



CCA

Document Management and e-Signature



Enter Email



Enter Password

SIGN IN

[Forget Password ?](#)

Don't have an account? [Sign Up](#)

User Manual for Secure e-Documentation

Version: 1.0

Introduction

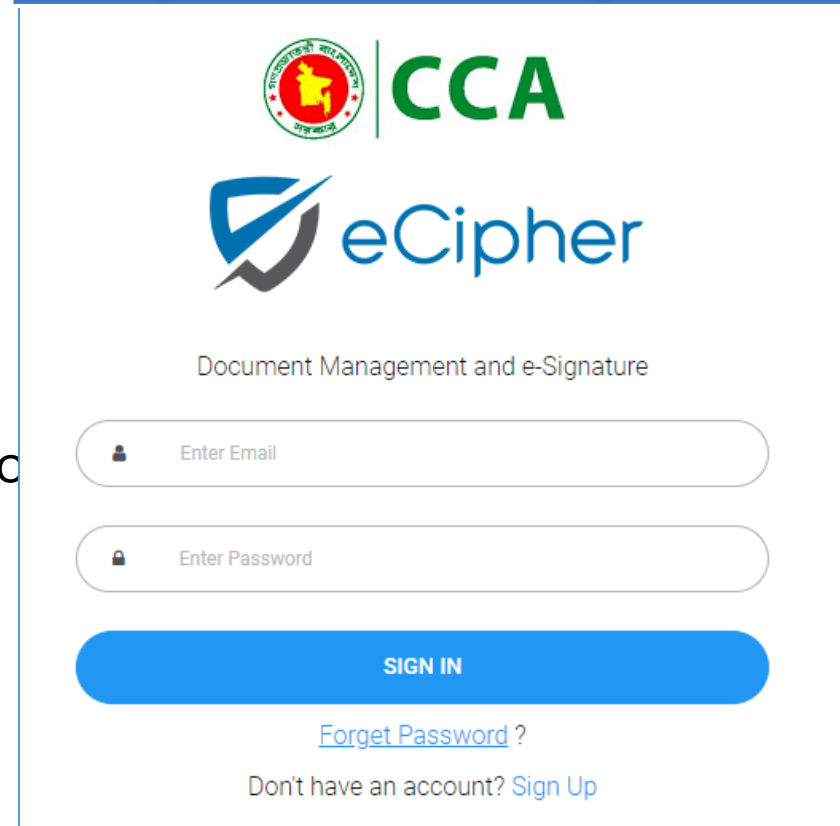
The following topics are described next

1. Dashboard
2. Manage Visual Signature
3. Single user signature flow
4. Multiple user signature flow
5. Document list based on Signature Status

Sign In

1. Open a browser like Firefox, Chrome etc.
2. Visit eCipher Solution of CCA
3. Input Email and Password
4. Click the "Sign In" button to enter into the eCipher system.

<https://dms.cca.gov.bd>



The screenshot shows the login interface for the eCipher system. At the top, there is a blue header with the URL <https://dms.cca.gov.bd>. Below the header, the CCA logo (a red circle with a yellow figure) and the text "CCA" are displayed. Underneath, the eCipher logo (a blue shield with a white checkmark) and the text "eCipher" are shown. The text "Document Management and e-Signature" is centered below the logos. There are two input fields: "Enter Email" with a person icon and "Enter Password" with a lock icon. A prominent blue "SIGN IN" button is located below the password field. At the bottom, there are two links: "Forget Password?" and "Don't have an account? Sign Up".

Dashboard

The dashboard features a blue header with the eCipher logo on the left and the user name 'Sabuj Hossain' with a profile icon on the right. A navigation menu on the left lists: Dashboard, Sign Task, My Documents, Sign Package Management, Storage Management, and My Signatures. The main content area displays a welcome message and a 'Summary of Today' section with six cards: Pending Signs (1), Completed Signs (0), Sign Balance (1), Storage Balance (2.0000 GB), My Signatures (1), and eKYC Info. Each card includes an icon and a link to view details. At the bottom, a footer states: 'A Remote signature Solution (eSign) of BPSCA, licensed by the Government of Bangladesh'.

Dashboard

Sign Task

My Documents

Sign Package Management

Storage Management

My Signatures

Welcome Sabuj Hossain

Today Refresh

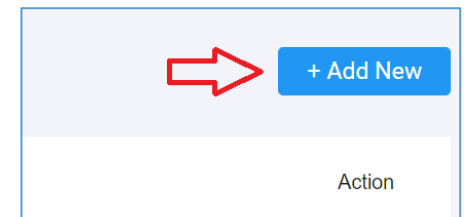
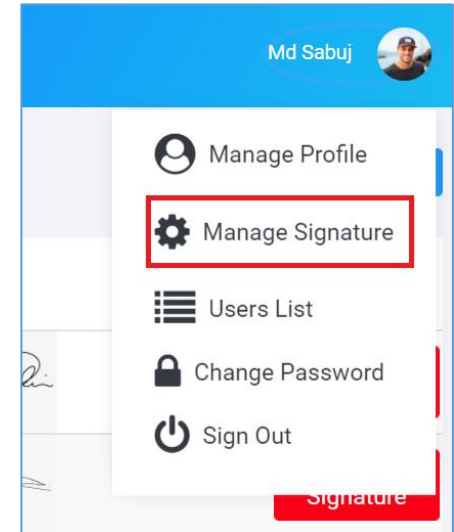
Summary of Today

