

# Certum S/MIME Organization certificate activation

Ver. 1.8

assecO

 **Certum**  
by assecO

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## 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

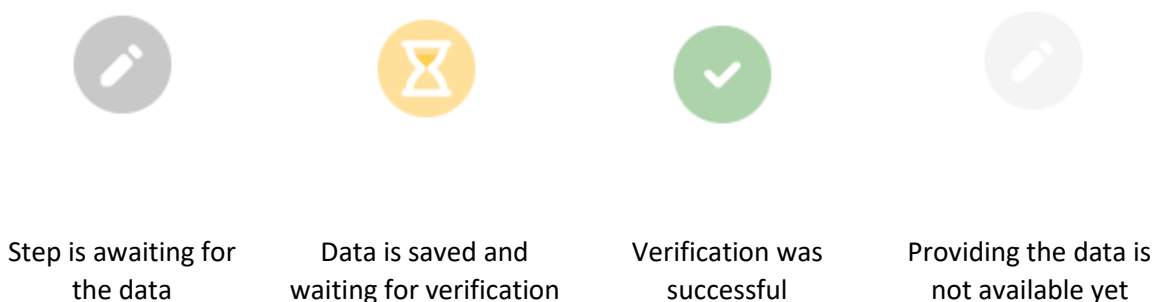
As the Certum **customer**, you will be able to start the activation process of your certificate in the store at **My account** in the **Data security products** tab.

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:

- **Data verification** – providing organization's data and the verification
- **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:



### Data verification step

Providing data to be verified is the step in which you provide the data of the organization for which the certificate will be issued. From the data provided here, it will be possible to select data for the certificate in the last step of certificate activation.

The list of supported verification documents you can check at [Information about required documents](#).

As the Certum **customer**, you will be able to start the data verification step from **Dashboard**, using **Data verification** option:

The screenshot shows the Certum dashboard interface. At the top, there is a navigation bar with the Certum logo, language options (PL, EN), a notification bell, and a user profile (TT Customer). The left sidebar contains a menu with items: Dashboard, Certificates, Domains, Transfers, Certificate Discovery, and Certum Shop. The main content area is divided into several sections:

- Hello:** A welcome message stating, "You have logged in to the data security products panel where you can activate, check the status and manage them." It includes a Certum logo icon.
- Notifications:** A section with tabs for Information, Problems, Expiration, and New certificates. Below the tabs is a message: "Could not find any tasks matching criteria." accompanied by an icon of an open box.
- Useful information:** A section explaining the certificate activation process, mentioning steps like providing organization and subscriber data, domains, and keys.
- Useful sources:** A section with links to "Automatic subscriber verification", "Help, required documents", "CSR and PFX generator", and "Our products".
- S/MIME Certificate Details:** A card for an S/MIME certificate with order number ORDER/0000123456/b01. It features three buttons: "Data verification" (highlighted with a red box), "E-mail verification", and "Certificate activation". Below the buttons, it shows fields for Alias, Product (Certum S/MIME Organization 365 days - issue), and Status (Waiting for activation).

or from the **Certificates** list – choose the certificate you want to activate and use **Provide the data** option in the organization's data section:

The screenshot shows the details page for a certificate. The title is "Certificate for order ORDER/0000123456/b01". The "CERTIFICATE STATE" is "Waiting for activation". The main content is divided into two panels:

- Organization's data:** A section with a status "Waiting for data" and a blue button labeled "Provide the data" (highlighted with a red box).
- Details:** A section showing certificate information:
  - Product category: S/MIME
  - Product: Certum S/MIME Organization 365 days - issue
  - Order date: 2025-11-27 13:35

As the **partner**, you will be able to start the data 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.

The wizard will guide you through the process of providing the data. In the first stage, choose to **Provide new data**. In the future, it will be possible to use them to issue another certificate.

## Data to be verified

Select one of the verified set of data or provide a new one for verification. From the selected data, in the certificate activation step, you will be able to select the fields included in the certificate.

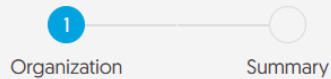


Provide new data

In the next stage, provide the organization's data. Here, provide the organization's details and the address of its headquarters. The data will be used to verify the existence of the organization.

Choose also how Certum will verify the existence of the organization:

- **By registration number** – Certum will search for information about the organization in the public register using the provided number
- **Attaching a document** – you will add a document confirming the establishment of the organization.



## Organization data

Provide the data to let us verify your organization existence. From this data you will be able to choose the fields to include in the certificate.

### The data of the organization

ORGANIZATION\*

Your company

### Headquarters of the organization

COUNTRY\*

Poland [PL]

