ONLINE QUALIFIED SIGNATURE RENEWAL PROCEDURE

What you need to know

In order to be able to renew your certificate, please check first if the following technical requirements have been met:

- The renewal code provided to your email address

- The correct software for your smart card has been installed

- The e-signature software app SecureDoc2 has been installed and updated to its most recent version. You can download the software from HERE: **Software**

- While you are performing the renewal procedure, the smart card remains inserted in the reader and the reader is connected to the PC.
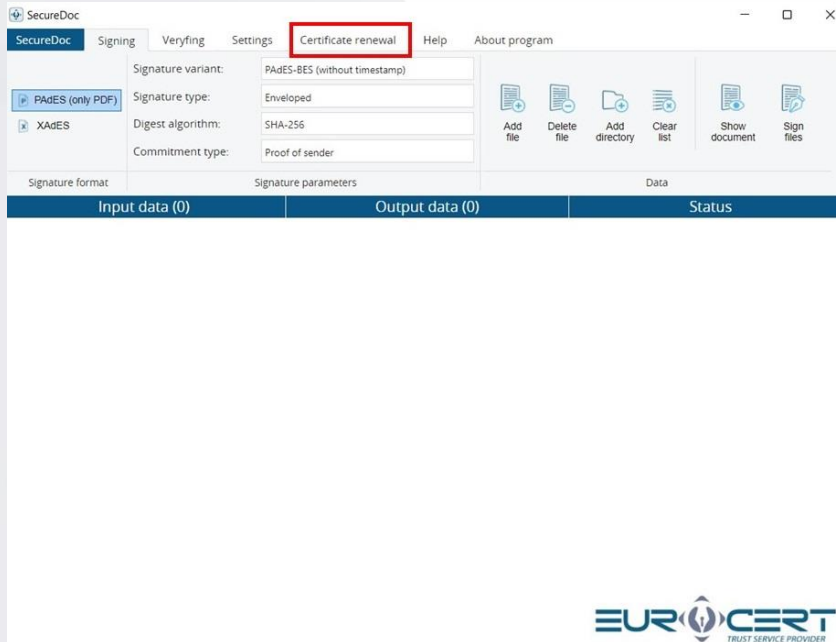
⚠️ **PLEASE NOTE:**

- The renewal proceure must be completed before the expire date of the signature in hand
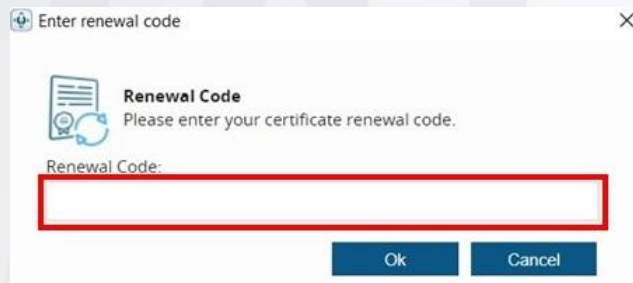- Pay a special attention to enter your personal data correctly in the form

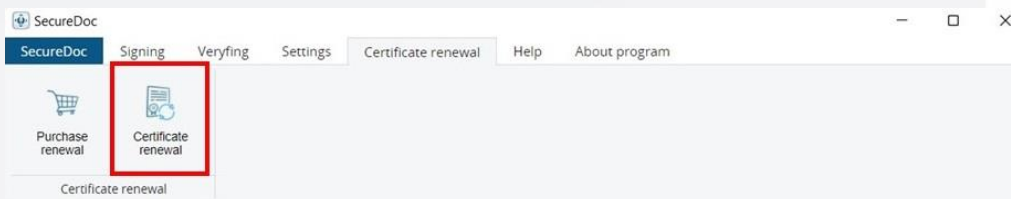**Please follow the below stages and steps of the instruction.**

