



## **ADACOM QUALIFIED SERVICES**

**User Guide for EU Qualified eSignature  
Certificate for Natural 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](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/eSignature/>
- Select “**ENROLL for Natural Persons**”
- Click “**Yes**” to the “**Web Access Confirmation**” window
- Fill in the following fields

| Enrollment Field                      | Value s   |
|---------------------------------------|---|
| <b>First Name</b>                     | Must be exactly as stated in your ID/ Passport  |
| <b>Last Name</b>                      | Must be exactly as stated in your ID/ Passport  |
| <b>Your E-mail Address</b>            | Must be exactly as stated in your Application Form  |
| <b>Title</b>                          | <b>Optional:</b> Can be Mr or Miss  |
| <b>Mobile</b>                         | Must be exactly as stated in your Application Form  |
| <b>Purchase Order Number</b>          | <b>ADNxxxxx</b> (the PO Number you received through email)  |
| <b>Country</b>                        | Must be exactly as stated in your ID/ Passport  |
| <b>Challenge Phrase</b>               | Must be at least 8 characters and must contain at least one lower case letter, one upper case letter and one digit. |
| <b>Cryptographic Service Provider</b> | Choose “ <b>eToken Base Cryptographic Provider</b> ”  |
| <b>Publish your Digital ID</b>        | Choose if you want your public certificate to be published  |
| <b>Enter Comments</b>                 | <b>Optional:</b> Add comments to be viewed by RA Officers   |
| <b>Subscriber Agreement</b>           | 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 **"Your request has been submitted for approval"** message.

## 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/eSignature/>
- 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.