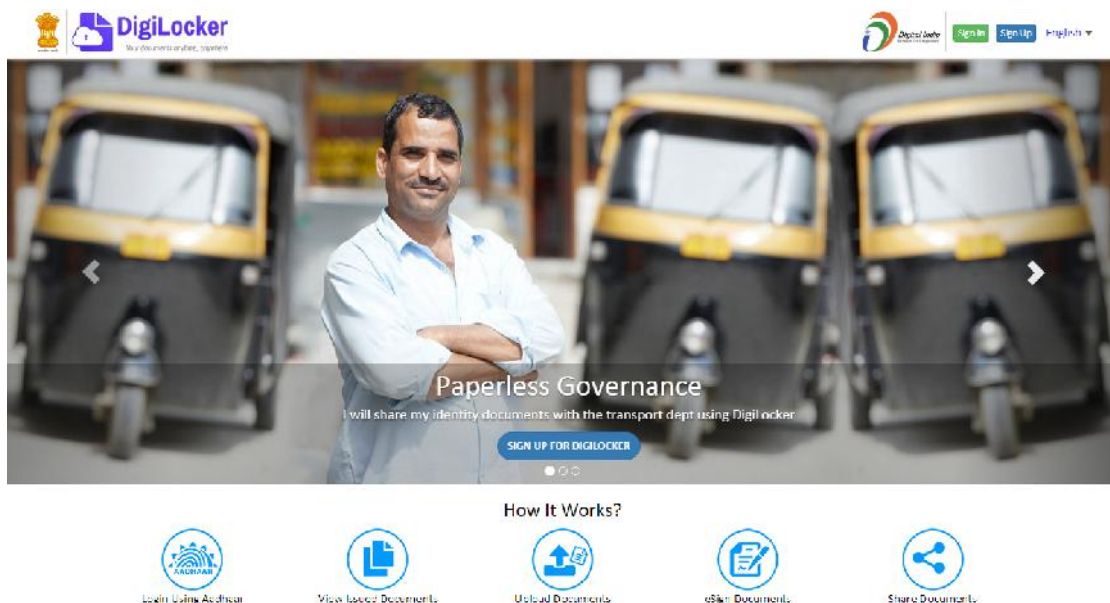




DigiLocker User Manual

(<https://digitallocker.gov.in>)



Department of Electronics and
Information Technology (DeitY)

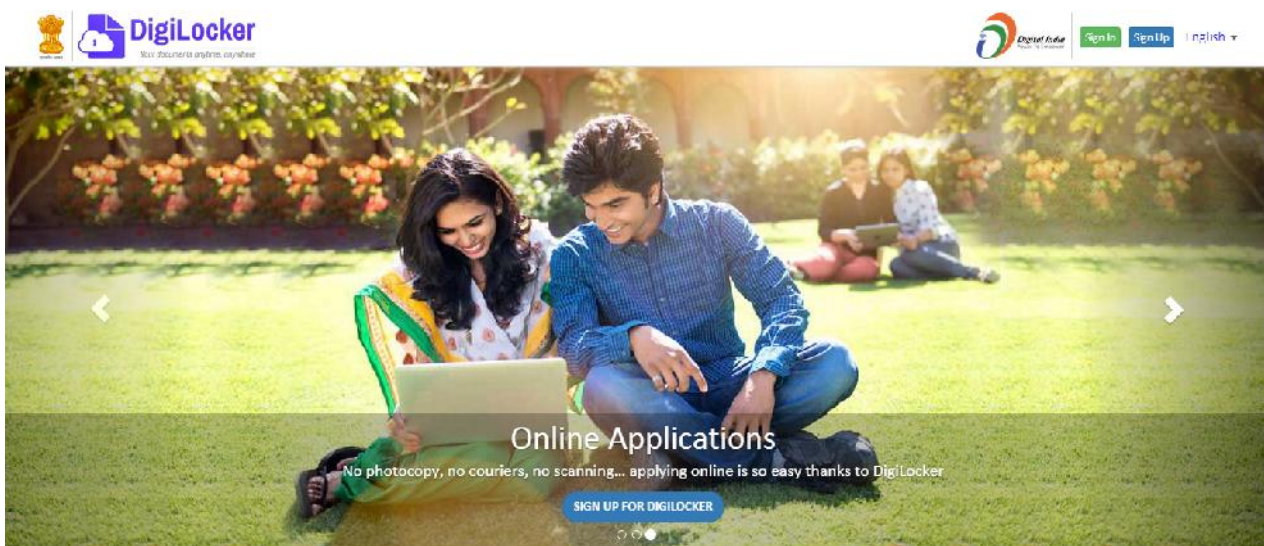
1 Introduction

Digital Locker, one of the key initiatives under the Digital India initiative, is aimed at eliminating the usage of physical documents and enable sharing of e-documents across government agencies via a mechanism to verify “authenticity” of the documents online. Residents can also upload their own electronic documents and digitally sign them using the e-sign facility. These digitally signed documents can be shared with Government organizations or other entities.

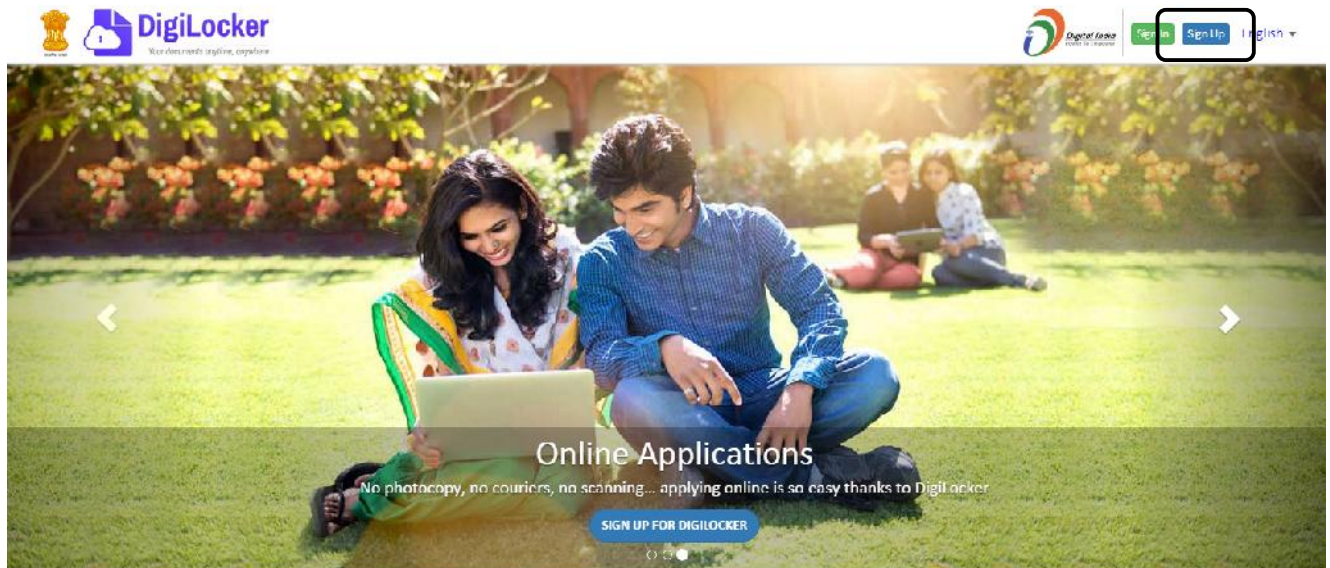
1.1 USER ID CREATION

Step 1: Access digital locker at <https://digitallocker.gov.in/>

- Citizens with Aadhaar number can create Digital Locker accounts
- Kindly ensure that your current mobile number is registered with Aadhaar number
- You can update your mobile number in Aadhaar by visiting any UIDAI centre



