Activate a cloud Qualified digital certificate

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1. Introduction

This guide describes the steps for activating a cloud qualified digital certificate issued by Trans Sped.

2. Activating cloud qualified digital certificate

After Trans Sped representatives have verified the documents and issued the Qualified Certificate, you will receive an email on the email address entered on the form that will include the following data:
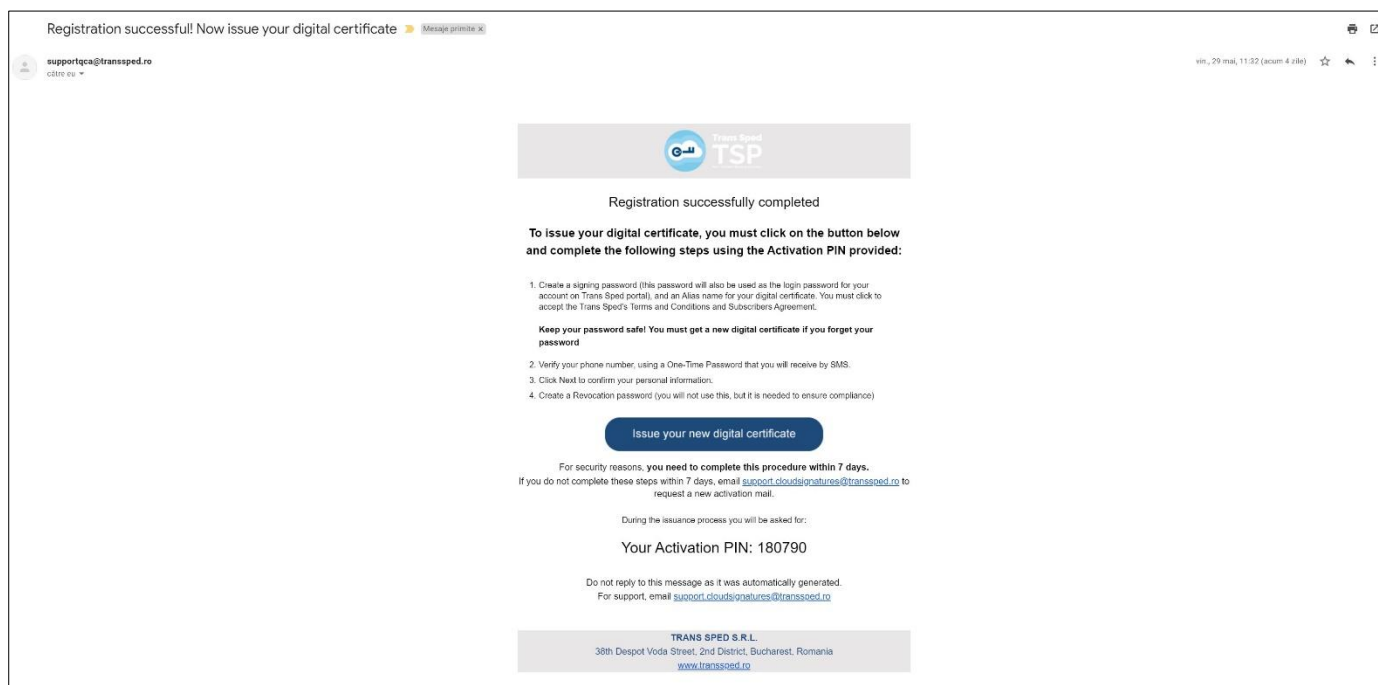
Follow the steps below to activate your cloud qualified digital certificate.

Step 1. Click on   where you will enter the phone number declared at the enrollment of the certificate and the activation PIN, received via SMS.

NOTE! THE PHONE NUMBER MUST CONTAIN THE COUNTRY PREFIX.

On the phone number declared you will receive an OTP (One Time Password) Code.
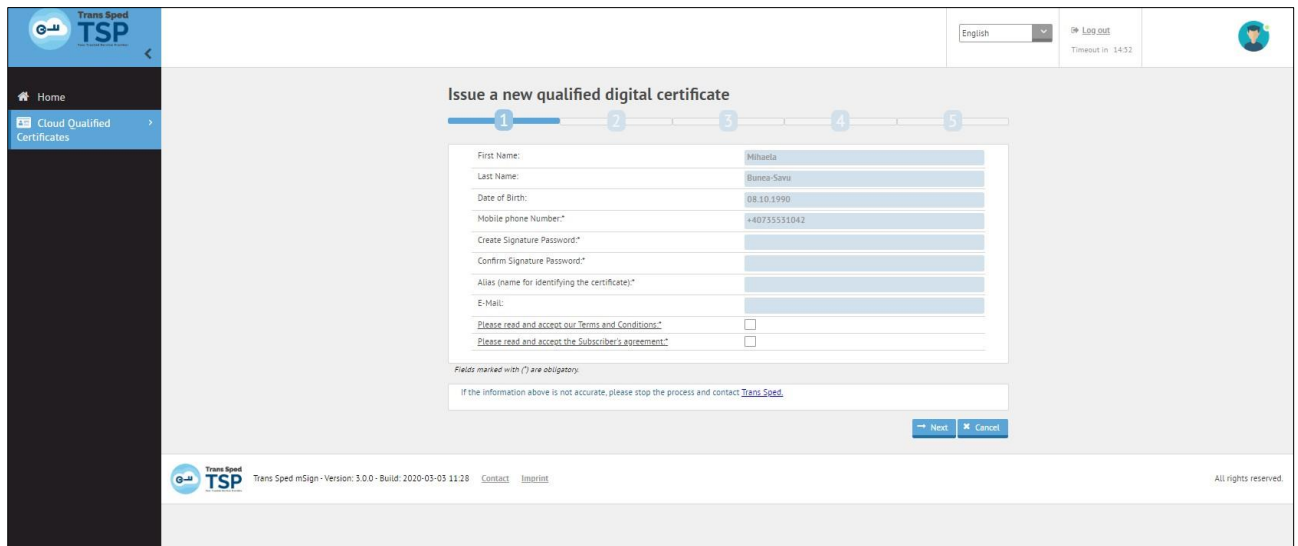
Step 2. Once authenticated, you will be redirected to the certificate management page. To issue a new certificate, go on the **Create new** icon, as in the example below.

