

Innovation With Simplicity...



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Signing e-Files using e-Hastakshar (e-Sign)



User **Guide** Document



Table of Contents

1. Introduction:.....	3
1.1 e-Hastakshar (e-Sign).....	3
2. Procedure to sign e-file in e-Office through e-Hastakshar:.....	3
2.1 Process to perform e-Sign over VPN.....	4
2.1.1 Laptops.....	4
2.1.2 iPad.....	4
2.2 Process to perform e-Sign over BPCL Network.....	8

1.Introduction:

e-files in e-Office can be signed using following two options:

- Digital Signature Certificate (DSC)
- e-Hastakshar (e-Sign)

All approving authorities are expected to obtain their DSC's as per the company's laid down process through BITSS. As a one-time activity, DSC needs to be registered in e-Office application, post which it can be used to sign the e-Files digitally.

Users will now have an option to sign the files digitally using “e-Sign”, provided they have obtained their Aadhaar Card and their mobile number is linked to Aadhaar Number.

Both DSC and eSignature are acceptable as digital signatures in the digital file management processes in BPCL.

Now e-files can be signed on iPad using e-Hastakshar.

1.1 e-Hastakshar (e-Sign)

e-Hastakshar (e-Sign) is an online service to facilitate digitally signing a document / file by an Aadhaar holder. It is designed for applying Digital Signature using authentication of signer through Aadhaar authentication and e-KYC service. The various benefits that e-Sign provides include convenience and ease of operations to the signer and streamlined processes.

2. Procedure to sign e-file in e-Office through e-Hastakshar:

e-Files can be signed over following networks and compatible devices.

Network	Compatible Devices
BPCL Network 1. BPCL LAN 2. BPCL – Employee Wi-Fi	Windows Laptops including Microsoft Surface
BPCL VPN	i. Windows Laptops including Microsoft Surface ii. iPad

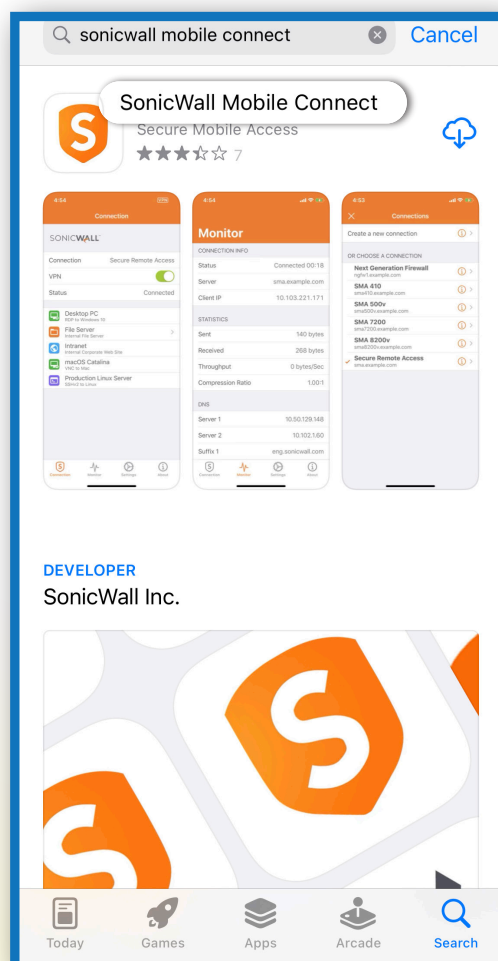
2.1 Process to perform e-Sign over VPN

2.1.1 Laptops

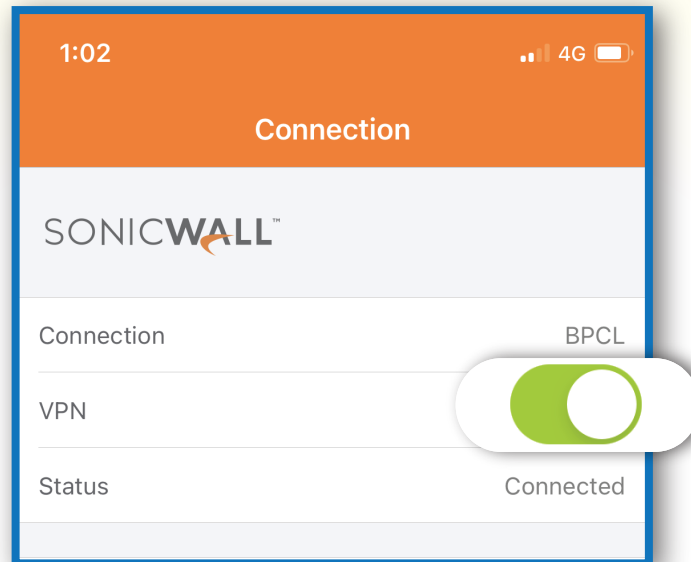
- i. Connect to BPCL network through BPCL VPN. For installation of VPN, please raise a BITSS call by clicking [Raise BITSS Call](#)
- ii. Follow the procedure as per point 2.2

