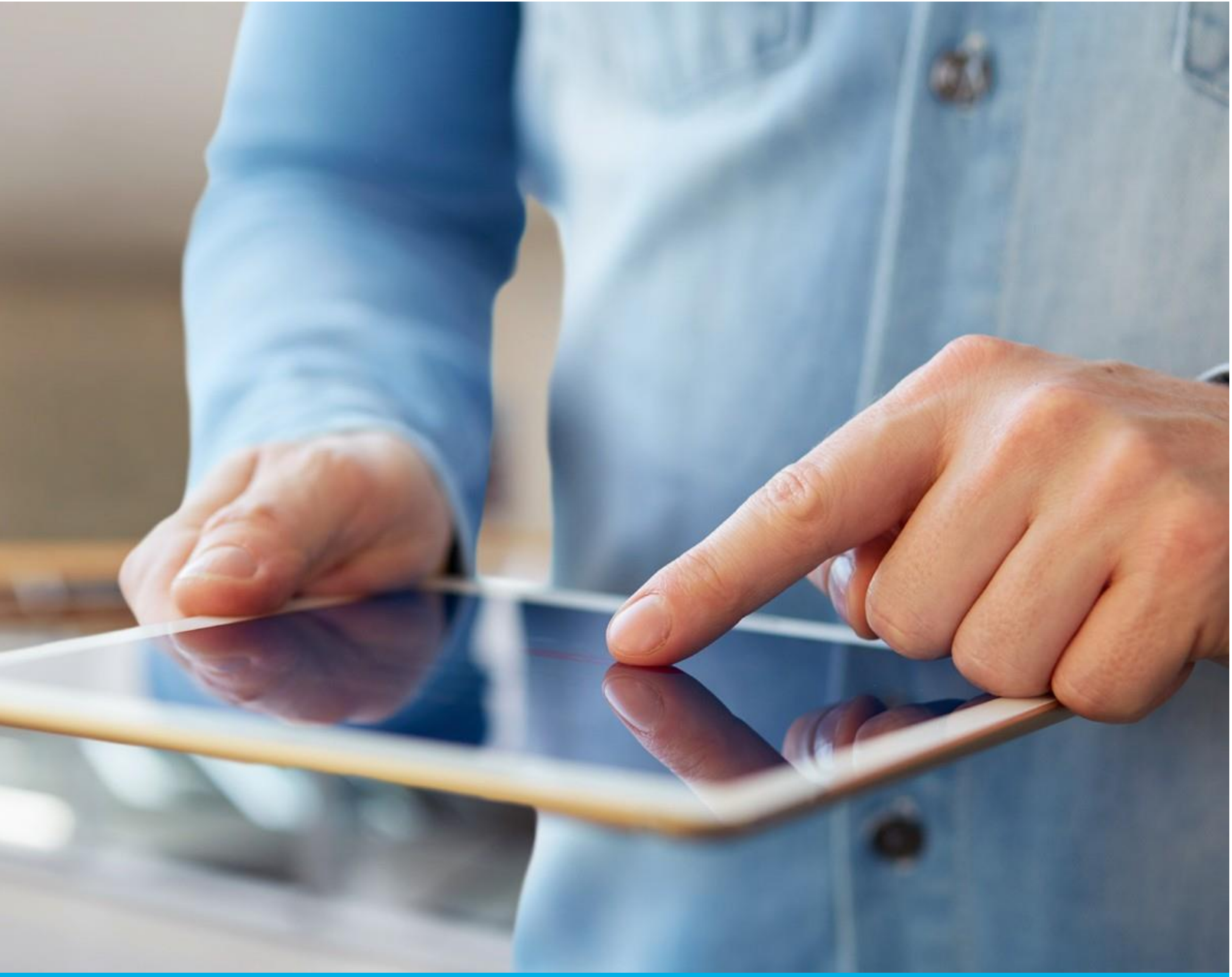


Standard Code Signing in the cloud certificate activation

Ver. 1.2

Table of contents

1. Product description

A Standard Code Signing in the cloud certificate is a certificate stored in the SimplySign cloud service.

The Code Signing certificate allows you to digitally sign applications and drivers, certifying their authenticity and security. Thanks to this, users of your software can be sure that it has not been modified, infected or damaged by third parties.

Signing the application with Code Signing eliminates the problem of code anonymity on the internet. With a digital signature you can be sure that users will not see an "unknown publisher" warning when installing or running your program and they will be ensured about its security. Signing your app helps protect both: your users and your brand's reputation.

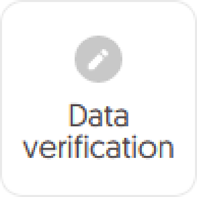
Digital code signing makes using the application safe, which translates into greater trust in your brand and an expansion of your group of users.

2. Certificate activation

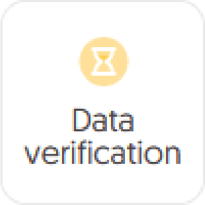
You will be able to start the activation process of your certificate in the store at **My account** in the **Data security products** tab. The process consists of several steps:

- **Data verification** – providing the Subscriber and/or organization’s data and the verification
- **Key generation** – key pair generation
- **Certificate activation** – choosing the fields to include in the certificate and submit to issue.

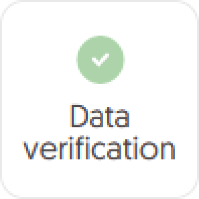
As the activation process goes, each step will go through the next statuses:



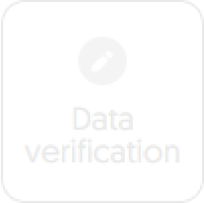
Step is awaiting to provide the data



Data is saved and waiting for verification



Verification was successful



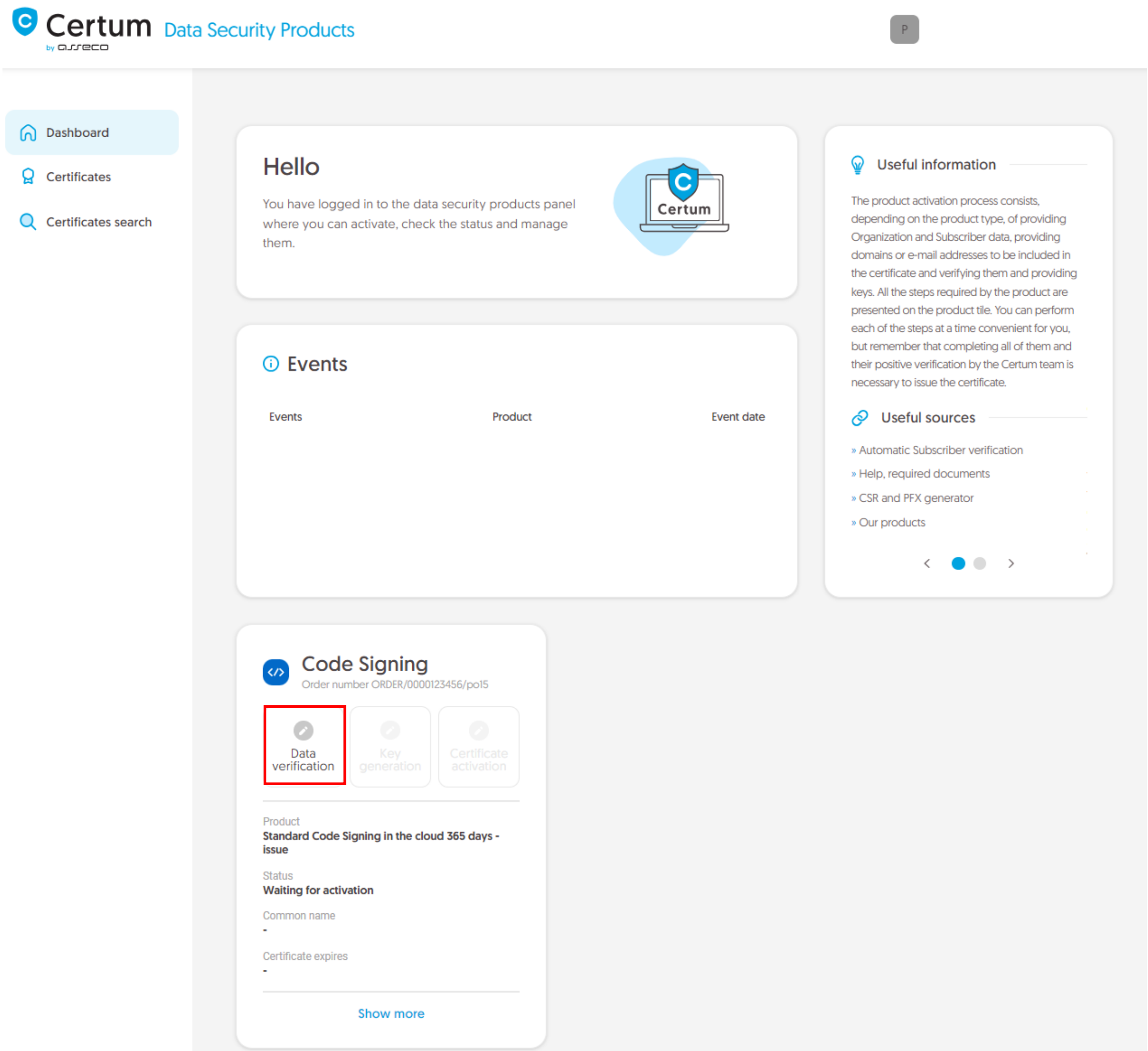
Providing the data is not available yet

Data verification step

Providing data to be verified is the step in which you provide, depending on the chosen variant, the data of the organization for which the certificate will be issued, the data of the Subscriber (the person who represents the organization and will be the owner of the certificate) and the data of the Subscriber's authorization to represent the organization. From the data provided here, it will be possible to select data for the certificate in the last step of certificate activation.

The list of supported verification documents you can check at [Information about required documents](#).

You will be able to start the data verification step from **Dashboard**, using **Data verification** option:



Hello

You have logged in to the data security products panel where you can activate, check the status and manage them.

Useful information

The product activation process consists, depending on the product type, of providing Organization and Subscriber data, providing domains or e-mail addresses to be included in the certificate and verifying them and providing keys. All the steps required by the product are presented on the product tile. You can perform each of the steps at a time convenient for you, but remember that completing all of them and their positive verification by the Certum team is necessary to issue the certificate.

Code Signing

Order number ORDER/0000123456/po15

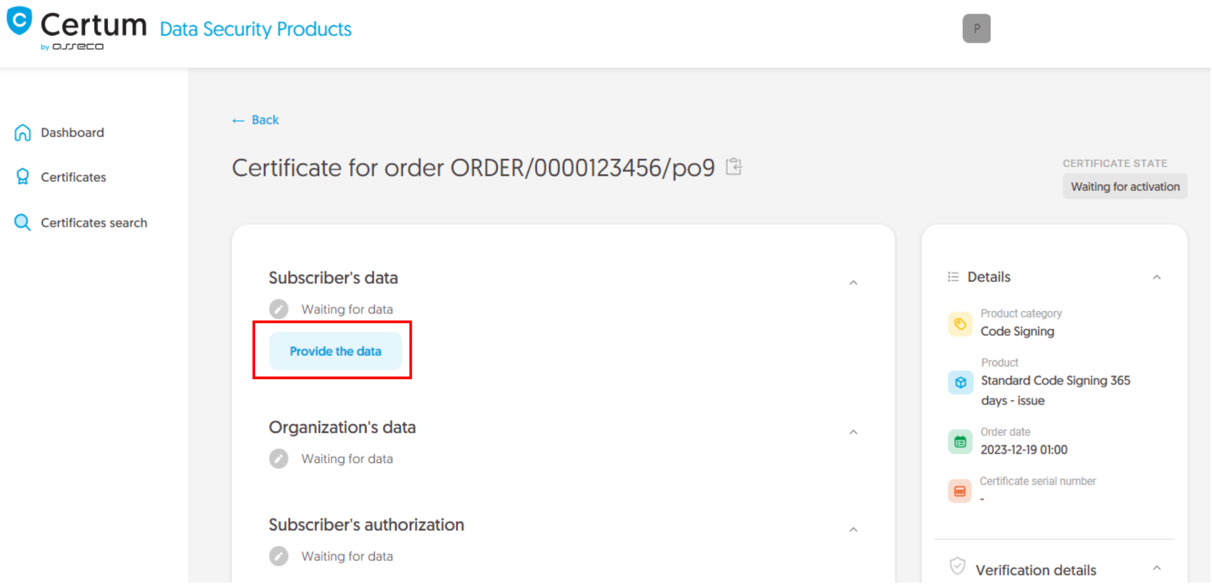
Product
Standard Code Signing in the cloud 365 days - issue

Status
Waiting for activation

Common name
-

Certificate expires
-

or from the **Certificates** list – choose the certificate you want to activate and use **Provide the data** option in the Subscriber's data section:



Certificate for order ORDER/0000123456/po9

CERTIFICATE STATE: Waiting for activation

Subscriber's data
Waiting for data

Organization's data
Waiting for data

Subscriber's authorization
Waiting for data

Details

Product category: Code Signing

Product: Standard Code Signing 365 days - issue

Order date: 2023-12-19 01:00

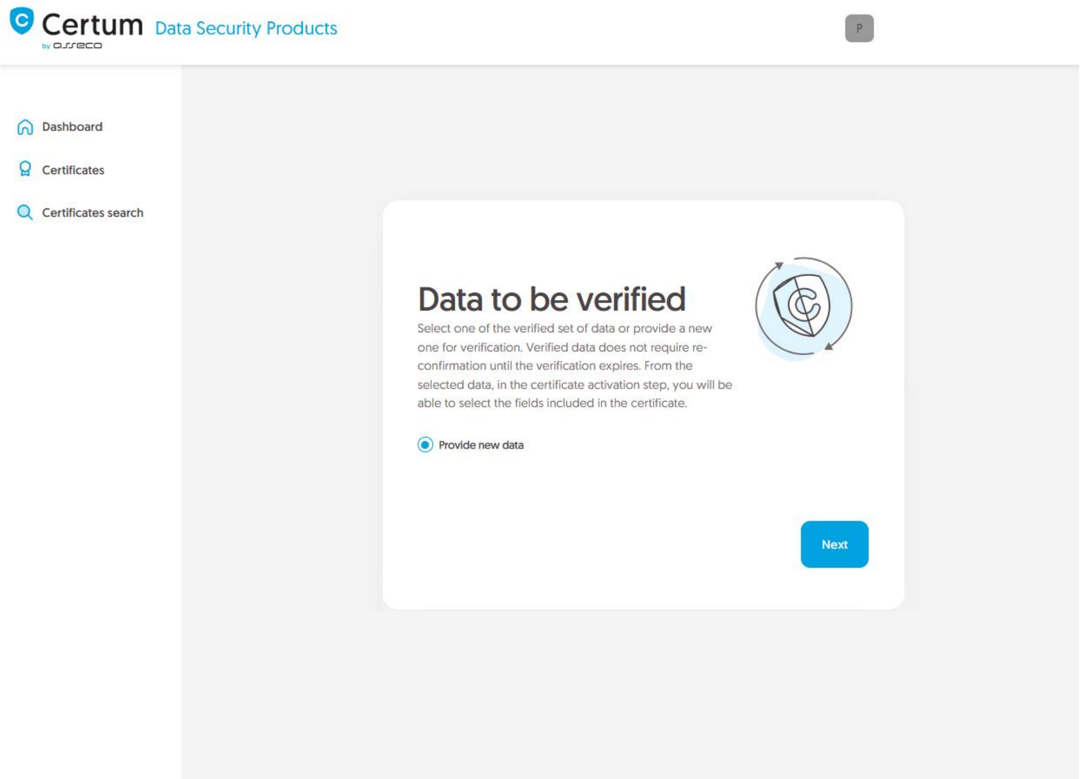
Certificate serial number: -

Choosing a variant of the data to be verified

Choose one of three options for providing data to be verified:

- **Individual** – the certificate contains the Subscriber’s data, the Subscriber's identity will be verified and his address details are provided in the fields for organization data. The Common name of the certificate contains the name and surname of the Subscriber
- **Organization** – the certificate contains the organization's data, the Subscriber's data, organization existence and the Subscriber's authorization to represent the organization are verified. The Common name of the certificate contains the organization name
- **Sponsor** – the certificate contains the Subscriber and organization's data, the Subscriber's identity, organization existence and the Subscriber's authorization to represent the organization are verified. The Common name of the certificate contains the name and surname of the Subscriber.

The wizard will guide you through the process of providing the data. In the first stage, choose **Provide new data**. In the future, it will be possible to use them to issue another certificate.



Data to be verified

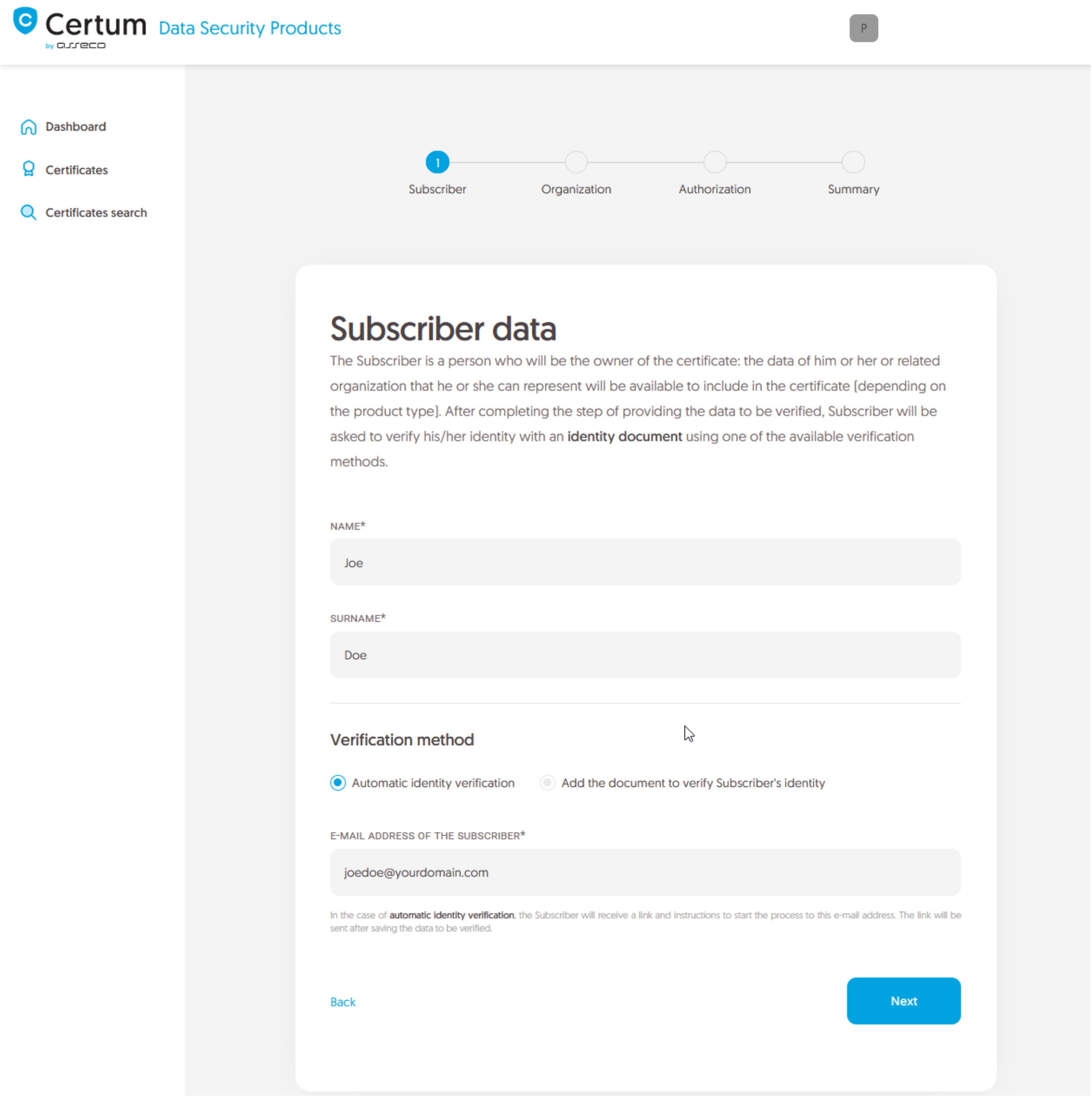
Select one of the verified set of data or provide a new one for verification. Verified data does not require re-confirmation until the verification expires. From the selected data, in the certificate activation step, you will be able to select the fields included in the certificate.

● Provide new data

In the next stage, provide the details of the Subscriber, which means the person who represents the organization and will be the owner of the certificate. Please write the names and surnames in the form as they appear on the Subscriber's identity document.

Also choose a method for verifying the Subscriber's identity from the available ones:

- **Automatic identity verification** – the Subscriber will receive an e-mail with a link to the identity verification service to use with a computer or phone camera and an ID document
- **Attaching a document** – you will add a scan of the Subscriber's identity document or an identity confirmation.



Subscriber data

The Subscriber is a person who will be the owner of the certificate: the data of him or her or related organization that he or she can represent will be available to include in the certificate [depending on the product type]. After completing the step of providing the data to be verified, Subscriber will be asked to verify his/her identity with an **identity document** using one of the available verification methods.

