PersonalSign 3 Pro

Certificate Enrolment and Installation Guide

GlobalSign®
GMO INTERNET GROUP

CONTENTS

ORDERING YOUR CERTIFICATE

To purchase your PersonalSign 3 Pro certificate, go to https://shop.globalsign.com/en/belgian-government-services 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.

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.

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.

Enter the subscriber's details.

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.

Certificate Application

| 1. Product Details | 2. Completed |

Application Completed

Application Almost Completed
Thank you for completing the first part of your application. We recommend you print this information for your records. We will shortly send a confirmation email from no_reply@globalsign.com containing this information, however should you not receive the email and need to contact the Technical Support team, you will need your Order Number.

| Order Number | PC201103037094 |

IMPORTANT: What you need to do to complete the Application
Print this page and check each item as you complete it.

Completed?	Next Actions
☑	**STEP ONE** An automated Approval Email will be sent to the Email Address specified in your certificate. You must be able to receive this Email at this Address and follow the instructions within that email.
	STEP TWO You must print and complete the PersonalSign 3 Pro Agreement: PRINT AGREEMENT - PersonalSign 3 Pro
	STEP THREE You must take the completed PersonalSign 3 Pro Agreement in person, with a copy of your Photo ID (for example Driving License, Passport, or National ID card) to your selected Local Vetting Agent for them to sign.
	STEP FOUR: When you have visited your Local Vetting Agent and they have signed your PersonalSign 3 Pro Agreement, please fax it or ask them to fax it to GlobalSign, using one of the numbers shown on the form.

This last action completes your application. GlobalSign will then complete the Vetting of your order, and notify you when your certificate is ready.

You have completed your online application. Please make a note of your order number for any communication with the GlobalSign team.

PersonalSign3 Pro Digital ID Request

Certificate Details

Order Number	PC201103037094
Product	PersonalSign 3 Pro
Common name	John Smith
Contact e-mail address	mailinfo@globalsign.com
Organization Name	GlobalSign
State or Province, Locality	Kent, Maidstone
Country	GB

Contact Details

Title, Contact Name	John Smith
Phone number	01622 766 766
Contact e-mail address	mailinfo@globalsign.com
Address	Springfield House, Sandling Road
State, Postal Code	Kent, ME142LP
Country	United Kingdom - GB
Company code	

I, the undersigned, confirm I that have read and agree to the GlobalSign Subscriber Agreement for PersonalSign 3 Pro, 1.5 (available from http://www.globalsign.com/repository), that the provided data is complete and correct and that I will report any modification of this data immediately to GlobalSign.

Date of signing: /   /

Title   : _____

Requester Legal Name (Print name) : _____

Signature   : _____

Take this form to your chosen Local Vetting Agent (LVA) with your Photo ID.
Photo ID may be Passport, National ID card, Driving License
Your Chosen Agent is the Chambers of Commerce (http://www.cci.be)

Declaration by LVA
I confirm that;
   • 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.
LVA Representative Name (Print) : _____
LVA Signature   : _____

When completed, FAX to:

Europe:	+32 16 79 52 30
United Kingdom:	+44 1622 235589
United States:	617 830 0779

Remember to include:
   • This Form
   • A copy of your Photo ID such as Passport, Photo ID or Driving License
   • A copy of your Company's Certificate of Incorporation

Print and complete the agreement

Simply write your exact legal name, sign and date. Please note that the name needs to be the name of the person that the Certificate will be issued to.

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.

Once GlobalSign has verified your application, your certificate will be issued and ready to be downloaded.
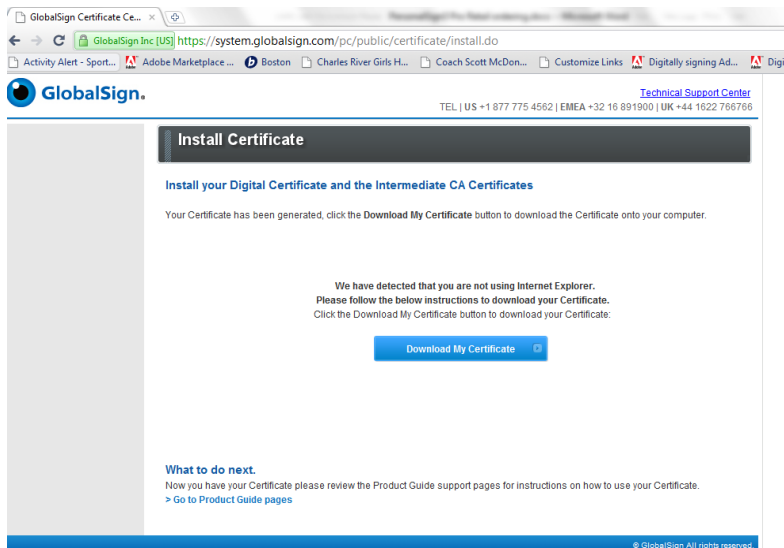
DOWNLOADING YOUR CERTIFICATE

