

The trusted  
eSignature solution  
from JCC

LOGIN

SIGN UP

SCROLL DOWN FOR STEPS

# JCC Trust Portal

Creation of account, request &  
generation of Electronic  
Identity (eID)

# The trusted eSignature solution from JCC

[LOGIN](#)[SIGN UP](#)

SCROLL DOWN FOR STEPS

## 01

### ACCOUNT CREATION

Step by step guide of how to create your Trust Portal account



## 02

### eID REQUEST

Step by step guide of how to request your eID



## 03

### eID GENERATION

Step by step guide of how to generate your eID

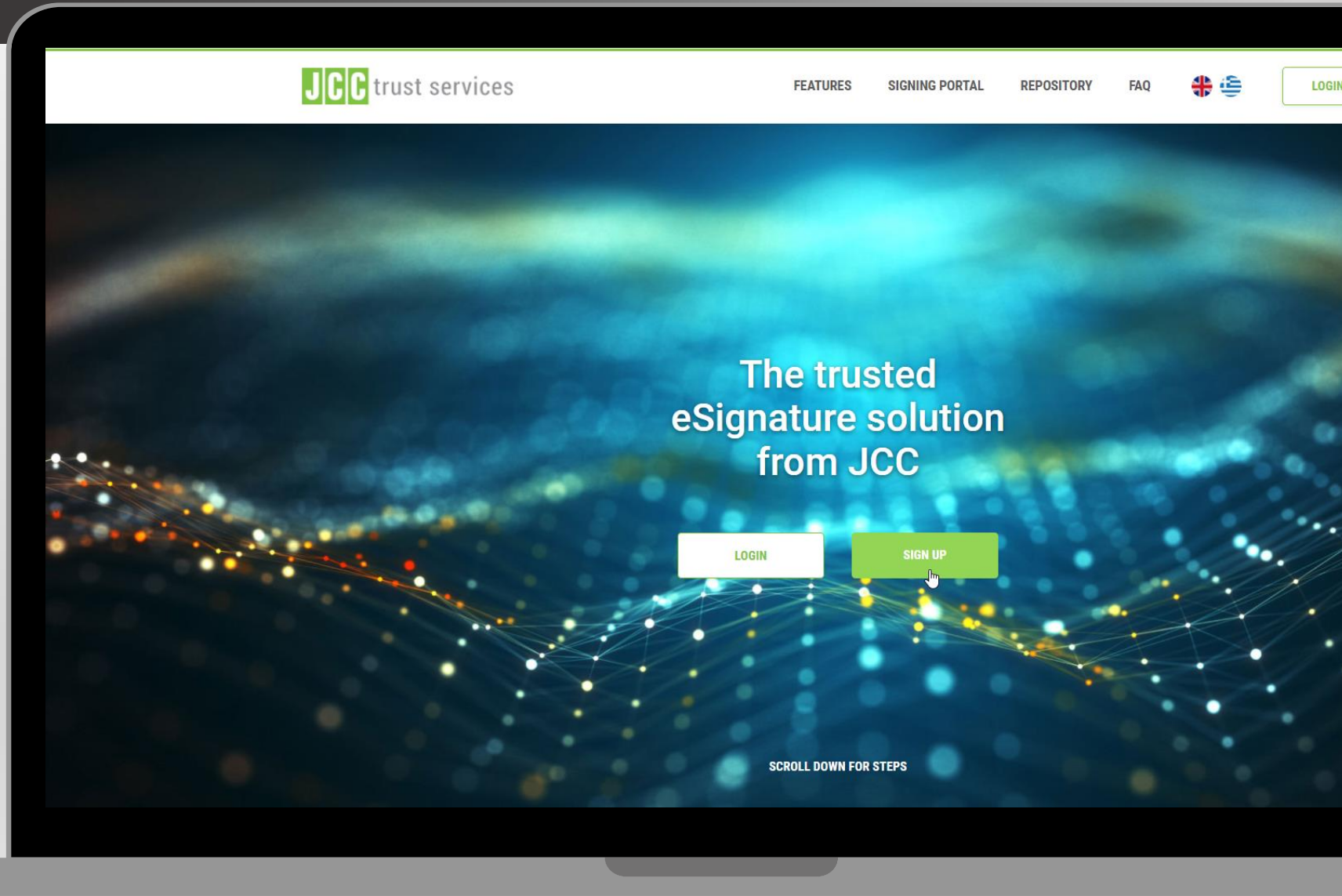


# 01

## ACCOUNT CREATION

Step by step guide of how to create your Trust Portal account

- ✓ Click here to visit JCC Trust Portal
- ✓ Select to “**SIGNUP**”



1

CHOOSE PROVIDER

2

FILL YOUR INFORMATION

3

COMPLETE SIGNUP

Create an Account

Electronic Identity

You don't have an Electronic Identity.  
Click on "Apply Now" if you would like to apply for an Electronic Identity.

APPLY NOW

Natural Identity

Your pending application.  
Please contact.

CONTACT

NOTIFICATIONS

ALL

Unread

Learn ipsum dolor sit amet, consectetur adipiscing elit.  
Maecenas veli turpis, cursus non sem quis, vehicula posuere magna. Nullam molestie efficitur.

