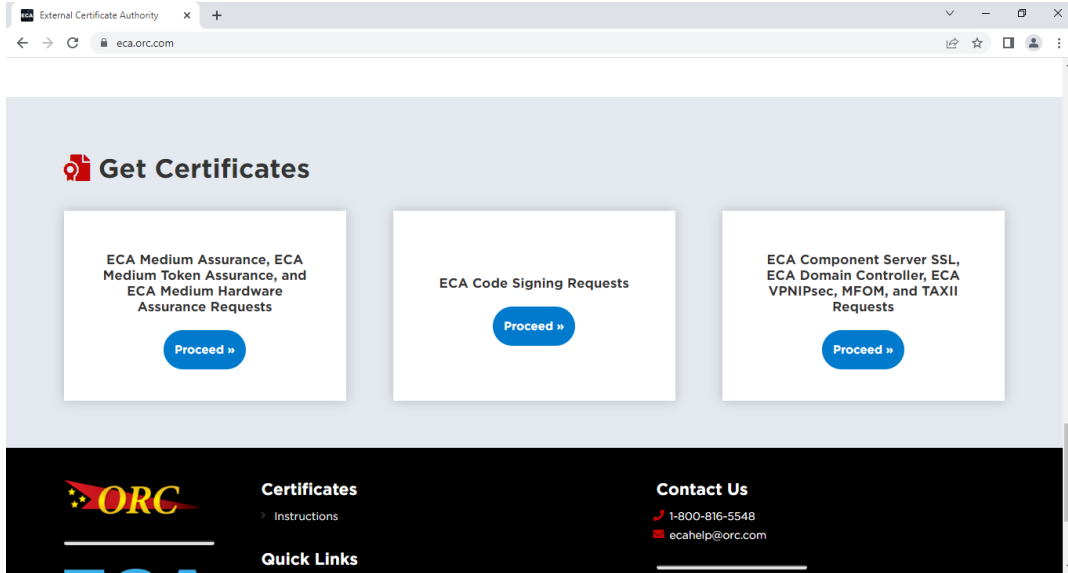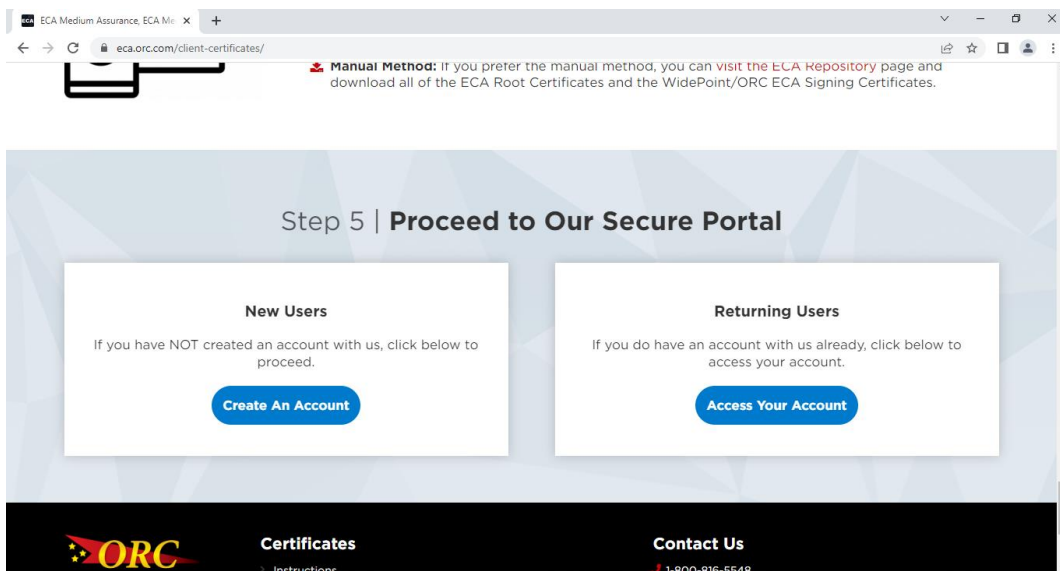## ECA 8: Creating an Account – Chrome.

Step Number 1: Through Google Chrome you will go to https://eca.orc.com/ continue on through the webpage to the 'Get Certificates' section and click 'Proceed' on the far-left button for ECA Certificates.

Step Number 2: You will then read the instructions on the page and proceed to Step 5 and click the button on the left, 'Create an Account'.

