

Code Signing Digital IDs GCC Certificate Installation Guide – Rev 1.4

BEFORE YOU BEGIN:

1. Review System Requirements found at <http://www.globalsign.com/code-signing/buy-code-signing.html>
2. Adobe AIR subscribers Review Quick Start Guide found at <http://www.globalsign.com/support/adobe/QuickStartGuide.pdf>
3. Vista and Internet Explorer 7 Users

Due to the added security Microsoft has introduced to Vista you need to make sure all these steps are complete before applying for your Code Signing 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. GlobalSign **strongly recommends subscribers use the FireFox browser.**

Vista / IE users:

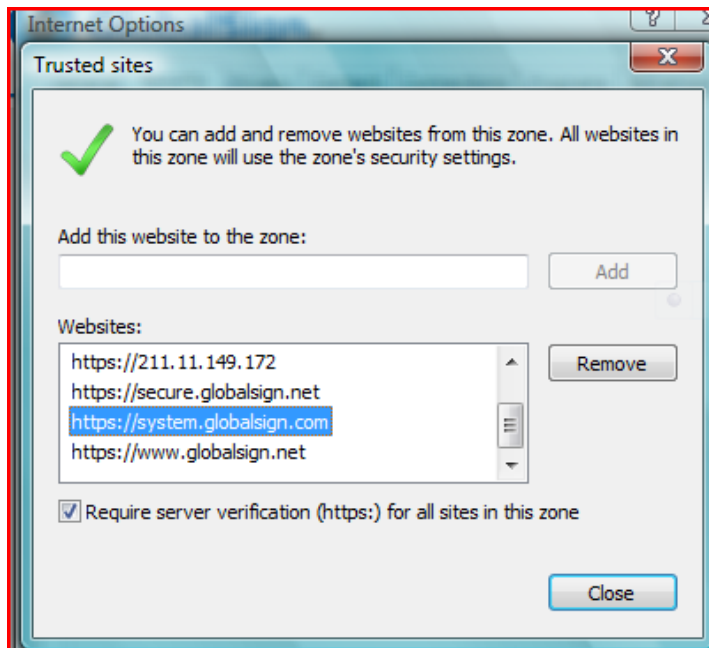
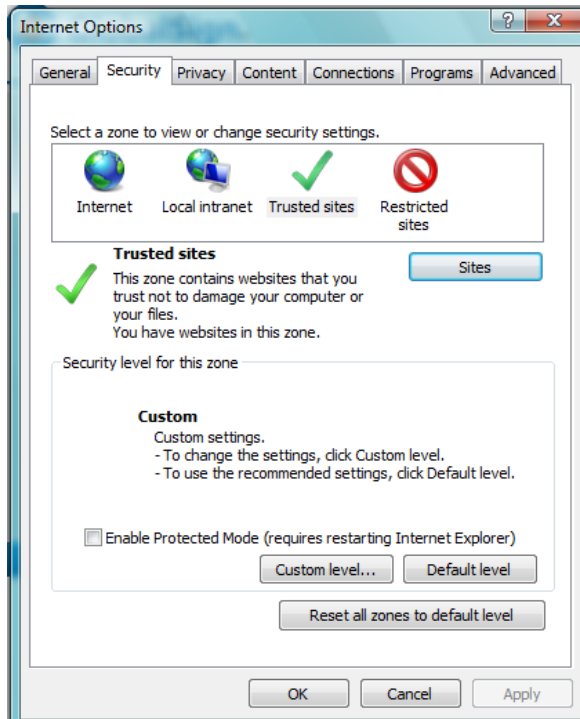
Before you start you must make the following changes, as described below:

- Open Internet Explorer
- Go to 'Tools'
- select 'Internet Options'
- select the 'Security' tab
- highlight 'Trusted sites' and select 'Sites'

...and add the following website names in 'Trusted sites';

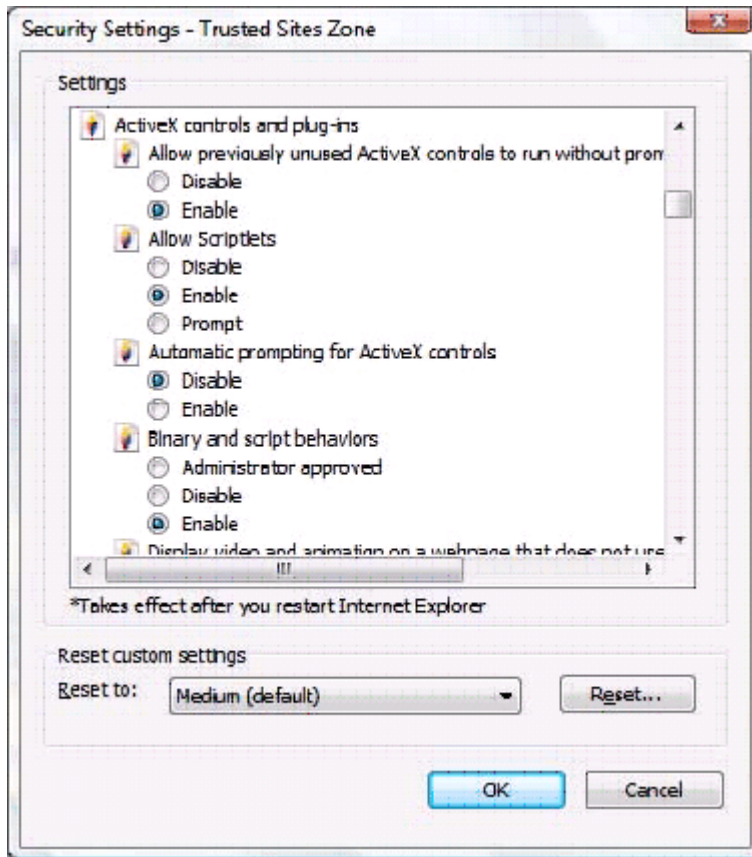
- <https://system.globalsign.com>
- <https://systemeu.globalsign.com>

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 order process.



