**Guidance for an individual to obtain digital signature keys of National Certification Authority of the Republic of Kazakhstan via remote identification, without visiting CSC**

Step-by-step instruction:

1. On the homepage of e-Gov Portal (**Egov.kz**) click "**Obtain digital signature remotely**" button.

2. The system will check whether your personal computer has an installed web-camera. Click "Allow" in pop-up window.
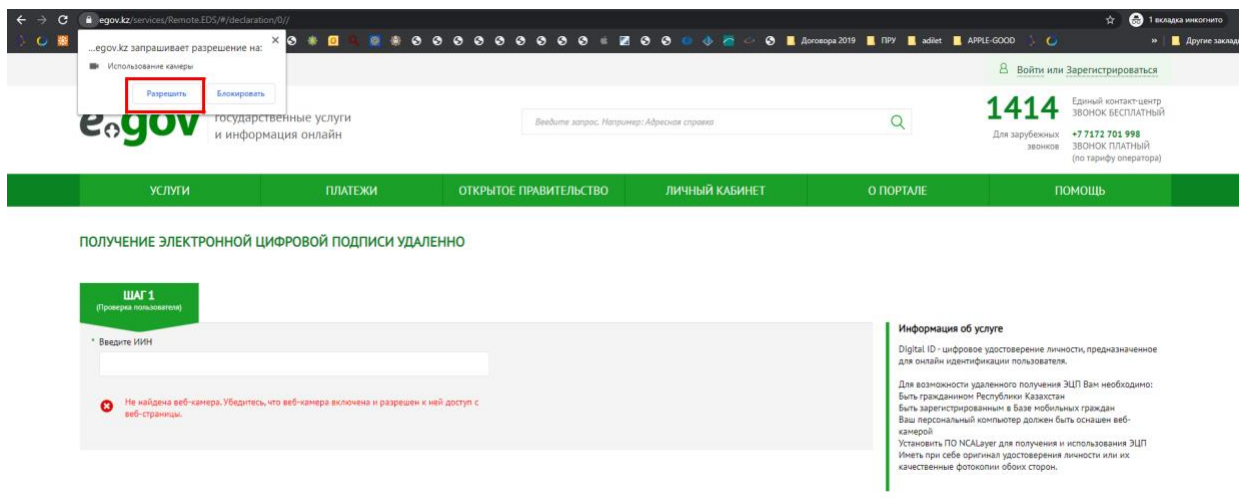
3. Next, indicate your IIN so that the system could check whether your phone number is registered in Mobile Citizens Database (hereinafter: MCD).
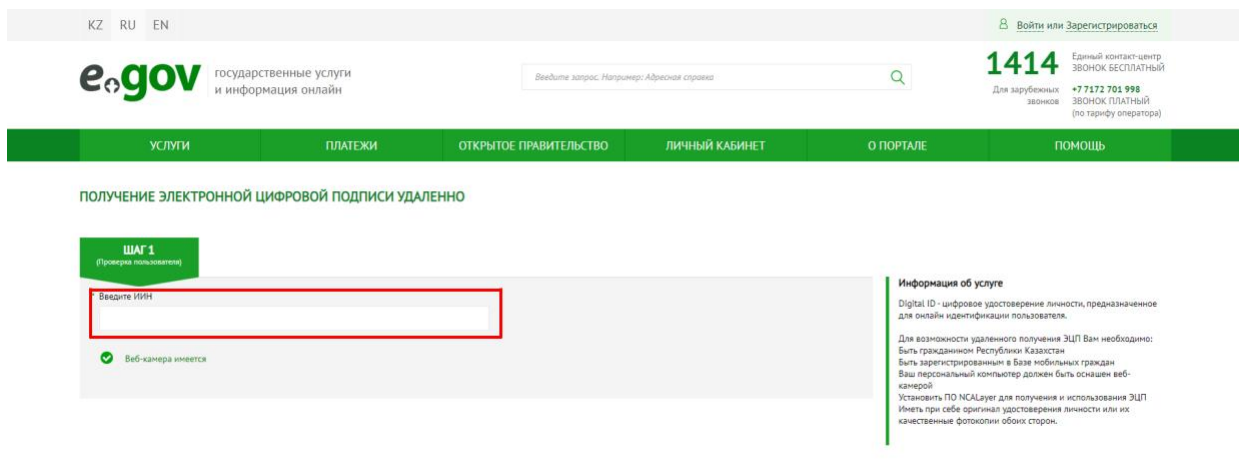
4. In case if check has been successful, indicate SMS-code (one-time password) sent from 1414 to a phone number registered in MCD*.

*Note! In case if you are not registered in Mobile Citizens Database (hereinafter: MCD) or you haven`t received a one-time password, the system will offer you to register/re-register your phone number pursuant to the clause 5 of the guidance.

5. *Registration/re-registration of phone number in MCD (<u>if required</u>):

Click on virtual assistant Kenes located on the right lower side of the webpage and select a language.

