Instructions: Purchase an Email Certificate

Steps:

1. In order to purchase and install an email certificate onto your machine you will need to first

1. Generate a CSR for Windows Certificate (see and complete instructions per the relevant document)

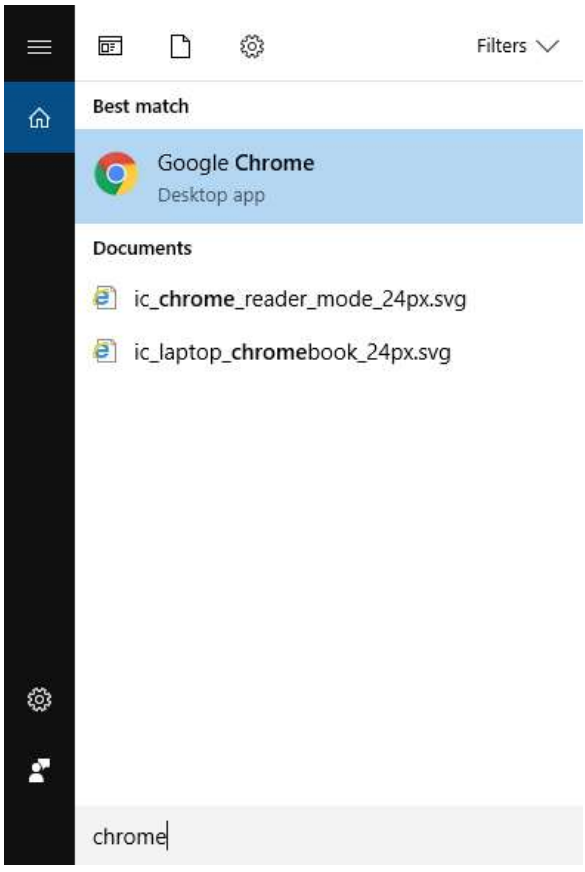
2. Then Proceed to **purchase an email certificate** from TrustFactory

3. Lastly, install the certificate. (See installation instructions per relevant document)

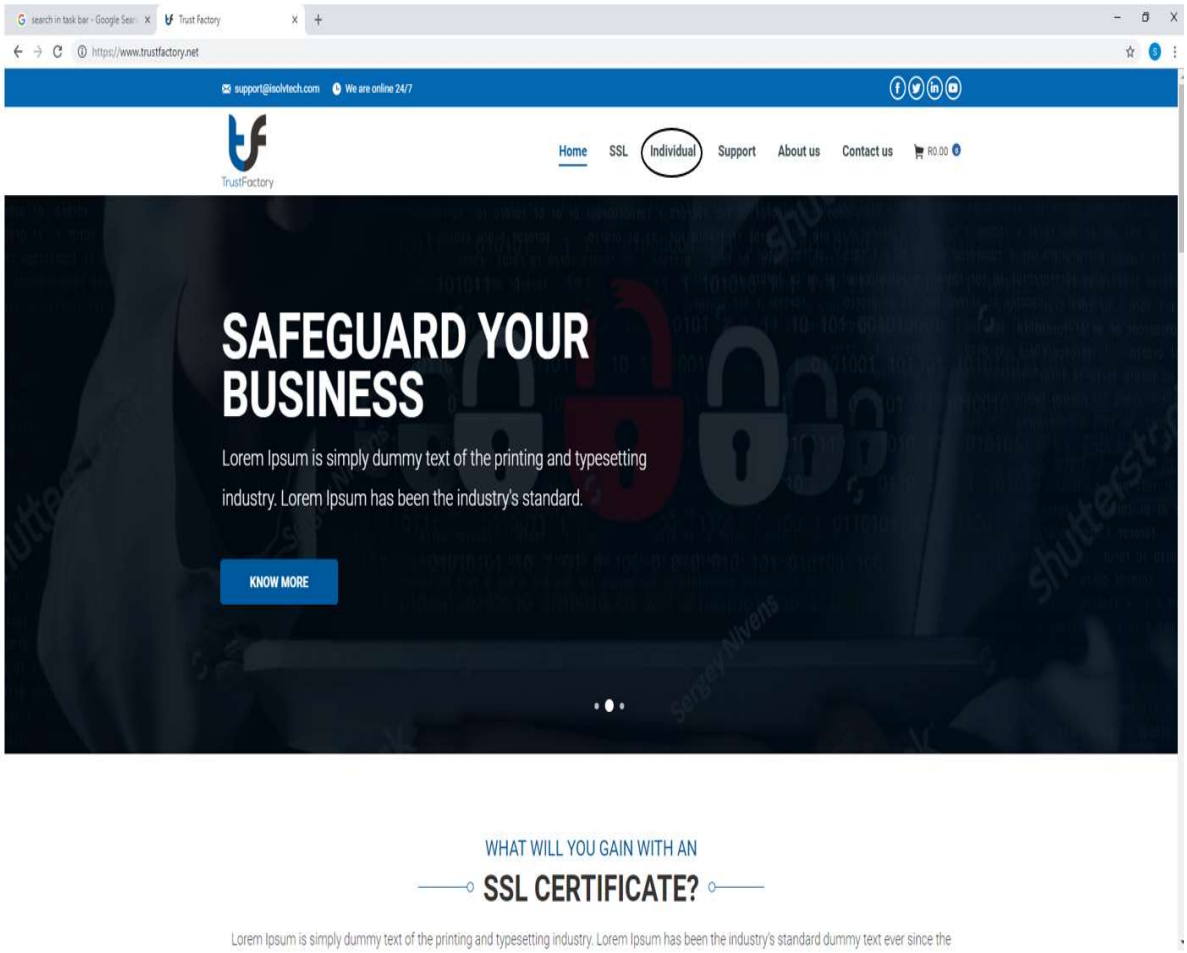
The below document details the purchasing steps as per point number 2 above

