ADACOM
SECURITY BUILT ON TRUST

User Guide of Remote Qualified Certificate for Electronic Signature for a Natural Person associated with a Legal Person through AQS portal

1. Introduction

This document contains detailed instructions for the registration process on the AQS portal of ADACOM and the process of issuing a qualified certificate for electronic signature of a Natural Person associated with a legal person.

2. User registration in the AQS portal

You will need to register on ADACOM AQS portal by following the steps below.

Note: If you already have an account in the AQS portal please follow the instructions in paragraph 4- Login Instructions to your account.
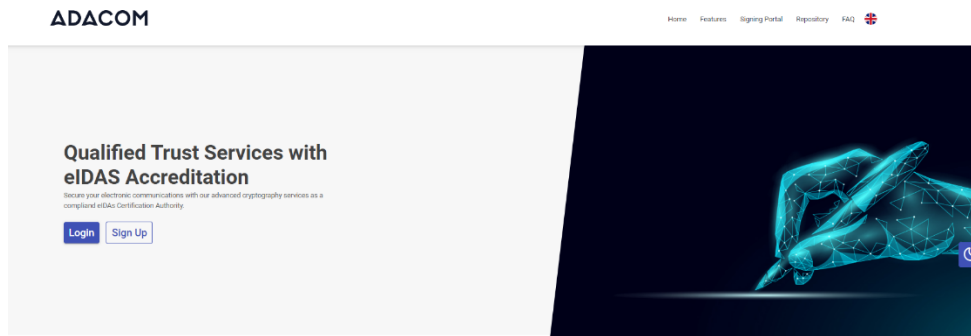
1. Visit the following link and select "Sign Up": https://aqs-portal.adacom.com/aqs-portal/landing.xhtml

Figure 1- Adacom's AQS Portal

2. Fill in all the information requested in the Registration Form below and select "**Next.**"

Note: The information you provide must be valid and accurate as it will be used to issue your Qualified Electronic Signature.
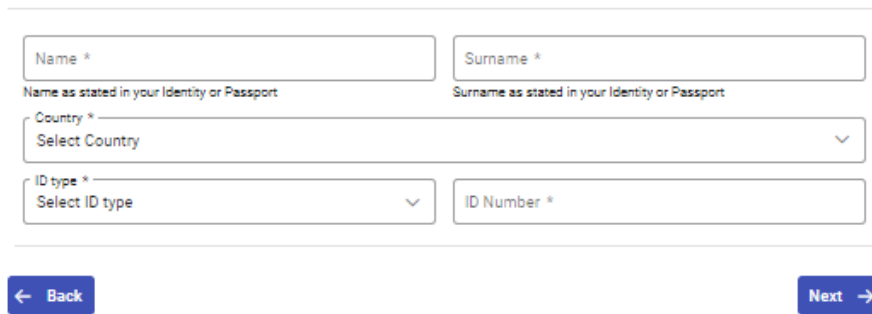

Figure 2-Registration Form- Account Credentials

3. Complete the creation of your account by filling in the requested information according to the image below and then click **Next**.

Figure 3-Registration Form- Natural Person Information

4. Scroll down to accept the terms and conditions as well as privacy statement and choose **Submit**.

Figure 4-Registration Form- Terms and Conditions

5. Your account has been successfully created and you have received an email to activate it.
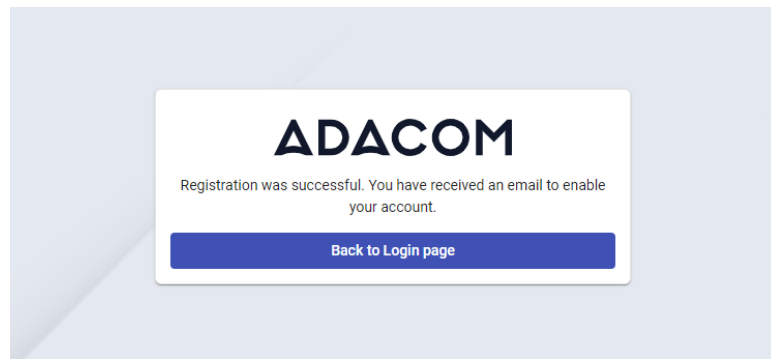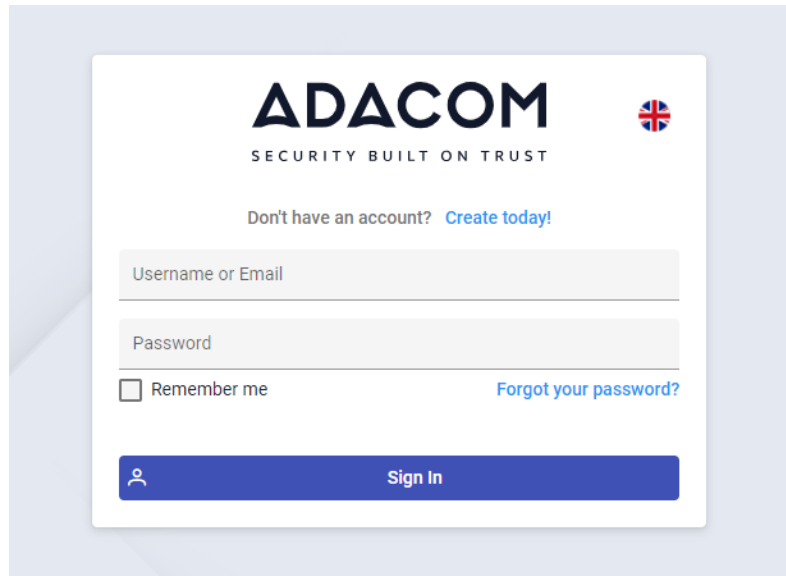
Figure 5-Successful registration

