

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.



Stage 1.

	🚱 SecureDoc			_					o ×	
	SecureDoc Signi	ing Veryfing Se	PAdES_BES (without	renewal Help Al	bout program					
	PAdES (only PDF)	Signature type:	Enveloped	(intestamp)						
	XAdES	Digest algorithm:	SHA-256		Add Delete file file	e Add directory	Clear	Show document	Sign files	
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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.

	Personal data included in the	certificate	
First name: 🕐	Second name: 🕐	Surname: 📀	
Citizanshin 🔞	ID turns 🕜	Country of iccuing the ID:	
Polska	Numer osobisty (np. PESEL ID)	Polska	
ID number: 🕖			
Additional data: 😢			
Certificate with company/orga	anization data represented by subso	riber.	
	Identification data		
Type of identification document: 🕐			
Dowód osobisty			
Document number: 📀			
The authority issuing document: 🥙			
Expiration date of the document: 🕐	Place of birth: 🕗	Date of birth: 🕜	
dd.mm.rrrr		dd.mm.rrrr	
		Send	Cancel



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

		Contact det	ills
e-mail address: 🕜		Phone: 🞯	Country:
			Polska
I consent to sales offers.	the processing of person marketing activities) by	nal data provided in the f electronic means by Euro	orm in order to receive commercial information (e.g. Cert. in accordance with art. 10 of the Act of 18 July 2

Click "OK" in the message dialog box.

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Read the agreement and click "Sign and send".

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Show the renewal agreement × \odot kwalifikowanych usług zaufania EuroCert dostępnej dostępnej na stronie internetowej https://eurocert.pl/repozytorium. § 3 Wydanie certyfikatu służącego do składania kwalifikowanego podpisu elektronicznego następuje na podstawie danych zawartych we wniosku o wydanie certyfikatu stanowiącego integralną część niniejszej umowy. 54 § 4 Subskrybent oświadcza, że: 1. zapoznał się przed zawarciem niniejszej umowy z. Polityką certyfikacji i kodeksem postępowania certyfikacji i kodeksem postępowania EuroCert", "Zasadami i warunkami świadczenia usług zaufania przez EuroCert" umieszczonymi na stronie https://eurocert.pi/repozytorium, zawierającymi m.in. informacje o warunkach użycia certyfikatu, sposobie rozpatrywania skarg i sporów, zakresie i ograniczeniach stosowania certyfikatu, sposobie rozpatrywania skarg i sporów, zakresie i ektronicznych, 2. wyraża zgodę na przetwarzanie danych osobowych przez Administratora Danych, którym jest EuroCert Sp. z o.o. z siedziba w Warszawie, ul. Puławska 474 w celach niezbędnych do realizacji procesu certyfikacji roze nzyriumie do wiadomości. iżm a prawno dostenu do treści danych posłpowych, o których 5p. z o.o. z siecziuca w warszawie, ul. Pulawska 4/4 w celach niezbędnych do realizacji procesu certyfikacji oraz przymiuje do wiadomości, iż ma prawo dostępu do treści danych osobowych, o których mowa wyżej oraz ich zmiany, zapoznał się z obowiązkiem informacyjnym umieszczonym na stronie https://eurocert.pl/repozytorium, wszystkie informacje podane przez niego we wniosku o wydanie certyfikatu stanowiącego integralną część niniejszej umowy są zgodne z prawdą, wyrzaż zgodę na otrzymywanie informacji o zbliżającym się terminie wygaśnięcia certyfikatu na adres e-mail podany w procesie rejestracji. 3. 4. 5. § 5 Umowa zostaje zawarta na czas określony, do dnia wygaśnięcia ważności certyfikatu, który został wydany na jej podstawie. Dokładna data ważności certyfikatu znajduje się w certyfikacie. § 6 Spory wynikające z realizacji niniejszej umowy będą rozstrzygane przez sąd właściwy dla siedziby EuroCert. Wszelkle zmiany niniejszej umowy wymagają zachowania formy pisemnej pod rygorem niewaźności. Umowa sporządzona została w dwóch jednobrzmiących egzemplarzach, po jednym dla każdej ze Stron. EuroCert Subskrybent Sign and send Select the certificate you want to renew and click "OK". Veryfing Settings Certificate renewal Help About program Signing H Certificate Certificate renew Eist of renewal certificates × Cryptographic device Aleksandra 27 05 2022 12:46:03 26:05 2025 12:46:03 Centrum Kwalifik wane EuroCer Show certificate Cancel





-	PIN code	>
**** F	PIN code Enter the PIN code	
	ОК	Cancel
The se	elected certificate to signing the data	
	Issued for Aleksandra	
	Issued by: Centrum Kwalifikowane EuroCert Valid from: 27.05.2022 12:46:03 Valid to: 26.05.2025 12:46:03	

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.

