo and the title 'eKYC'. It includes a label 'Enter OTP(Please check: sabuj@commlinkinfotech.com)' above a text input field with a placeholder 'Enter OTP'. A 'Resend OTP in 02:58' timer is shown below the input field. A blue 'Submit' button is located at the bottom of the form.

eCIPHER
eKYC

Enter OTP(Please check:
sabuj@commlinkinfotech.com)

Enter OTP

Resend OTP in 02:58

Submit

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

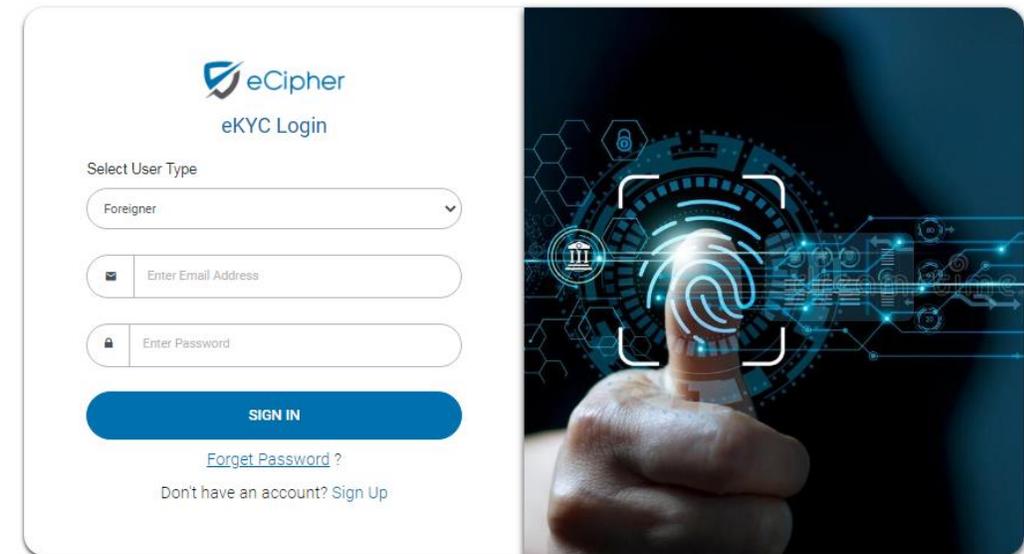
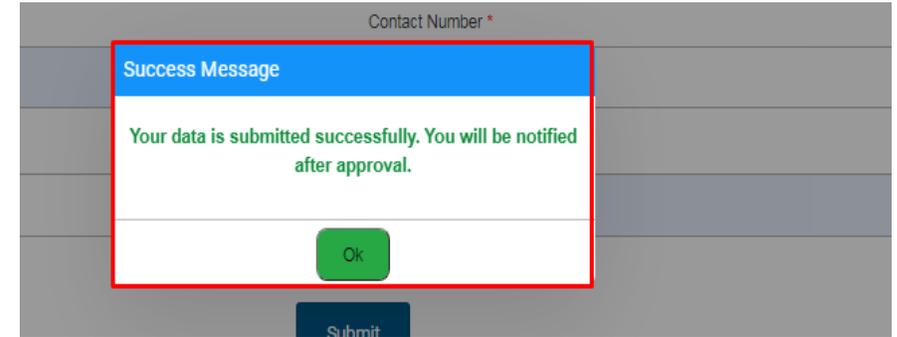
The registration form is divided into two main sections. The top section contains three photo upload areas: 'NID Front', 'NID Back', and 'Own Photo'. Each area has a placeholder image icon and a blue 'Upload' button. The bottom section is a data entry form with the following fields:

- NID Number ***: Text input field with placeholder 'Enter NID Number'.
- Date of Birth ***: Text input field with placeholder 'Enter Date of Birth'.
- District Name ***: Text input field with placeholder 'Enter District Name'.
- Postal Code ***: Text input field with placeholder 'Enter Postal Code'.
- Phone Number ***: Text input field with a country code dropdown (currently showing '+880171426').
- Email Address ***: Text input field with placeholder 'sabuj@commlinkinfotech.com'.
- Password ***: Text input field with placeholder 'Enter Password' and a link to [Password Policy](#).
- Confirm Password ***: Text input field with placeholder 'Enter Confirm Password'.

