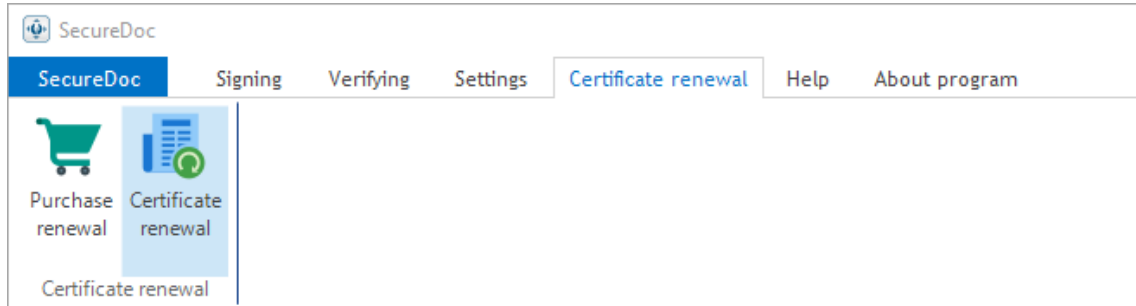
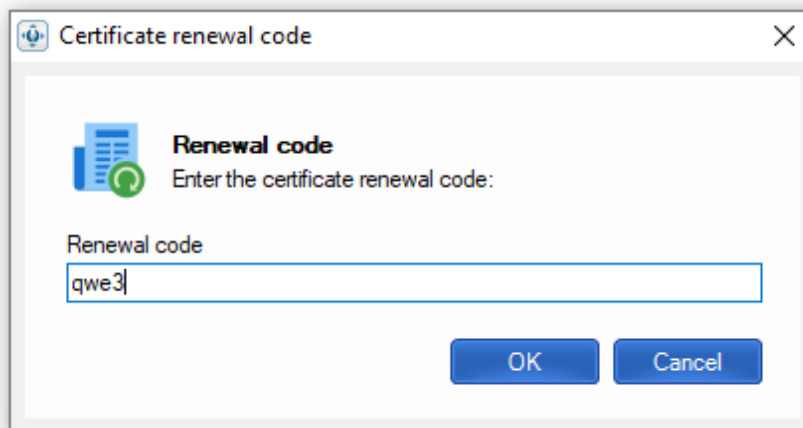
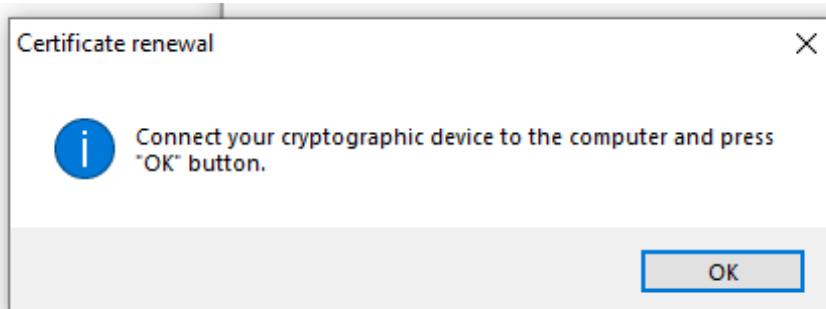


## Instruction for certificate renewal (2.0.2)

- Step 1.** Make sure you have installed SecureDoc 2.0. If not, download it from this link => [SecureDoc 2.0](#)  
**NOTE! If you have an older version of the application, please remove it and install the latest version from the link above.**
- Step 2.** Run the application, select the „Certificate renewal” tab and then press the „Certificate renewal” button.



- Step 3.** Connect your device (smartcard) to the computer and press „OK”. Enter the renewal code which you have received together with this instruction and press „OK”.



