

Online certificate renewal procedure

(User manual - version 2.4)

Before starting the certificate renewal procedure, you must purchase the appropriate product ("Online renewal - for current EuroCert customers") in our online store available at the following address:

<https://sklep.eurocert.pl>

Upon purchase, a renewal code will be provided via email.

Warning! Renewal consists of 2 stages for MacOS systems or 3 steps for Windows systems.

In order to carry out the certificate renewal procedure, make sure that the following technical requirements are met:

- The appropriate middleware for the smart card you are using installed.
- SecureDoc 2 signature and verification software installed and updated to the latest version.
- During the renewal procedure, the card must be in the reader and the reader must be connected to the computer.

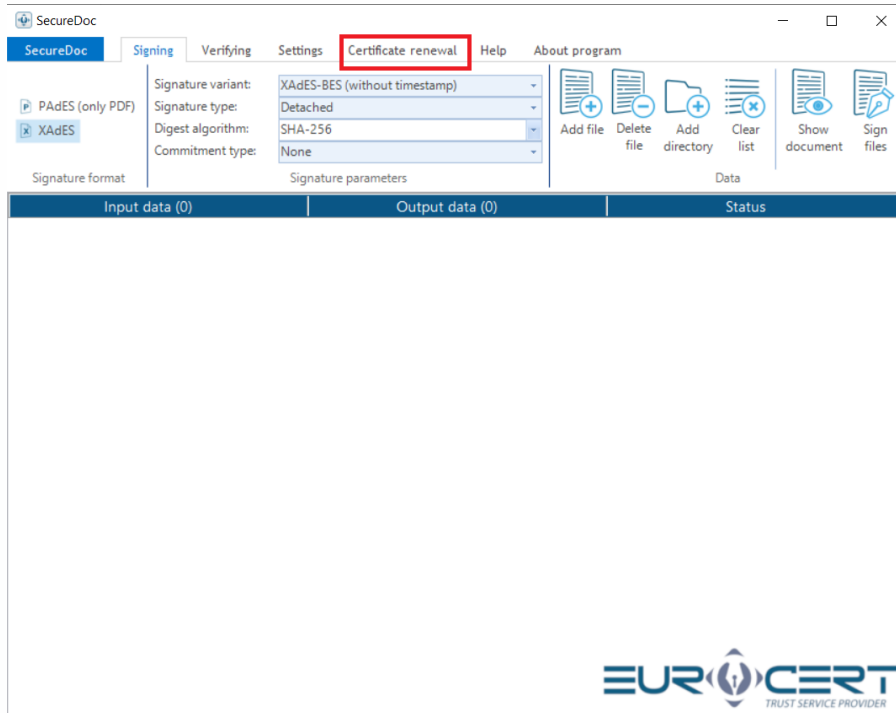
The software can be found HERE:

<https://eurocert.pl/index.php/oprogramowanie>

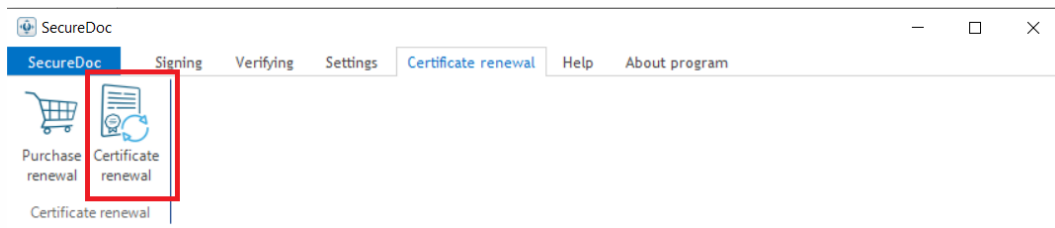


Stage 1.

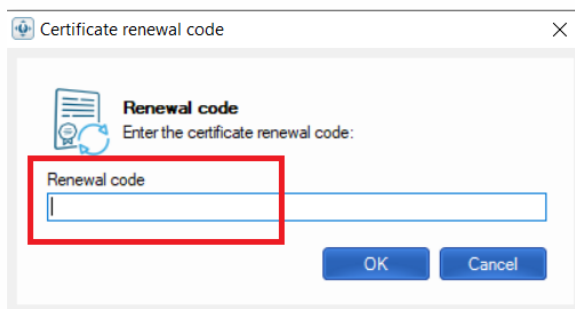
1. Please start the SecureDoc 2 application and go to the "Certificate renewal" tab.