Step Number 3: You will choose 'Register' under 'Create an Account'.
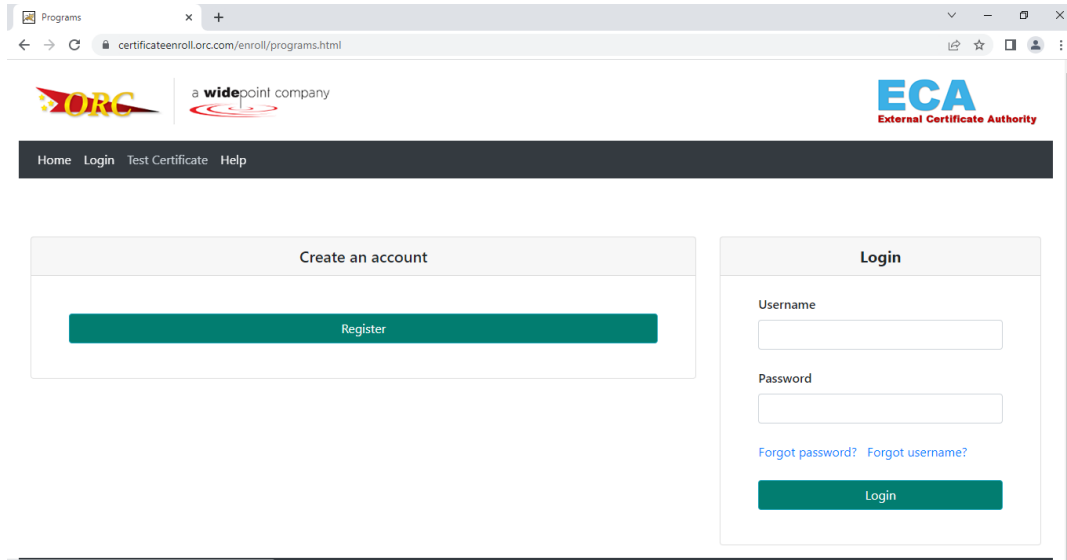
Step Number 4: For this page it lists out all DoD sites we have on record, when you move forward from this screen it will determine from your selected options to advise on what certificate/certificates would best suit your needs. You can select more than one at a time please select **ALL** of the sites you will need access to so that you order the correct certificate.

*If the DoD site that you will be needing access to is not listed on the page – please email ecahelp@orc.com with the DoD site and full URL and we can manually add it. You can select 'My Federal Program is not listed' and the next page will bring you to all certificate options available to choose from. To confirm what type of certificate you need if not listed below, please reach out to the website helpdesk/customer service team to advise on what ECA Certificate is needed for access.

*If you will **ONLY** be utilizing your certificate for signing/encrypting emails and documents you can select the 'No ECA Agency Affiliation is Required' and the next page will bring you to all certificate options available to choose from. For **only** signing/encrypting emails we recommend our Medium Assurance Identity and Encryption Certificate option as it is our lowest security option available, requires no hardware/software and is installed directly into your browser to be utilized.
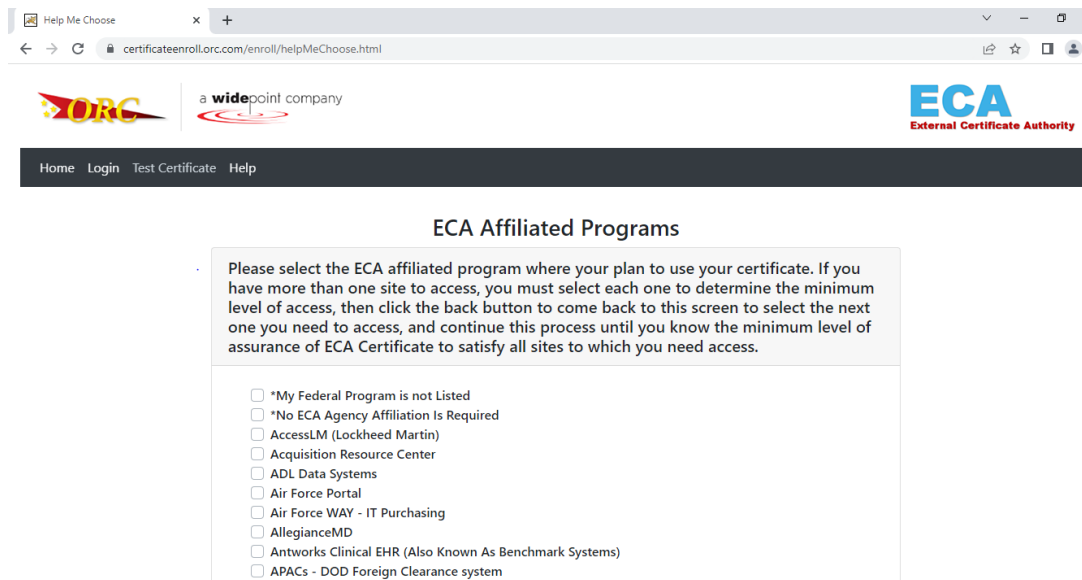
Step Number 5: The next page will showcase the options for certificates that fit from what you selected on the previous page. The below screenshot showcases the screen of all of our available certificate options.

