



TRANS SPED OTP APPLICATION – USER GUIDE

Version 2
September 2020

1. Introduction

The instructions in this guide describe the process of installing and using Trans Sped OTP application, an application that allows the authorization of a qualified electronic signature based on a qualified cloud certificate issued by Trans Sped.

The application can be downloaded from Play Store for Android devices, or the App Store for iOS devices.

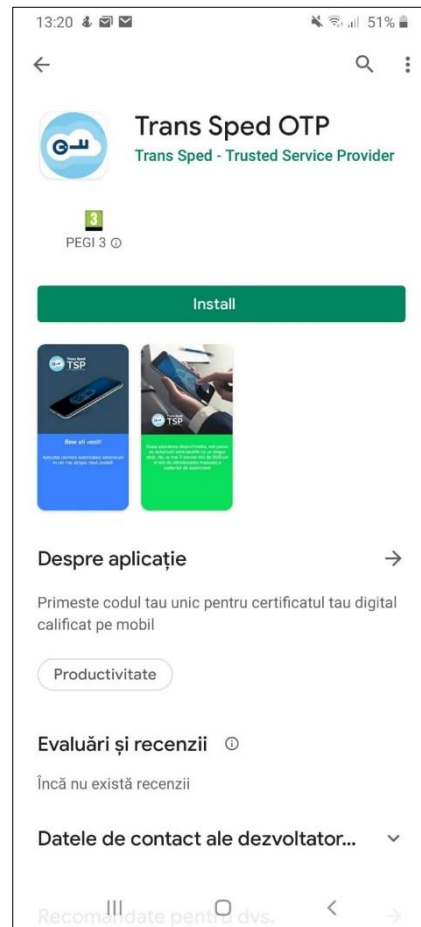
2. Prerequisites

To use the application is necessary to have:

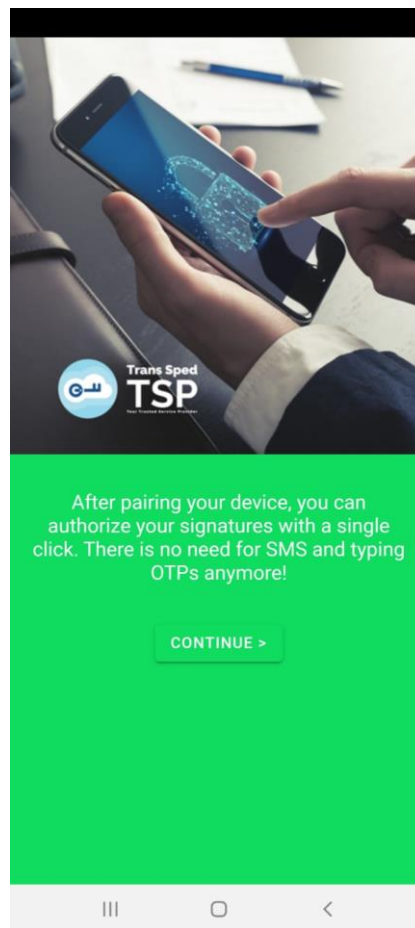
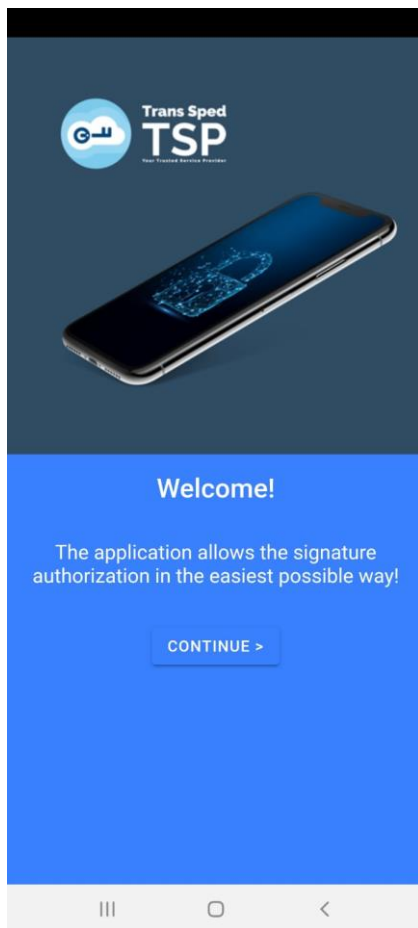
- Internet connection
- Android or IOS operating system
 - Android (at least 6.0 sdk 23 version)
 - IOS (at least 11.0 version)
- Cloud based qualified certificate issued by Trans Sped.

