



# Instructions: Purchase an Email Certificate

## Summary Steps:

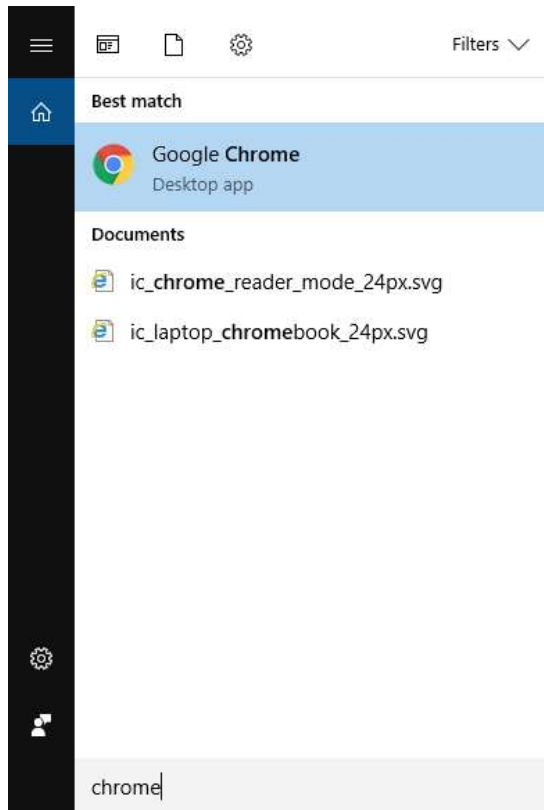
1. Proceed to **purchase an individual email certificate** from the TrustFactory website by selecting the certificate, term length and adding that to the cart
2. You will be required to register an account with TrustFactory, or login to an existing account
3. You will then need to complete your order in terms of the remaining steps:
4. Complete the order steps:
  - a. Create Order- Enter details you would like to appear on your certificate
  - b. Billing Address: Complete these details
  - c. Make Payment
  - d. Generate a CSR for Smart Card Token (See Support for more information).
  - e. Complete the Email validation
5. Your certificate will now get issued. Download and install the certificate. (See installation instructions per relevant document)

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

## Detailed Steps:

### 1. Purchase an Email Certificate

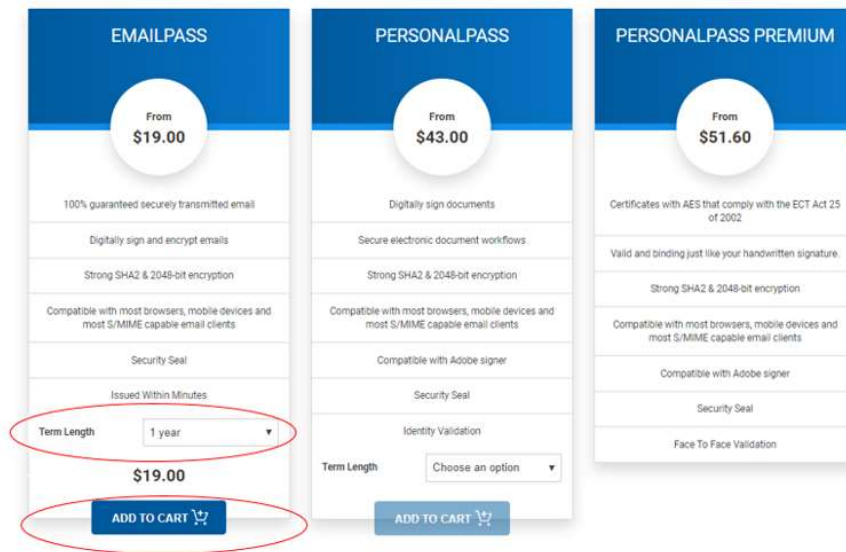
- 1.1. Go to the task menu on your computer and type "Chrome"
- 1.2. Select the Google Chrome browser from the search results



