

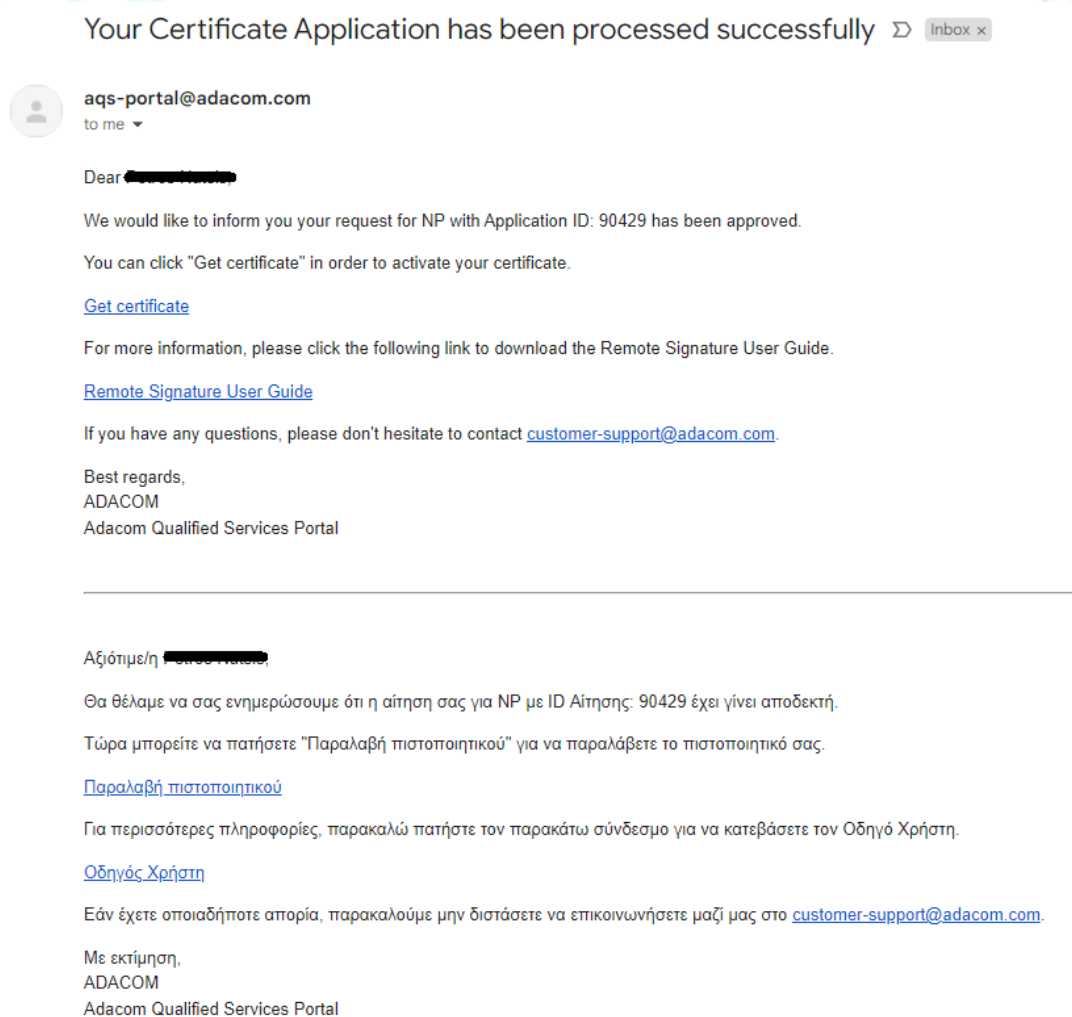
ADACOM

**Instructions on how
to enroll, generate
and use your
certificate.**



1. How to activate your digital signature certificate

- For the certificate activation procedure, you will receive an email with a certificate activation link.



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

- Click on the “[Get certificate](#)” link.
- That link will automatically redirect you to AQS ADACOM PORTAL, click “**Continue**” and you will receive a one time password OTP via SMS to your mobile phone.

One Time Password (OTP) Verification

Please click "Continue" to receive your One Time Password (OTP) via SMS. In case there was a problem with receiving the SMS, please click "Cancel" and contact ADACOM Call Centre at +30 210 9577255.

[Cancel](#) [Continue](#)

- Enter the OTP and click on “**Submit Application**”.

SMS verification

Please fill in your verification code that has been sent with SMS to your mobile to finalize your application submission.

