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

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### 1. How to activate your digital signature certificate

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

Your Certificate Application has been processed successfully D Inbox ×

aqs-portal@adacom.com

#### Dear Contraction

We would like to inform you your request for NP with Application ID: 90429 has been approved.

You can click "Get certificate" in order to activate your certificate.

#### Get certificate

For more information, please click the following link to download the Remote Signature User Guide.

#### Remote Signature User Guide

If you have any questions, please don't hesitate to contact customer-support@adacom.com

Best regards, ADACOM Adacom Qualified Services Portal

#### Αξιότιμε/η Η οιτου τταιο

Θα θέλαμε να σας ενημερώσουμε ότι η αίτηση σας για NP με ID Αίτησης: 90429 έχει γίνει αποδεκτή.

Τώρα μπορείτε να πατήσετε "Παραλαβή πιστοποιητικού" για να παραλάβετε το πιστοποιητικό σας.

#### Παραλαβή πιστοποιητικού

Για περισσότερες πληροφορίες, παρακαλώ πατήστε τον παρακάτω σύνδεσμο για να κατεβάσετε τον Οδηγό Χρήστη.

#### Οδηγός Χρήστη

Εάν έχετε οποιαδήποτε απορία, παρακαλούμε μην διστάσετε να επικοινωνήσετε μαζί μας στο customer-support@adacom.com.

Με εκτίμηση, ADACOM Adacom Qualified Services Portal

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http: <u>www.adacom.com</u>

email: customer-support@adacom.com

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- 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.



• Enter the OTP and click on "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".** 

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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:

Desired Certificate Password: \*

Repeat Desired Certificate Password: \*

OTP from Authenticator App: \* 074017

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").

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- 2. Instructions on how to sign a document.
  - For the procedure of the remote Qualified Certificate visit the below link and choose "Sign in" <u>https://aqs-sign.adacom.com</u>
  - 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.



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

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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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http: www.adacom.com email: <a href="mailto:customer-support@adacom.com">customer-support@adacom.com</a>

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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"

	_	
Signature Appearance	×	•
Default Signature	=	1
2mo/Papanokini		0
Sign without a graphical signature		
Enter your password:		
Password 🔒 Extended Password	8	
Add reason and change signature appearance		/
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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### What would you like to do next?



Download a copy of the signed document

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