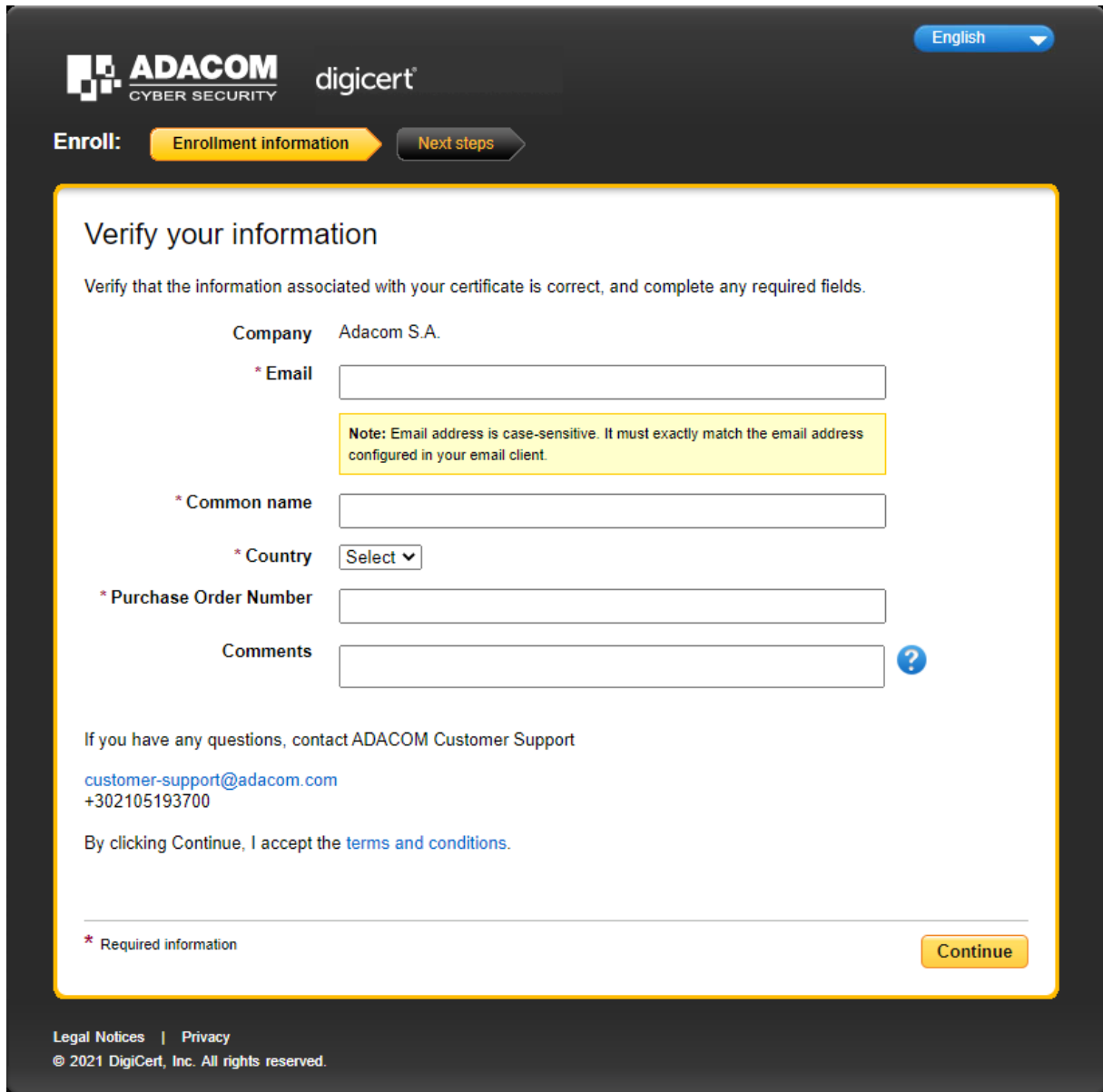




ADACOM QUALIFIED SERVICES
Instructions for Class 1 Certificate

Step 1: Requesting Digital Certificate

- Open your Browser
- Visit <https://pki.symauth.com/certificate-service?ac=1262076&pf=2.16.840.1.113733.1.16.1.2.2.1.1.1142653804>



The screenshot shows the ADACOM digicert enrollment interface. At the top, there is a logo for ADACOM CYBER SECURITY and digicert. A language dropdown menu is set to 'English'. Below the logo, there are two navigation buttons: 'Enroll:' and 'Enrollment information' (highlighted in yellow), and 'Next steps'. The main content area is titled 'Verify your information' and contains the following fields and instructions:

Verify that the information associated with your certificate is correct, and complete any required fields.

