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# *Sectigo Certificate Manager*

## *EV Anchors*

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## 1. What is an EV Anchor?

An EV anchor is a Sectigo Certificate Manager (SCM) certificate type with pre-validated organization details and domains which should be used to auto issue subsequent EV certificate order requests. Subsequent EV orders must match the information in EV anchor exactly to be auto issued.

The EV anchor is validated using the applicant details:

- Organization details (name and address);
- Incorporating or registration details;
- Contract signer;
- Top-level domain.

All of an organization's EV anchor details are not stored in SCM but in a different location called the Order Management System. SCM administrators do not have access to the Order Management System. But some of the EV anchor applicant details are present in the SCM Organization 'EV details' tab – see section 3 below on how to access this.

## 2. Important Things to Know about EV anchors

- How an EV anchor is setup and used in SCM is different from an OV anchor. OV anchors store and use the validated information in the Organization general details in SCM. The validated applicant details for the EV anchor are stored in the anchor certificate template located outside of SCM. But the EV anchor usually matches the General and EV details listed in SCM
- There should **only be one** EV anchor for an organization. Multiple EV anchors can cause problems and should be avoided.
- An EV anchor is only a template and cannot be installed on a web server as a valid EV certificate.
- After an EV anchor is validated, subsequent EV certificate orders must match the details on the anchor exactly to be auto issued. Including spaces, abbreviations, and upper/lower case.
- An EV anchor is valid for 13 months. A new EV anchor will have to be requested and validated.
- The EV details should not be changed. If the details need to be changed, a new validated EV anchor is required to auto issue EV certificate orders. Please contact support and validation for assistance.

### 3. Completing EV Details for Organisation

The EV Details tab for the Organisation should be populated as part of the process of setting up an EV Anchor.

To start this process, the RAO should send a ticket to Sectigo (<https://sectigo.com/support-ticket>) with the following information:

- Organization Name;
- Company Registration Number OR Date of Incorporation.
- Name, address, email and phone number of the RAO.

Sectigo will complete this information for your account and then you will be able to proceed.

Alternatively, this step can be completed by the MRAO using the procedure below.

1. When logged in to SCM as an MRAO, navigate to the Organizations tab under Settings and select the organization for which you wish to order an EV Anchor Certificate

The screenshot shows the Sectigo SCM interface. The top navigation bar includes Dashboard, Certificates, Discovery, Reports, Admins, Settings, and About. The Settings menu is expanded to show Organizations, Domains, Notifications, Encryption, Access Control, Agents, Assignment Rules, and Intune. The Organizations tab is selected, and the Domains sub-tab is active. A Filter section is visible above a table of organizations. The table has columns for NAME, CITY, STATE, COUNTRY, VALIDATION STATUS, and SECONDARY VALIDATION. The first row, 'GÉANT Vereniging', is selected and shows 'Amsterdam' as the city, 'Noord-Holland' as the state, 'NL' as the country, and 'VALIDATED' in both the Validation Status and Secondary Validation columns.

NAME	CITY	STATE	COUNTRY	VALIDATION STATUS	SECONDARY VALIDATION
GÉANT Vereniging	Amsterdam	Noord-Holland	NL	VALIDATED	VALIDATED

2. Select Edit and navigate to the EV Details tab.

**Edit Organization: GÉANT Vereniging** ✕

General **EV Details** Client Certificate SSL Certificate Code Signing Certificate Email Template

