Code Signing Digital Certificates

Installation Guide



BEFORE YOUR BEGIN-VISTA AND INTERNET EXPLORER 7 USERS

- 1. Due to the added security that Microsoft has introduced to Vista you will need to make sure all the following steps are completed before installing your certificate. Missing even one step can cause an error at the final stage of installing the certificate, which will result in the entire process needing to be restarted.
- 2. Before you install your certificate you must make the following changes, as described below:
 - a. Open Internet Explorer
 - b. Go to "Tools"
 - c. Select "Internet Options"
 - d. Select the "Security Tab"
 - e. Highlight "Trusted Sites" and select "Sites"
 - f. Add the following website names in the "Trusted Sites" list:
 - i. <u>https://system.globalsign.com</u>
 - ii. https://systemeu.globalsign.com

era Security Privacy Content Connections Programs Advanced	Trusted sites
lect a zone to view or change security settings.	You can add and remove websites from this zone. All website this zone will use the zone's security settings.
Trusted sites This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone. Security level for this zone	Add this website to the zone:
Custom Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level.	https://211.11.149.172 Remove https://secure.globalsign.net Image: secure secu
Enable Protected Mode (requires restarting Internet Explorer) Custom level Default level Reset all zones to default level	Require server verification (https:) for all sites in this zone

 Please install the GlobalSign Root CA <u>http://secure.globalsign.net/cacert/Root.crt</u> into the Trusted Intermediate Certificate Authorities folder in your IE browser before beginning the installation process. 4. Once you have added GlobalSign to your list of trusted sites, you will want to close Internet Explorer and re-start. Go back into Internet Options and click on the security tab and then click "Custom Level".

Activ	eX controls and plug-ins
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0	Enable
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a la c	ey Enable Display video and animation on a webrage that does not use
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Takes eff	fect after you restart Internet Explorer
	en setting
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SET to:	Medium (default)

a. This will open a box called "Security Settings- trusted site zone"

- b. You will need to scroll down to the "Active X controls and plug-ins" and change the following default settings:
 - i. Allow previously unused ActiveX controls to run without prompt: set to Enable
 - ii. Allow Scriptlets: set to Enable
 - iii. Automatic prompting for ActiveX controls: set to Disable
 - iv. Binary and Script behaviors: set to Enable
 - v. Display video and animation on a webpage that does not use external media player: set to **Disable**
 - vi. Download Signed ActiveX controls: set to Prompt
 - vii. Download unsigned ActiveX controls: set to Prompt
 - viii. Initialize and script ActiveX controls not marked as safe for scripting: Prompt
 - ix. Run ActiveX controls and plug-ins set to Enable
 - x. Script ActiveX controls marked safe for scripting: set to Enable
- c. Click OK
- d. Click Apply
- e. Close and re-open your Internet Explorer browser.
- 5. To begin installation, you will need to open your "pick up" email notification. If you have not yet received a pick up email notification this means your order is still in the vetting process. All orders placed go through a vetting process to confirm the identity details of the certificate holder; once the vetting is completed you will receive an email notifying you that your digital certificate is ready for "pick up".

INSTALLING YOUR CERTIFICATE USING FIREFOX



(if using Internet Explorer or Vista, please continue to page 8)

1. In your pick up email click on the URL provided in the email which will direct you to the following webpage prompting you for the "Certificate Pick up Password". The Certificate Pickup Password was established during the enrolment/ordering process. If you did not order the certificate yourself, you will need to ask the person who enrolled on your behalf for the pickup password.

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GlobalSign.		I Technical Support Center	
	Install Certificate		
	You will now go through the Certificate generation and installation process. Note that if you continue on this computer, your Certificate will be installed on this computer.		
	Step One: Enter your Pickup Password		
	Your Pickup Password will have been set by the applic	ant during the application.	
	Enter	Enter the Pickup Password to continue.	
	Forgotten the Pickup Pas	isword? Contact Support immediately for assistance.	
		Next	

2. Select the Cryptographic Service Provider setting (HighGrade is recommended) and click "next".

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GlobalSign.	Technical Support Cente TEL US 1-877-SSLGLOBAL EMEA +32 16 89	er 🔞 GlobalSign Home 91900 UK +44 1622 766766	
	Install Certificate		
St	ep Two: Select the Cryptographic Service Provider (CSP)		
Th We if y	The CSP is used to generate the cryptographic keys within your Certificate. We have listed the CSPs found on your computer. For further assistance on using CSPs and which may be appropriate If you are installing your Certificate onto a hardware device such as crypto USB, view the CSP Support Guide.		
Pie be En If s	Please note! Depending on your browser / Operating System setup, there may be a information bar or Pop Up asking you to install "Microsoft Certificate Enrolment Control" displayed at the top of this page. If so, you MUST allow this to run. It is a safe program that your browser		
or or	Pop Up and follow the instructions.		
	Cryptographic Service Provider		
	Please click Next and wait. Do not click Next again and do not close the browser, the process may	y take a few seconds.	
	Next		