1. Purchase an Email Certificate

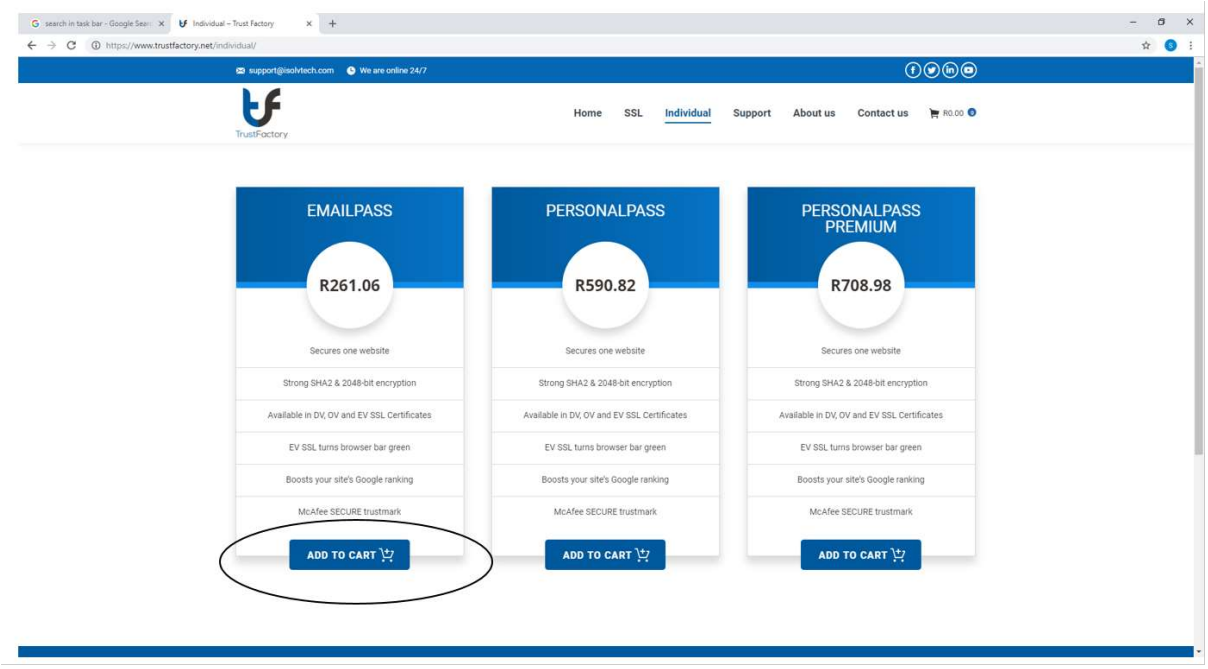
1.1. Go to the task menu on your computer and type “Chrome”
1.2. Select the Google Chrome browser from the search results



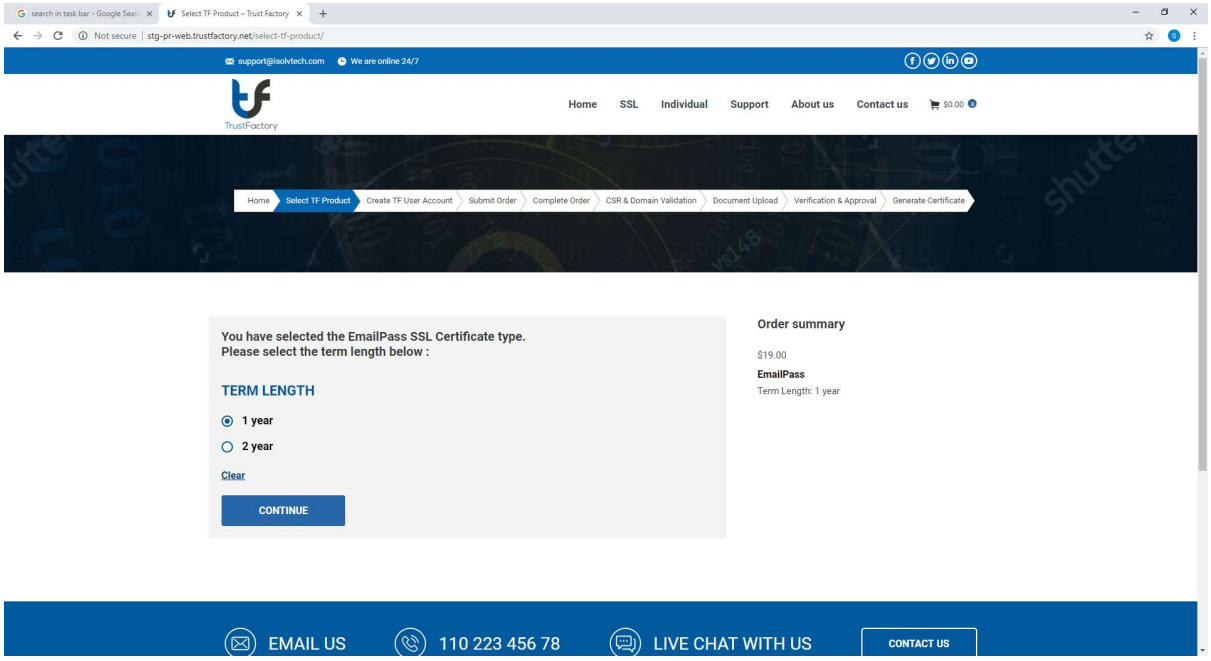
2. Enter the following URL: https://www.trustfactory.net/
3. Click on the “Individual” tab



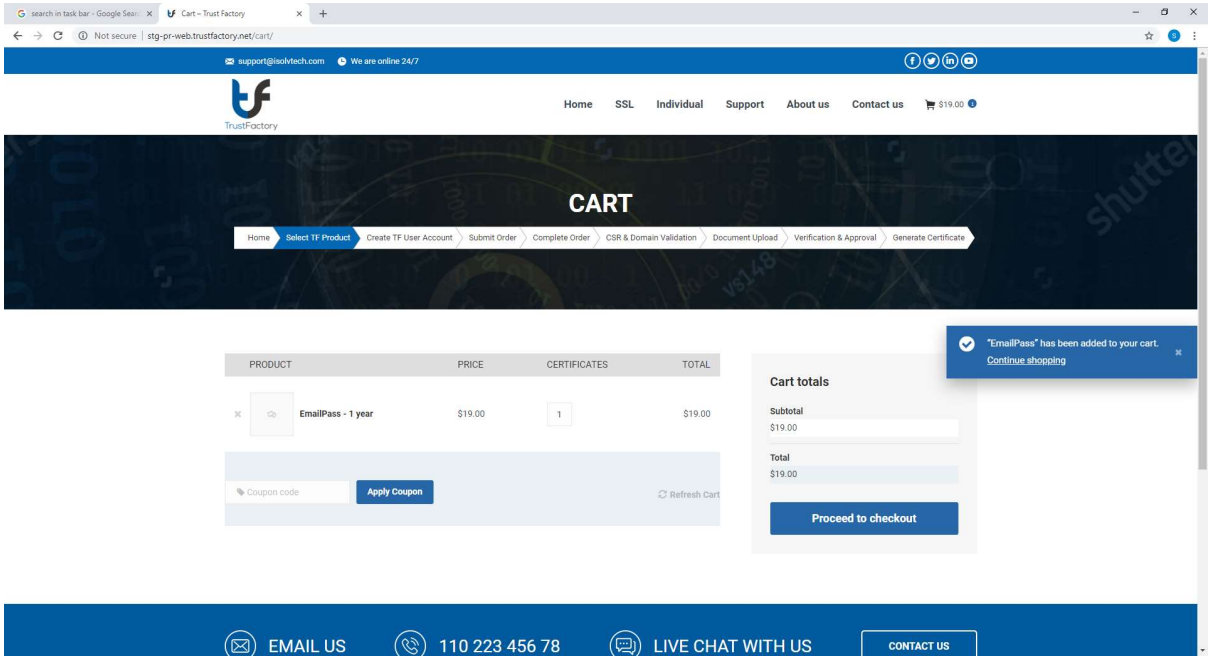
4. Select EmailPass by clicking on “Add To Cart”