Once you have restarted Internet Explorer 7 you need to reopen Internet Options, click on the security tab then click "Custom Level".

This will then open a box called "Security Settings - trusted Sites Zone".



You need to scroll down to "Active X controls and plug-ins" and change the following default settings.

- Allow previously unused ActiveX controls to run without prompt: set to **Enable**
 - Allow Scriptlets: set to **Enable**
 - Automatic prompting for ActiveX controls: set to **Disable**
 - Binary and Script behaviours: set to **Enable**
 - Display video and animation on a webpage that does not use external media player: set to **Disable**
 - Download Signed ActiveX controls: set to **Prompt**
 - Download unsigned ActiveX controls: set to **Prompt**
 - Initialize and script ActiveX controls not marked as safe for scripting: **Prompt**
 - Run ActiveX controls and plugins set to **Enable**
 - Script ActiveX controls marked safe for scripting: set to **Enable**
1. Click Ok
 2. Click Apply
 3. Close and re-open IE7

Once you have received the certificate and it is installed within Internet Explorer you can default your security settings for Internet Explorer within the Internet Options by clicking on the "Default level". This can only be done AFTER you have installed your certificate.

You can now begin the ordering process

Certificate Enrollment

Step 1: Log into GCC

Go to the "CodeSigning PersonalSign DOCUMENTSIGN FOR ADOBE PDF" tab and select the ObjectSign Certificate type you wish to order

Object Sign
<input type="radio"/> CodeSigning For Adobe AIR
<input type="radio"/> CodeSigning For Sun Java
<input type="radio"/> CodeSigning For the Apple Mac
<input type="radio"/> CodeSigning For Mozilla
<input type="radio"/> CodeSigning For Microsoft Authenticode
<input type="radio"/> CodeSigning For Microsoft Office and VBA Macros

If you do not have an account with us you can start the order process directly from our website here: <http://www.globalsign.com/code-signing/buy-code-signing.html>

Step II:

Select the validity period of the digital certificate you wish to purchase.

Certificate Application

1. Product Details

2. Completed

Product Details

»

Certificate Identity Details

»

Payment

»

Confirm Details

Product Details - CodeSigning For Microsoft Authenticode

Certificate Validity <i>Required</i> Multi-year offers significant per annum savings	<input checked="" type="radio"/> 1 year £134.78 <input type="radio"/> 2 year <input type="radio"/> 3 year £331.37
Campaign Code	<input type="text"/> <input type="button" value="Apply"/> If you have a Campaign Code such as a Renewal Code please enter and click Apply. This page will be reloaded with your appropriate discount.
Coupon Code	<input type="text"/> <input type="button" value="Apply"/> If you have a one-off Coupon Code for a particular promotion please enter and click Apply. This page will be reloaded with your appropriate discount.
TOTAL COST (inc. Tax)	£ 134.78

Step 3: Complete the Certificate Identity details.

Review pre-populated values carried from the initial Applicant account details and optionally modify. Next, establish a Password that will be required to install the certificate post review and approval by GlobalSign. Also, please note an Approval email will be delivered to the email address specified in the Certificate identity details.

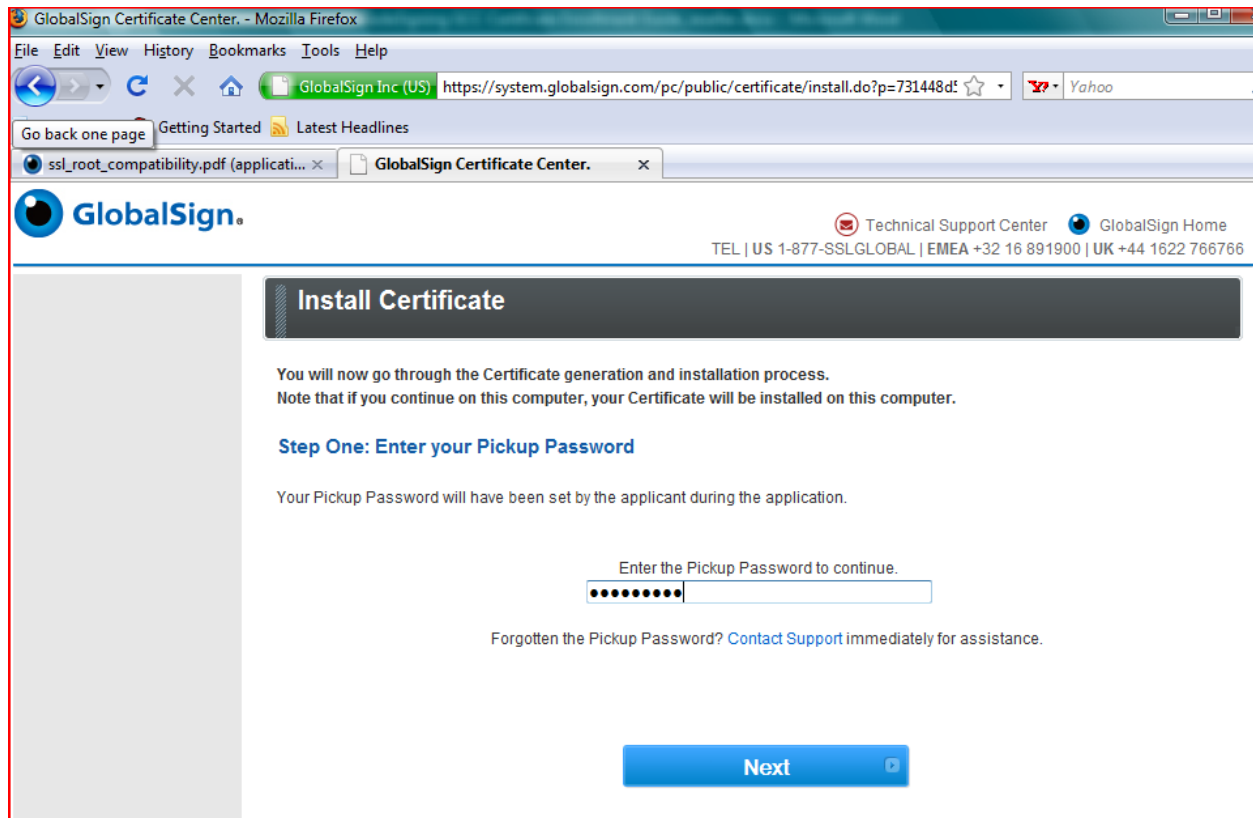
These details will be vetted and included as the certified identity within your issued Certificate. Make sure the details entered are correct - we will vet the details you include. To assist you, some details will be pre-populated from previous pages or from your GCC account details, you may overwrite these if needed.

