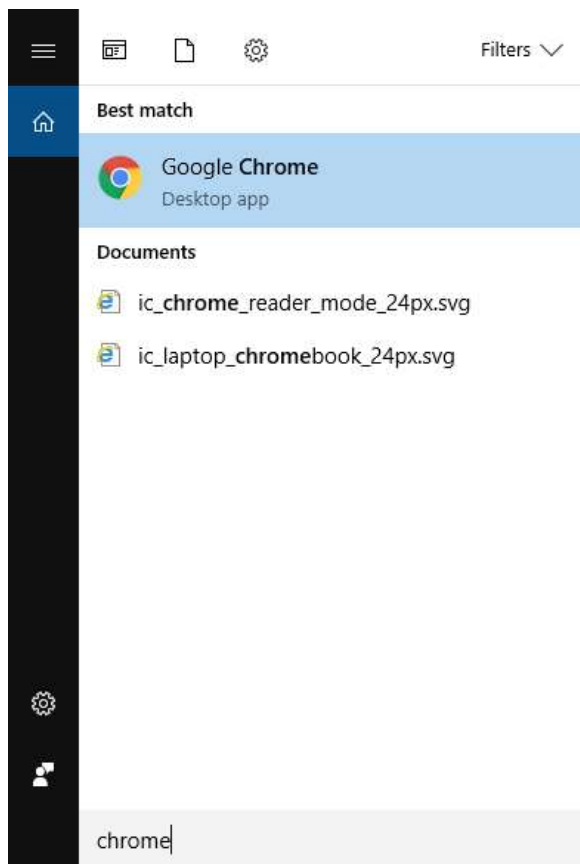


Instructions: Purchase a SSL Domain Certificate

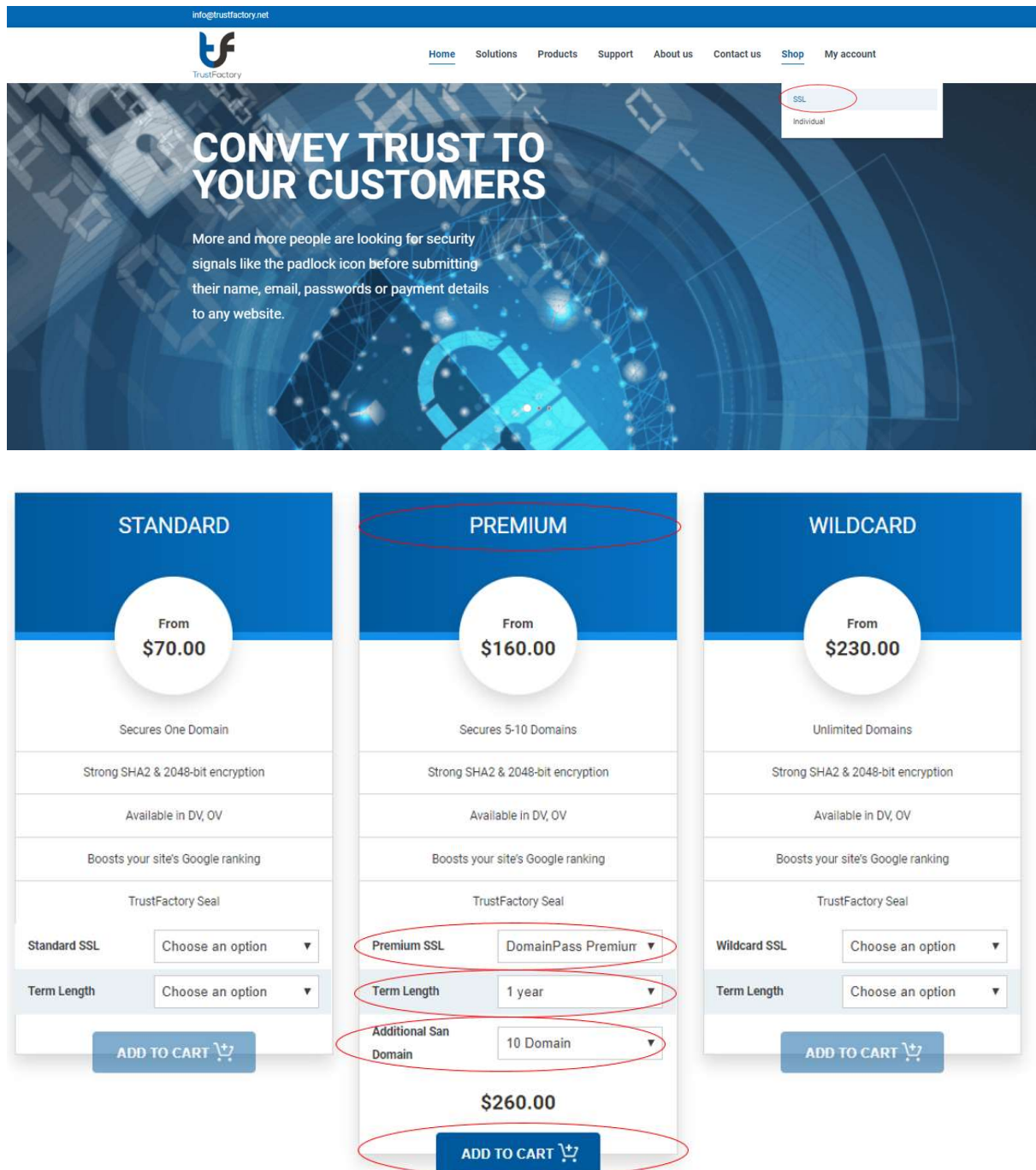
Steps:

