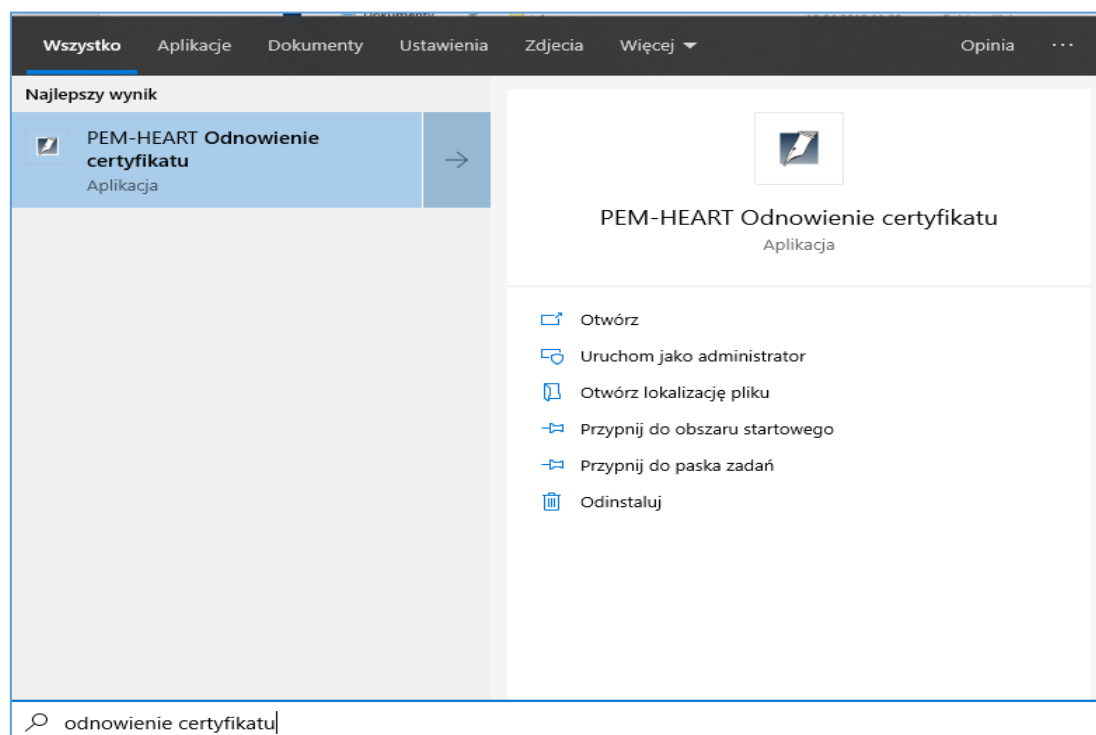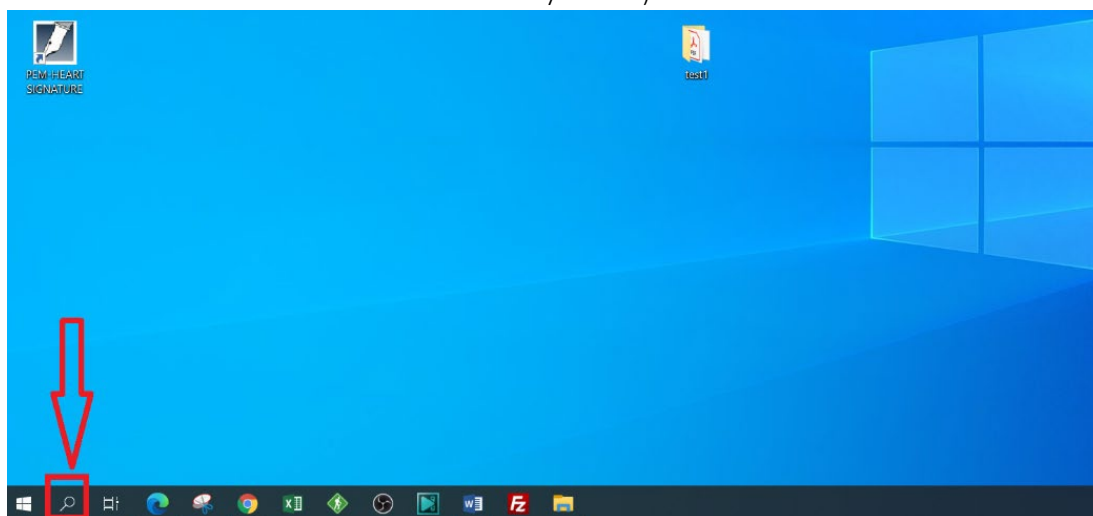# ON-LINE CERTIFICATE RENEWAL PROCEDURE

