



## User Manual- DSC Management Utility

Version 1.1

# DSC Management Utility – User Manual

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## Document Revision List

Document Name: DSC Management Utility

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<b>Version</b>	<b>Date</b>	<b>Version Details</b>
V1.1	21/02/2017	User Types and Required Person DSC details added
V1.0	-	Initial Release

# DSC Management Utility – User Manual

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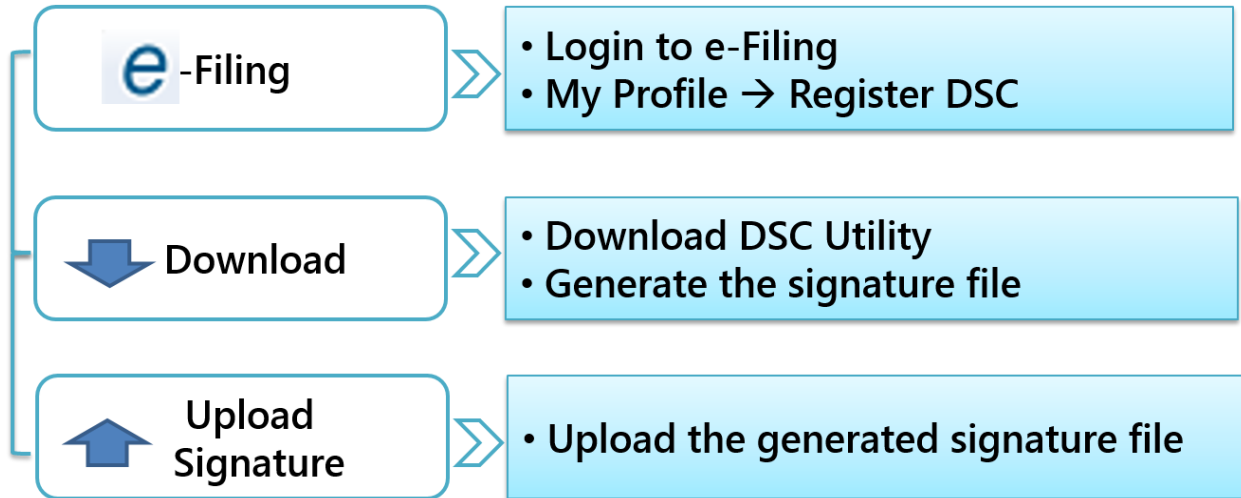
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## 1 Prerequisites

- Digital Signature Certificate (DSC) should be registered in e-Filing portal.
- Java version 1.7 or higher needs to be installed in the system.

## 2 Procedure to Register/Reset Password using DSC



### Detailed steps are as follows:

**Step 1:** Download 'ITD e-Filing DSC Management Utility' from the link provided in e-Filing website at the time of XML upload.

**Step 2:** Extract the zip folder and open the utility (DSC\_MGMT\_UTILTY.jar).

**Step 3:** The utility will get opened as mentioned below. Select Register/Reset Password Using DSC tab.

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Register/Reset Password using DSC	
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
<b>DSC Details</b>	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

**Step 4:** Enter the e-Filing User ID.

**Step 5:** Enter the PAN of the DSC registered in e-Filing. In case of NRI User this is not a Mandatory Field

**Step 6:** Select the type of DSC

Register/Reset Password using DSC	
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
<b>DSC Details</b>	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

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## 2.1 Using .pfx File

**Step (i):** Click 'Browse' button to select a valid '.pfx' file.

Register/Reset Password using DSC	
Enter e-Filing User ID *	<input type="text" value="ERIA000000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AQZPK2300C"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="text" value="XXXXPX0000A.pfx"/> <input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

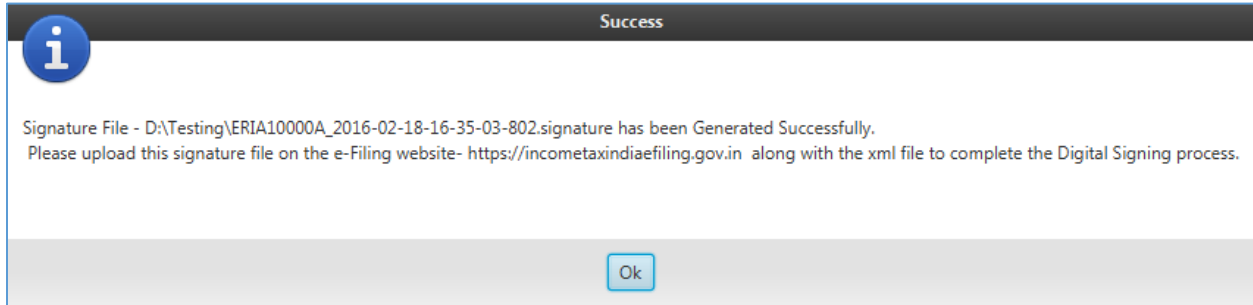
**Step (ii):** Enter the password for the selected '.pfx' file.