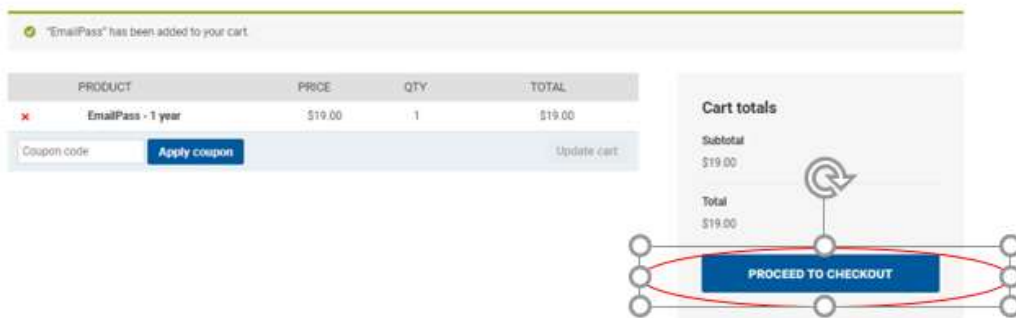
2. Enter the following URL: <https://www.trustfactory.net/>
3. Click on the “Individual” tab



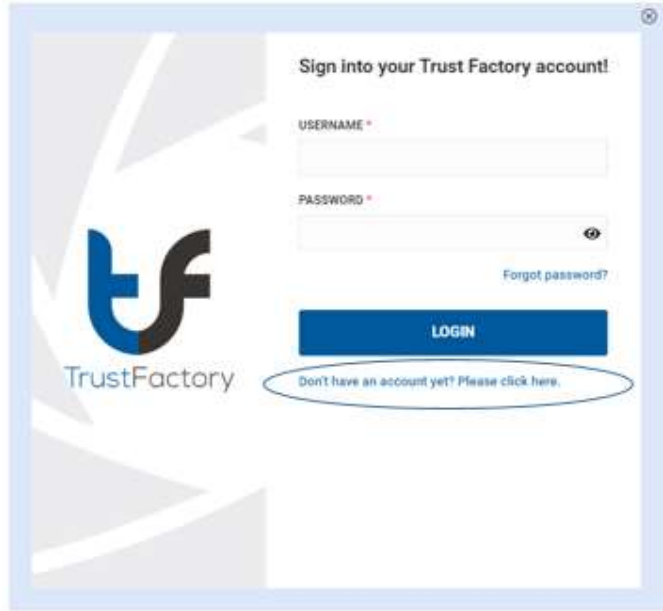
4. Select Email Pass.
5. Select the relevant term length
6. Click the “Add To Cart”



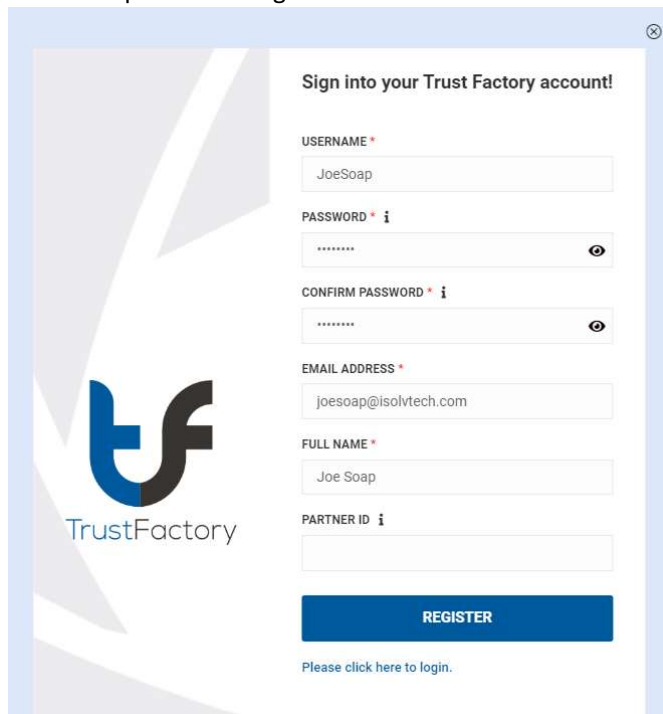
7. You will be directed to the checkout page.
8. Click on proceed to checkout