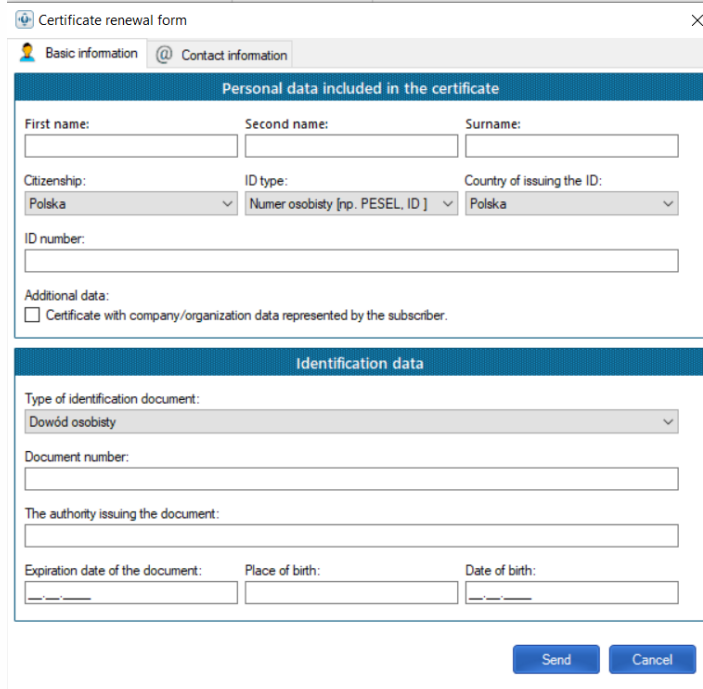
2. Please select "Certificate renewal".



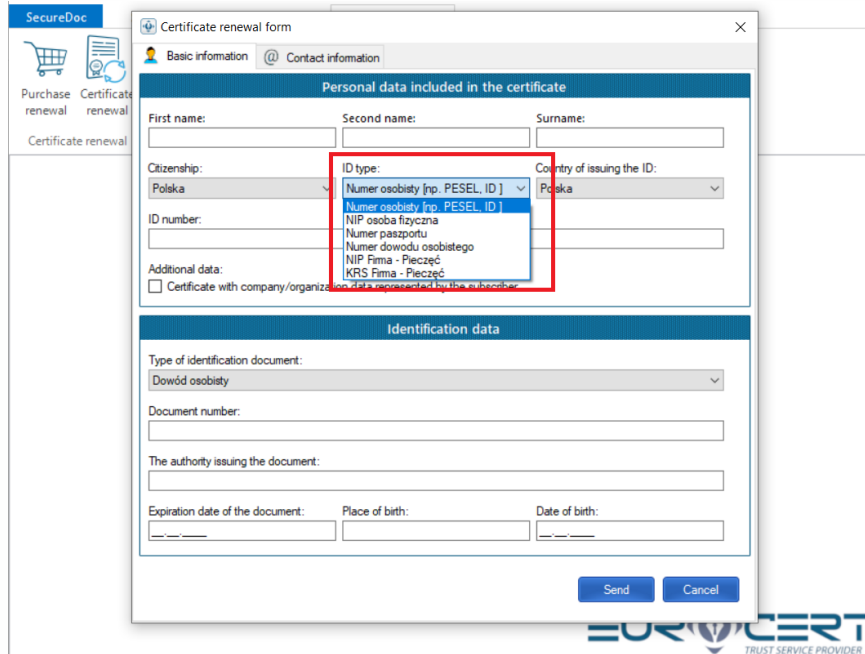
3. Please enter the renewal code you received via e-mail.



4. Please complete the contents of the first sheet of the renewal form, making sure that all entered information is correct (no typos, no spaces after the first or last name).

