

If your CEO/supervisor can't be reached and you have questions over the following PKI(Public Key Infrastructure) instructions contact SOS IT help desk at 785-296-7810.

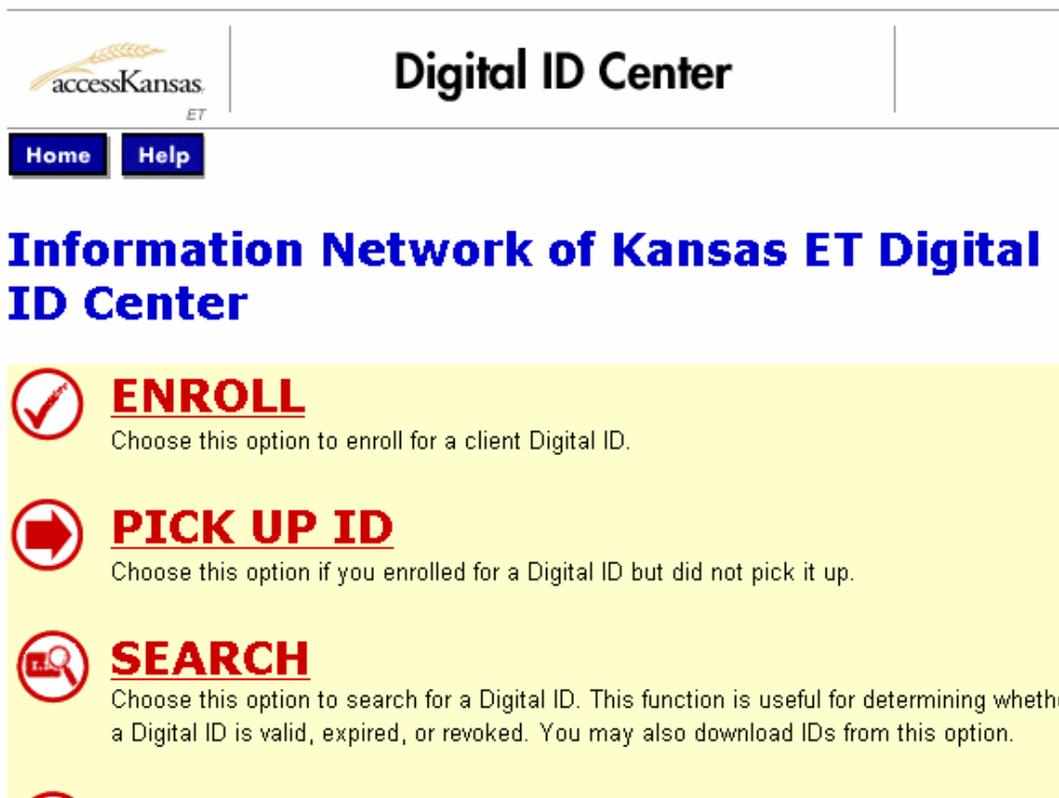
Digital Certificate Enrollment/Installation Instructions for ET Digital ID's:

(Note: The Aladdin eToken software needs to be installed on the PC **prior** to beginning the enrollment process.)

Make sure that your token is inserted in your computer's USB port and that you are using the same computer and browser type (i.e. internet explorer, netscape, etc) when enrolling and picking up your certificate.

- 1. CEO's, supervisors, and other administrative staff should not be enrolling or picking up certificates for other PKI users. To abide by the State of Kansas policy each user needs to individually enroll and pick up their individual certificate.**
2. Navigate to the Digital ID Center using your Internet browser:

<https://onsite.verisign.com/services/InformationNetworkofKansasET/digitalidCenter.htm>



The screenshot shows the top portion of a web page. On the left is the 'accessKansas ET' logo. In the center is the text 'Digital ID Center'. Below the logo are two buttons: 'Home' and 'Help'. The main heading is 'Information Network of Kansas ET Digital ID Center'. Below this is a yellow box containing three options, each with a red icon and a description:

- ENROLL** (checkmark icon): Choose this option to enroll for a client Digital ID.
- PICK UP ID** (arrow icon): Choose this option if you enrolled for a Digital ID but did not pick it up.
- SEARCH** (magnifying glass icon): Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.