PEM-HEART Odnowienie Certyfikatu (PEM-HEART Certificate renewal Software)
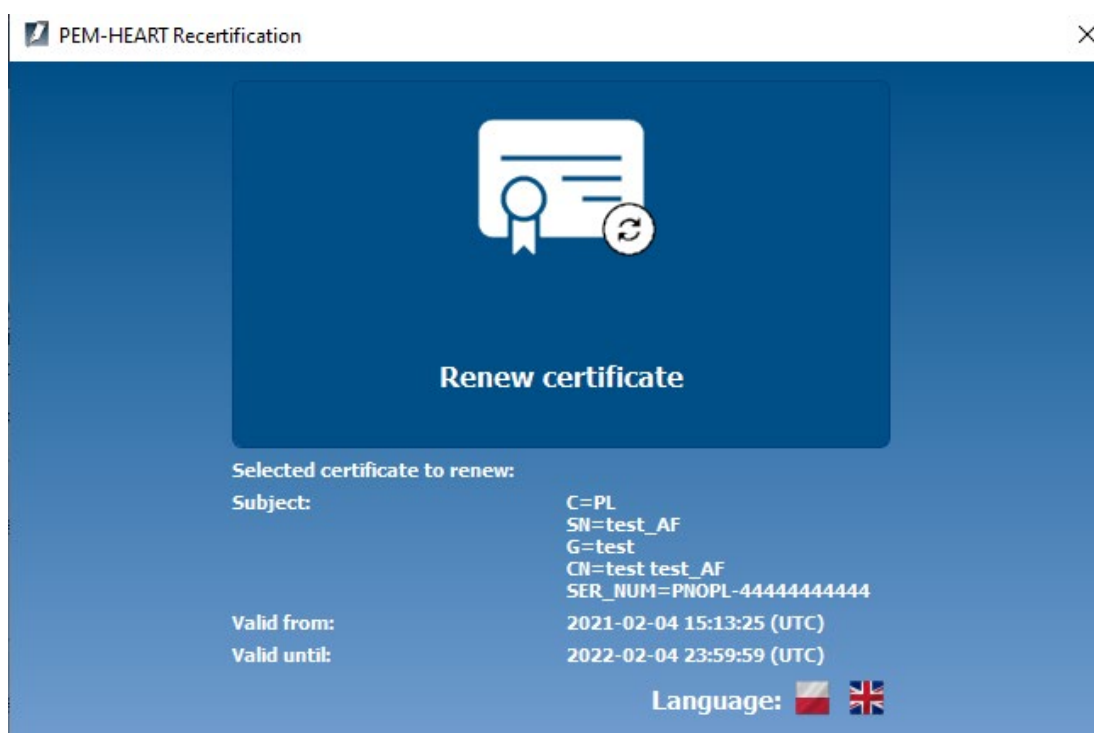
1. Connect a device (e.g. card) with a valid certificate to the computer. Run the PEM-HEART PEM-HEART Odnowienie certyfikatu (click on the "magnifying glass" at the bottom of the Windows and enter the name "PEM-HEART Odnowienie certyfikatu")
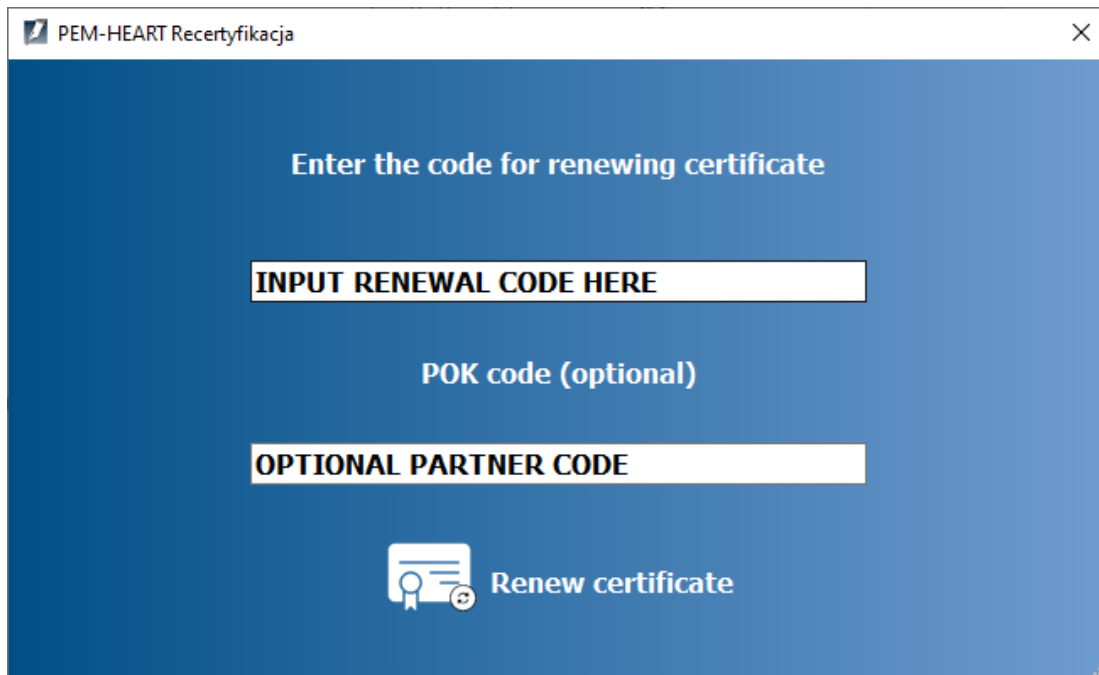
2. Enter the pin to the card with a qualified certificate.
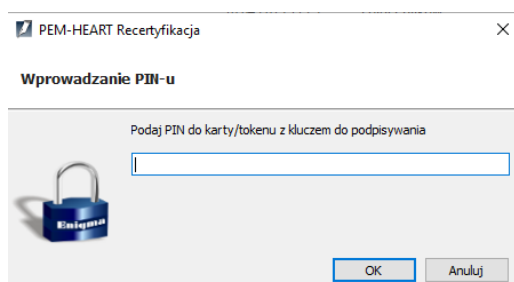
3. Click Renew Certificate.