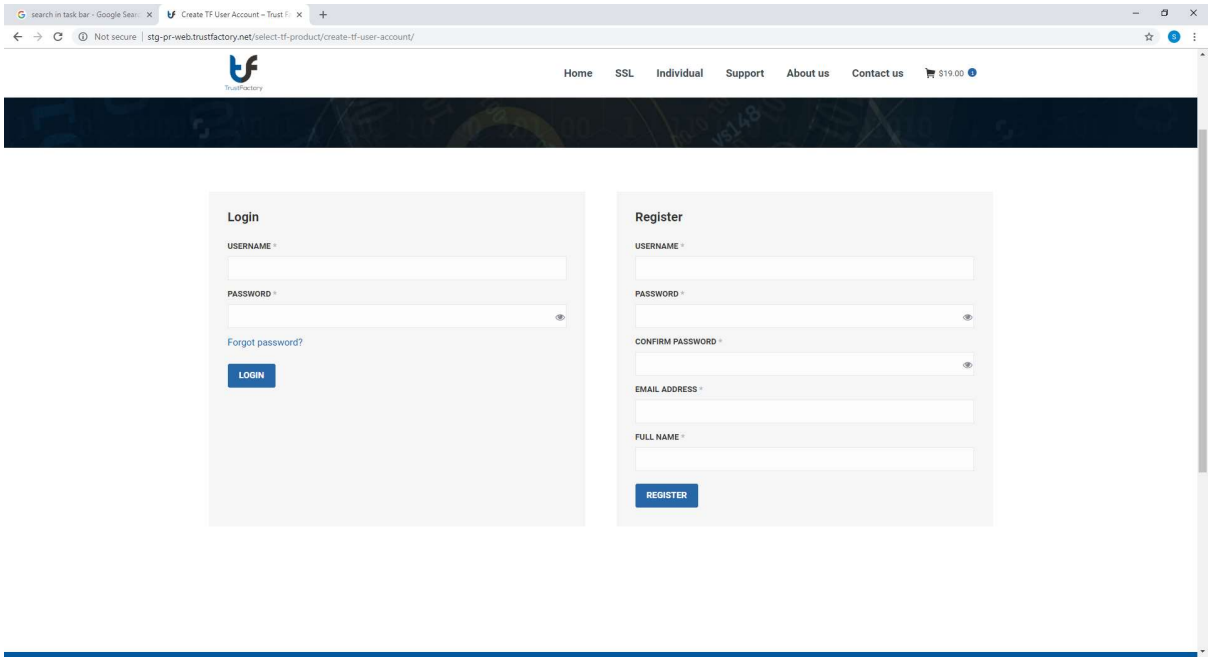
5. Select term length as 1 year and click continue



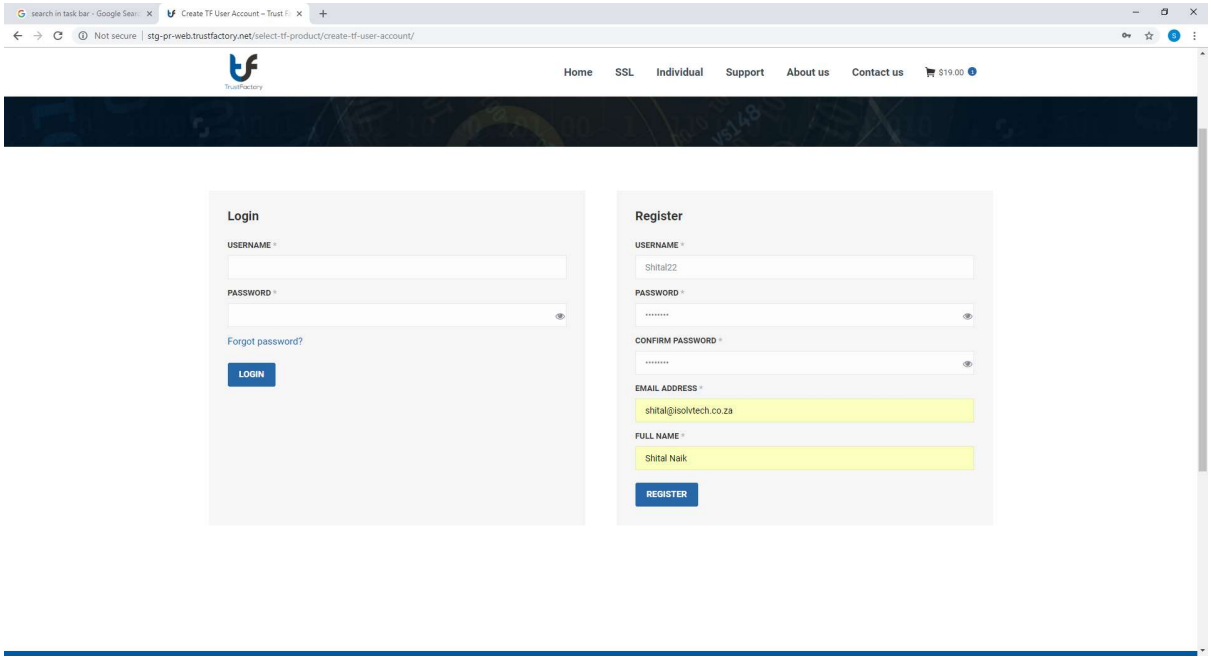
6. You will be directed to the checkout page.