2.1.2 iPad

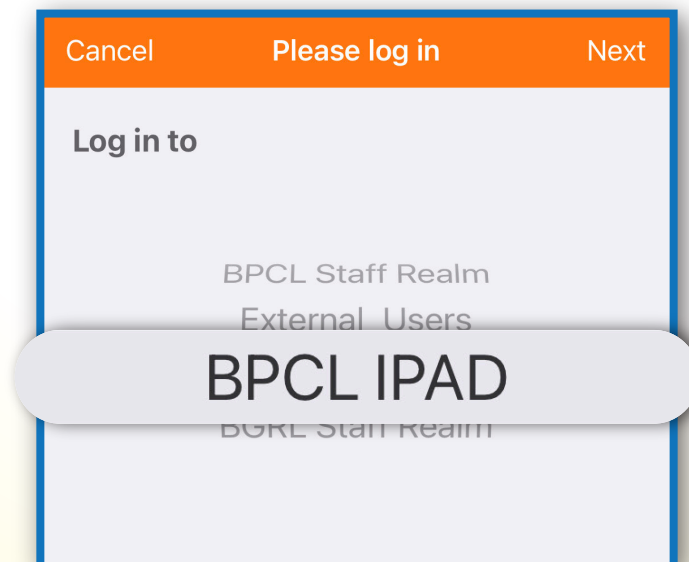
- i. To access the e-Office on iPads, iPad should be connected over VPN SonicWall Mobile Connect.
- ii. To install VPN SonicWall Mobile Connect, go to Apple store and download SonicWall Mobile Connect.



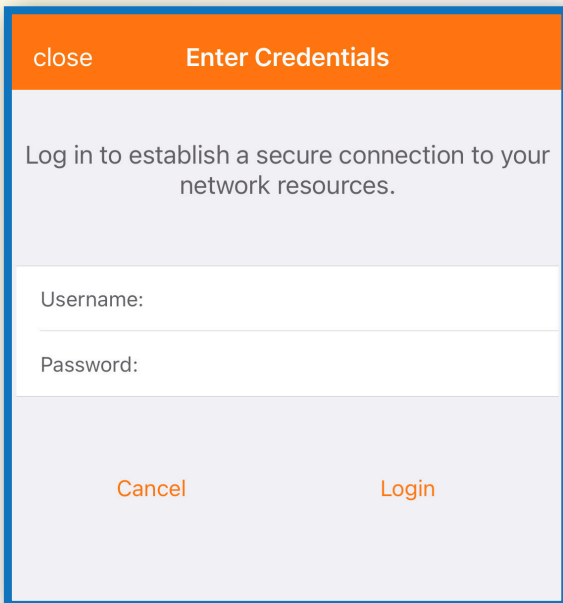
iii. Switch on the VPN



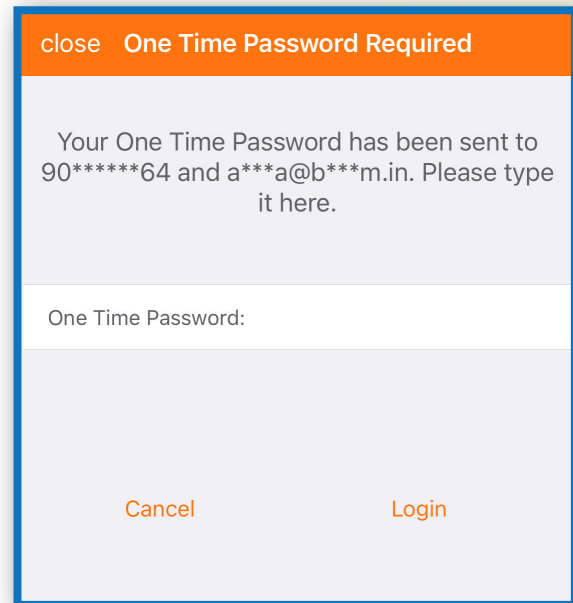
iv. When connecting, select **"BPCL IPAD"** as e-Office and e-Sign will be accessible on iPad only over BPCL IPAD VPN.



