

# **Obtaining your Digital Signature**



**InSure Vision Technologies, LLC**  
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# Digital Signature Trust Certificates

## Overview

A digital signature is not a digitized image of a handwritten signature. It is an actual transformation of an electronic message using public key cryptography. Through this process, the digital signature is tied to the document being signed, as well as to the signer, and therefore cannot be reproduced. Individuals may not share a digital ID; each one identifies a particular person. With the passage of the federal digital signature bill, digitally signed electronic transactions have the same legal weight as transactions signed in ink. Now, a legally binding contract may be formed over the Internet by two parties who have never met, without requiring notarization. For more information on digital signatures refer to [www.identrust.com](http://www.identrust.com) [Certificate Help Center](#).

The Obligee will require that you sign your bonds electronically using a personal digital certificate (or ID). Digital certificates are provided by a third-party vendor referred to as the “Certification Authority”. The certification authority that is recommended for this process is IdenTrust ([www.identrust.com](http://www.identrust.com)).

Digital certificates are purchased and downloaded using the internet. If you have trouble with the download process, refer to the following information, work with your IT person or utilize the vendor’s on-line support.

Note, the Certification Authority charge a fee for the digital certificate.

# Obtain a Digital Signature Trust Certificate

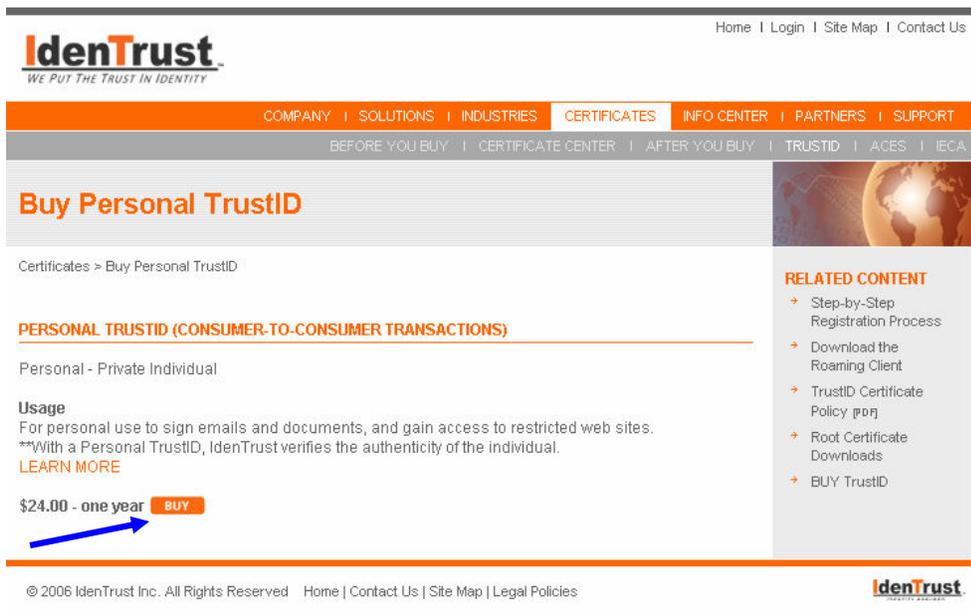
You must complete this process from the computer that will be used to sign bonds.

1. Open Internet Explorer and go to [www.identrust.com](http://www.identrust.com).
2. Click on the Buy tab. We suggest the **Personal Certificate**. See IdenTrust site for additional information <http://www.identrust.com/certificates/trustid.html>



The image shows a screenshot of the IdenTrust website. At the top, there is a banner with the IdenTrust logo and the text "Named one of the TOP TEN Technology Companies to Watch". Below the banner is a navigation menu with four main sections: "Certificate Help Center", "DST is now IdenTrust", "Hot Topics", and "Get your Digital Certificates". The "Get your Digital Certificates" section contains a list of certificate types with "BUY" buttons: Personal, Business, SSL Server, ACES, and IECA. A blue arrow points to the "BUY" button for the "Personal" certificate.