3. Installing the application and association with the qualified certificate

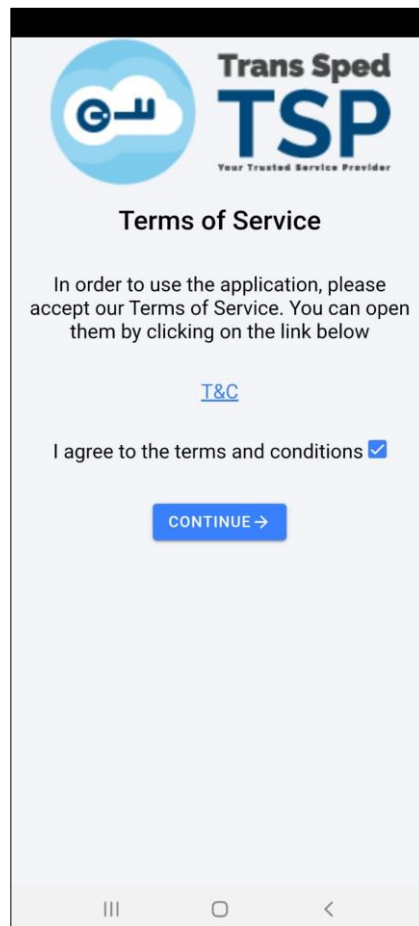
Download and install the application.




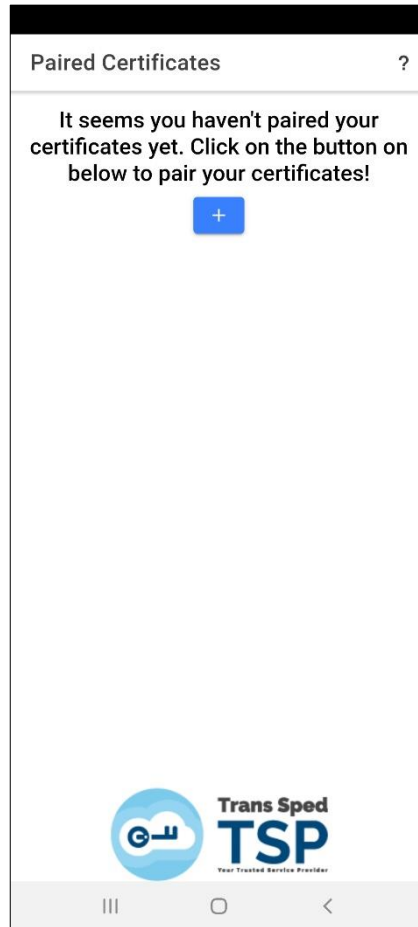
- After installation, open the application and click on **Continue** button.



