

PersonalSign 3 Pro

Certificate Enrolment and Installation Guide



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ORDERING YOUR CERTIFICATE

To purchase your PersonalSign 3 Pro certificate, go to <http://www.globalsign.eu/authentication-secure-email/digital-id/personalsign-3-pro/buy-personalsign-3-pro.html> and select your region.

SET UP YOUR GLOBALSIGN ACCOUNT

This section only applies to applicants outside Belgium. If you are a Belgian resident, please ignore this step and go directly to step 2: [ONLINE APPLICATION](#).

The screenshot shows the 'Certificate Application' page on the GlobalSign website. The page has a navigation bar with the GlobalSign logo, 'Technical Support Center', and 'Contact Us'. Below the navigation bar is a progress indicator with three steps: '1. Account Setup', '2. Product Details', and '3. Completed'. The 'Account Details' section is active, with a sub-section 'Confirm Details'. The 'Account Details' section contains the following information:

Account Details
Please specify details for your account. Your account contact will receive notices regarding your Certificate application and will be the main contact associated with your GlobalSign Certificate Center (GCC) account. If you are applying on behalf of someone else, enter their details, and you can specify an additional Technical Contact for yourself later in the application process.

User Information

First Name Required	<input type="text"/>
Middle Name or Initial	<input type="text"/>
Last Name Required	<input type="text"/>
Email Address Required	<input type="text"/> <small>Please check email is accurate, this email address will be used in the application process.</small>

Primary Organization Details

Organization Name Required	<input type="text"/> <small>Specify the Organization Registered Name in full, including Inc., Ltd., NV, Plc, etc.</small>
Department	<input type="text"/>
Street Address 1 Required	<input type="text"/> <small>e.g. Two International Drive</small>
Street Address 2	<input type="text"/> <small>e.g. Suite 330</small>
City Required	<input type="text"/>
State / Country Required	<input type="text"/>
Zip / Postal Code	<input type="text"/>
Country Required	Germany, Federal Republic of - DE
Phone Number Required	<input type="text"/> <small>e.g. 800-570-7050 or 01622 788785</small>
Fax Number	<input type="text"/> <small>e.g. 800-570-7050 or 01622 852235</small>
VAT Number	<input type="text"/> <small>Please enter VAT number without country code. Please go to www.globalsign.com/support/gsa/vat.html to see the required VAT format for your country.</small>
Business Directory ID / Number	<input type="text"/> <small>DuKa (D&S) Number If you have a Business Directory ID or Number (such as a DuKa number) please enter it here.</small>
Organization Category	-- Select Business type --
Your Timezone	GMT+01:00 Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Do you wish to register a trading address? No Yes

Miscellaneous

Opt in to Receive GlobalSign Notices?	<input checked="" type="checkbox"/> Yes, opt in to receive important GlobalSign notices and offers. <small>GlobalSign respects your privacy - please see Privacy Policy for further information.</small>
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GlobalSign Certificate Center (GCC) Login Details
Your GCC account allows you to manage all your GlobalSign Certificates and provides fast access to ordering additional products and renewing, reissuing and revoking current Certificates. Please create a memorable Username and Password.

Username Required	<input type="text"/> <small>Username is case sensitive and must be 8 - 64 characters. Alpha-numeric values only (A-Z, 0-9)</small>
Password Required	<input type="text"/> <small>Password is case sensitive and must be 8 - 64 characters. Alpha-numeric values only (A-Z, 0-9)</small>
Password (re-enter) Required	<input type="text"/>

Specify an Additional Billing Contact
You can add a new Billing Contact to administer invoices and receipts for your account. Click the Enter Billing Contact Details link to create the additional contact. If you are applying for yourself, you do not need an additional Billing Contact, so please click Next.

[Enter Billing Contact Information](#)

Create your account by entering the required information about you and your organisation. If you are applying on behalf of someone else you can add yourself as an additional technical contact later in the application process.

Once you have completed all the fields, tick the "I agree to the Terms of Service" box to confirm you have read and accepted GlobalSign's Agreement.

Finally, an email will be sent to the account administrator to confirm the account has been set up.

You can now purchase your PersonalSign 3 Pro certificate. For instructions, please refer to the next section: [ONLINE APPLICATION](#).

ONLINE APPLICATION

Select “PersonalSign 3 Pro” and click “Next”.

Define the Product Details.

Select the validity period of the certificate you wish to purchase and whether or not you want GlobalSign to generate the public and the private keys. We recommend that you tick this option.

The screenshot shows the GlobalSign website's 'Certificate Application' page. The page has a blue header with the GlobalSign logo and contact information. A progress bar at the top indicates that '1. Product Details' is the current step, and '2. Completed' is the next step. Below the progress bar, a navigation menu shows the following steps: Product Category, Product Details, Certificate Identity Details (current), Subscriber Details, Payment, and Confirm Details. The main content area is titled 'Certificate Identity Details' and includes a warning: 'The Certificate Identity Details will be vetted and included as the Subscriber Identity within the issued Certificate. Make sure the details entered are correct - we will vet the details included.' The form contains several fields: 'Your Name Required' (John Smith), 'Organization Required' (GlobalSign), 'Locality optional', 'State or Province optional', 'Country Required' (United Kingdom - GB), and 'Email Address Required' (mailinfo@globalsign.com). Below these fields, there is a warning: 'For security reasons, please specify a password that will be required to release your PersonalSign3 digital certificate once it's been approved. WARNING: you must remember this password in order to install your digital certificate. Forgotten passwords will require that the order be cancelled and resubmitted.' There are two password fields: 'Pickup Password Required' and 'Pickup Password (re-enter) Required', both containing masked characters. At the bottom of the form, there are 'Back' and 'Next' buttons. The footer of the page contains the copyright notice: '© GlobalSign All rights reserved.'