Common Name Required	<input type="text" value="Individual Developers common name"/> This will be shown to relying parties highlighting the authenticity of the software. Natural persons (individuals) should enter their full legal name eg John David Smith. Organizations should enter their legal name in full, including Inc, Ltd, NV, Plc
Organization / Individual Required	<input type="radio"/> Organization <input checked="" type="radio"/> Individual
Organizational Unit Optional	<input type="text"/> Department - e.g. Marketing
Locality Optional	<input type="text" value="Portsmouth"/> Specify the City or Town in which the Organization is Registered
State or Province Optional	<input type="text" value="NH"/> Specify State or Province in which the Organization is Registered. For US applications you must specify the State in full
Country Required	<input type="text" value="United States - US"/> <input type="button" value="v"/> Specify Country in which the Organization is Registered
Email Address Optional	<input type="text"/> NOTE: If you specify an Email Address, we will send a challenge email to it, and will require a response before we can issue the certificate. Only specify email addresses that can receive email. The specified email will be visible within the issued Certificate

Step 4:

Complete remaining steps including providing payment information and reviewing and accepting the Subscriber Agreement and then look out for the Approval Email (if the Optional Email field was provided). Subsequent to the email challenge, GlobalSign's Vetting team will review the order. If successfully verified, a "Pick up" email will be delivered to the applicant's email address (or email provided in the certificate details if different).

Clicking on the URL provided in the Email will direct you to the following webpage prompting you for the Certificate Pick up Password that was established at registration:



The screenshot shows a Mozilla Firefox browser window titled "GlobalSign Certificate Center. - Mozilla Firefox". The address bar displays the URL "https://system.globalsign.com/pc/public/certificate/install.do?p=731448d". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar shows navigation buttons and a search bar with "Yahoo". The page content features the GlobalSign logo and a header with contact information: "Technical Support Center" and "GlobalSign Home" with phone numbers for US, EMEA, and UK. The main heading is "Install Certificate". Below this, a message states: "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." The section "Step One: Enter your Pickup Password" follows, with a note: "Your Pickup Password will have been set by the applicant during the application." A text input field is provided with the prompt "Enter the Pickup Password to continue." and a masked password "••••••••". Below the input field, a link reads: "Forgotten the Pickup Password? [Contact Support](#) immediately for assistance." At the bottom, a blue "Next" button is visible.

Step 5a: FireFox (recommended)

Using your FireFox browser, click on the URL provided in the email and then enter your certificate pick up password and click Next.

The screenshot shows the Mozilla Firefox browser window titled "GlobalSign Certificate Center. - Mozilla Firefox". The address bar displays the URL "https://system.globalsign.com/pc/public/certificate/install.do?p=731448d". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar shows navigation buttons and a search bar with "Yahoo" entered. The page content features the GlobalSign logo and a header with contact information: "Technical Support Center" and "GlobalSign Home" with phone numbers for US, EMEA, and UK. The main heading is "Install Certificate". Below this, a message states: "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." The section is titled "Step One: Enter your Pickup Password". A message indicates: "Your Pickup Password will have been set by the applicant during the application." Below this is a text input field with the placeholder "Enter the Pickup Password to continue." and a password mask of ten dots. A link "Forgotten the Pickup Password? Contact Support immediately for assistance." is provided. At the bottom is a blue "Next" button.

GlobalSign Certificate Center. - Mozilla Firefox

File Edit View History Bookmarks Tools Help

GlobalSign Inc (US) https://system.globalsign.com/pc/public/certificate/install.do?p=731448d

Go back one page Getting Started Latest Headlines

ssl_root_compatibility.pdf (applicati... GlobalSign Certificate Center.

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

Select: The Cryptographic Service Provider security setting (recommended HighGrade).

GlobalSign Certificate Center. - Mozilla Firefox

File Edit View History Bookmarks Tools Help

GlobalSign Inc (US) https://system.globalsign.com/pc/public/certificate/install.do;jsessionid=4

Most Visited Getting Started Latest Headlines

ssl_root_compatibility.pdf (applicati... x GlobalSign Certificate Center. x

TEL | US 1-877-SSLGLOBAL | EMEA +32 16 891900 | UK +44 1622 766766

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](#).