To Proceed with the Purchase:

- A. Go to the task menu on your computer and type "Chrome"
- B. Select the Google Chrome browser from the search results

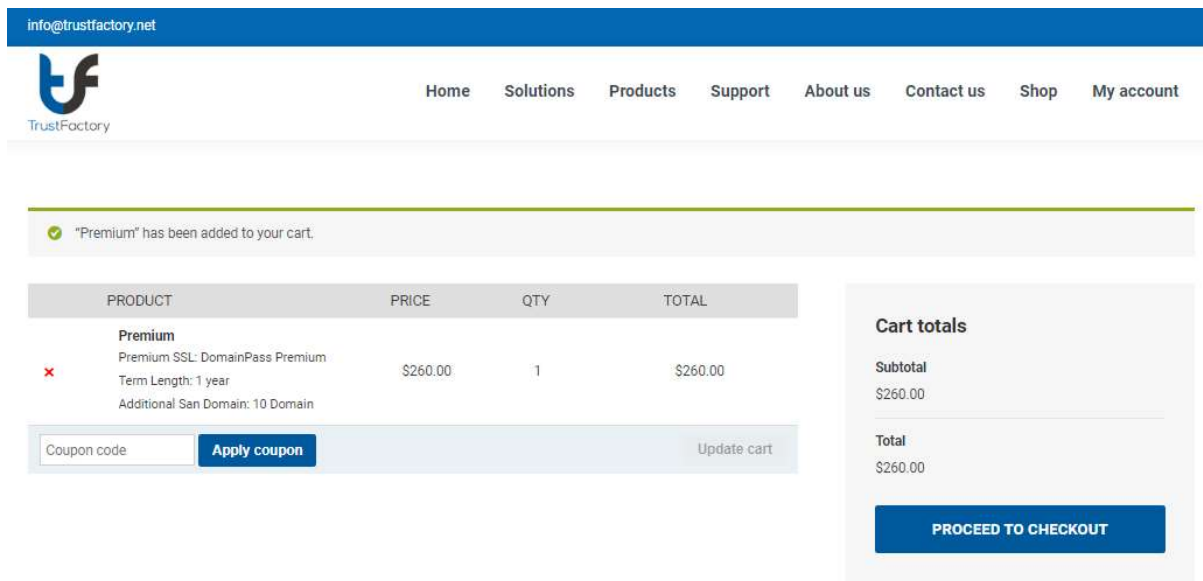


2. Enter the following URL: <https://www.trustfactory.net/>
3. Hover over the Shop tab and click on "SSL"



4. Select the SSL certificate option you would like to purchase i.e. either Standard SSL, Premium SSL or Wildcard SSL, depending on the number of domains you would like to secure
5. Then select the SSL certificate validation type i.e. Domain Pass or Organisation Pass. (You may refer to the products section to understand the difference between these certificates)
6. Then select the term length of the certificate you desire
7. **If you have selected to purchase a premium certificate, you will be given the option to purchase additional san domains**
8. Once all the options have been selected the Add to Cart button will become available
9. Click the Add to cart button

10. You will then be directed to the checkout page.



info@trustfactory.net

TrustFactory

Home Solutions Products Support About us Contact us Shop My account

✓ "Premium" has been added to your cart.

