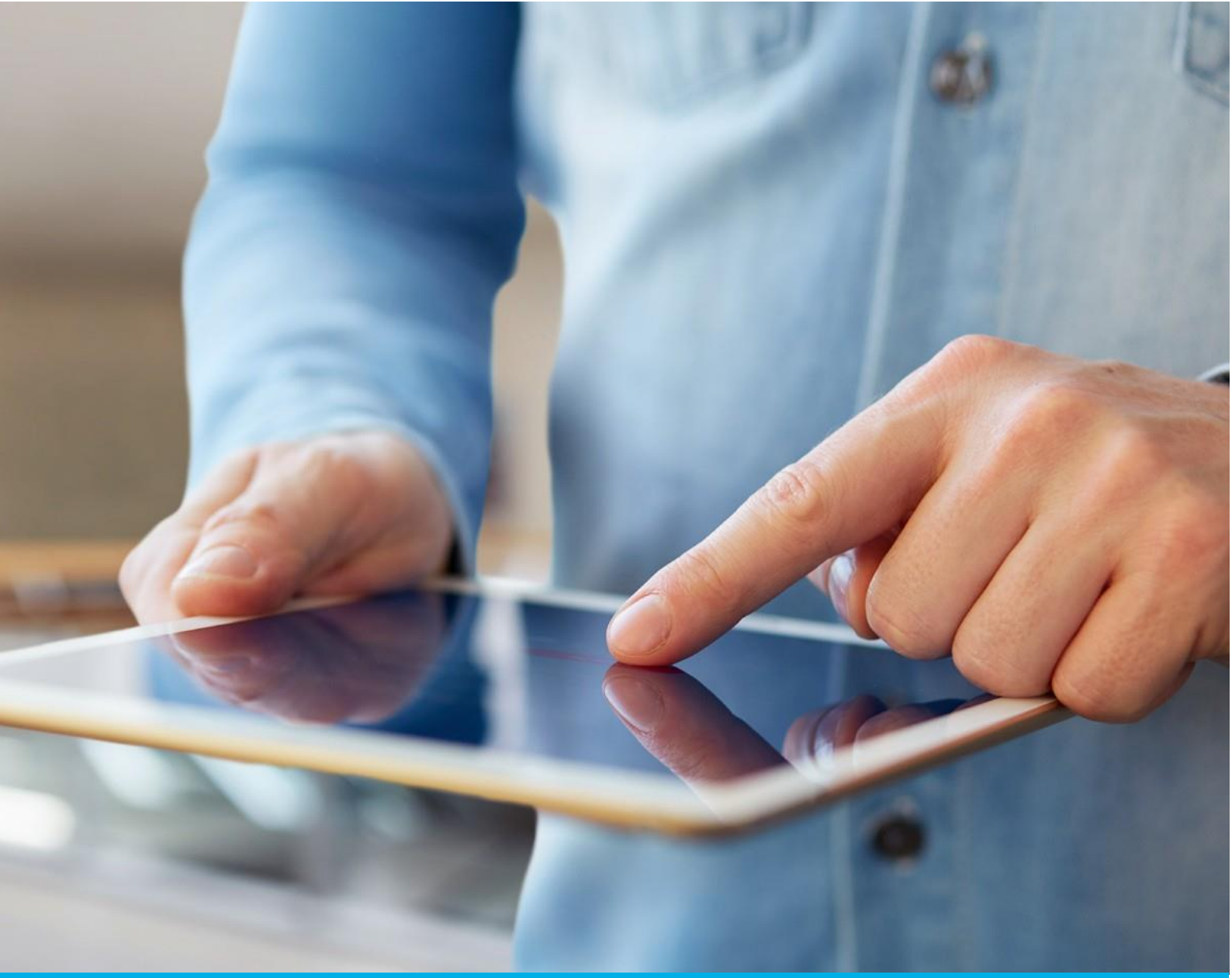

Certum Commercial SSL certificate activation

Ver. 1.7

asseco

Certum
by asseco

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1. Product description

An SSL (TLS) certificate is a type of certificate used in security protocols to certify the authenticity of a domain and its owner. It encrypts and secures website traffic, including the transmission of confidential data that customers enter on your website. Thanks to the SSL certificate, your customers' personal data, logins and passwords, credit card numbers and other data will be secured.

