# PersonalSign 3 Pro

## Certificate Enrolment and Installation Guide





## CONTENTS

| Contents   | 2  |
|--|----|
| Ordering your certificate                                  | 3  |
| Set up your GlobalSign account                             | 3  |
| Online application   | 4  |
| Order approval   | 7  |
| Legal authentication                                       | 7  |
| Downloading your certificate                               | 8  |
| Installing your certificate                                | 10 |
| Installing your certificate on Internet Explorer or Chrome | 10 |
| Installing your certificate on Firefox                     | 14 |
| GlobalSign Contact Information                             | 16 |

## ORDERING YOUR CERTIFICATE

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



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: <u>ONLINE APPLICATION</u>.

### **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.

| I. Product Datains       1. completed         I. Completed       Data Stating         I. Completed       Data Stating         I. Completed       Data Stating         I. Completed       Data Stating         I. Completed       Interview         I. Completed       Data Stating  |  |  | TEL   U  | S +1 877 775 4562   EMEA +32 16  | 891900   UK +44 162      |
|---|--|--|--|--|--------------------------|
|   | Certificate Ap   | plication  |  |  |                          |
| Product Category ** Product Details ** Certificate Identity Details ** Subscriber Details **         Parterni ** Confirm Details    Certificate Identity Details will be reflected and included as the Subscriber identity within the issued Certificate. Its are included.          Tour Name Resume       John Smith         Organization Resume       John Smith         Organization Resume       John Smith         Detailing to the subscription of the issued certificate. Its are included.       Note the details interded and concert - well the details included.    Country Resume:          Detailing to the subscription of the issued interaction of the provided interaction of the subscription of the issued interaction of the issue of the   | 1. Product Details   | 2. Co  | mpleted  |  |                          |
| Cardinate Identity Databias will be vetted and included as the Subscripts identity within the issued Cardinates. The database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest are a concert - we will be the database interest and and a concert - we will be the database interest are a concert or we will be the database interest are a concert and a concert are a mail indiced gatebase in a finate and reaction in the database interest are a concert. The database interest are a concert and are a concert are a concert are a concert are and are an and are and are an and are an and are and are an and are | Product Category<br>Payment >>> Co   | Product De<br>onfirm Details   | tails 🚿 Certificate I  | ldentity Details 🚿 Subscrib  | er Details 🚿             |
| Your Name Results     John Smith<br>Bacely nor Yang Results       Organization Results     Biologisma       Organization Results     Biologisma       State or Province Optional<br>State or Province Optional<br>Country Results     Biologisma       Country Results     Biologisma       Country Results     Biologisma       Deality results     Biologisma       Country Results     Biologisma       Deality Results     Biolog   | Certificate Identity I<br>The Certificate Identity D<br>Make sure the details ent                | Details<br>etails will be vetted<br>ered are correct - w                 | and included as the Su<br>e will vet the details incl                          | bscriber identity within the issued<br>luded.  | Certificate.             |
| Organization Results     GlobalSign<br>Sectory the Operation Registered Name in Mul, Including Inc, Lis, NV, PL etc.       Locality doctors     Sectory the Operation Registered Name in Mul, Including Inc, Lis, NV, PL etc.       State or Province optional     Sectory Sectors       Country Recurs     Sectory Sectors       Email Address Results     Multiced Xingdoom - 08       Email Address Results     mailInfo@globalsign.com   For security reasons, please specify a password hat will be required to release your PersonalSign3 digital certificate. Forgoten password Requires Placeword Results Plackup Password (re-enter) Requese   | Your Name Required   |  | John Smith<br>Specify your First (required                                     | (), Middle-Initial (optional) and Last Name (re                                      | quired)                  |
| Locality cotonal     Service Only or Team in which we Organization is Registered       State or Province optional     Secvicy black or Mountice in which we Organization is Registered       Country resource     United Kingdom - OB       Email Address Recurred     mailinfo@globalsign.com  | Organization Required  |  | GlobalSign<br>Specify the Organization R                                       | Registered Name in full, including inc, Ltd, N                                       | IV, Pic etc              |
| State or Province optional     Security State or Province institution to Cigaritation is Registered. For US Replications you must security ine State or Province institution on Cigaritation is Registered. For US Replications you must security ine State or Province institution on Cigaritation is Registered. For US Replications you must security ine State or Province institution on Cigaritation is Registered. For US Replications you must security ine State or Province institution of Cigaritation is Registered. For US Replications you must security ine State or Province institution on Cigaritation is Registered. For US Replications you must security ineasons, please specify a password to release your Personal/Sign3 digital certificate once WARNING: you must remember this password in order to Instatil your digital certificate.     For security measons, please specify a password in order to Instatil your digital certificate.       Forgotion passwords will require that the order be canceled and resubmitted     Prockup Password free.       Pickup Password (re-enter) results <ul> <li>Pickup Password (re-enter) results</li> <li>Pickup Password (re-enter) results</li> </ul>   | Locality Optional  |  | Specify the City or Town in  | n which the Organization is Registered   |                          |
| Country recurse         United Kingdom - 6B         Image: Country into the digenitation is Registred           Email Address Recurse         mailInG@globalsign.com         Image: Country into the digenitation is Registred         Image: Country into the dit digenitation is Re   | State or Province or   | čonal  | Specify State or Province<br>specify the State in full                         | in which the Organization is Registered. For   | US applications you must |
| Example Address Requires         Sector Cooling in Index Rec Updatation and parameters           Email Address Requires         mailInfo@globalsign.com           For security reasons, please specify a password that will be required to release your PersonalSign3 digital certificate once<br>WARNING: you must remember this password that will be required to release your PersonalSign3 digital certificate once<br>WARNING: Program passwords will require that the order be cancelled and resubmitted           Pickup Password Recurs         Pressoor mat to a momum of 8 meascles. Aphrenmenc values ony (A2, 0-8)           Pickup Password (re-enter) Requires         excenters  | Country Required   |  | United Kingdom   | - GB   | -                        |
| Por security reasons, please specify a password that will be required to release your PersonalSign3 digital certificate once WRRINIG: you must remember this password in order to install your digital certificate. Forgoten password will require that the order be cancelled and resubmitted  Fickup Password Requires  Based must be a momuni of 8 measures. Apple-numeric values only (A2, 0-8)  Fickup Password (re-enter) Requires  Basek Next 0  | Email Address Regula   | ed   | mailinfo@globals   | iign.com   |                          |
| Pickup Password (re-enter) Recurs   | For security reasons, ple<br>WARNING: you must re<br>Forgotten passwords w<br>Pickup Password re | ase specify a pass<br>member this pass<br>ill require that the<br>quired | word that will be required<br>word in order to insta<br>a order be cancelled a | d to release your PersonalSign3 di<br>II your digital certificate.<br>nd resubmitted | gital certificate once   |
| Back Next O   | Pickup Password (r   | e-enter) Required  | •••••  |  |                          |
|   |  | 0  | Back   | Next   | o                        |
|   |  |  |  | Hont   |                          |

