

How to Order PersonalSign 3 Pro Certificate

On Windows Vista/Windows 7 using Internet Explorer 8.

1st Page – Select the type of PersonalSign 3 Pro Certificate you will be using, here we select Belgian Intervat for 1 year.



2nd Page – This will show you the breakdown of the ordering process and the button to start the order.

Belgian PersonalSign 3 Pro - 1 year Certificate Procedure

<input type="checkbox"/> Step 1: Check Root	<input type="checkbox"/> Step 5: Provide personal data	<input type="checkbox"/> Step 9: Personal Appearance
<input type="checkbox"/> Step 2: Submit your e-mail address	<input type="checkbox"/> Step 6: Provide payment info	<input type="checkbox"/> Step 10: Install your certificate
<input type="checkbox"/> Step 3: Check your mailbox	<input type="checkbox"/> Step 7: Confirm information	
<input type="checkbox"/> Step 4: Enter your password	<input type="checkbox"/> Step 8: Print Agreement	

A Belgian PersonalSign 3 Pro - 1 year certificate costs 100.00 EUR (Excl. VAT).

*** Please note that in order to complete your request, you will have to present yourself at one the LRA's of Belgian Intervat.**

Step 1. CHECK ROOT First, you need to install GlobalSign's Root Certificate.	Step 6. PAYMENT INFORMATION
Step 2. SUBMIT E-MAIL ADDRESS Submit your e-mail address and provide a password.	Step 7. CONFIRM INFORMATION Confirm the information you provided above.
Step 3. CHECK YOUR MAILBOX You will receive an e-mail from GlobalSign in your mailbox. Check your mailbox and click on the hyperlink.	Step 8. PRINT AGREEMENT Print the subscriber agreement and sign it.
Step 4. ENTER YOUR PASSWORD Enter the password you provided in step 2.	Step 9. PERSONAL APPEARANCE Present yourself at your Local Registration Authority.
Step 5. PROVIDE PERSONAL DATA Enter some personal and organisational data which will be included in your certificate.	Step 10. INSTALL CERTIFICATE When receiving our mail, click on the hyperlink in order to install your certificate. Be sure to backup your certificate

Step 1 – The Ordering system will check that you have the correct Root Certificate already installed. This is needed for the order to be successful. If you see the page below it is safe to continue to the next step.

The screenshot shows the GlobalSign website interface for the 'Belgian PersonalSign 3 Pro - 1 year Certificate Procedure'. At the top, there is a navigation bar with links for 'Secure SSL Certificates', 'Home', 'Site Map', and 'Contact Us', along with a search box. Below this is a menu with 'Certificates', 'Enterprise Solutions', 'Partners', 'Customer Support', and 'About GlobalSign'. The main content area features a progress indicator with 10 steps, where Step 1 'Check Root' is selected. The title of the step is 'STEP 1: CHECK ROOT CERTIFICATE'. The text below states: 'You are about to connect to Globalsign's secured web site. To make sure you connect smoothly, your browser should have the root certificate installed. According to your browser type, the Root should already be installed. If you are having problems to go to the next step, please click here'. A 'Go to step 2' button is visible. At the bottom, there are logos for supported browsers (Internet Explorer, Firefox, Safari, Opera, Chrome, Mobile) and a Deloitte logo.

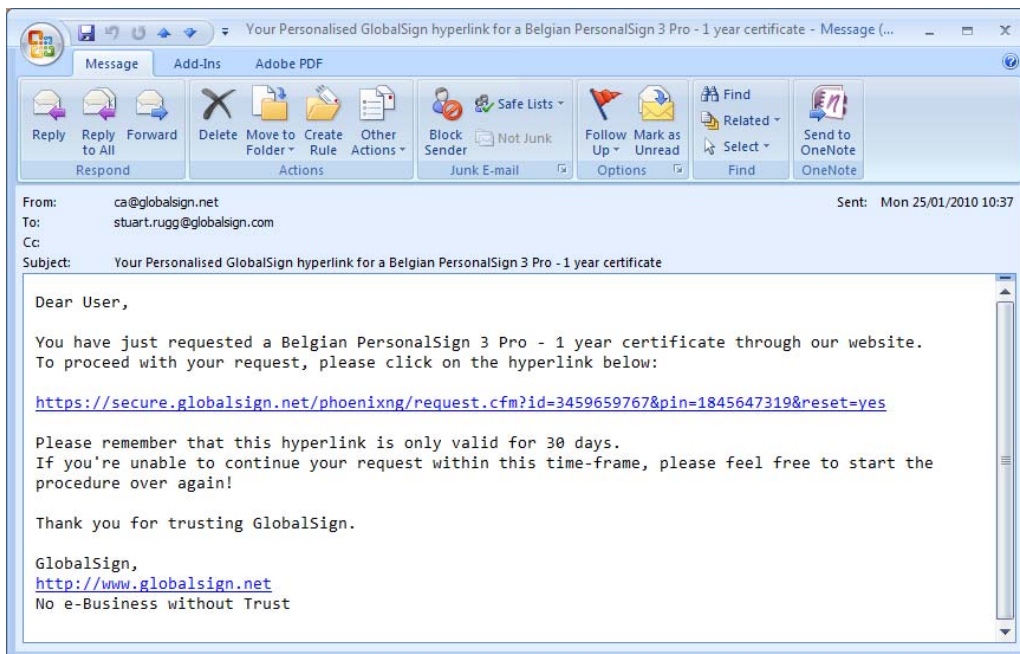
Step 2 – Please enter your e-mail address and password. You MUST remember this. You will be sent a link to this e-mail address to verify you have access it to continue the order.

