

**C·O·M·O·D·O**

**Creating Trust Online™**

Enterprise Public Key Infrastructure (EPKI) Manager  
Version 3.0

For issuance & management of Enterprise-wide  
SSL Certificates & Secure Email (S/MIME)  
Certificates

## Introduction

The EPKI Manager allows you to issue bulk numbers of:

- SSL Certificates for use on domain names owned by your Company
- Secure Email Certificates (S/MIME) for use by employees of your Company

Your nominated EPKI Manager Administrator(s) will be able to manage all the company's Certificates from a central web based console. Additional certificates may be purchased through the console in minutes; ensuring new servers and employee email may be secured in minutes rather than days.

You may use the User Management facility to create new users for your EPKI account and specify permissions for Users on a granular basis, including certificate issuance, revocation and reporting permissions.

Login details:

Please find your login details in the email sent by your Account Manager. Should you need reminding of these details please contact [support@comodogroup.com](mailto:support@comodogroup.com).

Visit [www.instantssl.com](http://www.instantssl.com) or [www.comodogroup.com](http://www.comodogroup.com) and click the "login" button the menu.

# EPKI Manager Details

## Using the EPKI Manager

Once logged into the Comodo management system, select the “EPKI Manager” link. You will be presented with the following page:

The screenshot shows the Comodo E-PKI Manager interface in a Microsoft Internet Explorer browser window. The page title is "E-PKI Manager" and the URL is "Comodo Security Services". The interface includes a header with the Comodo logo, contact information, and a "Can We Help?" section. The main content area is divided into several sections: "Account Actions" (with a "Deposit additional funds" link), "Using your E-PKI Manager" (with an "E-PKI Manager pages" link), "Customer Order Options" (listing various SSL certificates), "Management Facilities" (with a "User Management" link), and "Reporting Facilities" (with a "Run report on your Orders" link). A "Latest News" section on the right contains an announcement about a root upgrade program. A "Return to Management" button is located at the bottom of the main content area. Annotations on the left side of the screenshot point to specific links and sections:

- Account actions: Deposit funds & view buy prices (points to "Deposit additional funds")
- Get Support (points to "E-PKI Manager pages")
- Placing a customer order: Available products (points to the "Customer Order Options" list)
- Manage EPKI Manager Users and their permissions (points to "User Management")
- Run reports on orders placed (points to "Run report on your Orders")

