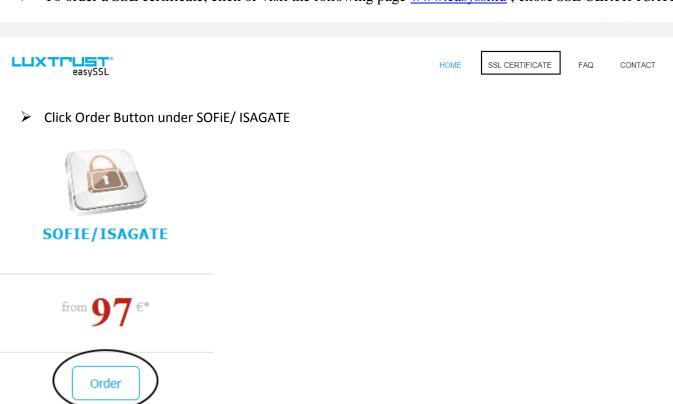
## **CERTIFICATE ORDER**

## Electronic and administrative order at Luxtrust

Please check the following points:

- O A SSL certificate for SOFiE is chipper than a standard SSL certificate.
- o You can choose a validity between 1 year and 3 years.
- o For any additional question about this procedure, please contact Luxtrust helpline:
- **(**+352) 24 550 550
- easyssl@luxtrust.lu
  - > To order a SSL certificate, click or visit the following page <u>www.easyssl.lu</u>, chose SSL CERTIFICATE.



1 or 3 Years Validity

Client Authentication

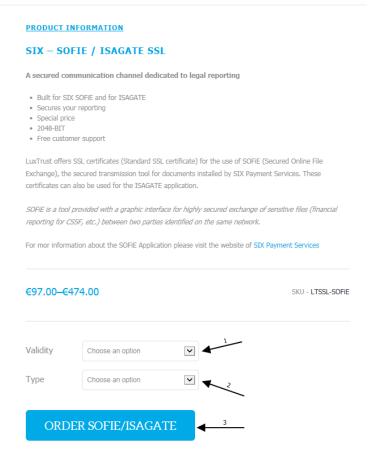
For the use of SOFIE (Secured Online File Exchange), the secured transmission tool for documents installed by SIX. SOFIE is a tool provided with a graphic interface for highly secured exchange of sensitive files (financial reporting for CSSF, etc.). These certificates can also be used for the ISAGATE application

- Please chose the validity between the available choices (1 year or 3 years)
- Please chose the SOFiE contract type.
  SOFiE Business is essentially used for reporting to CCSS and ACD. One SSL certificate must be ordered.

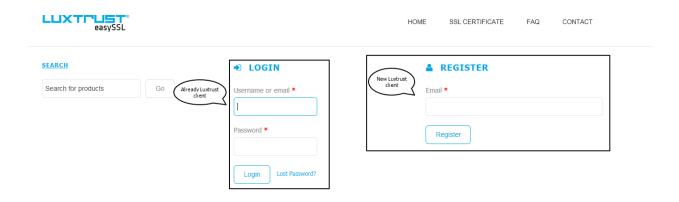
**SOFIE SORT** is essentially used for reporting to CSSF, BCL or CAA. <u>Two certificates</u> must be ordered (Crypt <u>and</u> Transport), except in <u>specials cases</u>.

- In some specials cases, if you have only to order one certificate (Crypt or Transport), please chose SOFIE Business.
- Click to the button ORDER SOFIE/ISAGATE

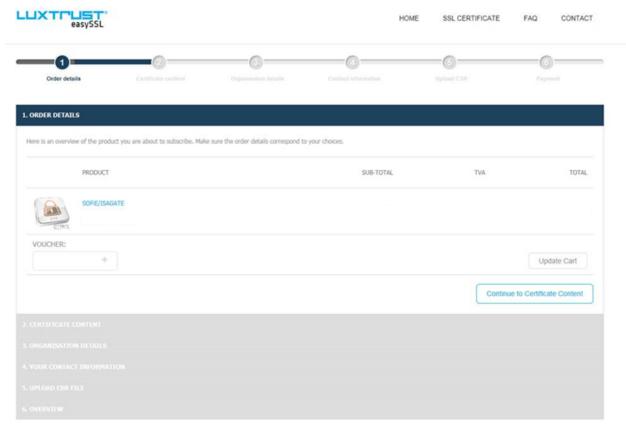




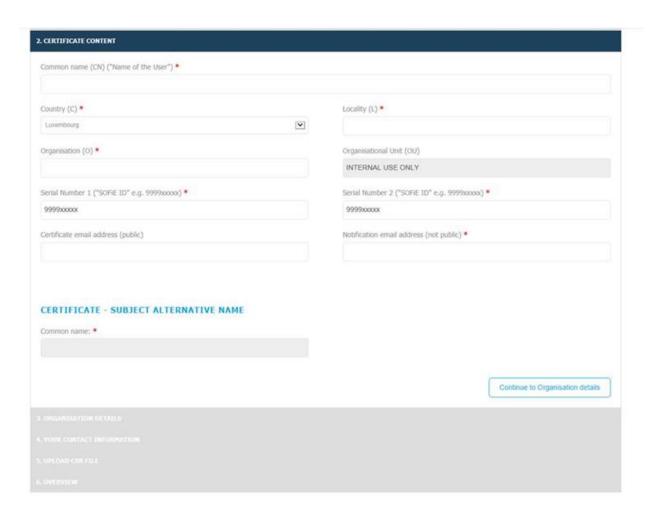
After choosing the correct type and validity, you have to connect to Luxtrust webpage within your own credentials.



