

# Guide for Enterprise Managers

## HARICA's CertManager Portal

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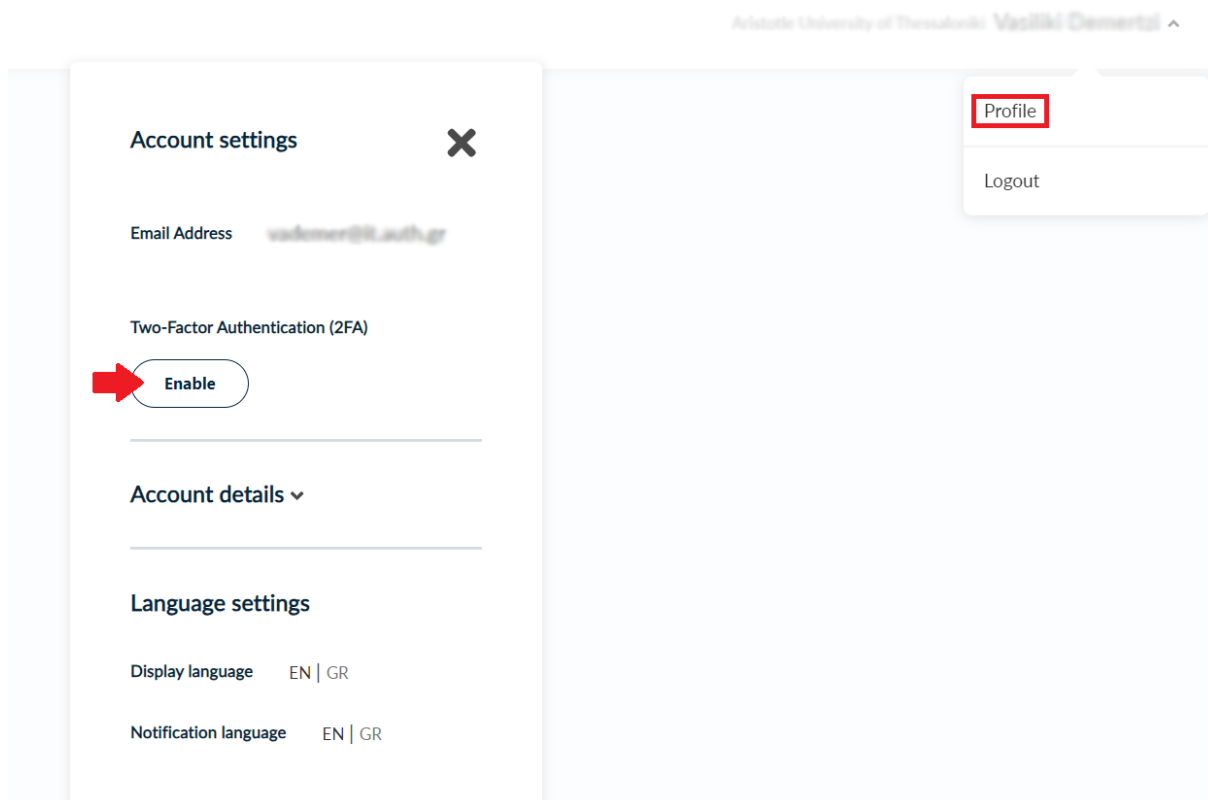
### A) Enterprise Manager Role

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 HARICA's support in order to provide you access as Enterprise Manager.



3. When you gain access, a new menu *Enterprise Manager* will appear in the portal. Go to **Enterprise Manager** → **Enterprises**.



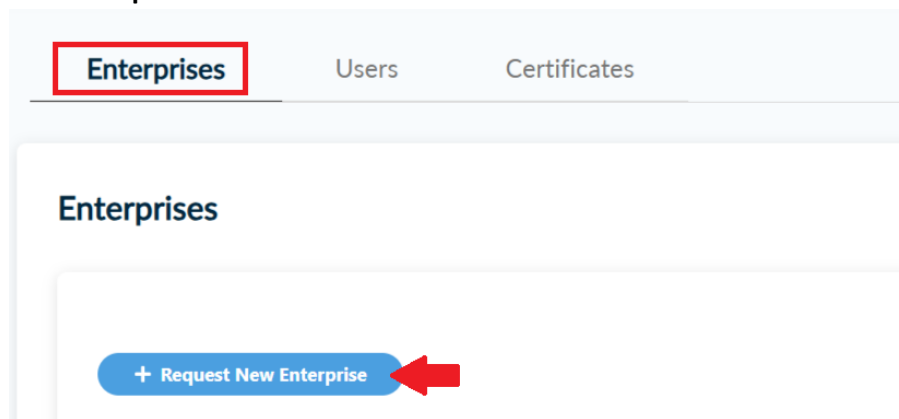
4. As an *Enterprise Manager*, you will be able to:
- request for on-boarding new enterprises,
  - assign enterprise admin role to selected users,
  - request for new domains within existing enterprises,
  - submit the required legal documents for identity validation, and
  - view all issued certificates.