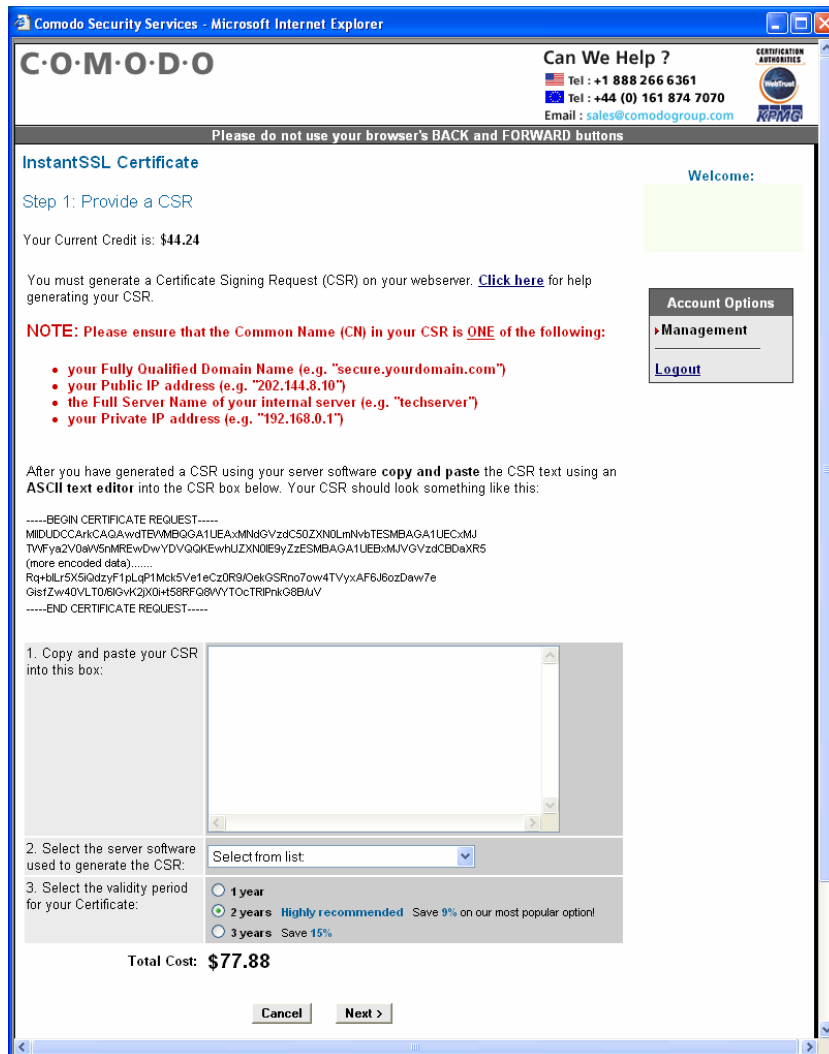
## Applying for a Certificate

You can use your EPKI Manager to apply for SSL and S/MIME Certificates for your organisation.

To apply for an SSL Certificate:

Select your SSL Certificate product type from the Customer Order Options list. e.g.

- Intranet Certificate (for use on internal servers or private IP address only)
- InstantSSL Certificate
- InstantSSL Pro Certificate
- PremiumSSL Certificate
- PremiumSSL Wildcard Certificate



- Step 1: Select the SSL product type:(e.g. InstantSSL, InstantSSL Pro, EliteSSL)
- Step 2: Generate a CSR using your webserver software
- Step 3: Copy and paste the CSR into the web form
- Step 4: Select from the list the server software used to create the CSR
- Step 5: Select the validity period for the certificate: either 1, 2 or 3 years

**Note:**

The product type and validity period will affect the price charged for the certificate. Please refer to your pricing band for your actual buy prices as set by your Account Manager.

## ■ Applying for a Corporate Secure E-Mail Certificate (S/MIME)

Select Corporate Secure Email Certificate product type from the Customer Order Options list. As the Administrator you will be make an application for a Secure Email Certificate for your employees. The process is as follows:

- Administrator completes the enrolment form providing employee name, email address and selects relevant security policies
- Comodo email the employee with a link to begin Certificate enrolment process – the enrolment for the Certificate must take place on the same PC on which the Certificate will be used
- Comodo issue the Certificate and automatically install the Certificate onto the employees PC
- The employee is automatically redirected to the support pages for configuration and usage instructions

The enrolment form:

The screenshot shows the 'Corporate Secure Email Certificate' enrolment form in a Microsoft Internet Explorer browser window. The browser title is 'Comodo Security Services - Microsoft Internet Explorer'. The page header includes the Comodo logo, contact information (Tel: +1 888 266 6361, Tel: +44 (0) 161 874 7070, Email: sales@comodogroup.com), and a 'Can We Help?' link. A warning message states: 'Please do not use your browser's BACK and FORWARD buttons'. The main content area is titled 'Corporate Secure Email Certificate' and includes a 'Welcome:' message. Below this, the 'User Details' section contains fields for '1. Email Address', '2. First Name', and '3. Last Name'. A checkbox is present for confirming that the individual is an employee/authorized representative. The 'Advanced Security Options' section includes a dropdown for '4. Cryptographic Service Provider' (set to 'Microsoft Base Cryptographic Provider v1.0'), and checkboxes for '5. Is Private Key User-Protected?' (unchecked) and '6. Is Private Key Exportable?' (checked). The 'Certificate validity period' section has a dropdown for '7. Select the validity period for your Certificate' with options '1 year', '2 years', and '3 years'. The 'Total Cost' is displayed as '\$4.50'. At the bottom, there are 'Cancel' and 'Submit' buttons. The footer contains copyright information (© Copyright 2005. All rights reserved.), server information (Using VPN (Manchester), Client IP: 192.168.30.17, Server IP: 192.168.128.14), and the date 'Thursday November 24, 2005'.

## ■ Step 1: Setting up a Validated Domain Name

Corporate Secure Email Certificates may only be applied for on domain names which you have a right to use. Before applying for Certificates, you must first submit the domain name for validation:

Follow the link in the first stage of enrolment to submit a domain name for validation to Comodo's IdAuthority. Comodo will validate ownership of the submitted domain name.