Home   Login   Test Certificate   Help

Certificate Types

Please select certificate type

- ○ Medium Assurance Identity and Encryption Certificate
- ○ Medium Token Assurance Identity and Encryption Certificate
- ○ Medium Hardware Assurance Identity and Encryption Certificate
- ○ SSL Component/Server Certificate
- ○ VPN IP Security Certificate
- ○ Domain Controller Certificate

Note: Code Signing certificate request can be made from subscribers portal after login.

Please acknowledge the following below:
- ☐ You may need admin rights within key pair generation application and access to Microsoft Management Console for your profile on Personal Computer.
- ☐ I've trusted the ECA CAs.

| Back | Next |

Step Number 6: This step showcases the pricing for the selected certificate, along with the choice of deciding if you need a 1- or 3-year option certificate as well as if you need to expedite the request for a fee. If you need any hardware or software it should show on the second half of the page along with pricing for those items and you will click 'Next'.

Validity and Hardware/Storage   ✕   +

← → C   🔒 certificateenroll.orc.com/enroll/validityAndHardware.html

Home   Login   Test Certificate   Help

Certificate Validity and Hardware

Please select certificate validity

- ● 1 Year ($155.00)
- ○ 3 Years ($372.00)

- ☐ EXPEDITE (Fee $49.00)

*Expedite Fee - Certificate Issuance will be same day Monday through Friday excluding Federal Holidays, of WidePoint receipt of end user's application.
Standard processing time 3-5 business days upon application package being received.

Please select Hardware/Storage

- ○ Smart Card ($32.00)
- ○ USB Token ($58.00)
- ● Existing Hardware Storage/USB ($0.00)

