



The Ceylon Chamber of Commerce

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e-CO is a web-based Certificate of Origin (CO) application system. It provides a single interface for exporters to apply for CO conveniently.

July 9
2007

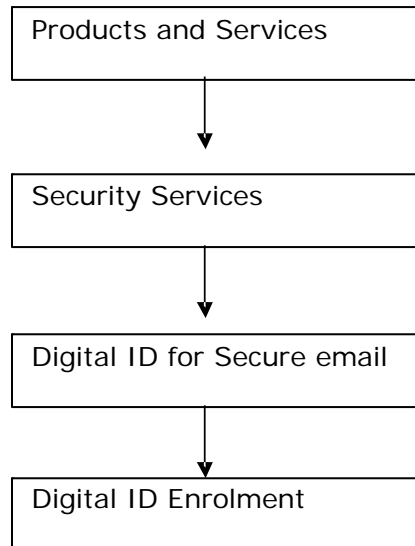
Configuration Guide for Users

- [How to register Digital IDs for Secure Email?](#)
- [Configuring you mail client for Outlook Express](#)

How to register Digital IDs for Secure Email?

Go to Internet explorer and type the following web address in the address bar:
<http://www.verisign.com>

Please go to Digital ID enrolment to register your email ID. Follow through the steps given below



You will be requested to select your web browser. Most Sri Lankan Internet users use Microsoft.

When you select Microsoft you will be transferred to the enrolment page. The enrolment has four steps. When all four steps are completed you will have your Email ID secured.

The four steps are as follows:

1. Complete enrolment form
2. Check Email
3. Pick up Digital ID
4. Install Digital ID

Complete Enrolment form

You will be requested to complete the following information

First Name

Last name

Email address

Type Challenge a phrase

There are two options to select

One year full service for \$19.95, (recommended)

60 day trial version

We recommend that you get the one year full service as once the trial version expires, your ID will have to be renewed with the payment for a full year package. Please note that there will be a delay between the expiration and renewal of your ID.

You will be required to complete the billing information

Check the box which requests you to secure your private key

Accept the terms and conditions laid down by the VeriSign

A message will pop up requesting you to confirm the email address

Followed by another popup message stating that it's requesting for a new certification and requests whether to continue with requesting for certificate
Click OK.

A new window will pop up stating that it is creating a New RSA Exchange key
Click OK.

Check email

You will receive an email from VeriSign

Pick up Digital ID

The email will have a link to VeriSign and a Digital ID Pin dedicated to your email address and requesting you to pick up the ID from the VeriSign. Click on the link

Install Digital ID

A dialogue box will appear requesting to install the Digital ID in your Computer.
Click submit button to install your Digital ID in your computer

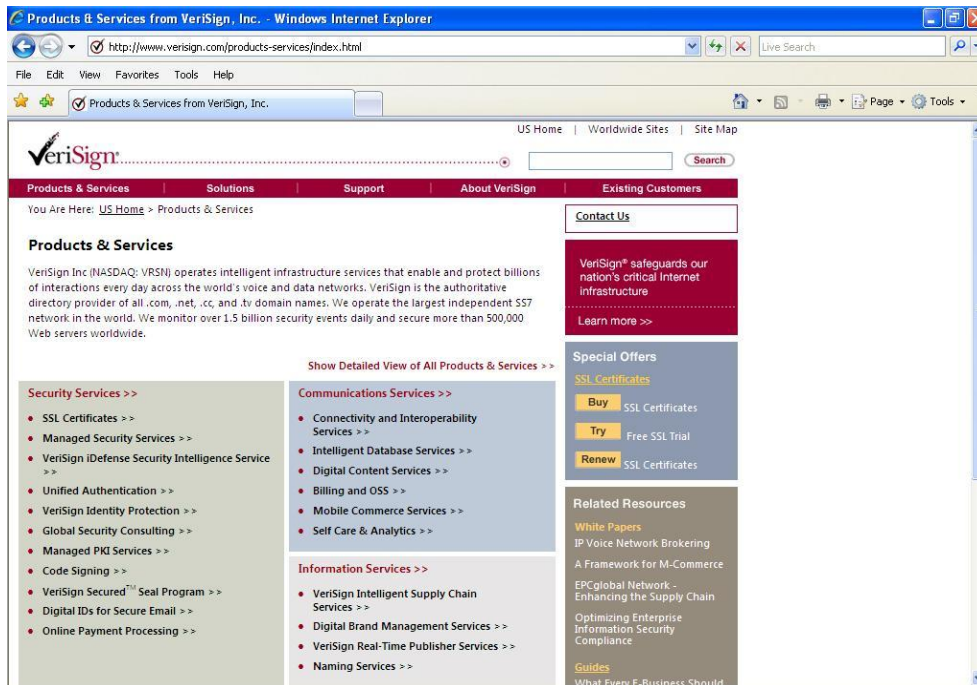
Below are the screen shot of the details

Easy steps to obtain email id & configure mail client

When you go to <http://www.verisign.com/> you will see this screen from there you have to go to product and services.



