IDENTIFICATION & AUTHENTICATION

Ordering and Installing your Odette Certificate Help

This help covers the ordering, download and installation procedure for Odette Digital Certificates.

Deutsch

CONTENTS

PREPARATION FOR ORDERING AN ODETTE CERTIFICATE

What you should know about certificates

Certificates are used in a Public Key Infrastructure, where an asymmetric key pair is used to protect your data and communication. This key pair consists of a private key and a public key. The private key must remain securely on your computer and is not to be given to any other partner (including Odette). The public key is the one you share with your partners. It includes a number of attributes which basically identify the entity to which it belongs.

A certificate is a public key that has been signed by a Certification Authority (CA), a trusted third-party entity, indicating that the information on the certificate has been checked and actually represents the entity that is listed as subject of the certificate.

Your partner's system will use the public key to encrypt information to be sent to you and your system will use the private key to decrypt the information. The decryption process can only be done with the private key and therefore your certificate is useless if you are not able to access the private key. Similarly, when you send information, your system uses the appropriate public key (certificate) of your partner to encrypt data and your partner uses his/her private key to decrypt the information.

Steps to order an Odette Certificate

Step 1: Create an account on OdetteSecure

If you do not yet have an account on OdetteSecure, please crate an account for your company on https://www.odettesecure.com.

You will need the following user contact and invoicing address data:

User contact:

Name	
Company	
Position	
Email	
Address Line 1	
Address Line 2	
City	
Postal Code	
Telephone Number	

Invoicing address details (if different from User Contact details) and VAT Number (mandatory for companies located in the EU).

Name	
Company	
Position	
Email	
Address Line 1	
Address Line 2	
City	
Postal Code	
Telephone Number	
VAT Number	
Company Registration ID	

Step 2: Prepare the information you need for the order process

1. Certificate Attributes

Common Name (recommended: DHN e.g. edi.xyz.com)(*)	
Email Address (optional)	
Organisation (Company Name)	
Department / Organisational Unit (optional)	
Locality (City, Town)	
State or Province (optional)	
Country Code (2 alpha ISO Code)	
OFTP2 Server's Domain Host Name DHN (e.g. edi.xyz.com) (*)	
IP Address (optional)	
Odette ID (SSID)	

(*) Odette Certificate Authority does not support wildcard certificates.

2. Authentication Contact

Note: Odette uses the Authentication Contact to authorise and confirm that the person ordering the certificate (the User Contact) is entitled to obtain a certificate on behalf of the company or business unit. The Odette CA rules require that the Authentication Contact:

1. Is someone other than
2. the User Contact

2. Is an employee of the organisation named in the certificate.

3. Has a company email address in their own name (generic addresses such as info@..., or admin@... are not acceptable).

4. Holds a position (e.g. head of EDI department, head of IT, managing director …) which is able to authenticate and authorise the order made by the User Contact.

Name	
Company	
Position	
Email	
Address Line 1	
Address Line 2	
City	
Postal Code	
Telephone Number	

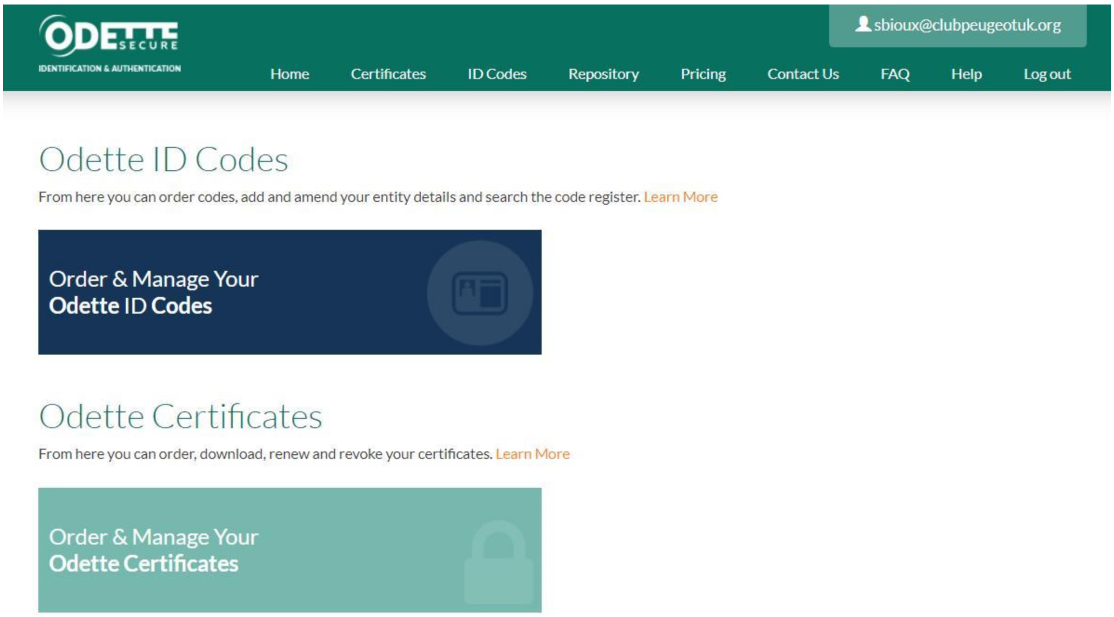
Step 3: Generate a Key Pair and Certificate Signing Request (CSR)

You can use any computer with internet access to generate a key pair and CSR and to order the certificate but please note that if you do not use the computer which is deployed as the OFTP2 server you will need to transfer the certificate to the OFTP2 server at the end of the process.

If your OFTP2 software includes a tool to generate a key pair and CSR, please follow the instructions in your OFTP2 software user guide.
If your OFTP2 software does not include such a tool, you may be able to use the Odette tool which has been developed for Windows users. Click here for further details.

Ordering your certificate

Log in to the OdetteSecure portal.



Odette ID Codes

From here you can order codes, add and amend your entity details and search the code register. Learn More

Order & Manage Your Odette ID Codes

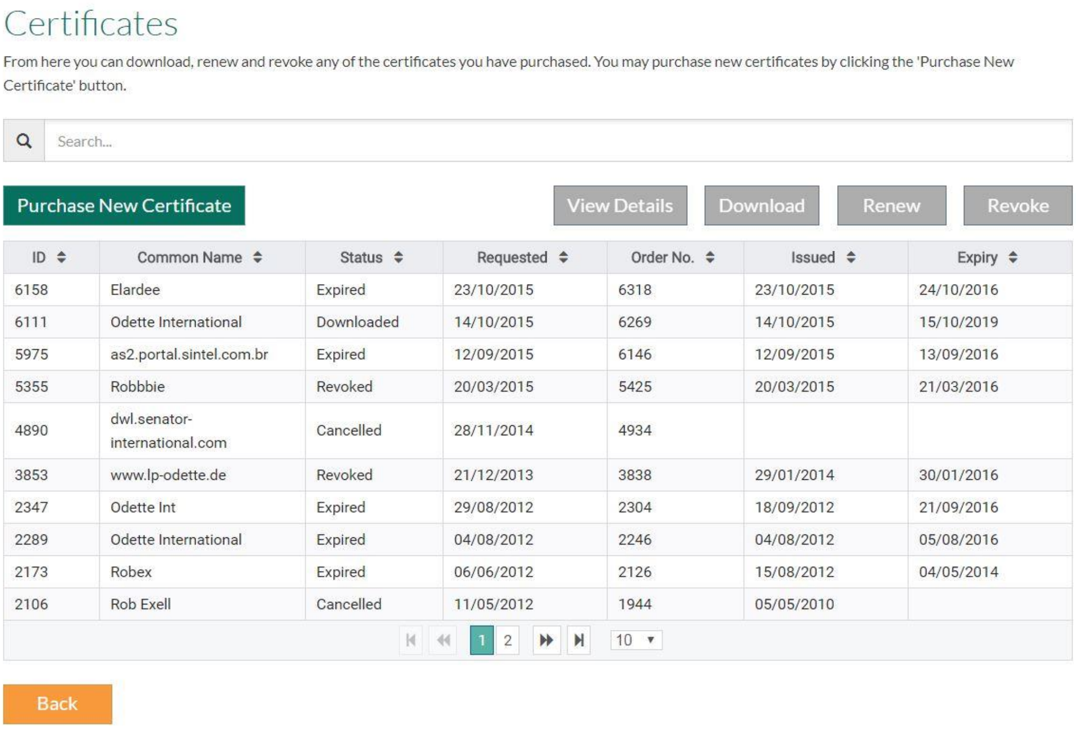
Odette Certificates

From here you can order, download, renew and revoke your certificates. Learn More

Order & Manage Your Odette Certificates

Order & Manage Your Odette Certificates.

You can Purchase a New Certificate, or manage existing certificates (View Details, Download, Renew, Revoke). If you have not purchased a certificate before, this list will be empty.



Certificates

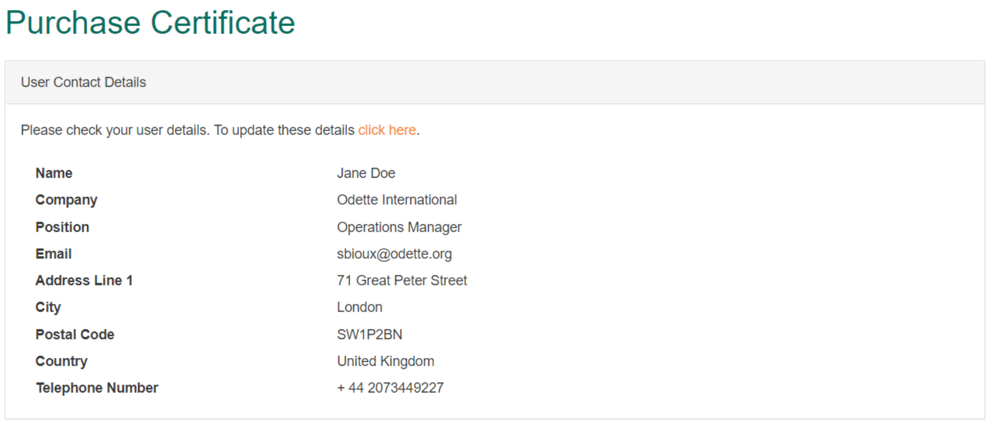
From here you can download, renew and revoke any of the certificates you have purchased. You may purchase new certificates by clicking the 'Purchase New Certificate' button.

ID	Common Name	Status	Requested	Order No.	Issued	Expiry
6158	Elardee	Expired	23/10/2015	6318	23/10/2015	24/10/2016
6111	Odette International	Downloaded	14/10/2015	6269	14/10/2015	15/10/2019
5975	as2.portal.sintel.com.br	Expired	12/09/2015	6146	12/09/2015	13/09/2016
5355	Robbbie	Revoked	20/03/2015	5425	20/03/2015	21/03/2016
4890	dwl.senator-international.com	Cancelled	28/11/2014	4934		
3853	www.lp-odette.de	Revoked	21/12/2013	3838	29/01/2014	30/01/2016
2347	Odette Int	Expired	29/08/2012	2304	18/09/2012	21/09/2016
2289	Odette International	Expired	04/08/2012	2246	04/08/2012	05/08/2016
2173	Robex	Expired	06/06/2012	2126	15/08/2012	04/05/2014
2106	Rob Exell	Cancelled	11/05/2012	1944	05/05/2010	

Purchase New Certificate

You will first see the User Contact Details. Ensure that they are correct before continuing.

If they need to be corrected, press click here.



