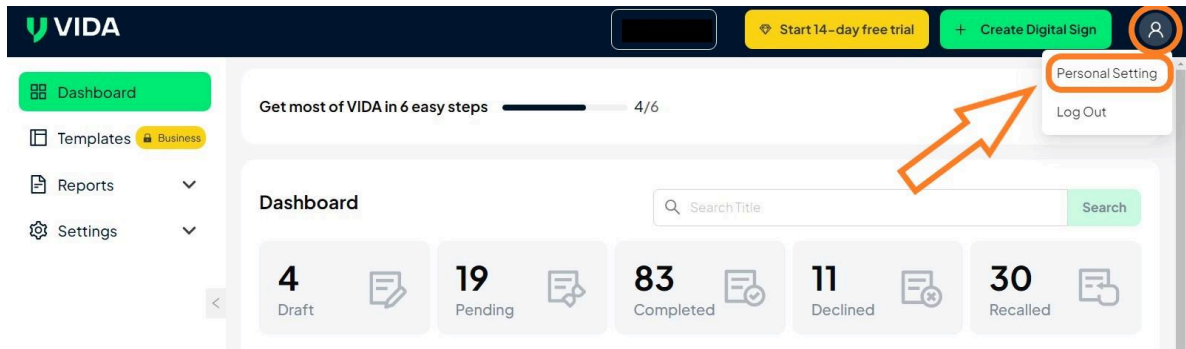


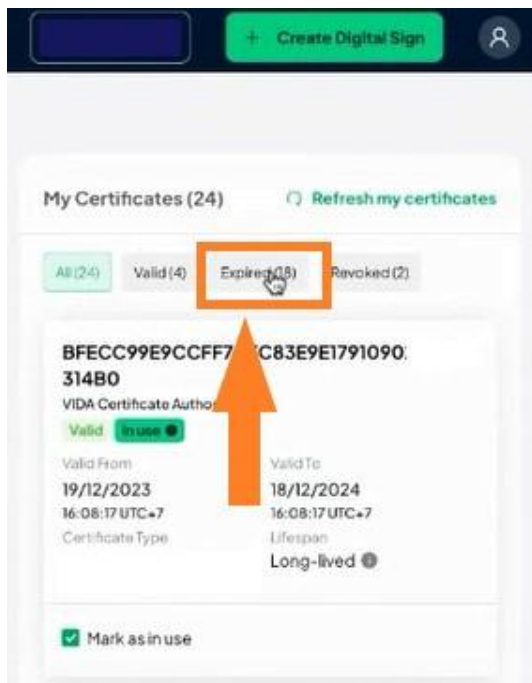
Pembaruan Sertifikat VIDA Sign (Renewal VIDA Sign Certificate)

➤ Indonesian Citizen :

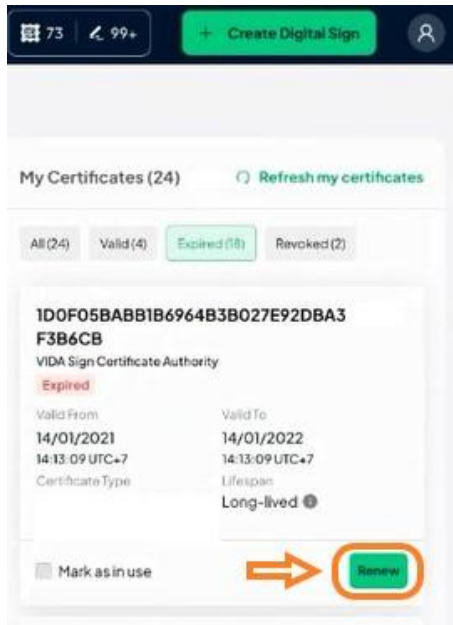
1. Pada halaman utama VIDA Sign, tekan foto profil dan pilih “Pengaturan Pribadi”.
[On the main page of VIDA Sign, click on Photo Profile and select “Personal Setting”]



