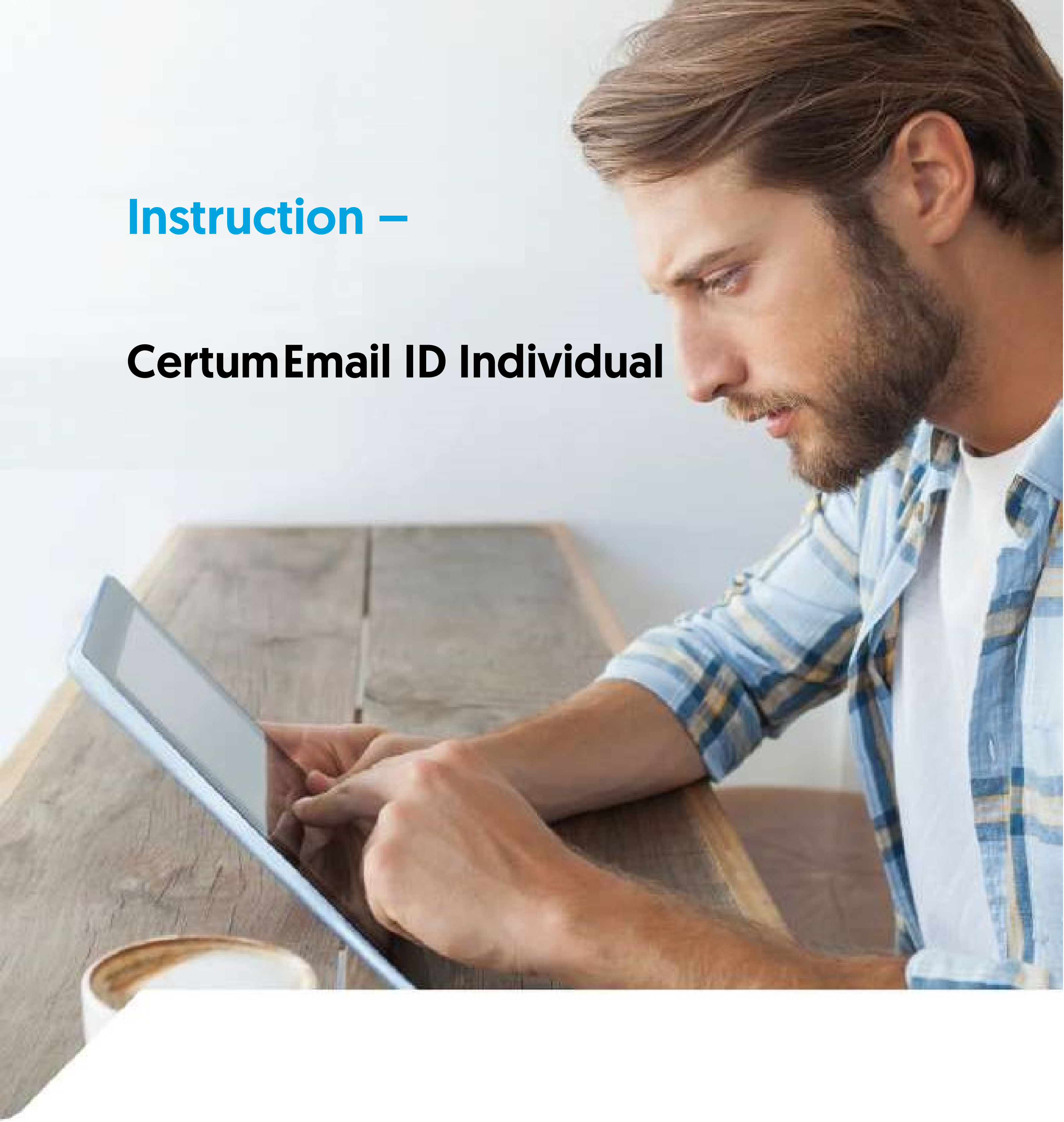


Instruction –

Certum Email ID Individual

Instruction - Certum Email ID Individual certificate activation

Version 1.3

Table of Contents

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.

