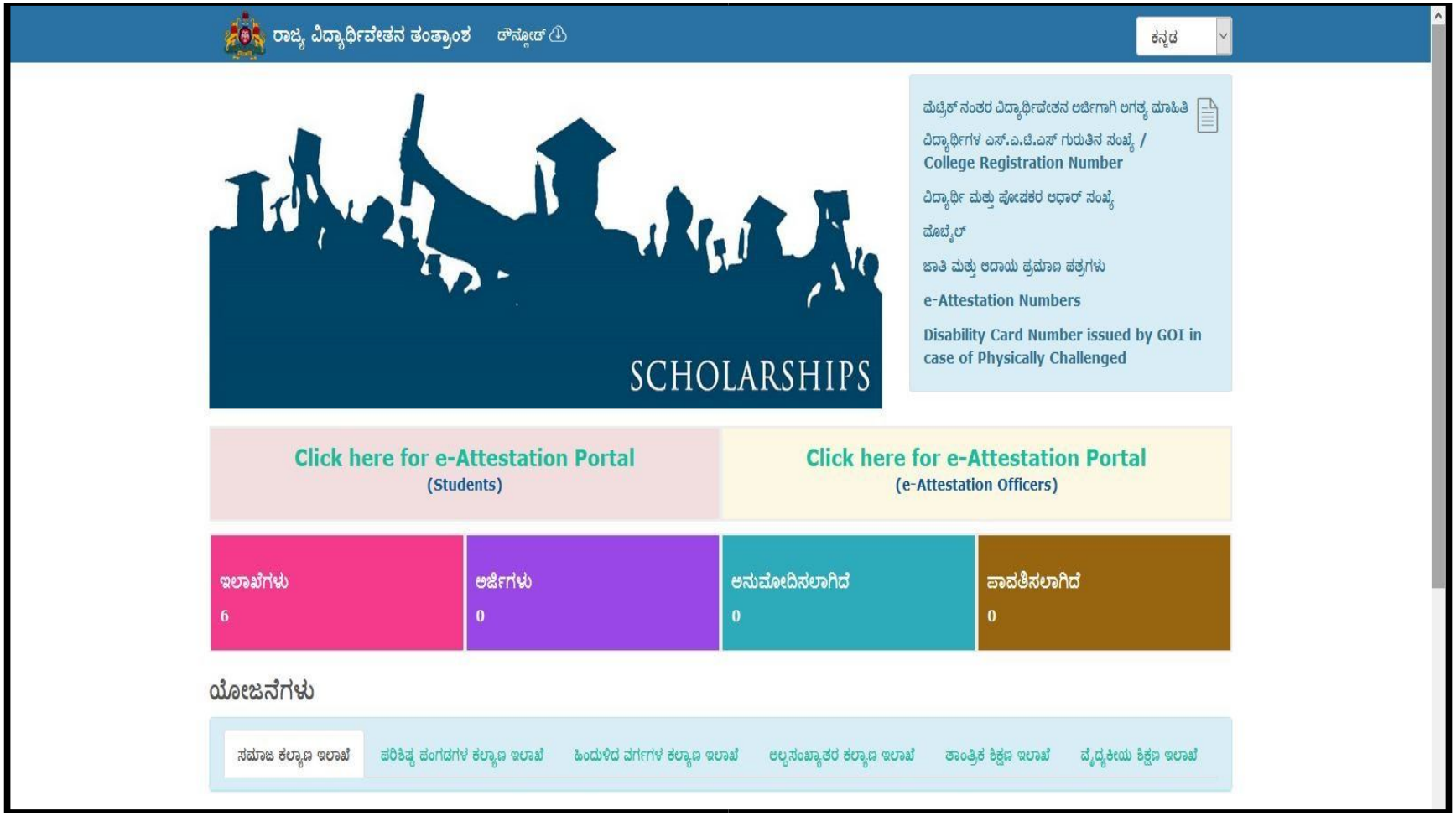

User Manual for designated e-Attestation Officer to e-attest the Documents uploaded by students for e-Attestation

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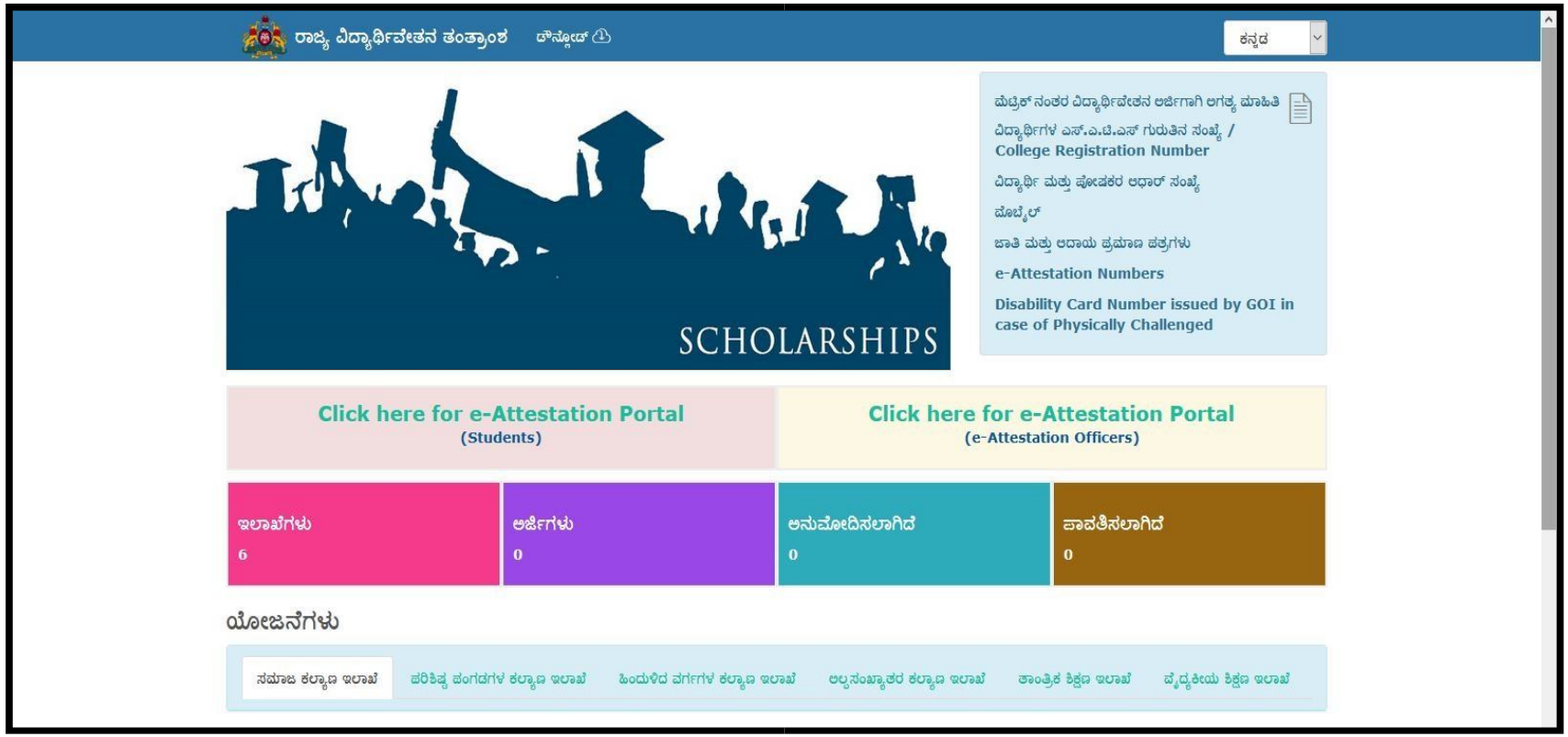
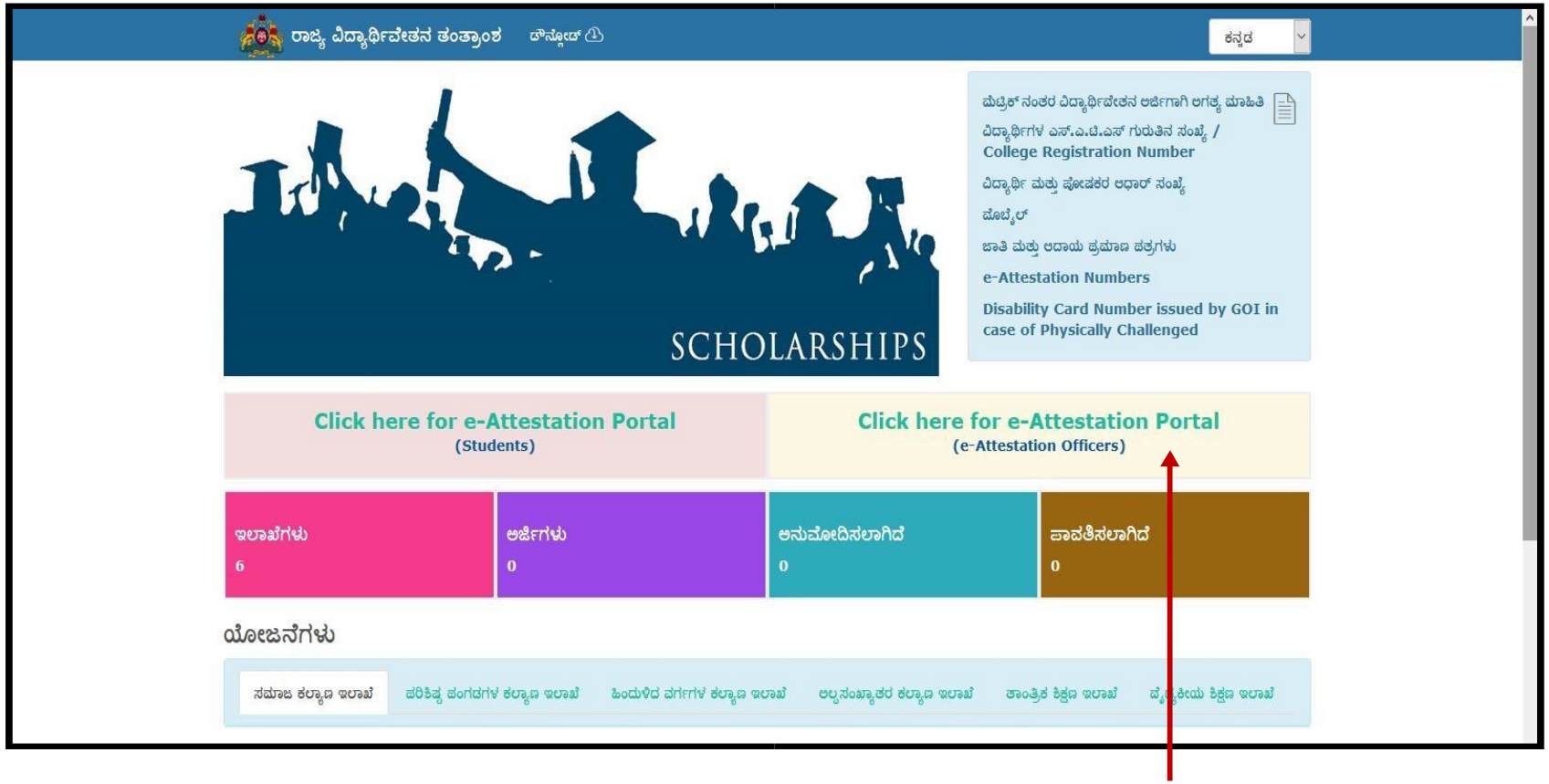


