HARICA

Guide for Enterprise Admins
HARICA's CertManager Portal

Contents
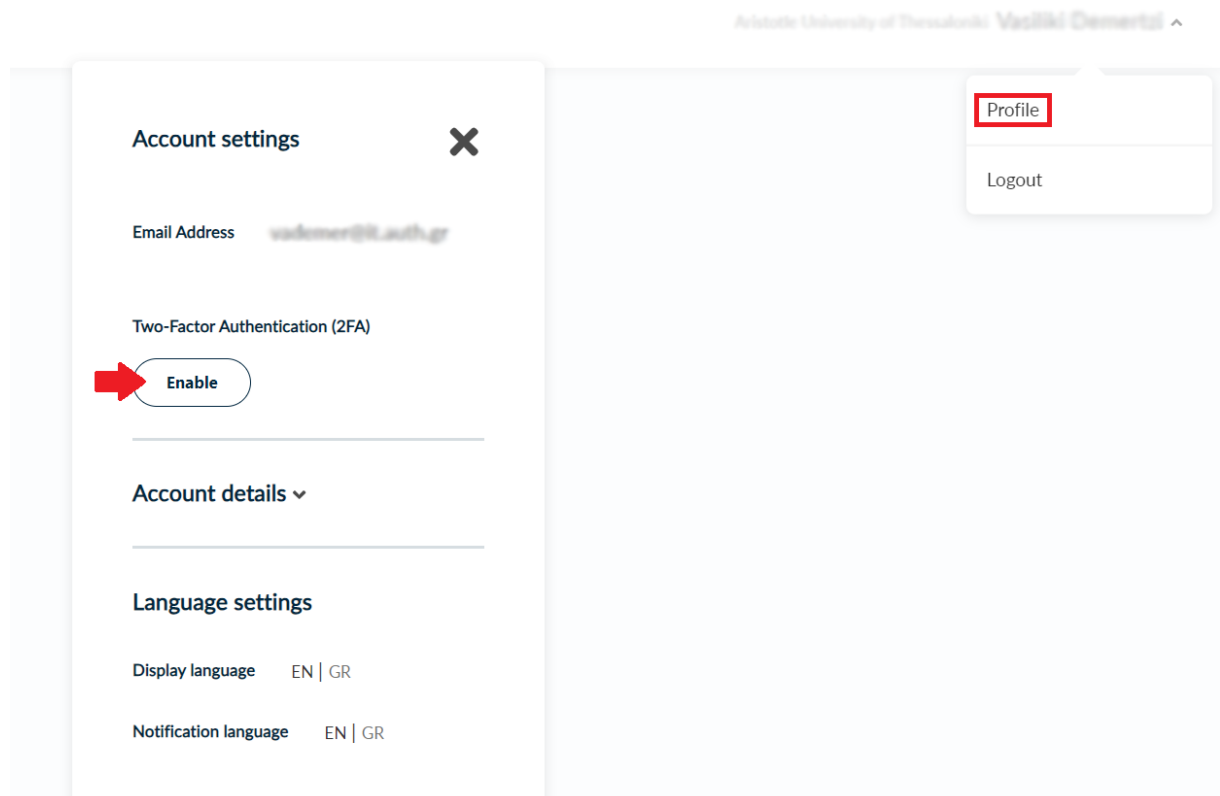
A) Enterprise Admin Role

1. Visit HARICA's CertManager and sign up to create your account.

   Your personal information must be accurate and fully matched (letter-by-letter) with a government-issued identification document.

2. Once you log in, from the top right corner, click on your name and select **Profile**. From the *Account Settings* menu, click **Enable** and follow the on-screen instructions to activate **Two-Factor Authentication (2FA)** as it is required for this role.

   After the process is completed, please inform the Enterprise Manager or an already assigned Enterprise Admin of your Enterprise in order to provide you access as Enterprise Admin.

