User guide for creating the qualified electronic signature in the electronic mailbox
Date of release: 22th of June 2020
Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

User guide for creating the qualified electronic signature in the electronic mailbox

In the electronic world, a qualified electronic signature is equivalent of a handwritten signature for paper communication.

For signing in the electronic mailbox you can use D.Signer/XAdES application, which is part of the D.Suite/eIDAS package for MS Windows. For Mac OS X and GN /Linux, the Java version is automatically downloaded and launched through D.Launcher, which need to be installed. All applications are available in section „Download".

Example of Electronic Submission addressed to the test mailbox of the National Agency for Network and Electronic Services (TEST – NASES) below.

Step 1 - Open https://www.slovensko.sk/en/title, log in to your electronic mailbox and click on green button „+ Create message" (Figure 1).
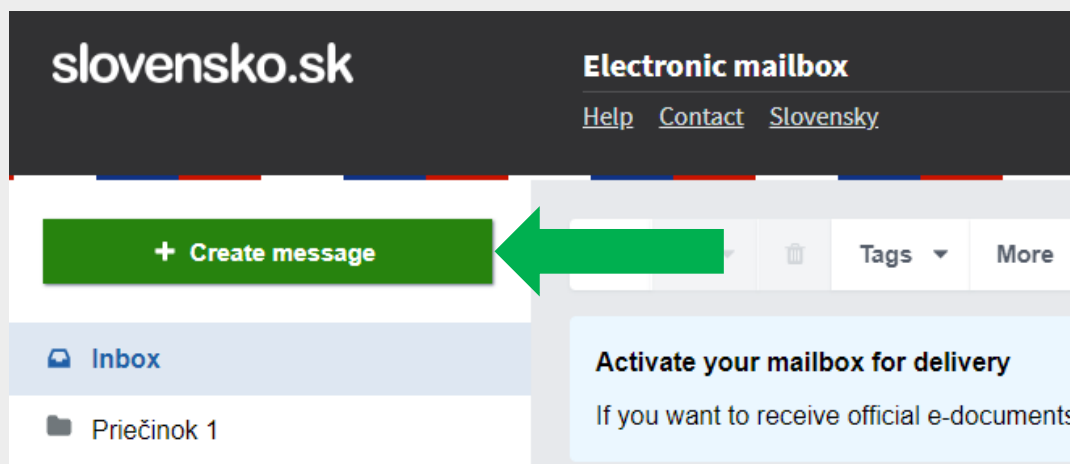

Figure 1 – Create message

Step 2 - Select procedure and service provider (institution) to which you want to address the Electronic Submission and click on button "Prejsť na službu" (means Go to service) (Figure 2).
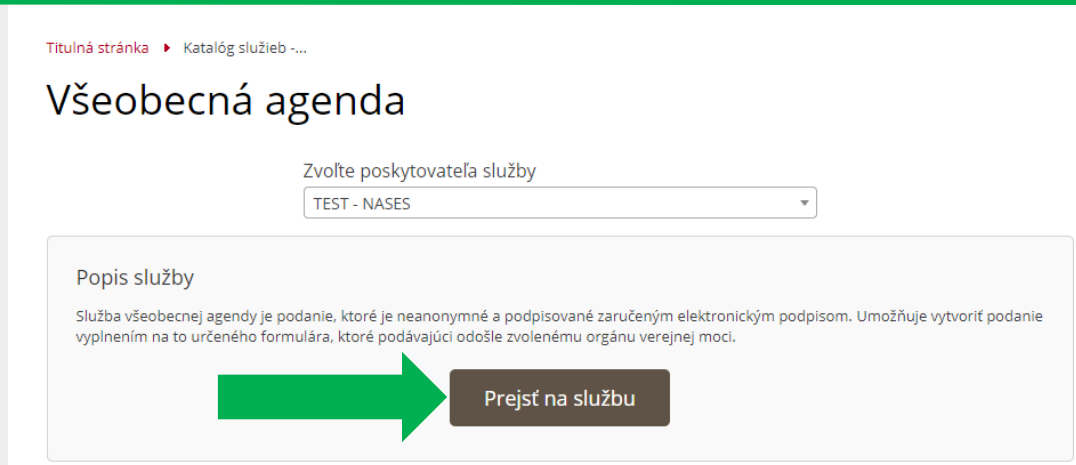
User guide for creating the qualified electronic signature in the electronic mailbox
Date of release: 22th of June 2020
Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

Figure 2 – Go to Electronic Submission service

Step 3 - An electronic form will be opened to create an Electronic Submission. The Subject of Message Data will be pre filled automatically. Fill in the "Predmet" (means Subject) and "Text", you can also fill in the "Recipient business reference" and "Sender business reference " fields above. If everything is done go to the "Sign" button (Figure 3).

