

# ONLINE CERTIFICATE RENEWAL PROCEDURE

## What you need to know

Before you start the certificate renewal procedure, you need to purchase the correct product („Online renewal for existing EuroCert customers”) on our online shop, which is available at the following link:

[Online renewal for current EuroCert clients.](#)

As soon as you have completed the purchase, the renewal code will be sent to the email address you provided.



### PLEASE NOTE:

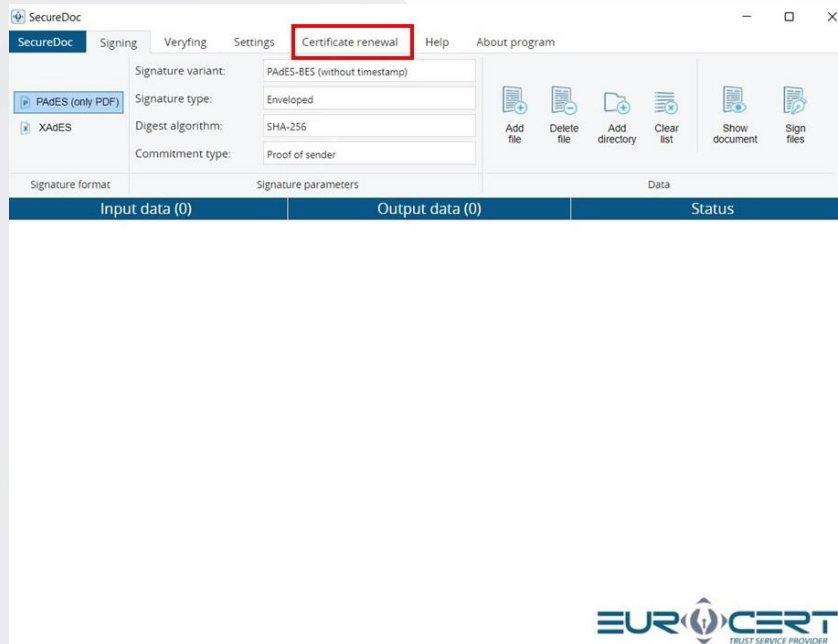
In order to be able to renew your certificate, please check first if the following technical requirements have been met:

- The correct software for your smart card has been installed
- The e-signature software app SecureDoc2 has been installed and updated to its most recent version
- While you are performing the renewal procedure, the smart card remains inserted in the reader and the reader is connected to the PC. You can download the software from [HERE](#):  
[Software](#)

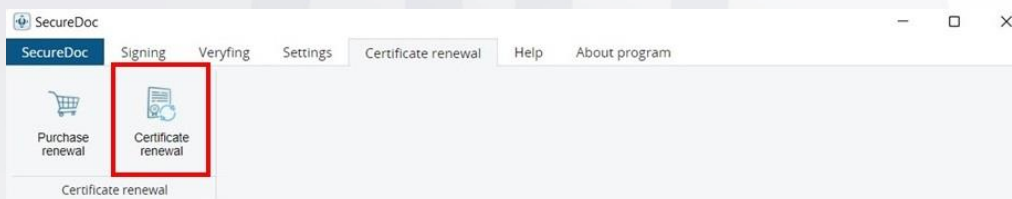
**Expiration date of the new certificate will be calculated from the completion of the renewal procedure.**

## Stage 1.

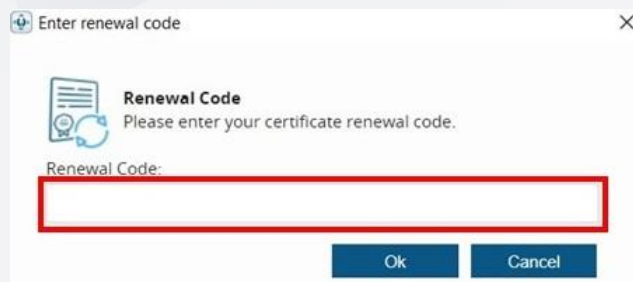
- 1 Start the SecureDoc 2 app and go to the “Certificate renewal” tab.