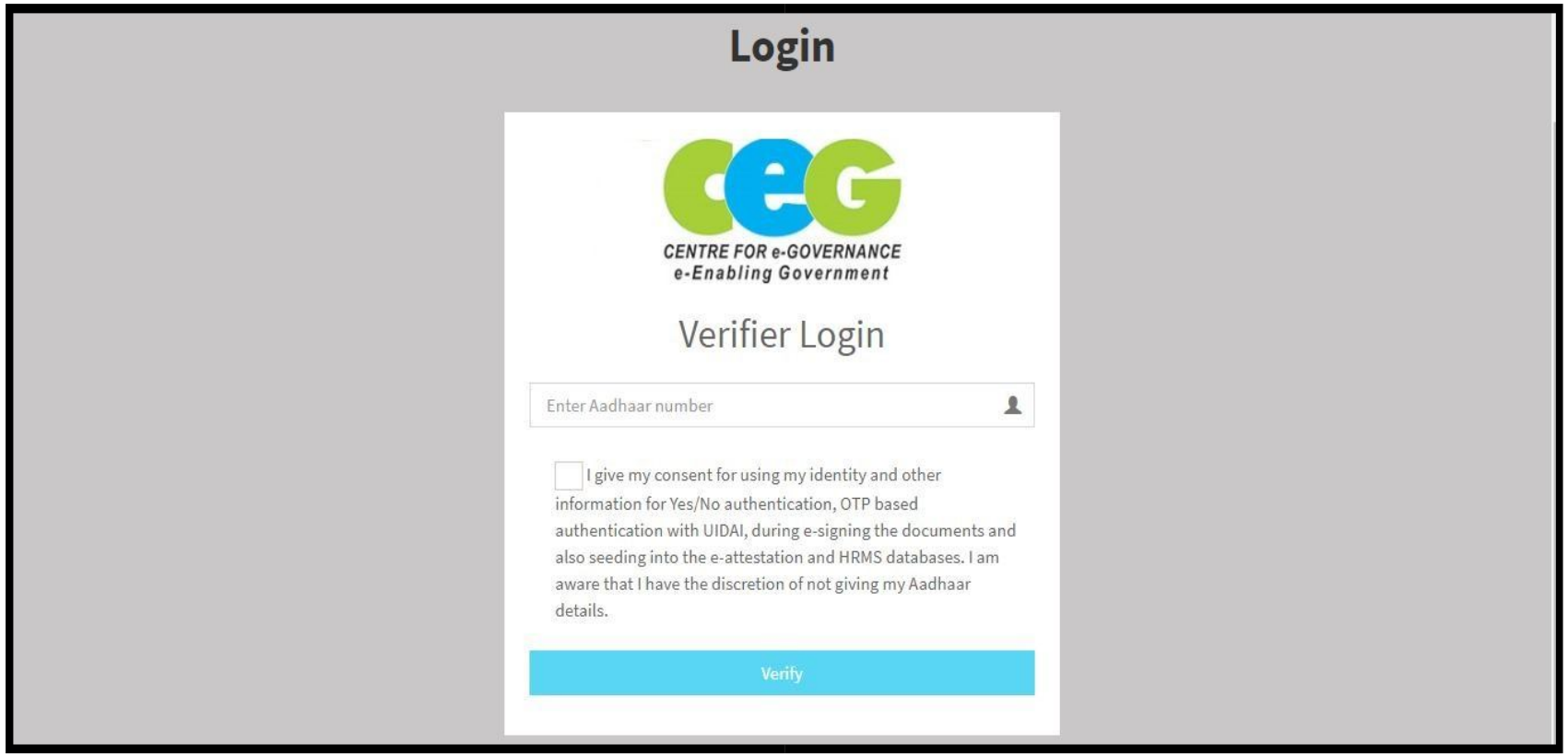
In order to access the applications submitted for e-Attestation, open your internet browser and type **[**http://ssp.postmatric.karnataka.gov.in**]** in the address bar and press enter. Web Page as shown in the above screenshot will open.