Product and services page will look similar to this page below you have to go into Digital IDs for Secure Email



Easy steps to obtain email id & configure mail client

Digital IDs for Secure Email page will look similar to the one below

In this page click on the yellow button which say “Buy Now”

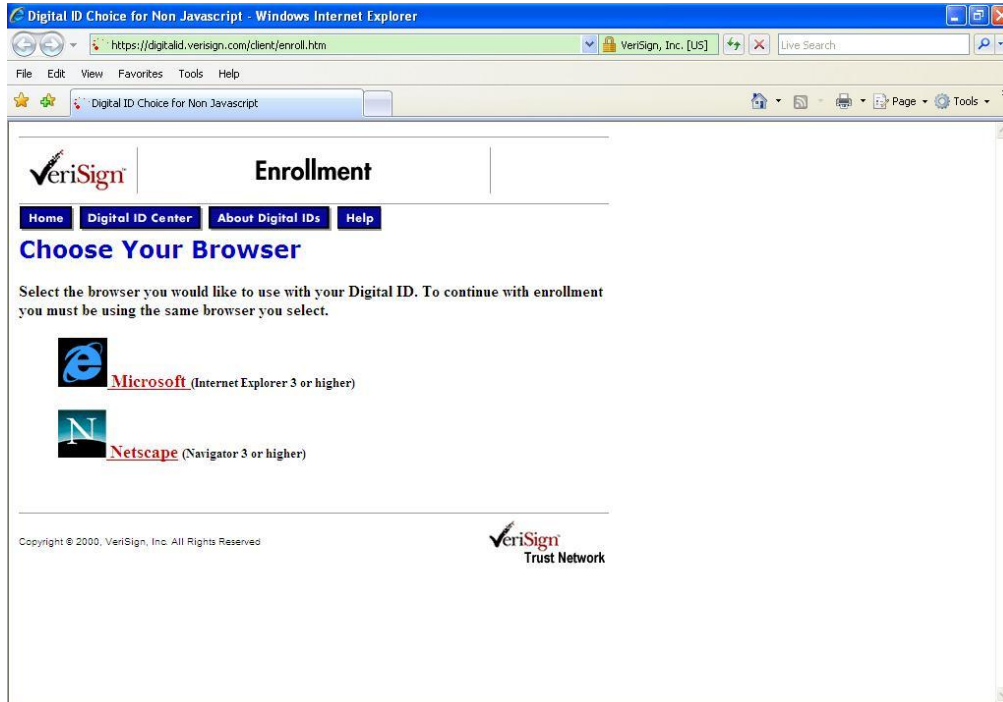
The screenshot shows a Windows Internet Explorer browser window displaying the VeriSign website. The address bar shows the URL: <http://www.verisign.com/products-services/security-services/pki/pki-application/email-digital-id/index.html>. The page title is "Digital IDs for Secure Email - Digital Signatures from VeriSign, Inc.". The navigation menu includes "Products & Services", "Solutions", "Support", "About VeriSign", and "Existing Customers". The breadcrumb trail is: "US Home > Products & Services > Security Services > Managed PKI Services > PKI Applications > Digital IDs for Secure Email". The main content area is titled "Digital IDs for Secure Email" and contains the following text: "In the physical world, you protect your written correspondence by putting it in an envelope before posting. In the online world, sending an email message is like sending a postcard: it is easy to intercept and read as it travels across the Internet. Instead of risking disclosure of your private emails, safeguard them with a VeriSign Digital ID." Below this, there is a "Buy Now" button and the text: "Digital IDs are available for U.S. \$19.95 and are valid for one year." Further down, it states: "Installed in your Web browser or email software, a Digital ID serves as an electronic substitute for sealed envelopes and handwritten signatures, enabling you to:" followed by a bulleted list: "Digitally sign email messages to assure recipients that the email really was sent by you." and "Encrypt email contents and attachments, protecting them from being read by online intruders. Only your intended recipient can decrypt them." A "NOTE" follows: "In order to secure your email with a Digital ID, you must use your ID with a POP-based email client." There are also links for "Certificate Management for Existing Customers" and "Important Advisory - Existing Customers". The right sidebar contains sections for "Contact Us", "Special Offers" (with a "Trial SSL Certificate" link), "Related Resources" (with links to "Guides", "Digital ID User Guide", "Digital ID Tutorial", "Data Sheets", and "Trusted Messaging Solution"), and "News" (with a link to "American Banker: Security Vendors Promote Fast Installation Capability").

