# Sectigo Certificate Manager

## EV Anchors

# ntents

# 1. What is an EV Anchor?

EV anchor Is a Sectigo Certificate Manager (SCM) certificate type with pre-validated organization details and domains which should be used to issue subsequent EV certificate order requests. Subsequent EV orders must match the information in EV anchor exactly to be auto issued.

EV anchor is validated using the applicant details:

● Organization details (name and address);

● Incorporating or registration details;

● Contract signer;

● Top-level domain.

of an organization's EV anchor details are not stored in SCM but in a different location called the Order Management System. SCM ministrators do not have access to the Order Management System. But some of the EV anchor applicant details are present in the SCM anization 'EV details' tab – see section 3 below on how to access this.

## 2. Important Things to Know about EV anchors

- How an EV anchor is setup and used in SCM is different from an OV anchor. OV anchors store and use the validated information in the Organization general details in SCM. The validated applicant details for the EV anchor are stored in the anchor certificate template located outside of SCM. But the EV anchor usually matches the General and EV details listed in SCM

- There should **only be one** EV anchor for an organization. Multiple EV anchors can cause problems and should be avoided.

- An EV anchor is only a template and cannot be installed on a web server as a valid EV certificate.

- After an EV anchor is validated, subsequent EV certificate orders must match the details on the anchor exactly to be auto issued. Including spaces, abbreviations, and upper/lower case.

- An EV anchor is valid for 13 months. A new EV anchor will have to be requested and validated.

- The EV details should not be changed. If the details need to be changed, a new validated EV anchor is required to auto issue EV certificate orders. Please contact support and validation for assistance.

# 3. Completing EV Details for Organisation

EV Details tab for the Organisation should be populated as part of the process of setting up an EV Anchor.

tart this process, the RAO should send a ticket to Sectigo (https://sectigo.com/support-ticket) with the following information:

- Organization Name;
- Company Registration Number OR Date of Incorporation.
- Name, address, email and phone number of the RAO.

tigo will complete this information for your account and then you will be able to proceed.

rnatively, this step can be completed by the MRAO using the procedure below.

1. When logged in to SCM as an MRAO, navigate to the Organizations tab under Settings and select the organization for which you wish order an EV Anchor Certificate

| Dashboard | Certificates | Discovery | Reports | Admins | Settings | About |
|---|---|---|---|---|---|---|

| anizations | Domains | Notifications | Encryption | Access Control | Agents | Assignment Rules | Intune |
|---|---|---|---|---|---|---|---|

Filter

| Edit | Departments | Domains | ACME Accounts |
|---|---|---|---|

| NAME | CITY | STATE | COUNTRY | VALIDATION STATUS | SECONDARY VALIDATION |
|---|---|---|---|---|---|
| GÉANT Vereniging | Amsterdam | Noord-Holland | NL | VALIDATED | VALIDATED |

2. Select Edit and navigate to the EV Details tab.

**Edit Organization: GÉANT Vereniging** ✕

| General | **EV Details** | Client Certificate | SSL Certificate | Code Signing Certificate | Email Template |

### Incorporation or Registration Agency

| | |
|---|---|
| Incorporating Agency | KVK |
| Main Telephone Number | +31205304488 |
| DUN and Bradstreet Number | 419075643 |
| Company Registration Number | 40535155 |
| Jurisdiction of Incorporation City or Town | |
| State or Province of Incorporation | |
| Country of Incorporation | Netherlands ▾ |
| Date of Incorporation | 13/06/1986 📅 |
| Business Category | Private Organization ▾ |

### Contract Signer

| | |
|---|---|
| Title | SURFcertificates Technical Product Manager |

**OK**    Cancel

3. Fill the 'Incorporation or Registration Agency' section fields Country of Incorporation and Business Category (usually Private Organizat or Government Entity). You must also enter at least one of fields Registration Number or the Date of Incorporation. The Contract Sign section is about the RAO person who will be asked to read the Subscriber Agreement and will click through the 'I Agree' button on be of the organization. The first five fields are to be filled with the personal data of the RAO; the fields Street to Country are the data of t Organization, not the home of the RAO. A typical Relationship could be 'employee'.

