

CKYCRR Beginner Writeup

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

Phase 1: Submit the Live FI Registration

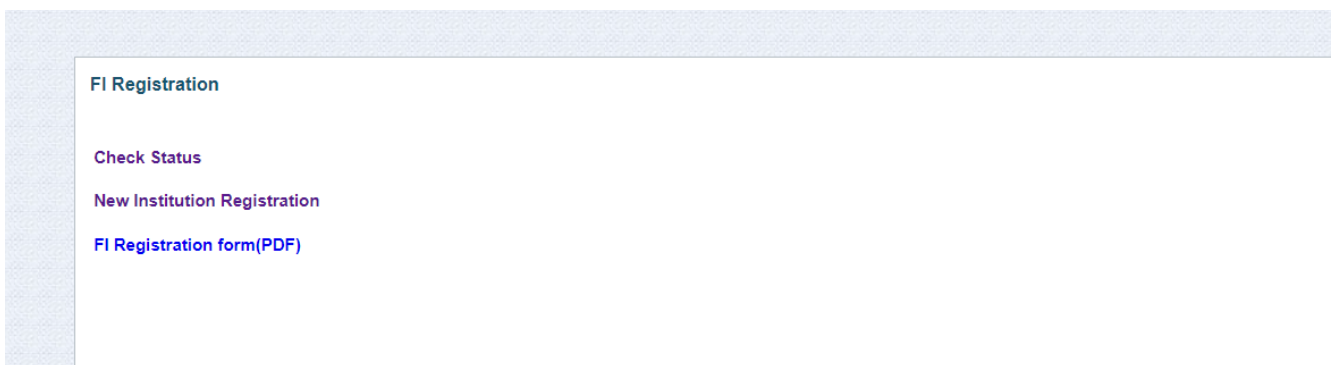
Step 1: Open the official live FI registration page

Use the official live registration URL: <https://www.ckycindia.in/admin/FIRegistration.action?parameter=START>.

Step 2: Choose the new institution registration option

On the FI Registration home page, use the option for a new institution registration.

The same page also provides a status-check option and the FI registration form PDF.

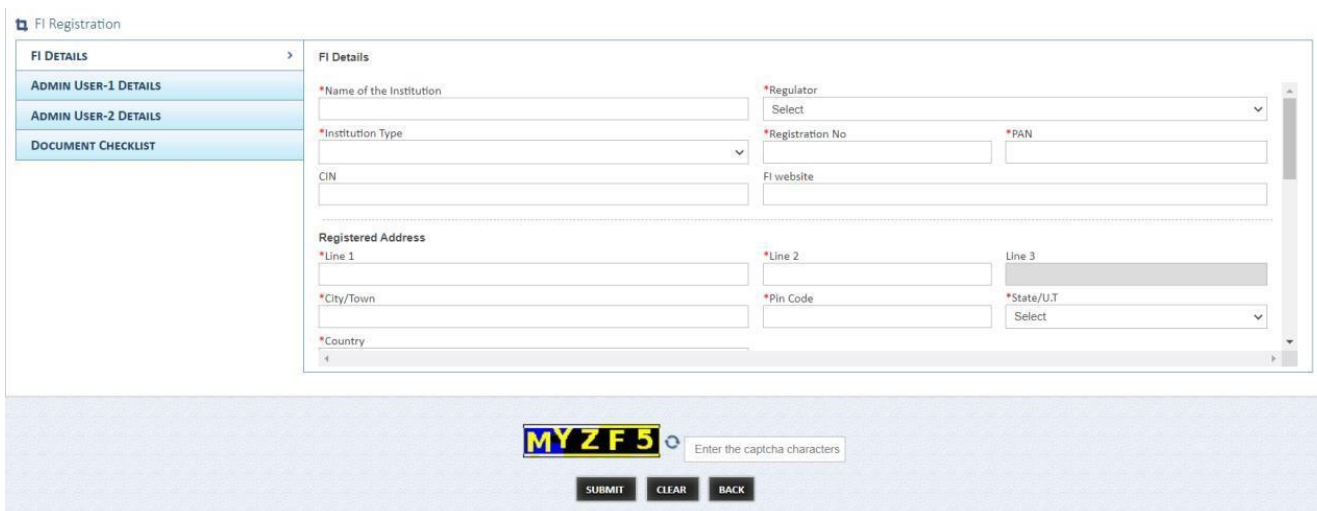


FI Registration home screen.