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JCC PAYMENT SYSTEMS

SELECT PROVIDER

Bank of Cyprus

SELECT PROVIDER

ΕΛΛΗΝΙΚΗ ΤΡΑΠΕΖΑ  
HELLENIC BANK

SELECT PROVIDER

infoCREDIT GROUP  
securing ease of mind

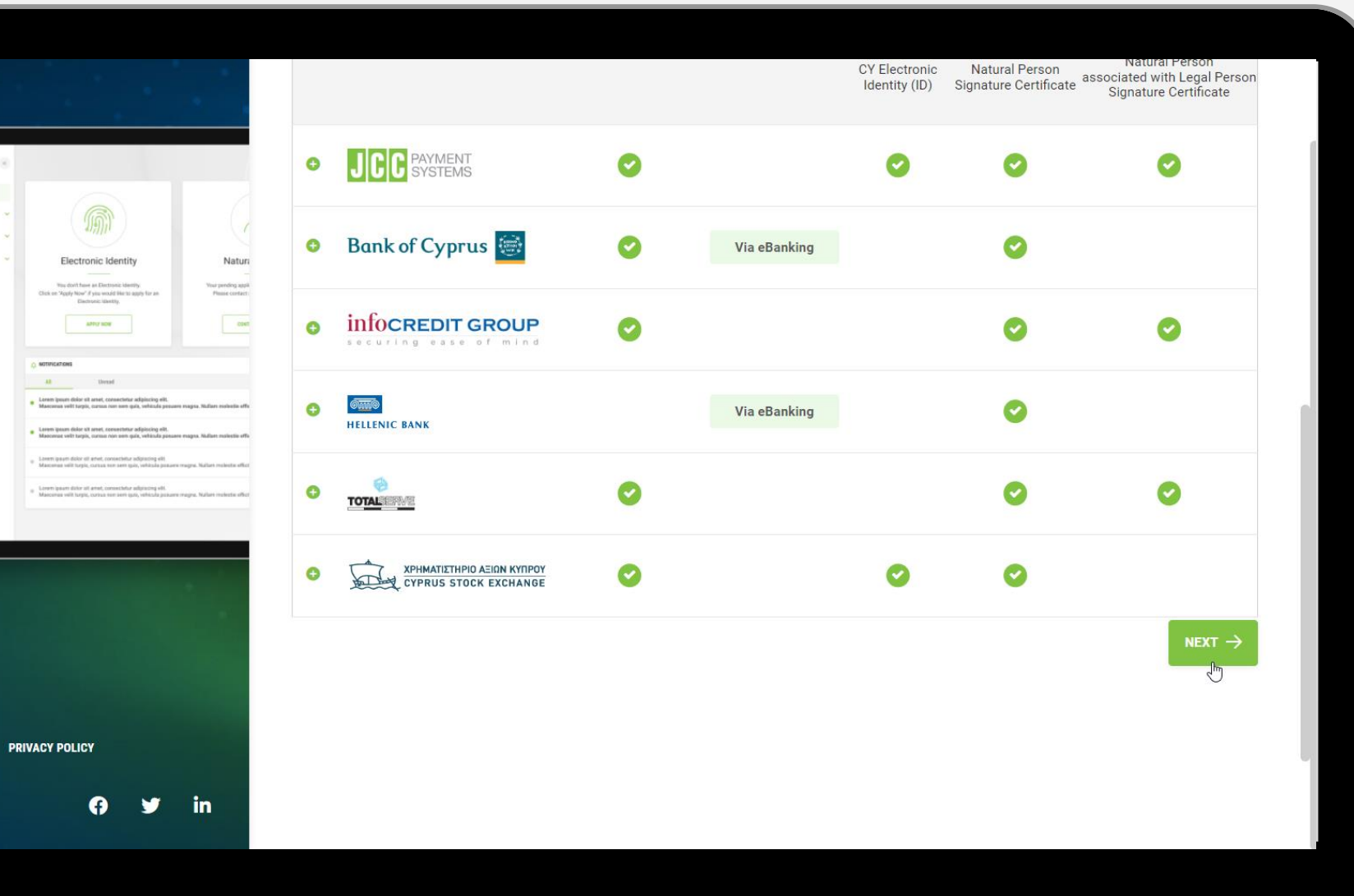
SELECT PROVIDER

ΧΡΗΜΑΤΙΣΤΗΡΙΟ ΑΞΙΩΝ ΚΥΠΡΟΥ  
CYPRUS STOCK EXCHANGE

SELECT PROVIDER

✓ Select your Local Registration Authority





✓ Click on “NEXT”

1  
CHOOSE PROVIDER

2  
FILL YOUR INFORMATION

3  
COMPLETE SIGNUP

### Account Information

Username \*

Email \*

Select title ▾

First Name \*

Last Name \*

As stated in your Identity or Passport

As stated in your Identity or Passport

Select Country ▾

Country of issue as stated in your Identity or Passport

Address \*

Postal Code \*

Telephone (Mobile)

Select Country ▾

Telephone (Mobile) \*

Telephone (Fixed Line)

Select Country ▾

Telephone (Fixed Line)

← BACK

NEXT →

✓ Fill all the required information

✓ Click on “NEXT”

1

CHOOSE PROVIDER

2

FILL YOUR INFORMATION

3

COMPLETE SIGNUP

## Account Information

Security Question

\*All fields are mandatory

What primary school did you attend?

Security Question Answer \*

Account Details

Select ID type

ID Number \*

As stated in your Identity or Passport

Password \*

Repeat Password \*

Legal

PLEASE SCROLL DOWN TO ACCEPT THE TERMS AND CONDITIONS.