6. Once you follow the link in your email, your account will be activated, and you can login.

3. Instructions to sign in to your account
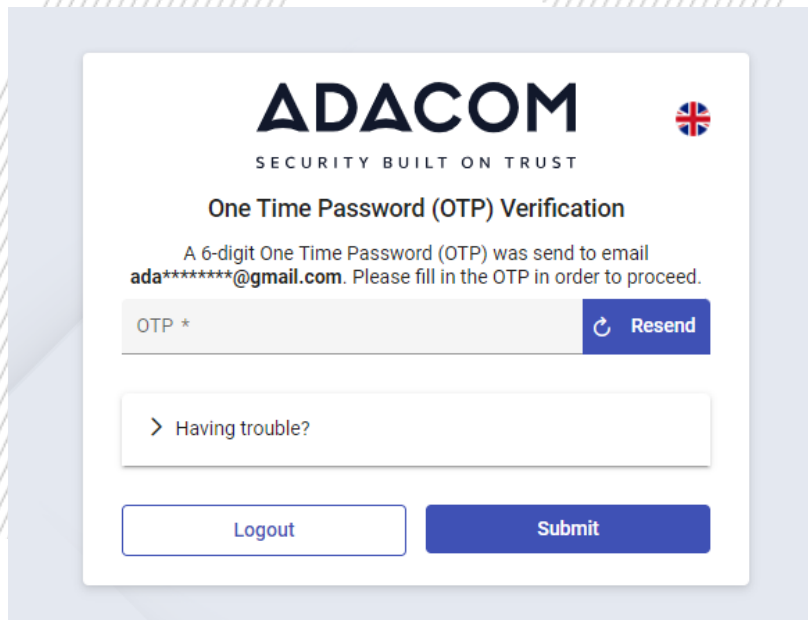
1. Visit the following link and select **"Login":** https://aqs-portal.adacom.com/aqs-portal/landing.xhtml enter the **Username or Email** and **Password** you set during your registration in the AQS portal and click **Sign In**.

Figure 6-User login

2. An OTP code will be sent to your email, enter it in the relevant field and click **Submit.**

Figure 7 - OTP Verification

3. You have successfully logged into your account. Welcome!
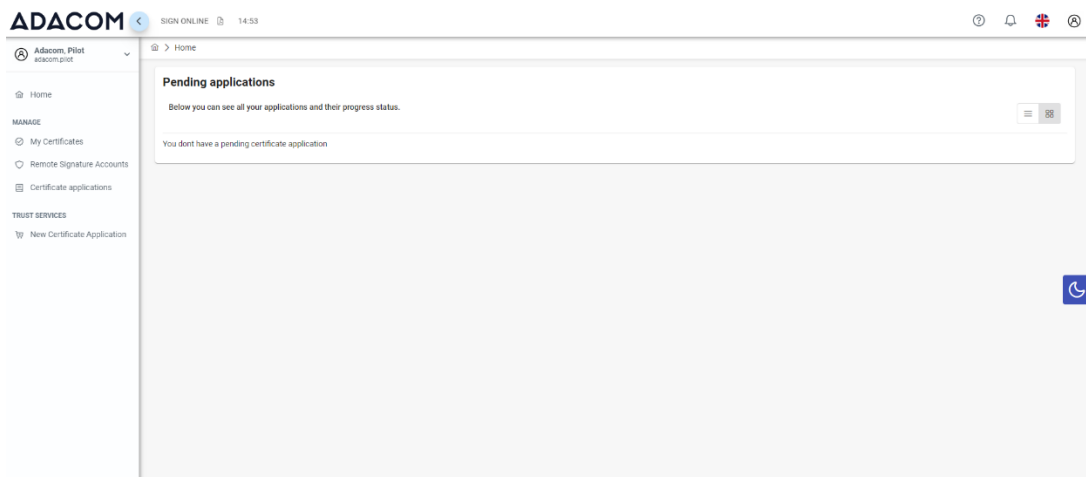
Figure 8- AQS portal Home Page

4. Instructions for submitting your application.

Once you complete your order through the ADACOM e-shop, you will receive in your email the order number as well as the receipt code of your certificate, which you will use in the AQS portal as shown in Figure below.

1. From the left menu you will select the field **Certificate receipt code** and enter the receipt number of your certificate and press **Submit**
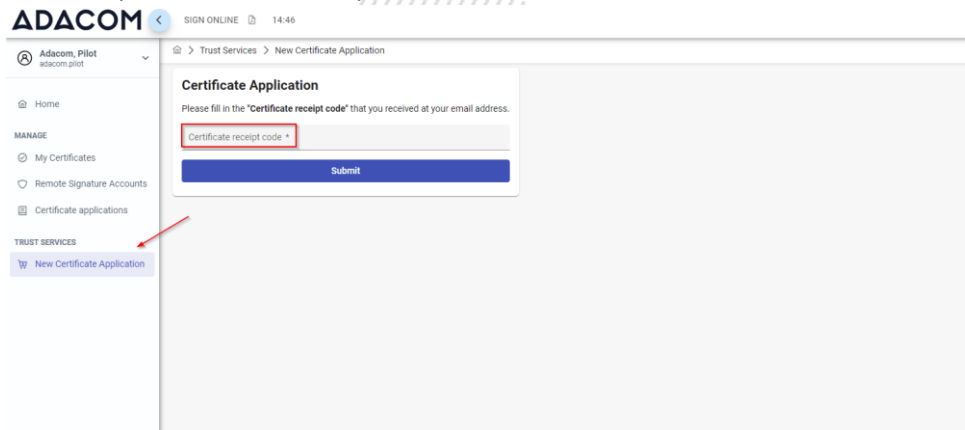
Figure 9 - Electronic Signature Instruction Email

Note for users who want to renew their certificate:

The following action is only performed by users who already have an active qualified certificate for electronic signature that is expires soon.

To renew your certificate, you must select from the left menu: My certificates and then the Renewal Certificate button as shown below:

When you click on Renew you will see the field to enter the certificate receipt code you received via email.