## Instruction for certificate renewal (2.0.2)

**Step 4.** Complete the certificate renewal request for a new pair of keys and press „Send”.

Certificate renewal form
✕

Basic information
@ Contact information

Personal data included in the certificate

|                                                                                                    |                                             |                                       |
|----------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------|
| First name:                                                                                        | Second name:                                | Surname:                              |
| <input type="text" value="Jan"/>                                                                   | <input type="text"/>                        | <input type="text" value="Kowalski"/> |
| Citizenship:                                                                                       | ID type:                                    | Country of issuing the ID:            |
| <input type="text" value="Polska"/>                                                                | <input type="text" value="Numer osobisty"/> | <input type="text" value="Polska"/>   |
| ID number:                                                                                         |                                             |                                       |
| <input type="text" value="12345678901"/>                                                           |                                             |                                       |
| Additional data:                                                                                   |                                             |                                       |
| <input type="checkbox"/> Certificate with company/organization data represented by the subscriber. |                                             |                                       |

Identification data

|                                         |                                             |                                         |
|-----------------------------------------|---------------------------------------------|-----------------------------------------|
| Type of identification document:        | <input type="text" value="Dowód osobisty"/> |                                         |
| Document number:                        | <input type="text" value="AB123456"/>       |                                         |
| The authority issuing the document:     | <input type="text" value="Warsaw"/>         |                                         |
| Expiration date of the document:        | Place of birth:                             | Date of birth:                          |
| <input type="text" value="10.10.2020"/> | <input type="text" value="Warsaw"/>         | <input type="text" value="10.10.1990"/> |

## Instruction for certificate renewal (2.0.2)

Certificate renewal form

Basic information | Contact information

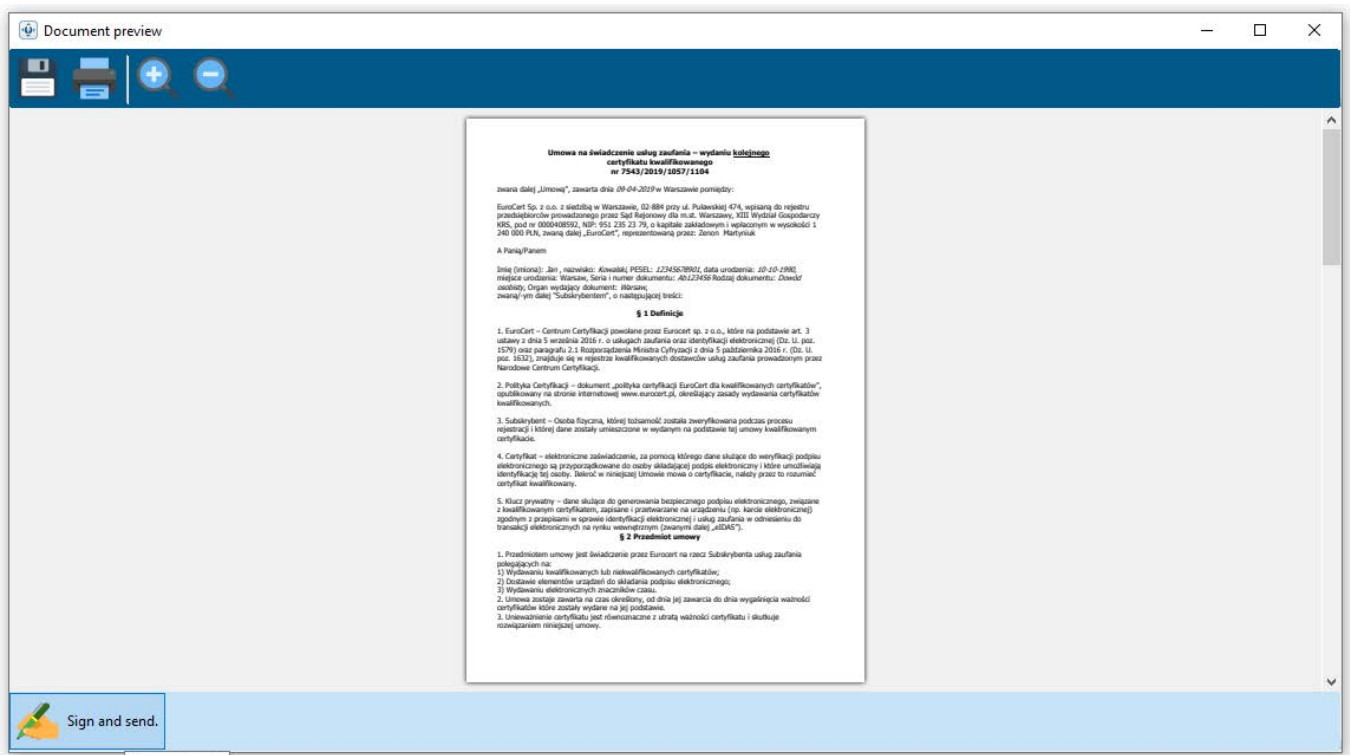
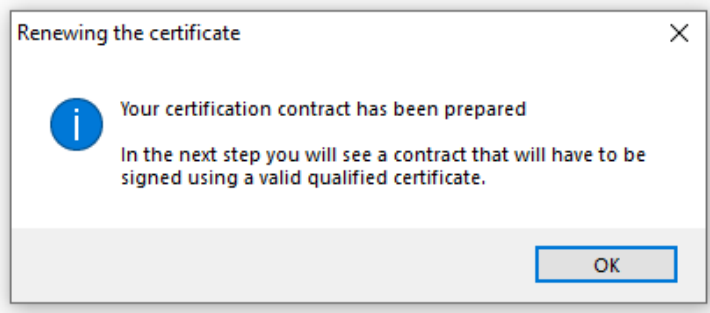
### Contact details

