Instructions for Use of a Remote Qualified Certificate of Electronic Seal of a Legal Person through the AQS portal



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1. User Registration at AQS portal

You will need to register on ADACOM AQS portal by following the steps below. **Note**: If you already have an account on AQS portal please follow the instructions in paragraph 4- Login Instructions to your account.

1. Visit the following link and select "Sign up": <u>https://aqs-portal.adacom.com/aqs-portal/landing.xhtml</u>

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€ Qualified Trust Services with elDAS Accreditation But you determine the and another organization of the and another organization of the another organization of the and another organization of the and another organization of the another organizat	

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.

Email *		
Telephone (Mobile) *	✓ Telephone (Mobile) *	
Username *		
Password *	Repeat Password *	
r Choose a Security Question *		\sim
Security Question Answer *		
		Next →
Figure	2 Registration Form – Account Credentials Kreontos 25, GR 10442 Athens	
	http: www.adacom.com	2 Page.

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

Signup Form

Welcome to Aqs portal registration form! Please fill out the following fields to get started.

me as stated in your Identity or Passport	Surname as stated in your Identity or Passport	
Country *		
Select Country		~
D type *		
Select ID type	V ID Number *	

Figure 3 Registration Form - Natural Person Information

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

Kreontos 25, GR 10442 Athens

http: <u>www.adacom.com</u> email: <u>customer-support@adacom.com</u>

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Submit

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Signup Form

Please scroll down to accept the Terms and Conditions.

Terms and Conditions for the use of ADACOM Qualified Services Portal

Welcome to ADACOM Qualified Services Portal ("Portal") which is owned and operated by ADACOM S.A. ("ADACOM"). If you continue to use this Portal, you are agreeing to comply with and be bound by the present Terms and Conditions for the use of ADACOM Qualified Services Portal ("Terms"), which govern your relationship with ADACOM regarding this Portal. If you do not accept any part of these Terms, please do not use this Portal. ADACOM reserves the right to change these Terms or modify the content of the Portal periodically without prior notice.

I have read and accept the Terms and Conditions

Please scroll down to accept the Privacy Statement.

PRIVACY STATEMENT

FOR THE PROTECTION OF PERSONAL DATA

I have read and accept the Privacy Statement





Figure 4 - Registration Form - Terms and Conditions

Your account has been successfully created and you have received an email to activate it. Once you follow the link in your email, your account will be activated, and you can login

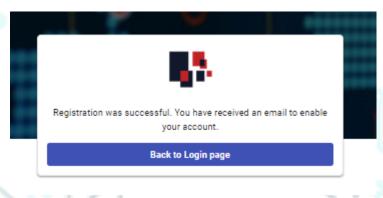


Figure 5 – successful registration. Kreontos 25, GR 10442 Athens

http: www.adacom.com

email: customer-support@adacom.com

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2.	Instructions	to	sign	in	to	your	account

1. Visit the following link and select "Login": <u>https://aqs-portal.adacom.com/aqs-portal/landing.xhtml</u> Enter the Username or Email and Password you set during your registration in the AQS portal and click Login.

	5 5	*	
	Welcome Back Don't have an account? Create today!		°.
Username or Email Password			
Remember me		Forgot your password?	
٩	Sign In		

Figure 6 - User Login

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

	6 7.	चेन्न	
	One Time Password (OTP) Verifica	ation	
	A 6-digit One Time Password (OTP) was send to email the************************************		
	OTP *	C Resend	
	> Having trouble?		°°
	Logout	Submit	° / /
	Figure 7 - OTP Verification		
I I I U			
	Kreontos 25, GR 10442 Athens		
	http: <u>www.adacom.com</u>		5 Page.
	email: <u>customer-support@adacom.com</u>		

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3. You have successfully logged into your account. Welcome!

台 Home

Theodoros M, Nousian Trocates prof	1	
	- 1	Pending applications

6	Home	
MAN	IAGE	Below you can see all your applications and their progress status.
0	Certificates	You dont have a pending certificate application
0	Remote Signature Accounts	
≘	Certificate applications	
TRU	ST SERVICES	
₩	Certificate Application	
		1999-2023 ADACOM S.A. All rights reserved General Commercial Registry No: 003537101000

Figure 8 - AQS Portal Home Page

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http: www.adacom.com email: customer-support@adacom.com

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3. Instructions for submitting your application.