1 Start the SecureDoc 2 app and go to the "Certificate renewal" tab.

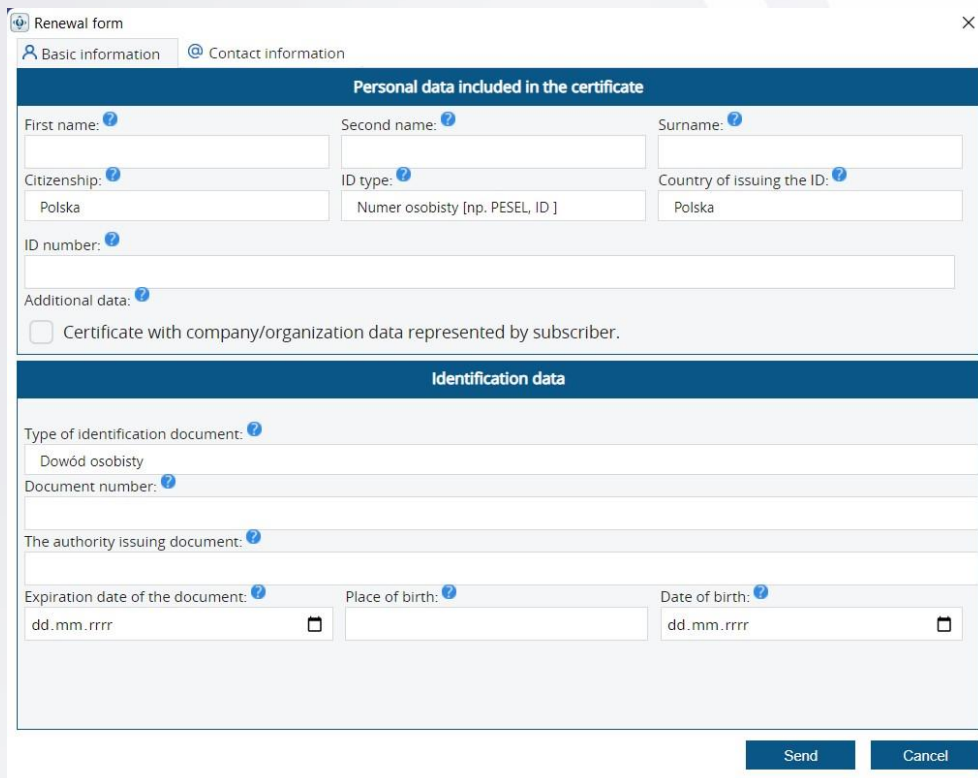**2** Click "Certificate renewal".

3 Input the renewal code received in the email message.

4 Fill in the first tab of the renewal form ("Basic information"). Please make sure all details you enter are accurate and correct (no typos and no trailing spaces follow the first name or surname).

If you need to include your business details in your certificate (business or company name, your position, department), check the "Certificate with business details" box and fill in the empty fields.

Renewal form ✕

A Basic information | **@** Contact information

Personal data included in the certificate

First name: ❓

Second name: ❓

Surname: ❓

Citizenship: ❓
Polska

ID type: ❓
Numer osobisty [np. PESEL, ID]

Country of issuing the ID: ❓
Polska

ID number: ❓

Additional data: ❓
☐ Certificate with company/organization data represented by subscriber.

Identification data

Type of identification document: ❓
Dowód osobisty

Document number: ❓

The authority issuing document: ❓

Expiration date of the document: ❓
dd.mm.rrrr 📅

Place of birth: ❓

Date of birth: ❓
dd.mm.rrrr 📅

Send | Cancel

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5 Fill in the required details on the other tab of the renewal form ("Contact details"), double-check the data for correctness and click "Send".
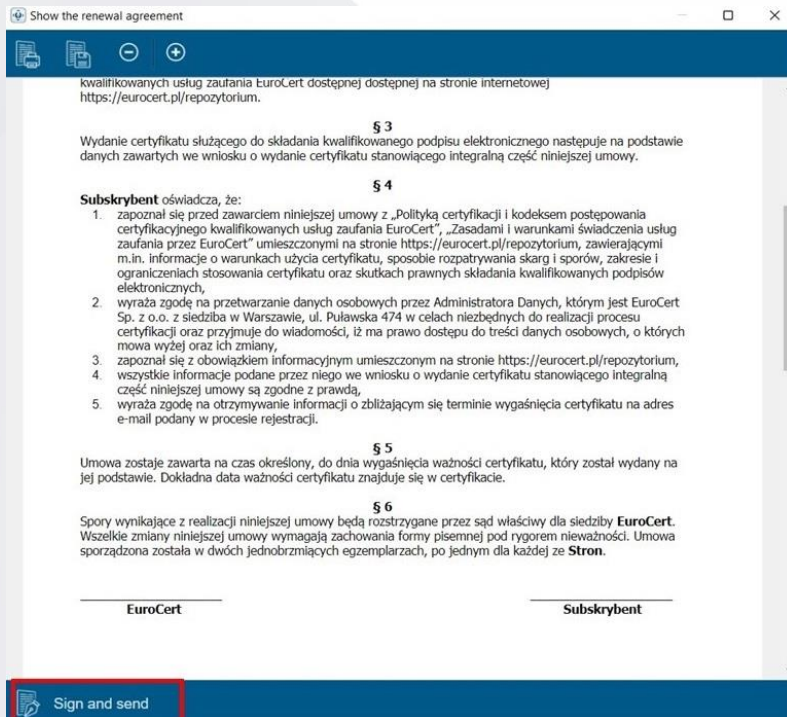