4. Enter the code to renew the certificate. (Optionally, you can enter the Partner Point code.)
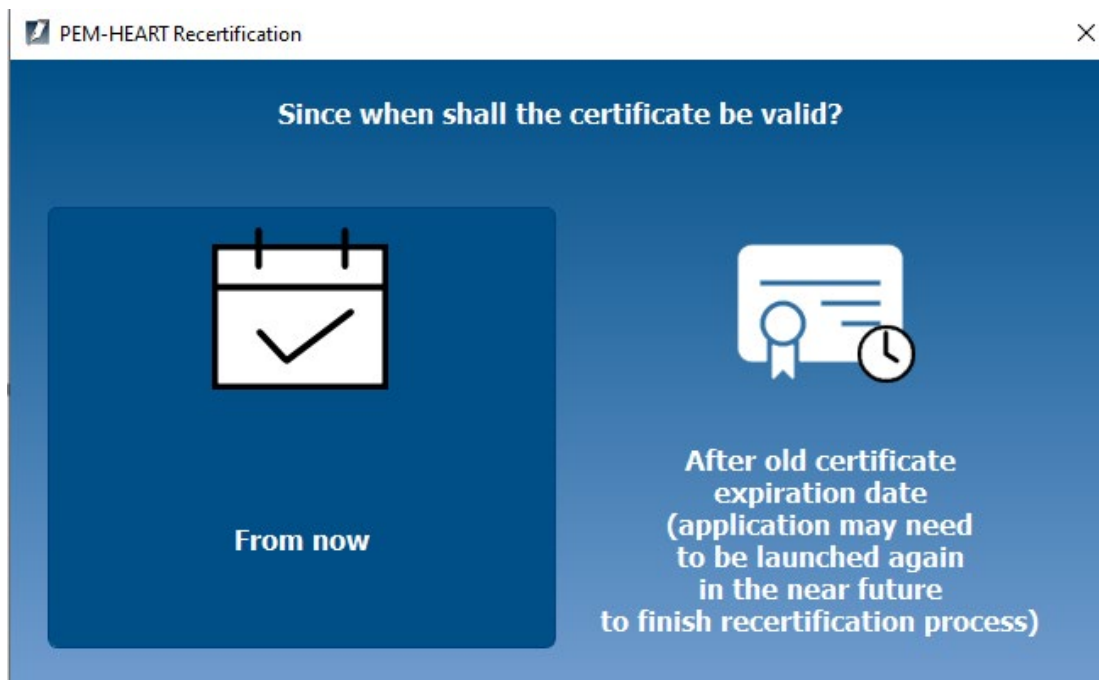
5. Select from when the new certificate is to be valid.

