

Requesting Additional Certificates

NOTE:

Log into your Taxpayer Administration Portal (TAP) account using your username and password if you want to grant access to all TAP features. Otherwise, logging in with a certificate will provide you with limited options on TAP.

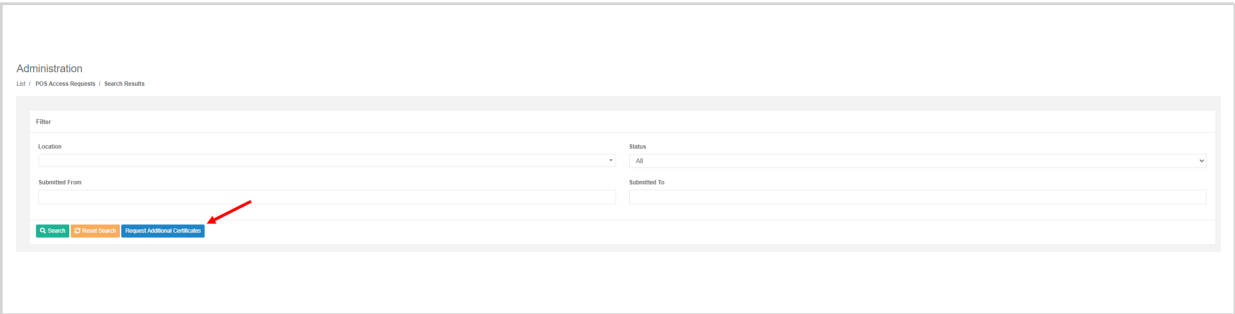
For the standard process of issuing fiscal invoices, you should request additional certificates. In case you have more E-SDC instances on your business premise or more [invoicing systems](#) issuing invoices via V-SDC, you should request additional certificates for each E-SDC or invoicing system working with V-SDC.

NOTE:

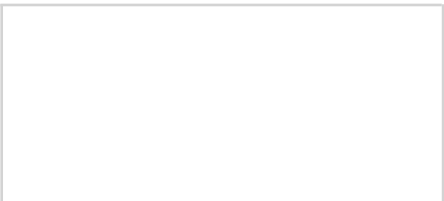
When requesting additional certificates, you are actually requesting additional Secure Elements. For more information, see Secure Element.

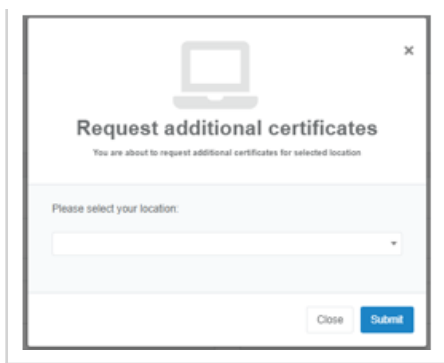
Initial steps for requesting a new certificate


1. Click on **Administration** at the top of the page and select **POS Access Requests** from the dropdown menu.
2. Click on **Request Additional Certificates**.



3. In the pop-up box, select the business location for which you need the secure element(s) and click **Submit**





4. A new page will open. Depending on your needs, click on the plus icon  next to labels **Smart cards** or **Files**.


NOTE:


If your EFD infrastructure uses **E-SDC**, request additional **Smart Cards**. However, if your infrastructure uses **V-SDC**, request additional **Files**. In case you are using both E-SDC and V-SDC, you can also **request both**.


