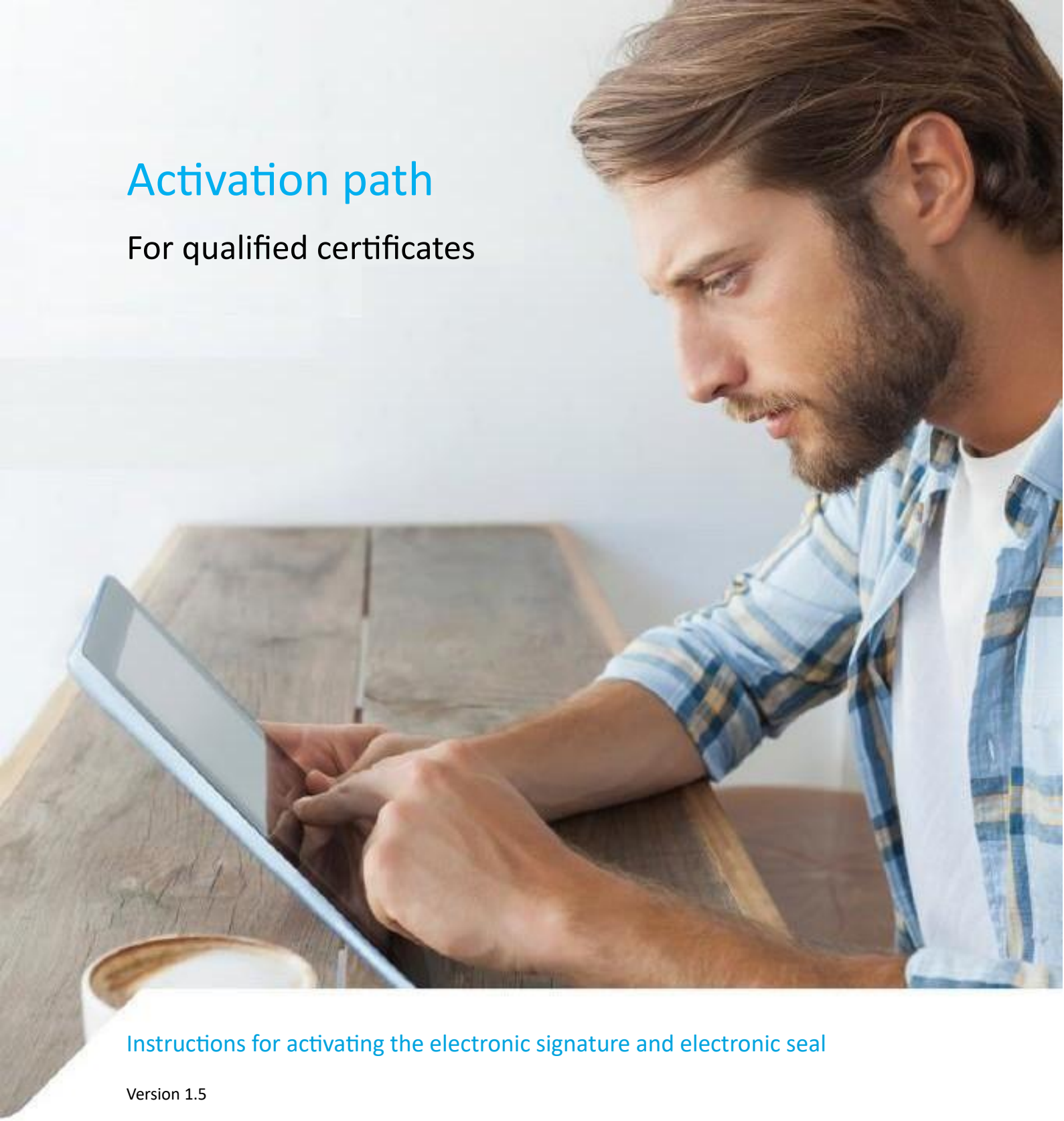


Activation path

For qualified certificates

Instructions for activating the electronic signature and electronic seal

Version 1.5

Certum
by asseco

Table of Contents

1. General information 3
2. Creating an account in the Certum Panel 3
3. Certificate activation 5
4. Identity verification and required documents 20
5. Submitting documents to Certum 27

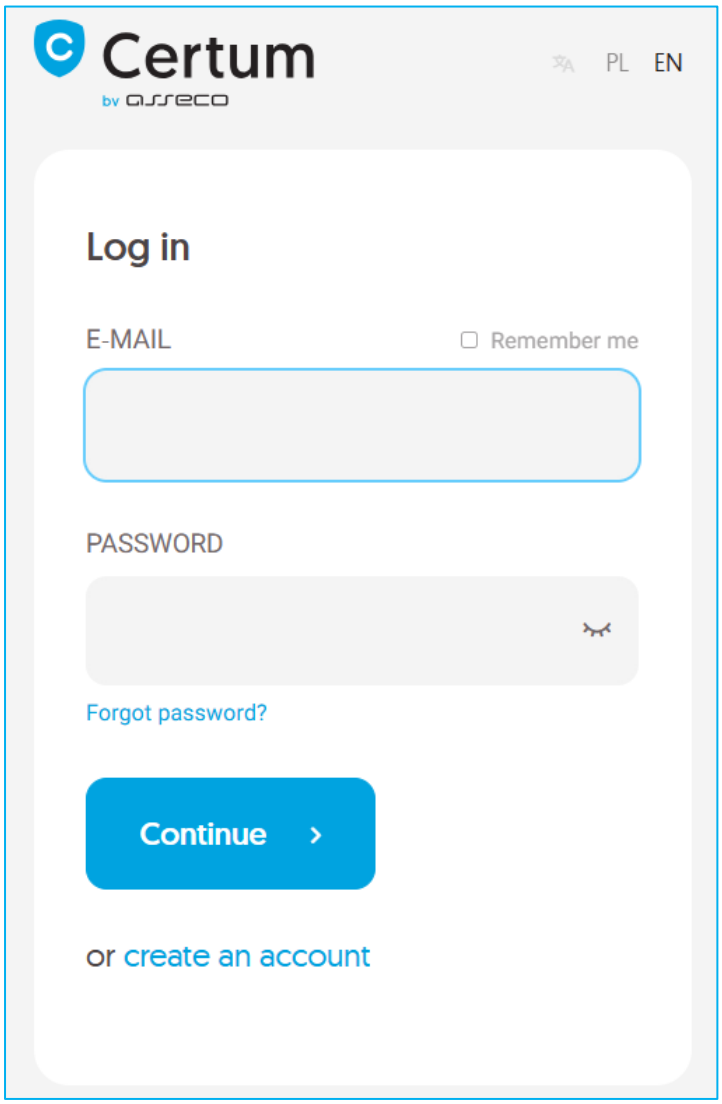
1. General information

The qualified certificate activation process consists of completing a certificate application in the Certum Panel, verifying your identity, and submitting the required documents to Certum. This guide describes each step of the process and explains how to complete the activation correctly.

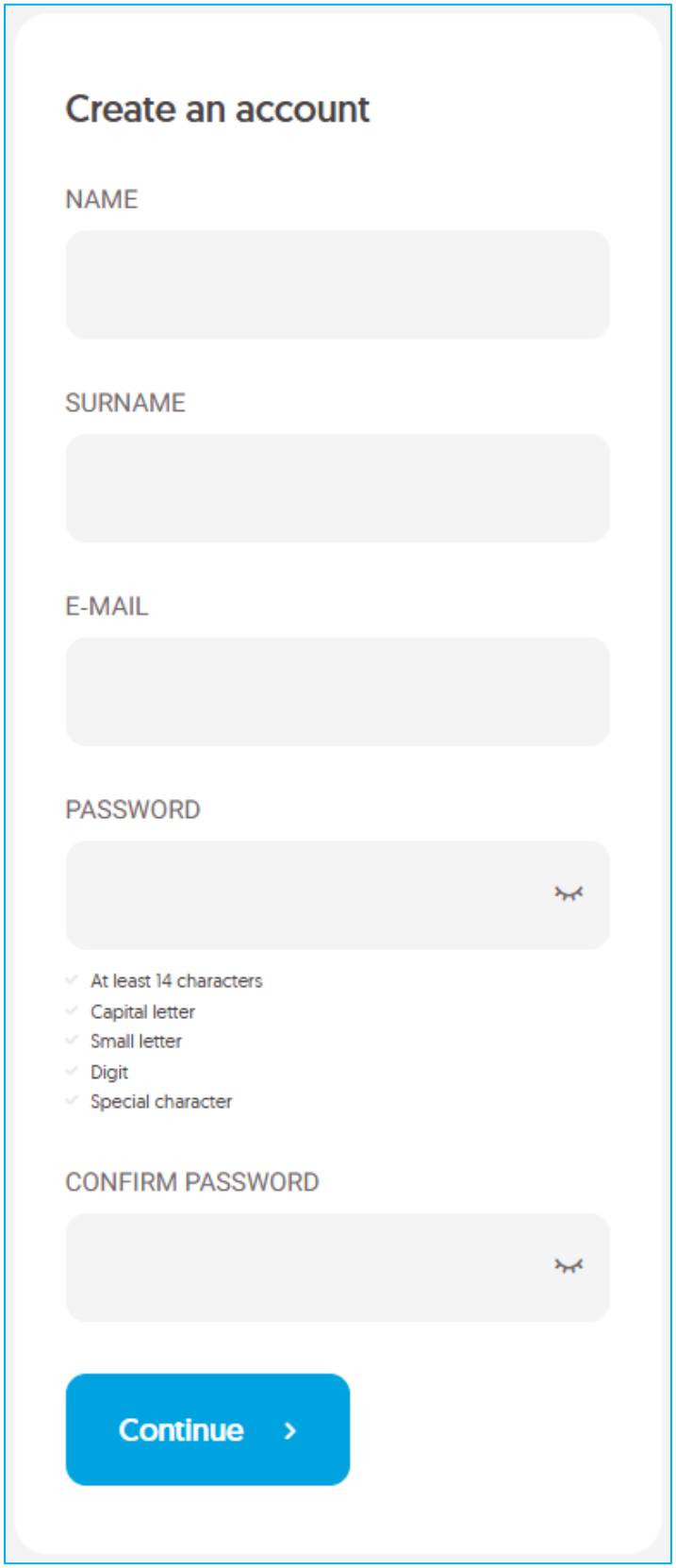
2. Creating an account in the Certum Panel

