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ONLINE ENROLLMENT

For

Personal ID Class 2

Document Id	ONLINE ENROLLMENT FOR PERSONAL ID CLASS 2
Revision Number	1.0
Security Level	Internal / External

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Pre-requisite:

Supported Operating System: **Windows XP and above**
Supported Web Browser: **Internet Explorer (Recommended), Mozilla Firefox**

***Note: Personal ID Class 2 certificate **MUST** be enrol and pick up on the same web browser and computer**

Online Enrollment

- 1) Open Personal ID Class 2 Digital ID Center website on below URL, then click on **ENROLL** .
<https://onsite.msctrustgate.com/services/MSCTrustgatecomSdnBhdPersonalIDClass2/digitalidCenter.htm>

 **Digital ID Center**

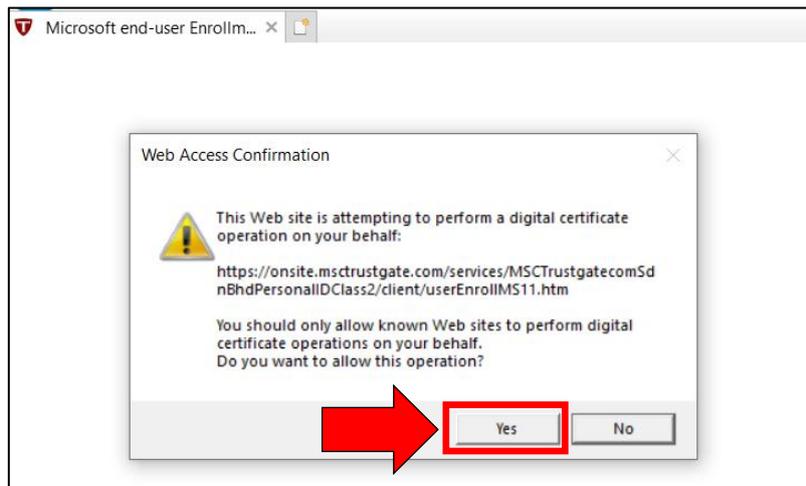
[Home](#) [Help](#)

MSC Trustgate.com Sdn. Bhd. Personal ID Class2 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.
-  **SEARCH**
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.
-  **RENEW**
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.
-  **REVOKE**
Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.
-  **INSTALL CA**

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2) If prompt for **Web Access Confirmation**, click **Yes**.



3) Fill out all the field mark with asterisk (*) including **Challenge Phrase** which is the password for your Personal ID certificate.

 <h2 style="margin: 0;">Enrollment</h2>	
Help with this Page	
<h3 style="color: #0056b3;">Complete Enrollment Form</h3>	
<p>Enter your Digital ID information</p> <p>Fill in all required fields. Fields marked with an asterisk (*) are included with your Digital ID and are viewable in the certificate's details.</p>	
<p>First Name: * (required) Nickname or middle initial allowed (Example: Jack B.)</p>	<input type="text"/>
<p>Last Name: * (required) (example -- Doe)</p>	<input type="text"/>
<p>Your E-mail Address: * (required) (example -- jbdoe@symantec.com)</p>	<input type="text"/>
<p>Company/Agency/Org: * (Example: MSC Trustgate)</p>	<input type="text"/>
<p>Dept/Div/Proj: * (Example: Administration)</p>	<input type="text"/>
<p>Employee ID Number: * (Example: 12345)</p>	<input type="text"/>
<p>Country: * (example -- US)</p>	<input type="text"/>
<p>Challenge Phrase</p> <p>The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. <i>Do not lose it.</i> You will need it when you want to revoke or renew your Digital ID.</p>	
<p>Enter Challenge Phrase: (required) Do not use any punctuation.</p>	<input type="text"/>

- 4) On the **Cryptographic Service Provider Name**, choose **Microsoft Strong Cryptographic Provider** from the drop-down list. Then, click **Submit**.

Optional: Select The Cryptographic Service
Select a Cryptographic Service Provider that supports 1024-bit or higher encryption (2048-bit or higher if your certificate will be issued under the Symantec Trust Network or STN). If you use a specialized mechanism such as a smartcard, select the provider recommended by the vendor.

If you are not certain which cryptographic se

Cryptographic Service Provider Name

- Microsoft Enhanced Cryptographic Provider v1.0
- Microsoft Base MyTrustID Provider
- Microsoft Base Smart Card Crypto Provider
- Microsoft Strong Cryptographic Provider**
- Secure Token ST3 CSP v1.0

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.