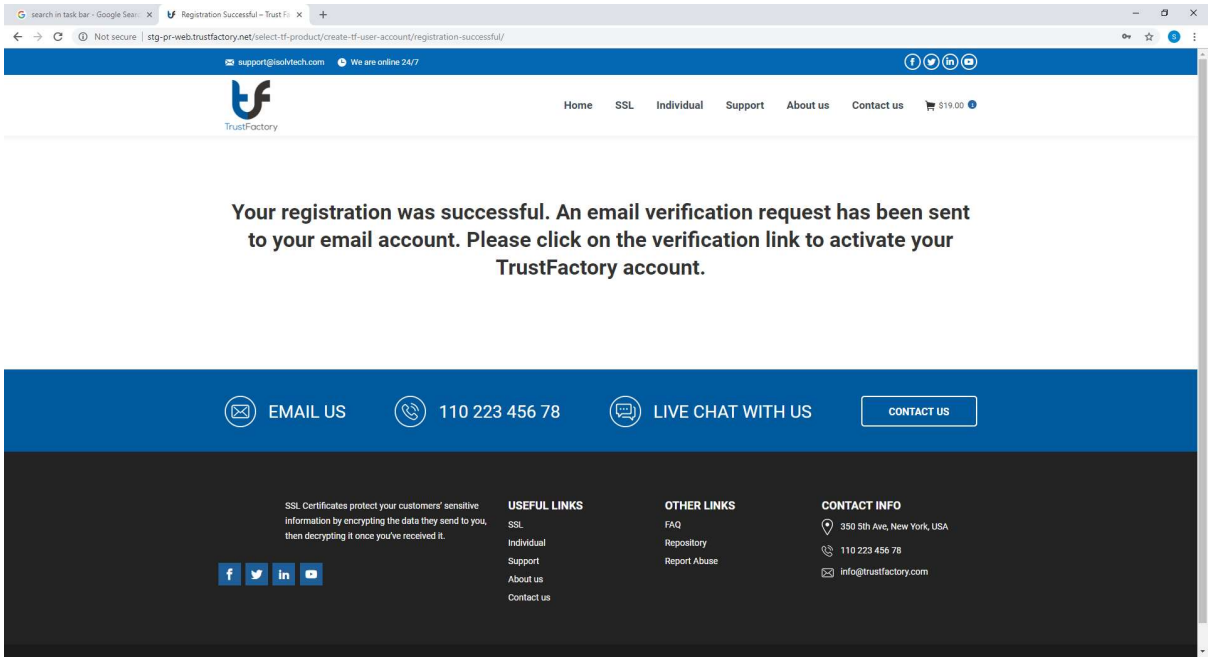
7. Click on proceed to checkout



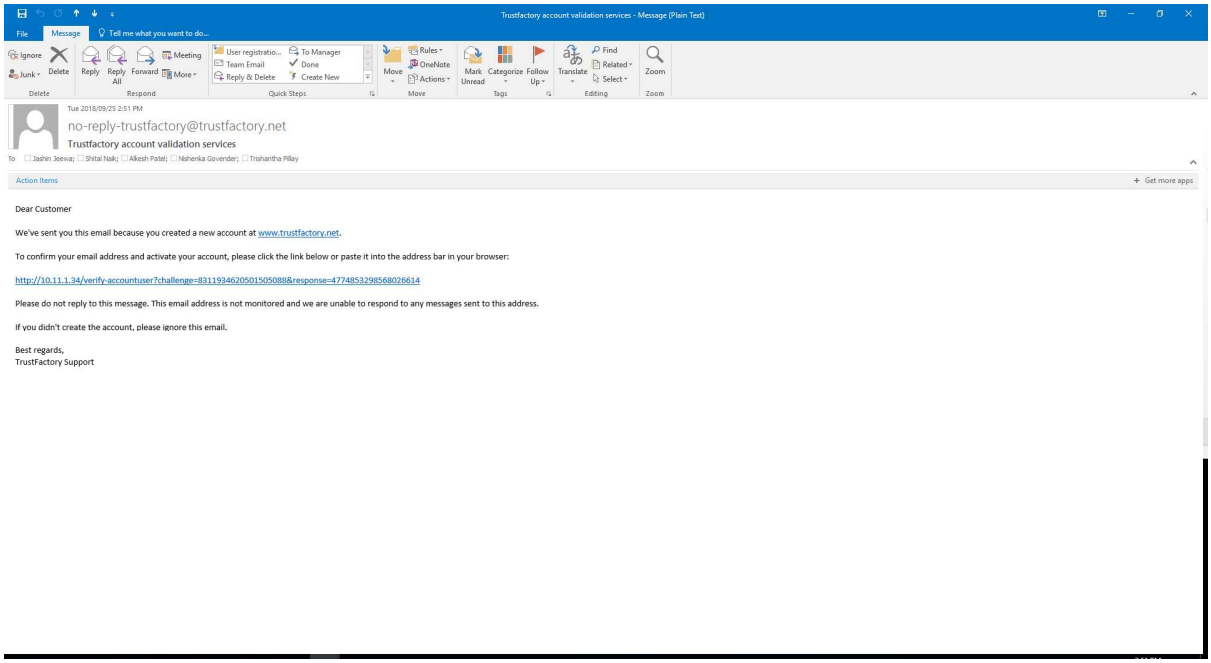
8. You will be prompted to register or login
9. If you are a new user, please register an account by completing the required fields and click on register