e-mail adress:  Phone:  Country:

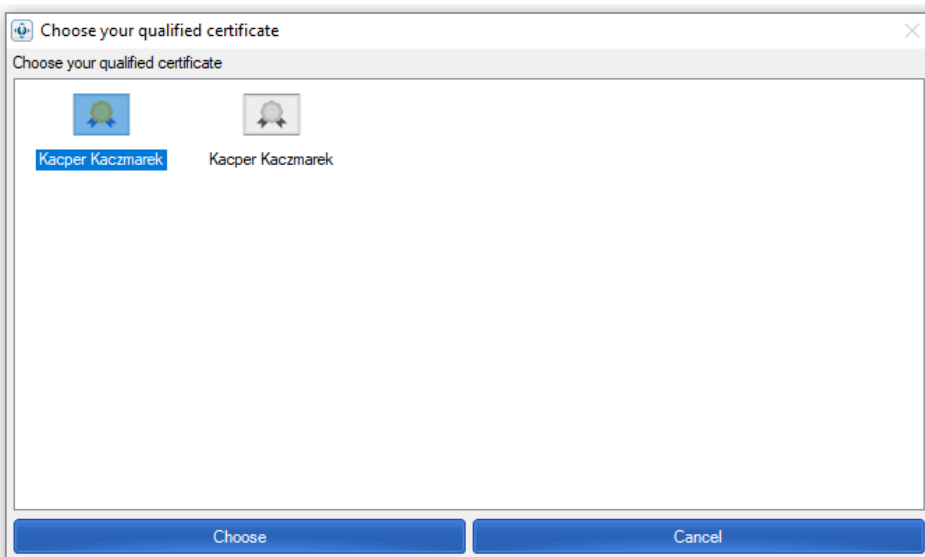
I hereby give my consent for my personal data provided in the form being processed by EuroCert for the purposes of receiving commercial information (e.g. new sales offers, marketing news) by e-mail in line with article 10 of the Act of 18 July 2002 on provision electronic services (i.e. Journal of Laws 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.