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.

| GlobalSign.       |   | TEL   US +1 877 775                 | 4562   EMEA +32 16 89          | Technical Support Co<br>1900   UK +44 1622 76 |
|-------------------|---|-------------------------------------|--------------------------------|---|
| Cer               | tificate Application                                    | _                                   |                                |   |
| - <b>1</b> .      | Product Details 2. Cor                                  | npleted                             |                                |   |
| Pro<br>Pay        | duct Category ≫ Product Det<br>ment ≫ Confirm Details   | ails 🚿 Certificate Identity De      | tails 🔉 Subscriber             | Details »                                     |
| Subsc<br>Please s | riber Details<br>upply additional contact information a | bout the person which the Certifica | te will be issued to.          |   |
| Firs              | t Name Required   | John                                |                                |   |
| Last              | Name Required   | Smith                               |                                |   |
| Pho               | ne Number Required                                      | 01622 766 766                       |                                |   |
| Ema               | il Address Required                                     | mailinfo@globalsign.com             |                                |   |
| Org               | anization Name Required                                 | GlobalSign                          | adoress will be used in the ap | plication process                             |
| Dep               | artment   | Marketing                           |                                |   |
| Stre              | et Address 1 Required                                   | Springfield House                   |                                |   |
| Stre              | et Address 2  | Sandling Road<br>e.g. Suite 330     |                                |   |
| City              | Required  | Maidstone                           |                                |   |
| Stat              | e / County Required                                     | Kent                                |                                |   |
| Zip               | Postal Code Required                                    | ME142LP                             |                                |   |
| Cou               | ntry Required   | United Kingdom - GB                 |                                | -   |
|                   |   |                                     |                                |   |
|                   | © B   | ack                                 | Next 🛛                         | 5   |
|                   |   |                                     |                                | -   |
|                   |   |                                     |                                |   |

