

## Image and Digital Signatures Upload Guidelines

Beginning June 2016, as a mandatory requirement, all DNB-CET candidates have to upload their image and digital signatures in their DNB-CET profile created at the time of registration. This document provides the required instructions to upload the same on the website.

**Note:** Candidates will be able to upload the image and signature from 14<sup>th</sup> June to 23<sup>rd</sup> June 2016.

### Instructions to Upload

Candidates are required to login into their profile on the website <https://nbe.prometric.com/> with the username and password created at the time of registration and scheduling of the DNB-CET exam.

National Board of Examinations

Username Password Log in  
Forgot your username or password?

Welcome to NBE Registration

I am ready to register

Enter the characters you see in the image below:

XBB8

Begin My Registration »

**Registration**  
Please pay online to complete your registration process. Keep your educational details and credit/debit card information handy before starting the registration process. Please refer to the instructions while filling up the application form.

**During registration, you will**

1. Create a profile
2. Fill out the application
3. Pay for your exam

Note: The system will save each step after you complete it. If you need to leave after a step and come back later, you should log in as an existing user with the password you have created.

**News & notification**  
PD-CET & DNB-CET Registration closes on 24<sup>th</sup> May 2016 at 11:59 pm IST.  
FMGE Registration closes on 16<sup>th</sup> May 2016 at 11:59 pm IST. For more information and updates, visit [www.natboard.edu.in](http://www.natboard.edu.in)

Once logged in, the home page will appear as shown below. Click on the “Upload Image” box shown on the top of the “Welcome Back” page to begin the process

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Welcome back, Lalit Kumar

Logout »

Upload Image Schedule Another Exam

Profile COMPLETE Edit Profile Change Password

Name:	Lalit Kumar	Phone 1:	(91) 7894561230
Gender:	Female	Phone 2:	(91) 4561237890
Username:	lalit_kumar4	Address:	C4G/78B , Janak Puri
Email:	mrinal2309+0101@gmail.com	City:	Delhi
		State:	Delhi

DNB-CET Application COMPLETE Print Application Email Application Edit Application

This site is compatible with Microsoft Internet Explorer® 10.0 and above and Google Chrome®.

The page where candidate needs to upload the image and signature will open up as shown below.

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Logout »

NBEI

Welcome Lalit Kumar

Upload Images

Select Image  Browse...

Select Signature Image  Browse...

By selecting Upload Image, I acknowledge that I have reviewed the image requirements.

Upload Image  Back

Candidate Preview

Signature Preview

The Image must adhere to the following specifications:

- File Format: The image must be in JPEG format
- File Size: The image must be less than or equal to 240kB (Kilobytes) each
- Dimensions of the image of Candidate: Acceptable dimensions 35mm X 45mm
- Dimensions of the image of Candidate's Signature: Acceptable dimensions: 80mm X 35mm
- Color: The image must be in color( 24 bits per pixel)
- Resolution: Resolution range should be 96px/inch to 150px/inch
- Background: The image must have a white background
- The image must not be more than six (6) months old
- The image must be taken in full face view directly facing the camera
- The image must not be taken with hat or head covering, unless worn daily for religious purpose. Sunglasses, Dark tinted glasses, Headphones, Hands-free devices, or similar items are not acceptable
- Both images must be uploaded simultaneously
- Once the images are uploaded, no more update will be allowed

In order to upload the image, click on the Browse button and choose the picture to be uploaded on the website. Similarly, click on the Browse button and choose the signature to be uploaded in the profile.

If the image is not meeting the required specifications, the system will show the following error as highlighted below. One needs to prepare the image according to the required specifications and then re upload the image on the website.

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Logout »

NBEI

Welcome Lalit Kumar

Upload Images

Select Image  Browse...  
*Please ensure the image of candidate must be 35mm X 45mm.*

Select Signature Image  Browse...  
*Please ensure the image must be less than or equal to 240kB (Kilobytes) each.*

By selecting Upload Image, I acknowledge that I have reviewed the image requirements.

Upload Image  Back

Candidate Preview

Signature Preview

The Image must adhere to the following specifications:

- File Format: The image must be in JPEG format
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- Both images must be uploaded simultaneously
- Once the images are uploaded, no more update will be allowed

Once the images have been successfully uploaded, they will be uploaded in the respective Candidate Preview and Signature Preview windows and visible on the right hand side of the screen. If the candidate wishes to change the image, they can do so by browsing another image. Once the final images have been uploaded and previewed, click on Upload Image button. The images uploaded will be saved in the database in the candidate's profile.