A blue 'Submit' button is located at the bottom right of the form.

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

The screenshot shows the eCipher dashboard for user MD. SABUJ HOSSAIN. The profile status is 'Waiting for Admin Approval'. The personal information fields are as follows:

Field	Value
NID Number	868:
Full Name *	MD. SABUJ HOSSAIN
Email Address *	sabuj@commlinkinfotech.com
Phone Number *	880171426:

The screenshot shows the eCipher dashboard for user MD. SABUJ HOSSAIN. The profile status is 'Approved'. The personal information fields are as follows:

Field	Value
NID Number	8685
Full Name *	MD. SABUJ HOSSAIN
Email Address *	sabuj@commlinkinfotech.com
Phone Number *	88017142



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

[Forgot Password ?](#)

Don't have an account? [Sign Up](#)

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

Dashboard

- Dashboard
- Sign Task >
- My Documents
- Sign Package Management >
- Storage Management >
- My Signatures

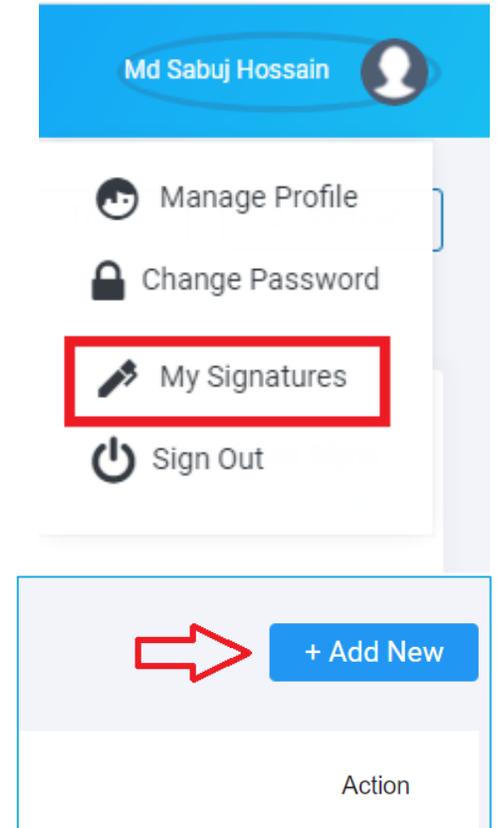
Welcome Shamim Today Refresh

Summary of Today

 Initiate Signature 1 Initiate Signature Task	 New Self Sign 1 New Self Signing Task	 Pending Signs 0 1 Waiting for Sign	 Completed Signs 0 1 Signing Task Done
 Rejected Signs 0 1 Signing Task Rejected	 Sign Balance 46 1 Available Sign Balance	 Storage Balance 1.9950 GB 1 Available Storage Balance	 My Signatures 2 1 Uploaded Signatures
 eKYC Info 1 eKYC Web and App Info			

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

Signature Upload

Signature

CamScanner_08-25-2022_12.46.jpg Browse

Make Default Signature? ✖



Cancel Submit

Signature	Action
	Delete Make Default

Signing a document by New Self Sign

The screenshot displays the eCIPHER dashboard interface. On the left sidebar, the 'New Self Sign' option is highlighted with a red box. The main dashboard area features a 'Summary of Today' section with several widgets: 'Initiate Signature' (0 tasks), 'New Self Sign' (1 task, highlighted with a red box), 'Pending Signs' (0), 'Completed Signs' (0), 'Rejected Signs' (0), 'Sign Balance' (46), 'Storage Balance' (1.9950 GB), and 'My Signatures' (2). Below these is an 'eKYC Info' widget with a link to 'eKYC Web and App Info'. The top right of the dashboard includes 'Today' and 'Refresh' buttons.

