

Step-1 : Go to this URL and register yourself.

Url :- <http://202.51.70.18/register/>

The screenshot shows a web browser window with the URL <http://202.51.70.18/register/>. The page title is "Welcome to RCertVault". It contains a registration form with fields for Username*, Password*, Confirm Password*, Full Name*, Email*, and Contact*. A "Submit" button is at the bottom. The footer of the page says "© 2025 RCertVault. All rights reserved."

Welcome to RCertVault

Please fill the below form to register.

Username*

Password*

Confirm Password*

Full Name*

Email*

Contact*

Submit

© 2025 RCertVault. All rights reserved.

Step-2 : After the registration is completed, go to the login section.

Url :- <http://202.51.70.18/admin/>

The screenshot shows a web browser window with the URL <http://202.51.70.18/admin/login/?next=/admin/>. The page title is "RCertVault Admin". It contains a login form with fields for Username and Password, and a "Log in" button. The background of the page has a light gray gradient.

RCertVault Admin

Username:

Password:

Log in

Step-3 : Use your username and password to log in to the dashboard.

Welcome to the RCertVault Dashboard

ACCOUNTS

- Api tokens [+ Add](#) [Change](#)
- Key Holders [+ Add](#) [Change](#)
- Organization memberships [+ Add](#) [Change](#)
- Users [+ Add](#) [Change](#)
- Vault [+ Add](#) [Change](#)

API ACCESS LOGS

- Api Access Log (s) [View](#)

AUTHENTICATION AND AUTHORIZATION

- Groups [+ Add](#) [Change](#)

Recent actions

My actions

- Dev (pending) Key Holder
- test - ef167ae3-2bce-4677-9a3a-b113f2863387 (Org: Nepal Insurance Authority) Api token
- Dev (pending) Vault

Step-4: Go to the Key Holders section and click on your name (in my case, Test) to edit it.

RCertVault Admin

Home > Accounts > Key Holders

Select Key Holder to change

Action:	NAME	EMAIL	STATUS	SUBMITTED AT	CONTACT
<input type="checkbox"/>	Test	tes@g.com	Pending	Dec 29, 2025, 3:10 p.m.	+9779811111111

1 Key Holder

FILTER

- Show counts
- By status
- All
- Pending
- Maker Approved
- Checker Approved
- Rejected

Step-5 :- Upload your public key file (.p7b), choose the organization, and save.

RCertVault Admin

Home > Accounts > Key Holders > Test (pending)

WELCOME, TEST1. VIEW SITE / CHANGE PASSWORD / LOG OUT ☀

Start typing to filter...

ACCOUNTS

- Api tokens [+ Add](#)
- Key Holders**
- Organization memberships [+ Add](#)
- Users
- Vault

API ACCESS LOGS

- Api Access Log (s)

AUTHENTICATION AND AUTHORIZATION

- Groups [+ Add](#)

Change Key Holder

Test (pending)

Serial number: -

Public key file: [Choose File](#) No file chosen

Certificate Details: No certificate uploaded

Contact: +9779811111111

Organization: Nepal Insurance Authority

Organizations this public key holder belongs to. Hold down "Control", or "Command" on a Mac, to select more than one.

SAVE **Save and continue editing** **Delete**

Step-6 :- Go to the Vault section in the admin sidebar. Upload your .p12 private key and its PIN. If you want to enable auto-signing features, check the box. (*If auto-signing is not enabled, your vault will not be accessible without your permission.*)

RCertVault Admin

Home > Accounts > Vault > Test (pending)

Start typing to filter...

ACCOUNTS

- Api tokens [+ Add](#)
- Key Holders
- Organization memberships [+ Add](#)
- Users
- Vault**

API ACCESS LOGS

- Api Access Log (s)

AUTHENTICATION AND AUTHORIZATION

- Groups [+ Add](#)

Change Vault

Test (pending)

Auto signing enabled

.p12 Private Key: [Choose File](#) No file chosen

Private Key PIN:

Note: If auto-signing is not enabled, your vault will not be accessible without your permission.

SAVE **Save and continue editing**

Step-7 :- Go to API Tokens and add a new API token. Choose your organization, select all permissions or only the ones you need, set an expiry date, add a description for reference, and click Save.

The screenshot shows the 'Add api token' page. On the left, there's a sidebar with 'ACCOUNTS' (highlighted), 'Key Holders', 'Organization memberships', 'Users', 'Vault', 'API ACCESS LOGS' (highlighted), 'Auth Log (s)', and 'AUTHENTICATION AND AUTHORIZATION'. The main area has tabs for 'Available groups', 'Chosen groups', 'Available user permissions', 'Chosen user permissions', and 'Expires at'. At the bottom are 'Save', 'Save and add another', and 'Save and continue editing' buttons.

Step-8: Copy the token that is created and use it in your application to sign and verify PDFs from this platform.

Select api token to change					
Action:	0 of 1 selected				
<input type="checkbox"/>	TOKEN	USER	ORGANIZATION	CREATED AT	EXPIRES AT
<input checked="" type="checkbox"/>	0f5a5ec9-f0dd-4fdf-a097-8d4d3be4ae70	test1	Nepal Insurance Authority	Dec. 29, 2025, 3:24 p.m.	Dec. 30, 2025, 3:24 p.m.
1 api token					

Step-8: Before your API works, your organization's Maker and Checker must approve your request.

- Look at the Status in Key Holders; it should be Checker Approved.

Home > Accounts > Key Holders

Start typing to filter...

ACCOUNTS

	NAME	EMAIL	STATUS	SUBMITTED AT	CONTACT
<input type="checkbox"/>	Test	tes@g.com	Pending	Dec. 29, 2025, 3:10 p.m.	+9779811111111

1 Key Holder

API ACCESS LOGS