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

Submit **Cancel**

- 5) Upon click the Submit button, a prompt for email confirmation will appear. Double check the email address and click **OK** to proceed enrolment or click **Cancel** to correct the email address.

Message from webpage

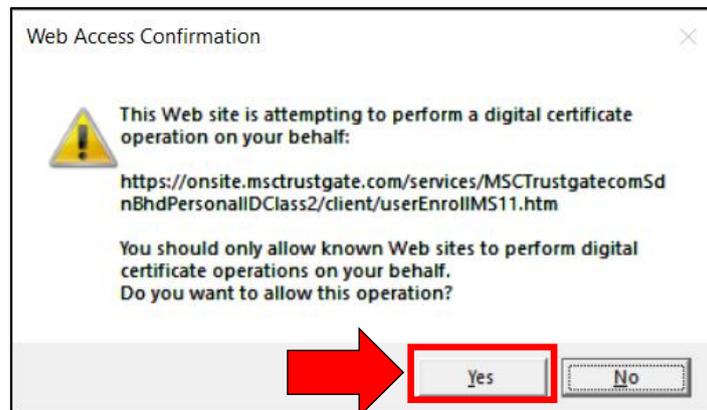
Confirm your e-mail address:
@msctrustgate.com

If your e-mail address is correct, click OK. If not, click CANCEL and correct it in the enrollment form.

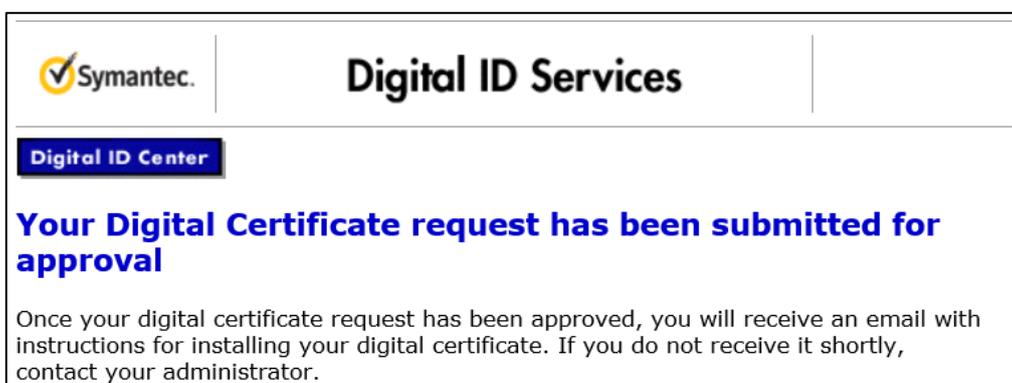
If the e-mail address is not correct, you will not be able to use your Digital ID.

OK Cancel

6) Click **Yes** on the **Web Access Confirmation** and click **OK** to complete enrolment.



7) Upon successful enrolment, user will receive a request confirmation email from support@msctrustgate.com. The enrolment will go through a validation process between 1 to 5 working days before it is approved.



Pick Up Digital ID

- 1) Once the Personal ID enrollment request was approved, an email containing the Pick Up PIN will be sent to user. Click or copy the link provided in the email and open it on the same browser used to enroll the Digital ID. Copy the PIN.

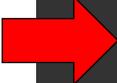
Your Digital ID is ready

 support@msctrustgate.com
Wed 9/2/2020 12:59 PM
To: Muhammad Nazmi Abdul Hadi

Dear MUHAMMAD,

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.msctrustgate.com/services/MSCTrustgatecomSdnBhdPersonalIDClass2/digitalidCenter.htm>

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

Your PIN is:  876714668 

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 email message.

2) On the Digital ID Center website, click **PICK UP ID**.