These features are described in detail below.



## B) On-board Enterprises

1. To request for on-boarding new Enterprises, from the *Enterprises* tab, click **Request New Enterprise**.



2. **Download the CSV sample** provided on the portal and fill in the required columns.

Make sure that the Organizational Unit column remains empty as, at this point, it is not required.

### 1 Upload CSV File ⓘ

[Download CSV Sample for Enterprise Requests](#)

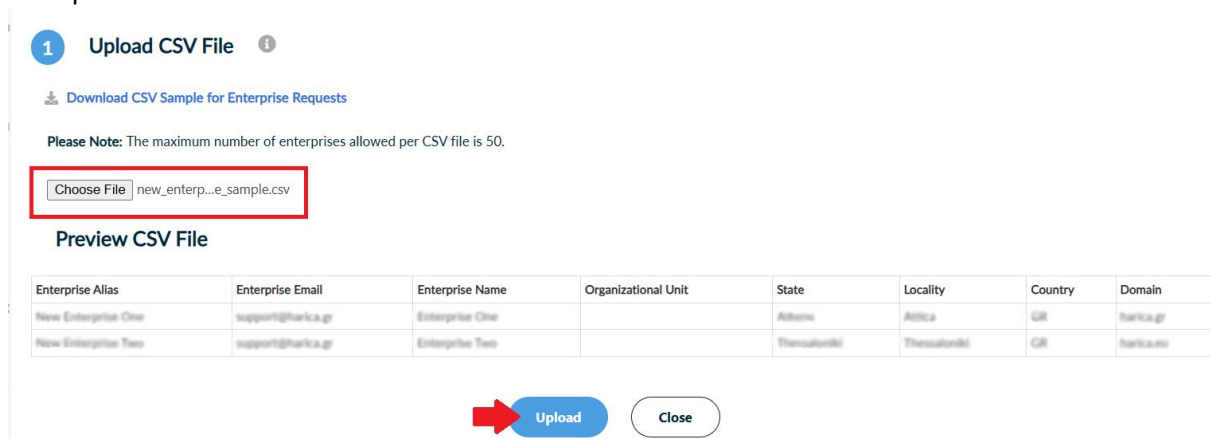
**Please Note:** The maximum number of enterprises allowed per CSV file is 50.

Choose File No file chosen

Upload

Close

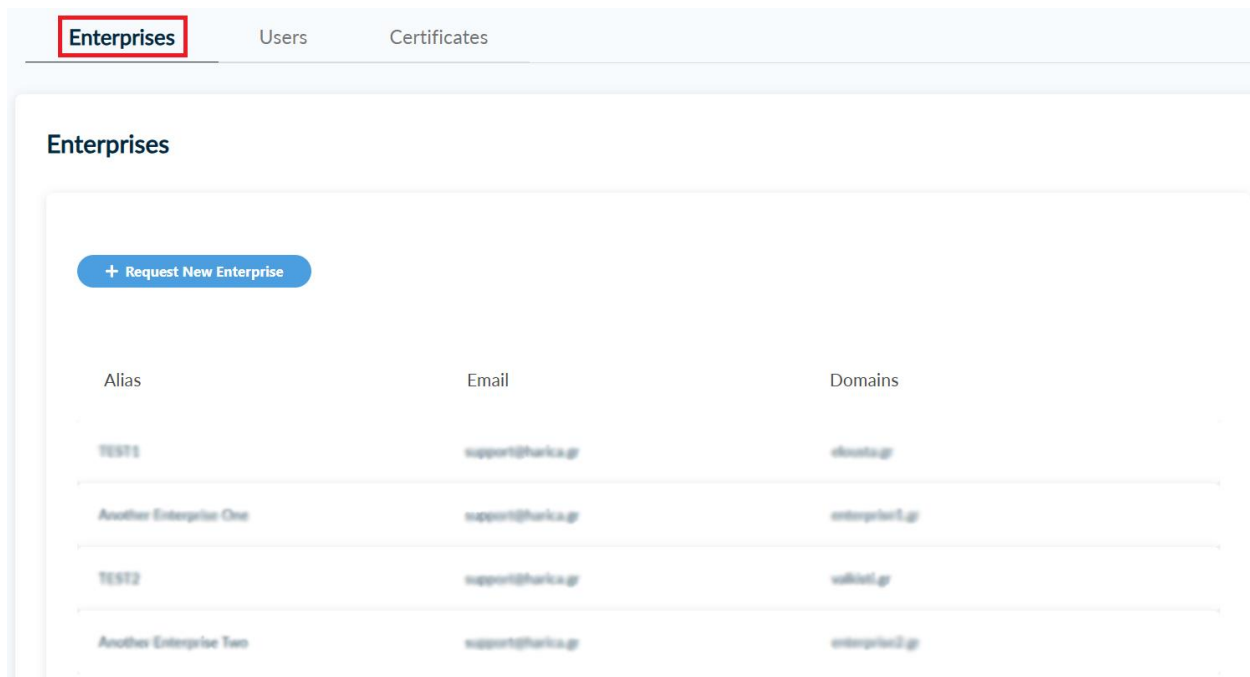
3. Click on **Choose File** to select the CSV file that you created. Then, click **Upload** to submit your request.



