

**SSL CERTIFICATE ORDER  
FOR SOFiE-Business/Seculine-Contract**

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## **SSL CERTIFICATE ORDER FOR SOFiE-Business/Seculine-Contract**

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This document describes the steps to follow to place an electronic and administrative order for an ssl type electronic certificate for sofie-business or sofie-seculine on the luxtrust website (EASYSSL).

A PEM/CSR file will be required to place this order.

The file is generated in the sofie user interface (interactive mode).

This document follows another document which describes the generation of the PEM/CSR file.

We advise you to check that the PEM/CSR file used to carry out the command has been generated recently because in case of error, it will be impossible for you to install the new certificate obtained.

You must therefore make sure to generate a new PEM/CSR file for any new command.

The name of the PEM/CSR file should make it easier to identify the file because it is composed of the date and time of creation. If you order a new certificate in 2020, the PEM/CSR file name should include the year 2020 (example CSR.888810012.2020-01-21\_10H38M22S.PEM).

In the case where sofie is installed on several workstations and the sofie working directory (sofie-home) is not common, it is necessary to ensure that the generation of the PEM/CSR file is carried out on a single workstation.

In case of doubt, please contact our helpdesk to request assistance (Email: [sofie.lux@worldline.com](mailto:sofie.lux@worldline.com) , Tel: +352 355 66 600).

# SSL CERTIFICATE ORDER FOR SOFiE-Business/Seculine-Contract

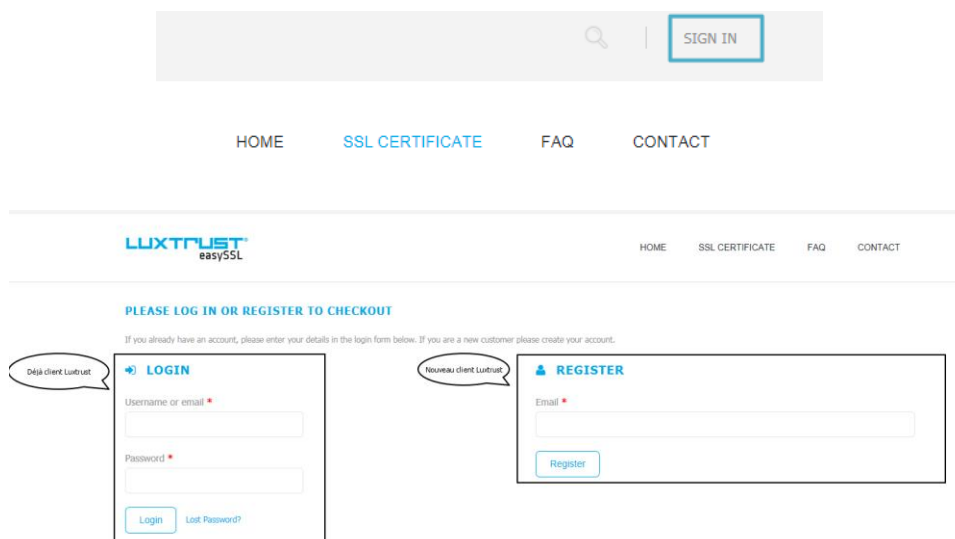
## ELECTRONIC AND ADMINISTRATIVE ORDER AT LUXTRUST

Please check the following points:

- A SSL certificate for SOFiE is cheaper than a standard SSL certificate.
- Please choose the validity from the list.
- For any additional question about this procedure, please contact Luxtrust helpline:
  - (+352) 24 550 550
  - easyssl@luxtrust.lu

## Login/registration on easyssl(Luxtrust website)

- To order a SSL certificate, click or visit the following page [www.easyssl.lu](http://www.easyssl.lu) , chose “SSL CERTIFICATE”.
- You will first need to log on to this site. If you are not yet registered or have forgotten your password, please use the appropriate menu or contact the Luxtrust helpdesk (see above).



## Choice of certificate type and validity

- Once connected, click “SSL CERTIFICATE”.