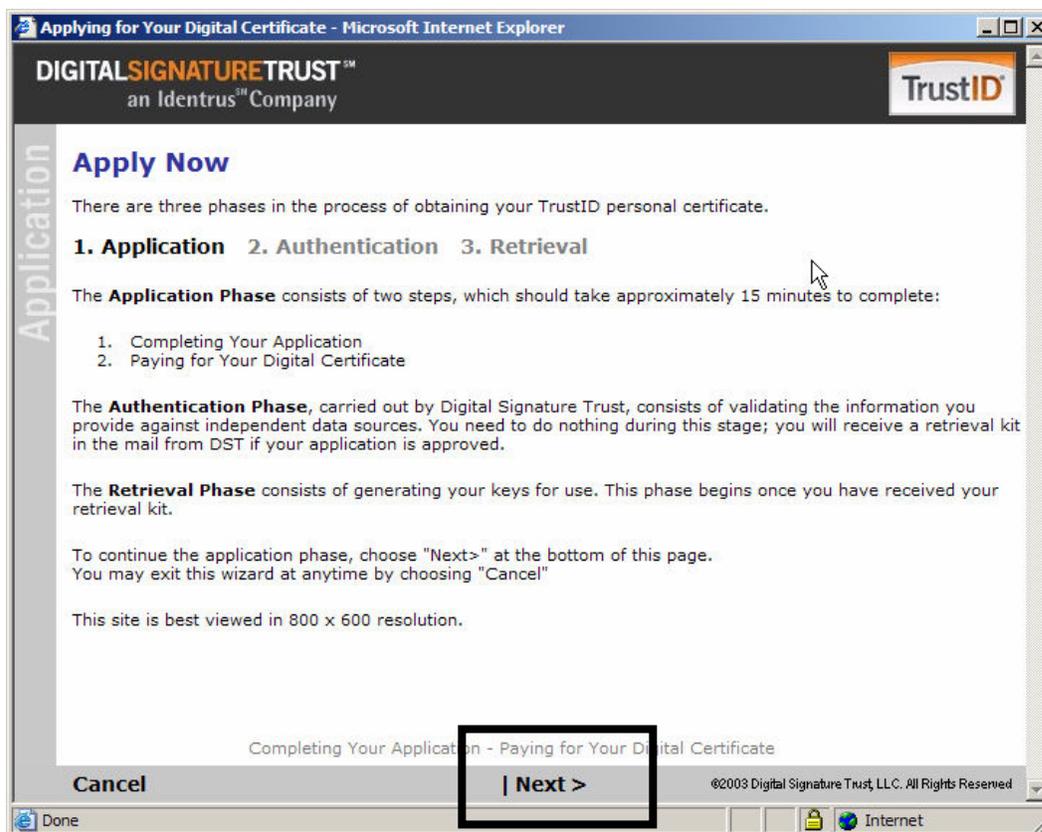
3. Click on Buy



The image shows a screenshot of the IdenTrust website's "Buy Personal TrustID" page. The page features the IdenTrust logo and navigation menus. The main heading is "Buy Personal TrustID". Below this, there is a section for "PERSONAL TRUSTID (CONSUMER-TO-CONSUMER TRANSACTIONS)" with a sub-heading "Personal - Private Individual". The "Usage" section states: "For personal use to sign emails and documents, and gain access to restricted web sites. \*\*With a Personal TrustID, IdenTrust verifies the authenticity of the individual." Below this, there is a "LEARN MORE" link and a price of "\$24.00 - one year" with a "BUY" button. A blue arrow points to the "BUY" button. On the right side, there is a "RELATED CONTENT" section with links to "Step-by-Step Registration Process", "Download the Roaming Client", "TrustID Certificate Policy", "Root Certificate Downloads", and "BUY TrustID".

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#### 4. Information on the Apply Now screen



5. Click the Next > button at the bottom of the Apply Now window.
6. Enter your personal information in the fields. Only your name, e-mail address, city, state, and country will appear in your certificate.
7. In the *Enter Passphrase* field, enter a passphrase that will be used as a security measure for your certificate application. Your passphrase should be between eight and thirty characters long and can include letters, numbers, and/or special characters. Make sure you record or memorize your passphrase. You will need it to retrieve your certificate.
8. In the *Re-enter Passphrase* field, enter the passphrase again.
9. In the *Passphrase Hint* field, enter a hint that IDENTRUST can provide to you in case you forget your passphrase. Your hint cannot contain your passphrase, and should be meaningful only to you.
10. Click the Continue button. The *TrustID* Review Application Information page appears.
11. Review what you have entered to confirm that the information is correct. Once it has been submitted, you will not have the opportunity to revise it. If you need to correct any information, use the back button in your browser to return to the *TrustID* Personal Certificate Application page.

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12. Click the Continue button to submit your information. The *TrustID* Certificate Agreement page appears.
13. To proceed with the certificate application process, read and accept the Certificate Agreement. Click Accept to continue, or click Decline to cancel the request process. The Billing Summary appears. The page summarizes the total amount that will be billed for the requested certificate. You may want to print the page for your records.
14. Select either Credit Card or Payment Voucher as the type of payment.
  - If you select Credit Card, enter the credit card type, number, and expiration date.
  - If you select Payment Voucher, enter your voucher number.
15. Click Continue. The Certificate Request page appears.
16. Select “1024” or the highest key strength available in the drop-down box.
17. Select “Microsoft Enhanced Cryptographic Provider” in the second drop-down box.
18. Click the Continue button. Wait while your keys are generated. The process will take about one minute. When the key pair generation process is finished, the Thank You page appears. The application process is complete. You will be notified by mail when your certificate has been approved and is ready to be retrieved.

Once the application process is complete, the following will occur:

- The Authentication Phase, carried out by IdenTrust, consists of validating the information you provide against independent data sources. You need to do nothing during this stage; you will receive a retrieval kit in the mail from IdenTrust if your application is approved.
- The Retrieval Phase consists of generating your keys for use. This phase begins once you have received your retrieval kit. When your certificate request has been approved, you will receive a letter (for personal, business, and server certificates) from IdenTrust with the information necessary to retrieve your certificate. It contains an activation code that you will need to download your certificate. To download your certificate, use the same Web browser and the same computer you used to request the certificate. During retrieval, IdenTrust’s Web pages detect the version of browser you are running, and based on the presence of a cookie, whether or not the root certificate has already been downloaded in the browser. Based on what is discovered about your computer, the retrieval process is tailored to meet your needs.

For step-by-step instructions or other information refer to

<http://www.identrust.com/support/overview.html>

IdenTrust customer support:

By phone:  
888-248-4447

By e-mail:  
[helpdesk@IdenTrust.com](mailto:helpdesk@IdenTrust.com)