

PersonalSign 3 Pro

Certificate Enrollment Guide



CONTENTS

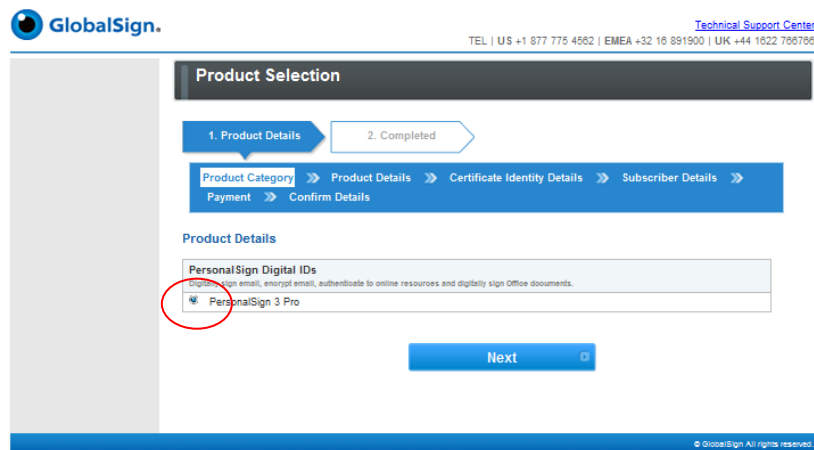
Contents.....	2
CERTIFICATE ENROLLMENT.....	3
Online application.....	3
1 – Select product	3
2 – Define the Product Details	3
3 – Complete the Certificate Identity Details	4
4 – Enter the Subscriber Details.....	4
5 – Advise Payment details	5
5 – Review your order.....	5
Verification steps	7
1 – Approve the Certificate Application.....	7
2 – Print and complete the Agreement	8
3 – Visit your local vetting agent.....	9
4 – Fax the signed form to GlobalSign	9
CERTIFICATE INSTALLATION.....	10
Download your Certificate	10
Install your Certificate.....	11

CERTIFICATE ENROLLMENT

ONLINE APPLICATION

1 – SELECT PRODUCT

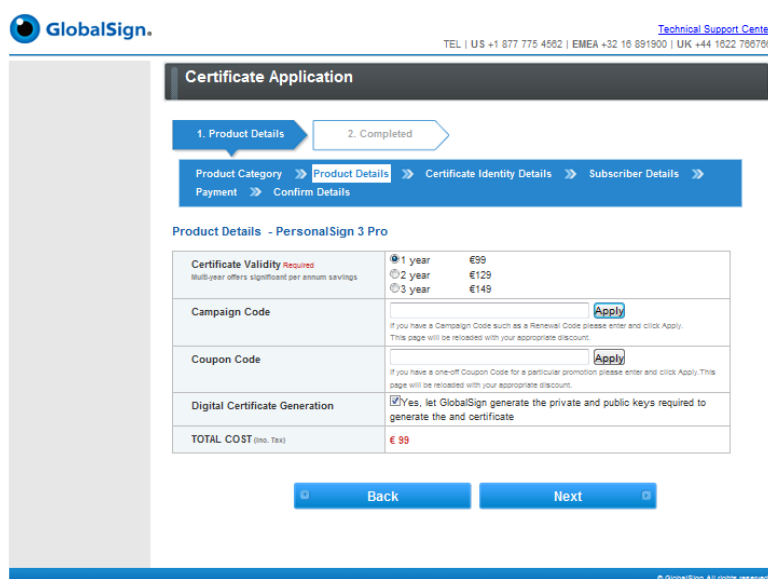
Select “PersonalSign 3 Pro” and click Next.



2 – DEFINE THE PRODUCT DETAILS

Select the validity period of the Certificate you wish to purchase and enter you promotional code as applicable in the campaign or coupon code field.

By default the Digital Certificate Generation method is set for GlobalSign to generate the keys for you. Should you wish to apply using your own CSR, untick the box.



3 – COMPLETE THE CERTIFICATE IDENTITY DETAILS

Please complete the information as required and establish a Pick-up Password which will be required to install the Certificate post review and approval by GlobalSign. Please note that 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.

