Guide for Enterprise Managers
## HARICA's CertManager Portal

Contents

A) Enterprise Manager Role

1. Visit HARICA's [CertManager](#) and [sign up](#) to create your account.

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

2. 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, please inform HARICA's support in order to provide you access as Enterprise Manager.
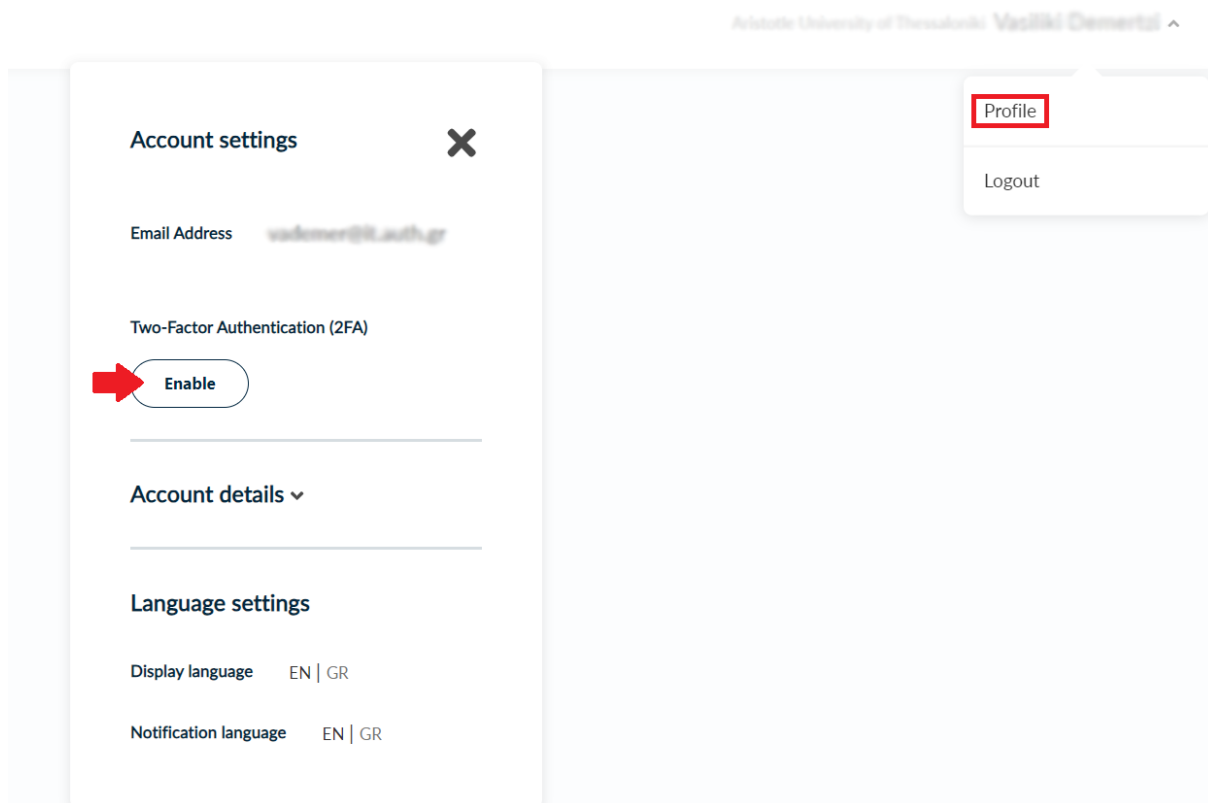
3. When you gain access, a new menu *Enterprise Manager* will appear in the portal. Go to **Enterprise Manager → Enterprises**.


4. As an *Enterprise Manager*, you will be able to:
   - request for on-boarding new enterprises,
   - assign enterprise admin role to selected users,
   - request for new domains within existing enterprises,
   - submit the required legal documents for identity validation, and
   - view all issued certificates.