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.
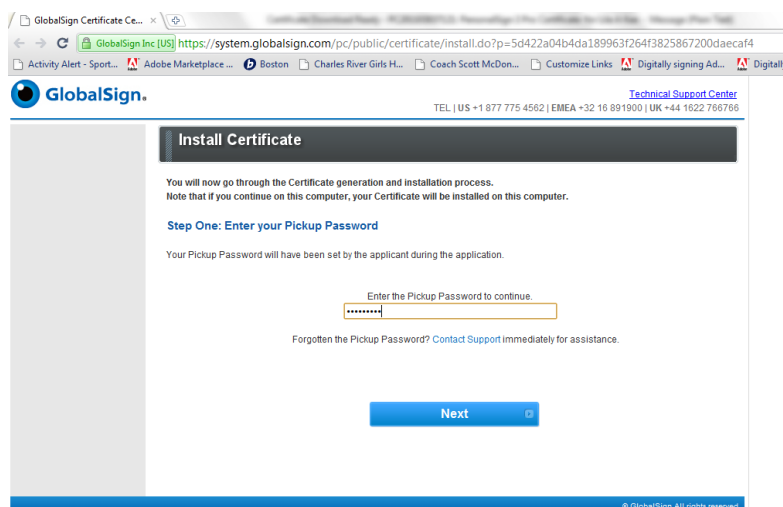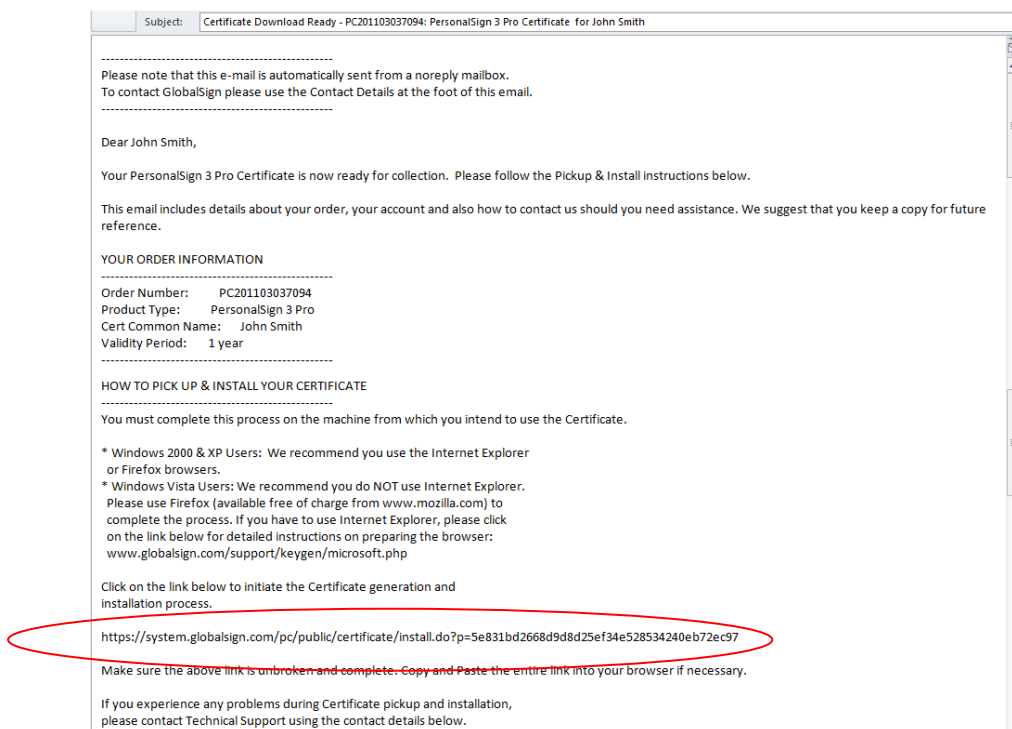
Enter your pick-up password, which is the password you entered during the application process. Click "Next".
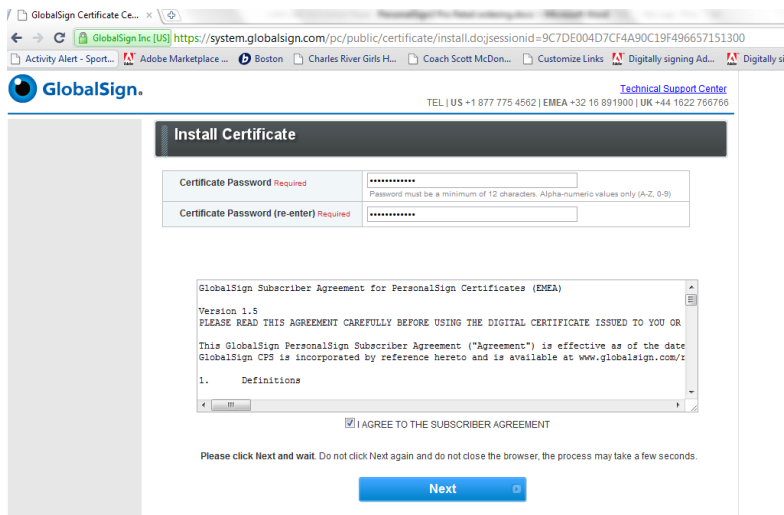
Establish a minimum 12 character password that will be needed to install your certificate and keys into your browser. Read the Subscriber Agreement and tick the box to confirm you agree with its terms. Then click on "Next".