## Instruction for certificate renewal (2.0.2)

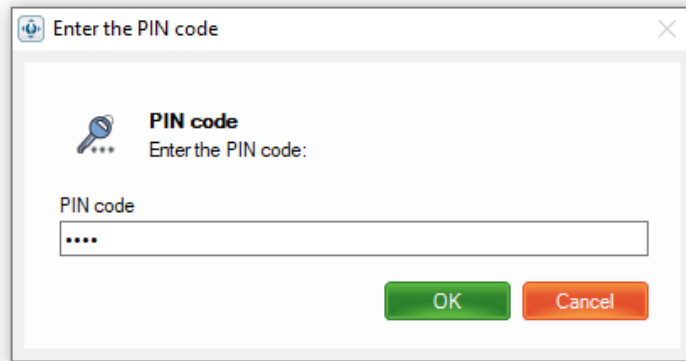
**Step 5.** Press “OK”, check the accuracy of your personal data contained in the agreement. If everything is correct press „sign and send”.



**Step 6.** Select the right certificate which you want to be renewed from the list. Enter your PIN to sign the agreement.

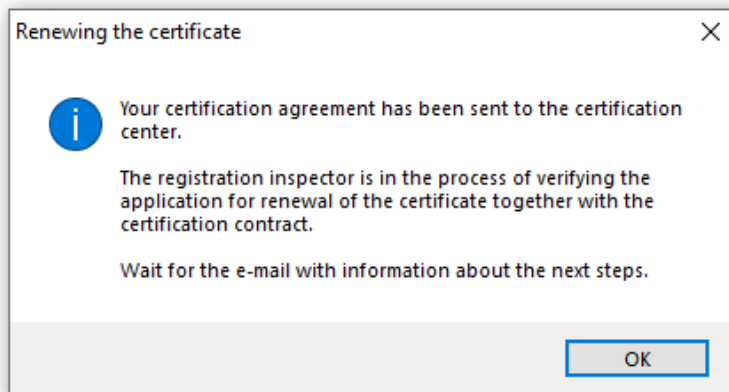


## Instruction for certificate renewal (2.0.2)

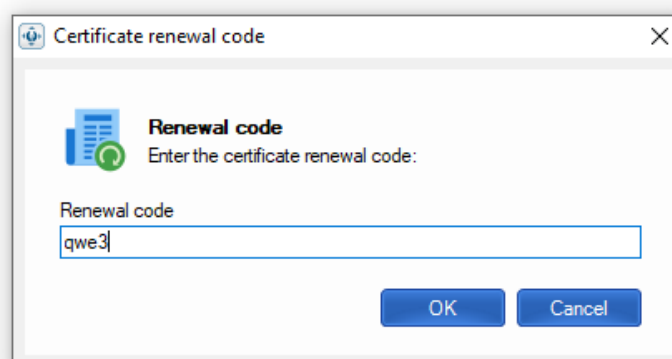
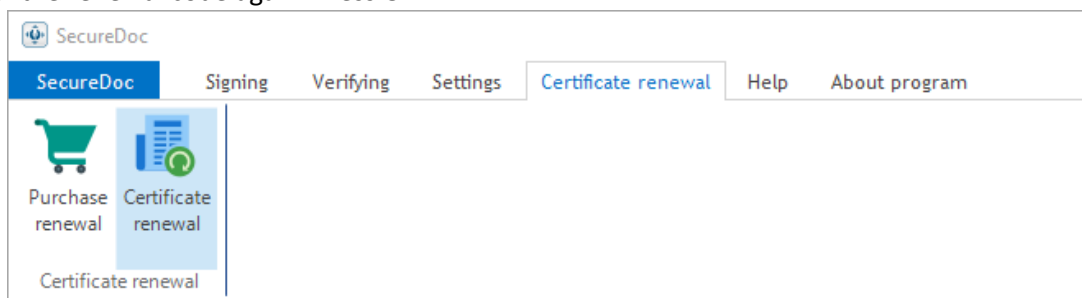


**Step 7.** Agreement was sent to EuroCert. You will soon receive an e-mail with response to your request containing further guidance and the signed agreement.

