Instructions: Purchase a Personal Pass Certificate

Steps:

In order to purchase and install a personal pass certificate onto your machine you will need to first

1. Generate a CSR for Smart Card Token (see and complete instructions per the relevant document)

2. Then Proceed to **purchase a personal pass certificate** from TrustFactory

3. Install the certificate. (See installation instructions per relevant document)

4. Install the client root and issuing CA certificates (See installation instructions per relevant document)

The below document details the purchasing steps as per point number 2 above

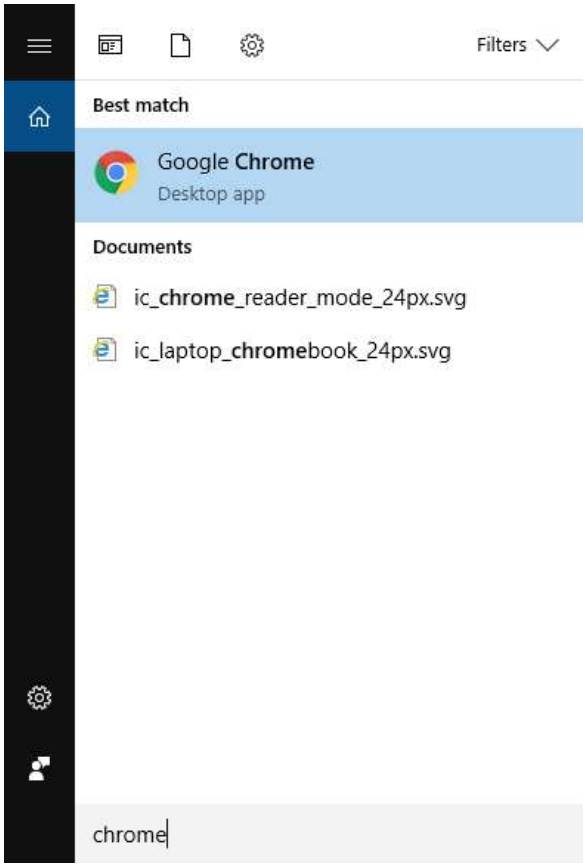
Purchase a Personal Certificate

Please note you will be required to upload:

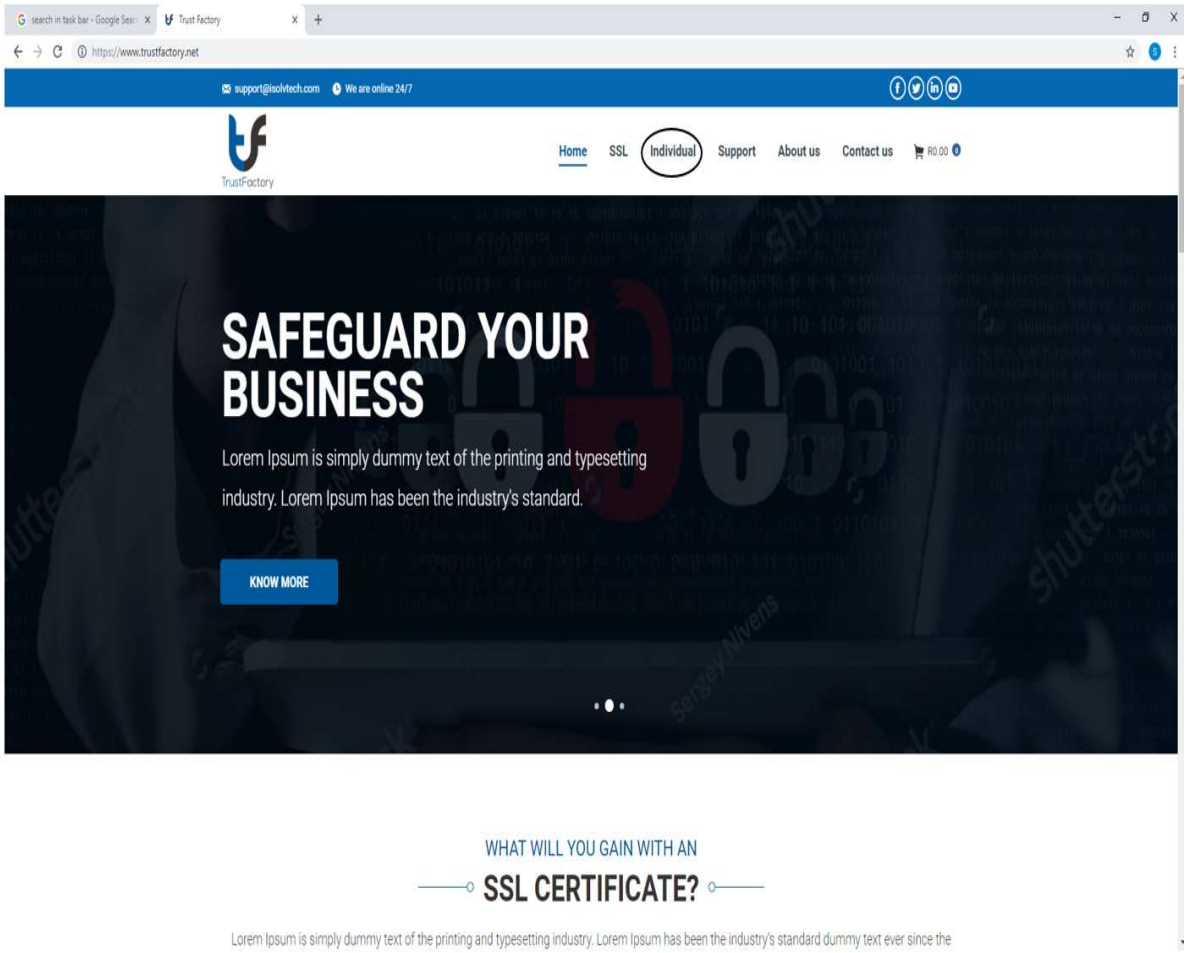
1. a certified copy (within last 3 months) of your identity document
2. a copy of your proof of address

To Proceed with the Purchase:

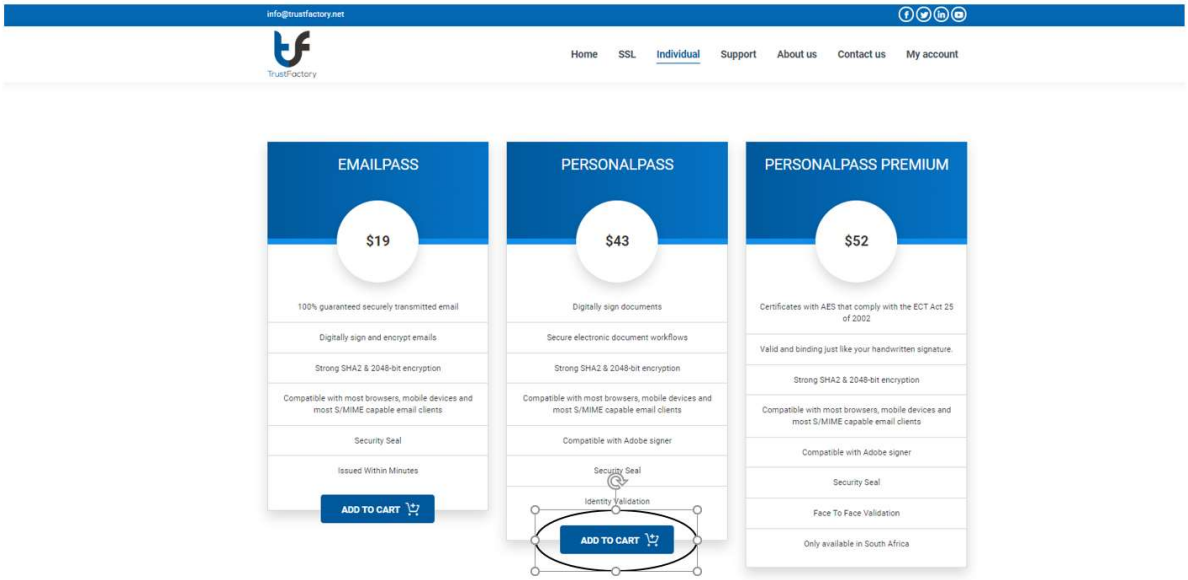
1.1. Go to the task menu on your computer and type “Chrome”
1.2. Select the Google Chrome browser from the search results



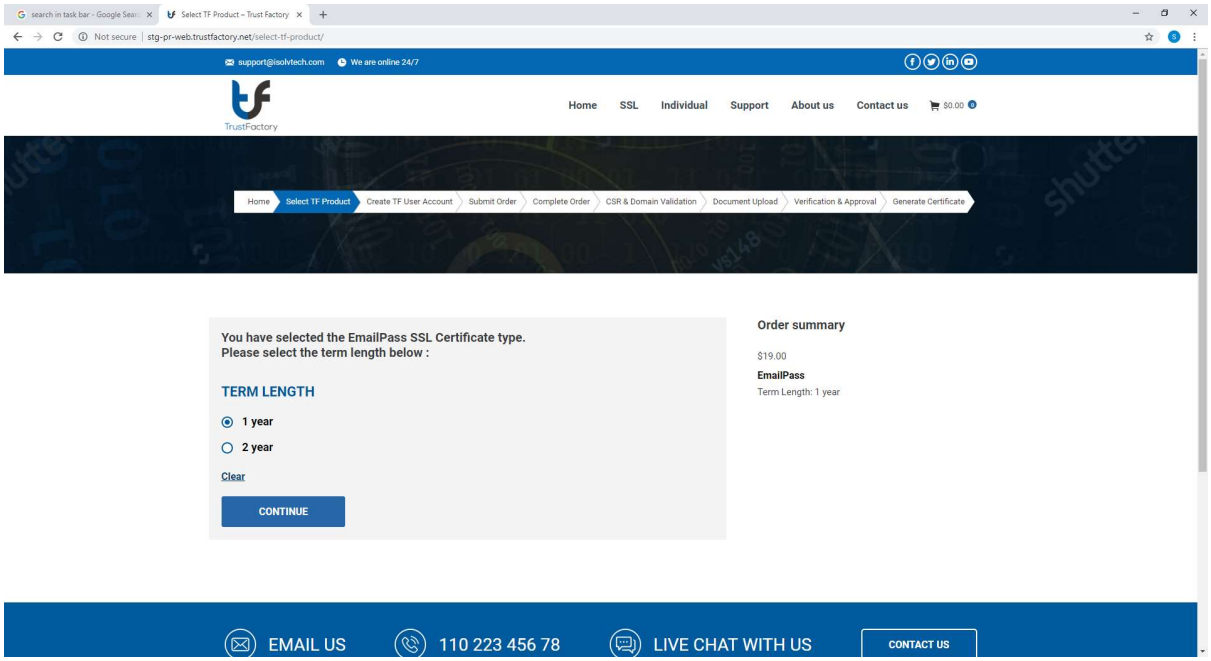
2. Enter the following URL: https://www.trustfactory.net/
3. Click on the “Individual” tab



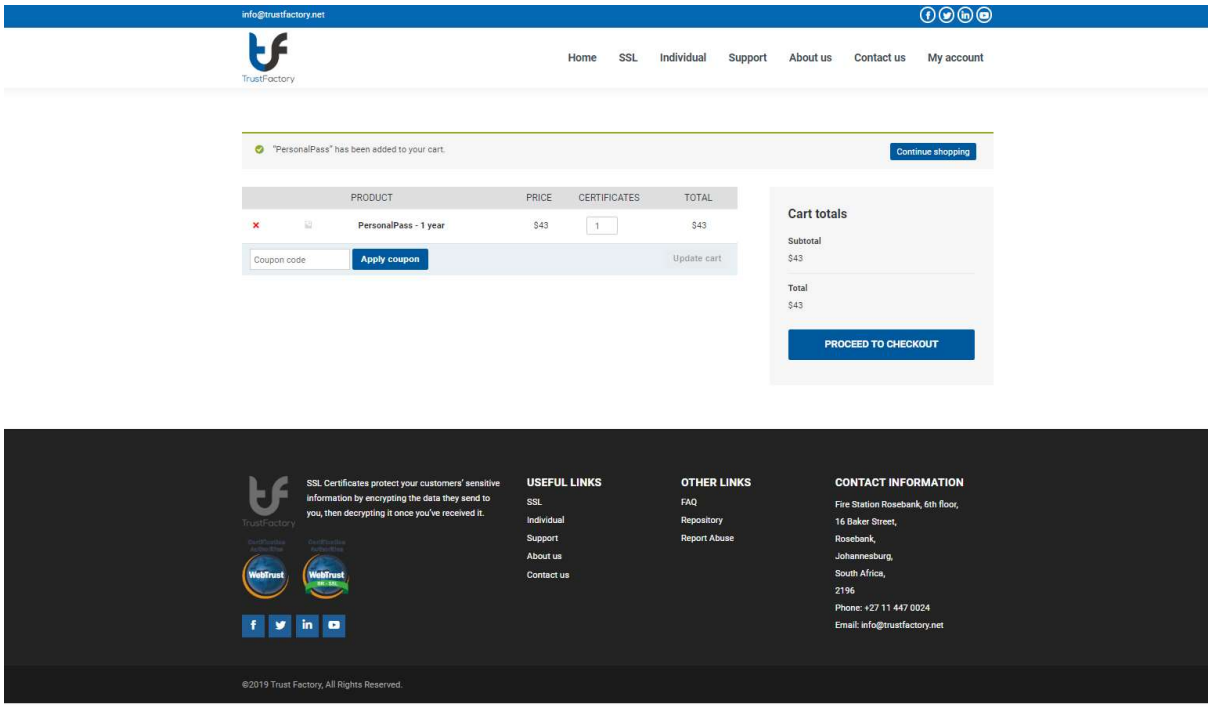
4. Select Personal Pass by clicking on “Add To Cart”



