

ENROLLMENT GUIDE

EASY GUIDE TO THE VERISIGN ENROLLMENT PROCESS

IT'S QUICK AND EASY—WHEN YOU
ARE AWARE OF WHAT INFORMATION
WILL BE REQUIRED.






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THE VERISIGN ENROLLMENT PROCESS IS QUICK AND EASY, WHEN YOU ARE AWARE OF WHAT INFORMATION WILL BE REQUIRED.

This little guide is designed to prepare you for what lies ahead so that you can apply for your SSL Certificate in seven simple steps.

Please note that if you need assistance at any time, you may click on this icon:

 for more information on a particular aspect of the enrollment.

Or call our sales department at: 1-650-426-5112

Or interact with any of our support staff using the chat facility provided when you see this:



DURATION OF PROCESS

The sign up process should only take five to ten minutes of your time, if you have all the information ready beforehand.

WHAT WE WILL ASK YOU

We will need various contact details:

- **Technical Contact:** this is the person at your organization that will be responsible for:
 - Generating a CSR (Certificate Signing Request) from the server.
 - Installing the VeriSign® SSL Certificate on your server.
- **Organization Contact:** this is the primary person representing your business who will be the business point of contact on your account.
- **Billing Contact:** this is the person who will be our point of contact regarding payment on the account.

PLEASE HAVE THE FOLLOWING READY BEFORE YOU BEGIN

You will need to provide the following information:

1. Know which SSL Certificate you will require. All information is available on the VeriSign site. If you are unsure, please try our [Product Selection Wizard](#) or contact our sales department for assistance.
2. Know the server platform and version of the server that will host the SSL Certificate. (*Your technical/IT department will be able to give you this information*).
3. The CSR (*Certificate Signing Request*). The technical person at your organization will need to generate this little 'formula' or 'code' from the server that will host the SSL Certificate. For help with generating a CSR please see: https://www.verisign.com/support/ssl-certificates-support/page_dev019431.html

The CSR is a jumbled collection of encrypted information that begins with:

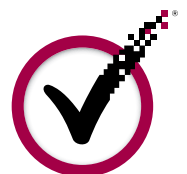
---BEGIN NEW CERTIFICATE REQUEST---

And ends with

---END NEW CERTIFICATE REQUEST---

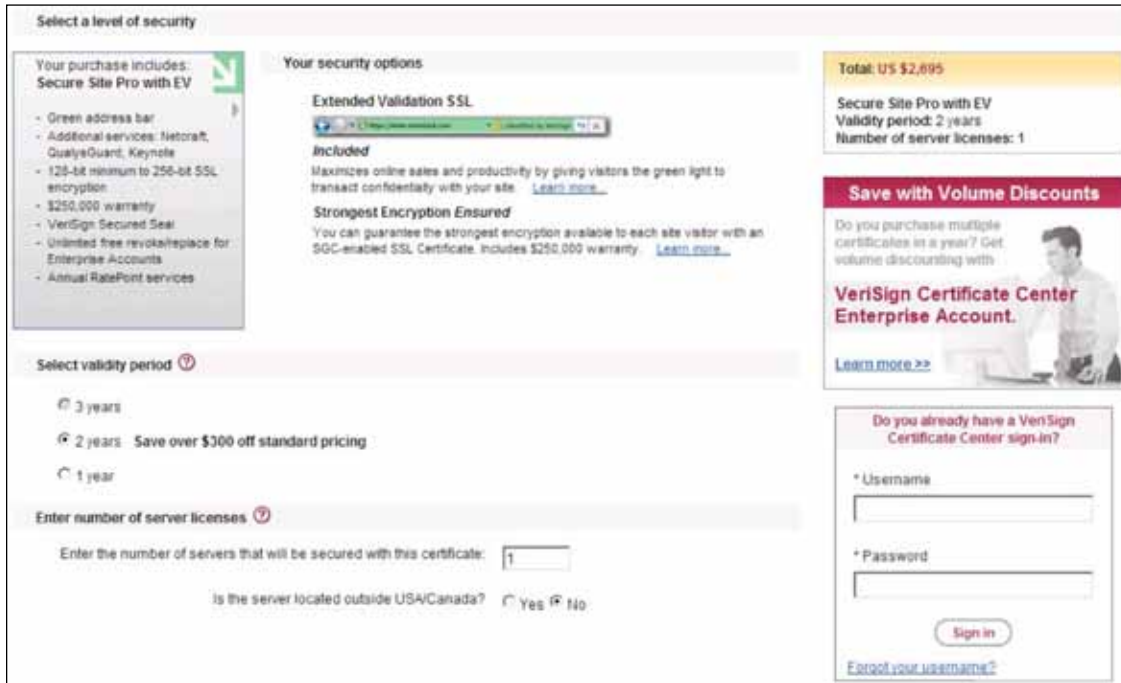
You will be asked to copy and paste the CSR into a field on step three of the enrollment process.