Register/Reset Password using DSC	
Enter e-Filing User ID *	<input type="text" value="ERIA000000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AQZPK2300C"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="text" value="XXXXPX0000A.pfx"/> <input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="password" value="..."/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

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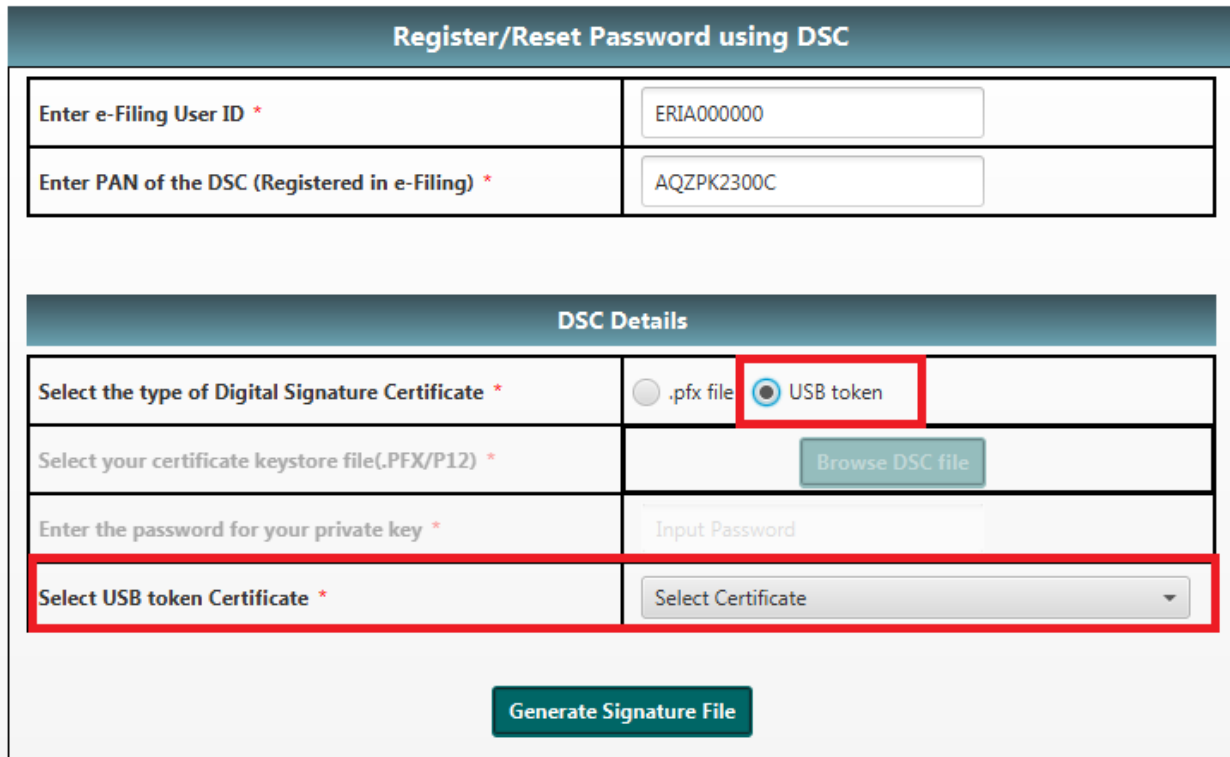
**Step (iii):** Click 'Generate Signature file' button.

A success message will be displayed and signature file will be generated and saved at the location where ZIP was stored.



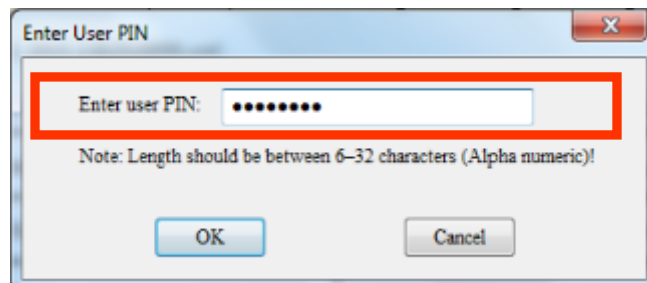
## 2.2 Using USB Token

**Step (i):** Select a valid USB token certificate.



The form is titled "Register/Reset Password using DSC" and is divided into two main sections. The first section contains two input fields: "Enter e-Filing User ID \*" with the value "ERIA000000" and "Enter PAN of the DSC (Registered in e-Filing) \*" with the value "AQZPK2300C". The second section, titled "DSC Details", contains four rows: "Select the type of Digital Signature Certificate \*" with radio buttons for ".pfx file" and "USB token" (the latter is selected and highlighted with a red box); "Select your certificate keystore file(.PFX/P12) \*" with a "Browse DSC file" button; "Enter the password for your private key \*" with an "Input Password" field; and "Select USB token Certificate \*" with a dropdown menu showing "Select Certificate" (this row is also highlighted with a red box). At the bottom center of the form is a green "Generate Signature File" button.

**Step (ii):** Enter the USB token PIN.



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**Step (iii):** Click 'OK' button.

A success message will be displayed and signature file will be generated and saved at the location where XML was stored.

