

CKYCRR Testbed: Bulk Upload and Bulk Download

Use this only after testbed login access is already active.

This file covers the bare-minimum client flow: bulk upload, bulk download request, checker approval, response tracking, and an optional integration note.

1. Open the bulk upload screen

Step 1: Go to the upload menu

Click **KYC Management**.

Click **Bulk File Upload**.

The bulk upload screen opens.

Bulk File Upload

*Upload Type

Select

Select

New Record V1.2

Update

Probable Match Reconciliation

Bulk Search

Bulk Download

*File to be uploaded

Choose File No file chosen

Response files will be available on the [Bulk upload response](#) page

- **For Bulk Upload and Update :-**
 - File should be in .zip format.
 - File size should be <= 25 MB
- **For Search :-**
 - File should be in .txt format.
 - File should contain <= 10 lakh records
- **For Download :-**
 - File should be in .txt format.
 - File should contain <= 50 records
- **For FI Reconciliation :-**
 - File should be in .txt format.
 - File size should be <= 20 MB
- For request exceeding above limits, use SFTP mode

Bulk File Upload screen with available upload types.

2. Upload the file

Step 2: Select the upload type

Open the **Upload Type** dropdown.

Select **New Record** for KYC bulk upload.

Select **Bulk Download** for the download request file.

Select **Bulk Search** only if your file is a bulk search request file.

Step 3: Select the file format

For **New Record**, browse and select the required **.zip** file.

For **Bulk Download**, browse and select the required **.txt** file.

For **Bulk Search**, browse and select the required **.txt** file.

Step 4: Upload the file

After selecting the upload type and file, click **UPLOAD**.

If the file is accepted, a success message is shown.

If there is an error, correct the file and upload it again.

Every upload file should have a different file name, even if the earlier upload was unsuccessful.

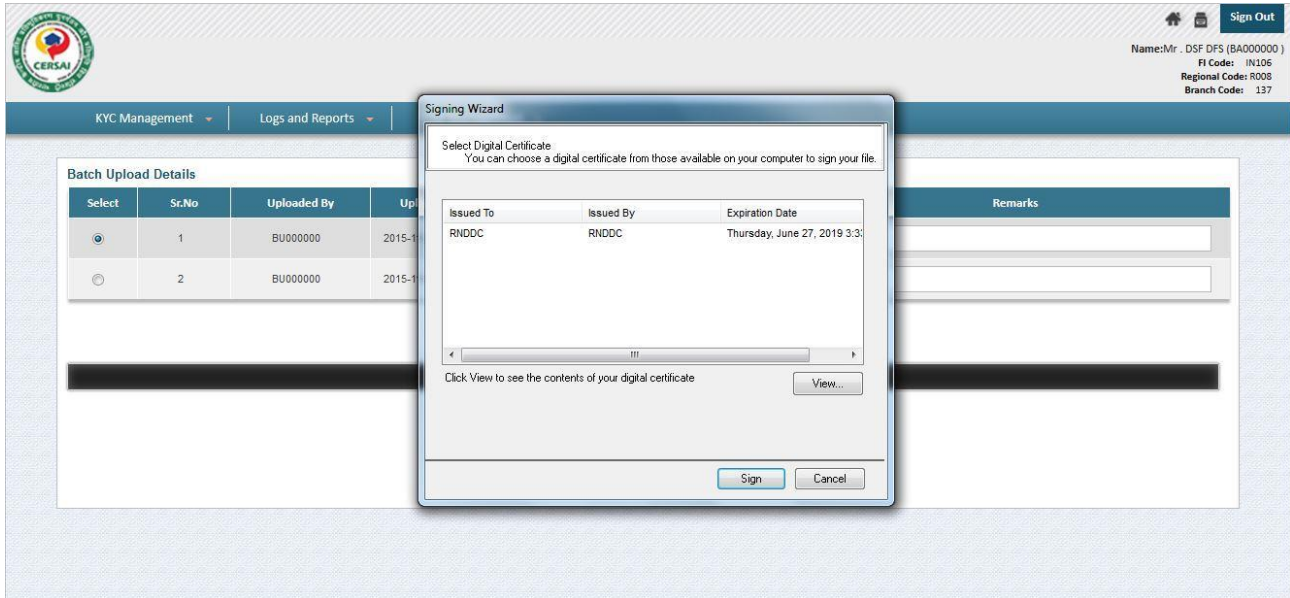
3. Checker approval

Step 5: Open batch approval

Log in as the checker user if needed.