**NOTE! Response may take up to 24 hours in working days.**

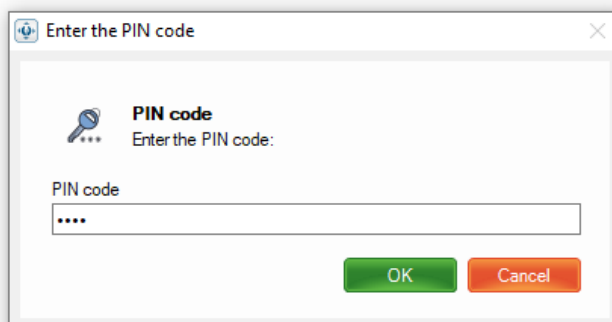
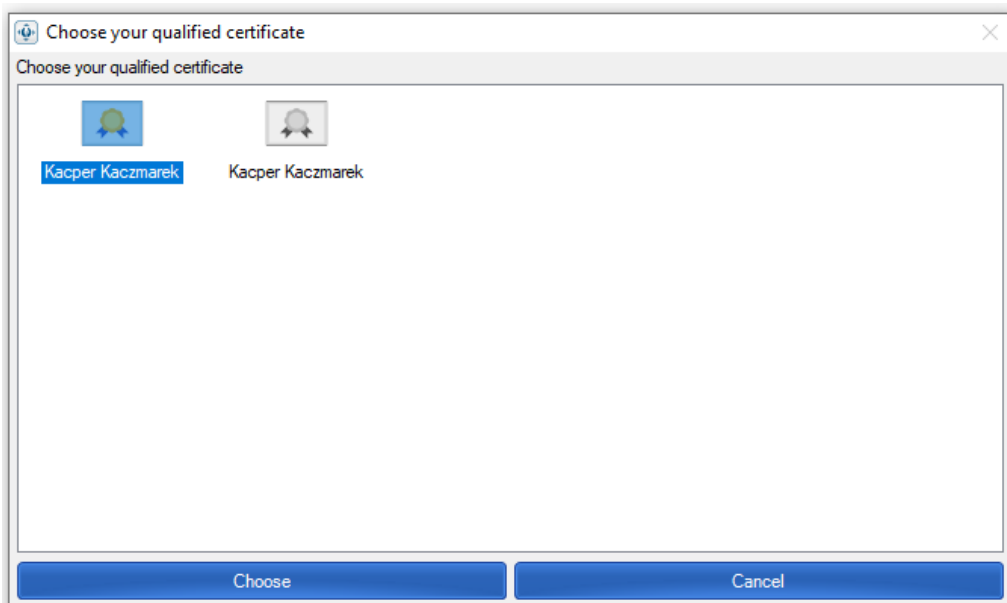
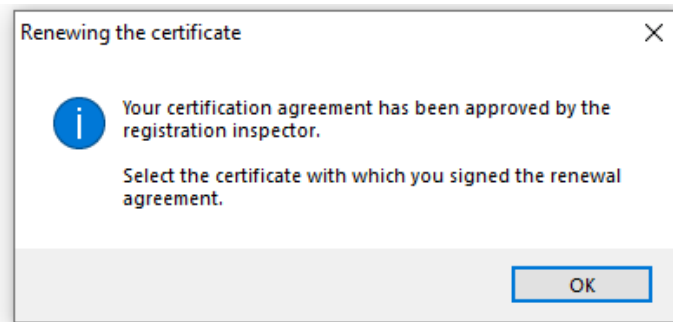


**Step 8.** Upon receipt the e-mail connect the smart card to your computer. Select the „Certificate renewal” button and enter the renewal code again. Press OK.