Complete the certificate information as required and establish a Pick-up Password which will be required to install the Certificate.

IMPORTANT: GlobalSign will not have access to this password, so please make sure you remember it, as you will need it to install your certificate after your order has been approved.

An approval email will be delivered to the email address specified in the Certificate Identity Details, you should ensure that this address can receive email.

Certificate Application

1. Product Details 2. Completed

Product Category >> Product Details >> Certificate Identity Details >> **Subscriber Details** >>
 Payment >> Confirm Details

Subscriber Details

Please supply additional contact information about the person which the Certificate will be issued to.

First Name <small>Required</small>	John
Last Name <small>Required</small>	Smith
Phone Number <small>Required</small>	01622 766 766
Email Address <small>Required</small>	mailinfo@globalsign.com <small>Please check email is accurate, this email address will be used in the application process</small>
Organization Name <small>Required</small>	GlobalSign
Department	Marketing
Street Address 1 <small>Required</small>	Springfield House <small>e.g. Two International Drive</small>
Street Address 2	Sandling Road <small>e.g. Suite 330</small>
City <small>Required</small>	Maidstone
State / County <small>Required</small>	Kent
Zip / Postal Code <small>Required</small>	ME142LP
Country <small>Required</small>	United Kingdom - GB

Enter the subscriber's details.

PersonalSign Subscriber Agreement

GlobalSign Subscriber Agreement for PersonalSign Certificates (EMEA)
 Version 1.5
 PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED

This GlobalSign PersonalSign Subscriber Agreement ("Agreement") is effective as GlobalSign CPS is incorporated by reference hereto and is available at www.globalsign.com

1. Definitions

Digital Certificate
 A collection of electronic data consisting of a Public Key, identifying information and other data.

Certificate Revocation List ("CRL")
 A collection of electronic data containing information concerning revoked Digital Certificates.

Certification Authority ("CA")
 GlobalSign or an entity which is certified by GlobalSign to issue Digital Certificates.

Digital Signature
 Information encrypted with a Private Key which is appended to electronic data to verify its integrity.

Private Key
 A mathematical key which is kept private to the owner and which is used to create a Digital Signature.

Public Key
 A mathematical key which is available publicly and which is used to verify Digital Signatures.

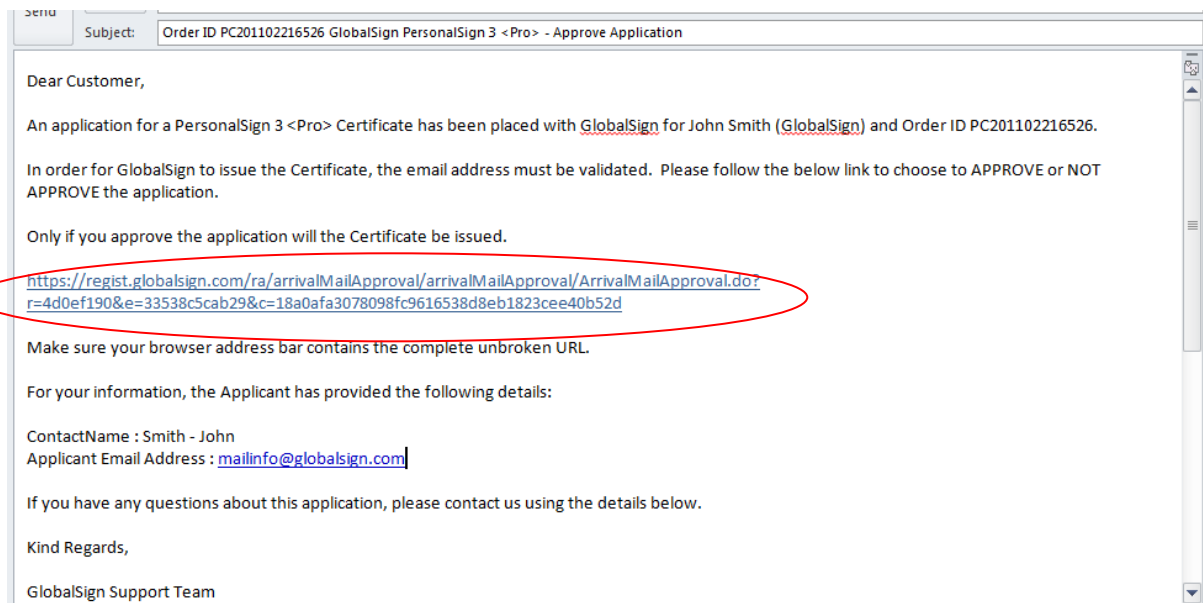
Secure Server Hierarchy

I AGREE TO THE SUBSCRIBER AGREEMENT

Review the details of your order (if you wish to make changes, click the "Back" button). Once you have read the subscriber agreement, tick the box to agree, and click "Next" to continue.

ORDER APPROVAL

An approval email was sent to the email address you entered in the Certificate Identity Details. Click on the link in the email to approve the certificate application.



This will take you to the approver webpage. Simply click "I approve" to approve the application.

