Instructions - Group activation of eMail ID (S/MIME) certificates

Group activation of eMail ID certificates

version 2.1

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1. Product description.

Group activation of eMail ID Individual and Business certificates is a dedicated process of issuing S/MIME certificates. It allows:
- ✓ Quick ordering of any number of certificates
- ✓ Downloading certificates ready for implementation
- ✓ Issue certificates using data from Excel*

2. Necessary elements

1. Created an access account for the application.
2. Installed EnterpriseID application: application available for download from: https://repository.certum.pl/S%20MIME%20Group%20Activation/
3. Complete CSV file with for example employee data according to a template downloadable from the application level[1]
4. To run Certum EnterpriseID application you need to have latest version of JRE - Java Runtime Environment

Name	Surname	E-mail	Country	
John	Smith	john.smith@ads.pl	Poland	

*In the CSV file in the Country (Polish language version) field enter PL. Currently supported two-character codes (Alpha-2 code) i.e. PL according to ISO 3166 format –
https://en.wikipedia.org/wiki/ISO_3166-1_alpha-2
**In a CSV File, do not modify the header under any circumstances, as a "no header" error will occur when the modified file is uploaded to the application.

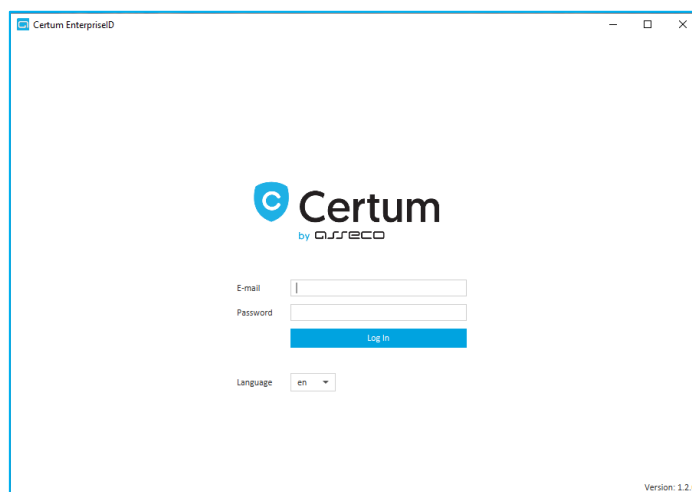# 3. Installation of the EnterpriseID application.

Download the application from here:
https://repository.certum.pl/S%20MIME%20Group%20Activation/

To log in, enter your login details.

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[1] Do not change column headers. Any change in the column header will result in the error: No header

Note: Downloading the application results in the creation of a database file: EnterpriseIDDb[1.5.0].sqlite and log files. Deleting or moving the database file will clear the application data. We recommend creating a separate folder where all application files will be stored.

4. Ordering certificates

In the first step, complete the Applicant's Data from the Requestor Data view and save the entered data. **The applicant's details are the details of the person authorized to order the group ID certificates and who appears in the documents that are sent to Certum for verification.** You only need to do this once as the data will be reused. From this level, you can download the appropriate CSV* file template, which should be filled in with the data of the people for whom the certificates will be ordered.

*If you upload the completed CSV file to the application and there are too many records, the application will inform you about it.
**In the CSV file in the Country (Polish language version) field enter PL. Currently supported two-character codes (Alpha-2 code) i.e. PL according to ISO 3166 format –
https://en.wikipedia.org/wiki/ISO_3166-1_alpha-2

Go to the Load data view. Select the type of certificates you want to order, the key type and the key size. Upload the filled in CSV file template and send the data. Properly uploaded data will be given the Sent status

Available statuses describing the data rows in the view:

Not sent – data loaded but not sent

Pending - data during sending

Sent – data sent. This status means that the order for the certificate has been executed and the certificate is waiting for verification.

After submitting the data, go to the Download certificates view. At first, all data fields will have the status Awaiting. Then an e-mail will be sent to each e-mail from the table asking for verification. Verified certificates are described with the Enrolled status. This means that the certificate is ready to be downloaded.

Order id	Name	Surname	E-mail	Requestor Name	Requestor Surname	Status	Sent order date
a76e279d-1b19-416d-a94a-ced8e6657583	Aleksandra	Ilnicka	aleksandra.ilnicka@assecods.pl	Aleksandra	Ilnicka	Awaiting	2020-11-12 09:15:24
05dc94e2-72db-4fc7-b6a6-a63451b3a8ef	Aleksandra	Ilnicka	aleksandra.ilnicka@assecods.pl	Aleksandra	Ilnicka	Enrolled	2020-11-12 09:15:23

To check the current verification status, click Update certificates list. To download issued certificates, click the Save certificates to files icon. Before downloading the certificates, select the save path.

Certificates are saved in the folder - the user chooses where to store the certificates. The certificate files will be saved in the .cer and .pfx format together with a text document and an authorization password (to be entered when installing the pfx file). In case of downloading Business ID certificates, the application will additionally create separate folders for each person from the list based on the first and last name provided in the CSV file.
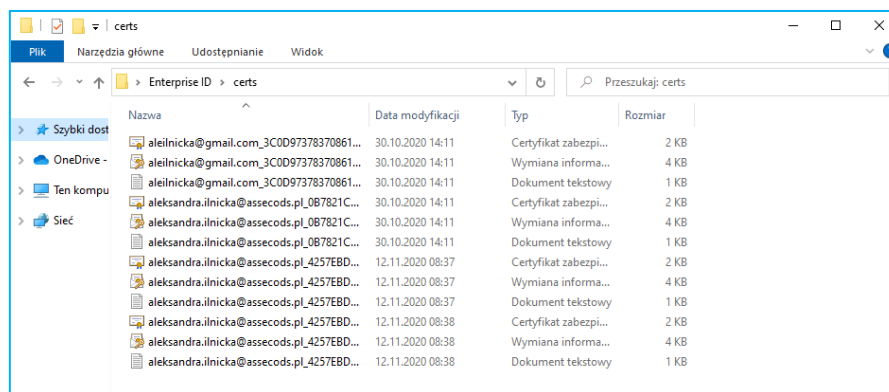
Issued and downloaded certificates will be available from the Certificates Archive. You will be able to download or delete them again from this level.