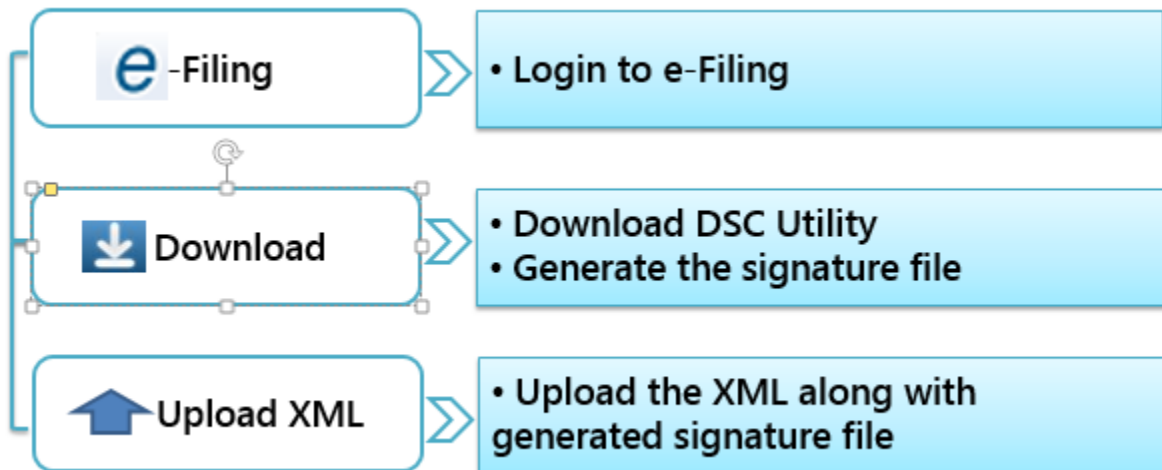


## Note:

The Signature file generated using **.pfx File** and **USB Token** can be benefitted for the listed functionalities in e-Filing portal:

- Login → Profile Settings → Register Digital Signature Certificate → Attach Signature File.
- Forgot Password → Upload DSC → New DSC/Registered DSC → Attach Signature File.

## 3 Procedure to Upload XML



### Detailed steps are as follows:

**Step 1:** Download 'ITD e-Filing DSC Management Utility' from the link provided in e-Filing website at the time of XML upload.

**Step 2:** Extract the zip folder and open the utility (DSC\_MGMT\_UTILTY.jar).

**Step 3:** The utility will be opened as mentioned below. Select 'Upload XML' tab.



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The screenshot shows a web form titled "Upload XML". At the top, there is a header bar with the text "Upload XML". Below this, there is a section for selecting an XML file to be signed, with a "Browse XML file" button. The main part of the form is titled "DSC Details" and contains several fields: "Select the type of Digital Signature Certificate" with radio buttons for ".pfx file" and "USB token"; "Select your certificate keystore file(.PFX/P12)" with a "Browse DSC file" button; "Enter the password for your private key" with an "Input Password" text box; and "Select USB token Certificate" with a "Select Certificate" dropdown menu. At the bottom of the form is a "Generate Signature File" button.

**Step 4:** Use the 'Browse' button to upload the valid XML file in e-Filing.

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Browse XML file" button in the top section of the form.

**Step 5:** Select the type of DSC.

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Upload XML	
Select the XML file to be signed *	<input type="button" value="Browse XML file"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

## 3.1 Using .pfx File

**Step (i):** Click 'Browse' button to select a valid '.pfx' file.

Upload XML	
Select the XML file to be signed *	30188 bytes <input type="button" value="Browse XML file"/> ITR-1_2015.xml
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXPX0000A.pfx
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	


**Step (ii):** Enter the password for the selected '.pfx' file.

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Upload XML	
Select the XML file to be signed *	30188 bytes <input type="button" value="Browse XML file"/> ITR-1_2015.xml
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXPX0000A.pfx
Enter the password for your private key *	<input type="password" value="..."/>
Select USB token Certificate *	Select Certificate ▾
<input type="button" value="Generate Signature File"/>	

**Step (iii):** Click 'Generate Signature file' button.

A success message will be displayed and signature file will be generated and saved at the location where XML was stored.

Success	
	
Signature File - D:\Testing\PERPA0102A_ITR-1_2015_317089513.signature has been Generated Successfully. Please upload this signature file on the e-Filing website- <a href="https://incometaxindiaefiling.gov.in">https://incometaxindiaefiling.gov.in</a> along with the xml file to complete the Digital Signing process.	
<input type="button" value="Ok"/>	

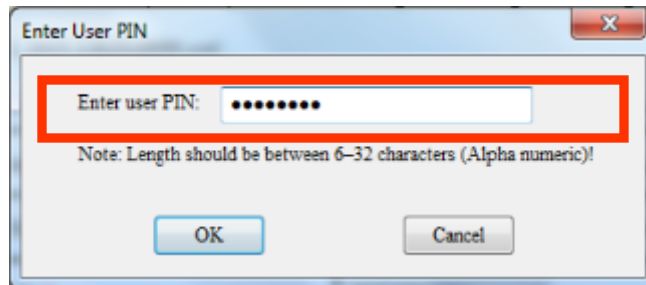
## 3.2 Using USB Token

**Step (i):** Select a valid USB token certificate.

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Upload XML	
Select the XML file to be signed *	30188 bytes <input type="button" value="Browse XML file"/> ITR-1_2015.xml
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input checked="" type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	Input Password
Select USB token Certificate *	Select Certificate
<input type="button" value="Generate Signature File"/>	

