PersonalSign 3 Pro
Certificate Enrolment and Installation Guide
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.
You have completed your online application. Please make a note of your order number for any communication with the GlobalSign team.

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.

![Image of the approval email]

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.

![Image of the declaration by LVA]

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

On the next screen, click “Next” without making any change.
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.
Your certificate should now appear in the certificate store, ready for use.

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