- 2 Click “Certificate renewal”.



- 3 Input the renewal code received in the email message.



4

Fill in the first tab of the renewal form (“Basic information”). Please make sure all details you enter are accurate and correct (no typos and no trailing spaces follow the first name or surname).

If you need to include your business details in your certificate (business or company name, your position, department), check the “Certificate with business details” box and fill in the empty fields.

Renewal form
✕

Basic Information
Contact Information

Personal data included in the certificate

|   |   |   |
|---|---|---|
| First name: <span style="float: right;">?</span>            | Second name: <span style="float: right;">?</span>                               | Surname: <span style="float: right;">?</span>                             |
| Citizenship: <span style="float: right;">?</span><br>Polska | ID type: <span style="float: right;">?</span><br>Numer osobisty [np. PESEL, ID] | Country of issuing the ID: <span style="float: right;">?</span><br>Polska |
| ID number: <span style="float: right;">?</span>             |   |   |
| Additional data: <span style="float: right;">?</span>       |   |   |

Certificate with company/organization data represented by subscriber.

Identification data

|  |  |  |
|--|--|--|
| Type of identification document: <span style="float: right;">?</span><br>Dowód osobisty                                  |  |  |
| Document number: <span style="float: right;">?</span>  |  |  |
| The authority issuing document: <span style="float: right;">?</span>   |  |  |
| Expiration date of the document: <span style="float: right;">?</span><br>dd.mm.rrrr <span style="float: right;">📅</span> | Place of birth: <span style="float: right;">?</span> | Date of birth: <span style="float: right;">?</span><br>dd.mm.rrrr <span style="float: right;">📅</span> |

Send
Cancel

- 5 Fill in the required details on the other tab of the renewal form (“Contact details”), double-check the data for correctness and click “Send”.



Renewal form

Basic Information | Contact information

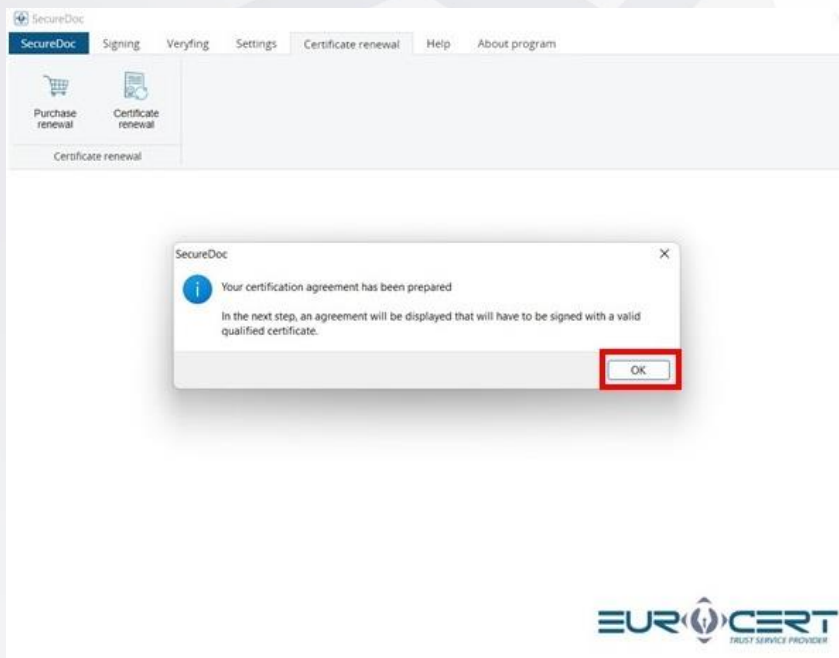
**Contact details**

e-mail address: ? Phone: ? Country: ?  
Polska

I consent to the processing of personal data provided in the form in order to receive commercial information (e.g. new sales offers, marketing activities) by electronic means by EuroCert, in accordance with art. 10 of the Act of 18 July 2002 on the provision of electronic services (i.e., Journal of Laws of 2017, item 1219) and via telecommunications terminal equipment and automatic calling systems in accordance with Art. 172 of the Act of July 16, 2004 - Telecommunications Law (i.e., Journal of Laws of 2017, item 1907, as amended), i.e. using a mobile phone, tablet, computer.