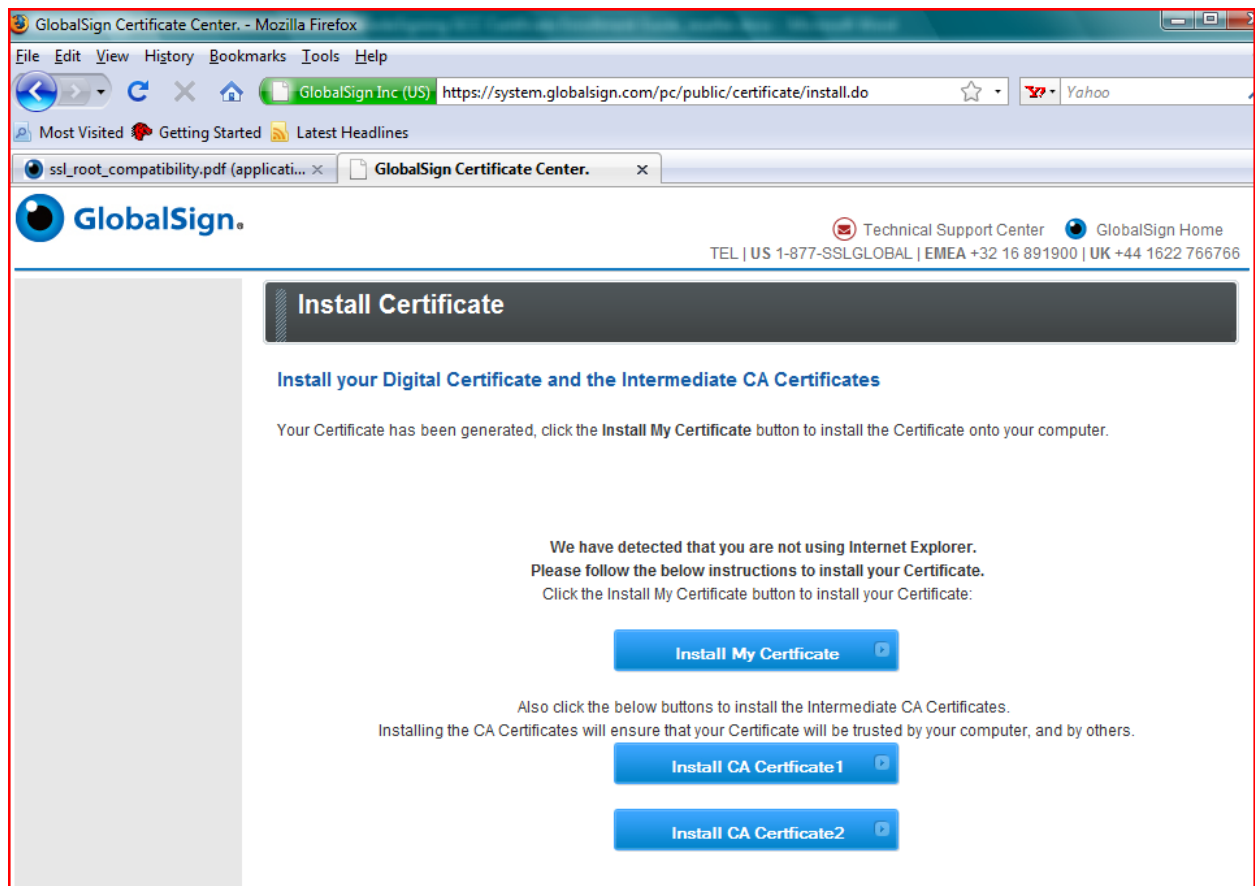
Please note! Depending on your browser / Operating System setup, there may be a information bar or Pop Up asking you to install "Microsoft Certificate Enrolment Control" displayed at the top of this page.
If so, you MUST allow this to run. It is a safe program that your browser uses to install your certificate.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

Cryptographic Service Provider High Grade

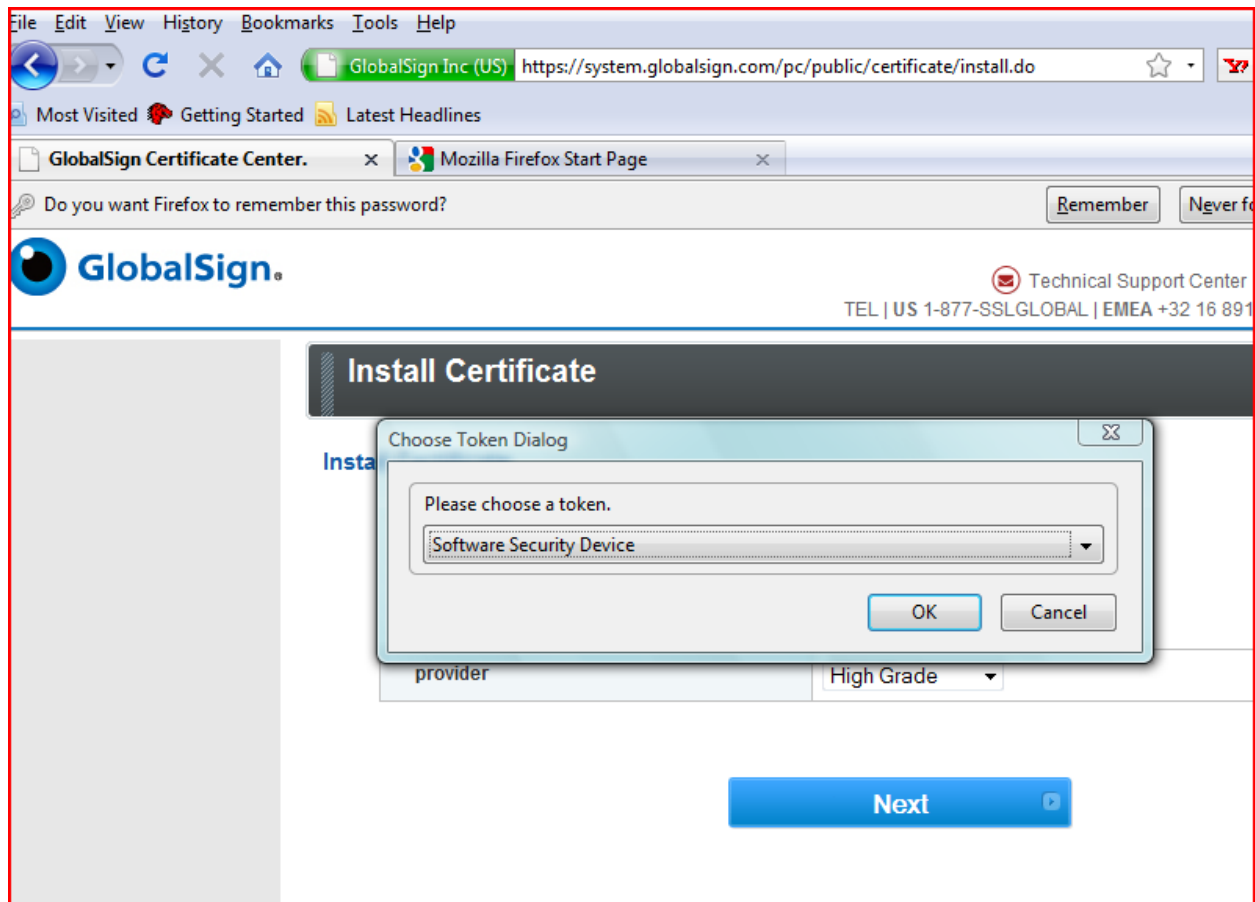
Please click Next and wait. Do not click Next again and do not close the browser, the process may take a few seconds.