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 Intervat. We recommend you install your certificate on one of the other browsers).
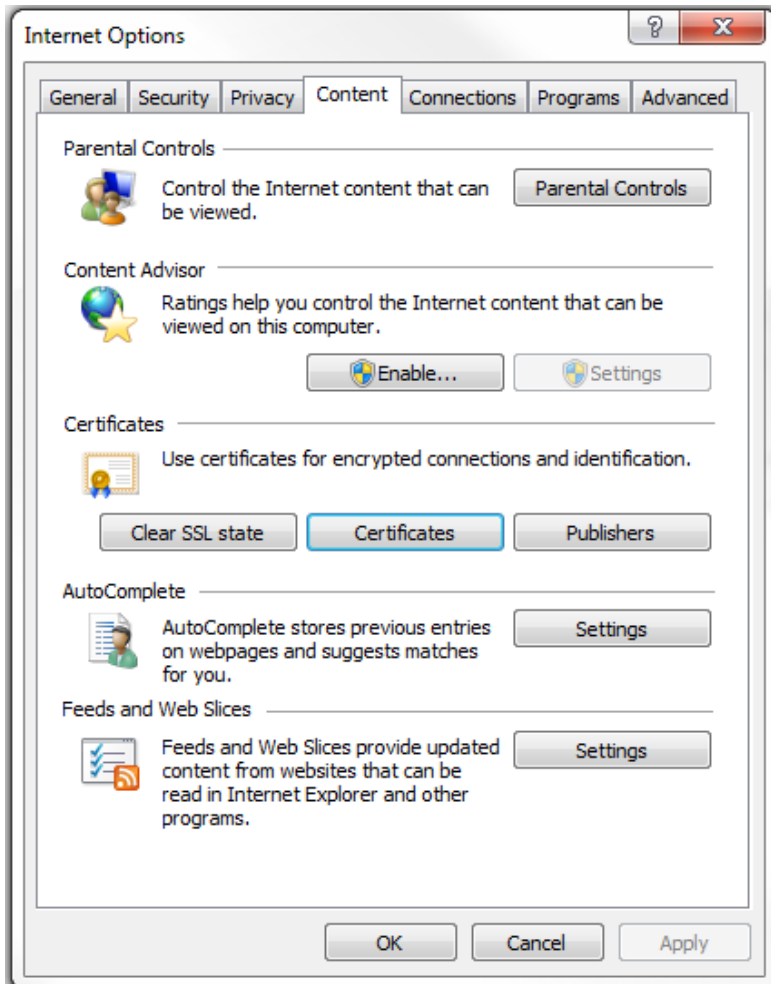
In **Internet Explorer**, Go to "Internet Options" and click on the "Content" tab.