3. Click Enroll

****IMPORTANT****

Your enrollment will be rejected if you do not enter EXACTLY the information provided by the SOS office to your CEO/supervisor. Check with your CEO/supervisor for the correct information to enter in these fields. If your CEO/supervisor can't be reached and you need the enrollment information, contact SOS IT help desk at 785-296-7810.

Complete Enrollment Form

Enter your Digital ID information

Fill in all required fields. Fields marked with an asterisk (*) are included with your Digital ID and are viewable in the certificate's details.

First Name: * (required) Nickname or middle initial allowed (Example: Jack B.)	<input type="text" value="John"/>
Last Name: * (required) (example -- Doe)	<input type="text" value="Doe"/>
Your E-mail Address: * (required) (example -- jbdoe@verisign.com)	<input type="text" value="john@address.com"/>
Company/Agency/Org: * (required) (Example: VeriSign)	<input type="text" value="John Doe Company"/>
Title: * (required) (Example: Programmer)	<input type="text" value="jdoe123@kscvrs.ks.local"/>

Use the second name if your last name contains a hyphen. If John-Doe was your last name then enter Doe in this field.

Ex.
Sheridan County, Elk County, KSSOS, ES&S, InfiniTec, Cosentry

DO NOT ENTER YOUR WORK TITLE.

Enter the information provided by your CEO/supervisor. It will consist of the **first initial of your first name, full last name, three digit county code** (only if you are a county employee), and **@kscvrs.ks.local**.

Challenge Phrase

The Challenge Phrase is a unique phrase that protects you against unauthorized access to your Digital ID. Do not share it with anyone. *Do not lose it.* You will need it when you want to renew your Digital ID.

Enter Challenge Phrase: (required) Do not use any punctuation.	<input type="password" value=""/>
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Yearly renewals from now on will require you to remember and enter this same phrase or a password can be used.

Optional: Enter Comments

In some cases, your administrator will instruct you to enter *Shared Secret* information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is *you* submitting the application. This comment will not be included in your Digital ID.

This field can be left blank.



If all the information above is correct, click **Submit** to continue.

Submit

Cancel

4. Click Submit once the entire enrollment form is entered.



5. Verify your e-mail address was entered correctly. If your e-mail address is correct, click **OK**. If it is incorrect, click **Cancel** and correct this entry.



6. You will receive a warning message titled "Potential Scripting Violation". You must select **Yes** in order to request your certificate.



7. The eToken software will prompt you for the password for your eToken. Please enter the default password provided to you.

Generating keys, please wait...

8. You will see a message indicating that the keys are being generated. Please wait until process is complete.

 **Digital ID Services**

Digital ID Center

Look in Your E-mail

Go to the inbox of the e-mail address you entered in the enrollment form. There you will find an e-mail message from your administrator with instructions for installing your Digital ID.

9. After the process has completed you will receive a message to look in your e-mail. Go to your e-mail account for further instructions.

	helpcenter@ink.org	To	john.doe@address.com
	08/26/2005 02:02 PM	cc	
		bcc	
		Subject	Digital ID request confirmation

Dear John Doe ,

Thank you for requesting a Digital ID. Your administrator is processing your request, and will notify you when your Digital ID is ready. This process generally takes 1-2 business days.

10. Once enrollment has finished it may take 1-2 business days to receive another e-mail to proceed and pickup your PKI certificate.

11. Once your Digital ID is approved by the Digital ID Administrator you may proceed and pickup your Digital ID.

If you receive an e-mail saying your Digital ID was rejected, verify with your CEO/supervisor that you entered the correct information that was sent to your Office and start over with step 1 of the instructions.

A sample approval e-mail is provided below:

From: helpcenter@ink.org **To:** [REDACTED]
Subject: Your Digital ID is ready

Dear JOHN DOE,

Your Administrator has approved your Digital ID request. To assure that someone else cannot obtain a Digital ID that contains your personal information, you must retrieve your Digital ID from a secure web site using a unique Personal Identification Number (PIN). You can retrieve your Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page. If your Administrator has set up a customized location for retrieving your Digital ID, you should visit the URL specified by your Administrator. Otherwise, you can retrieve your ID at

<https://onsite.verisign.com/services/InformationNetworkofKansasET/digitalidCenter.htm>

Step 2: In the form, enter your Personal Identification Number (PIN):

Your PIN is: xxxxxxxxxxxxxxxxxxxx

Step 3: Follow the instructions on the page to complete the installation of your Digital ID.