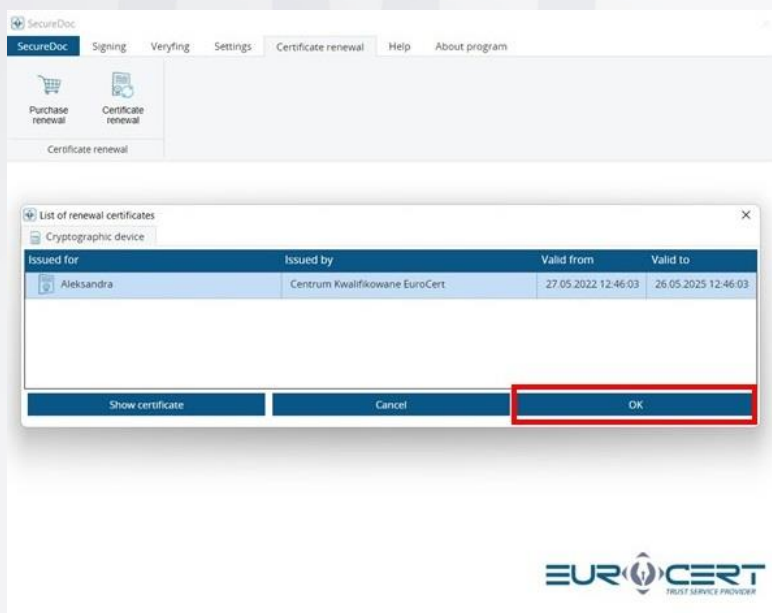**6** Click "OK" in the message dialog box.
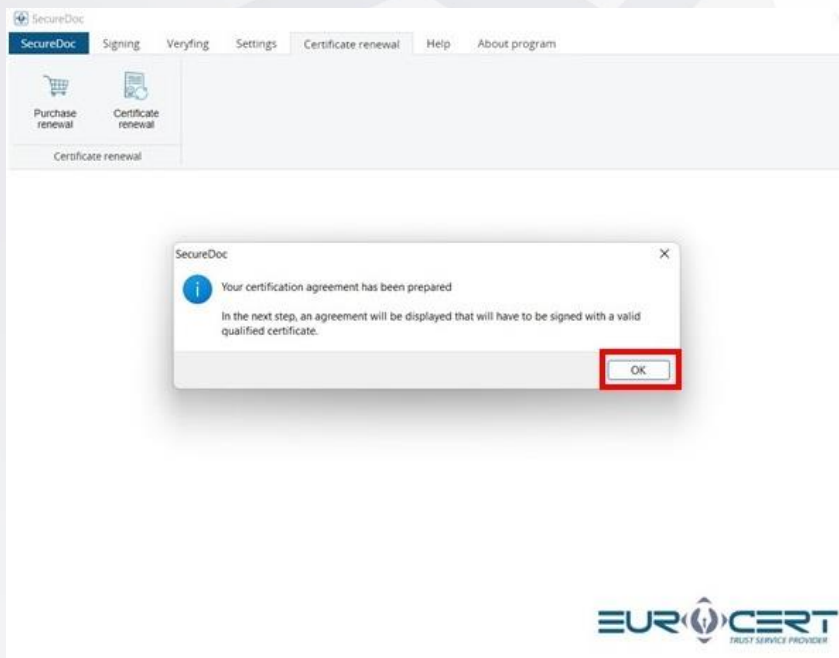
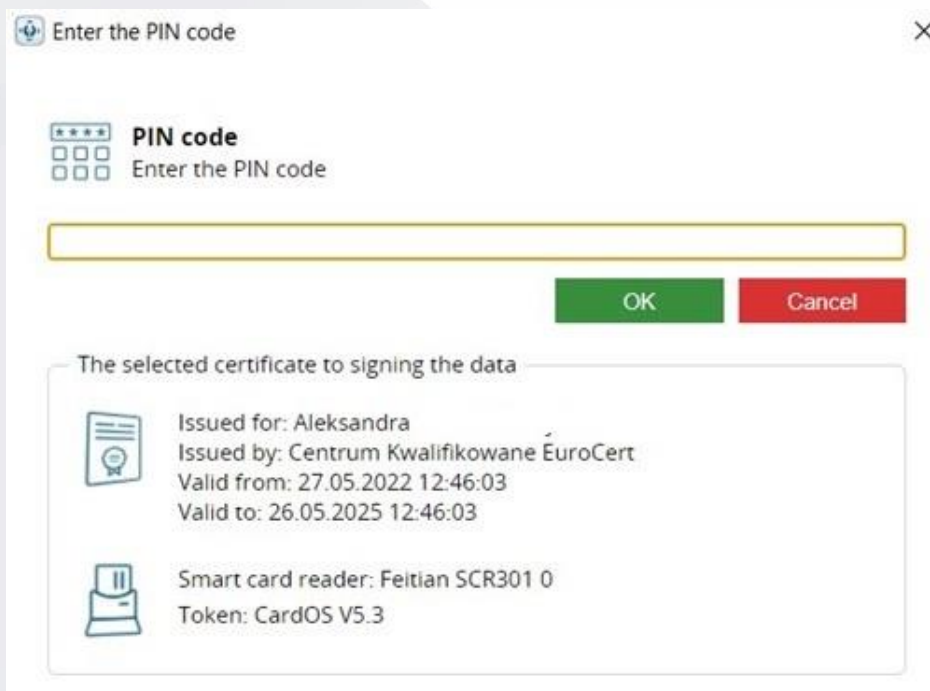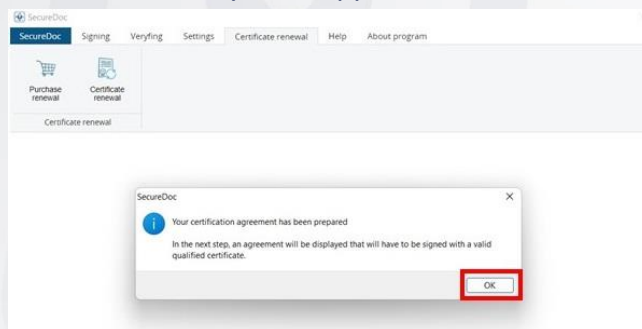**7** Read the agreement and click "Sign and send".

