



January 2021  
Version 1.0

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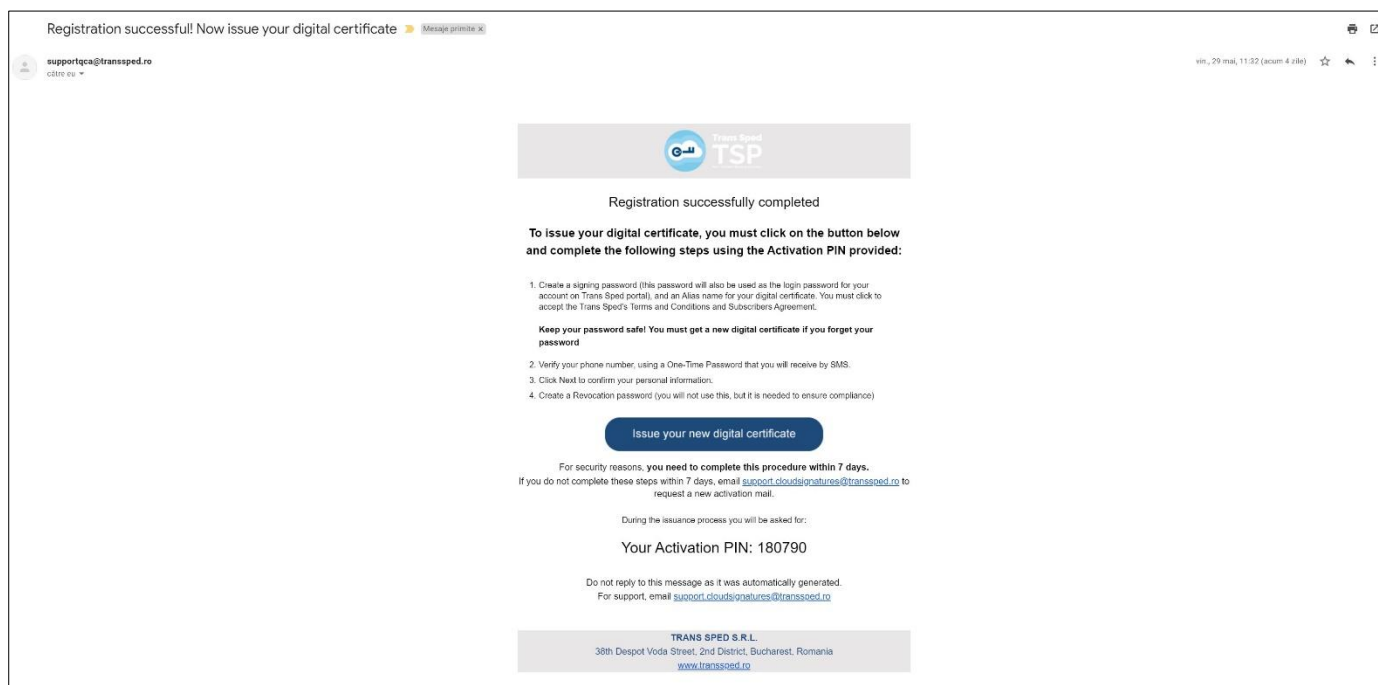
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## 1. Introduction

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.**



**Trans Sped**  
**TSP**  
Your Trusted Service Provider


You were redirected to this website by a Registration Officer. The certificate issuance can be continued by completing the following fields.

**Mobile phone number:**

**Activation PIN:**

English


On the phone number declared you will receive an OTP (One Time Password) Code.



**Trans Sped**  
**TSP**  
Your Trusted Service Provider

An OTP was sent to your mobile phone.

Have you received this message? And does the reference value in your message match this value: **ksFkIoFsQc**

