SECTIGO

Reseller Program For the Sectigo Partner Network

Version 2.5

1. Introduction

The Sectigo Reseller Program allows you to share the benefits and cost-effectiveness of Sectigo certificates with your own customers. Our prepayment system conveniently allows you to deposit funds so you can start purchasing Sectigo certificates at great discounts quickly and easily.

Your banner for white labeled signups:
If you have stated that you would like to use your own banner, please submit this banner to **sales@Sectigo.com** as soon as possible. The banner dimensions must be 780x60x256 .gif format. If you have selected a banner from the template store, this style of banner will be used for your reseller branding (for example, sign-up forms will feature your banner at the top).

Logging into your Reseller Account:
You can log into your account with the Sectigo username and password you created during partner sign-up. To login, visit **http://www.Sectigo.com/** and click the 'Login' link at the top right corner of the home page.

Once you have logged into your account click the "Reseller" link under "My Account Areas" as shown below:
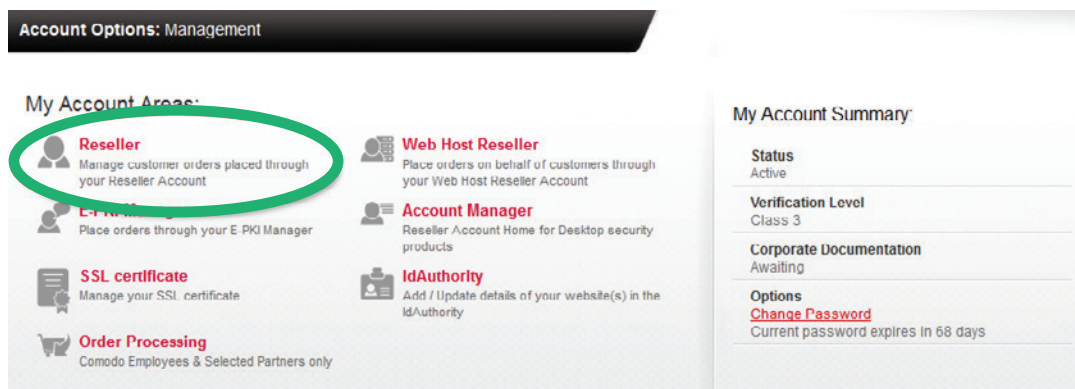
The "Reseller Options" page will be displayed:
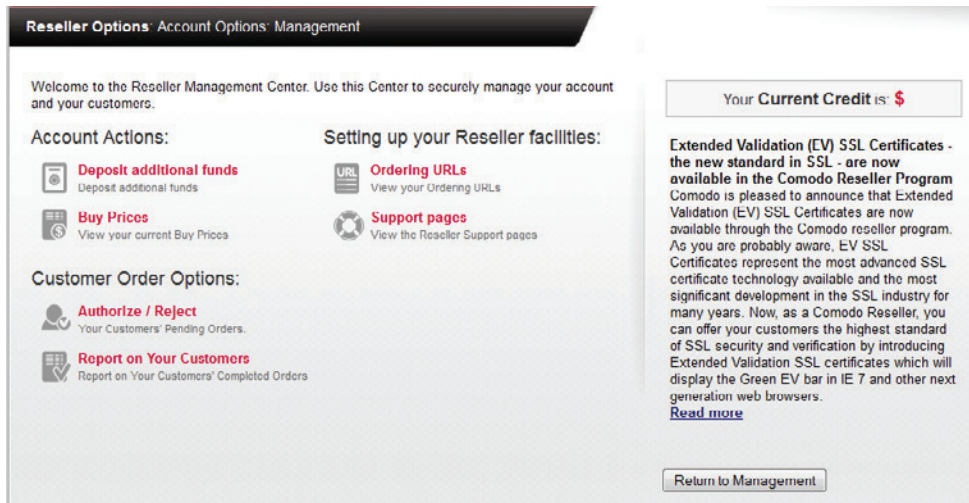
Account Actions:

Deposit Additional Funds:

Your reseller account operates on a prepayment system whereby you deposit funds which are withdrawn to pay Sectigo whenever one of your customers makes a purchase. Funds are not withdrawn from your account until you have personally authorized the sale. You may top up your account at any time with additional funds by selecting "Deposit Additional Funds" from the 'Reseller Options' page Unless you have sufficient funds in your Reseller Account you will not be able to authorize Orders.