### Enter the subscriber's details.

|   | greement for PersonalSi                            | ign Certificates (EMEA)   |
|---|--|---|
| Version 1.5<br>PLEASE READ THIS AGREEM                                    | ENT CAREFULLY BEFORE US                            | NING THE DIGITAL CERTIFICATE ISS                                    |
| This GlobalSign Persona<br>GlobalSign CPS is incom                        | lSign Subscriber Agrees<br>porated by reference he | ment ("Agreement") is effective<br>ereto and is available at www.gl |
| 1. Definitions  |  |   |
| Digital Certificate<br>A collection of electro                            | nic data consisting of                             | a Public Key, identifying info                                      |
| Certificate Revocation<br>A collection of electro                         | List ("CRL")<br>nic data containing inf            | formation concerning revoked Dig                                    |
| Certification Authority<br>GlobalSign or an entity                        | <pre>("CA") which is certified by</pre>            | GlobalSign to issue Digital Ces                                     |
| Digital Signature<br>Information encrypted w                              | ith a Private Key which                            | is appended to electronic data                                      |
| Private Key   |  |   |
| A mathematical key which  | h is kept private to th                            | e owner and which is used to co                                     |
|   |  |   |
| Public Rey<br>A mathematical key which                                    | h is available publicly                            | y and which is used to verify D                                     |
| Public Key<br>A mathematical key whic<br>Secure Server Mierarchy          | h is available publicly                            | y and which is used to verify D                                     |
| Public Key<br>A mathematical key whic<br>Secure Server Hierarchy<br><     | h is available publicly                            | y and which is used to verify D                                     |
| Public Key<br>A mathematical key whic<br>Secure Server Hierarchy<br>< III | h is available publicly                            | y and which is used to verify D                                     |
| Public Key<br>A mathematical key whic<br>Secure Server Hierarchy<br>< III | h is available publicly                            | y and which is used to verify D                                     |

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.

|                         | _   |   | TEL   US +1 8// //0 4002   EMEA +32 10 831900   UK +44 1622   |
|-------------------------|---|---|---|
|                         | Certific  | ate Application   |   |
|                         | 1. Produc   | t Details 2. 0  | Completed   |
|                         | Application   | n Completed   |   |
| Ap<br>Tha<br>sen<br>and | plication /<br>ink you for c<br>id a confirma<br>I need to con          | Almost Completed<br>completing the first part of<br>stion email from no_reply@<br>tact the Technical Support  | your application. We recommend you print this information for your records. We will<br>globalsign common containing this information, however should you not receive the em<br>team, you will need your Order Number.   |
|                         | Order Num   | ıber  | PC201103037094  |
| Prir                    | PORTANT:<br>nt this page  | What you need to de<br>and check each item as   | o to complete the Application<br>you complete it.   |
| Prir                    | PORTANT:<br>nt this page<br>ompleted?                                   | What you need to de<br>and check each item as<br>Next Actions   | o to complete the Application<br>you complete it.   |
| Prir                    | PORTANT:<br>nt this page<br>ompleted?                                   | What you need to de<br>and check each item as<br>Next Actions<br>STEP ONE<br>An automated Approval E  | to complete the Application<br>you complete it.   |
|                         | ompleted?   | What you need to de<br>and check each item as<br>Next Actions<br>STEP ONE<br>An automated Approval E<br>You must be able to recei<br>STEP TWO<br>You must print and compl<br>You must print and compl   | to complete the Application<br>you complete it.   |
|                         | PORTANT:<br>nt this page<br>ompleted?                                   | What you need to di<br>and check each item as<br>Next Actions<br>STEP ONE<br>An automated Approval E<br>You must be able to recei<br>STEP TWO<br>You must print and compl<br>PRINT AGREEMENT<br>STEP THREE<br>EXAMPLE Driving License,<br>sign.   | b to complete the Application<br>you complete it.  mail will be sent to the Email Address specified in your certificate. we this Email at this Address and follow the instructions within that email. ete the PersonalSign 3 Pro Agreement:   |
|                         | ompleted?   | What you need to d<br>and check each item as<br>Next Actions<br>STEP ONE<br>An automated Approval E<br>You must be able to recei<br>STEP TWO<br>You must print and comple<br><u>PRINT AGREEMENT</u> -<br>STEP THRE<br>You must takk the comple<br>example Driving Lices,<br>sign.<br>STEP FOW:<br>When you have visited y<br>Agreement, please fax it form.   | to complete the Application<br>you complete it.  mail will be sent to the Email Address specified in your certificate. ve this Email at this Address and follow the instructions within that email.  ates the PersonalSign 3 Pro Agreement: PersonalSign 3 Pro Agreement in person, with a copy of your Photo ID (for Passport, or National ID card) to your selected Local Vetting Agent for them to our Local Vetting Agent and they have signed your PersonalSign 3 Pro or ask them to fax it to GlobalSign, using one of the numbers shown on the |
| Prir<br>Prir<br>Ca      | PORTANT:<br>nt this page<br>ompleted?<br>s last action<br>r certificate | What you need to d<br>and check each item as<br>Next Actions<br>STEP ONE<br>An automated Approval E<br>You must be able to receive<br>You must print and compl<br>PRINT AGREEMENT-<br>STEP THOE<br>You must take the complete<br>you must take the comp | to complete the Application you complete it.  mail will be sent to the Email Address specified in your certificate. we this Email at this Address and follow the instructions within that email.  lete the PersonalSign 3 Pro Agreement:  |