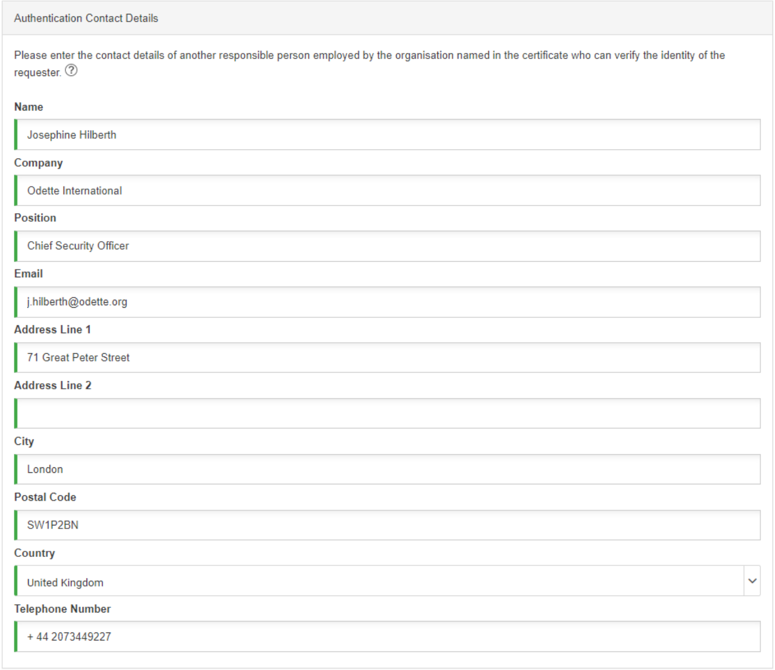
Purchase Certificate

User Contact Details

Please check your user details. To update these details click here.

Name	Jane Doe
Company	Odette International
Position	Operations Manager
Email	sbioux@odette.org
Address Line 1	71 Great Peter Street
City	London
Postal Code	SW1P2BN
Country	United Kingdom
Telephone Number	+ 44 2073449227

Below you will see the Authentication Contact Details area.



Authentication Contact Details

Please enter the contact details of another responsible person employed by the organisation named in the certificate who can verify the identity of the requester.

Name
Josephine Hilberth

Company
Odette International

Position
Chief Security Officer

Email
j.hilberth@odette.org

Address Line 1
71 Great Peter Street

Address Line 2

City
London

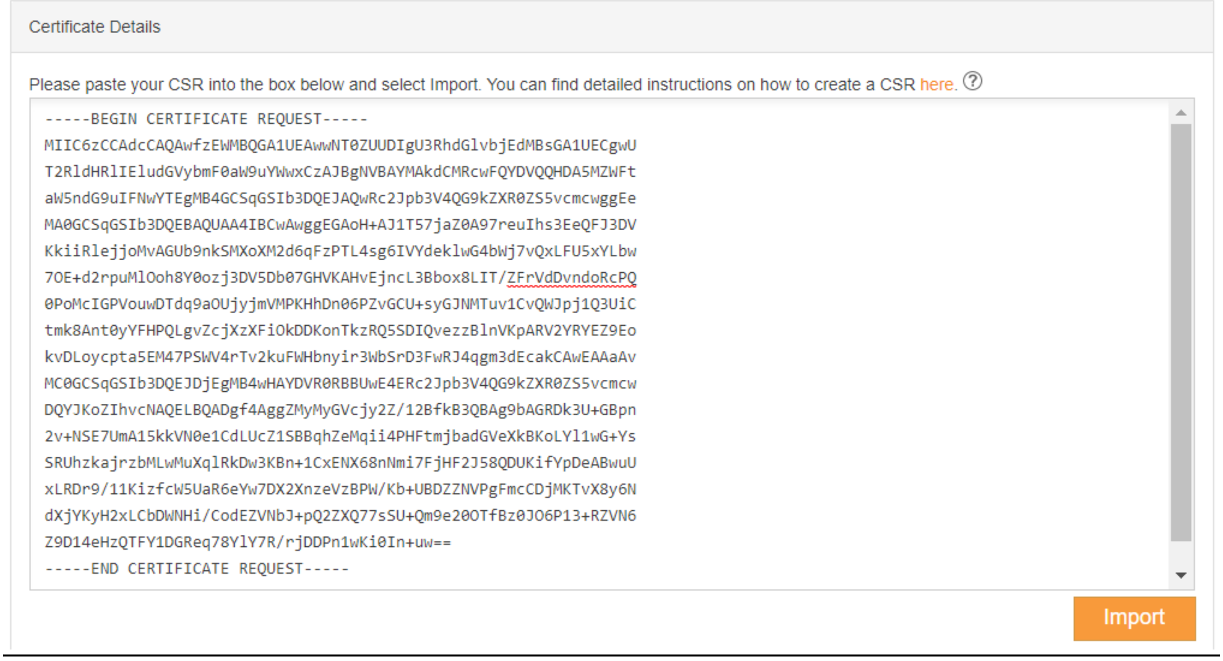
Postal Code
SW1P2BN

Country
United Kingdom

Telephone Number
+ 44 2073449227

The Authentication Contact is used to verify your certificate request. He/she will be asked to confirm the data provided by you and that you are authorised to request a certificate on behalf of your company or department. Depending on the structure of your company the Authentication Contact could be the head of your department, the CIO or the managing director.

Next screen: Import CSR



Certificate Details

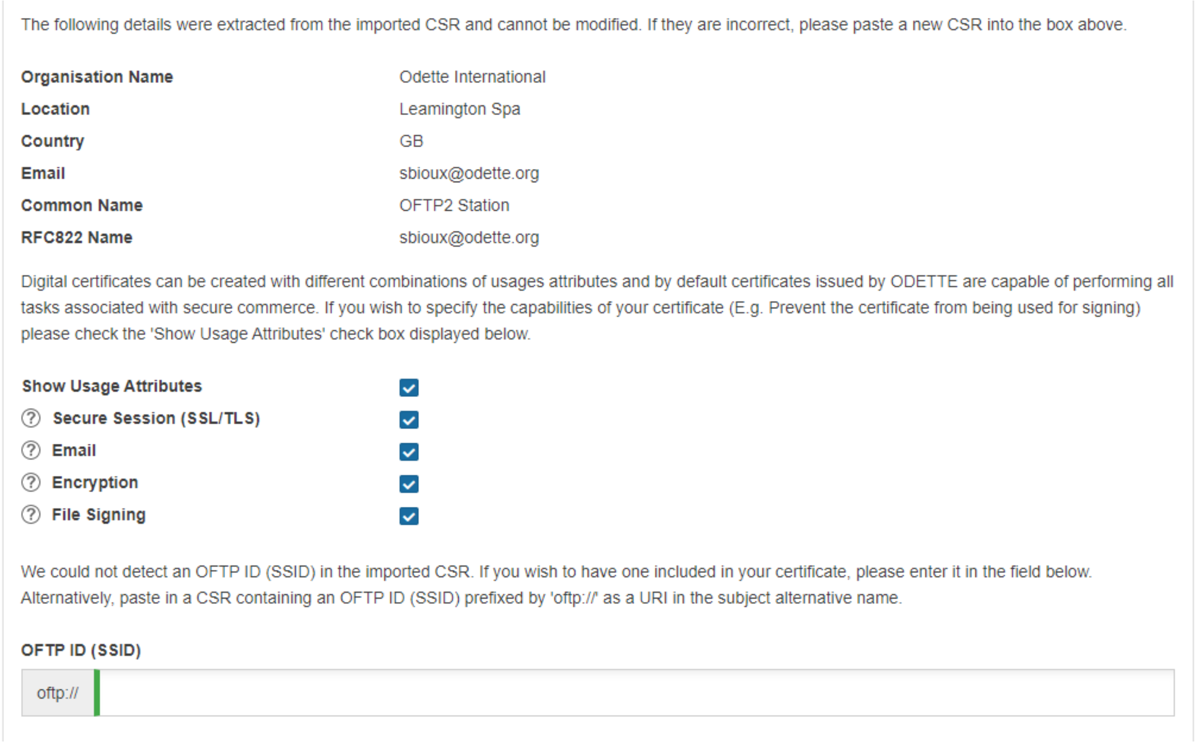
Please paste your CSR into the box below and select Import. You can find detailed instructions on how to create a CSR here.

```
-----BEGIN CERTIFICATE REQUEST-----
MIIC6zCCAdcCAQAwfzEWMBQGA1UEAwwNT0ZUUDIgU3RhdGlvbjEdMBsGA1UECgwU
T2RldHRlIEludGVybmF0aW9uYWwxCzAJBgNVBAYMAkdCMRcwFQYDVQQHDA5MZWFt
aW5ndG9uIFNwYTEgMB4GCSqGSIb3DQEJAQwRc2Jpb3V4QG9kZXR0ZS5vcmcwggEe
MA0GCSqGSIb3DQEBAQUAA4IBCwAwggEGAoH+AJ1T57jaZ0A97reuIhs3EeQFJ3DV
KkiiRlejjoMvAGUb9nkSMXoXM2d6qFzPTL4sg6IVYdeklwG4bWj7vQxLFU5xYLbw
7OE+d2rpuMlOoh8Y0ozj3DV5Db07GHVKAHvEjncL3Bbox8LIT/ZFrVdDvndoRcPQ
0PoMcIGPVouwDTdq9aOUjyjmVMPKHhDn06PZvGCU+syGJNMTuv1CvQWJpj1Q3UiC
tmk8Ant0yYFHPQLgvZcjXzXFiOkDDKonTkzRQ5SDIQvezzBlnVKpARV2YRYEZ9Eo
kvDLoycpta5EM47PSWV4rTv2kuFWHbnyir3WbSrD3FwRJ4qgm3dEcakCAwEAAaAv
MC0GCSqGSIb3DQEJDjEgMB4wHAYDVR0RBBUwE4ERc2Jpb3V4QG9kZXR0ZS5vcmcw
DQYJKoZIhvcNAQELBQADgf4AggZMyMyGVcjy2Z/12BfkB3QBAg9bAGRDk3U+GBpn
2v+NSE7UmA15kkVN0e1CdLUcZ1SBBqhZeMqii4PHFtmjbadGVeXkBKoLYl1wG+Ys
SRUhzkajrzbMLwMuXqlRkDw3KBn+1CxENX68nNmi7FjHF2J58QDUKifYpDeABwuU
xLRDr9/11KizfcW5UaR6eYw7DX2XnzeVzBPW/Kb+UBDZZNVPgFmcCDjMKTvX8y6N
dXjYKyH2xLCbDWNHi/CodEZVNbJ+pQ2ZXQ77sSU+Qm9e20OTfBz0JO6P13+RZVN6
Z9D14eHzQTFY1DGReq78YlY7R/rjDDPn1wKi0In+uw==
-----END CERTIFICATE REQUEST-----
```

If you have created a key pair and a corresponding CSR with the Odette CA Tool (see above) you can simply copy the CSR content from the clipboard. paste it into this form and click ***Import.***.

If you used a different tool you should open the CSR text file and copy the content and paste it into this form and click ***Import***

After import, check information



The following details were extracted from the imported CSR and cannot be modified. If they are incorrect, please paste a new CSR into the box above.

Organisation Name	Odette International
Location	Leamington Spa
Country	GB
Email	sbioux@odette.org
Common Name	OFTP2 Station
RFC822 Name	sbioux@odette.org

Digital certificates can be created with different combinations of usages attributes and by default certificates issued by ODETTE are capable of performing all tasks associated with secure commerce. If you wish to specify the capabilities of your certificate (E.g. Prevent the certificate from being used for signing) please check the 'Show Usage Attributes' check box displayed below.