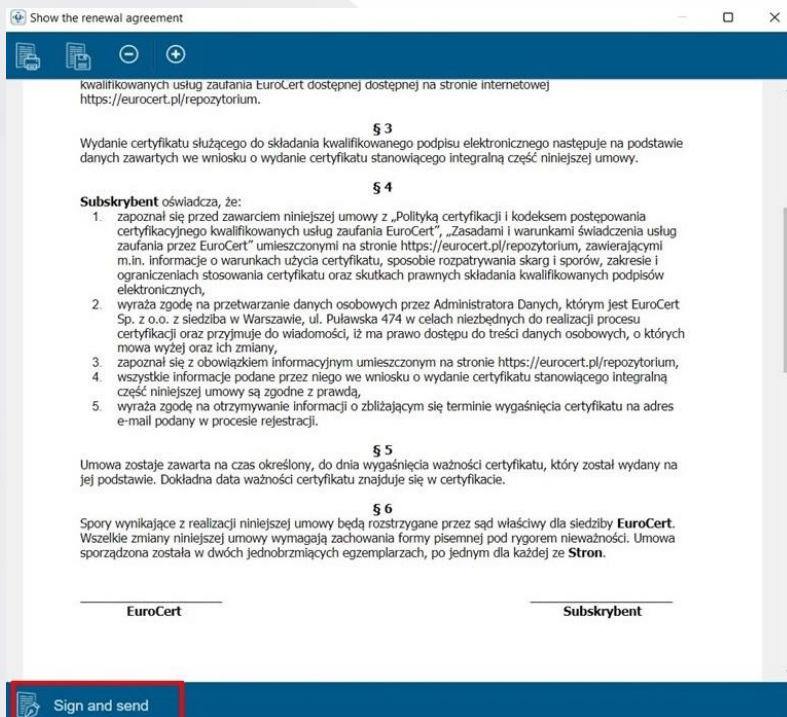
Send Cancel

- 6 Click “OK” in the message dialog box.



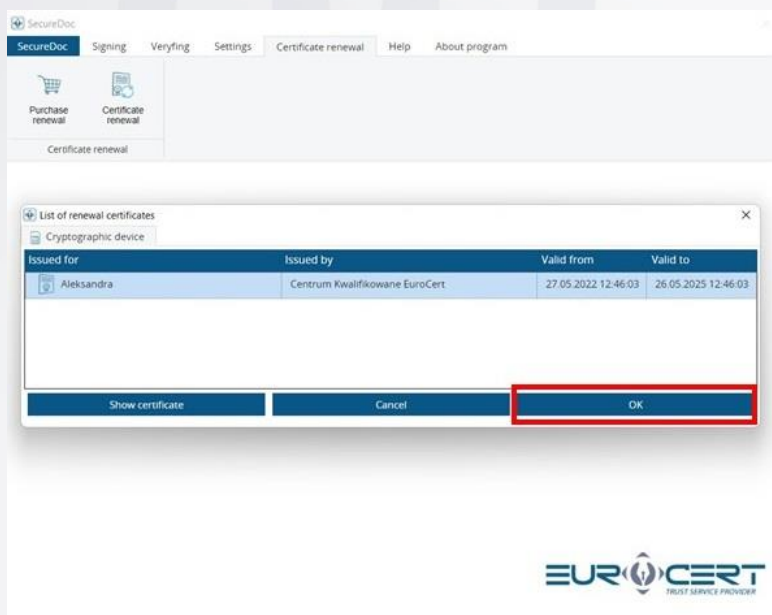
7

Read the agreement and click “Sign and send”.



