



ObjectSign Digital IDs GCC Certificate Installation Guide – Rev 1.3

BEFORE YOU BEGIN:

1. Review System Requirements found at http://www.globalsign.com/developer/code-signing-certificate/how_do_i_buy.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 ObjectSign 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:

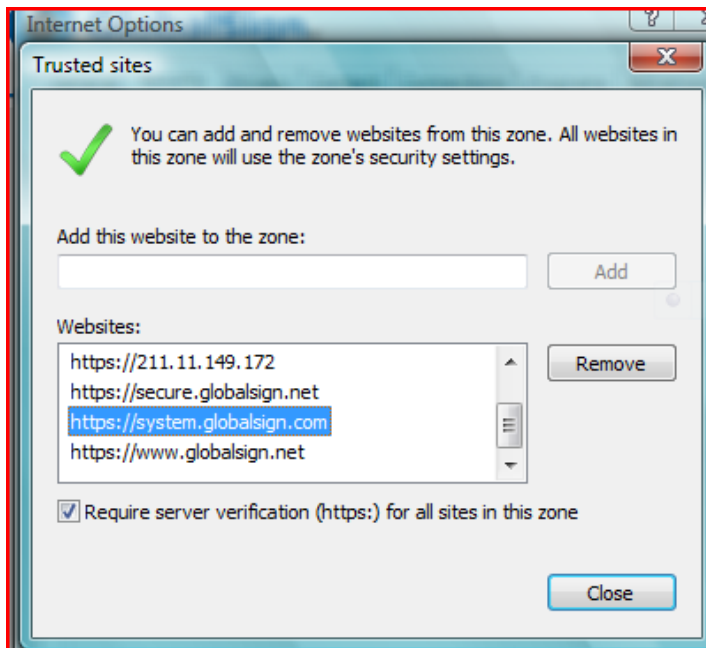
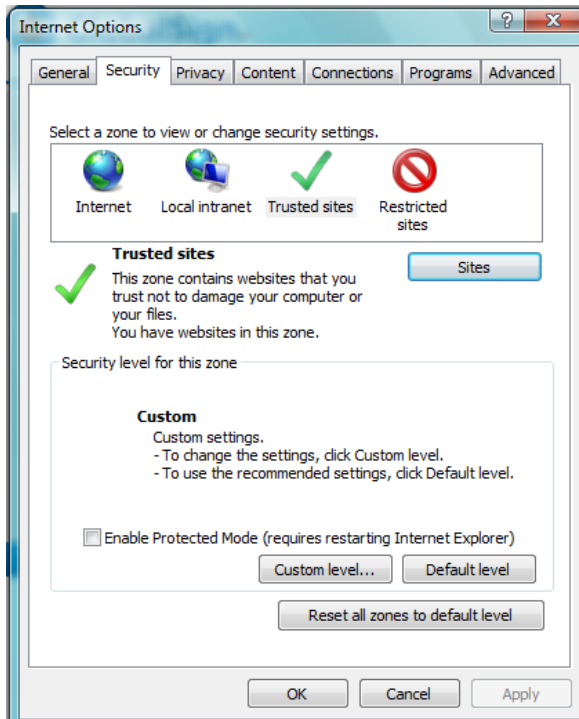
Before you start you must make the following changes, as described below:

- 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':

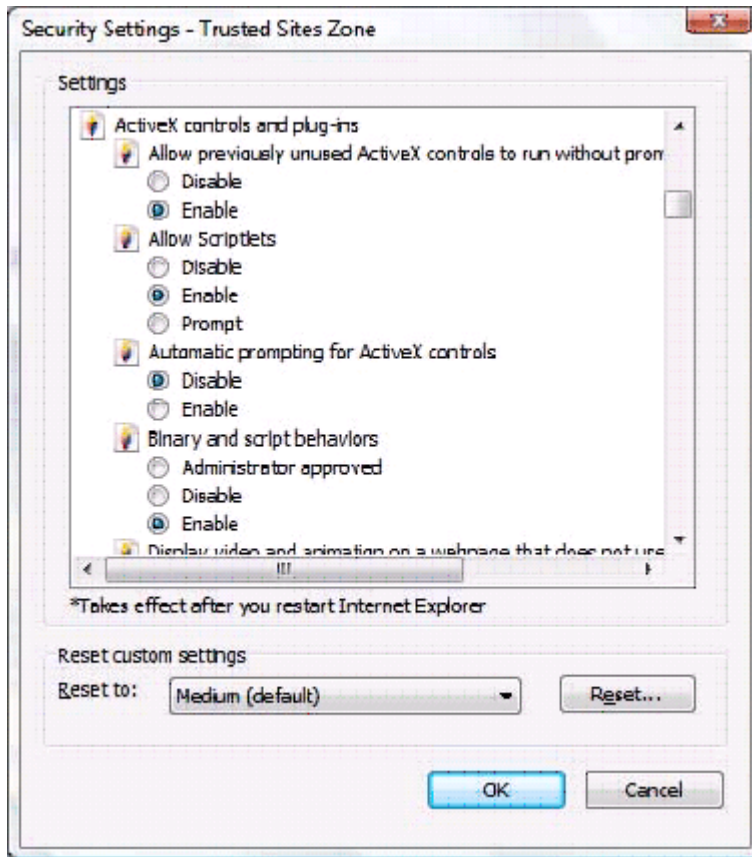
- <https://system.globalsign.com>
- <https://systemeu.globalsign.com>

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

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 - Code Signing 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.

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.