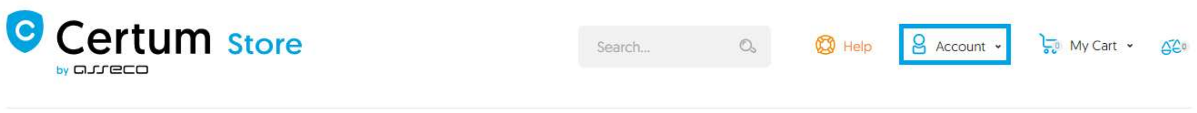
2. Product activation

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

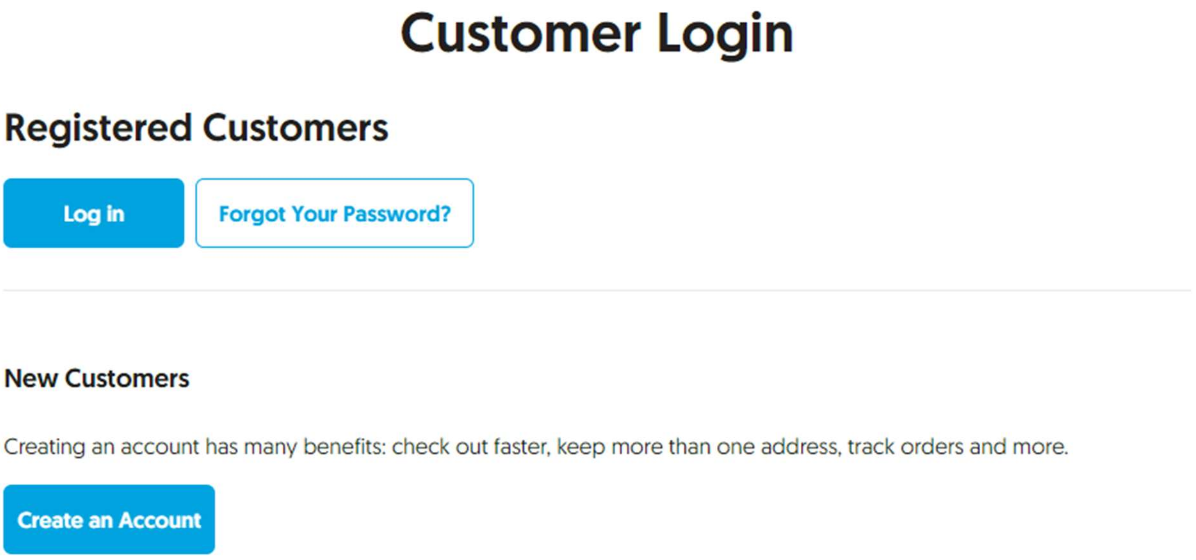
After placing an order in the Certum shop, activation will be available in the Activate Certificates tab (see section 2.2).

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

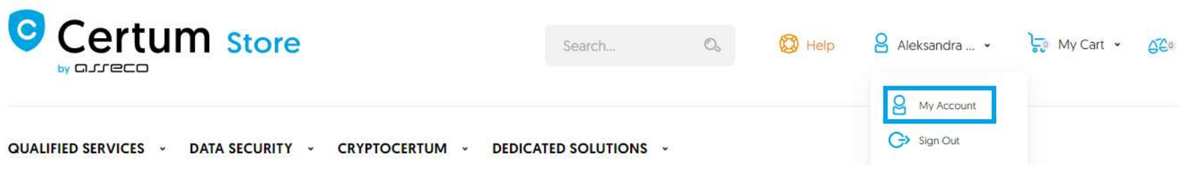
Forgot Your Password?

New Customers

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

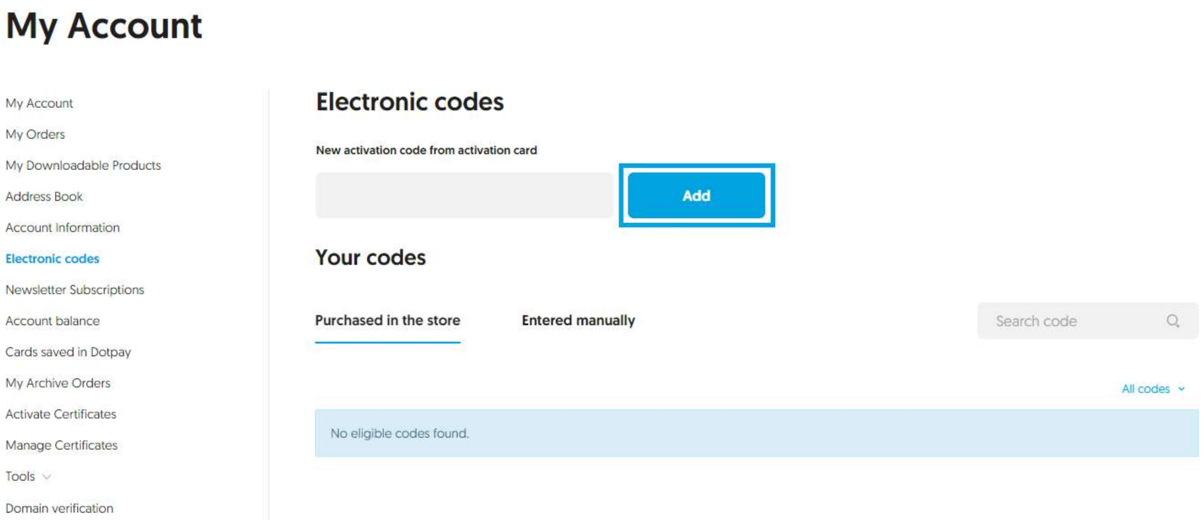
Create an Account

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.

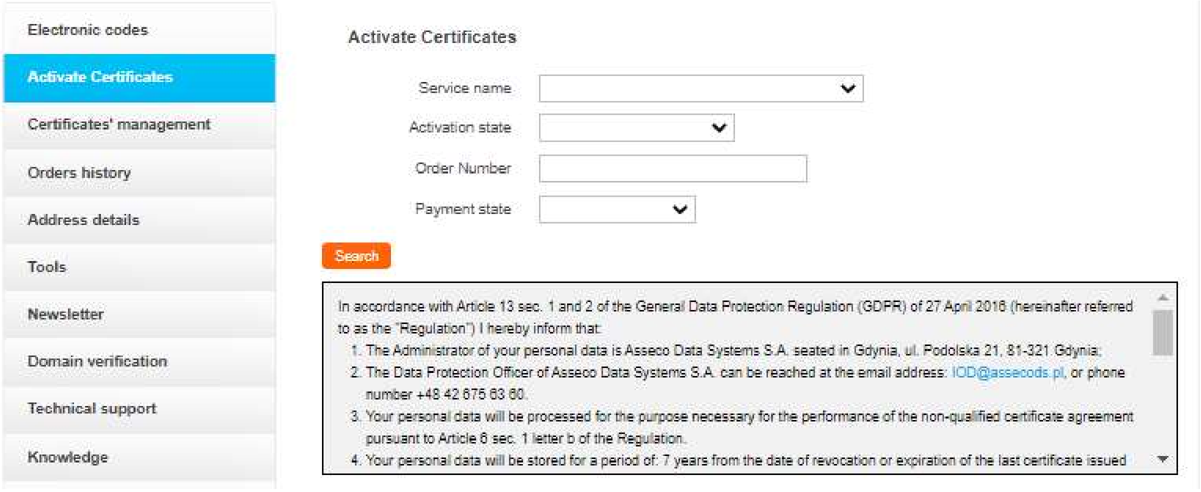


No eligible codes found.