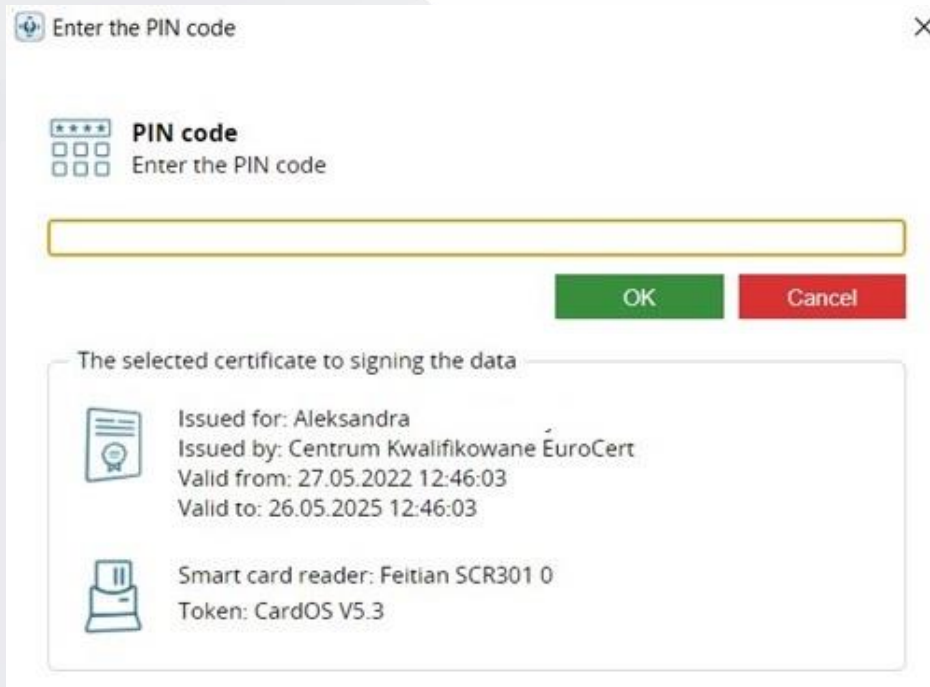
8

Select the certificate you want to renew and click “OK”.



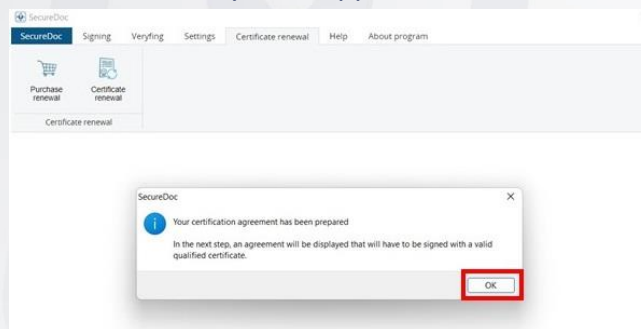
9

Input the PIN code and click “OK”.



10

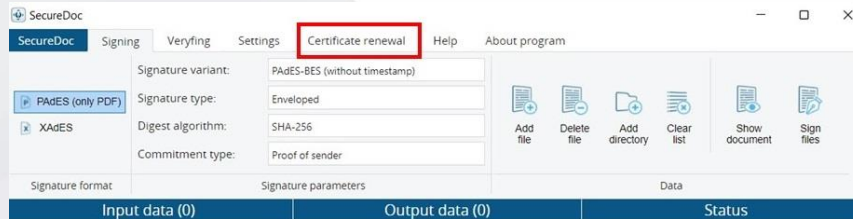
The following message will show. It confirms that you have completed the first stage of the renewal procedure successfully. Your application will be verified within up to 48 hours.



