

Instruction – Certum Email ID



Instructions for activation and installation of the Certum Email ID
certificate on a cryptographic card

version 1.4



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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. Software installation

To activate the certificate on the card you need the proCertum CardManager application. The latest version of the software is available for download [HERE](#).

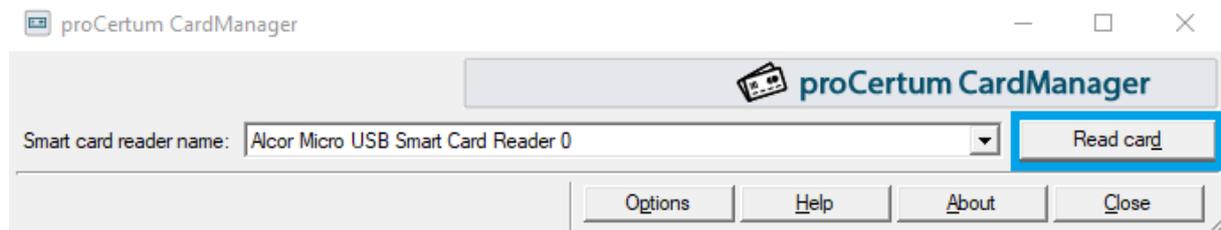
In order to install the application correctly, you need to follow these steps:

1. Download the latest version of the software from the official [Certum](#) website.
2. Run the downloaded installer.
3. After starting the installer, click the [Next](#) button.
4. When the next screen appears, select **I Accept the terms of the license agreement** and click [Next](#).
5. When the next screen appears, select the path to install the application.
6. In the next step, click on the [Install](#) button.
7. At the end of the installation, restart the computer by ticking **Yes, I want to restart the computer now**.

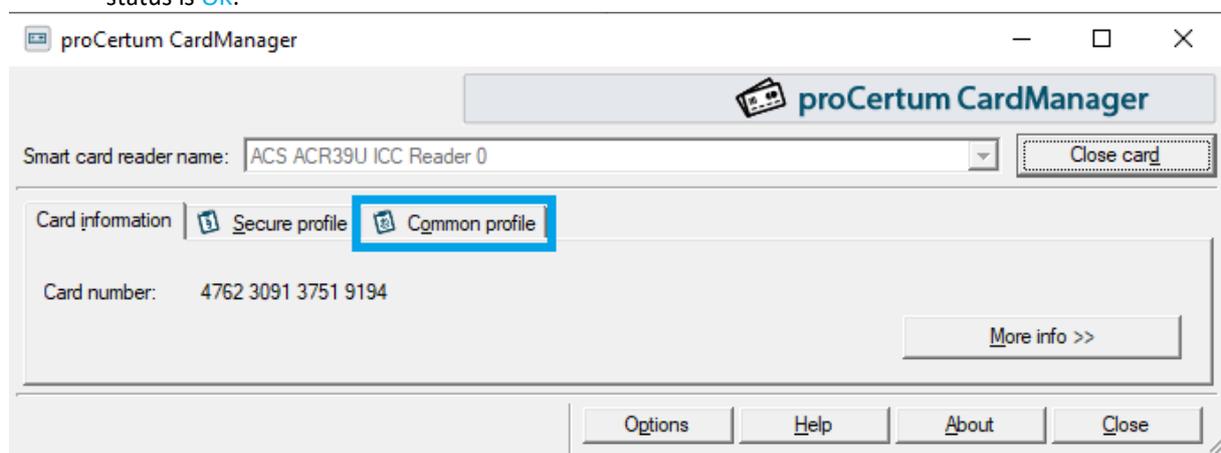
3. Elements necessary before the activation and installation of the certificate can begin

