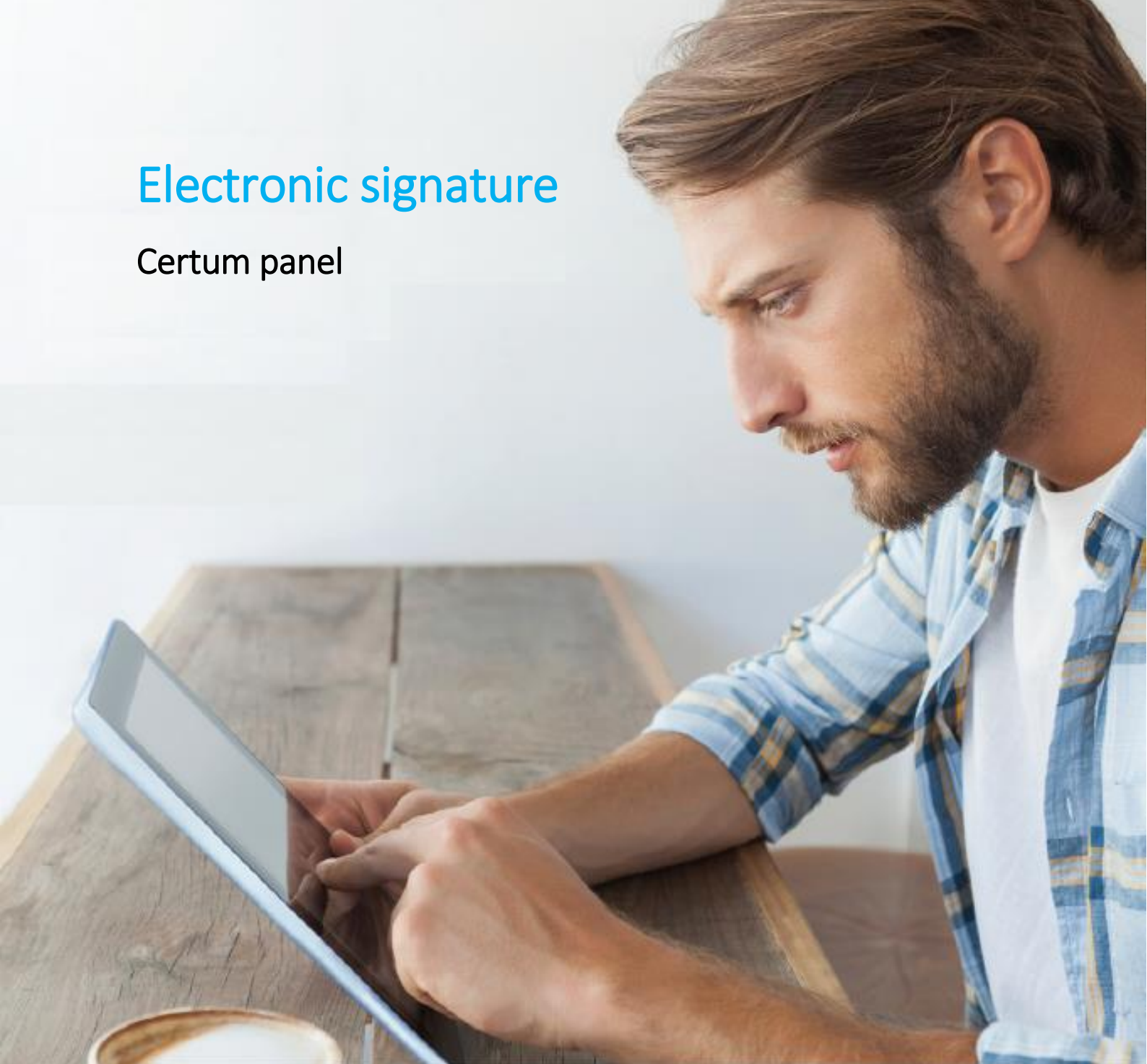


# Electronic signature

Certum panel



Product transfer process in the Certum panel

v 1.0

Once you have placed and paid for an order for **SimplySign – the mobile qualified electronic signature** issuance or the **Qualified certificate for cryptoCertum card users (Additional certificate)**, you will receive a virtual product that will be available in the [Certum panel](#) to begin the certificate activation process.

If you have purchased several products and want to distribute them among other users you need to generate an e-code from the purchased product. In this way, a given user will receive an e-code, which they can use in their account, set up in the Certum panel.



