

Operational Research Consultants External Certification Authority Instructions.

To begin the process of obtaining an ECA through ORC, please go to the following webpage: www.eca.orc.com.

***Note:** You must submit your request for ORC ECA certificates through Mozilla Firefox; available at: <http://www.mozilla.org>. If you have to use another browser due to network policy, please notify your IT Department that you will need temporary access to the Firefox browser. After the certification is issued, it can be moved to another browser. If this does not suffice, please try a different government approved ECA (VeriSign or IdenTrust).

The screenshot shows the ORC website interface. At the top, there is a navigation bar with links: Home | Order Certificates | Pricing | Instructions | Policies | Contact Us | ORC.com |. Below this is a header section with the ORC logo and the tagline "The trust behind your digital identity" next to a photo of three business professionals. To the right of the header are three buttons: Help Desk, ECA Repository, and Certificate Tools. Below the header is a section titled "ABOUT ECA" which contains text about ORC's authorization and a list of services: Encryption to secure email and digital files; Server Authentication for identification of web sites and other devices; Domain Controllers for securing your Windows domain and Signing of Code; and Identification/Digital Signature for people and devices. To the right of this section is a "News & Updates" section with several bullet points, including "ORC Co-Sponsors Identity Management Track at Biometrics Consortium Conference – Sep. 17-20, 2012" and "TAMMS-A Will Require PKI Certificate Login". Below the "ABOUT ECA" section is a "GET CERTIFICATES" section with a list of certificate types and their corresponding "Order" buttons. The first button, "Order Medium Assurance Identity and Encryption Certificates (Personal Certificates)", is circled in red. Below this list is a "LEARN MORE" section with two bullet points: "Why do I need an ECA Certificate?" and "Why should I buy from ORC ECA?".

Reference information for purchasing an ECA is listed on this webpage. Please read through this information carefully. For the AF-CMRA, you will need a minimum of the **Medium Level ECA Security** to access the system. Please see below for instructions on filling out the application.

Scroll down to “Get Certificates” and select the first “**Order**” icon next to “Medium Assurance Identity and Encryption Certificates (Personal Certificates)” to begin your application for the ECA.

After you click “Order”, the ECA application process will begin.

Order Certificates. Instructions for ordering your certificate are available for your use. There are separate instructions for citizens of the United States, Great Britain, Canada, Australia and New Zealand, and instructions for citizens of all other countries. These instructions are for Citizens of the United States, Great Britain, Canada, Australia and New Zealand.

Please read the applicable instructions before ordering your certificate.

Instructions for citizens of the US, Great Britain, Canada, Australia and New Zealand:

1- Select the link for “**Medium Assurance Identity/Encryption Certificates.**” This page provides information on a Medium Assurance Identity/Encryption Certificate.

Order Certificates

Instructions for citizens of the United States, Great Britain, Canada, Australia and New Zealand.

Instructions for citizens of all other countries.

Before you order your certificate, be sure you have gone through all of the above instructions, including Trusting the ECA CAs.

Once you are confident that you understand what is needed to request a certificate, then please make your selection from the certificates below. If you require additional assistance, please contact the ORC ECA Customer Service.

- **Medium Assurance Identity/Encryption Certificates**
- Medium Token Assurance Identity/Encryption Certificates
- Medium Hardware Assurance Identity/Encryption Certificates
- Server Certificates
- Domain Controller Certificates
- Mobile Code Signing Certificates

2- After the page for “**Medium Assurance Identity/Encryption Certificates**” is loaded click “**Continue.**”

Medium Assurance Identity/Encryption Certificates



A **Medium Assurance Identity Certificate** is used by a person to authenticate to a PKI-enabled application, such as a secure web site. Identity certificates may be used for non-repudiation purposes, i.e., transactions that have been signed by an identity certificate may be legally linked to the owner of that certificate. The certificate may also be used for secure and authenticated email.

A **Medium Assurance Encryption Certificate** may be used for encrypting e-mail. When encrypting e-mail messages, the sender uses the certificate of the recipient(s), and the recipient decrypts the message using his or her private key. An encryption certificate cannot be issued for an individual without issuing a identity certificate for that individual first.

[Continue](#)

Reminders & Tips

- [Using Windows 7 or Vista? You must use the Firefox browser.](#)
- [Website Security Cert Error Message](#)

Certificate Request Instructions

- [Instructions – Citizens of US, GB, CA, AU and NZ](#)
- [Instructions – Citizens of all other Countries](#)
- [Trust CAs](#)

CONTACT US

To contact the ORC ECA Customer Service Team, please send an email to ecahelp@orc.com OR [Submit an On-line Help Request Form](#) **1-800-816-5548**

© 2012 ORC ECA. All Rights Reserved

3- Medium Assurance Identity/Encryption Obligations. This page lists the obligations you must have in order to be able to apply for an ECA. In order to continue with your application, check the boxes at the bottom of the page to agree to the obligations.

