



Invitation Requests

How to create a CSV file with
email addresses?

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 **Certum**
by asreco

1. Introduction

Operators using the "Invitations" tab available in the Certum panel can invite users to complete application forms for the issuance of qualified certificates—both as cloud-based products and on physical cards.

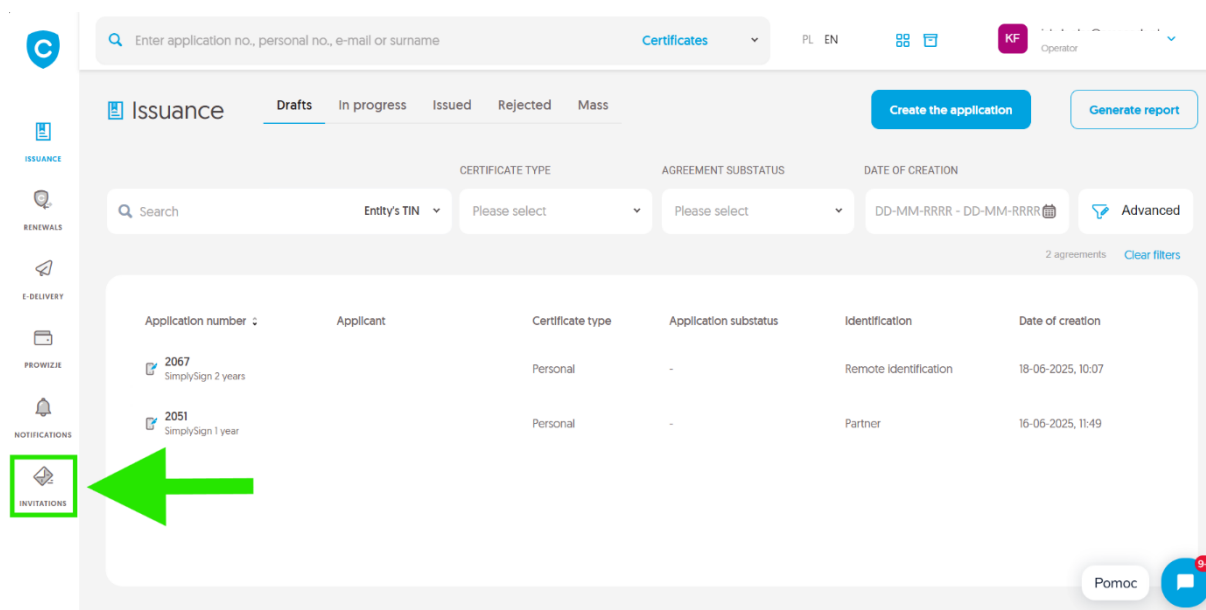


Image 1 "Invitations" tab in the panel.certum.pl interface

This process can be streamlined using the bulk invitation feature—by uploading a specially prepared CSV file.

Each row in the file represents one invitation to apply—the system allows **up to 100 invitations to be uploaded at once**. This is a convenient solution, especially when a large group of users needs to be invited in a short time.

To ensure the system processes the file correctly, it is essential to follow a specific format and preparation rules. The next sections of this guide will provide detailed instructions to help you create a valid CSV file and successfully carry out the process of sending invitations to apply.

2. How to fill out the CSV file for invitations to apply?

The basic rule when preparing a CSV file is: **do not mix invitations to apply for cloud-based products with those for physical cards.**

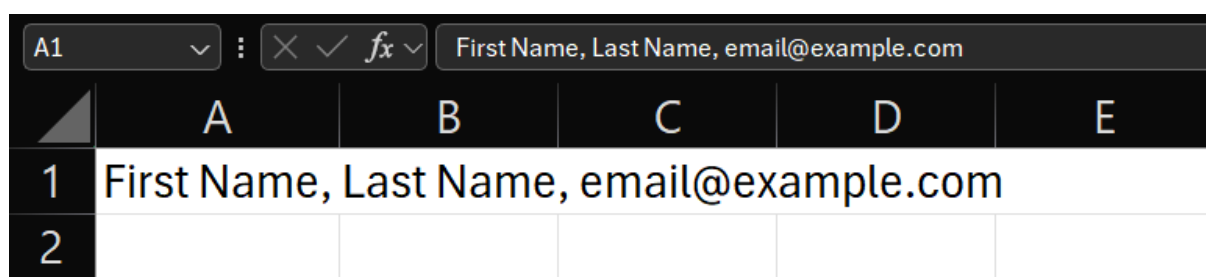
Below are the rules for creating files for each product type.

Cloud-based products (SimplySign)

For cloud-based products (both SimplySign signatures and seals), the procedure is simple. Each row should include:

- First name of the subscriber,
- Last name of the subscriber,
- Email address of the subscriber,

Separate the values with commas (*First Name, Last Name, email@example.com*). After importing the data from the file, simply fill out the form and send the invitations to apply.



