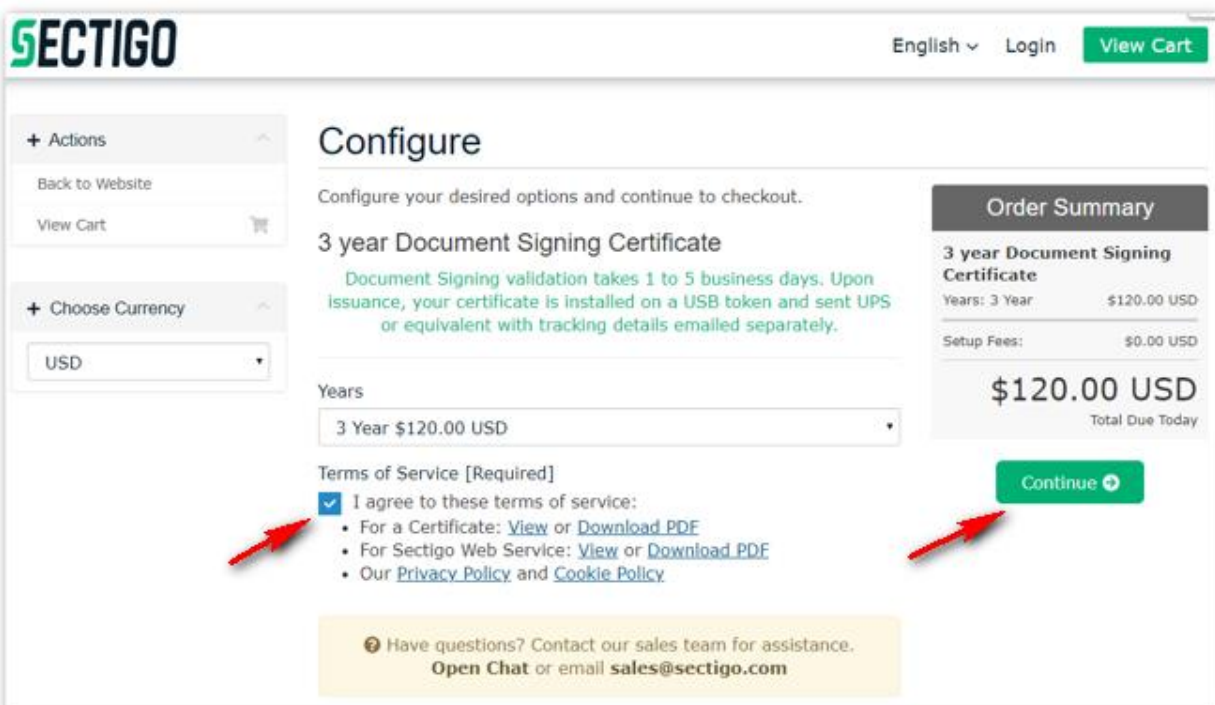


This document outlines the process by which GEANT and NRENS will order amended priced Adobe Document Signing Certificates through our retail sites.

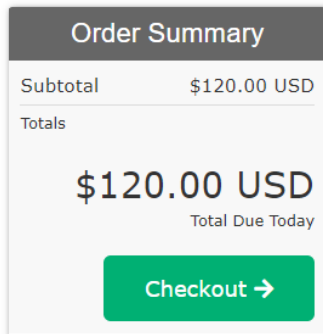
Note: Please select the 3 Year Term for these certificates as they are saved on a USB Token and shipped via UPS.

1. Login to <https://store.sectigo.com/cart.php?a=add&pid=97>
2. Check the box **I agree to these terms of service**
3. Click on **Continue**