**Incorporation or Registration Agency**

Incorporating Agency

Main Telephone Number

DUN and Bradstreet Number

Company Registration Number

Jurisdiction of Incorporation City or Town

State or Province of Incorporation

Country of Incorporation

Date of Incorporation  

Business Category

**Contract Signer**

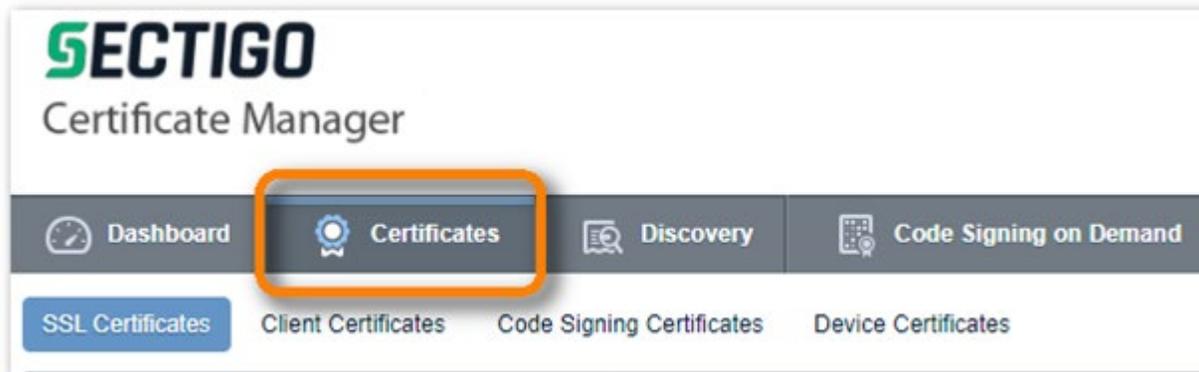
Title

- Fill the 'Incorporation or Registration Agency' section fields Country of Incorporation and Business Category (usually Private Organization or Government Entity). You must also enter at least one of fields Registration Number or the Date of Incorporation. The Contract Signer section is about the RAO person who will be asked to read the Subscriber Agreement and will click through the 'I Agree' button on behalf of the organization. The first five fields are to be filled with the personal data of the RAO; the fields Street to Country are the data of the Organization, not the home of the RAO. A typical Relationship could be 'employee'.

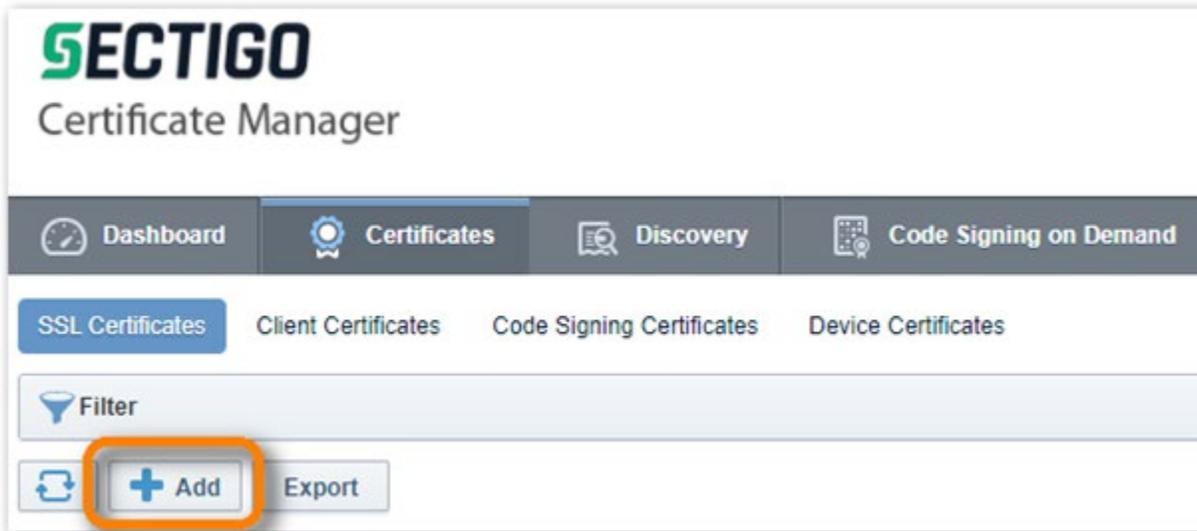
- 4. Request EV Anchor

An EV anchor should be requested prior to adding an ANY EV certificate to the organization. The EV anchor request is a similar validation process as an EV certificate. Once the EV anchor is validated and installed by Sectigo, it can be used to auto issue future EV certificate order request if the details match the EV anchor. Anchor requests can be made by either an MRAO or an RAO.

1. Login to SCM as an RAO of the organization ordering the EV Anchor. An MRAO can also request the Anchor.
2. Navigate to the Certificates tab