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

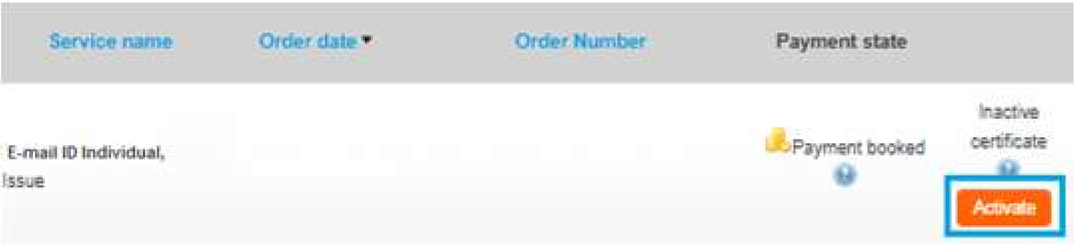
After placing an order or adding a code to your account, start activation in the Activate Certificates tab.



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:

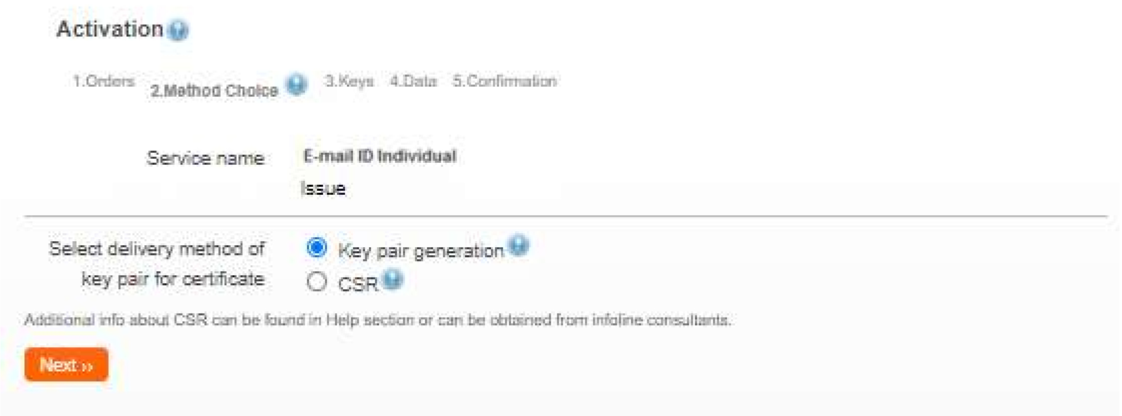
1. The Administrator of your personal data is Asseco Data Systems S.A. seated in Gdynia, ul. Podolska 21, 81-321 Gdynia;
2. The Data Protection Officer of Asseco Data Systems S.A. can be reached at the email address: IOD@assecods.pl, or phone number +48 42 675 63 60.
3. Your personal data will be processed for the purpose necessary for the performance of the non-qualified certificate agreement pursuant to Article 6 sec. 1 letter b of the Regulation.
4. 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

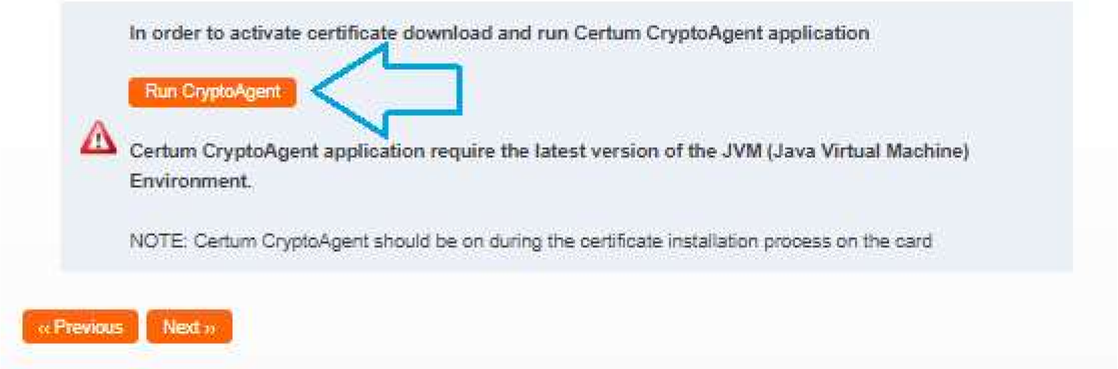
Service name: E-mail ID Individual Issue

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.

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/).