- 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.

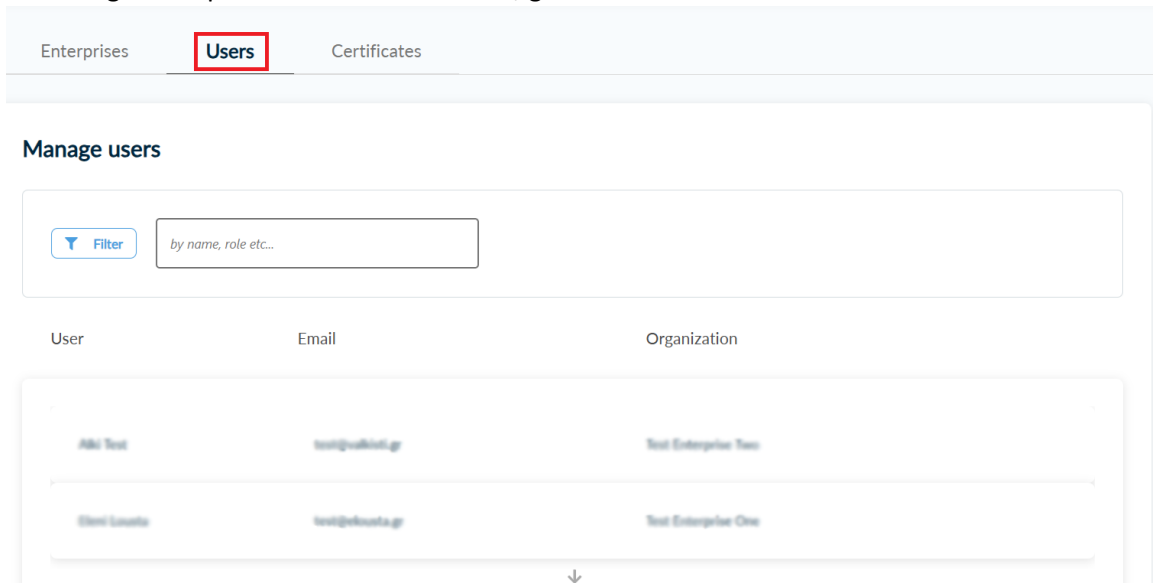


- Once the validation is completed successfully, the requested enterprises will appear under the *Enterprises* tab.



