EUROCERT
TRUST SERVICE PROVIDER

INSTRUCTION FOR REMOTE OBTAINING A CLOUD QUALIFIED SINGNATURE ECSIGNER

1 Before you initiate the procedure please verify that you have all the required tools:

Voucher code   Computer   Internet

Smartphone   Identity document

2 Log on or register to the Portal EuroCert – [LINK]

3 Validate the voucher code by entering it in the applicable field.

4 Initiate the procedure for remote issuing a qualified signature. Follow the instructions on the screen which will guide you through the entire process.

5 Select parameters of your qualified signature certificate from the list.

6 Enter or update your personal data. Data must be valid and compliant with the ID used during the procedure.

7 Run a remote process of identity verification using a mobile application.

- Make sure that you have all the required tools to conduct the procedure correctly: computer, smartphone, Identity document, Internet.
- Download and install a mobile application on your smartphone, there will be a link provided on the next page.
- Initiate your identity verification using the mobile application. This process should last about 15 minutes.

8 Await the outcome of your identity verification which can be negative, positive or suspended until clarification. This outcome will determine the next steps.
Once you receive a positive outcome continue to the next step.

9 Review and sign the e-document for issuing a qualified signature. You will only need an access to EuroCert Portal and your smartphone through an authorisation code you will be provided with.
Electronic signature generation will start automatically after you sign the document and will last a while.

10 You can use your e-signature just after you get notified on issuing a qualified signature. You will get this notification upon completion of the previous step.

- The entire procedure shall last about 20 min.
- You will go through all steps on your own and 100% remotely.
- The procedure can be run on a daily basis 24/7.