Step 3: Fill the institution registration form completely

Complete all required institution details, then complete details for both institutional admins.

The official registration flow is organised into FI Details, Admin User-1 Details, Admin User-2 Details, and Document Checklist.

The image shows a web form titled "FI Registration". On the left, there is a sidebar with four links: "FI DETAILS", "ADMIN USER-1 DETAILS", "ADMIN USER-2 DETAILS", and "DOCUMENT CHECKLIST". The "FI DETAILS" link is highlighted. The main form area contains several input fields and dropdown menus. The "FI DETAILS" section includes fields for "Name of the Institution", "Institution Type", "CIN", "Regulator", "Registration No", "PAN", and "FI website". The "Registered Address" section includes fields for "Line 1", "Line 2", "Line 3", "City/Town", "Pin Code", "State/U.T", and "Country". At the bottom of the form, there is a captcha image showing the characters "MYZF5" and a text input field for "Enter the captcha characters". Below the captcha, there are three buttons: "SUBMIT", "CLEAR", and "BACK".

Live FI registration form with institution details, admin details, and document checklist.

Step 4: Submit the form and save the generated reference ID

After submission, the system generates a reference ID.

An email is sent to the institution's nodal officer or authorised signatory. Save this reference number carefully because it is needed again during the next stage.

Step 5: Send the signed registration pack to CERSAI

Print or download the pre-filled registration form, get it duly signed, and send it with the supporting documents mentioned in the document checklist to CERSAI.

Dispatch address: CERSAI, Tower – 1, Office Block, 4th Floor, Plate-A, (Adjacent to Ring Road), NBCC, Kidwai Nagar East, New Delhi – 110023.

Step 6: Track the live registration status

Use the Check Status option on the FI Registration home page and enter the generated reference number.

The status may show approval, rejection, or hold remarks.

Phase 2: Register on the CKYCRR Test Environment

Step 7: Wait until live document verification is completed successfully

Do not move to the testbed stage until the document verification stage of the live registration process has been completed successfully.

Step 8: Open the official test environment registration page

Use the official test registration URL: <https://uat.ckycindia.in/admin/FIRegistration.action?parameter=START>.

No physical supporting documents are required for the testbed registration stage.

Step 9: Use the live registration reference during testbed registration

During testbed registration, provide the 6-digit live registration reference number generated during the live registration process.

Also provide the approximate number of account openings or records expected per day.

Checklist for test-bed

Entity Name: IN4701-DAISYS VI PAYMENT BANK PRIVATE LIMITED

Date: 04-01-2022

ENTITY REGISTRATION	Entity Registration
KYC UPLOAD	<div><div><div>Admin Creation</div><div>☒ Yes ☐ No</div></div><div><div>SFTP Setup</div><div>☒ Yes ☐ No</div></div><div><div>Digital Signature Installation</div><div>☒ Yes ☐ No</div></div><div><div>Billing</div><div>☒ Yes ☐ No</div></div></div> <div><div>Please enter Remarks</div><div>Please enter Remarks</div><div>Please enter Remarks</div><div>Please enter Remarks</div></div>
KYC SEARCH AND DOWNLOAD	
KYC UPDATE	
PROBABLE MATCH RECON	

Live Reference number*

109552

Testbed Institute Code*

IN4701

Approx. Number of records expected per day*

50

Remarks(for office use)

Testbed screen showing the live reference field and expected record volume field.

Step 10: Wait for testbed credentials

Once the testbed registration request is verified, the testbed login credentials are sent to the registered email IDs.