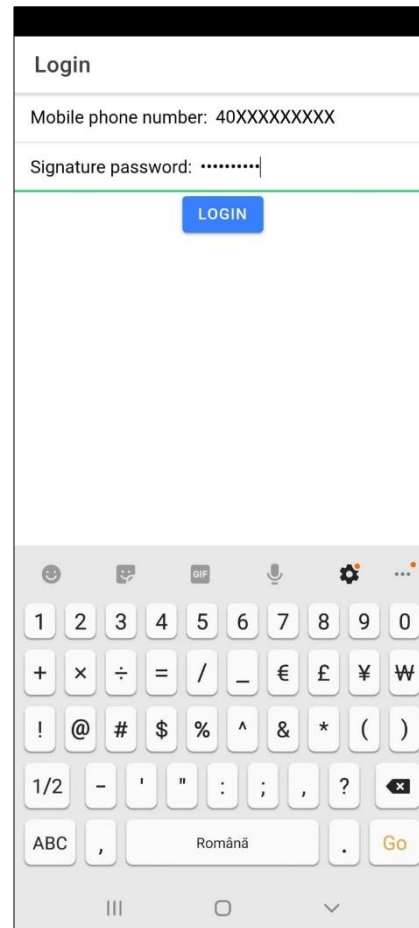
- The next page will contain **Terms and Conditions**, to use the application you must agree to them. Check the box on the agreement and click on **Continue** button.
- To download terms and conditions of the application, click on the displayed link (T&C).



- The new window will indicate that there is no certificate associated with the application. Press the button 



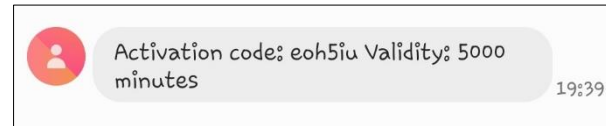
- Authentication will be required. For this, enter the telephone number (with prefix) and the signing password set at the time of issuing the qualified certificate. After that press **Login** button.



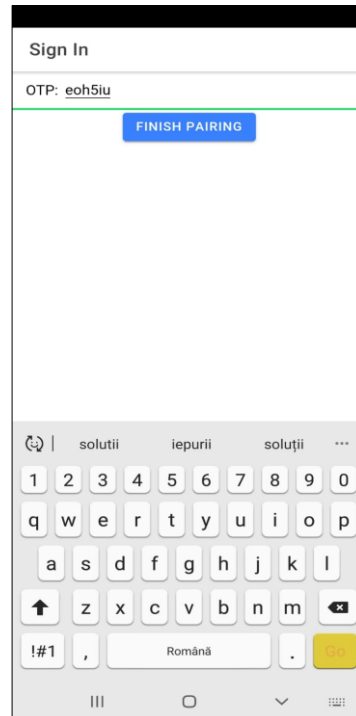
The image shows a mobile application interface for login. At the top, there is a black header bar. Below it, the word "Login" is displayed in a white box. The main area has two input fields: "Mobile phone number: 40XXXXXXXX" and "Signature password:". A blue "LOGIN" button is positioned below the password field. At the bottom, a standard Romanian QWERTY keyboard is visible, with a "Go" button on the right. The background of the app is white, and the overall interface is clean and modern.

- An OTP code will be received by SMS on the declared phone number. To complete the association type the OTP code.

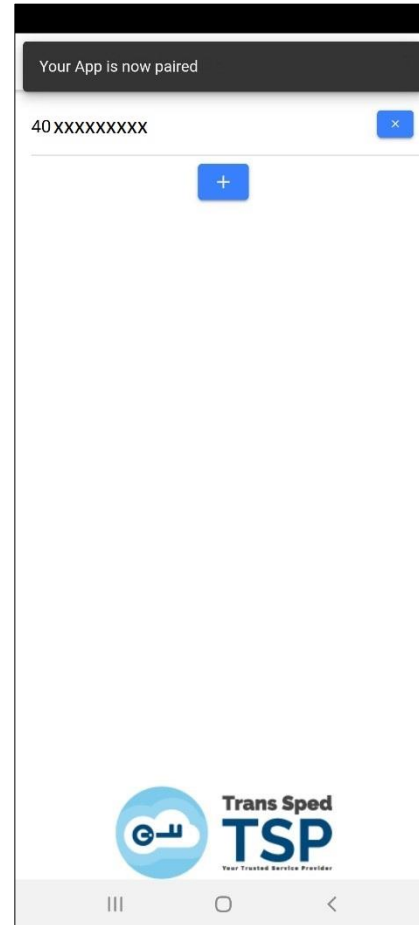
The received SMS will be in the form:



- After entering the OTP code, press **Finish pairing** button.