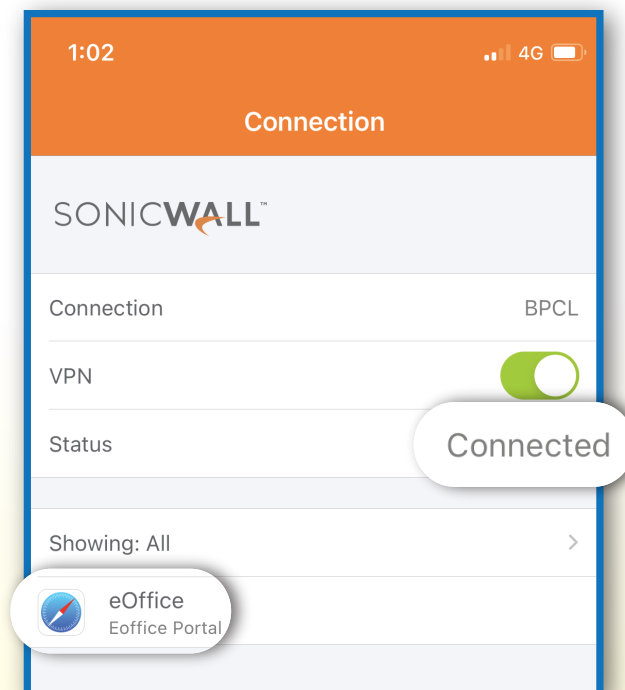
v. Enter the login credentials i.e. username and password.



vi. Enter the one time password received on your official mobile or official email ID.

