

## Guidance Notes

Thank you for registering with QuoVadis for SSL Certificates. The process to set your company up as a TrustLink Subscriber is as follows:

**Step 1 Complete & Submit TrustLink SSL Application:** Fax the attached form and any supporting documents to 0207 979 0076 to progress your application.

**Part 1: Provide Applicant Information:**

- Provide full and accurate information about your company and its employees & contractors. QuoVadis will perform various checks, for example Companies House, Dunn & Bradstreet, FSA and ICANN etc. to complete the required level of due diligence for each type of product you purchase.

**Part 2: Identify Domains To Be Protected:**

- List all the domains to be secured by SSL Certificates. The Applicant, "Your company", must be the registered domain owner, or prove that you have exclusive use and control of the domain granted by the registered owner. Please include all your domains, including domains you may wish to protect in the future. Please note that you are not committing to purchase certificates until a Certificate Signing Request, (CSR), is submitted.

**Part 3: Identify TrustLink SSL Subscribers:**

- List your Organisation's personnel that will be submitting certificate requests. QuoVadis will "invite" them to register to the Trust/Link Portal via email.

**Part 4: Identify Technical Contact:**

- The main Technical Contact is the individual with primary responsibility for the domains in question. Additional certificate requesters, known as "Subscribers", can be added to your TrustLink account at any time.

**Part 3: Identify Organisational Contact:**

The Organisational Contact may be required to;

- Provide copies of identifying legal documents if your Company cannot be found via a standard Companies House search, and provide any other documentation required for the certificate issuance process.
- This person must sign the declaration as a duly authorised officer of the Applicant Organisation.

**Step 2 Register With TrustLink Online:** As soon as your company has passed its background checks your nominated TrustLink system subscribers will be invited to register with the TrustLink system. Your subscribers will receive an email with a secure web link that will take them through the registration process. The process typically takes less than 30 seconds. Please ensure your subscribers register with the system as soon as possible as the invitation to subscribe will only remain valid for 14 days. Once registered the Subscriber may submit certificate requests at any time.

Registered TrustLink subscribers must generate a Certificate Signing Request (CSR) providing a unique "fingerprint" from each of your servers. The CSRs may be submitted to QuoVadis online through the Trust/Link application. Registered users access the site using the following link, <https://tl.quovadisglobal.com/> please click on the subscriber button:

- Business Certificates are issued for 1, 2 and 3 year terms & EV SSL Certificates are issued for 1 & 2 Years. Please specify your requirement.
- QuoVadis advise a minimum of **2048 bit** certificates. Please ensure that you select at least this bit length when generating your CSR.
- Be careful to securely record the password for your private key. For security purposes, QuoVadis does not routinely escrow users' private keys.
- Support & Knowledge Base information can be found at <https://support.quovadisglobal.com/Main/Default.aspx>

**Step 3 Receipt of Your Digital Certificate:** After a certificate request is received and approved an email will be sent to the subscriber telling them that their certificate is ready to download. The turnaround time for certificates is typically less than an hour.

- QuoVadis will replace, revoke, or refund certificates within seven days of the issuance date at no charge.
- Certificate costs will be invoiced by mail upon issuance.



## SSL CERTIFICATE APPLICATION FORM

### FAX APPLICATION

To:

From:

Fax:

Phone:

### Part 1 Applicant Information

Legal Name of Organisation

Trading Name *(if used)*

Accounts Dept Contact Name

Accounts Dept Contact Telephone

Accounts Dept Contact Email

Companies House or FSA # *(or Equivalent)*

Registered Office Address

Billing Address

Purchase Order or Reference Number

Switchboard Telephone

### Part 2 Subscribers

*Please detail below those users that will be submitting certificate requests. QuoVadis will "invite" them to register to the Trust/Link Portal via email.*

Name:  Email:

Name:  Email:

Name:  Email:

Name:  Email:

Name:  Email:

Name:  Email:

**Part 3 List Domains**

1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

**Part 2: Technical Contact**

Full Name	<input type="text"/>
Organisation <i>(if different to above)</i>	<input type="text"/>
Title/Role	<input type="text"/>
Email Address	<input type="text"/>
Office & Mobile Telephone	<input type="text"/>

**Part 3: Organisation Contact – Must be an employee of the Applicant Organisation**

Full Name:	<input type="text"/>
Title/Role:	<input type="text"/>
Email Address	<input type="text"/>
Office or Mobile Telephone:	<input type="text"/>

*I hereby apply for a TrustLink SSL Account within the QuoVadis Public Key Infrastructure. I certify that the information supplied to QuoVadis in connection with this application is true, complete and accurate. I hereby agree to the terms & conditions of the QuoVadis CP/CPS.*

X \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Organisation Contact