The screenshot shows the GlobalSign website interface for the 'Belgian PersonalSign 3 Pro - 1 year Certificate Procedure'. The progress indicator shows Step 2 'Submit your e-mail address' as the current step. The title of the step is 'STEP 2: SUBMIT YOUR E-MAIL ADDRESS'. The form contains an 'E-mail address' field with the value 'stuart.rugg@globalsign.com'. Below this is a 'Password and Password Hint' section with three fields: 'Your password:' (masked with dots), 'Again for verification:' (masked with dots), and 'Your password hint:' (containing the character 'x'). A note below the fields reads: 'Note: This password will be asked in STEP 4. Your password hint will help you to remember your password in case you forget it.' A 'Go to step 3' button is visible. The footer includes the same browser support logos and Deloitte logo as the previous screenshot.

Step 3 – Check your e-mail has arrived. You will need to click on the e-mail link to continue the order. You may shut your window on your web browser.



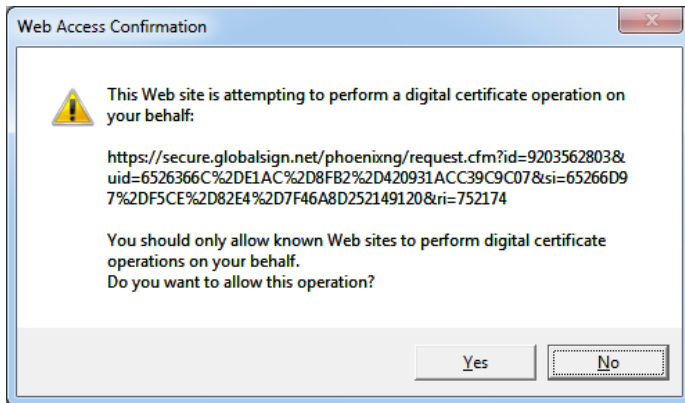
Click the link in the e-mail to continue.



Step 4 – Enter the password you created in Step 2 and continue to Step 5.



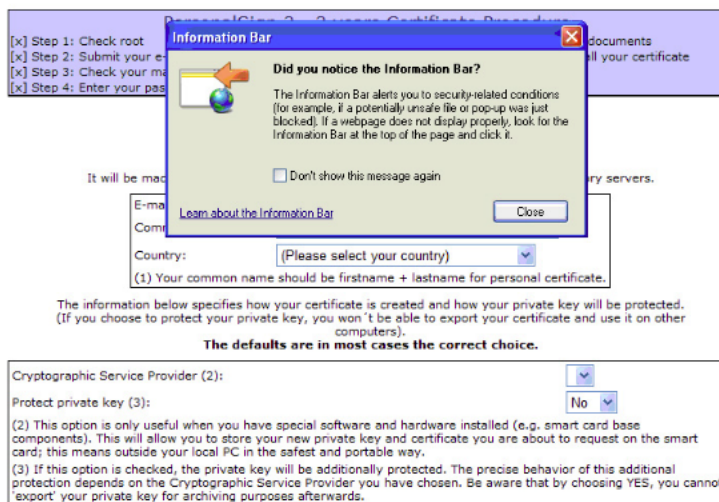
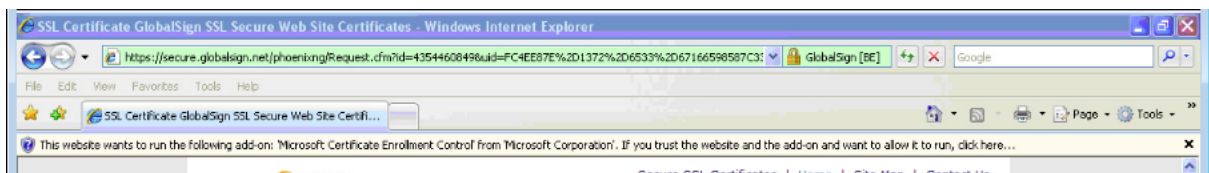
If you see the following pop-up box you MUST click “YES” otherwise the installation of the certificate will FAIL, and you will need to place a new order and start again.



Step 5 – Enter your details that you want to appear in your Certificate. Please make sure you see the option for Cryptographic Service Provider displaying “**Microsoft Enhanced Cryptographic Provider**”.

If this option is **not shown** and a blank box is seen YOU MUST STOP the order and go back and change your security settings, before placing a new order. If you see a page similar as shown below this shows you **must** install the ACTIVE X control.