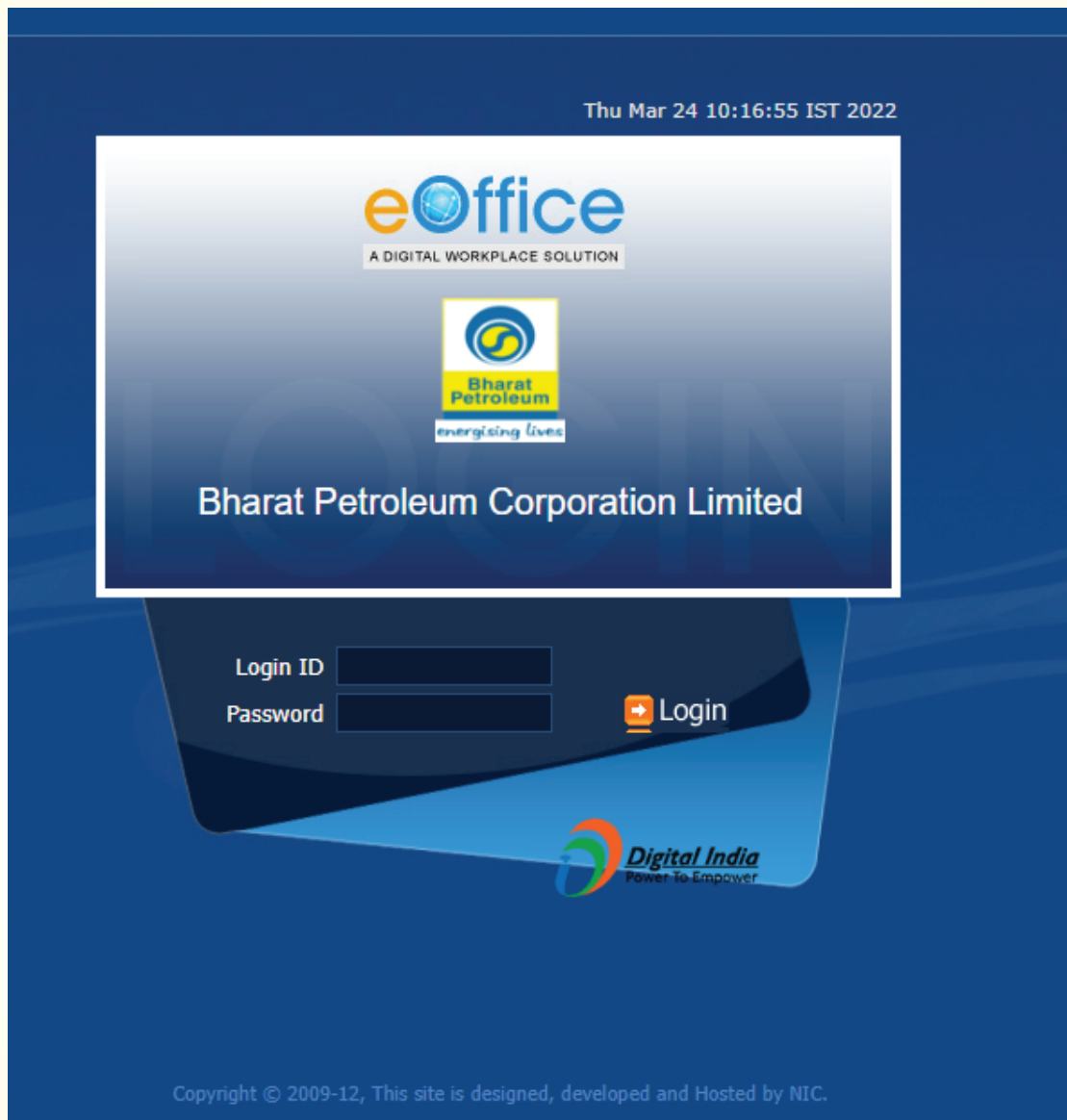


vii. You will get connected to BPCL Network. Click on e-Office icon and perform the steps as per following point 2.2



2.2 Process to perform e-Sign over BPCL Network

1. Enter your credentials for logging to e-Office account.



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eoffice
A DIGITAL WORKPLACE SOLUTION


Bharat Petroleum
energising lives

Bharat Petroleum Corporation Limited

Login ID

Password

 Login

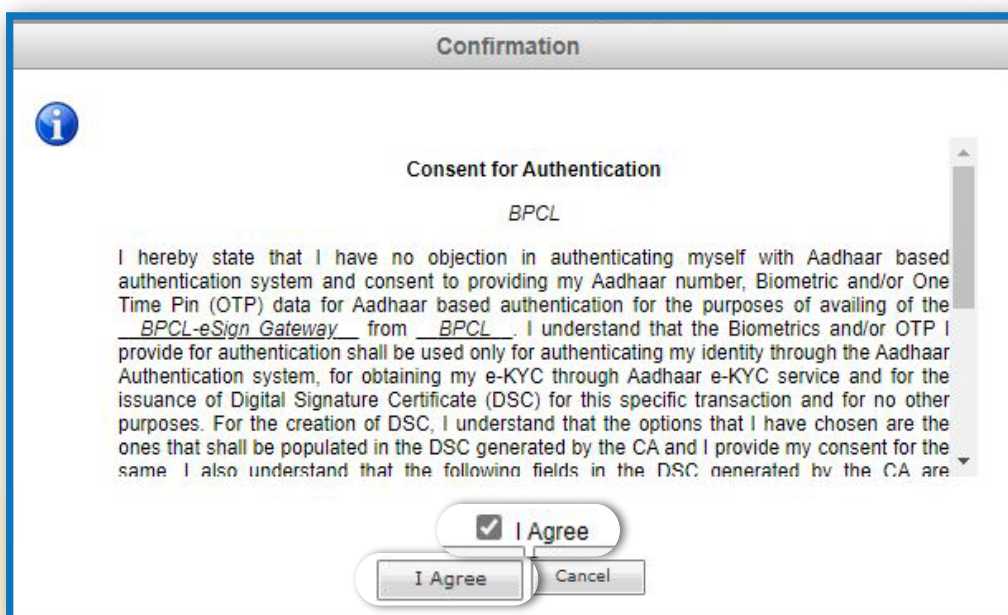
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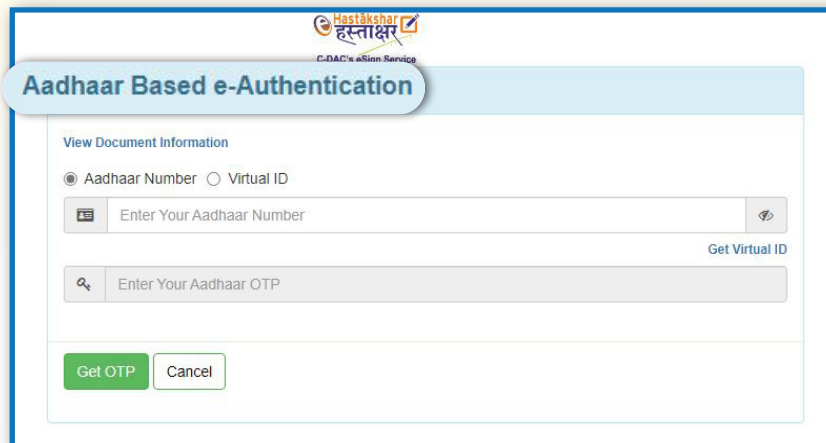
2. As of now, e-Files can be signed only using DSC Signature using dongle. Now onwards, an additional option “eSign and Send” to digitally sign the e-File will be available in e-Office along with existing option “DSC Sign and send”. User can use either of the option to digitally sign e-File. If user wants to sign file without using DSC, user needs to click on “eSign and Send”.



