

# 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" from the menu.

## EPKI Manager Details

### Using the EPKI Manager

Once logged into the InstantSSL system, select the "EPKI Manager" button. 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 it includes a "Welcome:" message. The interface is divided into several sections:

- Account Actions:** Displays "Your Current Credit is: \$44.24" and provides links for "Deposit additional funds" and "View your current Buy Prices".
- Using your E-PKI Manager:** Provides a link to "E-PKI Manager pages".
- Customer Order Options:** Lists various certificate types for purchase, including "Intranet SSL Certificate", "InstantSSL Certificate", "InstantSSL Pro Certificate", "PremiumSSL Certificate", "EliteSSL Certificate", "GoldSSL Certificate", "PlatinumSSL Certificate", and "PlatinumSSL Wildcard Certificate".
- Management Facilities:** Includes a link for "User Management".
- Reporting Facilities:** Includes a link for "Run report on your Orders".
- Account Options:** A sidebar menu with "Management" and "Logout" options.
- Latest News:** Contains an "Important - COMODO Root Upgrade Program - Effective November 1st 2005" notice with a detailed description and a link to a support page.

Red arrows on the left side of the screenshot point to specific features:

- Two arrows point to the "Account Actions" section, labeled "Account actions: Deposit funds & view buy prices".
- One arrow points to the "Using your E-PKI Manager" section, labeled "Get Support".
- Two arrows point to the "Customer Order Options" section, labeled "Placing a customer order: Available products".
- One arrow points to the "Management Facilities" section, labeled "Manage EPKI Manager Users and their permissions".
- One arrow points to the "Reporting Facilities" section, labeled "Run reports on orders placed".

At the bottom of the page, there is a "Return to Management" button, a copyright notice "© Copyright 2005. All rights reserved.", and the date "Thursday November 24, 2005".

## 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:

- Intranet Certificate (for use on internal servers or private IP address only)
- InstantSSL Certificate (\$250,000 warranty)
- InstantSSL Pro Certificate (\$500,000 warranty)
- PremiumSSL Certificate (\$1,000,000 warranty)
- PremiumSSL Wildcard Certificate (\$1,000,000 warranty – secure multiple sub domains with a single Certificate)

The screenshot shows the Comodo website interface for applying for an InstantSSL Certificate. 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 logos for Certification Authorities (WebTrust, RPMG). A warning banner states: "Please do not use your browser's BACK and FORWARD buttons".

The main content area is titled "InstantSSL Certificate" and shows "Step 1: Provide a CSR". The user's current credit is \$44.24. A note instructs the user to ensure the Common Name (CN) in their CSR is one of the following:

- your Fully Qualified Domain Name (e.g. "secure.yourdomain.com")
- your Public IP address (e.g. "202.144.8.10")
- the Full Server Name of your internal server (e.g. "techserver")
- your Private IP address (e.g. "192.168.0.1")

Below the note, there is a sample CSR text block:

```
-----BEGIN CERTIFICATE REQUEST-----
MIDUDCCArkCAGAwTdTEVMBGGA1UEAxMNdGVzZC05ZXN0LmNvbTESMBAGA1UECXMJ
TWYFyaZV0aW5nMREwDwYDVGGKEWhUZXN0IE9yZzESMBAGA1UEBxMUVGVzZdCBDAxRS
(more encoded data).....
Rq+blLr5X5iGdzyF1pLqP1Mck5Ve1eCz0FR9/OekGSRno7ow4TVyxAF6J6ozDaw7e
GisZw40VLT0/6IGvK2jX0iH58RFQ8WYTOcTRIPnkG8BIAUv
-----END CERTIFICATE REQUEST-----
```

Step 1 instructions:

1. Copy and paste your CSR into this box: [Text area]
2. Select the server software used to generate the CSR: [Dropdown menu: Select from list]
3. Select the validity period for your Certificate:
  - 1 year
  - 2 years **Highly recommended** Save 9% on our most popular option!
  - 3 years Save 15%

Total Cost: **\$77.88**

Buttons: [Cancel] [Next >]

- Step 1: Select the SSL product type: InstantSSL, InstantSSL Pro or PremiumSSL
- 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 a web browser window titled "Comodo Security Services - Microsoft Internet Explorer". The page header includes the Comodo logo and contact information: "Can We Help? Tel: +1 888 266 6361, Tel: +44 (0) 161 874 7070, Email: sales@comodogroup.com". 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, it shows "Your Current Credit is: \$44.24".