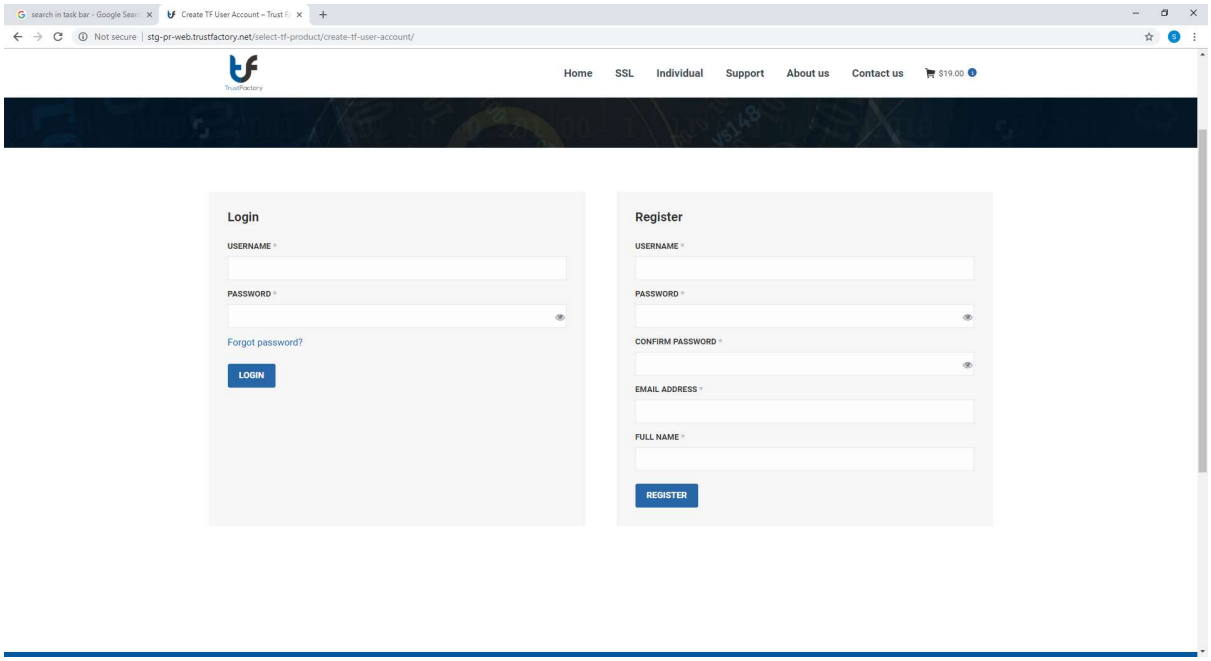
5. Select term length as 1 year and click continue



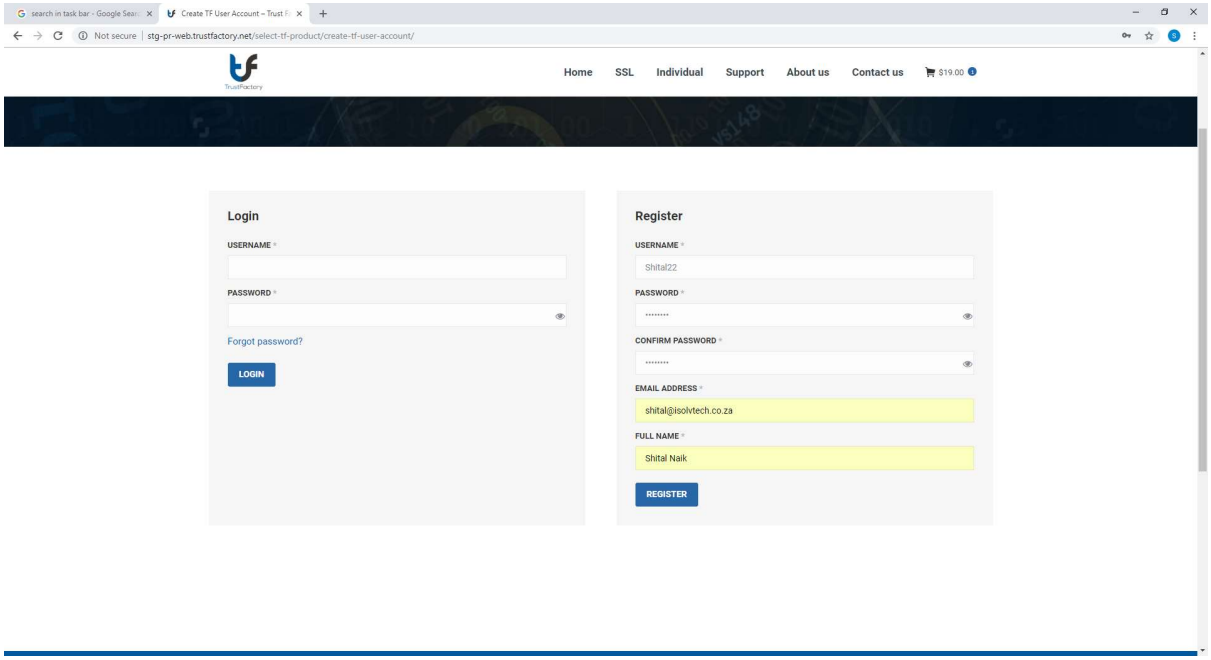
6. You will be directed to the checkout page.



