

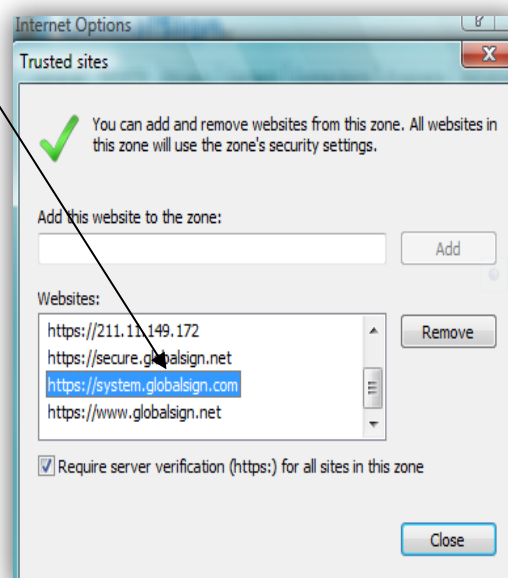
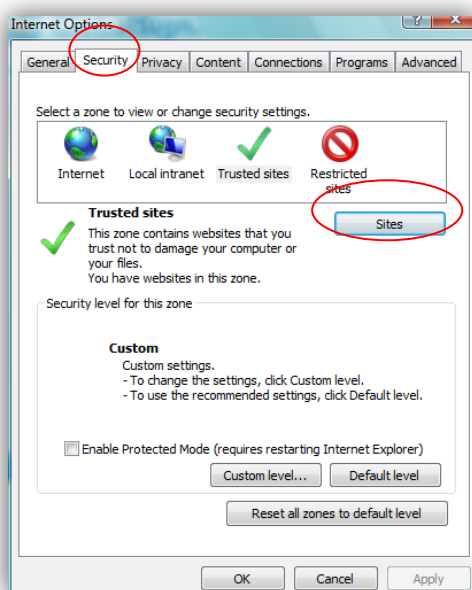
Code Signing Digital Certificates

Installation Guide

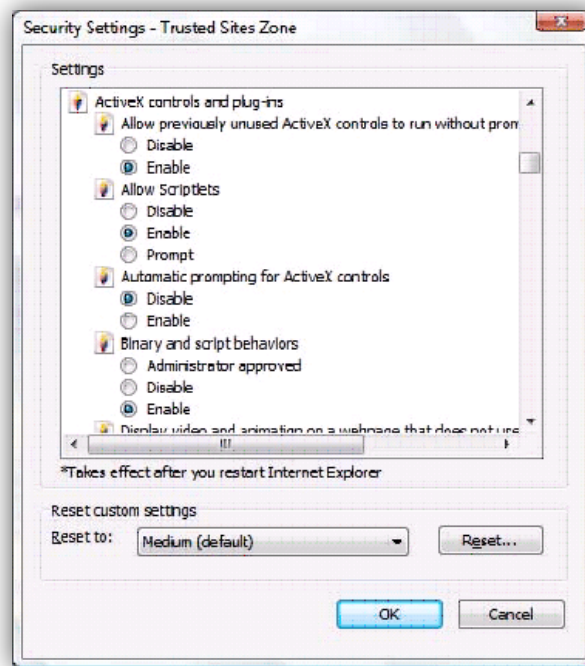


BEFORE YOUR BEGIN - VISTA AND INTERNET EXPLORER 7 USERS

1. Due to the added security that Microsoft has introduced to Vista you will need to make sure all the following steps are completed before installing your certificate. Missing even one step can cause an error at the final stage of installing the certificate, which will result in the entire process needing to be restarted.
2. Before you install your certificate you must make the following changes, as described below:
 - a. Open Internet Explorer
 - b. Go to "Tools"
 - c. Select "Internet Options"
 - d. Select the "Security Tab"
 - e. Highlight "Trusted Sites" and select "Sites"
 - f. Add the following website names in the "Trusted Sites" list:
 - i. <https://system.globalsign.com>
 - ii. <https://systemeu.globalsign.com>



