

How to register your digital certificate to the ANAF portal

Version 1.1

These instructions describe the needed steps in order to successfully update your registration of the qualified digital certificate to the ANAF portal.

Obs: The steps below must be followed after you receive [the renewed digital certificate](#).

Steps for registering to the ANAF portal :

1. Make sure that you have passed the steps for installing qualified digital certificate on the computer where you want to make ANAF registration portal.
2. Download (save) the confirmation document on your computer:
<http://static.anaf.ro/static/10/Anaf/formulare/confirmare.pdf>

Obs: In order to open the confirmation document you need the [Adobe Reader](#) application.



3. Please connect the e-Token device to your computer.



4. Open the confirmation document and fill it in just in the upper part: Nume (Last Name), Prenume (First Name), CNP (Personal Identification number) and Adresa de e-mail (E-mail Address) and then click on the (Semnatura utilizator) Signature Box.



DOCUMENT DE CONFIRMARE

Vă rog să confirmați că la eliberarea certificatului digital cu care este semnată această cerere au fost utilizate următoarele date personale:

Nume:	<input type="text"/>
Prenume:	<input type="text"/>
CNP:	<input type="text"/>
E-mail:	<input type="text"/>
	<input type="text"/> 
	Seamnătură utilizator

Se confirmă următoarele:
D-na / DL

Nume:	<input type="text"/>
Prenume:	<input type="text"/>
cu CNP:	<input type="text"/>
este deținătorul certificatului digital numărul:	<input type="text"/>
cu care a fost semnată această cerere, eliberat de firma:	<input type="text"/>
Acest certificat este valid astăzi (data emiterii documentului de confirmare zz/ll/aaaa):	<input type="text"/>
	<input type="text"/> 
	Seamnătură Autoritate de Certificare

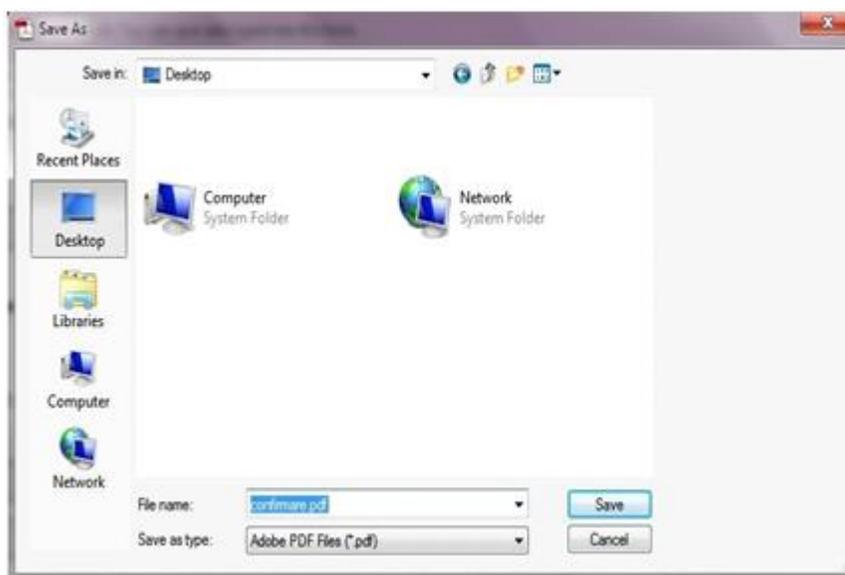


5. In the newly opened window make sure that the “DigiSign Qualified Public CA” field appears. If you can’t find that field, please select from the upper part of the window (with the “Digital ID” or “Sign As” menu) the qualified digital certificate issued by DigiSign.

Obs: If this window does not appear even if the e-Token device is connected, please disconnect the device and follow again [the steps for installing the qualified digital certificate](#) till the third point.



- Click on the “Save” button and save the confirmation document on your computer.



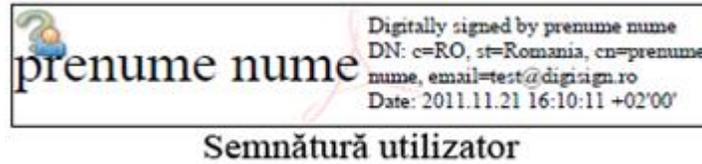
- The e-Token software will ask you the password which you'll have to fill in. Press “OK”.