The screenshot shows the 'Certificate Application' form at the 'Certificate Identity Details' step. The progress bar indicates '1. Product Details' is completed and '2. Completed' is the current step. The breadcrumb trail is: Product Category >> Product Details >> Certificate Identity Details >> Subscriber Details >> Payment >> Confirm Details.

Certificate Identity Details
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.

Your Name <i>Required</i>	John Smith <small>Specify your First (required), Middle/Initial (optional) and Last Name (required)</small>
Organization <i>Required</i>	GlobalSign <small>Specify the Organization Registered Name in full, including Inc, Ltd, NV, Plc etc</small>
Locality <i>Optional</i>	Maidstone <small>Specify the City or Town in which the Organization is Registered</small>
State or Province <i>Optional</i>	Kent <small>Specify State or Province in which the Organization is Registered. For US applications you must specify the State in full</small>
Country <i>Required</i>	United Kingdom - GB <small>Specify Country in which the Organization is Registered</small>
Email Address <i>Required</i>	mailinfo@globalsign.com

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

Pickup Password <i>Required</i>	***** <small>Password must be a minimum of 8 characters. Alpha-numeric values only (A-Z, 0-9)</small>
Pickup Password (re-enter) <i>Required</i>	*****

Buttons: Back, Next

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4 – ENTER THE SUBSCRIBER DETAILS

The screenshot shows the 'Certificate Application' form at the 'Subscriber Details' step. The progress bar indicates '1. Product Details' is completed and '2. Completed' is the current step. The breadcrumb trail is: 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 <i>Required</i>	John
Last Name <i>Required</i>	Smith
Phone Number <i>Required</i>	01622 766 766
Email Address <i>Required</i>	mailinfo@globalsign.com <small>Please check email is accurate, this email address will be used in the application process</small>
Organization Name <i>Required</i>	GlobalSign
Department	Marketing
Street Address 1 <i>Required</i>	Springfield House <small>e.g. Two International Drive</small>
Street Address 2	Sandling Road <small>e.g. Suite 200</small>
City <i>Required</i>	Maidstone
State / County <i>Required</i>	Kent
Zip / Postal Code <i>Required</i>	ME142LP
Country <i>Required</i>	United Kingdom - GB

Buttons: Back, Next

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5 – ADVISE PAYMENT DETAILS

GlobalSign Technical Support Center
TEL | US +1 877 775 4552 | EMEA +32 18 891900 | UK +44 1622 786768

Certificate Application

1. Product Details | 2. Completed

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

Payment Details

Purchase Order Number	PO123 <small>Enter if you have a PO Number. This will be disclosed in your invoice.</small>
Payment Method	<input checked="" type="radio"/> Credit Card

Credit Card Details & Billing Address

Enter the First Name (or initial) and Last Name exactly as written on your Credit Card.
Enter the card holder's Address, City, Zip/Postal Code, State, and Country as detailed on your Credit Card statement.

First Name or Initials <small>Required</small>	John
Last Name <small>Required</small>	Smith
Card Type <small>Required</small>	<input checked="" type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> American Express
Card Number <small>Required</small>	123456789910
Card Expiration Date <small>Required</small>	01 / 2020
Card Validation Number <small>Required</small>	123 <small>The CVV / security code is the last three digits printed on the back of your card for Visa / MasterCard and on the front for American Express. Where do I find the CVV?</small>
Statement Street Address <small>Required</small>	Sandling Road
Statement City <small>Required</small>	Midstone
Statement Zip / Postal Code <small>Required</small>	ME142LP
Statement Country <small>Required</small>	United Kingdom - GB

Others

Special Instructions
Special instructions will be recorded to aid with billing or account processing.

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5 – REVIEW YOUR ORDER

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.

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 a Digital Signature.

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 the integrity of a Digital Signature.

Secure Server Hierarchy
A hierarchy of servers used to issue and manage Digital Certificates.

I AGREE TO THE SUBSCRIBER AGREEMENT

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You have completed your online application. Please make a note of your order number for any communications with the GlobalSign team, and record the certificate Pick-up password you established in step 3. You will need it to install your Certificate after your order has been approved.

 [Technical Support Center](#)
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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.