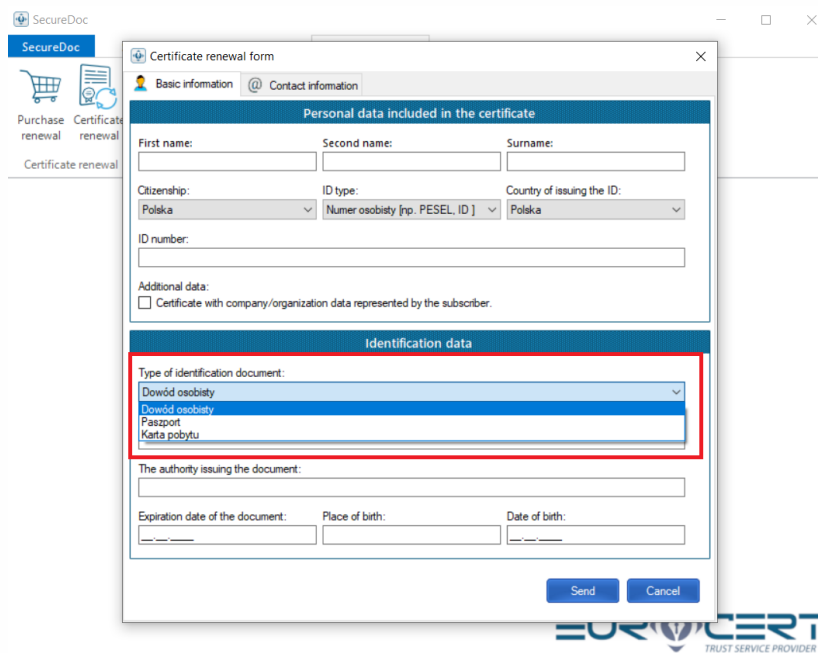


a) ID type – explanation



- Numer osobisty [np. PESEL, ID] = **Personal number**
- NIP osoba fizyczna = **Tax identification number**
- Numer paszportu = **passport number**
- Numer dowodu osobistego = **ID number**

b) Type of identification document – explanation



SecureDoc

SecureDoc

Purchase Certificate renewal Certificate renewal Certificate renewal

Certificate renewal form

Basic information Contact information

Personal data included in the certificate

First name: Second name: Surname:

Citizenship: ID type: Country of issuing the ID:

Polska Numer osobisty [np. PESEL ID] Polska

ID number:

Additional data:

Certificate with company/organization data represented by the subscriber.

Identification data

Type of identification document:

Dowód osobisty
 Dowód osobisty
 Paszport
 Karta pobytu

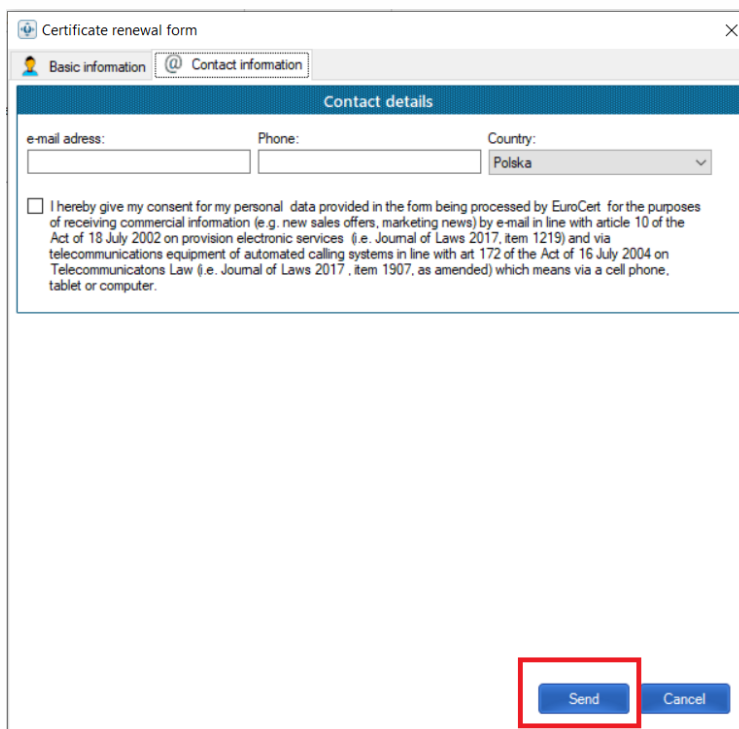
The authority issuing the document:

Expiration date of the document: Place of birth: Date of birth:

Send Cancel

- Dowód osobisty = **Personal ID**
- Paszport = **Passport**
- Karta pobytu = **Residence card**

