

Qualified certificate

activation path



Instructions for activating the electronic signature and electronic seal

version 1.0

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1. General information

The qualified certificate activation path consists of completing the certificate application in the Certum panel, confirming the identity, and providing Certum with the required documents. The following instructions describe the individual steps on how to get through the activation correctly.

2. Creating an account in the customer panel

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

The user logs in with their e-mail address and password.

On the login screen you can choose the language version of the panel (Polish or English).



If you do not have an account in the Certum panel, use the **Register** option. In the next step you will be asked for your e-mail address and password for your new account. After providing the required data, select **Register**.

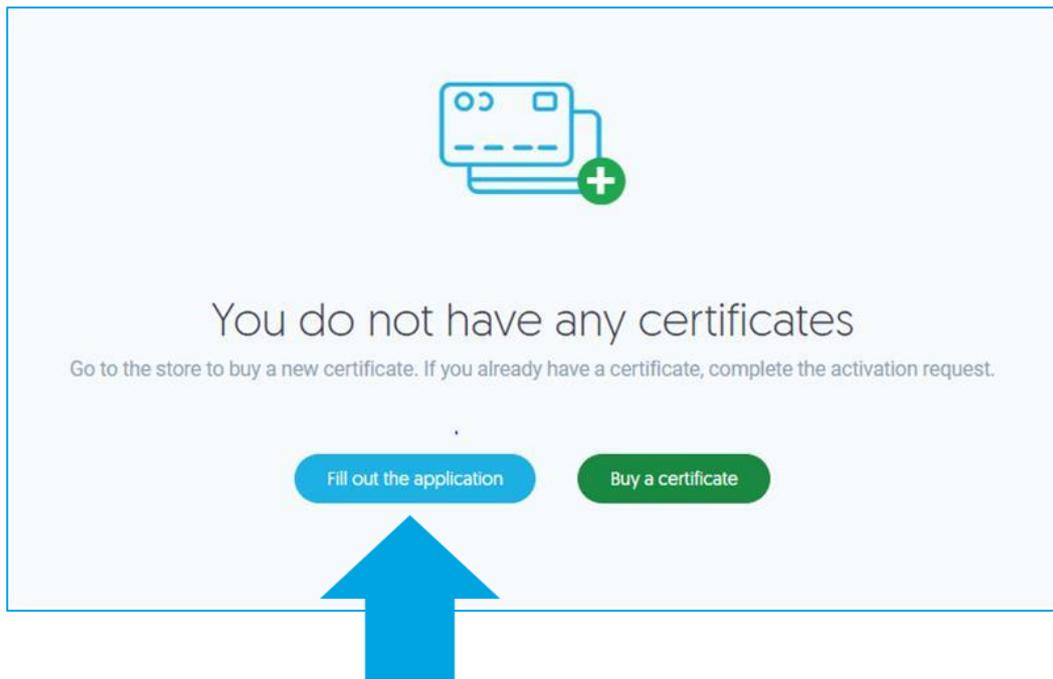
The image shows a registration form for Certum by ARRECO. At the top left is a stylized illustration of a document with a checklist and a magnifying glass. The Certum logo, a blue circle with a white 'C', is positioned above the text 'Certum by ARRECO'. Below the logo are three input fields: 'E-mail', 'Password', and 'Repeat password'. To the right of these fields is a stylized illustration of a document with a pen. Below the input fields, there is a text requirement: 'Password should contain min. 8 characters, including a minimum of:' followed by a bulleted list: '• 1 uppercase letter.', '• 1 lowercase letter.', '• 1 digit.', and '• 1 special character.'. At the bottom center is a blue rounded button labeled 'Register'. Below the button is a link '« Back to Login'.

A verification link will be sent to your e-mail address, which you should click on to confirm your account.

3. Activation of the certificate

First, log in to your account in the Certum panel, if you don't have an account, check how easy it is to set up (point 2 in the instructions).

After logging in to your account, select the option **Fill out the application** (Dashboard tab).