3. Please install the GlobalSign Root CA <http://secure.globalsign.net/cacert/Root.crt> into the Trusted Intermediate Certificate Authorities folder in your IE browser before beginning the installation process.
4. Once you have added GlobalSign to your list of trusted sites, you will want to close Internet Explorer and re-start. Go back into Internet Options and click on the security tab and then click "Custom Level".
 - a. This will open a box called "Security Settings- trusted site zone"



- b. You will need to scroll down to the “Active X controls and plug-ins” and change the following default settings:
 - i. Allow previously unused ActiveX controls to run without prompt: set to **Enable**
 - ii. Allow Scriptlets: set to **Enable**
 - iii. Automatic prompting for ActiveX controls: set to **Disable**
 - iv. Binary and Script behaviors: set to **Enable**
 - v. Display video and animation on a webpage that does not use external media player: set to **Disable**
 - vi. Download Signed ActiveX controls: set to **Prompt**
 - vii. Download unsigned ActiveX controls: set to **Prompt**
 - viii. Initialize and script ActiveX controls not marked as safe for scripting: **Prompt**
 - ix. Run ActiveX controls and plug-ins set to **Enable**
 - x. Script ActiveX controls marked safe for scripting: set to **Enable**
 - c. Click OK
 - d. Click Apply
 - e. Close and re-open your Internet Explorer browser
5. To begin installation, please refer to the “**Certificate Download Ready**” email from no_reply@globalsign.com. As instructed in the email, click on the URL to initiate the Certificate generation and installation process. Please make sure the link is unbroken and complete. Copy and Paste the entire link into your browser if necessary.
 *If you have not yet received a “Certificate Download Ready” email notification, then your order is still in the vetting process. All orders go through a vetting process to confirm the identity details of the certificate holder; once the vetting is completed you will receive an email notifying you that your digital certificate is ready for “collection”.

INSTALLING YOUR CERTIFICATE USING FIREFOX

(If using Internet Explorer or Vista, please continue to page 8)



1. In the “Certificate Download Ready” email, click on the URL to initiate the Certificate generation and installation process. You will be directed to the following webpage prompting you for the “Certificate Pick up Password”. The Certificate Pickup Password was established during the enrollment/ordering process. If you did not order the certificate yourself, you will need to ask the person who enrolled on your behalf for the pickup password.

Install Certificate

You will now go through the Certificate generation and installation process.
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

2. Select the Cryptographic Service Provider setting (HighGrade is recommended) and click “next”.

Install Certificate

Step Two: Select the Cryptographic Service Provider (CSP)

The CSP is used to generate the cryptographic keys within your Certificate.
We have listed the CSPs found on your computer. For further assistance on using CSPs and which may be appropriate if you are installing your Certificate onto a hardware device such as crypto USB, view the [CSP Support Guide](#).

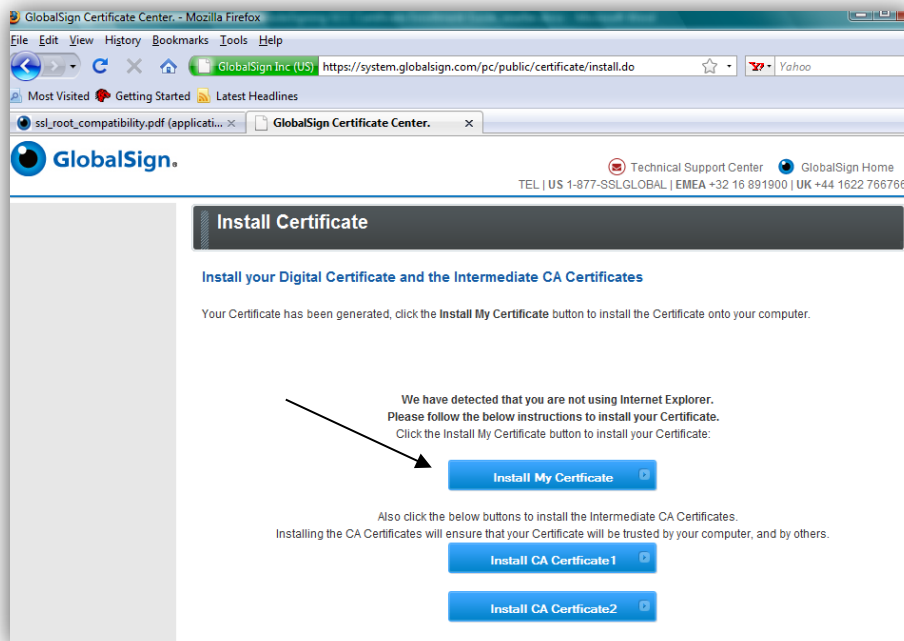
Please note! Depending on your browser / Operating System setup, there may be an information bar or Pop Up asking you to install "Microsoft Certificate Enrollment Control" displayed at the top of this page. If so, you MUST allow this to run. It is a safe program that your browser uses to install your certificate. To run it, click on the information bar or Pop Up and follow the instructions.