Show Usage Attributes	☑
Secure Session (SSL/TLS)	☑
Email	☑
Encryption	☑
File Signing	☑

We could not detect an OFTP ID (SSID) in the imported CSR. If you wish to have one included in your certificate, please enter it in the field below. Alternatively, paste in a CSR containing an OFTP ID (SSID) prefixed by 'oftp://' as a URI in the subject alternative name.

OFTP ID (SSID)

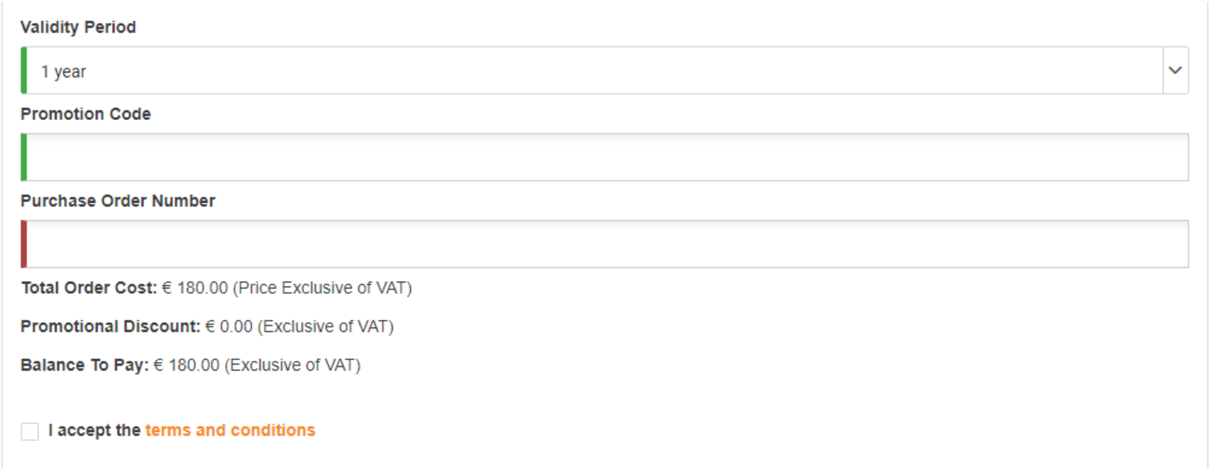
oftp://

Certificate Details
Check that all your certificate details are correctly submitted. If anything is incorrect, you will need to create a correct CSR and import the CSR once again. Note that current implementations of OFTP2 at some companies require the OFTP2 servers of their business partners to use qualified domain names which are registered and can be resolved by the domain name system (DNS). This qualified domain name must be shown either in the attribute 'Common Name' or in the attribute 'Domain Host Name' of the Subject Alternative Name.

Certificate Usage
In the above example, the certificate can be used for various purposes. By default, all the listed certificate usage attributes are enabled. If you want to connect your OFTP2 system to other OFTP2 systems, at least "Secure Session (SSL/TLS)" must be enabled. Encryption (i.e. file encryption) and File Signing are advanced functions of OFTP2 and can be used in addition to TLS session security. Email (encryption and signing) is an application outside the scope of OFTP2 but is also supported by Odette certificates.

OFTP ID (SSID)
If your CSR does not already contain a SSID for OFTP2 and you intend to use the certificate for OFTP2 data exchange, you should now enter your SSID (aka OFTP ID or Odette ID).

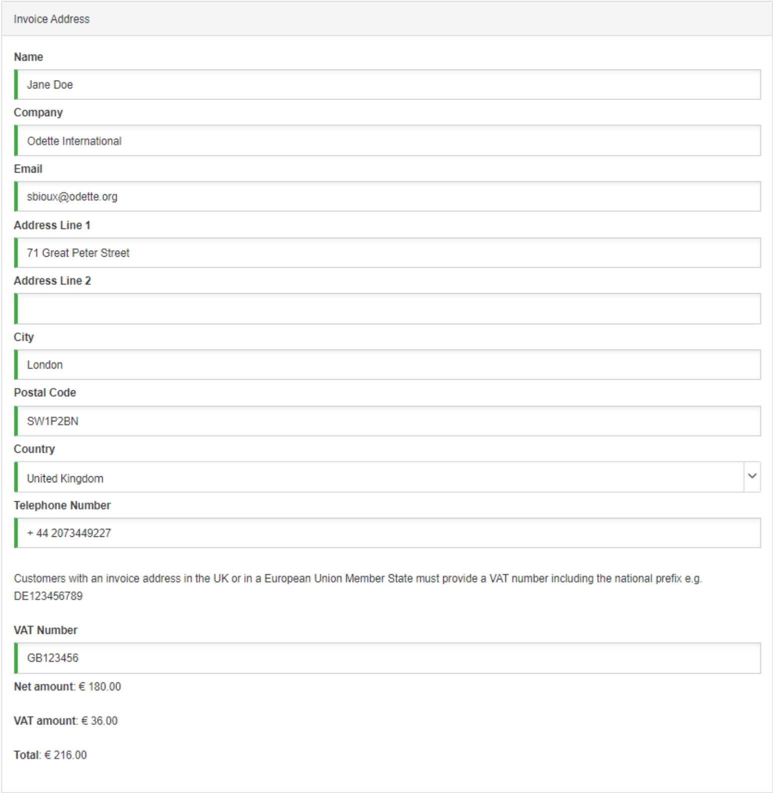
After checking information, specify Order Details



Validity Period
1 year
Promotion Code
Purchase Order Number
Total Order Cost: € 180.00 (Price Exclusive of VAT)
Promotional Discount: € 0.00 (Exclusive of VAT)
Balance To Pay: € 180.00 (Exclusive of VAT)
□ I accept the terms and conditions

Select the desired validity period of the certificate (1, 2, 3 or 4 years).
Purchase Order: You can enter any reference you would like to be included in your invoice.
Accept the Odette CA terms and conditions.

Next screen: Invoice Address



Invoice Address

Name
Jane Doe

Company
Odette International

Email
sbioux@odette.org

Address Line 1
71 Great Peter Street

Address Line 2

City
London

Postal Code
SW1P2BN

Country
United Kingdom

Telephone Number
+ 44 2073449227

Customers with an invoice address in the UK or in a European Union Member State must provide a VAT number including the national prefix e.g. DE123456789

VAT Number
GB123456

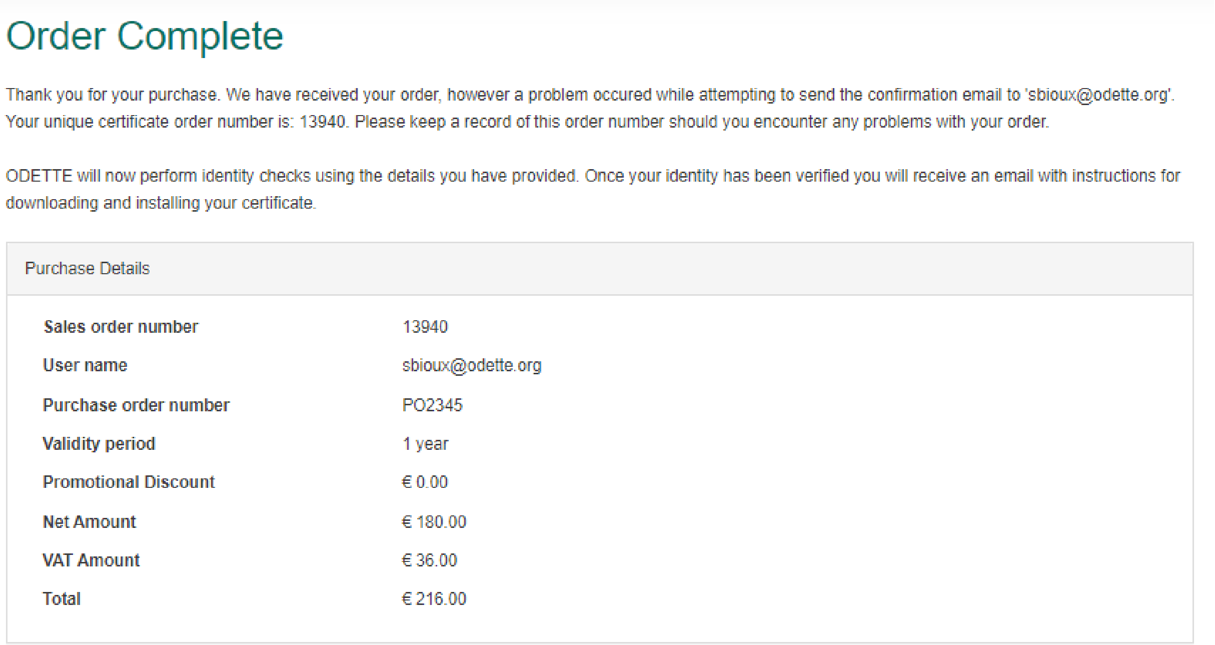
Net amount: € 180.00

VAT amount: € 36.00

Total: € 216.00

By default, the invoicing address is the one entered during initial registration. If you wish the invoice to be sent to a different address or a different company, enter the new address and VAT registration number (for companies situated in UK or EU).

Next screen: Order Summary.



Order Complete

Thank you for your purchase. We have received your order, however a problem occured while attempting to send the confirmation email to 'sbioux@odette.org'. Your unique certificate order number is: 13940. Please keep a record of this order number should you encounter any problems with your order.

ODETTE will now perform identity checks using the details you have provided. Once your identity has been verified you will receive an email with instructions for downloading and installing your certificate.

Purchase Details

Sales order number	13940
User name	sbioux@odette.org
Purchase order number	PO2345
Validity period	1 year
Promotional Discount	€ 0.00
Net Amount	€ 180.00
VAT Amount	€ 36.00
Total	€ 216.00

You will receive an order confirmation by email.
Your invoice will be issued when your certificate is made available for downloading.

Validation and approval process

Shortly after the order has been made, the Odette CA will start the validation process which is based on the Odette CA Certificate Policy.

The Odette CA Registration Authority will validate the information provided in the CSR. Furthermore, your authentication contact will receive documents to be signed and returned in order to approve your request and initiate the issuing process.

Upon approval of the request, the certificate will be issued, and you will receive an email confirmation together with a pdf invoice attached.

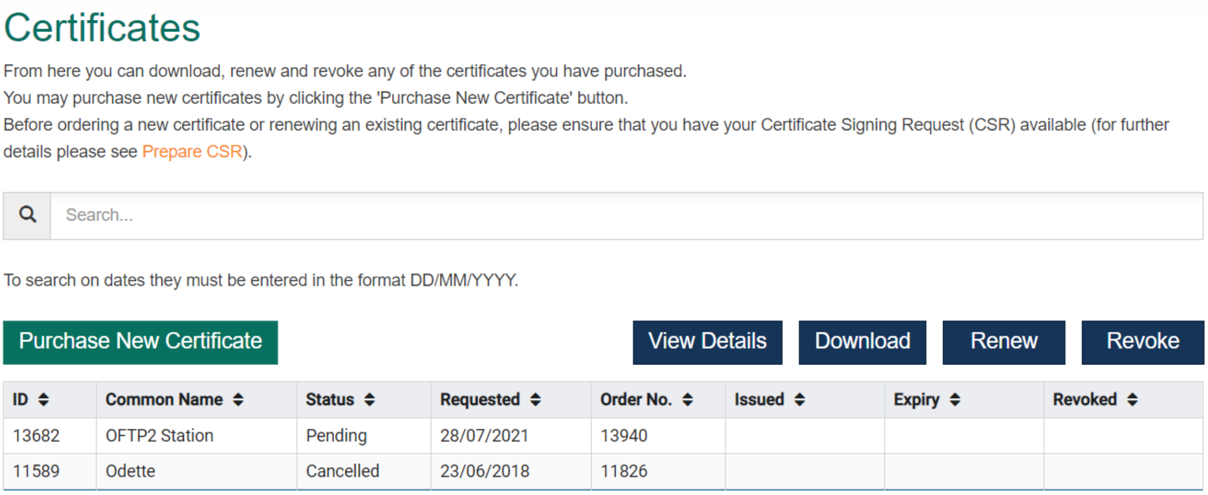
Download the certificate

To download and start using your certificate login to your account on https://www.odettesecure.com

👆 "Certificates" in the main menu bar.