5. Please complete the second sheet of the renewal form and then click "Send".



Certificate renewal form

Basic information Contact information

Contact details

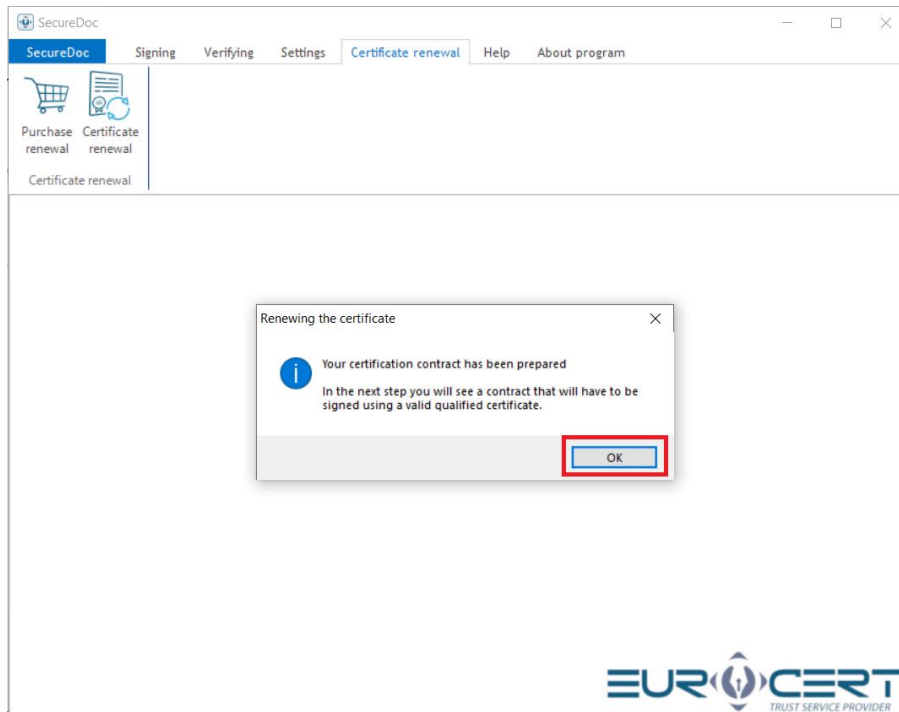
e-mail address: Phone: Country:

Polska

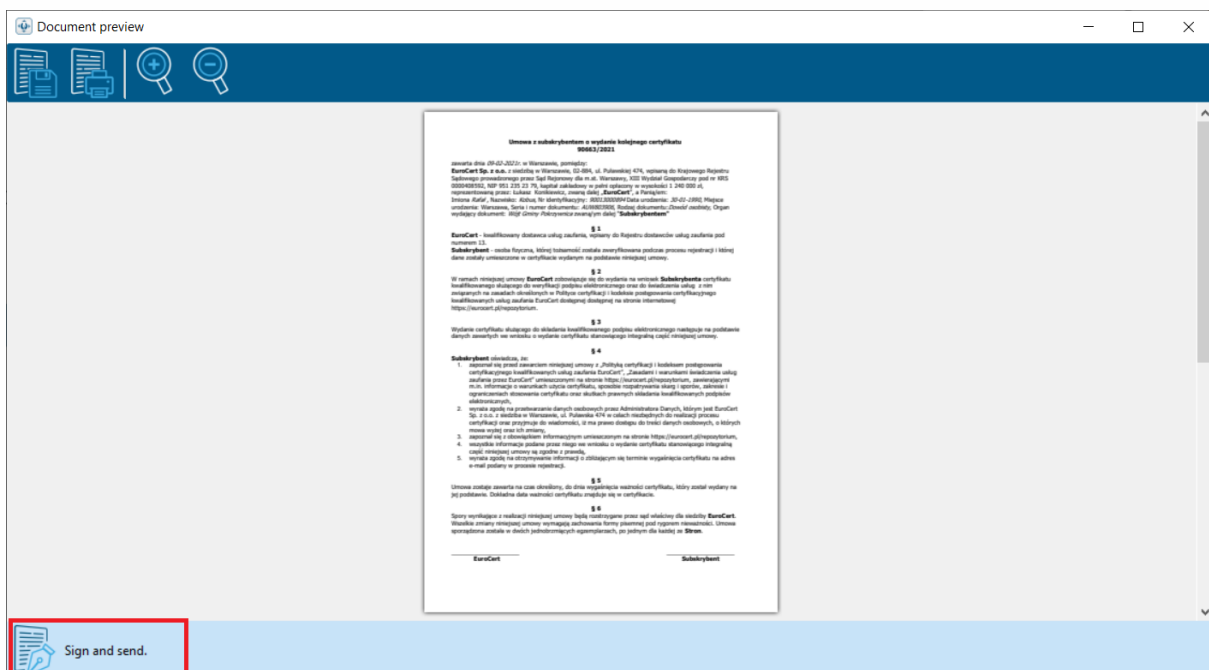
I hereby give my consent for my personal data provided in the form being processed by EuroCert for the purposes of receiving commercial information (e.g. new sales offers, marketing news) by e-mail in line with article 10 of the Act of 18 July 2002 on provision electronic services (i.e. Journal of Laws 2017, item 1219) and via telecommunications equipment of automated calling systems in line with art 172 of the Act of 16 July 2004 on Telecommunications Law (i.e. Journal of Laws 2017, item 1907, as amended) which means via a cell phone, tablet or computer.