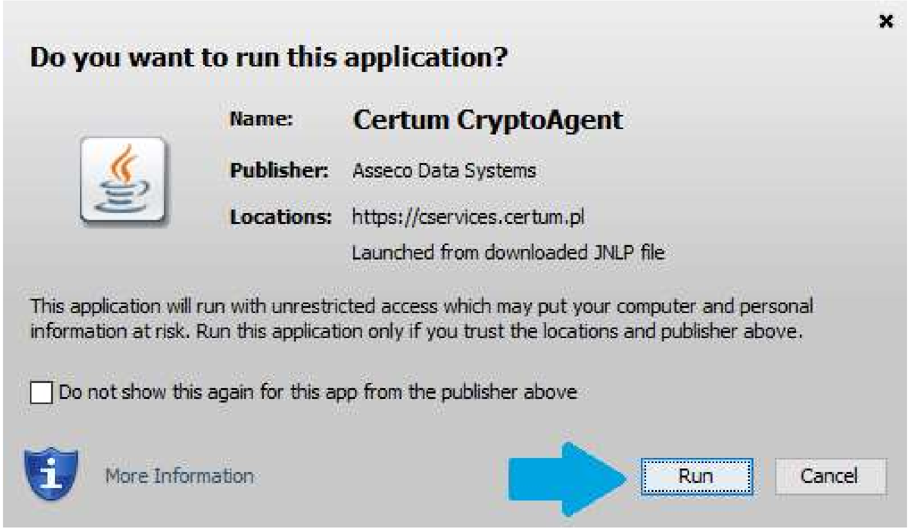
In order to activate certificate download and run Certum CryptoAgent application

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

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.



Do you want to run this application?

Name: Certum CryptoAgent

Publisher: Asseco Data Systems

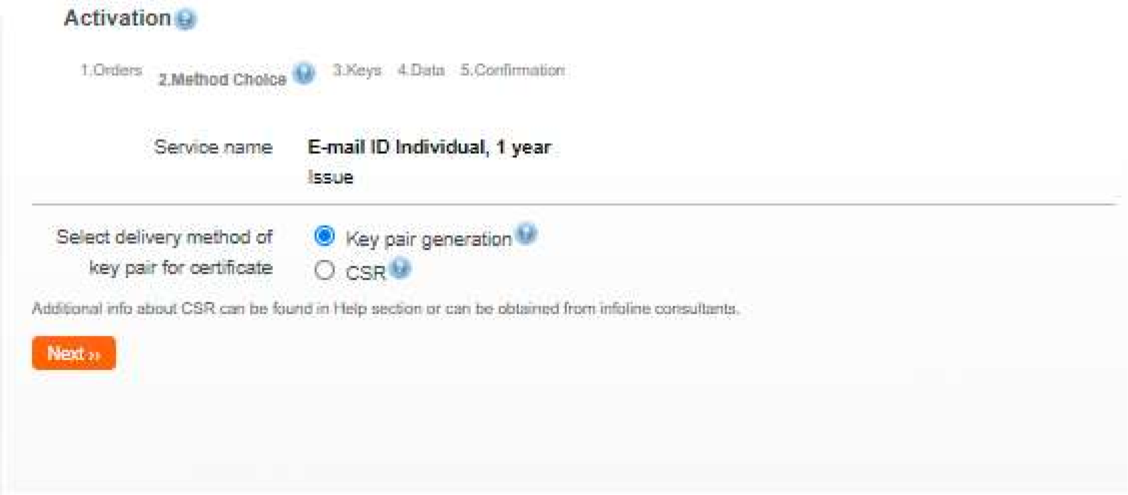
Locations: https://cservices.certum.pl

Launched from downloaded JNLP file

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the locations and publisher above.

□ Do not show this again for this app from the publisher above

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.



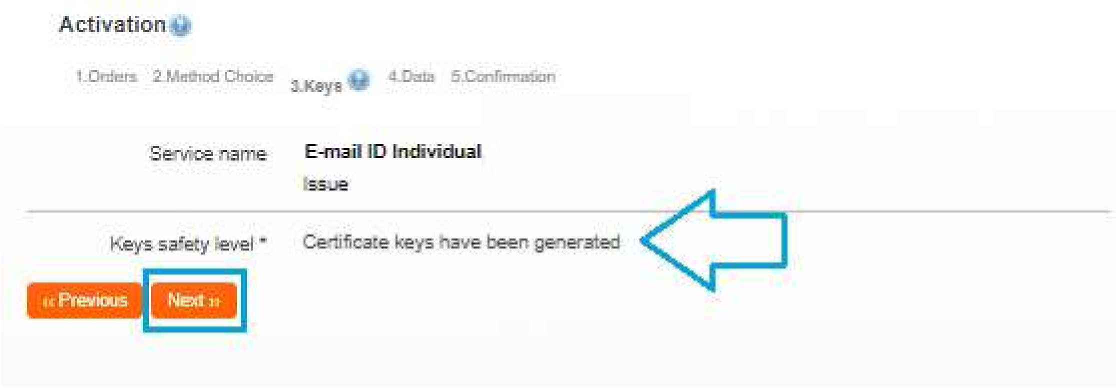
Activation

Service name E-mail ID Individual, 1 year 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.

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).