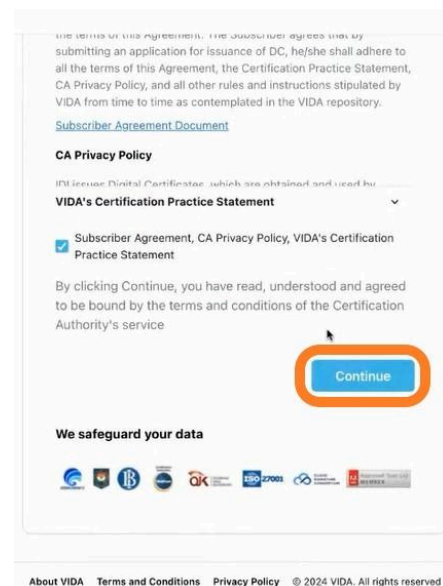
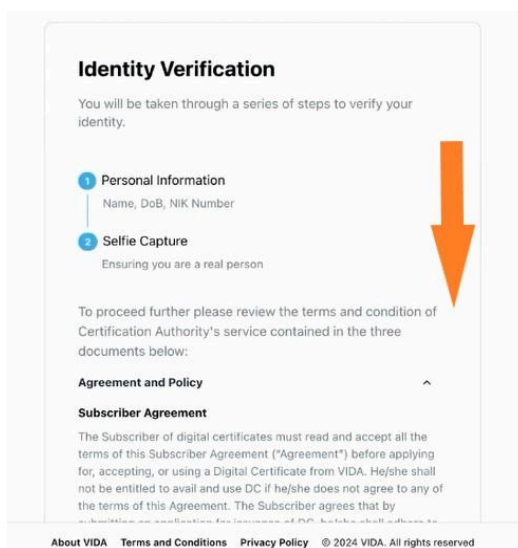
2. Pilih opsi "Kadaluwarsa" pada menu "Sertifikat Saya" untuk melakukan pembaruan sertifikat yang telah kadaluwarsa.
[Select the "Expired" option in the "My Certificate" menu to renew certificates that have expired]



3. Tekan tombol “Memperbarui” pada sertifikat yang telah kadaluarsa. Tombol “Memperbarui” akan muncul pada sertifikat yang telah kadaluarsa.
[Press the "Renew" button on the expired certificate. The "Renew" button will appear on certificates that have expired.]



4. Pengguna akan diarahkan ke halaman Verifikasi Identitas, gulir halaman kebawah lalu tekan “Lanjutkan”.
[Users will be directed to the Identity Verification page, scroll down the page, then click "Continue"]



5. Masukan Informasi personal seperti Nama Lengkap, NIK dan Tanggal Lahir lalu tekan “Lanjutkan”.
- [Enter personal information such as Full Name, ID Number(NIK), and Date of Birth, then press "Continue"]*

Personal Information

☒ Personal Information ☐

Please provide your basic details.

Mobile Number Email Address
+621

Name
[Redacted]