Next

Click on the "Install My Certificate".

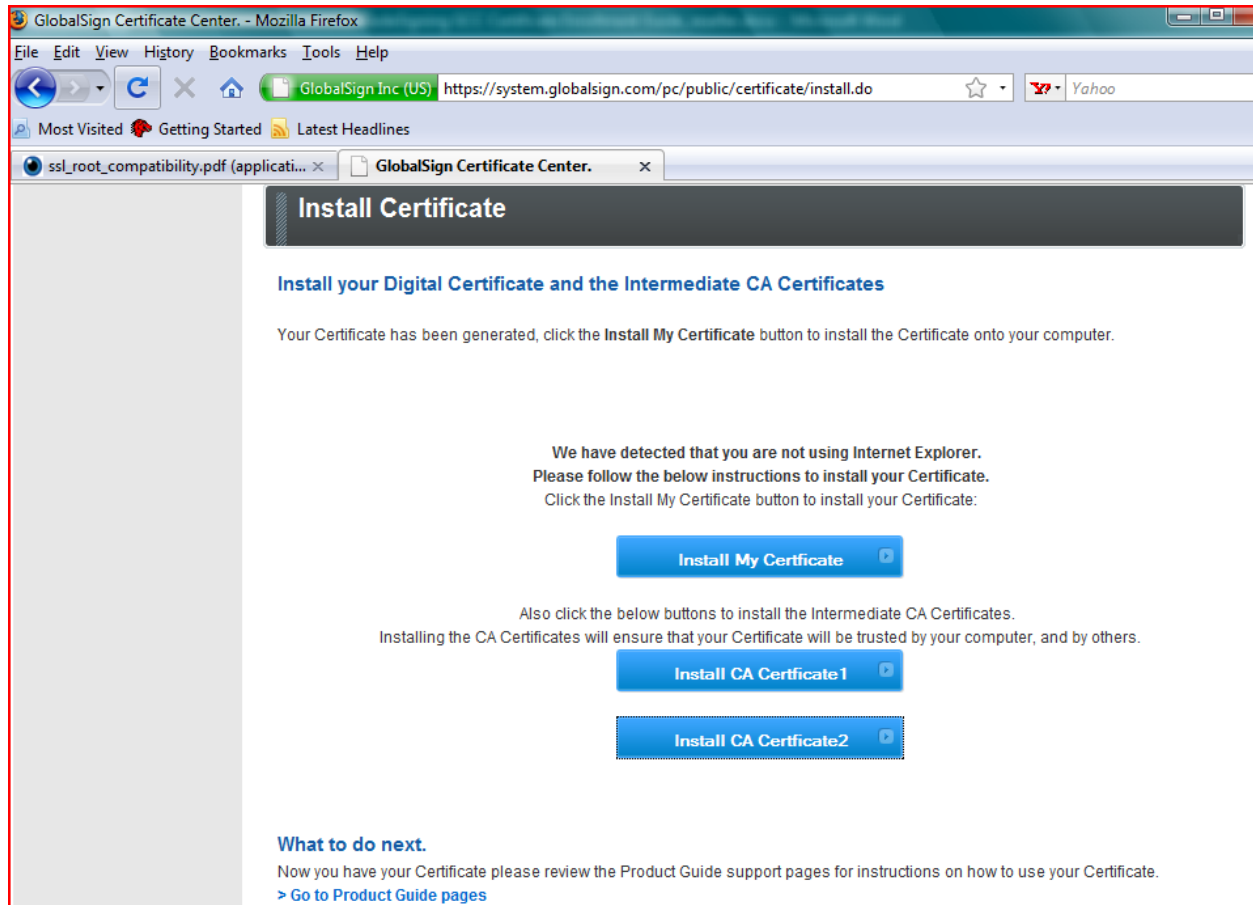


Note, unless you have added a hardware security module i.e. USB token, the default cryptographic “provider” will be displayed.