General Terms and Conditions for Use of Certificates

Date: 01 April 2020 Version: 1.3 Document Owner: QTSP Policy Officer

Present General Terms and Conditions describe main policies and practices followed by JCC Payment Systems and provided in CP and CPS, that are also described in a supplemental and simplified way in the PKI Disclosure Statement (PDS), for authentication certificates and for EU Qualified certificates for electronic signatures & electronic seals.1.1. The Terms and Conditions govern Subscribers' use of the Certificates and constitute a

- ✓ Set a security question and answer
- ✓ Enter your identity/passport details
- ✓ Set your Trust Portal login password

Electronic Identity

You don't have an Electronic Identity.  
Click on "Apply Now" if you would like to apply for an Electronic Identity.

APPLY NOW

Nature

Your pending application is under review. Please contact us for more information.

CONTACT

NOTIFICATIONS

ALL

Dismiss

Learn more about our services, contact our support team, and more.

Learn more about our services, contact our support team, and more.

Learn more about our services, contact our support team, and more.

Learn more about our services, contact our support team, and more.

PRIVACY POLICY

Legal

PLEASE SCROLL DOWN TO ACCEPT THE TERMS AND CONDITIONS.

General Terms and Conditions for Use of Certificates

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☐ I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS

PLEASE SCROLL DOWN TO ACCEPT THE PRIVACY STATEMENT.

QTSP PRIVACY STATEMENT FOR THE PROTECTION  
OF PERSONAL DATA & GENERAL INFORMATION Version 1.2

This Privacy Statement aims to give you information on how JCC Payments Systems Ltd(referred to as 'we', 'us', 'our', 'JCC Payment Systems' or 'JCC') collects, uses, discloses and processes your personal data through your use of the <https://trust.jcc.com.cy> and <https://pki.jcc.com.cy> (hereinafter referred to as "the Websites") and the means by which this is done. The Privacy Statement as a means of notifying the website visitors of their rights in accordance with local law and the EU General Data Protection Regulation (EU) 2016/679. JCC Payment Systems Ltd is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience.By accessing, browsing and/or using this Website, you consent to the data practices described in this Privacy Statement and acknowledge that you have read, understood, and agree to be bound by these terms.