Verification code : * [↻](#)
34732

[Submit application](#)

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- On the following step please check on your information and make any changes necessary if something is incorrect, read until the end and accept ADACOM terms and conditions and click on **“Submit Application”**.

APPLICANT'S DATA

Name

Surname

Number country

GR (+30)

Mobile Number

E-mail Address

ID type

ID Card

ID Number

Country

GR

Serial number type

Random code

Please scroll down to accept the Terms and Conditions.

(TSU)	evidence that the datum existed before that time.
Time-Stamping Unit (TSU)	Set of hardware and software which is managed as a unit and has a single Time Stamp Token signing key active at a time.
Trusted List	List containing information about qualified trust service providers in the EU, as well as information on the qualified trust services provided by them.

I have read and accept the Terms and Conditions

☒

Submit application

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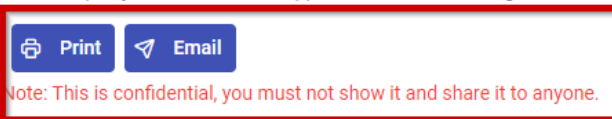
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- Next step will be to install **Adacom Authenticator APP** on your mobile phone, you can download it from Play store or Apple store respectively.
- After installing and launching the application for the first time you will be asked to enter a PIN code so you can safely enter the application in the future. Next step will be to scan the unique QR code from Step 2 by clicking the (+) icon on the application. (When you successfully scan the QR code a six digit rolling OTP will appear on your application).

Step 2: QR Code for Authenticator App

Please open your Authenticator app and scan the following QR Code with it



***** IT IS REALLY IMPORTANT BEFORE YOU COMPLETE THE CERTIFICATE APPLICATION PROCESS TO CLICK ON THE "Email" BUTTON ABOVE THE QR CODE SO THAT IT WOULD BE SENT AS A BACKUP TO YOUR EMAIL IN CASE YOU LOSE OR REPLACE YOUR MOBILE DEVICE *****

- Last step for the activation of your certificate is **step 3**, an **RSA username** will be given, you fill a **personal password** and confirm it (password must be at least 8 characters long and should contain capital letter, number and a symbol), at the last field you fill the current active OTP from Adacom authenticator app (it is important the code to have enough time before its expiration so the activation process to be successfully completed), and click "**Submit**".

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Step 3: Activate RSA Account and Generate Certificate

To complete the RSA Account activation and to generate your Certificate, please enter your desired password and a current one time password (OTP) from your Authenticator app

Your RSA Username is:

XXXXXXXXXX

Desired Certificate Password: *

Repeat Desired Certificate Password: *

OTP from Authenticator App: *

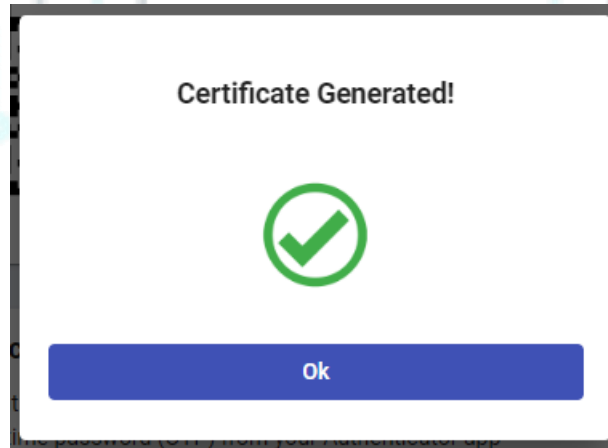
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Submit

IMPORTANT: Please keep note of these credentials. You will need your Remote Signature Account Username and Password in order to use and manage your Certificate