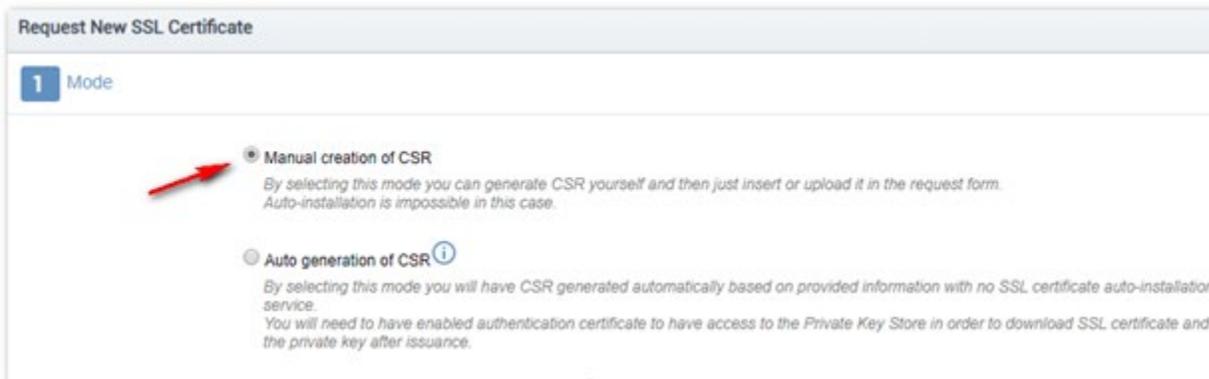


3. Click the Add button to add a new certificate request



4. Select Option “Manual Creation of CSR” and click NEXT to upload or Copy and Paste your CSR. The CSR should only contain the country code (e.g. C=NL), the main domain (CN=geant.org) you wish to be supported by the EV Anchor and the key material. You can include extra domains in the Subject Alternative Names. You can also choose to include these in a next step.

*Note: if you need assistance creating a CSR, refer to the Knowledge Base [https://support.sectigo.com/Com\\_KnowledgeSearchPage](https://support.sectigo.com/Com_KnowledgeSearchPage)*



5. Proceed to the step 3, Basic info
  - a. Choose the Organization
  - b. Choose the certificate Type \*EV Anchor Certificate\*
  - c. Choose Term Length 1 Year
  - d. Enter the Common Name
  - e. The CSR should contain domains that need to be included in the EV Anchor. In the text box Subject Alternative Name field, enter a list of additional domains that you would also like to be able to issue EV certificates for, separated by commas. The domains in the CSR together with those in the text box must contain all domains needed for the EV Anchor to secure. All domains must be delegated to the organization and must already be DCV validated.
  - f. Server Software is not used for EV anchors. Any selection can be used. The EV anchor is only a template and not a certificate.

The screenshot shows a web form titled "Request New SSL Certificate" with a progress bar at the top indicating four steps: 1 Mode, 2 CSR, 3 Basic info (highlighted), and 4 Auto renew. The form fields are as follows:

- Organization\*: Sectigo (dropdown menu) with a Refresh button.
- Department\*: None (dropdown menu).
- Certificate Type\*: EV Anchor Certificate (dropdown menu) with an information icon.
- Certificate Term\*: 1 Year 1 month (dropdown menu).
- Common Name\*: sectigo.com (text input) with a "Get from CSR" button.
- Subject Alternative Names (optional, comma separated): Empty text area.
- Server Software\*: Apache/ModSSL (dropdown menu).
- Requester: Rebecca Sandiford (text input).
- External Requester: Empty text input with an information icon.

At the bottom of the form, there is a link: [Click here for advanced options](#).

*Note: If the certificate type EV Anchor is not available, please contact tech support for assistance*

Please DO NOT include sub-domains in this certificate unless you are only authorized to order EV certificates for that sub-domain. The industry regulatory requirements for EV Enterprise RA allow unfettered issuance only of certificates at 3<sup>rd</sup> and higher domain levels from a fully validated, active EV anchor.

Including example.com will allow you to obtain EV certs for sub1.example.com, sub2.example.com or sub1.sub2.sub3.example.com, BUT including www.example.com will only allow sub1.www.example.com, etc. Do not include any wildcards, only root domains.

6. The auto-renewal step is optional and can be edited in the certificate details later.

The screenshot shows a web form titled "Request New SSL Certificate". At the top, there is a progress bar with five steps: 1 Mode, 2 CSR, 3 Basic info, 4 Auto renew (highlighted in blue), and 5 EULA. Below the progress bar, there is a text box containing the instruction: "Here you can set auto-renewal of this certificate in advance of its expiration. These settings can be edited in the certificate details later on." Underneath this text box, there is a checkbox labeled "Enable auto renewal of this certificate" which is currently unchecked. Below the checkbox, there is a label "Number of days before expiration to start auto renewal" followed by a text input field containing the number "30".

7. The request for an EV anchor is complete. The request must now be approved by an MRAO.

## 5. Approve the EV Anchor Request

1. Approving an EV Anchor is done by an MRAO, To ensure you get notifications of EV Anchor requests as an MRAO, please make sure you set this within your notification section.

