

Instructions for the initial release of EUES for the DFA IS

A brief overview of the Client's actions:

- Click on the special link
- Select kit parameters
- Create a Personal Account in the Certification Authority
- Input necessary information for EUES formation
- Draw up the necessary documents
- Pay for EUES production
- Visit the Bank's office and receive a token with EUES

Client's detailed actions:

To create a EUES, you need to paste and follow the link:
<https://orders.roseltorg.ru/#services/171/0/pref=403&stop=1&dct=228183564>.

A dialog for creating a "**BASIC Unqualified Kit**" will appear on the screen, allowing you to create a request for an EUES release.

In this dialog box, the Client has the opportunity to select an additional parameter: "**CryptoPro Software License**"¹. If the Client does not have licensed CryptoPro CSP software, the Client needs to select "**CryptoPro Software License**". If the Client has licensed CryptoPro CSP software installed, selecting the "CryptoPro License" option is not necessary.

¹ This parameter incurs a charge. To specify the cost, please refer to the document "TARIFFS..." or contact the Bank.

Next, you need to click on the "**Continue**" button:

BASIC Unqualified Kit

Kit type

BASIC Unqualified Kit, under Mosnarbank _____ 0 rubles

CryptoPro software license

CryptoPro License _____ 0 rubles

No CryptoPro license _____ 0 rubles

The validity period of an electronic signature certificate

1 year _____ 0 rubles

Issuance of Electronic Signature

To client certified media _____ 0 rubles

Continue Amount 0 rubles

The "Contact Us" dialog for registering your personal account will appear on the screen:

Contact info

Please fill out the form to register your personal account and continue with your application.

Your e-mail

sh[]@evrofinance.com

Contact phone number:

7-916-3[]7

Continue Back

A valid e-mail address and contact phone number must be provided. Click "**Continue**" to continue with your registration. As a result, the specified e-mail will receive information about login and password for further logging in to the Client's Personal Cabinet in the Certification Authority. ***This information should be retained!***

A dialog box for entering mandatory parameters will appear on the screen. In the upper part of the box, it is necessary to select the type corresponding to the Client type:

- **Legal entity (manager or employee of the entity)**
- **Russian individual entrepreneur (individual entrepreneur or employee)**
- **Russian individual.**

BASIC Unqualified Kit

Russian legal entity (manager or employee of the organization)
 Russian individual entrepreneur (individual entrepreneur or employee)
 Russian individual

Depending on the type of Client, an appropriate set of mandatory parameters to be entered will be offered.

BASIC Unqualified Kit

Entity details

INN (Taxpayer Identification Number) KPP (Tax Registration Reason Code) OGRN (Primary State registration Number)

KPP for documents

Full name

Short name

Manager of the entity

Surname Name Patronymic

No patronymic

Position

Document on the basis of which the entity manager acts

Electronic signature holder

Surname Name Patronymic

No patronymic

Unit (division, department...)

In the entity details, special attention should be paid to the "**Full name**" field of the entity.



The name of the entity must be indicated in the same way as in the Articles of Association — that is, in the same register, with the same quotation marks. IS DFA requires the full name of the entity in the EUES key certificate and in the IS DFA User Questionnaire to match the full name of the entity.

In the "**Electronic signature holder**" section, in the **Surname, Name, and Patronymic** (hereinafter referred to as Full Name) fields, the data must be specified according to the following rules:

- The first letter is capitalized, the rest are lower case
- It is obligatory to have the letters "io" ("ё") and "ii" ("й") the same way as it is written in the passport.



The DFA IS requires that the Full Name of the electronic signature holder in the EUES key and the Full Name in the DFA IS User Representative Questionnaire match completely.



If the Full Name in your passport does not match the Full Name in your SNILS to the letter, you must apply to the SFD (formerly the FIU) to replace your SNILS with the correct spelling.

This requirement is due to the fact that the Certification Authority checks the correspondence of data through the System of Interdepartmental Electronic Interaction and in case of mismatch between the Full Name in the passport and the Full Name in the SNILS, the creation of the EUES will be denied.

In the "**Authorization of the electronic signature holder**" section, you must check all three options offered:

Powers of the electronic signature holder

- Administrator of the entity
- Authorized expert
- Specialist with the right to sign the contract

In the section "**In what region will you be collecting the signature?**", it is necessary to select "**Moscow**".

In what region will you be collecting your signature?

Moscow



At the moment, the issuance of EUES is not provided in other places, except at Evrofinance Mosnarbank.

Click "**Submit application**" to proceed.

In the "**My Applications**" section, you can view the list of applications. At this stage, there is only one:

Make a note of the **Application Number**, it will be useful when paying for the EUES production service and when visiting the Bank to collect the token with the EUES.

Ignore the message "[Sign the application with a valid ES that matches the application data](#)". This action is not applicable for the initial issuance of EUES.

Print three copies of the "**Application for issuance of non-qualified ES for Legal Entities**" (in case of individual entrepreneurs or individuals, the application will have the relevant title). Affix your signature (if you are an authorized employee), the signature of the Manager, and the seal (if applicable) to the applications. These applications must be personally submitted to the Bank (one application remains with the Client, one is submitted to the Bank, the third copy will be transferred by the Bank to the Certification Authority to comply with the requirements of Russian legislation).

Pay for the services according to the tariff, specifying in the Payment Reference: "**Production of the EUES. Application <xxxxxx>. Surname Name Patronymic**" (currently (August 2023) information on payment should be clarified in the Bank).

To obtain a token with EUES, the following documents must be submitted

- **for individuals:** identification document, SNILS, INN of the individual (or its copy)
- **for individual entrepreneurs:** identification document, SNILS (or its copy), INN (or its copy), OGRNIP (or its copy)
- **for employees** of legal entities and individual entrepreneurs: identification document, SNILS (or its copy), INN of the individual (or its copy), copy of INN of the legal entity, copy of OGRN of the legal entity.



Expect an email or phone call from the Bank and agree on the time of visit to the office.