

# Instructions for purchasing remote qualified eSignature through HARICA's CertManager

1. Visit HARICA's [CertManager](#) and [sign up](#) to create your account. Your personal information must be accurate and fully matched (letter-by-letter) with a government-issued identification document.
2. Once you log in, from the side bar, click **eSignatures**. Then, choose **Remote Qualified eSignature** and click **Select** to one of the following certificate types.

 My Dashboard

 eSign Documents

Certificates

 **eSignatures**

 eSeals

 Server Certificates

More

 Validated Information

 Data privacy statement

 Help / Guides

## eSignatures / Request New Certificate



### Select the type of your certificate

Remote Qualified eSignature

#### For individuals or sole proprietorships (IV)

Explicitly recognized to have the equivalent legal effect of a hand-written signature and can be used in any situation, such as contracts, transactions, administrative procedures. Includes:

- Your personal information

Select

from  
€ year

#### For enterprises or organizations (IV+OV)

Explicitly recognized to have the equivalent legal effect of a hand-written signature and can be used in any situation, such as contracts, transactions, administrative procedures. Includes:

- Your personal information
- Information of your associated organization

Select

from  
€ year

3. Choose the duration of your remote eSignature and click **Next**.

### Select the duration of your eSignature:

**1 year**

One (1) year validity

Select

**2 years**

Two (2) years validity with 10% discount

Select

**3 years**

Three (3) years\* validity with 20% discount

Select

**4 years**

Four (4) years\* validity with 30% discount

Select

\* eSignature certificates have a maximum validity of two (2) years. In case you choose to purchase an eSignature with longer validity, it will be automatically renewed for the remaining duration without additional cost.

< Cancel

Next

#### 4. Select the information you wish to be included in your certificate details.

- Choosing the default option HARICA will generate a unique 10 digit number.

##### 1 Select the type of identity evidence you will provide

**A. Default (recommended)** 

I don't have any special reason to include persistent natural person information (Police ID/Passport/VAT number) in my Certificate.

**Identification document country**

Greece  

**Document Type**

ID Card Number (IDC)  

**B. Advanced** 

I want to add persistent natural person information (Police ID/Passport/VAT number) in my Certificate.

**C. eIDAS login**  

My Certificate will include information provided by my nationally-issued electronic identification (eID).

##### 2 Upload identity documents

  **Select file**

Scan and upload your government issued identity card (2 sides)

You can upload your document in one or multiple files. The supported file formats are .pdf, .jpeg, .png, .zip. File size should not exceed 2MB

- Choosing the advanced option HARICA will include persistent natural person information in your certificate.

## 1 Select the type of identity evidence you will provide

**A. Default (recommended)** 

I don't have any special reason to include persistent natural person information (Police ID/Passport/VAT number) in my Certificate.

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**B. Advanced** 

I want to add persistent natural person information (Police ID/Passport/VAT number) in my Certificate.

**Document Type**

ID Card Number (IDC)  

**Identification document country**

Greece  

**Document Number**

AB123456 

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**C. eIDAS login**  

My Certificate will include information provided by my nationally-issued electronic identification (eID).

## 2 Upload identity documents

 **Select file**

Scan and upload your government issued identity card (2 sides)  
You can upload your document in one or multiple files. The supported file formats are .pdf, .jpeg, .png, .zip. File size should not exceed 2MB

**CAUTION!** In the special case you select the **Tax Identification Number (TIN)**, in addition to the persistent ID number that you will enter (9-digit TIN), you need to select an additional supporting document as an official identification document which you will upload.

1 Select the type of identity evidence you will provide

**A. Default (recommended)** 

I don't have any special reason to include persistent natural person information (Police ID/Passport/VAT number) in my Certificate.

**B. Advanced** 

I want to add persistent natural person information (Police ID/Passport/VAT number) in my Certificate.

**Document Type**

Taxpayer Identification Number (TIN)  

**Identification document country**

Greece  

**Document Number**

AB123456 

Since you selected the Taxpayer Identification Number, please also select an official identification document.

**Document Type**

ID Card Number (IDC)  

**C. eIDAS login**  

My Certificate will include information provided by my nationally-issued electronic identification (eID).

