



INSTRUCTION:

Qualified Signature Renewal on a Card – Online via the SecureDoc 2.0 application

Introduction

Process overview



1 Complete the form and sign the agreement



2 Install the new certificate



3 Register the new certificate in Smart Security Interface app*

*For Windows users only

Before you start, make sure you have:



Renewal code



Smart Security Interface application



Card with the reader



Updated SecureDoc 2.0 software



Important

Pay special attention to correctly entering personal data in the form.

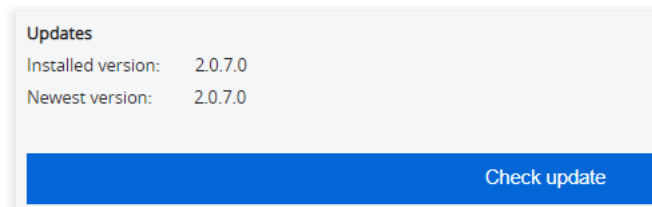


Note

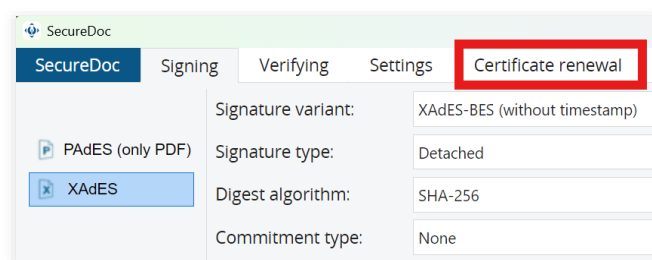
Start the signature renewal process before your current signature expires. This means that you must complete the “1. Complete the form and sign the agreement” stage before the certificate expires. **If you do not do so in time, renewing the signature will not be possible.**

1. Complete the form and sign the agreement

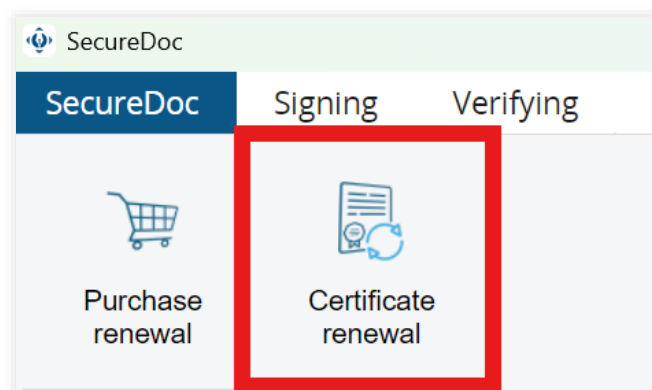
1. Verify that you have the latest version of the SecureDoc 2 application. To do this, launch the application, open the “Settings” tab, and then check the version by clicking the “Check for Updates” button. If a new version of the application is available, download and install the latest version of [SecureDoc](#).



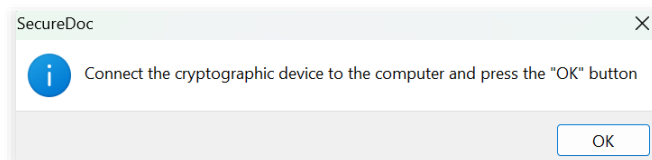
2. Go to the “Certificate Renewal” tab.



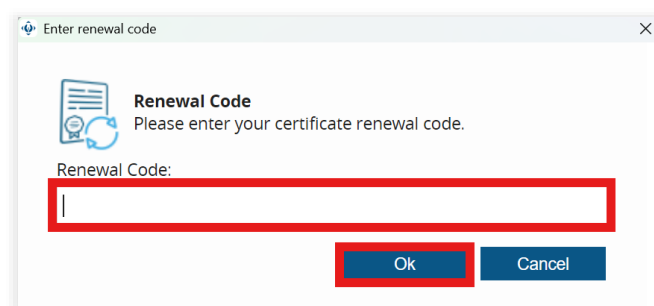
3. Click “Certificate Renewal”



