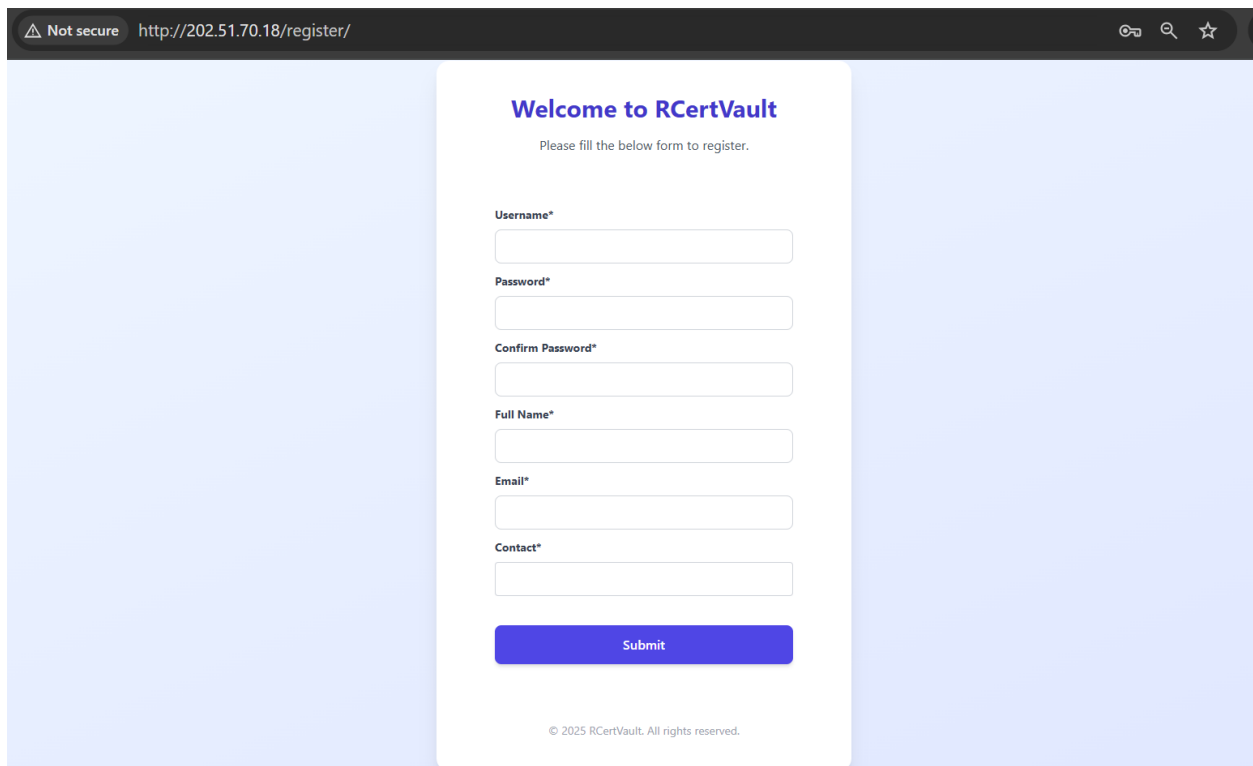


Step-1 : Go to this URL and register yourself.

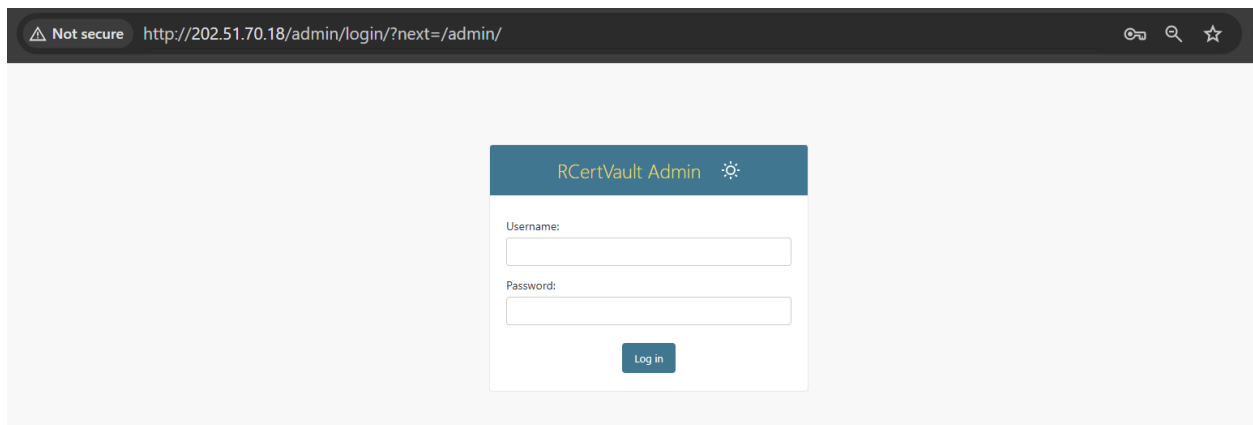
Url :- <http://202.51.70.18/register/>



The screenshot shows a web browser window with the address bar displaying "Not secure http://202.51.70.18/register/". The page has a light blue background. In the center, there is a white box with the heading "Welcome to RCertVault" in blue. Below the heading, it says "Please fill the below form to register." The form contains the following fields, each with an asterisk indicating it is required: "Username*", "Password*", "Confirm Password*", "Full Name*", "Email*", and "Contact*". Each field is represented by a white input box. Below the form is a blue "Submit" button. At the bottom of the white box, 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 address bar displaying "Not secure http://202.51.70.18/admin/login/?next=/admin/". The page has a light gray background. In the center, there is a white box with a blue header that says "RCertVault Admin" and a gear icon. Below the header, there are two input fields: "Username:" and "Password:". Below the password field is a blue "Log in" button.

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

← → ↻ ⚠ Not secure http://202.51.70.18/admin/

RCertVault Admin

Welcome to the RCertVault Dashboard

ACCOUNTS

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

API ACCESS LOGS

Api Access Log (5)	👁 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.

← → ↻ ⚠ Not secure http://202.51.70.18/admin/accounts/publickeyholders/ 🔍 ☆ Incognito

RCertVault Admin

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

Home > Accounts > Key Holders

Start typing to filter...

ACCOUNTS

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

API ACCESS LOGS

- Api Access Log (5)

AUTHENTICATION AND AUTHORIZATION

- Groups + Add

Select Key Holder to change

Action: [dropdown] [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

FILTER

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

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

RCertVault Admin

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

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: No file chosen

Certificate Details: No certificate uploaded

Contact:

Organization:

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

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: No file chosen

Private Key PIN:

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.

Start typing to filter...

ACCOUNTS

Api tokens + Add

Key Holders

Organization memberships + Add

Users

Vault

API ACCESS LOGS

Api Access Log (s)

Select api token to change

Action:

 Go 0 of 1 selected

<input type="checkbox"/>	TOKEN	USER	ORGANIZATION	CREATED AT	EXPIRES AT
<input type="checkbox"/>	0f5a5ec9-f0dd-4dfd-a097-3d4d3be4ae70	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

Api tokens + Add

Key Holders

Organization memberships + Add

Users

Vault

API ACCESS LOGS

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