U S E R   G U I D E

TATA

TATA CONSULTANCY SERVICES
TCS.Beyond the obvious.

Ohruvam
PKI Suite from TCS

Renewal of Digital Certificate

[VERSION 1.0]

<u>R E N E W A L   O F   D I G I T A L   S I G N A T U R E   C E R T I F I C A T E</u>

S T E P – B Y – S T E P   P R O C E S S   F O R   R E N E W I N G   T H E   D I G I T A L   C E R T I F I C A T E

1) 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.
2) For a Class 2 Digital Certificate, kindly visit the Registration authority (RA)
   Website and click on the link related to Digital Signature certificate.
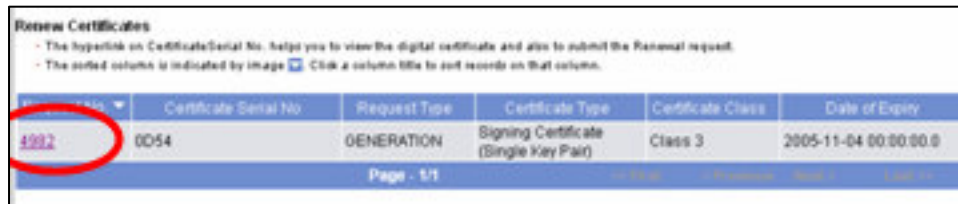3) Click the **Member Login** link in the screen below.
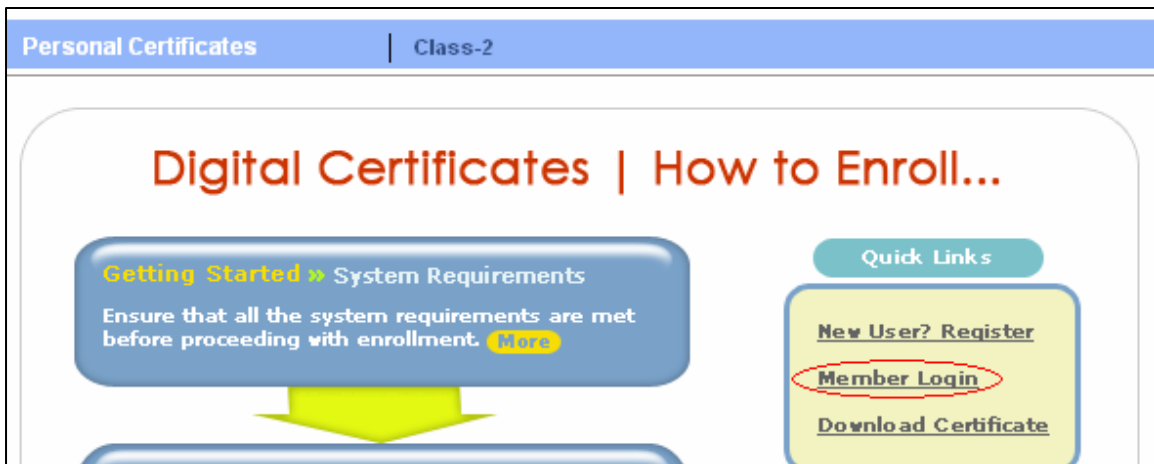
4) Provide the User ID and Password in the Member Login screen (if you do not remember the User id / password please contact your RA Office for getting the same).