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

| PC201103037094                   |
|----------------------------------|
| PersonalSign 3 Pro               |
| John Smith                       |
| mailinfo@globalsign.com          |
| GlobalSign                       |
| Kent, Maidstone                  |
| GB                               |
|                                  |
| John Smith                       |
| 01622 766 766                    |
| mailinfo@globalsign.com          |
| Springfield House, Sandling Road |
| Kent, ME142LP                    |
| United Kingdom - GB              |
|                                  |
|                                  |

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<br>Photo ID may be Passport, National ID<br>Your Chosen Agent is the Chambers of   | Vetting Agent (LVA) with your Photo I<br>card, Driving License<br>Commerce (http://www.cci.be)                | D.                                    |
| Declaration by LVA<br>I confirm that;<br>• I have met John Smith and have si<br>• the Photo ID is that of John Smith<br>• the signature on this form is the ap<br>• I have copied their Photo ID and ha<br>LVA Representative Name (Print) : | en their Photo ID.<br>plicant's and it matches that on the Photo<br>ve added my seal to it, and to this form. | 9 ID.                                 |
| When completed, FAX to:  | Europe:<br>United Kingdom<br>United States:   | +32 16 79 52 30<br>1: +44 1622 235589 |
| Remember to include:   | United States:  | 011 000 0113                          |
| This Form  |   |                                       |
| A copy of your Photo ID suc  | h as Passport, Photo ID or Driving Li   | cense                                 |

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.

| Declaration by LVA   |  |
|--|--|
| I confirm that;  |  |
| <ul> <li>I have met John Smith and have seen their Photo ID.</li> </ul>                                |  |
| the Photo ID is that of John Smith   |  |
| <ul> <li>the signature on this form is the applicant's and it matches that on the Photo ID.</li> </ul> |  |
| I have copied their Photo ID and have added my seal to it, and to this form.                           |  |
| LVA Representative Name (Print) :  |  |
| LVA Signature :  |  |

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.

