Guide for receiving and setting up

Non-qualified Digital Signature for Russian Federation non-residents

Electronic trading platform TEK-Torg JSC

CONTENTS

Guide for setting up workstation for usage of non-qualified digital signature

Document description.

This document is a setup guide describing process of remote recieving of Non-qualified Digital Signature (further as NDS) that doesn't require to be present on the territory of the Russian Federation (RF) and purposed only for non-residents of the Russian Federation who is not registered according the Russian Federation legislation. This NDS allows you to work with ETP TEK-Torg JSC.

Usage of NDS allows you to:

· Register on ETP.

· Participate in procurements of hydrocarbon resources in Sales of petroleum products section as well as participate in commercial procurements in Rosneft Oil Company PJSC section, Inter RAO PJSC.

To receive Non-qualified Digital Signature:

1. Go to link: https://uc-itcom.ru/order-partner?partner=aotektorg_nekval. (Fig. 1)
2. Fill out all fields and send a request
3. After that a manager of certification authority contacts you via phone or e-mail. Manager will send you a link for payment of Digital signature, application for creation of NDS. You can pay for NDS only by card of Russian bank.
4. You will need to send a scanned copy of signed application, scanned copy of your passport and also attach scanned copy of the payment.
5. The manager of Certification Authority will form NDS based on sent documents.
6. After that the manager of Certification Authority will send you a response e-mail with NDS along with password and CryptoPro license key.

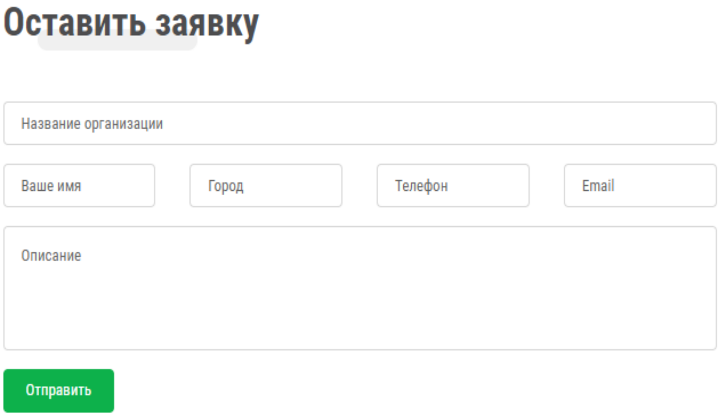


Fig. 1

System requirements

For NDS usage your PC should meet the following requirements:

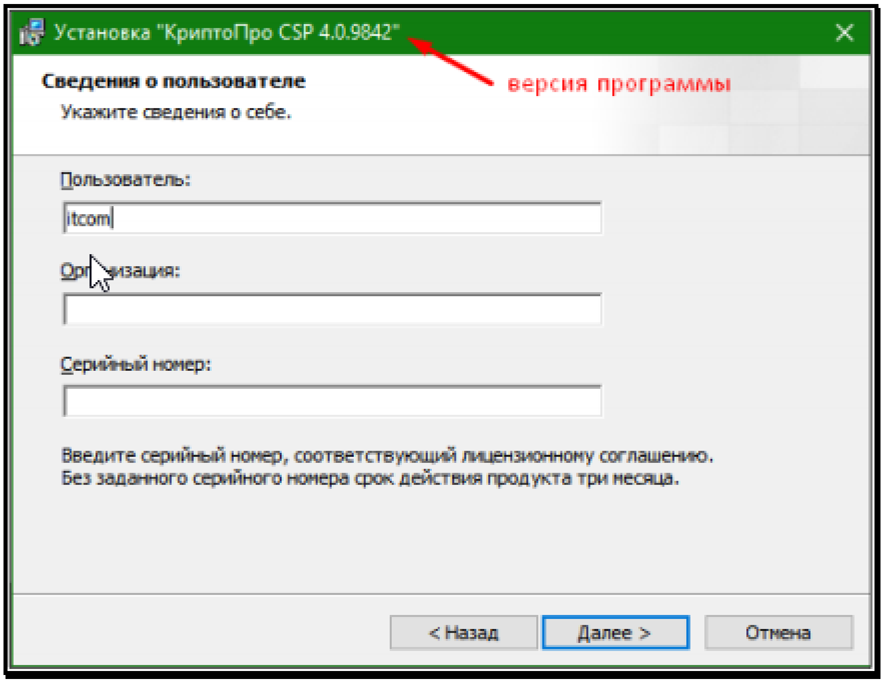
USER’S PC MINIMAL CONFIGURATION	PRE-INSTALLED SOFTWARE
· CPU – Intel Atom 1,6 GHz; · RAM – 1 GB; · HDD – 40 GB; · Internet – 10 Mbit; · keyboard; · mouse-type manipulator.	· Microsoft Windows OS - versions: 7/8/8.1/10; · Microsoft Edge, Google Chrome, Yandex, Mozilla Firefox, Sputnik, Opera browser. · CAdES Browser plug-in (ActiveX) 2 · Cryptographic Information Security Tool (CIST) not lower than CryptoPro CSP 4 · Root certificates of the certification authority (CA)

CryptoPRO CSP installation.

In case you miss pre-installed Cryptography Service Provider click “CryptoPRO 5.0” link below to download CryptoPRO installation file to your PC.

CryptoPRO CSP 5.0.12000 for Windows 7 / 8 / 10

After download open the .zip archive using file archiver program (ex. WinRAR). Archive contains CryptoPRO installation file. Launch the file inside the archive and install the program using default settings. During installation you might see the following window:



Установка "КриптоПро CSP 4.0.9842"

Сведения о пользователе

Укажите сведения о себе.

Пользователь: itcom

Организация:

Серийный номер:

Введите серийный номер, соответствующий лицензионному соглашению.
Без заданного серийного номера срок действия продукта три месяца.

Fig.1 – CryptoPRO installation

Skip this window by clicking “Next” button. CryptoPRO installation will be completed.

Plug-in installation for QDS usage

To work in browser with various services and information systems using digital signature it’s required to install additional software that expands the capabilities of browsers.

1. CryptoPRO CAdES Browser plug-in 2.0 — standard CryptoPRO CAdES Browser plug-in.

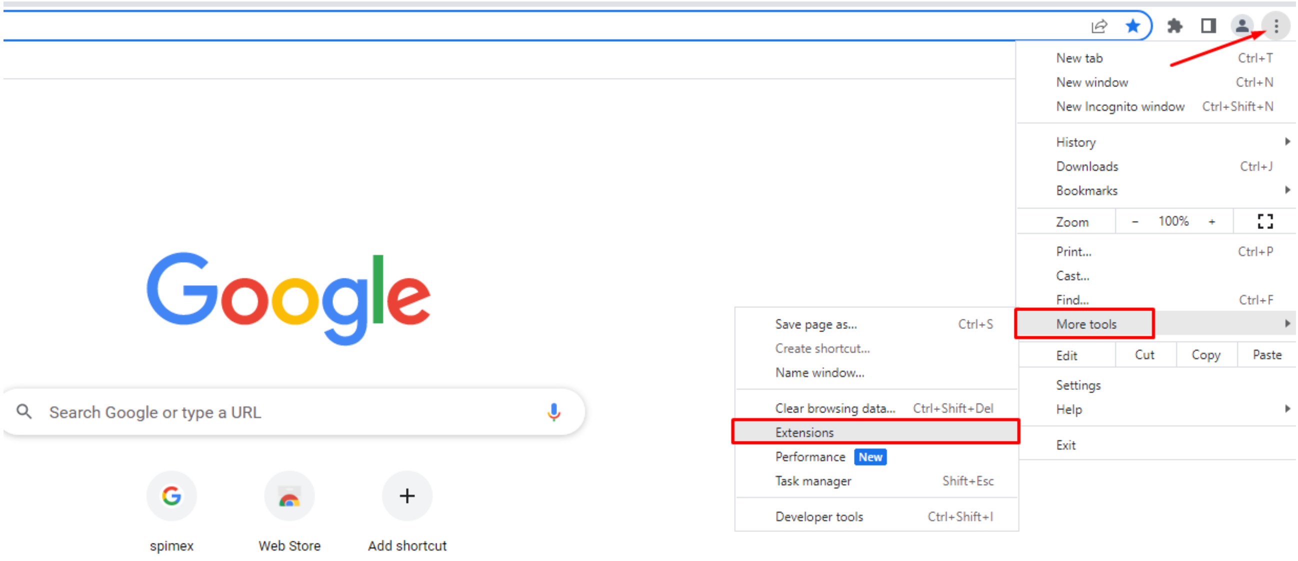
Go to link to download installation file. Launch the file after download. Click “**Yes**” in all confirmation windows and wait before installation is complete.

2. capicom2102.msi — standard CAPICOM library by Microsoft.