The screenshot shows the Symantec Digital ID Center interface. At the top left is the Symantec logo. The main title is "Digital ID Center". Below the title are "Home" and "Help" buttons. The main heading is "MSC Trustgate.com Sdn. Bhd. Personal ID Class2 Digital ID Center". A list of options is displayed on a yellow background:

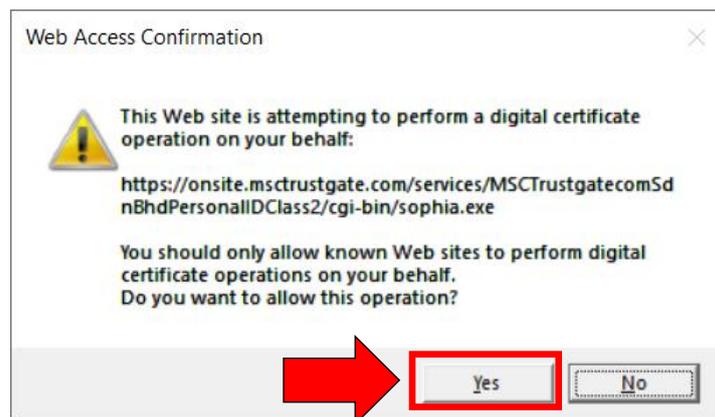
- ENROLL**: Choose this option to enroll for a client Digital ID.
- PICK UP ID**: Choose this option if you enrolled for a Digital ID but did not pick it up. This option is highlighted with a red box and a red arrow pointing to it from the right.
- SEARCH**: Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.
- RENEW**: Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.
- REVOKE**: Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.
- INSTALL CA**

At the bottom left, it says "Copyright © 2016. Symantec Corporation. All rights reserved." At the bottom right is the Symantec logo.

- 3) Enter the **PIN** provided in the email into the required textbox and click **Submit**.

The screenshot shows the Symantec Digital ID Services interface. At the top left is the Symantec logo. The main heading is "Digital ID Services". Below this is a section titled "Pick Up Digital ID". A grey box contains the following text: "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." Below the text is a yellow input field with the label "Enter the Personal Identification Number (PIN):". The field contains a series of "X" characters. A red arrow points to the input field, and another red arrow points to a green "Submit" button.

- 4) Click **Yes** on the **Web Access Confirmation** and the Personal ID Certificate will be install on the computer.





Digital ID Services

Congratulations!

Your Digital ID has been successfully generated and installed.

Your Digital ID Information.

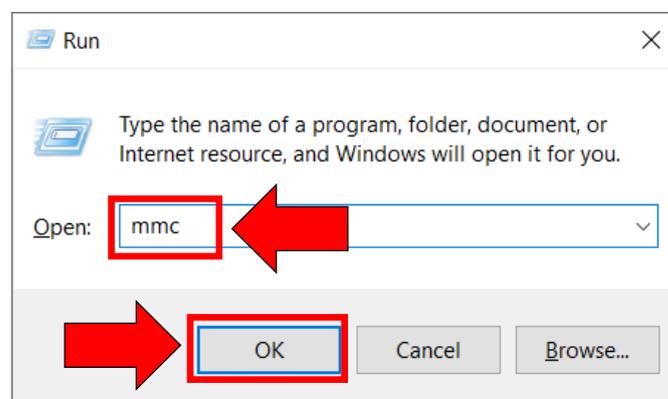
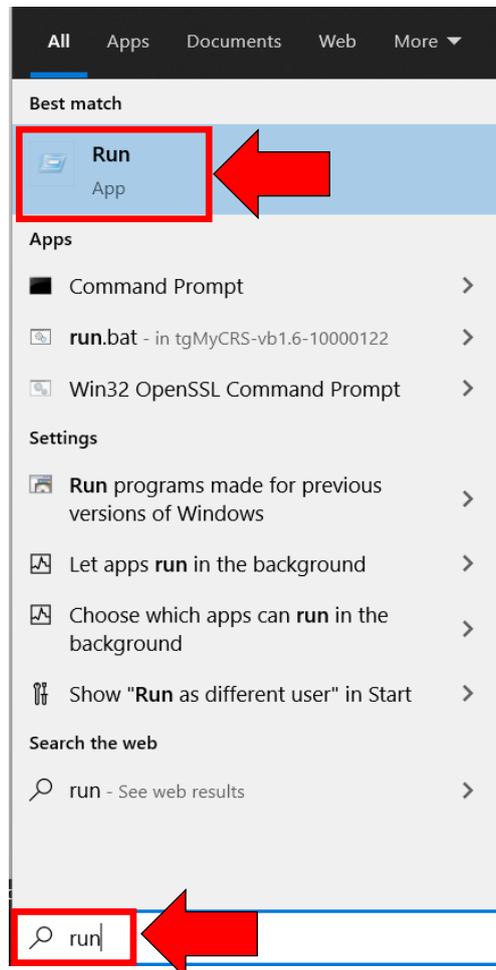
Country = MY
Organization = MSC Trustgate.com Sdn. Bhd.
Organizational Unit = Technology Division
Organizational Unit = EmployeeID - TG0112
Common Name = Nazmi Hadi
Email Address = nazmi@msctrustgate.com
Serial Number = 0c3748827edd4eb248ca9f1581905eed

