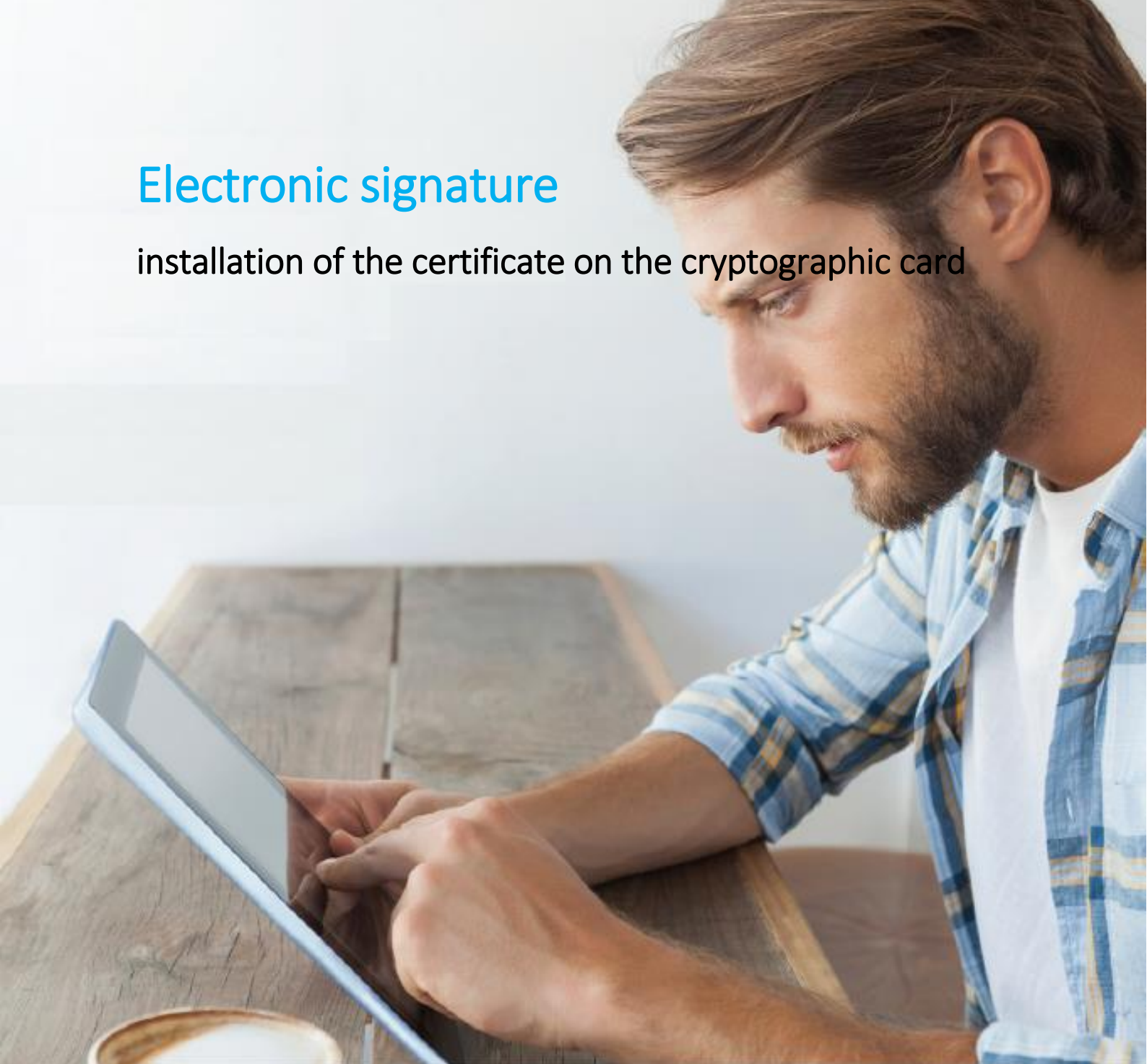# Electronic signature

installation of the certificate on the cryptographic card

Instructions for installing the certificate on the cryptographic card

version 1.1

Certum
by asseco

Table of Contents

1. General information

A qualified certificate is issued by Certum after receiving a set of correctly completed documents. The following instructions contain the next steps in the process of installing the qualified certificate to a cryptographic card.

In the process of installing the certificate, use the buttons that appear on the screen, e.g. "Next", not the navigation arrows in the browser.

2. Information about issuing the certificate

The certificate installation procedure begins upon receipt of information confirming the issuance of a qualified certificate by Certum. In the message, you will also receive a link to the Certum panel through which you can install the qualified certificate.