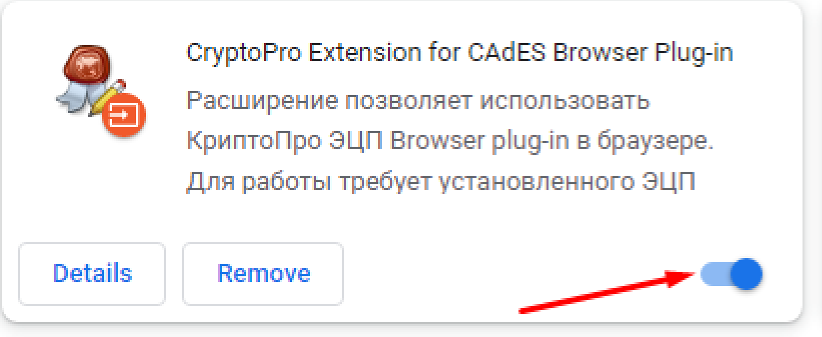
Go to link to download installation file. Launch the file after download. Accept the license agreement, then click “**Next**” in all confirmation windows and wait before the installation is complete.

CryptoPRO plug-in installation in browser.

in **Google Chrome** browser

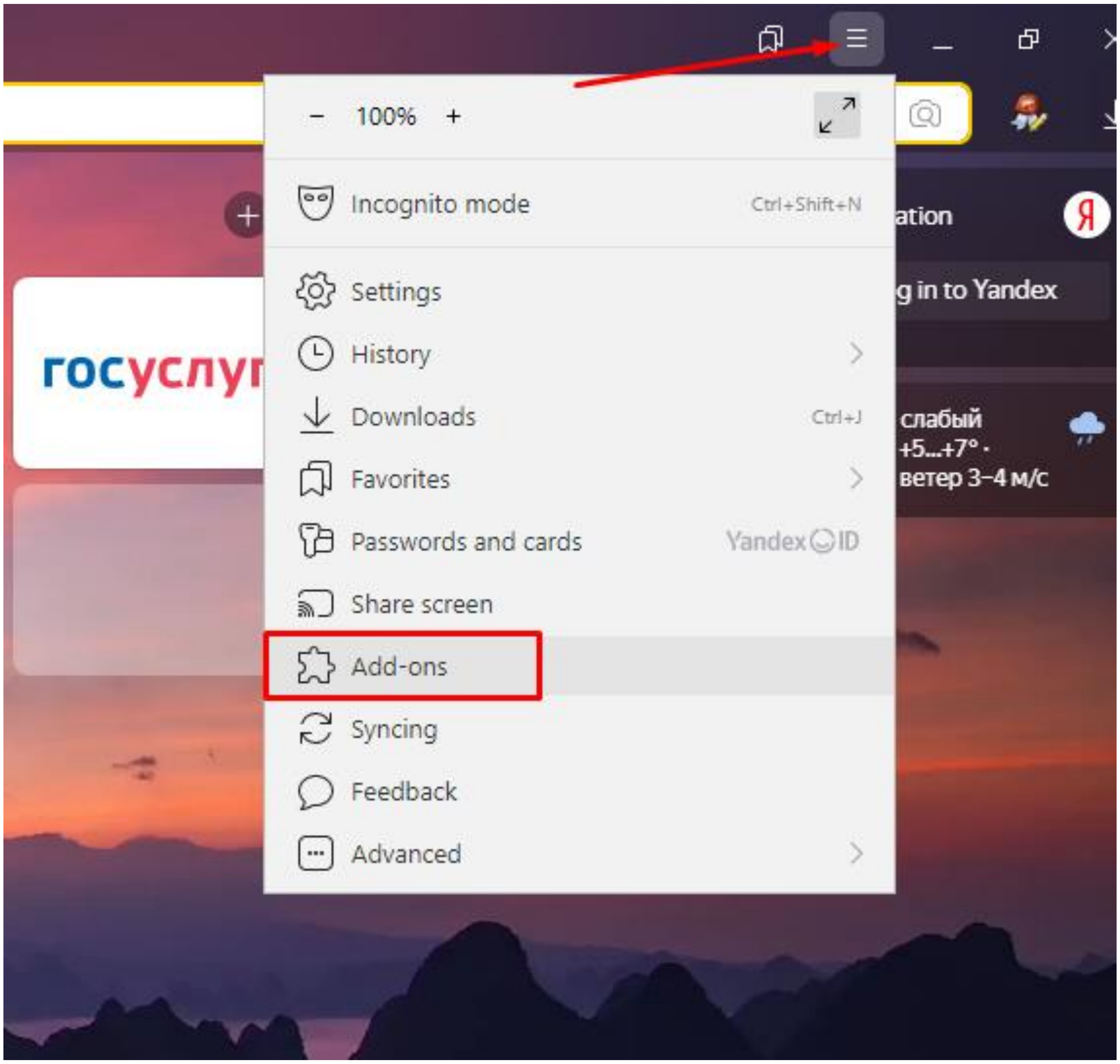


Opening extensions menu, find **CryptoPro Extension for CAdES Browser Plug-in** and install by enabling the toggle.

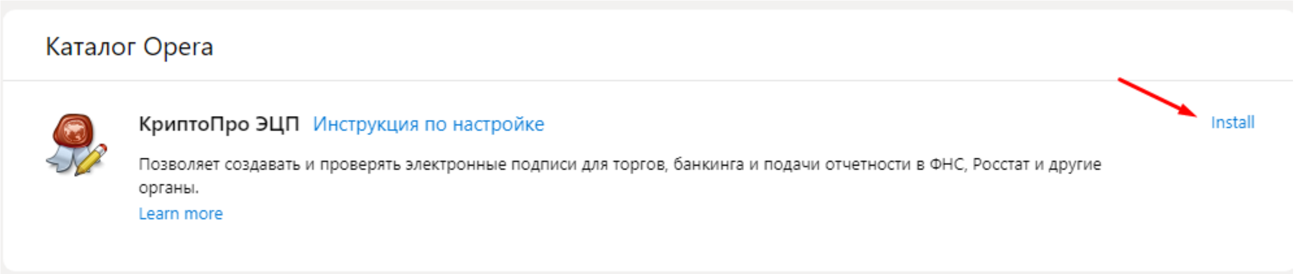


CryptoPro Extension for CAdES Browser Plug-in

Расширение позволяет использовать КриптоПро ЭЦП Browser plug-in в браузере. Для работы требует установленного ЭЦП in **Yandex Browser**

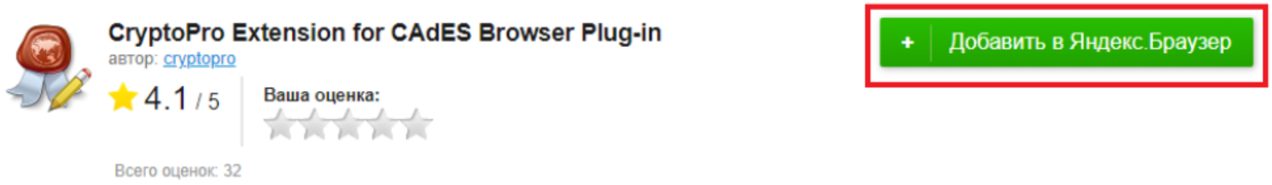


Opening extension menu, scroll the way down to find «**CryptoPro Extension for CAdES Browser Plug-in**» and click «**Install**» button.



Позволяет создавать и проверять электронные подписи для торгов, банкинга и подачи отчетности в ФНС, Росстат и другие органы.

The new tab will open, where you need to click “**Add to Yandex Browser**” and wait before installation is complete.



CryptoPro Extension for CAdES Browser Plug-in

автор: cryptopro

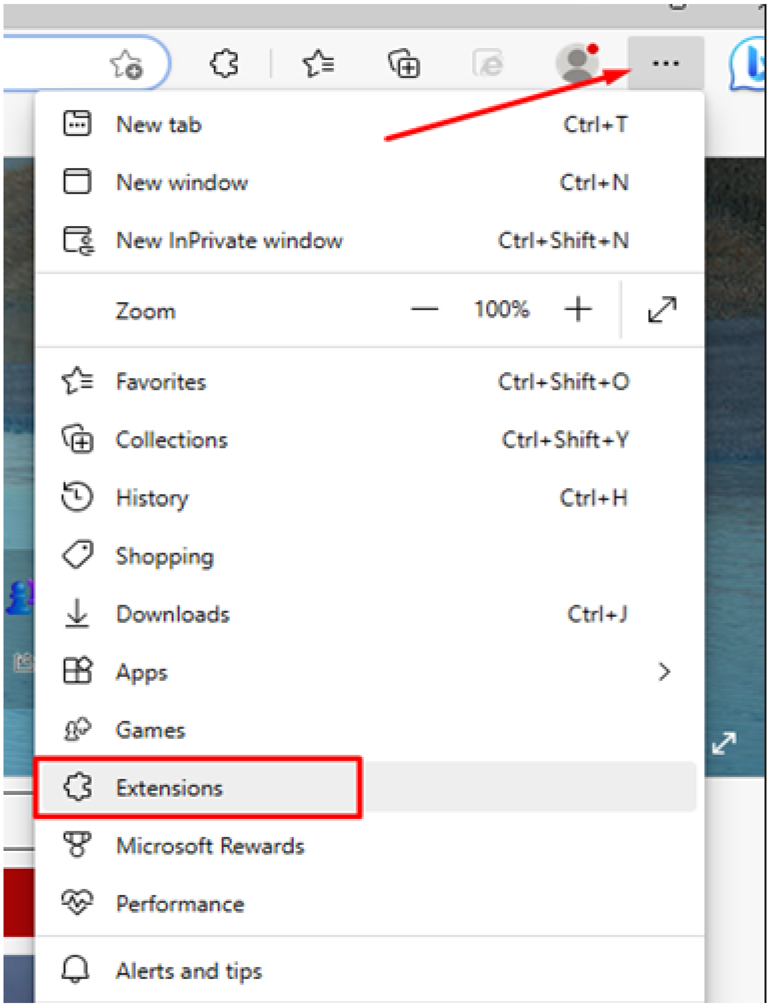
4.1 / 5

Ваша оценка:

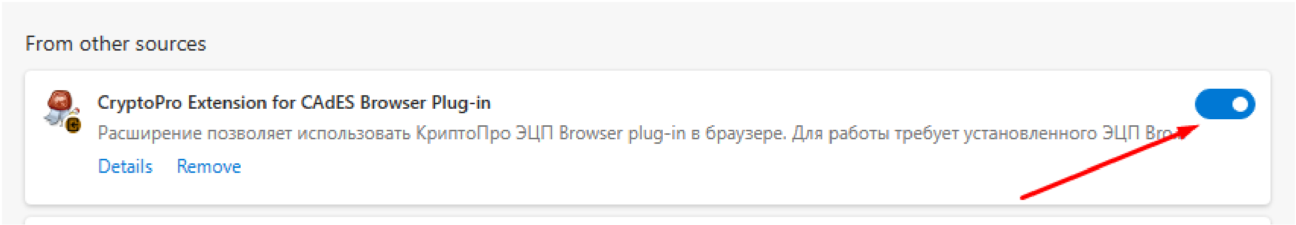
Всего оценок: 32

+ Добавить в Яндекс.Браузер

in **MICROSOFT EDGE** browser



In the opened window find «**CryptoPro Extension for CAdES Browser Plug-in**» and enable the toggle.



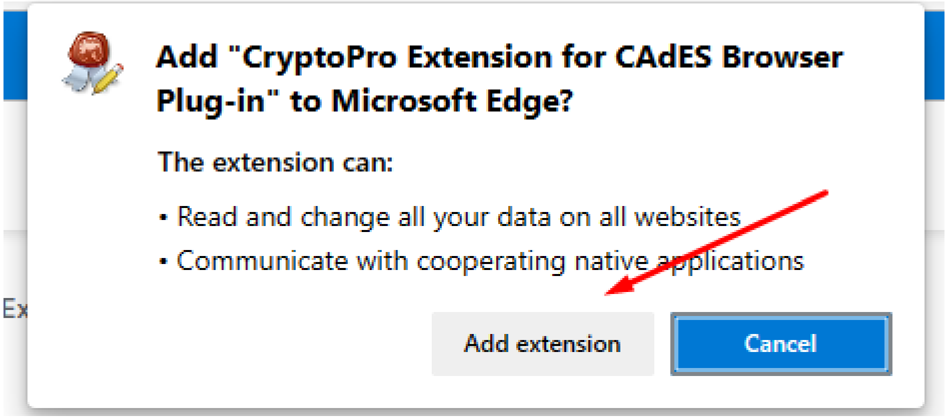
From other sources

CryptoPro Extension for CAdES Browser Plug-in

Расширение позволяет использовать КриптоПро ЭЦП Browser plug-in в браузере. Для работы требует установленного ЭЦП Bro

Details Remove

In the opened window click the “**Add extension**”.

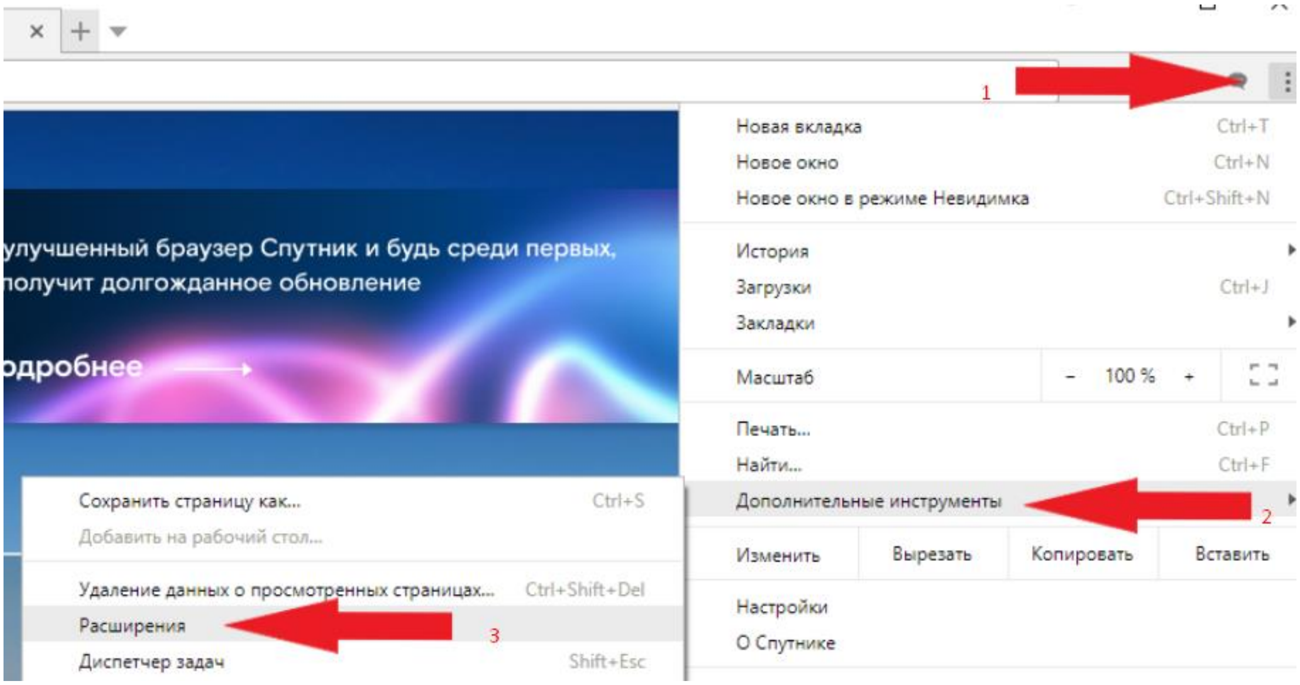


Add "CryptoPro Extension for CAdES Browser Plug-in" to Microsoft Edge?

The extension can:

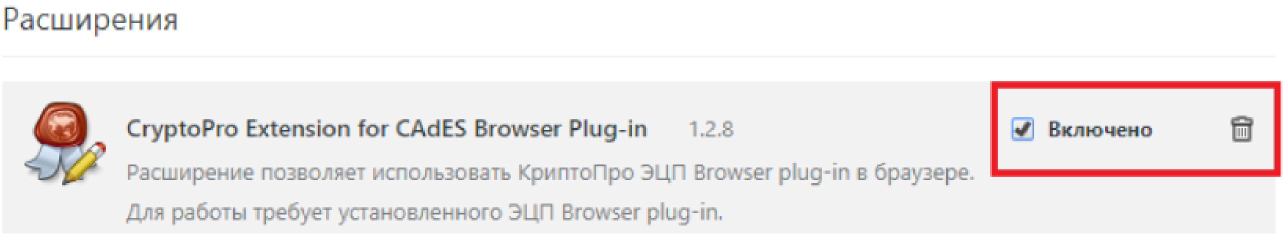
- Read and change all your data on all websites
- Communicate with cooperating native applications

in **SPUTNIK** browser



1
Новая вкладка Ctrl+T
Новое окно Ctrl+N
Новое окно в режиме Невидимка Ctrl+Shift+N
улучшенный браузер Спутник и будь среди первых,
получит долгожданное обновление
одробнее
История
Загрузки Ctrl+J
Закладки
Масштаб - 100 % +
Печать... Ctrl+P
Найти... Ctrl+F
Дополнительные инструменты
2
Изменить Вырезать Копировать Вставить
Настройки
О Спутнике
Сохранить страницу как... Ctrl+S
Добавить на рабочий стол...
Удаление данных о просмотренных страницах... Ctrl+Shift+Del
Расширения
3
Диспетчер задач Shift+Esc

Opening extension menu, find **CryptoPro Extension for CAdES Browser Plug-in** and check the “**Enable**” checkbox.