PRODUCT	PRICE	QTY	TOTAL
Premium Premium SSL: DomainPass Premium Term Length: 1 year Additional San Domain: 10 Domain	\$260.00	1	\$260.00

Coupon code [Apply coupon](#) [Update cart](#)

Cart totals

Subtotal
\$260.00

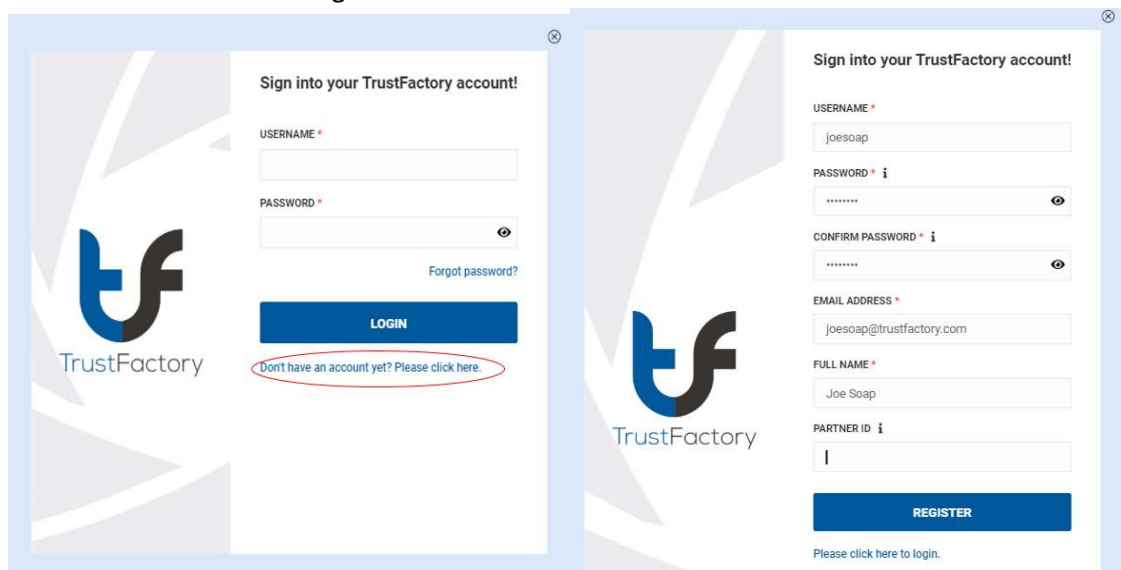
Total
\$260.00

[PROCEED TO CHECKOUT](#)

11. Click on proceed to checkout

12. You will be prompted to register or login

13. If you are a new user, please register an account by completing the required fields and click on register



Sign into your TrustFactory account!

USERNAME *

PASSWORD *

[Forgot password?](#)

[LOGIN](#)

[Don't have an account yet? Please click here.](#)

Sign into your TrustFactory account!

USERNAME *

PASSWORD *

CONFIRM PASSWORD *

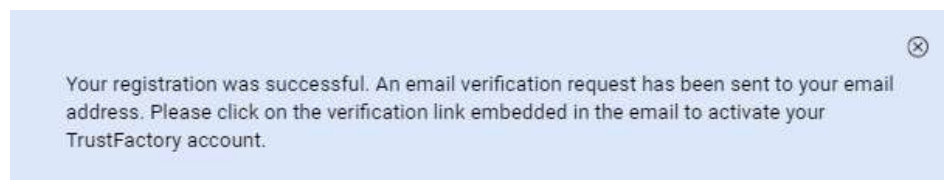
EMAIL ADDRESS *

FULL NAME *

PARTNER ID

[REGISTER](#)