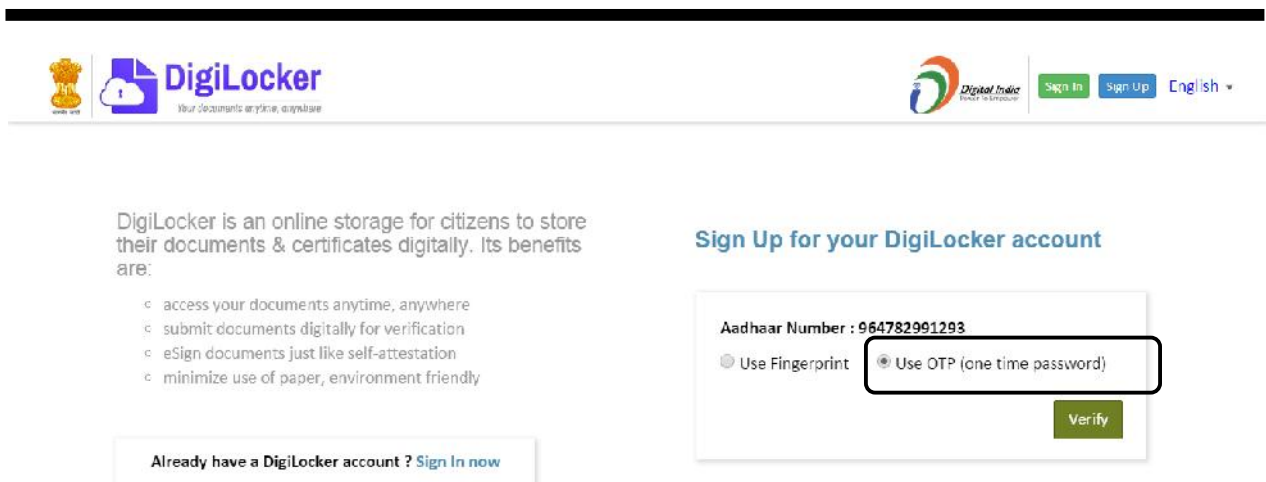
Step 2: Click on 'Sign Up'



Step 3: Enter your Aadhaar Number

- Enter your unique 12 digit Aadhaar number
- Two options are there to proceed further – [Use OTP](#) or [Use Fingerprint](#)

The screenshot shows the 'Sign Up for your DigiLocker account' page. On the left, it lists benefits of DigiLocker: access documents anytime/anywhere, submit documents digitally for verification, eSign documents like self-attestation, and minimize paper use. A link 'Already have a DigiLocker account ? Sign In now' is provided. On the right, the 'Enter Aadhaar Number' section contains a text input field labeled 'Aadhaar Number' and a 'Sign Up' button.



The screenshot shows the DigiLocker website's sign-up page. On the left, there is a description of DigiLocker as an online storage for citizens, listing benefits like anytime/anywhere access, digital submission, eSign, and paper minimization. Below this is a button for existing users to sign in. On the right, under the heading 'Sign Up for your DigiLocker account', there is a form. The form has a field for 'Aadhaar Number' with the value '964782991293'. Below this are two radio buttons: 'Use Fingerprint' and 'Use OTP (one time password)'. The 'Use OTP' option is selected and highlighted with a black box. A green 'Verify' button is located at the bottom right of the form.

DigiLocker is an online storage for citizens to store their documents & certificates digitally. Its benefits are:

- access your documents anytime, anywhere
- submit documents digitally for verification
- eSign documents just like self-attestation
- minimize use of paper, environment friendly

Already have a DigiLocker account ? [Sign In now](#)

Sign Up for your DigiLocker account

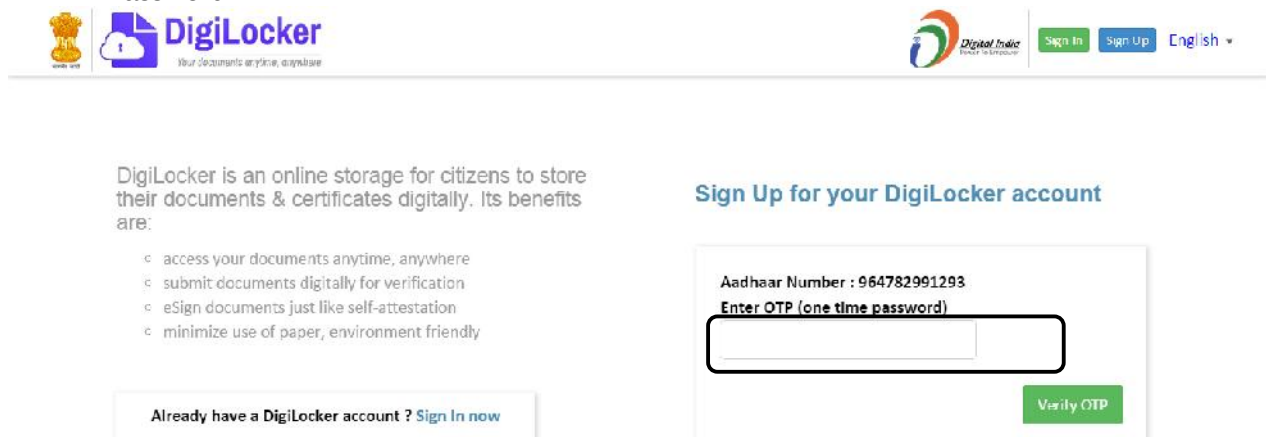
Aadhaar Number : 964782991293

☐ Use Fingerprint ☒ Use OTP (one time password)

[Verify](#)

Option 1 : Use Aadhaar Registered Mobile Number – Select ‘Use OTP’

- OTP received on your Aadhaar registered mobile needs to be entered on the screen
- Click on [Verify](#) button
- After validation of OTP, the application will prompt the user to create ‘Username’ and ‘Password’.



This screenshot shows the next step in the DigiLocker sign-up process. The 'Aadhaar Number' field still contains '964782991293'. The 'Enter OTP (one time password)' field is now active and highlighted with a black box. A green 'Verify OTP' button is visible at the bottom right of the form.

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Already have a DigiLocker account ? [Sign In now](#)

Sign Up for your DigiLocker account

Aadhaar Number : 964782991293

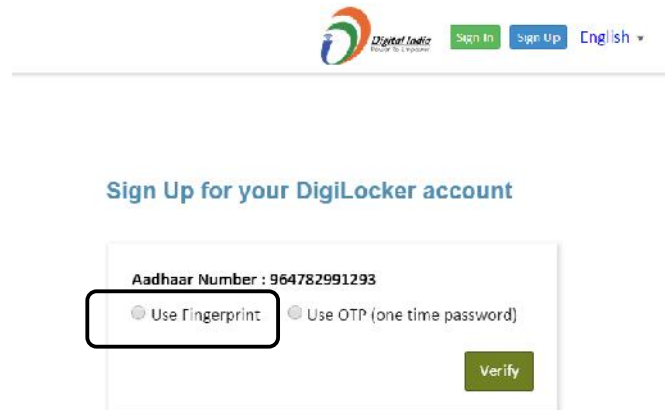
Enter OTP (one time password)

[Verify OTP](#)

Option 2: Use Fingerprint for Authentication – Select ‘Use Fingerprint’

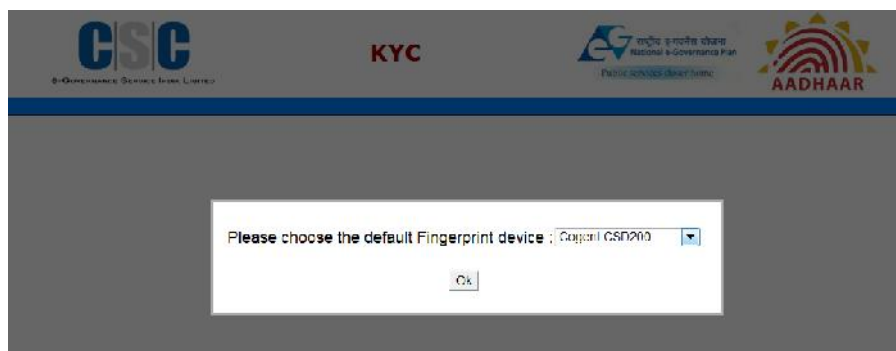
- Aadhaar approved biometric device is required for scanning fingerprint.