Now you will see similar page like below, in here also click on the yellow “Buy Now” button

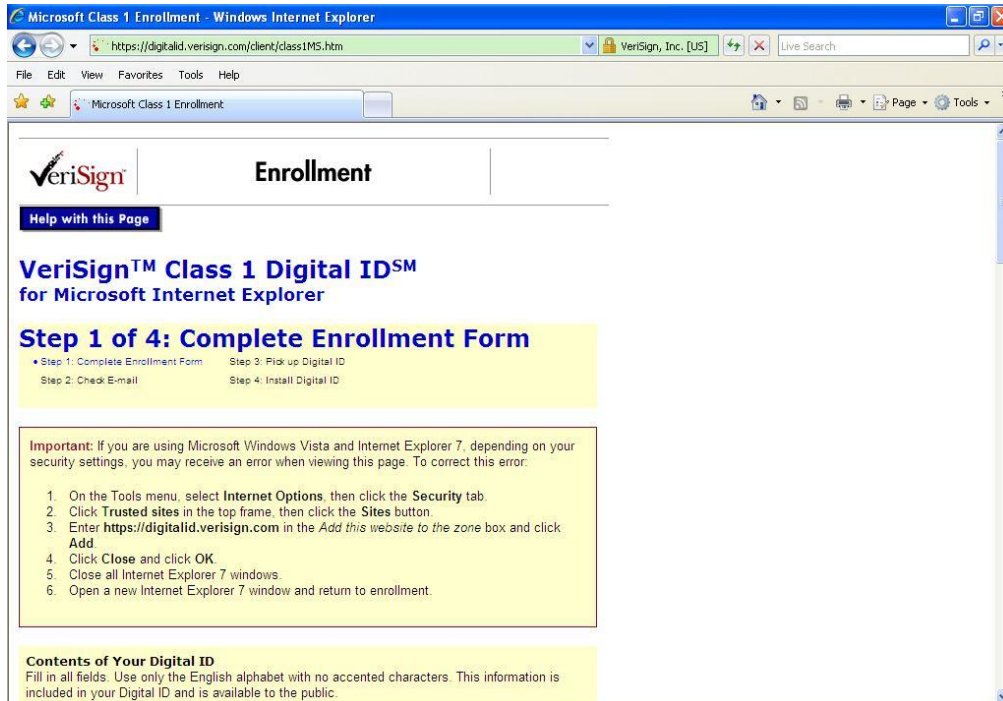
The screenshot shows a Windows Internet Explorer browser window displaying the VeriSign website. The address bar shows the URL: http://www.verisign.com/products-services/security-services/pki/pki-application/email-digital-id/page_dev004002.html. The page title is "Digital IDs for Secure Email - Digital ID Enrollment - Digital ID from VeriSign, Inc.". The navigation menu is the same as the previous page. The breadcrumb trail is: "US Home > Products & Services > Security Services > Managed PKI Services > PKI Applications > Digital IDs for Secure Email > Digital ID Enrollment". The main content area is titled "Digital IDs for Secure Email" and "Digital ID Enrollment". It contains the text: "You are about to begin the enrollment process for a Class 1 Digital ID. Enrollment can be completed online within a few minutes. Your Class 1 Digital ID is bound to your validated email address and can be used to digitally sign your email and receive encrypted email. It can also be used by your Web browser as the equivalent of an electronic membership card or passport to identify yourself to participating Web sites that wish to restrict access, eliminating the need to remember usernames and passwords." Below this, it states: "International customers are served by the VeriSign Trust Network of International affiliates. Find your affiliate." There is a "Features and Benefits" section with a bulleted list: "Authenticates your email address", "Automatic listing in our public directory and easy lookup of anyone else's Digital ID", and "Free revocation and replacement if your Digital ID is lost or corrupted". Below that, it says: "US \$19.95 per year, or free 60-day trial edition" and "Payable by Visa, MasterCard, American Express and Discover. Checks and purchase orders are not accepted." A yellow "Buy Now" button is visible. The right sidebar contains sections for "Contact Us", "Sign Up Today" (with a form to "Enter email address" and an "XML" button for "Receive updates via RSS"), "Related Resources" (with links to "Guides", "Digital ID User Guide", "Digital ID Tutorial", "Data Sheets", and "Trusted Messaging Solution"), and "News" (with a link to "American Banker: Security Vendors Promote Fast Installation Capability").

Easy steps to obtain email id & configure mail client

You will go to a page like this below, In Most case you have to choose Microsoft IE



You will be directed to this page



Easy steps to obtain email id & configure mail client

You have to fill the fields and click on the Accept button and follow the instruction

Microsoft Class 1 Enrollment - Windows Internet Explorer
https://digitalid.verisign.com/client/class1MS.htm

File Edit View Favorites Tools Help

Microsoft Class 1 Enrollment

Contents of Your Digital ID

Fill in all fields. Use only the English alphabet with no accented characters. This information is included in your Digital ID and is available to the public.

First Name: Nickname or middle initial allowed (example -- Jack B.)	<input type="text"/>
Last Name: (example -- Doe)	<input type="text"/>
Your E-mail Address: (example -- jdoe@verisign.com)	<input type="text"/>

Challenge Phrase
This unique phrase protects you against unauthorized action on your Digital ID and should not be shared with anyone. Do not lose it! It is required to revoke, replace, renew or set preferences for your Digital ID.

Enter Challenge Phrase:
Do not use any punctuation.