Monitor the email IDs used during registration carefully.

Phase 3: Set the Password for the First Time

Step 11: Open the password-generation link received by email

The activation email contains the user ID and a link for password generation.

Open that link to start the first-time password setup.

Step 12: Enter the registered mobile number and request OTP

The user ID is auto-populated by the system.

Enter the same 10-digit mobile number that was provided during FI registration. The system validates the mobile number and sends an OTP by SMS.

Fields marked with * are mandatory.

OTP Generation

User ID

IA008163

* Mobile Number

Mobile Number

69 X6P

Enter the captcha characters

SUBMIT

OTP generation screen for first-time password setup.

Step 13: Create the password

Fill the OTP received by SMS, the new password, and the confirm-password field, then submit the form.

If the admin user 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

989742075

*OTP

OTP

*New Password

New Password

*Confirm Password

Confirm Password



Enter the captcha characters

SUBMIT

-  Password should follow the password policy:
-  Password should be of minimum 12 characters and maximum 25 characters
-  Password should have minimum 1 Upper case alphabet
-  Password should have minimum 1 Lower case alphabet
-  Password should have minimum 1 number
-  Password should have minimum 1 special character

Set-password screen after OTP verification.

Phase 4: Log In and Reach the Dashboard

Step 14: Open the CKYCRR login screen

Use the login URL or access link provided in the official email communication for the relevant environment.

The image shows the 'REGISTERED USER LOGIN' screen. On the left is a white login form with the CERSAI logo at the top. The form includes fields for 'User ID' and 'Password', a captcha image with the text 'Enter the captcha character', and an orange 'LOGIN' button. Below the form are links for 'Browser Compatibility', 'Forgot Password', 'Download Digital Certificate', and 'Change Certificate'. The right side of the image is a blue background with a grid of user icons and a magnifying glass focusing on one icon, with a hand holding the handle of the magnifying glass.

Registered user login screen.

Step 15: Enter the 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.