LEGAL AUTHENTICATION

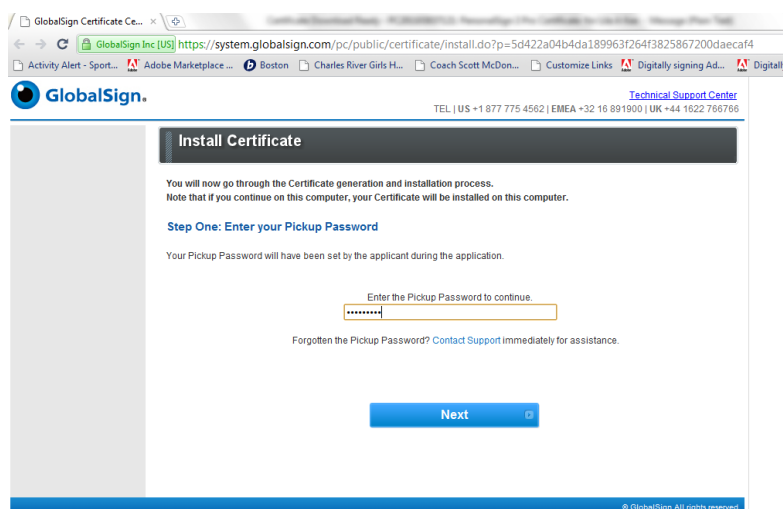
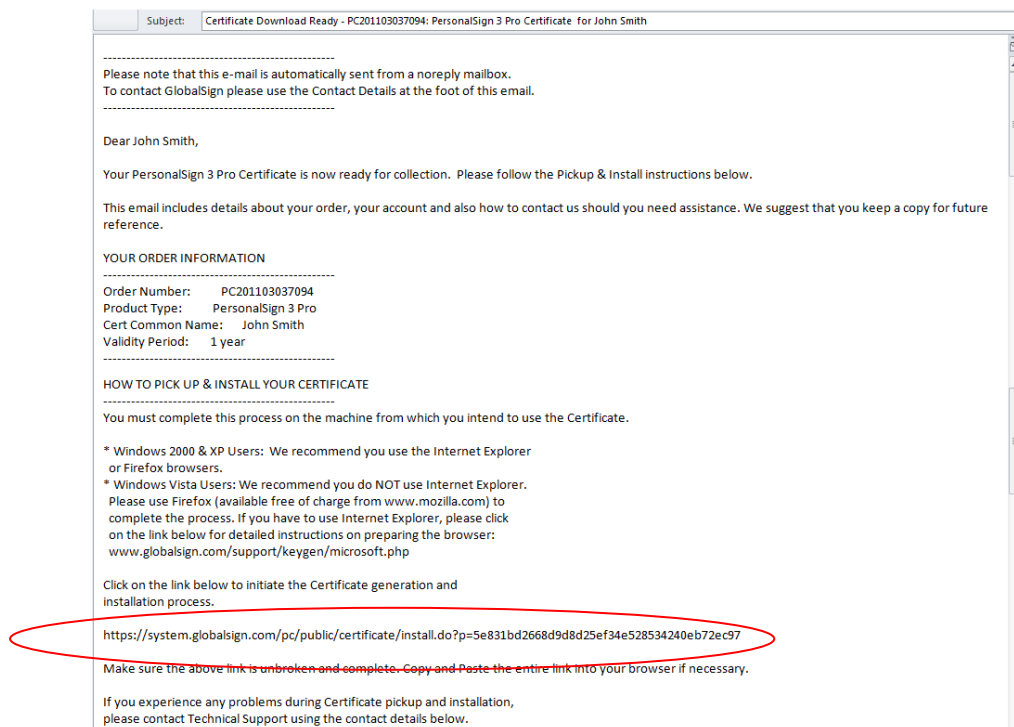
Take your signed agreement, a copy of your photo ID, and your company documentation to your local Chamber of Commerce for them to sign and fax back to GlobalSign using the number at the bottom of the agreement.

<p>Declaration by LVA</p> <p>I confirm that;</p> <ul style="list-style-type: none">• I have met John Smith and have seen their Photo ID.• the Photo ID is that of John Smith• the signature on this form is the applicant's and it matches that on the Photo ID.• I have copied their Photo ID and have added my seal to it, and to this form. <p>LVA Representative Name (Print) : _____</p> <p>LVA Signature : _____</p>
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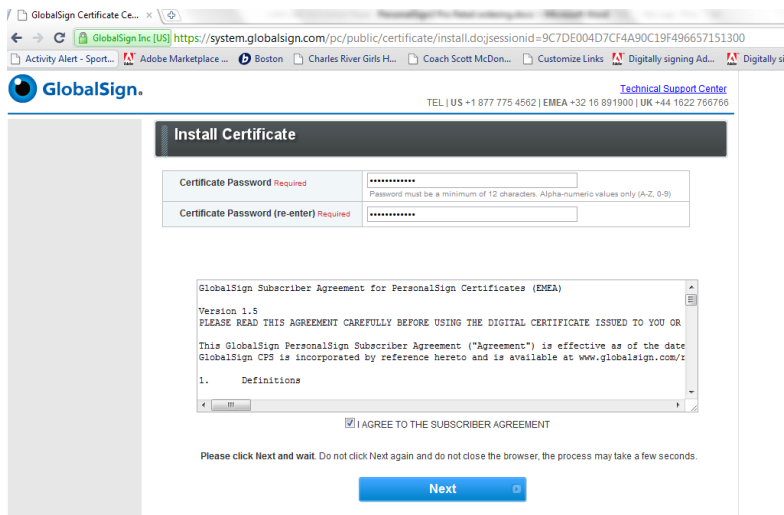
Once GlobalSign has verified your application, your certificate will be issued and ready to be downloaded.