Select the certificate you want to download

👆 Download



Certificates

From here you can download, renew and revoke any of the certificates you have purchased.
You may purchase new certificates by clicking the 'Purchase New Certificate' button.
Before ordering a new certificate or renewing an existing certificate, please ensure that you have your Certificate Signing Request (CSR) available (for further details please see Prepare CSR).

To search on dates they must be entered in the format DD/MM/YYYY.

ID	Common Name	Status	Requested	Order No.	Issued	Expiry	Revoked
13682	OFTP2 Station	Pending	28/07/2021	13940			
11589	Odette	Cancelled	23/06/2018	11826			

Further details on installation of Odette certificates can be found in Annexe 1.

Renew a certificate

Important Note:
In the environment of the Odette CA renewal means to issue a new certificate with the same properties as the previous one. However, to protect your privacy a renewed certificate also requires a new private and public key.

Some OFTP2 software systems use their own key store and are programmed in a way that they only accept a renewed certificate if it refers to the existing private key. In these systems you cannot use the renewal process as described here; instead, you must purchase and install a **new certificate** when the existing one expires or becomes invalid.

Prepare a new Certificate Signing Request as described in chapter Generate a Certificate Signing Request .

Log into the OdetteSecure application.

👆 *"Certificates"* in the main menu bar.

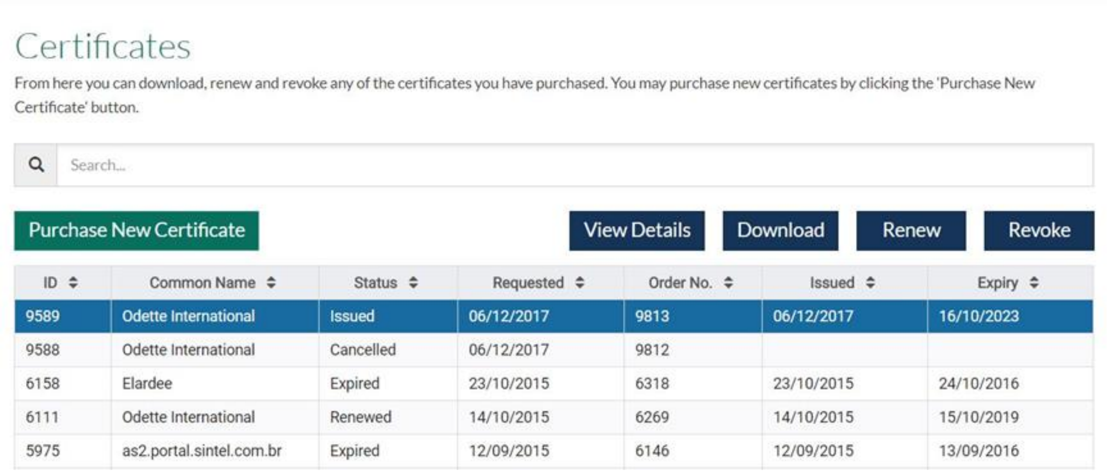
Select the certificate you want to renew and check the details:
👆 View Details.

Before you can continue, you must have prepared a matching CSR (see Step 3: Generate a Key Pair and Certificate Signing Request).

During the renewal process, the Odette CA will check that the new CSR attribute values match the CSR attribute values of the existing certificate.

👆 Renew.

Note that renewal can only be carried out during the period **starting 59 days before** the expiry date of the current certificate and **ending 30 days after** the expiry date. Outside of this period, the Renew button will be greyed out and the function will be unavailable.



Certificates

From here you can download, renew and revoke any of the certificates you have purchased. You may purchase new certificates by clicking the 'Purchase New Certificate' button.

ID	Common Name	Status	Requested	Order No.	Issued	Expiry
9589	Odette International	Issued	06/12/2017	9813	06/12/2017	16/10/2023
9588	Odette International	Cancelled	06/12/2017	9812		
6158	Elardee	Expired	23/10/2015	6318	23/10/2015	24/10/2016
6111	Odette International	Renewed	14/10/2015	6269	14/10/2015	15/10/2019
5975	as2.portal.sintel.com.br	Expired	12/09/2015	6146	12/09/2015	13/09/2016

The rest of the renewal process follows the Purchase New Certificate process (see here).

You will receive an order confirmation email.

After checking the information provided in the CSR the Odette CA will issue the renewed certificate together with the invoice.

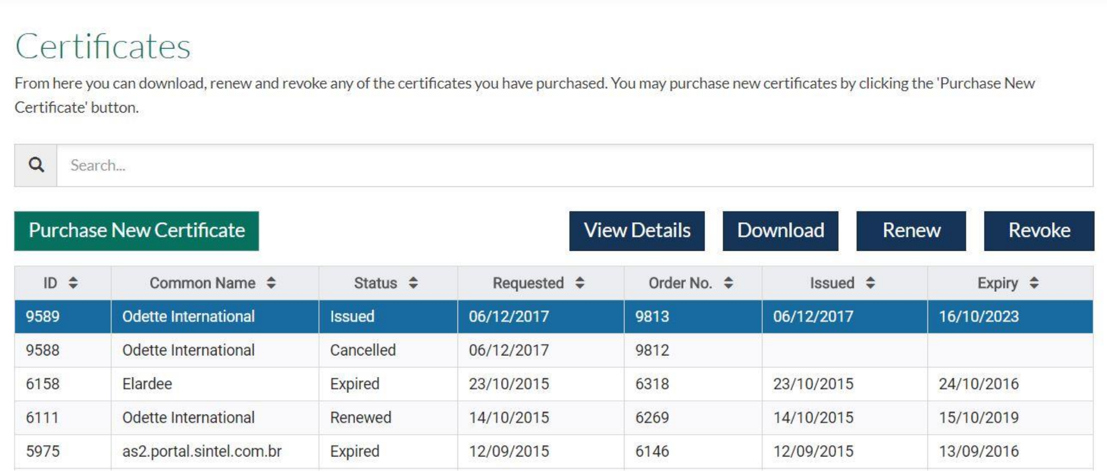
ANNEXES

1. How to download and install the certificate on your local computer

This section provides instructions for users who are downloading and installing a certificate for the first time. The example is for Microsoft Windows. On screen instructions may differ according to your operating system.

Select the certificate you want to download.

👆 Download button.

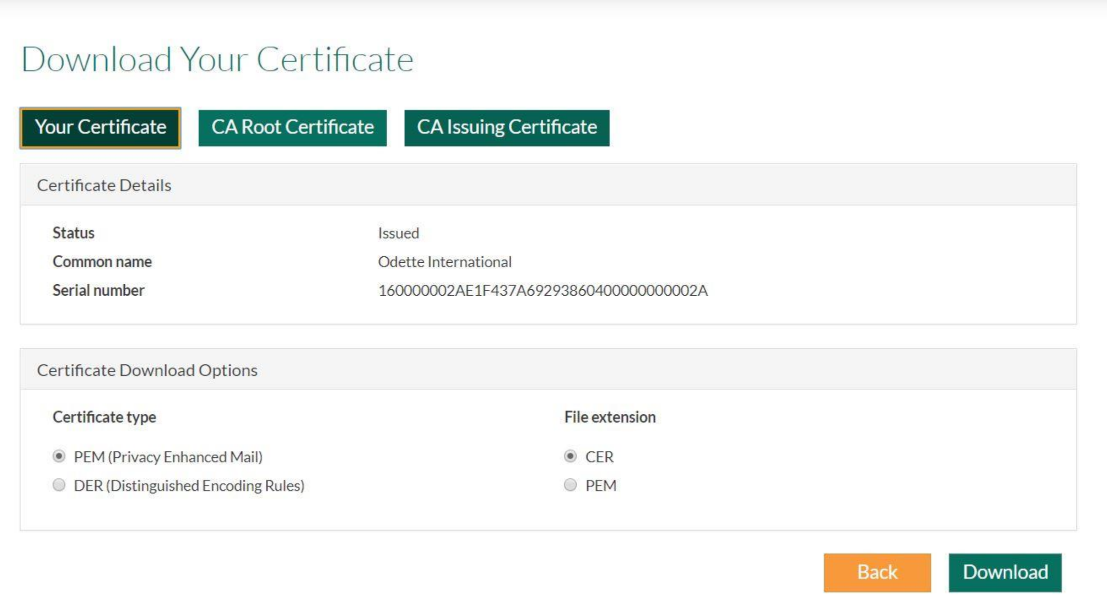


Certificates

From here you can download, renew and revoke any of the certificates you have purchased. You may purchase new certificates by clicking the 'Purchase New Certificate' button.

ID	Common Name	Status	Requested	Order No.	Issued	Expiry
9589	Odette International	Issued	06/12/2017	9813	06/12/2017	16/10/2023
9588	Odette International	Cancelled	06/12/2017	9812		
6158	Elardee	Expired	23/10/2015	6318	23/10/2015	24/10/2016
6111	Odette International	Renewed	14/10/2015	6269	14/10/2015	15/10/2019
5975	as2.portal.sintel.com.br	Expired	12/09/2015	6146	12/09/2015	13/09/2016

Next screen.