3. Automatic certificate installation

<table>
<tr><td>**!**</td><td>Before starting the installation, be sure to connect the reader and card.</td></tr>
</table>
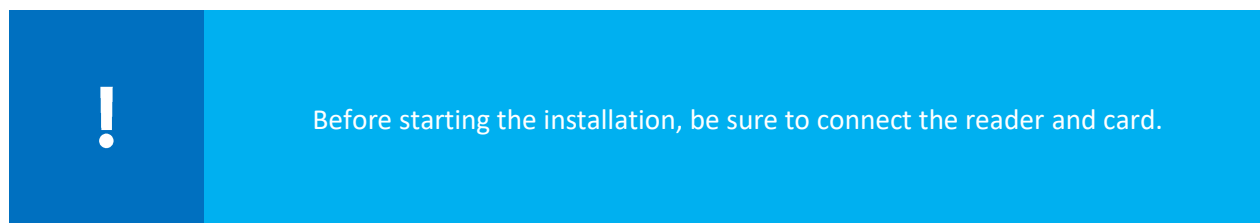
After logging in to your account, go to the **Dashboard** tab visible in the menu on the left side of the screen
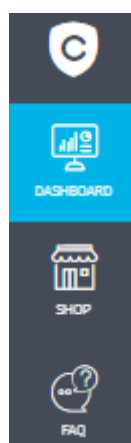
On the list of certificates you can see a list of your certificates. Certificates that have not yet been installed are displayed in white frames, while certificates that have already been installed are displayed in blue.
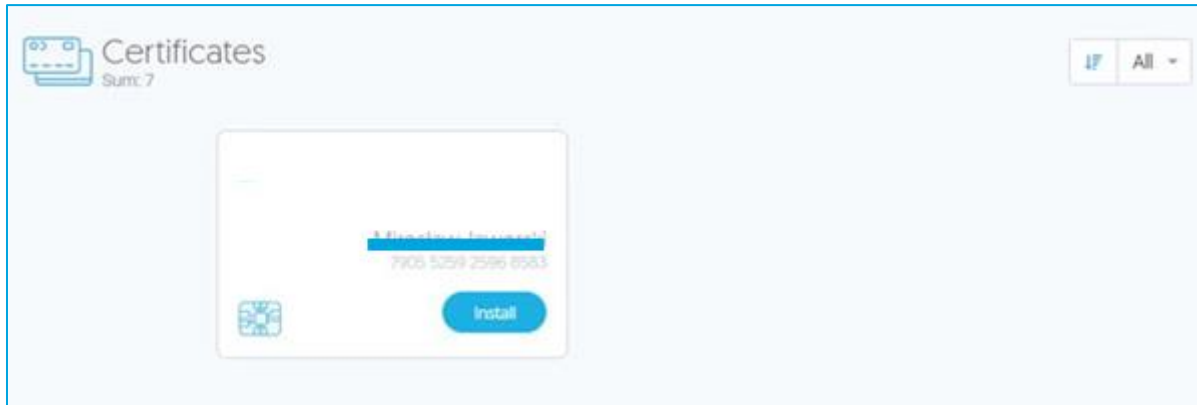
If there are no certificates for installation on the list, you should verify that you are logged in to the correct account (on the account from which the activation was performed).

In the list in the new certificate you want to install, select the **Install** option

In the next step you will be asked to install **Certum CardService** software, if your operating system is Windows, select **Download application for Windows**. If you have a different operating system, click Download version for other systems and select your operating system from the drop-down list. After downloading the app, launch it and move on.


Without this software installed, it will not be possible to install the certificate.

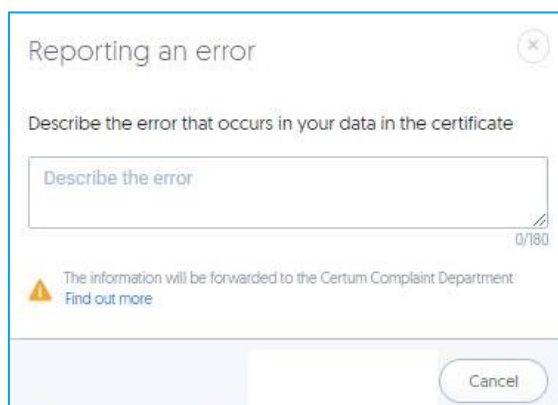Following this, you will be asked to accept the certificate.

Before accepting the certificate, make sure that all the data is correct.

