Instructions for Acquiring a Digital Signature

Applying for a Digital Signature

Any person may obtain a qualified digital certificate and secure signature creation device (SSCD) with his presence at the Cyprus Securities and Exchange Commission offices where he will need:

A. to present his Identity card (ID), which will be photocopied.

B. to complete and sign the APPLICATION FORM & AGREEMENT FOR EU QUALIFIED CERTIFICATE FOR ELECTRONIC SIGNATURE (NATURAL PERSON)" (Appendix A.1).

C. to submit the "Authorization Form for use of the Electronic Signature" (Appendix A.2) filled and stamped by the Company.

In the presence of authorized representatives on behalf of the physical person at the Cyprus Securities and Exchange Commission offices, the authorized representative should provide:

A. the "Application Form for qualified certificate in Secure Signature Creation Device (DL2)" (Appendix A.1), signed by the applicant and certified by Certifying Officer.

B. a certified copy of the identity card of the applicant by an authorized lawyer.

C. to submit the "Authorization Form for use of the Electronic Signature" (Appendix A.2) filled and stamped by the Company.

D. a written authorization signed by the applicant and certified by a Certifying Officer, for the submission of the above documents and the receipt of SSCD by the authorized person (Appendix A.3).

Cost of acquisition / Payment

Buying a Secure Signature Creation Device (SSCD) costs €90. The issuance of a qualified digital certificate valid for one year, it costs €120.

Payments should be made to our offices or by deposit to Cyprus Securities & Exchange Commission bank account no IBAN CY57 0020 0118 0000 0005 0088 5900 at Bank of Cyprus. In cases of transfer or deposit to the bank account you are kindly requested to bring the relevant document with you.

Issuing a Digital Signature

The procedure for issuing a digital signature requires (a) the installation of the necessary software, (b) submitting an electronic application and (c) receipt of the certificate via the internet. When submitting the online application and picking up the id, users must **use only Internet Explorer**.

To issue your digital signature please follow the steps below:

A. Middleware Installation

All necessary software for managing your SSCD (USB Token) and changing the token's PIN is available on the CySEC web page (http://www.cysec.gov.cy/digitalsignature_en.aspx).

1. Select from the list entitled Middleware the version that corresponds to your Operating System (32 or 64 bit) and your USB Token and download the Middleware.


ID One Token

2. Double click the downloaded file in order to start the installation of the Middleware.

3. Answer Yes/ OK/ Next to all questions and install the software.

4. After installation you will have to reboot your PC.

B. Enrollment

1. Connect your SSCD (usb token) on your PC.

2. Using **Internet Explorer**, visit the url https://pki.adacom.com/PersonalSignature/.

3. In order to successfully complete the registration procedure you will have to add the URL https://pki.adacom.com to the Trusted Sites list of Internet Explorer. Click on the "Tools" menu and select "Internet Options" (If the menu bar is not visible press Alt).

4. Click the "Security" tab.

5. From "Select a zone to view or change security settings" select "Trusted Sites"

6. Click on the "Sites" button.
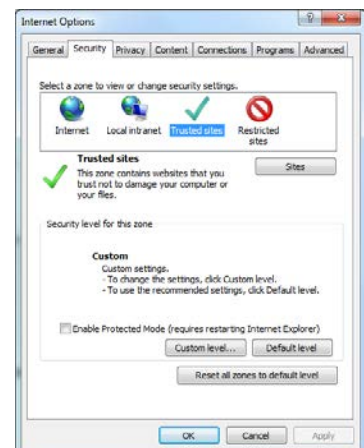
7. In the "Trusted Sites" dialog, type in the "Add this website to the zone" field the url https://pki.adacom.com and press the "Add" button.

8. Press "Close" to close the "Trusted Sites" dialog.
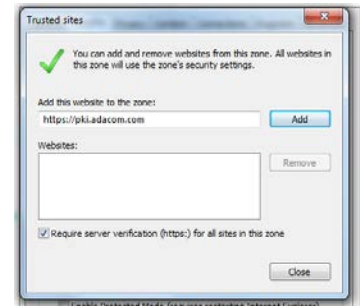
9. If your Internet Explorer is version 11 select from the "Tools" menu the "Compatibility View Settings…" option and add the adacom.com page to the list "Websites you've added to Compatibility View:" by clicking the "Add" button.