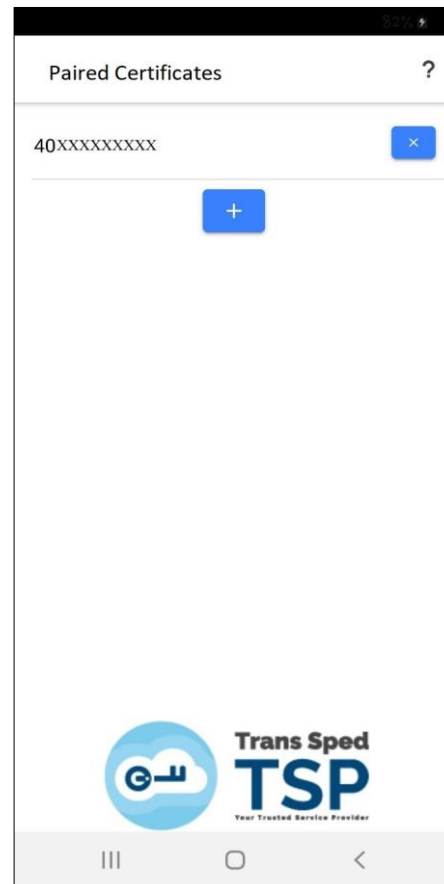


- The displayed message will announce that the application is now paired.

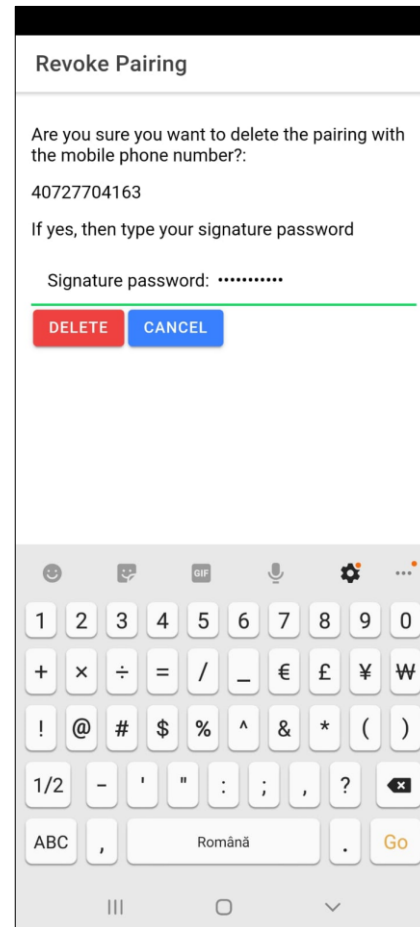


4. Revoking the association of the application with the qualified certificate

- Open the application and click on button  next to the phone number for which the revocation of association is desired.



- Signing password will be entered for revocation. After entering the password click on **Delete** button.




The screenshot shows a mobile application interface with a white background and a black header bar. The title 'Revoke Pairing' is displayed in a bold, black font. Below the title, the text 'Are you sure you want to delete the pairing with the mobile phone number?:' is followed by the number '40727704163'. A prompt 'If yes, then type your signature password' is shown above a text input field containing 'Signature password:'. At the bottom of the form, there are two buttons: a red 'DELETE' button and a blue 'CANCEL' button. A standard QWERTY keyboard is visible at the bottom of the screen, with the language set to 'Română'.