3. When you gain access, a new menu *Enterprise* will appear in the portal. Go to **Enterprise → Admin**.
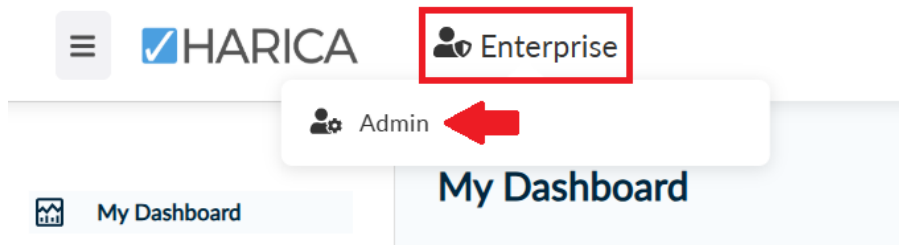
4. As an *Enterprise Admin*, you will be able to:
   - assign enterprise admin role to selected users,
   - assign enterprise SSL & S/MIME approver roles to selected users,
   - initiate domain validation for enterprises,
   - request for new domains within existing enterprises,
   - submit the required legal documents for identity validation,
   - manage all issued certificates, and
   - issue bulk S/MIME certificates (email-only/SV).

   These features are described in detail below.
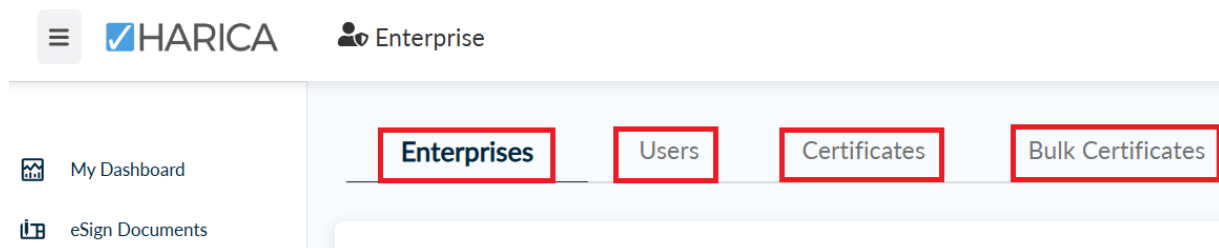
## B) Assign Enterprise Admin and Enterprise Approver Roles

1. To assign Enterprise roles to a user, go to the **Users** tab and select the desired user.

   Please note that for a user to appear in the *Users* tab, they must first register on the portal using an email address associated with a base domain that you already control.
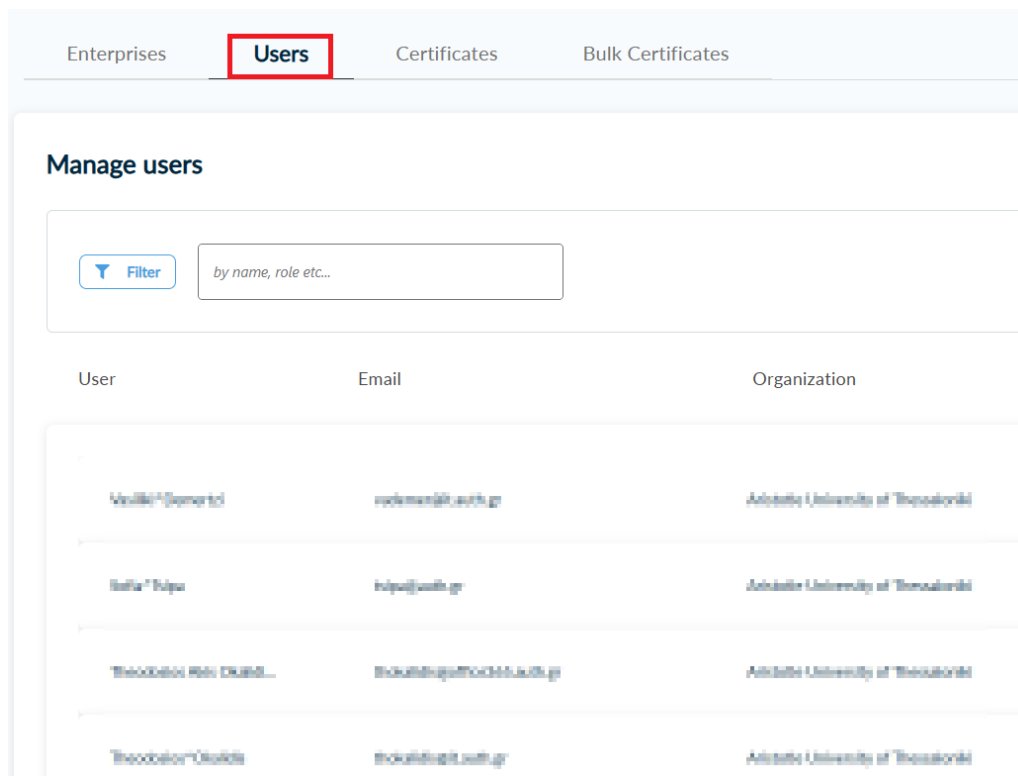