Category	Count	Action
Pending Signs	1	Waiting for Sign
Completed Signs	0	Signing Task Done
Sign Balance	1	Available Sign Balance
Storage Balance	2.0000 GB	Available Storage Balance
My Signatures	1	Uploaded Signatures
eKYC Info		eKYC Web and App Info

A Remote signature Solution (eSign) of BPSCA, licensed by the Government of Bangladesh

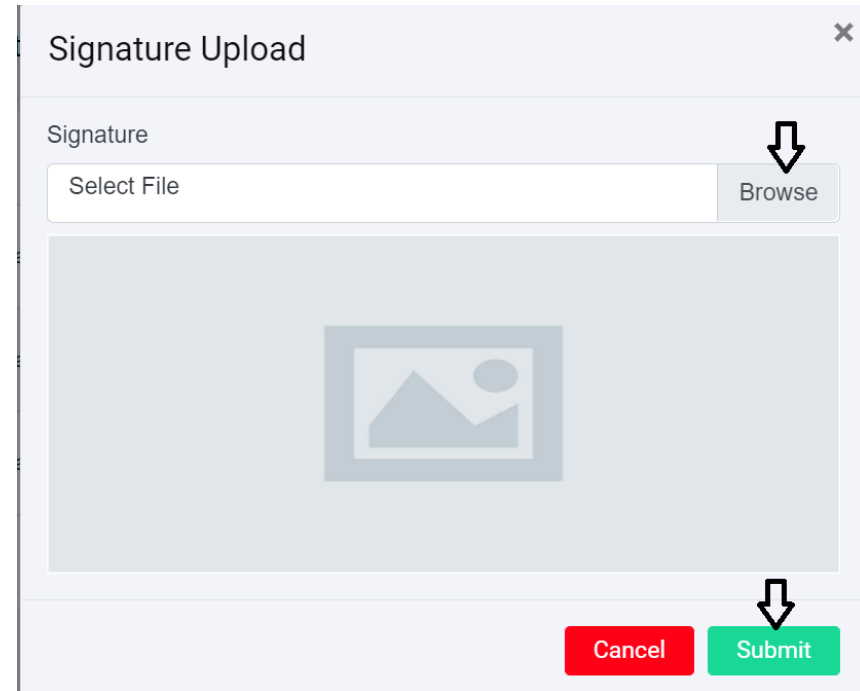
Manage Visible Signature

1. User needs to upload a visible signature that will be used in signing
2. Click profile icon and click "**Manage Signature**" button
3. Click "**Add New**" button
4. After click add new button, user will see the next window

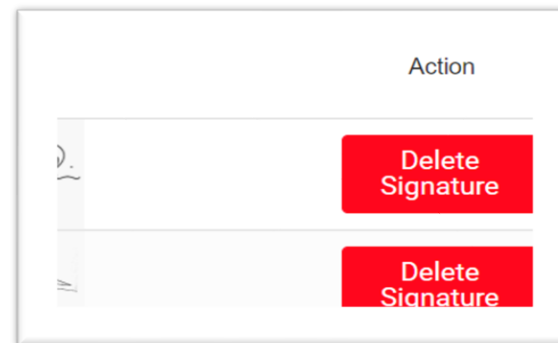


Manage Visible Signature

1. Select a visible signature
2. Click "**Submit**" button
3. This signature will be shown in the list
4. User can also delete visible signatures



The screenshot shows a dialog box titled "Signature Upload" with a close button (X) in the top right corner. Below the title bar, the word "Signature" is displayed. A file selection interface includes a text input field with the placeholder "Select File" and a "Browse" button to its right. A downward-pointing arrow is positioned above the "Browse" button. The main area of the dialog is a large, light gray rectangle containing a placeholder image of a document with a signature. At the bottom right of the dialog, there are two buttons: a red "Cancel" button and a green "Submit" button. A downward-pointing arrow is positioned above the "Submit" button.



The screenshot shows a table with a single column header "Action". Below the header, there are two rows, each containing a red button with the text "Delete Signature".

Action
Delete Signature
Delete Signature

Single User Signature Flow

Signing a document by Single User

The screenshot displays the eCIPHER dashboard interface. On the left sidebar, the 'New Self Sign' option is highlighted with a red box. The main dashboard area features a 'Summary of Today' section with four cards: 'New Sign' (1 New Signing Task), 'New Self Sign' (1 New Self Signing Task, highlighted with a red box), 'Pending Signs' (1 Waiting for Sign), and 'Completed Signs' (0 Signing Task Done). Below this, there are four more cards: 'Sign Balance' (1 Available Sign Balance), 'Storage Balance' (2.0000 GB Available Storage Balance), 'My Signatures' (1 Uploaded Signatures), and 'eKYC Info' (eKYC Web and App Info). The user's name 'Sabuj Hossain' is visible in the top right corner, and the date 'Today' is shown in the top right navigation area.

