

**SSL CERTIFICATE ORDER
FOR SOFiE-S.O.R.T.-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-S.O.R.T (Sofie-Crypt, Sofie-Transport) 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. So 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 , Tel: +352 355 66 600).

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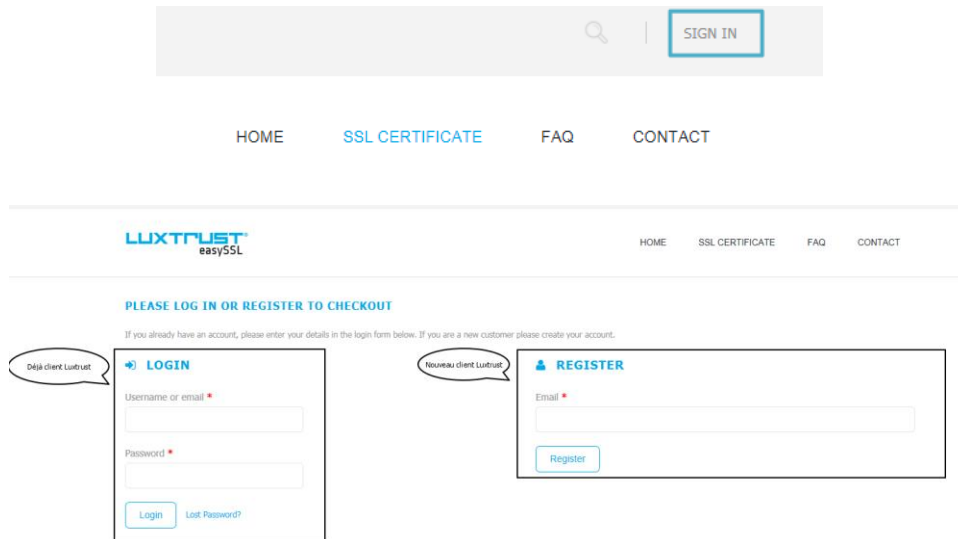
ELECTRONIC AND ADMINISTRATIVE ORDER AT LUXTRUST

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 , 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”.



- 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					

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- Please choose the validity according to what is proposed (1).
- Please choose the type of contract “SOFIE S.O.R.T.” (2).
- Please click on “ORDER SOFiE/ISAGATE” (3).

€97.00–€388.00

SKU - LTSSL-SOFIE-SORT-1Y

Validity 1 YEAR **1**

Type SOFiE S.O.R.T. Clear **2**

€194.00

ORDER SOFiE/ISAGATE **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.

The screenshot shows the LUXTPUST easySSL website interface. At the top, there are navigation links for HOME, SSL CERTIFICATE, FAQ, and CONTACT. Below the navigation is a progress bar with six steps: 1. Order details (highlighted), 2. Certificate content, 3. Organisation details, 4. Contact information, 5. Upload CSR, and 6. Payment. The main content area is titled '1. ORDER DETAILS' and contains a message: 'Here is an overview of the product you are about to subscribe. Make sure the order details correspond to your choices.' Below this is a table with columns for PRODUCT, SUB-TOTAL, TVA, and TOTAL. The table shows one product, 'SOFIE/ISAGATE', with a price of €194.00. There is also a 'VOUCHER' field with a '+' sign and an 'Update Cart' button. At the bottom right of the table area is a 'Continue to Certificate Content' button. Below the table area, there are links for '2. CERTIFICATE CONTENT', '3. ORGANISATION DETAILS', '4. YOUR CONTACT INFORMATION', '5. UPLOAD CSR FILE', and '6. OVERVIEW'.

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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 order process. It features a dark blue header with the step number and title. Below the header, there are several input fields for user information: 'Common name (CN) ("Name of the User")', 'Country (C)' (a dropdown menu showing 'Luxembourg'), 'Locality (L)', 'Organisation (O)', 'Organisational Unit (OU)' (a greyed-out field with the text 'INTERNAL USE ONLY'), 'Serial Number 1 ("SOFiE ID" e.g. 9999xxxxx)', 'Serial Number 2 ("SOFiE ID" e.g. 9999xxxxx)', 'Certificate email address (public)', and 'Notification email address (not public)'. A 'Continue to Organisation details' button is located at the bottom right. Below the main form area, a section titled 'CERTIFICATE - SUBJECT ALTERNATIVE NAME' contains a 'Common name:' field. At the bottom of the page, a navigation bar lists the steps: 1. ORGANISATION DETAILS, 2. YOUR CONTACT INFORMATION, 3. UPLOAD CSR FILE, and 6. OVERVIEW.

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 order process. At the top, there is a navigation bar with the 'LUXTRUST easySSL' logo and links for 'HOME', 'SSL CERTIFICATE', 'FAQ', and 'CONTACT'. Below this is a progress bar with six steps: 1. Order details, 2. Certificate content, 3. Organisation details (highlighted), 4. Contact information, 5. Upload CSR, and 6. Payment. The main form area is titled '3. ORGANISATION DETAILS' and includes a radio button selection for 'Registered organisation' (selected) and 'Government entity'. The form contains several input fields: 'Organisation Name' (filled with 'SIX'), 'Address' (filled with '10 parc d'activit  Syrdall'), 'Street address 2', 'Postcode / Zip' (filled with '5365'), 'Town / City' (filled with 'Munsbach'), 'Country' (a dropdown menu showing 'Luxembourg'), 'Phone' (filled with '355 66 600'), and 'VAT Number' (filled with '5191950951').

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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.

LUXTRUST
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

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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 _____

[Continue to CSR File](#)

5. UPLOAD CSR FILE
6. OVERVIEW

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

- Please browse the PEM/CSR file (1,2) and check the box "I accept the terms and conditions" (3,4) and click on the button "Place order" (5).
- If you made a mistake in selecting the contract type ("SOFiE Business" instead of "SOFiE S.O.R.T."), 1 "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).

Windows (C:) > Cetrel > sofie >

Name	Date modified	Type	Size
PEM/CSR File sofie-Crypt CSR.888810011.2020-01-21_14h01m13s.pem	21/01/2020 14:09	PEM File	2 KB
PEM/CSR File sofie-Transport CSR.888810012.2020-01-21_10h38m22s.pem	21/01/2020 11:40	PEM File	2 KB

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

CSR File* _____ [Browse...](#) **1**

CSR File #2* _____ [Browse...](#) **2**

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.

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.

I accept the terms and conditions.* **4**

[Place order!](#) **5**



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

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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.



For SOFiE S.O.R.T users who send legal reporting files to CSSF, it is **mandatory** to send your *CRYPT* certificate to CSSF. (See paragraph 4.3 of CSSF circular **08/334** on www.cssf.lu). Otherwise, your files will be **blocked** at the sending with the error code [201,451]. The TRANSPORT certificate shall not be sent.