The Certum Panel is available at: https://panel.certum.pl

The user logs in by entering their email address and password. On the login screen, it is possible to select the panel language version (Polish or English):



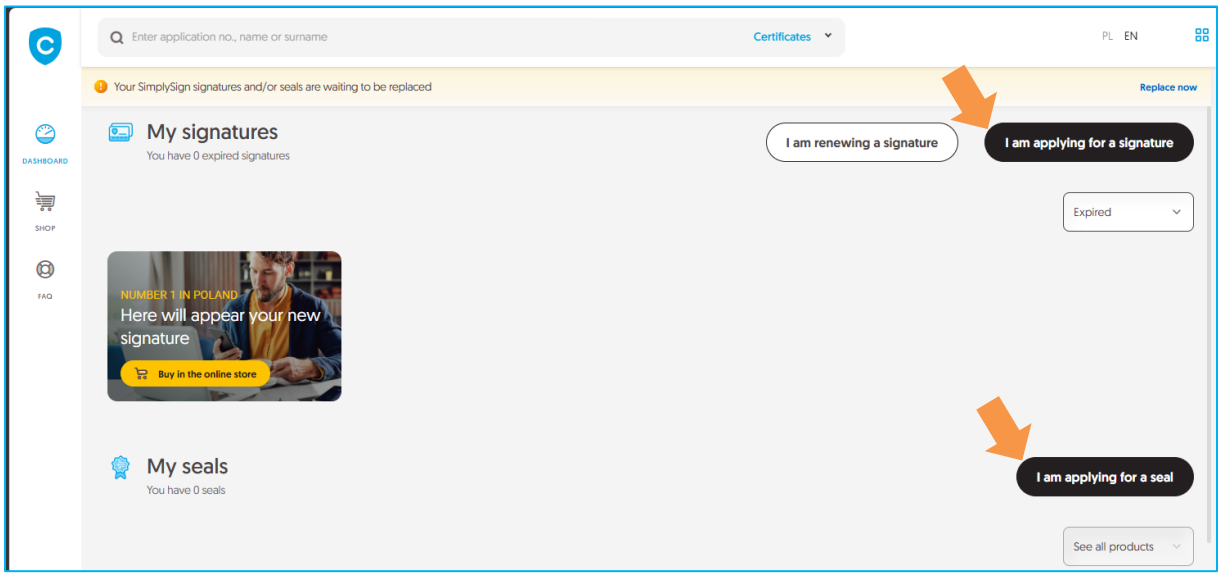
If you do not have an account in the Certum Panel, use the ***Create Account*** option. In the next step, you will be asked to provide an email address and password for the new account. After entering the required information, select ***Continue***:



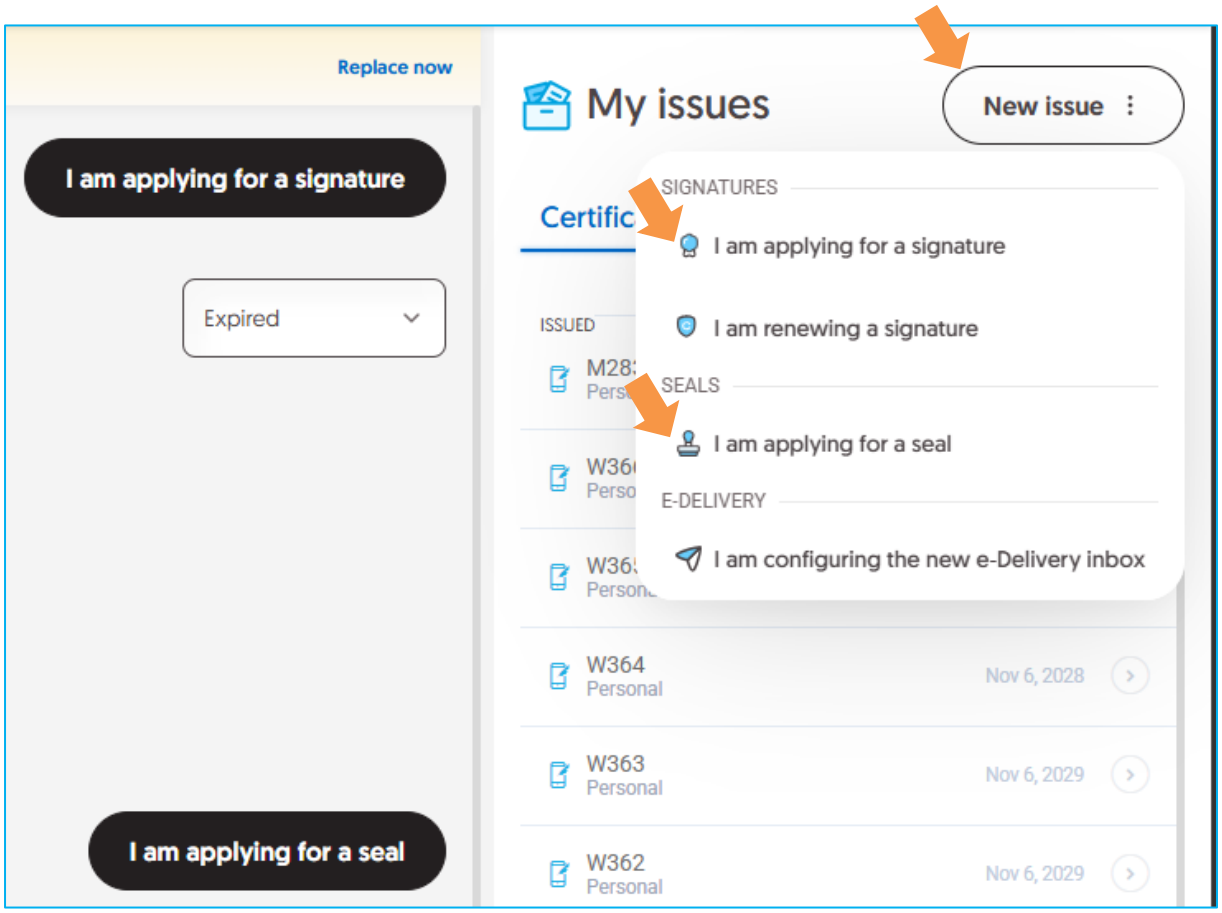
A verification link will be sent to your email address. Click the link to confirm account creation.

3. Certificate activation

Sign in to your account and click ***I am applying for a signature***/***I am applying for a seal***:

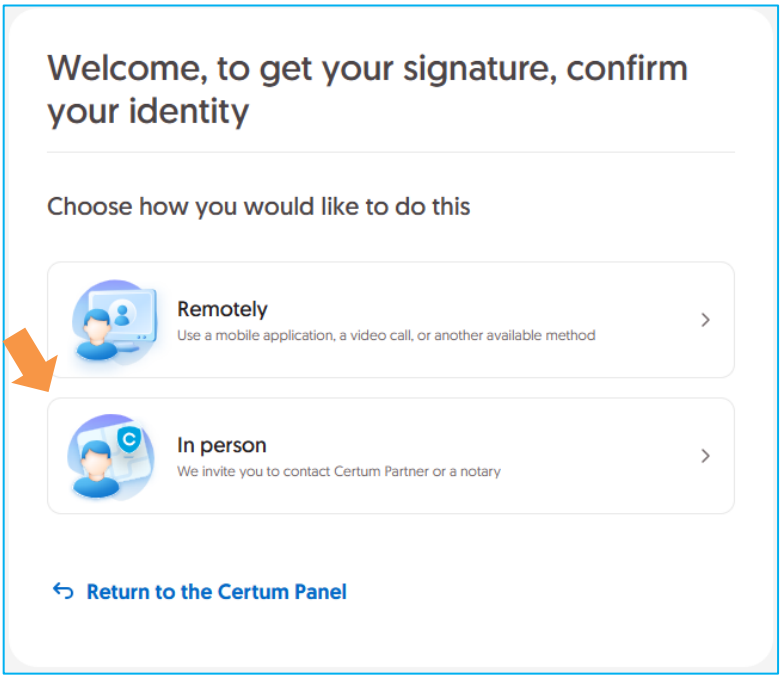


Alternatively, select the ***New issue*** button in the upper-right corner, and then choose ***I am applying for a signature***/***I am applying for a seal*** from the drop-down menu:



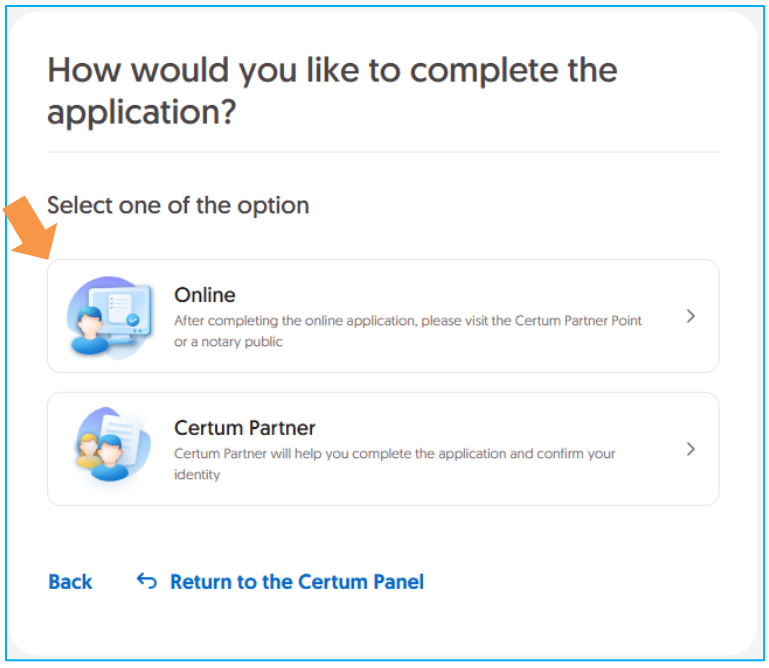
On the next screen, choose how you would like to obtain your certificate and click ***Continue***. Two options are available:

- **Remotely** - select a Certum Partner and schedule a video call.
- **In person** - complete the application yourself and choose where you would like to verify your identity. **This is the option described in this guide.**