| Subject:                          | Certificate Download Ready - PC201103037094: PersonalSign 3 Pro Certificate for John Smith   |
|-----------------------------------|--|
|                                   |  |
| lease note that                   | at this e-mail is automatically sent from a noreply mailbox.   |
| o contact Glob                    | alSign please use the Contact Details at the foot of this email.   |
|                                   |  |
| ear John Smith                    | h,   |
| our PersonalSi                    | ign 3 Pro Certificate is now ready for collection. Please follow the Pickup & Install Instructions below                                     |
|                                   | o  |
| his email incluc<br>eference.     | des details about your order, your account and also how to contact us should you need assistance. We suggest that you keep a copy for future |
| OUR ORDER IN                      | IFORMATION   |
| order Number:                     | PC201103037094   |
| roduct Type:                      | PersonalSign 3 Pro   |
| ert Common N                      | Name: John Smith   |
| alidity Period:                   | 1 year   |
|                                   |  |
|                                   |  |
| ou must compl                     | lete this process on the machine from which you intend to use the Certificate.   |
| Windows 2000                      | 0 & XP Users: We recommend you use the Internet Explorer   |
| or Firefox brow                   | vsers.   |
| Windows Vist                      | a Users: We recommend you do NOT use Internet Explorer.  |
| complete the r                    | 10x (available rice of charge from www.mozilla.com) to   |
| on the link belo                  | ow for detailed instructions on preparing the browser:   |
| www.globalsig                     | in.com/support/keygen/microsoft.php  |
| lick on the link                  | below to initiate the Certificate generation and   |
| nstallation proc                  | zess.  |
|                                   |  |
| ttns://system                     | globalsign_com/pc/public/certificate/install_do/p=5e831bd2668d9d8d25et34e528534240eb72ec97   |
| ttps://system.                    | .globalsign.com/pc/public/certificate/install.do?p=5e831bd2668d9d8d25ef34e528534240eb/2eC97  |
| ttps://system.<br>Nake sure the a | .guobalsign.com/pc/public/certriticate/install.do?p=>e831bd26684948425e134e228544240e7/2eC97   |
| ttps://system.<br>Nake sure the a | giobalsign.com/pc/public/certriticate/install.dorp=>e831bd26684948425e134e528534240e072eC97  |

| Activity Alert - Sport | Adobe Marketplace 🥑 Boston 📄 Charles River Girls H 📄 Coach Scott McDon 📄 Customize Links 🐰 Digitally signing Ad 🚺 Digi   |
|------------------------|--|
| GlobalSign             | Technical Support Center           TEL.   US +1 877 775 4562   EMEA +32 16 891900   UK +44 1622 768766   |
|                        | Install Certificate  |
|                        | You will now go through the Certificate generation and installation process.<br>Note that if you continue on this computer, your Certificate will be installed on this computer. |
|                        | Step One: Enter your Pickup Password   |
|                        | Your Pickup Password will have been set by the applicant during the application.   |
|                        | Enter the Pickup Password to continue.   |
|                        | Forgotten the Pickup Password? Contact Support immediately for assistance.   |
|                        |  |
|                        | Next   |
|                        |  |
|                        |  |

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

| / 🕒 GlobalSign Certificate Ce 🛛 🕼    |   | - Recordings: No. Next coloring/  | the Manual Test   |                           |
|--------------------------------------|---|---|---|---------------------------|
| ← → C 🔒 GlobalSign Inc [US] ht       | tps://system.globalsign.com/pc/pu   | blic/certificate/install.do;jsessic   | onid=9C7DE004D7CF4A90C19F4  | 96657151300               |
| 🗋 Activity Alert - Sport 🚺 Adobe Mar | ketplace 🕖 Boston 🗋 Charles River   | Girls H 🗋 Coach Scott McDon   | 🗋 Customize Links [ 🚺 Digitally sign  | iing Ad 🚺 Digitally sig   |
| GlobalSign.                          |   | TEL   <b>US</b> +1 877 775 4  | <u>Technical Sup</u><br>4562   EMEA +32 16 891900   UK +44 1  | port Center<br>622 766766 |
| lin lin                              | nstall Certificate  |   |   |                           |
| c                                    | ertificate Password Required  |   |   |                           |
|                                      |   | Password must be a minimum of 12 chara  | acters. Alpha-numeric values only (A-Z, 0-9)  |                           |
|                                      | certificate Password (re-enter) Required  |   |   |                           |
|                                      | GlobalSign Subscriber Agreemen<br>Version 1.5<br>FLEASE READ THIS AGREEMENT CAR<br>GlobalSign PersonalSign S<br>GlobalSign CPS is incorporated<br>1. Definitions<br>( )<br>Please click Next and wait. Do not dif | t for PersonalSign Certificate<br>EFULLY BEFORE USING THE DIGIT<br>ubscriber Agreement ("Agreement<br>by reference hereto and is at<br>AGREE TO THE SUBSCRIBER AGRE<br>ck Ned again and do not close the bro<br>Next () | as (EMEA)<br>AL CERTIFICATE ISSUED TO YOU OF<br>DIAL CERTIFICATE ISSUED TO YOU OF<br>AVAILABLE AT MAY globaling .com/<br>EXEMENT<br>Wesen the process may take a few seco | ti<br>ie<br>v             |