2 Upload identity documents



Scan and upload your government issued identity card (2 sides)  
You can upload your document in one or multiple files. The supported file formats are .pdf, .jpeg, .png, .zip. File size should not exceed 2MB

Upload your Taxpayer Identification Number document



- Choose eIDAS login if your National eID scheme is **NOTIFIED** and the Level of assurance is marked as **High** or **Substantial** as documented in this [list](#).



My Certificate will include information provided by my nationally-issued electronic identification (eID).

Please note that you can use this option **only** if your National eID scheme is **NOTIFIED** and the **Level of assurance** is marked as **High** or **Substantial** as documented in the this [list](#).

5. You have to make sure that your given name and surname are accurate and fully matched (letter-by-letter) with the information of the uploaded identification document in latin characters. In case they don't match, please proceed to the appropriate corrections. Optionally, you may choose to add your name and surname with localized characters. Then, click **Next**.

### 3 Confirm that your personal information is accurate

My personal information (Given name and Surname) is accurate and **fully matches** (letter-by-letter) the information in the uploaded identity document.

Given name (in latin characters)

Surname (in latin characters)



I want to add my name and surname with localized characters. I accept that the characters I enter are accurate and and fully match (letter-by-letter) the information in the uploaded identity document.

< Back

Next >

Steps 6,7 and 8 apply to Organizational Validated (IV+OV) certificate types. In case the certificate type you chose in step 2 is Individual Validated (IV), move to step 9.

6. Fill in all the required information regarding your organization.

## 1 Fill your organization information

**Legal name**

e.g. Greek Universities Network

**Organizational Unit (optional)**

e.g. Customer care

**Country**

Select your country



**Please fill at least one of the following (required)**

**City**

e.g. Athens

**State or province**

e.g. Attica

I want to include the above information to my certificate in my local language as well.

7. Verify the validity of your organization either by uploading all the required documents that prove its legal and operational existence (such as Articles of Incorporation, ΦΕΚ) or by providing the National Trade Records (NTR) number if this information is available in public records.

## 2 Verify the validity of your organization

Proof of organization registration

-  Documents that prove its legal and operational existence (e.g. Articles of Incorporation, ΦΕΚ)
-  This information is publicly available in National Trade Records (you must provide the NTR number)

8. Upload the necessary documents that prove your association with the organization. Then, click **Next**.

3 Verify your association with the organization

Proof of your association with the organization

Letter of association



The total size of the files should not exceed 20MB and each file should not exceed 2MB

9. Choose one of the following identification methods to confirm your personal details. Then, click **Next**. **CAUTION!** The uploaded documents should be in **.pdf** format.

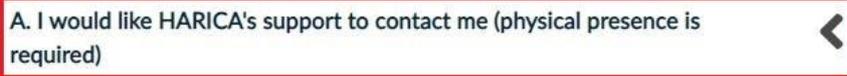
1 Select one of the following identity validation methods



< Back

Next >

- In this case your physical presence is required. HARICA's validators will contact you for more information (e.g. arrange an appointment at HARICA's Registration Office).



HARICA will contact you for more information regarding the identity validation process.

- Fill in and digitally sign HARICA's request form with an existing qualified eSignature (e.g. eToken, smartcard).



1. Download the application for Qualified eSignature [HARICA Qualified Certificate Request for eSignature](#)

2. Fill in the requested information

3. Sign it with the existing eSignature

4. Upload the signed document

Select file

10. Check to make sure that all of the information is correct, accept the [Terms of Use](#), the [Certification Practices](#) of HARICA and the [Data Privacy Statement](#). Then, submit your request.

Review the application before submitting

Certificate Type	Service Duration
Remote eSignature OV	4 years
Subscriber Details	
Organization Details	
Legal name:	Small Communities Network
Organizational Unit (optional):	Customer Care
City:	Atlanta
Country:	US
Supporting Documents	
Document Type	Files
NTR	Letter of association.pdf
Proof of your association with the organization	• Letter of association.pdf
Identity Document	• ID.pdf
Verification Method	
Method	Files
PhysicalPresence	

 I, Akis Okalidis, declare that I read and agree with, by submitting this request, the Terms of Use and the Certification Practices of HARICA. I also agree that HARICA shall process, use and store the data from this request in accordance with the Data Privacy Statement.