2. Certificate activation

As the Certum **customer**, you will be able to start the activation process of your certificate in the store at **My account** in the **Data security products** tab.

As the **partner**, you start the process through partner panel from the **Dashboard** by choosing the product you want to order.

The process of issuing the certificate consists of several steps:

- **Domain verification** – providing the domains and the verification
- **Certificate activation** – key pair generation, choosing the fields to include in the certificate and submit to issue.

As the activation process goes, each step will go through the next statuses:

Step is awaiting for the data

Data is saved and waiting for verification

Verification was successful

Providing the data is not available yet

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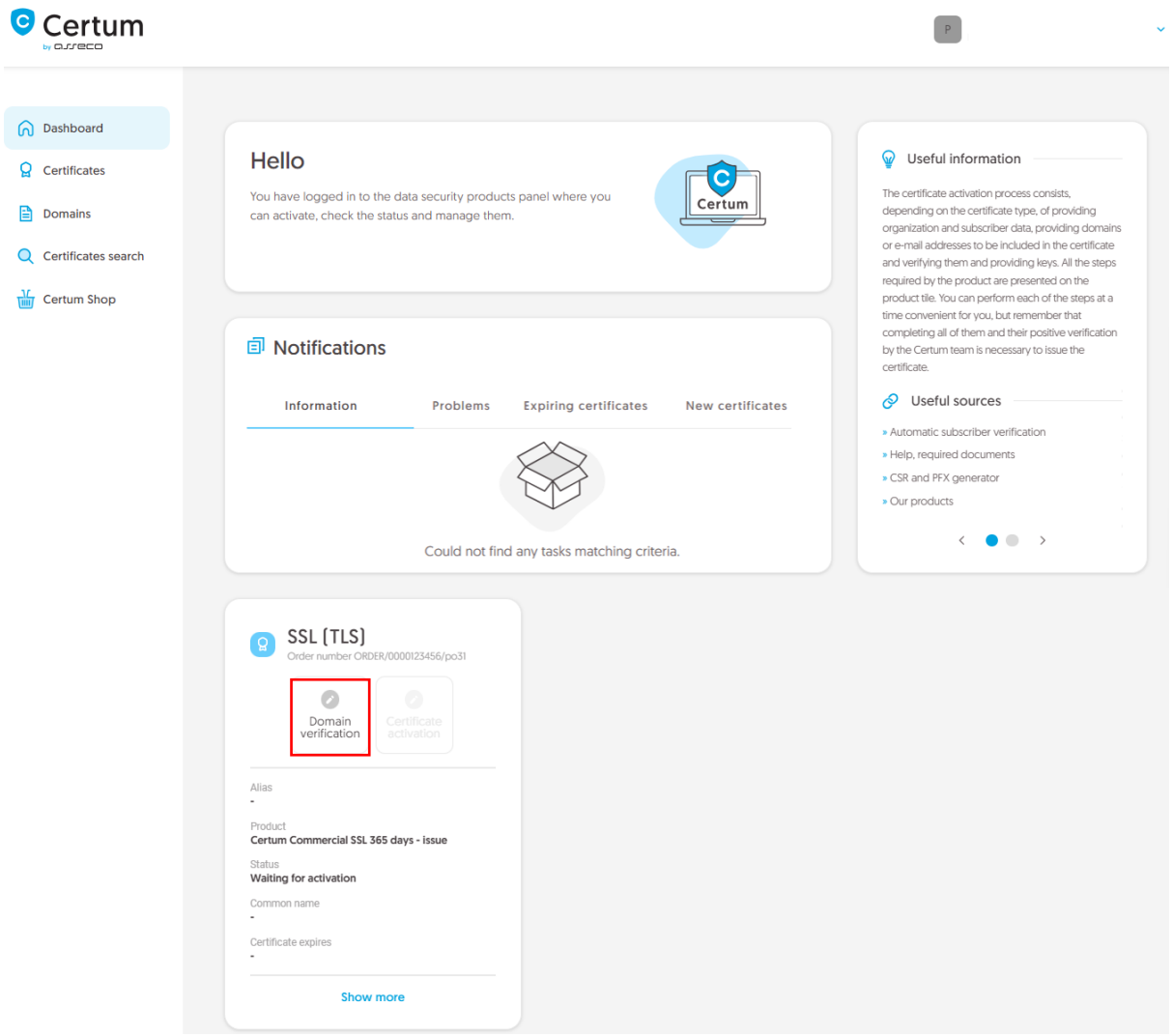
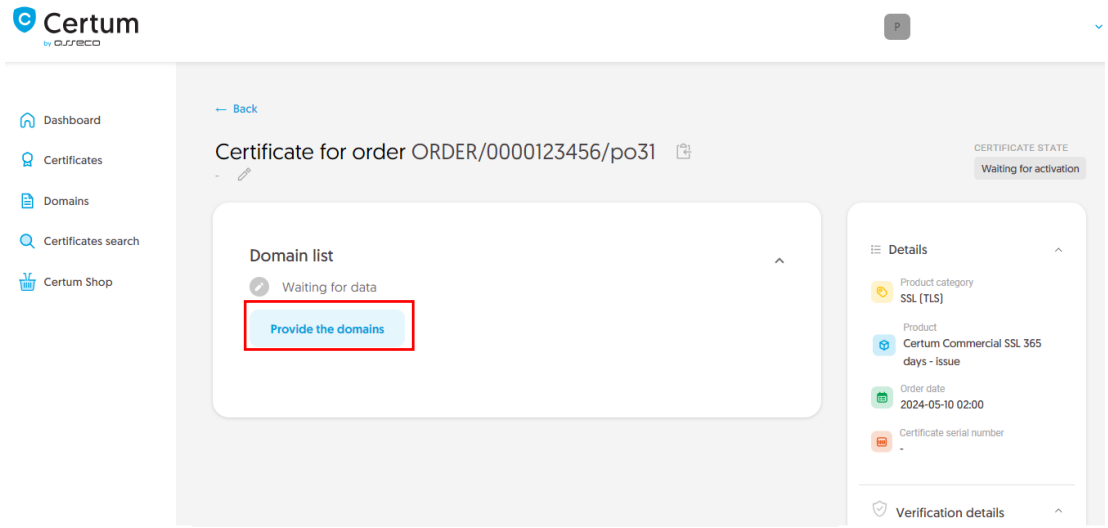
Domain verification step