- Click on **Use Fingerprint** button to Sign Up using finger print instead of mobile number. This option is useful if the Aadhaar registered mobile number is not available or updated.



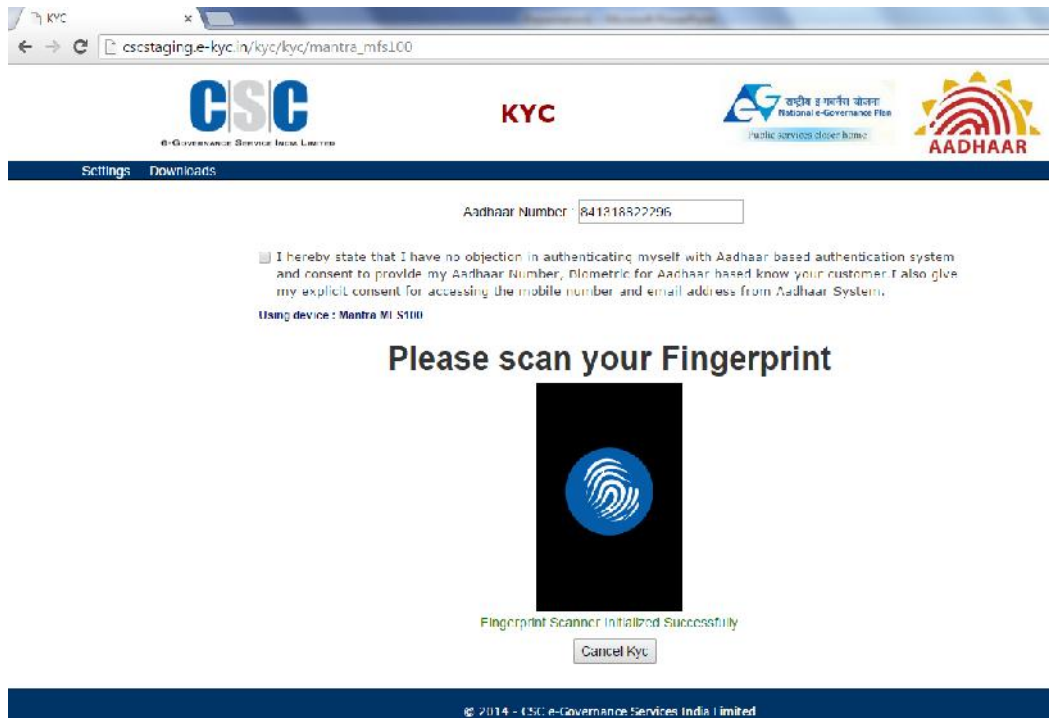
The screenshot shows the top navigation bar of the DigiLocker website. It includes the DigiLocker logo with the tagline 'Power To Empower', and links for 'Sign In', 'Sign Up', and 'English'. Below the navigation bar, the heading 'Sign Up for your DigiLocker account' is displayed. A form box contains the text 'Aadhaar Number : 964782991293'. Below this, there are two radio button options: 'Use Fingerprint' (which is selected and highlighted with a black box) and 'Use OTP (one time password)'. A green 'Verify' button is located at the bottom right of the form box.

- Select the device type which is being used for scanning the finger print



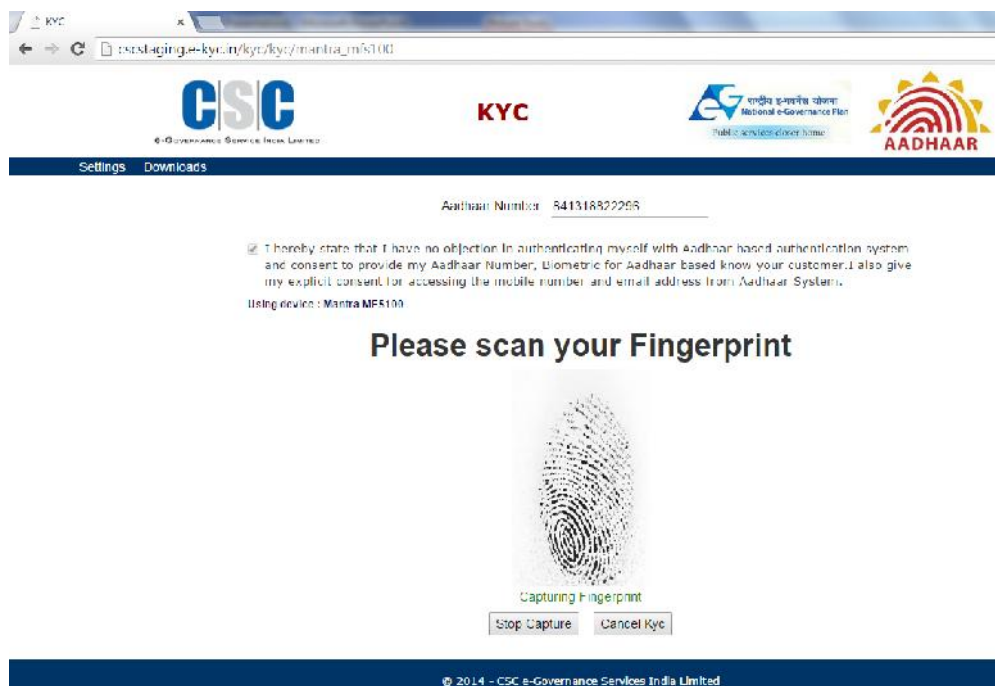
The screenshot shows a dialog box with a grey background. At the top, there is a header bar with logos for CSC (e-Governance Service from Limited), KYC, National e-Governance Plan, and AADHAAR. The dialog box contains the text 'Please choose the default Fingerprint device : Capgemini CSD200' followed by a dropdown arrow. Below the text is an 'OK' button.

- Select declaration check box for proceeding further.



The screenshot shows a web browser window with the URL `csstaging.e-kyc.in/kyc/kyc/mantra_mfs100`. The page header includes the CSC logo (e-Governance Services India Limited), the KYC logo, the National e-Governance Plan logo, and the AADHAAR logo. Below the header, there is a navigation bar with 'Settings' and 'Downloads'. The main content area displays the Aadhaar Number `841318822296`. A consent statement is shown:
☐ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to provide my Aadhaar Number, Biometric for Aadhaar based know your customer. I also give my explicit consent for accessing the mobile number and email address from Aadhaar System.
Using device : Mantra MF100
Below this, a large blue button says 'Please scan your Fingerprint'. Underneath the button is a black square representing the fingerprint scanner, with a blue fingerprint icon in the center. Below the scanner, the text 'Fingerprint Scanner initialized Successfully' is displayed in green. A 'Cancel Kyc' button is located at the bottom right of the scanner area. The footer of the page states '© 2014 - CSC e-Governance Services India Limited'.

- Finger print will be captured from the finger print scanner once the finger is placed on the device. After validation of finger print, the application will prompt user to create 'Username' and 'Password'.



This screenshot shows the same KYC interface as the previous one, but at a later stage. The 'Please scan your Fingerprint' button is now a light gray, and a large, detailed fingerprint image is shown in the center of the scanner area. Below the fingerprint image, the text 'Capturing Fingerprint' is displayed in green. Two buttons are now visible: 'Stop Capture' and 'Cancel Kyc'. The footer remains '© 2014 - CSC e-Governance Services India Limited'.