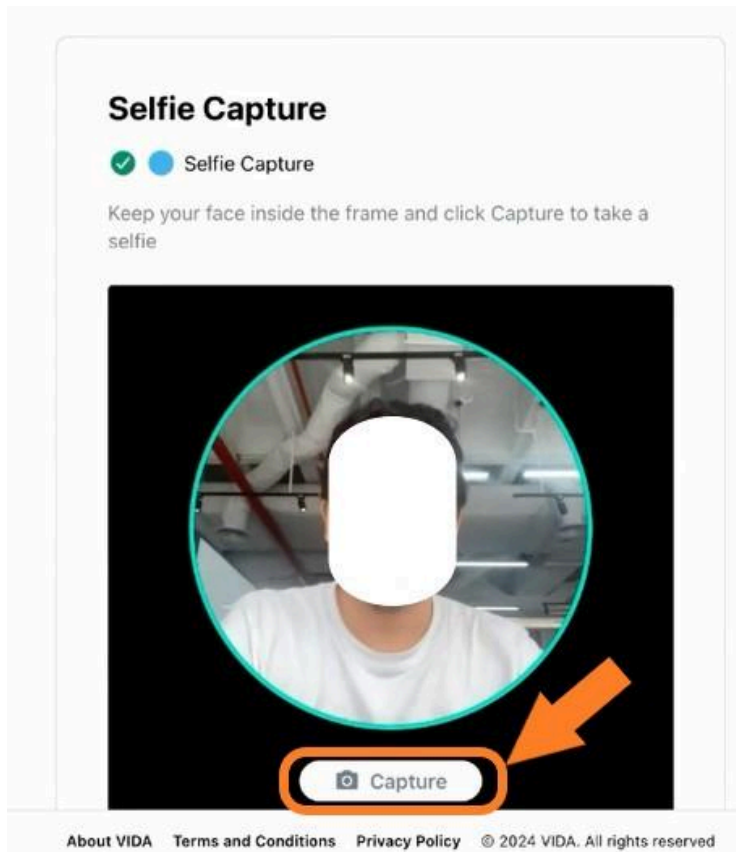
NIK Number
[Redacted]

Date Of Birth (dd/mm/yyyy)
[Redacted]

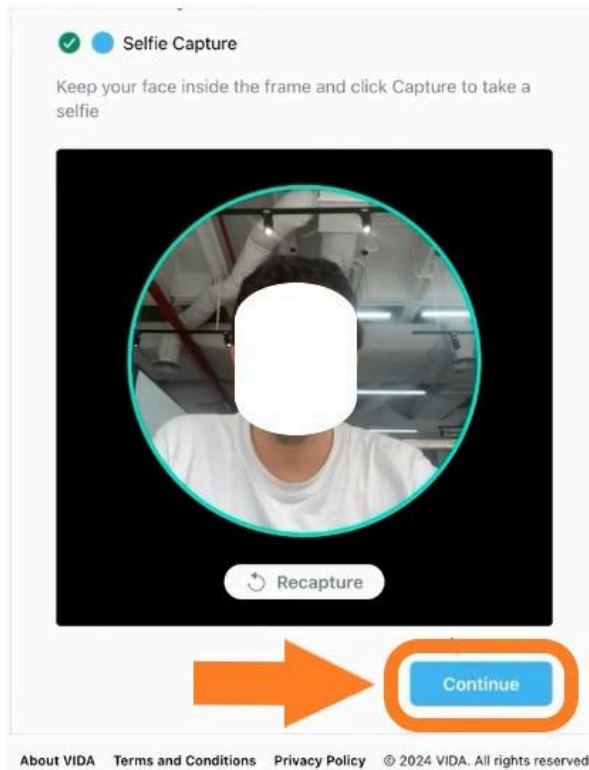
< Back **Continue**

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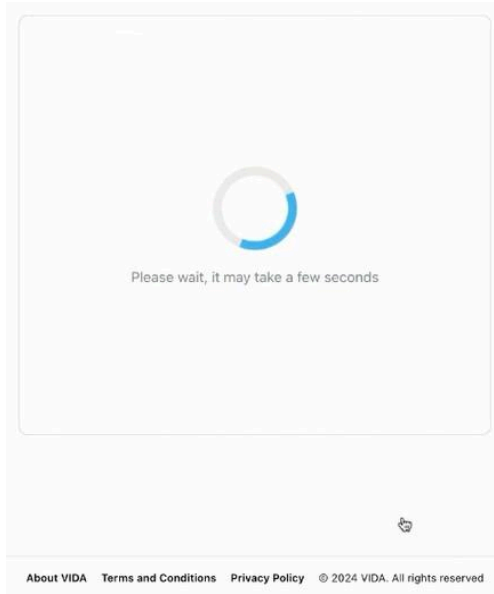
6. Lakukan pengambilan foto selfie dan pastikan wajah terlihat jelas tanpa mengenakan aksesoris. Jika sudah siap, tekan "Capture".
[Take a selfie and ensure your face is clearly visible without wearing any accessories. Once ready, press "Capture"]