Company Adacom S.A.

* Email

Note: Email address is case-sensitive. It must exactly match the email address configured in your email client.

* Common name

* Country

* Purchase Order Number

Comments

If you have any questions, contact ADACOM Customer Support
customer-support@adacom.com
+302105193700

By clicking Continue, I accept the [terms and conditions](#).

* Required information

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- Fill in the following fields and then click **Continue**:

Enrollment Field	Comments
E-mail Address	<i>The e-mail address must exactly match the email address configured in your email client</i>
Purchase Order Number	<i>xxxxx (the PO Number you received through email)</i>
Common Name	<i>Your full name or a friendly name</i>
Country	<i>Your Country</i>
Enter Comments (Optional)	<i>Add comments to be viewed by ADACOM RA Officers</i>

- Your certificate application is completed:

ADACOM CYBER SECURITY | digicert

Enroll: [Enrollment information](#) [Next steps](#)

Your request was successfully submitted.

Next steps

Your request will be reviewed by your PKI administrator. Once your request is approved, you will receive an email with a link to pick up your certificate. You will also receive an enrollment code that you will need when picking up your certificate.

For assistance, contact ADACOM Customer Support.
customer-support@adacom.com
+302105193700

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Step 2: Certificate application processing

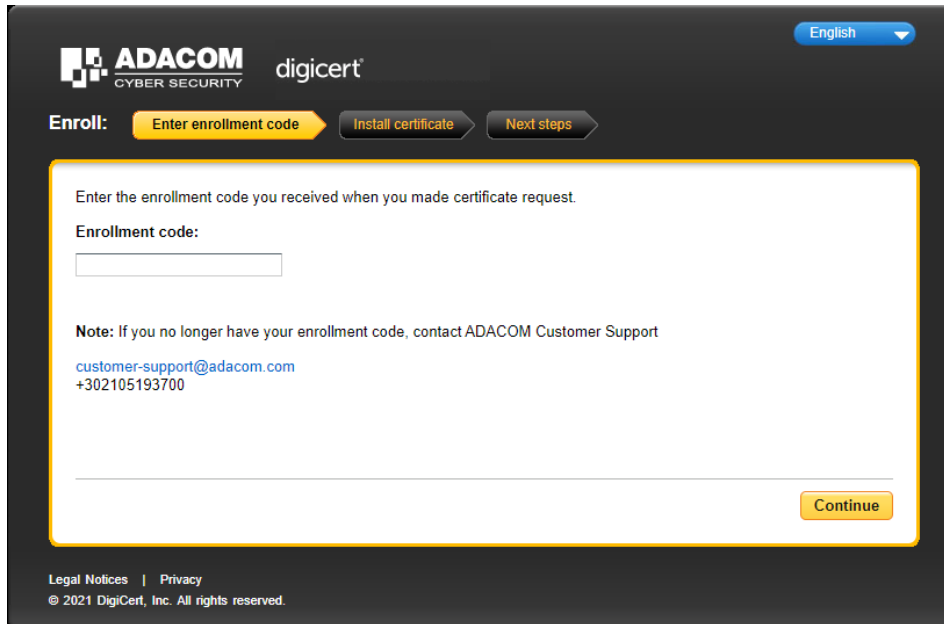
Note: During this phase you must wait until your request is been processed

The certificate application will be processed by ADACOM RA Registration Officers and you will receive:

- An email with a link
- An email with a “**enrollment code**” which you will use to pick up your certificate.

