

## Introduction:

dataedgeCA is an authority in a trusted agency that issues and manages security credentials and public keys for message encryption. As part of a public key infrastructure, a CA checks with a Registration Authority (RA) to verify information provided by the requestor of a digital certificate. If the RA verifies the requestor's information, the CA can then issue a certificate. The certificate includes the owner's public key, the expiration date of the certificate, the owner's name, and other information about the public key owner. This Certification Authority is also known as a Trusted Third Party (TTP), since it is regarded that, in order to be trusted, it should not have common interests with any of the two parties under the Licensed Certifying Authority by CCA Bangladesh according to the Bangladesh IT Act 2009.

***YOU ARE STRONGLY ENCOURAGED TO READ THE CONTENTS  
OF ENROLMENT GUIDE BEFORE PROCEEDING.***

## Enrolment pre-requisites:

Before you commence the enrolment process, please be aware of the following issues.

### 1. System requirements:

#### Browser Version:

dataedgeCA supports the following browser versions for digital certificate enrolment

- **Internet Explorer** – Versions 6.0 & above (**Highly recommended browser**)
- **Mozilla Firefox**- Versions 10 & above

#### Operating System:

dataedgeCA recommends use of the following operating systems only

- ✓ Windows XP SP3 (32 bit or 64 bit)
- ✓ Windows 7 ( 32 bit or 64 bit)

### 2. Registration Number

You are required to collect a Registration Number before you go for the enrollment. This is a mandatory part for enrollment. You are requested to send an email requesting for a Registration Number for your specific class of certificate to [info@dataedgeid.com](mailto:info@dataedgeid.com) or [support@dataedgeid.com](mailto:support@dataedgeid.com)

### 3. System/Computer:

By default, your Private Key is generated and stored in the browser you do the enrolment with i.e. Internet Explorer or Netscape (unless you use a smartcard or USB token). Therefore, please remember to **pick up your certificate using the same browser and computer** you used to do the enrolment.

## ONLINE ENROLLMENT PROCEDURE

For online enrollment visit [www.dataedgeid.com](http://www.dataedgeid.com) and then choose the **Digital Certificate Service** or you can directly go the following link <https://ecert.dataedgeid.com> where you will get online application which have to fill in the relevant details and a public-private key pair will be generated. During this process, the private key will store in to your browser or in a cryptographic **eToken** depends on your choice and the public key will send automatically to dataedgeCA for creation of the digital certificate.

### Step 1:

Open your **Internet Explorer** browser & go to [www.dataedgeid.com](http://www.dataedgeid.com). At our homepage on top ribbon 1<sup>st</sup> option is **Digital Certificate Service**. There click on “**To get your Digital Certificate**”.



### Step 2:

This page will give you basic information about requirements like operating system & browser versions which are strongly recommended before applying for digital certificate. Applying for the digital certificate, click <https://ecert.dataedgeid.com>.

#### Get Your Digital Certificate

##### System Requirements

###### Operating System

Minimum Windows XP SP3, Windows Server 2003, Windows VISTA, Windows 7 & upper.

###### Browsers and Versions

Internet Explorer : IE 6 & above.

Mozilla Firefox : Version 10 & above.