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).

| Internet Options   |
|--|
| General Security Privacy Content Connections Programs Advanced   |
| Parental Controls  |
| Control the Internet content that can Parental Controls be viewed.   |
| Content Advisor  |
| Ratings help you control the Internet content that can be viewed on this computer.   |
| 😌 Enable 💱 Settings  |
| Certificates   |
| Use certificates for encrypted connections and identification.   |
| Clear SSL state Certificates Publishers  |
| AutoComplete   |
| AutoComplete stores previous entries Settings<br>on webpages and suggests matches<br>for you.  |
| Feeds and Web Slices   |
| Feeds and Web Slices provide updated Settings<br>content from websites that can be<br>read in Internet Explorer and other<br>programs. |
|  |
| OK Cancel Apply  |

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

Then click on "Certificates"

| Change proxy settings  | Certificates                     |  |                            |                          | 2                          |
|--|----------------------------------|--|----------------------------|--------------------------|----------------------------|
| anguages<br>Change how Chrome handles and displays language<br>Languages and spellchecker settings     | Intended p<br>Personal<br>Issued | ourpose: </th <th>Intermediate Certification</th> <th>Authorities<br/>Expiratio</th> <th>Trusted Root Certification</th> | Intermediate Certification | Authorities<br>Expiratio | Trusted Root Certification |
| Downloads Download location: C:\Users\Oceane B\Download Ask where to save each file before downloading |                                  |  |                            |                          |                            |
| ITTPS/SSL<br>Manage certificates<br>Check for server certificate revocation                            | Import.                          | Export   | Remove                     |                          | Advanced                   |
| Google Cloud Print   | Certificat                       | te intended purp<br>ng File System   | oses                       |                          | View                       |
| Google Cloud Print lets you access this computer's Add printers  |                                  |  |                            |                          |                            |

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.

| ntended purpose:   | <all></all>                 |                   |                         | -       |                |
|--------------------|-----------------------------|-------------------|-------------------------|---------|----------------|
| Personal Other Per | ople Intermediate Certifica | ation Authorities | Trusted Root Certificat | ion 4 🕨 |                |
| Issued To          | Issued By                   | Expiratio         | Friendly Name           |         |                |
|                    |                             |                   |                         |         |                |
|                    |                             |                   |                         |         | Click on "Impo |
|                    |                             |                   |                         |         |                |
|                    |                             |                   |                         |         |                |
|                    |                             |                   |                         |         |                |
|                    |                             |                   |                         |         |                |
| Import             | kport Remove                | ]                 | Adv                     | vanced  |                |
| Import E           | port Remove                 | ]                 | Adv                     | vanced  |                |
| Import E           | oport Remove                | ]                 | Adv                     | vanced  |                |



The installation wizard starts. Click "Next".

| rtificate Import W | izard  |
|--------------------|--|
| File to Import     |  |
| Specify the fi     | e you want to import.  |
| File name:         |  |
| К:\                | \PC201207203531.pfx Browse   |
| Note: More t       | han one certificate can be stored in a single file in the following formats: |
| Personal I         | nformation Exchange-PKCS #12 (.PFX,.P12)                                     |
| Cryptogra          | phic Message Syntax Standard- PKCS #7 Certificates (.P7B)                    |
| Microsoft S        | Serialized Certificate Store (.SST)  |
|                    |  |
|                    |  |
|                    |  |
| Learn more about   | certificate file formats   |
|                    |  |
|                    |  |
|                    |  |
|                    | < Back Next > Cancel   |

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.

| rtificate Import Wizard   |  |
|---|--|
| Password  |  |
| To maintain security, the private key                               | was protected with a password.   |
|   |  |
| Type the password for the private ke                                | y.   |
| Password:   |  |
| •••••   |  |
|   |  |
| Enable strong private key prote<br>private key is used by an applic | ection. You will be prompted every time the<br>cation if you enable this option. |
| Mark this key as exportable. The keys at a later time.              | nis will allow you to back up or transport your                                  |
| Include all extended properties                                     | 3.   |
|   |  |
| Learn more about protecting private keys                            |  |
|   |  |
|   |  |
|   |  |
|   | < Back Next > Cancel   |
|   |  |

