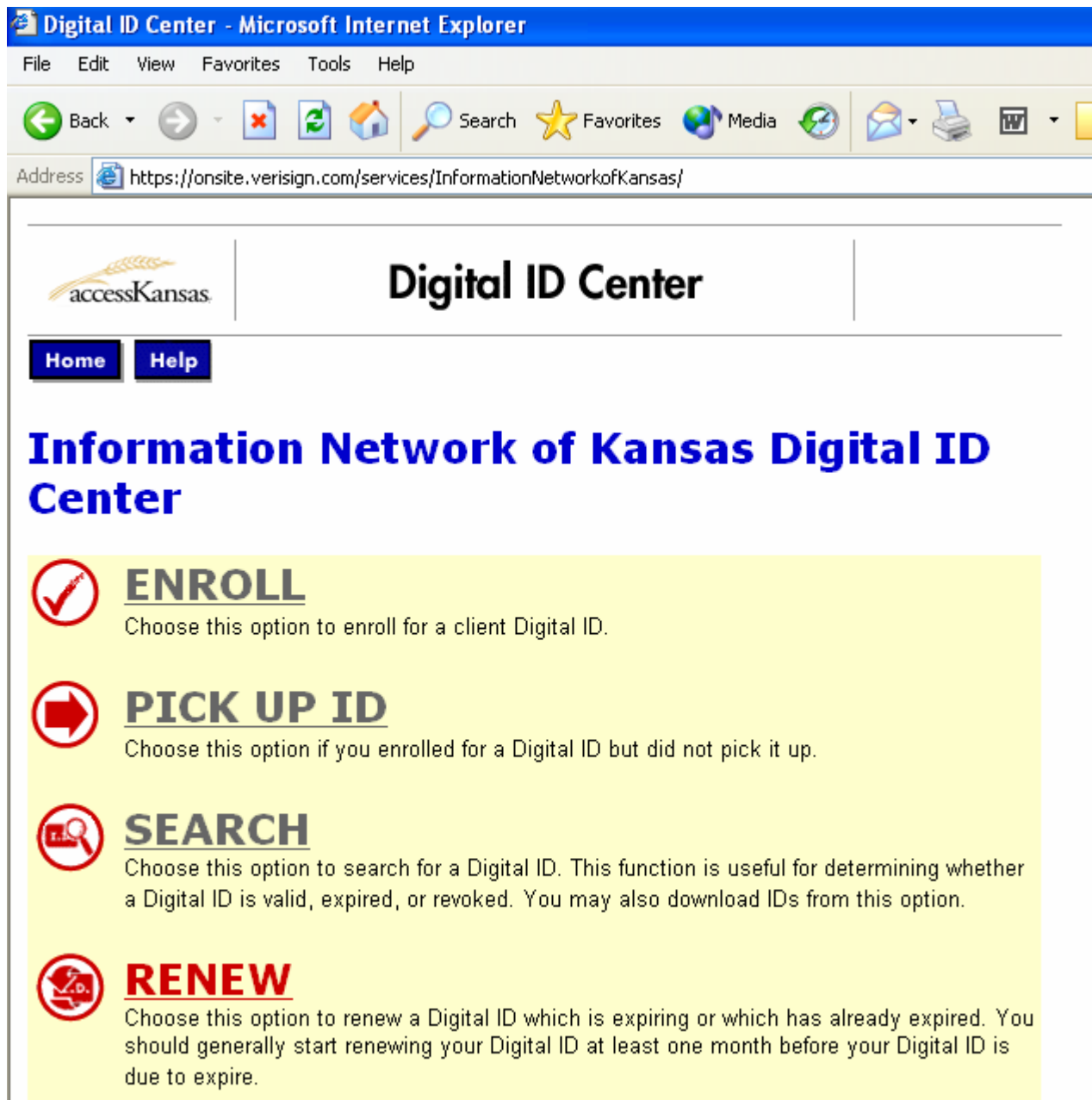


PKI Digital Certificate Enrollment Instructions

1. Open a web browser to:
<https://onsite.verisign.com/services/InformationNetworkofKansas/>
- or -
<https://onsite.verisign.com/services/InformationNetworkofKansasIIT/>
(Note: The URL will depend upon which jurisdiction you are enrolling for.)
2. If you need help with your certificate go to:
<https://onsite.verisign.com/services/InformationNetworkofKansas/client/help/index.html>
3. Click Enroll



ENROLL
Choose this option to enroll for a client Digital ID.

PICK UP ID
Choose this option if you enrolled for a Digital ID but did not pick it up.

SEARCH
Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.

RENEW
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.



REVOKE

Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.




INSTALL CA

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4. Complete the enrollment form.