Send Cancel

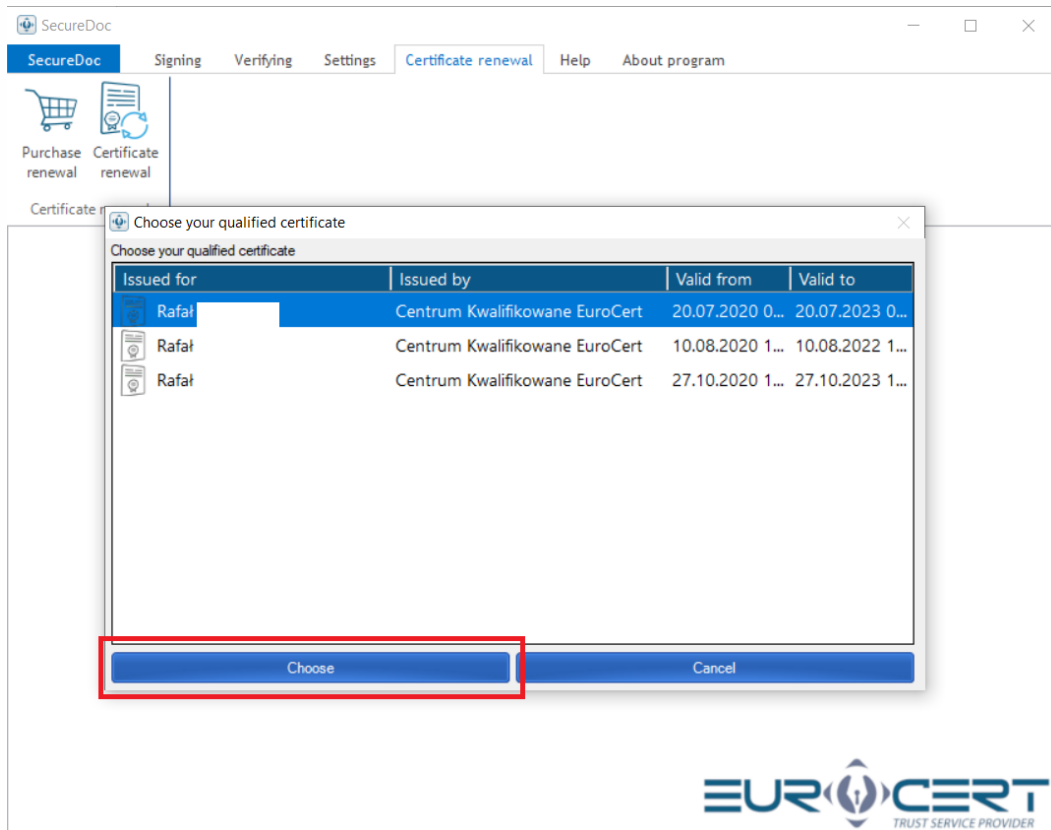
6. Choose the "OK" button.



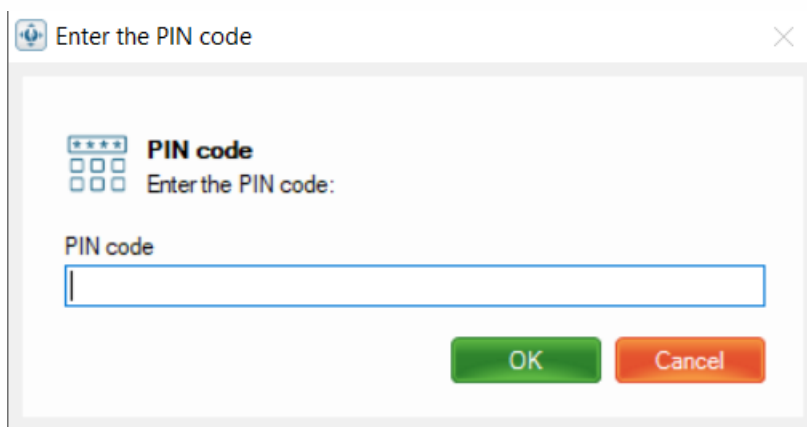
7. After reading the contract, please select "Sign and send".



