

Guide for Enterprise Approvers

HARICA's CertManager Portal

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A) Enterprise Approver Role

1. Visit HARICA's <u>CertManager</u> and <u>sign up</u> to create your account.

Your personal information must be accurate and fully matched (letter-by-letter) with a government-issued identification document.

 Once you log in, from the top right corner, click on your name and select Profile. From the Account Settings menu, click Enable and follow the on-screen instructions to activate Two-Factor Authentication (2FA) as it is required for this role.

After the process is completed, <u>please inform an Enterprise Admin of your Enterprise in order to</u> <u>provide you access as Enterprise Approver</u>.

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Profile

3. When you gain access, a new menu *Enterprise* will appear on the portal.

= ZHAR	ICA Enterprise				
	B SSL Requests				
My Dashboard	SSL Certificates				
in eSign Documents	S/MIME Certificate Requests				
	S/MIME Certificates				

- 4. As an *Enterprise Approver*, you will be able to:
 - view and verify SSL and S/MIME certificate requests, and
 - manage SSL and S/MIME certificates,

These features are described in detail below.

B) SSL Certificate Requests

1. To view all SSL certificate requests, go to **Enterprise** \rightarrow **SSL Requests**.

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	🔒 SSL Requests				
Dashboard	SSL Certificates				
gn Documents	S/MIME Certificate Requests				
	S/MIME Certificates				

2. As an SSL Approver, you will be responsible for reviewing and approving SSL certificate requests. This involves verifying that the users submitting these requests have control or ownership of the domains included in their requests.

Certificate requests can have one of four statuses:

- **Pending**: Requests that require your approval.
- Ready: Approved requests where the user has not yet enrolled their certificate.
- **Completed**: Requests where the certificate has been successfully issued.
- **Cancelled**: Requests that have been cancelled, either by the user or the SSL Approver.

You can view and manage requests in the corresponding tabs based on their status.

Pending	2 Ready 0	Completed 2	Cancelled 0	
T Filter	by domain, type etc			
	Domains	Email	Created At	
OV	salitati gr	ter Dynamic g	03/01/2025	© 2'
DV	where g	to Classifier g	03/01/2025	© Ľ

3. To view a pending certificate request, click on it or on the **Show details** button located on the far-right side.

Pending	2 Ready 0	Completed 2	Cancelled 0	
T Filter	by domain, type etc			
	Domains	Email	Created At	
ov	salest gr	ter 20-alext g	03/01/2025	8 2 💶
DV	where g	her Capedite Cap	03/01/2025	© Ľ

4. A pop-up window will appear, displaying the details of the request. On the left side, you will find three tabs: Organization (applicable for SSL OV, not DV), Consent, and Domains. Go to the Domains tab to review the domains included in the request and verify that the user has control or ownership of the submitted domains.

Once verification is complete, go to the **Consent** tab, add a note in the corresponding field (for internal use only; this message will not be sent to the user) and click **Accept** to approve the request.

 Organization Consent Domains 	Validated Reviewed Created	X 0 2025-01-03T11-06:52.519813			Value Open file [Επιλογή αρχείου] Δεν επιλέχθηκε κανένα αρχείο. Message
				•	Accepted
					Accept Update
			Close		

Please note that you cannot accept your own requests.

5. Press on the \boldsymbol{x} button to reject the transaction and cancel the request, if necessary.

OV	values gr	test Tapoditisti gr	03/01/2025	🟓 🛛 🗹

C) S/MIME Certificate Requests

1. To view all S/MIME certificate requests, go to **Enterprise** \rightarrow S/MIME Certificate Requests.

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	SSL Requests
Dashboard	SSL Certificates
gn Documents	S/MIME Certificate Requests 🔶
	S/MIME Certificates

- 2. As an S/MIME Approver, you will be responsible for reviewing and approving S/MIME certificate requests. This involves verifying users' personal information in correspondence with their identification document which is submitted during the request process. Certificate requests can have one of four statuses:
 - **Pending**: Requests that require your approval.
 - **Ready**: Approved requests where the user has not yet enrolled their certificate.
 - **Completed**: Requests where the certificate has been successfully issued.
 - **Cancelled**: Requests that have been cancelled, either by the user or the SSL Approver. You can view and manage requests in the corresponding tabs based on their status.