Choose a Full-service Class 1 Digital ID, or a 60-day Trial Class 1 Digital ID

I'd like a one-year, full-service Digital ID for only US\$19.95 per year.	<input type="radio"/>
I'd like to test drive a 60-day trial Digital ID for free. <small>Does not include revocation, replacement, renewal or coverage under the NetSure Protection Plan.</small>	<input type="radio"/>

Microsoft Class 1 Enrollment - Windows Internet Explorer
https://digitalid.verisign.com/client/class1MS.htm

File Edit View Favorites Tools Help

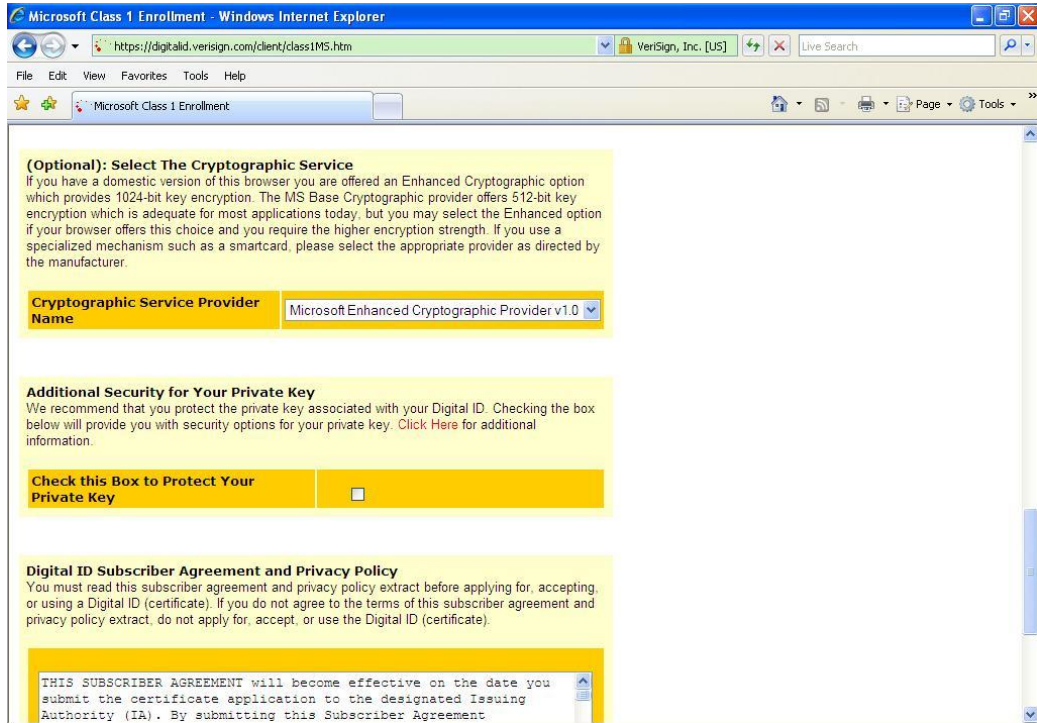
Microsoft Class 1 Enrollment

Billing Information

Your credit card will be charged US\$19.95 when you click the Accept button below. All enrollment and credit card information is transmitted through a secure sockets layer (SSL) connection using a VeriSign Secure Server ID.

Card Type:	Visa
Card Number:	<input type="text"/>
Expiration Date:	Month <input type="text"/> Year <input type="text"/>
Name on Card:	<input type="text"/>
Street Address: If P.O. Box enter here	<input type="text"/>
Apartment Number:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	United States

Easy steps to obtain email id & configure mail client



Microsoft Class 1 Enrollment - Windows Internet Explorer

https://digitalid.verisign.com/client/class1MS.htm

VeriSign, Inc. [US]

Live Search

File Edit View Favorites Tools Help

Microsoft Class 1 Enrollment

(Optional): Select The Cryptographic Service
If you have a domestic version of this browser you are offered an Enhanced Cryptographic option which provides 1024-bit key encryption. The MS Base Cryptographic provider offers 512-bit key encryption which is adequate for most applications today, but you may select the Enhanced option if your browser offers this choice and you require the higher encryption strength. If you use a specialized mechanism such as a smartcard, please select the appropriate provider as directed by the manufacturer.