Download Your Certificate

Certificate Details

Status	Issued
Common name	Odette International
Serial number	160000002AE1F437A6929386040000000002A

Certificate Download Options

Certificate type

● PEM (Privacy Enhanced Mail)
○ DER (Distinguished Encoding Rules)

File extension

● CER
○ PEM

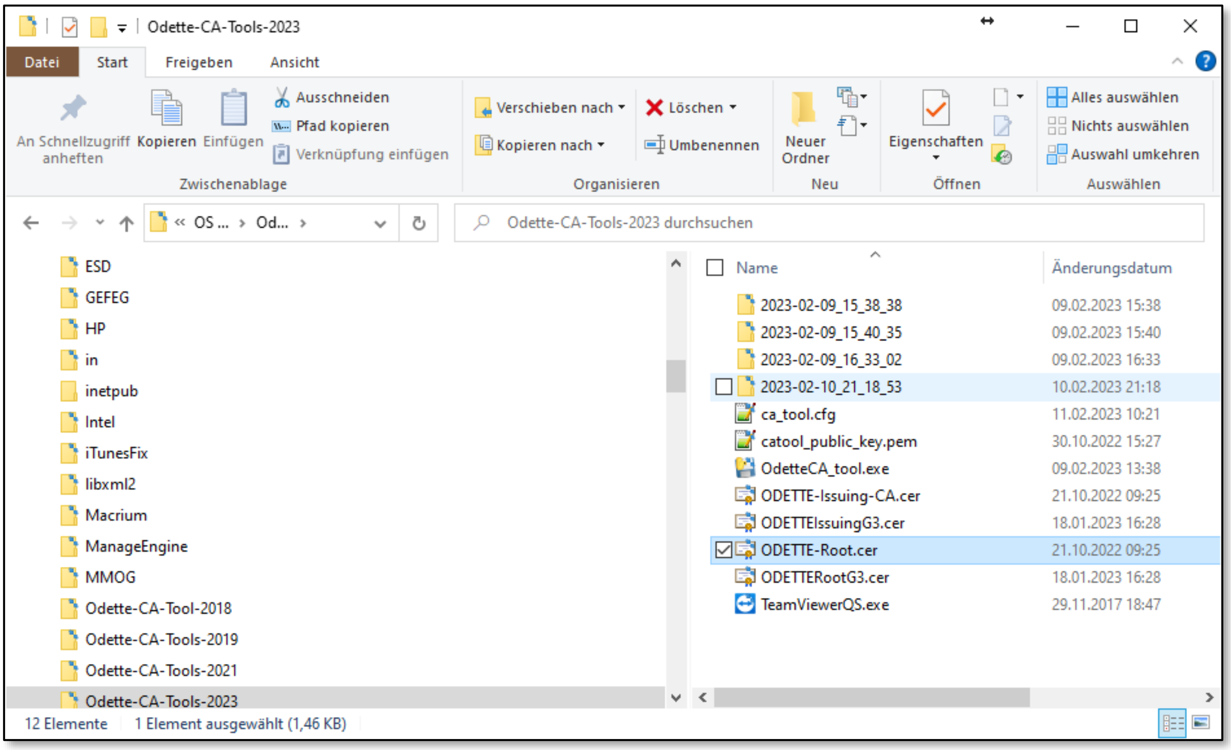
You can select between two different types and two different file extensions. Select the combination that meets the requirements of your keystore software or those of your business partner who may require you to submit / upload it in a specific format. **Usually, the PEM format with CER extension should be OK.**

Store the certificate into the folder where you have your private key, see ***Step 3: Generate a Key Pair and*** Certificate Signing Request**.**

The following example is based on the key pair and CSR having been created using the Odette CA Tool.

If your OFTP2 software requires a keystore file (*.pfx) or uses the Windows keystore, continue with the following steps:

Note: Odette Root and Issuing CA certificates are already in the Odette CA Tools folder and do not need to be downloaded from the OdetteSecure website.

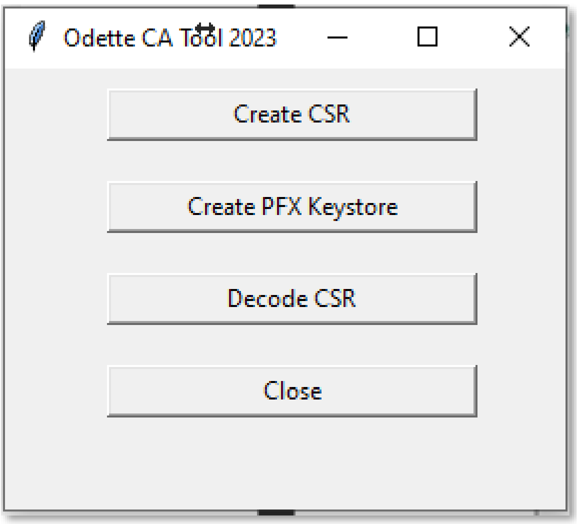


Name	Änderungsdatum
2023-02-09_15_38_38	09.02.2023 15:38
2023-02-09_15_40_35	09.02.2023 15:40
2023-02-09_16_33_02	09.02.2023 16:33
2023-02-10_21_18_53	10.02.2023 21:18
ca_tool.cfg	11.02.2023 10:21
catool_public_key.pem	30.10.2022 15:27
OdetteCA_tool.exe	09.02.2023 13:38
ODETTE-Issuing-CA.cer	21.10.2022 09:25
ODETTEIssuingG3.cer	18.01.2023 16:28
☑ ODETTE-Root.cer	21.10.2022 09:25
ODETTERootG3.cer	18.01.2023 16:28
TeamViewerQS.exe	29.11.2017 18:47

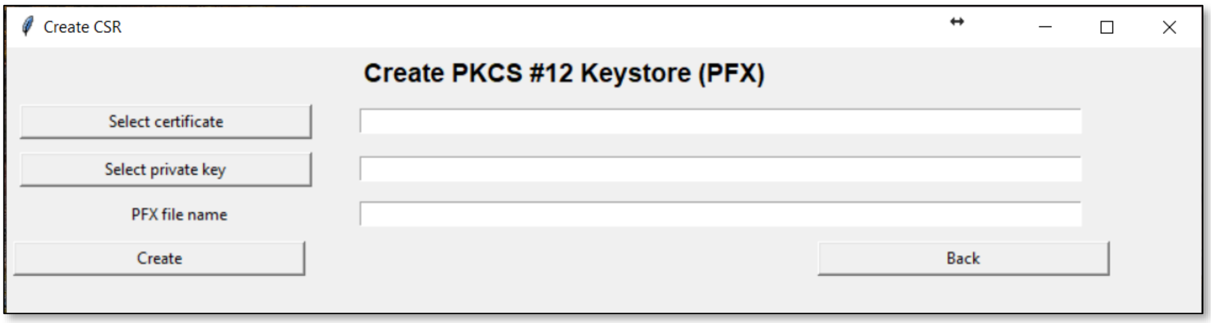
12 Elemente 1 Element ausgewählt (1,46 KB)

Create a keystore file

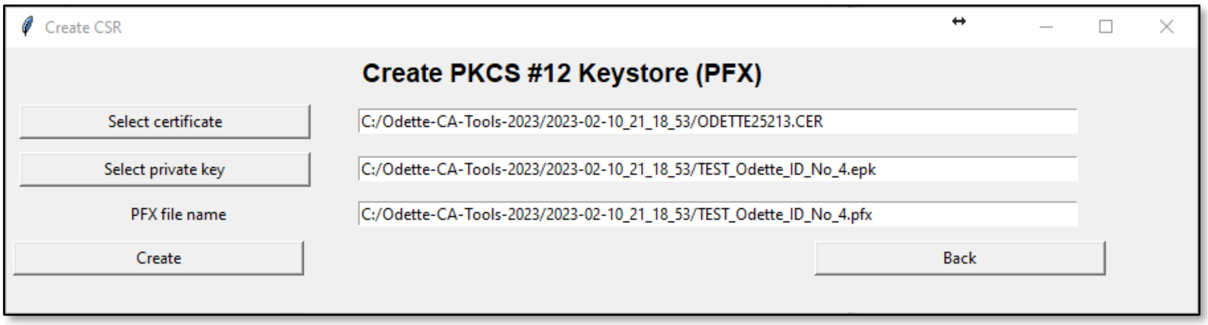
Start the OdetteCA_tool.exe in the Odette-CA-Tools-2023 folder



Select **Create PFX Keystore**



Use the buttons to select the (downloaded) certificate file and the private key file that was generated in conjunction with the creation of the CSR.

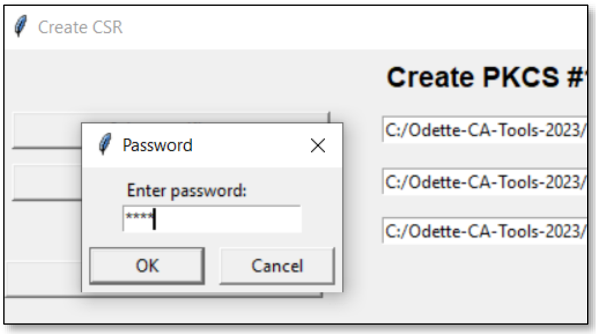


Select certificate: C:/Odette-CA-Tools-2023/2023-02-10_21_18_53/ODETTE25213.CER

Select private key: C:/Odette-CA-Tools-2023/2023-02-10_21_18_53/TEST_Odette_ID_No_4.epk

PFX file name: C:/Odette-CA-Tools-2023/2023-02-10_21_18_53/TEST_Odette_ID_No_4.pfx

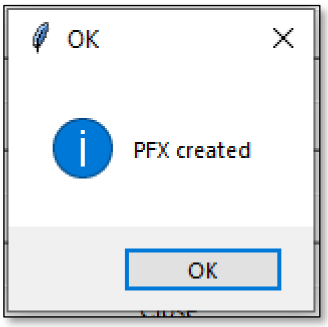
You will see the password dialogue.
Enter the password that you have assigned during the CSR creation process.



Enter password: ****

C:/Odette-CA-Tools-2023/
C:/Odette-CA-Tools-2023/
C:/Odette-CA-Tools-2023/

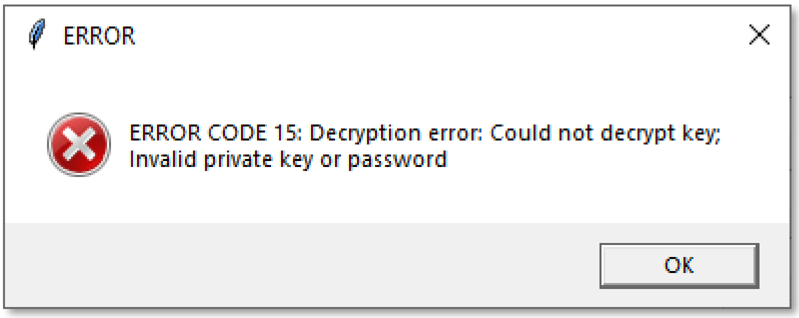
OK and the application will generate the .pfx file. The keystore file name will be generated automatically. Upon successful creation of the .pfx file you will see this info-box.



PFX created

Keep the pfx file in a secure place because if you change server, you can install this file on the new server.

If an error occurs, the error message will be shown instead, most likely this:

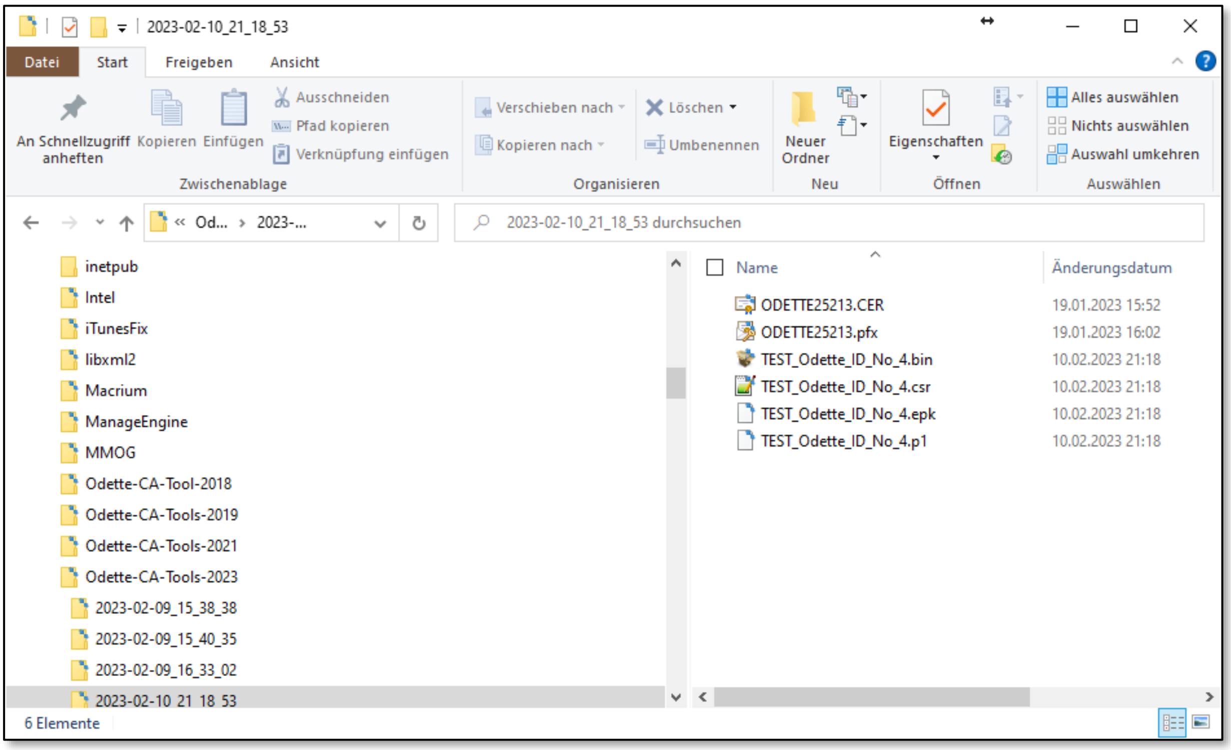


ERROR

ERROR CODE 15: Decryption error: Could not decrypt key; Invalid private key or password