Requesting additional smart card certificates

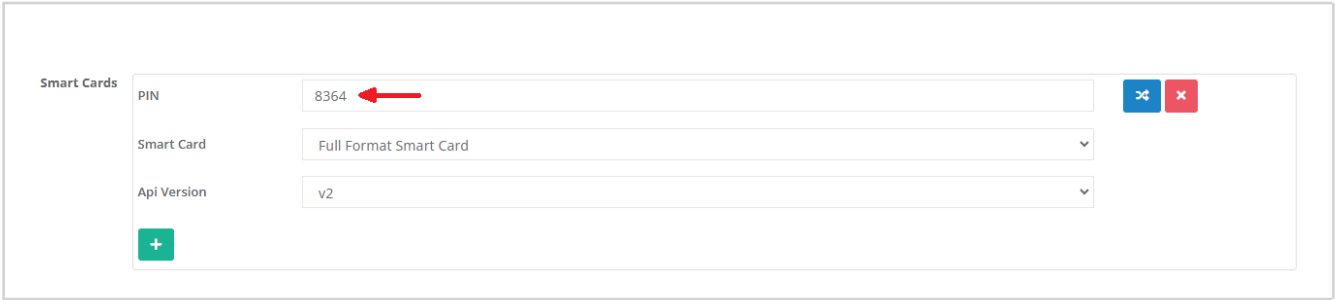
[Click here to see how to request smart cards](#)

When the dialog box opens, enter the PIN by:

- o using an automatically generated random PIN
- o generating a new random PIN by clicking on the icon 
- o selecting your own 4-digit PIN which will be easier to remember

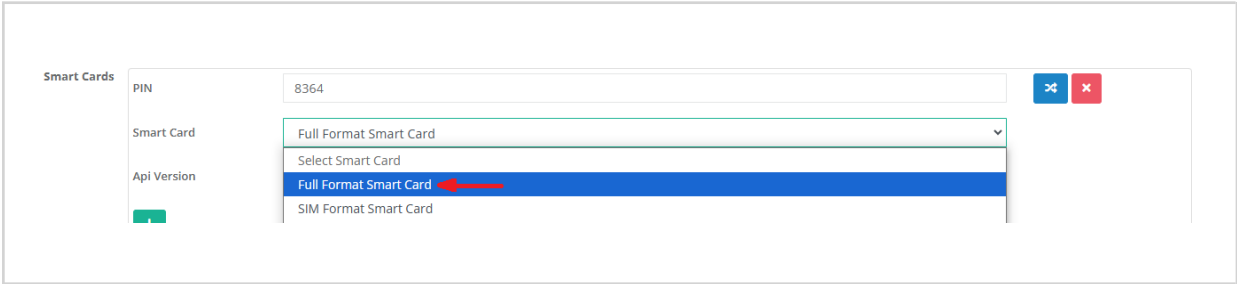
If you made an error, or you want to enter a different PIN code, click on the icon  to remove it.

If your infrastructure allows it, add more requests by clicking on the icon  .



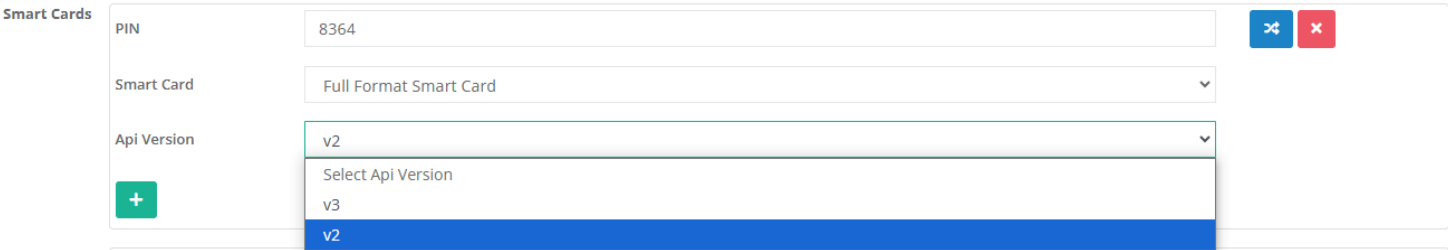
The image shows a 'Smart Cards' form with three input fields: 'PIN' containing '8364', 'Smart Card' set to 'Full Format Smart Card', and 'Api Version' set to 'v2'. A red arrow points to the PIN field. To the right of the fields are two small icons: a blue one with a white 'X' and a red one with a white 'X'. A green '+' button is at the bottom left of the form.

2. To select the appropriate smart card format, check with your E-SDC vendor which format you need - **Full** or **SIM**.



The image shows the 'Smart Cards' form with the 'Smart Card' dropdown menu open. The menu lists three options: 'Full Format Smart Card', 'Select Smart Card', and 'SIM Format Smart Card'. A red arrow points to 'Full Format Smart Card'. The 'PIN' field contains '8364' and the 'Api Version' field contains 'v2'. The green '+' button is at the bottom left.