4. If you have not done so yet, connect the card with the reader and press “OK”.



5. Enter the renewal code.



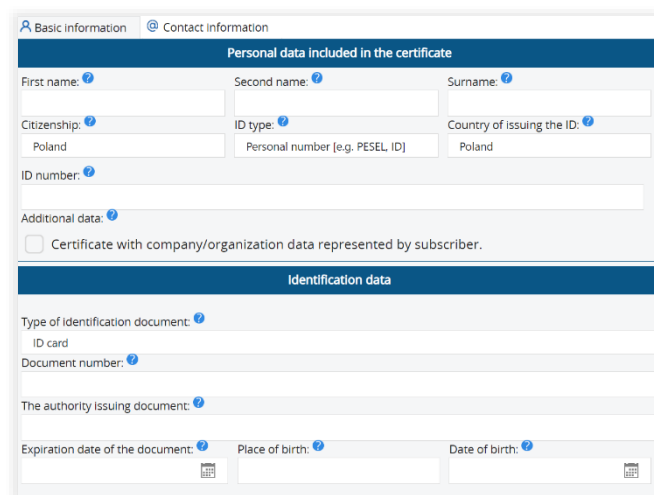
6. Complete the content of the first tab of the renewal form (basic information), ensuring that all entered data is correct (no typos, no spaces after first name or last name).

i Important

Pay particular attention to entering your personal data correctly in the form.

📢 Note

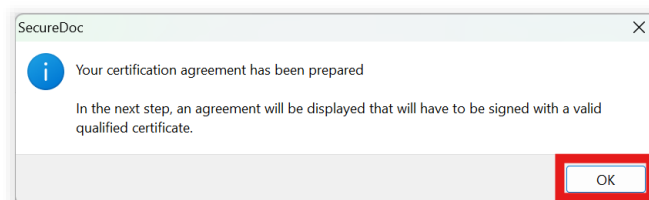
- The renewed signature certificate should contain the same information as your current certificate.
- If your current signature includes company details (company name, job title, organizational unit), **select the "Certificate with company details" option and then complete the blank fields.**



7. Complete the content of the second tab of the renewal form (contact information), then click "Send".



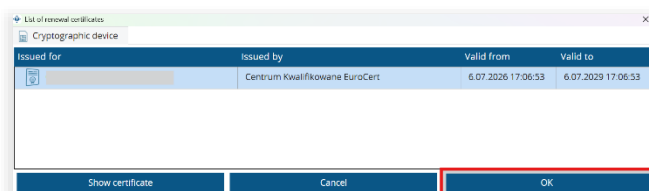
8. In the message window, click “OK”.



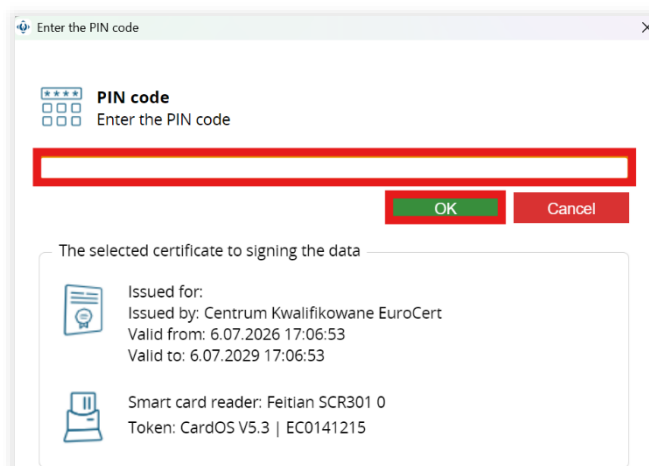
9. After reviewing the agreement content, click the pen icon “Sign and save”.