☐ I HAVE READ AND ACCEPT THE PRIVACY STATEMENT

☐ I'm not a robot

reCAPTCHA

Privacy - Terms

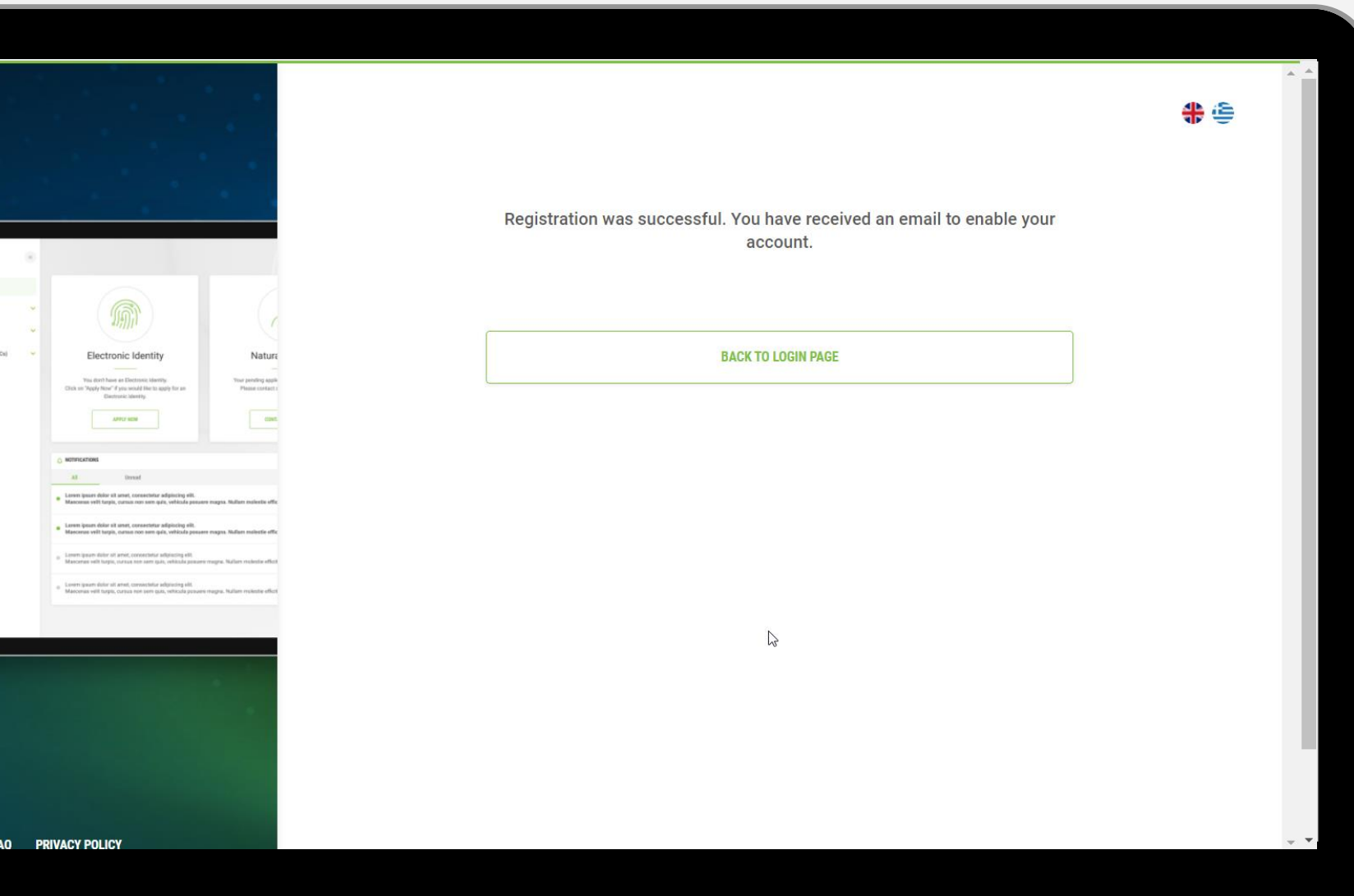
SUBMIT

← BACK

✓ Scroll down to accept the terms and conditions and privacy statement

✓ Select “SUBMIT”





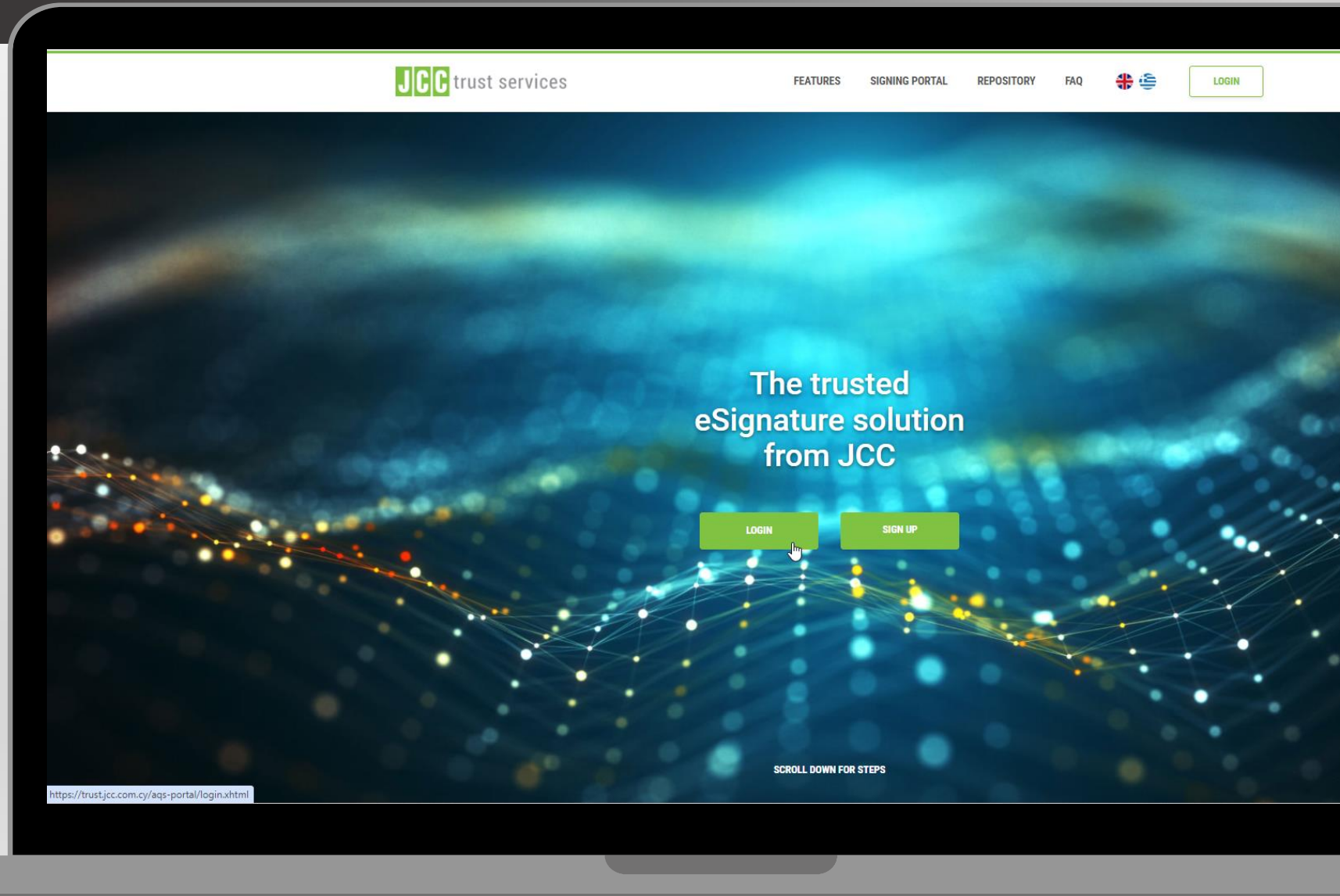
✓ Go to your email to activate your Trust Portal account