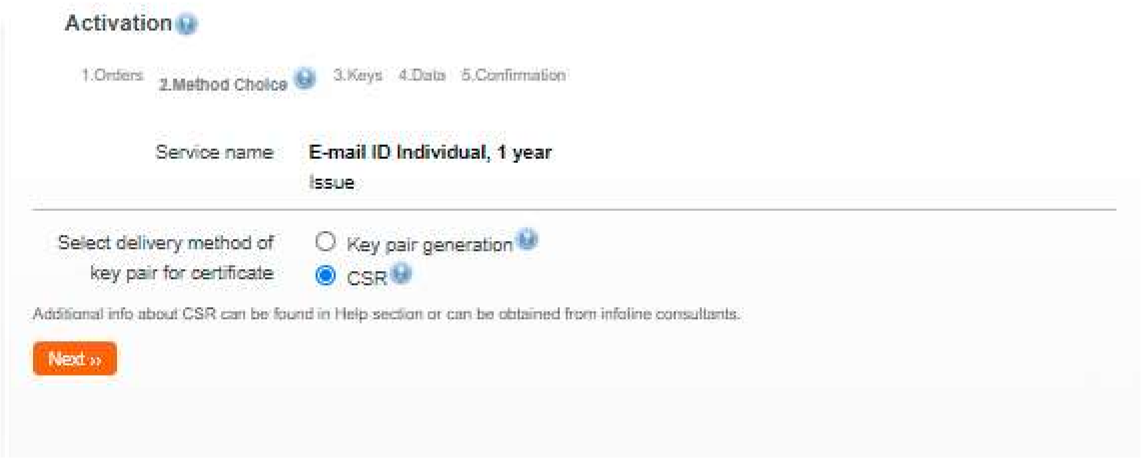
Service name: E-mail ID Individual
Issue

Keys safety level *: Certificate keys have been generated

2.2.2. Activation method - CSR request

The CSR (Certificate Signing Request) should be at least 2048 bits long, after it has been generated it will be sent to a certifying institution for signing, i.e. creating an appropriate public key. The file can be generated on the server or in the Certum shop user account. In addition to the CSR file, a private key file (privateKey.pem) will be generated.

In order to generate a CSR file in your user account, wait with the activation and select the Tools section on the left.

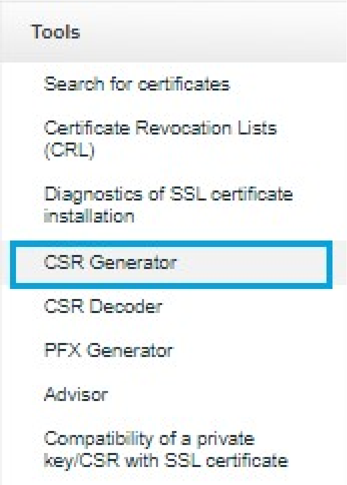


Service name: E-mail ID Individual, 1 year
Issue

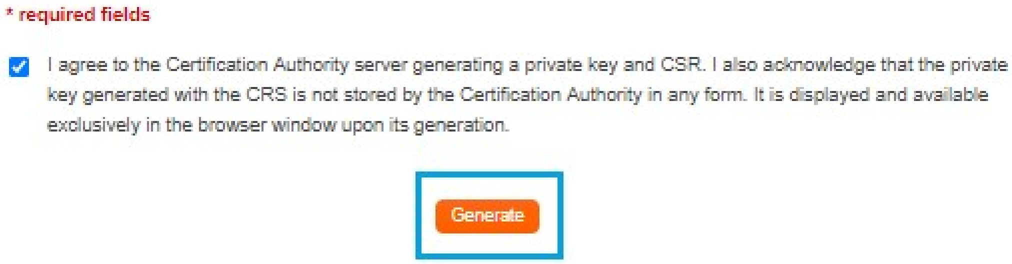
Select delivery method of key pair for certificate: ○ Key pair generation ● CSR

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

In the list that will expand, select the option CSR Generator.


Tools
Search for certificates
Certificate Revocation Lists (CRL)
Diagnostics of SSL certificate installation
CSR Generator
CSR Decoder
PFX Generator
Advisor
Compatibility of a private key/CSR with SSL certificate

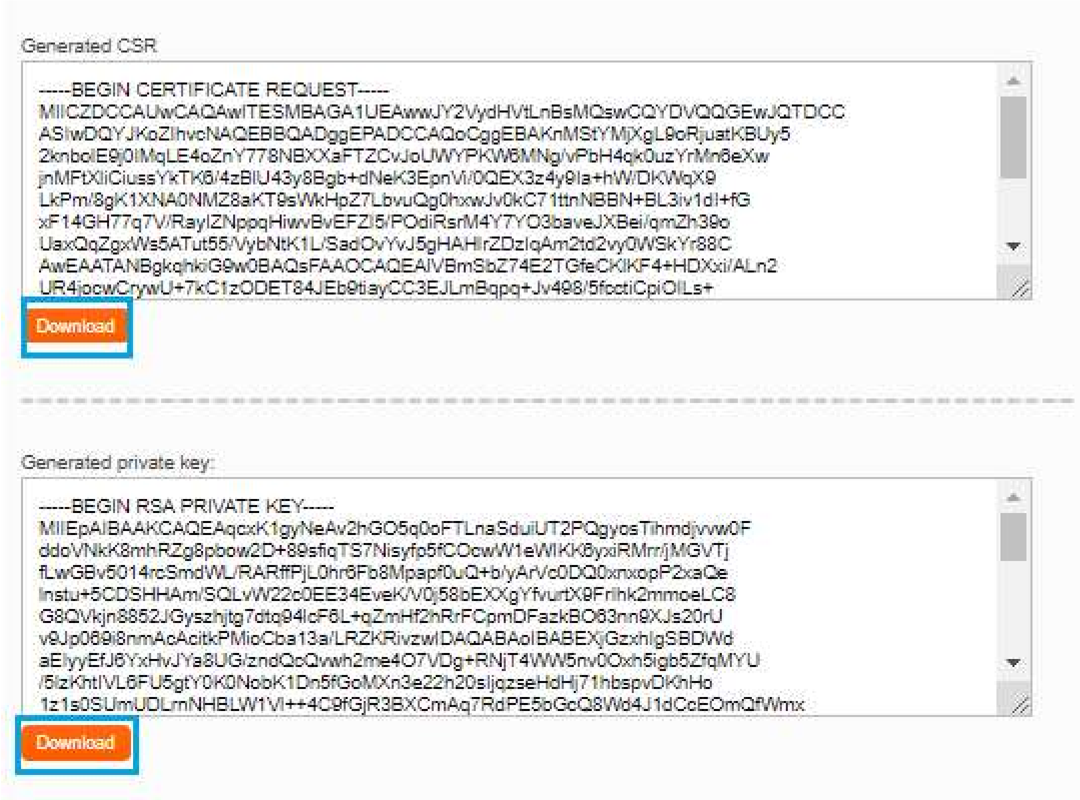
To obtain a CSR, fill in the fields in the form as indicated on the page. After checking the details and selecting the checkbox next to the required consent, click on the Generate button.