## ■ Step 2: Entering Employee Details to be included in the Certificate

When validated your domain name will appear in a selection box in the enrolment form:

1. Email Address	<input type="text"/> <input type="text"/>
You may only apply for Corporate Secure Email Certificates containing domain names for which your right of use has been validated. If your required domain name does not appear in the above list, you may submit it for validation by clicking <a href="#">here</a> to register an IdAuthority Website.	
2. First Name	<input type="text"/>
3. Last Name	<input type="text"/>
<input type="checkbox"/>	I confirm that the above individual is an employee / authorized representative of _____ and is permitted to use the above email address for email communication.

Complete the employee details and confirm the employee is an employee or authorized representative of your company.

## ■ Step 3: Selecting Security Options for the employee's Certificate

You will be asked to specify the security options for the employee's Certificate.

4. Cryptographic Service Provider	<input type="text" value="Microsoft Base Cryptographic Provider v1.0"/>
5. Is Private Key 'User-Protected'?	<input type="checkbox"/>
6. Is Private Key 'Exportable'?	<input checked="" type="checkbox"/>

**Cryptographic Service Provide (CSP):** The CSP is responsible for generating the cryptographic keys. Select from the drop down list which CSP is to be used when the employee enrolls for their Corporate Secure Email Certificate. If the Certificate is to be generated and placed on a smart card or other security device, ensure you select the relevant CSP from the list.

Please note that the CSP you select MUST be present on the employee's PC.

**Private Key User Protected:** Place a tick in this check box to place additional protection on the use of the private key (signing key) associated with the employee's Certificate. Additional protection will challenge to the employee to OK the use of the Certificate every time the private key is used.

**Private Key Exportable:** Place a tick in this check box if the private key associated with the employee's Certificate should be exportable, e.g. if the Certificate can be backed up. If you do not allow exportability and the Certificate is lost, all emails encrypted for the employee will no longer be accessible.

#### ■ Step 4: Select Validity Period:

Certificate validity period

7. Select the validity period for your Certificate:

1 year  
2 years  
3 years

Submit the form and the issuance process will begin.

#### ■ Step 5: Required Employee Actions

And email will be sent to the stated employee containing a link to a specific setup page. This page will automatically generate a Corporate Secure Email Certificate request and submit this request to the Comodo Certification Authority. Comodo will then generate the Certificate.

Once the link has been followed, it is important that the employee keep the browser window open – the Certificate, when issued, will then automatically be installed. The browser will then automatically redirect to the support pages to assist the employee in configuration and usage.

For support on configuration and installation please view:

[http://www.comodogroup.com/support/products/email\\_certs/corporate/index.html](http://www.comodogroup.com/support/products/email_certs/corporate/index.html)

#### ■ Paying for Certificates

Your account will be debited with the value of the certificate product type and validity period selected upon application of the Certificate. Upon receipt of the Certificate application the Certificate will be issued and emailed to your Account Administrator. Providing that the Certificate application contains no invalid or conflicting data, the Certificate will usually be issued within 1 hour.

#### **IMPORTANT - Your Responsibilities when using the EPKI Manager**

In order to make the Certificate issuance process as fast and seamless as possible for immediate Certificate issuance, the organisation has a number of responsibilities. It is your responsibility to ensure the following:

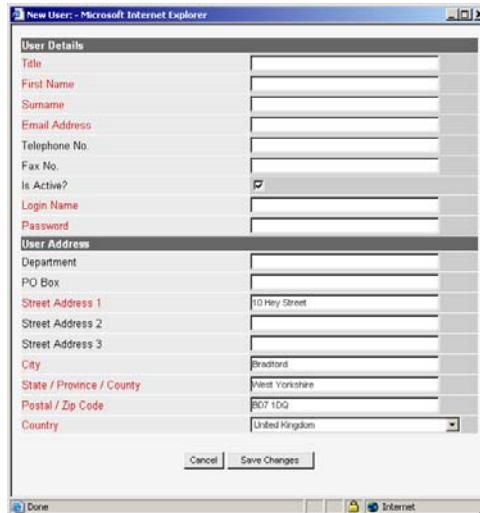
- You have the right to use the domain name contained in the SSL application. You must only make applications for domain names you own.
- The named individual in the Corporate Secure Email Certificate application is a bona fide employee / representative of your company.

Making an illegitimate Certificate application could affect the warranty provided by Comodo and your EPKI Manager Account and is a breach of the EPKI Manager Subscriber Agreement.