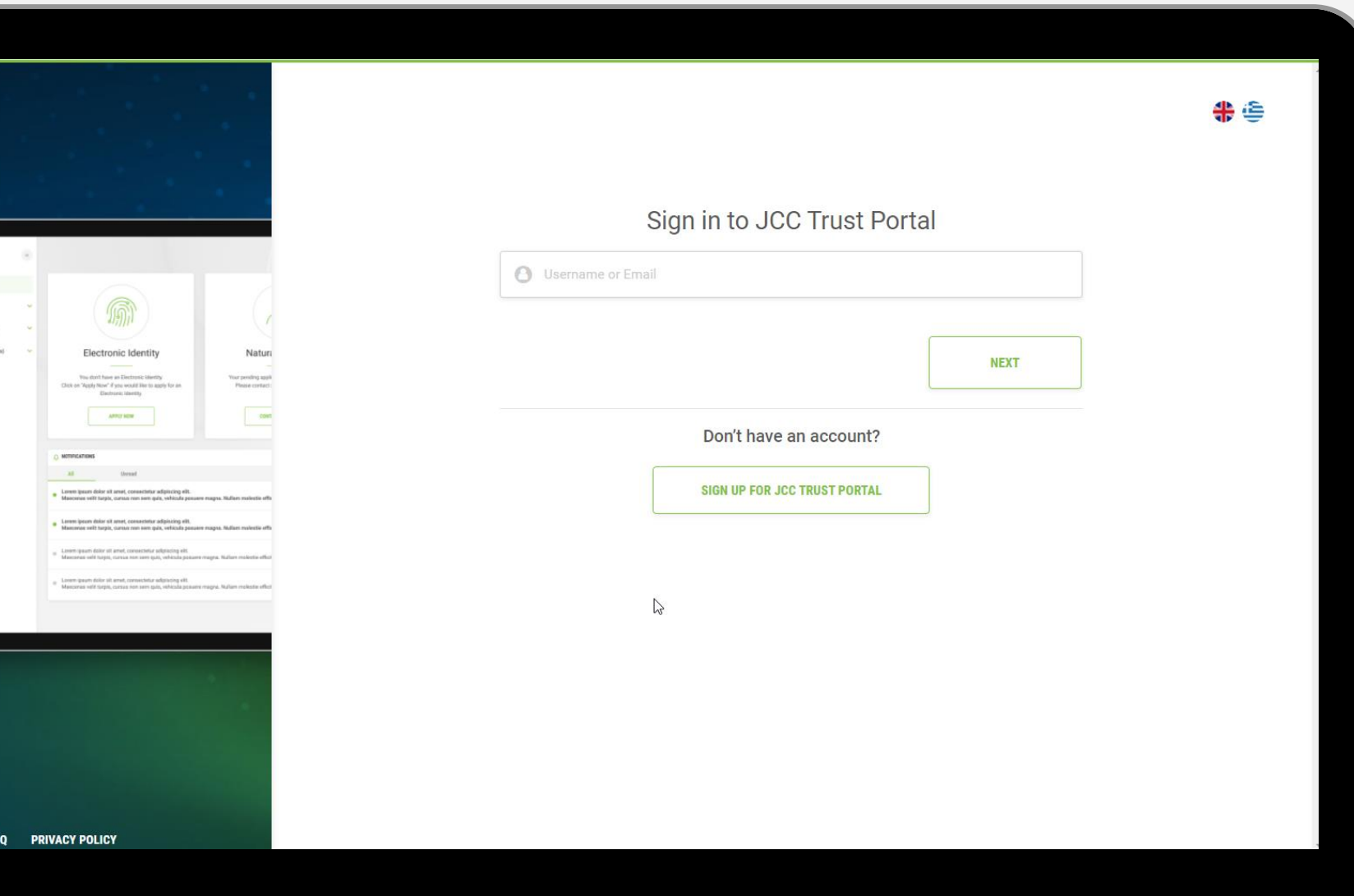
✓ Select **“BACK TO LOGIN PAGE”**

# 02 eSIGNATURE REQUEST

Step by step guide of how to request your eSignature certificate

- ✓ Click here to visit JCC Trust Portal
- ✓ Select to “**LOGIN**”





✓ Enter your username or email

✓ Click on “NEXT”

Sign in to JCC Trust Portal

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Password

[Forgot password?](#)

Enter the 6-digit OTP generated through JCC Authenticator app

[Reset your two-factor authentication?](#)

**SIGN IN**

Your current LRA is: JCC. Select below if you want to change your LRA:

JCC

✓ Enter your password

✓ Enter the 6-digit OTP generated through JCC Authenticator application

✓ Click “**SIGN IN**”

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## Electronic Identity

You didn't apply yet Electronic Identity.  
Click below to proceed your eID  
application.

[APPLY FOR ELECTRONIC IDENTITY](#)



## Natural Person Electronic Signature

You haven't applied yet for Natural Person  
Certificate (NP). Click below to proceed  
your NP certificate application.

[APPLY FOR CERTIFICATE](#)



## Natural Person associated with Legal Certificate

You haven't applied yet for a Natural  
Person associated with Legal Person  
Certificate (NPLP). Click below to proceed  
your NPLP certificate application.

[APPLY FOR CERTIFICATE](#)

✓ Click to “**APPLY FOR  
ELECTRONIC  
IDENTITY**”





## New Electronic Identity (eID)

**1** INFORMATION

## 2 TERMS AND CONDITIONS

## 3 IDENTITY CARD

## 4 APPLICATION FORM

5 JCC AUTHENTICATOR DEVICE  
REGISTRATION

## 6 SUBMISSION




In order to proceed with your application please make sure that:

- Your identity documents is [Cypriot Biometric Identity Card](#)
- Your smart device supports **biometric authentication** i.e. fingerprint, face recognition etc.

To continue with your application submission, click '**Next**'

NEXT →

✓ Click on “**NEXT**”

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### New Electronic Identity (eID)

1 INFORMATION

2 **TERMS AND CONDITIONS**

3 IDENTITY CARD

4 APPLICATION FORM

5 JCC AUTHENTICATOR DEVICE REGISTRATION

6 SUBMISSION

PLEASE SCROLL DOWN TO ACCEPT THE TERMS AND CONDITIONS.

