



Certum S/MIME Mailbox certificate activation

Ver. 1.8

assecO

 **Certum**
by assecO

Table of Contents

- 1. Product description 2
- 2. Certificate activation 3
 - E-mail verification step..... 3
 - Certificate activation step 5
 - Summary 8

1. Product description

Certum S/MIME certificates are security certificates used in e-mails to secure electronic communication. They enable the encryption of message content, ensuring privacy and confidentiality of e-mail correspondence. Additionally, S/MIME certificates allow for the addition of digital signatures, to confirm the sender's identity and guarantee the integrity of the transmitted content. With Certum S/MIME certificates, it is possible to enhance the security of e-mail communication by verifying the e-mail address/identity of the sender, encrypting messages and ensuring integrity.

2. Certificate activation

As the Certum **customer**, you will be able to start the activation process of your certificate in the store at **My account** in the **Data security products** tab.

As the **partner**, you start the process through partner panel from the **Dashboard** by choosing the product you want to order.

The process of issuing the certificate consists of several steps:

- **E-mail verification** – providing an e-mail and the verification
- **Certificate activation** – key pair generation, choosing the fields to include in the certificate and submit to issue.

As the activation process goes, each step will go through the next statuses:



Step is awaiting for
the data



Data is saved and
waiting for verification



Verification was
successful



Providing the data is
not available yet

E-mail verification step

As the Certum **customer**, you will be able to start the e-mail verification step from **Dashboard**, using **E-mail verification** option:

The dashboard interface includes a left sidebar with navigation options: Dashboard, Certificates, Domains, Transfers, Certificate Discovery, and Certum Shop. The main content area features a 'Hello' message, a 'Notifications' section with tabs for Information, Problems, Expiration, and New certificates, and two informational panels on the right. The 'Notifications' section is currently empty, displaying a message: 'Could not find any tasks matching criteria.'

or from the **Certificates** list – choose the certificate you want to activate and use **Provide e-mail address** option.

The 'Certificate for order ORDER/0000123456/b01' page displays the 'E-mail address for certificate' section with a 'Waiting for data' status and a 'Provide e-mail address' button highlighted with a red box. The 'Details' section on the right provides the following information:

- Product category: S/MIME
- Product: Certum S/MIME Mailbox 365 days - issue
- Order date: 2025-11-27 13:35

As the **partner**, you will be able to start the e-mail verification step from **Dashboard**, using new order option. After choosing the product type and providing the order details, you will be able to provide the data used in the first step of issuing the certificate.

In this step, you will provide the e-mail to be included in the certificate.

Provide the e-mail address to include in the certificate and proceed.

The screenshot shows a two-step process. Step 1, 'E-mail data', is active and highlighted with a blue circle containing the number '1'. Step 2, 'Summary', is shown as a grey circle. The main content area has a white background with rounded corners. It features a large heading 'Provide an e-mail address' and a sub-heading 'Provide an e-mail address which you want to include in the certificate. It will require a verification of the control over it.' Below this is a label 'E-MAIL ADDRESS*' and a text input field containing 'joedoe@youremail.com'. A blue 'Next' button is positioned at the bottom right of the form area.

Check provided data on the summary screen. If the data is correct, complete the e-mail verification step.

The success screen will inform you that the e-mail address has been saved. Verify the access to it. After completing e-mail verification its status should change to “verified”, which will allow you to proceed to the last step, which is **Certificate activation**.

Certificate activation step

You will be able to start certificate activation step from **Dashboard**, using **Certificate activation** option or similar to the previous step: from the **Certificates** list – choose the certificate you want to activate and use **Activate certificate** option.

In this step you will check the fields to be included in the certificate and generate key pair.

1 Certificate data Generation method Key pair generation Summary

Certificate data

Choose the data to be included in the certificate. Some of the fields are mandatory and there is no option to uncheck them.

S/MIME
Certum S/MIME Mailbox 365 days - issue

E-mail address [E]:
joedoe@youremail.com

Common name:
joedoe@youremail.com

Once you have checked the chosen data, go to the key pair generation.

For this type of certificates, the available key generation method is CSR which means providing a certificate signing request generated by a generator, e.g. [Certum Tools](#), or by the application/server where the certificate will be installed.

The screenshot shows a four-step progress bar at the top: 'Certificate data' (checked), 'Generation method' (active, step 2), 'Key pair generation', and 'Summary'. The main content area is titled 'Key pair generation method' and includes a sub-header 'Key pair generation method' and a radio button selection for 'CSR'. A 'Back' link is on the left and a blue 'Next' button is on the right.

Certificate data 2 Key pair generation Summary

Key pair generation method

CSR method requires to provide CSR generated with Certum Tools app or by your own.

Key pair generation method

CSR

[Back](#) [Next](#)

CSR method

After proceeding, paste your CSR. After pasting the CSR, it will be verified whether it is correct. If a CSR error occurs, it will be indicated in the error message.

Certificate data Generation method **3** Key pair generation Summary

CSR

Enter Certificate Signing Request (CSR) or use the Certum Tools application to generate new CSR.

```
d86KieYDxTLhnO/3JNuVFv6xuW9pT38zTLVCYvjm5pA22QZhxOUqHDJKAsbu/zvC
96D0aF/wvYloff3i3C9y4FyWgajUC2Sw0WjAYzT6bFhKTM/lPOy8hqaBOoB3MsnW
CH2w2vBMYNm+1WP7r/WvzvwyD5b9EjU4ThRbz3GX5rzMqq7JgCfOdnfOC4G4iFO0
vXSKCWA64vg75/8/1plrLYI/8J82rk+PRKqgb7hRYtqWfAGPHZkJw5/itX9cQfp
gCDEix1VCVBKnIolE8KY1mWMycByGVIfy/d8AN7xxar/w7/k1eE50ExAgMBAAEw
DQYJKoZIhvcNAQELBQADggEBAJqP2fTUfXUnoHcLJiEZvT1zBTqYxyr5hRK+i54J
FfbxWWOLua0YEB70ZD1ZV+03NtF0tmzEveLtmJtdaot1uQlaTmopkQ04SnLetMHi
2hTQSJdizIB3w7wbc17PDzG/ZtnWTO3UfcM0wD7t3FwgUJXYBEvL/Z/Y3YttYrsA
NHYA7qpkNF9X1WUEsJ7LLzUVU2vRpfXIZfJVHyWjW5zDTxMqoQYk3/1ZyM/nzON7
dBCGp0CmEM8GS9wa2Cdc3a6yHmT//BykKZfU1a2MIw0+BDcxwCgZLzHmHnw640YBw
li+gfp4M9npcHi8BZ31u9jpQW/v0s1S3DQn0PnILKkDeHY=
-----END CERTIFICATE REQUEST-----
```

Correct

[Download Certum Tools app](#)

Remember to save the private key if you generated a CSR using the generator (e.g. Certum Tools app). You will need it to install the certificate once it is issued.

Providing the correct CSR and proceeding will display the summary screen. Check all of provided data. Mark the required statements if needed and complete certificate activation.

Summary

Go to the summary screen and check all of provided data. Mark the required statements if needed and complete certificate activation.

The success screen will inform you that the certificate has been submitted for issuance. The issued

certificate can be downloaded from the certificate creation e-mail or from the certificate details view: in a convenient **PEM** or **DER** encoding.

From the certificate details view you can also download subordinate certificates for the certificate.

If you need a PFX file, you can use the [Certum Tools](#) generator.