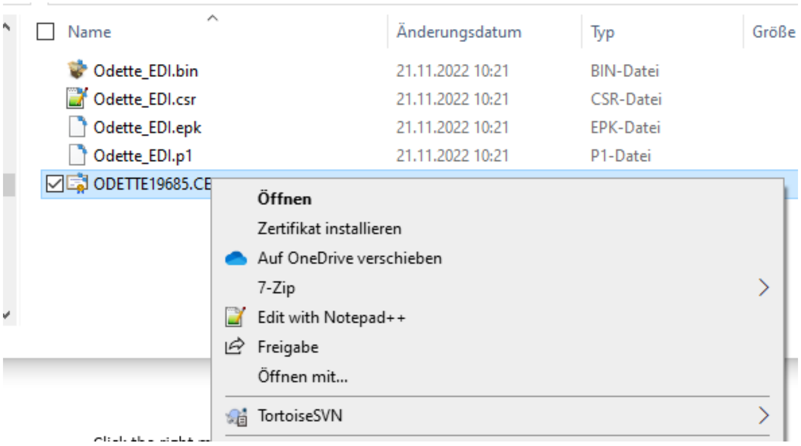
Please verify that you used the correct private key (i.e. from the directory with the correct timestamp) and the correct password.
If you are sure to use the correct key and password, or you see a different error message, you can contact our helpdesk at (odettesecure@odette.org).

If the creation of the PFX was successful, continue as follows:
Open the directory with your CSR in the application directory in your file Explorer,



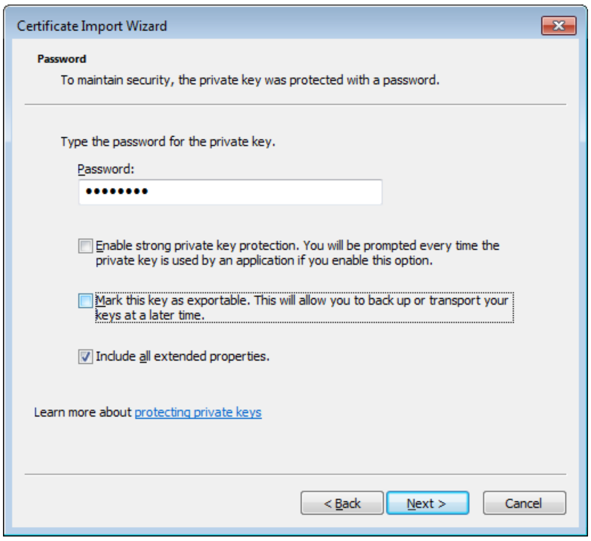
Name	Änderungsdatum
ODETTE25213.CER	19.01.2023 15:52
ODETTE25213.pfx	19.01.2023 16:02
TEST_Odette_ID_No_4.bin	10.02.2023 21:18
TEST_Odette_ID_No_4.csr	10.02.2023 21:18
TEST_Odette_ID_No_4.epk	10.02.2023 21:18
TEST_Odette_ID_No_4.p1	10.02.2023 21:18

Select the .pfx file, click the right mouse button and select **Install Certificate** from the context menu.



Name	Änderungsdatum	Typ	Größe
Odette_EDI.bin	21.11.2022 10:21	BIN-Datei	
Odette_EDI.csr	21.11.2022 10:21	CSR-Datei	
Odette_EDI.epk	21.11.2022 10:21	EPK-Datei	
Odette_EDI.p1	21.11.2022 10:21	P1-Datei	
☑ ODETTE19685.CE			

Follow the installation process.
Do not tick the first option (Enable strong private key protection).
Tick the second option (Mark key as exportable) if you think you will need to do this.



Certificate Import Wizard

Password
To maintain security, the private key was protected with a password.

Type the password for the private key.

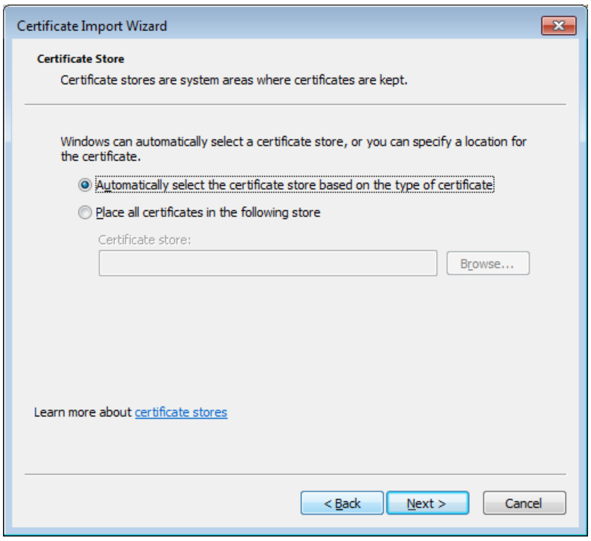
Password:
••••••••

□ Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

□ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

☑ Include all extended properties.

Learn more about protecting private keys



Certificate Import Wizard

Certificate Store
Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.

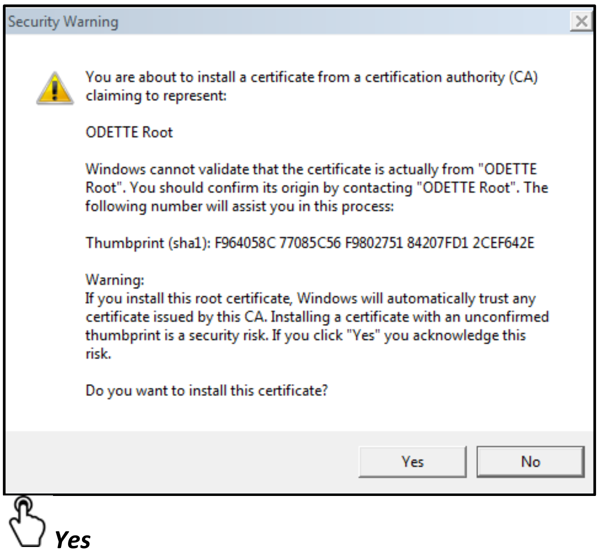
● Automatically select the certificate store based on the type of certificate

○ Place all certificates in the following store

Certificate store:

Learn more about certificate stores

We recommend using the automatic selection as shown above.



You are about to install a certificate from a certification authority (CA) claiming to represent:

ODETTE Root

Windows cannot validate that the certificate is actually from "ODETTE Root". You should confirm its origin by contacting "ODETTE Root". The following number will assist you in this process:

Thumbprint (sha1): F964058C 77085C56 F9802751 84207FD1 2CEF642E

Warning:
If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.

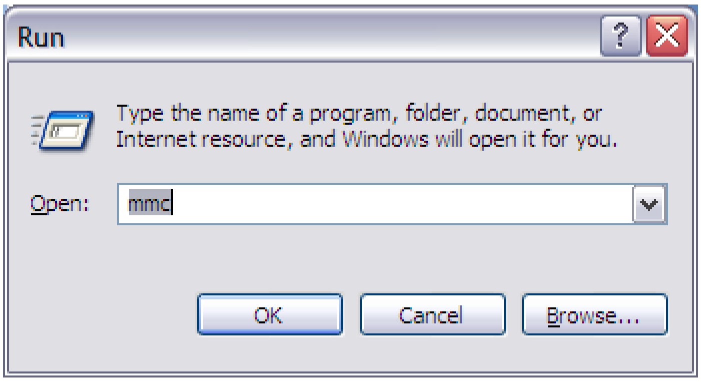
Do you want to install this certificate?

Yes

2. How to find your certificate in the Windows keystore after installation

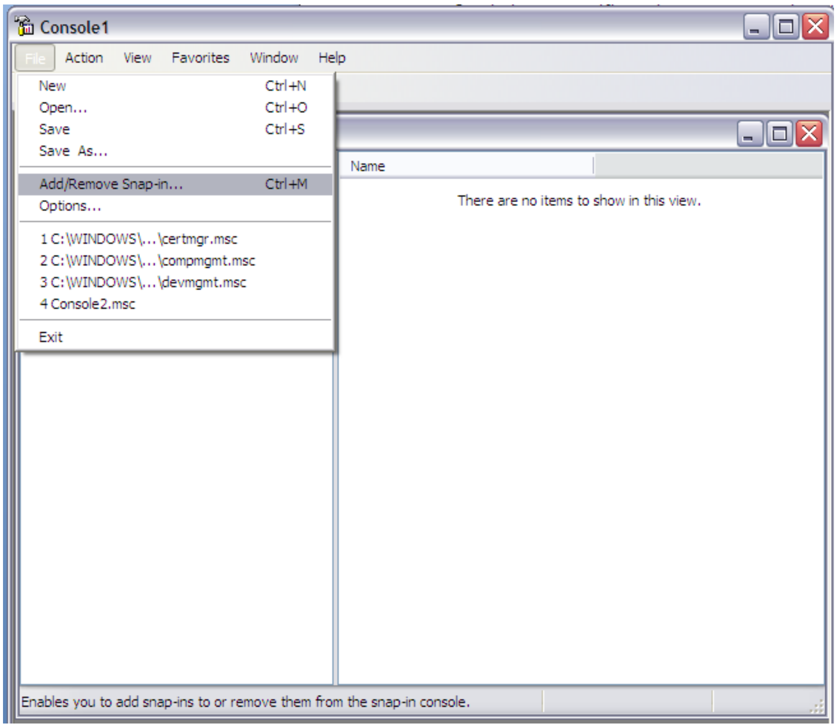
☝ *Start(*) and type “mmc” in the entry field.

☝ *OK*



Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

mmc

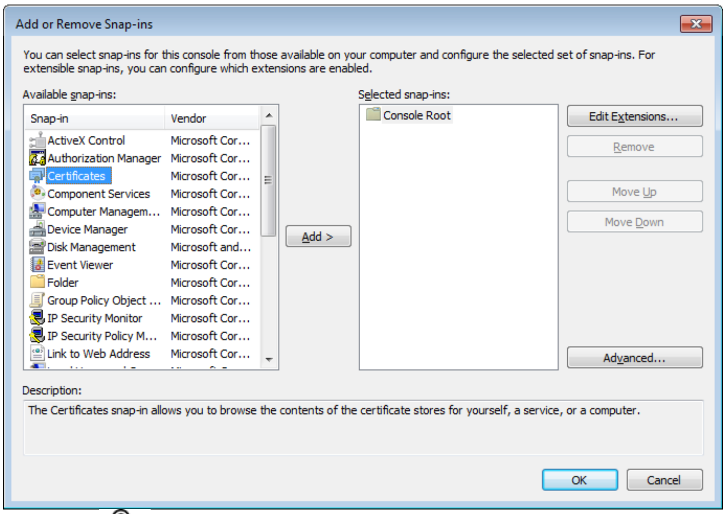


There are no items to show in this view.

