

## Enrollment Procedures For Secure Site 40-56 bit

Date: 04/ 07 / 2008

Rev.: 1

Originator: CSM

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### 1. Confirm Domain Name

We need to confirm that your organization owns the domain name that you want to use in your website or "authorized to use"

- A. If domain registered inside Egypt, we need stamped original letter or Email from Domain registrar: [Egyptian Universities Network "EUN"](#) confirms domain ownership, you may contact "EUN" at T/02-33458366/7/8 or [www.eun.eg](http://www.eun.eg)
- B. If domain registered outside Egypt like, .com, .net, .org, need Just a copy of print screen of "WHOIS" <http://www.networksolutions.com/whois/index.jsp>

Important: In both, we must ensure that registrant name identical to organization name in Proof Of Right paperwork and CSR "you will submit from your server"

### 2. Obtain Proof Of Right "POR"

We need the following paperwork:

- A. Private Sector: a copy of "Tax Card" Or Commercial Registration Card
- B. Governmental Sector: Original "Eagle" stamped letter confirms identity & authorize your organizational or corporate contacts.

#### Ensure that:

Legal Organization Name in Proof Of Right "POR" "Exactly match by letter"

= Enrollment Organization Name in "CSR"

= Domain Registrant Name

No misspellings, unregistered acronyms or abbreviations are allowed

### 3. Generate CSR

Go to next site then Select your Server Software:

<https://digitalid.egypttrust.com/secureserver/csr/generateCSR.htm>

### 4. Enrollment

Go to our website to enroll and paste "CSR"

<https://digitalid.egypttrust.com/secureserver/server/index.html>

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### 5. Complete Application

Fill in all information within application and select validity period 1 or 2 years,  
Note that all contacts Must be employed by your organization and their emails at the organization domain.

Technical Contact: Authorized to run and maintain your secure web server.

Organizational Contact: Authorized to make a binding agreement for organization.

Billing Contact: receive invoices, can choose *technical* or *organization contact*.

### 6. Payment Method

We can accept payment either Cash, cheque or wire transfer to:

Beneficiary: "Egypt Trust"

Account number 0002-00-424200-001 swift code UBOEEGEX United Bank

### 7. Wait for Processing

Upon completion of the enrolment process, Egypt Trust will proceed with authentication and verification processes. This requires establishing that your organization is legitimate, and is registered with proper government authorities, owns/has rights to use the domain name, the Corporate Contact works for the organization listed in the distinguished name and aware of the certificate request and the Technical Contact listed is authorized to receive your "Digital ID"

### 8. Install Your ID

After Egypt Trust validates your request and payment, you'll receive your digital ID within 2, business days to "technical contact email", It is recommended to back up your certificate and save in Secure safe place. Also will receive how to install

VeriSign "secured seal"



You can check your digital ID installation at:

<https://knowledge.verisign.com/support/ssl-certificates-support/index?page=certchecker>

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