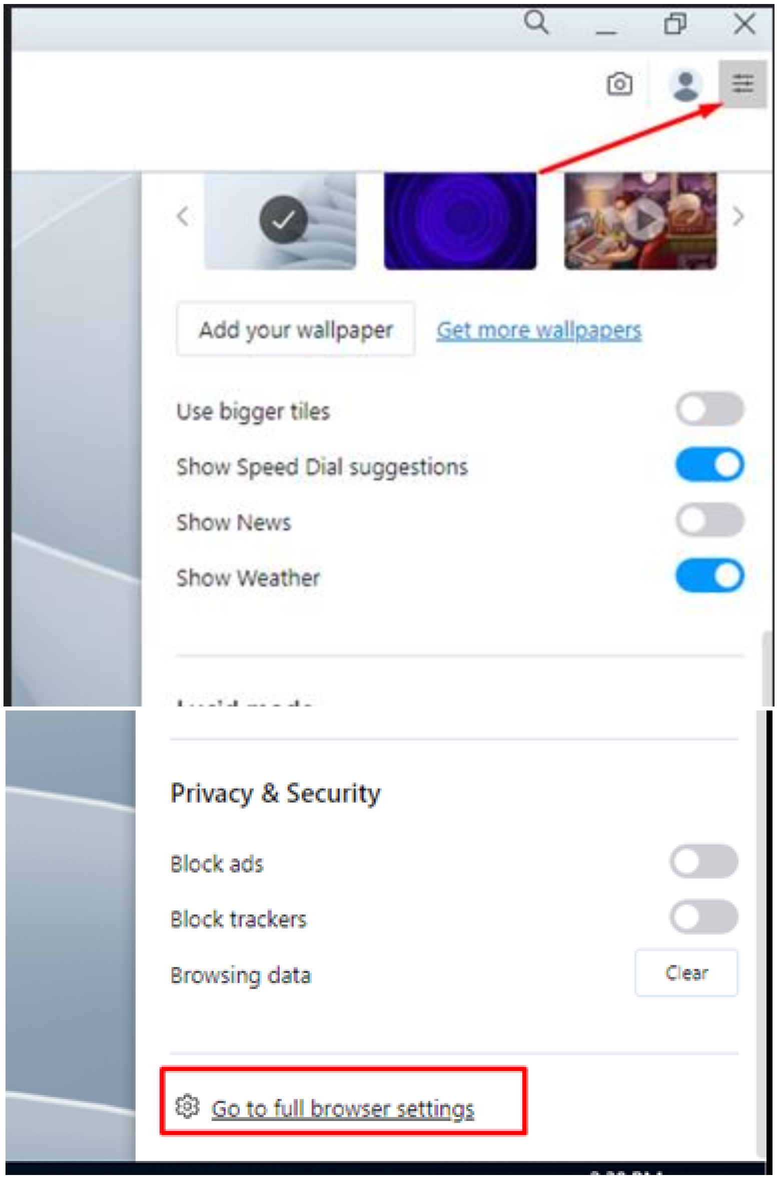
Расширения

CryptoPro Extension for CAdES Browser Plug-in 1.2.8

Расширение позволяет использовать КриптоПро ЭЦП Browser plug-in в браузере. Для работы требует установленного ЭЦП Browser plug-in.

☑ Включено

in **OPERA** browser



Use bigger tiles ○

Show Speed Dial suggestions ●

Show News ○

Show Weather ●

Privacy & Security

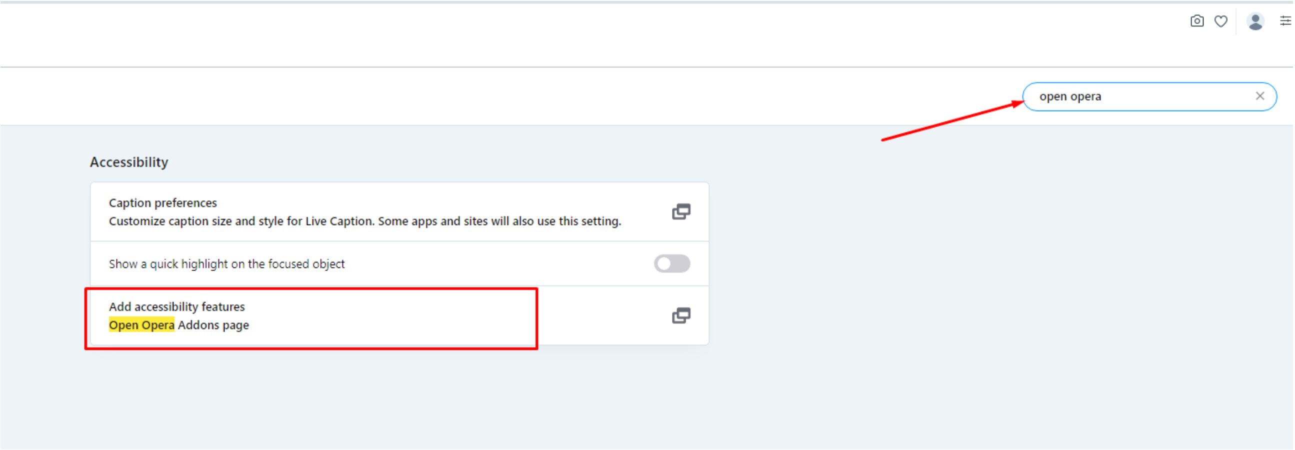
Block ads ○

Block trackers ○

Browsing data Clear

Go to full browser settings

Find “**Open Opera extension page**” using search bar.



open opera

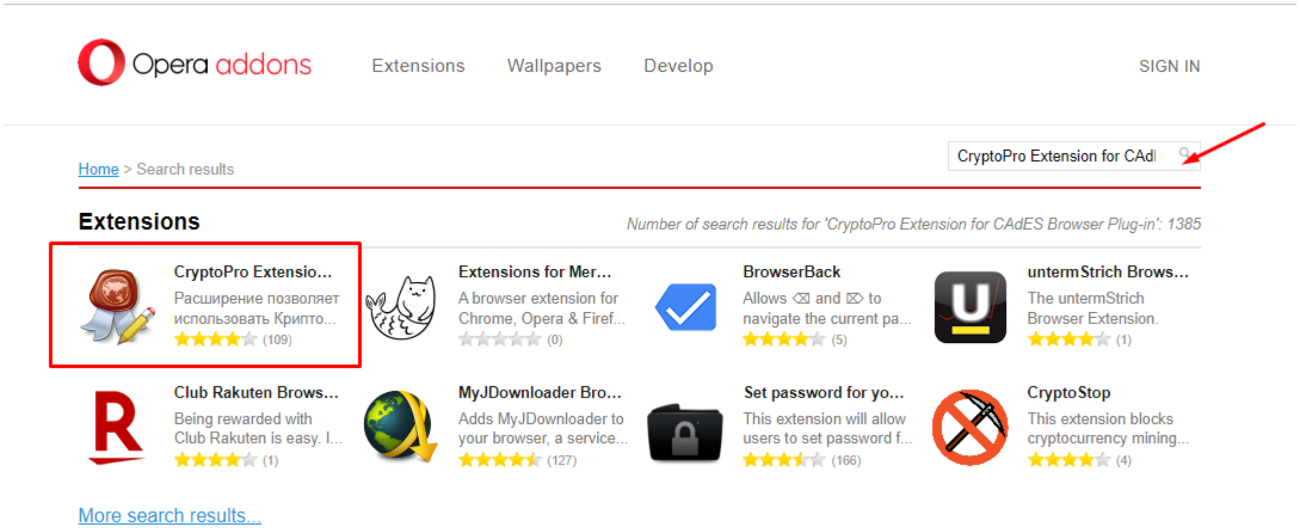
Accessibility

Caption preferences
Customize caption size and style for Live Caption. Some apps and sites will also use this setting.

Show a quick highlight on the focused object

Add accessibility features
Open Opera Addons page

Using search bar find «**CryptoPro Extension for CAdES Browser Plug-in**» and select it.



Home > Search results

CryptoPro Extension for CAdI

Extensions

Number of search results for 'CryptoPro Extension for CAdES Browser Plug-in': 1385

CryptoPro Extensio...
Расширение позволяет использовать Крипто...
(109)

Extensions for Mer...
A browser extension for Chrome, Opera & Firef...
(0)

BrowserBack
Allows ⌫ and ⌦ to navigate the current pa...
(5)

untermStrich Brows...
The untermStrich Browser Extension.
(1)

Club Rakuten Brows...
Being rewarded with Club Rakuten is easy. I...
(1)

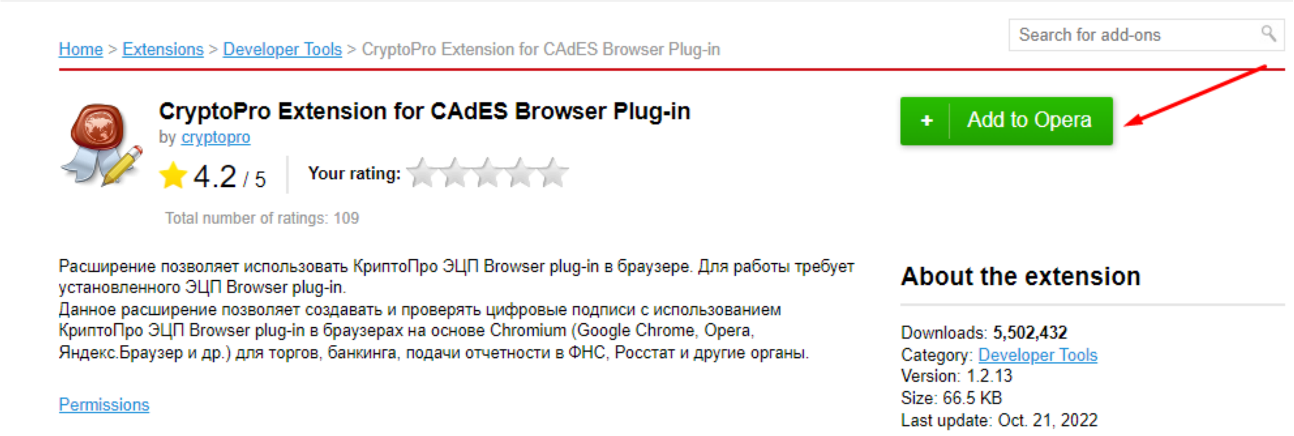
MyJDownloader Bro...
Adds MyJDownloader to your browser, a service...
(127)

Set password for yo...
This extension will allow users to set password f...
(166)

CryptoStop
This extension blocks cryptocurrency mining...
(4)

More search results...