Organization Required	<input type="text" value="GlobalSign Inc"/> Specify the Organization Registered Name in full, including Inc, Ltd, NV, Plc etc
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="New Hampshire"/> 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"/> ▾ 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

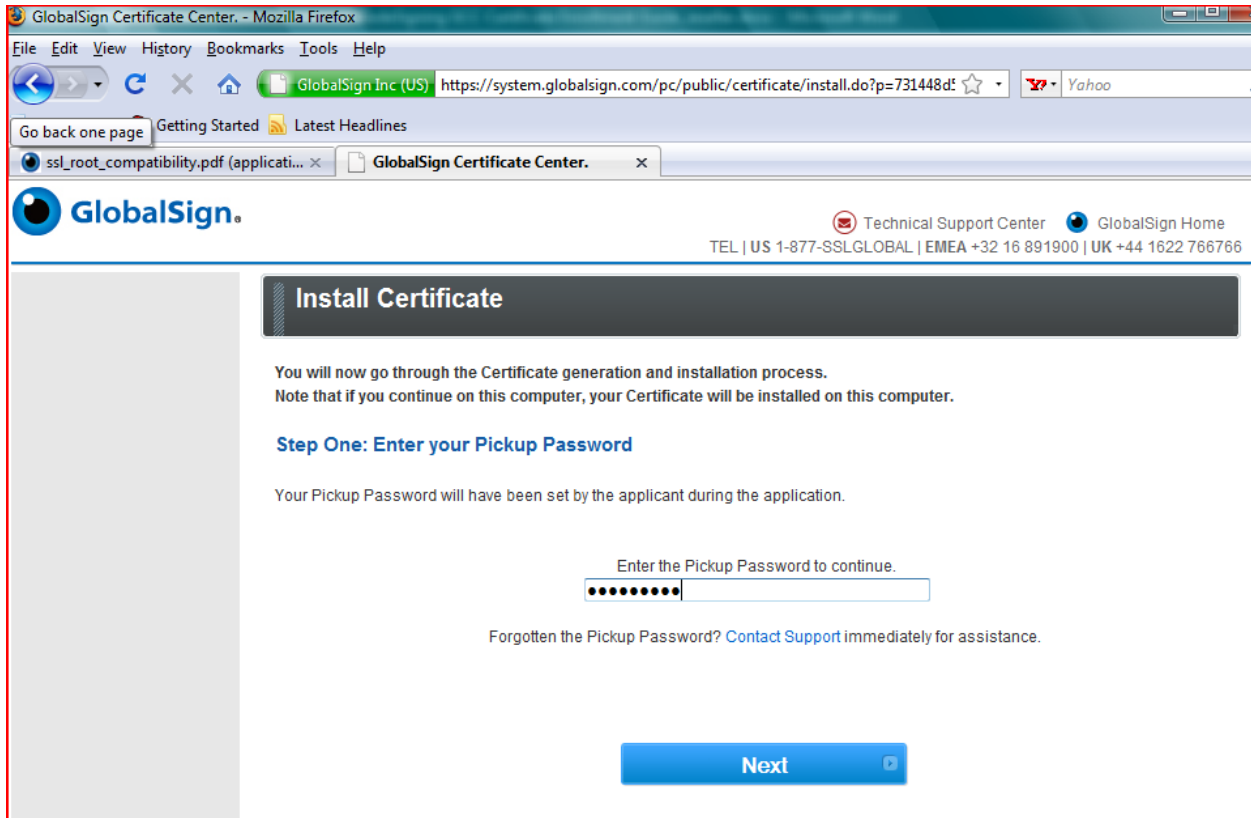
When the vetting is complete we will send an email to the Applicant to pickup the Certificate. For security, please specify a Pickup Password that will be required to release the issued Certificate. NOTE, the usage for this password is different from the GCC login password provided previously, the Pickup Password is used only for this Certificate application.

Pickup Password Required	<input type="password" value="●●●●●●●●"/> Password must be a minimum of 8 characters. Alpha-numeric values only (A-Z, 0-9)
Pickup Password (re-enter) Required	<input type="password" value="●●●●●●●●"/>

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).

