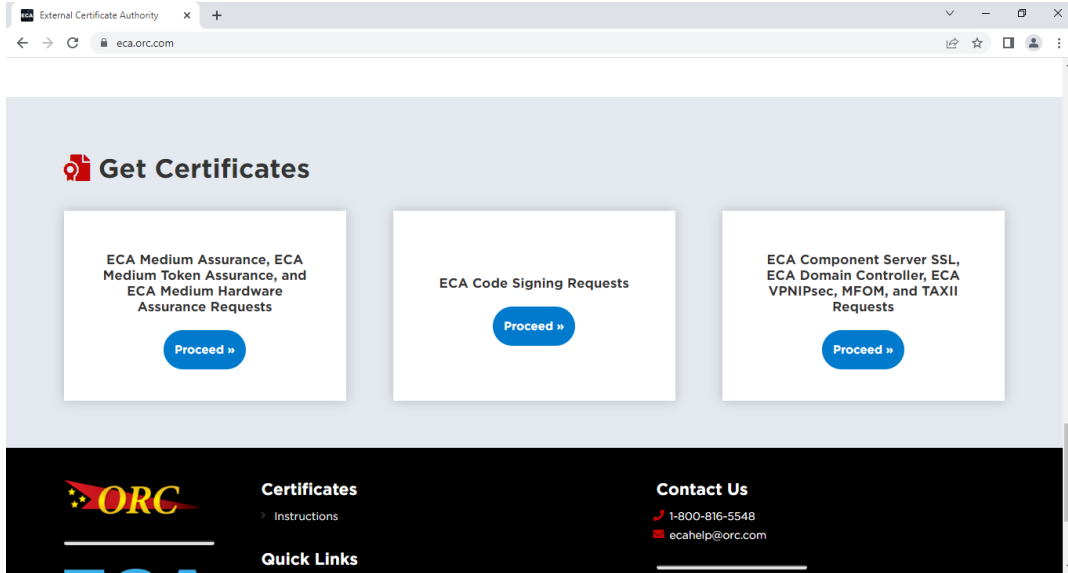
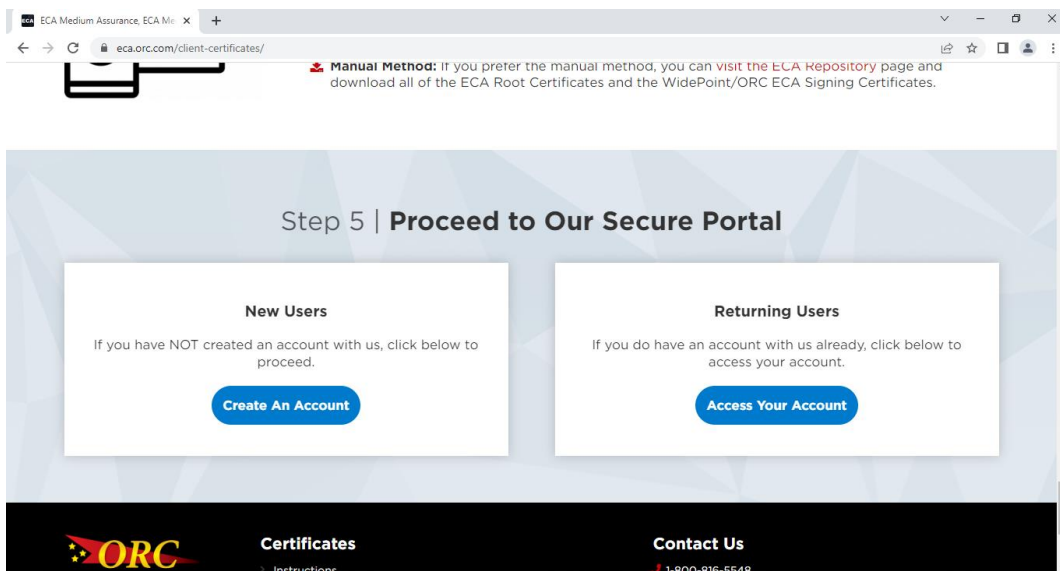


ECA 8: Creating an Account – Chrome.