NAME*

Joe

SURNAME*

Doe

Verification method

● Automatic identity verification ○ Add the document to verify Subscriber's identity

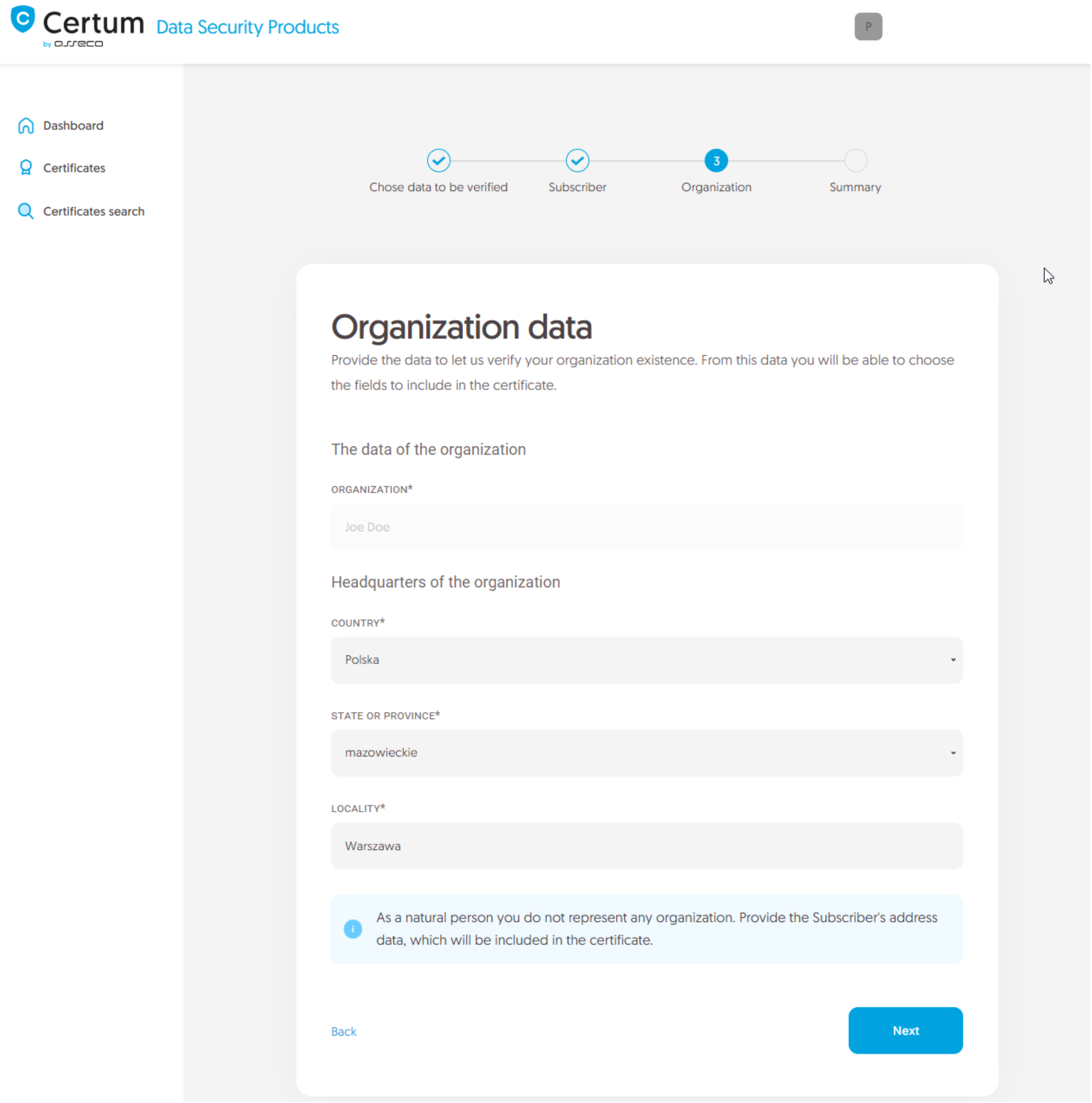
E-MAIL ADDRESS OF THE SUBSCRIBER*

joedoe@yourdomain.com

In the case of **automatic identity verification**, the Subscriber will receive a link and instructions to start the process to this e-mail address. The link will be sent after saving the data to be verified.

After providing the Subscriber’s data, go to the next stage: providing the organization's data.

For **individual** certificate variant, provide address details of Subscriber’s residence. Next, go to the data verification step summary.



Organization data

Provide the data to let us verify your organization existence. From this data you will be able to choose the fields to include in the certificate.

The data of the organization

ORGANIZATION*

Joe Doe

Headquarters of the organization

COUNTRY*

Polska

STATE OR PROVINCE*

mazowieckie

LOCALITY*

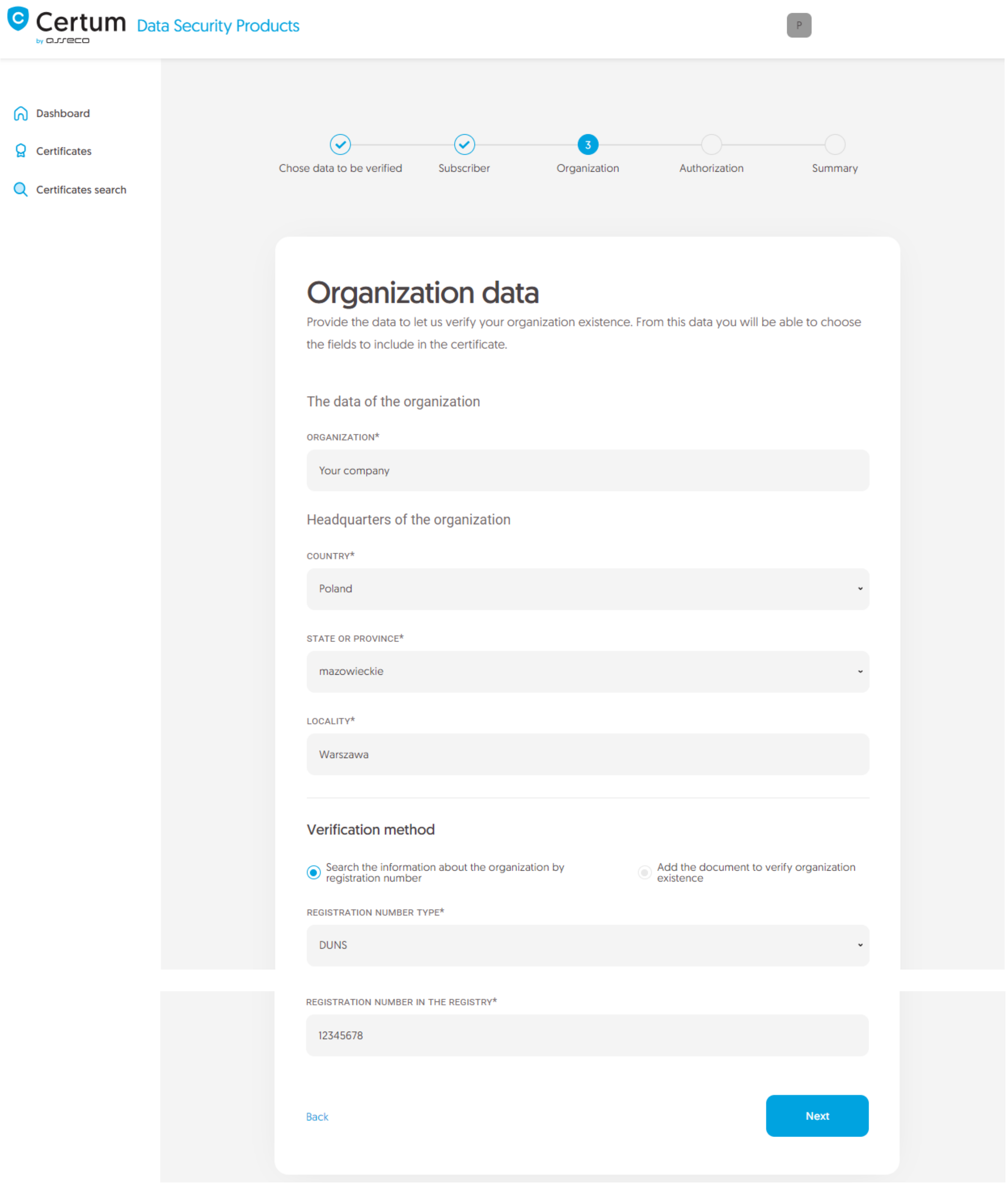
Warszawa

As a natural person you do not represent any organization. Provide the Subscriber's address data, which will be included in the certificate.