In opened window click the «**Add to Opera**» and wait until the installation is complete.



Home > Extensions > Developer Tools > CryptoPro Extension for CAdES Browser Plug-in

CryptoPro Extension for CAdES Browser Plug-in
by cryptopro
4.2 / 5
Your rating:
Total number of ratings: 109

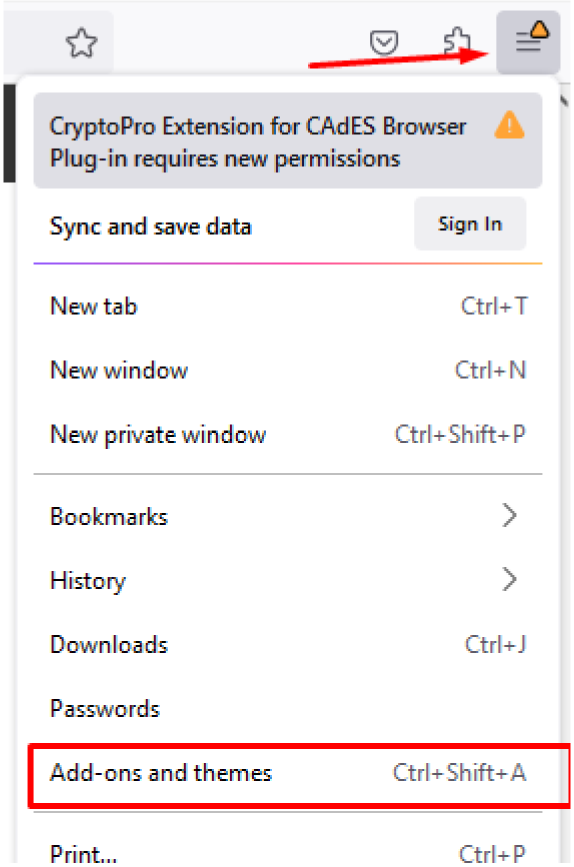
Расширение позволяет использовать КриптоПро ЭЦП Browser plug-in в браузере. Для работы требует установленного ЭЦП Browser plug-in.
Данное расширение позволяет создавать и проверять цифровые подписи с использованием КриптоПро ЭЦП Browser plug-in в браузерах на основе Chromium (Google Chrome, Opera, Яндекс.Браузер и др.) для торгов, банкинга, подачи отчетности в ФНС, Росстат и другие органы.

Permissions

About the extension

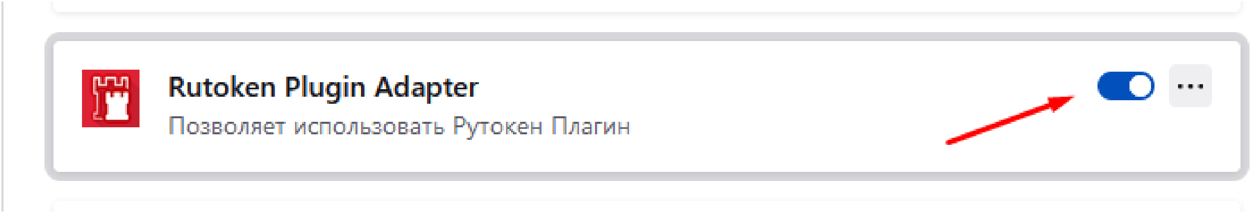
Downloads: 5,502,432
Category: Developer Tools
Version: 1.2.13
Size: 66.5 KB
Last update: Oct. 21, 2022

in **MOZILLA FIREFOX** browser



CryptoPro Extension for CAdES Browser Plug-in requires new permissions

In the opened window find “**Rutoken Plugin Adapter**” and activate it.



Rutoken Plugin Adapter

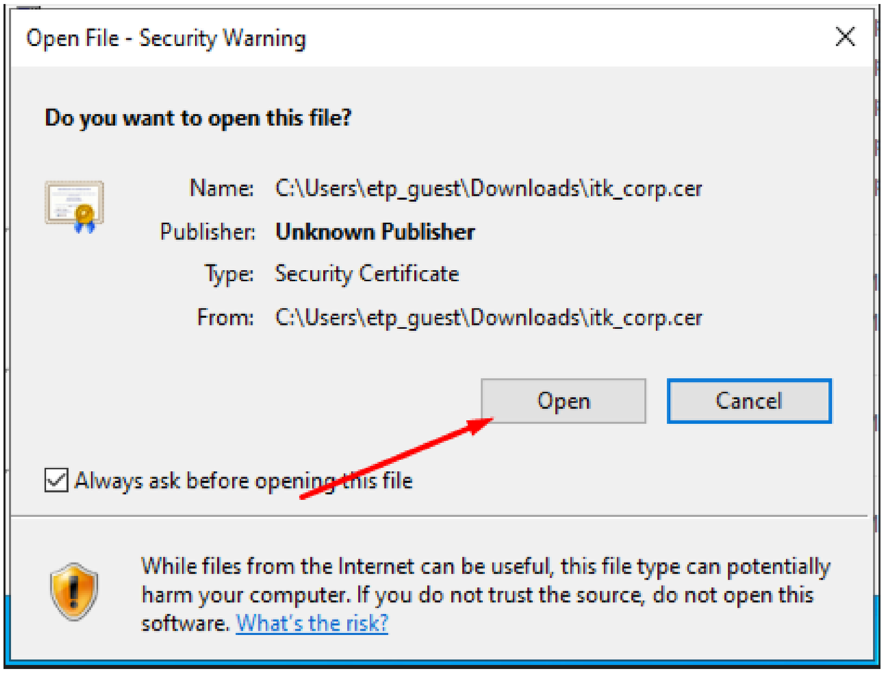
Позволяет использовать Рутокен Плагин

Root certificate installation.

Go to link and download root certificate

[Root certificate]

Then open downloaded file



Open File - Security Warning

Do you want to open this file?

Name: C:\Users\etp_guest\Downloads\itk_corp.cer

Publisher: **Unknown Publisher**

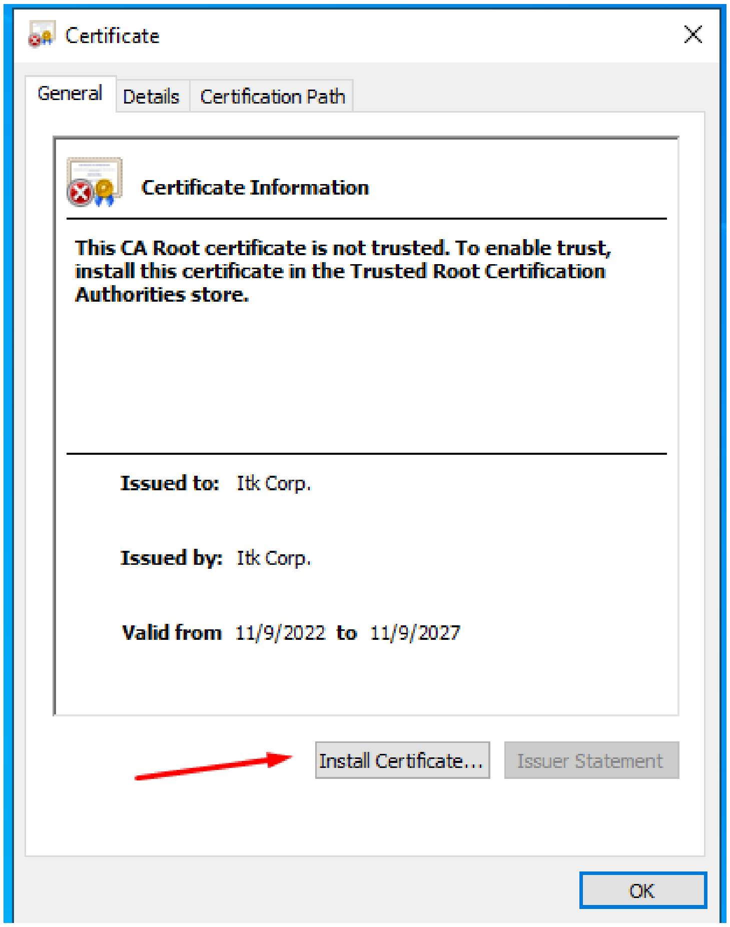
Type: Security Certificate

From: C:\Users\etp_guest\Downloads\itk_corp.cer

☑ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open this software. What's the risk?