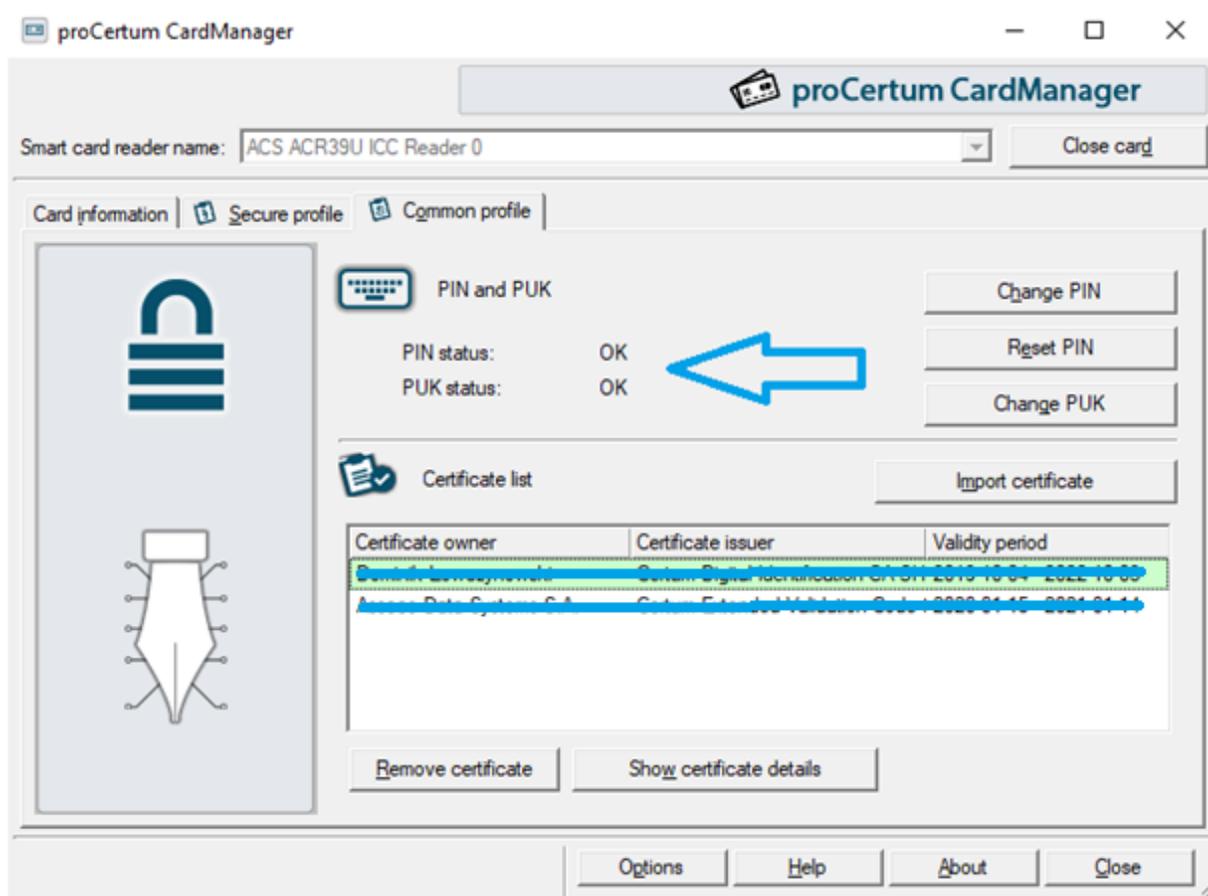
Prior to activation:

1. Run the application [proCertum CardManager](#).
2. If the card has been read successfully, a window should appear as in the graphics below:



3. Go to the tab [Common profile](#).
4. check if the [common profile](#) is **active** - the software will display information about the selected profile and a list of certificates. If it is not active, go to section 5. The profile is active if the **PIN and PUK** code status is **OK**.





- If the **common profile** is not **active**, press the **Initialize profile** button.

At this stage a **new PUK code** and a **new PIN code** will be defined. The code entered must be confirmed each time. Press the **OK** button to confirm the changes.

Activating the profile makes the cryptoCertum card ready to activate.

4. 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 4.2).

4.1. 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

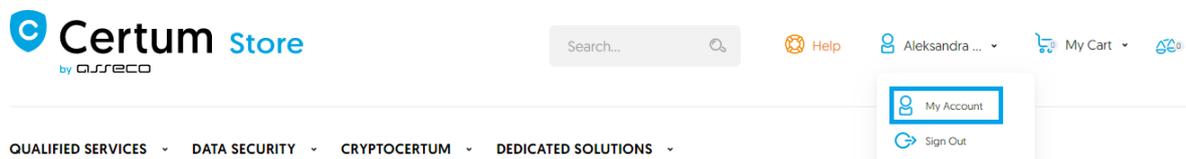
[Log In](#)[Forgot Your Password?](#)

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.

