ш R ш S



Renewal of Digital Certificate

[VERSION 1.0]

. . . .

RENEWAL OF DIGITAL SIGNATURE CERTIFICATE

STEP - BY - STEP PROCESS FOR RENEWING THE DIGITAL CERTIFICATE

- Incase you have a Class 3 certificate, visit the TCS-CA URL (https://www.tcs-ca.tcs.co.in) and login using your User ID and Password.
- For a Class 2 Digital Certificate, kindly visit the Registration authority (RA) Website and click on the link related to Digital Signature certificate.
- 3) Click the **Member Login** link in the screen below.

Personal Certificates	Class-2	
Digital Cer	tificates How to E	Enroll
Cotting Started & System Ensure that all the system re before proceeding with enrol	n Requirements equirements are met Ilment. (More)	Quick Links

 Provide the User ID and Password in the Member Login screen (if you do not remember the User id / password please contact your RA Office for getting the same).

TATA	CERTIFYING AUTHORITY Recognized by the controller of Certifying Authorities			τλτλ ο	ONSULTANCY SERVICES
Home					
Member L	ogin				
			User Login		
		User Id *			
		Password *		Submit	

2

Ρ

 Once you login to the Certificate management console, click on the "Renewal link" in the menu bar.

TATA	CERTIFYING A Recognized by the c	UTHORITY controller of Certifyin	ng Authorities				CONSULT/	ANCY SERVICES
User Home	Enroll	View Status	Revoke	Suspend	Activate	Change Password	Renewal	Log Out
Welcome to the Certificate Management Center								
UserID	Name		Last Login Tir	ne	Registration	Authority		

6) The certificate due for expiry will be available under the renewal link for 30 days before and after the date of expiry of the certificate. Incase you don't find the request number of the certificate due for expiry, please refer Step # 12. If you find the request number, please follow the below steps Click on the request number of the certificate, you wish to renew.

- The hyper - The sortie	tink on CeditivateSorial No. helpt yo I column is indicated by image 🔂 C	a to view the digital cert lok a column title to cort	ficate and also to submit the records on that column.	Reneval request.	
	Certificate Serial No				
992	0054	OENERATION	Signing Certificate (Single Key Pair)	Class 3	2005-11-04 00:00:00.0
-		Page - 1/1	- 1108 TO	the Constant	And Address

7) A pre-filled online enrollment form will be displayed as below.

Contents of your Digital Cert	ificate	Help 1		
Last Name/Surname *	test_demo2	(eg: Srivastava)		
First Name *	test_demo2 (eg: Anish)			
Middle Name		(eg: Kumar)		
E-Mail Address *	sharadsamal@atc.tcs.co.in (eg: Anish@atc.tcs.			
Organisation	Tata Consultancy Services - Certifying Authority			
Organisation Unit	TCS-CA - Registration Authority			
Organisation Unit	Individual - Others			
Address:Locality *	kolkata (eg: Mumbai)			
State *	West Bengol (eg: Maharashtra)			
Country Code	India			

3

8) Select appropriate Cryptographic Service Provider from the dropdown menu

Select the Cryptographic Service I	Provider
The Cryptographic Service Provider or (CSP is a program that generates your public/private key pair.
NOTE : Indian IT Act stipulates that you browser has to be updated with the rel	use 1024 bit length keys. In case your browser does not support 1024 bit keys, your evant patches.
Choose the appropriate CSP below dep If you are using the IE Browser, p For Aladdin eToken PRO select "e For Safenet Key 1000 8k please For Safenet Key 2032 32k please	ending on where you plan to store your private key. lease select "Microsoft Enhanced Cryptographic Provider v1.0" Token Base Cryptographic Provider" select " Rainbow Key 1000 RSA Cryptographic Service Provider" select " Datakey RSA CSP"
Cryptographic Service Provider *	Microsoft Enhanced Cryptographic Provider v1.0

9) Click on generate request.



- 10) Take a print of the new online enrollment form with the Request Number and send it along with the payment to your Registration Authority (RA) for processing.
- For price details of a Class 2 certificate, kindly contact your Registration Authority. For renewal of a Class 3 certificate, please visit TCS-CA website (<u>https://www.tcs-ca.tcs.co.in</u>).
- 12) As mentioned in the Step # 6, the certificate due for expiry is available for renewal for 30 days before and after the date of expiry of the certificate. If the subscriber wishes to renew after the specified duration, the certificate request will be treated as a new request and not a renewal one. The subscriber has to submit the certificate request form (available in Step-2) along with supporting documents duly attested/notarized and the fresh online generated from "Step −1 / Enroll" option in the Certificate Management Center.



4

P A