###### IE Browser Settings

###### Add-Ons

##### Prerequisite: Registration Number

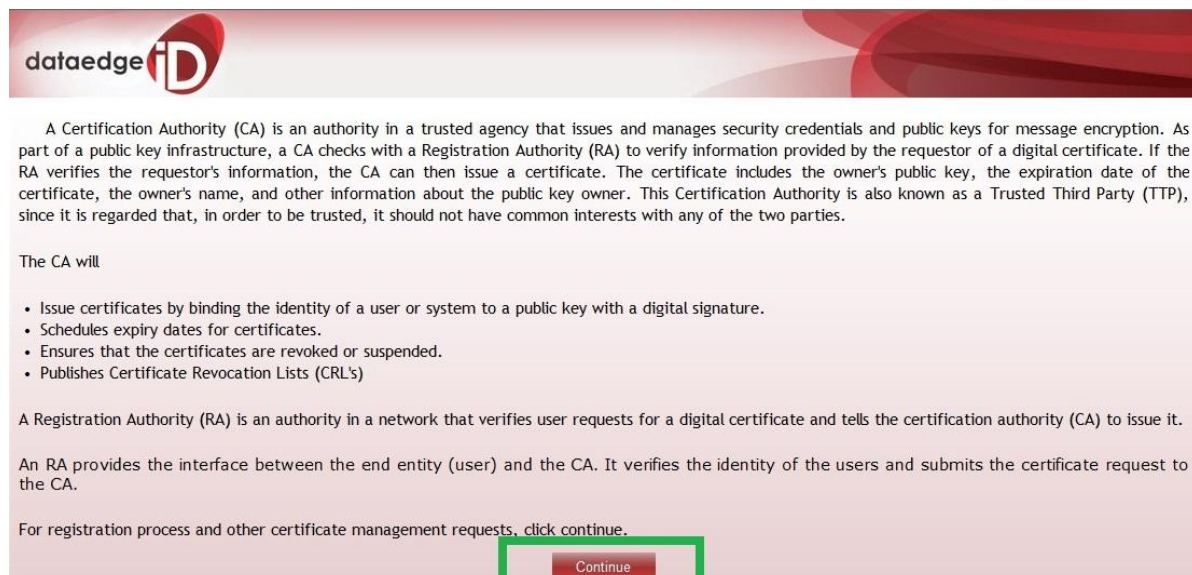
Need to collect a valid Registration Number for the required class of certificate. This Registration Number could be collected from dataedgeCA office over email

**To get your Digital Certificate now**

Please follow <https://ecert.dataedgeid.com/> from Internet Explorer.

### Step 3:

This page belongs to the basic idea of digital certificate. How the digital certificate is proceed in the backhand in a technical view. What the further activities are for a subscriber after online enroll. For enroll page, please click **Continue**.



**dataedge iD**

A Certification Authority (CA) is an authority in a trusted agency that issues and manages security credentials and public keys for message encryption. As part of a public key infrastructure, a CA checks with a Registration Authority (RA) to verify information provided by the requestor of a digital certificate. If the RA verifies the requestor's information, the CA can then issue a certificate. The certificate includes the owner's public key, the expiration date of the certificate, the owner's name, and other information about the public key owner. This Certification Authority is also known as a Trusted Third Party (TTP), since it is regarded that, in order to be trusted, it should not have common interests with any of the two parties.

The CA will

- Issue certificates by binding the identity of a user or system to a public key with a digital signature.
- Schedules expiry dates for certificates.
- Ensures that the certificates are revoked or suspended.
- Publishes Certificate Revocation Lists (CRL's)

A Registration Authority (RA) is an authority in a network that verifies user requests for a digital certificate and tells the certification authority (CA) to issue it.

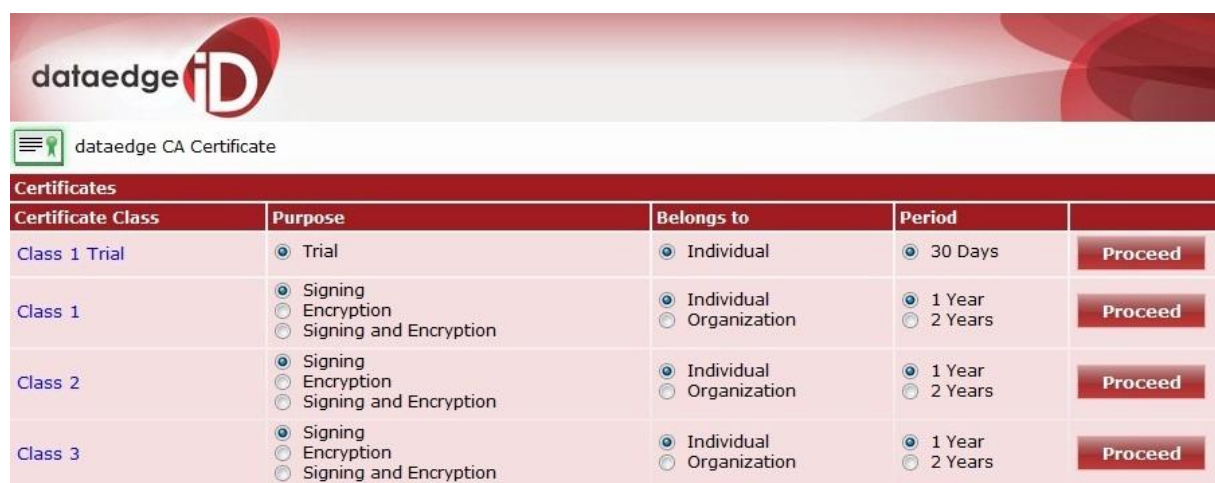
An RA provides the interface between the end entity (user) and the CA. It verifies the identity of the users and submits the certificate request to the CA.

