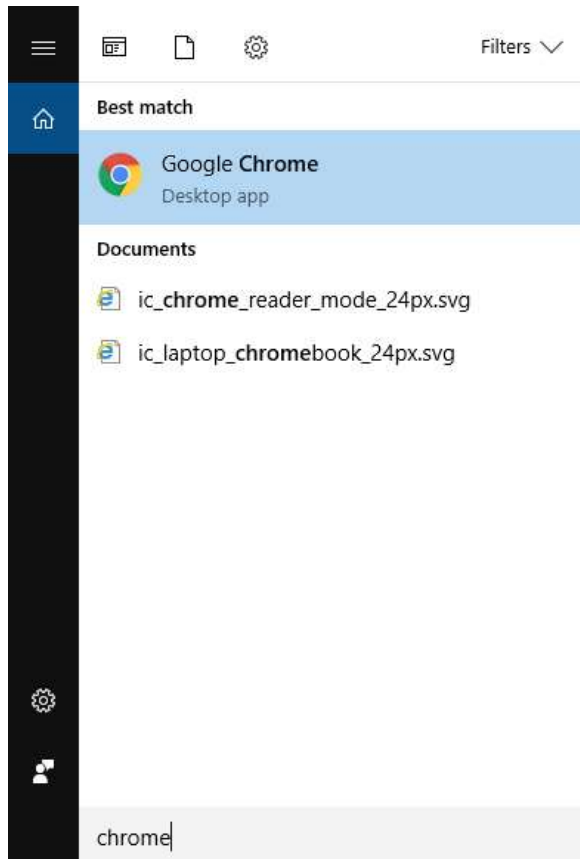


Instructions: Purchase a SSL Organisation Certificate