The email you receive is like the following:

Figure 10-Certificate Receipt Number

2. You will then see the information about your order details and you can select the "**Next**" button to continue.
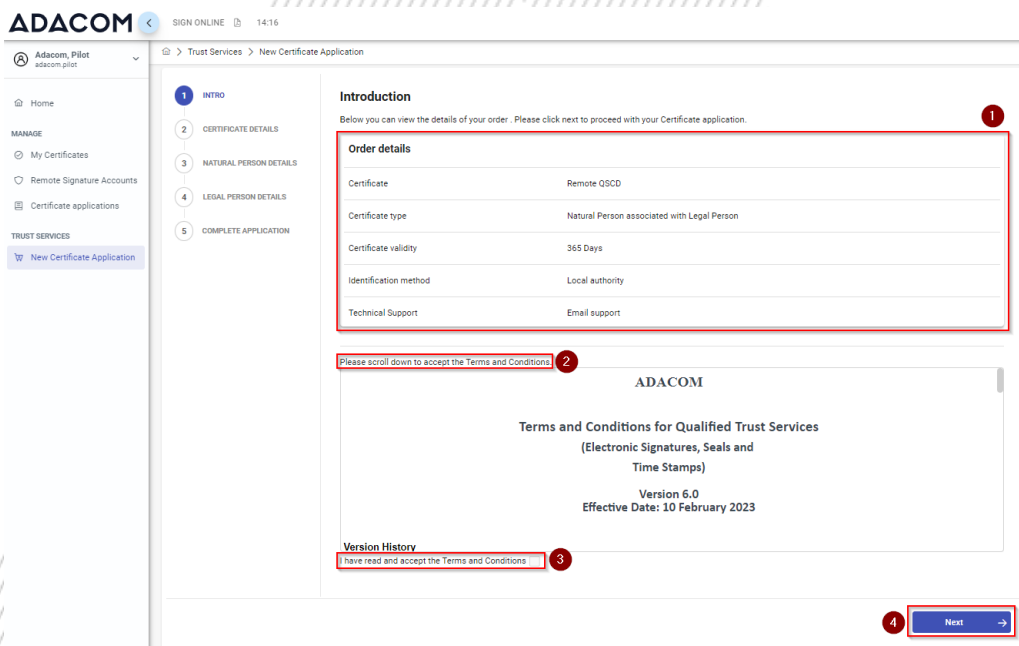
Figure 11-Order Details

3. In the certificate information you will need to select one of the following options for the Serial number of the certificate and click **Next**:
   o Default (recommended)
     If you choose the default, the serial number of your certificate will be a random code.
   o Id or passport
     If you select ID card, the serial number of your certificate will be your ID or passport number. (in case your ID card contains Greek characters that do not correspond to the Latin characters e.g. Ψ, Θ, Σ, Λ, Φ etc., select the default).
   o VAT number (Tax information)
     If you choose a VAT number, the serial number of your certificate will be your VAT number.
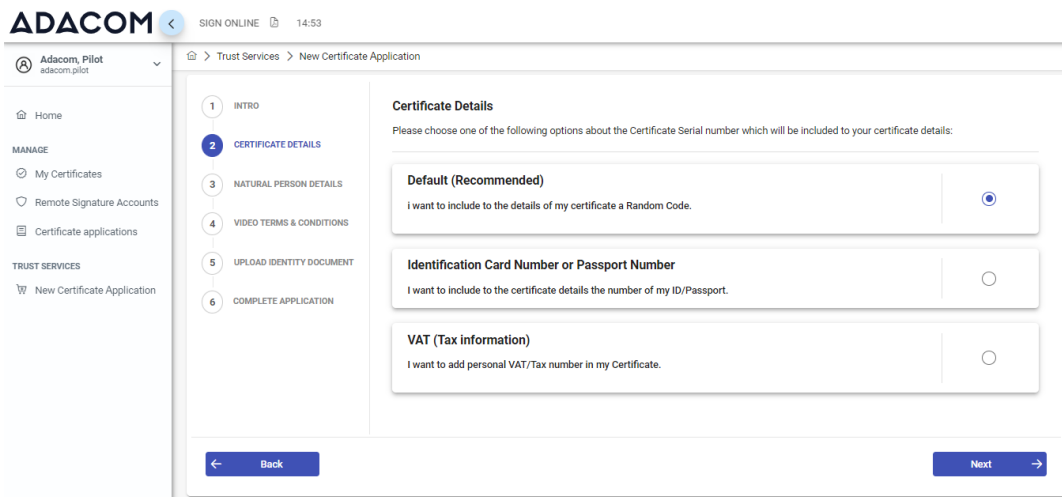
Figure 12- Certificate Information

4. In the Natural Person's Information, you will see your details filled in (they have been filled in automatically during your registration).
You will need to confirm that your personal data is correct, and in case you find an error in any of the fields, you can correct them from here.

For example, your full name should appear in the same way as it appears on your passport or ID card, otherwise your application will be rejected.
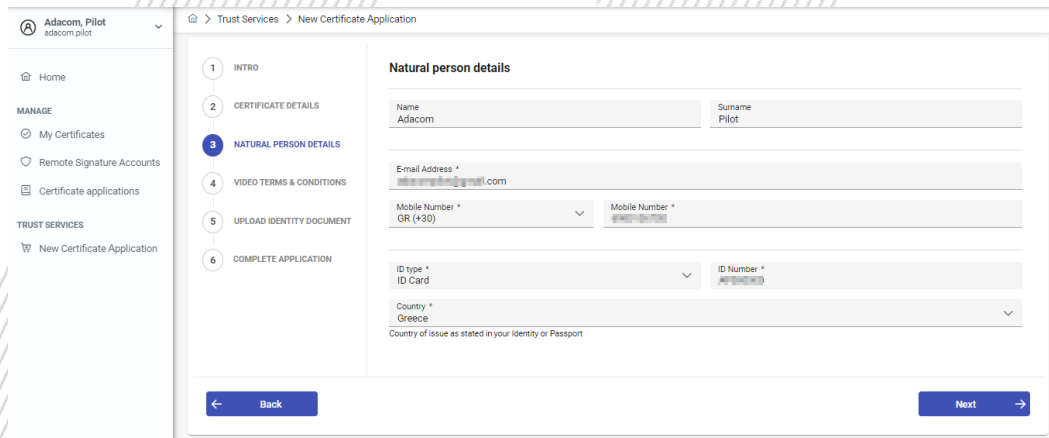
Figure 13- Form for filling in data