	A	B	C	D	E
1	First Name, Last Name, email@example.com				
2					

Image 2: CSV file structure for cloud-based products (SimplySign)

Physical cards

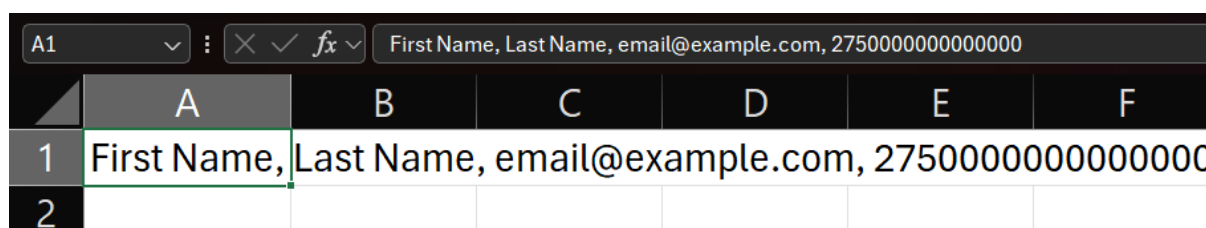
There are several ways to prepare a file for invitations to apply involving physical cards. It is important to remember that the system determines the structure of the following rows based on the first row.

First-time use of signature on cards "1", "2", and "3"

For cards "1", "2", and "3" (i.e., electronic signatures issued for one, two, or three years), the invitation to apply for first-time use must include:

- First name of the subscriber,
- Last name of the subscriber,
- Email address of the subscriber,
- Card number,

separate the values with commas (*First Name, Last Name, email@example.com, 2750000000000000*). In this case, the card number determines the product: 1-year, 2-year, or 3-year signature.



	A	B	C	D	E	F
1	First Name, Last Name, email@example.com, 2750000000000000					
2						

Image 3: CSV file structure for physical cards – first-time use (cards 1, 2, 3)

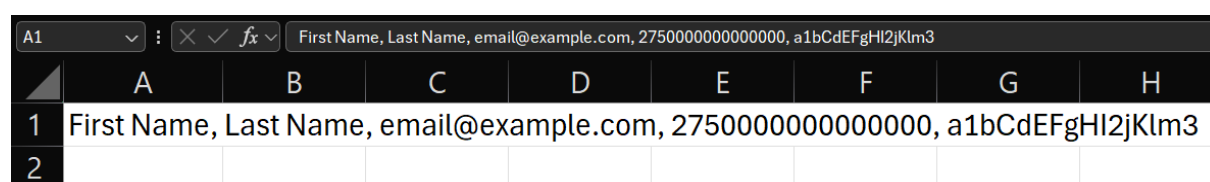
NOTE! You cannot mix different card types in a single file. The system checks the first row and expects the same format in all subsequent rows. If the first row contains a “2” card, all rows with “1”, “3” or “4” will be marked as incorrect.

Issuing a seal or an additional signature on a card

Cards “1”, “2”, and “3” are only used for electronic signatures. Card “4”, however, allows both signatures and seals to be issued. Because of its versatility, card “4” requires the inclusion of a product e-code in the invitation to apply, even for first-time use. The invitation must contain the following:

- First name of the subscriber,
- Last name of the subscriber,
- Email address of the subscriber,
- Card number,
- Product e-code generated in the product repository (for seal or signature)

separate the values with commas (*First Name, Last Name, email@example.com, 2750000000000000, a1bCdEFgHI2jKlm3*)



	A	B	C	D	E	F	G	H
1	First Name, Last Name, email@example.com, 2750000000000000, a1bCdEFgHI2jKlm3							
2								

Image 4: CSV file structure for physical cards with e-code (card 4)

NOTE! You cannot mix invitations to apply with an e-code and those for first-time use of cards “1”, “2”, and “3”. If the first row includes an e-code, all rows without one will be treated as incorrect.

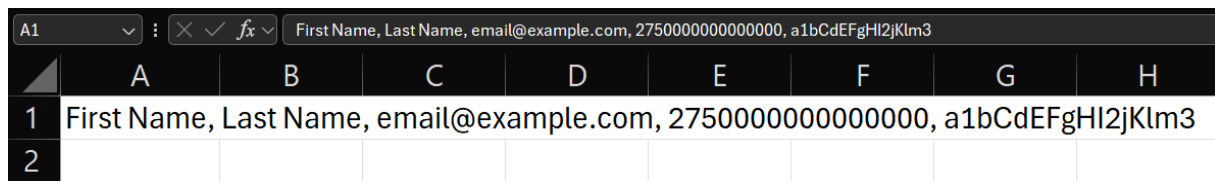
All card types can also be used for issuing additional signatures, and card “4” can also be used for seals, provided the card has already been activated.

NOTE! You cannot mix seals and signatures on the same card. The type of the first product issued on card “4” determines which types of products can be issued on it in the future.

As in the previous case, the following data must be included in the CSV file row:

- First name of the subscriber,
- Last name of the subscriber,
- Email address of the subscriber,
- Card number,
- Product e-code generated in the product repository

separate the values with commas (*First Name, Last Name, email@example.com, 2750000000000000, a1bCdEFgHI2jKlm3*) In this case as well, the e-code determines the product to be issued to the card.



	A	B	C	D	E	F	G	H
1	First Name, Last Name, email@example.com, 2750000000000000, a1bCdEFgHI2jKlm3							
2								

Image 5: CSV file structure – mixing product types

Errors

Mistakes can occur when preparing a CSV file, so the system includes a mechanism that identifies valid and invalid rows after import. Invitations to apply will only be sent to email addresses from valid rows.

NOTE! Not all errors in a CSV file are detected during import. Some issues—such as missing keys on a card or the card not matching the selected certificate type—may only appear during the invitation-sending process.