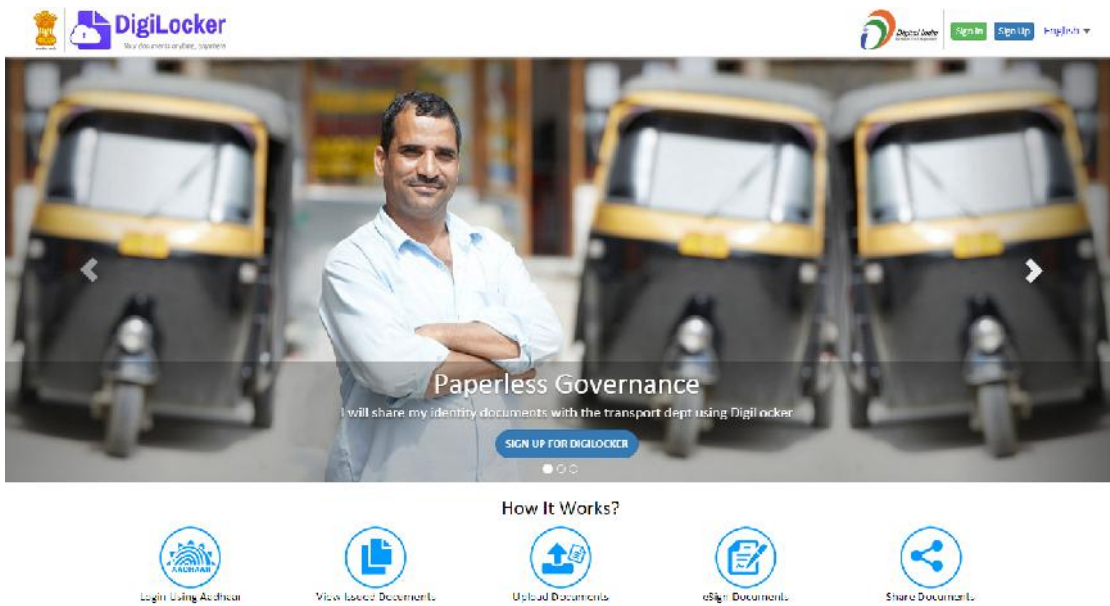# DigiLocker User Manual
(https://digitallocker.gov.in)

Department of Electronics and Information Technology (DeitY)

1 Introduction

Digital Locker, one of the key initiatives under the Digital India initiative, is aimed at eliminating the usage of physical documents and enable sharing of e-documents across government agencies via a mechanism to verify "authenticity" of the documents online. Residents can also upload their own electronic documents and digitally sign them using the e-sign facility. These digitally signed documents can be shared with Government organizations or other entities.
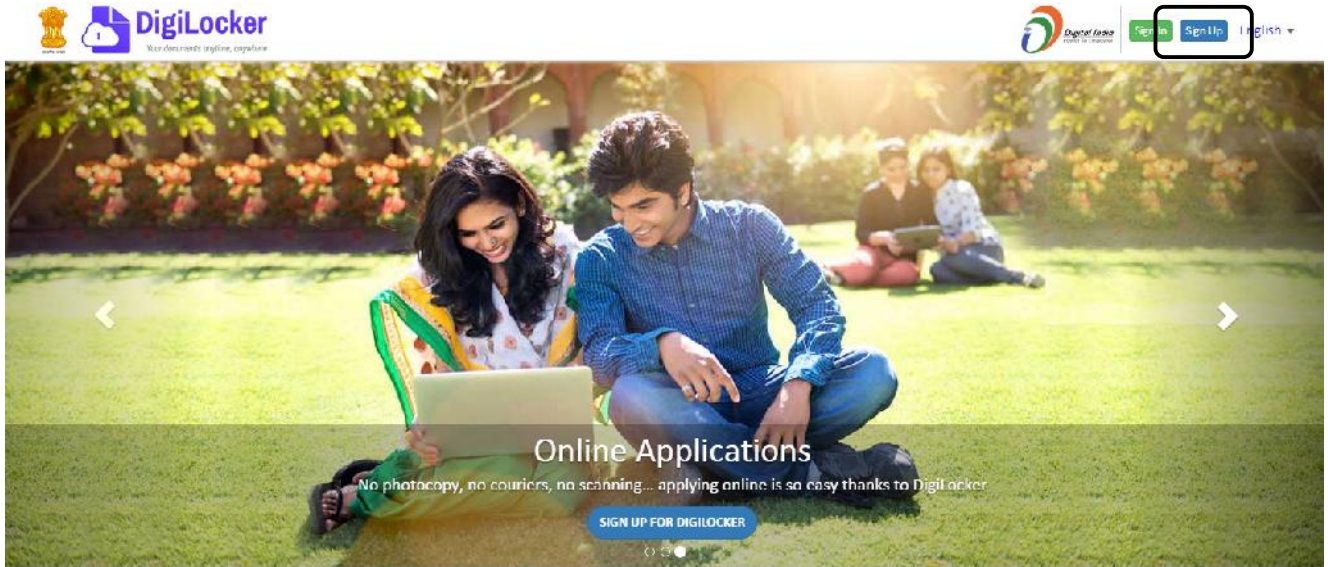
1.1 USER ID CREATION

