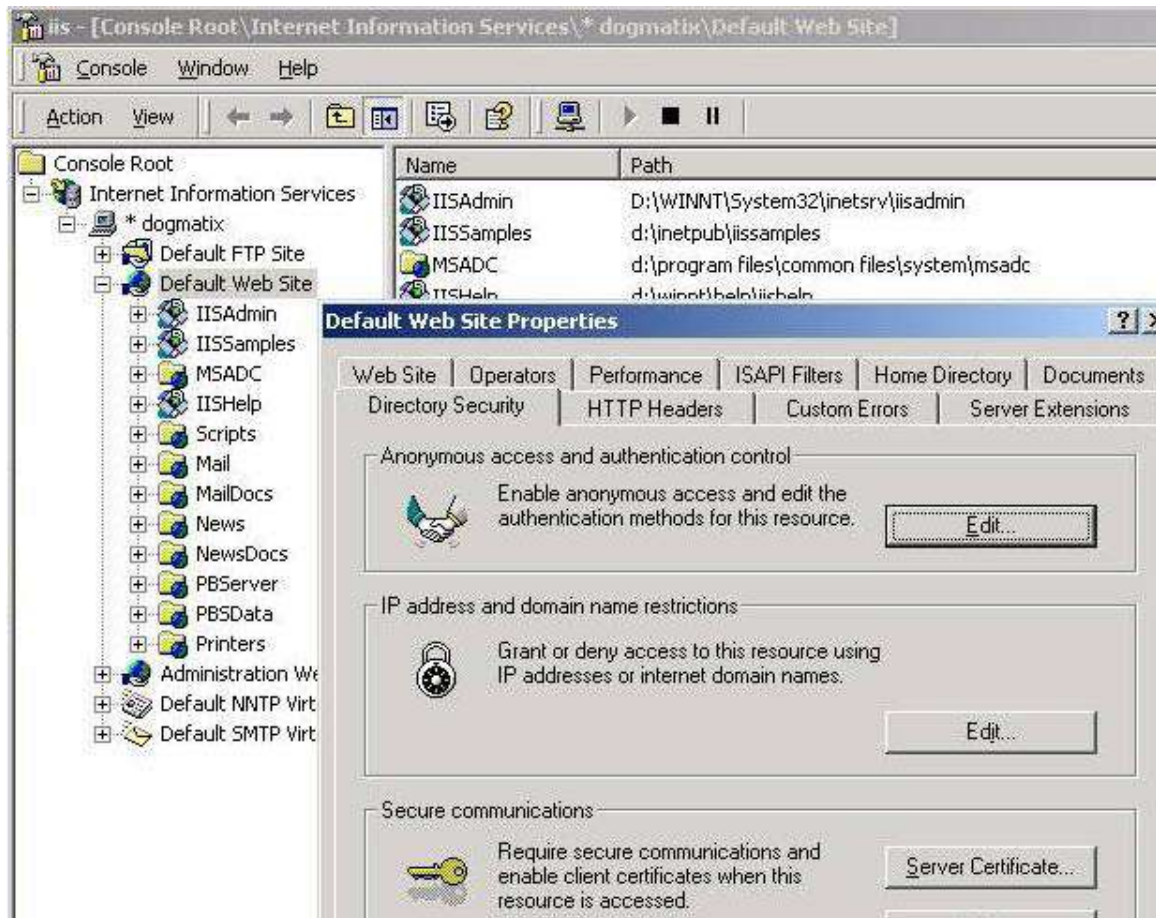


Instructions for obtaining IIS server certificates (Secure Server IDs or Global Server IDs)

1. CSR (Certificate Signing Request) file generation

Open Internet Services Manager in Administrative Tools. Select the site for which you want to submit the certification request and click right.

Open the properties window.



Under Directory Security click "Server Certificate" in "Secure communications" tab. If you haven't used this option before, the "Edit" button will not be active.



Select "Create a new certificate".



The request (CSR) will only be sent online (online registration process), not by e-mail.