Step 5: User ID Creation

- The application will prompt the user to create 'Username' and 'Password'. Enter your desired User name and Password for 'Digital Locker' account
- Click on **SignUp** button
- After successful account creation, the application will show the 'Dashboard' page

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- access your documents anytime, anywhere
- submit documents digitally for verification
- eSign documents just like self-attestation
- minimize use of paper, environment friendly

Already have a DigiLocker account ? [Sign In now](#)

Sign Up for your DigiLocker account

Choose username & password to complete signup

Aadhaar Number: 4519455*****
Full Name: Kisore
Mobile No.: 81*****4

User Name:
Password:
Email (optional):

Confirm Password:

By clicking this, you accept our terms of services [Sign Up](#)

Statistics | FAQs | Contact us

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Ministry of Communications & IT, Government of India
Copyright ©2015, Government of India

1.2 Sign In into Digital Locker Account

Step 1: Click on 'Sign In'

- Go to <https://digitallocker.gov.in>
- Click on **Sign In** at the top of the page



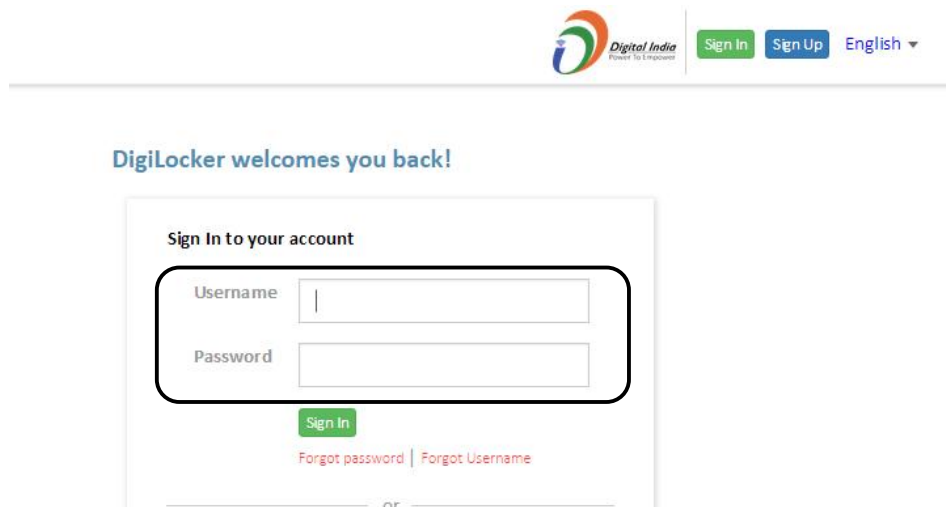
Step 2: Enter User Details

- User can login via any of these 3 available options :
 1. Aadhaar Number and the OTP
 2. User name and Password provided during account creation
 3. Facebook ID validation

- Entering Aadhaar OTP if Aadhaar number option is selected. Click on **Verify OTP**

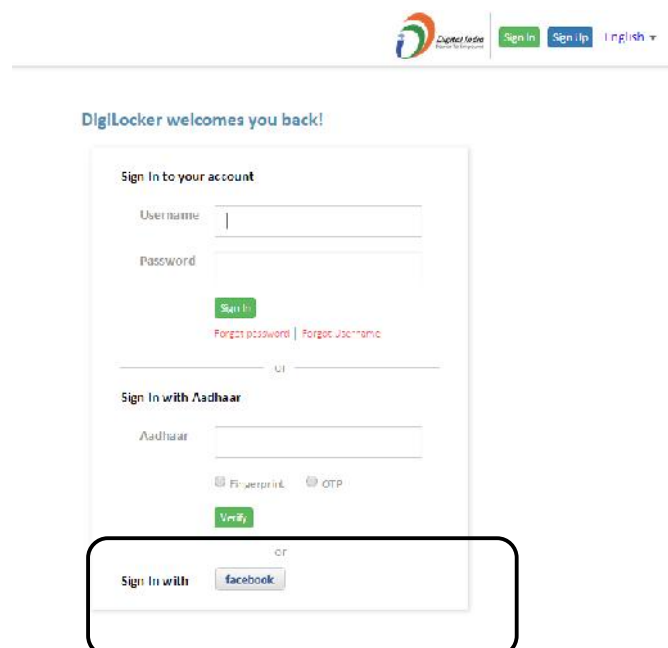
The screenshot displays the DigiLocker login page. At the top, there is a navigation bar with the 'Digital India' logo and buttons for 'Sign In', 'Sign Up', and 'English'. Below this, a message reads 'DigiLocker welcomes you back!'. The main login area is titled 'Sign In to your account' and contains fields for 'Username' and 'Password', followed by a 'Sign In' button and links for 'Forgot password' and 'Forgot Username'. Below this is a section titled 'Sign In with Aadhaar' which includes an 'Aadhaar' field containing the number '342644087521' and an 'Enter OTP' field, which is highlighted with a black rectangular box. A 'Verify OTP' button is located below the OTP field. At the bottom of the login area, there is a 'Sign In with' section featuring a 'facebook' button. The bottom of the screenshot shows a Windows taskbar with system icons and a clock displaying '14:24' on '10-09-20'.

- Entering User ID and Password if User Name option selected. Click on **Sign In** button after that

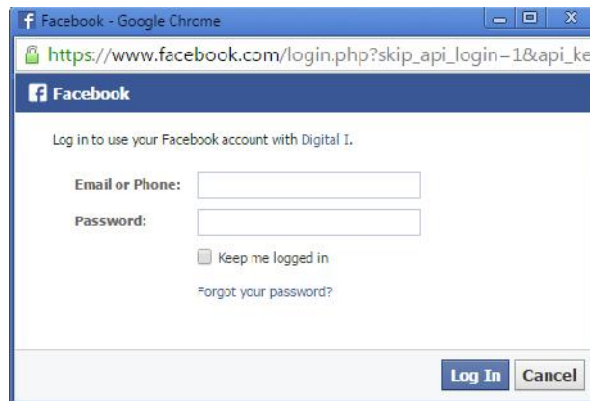


The image shows the DigiLocker login page. At the top, there is a header with the Digital India logo and the text "Digital India Power To Empower". To the right of the logo are buttons for "Sign In", "Sign Up", and a language dropdown menu set to "English". Below the header, the text "DigiLocker welcomes you back!" is displayed. The main content area is a white box with a rounded border. Inside, the heading "Sign In to your account" is followed by two input fields: "Username" and "Password". Below these fields is a green "Sign In" button. Underneath the button are two links: "Forgot password" and "Forgot Username". At the bottom of the box, there is a horizontal line with the word "or" in the center.

- Entering Facebook ID and Password if Social Media (Facebook) option selected.



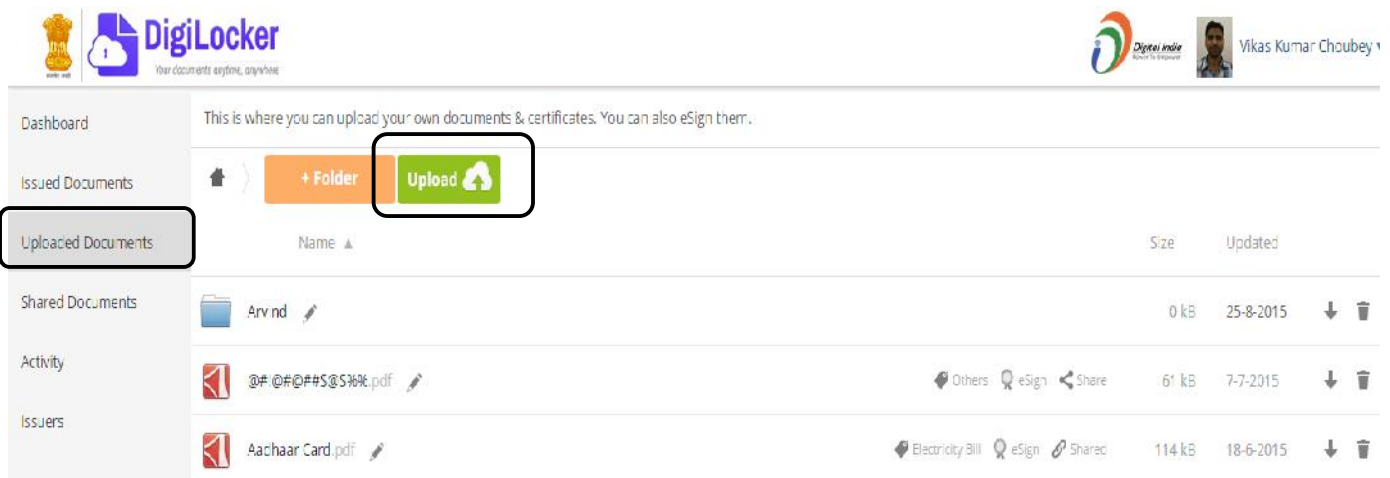
The image shows the DigiLocker login page with additional options. The header and the "Sign In to your account" section are identical to the previous image. Below the "Sign In" button and links, there is a section titled "Sign In with Aadhaar" with an "Aadhaar" input field and two options: "Fingerprint" and "OTP". Below this is a green "Verify" button. At the bottom of the main content area, there is a horizontal line with the word "or" in the center. Below this line is a section titled "Sign In with" followed by a button labeled "facebook". This entire "Sign In with facebook" section is highlighted with a black rectangular box.