Step 1: Access digital locker at https://digitallocker.gov.in/

- Citizens with Aadhaar number can create Digital Locker accounts
- Kindly ensure that your current mobile number is registered with Aadhaar number
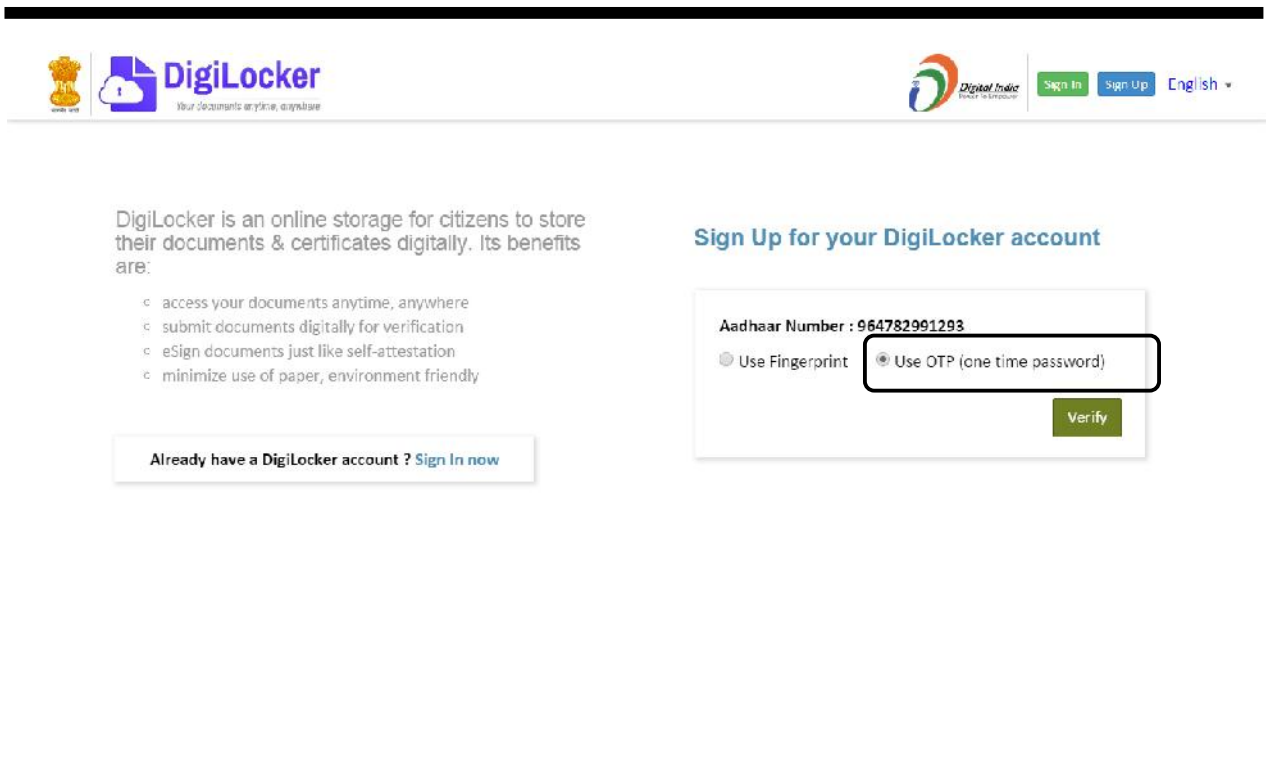- You can update your mobile number in Aadhaar by visiting any UIDAI centre
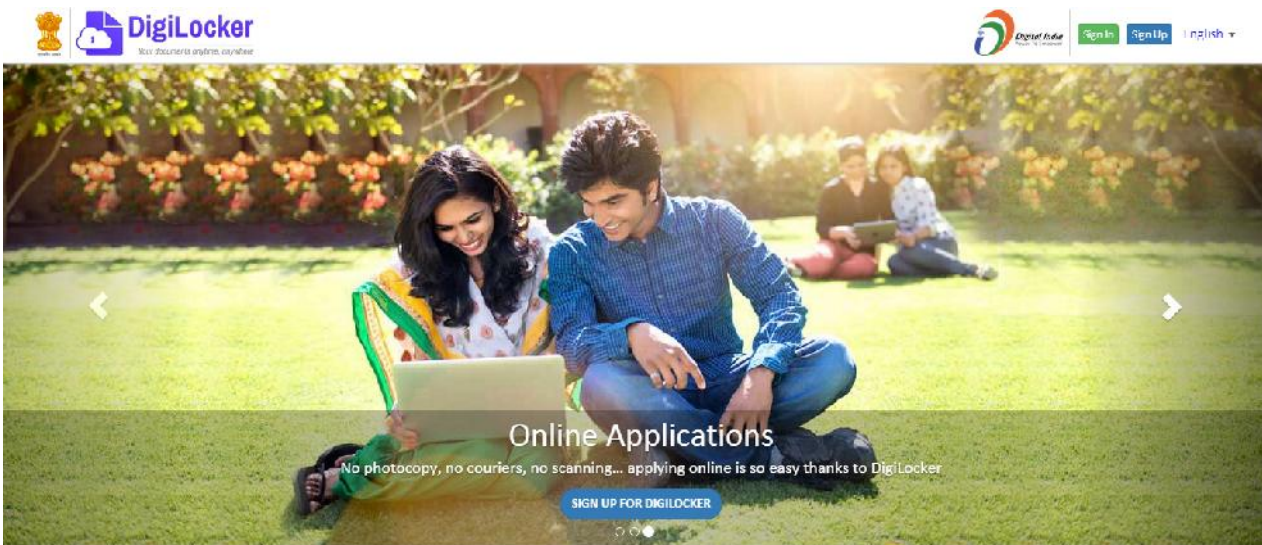
Step 2: Click on 'Sign Up'

Step 3: Enter your Aadhaar Number

- Enter your unique 12 digit Aadhaar number
- Two options are there to proceed further – Use OTP or Use Fingerprint

## Option 1 : Use Aadhaar Registered Mobile Number – Select 'Use OTP'

- OTP received on your Aadhaar registered mobile needs to be entered on the screen
- Click on Verify button
- After validation of OTP, the application will prompt the user to create 'Username' and 'Password'.
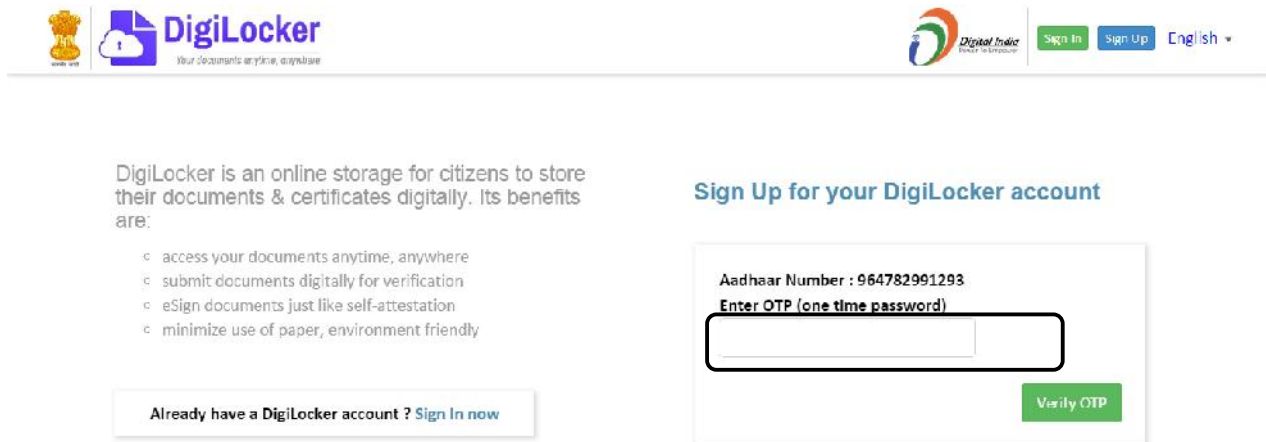

Option 2: Use Fingerprint for Authentication – Select 'Use Fingerprint'

- Aadhaar approved biometric device is required for scanning fingerprint.

- Click on Use Fingerprint button to Sign Up using finger print instead of mobile number. This option is useful if the Aadhaar registered mobile number is not available or updated.
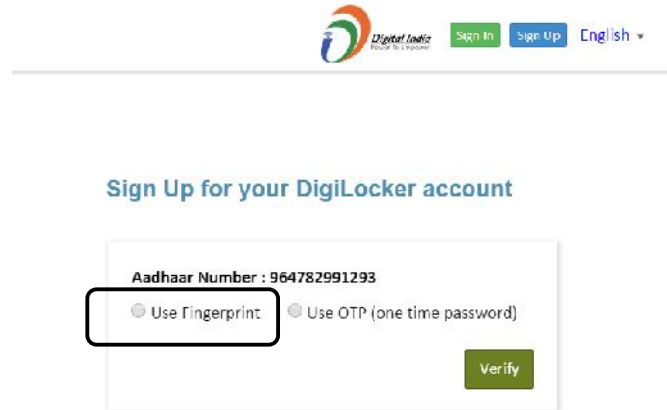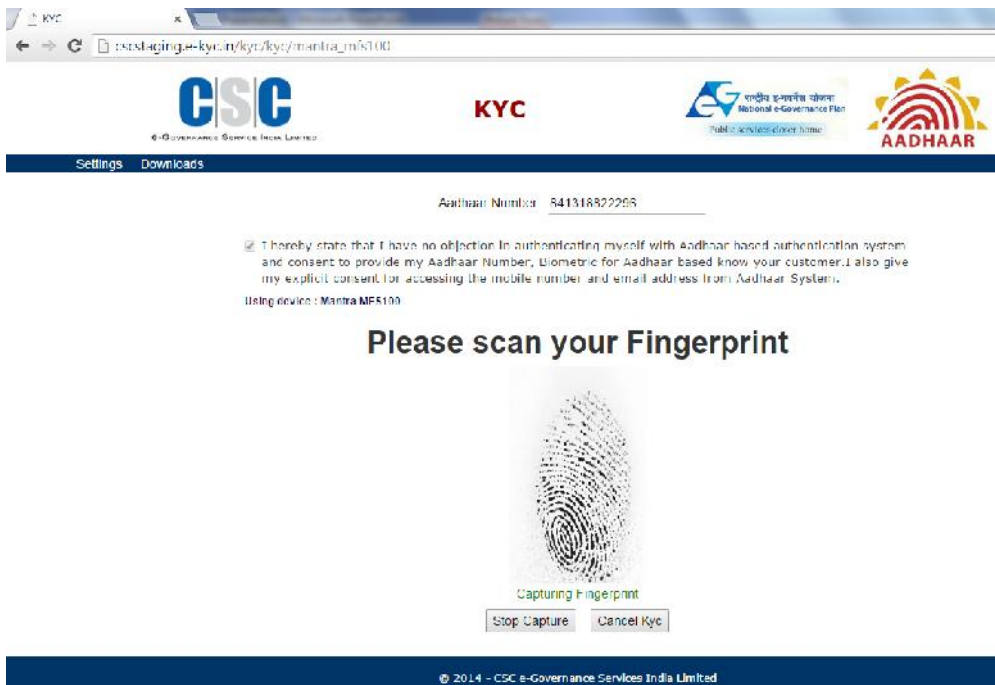