Enables you to add snap-ins to or remove them from the snap-in console.

The Console will open.

In File menu ☝ Add/Remove Snap-in



Add or Remove Snap-ins

You can select snap-ins for this console from those available on your computer and configure the selected set of snap-ins. For extensible snap-ins, you can configure which extensions are enabled.

Available snap-ins:

Snap-in	Vendor
ActiveX Control	Microsoft Cor...
Authorization Manager	Microsoft Cor...
Certificates	Microsoft Cor...
Component Services	Microsoft Cor...
Computer Managem...	Microsoft Cor...
Device Manager	Microsoft Cor...
Disk Management	Microsoft and...
Event Viewer	Microsoft Cor...
Folder	Microsoft Cor...
Group Policy Object ...	Microsoft Cor...
IP Security Monitor	Microsoft Cor...
IP Security Policy M...	Microsoft Cor...
Link to Web Address	Microsoft Cor...

Selected snap-ins:

Console Root

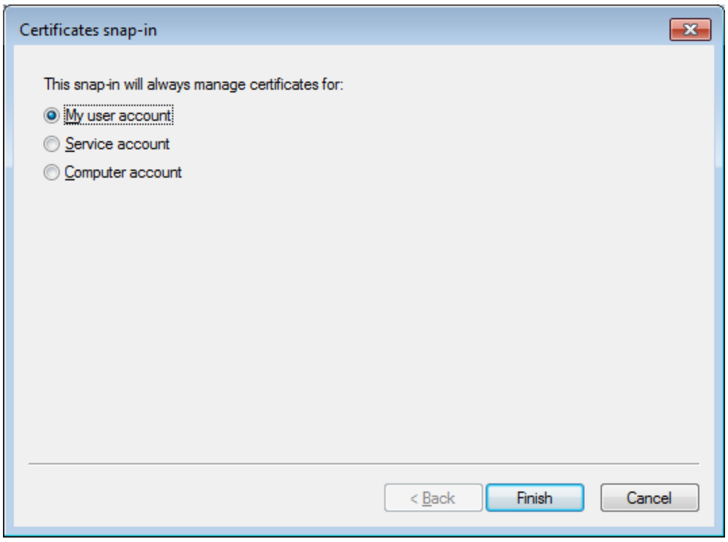
Description:

The Certificates snap-in allows you to browse the contents of the certificate stores for yourself, a service, or a computer.

👆 *Add* and select ***Certificates*** from the list.

👆 *Add* again.

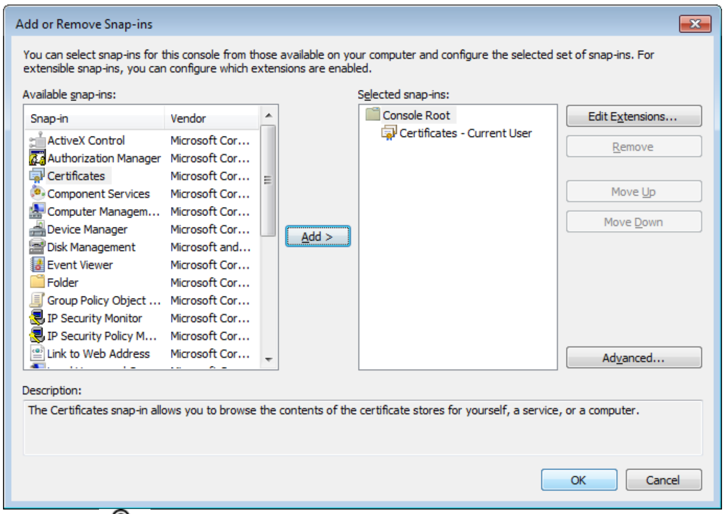
You will usually have to select ***"My user account"***



Certificates snap-in

This snap-in will always manage certificates for:

● My user account
○ Service account
○ Computer account



Add or Remove Snap-ins

You can select snap-ins for this console from those available on your computer and configure the selected set of snap-ins. For extensible snap-ins, you can configure which extensions are enabled.

Available snap-ins:

Snap-in	Vendor
ActiveX Control	Microsoft Cor...
Authorization Manager	Microsoft Cor...
Certificates	Microsoft Cor...
Component Services	Microsoft Cor...
Computer Managem...	Microsoft Cor...
Device Manager	Microsoft Cor...
Disk Management	Microsoft and...
Event Viewer	Microsoft Cor...
Folder	Microsoft Cor...
Group Policy Object ...	Microsoft Cor...
IP Security Monitor	Microsoft Cor...
IP Security Policy M...	Microsoft Cor...
Link to Web Address	Microsoft Cor...

Selected snap-ins:

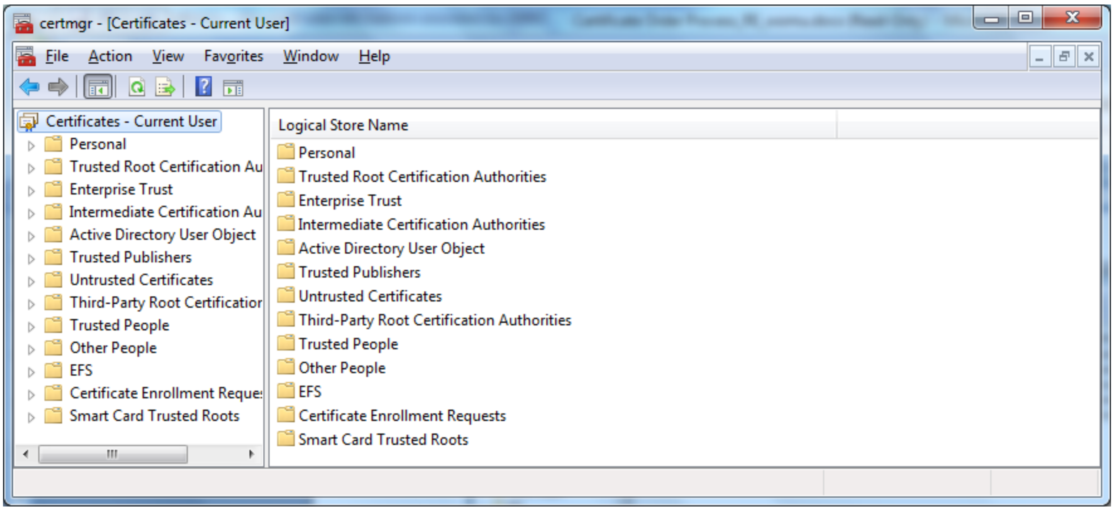
Console Root
Certificates - Current User

Description:

The Certificates snap-in allows you to browse the contents of the certificate stores for yourself, a service, or a computer.

👆 OK to close the Add/Remove Snap-ins dialog.

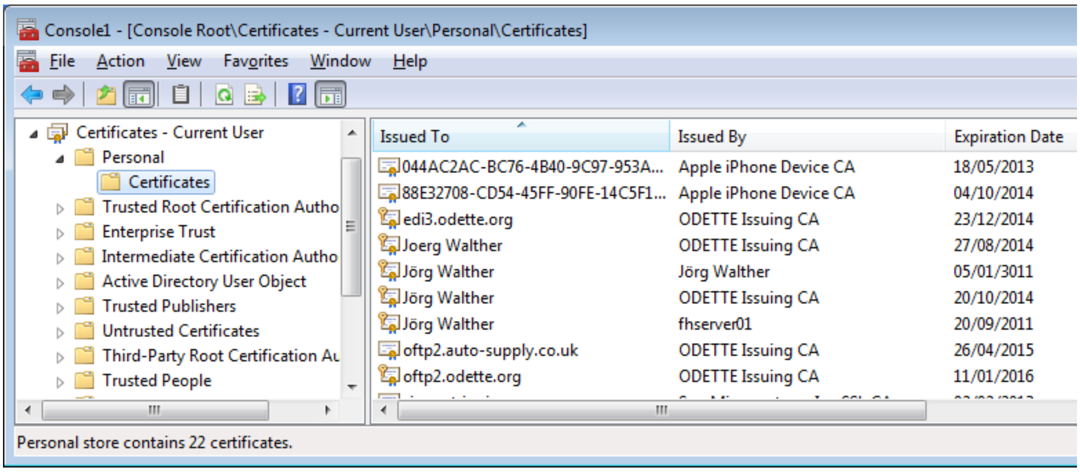
You will now see the Windows certificate store:


certmgr - [Certificates - Current User]
File Action View Favorites Window Help
Certificates - Current User
Personal
Trusted Root Certification Au
Enterprise Trust
Intermediate Certification Au
Active Directory User Object
Trusted Publishers
Untrusted Certificates
Third-Party Root Certificatior
Trusted People
Other People
EFS
Certificate Enrollment Reques
Smart Card Trusted Roots

Logical Store Name
Personal
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Active Directory User Object
Trusted Publishers
Untrusted Certificates
Third-Party Root Certification Authorities
Trusted People
Other People
EFS
Certificate Enrollment Requests
Smart Card Trusted Roots

Expand Certificates
Expand Personal
Select Certificates

You will see the certificate in the right panel of the Windows Management Console. This is where your downloaded certificate has been stored.

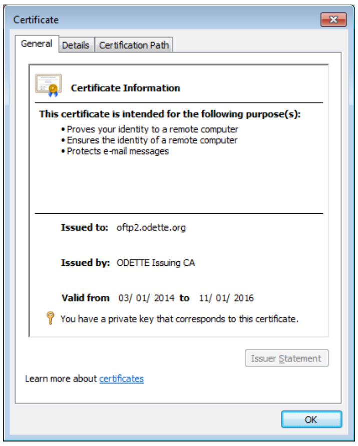

Console1 - [Console Root\Certificates - Current User\Personal\Certificates]
File Action View Favorites Window Help
Certificates - Current User
Personal
Certificates
Trusted Root Certification Autho
Enterprise Trust
Intermediate Certification Autho
Active Directory User Object
Trusted Publishers
Untrusted Certificates
Third-Party Root Certification Au
Trusted People

Issued To	Issued By	Expiration Date
044AC2AC-BC76-4B40-9C97-953A...	Apple iPhone Device CA	18/05/2013
88E32708-CD54-45FF-90FE-14C5F1...	Apple iPhone Device CA	04/10/2014
edi3.odette.org	ODETTE Issuing CA	23/12/2014
Joerg Walther	ODETTE Issuing CA	27/08/2014
Jörg Walther	Jörg Walther	05/01/3011
Jörg Walther	ODETTE Issuing CA	20/10/2014
Jörg Walther	fhserver01	20/09/2011
oftp2.auto-supply.co.uk	ODETTE Issuing CA	26/04/2015
oftp2.odette.org	ODETTE Issuing CA	11/01/2016

Personal store contains 22 certificates.

The little key on the upper left corner of the certificate symbol indicates that you have the certificate and the matching private key in your certificate store.

Double click on the certificate to see the details.