Without this vital part installed on your system your computer cannot create the code to successfully install your certificate.



If you do not see a pop-up box and see the following screenshot below with the Cryptographic Service Provider showing “Microsoft Enhanced Cryptographic Provider” then you can continue the order.

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STEP 5: PROVIDE PERSONAL DATA

Information for your certificate

The following information will be mentioned in your certificate. It will be made public (in your certificate) and available online in GlobalSign's directory servers.

E-mail address:
 Organization:
 Common Name (1):
 Country:

(1) Your common name should be firstname + lastname for personal certificate.

The information below specifies how your certificate is created and how your private key will be protected. (If you choose to protect your private key, you won't be able to export your certificate and use it on other computers).

The defaults are in most cases the correct choice.

Cryptographic Service Provider (2):
 Protect private key (3):

(2) This option is only useful when you have special software and hardware installed (e.g. smart card base components). This will allow you to store your new private key and certificate you are about to request on the smart card; this means outside your local PC, in the safest and portable way.

(3) If this option is checked, the private key will be additionally protected. The precise behavior of this additional protection depends on the Cryptographic Service Provider you have chosen. Be aware that by choosing YES, you cannot export your private key for archiving purposes afterwards.

Information for the verification

Step 6 – No payment is taken at this stage for a PersonalSign 3 PRO therefore you can go straight to the next step.

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STEP 6: SUBMIT PAYMENT INFORMATION

This tab is not important for your case. You can directly click on the go-button to continue the procedure.

[Go to step 7](#)

Secure SSL Certificates | Home | Contact Us | Legal Repository | Site Map

GlobalSign SSL Certificates support all browsers:

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Step 7 – Please check all your details have been entered and are correct. Only when you have check this information is correct you can move on to the next step.

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STEP 7: VERIFY INFORMATION

Please, verify whether all information you have filled out is correct. If you wish to make a correction, go back to the previous page(s) to change it.

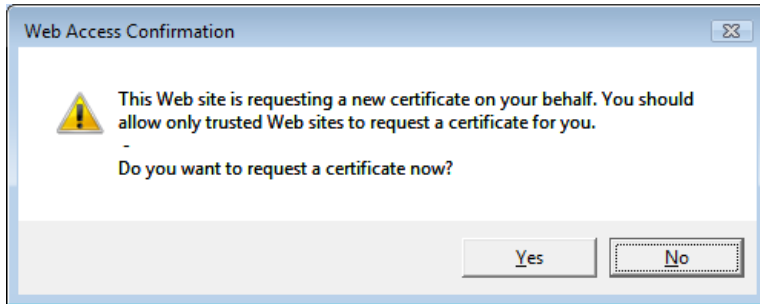
Information for your certificate

E-mail address:
 Organization:
 Common Name:
 Country:
 Cryptographic Service Provider:
 Protect private key:

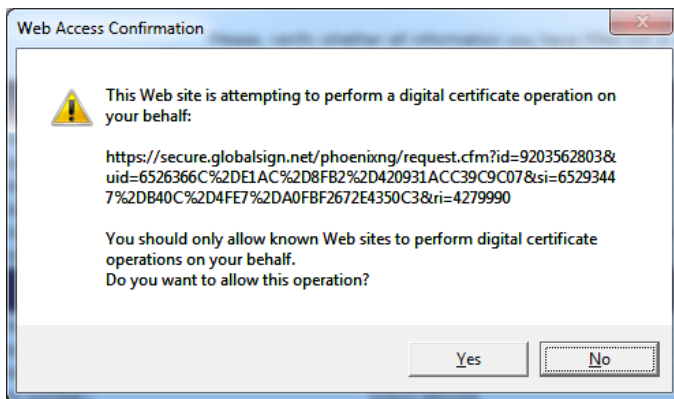
A Pop-Up Window will appear – You **Must Accept** this and click on “Yes”. Failure to do this will prevent your certificate being installed and the whole process will need to be done again.

If you do not see this pop-up box, YOU MUST STOP and start again making sure you have changed your security settings BEFORE starting the ordering process.

(Pop-up Box in Vista)



(Pop-up Box In Windows 7)



If you see the following box – you must click “OK”



Step 8 – You must now PRINT this page, BEFORE you click on Step 9. If you DO NOT print this page we cannot process your order and you will need to start again. When you have successfully printed this page you can go to the final step.

Step 9 – Your order has now been ordered and the details stored on our system. You must now read this page carefully since it contains all the required information including your order number at the bottom of the page.

DO NOT PLACE another order on your computer until you have received your Certificate. You can only place one request at a time. Starting a new order will prevent your certificate being installed.

When it is ready to be issued you will receive an e-mail with a link to install the certificate on your machine.

Once you have received your certificate, you should **BACKUP YOUR CERTIFICATE**.

Details on how to do this can be found here:

<http://www.globalsign.com/support/faq/misc/16.php>

This will also show you on how to move your certificate from one browser or machine to another.