- Select the device type which is being used for scanning the finger print
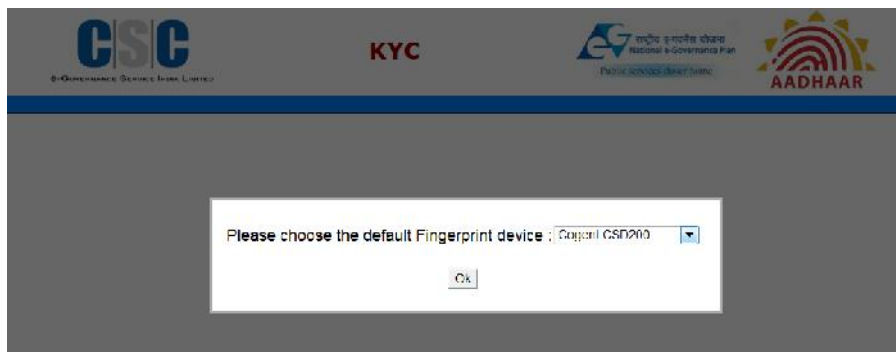
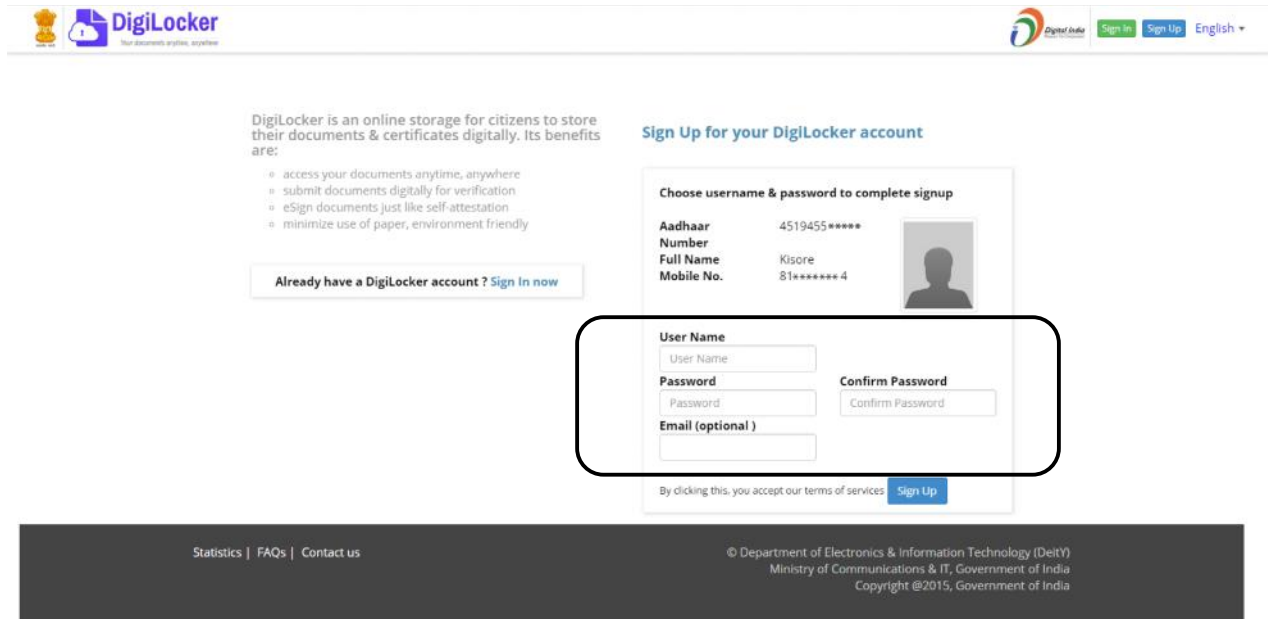
- Select declaration check box for proceeding further.
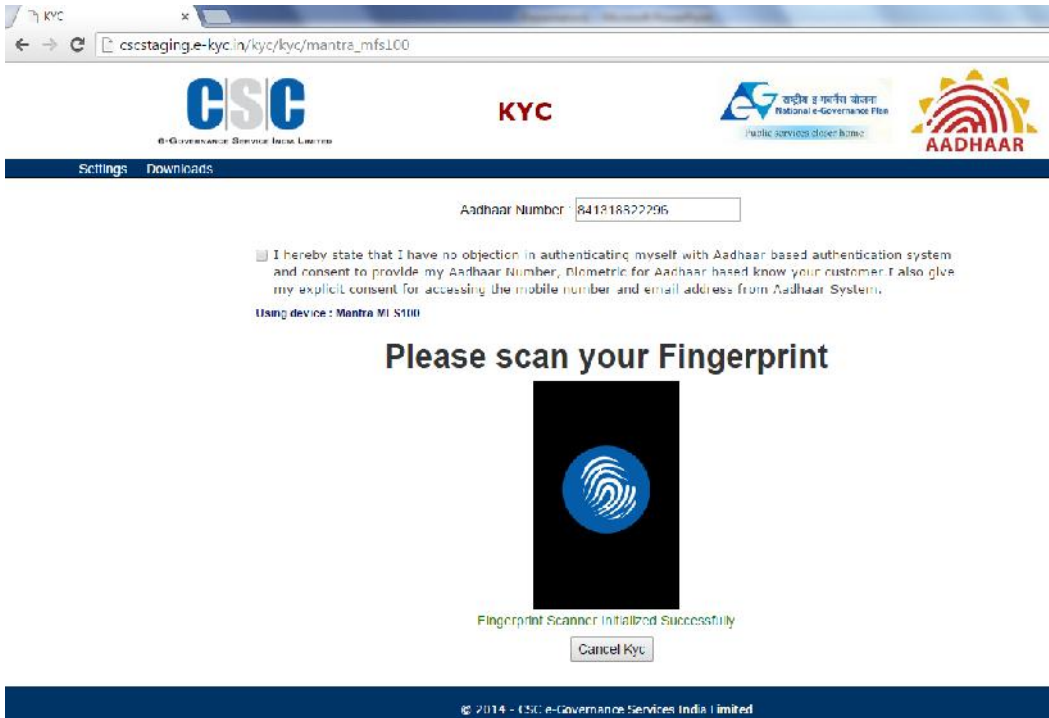
- Finger print will be captured from the finger print scanner once the finger is placed on the device. After validation of finger print, the application will prompt user to create 'Username' and 'Password'.