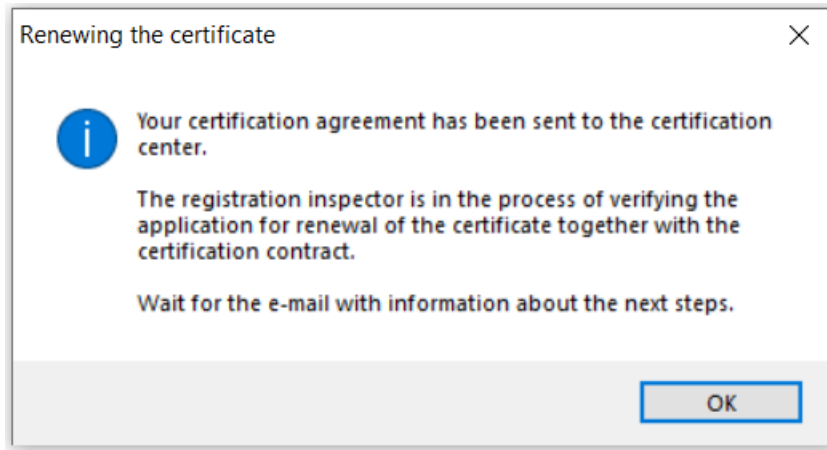
8. Please select the certificate to be extended and then click the button "Choose".



9. Please enter your PIN code and then click the button "OK".



10. When the information shown below is displayed, the first stage of the renewal has been completed. Verification of the application takes up to 48 hours.

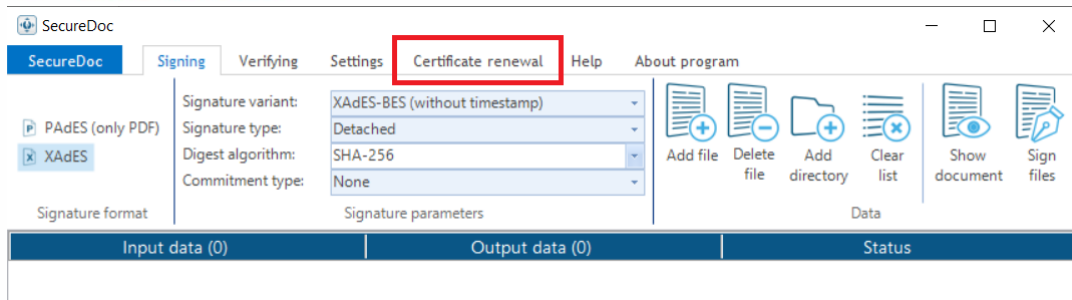


Warning! Please wait for an email from EuroCert with the signed contract and then go to stage 2.

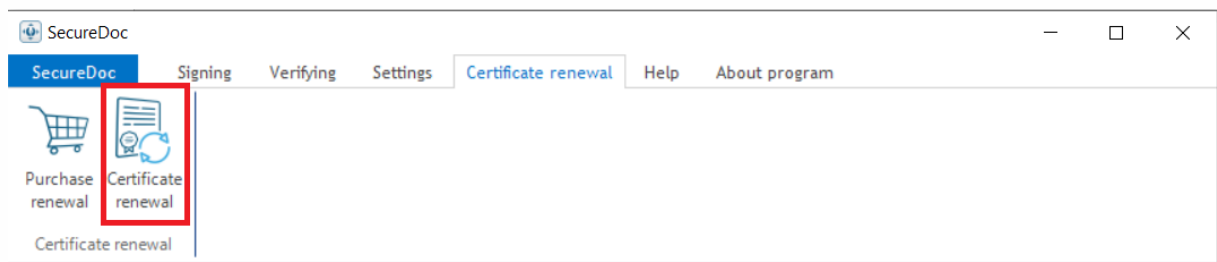
Stage 2.