User guide for creating the qualified electronic signature in the electronic mailbox
Date of release: 22th of June 2020
Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

Figure 3 – Button "Sign"

**User guide for creating the qualified electronic signature
in the electronic mailbox**
Date of release: 22th of June 2020
Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

Step 4 - The signing application informs you that the document is not signed. Go to "Podpísať" (means Sign) (Figure 4).
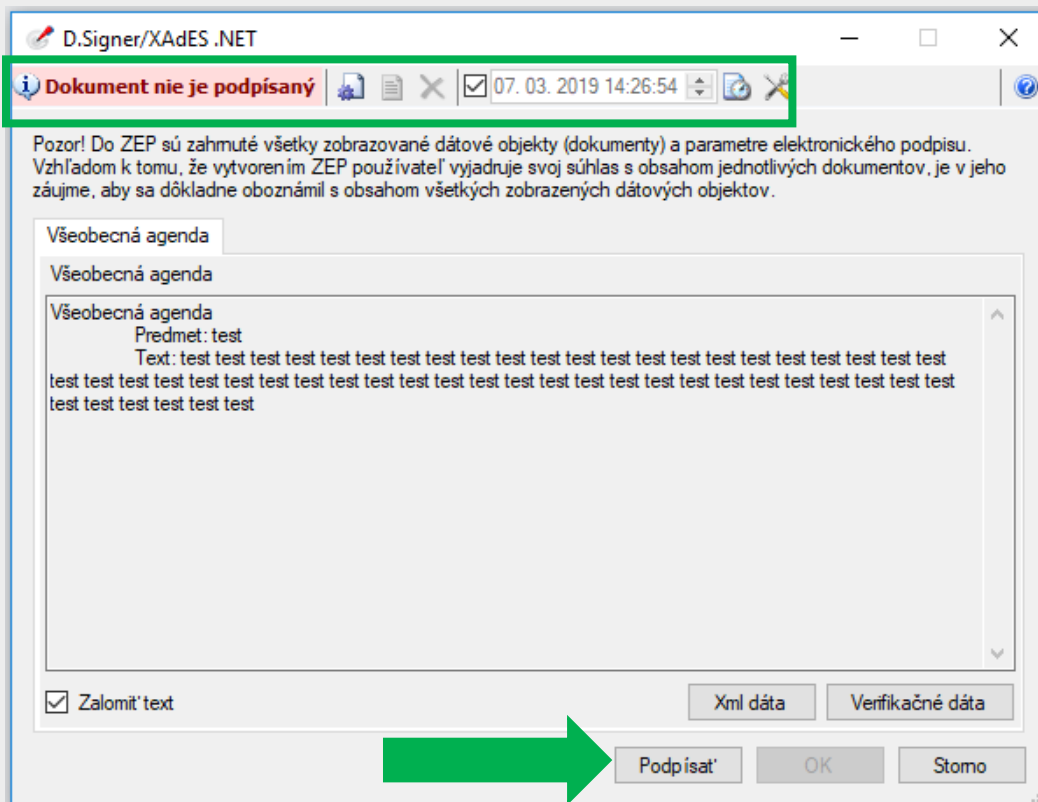

Figure 4 – The signing application D.Signer/XAdES

Step 5 – Then, you are redirected to select a valid certificate. Only the certificates that you have stored on your secure device (e.g. eID, smart card, etc.) are available for selection. You also need to have installed the drivers issued for your secure device (contact your provider). If the right certificate is choosen, go to "OK" (Figure. 5).