3. Choose the API version. TIMS has been upgraded to a new version (V3). However, it will temporarily also support the operation of the Secure Elements issued for the previous version (V2). Choose an option that best suits your current situation:
- **Version 3** - if your EFD vendor(s) confirmed that your EFD components (POS and/or E-SDC) have also been upgraded to a new version
 - **Version 2** - if you are still using the same EFD components




The image shows the 'Smart Cards' form with the 'Api Version' dropdown menu open. The menu lists three options: 'v2', 'Select Api Version', and 'v3'. A red arrow points to 'v2'. The 'PIN' field contains '8364' and the 'Smart Card' field contains 'Full Format Smart Card'. The green '+' button is at the bottom left.


4. To request additional smart cards, use the **Delivery Tax Office** menu to select the tax office branch where


you can pick up the smart card(s).

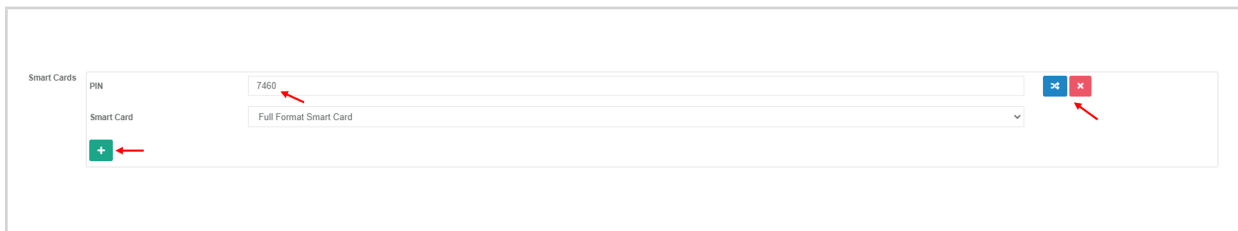
5.

When the dialog box opens, enter the PIN by:

- o using an automatically generated random PIN
- o generating a new random PIN by clicking on the icon 
- o selecting your own 4-digit PIN which will be easier to remember

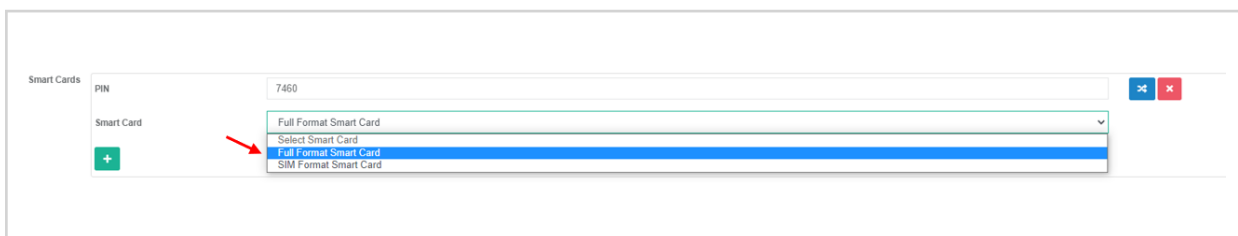
If you made an error, or you want to enter a different PIN code, click on the icon  to remove it.

If your infrastructure allows it, add more requests by clicking on the icon .



6.

To select the appropriate smart card format, check with your E-SDC vendor which format you need - **Full** or **SIM**.



7. To request additional smart cards, use the **Delivery Tax Office** menu to select the tax office branch where you can pick up the smart card(s).

You can always **authorize somebody else** to pick up the smart card** for you. Note that you will have to provide **valid identification details** of that person - first name, last name and ID number of an identification document with a photograph.

NOTE:

All the fields for providing identification details are limited to 30 characters.

Another person to pick up the card

First Name

Last Name


Photo ID Number


Enter ID number of any valid personal document with a photograph


Requesting additional file certificates

[Click here to see how to request file certificates](#)

When the dialog box opens, enter the Password and PAC by:

- generating a new random Password and PAC by clicking on the icon 
- selecting your own 8-character (alphanumeric) Password and 6-character (alphanumeric) PAC

If you made an error or you want to enter a different Password code, click on the icon  to remove it.