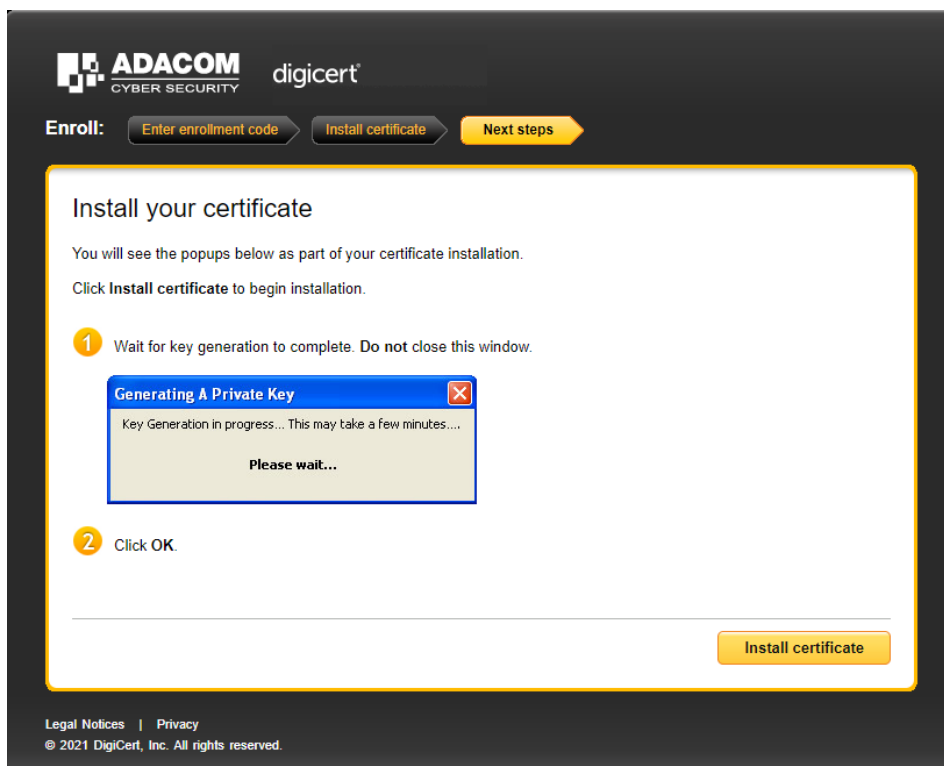
Step 3: Picking up a Digital Certificate

- Open your Browser by clicking the link you received by email




The screenshot shows the ADACOM digicert enrollment interface. At the top left is the ADACOM CYBER SECURITY logo and the digicert logo. A language dropdown menu is set to 'English'. Below the logos is a progress bar with three steps: 'Enter enrollment code' (highlighted in yellow), 'Install certificate', and 'Next steps'. The main content area is titled 'Enroll:' and contains the following text: 'Enter the enrollment code you received when you made certificate request.' Below this is a label 'Enrollment code:' followed by an empty text input field. A 'Note' section follows, stating: 'If you no longer have your enrollment code, contact ADACOM Customer Support' with contact information: 'customer-support@adacom.com' and '+302105193700'. At the bottom right of the main area is a yellow 'Continue' button. The footer contains 'Legal Notices | Privacy' and '© 2021 DigiCert, Inc. All rights reserved.'

- Enter the enrollment code you received by email and click “Continue”



The screenshot shows the ADACOM digicert certificate installation interface. At the top left is the ADACOM CYBER SECURITY logo and the digicert logo. A language dropdown menu is set to 'English'. Below the logos is a progress bar with three steps: 'Enter enrollment code', 'Install certificate' (highlighted in yellow), and 'Next steps'. The main content area is titled 'Install your certificate' and contains the following text: 'You will see the popups below as part of your certificate installation. Click Install certificate to begin installation.' Below this is a numbered list: '1 Wait for key generation to complete. Do not close this window.' This is followed by a screenshot of a Windows-style dialog box titled 'Generating A Private Key' with a close button (X) in the top right corner. The dialog box text reads: 'Key Generation in progress... This may take a few minutes...' and 'Please wait...'. Below the dialog box screenshot is another numbered list item: '2 Click OK.' At the bottom right of the main area is a yellow 'Install certificate' button. The footer contains 'Legal Notices | Privacy' and '© 2021 DigiCert, Inc. All rights reserved.'

- Click “Install certificate”
- You will be asked to download and save a file called “cert.p12” which is your certificate



digicert

Enroll: [Enter enrollment code](#) [Install certificate](#) [Next steps](#)


✔ Your certificate was successfully downloaded.

Import your certificate

Follow these steps to download and install your certificate. Do not close this window until you have completed these procedures.

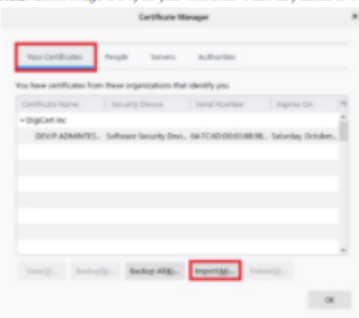
- 1 Click **Download** for important instructions to set up your certificate.
- 2 Find a location for your certificate, and then click **Save**.
- 3 Click the menu button and select **Preferences**.
- 4 Select **Privacy & Security** at the menu, and then click the **View Certificates** button.

Note: Below image is only for your reference. It can vary based on the browser you choose.



- 5 Select the **Your Certificates** tab, and then click the **Import** button.

Note: Below image is only for your reference. It can vary based on the browser you choose.