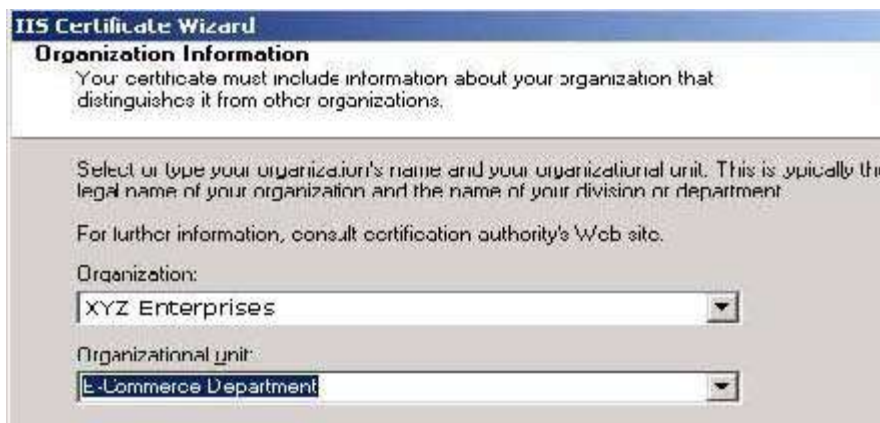
You will set the certificate name and set the private key encryption strength (in this case, 1024).



The screenshot shows the 'IIS Certificate Wizard' dialog box, specifically the 'Name and Security Settings' step. The title bar reads 'IIS Certificate Wizard'. Below the title bar, the section is titled 'Name and Security Settings' with a subtitle: 'Your new certificate must have a name and a specific bit length.' The main area contains the following elements: a text box for 'Name' containing 'XYZ Enterprises Certificate'; a text box for 'Bit length' with a dropdown menu set to '1024'; and a checkbox for 'Server Gated Cryptography (SGC) certificate (for export versions only)' which is currently unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

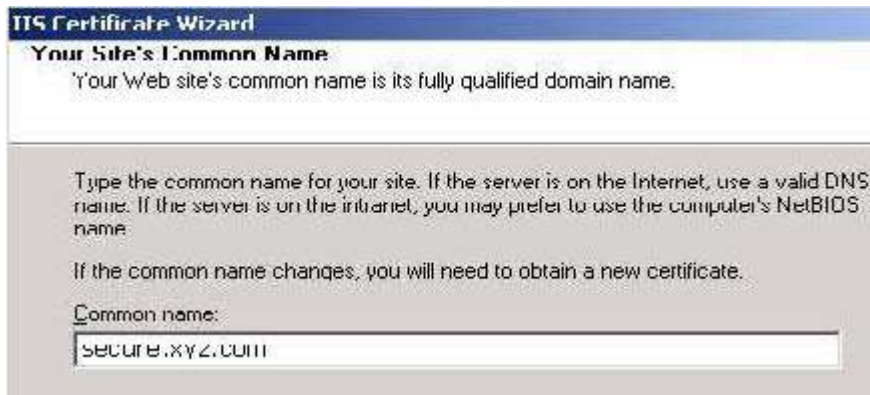
You have now created the public/private keys pair. The private key is locally stored on your server, the public key is sent to Adacom as a CSR (Certificate Signing Request) file. You will now generate the CSR file. This data will appear on your certificate. The CSR file is only used for the certificate request. Do not erase any of the characters in this file as your certificate will not be operational if you do. Do not use the following characters: ! @ # \$ % ^ * () ~ ? > < & / \

Enter your company's name and the name of the department in the relevant fields. The "Organization" field must include the official and full name of the company, as present on the registration document thereof.



The screenshot shows the 'IIS Certificate Wizard' dialog box, specifically the 'Organization Information' step. The title bar reads 'IIS Certificate Wizard'. Below the title bar, the section is titled 'Organization Information' with a subtitle: 'Your certificate must include information about your organization that distinguishes it from other organizations.' The main area contains the following elements: a text box for 'Organization' containing 'XYZ Enterprises'; a text box for 'Organizational unit' containing 'E-Commerce Department'; and a checkbox for 'Server Gated Cryptography (SGC) certificate (for export versions only)' which is currently unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

In the “Common Name” field, enter the correct name of the domain you use.