7. Setelah menekan "Capture", gulir halaman ke bawah dan tekan "Lanjutkan".
[After pressing "Capture", scroll down the page and click "Continue"]

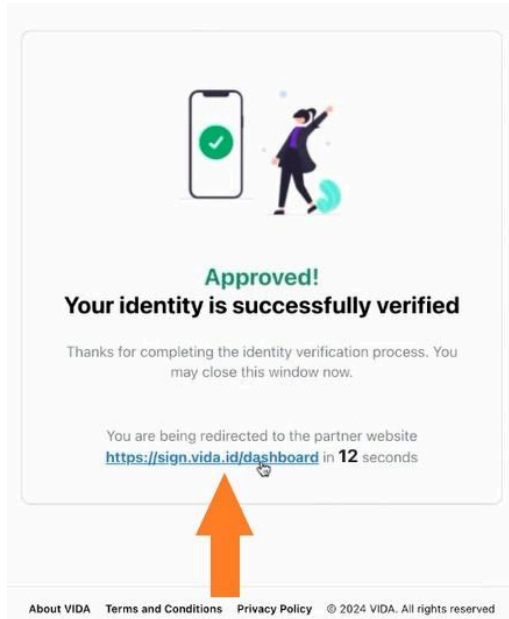


8. Data pengguna sedang diverifikasi oleh VIDAR, mohon tunggu beberapa detik.
[User data is being verified by VIDAR, please wait a few seconds]



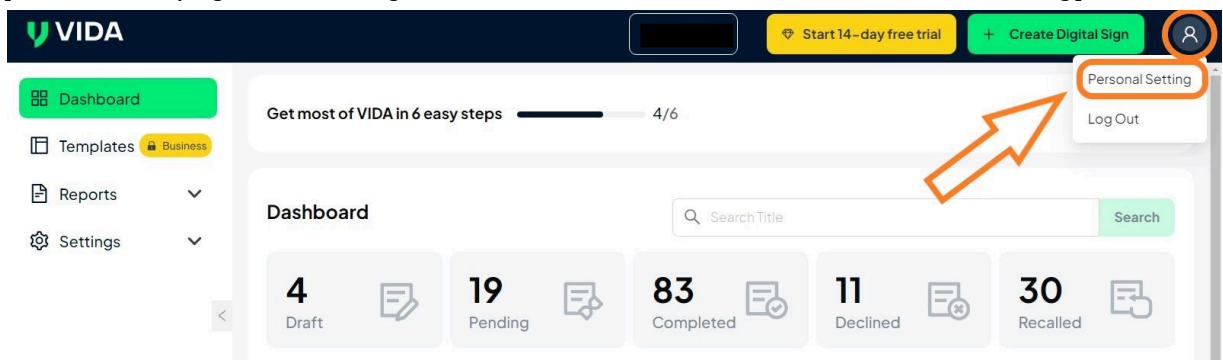
9. Jika verifikasi identitas Anda disetujui, halaman dengan keterangan "Approved" akan muncul. Tekan tautan yang tersedia pada layar untuk kembali ke halaman utama VIDA Sign.

[If your identity verification is approved, a page with the "Approved" status will appear. Press the link on the screen to return to the main VIDA Sign page]