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".

| rtificate In  | iport Wizard   |
|---------------|--|
| Certificat    | 2 Store  |
| Certi         | icate stores are system areas where certificates are kept.   |
| Wind<br>the c | ows can automatically select a certificate store, or you can specify a location for<br>ertificate. |
| C             | Automatically select the certificate store based on the type of certificate                        |
| ۲             | ) Place all certificates in the following store  |
|               | Certificate store:   |
|               | Personal Browse  |
| Learn mor     | e about <u>certificate stores</u>  |
|               | < Back Next > Cancel   |

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

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

|              | Tataan Jata Carlina A |                 |                         |
|--------------|-----------------------|-----------------|-------------------------|
| Uther People |                       | uthorities   Ir | usted Root Certificatio |
| Issued To    | Issued By             | Expiratio       | Friendly Name           |
| 🔄 John Smith | GlobalSign PersonalSi | 21/07/2013      | <none></none>           |
|              |                       |                 |                         |
|              |                       |                 |                         |
|              |                       |                 |                         |
|              |                       |                 |                         |
|              |                       |                 |                         |
|              |                       |                 |                         |
| nport Expor  | t Remove              |                 | Adva                    |
| mport Expor  | t Remove              |                 | Adva                    |
| mport Expor  | t.,. Remove           |                 | Adva                    |

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.

|                            |   |  |   |                            |                           |                         | ×                 |
|----------------------------|---|--|---|----------------------------|---------------------------|-------------------------|-------------------|
| Genera                     | al Tabs   | L<br>Content   | Applications  | Privacy                    | Security                  | CO<br>Sync              | Advanced          |
| ♥ <u>W</u> a               | arn me when<br>ock reported a   | sites try to ir<br><u>a</u> ttack sites  | nstall add-ons  |                            |                           | Exce                    | eptions           |
| <mark>▼</mark> <u>B</u> lo | ock reported v  | web forgerie   | s   |                            |                           |                         |                   |
| Passwo<br>Ren              | ords<br>member pass   | swords for si  | tes   |                            |                           | Exce                    | eptions           |
| Us Us                      | e a master pa   | ssword   |   |                            | Change                    | Master Pa               | ssword            |
|                            |   |  |   |                            |                           | Saved <u>P</u> as       | swords            |
|                            |   |  |   |                            |                           |                         |                   |
|                            |   |  |   |                            |                           |                         |                   |
|                            |   |  |   |                            |                           |                         |                   |
|                            |   |  |   |                            |                           |                         |                   |
|                            |   |  |   |                            |                           |                         |                   |
|                            |   |  |   | OK                         | Canc                      |                         | Halp              |
|                            |   |  |   | UK                         | Cance                     |                         | пер               |
| Ontions                    |   |  |   |                            |                           |                         | 23                |
|                            |   |  |   | 60                         | Д                         |                         | ***               |
| Genera                     | l Tabs  | ■页<br>Content  | Applications  | Privacy                    | Security                  | Sync                    | Advanced          |
| <b>V</b>                   |   | <u></u>  |   |                            |                           | <b></b>                 |                   |
|                            | A Master D  | er Password  | ad to protect of  | antition info              | mation like               |                         |                   |
| Pace                       | passwords.<br>once per se   | If you create<br>ssion when  | e a Master Passw<br>Firefox retrieves   | ord you wi<br>saved infor  | II be asked t             | to enter it             |                   |
| 1 0 3 2                    | the passwo  | rd.  |   |                            | mation pro                | lected by               |                   |
| <b>V</b>                   | Current pa  | rd.<br>assword:  | (not set)   |                            |                           | lected by               | 5                 |
| <b>V</b>                   | Current pa<br>Enter new   | rd.<br>assword:<br>password:   | (not set)   |                            | ]                         |                         | 5<br>d            |
| V<br>V                     | the passwo<br>Current pa<br>Enter new<br>Re-enter p   | rd.<br>assword:<br>password:<br>password:  | (not set)   |                            | ]                         |                         |                   |
| V<br>V                     | the passwo<br>Current pa<br>Enter new<br>Re-enter p<br>Password o                                   | rd.<br>assword:<br>password:<br>aassword:<br>quality mete  | (not set)   |                            | ]                         |                         | 5<br>1<br>5       |
| V<br>V                     | Current password<br>Enter new<br>Re-enter p<br>Password d<br>Please mak<br>you forget<br>the inform | rd.<br>assword:<br>password:<br>quality mete<br>quality mete<br>se sure you<br>your Maste<br>ation prote | (not set)<br>•••••<br>•••••<br>r<br>remember the<br>rr Password, you<br>cted by it. | Master Pas<br>J will be un | sword you                 | have set.<br>ess any of | 5<br>1<br>5<br>If |
|                            | Current pa<br>Enter new<br>Re-enter p<br>Password of<br>Please mak<br>you forget<br>the inform      | rd.<br>assword:<br>password:<br>quality mete<br>your Maste<br>ation protect                              | (not set)<br><br><br>r<br>remember the<br>r Password, you<br>cted by it.            | Master Pas<br>J will be un | ssword you<br>able to acc | have set.               | 5<br>1<br>5       |
|                            | Current pa<br>Enter new<br>Re-enter p<br>Password of<br>Please mak<br>you forget<br>the inform      | rd.<br>assword:<br>password:<br>quality mete<br>your Maste<br>ation protection<br>d Change St            | (not set)   | Master Pas<br>u will be un | ssword you<br>able to acc | have set.               | 5<br>1<br>1f      |
|                            | Current pa<br>Enter new<br>Re-enter p<br>Password of<br>Please mak<br>you forget<br>the inform      | rd.<br>assword:<br>password:<br>quality mete<br>your Master<br>d Change St<br>Master Pa                  | (not set)   | Master Pas<br>u will be un | ssword you<br>able to acc | have set.               | 5<br>1<br>1f      |