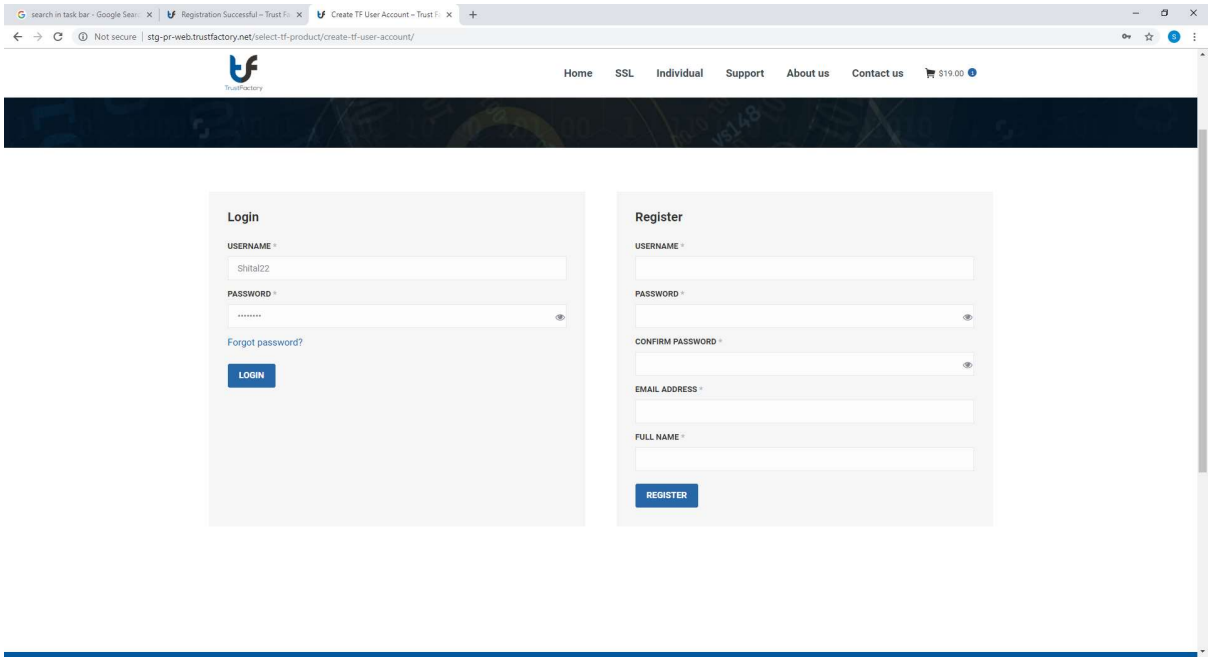
10. You will be asked to validate your email address



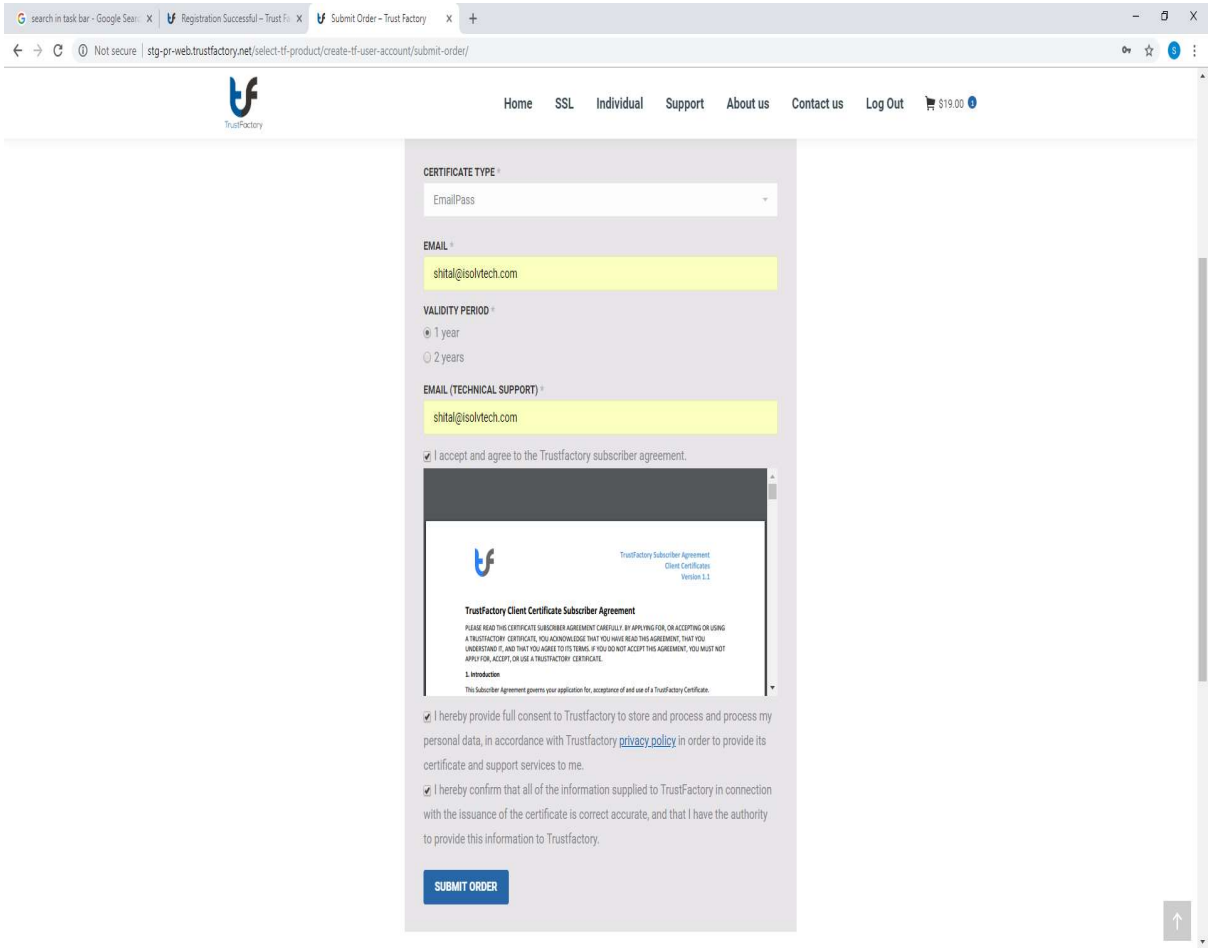
11. You will receive an email from TrustFactory asking you to validate your email address by clicking on the link provided in the email body.