Click **“New Self Sign”** button to start signing

Document Upload

The screenshot shows a web application interface for document upload. On the left is a navigation sidebar with a yellow background, containing menu items: Dashboard, Sign Task, New Self Sign (checked), New Sign, Pending Sign, Completed Sign, Rejected Sign, My Documents, Sign Package Management, Storage Management, and My Signatures. The main content area is titled 'New Self Sign' and features a progress indicator with two steps: '1 Add' and '2 Prepare'. Below the progress bar, the text 'Select a Document' is displayed on the left and '(Max 1GB)' on the right. A large dashed-line box contains a blue document icon and the text 'Drop documents here to get started'. At the bottom of the main area, there is a 'Previous' button on the left and a blue 'Next' button on the right.

1. Select a document or drop a document
2. Click "**Next**" button

Select Signature Position

Select Signer

Md Sabuj

Select Page

1

Select Field

Signature

Signature of Md Sabuj

Page 1

সূত্রঃ সি.সি.এ. কার্যালয় এর স্মারক নং- ৫৬. ০৩. ০০০০. ০০২. ৯৯. ০০১. ২০.৩ ; তারিখ ১৯ /০৯ /২০২০ খ্রিঃ।

উপরোক্ত বিষয় পরিপ্রেক্ষিতে জানানো যাচ্ছে যে,সি.সি.এ. কার্যালয় কর্তৃক আয়োজিত প্রশীক্ষন কর্মশালায় জন্য বাংলাদেশ লিমিটেডের পক্ষ থেকে নিম্নোক্ত প্রশীক্ষনার্থির নাম ও আনুশাংগিক তথ্য অনুমোদনের জন্য প্রেরণ করা হলঃ

প্রশীক্ষনার্থির নাম	পদবী	ইমেইল	মোবাইল
সবুজ হোসেন	সি.এ. সিস্টেম এডমিনিস্ট্রেটর	sabuj@commlinkinfotech.com	01714265045
আশরাফ উল যুবায়ের	ব্যবস্থাপক (বিজিনেস ডেভেলপমেন্ট)	jubair@commlinkinfotech.com	01833104089

অতএব বিনীত নিবেদন এই যে, উক্ত আলোচ্য বিষয়ের পরিপ্রেক্ষিতে আমাদেরকে যথাযথ অনুমতি প্রদান করে বাধিত করবেন।

Resize

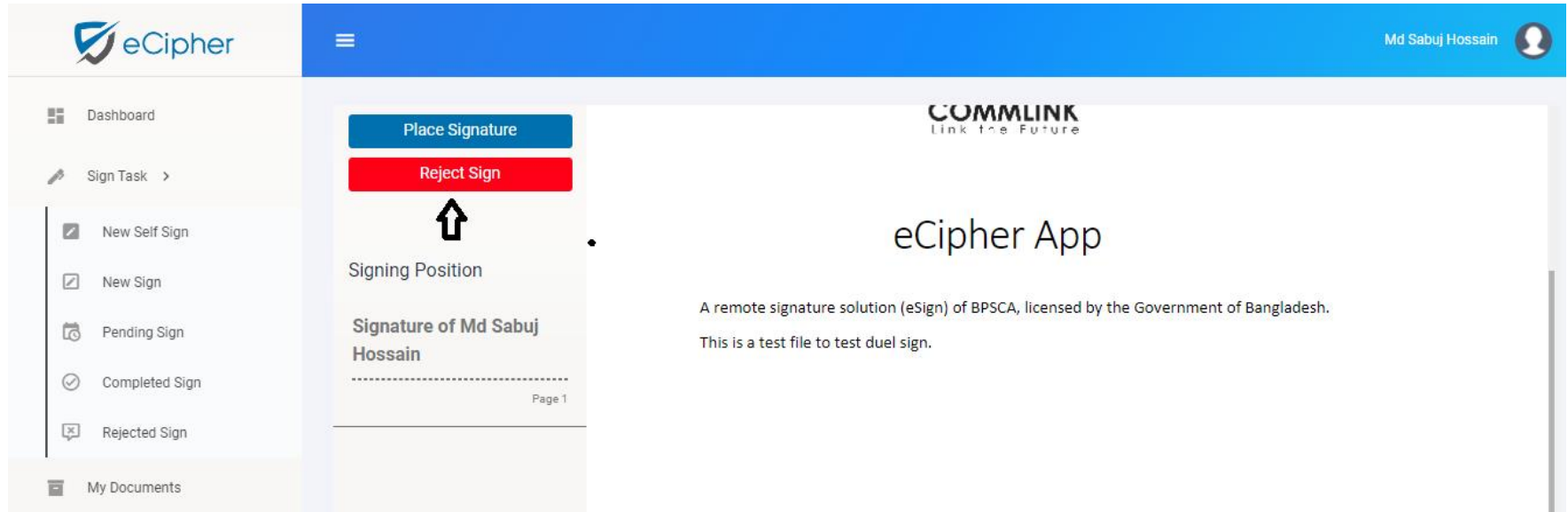
Sign

সবুজ হোসেন
সি এ সিস্টেম এডমিনিস্ট্রেটর

Friday, August 6, 20

1. Select page number which page you want to place the sign
2. Click **“Signature”** button and place the signature by dragging it
3. You can also change the **size** of the placeholder
4. Click **“Next”** button

Signature Place



The screenshot displays the eCipher application interface. On the left, there is a navigation menu with options: Dashboard, Sign Task, New Self Sign, New Sign, Pending Sign, Completed Sign, Rejected Sign, and My Documents. The main content area shows a document titled 'COMMLINK Link the Future' with the text 'eCipher App'. Below the text, it states: 'A remote signature solution (eSign) of BPSCA, licensed by the Government of Bangladesh. This is a test file to test dual sign.' On the left side of the document, there are two buttons: 'Place Signature' (blue) and 'Reject Sign' (red). Below these buttons is a 'Signing Position' section with an upward arrow icon, and a signature list for 'Md Sabuj Hossain' with a dotted line and 'Page 1' below it.