For **organization** and **sponsor** certificate variant provide the organization's details and the address of its headquarters. The data will be used to verify the existence of the organization.

Choose also how Certum will verify the existence of the organization:

- **By registration number** – Certum will search for information about the organization in the public register using the provided number
- **Attaching a document** – you will add a document confirming the establishment of the organization.



Organization data

Provide the data to let us verify your organization existence. From this data you will be able to choose the fields to include in the certificate.

The data of the organization

ORGANIZATION*

Your company

Headquarters of the organization

COUNTRY*

Poland

STATE OR PROVINCE*

mazowieckie

LOCALITY*

Warszawa

Verification method

● Search the information about the organization by registration number

○ Add the document to verify organization existence

REGISTRATION NUMBER TYPE*

DUNS

REGISTRATION NUMBER IN THE REGISTRY*

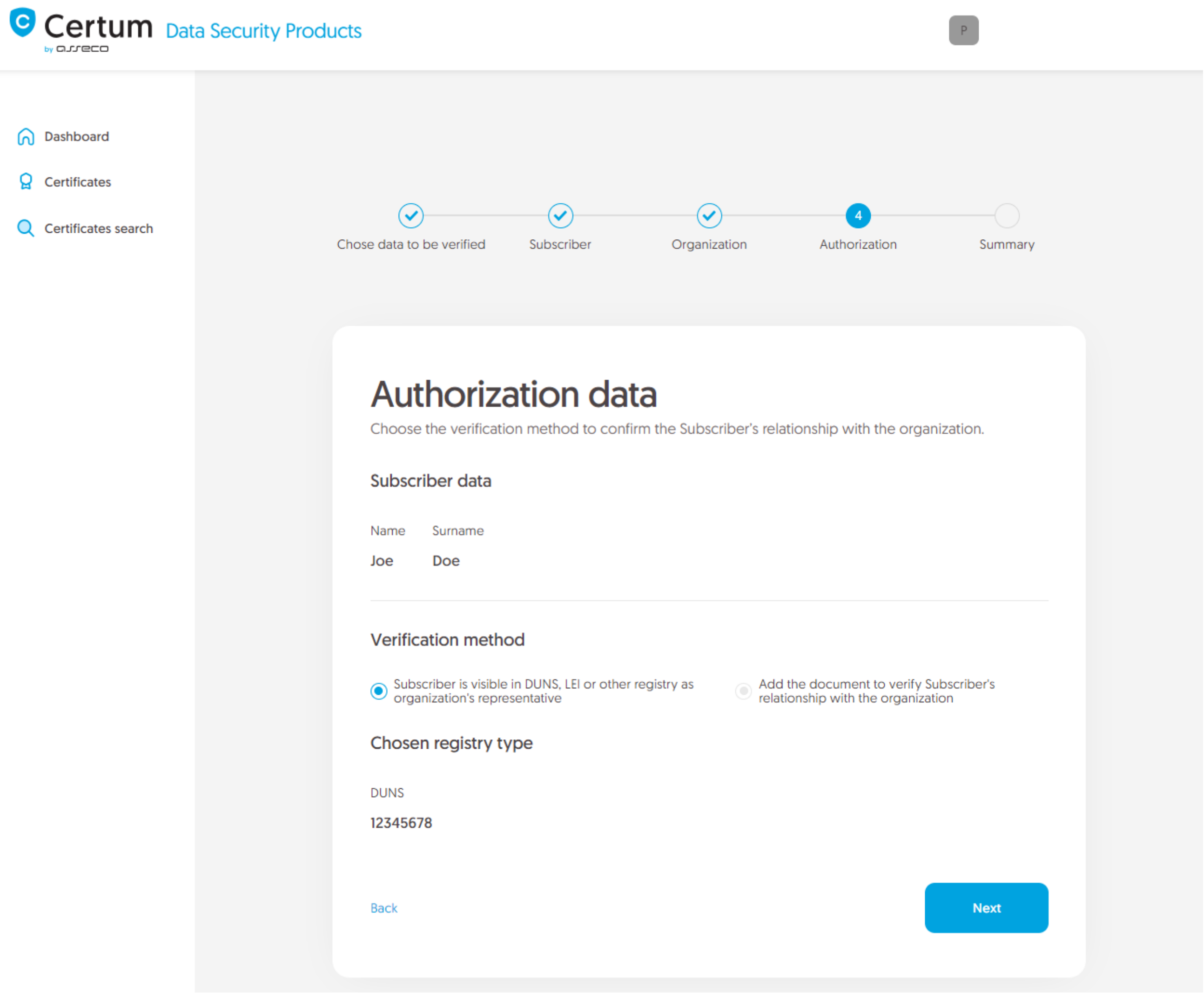
12345678

After providing all the required organization’s data, proceed to the last stage of providing data for verification step, which is choosing the method of verifying the Subscriber's authorization to represent the organization. This stage is required for **organization** and **sponsor** variants of certificate.

There are two methods to choose from:

- **The Subscriber is visible in the registry** – the person given as the Subscriber appears in one of the given registers as a representative of the organization
- **Attaching a document** – you will add a document confirming authorization. You can download an example of such document by the **Download ready to sign authorization document** link.

The method of verifying the Subscriber's authorization is also influenced by the organization's chosen verification method. If the registration number and its type have been provided there, Certum will first check whether the Subscriber is listed in the register and the system will automatically mark the method of verifying the Subscriber's authorization as "The Subscriber is visible in the register". However, this does not prevent you from adding a document confirming the Subscriber's authorization.



Authorization data

Choose the verification method to confirm the Subscriber's relationship with the organization.

Subscriber data

Name	Surname
Joe	Doe

Verification method

● Subscriber is visible in DUNS, LEI or other registry as organization's representative

