

## How to renew your digital certificate to the ANAF portal

These instructions describe the needed steps in order for you to successful 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](#).

### The steps for updating the registration of the digital certificate to the ANAF portal:

1. After you received your renewed digital certificate, please connect the e-Token device to your computer.



2. Download (save) the confirmation document on your computer:

[https://static.anaf.ro/static/10/Anaf/formulare/confirmare\\_2016\\_290116.pdf](https://static.anaf.ro/static/10/Anaf/formulare/confirmare_2016_290116.pdf)

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



3.  
the



**DOCUMENT DE CONFIRMARE**

Open

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" value="Semnătură utilizator"/>

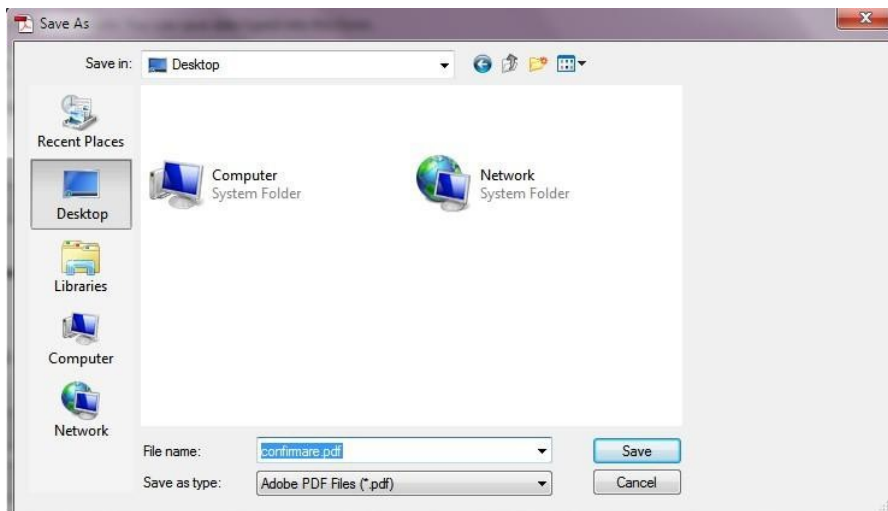
Se confirmă următoarele:  
D-na / DL

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" value="Semnătură Autoritate de Certificare"/>

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.



4. In the window the Qualified field can't find please the upper

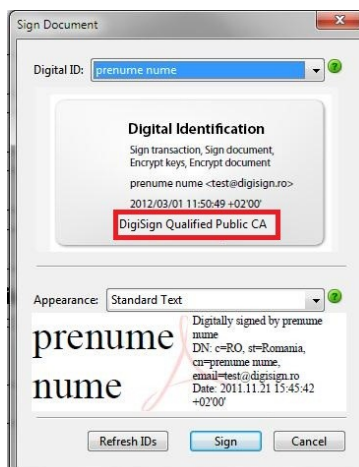


newly opened make sure that "DigiSign Public CA" appears. If you that field, select from part of the

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.

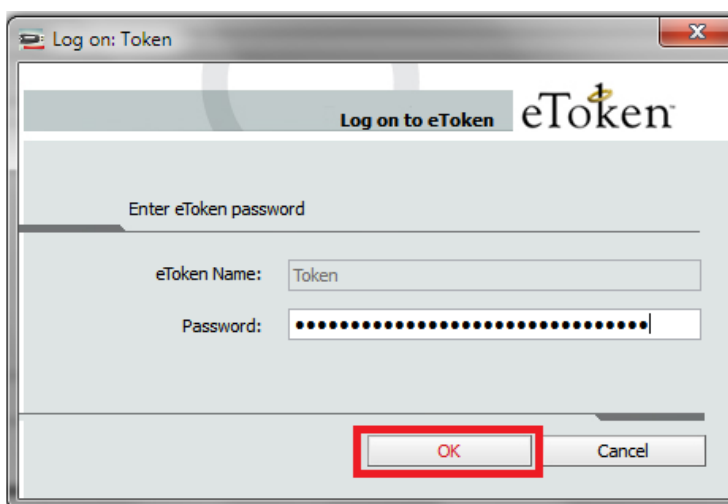
5. After you have signed the document, click the "Save" button on your computer.



