



JCC Qualified Trust Services Provider
User Guide for EU Qualified eSignature Certificate for
Natural Person
on a Local QSCD (USB)

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1. Introduction

This document is a digital certificate lifecycle management guide and it details the information required and provides a step-by-step procedure for issuing and revoking an EU Qualified Certificate for Electronic Signature on a Local QSCD.

This document has been created in accordance with the relevant provisions of the applicable law and the current JCC CPS and related JCC practices.

2. Certificate Issuance

2.1. Request for certificate

- a) Please visit the Local Registration Authority and present the following required documents:
- Your National ID or Passport
 - For Cypriot Nationality: National ID or Passport (for Cypriot Nationality)
 - For non-Cypriot Nationality: Passport and official attestation of Passport person that must be in the Greek or English language.
- a) You shall fulfil and submit the Application Form & Agreement as well as the Authentication Documents.

The LRA will provide onsite the Qualified Signature Creation Device with a copy of your application form.

- b) Your Application Form & Agreement and Authentication Documents will be sent to JCC's RA for authentication and archiving while you will continue with the QSCD installation (2.2) and Enrolment Process (2.3).

2.2. QSCD installation

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

- a) Please visit <https://pki.jcc.com.cy/repository> and choose "Downloads" and then "Drivers"
- b) 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/MiddlewarePlace the Local QSCD device on your laptop or computer.
- c) Connect the USB token to the USB port of your computer
- d) You will be prompted to change the factory PIN
- e) Type in the default token PIN "1234567890" and after that type your personal PIN (and never disclose to anyone)

2.3. Browser Preparation

- a) Open Internet Explorer
- b) Navigate to menu **Tools>Internet Options>Security>Trusted Sites>Sites**

- c) In “Add this website to the zone” type **https://*.jcc.com.cy** and click Add
- d) Click “Close” and then click “OK” to close all browser windows
- e) Close the Browser

2.4. Certificate Enrollment

Note: Enrolment should be submitted using Internet Explorer.

- a) Place the Local QSCD device on his/her laptop or computer.
- b) Visit the JCC Qualified Certificate enrolment page by clicking [here](#) or pasting the following link in your browser:
<https://pki.jcc.com.cy/esignature/>

- c) Select “**ENROLL**”



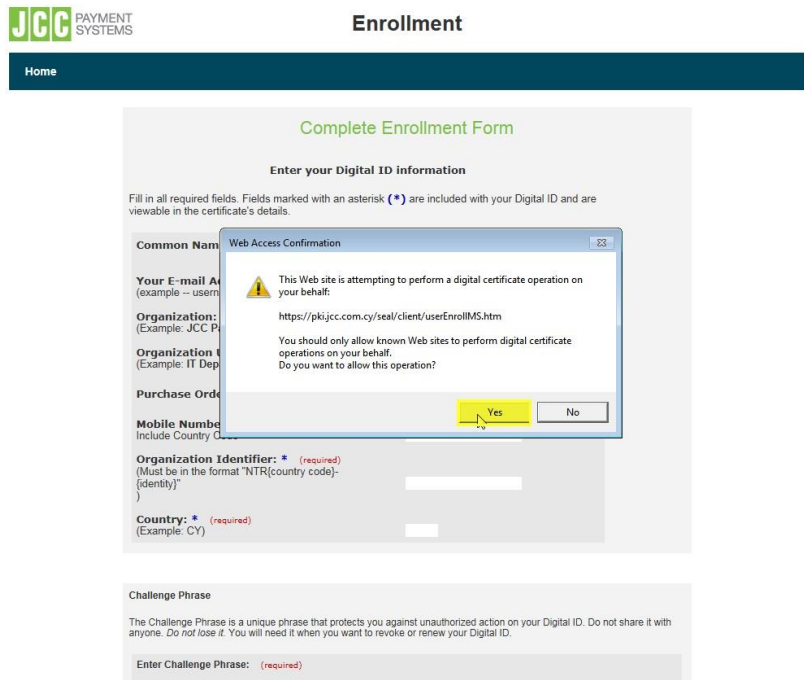
Digital ID Services

[Home](#) [Repository](#) [FAQ](#)

JCC Payment Systems Natural Person e-Signature Digital ID Center

	ENROLL Choose this option to enroll for a client Digital ID.
	PICK UP ID Choose this option if you enrolled for a Digital ID but did not pick it up.
	REVOKE Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

d) Click “Yes” to the “Web Access Confirmation” window.



e) Fill in the following fields

Enrolment Field	Values
First Name	Must be exactly as stated in your Application Form
Last Name	Must be exactly as stated in your Application Form
Your E-mail Address	Must be exactly as stated in your Application Form
Title	Can be Mr or Miss
Mobile	Must be exactly as stated in your Application Form
Purchase Order Number	The A/A Number of your application form
Country	Must be exactly as stated in as stated in your Application Form
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”
Subscriber Agreement	Check the box to agree with JCC’s Subscriber Agreement shown above

f) Click on Submit.