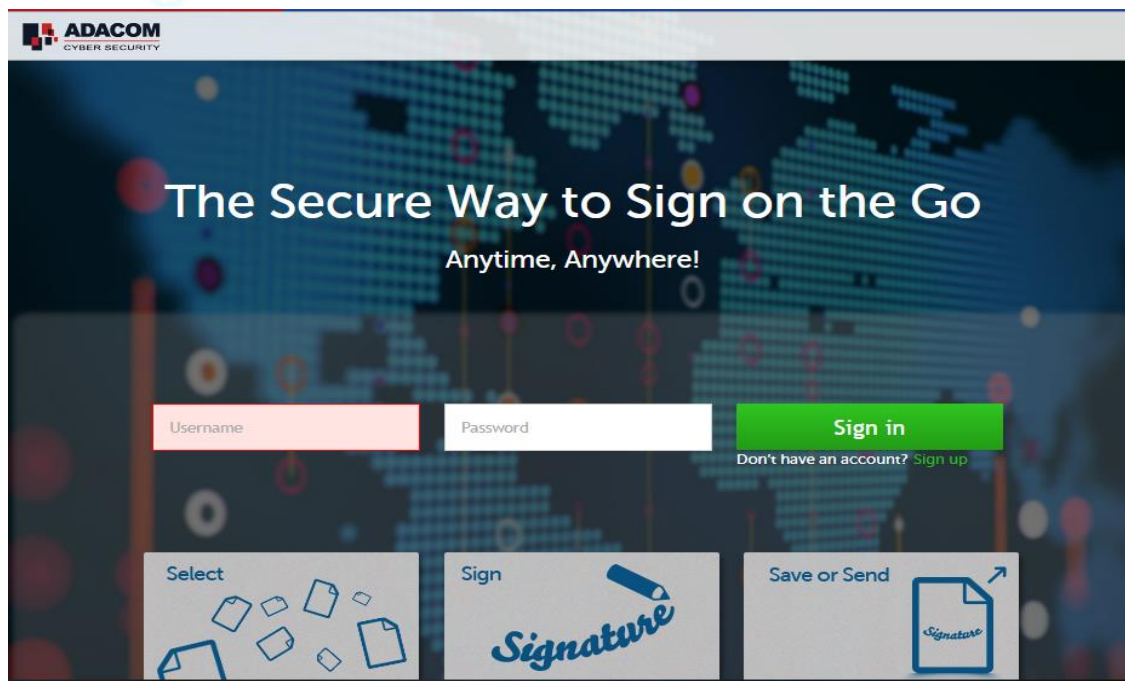
***** IT IS REALLY IMPORTANT TO KEEP IN A SAFE FILE YOUR RSA USERNAME AND YOUR SIGNATURE PASSWORD AS THERE IS NO WAY THIS PASSWORD TO BE RECOVERED IN THE FUTURE IN CASE OF LOSE *****

- If the whole procedure is successfully completed, then a message will appear on your screen indicating that. ("**Certificate Generated**") .



2. Instructions on how to sign a document.

1. For the procedure of the remote Qualified Certificate visit the below link and choose "Sign in"
<https://aq-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** .



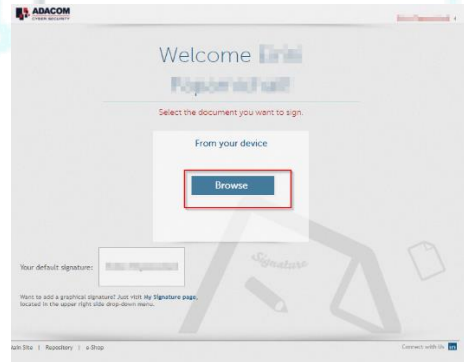
Login to AQS sign

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

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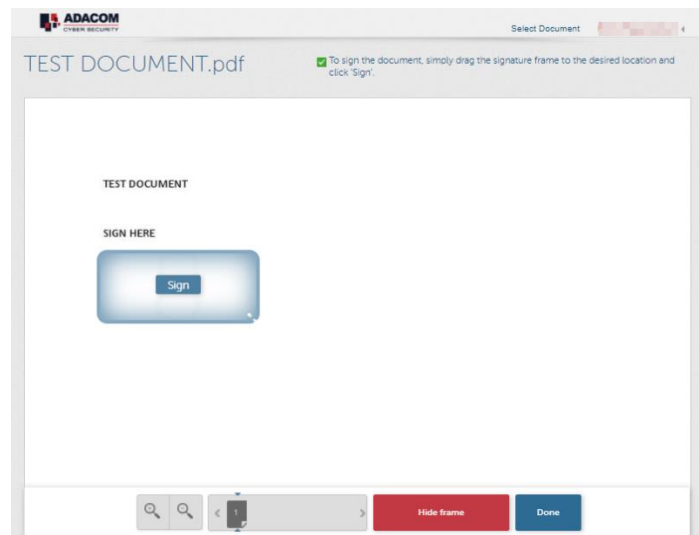
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Choose a file to sign.

