



CLOUD-BASED QUALIFIED DIGITAL CERTIFICATE RENEWAL - USER GUIDE

*Version 1
March 2020*

1. Introduction

This guide describes the steps for renewing digital certificates online with cryptographic keys stored in the cloud.

- The online renewal only applies if the information NAME, SURNAME, E-MAIL, ORGANIZATION AND FUNCTION remain the same as in the expiring certificate.
- The renewed certificate will contain the same information as the previous certificate.
- Any request to change the data in the expiring certificate invalidates the ON-LINE procedure.
- The ON-LINE renewal allows the use of the old certificate until it expires.

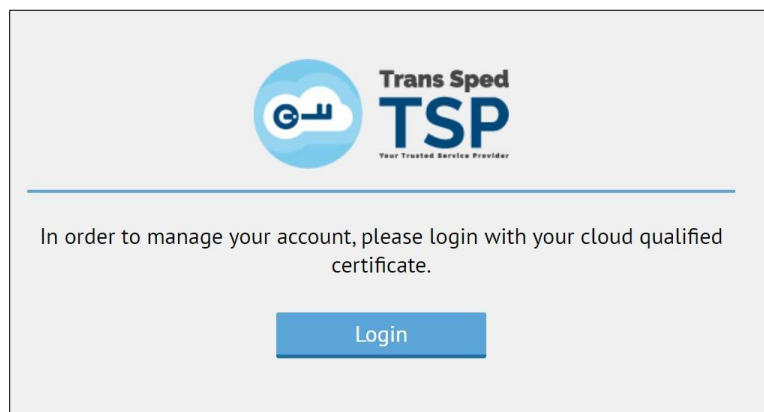
2. Prerequisites

- You must have a valid certificate issued by Trans Sped.
- The data in the renewed qualified digital certificate must be valid and must NOT be altered.
- The identification data of the holder of the renewed certificate will be identical to those of the certificate to be expired and for which the renewal is performed.
- The device used must have internet access.
- If one or more of the above conditions are not met, please use the Standard Renewal.
- Standard Renewal Address: https://uaf.transsped.ro/en/UA_Person.aspx


3. Stages of on-line renewal

1. Access the platform :

<https://msign.transsped.ro/serverbku/protected/index.jsf> and authenticate based on the existing and valid certificate.




2. Authentication is based on the phone number and password set.




Telephone number:

Signature password:

en



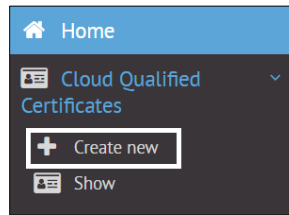
An OTP was sent to your mobile phone.
Have you received this message? And does the reference value in your message match this value: **j2KZ90IFuM**

[View signature data](#)
Reference value: **j2KZ90IFuM**

OTP:

- From the main panel click on “Create new” icon and then click on Start button to issue the certificate.



Issue a new qualified digital certificate

To continue the issuance process, click Start.

- Complete all mandatory fields:

- **Signing password**
- **Confirmation or signing password**
- **IMPORTANT! REMEMBER THE SIGNATURE PASSWORD YOU SET. IF YOU FORGET IT, the CERTIFICATE CAN NO LONGER BE USED AND IT WILL BE NECESSARY TO REVOCATE IT.**
- **Alias (Your chosen name to be used to upload the certificate to your local computer)**
- **Email Address**

After filling the fields, the two documents Terms and Conditions and the User Agreement will be displayed, be readed carefully, after which the two boxes will be ticked to express their agreement, and Next button will be pressed.

Issue a new qualified digital certificate

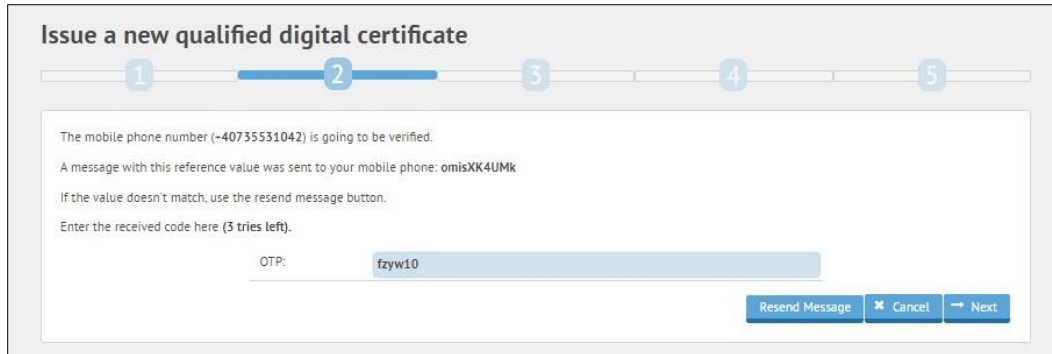
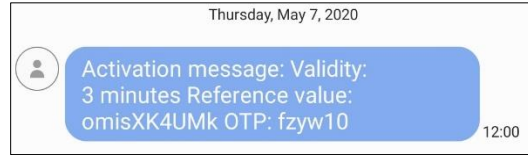
12345

First Name:	Mihaela
Last Name:	Bunea-Savu
Date of Birth:	08.10.1990
Mobile phone number*:	+40727704163
Create Signature Password*:
Confirm Signature Password*:
Alias (name for identifying the certificate)*:	MihaelaB
Email:	mihaela.bunea@transsped.ro
Please read and accept our Terms and Conditions*:	<input checked="" type="checkbox"/>
Please read and accept the Subscriber's agreement*:	<input checked="" type="checkbox"/>

Fields marked with (*) are mandatory.

