
Create a customer area on Certigna

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1. Introduction

To obtain a certificate, you must create a customer area to access the online order menu.

2. Creating the customer area

Go to www.certigna.fr

Click on “Customer Area”



Click on “Register”

Login to your account

<p>Already customer ?</p> <p>ID : <input type="text"/> Username forgotten ?</p> <p>Password : <input type="password"/> Password forgotten ?</p> <p style="text-align: right;"><input type="button" value="Connect"/></p>	<p>Not customer yet ?</p> <p>The creation and activation of your customer area is necessary for complete your orders. Once your registration is finalized, you can centrally manage your differents requests of certificates.</p> <p style="text-align: right;"><input type="button" value="Register"/></p>
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2.1. Information about your organization

On the registration form:

Check one of the boxes for the following: Where is your organization officially registered?

Informations of your organization

Where is your organization officially registered ? France European Union Other

If you chose “European Union”, Please fill in your intra-community VAT and all fields marked with an asterisk.

Informations of your organization

Where is your organization officially registered ? France European Union Other

Intra-community VAT * :
This number is provided by your tax administration, ist format is different depending on the country. Type without dash, dot, space or any other special character.

Typology of entity * : Company Administration Association

Name of the organization * : Telephone * :

Address * : Fax :

Postcode * / Town * :

Region * :

Country * :

If you chose "Other", check one of the boxes for the following: Does your organization have a VAT number?

If "Yes" fill in your VAT Number, if "No" fill in your identification number (Registration number of your entity with the chamber of commerce in your country (eg: RIDET for New Caledonia)).

Informations of your organization	Informations of your organization
Where is your organization officially registered ? <input type="radio"/> France <input type="radio"/> European Union <input checked="" type="radio"/> Other Does your organization have a VAT number ? <input checked="" type="radio"/> Yes <input type="radio"/> No VAT Number * : <input type="text"/> <small>This number is provided by your tax administration, list format is different depending on the country. Type without dash, dot, space or any other special character.</small>	Where is your organization officially registered ? <input type="radio"/> France <input type="radio"/> European Union <input checked="" type="radio"/> Other Does your organization have a VAT number ? <input type="radio"/> Yes <input checked="" type="radio"/> No Identification No. * : <input type="text"/> <small>Registration number of your entity with the chamber of commerce in your country (eg: RIDET for New Caledonia) Type without dash, dot, space or any other special character.</small>

Then fill in the rest of the fields marked with an asterisk.

Typology of entity * : <input type="radio"/> Company <input type="radio"/> Administration <input type="radio"/> Association			
Name of the organization * :	<input type="text"/>	Telephone * :	<input type="text"/>
Address * :	<input type="text"/>	Fax :	<input type="text"/>
Postcode * / Town * :	<input type="text"/>		
Region * :	<input type="text"/>		
Country * :	<input type="text" value="Afghanistan"/>		
			<input type="button" value="Next"/>

Click on "Next". If you can't click on "Next", it's because you don't have to fill in all fields marked with an asterisk.

2.2. Administrator Information

Fill in all fields marked with an asterisk and click on "Validate":

Informations of account's administrator			
First name * :	<input type="text"/>	E-mail * :	<input type="text"/>
Name * :	<input type="text"/>	Confirmation de l'email * :	<input type="text"/>
Telephone (direct) * :	<input type="text"/>		
			<input type="button" value="Validate"/>

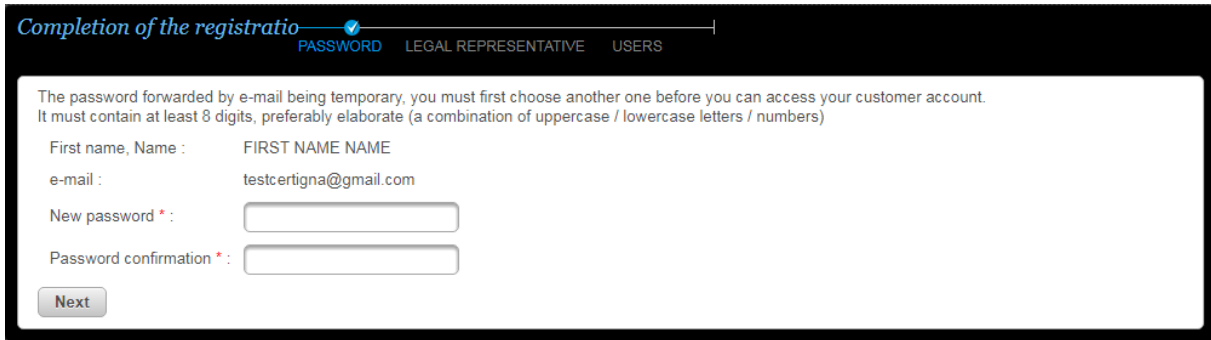
When the account is created, two mails are sent