HOME **SSL CERTIFICATE** FAQ CONTACT

- Please click on "Order" under "SOFiE/ ISAGATE".

Icon	Icon	Icon	Icon	Icon	Icon
SOFiE/ISAGATE	SOFiE/ISAGATE	SOFiE/ISAGATE	SOFiE/ISAGATE	SOFiE/ISAGATE	SOFiE/ISAGATE
199	369	685	From 97 €*	199	48
Order	Order	Order	Order	Order	Order
Client Authentication	Client Authentication	Client Authentication	Client Authentication	Client Authentication	Client Authentication
1 Year Validity	1 Year Validity	1 Year Validity	1 Year Validity	1 Year Validity	1 Year Validity
For the use of SOFiE (Secured Online File Exchange), the secured transmission tool for documents installed by SIX. SOFiE is a tool provided with a graphic interface for highly secured exchange of sensitive files (financial reporting for CSF, etc.). These certificates can also be used for the ISAGATE application					

## SSL CERTIFICATE ORDER FOR SOFiE-Business/Seculine-Contract

- Please choose the validity according to what is proposed.
- Please choose the type of contract "SOFiE Business/ISAGATE".
- Please click on "ORDER SOFiE/ISAGATE".

€97.00–€388.00

SKU - LTSSL-SOFIE-B-1Y

Validity   **1**

Type   **Clear 2**

€97.00

**3**

### 1st Step: "ORDER DETAILS"

The details of your order will appear. Please check your order and click on the "Continue to Certificate Content" button. If you have any questions about the information you need to fill in, please call (+352) 24 550 550.


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1 2 3 4 5 6  
Order details Certificate content Organisation details Contact information Upload CSR Payment

#### 1. ORDER DETAILS

Here is an overview of the product you are about to subscribe. Make sure the order details correspond to your choices.

PRODUCT	SUB-TOTAL	TVA	TOTAL
 SOFiE/ISAGATE			

VOUCHER:

2. CERTIFICATE CONTENT  
3. ORGANISATION DETAILS  
4. YOUR CONTACT INFORMATION  
5. UPLOAD CSR FILE  
6. OVERVIEW

## SSL CERTIFICATE ORDER FOR SOFiE-Business/Seculine-Contract

### 2nd Step: "CERTIFICATE CONTENT"

- Please fill in the various fields requested about the SOFiE user and then click on the "Continue to Organisation details" button.

The screenshot shows the '2. CERTIFICATE CONTENT' step of the SSL certificate order process. The form includes the following fields:

- Common name (CN) ("Name of the User") \*
- Country (C) \* (Dropdown menu showing Luxembourg)
- Locality (L) \*
- Organisation (O) \*
- Organisational Unit (OU) (INTERNAL USE ONLY)
- Serial Number 1 ("SOFiE ID" e.g. 9999xxxx) \*
- Serial Number 2 ("SOFiE ID" e.g. 9999xxxx) \*
- Certificate email address (public)
- Notification email address (not public) \*

Below the main form is a section titled 'CERTIFICATE - SUBJECT ALTERNATIVE NAME' with a 'Common name: \*' field. A 'Continue to Organisation details' button is located at the bottom right of the form. A progress bar at the bottom indicates the current step is 2 out of 6.

### 3rd Step: "ORGANISATION DETAILS"

- Please fill in at least all required fields (\*) about your organization/company.

The screenshot shows the '3. ORGANISATION DETAILS' step of the SSL certificate order process. The form includes the following fields:

- Registered organisation  / Government entity
- Organisation Name \* (SIX)
- Address \* (10 parc d'activité Syrdall)
- Street address 2
- Postcode / Zip \* (5365) / Town / City \* (Munsbach)
- Country \* (Luxembourg)
- Phone \* (355 66 600) / VAT Number \* (5191950951)

A progress bar at the top indicates the current step is 3 out of 6. The 'LUXTRUST easySSL' logo is visible in the top left, and navigation links (HOME, SSL CERTIFICATE, FAQ, CONTACT) are in the top right.