For registration process and other certificate management requests, click continue.

[Continue](#)

### Step 4:

dataedgeCA provides 3 classes of certificate right now. You can choose any one from this. For personal use you have to choose individual and for enterprise or organization it must be individual with organization.



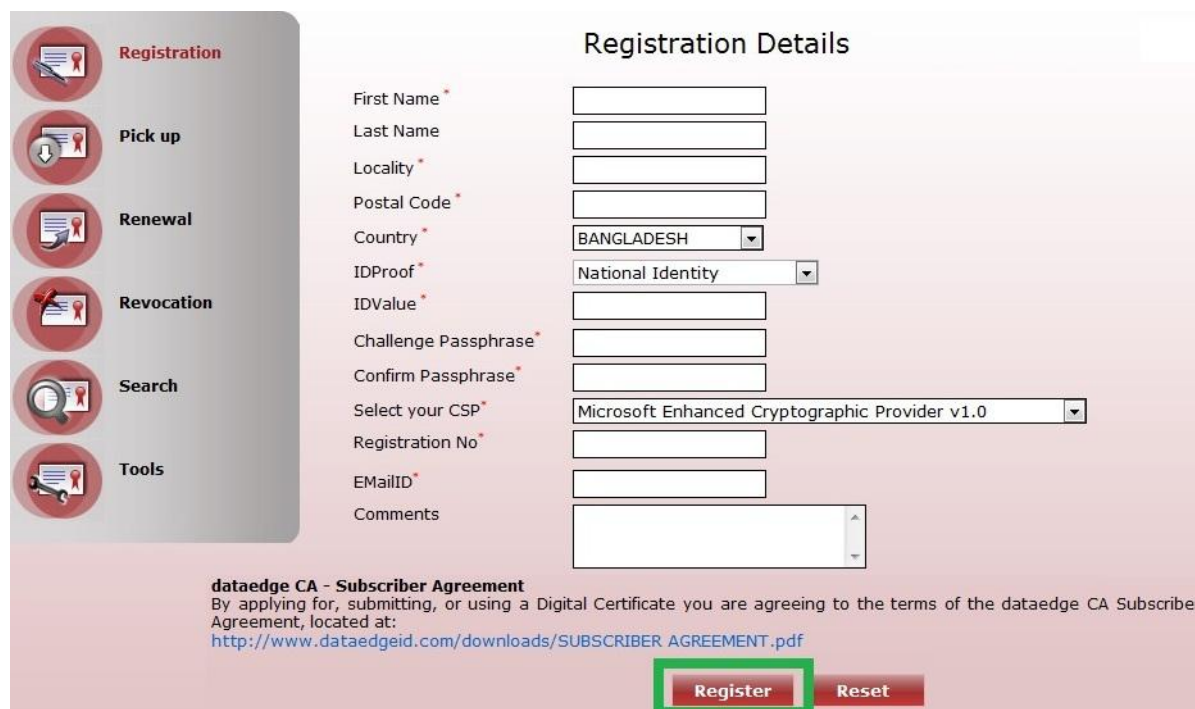
**dataedge iD**

dataedge CA Certificate

Certificate Class	Purpose	Belongs to	Period	
Class 1 Trial	<input checked="" type="radio"/> Trial	<input checked="" type="radio"/> Individual	<input checked="" type="radio"/> 30 Days	<a href="#">Proceed</a>
Class 1	<input checked="" type="radio"/> Signing <input type="radio"/> Encryption <input type="radio"/> Signing and Encryption	<input checked="" type="radio"/> Individual <input type="radio"/> Organization	<input checked="" type="radio"/> 1 Year <input type="radio"/> 2 Years	<a href="#">Proceed</a>
Class 2	<input checked="" type="radio"/> Signing <input type="radio"/> Encryption <input type="radio"/> Signing and Encryption	<input checked="" type="radio"/> Individual <input type="radio"/> Organization	<input checked="" type="radio"/> 1 Year <input type="radio"/> 2 Years	<a href="#">Proceed</a>
Class 3	<input checked="" type="radio"/> Signing <input type="radio"/> Encryption <input type="radio"/> Signing and Encryption	<input checked="" type="radio"/> Individual <input type="radio"/> Organization	<input checked="" type="radio"/> 1 Year <input type="radio"/> 2 Years	<a href="#">Proceed</a>

**Step 5:**

Please fill up your registration details as required & instructed.