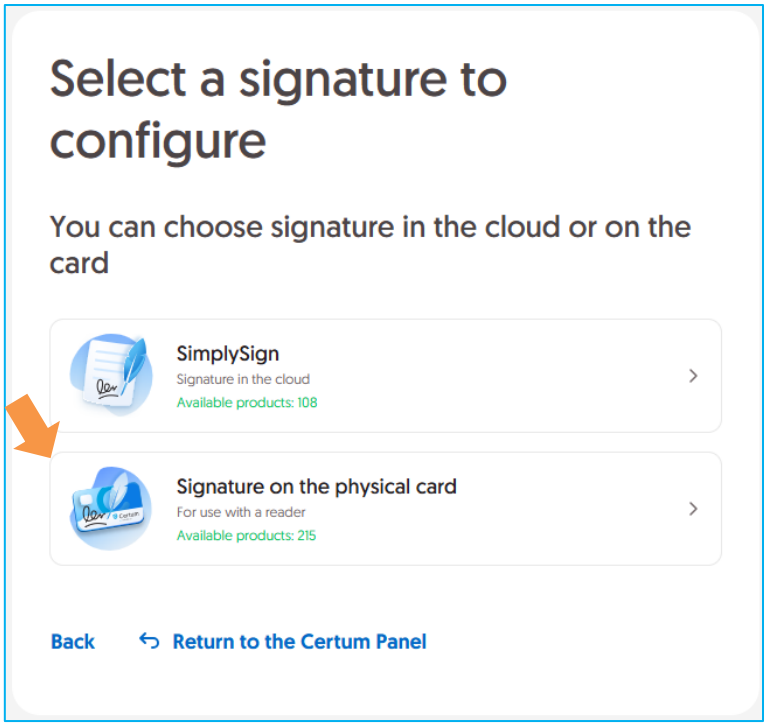
After selecting the ***In person*** option, you can choose one of the following paths:

- **Online** - complete the application online yourself, and then verify your identity with a Certum Partner or a notary public. **This is the option described in this guide.**
- **Certum Partner** - a Certum Partner will assist you with both completing the application and verifying your identity.

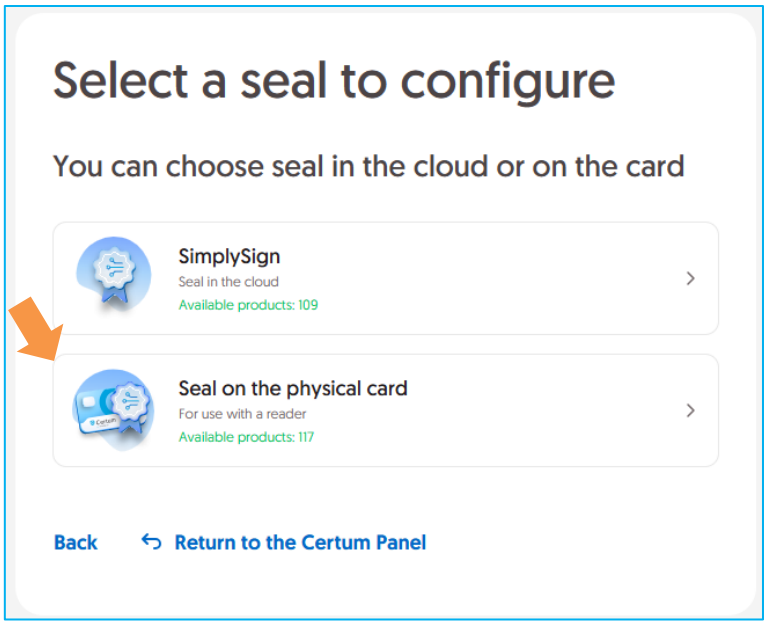


selecting the ***Online*** option, the following products are available:

- **SimplySign,**
- **Signature/Seal on the physical card (this is the option described in this guide):**
    - **View for signature:**



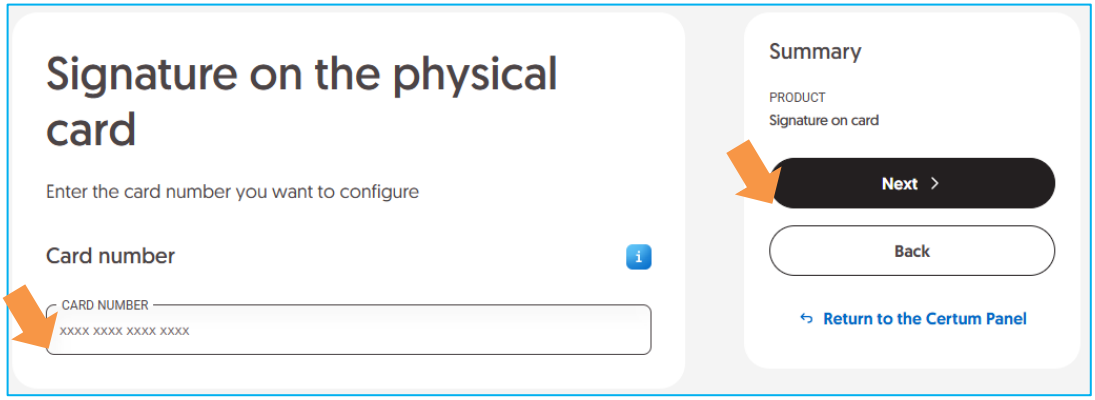
    - **View for seal:**



In the first step of the registration process, select the product variant. Depending on the service purchased/obtained, the following **Application processing methods** may be available:

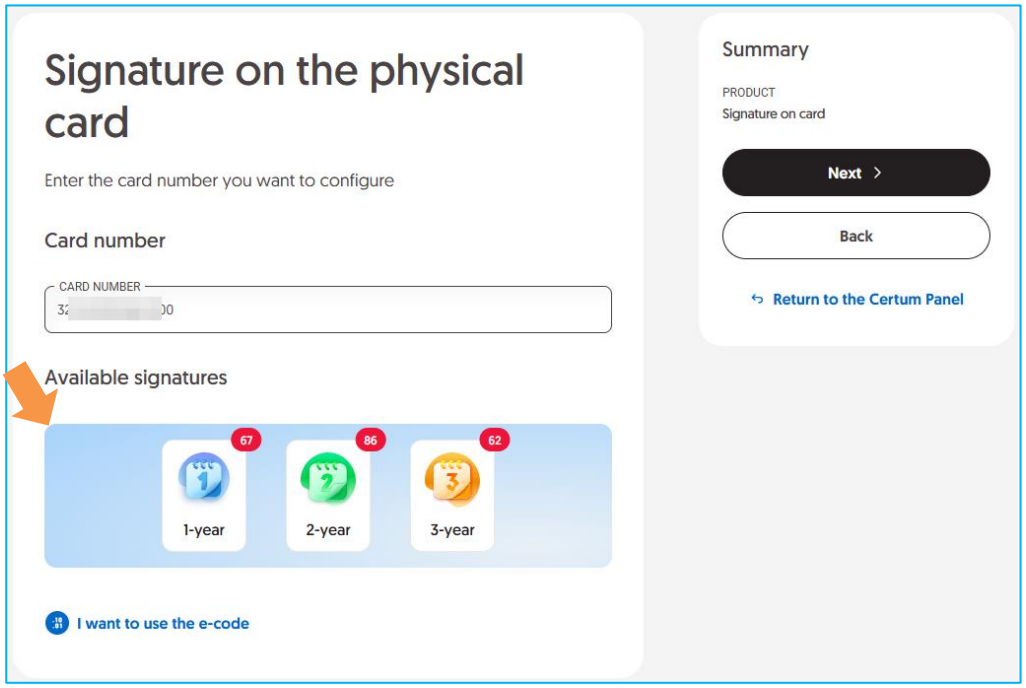
> **!** The number of available application processing methods on your account may vary depending on the products you have purchased.

I. If you have purchased a **Certum Set (Mini or Standard) with a card**, enter the card number in the **Card number** field:

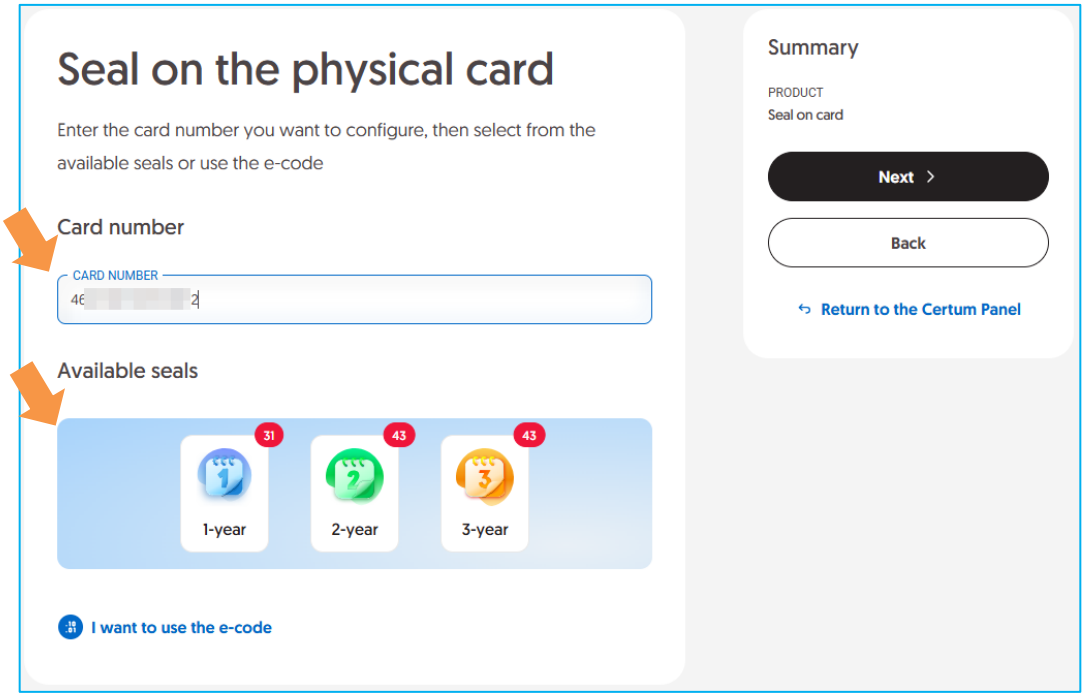


> **!** The cryptographic card number consists of 16 characters. You can find it on the card included in the Certum Set. Remember to enter the sequence of characters without spaces.

