



Instruction –

CertumEmail ID Individual

Instruction - Certum Email ID Individual certificate activation

Version 1.4



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1. Product description

Secure your e-mail by signing and encrypting messages using Certum E-mail ID certificates.

Thanks to the unique signature and encryption feature, you can be sure that the e-mails you send are properly protected against their potential leakage or modification and you can assure the recipient of your identity.

The Email ID certificate has a wide range of application. You can also use it to secure your Windows station using the user authentication feature on systems or applications.

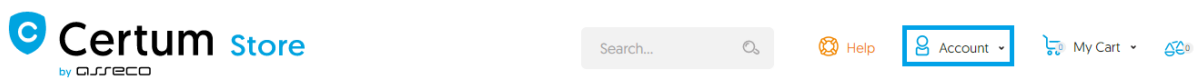
2. Product activation

The guide is prepared using the example of Google Chrome browser and concerns the process of activating the Certum Email ID Business certificate.

After placing an order in the Certum shop, activation will be available in the [Activate Certificates](#) tab (see section 2.2).

2.1. Adding the activation code

If you want to activate the product from an electronic code received e.g. on your e-mail address - before you begin the activation, add the code in the [Electronic Codes](#) tab. To do so, log in to your account on <https://shop.certum.eu>



In case you do not have an account, click on the [Create an Account](#) button to create one. If you already have an account, select [Log in](#).

Customer Login

Registered Customers

[Log In](#)[Forgot Your Password?](#)

New Customers

Creating an account has many benefits: check out faster, keep more than one address, track orders and more.

[Create an Account](#)

After logging in, click on the customer panel - [Your Account](#).

To add a code select the [Electronic Codes](#) tab. Enter the code in the [Electronic code](#) field and click [Add](#) button. **Note!** Remember that the activation code consists of 16 characters. After entering or copying the code make sure that the number of characters is correct.

My Account

My Account
 My Orders
 My Downloadable Products
 Address Book
 Account Information
[Electronic codes](#)
 Newsletter Subscriptions
 Account balance
 Cards saved in Dotpay
 My Archive Orders
 Activate Certificates
 Manage Certificates
 Tools ▾
 Domain verification

Electronic codes

New activation code from activation card

Your codes

[Purchased in the store](#)

[Entered manually](#)

Search code



All codes ▾

No eligible codes found.

If you enter the code correctly, the product will appear on the list in the [Your codes/Entered manually](#) section. After processing the code, go to the [Activate Certificates](#) tab (see next point 2.2).

2.2. Start of certificate activation

After placing an order or adding a code to your account, start activation in the [Activate Certificates](#) tab.

Electronic codes

Activate Certificates

Certificates' management

Orders history

Address details

Tools

Newsletter

Domain verification

Technical support

Knowledge

Activate Certificates

Service name

Activation state

Order Number

Payment state

In accordance with Article 13 sec. 1 and 2 of the General Data Protection Regulation (GDPR) of 27 April 2016 (hereinafter referred to as the "Regulation") I hereby inform that:

- The Administrator of your personal data is Asseco Data Systems S.A. seated in Gdynia, ul. Podolska 21, 81-321 Gdynia;
- The Data Protection Officer of Asseco Data Systems S.A. can be reached at the email address: IOD@asseccodes.pl, or phone number +48 42 676 83 60.
- Your personal data will be processed for the purpose necessary for the performance of the non-qualified certificate agreement pursuant to Article 6 sec. 1 letter b of the Regulation.
- Your personal data will be stored for a period of: 7 years from the date of revocation or expiration of the last certificate issued

Find the correct certificate in the list and click [Activate](#).

Service name	Order date ▼	Order Number	Payment state
E-mail ID Individual, Issue			Payment booked Inactive certificate Activate

If you need the pfx/p12 file to implement the certificate in the mail program, select the method of key pair generation and click [Next](#) button. In order to obtain two separate files (certificate + private key) select the CSR method. For this method, a CSR and a private key must first be generated:

Activation

1.Orders 2.Method Choice 3.Keys 4.Data 5.Confirmation

Service name: E-mail ID Individual Issue

Select delivery method of key pair for certificate:

Key pair generation

CSR

Additional info about CSR can be found in Help section or can be obtained from infoline consultants.


Next >>

2.2.1 Activation method – key pair generation

In order to generate the keys, download and run the [Certum CryptoAgent](#) app (to run the app you need a Java environment installed on your computer <https://www.java.com/>).

In order to activate certificate download and run Certum CryptoAgent application

Run CryptoAgent ←

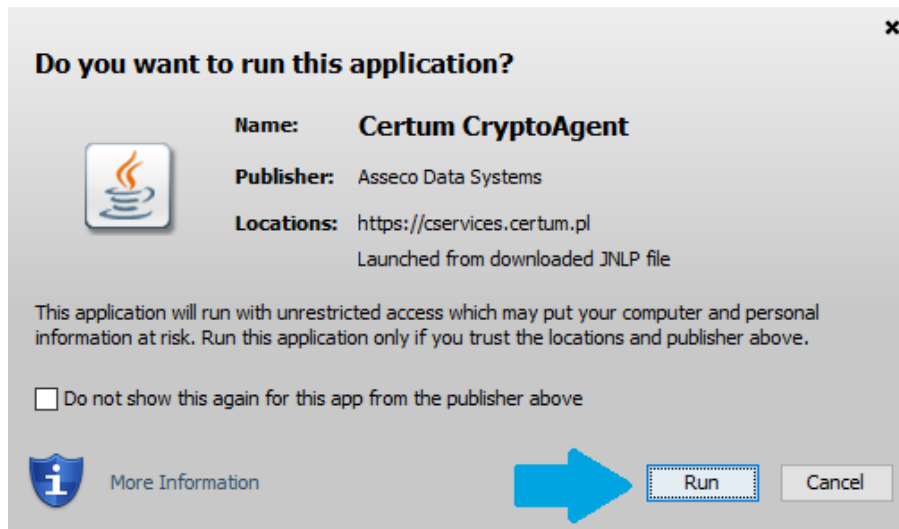
 Certum CryptoAgent application require the latest version of the JVM (Java Virtual Machine) Environment.