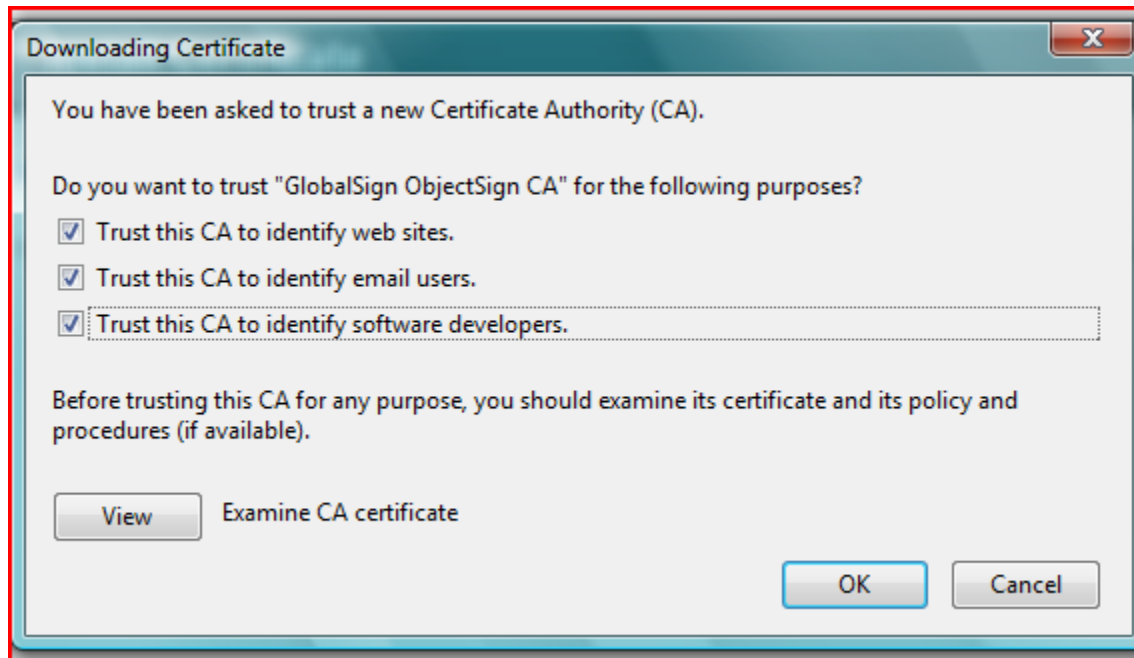


Subsequent to the Public / Private Key generation which may take a few minutes, you will be able to install your code signing certificate.

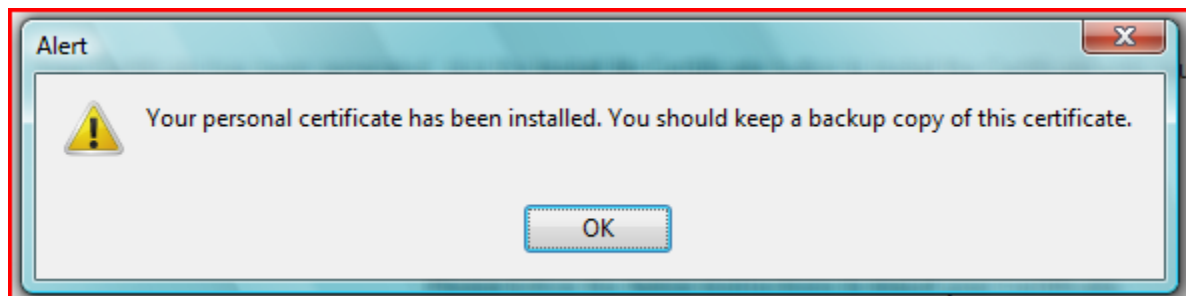
Next, "Install CA Certificate 1 and 2" buttons in order for the full certificate chain to install into your system certificate store.



Special note to FireFox users operating versions below 3.0.2. After you click on the CA installation link, you will be presented the below dialog box. Please check off "Trust this CA to identify all three purposes – web sites, email users, and software developers.

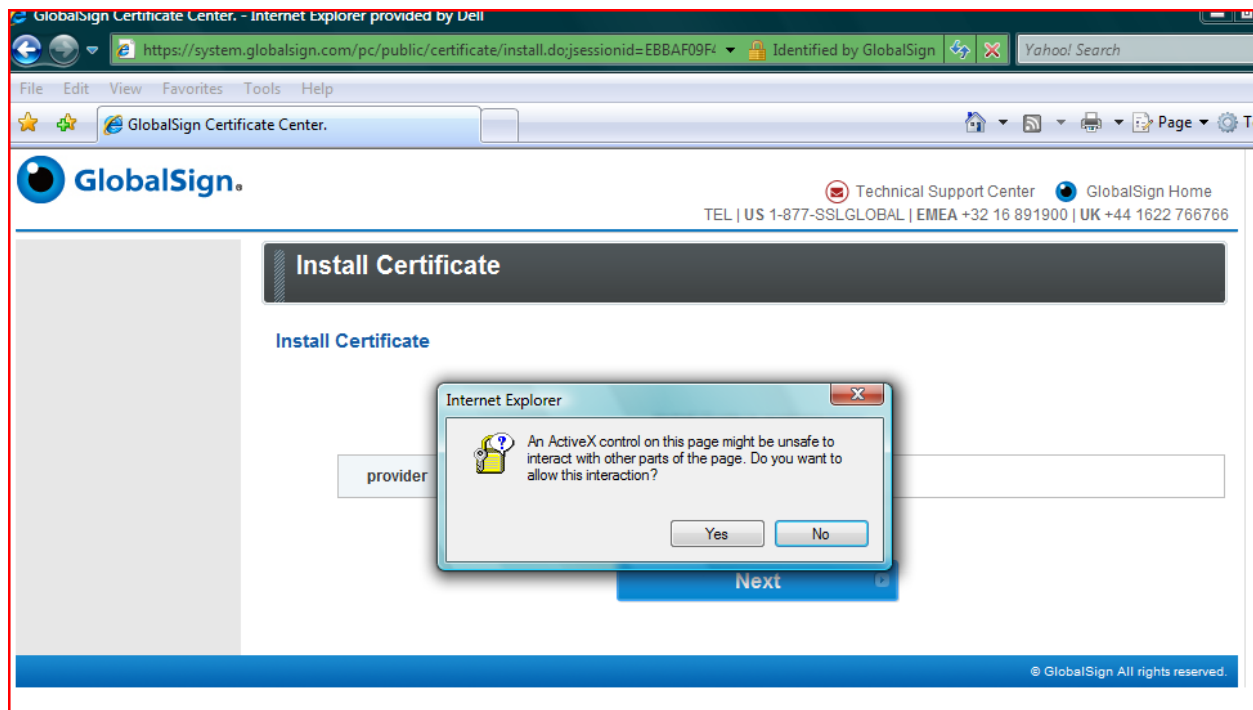


Installation is complete. Follow instructions found here <http://www.globalsign.com/support/faq/misc/16.php> on how to export your digital ID and private key into a PKCS12 format which can be saved for back-up purposes.