**Step (ii):** Enter USB token PIN.



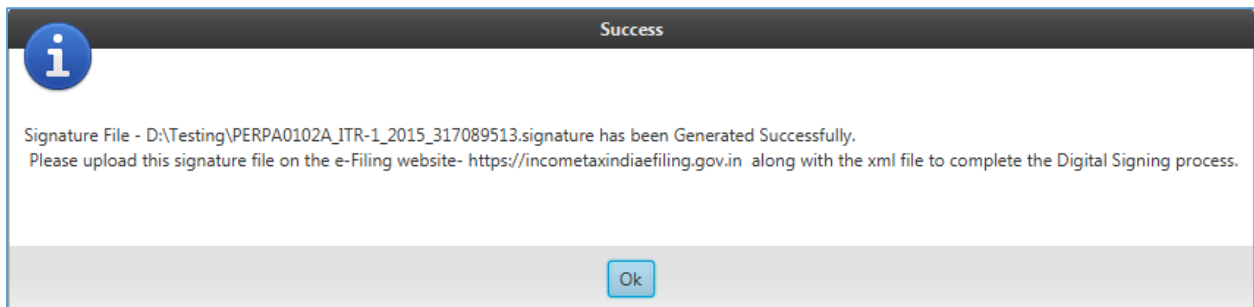
Enter User PIN

Enter user PIN: .....

Note: Length should be between 6–32 characters (Alpha numeric)!

**Step (iii):** Click 'OK' button.

A success message will be displayed and signature file will be generated and saved at the location where XML was stored.



Success

**i**

Signature File - D:\Testing\PERPA0102A\_ITR-1\_2015\_317089513.signature has been Generated Successfully.  
Please upload this signature file on the e-filing website- <https://incometaxindiaefiling.gov.in> along with the xml file to complete the Digital Signing process.

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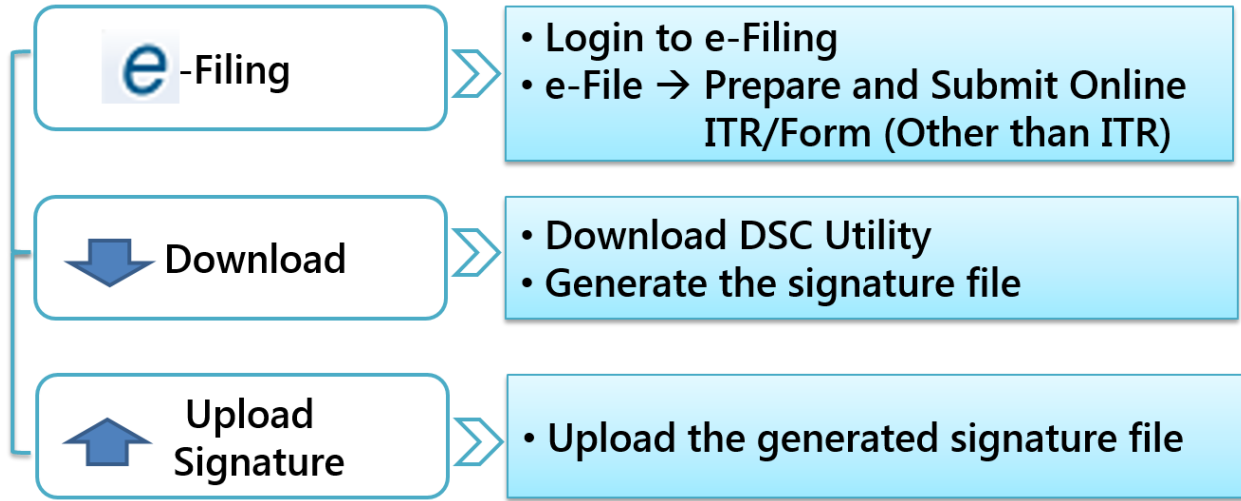
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## Note:

The Signature file generated using **.pfx File** and **USB Token** can be benefitted for the listed functionalities in e-Filing Portal

- Login (All PAN Users) →e-File→Upload Return→Attach XML→Attach Signature File.
- Login (All PAN Users) →e-File→Rectification→Attach XML→Attach Signature File.
- Login (CA)→e-File→Upload Form → Attach XML→Attach Signature File.

## 4 Procedure to Submit ITR / Form Online



### Detailed steps are as follows:

**Step 1:** Download 'ITD e-Filing DSC Management Utility' from the link provided in e-Filing website at the time of XML upload.