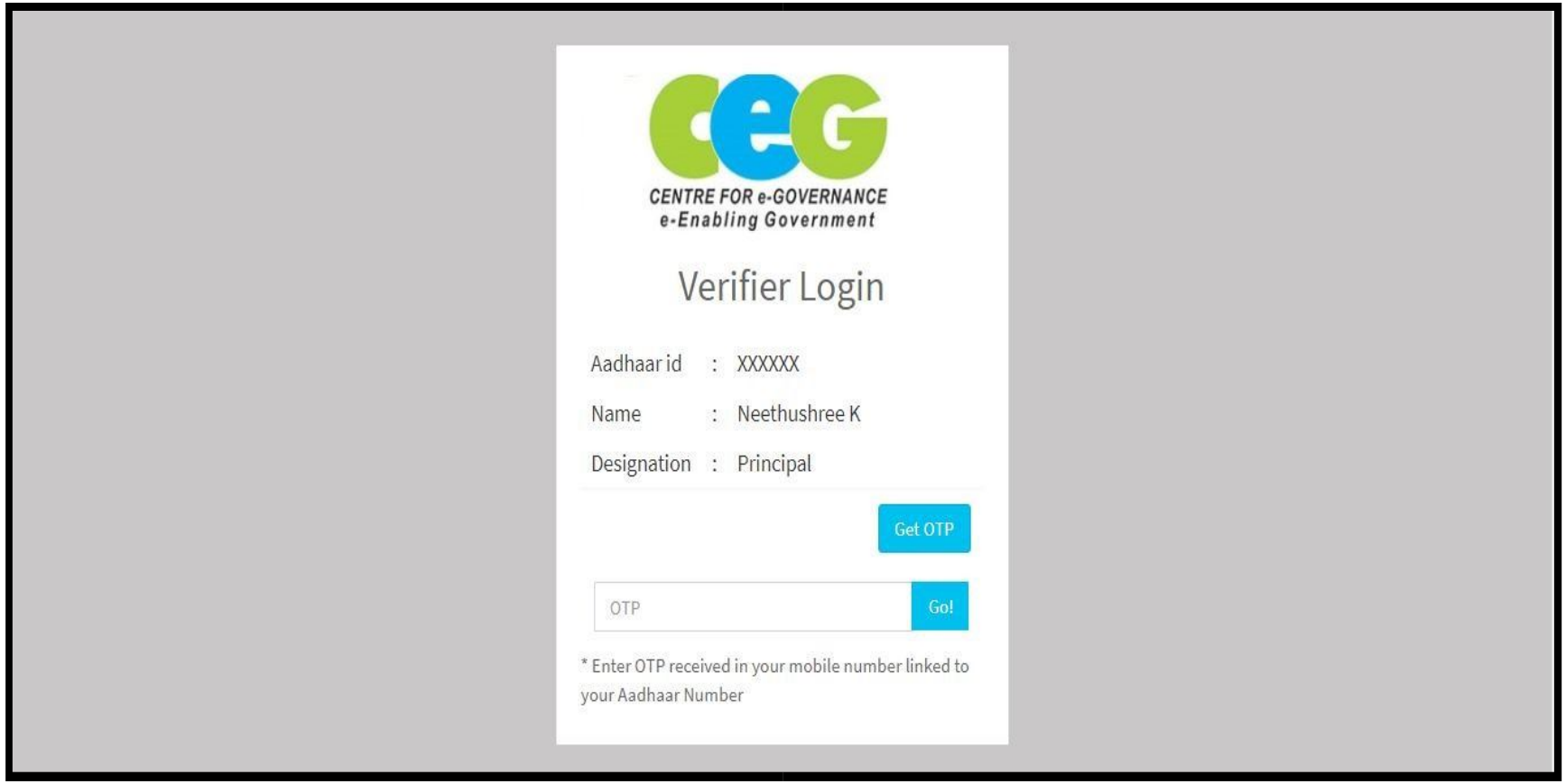
E-Attestation Officer* should click on "**Click here for e-Attestation Portal (E-Attestation Officers)**" link in order to access the e-Attestation application.

*e-Attestation officer can be either officer designated by the colleges or district welfare officers designated by the departments for e-Attestation purpose.

1. E-ATTESTATION OFFICER LOGIN:



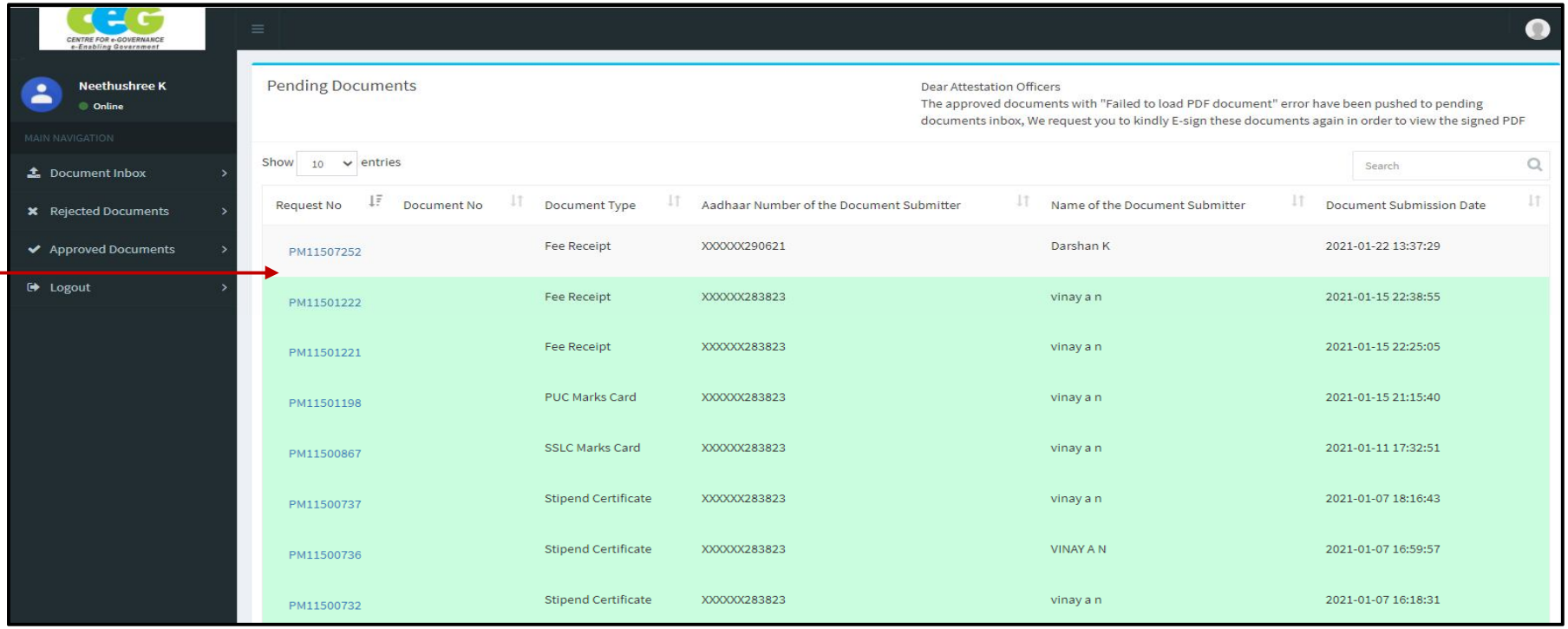
- E-Attestation Officer should enter his/her **Aadhaar Number** in the input field provided, should click on the **Aadhaar Consent checkbox** and should then click on **Verify** button in order to login to his/her account.