- 6 Find and select your certificate. Click **Open**.
- 7 Enter the provided password and click **OK**. Enter this password:
Password: bE2oIDgy46B
- 8 Contact ADACOM Customer Support for important instructions to set up your certificate.
customer-support@adacom.com
+302105193700

[Download P12](#)

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- Follow the instructions to install your certificate, based on your Operating System and Browser you are using. You will have to use the provided “**Password**” in step 7.

Note 1: Please keep the file and the password for future use in case you want to install the certificate in another device.

Note 2: For Windows you may need to change the extension from “.p12” to “.pfx”

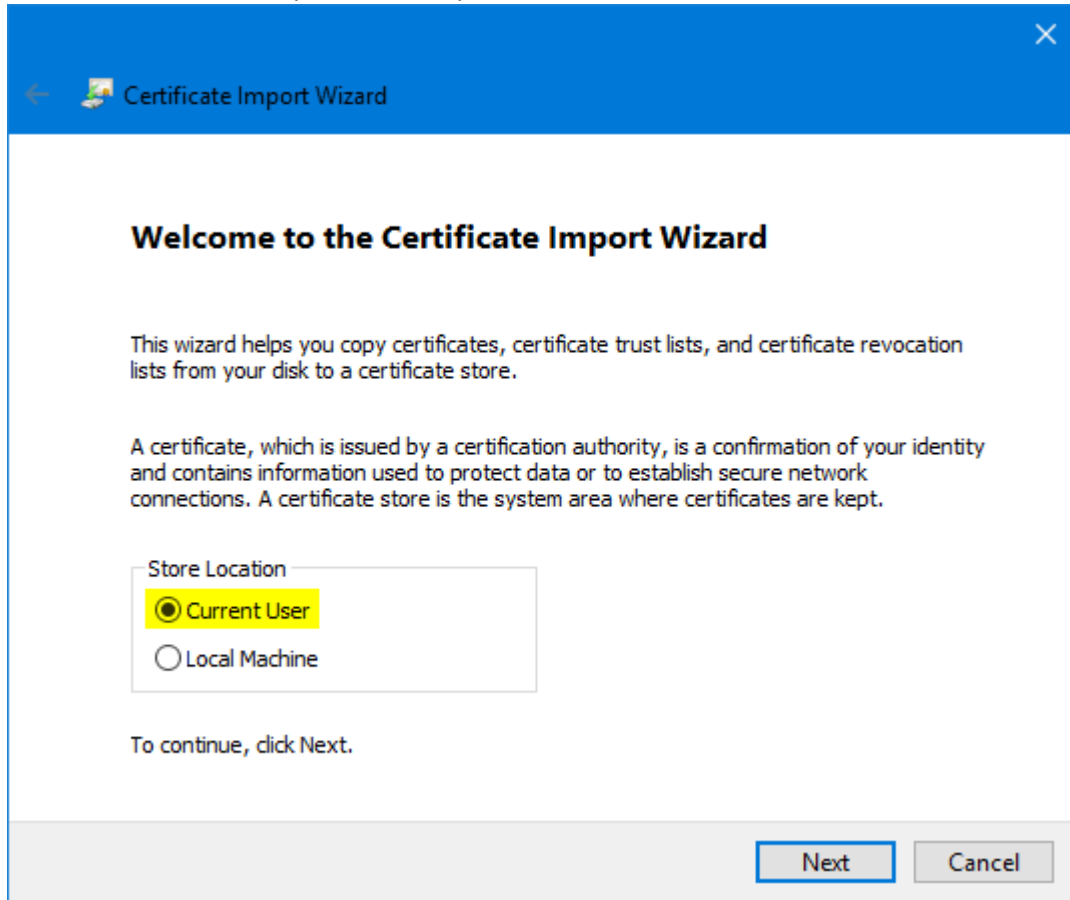