6. You can read the content of the application for a new certificate. To do this, select the option: Open application

7. The program proposes to save the application in the default location on drive C. You can change the save folder to any of your folders (e.g. "This Computer -> Documents"). If you select a folder to which you do not have write access, the program will display a message with information and a proposal to save elsewhere:
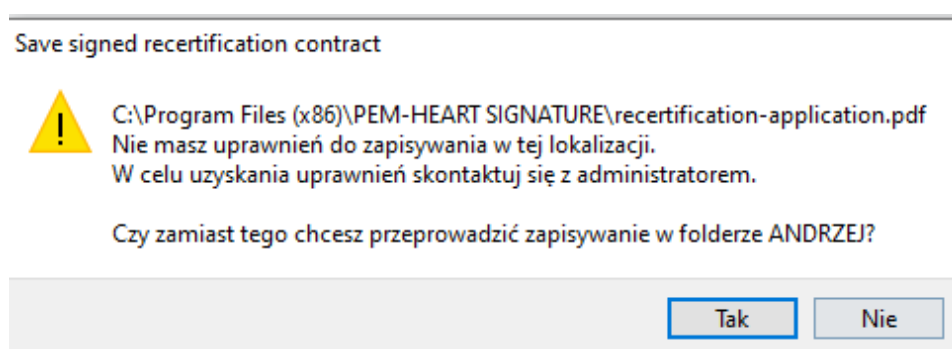
You can read the content of the application by double-clicking on the file (free of charge is required the program Acrobat Reader or other PDF viewer).
Attention! Our server secures sent requests using an unqualified signature.
Because Acrobat Reader cannot validate this signature when opening it
of the application, you will see the message There were problems with at least one signature. The message should be ignored, it has no effect on safety or functionality system.