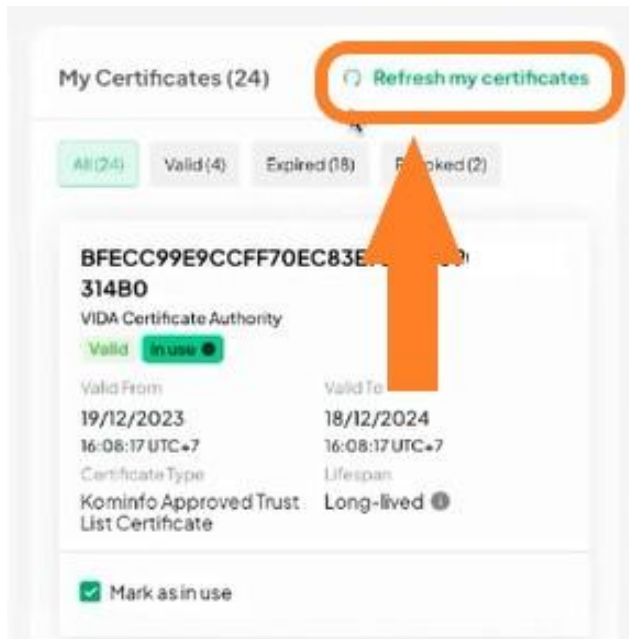


10. Pada halaman utama VIDA Sign, tekan Photo Profile dan pilih Personal Setting.

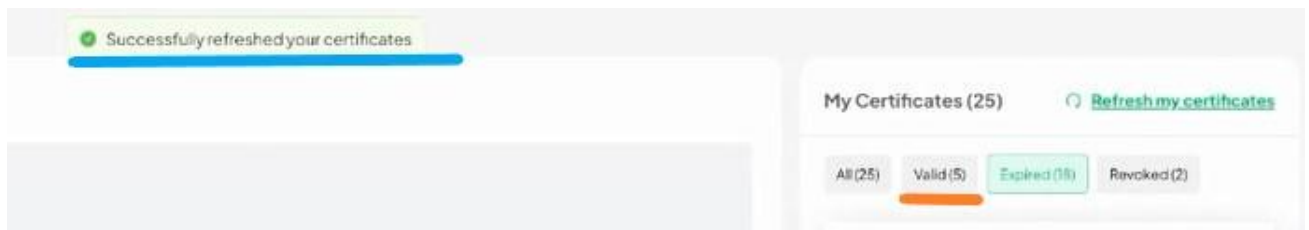
[On the main page of VIDA Sign, click on Photo Profile and select Personal Setting]



11. Tekan “Segarkan Sertifikat Saya”
[Press “Refresh My Certificate”]



12. Setelah berhasil menyegarkan sertifikat, akan muncul sertifikat terbaru pada opsi “Berlaku”.
[After successfully refreshing the certificate, the latest certificate will appear under the “Valid” option.]

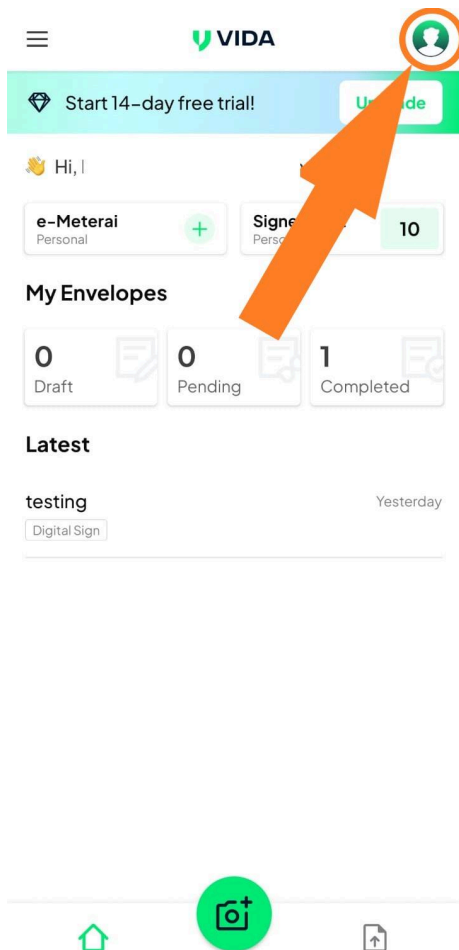


13. Sertifikat terbaru telah diterbitkan dan dapat diperiksa di opsi "Berlaku" pada menu "Sertifikat Saya", serta dapat digunakan untuk melakukan tanda tangan.
[The latest certificate has been issued and can be checked under the "Valid" option on the "My Certificate" menu, and it can be used for signing documents]