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

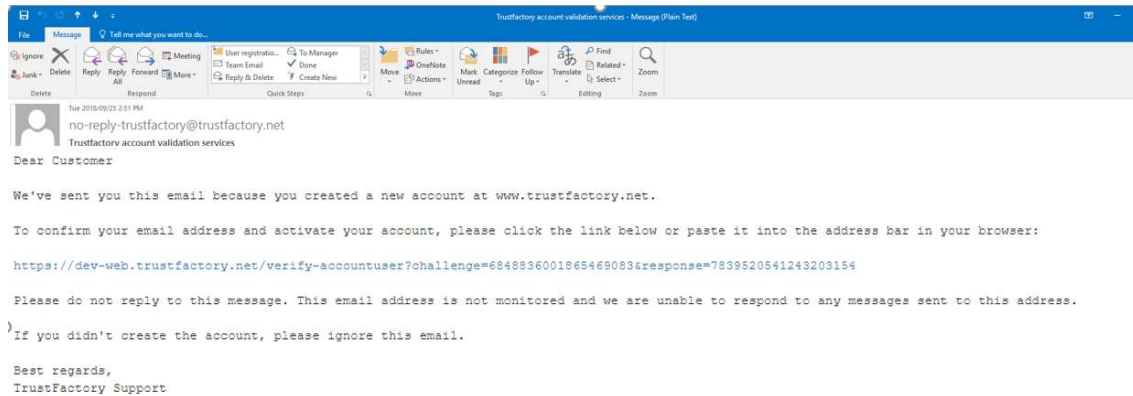


11. Register a new account. If you are purchasing a certificate through a partner reseller, you may enter the partner id as part of the registration

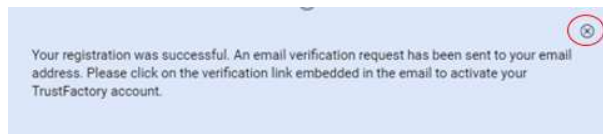


12. You will be asked to validate your email address
13. You will receive an email from TrustFactory asking you to validate your email address by clicking on the link provided in the email body.

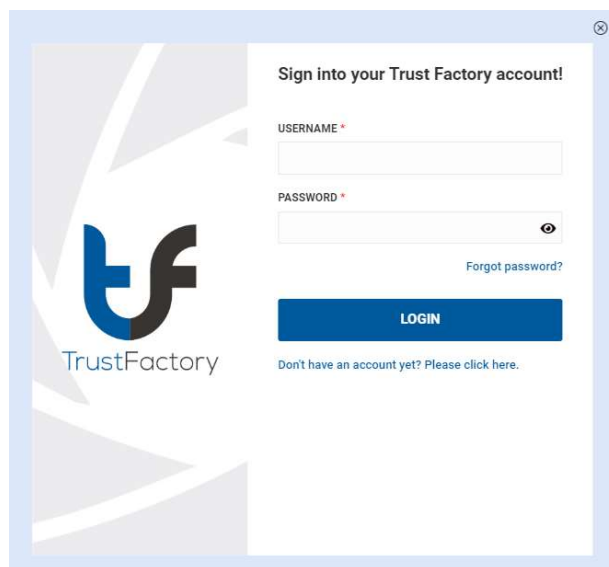
13.1.1.



14. 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



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



17. Now enter your details into the login section



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

Complete Order ✕

Order Summary

<b>CERTIFICATE TYPE</b> Email Pass	<b>VALIDITY PERIOD</b> 1 Year	Certificate details: /emailAddress=joesoap@isolvtech.com
<b>PARTNER NAME</b> TrustFactory	<b>PARTNER SALES REP (OPTIONAL)</b> <input type="text"/>	
<b>EMAIL*</b> <input type="text" value="joesoap@isolvtech.com"/>		
<b>EMAIL (TECHNICAL SUPPORT) *</b> <input type="text" value="joesoap@isolvtech.com"/>		
<input type="checkbox"/> I ACCEPT AND AGREE TO THE TRUSTFACTORY <a href="#">SUBSCRIBER AGREEMENT.</a>		
<b>CREATE ORDER</b>		