1.3 Uploading Certificates & Documents

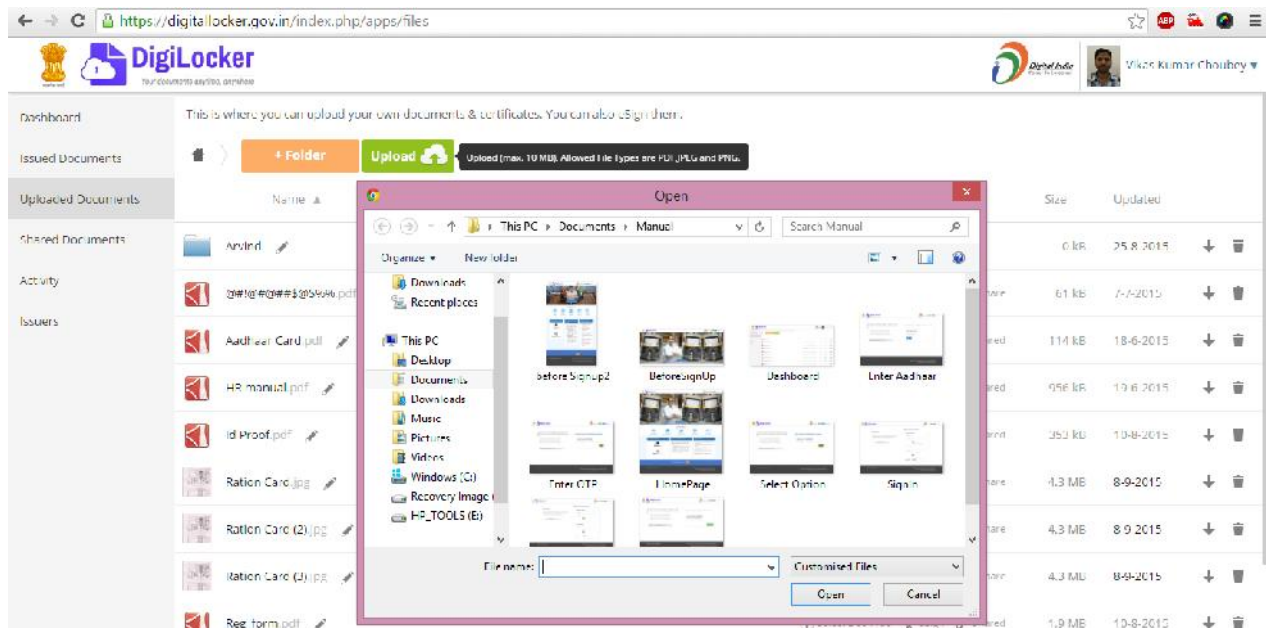
Step 1: Document Upload Screen

- After signing into Digital Locker, click on **Uploaded Documents** and then click on **Upload** to upload your documents in the Digital Locker Account
- Multiple documents can be uploaded at a time

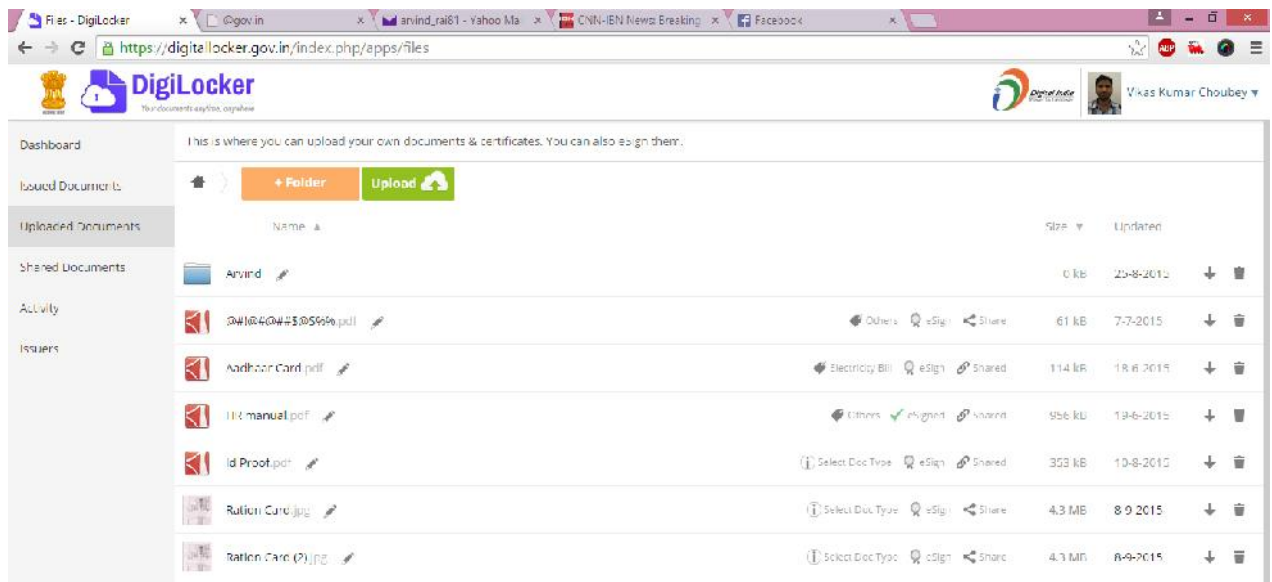


Step 2: Document Upload Screen

- Click on the Upload button as shown in the image
- Choose the location and select the file(s)
- After selecting file(s), click on **Open** button
- Multiple documents can be uploaded at a time.