○ Add the document to verify Subscriber's relationship with the organization

Chosen registry type

DUNS

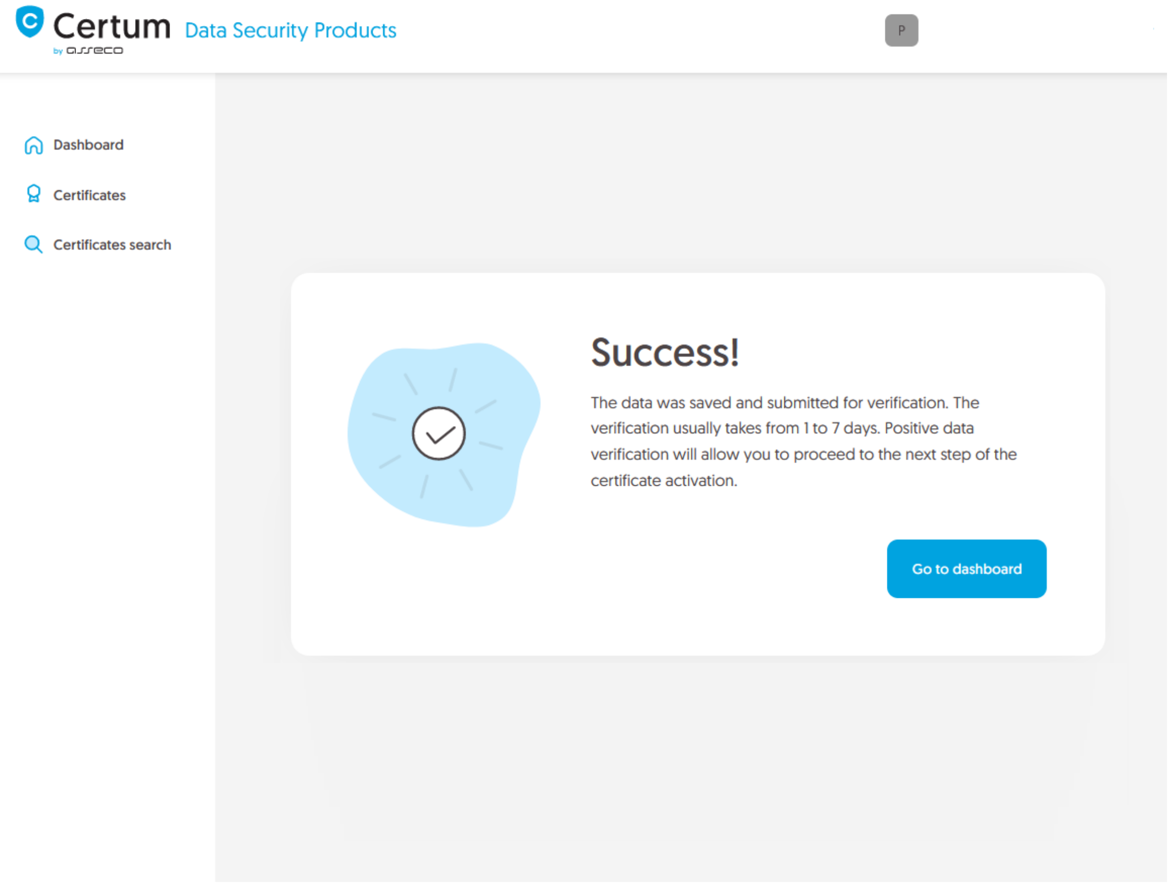
12345678

After selecting the authorization verification method go to the next stage.

Data verification step summary

Check provided information on the summary screen. If the data is correct, mark the required statements and complete the step of providing data to be verified.

The success screen will inform you that the data have been saved for verification. Certum will verify them. During this time, if you want to add another document confirming the provided data, you can add it in the certificate details. This is also the time to perform automatic verification of the Subscriber's identity, if such verification method has been chosen. You may check the instruction for automatic identity verification.



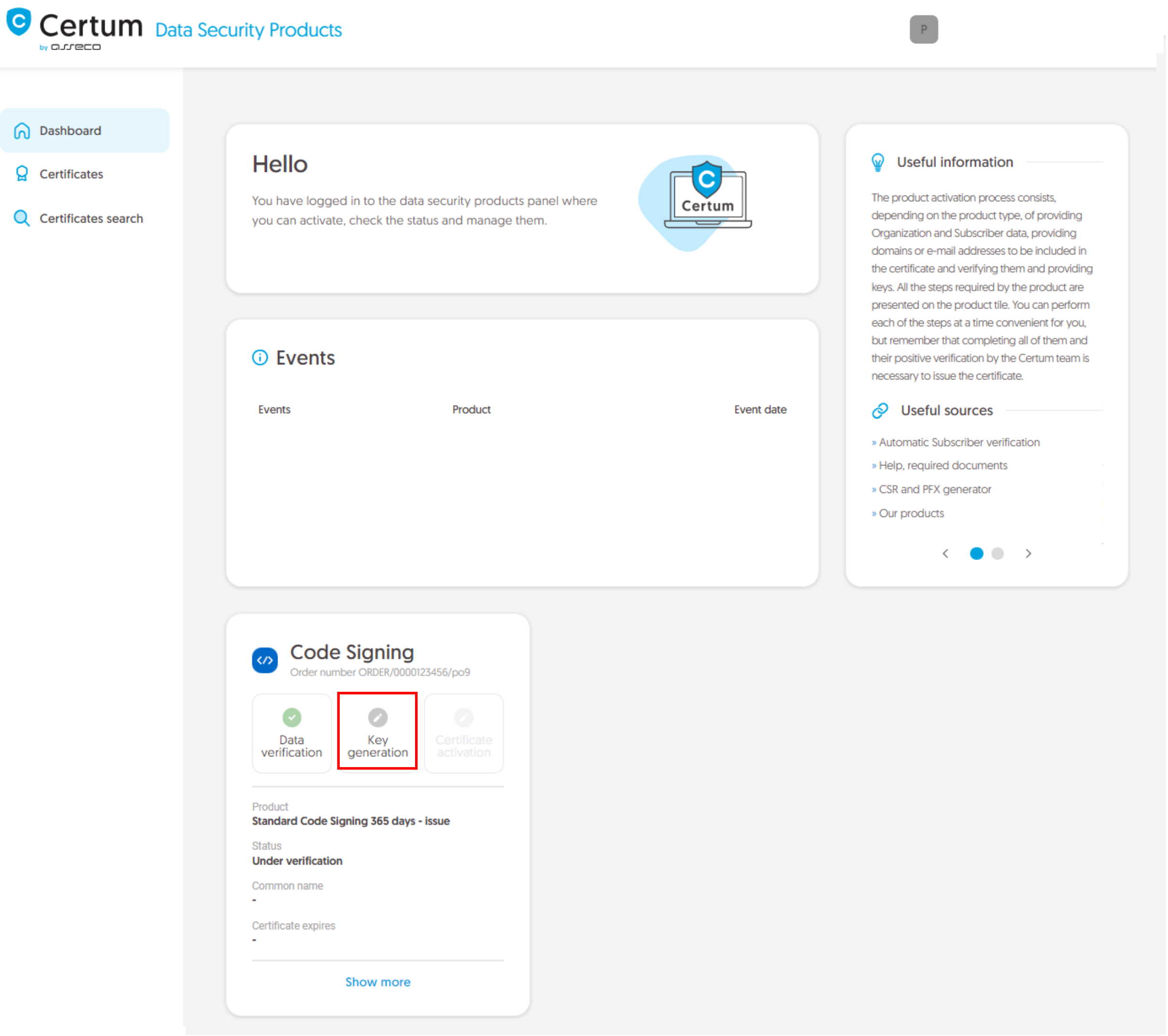
Success!

The data was saved and submitted for verification. The verification usually takes from 1 to 7 days. Positive data verification will allow you to proceed to the next step of the certificate activation.

Positive verification of the provided data will allow you to proceed to the step which is generating keys.

Key generation step

You will be able to start the key pair generation step from **Dashboard**, using **Key generation** option:



Certum Data Security Products

Dashboard

Certificates

Certificates search

Hello

You have logged in to the data security products panel where you can activate, check the status and manage them.

Events

Events	Product	Event date

Useful information

The product activation process consists, depending on the product type, of providing Organization and Subscriber data, providing domains or e-mail addresses to be included in the certificate and verifying them and providing keys. All the steps required by the product are presented on the product tile. You can perform each of the steps at a time convenient for you, but remember that completing all of them and their positive verification by the Certum team is necessary to issue the certificate.