Step 5: User ID Creation

- The application will prompt the user to create 'Username' and 'Password'. Enter your desired User name and Password for 'Digital Locker' account
- Click on SignUp button
- After successful account creation, the application will show the 'Dashboard' page

1.2 Sign In into Digital Locker Account
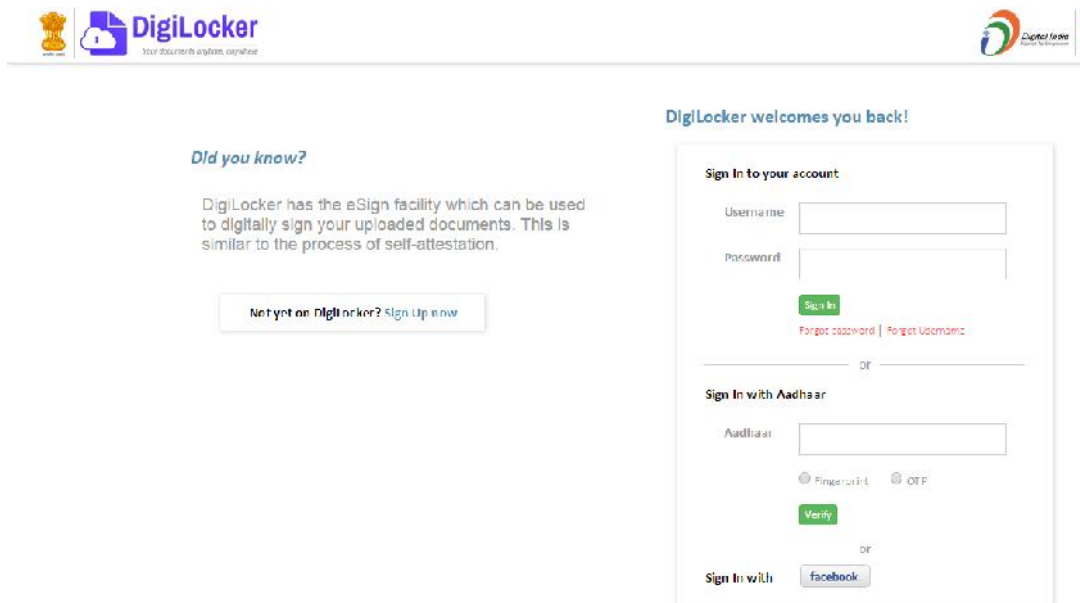
Step 1: Click on 'Sign In'
- Go to https://digitallocker.gov.in
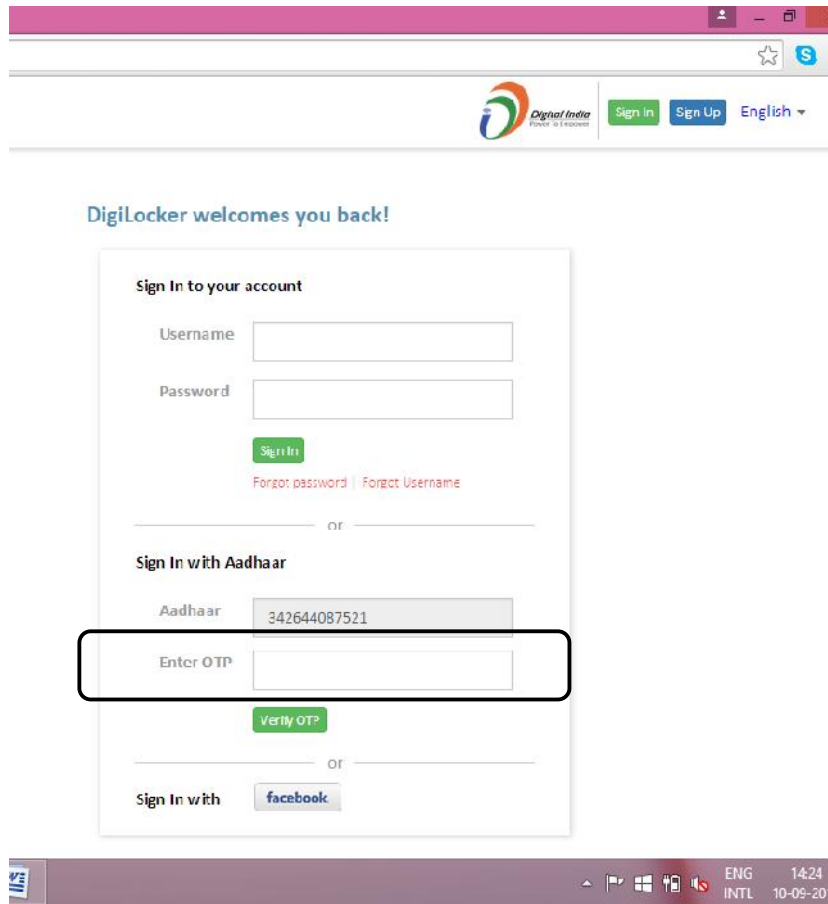- Click on Sign In at the top of the page

Step 2: Enter User Details

- User can login via any of these 3 available options :
    1. Aadhaar Number and the OTP
    2. User name and Password provided during account creation
    3. Facebook ID validation

- Entering Aadhaar OTP if Aadhaar number option is selected. Click on Verify OTP

- Entering User ID and Password if User Name option selected. Click on Sign In button after that

- Entering Facebook ID and Password if Social Media (Facebook) option selected.
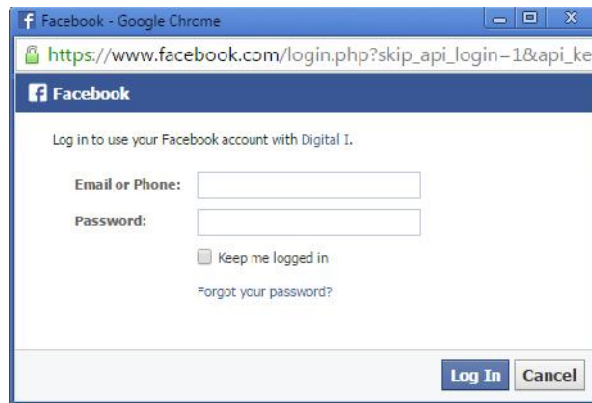
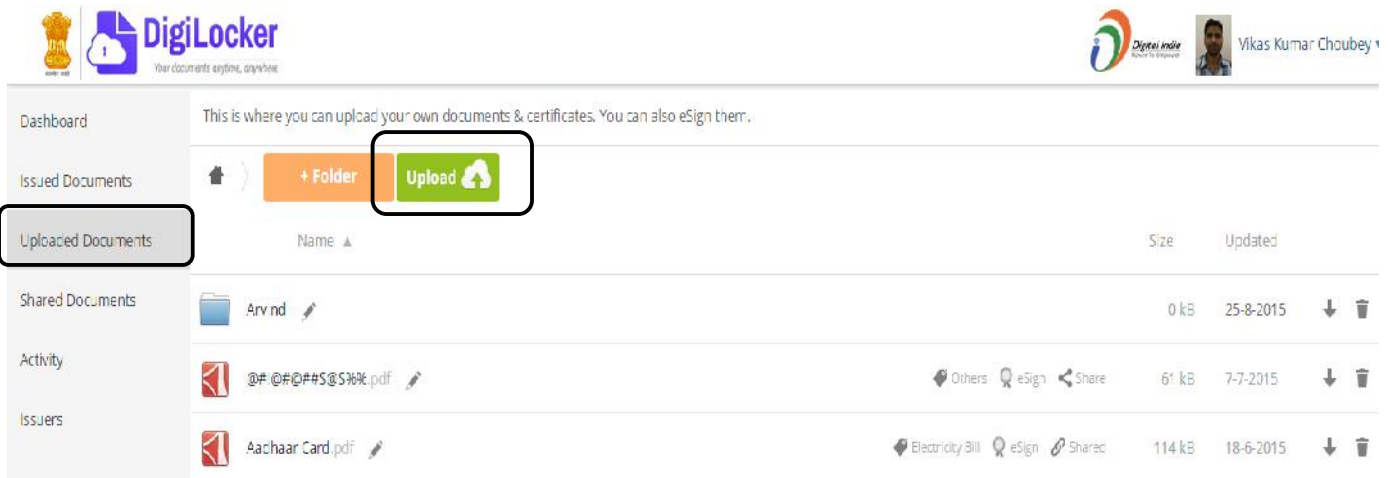## 1.3 Uploading Certificates & Documents