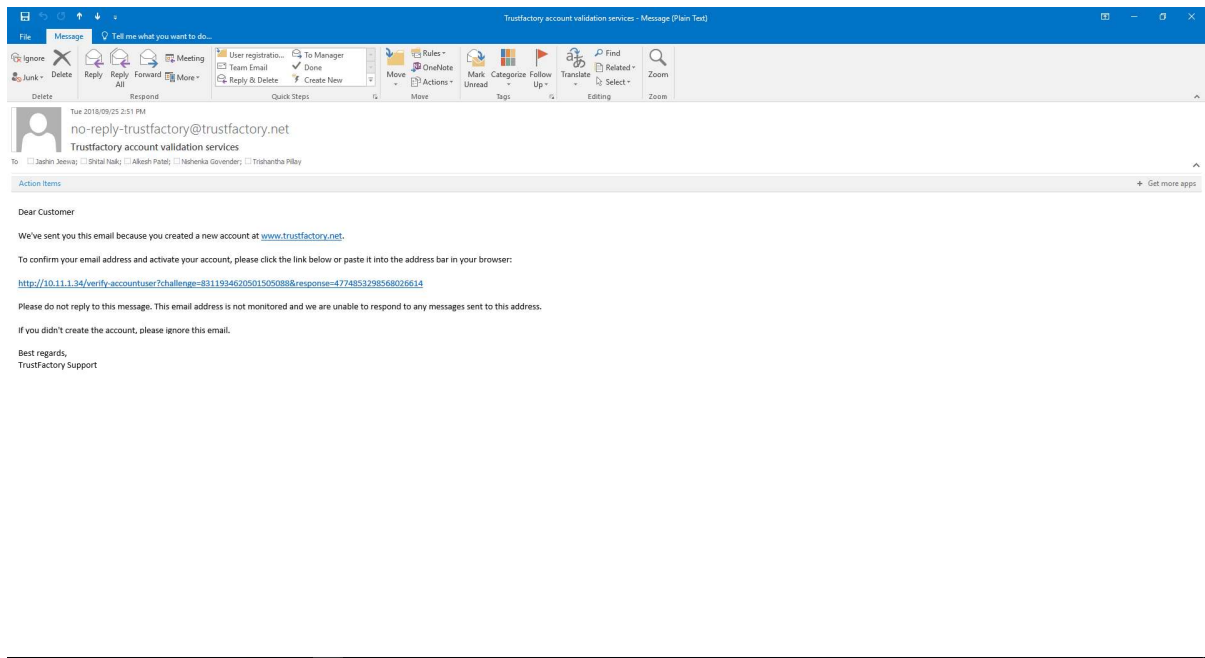
[Please click here to login.](#)



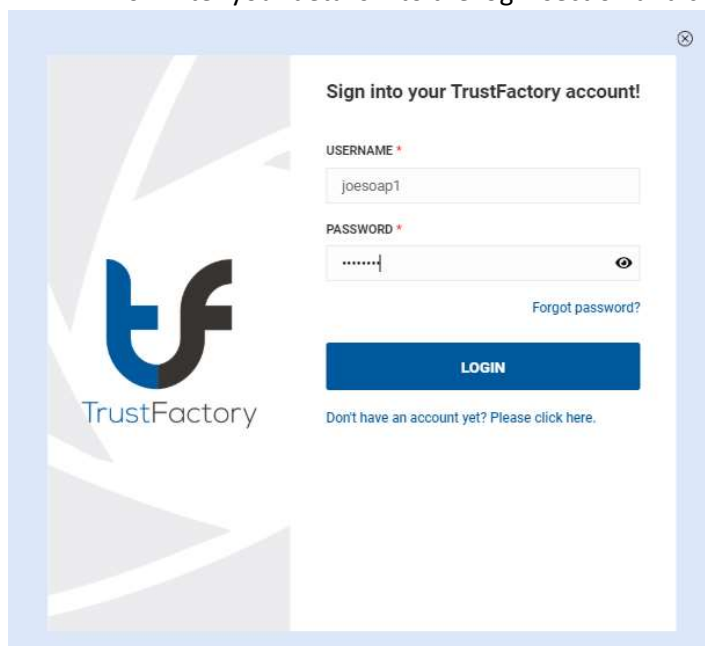
⊗

Your registration was successful. An email verification request has been sent to your email address. Please click on the verification link embedded in the email to activate your TrustFactory account.

14. Once your registration is successful, you will receive an email from TrustFactory asking you to validate your email address by clicking on the link provided in the email body.



15. Click on the link embedded in the email body. Your validation will occur in the background and you will be redirected to the TrustFactory login/register page
16. Enter your details into the login section and click the login button



17. Once you have logged in to the TrustFactory Self Service Portal, you will be prompted to complete the remaining steps to complete your order.