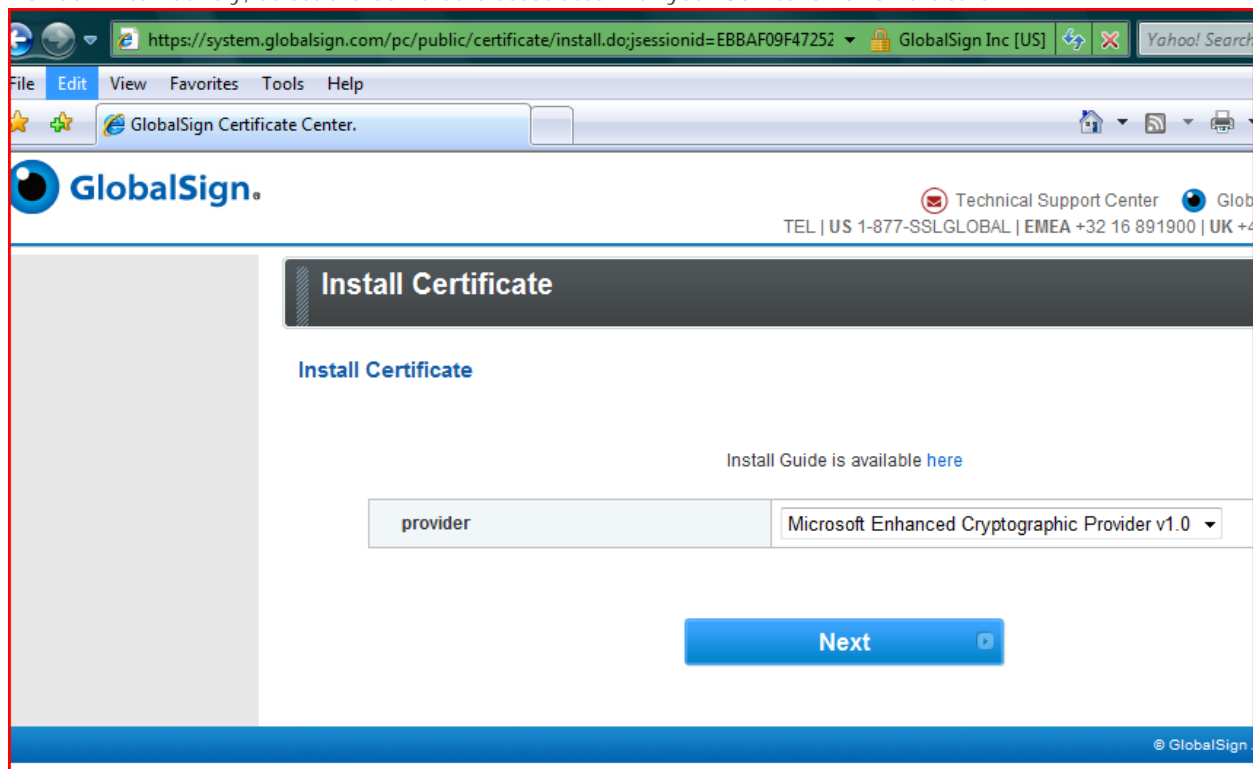


Step 5b: Vista / IE users (not recommended)