Step 4: Install Certificate

Windows

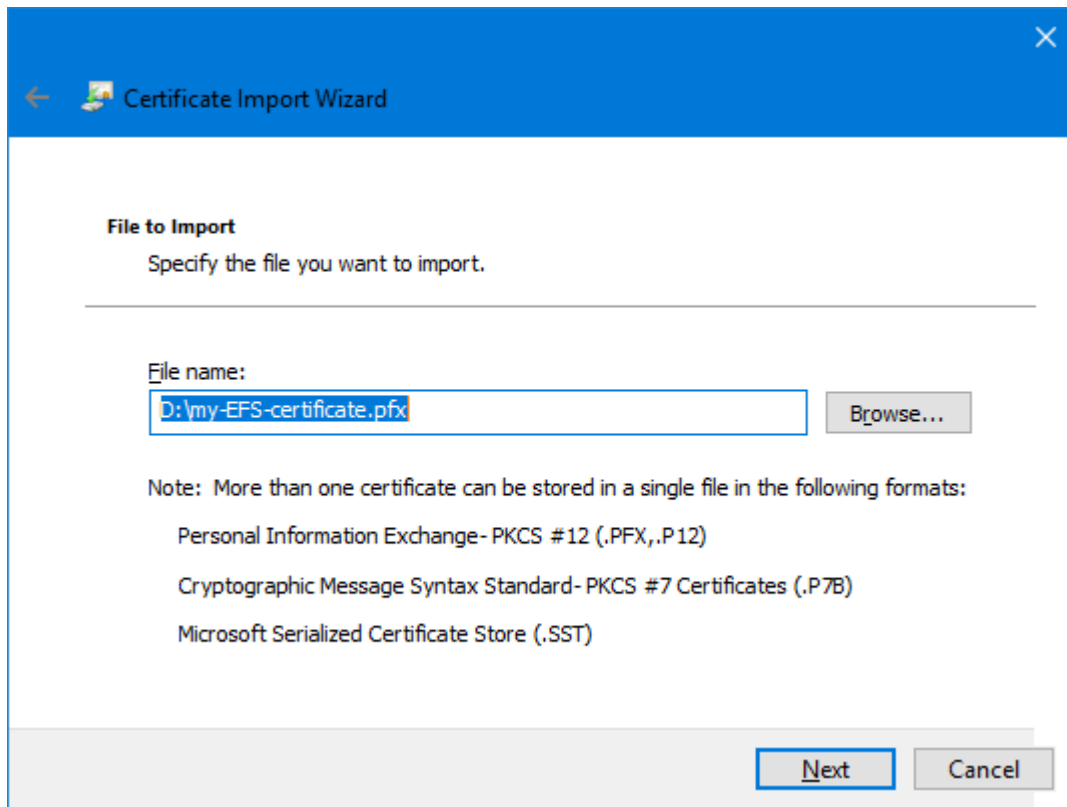
1. Right-click on your certificate (.pfx) in Windows Explorer, and then select **Install PFX** from the context menu.



2. When the Certificate Import Wizard opens, click **Next**.



3. Confirm the certificate file with the .PFX extension is entered in the *File name* field. Click **Next**.



The image shows a Windows dialog box titled "Certificate Import Wizard". The window has a blue header bar with a back arrow, a small icon, and the title "Certificate Import Wizard". A close button (X) is in the top right corner. The main content area is white and contains the following text:

File to Import
Specify the file you want to import.

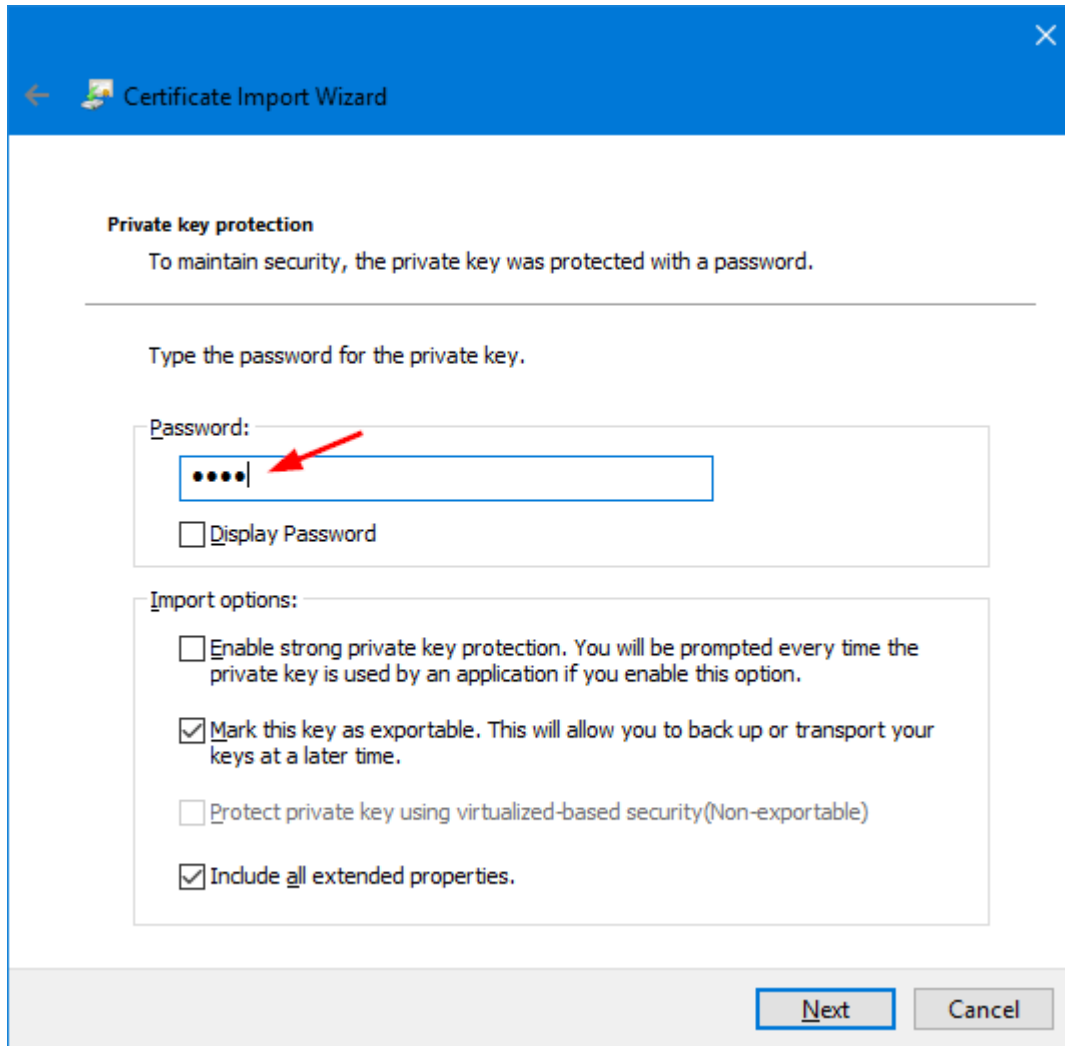
File name:

Note: More than one certificate can be stored in a single file in the following formats:

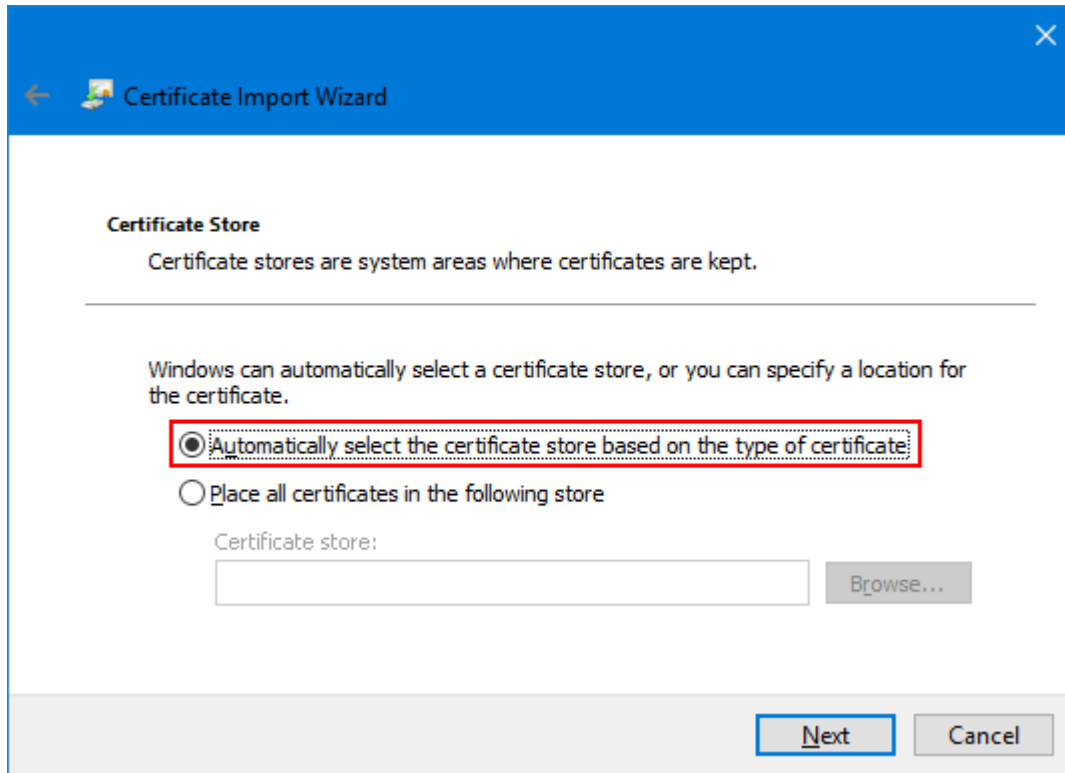
- Personal Information Exchange- PKCS #12 (.PFX,.P12)
- Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
- Microsoft Serialized Certificate Store (.SST)

At the bottom right, there are two buttons: "Next" (highlighted with a blue border) and "Cancel".