Using Windows 7 or Vista? You must use the Firefox browser.
Website Security Cert. Error Message

Certificate Request Instructions

- Instructions – Citizens of US, GB, CA, AU and NZ
- Instructions – Citizens of all other Countries
- Trust CAs

CONTACT US
 To contact the ORC ECA Customer Service Team, please send an email to ecahelp@orc.com OR **Submit an On-line Help Request Form**
1-800-816-5548

In order to request and use **Medium Assurance Identity/Encryption Certificates** issued under the ORC ECA OPS you (the subscriber) must agree to the following obligations:

- To accurately represent yourself in all communications with ORC and the PKI.
- To protect the certificate private key from unauthorized access in accordance with the **Private Key Protection** section of the ORC ECA OPS. Only the person named in the certificate is authorized to access the private key. The private key is accessed when using the certificate. (You are the only person authorized to use certificates issued in your name. You may not loan them to another person or allow another person to access a web site with them. You are to protect them with a password at all times.)
- To immediately report to an RA or LRA and request certificate revocation if **Private Key Compromise** is suspected. (If you know, or suspect, that your certificates are being used by someone other than you, Or if your certificates, or certificate export-back-up files, are on a device or computer that has been lost or stolen, You are obligated to notify ORC. ORC will then revoke your certificates so that they may not be used to access web sites.)
- To use the certificate only for authorized applications which have met the requirements of the US Government ECA CP and the ORC ECA OPS.
- To use the certificate only for the purpose for which it was issued, as indicated in the key usage extension.
- To report any changes to information contained in the certificate to the appropriate RA or LRA for certificate reissue processing.
- Abide by all the terms, conditions, and restrictions levied upon the use of private keys and certificates.
- Subscribers signify and guarantee that their application does not interfere with or infringe upon the rights of any others regarding their trademarks, trade names or any other intellectual property. Subscribers shall hold ORC harmless for any losses resulting from any such act.
- As a result of issuing a certificate that identifies a person as an employee or member of an organization, ORC does not represent that the individual has authority to act for that organization.
- For Relying Parties: Use of REVOKED certificates could have damaging or catastrophic consequences in certain applications. The matter of how often new Revocation data should be obtained is a determination to be made by the relying party and the system accessor. If it is temporarily infeasible to obtain Revocation information, then the relying party must either reject use of the certificate, or make an informed decision to accept the risk, responsibility, and consequences for using a certificate whose authenticity cannot be guaranteed to the standards of the ORC ECA practice statement.

I understand that during this process I will be generating my key pair and will possess the only copy of my private key on the workstation/computer (or hardware token) from which I am making my request. If lost, damaged, or compromised, I will be responsible for requesting and incurring the costs of a new certificate.

I have read and understand all the certificate instructions listed in the Subscriber Instructions document, as well as Trusted ECA CAs.

I have read and agree to all of the Subscriber Obligations listed above.

I Agree

4- Online Application. Please select the **Identity Certificate Enrollment Validity Period** from the dropdown menu that you would like. Then complete the **User’s Identity** information, including your first name, middle initial, last name, company name, work email, citizenship and location. Please also complete the **Contact Information** by listing a phone number where you can be contacted regarding the request. Click **“Submit.”**

*Note: You will need to use the same workstation and the same browser to accept your certificate that you are currently using for the request.

Medium Assurance Identity Request

Online Application → VERIFICATION → CERTIFICATE DELIVERY

The purpose of this enrollment is to request a **Medium Assurance Identity Certificate** that may be used for digital signature and digital identity to access websites.

Important: You will need to use the same workstation and the same browser to accept your certificate that you are now using to request it.

Identity Certificate Enrollment [Select Validity Period]

User's Identity:
 Enter values for the fields below. Values must be consistent with your identification Credentials (e.g.- Government issued Photo ID, Drivers License, Passport, ID Card.)

First Name
 Middle Initial
 Last Name
 Company Name
 Work email
 Citizenship [Select country]
 Location [US] [Non-US]

Contact Information:
 Enter a phone number at which you can be contacted regarding this request.

Phone

Back **Submit**

5- Verification. Please review the information presented on this webpage to ensure that it is correct. Once you click **Submit** on the page, your information will be sent to the Certificate Authority.

*Note: It is recommended to make a backup copy of your Private Key Instructions as well as your certificate once it is issued. Please open the links provided in a new tab to view appropriate instructions for the browser you are using.

Note: The following directions are provided to you by ORC to complete; however, this will occur automatically, so you will not need to go through this step of the instructions: When you click **Submit, you will need to set the security level to **High** and create a password for your private key. Please be aware that you will be the only person with this password. **It is important that you remember this password**, as it will not be retrievable by the certificate authority. Do not share your password with anyone.

Click “**This is Correct**” to continue.

The next page displays forms to print. Please print these forms and fill them out in front of a notary public. After completing the forms, please mail them to the address listed on the forms.

***Note: You are required to send photo copies of your two official IDs (front and back.)

Below are images of the form spaces that will need to be completed. Please print all required pages and send them to the address listed in the instructions at the end of the forms. These images are a guide to show what you will need to fill out, but you should send in all pages that were printed.

In order to request and use a **Identity Certificate** issued under the ORC ECA CPS, you (the subscriber) must agree to the following obligations.

- To accurately represent yourself in all communications with ORC and the PKI
- To protect the certificate private key from unauthorized access in accordance with the **Private Key Protection** section of the ECA CPS.
- To immediately report to an authorized US DoD employee, RA or LRA and request certificate revocation if **Private Key Compromise** is suspected
- To use the certificate only for authorized applications which have met the requirements of the US Government ECA CP and this CPS
- To use the certificate only for the purpose for which it was issued, as indicated in the key usage extension
- To report any changes to information contained in the certificate to the appropriate RA or LRA for certificate reissue processing
- Abide by all the terms, conditions, and restrictions levied upon the use of their private keys and certificates

Please use your legal name when filling out this form

Requestor Name:
(Last, First, MI)

Requestor Signature: **Date:**

Organization:

1) Photo ID Type: **1) Photo ID #:**

2) Photo ID Type: **2) Photo ID #:**

See Page 1 for photo ID credential requirements

Please use your legal name when filling out this form

Requestor Name:

Requestor Email Address:

Requestor Phone Number:

Payment: ORC accepts VISA, MasterCard, American Express, Purchase Orders or Corporate Checks (payable to ORC, Inc.)

Card Type: Visa MasterCard American Express

Please Check One, or fill in the Purchase Order Number/Delivery Order Number Check Number filed.

Card Holder Name: (as it appears on the card)

Card Number: #### #### #### ####

Expiration Date: mm/dd/yyyy

Billing Address:
Street Address

Street Address 2

City State Zip Code

Purchase Order Number/Delivery Order Number/Check Number:

Notary/RA/LRA - Please witness the signature and verify the identity of the individual applying for this ORC ECA Certificate.

	<input type="text"/>	
	Requestor Name:	
	<input type="text"/>	
	Requestor Signature:	
	<input type="text"/>	
	Notary/RA/LRA Name:	
<input type="text"/>		
Notary/RA/LRA Signature:		
<input type="text"/>	<input type="text"/>	
Date:	Date of Commision:	

Notary/RA/LRA - Please verify Country of Citizenship. If you are not familiar with the 2-digit country code values, please refer to ISO 3166-1.

Country Code Provided: US -----> **Notary/RA/LRA initial here:** _____

Backup Copies:
Remember that you must use the same workstation you used for the online application process, when retrieving your certificate. ORC also recommends that you create an [operational copy](#) of your private key on a disk or CD. Any operational copy of the private key must be protected in accordance with the ORC ECA CPS section on Private Key Protection.

ORC recommends, that a back-up copy of your private key be made as soon as you submit your request - see the [Creating a Backup \(Export\) Copy of your Private Key instructions](#) for the web application used during the request process. ORC recommends that you create a back-up copy of your key pair once issued - see the [Creating a Backup \(Export\) Copy of Your Certificate](#). This needs

You will need the following information in order to complete this process and submit your authorized application to an ECA RA.

- **Two forms of Photo Identification.** One of the forms of Photo Identification MUST be issued by a government entity within the US and be current and valid. (Example: Driver's license or passport). The second form of Photo Identification may be a government issued photo ID (from a different agency than the first) or a business or institutional photo identity card or badge.
- **Proof of Citizenship.** US Citizens may submit a photocopy of the following documents as Proof of Nationality: US Passport, certified copy of Birth Certificate, Naturalization Certificate, Certificate of Citizenship, FS-240 Consular Report, or DS-1350 Certification or Report of Birth
- **Proof of Organizational Affiliation.** You may use either a letter or a photo ID for Proof of Organizational Affiliation.
 - If you are using a company issued ID as one of your two forms of Identification, then this will also work as your Proof of Organizational Affiliation.
 - If you are not using a company issued photo ID, then you will need to submit a letter on company letterhead, signed by a Duly Authorized Company

Representative, stating that you are an employee of that organization. The image below is a sample of the Proof of Organizational Affiliation Form that will be completed if you are not using a company issued ID as one of your two forms of Identification. It is available on the ECA Instructions page.

< INSERT COMPANY LETTERHEAD >							
<p> ORC ECA Issuing Authority Operational Research Consultants, Inc. 11250 Waples Mill Road South Tower, Suite 210 Fairfax, VA 22030 </p> <p> SUBJECT: ORC ECA PROOF OF ORGANIZATIONAL AFFILIATION FOR <ENTER SUBSCRIBER'S FULL NAME> </p> <p> This letter is provided as proof that <enter Subscriber's full name> is an employee of <enter company name> and is hereby authorized to submit for and use an External Certificate Authority (ECA) Identity and/or Encryption Certificate(s) on <enter company name>'s behalf in secure transactions with the Department of Defense's Public Key Infrastructure ECA program. I, <provide your full name>, attest as a Duly Authorized Representative of <enter company name> that the information provided below is true to the best of my knowledge and that <enter Subscriber's name> may request Identity and/or Encryption Certificates for use within the Department of Defense's Public Key Infrastructure environment. </p> <p> Organizational Information: </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Legal Company Name:</td> </tr> <tr> <td style="padding: 2px;">Abbreviated Company Name (if applicable):</td> </tr> <tr> <td style="padding: 2px;">Organization's address (number and street, city, state, ZIP code):</td> </tr> <tr> <td style="padding: 2px;">Organization's telephone number:</td> </tr> <tr> <td style="padding: 2px;">Dun and Bradstreet, D-U-N-S* Number and State:</td> </tr> <tr> <td style="padding: 2px;">Year of Formation:</td> </tr> </table> <p> Duly Authorized Representative of the Organization: </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Full Legal Name (First, MI, Last, Suffix):</td> </tr> </table>	Legal Company Name:	Abbreviated Company Name (if applicable):	Organization's address (number and street, city, state, ZIP code):	Organization's telephone number:	Dun and Bradstreet, D-U-N-S* Number and State:	Year of Formation:	Full Legal Name (First, MI, Last, Suffix):
Legal Company Name:							
Abbreviated Company Name (if applicable):							
Organization's address (number and street, city, state, ZIP code):							
Organization's telephone number:							
Dun and Bradstreet, D-U-N-S* Number and State:							
Year of Formation:							
Full Legal Name (First, MI, Last, Suffix):							

*Note: A letter of Organizational Affiliation is not a substitute for a required photo ID.

- **Form of Payment.** You can pay by Check, Credit Card, or Purchase Order.
- **A completed and verified copy of the Request Form.**

To ensure that you have printed and are completing the entire request form, you should see a FINISH LINE at the end of the form.



Please take the Request Form with two official photo IDs, proof of nationality, and proof of organizational affiliation to ORC's Fairfax Branch or to a Notary Public for verification of identity. **Do not sign the Request Form until you are in the presence of an RA, LRA, or Notary Public.** If using an ORC RA or LRA, you will be required to leave the original form pages and copies (front and back) of your photo IDs with the RA/LRA. If you are using a Notary Public, please send all completed and approved form pages, along with photo copies of your two official IDs (front and back), proof of

nationality and proof of organizational affiliation to the ORC branch location listed below:

ORC-ECA
11250 Waples Mill Road
South Tower, Suite 210
Fairfax, VA 22030

***Note: This form must be received by ORC within 14 days of the request date. If not, you will be required to make the request again.**

Download your ECA. You will receive instructions for the download of your ECA once ORC has verified your information. Below are instructions for downloading the ECA:

Please read all instructions carefully before importing certificate(s):

After you have received the email:

1. **Launch the Internet Browser** (this will be the same browser and the same computer that you used for the initial process).
2. **Go to the URL** posted in your email.
3. **Your certificate will be displayed.** Scroll the bottom of the page.
4. Click **“Import Your Certificate”** button.
5. Once you have imported the certificate, click **“Test Certificate Acceptance”** button. This option only applies to the Identity Certificate.
6. **Export** your Certificate(s) for Operational copy purposes.
7. Ensure that you **back-up your certificate**. A link is provided for both Internet Explorer and FireFox users to back up their information.

Once you have done this you have successfully downloaded and retrieved your certificate.