3. A pop up for “Consent for Authentication” will be displayed as Aadhaar of an individual is being used for authentication of signature. Please tick the “I agree” checkbox and click on “I agree” button.



4. The e-Sign gateway window will open up prompting for Aadhaar based e-authentication.

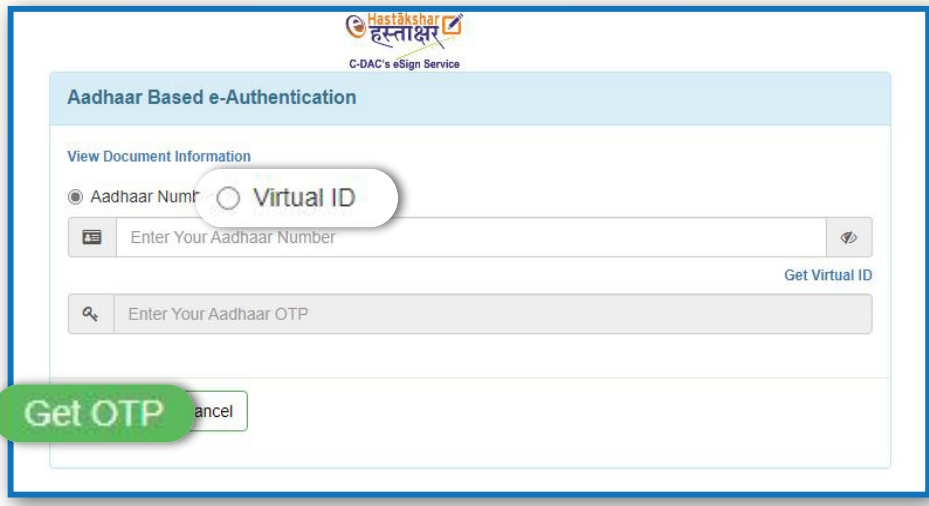


Authentication can be provided either by entering the Aadhaar Number or the virtual ID(VID). VID is a temporary, revocable 16-digit random number mapped with the Aadhaar number. VID can be used in lieu of Aadhaar number whenever authentication or e-KYC services are performed. VID can be generated / obtained by clicking [Generate VID](#).

5. For entering Aadhar Number select the radio button Aadhar Number and enter the Aadhar Number in the space provided. Click on “Get OTP” button. The OTP will be delivered to registered mobile linked with Aadhaar ID.



6. For entering Virtual ID select the radio button Virtual ID and enter the Virtual ID in the input box provided. Click on “Get OTP” button. The OTP will be delivered to registered mobile linked with Aadhaar ID.