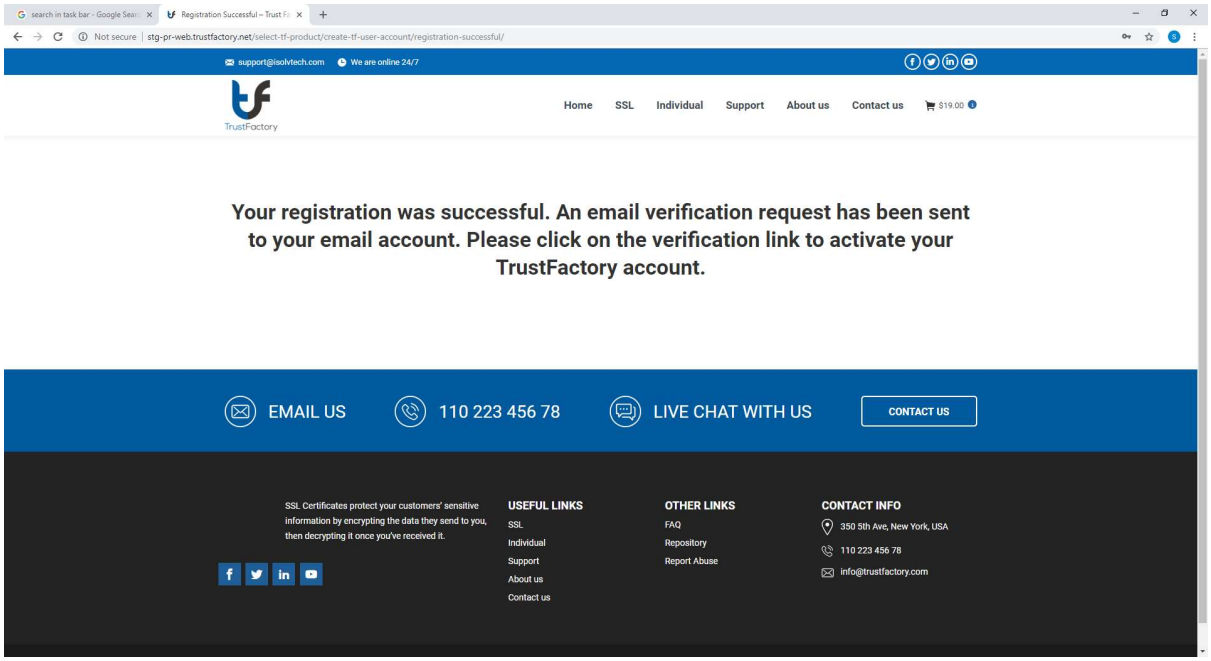
7. Click on proceed to checkout



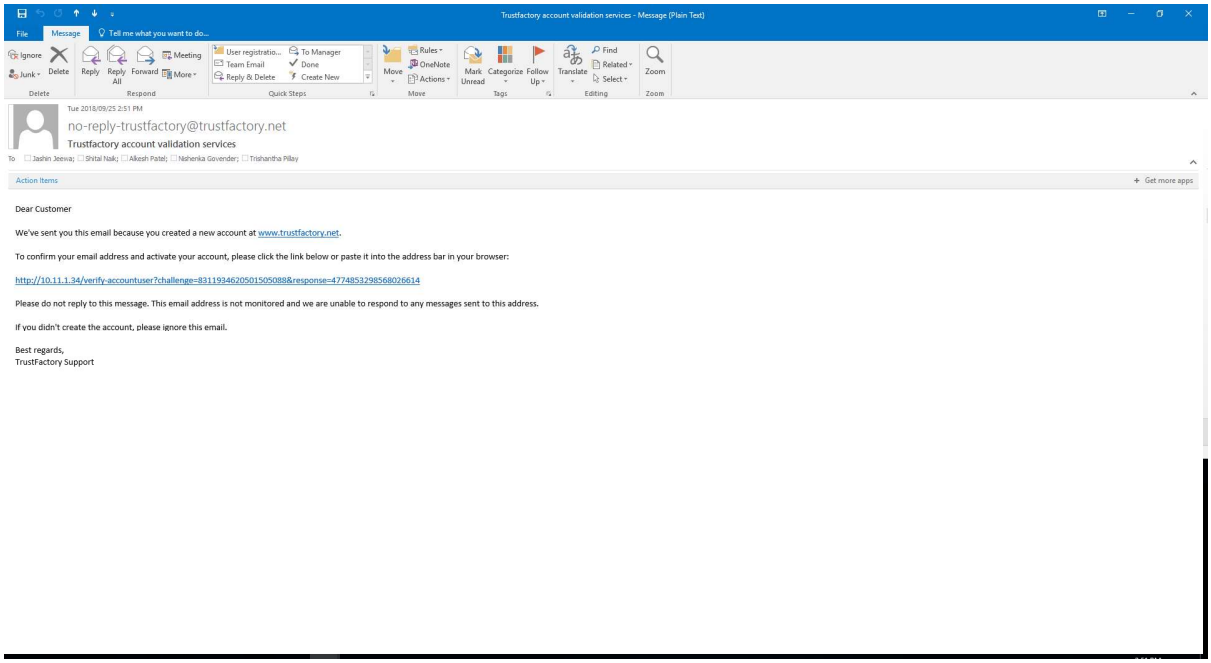
8. You will be prompted to register or login
9. If you are a new user, please register an account by completing the required fields and click on register



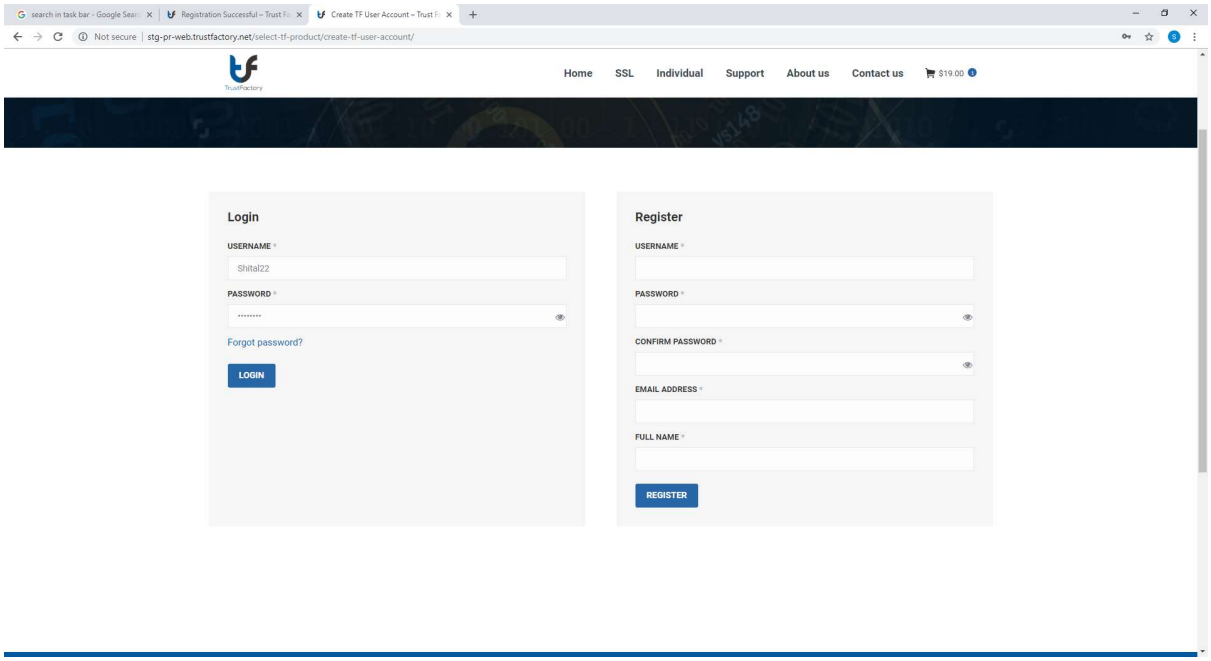
10. You will be asked to validate your email address