# SSL CERTIFICATE ORDER FOR SOFiE-Business/Seculine-Contract

## Billing information

- Please fill in the various fields requested concerning the invoicing of your order.
- Click on the "**Continue to your Contact information**" button to continue.

**BILLING ADDRESS**

Check to use Organisation Details as Billing information

Organisation Name \*  
SIX

Address \*  
10 parc d'activité Syrdall

Street address 2

Postcode / Zip \* 5365 Town / City \* Munsbach

Country \*  
Luxembourg

Phone \* 355 66 600 VAT Number \* 5191950951

[Continue to your Contact information](#)

4. YOUR CONTACT INFORMATION  
3. UPLOAD CSR FILE  
2. OVERVIEW

## 4th Step, "YOUR CONTACT INFORMATION"

- You have to inform Luxtrust about a technical contact and an authorized person who can approve/sign official documents on behalf of your company.

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easySSL

HOME SSL CERTIFICATE FAQ CONTACT

**4. YOUR CONTACT INFORMATION**

**REQUESTOR/TECHNICAL CONTACT** *(Person who asks for the certificate)*

Company \*

First name \* Last Name \*  
L

Phone \* Email Address \*

**APPROVER** *(Person who will authorize the Order for the mentioned company)*

Use requestor information for approver

Company

First Name Last Name

Phone Email Address

# SSL CERTIFICATE ORDER FOR SOFiE-Business/Seculine-Contract

## Information on legal representative

- Please inform Luxtrust of a person with signing authority in your company.
- Please click on the "**Continue to CSR File**" button after completing all fields.

**SIGNER** (Person who can legally represent the company)

Use requestor information for signer  
 Use approver information for signer

Company

First Name  Last Name

Phone  Email Address

5. UPLOAD CSR FILE  
6. OVERVIEW

## 5th Step: "UPLOAD CSR FILE" and submit the order

- Please browse the PEM/CSR file and check the box "I accept the terms and conditions" and click on the button "**Place order**".
- If you made a mistake in selecting the contract type ("SOFiE S.O.R.T." instead of "SOFiE Business/Isagate"), 2 "CSR File" fields will appear on this page. In this case, please repeat the procedure from the beginning (page 1 of this document).
- After sending, you will receive a confirmation e-mail in return. This contains a **transaction number** that you should keep.
- After payment of your order to Luxtrust, you will receive your SSL certificate in \*.txt format by e-mail to the notification address you provided previously (point 2. Certificate content).

Window (C:) > Cetrel > sofie

Share with New folder  
Fichier PEM/CSR

Name	Date modified	Type	Size
CSR.888810012.2020-01-21_10h38m22s.pem	21/01/2020 11:40	PEM File	2 KB

1 2 3 4 5 6  
Order details Certificate content Organisation details Contact information Upload CSR Payment

1. ORDER DETAILS  
2. CERTIFICATE CONTENT  
3. ORGANISATION DETAILS  
4. YOUR CONTACT INFORMATION  
5. UPLOAD CSR FILE  
6. OVERVIEW

CSR File\*

A CSR or Certificate Signing request is a block of encrypted text that is generated on the server that the certificate will be used on. It contains information that will be included in your certificate such as your organization name, common name (domain name), locality, and country. It also contains the public key that will be included in your certificate. A private key is usually created at the same time that you create the CSR.

To generate the CSR file for SOFiE application, please refer to the application manual or contact the CETREL-SOFIE support.

2  I will upload the CSR file late on, by using the link in the confirmation email. The order can't be processed without having the CSR file.

3  I accept the terms and conditions.\*

4



Please make sure that your CSR file matches your private key. The modification date of both files must be the same. The private key is stored under SOFiE\_HOME\Keys\private (default: C:\cetrel\sofie\keys\private) and the file name is 9999XXXXX.1.private.p8

**SSL CERTIFICATE ORDER  
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- After having placed the order, you'll receive an email within instructions and invoice order.
- After the payment is done and the invoice validated by Luxtrust authorities, you'll receive your certificate as text file.