The "User Details" section contains the following fields and options:

- 1. Email Address: A text input field with a dropdown menu. A note below states: "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 [here](#) to register an IdAuthority Website."
- 2. First Name: A text input field.
- 3. Last Name: A text input field.
- A checkbox with the text: "I confirm that the above individual is an employee / authorized representative of and is permitted to use the above email address for email communication."

The "Advanced Security Options" section includes:

- 4. Cryptographic Service Provider: A dropdown menu set to "Microsoft Base Cryptographic Provider v1.0".
- 5. Is Private Key User-Protected?: A checkbox that is unchecked.
- 6. Is Private Key Exportable?: A checkbox that is checked.

The "Certificate validity period" section includes:

- 7. Select the validity period for your Certificate: A dropdown menu with options "1 year", "2 years", and "3 years".

At the bottom of the form, it displays "Total Cost: \$4.50" and "Cancel" and "Submit" buttons.

The footer of the browser window shows: "© Copyright 2005. All rights reserved.", "Using VPN (Manchester)", "Client IP: 192.168.30.17", "Server IP: 192.168.120.14", and "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"/> 
	<p>You may only apply for Corporate Secure Email Certificates containing domain names for which your right of use has been validated.</p> <p>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.</p>
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 Provider (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 (sign-

ing key) associated with the employee's Certificate. Additional protection will challenge 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)

## 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.

### User Management:

New User Amend User

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

User Details	
Title	
First Name	
Surname	
Email Address	
Telephone No.	
Fax No.	
Is Active?	<input checked="" type="checkbox"/>
Login Name	
Password	

User Address	
Department	
PO Box	
Street Address 1	10 Hey Street
Street Address 2	
Street Address 3	
City	Bradford
State / Province / County	West Yorkshire
Postal / Zip Code	BD7 1DQ
Country	United Kingdom

**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.

User Details	
Title	
First Name	Steven
Surname	Waite
Email Address	steve@secure.davidcroston.com
Telephone No.	
Fax No.	
Is Active?	<input checked="" type="checkbox"/>
Login Name	steve2
Password	steve2

User Address	
Department	
PO Box	
Street Address 1	10 Hey Street
Street Address 2	
Street Address 3	
City	Bradford
State / Province / County	West Yorkshire
Postal / Zip Code	BD7 1DQ
Country	United Kingdom

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.

New User
Amend User

- John Smith
- Steve Test

### E-PKI Manager User Permissions for Administrator John Smith

Click the corresponding permission box to toggle between allowed (tick) and deny (blank box). Remember to Save any changes you make.

	Purchase	Revoke	View Others
<b>SSL Certificate</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Corporate Secure Email Certificate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Deposit Funds</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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.

# About Comodo

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The Comodo companies provide the infrastructure that is essential in enabling e-merchants, other Internet-connected companies, software companies, and individual consumers to interact and conduct business via the Internet safely and securely. The Comodo companies offer PKI SSL, Code Signing, Content Verification and Email Certificates; award winning PC security software; vulnerability scanning services for PCI Compliance; secure email and fax services.

Continual innovation, a core competence in PKI, and a commitment to reversing the growth of Internet-crime distinguish the Comodo companies as vital players in the Internet's ongoing development. Comodo secures and authenticates online transactions and communications for over 200,000 business customers and 10,000,000 users of our desktop security products.

For additional information on Comodo – Creating Trust Online™ visit [www.comodo.com](http://www.comodo.com)

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