Cryptographic Service Provider: **High Grade**

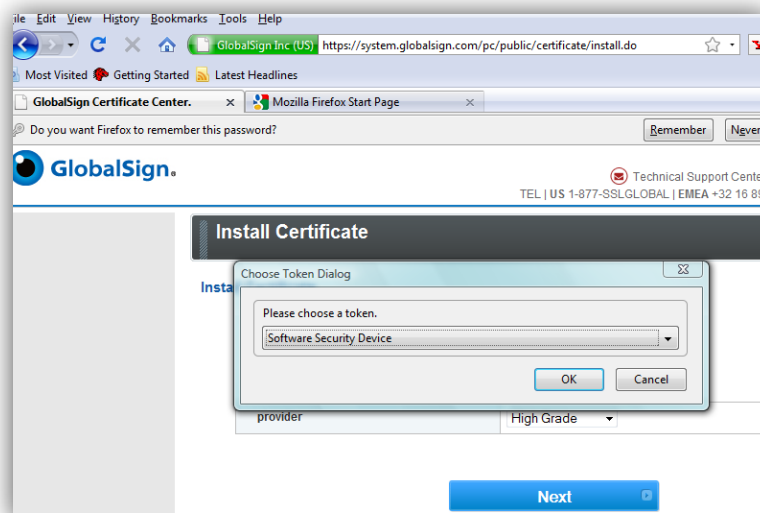
Please click Next and wait. Do not click Next again and do not close the browser, the process may take a few seconds.