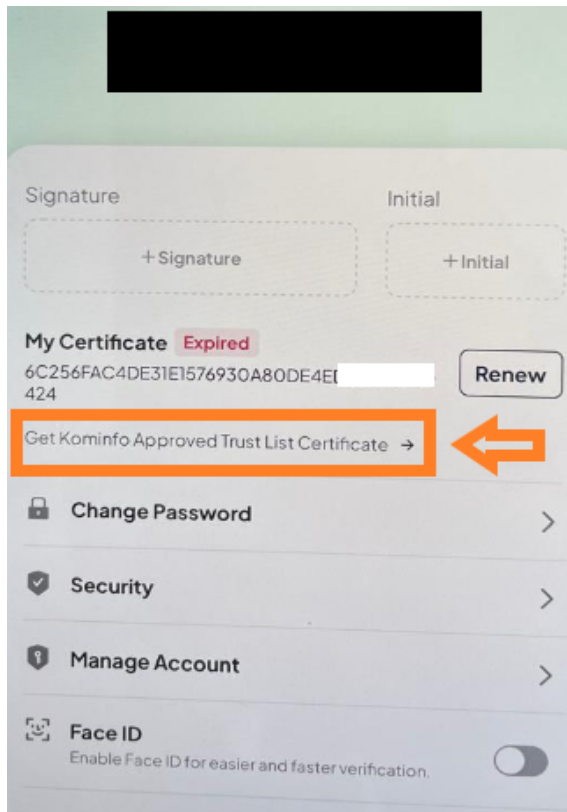


- **Non Indonesia Citizen:** If you do not have a certificate of "Kominfo Approved Trust List" type and you are a foreigner (Non-Indonesian Citizen), please follow the guidelines below:

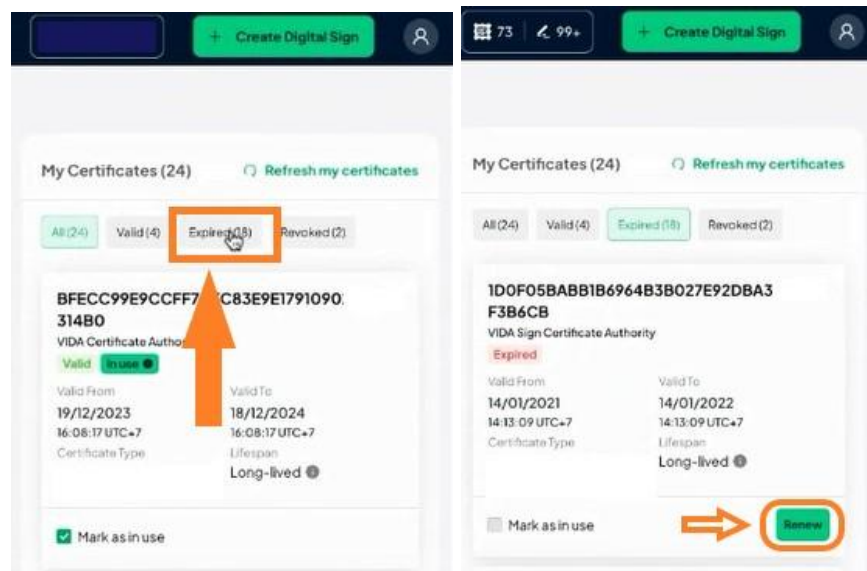
1. Download and open the VIDA Sign mobile application
2. Log in with your registered email
3. Tap the Profile Photo located in the top right corner of the screen



4. If you do not have a Kominfo root certificate, a button labeled "Get Kominfo Approved Trust List Certificate" will appear. Please click that button.
However, if you already have the Kominfo root certificate, please proceed to the next steps below.



- a. If you already have the Kominfo root certificate, you can go to "My Certificate" → Expired → Click "Renew" on the expired certificate.