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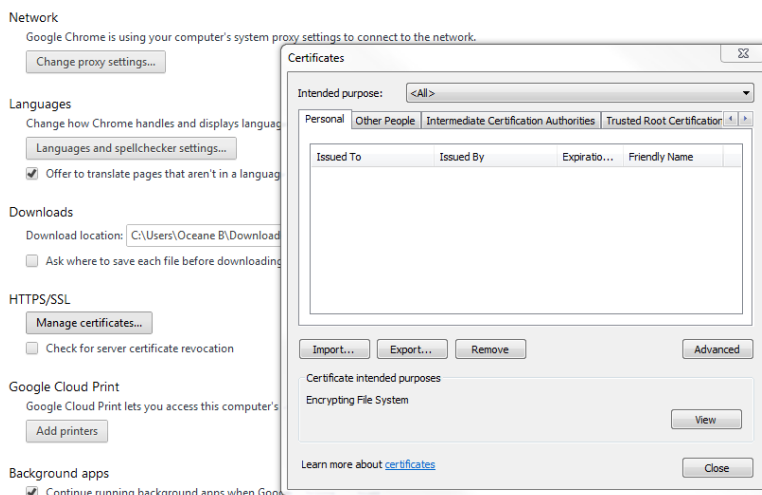
In **Chrome**, go to "Settings" and expand the advanced settings at the bottom of the page. Scroll down to "HTTPS/ SSL" and click on "Manage certificates".

For both Internet Explorer and Chrome, follow these instructions.
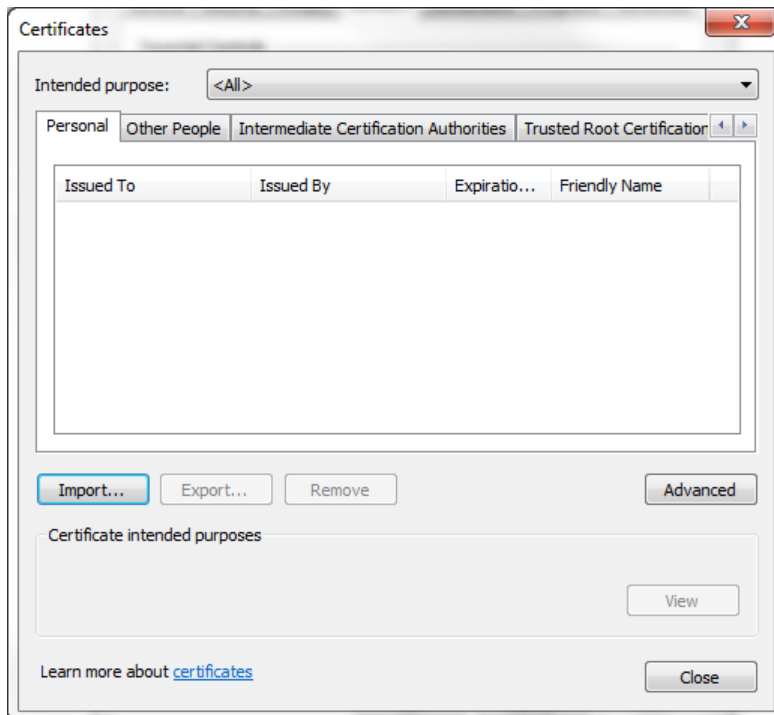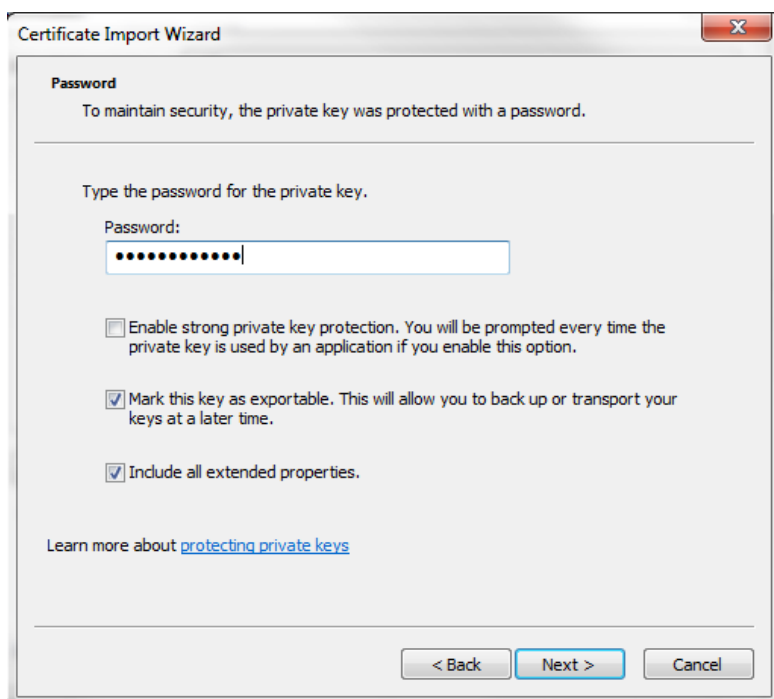

Click on "Import".