8 Select the certificate you want to renew and click "OK".
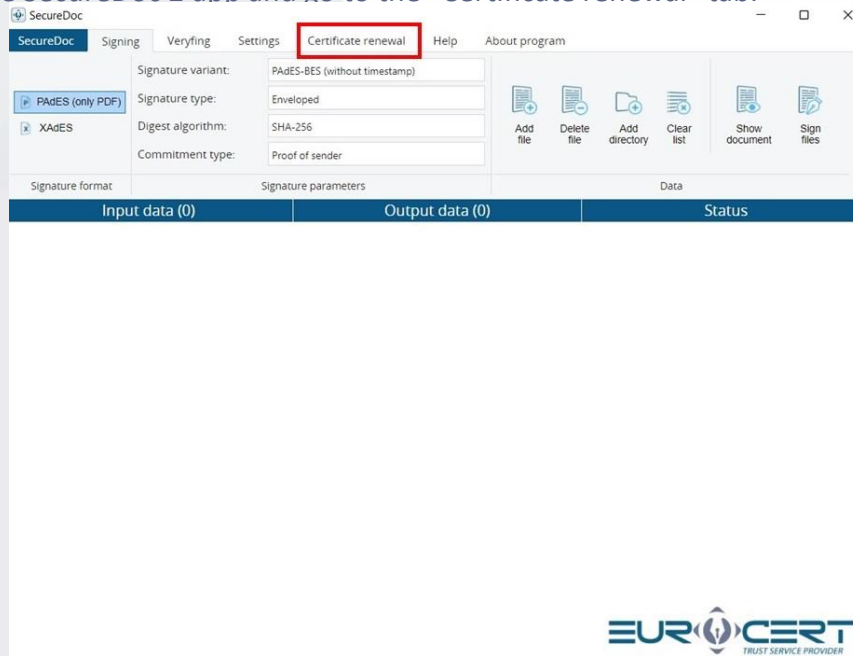
9 Input the PIN code and click "OK".