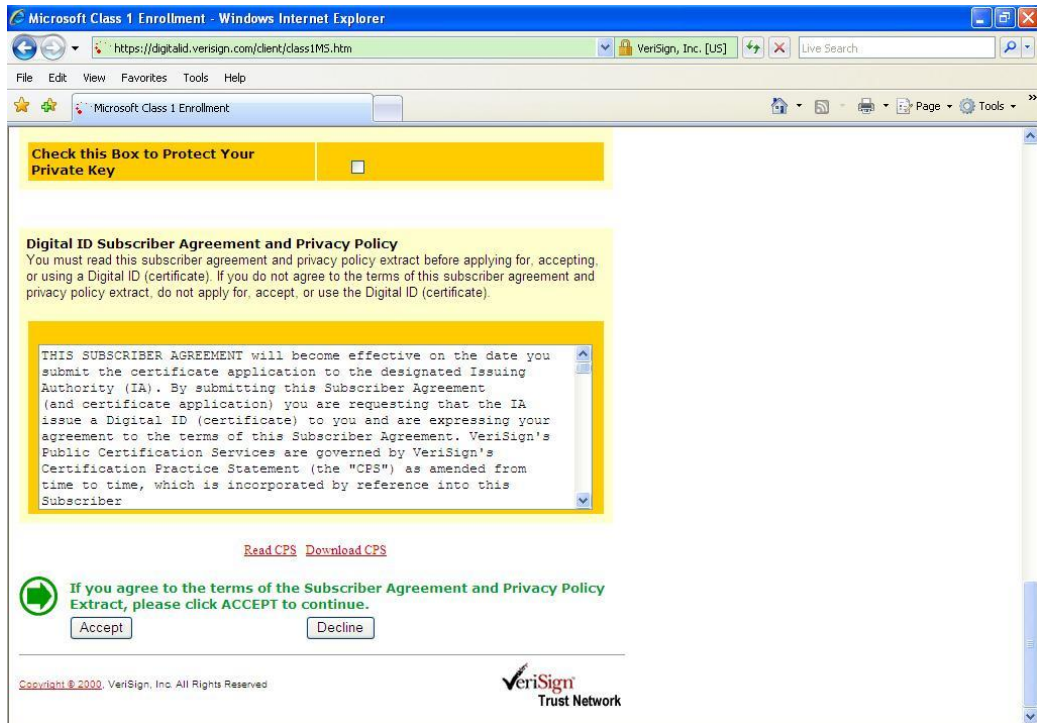
Cryptographic Service Provider Name Microsoft Enhanced Cryptographic Provider v1.0

Additional Security for Your Private Key
We recommend that you protect the private key associated with your Digital ID. Checking the box below will provide you with security options for your private key. [Click Here](#) for additional information.

Check this Box to Protect Your Private Key

Digital ID Subscriber Agreement and Privacy Policy
You must read this subscriber agreement and privacy policy extract before applying for, accepting, or using a Digital ID (certificate). If you do not agree to the terms of this subscriber agreement and privacy policy extract, do not apply for, accept, or use the Digital ID (certificate).

THIS SUBSCRIBER AGREEMENT will become effective on the date you submit the certificate application to the designated Issuing Authority (IA). By submitting this Subscriber Agreement



Microsoft Class 1 Enrollment - Windows Internet Explorer

https://digitalid.verisign.com/client/class1MS.htm

VeriSign, Inc. [US]

Live Search

File Edit View Favorites Tools Help

Microsoft Class 1 Enrollment

Check this Box to Protect Your Private Key

Digital ID Subscriber Agreement and Privacy Policy
You must read this subscriber agreement and privacy policy extract before applying for, accepting, or using a Digital ID (certificate). If you do not agree to the terms of this subscriber agreement and privacy policy extract, do not apply for, accept, or use the Digital ID (certificate).

THIS SUBSCRIBER AGREEMENT will become effective on the date you submit the certificate application to the designated Issuing Authority (IA). By submitting this Subscriber Agreement (and certificate application) you are requesting that the IA issue a Digital ID (certificate) to you and are expressing your agreement to the terms of this Subscriber Agreement. VeriSign's Public Certification Services are governed by VeriSign's Certification Practice Statement (the "CPS") as amended from time to time, which is incorporated by reference into this Subscriber