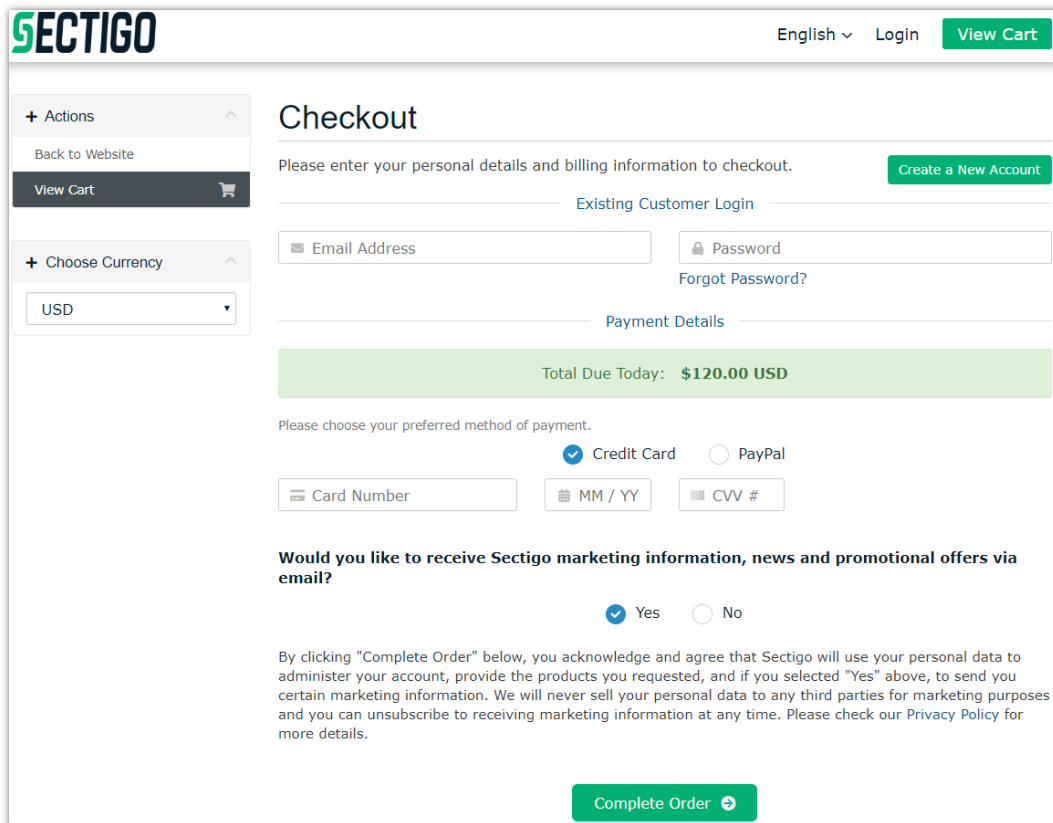


Note: No need to enter Promo Code as the above link has been designed specifically for you with all discounts applied.

4. Click **Checkout**



- 5. On the Checkout page, you will have the option to create a new Account or Login with your existing credentials.
- 6. Please enter your Payment Details:




7. Click **Complete Order**

By clicking "Complete Order" below, you acknowledge and agree that Sectigo will use your personal data to administer your account, provide the products you requested, and if you selected "Yes" above, to send you certain marketing information. We will never sell your personal data to any third parties for marketing purposes and you can unsubscribe to receiving marketing information at any time. Please check our [Privacy Policy](#) for more details.

[Complete Order](#) →

You will then be sent to the Invoice page. For this example, I am Processing an order without the special GEANT price to give you a sample of next steps.

[< « Back to Client Area](#)



FORMERLY COMODO CA

UNPAID
Due Date: 05/23/2020

Reference Number: 200012477


From	Invoice Summary	
Sectigo Limited (Formerly Comodo CA)	Order Number	342427988
Unit 7 Campus Road	Invoice Number	200012477
Listerhills Science Park	PO Number	
Bradford	Date	04/23/2020
BD7 1HR	Terms	Due on Receipt
UNITED KINGDOM	Amount Due(USD)	\$747.00 USD
Registration Number: 04058690		
VAT Number: GB834875295		
US Tax ID: 98-0657221		
US Remittance:		
5 Becker Farm Road Suite 300		
Roseland, NJ 07068-1708		

Bill To:

Note: You will also get an email notification for the order.

8. Select **Back to Client Area** on top of the page

[< « Back to Client Area](#)



