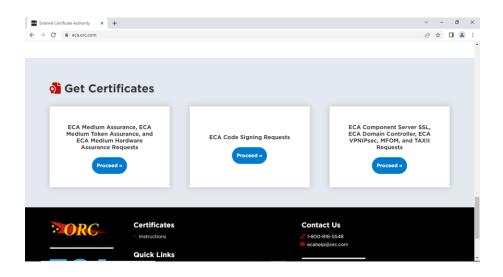
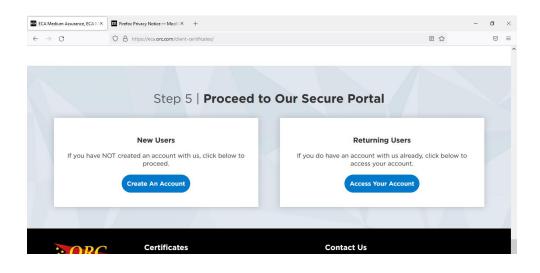
ECA 8: Creating an Account – Firefox.

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



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



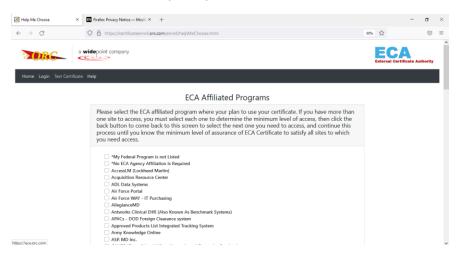
Step Number 3: You will choose 'Register' under 'Create an Account'.

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Home Login Test Certificate Help	
Create an account	Login
	Username
Register	
	Password
	Forgot password? Forgot username?
	Login

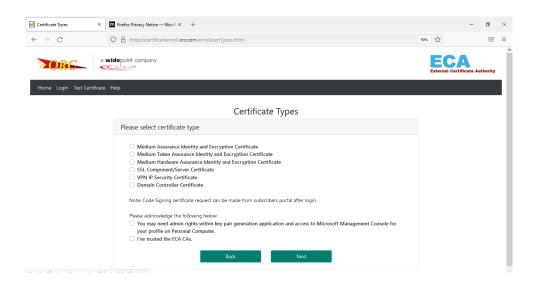
<u>Step Number 4:</u> For this page it lists out all DoD sites we have on record, when you move forward from this screen it will determine from your selected options to advise on what certificate/certificates would best suit your needs. You can select more than one at a time please select <u>ALL</u>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

<u>*If the DoD site that you will be needing access to is not listed on the page – please email</u> <u>ecahelp@orc.com</u> 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 <u>ONLY</u> 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 <u>only</u> 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.



<u>Step Number 5:</u> 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.



<u>Step Number 6:</u> 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 ×] Firefox Privacy Notice — Mozill × +		-	σ	×
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Home Login Test Certificate H	telp				
	Certificate Validity and Hardware				
	Please select certificate validity				
	1 Year (\$115.00) 3 Years (\$279.00) 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				
	 Browser (\$0.00) Back Next 				

<u>Step Number 7:</u> 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).

Verify Certificate Selection ×	Firefox Privacy Notice — Mozilli × +		-	٥	×
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Home Login Test Certificate H	elp				
	Verify your selection				
	You have selected				
	Medium Assurance Identity and Encryption Certificate 1 Year Browser				
	Certificate \$115.00 Browser \$0.00				
	Total \$115.00 Back Buy Now				

<u>Step Number 8:</u> This page is showing your selection and the instructions for the next steps to continue registering your account and making your certificate request.

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Home Login Test (Certificate Help					^
Application Step 1 o	f 5 Overview /	Drganization / Your Info / Payment / Forms				
		Apply for your ECA Medium Assurance Identity and Encryption Certificate Your entificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.				
	1. Register					
	Provide your p	rsonal and organizational information, which we will use to help establish your identity.				
	2. Get Identit	/ Verified				
	Complete and	end your Authorization & Identification Forms. You will get these at the end of this Online Application.				
	3. Retrieve Yo	ur Certificate				
	Upon receipt o	f your Certificate Issuance Notice E-mail, retrieve and install your certificate.				
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		iected the following ECA Affiliated programs where a certificate will be used A Agency Affiliation is Required				
		To DoD poly require that you retifiere your cetificate within 30 days from the date your forms are signed. If you are not able to complete this process and retiree your ce we applications will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to complete all steps within 30 days tation.				
		Back Next				~

<u>Step Number 9:</u> 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.

