



KEB Hanabank corporate Banking User Manual

Authentication Center

Issue/Reissue Digital Certificate

Issue/Reissue Digital Certificate

Step 1. Select user and enter business operator information, and click Confirm button.

Issue/Reissue Digital Certificate

User Authentication

Select Business Owner

Corporate Business Owner/Operator Sole Proprietor

Enter Business Operator Information

User ID

Business Registration
Number

(Exclude any dashes (-) when entering the information)

Confirm

Cancel

Issue/Reissue Digital Certificate

Step 2. Select digital certificate type for issuance and click Confirm button.

Issue/Reissue Digital Certificate

1. Select Certificate

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Select Digital Certificate Type

| Digital Certificate Type | <input checked="" type="radio"/> For Bank/Credit Card/Insurance | <input type="radio"/> for Electronic Tax | <input type="radio"/> For multi-purpose electronic transactions | <input type="radio"/> For multi-purpose electronic transactions |
|--------------------------------|---|--|--|---|
| Certificate Authority | Korea Financial Telecommunications and Clearings Institute(Yessign) | Korea Financial Telecommunications and Clearings Institute (Yessign) | Korea Electronic Certificate Authority | Korea Information Certificate Authority |
| Issuance Fee | 4,400KRW/year (including VAT) - Free of charge when re-issuing Digital Certificate within its expiration date. | 4,400KRW/year (including VAT) - Free of charge when re-issuing Digital Certificate within its expiration date. | 110,000KRW/year (including VAT) - Free of charge when re-issuing Digital Certificate within its expiration date. | |
| Purpose of Use | Available for all online banking transactions (banks and insurance companies), online credit card payments Available for e-government civil services - Unavailable for electronic biddings Unavailable for online securities trading | e-Tax Invoice transactions - National Tax Office e-sero website - All websites of application service providers for electronic tax statements - ERP Site - Civil services available at the National Tax Office (Hometax, etc.) | Available for not only financial transactions, but also all electronic transactions including various electronic biddings | |
| Effective Period of Use | 1 Year | 1 Year | 1 Year | |

Confirm

Authentication Center Main Screen

Issue/Reissue Digital Certificate

Step 3. Provide consent to required terms and conditions for issuance of digital certificate.

Issue/Reissue Digital Certificate

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2. Consent to Terms & Conditions

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 Agree to all Terms and Conditions

Yessign Digital Certificate-Terms and Conditions, Privacy Policy (Required)

 I Agree

yessign서비스 이용약관

1장 총칙

제1조 (목적)

이 약관은 전자서명법(이하 "법"이라 한다)에 의해 공인인증기관으로 지정 받은 사단법인 금융결제원(이하 "결제원"이라 한다)이 제공하는 공인인증서비스(이하 "yessign서비스"라 한다)를 이용함에 있어 결제원과 가입자·가입신청자·이용자의 권리, 의무 및 책임사항을 정함을 목적으로 한다.

제2조 (정의)

이 약관에서 사용하는 용어의 정의는 다음과 같다.

Consent to Collection and Use of Personal Information following the Issue of Digital Certificates (Required)

 I Agree

Yessign 공인인증서 발급을 위한 개인정보 수집 및 이용 동의(필수사항)

수집하는 개인정보의 항목

공인인증기관의 안전성 확보 및 고객 재산의 보호를 위한 필수항목

연락처
(전화번호, 휴대폰번호, 이메일, 주소)

기기정보
(IP 및 MAC 주소, HDD Serial, USB Serial, OS버전, 웹브라우저 버전, 스마트폰 고유정보)

성명, 주민등록번호, 여권번호, 외국인등록번호는 전자서명법 제15조(공인인증서의 발급) 및 동법 시행령 제4조의3(고유

Consent to the Provision of Personal Information to a 3rd-party following the Issue of Digital Certificates (Required)

 I Agree

yessign 공인인증서 발급을 위한 개인정보 제3자 제공에 대한 동의

Issue/Reissue Digital Certificate

Step 4. Enter basic information to apply for digital certificate.

Issue/Reissue Digital Certificate

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3. Confirm Request

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Confirmation of the Certificate Issuance Application and Basic Information

| | | |
|-------------------------------------|--------------------------------------|--------------------|
| Application Type | Business Certificate New Certificate | |
| Type of Certificate | 은행/신용카드/보험용 | |
| Issuance Fee | 4,400KRW (including VAT) | |
| User ID | <input type="text"/> | |
| Business Registration Number | <input type="text"/> | (Do not enter '-') |
| Withdrawal Account Number | <input type="text"/> | |
| Account Password | <input type="text"/> | (4 characters) |

If the item requires fee payment, the corresponding fee will be withdrawn from the account you have specified.

Issue/Reissue Digital Certificate

Step 5. Enter customer's detailed information and tax statement issuance information (in case of sole proprietor), and click Confirm button.