In the first step of registration, in the **Certificate Data** window, a product variant should be specified, where in the field **Method of application processing** we select the option Activation code / cryptographic card number.

The screenshot shows a form titled "Certificate details". The form contains the following fields and options:

- Application implementation method ***: A dropdown menu with the selected option "Activation code / cryptographic card number".
- Activation code ***: A text input field with a character count of "0/16" and a help icon (?).
- Cryptographic card number ***: A text input field with a character count of "0/16" and a help icon (?).
- Beginning of certificate validity ***: A radio button group with two options: "Certificate valid immediately after activation" (selected) and "Certificate valid from the specified date" (with a help icon ?).
- Language of documents ***: A dropdown menu with the selected option "English" (with a flag icon) and a help icon (?).

At the bottom of the form, there are two buttons: "Cancel" and "Next".

If you purchased a **set with a cryptographic card**, enter its number in the field **Cryptographic card number**.

 0/16 ?

If you purchased the **SimplySign mobile signature** option, enter the code of the purchased service in the **Activation code** field.

 0/16 ?

For the **SimplySign** service, the last step in this window is entering the **eSignature Label** (e.g. Name and surname).

 12/100 ?

Select the start date of the certificate's validity:

- Certificate valid immediately after issue
- Certificate valid from the indicated date (start date cannot be later than 60 days from the date of filing the application)

 Certificate valid immediately after activation
 Certificate valid from the specified date ?

If you choose the option **Certificate valid from the indicated date** you will be asked to enter or select a suggested date from the calendar.

After entering all the data, click **Next**, clicking **Cancel** will clear the entered data and take you to the main page of the panel.



In the next step you will be asked to fill in the data in the application.

3.1. Applicant's data for a personal and company certificate

When filling in the application for a personal or company certificate, the following form will be displayed:

Applicant's data

Applicant

First name *	Middle name
0/64	0/64
Last name *	
0/64	

Identity document

Type of identity document *	Country of issue *
Please select	Poland
Series and number *	Date of expiry of the document
0/9	

Applicant's identification

I do not have a Personal Number

Country of registration *	Personal Number *
Poland	0/11
Date of birth *	Place of birth *
	0/128

Add Tax Identification Number

Required fields:

- **Section Applicant:** First name, Last name
- **Section Identity document:** Type of identity document, Country of issue, Series and number, Date of expiry of the document
- **Section Identification of the applicant:**
 - PESEL number, Country of issue (if you don't have an assigned number, select the checkbox: "I don't have a PESEL number", then these fields will be optional)
 - Date of birth, Place of birth

Applicant's correspondence address

Addressee's name * 0/128

Street * 0/108

House number * 0/10 Apartment number 0/10

Postal code * 0/6 Locality * 0/128

Country * Poland State or province name * Please select

Add entity details

Common name * 0/64 

Contact details

E-mail * 0/64 

Repeat the applicant's e-mail address * 0/64

Prefix * +48 Phone number * 0/9

Required fields:

- **Section Applicant's correspondence address:** Addressee's name, Street, House number, ZIP code, Locality, Country, State or province name
- Common name
- **Section Contact details:** E-mail, Repeat the applicant's e-mail address, Prefix and Phone number

Additional fields when activating a company certificate:

Add entity details

Entity details ?

Name of the entity * 0/64

Abbreviated name of the entity * 0/64

Organizational unit name 0/64

Country of registration authority * 0/128

🇵🇱 Poland Details of the registration authority *

VAT Identification Number * 0/22

National Trade Register 0/22

REGON Number 0/14

E-mail * 0/64

Prefix 0/9

🇵🇱 +48 Phone number

Person or persons authorized to represent * 0/128

Required fields:

- **Section Entity details:** Name of the entity, Abbreviated name of the entity, Country of the registration authority, Details of the registration authority, VAT Identification Number , E-mail, Person or persons authorized to represent

Registered office address of the entity

Street * 0/108

House number * 0/10 Apartment number 0/10

Postal code * 0/6 Locality * 0/128

Country * 0/128

🇵🇱 Poland State or province name *
Please select

Required fields:

- **Section Registered office address of the entity:** Street, House number, Postal code, Locality, Country, State or province name

The last part when filling in an application for a personal or company certificate will be to accept the information clause:

* In accordance with Article 13(1) and 13(2) of the General Data Protection Regulation of 27 April 2016 (hereinafter referred to as 'the Regulation'), we inform that:

1. The administrator of your personal data is Asseco Data Systems S.A. based in Gdynia, ul. Podolska 21, 81-321 Gdynia.
2. Contact to the Data Protection Officer at Asseco Data Systems S.A. can be obtained at the following e-mail address: IOD@assecods.pl, tel. no. +48 42 675 63 60.
3. Your personal data will be processed for the purposes necessary to perform the contract, pursuant to Article 6(1)(b) of the Regulation.
4. Your personal data will be stored for 20 years in accordance with Article 17(2) of the Act of 5 September 2016 on trust services and electronic identification (Journal of Laws of 2016, item 1579).
5. You have the right to access your data and the right to rectify, delete/forget, limit processing, transfer data, raise objections, withdraw consent at any time without affecting the legality of the processing that has been carried out on the basis of consent before its withdrawal. The implementation of all the above rights may be implemented through the form submitted at <https://www.daneosobowe.assecods.pl>.
6. You have the right to lodge a complaint with the Regulator when you consider that processing of personal data violates the provisions of the Regulation.
7. Providing your personal data is a condition for the conclusion of the contract. You are obliged to provide them, and the consequence of not providing personal data will be the inability to carry out the process of issuing a qualified certificate.

I declare that I have read the above information regarding the General Data Protection Regulation of 27 April 2016.

I consent the processing of my personal data in order to receive marketing information by means of electronic communication under the Act of 18 July 2002 on the provision of electronic services and in conjunction with Article 172(1) of the Act of 16 July 2004 on telecommunications law.

* - field required

Pursuant to art. 38 sec. 1 point 1 of the Act of 30 May 2014 on Consumer Rights (consolidated text: Journal of Laws 2014, item 827), we inform that after the Client is provided by Asseco Data Systems S.A. with a qualified certificate or its renewal, the Client loses the right to withdraw from the agreement concluded remotely.

Back
Next


To check what is in the next step of activation go to [section 3.3](#) of this manual.

3.2. Applicant's data for an electronic seal

When filling in the application for an electronic seal, the following form will be displayed:

Applicant's data

Applicant

First name * 0/64

Middle name 0/64

Last name * 0/64

Identity document ?

Type of identity document *
Please select

Country of issue *
Poland

Series and number * 0/9

Date of expiry of the document

Applicant's identification ?

I do not have a Personal Number

Country of registration *
Poland

Personal Number * 0/11

Date of birth * 0/129

Place of birth *

Add Tax Identification Number

Required fields:

- **Section Applicant:** First name, Surname
- **Section Identity Card:** Type of identity document, Country of issue, Series and number, Expiry date of the document
- **Section Identification of the applicant:**
 - PESEL number, Country of issue
(if you don't have an assigned number, select the checkbox: "I don't have a PESEL number", then these fields will be optional)
 - Date of birth, Place of birth

Applicant's correspondence address

Addressee's name * 0/128

Street * 0/106

House number * 0/10 Apartment number 0/10

Postal code * 0/6 Locality * 0/128

Country * Poland State or province name * Please select

Required fields:

- **Section Applicant's correspondence address:** Addressee's name, Street, House number, ZIP code, Locality, Country, State or province name

Entity details ?

Name of the entity * 0/64

Abbreviated name of the entity * 0/64

Organizational unit name 0/64

Country of registration authority * Poland Details of the registration authority * 0/128

VAT Identification Number * 0/32

National Trade Register 0/32

REGON Number 0/14

E-mail * 0/64

Prefix +48 Phone number 0/9

Person or persons authorized to represent * 0/128

Required fields:

- **Section Entity details:** Name of the entity, Abbreviated name of the entity, Country of the registration authority, Details of the registration authority, VAT Identification Number , E-mail, Person or persons authorized to represent

Registered office address of the entity

Street * 0/106

House number * 0/10 Apartment number 0/10

Postal code * 0/6 Locality * 0/128

Country * Poland State or province name * Please select

Common name * 0/64 ?