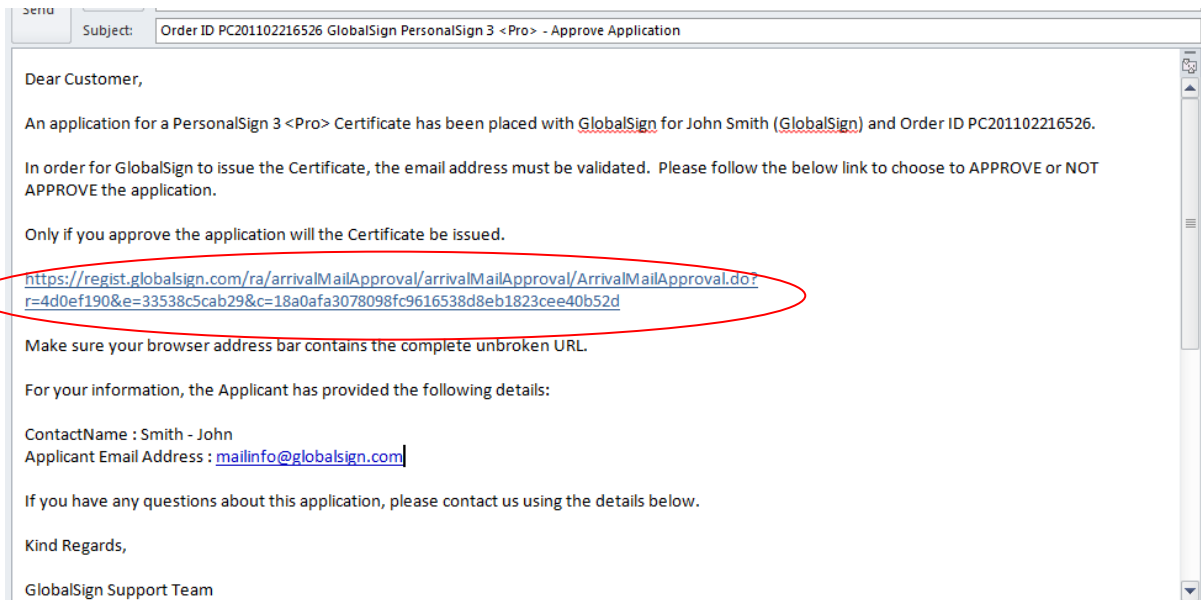
This last action completes your application. GlobalSign will then complete the Vetting of your order, and notify you when your certificate is ready.

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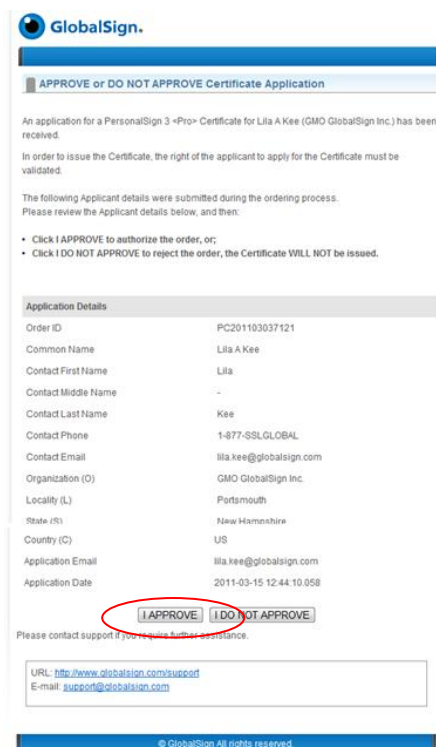
VERIFICATION STEPS

1 – APPROVE THE CERTIFICATE APPLICATION

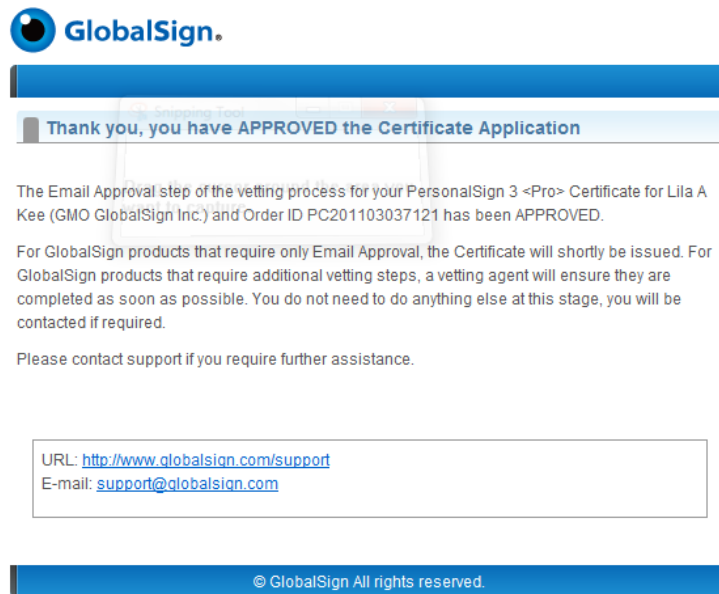
An approval email was sent to the email address you entered in the Certificate Identity Details. Click the link in the email to approve the certificate application.



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



The following screen confirms that you have completed Step 1 of the verification process.



2 – 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.

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

3 – VISIT YOUR LOCAL VETTING AGENT

Take your signed agreement as well as a copy of your photo ID to your local vetting agent for them to sign:

<p>Declaration by LVA 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) : _____ LVA Signature : _____</p>
--

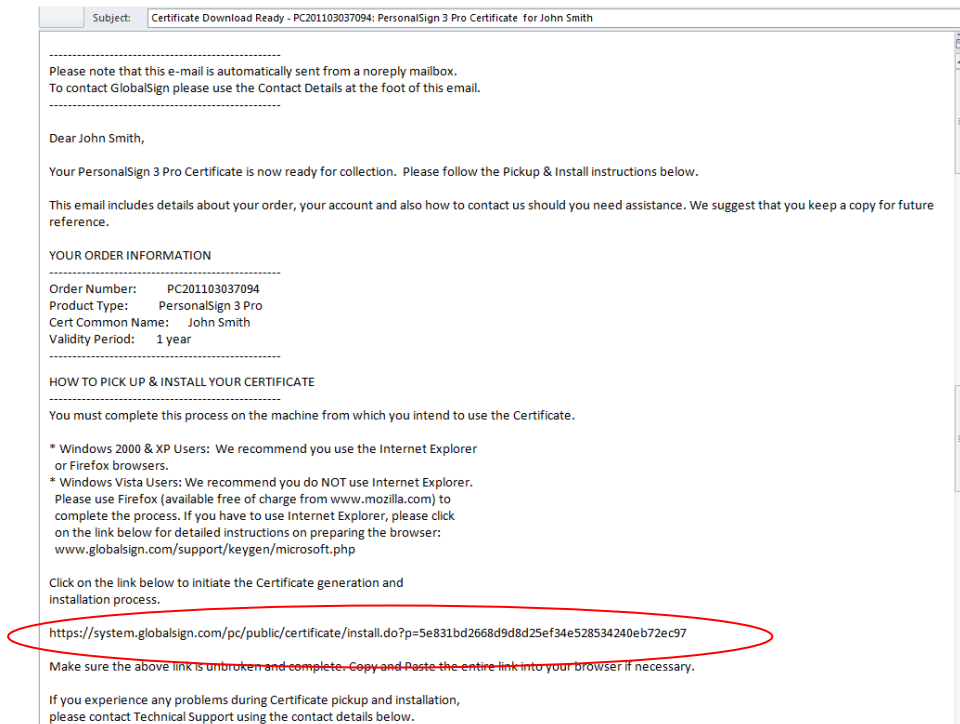
4 – FAX THE SIGNED FORM TO GLOBALSIGN

Please use the fax number shown at the bottom of the Agreement.