**Please note, once the images are saved candidates can no longer make any changes to the same.** The profile page of the candidate will appear as shown below, and the "Upload Image" button will appear disabled indicating that the image has been uploaded. **Candidates will not be able to view the uploaded images thereafter.**

The screenshot displays the NBE candidate profile for Lalit Kumar. The profile is complete, and the 'Upload Image' button is disabled. The profile details are as follows:

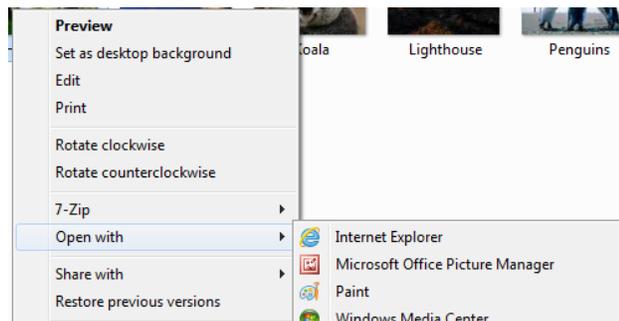
<b>Name:</b>	Lalit Kumar	<b>Phone 1:</b>	(91) 7894561230
<b>Gender:</b>	Female	<b>Phone 2:</b>	(91) 4561237890
<b>Username:</b>	lalit_kumar4	<b>Address:</b>	C4G/78B , Janak Puri
<b>Email:</b>	mrinal2309+0101@gmail.com	<b>City:</b>	Delhi
		<b>State:</b>	Delhi

Additional buttons visible include 'Print Application', 'Email Application', and 'Edit Application' for the DNB-CET application, which is also marked as 'COMPLETE'.

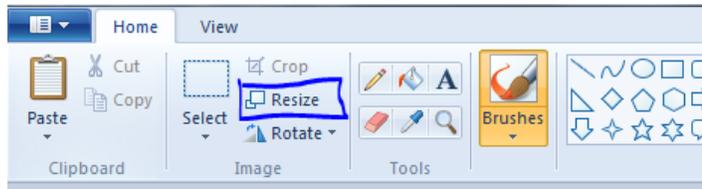
Please follow the below given instructions to ensure that the image uploaded is of the right resolution and size.

## **Instructions to prepare the image for upload using PAINT :**

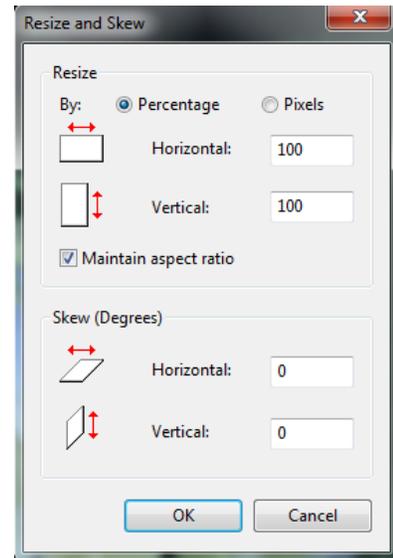
- *Open the image in MS Paint.  
(Right clicking on the image, go to "open with", click on "Paint")*



- *When image opens up in MS Paint, click on the "Resize" button at the top, as shown below ( highlighted in blue line) :*

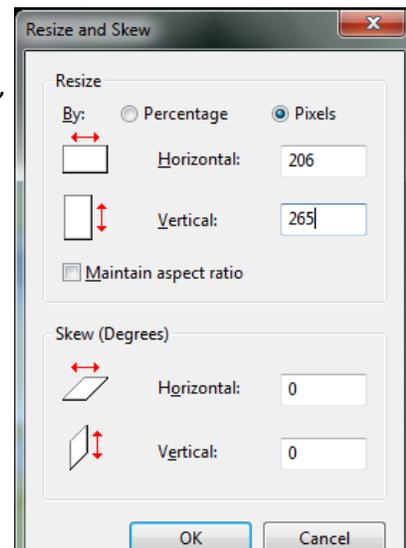


- A “Resize and Skew” pop up window will open, as shown on the right:



- In above window, under “Resize”, select “Pixels” radio button and uncheck the “Maintain aspect ratio” option.
- Enter the Horizontal value as “206” and Vertical value as “265” for Candidate’s Image, and click on “OK” button. Window should look like as shown on the right:

**(NOTE: While preparing upload for Signature, use Horizontal value as “302” and vertical value as “132”).**



- Save the image with desired name and format by clicking on the menu button on the top left of the paint window, as shown on the right:

