This document outlines the process by which GEANT and NRENs will order amended priced Adobe Document Singing Certificates through our retail sites.

**Note:** Please select the 3 Year Term for these certificates as they are saved on a USB Token and shipped via UPS.

2. Check the box **I agree to these terms of service**
3. Click on **Continue**

**Note:** No need to enter Promo Code as the above link has been designed specifically for you with all discounts applied.
4. Click Checkout

5. On the Checkout page, you will have the option to create a new Account or Login with your existing credentials.

6. Please enter your Payment Details:
7. **Click Complete Order**

By clicking "Complete Order" below, you acknowledge and agree that Sectigo will use your personal data to administer your account, provide the products you requested, and if you selected "yes" above, to send you certain marketing information. We will never sell your personal data to any third parties for marketing purposes and you can unsubscribe to receiving marketing information at any time. Please check our Privacy Policy for more details.

You will then be sent to the Invoice page. For this example, I am Processing an order without the special GEANT price to give you a sample of next steps.

**Note:** You will also get an email notification for the order.

8. **Select Back to Client Area** on top of the page

Ordering Adobe Document Signing Certificates  
[www.sectigo.com](http://www.sectigo.com)
9. Click **My Products**

10. Within My Products & Services Click on the Green **Active** button or Product description

11. Within the Manage Product screen, click **Set Up Document Signing Certificate**
12. Within the **Set Up Document Signing Certificate** screen
➢ Select your Certificate Type

**Note:**
Select **Individual** if...your organization wants the certificate to be signed by a person in the organization
Select **Company** if... your organization wants documents signed by the company and the email address of a contact at the organization.

13. Populate the remaining fields within the Setup Document Singing Certificate screen.

**Note:** Ensure all information is accurate as it will be used for communication, validation and shipping purposes.
Once everything has been correctly configured, click **Set up Document Signing Certificate**

What you can expect from Sectigo:

Once the order has been submitted our Validation Team will start processing Document signing certificate requirements for an individual within an organization.

**Note:** Before your certificate can be issue, the following must take place:

- Organization is verified
- Individual is verified using a [face to face document](https://comodoca.my.salesforce.com/sfc/p/#1N0000002Ljih/a/1N000000Lyqo/bOdV909alFDS.iC TOLuBnCutMRI.ORTzGrBdALLjPbo). The form has instructions and the supporting documents that are provider by the individual. Form is found here: [https://comodoca.my.salesforce.com/sfc/p/#1N0000002Ljih/a/1N000000Lyqo/bOdV909alFDS.iC TOLuBnCutMRI.ORTzGrBdALLjPbo](https://comodoca.my.salesforce.com/sfc/p/#1N0000002Ljih/a/1N000000Lyqo/bOdV909alFDS.iC TOLuBnCutMRI.ORTzGrBdALLjPbo)
- Email challenge is sent to individual’s email address
- Callback to the organization to verbally verify the individual is authorized to have the certificate

Once the above has been completed, we will then ship your USB taken via UPS