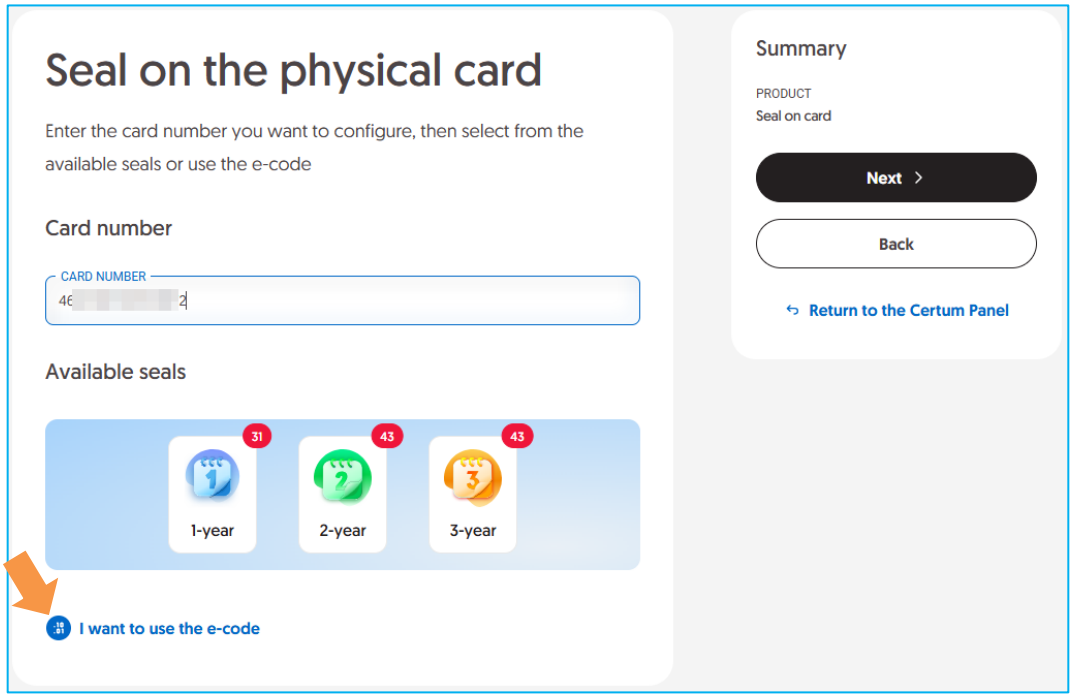
After the card number has been verified, an additional product selection field will appear:



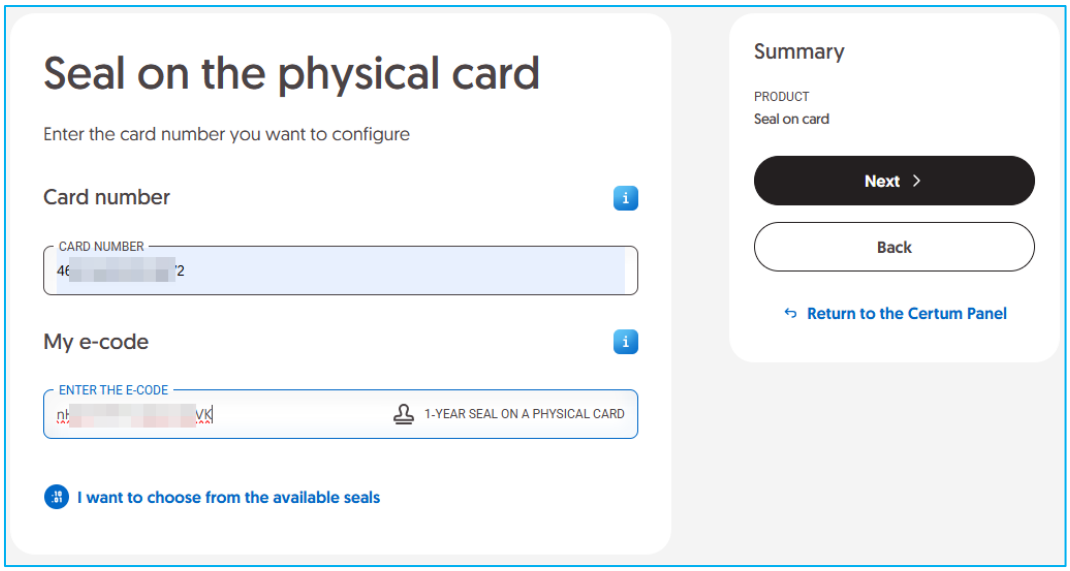
II. If you have purchased an **electronic seal on a physical card**, enter the card number and select one of the available products:



III. If you have received an e-code, enter the card number and select ***I want to use the e-code***:



Next, enter your e-code (16 characters):

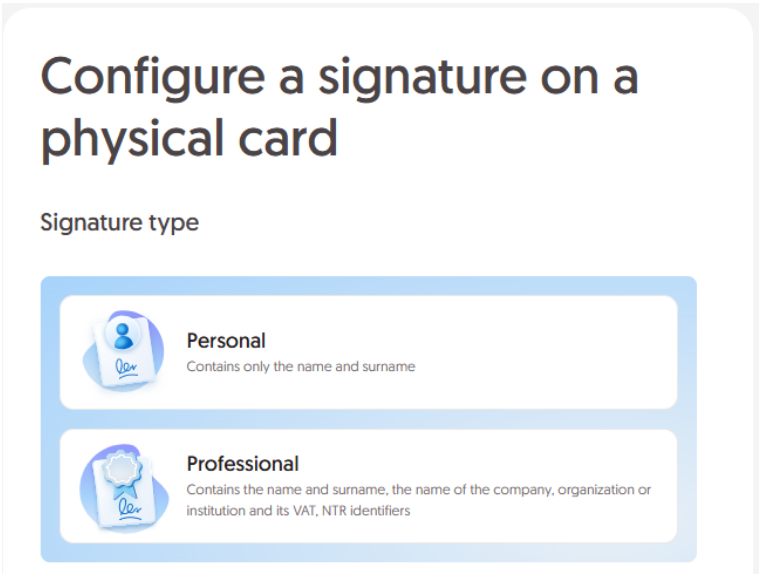


After selecting the product variant, click ***Next***.

On the next screen, you will configure the **signature/seal** on the physical card.

When applying for a **signature**, select one of the following signature types:

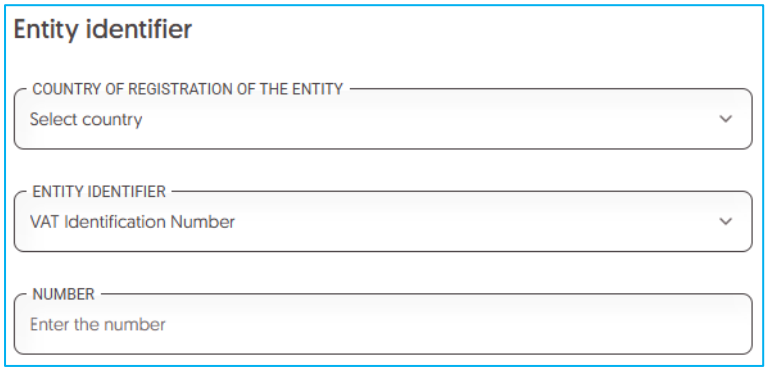
- **Personal**
- **Professional**



The **qualified seal** does not provide an option to select a signature type.

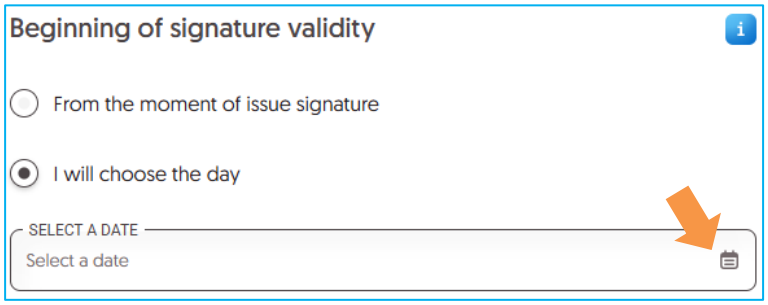
A **professional signature/seal**, in addition to the signature owner's personal data, requires you to provide the **entity identifier details**:

- Country of registration of the entity
- Entity identifier
- Entity identifier numer

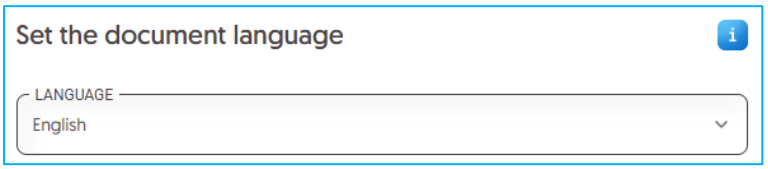


For a **signature** (personal or professional) and a **seal**, you must also select:

- Beginning of signature validity
    - If you want to choose the validity start date, enter it manually (format: DD-MM-YYYY) or select it from the calendar.



- Document language (Polish/English):



After configuring the product, click ***Next***.