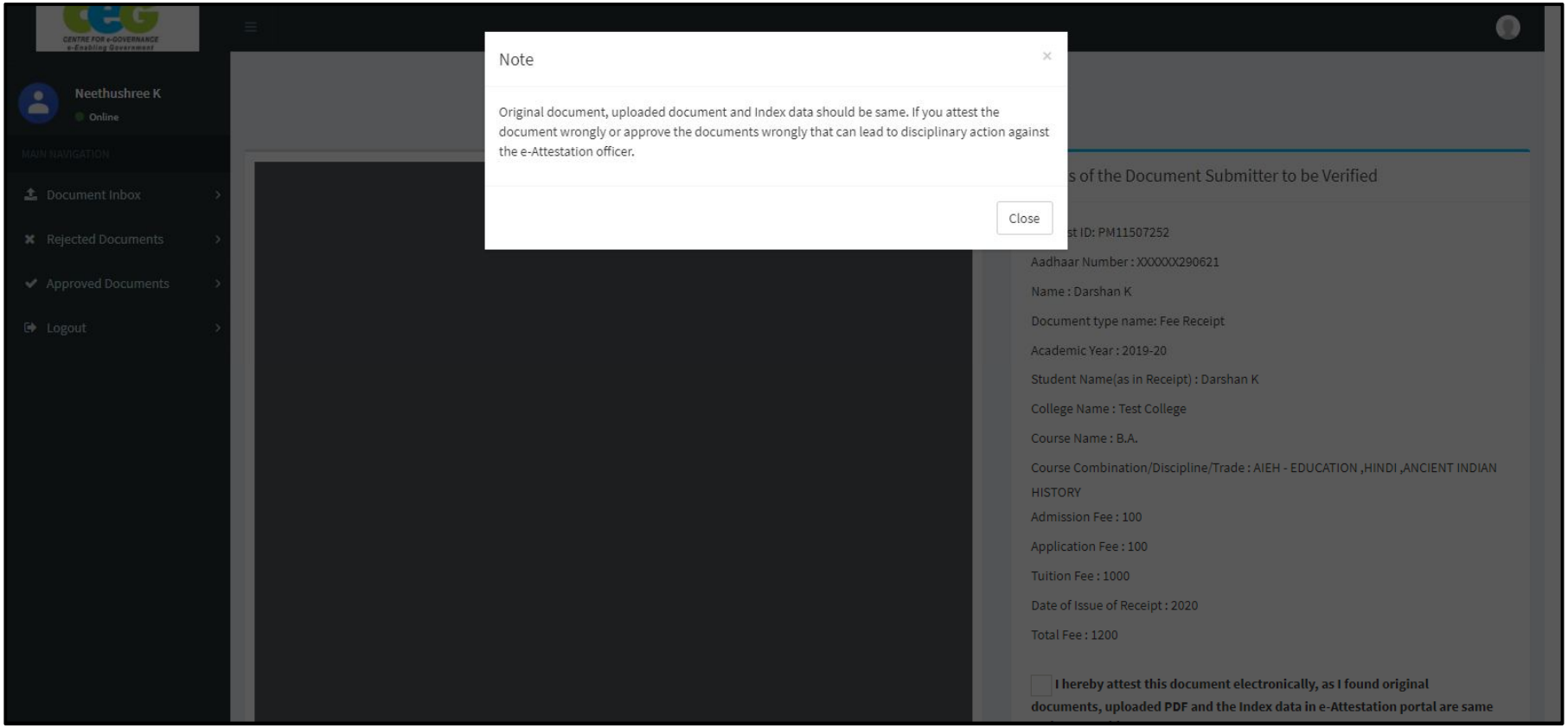
- E-Attestation Officer should ensure that his/her **Name as in Aadhaar & Designation** displayed in the login page are correct & should then click on **Get OTP** button in order to generate the OTP.
- E-Attestation Officer should then enter the OTP received & click on **Go** button.
- Upon successful Aadhaar Validation, E-Attestation Officer will be redirected to Document Inbox page.

NOTE: OTP will be sent to the Aadhaar linked Mobile Number of the E-Attestation Officer.

2. DOCUMENT INBOX



- Once the E-Attestation Officer logs into his/her account, list of documents pending to be attested gets displayed with the following details:
  - Request No.
  - Document Type
  - Aadhaar Number of the Document Submitter
  - Name of the Document Submitter
  - Document Submission Date
- E-Attestation Officer Should Click on the **Request No.** in order to view the document submitted by the student.

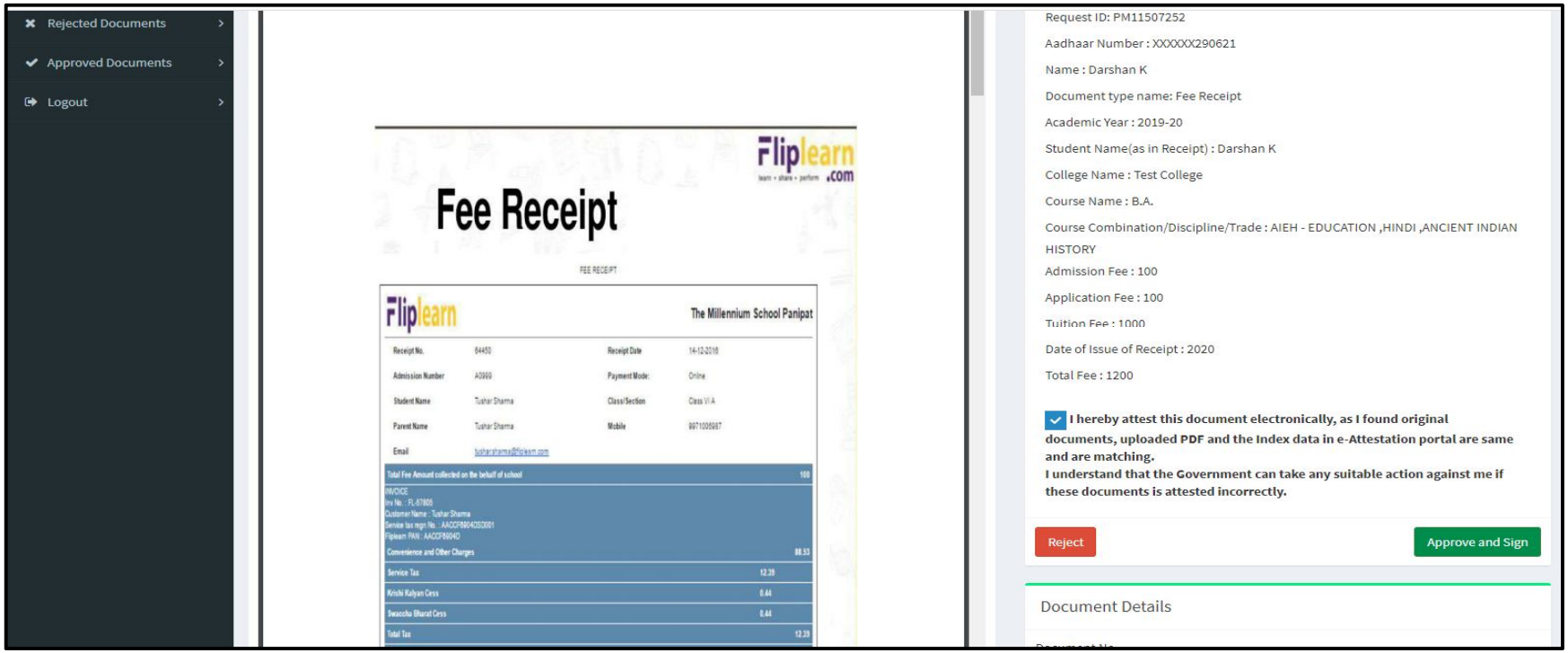


E-Attestation Officers should read the pop-up message displayed and should proceed with e-Attestation procedure accordingly.

Click on “**Close”** button.

2.1 VERIFICATION OF UPLOADED DOCUMENT

- Once the E-Attestation Officer clicks on **Request No.** link, **Document View** screen will be displayed.



- In the Document View screen, E-Attestation officer can view both the Student Details that is to be verified (Meta Data/Index Data) as well as the document uploaded by the Student for e-Attestation.
- E-Attestation officer can either **Approve and Sign or Reject** the document uploaded by the student by comparing the index data, uploaded document and the original document submitted by the student in person.

