
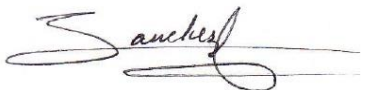



# INSTRUCTION FOR REQUEST AND ISSUANCE OF DIGITAL CERTIFICATES

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Date	Change Control

Made by:	Reviewed by:	Approved by:
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	<b>INSTRUCTION FOR REQUEST AND ISSUANCE OF DIGITAL CERTIFICATES</b>		CP-IT-04
			Version: 01
			Date: 14/09/2020

## 1. OBJECTIVE

Establish the guidelines for the request, authorization, generation, review, approval and issuance of digital certificates.

## 2. SCOPE

These instructions are applicable to the issuance of digital certificates, product of the personnel certification services.

## 3. DESCRIPTION AND RESPONSIBLE

Responsible for Personnel Certifications - Responsible for the request and issuance of digital certificates.

### 3.1. SECTION I: REQUEST OF BATCH OF DIGITAL CERTIFICATES TO CICB USA

- 3.1.1 In view of the need for new Certificates, a request for Certificate Batches is generated, managed by CICB USA. Once the request is registered, click on the "**Request**" button on the online platform.
- 3.1.2 Next, the request is directed to the Internal Approval section - Batch Request Approval. The responsible must click on the "**Approve**" button.
- 3.1.3 We continue with the section of Authorizing the release of Certificate Batches, carried out by the person in charge, for which they must press the "**Authorize**" button.
- 3.1.4 Once the release of Digital Certificate Batches is authorized, the number of Certificates available on the main screen will be updated. With this, we will continue with the next section.

### 3.2 SECTION II: ISSUANCE OF DIGITAL CERTIFICATES

- 3.2.1 The Digital Certificate Issuance process by the authorized person begins by completing the data on the "Certificate Generation" screen with the data that will be included in the certificate, such as: Batch No., PSDI No., Professional ID, Company, Type of Certificate, Equipment Name (include or not the equipment), Professional Level, Hours of training, Regulations, Days of Training and Person who signs the Digital Certificate. Once the data on said screen has been completed, the responsible must click on the "**Start Certificate Issuance**" button.
- 3.2.2 After completing the previous step, a list with the Certificates to be issued will be presented. By clicking on the "**View**" button, a preview of the Digital Certificate will be presented.
- 3.2.3 There is an additional option - "**Advanced Edition**", where the content that will go into the Digital Certificate can be edited in greater detail, based on HTML code.
- 3.2.4 Once the Preview of the Digital Certificate has been reviewed and approved, the Digital Certificate will be issued by clicking on the "**Issue Certificate**" button. This certificate includes a QR code that will direct to the CICBLA website where the data contained in the Certificate will be corroborated.

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3.2.5 Next, the responsible must click on the "**Download in PDF**" button. The number of Digital Certificates available in the batch will be updated automatically, and said information will be shared with CICB USA.

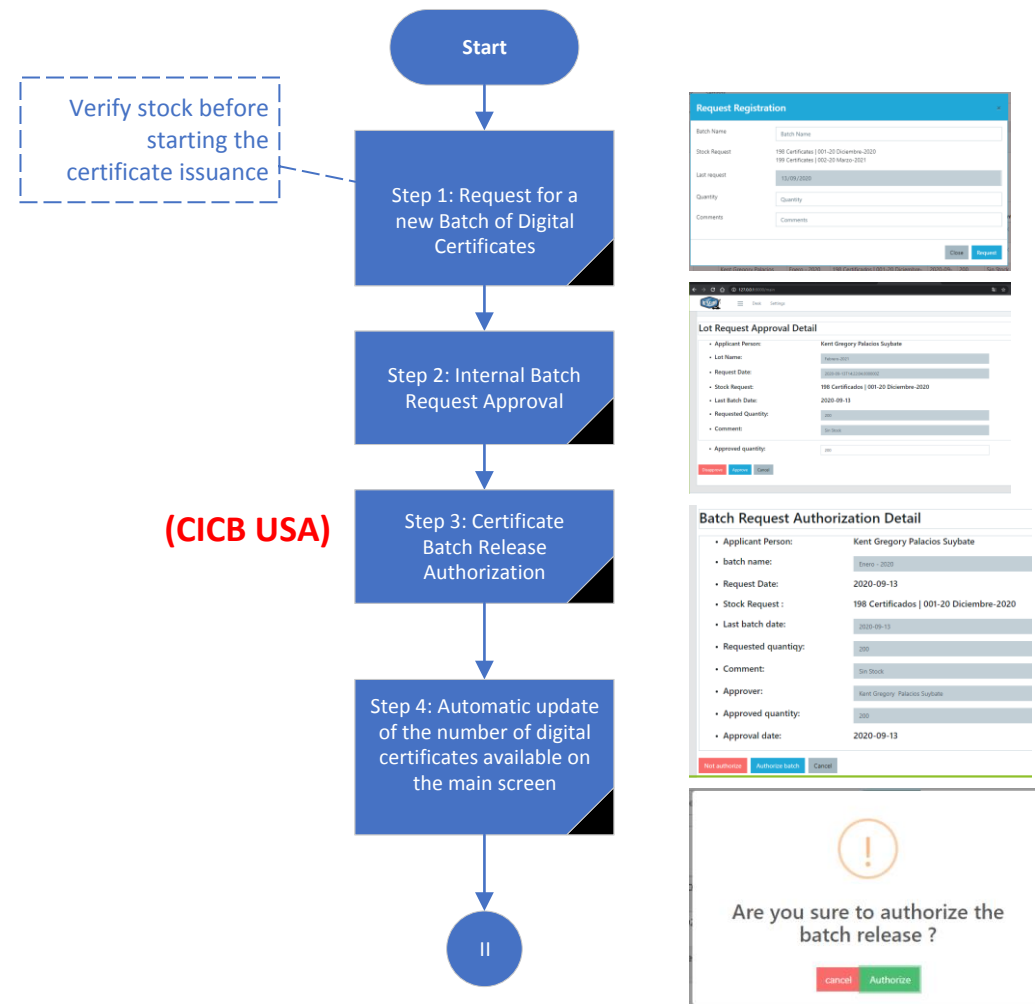
3.2.6 Finally, the downloaded file in PDF format will have the digital signature inserted to validate the Digital Certificate. For this, the **Adobe Acrobat Reader DC** software will be used to insert, validate and encrypt the signature in the Digital Certificate. With the Certificate in said format, it will be sent to the corresponding recipient.

Any technical difficulty of the portal or platform, CICB LA will provide online support as soon as possible, according to the nature of the event presented through its IT technical support area ([ti@cicbla.com](mailto:ti@cicbla.com)) with a copy to the instructor.

#### 4. ANNEXES

- Process Flow Chart

## REQUEST OF BATCH OF DIGITAL CERTIFICATES TO CICB USA



## ISSUANCE OF DIGITAL CERTIFICATES