## ● 4. Request EV Anchor

EV anchor should be requested prior to adding an ANY EV certificate to the organization. The EV anchor request is a similar validation proc n EV certificate. Once the EV anchor is validated and installed by Sectigo, it can be used to auto issue future EV certificate order request if ails match the EV anchor.  Anchor requests can be made by either an MRAO or an RAO.

1. Login to SCM as an RAO of the organization ordering the EV Anchor. An MRAO can also request the Anchor.

2. Navigate to the Certificates tab
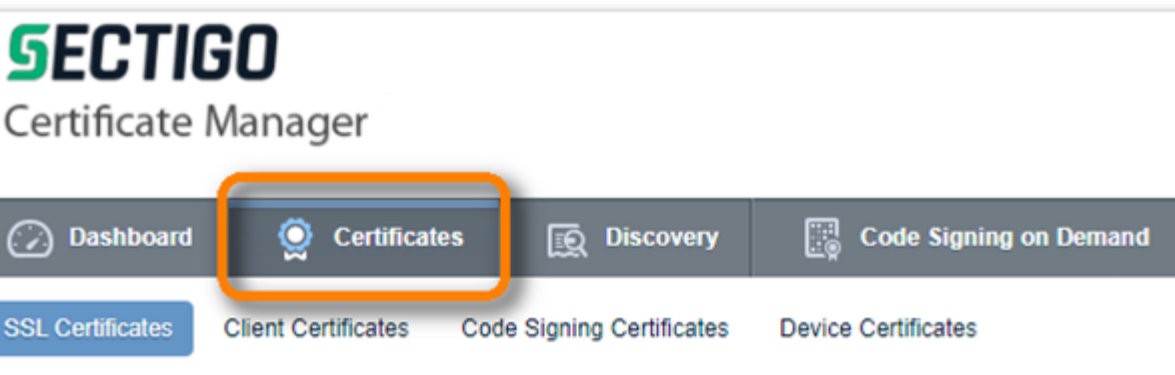
3. Click the Add button to add a new certificate request
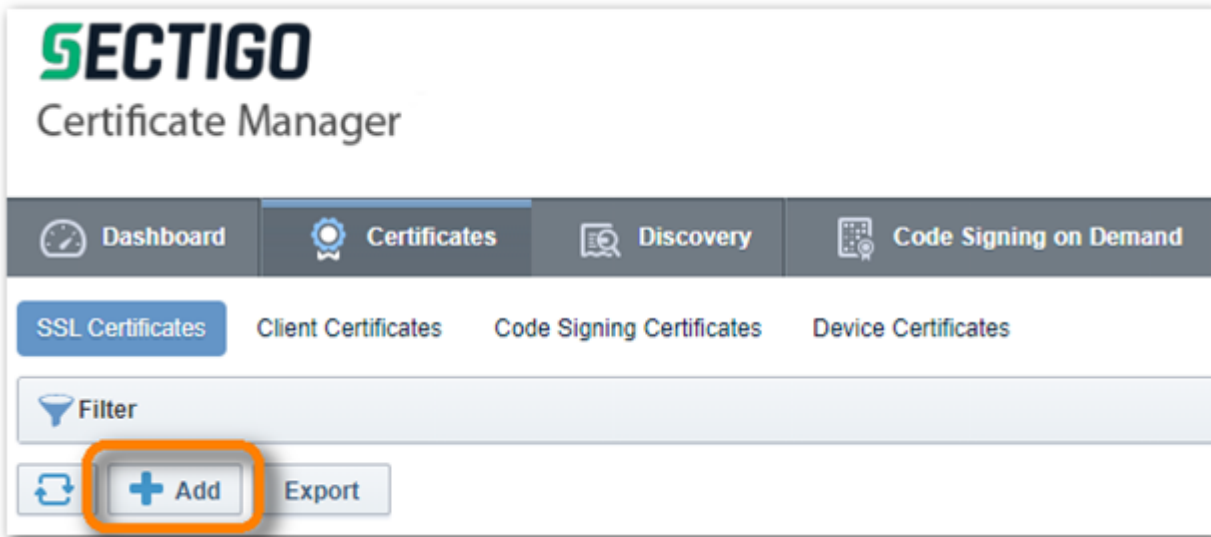


4. Select Option "Manual Creation of CSR" and click NEXT to upload or Copy and Paste your CSR. The CSR should only contain t[...] country code (e.g. C=NL), the main domain (CN=geant.org) you wish to be supported by the EV Anchor and the key material. Yo[...] can include extra domains in the Subject Alternative Names. You can also choose to include these in a next step.

