

# Sectigo Accounts Management

**Software Version 7.0** 

User Guide Guide Version 7.0.030414



## **Table of Contents**

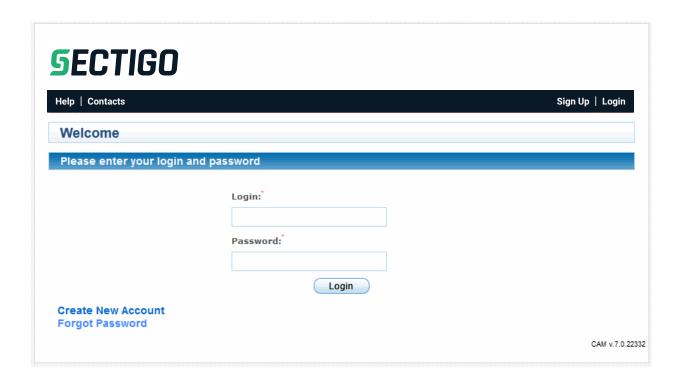
Introduction To Sectigo Accounts Management	3
2. My Account	5
2.1.Changing Your Password	6
2.2.Changing your Contact Information	7
2.3.Changing Your Email Address	8
2.4.Change Credit Card Details	9
2.5.See Subscription History	12
2.6.Request Parent User	13
2.7.Sign up to Sectigo Services	17
3. Managing Sectigo Membership	19
4.Managing Sectigo Internet Security	28
5.Managing GeekBuddy	
6. Managing SCloud	36
7. Managing TrustConnect	41
About Sectigo	52



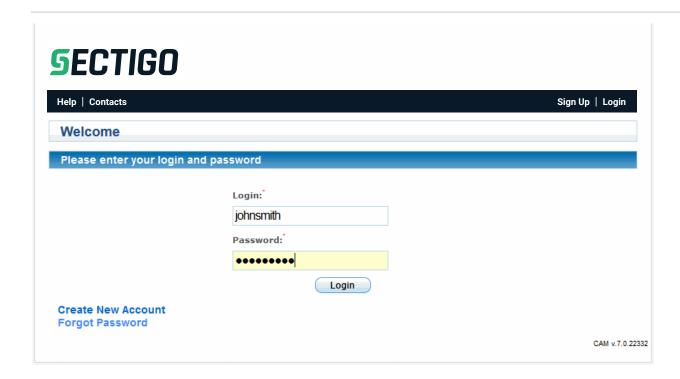
## 1. Introduction To Sectigo Accounts Management

Sectigo Accounts Management (SAM) allows you to manage subscriptions and view payment history for all of your Sectigo Security Solutions products. You can also update billing information and can download or sign up for other Sectigo products. Some products have additional management and information features in SAM. For example, the TrustConnect section allows you to view statistics on monthly usage.

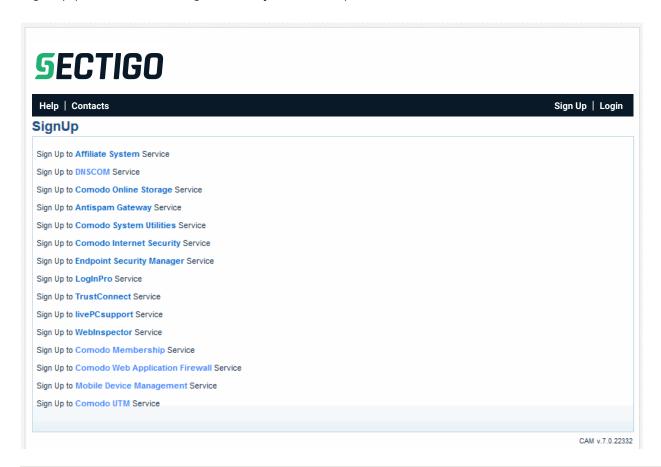
You can login to SAM directly through the SAM home page. Visit https://accounts.Sectigo.com/ and click Login.







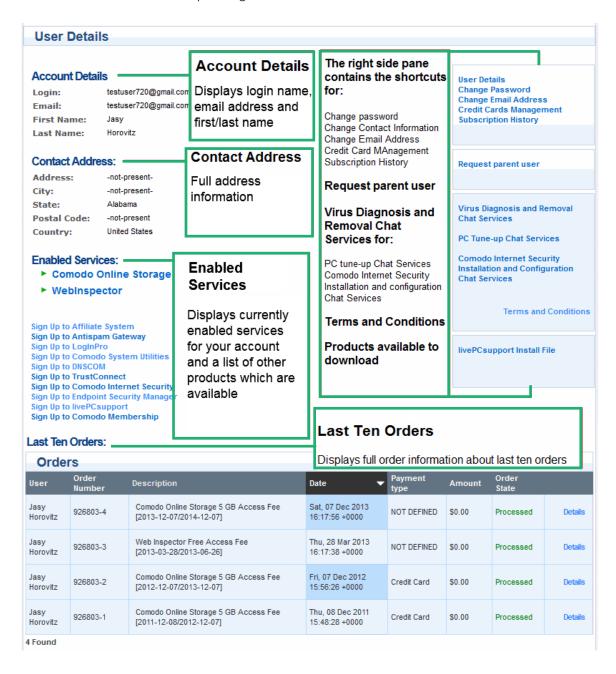
You can login to your SAM account with the same username and password you specified during sign up process for Sectigo Security Solutions products.





## 2. My Account

On first login, SAM will open at the 'My Account' page. This page acts as a hub from which most interface functionality is accessible. You can return to this page at any time by clicking the 'My Account' button on the top navigation.



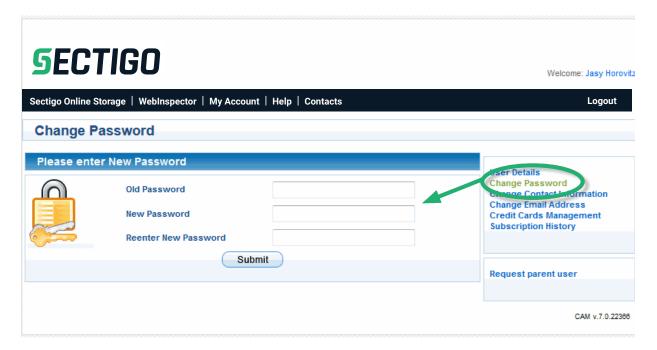


Refer to the sections below for more information:

- Changing Your Password
- Changing Your Email Address
- Change Credit Card Details
- See Purchase History
- Request Parent User
- Sign up to Sectigo Services

## 2.1. Changing Your Password

The 'Change Password' option allows you to change the password used to access your account.



### To change your password

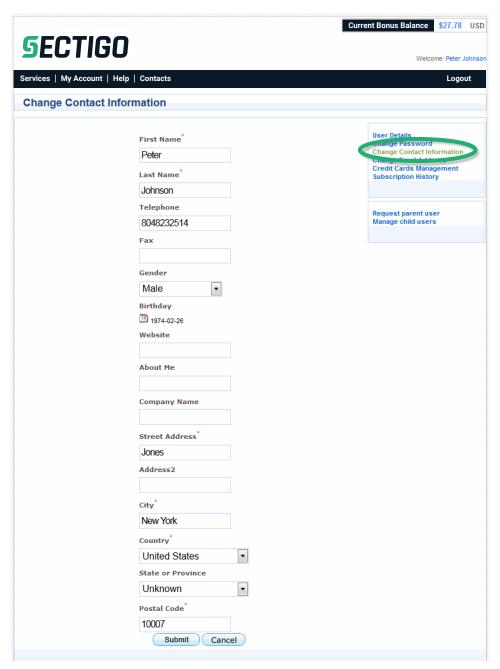
- 1. Click 'Change Password' from the right hand side pane in the 'My Account' interface
- 2. Enter your existing password on Old Password text box.
- 3. Enter your new password in the New Password text box and re-enter for confirmation in the Reenter New Password text box.
- 4. Click 'Submit'.



Your access password is now changed. You need to enter your new password to access your online storage space from next login onwards.

## 2.2. Changing your Contact Information

In order to change the email address associated with your Sectigo account you will need to change the address or company name created during your sign-up process.





#### To change contact information

- 1. Click 'Change Contact information' from the right hand side pane in the 'My Account' interface
- 2. Enter your new contact information.
- 3. Click 'Submit'.

Contact Information saved.

The new nformation will be saved and will be displayed in the 'My Account' interface.

