

CKYCRR Production Writeup After Testbed Checklist

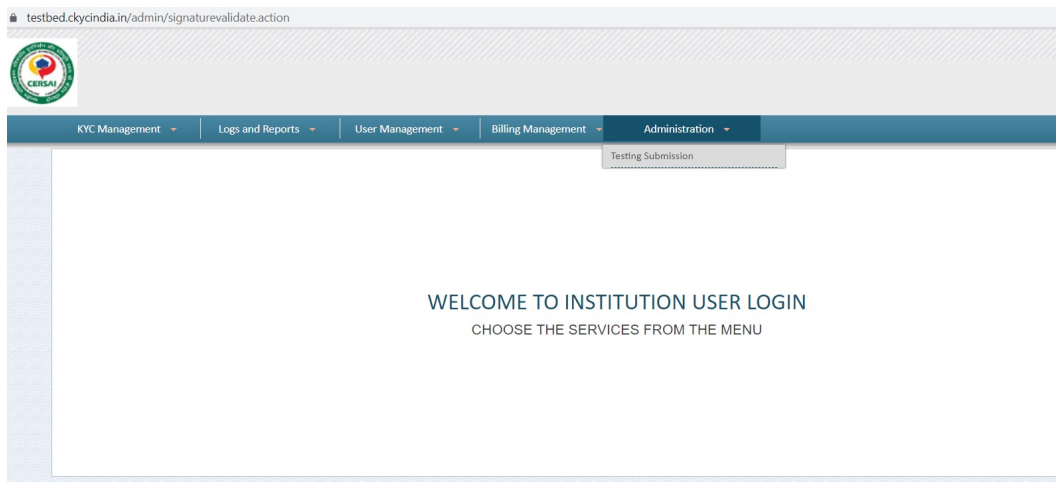
This document is for clients who have completed the CKYCRR testbed checklist submission and now want to move forward with the live / production environment.

Important note: the test environment and the live environment are independent. Credentials or institution code from one environment should not be used in the other.

Phase 1: Wait for the Live Approval and Credential Emails

Step 1: Complete the testing checklist stage on the test portal

After the testbed registration request is verified, the reporting entity submits the testing checklist online on the testing portal. CKYCRR then verifies the checklist and sends the testing completion approval mail to the institution's registered email ID.



Testing Submission menu under Administration in the CKYCRR test environment.

Checklist for test-bed

Entity Name: IN4701-DAISYS VI PAYMENT BANK PRIVATE LIMITED Date: 04-01-2022

ENTITY REGISTRATION	Entity Registration
KYC UPLOAD	*Admin Creation ☒ Yes ☐ No <input type="text" value="Please enter Remarks"/>
KYC SEARCH AND DOWNLOAD	*SFTP Setup ☒ Yes ☐ No <input type="text" value="Please enter Remarks"/>
KYC UPDATE	*Digital Signature Installation ☒ Yes ☐ No <input type="text" value="Please enter Remarks"/>
PROBABLE MATCH RECON	*Billing ☒ Yes ☐ No <input type="text" value="Please enter Remarks"/>

Live Reference number*

Testbed Institute Code*

Approx. Number of records expected per day*

Remarks(for office use)

Testbed checklist screen used before production approval is granted.

Step 2: Watch for the live approval outcome

Upon Registry approval, user credentials are sent separately to institutional admin 1 and institutional admin 2. The compliance officer receives the welcome email along with the FI code.

Step 3: Do not attempt live login before these emails arrive

The production stage begins only after CKYCRR issues the live credentials and FI code.

Phase 2: Set the Password for the Live User ID

Step 4: Open the password-generation link received by email

The activation email for each live user contains the user ID and the link for first-time password generation.

Step 5: Enter the registered mobile number and generate OTP

The user ID is auto-populated. Enter the same 10-digit mobile number that was registered earlier and request OTP.

Fields marked with * are mandatory.

OTP Generation

User ID
IA008163

*Mobile Number
Mobile Number

69 X6 P

Enter the captcha characters

SUBMIT

OTP generation screen for first-time password setup.

Step 6: Set and confirm the password

Enter the OTP, the new password, and the confirm-password value, then submit. If the admin has SFTP access, the same user ID and password are used for SFTP login.

Fields marked with * are mandatory.

OTP Generation

User ID
IA008163

Mobile Number
[Redacted]

*OTP
OTP

*New Password
New Password

*Confirm Password
Confirm Password

86426

Enter the captcha characters

SUBMIT

1 Password should follow the password policy.
2 Password should be of minimum 12 characters and maximum 25 characters
3 Password should have minimum 1 Upper case alphabet
4 Password should have minimum 1 Lower case alphabet
5 Password should have minimum 1 number
6 Password should have minimum 1 special character

Set-password screen after OTP verification.

