Instructions: Purchase an Organization Pass Certificate (Platform Certificate- AATL)

Summary Steps:

These are Adobe Approved Trust List certificates.

These are mainly platform certificates that are used inside a software signing service. These certificates are not paired with our Cloud Hosted Key service yet (CumuloKey). This is coming soon. Thus, a physical token will need to be used until the cloud services are available.

 The signature on the document is in the name of the Organization and not the end user of the document.

To purchase and install an organization pass certificate onto your signing platform you will need to:

1. Proceed to **purchase an organization pass certificate** from the TrustFactory website by selecting the certificate, term length and adding that to the cart
2. You will be prompted to either **purchase a smart card token**, or state that you have an existing token, The token must be **a PKI token that is FIPS level 2 compliant**. Your private key will need to be generated on this token and the CSR shared with TrustFactory
3. You will be required to register an account with TrustFactory, or login to an existing account
4. You will then need to complete your order in terms of the remaining steps:
   a. Create Order- Enter details you would like must appear on your certificate
   b. Billing and Shipping Address: Complete these details
   c. Make Payment
   d. Await delivery of your physical token
   e. Generate a CSR for Smart Card Token (See Support for more information).
      i. If you have your own FIPS compliant token, generate a CSR on that Smart card
      ii. If you have purchased a physical token from TrustFactory, you will need to wait for the token to be delivered to you and then generate the CSR on this TrustFactory token
   f. Complete the Upload of Documents

      Please note you are required to upload:

      i. Copy of Organization's government issued registration document
      ii. Organization Proof of address
      iii. An authority letter per the template provided
5. Await the finalisation of your order. Once finalised the certificate will be issued.
6. Install the certificate. (See installation instructions per relevant document)
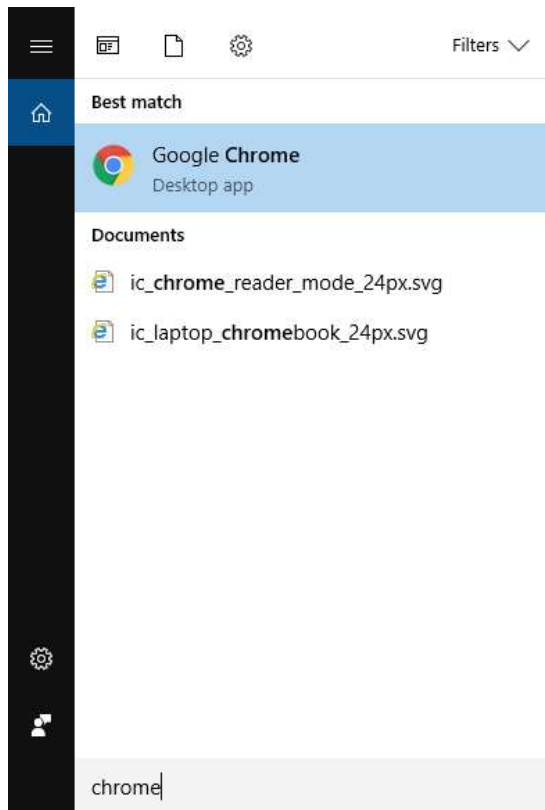
Detailed Steps:

The below document details the purchasing and order completion steps mentioned above

Purchase an Organization Pass Certificate

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.   Hover on the "Shop" tab and click on "Individual"

4. Select Organization Pass
5. Select applicable term length you would like to purchase certificate for
6. Click on the "Add to Cart" button

ADDITIONAL PRODUCT ⊗

TrustFactory PersonalPass and PersonalPass Premium certificates comply with the Adobe Approved Trust List (AATL) Technical Requirements which specify that the end-user must generate and protect key pair(s) for the supplied certificate(s) in a medium that prohibits exportation and duplication that could allow unauthorized use of the private or secret keys.