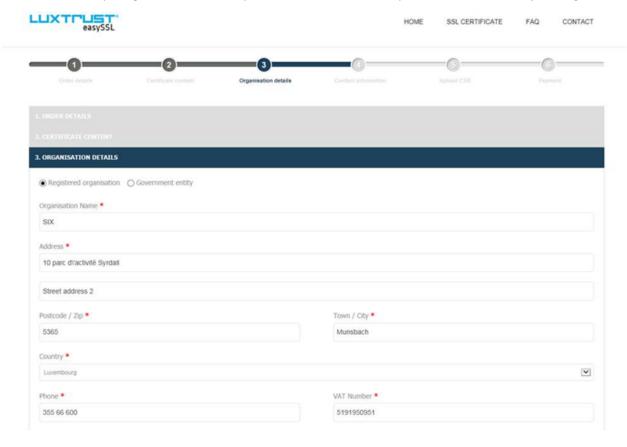
- If you are not already Luxtrust client, before you can continue placing your order, you must register using your email address.
- If you are already Luxtrust client, you have first to connect to their web page in order to be able to place an order. In case you need assistance to get your credentials, please contact Luxtrust helpline.
- After the authentication, the first step of your order is showed. Please fill in at least all required fields (\*) then click to the button « Continue to Certificate Content ».



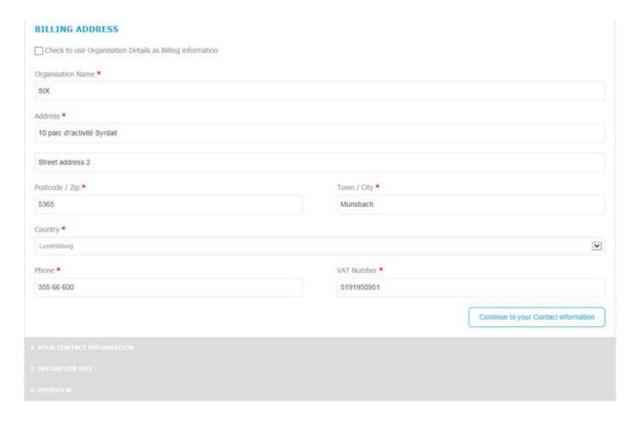
Second step, please fill in at least all required fields (\*) then click to the button "Continue to Organization details". The information requested are in relation with the person who requests the certificate.



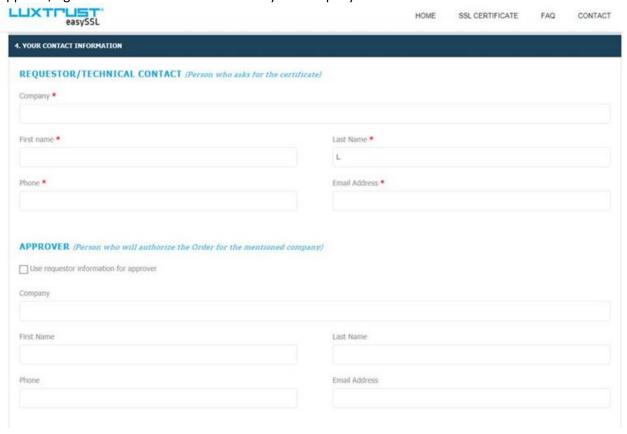
Third step, Organization details, please fill in at least all required fields (\*) about your organization/company.

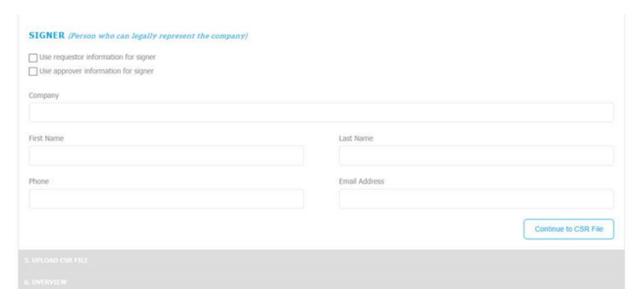


Please fill in at least all required fields (\*), it concerns the billing.