Issue/Reissue Digital Certificate

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4. Issuing Information

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Customer's Detailed Information and Information Required to Issue a Tax Statement

Items marked with an asterisk * are required fields.

| | | | |
|--------------------------|--|---|--|
| User ID | <input type="text"/> | | |
| * Company Name | <input type="text"/> | Business Registration Number | <input type="text"/> |
| * Company Name (English) | <input type="text"/> | * Representative Name | <input type="text"/> |
| * Department Name | <input type="text"/> | | |
| * Business Type | <input type="text"/> | * Business Type | <input type="text"/> |
| * Company Address | <input type="text"/> Search Postal Code <input type="text"/> <input type="text"/> <input type="checkbox"/> Enter Directly If you cannot enter your address using the post code search function, please select the 'Direct Entry' and enter directly. | | |
| * Company Phone Number | Select ▾ - <input type="text"/> - <input type="text"/> | FAX | Select ▾ - <input type="text"/> - <input type="text"/> |
| Name of Person-in-charge | <input type="text"/> | Contact Information of Person-in-charge | Select ▾ - <input type="text"/> - <input type="text"/> |
| Emergency Contact | Select ▾ - <input type="text"/> - <input type="text"/> | | |
| * Email Address | <input type="text"/> @ Select ▾ | | |
| Request Tax Statement | <input type="radio"/> Request <input type="radio"/> Not Apply | | |

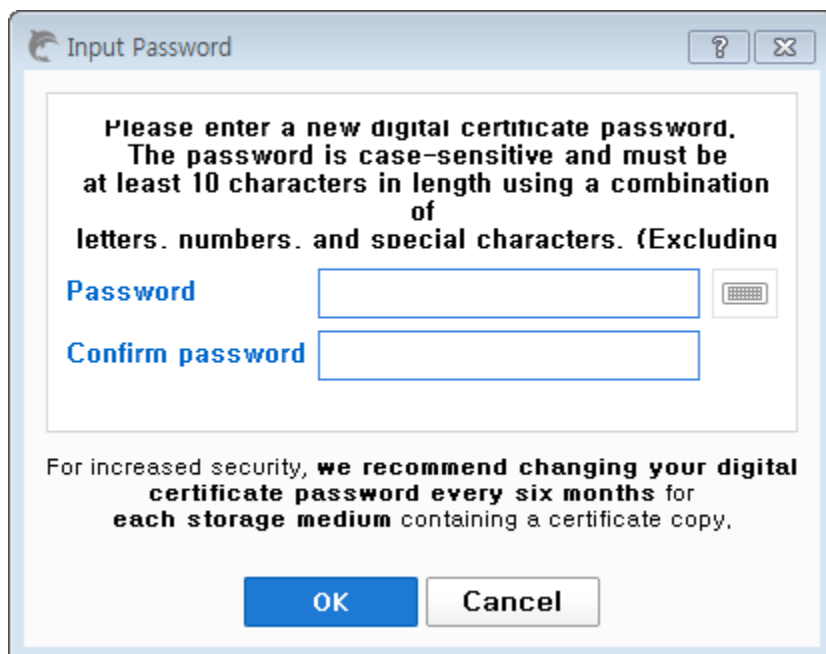
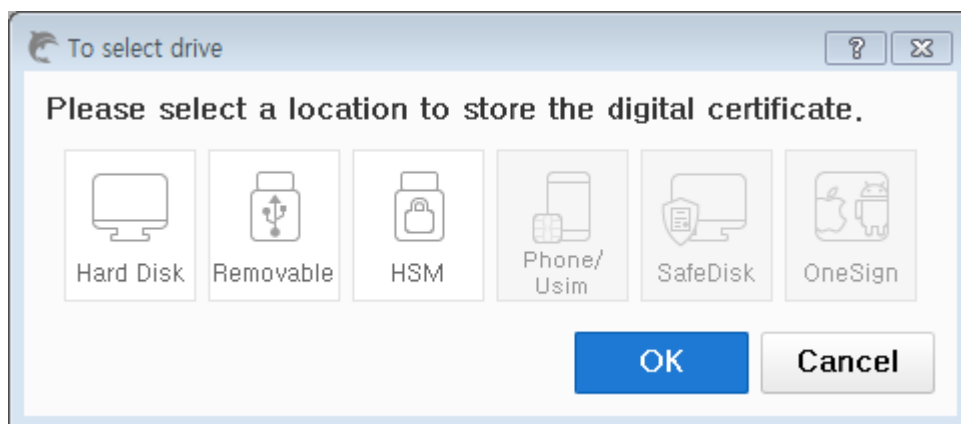
Enter OTP Password

| | |
|---|---|
|  | <input type="text"/> Enter the six digits displayed on the OTP screen. Example)123456 |
|---|---|

Issue/Reissue Digital Certificate

Step 6. Select a location to store the digital certificate and click OK button.

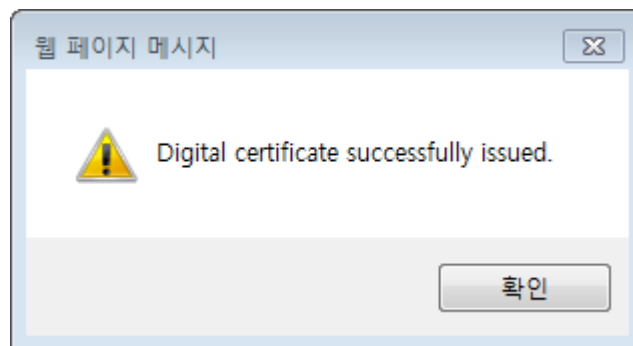
Step 7. Enter digital certificate password and click OK button.



Issue/Reissue Digital Certificate

Step 8. Confirm if you would like to store the digital certificate on another storage medium.

Step 9. Issuance of digital certificate is completed.



Issue/Reissue Digital Certificate

Step 10. Confirm issued digital certificate information.

Issue/Reissue Digital Certificate

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6. Issuance Completed

Certificate Contents

| Type of Certificate | Issuing Authority | Expiration Date | Issuance Fee | Status |
|---------------------|----------------------|-----------------|--------------------------|--------------------|
| 은행/신용카드/보험용 | 금융결제원(KEB Hana Bank) | 2018-12-07 | 4,400KRW (including VAT) | Issuance Completed |

[Authentication Center Main Screen](#)[Issue Receipts/Tax Invoice](#)

THANK YOU