The image shows a web form titled "Registration Details". On the left is a sidebar with icons and labels for "Registration", "Pick up", "Renewal", "Revocation", "Search", and "Tools". The "Registration" icon is highlighted. The main form area contains the following fields:

- First Name \*
- Last Name \*
- Locality \*
- Postal Code \*
- Country \* (dropdown menu showing "BANGLADESH")
- IDProof \* (dropdown menu showing "National Identity")
- IDValue \*
- Challenge Passphrase \*
- Confirm Passphrase \*
- Select your CSP \* (dropdown menu showing "Microsoft Enhanced Cryptographic Provider v1.0")
- Registration No \*
- EMailID \*
- Comments (text area)

Below the form, there is a link to the "dataedge CA - Subscriber Agreement" and a note about the terms of use. At the bottom right, there are two buttons: "Register" (highlighted with a green border) and "Reset".

During registration there are some important issues that you need to concentrate more:

1. **Challenge Passphrase:** you have to choose a valid passphrase and should store it in a secure location for further Certificate revocation in future.
  - ★ *dataedgeCA does not have access to your challenge phrase and you are solely responsible for the management of the same. However, if you have forgotten your challenge phrase, and you need help, you can contact the dataedgeCA Customer Support team at [support@datedgeid.com](mailto:support@datedgeid.com).*
2. **Select your CSP:** it is the storage of your Digital Certificate. There are two ways to keep your certificate. You can store your CPS by default into your browser, which is actually the operating system certificate storage. Another option to store your certificate into cryptographic **eToken**. There are various advantages to keep your certificate into **eToken**. For more details about **eToken** [click here](#).
3. **Registration Number:** you need to collect a valid registration number from the office of dataedgeCA. Mentioning you required class of digital certificate send an email to [info@dataedgeid.com](mailto:info@dataedgeid.com) or [support@dataedgeid.com](mailto:support@dataedgeid.com) & over a reply email you'll receive a valid Registration Number for your enrollment.

After fulfilling all details, please click **Register** for further processing.



**Step 6:**

After submitting your registration details, here you'll be able to re-check your given details. Once you click **confirm** it does not be editable. You can cancel and edit again before confirmation. Click **Confirm** for further processing.



The screenshot shows a web interface for 'Certificate Registration Confirmation'. On the left is a sidebar with icons and labels: Registration (highlighted), Pick up, Renewal, Revocation, Search, and Tools. The main area displays a list of registration details in two columns. At the bottom, there are 'Confirm' and 'Back' buttons, with 'Confirm' highlighted by a green box.

Field	Value
REGNO	---
IDPROOF	National Identity
IDVALUE	123456
COMMENTS	For making Enrollment Guide.
KEYTYPE	Online key generation
NAME	Test Enrollment
SERIAL NUMBER	NID7c4a8d09ca3762af61e59520943dc26494f8941b
LOCALITY	Dhaka
POSTAL CODE	1000
ORGANIZATION NAME	Personal
COUNTRY	BD
Selected CSP	Microsoft Enhanced Cryptographic Provider v1.0
EMAILID	test@dataedgeid.com