Contact details

E-mail * 0/64 ?

Repeat the applicant's e-mail address * 0/64

Prefix * +48 Phone number * 0/9

Required fields:

- **Section Registered office address of the entity:** Street, House number, Postal code, Locality, Country, State or province name
- **Section Contact details:** E-mail, Repeat the applicant's e-mail address, Prefix and Phone number

The last part when filling in an application for an electronic seal will be to accept the information clause:

* In accordance with Article 13(1) and 13(2) of the General Data Protection Regulation of 27 April 2016 (hereinafter referred to as 'the Regulation'), we inform that:

1. The administrator of your personal data is Asseco Data Systems S.A. based in Gdynia, ul. Podolska 21, 81-321 Gdynia.
2. Contact to the Data Protection Officer at Asseco Data Systems S.A. can be obtained at the following e-mail address: IOD@assecods.pl, tel. no. +48 42 675 63 60.
3. Your personal data will be processed for the purposes necessary to perform the contract, pursuant to Article 6(1)(b) of the Regulation.
4. Your personal data will be stored for 20 years in accordance with Article 17(2) of the Act of 5 September 2016 on trust services and electronic identification (Journal of Laws of 2016, item 1579).
5. You have the right to access your data and the right to rectify, delete/forget, limit processing, transfer data, raise objections, withdraw consent at any time without affecting the legality of the processing that has been carried out on the basis of consent before its withdrawal. The implementation of all the above rights may be implemented through the form submitted at <https://www.daneosobowe.assecods.pl>.
6. You have the right to lodge a complaint with the Regulator when you consider that processing of personal data violates the provisions of the Regulation.
7. Providing your personal data is a condition for the conclusion of the contract. You are obliged to provide them, and the consequence of not providing personal data will be the inability to carry out the process of issuing a qualified certificate.

I declare that I have read the above information regarding the General Data Protection Regulation of 27 April 2016.

I consent the processing of my personal data in order to receive marketing information by means of electronic communication under the Act of 18 July 2002 on the provision of electronic services and in conjunction with Article 172(1) of the Act of 16 July 2004 on telecommunications law.

* - field required

Pursuant to art. 38 sec. 1 point 1 of the Act of 30 May 2014 on Consumer Rights (consolidated text: Journal of Laws 2014, item 827), we inform that after the Client is provided by Asseco Data Systems S.A. with a qualified certificate or its renewal, the Client loses the right to withdraw from the agreement concluded remotely.

3.3. Summary

After filling in the data and selecting the required approvals, click **Next** to go to the **Summary**. In this step you can verify the correctness of the entered data. If everything is correct, you will proceed to the next step - choosing the method of confirming your identity.

4. Confirmation of identity and required documents

At this stage you will choose the method of verifying your identity, which you can do:

- at the Point of Sale (form recommended by Certum)
- with a notary public

In the comparison table displayed on the page, select the verification method suited for you and confirm it by clicking on the **Confirm identity** button.



Once you have selected the verification method, returning to the choice of identity confirmation method will make the Certum documents currently created for you obsolete.

4.1. Confirmation of identity and required documents at the Point of Sale

If you choose to verify your identity at the Point of Sale, you can make an appointment. The list of points will be available after clicking on the [Go to list of Points of Sale](#) button.

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Note!!!

- In case of activating the SimplySign certificate: take your mobile device with you - a smartphone / tablet with Internet access;
- In the case of a certificate for a physical card: you can take the card, reader and laptop with you – Operator will help you configure a desktop device. You can also make an appointment at home / in the office.

Remember to take the necessary documents with you:

For a personal certificate:

- Identity document - a valid ID Card or passport;
- Declaration (ask the Certum operator whether to print the Declaration).