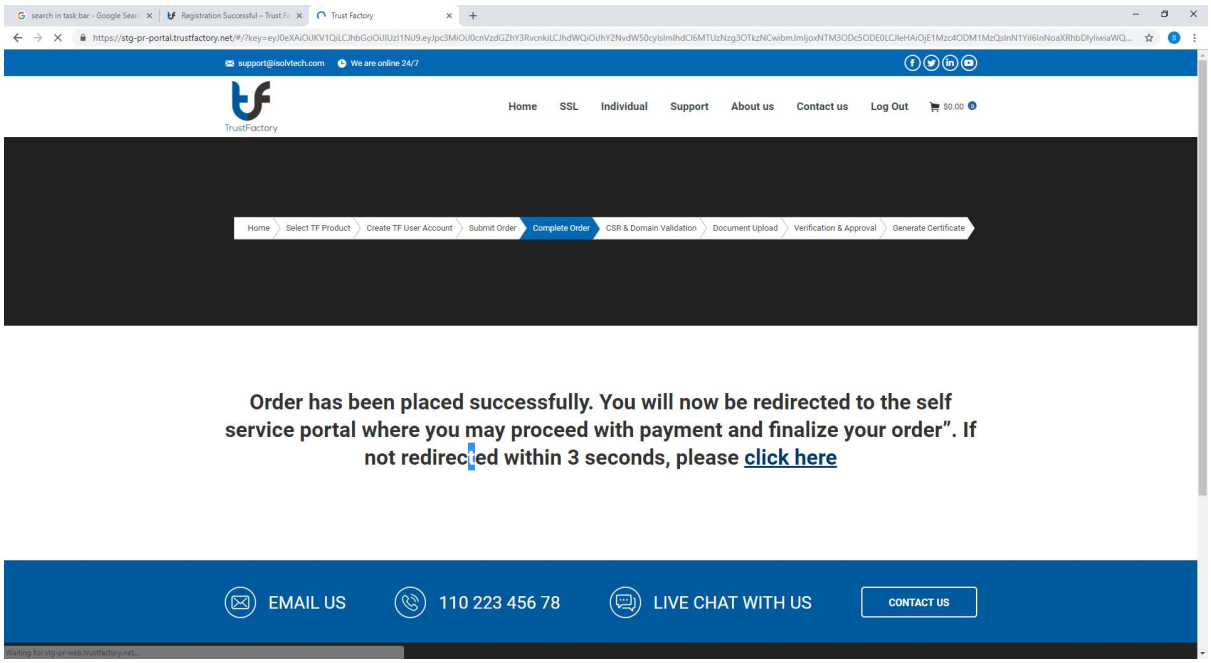
12. Click on the link embedded in the email body. Your validation will occur in the background and you will be redirected to the login/register page
13. Now enter your details into the login section

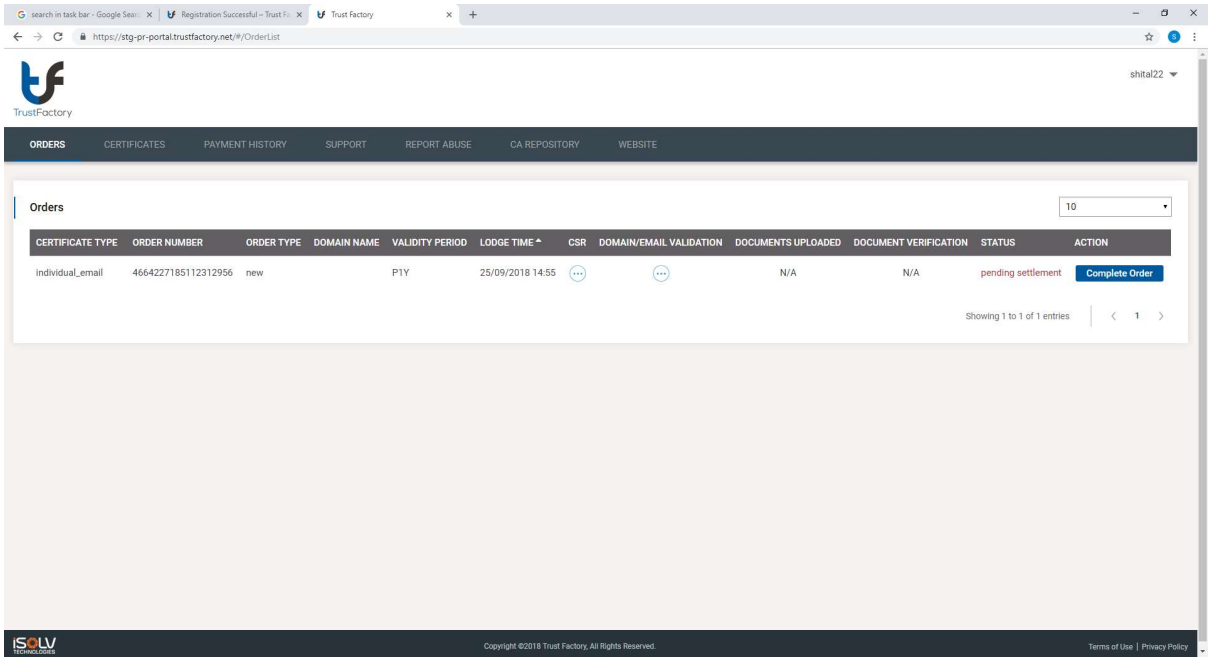


14. Once you have logged in, you will be prompted to complete the order
15. Please use your “isolv” email address
16. Click and agree to :
    - To the subscriber agreement
    - The privacy policy
    - And the information supplied is accurate tickboxes

