

How to fill out the forms?

1. All fields marked with * are mandatory and must be filled out
2. The form shall be completed electronically
3. All text inside the <> brackets are example text and must be replaced by your information or left blank.
4. If PKCS10: The request must use SHA1 with 2048 bit RSA.
5. If PKCS10: Paste the PKCS10 request string into the form in the field marked "PKCS#10 Request"
6. When all fields are filled, please print the form
7. On the printed version, please sign the form with **blue ink pen** ("Signature WebRA User" and "Signature Nets Service Business Owner").
Signature is not required for test certificates.
8. The form must be given to eSecurity, Electronic ID Services, contact person Ørjan Martinsen or Ole Kristian Svendsen.
This should be done as follows:
 - a. The form is handed over to one of the contact persons.
If PKCS10: The PKCS10 must also be sent electronically to the contact person.
 - b. The form is scanned to PDF format and sent electronically to one of the contact persons.
If PKCS10: The PKCS10 must be sent electronically to the contact person.
9. The order is now ready for processing by Electronic ID Services

Roles – brief explanation of the roles that are relevant:

- End User: person or organization that will be identified in the certificate.
- Nets Service Business Owner: person responsible for the service which the certificate will be used to access.
- Certificate Requestor: person in Nets representing and able to support the End User
- Nets eSecurity WebRA Administrator: person in eSecurity that creates the certificate in accordance with the Order Form

Detailed description of all fields to be filled

Field	Explanation
End User Certificate Environment * mandatory	Specifies the environment (test or production) in which the order applies. One of the following two environment must be selected: <ul style="list-style-type: none"> - Production environment This is the actual environment with sharp data and certificates - Testing environment All other environment that is not production environment. The test environment is a separate system separated from the production environment.
Certificate Request * mandatory	Specifies the procedure you want to base you certificate request upon. One of the following two certificate request options must be selected: <ul style="list-style-type: none"> - PKCS10 Select PKCS10 if you require the private key to generated in yours or your customers system. The actual PKCS10 request string must be pasted into the order form in the field named "PKCS10 Request". This PKCS10 request string must also be sent electronic together with the Order Form. - PKCS12 Select PKCS12 if you require the private key to be generated by the Eurida CA. The private key will be stored in a PKCS12 container file protected by your selected password. The Owner of the Form must be present during the issuance process. This is because the password protecting the PKCS12 container file must be set by the customer.

Field	Explanation
End User Name * mandatory	<p>Name of the person or organisation that will be the owner of the certificate.</p> <p>Example 1, Department in Nets: - Nets Norway, Info. Services & Net Banking.</p> <p>Example 2, Employee at Acme AS: - Ola Normann, Acme AS.</p>
End User Contact Info * mandatory	<p>Name, phone and email of the End User contact person. This person will be managing the request on behalf of the End User (person or organisation).</p> <p>Example: - Kari Normann, kari.normann@nets.eu, 22 89 89 89.</p>
Certificate Requestor * mandatory if external end user	<p>Name, phone and email of the person in Nets representing the End User when the End User is an external organisation or person. The Certificate Requestor must be filled out when the End User is not a Nets person.</p> <p>For all request where End User is an external organisation or person:</p> <ul style="list-style-type: none"> - If PKCS12 request: The certificate will be sent the Certificate Requestor. Certificate Requestor must send Nets eSecurity WebRA Administrator a confirmation when the Administrator can send End User the password. The Certificate Requestor must send the certificate to the End User. - IF PKCS10 request: The certificate will be sent Certificate Requestor and the Certificate Requestor must send the certificate to the End User.
Nets Business Owner * mandatory	<p>Name of the person within Nets, responsible for the service that the certificate will be used in connection with.</p> <p>Example: - Fred Fredrik Fredriksen</p>

Field	Explanation
Nets Service * mandatory	Name of the service or department that use of the certificate will be related to. Example: - Nets Online
Common Name * mandatory	Name of the End User (certificate owner). This may be a component, organization or person. Examples: - Webserver name: www.vg.no - Organization name: Hydro - First- and lastname: Ola Nordmann
Serial Number * optional	Serial Number describes either an organization number, an employee number within the organization or some similar number. Example: - N-993 061 395
Organisational Unit * optional	Organizational Unit or OU is an optional name of the organisational unit or service. This may also be the name of the department, team, service, etc. Examples: - Organisation unit: eSecurity - Team: Helpdesk - Service: Nets Online
Organisation Name * mandatory	Organisation is the formal or commonly used name of the organisation. Example: - Organisation name: Norsk Hydro ASA - Commonly used name: Hydro

Field	Explanation
Country * mandatory	Country of the End User (certificate owner). Country code must be set with a two-digit code with uppercase letters. Examples: - NO: Norway - FI: Finland - DK: Denmark
Key Usage * mandatory	Key usage indicates the use of the certificate. There are two options: 1) Authentication a) Secure logon like login to service on web or b) webserver (SSL) authentication. 2) Signature a) document signature (agreements, email, etc). b) transaction signature (XML, etc) The resulting certificate will include a Key Usage extension preventing use in violation to this indication.
Extended Key Usage * optional	Extended key usage indicates the extended or more specific use of the certificate and key. There are three options: 1. None No specific key usage other whats indicated in the Key Usage field. 2. ClientAuthentication This certificate is used for TLS WWW Client Authentication. 3. ServerAuthentication This certificate is used for TLS WWW Server Authentication.
Validity * mandatory	The certificate validity time (ex 1.1.2011 to 1.1.2014), or number of days or years. Maximum 4 years. Examples: - 4 years - 90 days - April15, 2014

User Guide: Request Eurida Connect Certificate



Field	Explanation
PKCS#10 Request * mandatory	If the certificate shall be issued based on a PKCS#10 certificate request, this must be indicated in the Certificate Request field above, and the PKCS#10 request string must be included here. The form must also be submitted electronically. IF PKCS#10 request, the PKCS#10 Request string must be filled out.
Signature End User * mandatory	Signature (with blue ink pen) of the person that will be identified in the certificate. If End User is an external entity (organization or person), then the Certificate Requestor may sign this form on behalf of the End User. The Signature End User is required for production certificates. The Signature End User is not required for test certificates.
Signature Nets Service Business Owner * mandatory	Signature (with blue ink pen) of the person in Nets that is the End User's contact in Nets. In some cases, the End User and Nets Service Business Owner will be same person in Nets. The Signature Nets Service Business Owner is required for production certificates. The Signature Nets Service Business Owner is not required for test certificates.
Signature Nets eSecurity WebRA Administrator * mandatory	Signature (with blue ink pen) of the person with the role of WebRA Administrator in the Nets eSecurity department. The Signature Nets eSecurity WebRA Administrator is required.