Optional:

- If the certificate is to contain a PESEL number, please provide: a document confirming the PESEL number (e.g. permanent residence card, confirmation of issuing the PESEL number, etc.) - required when using a non-Polish identity document.
- If the certificate is to contain a NIP number (Tax ID), please provide: a document confirming that the NIP number has been assigned (the subscriber's personal NIP number), issued by the Polish Tax Office, does not apply to a NIP number assigned to a Company. The NIP number field is intended for people who are entitled to use a NIP number (e.g. have an entry in CEiDG).

For a company certificate and electronic seal:

- Identity document - a valid ID Card or passport.
- Declaration (ask the Certum operator whether to print the Declaration);
- Power of attorney.

Optional:

- If the certificate is to contain a PESEL number, please provide: a document confirming the PESEL number (e.g. permanent residence card, confirmation of issuing the PESEL number, etc.) - required when using a non-Polish identity document.
- If the certificate is to contain a NIP number (Tax ID), please provide: a document confirming that the NIP number has been assigned (the subscriber's personal NIP number), issued by the Polish Tax Office, does not apply to a NIP number assigned to a Company. The NIP number

NOTE – in addition to verifying your identity, remember to provide additional documents that will confirm the data of the represented entity.

	Additional formal documents required to confirm the entity's data
Owner of a company conducting individual business activity.	<ul style="list-style-type: none"> a document which is the legal basis for the company's operation - a copy or printout from the Register of Business Activity (CEiDG)
Employees and representatives of a company and institution with legal personality (e.g. accounting firms, companies, local and public administration) as well as units without legal personality (e.g. budget entities, schools, registered partnerships and private partnerships).	<p>Company - enterprise</p> <ul style="list-style-type: none"> power of attorney – signed in accordance with the rules of company representation (the form is available for download together with the Declaration), a document which is the legal basis for the company's operation: <ul style="list-style-type: none"> ✓ an excerpt or printout from the National Court Register - not older than 6 months, ✓ an excerpt or printout from CEiDG or a certificate with the REGON identification number, confirming the company data. <p>Public institution</p> <ul style="list-style-type: none"> power of attorney – signed in accordance with the rules of company representation (the form is available for download together with the Declaration), a copy of the document setting out the rules of representation, a resolution or other decision on nomination, appointment to a given position, confirmation of the assignment of the NIP number of the represented entity, a certificate on the REGON identification number of the represented entity.
Persons belonging to the management or supervisory board of a given entity (e.g. President of the Management Board, Member of the Management Board, Proxy). The data of these persons is contained in the excerpt from the National Court Register or another document setting out the rules of representation.	<p>Company - enterprise</p> <ul style="list-style-type: none"> an excerpt or printout from the National Court Register - not older than 6 months, a resolution or other decision on nomination, appointment to a given position, confirmation of the assignment of the NIP number of the represented entity, a certificate on the REGON identification number of the represented entity. <p>Public institution</p> <ul style="list-style-type: none"> a copy of the document setting out the rules of representation, resolution or act of nomination, appointment to the position, confirmation of the assignment of the NIP number of the represented entity, a certificate on the REGON identification number of the represented entity.

<p>Persons performing important functions in public and local government administration (e.g. President of a City, Mayor, Commune Head). The data of these persons is contained in a relevant document setting out the rules of representation.</p>	<ul style="list-style-type: none"> • a copy of the document setting out the rules of representation, • a relevant decision on nomination, an act of appointment or any other document on the basis of which the person applying for a certificate acts as a public authority, • confirmation of the assignment of the NIP number of the represented entity, • a certificate on the REGON identification number of the represented entity.
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4.2. Notarial confirmation of the signature

If you choose to verify your identity with a notary public, you will be able to check on the website the list of notaries in Poland, Europe, and worldwide.

Remember to take the necessary documents with you:

For a personal certificate:

- Identity document - a valid ID Card or passport;
- Declaration (this is the main document that must be signed in the presence of a notary);
- Instructions for the notary public.