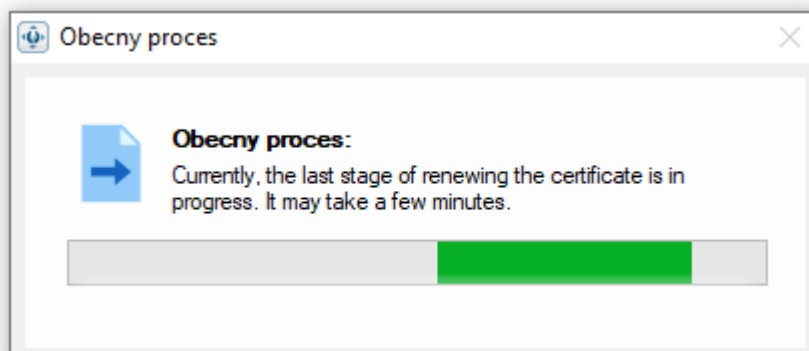


## Instruction for certificate renewal (2.0.2)

**Step 9.** Press OK, select the certificate which you want to be renewed and enter your PIN. Press OK.



**Step 10.** Installation of the renewed certificate may take several minutes.



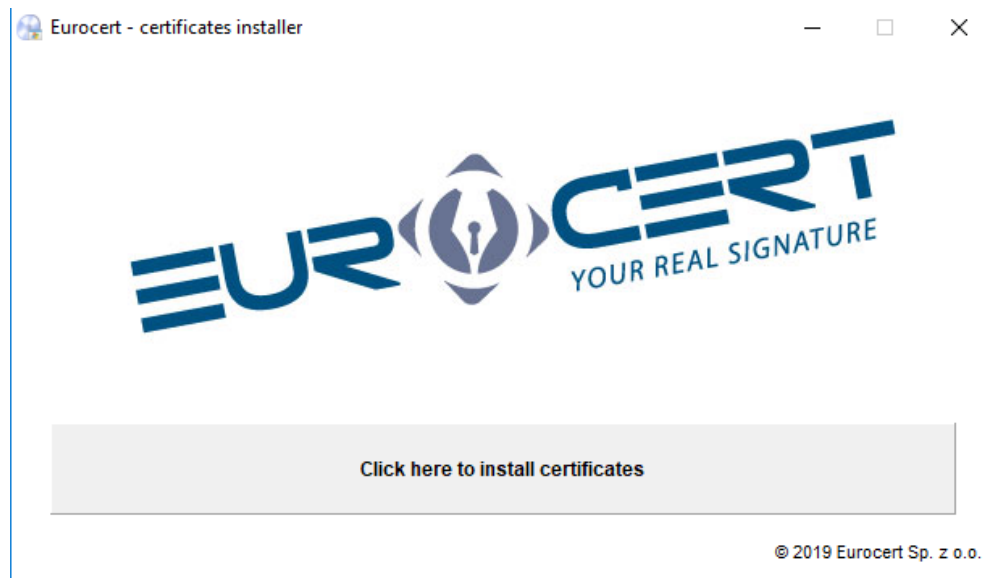
## Instruction for certificate renewal (2.0.2)

After that, the following message should be displayed “Congratulations! Your certificate was successfully renewed”



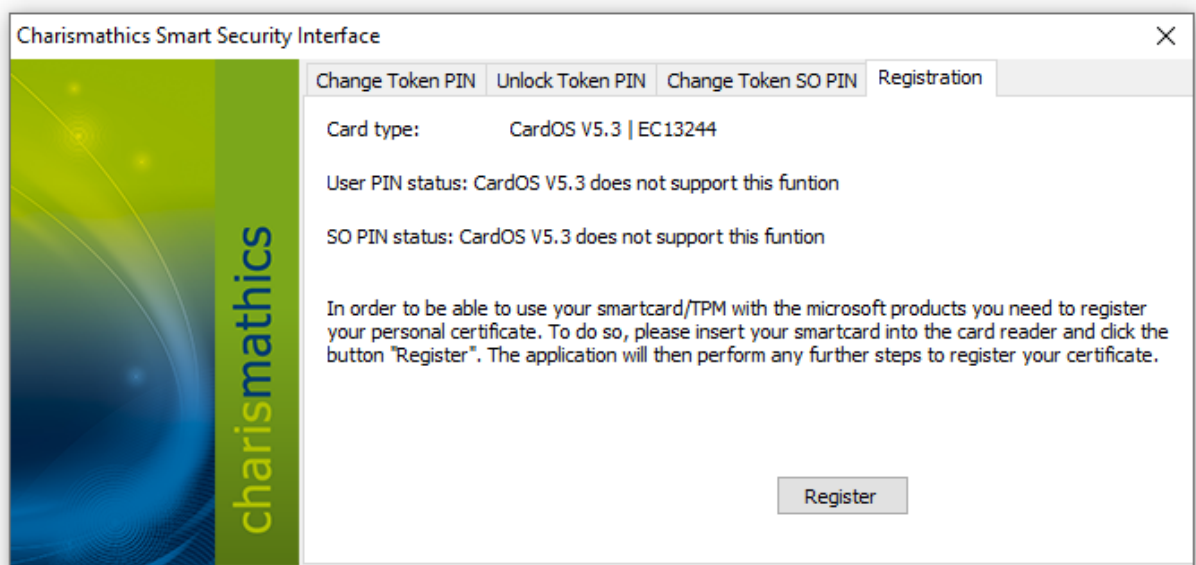
**Step 11.** Install “root certificates” complementary with your certificate:  
[https://eurocert.pl/pub/Oprogramowanie/eurocert\\_certificates.exe](https://eurocert.pl/pub/Oprogramowanie/eurocert_certificates.exe)