NOTE: Certum CryptoAgent should be on during the certificate installation process on the card

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A warning communicate will appear in the bottom bar of your browser, where you can click [Save](#) to download the [Certum](#) app.

When the [Certum CryptoAgent](#) window appears, run the app by clicking [Run](#).



After a short while, the app will run in the background and during the activation process there will be a possibility to save the keys in the [Certum](#) app. The default settings, i.e. RSA key algorithm (change to EC possible) and 2048 key length are correct for Email ID Individual operation.

A screenshot of the Certum activation process. The title is "Activation" with a help icon. Below the title, there is a progress bar with five steps: "1.Orders", "2.Method Choice" (which is currently active), "3.Keys", "4.Data", and "5.Confirmation". The "Service name" is "E-mail ID Individual, 1 year Issue". Below this, there is a section for "Select delivery method of key pair for certificate" with two radio button options: "Key pair generation" (which is selected) and "CSR". Below the radio buttons, there is a note: "Additional info about CSR can be found in Help section or can be obtained from infoline consultants." At the bottom left, there is an orange button labeled "Next >>".

After clicking on the [Generate Keys](#) button, a message will appear that the certificate keys have been generated. Clicking the [Next](#) button will take you to the next activation step (see chapter 3 - Filling in the form during activation).

Activation

1.Orders 2.Method Choice 3.Keys 4.Data 5.Confirmation

Service name **E-mail ID Individual Issue**

Keys safety level * Certificate keys have been generated

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2.2.2. Activation method - CSR request

If you want to issue a certificate using the CSR method, use any CSR generator that meets your needs or the Open SSL tool recommended by Certum. Read more: <https://www.support.certum.eu/en/what-is-csr/>.

2. Filling in the form during activation

In this stage, fill in the form with the applicant's details and the certificate data. In case of using the CSR method, the data entered in the request will automatically be entered as certificate data. Fields with an asterisk (*) are mandatory.

Applicant data:

Name * Domink

Surname * Łowczynowski

Phone * 123456789

Email * dominik.lowczynowski@assecoods.pl

Registration Number

Certificate Data:

Common name * Asseco Data Systems S.A.

Hash function RSA-SHA256

End of validity 2022-02-19

Business category * Business entity

Organization * Asseco Data Systems S.A.

Organizational unit Certum

Registration Number * 0000421310

Street and house number

Locality * Gdynia

Postal code

Country * Poland

State

Jurisdiction of incorporation locality name

Jurisdiction of incorporation country name * Poland

Jurisdiction of incorporation state or province name

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*Required

If you want to issue a certificate for maximum validity period, dont fill „end of validity” field

Finally, select the required consents and statements regarding the terms of use and click [Activate](#).

Certificate Structure:

Subject E=dominik.lowczynowski@assecods.pl,
CN=dominik.lowczynowski@assecods.pl

Subject Alt. Name rfc822Name=dominik.lowczynowski@assecods.pl

Verification method * verification using subscriber documents
 verification via phone
number

The contact phone number used for the phone verification of the certified organization has to match the number found in qualified sources of information such as public business and organization registers. In the event of a phone number mismatch, the verification will be carried out using documents.

Terms of Use

BEFORE SENDING TO CERTUM A REQUEST TO ISSUE CERTIFICATE, OR ACCEPTING CERTIFICATE OR THE FIRST USE OF IT, PLEASE READ THE TEXT OF THESE „TERMS OF USE FOR NON-QUALIFIED CERTIFICATES“ REFERRED TO AS „TERMS OF USE“. IF YOU DO NOT ACCEPT THESE TERMS OF USE, DO NOT SEND THE REQUEST TO ISSUE CERTIFICATE, DO NOT ACCEPT IT AND DO NOT USE IT.

THESE TERMS OF USE BECOMES EFFECTIVE FROM THE MOMENT OF SUBMITTING THE CERTIFICATE REQUEST TO „CERTUM - Certification Authority“ (HEREINAFTER „CERTUM“) AND ARE VALID UNTIL THE END OF CERTIFICATE VALIDITY PERIOD OR UNTIL THE CERTIFICATE REVOCATION. SENDING THE CERTIFICATE REQUEST MEANS THAT YOU WANT CERTUM TO REVIEW THE APPLICATION AND ISSUE THE CERTIFICATE, AND MEANS THAT YOU

I agree to Terms of Use *

I declare and confirm that I am aware of the fact that the certificate may expose my personal data to the extent it has been indicated for inclusion in the certificate. I also confirm that all activities carried out using this certificate may, at my discretion, be available without restriction, in particular with regard to location. The use of the certificate is not affected by Asseco Data Systems S.A., provider of security services. *

I confirm that I am of age *

I hereby confirm the accuracy of my personal data included in the application for the certificate. *

*Required

After the activation is completed, you will receive an email with a verification link, using which you must confirm access to the email address entered in the certificate data.

Please note that if you place an order by traditional bank transfer, the payment must be credited to issue the certificate.