Consult our Help Desk and Tutorials:

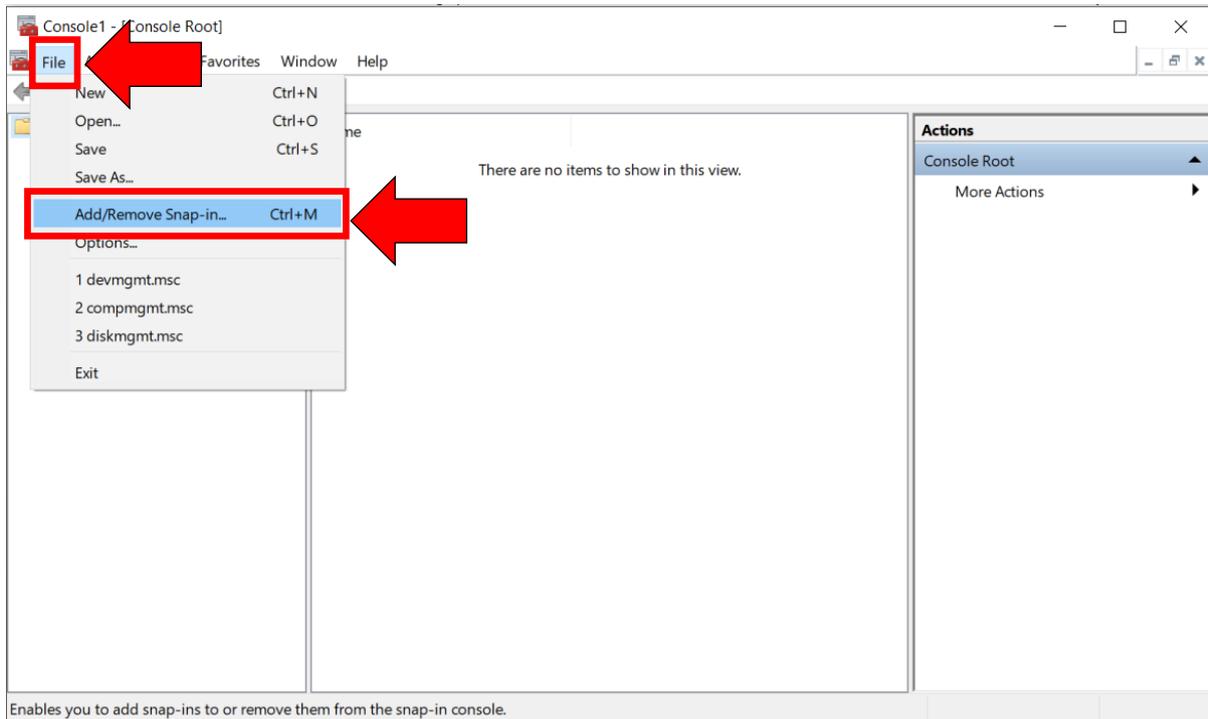
1. Go to the [Help Desk](#) to view our tutorials and other useful information.
2. Go to the [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