These features are described in detail below.
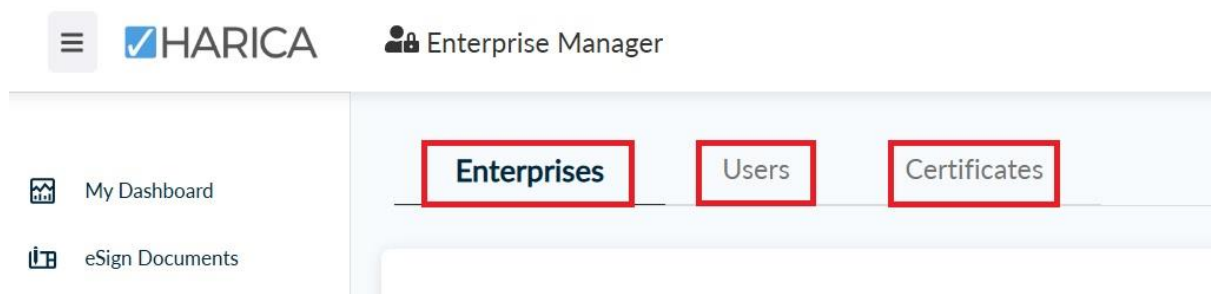
B) On-board Enterprises

1. To request for on-boarding new Enterprises, from the *Enterprises* tab, click **Request New Enterprise.**
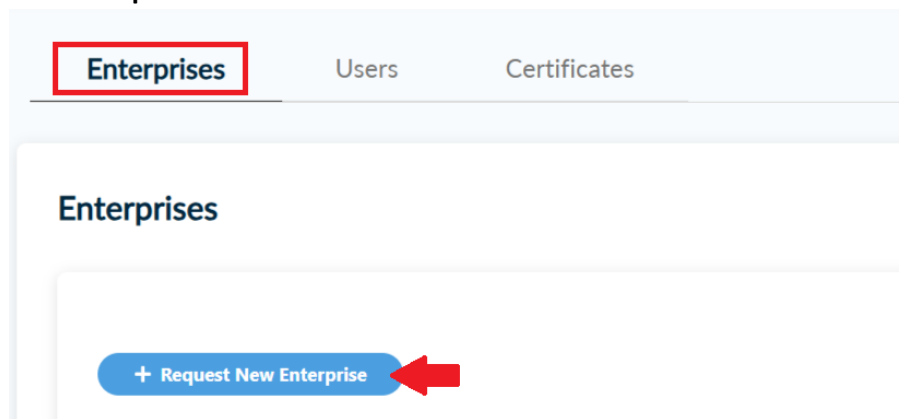
2. **Download the CSV sample** provided on the portal and fill in the required columns.

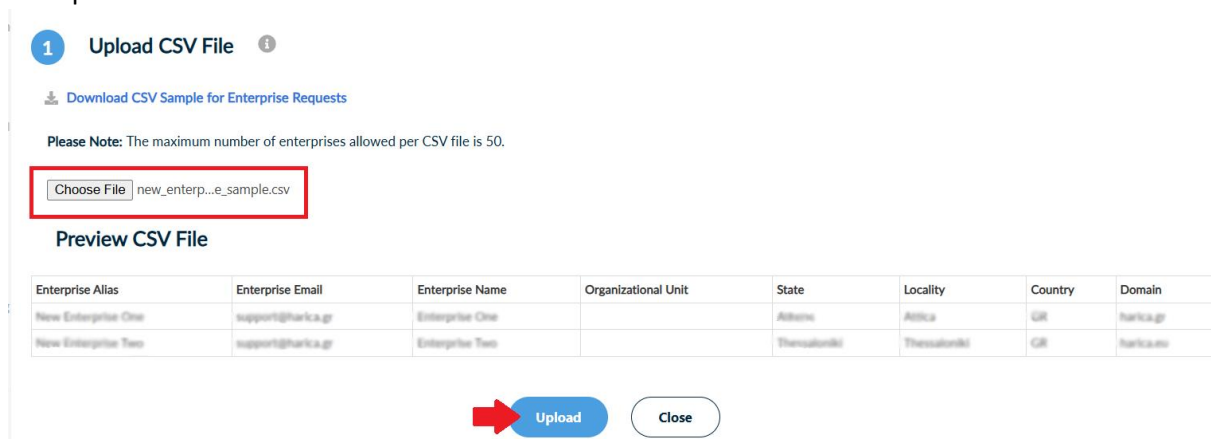   Make sure that the Organizational Unit column remains empty as, at this point, it is not required.