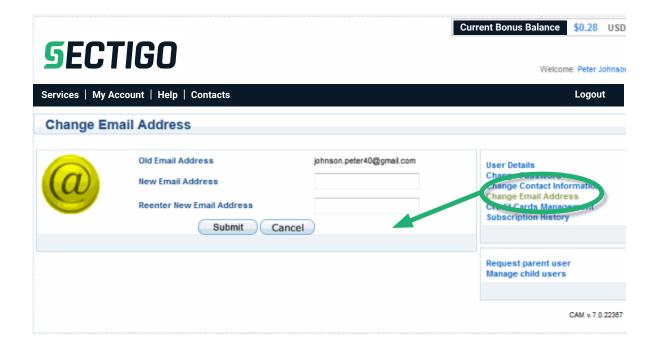
## 2.3. Changing Your Email Address

The 'Change Contact Information' option in the right hand side pane enables you to change your email address that is associated with your account.

### To change your contact email address

1. Click 'Change Email Address' from the right hand side pane in the 'My Account' interface

The Change Email Address form appears, pre-populated with the email entered while signing-up the account.



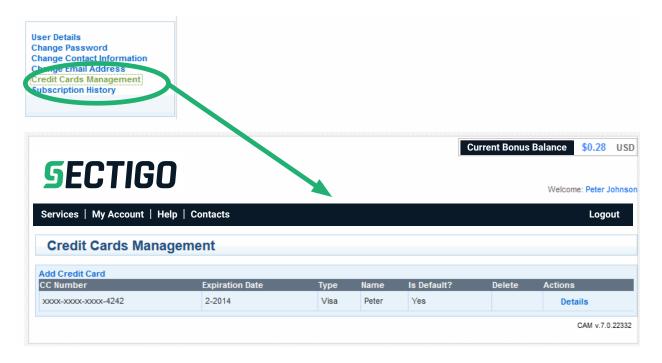


- 2. Enter the new email address in the New Email Address text box and re-enter the same in the Reenter New Email Address text box for confirmation.
- 3. Click 'Submit'.

The email address attached to your account is now changed. You will receive email notifications related to your Sectigo products account only in your new email address. But your login email address remains the same, as signed-up with.

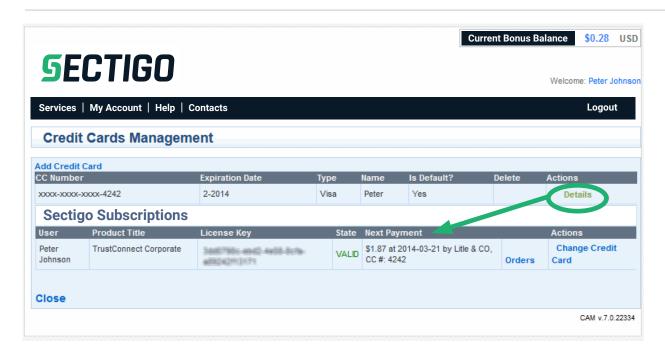
## 2.4. Change Credit Card Details

The 'Credit Cards Management' option in the right hand side pane enables you to change the details of the credit card(s) associated with your account. The details of the credit card you used earlier will be displayed.

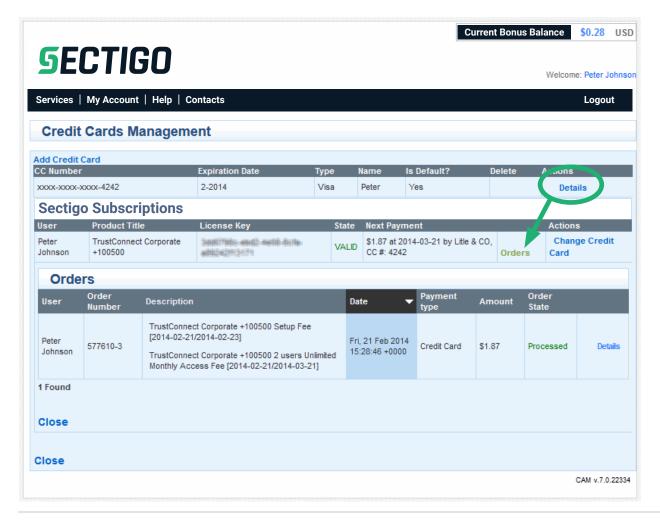


• Click the 'Orders' link to unroll the Section Subscriptions form. This will display a user name, description of a product, date, activations, order state.



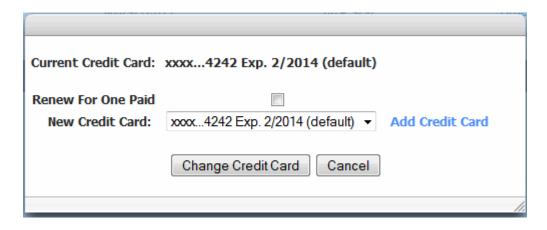


• To view the details of 'Orders' form, simply click the corresponding 'Details' link.





To change credit card details, click the 'Change Credit Card' link to open a configuration window under the Action column. This will pre-populate your credit card details when your are renewing your subscription, purchasing additional online storage space or subscribing for other Sectigo Products or Services.



- Click 'Add Credit Card' and fill-in the 'Credit Card Details' subscription form with the details of the new card
- The 'Credit Card Details' configuration window will open.



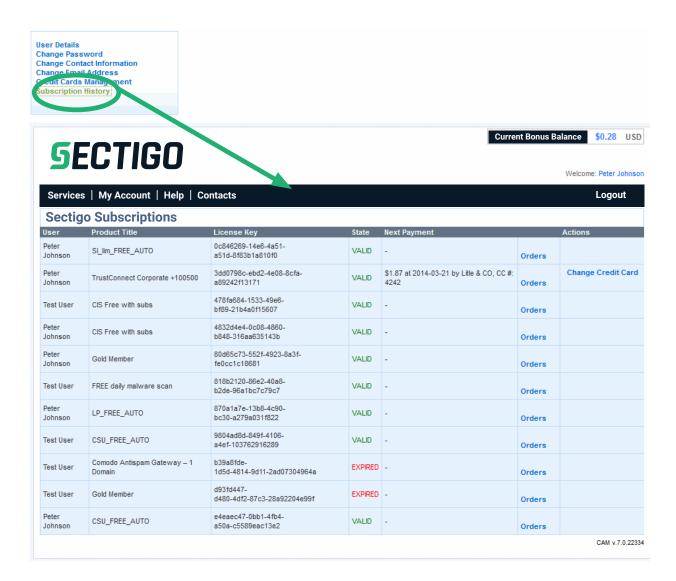


- Click 'Add Credit Card' for your settings to take effect.
- · Click 'Close' to close the form.

## 2.5. See Subscription History

To view a report of your previous purchases, click the 'Subscription History' link on the user 'My Account' page. This will display enabled products for your account, licenses purchased, status, date of next payment, and provide the ability to change your credit card details.



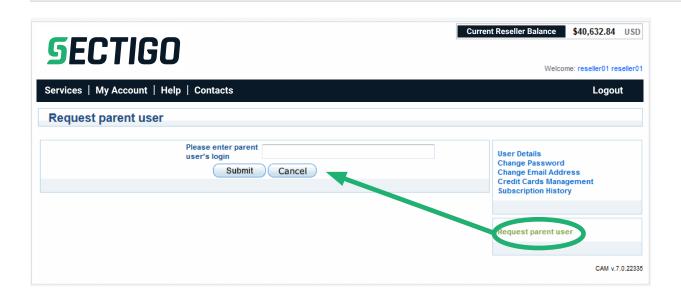


- Click the 'Orders' link to unroll the Sectigo Subscriptions form.
- To view the details of 'Orders' form, simply click the corresponding 'Details' link.
- · Click here for more detailed information

## 2.6.Request Parent User

The 'Request Parent User' option in the right hand side pane enables you to dedicate the 'main' user to be able to view all subusers and all purchases under one account.

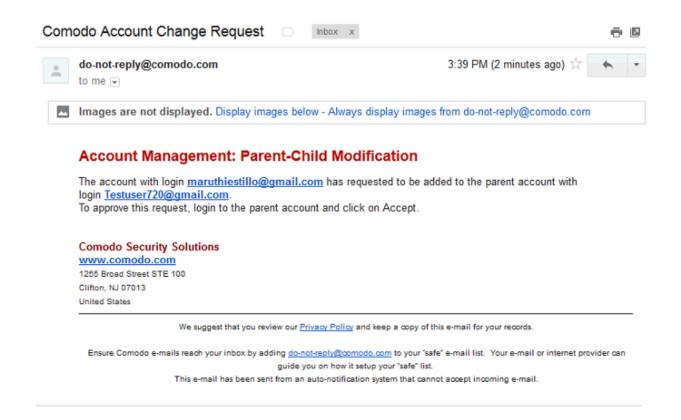




· Click 'Submit'. The confirmation strip message will be displayed.

