

 **DSC REGISTRATION ON MCA 21 – V3 PORTAL**
An One Stop Guide

A.  **A clear view -**

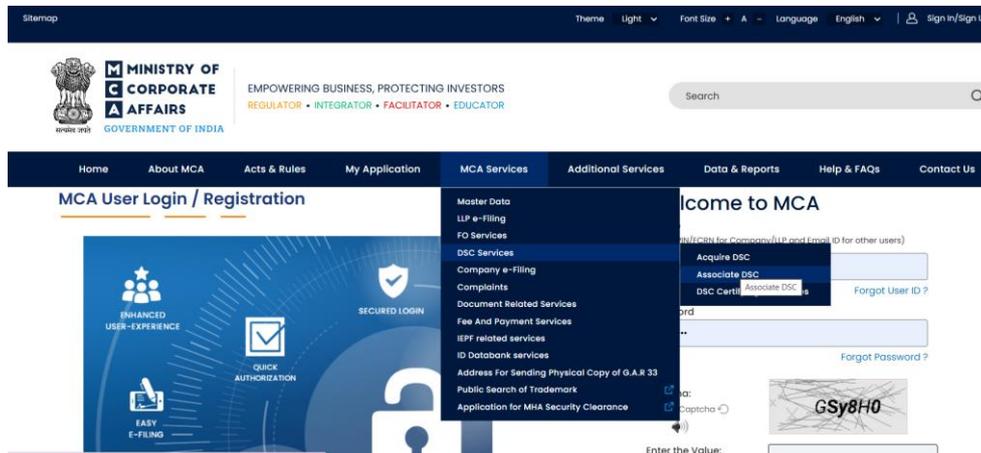
- **DSC registration** means linking your **digital signature certificate token with your MCA V3 USER ID for MCA**, which allows you to file eForms.
- The association of a Digital Signature Certificate (DSC) is a mandatory requirement that must be completed prior to submitting the eForm on the MCA V3 portal.
- The DSC association is mandatory for all forms except DIR – 3 eform

B.  **STEPS TO REGISTER DSC (AFTER LOGIN)**

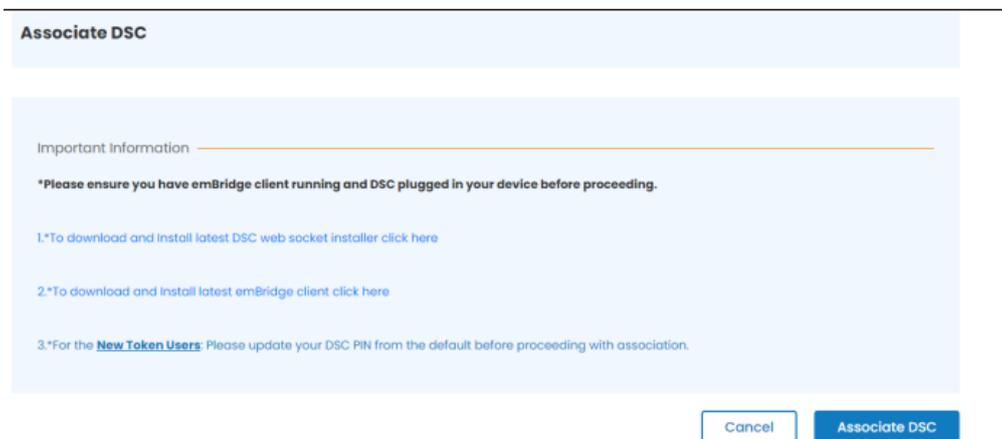
i.	Plug in DSC USB token into your system, (You should have the corresponding DSC token software installed along with emSigner + emBridge software installed)
ii.	Log in to your Business User account on MCA Portal → go to MCA Services → Choose DSC Services → Associate DSC
iii.	A page will open with an Option to Associate DSC , after clicking the option a pop-up will appear.
iv.	Select the brand name of your token you need to register.
v.	Choose the name of the person you are registering the DSC for.
vi.	Verify the certificate details and enter the DSC password/PIN. (9-digit DSC password mandatory)
vii.	Click Register — a confirmation message will pop-up upon successful registration. <i>(this might take a few seconds to appear)</i>

C. STEP BY STEP PROCESS FOR DSC REGISTRATION

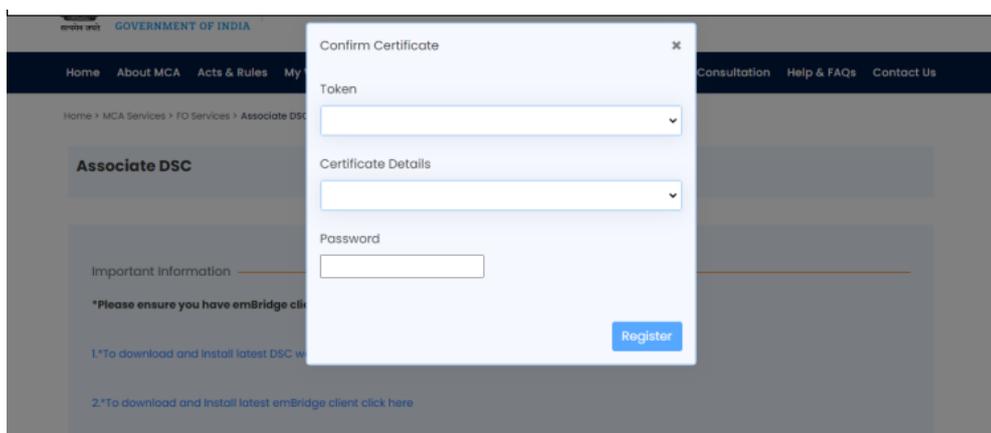
I. After Login: Go To MCA Services → DSC Services → Associate DSC



II. Screen shall appear as below. Click on Associate DSC appearing on the right side



III. Click on Associate DSC (Download Software on 1, if not downloaded)



- IV. Upon selecting “Register”, the process will commence, and within a few seconds you will receive a pop-up notification as shown below:



D.  **POINTS TO NOTE:**

- i. You **must register your DSC again on the MCA V3 portal**, even if it was already registered on MCA V2.
- ii. **DSC password/PIN should always be 9 digits** (*generally accepted password: 123456789, unless changed*).
- iii. DSC registration is allowed **only for Business Users** (*not Registered Users*), Only users who **sign eForms** (Directors, Professionals, Authorized Representatives) need to register a DSC as Business Users.
- iv. The details of PAN and DIN should be matching.
- v. **Only one DSC role can be assigned per person** (*e.g., Director or Authorized Representative or Manager*).
- vi. **emSigner and emBridge software must be installed** before procedure to associate the DSC starts (Download **mandatorily from the MCA “FO Services” page**).