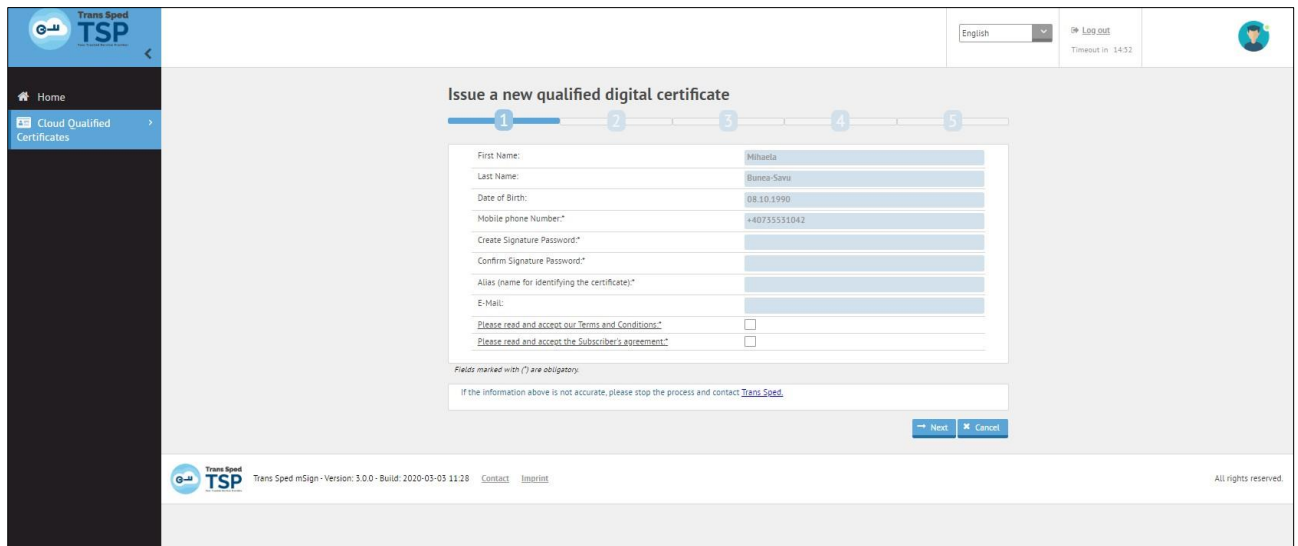


**Trans Sped**  
**TSP**  
Your Trusted Service Provider

[View signature data](#)  
Reference value: **ksFkIoFsQc**

OTP:

**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.



The screenshot shows the 'Issue a new qualified digital certificate' page. It features a progress bar with five steps, where the first step is active. The form contains the following fields:

- First Name: Mihaila
- Last Name: Bunica-Sanu
- Date of Birth: 08.10.1990
- Mobile phone Number\*: +40735531042
- Create Signature Password\*
- Confirm Signature Password\*
- Alias (name for identifying the certificate)\*
- E-Mail:
- Please read and accept our Terms and Conditions\* ☐
- Please read and accept the Subscriber's agreement\* ☐

Below the form, it states: 'Fields marked with (\*) are obligatory.' and 'If the information above is not accurate, please stop the process and contact [Trans Sped](#).' At the bottom right, there are 'Next' and 'Cancel' buttons.

**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 readed carefully, after which the two boxes will be ticked to express their agreement, and **Next** button will be pressed.

### Issue a new qualified digital certificate

- 1
- 2
- 3
- 4
- 5

First Name:	Mihaela
Last Name:	Bunea-Savu
Date of Birth:	08.10.1990
Mobile phone number:*	+40727704163
Create Signature Password:*	*****
Confirm Signature Password:*	*****
Alias (name for identifying the certificate):*	MihaelaB
Email:	mihaela.bunea@transsped.ro
Please read and accept our Terms and Conditions:*	<input checked="" type="checkbox"/>
Please read and accept the Subscriber's agreement:*	<input checked="" type="checkbox"/>

Fields marked with (\*) are mandatory.

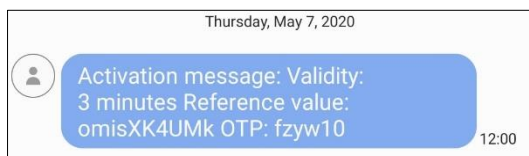
If the information above is not accurate, please stop the process and contact [Trans Sped](#).

[Cancel](#) [Next](#)

**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: XXXXXXXXXXXX*  
*Tancode: YYYYYY*



### Issue a new qualified digital certificate

- 1
- 2
- 3
- 4
- 5

The mobile phone number (+40735531042) is going to be verified.

A message with this reference value was sent to your mobile phone: omisXK4UMk

If the value doesn't match, use the resend message button.

Enter the received code here (3 tries left).

OTP:

[Resend Message](#) [Cancel](#) [Next](#)

After entering the Tancode code, press **Next**.

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

**Issue a new qualified digital certificate**

1 2 3 4 5

If the information below is not accurate, please stop the process and contact Trans Sped. Click Next to confirm the information.