* required fields

☑ I agree to the Certification Authority server generating a private key and CSR. I also acknowledge that the private key generated with the CRS is not stored by the Certification Authority in any form. It is displayed and available exclusively in the browser window upon its generation.

The next step is to save two files: the CSR and the private key using the Download buttons (the files will be saved on your computer, you can open them in a text editor e.g. Notepad). The CSR request file will be needed to activate the certificate, while the private key will be required to implement the certificate on the server.

Important! Remember not to lose these files and not to disclose your private key to anyone else. If the private key is lost after the Email ID Business certificate has been issued, it will be possible to reissue the certificate.



Generated CSR

```
-----BEGIN CERTIFICATE REQUEST-----
MIICZDCCAUwCAQAwITESMBAGA1UEAwwJY2VydHVtLnBsMQswCQYDVQQGEwJQTDCC
ASIwDQYJKoZIhvcNAQEBBQADggEPADCCAQoCggEBAKnMStYMjXgL9oRjuatKBUy5
2knboIE9j0IMqLE4oZnY778NBXXaFTZCvJoUWYPKW6MNg/vPbH4qk0uzYrMn6eXw
jnMFtXliCiussYkTK6/4zBIU43y8Bgb+dNeK3EpnVi/0QEX3z4y9Ia+hW/DKWqX9
LkPm/8gK1XNA0NMZ8aKT9sWkHpZ7LbvuQg0hxwJv0kC71ttnNBBN+BL3iv1dI+fG
xF14GH77q7V/RayIZNppqHiwvBvEFZI5/POdiRsrM4Y7YO3baveJXBei/qmZh39o
UaxQqZgxWs5ATut55/VybNtK1L/SadOvYvJ5gHAHlrZDzIqAm2td2vy0WSkYr88C
AwEAATANBgkqhkiG9w0BAQsFAAOCAQEAlVBmSbZ74E2TGfeCKIKF4+HDXxi/ALn2
UR4jocwCrywU+7kC1zODET84JEb9tiayCC3EJLmBqpq+Jv498/5foctiCpiOILs+
```

Download

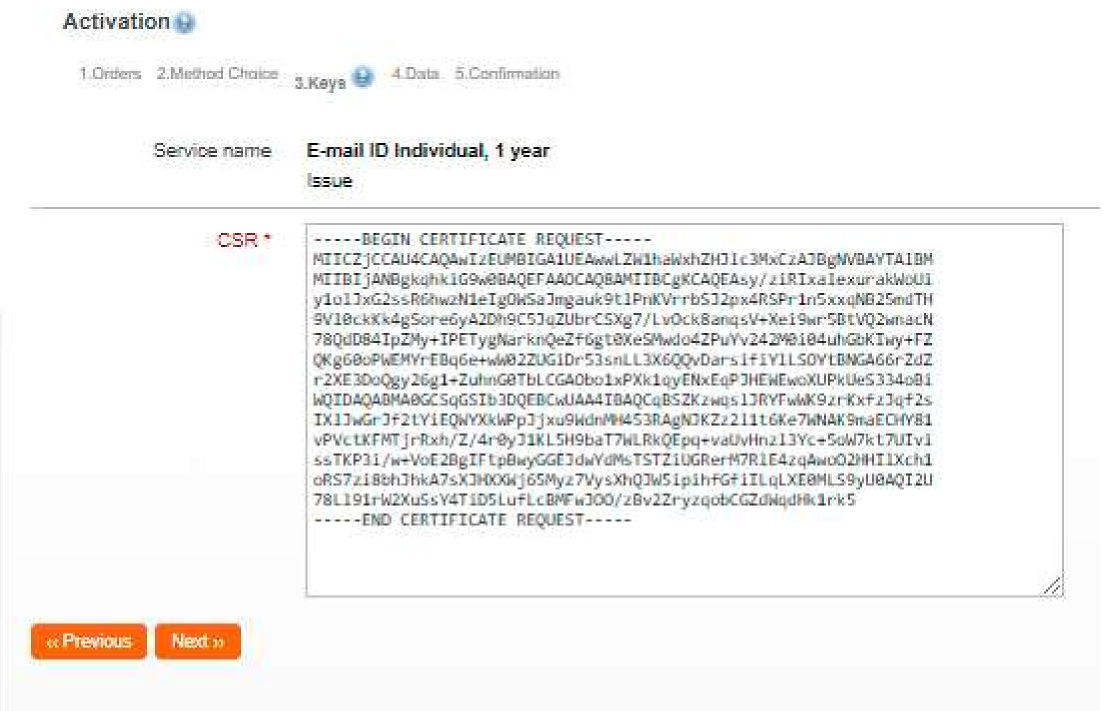
Generated private key:

```
-----BEGIN RSA PRIVATE KEY-----
MIIEpAIBAAKCAQEAqcxK1gyNeAv2hGO5q0oFTLnaSduiUT2PQgyosTihmdjvvw0F
ddoVNkK8mhRZg8pbow2D+89sfiqTS7Nisyfp5fCOcwW1eWIKK6yxiRMrr/jMGVTj
fLwGBv5014rcSmdWL/RARffPjL0hr6Fb8Mpapf0uQ+b/yArVc0DQ0xnxopF2xaQe
lnstu+5CDSHHAm/SQLvW22c0EE34EveK/V0j58bEXXgYfvurtX9Frlhk2mmoeLC8
G8QVkjn8852JGyszhjtg7dtq94lcF6L+qZmHf2hRrFCpmDFazkBO63nn9XJs20rU
v9Jp069i8nmAcAcitkPMioCba13a/LRZKRivzwIDAQABAoIBABEXjGzxhlgSBDWd
aElyyEfJ6YxHvJYa8UG/zndQcQvwh2me4O7VDg+RNjT4WW5nv0Oxh5igb5ZfqMYU
/5lzKhtIVL6FU5gtY0K0NobK1Dn5fGoMXn3e22h20sljqzseHdHj71hbspvDKhHo
1z1s0SUmUDLmNHBLW1Vl++4C9fGjR3BXCmAq7RdPE5bGcQ8Wd4J1dCcEOmQfWmx
```