3. Click on **Choose File** to select the CSV file that you created. Then, click **Upload** to submit your request.

4. If the process is completed successfully, you will receive a confirmation email. Now, your request needs to be approved by HARICA's validators, who will check and verify the data that you have submitted.
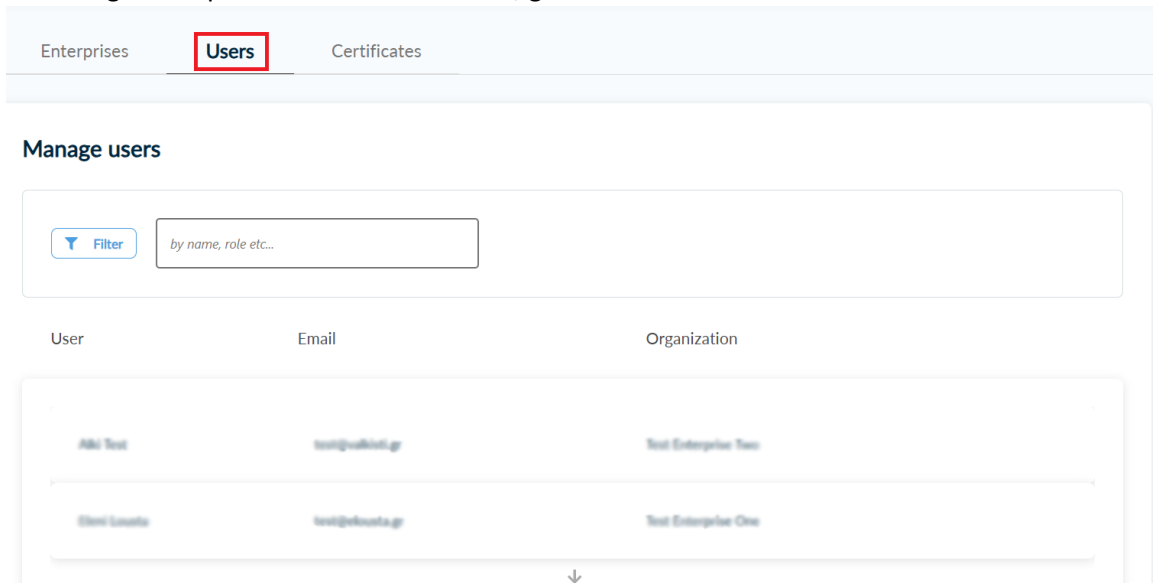