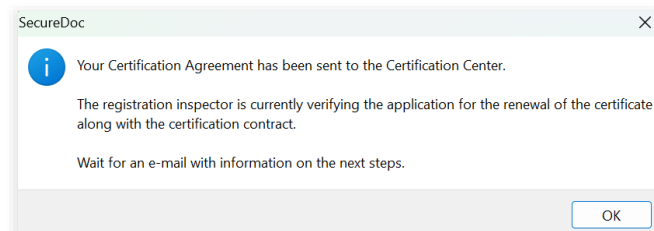
10. Select the certificate to be renewed, then click “OK”.



11. Enter the PIN code, then click “OK”.



12. The message window indicates that you have completed the first stage of the renewal. A EuroCert employee will verify the agreement you signed. After positive verification, they will send an email with further steps. Verification will take up to 48 hours.

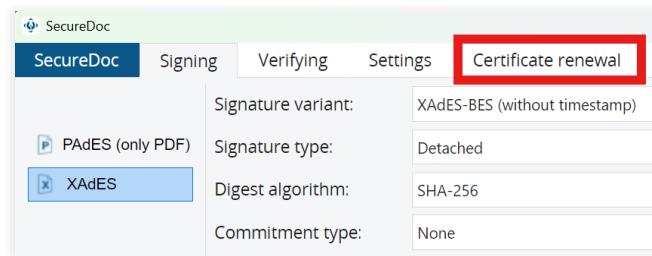


Note

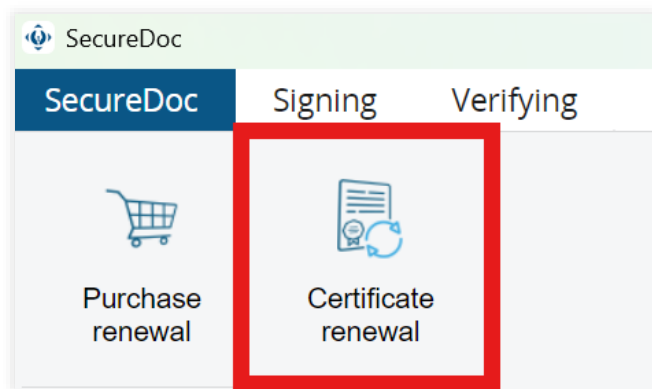
- **Wait for an email from EuroCert with the signed agreement.** Only after receiving it can you proceed to section "2. Install the new certificate".
- **If the form has been completed incorrectly, you will receive an email** informing you of the errors and providing guidance on how to correct them.
- **If you want to continue using your current certificate until it expires, proceed to the next stage only after it has expired.** This stage involves installing the new certificate on your device. **If you complete it earlier, the new certificate will become valid from the date of installation, which may result in the validity periods of both certificates overlapping.**

2. Install the new certificate

1. Open SecureDoc 2 and go to the “Certificate Renewal” tab.



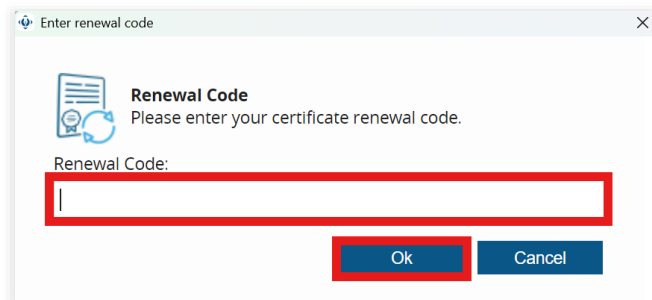
2. Click “Certificate Renewal”.



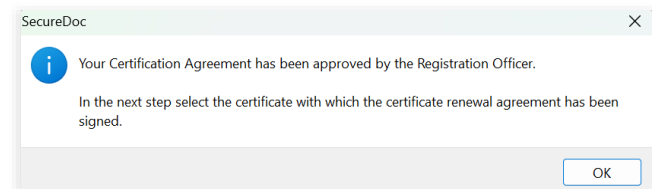
3. Enter the renewal code.