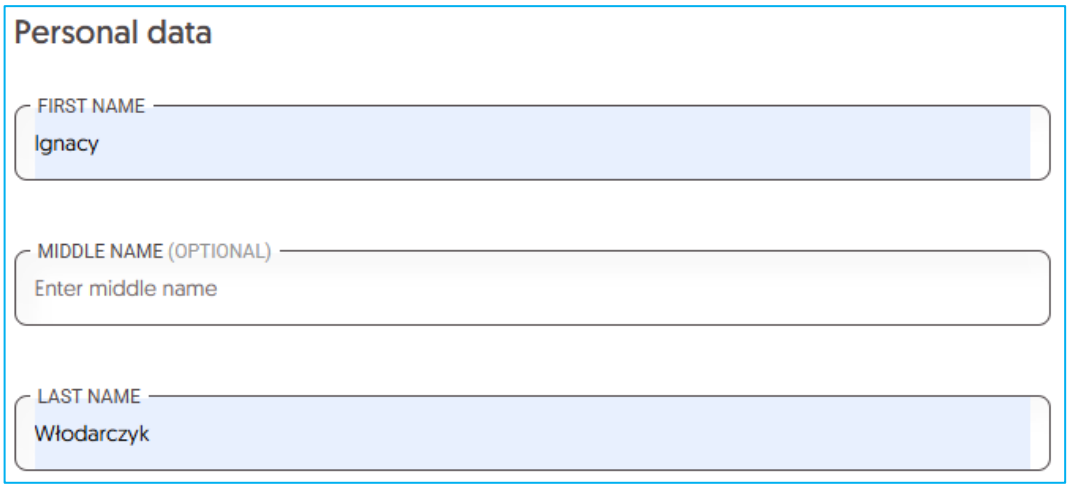
3. Applicant details for the signature/seal

On the next screen, enter the personal/entity details.

The scope of the required information depends on whether you previously selected a personal signature, professional signature, or seal:

Details for a personal signature, professional signature, and seal:

- **Sekcja *Dane osobowe*: *Personal data* section:**
  - First name
  - Middle name (optional)
  - Last name



- ***Identity document* section**:
  - Type of identity document
  - Country of issue
  - Series and number of the document
  - Date of issue (for Polish identity cards)
  - Expiry date of the document
  - Country of issue for personal number
  - Personal numer
  - Place of birth
  - ***Checkbox I want to provide my personal Tax Identification Number*** (optional)
    - Country of issue of personal Tax Identification Number
    - Personal Tax Identification Number

Identity document

TYPE
Identity Card

COUNTRY OF ISSUE
Poland

SERIES AND NUMBER
QJK409062

9/9

DATE OF ISSUE
30-09-2026

DATE OF EXPIRY
06-11-2026

COUNTRY OF ISSUE OF PERSONAL NUMBER
Poland

PERSONAL NUMBER
99012982279

11/11

We recommend that you enter the data if it is in your identity document.

PLACE OF BIRTH
Szczecin

☑ I want to provide my personal Tax Identification Number

COUNTRY OF ISSUE OF PERSONAL TAX IDENTIFICATION NUMBER
Select country of issue of personal Tax Identification Number

PERSONAL TAX IDENTIFICATION NUMBER
Enter personal Tax Identification Number

- ***Correspondence details*** **section:**
  - First name and surname
  - Company name (optional)
  - Country
  - Postal code
  - State or province name
  - Locality
  - Street
  - House numer
  - Phone numer
  - ***Checkbox I want to add an additional e-mail address*** (optional)
    - Additional e-mail address
    - Checkbox ***The owner of the provided e-mail address has consented to its usage in order to send notifications about the impending expiry date of the certificate***.

Correspondence details

FIRST NAME AND SURNAME
Ignacy Włodarczyk

COMPANY NAME
Enter company name

COUNTRY
Poland

POSTAL CODE
13-231
6/6

STATE OR PROVINCE NAME
warmińsko-mazurskie

LOCALITY
Gdańsk

STREET
Jana z Kolna

HOUSE NUMBER
11
2/10

APARTMENT NUMBER (OPTIONAL)
123
3/10

Make sure that the street name you entered is correct. If you feel that the details you have entered are correct, please continue to complete the form.

E-MAIL ADDRESS
michal.ads.nowak+user2@gmail.com

REPEAT E-MAIL ADDRESS
michal.ads.nowak+user2@gmail.com

PHONE NUMBER
PL (+48)
123456789
9/9

☑ I want to add an additional e-mail address

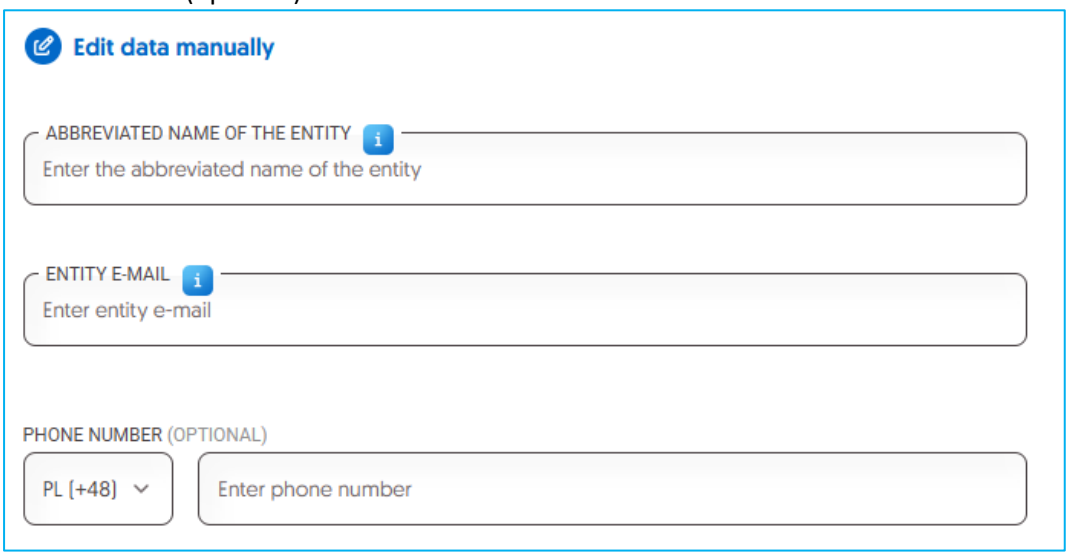
ADDITIONAL E-MAIL ADDRESS
Enter an additional e-mail address

☐ The owner of the provided e-mail address has consented to its usage in order to send notifications about the impending expiry date of the certificate.

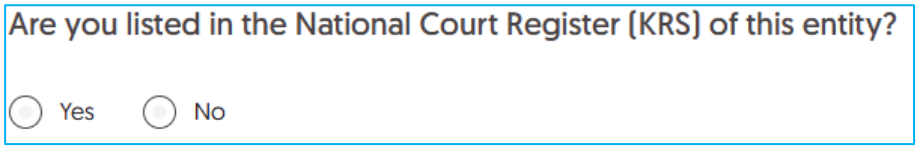
Details for a professional signature and seal:

Additionally, enter the following information:

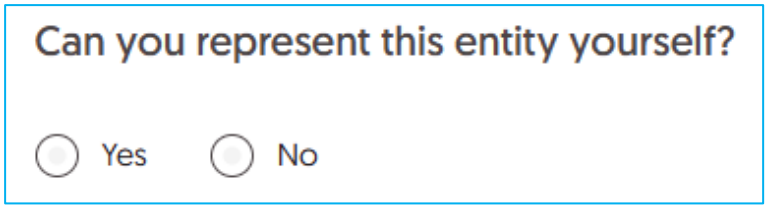
- Abbreviated name of the entity
- Entity e-mail
- Phone number (optional)



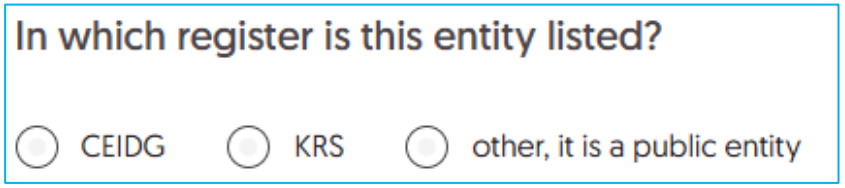
- Checkbox:
  - For a **professional signature**: ***Are you listed in the National Court Register (KRS) of this entity?*** (Yes/No)



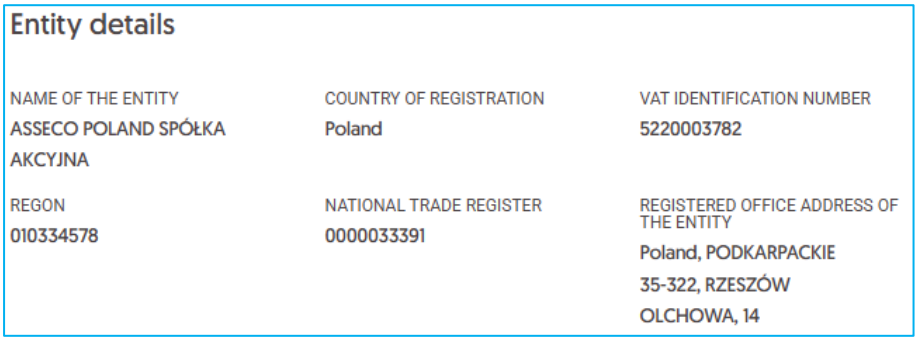
  - For a **seal**: ***Can you represent this entity yourself?*** (Yes/No)



  - For a **professional signature/seal**, if the entity details were not retrieved automatically: ***In which register is this entity listed?*** (CEIDG/KRS/Other, it is a public entity)