	<h1>Enrollment</h1>	
Help with this Page		
<h2>Complete Enrollment Form</h2>		
Information for the Digital ID		
<p>Fill in all fields. Use only the English alphabet with no accented characters. The information marked with a "*" is included in your Digital ID and is available to the public.</p>		
First Name: * (required) Nickname or middle initial allowed (Example: Jack B.)	<input type="text"/>	<p>Please enter your name EXACTLY as it was submitted to your Local</p>
Last Name: * (required) (example -- Doe)	<input type="text"/>	<p>This is you work email address:</p>
Your E-mail Address: * (required) (example -- jbdoe@verisign.com)	<input type="text"/>	<p>Organization Name</p>
Company/Agency/Org: * (required) (Example: VeriSign)	<input type="text"/>	<p>This field can be left blank</p>
Dept/Div/Proj: * (Example: Administration)	<input type="text"/>	<p>Leave Blank</p>
Payment ID: *	<input type="text"/>	

Challenge Phrase

The Challenge Phrase is a password you use when you want to manage your Digital ID throughout the Digital ID Center. It is *not* stored with the Digital ID. Before you can manage your Digital ID, you need to enter the Challenge Phrase. The Challenge Phrase protects you from unauthorized management of your Digital ID. The Challenge Phrase can be one or more

Challenge Phrase

The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. *Do not lose it.* You will need it when you want to revoke or renew your Digital ID.

Enter Challenge Phrase: (required)
Do not use any punctuation.



Optional: Enter Comments

In some cases, your administrator will instruct you to enter *Shared Secret* information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is *you* submitting the application. This comment will not be included in your Digital ID.

Leave Blank



5. After completing the enrollment form scroll to the bottom of the page and click the



If all the information above is correct, click **Accept** to continue.

Submit

Cancel

Once you hit **Submit** you will have to wait until you receive an email from AccessKansas to proceed with the rest.

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Microsoft Internet Explorer

Confirm your e-mail address:
person@ink.org

If your e-mail address is correct, click OK. If not, click CANCEL and correct it in the enrollment form.

If the e-mail address is not correct, you will not be able to use your Digital ID.

OK Cancel

Confirm your email address

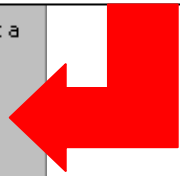


Select Yes

Potential Scripting Violation



This Web site is requesting a new certificate on your behalf. You should allow only trusted Web sites to request a certificate for you.
Do you want to request a certificate now?



Digital ID Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail

Address <https://onsite.verisign.com/services/InformationNetworkofKansas/cgi-bin/sophia.exe>



Digital ID Services

Digital ID Center

Look in Your E-mail

Go to the inbox of the e-mail address you entered in the enrollment form. There you will find an e-mail message from your administrator with instructions for installing your Digital ID.



You will then receive an email notifying you that your administrator is processing your Digital ID.



helpcenter@ink.org
11/25/03 02:03 PM

To: _____
cc: _____
Subject: Digital ID request confirmation

Dear Customer,

Thank you for requesting a Digital ID. Your administrator is processing your request, and will notify you when your Digital ID is ready.

If you have questions about your application, please contact your Administrator by replying to this e-mail message.

-

D

You will then receive an additional email notifying you that your Digital ID was either rejected or approved.

If your request was rejected, you will then receive another email explaining what you will need to do to correct the enrollment.

If your request was approved, you will then receive an email from helpcenter@ink.org which will include the link for enrollment and your pin number:

Example Email:

Dear Customer Name,

Your Administrator has approved your Digital ID request. To assure that someone else cannot obtain a Digital ID that contains your personal information, you must retrieve your Digital ID from a secure web site using a unique Personal Identification Number (PIN). You can retrieve your Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page. If your Administrator has set up a customized location for retrieving your Digital ID, you should visit the URL specified by your Administrator. Otherwise, you can retrieve your ID at

<https://onsite.verisign.com/services/InformationNetworkofKansas/digitalidCenter.htm>

Step 2: In the form, enter your Personal Identification Number (PIN):

Your PIN is: 1234567890

Step 3: Follow the instructions on the page to complete the installation of your Digital ID.

If you have any questions or problems, please contact your Administrator by replying to this e-mail message.