Download

Once you have saved the files, you can return to the certificate activation. The first step is to paste the contents of the CSR file.

Important! Make sure to paste the whole character string.



Activation

Service name: **E-mail ID Individual, 1 year**
Issue

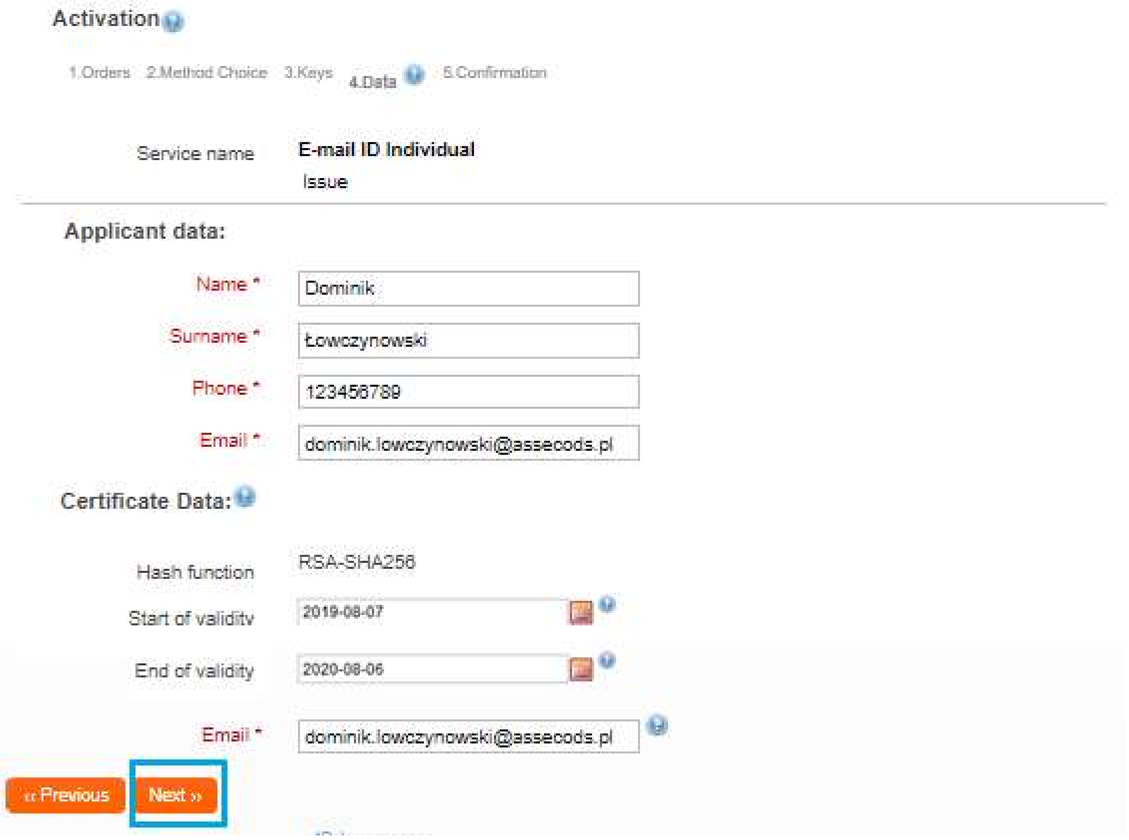
CSR *

```
-----BEGIN CERTIFICATE REQUEST-----
MIICZjCCAU4CAQAwIzEUMBIGA1UEAwwLZW1haWxhZHJlc3MxCzAJBgNVBAYTAlBM
MIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8AMIIBCgKCAQEAsy/ziRIxalexurakWoUi
y1olJxG2ssR6hwzN1eIgOWSaJmgauk9tlPnKVrrbSJ2px4RSPr1n5xxqNB25mdTH
9V10ckKk4gSore6yA2Dh9C5JqZUbrCSXg7/LvOck8anqsV+Xei9wr5BtVQ2wnacN
78QdD84IpZMy+IPETygNarknQeZf6gt0XeSMwdo4ZPuYv242M0i04uhGbKIwy+FZ
QKg60oPWEMYrEBq6e+wW02ZUGiDr53snLL3X6QQvDarsIfiY1LSOYtBNGA66rZdZ
r2XE3DoQgy26g1+ZuhnG0TbLCGAObo1xPXk1qyENxEqPJHEWEwoXUPkUeS334oBi
WQIDAQABMA0GCSqGSIb3DQEBCwUAA4IBAQCqBSZKzwqs1JRYFwWK9zrKxfzJqf2s
IX1JwGrJf2tYiEQWYXkWPpJjxu9WdnMH4S3RAgNJKZz2l1t6Ke7WNAK9maECHY81
vPVctKFMTjrRxh/Z/4r0yJ1KL5H9baT7WLRkQEpq+vaUvHnz13Yc+5oW7kt7UIvi
ssTKP3i/w+VoE2BgIFtpBwyGGEJdwYdMsTSTZiUGRerM7R1E4zqAwoO2HHI1Xch1
oRS7zi8bhJhkA7sXJHXXWj65Myz7VysXhQJW5ipihfGfiILqLXE0MLS9yU0AQI2U
78Li91rW2XuSsY4TiD5LufLcBMFwJOO/zBv2ZryzqobCGZdWqdHk1rk5
-----END CERTIFICATE REQUEST-----
```