Optional:

- If the certificate is to contain a PESEL number, please provide: a document confirming the PESEL number (e.g. permanent residence card, confirmation of issuing the PESEL number, etc.) - required when using a non-Polish identity document.
- If the certificate is to contain a NIP number (Tax ID), please provide: a document confirming that the NIP number has been assigned (the subscriber's personal NIP number), issued by the Polish Tax Office, does not apply to a NIP number assigned to a Company. The NIP number field is intended for people who are entitled to use a NIP number (e.g. have an entry in CEiDG).

For a company certificate and electronic seal:

- Identity document - a valid ID Card or passport.
- Declaration (this is the main document that must be signed in the presence of a notary);
- Power of attorney;
- Instructions for the notary public.

Optional:

- If the certificate is to contain a PESEL number, please provide: a document confirming the PESEL number (e.g. permanent residence card, confirmation of issuing the PESEL number, etc.) - required when using a non-Polish identity document.
- If the certificate is to contain a NIP number (Tax ID), please provide: a document confirming that the NIP number has been assigned (the subscriber's personal NIP number), issued by the Polish Tax Office, does not apply to a NIP number assigned to a Company. The NIP number

NOTE – in addition to verifying your identity, remember to provide additional documents that will confirm the data of the represented entity.

	Additional formal documents required to confirm the entity's data
Owner of a company conducting individual business activity.	<ul style="list-style-type: none"> a document which is the legal basis for the company's operation - a copy or printout from the Register of Business Activity (CEiDG)
Employees and representatives of a company and institution with legal personality (e.g. accounting firms, companies, local and public administration) as well as units without legal personality (e.g. budget entities, schools, registered partnerships and private partnerships).	<p>Company - enterprise</p> <ul style="list-style-type: none"> power of attorney – signed in accordance with the rules of company representation (the form is available for download together with the Declaration), a document which is the legal basis for the company's operation: <ul style="list-style-type: none"> ✓ an excerpt or printout from the National Court Register - not older than 6 months, ✓ an excerpt or printout from CEiDG or a certificate with the REGON identification number, confirming the company data. <p>Public institution</p> <ul style="list-style-type: none"> power of attorney – signed in accordance with the rules of company representation (the form is available for download together with the Declaration), a copy of the document setting out the rules of representation, a resolution or other decision on nomination, appointment to a given position, confirmation of the assignment of the NIP number of the represented entity, a certificate on the REGON identification number of the represented entity.
Persons belonging to the management or supervisory board of a given entity (e.g. President of the Management Board, Member of the Management Board, Proxy). The data of these persons is contained in the excerpt from the National Court Register or another document setting out the rules of representation.	<p>Company - enterprise</p> <ul style="list-style-type: none"> an excerpt or printout from the National Court Register - not older than 6 months, a resolution or other decision on nomination, appointment to a given position, confirmation of the assignment of the NIP number of the represented entity, a certificate on the REGON identification number of the represented entity. <p>Public institution</p> <ul style="list-style-type: none"> a copy of the document setting out the rules of representation, resolution or act of nomination, appointment to the position, confirmation of the assignment of the NIP number of the represented entity, a certificate on the REGON identification number of the represented entity.

<p>Persons performing important functions in public and local government administration (e.g. President of a City, Mayor, Commune Head). The data of these persons is contained in a relevant document setting out the rules of representation.</p>	<ul style="list-style-type: none">• a copy of the document setting out the rules of representation,• a relevant decision on nomination, an act of appointment or any other document on the basis of which the person applying for a certificate acts as a public authority,• confirmation of the assignment of the NIP number of the represented entity,• a certificate on the REGON identification number of the represented entity.
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5. Forwarding documents to Certum



If you confirm your identity at a Point of Sale, all formalities will be handled on site

If you have verified your identity with a notary public, send the set of documents with the note **"Notary Public"** to the address:

Certum
ul. Bajeczna 13
71-838 Szczecin