Next

3. Click on the “Install My Certificate” button.

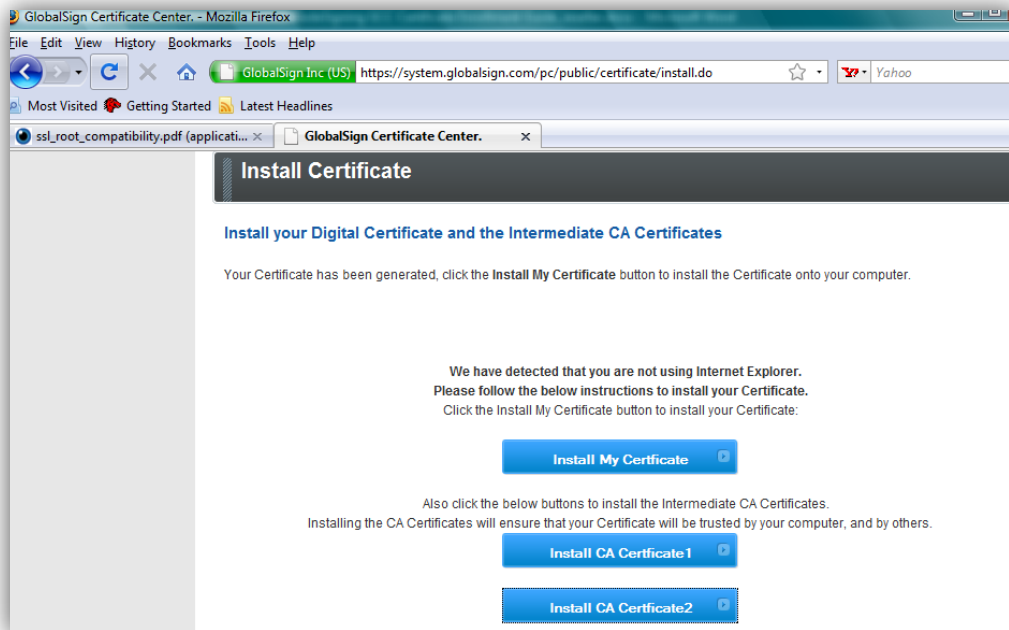


4. A pop up window will appear asking you to select a token, unless you have added a hardware security model (i.e. USB token), the default cryptographic provider will be displayed.

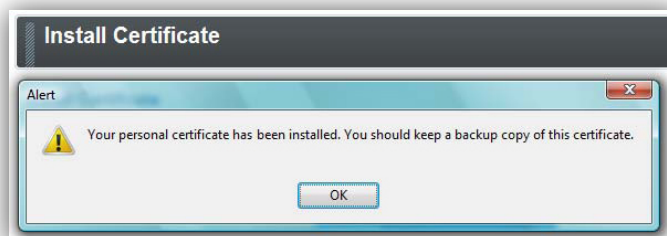


5. Subsequent to the Public/Private key generation which may take a few minutes, you will be able to install your code signing certificate.

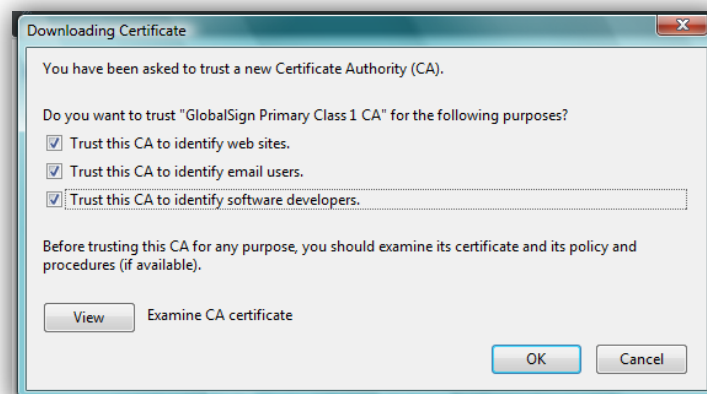
- Next, Click “Install CA Certificate 1 and 2” buttons in order for the full certificate chain to install into your system certificate store.



- You will receive a message when the installation has been completed.



Special Note to Firefox users operating below version 3.0.2. - After you click on the “Installation link” you will be presented the below dialog box. Please check off “Trust this CA to identify all three purposes- websites, email, users and software developers.



INSTALLING YOUR CERTIFICATE WITH INTERNET EXPLORER OR VISTA



1. Click on the URL provided in "Certificate Download Ready" email which will direct you to the following webpage prompting you for the "Certificate Pick up Password". The Certificate Pickup Password was established during the enrolment/ordering process. *If you did not order the certificate yourself, you will need to ask the "technical contact" who enrolled on your behalf for the pickup password.*

GlobalSign

Technical Support Center GlobalSign Home
TEL | US 1-877-SSLGLOBAL | EMEA +32 16 891900 | UK +44 1622 766766

Install Certificate

You will now go through the Certificate generation and installation process.
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

2. An Active X window will appear, click yes. Check off "yes" to make Certificate exportable and select "Microsoft Enhanced Cryptographic Provider 1.0" Cryptographic Service Provider".