Aadhaar Based e-Authentication

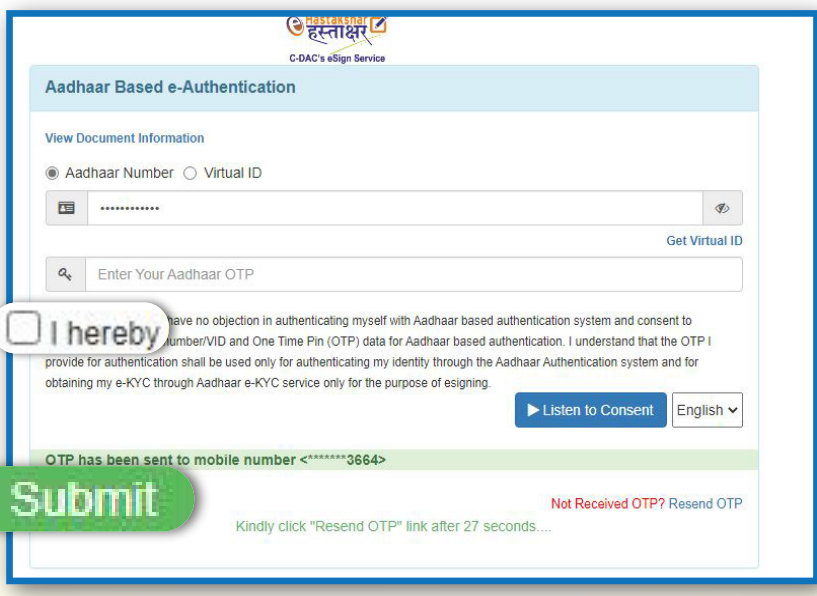
View Document Information

Aadhaar Numr **Virtual ID**

Enter Your Aadhaar Number Get Virtual ID

Enter Your Aadhaar OTP

Get OTP Cancel



Aadhaar Based e-Authentication

View Document Information

Aadhaar Number Virtual ID

Enter Your Aadhaar OTP Get Virtual ID

I hereby have no objection in authenticating myself with Aadhaar based authentication system and consent to number/VID and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

▶ Listen to Consent English ▾

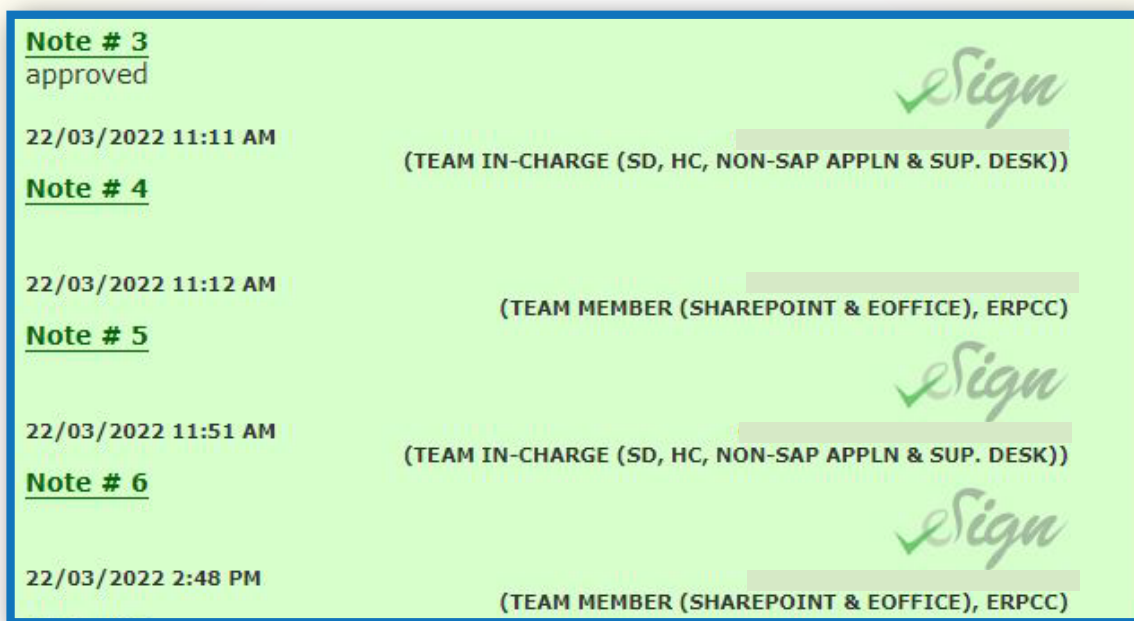
Submit

OTP has been sent to mobile number <*****3664>

Not Received OTP? Resend OTP

Kindly click "Resend OTP" link after 27 seconds....

8. The file will be e-Signed and e-Office Inbox page will open up.
9. The signature can be checked by going to Sent items and opening the file.



In case of any issue please raise a BITSS call by clicking [Raise BITSS Call](#)

 **Hastākshar** 
हस्ताक्षर

