

Certum S/MIME Sponsor 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 the subscriber and 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:



Step is awaiting for
the data



Data is saved and
waiting for verification



Verification was
successful



Providing the data is
not available yet

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, the data of the subscriber (the person who represents the organization and will be the owner of the certificate) and the data of the subscriber's authorization to represent the organization. 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 dashboard interface includes a 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 a 'Useful information' section. A specific S/MIME certificate is highlighted with a red box, showing its status as 'Waiting for activation' and a 'Data verification' step.

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

The 'Certificate for order ORDER/0000123456/b01' page displays the 'Subscriber's data' section with a 'Waiting for data' status and a 'Provide the data' button highlighted with a red box. The 'Details' section shows product information: Product category S/MIME, Product Certum S/MIME Sponsor 365 - days - issue, and 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 details of the subscriber, which means the person who represents the organization and will be the owner of the certificate. Please write the names and surnames in the form as they appear on the subscriber's identity document.

Also choose a method for verifying the subscriber's identity from the available ones:

- **Automatic identity verification** – the subscriber will receive an e-mail with a link to the identity verification service to use with a computer or phone camera and an ID document
- **Attaching a document** – you will add a scan of the subscriber's identity document or an identity confirmation.

1 Subscriber Organization Authorization Summary

Subscriber data

The subscriber is a person who will be the owner of the certificate: the data of him or her or organization that he or she can represent will be available to include in the certificate. After completing this step, subscriber will be asked to verify his/her identity with an **identity document** using one of the available verification methods.

NAME*

Joe

SURNAME*

Doe

Verification method

Automatic identity verification Add the document to verify subscriber's identity

E-MAIL ADDRESS OF THE SUBSCRIBER*

joedoe@subscriberemail.com

In the case of **automatic identity verification**, the subscriber will receive a link and instructions to start the process to this e-mail address. The link will be sent after saving the data to be verified.

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After providing the subscriber's data, go to the next stage: providing the organization's data. Here, provide the organization's details, the address of its headquarters and the city, state and country of the registration authority where the organization's legal existence was established. 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.

The screenshot shows a four-step progress bar at the top: Subscriber (checked), Organization (active, step 2), Authorization, and Summary. The main content area is titled 'Organization data' and includes a sub-header 'The data of the organization'. It contains several input fields: 'ORGANIZATION*' with the value 'Your company'; 'COUNTRY*' with a dropdown menu showing 'Poland (PL)'; 'STATE OR PROVINCE*' with a dropdown menu showing 'mazowieckie'; and 'LOCALITY*' with the value 'Warsaw'. Below these fields is a section titled 'Verification method' with two radio button options: 'Search the information about the organization by registration number' (selected) and 'Add the document to verify organization existence'. At the bottom, there is a label 'REGISTRATION NUMBER TYPE*'.

After providing all the required organization's data, proceed to the last stage of providing data for verification step, which is choosing the method of verifying the subscriber's authorization to represent the organization.

There are two methods to choose from:

- **The subscriber is visible in the registry** – the person given as the subscriber appears in one of the given registers as a representative of the organization
- **Attaching a document** – you will add a document confirming authorization. You can download an example of such document by the **Download ready to sign authorization document** link.

The method of verifying the subscriber's authorization is also influenced by the organization's chosen verification method. If the registration number and its type have been provided there, Certum will first check whether the subscriber is listed in the register and the system will automatically mark the method of verifying the subscriber's authorization as **The subscriber is visible in the registry**. However, this does not prevent you from adding a document confirming the subscriber's authorization.

Subscriber Organization Authorization Summary

Authorization data

Choose the verification method to confirm the subscriber's relationship with the organization.

Subscriber data

Name	Surname
Joe	Doe

Verification method

Subscriber is visible in KRS, GUS, CEIDG, DUNS or LEI as organization's representative