Verify the Personal ID Certificate Installed

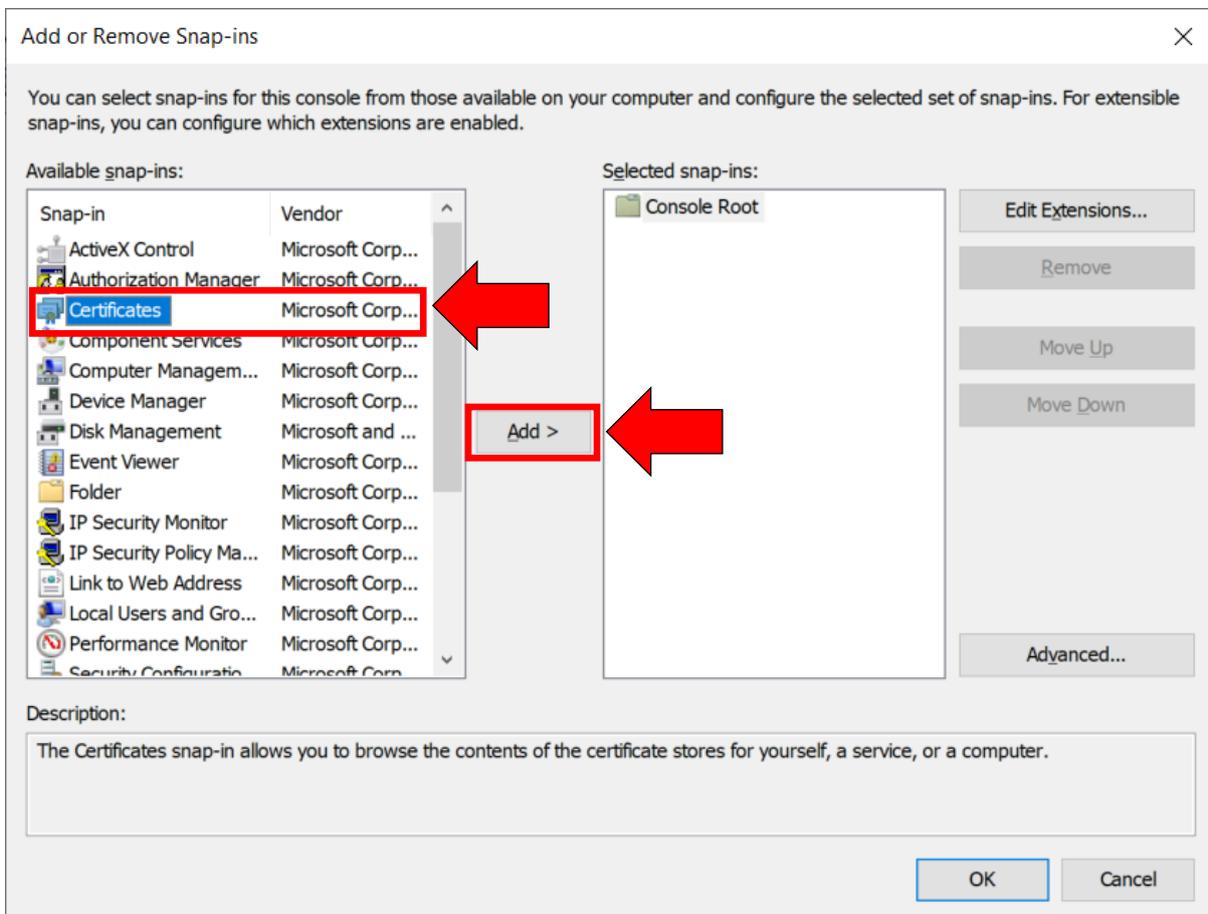
- 1) To verify if the Personal ID Certificate is successfully enrolled, open **Microsoft Management Console (MMC)** by pressing **Windows**  button > type **RUN** and press **Enter** > type **MMC** and click **OK**.



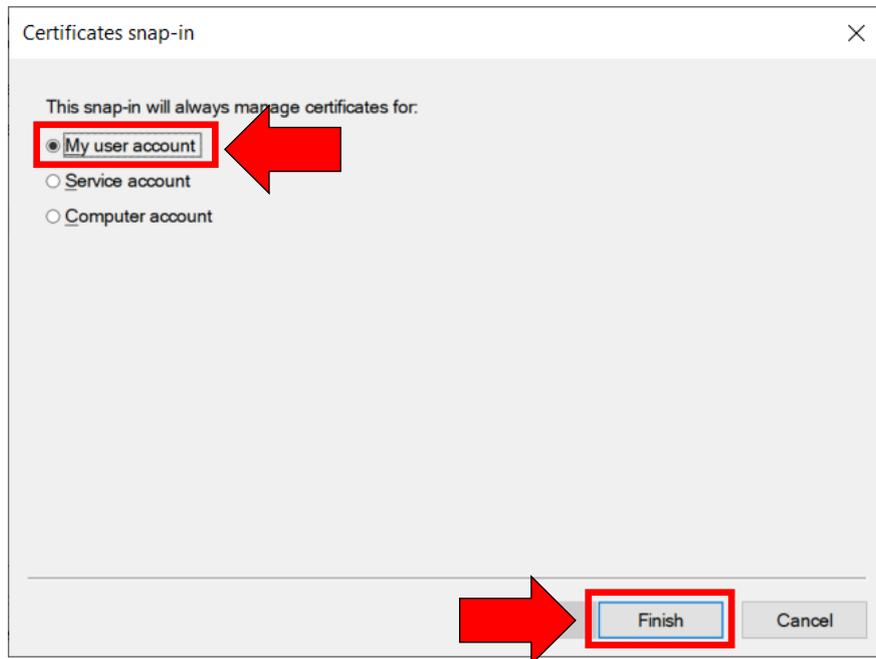
2) On the **MMC** console, click **File > Add/Remove Snap-in..**