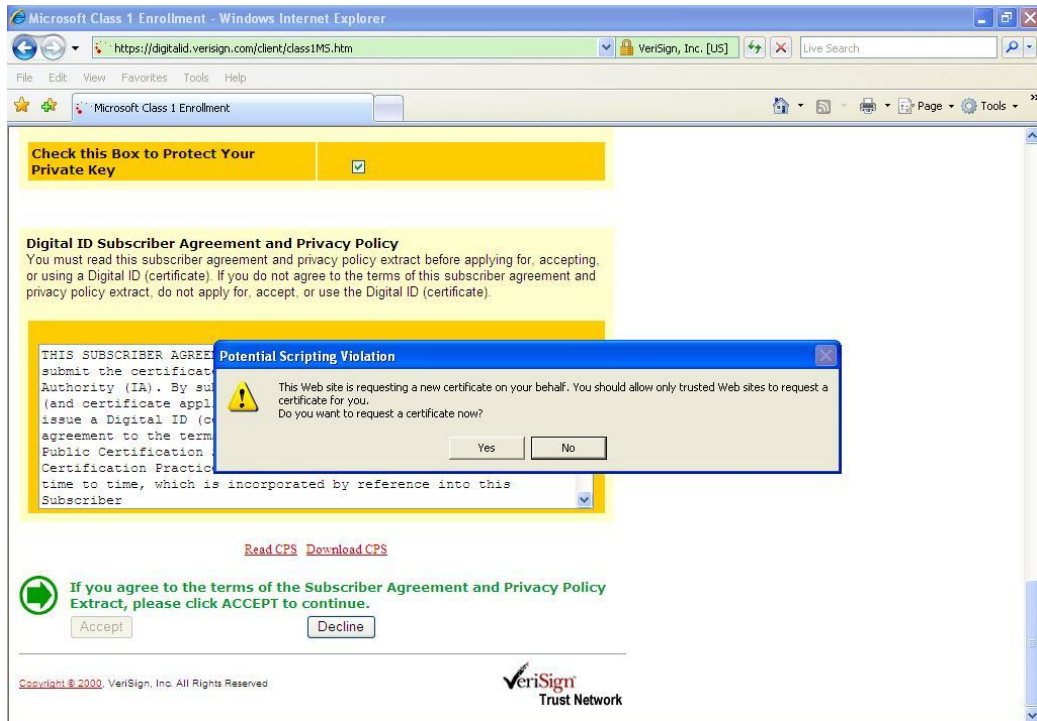
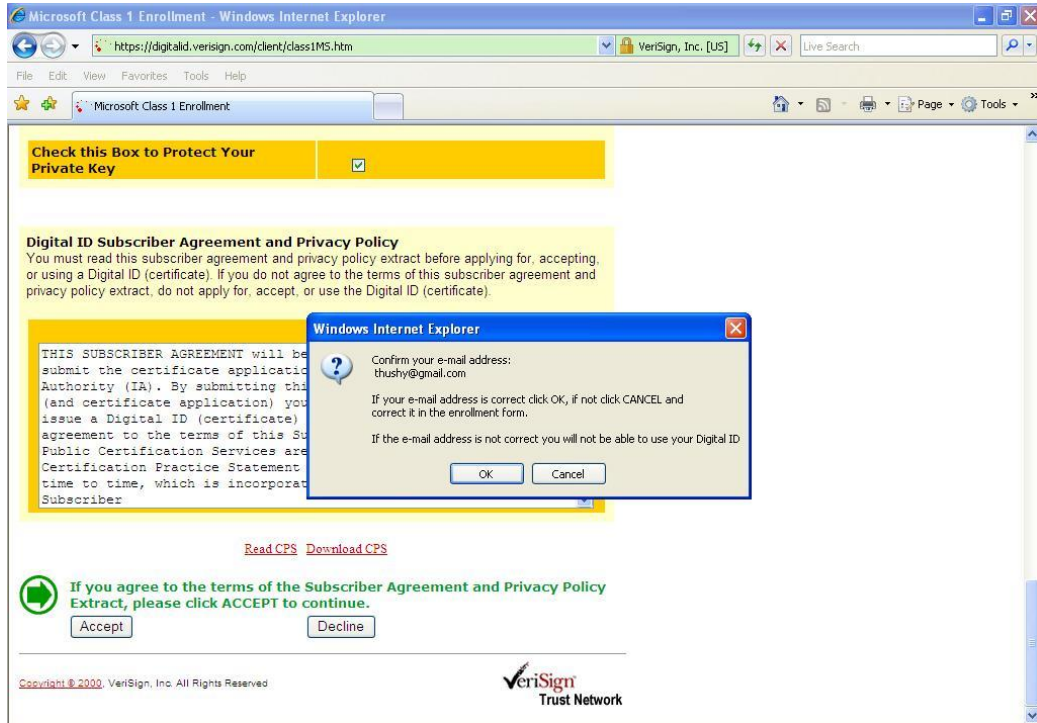
[Read CPS](#) [Download CPS](#)

If you agree to the terms of the Subscriber Agreement and Privacy Policy Extract, please click ACCEPT to continue.

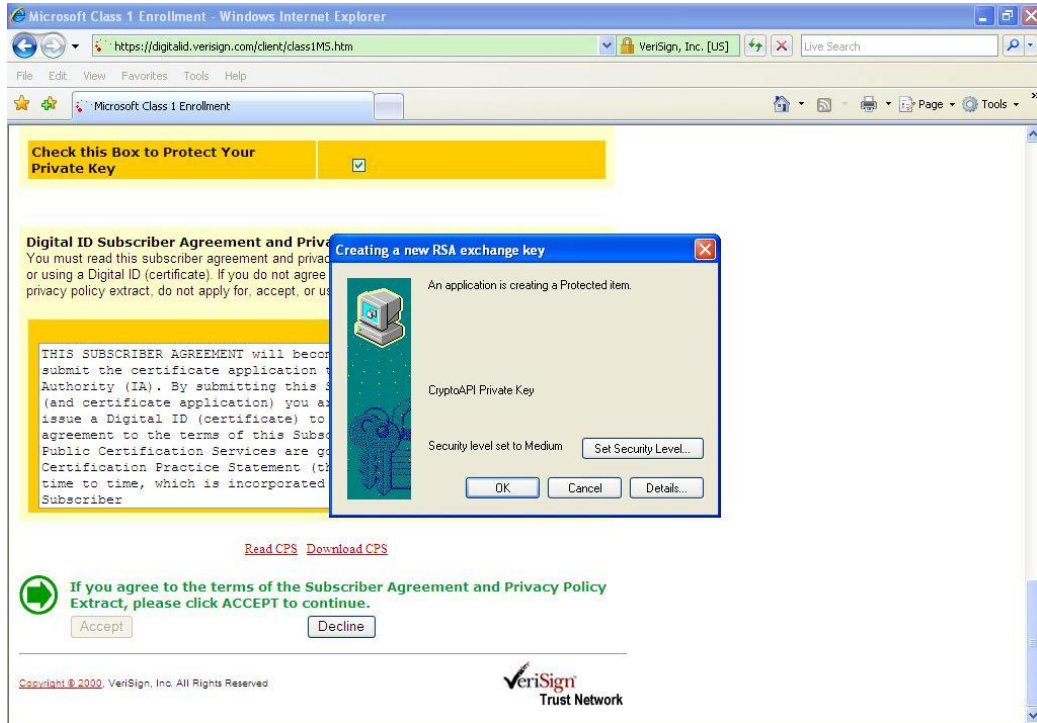
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VeriSign Trust Network