If your infrastructure allows it, add more requests by clicking on the  .

using an automatically generated random Password and PAC

NOTE:

Input data is **case sensitive** and written in ALL CAPS.

Files

Password

PAC



9VDUWZPY

85DKK9





Finishing the request

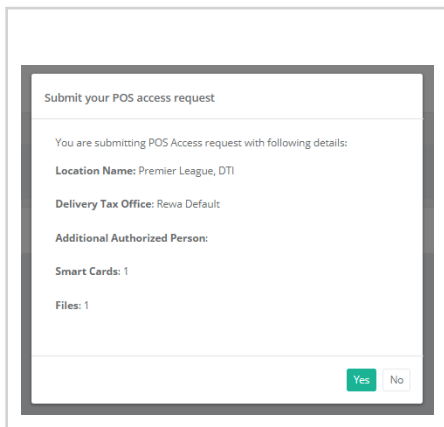
1.

When you add all the new requests, to finish click the **Submit** button, or to dismiss the process click the **Cancel** button.

NOTE:

If you click the Cancel button, you will **not be able to retrieve any input data**.

2. A popup box will appear, summarizing your request and asking you to confirm it.



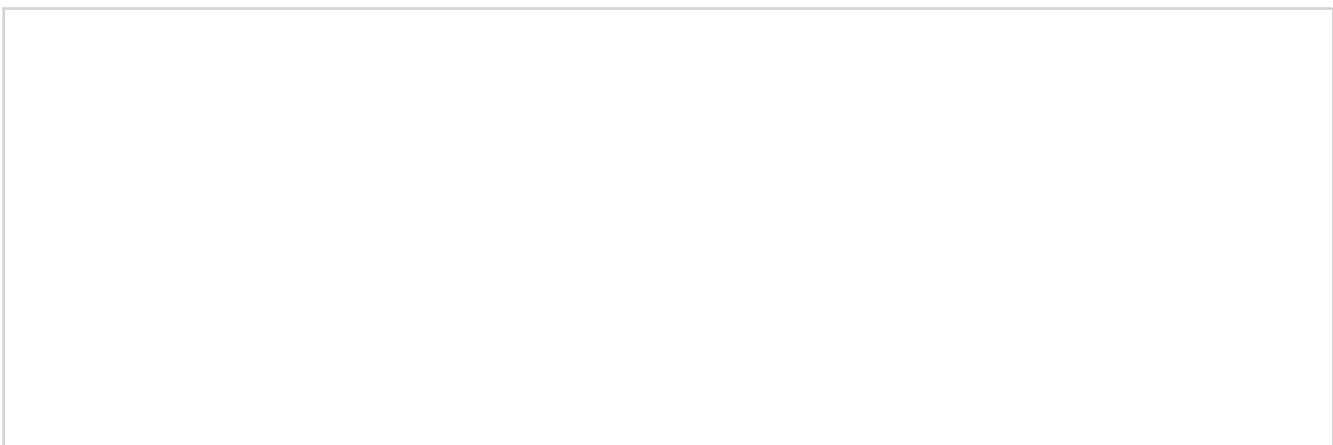
Your request will be sent to the Inland Revenue Services and you will receive an email when it is approved.

Notifications for additional smart cards

[Click here to read about the notification for smart cards](#)

If you requested an additional Smart Card certificate, you will receive an email when the request has been approved.

Later, when the smart card has been personalized, you will receive another notification and you can pick it up at your chosen tax office location. After that, you can immediately start using it with your E-SDC.



TaxCore

Dear **Vieri Patrick**, we would like to inform you that your Smart Card has been created.

Business name: Rasta Pasta

TIN: US-345905277

UID: M7BX5S4R

You can pick it up at the chosen location (Tax office / District):

DTI central office Lestane

Notifications for additional file certificates

[Click here to read about the notification for file certificates](#)

If you requested an additional file certificate, you will receive it in a notification after the request has been approved. You need to download the attached .pfx file and install it on the device that you will use as your invoicing system (POS).