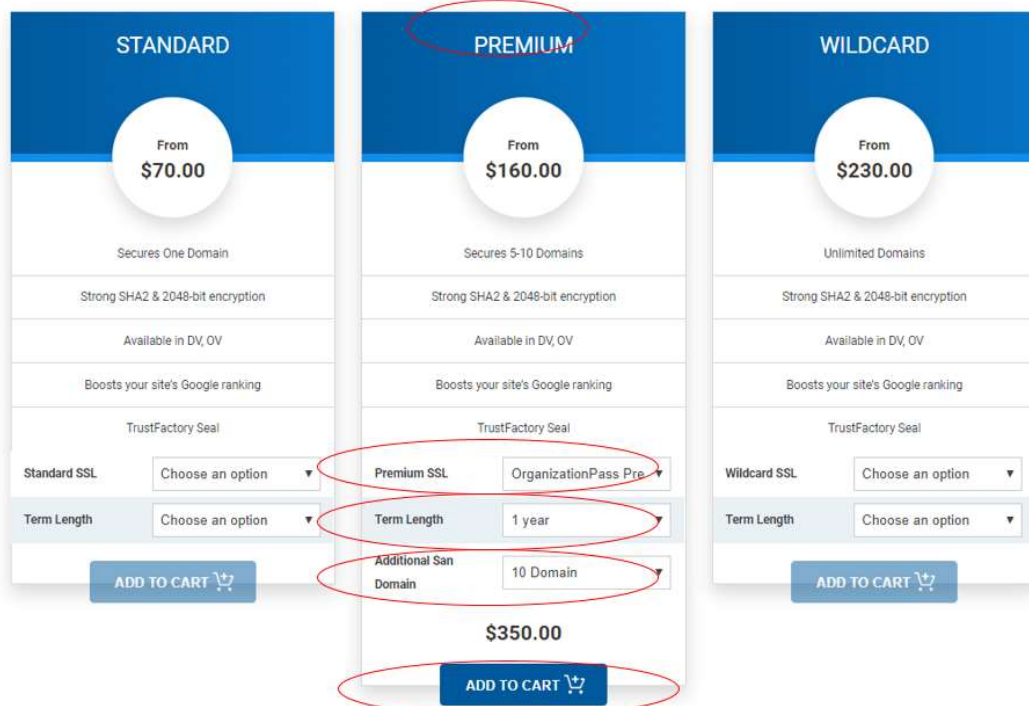
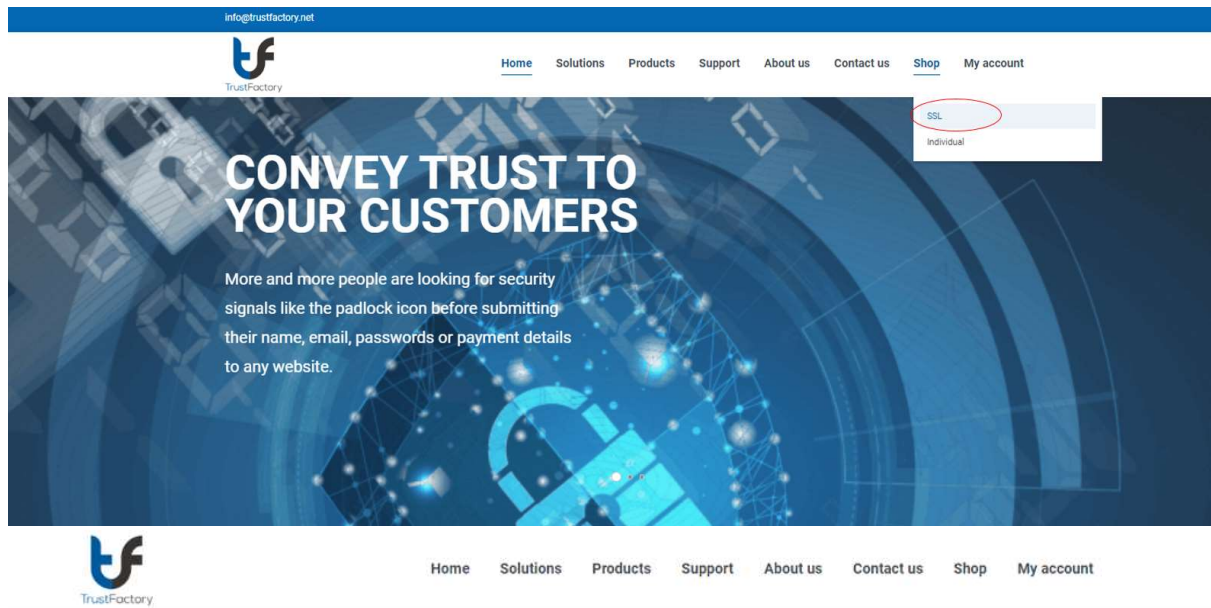
Steps:

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

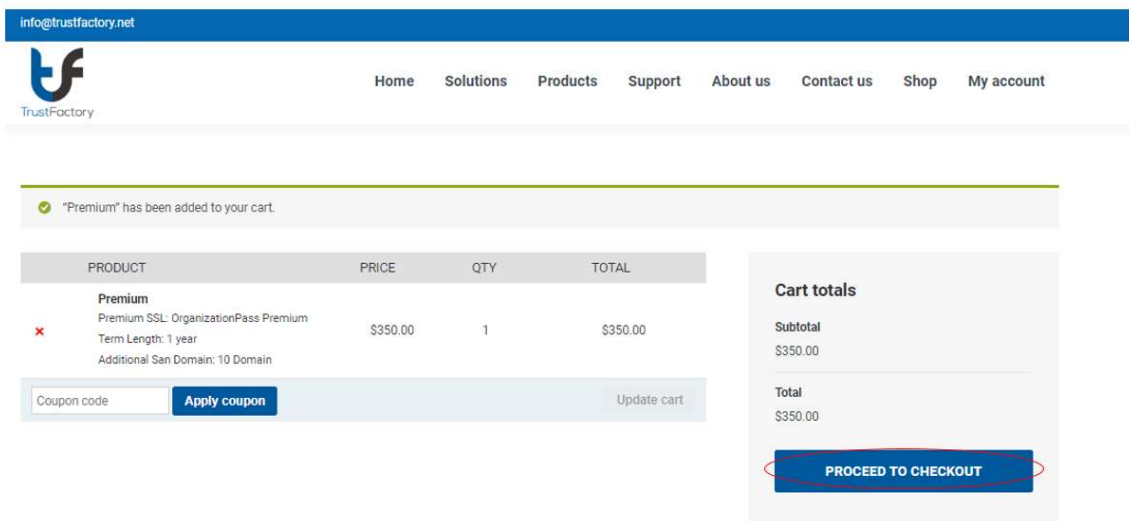


2. Enter the following URL: <https://www.trustfactory.net/>
3. Hover over the Shop tab and click on "SSL"



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: OrganizationPass Premium Term Length: 1 year Additional San Domain: 10 Domain	\$350.00	1	\$350.00

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

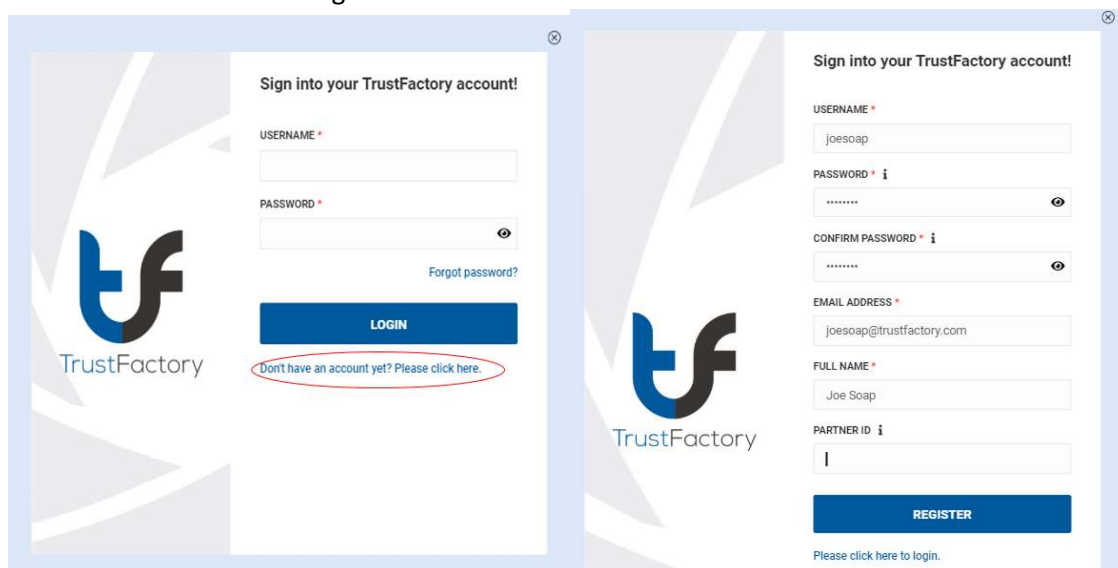
Cart totals

Subtotal
\$350.00

Total
\$350.00

[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?](#)

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

[LOGIN](#)

Sign into your TrustFactory account!

USERNAME *

PASSWORD *

CONFIRM PASSWORD *

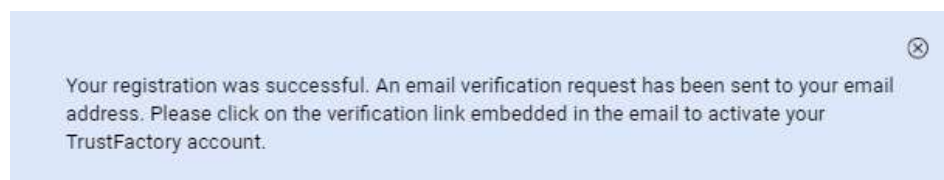
EMAIL ADDRESS *

FULL NAME *

PARTNER ID

[REGISTER](#)