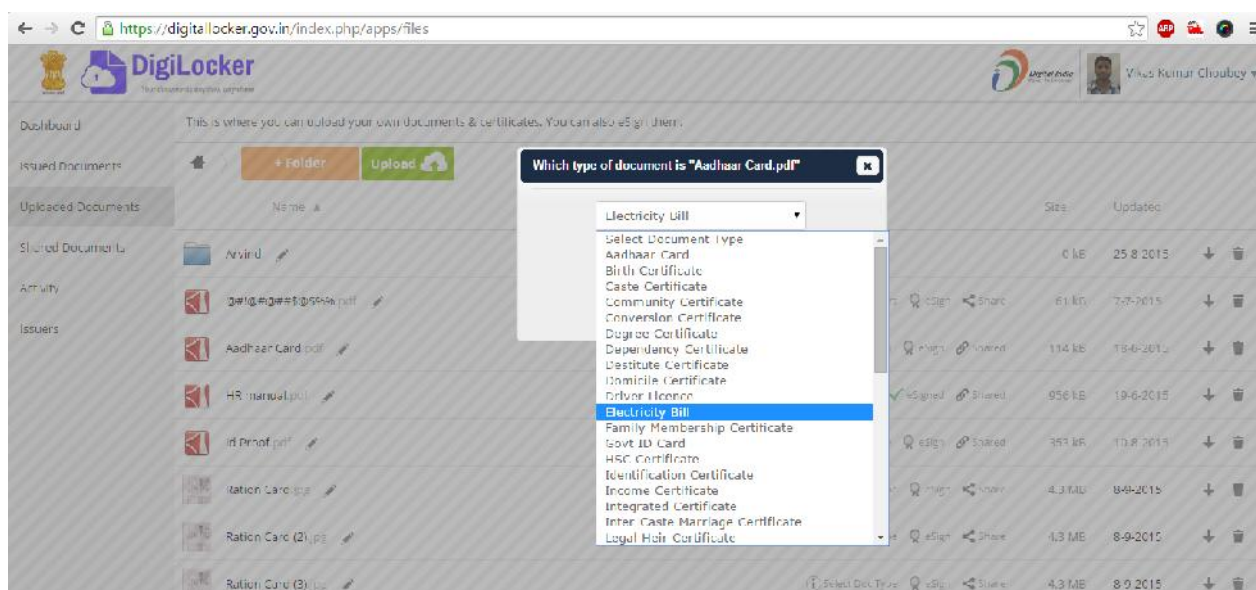
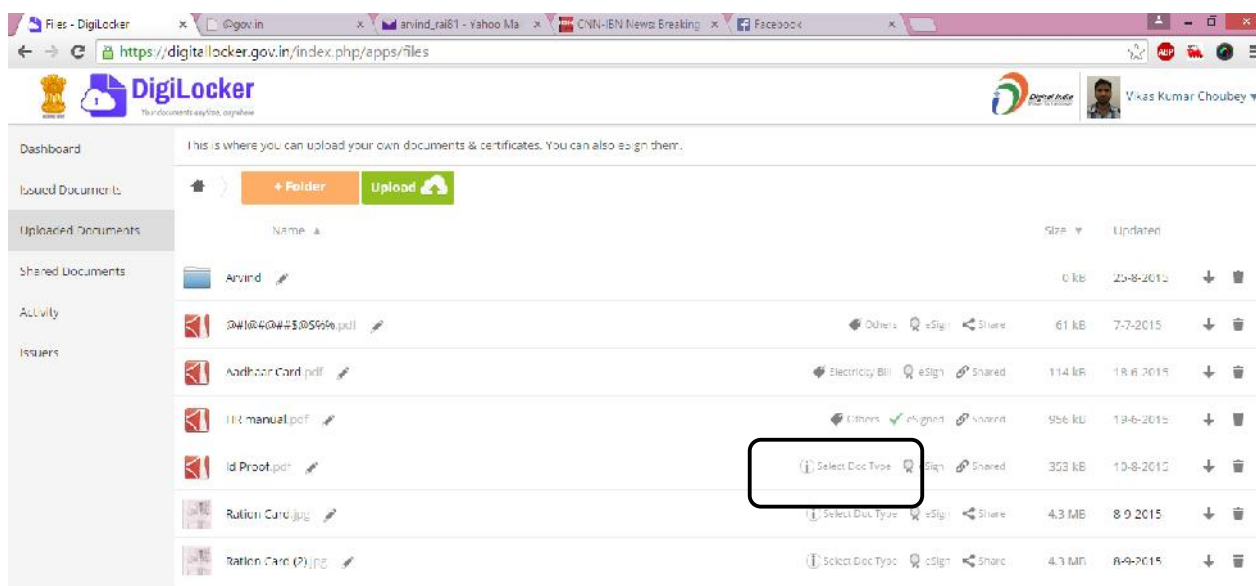


- The sample screen will look as below
- Documents uploaded will be visible in 'Uploaded Documents' section



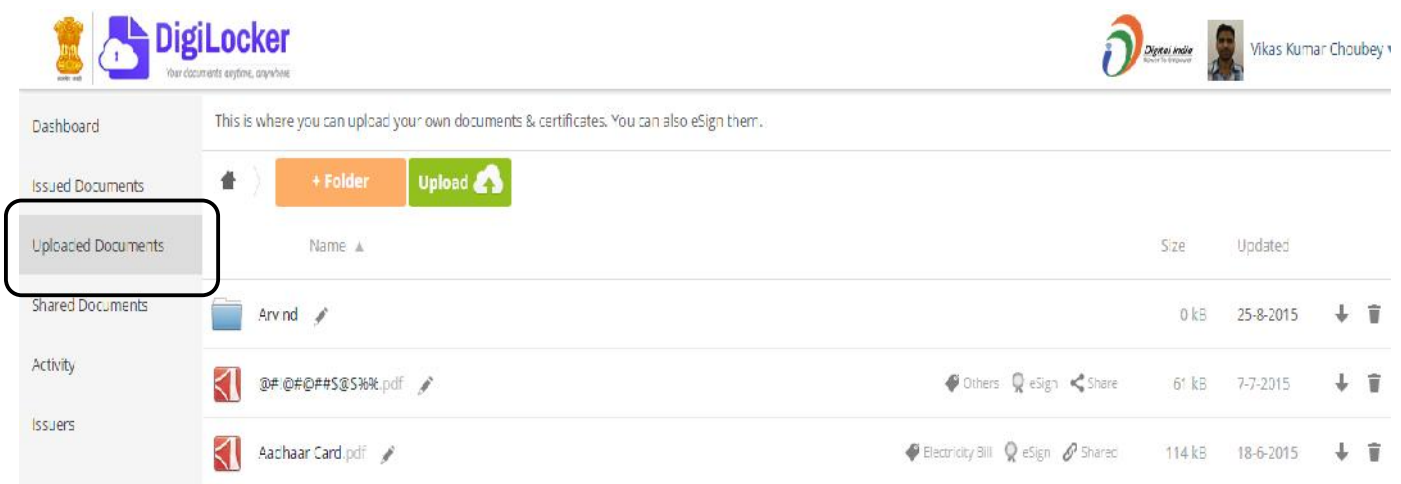
Step 3: Select Document Type

- Click on 'Select Doc Type' for any document listed in Uploaded Documents list
- Choose the Document type from the given drop down.
- If your document does not match with any of the predefined document types then select "Others" from the drop down.
- After above mentioned steps, click on **Save** button



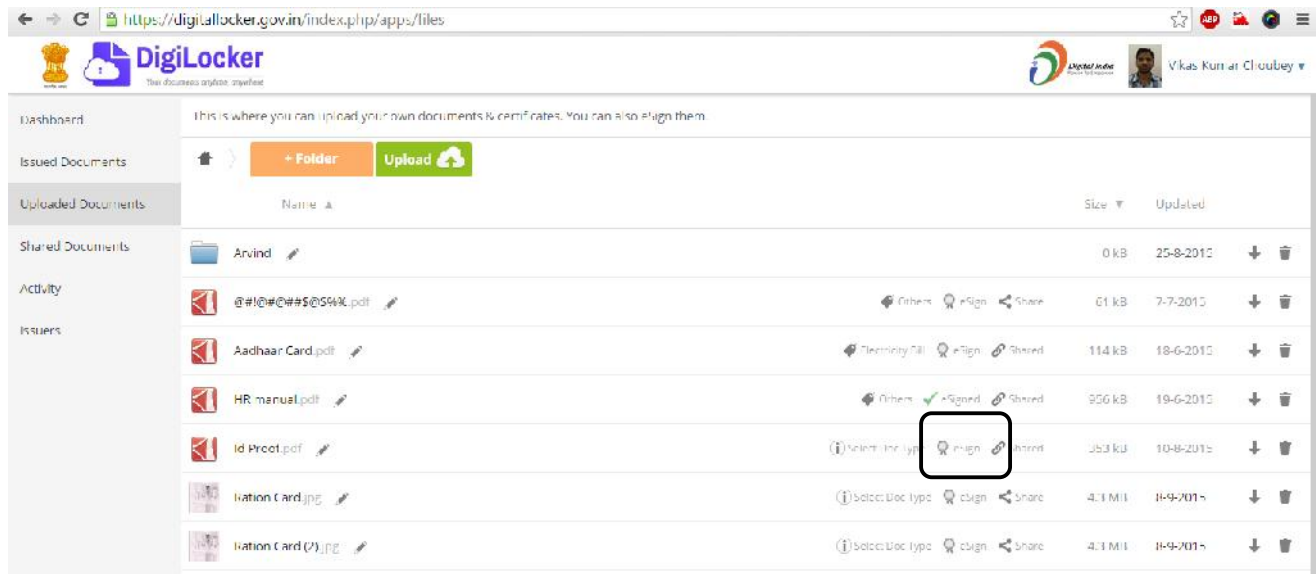
1.4 Viewing Certificates

- After login into Digital Locker account, click on **Uploaded Documents** to view all user uploaded certificates and documents
- Users can edit (file names, Doc type), download, and share files from here.

