

Checklist — SOFiE-Business for a new user

Installation

1.  **Download and install SOFiE-Business**

In the SOFiE-Business environment

2.  **Configure the SOFiE client**
3.  **Create the profile**
4.  **Generate the CSR/PEM file**

On the LuxTrust / easysssl website

5.  **Order the certificate online via easysssl**
6.  **Attach the CSR/PEM file to the order**

Administrative certificate order

7.  **Prepare the administrative certificate order**
8.  **Sign the order form**
9.  **Send the documents by post to House of Entrepreneurship**

External processing

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

Certificate upload

11.  **Receive the certificate**
12.  **Upload the certificate on www.sofie.lu > LuxTrust**

Final configuration

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