Useful sources

» Automatic Subscriber verification

» Help, required documents

» CSR and PFX generator

» Our products

Code Signing

Order number ORDER/0000123456/po9

Data verification | Key generation | Certificate activation

Product
Standard Code Signing 365 days - issue

Status
Under verification

Common name
-

Certificate expires
-

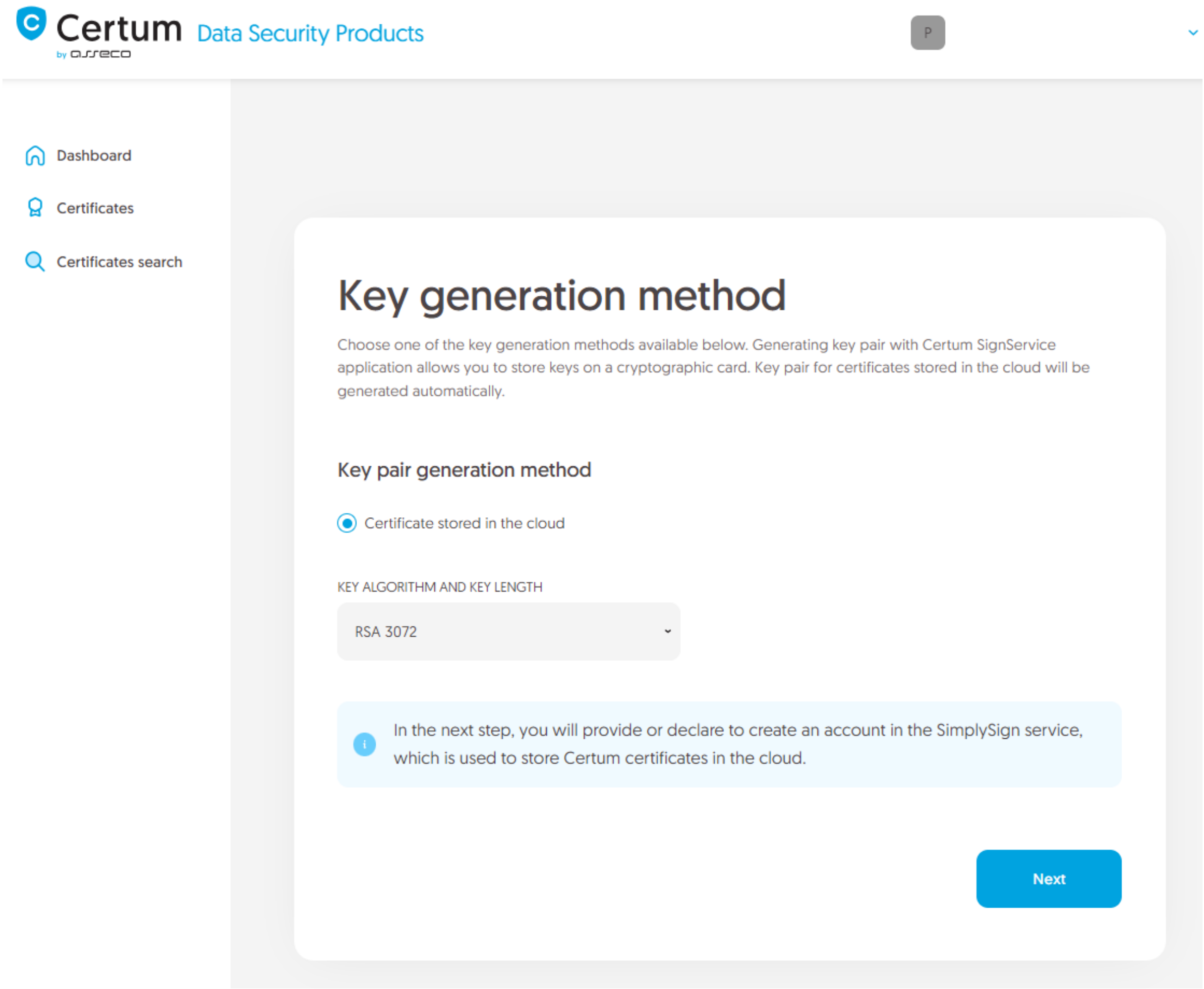
Show more

or similar to the **Data verification** step: from the **Certificates** list – choose the certificate you want to activate and use **Generate key pair** option.

In this step, you will generate a key pair for the certificate.

For Code Signing in the cloud certificates, the available key generation method is **Certificate stored in the cloud** – the keys will be saved on the virtual cryptographic card in the SimplySign cloud.

For certificate stored in the cloud, also choose the algorithm and key length. Your choice should depend on the algorithm and key length supported by the application in which you use the certificate or the recommendation of e.g. your IT department.



Key generation method

Choose one of the key generation methods available below. Generating key pair with Certum SignService application allows you to store keys on a cryptographic card. Key pair for certificates stored in the cloud will be generated automatically.

