ADACOM QUALIFIED SERVICES

**User Guide for EU Qualified eSeal Certificate
for Legal Person
on a Local QSCD (USB)**

Step 1: Drivers installation

Note: Please do not plug in the USB token to your device until the drivers installation is finished

- Please visit https://pki.adacom.com/repository and choose "**Downloads**" and then "**Drivers**"
- Click on the Operating System type and version that you have and follow the guidelines in order to download and install the USB Token Driver/Middleware
- Connect the USB token to the USB port of your computer
- You will be prompted to change the default token PIN.
- Type in the default token PIN "**1234567890**" and after that type your personal PIN (and never disclose to anyone)

Step 2: 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 and click **Add**
- Click "**Close**" and then click "**OK**" to close all browser windows
- Close the Browser

Step 3: Certificate Enrollment

Note: Enrolment should be submitted using Internet Explorer.

- Connect the USB token to the USB port of your computer
- Open Internet Explorer and visit the below link https://pki.adacom.com/eSeal
- Select "**ENROLL**"
- Click "**Yes**" to the "**Web Access Confirmation**" window
- Fill in the following fields

Enrollment Field	Values
Common Name	Fill the Company's Name as stated in the Chamber of Commerce or Company's articles of association
Your E-mail Address	Must be exactly as stated in your Application Form
Organization: (required) (Example: Adacom S.A.)	Fill the Company's Name as stated in the Chamber of Commerce or Company's articles of association
Organization Unit	For example IT Department
Mobile	Must be exactly as stated in your Application Form included the country code (+30)
Organization Identifier	VATEL-123456789
Purchase Order Number	**ADSxxxxx** *(the PO Number you received through email)*
Country	Must be exactly as stated in your ID/ Passport
Challenge Phrase	Must be at least 8 characters and must contain at least one lower case letter, one upper case letter and one digit.
Cryptographic Service Provider	Choose "**eToken Base Cryptographic Provider**"
Publish your Digital ID	Choose if you want your public certificate to be published
Enter Comments	Optional: Add comments to be viewed by RA Officers
Subscriber Agreement	Check the box to agree with ADACOM's Subscriber Agreement shown above

- Click "**Submit**"
- Click "**OK**" to the "**Message from webpage**" window asking you to confirm the email address
- Click "**Yes**" to the "**Web Access Confirmation**" window
- Enter your USB token PIN
- Wait for the certificate enrollment to complete. You will notice the token to blink
- Once it's completed you will receive the message "**Your request has been submitted for approval**".

Step 4: 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 SMS with a "code" which you will use to pick up your certificate

Step 5: Certificate pick up
Note: Pick up should be submitted using Internet Explorer.
- Connect the USB token to the USB port of your computer
- Open Internet Explorer and visit the below link https://pki.adacom.com/eSeal
- Select "**PICK UP ID**"
- Type the email address and click "**Search**"
- Choose and click on the name of your certificate application
- Check the box to agree with ADACOM's Subscriber Agreement and click "**Submit**"
- Enter the SMS code and click "**Submit**"
- Enter your USB token PIN
- Wait for the certificate pick up to complete. You will notice the token to blink
- Once it's completed you will receive the "**Installation Completed Successfully**" message.