
**- BASIC INSTRUCTIONS -
STATE OF ALASKA MPKI GLOBALSIGN SSL PORTAL**

PREPARATION

Need:

CSR

Information to complete the online form (see Instruction section below)

Optional: text copy of an earlier non-GlobalSign cert (to get 30-day cert provider switch bonus)

- o The X509 .crt file or .pem file, sometimes .cer
- o Exportable from a client web browser if the website is active

New CSR needs to match online form entry exactly, including SAN names. In Microsoft Windows, the MMC Certificate snap-in and Certificate Enrollment wizard are options. In OpenSSL, SAN CSRs can be created with a custom config file.

INSTRUCTIONS

SOA GlobalSign MPKI Web Portal:

<https://system.globalsign.com/bm/public/certificate/poporder.do?domain=75805d4c4515c812093cb43c4af19776d23344fb>

Portal Page 1 - Certificate Application

1. Products

- OrganizationalSSL (standard SSL)
- EV, Extended Validation (more expensive, does not support wildcard)
- IntranetSSL is not a valid selection for SOA

2. Get the Green Bar?

Only if you want EV

3. Signing Algorithm

SHA256 (ETS may also add an ECC option)

4. SSL Certificate Type

Single Domain or Wildcard

5. Validity Period

1, 2 or 3 yr plus pricing

6. Are you switching from a Competitor?

If you select yes and provide the existing cert, a 30-day bonus may be applied

7. Are you renewing this Certificate?

Only if you are renewing an existing GlobalSign cert

8. 30 day bonus

Check if applicable

9. Add specific Subject Alternative Names (SANs)

Yes or no, if you check “yes” the SAN options appear

SAN Options include:

- o Activate Standard Unified Communications (UC) Support
- o Secure Additional Subdomains
- o Secure Public IP Addresses
- o Secure Additional Domain Names
- o Secure Domain Names with Wildcard

SAN combinations are possible - example: wildcard and additional domain name

****IMPORTANT**** CSR contents need to match SAN items entered here

10. Enter Certificate Signing Request (CSR)

- Open CSR with text editor
- Copy and paste CSR text into field
- CSR content must match the page info you entered

11. Contact Information

Per GlobalSign:

“The Point of Contact will receive the issued Certificate and Renewal Notices when the Certificate approaches expiration. This person will also be our point of contact for vetting and technical issues regarding the application.”

- First & Last name & telephone: use appropriate contact info to cover immediate and long-term
- Email Address: recommend using an appropriate group email address for better coverage

12. Total Amount for this Certificate

Initial certificate price calculation, final pricing will show up on a later page

When you click the **CONTINUE** button, the CSR will be checked against the page information. There will be an error if CSR and page info don't match.

Portal Page 2 - Payment Information

Credit Card Details & Billing Detail

- Enter appropriate payment info

Comment section

- If this related to an ETS project, please provide the ETS ticket# and contact

Portal Page Page 3 - Confirm Details

Verify details, accept GlobalSign subscription agreement, and **COMPLETE** your order if you are ready

For assistance if needed:

[ETS SSL MPKI admins](#) - [ETS Ticketing System](#) - ETS Help Center at 1-888-565-8680 option 4