1. Please start the SecureDoc 2 application and go to the "Certificate renewal" tab.

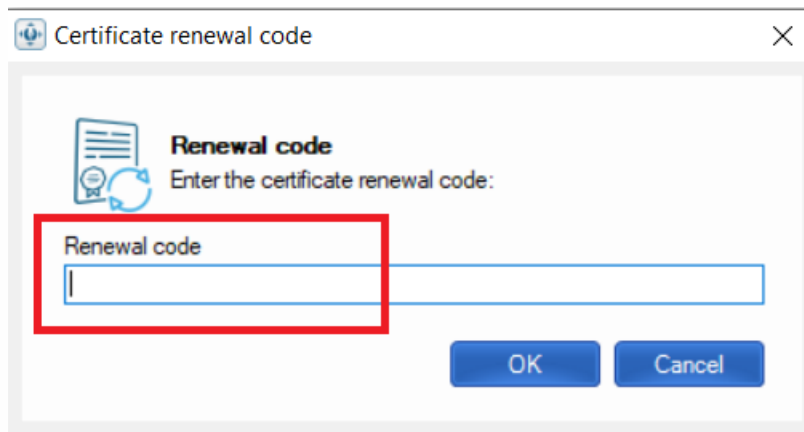




2. Please select "Certificate renewal".



3. Please enter the renewal code you received earlier via e-mail (the same as in the first step).

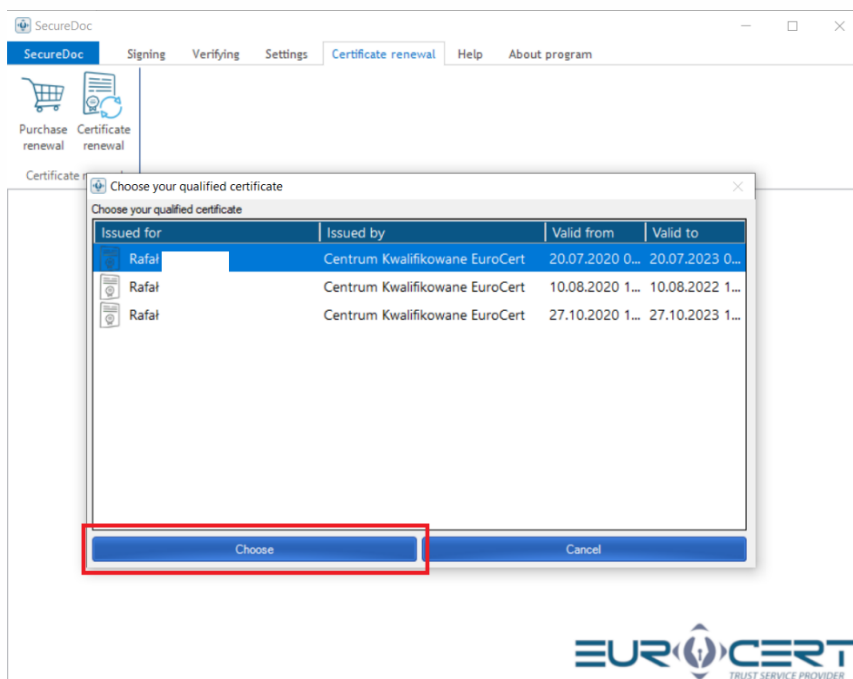


4. Please select "OK".

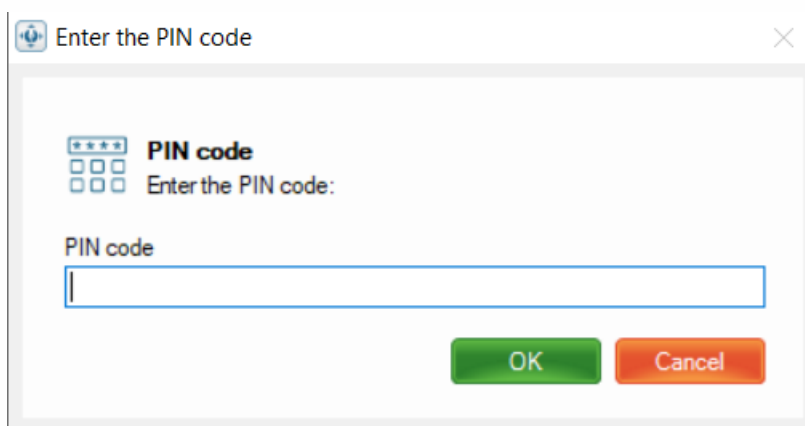




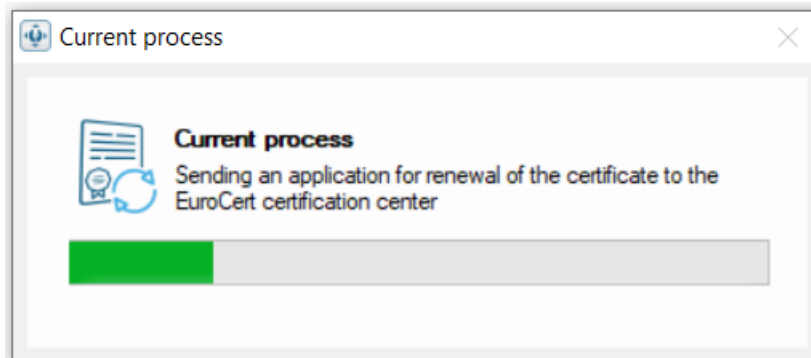
5. Please indicate the certificate with which the contract was signed in the first stage of the procedure, and then click the "Choose" button.



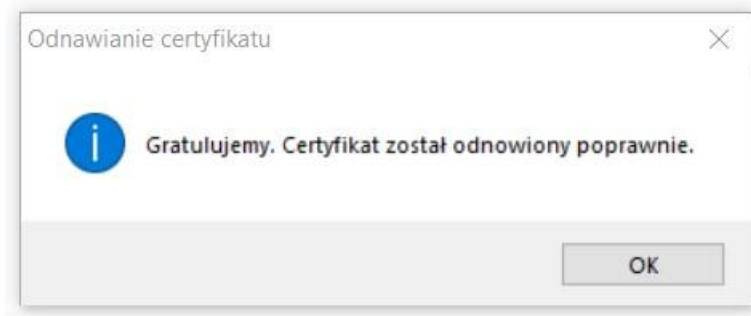