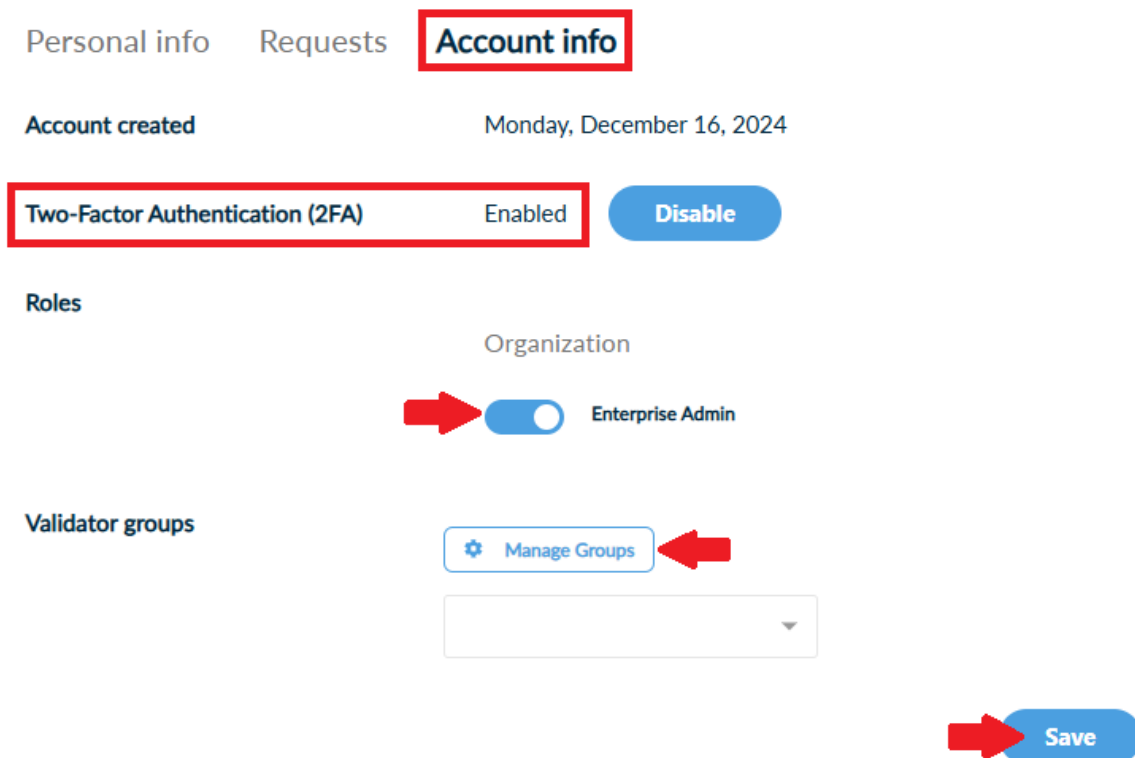
## C) Assign Enterprise Admin Role

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



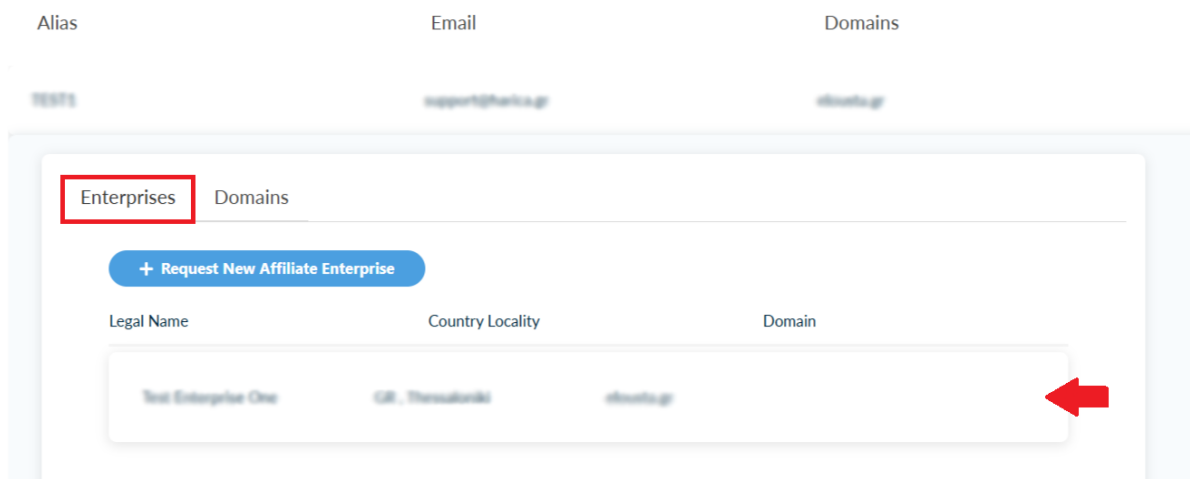
2. Go to the **Account info** tab. Enable the **Enterprise Admin** switch and select from the drop-down menu which enterprises this user will manage by pressing the **Manage Groups** button, first. Then, click **Save**.

Please note that the user should have first activated **Two-Factor Authentication (2FA)** to be able to access this role.