APPLICATION FORM & AGREEMENT FOR EU QUALIFIED CERTIFICATE  
FOR ELECTRONIC SIGNATURE  
(NATURAL PERSON)

1.The identity of the Subscriber shall be verified by one of the following ways:i)by the physical presence of Subscriber who submits to a JCC Payment Systems' RA or an LRA authorized by JCCPayment Systems the following documents:•Proof of the Subscriber's identity [full name, date, place of birth etc.] on the basis of a National ID or Passport(for Cypriot Nationality) or Biometric national identity card for EU Countries or Passport for any country, given that the document includes a unique number assigned to the applicant by the above mentioned identitydocument issuing country. An official attestation of Passport or National Identity will be


☐ I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS


PLEASE SCROLL DOWN TO ACCEPT THE PRIVACY STATEMENT.

POLICY

1.The identity of the Subscriber shall be verified by one of the following ways:i)by the physical presence of Subscriber who submits to a JCC Payment Systems' RA or an LRA authorized by JCCPayment Systems the following documents:•Proof of the Subscriber's identity [full name, date, place of birth etc.] on the basis of a National ID or Passport(for Cypriot Nationality) or Biometric national identity card for EU Countries or Passport for any country, given that the document includes a unique number assigned to the applicant by the above mentioned identitydocument issuing country. An official attestation of Passport or National Identity will be requested if the authenticity of the document is questionable by the LRA. Attestation must be in the Greek or

☐ I HAVE READ AND ACCEPT THE PRIVACY STATEMENT



 BACK

NEXT 


✓ Scroll down and accept the Terms & Conditions and the Privacy Statement

✓ Click on “**NEXT**”

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[→]

 New Electronic Identity (eID)

1 INFORMATION


2 TERMS AND CONDITIONS

3 IDENTITY CARD

4 APPLICATION FORM

5 JCC AUTHENTICATOR DEVICE REGISTRATION

6 SUBMISSION



Please upload both sides (back and front) of you identity card and then click on "Next" to continue.

Note: Only Biometric Identity cards are acceptable

FRONT SIDE UPLOAD

BACK SIDE UPLOAD



Acceptable image formats: png, jpeg, jpg, tiff, gif or bmp

← BACK

NEXT →

✓ Upload both sides of your biometric ID

✓ Click on **“NEXT”**

« JCCdemouser |   | [→]

### New Electronic Identity (eID)

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6 SUBMISSION

**Applicant's data**


Mrs ✓

Name

Surname

1 Name in latin as stated in your Identity 1 Surname in latin as stated in your Identity

Date of Birth \*

DD/MM/YYYY \* 

Telephone Number (fixed line)

Select Country ✓

Phone number

Telephone Number (mobile) \*

CY (+357) ✓

Phone number

E-mail Address \*


ID Card Number

1 As stated in your Identity ex. 0000123456


ID Document Number \*

As stated in your Identity ex. CR0123456 1

Document issue date \*

DD/MM/YYYY 

Document expire date \*

DD/MM/YYYY \* 

← BACK

NEXT →

✓ Fill in the required information

✓ Click on “NEXT”

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### New Electronic Identity (eID)


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- 2 TERMS AND CONDITIONS
- 3 IDENTITY CARD
- 4 APPLICATION FORM
- 5 JCC AUTHENTICATOR DEVICE REGISTRATION
- 6 SUBMISSION

Download the JCC Authenticator application using your mobile phone device

[Download on the App Store](#) [GET IT ON Google Play](#)


Open the JCC Authenticator application and enter your User ID you used on Step 1 and click "SIGN IN" to login

User ID: **aandreou1\_eid**



**Note:** In case you have already registered your device in the past, please ignore this step and click below

Enter the two one-time passwords (OTPs) that you will receive through email and SMS to the corresponding fields and click "VERIFY"



**Note:** In case you have already registered your device in the past, please ignore this step and click below. After the JCC Authenticator application is registered successfully, click "OK"

[← BACK](#) [NEXT →](#)

- ✓ Download and open JCC Authenticator mobile application
- ✓ Enter the userID
- ✓ Enter the two OTPs that you've just received via SMS and email
- ✓ Click on **"NEXT"**



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New Electronic Identity (eID)

- 1 INFORMATION
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- 5 JCC AUTHENTICATOR DEVICE REGISTRATION
- 6 SUBMISSION

Congratulations! Your application has been submitted.  
Please kindly be informed that in order for your application to be proceeded for approval you need to be validated by your Local Registration Authority (LRA).  
Please download & print the Application PDF below and visit:

[📄 CERTIFICATE APPLICATION PDF DOWNLOAD](#)

As soon as you proceed with your validation, you will receive the final approval within the next five (5) business days.  
You will be notified with email & SMS about the progress of your request.