The suitable medium is considered a hardware security module that meet FIPS 140-2 Level 2 or equivalent such as the TrustFactory ePass FIPS token. A CloudSign Subscription is a cloud-based alternative which stores your private keys securely in cloud infrastructure using hardware security modules that meet FIPS 140-2 Level 2.
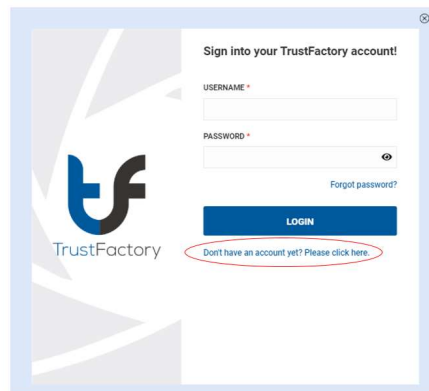
○ **I already have an existing token**
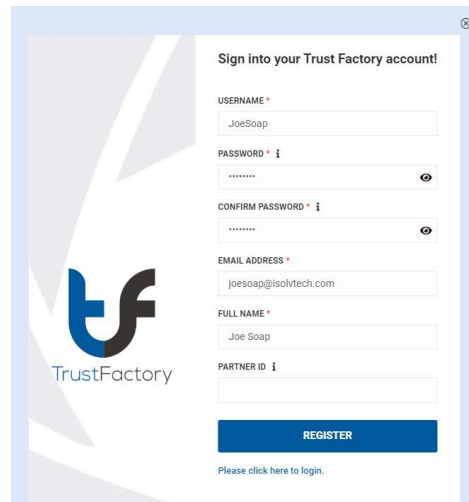○ **Physical Token ($25.00)**

CONTINUE 🛒

TrustFactory Individual certificates comply with the Adobe Approved Trust List (AATL) Technical Requirements which specify that the end-user must generate and protect key pair(s) for the supplied certificate(s) in a medium that prohibits exportation and duplication that could allow unauthorized use of the private or secret keys.
The suitable medium is considered a hardware security module that meet FIPS 140-2 Level 2 or equivalent such as the TrustFactory ePass FIPS token.

7. You will be asked whether
- you have an existing token that meets the FIPS 140-2 level 2 requirements or
- whether you would like to buy a Smart Card (Physical) token
8. Select the appropriate option that meets your needs
9. You will then be directed to the checkout page.
10. Click on proceed to checkout
11. You will be prompted to register or login
12. 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 *
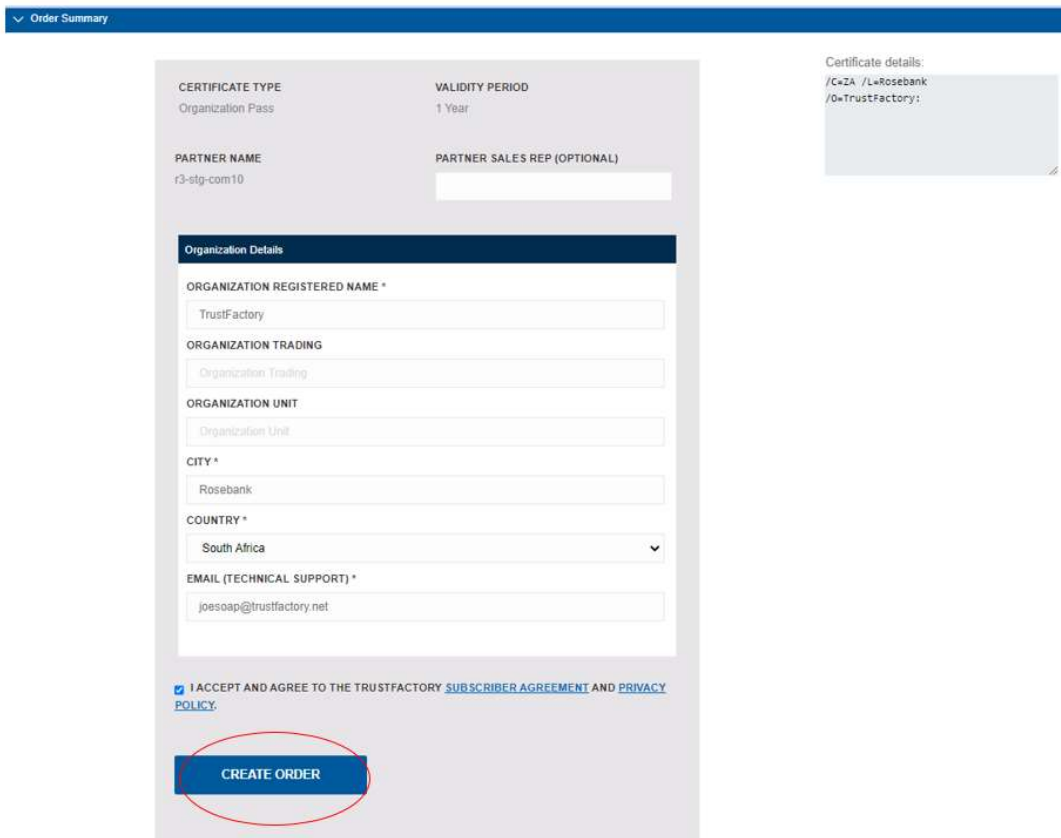
Forgot password?