5. In case this is the first time you are issuing a certificate of this type click on the 'new legal person' button in order to submit the requested information about the legal person and the authorized representative. Otherwise select a previously saved legal person and you will find your information saved from your previous application.
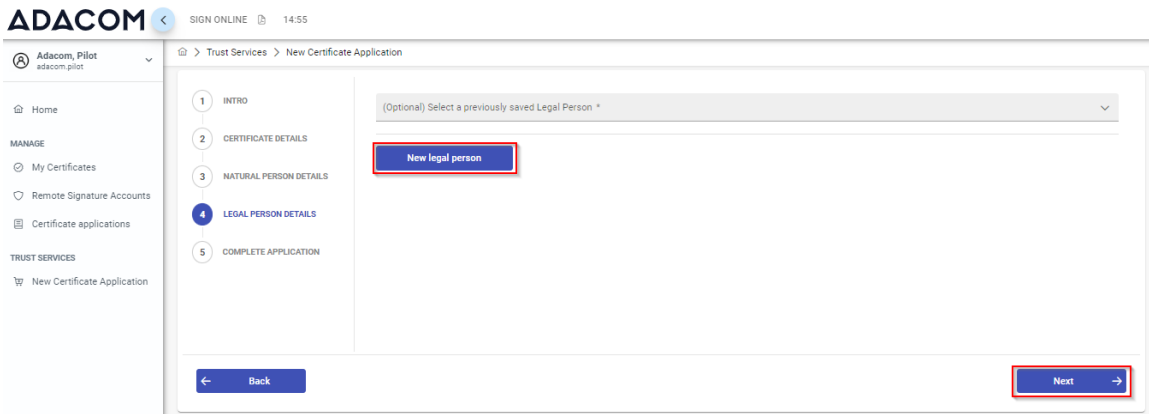
Figure 14- – New Legal Person Information

6. The details of the Legal Person must be filled in with the same way as they stated to business registry and the company's documents. The same should be with the details of the authorized representative.
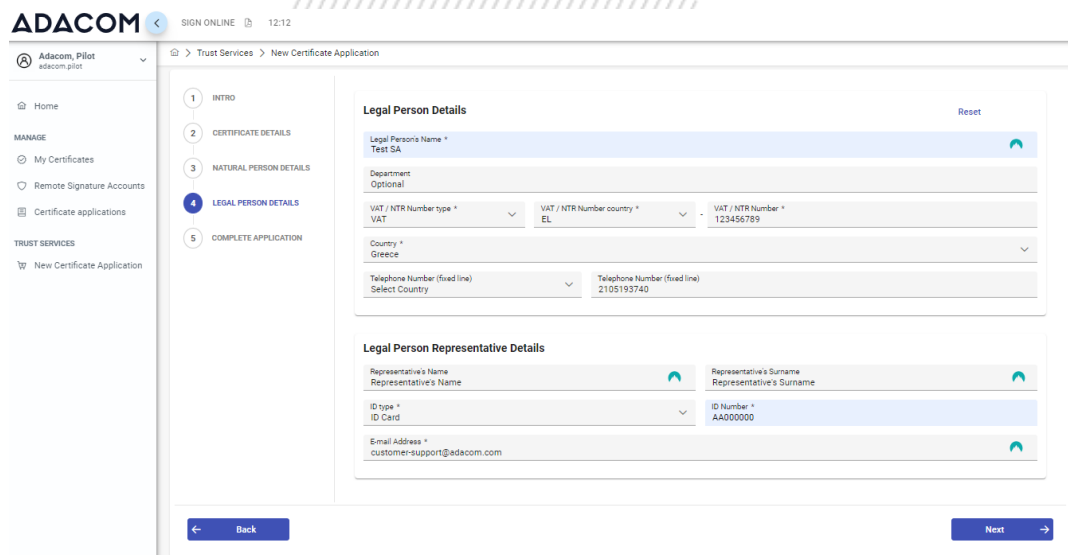
Figure 15- – Legal Person Details

7. Then, before finalizing your application by clicking complete, make sure to download your application for a qualified certificate.
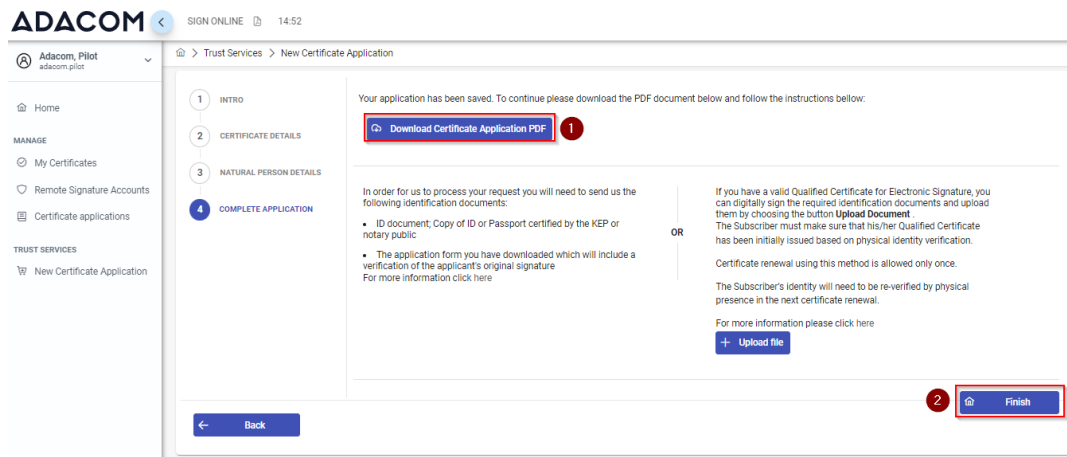
Figure 16- Application completed

In addition, at any time you wish you can view the details of your application from the option "**Application Information**" (without being able to edit them). Also, by choosing the button "Download your application" you can download your application form and by choosing the button "Upload file" you can upload files related to your application.

Figure 17-Application Information

5. Instructions for the User Identification

Your identification can be completed by one of the following methods:

1. **Via Physical Presence**:

   If you choose to be identified via this method, you must deliver the following identification documents in hardcopies to our premises (Kreontos 25, 10442, Athens, attn. ADACOM LRA):

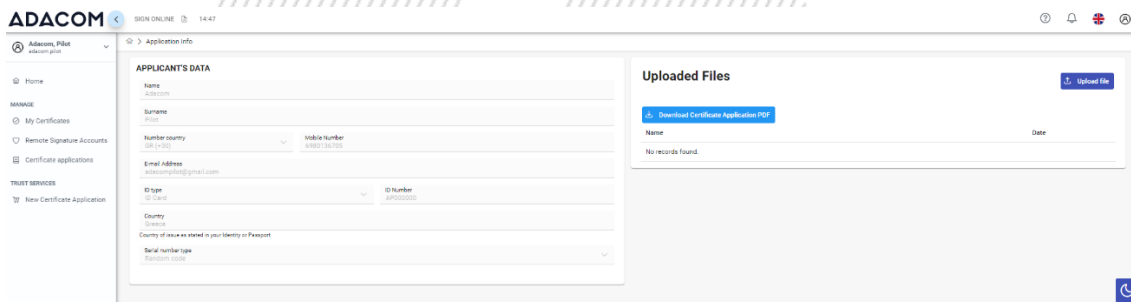   ✓ Identification document of the natural person to whom the certificate will be issued: Identity Card or Passport certified as being an exact copy of the original, at a notary public or by an attorney.
   ✓ The application form (available to the subscriber upon completion of the online request through the AQS portal) which will include a verification of the applicant's original signature from a notary public.