If you have any questions or problems, please contact your Administrator by replying to this e-mail message.

12. Copy the PIN Number down and then click the link in the e-mail to retrieve your Digital ID.



Digital ID Center

[Home](#)[Help](#)

Information Network of Kansas ET Digital ID Center



ENROLL

Choose this option to enroll for a client Digital ID.



PICK UP ID

Choose this option if you enrolled for a Digital ID but did not pick it up.

13. Your browser should open to the Digital ID Center. Click **Pick Up ID**.



Digital ID Services

Pick Up Digital ID

Important: To complete this step, you must use the same computer you used to submit the enrollment form.

You need the Personal Identification Number (PIN) to complete this step. You received it in an e-mail message that was sent immediately after you submitted the enrollment form.

This was sent by the administrator to the e-mail address entered in the enrollment form.

Copy (Ctrl + c) the PIN number from the e-mail, paste (Ctrl + v) it into the box below, and click **SUBMIT**.

After you submit the PIN, it will take up to three minutes to generate the Digital ID. Do not interrupt the browser until there is a response.

Enter the Personal Identification Number (PIN):

Submit

14. Paste or type in the PIN number that was provided to you in the approval e-mail. Click **Submit**.



15. You will receive a warning message titled "Potential Scripting Violation". You must select **Yes** to add the certificate to your USB token device.



16. The eToken software will prompt you for the password for your eToken. Please enter the default password provided to you.



Digital ID Services

Congratulations!

Your Digital ID has been successfully generated and installed.

Your Digital ID Information.

Organization = [REDACTED]
Common Name = [REDACTED]
Email Address = [REDACTED]
Serial Number = [REDACTED]

Consult our Help Desk and Tutorials:

1. Go to the [Help Desk](#) to view our tutorials and other useful information.
2. Go to the [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

17. You will then receive a message indicating that your Digital ID was installed.



18. Go to the county web and click Downloads. The page can be found at <http://www.kssos.org/counties>

ELVIS County Install Instructions and Information Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print W Address http://www.kssos.org/counties



Kansas Secretary of State

ELVIS County Install Instructions and Information Page

The following files should be used to install the software needed to connect to the ELVIS system.


 Software Install Overview 9-8-05.doc

To view the install instructions and executable file you must enter the password.

Step 1 - Read the overview of the entire install process.

Step 2 - Enter the password provided in an email from the SOS office to view and print the install instructions.

Step 3 - Click on the eToken install file, carefully following the instructions from the previous step. Improper installation of this software may invalidate your token.

Step 4 - **STOP**. Do not proceed until you have received an email from the SOS office, your CEO has received your county PKI user fax confirmation, and your token is plugged into your computer.

The email will contain instructions for the PKI enrollment process.

Step 5 - To install the State of Kansas Intermediate and Root Certificate refer to the [pdf instructions](#).




 IntCA.cer RootCA.cer

The following files provide information about the ELVIS system.


 Deliverable 4 - County System Specifications - 7-25-05.doc


 Statewide Rollout Assignments 20050916.pdf


 ELVIS County Technical Staff Meeting.doc

County workstation and imaging equipment specifications.