*Note: if you need assistance creating a CSR, refer to the Knowledge Base https://support.sectigo.com/Com_KnowledgeSearchPage*
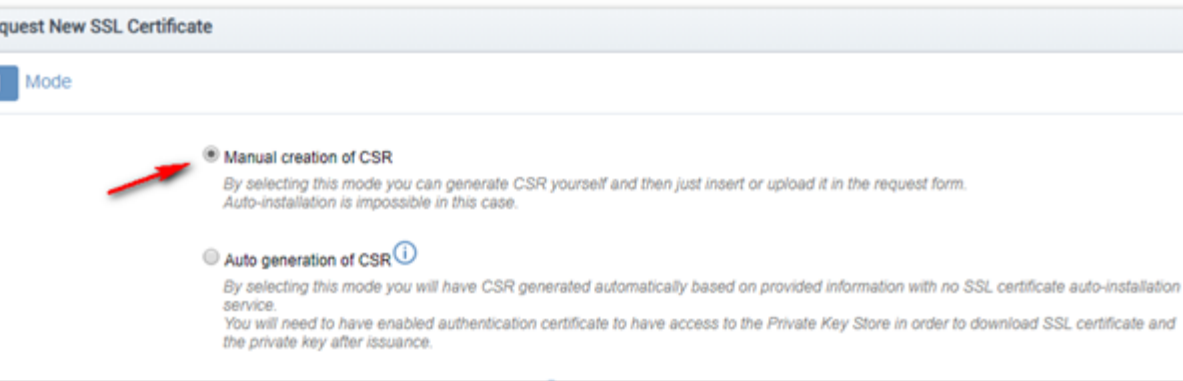
5. Proceed to the step 3, Basic info

    a. Choose the Organization

    b. Choose the certificate Type *EV Anchor Certificate*

    c. Choose Term Length 1 Year

    d. Enter the Common Name

    e. The CSR should contain domains that need to be included in the EV Anchor. In the text box Subject Alternative Name fie enter a list of additional domains that you would also like to be able to issue EV certificates for, separated by commas. Th domains in the CSR together with those in the text box must contain all domains needed for the EV Anchor to secure. All domains must be delegated to the organization and must already be DCV validated.

    f. Server Software is not used for EV anchors. Any selection can be used. The EV anchor is only a template and not a certificate.
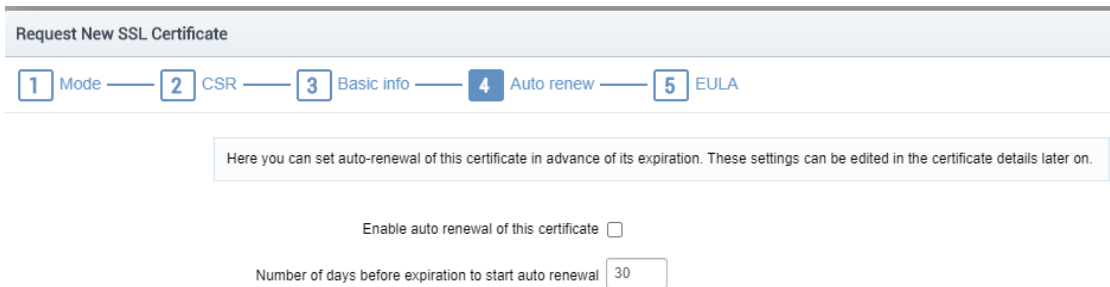


*Note:  If the certificate type EV Anchor is not available, please contact tech support for assistance*

Please DO NOT include sub-domains in this certificate unless you are only authorized to order EV certificates for that sub-domain. The industry regulatory requirements for EV Enterprise RA allow unfettered issuance only of certificates at 3$^{rd}$ and higher domain levels from a fully validated, active EV anchor.