1. If you want to sign, Please click on **“Place Signature”** button or if you want to reject sign, please click on **“Reject Sign”** button
2. After click on **“Place Signature”** button user will see the signature list as shown in the next window

Signature Select

Signature List

Sarah Fli

Salsu

Close Place Signature

ইমেইল	মোবাইল
inkinfotech.com	01714265045
inkinfotech.com	01833104089

সি.এ. সিস্টেম এডমিনিস্ট্রটর
বাংলাফোন লিমিটেড
রোড ২৩/এ, গুলশান-১, ঢাকা-১২১২।

1. Select your signature from Signature list
2. Click "**Place Signature**" button
3. After click place signature button, signature will placed in the document

Approve Signature

- Dashboard
- New Sign
- Pending Sign
- Completed Sign
- Rejected Sign

Place Signature

Reject Sign

Approve The Signature

↑

Signing Position

Signature of Md Sabuj


Page 1

সূত্রঃ সি.সি.এ. কার্যালয় এর স্মারক নং- ৫৬. ০৩. ০০০০. ০০২. ৯৯. ০০১. ২০.৩ ; তারিখ ১৯/০৯/২০২০ খ্রিঃ।

উপরোক্ত বিষয় পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, সি.সি.এ. কার্যালয় কর্তৃক আয়োজিত প্রশীক্ষন কর্মশালায় জন্য বাংলাফোন লিমিটেডের পক্ষ থেকে নিম্নোক্ত প্রশীক্ষনার্থীর নাম ও আনুশাংগিক তথ্য অনুমোদনের জন্য প্রেরণ করা হলঃ

প্রশীক্ষনার্থীর নাম	পদবী	ইমেইল	মোবাইল
সবুজ হোসেন	সি.এ. সিস্টেম এডমিনিস্ট্রেটর	sabuj@commlinkinfotech.com	01714265045
আশরাফ উল যুবায়ের	ব্যবস্থাপক (বিজিনেস ডেভেলপমেন্ট)	jubair@commlinkinfotech.com	01833104089

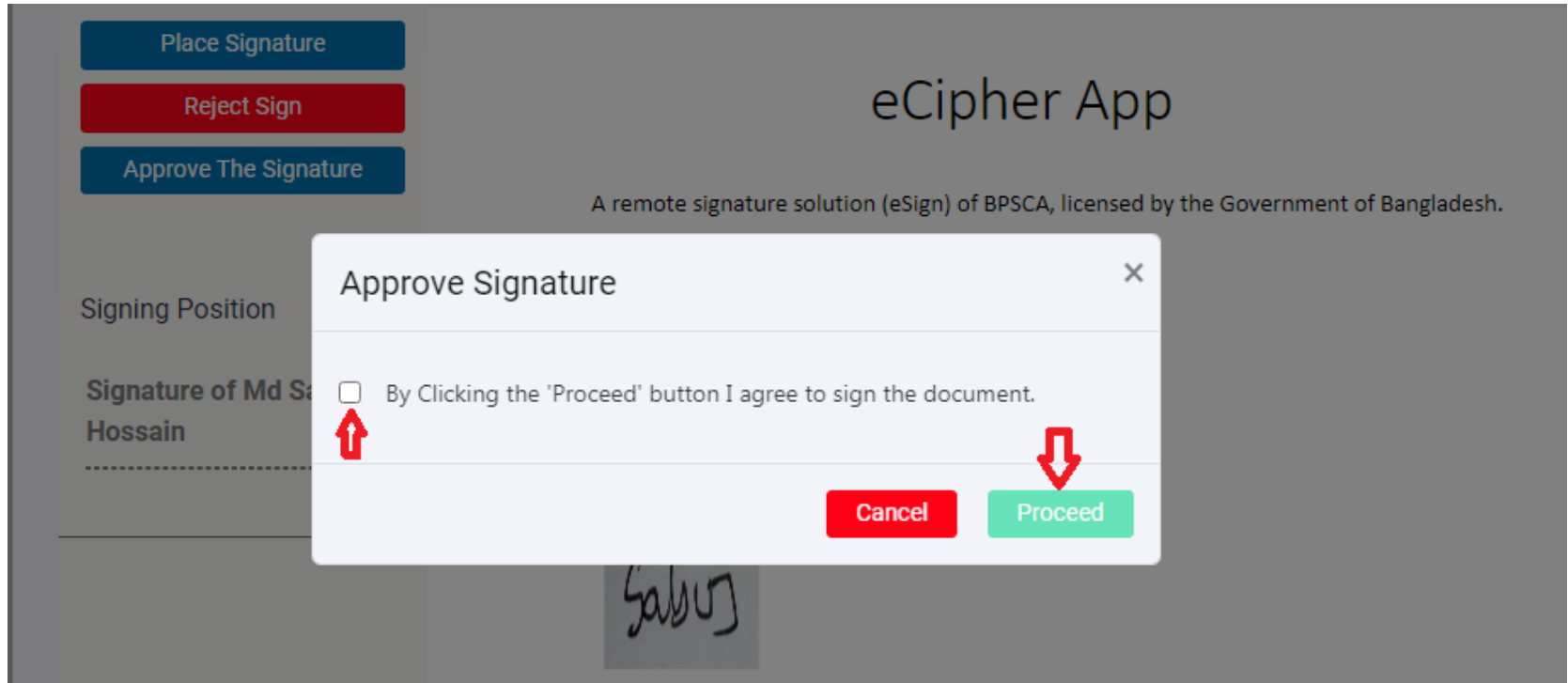
অতএব বিনীত নিবেদন এই যে, উক্ত আলোচ্য বিষয়ের পরিপ্রেক্ষিতে আমাদেরকে যথাযথ অনুমতি প্রদান করে বাধিত করবেন।