10 The following message will show. It confirms that you have completed the first stage of the renewal procedure successfully. Your application will be verified within up to 48 hours.
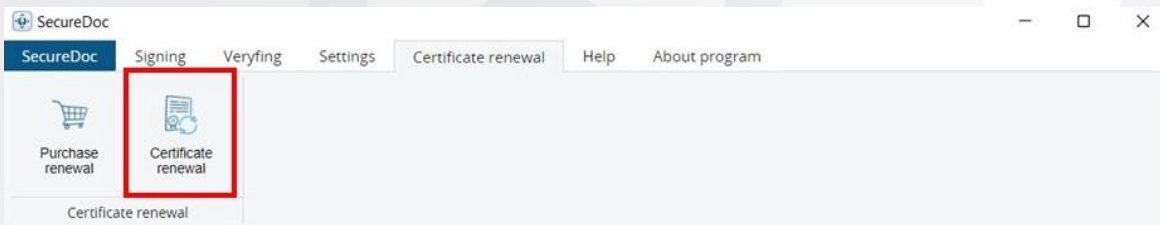

PLEASE NOTE: Wait for an email message from EuroCert that includes a signed copy of the agreement. Once you have received it, proceed to Stage 2.
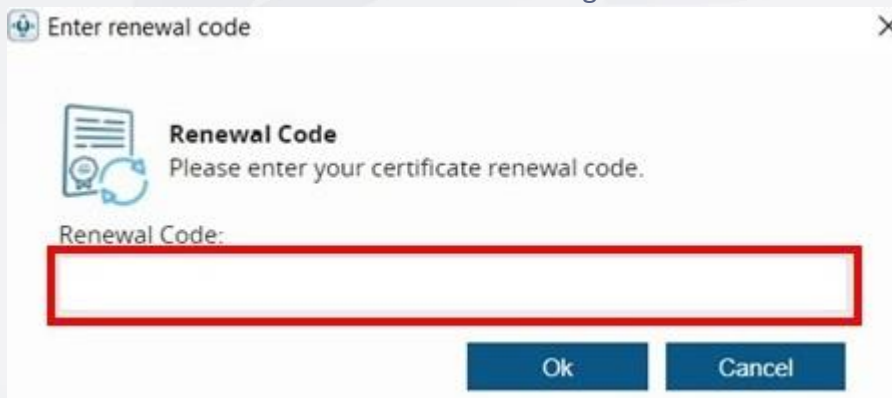
1 Start the SecureDoc 2 app and go to the "Certificate renewal" tab.
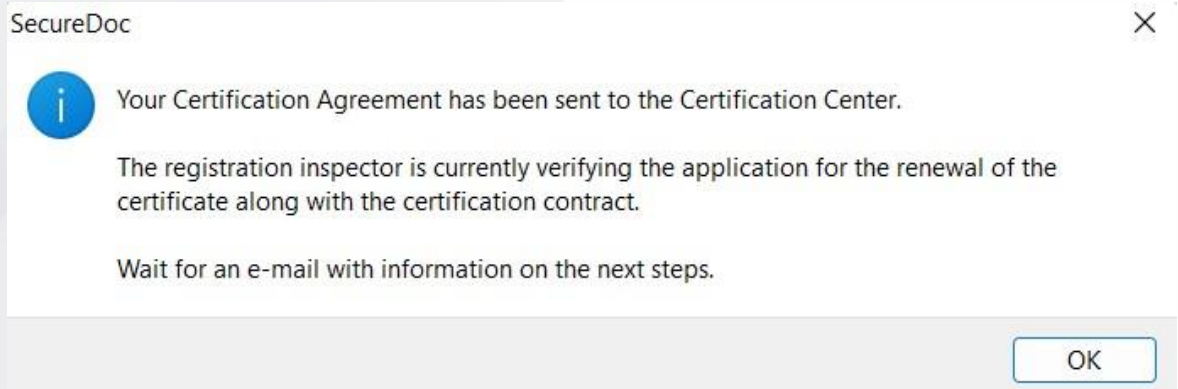
2 Click "Certificate renewal".