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	20						
ewal re	néwal						
Certificate renev	val						
		SecureDo	c			×	
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		SecureDo	c Your certificat In the next ste qualified certi	ion agreement has been p, an agreement will be ficate.	prepared displayed th	×	
		SecureDo	c Your certificat In the next ste qualified certi	ion agreement has been p. an agreement will be ficate.	prepared displayed th	X at will have to be signed with a valid	
		SecureDo	c Your certificat In the next ste qualified certi	ion agreement has been p, an agreement will be ficate.	prepared displayed th	× aut will have to be signed with a valid	

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.

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www.eurocert.pl



Stage 2. (Please resume here once you have received the signed agreement from EuroCert)

1	Start the		eDo	c 2 app	and g	to to	the "	'Certi	ficat	te re	enev	val"	tab		×		
Ĭ		SecureDoc	Signing	Veryfing nature variant:	Settings C PAdES-BB	ertificate re S (without tir	enewal H mestamp)	Help Abo	out progra	am							
		PAdES (only XAdES	PDF) Sig	nature type: gest algorithm:	Envelope SHA-256	d			Add	Delete	Add	Clear	Show	Sign			
		Signature forr	Co	mmitment type:	Proof of s	sender barameters			me	me	directory	Data	document	mes			
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	Certificate	renewal															
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		Rene	ewal	Code:													
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								_	0			k	ouniet	5	3		



Click "OK".

SecureDoc

×

OK



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Your Certification Agreement has been sent to the Certification Center.

The registration inspector is currently verifying the application for the renewal of the certificate along with the certification contract.

Wait for an e-mail with information on the next steps.

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

cureDoc	Signing	Veryfing	Settings	Certificate renewal	Help	About program		
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Purchase renewal	Certificate	r:						
Certifica	te renewal							
List of ren	ewal certifica	tes						×
ssued for	raphic device			Issued by			Valid from	Valid to
Alek	sandra			Centrum Kwalifiko	wane Euro	lert	27.05.2022.12:46:03	26,05,2025 12:46:03



6	Input the PIN code and click "OK".
	Senter the PIN code
	PIN code Enter the PIN code
	OK Cancel
	The selected certificate to signing the data
	Issued for: Aleksandra Issued by: Centrum Kwalifikowane EuroCert Valid from: 27.05.2022 12:46:03 Valid to: 26.05.2025 12:46:03
	Smart card reader: Feitian SCR301 0 Token: CardOS V5.3
7	Please wait until the renewal process is completed.
	Current process ×
	Current process Sending an application for renewal of the certificate to the EuroCert certification center
8	The following message will be displayed as a confirmation that the renewal procedure has been completed successfully.
	SecureDoc X
	i Thank you!
	The certificate renewal process has been completed.

www.eurocert.pl

OK



Stage 3. Register a new certificate with the system

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

Charismathics Smart Security Inf	terface				×			
	Change Token PIN U	nlock Token PIN	Change Token SO PIN	Registration				
	Card type:	CardOS V5.3 EC	13244					
	User PIN status: Card	OS V5.3 does no	support this funtion					
N N	SO PIN status: CardO	OS V5.3 does not s	support this funtion					
ismathic	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.							
char			Register					
At the end, a messag registered successful	e will be displa ly.	yed that wi	ll confirm the ne	ew certifio	cate has been			
CI	narismathics Sma	rt Security Int	erface X					
	() Registra	tion successfi	ıl.					
			ОК					
The process has beer	completed.							

PLEASE NOTE:

If you have not installed the Smart Security app yet, you can download it from our website: <u>Software</u>