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

1. From the left menu, select the **Certificate receipt code** enter the receipt number of your certificate and press **Submit.**

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(8) Theodore M. Noorlas		
窗 Home	Certificate Application Please fill in the "Certificate receipt code" that you received at your email address.	
O Certificates	Certificate receipt code *	
Remote Signature Accounts Certificate applications	Submit	
Certificate Application		<u>د</u>
	1999-2023 ADACOM S.A. All rights reserved General Commercial Registry No: 003537101000	🕀 र्स्न 🖬

Figure 9 - Enter Certificate receipt code.

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: Natural Person Remote QSCD

Natural Person	VALID
Remote QSCD	
2023-05-22 15:51	2023-06-20 16:21
Certificate Info	Renew Cert

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

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http: <u>www.adacom.com</u> email: <u>customer-support@adacom.com</u>

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	The email	you receive	is like the	e following:
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Adacom Qualified Services Portal - Remote Electronic Signature Instructions D Inbox ×

🗙 Greek 🔹 🗲 English 👻 Translate message	
lear Subscriber,	
hank you for choosing Adacom products and services	
elow you will find the details of your order	
ertificate receipt code: A B Constant	
ertificate Type: Natural Person	
Juration: 1 year	
mail Address: adacom2023test@gmail.com	
echnical Support: Remote Id	
mail support: customer-support@adacom.com	
elephone Support: 210-9577255 (Adacom Technical Departme	nt)
	pllow the steps detailed in the guide you will find here, or watch the videos you will find here. p>
o issue and receive your approved electronic signature, please f	sion are steps detailed in the galacity of this and <u>nero</u> , of that are that the finance per

Figure 10 - Electronic Signature Instruction Email

2. You will see the information about your order details, you must scroll down and accept the terms & conditions and then choose the "**Next**" button to continue.

B Eirini, Papamichail adacom2023	↔ > Trust Services > New Certificate	Application	
谊 Home	1 INTRO	Introduction Below you can view the details of your order . Please click next to proceed with your Certificate application.	
MANAGE Ø My Certificates	2 CERTIFICATE DETAILS 3 NATURAL PERSON DETAILS	Order details	
Remote Signature Ac E Certificate applicatio	4 LEGAL PERSON DETAILS	Certificate	
TRUST SERVICES	5 COMPLETE APPLICATION	Certificate type Identification method	
₩ New Certificate Appl	ation	Technical Support	
		Please scroll down to accept the Terms and Conditions.	
		ADACOM	
		Terms and Conditions for Qualified Trust Services (Electronic Signatures, Seals and	
		Time Stamps) Version 6.0	
		Effective Date: 10 February 2023	
		Version History Theve read and accept the Terms and Conditions	
C		4	
1.1	5002	Figure 11 - Order Details	N 1
		Kreontos 25, GR 10442 Athens	
			8 Page.
		http: <u>www.adacom.com</u>	811080
		email: <u>customer-support@adacom.com</u>	

3. 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.

8 Eirini, Papamichail ~	☆ > Trust Services > New Certificate	Application		
금 Home	1 INTRO	(Optional) Select a previously saved Legal Person *		~
ANAGE) My Certificates) Remote Signature Accounts	2 CERTIFICATE DETAILS 3 NATURAL PERSON DETAILS	New legal person		1
Octrificate applications UST SERVICES To New Certificate Application	LEGAL PERSON OFTALS COMPLETE APPLICATION			
	← Back		2	ext →

Figure 12 – New Legal Person Information

4. 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.

8 adacom 2023		lication			
ක Home		Legal Person Details		Reset	
MANAGE	2 LEGAL PERSON DETAILS	Legal Personis Name *			
O Certificates	3 COMPLETE APPLICATION				
7 Remote Signature Accounts		VAT / NTR Number type * VAT / NTR N Select Select Co	umber country * VAT / NTR Number *		
Certificate applications		Country * Select country		~	
RUST SERVICES		Telephone Number (fixed line)	Telephone Number (fixed line)		
W Certificate Application		Select Country	cardinated constant (constant)	/	
		L			
		Legal Person Representative Details			
		Representative's Name	Representative's Surname		
		ID type " Select ID type	V ID Number *		
		E-mail Address *			
	← Back			Next ->	
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		Figure 13 –Legal Person D	petails		
		Kreontos 25, GR 10442 A	thens		
				Page	
		http: <u>www.adacom.co</u>	<u>n</u>	9 Page.	
		email: <u>customer-support@adacc</u>	om com		
		email. <u>customer-suppor</u> t@auact			

5. Then, before finalizing your application by clicking complete, make sure to download your application for a qualified certificate.