4. Full contact and company details.
5. Purchase order number (*if required*).
6. Full payment details.



SEVEN SIMPLE STEPS TO ENROLL

Step One: Specify which SSL Certificate you would like by checking the applicable boxes.
 For example: Secure Site Pro with EV for two years.



Select a level of security

Your purchase includes: **Secure Site Pro with EV**

- Green address bar
- Additional services: Netcraft, QuakeGuard, Keynote
- 128-bit minimum to 256-bit SSL encryption
- \$250,000 warranty
- VeriSign Secured Seal
- Unlimited free revoke/replace for Enterprise Accounts
- Annual RatePoint services

Your security options

Extended Validation SSL

Included
 Maximizes online sales and productivity by giving visitors the green light to transact confidentially with your site. [Learn more.](#)

Strongest Encryption Ensured
 You can guarantee the strongest encryption available to each site visitor with an SGC-enabled SSL Certificate. Includes \$250,000 warranty. [Learn more.](#)

Total: US \$2,695

Secure Site Pro with EV
 Validity period: 2 years
 Number of server licenses: 1

Save with Volume Discounts

Do you purchase multiple certificates in a year? Get volume discounting with **VeriSign Certificate Center Enterprise Account.**

[Learn more >>](#)

Do you already have a VeriSign Certificate Center sign-in?

* Username

* Password

[Forgot your username?>](#)