In opened window select “**Install certificate**”



Certificate Information

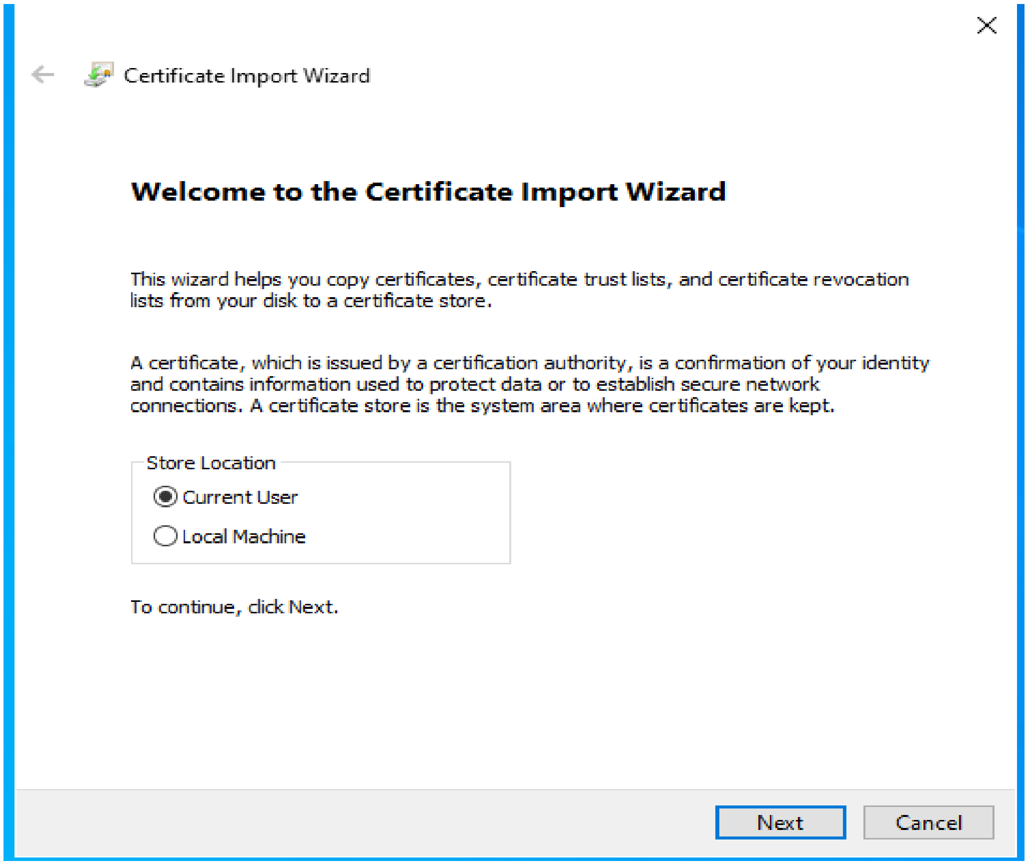
This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.

Issued to: Itk Corp.

Issued by: Itk Corp.

Valid from 11/9/2022 to 11/9/2027

Select if you want to install the certificate for current OS user or for the local machine and click the “Next” button



Welcome to the Certificate Import Wizard

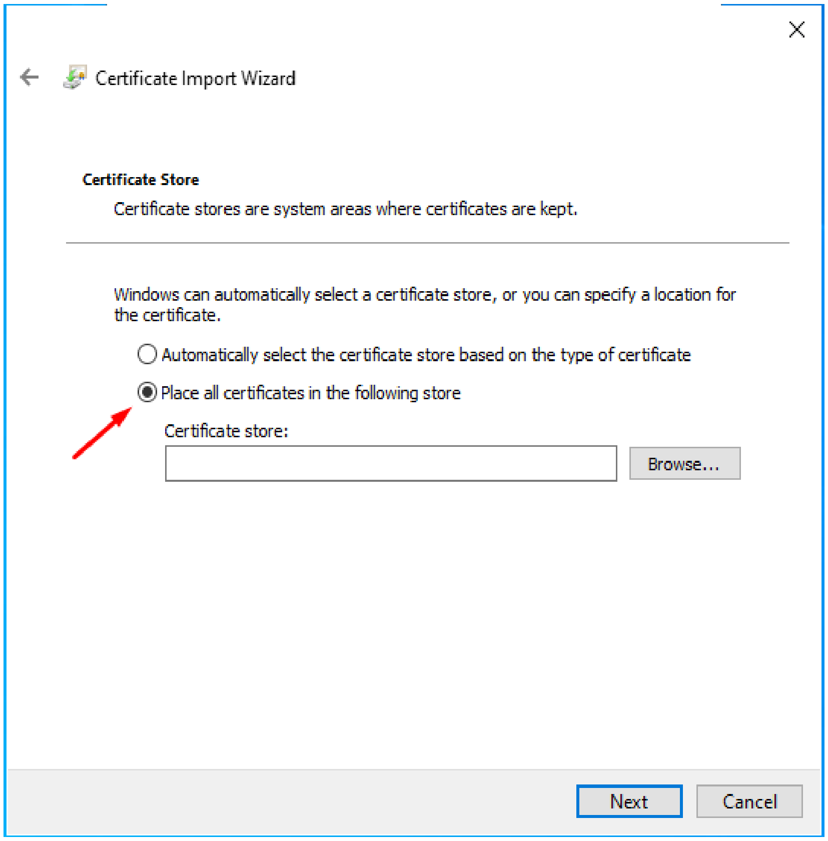
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

Store Location
● Current User
○ Local Machine

To continue, click Next.

Select “Place all certificates in the following store”, then click the “Browse” button



Certificate Store

Certificate stores are system areas where certificates are kept.

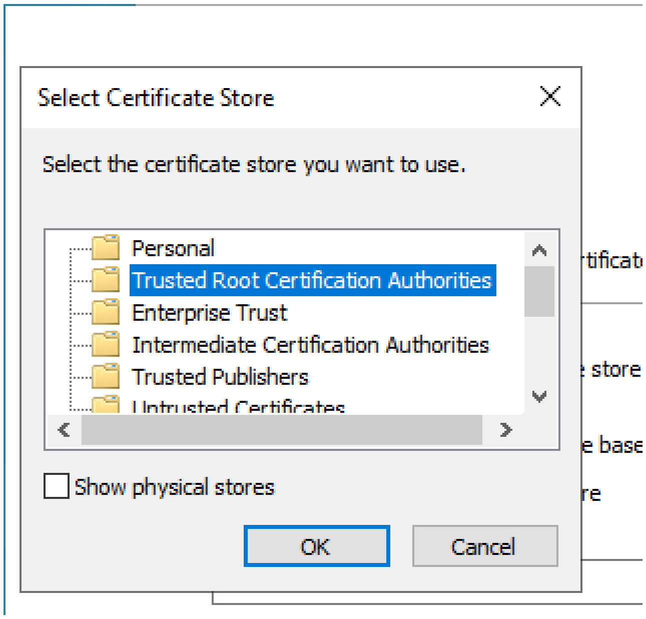
Windows can automatically select a certificate store, or you can specify a location for the certificate.

○ Automatically select the certificate store based on the type of certificate

● Place all certificates in the following store

Certificate store:

In opened window “**Select Certificate Store**” select “**Trusted Root Certification Authorities**” and click “**Ok**”

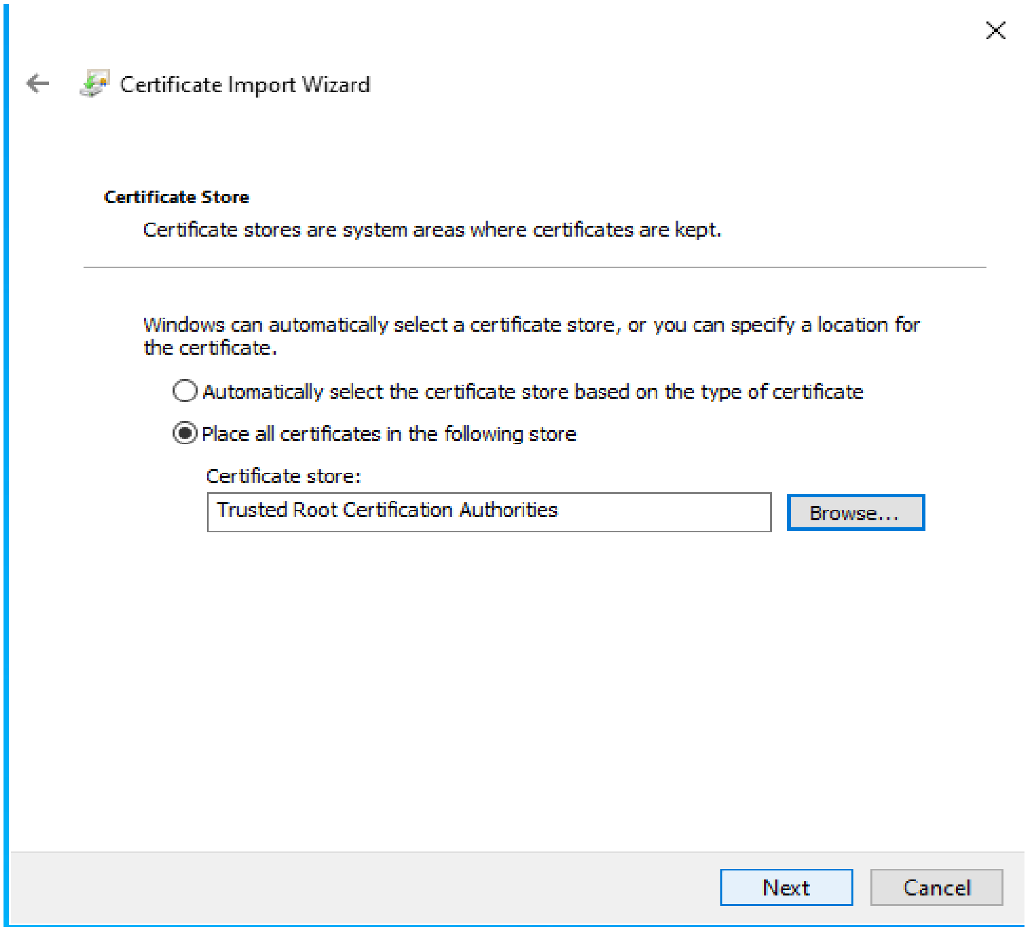

Select Certificate Store

Select the certificate store you want to use.