The installation wizard starts. Click "Next".
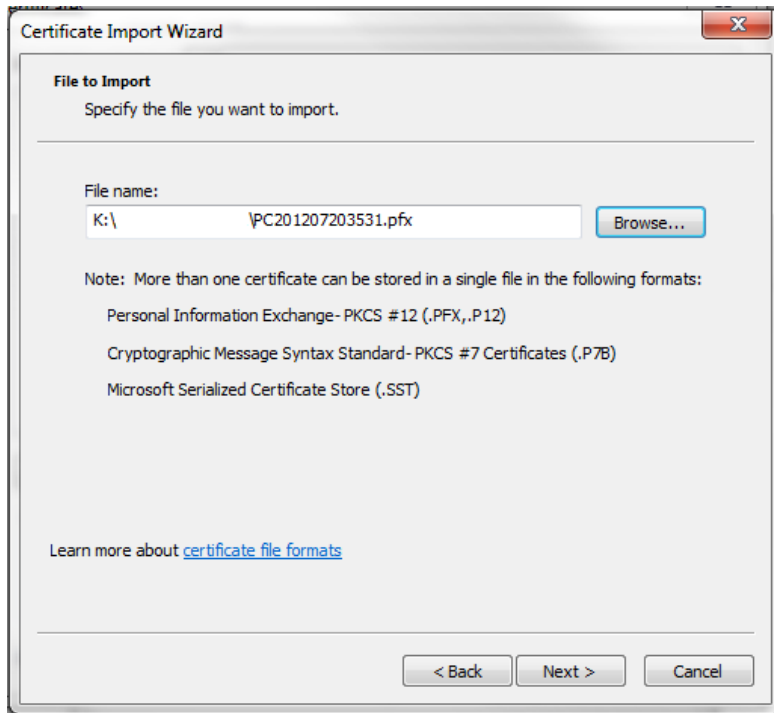
Click on "Browse" to search for your certificate. Make sure you select the right format "Personal Information Exchange" (*pfx) in the dropdown next to "File Name" when browsing.


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.
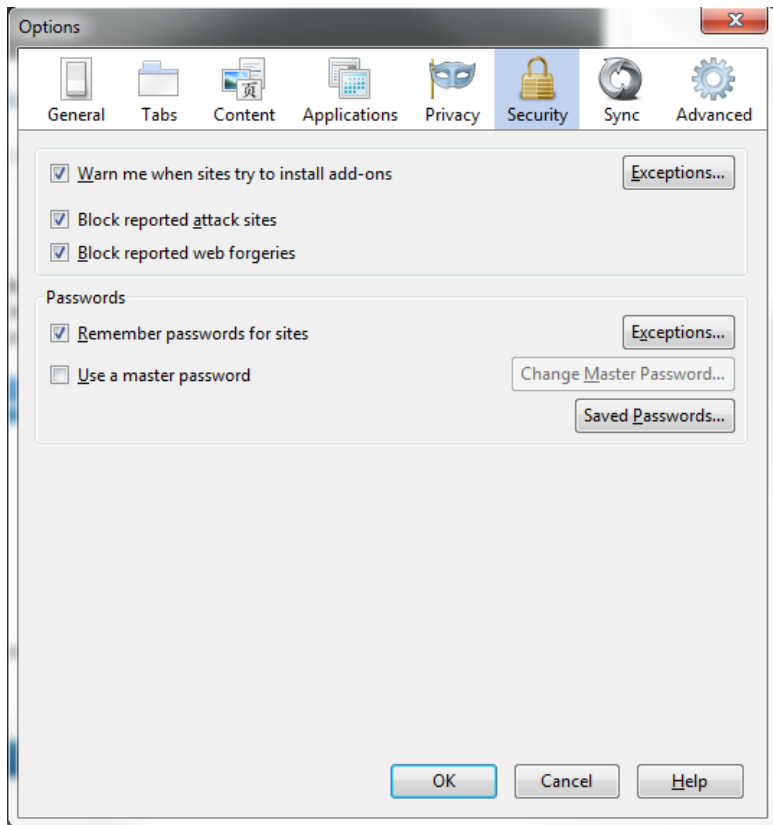
Click "Next".
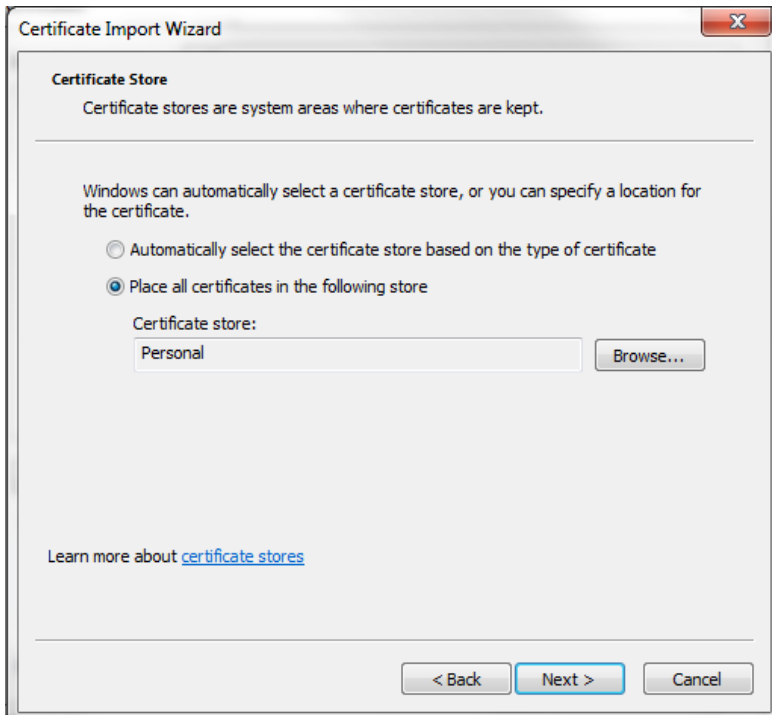
On the next screen, click "Next" without making any change.