Per	nding 1	Ready 0	Completed 3	Canceled 0			
T Filte	ers Filter b	y user details, organization					
	Туре	User details	Organization	Cre	eated		
	IV OV	Allow Yest - test "geodiciting	Test Universities Test	202	5-01-03T13:10:	Waiting for: 1 task	© Ľ

3. To view a pending certificate request, click on it or on the **Show details** button located on the far-right side.

	2 Ready	Completed 2	Cancelled 0	
Filter	by domain, type etc			
	Domains	Email	Created At	
OV	where g	ter (gales) g	03/01/2025	0 Z
DV	values gr	$\operatorname{ter}(2) \operatorname{ode}(x) g$	03/01/2025	© 12

4. A pop-up window will appear, displaying the details of the request. On the left side, you will find three tabs: Natural Person and Organization (applicable for S/MIME IV+OV (SV), not Email-Only), and Emails. Go to the Natural Person tab to review user's personal information in correspondence with their identification document. You can view the document by pressing the Open file button.

Once verification is complete, add a note in the corresponding field (for internal use only; this message will not be sent to the user) and click **Accept** to approve the request. (Press the **Update** button only if you need to modify the user's information before accepting the Natural Person review)

a8ff5442-912e-479d-bf2a-99b70 S/MIME IV+OV	Dc2bf270		
 Natural Person Organization Emails 	Validated X Reviewed 0 Created 2025-01-03T13:10:14:06048 Country Greece V First name Last name Address	Email Locality State or province	Value FNJ LN:: C-CR ADD: E ©pen file Emboying opyciou Δαν κπιλέχθηκε κανένει αρχείο. Message Acceped
		Close	

<u>Please note that the **Emails** tab will be check marked once the user completes email validation</u> for the specified email addresses.

Finally, please note that you cannot accept your own requests.

5. Press on the **x** button to reject the transaction and cancel the request, if necessary

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D) Manage Certificates

1. To view all issued certificates, from the *Enterprise* menu, go to SSL Certificates or S/MIME Certificates.

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Dashboard gn Documents	SSL Requests
	SSL Certificates
	S/MIME Certificate Requests
	S/MIME Certificates

2. Click on a certificate to view the certificate details.

Friendly name				
Subject Distinguished Name	(-GE)T-Theoaltonic) - Theoaltonic/S-Test Enterprise Test/DF-collect gr			
Subject Alternative Names	(M) Nerve-collicity. (M) Nerve-serve collicity.			
Certificate type	SSL/TLS OV			
Certificate Approver Name				
Certificate Approver Address	ARE 113, 207 200 PL			
Issuer Distinguished Name	C=GR,O=Hellenic Academic and Research Institutions CA,CN=HARICA OV TLS RSA - STG			
Key type	RSA 2048			
Serial Number	7E0229CCB28C40798B4B803A8127BA6C			
Valid from	03/01/2025			
Valid until	03/01/2026			
Transaction notes				
Status message to user				

3. Go to the Download tab to download the certificate's public key in various formats.

Details Download	Revoke	
Download as PEM	Download as DER	Download as PKCS#7 (chain)
This is encoded in PEM format (text)	This is encoded in DER format (binary)	This format, includes the entire hierarchy chain

4. Go to the **Revoke** tab to revoke the certificate, if necessary.

IME IV+OV	ikosto@k.auth.gr	Giannis Kostopoalos	30/12/2024	30/12/2026	
Details Dov	wnload Revoke				
Unspecified	reason	~]	Revoke	•
Transaction no	otes	Status message to user			
•					