সবুজ হোসেন
সি.এ. সিস্টেম এডমিনিস্ট্রেটর
বাংলাফোন লিমিটেড
রোড ২৩/এ, গুলশান-১, ঢাকা-১২১২।

1. Click on “**Approve The Signature**” button
2. After click **Approve The Signature** button, user will see approve signature agree dialogue box.

Approve Signature



1. After trick and click the proceed button, user will automatically redirect the e-KYC verification page

e-KYC Verification - OTP

1. Enter your e-KYC Mobile Number or email address
2. Click "**Confirm**" button
3. User will get a verification code to mobile number or email
4. Enter Code (If you do not receive code, click "**Resend Code**" button)
5. Enter the OTP and Click "**Confirm**" button
6. Then you will be asked to enter the e-KYC password

BPSCA e-Sign Authentication

You have requested e-Sign with following details

Requested By	eCipher DMS
Document HASH	44a66167d430812c91df2b2296710a860b2349d05a9c01f4 5fedf09b8b280630
Signer's NID	****49802

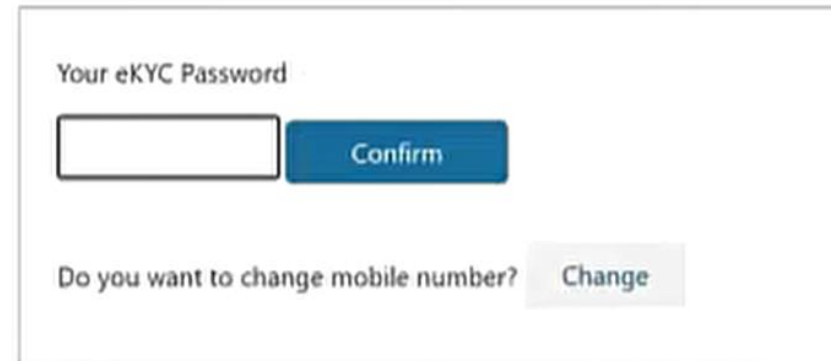
Your e-KYC Mobile No or Email Address

Enter Verification Code Sent to 017 **** 5045

Didn't Receive Code?

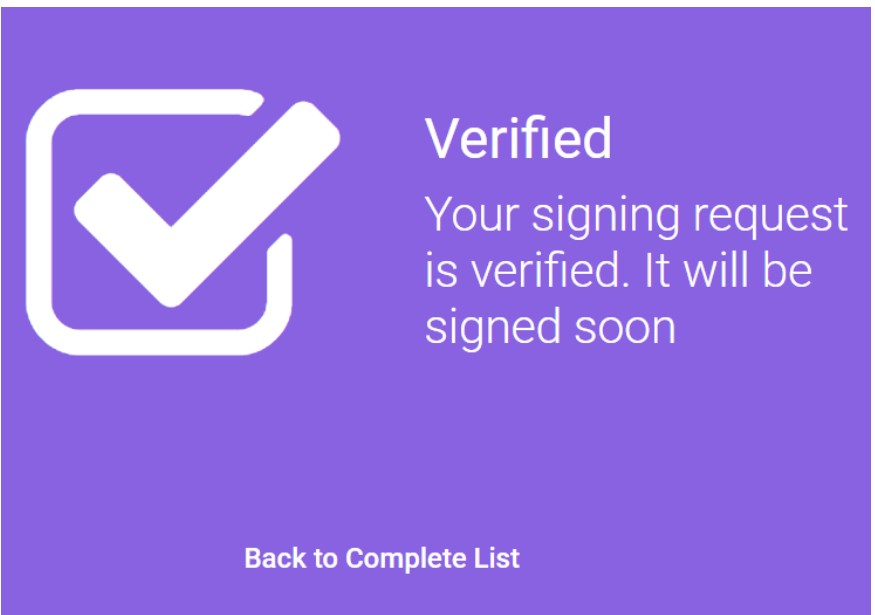
e-KYC Password Verification

1. Enter your e-KYC password that you have chosen during e-KYC registration. **Note:** This is not your DMS password
2. Click "**Confirm**" button
3. If the password is correct, user signing request is verified
4. Then the document will be signed and shown in **Complete** list