LOGIN

Don't have an account yet? Please click here.

13. Register a new account. If you are purchasing a certificate through a partner reseller, you may enter the partner id as part of the registration. The partner reseller salesperson will provide you with this code.
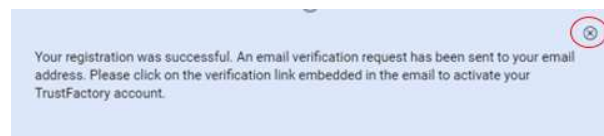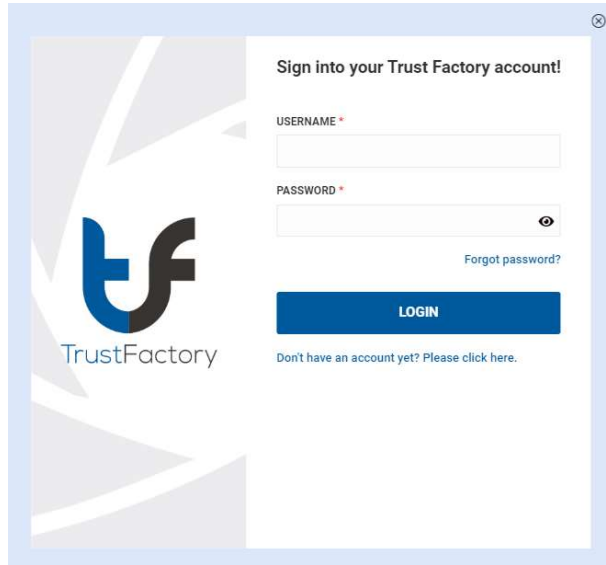
14. You will be asked to validate your email address
15. You will receive an email from TrustFactory asking you to validate your email address by clicking on the link provided in the email body.
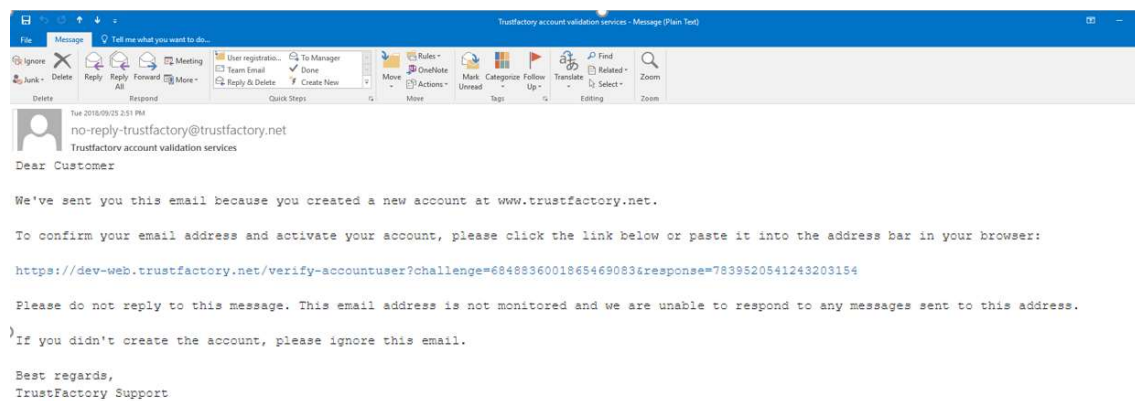
16. Click on the link embedded in the email body. Your validation will occur in the background, and you will receive a success message as below