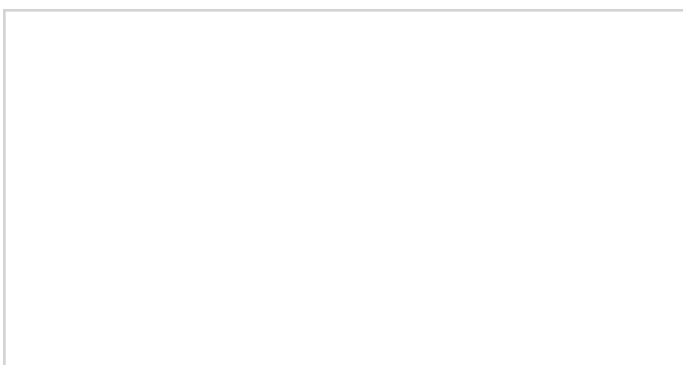
The notification will include:

one time **download link**

- the certificate's **password** (for installing the certificate), and
- **PAC** (for issuing fiscal invoices).

Downloading the PFX certificate

1. To download the PFX file certificate, click on the link in the notification. The link is **one use only** and active for **7 days**.



Dear [REDACTED]

Your certificate(s) has been created.

You have requested 1 files.

[REDACTED] – Business location: [REDACTED]

The table below contains all the necessary information for downloading, installing and using your digital file certificate(s). Please use the download URLs to download your certificates.

NOTE: The download URLs are **active for 7 days**. If they expire before you download your digital file certificates, you can request another download URL for each certificate by using the Taxpayer Administration Portal:

- UID: [REDACTED]
- Password: 12345678
- PAC: 123456
- Download URL: [REDACTED]

Use this link to set your connection to a V-SDC server:
[REDACTED]

NOTE:

Given that the certificate download link is one use only, please make sure that you want to download the certificate at that very moment. If you click the link by accident or it expires before you download the certificate, you can request a new one via the List of secure elements section on the Business Location Details page.

List of UIDs						Request Additional Certificates
Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Active	CP9527K	POS Smart Card	11.07.2022 12:33:04	02.08.2022 10:46:08		Request Download Link Request Revocation
Active	J07N40H	POS Smart Card	17.06.2022 16:56:14	17.06.2022 17:02:54		Request Download Link Request Revocation
Deactivated	Q07B17C	PKI Ru	17.06.2022 12:31:27	Never		Request Download Link Request Revocation

2. After you click on the link, you will have two options:

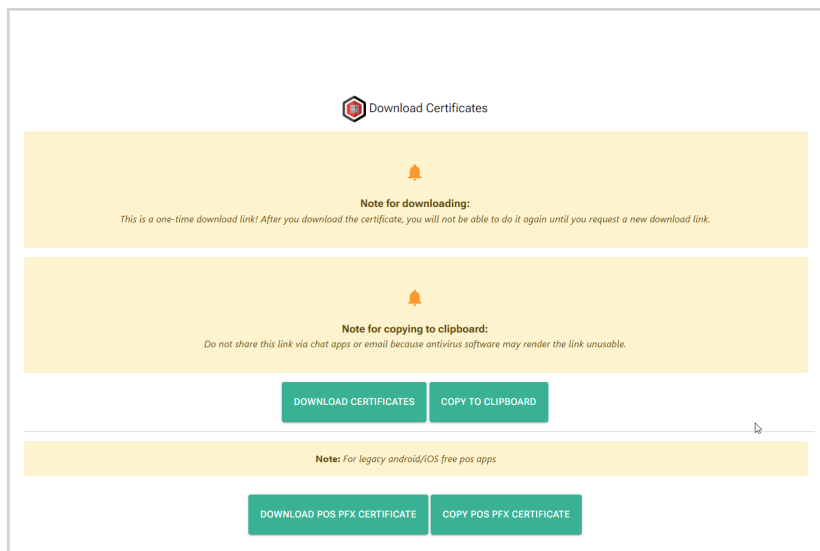
- to download the certificate, or
- to copy the download link to the clipboard.