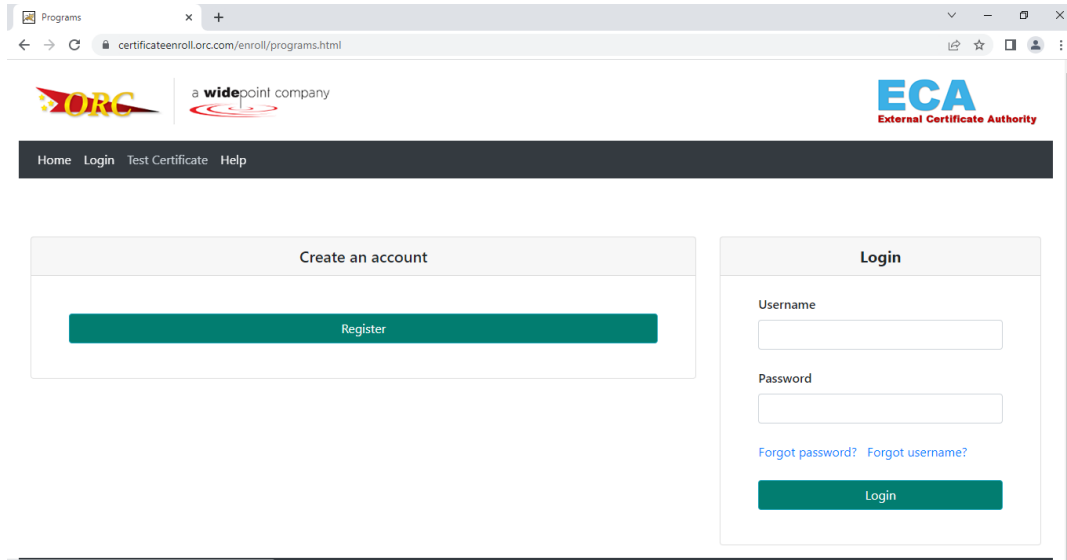
Step Number 1: Through Google Chrome you will go to <https://eca.orc.com/> continue on through the webpage to the 'Get Certificates' section and click 'Proceed' on the far-left button for ECA Certificates.



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'.



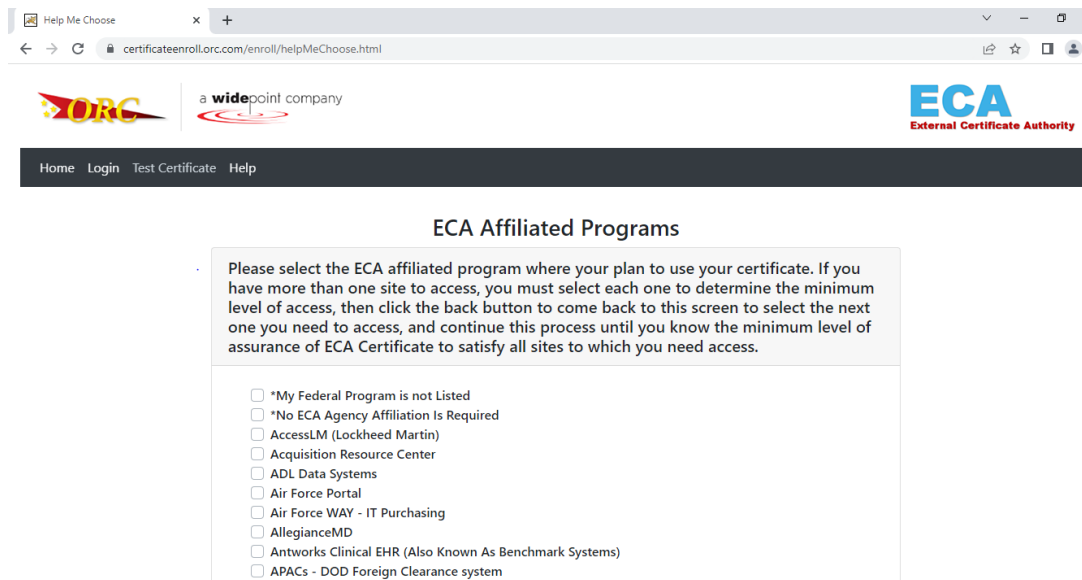
Step Number 3: You will choose 'Register' under 'Create an Account'.



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.