### Step 1: Document Upload Screen

- After signing into Digital Locker, click on Uploaded Documents and then click on Upload to upload your documents in the Digital Locker Account
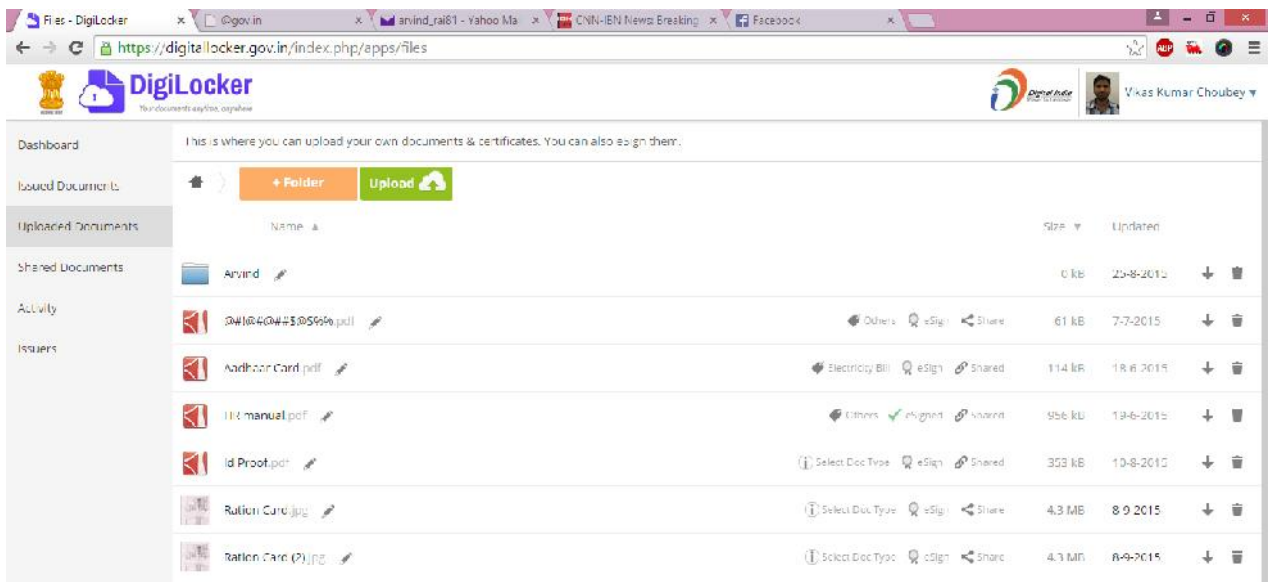- Multiple documents can be uploaded at a time

Step 2: Document Upload Screen

- Click on the Upload button as shown in the image
- Choose the location and select the file(s)
- After selecting file(s), click on Open button
- Multiple documents can be uploaded at a time.
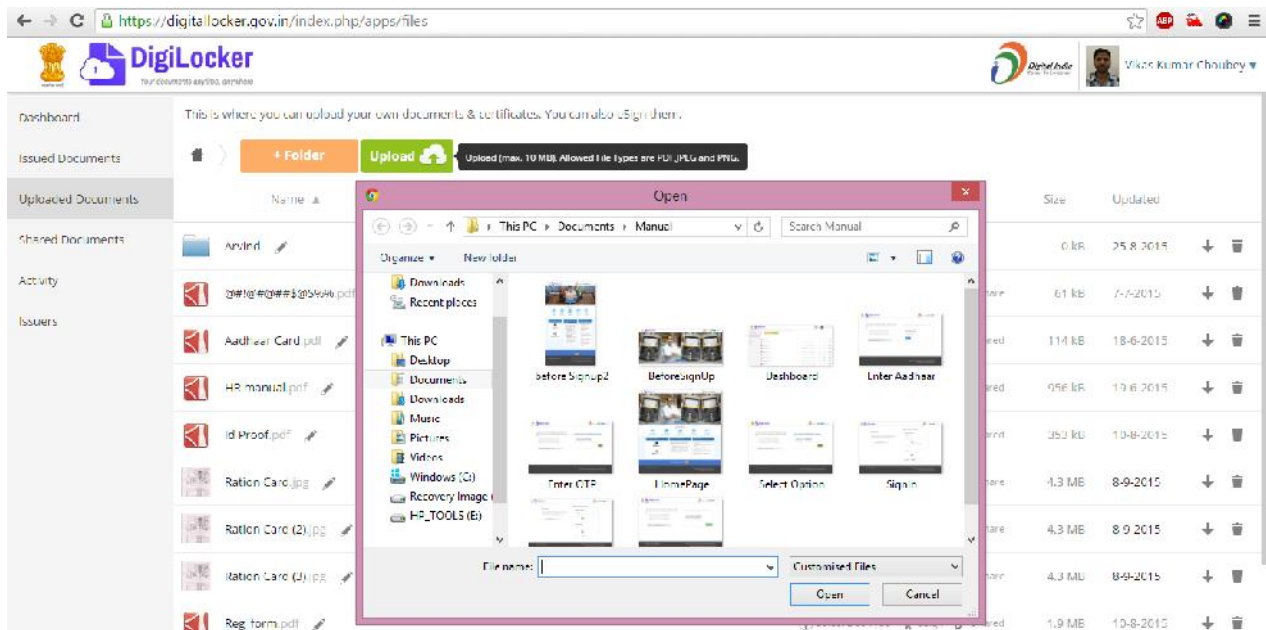
- The sample screen will look as below
- Documents uploaded will be visible in 'Uploaded Documents'' section