**Step 2:** Extract the zip folder and open the utility (DSC\_MGMT\_UTILTY.jar).

**Step 3:** The utility will be opened as below. Select 'Submit ITR / Form Online' tab.

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Submit ITR / FORM Online	
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

**Step 4:** Enter the e-Filing User ID.

**Step 5:** Enter the PAN of the DSC registered in e-Filing. In Case of NRI User this is not a Mandatory Field.

**Step 6:** Select the type of DSC.

Submit ITR / FORM Online	
Enter e-Filing User ID *	<input type="text" value="ERIA000000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AAAPA0000A"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

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## 4.1 Using .pfx File

**Step (i):** Click 'Browse' button to select a valid '.pfx' file.

Submit ITR / FORM Online	
Enter e-Filing User ID *	ERIA000000
Enter PAN of the DSC (Registered in e-Filing) *	AAAPA0000A
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXXPX0000A.pfx
Enter the password for your private key *	Input Password
Select USB token Certificate *	Select Certificate
<input type="button" value="Generate Signature File"/>	

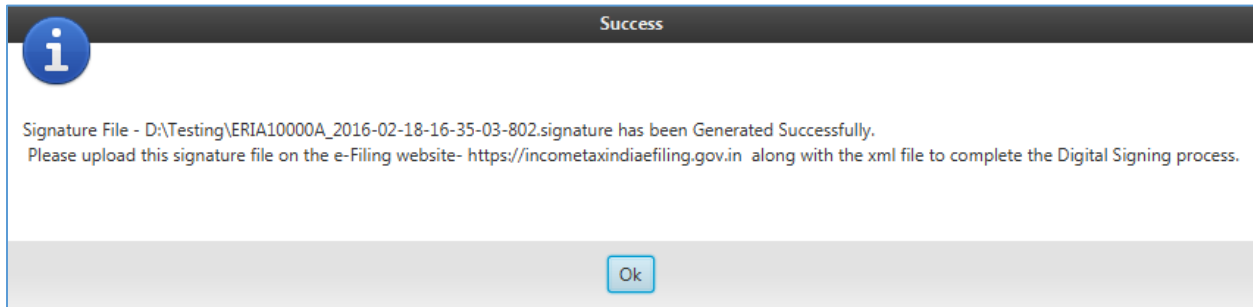
**Step (ii):** Enter the password for the selected '.pfx' file.

Submit ITR / FORM Online	
Enter e-Filing User ID *	ERIA000000
Enter PAN of the DSC (Registered in e-Filing) *	AAAPA0000A
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXXPX0000A.pfx
Enter the password for your private key *	...
Select USB token Certificate *	Select Certificate
<input type="button" value="Generate Signature File"/>	

# DSC Management Utility – User Manual

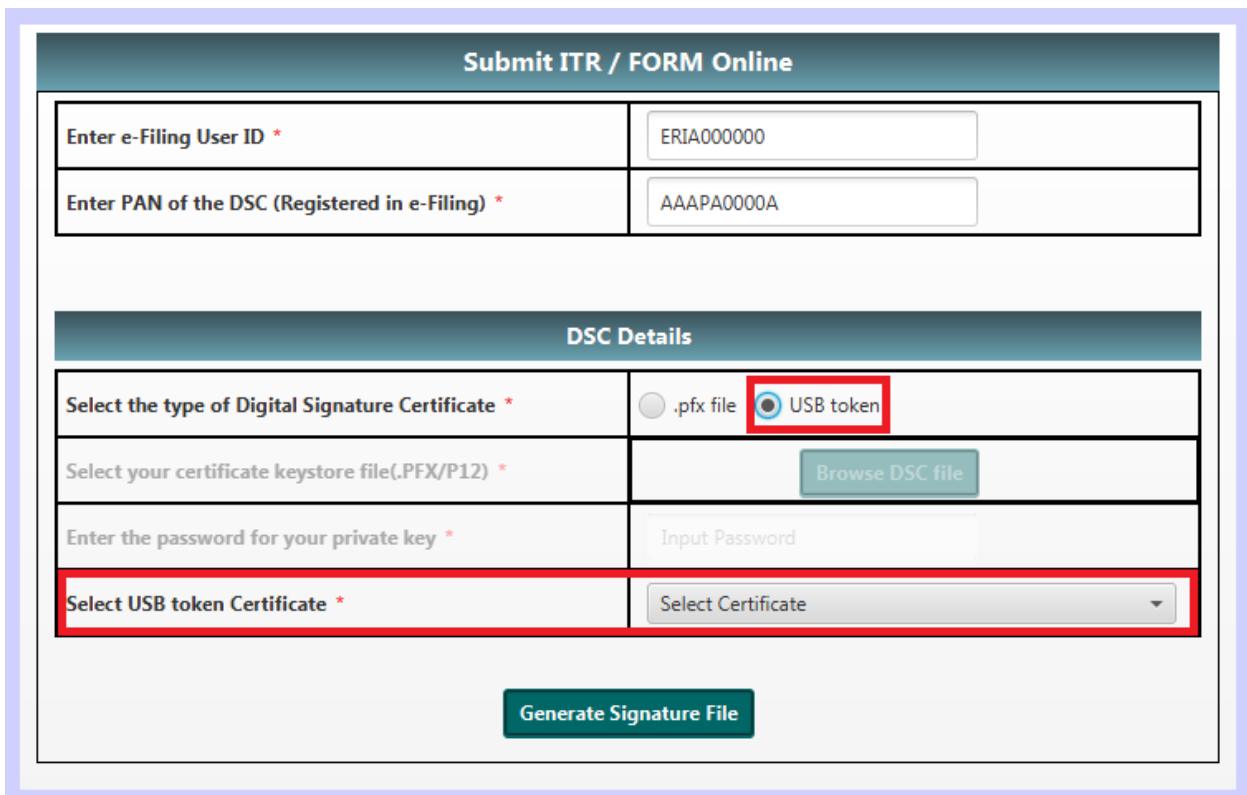
**Step (iii):** Click 'Generate Signature file' button.