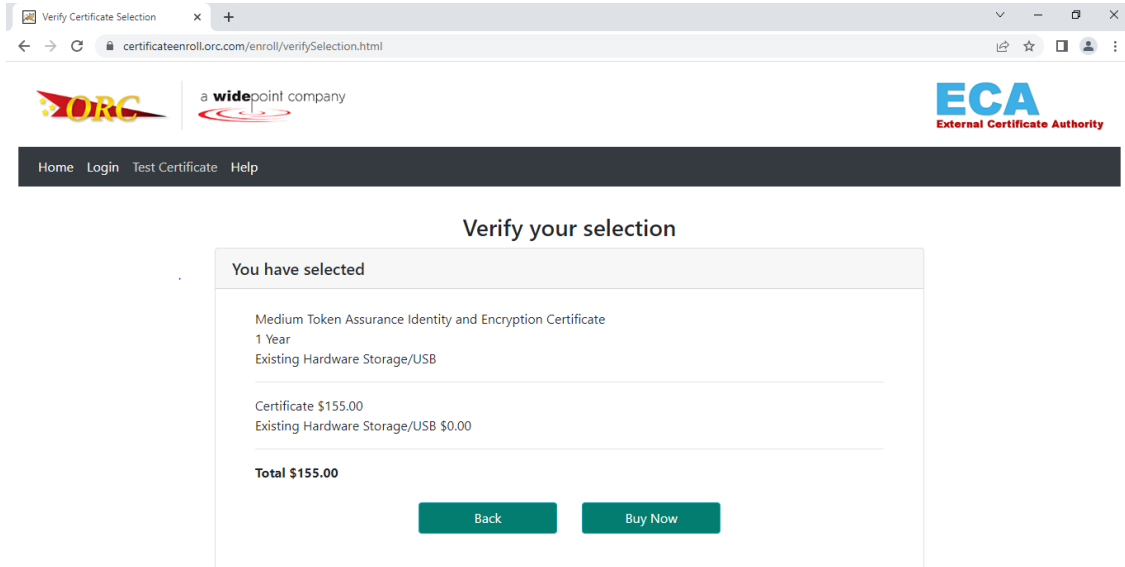
Step Number 5: The next page will showcase the options for certificates that fit from what you selected on the previous page. The below screenshot showcases the screen of all of our available certificate options.

The screenshot shows a web application interface with a dark header containing 'Home', 'Login', 'Test Certificate', and 'Help'. The main content area is titled 'Certificate Types' and contains a form with the heading 'Please select certificate type'. The form lists six radio button options: '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', and 'Domain Controller Certificate'. Below the list is a note: 'Note: Code Signing certificate request can be made from subscribers portal after login.' Underneath is a section for acknowledgments: 'Please acknowledge the following below:' followed by two checkboxes: 'You may need admin rights within key pair generation application and access to Microsoft Management Console for your profile on Personal Computer.' and 'I've trusted the ECA CAs.'. At the bottom of the form are two green buttons labeled 'Back' and 'Next'.

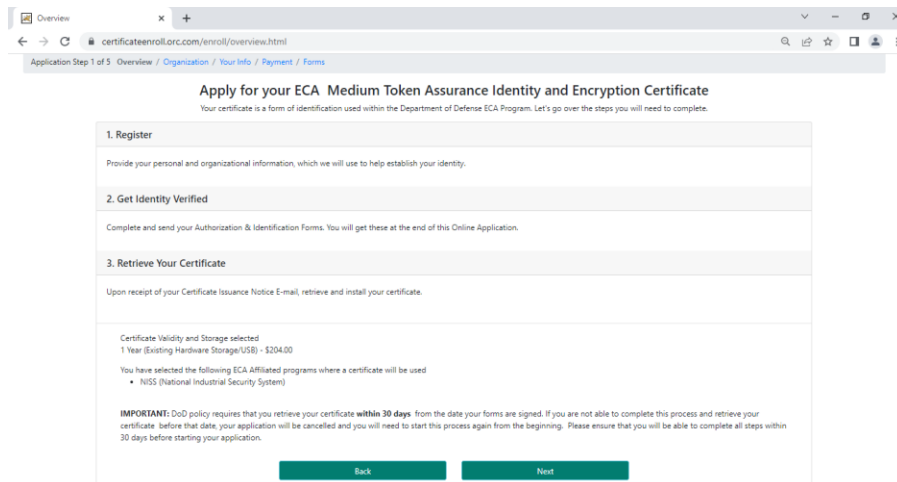
Step Number 6: This step showcases the pricing for the selected certificate, along with the choice of deciding if you need a 1- or 3-year option certificate as well as if you need to expedite the request for a fee. If you need any hardware or software it should show on the second half of the page along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

The screenshot shows a web browser window with the address bar displaying 'certificateenroll.orcc.com/enroll/validityAndHardware.html'. The page header is the same as in the previous screenshot. The main content area is titled 'Certificate Validity and Hardware' and contains a form with the heading 'Please select certificate validity'. The form has three radio button options: '1 Year (\$155.00)' (which is selected), '3 Years (\$372.00)', and 'EXPEDITE (Fee \$49.00)'. Below these is a note: '*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.' The second section of the form is titled 'Please select Hardware/Storage' and has three radio button options: 'Smart Card (\$32.00)', 'USB Token (\$58.00)', and 'Existing Hardware Storage/USB (\$0.00)' (which is selected). At the bottom of the form are two green buttons labeled 'Back' and '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.