Step 7: If OTP attempts fail repeatedly, use mobile unlock if needed

If the user cannot complete password setup after repeated OTP generation, the mobile number may get locked. In that case, an eligible admin can later use User Management -> Unlock Mobile Number.

Phase 3: Log In to the Live CKYCRR Portal

Step 8: Open the live login URL from the official email

Use the predefined live login URL or access link provided in the official email communication.



Registered user login screen.

Step 9: Enter the live login details

Enter the user name or user ID received by email, the password created in the previous phase, and the captcha exactly as displayed.

Step 10: Select the digital certificate

After entering the credentials, the portal prompts the user to choose the digital certificate. Select the same digital signature certificate that was registered during first login.

Step 11: Accept the digital certificate terms on first login

First-time users are required to read and accept the terms and conditions related to possession, usage, and ownership of the digital certificate.

Terms and conditions screen shown during first live login.

Step 12: Confirm that the dashboard opens successfully

Once the digital certificate is validated successfully, the user is taken to the CKYCRR application home screen.



Phase 4 Continued: User Setup and Activation

Step 16: Create operational users if required

Go to User Management -> User Creation. Select User Type, select User Group, fill all mandatory fields, and click ADD.

Figure 21 : User Creation screen

4.2.1.1 Addition of new User:

Following are the steps to explain how to add new user:

1. Select User Type first.
2. Select User Group values depending upon selected User type.
3. Fill all the mandatory fields.

Note:

1. If search button is provided in front of any field that implies User has to select value from searched result only.
2. Users will not have SFTP access.

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User Creation screen used for operational live users.

Step 17: Activate the newly created user or admin

Go to User Management -> User Activation. Search and select the user ID that needs activation, then click SUBMIT. The new user can log in only after activation is completed.

4.2.3 User Activation:

User/Admin creation is followed by activation to complete User creation process. Admin who created the user/admin is not allowed to activate the same.

Following are the steps to explain how to activate user:

1. Click on "User Activation" link under User Management option to open User Activation screen.

Figure 29 : User Activation screen

2. Search and select User ID that needs to be activated.
3. Click on "SUBMIT" button to complete the operation.

New User can login to CKYC system only after activation. User will receive an email for password activation. Setting password steps are similar to first time password creation.

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User Activation screen.

Operational note: the manual uses a maker-checker model for several live actions. In practice, keep both institutional admins active so one can initiate and the other can approve where required.

ID	Description	Amount	Date	Status	Actions
100001	Payment Receipt - 100001	1000.00	2023-10-27	PAID	View Print
100002	Payment Receipt - 100002	2000.00	2023-10-28	PAID	View Print
100003	Payment Receipt - 100003	3000.00	2023-10-29	PAID	View Print
100004	Payment Receipt - 100004	4000.00	2023-10-30	PAID	View Print
100005	Payment Receipt - 100005	5000.00	2023-10-31	PAID	View Print

Figure 121: Payment Receipts / Old Invoices

2. Click on "NEW PROFORMA INVOICE" button. Following screen will appear:

NEW PROFORMA INVOICE

Invoice Number:

Invoice Date:

Invoice To:

Invoice From:

Invoice Amount:

Invoice Status:

Payment Receipts / Old Invoices screen.

Phase 7: Add Balance to the CKYCRR Wallet

Step 26: Create a new proforma invoice

From Old Invoices / Payment Receipts, click NEW PROFORMA INVOICE. Enter the amount to be credited to the web wallet and submit. The record goes for checker approval.

Step 27: Checker approves the proforma invoice

The checker opens the pending item and clicks APPROVE if the details are correct. If approved, the PDF invoice can be downloaded from the invoice list.

Step 28: Enter payment details

The maker opens the item pending for payment details entry, fills the mandatory payment information, and submits the record.

Step 29: Checker approves the payment details

The checker verifies the payment details and approves them. The record then goes for Registry approval.

Step 30: Wait for wallet credit

After Registry approval, balance is added to the institution wallet.

Phase 8: Start Live CKYC Operations

Step 31: Begin live work only after setup and wallet readiness

Once the live login is working, the required users are active, and the wallet is funded, the institution is ready to start live CKYC operations.

Typical next menu paths are KYC Management -> New KYC - Individual, KYC Management -> New KYC - Legal Entity, or KYC Management -> Bulk File Upload, depending on the operating model and role permissions.

Simple readiness checklist: live approval mail received, FI code received, both institutional admin credentials received, password generated, digital certificate working, at least one region and branch created, required users created and activated, wallet funded, and any API setup completed if needed.

Support details from the manual: Helpdesk phone 022 61102592 / 022 50623300, helpdesk@ckycindia.in.
Registration query contact: Mr. Anupam Shah, 011-24664607, anupam_s@cersai.org.in.