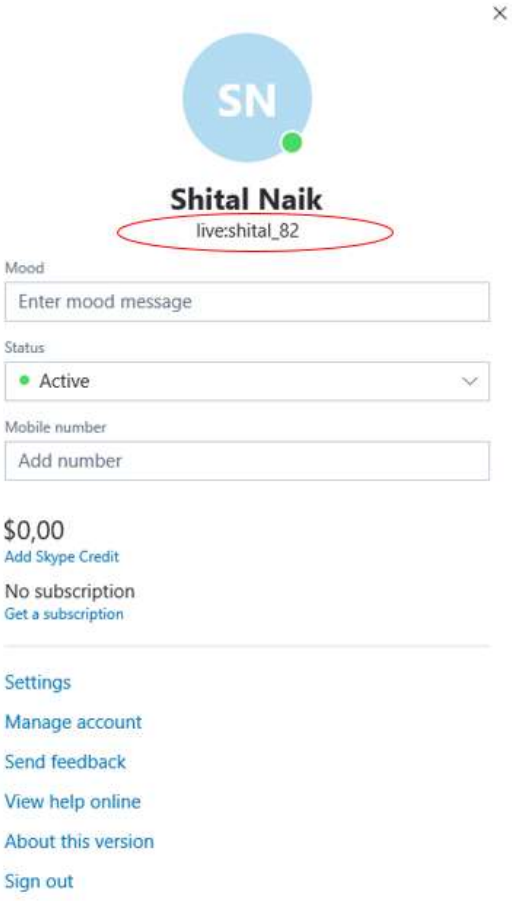
11. You will receive an email from TrustFactory asking you to validate your email address by clicking on the link provided in the email body.



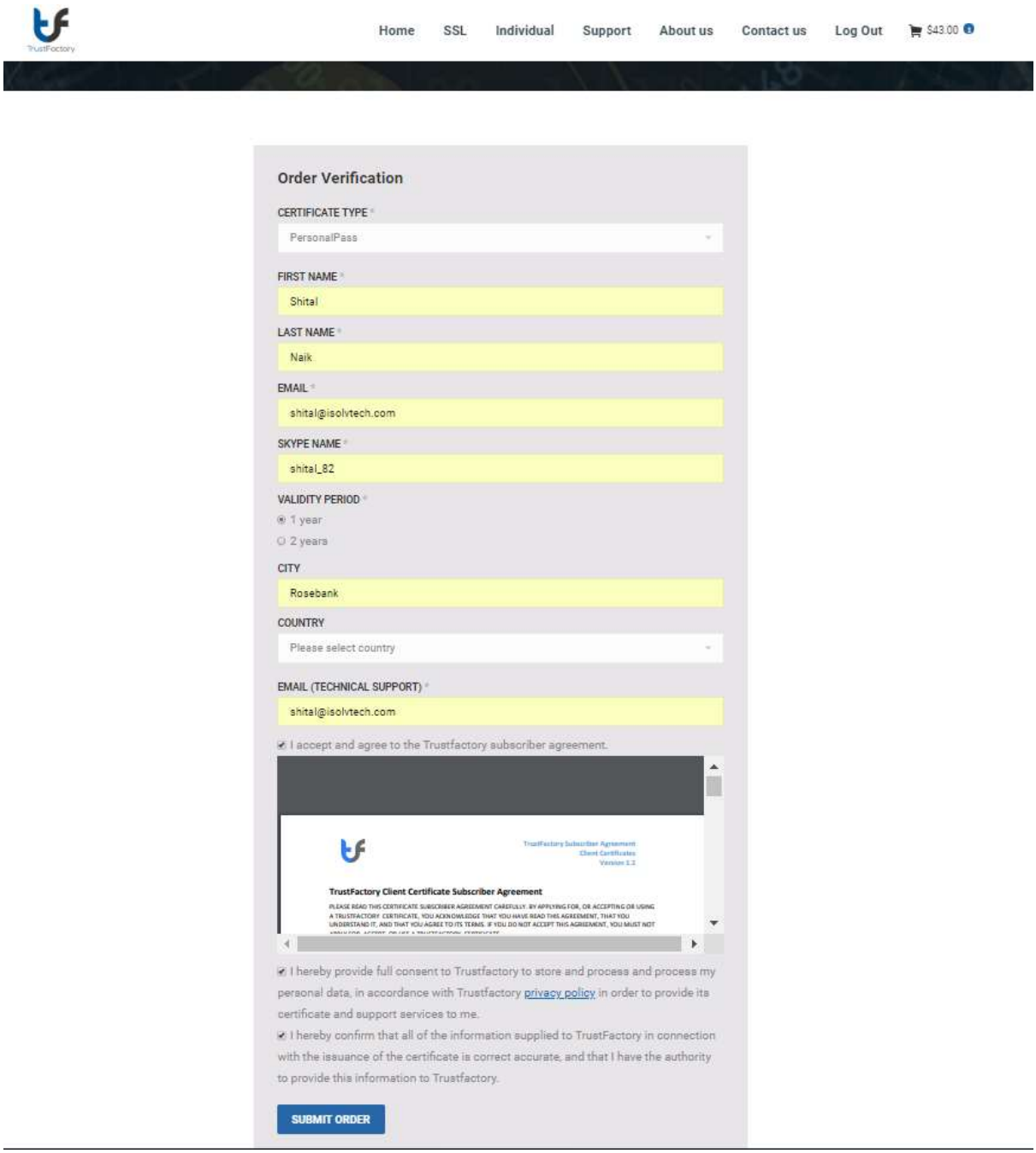
12. Click on the link embedded in the email body. Your validation will occur in the background and you will be redirected to the login/register page
13. Now enter your details into the login section



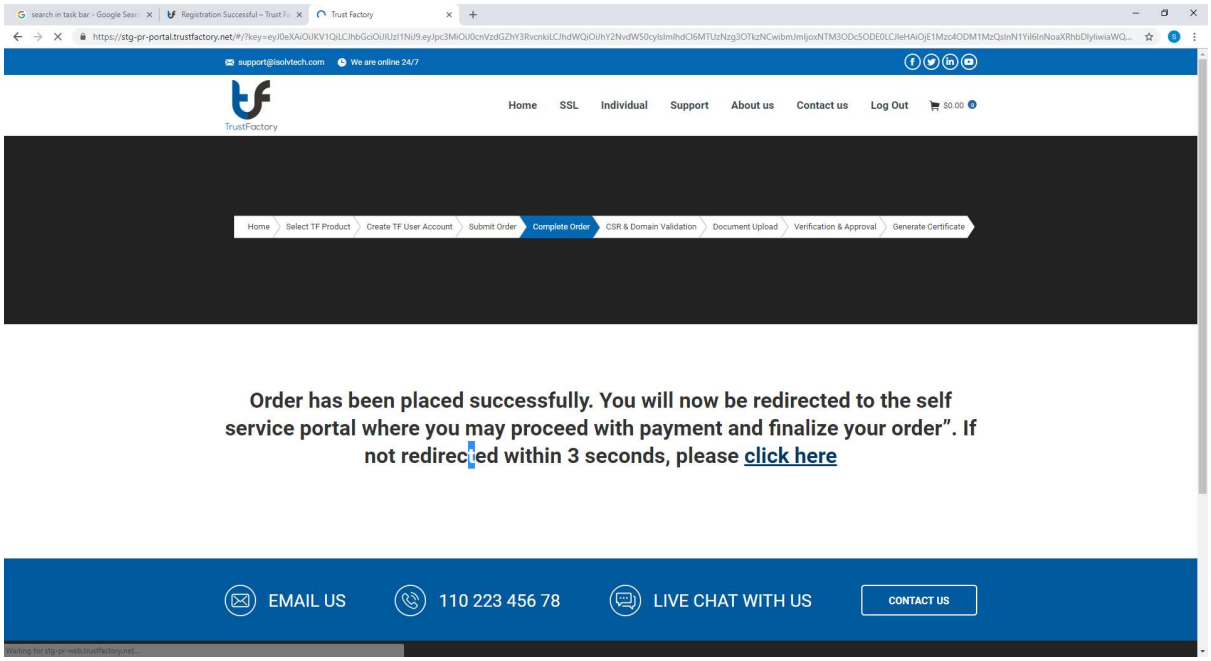
14. Once you have logged in, you will be prompted to complete the order
15. Please enter your name and surname as it appears in your government issued identity document
16. Please use your email address
17. Please enter your Skype id as it is shown under the (live :) section