Including example.com will allow you to obtain EV certs for sub1.example.com, sub2.example.com or sub1.sub2.sub3.example.com, E including www.example.com will only allow sub1.www.example.com, etc. Do not include any wildcards, only root domains.

6. The auto-renewal step is optional and can be edited in the certificate details later.

**Request New SSL Certificate**

| 1 | Mode | 2 | CSR | 3 | Basic info | 4 | Auto renew | 5 | EULA |

Here you can set auto-renewal of this certificate in advance of its expiration. These settings can be edited in the certificate details later on.

Enable auto renewal of this certificate ☐

Number of days before expiration to start auto renewal  30

7. The request for an EV anchor is complete. The request must now be approved by an MRAO.

## 5. Approve the EV Anchor Request

1. Approving an EV Anchor is done by an MRAO, To ensure you get notifications of EV Anchor requests as an MRAO, please make sure yc set this within your notification section.

**Edit Notification**                                                    ✕

*-required fields

|  |  |
|---|---|
| Notification Type | SSL Awaiting Approval ▾ |
| Description* | EV Anchor awaiting approval ⓘ |

Organization/Department*

| Organization | Department |
|---|---|
| ☑ Any | ☑ Any |
| Any current or future organization | Any current or future department |

|  |  |
|---|---|
| Certificate Profile | EV Anchor Certificate ▾ |
| Notify Requester* | ☑ ⓘ |
| Notify MRAO Admin(s)* | ☑ ⓘ |
| Notify SSL RAO Admin(s) | ☐ ⓘ |
| Notify SSL DRAO Admin(s) | ☐ ⓘ |
| Subscribers
*(optional, comma separated)* |  |
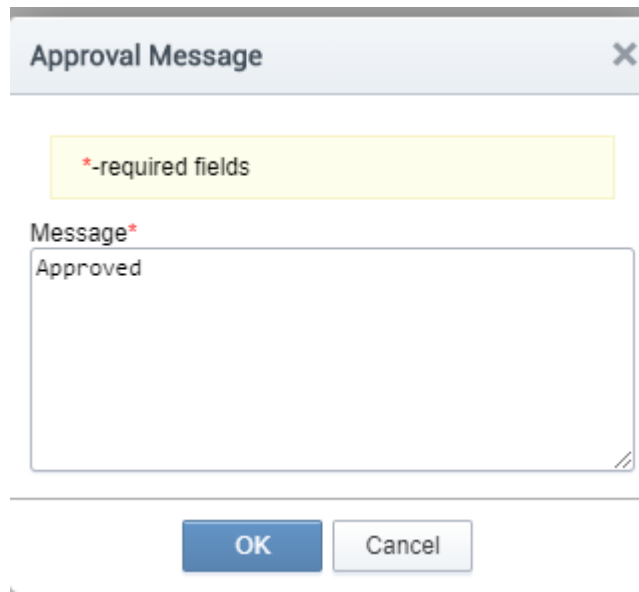| Created by | Teun Nijssen |
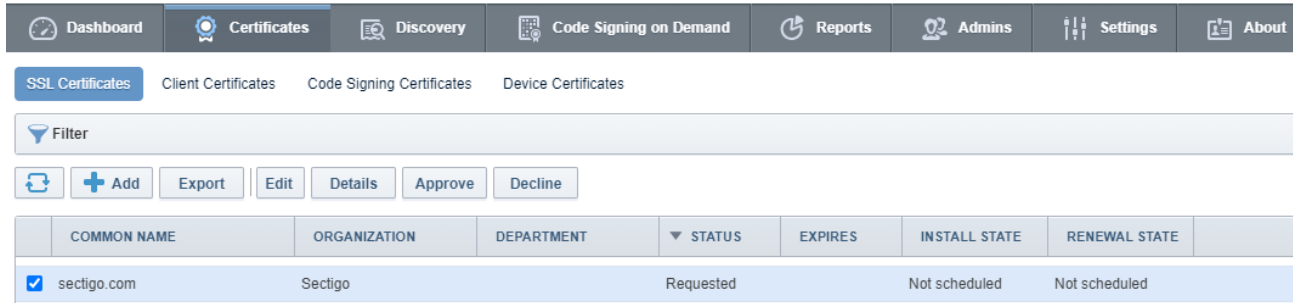
OK   Cancel