Easy steps to obtain email id & configure mail client



Easy steps to obtain email id & configure mail client



And they will say they will send the mail with a special number ID

Now check your mail and go on from there

Configuring you mail client for Outlook Express

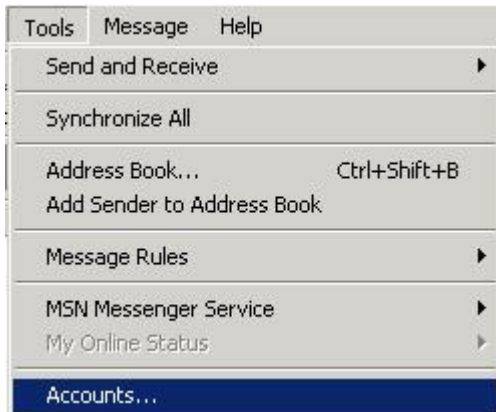
Outlook Express Settings

A guide to help you to set up Outlook Express to download your email.

- Open Outlook Express.

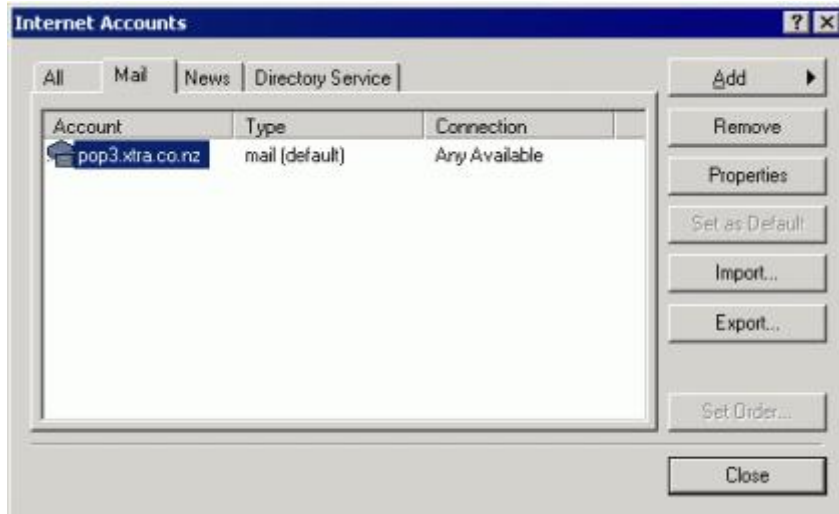


- Click the **Tools** menu, then select the **Accounts** menu.



- On the **Internet Accounts** window select the **Mail** tab at the top and then click on the **Account name** for your email account. In this example the account is called pop3.xtra.co.nz.
- Check that your email account is set to the default account in the **Type** column. If your email account is not the default account then select it and click the **Set as Default** button.

Easy steps to obtain email id & configure mail client



- Click the **Properties** button.



- On the **General** tab type in your name as you want to appear in your emails in the **Name** field. For example Joe Bloggs, or Mr Joe Bloggs. The **Organization** field is optional and most frequently used for company names. In this example, because we are setting up a personal email account and so leave this field

Easy steps to obtain email id & configure mail client

blank.

- Check your email address is correctly entered in the **Email Address** field. If you don't know what your email address is, it is your username with @xtra.co.nz on the end. For example if your username is joebloggs then your email address will be joebloggs@xtra.co.nz
- Fill in the email address you want your email sent back to in the [Reply Address](#) field. In most cases this is the same as your email email address.
- Check that there is a tick in the **Include this account when receiving mail or synchronizing** tick box.
- Once you are done on this page, click onto the **Servers** tab.



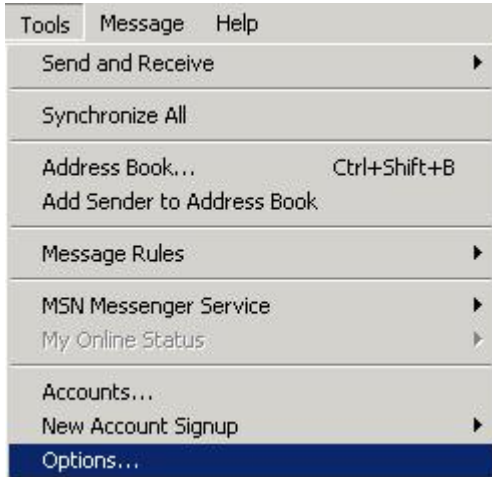
- The **Outgoing mail server** should read as smtp.myemail.com
- The **Incoming mail server** should read pop3. myemail.com
- Type in your email User name in the **Account name** field.
- Type in your email password in the **Password** field.