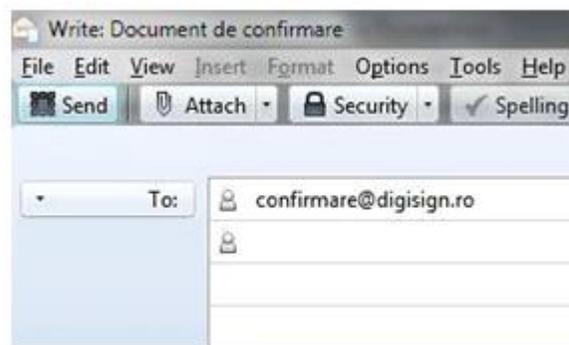
- After you sign the document, if the “Signature validity is unknown” message appears, you will have to follow the steps described here:

http://digisign.ro/uploads/Config_public_acrobat_reader_EN.pdf





9. Close the document and attach it to an e-mail. Send the e-mail at: confirmare@digisign.ro



10. After you receive the confirmation document countersigned, save it on your computer and access the ANAF portal: <http://www.anaf.ro> .

11. From the page menu select section „SERVICII ONLINE” and press on subsection “Declaratii electronice”.



12. Select subsection number 3 “Inregistrare certificate calificate persoane juridice/reprezentant fiscal”.

SERVICII ONLINE

01 Informații depunere declarații persoane juridice

02 Informații depunere declarații persoane fizice

03 **Inregistrare certificate calificate persoane juridice/reprezentant fiscal**

13. Select button „Inregistrare” from the left side of the page:

INREGISTRARE CERTIFICATE CALIFICATE PERSOANE JURIDICE SAU REPREZENTANT FISCAL

[Inregistrare](#) certificate calificate persoane juridice/reprezentant fiscal

14. Select document confirmation countersigned by us using the "Browse" button and then click "Transmite documentul".

Va rugam sa alegeti un formular (150 sau 152):

Formular 150 (pentru depunere declaratii online) 

Reinnoirea certificatului **NU** se face din această secțiune.

Procedura de față **NU** se aplică în următoarele situații:

- când ați reinnoit certificatul (după expirarea valabilității inițiale);
- când ați schimbat furnizorul de certificate calificate, dar datele de inregistrare ale persoanei (adresa de e-mail, nume, prenume,) sunt aceleași;
- când ați primit un token nou (în caz de pierdere, reinnoire, deteriorare).

Pentru mai multe informații privind reinnoirea certificatului apăsați [aici](#).

Selectați documentul de confirmare:

Fișierul trebuie să aibă extensia .pdf



15. In the window that appears you will need to enter information identifying the company you want to record (send tax returns online)

Introducere date de identificare

Cod unic de identificare fiscala /Cod numeric personal (CNP):	<input type="text"/>
Denumire contribuabil:	<input type="text"/>
Adresa contribuabil:	<input type="text"/>

16. The display will show "Cererea pentru utilizarea unui certificat digital", after checking the data entered will then have to click on the "Obtaining Form 150" on the bottom of the page.

A.N.A.F. nu poate garanta controlul acurateții exactității informațiilor prezentate pe site-ul prezent, la care se face trimitere pe site-ul său.
ÎNCHEREA ACORDULUI
Administrația își rezervă dreptul de a modifica în orice moment conținutul acestui acord fără notificare prealabilă a Utilizatorului. În cazul excepțiilor, Administrația își rezervă dreptul de a înceta furnizarea serviciilor prezent.

OBȚINERE FORMULAR 150/152

17. If you want to submit statements for multiple companies, you will need to click on the "Continua inregistrarea cu un alt CUI" at the bottom of the page, thus obtaining one Form no.150 for each company.

Continuă cu inregistrarea unui alt CUI



18. Submit at any tax unit Form 150, the identity document (original + copy) and documents (original + copy) which attests that qualified certificate holder si the legal representative of the taxpayer, or mandate document, certified by a public notary, in which the qualified certificate holder has the right to sign tax returns for the taxpayer. **This document is submitted if the qualified certificate holder doesn't have the quality of legal representation of the taxpayer.**

If the digital certificate holder has the quality of legal representative of the taxpayer, he must submit the document (original + copy) attesting qualified certificate holder the right as legal representative of the taxpayer (this document can be Decision of Company Shareholders' General Meeting or the Statute of the Company).

The right to use the ANAF service is usually done by an e-mail confirmation message sent at the address specified in the Form no. 150, within 4-7 working days from the deposit of the requested documentation at the fiscal unit. Not receiving this confirmation is not considered a procedural or technical hindrance in the process of statements submission.

The receipt received after the deposit is a confirmation of the technical possibility for using the "statement submission" Service. If you encounter any problems with the statement submission system, please send any inquiries by e-mail at the following address: Admin.Portal@mfinante.ro

If the information contained in this document is not sufficient, please contact us anytime at +40316201289 or helpdesk@digisign.ro.

Regards,
DigiSign S.A.

Tel: +40-31-620.12.88