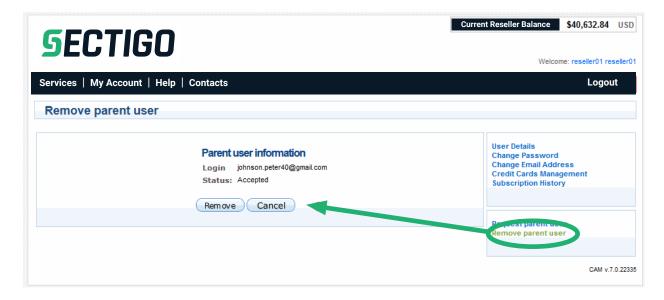
#### Request sent

• A parent user will receive the Sectigo Parent User Request to his email account.





A user can remove this association by clicking the 'Remove parent user' under the 'Request parent user' link.



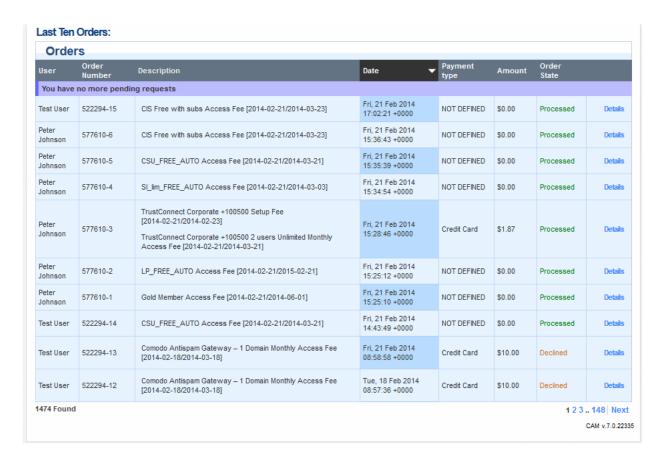
The parent user can accept the request and manage child users in the 'My Account' interface.

• Click 'Accept child user request(s)'. All user that have sent you the request are listed in your interface.





- From here you can 'Accept' or 'Decline' a request and View/hide details.
- The last ten orders of sub-users will be displayed at the bottom of the parent SAM account.



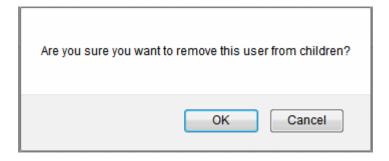
### To manage the child users requests

- · Login to the SAM interface as a parent user
- · Click 'Manage child users' link
- You will see the list of sub-users





- · Click 'Login as' from the Action to open the email address a current user
- · Click 'Remove' link to delete a current user
- You will be asked whether you wish or not the user to be deleted.

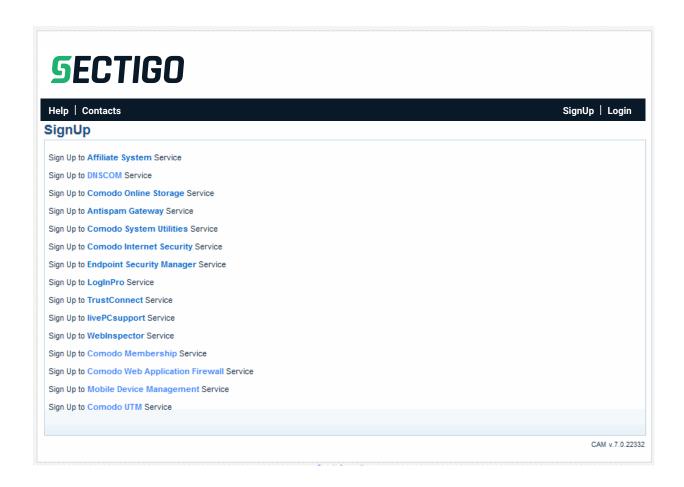


· Click 'OK'.

## 2.7. Sign up to Sectigo Services

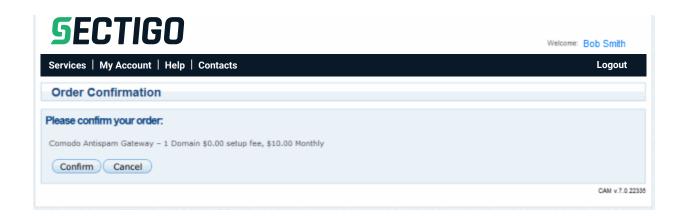
Under 'Enabled Services' on your SAM home-page, click the sign link of the product/service you wish to add





You will be taken to the enrollment form for that product. After completing all details and agreeing to the terms and services, click the 'Sign Up' button. This will take you to the order confirmation screen:





- · Click 'Cancel' if you want to cancel the order.
- · Click 'Confirm'. You will receive a notification to your email address with your order and account details.

To download the service for installation to your system

- Click 'My Account' tab and select the product to be downloaded and installed.
- Follow the steps to install the software.

## 3. Managing Sectigo Membership

The Sectigo Membership program allows you to quickly earn 'Sectigo Money' which can be used to purchase Sectigo products at discounted rates promoting Sectigo products to your friends and contacts.

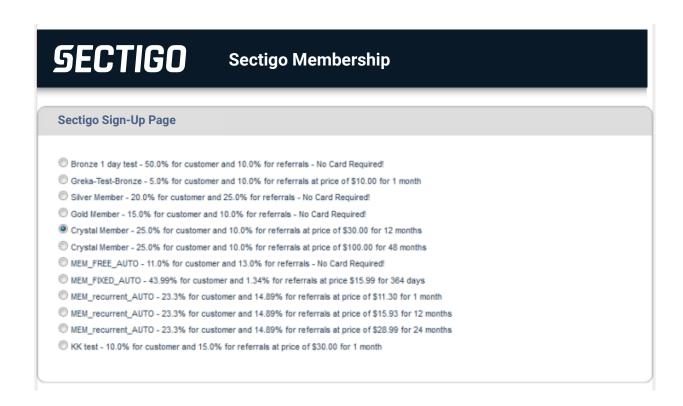
### To sign up to Sectigo Membership

- · Click the Sign up to Sectigo Membership from the list available Sectigo products at https://accounts.Sectigo.com/account/signup or at https://accounts.Sectigo.com/ account/details
- You will be taken to the Sectigo MemberShip order forms to complete your purchase. First select the subscription type you require



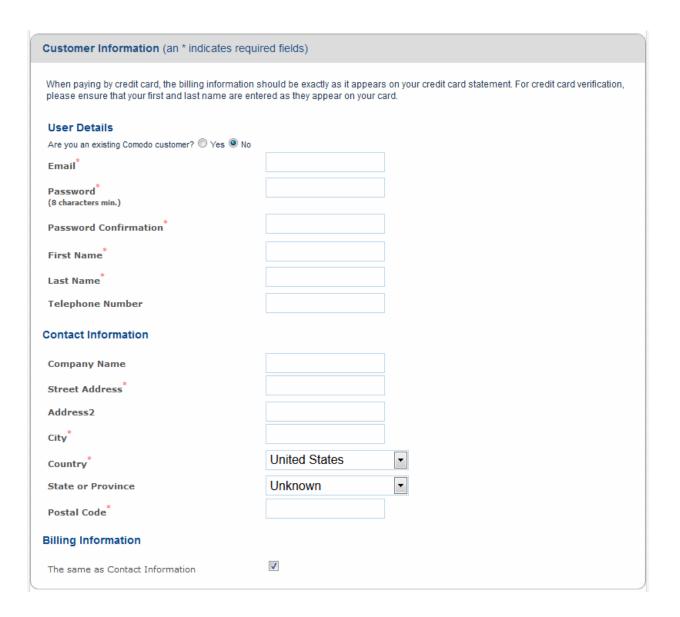
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- You will be taken to the Sectigo MemberShip order forms to complete your purchase. First select the subscription type you require