Easy steps to obtain email id & configure mail client

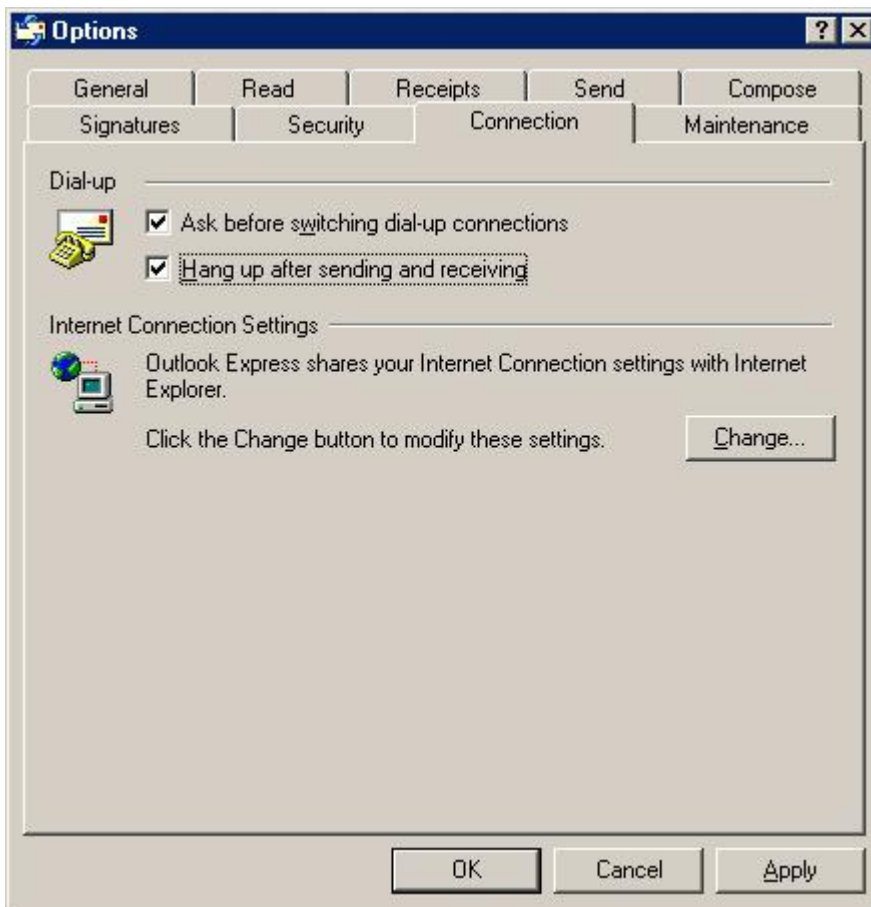
Please remember case sensitivity with your email User name and password. In other words email sees USERNAME (all capitals) and username (all smalls) as two different User names belonging to two different people. The same thing applies to your password. So you need to be exact in your typing.

- The **Remember Password** option should be selected if you want Outlook Express to download your email without stopping to ask you for your password first. If you leave this field blank then you will be prompted for a password every time Outlook Express tries to download your email.
- Select the **Advanced** page tab.
- In the **Server Ports** area the **Outgoing mail server(SMTP)** should be 25 and the **Incoming mail (POP3)** server should be 110
- You don't need to tick any of the SSL options.
- If you are having problems downloading your email from the server then under the **Server Timeouts** heading drag the slider to the **Long** side.
- Under the **Sending** heading you can choose to break apart large email messages into smaller chunks by selecting **Break apart messages larger than xx KB**, where xx is message size in kilobytes.
- In the **Delivery** area you can choose to leave a copy of your email on the email server. This is useful if you are downloading your email on someone else's PC and still want to keep your email in your email mailbox to read later on as well. If you do choose to leave your email on the server then you also can select to remove the email from your email mailbox after a specified number of days or after you empty your **Deleted Items** folder in Outlook Express by ticking the relevant option.
- Click the **OK** button to close the window.
- Click **Close** to close the **Internet Accounts** page.
- Click onto the **Tools** menu and select **Options**.

Easy steps to obtain email id & configure mail client



- Click onto the **Connection** tab on the Options page.



- If you belong to more than one Internet Service Provider(ISP) then you should have a tick next to **Ask before switching dial up Connections**, so that your mail program can switch to the other ISP's mail system.
- If you want your phone line free after you check your email

Easy steps to obtain email id & configure mail client

then you can put a tick in the box next to **Hang up after sending and receiving**. If, on the other hand, you want to stay online after checking your email then remove the tick from this option.

- Once you have finished then click the **OK** button to close this window.

All done! Outlook Express should be set up for your email. Restart Outlook Express if you made any changes.

End.