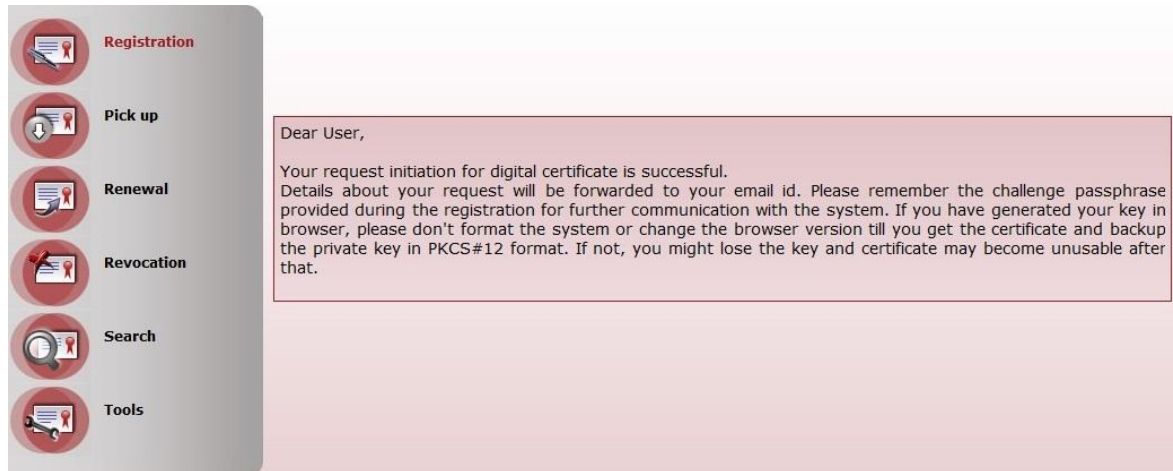
**Step 7**

Now you will be asked for your security level of your digital certificate. You can set it as primary, medium or high. By default it remains Medium, set as per you require then click **OK** for further processing.



**Step 8:**

Now you will get a message as confirmation of your enrollment. Also a notification email will be sent to your given Email ID.



Your online enrollment session for Digital Certificate was successful; you can now close the browser.

***Before you download your Digital Certificate please do not update or re-install your operating system & also do not update your browser. Otherwise your delivered Digital Certificate may become unable to use.***

Please allow us to check your provided documents along with the enrolled data. As soon as your Digital Certificate got ready, an email notification will be sent to your provided email address, with certificate download link & further procedures.

## Validation of Identity

Where your credentials are validated before issuing you your Digital Certificate? This Certificate provides one of the highest levels of trust, which other entities will rely on to interact and transact with you electronically. In other words, this certificate would be your digital identity. We are therefore required to validate the credentials you submit, before we can issue this certificate to you.

### Documentation requirements

After you complete the enrolment, you will need to submit the following documentation. Please ensure that you have these ready.

**1. Certificate Application Form**

You will need to complete and sign this form. This form must be in the format specified and may be downloaded from our website, to download [click here](#).

**2. One Government Photo ID which has the signature of the subscriber.**

**3. One address proof (any one from the below list).**

**4. Proof of Right of Organization to do Business (for certificate which carries the Organization name).**

**5. Signature verification letter of Authorized Signatory (for new proprietorship firms)**

#### Accepted Government issued photo ID:

- 1) National ID (NID)
- 2) Passport (MRP)
- 3) Birth Registration Certificate (BRN)
- 4) Tax Identification Number (TIN)

#### Accepted Address proof documents:

- 1) Utility Bill (electric / gas/ telephone; not less than 3 months)
- 2) Rental Agreement (valid agreement)

#### Proof of Right of Organization to do Business:

- Certificate of Incorporation
- Memorandum of Association
- Partnership Papers (in case of a registered partnership )
- Tax Identification Number (TIN)

**Attestation:**

- Both Photo ID proof and address proof should be attested by a Gazetted Officer or your Banker.
- Proof of Right should be attested by Company Secretary / Board Chairperson / CEO of the requesting organization. Concern Partner and proprietor can attest their respective business registration document.
- Self attested Photo of the subscriber.
- Signature Verification letter of the subscriber is required if only “Birth Certificate” is submitted.

***Who can apply for a Certificate with Organization name?***

- In case of a Limited Company:  
Director / MD / CXO / Company Secretary / Head of Department or an employee of the company authorized to interact on behalf of their company.
- In case of a Partnership Firm:  
Any of the partners of the firm whose name is registered in Partnership deed can apply for the certificate.
- In case of a Proprietorship concern:  
Only the proprietor of the concern can apply for the certificate.

***Note: An employee of a Partnership or Proprietorship firm with a “Registered Power of attorney” document can apply for digital certificate.***

**Issuance Process:**

- Digital certificate for Individual are issued by validating the documents submitted against the enrollment.
- For digital certificate which carries the organization name apart from the above process there would be a telephonic verification to the board number of organization to ascertain the details provided. This call will be made by the RA to the authorized person who has signed the subscription form.

## **Congratulations!**

You are about to become the proud owner of a Digital Certificate issued by dataedgeCA.