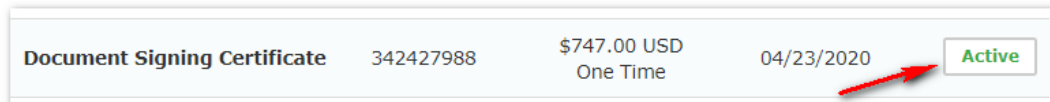
FORMERLY COMODO CA

UNPAID
Due Date: 05/23/2020

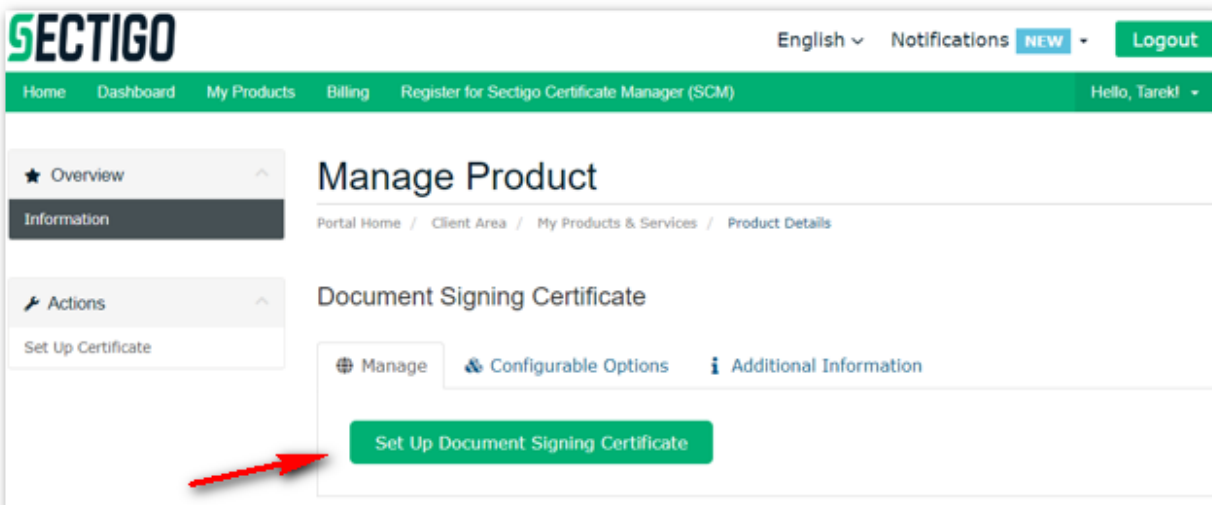
9. Click **My Products**



10. Within My Products & Services Click on the Green **Active** button or Product description



11. Within the Manage Product screen, click **Set Up Document Signing Certificate**



12. Within the **Set Up Document Signing Certificate** screen
 - Select your Certificate Type

Note:

Select **Individual** if...your organization wants the certificate to be signed by a person in the organization
Select **Company** if... your organization wants documents signed by the company and the email address of a contact at the organization.

Set up Document Signing Certificate
Thank you for your purchase of Document Signing Certificate. Please complete the details below to request your certificate.

Certificate Type	Individual
Company Name	Individual Company

13. Populate the remaining fields within the Setup Document Singing Certificate screen.

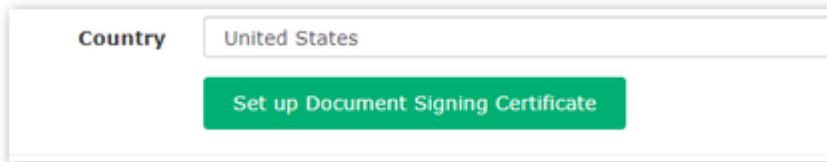
Set up Document Signing Certificate
Thank you for your purchase of Document Signing Certificate. Please complete the details below to request your certificate.

Certificate Type	Individual
Company Name	Individual Company
Title	Mr.
First Name	
Last Name	
Telephone Number	+1
Email Address	
Confirm Email Address	
Street Address	
PO Box	
City	
State / Province	
Postal Code	
Country	United States

Set up Document Signing Certificate

Note: Ensure all information is accurate as it will be used for communication, validation and shipping purposes.

Once everything has been correctly configured, click **Set up Document Signing Certificate**



The image shows a web form with a label 'Country' and a dropdown menu containing 'United States'. Below the dropdown is a prominent green button with the text 'Set up Document Signing Certificate'.

What you can expect from Sectigo:

Once the order has been submitted our Validation Team will start processing Document signing certificate requirements for an individual within an organization.

Note: Before your certificate can be issue, the following must take place:

- Organization is verified
- Individual is verified using a [face to face document](#). The form has instructions and the supporting documents that are provider by the individual. Form is found here: <https://comodoca.my.salesforce.com/sfc/p/#1N000002Ljih/a/1N000000Lygo/bOdV909aIFDS.iCTOLuBnCutMRi.ORTzGrBdALLjPbo>
- Email challenge is sent to individual's email address
- Callback to the organization to verbally verify the individual is authorized to have the certificate

Once the above has been completed, we will then ship your USB taken via UPS