Step 3: Select Document Type

- Click on 'Select Doc Type' for any document listed in Uploaded Documents list
- Choose the Document type from the given drop down.
- If your document does not match with any of the predefined document types then select "Others" from the drop down.
- After above mentioned steps, click on Save button
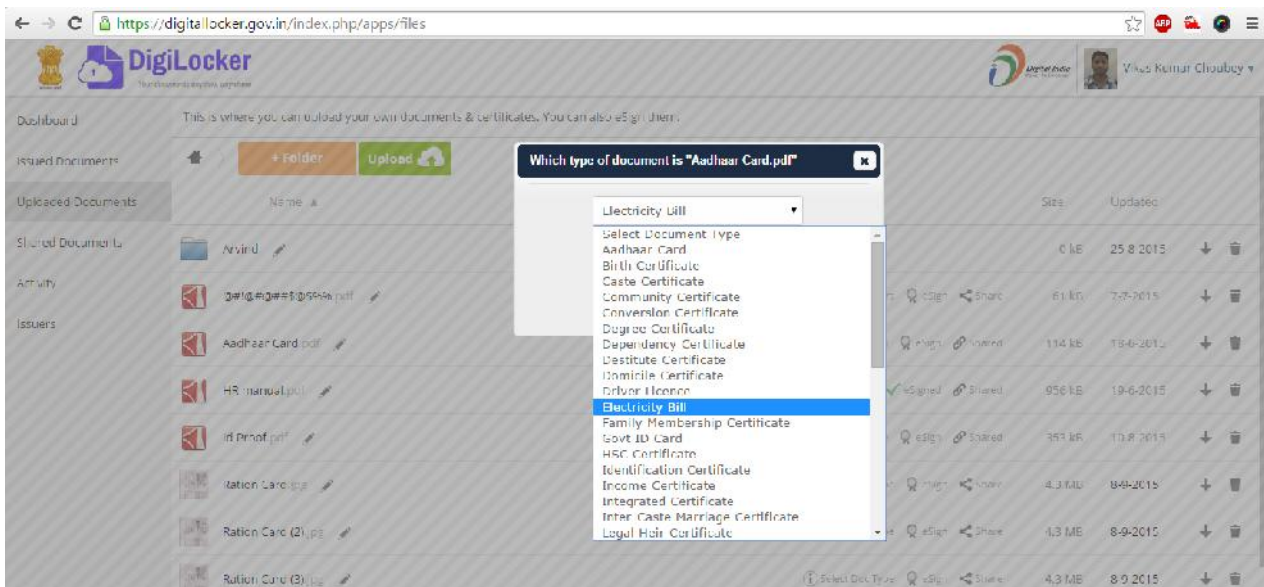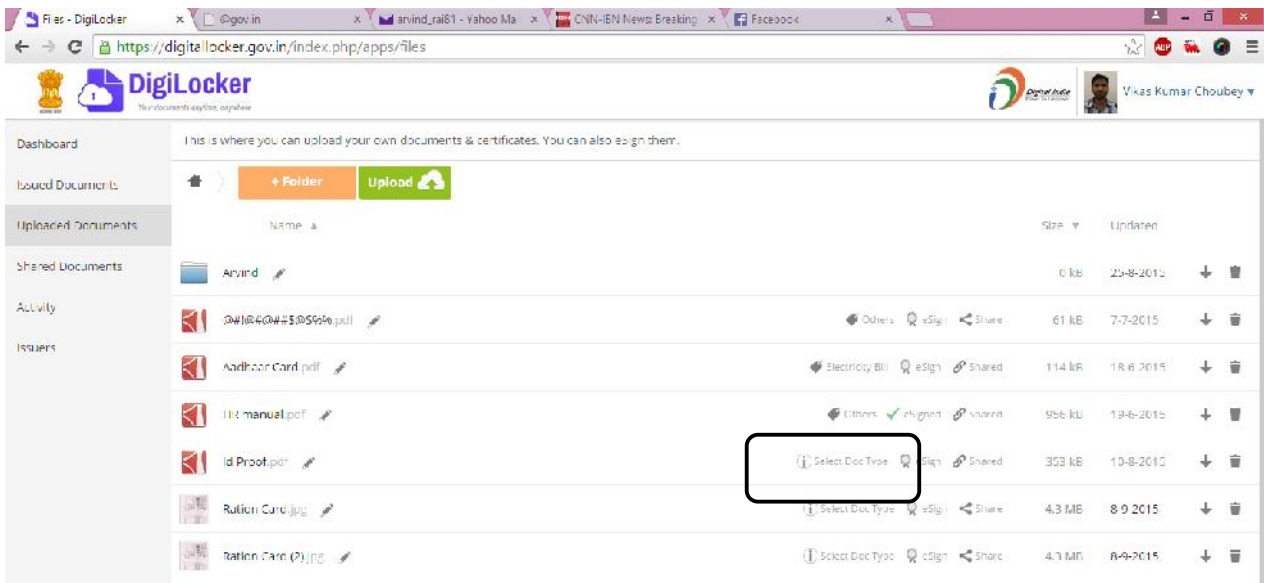
1.4 Viewing Certificates

- After login into Digital Locker account, click on [Uploaded Documents] to view all user uploaded certificates and documents
- Users can edit (file names, Doc type), download, and share files from here.
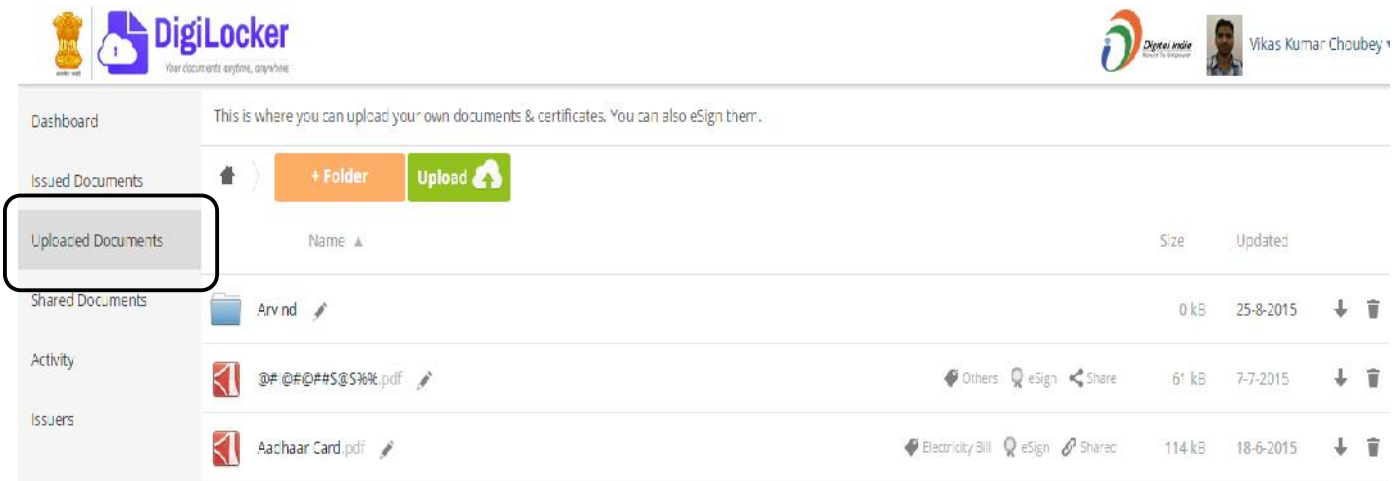
1.5 eSign Document/Certificate