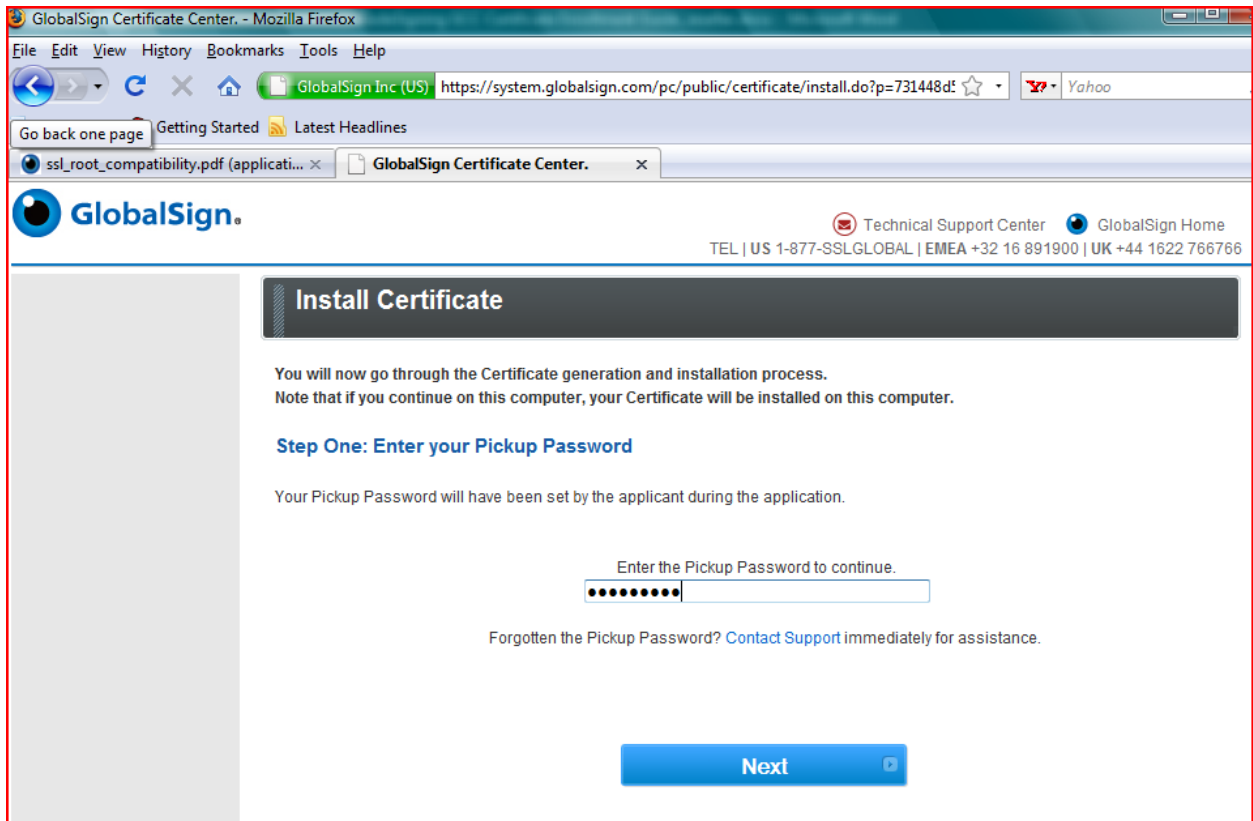
Clicking on the URL provided in the Email will direct you to the following webpage prompting you for the Certificate Pick up Password that was established at registration:



The screenshot shows a Mozilla Firefox browser window titled "GlobalSign Certificate Center. - Mozilla Firefox". The address bar displays "https://system.globalsign.com/pc/public/certificate/install.do?p=731448d". The page content includes the GlobalSign logo, a "Technical Support Center" link, and a "GlobalSign Home" link. The main heading is "Install Certificate". Below this, the text reads: "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 next section is "Step One: Enter your Pickup Password". It states: "Your Pickup Password will have been set by the applicant during the application." There is a text input field with the prompt "Enter the Pickup Password to continue." and a "Next" button. A link for "Contact Support" is provided for users who have forgotten their password.

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 a Mozilla Firefox browser window titled "GlobalSign Certificate Center. - Mozilla Firefox". The address bar displays "GlobalSign Inc (US) 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 page content features the GlobalSign logo on the left and contact information on the right: "Technical Support Center" and "GlobalSign Home" with phone numbers for US, EMEA, and UK. The main heading is "Install Certificate". Below this, the text reads: "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" and states: "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 contains several black dots. Below the field, a link says "Forgotten the Pickup Password? Contact Support immediately for assistance." At the bottom center, there is a blue "Next" button with a right-pointing arrow.

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](#).

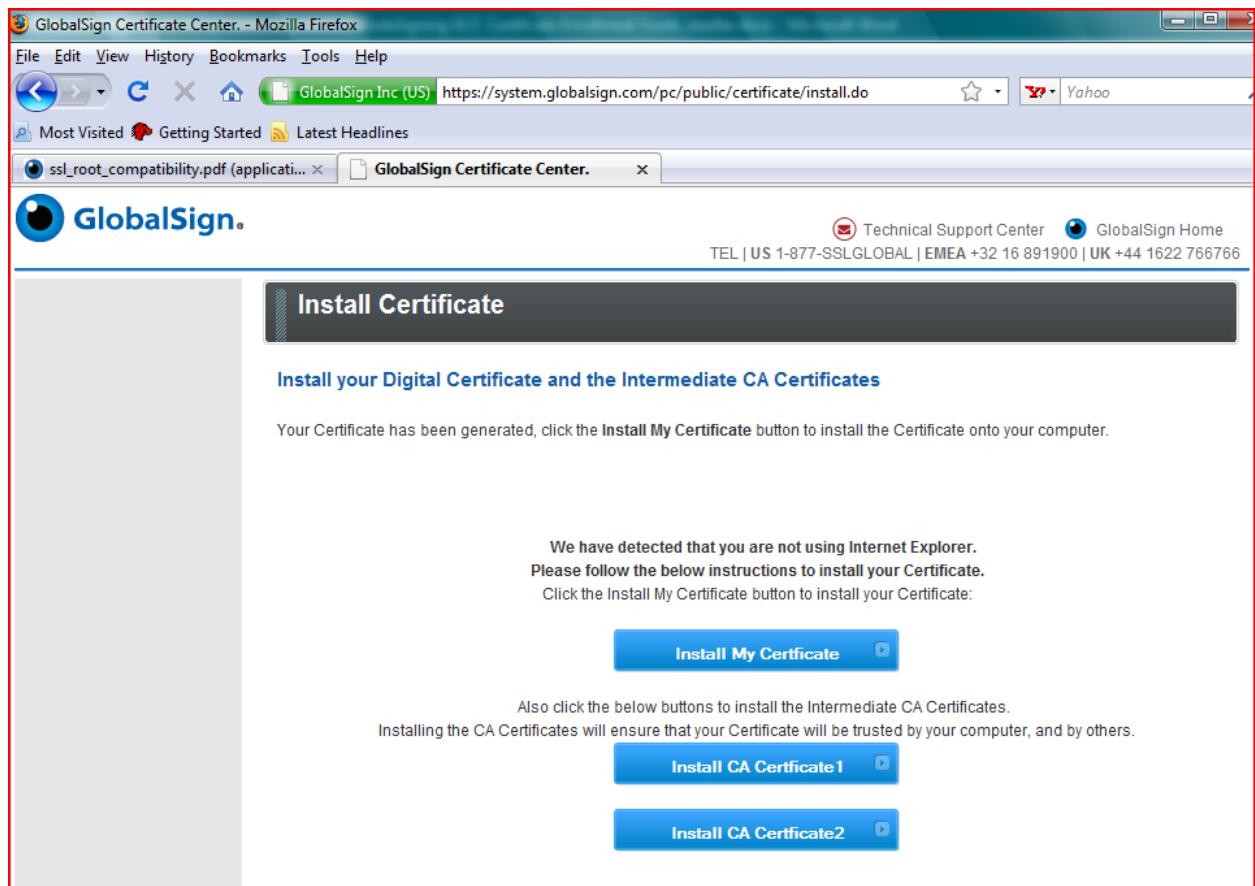
Please note! Depending on your browser / Operating System setup, there may be a information bar or Pop Up asking you to install "Microsoft Certificate Enrolment Control" displayed at the top of this page. If so, you MUST allow this to run. It is a safe program that your browser uses to install your certificate.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