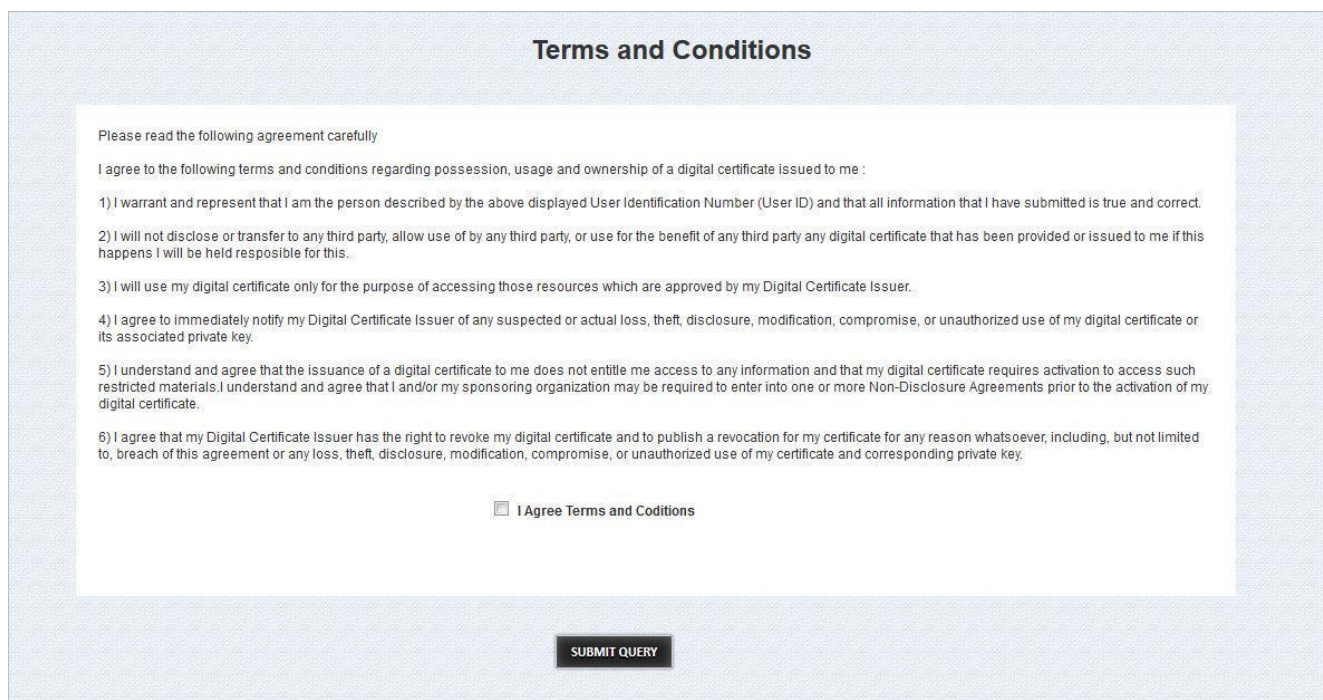
Step 16: Select the digital certificate

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 17: 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.

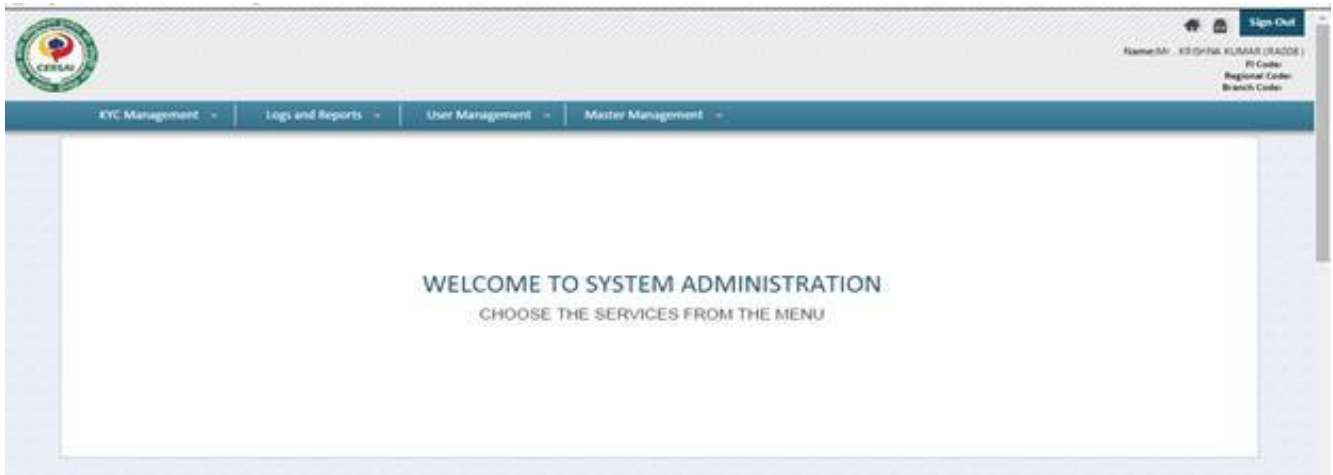
The image shows the 'Terms and Conditions' screen. At the top, it says 'Please read the following agreement carefully'. Below this is a list of six terms and conditions regarding the use of a digital certificate. At the bottom, there is a checkbox labeled 'I Agree Terms and Conditions' and a 'SUBMIT QUERY' button.

Terms and conditions screen shown during first login.

Step 18: Confirm successful dashboard access

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

At this stage, testbed dashboard access is working successfully.



Example admin dashboard after successful login.

Official support details:

Helpdesk phone: 022 61102592 / 022 50623300

Helpdesk email: helpdesk@ckycindia.in

Registration query contact: Mr. Anupam Shah, 011-24664607, anupam_s@cersai.org.in

Compliance officer contact: Ms. Ridhima Sethi, 011-24664609, ridhima_sethi@cersai.org.in