2. **Using an existing qualified electronic signature**:

   If the Subscriber already has a valid Qualified Certificate for Electronic Signature or Electronic Seal, he/she can digitally sign the required identification documents and send them via email to lra@adacom.com or upload them through his/her profile on ADACOM's AQS portal.

   The Subscriber must make sure that his/her Qualified Certificate has been initially issued based on physical identity verification.

   Certificate renewal using this method is allowed only once. The Subscriber's identity will need to be re-verified by physical presence in the next certificate renewal.

   More information about ID documents can be found here.

Application Process

After submitting your documents, your application will be reviewed and processed by ADACOM's LRA/RA department, and you will be notified within 2 working days for its progress:

➢ If your identification is successful, LRA/RA will approve your request and you will receive an email and SMS notification to your mobile phone in order to proceed with the steps described in section 6.
➢ If your verification is not successful, LRA/RA will notify you about any further actions required. You must repeat the steps of paragraph 4. (Instructions for submitting your application.)

6. Instructions to activate your electronic signature.

To issue and activate your qualified electronic signature login to your portal account and follow the steps below:

1. From the left menu select **Home** and then click the button ⊘ **Enroll** on your RA approved application**.**
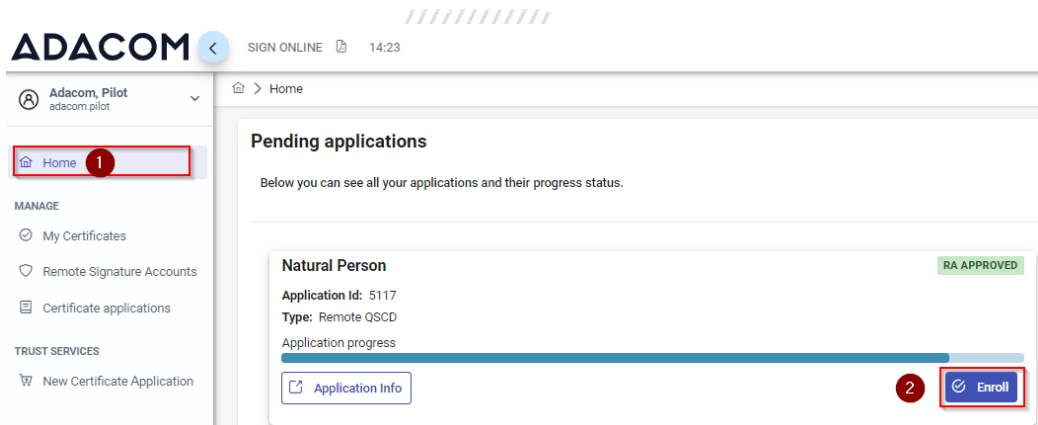

Figure 18- List of submitted applications.

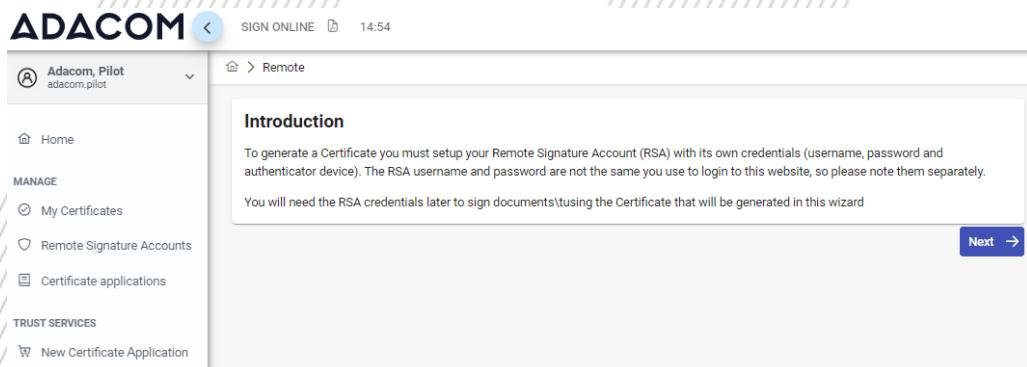2. In the introduction that appears, select **Next.**

Figure 19-Introduction

3. Then you must download ADACOM's authenticator app on your mobile phone. Then select **Next.**
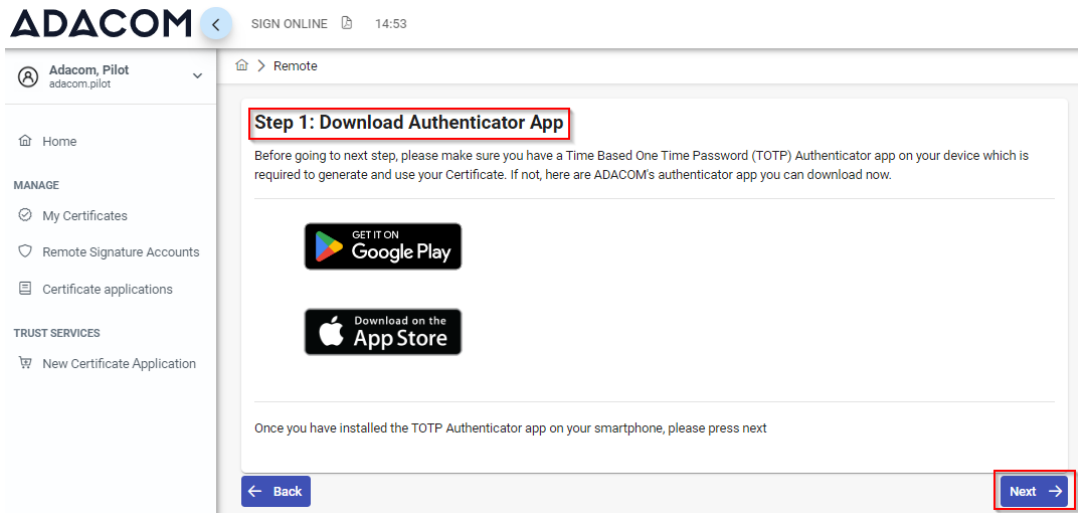
Figure 20- Authenticator App

