

# 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.

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

PAdES (only PDF)       Signature variant: Signature type: Digest algorithm: Commitment type: Signature parameters       MAdES-BES (without timestamp) SHA-256 None       Image: Commitment type: Digest algorithm: Signature parameters       Image: Commitment type: Data       Image: Commitment type: Data         Image: Commitment type:       Signature parameters       Data
Signature format     Data         Input data (0)     Output data (0)         Status
Input data (0) Output data (0) Status

2. Please select "Certificate renewal".



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





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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).

			-	
Certificate renewal form			×	
Basic information @ Contact i	information			
P	ersonal data included in the	certificate		
First name:	Second name:	Surname:		
Citizenship:	ID type:	Country of issuing the ID:		
Polska v	Numer osobisty [np. PESEL, ID ]	∨ Polska	$\sim$	
ID number:				
Additional data:				
Certificate with company/organiza	ition data represented by the subscri	ber.		
	Identification data			
The first set of the set	ruentilication data			
Type of identification document:			~	
Dowod Gabbiaky			-	
Document number:				
The authority issuing the document:				
	Di Chui	D		
Expiration date of the document:	Place of birth:	Date of birth:		
		Send	Cancel	
•				
a) ID type -	<ul> <li>explanation</li> </ul>			
SecureDoc				
	Certificate renewal form			×
	Basic information (@ Contact in	formation		
Purchase Certificate	Pe	ersonal data included in the ce	rtificate	
Catificate renewal	First name:	Second name:	Surname:	
Certificate renewal	Citizanshin	ID time:	Country of ion ing the ID:	
	Polska v	Numer osobisty [np. PESEL, ID ]	Poska	~
	ID number:	Numer osobisty [np. PESEL, ID ] NIP osoba fizyczna		
		Numer paszportu Numer dowodu osobistego		
	Additional data:	NIP Firma - Pieczęć KRS Firma - Pieczęć		
	Certificate with company/organiza	ion data represented by the subscriber.	-	
		Identification data		
	Type of identification document:			
	Dowód osobisty			~
	Document number:			
	The authority issuing the document:			
	Environment of the second second	Disco of high-	Data of black	
	Expiration date of the document:	riace of bilth:		
		-		
			Send	Cancel
			=02	

- Numer osobisty [np. PESEL, ID] = Personal number •
- NIP osoba fizyczna = Tax identification number •
- Numer paszportu = passport number ٠
- Numer dowodu osobistego = ID number •





# b) Type of identyfication document - explanation

🐏 SecureDoc		- 🗆 ×	<
SecureDoc	Certificate renewal form	×	
Purchase Certificate	Personal data included in the certificate		
renewal renewal	First name: Second name: Surname:		
Certificate renewal			
	Citizenship: ID type: Country of issuing the ID:		_
	Polska V Numer osobisty [np. PESEL, ID ] V Polska V		
	ID number:		
	Additional data:		
	Certificate with company/organization data represented by the subscriber.		
	identification data		
	Type of identification document:		
	Dowód osobisty V		
	Paszport Kata polytu		
	The authority issuing the document:		
	Expiration date of the document: Place of birth: Date of birth:		
	Send Cancel	l I	
L			7
	_ <b>_</b> \`\`	TRUST SERVICE PROVIDER	R

- Dowód osobisty = Personal ID
- Paszport = Passport
- Karta pobytu = Residence card
- 5. Please complete the second sheet of the renewal form and then click "Send".





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6. Choose the "OK" button.

SecureDoc								-		$\times$
SecureDoc	Signing ate al al	Verifying	Settings	Certificate renewal	Help	About program				
		ſ	Renewing the	certificate ur certification contract I :he next step you will se	as been j	prepared uct that will have to be	×			
			sig	ned using a valid qualif	ed certifi	ok				
						=	:U2(		RVICE PRO	

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

Document preview		-	×
$\mathbb{P} \mathbb{P}   \mathbb{Q}   \mathbb{Q}$			
	<section-header><section-header><text><text><text><text><text><text><text><text><text><text><text><section-header><section-header><section-header><section-header><section-header><list-item><list-item></list-item></list-item></section-header></section-header></section-header></section-header></section-header></text></text></text></text></text></text></text></text></text></text></text></section-header></section-header>		
Sign and send.			



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

🚱 SecureDoc	X
SecureDoc Signing Verifying Settings	Certificate renewal Help About program
Purchase Certificate	
renewal renewal	
Certificate	×
Choose your qualified certificate	
Issued for	Issued by Valid from Valid to
👼 Rafał	Centrum Kwalifikowane EuroCert 20.07.2020 0 20.07.2023 0
Rafał	Centrum Kwalifikowane EuroCert 10.08.2020 1 10.08.2022 1
Rafał	Centrum Kwalifikowane EuroCert 27.10.2020 1 27.10.2023 1
Choose	Cancel

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





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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.



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Thus I sent	ICE PROVIDER									
👰 SecureDoc									- 🗆	×
SecureDoc Si	gning Verifying	Settings	Certificate renewal	Help	About progr	am				
PAdES (only PDF) XAdES	Signature variant: Signature type: Digest algorithm: Commitment type:	XAdES-BES Detached SHA-256 None	\$ (without timestamp)		Add file	Delete file	Add directory	Clear list	Show document	Sign files
Signature format		Signature	e parameters				[	Data	1	
Input	data (0)		Output dat	a (0)				Status		

2. Please select "Certificate renewal".

SecureDoc							_	×
SecureDoc	Signing	Verifying	Settings	Certificate renewal	Help	About program		
Purchase Certifica renewal renewa	te							
Certificate renewa	I I							

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

Ŷ	Certificate renewal code	×	<
	Renewal code Enter the certificate ren	ewal code:	
	Renewal code		
ľ		OK Cancel	

4. Please select "OK".





Renewing	g the certificate	×
1	Your certification agreement has been approved by the registration inspector.	
	Select the certificate with which you signed the renewal agreement.	
	ОК	

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".





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7. Please wait while the renewal is finalized.

Current process	$\times$
Sending an application for renewal of the certificate to the EuroCert certification center	

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 certyficate in Windows systems.

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



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Charismathics Smart Security	Interface				×
	Change Token PIN	Unlock Token PIN	Change Token SO PI	Registration	
	Card type:	No smartcard inse	rted	9.0 	
	User PIN status:				
S	SO PIN status:				
rismathi	In order to be able personal certificate. "Register". The app	to use your smartcar To do so, please inse lication will then perfo	d/TPM with the microsoft rt your smartcard into the orm any further steps to re	products you need to card reader and click gister your certificate.	register your the button
chai			Register		

# 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



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