3 Input the renewal code received in the email message.
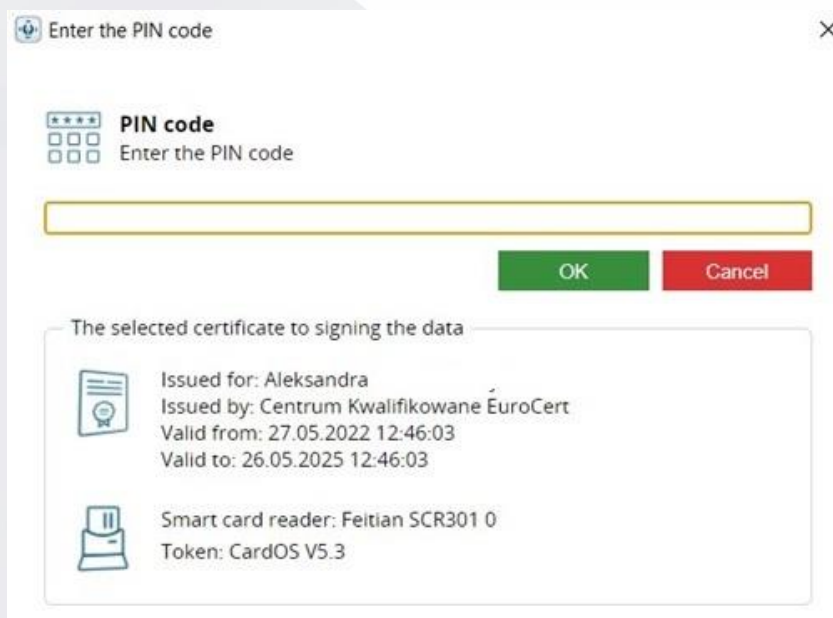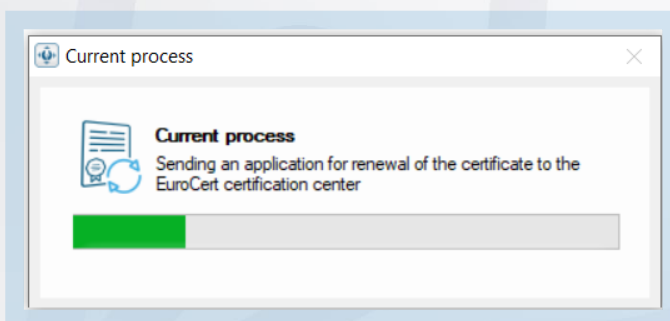
4 Click "OK".

5 Select the certificate which was used to sign the agreement at the first stage of this renewal procedure and click "OK".
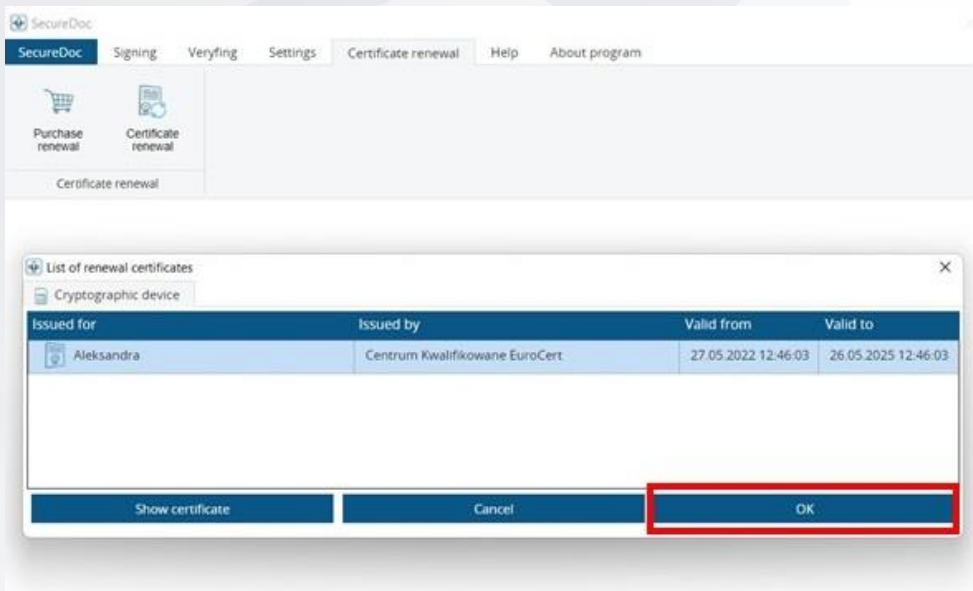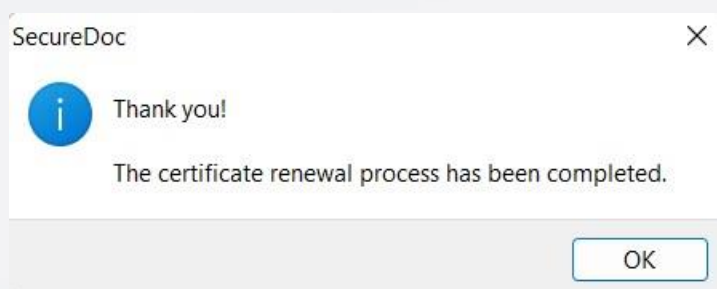
6 Input the PIN code and click "OK".