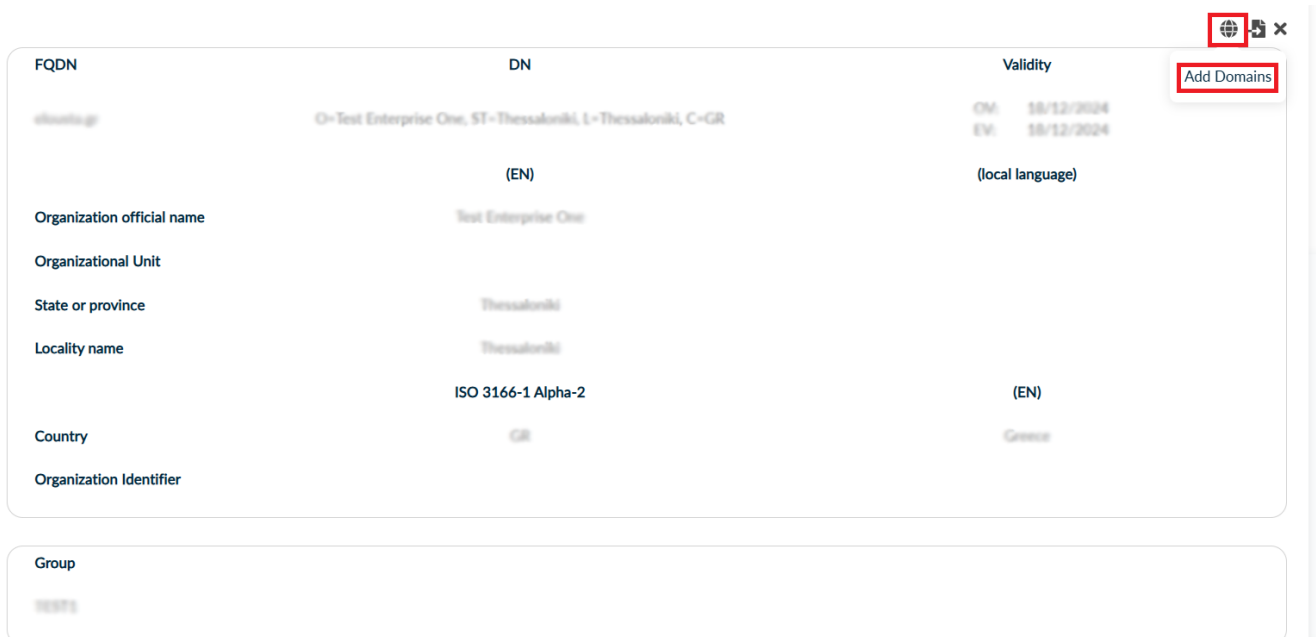


## D) Add Domains to an Enterprise

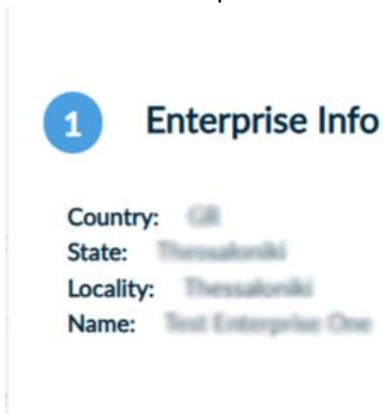
1. To request for new domains, from the **Enterprises** tab, click on the desired enterprise.



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



3. Check the enterprise information.



4. Download the CSV sample provided on the portal and fill in the required columns.

## 2 Upload CSV File ⓘ

 [Download CSV Sample for new Domain](#)

**Please Note:** The maximum number of domains allowed per CSV file is 100.

No file chosen


5. 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





6. 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 Notification

Your request for 2 new Domain(s) in **TEST** 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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7. Once the validation is completed successfully, the requested domains will appear under the *Domains* tab.