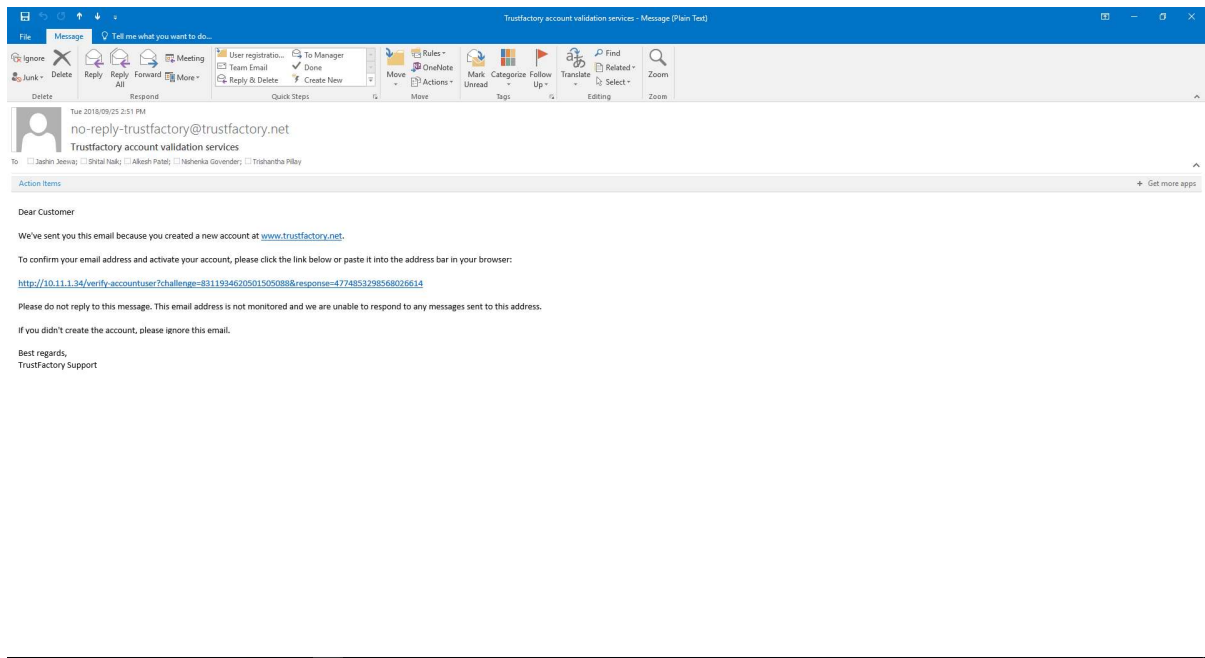
[Please click here to login.](#)



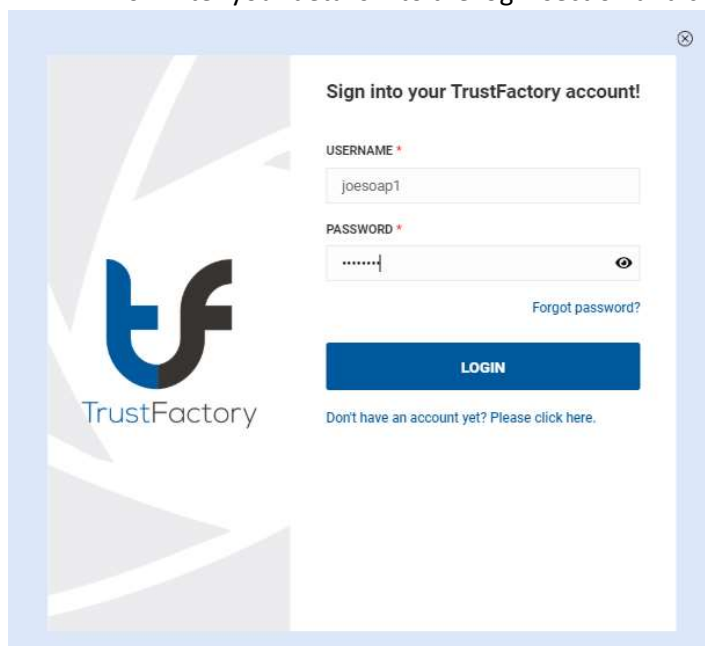
⊗

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

A screenshot of the TrustFactory login page. The page has a light blue header with the TrustFactory logo. The main content area is white and contains a login form. The form has two input fields: 'USERNAME' with the value 'joesoap1' and 'PASSWORD' with masked characters. There is a 'Forgot password?' link next to the password field. Below the fields is a blue 'LOGIN' button. At the bottom, there is a link that says 'Don't have an account yet? Please click here.'