CERTIFICATE INSTALLATION

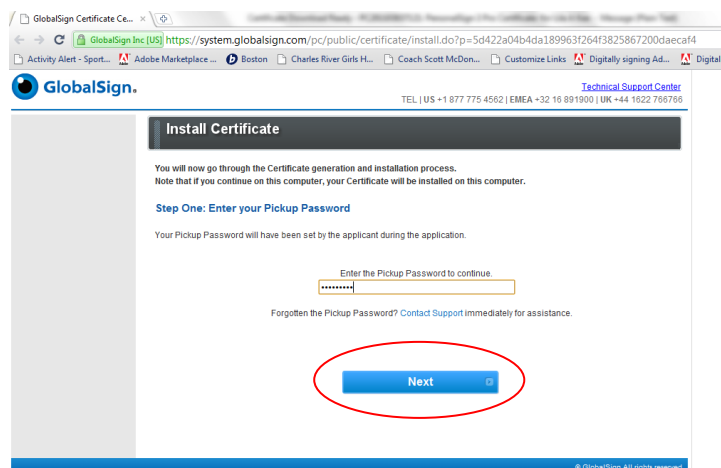
Once GlobalSign has vetted your application, your Certificate will be issued and ready to be picked up.

Follow the link in your email to download and install your Certificate:



DOWNLOAD YOUR CERTIFICATE

Enter your pick-up Password, this is the Password you entered during the application process. Click Next.



Establish a minimum 12 character passphrase 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.

GlobalSign Certificate Ce... x

GlobalSign Inc [US] https://system.globalsign.com/pc/public/certificate/install.do?sessionId=9C7DE004D7CF4A90C19F496657151300

Activity Alert - Sport... Adobe Marketplace ... Boston Charles River Girls H... Coach Scott McDon... Customize Links Digitally signing Ad... Digitally si

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Install Certificate

Certificate Password Required

Certificate Password (re-enter) Required

GlobalSign Subscriber Agreement for PersonalSign Certificatees (EMEA)
Version 1.5
PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR
This GlobalSign PersonalSign Subscriber Agreement ("Agreement") is effective as of the date
GlobalSign CPS is incorporated by reference hereto and is available at www.globalsign.com/c
1. Definitions

I AGREE TO THE SUBSCRIBER AGREEMENT

Please click Next and wait. Do not click Next again and do not close the browser, the process may take a few seconds.

Next

Click "Download my Certificate"

GlobalSign Certificate Ce... x

GlobalSign Inc [US] https://system.globalsign.com/pc/public/certificate/install.do

Activity Alert - Sport... Adobe Marketplace ... Boston Charles River Girls H... Coach Scott McDon... Customize Links Digitally signing Ad... Digitally si

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Install Certificate

Install your Digital Certificate and the Intermediate CA Certificates

Your Certificate has been generated, click the [Download My Certificate](#) button to download the Certificate onto your computer.

We have detected that you are not using Internet Explorer.
Please follow the below instructions to download your Certificate.
Click the [Download My Certificate](#) button to download your Certificate.

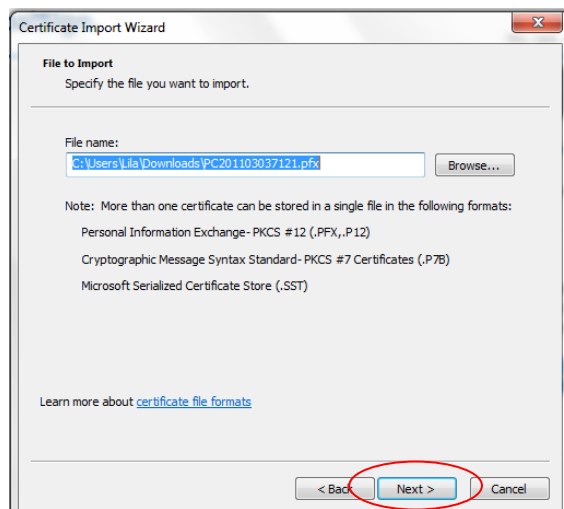
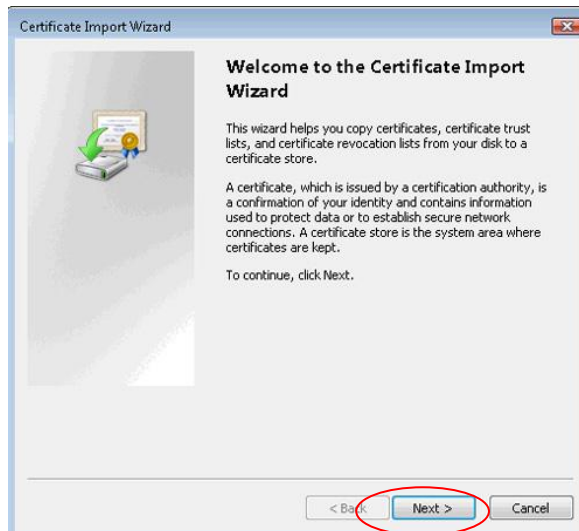
[Download My Certificate](#)