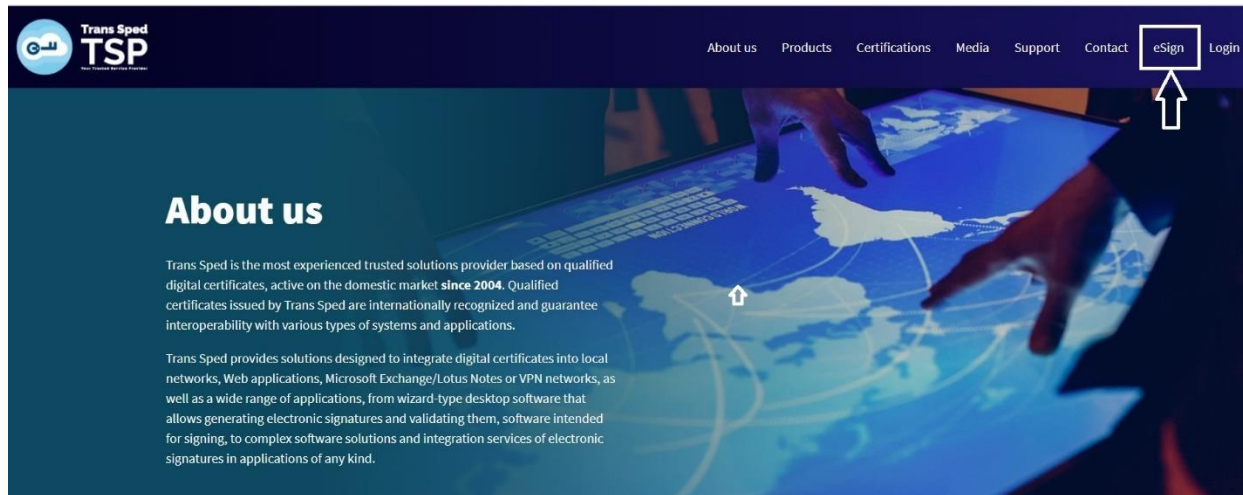
- The message displayed will announce that the pairing has been successfully deleted.



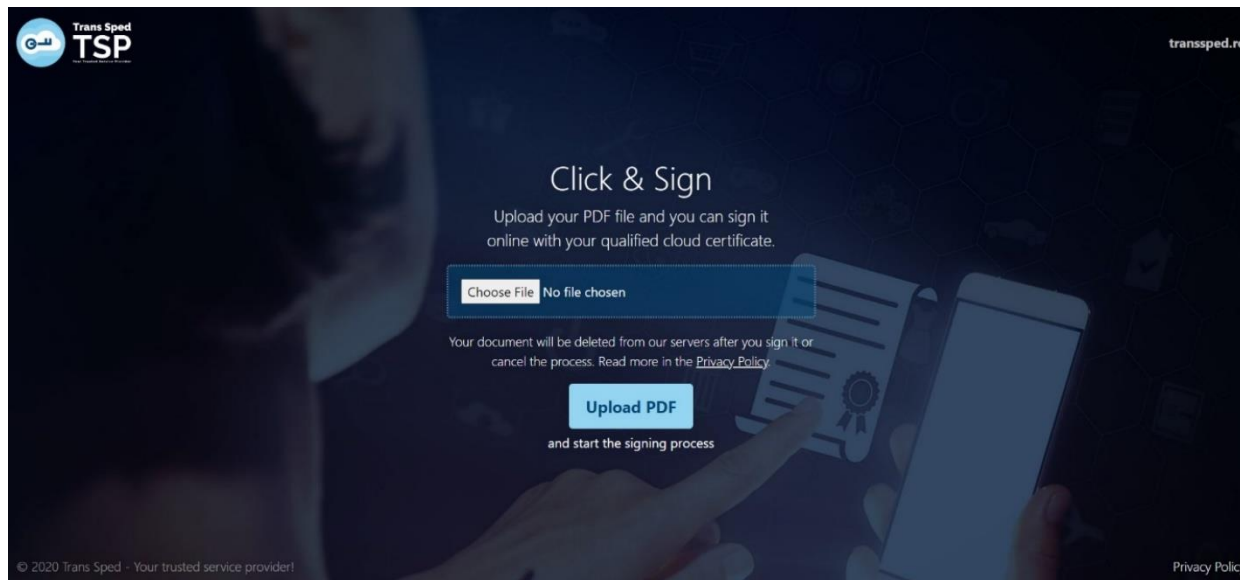
4. Signing a document via web interface using Trans Sped OTP application

NOTE! The web interface can only be used for signing .pdf documents.