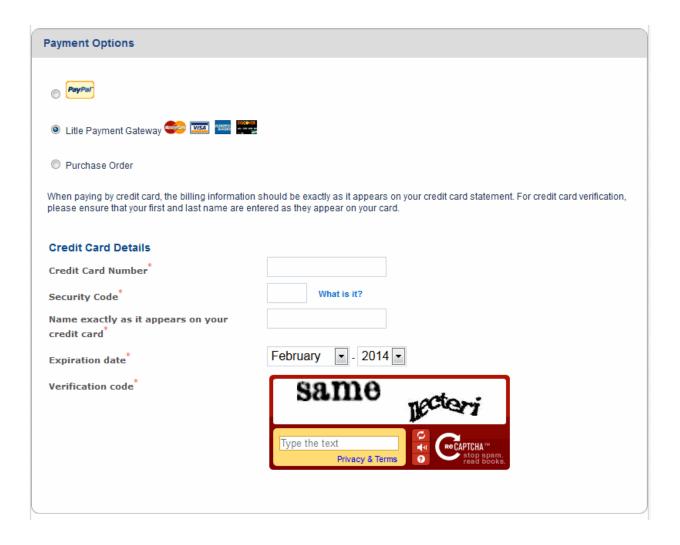


• Enter your contact details in the 'Customer Information' area. Fields marked with \* are mandatory. If your Billing address is same as your contact information, leave the checkbox. Otherwise, uncheck the option and enter your billing address.





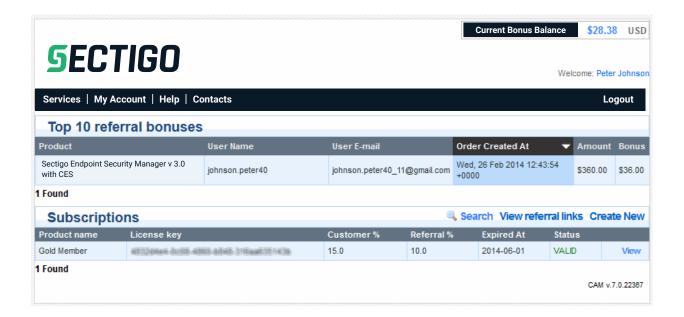
• Choose your payment method complete the payment details form:





### **Managing Sectioo Membership**

To do this, click the 'Sectigo Membership' tab or click 'Services' button then select 'Sectigo Membership' from the menu.



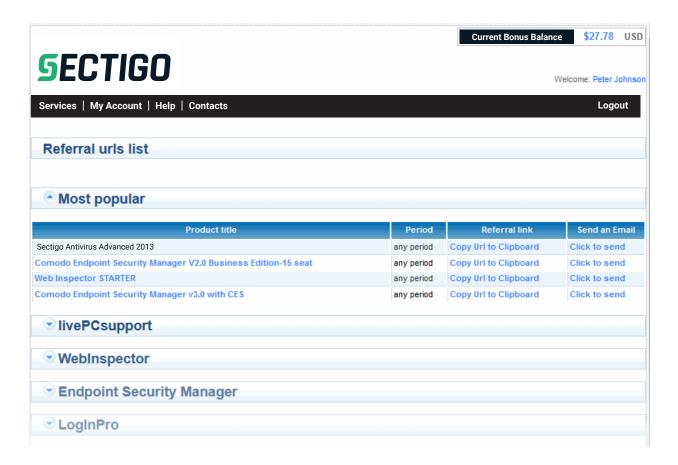
The Sectigo Membership area allows you to view all current and previous Sectigo Membership subscriptions. Each subscription is shown in a separate row and contains the product name, license key, the customer %, referral %, expiry dates, validity status. You can also view extended license details, renew any license and buy new licenses from this area.

- Customer % allows a customer to receive rewards in "Sectigo Money" (% of current product) after each your purchase
- Referral % allows a customer to receive rewards in "Section Money" (% of current product price) after a person will be subscribed for the product



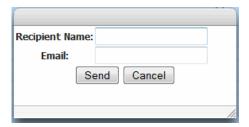
The 'Top 10 referral bonuses' is shown in a separate row and contains the product name, user name, email, subscription date, the price of the product and the amount of bonus you will be received.

- To search subscriptions by Subscription ID or License Key, Click the 'Search'
- To renew a membership license, click the 'Create New'
  - You will be taken to the Sectigo MemberShip order form. Complete your purchase as explained above.
  - To open the 'Referral urls list', click the 'View referral links'





- Click 'Copy URL to Clipboard' under the 'Referral link' next to the product you recommend
  - Paste it and send through the email or through a messaging client yourself
  - · Clicking the link, the receiver will be immediately taken to the Sectigo order form
- · Click 'Click to send' in the 'Send an Email' area next to the product you, to generate an email with a link for your recipient to download



- Type the recipient name and email address.
- The recipient will receive a notification mail containing the link.

#### Dear Peter,

Your friend Peter Johnson has recommended that you download Comodo Antivirus Advanced 2013 from Comodo. With Comodo Internet Security you receive award winning protection for your computer so that you never have to worry about viruses and other malware.

Don't just take Peter Johnson and our word for it.

Comodo Internet Security achieved a perfect score for Protection in the prestigious AV-TEST labs April 2013 test. It is also currently ranked #1 out of 36 security suites in the ongoing Matousec.com Proactive Internet Security Challenge 64.

You get a full suite of antivirus, spyware, firewall and cutting edge technologies.

However, you will also receive 24/7 support for all your computer issues and a warranty that guarantees your computer will never be harmed by a virus or malware.

Comodo is the ONLY antivirus backed by a warranty that ensures you will never have to worry about being harmed by a computer virus or malware again.

If you download now, you will be enrolled in the Comodo Friends program and receive rewards toward the purchase of other fine Comodo products.

To make computer security one less problem in your life, just click on the link below

https://accounts.comodo.od.ua/cfp/management/signup?referral=zfUtM1EE8feSWS0RVaanTdlfnp1DZevQ&identifier=cis.advanced.2013& pricing=6069 any&pricing term=6069 any

Best wishes and a safer internet,

Your Friends at Comodo

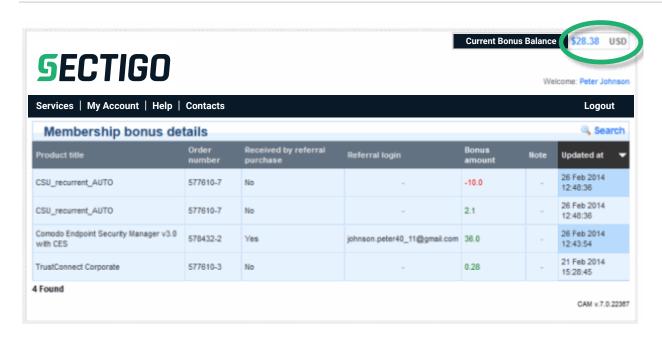
http://www.comodo.com

#### **Current Bonus Balance statistic**

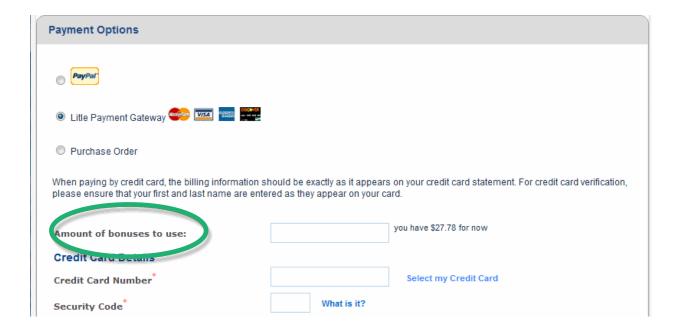
The 'Current Bonus Balance' displays the 'Membership bonus details' of all purchased by you and a recipient with bonus amount used and earned.

Click the bonus amount next to the 'Current Bonus Balance'





Each time you subscribe for a new product, you will be proposed to enter the 'Amount of bonuses to use'



- Type the amount of bonus you want
- Accept the Terms and Conditions
- The 'Order Confirmation' form will display the product name and the amount of bonuses you will be used
- · Click 'Confirm'.



Your Order form will look like as shown below:

Current Bonus Balance

\$28.38 USD

Welcome: Peter Johnson

**SECTIGO** 

Services | My Account | Help | Contacts

Logout

#### Order #577610-7

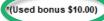
Comodo Security Solutions, Inc. 1255 Broad Street Clifton, NJ 07013 United States support.comodo.com

Peter Johnson Basarnaya Odessa 65000 Ukraine

Thank you for your purchase. Your order is complete and the confirmation will be sent to your email shortly.