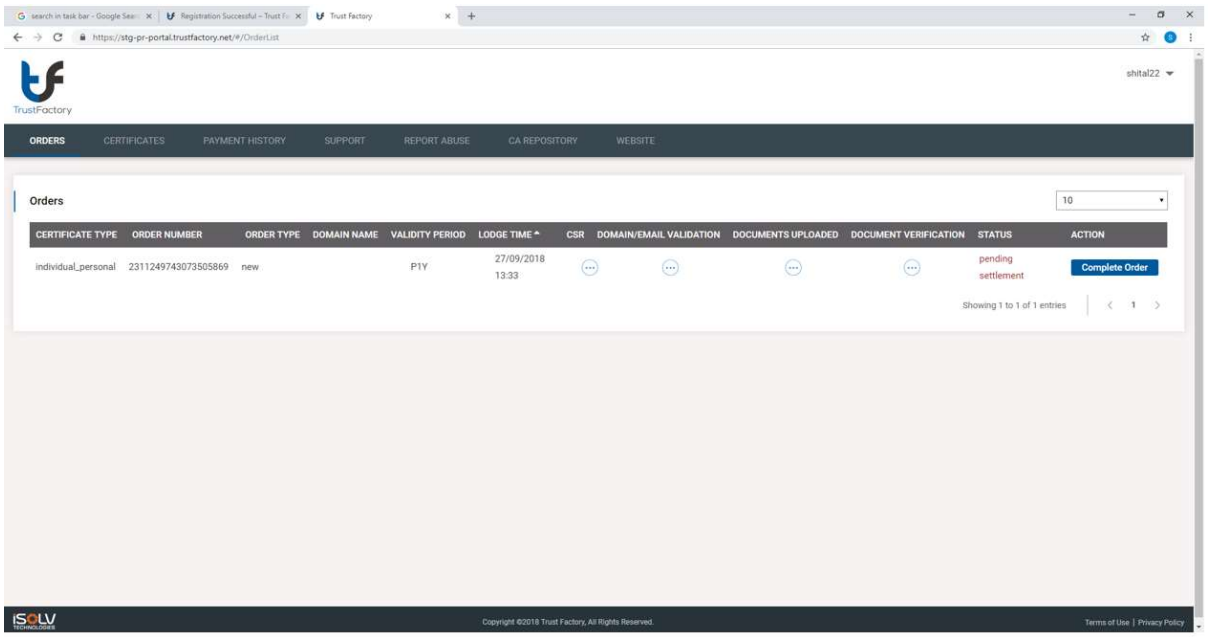


18. Enter the City that appears on your proof of address document i.e. a utility bill
19. Click and agree to :
    - To the subscriber agreement
    - The privacy policy
    - And the information supplied is accurate tick boxes

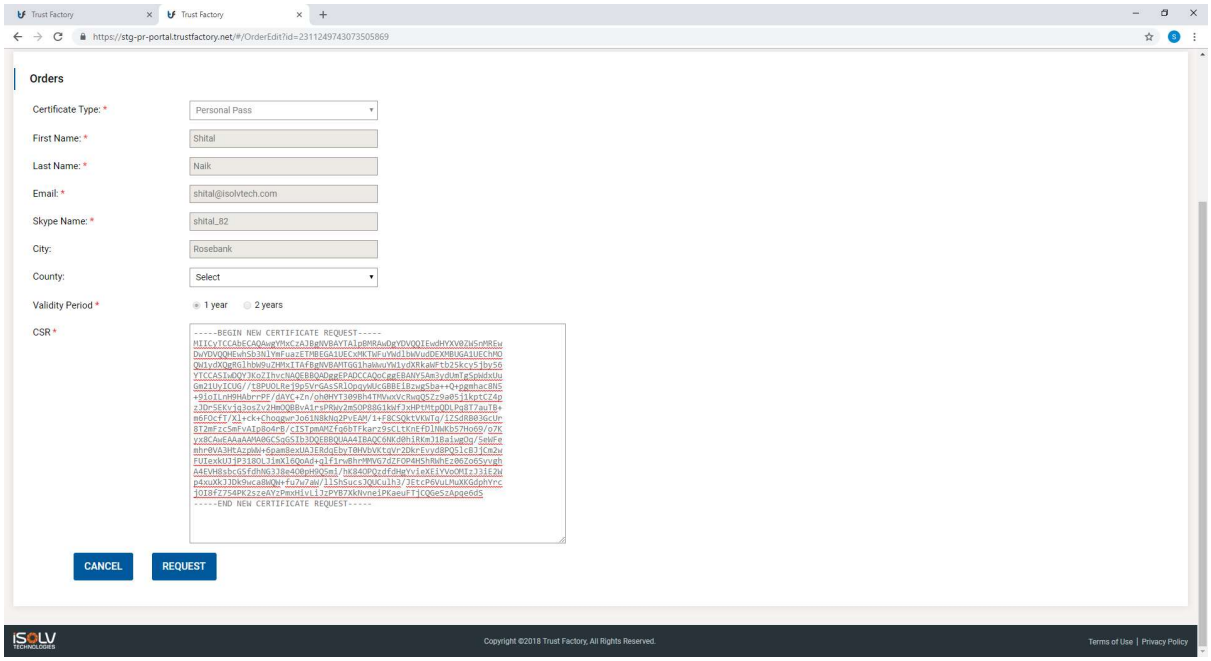


20. Click on submit order
21. You will receive a success message and will be redirected to the TrustFactory self service portal