The screenshot shows a web browser window with the URL <https://certificateenroll.orc.com/enroll/organizations.html>. The page title is "Organizations" and it features logos for ORC, WidePoint, and ECA. The main content area is titled "Organization Information" and contains a search form with the following fields:

- Organization Name * (containing "WIDEPOINT CYBERSECURITY SOLUTIONS CORPORATION")
- Postal Code (Zip Code)

Below the fields are "Search", "Back", and "Cancel" buttons. To the right, a "Certificate" summary box displays:

ECA - Medium Assurance Identity and Encryption Certificate
1 Year (Browser)
\$164.00

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.

The screenshot shows the "Organizations List" page with the URL certificateenroll.orc.com/enroll/organizationsList.html. The "Organization Information" section displays a table of results:

Cage Code	Legal Business Name	Headquarters Address
<input type="radio"/> 1YVJ3	WIDEPOINT CYBERSECURITY SOLUTIONS CORPORATION	11250 WAPLES MILL RD STE 210 FAIRPAK VA 22030-7400
<input type="radio"/> 0RRV5	WIDEPOINT CYBERSECURITY SOLUTIONS CORPORATION DBA ORC	1736 S PARK CT STE 201 CHESAPEAKE VA 23320-8922

Below the table are "Back", "Cancel", and "Next" buttons. To the right, a "Certificate" summary box displays:

ECA - Medium Token Assurance Identity and Encryption Certificate
1 Year (Existing Hardware Storage/USB)
\$204.00

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.

The screenshot shows a web browser window with the URL `certificateenroll.orc.com/enroll/subscriberinfo.html`. The page title is "Subscriber Registration" and the breadcrumb trail is "Application Step 3 of 5 Overview / Organization / Your Info / Payment / Forms".

The main section is titled "Personal Information" and contains a form with the following fields:

- First Name ***: Text input field.
- Middle Initial**: Text input field with a value of "A".
- Last Name ***: Text input field.
- Office Phone ***: Text input field with a value of "123-456-7890".
- Office Phone Extension**: Text input field.
- Your Office Email Address ***: Text input field with a value of "WorkEmail@Domain.com".
- Location ***: Radio buttons for "US" (selected) and "Non-US".
- Citizenship ***: Dropdown menu with "United States" selected.
- Suffix**: Dropdown menu with "--None--" selected.
- Mailing address**: Use Headquarters address as mailing address.
- Country ***: Dropdown menu with "United States" selected.
- Address Line 1 ***: Text input field with a value of "11250 WAPLES MILL RD STE 210".
- Apt #, Suite, Floor (optional)**: Text input field.
- City ***: Text input field with a value of "FAIRFAX".
- State ***: Dropdown menu with "Virginia" selected.
- Postal Code (Zip Code) ***: Text input field with a value of "22030-7400".

There is a note below the citizenship field: "Note: If seeking a dual citizenship certificate, you MUST provide copies of proof of citizenship for BOTH countries." Below this note is a dropdown menu with "United States" selected and a green button labeled "ADDITIONAL CITIZENSHIP".

To the right of the form is a "Certificate" box with the following details:

- ECA - Medium Token Assurance Identity and Encryption Certificate
- 1 Year (Existing Hardware Storage/USB)
- \$204.00

The "Account Password" section includes:

- Account Password ***: Text input field with a value of "*****".
- Confirm Account Password ***: Text input field with a value of "*****".
- Below the first field is the text "Valid".
- Below the second field is the text "Matched".

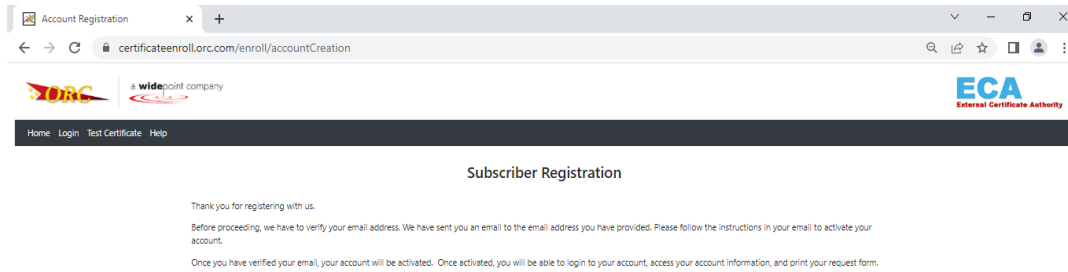
The "Security Questions" section includes:

- Security Question 1 ***: Dropdown menu with "What was your childhood nickname?".
- Answer 1 ***: Text input field with a value of "Answer".
- Security Question 2 ***: Dropdown menu with "What was the name of your first pet?".
- Answer 2 ***: Text input field with a value of "Answer".
- Security Question 3 ***: Dropdown menu with "What was the make and/or model of your first car?".
- Answer 3 ***: Text input field with a value of "Answer".