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 Organization 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	
support.trustfactory.net	help.trustfactory.net
info.trustfactory.net	
PURCHASED ADDITIONAL CUSTOM SAN DOMAINS	
ORGANISATION* Trustfactory	
ORGANIZATIONAL UNIT IT	
CITY* Rosebank	
COUNTRY South Africa	
EMAIL (TECHNICAL SUPPORT) * joesoap1@trustfactory.com	
☒ I ACCEPT AND AGREE TO THE TRUSTFACTORY SUBSCRIBER AGREEMENT .	
CREATE ORDER	

Certificate details:
/O=trustfactory.net
/O=Trustfactory /OU=IT
/L=Rosebank/C=ZA

Additional Domain info:
www.trustfactory.net
autodiscover.trustfactory.net
support.trustfactory.net
help.trustfactory.net
info.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. For an Organisation certificate you will need to complete the Organisation's Registered Name, City, Country etc. These details will be validated and will appear on your certificate (as illustrated in the blocks on the right hand side of the form)
22. Click and agree to :
 - To the subscriber agreement
23. Click the create order button
24. 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
 - Upload Documents

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

25. You will be prompted to complete billing details.
26. Once completed, Click on Submit and your billing details will be saved to your account
27. You will then be prompted to make payment.
28. Enter your payment details and click on pay now
29. The payment gateway will process your payment and you will be redirected to the portal where you may proceed further with completing your order
30. You will be prompted to add your CSR into a text box and submit
31. **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).**

Complete Order



Order Summary

Billing and Shipping

Payment

CSR

CSR : *

```

-----BEGIN NEW CERTIFICATE REQUEST-----
MIIDRDCCAiwCAQAwADCCASISwDQYJKoZIhvcNAQEBBQADggEPADCCAQoCggEBALjh
83IEB99FE7C/LvLDxN88omIS5f9b10yEYtC5ehAhtETx07F3c7gPLRFHbSyNGr/
N4YRs7A1H3XBv76DmC4PpPaOp2X4IND+VohdBBz+ZCikpR++Q5zt4PkbgW8iuv23
/ADuWLL9V+8RkQhXu1EX4L+YvF60hNIU1XbNd7UAtmNINO3opnXD6v8yQt4A8+Z8
h+6tGNW1JhwRQVpxs13H1kUeV688H3Cfu0nhHYBPTvFDUK8FsoS/hf0S5E05DuQ
Yg501H0FmP5PLzeU+2fk091kXmNB0pyz0520krAyn1cSof6C5MYeZxJhtgK8dHTP
UFh11XxJCzsf2vvpE20CAwFAAaCB/jAcBgorBgEEAY1300IQM4ND0FwLjAuMTQz
QTMuMTAuBgkqhkiG9w0BCQ4xITAFMB0GA1UdDgQwBBREjTXfXrw1UfsmZq7gq6g
Hd9s/1B6BkrBgEEAY13FRQOTAT3AgEFD8XtaG10YmwtTFQvY29vcC5pc29sdnRl
Y2guY291dAtDTI1OXMhOeXRhbAumTU1DLKYYRT8mBgorBgEEAY1300ICNlVWVlB
AF50AE0aB0QIAH1AbwzA68A2AgB0CAUuBvAGVAdAB3A6FAc6B1ACa5wB1AHNA
IABTAHQAbwBvAGFAZwB1ACAAUABvAG8AdgBvAG0A2Q0YAwFAwA06C5qd51B3DQE8
CwUAA4IBAQZucXvZ1gmaHbG+1D/DSF1aGxdx1m+SHETr80Bh1e1EHu6/jedHK5p
pYHPdC8UCdy4Kxk8Z+kUynxKS11Oh2+F+1S3rQ0mlednCVKsChSA1Qy0KG5a260
q+4HsVubEm1Dv7cgf1fPa6L/6nu48xpQxubXA6PwRDZda2J0B265zLtz9y1zi7W/
xn2uU2wgFhX6a1umrOsdRtV6gJwrt0VDVyad71vJ6CbuEVLNNe7ohITXjEzAgAn634
KpIXOy1XQMFfU1ZwmeB2HOGYRmpF1V6bFhNlgw58KbUIR7J1Pn1ccQwe1CwC9x
QEKD5FVf5p57pTuF08XyX0G7U6VFK
-----END NEW CERTIFICATE REQUEST-----