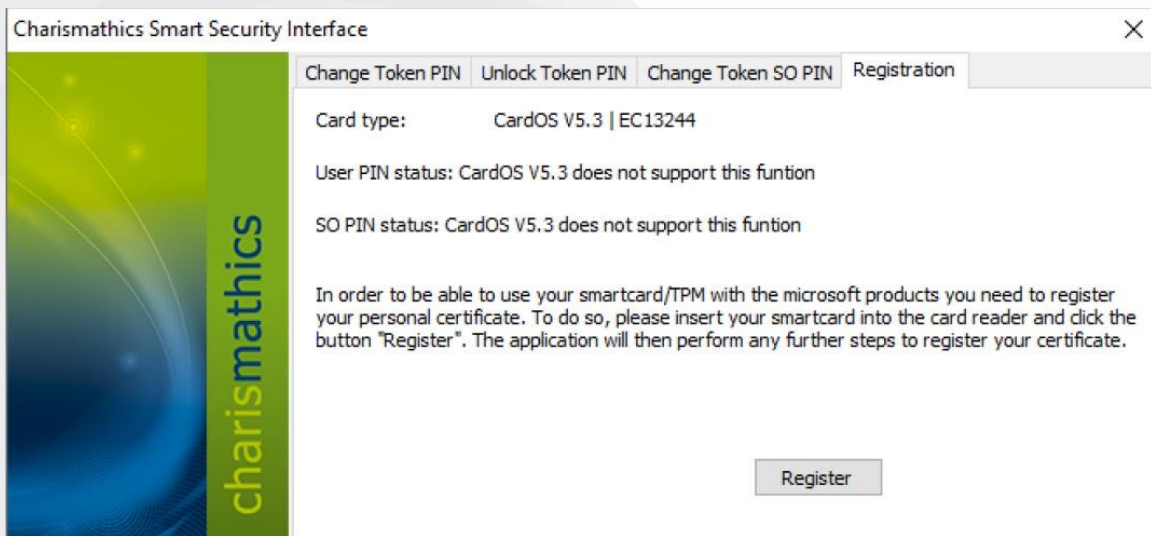**7** Please wait until the renewal process is completed.

8 The following message will be displayed as a confirmation that the renewal procedure has been completed successfully.

Stage 3. Register a new certificate with the system

1 Start the Smart Security Interface app. Go to the "Register" tab and click the "Register" button.

Charismathics Smart Security Interface   ✕

| Change Token PIN | Unlock Token PIN | Change Token SO PIN | Registration |

Card type: CardOS V5.3 | EC13244

User PIN status: CardOS V5.3 does not support this funtion

SO PIN status: CardOS V5.3 does not support this funtion

In order to be able to use your smartcard/TPM with the microsoft products you need to register your personal certificate. To do so, please insert your smartcard into the card reader and click the button "Register". The application will then perform any further steps to register your certificate.

Register

2 At the end, a message will be displayed that will confirm the new certificate has been registered successfully.

Charismathics Smart Security Interface   ✕

ℹ️   Registration successful.

OK
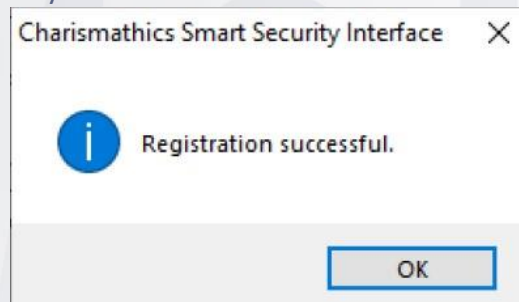
✓ The process has been completed.

⚠️ **PLEASE NOTE:**

If you have not installed the Smart Security app yet, you can download it from our website: **Software**