DOWNLOADING YOUR CERTIFICATE

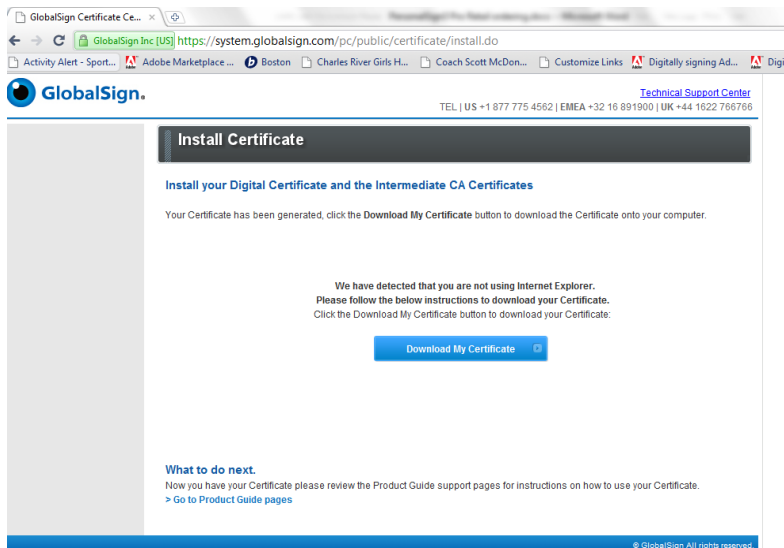
When your certificate has been issued, you will receive an email with a link to download your certificate. We recommend that you copy and paste this link in Firefox to facilitate the installation process.



Enter your pick-up password, which is the password you entered during the application process. Click "Next".



Establish a minimum 12 character password that will be needed to install your certificate and keys into your browser. Read the Subscriber Agreement and tick the box to confirm you agree with its terms. Then click on “Next”.

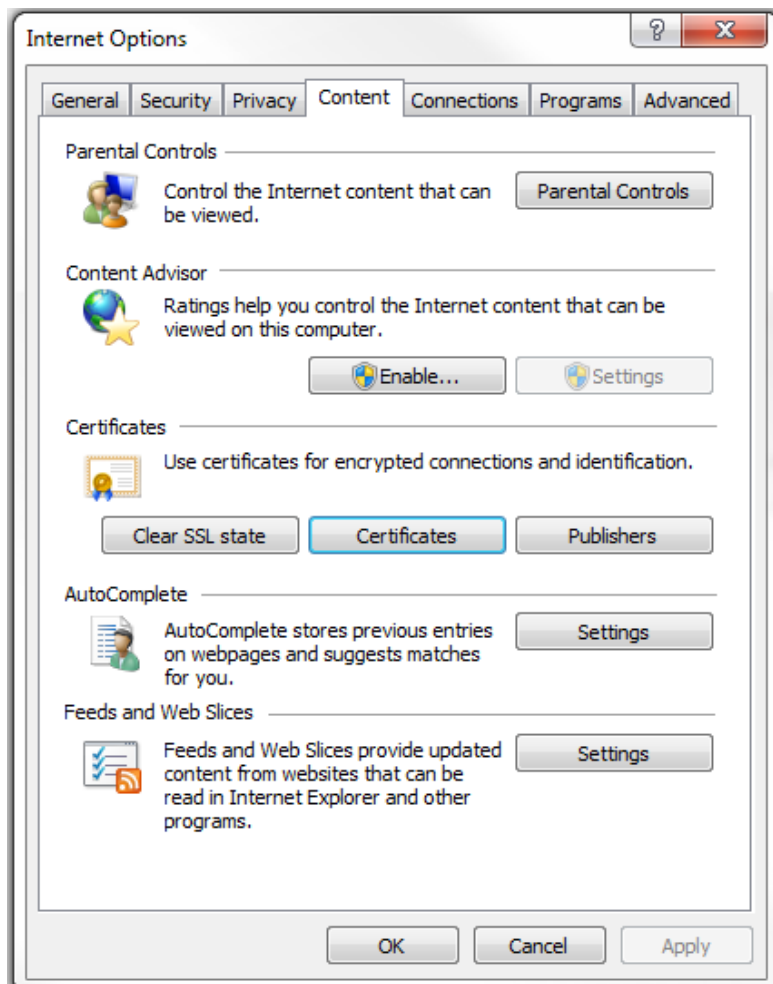


Click on “Download my Certificate”

INSTALLING YOUR CERTIFICATE

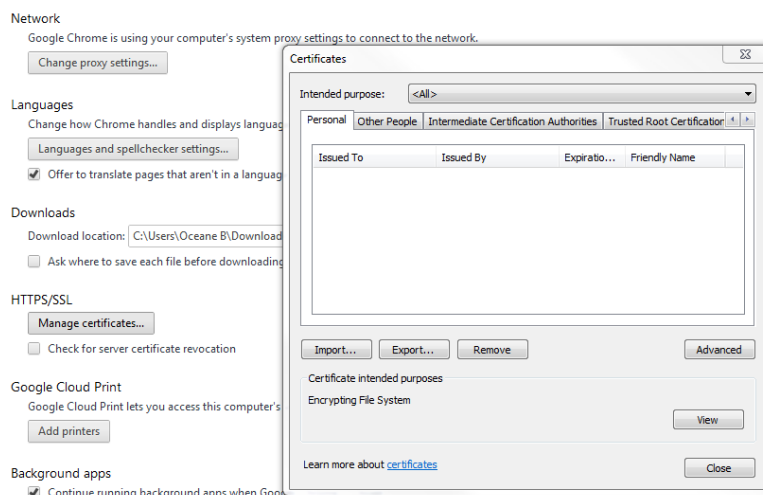
INSTALLING YOUR CERTIFICATE ON INTERNET EXPLORER OR CHROME

(Please note that Chrome does not enable the use of certificates for Internet. We recommend you install your certificate on one of the other browsers).