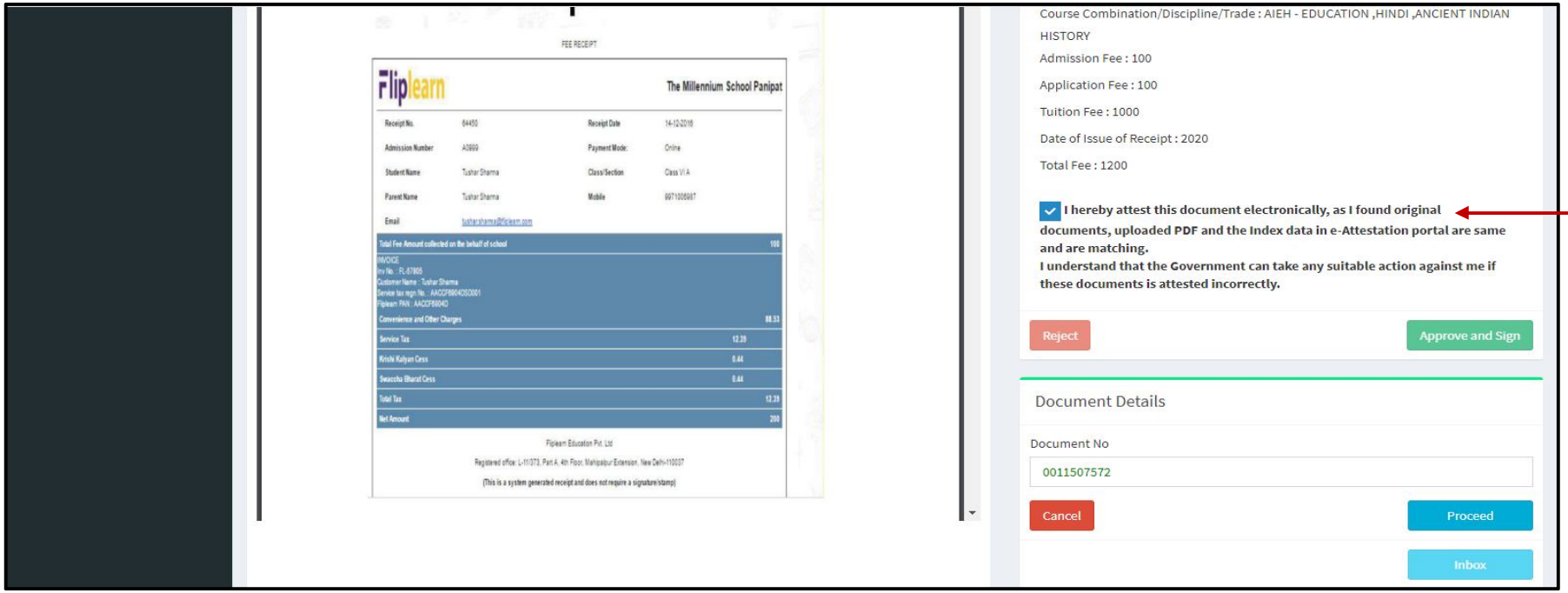
NOTE: Student should visit E-Attestation Officer along with relevant original documents in order to get his/her documents attested.

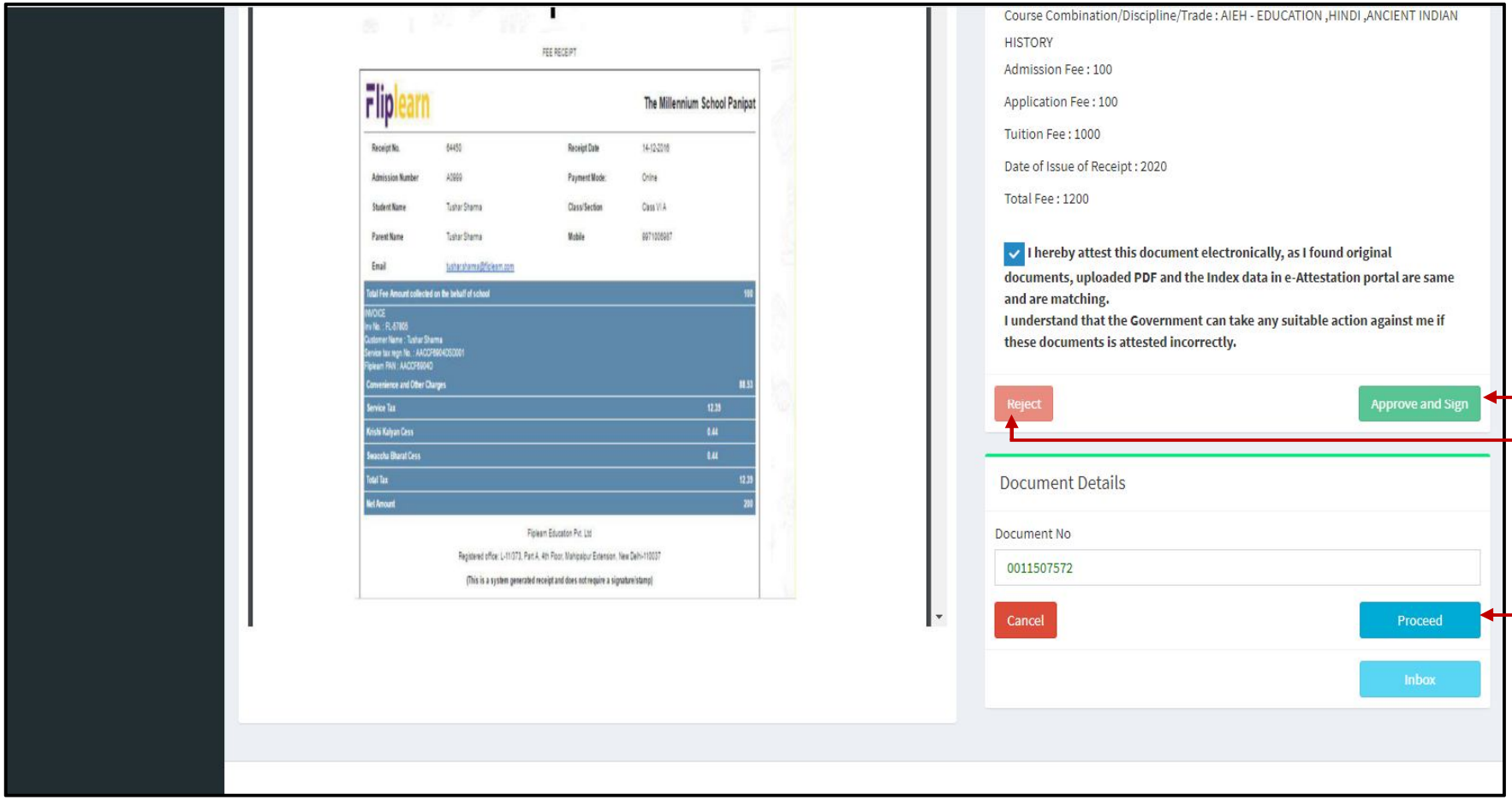
2.1.1 DOCUMENT APPROVAL PROCESS

E-Attestation Officer can approve the uploaded document and forward it for e-Sign by following the steps as specified below:

Step 1: He/She should verify the document that the student has uploaded, by comparing it with the index data displayed and the original document submitted by the student at the time of verification.

Step 2: If the data available in the uploaded document matches with the index data and original document, then he/she should check the **Approval declaration checkbox** and click on "**Approve and Sign**" button.