Click **“New Self Sign”** button to start signing

Document Upload

New Self Sign

1 Add — 2 Prepare

Select a Document (Max 1GB)


Drop documents here to get started

Previous Next

1. Select a document or drop a document
2. Click “**Next**” button

Select Signature Position

1 Add 2 Prepare

Select Signer
Md Sabuj Hossain

Select Page
1

Select Field
Signature

- **Signature of Md Sabuj Hossain**

Page 1

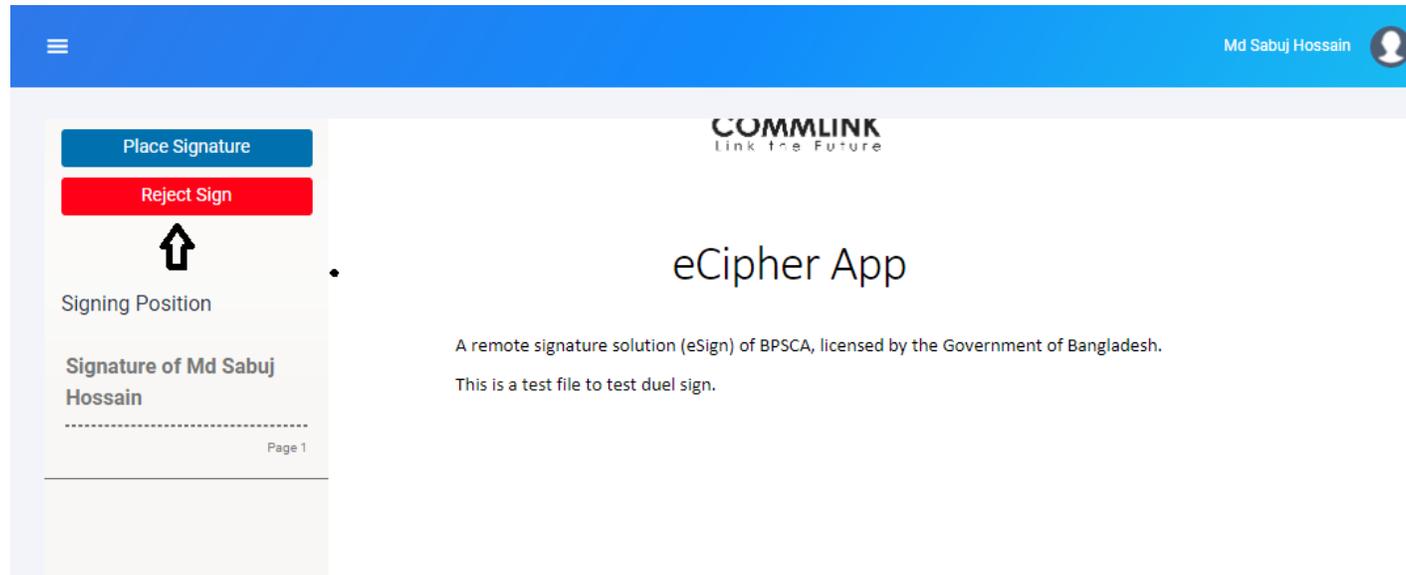
Test Signature

Sign

Md Sabuj Hossain
Lead, SQA Engineer

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

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

Reject Sign

Approve The Signature

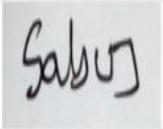
By Clicking the 'Approve The Signature' button I agree to sign the document.

Signing Position

Signature of Md Sabuj Hossain

Page 1

Test Signature



Md Sabuj Hossain

Lead, SQA Engineer

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

BPSCA e-Sign Authentication

You have requested e-Sign with following details

Please process within 10 minutes

Requested By	eCipher
Document	Test eSign .pdf
Signer's ID	*****10081

Select OTP Channel

Email SMS (only BD numbers)

Send OTP

Cancel

Enter Verification Code Sent to eKYC Email Address

Confirm

Didn't Receive Code? **Please wait...**

Cancel

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**

BPSCA e-Sign Authentication

You have requested e-Sign with following details

Please process within 10 minutes

Requested By	eCipher
Document	Test Signature.pdf
Signer's ID	*****10081

Please enter your eKYC Password

Do you want to change OTP channel?