Subscription Details				
Product Name		License Key		
CSU_recurrent	_AUTO Annual	4546-00-4045-4010	Delta Delta Collection	
INVOICE NUMBER	577610-17	SUBSCRIPTION ID	ea656850d5	

Order Details				
	ORDER NUMBER	577610-7		
	ORDER DATE	2015-02-26		
	ORDER TOTAL	\$13.99*		
	SUBSCRIPTION EXPIRES ON	February 26, 2015		



How to get started: We will send you an email explaining how to download and install your Comodo Software. You will be asked to enter your License Key during the installation process.

You can access your Comodo Account via https://accounts.comodo.com/account/login. This login provides you with the ability to modify you password, add subscriptions for other products, change billing and contact information, and review the ongoing status of your service.

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## 4. Managing Sectigo Internet Security

To manage your Sectigo Internet Security (CIS) subscription, click the 'Sectigo Internet Security' tab or click 'Services' button then select 'Sectigo Internet Security' from the menu.



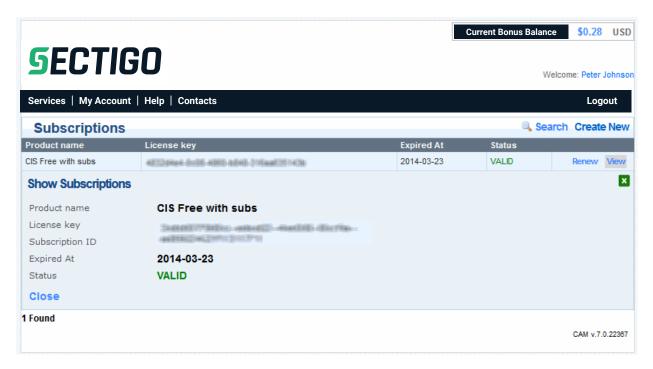
The CIS management page allows you to view all current and previous CIS subscriptions. Each subscription is shown in a separate row and contains the license key, license status, validity status and expiry dates. You can also view extended license details, renew any license and buy new licenses from this area.

- View extended license details
- Search your CIS subscriptions
- Renew or buy new licenses



#### View extended license details

To view full details about a particular license, click the 'View' link at the end of the subscription row:



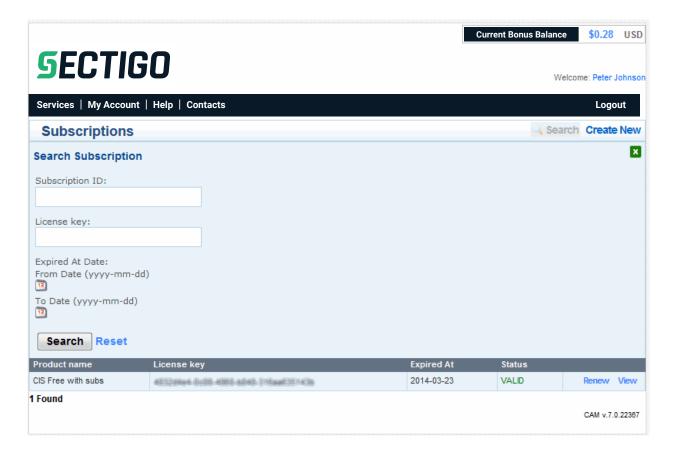
The details box contains the following items:

- Product Name Displays the name of your CIS product (Premium, Pro or Complete)
- · License Key Displays your CIS license key string. Useful when you wish to move your CIS installation to another computer
- Subscription ID You will need this when dealing with Sectigo customer services
- Expired At Displays the last valid product date
- Status Displays whether or not your license is valid



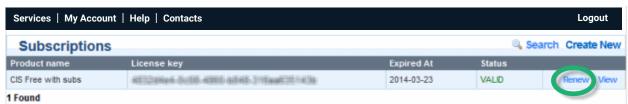
#### **Search CIS Subscriptions**

The ability to search subscriptions is useful if you have many CIS licenses. You can search by Subscription ID, License Key or by expiry dates:



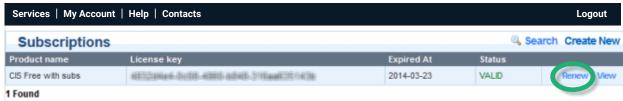
### Renew or buy new licenses

To renew a free particular license, click the Renew link at the end of the specific license row:



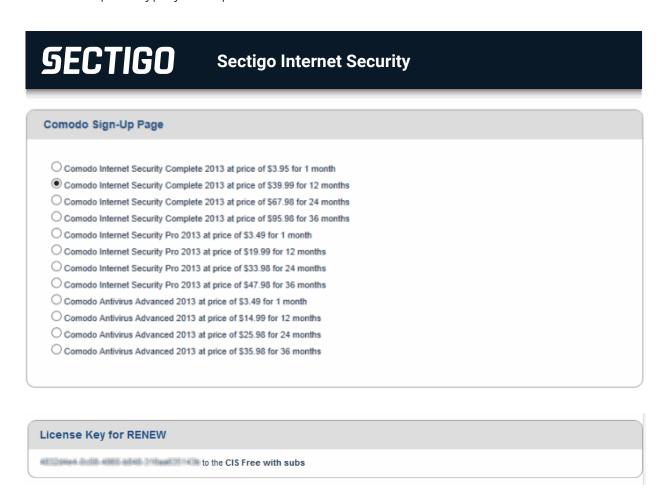
To buy an entirely new license, click the 'Create New' link above the list of licenses:





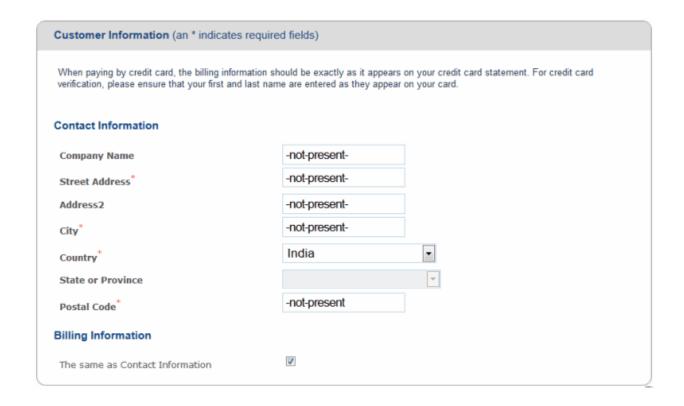
To buy an entirely new license, click the 'Create New' link above the list of licenses:

In both cases you will be taken to the CIS order forms to complete your purchase. First select the subscription type you require:



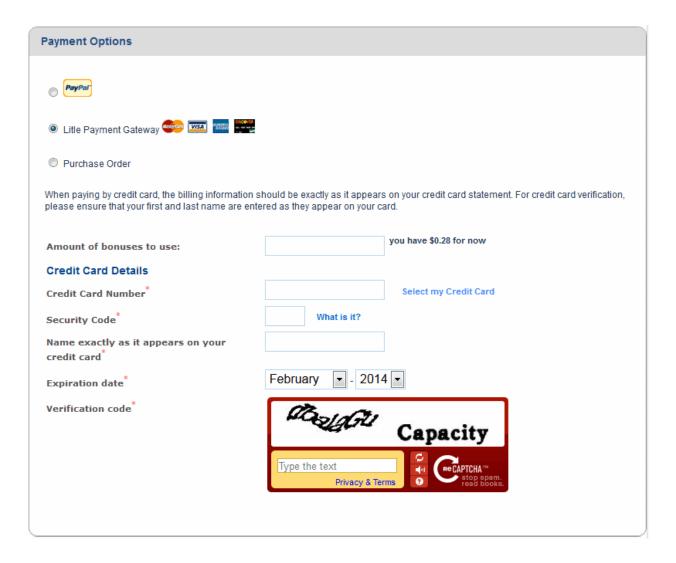


Enter your contact details in the 'Contact Information' area. Fields marked with \* are mandatory. If your Billing address is same as your contact information, leave the checkbox. Otherwise, uncheck the option and enter your billing address.