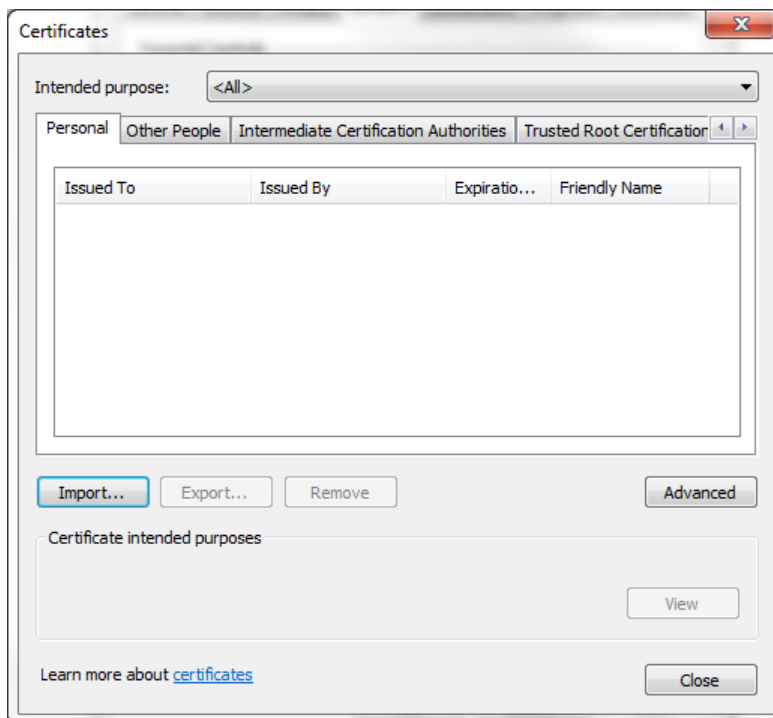
In **Internet Explorer**, Go to “Internet Options” and click on the “Content” tab.

Then click on “Certificates”



In **Chrome**, go to “Settings” and expand the advanced settings at the bottom of the page. Scroll down to “HTTPS/ SSL” and click on “Manage certificates”.

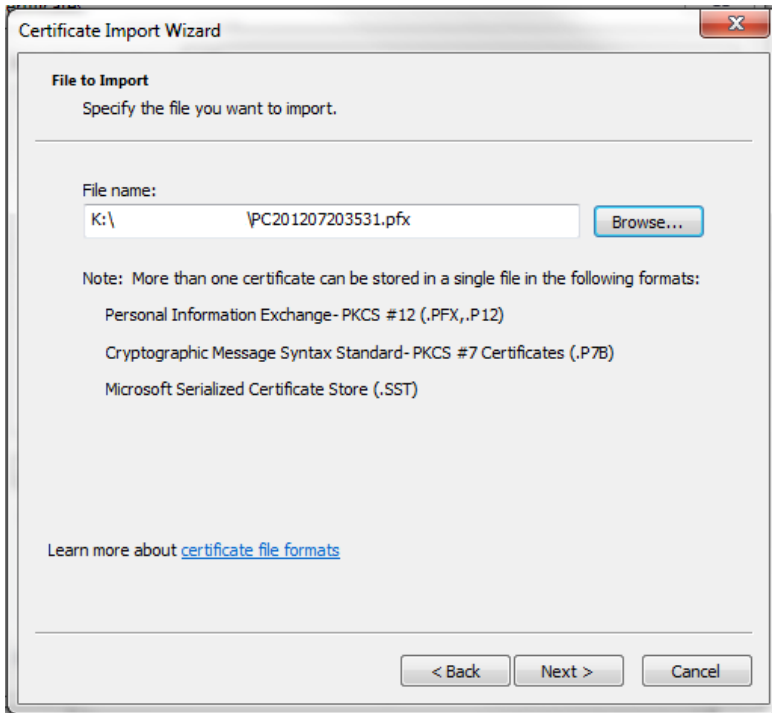
For both Internet Explorer and Chrome, follow these instructions.



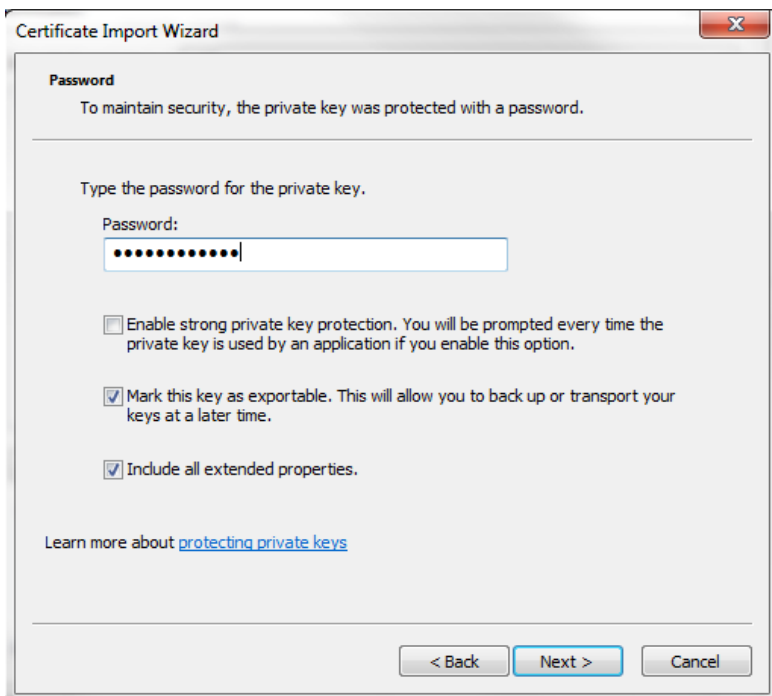
Click on "Import".