10. Click the "Close" button to return to the Digital ID Center page.
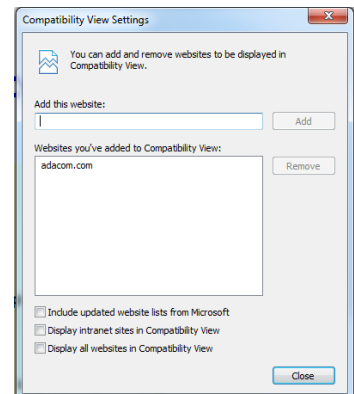
11. Select Enroll from the menu.

12. On the dialog box click the Yes button to continue.
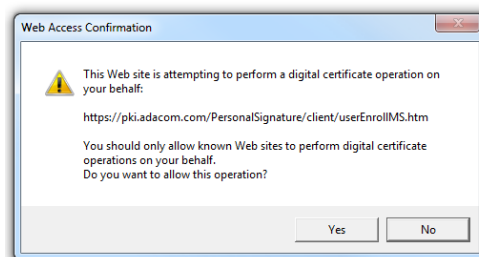
13. In case you get any ActiveX warnings please allow them to run.

14. On the page "Complete Enrollment Form" fill the fields "First Name" and "Last Name" as they appear on your national id or passport (whichever you used when you submitted your Application form).

15. Fill the field "Your e-mail address" using the e-mail address that you submitted with your application form.

16. Fill the fields "Title" and "Mobile".

17. Fill the "Purchase Order Number" with the "Purchase Order Number" that was send to your email address after you submitted your paper application.

18. In the "Country" field use the 2 character country code (ISO 3166-1) of the issuing country of your national id or passport (whichever you used when you submitted your Application form).

19. In the "Enter Challenge Phrase" field enter a password. The password will be used in case of revocation or renewal of your certificate.

20. If your token is the ID One Token by Oberthur Technologies select the "Oberthur Card Systems Cryptographic Provider" from the Cryptographic Service Provider Name.

21. Select "I have read and agree to Subscriber Agreement" and click the "Submit" on the bottom of the page.

22. A message will be shown asking to confirm your email address and mobile number. After checking your email address and mobile number press "OK" to continue.

23. A dialog informing you about the digital certificate operation will be shown. Select "Yes" to continue.

24. In the dialog asking for your PIN type your PIN. The default PIN for the ID One Token by Oberthur Technologies is **9999**. Press "Ok" to continue.

25. Wait until the completion of the process.
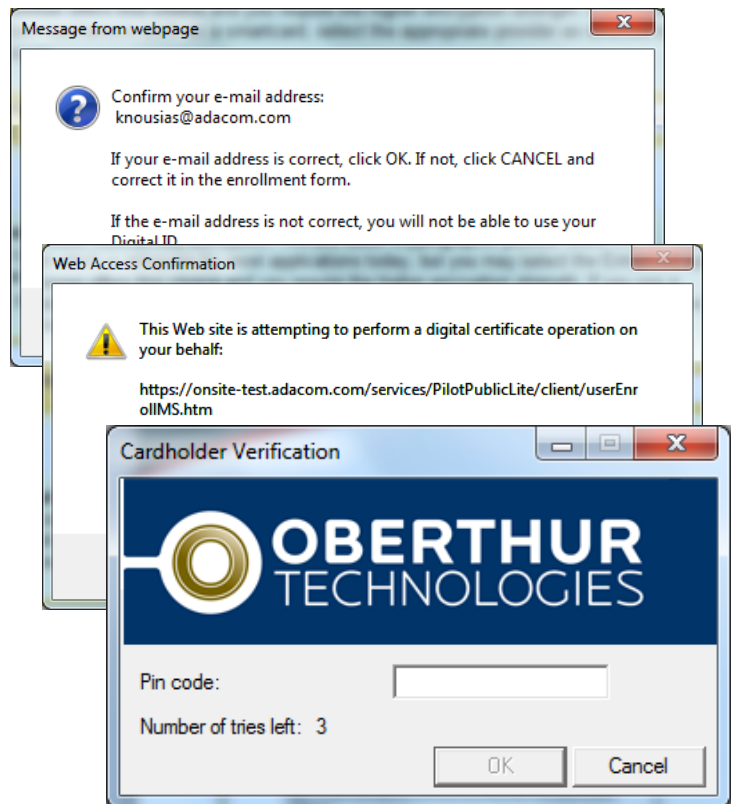
26. After the process is completed a message is shown informing you about the successful completion.
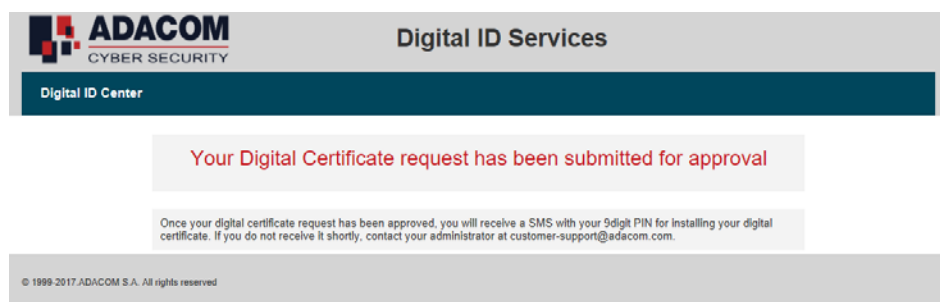
27. You will receive an email informing you about your enrollment.