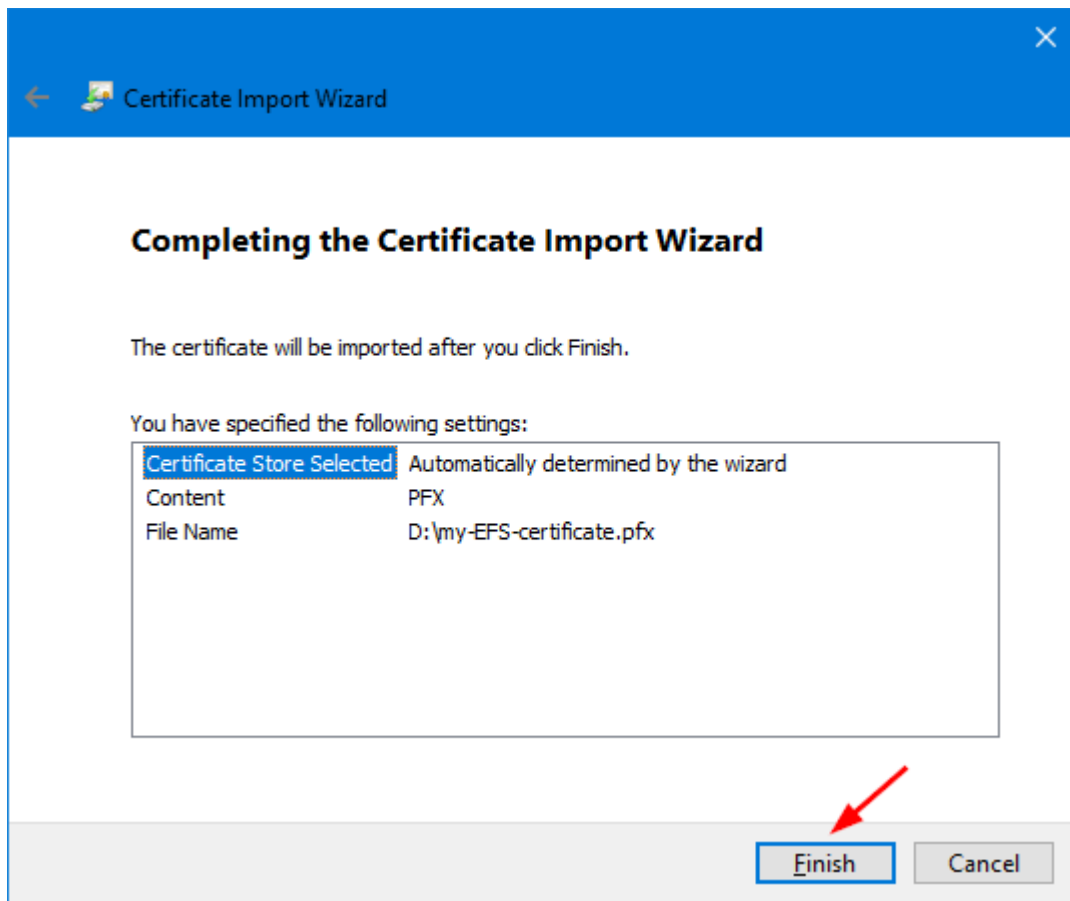
4. Enter the password to access the private key associated with the certificate. Select the box **“Mark this key as exportable. This will allow you to back up or transport your keys at a later time”**. Click **Next**.