The installation wizard starts. Click "Next".

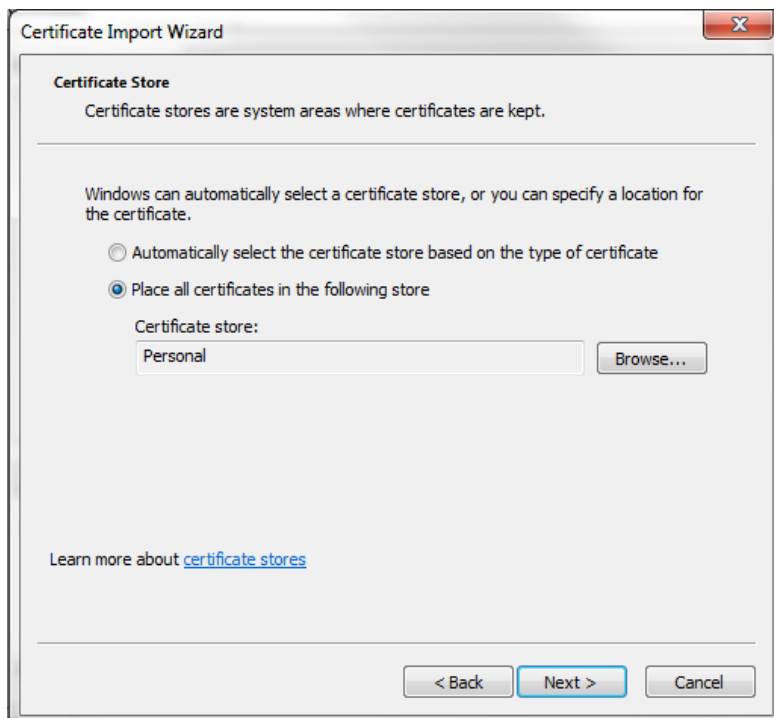


Click on “Browse” to search for your certificate. Make sure you select the right format “Personal Information Exchange” (*pfx) in the dropdown next to “File Name” when browsing.



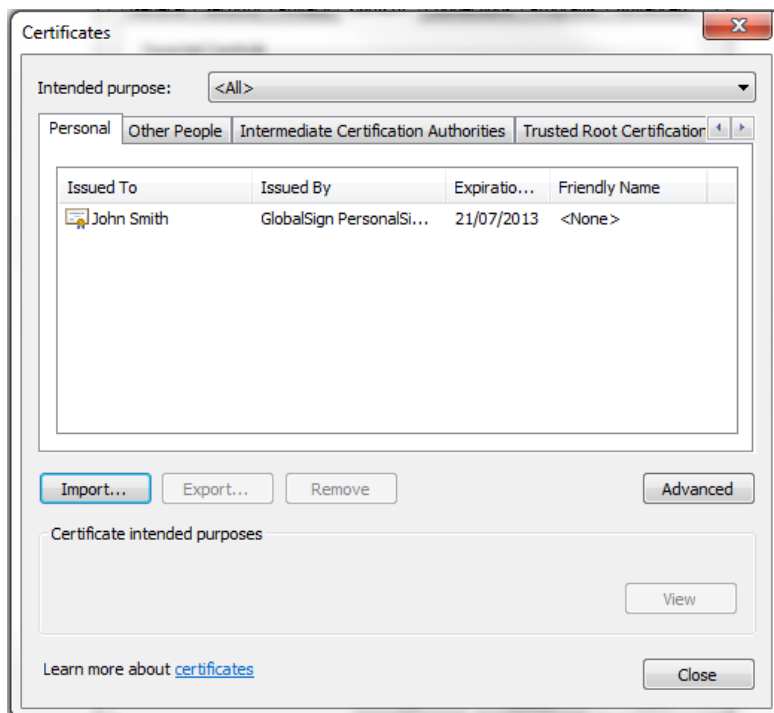
Enter the certificate password that was established during the download process and select “Mark this key as exportable”. This option will allow you to export the PS3 certificate and its corresponding private key for use on a different machine or for back-up purposes.

Click “Next”.



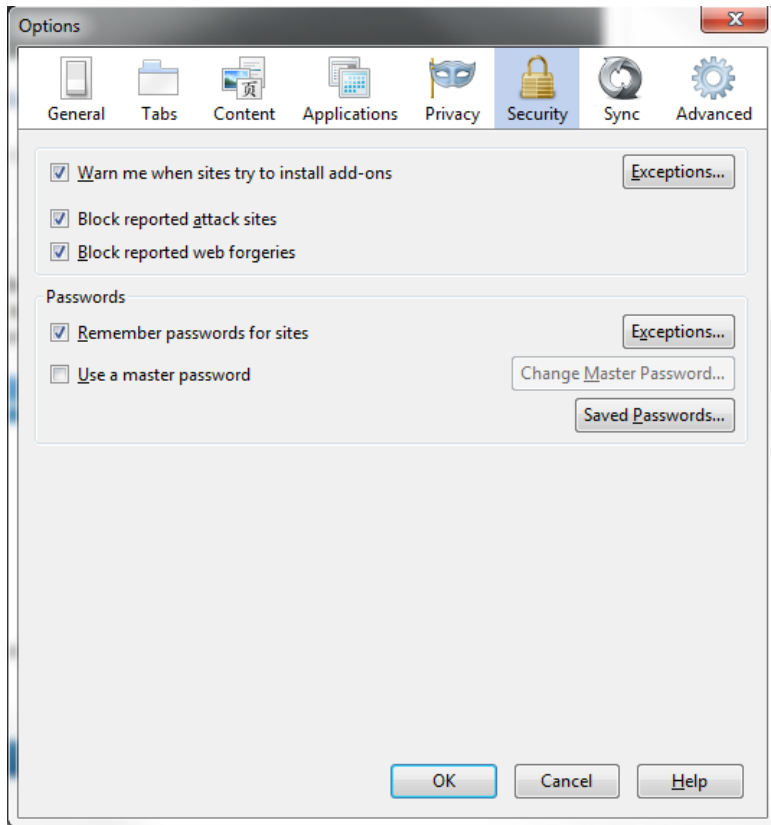
On the next screen, click “Next” without making any change.