C. Pick up ID

1. **Connect your SSCD (USB Token) on your PC**.

2. You will receive an email informing you that your digital id is ready.

3. You will receive a SMS message on the mobile number you submitted on your application that will contain a PIN that you will use during the Pick Up Process..

4. Use **Internet Explorer** and visit https://pki.adacom.com/PersonalSignature/.
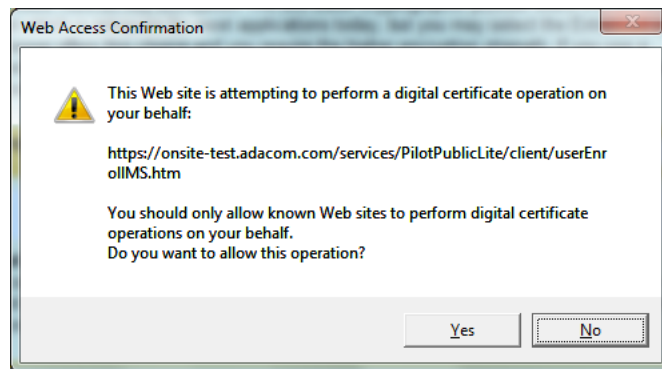
5. Select "PICK UP ID"
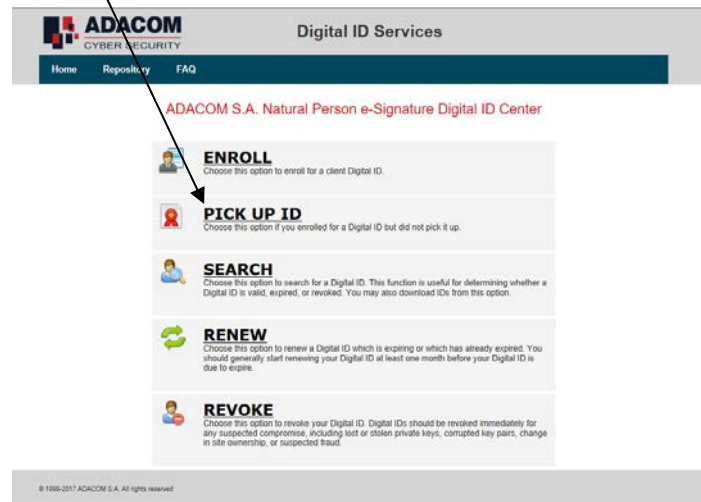
6. On the next page type the email address that was submitted with your application and click on "Search".

7. On the next page type the PIN contained in the SMS you received and click on "Submit".

8. Make sure that your SSCD (USB Token) is connected to your PC. On the dialog asking you to allow the operation click "Yes" in order to store your Digital ID on your token.

9. Congratulations, your digital certificate is stored on your security device.