As the Certum **customer**, you will be able to start the domain verification step from **Dashboard**, using **Domain verification** option:



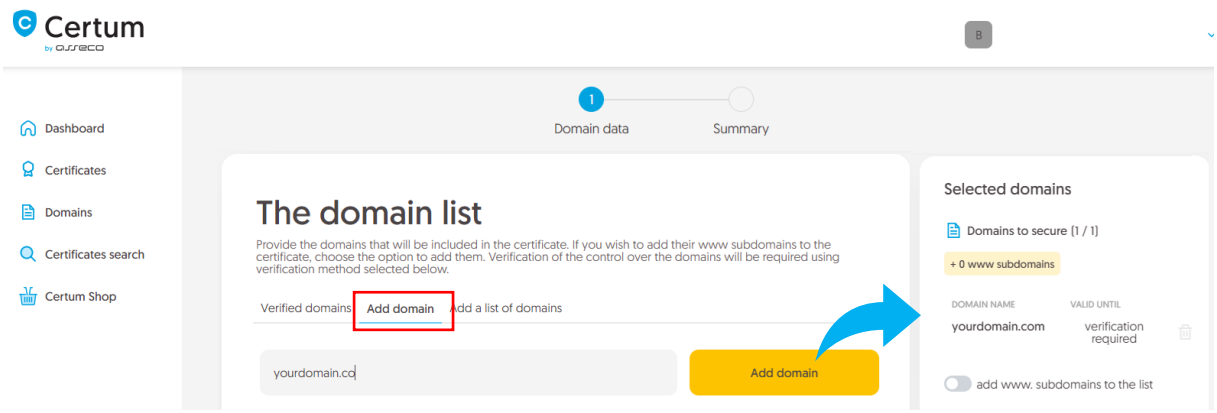
or from the **Certificates** list – choose the certificate you want to activate and use **Provide domains** option.