Your certificate should now appear in the certificate store, ready for use.

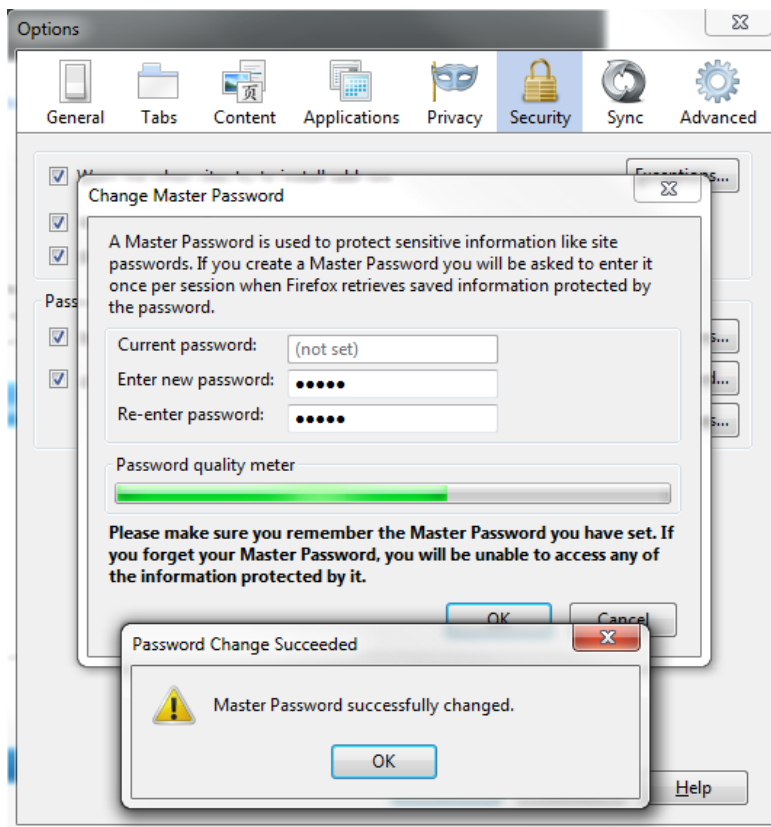


INSTALLING YOUR CERTIFICATE ON FIREFOX

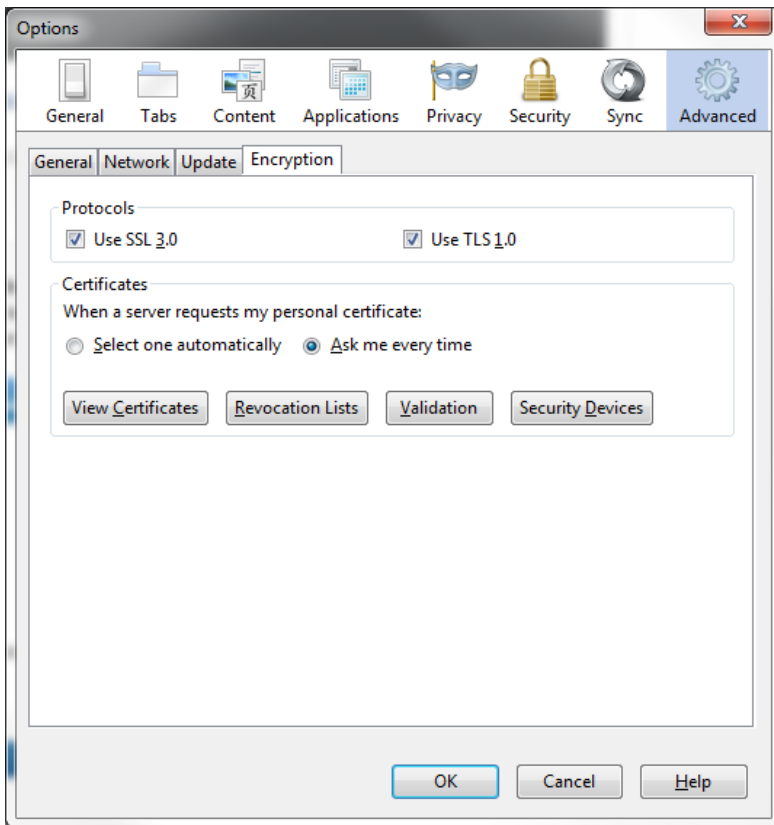
To install your certificate on Firefox, you will first need to set up a Master Password which is used to protect stored logins and passwords.