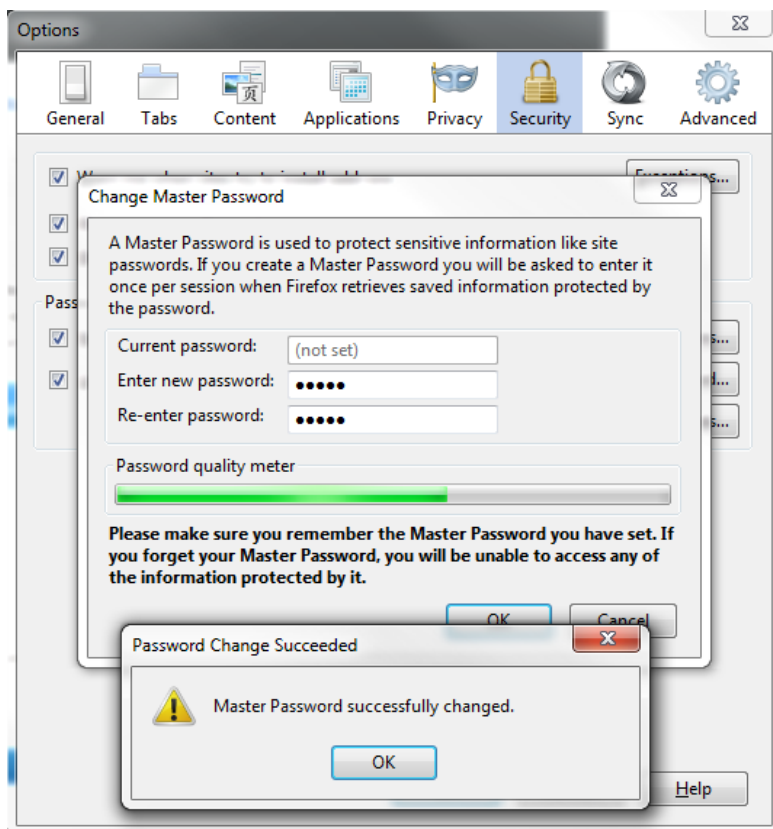Your certificate should now appear in the certificate store, ready for use.
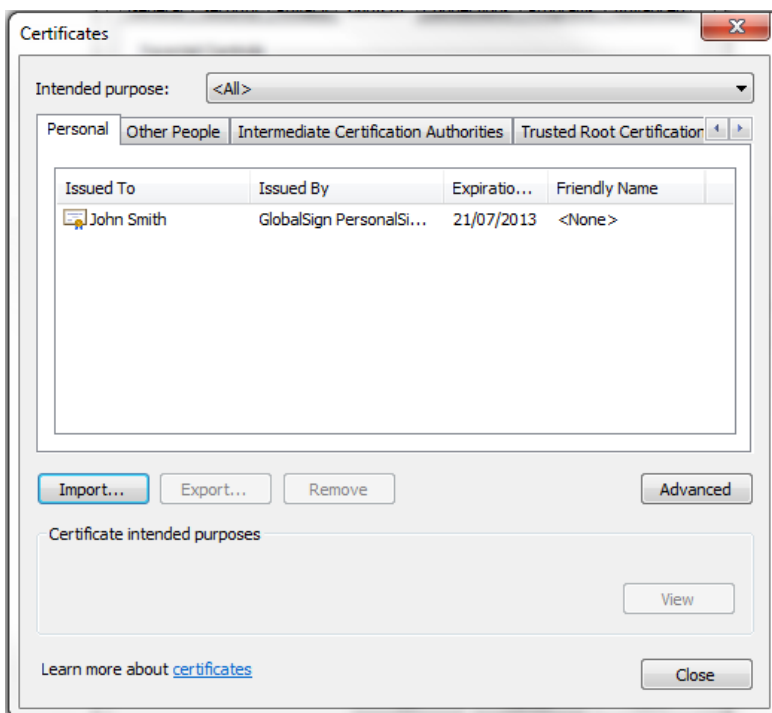
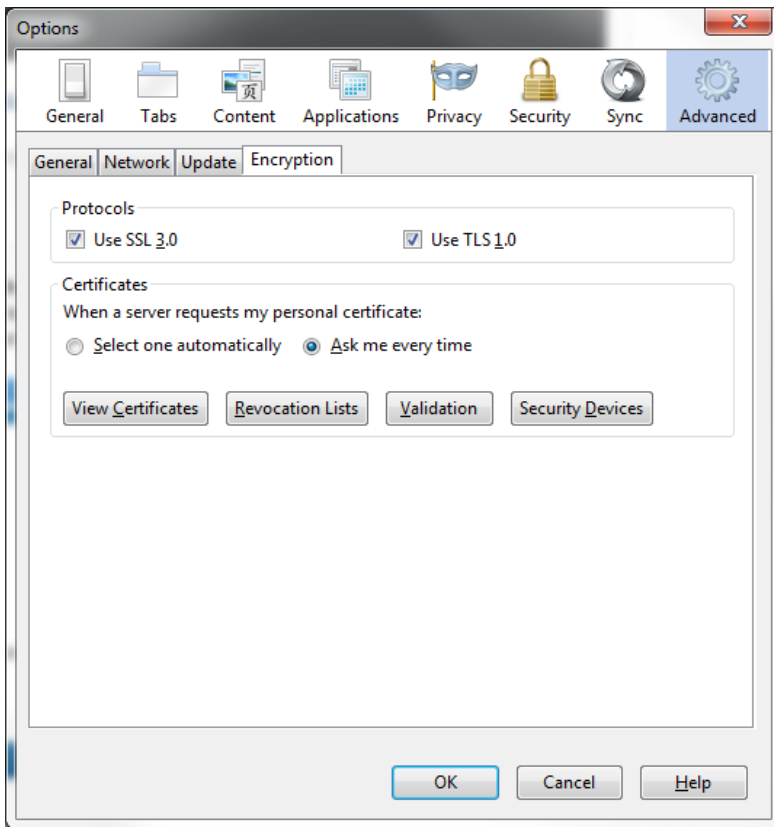## INSTALLING YOUR CERTIFICATE ON FIREFOX