Edit Notification
✕

**\*-required fields**

Notification Type ▼  
 SSL Awaiting Approval

Description\* i  
 EV Anchor awaiting approval

Organization/Department\* **Organization**

Any

Any current or future organization

Organization/Department\* **Department**

Any

Any current or future department

Certificate Profile ▼  
 EV Anchor Certificate

Notify Requester\*  i

Notify MRAO Admin(s)\*  i

Notify SSL RAO Admin(s)  i

Notify SSL DRAO Admin(s)  i

Subscribers i  
(optional, comma separated)

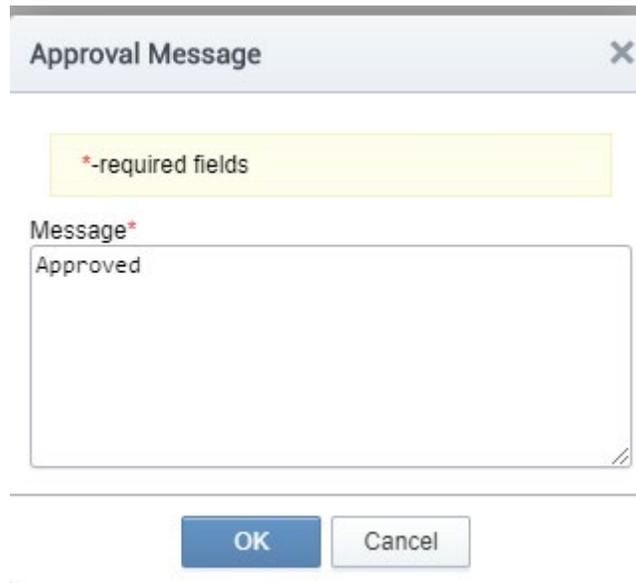
Created by Teun Nijssen

OK
Cancel

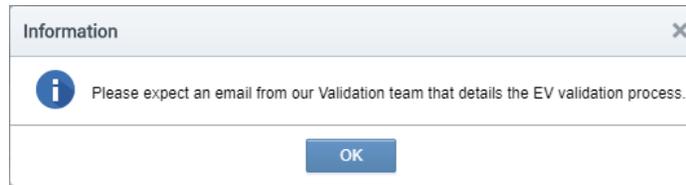
- 2. Once the request is submitted, an **MRAO administrator** approves the request if it was made by an RAO. If an MRAO made the request another MRAO needs to approve it. The approving MRAO should check if domains in the requested EV Anchor are delegated to the requesting organization and if they have already been DCV Validated. If not, the MRAO should Decline it.



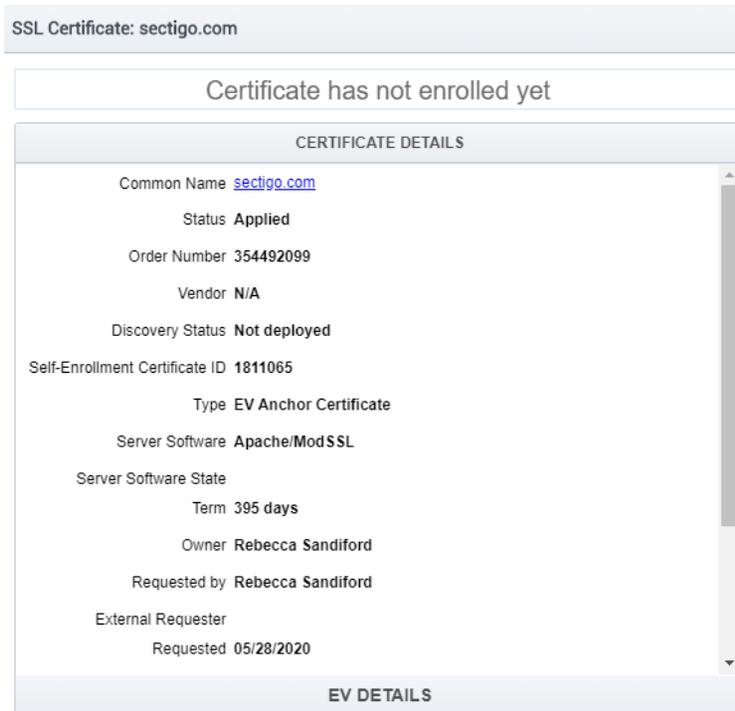
- 3. Approve the request.