- The first contains the account identifier
- The second contains the password

3. Activation of the customer account

Click on the link in the second email sent by espaceclient@certigna.fr to access the Certigna website. On the login page, enter the login and password received by mail. Once on the activation page of the customer account:

Set your new password and click "Next",



Completion of the registration

PASSWORD LEGAL REPRESENTATIVE USERS

The password forwarded by e-mail being temporary, you must first choose another one before you can access your customer account. It must contain at least 8 digits, preferably elaborate (a combination of uppercase / lowercase letters / numbers)

First name, Name : FIRST NAME NAME

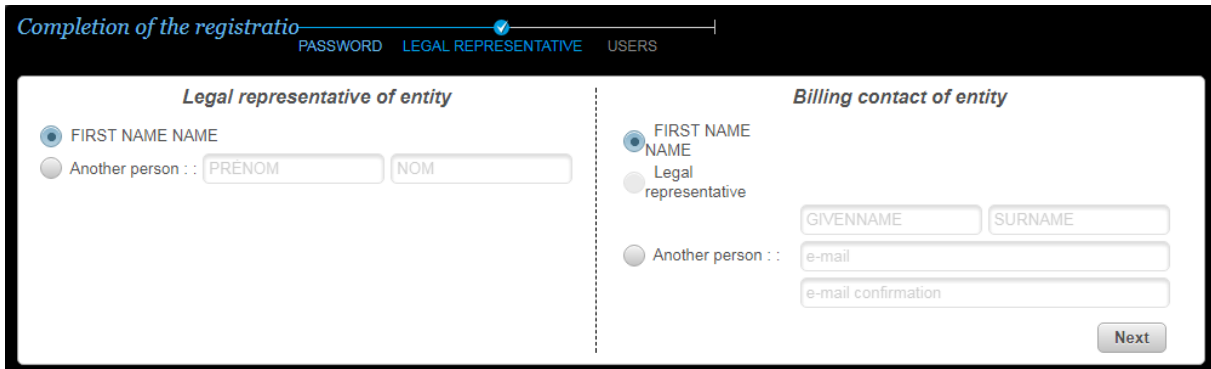
e-mail : testcertigna@gmail.com

New password * :

Password confirmation * :

Next

Define the legal responsible, the administrative contact and the accounting contact (It can be the same person). Then click on "Next".



Completion of the registration

PASSWORD LEGAL REPRESENTATIVE USERS

Legal representative of entity

FIRST NAME NAME

Another person : :

Billing contact of entity

FIRST NAME NAME

Legal representative

Another person : :

Next

(Optional) add users to the space. If other people need to have access to the customer area, you can create their access. The addition of users (s) can be done later by an administrator, from his account.

Completion of the registration PASSWORD LEGAL REPRESENTATIVE **USERS**

You can now create all users may perform commands certificate. To do so, enter their name, surname and email, and give them appropriate roles. This step is optional, you can access the list of users from the menu "MY USERS" of your account.

First name, Name	e-mail	Role(s)	
FIRST NAME NAME	testcertigna@gmail.com	<input checked="" type="checkbox"/> Legal representative	<input checked="" type="checkbox"/> Billing contact
		<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Mandatory
		<input checked="" type="checkbox"/> Technical contact	<input checked="" type="checkbox"/> User

Add user

<input type="text" value="FISTNAME"/>	<input type="text" value="e-mail"/>	<input type="checkbox"/> Legal representative	<input type="checkbox"/> Billing contact
<input type="text" value="LASTNAME"/>	<input type="text" value="e-mail confirmation"/>	<input type="checkbox"/> Administrator	<input type="checkbox"/> Mandatory
		<input type="checkbox"/> Technical contact	<input checked="" type="checkbox"/> User

User => person ordering individual certificates (ID RGS*, ID RGS** and ID RGS***).
 Technical contact => person managing server certificates (SSL, SSL RGS, Cachet Serveur and Client Server).
 Administrator => person managing the customer area as you can.
 Other roles can be defined for a person, they will be available on the "MY USERS" page of your account.

Click on "Finish" and set your challenge questions to finalize the activation of your account.

Set your challenge questions

We propose to answer 4 security questions and then choose a 8-digit number. This informations will be used to **authenticate you** especially during the revocation of your certificate.
 We insist on the fact that **only you** will be in possession of the answers ! **We can not under any circumstances provide them to you in case you forget.**

Question one :

Answer to question one :

Question two :

Answer to question two :

Question three :

Answer to question three :

Question four :

Answer to question four :

Enter a 8-digit personal code :