[🏠 FINISH](#)

✓ Download the PDF application form and schedule your visit to your LRA for physical validation

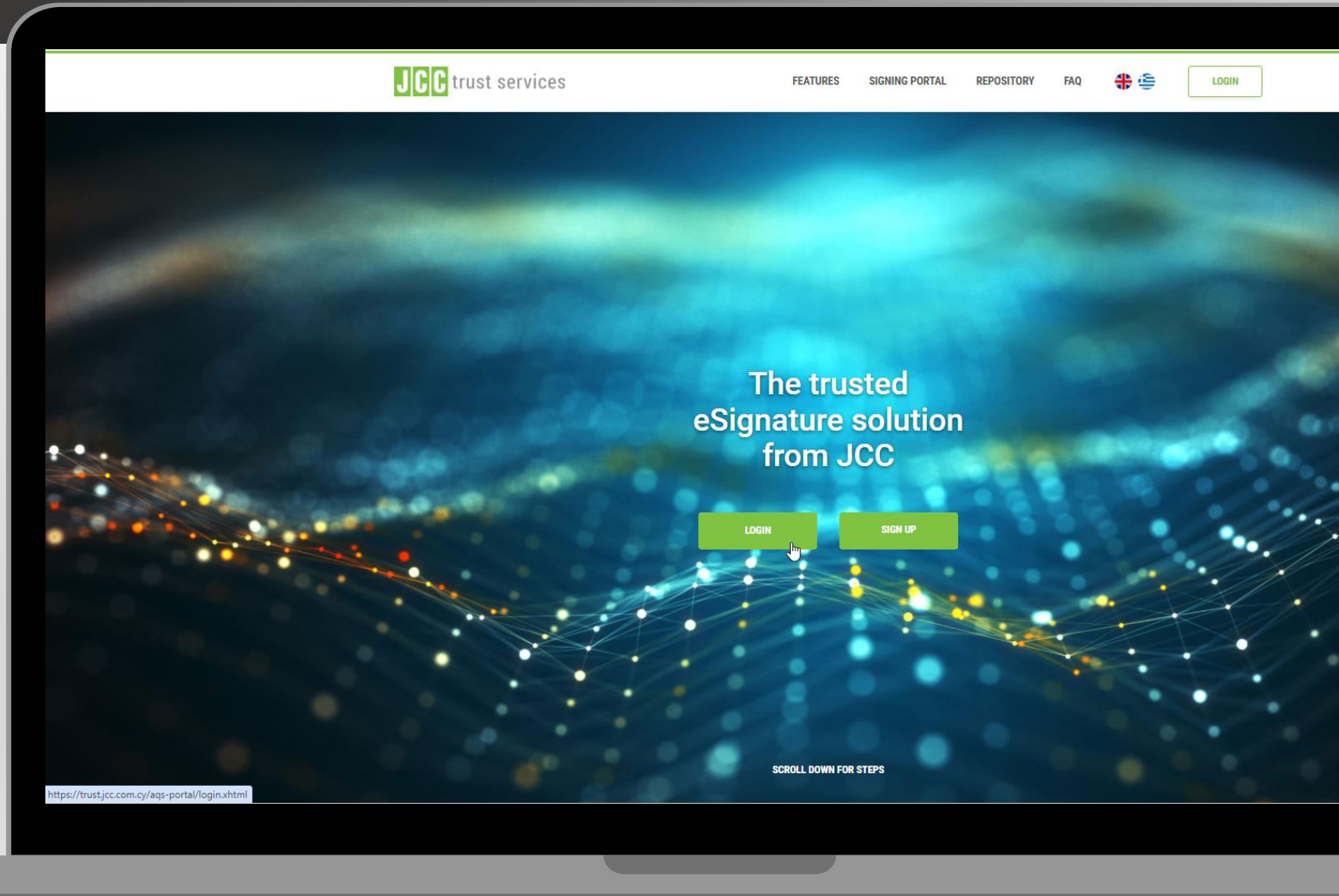
✓ Click on “**FINISH**”