**User guide for creating the qualified electronic signature
in the electronic mailbox**
Date of release: 22th of June 2020
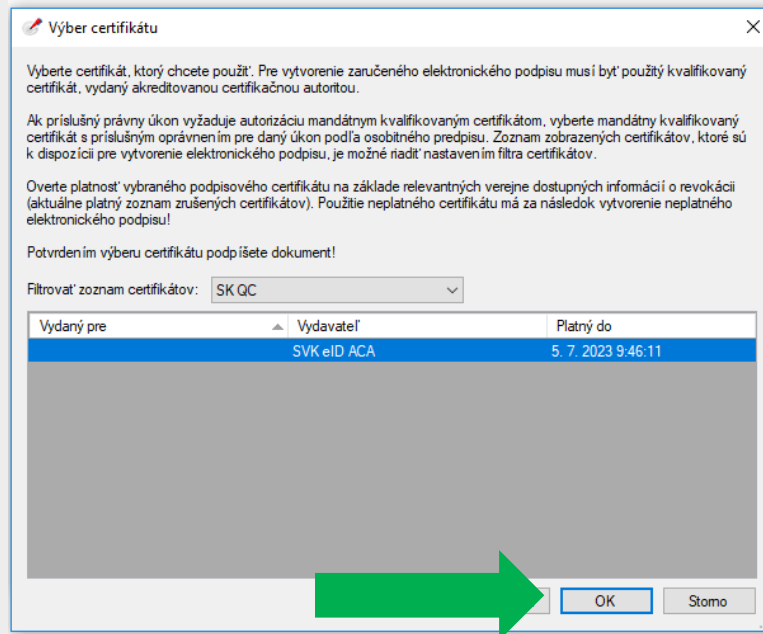Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

Figure 5 – Select valid certificate

Step 6 – Enter the PIN. Information that "Document has been signed" appears in the window on the top left as "Dokument bol podpísaný", click "OK" (Figure 6).
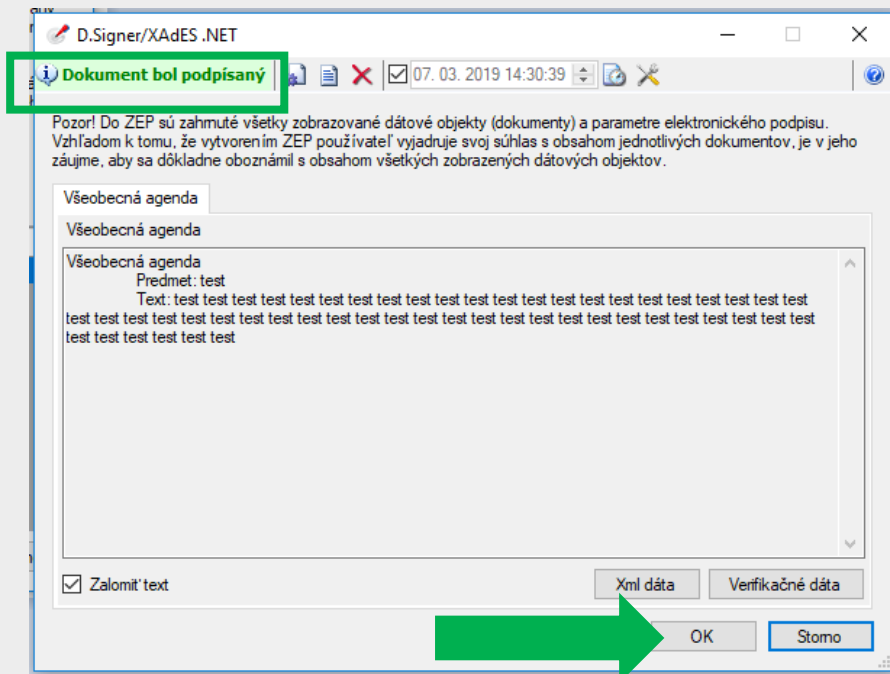