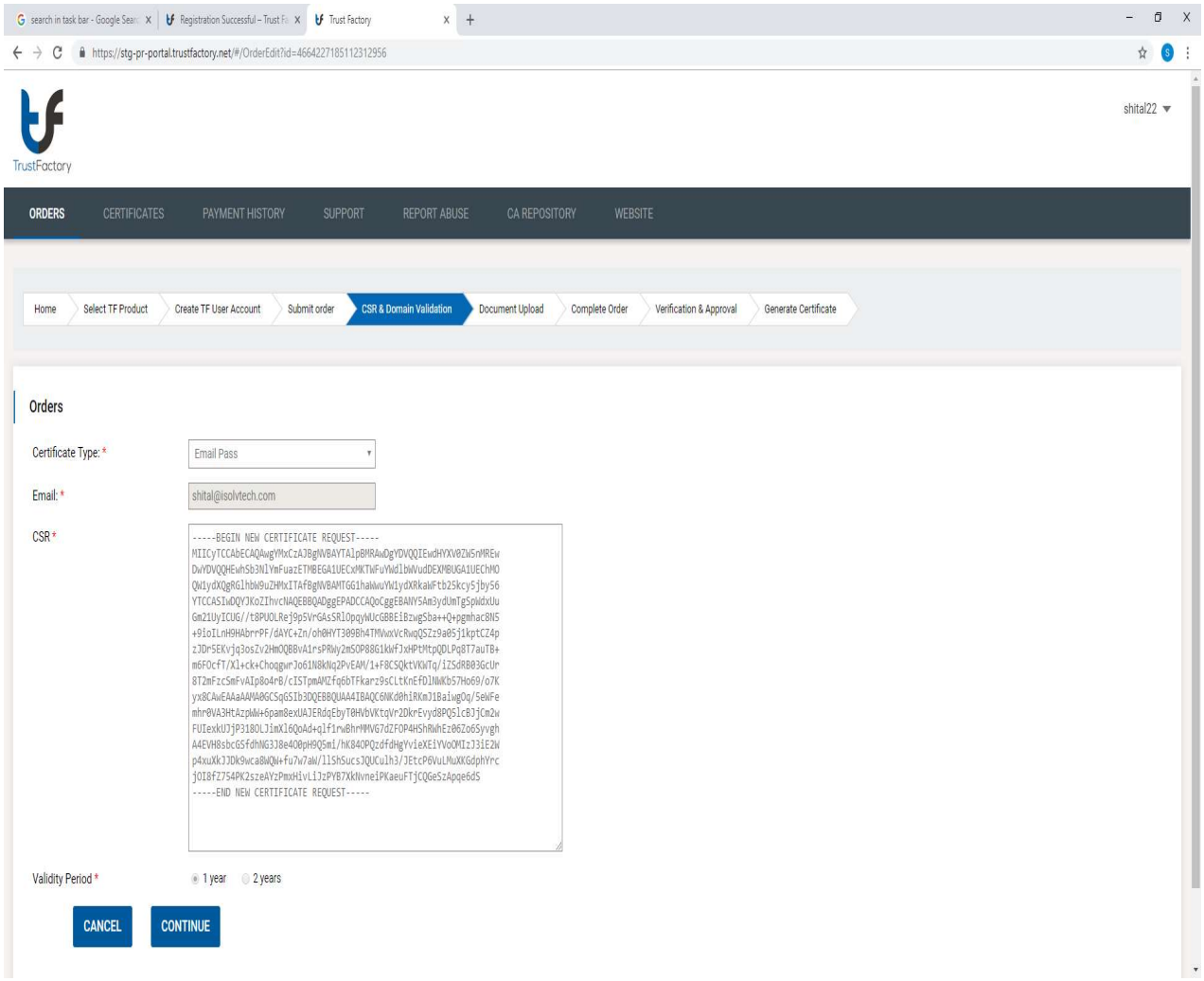


17. Click on submit order
18. You will receive a success message and will be redirected to the TrustFactory self service portal

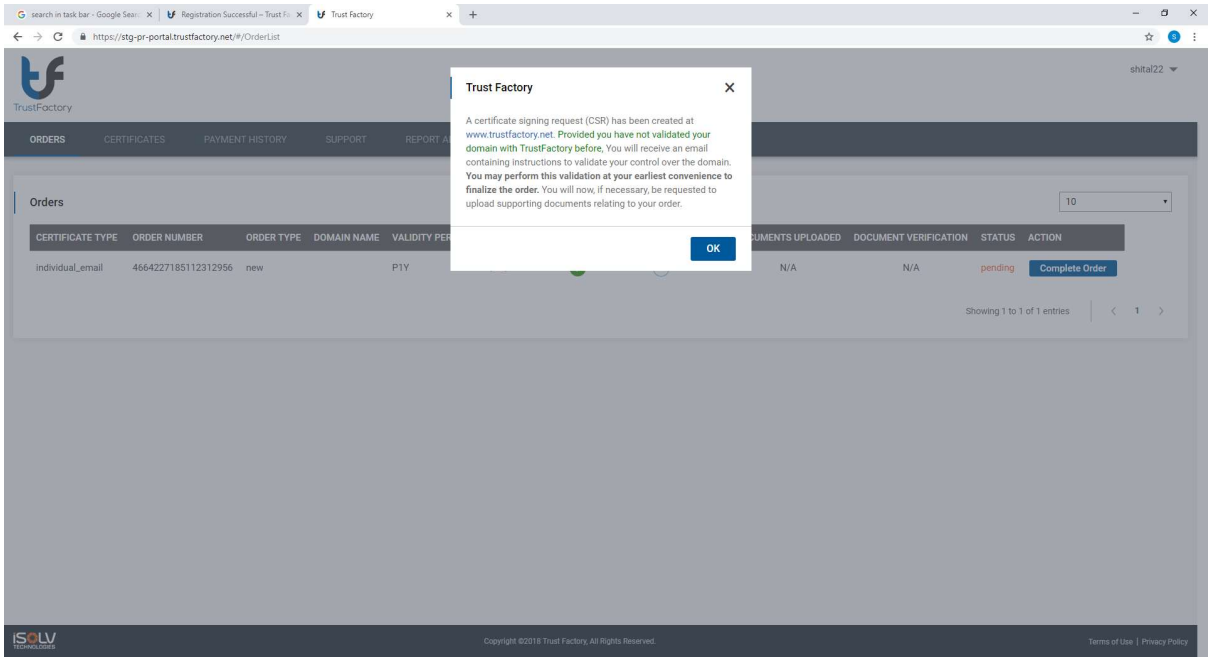




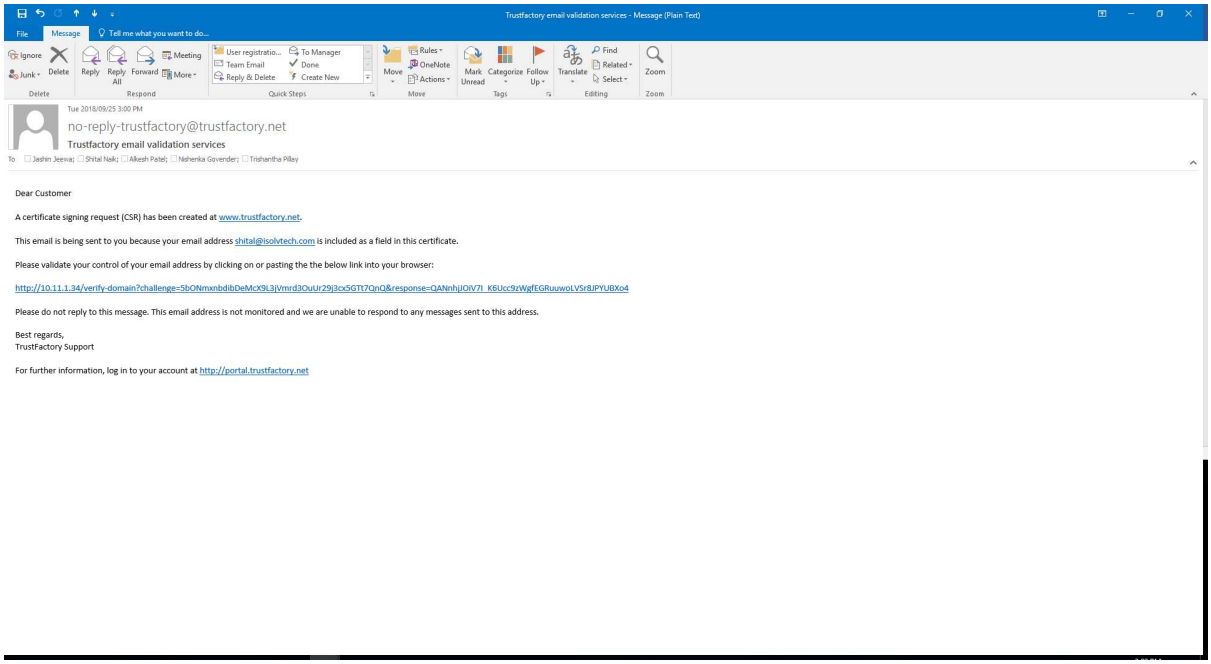
19. Click the Complete Order button
20. You will be prompted to add your CSR into a text box.
21. **Insert the CSR that you have generated (The CSR will have been generated and saved in a preferred location by you as per the CSR generation document)**