Afterwards, click ▢◻ icon in the lower panel of the assistant and then click "Video Call" button.
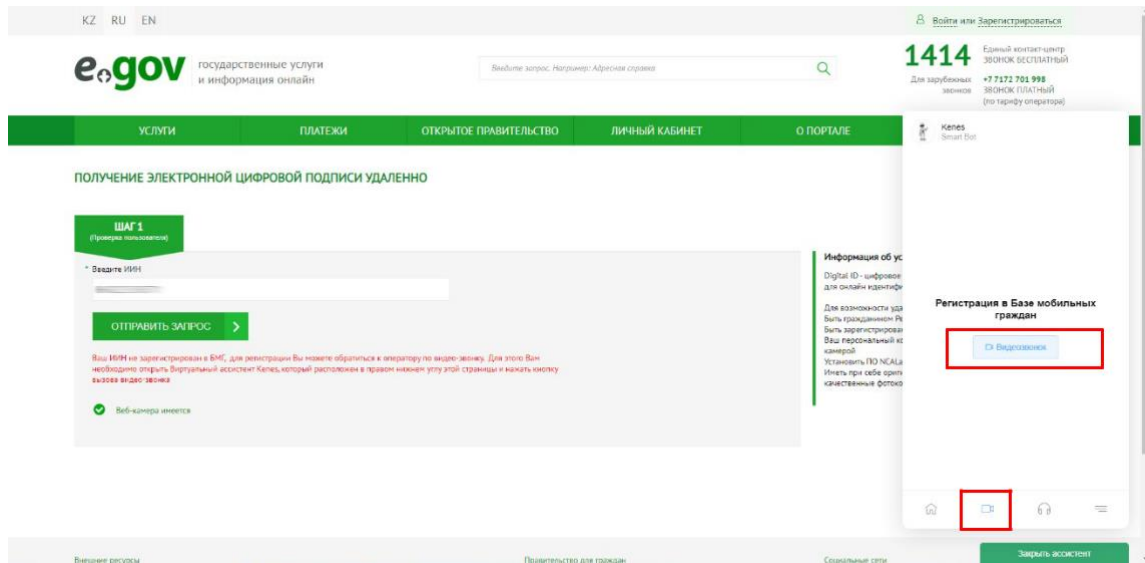
After the start of video call, an Operator will ask you to show your national ID, dictate your IIN, phone number and SMS-code.
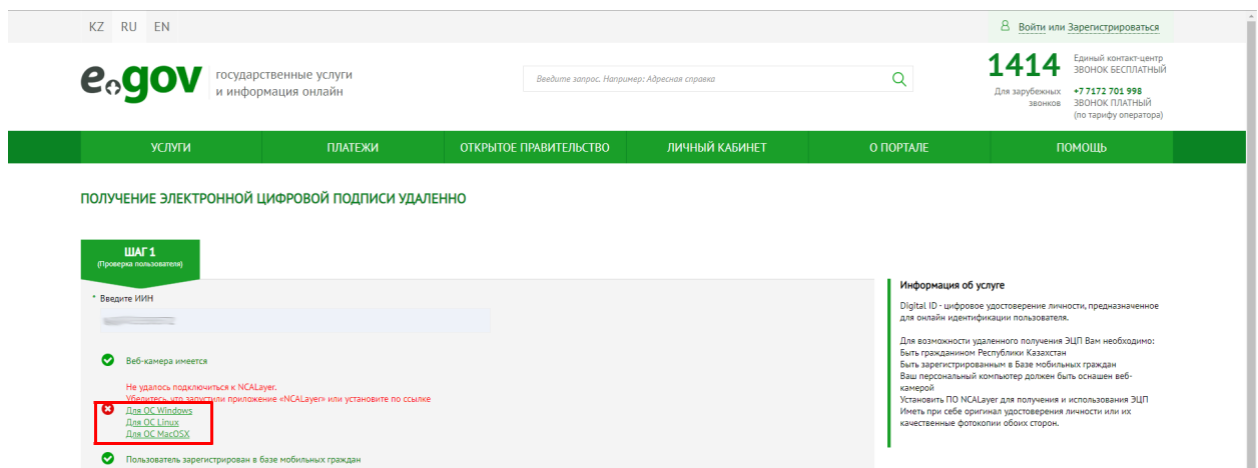
After successful registration in MCD, refresh the Portal webpage and fill in your IIN once more as well as one-time password pursuant to steps indicated in caluses 2,3.

6. The system will check whether NCALayer is installed/ran on your personal computer*.

*In case if NCALayer is not installed, the system will offer to download a setup file for NCALayer software. User manual on how to install NCALayer is available on the website of National Certification Authority of the Republic of Kazakhstan (hereinafter: NCA of RoK) by the following link: http://www.pki.gov.kz/nl_ru.

**7.** After NCALayer is installed, click "Go to obtainment of digital signature" button.

**8.** Remote identification page will open where you need to fill in your phone number registered in MCD and SMS-code.

9. After you filled in an SMS-code you need to verify your identity (create Digital ID). To do this, click "Start" button.