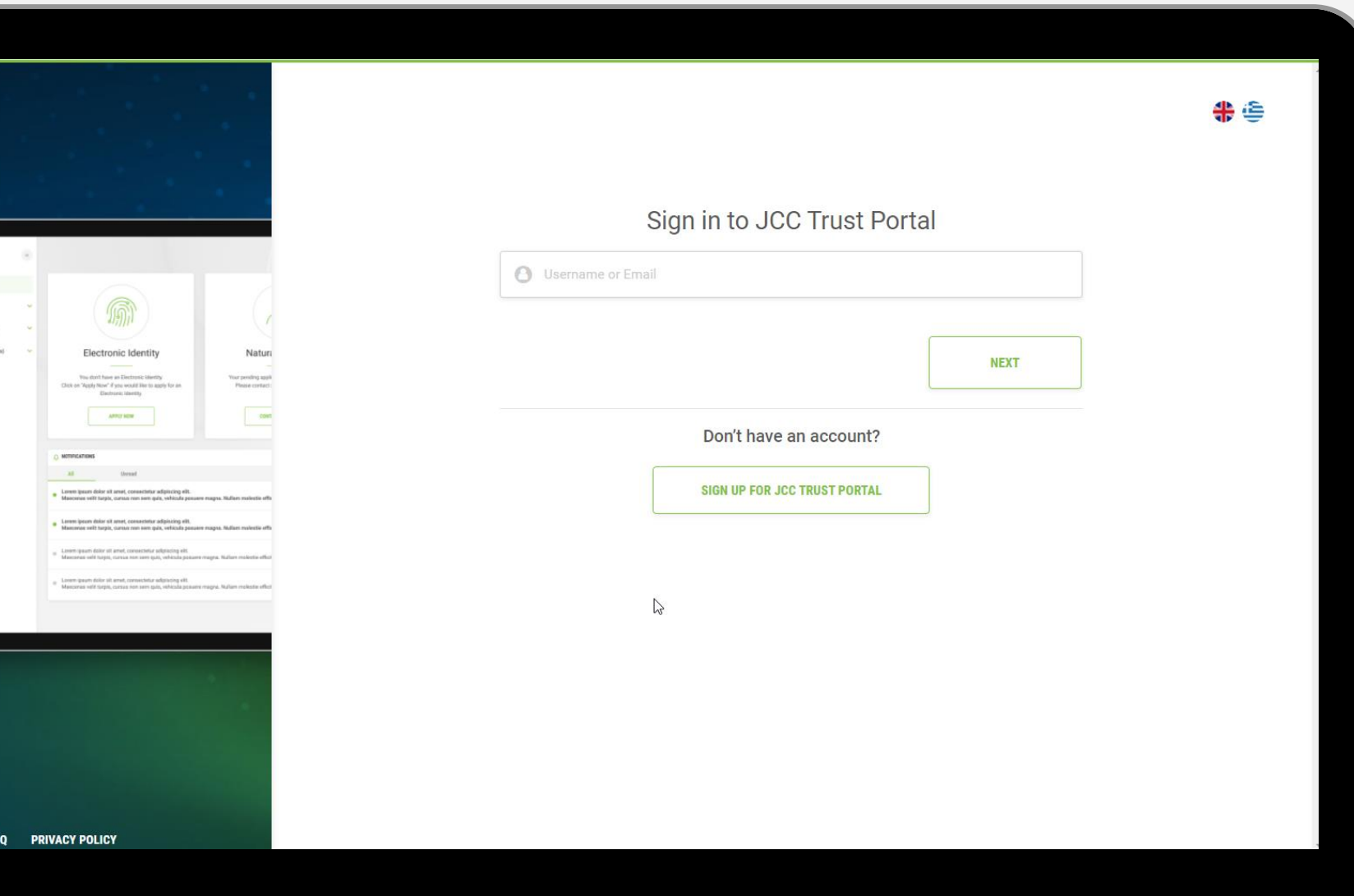
# 03

## eID GENERATION

Step by step guide of how to generate your eID

- ✓ Click here to visit JCC Trust Portal
- ✓ Select to “**LOGIN**”





✓ Enter your username or email

✓ Click on “NEXT”

Sign in to JCC Trust Portal

JCCdemouser

Password

[Forgot password?](#)

Enter the 6-digit OTP generated through JCC Authenticator app

[Reset your two-factor authentication?](#)

**SIGN IN**

Your current LRA is: JCC. Select below if you want to change your LRA:

JCC

Electronic Identity

Natural Identity

NOTIFICATIONS

PRIVACY POLICY

- ✓ Enter your password
- ✓ Enter the 6-digit OTP generated through JCC Authenticator application
- ✓ Click “**SIGN IN**”



### Electronic Identity

Your request for Electronic Identity has been accepted. Click below to enrol and generate your eID.



**ENROL**



### Natural Person Electronic Signature

You have a valid Natural Person Certificate. Click below to view your certificates.

**MY CERTIFICATES**



### Natural Person associated with Legal Certificate

You haven't applied yet for a Natural Person associated with Legal Person Certificate (NPLP). Click below to proceed your NPLP certificate application.

**APPLY FOR CERTIFICATE**

✓ Click on **“ENROL”**



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## Electronic Identity (eID)

INFORMATION

MY DEVICES

HISTORY

For the issuance of your Electronic ID please make the payment.

PAY



Click on “**PAY**”

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## Payment

### Product information

#### eID Issuance

This will be the payment for issuing your eID  
50.0€

JCCdemouser @gmail.com

Credit Card Number

 /  

CVV Code

☐ I have read and agree to the website [terms and conditions](#) and [privacy statement](#)

Pay

- ✓ Enter your card details
- ✓ Click on “**Pay**”

MATTHAIOU, SOTIROULLA



## Payment

### Product information

#### eID Issuance

This will be the payment for issuing your eID

#### Payment required

Please go to the tab that just opened to continue with the payment.  
Once you have completed the payment press 'Continue'.

CONTINUE



123



CVV Code

☒ I have read and agree to the website [terms and conditions](#) and [privacy statement](#)

Pay



Click on “**CONTINUE**”

JCCdemouser



## Electronic Identity (eID)

INFORMATION



MY DEVICES

HISTORY

Your payment was successful. Please click enrol to proceed with eID.

ENROL

✓ Click on “**ENROL**”

JCCdemouser  | 

### Create your Electronic Identity

To generate your Electronic Identity, you must setup your eID Account with your own credentials. #80C242FF; Important Note: Kindly be informed that in case you forget your eID password and you need to reset it, a physical identity validation will be required.

Enter the OTP you received via SMS:

Enter the OTP you received via email:

Set your eID Password:

Notes:  
Please keep note that you will need this password to enter the JCC Signing Portal to sign electronically your documents.  
Please keep note that you will need the User ID for the next step regarding JCC Authenticator Application.

**SUBMIT**

- ✓ Enter the OTP you've just received via SMS
- ✓ Enter the OTP you've just received via Email
- ✓ Set your eID password by entering it twice
- ✓ Click on **“SUBMIT”**



The trusted  
eSignature solution  
from JCC

LOGIN

SIGN UP

# Thank you.

If you have any questions, please do not hesitate to contact JCC via email at [trust-services@jcc.com.cy](mailto:trust-services@jcc.com.cy) or via phone at +357-22 868500.