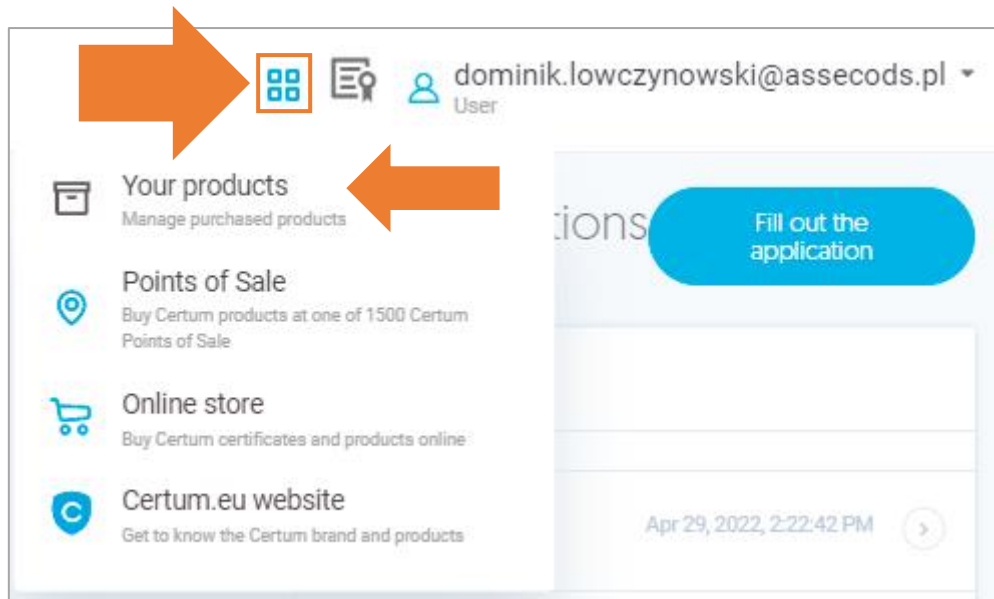
If you have purchased a Certum Mini or Standard suite with a new cryptographic card your product will not go to the Certum panel. Activation of the suite will be initiated by filling the application in the user account requesting the certificate.

The process of generating an e-code and forwarding it is as follows:

- I. Log in at <https://panel.certum.pl/>

The screenshot shows the Certum login interface. At the top, there is the Certum logo (a blue shield with a white 'C') and the text 'Certum by GISECO'. Below the logo, there are two input fields: 'E-mail' and 'Password'. There is a 'Remember me' checkbox and a blue 'Log In' button. At the bottom, there are links for 'Forgot Password?' and 'New user? Register'.

- II. To generate an e-code from a purchased product, click on the highlighted icon in the upper right corner of the screen and select **Your products**:



III. You will see three sections in the menu on the left:



1. INVENTORIES – virtual products purchased will be available here
2. HISTORY – list of operations performed and option to check their details and generate reports
3. E-CODES – list of e-codes generated

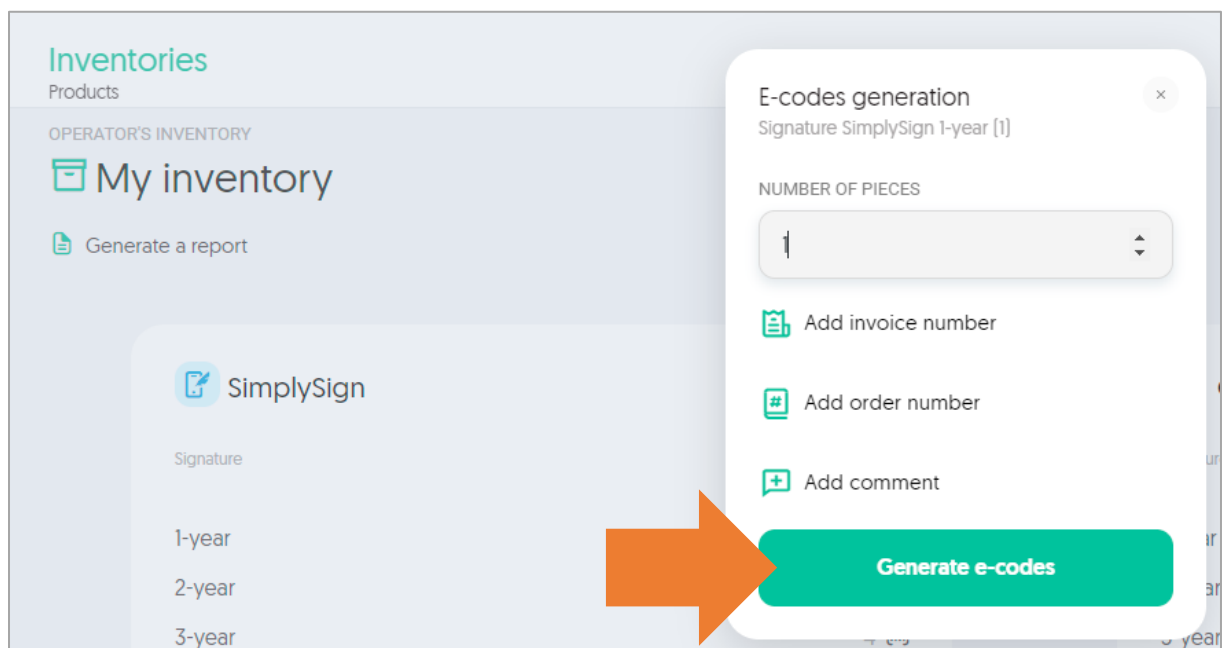
IV. In the **INVENTORIES** section, after selecting the barcode icon next to the selected product, you will be able to generate an e-code:



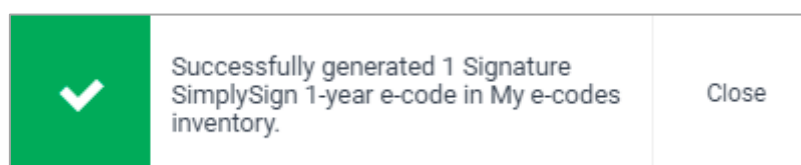
Next to a product variant, you will see the number of purchased/possessed products in your account.



- V. Select the number of pieces (e.g. 1 if you want to generate 1 e-code) and click on **Generate e-codes**:



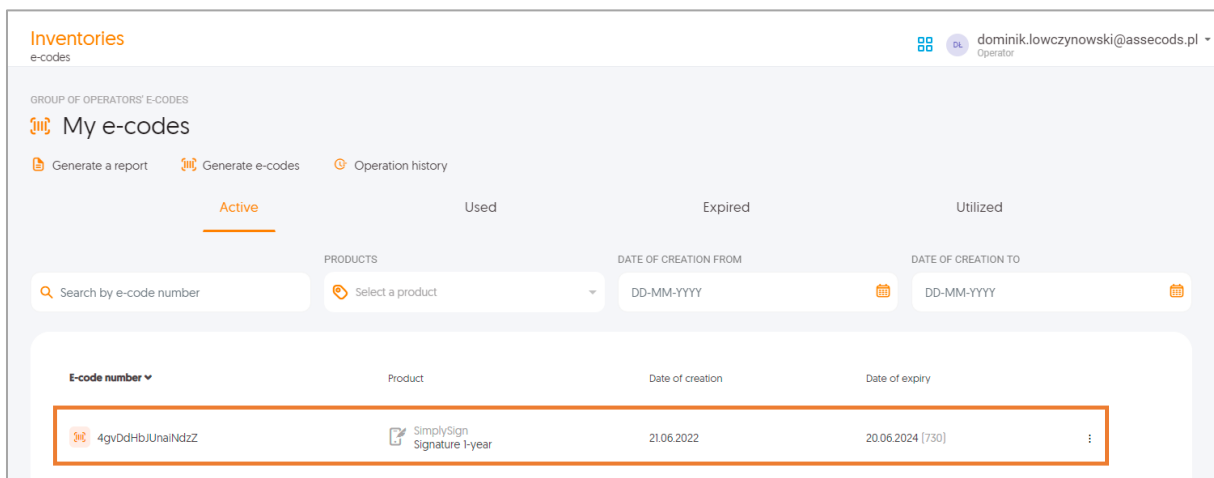
- VI. The generated e-code will go on the list in the **E-CODES** section.



- VII. In the **E-CODES** section, it is possible to generate a voucher with a code to give to another person. **The generated e-code will have a validity of 24 months.**



- VIII. Select the e-code from the list:



E-code number	Product	Date of creation	Date of expiry
4gyDdHbJUa1Ndzz	SimplySign Signature 1-year	21.06.2022	20.06.2024 (730)

- IX. When you click on the icon, the option to generate a **Gift card** will appear:

**My e-codes**

Generate a report   Generate e-codes   Operation history

Active   Used   Expired   Utilized

Search by e-code number   PRODUCTS   DATE OF CREATION FROM   DATE OF CREATION TO

Select a product   DD-MM-YYYY   DD-MM-YYYY

E-code number	Product	Date of creation	Date of expiry
4gvDdHbJUnaiNdZ	SimplySign Signature 1-year	21.06.2022	20.06.2024 [730]

Gift card

Sample generated e-code for SimplySign signature:

**Certum**  
by CJCECO

**e-code**

E-code number

**4gvD dHbJ Unai NdZ**

Use the code at [panel.certum.pl](https://panel.certum.pl)

Signature  
**SimplySign**  
1-year  
To be used by 2024-06-20

- X. You can forward the voucher as a pdf file to another person. The person who receives the e-code will be able to activate the service after creating an account in the **Certum panel**.