5. Once the validation is completed successfully, the requested enterprises will appear under the *Enterprises* tab.
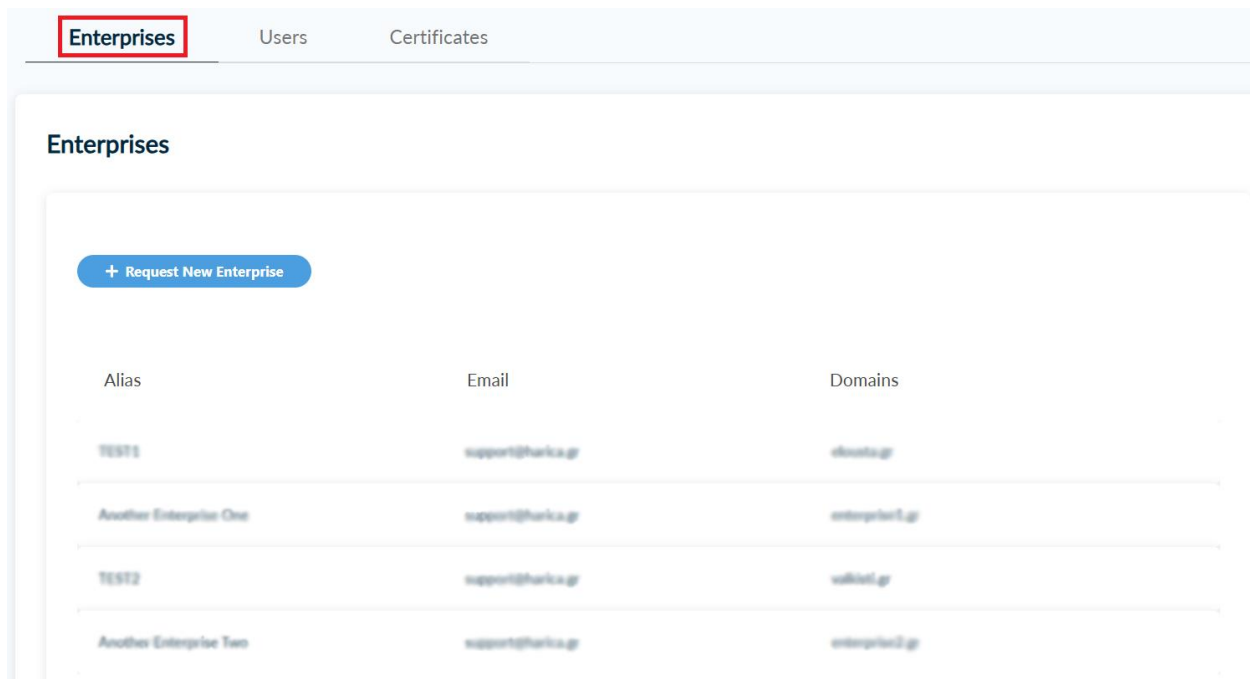
C) Assign Enterprise Admin Role

1. To assign Enterprise Admin role to a user, go to the **Users** tab and select the desired user.


2. Go to the **Account info** tab. <u>Enable</u> the **Enterprise Admin** switch and select from the drop-down menu which enterprises this user will manage by pressing the **Manage Groups** button, first. Then, click **Save**.