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.
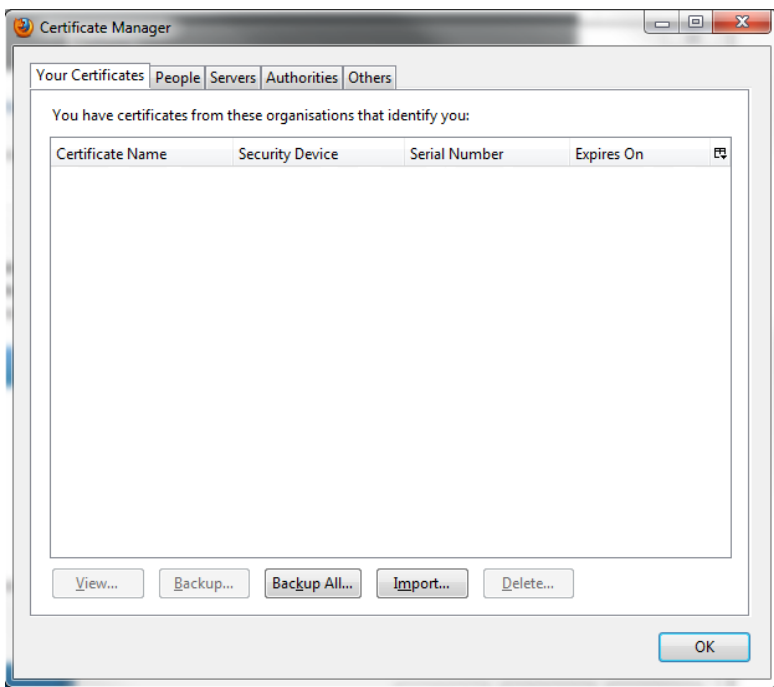

Go to "Options", then go to the "Security" tab. Tick "Use a master password".