Order Summary

CERTIFICATE TYPE

Domain Pass Premium

VALIDITY PERIOD

1 Year

PARTNER NAME

TrustFactory

PARTNER SALES REP (OPTIONAL)

DOMAIN NAME*

trustfactory.net

ADD MICROSOFT UNIFIED COMMUNICATIONS CERTIFICATE ⓘ

☒ www.trustfactory.net
☒ owa.trustfactory.net
☐ mail.trustfactory.net
☐ autodiscover.trustfactory.net

5 SAN DOMAINS ⓘ

mail.trustfactory.net

support.trustfactory.net

info.trustfactory.net

help.trustfactory.net

PURCHASED ADDITIONAL CUSTOM SAN DOMAINS

other.trustfactory.net

EMAIL (TECHNICAL SUPPORT) *

joesoap1@trustfactory.com

☒ I ACCEPT AND AGREE TO THE TRUSTFACTORY [SUBSCRIBER AGREEMENT](#).

CREATE ORDER

Certificate details:

/CN=trustfactory.net

Additional Domain info:

owa.trustfactory.net
www.trustfactory.net
mail.trustfactory.net
support.trustfactory.net
info.trustfactory.net
help.trustfactory.net
other.trustfactory.net

18. You will need to complete the **domain name**.
19. You may also **select** any or all of the free UCC options
20. If you have purchased a premium certificate, you may complete the additional domain names. If you do not have the names, you may do a reissue of the certificate at a later stage and add the domain names to the certificate.
21. Click and agree to :
 - To the subscriber agreement
22. Click the create order button
23. When your order is created successfully you will be prompted to complete the following sections
 - Billing Details
 - Payment
 - CSR (Custom Signing Request)
 - Email Validation OR Http Validation

Billing and Shipping

Billing Address

Billing Type: ☒ Personal ☐ Company

First Name *

Joe

Last Name *

Soap

Mobile *

0831231234

Street Address *

16 Baker Street

Rosebank

Country *

South Africa

State *

Gauteng

City *

Johannesburg

Zip Code *

2196

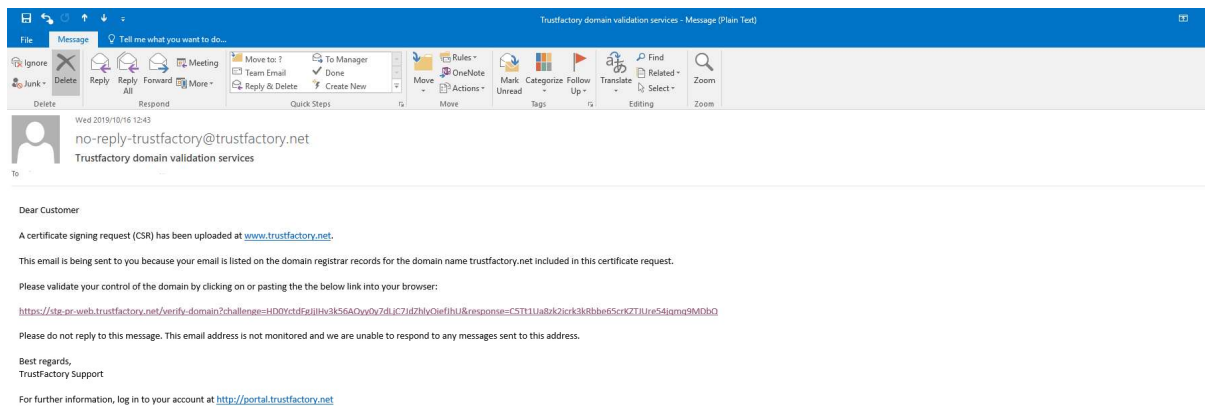
SUBMIT

24. You will be prompted to complete billing details.
25. Once completed, Click on Submit and your billing details will be saved to your account
26. You will then be prompted to make payment.
27. Enter your payment details and click on pay now
28. The payment gateway will process your payment and you will be redirected to the portal where you may proceed further with completing your order
29. You will be prompted to add your CSR into a text box and submit
30. **Insert the CSR that you have generated and click on submit.(The CSR will have been generated and saved in a preferred location by you. See our support page for more information regarding generating a CSR for SSL certificates).**

31. You will be prompted to select a domain verification method.
32. If you choose Email, TrustFactory will look up the email that is registered against the domain (specified within the order at the Registrar of domains). If there is no registered address, you will need to create any one of the default email addresses as specified under this section, at your host. E.G admin@trustfactory.net; webmaster@trustfactory.net etc.
33. Click the verify email button

7

34. Once you click on the verify email button, and email will be sent to the registered email address with a validation link embedded in the email. Go to the email in your inbox and open the email that you have received from TrustFactory
35. Click on the validation link within the email



36. If you choose the http validation method instead of email, TrustFactory will display a challenge and response message which you will need to complete on your website.