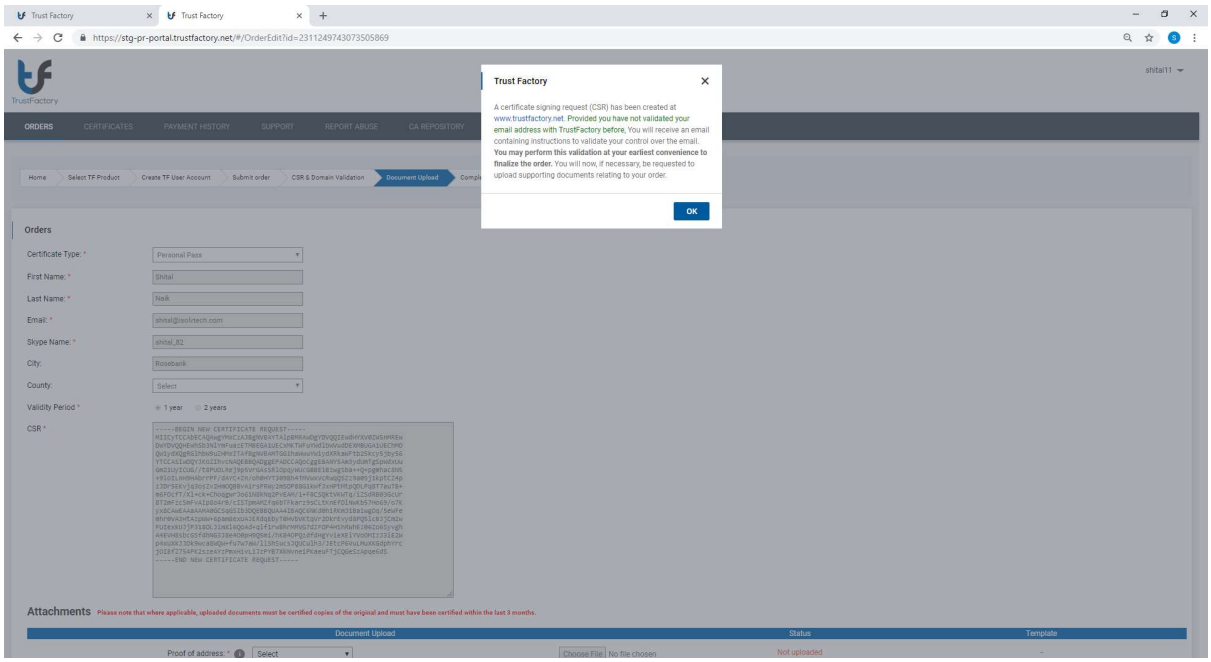




22. Click the Complete Order button
23. You will be prompted to add your CSR into a text box.
24. **Insert the CSR that you have generated (The CSR will have been generated and saved in a preferred location by you as per the CSR generation document)**

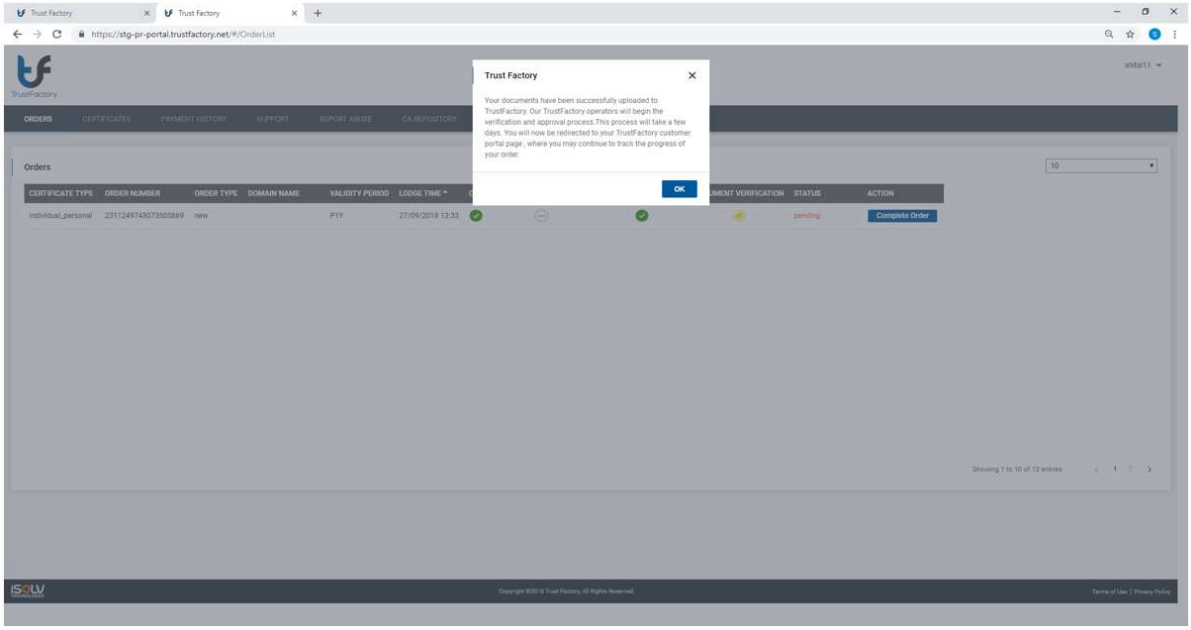


25. Click the request button
26. You will receive a confirmation message that your CSR has been created and that you will need to validate your domain/email. Click Ok
27. You will be prompted to upload verification documents i.e. proof of address and proof of identity
28. Note that the identity document must be a certified copy (within 3 months of application date)

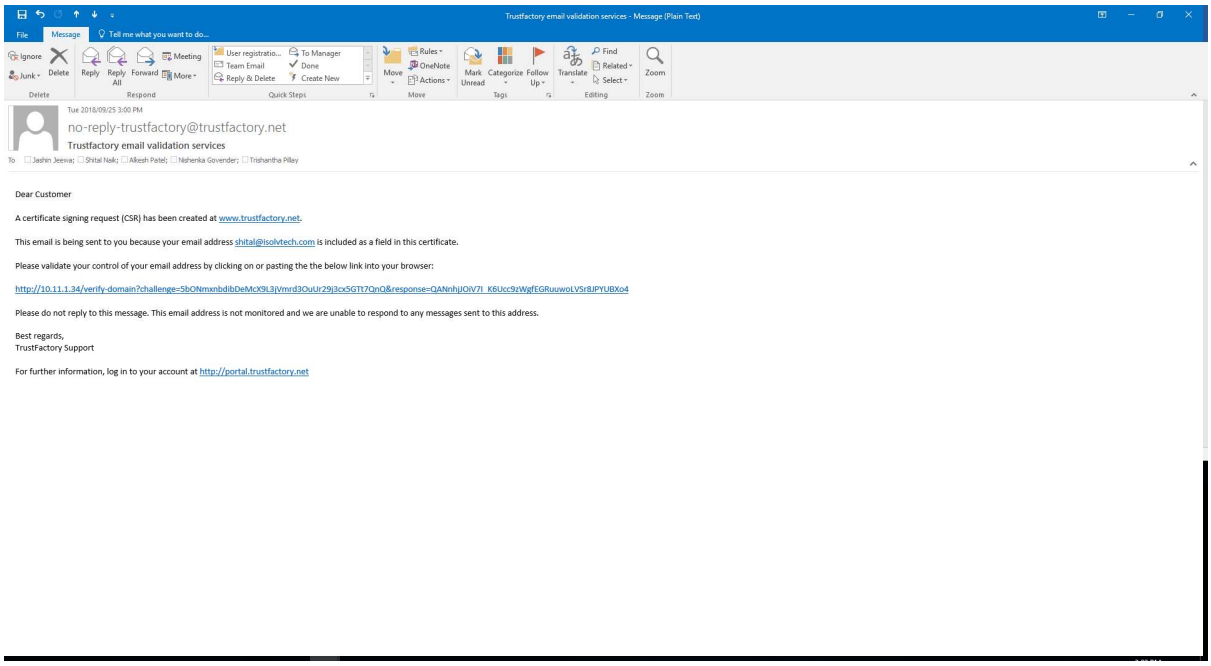


29. Load the relevant documents by clicking choose file.
30. Click the tick box that states you are supplying TrustFactory with correct and accurate information
31. Click Upload