```

More information regarding CSR generation

Submit CSR

Domain verification (Complete ONE of the below options)

32. You will be prompted to select a domain verification method.

33. 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.

34. Click the verify email button

Complete Order



Order Summary

Billing and Shipping

Payment

CSR

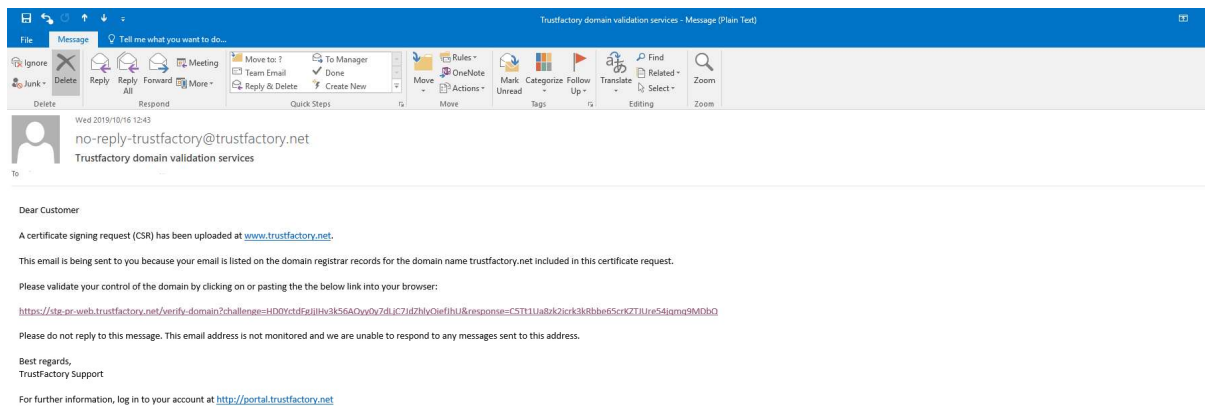
Domain verification (Complete ONE of the below options)

Email Validation

DOMAIN NAME	EMAIL	STATUS	ACTION
trustfactory.net	Select	Pending	Verify Email
trusfactory.net	Select admin@trustfactory.net administrator@trustfactory.net hostmaster@trustfactory.net postmaster@trustfactory.net webmaster@trustfactory.net	Pending	Verify Email

Http Validation

35. 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
36. Click on the validation link within the email



37. 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.

38. Once the domain has been validated, your order will be prompted to Upload Documents

Complete Order X

- > Order Summary ✓
- > Billing and Shipping ✓
- > Payment ✓
- > CSR ✓
- > Domain verification (Complete ONE of the below options) ✓
- ▼ Upload Documents