 **Verified**
Your signing request is verified. It will be signed soon

[Back to Complete List](#)

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

Initiate Signature

The screenshot displays the eCIPHER dashboard interface. On the left sidebar, the 'Initiate Signature' option is highlighted with a red box. The main content area features a 'Summary of Today' section with eight cards. The 'Initiate Signature' card is highlighted with a red box, showing an 'Initiate Signature Task' button. Other cards include 'New Self Sign', 'Pending Signs', 'Completed Signs', 'Rejected Signs', 'Sign Balance', 'Storage Balance', and 'My Signatures'.

Category	Value
Initiate Signature Task	1
New Self Signing Task	1
Waiting for Sign	0
Signing Task Done	2
Signing Task Rejected	0
Available Sign Balance	6
Available Storage Balance	0.9960 GB
Uploaded Signatures	1

Click **“Initiate Signature”** button to start signing

Document Upload

The screenshot displays the eCipher user interface for initiating a signature. The top navigation bar includes the eCipher logo and the user's name, Md Sabuj Hossain. The left sidebar contains a menu with options like Dashboard, Sign Task, and My Documents. The 'Initiate Signature' option is highlighted with a red box. The main content area shows a 'New Sign' section with a progress indicator consisting of four steps: 1. Add, 2. Select, 3. Prepare, and 4. Review. Below the progress indicator is a 'Select a Document' section with a maximum file size of 1GB. A large dashed box contains a PDF icon and the text 'Drop documents here to get started'. At the bottom, there are 'Previous' and 'Next' buttons.

1. Select a document or drop a document
2. Click “**Next**” button

Select Signers

The screenshot displays the eCIPHER user interface for a 'New Sign' task. The top navigation bar includes the eCIPHER logo and the user's name, Md Sabuj Hossain. A sidebar on the left lists various navigation options such as Dashboard, Sign Task, New Self Sign, Initiate Signature, Pending Sign, Completed Sign, Rejected Sign, My Documents, Sign Package Management, and Storage Management. The main content area shows a progress bar with four steps: 1. Add (checked), 2. Select (active), 3. Prepare, and 4. Review. Below the progress bar, the 'Select Signers' section contains two input fields with the text 'Samsuzzoha Shamim' and 'shamimtester@gmail.com'. A blue button labeled '+ Select Signers' is positioned below these fields. At the bottom of the main area, there are 'Previous' and 'Next' buttons.

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

Progress bar: Add (✓), Select (✓), **3 Prepare**, 4 Review

Select Signer: Samsuzzoha Shamim

Select Page: 1

Select Field: Signature

Signature of Samsuzzoha Shamim

Page 1

A remote signature solution (eSign) of BPSCA, licensed by the Government of Bangladesh.
This is a test file to test dual sign.

Sign

Md Shamim Hasan
SQA engineer
Research and development

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

Progress bar: Add (checked), Select (checked), Prepare (checked), Review (4)

Review and Send

Email Subject
Application to be signed

Email Message
Enter Message

Previous Submit

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.

Pending list

Subject	Initiator Name	Creation Date	Signing Status	Pending For	Action
eCIPHER App.pdf	Md Sabuj Hossain	2022-04-25 13:34:38	Sign Pending	Samsuzzoha Shamim	
Test eSign .pdf	Md Sabuj Hossain	2022-04-19 11:19:14	Verification Pending	Md Sabuj Hossain	Action Cancel
Test eSign .pdf	Md Sabuj Hossain	2022-04-19 10:09:48	Sign Pending	Md Sabuj Hossain	Action
User Manual for eKYC BD u...	Md Sabuj Hossain	2022-04-13 15:05:27	Sign Pending	Md Sabuj Hossain	Action
Test eSign .pdf	Md Sabuj Hossain	2022-04-13 14:59:25	Sign Pending	Md Sabuj Hossain	Action

Rows per page: 5 1-5 of 16 < > >>

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 Afrnad 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