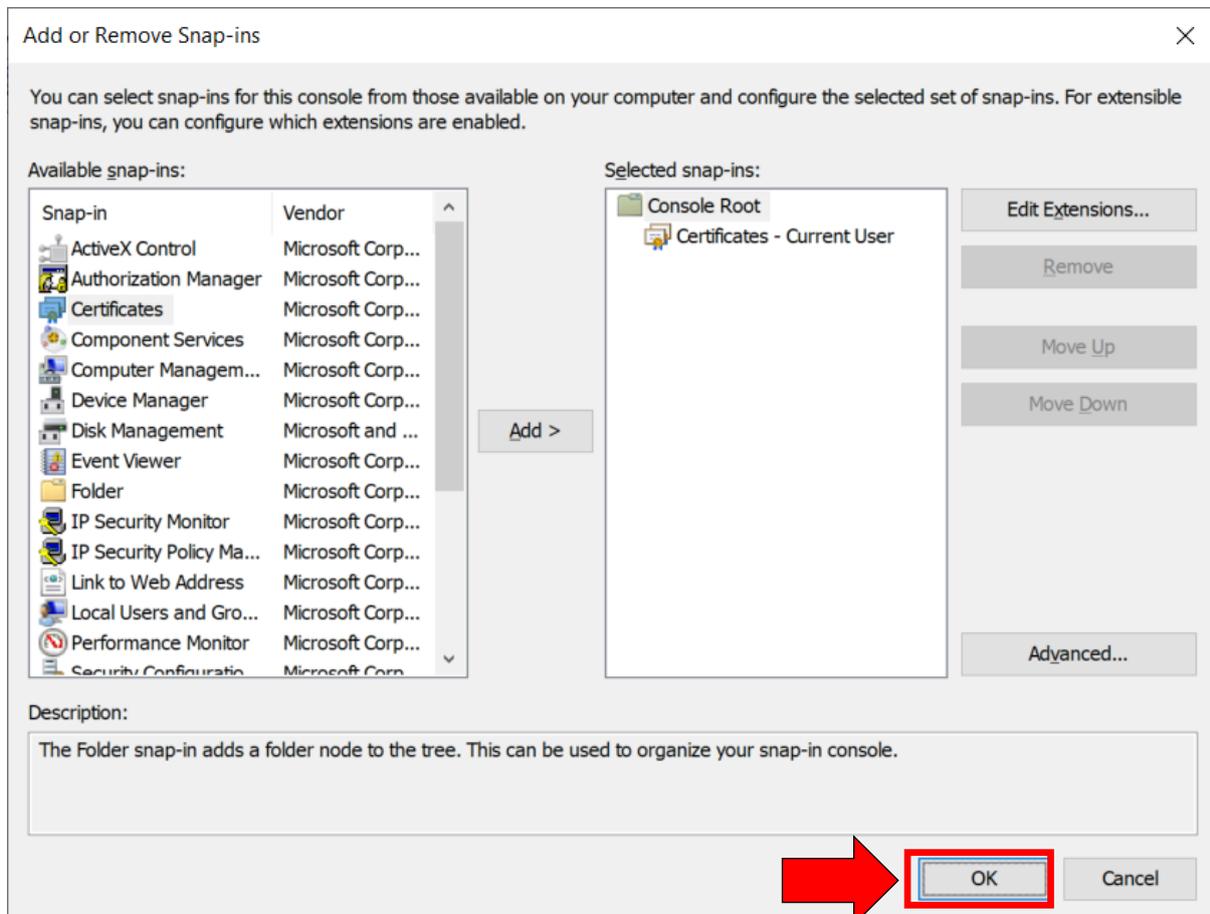
3) Click **Certificates > click Add.**



4) Click **My user account** > click **Finish**.



5) Click **OK**.



- 6) On the **MMC** console, expand the folders and sub-folders clicking on **Certificates > Personal > click on Certificates**. Double-click on the Personal ID Certificates labelled same as the name entered during enrolment to view certificates details such as validity.