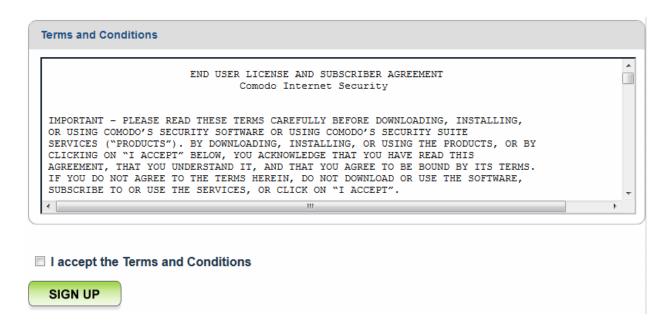


Next, select your payment method complete the payment details form:





Finally, agree to the terms and conditions before clicking 'Sign Up' to complete the purchase.



Your order will be processed and a confirmation mail will be sent to your contact email address. The 'Subscriptions' table will be updated with the details of your new license.

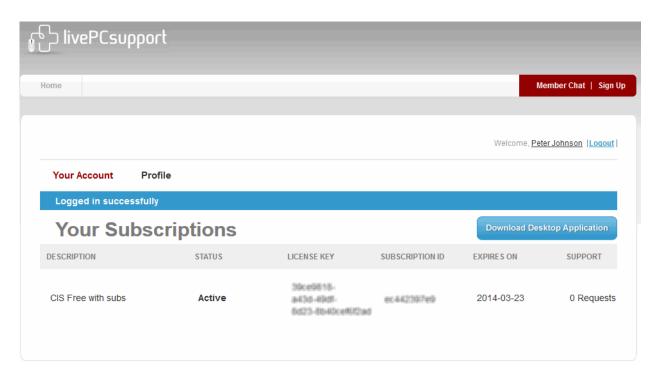
## Managing GeekBuddy

Sectigo GeekBuddy is a personalized computer support service provided by friendly computer experts at Sectigo.





Select the 'GeekBuddy' service. You will be taken to the https://accounts.livepcsupport.com/ geekbuddy/management home page.



From the Live PCSupprt home page you can:

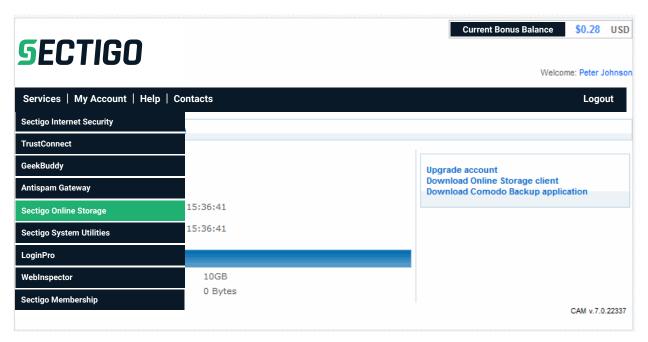
- Home page Opens http://www.livepcsupport.com/
- Start Member Chat Opens a chat session with a Sectigo technician.
- Sign Up Will open the https://accounts.livepcsupport.com/livepcsupport/management/ signup. From here you can view you account details and upgrade you package.
- · Your Account' tab provides an overview of user account subscription as a full product name, status, license key, the expiration date and amount of support requests.
- 'Profile' tab Allows you to view a customer account profile information and to change a contact information.
- · 'Download Desktop Application ' button opens the 'Downloading and Installing LivePCsupport' page. From here you will allowed to proceed with one of the option:
  - to chat with Section experts to install the application using the expert help or
  - Click the 'CLICK TO DOWNLOAD' button to proceed with installation process by yourself.

See the section http://help.Sectigo.com//topic-86-1-416-4619-Downloading-and-Installing-GeekBuddy.html for complete



## 6. Managing SCloud

Sectigo Online Storage service in SAM displays account details like your validity period and the usage status of your online space.

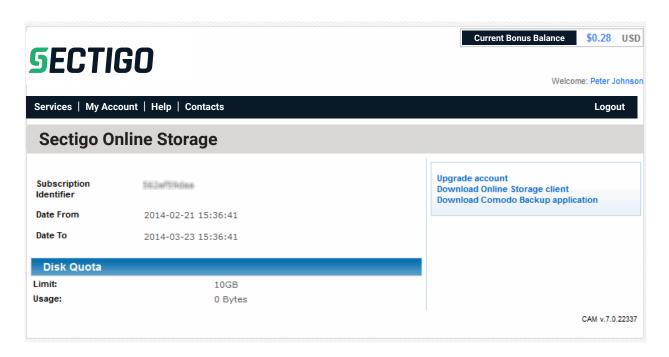


The SCloud section of SAM allows you to to:

- Update account details
- View license and Disk Quota details
- Upgrade storage amounts
- Download SCloud or Sectigo Backup

Viewing license and Disk Quota details





- · Subscription Identifier Identifies the user of a network.
- Date From /Date To Displays number of days that your license subscription covers.
- Disk Quota Applies limit the amount of disk space that user can use on a particular volume. By default, Disk Quota is 10 GB.

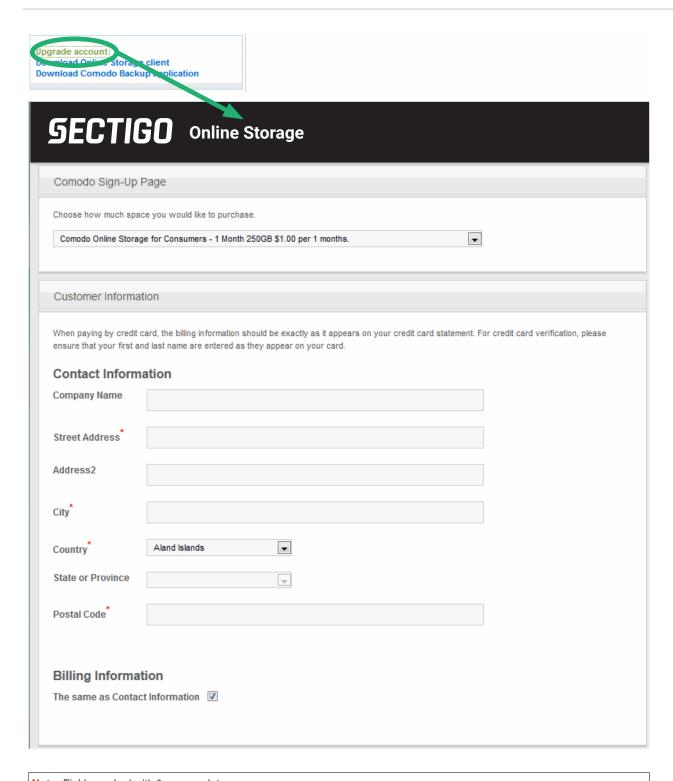
You can upgrade your account for purchasing additional online storage space on Sectigo Online Storage from the 'Sectigo Online Storage' area.

- Click 'Sectigo Online Storage' from the Left Hand Side Navigation pane under the 'Service' tab.
- Click the 'Upgrade account' link in the right hand side pane.

You will be taken to the Section Online Storage Sign-up page.

- Choose the subscription package as per your requirement from the drop-down.
- Enter your contact details in the 'Contact Information' area.
- If your Billing address is same as the contact information, leave the checkbox. Else, uncheck the option and enter your billing address

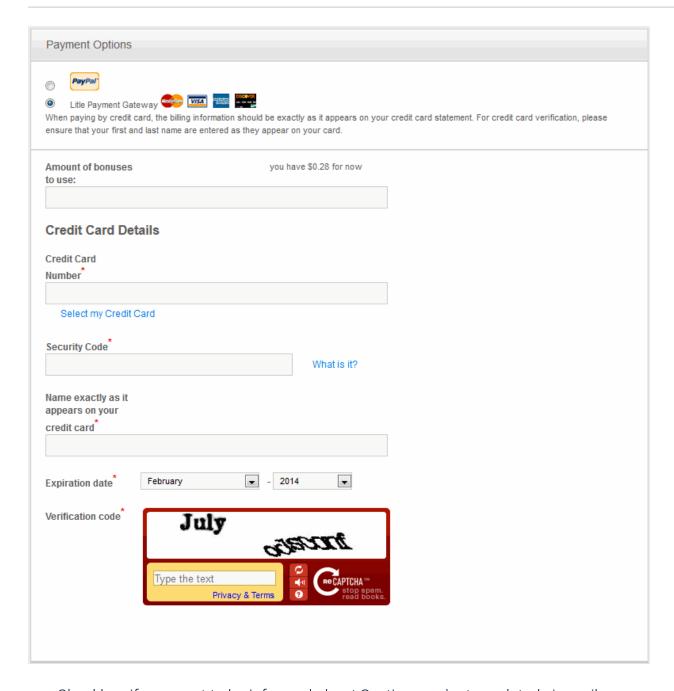




Note: Fields marked with \* are mandatory.