10. A window will appear where you can make a selfie. Locate your face in the center of the screen and click photo icon.
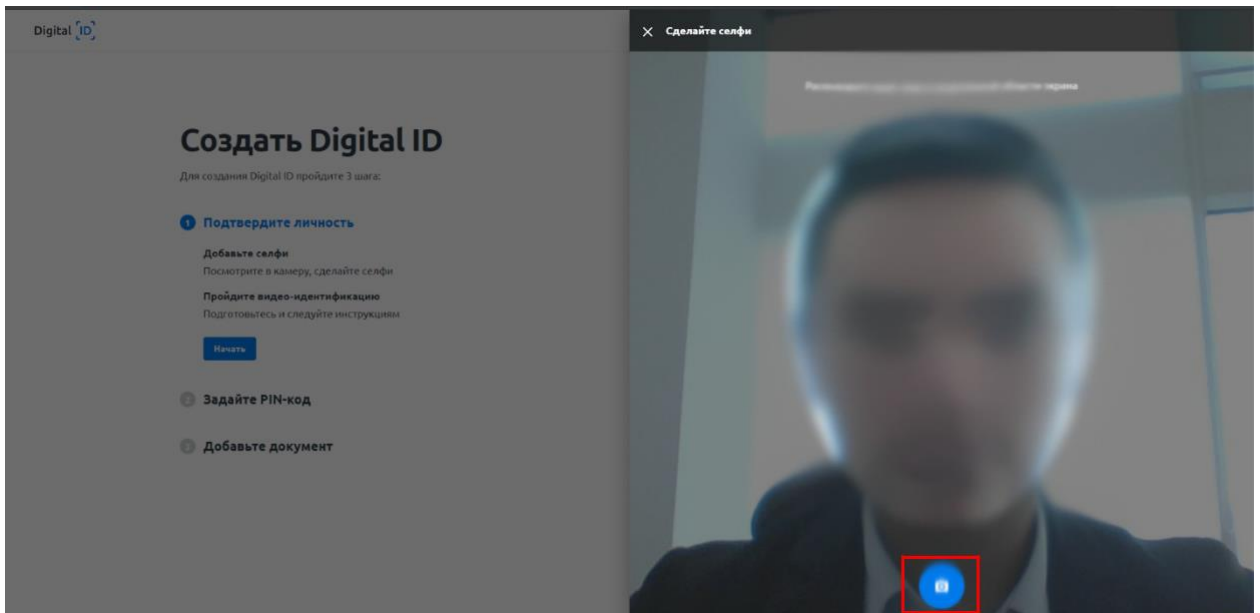
11. To save a photo, click "Send" button or "Try again", if a photo is not good.
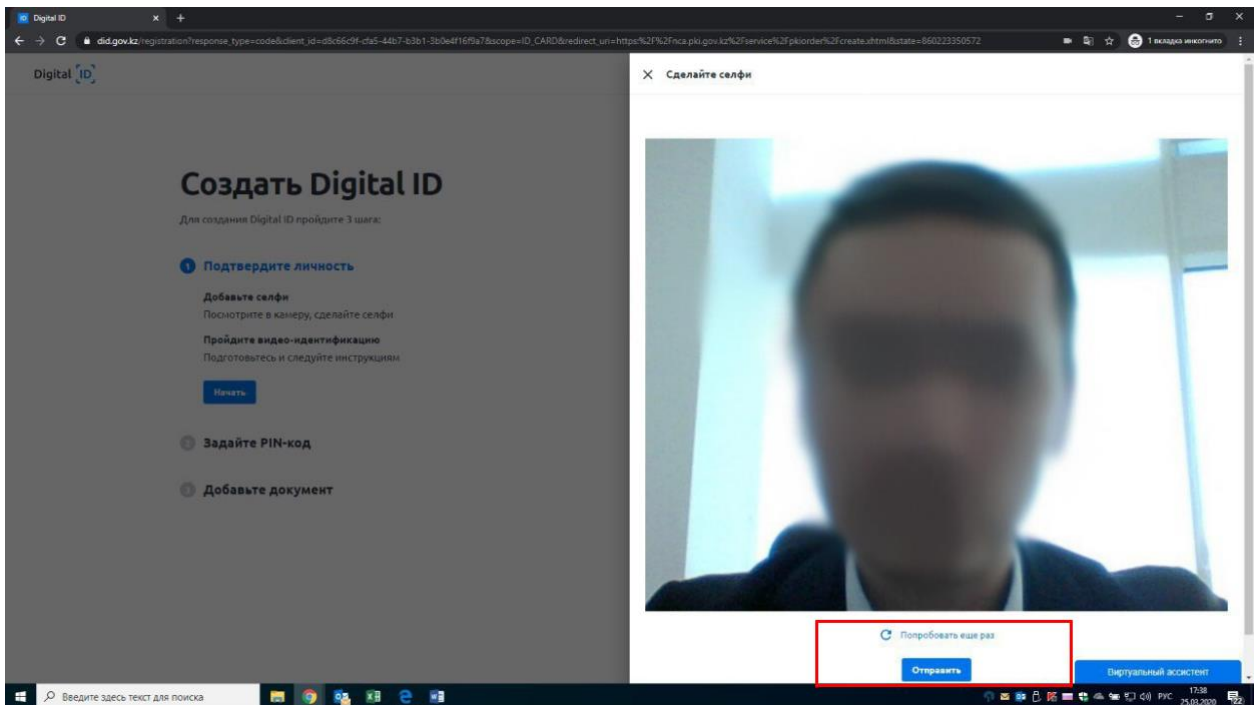
12. Then, click "Continue" button to undergo video identification.
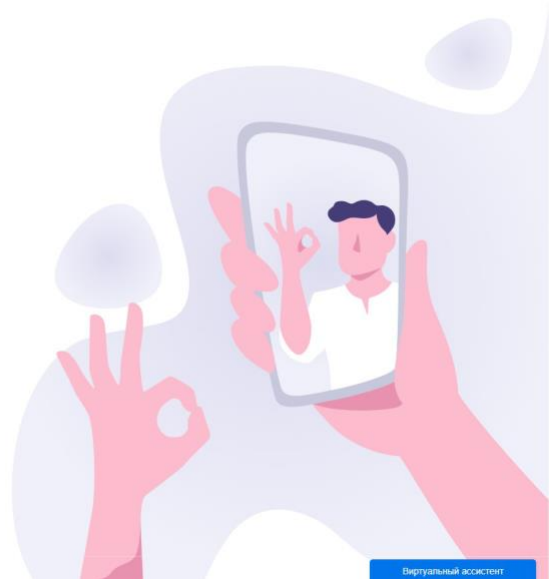
13. A window for video identification will open and you need to click "Start" button.
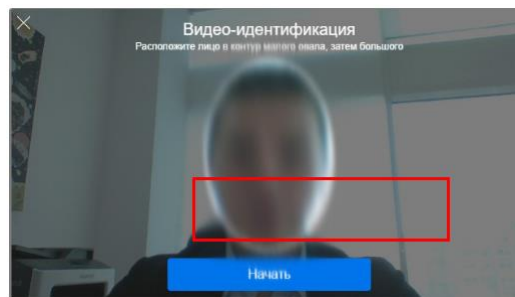