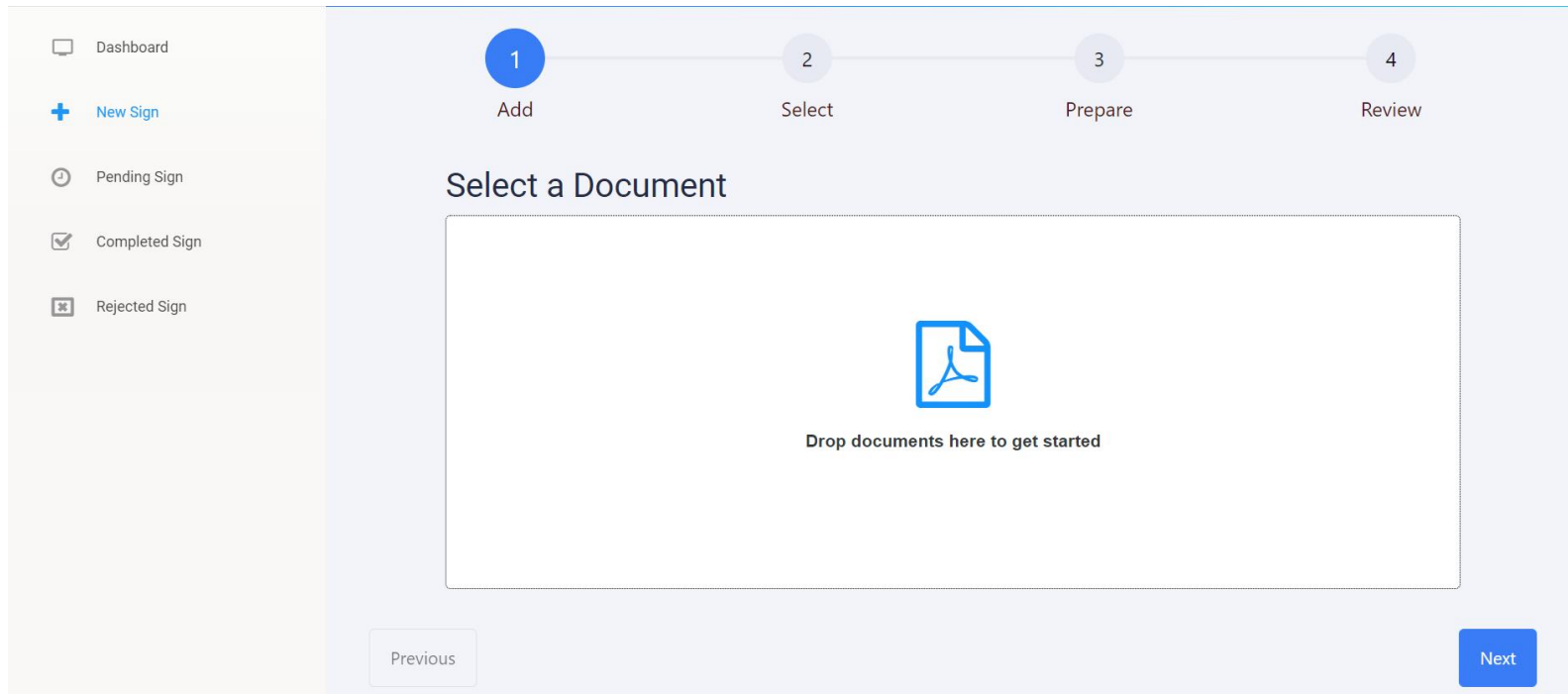
Your eKYC Password

Do you want to change mobile number?



Multiple User Signature Flow

Document Upload



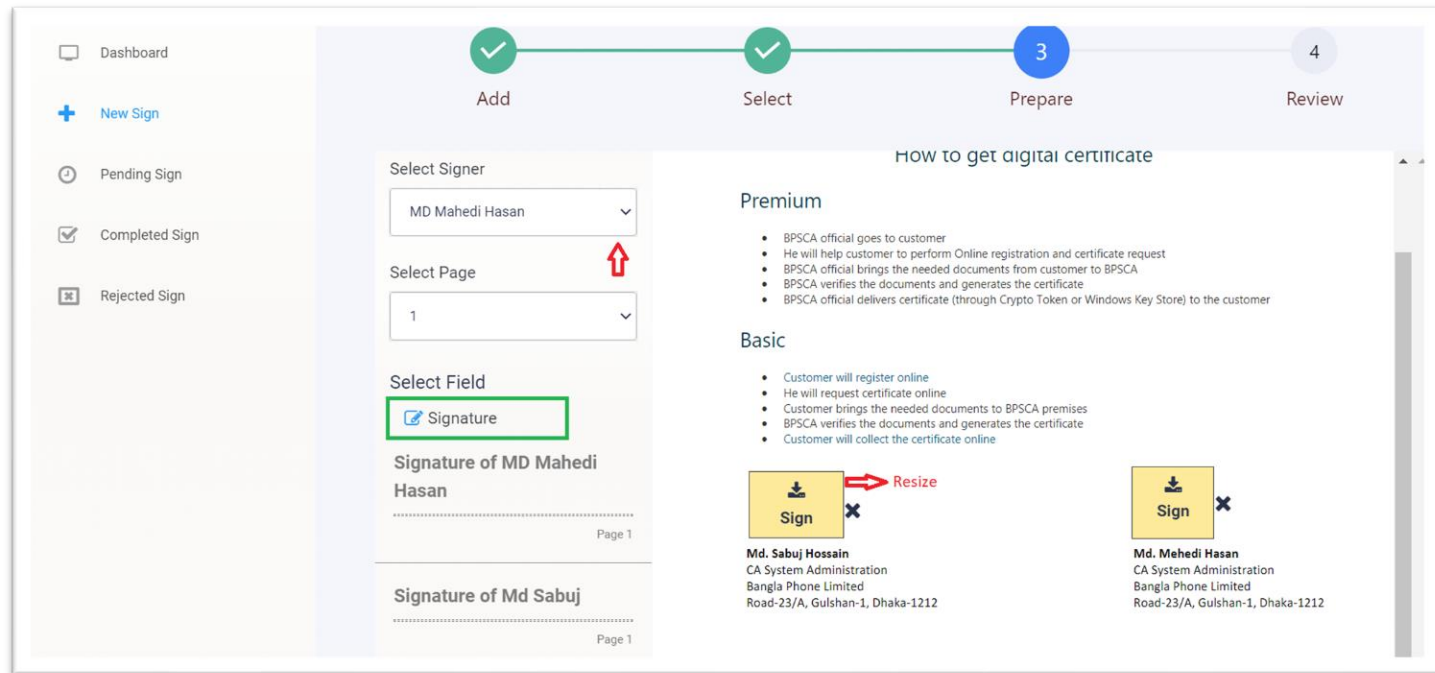
1. Select a document or drop a document
2. Click "**Next**" button