Personal
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Trusted Publishers
Untrusted Certificates
OK
Cancel

□ Show physical stores

Click “**Next**” then “**Finish**”



Certificate Import Wizard

Certificate Store

Certificate stores are system areas where certificates are kept.

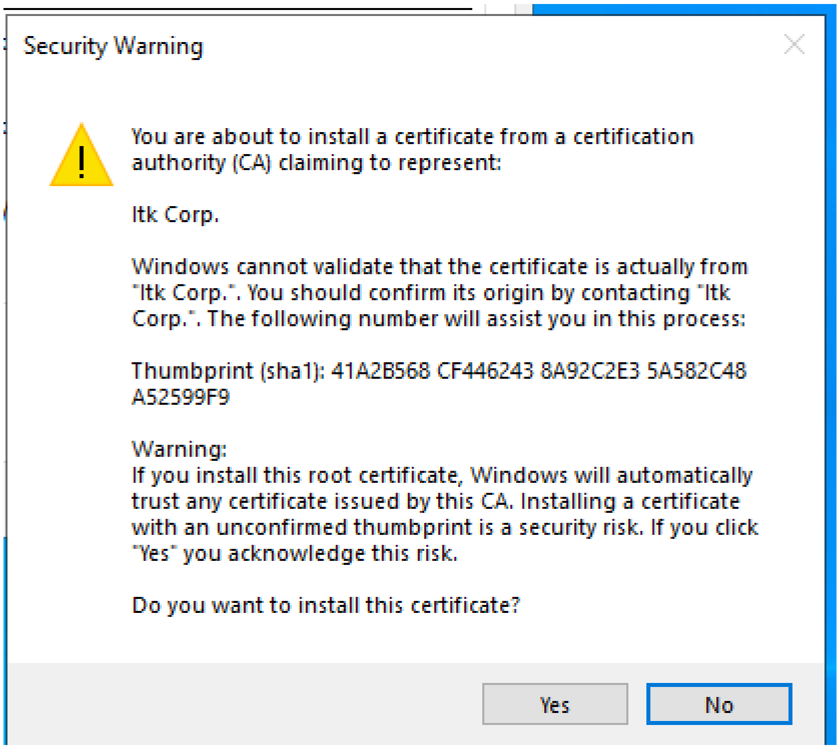
Windows can automatically select a certificate store, or you can specify a location for the certificate.

○ Automatically select the certificate store based on the type of certificate

● Place all certificates in the following store

Certificate store: Trusted Root Certification Authorities

Click "**Yes**" in opened security warning



Security Warning

You are about to install a certificate from a certification authority (CA) claiming to represent:

Itk Corp.

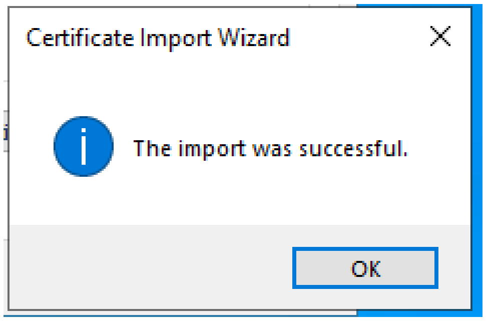
Windows cannot validate that the certificate is actually from "Itk Corp.". You should confirm its origin by contacting "Itk Corp.". The following number will assist you in this process:

Thumbprint (sha1): 41A2B568 CF446243 8A92C2E3 5A582C48 A52599F9

Warning:
If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.

Do you want to install this certificate?

Installation is complete.



Certificate Import Wizard

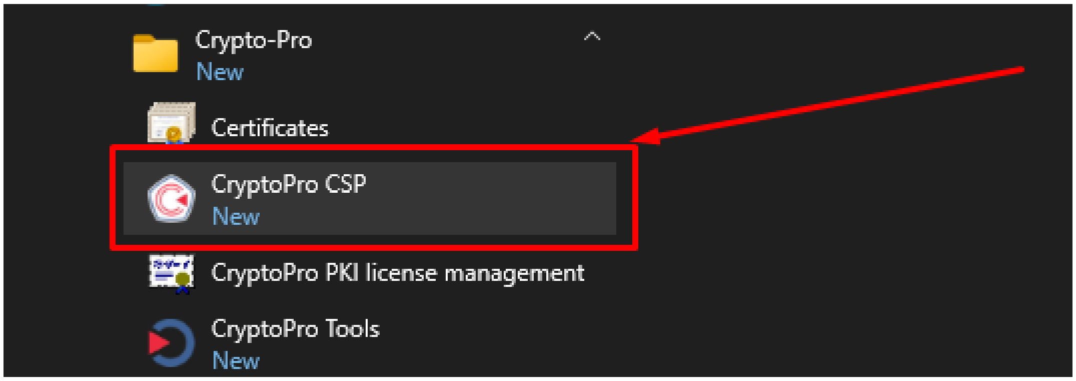
The import was successful.

Certificate installation on PC.

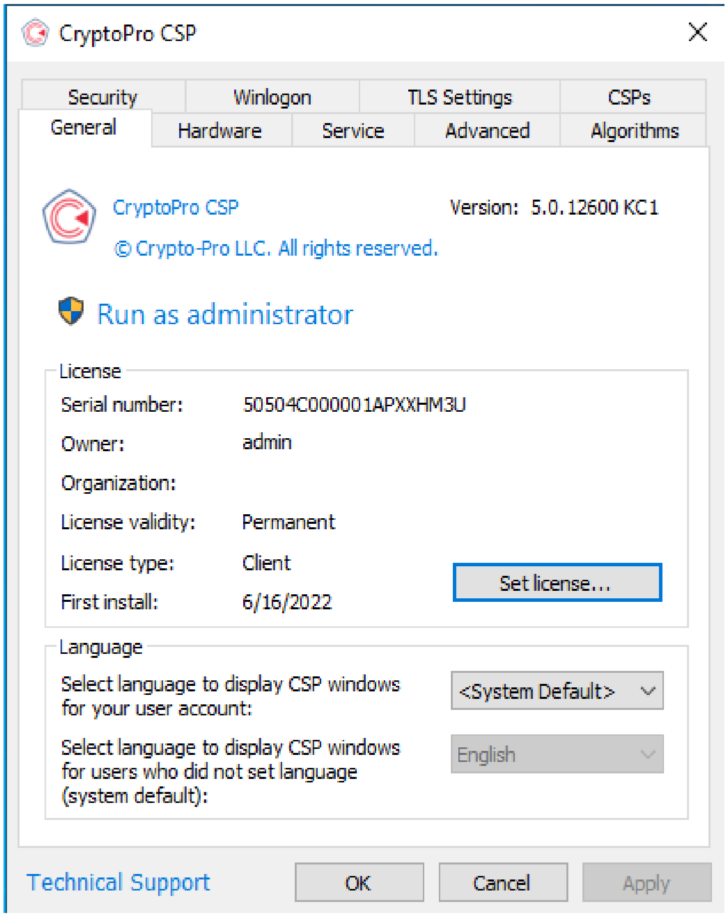
After receiving and unpacking the archive insert your USB security key (flash drive), copy “Имя.000” folder to USB flash drive main directory. Save the *.cert file in any folder on your PC.

Insert your USB security key into your PC.

Click the “**Start**” button – “**Programs**”, open Crypto-Pro folder then select CryptoPro CSP



In opened window go to “**Service**” bar (in case you purchased CryptoPro license key first insert the license key into “Set license” field in the “**General**” tab).



CryptoPro CSP Version: 5.0.12600 KC1

© Crypto-Pro LLC. All rights reserved.

License

Serial number: 50504C000001APXXHM3U

Owner: admin

Organization:

License validity: Permanent

License type: Client

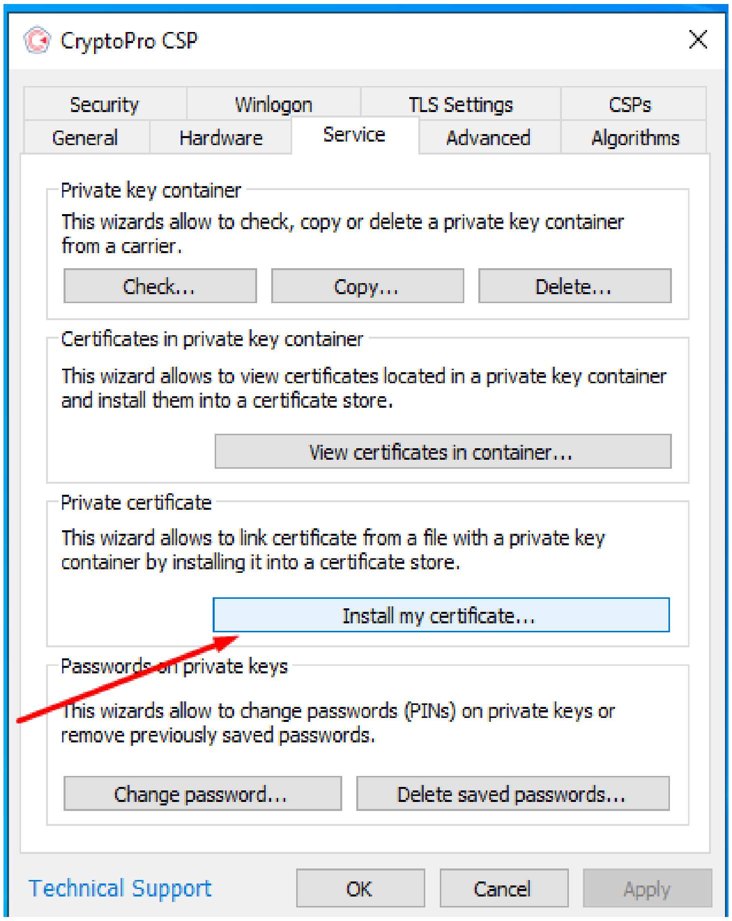
First install: 6/16/2022

Language

Select language to display CSP windows for your user account: <System Default>

Select language to display CSP windows for users who did not set language (system default): English

In the “**Service**” tab click the “**Install my certificate**” button



Private key container

This wizards allow to check, copy or delete a private key container from a carrier.

