Instructions to Request an EV Anchor Certificate

An anchor certificate will pre-validate domains for future EV certificate requests. All domains that require an EV certificate should be included in this request. If a domain is not listed in this request, you can still request an EV certificate; however, the order will be processed manually by a validator.

There is no requirement to create this EV anchor certificate but we suggest every organization follow the steps below. Please note there is only one EV anchor certificate that can be applied to each organization (school). This procedure does not change the current certificate ordering process - it is simply to help make the EV ordering process more efficient. The EV Anchor is NOT an actual certificate that can be used.

- 1. Login to CCM
- 2. Navigate to the Certificates Tab

🕖 Dashboard	Q Certificat	es)iscovery
SSL Certificates	Client Certificates	Co	de Signing Certificates
Filter			

3. Click the Add button to Add a new Certificate request



4. Select the option "Manual Creation of CSR" and proceed to upload or Copy/Paste CSR

1 Mode	
=>	Imanual creation of CSR By selection that mode you can generate CSR yourself and then just inderf or upload it in the request form. Auto-installation impossible in this case.
	• Auto generation of CSR ① By selection the mode you with have CSR generated automatically based on provided information with no SSL certificate auto-installation service. You will need to have enabled authemptication certificate to have access to the Physia Key Store in order to download SSL certificate and the private Key start autoco.
	© Aulo generation of CSR with auto installation By netericing the mode you with new CSR prevented automatically based on provided information as well as the requested SSL certificate sub-matisfiel after masserse according to inconfigured settings. This mode is available for the organizationoidepartment by that have assigned Network Agents to process the network workflow Auto-matisfield or SL, certificate grades of the order material and the set assigned Network Agents to process the network workflow Auto-matisfield or SL, certificate grades of the order material and the set assigned Network Agents to process the network workflow Auto-matisfield or SL, certificate grades of the order material and the set assigned Network Agents to process the network workflow.

- 5. Proceed to the next step
 - a. Choose the Organization
 - b. Choose the Certificate Type EV Anchor Certificate
 - c. Choose Term Length 1 Year
 - d. Enter the Common Name (this can be any domain for which you need the EV Cert)
 - e. In the SAN list, enter all domains to be secured by the EV Anchor
 - f. Server Software does not matter in this case

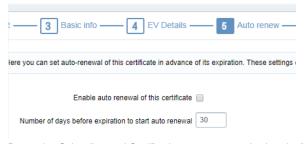
SR 3 Basic into	EV Details 6 EULA					
EV details listed below are co	EV details listed below are capied from and can be edited only in 'EV Details' section of the selected organization'					
Incorporation or Registration Agency						
Incorporating/Registration Agency						
Main Telephone Number						
Jurisdiction of Incorporation City or Town						
State or Province of Incorporation						
Country of Incorporation	•					
Registration Number						
Date of Incorporation						
	As assigned by the incorporating Agency (for Private Organiza					
	Contract Signer					
Tite						
Forename						
1 Cristian Party						

Note regarding domains: Please DO NOT include sub-domains in this certificate unless you are only authorized to order EV certificates for a particular sub-domain. The requirements for EV Enterprise RA laid out by the CA/B Forum allow unfettered issuance only of certificates at 3rd and higher domain levels from a fully validated, active EV SSL certificate. For example: Including example.com will allow you to obtain EV certs for sub1.example.com, sub2.example.com or sub1.sub2.sub3.example.com, BUT including www.example.com will only allow sub1.www.example.com, etc. Do not include any wildcards, only root domains.

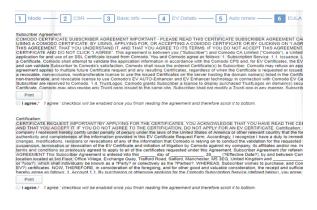
6. Continue to enter your incorporation, registration details and contract signer details

Organization*		•	Refresh
Department*	None	•	
Certificate Type*	EV Anchor Certificate	•	
Certificate Term*	1 Year	•	
Common Name*			Get from CSF
Subject Alternative Names			

7. Note that "Auto renew" is optional and can be edited in the certificate details later on.



8. Proceed to Subscriber and Certification agreement and select the "I agree" checkbox



Once the request is submitted, you must have **another RAO** approve the request before it is final. Once the request is approved, you will receive the order number

To find the order number in the CCM Dashboard, go to <u>Certificates</u> > <u>SSL Certificates</u> > <u>Filter</u> to locate the certificate applied for by the <u>common name</u> > <u>select Details</u>. You will see the order number under certificate details.

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Certificate has not enrolled yet		CERTIFICATE CHAIN DETAILS
CERTIFICATE DETAILS	Common Nar	
Common Name <u>InitiAlEconductor</u> Bitta A Ageleite Order Hummise A4831592 Vender HA	Ven Ven Te Request Expo Bertal Num Bignature Algorit	nn Hill Hill Hill Hill Hill Hill Hill Hi
Discovery Status Not deployed Self-Environment Certificate ID 677784	Public Key Algorit Public Key S MDS Ha	une une
Type: Common EV Malls Domain 556. Server Software: AOL	SHALL HE	484 13 T
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EV DETAILS	BlaleProvin Postal Co	

Submit a ticket to Comodo ccmvalidation@comodo.com and request an EV anchor certificate be set for your account and provide the order number. Please note the validation team may contact you with a request for additional information to verify ownership and company identity. Turnaround time for this request is dependent upon completion of this paperwork.

The EV anchor will be valid for approximately 13 months. DCV expiration notifications will be sent out for this certificate just like any other certificate from the CCM. The certificate can be renewed in the CCM or another certificate ordered. However, the validation team is to be contacted with the new order number (a renewal will generate a new order number) and request to make it an anchor certificate.

Please Note:

The primary organizational details will be set to match the details validated in the anchor cert order. IF those details are changed it will require a new anchor certificate to be created and then validated.

*The departments under the primary organization will NOT be allowed to have different details except for the Department Name. The street address, city, state, postal code, and country will become uneditable.

For additional questions/concerns, please contact validation which can be reached Monday through Friday 7 AM to 5 PM at 888-256-2608 Option #2. (Option #3 will bring you to technical support for CCM process/procedure questions).