▶ Billing and Shipping

▶ Payment

▶ CSR ⓘ

▶ Upload Documents

#### 18.1. Billing address : Complete Details

▶ Billing and Shipping

Billing Address

Billing Type:  Personal  Company

First Name \*  Last Name \*

Mobile \*

Address1 \*

Address2

Country \*  State \*

City \*  Zip Code \*

**SUBMIT**

#### 18.2. Payment- Complete Payment

Complete Order


×


Order Summary ✓


Billing and Shipping

Payment

<b>Product Name</b> individual_email	<b>Product Description</b> EmailPass-INDIVIDUAL EMAIL
<b>Product Price</b> \$19.00	<b>Validity Status</b> 1 Year

 PayPal

 Debit or Credit Card

Powered by 

CSR ⓘ

Email verification

Complete Order

Trust Factory ×


Your payment has been successful OK

Order Summary ✓

Billing and Shipping ✓

Payment ✓

CSR ⓘ

CSR - 

[More information regarding CSR generation](#)

Submit CSR

Email verification

Upload Documents

18.3. CSR:

- Generate a CSR using the windows store
- Note the link to further information on how to generate a CSR (Situating as a link below CSR box)
- Click on Submit CSR button



**Complete Order**

- Order Summary ✓
- Billing and Shipping ✓
- Payment ✓
- CSR ✓

```

CSR : * -----BEGIN NEW CERTIFICATE REQUEST-----
MIIDR0CCAiwCAQAwDCCAS1wDQYJKoZIhvcNAQEBBQADggEPADCCAQoCggEBAL3h
83IEB99FFeYc/LvLdVn98omf5SF9eI8yEVIc5et4htFXoJF3c3pLRFH5yY6g/
N4YR5A1IH3XpC6Mc4PzP9Op2441H+VnY48Bt+7Ckpx8+95214Pkg81uv23
/ADnML0V+8RkOdxuEX4L+YvF6vlnIUIX0td7UatmIIN3opnXD6vsBy0t44B+Z8
h+6TGMUIJhwRqVpxs13HjKUNeV688H3CFUOnHYEPTvFduK0F5os/nf85SE05DuQ
YgS01HOFnPSPLzeU+2fk891kXmNB8pyz0528krAvnIcS0F6CSHyEzXhltgk8dHIP
UFh11XcJczf3vwpE20CwEAAaCB/1ACBgorBgEEAYI30O1O04h00EwL1AUMTQz
OTNurHAubgkxh1G9v8RCQ4xITAtHB8GA1UdQaQ0BBREITXFXruiURsmZq7ggu6g
H99s/TSSBkrBgEAYI3F90XDTA3d4EFDBvT4610YnctTQvUz9yc5ccp399dnN1
YZeuv29tAdT11QW8baRhvAwTUIdkVv1T8m8grFgEAYI30Q1CN9v4t8
ABSOAE0A0B1AHTAbwBzAG8AZg80CAAUByAGYA4B3AGAcgB1ACASv81AHkA
IABTAHQAbwBzAGFAZwB1ACAAUByAG8AdgBpAGQzQBzAwEAM9GCS0G5Ib30QEB
CuJAA4IBAQA2ucXv7jGmhbG+ID/DSFm6xdx1m+5HET808h1e1EHMG/1edHK5p
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q+4hsVubEmIdv7cgl47Pa6L/6nu48xp0xubX46PvRDZde2J08265zLz9v1z17H/
xnZuUzwhfjXGslurr0a9rTV6g3wt0vDvYae71v16CpUeVLIWhe7ohTTXJEagAn634
kqWKOyAXQFfUJzumeR3H0SYReppF1V6vfh1s.pe59KvU1R71117n1ccQw4Clm0z
BEKosVfzS1p5ZpTufE08XyXDG7U6VK
-----END NEW CERTIFICATE REQUEST-----
    
```