[← Back](#)

 [Submit Request](#)

11. Once the request has been submitted successfully, the next step is to proceed to the payment of your remote eSignature. To do that, click **Continue to Payment**.

- My Dashboard
- eSign Documents
- Certificates
  - eSignatures
  - eSeals
  - Server Certificates

### My Dashboard

Pending Certificates

Type	Information	Validity	Actions
Remote Signature	- 1460 days		 <a href="#">Continue to Payment</a>

12. Fill in all the necessary information, click **Continue to Payment** and you will be redirected to our partner bank's e-Commerce environment to complete the payment.

**You have submitted your request**

Your request has been submitted. To begin the certificate issuance process, you will need to proceed with the payment of the order.

[Click here to view our payment policy](#)

Country Zip code

Greece

City

Address

Save my billing details.  I request invoice for my transaction.

I have a Discount Coupon

Items

**Remote Qualified eSignature Certificate**

Cost	€
VAT 24%	€
Total cost including VAT 24%	€

13. Once the payment is complete, you will be redirected back to HARICA's CertManager confirming the purchase of your Certificate.

### Remote eSignature / Certificate payment

1. Request    2. Payment    3. Activation

 Thank you for your purchase

Your request needs to be validated by HARICA's Validation Specialists, who will verify your personal details based on submitted evidence. You will be informed by email when the validation process is complete.

[← Back](#)

14. Now, your request needs to be approved by HARICA's validators, who will check and verify the data that you have submitted.

My Dashboard

Pending Certificates

Type	Information	Validity	Actions
	Remote Signature - 1460 days		Waiting for validation

15. When the validation of your data is complete, you will be notified by email to proceed with the activation of your remote eSignature account. The message contains your username and the activation code of your remote eSignature account.



## Your certificate request has been approved

Your Remote eSignature account has been successfully created and is ready to be activated.

In order to activate your account, use the activation code found below.

Signature Username: [REDACTED]

**Signature Activation Code: RXzHLoQSzgpAfrL9uQF**

Follow this link [Harica Cert Manager](#) to begin the activation step.

**Do you need any assistance? Please contact us here!**

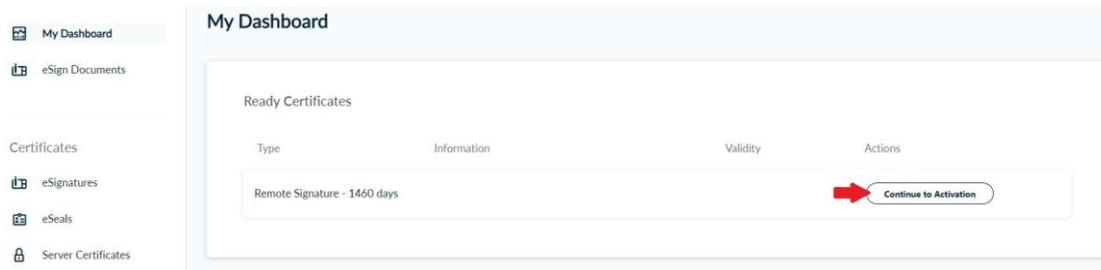
 [support@harica.gr](mailto:support@harica.gr)

 +30 2310 995000

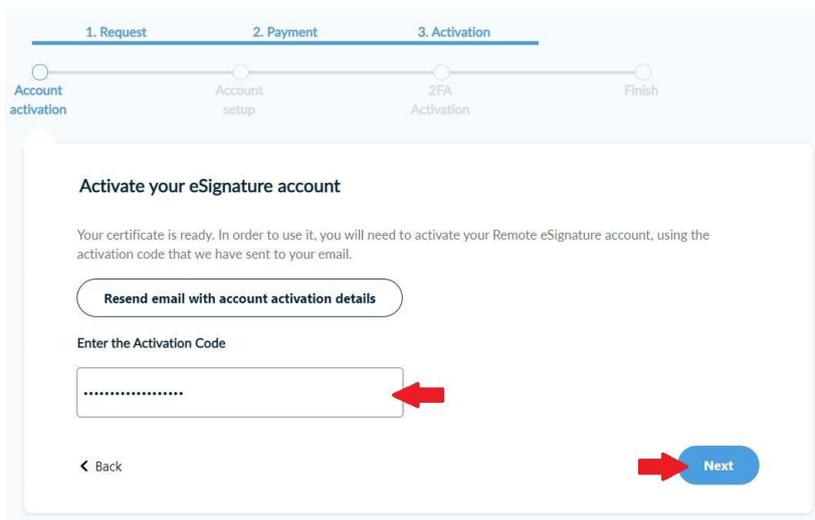
Monday to Friday: 08:15 - 15:00  
(GMT+3 Athens, Greece)