The screenshot shows the eCIPHER web application interface. The top navigation bar includes the eCIPHER logo and the user name 'Md Sabuj Hossain'. The left sidebar contains a menu with options: Dashboard, Sign Task, New Self Sign, New Sign, Pending Sign (highlighted with a red box), Completed Sign, Rejected Sign, My Documents, Sign Package Management, Storage Management, and My Signatures. The main content area is titled 'Pending Sign List' and contains a table with the following data:

Subject	Creation Date	Signing Status	Pending For	Action
Test Signature.pdf	03-01-2022 13:03:25	Sign Pending	Md Mahedi Hasan	
Test Signature.pdf	03-01-2022 10:05:45	Sign Pending	Sabuj Hossain	
Test Signature.pdf	02-01-2022 22:24:49	Sign Pending	Md Sabuj Hossain	 Action
Test Signature.pdf	02-01-2022 22:17:11	Sign Pending	Md Sabuj Hossain	Action
Test Signature.pdf	02-01-2022 16:11:10	Sign Pending	Md Sabuj Hossain	Action

At the bottom of the table, there is a pagination control showing 'Rows per page: 5' and '1-5 of 16'.

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

Completed Sign List

Subject	Signing Status	Creation Date	Completion Date	Action
Test Signature.pdf	Signed	03-01-2022 12:52:49	03-01-2022 12:54:11	View Download Delete
eCIPHER App_Single Sig...	Signed	03-01-2022 11:22:07	03-01-2022 11:39:34	View Download Delete
Newton-Job-Report-28-1...	Signed	02-01-2022 22:46:10	02-01-2022 22:49:48	View Download Delete
c.pdf	Signed	02-01-2022 12:40:40	02-01-2022 14:56:23	View Download
eCIPHER App duel sign.pdf	Signed	02-01-2022 11:12:27	02-01-2022 11:17:17	View Download Delete

Rows per page: 5 1-5 of 12

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

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

Rejected Sign

The screenshot displays the eCIPHER web application interface. The top navigation bar includes the eCIPHER logo and the user name 'Md Sabuj Hossain'. The left sidebar contains a menu with items like 'Dashboard', 'Sign Task', 'New Self Sign', 'New Sign', 'Pending Sign', 'Completed Sign', 'Rejected Sign' (highlighted with a red box), 'My Documents', 'Sign Package Management', 'Storage Management', and 'My Signatures'. The main content area is titled 'Rejected Sign List' and contains a table with the following data:

Subject	Signing Status	Creation Date	Completion Date	Feedback	Action
Test Signature.pdf	Failed	02-01-2022 10:32:...	02-01-2022 10:33:...	test	View Download Delete
Test Signature.pdf	Failed	31-12-2021 16:59:...	31-12-2021 16:59:...	Test	View Download Delete

At the bottom of the table, there is a pagination control showing 'Rows per page: 5' and '1-2 of 2'.

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

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

The screenshot displays the eCipher user interface. On the left is a navigation menu with items: Dashboard, Sign Task, My Documents, Sign Package Management, My Package (highlighted with a red box), Storage Management, and My Signatures. The main content area is titled 'My Package' and features two blue cards: 'Total Sign Completed' with a value of 0 and 'Sign Balance' with a value of 21. A 'Balance Request' button, also highlighted with a red box, is located in the top right corner of the 'My Package' section. The top navigation bar shows the user's name 'Sabuj Hossain' and a profile icon.

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

The screenshot shows the eCipher user interface. The top navigation bar includes the eCipher logo, a menu icon, and the user name 'Sabuj Hossain' with a profile picture. The main content area is titled 'My Storage' and contains two blue cards: 'Storage Used' showing '0.0000 GB' and 'Storage Remained' showing '2.0000 GB'. A 'Storage Request' button is located in the top right corner of the main content area. The left sidebar contains a list of navigation items: 'Dashboard', 'Sign Task', 'My Documents', 'Sign Package Management', 'My Package', 'Storage Management', 'My Storage', and 'My Signatures'. The 'Storage Management' and 'My Storage' items in the sidebar are highlighted with red boxes.

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