4. In step 2, you should receive automatically an email containing your unique QR code for your electronic signature. Please **do not delete this email** because you will need it in case you lose or change your phone device. If you have not received the QR email at this point, select Resend OTP to email.
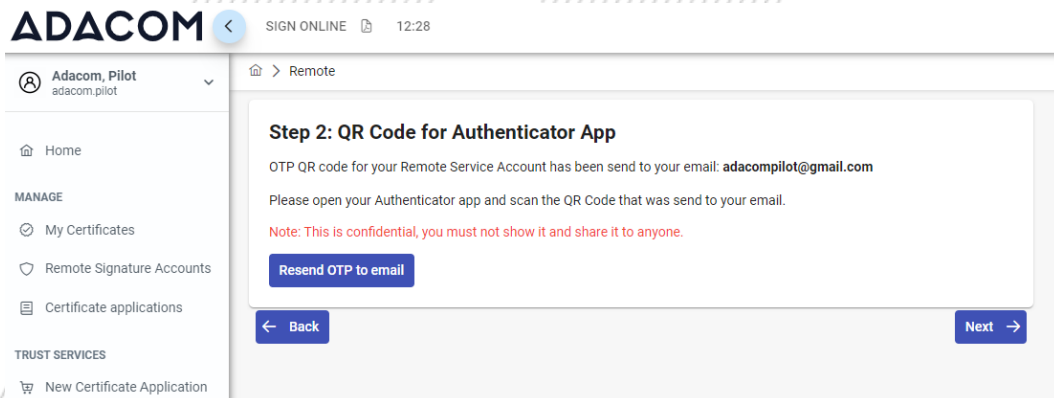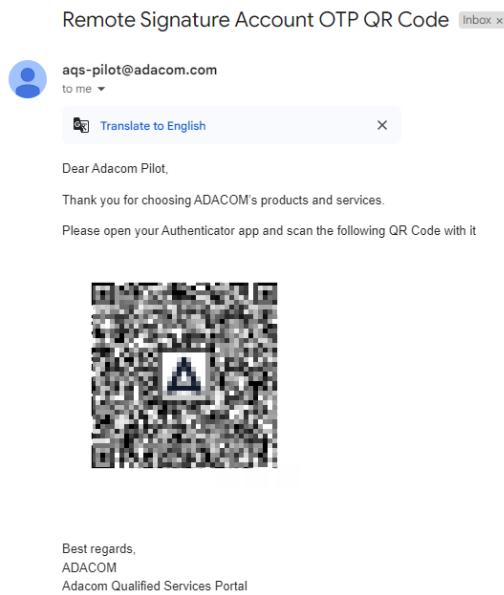

Figure 21-QR code email

Figure 22-Email αποστολής QR code

5. In step 3 you must keep the RSA username generated by the system as you will use it to log in to www.aqs-sign.adacom.com and sign your documents.
   Then you will set:
   a) the desired password of your certificate.
   b) You will repeat the desired password.
   c) you will enter the OTP code from the authenticator app.
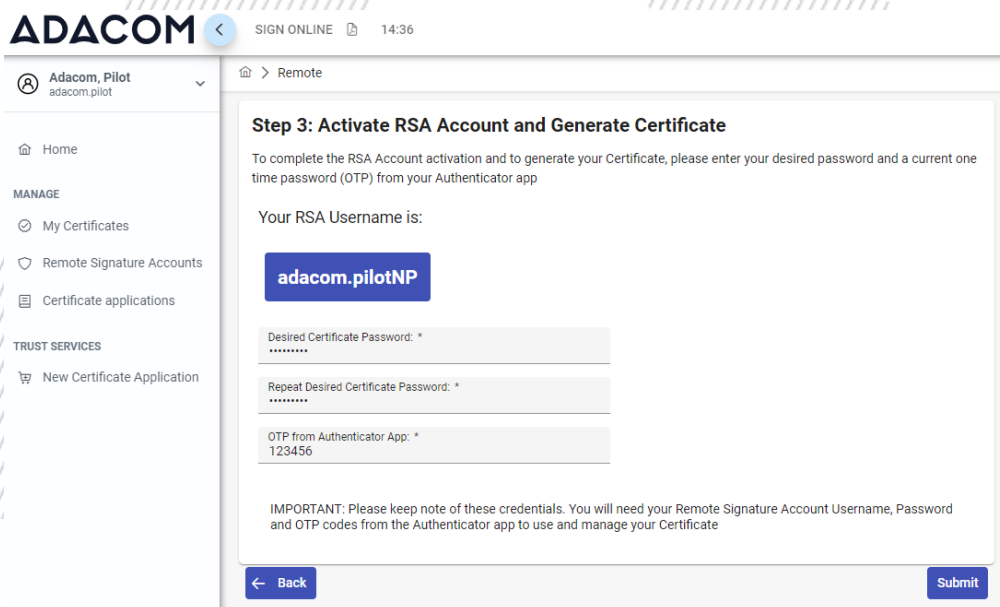

Figure 23-Activate RSA account.