- Click on eSign link provided for each document in Uploaded Document section.
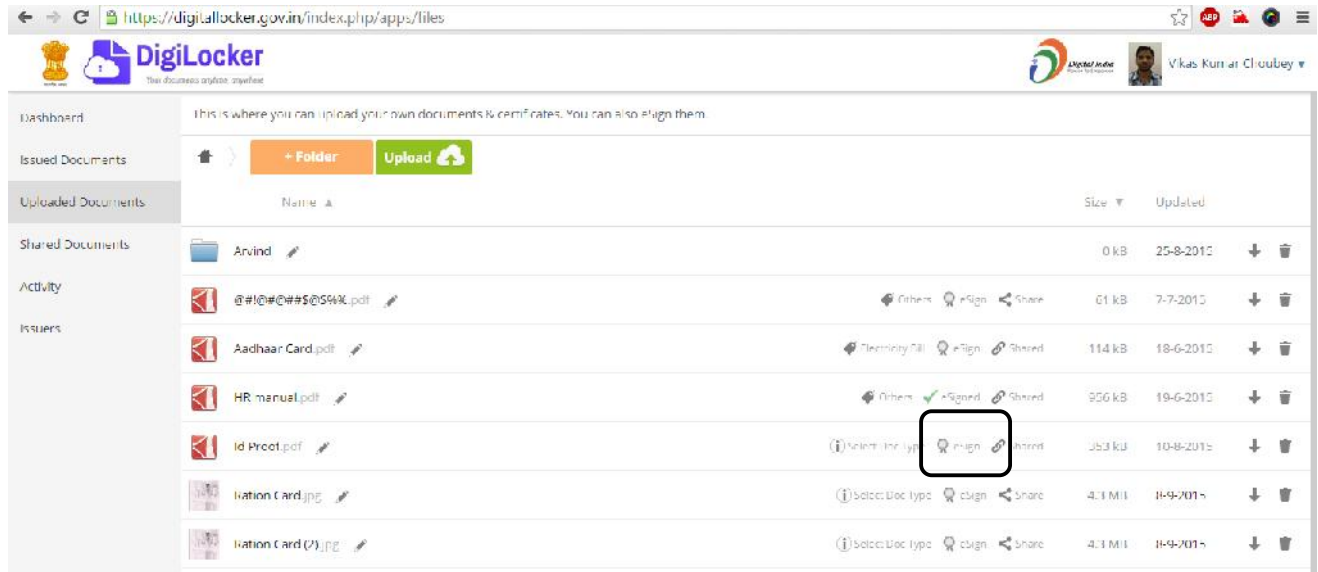
- User will receive an OTP on mobile which needs to be filled in the text box.
- After entering OTP, click on eSign button.
- Selected document will be eSigned (and coverted into pdf if not already a pdf document)
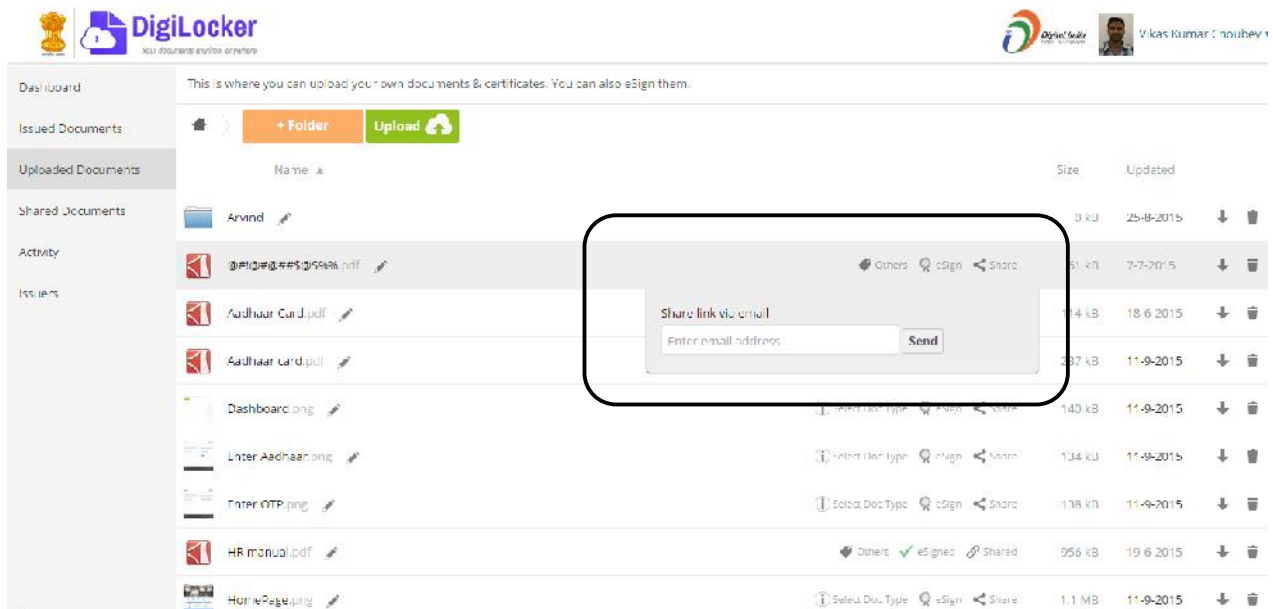- Only one document can be eSigned at a time
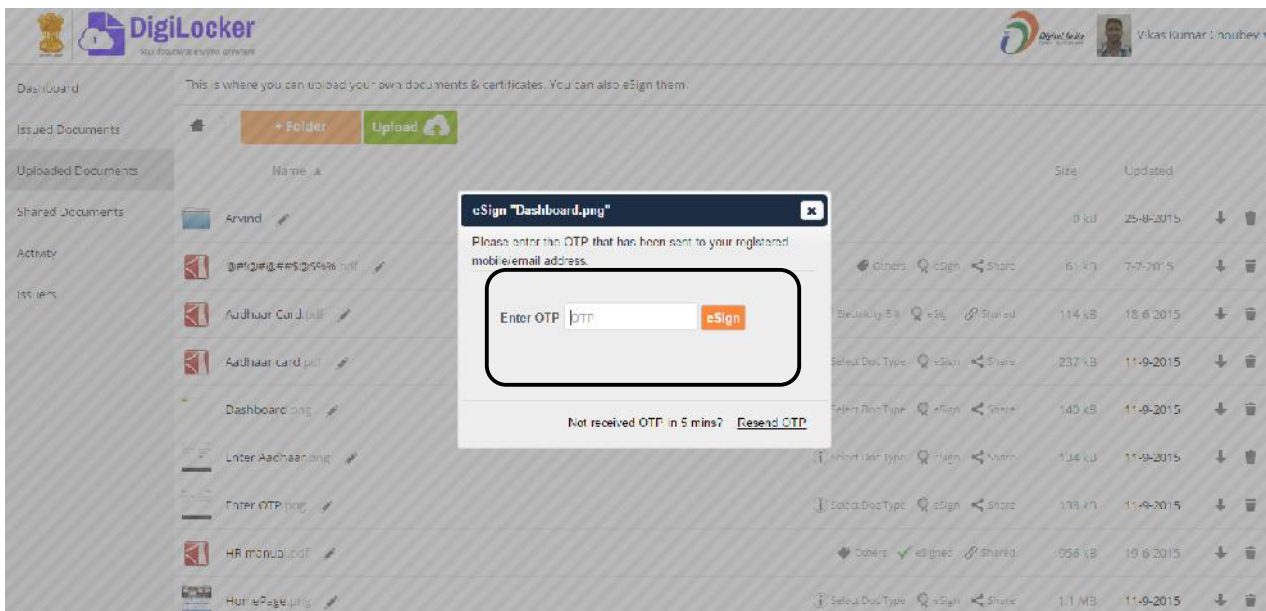
1.6 Share Document