Click **KYC Management** → **Bulk KYC Authorization**.

The list of bulk files pending for checker approval opens.



Checker approval flow with digital signing.

Step 6: Review the uploaded batch

Select the radio button for the required batch.

Check the **Bulk Upload Type** shown for that batch.

Click the uploaded file link to open the uploaded data file and review it.

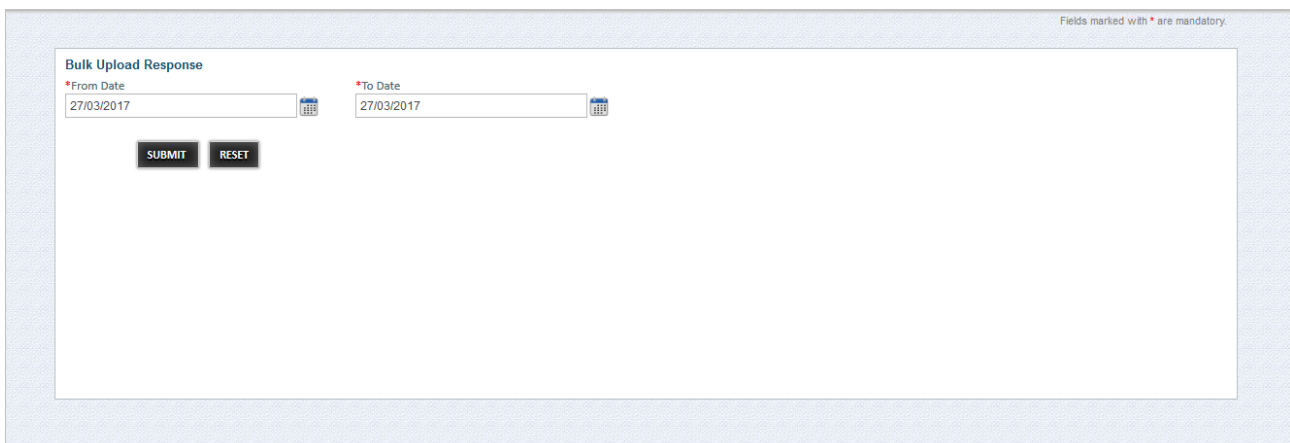
Step 7: Approve or reject the batch

If the file is correct, click **APPROVE**.

A certificate selection pop-up appears.

Select the digital certificate and click **Sign**.

If the file is not correct, enter remarks and click **REJECT**. No digital certificate is required for rejection.



Digital signing pop-up used during checker approval.

4. Download the response

Step 8: Open immediate response

Click **KYC Management** → **Bulk Upload Response**.

Enter the **start date** and **end date**.

Click **SUBMIT**.

Download the response file shown on screen.

Fields marked with * are mandatory.

Bulk Response Details				
*From Date		*To Date		
20/03/2017		24/03/2017		
Batch Number	FI Code	Uploaded Date	Response 1	Remarks
10007	IN0467	23/03/2017 20:30:12	Response 1	Upload Failed
10004	IN0467	23/03/2017 20:22:06	Response 1	Upload Failed
10003	IN0467	23/03/2017 20:13:47	Response 1	Upload Failed
10002	IN0467	23/03/2017 20:11:22	Response 1	Upload Failed
10001	IN0467	23/03/2017 20:02:12	Response 1	Upload Failed
011	IN0467	23/03/2017 15:27:02	Response 1	Upload failed
011	IN0467	22/03/2017 20:11:21	Response 1	Upload failed
010	IN0467	22/03/2017 18:13:29	Response 1	Uploaded Successfully
009	IN0467	22/03/2017 17:52:14	Response 1	Uploaded Successfully
008	IN0467	22/03/2017 17:43:34	Response 1	Upload failed
007	IN0467	22/03/2017 17:42:29	Response 1	Upload failed
006	IN0467	22/03/2017 15:26:05	Response 1	Uploaded Successfully
004	IN0467	21/03/2017 18:27:43	Response 1	Uploaded Successfully
002	IN0467	21/03/2017 17:41:57	Response 1	Uploaded Successfully
001	IN0467	21/03/2017 17:21:58	Response 1	Uploaded Successfully
« PREV 1 NEXT »				

Bulk Upload Response screen.

