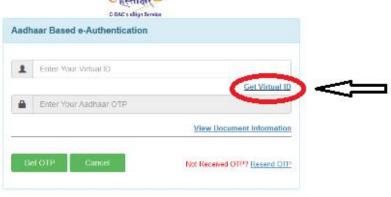
## **HELP MANUAL FOR e-SIGN VERSION 2.1**

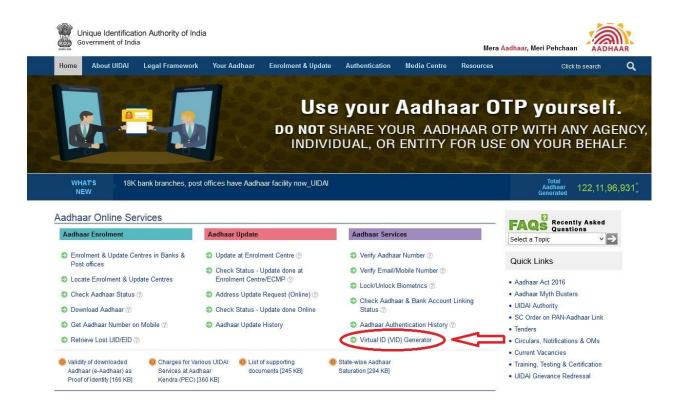
NIC has upgraded e-Sign to Version 2.1 because of which "e-signing" method in SPARROW has slightly changed.

- 1) The new eSign requires you to generate a 16 digit Virtual ID. It can be generated in two ways.
  - **A.** After clicking on <u>Submit with e-sign</u> button in you APAR, the screen will get re-directed to CDAC website. Click on the link **Get Virtual ID** (given below field where Virtual ID need to be entered). See picture below for reference.

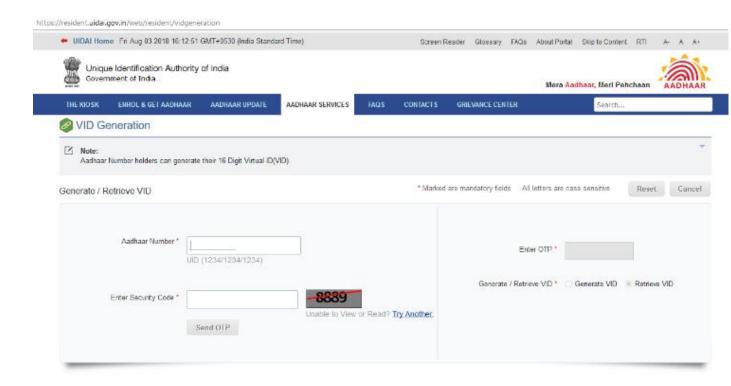




B. Alternately, you can directly open the <u>UIDAI website</u> where on home page <u>Virtual ID</u> (<u>VID</u>) <u>Generator</u> link is given under <u>Aadhaar Services</u> heading (as shown in picture below) or you can directly open the link <a href="https://resident.uidai.gov.in/web/resident/vidgeneration">https://resident.uidai.gov.in/web/resident/vidgeneration</a> to get required page to generate Virtual ID. See picture below for reference.

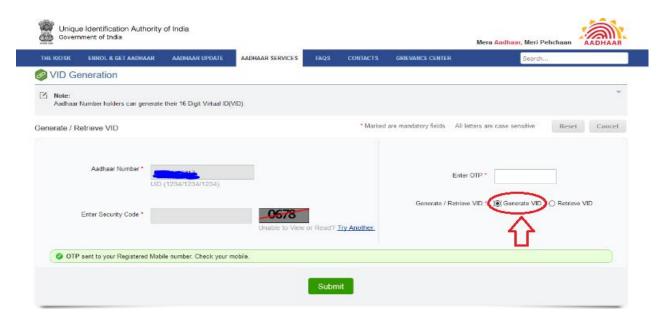


**2).** After clicking on **Get Virtual ID** link or opening the Virtual ID link directly from UIDAI, the screen will get redirected to UIDAI website in a new tab where it will ask to enter the **Aadhaar Number** and the **Security Code**. See picture below for reference.



After entering both these fields "Send OTP" button need to be clicked which will send an OTP to the mobile Number linked with Aadhaar. See picture above for reference.

**3)** Then fill this OTP in required field and select ," **Generate VID**" bubble and click **Submit** to generate the Virtual ID which will be sent to the Aadhaar linked mobile number through SMS. See picture below for reference.



4) After obtaining this 16 digit Virtual ID received on mobile number, the same need to be entered in the "Enter your Virtual ID" field present on CDAC website page which opened initially when you clicked on <a href="Submit With E-Sign">Submit With E-Sign</a> button in SPARROW. After entering Virtual ID Get OTP button need to be clicked to be clicked which will send OTP to your mobile number linked with Aadhaar. Now this OTP shall be filled in required field and select the "check box" beside the comment "I have read and provide my consent". Now click on submit button and APAR will get e-signed. See picture below for reference.