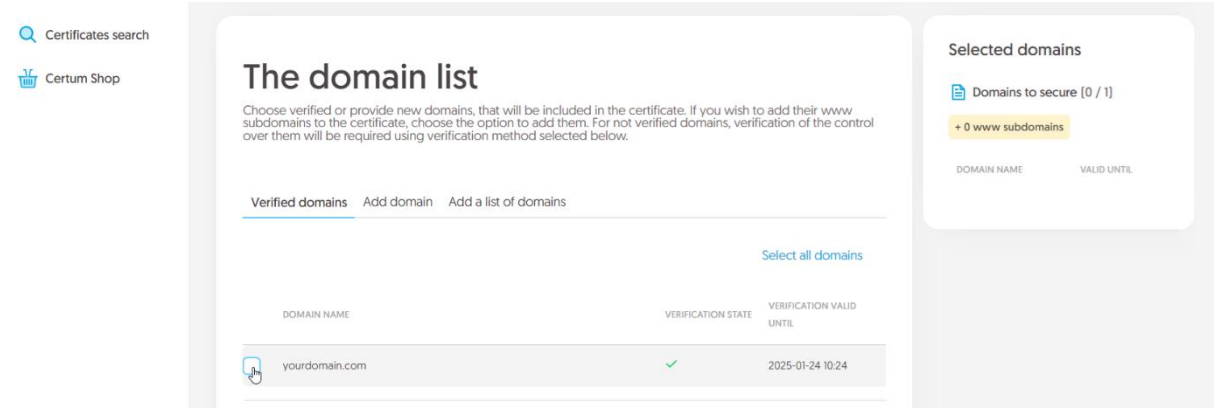
As the **partner**, you will be able to start the domain verification step from **Dashboard**, using new order option. After choosing the product type and providing the order details, you will be able to provide the data used in the first step of issuing the certificate.

In this step, you will provide the domains to be included in the certificate.

Provide the new domains to the list using **Add domain** tab:



or choose verified earlier domains from **Verified domains** tab:



If you have a list of domains in a text file, you can paste its content on the **Add a list of domains** tab. More about domain verification before starting the certificate activation process you can check in domain management instruction (this option is currently available only for **customers**).

If you want to add a www subdomain to a given domain in the certificate, provide it to the list or use the **add www. subdomains to the list** switch.

At this stage, if the domain requires verification, choose the method to verify that you have control over the domains and if you wish, provide the e-mail address of the person who will receive the domain verification code. If you need help with choosing a domain verification method, please check supported verification methods.

After providing the domains, choosing their verification method and proceeding, check provided data on the summary screen. If the data is correct, complete the domain verification step.

The success screen will inform you that your domains have been saved. Verify them using chosen earlier verification method or if they are already verified, proceed to the last step, which is **Certificate activation**.