2. Go to the **Account info** tab. Enable the **Enterprise Admin** or/and **Enterprise Approver** switch, depending on the user, and select from the drop-down menu which enterprises this user will manage by pressing the **Manage Groups** button, first. Then, click **Save**.

   Please note that the user should have first activated **Two-Factor Authentication (2FA)** to be able to access these roles.
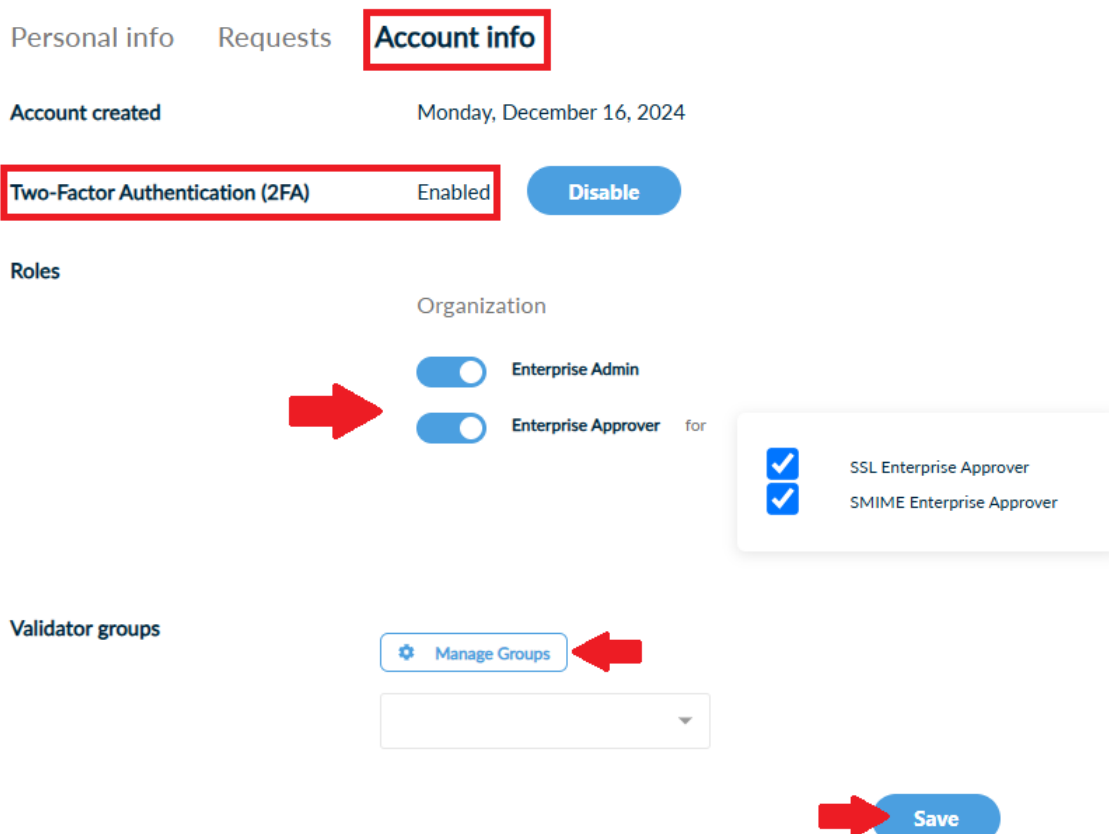
C) Initiate Domain Validation for Enterprises

