

- 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".

Certificate renewal		×
Connect "OK" but	your cryptographic device to the computer and press ton.	5
	OK	
Certificate rene	ewal code	×
Ren Ente	rewal code r the certificate renewal code:	
Renewal code		
qwe3		
	OK Cancel	



Step 4.

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

• Certificate renewal form			×
2 Basic information @ Contact information			
P	ersonal data included in the cert	ificate	
First name:	Second name:	Surname:	
Jan		Kowalski	
Citizenship:	ID type:	Country of issuing the ID:	
Polska ~	Numer osobisty \checkmark	Polska	\sim
ID number:			
12345678901			
Additional data:			
Certificate with company/organizat	tion data represented by the subscriber.		
	Identification data		
Type of identification document:	Identification data		
Type of identification document: Dowód osobisty	Identification data		~
Type of identification document: Dowód osobisty	Identification data		~
Type of identification document: Dowód osobisty Document number: AB123456	Identification data		~
Type of identification document: Dowód osobisty Document number: AB123456	Identification data		~
Type of identification document: Dowód osobisty Document number: AB123456 The authority issuing the document:	Identification data		~
Type of identification document: Dowód osobisty Document number: AB123456 The authority issuing the document: Warsaw	Identification data		~
Type of identification document: Dowód osobisty Document number: AB123456 The authority issuing the document: Warsaw Expiration date of the document:	Identification data	Date of bith:	×
Type of identification document: Dowód osobisty Document number: AB123456 The authority issuing the document: Warsaw Expiration date of the document: 10.10.2020	Identification data	Date of bith: 10.10.1990	~
Type of identification document: Dowód osobisty Document number: AB123456 The authority issuing the document: Warsaw Expiration date of the document: 10.10.2020	Identification data	Date of bith: 10.10.1990	·
Type of identification document: Dowód osobisty Document number: AB123456 The authority issuing the document: Warsaw Expiration date of the document: 10.10.2020	Identification data	Date of bith: 10.10.1990	



🕑 Certificate renewal form X		
2 Basic information @ Contact information		
	Contact details	
e-mail adress: example@domain.com I hereby give my consent for my per- of receiving commercial information Act of 18 July 2002 on provision ele telecommunications equipment of au Telecommunicatons Law (i.e. Journa tablet or computer.	Contact details Phone: 111222333 sonal data provided in the fom being pro (e.g. new sales offers, marketing news) b cotronic services (i.e. Journal of Laws 20 utomated calling systems in line with at 1 al of Laws 2017, item 1907, as amended	Country: Polska
		Send Cancel



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.





🐠 Enter the	PIN code		×
<i>P</i>	PIN code Enter the PIN code:		
PIN code			
		ок	Cancel

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.

Renewing	the certificate	×
1	Your certification agreement has been sent to the certification center.	
	The registration inspector is in the process of verifying the application for renewal of the certificate together with the certification contract.	
	Wait for the e-mail with information about the next steps.	
	ОК	

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.



Certificate	e renewal code	×
	Renewal code Enter the certificate renewal code:	
Renewal (code	,
queo		
	OK Cancel	



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



Choose your qualif	ed certificate	
Choose your qualified cert	ificate	
Kacper Kaczmarek	Kacper Kaczmarek	
	Choose	Cancel
Enter the PIN code	:	×
PIN co	de > PIN code:	

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

PIN code



ок

Cancel



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

Select the "Click here to install certificates" button.





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

Charismathics Smart S	Security l	nterface				×
		Change Token PIN	Unlock Token PIN	Change Token SO PIN	Registration	
		Card type:	CardOS V5.3 EC	013244		
		User PIN status: C	ardOS V5.3 does no	t support this funtion		
	ics	SO PIN status: Car	dOS V5.3 does not	support this funtion		
	rismath	In order to be able your personal certi button "Register".	to use your smartc ficate. To do so, ple The application will	ard/TPM with the microso ase insert your smartcar then perform any further	oft products yo d into the card steps to regis	u need to register I reader and click the ter your certificate.
	cha			Registe	r	

If everything proceeded correctly the following window should appear.

Charismathics Smart Security	Interface X
	Change Token PIN Unlock Token PIN Change Token SO PIN Registration
thics	Card type: CSSI CardOS 5.3 User Charismathics Smart Security Interface X tion SO F n In or Registration successful.
charisma	OK Register

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.