17. Click on the x (close) button on the popup message
18. You will be redirected to the login page.

Now enter your details into the login section

Once you have logged in, you will be prompted to complete the order

19. Enter Registered Organization name, City, and Country. These details must match your company registration documents). These are mandatory fields.
20. Organization Trading as and Organisation Unit are optional fields. Should you complete these fields they will appear in your digital certificate.
21. Note the certificate details box on the right. It displays the information that will be displayed on your certificate.
22. Ensure that the email addresses are correct as all correspondence from TrustFactory regarding this certificate will be emailed to you using the email address
23. Click Create order
24. The remaining steps also appear and are:
25. Billing and shipping address: Complete Details (note that if you are not purchasing a physical token from TrustFactory, there will be no shipping details required

Billing and Shipping

Billing Address

Billing Type: ○ Personal ● Company

First Name *	Last Name *
Shital	Naik

Company Name

| TrustFactory | * |

Company VAT Number

| 12345678 |

Contact Number *

| ZA (+27) ⌄ | 0836261234 |

Street Address *

| 2 Schist Place |

| Bassonia Rock |

Country *	State *
South Africa ⌄	Gauteng
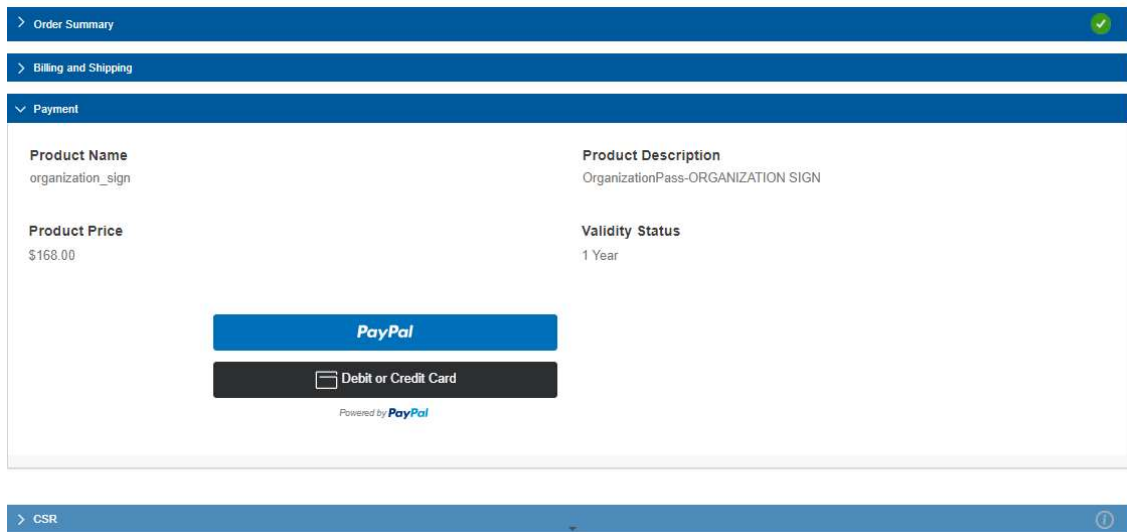
City *	Zip Code *
Alberton	2061

SUBMIT

26. **Payment- Complete Payment Details and proceed to make payment**

27. CSR: To complete this step, you will need to wait for the physical token to be shipped to you. Once you have received the token follow the separate instructions on CSR generation using a Smart Card token that can be found under the Support section of the website.

- Generate the CSR on your existing token, or purchased (physical token) Smart Card Token
- Note the link to further information on how to generate a CSR is situated as a link below CSR box
- Copy the generated CSR and place into the CSR box

Click on Submit CSR

28. Upload Documents

29.

- Upload documents as prompted.
- Note the authority template link under the template column. This template must be downloaded, printed, and completed on a valid Organization letterhead. This must then be scanned and uploaded here
- Click on the "Upload" Button

30. Once documents have been successfully uploaded, a pending verification icon will appear next to Upload Documents step as these documents are subject to Trustfactory validator approval

31. Once the validation procedure is complete from TrustFactory's side and is successful, you will receive a notification on the generation of your certificate.

32. Should there be any rejected documents, a message will appear in the orders portal, and you will be able to resubmit the information again

33. You may login to the self-service portal, where you may monitor the status of your order. Once it is issued, you will be able to download the certificate from the certificates tab

34. Select the Go to certificates button to access your certificate. Click on the download button
35. Congratulations. Your personal pass certificate is ready for use
36. Please follow the installation steps per the installation document to begin using your personal pass certificate