If the information above is not accurate, please stop the process and contact [Trans Sped](#).

5. After completing the certificate issuance data, a new window will be displayed where you will enter the OTP received by SMS on the number stated on the certificate. The message will have the following form:



Issue a new qualified digital certificate

1 2 3 4 5

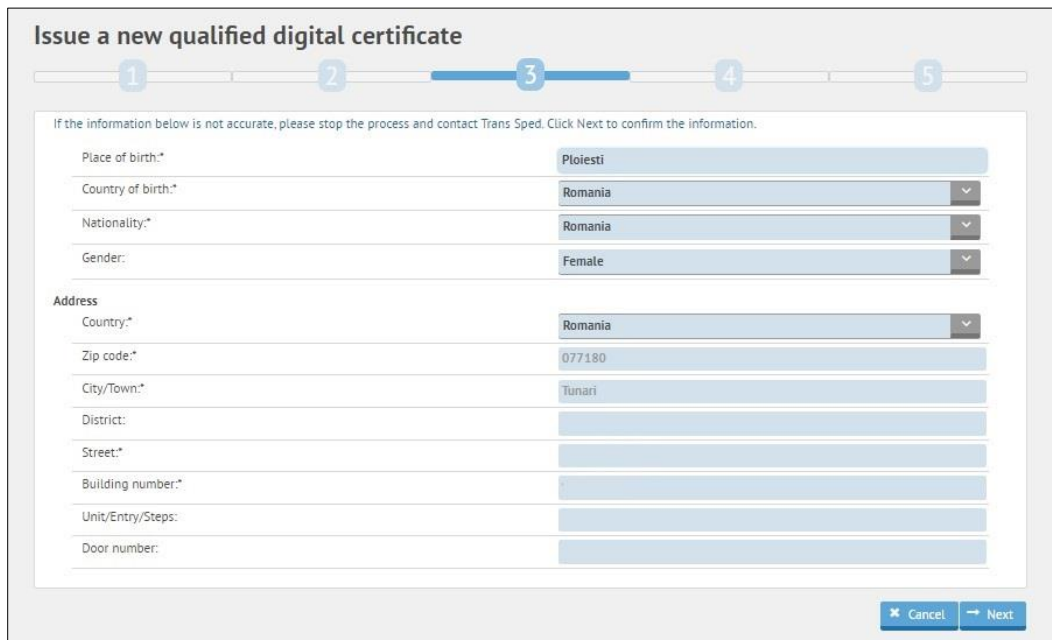
The mobile phone number (+40735531042) is going to be verified.
A message with this reference value was sent to your mobile phone: omisXK4UMk
If the value doesn't match, use the resend message button.
Enter the received code here (3 tries left).

OTP:

[Resend Message](#) [Cancel](#) [Next](#)

After entering the OTP press Next.

6. In the next window, check the displayed information and press NEXT.



Issue a new qualified digital certificate

1 2 3 4 5

If the information below is not accurate, please stop the process and contact Trans Sped. Click Next to confirm the information.

Place of birth:*	<input type="text" value="Ploiesti"/>
Country of birth:*	<input type="text" value="Romania"/>
Nationality:*	<input type="text" value="Romania"/>
Gender:	<input type="text" value="Female"/>

Address

Country:*	<input type="text" value="Romania"/>
Zip code:*	<input type="text" value="077180"/>
City/Town:*	<input type="text" value="Tunari"/>
District:	<input type="text"/>
Street:*	<input type="text"/>
Building number:*	<input type="text"/>
Unit/Entry/Steps:	<input type="text"/>
Door number:	<input type="text"/>

[Cancel](#) [Next](#)

7. Enter the certificate revocation password (it can be the same with signature password) fields and press Next.

Issue a new qualified digital certificate

1 2 3 4 5

A digital certificate will be issued for:

<input checked="" type="checkbox"/>	First Name:	Mihaela
<input checked="" type="checkbox"/>	Last Name:	Bunea-Savu
<input checked="" type="checkbox"/>	Email:	mihaela.bunea@transsped.ro

If the information above is correct, please choose a revocation password and store it securely. Otherwise, contact Trans Sped.

Enter a revocation password:

Confirm revocation password:

8. After completing the renewal process you will receive the message below. Click on Finish button.

Issue a new qualified digital certificate

1 2 3 4 5

The registration is complete. We will contact you with details regarding the payment. After you have paid for your certificate it will be issued.