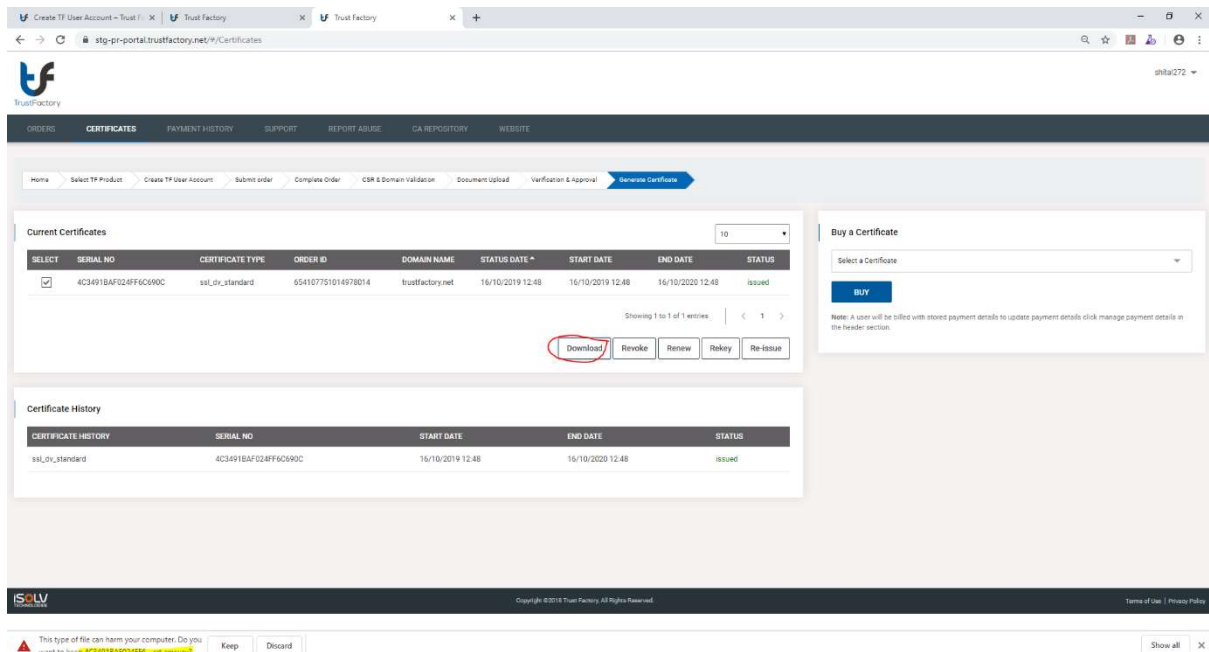
Document Upload	Status	Template
Proof of address: * Select Choose File No file chosen	Document not uploaded	-
Authority letter: * Select Choose File No file chosen	Document not uploaded	Authority letter template
Company registration letter: * Select Choose File No file chosen	Document not uploaded	-

UPLOAD

Proof of address is any of the any of the stipulated documents in the drop down selection, which contains the registered address of your registered company.

39. Authority letter- Print the authority letter template onto the letterhead and complete the required details, scan and upload organisations
40. Company registration documents is any of the stipulated documents in the drop down selection, which contain the registered company details
41. Upload all the above documents. Ensure the details match that which you entered in your order form
42. Once the documents are uploaded, a TrustFactory validation specialist will perform the validations. If any issues are found, you will be notified via a message in your user account. Thus please monitor the progress of your order through logging into your account
43. If all the validations pass, the certificate will be finalised and issued
44. You may click on the get certificate button from within the orders tab, or navigate to the certificate tab within the self-service portal and download your certificate.

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



The screenshot shows the TrustFactory web portal. The top navigation bar includes links for ORDERS, CERTIFICATES, PAYMENT HISTORY, SUPPORT, REPORT ABUSE, CA REPOSITORY, and WEBSITE. The main content area has a breadcrumb trail: Home > Select TF Product > Create TF User Account > Submit order > Complete Order > CSR & Domain Validation > Document upload > Verification & Approval > Generate Certificate. The 'Current Certificates' section displays a table with one certificate:

SELECT	SERIAL NO	CERTIFICATE TYPE	ORDER ID	DOMAIN NAME	STATUS DATE *	START DATE	END DATE	STATUS
☒	4C3491BAF024FF6C690C	ssl_org_standard	654107751014978014	trustfactory.net	16/10/2019 12:48	16/10/2019 12:48	16/10/2020 12:48	Issued

Below the table are buttons: Download (circled in red), Revoke, Renew, Rekey, and Re-issue. The 'Certificate History' section shows the same certificate in a smaller table. On the right, the 'Buy a Certificate' sidebar has a 'Select a Certificate' dropdown and a 'BUY' button. A note at the bottom of the sidebar states: 'Note: A user will be billed with stored payment details to update payment details click manage payment details in the header section.'

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