GlobalSign Certificate Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

GlobalSign Inc (US) <https://system.globalsign.com/pc/public/certificate/install.do> Yahoo

Most Visited Getting Started Latest Headlines

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

GlobalSign

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

Install Certificate

Install your Digital Certificate and the Intermediate CA Certificates

Your Certificate has been generated, click the **Install My Certificate** button to install the Certificate onto your computer.

We have detected that you are not using Internet Explorer.
Please follow the below instructions to install your Certificate.
Click the Install My Certificate button to install your Certificate:

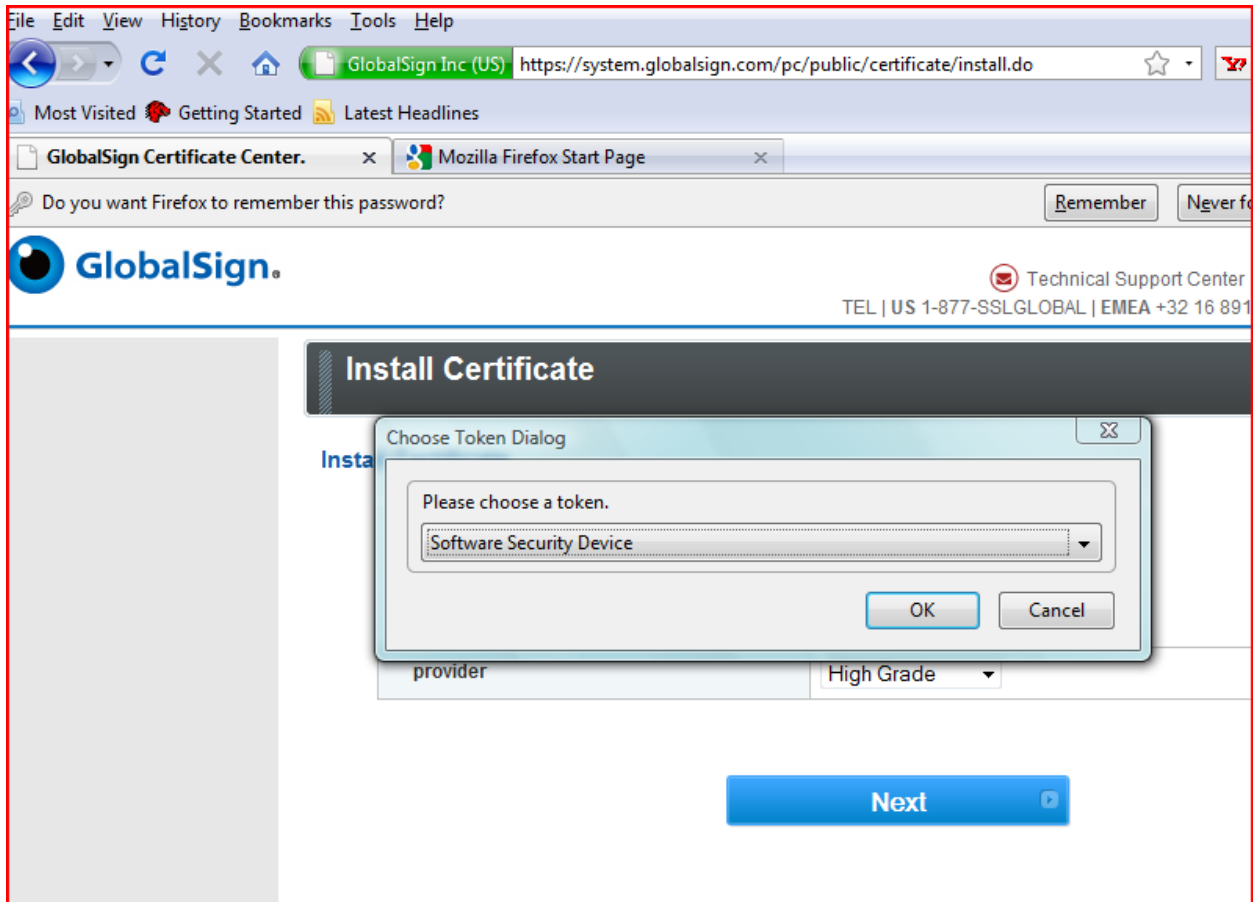
Install My Certificate

Also click the below buttons to install the Intermediate CA Certificates.
Installing the CA Certificates will ensure that your Certificate will be trusted by your computer, and by others.