STATE OR PROVINCE\*

mazowieckie

LOCALITY\*

Warsaw

### Verification method

Search the information about the organization by registration number

Add the document to verify organization existence

REGISTRATION NUMBER TYPE\*

KRS

REGISTRATION NUMBER IN THE REGISTRY\*

12345678

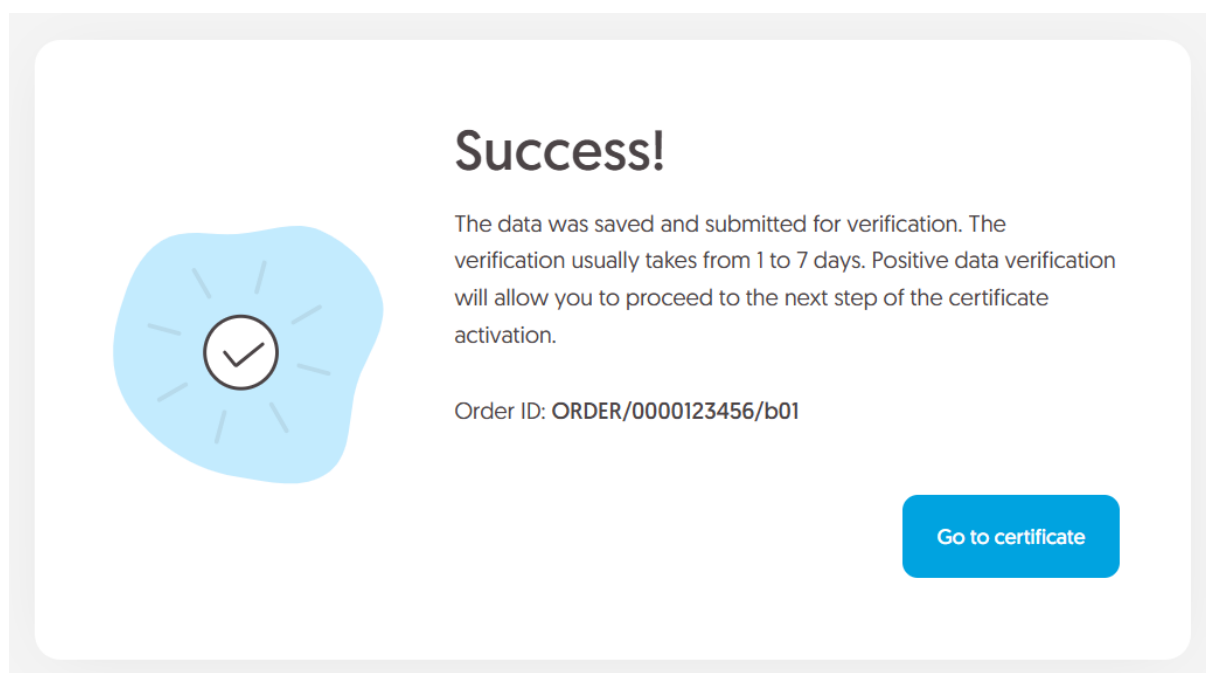
[Back](#)

[Next](#)

In the next step verify provided information on the summary screen.

If the data is correct, mark the statements if required and complete the step of providing data to be verified.

The success screen will inform you that the data have been saved for verification. Certum will verify it. During this time, if you want to add another document confirming the provided data, you can add it in the certificate details.



When the data to be verified is saved, you can proceed to the next step which is providing an e-mail.

### E-mail verification step

You will be able to start the e-mail verification step from **Dashboard**, using **E-mail verification** option:

The screenshot displays the Certum dashboard interface. On the left is a navigation menu with items: Dashboard, Certificates, Domains, Transfers, Certificate Discovery, and Certum Shop. The main content area is divided into several sections:

- Hello:** A welcome message stating, "You have logged in to the data security products panel where you can activate, check the status and manage them." It includes a Certum logo icon.
- Notifications:** A section with tabs for Information, Problems, Expiration, and New certificates. The Information tab is active, showing a message: "Could not find any tasks matching criteria." with an icon of an open box.
- Useful information:** A section explaining the certificate activation process, noting that steps vary by certificate type and subscriber data. It lists steps like providing organization, domains, or e-mail addresses, and verifying them.
- Useful sources:** A section with links to "Automatic subscriber verification", "Help, required documents", "CSR and PFX generator", and "Our products".
- S/MIME Certificate Detail:** A detailed view for an S/MIME certificate with order number ORDER/0000123456/b01. It features three buttons: "Data verification", "E-mail verification" (highlighted with a red box), and "Certificate activation". Below the buttons, the following details are shown:
  - Alias: -
  - Product: Certum S/MIME Organization 365 days - issue
  - Status: Under verification

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

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 progress indicator at the top: 'E-mail data' (step 1, highlighted with a blue circle) and 'Summary' (step 2, unhighlighted). Below the progress bar, the main heading is 'Provide an e-mail address'. Underneath, a sub-heading reads: 'Provide an e-mail address which you want to include in the certificate. It will require a verification of the control over it.' A text input field is labeled 'E-MAIL ADDRESS\*' and contains the text '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 or if the data to be verified and the e-mail address are both verified, 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 choose the Common name and the fields you want to include in the certificate, and generate key pair.

Choose the Common name and the fields to the certificate. Some fields are required and cannot be unmarked.

The screenshot shows a progress bar at the top with four steps: 'Certificate data' (highlighted with a blue circle and the number 1), 'Generation method', 'Key pair generation', and 'Summary'. Below the progress bar, the main content area is titled 'Certificate data'. Underneath the title, there is a sub-header 'S/MIME' with a lock icon and the text 'Certum S/MIME Organization 365 days - issue'. Two fields are visible: 'E-mail address (E):' with a checked checkbox and the value 'company@youremail.com', and 'Common name:' with a checked checkbox and a dropdown menu showing 'Your company' and a hand cursor icon pointing to a downward arrow.

Once you have chosen the fields to the certificate, 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'. Below this, there is a radio button labeled 'CSR' which is selected. At the bottom left is a 'Back' link, and at the bottom right is a blue 'Next' button.

Certificate data    Generation method    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.