GlobalSign

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Install Certificate

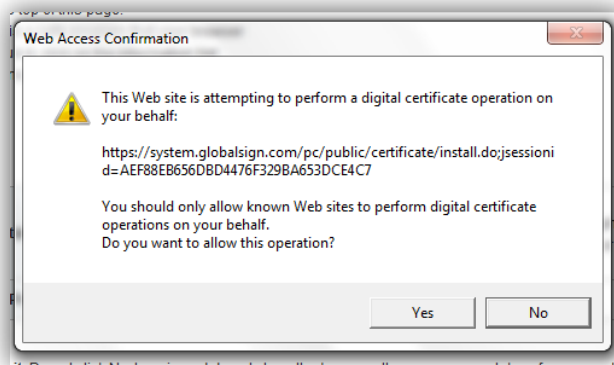
Install Certificate

Install Guide is available [here](#)

provider Microsoft Enhanced Cryptographic Provider v1.0

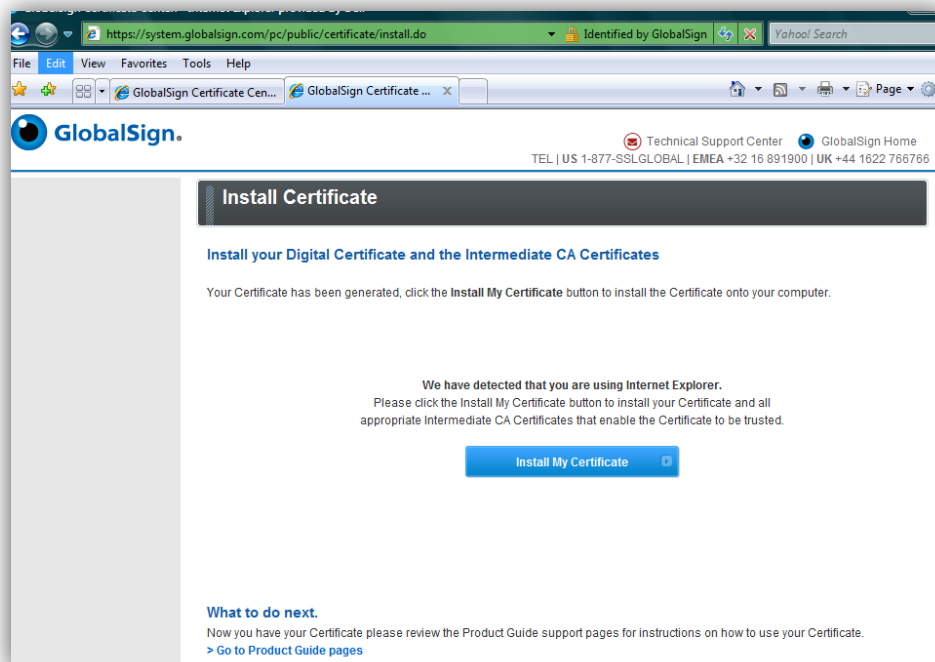
Next

3. A pop-up window will appear asking you to allow the Certificate operation to take place, click “yes” at the Web Access Confirmation Prompt.