Step 3. Complete all mandatory fields:

- *Signing password*
- *Confirmation or signing password*
  IMPORTANT! REMEMBER THE SIGNATURE PASSWORD YOU SET. IF YOU FORGET IT, the CERTIFICATE CAN NO LONGER BE USED AND IT WILL BE NECESSARY TO REVOCATE IT.
- *Alias (Your chosen name to be used to upload the certificate to your local computer)*

After filling the fields, the two documents **Terms and Conditions** and the **User Agreement** will be displayed, be read carefully, after which the two boxes will be ticked to express their agreement, and **Next** button will be pressed.

Step.4. After completing the certificate issuance data, a new window will be displayed where you will enter the **Tancode** code received by SMS on the number stated on the certificate.

The message will have the following form:

Activation message. Validity: 3 minutes
Reference value: XXXXXXXXXX
Tancode: YYYYYY
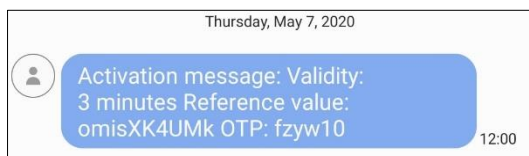
After entering the Tancode code, press **Next**.

Step 5. In the next window, check the displayed information and press **Next**.

**Step 6.** Enter the certificate revocation password (it can be the same with signature password) fields and press **Next**.

Step 7. The last window will let you know that your cloud qualified digital certificate has been issued, and you will receive a confirmation email.
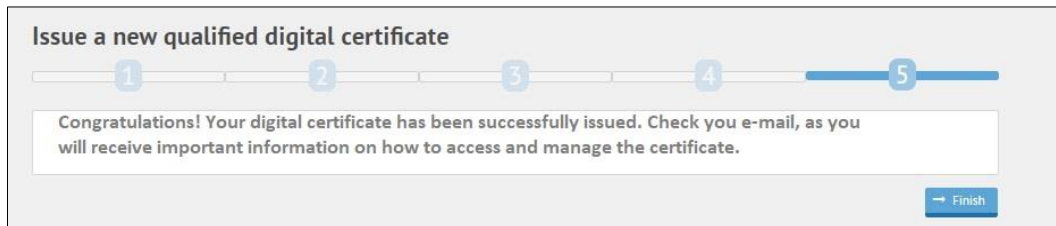
NOTE! The email will appear as shown below:

Subject: Issuance of cloud qualified digital certificate finished
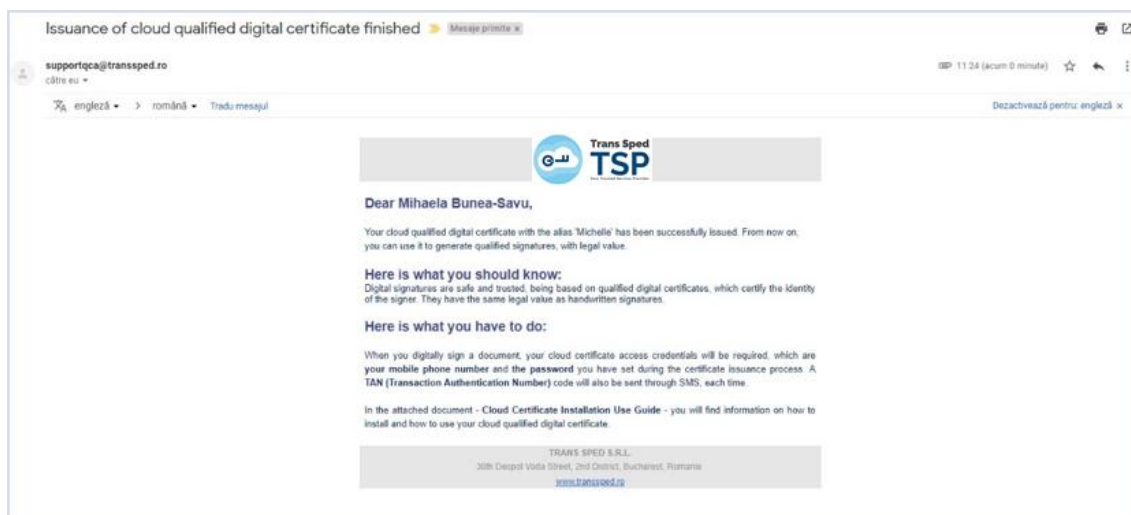
After finishing the cloud qualified digital certificate issuance operation, you will return to the main window where you can view the issued certificate by selecting **Show** icon.

In the opened window you will be able to view the cloud qualified digital certificate and its validity period.