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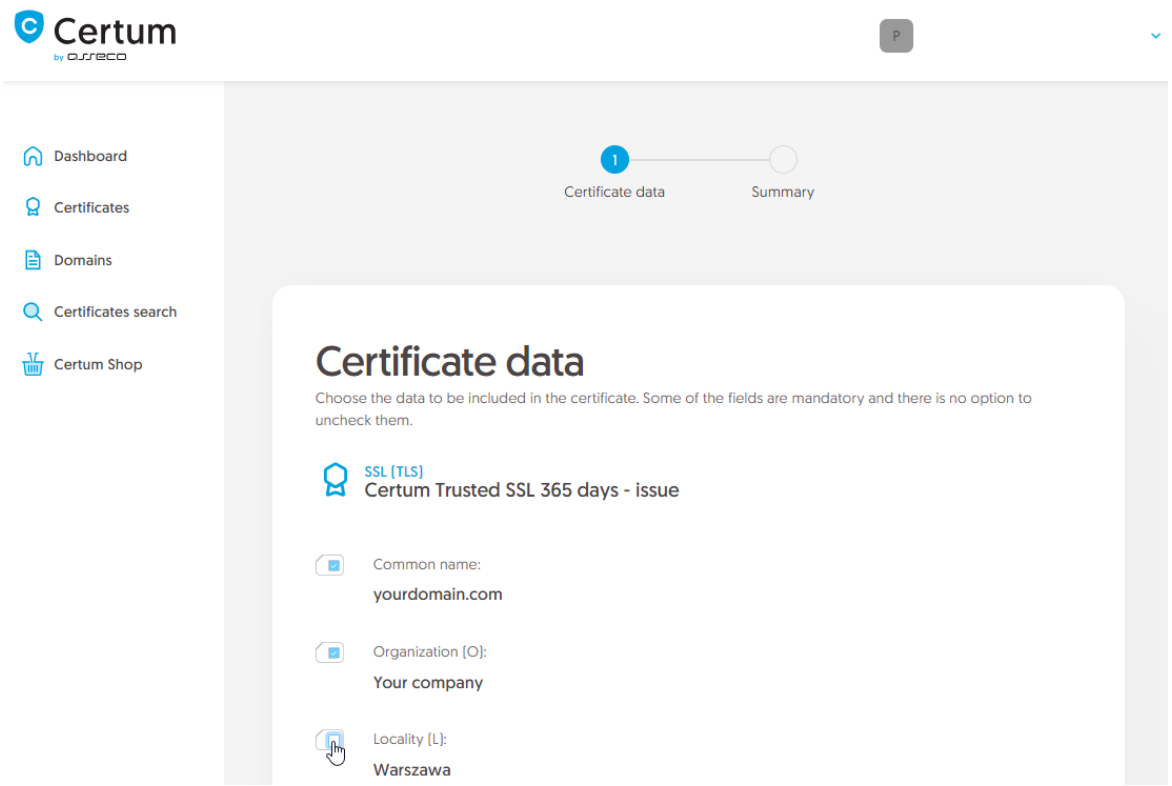
Certificate activation step

You will be able to start certificate activation step from **Dashboard**, using **Certificate activation** option or similar to the previous step: from the **Certificates** list – choose the certificate you want to activate and use **Activate certificate** option.

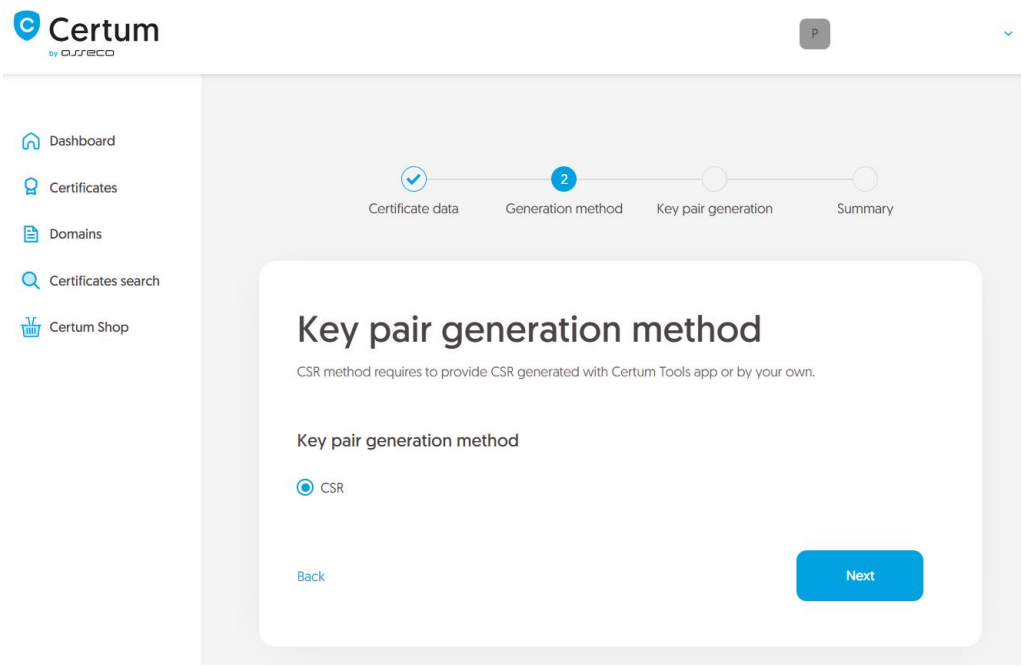
In this step you will choose the Common name of the certificate and generate a key pair.