   <u>Please note that the user should have first activated **Two-Factor Authentication (2FA)** to be able to access this role</u>.
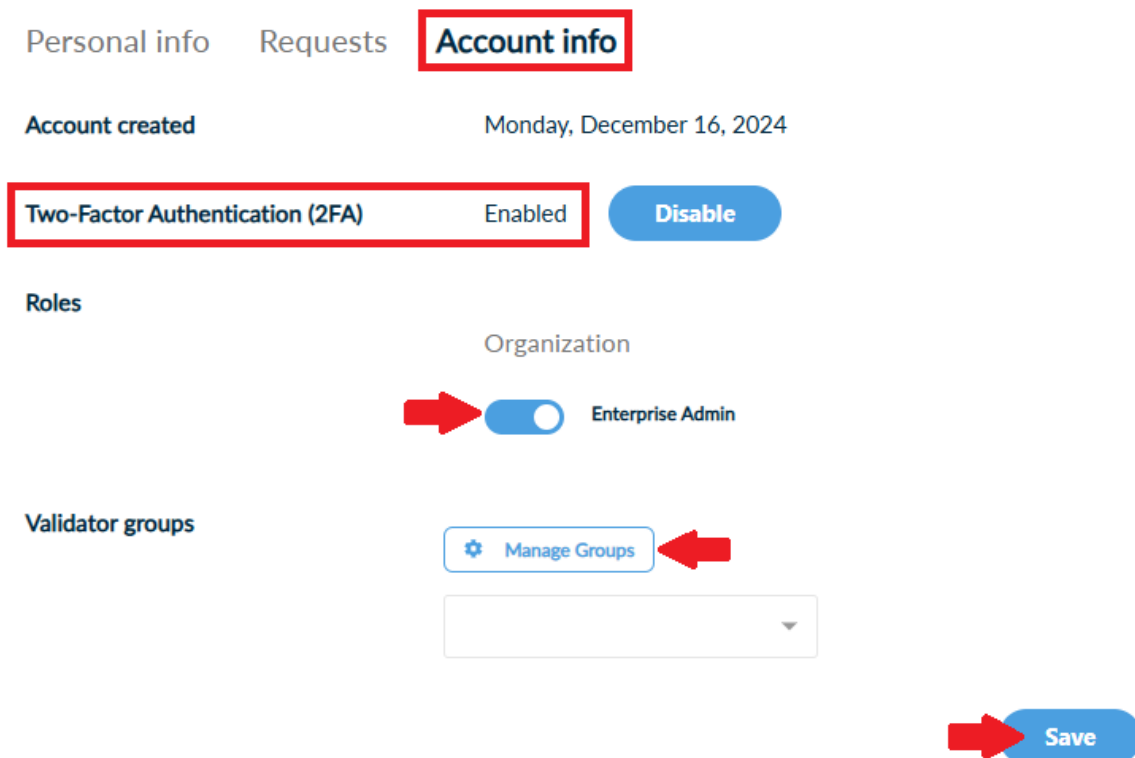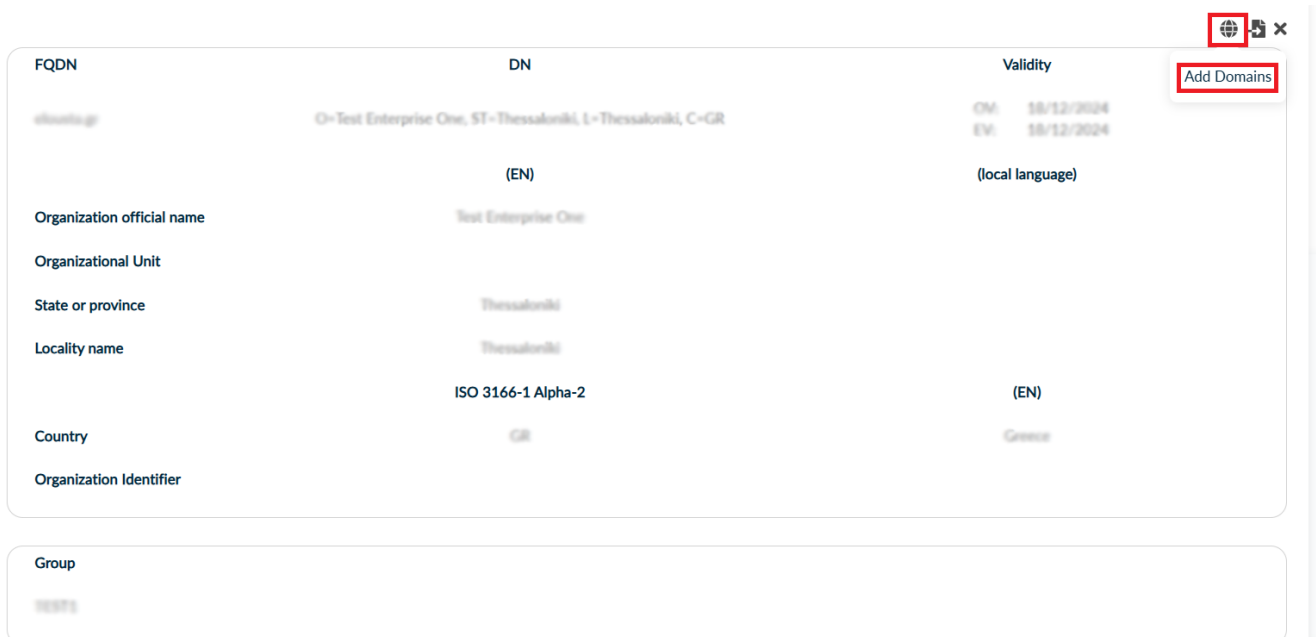
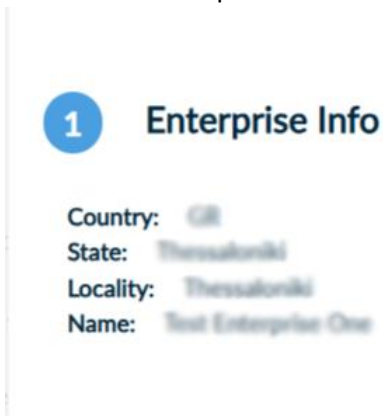## D) Add Domains to an Enterprise