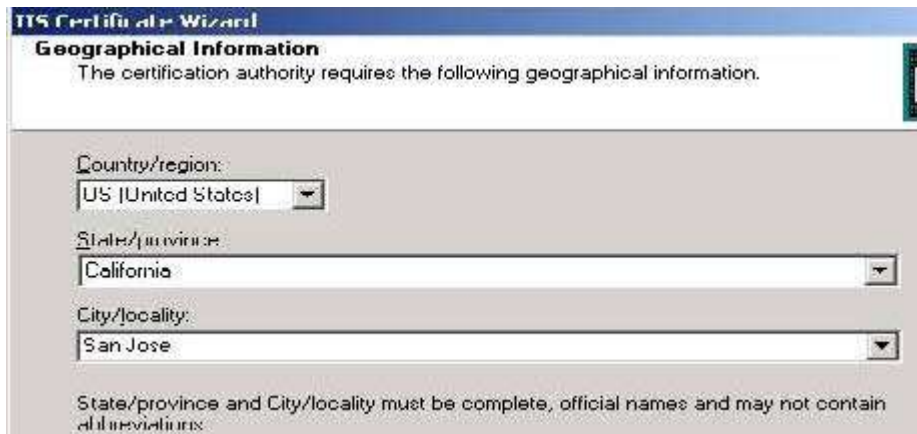
IIS Certificate Wizard
Your Site's Common Name
Your Web site's common name is its fully qualified domain name.

Type the common name for your site. If the server is on the Internet, use a valid DNS name. If the server is on the intranet, you may prefer to use the computer's NetBIOS name.

If the common name changes, you will need to obtain a new certificate.

Common name:

Then, enter details on the geographical area, such as the country, state or province and the town or locality.



IIS Certificate Wizard
Geographical Information
The certification authority requires the following geographical information.

Country/region:

State/province:

City/locality:

State/province and City/locality must be complete, official names and may not contain abbreviations.

The, enter the contact data, which you shall re-enter during the registration process. Make sure that the entered data are accurate.

The screenshot shows the 'IIS Certificate Wizard' window with the 'Contact Information' step selected. The window title is 'IIS Certificate Wizard' and the subtitle is 'Contact Information'. Below the subtitle, there is a text box explaining that this information will allow the certification authority to contact the user in case of questions. Below this, there is a text box with the instruction: 'Type the contact information for your site. The contact person should be the administrator requesting the certificate.' There are three input fields: 'Full name:' with the value 'John Doe', 'E-mail address:' with the value 'jdoe@xyz.com', and 'Phone number:' with the value '777 888 999'. Each field has a dropdown arrow on the right side.

Select a name and a location for this file that you will have to open in Notepad. The file will approximately look like this:

```
-----BEGIN NEW CERTIFICATE REQUEST-----
MIIByDCCATECAQAwwYgx CzAJBgNVBAYTAIVTMREwDwYDVQQIEwhWa
XJnaW5pYTEQMA4GA1UEBxMHU m9hbm9rZTE mMCQGA1UEChMdTmV3IEN
lbnR1cnkgVG VjaG5vbG9naWVzIEluYy4xDzANBgNVBAsTBk5DVGlUyZEBk
GA1UEAxQSd3d3Lm5ld2NlbnRlY2guY29tMIGeMA0GCSqGS Ib3DQEBAQUAA
4GMADCBiAKBgFHdQ2up+9Z06F8pVfC9R0oj0A8fX6mLdc66JhUv6QGleJ37ILc
iLpgvDwvg+Tyi5uThrua+B2zmgMnpr0AkpN2nqle0inHTR29vcbjUNiMSkaxZHN/
NQISSKwQbCB9d6TJBUErZGGfULpSF8dhITfcI4krbEE9TY/r1/kCGmnSBAGMB
AAGgADANBgkqhkiG9w0BAQQFAAOBgQA gOn0at410ohHnKEzVgElu0a1w10
AL37qxgJIBflnLD+7C0h8UKOUFPyrC2DBwP3kKzGRFDLJiwshV3yPuGMOaqY
cTLB8/DK553TyuLR2Fiftr4oxKZ6wT8D8v38a1s1D+1owU20Cbza7Ur0YBqrmQd
D2PnTv/XpHtAAr+M4oez==
-----END NEW CERTIFICATE REQUEST-----
```

The content of the file has to be copied and pasted in the online form. After you send it, you no longer need this file.

The screenshot shows the 'IIS Certificate Wizard' window with the 'Certificate Request File Name' step selected. The window title is 'IIS Certificate Wizard' and the subtitle is 'Certificate Request File Name'. Below the subtitle, there is a text box explaining that the certificate request is saved as a text file with the file name the user specifies. Below this, there is a text box with the instruction: 'Enter a file name for the certificate request.' There is one input field: 'File name:' with the value 'd:\certreq.txt'. To the right of the input field is a 'Browse...' button.

You will then be prompted to confirm the entered data. Click Next.



To end the generation process, click Finish



2. Registration process

In order to obtain a server certificate please [contact us](#).