8. Select an option: Sign and Send. This will result in signing the certificate application (directly in the program – no need to run additional programs).
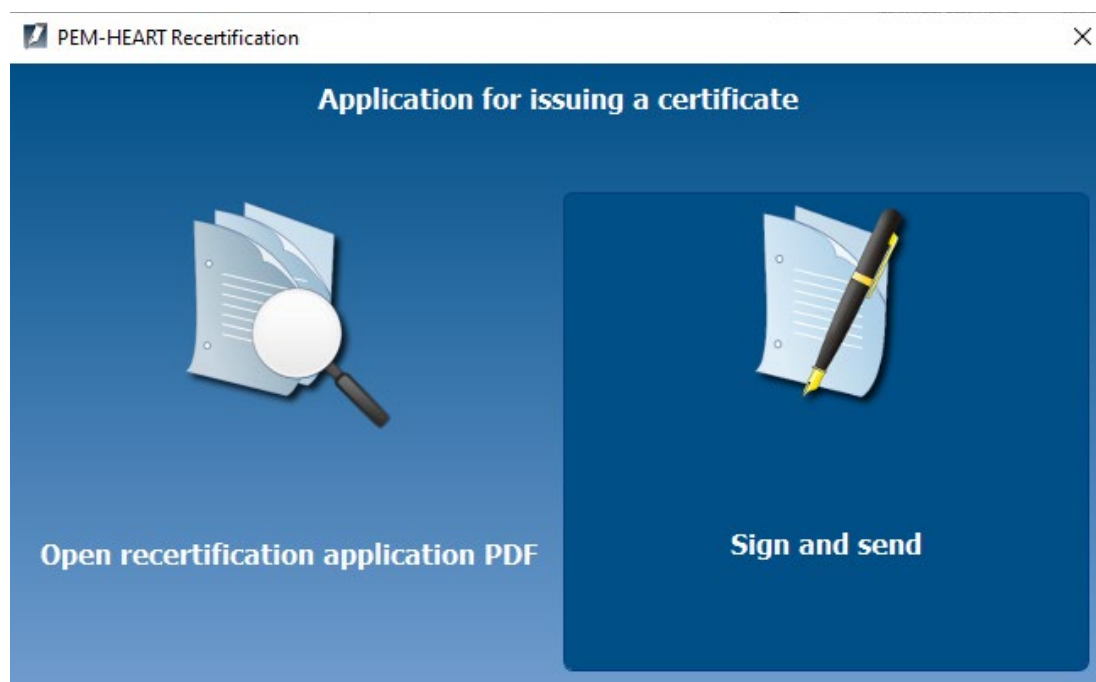
9. After signing the application, the program will display information about the necessity to save the application on disk.
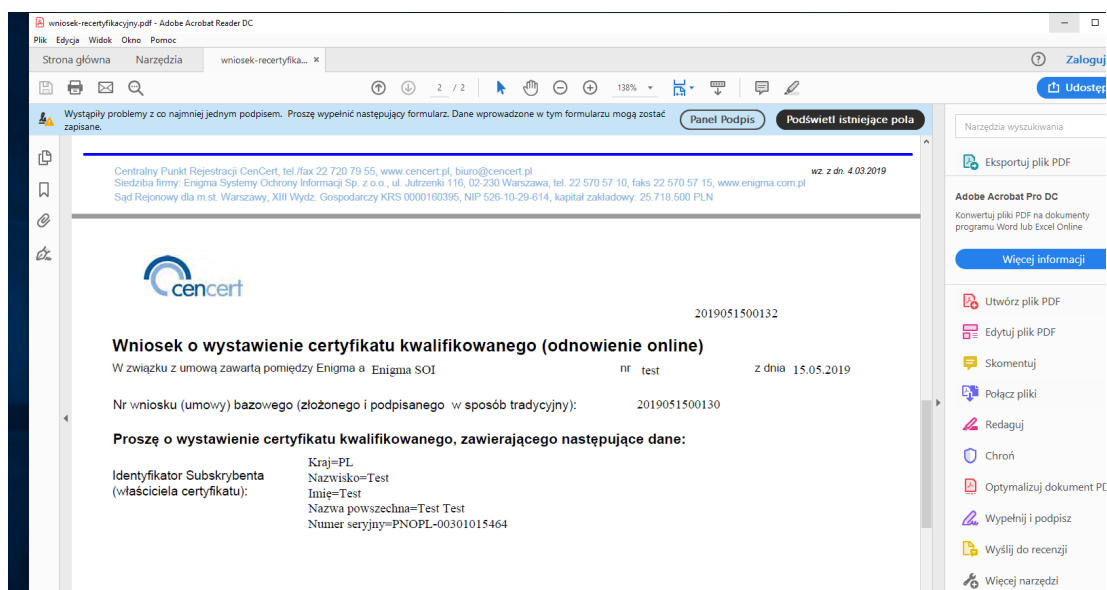
10. The program proposes to save the application in the default location on drive C. You can change the save folder to any of your folders (e.g. "This Computer -> Documents"). The signed application informs you about your new order certificate and standard information related to the provision of a qualified service issuing certificates.