6. Your certificate has been successfully created!

Certificate Generated!

```
Email: adacompilot@gmail.com
Signature Algorithm: sha256RSA
Subject: CN=Adacom Pilot, G=Adacom, SN=Pilot,
SERIALNUMBER=ADNP0005113202404419160451, C=GR
Version: 3
Issuer: CN=ADACOM Qualified eSignatures CA Test G2,
OID.2.5.4.97=VATEL-099554476, O=ADACOM ADVANCED INTERNET
APPLICATIONS S.A., OU=ADACOM Qualified Trust Services, C=GR
Not Before: 2024-04-19T15:34:53+03:00
Not After: 2024-05-19T16:04:53+03:00
Thumbprint: 589CDC2825813CC4E46FE6EE26402A063792EFB5
```

Finish

Figure 24-Successful activation of electronic signature

7. From the option "My certificates" that you will find on the left menu, you can see the information of each certificate (its details, expiration date, validity etc.) Through this option you can also manage your certificate by downloading the certificate or revoke it if it is necessary.
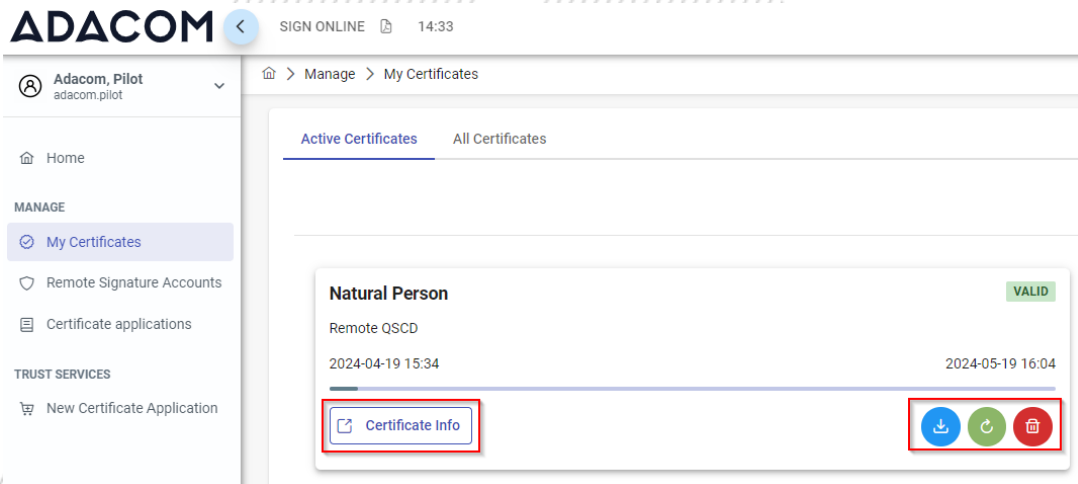

Figure 25-My Certificates

7. Instructions to sign a document.

1. For the procedure of the remote Qualified Certificate visit the below link and choose "Sign in" https://aqs-sign.adacom.com
2. Fill in the RSA username displayed and the Certificate Password you chose in the previous chapters, and select **"Sign in." The username should have the format UsernameNP.**
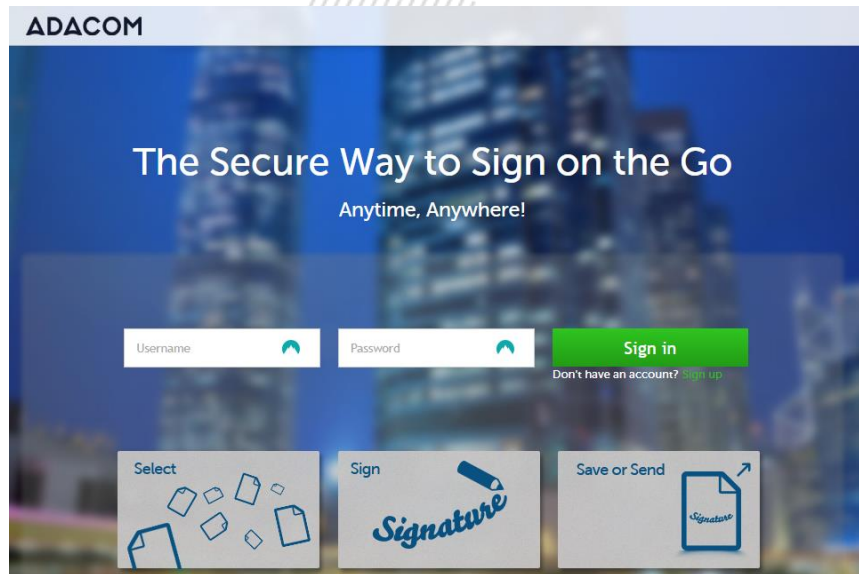