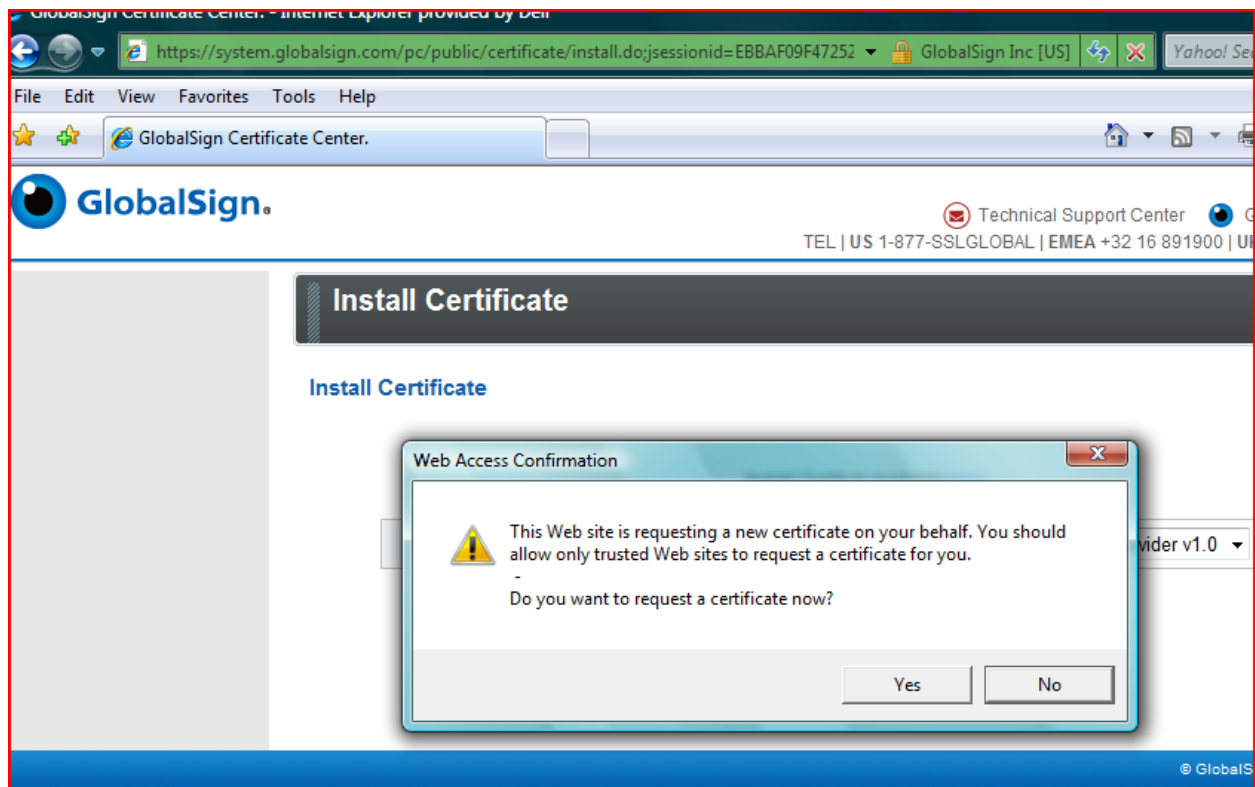
Click "Yes" at the IE Active X prompt



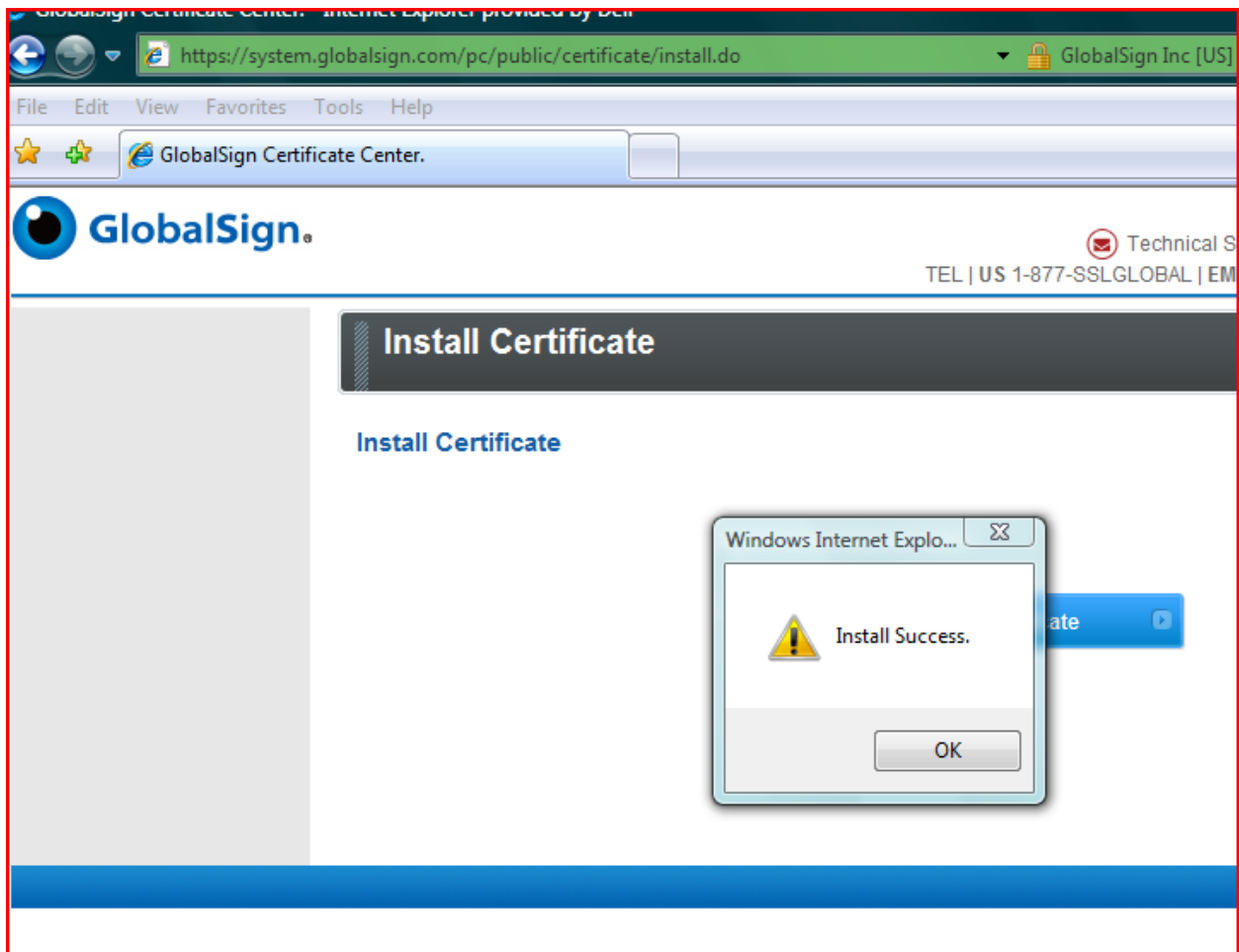
For software certificates, select the "Microsoft Enhanced Cryptographic Provider 1.0" Cryptographic Service Provider. Alternatively, select the CSP that is associated with your USB token or Smart card.



Click "Yes" at the "Web Access Confirmation" Prompt



Note this process may take several minutes; do not press the back button or attempt to restart the installation.



Make a copy of your Code Signing digital certificate by following the procedures found here.

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