2.  Once the request is submitted, an **MRAO administrator** approves the request if it was made by an RAO. If an MRAO made the request another MRAO needs to approve it. The approving MRAO should check if domains in the requested EV Anchor are delegated to the requesting organization and if they have already been DCV Validated. If not, the MRAO should Decline it.

| | COMMON NAME | ORGANIZATION | DEPARTMENT | ▼ STATUS | EXPIRES | INSTALL STATE | RENEWAL STATE | |
|---|---|---|---|---|---|---|---|---|
| ☑ | sectigo.com | Sectigo | | Requested | | Not scheduled | Not scheduled | |

3.  Approve the request.

**Approval Message** ✕

*-required fields

Message*

Approved

OK     Cancel

4.  After the request is approved, an order number is generated, and the request is sent to be validated.
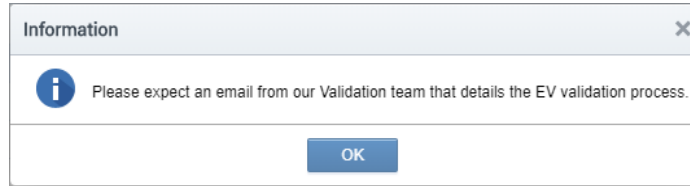
5. Review the EV anchor details by clicking on Details. It shows the Certificate Details; clicking EV Details presents 'Incorporation c Registration Agency', 'Certificate Requester' (RAO or MRAO), 'Certificate Approver' (MRAO) and 'Contract Signer' (RAO).



*Note: The details display the order number that can be used when communicating with the Support and Validation teams.*

## 6. Cancel an EV Anchor Request

EV anchor request can be cancelled or declined. Declining the request will not generate an order for validation

1.  Once the request is submitted, another MRAO administrator can decline the request by clicking Decline

2.  Enter the Decline Message and click OK to confirm declining the request.



3.  After the request is declined, the status is updated to declined. No order is generated and no validation occurs.

| ☐ | sectigo.com | Sectigo | Declined | Not scheduled | Not |

4.  Review the EV anchor details by clicking on Details. The status is declined and there is no order number for support and validation teams

## CERTIFICATE DETAILS

| | |
|---|---|
| Common Name | sectigo.com |
| Status | **Declined** |
| Order Number | **N/A** |
| Vendor | **N/A** |
| Discovery Status | **Not deployed** |
| Self-Enrollment Certificate ID | **1582294** |
| Type | **EnterpriseSSL Pro** |
| Server Software | **Microsoft IIS 5.x and later** |
| Server Software State | |
| Term | **1 year** |

# 7. Validation Process

Validation team conducts a manual process to verify:

- Legal existence
- DBA ("Doing Business As" or trade name)
- Physical existence
- Operational existence
- Domain control
- Verify agreement signer's / requestor's authority, agency, and title

### Legal Existence

...al existence is processed to verify the organization legally exists and the legal name of the organization. The EV anchor organization name ...t be the legally registered name of the organization. The sources used are a government registering agency or other government source th... approved by industry regulatory guidelines as a qualified government information source.

### Abbreviations and DBA ('Doing Business As' otherwise known as tradename)

...BA or tradename can be listed on an EV anchor, but it can not be used as the legal name. DBA is verified as a registered tradename to be ...d on the EV anchor.

... DBA and legal name appear on the anchor in this format. DBA (legalname) to conform to industry regulatory requirements. The maximum ...th of the Organization Name field in the EV Anchor and in certificates is 64 characters. There are rules on how abbrevaitions can be done ...g tradename combined with long legal names lead to less optimal results.

### Physical Existence

...sical existence is processed to verify the organization's address when business is conducted. The sources used are third-party reliable sour... verified organization details or other government source that are approved by industry regulatory guidelines as a qualified independent ...rmation source.