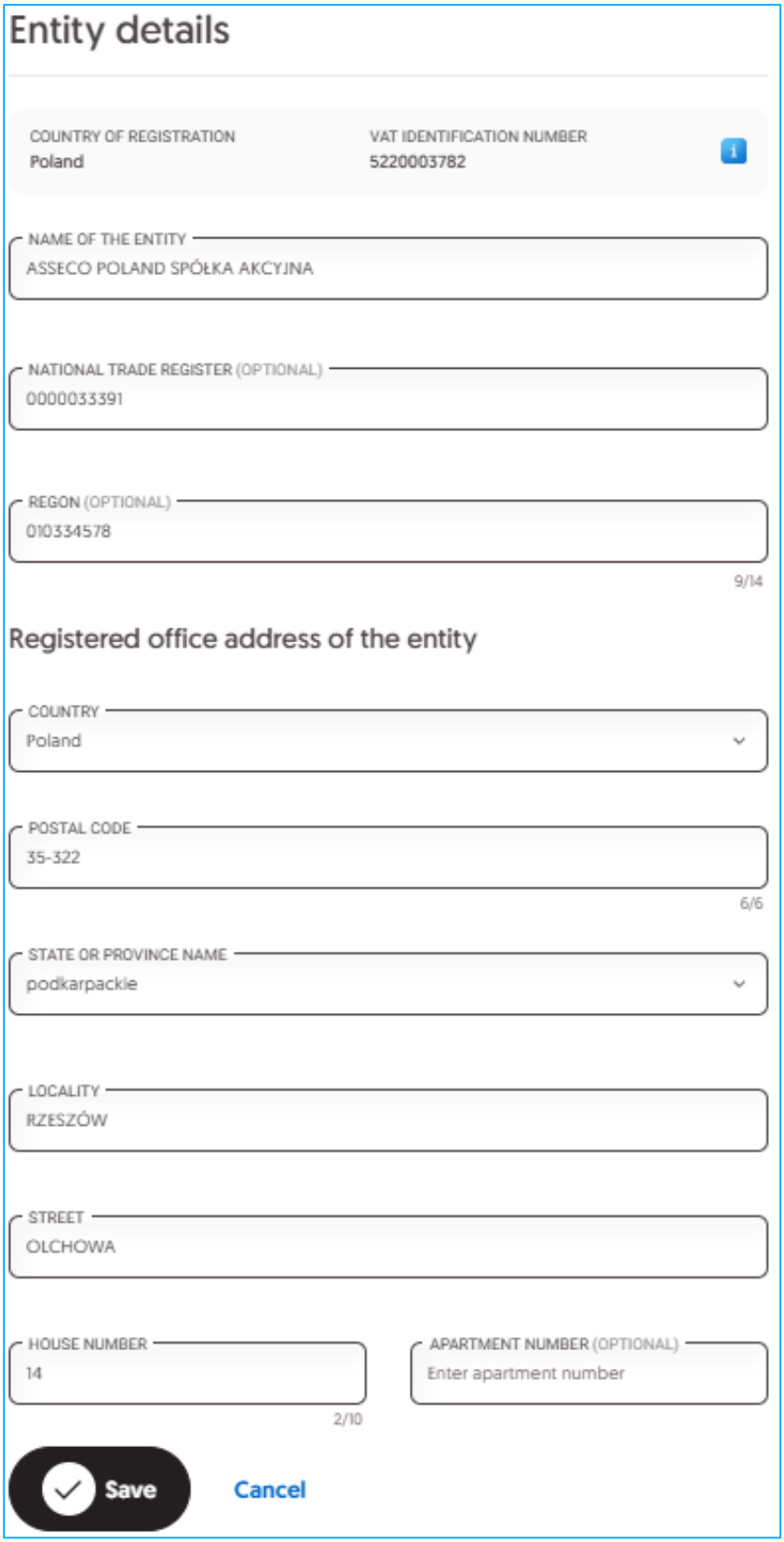


- **Entity details** are populated automatically based on the entity identifier entered earlier:

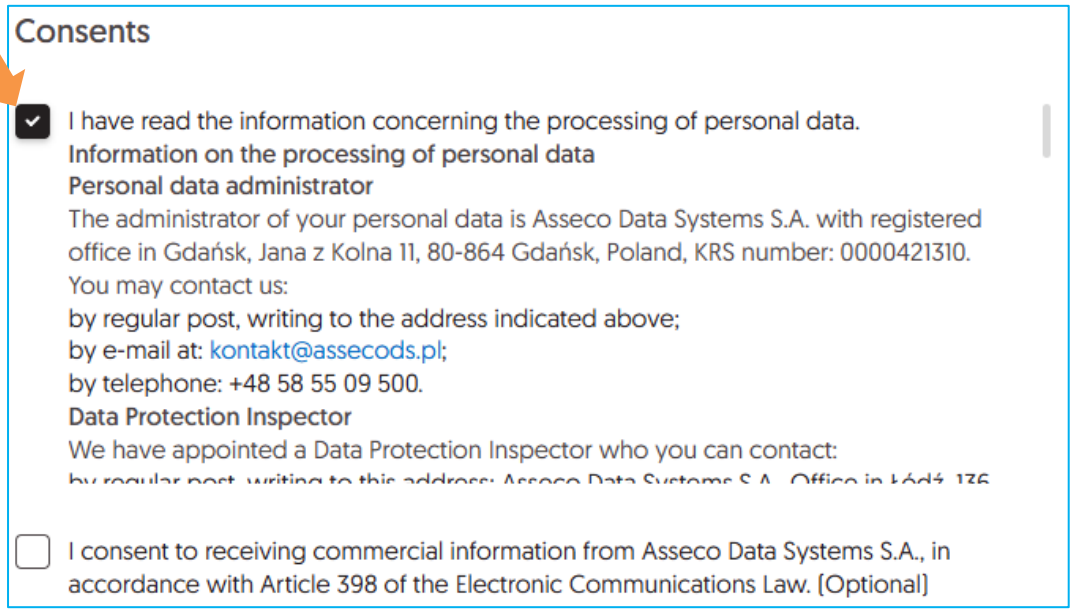


If, for any reason, the entity search cannot be initiated (for example, due to registry unavailability or a technical error), the form will not be populated automatically, and the entity details must be entered manually.

- The ***Edit data manually*** option opens a window where you can enter the entity details manually:
  - Entity name
  - Depending on the number used to identify the entity:
    - VAT Identification Number (NIP)
    - National Trade Register (optional)
    - REGON (optional)
  - Registered office address of the entity:
    - Country
    - Postal code
    - State or province name
    - Locality
    - Street
    - House numer
    - Apartment number (optional)

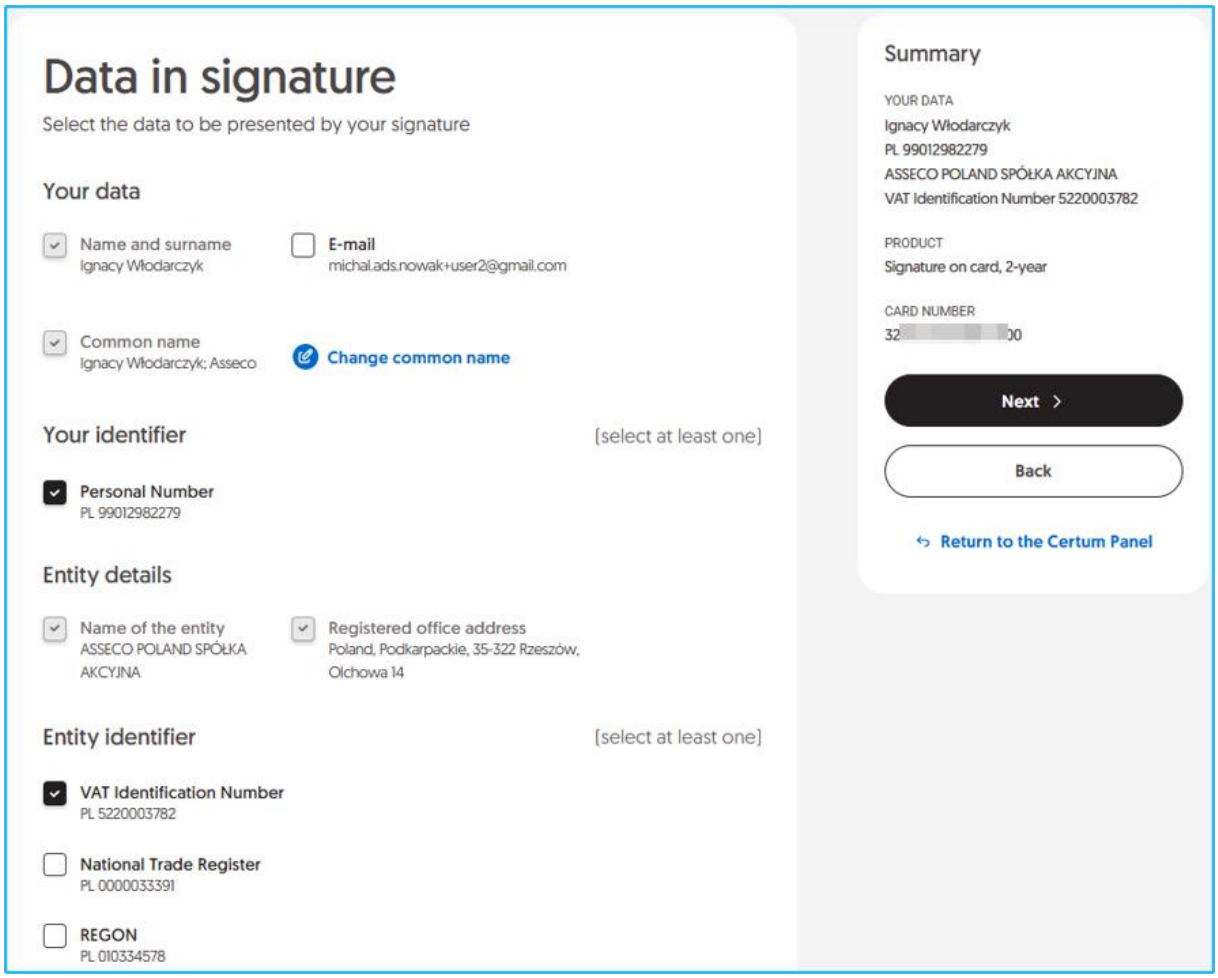

Entity details
COUNTRY OF REGISTRATION
Poland
VAT IDENTIFICATION NUMBER
5220003782
NAME OF THE ENTITY
ASSECO POLAND SPÓŁKA AKCYJNA
NATIONAL TRADE REGISTER (OPTIONAL)
0000033391
REGON (OPTIONAL)
010334578
9/14
Registered office address of the entity
COUNTRY
Poland
POSTAL CODE
35-322
6/6
STATE OR PROVINCE NAME
podkarpackie
LOCALITY
RZESZÓW
STREET
OLCHOWA
HOUSE NUMBER
14
2/10
APARTMENT NUMBER (OPTIONAL)
Enter apartment number
Save
Cancel

After completing the form, accept the information clause and click ***Next***:



In the ***Data in signature*** section, you will select the information to be displayed in your signature/seal. The available data depends on the selected product type.

