

Renewal Digital Certificate (after 3 years)

The In.Te.S.A. IBM Digital Certificate must be renewed every 3 years. Renewal (or reissuing) **is possible only after** the natural expiry date foreseen by the Certifier (see next paragraph "Check of Certificates expiring date"). In order to continue operating, it is necessary to renew it from the specific section "Certificates management dashboard".

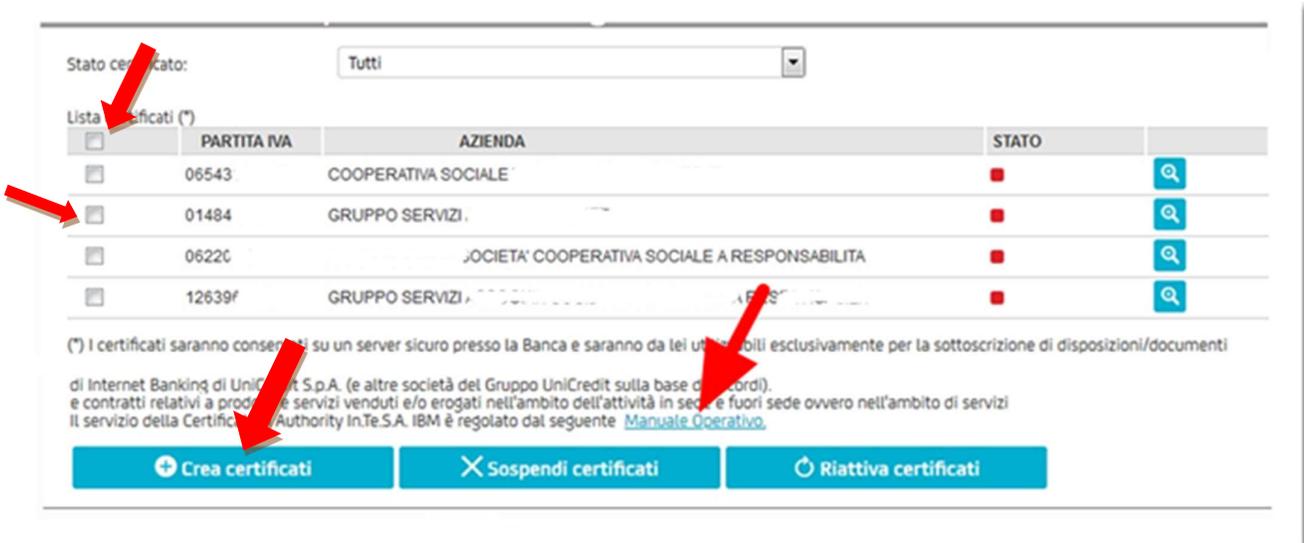
When checking that the Certificate has expired, UniWeb warns the Signatory with a specific error message (see image below).



In the text of the message there is a link that redirects to the "**Online > Security Setup > Certificate management dashboard**" section. From here you can consult the **Operating Manual** which regulates all aspects of managing the Digital Certificate.

The certificates to be renewed will have the status in **red**

To Renew the Certificates select the Certificate (s) with the **checkbox** (s), at the top for everyone or on the left individually and then the "**Create certificates**" button (see image below); as expired it is necessary to request a new generation to the Certifier.



In order for the state to turn green (active), you need:

- Open link in the operating manual;
- Check the acknowledgment of the manual;
- Entering the access pin and the OTP code.



From this section you can:

- **Create the Certificates** - the first time you access UniWeb or in the case of renewal
- **Suspend Certificates** - for reasons related to the needs of the Signatory
- **Reactivate the Certificates** - only if they have been previously suspended by the Signatory himself

Once the Certificate has been renewed, it is possible to go back to the process that was being authorized and to proceed with the digital signature

CHECK OF CERTIFICATES EXPIRING DATE

To check the expiration date of your Digital Certificates, go to the **Online > Security Setup > Certificate management dashboard** and click on the lens on the right 



The screenshot shows the UniCredit Uniweb interface. The main content area is titled "Cruscotto gestione certificati" and "Gestione certificati qualificati di firma digitale In.Te.S.A. IBM". It features a dropdown menu for "Stato certificato:" set to "Tutti". Below is a table with columns for "PARTITA IVA", "AZIENDA", and "STATO". A red arrow points to a magnifying glass icon in the top right corner of the table. At the bottom, there are three buttons: "Crea certificati", "Sospendi certificati", and "Riattiva certificati".

The Detail will open with the **Activation** and **Expiration** information of the Certificate



The screenshot shows the "Dettagli del certificato selezionato" page. It displays the following information: "AZIENDA MULTICANALE DEMOMILANOPARTITA IVA003481" and "STATOAttivoData inizio validità:2018-08-02Data fine validità:2021-08-02". A red arrow points to the expiration date "2021-08-02". There is a blue checkmark icon in the bottom left corner.