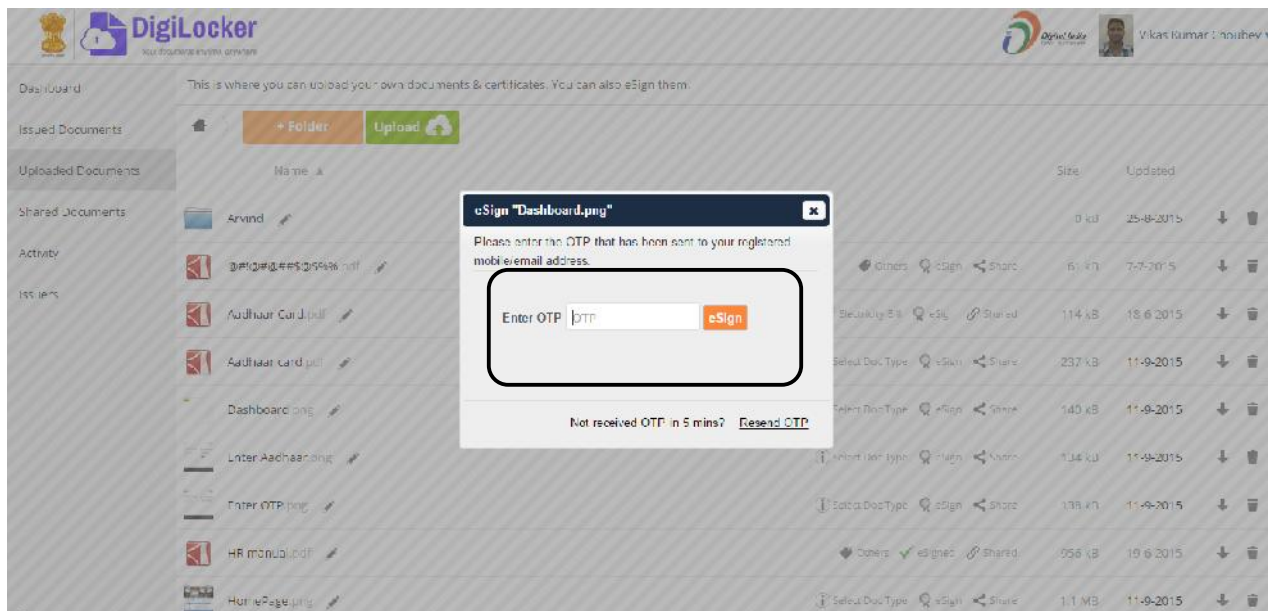


1.5 eSign Document/Certificate

- Click on eSign link provided for each document in Uploaded Document section.

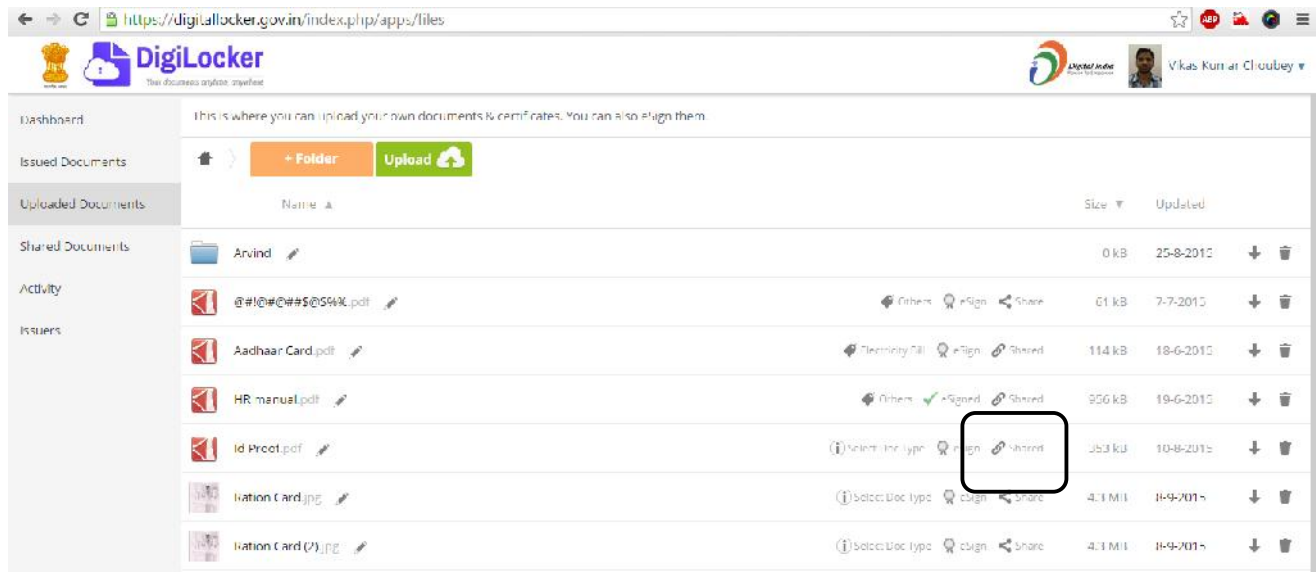


- User will receive an OTP on mobile which needs to be filled in the text box.
- After entering OTP, click on eSign button.
- Selected document will be eSigned (and converted into pdf if not already a pdf document)
- Only one document can be eSigned at a time

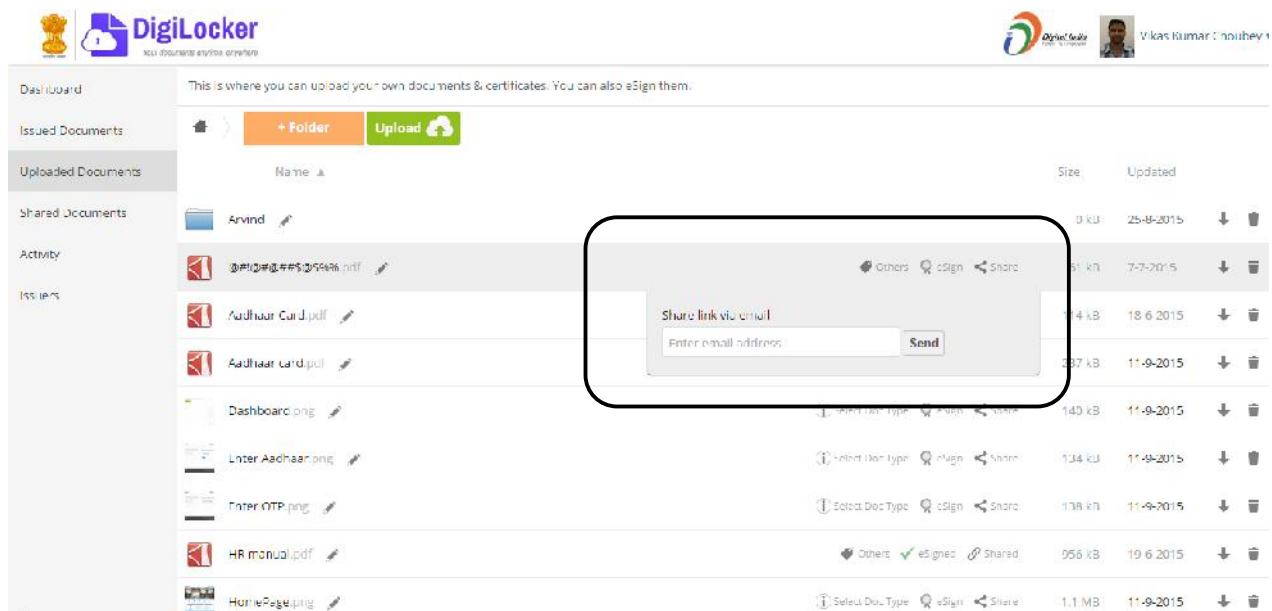


1.6 Share Document

- Click on share link provided for each document in Uploaded Document section.