Certificate Information

This certificate is intended for the following purpose(s):

- Proves your identity to a remote computer
- Ensures the identity of a remote computer
- Protects e-mail messages

Issued to: oftp2.odette.org

Issued by: ODETTE Issuing CA

Valid from 03/ 01/ 2014 **to** 11/ 01/ 2016

You have a private key that corresponds to this certificate.

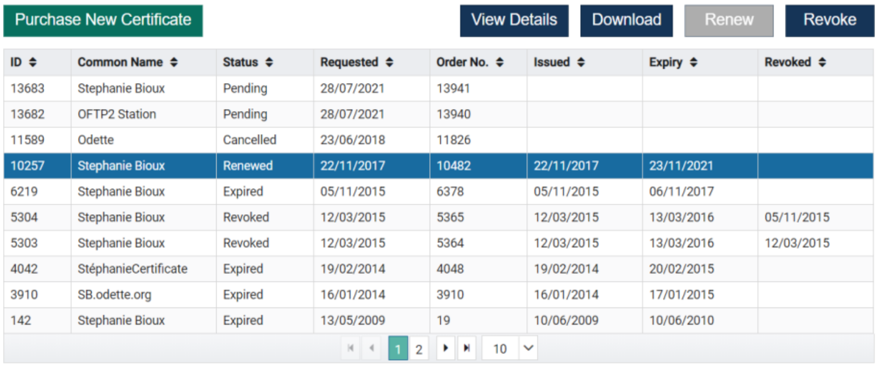
Learn more about certificates

OK to close the certificate details window and close the MMC application.

At this point, if you wish, you can save the Console as a shortcut so that it can be accessed quickly in the future.

3. How to revoke a certificate

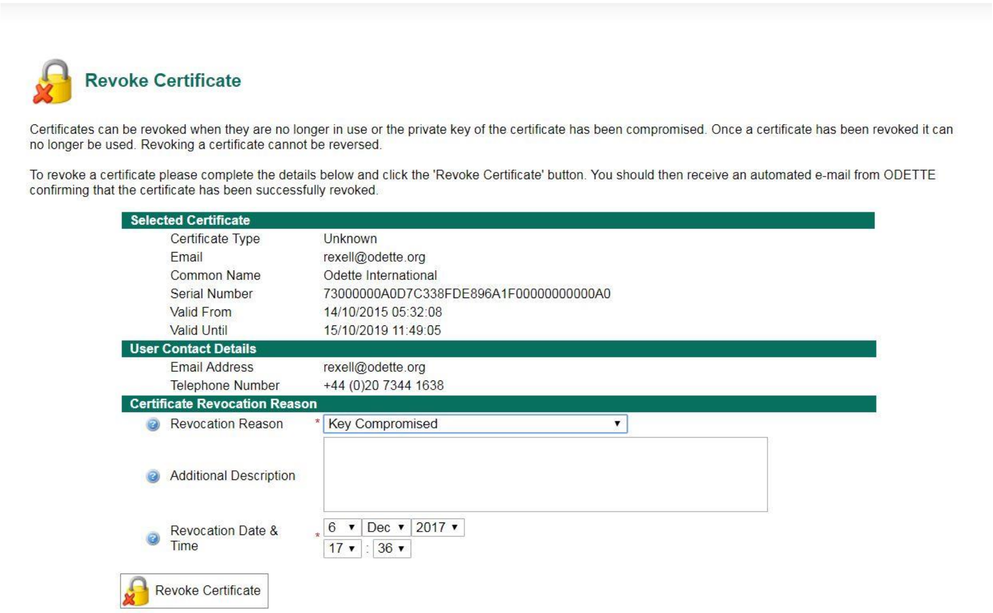
If you need to revoke a certificate for any reason, select it in the list.



ID	Common Name	Status	Requested	Order No.	Issued	Expiry	Revoked
13683	Stephanie Bioux	Pending	28/07/2021	13941			
13682	OFTP2 Station	Pending	28/07/2021	13940			
11589	Odette	Cancelled	23/06/2018	11826			
10257	Stephanie Bioux	Renewed	22/11/2017	10482	22/11/2017	23/11/2021	
6219	Stephanie Bioux	Expired	05/11/2015	6378	05/11/2015	06/11/2017	
5304	Stephanie Bioux	Revoked	12/03/2015	5365	12/03/2015	13/03/2016	05/11/2015
5303	Stephanie Bioux	Revoked	12/03/2015	5364	12/03/2015	13/03/2016	12/03/2015
4042	StéphanieCertificate	Expired	19/02/2014	4048	19/02/2014	20/02/2015	
3910	SB.odette.org	Expired	16/01/2014	3910	16/01/2014	17/01/2015	
142	Stephanie Bioux	Expired	13/05/2009	19	16/06/2009	10/06/2010	

Revoke.

You will be prompted to provide the reason for revocation.



Revoke Certificate

Certificates can be revoked when they are no longer in use or the private key of the certificate has been compromised. Once a certificate has been revoked it can no longer be used. Revoking a certificate cannot be reversed.

To revoke a certificate please complete the details below and click the 'Revoke Certificate' button. You should then receive an automated e-mail from ODETTE confirming that the certificate has been successfully revoked.

Selected Certificate	
Certificate Type	Unknown
Email	rexell@odette.org
Common Name	Odette International
Serial Number	73000000A0D7C338FDE896A1F00000000000A0
Valid From	14/10/2015 05:32:08
Valid Until	15/10/2019 11:49:05
User Contact Details	
Email Address	rexell@odette.org
Telephone Number	+44 (0)20 7344 1638
Certificate Revocation Reason	
Revocation Reason *	Key Compromised
Additional Description	
Revocation Date & Time *	6 Dec 2017 17 : 36

Revoke Certificate

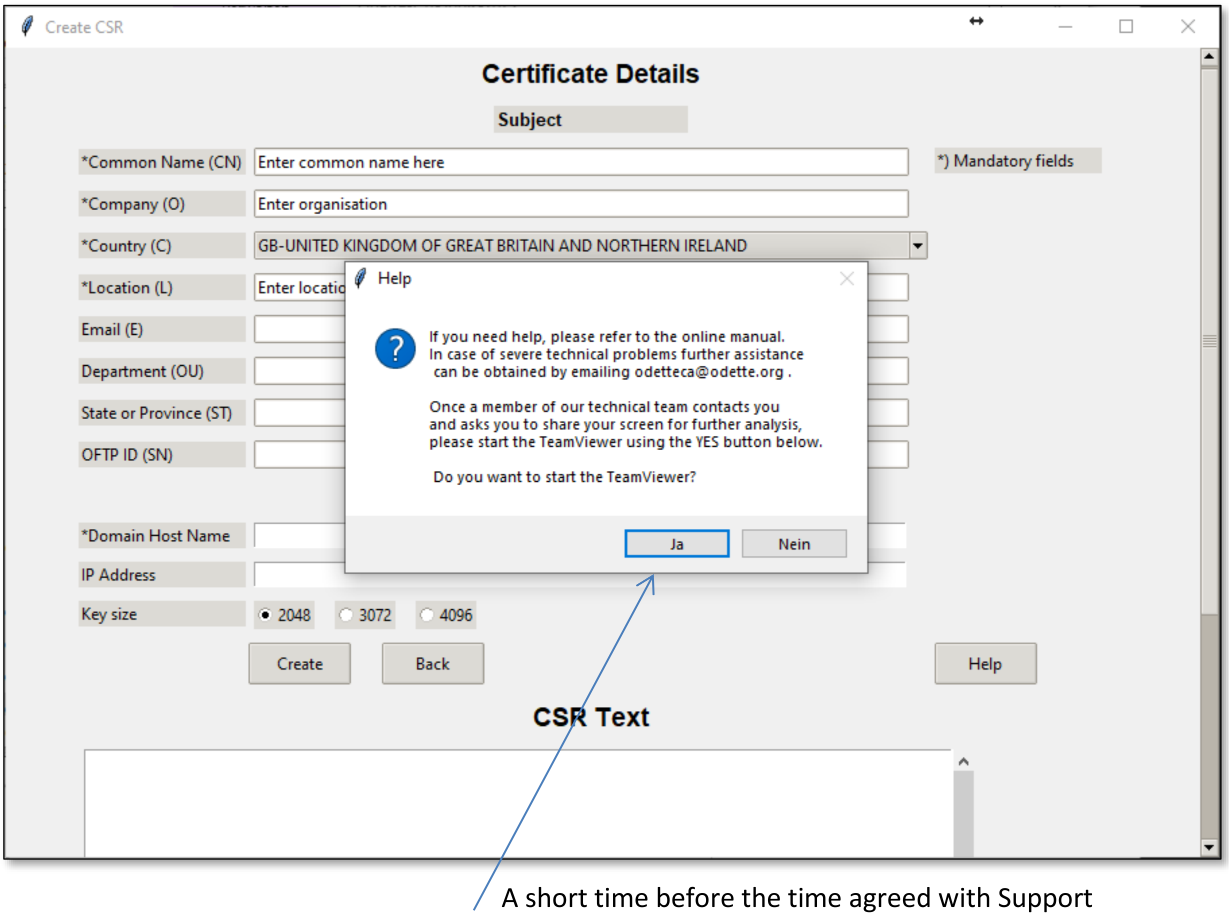
The certificate can no longer be used as from the Revocation Date & Time specified.

4. Obtaining further support using the Odette CA Tool

If you experience problems when using the Odette CA Tool, the OdetteSecure Support Team may be able to provide assistance.

Please email odettesecure@odette.org describing the problem you are experiencing

Most problems can be solved easily via email but in some cases the Support Team may arrange a time to contact you in order to directly view the problem you are experiencing, using a screen sharing application called TeamViewer.



Certificate Details

Subject

*Common Name (CN)	Enter common name here	*) Mandatory fields
*Company (O)	Enter organisation	
*Country (C)	GB-UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	
*Location (L)	Enter locatio	
Email (E)		
Department (OU)		
State or Province (ST)		
OFTP ID (SN)		
*Domain Host Name		
IP Address		
Key size	● 2048 ○ 3072 ○ 4096	

CSR Text

Help

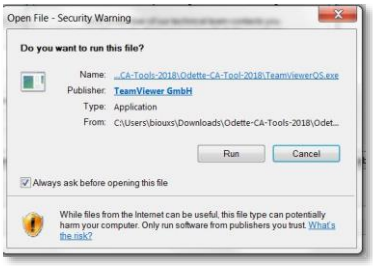
If you need help, please refer to the online manual.
In case of severe technical problems further assistance can be obtained by emailing odetteca@odette.org .

Once a member of our technical team contacts you and asks you to share your screen for further analysis, please start the TeamViewer using the YES button below.

Do you want to start the TeamViewer?

A short time before the time agreed with Support Team:

☝ Support


Open File - Security Warning

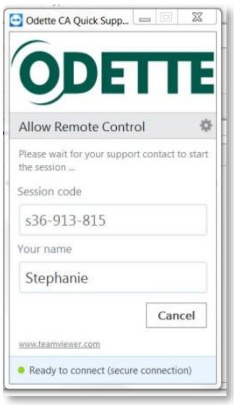
Do you want to run this file?

Name: ...CA-Tools-2018\Odette-CA-Tool-2018\TeamViewerQS.exe
Publisher: TeamViewer GmbH
Type: Application
From: C:\Users\biouxs\Downloads\Odette-CA-Tools-2018\Odet...

☑ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?

☝ Run



Allow Remote Control

Please wait for your support contact to start the session ...

Session code: s36-913-815

Your name: Stephanie

● Ready to connect (secure connection)

Wait for Support Team to open the session.