## Managing Users:

Your EPKI Manager Administrator (Super User) has the ability to add conduct all EPKI Manager Functions (purchase products, deposit funds, run reports on all transactions) and may add additional Users on a discretionary basis. Adding a User prompts the Super User to complete the new User details. By default the User will inherit the Super User's company address unless, optionally, a different address is required.

**New User :** Click to add a new User.

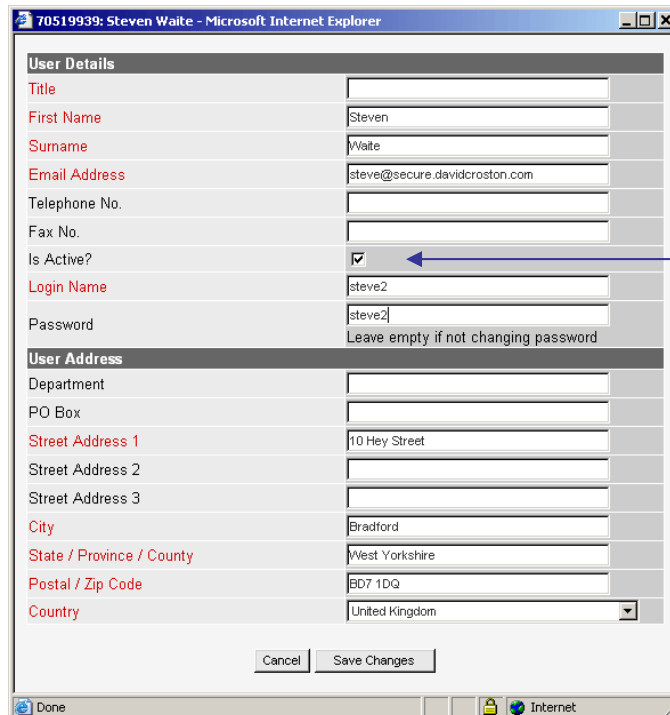


## User Management:

New User

Amend User

**Amend User :** Once a User has been added, they will be displayed in the User list. Select the User from the User list and click Amend User to change User details.



Uncheck the **Is Active** box to disable the login for the selected User.

**Managing User's Permissions:** Selecting the User from the User list will then display the permissions associated with the user.

The screenshot shows a user selection interface with buttons for 'New User' and 'Amend User'. A list of users includes 'John Smith' (highlighted) and 'Steve Test'. A blue arrow points to 'John Smith' with the text 'User List – click on name to display permissions'. To the right, the page title is 'E-PKI Manager User Permissions for Administrator John Smith'. Below the title is a note: 'Click the corresponding permission box to toggle between allowed (tick) and deny (blank box). Remember to Save any changes you make.' Below this is a table with three columns: 'Purchase', 'Revoke', and 'View Others'. The rows are 'SSL Certificate', 'Corporate Secure Email Certificate', and 'Deposit Funds'. The 'Revoke' and 'View Others' columns have red checkmarks for the first two rows, while the 'Purchase' column is empty for all rows.

	Purchase	Revoke	View Others
SSL Certificate		✓	✓
Corporate Secure Email Certificate			✓
Deposit Funds			✓

**Purchase:** Placing a tick in the Purchase column next to each product type (SSL Certificates, Corporate Secure Email Certificates, Deposit Funds) dictates whether the user may buy these products.

**Revoke:** Placing a tick in the Revoke column next to each product type (SSL Certificates, Corporate Secure Email Certificates) dictates whether the user may revoke these products. Note that a revocation of deposited funds is not available.

**View Others:** By default the user may only run reports on the product type he/she has purchased. Placing a tick in the View Others column for each product type (SSL Certificates, Corporate Secure Email Certificates, Deposit Funds) allows the User to run reports on all product types made by all Users.

**Refunds:** Please contact Comodo directly should you require a refund on a certificate.

**Your Current Buy Prices:** Click the “View your Current Buy Prices” to display a summary table containing your current buy prices as set by your Account Manager.

**Depositing Additional Funds:** Your Reseller Account operates on a prepayment system. You may top up your account at any time with additional funds by selecting “Deposit Funds”. Unless you have sufficient funds in your Reseller Account you will not be able to Authorise Orders.

**Getting Help:** Should you have any questions regarding your Reseller account please do not hesitate to contact our support department, we will be happy to assist you in any matter.



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