

HOW TO APPLY FOR DSC

Step-by-step process for ICAI registered members through IDSign CA



Before You Start

Keep your PAN card, Aadhaar card, registered mobile number, email ID and ICAI Registration Number ready. Write down your **KYC ID**, **KYC PIN** and **Reference Number** when they are generated.

Process at a Glance

1	Open ICAI Page
2	Register
3	Complete KYC
4	Upload Video
5	Track Status
6	Set PIN
7	ICAI Approval
8	Download DSC

Important Links

Start Application	https://bs.icaai.org/idsign-ca/
Resume / Upload Video	https://idsignca.com/resumeVideo
Check Application Status	https://dsc.idsignca.com/ekycadmin/signup/webstatus?ReferenceNo=
Sign In / Set Download PIN	https://dsc.idsignca.com/ekycadmin/signup/newrawproducts

Part 1 - Registration and Personal Details

1

Open the IDSign ICAI Application Link

Open the direct application link: <https://bs.icaai.org/idsign-ca/>

2

Register as a New User

Select **Register New User** if you are new to IDSign. Enter your mobile number, complete mobile verification and click **Verify & Continue**.

3

Enter Personal Details

Enter your **PAN number**, **name exactly as printed on the PAN card**, date of birth and email ID. Carefully verify spelling and date details before continuing.

Confirm the following application settings:

User Type	Indian
Product Type	Individual
Certificate Type	Sign
Validity	2 Years
Token Selection	No Token
Service Charges	INR 0.00

4

Verify Email and Create KYC Credentials

Enter the OTP received on your registered email ID. The portal will generate/ask for your **KYC ID**. Set your **KYC PIN** and remember it; you will need both to sign in later.

Keep These Details Safe

KYC ID, KYC PIN and DSC Reference Number are required for status checking, eSign and Download PIN setup.

Part 2 - Select and Complete KYC

5

Choose Aadhaar-Based or PAN-Based KYC

When asked **KYC Option - Yes / No**: choose **Yes** for Aadhaar-based KYC; choose **No** for PAN-based KYC.

Aadhaar-based KYC provides four modes:

1	Online Aadhaar	OTP-based; recommended and easiest option
2	Offline Aadhaar	Uses the permitted offline Aadhaar process
3	Biometric Mode	Requires supported biometric authentication
4	Face Authentication	Uses supported Aadhaar face authentication

6

Complete Online Aadhaar KYC

Choose **Online Aadhaar**. Enter your Aadhaar number and request OTP. In the **Remarks** field, you must enter your **ICAI Registration Number**. Enter the Aadhaar OTP and submit. The portal will fetch your details from the Aadhaar server; review them and click **Submit**.

7

Upload Documents if Prompted

If the name or other details do not match, the portal may ask you to upload PAN and/or Aadhaar documents. Upload clear, readable copies and continue.

8

Record and Upload the Verification Video

Open <https://idsignca.com/resumeVideo> to resume and complete the video. Clearly say: **"My name is [your full name] and the video code is [displayed code]."** For Aadhaar-based KYC, you normally do not need to show documents in the video. Upload the recording and wait for the success message: **Your video is uploaded.**

Part 3 - Status, eSign and Download PIN

9

Note the DSC Reference Number

Save the Reference Number shown after submission. This number is needed for all further communication and application-status checks.

10

Check the Application Status

Open <https://dsc.idsignca.com/ekycadmin/signup/webstatus?ReferenceNo=>. Enter the DSC Reference Number and select the option to check the application status.

Status	Meaning / Action
Pending eSign	Approved at IDSign Level 1; proceed to eSign and set the Download PIN.
Payment Status: Pay Later / No	Do not make payment. Select Pay Later when prompted.
Download PIN Set	Your eSign and PIN-setting work is complete; await final ICAI approval/payment update.

11

Sign In and Set the Download PIN

Open <https://dsc.idsignca.com/ekycadmin/signup/newrawproducts>. Select **Sign In**, enter your KYC ID and registered mobile number, then open **My Application** and choose **Sign Application**. Set the Download PIN to **123456**, enter it again for confirmation and remember it.

Payment Reminder

This ICAI member DSC is offered free of cost. Do not make payment. If a payment screen appears, select **Pay Later**.

Part 4 - ICAI Approval and DSC Download

12

Wait for Final ICAI HO Approval

IDSign shares DSC Reference Numbers with ICAI Head Office. ICAI reviews and approves the eligible DSC references and shares its confirmation with IDSign.

13

Payment Status Update by IDSign

After ICAI confirmation, IDSign requires approximately **one business working day** to update the application payment status.

14

Receive the DSC Download Email

After the payment/status update, IDSign sends the DSC download instructions to the applicant's registered email ID. Follow the email carefully and keep a compatible/latest DSC token ready for download.

Final Checklist

✓	Mobile and email OTP verified
✓	PAN details entered exactly as per PAN
✓	KYC ID, KYC PIN and Reference Number saved
✓	Aadhaar/PAN KYC completed
✓	Verification video uploaded successfully
✓	Status checked and eSign completed
✓	Download PIN set and remembered
✓	Final email awaited/received after ICAI approval

Need Assistance?

Call **1800 572 1734** or email **support.dsc@idsignca.com**. Keep your DSC Reference Number ready when contacting support.

Note: Portal labels and screens may change from time to time. Follow the latest instructions displayed on the ICAI and IDSign portals.