A success message will be displayed and signature file will be generated and saved at the location where ZIP was stored.



## 4.2 Using USB Token

**Step (i):** Select a valid USB token certificate.



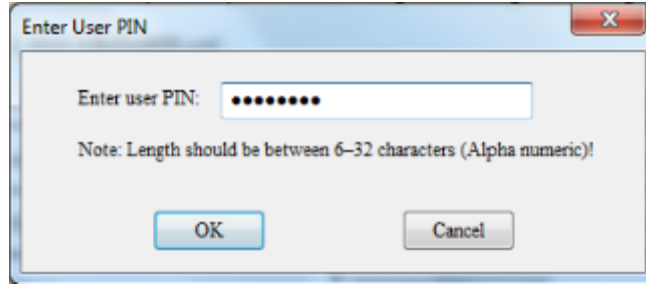
The form is titled "Submit ITR / FORM Online" and is divided into several sections. The top section contains two input fields: "Enter e-Filing User ID \*" with the value "ERIA000000" and "Enter PAN of the DSC (Registered in e-Filing) \*" with the value "AAAPA0000A". Below this is a section titled "DSC Details" which includes: "Select the type of Digital Signature Certificate \*" with radio buttons for ".pfx file" and "USB token" (the latter is selected and highlighted with a red box); "Select your certificate keystore file(.PFX/P12) \*" with a "Browse DSC file" button; "Enter the password for your private key \*" with an "Input Password" field; and "Select USB token Certificate \*" with a dropdown menu showing "Select Certificate" (this row is also highlighted with a red box). At the bottom of the form is a green "Generate Signature File" button.

**Step (ii):** Enter USB token PIN.



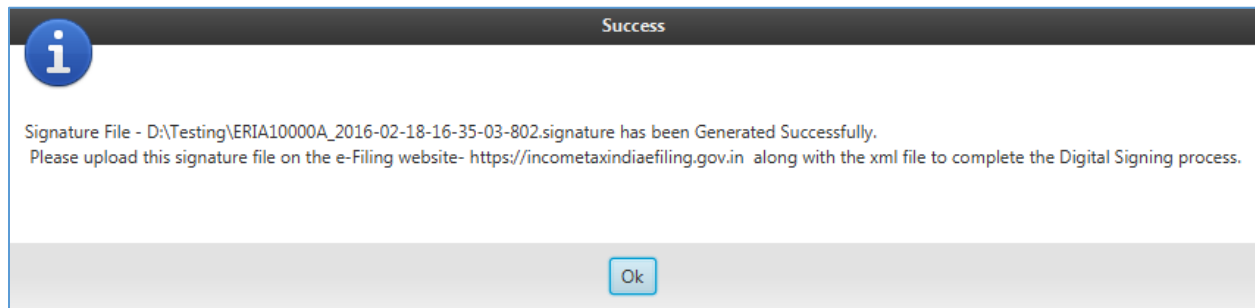
## DSC Management Utility – User Manual

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**Step (iii):** Click 'OK' button.

A success message will be displayed and signature file will be generated and saved at the location where XML was stored.

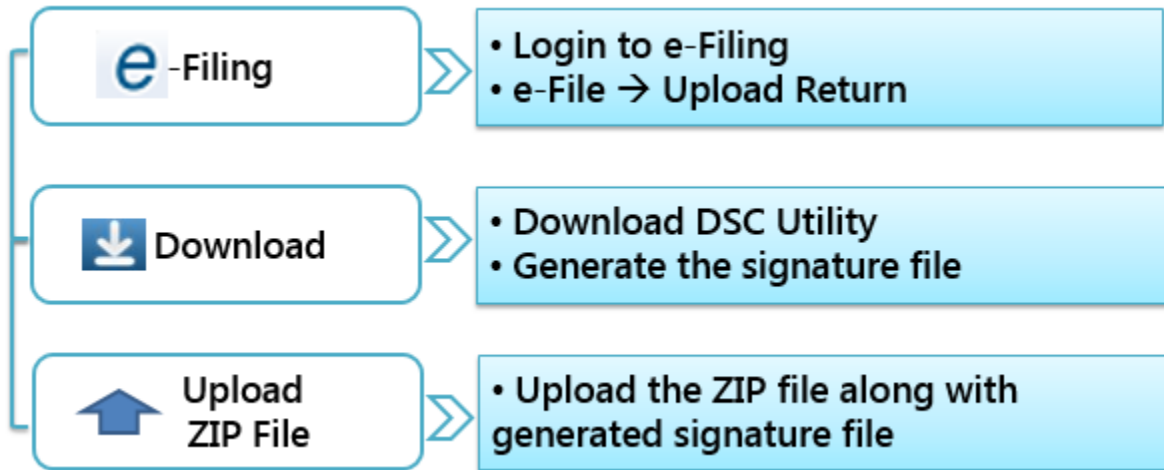


### **Note:**

The Signature file generated using **.pfx File** and **USB Token** can be benefitted for the listed functionality in e-Filing Portal:

- Login (All PAN Users) → e-File → Prepare and Submit Online Form → Fill Form Details → Attach Signature File.