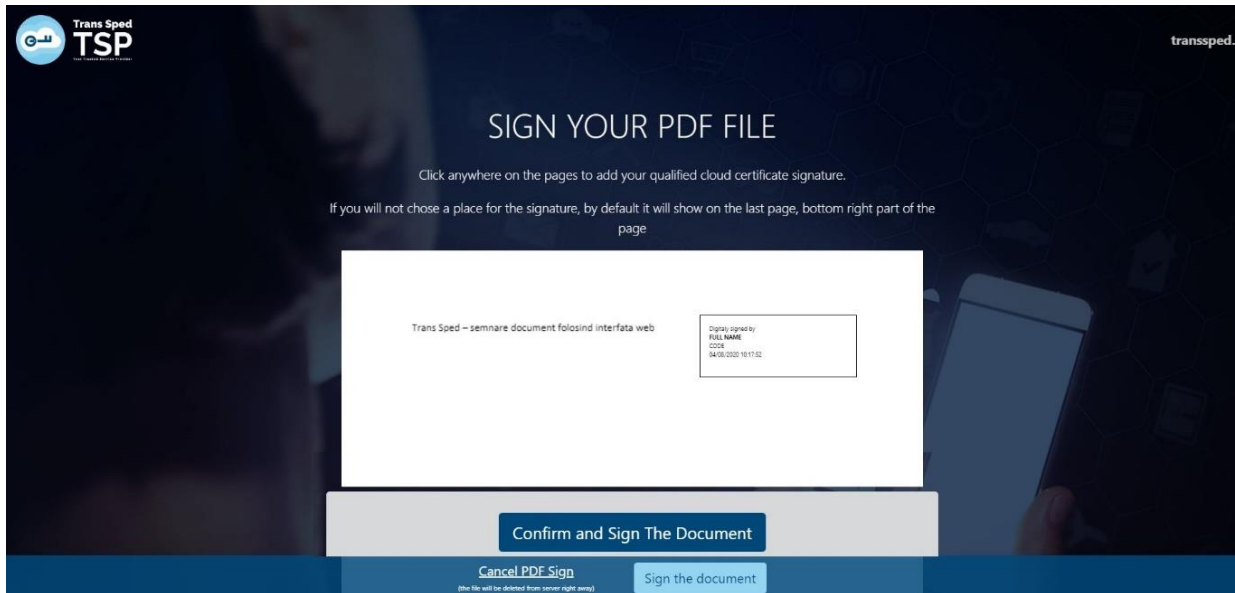
- To access the document signing web interface using the cloud qualified certificate access the link www.transsped.com
- From the main menu click on  button.



- The first step is to upload the document you want to sign. To do so, click **Choose File** and select the file and then click on **Upload PDF**:

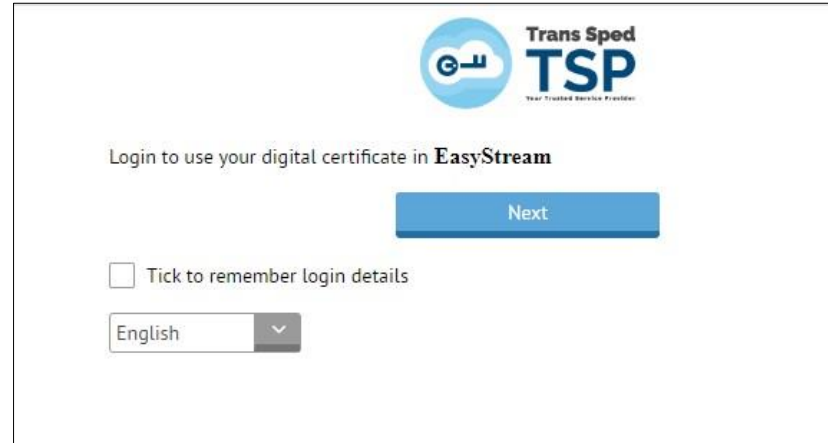


- Click anywhere on the pages to add your qualified cloud certificate signature. If you will not choose a place for the signature, by default it will show on the last page, bottom right part of the page.