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.

| General Tabs Content Applications Privacy Security Sync Advanced           |
|--|
| Scheid habs content Applications hivacy security sync Advanced             |
| General Network Update Encryption  |
| Protocols  |
| ✓         Use SSL <u>3</u> .0         ✓         Use TLS <u>1</u> .0        |
| Certificates<br>When a server requests my personal certificate:            |
| Select one automatically<br>Ask me every time                              |
| View Certificates     Revocation Lists     Validation     Security Devices |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| 🕹 Certificate Manager  |
| Your Certificates People Servers Authorities Others                        |
| You have certificates from these organisations that identify you:          |
| Certificate Name Security Device Serial Number Expires On 🛱                |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| View Backup Backup All Import Delete                                       |
| ОК   |

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".

| Password | I Required   |
|----------|--|
| ?        | Please enter the master password for the Software Security Device. |
|          | ••••••   |
|          | OK Cancel  |

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.

| 3 | Certificate Manager                                 |                                |                         |            | X   |  |  |  |
|---|---|--------------------------------|-------------------------|------------|-----|--|--|--|
|   | Your Certificates People Servers Authorities Others |                                |                         |            |     |  |  |  |
|   | You have certificates from                          | these organisations that id    | entify you:             |            |     |  |  |  |
|   | Certificate Name                                    | Security Device                | Serial Number           | Expires On | E\$ |  |  |  |
|   | ⊿ GlobalSign nv-sa<br>John Smith                    | Software Security Device       | 41:3B:B2:27:20:35:29:E0 | 21/07/2013 |     |  |  |  |
|   |   |                                |                         |            |     |  |  |  |
|   |   |                                |                         |            |     |  |  |  |
|   |   |                                |                         |            |     |  |  |  |
|   |   |                                |                         |            |     |  |  |  |
|   | <u>V</u> iew <u>B</u> ackup.                        | Bac <u>k</u> up All I <u>r</u> | <u>m</u> port           | ]          |     |  |  |  |
|   | ·   |                                |                         | 0          | K   |  |  |  |

## **GLOBALSIGN CONTACT INFORMATION**

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

GlobalSign ES Tel: +34 91 198 08 03 www.globalsign.es ventas@globalsign.com GlobalSign NL Tel: +31 85 8882424 www.globalsign.nl

verkoop@globalsign.com

GlobalSign DE Tel: +49 800 7237980 www.globalsign.de verkauf@globalsign.com GlobalSign FR Tel: +33 9 75 18 32 00 www.globalsign.fr ventes@globalsign.com

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