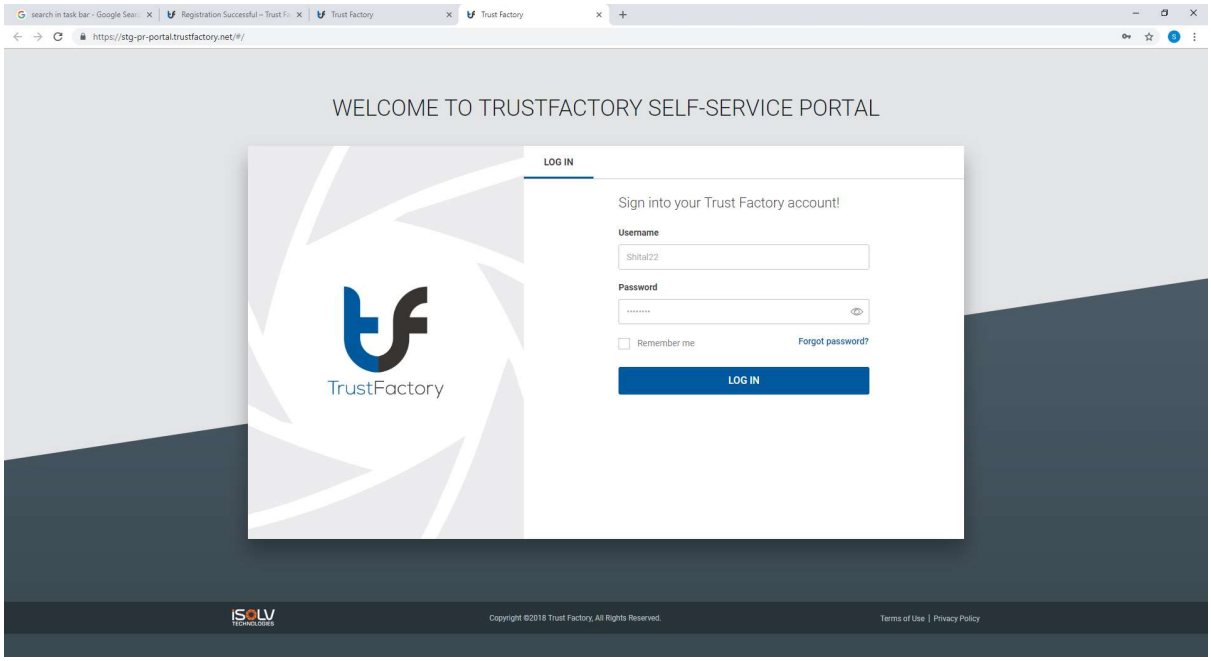
22. Click the continue button
23. Click the tick box and the complete button
24. You will receive a confirmation message that your CSR has been created and that you will need to validate your domain/email.



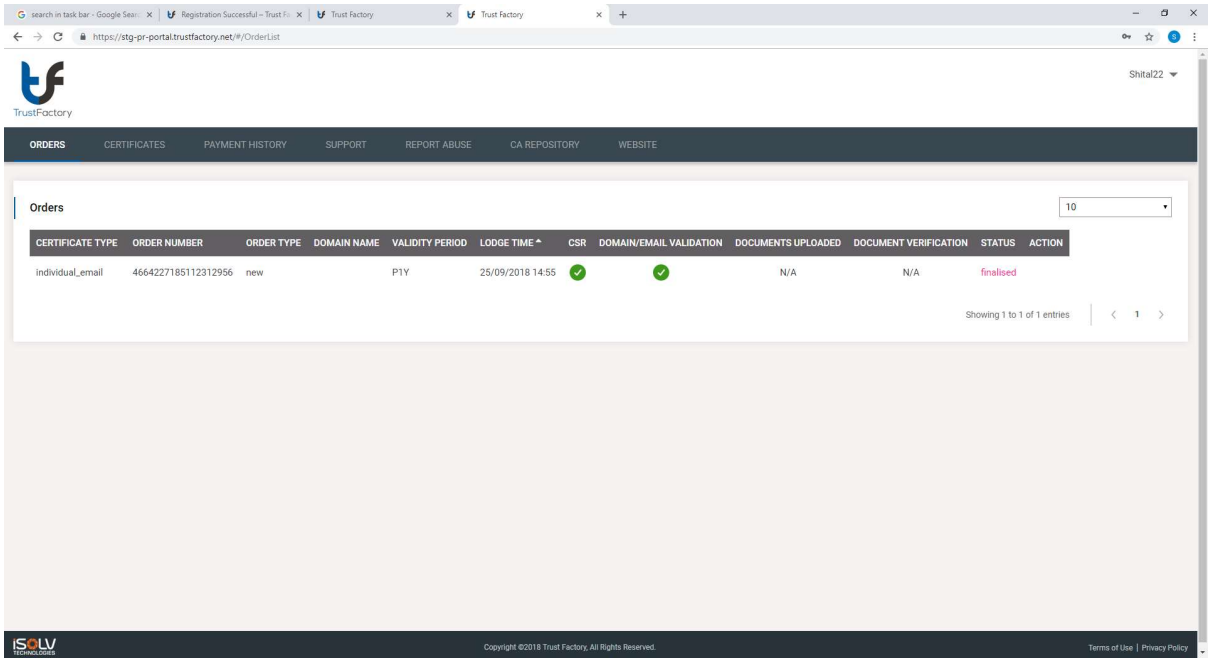
25. Open your email and click on the link to validate



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



27. After logging in, your order will finalize and a certificate will be generated.



28. Select the certificates tab on the grey menu bar, to access your certificate
29. Congratulations. You now an email certificate ready for use
30. Please follow the installation steps per the installation document to install the email certificate