- 4. After the request is approved, an order number is generated, and the request is sent to be validated.



5. Review the EV anchor details by clicking on Details. It shows the Certificate Details; clicking EV Details presents 'Incorporation or Registration Agency', 'Certificate Requester' (RAO or MRAO), 'Certificate Approver' (MRAO) and 'Contract Signer' (RAO).

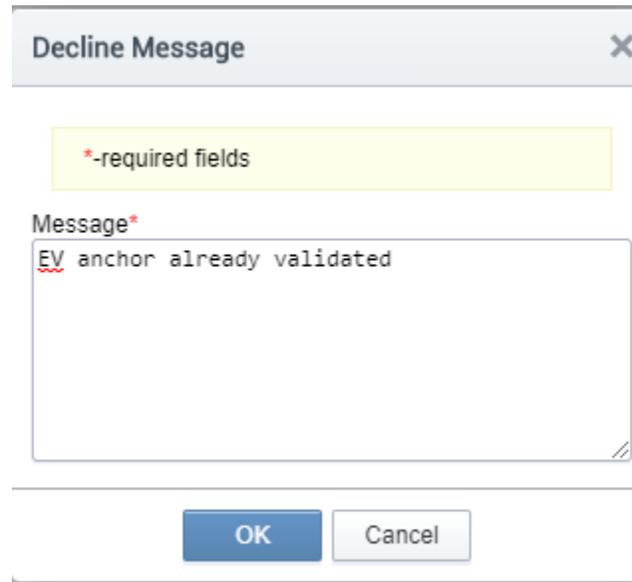
A screenshot of a web interface for an SSL certificate. At the top, a header reads 'SSL Certificate: sectigo.com'. Below it, a message box states 'Certificate has not enrolled yet'. The main section is titled 'CERTIFICATE DETAILS' and contains the following information: Common Name [sectigo.com](http://sectigo.com), Status **Applied**, Order Number **354492099**, Vendor **N/A**, Discovery Status **Not deployed**, Self-Enrollment Certificate ID **1811065**, Type **EV Anchor Certificate**, Server Software **Apache/ModSSL**, Server Software State, Term **395 days**, Owner **Rebecca Sandiford**, Requested by **Rebecca Sandiford**, External Requester, and Requested **05/28/2020**. At the bottom of this section is a tab labeled 'EV DETAILS'.

*Note: The details display the order number that can be used when communicating with the Support and Validation teams.*

## 6. Cancel an EV Anchor Request

An EV anchor request can be cancelled or declined. Declining the request will not generate an order for validation

1. Once the request is submitted, another MRAO administrator can decline the request by clicking Decline
2. Enter the Decline Message and click OK to confirm declining the request.



Decline Message

\*-required fields

Message\*

EV anchor already validated

OK Cancel

3. After the request is declined, the status is updated to declined. No order is generated and no validation occurs.

<input type="checkbox"/>	sectigo.com	Sectigo	Declined	Not scheduled	Not scheduled
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4. Review the EV anchor details by clicking on Details. The status is declined and there is no order number for support and validation teams

## CERTIFICATE DETAILS

Common Name [sectigo.com](https://sectigo.com)

Status **Declined**

Order Number **N/A**

Vendor **N/A**

Discovery Status **Not deployed**

Self-Enrollment Certificate ID **1582294**

Type **EnterpriseSSL Pro**

Server Software **Microsoft IIS 5.x and later**

Server Software State

Term **1 year**

## 7. Validation Process

The Validation team conducts a manual process to verify:

- Legal existence
- DBA ("Doing Business As" or trade name)
- Physical existence
- Operational existence
- Domain control
- Verify agreement signer's / requestor's authority, agency, and title

## Legal Existence

Legal existence is processed to verify the organization legally exists and the legal name of the organization. The EV anchor organization name must be the legally registered name of the organization. The sources used are a government registering agency or other government source that are approved by industry regulatory guidelines as a qualified government information source.

## Abbreviations and DBA ('Doing Business As' otherwise known as tradename)

A DBA or tradename can be listed on an EV anchor, but it can not be used as the legal name. DBA is verified as a registered tradename to be listed on the EV anchor.

The DBA and legal name appear on the anchor in this format. DBA (legalname) to conform to industry regulatory requirements. The maximum length of the Organization Name field in the EV Anchor and in certificates is 64 characters. There are rules on how abbreviations can be done but long tradename combined with long legal names lead to less optimal results.

