# 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 (<u>http://www.cysec.gov.cy/digitalsignature\_en.aspx</u>).

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/.
- In order to successfully complete the registration procedure you will have to add the URL <u>https://pki.adacom.com</u> 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.

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Add

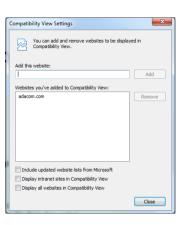
Close

#### of Circular CI144-2013-25

- 7. In the "Trusted Sites" dialog, type in the "Add this website to the zone" field the url <a href="https://pki.adacom.com">https://pki.adacom.com</a> and press the "Add" button.
- 8. Press "Close" to close the "Trusted Sites" dialog.

# Vebotes:

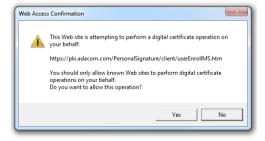
- 9. If your Internet Explorer is version 11 select from the "Tools" menu the "Compatibility View Settings..." option and add the adacom.com page to the list "Websites you've added to Compatibility View:" by clicking the "Add" button.
- 10. Click the "Close" button to return to the Digital ID Center page.



11. Select Enroll from the menų.



12. On the dialog box click the Yes button to continue.



13. In case you get any ActiveX warnings please allow them to run.

of Circular CI144-2013-25

- 14. On "Complete the page Enrollment Form" fill the fields "First Name" and "Last Name" as they appear on your national id or passport (whichever you used submitted when vou vour 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 "Purchase the Order Number" with the "Purchase Order Number" that was send to your email address after you submitted your paper application.

	ECOM Enrollment	
Home		
	Complete Enrollment Form	
	Enter your Digital ID Information Fill in all required fields. Please fill in your Given Name and Last Name either in Greek or characters as mentioned in your ID or passport. Finitis market with an assemble (*) are in your Digital ID and are viewable in the certificate's details.	
	First Name: * (recard) (Must he cond/ty as stated in your ID/ Passport) Last Name: * (recard) (Must be exactly as stated in your ID/ Passport) Your L mail Address: (region) (example – username@adatom.com) Title: *	
	(Example Programmer) Nobile: (recent) Purchase Order Number: * (recent)	
	Country: * (record) (Example: EL)	
	Challenge Phrase	
	The Challenge Phrase is a unique phrase that protects you against unauthorized action on your f anyone. Do not loos 4' You will need it when you want to revoke or renew your Olyitel ID	ligital ID. Do not share it with
	Enter Challenge Phones: (repres) Must be at lost 0 characters and must contain at lost one lower case lefter, and upper case lefter and one digit.	

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.

Select The Cryptographic Service Provider	
Select the Cryptographic Service Provider (CSP) based on t Base Cryptographic Provider", for Oberthur token choose "	he QSCD manufacturer. e.g For Safenet token choose "eToken Dberthur Card Systems Cryptographic Provider".
If you do not see any cryptographic service provider to select and try again.	t, please install the QSCD corresponding driver and Middleware,
Cryptographic Service Provider Name (required)	Oberthur Card Systems Cryptographic Provider 🔽

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

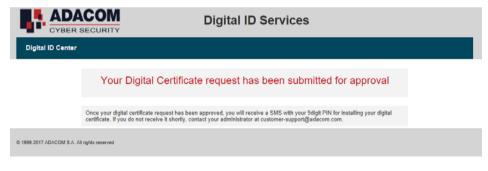


#### of Circular CI144-2013-25

- 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" ,

-	ECURITY
e Reposi	ny FAQ
	ADACOM S.A. Natural Person e-Signature Digital ID Center
	Encose his option to enroll for a client Digital ID.
	PICK UP ID     Choose this option if you enrolled for a Digital IO but did not pick: It up.
	SEARCH Choses this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or invoked. You may also download Dit from this option.
	Crickow Tarker (Constant and Constant and Constant) and Constant Constant and Constant C
	REVOKE Choose this gotion to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected comprovision, including lot of states private keys, completed key pars, change in site unimotive, or suspected flaud.

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".

of Circular CI144-2013-25

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.