



**ADACOM QUALIFIED SERVICES**  
**Instructions for Class 2 Certificate**

## Step 1: Browser preparation

- Open Internet Explorer
- Navigate to menu **Tools>Internet Options>Security>Trusted Sites>Sites**
- In “Add this website to the zone” type [https://\\*.adacom.com](https://*.adacom.com) and click **Add**
- Click “Close” and then click “OK” to close all browser windows
- Close the Browser

## Step 2 Requesting Digital Certificate

- Open Internet Explorer
- Visit <https://onsite.adacom.com/services/ADACOMSAConsumerServiceCenterClass2/>
- Click “Enroll”
- Fill in the following fields and then click **Submit**:

Enrollment Field	Values
First Name	ADACOM (according to the provided legal documents)
Last Name	SA
Your E-mail Address	Example <a href="mailto:test@adacom.com">test@adacom.com</a>
Title	<i>Programmer</i>
Purchase Order Number	<b>xxxxx</b> (the PO Number you received through email)
Country	GR
Challenge Phrase	Must be at least 8 characters and must contain at least one lower case letter, one upper case letter and one digit.
Enter Comments	<b>Optional:</b> Add comments to be viewed by RA Officers

## Step 3: Certificate application processing

**Note:** During this phase you must wait until your request is been processed

- The certificate application will be processed by ADACOM RA Registration Officers and you will receive an email with a “code” which you will use to pick up your certificate

## Step 4: Receiving a Digital Certificate

**Note:** Pick up should be submitted using Internet Explorer.

- When the request is approved you will receive an e-mail containing a **9-digit code** to pick up your ID
- Use the **SAME** browser, PC and account for the pickup and visit again <https://onsite.adacom.com/services/ADACOMSAConsumerServiceCenterClass2/>
- Click **Pick Up ID** input the 9-digit code you received and click **Submit**