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Home KAGE Certificates Remote Signature Accounts Certificate applications ST SERVICES Certificate Application	1 WIND 2 LGAL PERSON DETAILS 3 COMPLETE APPLICATION Complete Application has been saved. To continue please download the PDI plant of the application framework of the application fr	OR	<text><text><text><text><text></text></text></text></text></text>	

4. Instructions for the User Identification

1. Via Physical Presence:

If you chose 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):

- ✓ ID document of the duly authorized 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 verified as to the authenticity the subscriber's signature at a notary public. (Available to the subscriber upon completion of his online request through the AQS portal.)
- ✓ Certificate of representation from GEMI and/or any other official document of the legal person which proves its Name, TIN, and legal representative(s).
- ✓ Authorization with which the applicant is authorized by the Legal Person to request the issuance of the electronic signature.

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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 <u>lra@adacom.com</u> 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 <u>only once</u>. 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 <u>here</u>.

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. (<u>Instructions for</u> <u>submitting your application</u>.)

5. Instructions to activate your electronic seal.

To issue and activate your qualified electronic seal login to your portal account (see paragraph 3), and follow the steps below:

1. From the left menu select **Home** and then click the button application.

on your RA approved

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http: <u>www.adacom.com</u> email: <u>customer-support@adacom.com</u>

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If you will be the rest of	Below you can see all your appli	ations and their progress status.			= 88
Figure 15 - List of submitted applications. Figure 15 - List of submitted applications. Figure 15 - List of submitted applications. The introduction that appears, select Next. The introduction that appears, select Next. The introduction that appears appears application in the introduction that appears application introduction the introduction the introduction the introduction the introduction the introduction introduction the introdu			Pixewa Natural Person		RA APPROVED
Figure 15 - List of submitted applications. Figure 15 - List of submitted applications. The introduction that appears, select Next. OCCON Image: I	Type: Remote QSCD		Type: Local QSCD		
the introduction that appears, select Next.					@ Errol
	the introdu	Figure 15	5 - List of submitted applications.		
	DACOM		etup your Remote Signature Account (RSA) with its own cred same you use to login to this website, so please note them s	eparately.	

 You must keep the RSA username generated by the system as you will use it to log in to <u>www.aqs-sign.adacom.com</u> and sign your documents.

Then you will set:

- 1. the desired password of your certificate.
- 2. You will repeat the desired password.
- 3. you will enter the OTP code from the authenticator app.

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http: <u>www.adacom.com</u> email: <u>customer-support@adacom.com</u> 12 | Page.

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ADACOM SECURITY BUILT ON TRUST ADACOM A > Remote R Activate RSA Account and Generate Certificate Home To complete the RSA Account activation and to generate a Certificate, please enter your desired pas MANAGE Your RSA Usemame is: EL01234567889LP1 O Certificates ⑦ Remote Signature Account Desired Certificate Password: * Certificate applicati Repeat Desired Certificate Password: * 77 Certificate Application IMPORTANT: Please keep note of these credentials Figure 17- Enable Electronic signature 4. Your certificate has been successfully created! Certificate Generated! Email: a Signature Algorithm: sha256RSA Subject: CN= SERIALNUMBER OID.2.5.4.97=VATEL-01234567889, C=GR Version: 3 Issuer: CN=Adacom eSignatures Test Qualified CA 1, OID.2.5.4.97=VATEL-099554476, OU=Adacom Trust Services, O=ADACOM ADVANCED INTERNET APPLICATIONS S.A., C=GR Not Before: 2023-04-21T10:27:27+03:00 Not After: 2024-04-21T10:57:25+03:00 : EFCFBF75B27D2D2BBCECA60F05BCD652D1119663 偷 Finish

Figure 18-Successful activation of electronic signature

5. 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.

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ADACOM ADACOM Adacom2023	> Manage > My Certificates	
	Active Certificates All Certificates	
合 Home -		
MANAGE		
Remote Signature Accounts	Radial Press, associated with Logal Press.	VALID
Certificate applications	Remote QSCD 2023-03-28 12:29	2024-03-28 11:59
TRUST SERVICES 몇 New Certificate Application	Certificate Info	
	Figure 19-My Certificates	
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	Kreontos 25, GR 10442 Athens	