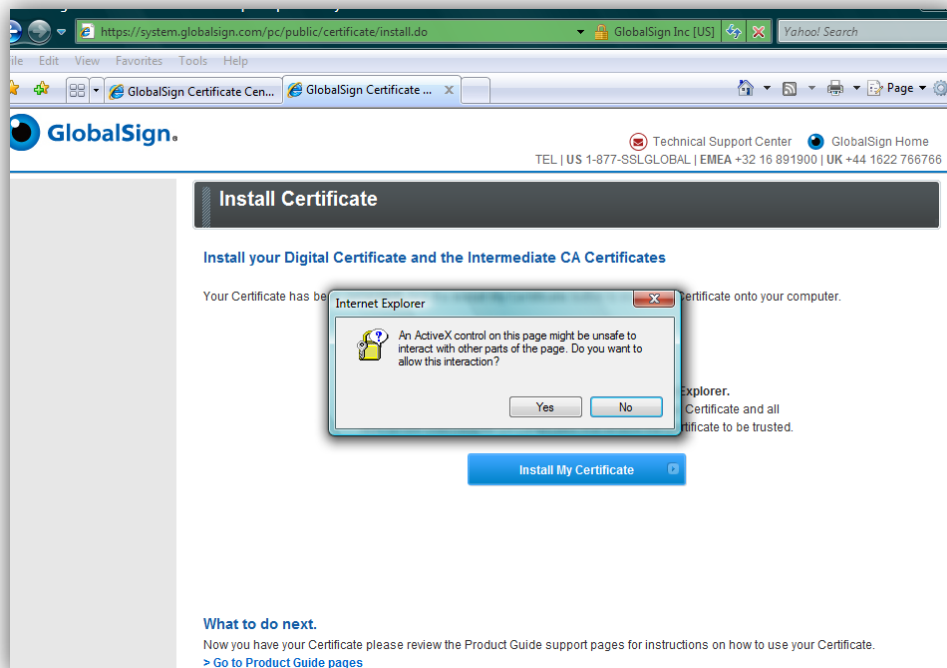


Please note - after you click “yes” the process may take several minutes; do not press the back button or attempt to restart the installation.

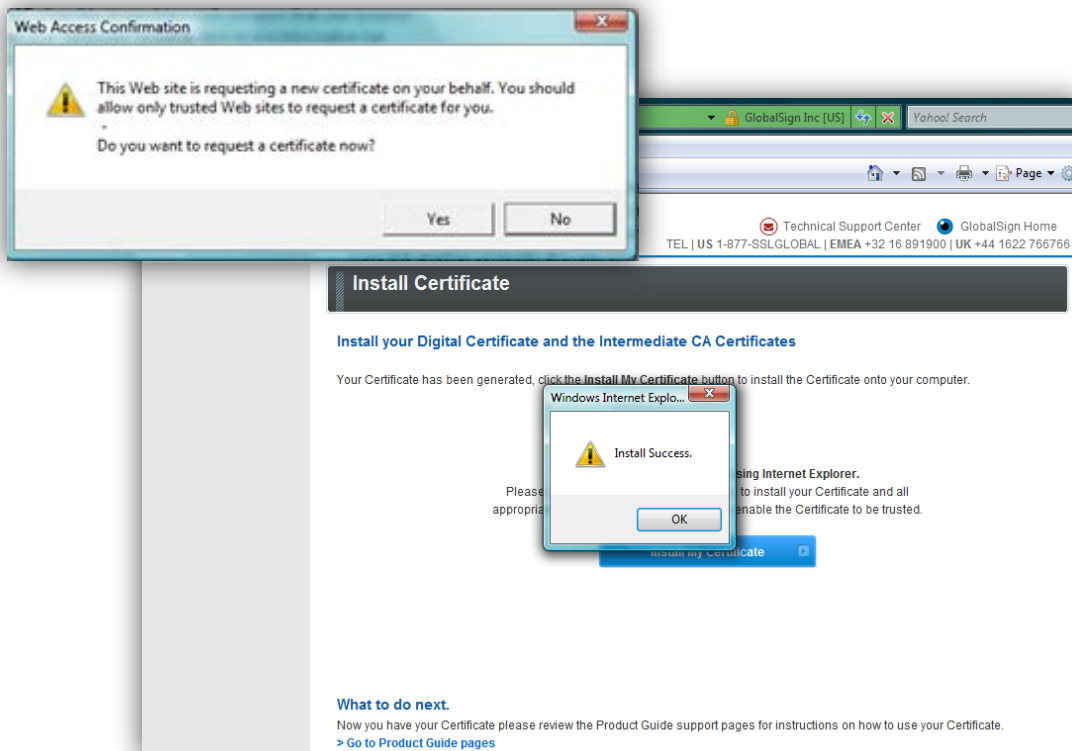
4. Once the certificate has been generated the following window will appear, click “Install my Certificate”.



5. Allow Active X control by clicking “Yes”.



6. Select “Yes” to the Certificate Web Access Confirmation prompt, and then you should receive an alert that the Installation was a success.



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