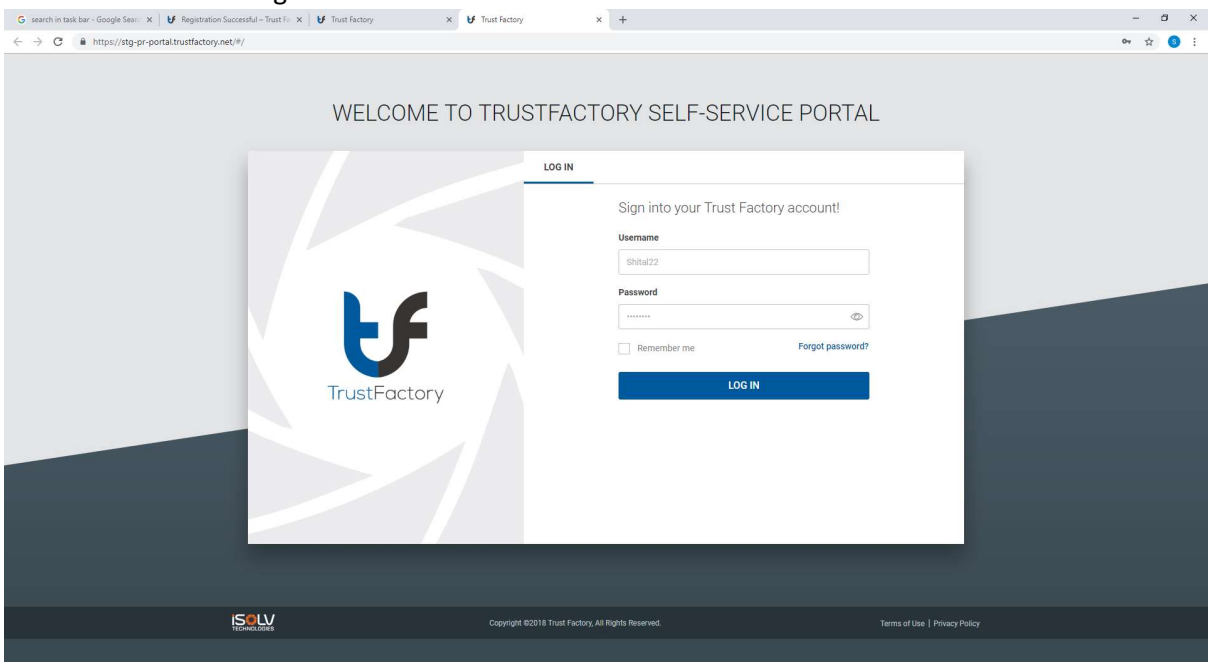
32. You will receive a message that states the documents have been uploaded.



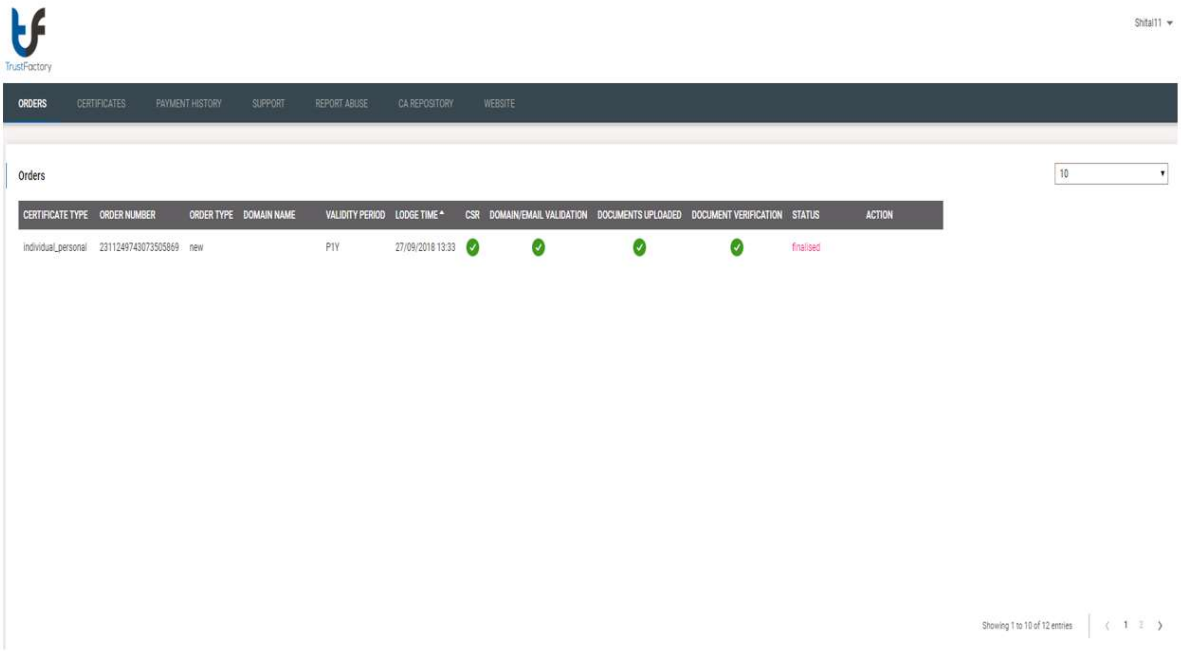
33. You will now need to complete the email validation step
34. Go to the email in your inbox that you have received from TrustFactory
35. Click on the validation link



36. You will then be redirected to the TrustFactory Self-service portal where you will have to login



37. After logging in, your order will be updated with the relevant icons.
38. The TrustFactory operators will conduct their verification process.
39. They will contact you to complete a Skype call wherein you will produce your identity document to them
40. Once the validation procedure is complete and successful, you will receive a notification on the generation of your certificate.
41. You may login to the self-service portal, where you will see the status of your order as being finalised.



42. Select the certificates tab on the grey menu bar, to access your certificate
43. Congratulations. Your personal pass certificate is ready for use
44. Please follow the installation steps per the installation document to install the personal pass certificate