Install CA Certificate 1

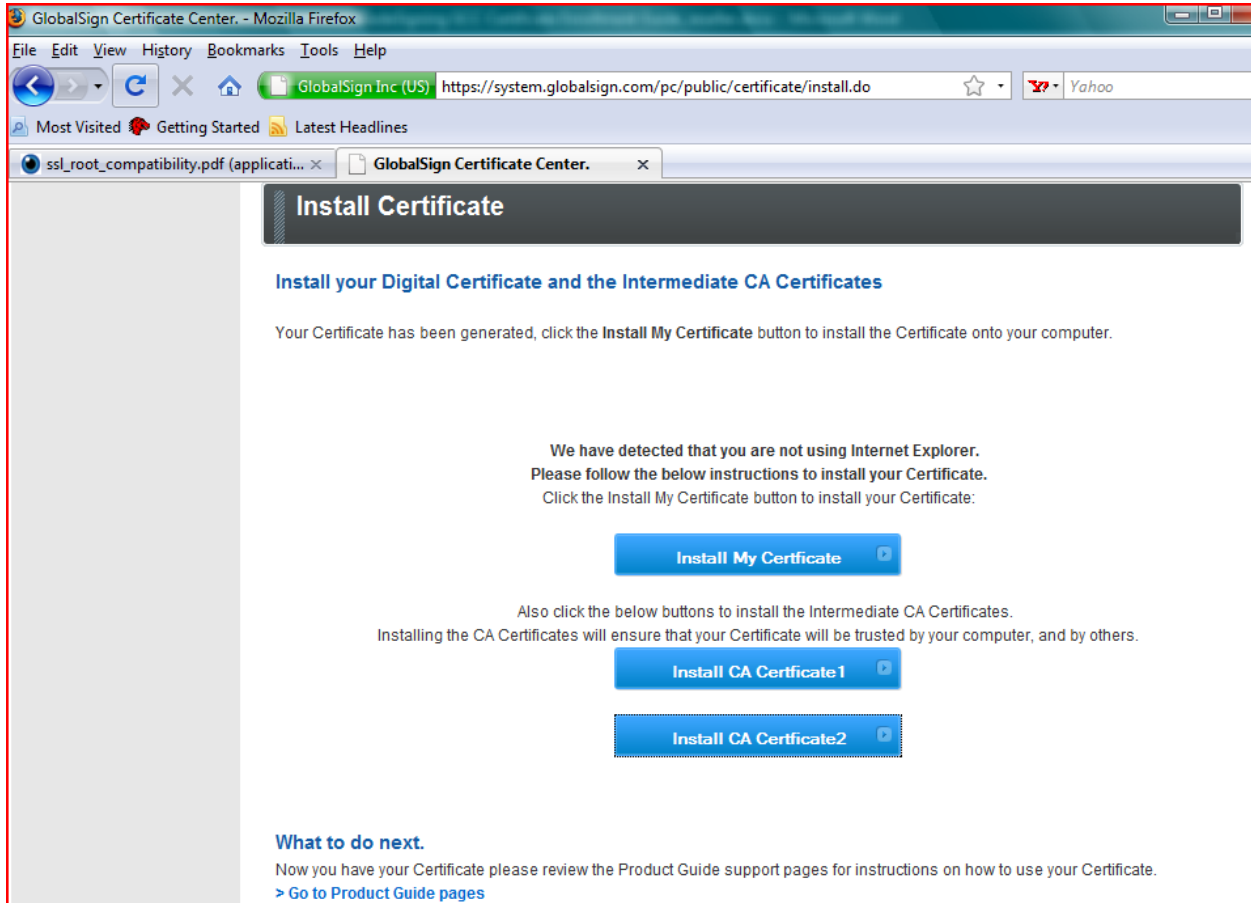
Install CA Certificate 2

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



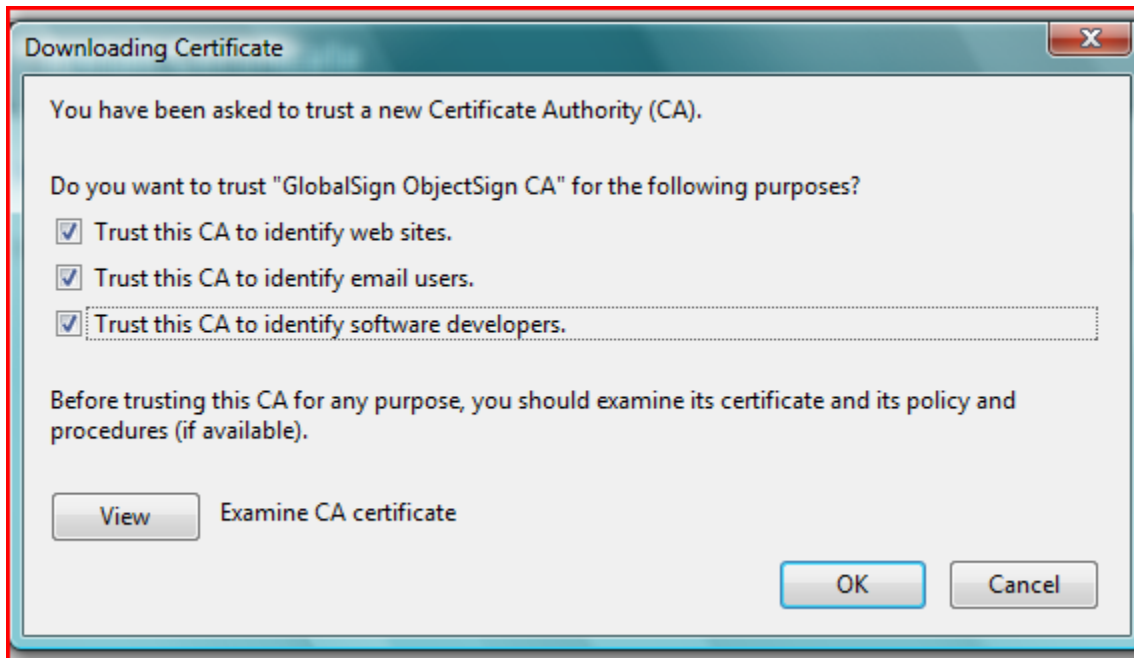
Subsequent to the Public / Private Key generation which may take a few minutes, you will be able to install your code signing certificate.