14. The process of video identification will start. You should follow a set of recommendations regarding location of your face and motions. After successful video identification, you need to set a PIN-code for further access to account by clicking "Set PIN-code" button.
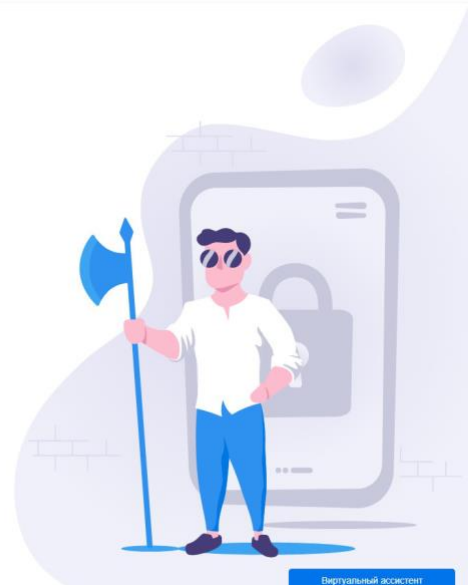
Then add an identification document by making photograph of it or by downloading it as a file.
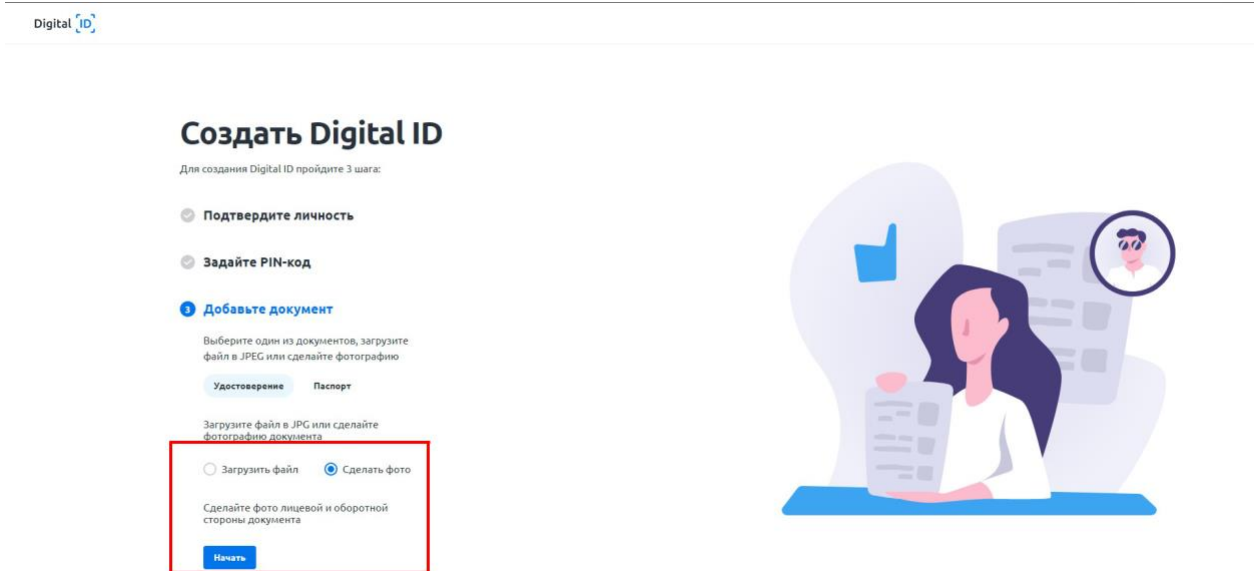
15. If you select "Make a photo" function, then you need to click "Start" button and make photograph from both sides separately.
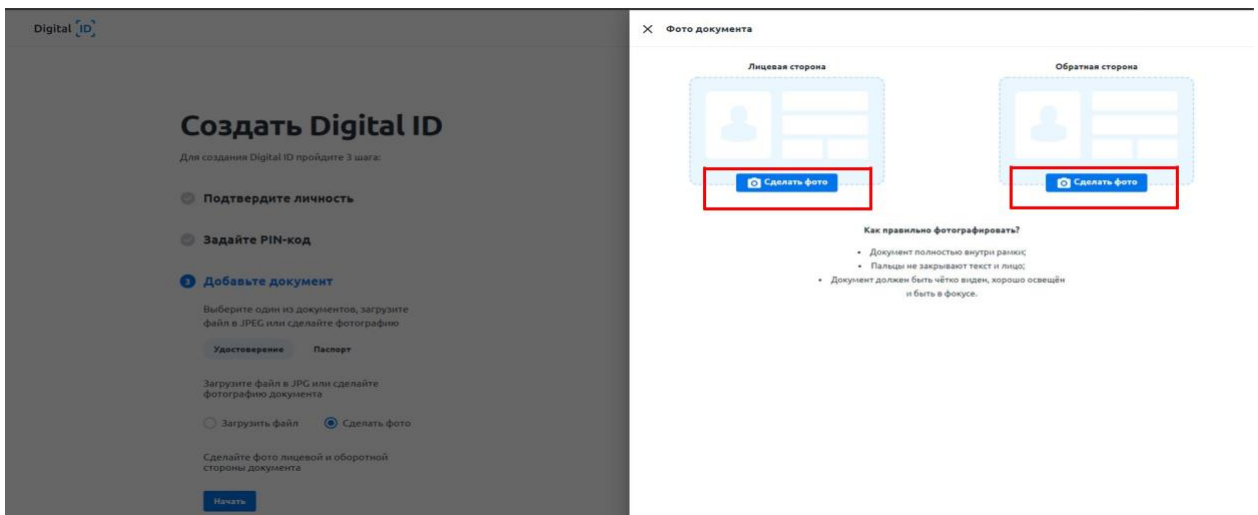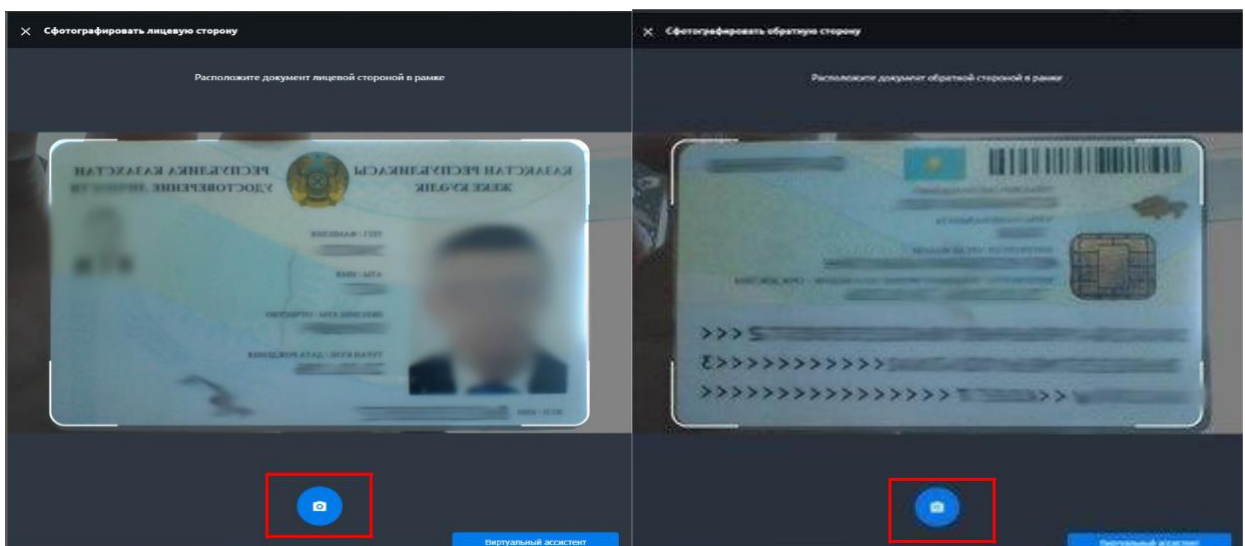