- Once you have chosen the place where you want the signature to appear on the document, click on **Sign the Document**.

- In the window that opens click on the **Next** button to use your digital certificate for signing.



Trans Sped
TSP
Your Trusted Service Provider

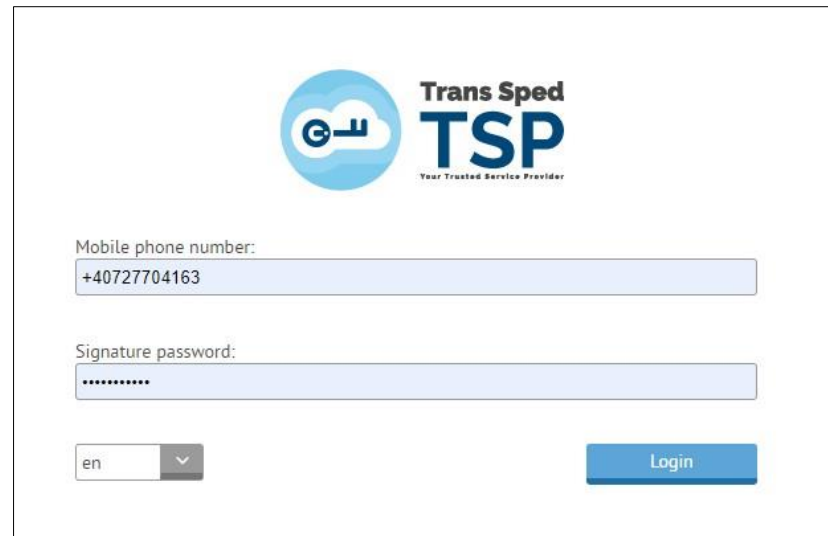
Login to use your digital certificate in **EasyStream**

Next

☐ Tick to remember login details

English ▼

- On the new page, will be entered the necessary login data, as the telephone number declared at the registration of the certificate and the signing password set when the mobile certificate was issued.



Trans Sped
TSP
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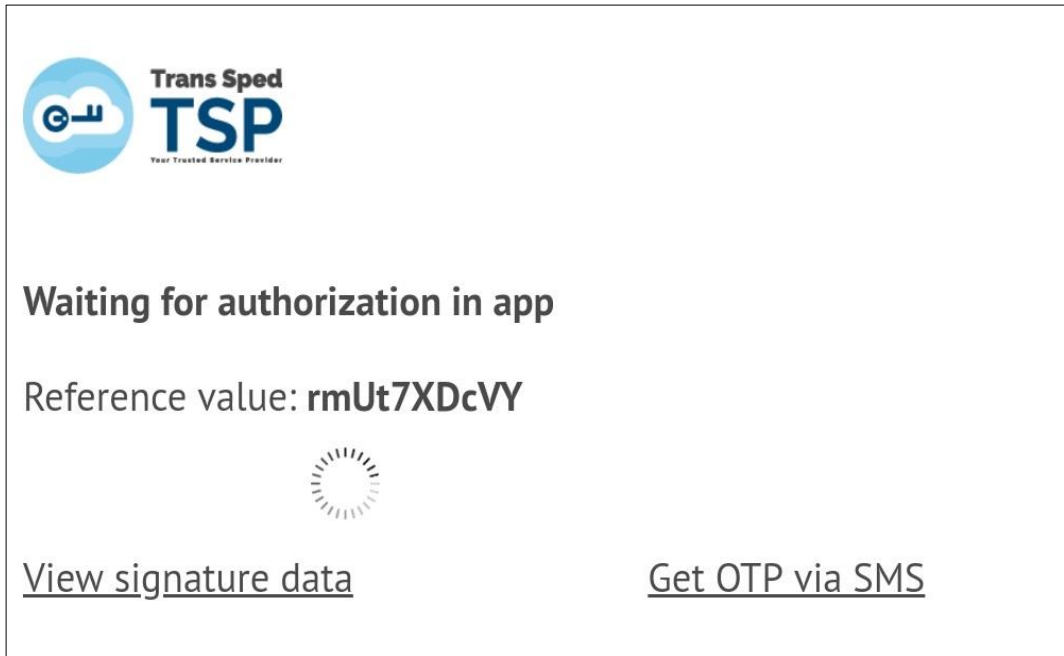
Mobile phone number:
+40727704163

Signature password:

en ▼

Login

- After authentication, you will receive the redirect message to the application to authorize the signature.