3. Click on the "Install my Certificate" button

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GlobalSign.	Technical Support Center GlobalSign Home TEL US 1-877-SSLGLOBAL EMEA +32 16 891900 UK +44 1622 766766
Install Certificate	
Install your Digital Certificate and the Inte	rmediate CA Certificates
Your Certificate has been generated, click the Install I	Iy Certificate button to install the Certificate onto your computer.
We have detec	ted that you are not using Internet Explorer.
Please follow the	below instructions to install your Certificate.
Click the Install I	Ily Certificate button to install your Certificate:
	Install My Certficate
Also click the below	buttons to install the Intermediate CA Certificates
Installing the CA Certificates will ensure	that your Certificate will be trusted by your computer, and by others.
	Install CA Certificate 1
	Install CA Certificate2

4. A pop up window will appear asking you to select a token, unless you have added a hardware security model (i.e. USB token), the default cryptographic provider will be displayed.

GlobalSign Certificate Center. ×	Mozilla Firefox Start Page ×	
Do you want Firefox to remember this pas	sword?	<u>R</u> emember N <u>e</u> ver
GiobalSign.		Technical Support Center TEL US 1-877-SSLGLOBAL EMEA +32 16 8
Ins	tall Certificate	
insta	Please choose a token. Software Security Device	
		OK Cancel
1	provider	High Grade 👻

- 5. Subsequent to the Public/Private key generation which may take a few minutes, you will be able to install your code signing certificate.
- 6. Next, Click "Install CA Certificate 1 and 2" buttons in order for the full certificate chain to install into your system certificate store.

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🜒 ssl_root_compatibility.pdf (applicati × 📋 GlobalSign Certificate Center. 🛛 🗙
Install Certificate
Install your Digital Certificate and the Intermediate CA Certificates
Your Certificate has been generated, click the Install My Certificate button to install the Certificate onto your computer.
We have detected that you are not using Internet Explorer.
Prease follow the below instructions to install your Certificate: Click the Install Mv Certificate button to install your Certificate:
Install My Certificate
Also click the below buttons to install the Intermediate CA Certificates
Installing the CA Certificates will ensure that your Certificate will be trusted by your computer, and by others.
Install CA Certificate1
Install CA Certificate2
What to do next.
Now you have your Certificate please review the Product Guide support pages for instructions on how to use your Certificate.
> Go to Product Guide pages

7. You will receive a message when the installation has been completed.



Special Note to Firefox users operating below version 3.0.2. After you click on the "Installation link" you will be presented the below dialog box. Please check off "Trust this CA to identify all three purposes-websites, email, users, and software developers.

ou have been asked to t	rust a new Certificate Au	thority (CA).		
o you want to trust "Glo	balSign Primary Class 1 (CA" for the following	purposes?	
Trust this CA to ident	ify web sites.			
Trust this CA to ident	ify email users.			
Trust this CA to ident	ify software developers.			
lefore trusting this CA fo procedures (if available).	r any purpose, you shou	d examine its certifica	te and its policy	/ and
1/C Evanaina	CA certificate			

INSTALLING YOUR CERTIFICATE WITH INTERNET EXPLORER OR VISTA

 Click on the URL provided in the email which will direct you to the following webpage promoting you for the "Certificate Pick up Password". The Certificate Pickup Password was established during the enrolment/ordering process. If you did not order the certificate yourself, you will need to ask the person who enrolled on your behalf for the pickup password.

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GlobalSign	i,	☑ Technical Support Center
	Install Certificate You will now go through the Certificate generation and in Note that if you continue on this computer, your Certifica Step One: Enter your Pickup Password Your Pickup Password will have been set by the applicant Enter the I Forgotten the Pickup Password	stallation process. te will be installed on this computer. during the application. Pickup Password to continue.

2. An Active X window will appear, click yes. Check off "yes" to make Certificate exportable and select "Microsoft Enhanced Cryptographic Provider 1.0" Cryptographic Service Provider"

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Insta	Install Guide is available here provider Microsoft Enhanced Cryptographic Provider v1.0
Insta	Il Certificate Install Guide is available here provider Microsoft Enhanced Cryptographic Provider v1.0 Next

3. A pop-up window will appear asking you to allow the Certificate operation to take place, click "yes" at the Web Access Confirmation Prompt.



Please note- after you click "yes" the process may take several minutes; do not press the back button or attempt to restart the installation.

 Once the certificate has been generated the following window will appear, click "Install my Certificate"



5.

Allow Active X control by clicking "yes"

GlobalSign Certificate Center Internet Explorer	provided by Dell	
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GlobalSign.		Technical Support Center GlobalSign Home TEL US 1-877-SSLGLOBAL EMEA +32 16 891900 UK +44 1622 766766
Vinstall Install you Your Certifica What to do Now you have > Go to Produ	Certificate Digital Certificate and the Inter the has be Internet Explorer A ActiveX cortrol or allow this interaction? netate with other parallely the product of the parallely the product of the parallely the product of the pages.	t Guide support pages for instructions on how to use your Certificate.

6. Select "Yes" to the Certificate Web Access Confirmation prompt, and then you should receive an alert that the Installation was a success.

