

Certificate Issue (new token)

This document describes actions required to create electronic signature and issue certificate for remote banking service Faktura.ru on new Rutoken received from Mizuho Bank (Moscow).

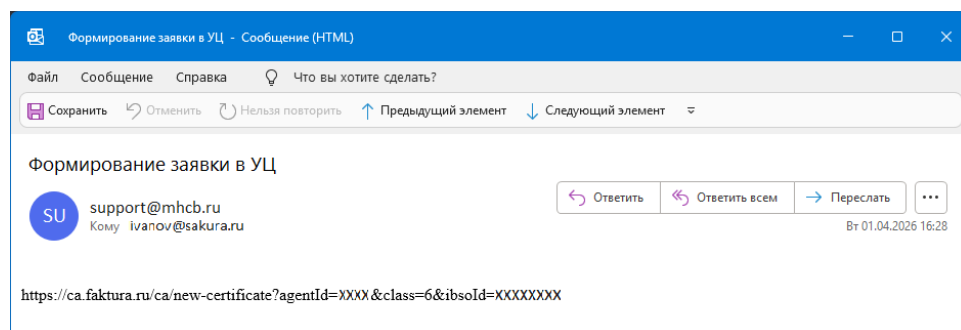
!!! Please set up your PC before you start to issue certificate !!!

3 steps to create new electronic signature:

- Complete and send request to issue certificate (заявления на получение сертификата)
- Install certificate
- Certificate activation (conducted by the bank after identification of representative and receiving signed documents)

Complete Request to Issue Certificate

Please, use the link received from the bank by email.



Please, plug the Rutoken, received from Mizuho Bank (Moscow) into USB port (any other tokens or USB drives shall be unplugged).

Open link received from the bank in browser you have set up and click «Заполнить заявление».

Получение сертификата

С посещением банка

Подайте заявление в банк лично и получите сертификат:

1. Заполните заявление.
2. Распечатайте и подпишите заявление.
3. Посетите банк, чтобы подтвердить личность и подать заявление в бумажном виде.
4. Сохраните сертификат.

Заполнить заявление



Complete all fields of Request («Заявления на получение сертификата») as described below and press «Далее»:

Заявление на получение сертификата

Место хранения сертификата
Смарт-ключ (ГОСТ)

Убедитесь что смарт-ключ подключен!

Фамилия
Иванов

Имя
Иван

Отчество
Иванович

☒ Я получаю сертификат как юридическое лицо

Если вы ИП - получайте сертификат физического лица.

ИНН / КИО организации
1234567890

Наименование организации
АО "Сакура"

Документ, на основании которого дейую
Устав

Необходимо указать наименование, номер и дату документа, на основании которого действует уполномоченное лицо (устав, доверенность и тп)

Страна
Россия

Город
Москва

E-mail
ivanov@sakura.ru

Телефон
+79260010101

На указанный e-mail придёт ссылка для сохранения сертификата и будут приходить уведомления об истечении срока действия сертификата

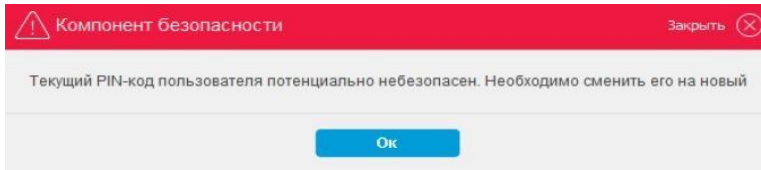
- Select «Смарт-ключ (ГОСТ)»
- Input Surname and Name in Russian
- Check the box «Я получаю сертификат как юридическое лицо»
- Input company name in Russian
- Input document name, number and date of the document on the basis of which the authorized person acts. (Charter, Power of Attorney etc.)
- Input location of your company located in filed "Город". If your location isn't in the drop-down list, select the nearest major city.
- Input phone number with country code in international format
- Input E-mail. Certificate and reminder re expiration of certificate will be sent to this address.

Далее

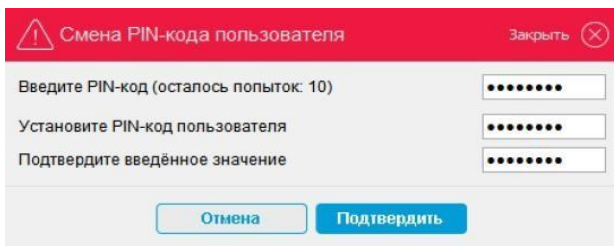
ATTENTION

If you use Rutoken first time, system will check whether default PIN codes are being used (for token administrator and user) and request you to change it.

If you receive the following message during the certificate generation, please change the **User PIN-code**.



Input **12345678** in field «Введите PIN-код» (Enter PIN-code), input new **User PIN-code** in fields «Установить PIN-код» and «Подтвердите введенное значение» (8 digits).



After that you should change default **Admin PIN-code** the same way

Input **87654321** in field «Введите PIN-код» (Enter PIN-code), input new **Admin PIN-code** in fields «Установить PIN-код» and «Подтвердите введенное значение» (8 digits).

Save both User PIN-Code and Admin PIN-Code

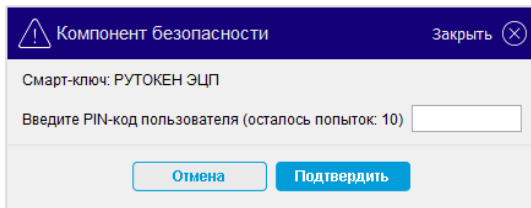
For daily routine you need **User PIN-code** only.