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

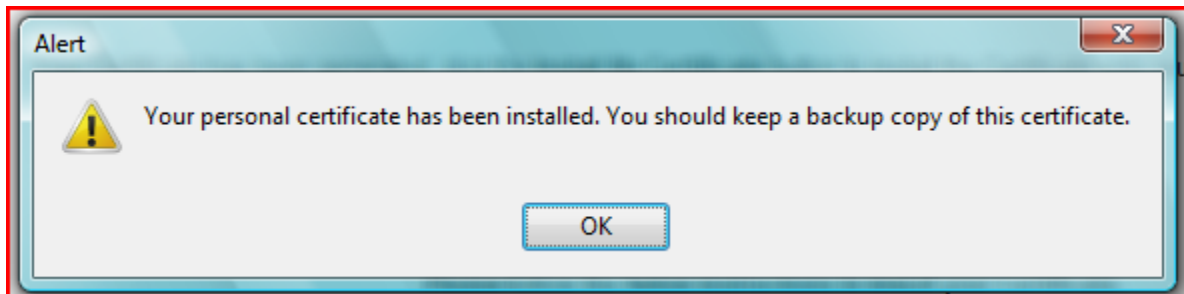


The screenshot shows a Mozilla Firefox browser window with the address bar displaying "https://system.globalsign.com/pc/public/certificate/install.do". The page title is "GlobalSign Certificate Center". The main heading is "Install Certificate". Below this, the text reads "Install your Digital Certificate and the Intermediate CA Certificates". A message states: "Your Certificate has been generated, click the **Install My Certificate** button to install the Certificate onto your computer." A warning message follows: "We have detected that you are not using Internet Explorer. Please follow the below instructions to install your Certificate. Click the Install My Certificate button to install your Certificate:". There are three blue buttons: "Install My Certificate", "Install CA Certificate1", and "Install CA Certificate2". Below the buttons, it says: "Also click the below buttons to install the Intermediate CA Certificates. Installing the CA Certificates will ensure that your Certificate will be trusted by your computer, and by others." At the bottom, there is a section titled "What to do next." with the text: "Now you have your Certificate please review the Product Guide support pages for instructions on how to use your Certificate." and a link: "> Go to Product Guide pages".

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.

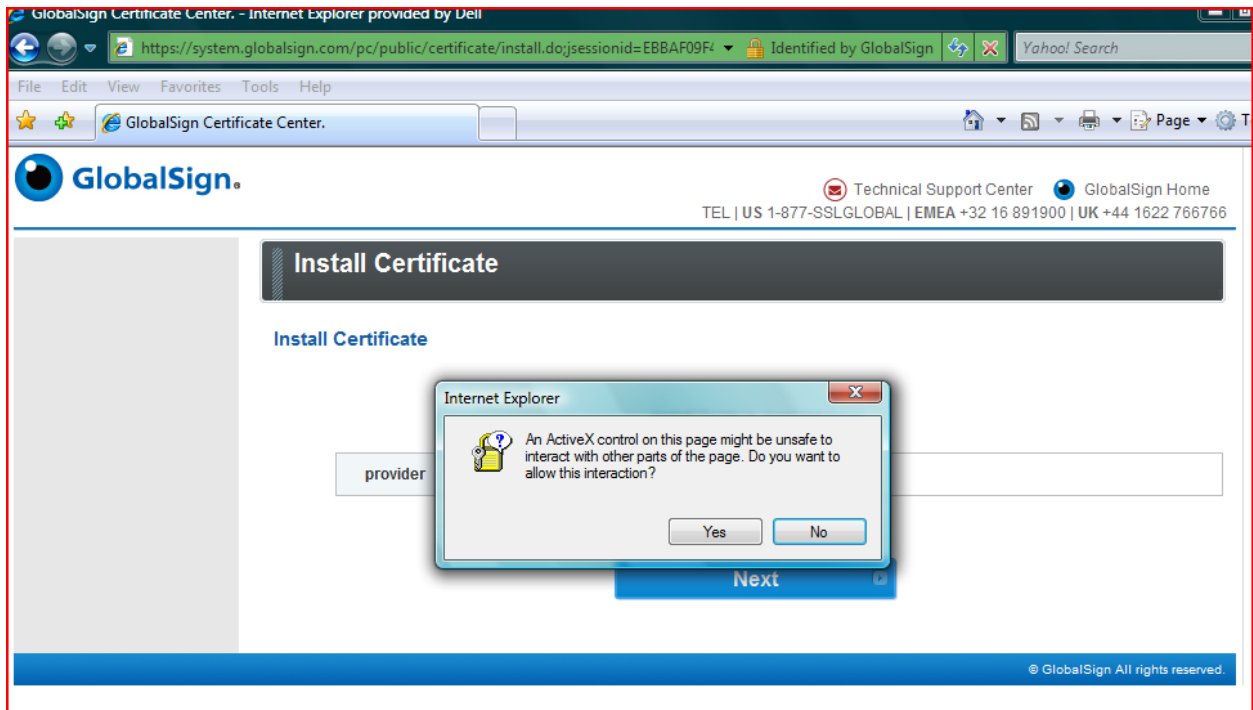


Installation is complete. Follow instructions found here <http://www.globalsign.com/support/faq/misc/16.php> on how to export your digital ID and private key into a PKCS12 format which can be saved for back-up purposes.