- Open the application and click on **Sign** button.

Authorize Signature

Please Authorize the Signature:

OTP: by6cjr
Reference ID: rmUt7XDcVY

- All available certificates will be presented and the one you want to sign will be chosen from the list by clicking on **the Send / Resend OTP** button next to the certificate.
- Enter the Signing Password and the new OTP received via the application and click on **Sign**.

Available Certificates 7

Choose one of the certificates by clicking on the **Send/Resend OTP** button in order to proceed.
The newly received OTP will be used on the signing process.

	Issued to	Valid Until	Issued by	
<input checked="" type="radio"/>	Mihaela Bunea-Savu	13.02.2021	Trans Sped Mobile eIDAS QCA G2	Resend OTP
<input type="radio"/>	MIHAELA BUNEA-SAVU	03.06.2021	Trans Sped Mobile eIDAS QCA G2	Send/Resend OTP

Certificate Password OTP

 [Sign](#)

The password you used when you generated the certificate We will identify you based on your phone number.
You just received a code on your phone.

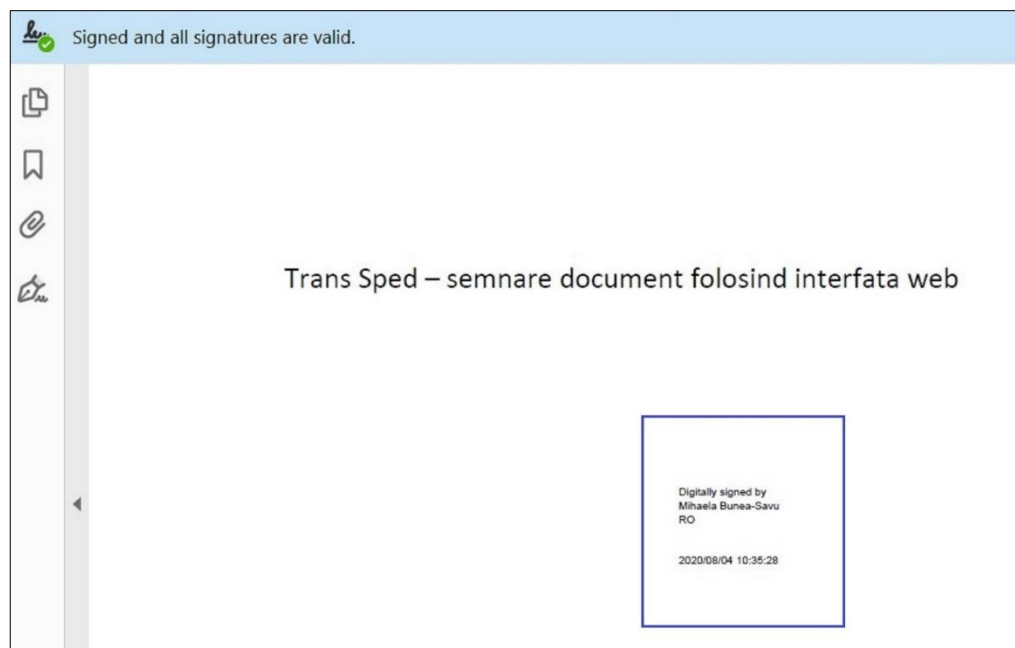
Not **MIHAELA BUNEA-SAVU**? [Click here to logout](#)

[Cancel PDF Sign](#) [Sign the document](#)
(the file will be deleted from server right away)

- To download the signed document, click on **Download Signed PDF**.



- The following details regarding the applied signature will appear on the signed document:





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