



Personal ID-Cert Renewal Process Can Now be Completed Fully Online

Tradelink strives to deliver the best possible services to meet the different needs of our customers. We have introduced an online process for customers to submit renewal application for Personal ID-Cert for some times. Now, we bring you further enhancement to this process by allowing you to online collect the renewed certificate. The fully online service definitely brings convenience and helps you save your valuable time!

If your Personal ID-Cert is going to expire in 90 days, a reminder message will be displayed on screen of the Tradelink application after you have used the certificate to sign message in relation to the application. To renew your Personal ID-Cert, you can now complete the process fully online. The renewed Personal ID-Cert will be available for online collection 3 days after you have submitted your online renewal request and before your current Personal ID-Cert expires. Please follow the step-by-step guide below to complete the Online Collection process. If you fail to download your renewed Personal ID-Cert online before your current ID-Cert expires, please call our Customer Service Hotline at 2917 8833 for further arrangement.

Step-by-step guide:

Overview:

1. Login and perform the online collection with your existing valid Personal ID-Cert
2. Verify and confirm your personal data and select the location to store your renewed Personal ID-Cert

Note: As we will not deliver the Personal ID-Cert in USB thumb drive to you, please be reminded to keep the file of your renewed Personal ID-Cert safe.

1. Login and perform the online collection with your existing valid Personal ID-Cert. Please login to the website: <https://online.dg-sign.com/>
 - i. Please click [**Online Collection of ID-Cert**].

Step (2) Online Collection of ID-Cert
步驟(2) 網上接收數碼證書

To collect the new ID-Cert with your existing Personal ID-Cert Class 1 before expiry. [Click here to collect.](#)

以閣下現時之個人身份數碼證書簽署接收已更新之個人身份數碼證書。請按此接收。

- ii. Enter the serial number of your existing valid Personal ID-Cert and click **[Submit]**.

Existing ID-Cert Serial Number:
 現時身份數碼證書號碼

Enter the serial number of your existing valid Personal ID-Cert and click **[Submit]**.

OR

- If you are not able to provide the serial number of your existing valid Personal ID-Cert, please click **[Unknown Serial Number]**.

Existing ID-Cert Serial Number:
 現時身份數碼證書號碼

- Insert your existing valid Personal ID-Cert into the computer.
- Click **[Browse]** to search the file location of the Personal ID-Cert.
- Select the file with extension "P12" and then click **[Open]**.

- iii. Enter the PIN (password) of the existing valid Personal ID-Cert and click **[Login]**.

Location of existing ID-Cert
 現時身份數碼證書位置

Password of existing ID-Cert
 現時身份數碼證書密碼

Enter the existing valid ID-Cert PIN (password) and click **[Login]**.

2. Verify and confirm your personal information and select the location to store your renewed Personal ID-Cert.

- i. Please verify your personal information which includes Subscriber Name and Email Address.
- ii. Select a location to store your renewed Personal ID-Cert.

You must use your existing Personal ID-Cert Class 1 before its expiry to acknowledge the receipt and acceptance of the new ID-Cert.
閣下必須以現時尚未到期的個人身份數碼證書儲存，確認收妥及接納新的個人身

Location to save your renewed ID-Cert 儲存更新之身份數碼證書位置	<input type="text" value="E:\2000000212\"/> <input type="button" value="Browse 瀏覽"/>
Location of existing ID-Cert 現時身份數碼證書位置	<input type="text" value="E:\2000000212\10006311.p12"/> <input type="button" value="Browse 瀏覽"/>
Password of existing ID-Cert 現時身份數碼證書密碼	<input type="password"/>

Note: As we will not deliver the Personal ID-Cert in USB thumb drive to you, please be reminded to keep the file location of your renewed Personal ID-Cert safe.

- iii. Please re-enter the PIN (password) of your existing valid Personal ID-Cert and then click **[Save and Acknowledge]** if the information is correct. The renewed Personal ID-Cert will be stored in your selected location.

Note: As we will not deliver the Personal ID-Cert in thumb drive to you, please be reminded to keep the file location of your renewed Personal ID-Cert safe.

- iv. A message will be displayed on screen to remind you that the new PIN (password) will be sent to your registered correspondence address by post within one week and you can use your renewed Personal ID-Cert by then. Please click **[Finish]** upon completion.

To further safeguard your renewed Personal ID-Cert, you are advised to make a backup copy of your Personal ID-Cert to an external storage media (e.g. USB thumb drive) and please keep it safe.