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

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Home Login Test Certificate Help					
Application Step 2 of 5 Overview / 0	rrganization / Your Info / Payment / Forms				
	Organization Information				
Enter your Organization name a	Enter your Organization name and search, then we will help you find your organization				
WIDEPOINT CYBERSECURITY SOLUT	Organization Name * WDEPOINT CREASECURITY SOLUTIONS CORPORATION WDEPOINT CREASECURITY SOLUTIONS CORPORATION WDEPOINT CREASECURITY SOLUTIONS CORPORATION WDEPOINT CREASECURITY SOLUTIONS CORPORATION		ion Certific	ate	
	Back Cancel				

<u>Step Number 10:</u> 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.

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Application Step 2 of 5 Ov	erview / Organization / Your Info / Payment / Forms		
	Organization Inform	nation	
Please select your organ	nization with appropriate headquarters address		Certificate
Cage Code 197733 0 ORRVS	Legal Business Name WIDEPOINT CREERSECURITY SOLUTIONS CORPORATION WIDEPOINT CREERSECURITY SOLUTIONS CORPORATION DBA ORC	Headquarters Address 11250 WAPLES MILL RD STE 210 FAIRFAX VA 22030-7400 17365 FARKC I STE 201	ECA - Medium Assurance Identity and Encryption Certificate 1 Year (Browser) 5164.00
	Back Cancel	CHESAPEARE VA 23320-6922 Next	
		WidePoint Corporation	

<u>Step Number 11:</u> 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.

<u>Note:</u> 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.

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opplication Step 3 of 5 Overview / Organization / Your Info / Payment / Forms				
Personal	Information			
lease enter your information			Certificate	
Name * Suffix :thame	Mailing address Use Headquarters address as Country * United States Address Line 1 * [11250 WAPLES MILL RD STE 21 Apt #, Suite, Floor (optional) City *		ECA - Medium Assurance identity and Encryption Certificate 1 Year (Browser) \$164.00	
-Office Email Address * orkEmail@Domain.Com	FAIRFAX State * Virginia		×	
tion * IS Non-US II (sessing a dual citizenship certificate, you MUST provide copies of proof of citizenshi emship *	Postal Code (Zip Code) * 22030-7400 p for BOTH countries.			
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Account Password ?				
Account Password *	Confirm Account Password *			
Security Questions 👔				
Security Question 1 *		Answer 1 *		
In what city or town did your mother and father meet? v		Answer		
	Security Question 2 *			
In what city or town was your first job?	~	Answer		
	Y	Answer Answer		

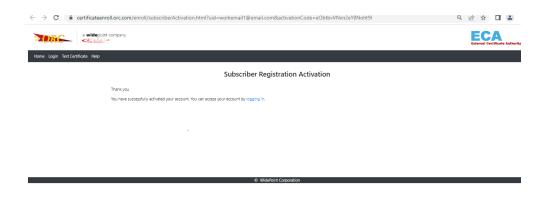
Your account password must be within these security parameters: 8 or more characters, 1 Capital Letter, 1 Number & at least 1 Special character: [([!,%,&,@,#,\$,^,*,?,_,~])] <u>Step Number 12:</u> Once submitted, you will then get the below screen confirming your account has been registered.

Account Registration ×	Firefox Privacy Notice — Mozill × +		-	٥	\times
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	company		Ecternal Certifi	icate Auth	ority
Home Login Test Certificate Help					
	Subscriber Registration				
	Thank you for registering with us.				
	Before proceeding, we have to verify your email address. We have sent you an email to the email address you have provided. Please follow the instructions in your email activate your account.	to			
	Once you have verified your email, your account will be activated. Once activated, you will be able to login to your account, access your account information, and print y request form.	our			

<u>Step Number 13:</u> 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.

✓ From: (Widepoint_Registration_DoNotReply@orc.com ⊕)	6/1/2022 at 10:00 AM 🚺
Subscriber,	
To activate your subscriber account please click the link below, https://certificateenroll.orc.com/enroll/subscriberActivation.htm uid=workemail1@email.com&activationCode=eObtbvVNxn2eY8	12
SECURITY POLICIES:	
 Identity credentials are for an individual's use only. Shari identity credential is a violation of the Security Policy and people from an organization have a need to access a Gov required to register for and obtain their own identity cred difficult to acquire. Passwords are NEVER to be shared or communicated (i.e Passwords are not shown when you create them and the database. They cannot be read by Widepoint personnel. possession of YOUR password and only YOU have the abi null null null 	I is strictly prohibited. If multiple rernment Service, each individual is lential. Identity credentials are not ., sent in an email) to ANYONE. y are encrypted when stored in the Therefore, only YOU have

<u>Step Number 14:</u> Once you activate your account you should then receive the below screen.



<u>Step Number 15:</u> 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.

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	Login	
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	Password	
	Forgot password? Forgot username?	
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