What to do next.
Now you have your Certificate please review the Product Guide support pages for instructions on how to use your Certificate.
[Go to Product Guide pages](#)

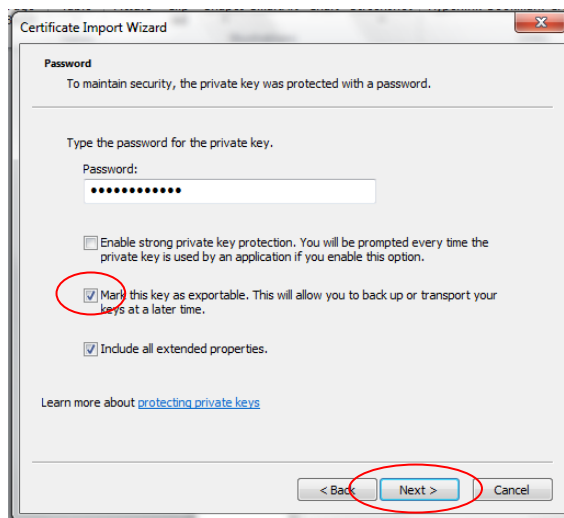
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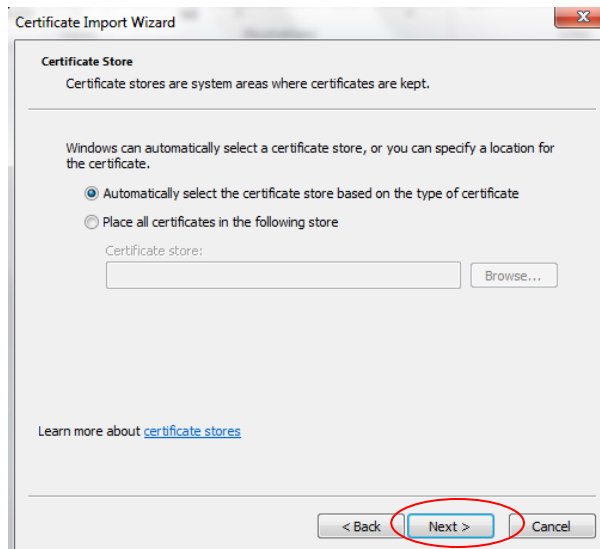
INSTALL YOUR CERTIFICATE

Use the Wizard to import your Certificate to your browser.

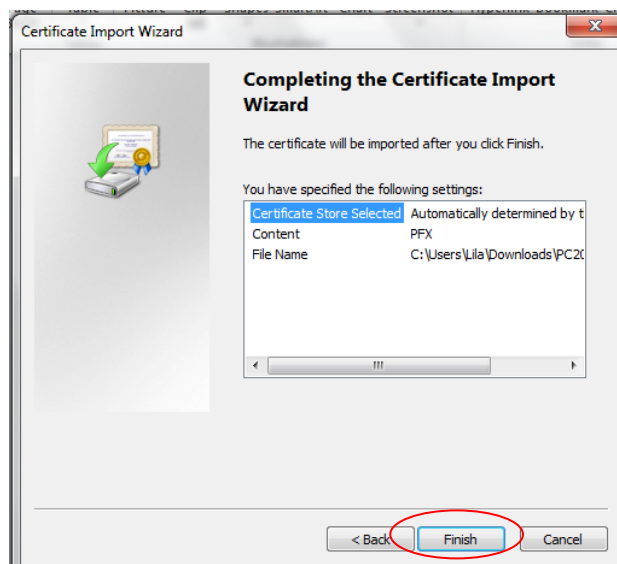


Enter the 12 character certificate passphrase that was established in Step 1 and tick off “Mark this key as exportable...” If you wish to be able to export the PS3 certificate and its corresponding private key for use on a different machine or for back-up purposes.





Click Finish to complete the import.



Your Certificate has successfully been imported and is ready to use!

