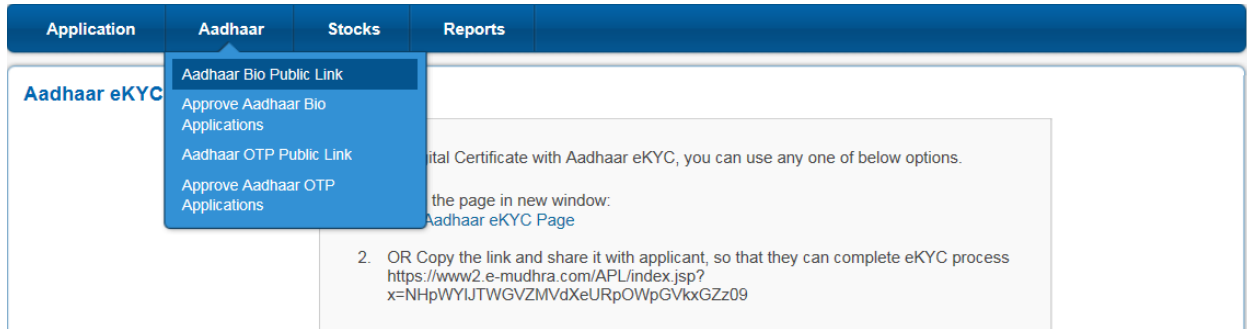


# APTS-AADHAAR PROCESS FLOW

1. No change in RA login, please login with the below link

<https://www.e-mudhra.com/portal/ra/loginra.aspx>

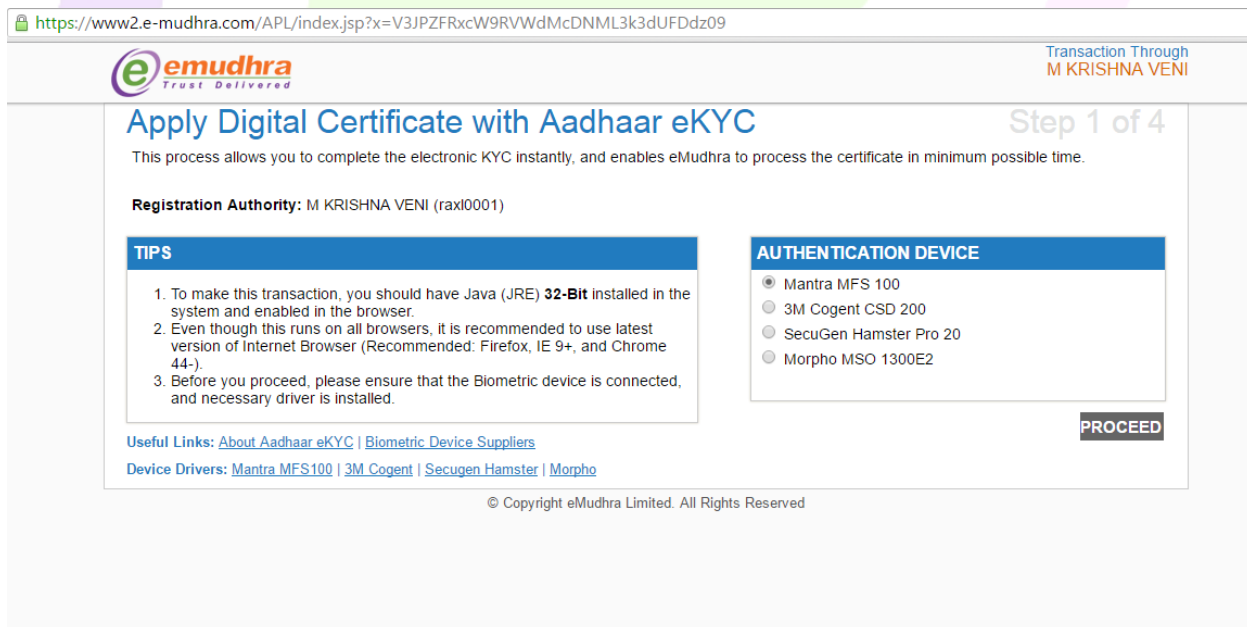
2. Once the RA login has been done click on “ Aadhaar” Tab and selct option “ Aadhaar Bio Public Link” as shown below, the click on Aadhaar ekyc page.



Automatically the below link will route to Aadhar application page for applicaion enrollment.

<https://www2.e-mudhra.com/APL/index.jsp?x=V3JPZFRxcW9RVWdMcDNML3k3dUFDdz09>

3. Click on above link and select the “ AUTHENTICATION DEVICE” and click on “Proceed”



4. Select the “ CERTIFICATION INFORMATION”
5. Choose class of certificate as “ Class 2” and user type as “ Organization”
6. Choose certificate type as “ Signature” and validaty “ 2 years”.

7. Set the “password”(Min 6 characters) to generate the same (Note : Please remember this password to download the certificate. )
8. Enter the Customer Aadhaar number as per the aadhaar copy.
9. Click on “ Capture” button and place the finger on Biometric device (Message will display once finger print captured)
10. Select the “ ORGANISATION INFO” and choose Organisation Type as “ Government”, Organisation Name, Department , email id , address ,city, state and postal code as per the mandatory fields.

**Provide Details**
Step 2 of 4

**CERTIFICATE INFORMATION**

Class of Certificate

Class 1  Class 2  Class 3

User Type

Individual  Organization

Certificate Type

Signature  Encryption  Both

Certificate Validity

1 Year  2 Years

PAN of Applicant (Optional)

(Name of PAN holder should match reasonably with Aadhaar Name)

**DOWNLOAD PASSWORD**

Define your own download password (Challenge Code) to download the certificate, once approved by eMudhra CA. The same will also be sent to you over SMS / email after approval. (Minimum 6 characters)

Challenge Code

Retype Challenge Code

Note : Please remember this password to download the certificate.

[Coupon Code ?](#)

**DECLARATION**

I am the holder of above Aadhaar Number. I hereby agree to authenticate myself using Aadhaar through eMudhra, and provide my consent to perform Aadhaar eKYC, to retrieve my details along with my email ID / mobile number (if available) from UIDAI.

I have understood eMudhra's declaration that, my Identity Information will only be used for applying DSC.

I have understood that, UIDAI does not collect any additional information regarding this transaction, other than Aadhaar holder number and authentication parameter (BIOMETRIC).

[Cancel & Go Back to Home](#)

**AADHAAR INFORMATION**

Aadhaar Number :

Device Name : Mantra MFS 100

Finger Print Status : **Place Finger**

**CAPTURE**

**ORGANISATION INFO**

Organisation Type

Organization Name (O)

Department (OU)

Email ID

Address

City

State

Postal Code

Captcha  **WV7TUC**

**SUBMIT**

**RESET**

11. Enter the “Captcha” as per display shown and select “Submit” button.
12. Customer can validate the details as Per aadhaar and mention the place of signing.
13. Once again customer should click on “ Capture button” and place the finger on Biometric device.
14. Enter the “Captcha” as per display shown and click on proceed.

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15. Once click on proceed application number will be generated.

The above procedure will eliminate the physical copy of the application form, the applicant needs to submit only the document checklist

Document Checklist

- e-Aadhaar application form number should written on the authorization letter.
- Authorisation letter for the applicant from Authorize signatory.
- Required Authorize signatory Organisation ID photo copy along with self attetsed.

**Note: Apts team should complete the RA verification for final approval.**

**CA(eMudhra) team will approve(final approval) the application within 15mins for certificate donwload.**