6. Please enter your PIN code and then click "OK".



7. Please wait while the renewal is finalized.



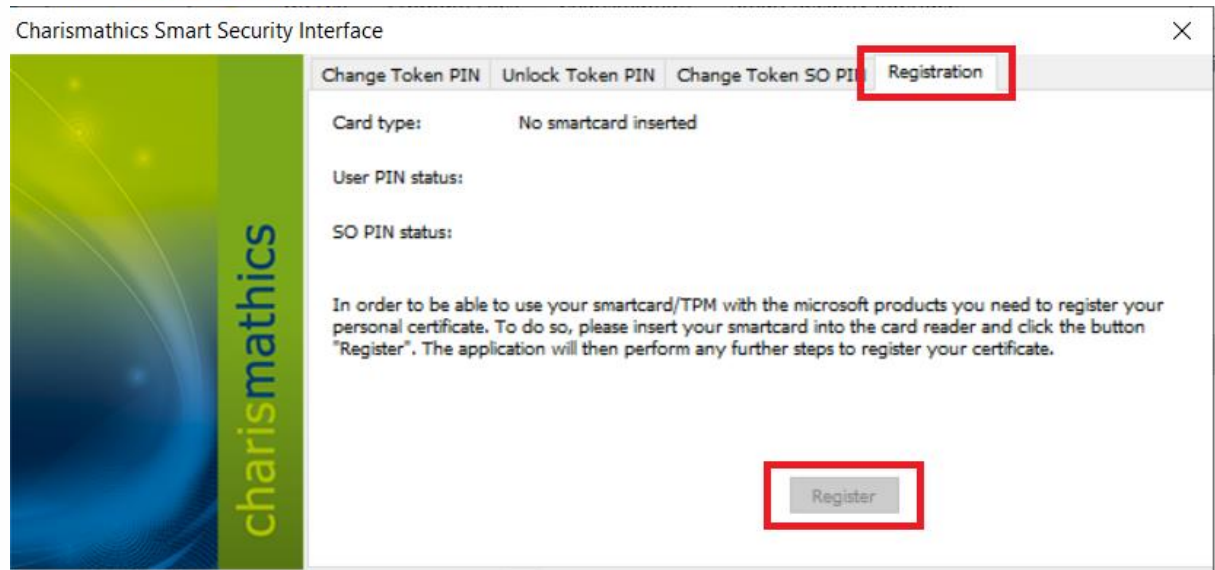
8. The appearance of the information shown below means that the renewal procedure has been successfully completed.



Step 3 (only for Windows systems).

The last step is registration the new certificate in Windows systems.

1. Please start the „Smart Security Interface” application and use the "register" button on the "Register" tab.



Warning! If you do not have the Smart Security Interface application installed, you can download it from our website:

<https://eurocert.pl/index.php/en-us/software>