Add Signers by First User

The screenshot shows a multi-step process for adding signers. The steps are: 1. Add (marked with a green checkmark), 2. Select (marked with a blue circle and '2'), 3. Prepare (marked with a grey circle and '3'), and 4. Review (marked with a grey circle and '4'). The current step is 'Add Recipients', which is a sub-step of 'Add'. It features two input fields for name and email address. The first entry is 'Md Sabuj' with email 'sabuj@commlinkinfotech', and the second is 'MD Mahedi Hasan' with email 'mhasan@commlinkinfote'. Each entry has a red 'x' button to its right. A red arrow points to the '+ Add Recipient' button below the input fields. A black arrow points to the 'x' button next to 'MD Mahedi Hasan'. At the bottom, there are 'Previous' and 'Next' buttons.

1. User can select multiple signers by typing email addresses of signers
2. Click "**Next**" button

Select Signature Position



1. Select signer and page number on which page you want to place the sign
2. Click "**Signature**" button and place the signature by dragging it. You need to do it for all signers
3. You can also change the **size** of the placeholder
4. Click "**Next**" button

Review and Send

Dashboard

+ New Sign

⌚ Pending Sign

✓ Completed Sign

✗ Rejected Sign

✓ Add

✓ Select

✓ Prepare

4 Review

Review and Send

Email Subject

Application to be signed

Email Message

Enter Message

Previous

Submit

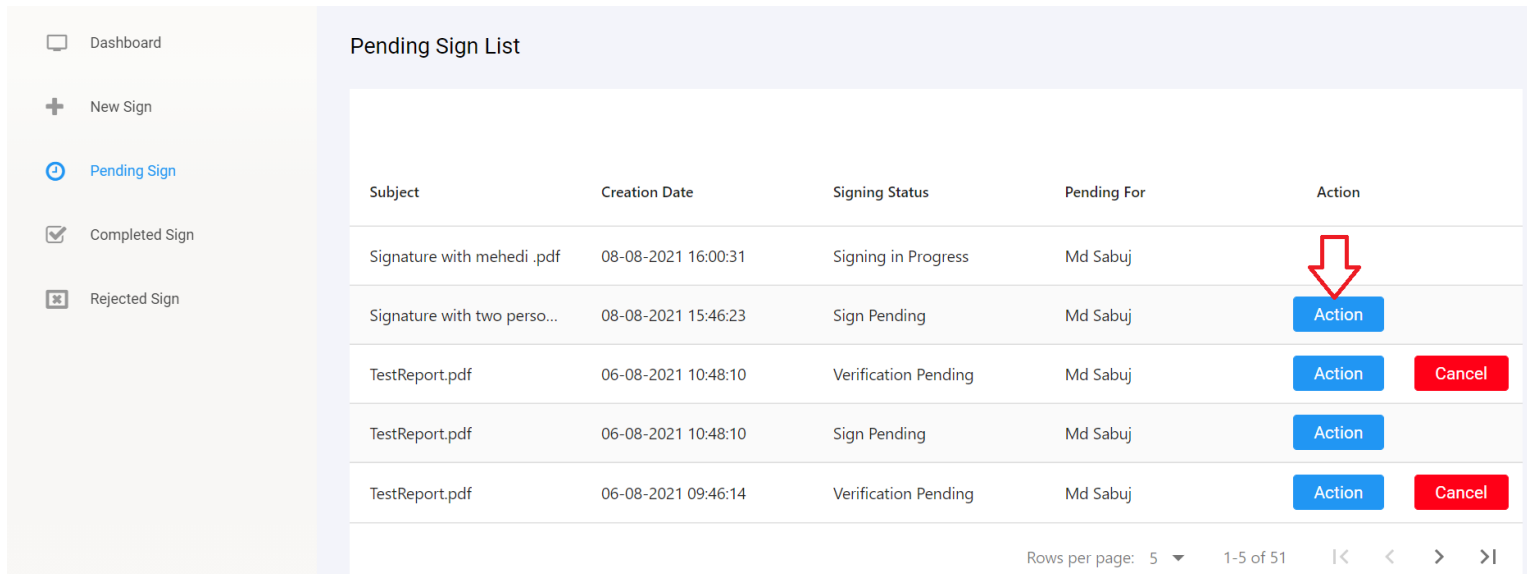
1. Enter Message to send email (Optional)
2. Click "**Next**" button