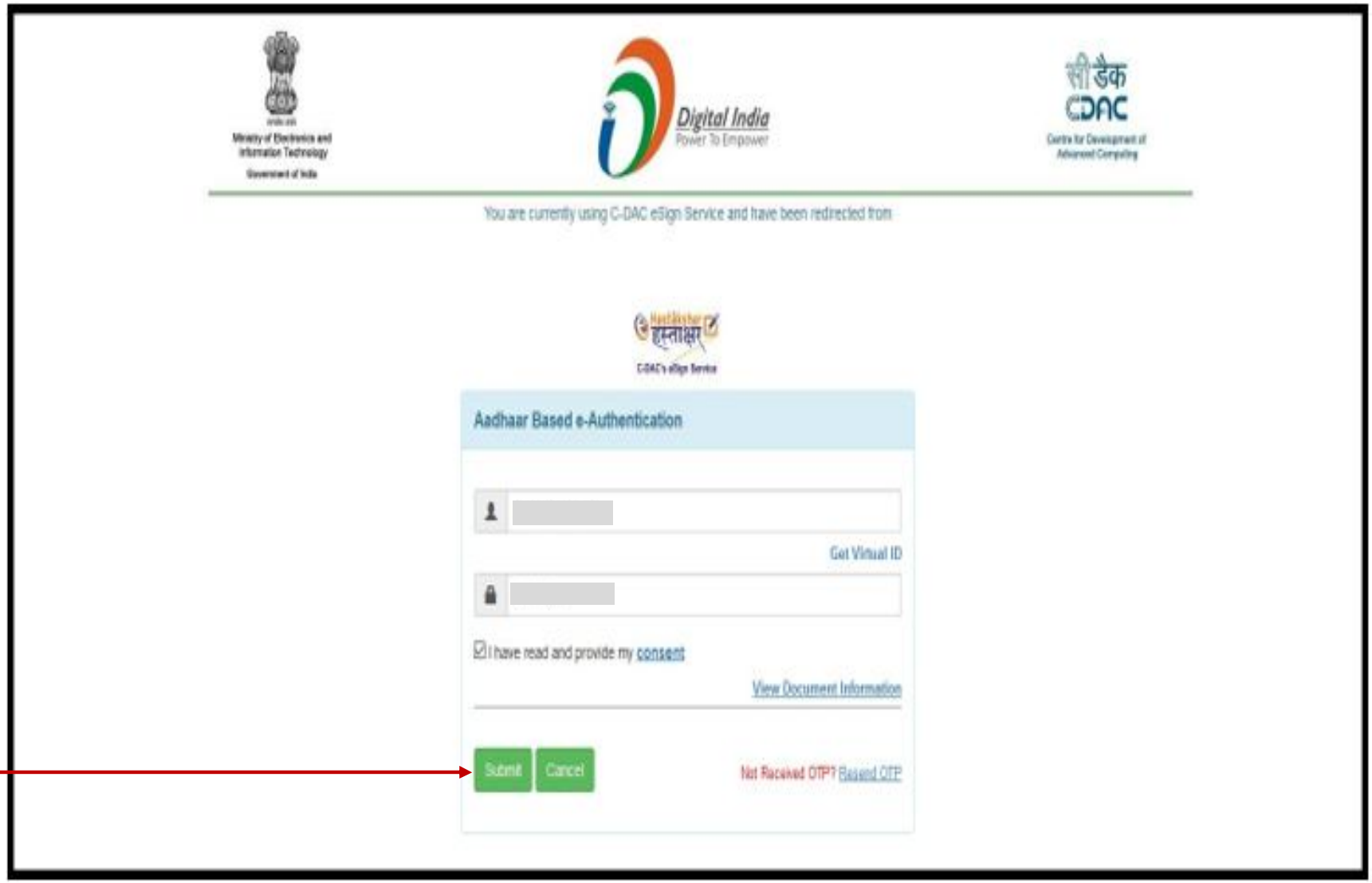
Step 3: Once the E-Attestation Officer clicks on "**Approve and Sign**" button, Document Number will be auto-generated for the uploaded document.

Step 4 : E-Attestation Officer can also reject the uploaded document even after document approval but before e-sign by clicking on "**Reject**" button.

Step 5: E-Attestation Officer should click on "**Proceed**" button in order to e-Sign the uploaded document.

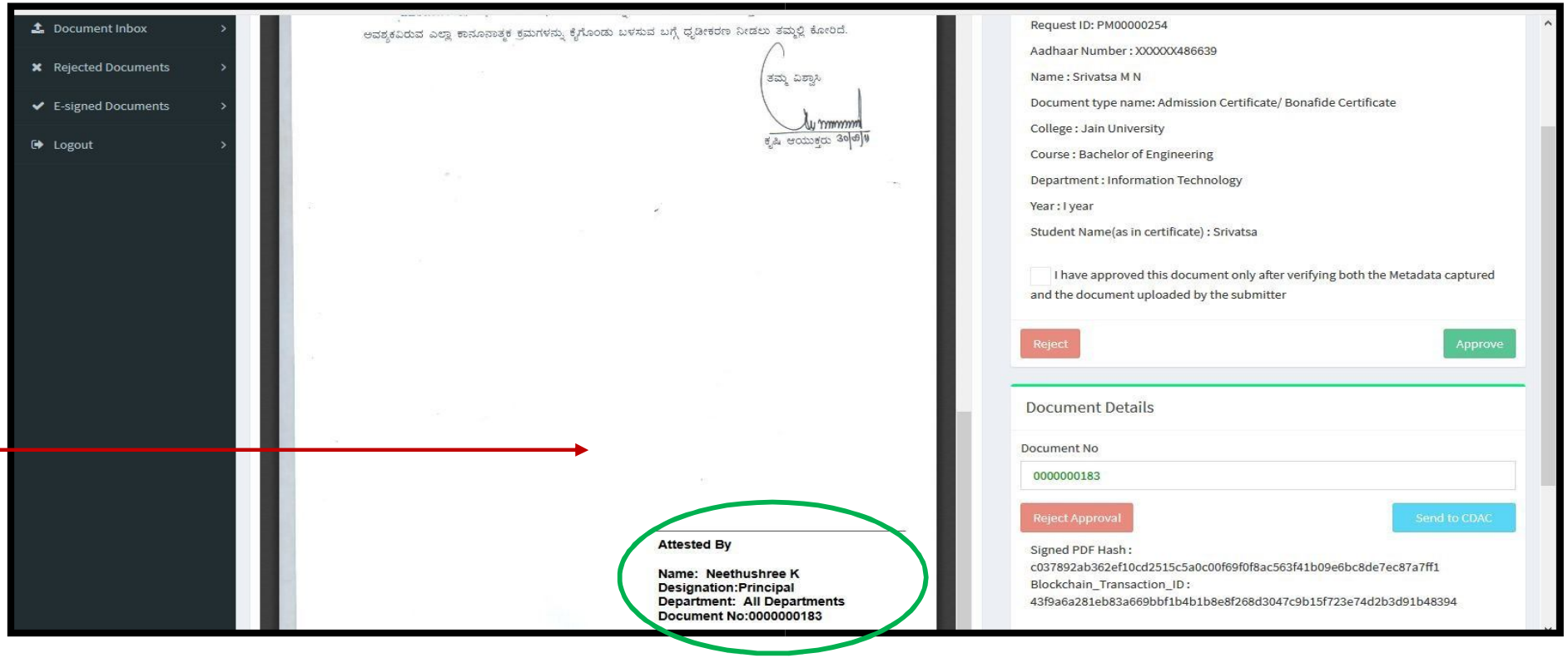
Step 6: E-Attestation Officer will be redirected to CDAC e-sign page where he/she should enter his/her **Aadhaar Number** and click on "**Get OTP**" button for authentication and to e-Sign the document uploaded by the student for e-Attestation.

Step 7: E-Attestation Officer should enter the **OTP** that has been sent to his/her Aadhaar linked mobile number in the input field provided



Step 8: Once the e-Attestation Officer clicks on "**Submit**" button, the e-sign/e-Attestation process of document will be completed.

E-Attestation Officer will be redirected to “**Document View**” screen, where the **attestation details** will be displayed at the end of the document as shown in the below screenshot.