16. Locate a front side of your document and then reverse side to fit in a frame and click photo icon, then click "Send" button.

17. After you saved photographs, you need to check and verify recognized data from national ID and click "Send" button.

18. The system will check whether your selfie and data from national ID correspond to data from the national database of individuals:

*If check is successful, a window will appear to access personal account.

*In case if data won`t correspond then a window will appear with notificaion that your document is sent to an operator for check (moderation).

19. After a document is checked you will receive an SMS notification. In "Documents" section or on https://did.gov.kz/documents webpage you need to open a notification by clicking "View" button.
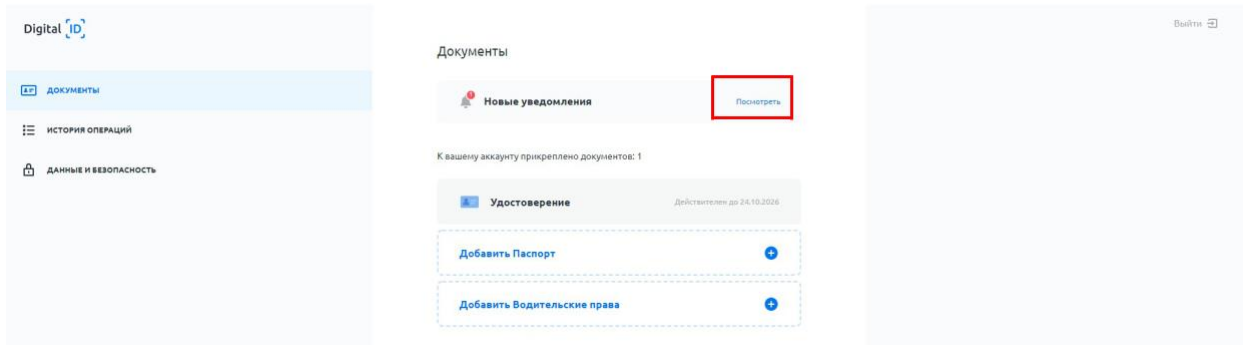
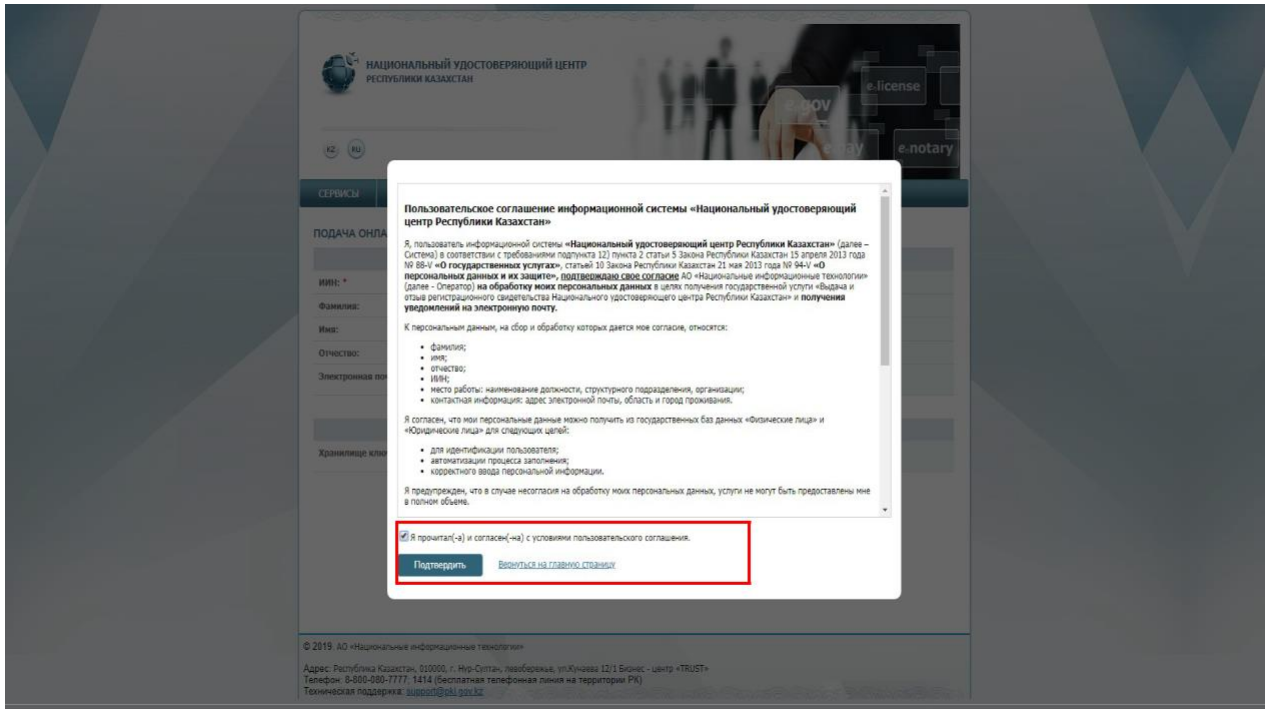**20.** The system will request access to your data and national ID to transfer it to NCA of RoK service and generate request for obtainment of digital sifgmature keys. Click "Continue" button to continue.
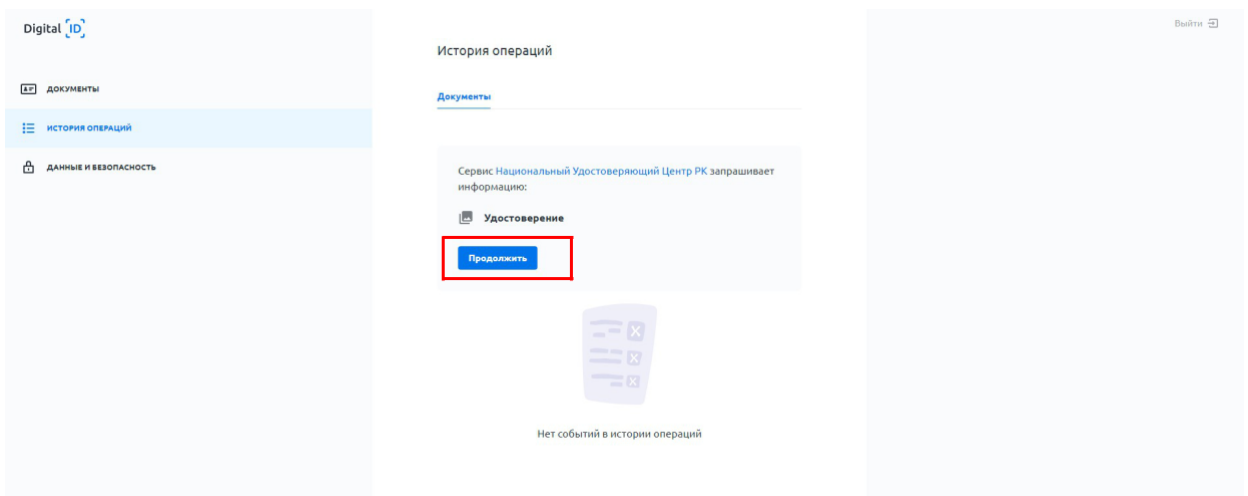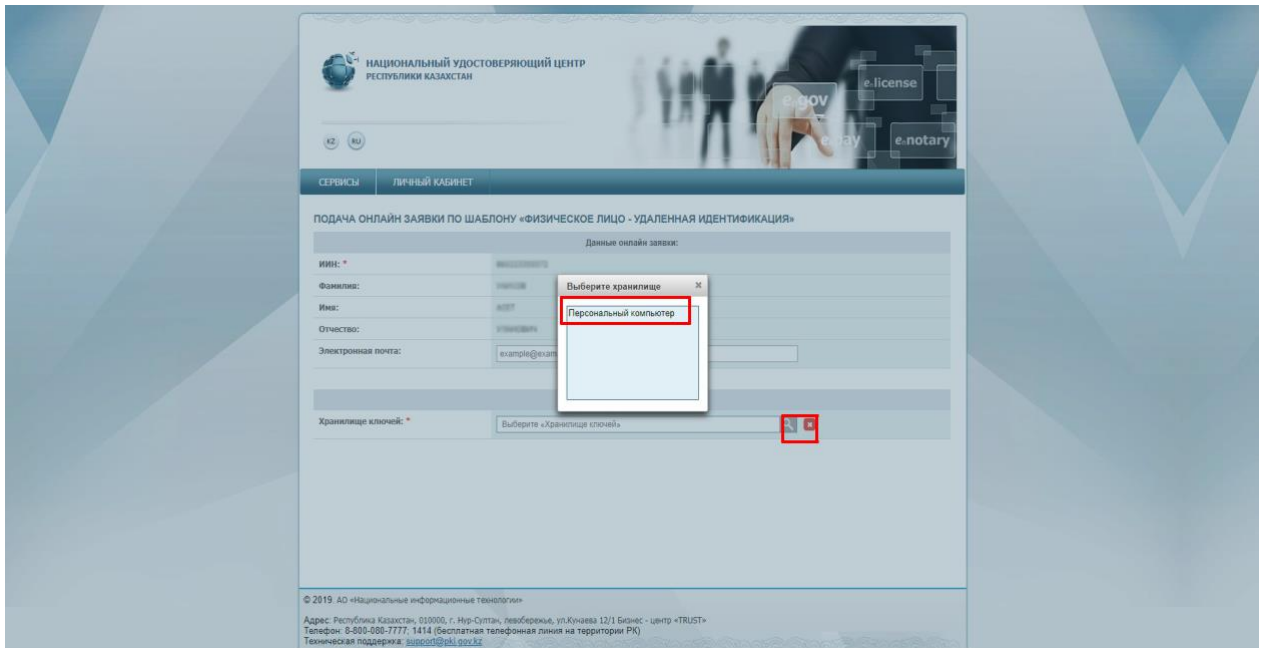

