

eUser Registration

Purpose

eUser Registration is for the new user to register their digital certificate

Pre-requisites

The user requires

- (1) Class **II** or Class **III** and above Digital Certificate, issued by Certifying Authority (CA).
- (2) Internet Connection
- (3) **JRE 1.6** and above.
- (4) Digital Certificate issued by any Certifying Authority (CA) should have **installed on machine with proper token driver**.
- (5) After successfully installation of certificate, it has to appear in **Internet Explorer → Tools → Internet Options → Content → Certificates → Personal**
- (6) If certificate is not appearing in **Personal** (as mentioned in steps 6), It means token does not contains valid **Private Key**. In such cases contact to Certifying Authority
- (7) [List of user Id](#) (**This is only for EPCs. Exporters and Importers are not allowed to Register**)

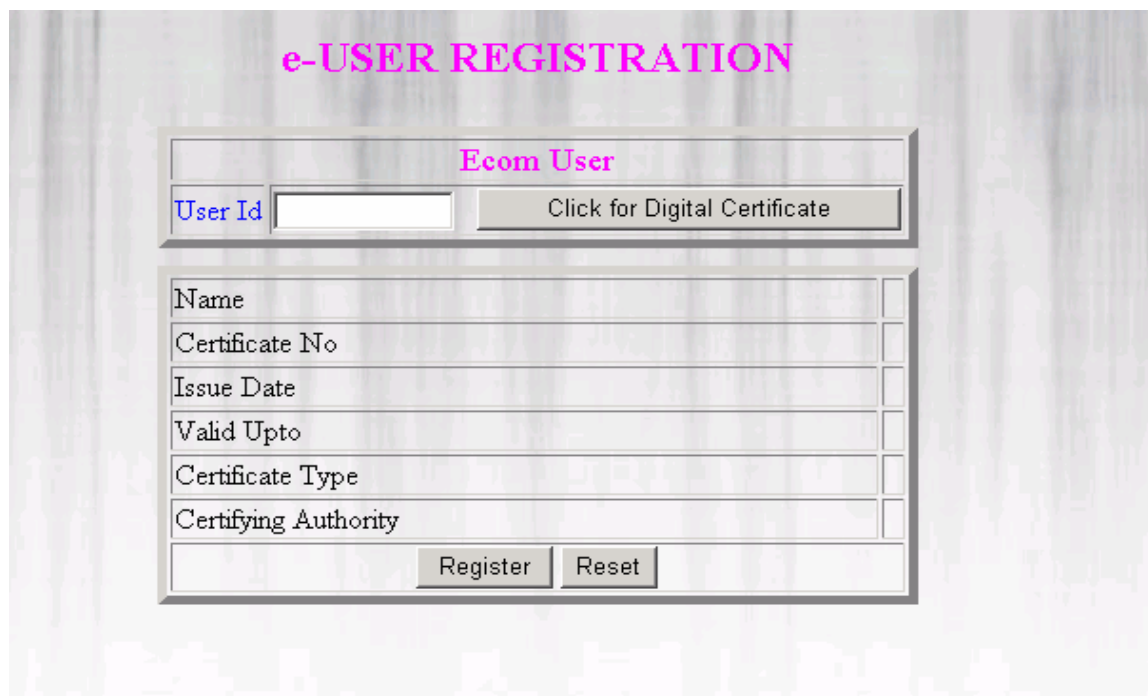
Steps required for Login to the e-RCMC System

Step1

Digital Signature may be either in token or browser. The user should visit the DGFT website <http://dgft.gov.in> and click on eRCMC (Help) and then on eRCMC user Registration.