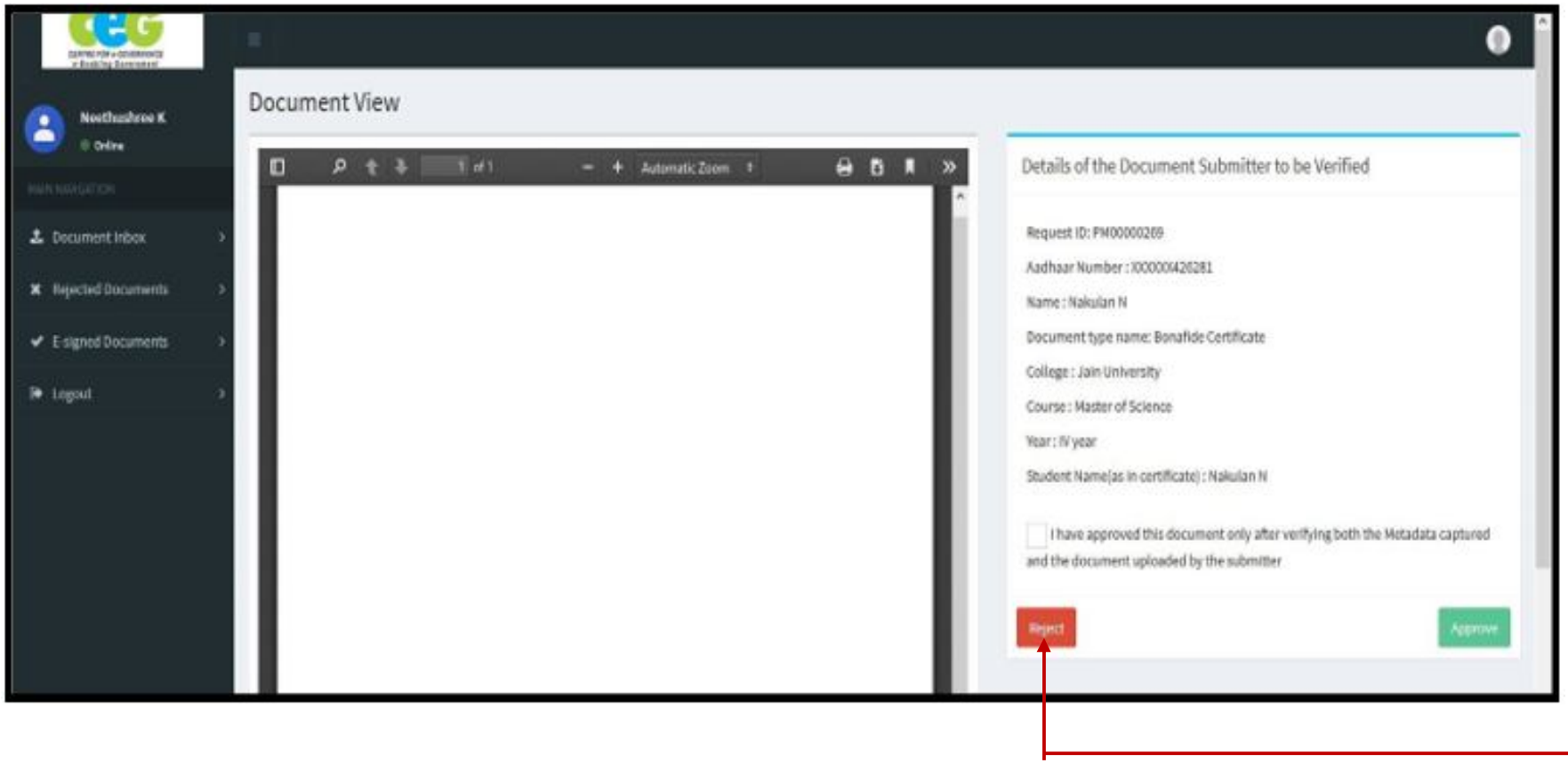


2.1.2 DOCUMENT REJECTION PROCESS:

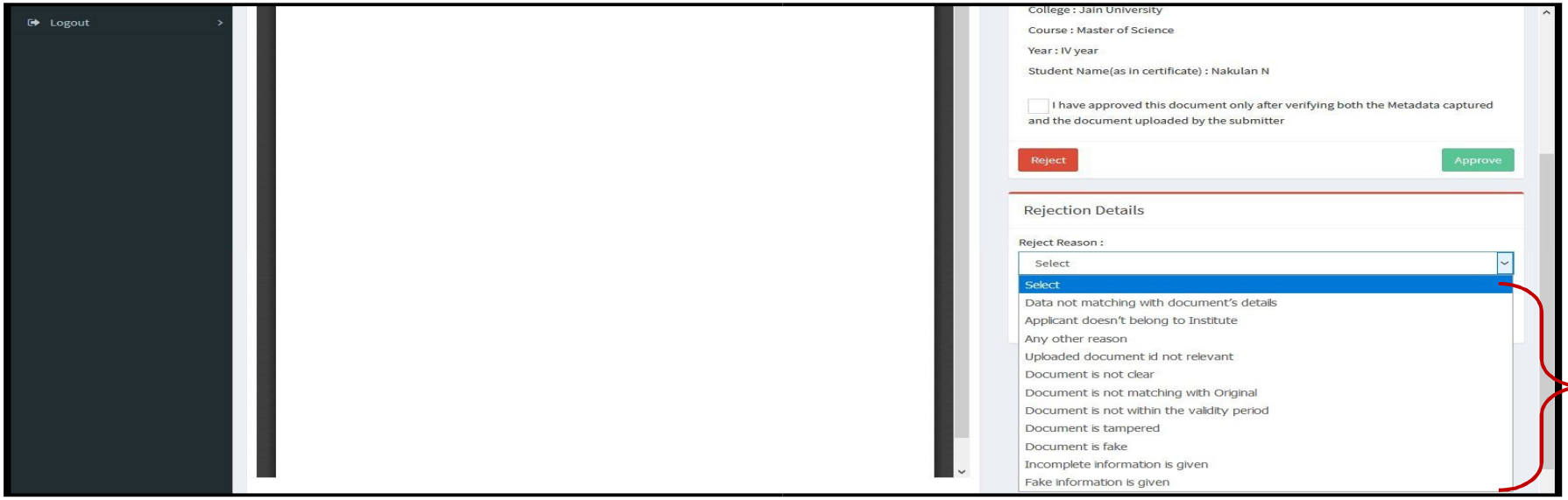
E-Attestation Officer can reject an uploaded document by following the steps as specified below:

Step 1 : He/She should verify the document that the student has uploaded, by comparing it with the index data displayed and the original document submitted by the student at the time of verification.

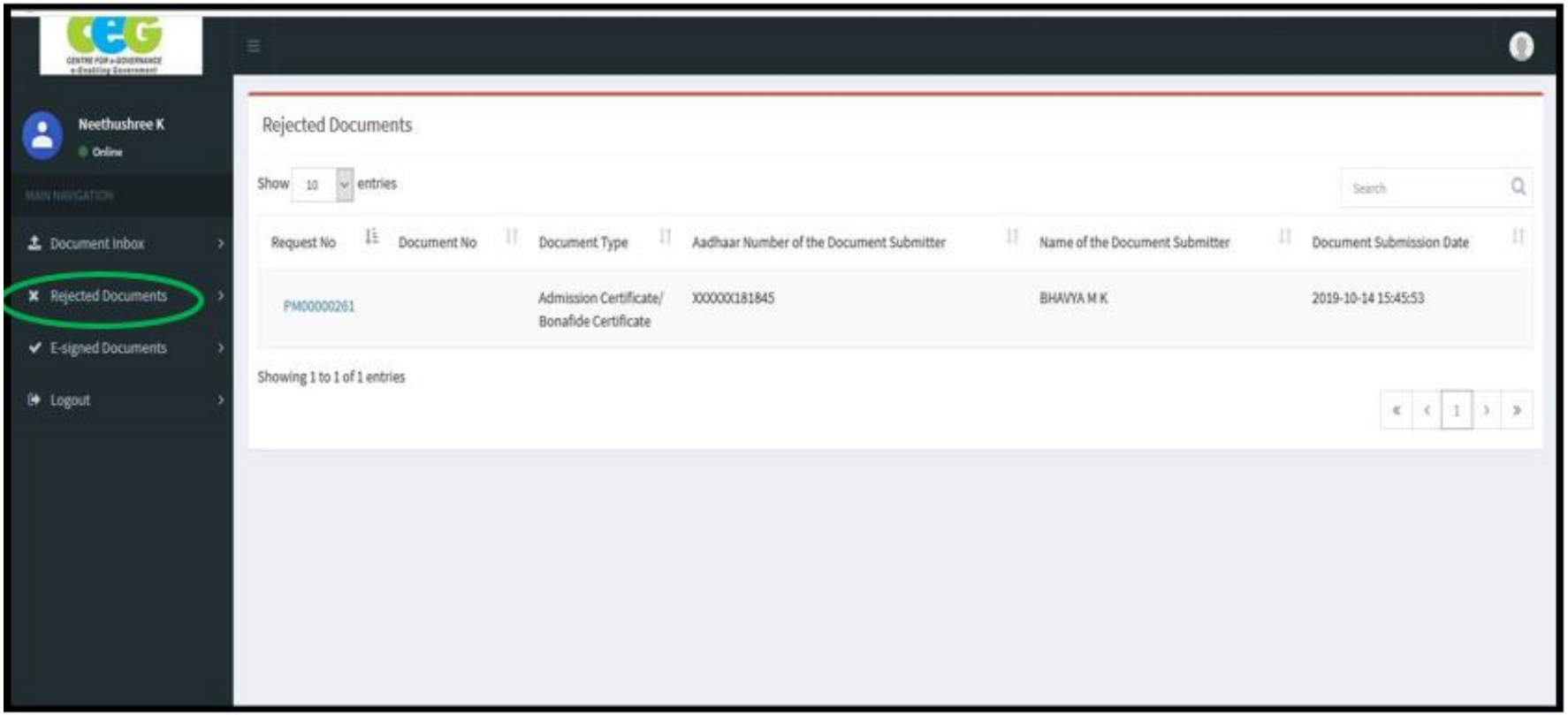
Step 2: If the data available in the uploaded document does not match with the index data and original document, then he/she should click on "**Reject**" button.