Sign by First Signer

Similar Steps as Shown Before

1. Signature Placement
2. E-KYC OTP Verification
3. E-KYC Password Verification

Sign by Second Signer



Subject	Creation Date	Signing Status	Pending For	Action
Signature with mehedi .pdf	08-08-2021 16:00:31	Signing in Progress	Md Sabuj	
Signature with two perso...	08-08-2021 15:46:23	Sign Pending	Md Sabuj	Action
TestReport.pdf	06-08-2021 10:48:10	Verification Pending	Md Sabuj	Action Cancel
TestReport.pdf	06-08-2021 10:48:10	Sign Pending	Md Sabuj	Action
TestReport.pdf	06-08-2021 09:46:14	Verification Pending	Md Sabuj	Action Cancel

Rows per page: 5 | 1-5 of 51 | < > >|

1. Second user will login into the eCipher system.
2. Click on "**Pending Sign**" tab and user will see the pending documents list
3. Click "**Action**" button to start signing the documents

Sign by Second Signer

Similar Steps as Shown Before

1. E-KYC OTP Verification
2. E-KYC Password Verification

After Signing by All Signers

Place Signature

Reject Sign

Approve The Signature

Signing Position

Signature of Mahedi Hasan

.....

Page 1

Signed Done by Md Sabuj

.....

Page 1

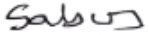
How to get digital certificate

Premium

- BPSCA official goes to customer
- He will help customer to perform Online registration and certificate request
- BPSCA official brings the needed documents from customer to BPSCA
- BPSCA verifies the documents and generates the certificate
- BPSCA official delivers certificate (through Crypto Token or Windows Key Store) to the customer

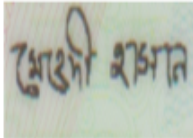
Basic

- Customer will register online
- He will request certificate online
- Customer brings the needed documents to BPSCA premises
- BPSCA verifies the documents and generates the certificate
- Customer will collect the certificate online



Digitally signed by
Md Sabuj
Date: Tue Aug 10
12:57:49 BDT 2021

Md. Sabuj Hossain
CA System Administration
Bangla Phone Limited
Road-23/A, Gulshan-1, Dhaka-1212



Md. Mehedi Hasan
CA System Administration
Bangla Phone Limited
Road-23/A, Gulshan-1, Dhaka-1212

Document and Signature List

Pending Sign

Subject	Creation Date	Signing Status	Pending For	Action
For Single User Signature...	06-08-2021 23:01:24	Verification Pending	Md Sabuj	Action Cancel
TestReport.pdf	06-08-2021 10:48:10	Verification Pending	Md Sabuj	Action Cancel
TestReport.pdf	06-08-2021 10:48:10	Sign Pending	Md Sabuj	Action
TestReport.pdf	06-08-2021 09:46:14	Verification Pending	Md Sabuj	Action Cancel
GPS Update Feature.pdf	05-08-2021 17:11:14	Sign Pending	Md Sabuj	Action

Rows per page: 5 1-5 of 50 |< < > >|

1. User will see the pending documents from pending sign list
2. User will click "**Action**" button to start signing process

Completed Sign

Completed Sign List

Subject	Signing Status	Creation Date	Completion Date	Action
TestReport.pdf	Signed	08-08-2021 13:13:50	08-08-2021 13:15:59	View Download
TestReport.pdf	Failed	05-08-2021 16:56:44	05-08-2021 19:06:41	View Download
TestReport.pdf	Signed	04-08-2021 11:23:47	04-08-2021 11:40:19	View Download
2 person with Sabuj.pdf	Signed	04-08-2021 11:15:11	04-08-2021 11:16:35	View Download
2 person with Sabuj.pdf	Failed	04-08-2021 10:34:32	04-08-2021 10:37:39	View Download

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1. User can view and download documents from **completed sign** list

Rejected Sign

Dashboard

+ New Sign

🕒 Pending Sign

☑ Completed Sign

🚫 Rejected Sign

Rejected Sign List

Subject	Signing Status	Creation Date	Completion Date	Feedback	Action
TestReport.pdf	Failed	05-08-2021 16:56:44	05-08-2021 19:06:41	Not need it	View Download
2 person with Sabuj.pdf	Failed	04-08-2021 10:34:32	04-08-2021 10:37:39	I don't want to signing h...	View Download
Single User.pdf	Failed	03-08-2021 20:08:51	03-08-2021 20:12:46	try later	View Download
Single User.pdf	Failed	03-08-2021 10:50:20	03-08-2021 10:57:53	test	View Download
2 person with Sabuj.pdf	Failed	28-07-2021 20:25:00	03-08-2021 19:02:04	reject	View Download

Rows per page: 5 ▾ 1-5 of 5 |< < > >|

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1. User can reject to sign a document
2. User will see the rejected docs form **Rejected sign** list

Thank You