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



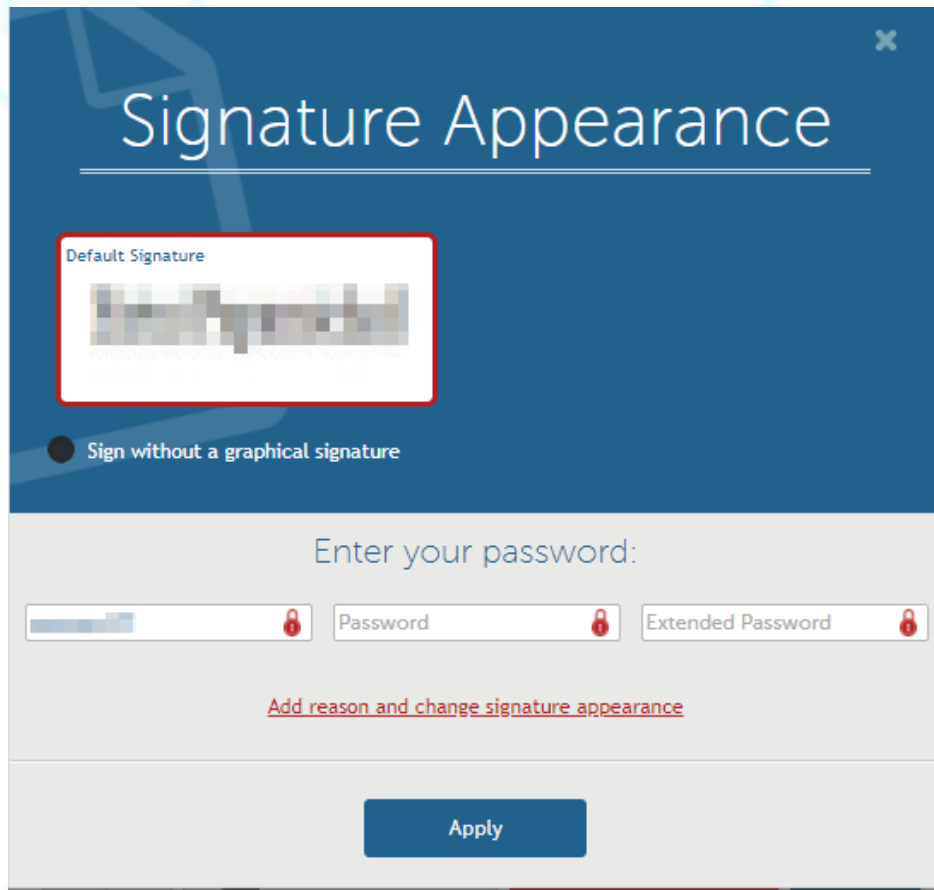
Specify where you want to put your signature

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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.
6. Choose **"Apply"**



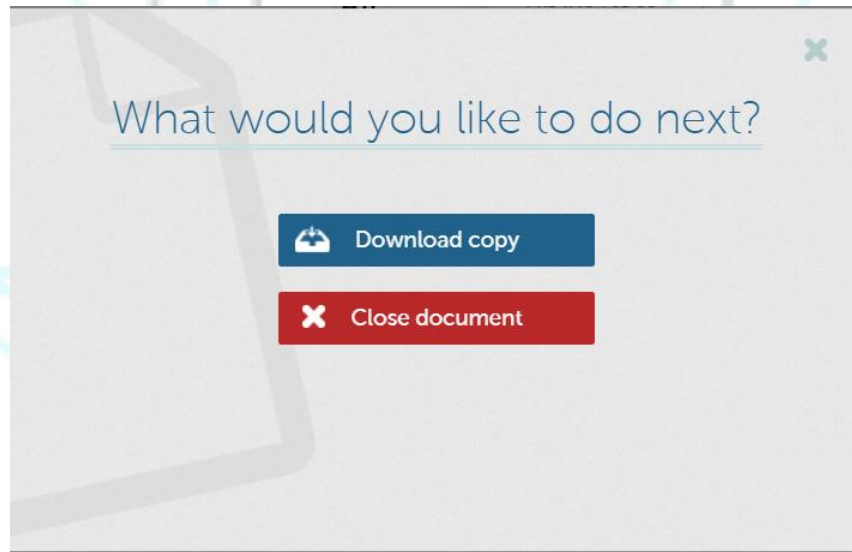
Enter your password.

7. Finally click **"Done"** on the lower right and **"Download Copy"** to download a copy of your signed document to your computer.

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Download a copy of the signed document