NOTE:

If you choose the option to directly download the certificate, this certificate will be downloaded onto the device you are currently using, and then you can send it via email or a USB onto the device you want to install the certificate on. However, given that this is a one-time link, you will not be able to use it again, and you will have to request a new download link from the Tax Authority in case you downloaded the certificate by mistake.

On the other hand, the copy-to-clipboard option can be used multiple times. However, if you paste the copied link anywhere (i.e. in Notes on your device, or send it to yourself or someone else via chat applications or SMS), you will not be able to use this link anymore. The copied link is **exclusively** used during certificate installation on the device you will be using as your POS, and therefore, do not paste it

anywhere else other than the POS application.



3. When the pop-up appears, confirm your action by clicking on **Yes**.

Installing the PFX certificate

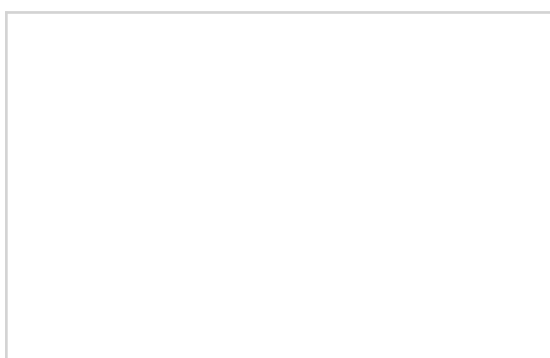
For instructions on how to install the PFX certificate, see [Installing a PFX File Certificate](#).

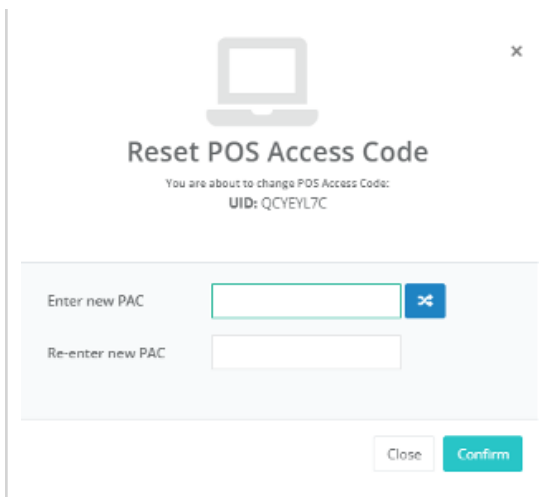
Changing the PFX certificate's PAC

1. To change the PAC of your PFX certificate, go to the [Business Location Details](#) page.
2. In the *List of secure elements* section, click on **Change PAC**.

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Active	XH253YWM	Pos Pfx	26.06.2023. 19:14:26	26.06.2023. 22:14:21		Request Download link Change PAC Request Revocation
Active	C53Y56LX	Pos Pfx	26.06.2023. 17:14:17	26.06.2023. 22:08:20		Request Download link Change PAC Request Revocation

3. A pop-up box will open where you need to enter and re-enter the new PAC.





A dialog box titled "Reset POS Access Code" with a laptop icon at the top. Below the title, it says "You are about to change POS Access Code:" and "UID: QCYEYL7C". There are two input fields: "Enter new PAC" and "Re-enter new PAC". The "Enter new PAC" field has a blue button with a right arrow. At the bottom, there are "Close" and "Confirm" buttons.

Reset POS Access Code

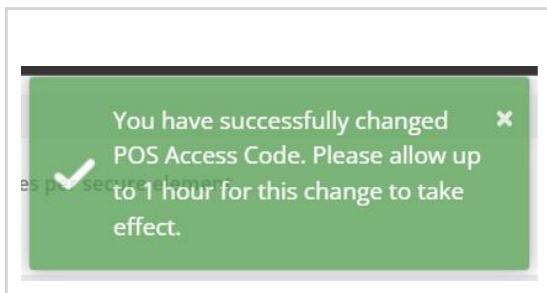
You are about to change POS Access Code:
UID: QCYEYL7C

Enter new PAC

Re-enter new PAC

Close Confirm

4. Click **Confirm**. A confirmation message will appear at the top of the page.



NOTE:

The new PAC will become active in one hour.