The following screen will be displayed:

Step2



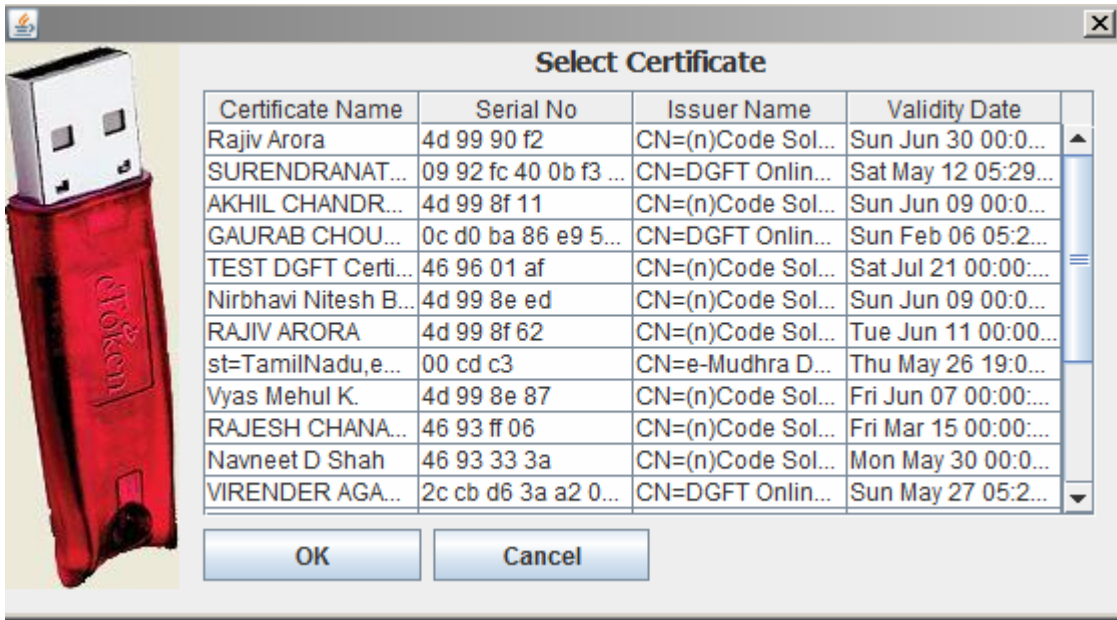
The screenshot shows a web form titled "e-USER REGISTRATION" with a sub-header "Ecom User". The form contains a "User Id" text box and a "Click for Digital Certificate" button. Below this is a table with the following fields: Name, Certificate No, Issue Date, Valid Upto, Certificate Type, and Certifying Authority. At the bottom of the form are "Register" and "Reset" buttons.

Ecom User	
User Id	<input type="text"/>
<input type="button" value="Click for Digital Certificate"/>	
Name	<input type="text"/>
Certificate No	<input type="text"/>
Issue Date	<input type="text"/>
Valid Upto	<input type="text"/>
Certificate Type	<input type="text"/>
Certifying Authority	<input type="text"/>
<input type="button" value="Register"/> <input type="button" value="Reset"/>	

In the User Id text box the user should enter his User Id and then Click on **Click for Digital Certificate** as indicated in the screen below.