Place of birth:*	Ploiesti
Country of birth:*	Romania
Nationality:*	Romania
Gender:	Female

**Address**

Country:*	Romania
Zip code:*	077180
City/Town:*	Tunari
District:	
Street:*	
Building number:*	
Unit/Entry/Steps:	
Door number:	

✖ Cancel ➔ Next

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

**Issue a new qualified digital certificate**

1 2 3 4 5

A digital certificate will be issued for:

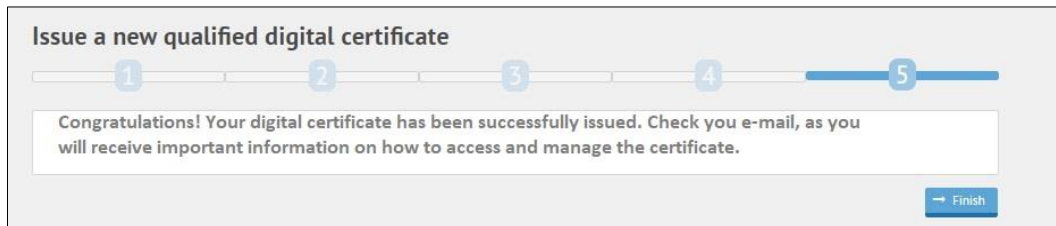
<input checked="" type="checkbox"/> First Name:	Mihaela
<input checked="" type="checkbox"/> Last Name	Bunea-Savu
<input checked="" type="checkbox"/> Email:	mihaela.bunea@transsped.ro

If the information above is correct, please choose a revocation password and store it securely. Otherwise, contact Trans Sped.

Enter a revocation password:	*****
Confirm revocation password:	*****

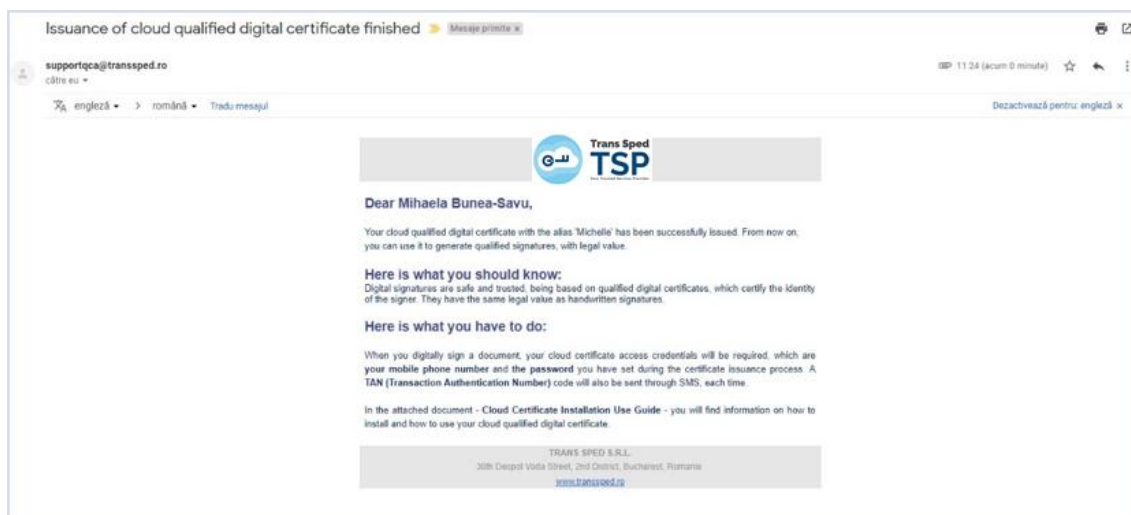
✖ Cancel ➔ Next

**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.



The screenshot shows the Trans Sped TSP web application interface. On the left is a dark sidebar with navigation links: Home, Cloud Qualified Certificates (selected), Create new, Show, and Options. The main content area has a light green header with the text "List of cloud qualified certificates ready for use:". Below this is a table with the following data:

Alias:	Mobile phone number:	E-Mail:	Created at:	Valid until:
Mihaela_Bunea	40727704163	mihaela.bunea@transped.ro	13.02.2020, 11:27:18	13.02.2021, 10:53:40

Below the table, there is a footer section containing the Trans Sped TSP logo, version information "Trans Sped mSign - Version: 3.0.0 - Build: 2020-05-03 11:28", links for "Contact" and "Support", and the text "All rights reserved.".