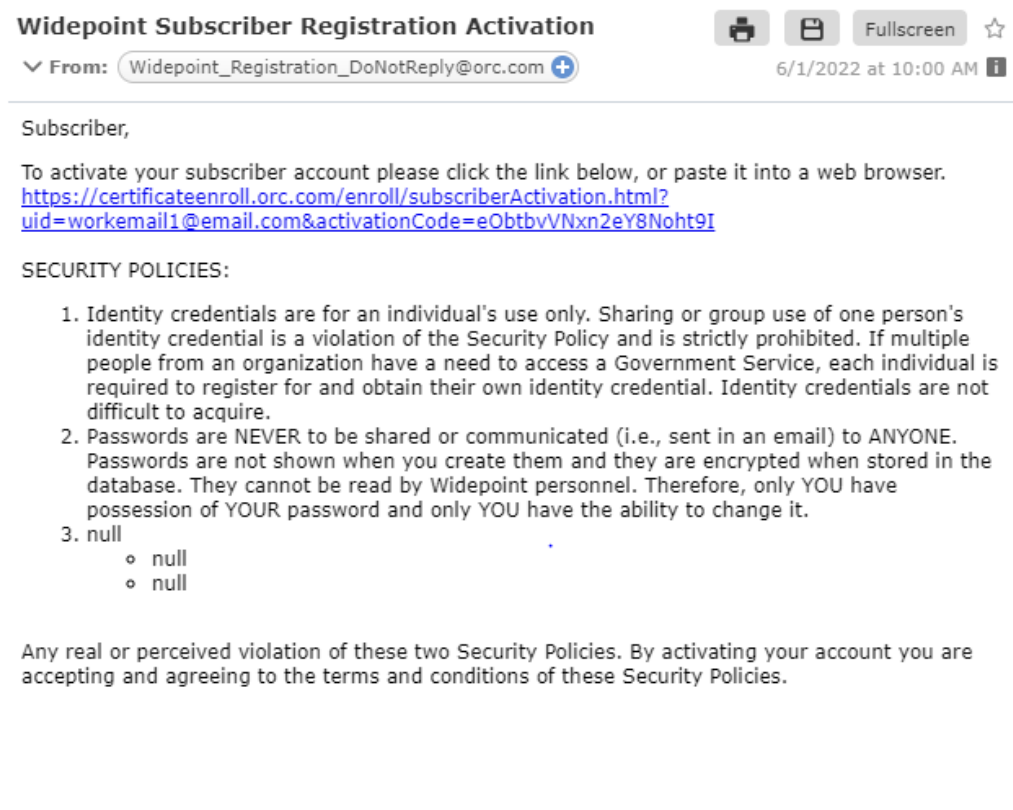
At the bottom of the form are two green buttons: "Cancel" and "Submit".

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

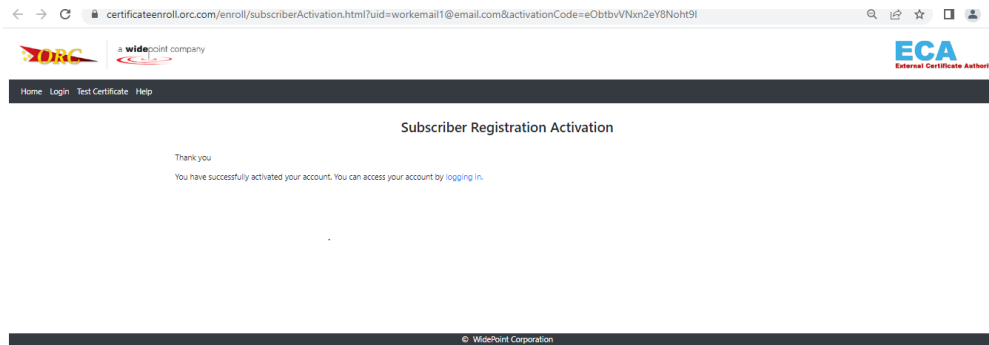
Step Number 12: Once submitted, you will then get the below screen confirming your account has been registered.



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.