21. Then, fill in a PIN-code set earlier.
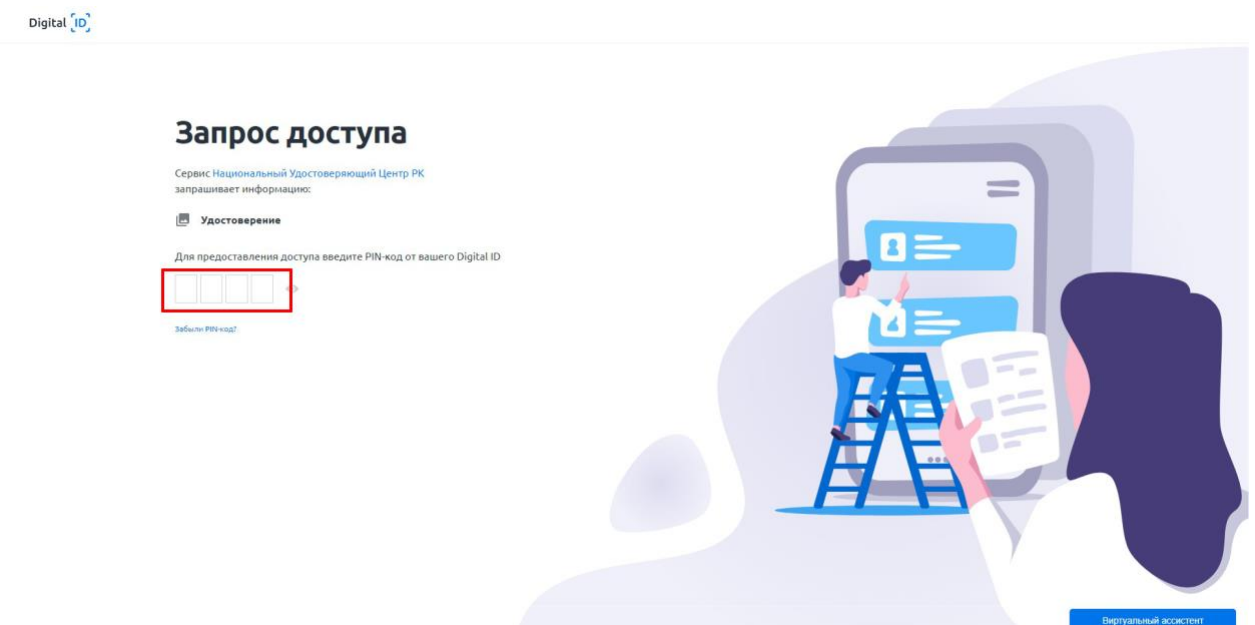
22. The NCA of RoK page will open. Familiarize with User Agreement and click "Verify" button.

23. On application form you can indicate your e-mail for further obtainment of notifications regarding the status of digital sifgnature keys. When selecting a storage type for keys select "Personal computer".

24. Then indicate a path to keys storage so that digital signature keys can be saved (select folder) and click "Open" button.