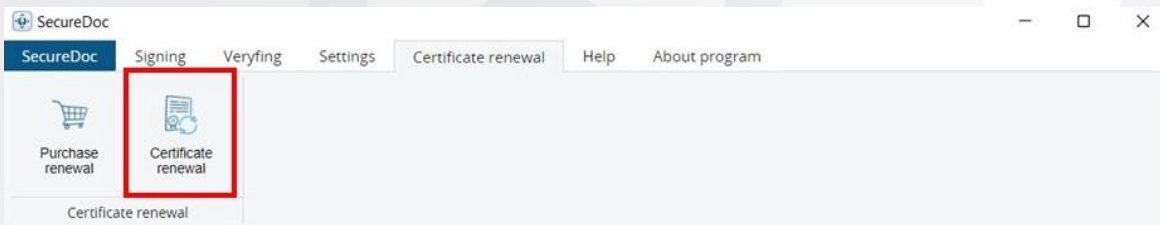
PLEASE NOTE: Wait for an email message from EuroCert that includes a signed copy of the agreement. Once you have received it, proceed to Stage 2.

## Stage 2. (Please resume here once you have received the signed agreement).

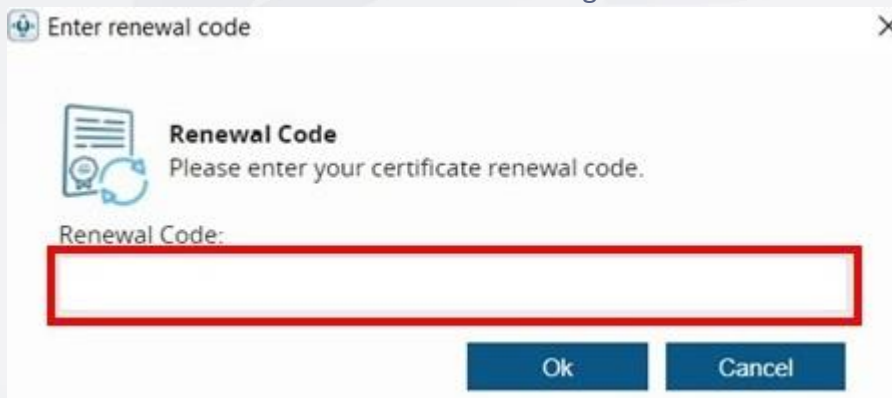
- 1 Start the SecureDoc 2 app and go to the “Certificate renewal” tab.



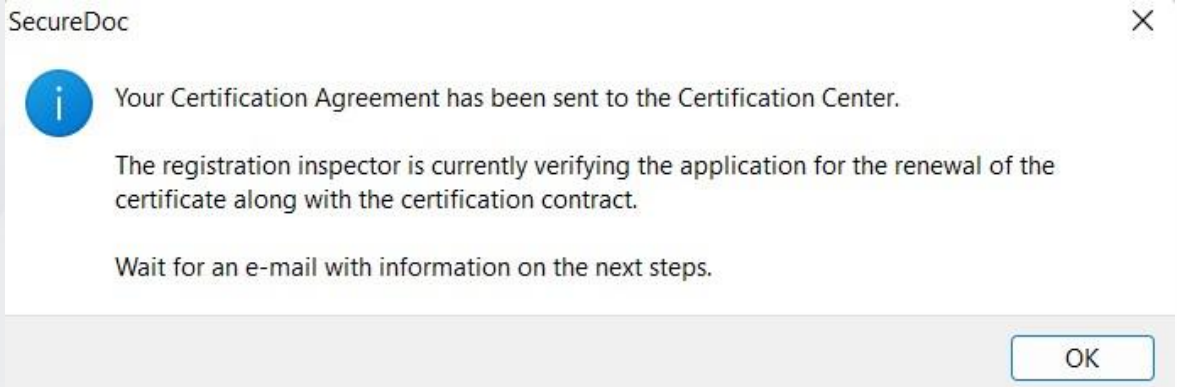
- 2 Click “Certificate renewal”.