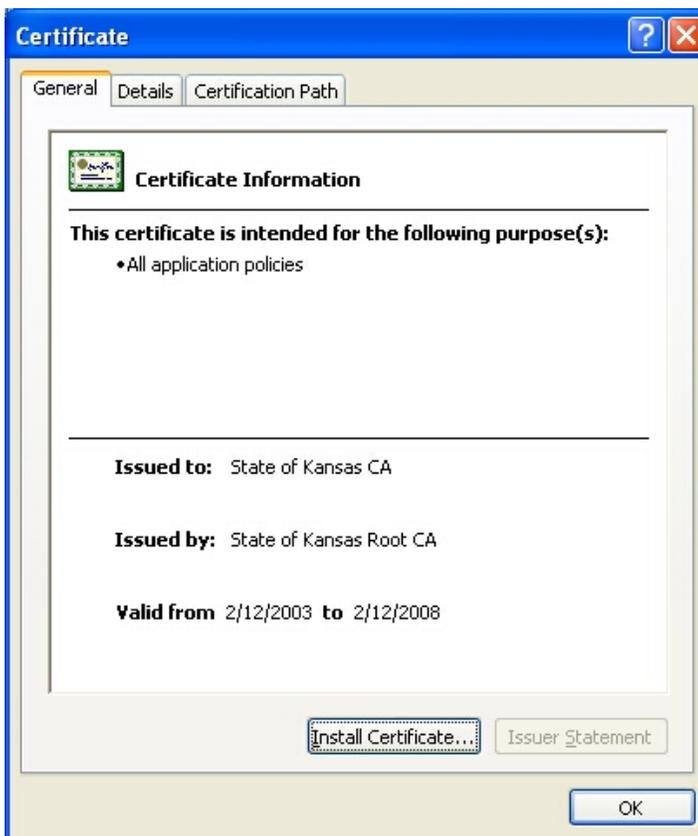
Statewide rollout schedule.

County technical staff meeting information.