You can retrieve your Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page at:

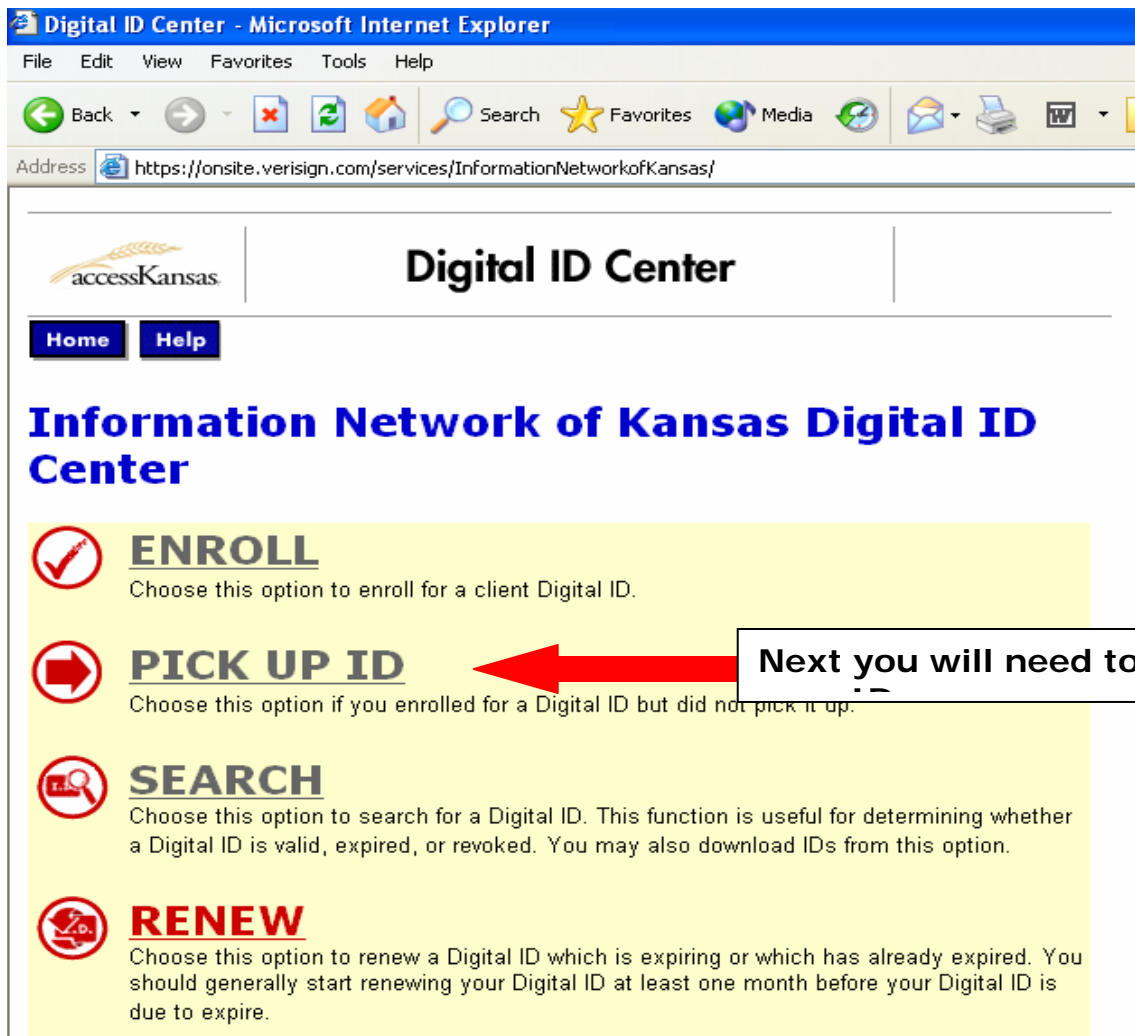
<https://onsite.verisign.com/services/InformationNetworkofKansas/digitalidCenter.htm>

Step 2: In the form, enter your Personal Identification Number (PIN) from the approval email you received:

Your PIN is: **You can copy and paste this number directly from your email into the pin number field.**

Step 3: Follow the instructions on the page to complete the installation of your Digital ID.


If you have any questions or problems, please contact your Administrator by replying to this e-mail message.



Digital ID Center - Microsoft Internet Explorer
File Edit View Favorites Tools Help





Back Forward Stop Refresh Home Search Favorites Media Print

Address <https://onsite.verisign.com/services/InformationNetworkofKansas/>

 **Digital ID Center**

Home Help

Information Network of Kansas Digital ID Center


-  **ENROLL**
Choose this option to enroll for a client Digital ID.
-  **PICK UP ID** ← **Next you will need to Pick up**
Choose this option if you enrolled for a Digital ID but did not pick it up.
-  **SEARCH**
Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.
-  **RENEW**
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.

Digital ID Pick up - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <https://onsite.verisign.com/services/InformationNetworkofKansas/client/mspickup.htm>

 **Digital ID Services**

[Pick Up Digital ID](#)

You will need to type or paste your identification number from your approval email.


Important: To complete this step, you must use the same computer you used to submit the enrollment form.