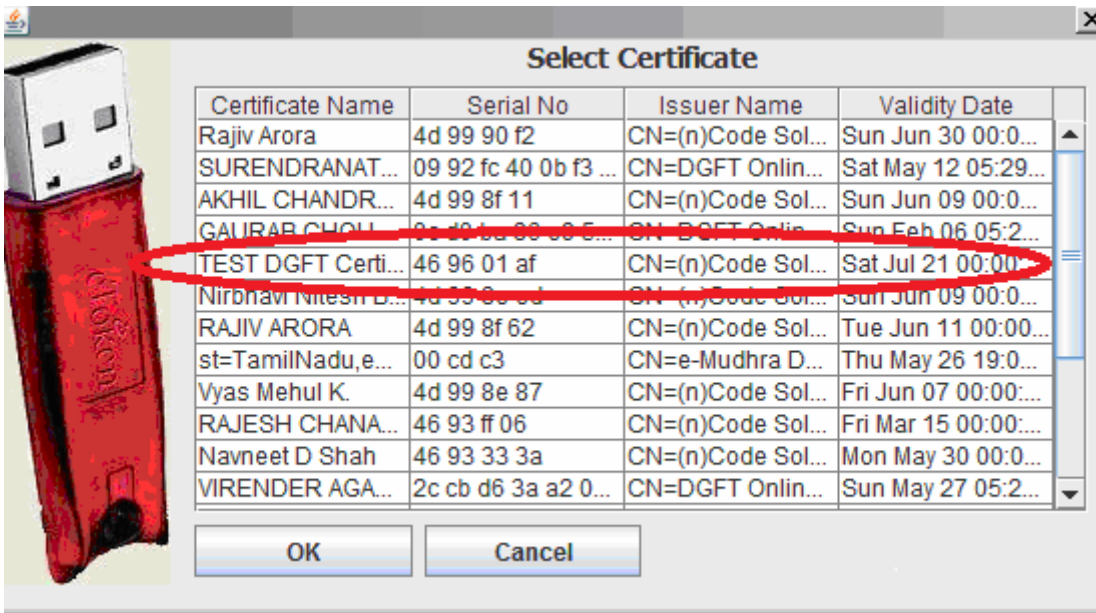
Step 3

Once the **Click for Digital Certificate** Button is pressed, Select Certificate Screen will appear wherein the entire list of certificate will be popped up as shown below:



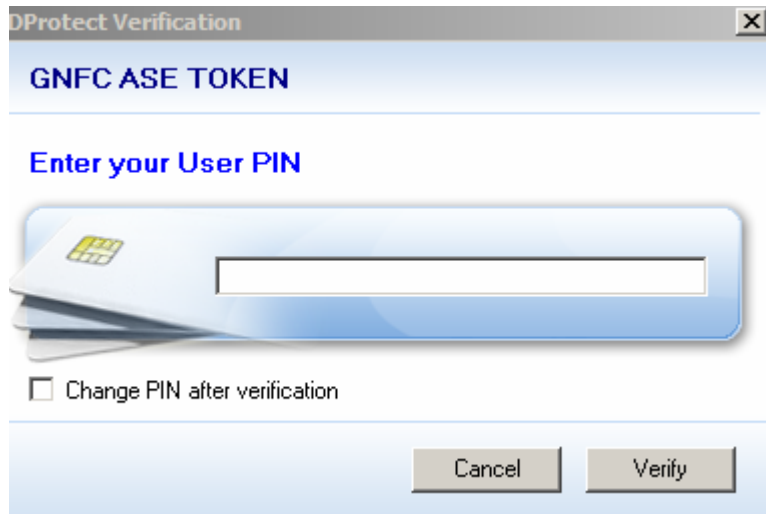
Step4

From the Select Certificate Screen user is to select the particular certificate assigned to him same way as shown in the screen below:



Step5

After selecting the particular Certificate name, click on **OK** button. The following screen will be displayed:



Protect Verification

GNFC ASE TOKEN

Enter your User PIN

Change PIN after verification

Cancel Verify

The user must enter the PIN provided with the Token and click **Verify**. On proper verification user will be transmitted to the subsequent page.

Step6

Upon authentic verification, below screen will appear showing the various functionalities associated with eRCMC.

e-USER REGISTRATION

Ecom User	
User Id	EP101
Click for Digital Certificate	
Name	ARUN PANDURANG KOHAD
Certificate No	4d 9e e6 0a
Issue Date	24/07/2012
Valid Upto	25/07/2014
Certificate Type	2
Certifying Authority	(n)Code Solutions CA 2011-1
Register Reset	

Step7

Click on the **Register** button, once the user is satisfied with the information displayed in the subsequent columns.

Upon registration the user will receive a message indicating the Registration NO and User Id as shown in the screen below.

Your Digital Certificate has been successfully registered, Kindly note down your Registration No : 111038 and user Id : BKID001 for future reference.

Step8

The user must send the Registration No. generated along with the User Id to :

mushahary.kk@nic.in

User will receive an acknowledgement from the concerned authority ascertaining the activation of the Digital Certificate.

Step9

After getting an acknowledgement from the concerned authority, the user can access **eRCMC Application** option at <http://dgft.gov.in> website using above user id with digital certificate for uploading eRCMC XML files

Note1 : Registration process is only one time process for one Digital Certificate with User Id.

Note2 : Same User Id can register with different Digital Certificate.