19. Double Click the IntCA.cer



20. Click Open



21. Click Install Certificate...



22. Click Next



23. Click Next

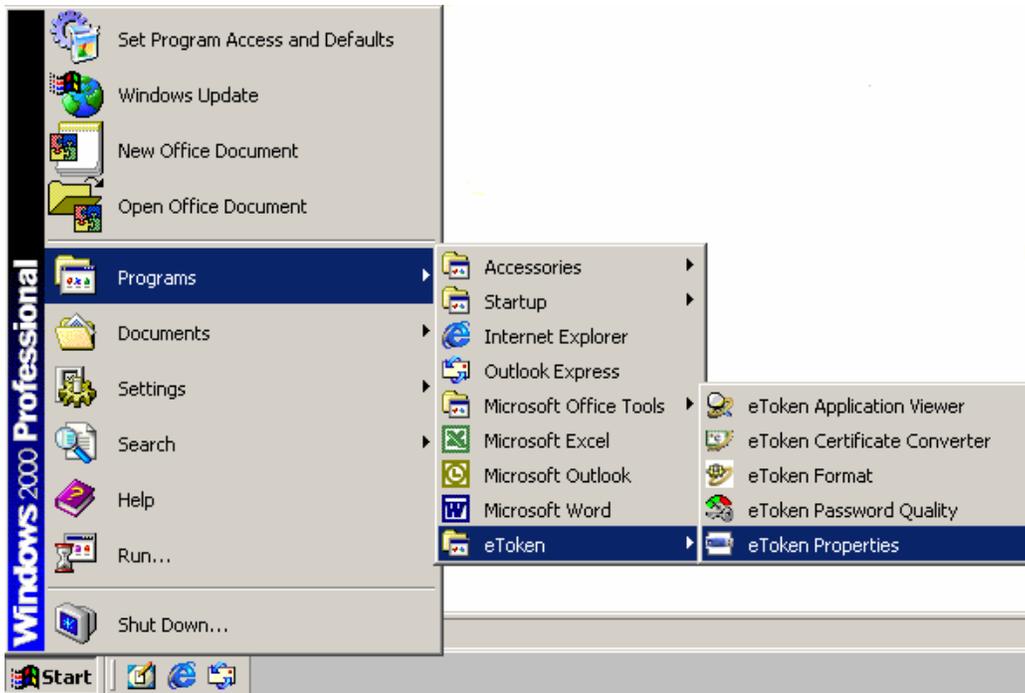


24. Click Finish

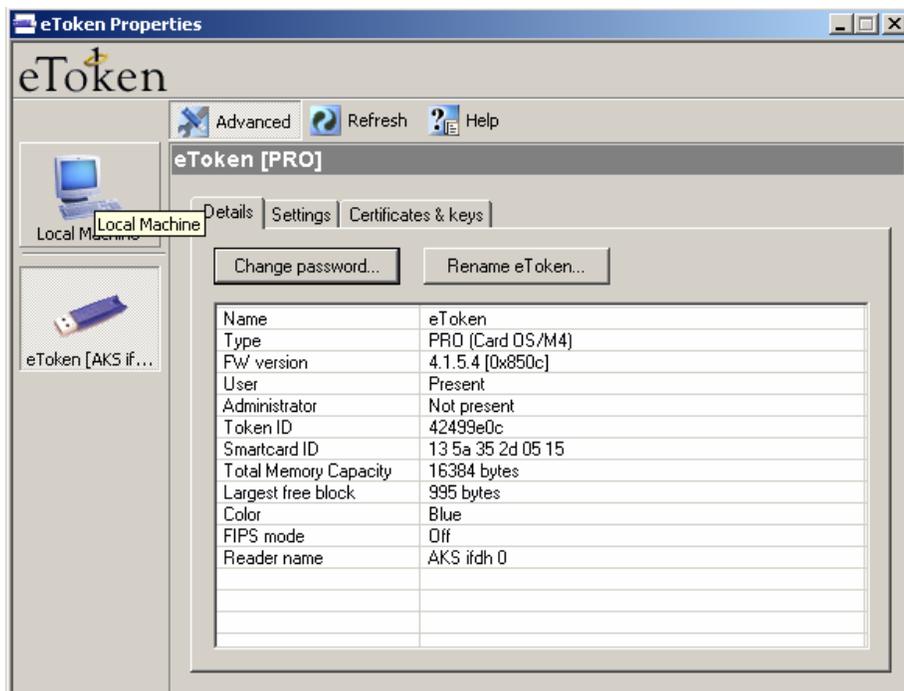


25. Click OK.

26. Repeat steps 19-24 to install the RootCA.cer



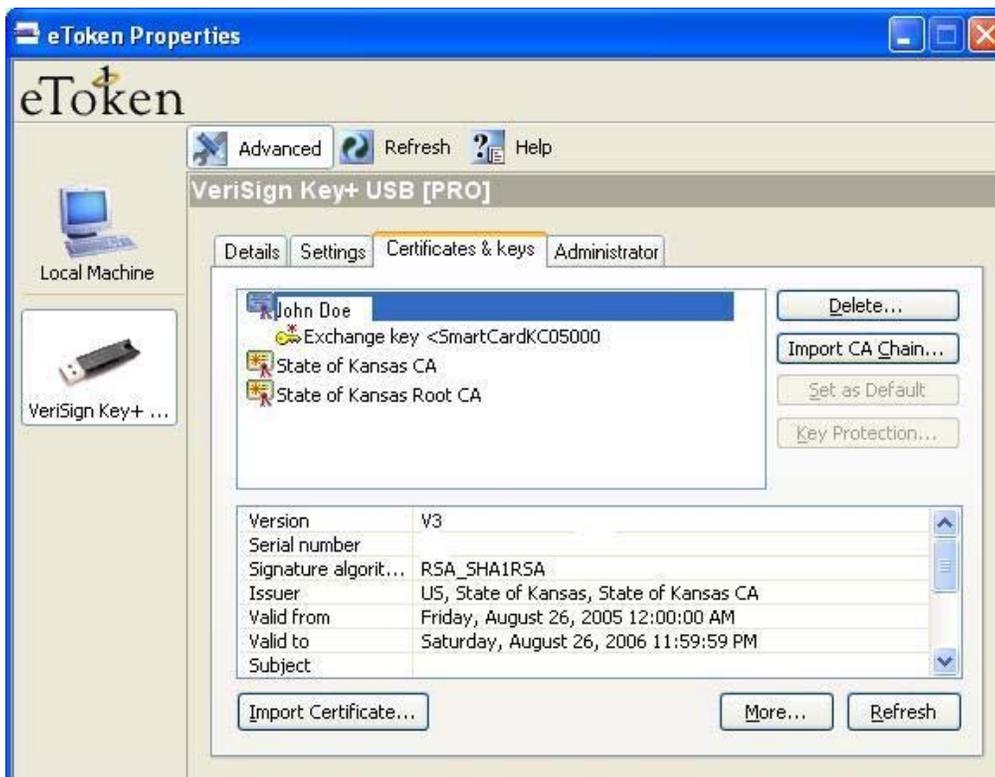
27. To verify your Digital ID was installed on your USB token device properly, select **Start → Programs → eToken → eToken Properties**



