



Chamber SimplySign Digital Certificate Application Requirements Guide

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Introduction

This document is provided to help you with the application process for a SimplySign certificate. It is a requirement of the service that Identification checks are performed in order to validate the individual applying. The document highlights what is required and where you can find the necessary information.

If you have further questions please check the Online help section at <http://www.simplysign.co.uk>

Please Note: in order to qualify for a SimplySign certificate, you must have a UK residence and you must submit your UK home address when prompted during the application process, **not** your business address.

What do I need?

There are several pieces of information that you require to enable us to verify your identity. The more information you can supply, the more likely your application is to succeed. So, please take some time to review the list below and make sure you have the information to hand before you start the online application process.

You must supply information for the items in **bold**.

- **Title** (e.g. Ms/Miss/Mrs/Mr/Dr/Sir)
- **First Name**
- Middle Name
- **Surname**
- Your current **UK home** address (the PostCode and House/Flat Number are required)
- **Date of birth** (DD/MM/YYYY)
- **Place of Birth (Town/County/Country)**
- The **name** on the payment card you use to pay for your certificate
- The **type** of payment card (e.g. Mastercard, Visa, etc). Do not enter your card number at this time, though!
- An **email address** we can use to send you download instructions for your certificate.
- A **secret word** you can use to identify yourself when you download your certificate.

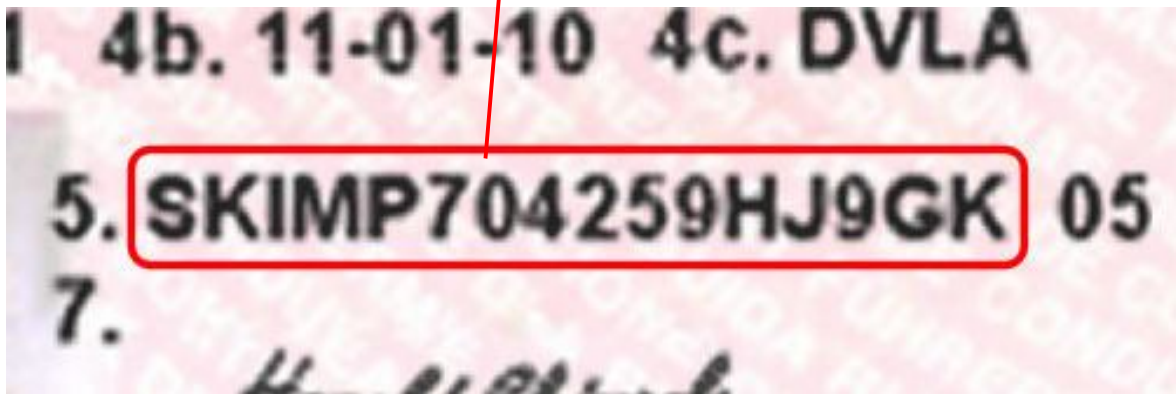
- A **reminder** we can use to prompt you if you should forget your secret word.

The following additional items are not mandatory but providing as many as possible will increase the chance of your application succeeding:

- Your gender
- A contact telephone number, should we need to get in touch if there are any questions arising
- UK Driving Licence number
- UK or International Passport (Passport Number and Date of Expiry are needed, together with Country of Issue if non-UK)
- Your Electricity Supply Number (ESN) from your latest bill

For the identity documents, examples of where to find this additional information are shown on the next pages. Please make sure you know where you can find your specific information and have it to hand when you apply online.

UK Driving Licence



The information you require from your UK driving licence is shown in the red bordered area above. This will be entered into the website in four separate fields of five letters, six digits, three characters, two characters:

SKIMP 704259 HJ9 GK

Electricity Supply Number

This is a typical example of a UK Electricity Bill. Please make sure that the one you use is less than three months old.

EDF ENERGY

Emergencies: Call free on 0800 000 000, 24 hours a day, 7 days a week.

Any questions? Call free on 0800 085 0000

Account number: 681 234 567 8910

THIS IS AN ESTIMATED BILL

ESTIMATED Electricity bill

Please pay **£76.82**

Details of electricity charges

unit	unit price	price	charges
Electricity used	1232	9.09p	£19.99
	1022	5.420p	£55.39
Standing charge			£0.00
Total electricity charges			£74.48

Payment Slip

Amount due: £76.82

Bank Giro Credit

IBAN: GB770000119003477732543806391

S	08	123	456
	23	0123	0123 456

The Electricity Supply Number (ESN) is entered into the online form in four fields:

23 0123 0123 456

The numbers ringed in red are the relevant ones to be entered.

What do I need to do next?

Before you commence the application process, it is essential that you read the technical pre-requisite guides relevant to your computer, operating system and browser which can be found on the Chamber SimplySign website:

<http://www.simplysign.co.uk/online-help.asp>

Chamber SimplySign Digital Certificates are supported on:

- Windows XP
- Windows Vista
- Windows 7

And the following browsers

- Internet Explorer versions 6, 7, 8 and 9
- Mozilla Firefox version 3.5 onwards

Chamber SimplySign Digital Certificates are **not** supported on

- Apple Macintosh Operating Systems
- Linux Operating Systems
- Mobile devices such as Apple iPhones, Android based phones or other types of PDAs

You can find out what operating system you have by following the instructions on this link:

<http://windows.microsoft.com/en-US/windows7/help/which-version-of-the-windows-operating-system-am-i-running>

You can find out what browser version you are using by:

For Microsoft:

1. Go to the menu items across the top of the browser window.
2. Select the support menu item.
3. Select **About**... to see the browser name and version.
4. If you're using a browser other than the full release of Internet Explorer, look for menu options similar to Support

For Mozilla Firefox:

<http://support.mozilla.com/en-US/kb/Finding+your+Firefox+version>