My Account

- My Account
- My Orders
- My Downloadable Products
- Address Book
- Account Information
- Electronic codes**
- Newsletter Subscriptions
- Account balance
- Cards saved in Dotpay
- My Archive Orders
- Activate Certificates
- Manage Certificates
- Tools
- Domain verification

Electronic codes

New activation code from activation card

[Add](#)

Your codes

[Purchased in the store](#)

[Entered manually](#)

[All codes](#)

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 4.2).

4.2. Start of certificate activation

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

Electronic codes

- Activate Certificates**
- Certificates' management
- Orders history
- Address details
- Tools
- Newsletter
- Domain verification
- Technical support
- Knowledge

Activate Certificates

Service name

Activation state

Order Number

Payment state

Search

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@asseccods.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:

4.2.1. Key pair generation

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.

Next >>

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

Run CryptoAgent

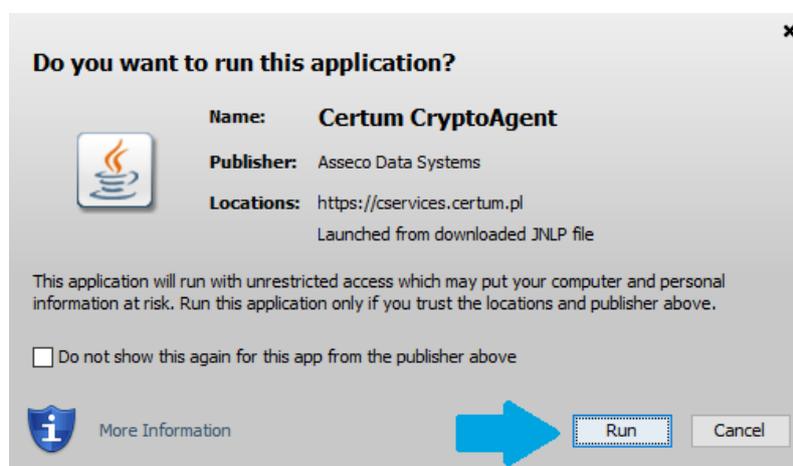
 Certum CryptoAgent application require the latest version of the JVM (Java Virtual Machine) Environment.

NOTE: Certum CryptoAgent should be on during the certificate installation process on the card

« Previous **Next >>**

After clicking on the [Run CryptoAgent Application](#) button, a warning communicate will be displayed in the bottom bar of the browser, where you can click [Save](#) and run the downloaded [Certum](#) application.

When the [Certum CryptoAgent](#) window appears, start the application by clicking [Run](#).



After a short while, the application will run in the background and during the activation process there will be a possibility to [save the keys on the Certum card](#). The default settings, i.e. **RSA key algorithm** and **2048 key length** are correct for the certificate operation.

Electronic codes

Activate Certificates

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Technical support

Knowledge

About Certum

Activation

1.Orders 2.Method Choice 3.Keys 4.Data 5.Confirmation

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

Keys safety level * Save your keys on the Certum Crypto Agent.
 Certum Smart Card

Key algorithm RSA

Key size 2048

Generate keys

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When you click on the [Generate Keys](#) button a window will be displayed, where you enter your previously assigned **PIN** code into the **Standard Profile** and confirm it with **OK**.

Certum CryptoAgent

Card type: 3.0

Card profile: non-qualified

Card number: 4762309137519194

Manufacturer: Unizeto Technologies SA

Current PIN: ●●●●

OK Cancel

Keypair generation

After receiving a communicate that the [certificate keys have been generated](#). Click on the **Next** button to proceed to the next activation stage.

Activation

1.Orders 2.Method Choice 3.Keys 4.Data 5.Confirmation

Service name **E-mail ID Individual Issue**

Keys safety level * Certificate keys have been generated

« Previous Next »

5. Filling in the form during activation

The next step is to complete the certification application form with the data that will be contained in the certificate. Please note that the fields with an asterisk * are required.