28. Select the **Advanced** button toward the top of the eToken Properties window.



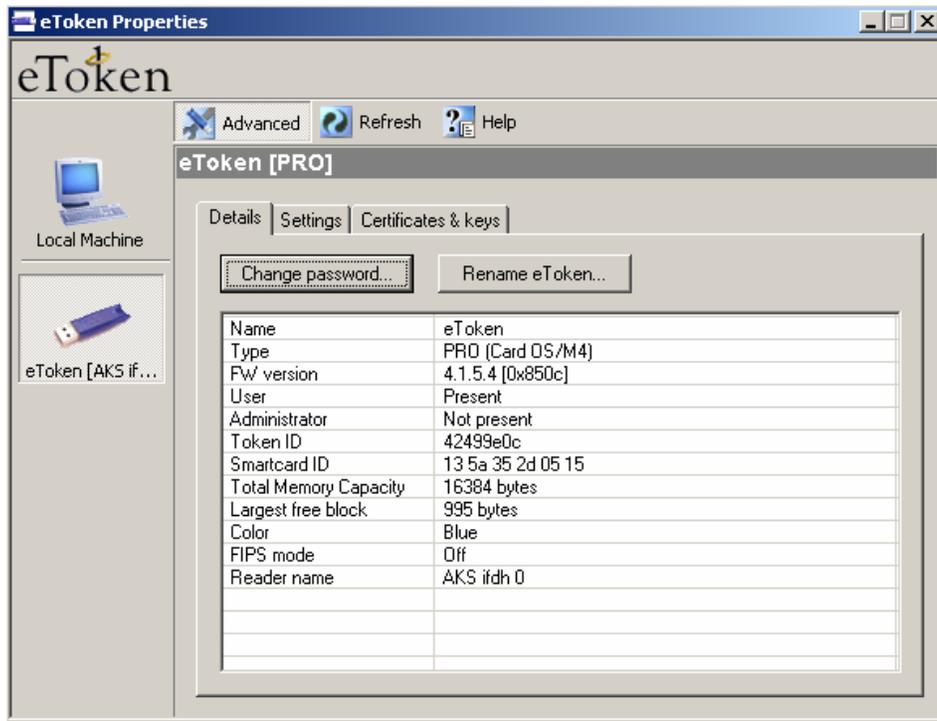
29. Enter the password provided to you for your eToken device.



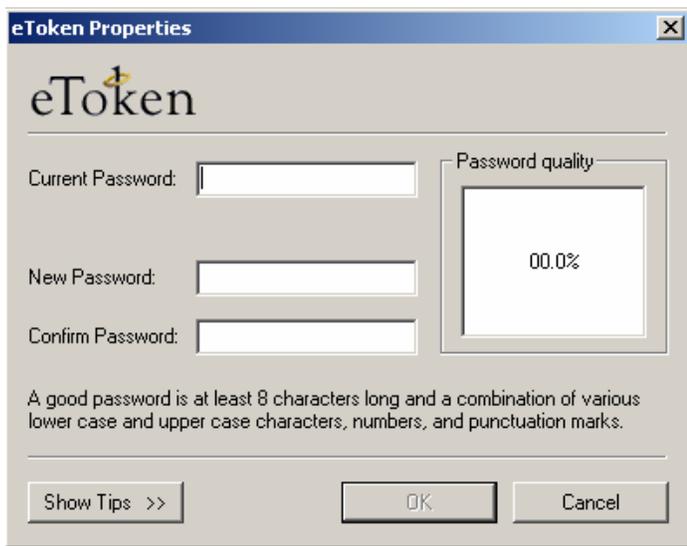
30. Select the **Certificates & keys** tab across the top and your certificate should be listed here.

31. Click Import CA Chain and it should add the State of Kansas CA and the State of Kansas Root CA.

32. You will now need to change your password from the default password provided to you. Click on the **Details** tab across the top.



33. Click **Change password...**



34. Enter the current 16 digit password and then select a new password to protect your USB token. This password is not retrievable, so please make sure you remember what it is. Click **OK**. Then click the **X** in the top right corner of the window to close the eToken Properties window. You are now ready to begin using your USB Token device.