Digital ID Subscriber Agreement

1. General Terms 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 legally binding contract between Subscriber and JCC Payment Systems.

1.2 The Subscriber has to be familiar with and accept the Terms and Conditions.

1.3 JCC Payment Systems has the right to amend the Terms and Conditions at any time should JCC Payment Systems have a justified need for such amendments. Information on the amendments will be published on the website. <https://pki.jcc.com.cy/repository>.

1.4 The Subscriber can apply for:

1.4.1 EU Qualified Certificate for Electronic Signatures only personally, except in case the Subscriber is a legal person and the Subject is a natural person associated with the legal person.

1.4.2 EU Qualified Certificate for Electronic Seals through the natural person representing the legal person to whom the Qualified Certificate for the Qualified Electronic Seal is provided.

1.4.3 Authentication Certificate for natural person

2. Certificate Acceptance

2.1 Upon submitting an application for a Certificate, the Subscriber confirms that he/she is familiar with and accepts the Terms and Conditions.

The following conduct constitutes Certificate acceptance for authentication certificates and for EU Qualified certificates for electronic signatures & electronic seals::

Failure of the Subscriber to object to the Certificate or its content within 24 hours from downloading it constitutes Certificate acceptance.

2.2 If the Certificate re-keying is performed the Subscriber confirms that he/she has read and agrees to the Terms and Conditions

I have read and agree to Subscriber Agreement

g) Click “OK” to the “Message from webpage” window asking you to confirm the email address

h) Click “Yes” to the “Web Access Confirmation” window

i) Enter your USB token PIN

j) Wait for the certificate enrollment to complete. You will notice the token to blink

k) Once it's completed you will receive the “Your request has been submitted for approval” message

2.5. Certificate application processing

Note: During this phase you must wait until your request is been processed

The certificate application will be processed by JCC RA Registration Officers and you will receive an SMS with a “code” which you will use to pick up your certificate

2.6. Certificate pickup

Note: Pick up should be submitted using Internet Explorer.

- a) Place the Local QSCD device on his/her laptop or computer.
- b) Visit the JCC Qualified Certificate enrolment page by clicking [here](#) or pasting the following link in your browser: <https://pki.jcc.com.cy/esignature/>
- c) Select “**PICK UP ID**” to pick up your certificate.



Digital ID Services

Home Repository FAQ

JCC Payment Systems Natural Person e-Signature Digital ID Center



ENROLL

Choose this option to enroll for a client Digital ID.



PICK UP ID

Choose this option if you enrolled for a Digital ID but did not pick it up.



REVOKE

Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

- d) Enter your email address that was in the Application Form and Agreement as well as the certificate Enrolment process and click on “Search”

Pick Up Digital ID

Important: To complete this step, you must plug your token in your PC and use the same computer you used to submit the enrollment form.

Enter your E-mail Address:
(Example: ipapadopoulos@jcc.com.cy)

Relying Party Agreement:

1. General Terms

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 EU Qualified Certificates for electronic signatures, electronic seals and for Authentication Certificates.

1.1 The Terms and Conditions govern Subscribers' use of the Certificates and constitute a legally binding contract between Subscriber and JCC Payment Systems.

1.2 The Subscriber has to be familiar with and accept the Terms and Conditions.

1.3 JCC Payment Systems has the right to amend the Terms and Conditions at any time should JCC Payment Systems have a justified need for such amendments. Information on the amendments will be published on the website. <https://pki.jcc.com.cy/repository>.

1.4 The Subscriber can apply for:

Search

e) In the search results, the applicant name appears. Click on the name.

PickUP Results

The query returned the following matching Digital IDs. Click on a name to continue the PickUp process.

FULL NAME (Pending - not picked up)
Digital ID Class 2 - OnSite Subscriber

Back

- f) Click on "SUBMIT" to confirm acceptance of the Certificate and its content and that you agree with JCC's Terms & Conditions.