- On “I am from...” section, please choose “Other” and then click on “Verify for Digital Signatures”

The screenshot shows the VIDA app interface for identity verification. At the top, there is a green header with the VIDA logo. Below the header, the text reads "Please Verify Your Identity to Unlock Digital Signatures". A subtext says "Please have the followings ready and start your authentication!". The main section is titled "I am from..." and contains two radio button options: "Indonesia" and "Other". The "Other" option is selected, indicated by a green dot and a blue checkmark. Below this, there are three options for authentication: "Device with Camera", "Access to your ID card", and "Supporting Documents for your identity". A progress bar shows two steps: "1 Phone Number Verification" and "2 Passport Info Validation". A blue arrow points down from step 2 to the "Verify for Digital Signatures" button at the bottom.

Chrome

←

VIDA

Please Verify Your Identity to Unlock Digital Signatures

Please have the followings ready and start your authentication!

I am from...

☐ Indonesia ☒ Other

Device with Camera

Access to your ID card

Supporting Documents for your identity

1 Phone Number Verification
You will be asked to verify your phone number before continue
⌚ 1 minute

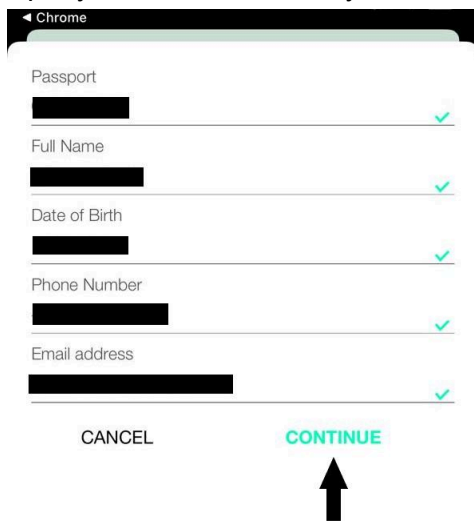
2 Passport Info Validation
You will be asked to enter your legal name, passport ID, date of birth.

Verify for Digital Signatures

6. Please tick the checklist box and then press "Agree."

Chrome Identity Verification Authenticate your identity to start the verification process and follow the guided steps to complete it. Please review the Certification Authority's terms in the provided documents before proceeding. Agreement and Policy Subscriber Agreement The Subscriber of digital certificates must read and accept all the terms of this Subscriber Agreement ("Agreement") before applying for, accepting, or using a Digital Certificate from VIDA. He/she shall not be entitled to avail and use DC if he/she does not agree to any of the terms of this Agreement. The Subscriber agrees that by submitting an application for issuance of DC, he/she shall adhere to all the terms of this Agreement, the Certification Practice Statement, CA Privacy Policy, and all other rules and instructions stipulated by VIDA from time to time as contemplated in the VIDA repository. Subscriber Agreement Document CA Privacy Policy IDI issues Digital Certificates, which are obtained and used by individuals to authenticate their identity to others. sion documents using a digital signature. and/or ☐ Subscriber Agreement, CA Privacy Policy, VIDA's Certification Practice Statement DECLINE AGREE Powered by  VIDA	Chrome Subscriber Agreement Document CA Privacy Policy IDI issues Digital Certificates, which are obtained and used by individuals to authenticate their identity to others, sign documents using a digital signature, and/or to encrypt sensitive data, including financial transactions, so they can be transmitted securely over the Internet. Whenever an individual provides information about himself or herself to apply for a Digital Certificate, this information is called Personal Data and the person is called a Data Subject. CA Privacy Policy Document VIDA's Certification Practice Statement PT Indonesia Digital Identity ("VIDA") is a Certification Authority ("CA") operating by virtue of Regulation of the Government of the Republic of Indonesia number 71 of 2019 concerning Electronic System and Transaction Operation, along with its revision in the future (hereinafter "VIDA CA"). As a private company, VIDA CA is a non-government CA that issues certificates to private parties for the purpose of commercial transactions among these private parties. This Certification Practice Statement (CPS) defines the procedural and operational requirements that VIDA CA adheres to when issuing and managing digitally signed objects. VIDA's Certification Practice Statement Document ☒ Subscriber Agreement, CA Privacy Policy, VIDA's Certification Practice Statement DECLINE AGREE Powered by  VIDA
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7. Input your Personal Identity and click “Continue”