1. To initiate domain validation for newly added domains or refresh the validity of an already added domain, go to **Enterprise → Admin → Enterprises** [tab], and select the desired enterprise or search for it.
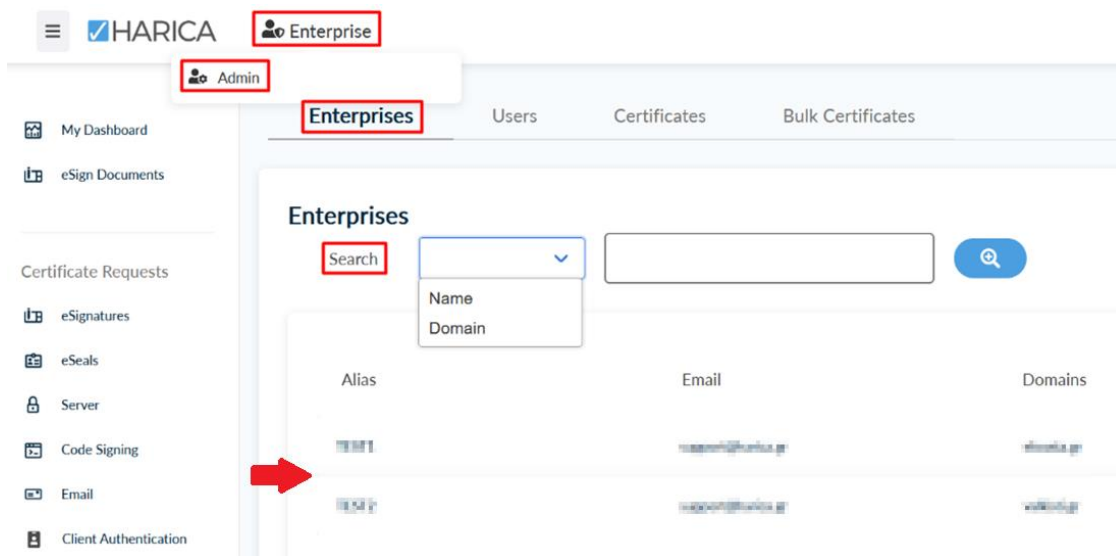
2. Go to the **Domains** tab and press the **Validate Domain** button to initiate domain validation for the specific domain.

Please note that the user that will validate the enterprise must be registered in CertManager, first.

D) Add Domains to an Enterprise

1. To request for new domains within existing enterprises, from the **Enterprises** tab, click on the desired enterprise.

2. Click on the **Add Domains** button.

3. **Download the CSV sample** provided on the portal and fill in the required columns.
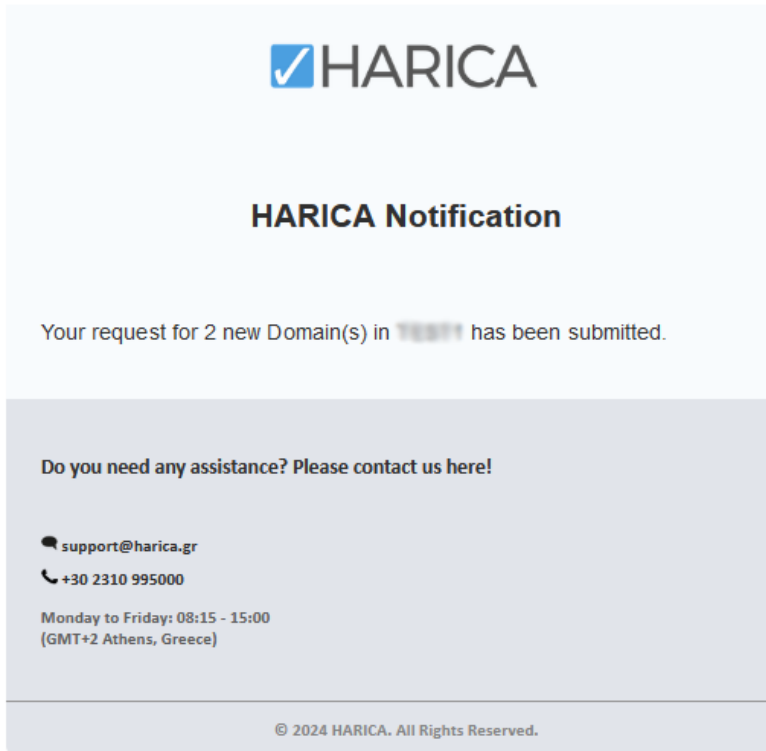
4. Click on **Choose File** to select the CSV file that you created. Then, click **Upload** to submit your request.