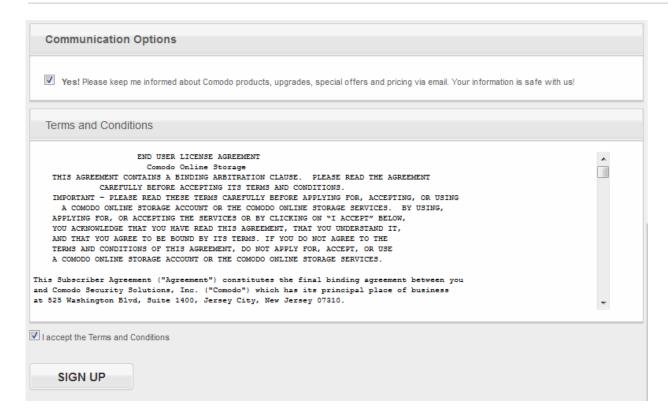
• Select your payment mode in the Payment Options section and enter the required details in the respective fields.





- Checkbox if you want to be informed about Sectigo products updated via mail.
- Read the 'End User License and Subscriber Agreement' and accept to it by selecting 'I accept the Terms and Conditions' checkbox.





Click 'SIGN UP'

You will receive a confirmation email at the email address that you specified during your SCloud Account Creation and the additional storage space will be added to your account.

# **Download SCloud or Sectigo Backup**

SCloud and / or Sectigo Backup can be downloaded from within your SAM account for installation to your system.

- · Login to the SAM interface.
- Click 'Download Online Storage client' or 'Download Sectigo Backup application' link from the right hand side pane depending on the item you want to download and install.

Details on installing Section Cloud guide is available in the section Installing the Section Cloud Client' of this guide. Details on installing Sectigo Backup is available in the dedicated Sectigo Backup help guide at http://help.Sectigo.com



# 6. Managing TrustConnect

The TrustConnect management area provides a summary of license information and traffic usage. It allows you to change your TrustConnect password, add new sub-users, buy extra traffic or users or change your plan and also download the Windows application and view help documentation for all TrustConnect products.

To access the interface, click 'Services' then 'TrustConnect':

# From here you can:

- View license details
- See traffic usage statistics
- View or change your service password
- User management
- Buy extra traffic or users
- Change plan
- Download the Windows client
- Access TrustConnect help documentation

#### View license details

Sectigo TrustConnect	
Service Login	johnson.peter40
Service Password	sCe29xe207
License key	36H179Bc-abd2-6a0B-0cfa-a89242f13171
Date from	2014-02-21 15:28:40
Date to	2014-03-21 15:28:40



The license snapshot contains the following items:

- Service login and password. You will need to enter these when you start TrustConnect in order to use the service.
- License key. Used to activate the service. Please keep this handy if you need to speak to customer service at any time.
- Date from / Date to license validity period.

# View usage statistics

TrustConnect usage statistics tell you how much bandwidth is included in your license, how much remains and charts your incoming and outgoing traffic usage over time.

The pink line represents incoming data while the green line indicates outgoing data. The 'Y' axis shows the amount of data used while the 'X' axis shows time. Placing your mouse cursor over any node on the chart lines will display your usage for that point in time via a tooltip. Separate charts are available for daily, monthly and yearly usage.

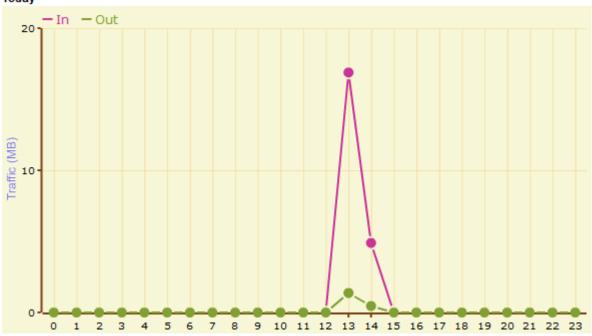


# Traffic

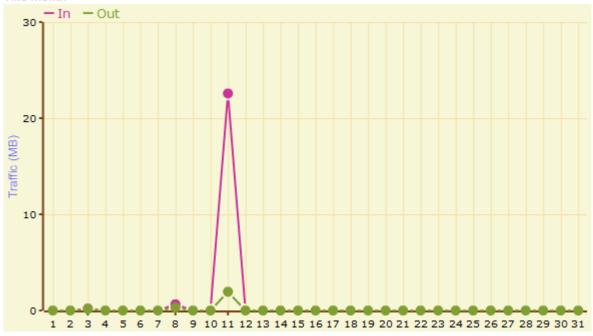
Limit: 10 GB

Available: 9.97 GB

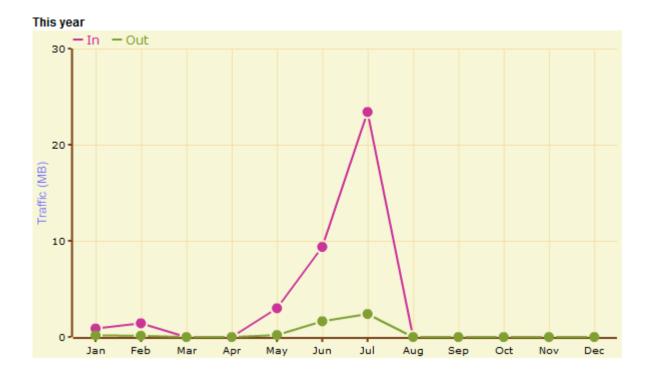
Today



#### This month







# View or Change your service password

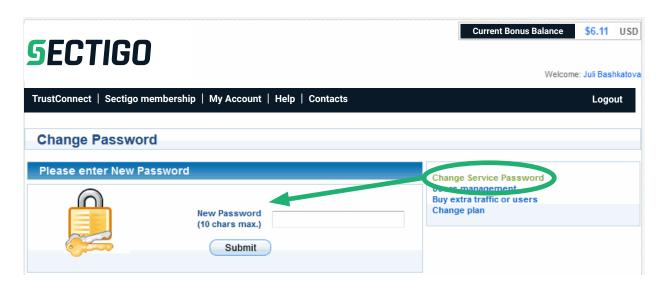
• First open the TrustConnect management area by clicking 'Services' then 'TrustConnect'.

To use TrustConnect, you will need to enter your TrustConnect Service Login and Service Password at the client login box. This is not the same password as your Sectigo Account password. It is a unique, random password that was generated during account creation to authenticate you to the TrustConnect servers.

Sectigo TrustConnect	
Service Login	johnson.peter40
Service Password	oCa29xe207
License key	36607950-4642-6400-0cfa-a89242f13171
Date from	2014-02-21 15:28:40
Date to	2014-03-21 15:28:40

If required, you can change this password by using the 'Change Service Password' button on the right.

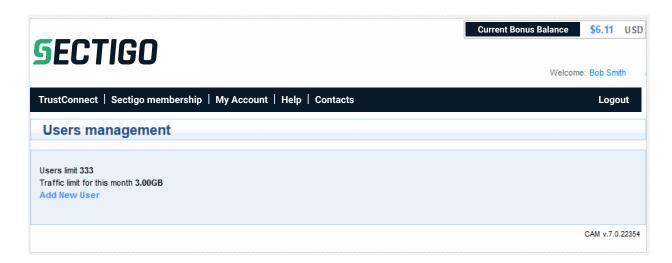




- Type your new password in the 'New Password' field (10 chars max.)'.
- · Click 'Submit' to confirm the change

# **User management**

In order to be able to manage by the users to distribute the traffic, you have to be signed up as TrustConnect Corporate. The 'User management' option allows a corporate customers to allot of entire traffic by adding the additional sub-user under his account.