## 5 Procedure to Upload Zip File (Bulk Upload)



### Detailed steps are as follows:

**Step 1:** Download 'ITD e-Filing DSC Management Utility' from the link provided in e-Filing website at the time of XML upload.

**Step 2:** Extract the zip folder and open the utility (DSC\_MGMT\_UTILTY.jar).

**Step 3:** The utility will be opened as below. Select 'Bulk Upload' tab.

Bulk Upload	
Select the ZIP file to be signed *	<input type="button" value="Browse ZIP file"/>
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

**Step 4:** Use the 'Browse' button to upload the valid ZIP file in e-Filing portal.

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Bulk Upload	
Select the ZIP file to be signed *	<input type="button" value="Browse ZIP file"/>
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

**Step 6:** Enter the e-Filing User ID.

**Step 7:** Enter the PAN of the DSC registered in e-Filing. In case of NRI User this is not a Mandatory Field.

**Step 8:** Select the type of DSC.

Bulk Upload	
Select the ZIP file to be signed *	<input type="button" value="Browse ZIP file"/>
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

## 5.1 Using .pfx File

**Step (i):** Click 'Browse' button to select a valid '.pfx' file.

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Bulk Upload	
Select the ZIP file to be signed *	18060 bytes <input type="button" value="Browse ZIP file"/> Bulk.zip
Enter e-Filing User ID *	<input type="text" value="ERIA100000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AAAPA0000A"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXPX0000A.pfx
Enter the password for your private key *	<input type="password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

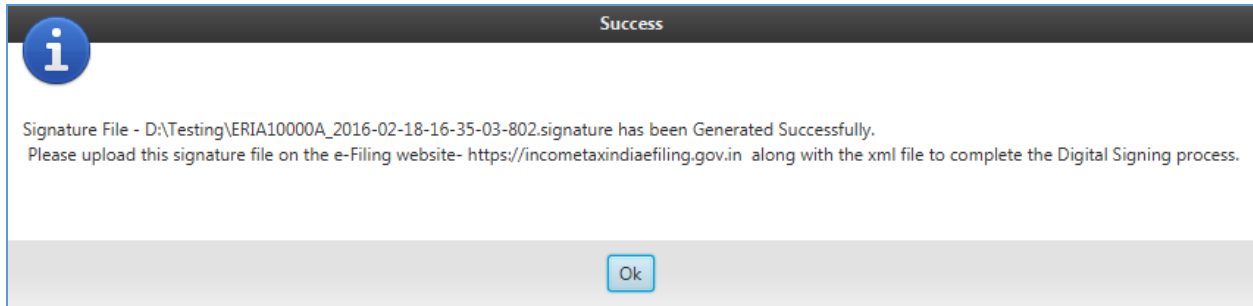
**Step (ii):** Enter the password for the selected '.pfx' file.

Bulk Upload	
Select the ZIP file to be signed *	18060 bytes <input type="button" value="Browse ZIP file"/> Bulk.zip
Enter e-Filing User ID *	<input type="text" value="ERIA100000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AAAPA0000A"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXPX0000A.pfx
Enter the password for your private key *	<input type="password" value="..."/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

**Step (iii):** Click 'Generate Signature file' button.

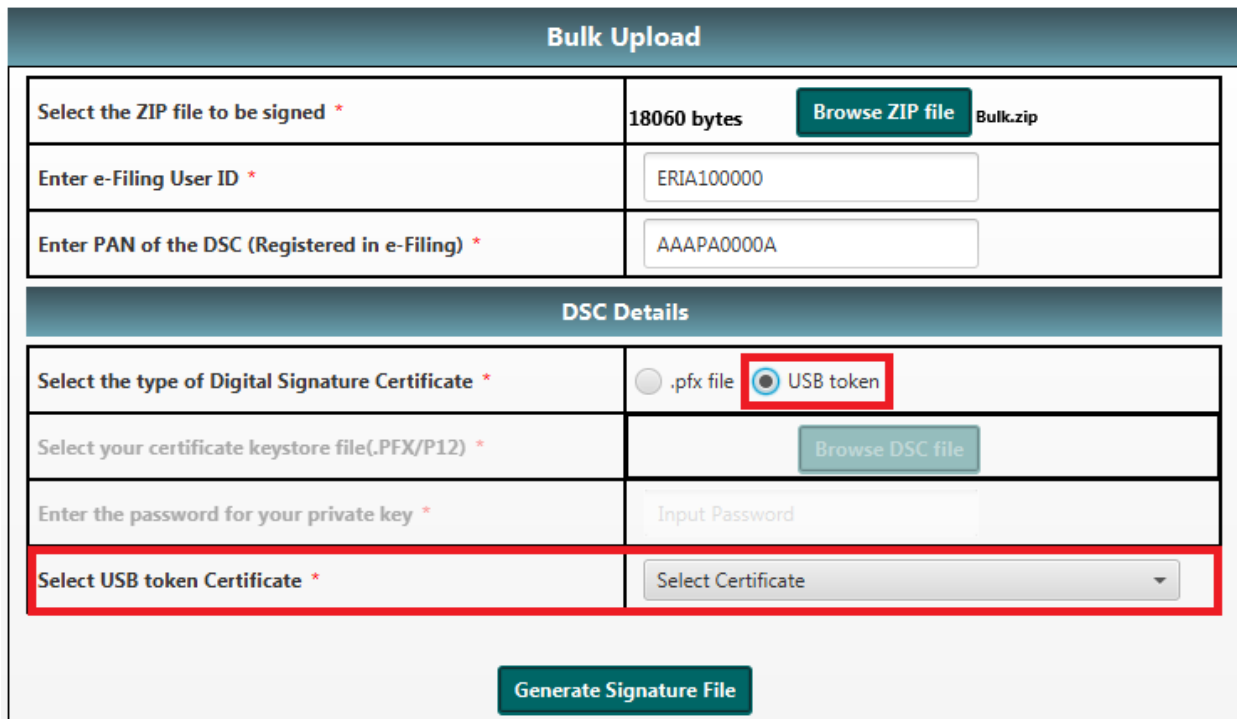
A success message will be displayed and signature file will be generated and saved at the location where ZIP was stored.