Step 9: Read the response status

Possible statuses include **Under Process**, **Upload Failed / Validation Failure**, **Uploaded Successfully**, **Pending checker verification**, **Rejected**, and **Completed** for bulk search.

If the response shows rejection or validation failure, correct the file and upload a fresh file with a different file name.

KYC Management | Logs and Reports | User Management | Billing Management

Fields marked with * are mandatory.

Download Log

Institution : IN0199

*From Date  *To Date 

Sample response list showing batch-wise results and remarks.

5. Bulk download log, if you need download counts

Step 10: Open the bulk download log

Click **Logs and Reports** → **KYC Download Log**.

Enter the **start date** and **end date**.

Click **SUBMIT**.

View the bulk download count region-wise, branch-wise, or user-wise, and download the Excel report if needed.

Download Log

Institution : IN0199

*From Date

01/03/2016

*To Date

01/04/2016

Particulars	No. Of Records
EAST	156
Region2	1
Total	157

BACK

Bulk download log query screen.

Download Log

Institution : IN0199

*From Date

01/03/2016

*To Date

01/04/2016

Particulars	No. Of Records
EAST	156
DEFA	26

BACK

Region-wise bulk download count.

Download Log

Institution : IN0199

*From Date

01/03/2016

*To Date

01/04/2016

Particulars	No. Of Records
DEFA	26
IA000079	20
IA000080	5
IA000120	1

BACK

User-wise bulk download count.

6. Optional integration note

If the institution wants to use realtime API flow, API access can be enabled from the dashboard itself through the Upload Public Key screen, where the institution uploads the public key and registers the public IP addresses.

Step 11: Realtime API flow from dashboard

Click **User Management** → **Upload Public Key**.

Confirm the undertaking shown on screen.

Click **Enable** for API access.

Upload the institution public key in **.cer** format.

Enter the public IP addresses from which API requests will be sent.

Click **Submit**. The request then moves for checker approval.

The screenshot shows the 'API Access' section of a dashboard. On the left, there are controls for 'API Access' (Enable/Disable), 'Upload Public Key' (with a 'Choose File' button and 'No file chosen' text), and 'Uploaded Public Key Details' (Certificate Name, Date of Upload, Date of Expiry). A large modal window is open in the center, containing a confirmation text: 'I, DAISY ANTONY, bearing CKYC user ID IA008162, on behalf of DAISYS VI PAYMENT BANK PRIVATE LIMITED do hereby confirm and undertake as under:'. Below this is a list of five numbered statements regarding IP address usage, public key uniqueness, security assessments, infrastructure ownership, and security audits. At the bottom of the modal are 'CONFIRM' and 'CANCEL' buttons.

API access screen with public key upload and IP address setup.

This screenshot illustrates the 'API enable flow' with several instructional callouts in blue boxes. A top callout states: 'All new details must be captured on the left hand side. The existing API access details will be displayed on the right hand side'. A middle callout points to the 'Enable' radio button and says: '1) Select "Enable" to opt for API access. 2) After selecting "Enable", the option to Upload Public key and save IP addresses will be enabled'. A bottom callout points to the 'SUBMIT' button and says: 'Click on Submit after all the details are captured'. The interface shows the 'API Access' section with 'Enable' selected, the 'Upload Public Key' section, and the 'IP Address' section with a 'SAVE' button. On the right, 'Existing API Access Details' and 'Existing Public Key Details' are shown. At the bottom right, a table displays the IP address, date, and action.

IP Address	Date	Action
103.146.175.141	06-01-2025	

API enable flow from the dashboard.

If the institution wants to use SFTP, the SFTP IP whitelisting should be sent physically to CERSAI.

Support

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