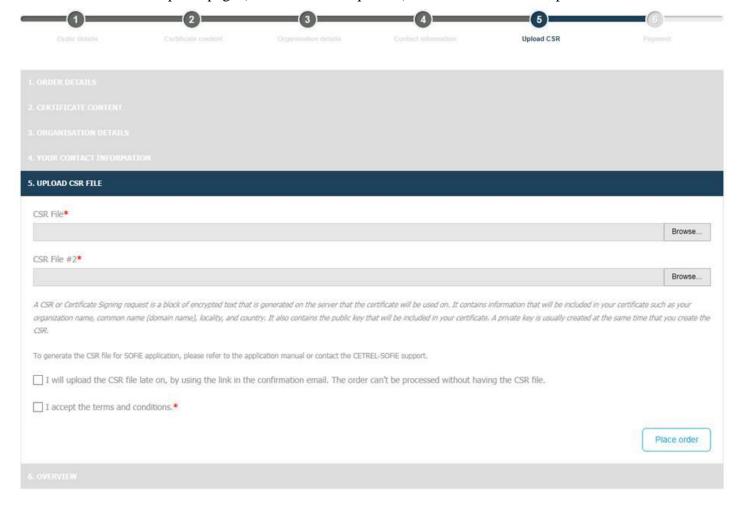


- Click to the button "Continue to your Contact information"
- Fourth step, you have to inform Luxtrust about a technical contact and an authorized person who can approve/sign official documents on behalf of your company.

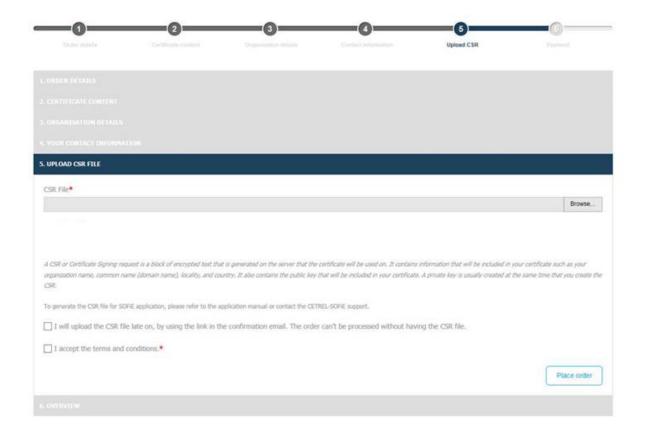




- ➤ Please click to the button "Continue to CSR File" to continue to next step.
- ➤ SOFiE- SORT upload page (two CSR files requested). For SOFiE-Business, please check below.



➤ SOFiE- Business upload page (one CSR file requested)



➤ Please browse the folder where is located the CSR file previously generated within SOFiE. The default folder where the file is saved is SOFIE HOME folder (e.g. c:\cetrel\sofie). Select the CSR file and tick "I accept the terms and conditions", then "place order".

If you see that you did a mistake at this point (have chosen SOFiE Business instead of SOFiE SORT or the reverse, please cancel the present request and return back to the 1<sup>st</sup> page of this document.



Please make sure that your CSR file matches your private key. The modification date of both files must be the same. The private key is stored under SOFIE\_HOME\Keys\private (default: C:\ cetrel\sofie\keys\private) and the file name is 9999XXXXX.1.private.p8

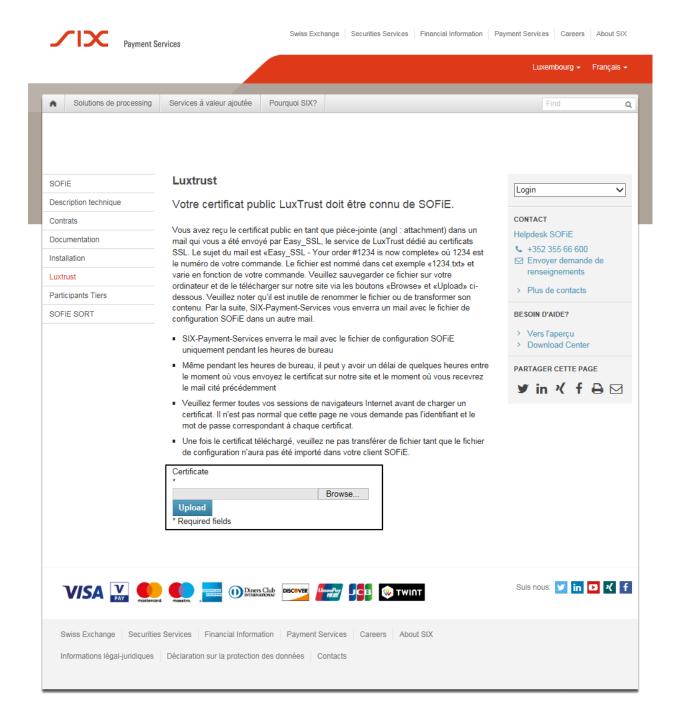
- After having placed the order, you'll receive an email within instructions and invoice order.
- After the payment is done and the invoice validated by Luxtrust authorities, you'll receive your certificate as text file.

## Save the certificate

Save the received text file (from eassyssl) to your local machine.

## Send the certificate to Six Payment Services

- Please open the following link or visit the page www.sofie.lu (menu Luxtrust).
- > Select the text file (certificate) saved at the previous point using « Browse » button.
- Finally, click to « Upload » to send the file to Six Payment Services:



➤ Insert your SOFiE ID(9999XXXX) and password (related to the certificate file you are uploading the certificate).



> You are almost done. Check your email address as in next 48 hours; you'll receive a sofie configuration file and instructions to finalize your process.