Digital ID Information

Name	FULL NAME
Country =	
Serial Number =	
Subject	Surname =
	Given Name =
	Common Name =

Relying Party Agreement:

1. General Terms 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 legally binding contract between Subscriber and JCC Payment Systems.
1.2 The Subscriber has to be familiar with and accept the Terms and Conditions.
1.3 JCC Payment Systems has the right to amend the Terms and Conditions at any time should JCC Payment Systems have a justified need for such amendments. Information on the amendments will be published on the website: <https://nki.jcc.com.cy/repository>

If all the information above is correct, click "SUBMIT" to continue with the Certificate pickup. Otherwise click "CANCEL"

By clicking "SUBMIT" you confirm acceptance of the Certificate and its content and that you are familiar with the General Terms and Conditions for use of EU Qualified Certificates.

- g) Enter the SMS code

h) Enter your USB token PIN

i) Wait for the certificate pick up to complete. You will notice the token to blink

j) Once it's completed you will receive the "Installation Completed Successfully" message.

3. Certificate Revocation

You can revoke your certificate:

- Online by submitting an online request visiting the JCC Qualified Certificate page, or
- Offline by communicate with JCC RA via email at revocation@jcc.com.cy or by telephone at +357 22 868 500.

3.1. Online Certificate Revocation

- a) Visit the JCC Qualified Certificate enrolment page by clicking [here](#) or pasting the following link in your browser: <https://pki.jcc.com.cy/esignature/>

JCC Payment Systems Natural Person e-Signature Digital ID Center



ENROLL

Choose this option to enroll for a client Digital ID.



PICK UP ID

Choose this option if you enrolled for a Digital ID but did not pick it up.



REVOKE

Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

b) Select **“REVOKE”**.

c) You may search for the certificate to be revoked, by providing an email address or a full name (case sensitive)

Revoke a Digital ID

To revoke your Digital ID, you must first find it by searching on the name or e-mail address. You cannot use wildcard characters.

Please read the Relying Party Agreement below before starting your search. When you click the **SEARCH** button, you accept the terms of the Relying Party Agreement.

Search by E-mail Address (recommended):

Enter the E-mail Address:

(Example: ipapadopoulos@jcc.com.cy)

Search

Search by Name:

Enter Name:

The name must be entered exactly as it is in the Digital ID, including punctuation.

Search


Relying Party Agreement:

1. General Terms 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 legally binding contract between Subscriber and JCC Payment Systems.
1.2 The Subscriber has to be familiar with and accept the Terms and Conditions.

d) Choose the certificate you wish to revoke by clicking on the certificate's Serial Number

Search Results

The query returned the following matching Digital IDs. Click on a name to view more detailed information about the ID, or perform actions such as downloading or revoking the ID.

 This icon next to a listing indicates that the Digital ID is the owner's preferred ID for encrypting secure e-mail messages.

Cert Serial Number: [3a33149c461c5e24f22818e5facf0f9c](#)
Status: (Valid)
Validity period: Feb-28-2019(GMT) - Feb-28-2020(GMT)

Cert Serial Number: [29b2645a777539248e800a5c28427958](#)
Status: (Valid)
Validity period: Sep-24-2018(GMT) - Sep-24-2019(GMT)

Cert Serial Number: [6e253acf6d66a870314399bb6edea72ef](#)
Status: (Valid)
Validity period: Sep-24-2018(GMT) - Sep-24-2019(GMT)

[Search](#)

e) Click on “**Revoke**”

Digital ID Information

Serial Number	3a33149c461c5e24f22818e5facf0f9c
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Relying Party Agreement:

1. General Terms 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 legally binding contract between Subscriber and JCC Payment Systems.

[Revoke](#)

f) Fill in the challenge phrase entered in the enrolment process and a reason for revocation and click on “**Submit**”.

Revoke Digital ID

Enter your Challenge Phrase, and select the reason for revoking the Digital ID.

By applying for, submitting, or using a Digital ID, you are agreeing to the terms of the Symantec Relying Party Agreement.

Challenge Phrase:

Reason For Revoking:



Click the **Submit** button to Revoke the Digital ID.

Submit

Relying Party Agreement:

1. General Terms 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 legally binding contract between Subscriber and JCC Payment Systems.
1.2 The Subscriber has to be familiar with and accept the Terms and Conditions.

3.2. End of Subscription

You may end your subscription for a Qualified Certificate by:

- Allowing the certificate to expire without renewing the certificate
- Revoking the certificate before its expiration