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16. At the same time in HARICA's CertManager, the option to activate your account has appeared. Click **Continue to Activation**.



17. Enter the activation code you received by email. Then, click **Next**.  
In case the message is deleted or can't be found, you have the option to resend the email.



18. Set and confirm the password for your account which you will use to unlock the service. Then, click **Next**.  
**CAUTION!** It is important to remember the password as, in case of loss, you would have to repeat the request/activation process.

#### Setup your Remote eSignature account

In order to setup your account, you have to set a password. The password will be needed every time that you want to digitally sign any documents.

! Keep in mind that if you forget your remote eSignature password, your account must be canceled and you must repeat the request, physical presence verification and activation procedure to set a new password.

Remote eSignature username

XXXXXXXXXX@XXXX

Set Remote eSignature Password

.....

Confirm Remote eSignature Password

.....

< Back

Next

19. Download on your mobile device (e.g. smartphone, tablet) an authentication application for generating One-Time Passwords (OTPs). Then, scan the QR code through the application and the account "HARICA RemoteSign -username-" will be created.

### Activate 2 Factor Authentication

Follow the instructions below to activate the 2 Factor Authentication.

#### 1 Install an authentication app on your mobile device (e.g. smartphone, tablet)

You need to download an OTP authentication app on your device, in order to activate the 2 Factor Authentication.

Please keep the OTP authentication app installed on your device. You will be asked for an OTP password every time you want to digitally sign any document.

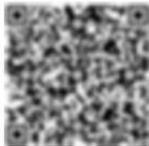
#### Recommended apps:

Microsoft Authenticator

Google Authenticator

#### 2 Scan the QR code

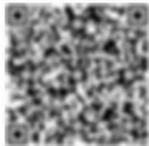
Scan the QR code with your authenticator to retrieve your OTP



20. Fill in the current OTP code from the application and click **Complete Activation**.

#### 2 Scan the QR code

Scan the QR code with your authenticator to retrieve your OTP



#### 3 Enter the One Time Password

Enter the One Time Password (OTP) generated by the authenticator, in the field below. Make sure that you fill in the OTP password as a last step and click the "Complete Activation" button below right away, since the OTP password is renewed every few seconds on the installed app.

Remote eSignature OTP code

A text input field containing six dots, representing the OTP code. A red arrow points to the right side of the field.

< Back

 Complete Activation

21. Check the information that will be included in the Certificate. If everything is correct, click **Accept**.

### Your certificate is ready

Please check carefully the following details, and accept it to continue.

#### Subject Distinguished Name

C=GR,SURNAME=Oxalidis,GIVENNAME=Anis,SERIALNUMBER=479836364,CN=Anis Oxalidis

#### Subject Alternative Name

DirName:CN=Anis Oxalidis, GIVENNAME=Anis, SURNAME=Oxalidis, SERIALNUMBER=479836364, C=GR

#### Issuer

C=GR,L=Athens,O=Hellenic Academic and Research Institutions Cert. Authority,CN=HARICA Qualified Natural Entities SubCA R3 - Test

#### Serial code

446D426568966147F6194E843ED908E2

#### Valid from

19/10/2021

#### Valid until

18/10/2024



22. The activation process of HARICA's remote eSignature service has been completed. Now you may proceed to [sign your documents digitally](#).

-  My Dashboard
-  eSign Documents

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- Certificates
  -  eSignatures
  -  eSeals
  -  Server Certificates

### My Dashboard

Valid Certificates

Type	Information	Validity
Remote Signature - 1460 days	C=GR,SURNAME=Oxalidis,GIVENNAME=ANIS...	 Valid until 18/10/2024