OTP Authentication at the time of Digital Signing ePO

Pre-Requisites:-

1. Profile of Maker User and Checker User must be registered & validated with correct email ID and Mobile No. If there is any change, then users can update the same.
2. Profile of Maker and Checker of any level must be approved by its Higher Tier.

3. PRI would receive OTP on registered Email Id and Mobile during updation of profile.

4. PRI's day book must be closed till current date.
5. PRI's DSC must be registered in eGramSwaraj and must be approved by PFMS also.
6. Higher tier (Admin) of PRI level users would receive a request for approval for the profile submitted by Maker & Checker User.

7. On Approval of Profile details of Maker & Checker would be updated in PRIs Profile.

8. PRI need to create payment voucher and freeze the same as per the process.

9. After the creation ePO, PRI must close the day book in order to generate the ePO.

For OTP authentication at the time of digitally signing payment file, user has to select the menu option **Sign Approve ePO**, and then OTP as received on registered Email ID and Mobile No would be entered in the below screen
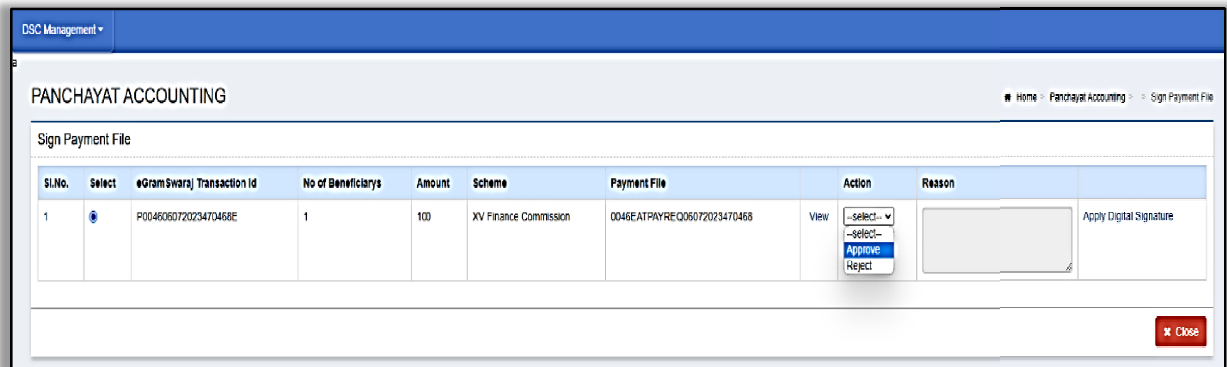
10. Once OTP is validated, then the Payment signing screen will be available and PRI Maker and Checker User need to sign the ePO digitally by apply their DSC as per the process being followed earlier.

Important:- Both Maker and Checker users must registered their correct Mobile No and Email ID in the profile, otherwise they would not be able to sign the payment file.