« Previous   Next »

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.



Activation

Service name: E-mail ID Individual Issue

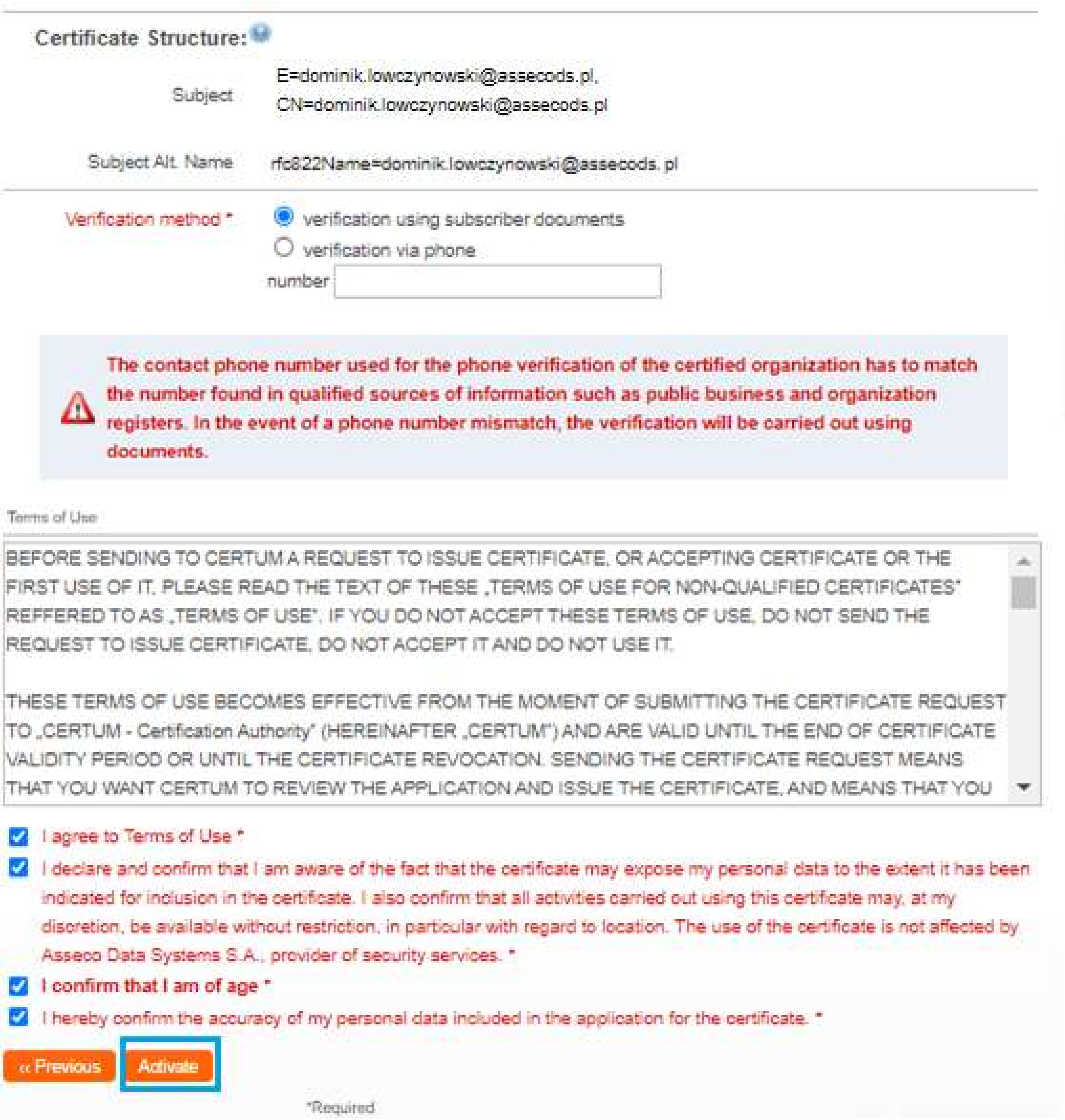
Applicant data:

Name *	Dominik
Surname *	Łowczynowski
Phone *	123456789
Email *	dominik.lowczynowski@assecods.pl

Certificate Data:

Hash function	RSA-SHA256
Start of validity	2019-08-07
End of validity	2020-08-06
Email *	dominik.lowczynowski@assecods.pl

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" REFFERED 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.