

Checklist - SOFiE-Business Certificate Renewal

In the SOFiE-Business environment

1.  Start the certificate renewal process
2.  Generate the CSR/PEM file

On the LuxTrust / easysssl website

3.  Order the certificate online via easysssl
4.  Attach the CSR/PEM file to the order

Administrative certificate order

5.  Prepare the administrative certificate order
6.  Sign the order form
7.  Send the documents by post to House of Entrepreneurship

External processing

-  Processing by House of Entrepreneurship / Chamber of Commerce
8.  Receive the certificate in text format sent by LuxTrust

Certificate upload

9.  Receive the certificate
10.  Upload the certificate on www.sofie.lu > LuxTrust

Final configuration

11.  Receive the configuration file sent by Worldline
 12.  Download the configuration file
 13.  Store the file in SOFiE HOME
 14.  Select the file in the SOFiE-Business import screen
 15.  Send the installation report to Worldline
-  End of process