Example for a professional signature:



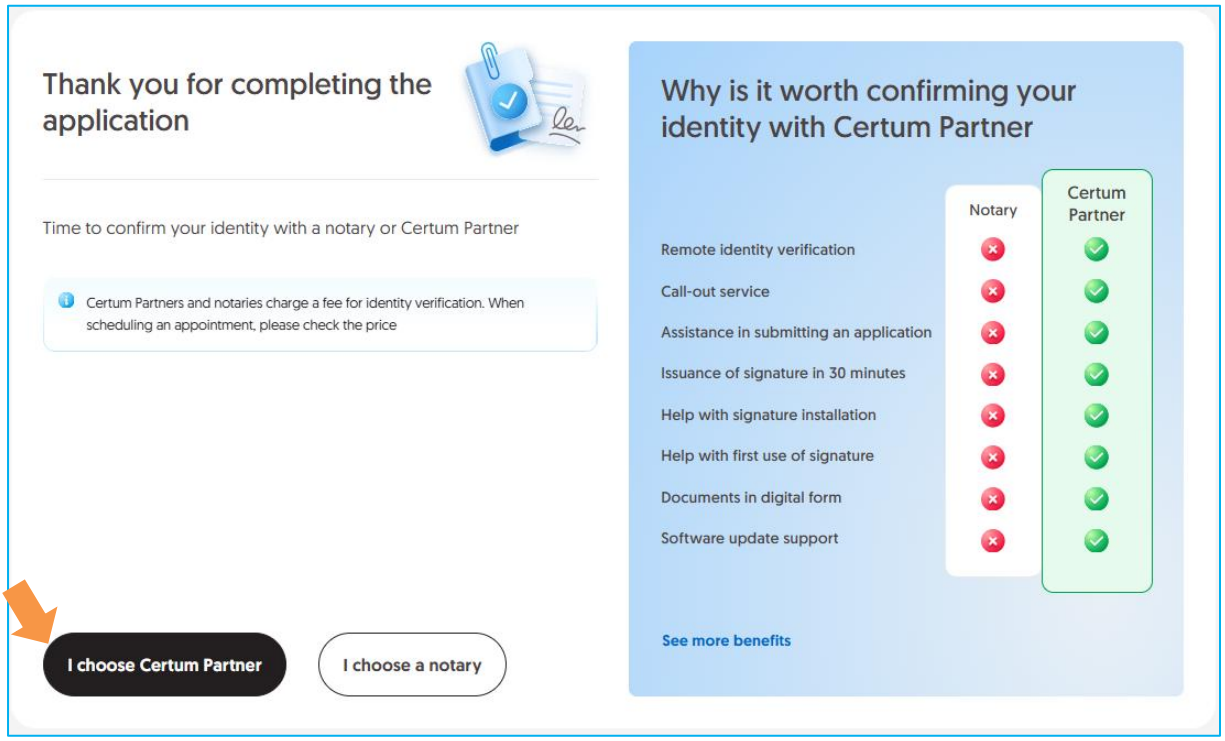
Summary:

- Verify that all information is correct.
- If everything is correct, click ***Next***.

4. Identity verification and required documents

Choose the verification method:

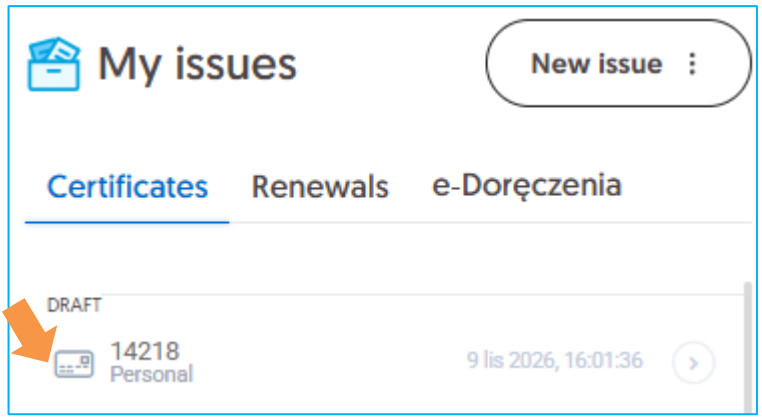
- ***At a Certum Partner (recommended)***
- ***At a notary***

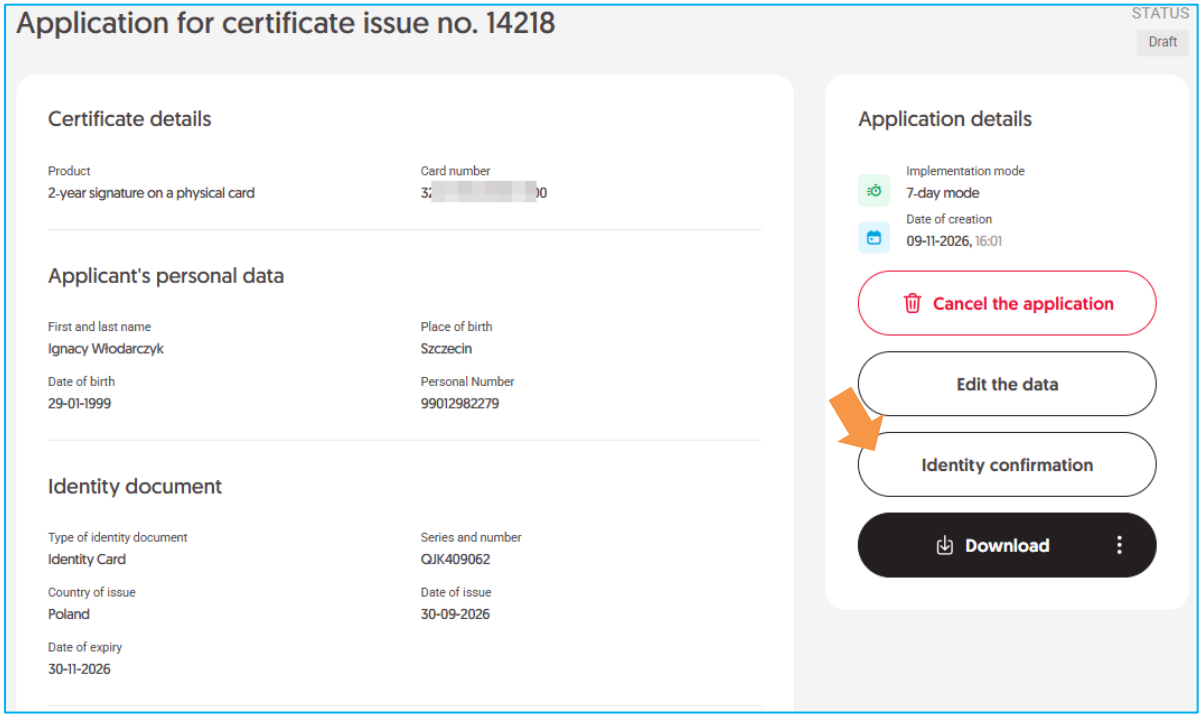


Identity verification procedures carried out at Sales Points or by a notary public are subject to an additional fee. Before your appointment, please contact the Sales Point or notary public to confirm the applicable service fees.

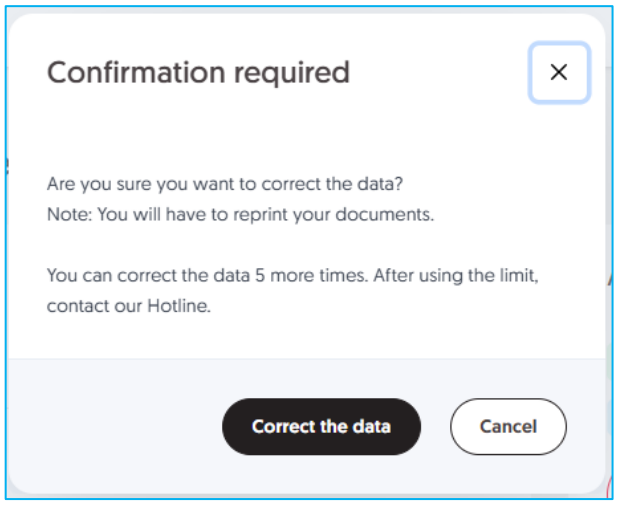
After selecting a verification method (for example, a notary public), if you edit the application to change any of the information provided, the Certum documents currently generated for you will become invalid.

To return to the view containing the documents required for identity verification, open the selected application in the Certum Panel and choose the ***Identity confirmation*** option.





In this situation, selecting the ***Edit data*** option will display the following warning:

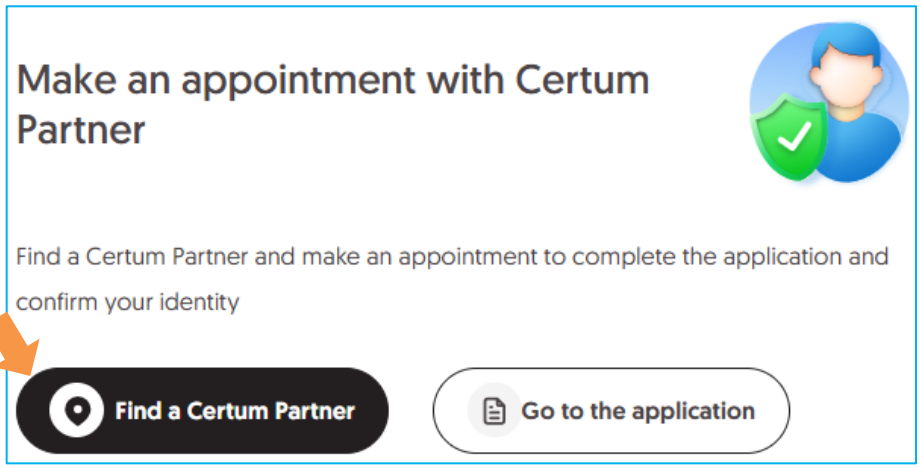


If you want to correct the data at this stage, you must additionally confirm this action by clicking ***Correct the data.***

You will also need to print the documents again.

Verification at a Certum Partner

The list of locations will be displayed after clicking ***Find a Certum Partner***.