| Back | Next |

Step Number 7: This step is to confirm your previous selection, to move forward you will click 'Buy Now' (This will not move forward to an online payment screen for this process, you will still provide your payment details on the request forms themselves).
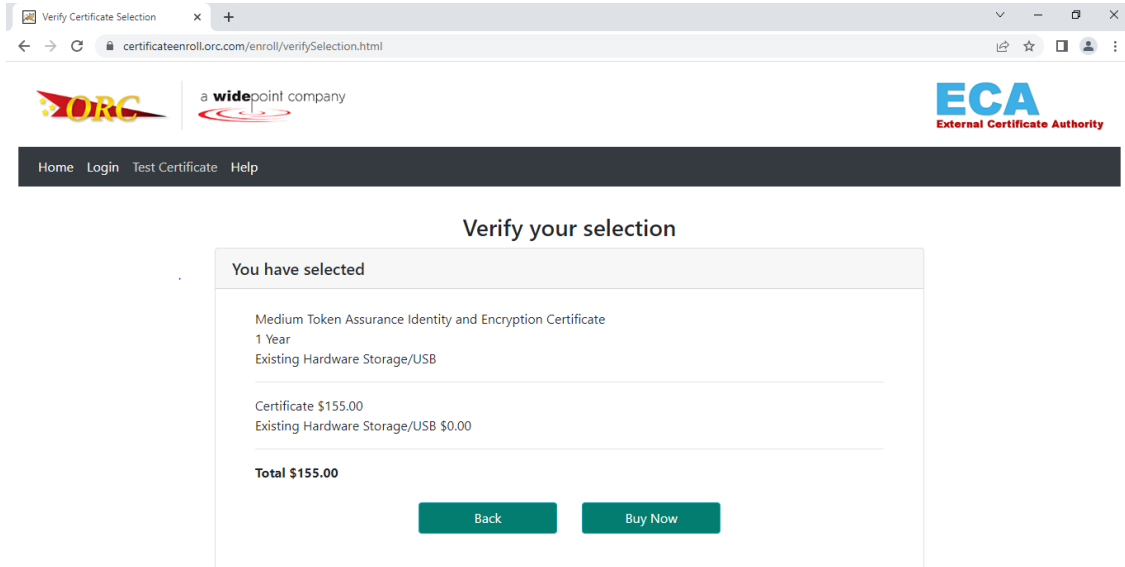
Step Number 8: This page is showing your selection and the instructions for the next steps to continue registering your account and making your certificate request.
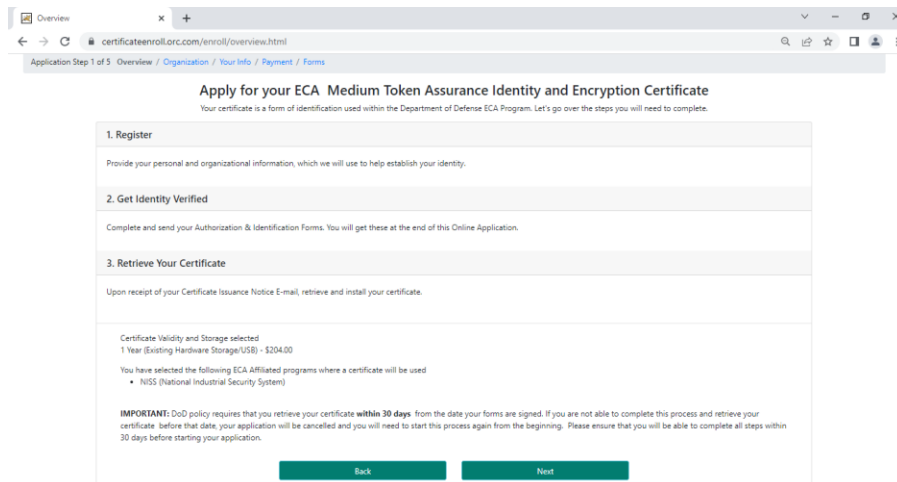
Step Number 9: On the Organization Information page you will type in your company name/organization into the Name field and options relating to your search should populate. Please make sure you are looking at all results as some companies have multiple entries depending on cost center or location.

Note: If your Company name/Organization is not listed from the Search bar - please email in to ecahelp@orc.com with your Company Name, CAGE code and Company Corporate address and we will add it in to the selection. You must wait until it has been added before you can continue on from this point.

Step Number 10: Once you have selected an organization from the drop down it should then populate with further details on the organization. If there is more than one listed you will need to select the correct option depending on the company headquarters address and click 'Next'.

If you are not sure which Organization you belong to, please reach out internally to your supervisor and/or LRA within your company to confirm which selection is correct.

Step Number 11: You will then reach the Personal Information Page – You can select on the top right checkmark box to utilize the Organization's mailing address to put on file. If you have dual citizenship you may hit "Additional Citizenship" and add in your secondary country.

You must enter in your full legal name that is listed on your identity documents you are providing for your paperwork that will be notarized.

Note: When you enter in your email address – this will be the email address you are registering for the account you are creating and also the email address the certificates, once issued will be attached to.

Your certificate cannot be attached to more than one email address. In the future if your email address changes for any reason and you no longer have access to it, we will be unable to retrieve or reset your account internally or reassign your certificates. You would need to fully create a new account, request and pay for new certificates.

***Your account password must be within these security parameters:* 8 or more characters, *1 Capital Letter, 1 Number & at* least 1 Special character: [([!,%,&,@,#,$,^,*,?,_,~]))]**