Add the document to verify subscriber's relationship with the organization

Chosen registry type

KRS
12345678

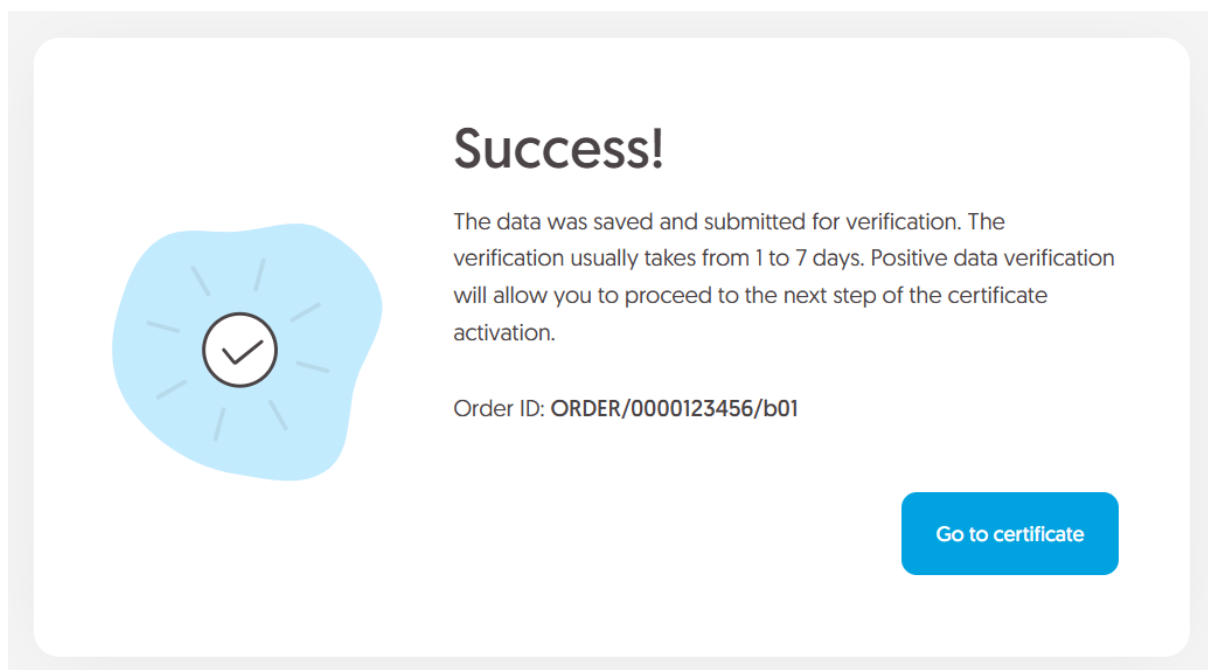
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After selecting the authorization verification method go to the next stage.

Data verification step summary

Check 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. This is also the time to perform automatic verification of the subscriber's identity, if such verification method has been chosen. You may check the [instruction for automatic identity verification](#).



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 open box icon.
- Useful information:** A section explaining the certificate activation process, noting that steps like providing organization and subscriber data are presented on the product tile.
- Useful sources:** A list of links: 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 listed:
 - Alias: -
 - Product: Certum S/MIME Sponsor 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 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 text input field labeled 'E-MAIL ADDRESS*' containing 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 multi-step process for generating a certificate. At the top, there are four steps: 'Certificate data' (highlighted with a blue circle and the number 1), 'Generation method', 'Key pair generation', and 'Summary'. Below the steps, the 'Certificate data' section is active. It features a title 'Certificate data' and a sub-header 'S/MIME' with a lock icon. The main title is 'Certum S/MIME Sponsor 365 dni - issue'. Below this, there are two checked checkboxes: 'E-mail address (E):' with the value 'joedoe@youremail.com' and 'Common name:' with a dropdown menu showing 'Joe Doe' and a hand cursor icon.

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 multi-step process for generating a certificate. At the top, there is a progress bar with four steps: 'Certificate data' (completed, marked with a checkmark), 'Generation method' (current step, marked with a '2'), 'Key pair generation' (pending), and 'Summary' (pending). Below the progress bar, the main content area is titled 'Key pair generation method'. A sub-header reads 'CSR method requires to provide CSR generated with Certum Tools app or by your own.' Underneath, the section 'Key pair generation method' contains a radio button labeled 'CSR' which is selected. At the bottom left, there is a 'Back' link, and at the bottom right, there is a blue 'Next' button.

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/zyC
96D0aF/wvYloff3i3C9y4FyWgajUC2Sw0WjAYzT6bFhKTM/lPOy8hqaBOoB3MsnW
CH2w2vBMYNm+1WP7r/WvzvwyD5b9EjU4ThRbz3GX5rzMqq7JgCfOdnfOC4G4iFO0
vXSKCWA64vg75/8/lplrLYI/8J82rk+PRKqgb7hRYtqWfAGPHZkJw5/itX9cQfp
gCDEix1VCVBKnIolE8KY1mWMycByGVIfy/d8AN7xxar/w7/k1eE50ExAgMBAAEw
DQYJKoZIhvcNAQELBQADggEBAJqP2fTUfXUnoHcLJiEZvT1zBTqYxyr5hRK+i54J
FfbxWWOLua0YEB70ZD1ZV+03NtF0tmzEveLtmJtdaot1uQlaTmopkQ04SnLetMHi
2hTQSJdizIB3w7wbc17PDzG/ZtnWTO3UfcM0wD7t3FwgUJXYBEvL/Z/Y3YttYrsA
NHYA7qpkNF9X1WUEsJ7LLzUVU2vRpfXIZfJVHyWjW5zDTxMqoQYk3/1ZyM/nzON7
dBCGp0CmEM8GS9wa2Cdc3a6yHmT//BykKZfU1a2MIw0+BDcxwCgZLzHmHnw640YBw
li+gfp4M9npcHi8BZ31u9jpQW/v0s1Sj3DQn0PnILKkDeHY=
-----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.