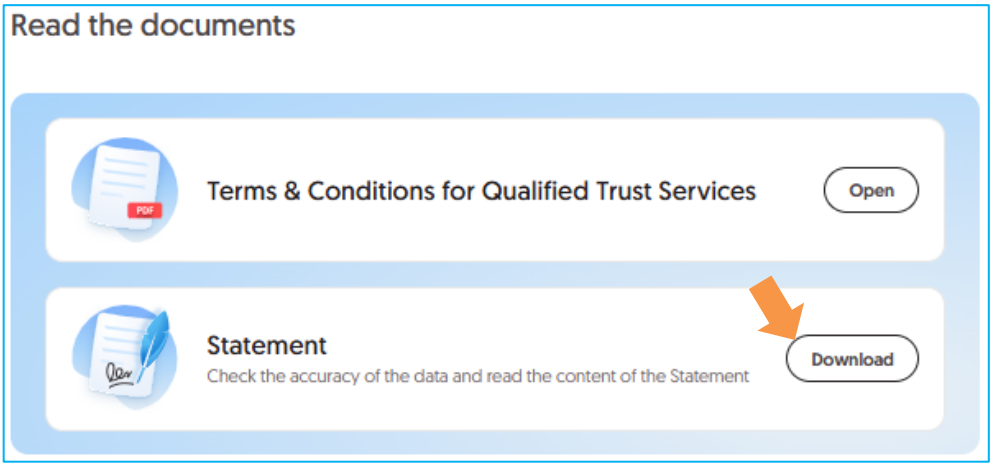
> **!** When visiting a Certum Partner, bring a valid identity card, a mobile phone capable of receiving SMS messages, and a laptop, smartphone, or tablet with internet access.

The documents required for identity verification depend on the selected product (personal signature, professional signature, or seal):

For a personal signature:

- identity document:
  - a valid identity card, passport, mObywatel digital ID, or residence card;
- statement:
  - ask the operator whether the statement should be printed.

To download the statement for printing, click ***Download*** in the **Statement** section:



Optional documents:

- if the signature is to include your Personal Identification Number (PESEL):
  - bring a Polish document containing your PESEL number;
    - if you use a non-Polish identity document, bring a permanent residence card or a confirmation of PESEL number assignment;
- if the certificate is to include your personal Tax Identification Number (NIP):
  - bring a document containing your NIP issued by a Polish Tax Office
    or
    a CEIDG registration record.

For a professional signature/seal:

- identity document:
  - a valid identity card, passport, mObywatel digital ID, or residence card;
- statement:
  - the Certum operator whether the statement should be printed;
- power of attorney.

Optional documents:

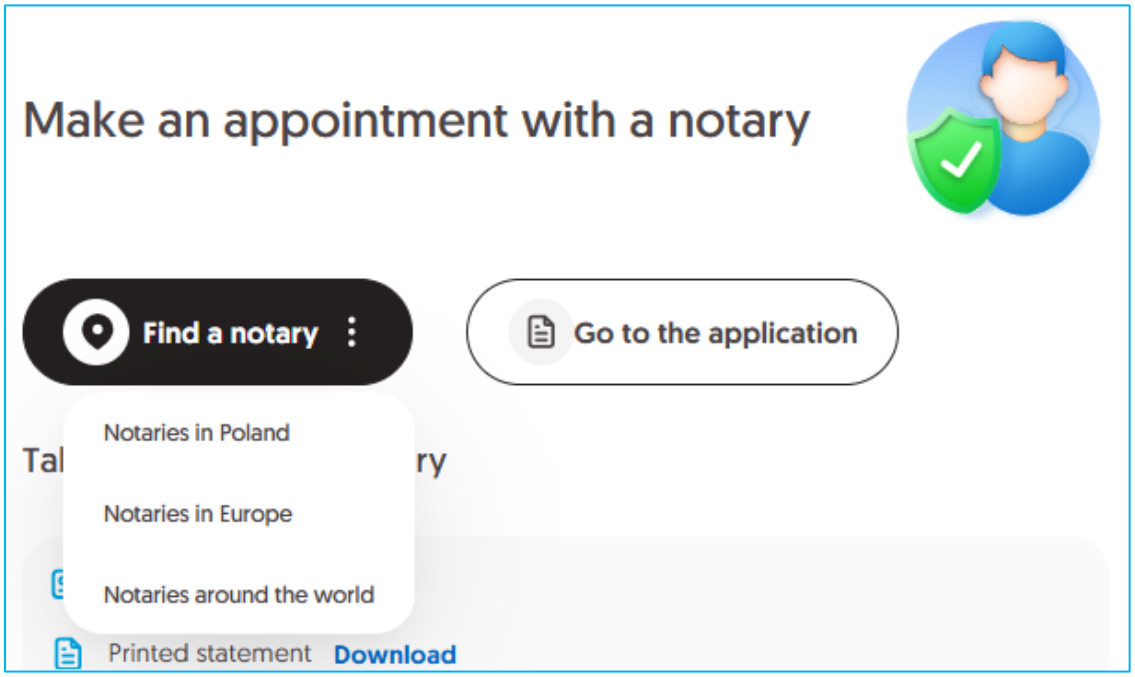
- if the signature is to include your Personal Identification Number (PESEL):
  - bring a Polish document containing your PESEL number;
    - if you use a non-Polish identity document, bring a permanent residence card or a confirmation of PESEL number assignment;
- if the certificate is to include your personal Tax Identification Number (NIP):
  - bring a document containing your NIP issued by a Polish Tax Office
    or
    a CEIDG registration record.

! Remember to bring documents that confirm the details of the entity you represent.

Position held	Additional formal documents required to confirm entity details at a Sales Point and by a notary public
Owner of a company operating as a sole proprietorship.	• document constituting the legal basis for the operation of the business – an excerpt or printout from the Central Registration and Information on Business (CEIDG).
Em Employees and representatives of a company or institution with legal personality As well as entities without legal personality including, among others, accounting offices, companies, Local and central government administration, as well as budgetary units, schools, general partnerships and civil partnerships.	**Company – enterprise** • power of attorney – signed in accordance with the company's representation rules (**the form can be downloaded together with the Statement**); • document constituting the legal basis for the operation of the enterprise: ✓ excerpt or printout from the National Court Register (KRS) – not older than 6 months, ✓ excerpt or printout from CEIDG or a certificate confirming the REGON identification number and company data. **Public institution** • power of attorney – signed in accordance with the representation rules (**the form can be downloaded together with the Statement**); • copy of a document defining the representation rules; • resolution or other decision on appointment or nomination to the position; • confirmation of assignment of the represented entity's NIP number; • certificate confirming the represented entity's REGON identification number.
Persons who are members of the management board or supervisory board of the given entity (e.g. President of the Management Board, Member of the Management Board, Commercial Proxy). The data of these persons is included in the KRS excerpt or another document defining the representation rules.	**Company – enterprise** • excerpt or printout from the National Court Register (KRS) – not older than 6 months; • resolution or other decision on appointment or nomination to the given position; • confirmation of assignment of the represented entity's NIP number; • certificate confirming the REGON identification number of the represented entity. **Public institution** • copy of a document defining the representation rules; • resolution or act of appointment or nomination to the given position; • confirmation of assignment of the represented entity's NIP number; • certificate confirming the REGON identification number of the represented entity.
Persons who perform important functions in public and local government administration (e.g. Mayor of a City, Mayor, Head of Commune). The data of these persons is included in the relevant document defining the representation rules.	• copy of a document defining the representation rules; • relevant decision on appointment, act of nomination, or another document based on which the certificate applicant acts as a public authority body; • confirmation of assignment of the represented entity's NIP number; • certificate confirming the REGON identification number of the represented entity.

Verification by a notary

If you choose identity verification by a notary public, you can view a list of notaries in Poland, Europe, and around the world by selecting ***Find a notary*** → ***Notaries in Poland***/***Notaries in Europe***/***Notaries around the world***:

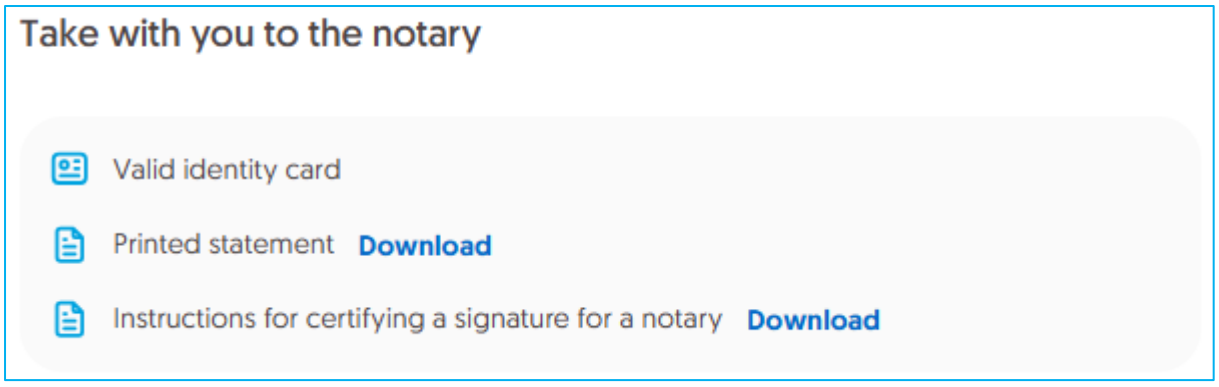


The documents required for identity verification depend on the selected product (personal signature, professional signature, or seal):

For a personal signature:

- identity document:
  - a valid identity card, passport, mObywatel digital ID, or residence card;
- statement:
  - this is the main document that you will sign in the presence of a notary public;
- instructions for the notary public on how to certify the signature.

You can download the statement and the instructions by clicking ***Download*** next to both documents in the ***Take with you to the notary*** section:



Optional documents:

- if the signature is to include your Personal Identification Number (PESEL):
  - bring a Polish document containing your PESEL number;
    - if you use a non-Polish identity document, bring a permanent residence card or a confirmation of PESEL number assignment;
- if the certificate is to include your personal Tax Identification Number (NIP):
  - bring a document containing your NIP issued by a Polish Tax Office
    or
    a CEIDG registration record.

For a professional signature/seal:

- identity document:
  - a valid identity card, passport, mObywatel digital ID, or residence card;
- statement:
  - this is the main document that you will sign in the presence of a notary public;
- instructions for the notary public on how to certify the signature;
- power of attorney.

! In addition to identity verification, remember to provide additional documents confirming the details of the entity you represent (as indicated in the table on page 24).

! If you choose to verify your identity at a Sales Point, all formalities will be completed on site.

5. Submitting documents to Certum

If you verify your identity with a notary public, send the complete set of printed documents marked "***Notary***" to:

Certum
Bajeczna 13
71-838 Szczecin

Thank you for choosing Certum products!