1. To request for new domains, from the **Enterprises** tab, click on the desired enterprise.
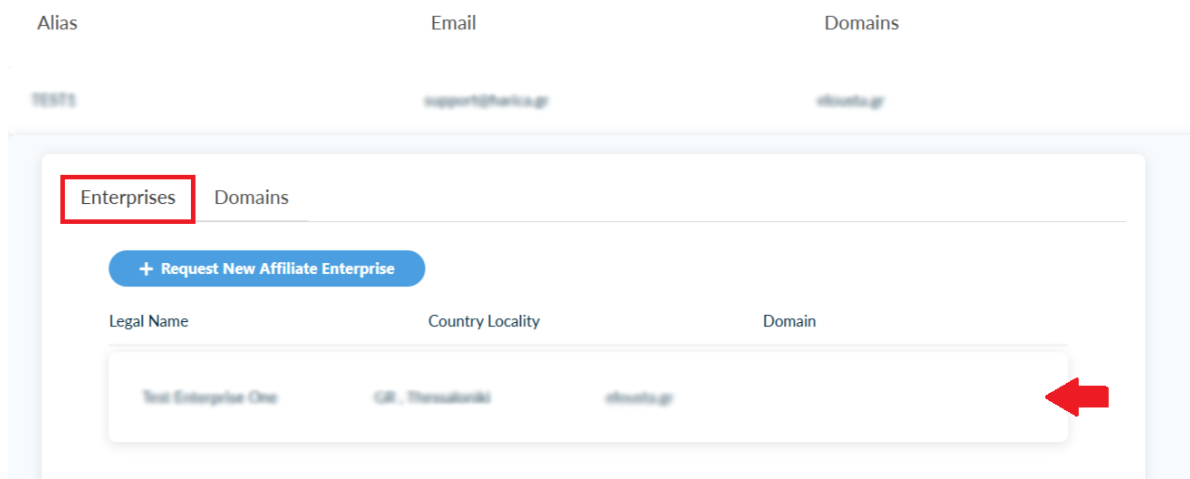
2. Click on the **Add Domains** button.

3. Check the enterprise information.

4. **Download the CSV sample** provided on the portal and fill in the required columns.

5. Click on **Choose File** to select the CSV file that you created. Then, click **Upload** to submit your request.

6. If the process is completed successfully, you will receive a confirmation email. Now, your request needs to be approved by HARICA's validators, who will check and verify the data that you have submitted.

7. Once the validation is completed successfully, the requested domains will appear under the *Domains* tab.

Enterprises

+ Request New Enterprise

Alias	Email	Domains
TEST1	support@harica.gr	elousta.gr, anotherdomain.gr, anotherdomain2.gr