Select validity period

3 years

2 years: **Save over \$300 off standard pricing**

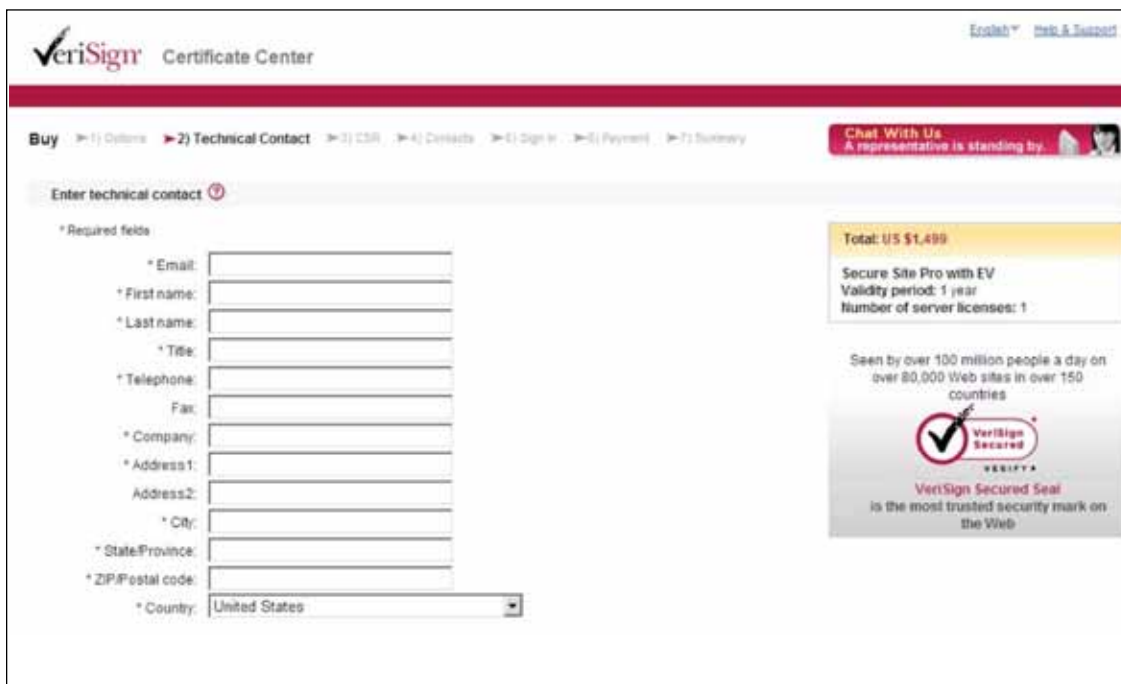
1 year

Enter number of server licenses

Enter the number of servers that will be secured with this certificate:

Is the server located outside USA/Canada? Yes No

Step Two: Here you will be asked for the Technical Contact details. Please make sure that all mandatory fields marked are completed.



VeriSign Certificate Center

English Help & Support

Buy > 1) Options > **2) Technical Contact** > 3) CSR > 4) Contacts > 5) Sign In > 6) Payment > 7) Summary

Chat With Us
 A representative is standing by.

Enter technical contact

* Required fields

* Email:

* First name:

* Last name:

* Title:

* Telephone:

Fax:

* Company:

* Address 1:

Address 2:

* City:

* State/Province:


* ZIP/Postal code:

* Country:

Total: US \$1,499

Secure Site Pro with EV
 Validity period: 1 year
 Number of server licenses: 1

Seen by over 100 million people a day on over 80,000 Web sites in over 150 countries



VeriSign Secured Seal
 is the most trusted security mark on the Web



Step Five: Will ask you for sign in details. This is so that you may log in to the VeriSign® Certification Center to view the status of your orders, renew SSL Certificates or purchase additional SSL Certificates.

Create a username and password for this certificate. (?)

* Required fields

* Account email: Technical contact email address recommended. (?)
 Use account email as username

* Username: Account email address recommended. (?)

* Create password: At least eight characters, one uppercase letter, one lowercase letter, and one number. (?)

* Re-enter password:

* Security question: (?)

* Security answer: (?)

[I already have a VeriSign Certificate Center sign-in](#)

Step Six: At this point you will be asked for payment details.

Pay by credit card for the fastest order processing. All other payment methods must be received by VeriSign before the SSL Certificate is issued.

Credit card
 Purchase order
 Check
 Wire transfer
 Token

* Required fields

Purchase order number:

Fax the purchase order to (650) 961-8870

Or mail the purchase order to:

VeriSign, Inc.
 Attention: Customer Service
 487 E. Middlefield Road
 Mountain View, CA 94043

[Additional purchase order requirements](#)

Step Seven: This is the final step in the process where you will be presented with a summary of the SSL Certificate application for your records. At this point, you can check to make sure all the information is correct. If not, you can go back to correct the information given.





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WHAT HAPPENS NEXT?

After the enrollment process, VeriSign will begin processing the order within one business day and your SSL Certificate will be issued once authentication is complete. For the benefit of you and your customers, all certificate orders undergo a stringent authentication process to confirm the legitimacy of the submitted organization and common name.

When authentication and processing is complete, within an average of two business days, the certificate's technical contact will receive an email containing your certificate and instructions for installing it. You will also be permitted to display the VeriSign Secured® Seal on the Web site secured with your certificate so that your visitors will know that your site has been authenticated. If the certificate is not approved, we will notify you and you will not be billed.

Please note that Extended Validation (EV) requests require a longer processing time to meet EV authentication requirements.

This concludes the enrollment process. If you would like to find out more about SSL Certificates please feel free to download our [Beginners Guide to SSL](#).

Visit us at www.Verisign.com for more information.