Important

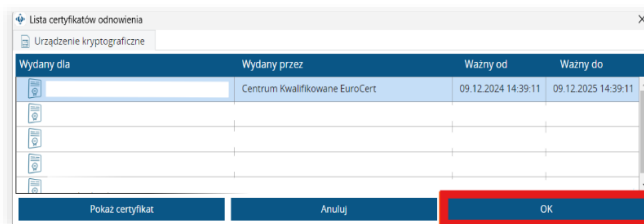
This is the same code you entered in point 5 of section “1. Complete the form and sign the agreement”.



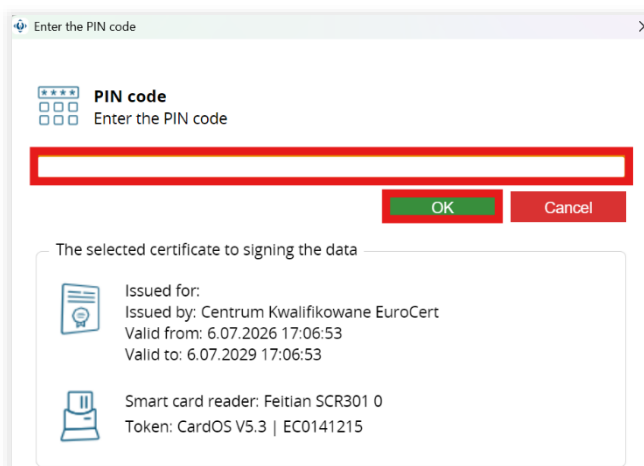
4. Click “OK”.



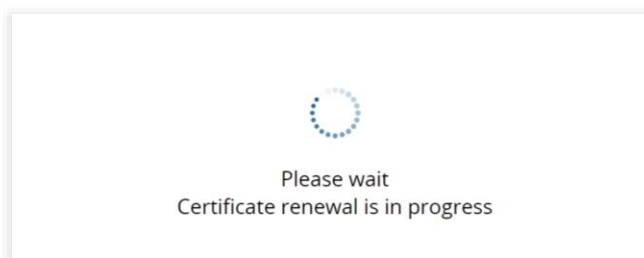
5. Select the certificate that was used to sign the agreement in the first stage of the procedure, then click “OK”.



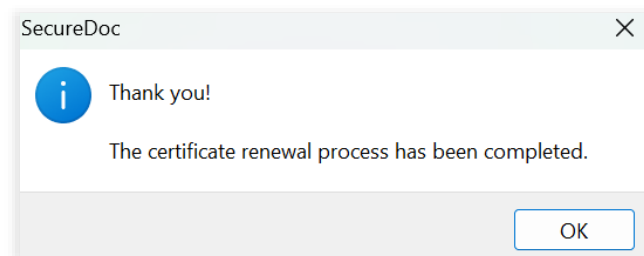
6. Enter the PIN code, then click “OK”.



7. Wait for the renewal process to complete.



8. The message window will inform you that the **certificate has been renewed**.



Important

To use the renewed signature on your computer, register the new certificate in the Smart Security Interface application.

3. Register the new certificate in Smart Security Interface app

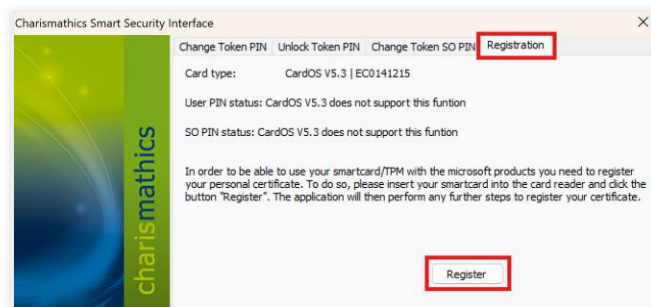
Important

If you are completing the renewal process on a macOS device, registration has already been completed automatically. You do not need to take any action - skip this stage.

Note

If you do not have the Smart Security Interface application, [install it](#).

1. **Open the Smart Security Interface application.** In the “Register” tab, click the “Register” button.



2. **A message window will inform you that the registration has been completed.** From that moment, your signature is ready for use.

