

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". A sub-instruction says "Please fill the below form to register." Below this are six input fields with labels: "Username*", "Password*", "Confirm Password*", "Full Name*", "Email*", and "Contact*". A blue "Submit" button is at the bottom. At the very bottom of the page, there is a small copyright notice: "© 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 features a login form with two input fields: "Username:" and "Password:", both with placeholder text. Below the password field is a "Log in" button.

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

Welcome to the RCertVault Dashboard

ACCOUNTS

	+ Add	Change
Api tokens	+ Add	Change
Key Holders	+ Add	Change
Organization memberships	+ Add	Change
Users	+ Add	Change
Vault	+ Add	Change

API ACCESS LOGS

	View
Api Access Log (s)	View

AUTHENTICATION AND AUTHORIZATION

	+ Add	Change
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

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)

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:

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

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.

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

Action:	TOKEN	USER	ORGANIZATION	CREATED AT	EXPIRES AT
<input 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

		+ Add
Api tokens		
Key Holders		
Organization memberships		+ Add
Users		
Vault		

Select Key Holder to change

Action: ----- Go 0 of 1 selected

<input type="checkbox"/>	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