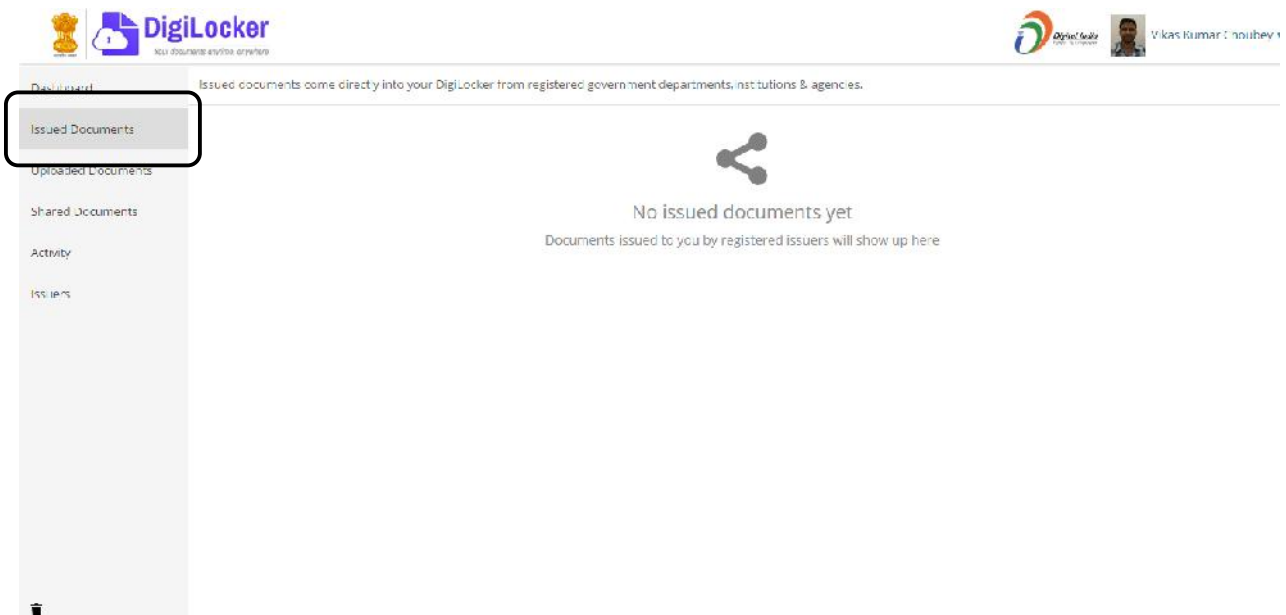
- User will get a pop up for entering email ID with whom this document will be shared.



- After entering email ID, click on send button.
- Selected document will be shared with email address provided.
- Only one document can be shared at a time

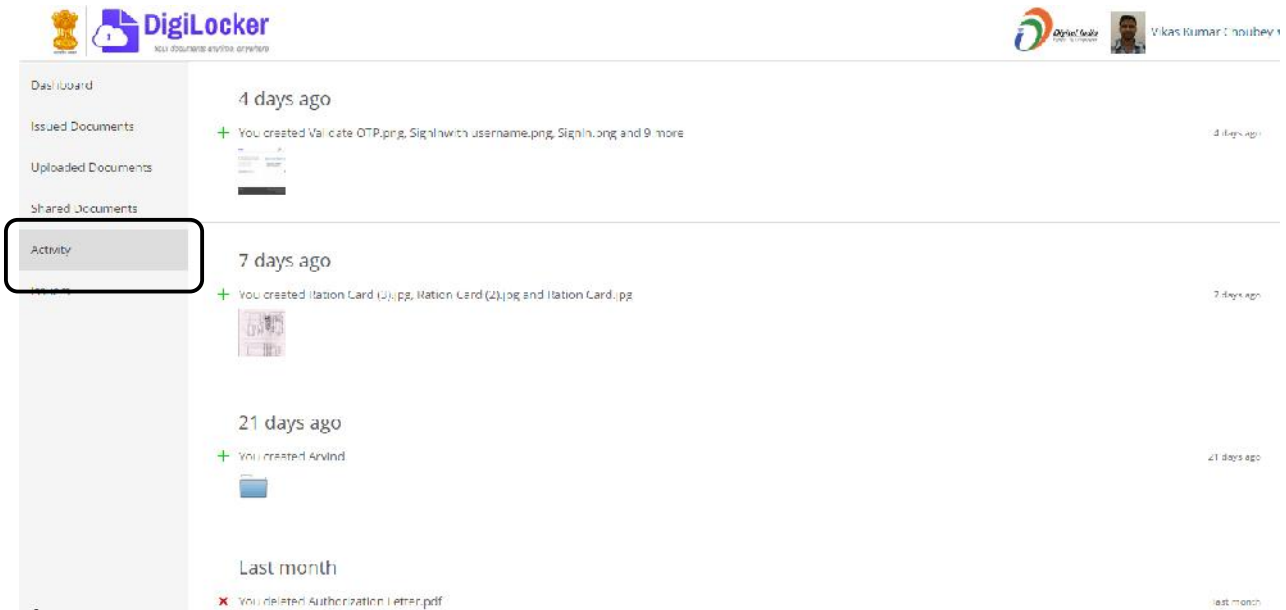
1.6 Viewing Issued Documents

- After login into Digital Locker account, click on **Issued Documents** to view all issued certificates
- Users will be able to view URI of the documents shared with him/her by registered issuers
- Clicking on URI will fetch the actual document directly from issuer database/filesystem.



1.7 Viewing Activity

- After login into Digital Locker account, click on **Activity** to view all the activities performed by the logged in user in the system.
- Activity list is only for viewing. It cannot be edited or deleted.

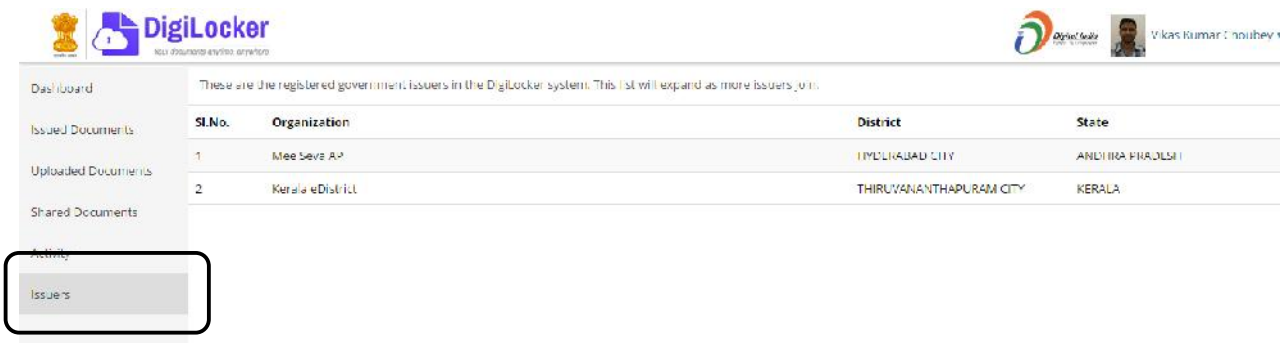


The screenshot shows the DigiLocker dashboard. The left sidebar has a menu with options: Dashboard, Issued Documents, Uploaded Documents, Shared Documents, Activity, and Issues. The 'Activity' option is highlighted with a black box. The main content area shows a list of activities:

- 4 days ago**: You created Validate OTP.png, Signin with username.png, Signin.png and 9 more (4 days ago)
- 7 days ago**: You created Itation Card (2).jpg, Itation Card (2).jpg and Itation Card.jpg (7 days ago)
- 21 days ago**: You created Arvind (21 days ago)
- Last month**: You deleted Authorization Letter.pdf (last month)

1.8 Viewing Issuers

- After login into Digital Locker account, click on **Issuers** to view all registered issuers who are part of the DigiLocker system.



The screenshot shows the DigiLocker dashboard. The left sidebar has a menu with options: Dashboard, Issued Documents, Uploaded Documents, Shared Documents, Activity, and Issuers. The 'Issuers' option is highlighted with a black box. The main content area displays a table of registered government issuers:

These are the registered government issuers in the DigiLocker system. This list will expand as more issuers join.

Sl.No.	Organization	District	State
1	Mee Seva AP	IMULIKKAD CITY	ANDHRA PRADESH
2	Kerala eDistrict	THIRUVANANTHAPURAM CITY	KERALA