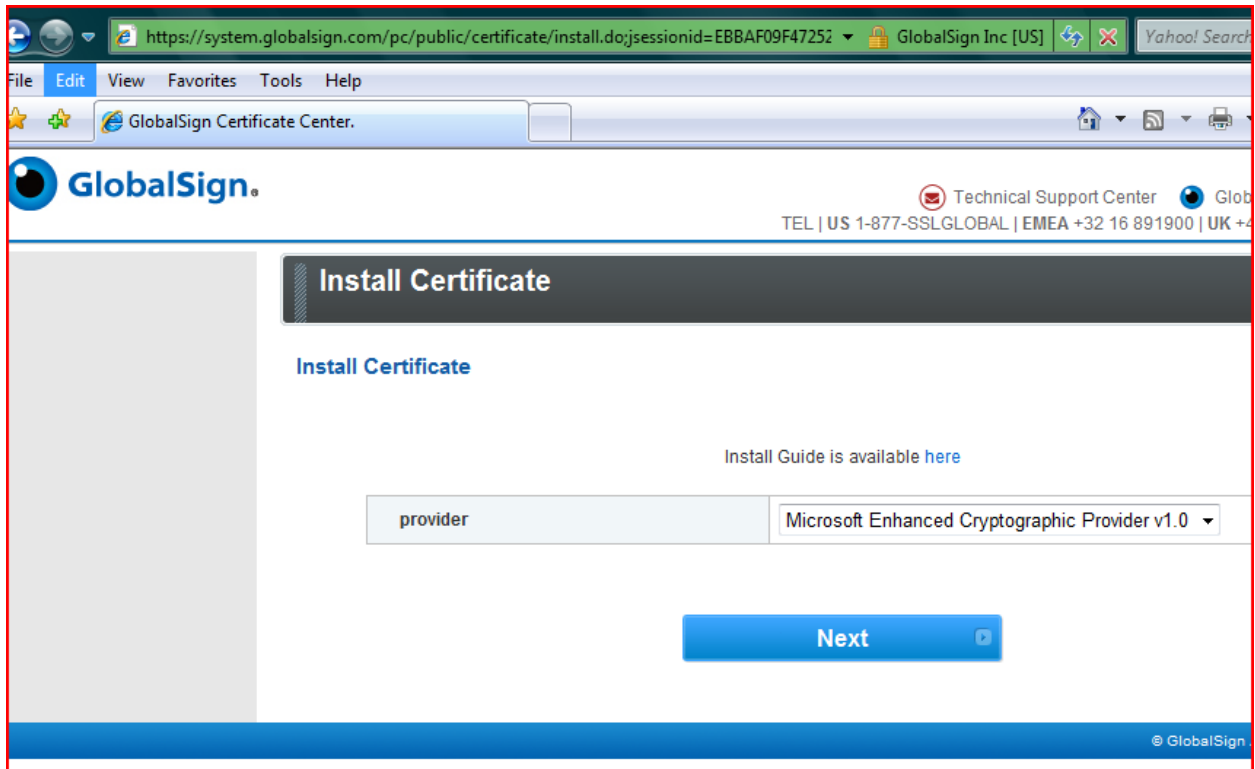


Step 5b: Vista / IE users (not recommended)