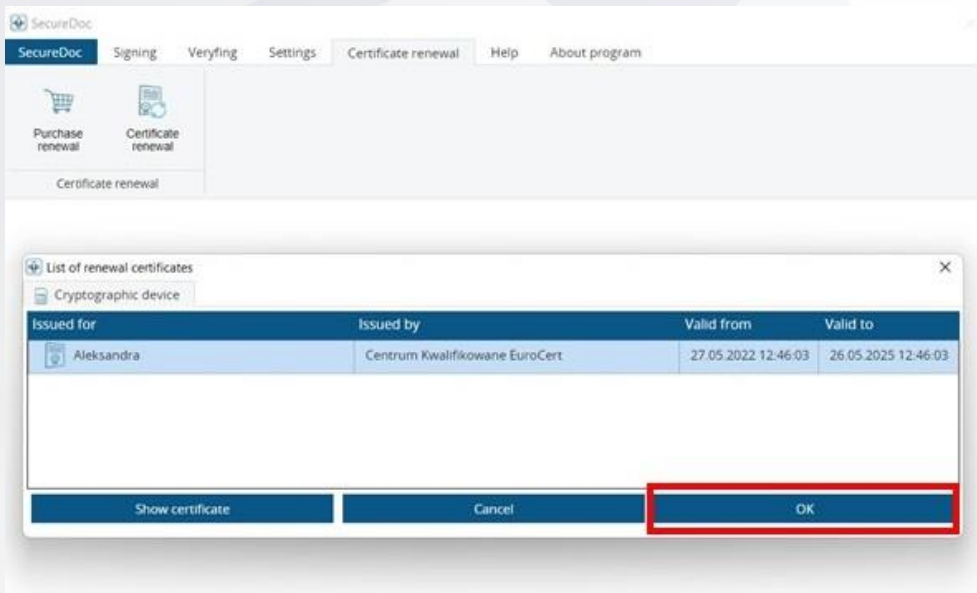
- 3 Input the renewal code received in the email message.



4 Click "OK".

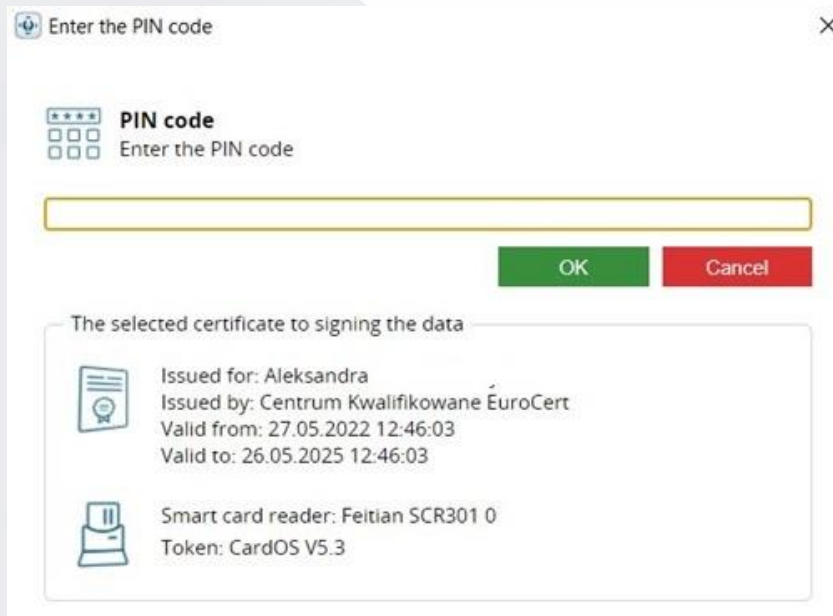


5 Select the certificate which was used to sign the agreement at the first stage of this renewal procedure and click "OK".