- Click on share link provided for each document in Uploaded Document section.
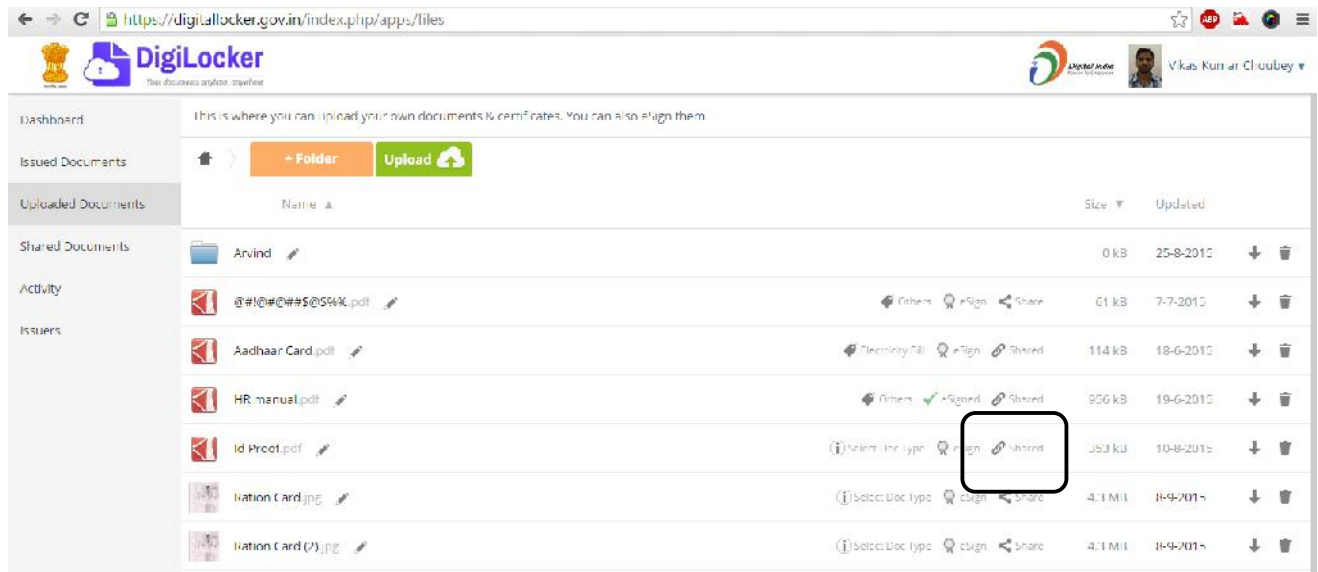

- User will get a pop up for entering email ID with whom this document will be shared.

- After entering email ID, click on send button.
- Selected document will be shared with email address provided.
- Only one document can be shared at a time

1.6 Viewing Issued Documents

- After login into Digital Locker account, click on Issued Documents to view all issued certificates
- Users will be able to view URI of the documents shared with him/her by registered issuers
- Clicking on URI will fetch the actual document directly from issuer database/filesystem.
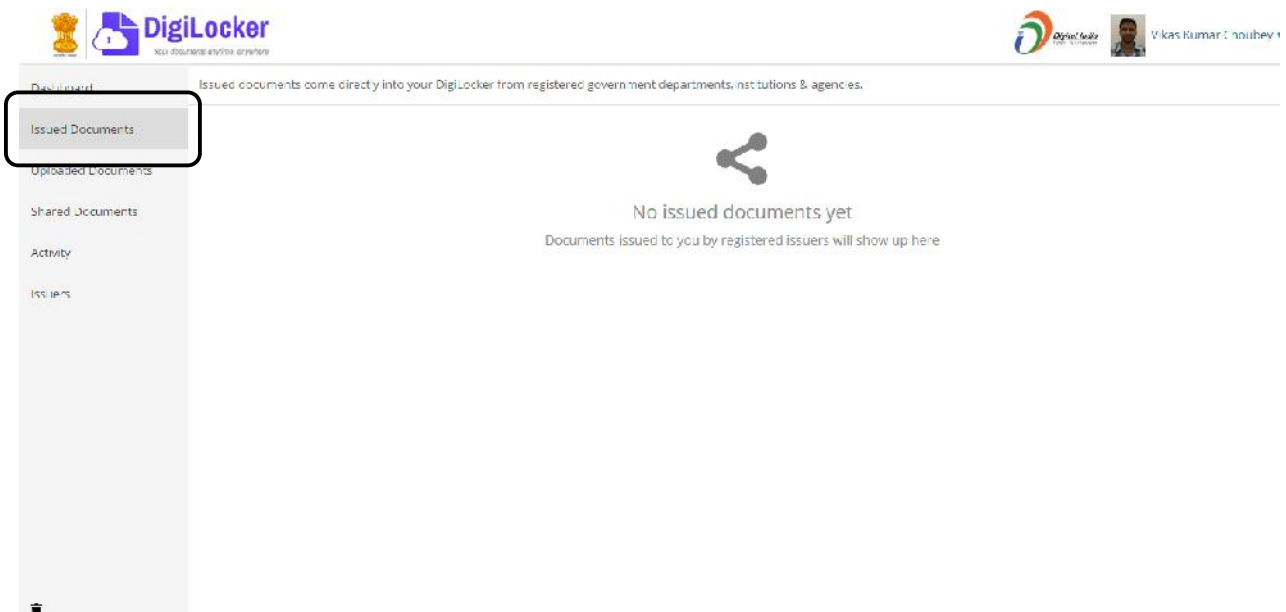
1.7 Viewing Activity

- After login into Digital Locker account, click on Activity to view all the activities performed by the logged in user in the system.
- Activity list is only for viewing. It cannot be edited or deleted.
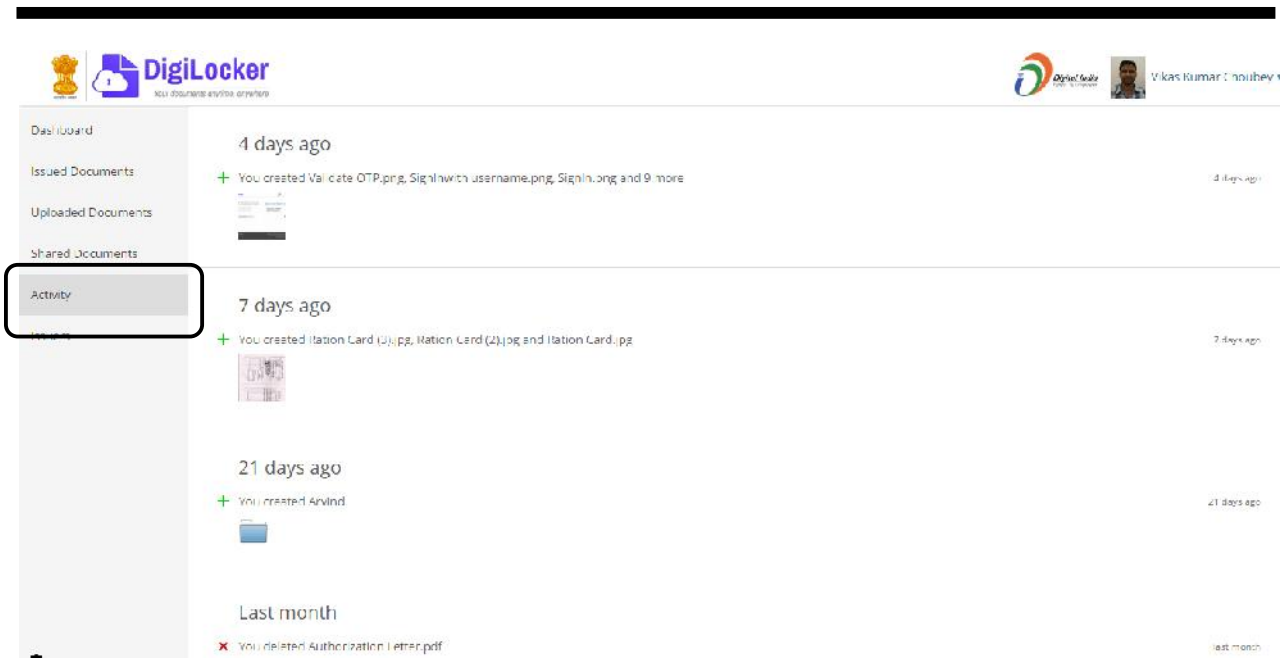
1.8 Viewing Issuers

- After login into Digital Locker account, click on Issuers to view all registered issuers who are part of the DigiLocker system.