Preview CSV File

Domain
testdomain.gr
testdomain2.eu

Upload   Close

5. If the process is completed successfully, you will receive a confirmation email. Now, your request needs to be approved by HARICA's validators, who will check and verify the data that you have submitted.

✅ **HARICA**

HARICA Notification

Your request for 2 new Domain(s) in TEST1 has been submitted.

Do you need any assistance? Please contact us here!

📧 support@harica.gr
📞 +30 2310 995000

Monday to Friday: 08:15 - 15:00
(GMT+2 Athens, Greece)

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6. Once the validation is completed successfully, the requested domains will appear under the *Domains* tab.

Enterprises

+ **Request New Enterprise**

Alias	Email	Domains
TEST1	support@harica.gr	eliousta.gr, anotherdomain.gr, anotherdomain2.gr

Enterprises   Domains

Domain	Validity
eliousta.gr	18/12/2024
anotherdomain.gr	19/12/2024
anotherdomain2.gr	19/12/2024

E) Submit Legal Evidence for Identity Validation

1. To submit legal evidence for identity validation of the enterprise, from the **Enterprises** tab, select the desired enterprise.

2. Click on the **Upload validation files** button.

3. Upload the necessary evidence for the identity validation.

   At this point, upload evidence for the **OV validation only**. EV validation evidence is not required.

4. If the process is completed successfully, you will receive a confirmation email. Now, your request needs to be approved by HARICA's validators, who will check and verify the data that you have submitted.

5. Once the validation is completed successfully, the validity will be updated with a new expiration date.

FQDN	DN	Validity
enterprise1.gr	O=One, ST=Athens, L=Attica, C=GR	OV: 28/03/2027 EV: 11/12/2024

	(EN)	(local language)
Organization official name	One	
Organizational Unit		
State or province	Athens	
Locality name	Attica	

	ISO 3166-1 Alpha-2	(EN)
Country	GR	Greece
Organization Identifier	test	

Group

Another Enterprise One

Close

F) Manage Certificates

1. To view all issued certificates, go to the **Certificates** tab.

2. Click on a certificate to view the certificate details.

3. Go to the **Download** tab to download the certificate's public key in various formats.

4. Go to the **Revoke** tab to revoke the certificate, if necessary.

S/MIME IV+OV   [illegible]   [illegible]   30/12/2024   30/12/2026

Details   Download   Revoke

Unspecified reason   ⌄   Revoke

Transaction notes   Status message to user

5. Press the **Download** button to download a CSV file containing all issued certificates.

Enterprises   Users   **Certificates**   Bulk Certificates

Enterprise Certificates

Valid 53   Revoked 5   Expired 2

▼ Filter   Download   by name, role etc...

Type	Email	CN	Valid from	Valid until	
S/MIME IV+OV	[illegible]	[illegible]	30/12/2024	30/12/2026	⌄
S/MIME IV+OV	[illegible]	[illegible]	30/12/2024	30/12/2026	⌄
S/MIME email-only	[illegible]		30/12/2024	30/12/2026	⌄

G) Bulk Certificates

1. To issue bulk S/MIME certificates, go to the **Bulk Certificates** tab and select **S/MIME**. Then, press **Start here** to initiate the process.

2. <u>Select</u> your desired Enterprise from the drop-down menu. Then, download the CSV sample provided on the portal and fill in the required columns.

3. Click on **Choose File** to select the CSV file that you created. Then, accept the <u>Terms of Use</u>, the <u>Certification Practices</u> of HARICA and the <u>Data Privacy Statement</u>, and press **Upload**.

   Please note that the **CertType** column in the CSV file must be set to **email_only** for Email-Only certificates or **natural_legal_lcp** for SV certificates.

If the process is completed successfully, you will be prompted to **download a .zip file** containing all requested certificates. You can choose to save the file immediately or download the certificates later from the main page.

4. All issued S/MIME certificates are available under the **Bulk Certificates → S/MIME** tab. You can either download each certificate individually in various formats from the **Details** tab or download a .zip file containing all certificates from the **Info** tab.
    Finally, press the **X** button to revoke any certificate, if necessary.