Generation of CSR for Windows Certificate Store V1

Submit CSR

Email verification

18.4. Email Validation:

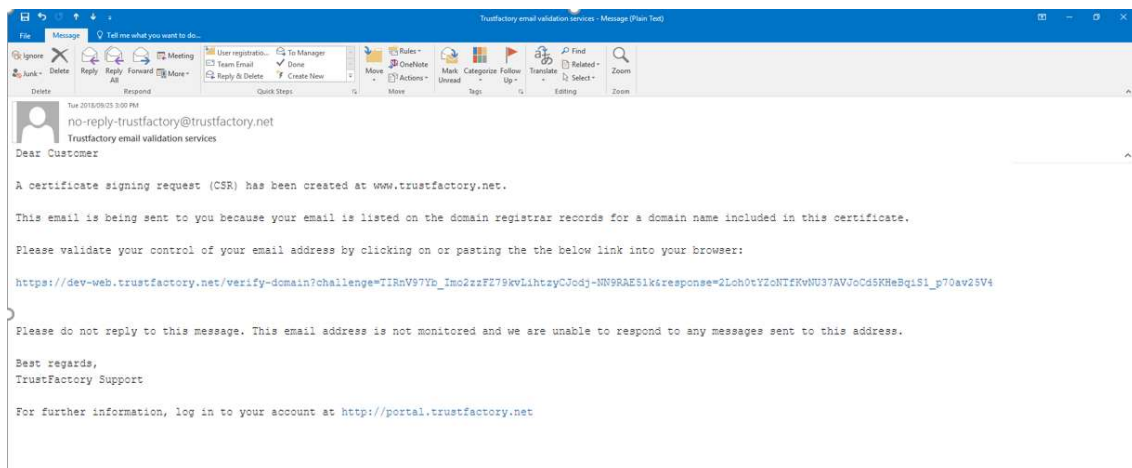
- Click the "Verify Email" button

**Complete Order**

- Order Summary ✓
- Billing and Shipping ✓
- Payment ✓
- CSR ✓
- Email verification

EMAIL	STATUS	ACTION
joesoap@solvtech.com	Pending	Verify Email

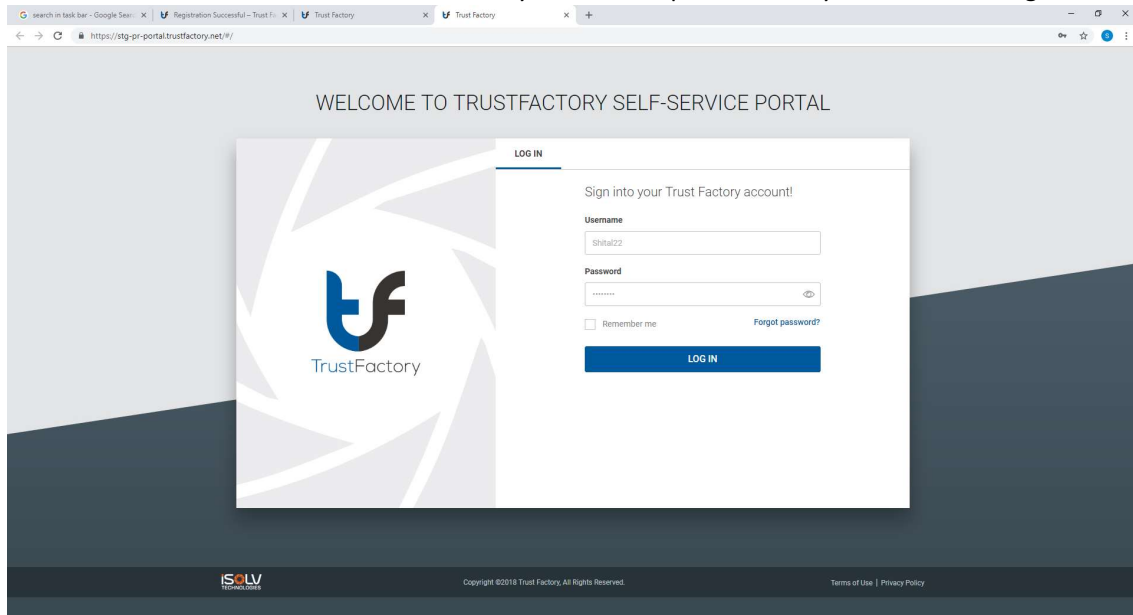
- An email validation link will be sent to the email address account that you have entered.





- You will need to click on this link in your email to demonstrate control over your email address

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



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



3. Select the Go to Certificates button to access your certificate
4. Congratulations. You now an email certificate ready for use
5. Please follow the installation steps per the installation document to install the email certificate