...dation must check the street address, city, state/province/county and postal code fields are formatted correctly and adhere to ISO standar... ...ng verification, the data fields may need to be changed to meet ISO standard and regulatory guidelines. Validation is required to make ...essary changes to avoid a mis-issued EV anchor.

> *Note: ISO standards for address fields may not confirmed to popular local naming conventions but are necessary to avoid mis-issuing ... EV anchor*

...ustry regulatory guidelines allow for certain combination of address fields to be blank. But the EV anchor must have a combination of addr... ...d to properly define the organization location.

...example, the state/province/county field can be blank if the street address, city and country are present. Or the street address can be blar... ...city, state/province/county, and country are present. The specific combinations can be complex, but the validation team can assist during ... ...nchor validation process if certain fields do not have a proper ISO standard or if the EV anchor is to have only certain address fields.

### Operational Existence

...rational existence is processed to verify the organization is conducting business operations. The sources used are third-party reliable sour... ...verified organization details or other government source that are approved by industry regulatory guidelines as a qualified independent ...rmation source.

### Domain Control

...main control validates the organization has control over the domain that will be associated with the EV anchor.
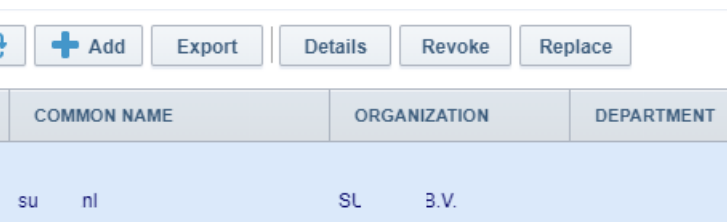
### Verify Agreement

...GÉANT, the existing contract and agreements in place with NRENs for the service means that click-through Subscriber Agreements are not ...essary.

# 8. Replace EV Anchor

lacement is the process used to add a domain to an EV anchor or remove an obsolete domain from it. It is not recommended that the orig
nor is revoked in these cases.

lacing allows for a quick validation process without the need to revalidate. However if any organization details change during a replacemen
lidation is required.

1. Select the domain



| | COMMON NAME | ORGANIZATION | DEPARTMENT |
|---|---|---|---|
| su | nl | SL | B.V. |

2. Click on Replace

ace existing SSL for domain 'surfnet.nl'                                           ✕

equired fields

CSR*
[                                                                    ]

Common Name*
[                                        ]

Subject Alternative Names   `surfsvp.nl, surfedushare.nl, surfsoc.nl, surfmailfilter.nl,`
`surfnetlabs.nl, surf.nl, surffilesender.nl,`
(optional, comma separated)  `smartsecureyourself.nl, surfcatalogus.nl, surfcatalog.nl, sans-`
`ec.nl, scinc.nl, surfsender.nl, surfcumulus.nl, scirt.nl,`

Reason*
[                                                                    ]

[ OK ]   [ Cancel ]

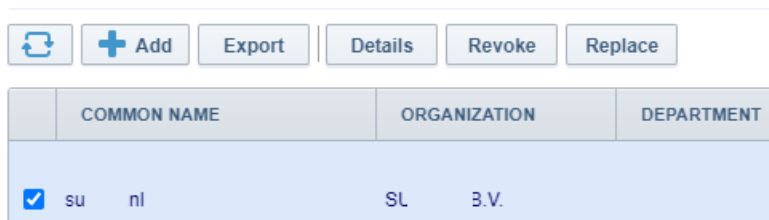3.  Upload the CSR, complete all fields and click OK

placement order is created, and validation begins on the new anchor.

*Note: The EV anchor must be revoked after the replacement anchor is issued. Having 2 active EV anchors for a single organization can cause problem to auto issue subsequent EV certificate orders.*

# 9. Revoke an EV Anchor

oking an EV Anchor

1. Select the domain



2. Click on Revoke and follow the form to complete the revocation

e revoked, the status updates to revoked.

# 10. Ordering EV Certificates

en you have a valid anchor you can order EV certificates using the domains secured by it. The CSR for an EV certificate must contain the ntry and the fully qualified domain names for CN and SubjAltNames and no other fields like Location. In this way you avoid clashes with th Anchor Organization content.