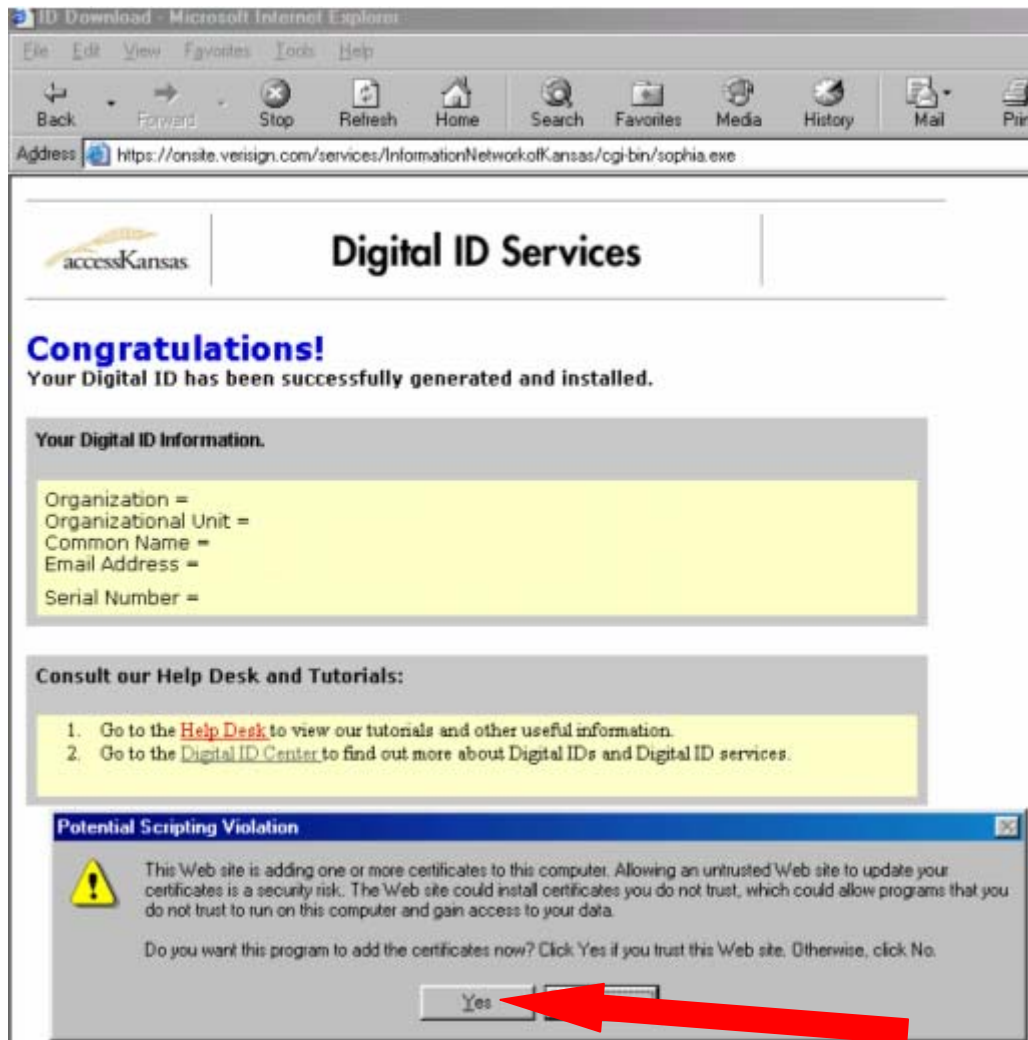
You need the Personal Identification Number (PIN) to complete this step. You received it in an e-mail message that was sent immediately after you submitted the enrollment form. This was sent by the administrator to the e-mail address entered in the enrollment form.

Copy (Ctrl + c) the PIN number from the e-mail, paste (Ctrl + v) it into the box below, and click **SUBMIT**.

After you submit the PIN, it will take up to three minutes to generate the Digital ID. Do not interrupt the browser until there is a response.

Enter the Personal Identification Number (PIN):
The PIN is listed in the confirmation e-mail that was sent from the administrator.






3 ID Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <https://onsite.verisign.com/services/InformationNetworkofKansas/cgi-bin/sophia.exe>

 **Digital ID Services**

Congratulations!

Your Digital ID has been successfully generated and installed.


Your Digital ID Information.

Organization =
Organizational Unit =
Common Name =
Email Address =
Serial Number =

Consult our Help Desk and Tutorials:

1. Go to the [Help Desk](#) to view our tutorials and other useful information.
2. Go to the [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

Potential Scripting Violation

 This Web site is adding one or more certificates to this computer. Allowing an untrusted Web site to update your certificates is a security risk. The Web site could install certificates you do not trust, which could allow programs that you do not trust to run on this computer and gain access to your data.

Do you want this program to add the certificates now? Click Yes if you trust this Web site. Otherwise, click No.

Yes

Click yes