Key pair generation method

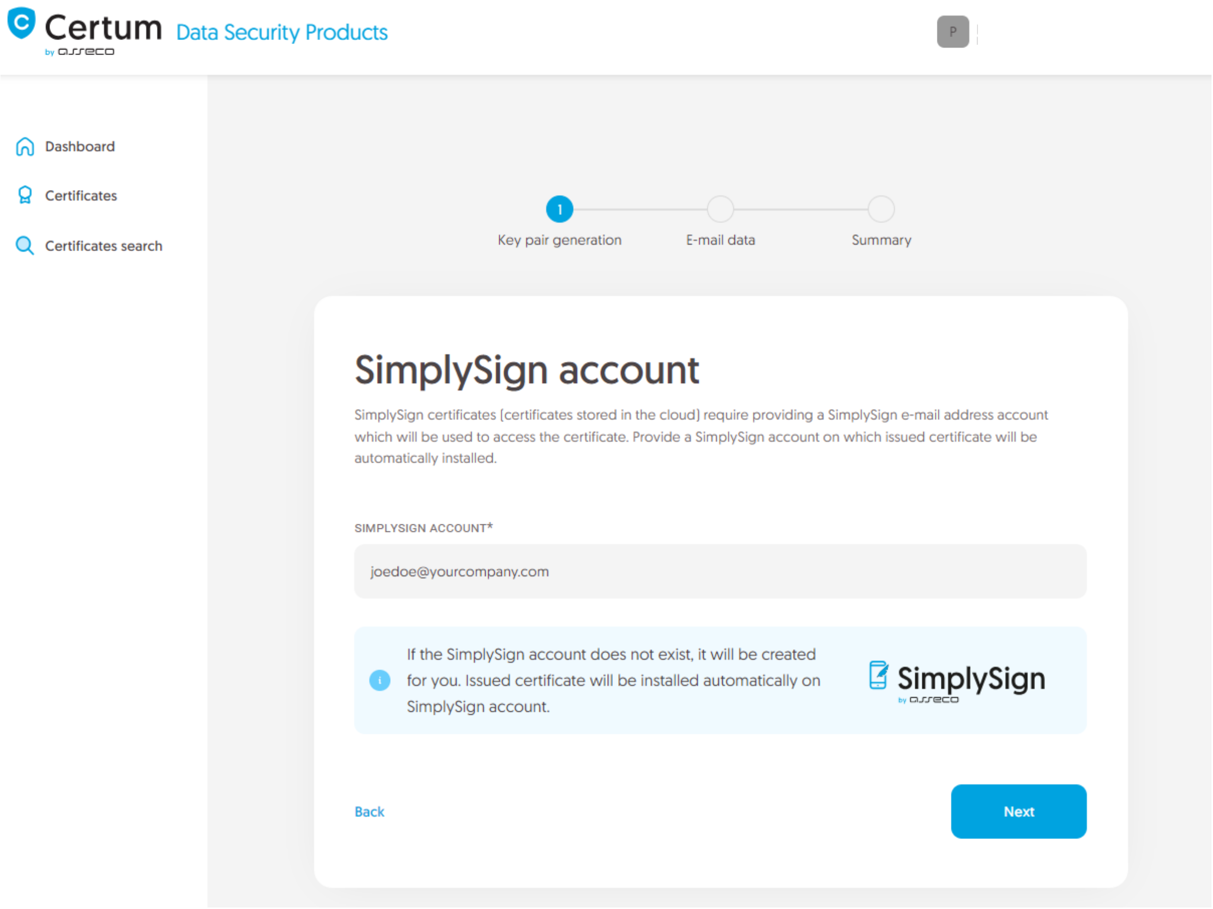
● Certificate stored in the cloud

KEY ALGORITHM AND KEY LENGTH

RSA 3072

In the next step, you will provide or declare to create an account in the SimplySign service, which is used to store Certum certificates in the cloud.

In the next stage, decide if you have an existing SimplySign account on which certificate will be installed or if you want to provide a new SimplySign account to be automatically created. In both cases provide an e-mail address which will be used as login to the SimplySign service and will allow to access the issued certificate.



SimplySign account

SimplySign certificates (certificates stored in the cloud) require providing a SimplySign e-mail address account which will be used to access the certificate. Provide a SimplySign account on which issued certificate will be automatically installed.

SIMPLYSIGN ACCOUNT*

joedoe@yourcompany.com

If the SimplySign account does not exist, it will be created for you. Issued certificate will be installed automatically on SimplySign account.

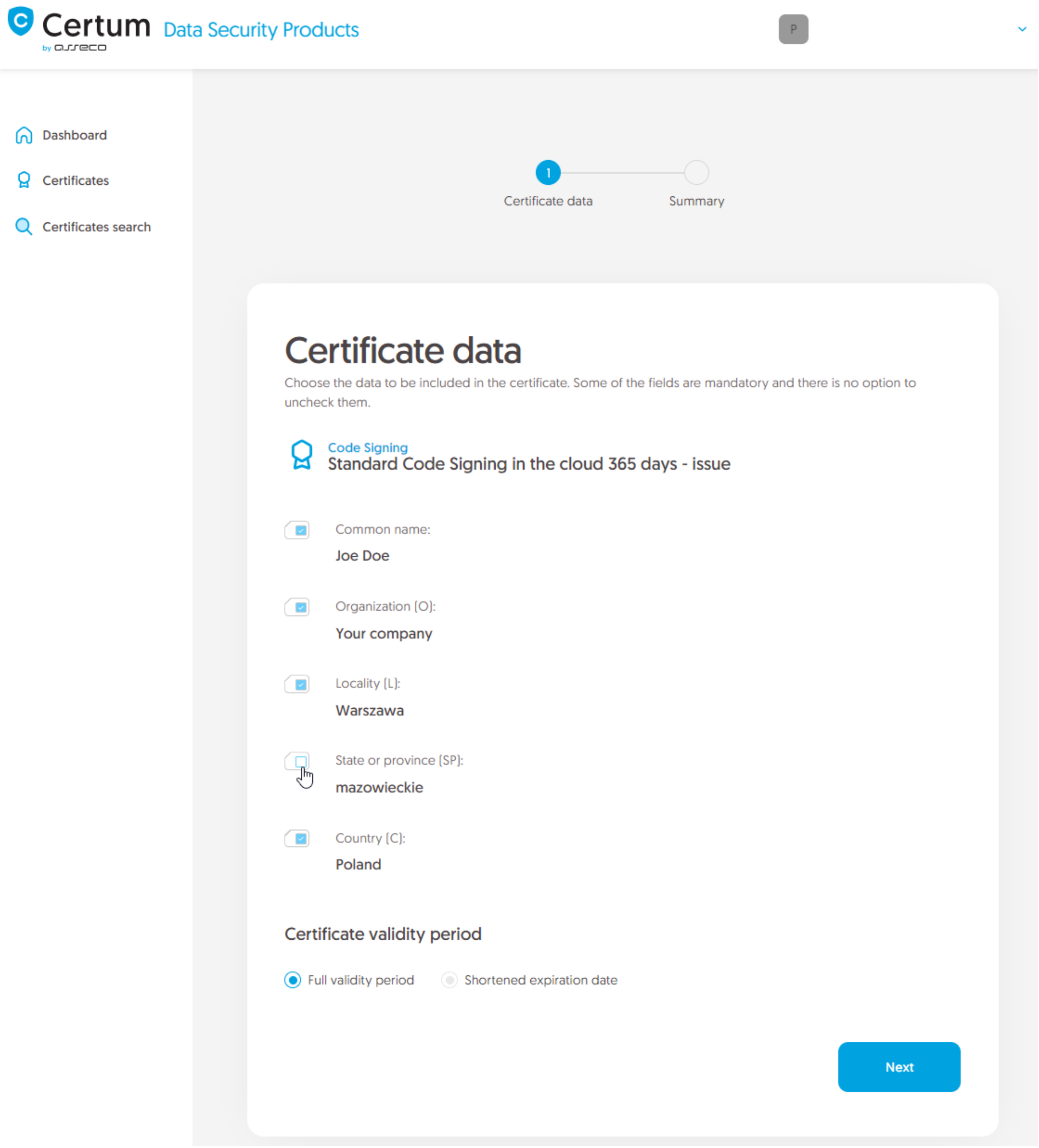
After providing the SimplySign account e-mail, proceed to the summary.

Check provided data on the summary screen. If the data is correct, complete the key pair generation step.
The success screen will inform you that the key pair generation step is completed. The SimplySign account e-mail address also was saved. Once certificate is issued, it will be used to access the certificate. You can proceed to the last step, which is **Certificate activation**.

Certificate activation step

You will be able to start certificate activation step from **Dashboard**, using **Certificate activation** option or similar to the previous step: from the **Certificates** list – choose the certificate you want to activate and use **Activate certificate** option.

In this step, choose the fields you want to include in the certificate. Some fields are required and cannot be unmarked.



Certificate data

Choose the data to be included in the certificate. Some of the fields are mandatory and there is no option to uncheck them.

Code Signing
Standard Code Signing in the cloud 365 days - issue

☑ Common name: Joe Doe

☑ Organization [O]: Your company

☑ Locality [L]: Warszawa

□ State or province [SP]: mazowieckie

☑ Country [C]: Poland

Certificate validity period

● Full validity period ○ Shortened expiration date

Once you have chosen the fields to the certificate, go to the summary screen and check all of provided data. Mark the required statements and complete certificate activation.

The success screen will inform you that the certificate has been submitted for issuance. Certum will finally verify the data in the certificate and after positive verification, will issue it. The issued certificate will be automatically installed on the SimplySign account provided in previous step. Now you may check the instruction of how to access certificate stored in the cloud and information about required applications to use certificate stored in the cloud.

From the certificate details view you can also download subordinate certificates for your certificate.