If you notice erroneous data in the certificate, use the **Report en error** option. In the error description field, type a description of the error you noticed, the maximum number of characters in the description is 180. After selecting the **Find out more** option, you will find out which reports are subject to complaint.
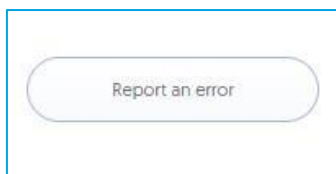
Report an error

> **!** The "Report en error" option can only be used once.

Reporting an error ⊗

Describe the error that occurs in your data in the certificate

Describe the error

0/180

⚠ The information will be forwarded to the Certum Complaint Department/ Find out more

Cancel

If all the data is correct, select **I accept the certificate**.

I accept the certificate
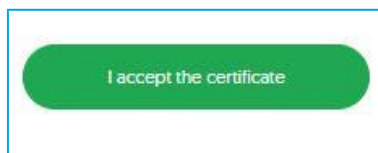
In a new window you will be asked to accept the certificate. Acceptance of the certificate is equivalent to confirming the data in the certificate. You will not be able to return to this step.
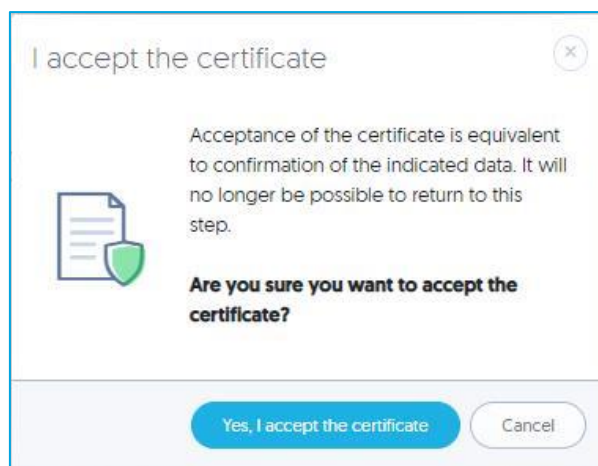
If you accept the certificate select **Yes, I accept the certificate**.

- **If you have a new cryptographic card**, you will be asked to provide a PUK and PIN code for the service. Your code must be at least 6 characters long;
- **If you have already been assigned a PIN and PUK code**, you will be asked to enter the PIN.

> **!** The PIN and PUK code is assigned by the user, if the codes are lost or blocked, access to the service will be impossible.

After entering the codes, click **Next**. Then pressing the **Finish** button will end the process.

4. Manual installation of the certificate

After logging in to the **panel.certum.pl** account, go to the **Dashboard** tab visible in the menu on the left side of the screen.
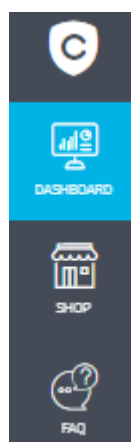
On the list of certificates you can see a list of your certificates. Certificates that have not yet been installed are displayed in white frames, while certificates that have already been installed are displayed in blue.

> **!** If there are no certificates for installation on the list, you should verify that you are logged in to the correct account (on the account from which the activation was performed).
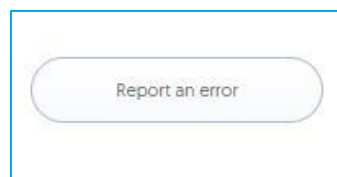
In the list in the new certificate you want to install, select the **Manual Installation** option.

Following this, you will be asked to accept the certificate.

> **!** Before accepting the certificate, make sure that all the data is correct.

If you notice erroneous data in the certificate, use the **Report an error** option. In the error description field, type a description of the error you noticed, the maximum number of characters in the description is 180. After selecting the **Find out more** option, you will find out which reports are subject to complaint.
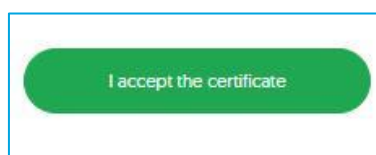

If all the data is correct, select I **accept the certificate**.

In a new window you will be asked to accept the certificate. Acceptance of the certificate is equivalent to confirming the data in the certificate. You will not be able to return to this step.

If you accept the certificate select **Yes, I accept the certificate**.
In the next step it is possible to:

- Download the default PUK code for the card;
- Download the certificate file;
- Download the proCertum CardManager aplication.

4.1. Upload the downloaded certificate file to the card

Make sure that the reader with the cryptographic card is connected to the computer. To upload the downloaded file to the card, follow the instructions below:

1. After saving the certificate, run the proCertum CardManager software. Use the latest version of the software available at https://www.certum.eu .