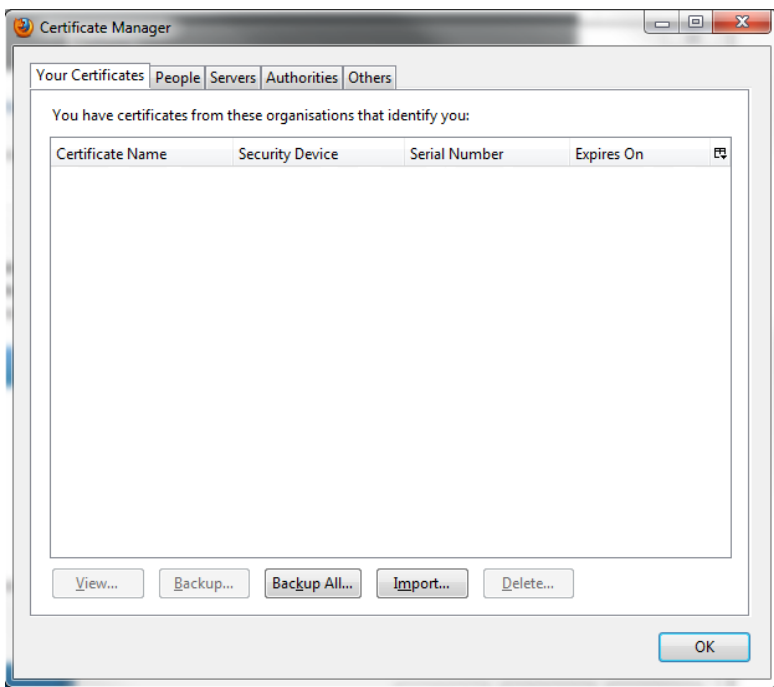
Go to “Options”, then go to the “Security” tab. Tick “Use a master password”.



Enter a new password. Please make sure you remember it as you will need it again in the future.

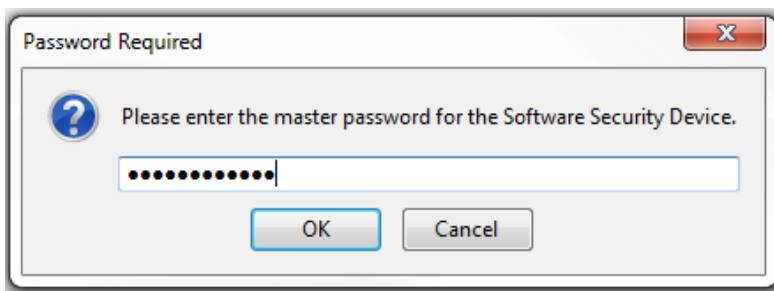


Once you have confirmed the master password, go to the "Advanced" tab and click on "View Certificates".

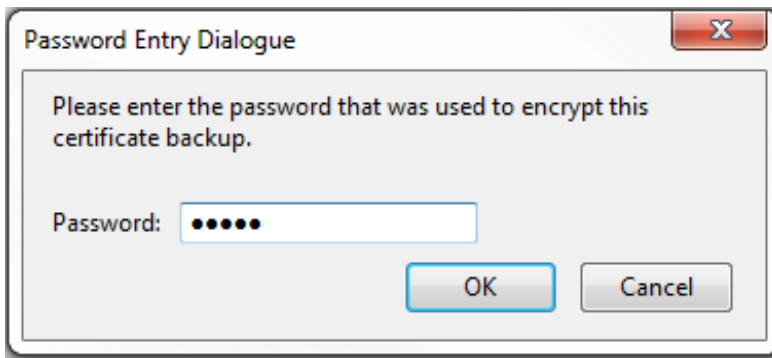


Click on the first tab "Your Certificates", and click on "Import".

Search for your certificate and click "Open".

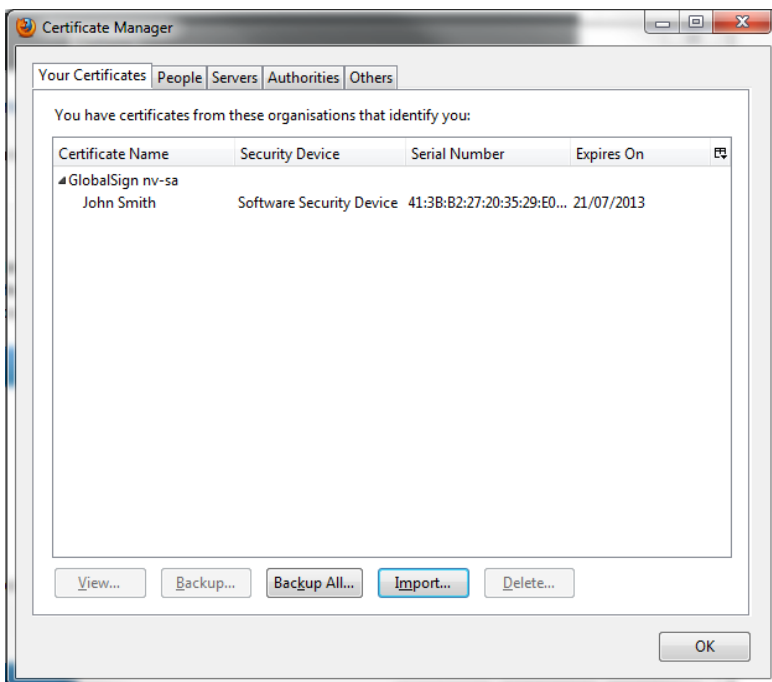


Enter the certificate password that you set up when you downloaded the certificate.



Then enter your master password previously created.

Your certificate should now appear in the certificate store, ready for use.



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