## Physical Existence

Physical existence is processed to verify the organization's address when business is conducted. The sources used are third-party reliable source that verified organization details or other government source that are approved by industry regulatory guidelines as a qualified independent information source.

Validation must check the street address, city, state/province/county and postal code fields are formatted correctly and adhere to ISO standards. During verification, the data fields may need to be changed to meet ISO standard and regulatory guidelines. Validation is required to make necessary changes to avoid a mis-issued EV anchor.

*Note: ISO standards for address fields may not confirmed to popular local naming conventions but are necessary to avoid mis-issuing an EV anchor*

Industry regulatory guidelines allow for certain combination of address fields to be blank. But the EV anchor must have a combination of address field to properly define the organization location.

For example, the state/province/county field can be blank if the street address, city and country are present. Or the street address can be blank if the city, state/province/county, and country are present. The specific combinations can be complex, but the validation team can assist during the EV anchor validation process if certain fields do not have a proper ISO standard or if the EV anchor is to have only certain address fields.

### Operational Existence

Operational existence is processed to verify the organization is conducting business operations. The sources used are third-party reliable source that verified organization details or other government source that are approved by industry regulatory guidelines as a qualified independent information source.

### Domain Control

Domain control validates the organization has control over the domain that will be associated with the EV anchor.

### Verify Agreement

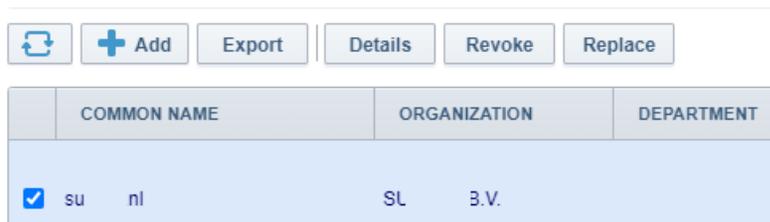
For GÉANT, the existing contract and agreements in place with NRENs for the service means that click-through Subscriber Agreements are not necessary.

## 8. Replace EV Anchor

Replacement is the process used to add a domain to an EV anchor or remove an obsolete domain from it. It is not recommended that the original anchor is revoked in these cases.

Replacing allows for a quick validation process without the need to revalidate. However if any organization details change during a replacement, revalidation is required.

1. Select the domain



The screenshot shows a web interface with a table. Above the table is a row of buttons: a refresh icon, '+ Add', 'Export', 'Details', 'Revoke', and 'Replace'. The table has three columns: 'COMMON NAME', 'ORGANIZATION', and 'DEPARTMENT'. The first row of the table is highlighted in light blue and contains a checked checkbox, 'su', 'nl', 'SL', and 'B.V.'.

	COMMON NAME	ORGANIZATION	DEPARTMENT
<input checked="" type="checkbox"/>	su nl	SL	B.V.

2. Click on Replace

Replace existing SSL for domain 'surfnet.nl'

\*-required fields

CSR\*

Common Name\*

Subject Alternative Names  
(optional, comma separated)

Reason\*

OK Cancel

3. Upload the CSR, complete all fields and click OK

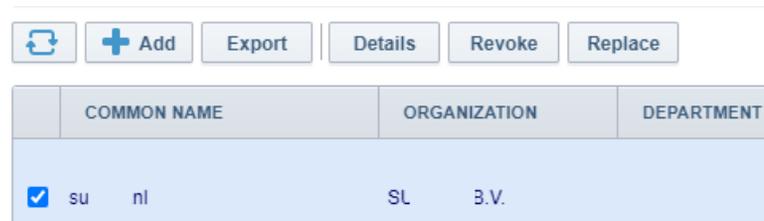
A replacement order is created, and validation begins on the new anchor.

*Note: The EV anchor must be revoked after the replacement anchor is issued. Having 2 active EV anchors for a single organization can cause problem to auto issue subsequent EV certificate orders.*

## 9. Revoke an EV Anchor

### Revoking an EV Anchor

1. Select the domain



	COMMON NAME	ORGANIZATION	DEPARTMENT
<input checked="" type="checkbox"/>	su.nl	SL	B.V.

2. Click on Revoke and follow the form to complete the revocation

Once revoked, the status updates to revoked.

## 10. Ordering EV Certificates

When you have a valid anchor you can order EV certificates using the domains secured by it. The CSR for an EV certificate must contain the country and the fully qualified domain names for CN and SubjAltNames and no other fields like Location. In this way you avoid clashes with the EV Anchor Organization content.