document (by clicking the "Sign" and save the confirmation document



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

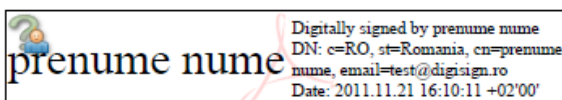


7. After you sign the document, if the validity is message

sign the "Signature unknown" appears, you

will have to follow the steps described here:

[http://digisign.ro/uploads/Config\\_public\\_acrobat\\_reader\\_EN.pdf](http://digisign.ro/uploads/Config_public_acrobat_reader_EN.pdf)



Semnătură utilizator





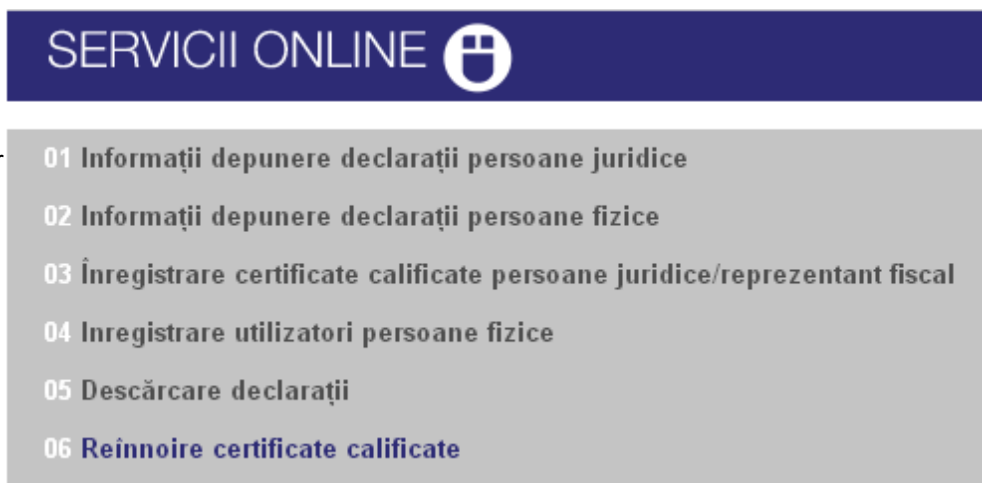
- Close the document and attach it to an e-mail. Send the e-mail at: [confirmare@digisign.ro](mailto:confirmare@digisign.ro).
- After you receive the confirmation document countersigned, save it on your computer and access the ANAF portal: <http://www.anaf.ro>.

10. From the page „SERVICII ONLINE” and “Declaratii



menu select section press on subsection electronic”.

number



11. Select subsection 6: “Reinnoire certificate calificate”.



## REINNOIRE CERTIFICATE CALIFICATE

Reinnoire certificate calificate

Selectați documentul de confirmare:

Choose File No file chosen

Fișierul trebuie să aibă extensia .pdf

Transmite documentul

12. Select button „Reinnoire” from the left side of the page:

13. Select the confirmation document using the “Choose File” button and then press “Transmite documentul”.

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](mailto:Admin.Portal@mfinante.ro).



If the information contained in this document is not sufficient, please contact us anytime at 031.620.1289 or [helpdesk@digisign.ro](mailto:helpdesk@digisign.ro).

Regards,  
DigiSign S.A.  
Virgil Madgearu Street, No. 2-6,  
First District 014135  
Bucharest, Romania  
Tel: +40-31-620.12.88  
Fax: +40-31-620.20.99  
[www.digisign.ro](http://www.digisign.ro)