**Enterprises**

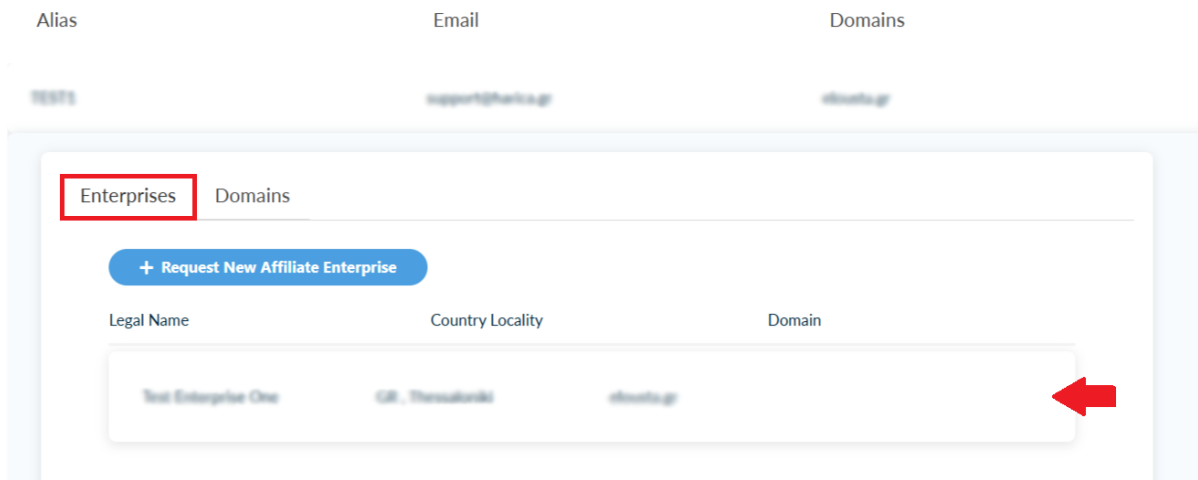
The screenshot shows a web interface for managing enterprises. At the top left, there is a blue button labeled '+ Request New Enterprise'. Below this, there is a table with three columns: 'Alias', 'Email', and 'Domains'. The first row contains the text 'TEST1', 'support@hika.gr', and 'elivita.gr, anotherdomain.gr, anotherdomain2.gr'. Below this table, there is a secondary tabbed interface with two tabs: 'Enterprises' and 'Domains'. The 'Domains' tab is selected and highlighted with a red box. Under the 'Domains' tab, there is a table with two columns: 'Domain' and 'Validity'. The table contains three rows of data:

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

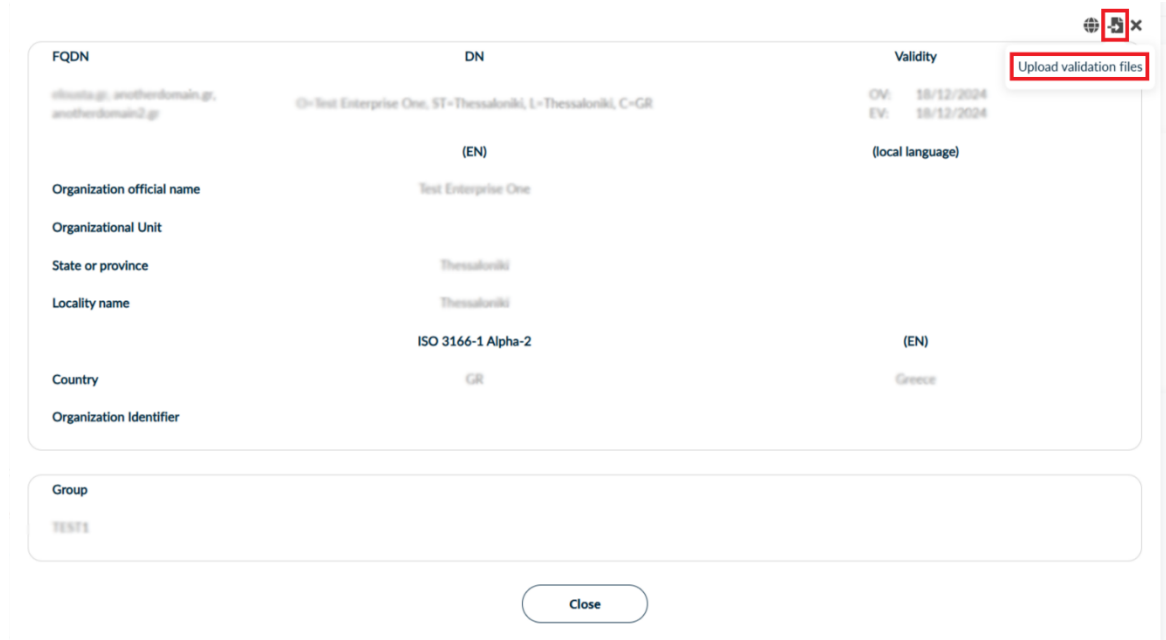


## E) Submit Legal Evidence for Identity Validation

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.

### Upload validation files

Validity OV

Validity EV

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.



## HARICA Notification

Your OV files for **One** have been submitted.

**Do you need any assistance? Please contact us here!**

support@harica.gr  
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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: 31/12/2024
	(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