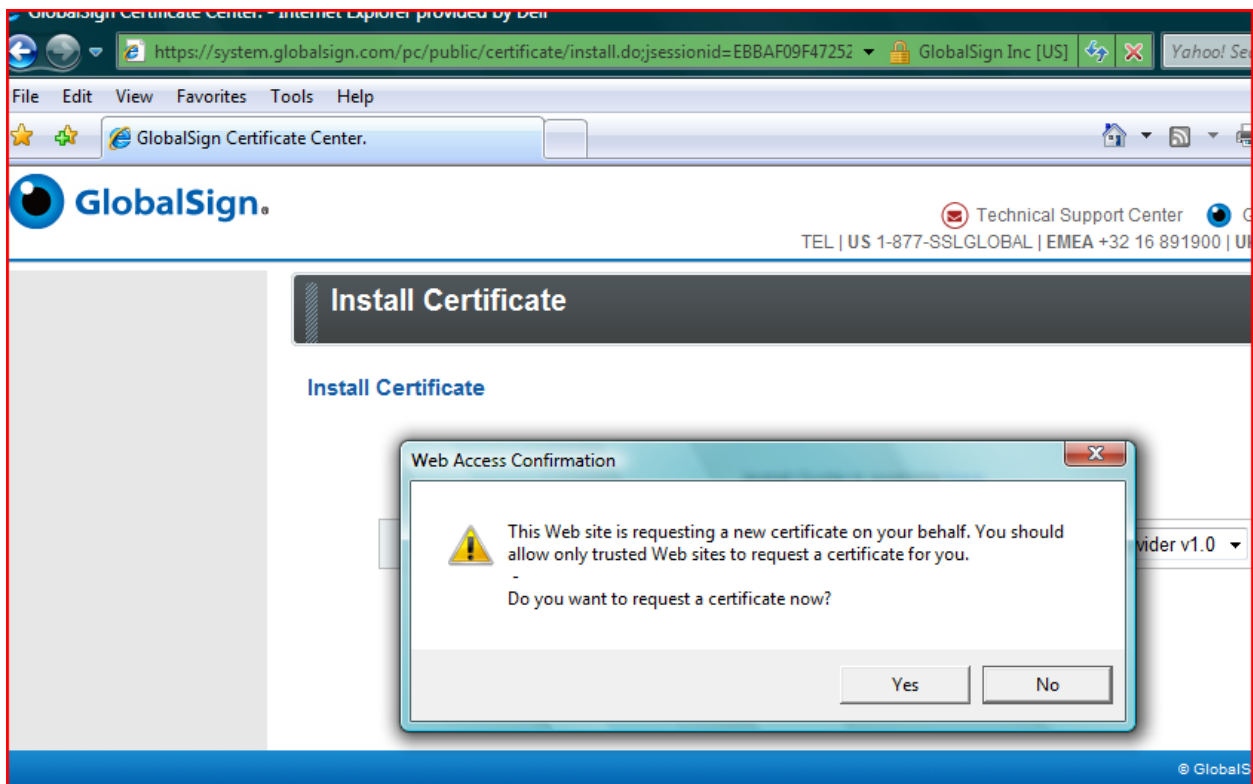
Click "Yes" at the IE Active X prompt



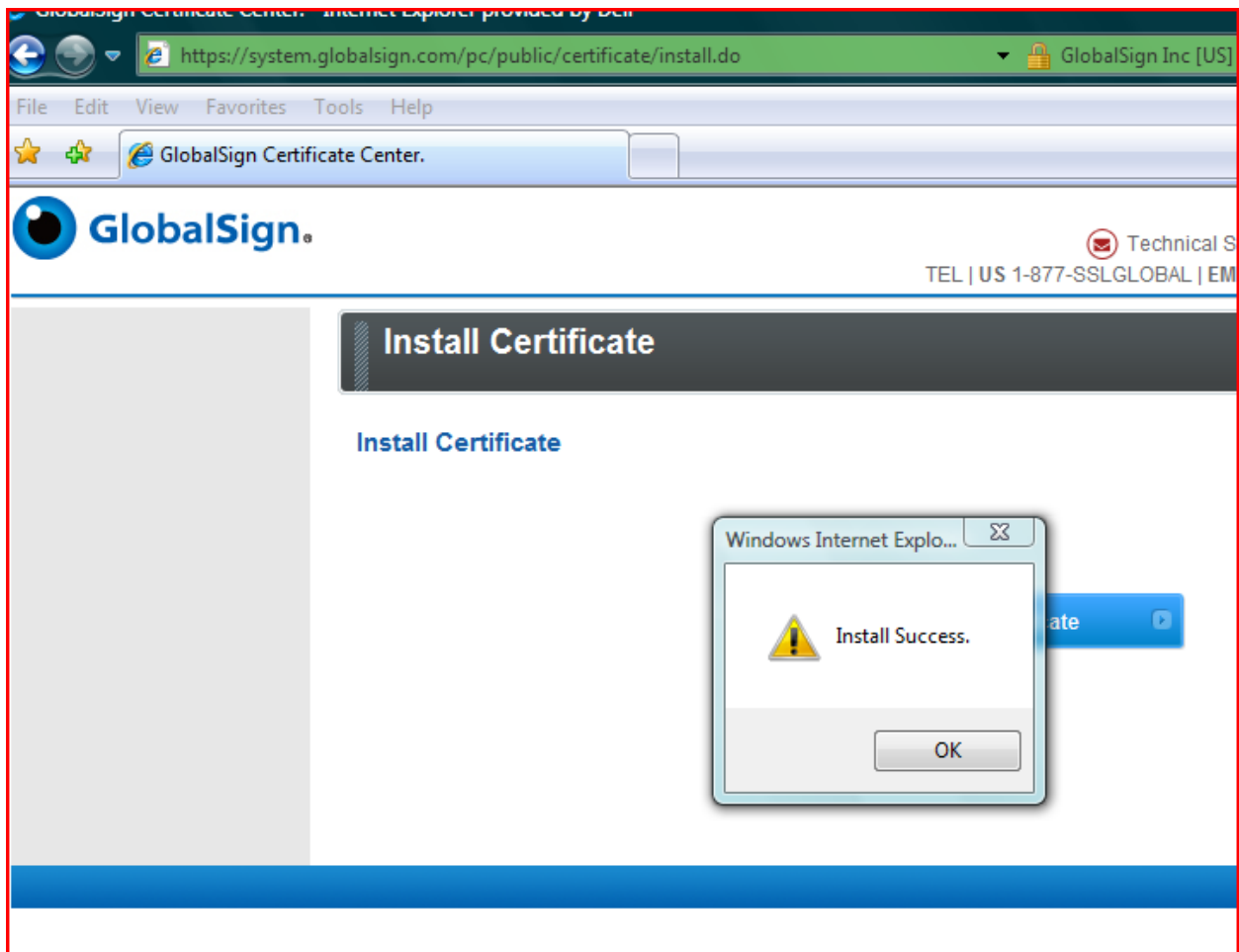
For software certificates, select the "Microsoft Enhanced Cryptographic Provider 1.0" Cryptographic Service Provider. Alternatively, select the CSP that is associated with your USB token or Smart card.



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>



GlobalSign Digital Certificates are trusted by all popular Browsers, Operating Systems, Mobile Devices and Applications.