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## 5.2 Using USB Token

**Step (i):** Select a valid USB token certificate.



The "Bulk Upload" form is divided into two main sections: "Bulk Upload" and "DSC Details".

**Bulk Upload Section:**

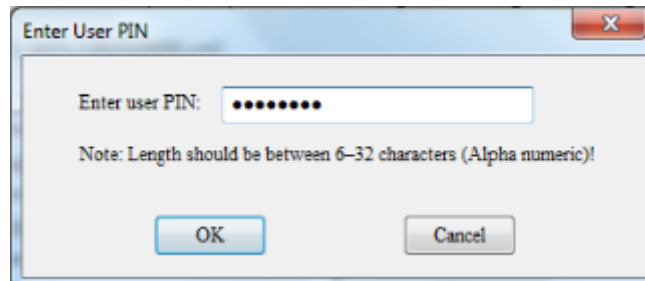
- Select the ZIP file to be signed \***: 18060 bytes, with a "Browse ZIP file" button and "Bulk.zip" text.
- Enter e-Filing User ID \***: Text input field containing "ERIA100000".
- Enter PAN of the DSC (Registered in e-Filing) \***: Text input field containing "AAAPA0000A".

**DSC Details Section:**

- Select the type of Digital Signature Certificate \***: Radio buttons for ".pfx file" and "USB token". The "USB token" option is selected and highlighted with a red box.
- Select your certificate keystore file(.PFX/P12) \***: "Browse DSC file" button.
- Enter the password for your private key \***: Text input field containing "Input Password".
- Select USB token Certificate \***: A dropdown menu with "Select Certificate" as the current selection, highlighted with a red box.

At the bottom of the form is a "Generate Signature File" button.

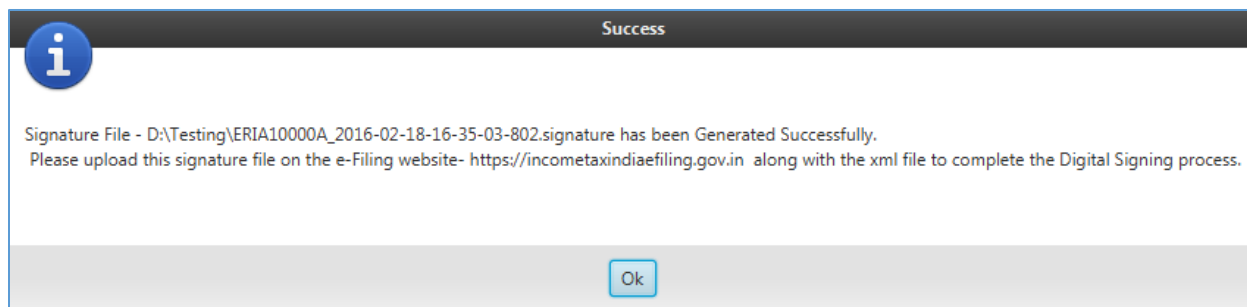
**Step (ii):** Enter USB token PIN.



**Step (iii):** Click 'OK' button.

A success message will be displayed and signature file will be generated and saved at the location where XML was stored.

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## Note:

The Signature file generated using **.pfx File** and **USB Token** can be benefitted for the listed functionalities in e-Filing Portal

- Login (ERI User) → e-File → Upload Return → Upload Zip File → Attach Signature File
- Login (ITDREIN User) → e-File → Upload Form (61A/61B/61/15CC) → Upload Zip File → Attach Signature File.

## 6 List of User Types and Required Person DSC

S.No.	User Type	Required Person DSC
1	Individual	Individual PAN DSC
2	HUF	DSC of the Principal Contact Person(Karta)
3	Other than Individual/HUF	DSC of the Principal Contact Person
4	Chartered Accountants	Individual PAN (given at the time of Registration) DSC
5	External Agency	DSC of the Principal Contact Person
5	ERI	DSC of the Principal Contact Person
5	Tax Deductor and Collector	DSC of the Principal Contact Person
6	ITDREIN User	DSC of the Designated Director

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