25. Click "Submit a request" button.

26. Click "Refresh" button.
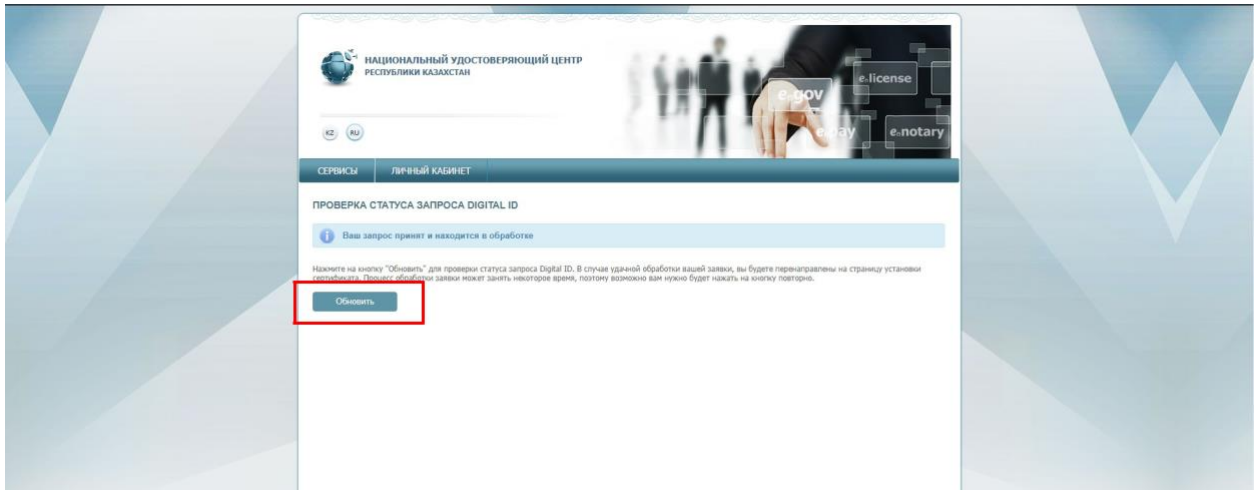
27. Create and fill in a password for digital signature keys that would correspond to rrquire,ents and click "Download certificates" button.
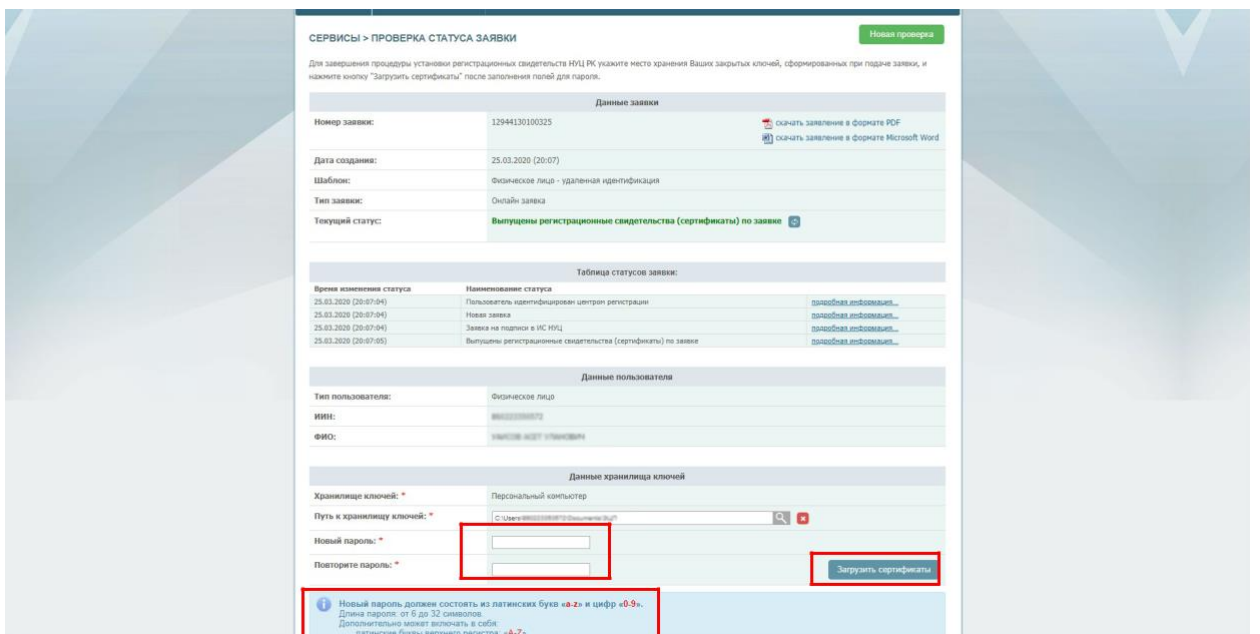
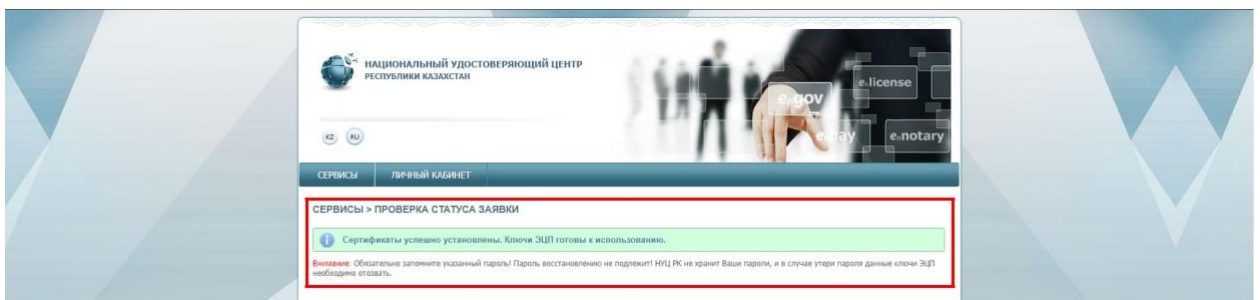**28.** A window will appear with notification on successful obtainment of digital signature keys.

Congratulations! The procedure of digital signature keys obtainment has been completed!
Digital signature keys are saved to a folder which you indicated in step 24.

Now you can upload digital signature to **eGov mobile** app available in **AppStore** and **Google Play**, and also obtain all the services via **Egov.kz**.