Choose which of the domains you want to set as the Common name of the certificate (if more than one domain is provided).

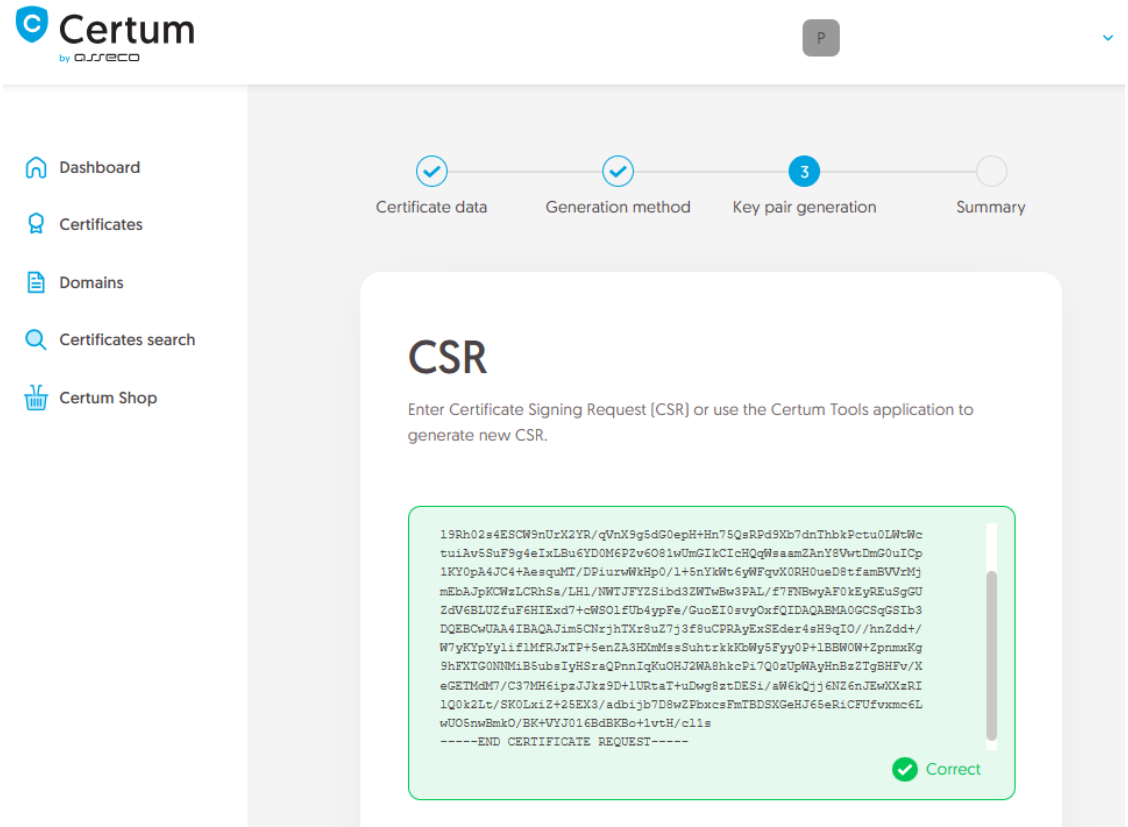


Once you have chosen the Common name, go to the key pair generation.

For SSL certificates, the available key generation method is CSR which means pasting a certificate signing request generated by a generator, e.g. Certum Tools, or by the application/server where the certificate will be installed.



After proceeding, paste your CSR. After pasting the CSR, it will be verified whether it is correct. If a CSR error occurs, it will be indicated in the error message.



Remember to save the private key if you generated a CSR using the generator. You will need it to install the certificate once it is issued.

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Providing the correct CSR and proceeding will display the summary screen. Check all of provided data. Mark the required statements if needed and complete certificate activation.

The success screen will inform you that the certificate has been submitted for issuance. The issued certificate can be downloaded from the certificate creation e-mail or from the certificate details view: in a convenient **PEM** or **DER** encoding.

From the certificate details view you can also download subordinate certificates for the certificate.

If you need a PFX file, you can use the Certum Tools generator.

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