Chrome

Passport
[Redacted] ✓

Full Name
[Redacted] ✓

Date of Birth
[Redacted] ✓

Phone Number
[Redacted] ✓

Email address
[Redacted] ✓

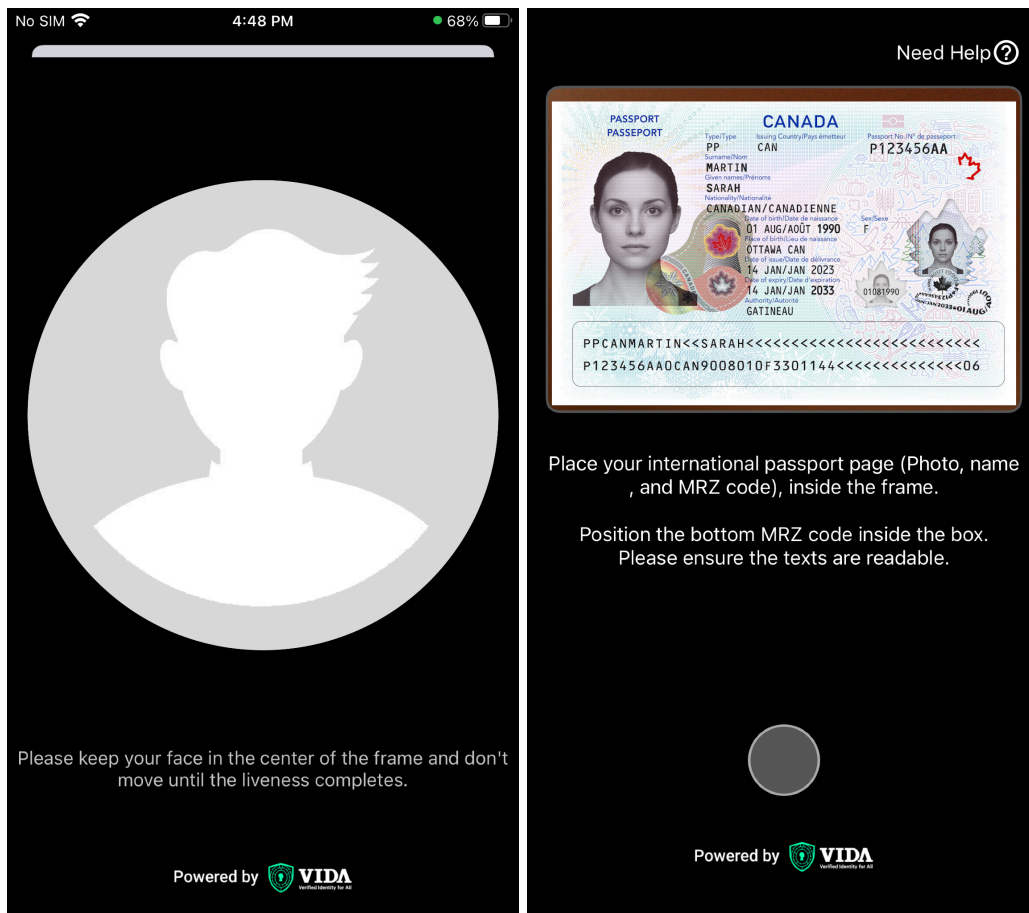
CANCEL CONTINUE

↑

Powered by  VIDA



8. Please take a selfie and then take a picture of your passport(Make sure you take a picture of your real passport, not printed or on screen passport).



9. You should see a pop-up informing you that the VIDA team is already processing your request. Please kindly provide supporting documents such as a photo of your KITAS/KITAP or national ID card, and a billing statement or office letter and send it via email to support@vida.id with your registered email.
10. After you submit the supporting document via email, you just need to wait until your certificate status on your personal profile page changes to "Verified/Valid."