Digital Certificate Quick Start Guide
for Organization Validation (OV) Certificates

February 2020
SecureTrust™ offers a variety of digital certificates. SecureTrust’s Organization Validation Digital Certificate provides everything you will need to protect your domains and assure your customers that your site is trustworthy and secure with our highest Relying Party Warranty on a standard Digital certificate. The OV certificate features 256-Bit encryption, a $250,000 identification guarantee, and free reissues for the life of the Digital Certificate. When an OV certificate is installed on your domain, customers who visit your website will see a padlock in the address bar in their web browser.

To receive an OV certificate, you must order the certificate, provide a certificate signing request, and help SecureTrust validate your domain(s). This document explains how to perform each step in this process.

Order an OV Certificate
1. At https://certs.securetrust.com/, click the Customer Login link.
2. On the SecureTrust Control Center Login page, enter the username and password to your account.

![SecureTrust Control Center Login](image)

3. In the Control Center, use the accordion tabs on the left to open Digital Certificates | Purchase New. If you see the Purchase New Certificates page, you are already there.

![Purchase New Certificates](image)

4. On the Purchase New Certificates page, select a certificate and length of time and click its Buy Now button. The Customer Checkout page will be displayed next.
5. **On the Customer Checkout page:**

   - **Customer Checkout**

   ![Customer Checkout](image)

   - **Do you already have a SecureTrust™ Account?**
     - LOG OUT

   - **How many of these certificates do you need?**
     - Enter the number of certificates of this type to purchase: 1

   - **How long do you want the certificate to last?**
     - 2 Years - Save $35.00 off the one year price per certificate.
     - 1 Year

   - **Add the certificate with the highest level of identity validation and customer trust to this order.**
     - Yes, for only $81.01 more per certificate.
     - No, I don’t want increased trust in my website.

   - **Do you have a promotional code?**
     - APPLY

   ![My Order](image)

   - **My Order**

   - ![SecureTrust Trusted Commerce](image)

   a. Enter the number of certificates that you want to purchase.

   b. Select how long those certificates should last.

   c. Select whether to add the highest level of identity validation to your certificate by upgrading to the Extended Validation Certificate. See the SecureTrust Digital Certificate Quick Start Guide for Extended Validation Certificates for more information.

   d. Add a promotional code if you have one and click **Apply**.

   e. Click **Continue ->**.
6. On the second Customer Checkout page, your information automatically appears in the Customer Information fields.

```
Customer Checkout
```

```
Customer Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Jane</td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Company Name</td>
<td>Acme Inc.</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john@example.com">john@example.com</a></td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>City</td>
<td>Any Township</td>
</tr>
<tr>
<td>State</td>
<td>PA</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>10022</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Phone</td>
<td>412-555-1231</td>
</tr>
</tbody>
</table>
```

```
SecureTrust™ Digital Certificate Subscriber Agreement

Trustwave Subscriber Agreement for Digital Certificates
Ver. 15FEB17

IMPORTANT: PLEASE READ THIS AGREEMENT AND THE TRUSTWAVE CERTIFICATION PRACTICES STATEMENTS ("CPS") CAREFULLY BEFORE USING THE CERTIFICATE ISSUED TO YOUR ORGANIZATION. BY USING THE CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT AND THE CPS. IF YOU HAVE ANY QUESTIONS REGARDING THIS AGREEMENT, E-MAIL US AT info@trustwave.com OR CALL US AT 312-972-7500. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, DO NOT APPLY FOR AND DO NOT CLICK ON "I ACCEPT" OR "I AGREE" BELOW, AND PROMPTLY EXIT THE BROWSER.

☐ I agree with the terms and conditions of the Subscriber Agreement(s) and Trustwave’s CPS.

[Continue] ->
```

a. In the SecureTrust™ Digital Certificate Subscriber Agreement section, mark the I agree with the terms and conditions check box.

b. Click Continue ->.
7. On the third **Customer Checkout** page:

### Customer Checkout

#### Order Details

Please review your details below before submitting your order. If everything is correct, press “Purchase” at the bottom of the page and we will instantly process your order.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Edit</th>
<th>Your Order</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Jane Doe</td>
<td></td>
<td>Product:</td>
<td></td>
</tr>
<tr>
<td>Company: Acme Inc.</td>
<td></td>
<td>1 SecureTrust Organization Validation - 1 Year</td>
<td></td>
</tr>
<tr>
<td>Address: 123 Main Street</td>
<td></td>
<td>1 year(s):</td>
<td></td>
</tr>
<tr>
<td>Any Township, PA 15222</td>
<td></td>
<td>$174.99</td>
<td></td>
</tr>
<tr>
<td>US</td>
<td></td>
<td>Discount:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Email: <a href="mailto:jdoe@example.com">jdoe@example.com</a></td>
<td></td>
<td>Tax:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Phone: 412-565-1212</td>
<td></td>
<td>Total:</td>
<td>$174.99</td>
</tr>
</tbody>
</table>