5. Click **“Automatically select the certificate store based on the type of certificate”** and click **Next**.



6. Click **Finish**.



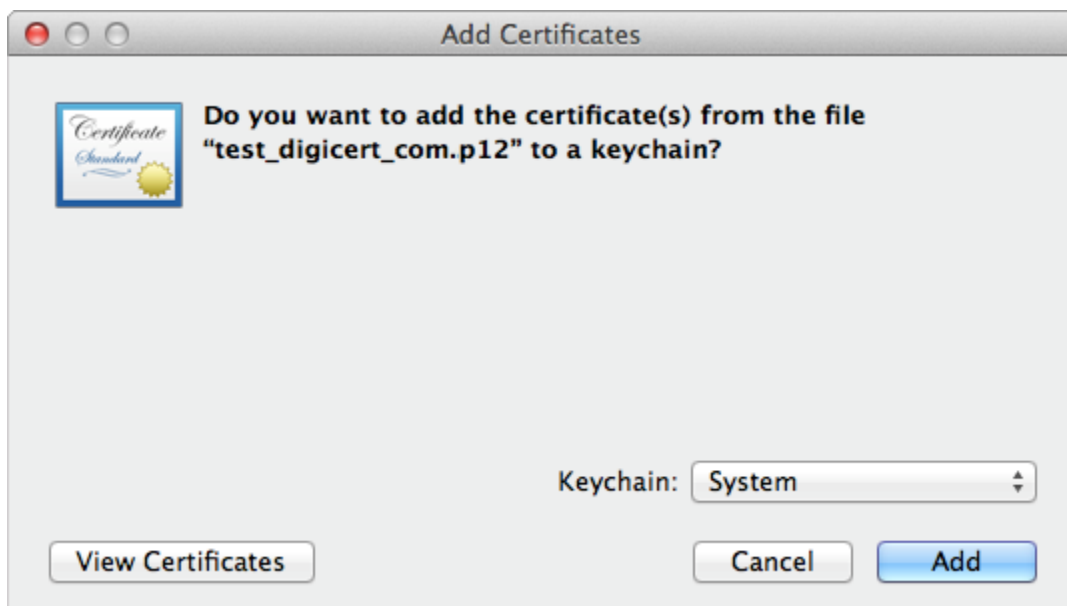
You should see a message reporting that the import was successful.

MacOS

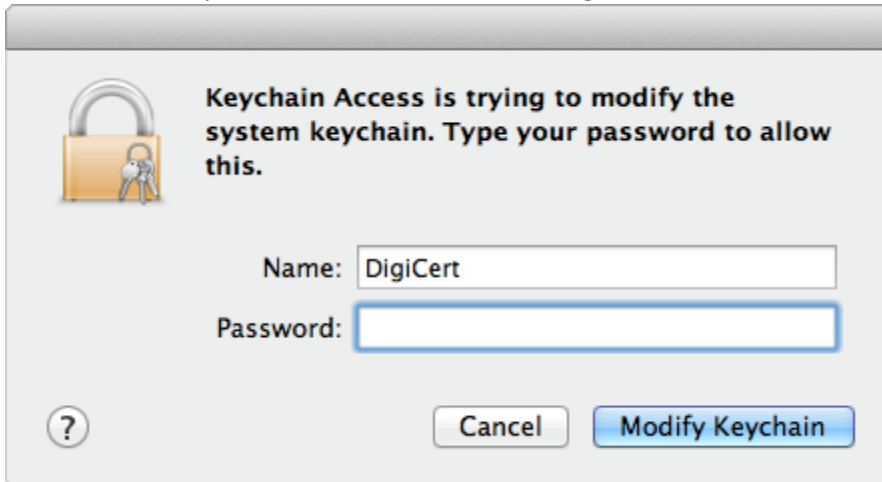
1. Open Keychain Access Manager. Navigate to **File > Import Item**



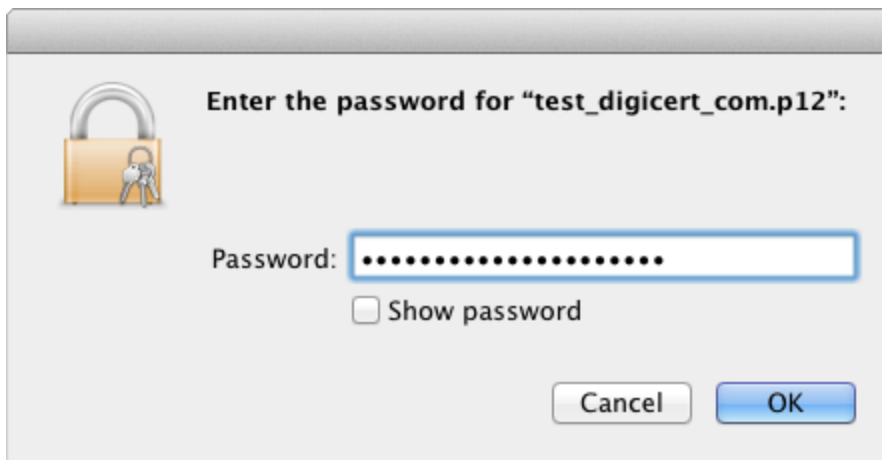
2. Select **System** in the Keychain drop-down and click **Add**



Enter the admin password to authorize the changes



3. Enter the password that you created when you created your .p12/.pfx file and click **Modify Keychain**.



4. Next, use the steps below to assign the new certificate to services.
Note: If prompted to trust certificates issued by your CA automatically, select the **Always Trust** option to trust and install your certificate.
5. The certificate will be installed and can be viewed by clicking **Category > My Certificates** in the Keychain Access utility.