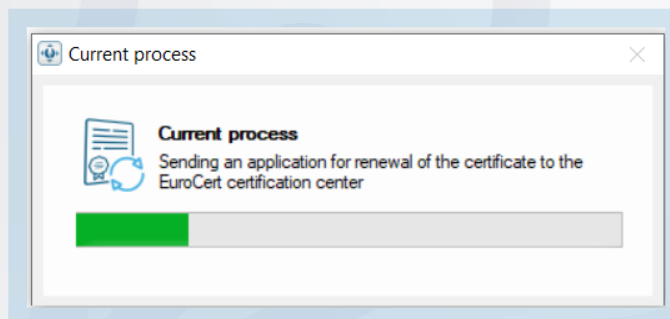




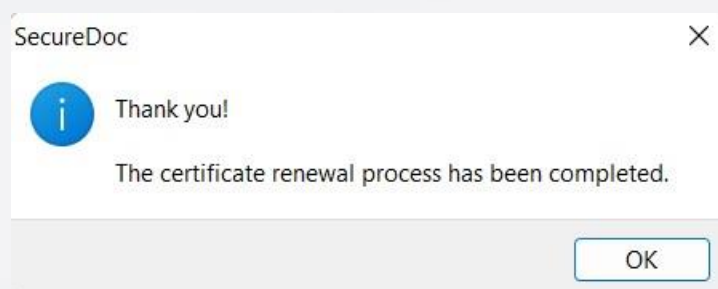
6 Input the PIN code and click “OK”.



7 Please wait until the renewal process is completed.

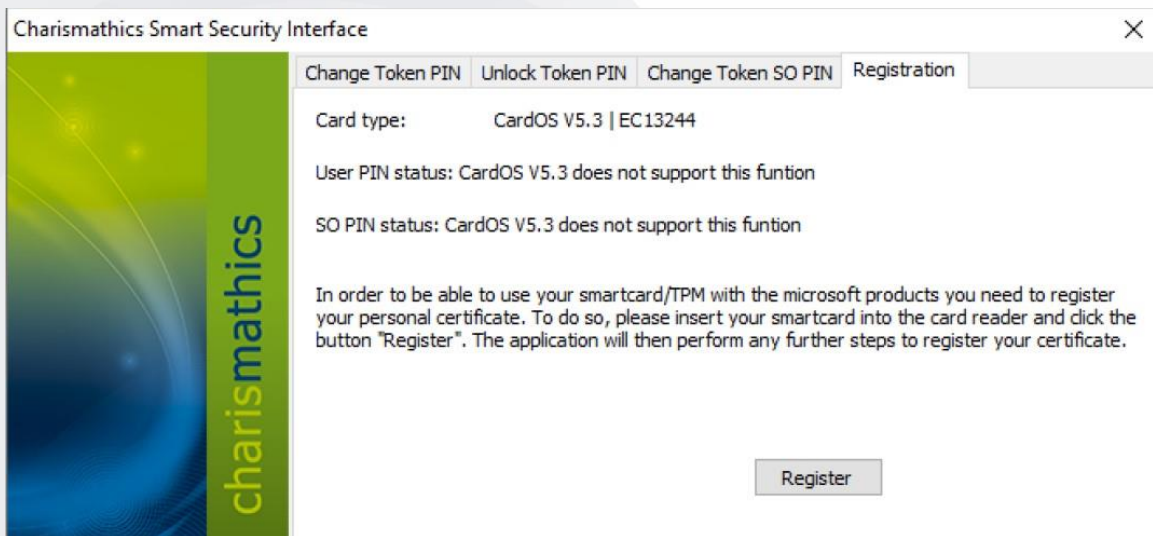


8 The following message will be displayed as a confirmation that the renewal procedure has been completed successfully.

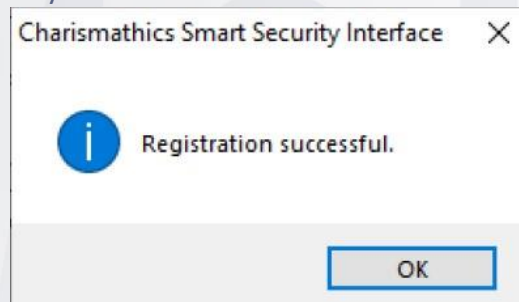


## Stage 3. Register the certificate in the system (Windows only).

- 1 Start the Smart Security Interface app. Go to the “Register” tab and click the “Register” button.



- 2 At the end, a message will be displayed that will confirm the new certificate has been registered successfully.



- ✓ The process has been completed.



### PLEASE NOTE:

If you have not installed the Smart Security app yet, you can download it from our website: [Software](#)