



Brief client secure site pro procedures

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Originator: CSM

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<All paperwork could be submitted in "Arabic or English">

1-Confirm Domain Name

we need to confirm that your organization domain ownership or authorized to use

A) If domain registered inside Egypt, we need stamped original letter or Email from Domain registrar: **Egyptian Universities Network www.eun.eg**

B) If domain registered outside Egypt need a copy of print screen of "WHOIS" <http://www.networksolutions.com/whois/index.jsp> confirms your domain ownership

2-Obtain Proof of Right "POR" paperwork

A-Private Sector: a copy of "Tax Card"

B-Governmental Sector: Original "Eagle" stamped letter confirms identity & authorize your organizational or corporate contact and **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 "certificate signing request"

Go to <https://digitalid.egypttrust.com/globalserver/csr/generateCSR.htm>

Select your Server Software then follow instructions to generate CSR

4-Go to our website to enroll

<https://digitalid.egypttrust.com/globalserver/globalserver/index.html>

Copy "CSR" in enrollment then click <<submit>> and continue process

5-Complete Application

Fill in all information then select your **validity period** and note that all **contacts** must be employed by your organization and their emails at the organization domain.

6-Payment Method

Call to collect your payment either Cash, cheque or wire transfer to:

Beneficiary: "Egypt Trust"

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

7-Wait for Processing

After enrolment process, Egypt Trust will proceed with authentication & verification processes

8-Install Your ID

Once Egypt Trust validates your request, you'll receive your digital ID to "technical contact Email", It is recommended to back up your certificate and save in Secure safe place. Also will receive how to install your VeriSign "secured seal", to check installation correct, go to:

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

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