Once the message is created on your website, return to your account, login and click on the complete order button

Open the http validation section and click the verify domain button

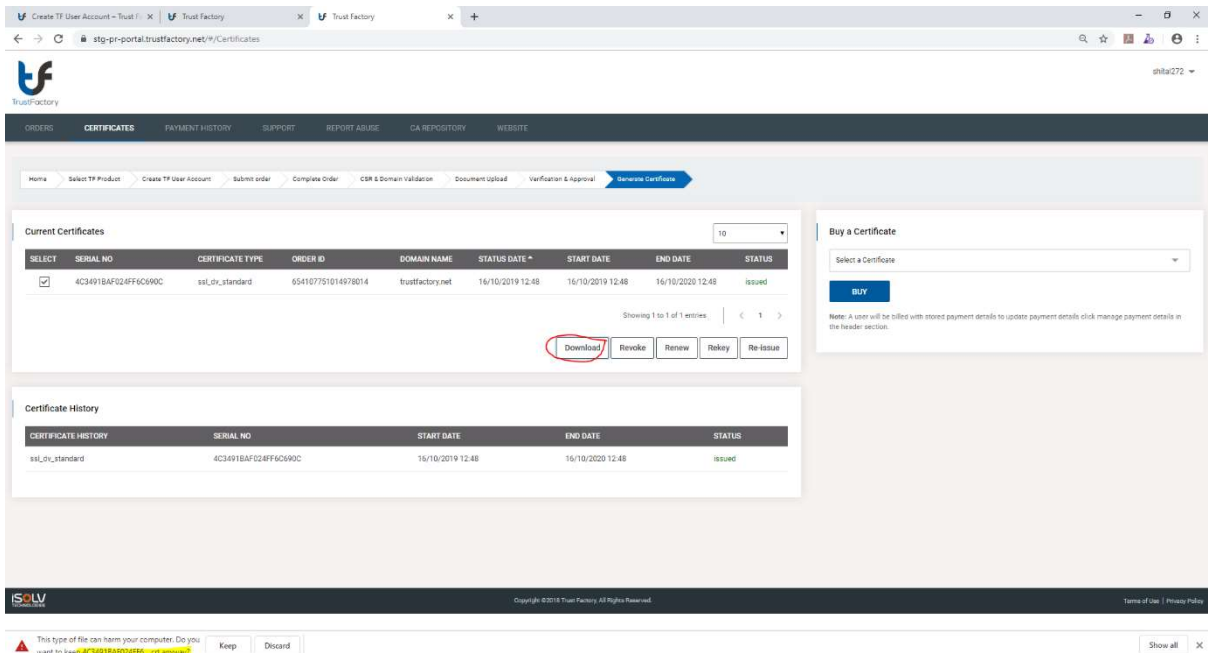
TrustFactory will then go lookup the message from your domain and approve the validation.

Click the refresh button once you have placed the challenge and response on your website.

37. Once the domain has been validated, your order will be finalised and the certificate will be issued.

38. Click on the get certificates button to access your certificate. Or navigate to the certificates tab inside the self-service portal.

39. Select your certificate and click on Download to download your certificate



The screenshot displays the TrustFactory user interface for managing certificates. The 'Current Certificates' table contains the following data:

SELECT	SERIAL NO	CERTIFICATE TYPE	ORDER ID	DOMAIN NAME	STATUS DATE	START DATE	END DATE	STATUS
☒	4C34918AF024FF6C690C	ssl_crt_standard	654167751014978014	trustfactory.net	16/10/2019 12:48	16/10/2019 12:48	16/10/2020 12:48	Issued

Below the table, the 'Download' button is highlighted with a red circle. Other buttons include 'Revoke', 'Renew', 'Rekey', and 'Re-issue'. To the right, the 'Buy a Certificate' section is visible. At the bottom, the 'Certificate History' table shows a previous certificate:

CERTIFICATE HISTORY	SERIAL NO	START DATE	END DATE	STATUS
ssl_crt_standard	4C34918AF024FF6C690C	16/10/2019 12:48	16/10/2020 12:48	Issued

A security warning is present at the bottom of the browser window: 'This type of file can harm your computer. Do you want to keep AC34918AF024FF6C690C.cer anyway?' with 'Keep' and 'Discard' buttons.

40. Please follow the installation steps per the installation document to install the SSL certificate.