P A G E   2
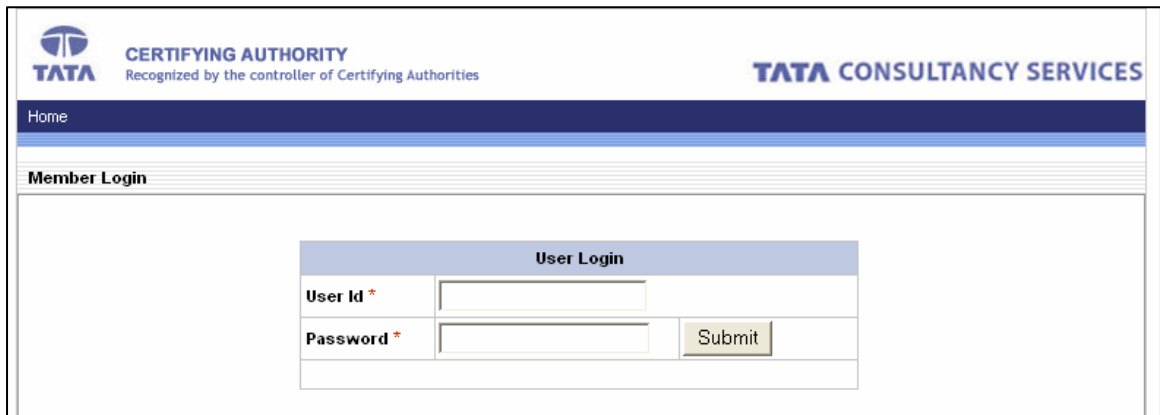
5) Once you login to the Certificate management console, click on the "**Renewal link**" in the menu bar.
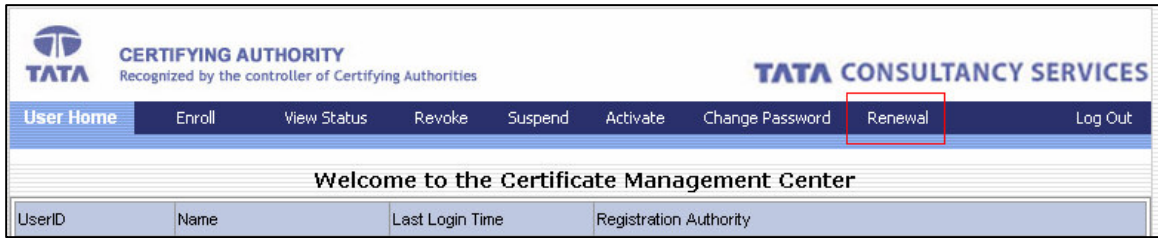
6) The certificate due for expiry will be available under the renewal link for 30 days before and after the date of expiry of the certificate. Incase you don't find the request number of the certificate due for expiry, please refer Step # 12. If you find the request number, please follow the below steps Click on the **request number** of the certificate, you wish to renew.

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

P
A
G
E

3

8) Select appropriate Cryptographic Service Provider from the dropdown menu

Select the Cryptographic Service Provider

The Cryptographic Service Provider or CSP is a program that generates your public/private key pair.

NOTE : Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, your browser has to be updated with the relevant patches.

Choose the appropriate CSP below depending on where you plan to store your private key.
- If you are using the IE Browser, please select "Microsoft Enhanced Cryptographic Provider v1.0"
- For Aladdin eToken PRO select "eToken Base Cryptographic Provider"
- For Safenet iKey 1000 8k please select " Rainbow iKey 1000 RSA Cryptographic Service Provider"
- For Safenet iKey 2032 32k please select " Datakey RSA CSP"

Cryptographic Service Provider * [Microsoft Enhanced Cryptographic Provider v1.0 ▾]

9) Click on **generate request**.

Subscriber Agreement
By applying for, submitting, or using a Digital Certificate you are agreeing to the terms of the TCS-CA Subscriber Agreement

[Generate Request]
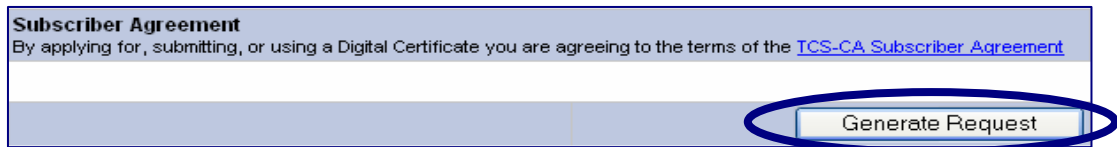
10) Take a print of the new online enrollment form with the Request Number and send it along with the payment to your Registration Authority (RA) for processing.

11) 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 **(https://www.tcs-ca.tcs.co.in).**

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.

P A G E

4

TATA
TATA CONSULTANCY SERVICES