Figure 6 - Information that Document has been signed

Information about successful signing is also displayed directly under the Electronic Submission form. See "Signature detail" for more details of signature. If necessary, you can delete the signature via "Remove signature" (Figure 7).
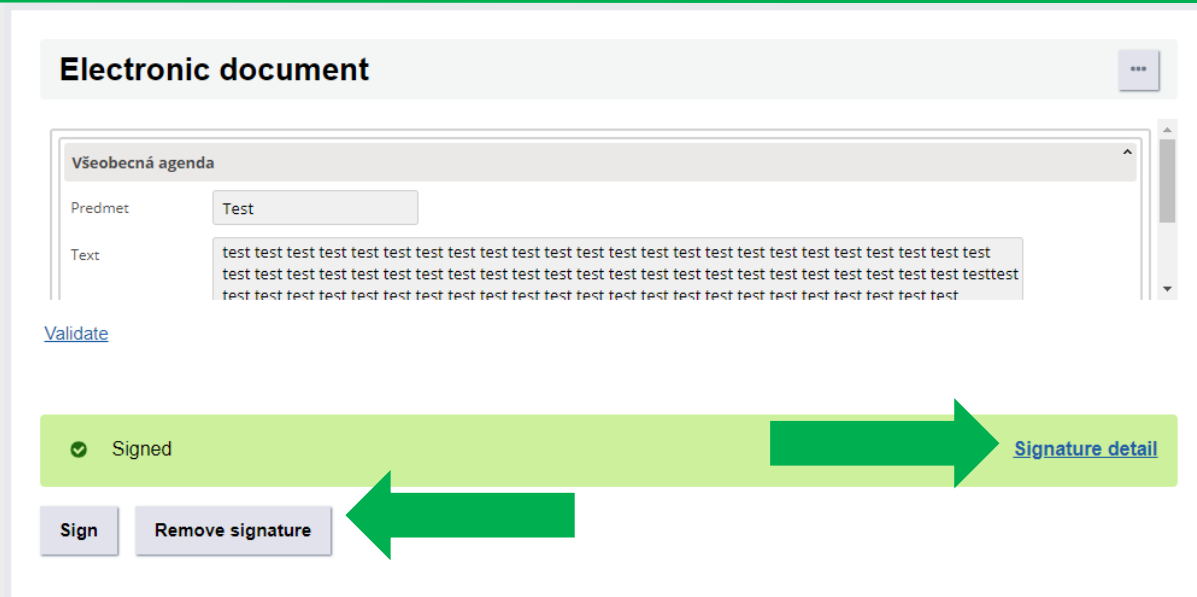
Released by: National Agency for Network and Electronic Services
The used pictures are illustrative only.

User guide for creating the qualified electronic signature in the electronic mailbox
Date of release: 22th of June 2020
Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

Figure 7 – Signed, Signature detail, Remove signature

It is also possible to sign attachments in the following formats: .pdf, .txt and .png. Upload the required document via "Upload attachment from computer" and click on "Sign" (Figure 8). If the PDF is already signed, it can only be re-signed if it is a PDF in version 1.3, 1.4 or PDF / A-1.
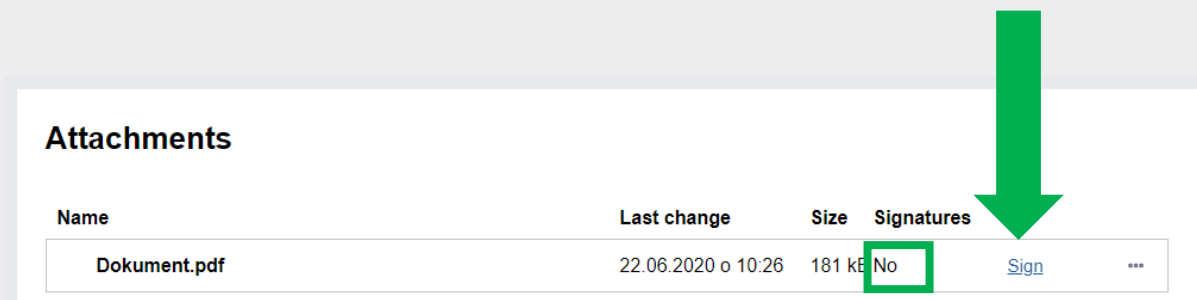

Figure 8 – Signed attachments

Proceed in the same way as above when signing the electronic form. After successful signing of the attachment, "Yes" will appear in the "Signatures" section.

Via the menu "..." you can, for example, download the signed document, remove the signature or display the result of the informative verification via "Verify signatures" (Figure 9).

User guide for creating the qualified electronic signature in the electronic mailbox
Date of release: 22th of June 2020
Version: 1
Date of actualization:

slovensko.sk
ústredný portál verejnej správy

Figure 9 – Verify signatures

Step 7 – If the Electronic Submission is completed and signed, send it.