You can find more information about PIN-code management on Rutoken portal

<https://dev.rutoken.ru/pages/viewpage.action?pageId=72451342>

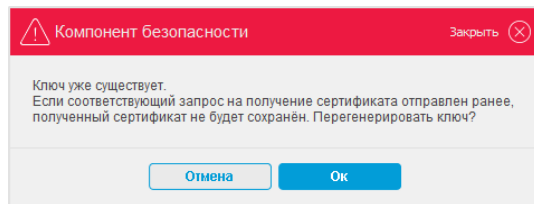
IMPORTANT! If PIN code is lost, the token cannot be used.

System will access Rutoken and ask User PIN-code to generate electronic key.

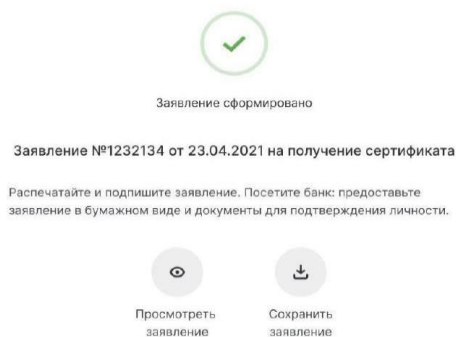


ATTENTION

If you message “Key already exists” will appear, you may have already sent request to the bank. Do not proceed without confirmation with bank support.

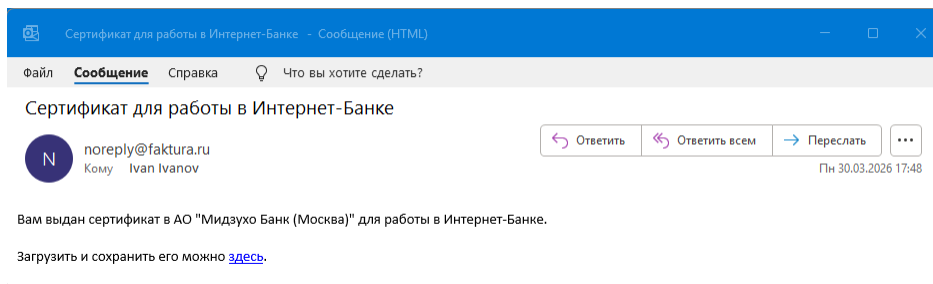


Following page will be opened after successful generation of electronic key:



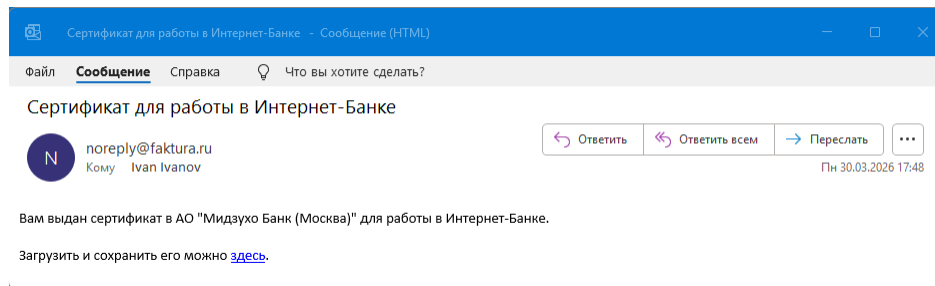
Please print out Request, sign it and send by email support@mhcb.ru.

Bank will process your request (not later than next working day) and send you certificate on email indicated in application form. Install certificate to complete the process.



Install Certificate

Bank will process your request (not later than next working day) and send you certificate on email indicated in application form. Open the link in the same browser you have generated the electronic key.



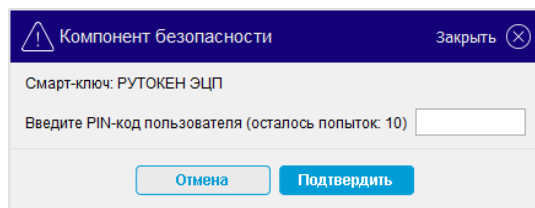
Plug the Token received from Mizuho Bank (Moscow) into USB port (any other tokens or USB drives shall be unplugged).

1. Page will be opened «Сохранение сертификата». If setup page is opened, please check whether you use correct browser.

Press «Сохранить сертификат». On the next page check information in certificate and press «Сохранить сертификат».

[illegible]

2. To install certificate use Rutoken **User PIN-code** created before.



3. Confirm installation of certificate of CA Authority if such message will appear.

4. Certificate successfully installed. Print the Certificate of acceptance (Акт приема-передачи сертификата) in 2 (two) copies.



Сертификат сохранён
Акт приема-передачи сформирован

Акт №1233434 от 23.04.2021 приема-передачи сертификата

Распечатайте и подпишите акт. Предоставьте подписанный акт в банк.



Просмотреть
документ



Сохранить
документ

5. Sign 2 copies of Certificates of Acceptance and Request for Certificate issue and submit originals it to the bank.

ATTENTION

You cannot use electronic signature and log in the system before certificate will be activated by the bank.

For activation Bank shall:

Identify holder of electronic key in person

Receive originals of necessary documents: Certificate of Acceptance («Акт приема-передачи сертификата», 2 copies) and Request for Certificate Issue («Заявление на выпуск сертификата», 2 copies).

If you have any questions, please send us email to support@mhcb.ru, or call our support +7(495)212-03-40.