Figure 26-Login to AQS sign

3. Using the Browse option, select the pdf file you want to sign.
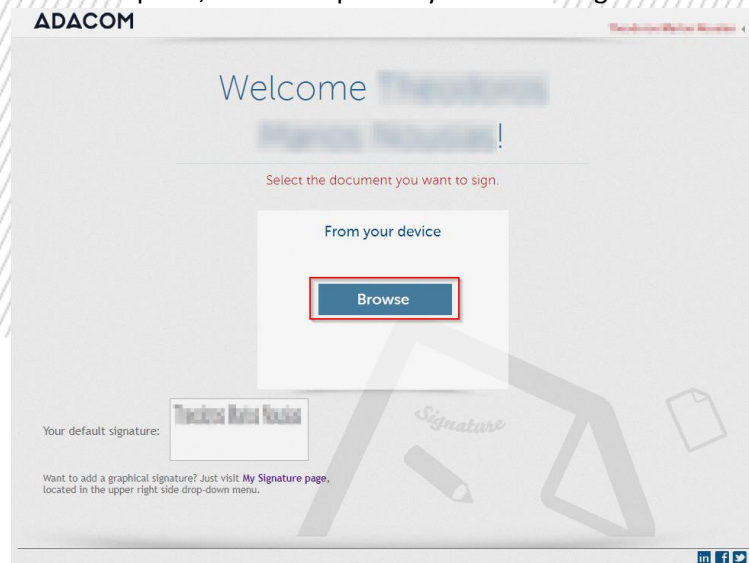

Figure 27-Choose a file to sign

4. In the window that appears, specify where you want to place the signature and click on the **Sign** button.
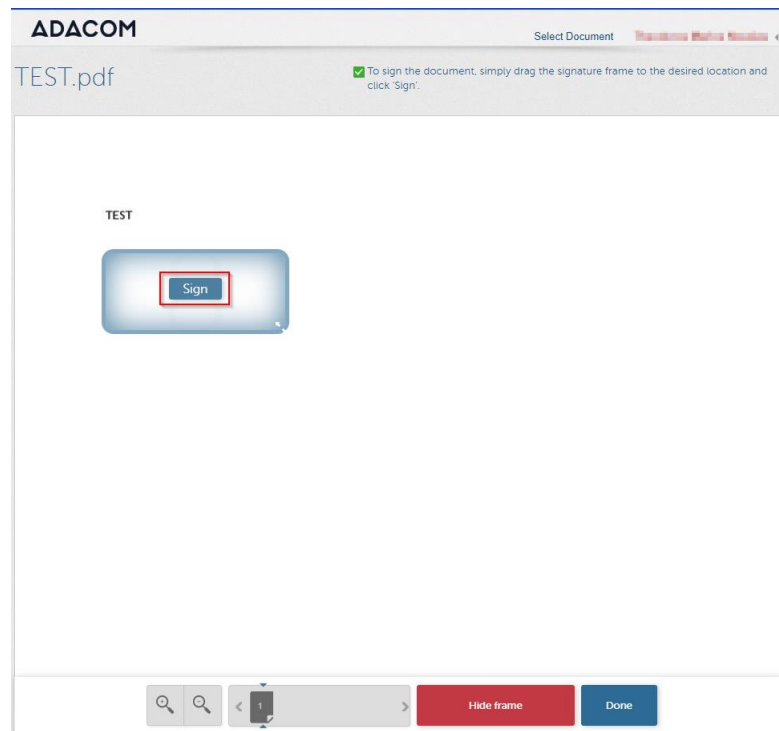

Figure 28-Specify where you want to place your signature

5. You will be asked to enter the **RSA Username**, the **Certificate password** and the **'Extended Password'** where you will insert the **OTP password** from the mobile authenticator app. Choose "**Apply**"
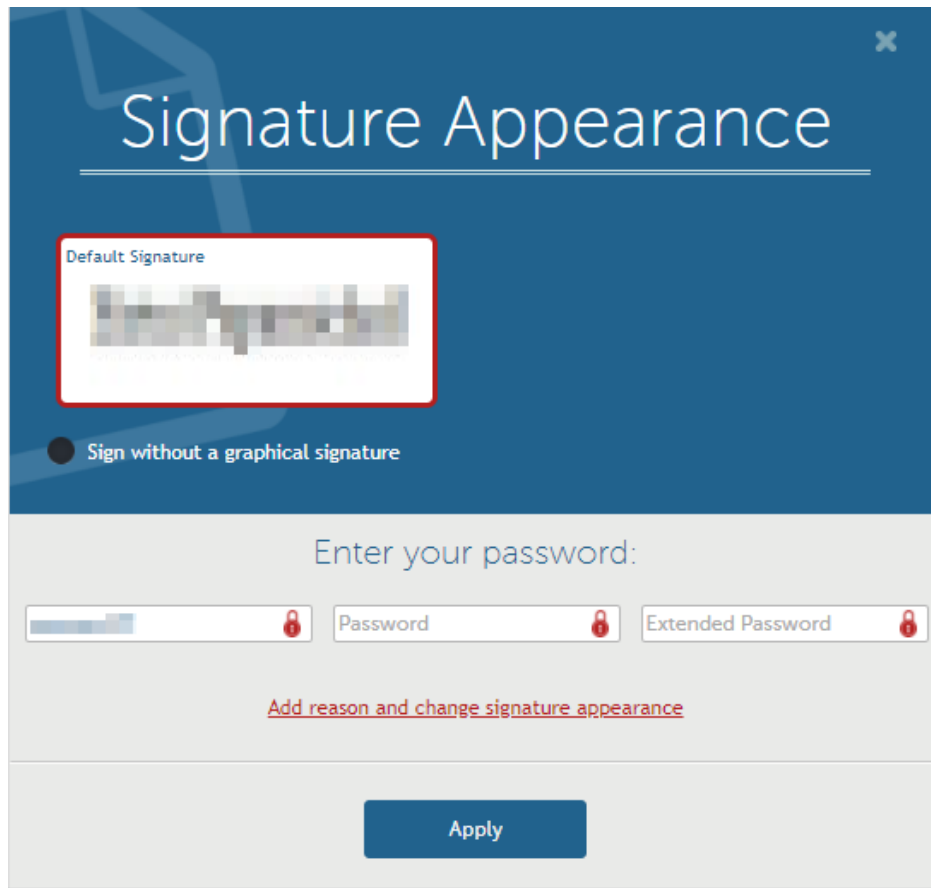
Figure 29-Enter your password.

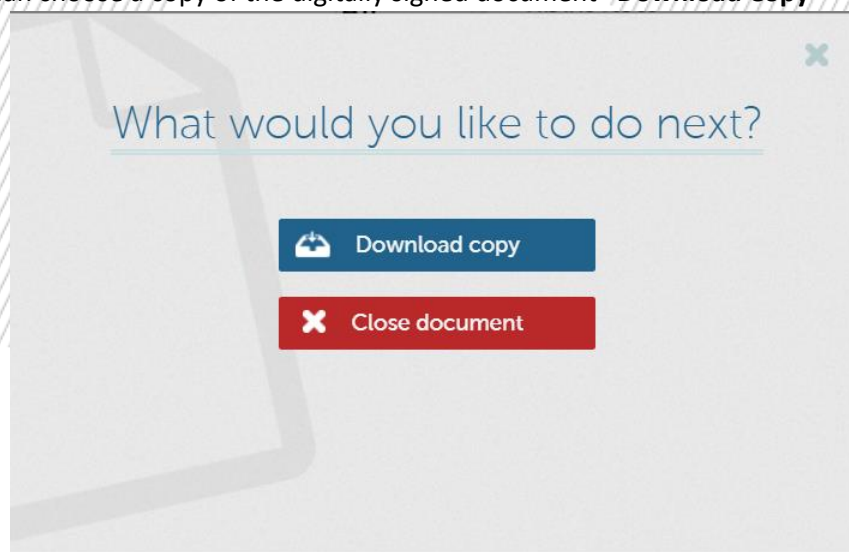6. You can choose a copy of the digitally signed document "**Download Copy**"

Figure 30-Download a copy of the signed document.

ADACOM

SECURITY BUILT ON TRUST

GREECE / HQ

25 Kreontos str.
104 42 Athens
+30 210 51 93 740

GREECE / Thessaloniki Office

8 Chalkis str.
555 35 Pylaia Thessaloniki
+30 2310 365 25

CYPRUS

10, Katsoni str. 1082,
Nicosia
 +357 22 444 071

UNITED KINDOM

88 Wood St., Barbican EC2V 7RS,
London
 +44 (0) 203 126 4590

KINGDOM OF BAHRAIN

Manama Center, Blog: 316
Road: 383, Building: 128
Flat/Office: 2030

www.adacom.com