Select the „Click here to install certificates” button.

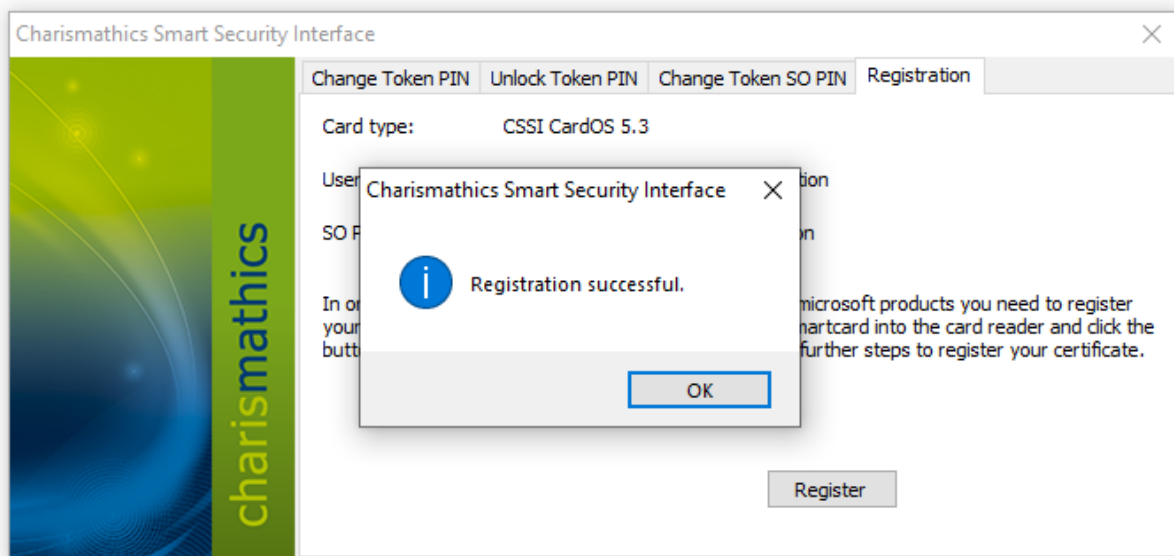


## Instruction for certificate renewal (2.0.2)

- Step 12.** Run application Smart Security Interface, select the „*Registration*” tab. Press the „*Register*” button to import the renewed certificate to your operating system.



If everything proceeded correctly the following window should appear.



- Step 13.** After all, since that time you should have two (or more) certificates: previous ones and the valid renewed certificate. Please remember to choose the valid certificate before signing the document. If the new valid certificate doesn't appear in application for signing documents **please contact our technical support: +48 22 490 49 86 or e-mail: [wsparcie@eurocert.pl](mailto:wsparcie@eurocert.pl).**