2. In order to launch the application from the Start menu, select the folder **Certum** and then the **proCertum CardManager**. The proCertum CardManager software main window will be displayed.

3. To read the card, press the **Read card** button. The information on the card will appear.
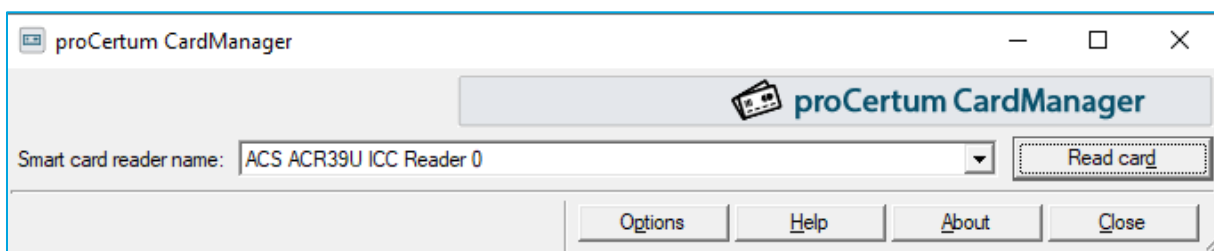
4. When you run the proCertum CardManager software with a new card for the first time, you must **assign a new PIN to the card**.

> **!** NOTE!
> If you are renewing a certificate on the same card, skip subsections 5, 6 and 7.

5. In the next step, in the proCertum CardManager application, go to the Secure profile. A window will appear with information about the possibility of advanced certificate installation - click on the **I choose the advanced certificate installation button**.
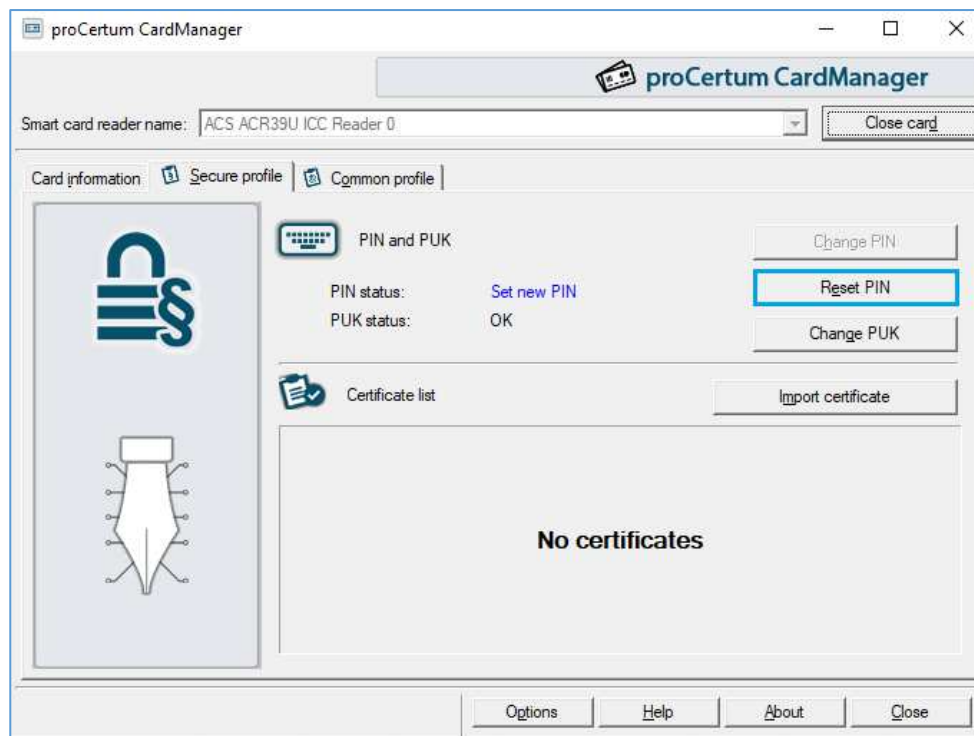