Step 3: He/She should select appropriate reason for document rejection from the "**Reject Reason**" drop-down list and should then click on "**Submit**" document.

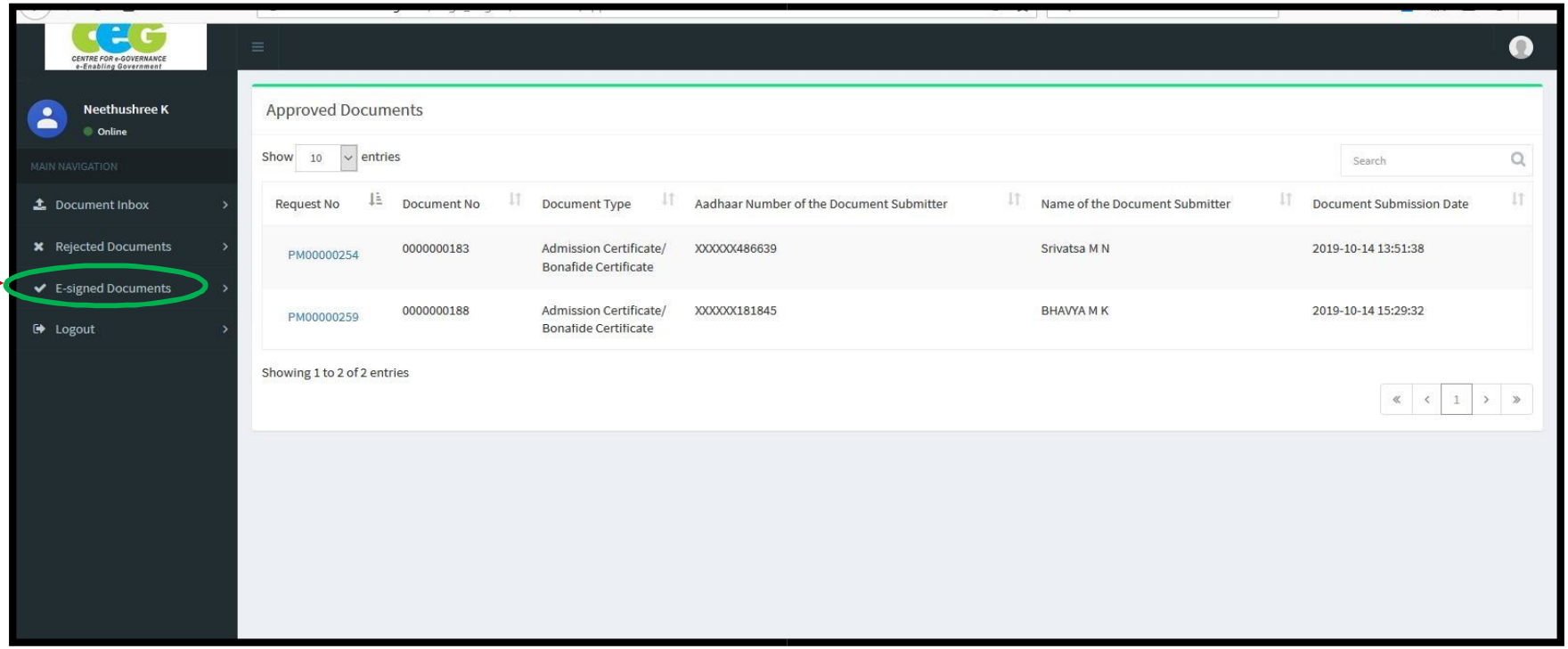


3. REJECTED DOCUMENTS



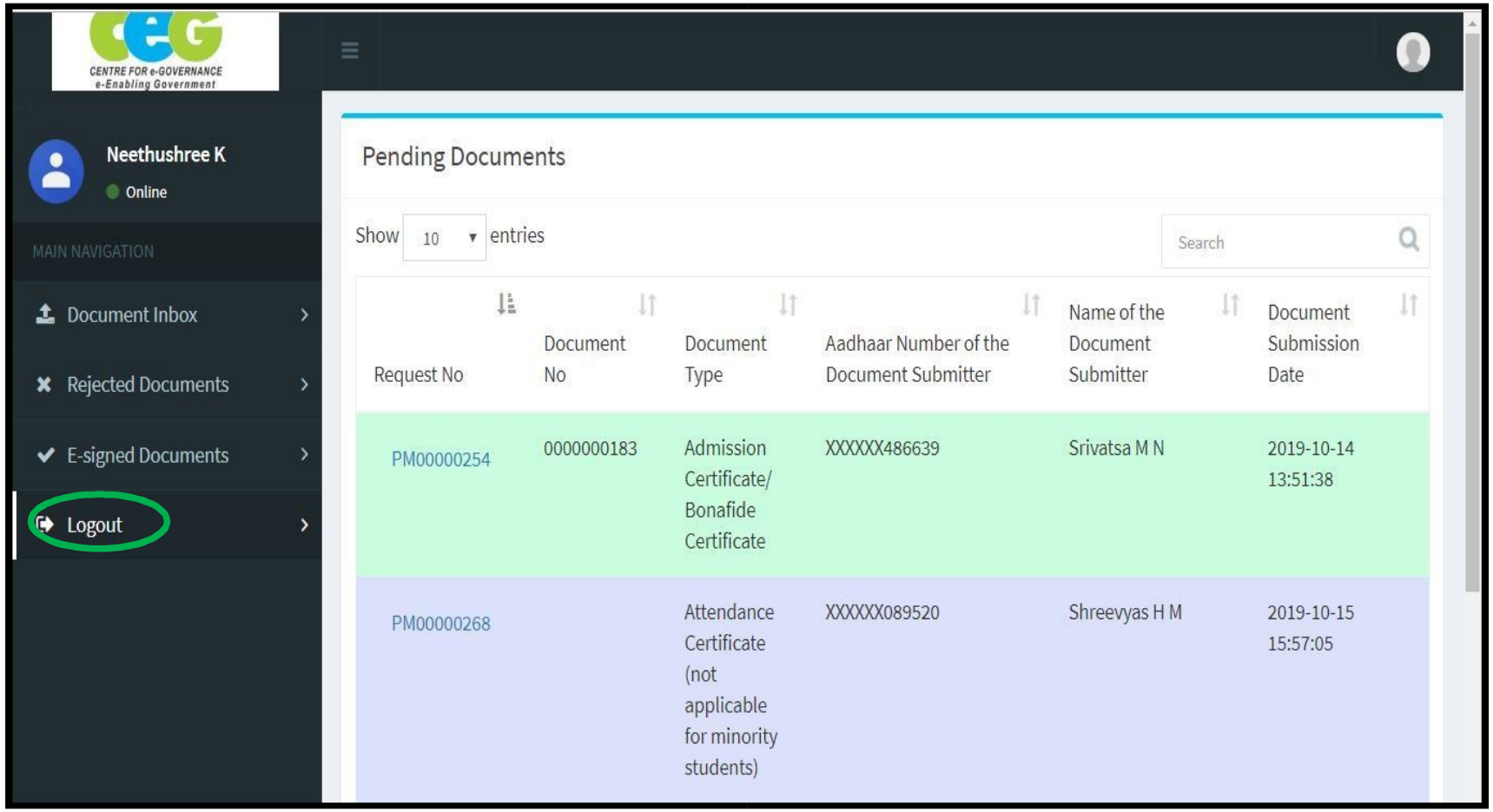
e – Attestation Officer should click on the "**Rejected Documents**" menu in order to view the list of uploaded documents that have been rejected by him/her.

4. E-SIGNED DOCUMENTS



E-Attestation Officer should click on the "**e-signed Documents**" menu in order to view the list of documents that have been approved & e-Attested by him/her.

5. PROFILE LOGOUT



E-Attestation Officer should click on "**Logout**" link in order to log out from his/her account.