

Guide for Enterprise Managers

HARICA's CertManager Portal

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A) Enterprise Manager Role

1. Visit HARICA's <u>CertManager</u> and <u>sign up</u> to create your account.

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

 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, <u>please inform HARICA's support in order to provide you access as</u> <u>Enterprise Manager</u>.

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Account settings	Profile
	Logout
Email Address	
Two-Factor Authentication (2FA)	
Enable	
Account details ~	
Language settings	
Display language EN GR	
Notification language EN GR	

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.**

Enterprises	Users	Certificates	
Enterprises			
+ Request New Er	nterprise	I	

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	
La Download CSV Sample for Enterprise Requests	
Please Note: The maximum number of enterprises allowed per CSV file is 50.	
Choose File No file chosen	
	Class

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

S Download CSV Sam	ple for Enterprise Requests						
Please Note: The maxim	num number of enterprises allow	wed per CSV file is 50.					
FIEVIEW CSV F	lie						
Enterprise Alias	Enterprise Email	Enterprise Name	Organizational Unit	State	Locality	Country	Domain
Enterprise Alias	Enterprise Email	Enterprise Name	Organizational Unit	State	Locality	Country	Domain

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
HARICA Notification
Your request for 2 new Enterprises has been submitted. Enterprises Requested:
Do you need any assistance? Please contact us here!
Support@hanica.gr
N +30 2310 995000
Monday to Friday: 08:15 - 15:00 (GMT+2 Athene, Greece)

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

Enterprise	U sers	Certificates		
Enterprise	s			
+ Requ	est New Enterprise			
Alias		Email	Domains	
10911		support@harica.gr	elevatogr	
Another	Interprise One	separt@harica.gr	entropole Lar	
10512		ngpot@halongr	subliction	
Another	Interprise Two	saport@helia.g	enterprised gr	

C) Assign Enterprise Admin Role

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

Enterprises	Users Certificates		
Manage users			
T Filter	by name, role etc		
User	Email	Organization	
Albi Text	testipullistig	Text Enterprise Taxo	
Eleni Lausta	teri@eleasta.gr	Text Enterprise One	
		\downarrow	

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.

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

Personal info Requests	Account info
Account created	Monday, December 16, 2024
Two-Factor Authentication (2FA)	Enabled Disable
Roles	
	Organization
•	Enterprise Admin
Validator groups	Manage Groups
	Save

D) Add Domains to an Enterprise

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

Email	Domains	
separt@haiss.gr	disate g	
Enterprise Country Locality	Domain	
GR. Throughouthic education		
	Email Enterprise Country Locality	Enterprise Country Locality Domain

2. Click on the Add Domains button.

		6
FQDN	DN	Validity Add Domains
elevato gr	O=Test Enterprise One, ST=Thessaloniki, L=Thessaloniki, C=GR	OM 18/12/2024 EV: 18/12/2024
	(EN)	(local language)
Organization official name	Text Enterprise One	
Organizational Unit		
State or province	Thessatoviki	
Locality name	Thessaforshi	
	ISO 3166-1 Alpha-2	(EN)
Country	CR.	Greece
Organization Identifier		
Group		
10375		

 $\textbf{3.} \quad \textbf{Check the enterprise information}.$



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



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		
tentdumain2.ev		
	Upload	

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
HARICA Notification
Your request for 2 new Domain(s) in 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.

+ Request New Enterprise		
T request new Linterprise		
Alias	Email	Domains
76571	support@harica.gr	eliuusta.gr. anotherdomain.gr, anotherdomain
Enterprises Domains		
Domain	Validity	
Domain	Validity	
Domain	Validity	

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.

Alias	Email	Domains	
10571	support@harks.gr	structury	
Enterprises Domains			
+ Request New Affilia	e Enterprise		
Legal Name	Country Locality	Domain	

 $\label{eq:2.1} \textbf{Click on the Upload validation files button.}$

FQDN	DN	Validity Upload validation fil
frunta.gr, anotherdomain.gr, motherdomain2.gr	(3=Tinit Enterprise One, ST=Thessaloniki, L=Thessaloniki, C=GR	OV: 18/12/2024 EV: 18/12/2024
	(EN)	(local language)
Organization official name	Test Enterprise One	
Organizational Unit		
State or province	Thessaloviki	
Locality name	Thessaloviki	
	ISO 3166-1 Alpha-2	(EN)
Country	GR	Greece
Organization Identifier		
Group		
TEST1		
	Close	

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.

	Select file
lity EV	
(Select file

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		
HARICA Notification		
Your OV files for have 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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5. Once the validation is completed successfully, the validity will be updated with a new expiration date.

			⊕-5i×
FQDN	DN	Validity	
enterprise1.gr	O=One, ST=Atthens, L=Attica, C=GR	OV: 28/03/2027 EV: 19/12/2024	
	(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		