Certificates in private key container

This wizard allows to view certificates located in a private key container and install them into a certificate store.

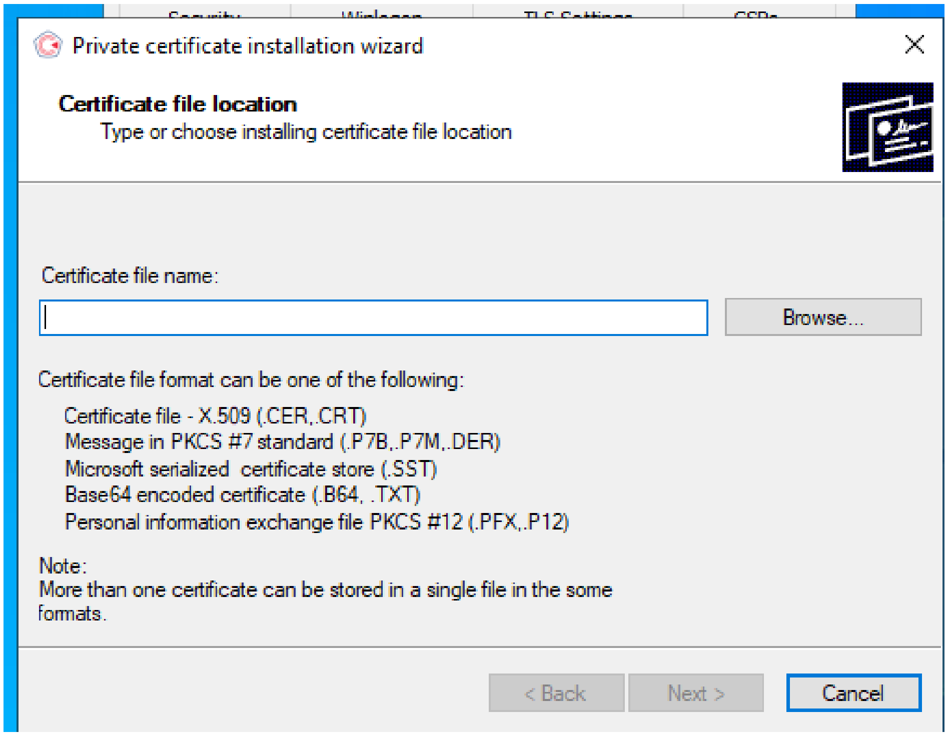
Private certificate

This wizard allows to link certificate from a file with a private key container by installing it into a certificate store.

Passwords on private keys

This wizards allow to change passwords (PINs) on private keys or remove previously saved passwords.

Click “Next” – “Browse” then select your certificate file with .cert extension. If the program can’t locate your certificate select All files to see all files in “Browse” menu.



Private certificate installation wizard

Certificate file location

Type or choose installing certificate file location

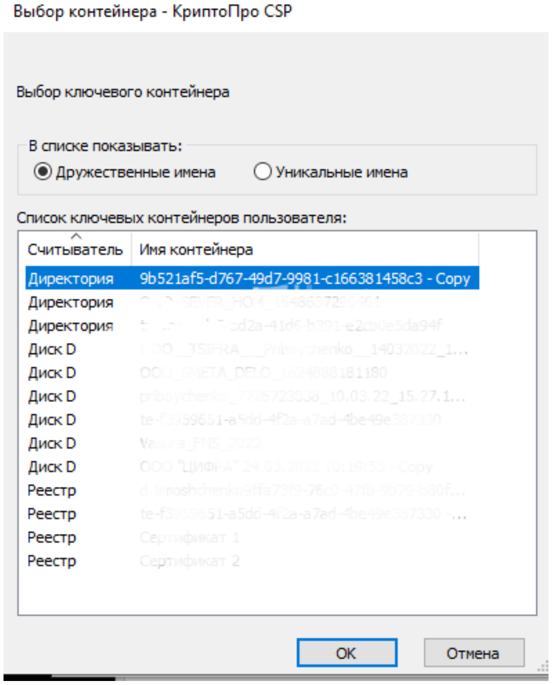
Certificate file name:

Certificate file format can be one of the following:

Certificate file - X.509 (.CER,.CRT)
Message in PKCS #7 standard (.P7B,.P7M,.DER)
Microsoft serialized certificate store (.SST)
Base64 encoded certificate (.B64, .TXT)
Personal information exchange file PKCS #12 (.PFX,.P12)

Note:
More than one certificate can be stored in a single file in the some formats.

Next step the program will ask you to locate directory to your USB flash drive. Select the container you need – “Имя.000”, click “**Ok**” then follow program instructions.



Выбор контейнера - КриптоПро CSP

Выбор ключевого контейнера

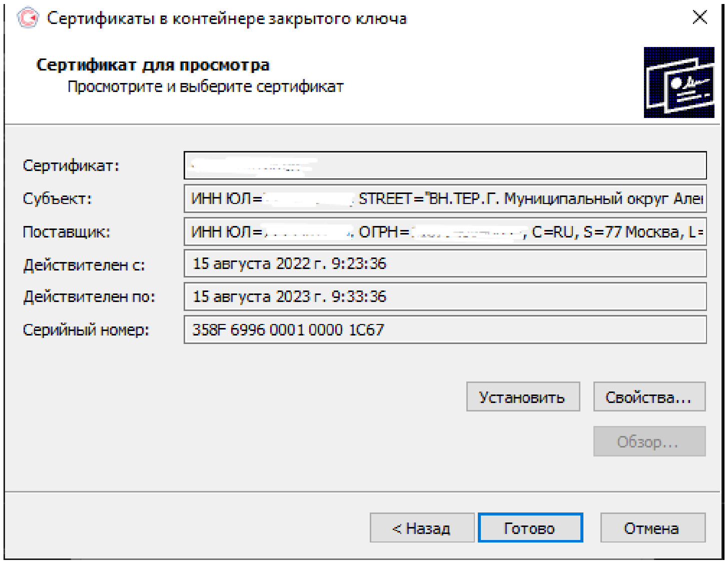
В списке показывать:

● Дружественные имена ○ Уникальные имена

Список ключевых контейнеров пользователя:

Считыватель	Имя контейнера
Директория	9b521af5-d767-49d7-9981-c166381458c3 - Copy
Директория	[redacted]
Директория	[redacted]
Диск D	[redacted]
Диск D	[redacted]
Диск D	[redacted]
Диск D	[redacted]
Диск D	[redacted]
Диск D	[redacted]
Реестр	[redacted]
Реестр	[redacted]
Реестр	[redacted]
Реестр	[redacted]

Check the data from the certificate and make sure you’ve selected the certificate you need. Then click “Install” button



Сертификаты в контейнере закрытого ключа

Сертификат для просмотра

Просмотрите и выберите сертификат

Сертификат: [redacted]

Субъект: ИНН ЮЛ=[redacted] STREET="ВН.ТЕР.Г. Муниципальный округ Алеı

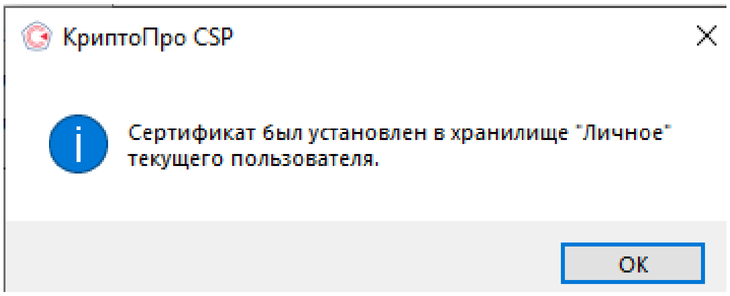
Поставщик: ИНН ЮЛ=[redacted] ОГРН=[redacted], C=RU, S=77 Москва, L=

Действителен с: 15 августа 2022 г. 9:23:36

Действителен по: 15 августа 2023 г. 9:33:36

Серийный номер: 358F 6996 0001 0000 1C67

If certificate was installed the first time you will receive the message



КриптоПро CSP

Сертификат был установлен в хранилище "Личное" текущего пользователя.