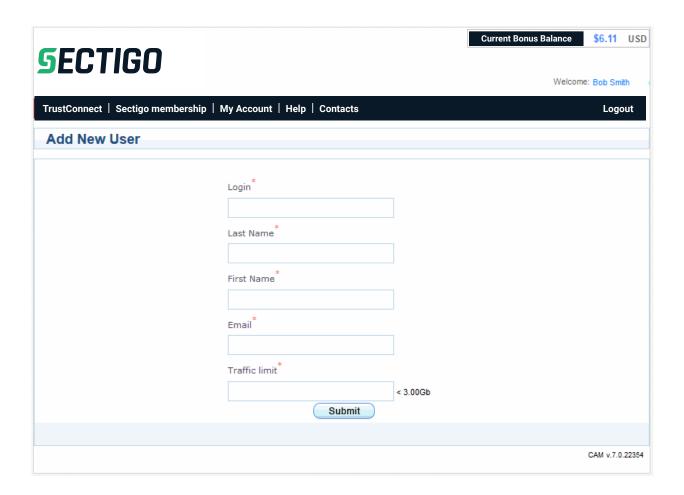




- Click the 'Service' tab then select 'TrustConnect' on the top navigation
- Click the 'User management' link in the right side pane of the Sectigo TrustConnect interface
- The User management interface will open. This interface indicates the general user's restriction depending on the rates and your traffic limits for the current month.

#### To add a new user

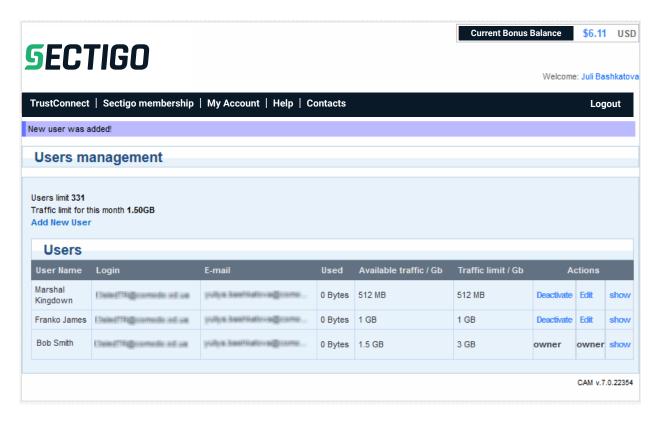
- · Click the 'Add New User' link
- The 'Add New User' interface will open
- Type the user's contact information and traffic limit he will be obtained





- · Click 'Submit' for the setting to take affect.
- The user will obtain the Sectigo Registration email into the address was specified by the owner. This mail contains the user registration information, as Login, Email, the link to login into https://accounts.Sectigo.com and the link to change the password caused you have forgotten. The Change Traffic Configuration mail contains information about a new traffic limit dedicated to you.

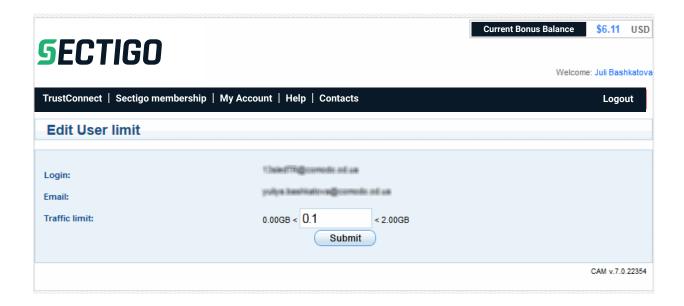
The 'User' interface will open with the list of new added users and the dedicated traffic to him, and the traffic amount you remain.





# To edit traffic limit specified previously

- · Click 'Edit' link under the Actions column
- · Set another traffic limit in the 'Traffic limit' text box in the 'Edit User limit' interface and click 'Submit'.



The user will receive the Change Traffic Confirmation mail.

- To view a user login and a user email address, click the 'Show' link in Actions column.
- Click 'Deactivate, to deactivate the sub-user traffic.
- The confirmation window will be appeared.



- · Click 'OK' to confirm your action.
- Click 'Activate', to activate the sub-user traffic.



### Buy extra traffic or users

The 'Buy extra traffic or users' allows the customer to buy an extra traffic or user.

- Sign Up to TrustConnect Service
- Select the Buy extra traffic or users' in the right side pane of the Section TrustConnect interface
- You will be taken to the Sectigo TrustConnect Service page.
- Choose the subscription package as per your requirement from the drop-down.
- Enter your contact details in the 'Contact Information' area.
- If your Billing address is same as the contact information, leave the checkbox. Else, uncheck the option and enter your billing address.
- Select your payment mode in the Payment Options section
- Ckeckbox if you want to be informed about Sectigo products updated via mail.
- Read the 'End User License and Subscriber Agreement' and accept to it by selecting 'I accept the Terms and Conditions' checkbox.
- · Click 'SIGN-UP' button'

You will receive a confirmation email and the additional traffic or user will be added to your account.

- Available extra traffic will appear below the 'Traffic'
- Available extra users will display in the 'User management'

# Change plan

The 'Change plan' link allows a customer to change the current plan to new one.

- Sign Up to TrustConnect Service
- Select the 'Change plan' link in the right side pane of the Sectigo TrustConnect interface
- You will be taken to the Sectigo TrustConnect Service page.
- Choose the subscription package as per your requirement from the drop-down.
- Enter your contact details in the 'Contact Information' area.
- If your Billing address is same as the contact information, leave the checkbox. Else, uncheck the option and enter your billing address.
- Select your payment mode in the Payment Options section
- Ckeckbox if you want to be informed about Section products updated via mail.

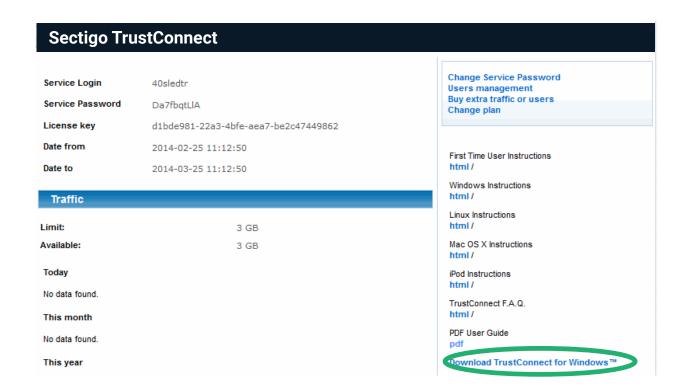


- Read the 'End User License and Subscriber Agreement' and accept to it by selecting 'I accept the Terms and Conditions' checkbox.
- · Click 'SIGN-UP' button'

You will receive a confirmation email and the new plan will be activated after the expiation of the currently used plan.

## Download the Windows client

- To download the Windows TrustConnect client from the SAM interface
- Click 'Service' then 'TrustConnect' on the top navigation



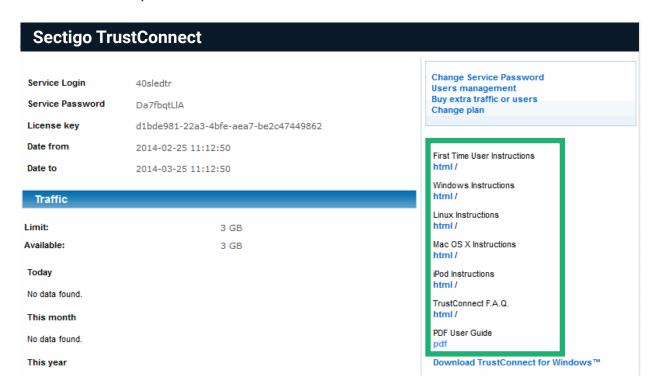
Click 'Download TrustConnect for Windows' at the lower left of the interface

More details on setting up and using the Windows client can be found at http://help.Sectigo.com/ topic-83-1-158-1303-How-To-Set-Up-Sectigo-TrustConnect-On-Windows.html



# Access TrustConnect help documentation

Support document for TrustConnect is available on the right of the interface. Documents are available for first time users, Windows users, Linux users, MAC users and iOS users. There is also a TrustConnect FAQ.



The full TrustConnect userguide can be accessed from http://help.Sectigo.com/topic-83-1-158-1301-Sectigo-TrustConnect-Overview-.html



# **About Sectigo**

In an ever-expanding digital universe full of mounting security threats, Sectigo (formerly Comodo CA) is the web security partner best-equipped with the industry expertise and innovative technologies to help customers across the globe protect, monitor, recover, and manage their web presence and connected devices so that companies can have the confidence to seize their futures in the digital age.

A partner trusted by enterprises globally for more than 20 years, Section provides digital identity solutions for businesses of all sizes, protecting their employees, customers, intellectual property, and overall brands from online threats. As the largest commercial Certificate Authority, with more than 100 million SSL certificates issued across 150 countries, Sectigo has the proven performance and experience to meet the growing needs of securing today's digital landscape.

#### **Email:**

Partners@Sectigo.com