Applicant data:

Name * Dominik

Surname * Łowczynowski

Phone * 123456789

Email * dominik.lowczynowski@assecods.pl

Registration Number

Certificate Data:

Name * Dominik Łowczynowski

Hash function RSA-SHA256

End of validity 2022-08-05

Organization * Asseco Data Systems S.A.

Organizational unit Certum

Locality Gdynia

Country * Polska

State

Email * dominik.lowczynowski@assecods.pl

« Previous Next »

Jeśli chcesz zachować pełen okres ważności certyfikatu, pozostaw to pole puste

In the last step (Summary), verify that the data is correct. Tick the required consents and confirmations 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“ REFERRED 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 must confirm access to the e-mail address entered in the form and wait for the certificate to be issued.

Note! In the case of an order placed by a traditional transfer, it is also necessary to register the payment in order to issue the certificate.

6. Uploading the certificate to a cryptographic card

After receiving information about the issued certificate, log in to your shop account and go to the [Certificates Management](#) tab.

Make sure that the cryptographic card is connected to the computer.

Certum Store
by **assecod**

Search in the shop

Main page » My account » Certificates' management

Certificates' management

Electronic codes

Activate Certificates

Certificates' management

Orders history

Address details

Tools

Newsletter

Domain verification

Technical support

Knowledge

About Certum

Certificate profile:

Common name:

Email:

Serial number:

Validity starts after:

Validity ends before:

Status: Obtain Valid
 Valid
 Not Valid
 Revoked

Search

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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

Click on the certificate you want to upload to the card:

218103f7e4

e3a0d08723 E-mail ID

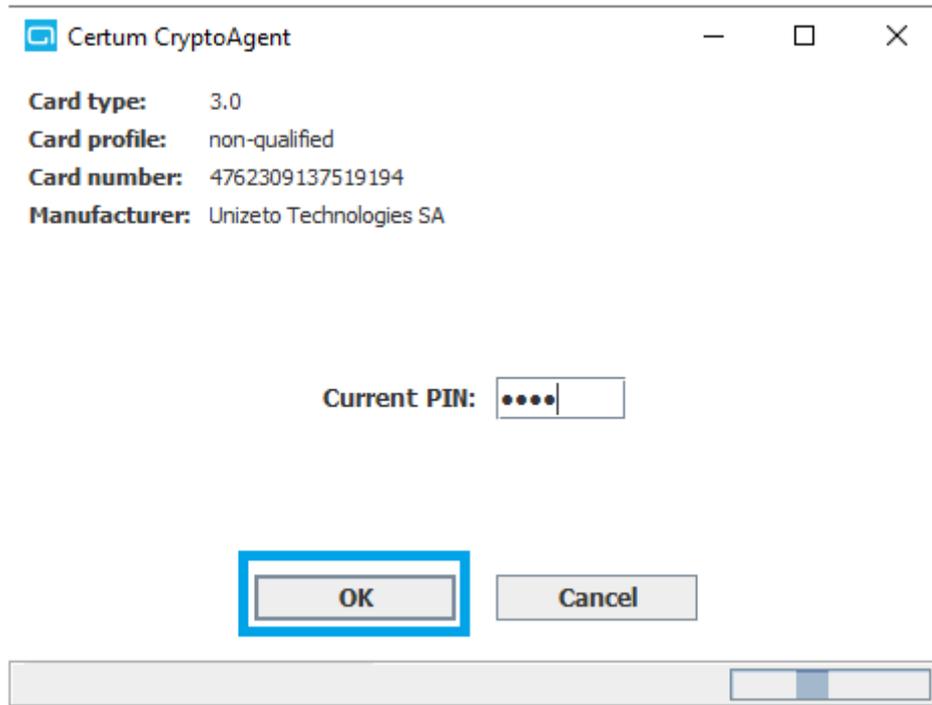
2c580e7f84 Individual

5d

Valid

After clicking on it, a list will expand, where you can select the [Install online](#) option.

There will be a possibility to run [Certum CyptoAgent](#) to install the certificate on the cryptographic card. To upload the certificate, enter your **PIN** code into the standard profile and confirm it with **OK**.



After the processing, the certificate will be uploaded to the card. You can check the certificate in [proCertum Card Manager](#) by clicking on the [Common profile](#) tab.