Step Number 12: Once submitted, you will then get the below screen confirming your account has been registered.
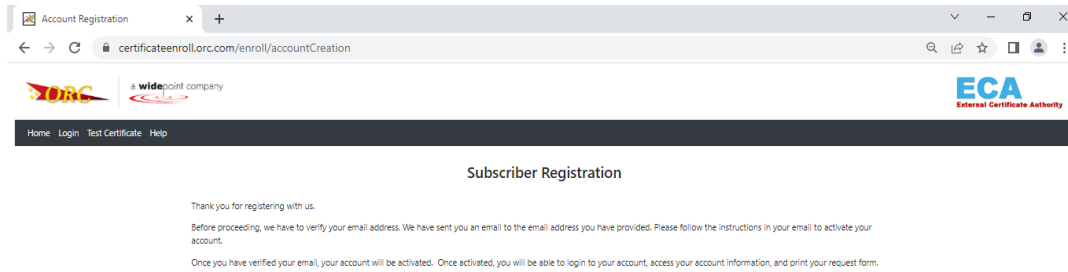
Step Number 13: You should now get the below registration activation email sent to the address listed under the email you submitted when you created your account on Step 10. To fully activate your account, you will copy and paste the link provided into Chrome.
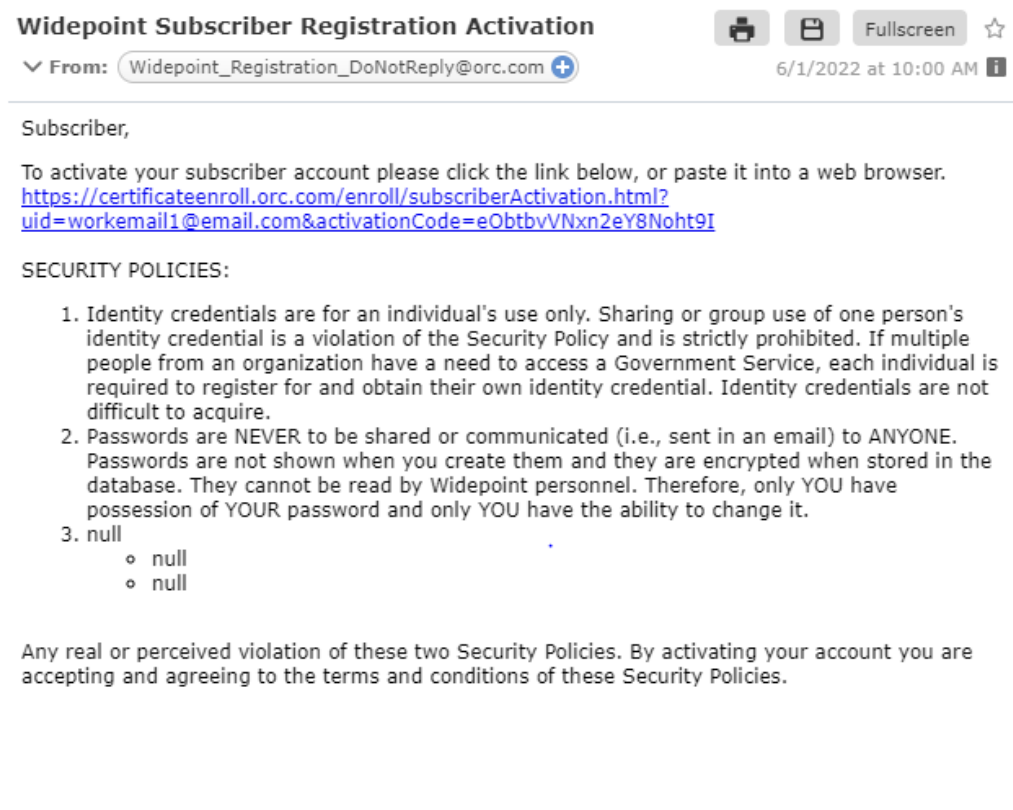
Step Number 14: Once you activate your account you should then receive the below screen.
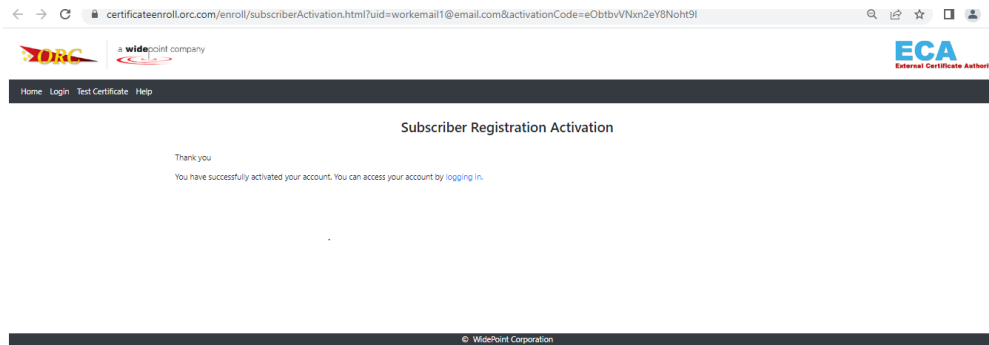
Step Number 15: Once activated it will then take you back to your login screen with the provided credentials where you can move forward to print your request forms.