11. IF you chose that the new certificate is valid immediately, the new certificate will now be uploaded to card and replace the old certificate. IF you have chosen that the new certificate is to be valid from the end date of the old certificate - go to point 12.

12. The following procedure steps apply if you have chosen, that the new certificate should be valid from the end date of the old certificate (deferred validity date).
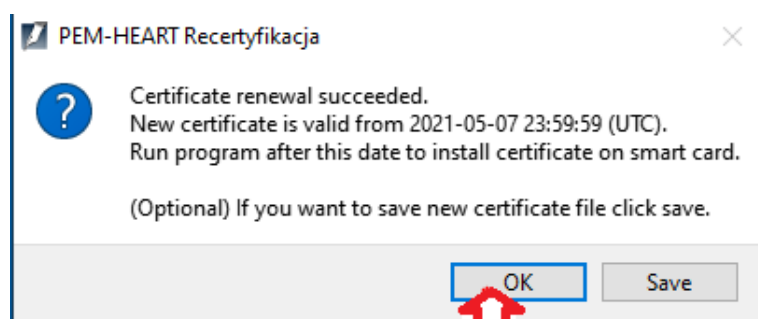

In order to install a new certificate, you need to run the PEM-HEART Certificate Renewal program when the new certificate is valid (and the old one is no longer valid). There is no limit to the period in which you can restart the program and install a new certificate - you can do so at any time during the validity period of the new certificate.

Installation of a new certificate (when the new certificate has a deferred validity date).

1. When the (old) certificate stored on the card expires, connect the device (e.g. card) with the expired certificate to the computer and run the PEM-HEART Certificate renewal program.

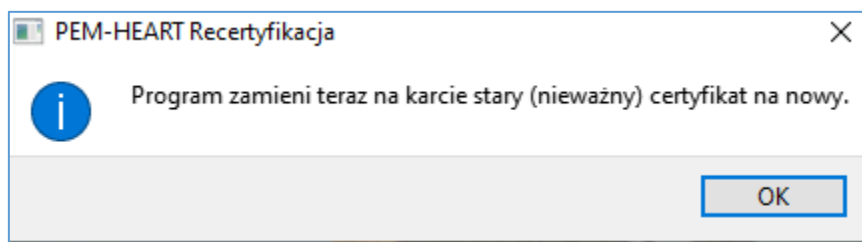2. Enter the PIN to the card with a qualified certificate.
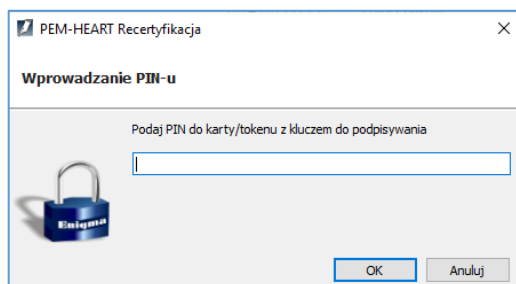
3. The program will display a message about a new certificate ready for installation:
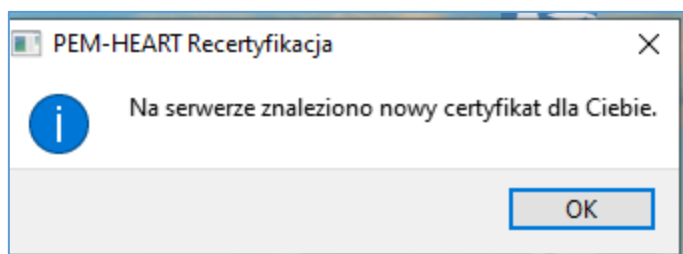
4. After pressing OK, the program will offer to install the certificate:

Click the "Install Certificate" icon

5. The end of the certificate installation procedure - you can now use the new certificate installed on the card and in Windows.