#### Cardholder Details

If your billing information is the same as your contact information entered on the previous page, please check the box to pre-populate the necessary fields:

- Use my customer information for my billing information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name on Card</td>
<td>Required</td>
</tr>
<tr>
<td>Cardholder’s Address</td>
<td>Required</td>
</tr>
<tr>
<td>Cardholder’s City</td>
<td>Required</td>
</tr>
<tr>
<td>Cardholder’s State</td>
<td>Required</td>
</tr>
<tr>
<td>Cardholder’s Zip/Postal Code</td>
<td>Required</td>
</tr>
<tr>
<td>Cardholder’s Country</td>
<td>United States</td>
</tr>
</tbody>
</table>

#### Payment

We accept Visa, MasterCard, American Express and Discover Cards.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td>02 - February 2020</td>
</tr>
<tr>
<td>CVV/SVC/CVC/CID Code</td>
<td></td>
</tr>
</tbody>
</table>

---

a. Double check your order details.
b. Fill out all of the **Cardholder Details** fields.
c. Enter **Payment** information.
d. Click **Purchase** ->.
8. On the Thank you for your order! page, click the Control Center link.

Tip: If you don’t have time to continue right now, feel free to take a break. You can return later to complete the process. Just go to https://certs.securetrust.com/ to log in.
Enter a CSR

SecureTrust requires a certificate signing request (CSR) in order to issue a certificate. While you are responsible for generating your CSR, SecureTrust offers instructions on how to do so on a variety of platforms. Once your CSR is ready, you can then submit it to SecureTrust.

1. Create a CSR for your certificate. Either go to https://certs.securetrust.com/support/create-csr.php or in the Control Center, open Support | CSR Creation for help on how to create one.

2. In the Control Center, use the accordion tabs on the left to open Digital Certificates | Pending Validation. If you see the Pending Certificates page, you are already there.

3. Click the Submit CSR button.

The Submit Certificate Signing Request form opens.

4. Select the certificate type that you want to submit from the Product drop-down list.

5. Copy and paste your CSR into the large text box.
6. Click **Parse CSR**.

7. If you want, on the second **Submit Certificate Signing Request** form add more domains.

![Submit Certificate Signing Request](image)

**SecureTrust Organization Validation - 1 Year**

- **Organization**: Acme Inc.
- **State/Province**: Pennsylvania
- **Locality**: Any Township
- **Country**: US

When adding “domain.com” you will receive “www.domain.com” (and vice versa) for free. If you are submitting a wildcard CSR, you will receive the root domain for free.

**Domain(s):**

1. example.com
2. www.example.com
3. 
4. 
5. 
6. 

[Submit →]

8. Click **Submit**.

SecureTrust will begin the domain validation setup process. This may take several minutes.
Validate Your Domains

Before SecureTrust can issue your certificate, it must ensure that you are authorized to have a certificate for all of the domains you included in your certificate request. This process is called domain validation. SecureTrust offers several validation methods: email, DNS, and domain beacon. In general, email validation is the most convenient method.

1. On the **Domain Validation Methods** form, select **Email** in the **Validation Method** drop down list for each domain. Some domains may be grouped together for your convenience.

   ![Domain Validation Methods](image)

   **Domains Not Yet Validated:**

   ![Domain Validation Choices](image)

   - **Domain**: example.com
   - **Validation Domain**: example.com
   - **Validation Method**: Email at: webmaster@example.com

   a. If email is not available, choose another method.

   **Tip**: The **Validation Method Help** link leads to information on these other methods.

2. Click **Save Validation Method**.

   a. If you use the email validation method, you will receive an email from **sslsupport@trustwave.com** asking you to validate the domain(s). To validate your domains via email, continue with step 3 below.

   b. If you are using one of the other validation methods, follow the instructions that you are given in Control Center.
3. Click the **Approve/Decline Domain Validation** link in the email.  
A browser will open to the **Confirm Domain Validation** page.

![Confirm Domain Validation](image)

4. Click the large green **Approve** button.  
A confirmation page will appear.

If you return to the Control Center’s **Pending Certificates** page, you will find that SecureTrust is in the process of validating the domains and your organization for your certificate. Please allow 24 hours for SecureTrust support to complete these final validations. Once complete, your certificate can be issued.

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