6. In order to create a new PIN code, press the **Reset PIN** button.

7. The application will ask for the **PUK code** (how to obtain it is described on page 8 of this manual) and for setting **a new PIN code**.
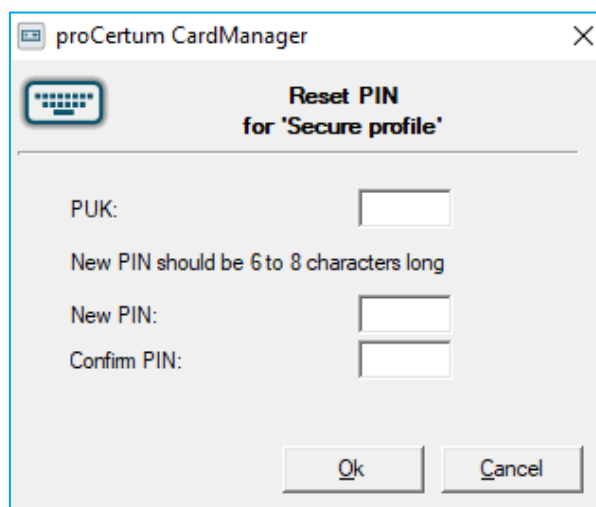

To confirm the entered PIN code, press the **Ok** button. Pressing the **Cancel** button will cancel the new PIN code. The proCertum CardManager software will confirm the correctness of the changes made.
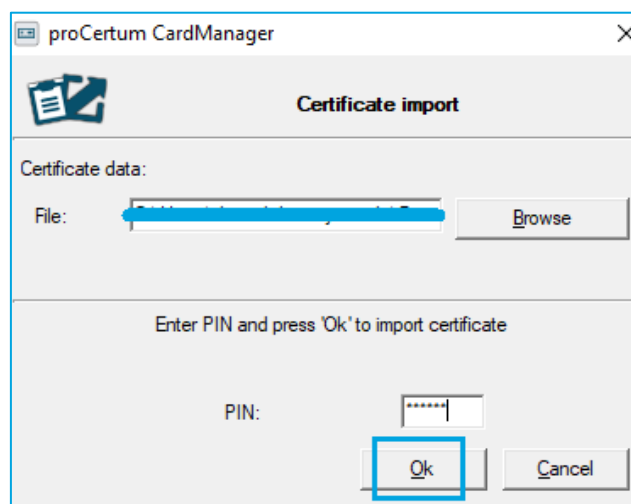
8. To save the qualified certificate on the cryptographic card, press the **Import certificate** button in the Secure profile tab. A window for saving the certificate to the Secure profile will appear.
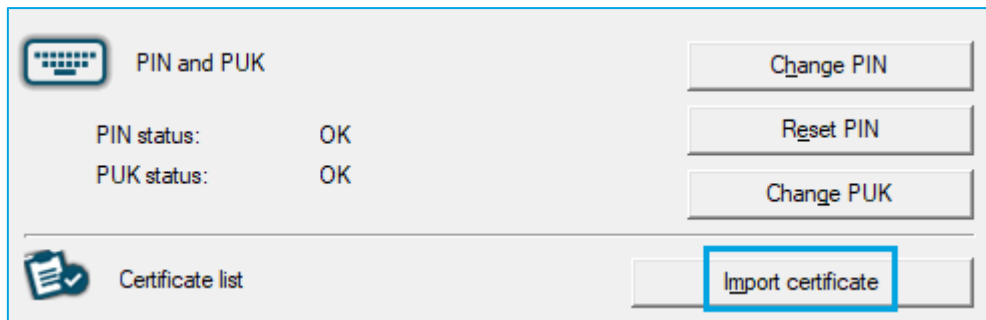
9. Click on the **Browse** button:
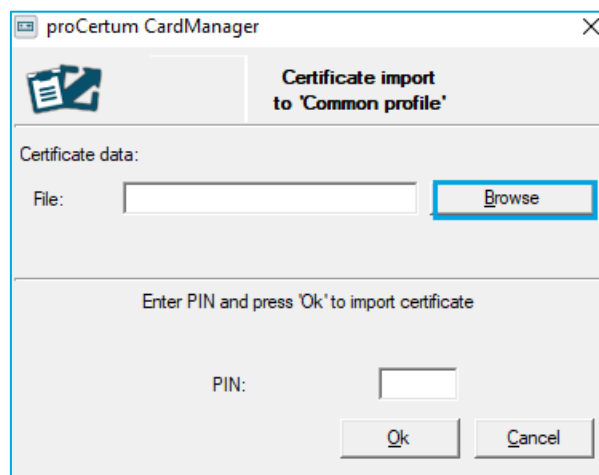
Indicate the .cer file with the appropriate certificate (how to obtain the file is described on page 8 of this manual), and then enter the correct PIN code. Pressing the **OK** button will install the certificate to the cryptographic card.

> ! A qualified certificate is assigned only to the cryptographic card, the number of which is given in the certificate application. Make sure that the certificate is saved on a right cryptographic card.

10. After a while, the certificate will be uploaded to the card and will appear on the list. In order to register the certificate on the computer, click on the button **Register certificates**.