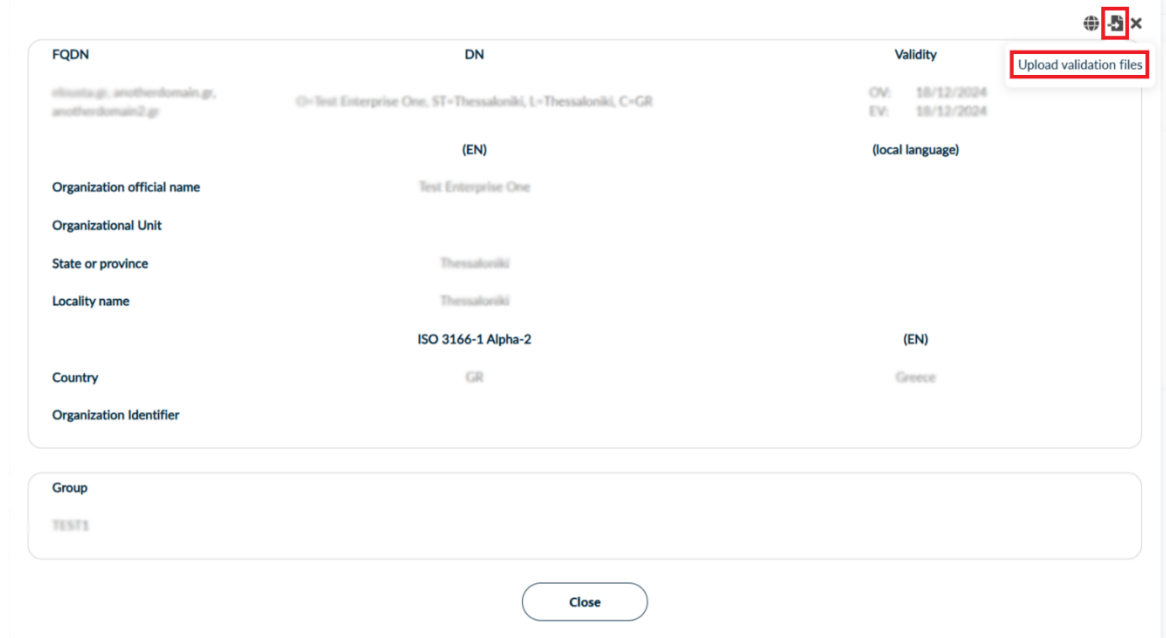Enterprises   Domains

Domain	Validity
elousta.gr	18/12/2024
anotherdomain.gr	19/12/2024
anotherdomain2.gr	19/12/2024

E) Submit Legal Evidence for Identity Validation

1. To submit legal evidence for identity validation of the enterprise, from the **Enterprises** tab, select the desired enterprise.
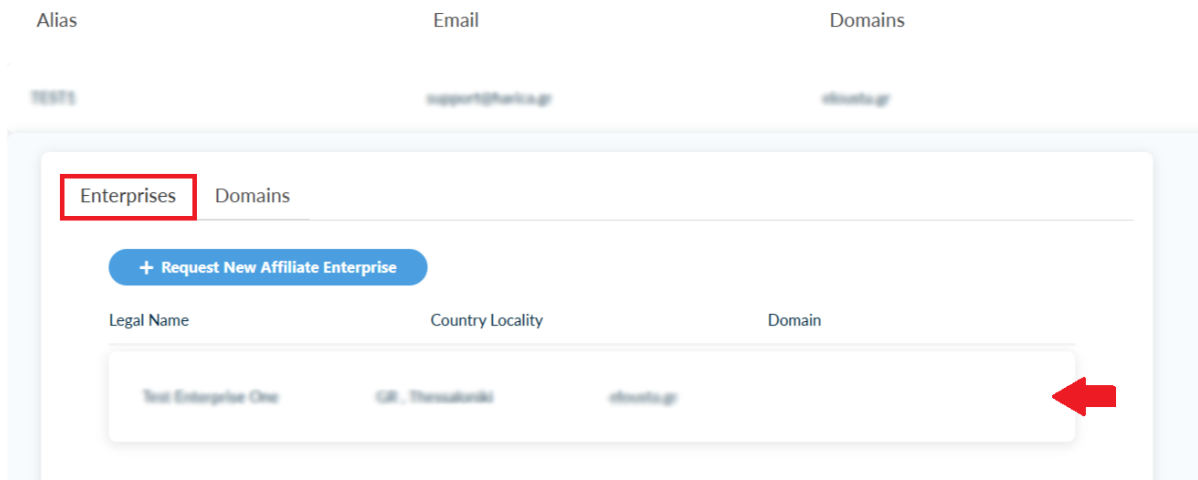
2. Click on the **Upload validation files** button.

3. Upload the necessary evidence for the identity validation.

   At this point, upload evidence for the **OV validation only**. EV validation evidence is not required.

4. If the process is completed successfully, you will receive a confirmation email. Now, your request needs to be approved by HARICA's validators, who will check and verify the data that you have submitted.

5. Once the validation is completed successfully, the validity will be updated with a new expiration date.