Enter a new password. Please make sure you remember it as you will need it again in the future.
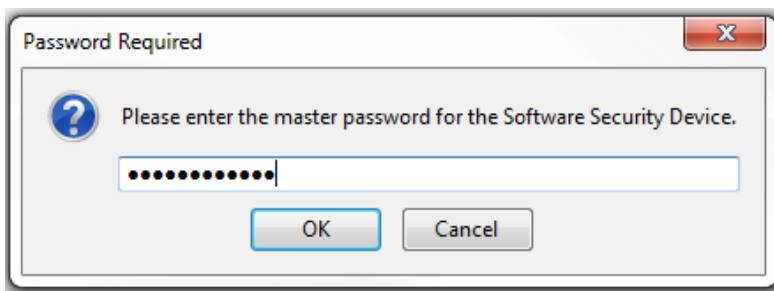
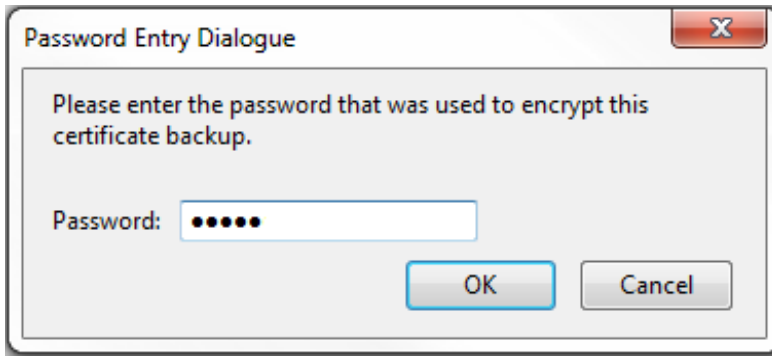Once you have confirmed the master password, go to the "Advanced" tab and click on "View Certificates".

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

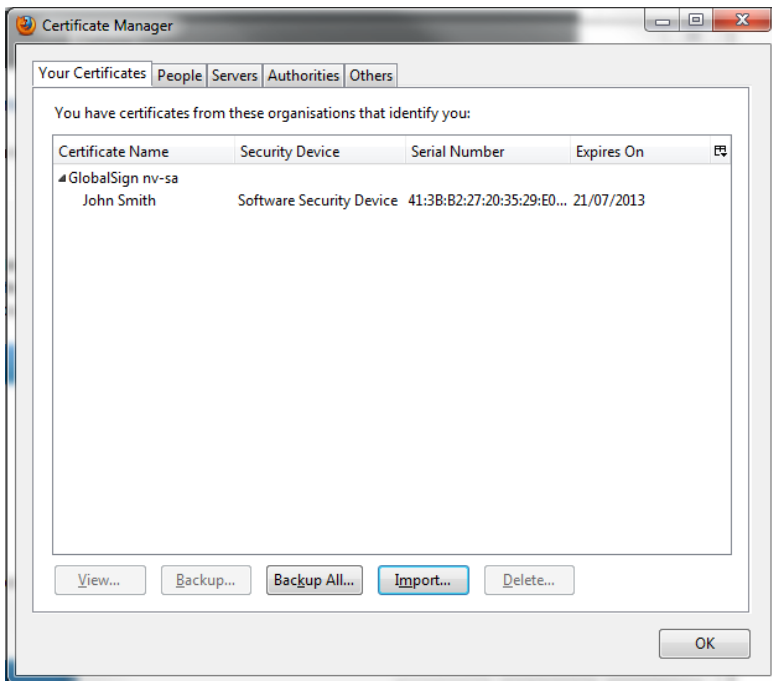Search for your certificate and click "Open".

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.

GLOBALSIGN CONTACT INFORMATION

GlobalSign EU
Tel: +32 16 891900
www.globalsign.eu
sales@globalsign.com

GlobalSign NL
Tel: +31 85 8882424
www.globalsign.nl
verkoop@globalsign.com

GlobalSign FR
Tel: +33 9 75 18 32 00
www.globalsign.fr
ventes@globalsign.com

GlobalSign ES
Tel: +34 91 198 08 03
www.globalsign.es
ventas@globalsign.com

GlobalSign DE
Tel: +49 800 7237980
www.globalsign.de
verkauf@globalsign.com

GlobalSign UK
Tel: +44 1622 766766
www.globalsign.co.uk
sales@globalsign.com