Buy Prices:

Click the "Buy Prices" link to display a table summarizing your current buy prices as set by your account manager.

Setting up your Reseller Facilities:

Ordering URLs:

As a reseller you are provided with a number of 'Ordering URLs' to funnel your customers into the ordering process for Sectigo certificates. These URL's are intended to be placed behind the 'Buy' links on your website and, once clicked, will take your customer to a certificate order form branded with your banner.

Click on the 'Ordering URLs' link to see your URLs. Your Ordering URLs will contain a reference to:
- Your Reseller ID
- The SSL product type
- Product specific parameters

The reseller program is designed to allow you to develop your own 'product selection page'. Simply use your Ordering URLs as your product selection links. A typical ordering URL will look similar to this example: **https://secure.trust-provider.com/products/frontpage?ap=xxx&area=SSL&product=24&years=3&reseller=y**

Making an actual sale:

Customers referred using your ordering URLs will enter your white-labeled application area. The customer will now be required to enter their Certificate Signing Request (CSR) and corporate details. Upon completion of the web forms and receipt of the application details by Sectigo, the customer will then be prompted to close the browser.
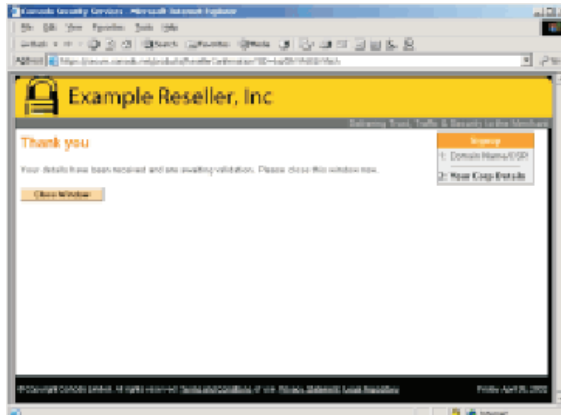
Step 1: Customer submits CSR

Step 2: Customer complete corporate details
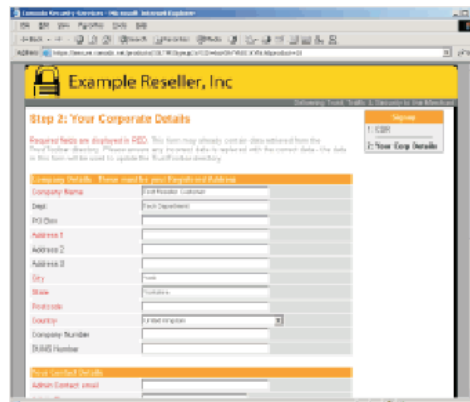
Step 3: Details received

Note: *Comodo will not charge the customer directly for their certificate. The cost of the certificate will be debited from your reseller account.*

Customer Order Options:

Authorize / Reject a sale:

A notification email will be sent to your administrative contact upon the successful receipt of an application from one of your customers. You now have to either authorize or reject the sale. To do this, log in to your reseller account then click the 'Authorize / Reject' link:
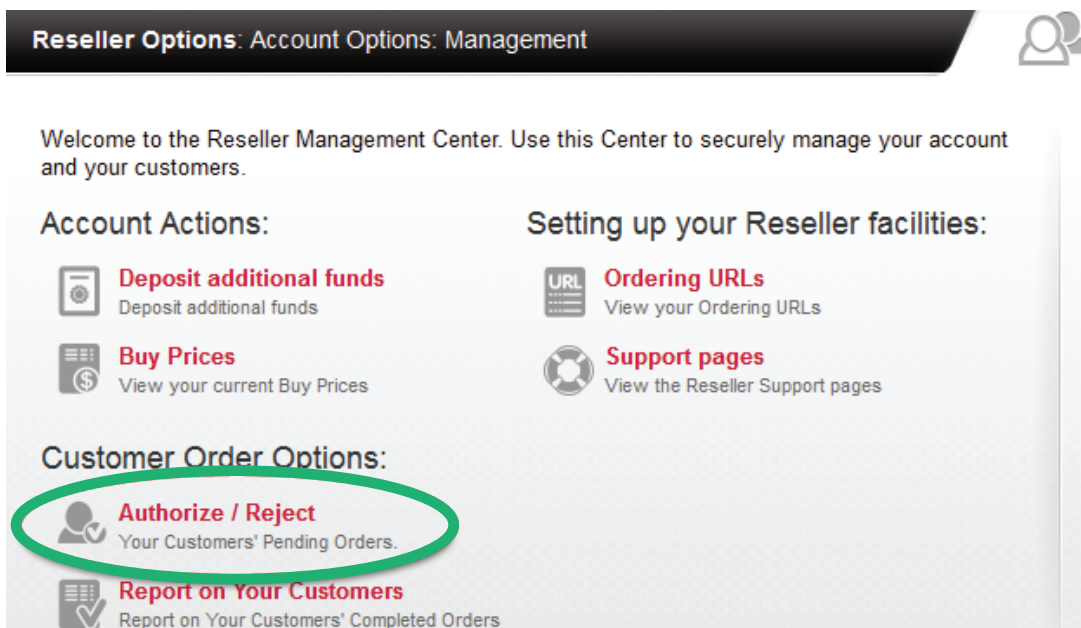
This will open a page that lists all pending orders from your customers. Each order has an order summary box which allows you to view details about the applicant, the certificate they applied for, the order number, the value of the sale and the time/date of the sale. An example order summary will look like this:

Click the 'Details' button to the left of the applicant name to view corporate provided by your customer. Click on the 'Details' button to the left of the certificate to view specific details about the certificate.

Authorize a Sale

Click the 'Authorize' button to initiate the customer validation process. This instructs Sectigo that the order has been sanctioned, paid for and to begin the certificate validation and issuance processes. A confirmation email with further instructions will be sent to your customer and Sectigo will begin validating the application. Like the ordering form, all email communications with your customer will use a template branded with your banner and corporate details.

For organization validated certificates like InstantSSL, EliteSSL or EV SSL, the identity of your customer's organization will be manually verified by Sectigo staff prior to issuance of the certificate. This is usually completed within one working day (EV certificates may take a little longer). If your customer ordered a domain validated certificate like SectigoSSL or PositiveSSL then the certificate will be issued as soon as the domain control validation process is complete. This 100% online process is usually very quick and most certificates of this type are issued within minutes of the customer submitting the order form.

Upon successful validation of the application, the pending certificate will be issued. Your reseller account will be debited with the value of the certificate (as per the banding level you have been awarded).

Note: You will only be able to authorize an order if you have sufficient credit in your account. Should the authorize button be inactive, please deposit additional money into your account. If you experience problems with this process, please contact support@Sectigo.com with full details of the order.

Reject a Sale

Click the "Reject" button to mark the pending application as being rejected. Your account will not be debited for rejected applications.

Returning Customers:

When one of your customers first purchases a certificate from your store, they will also create a username and password for a Sectigo account. If your customer enters this username and password on the order form during subsequent purchases then their previously entered details will be automatically populated – thus accelerating repeat purchases by ensuring your customer does not have to re-enter all their corporate details.
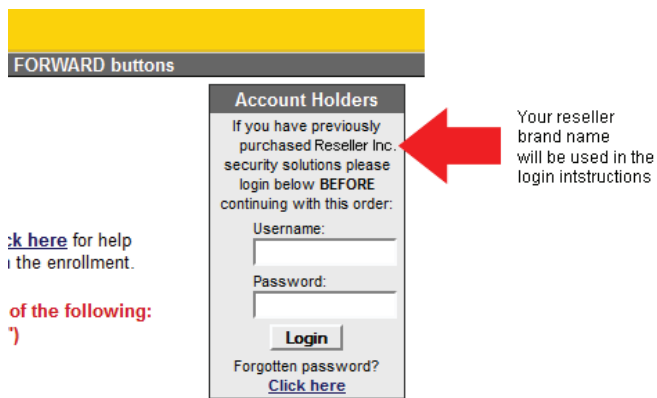
All details (Company Name, Address, Admin Email Address, etc) provided during the first application will be used in the validation and issuance of the additional products. Your customer needs only complete the first 'Paste CSR' page.

Refunds:

Please contact Sectigo directly should you face any circumstances that do not fall into the standard Authorize / Reject process. For example, if a customer requires a refund on an issued certificate we must be informed in order to credit your account and revoke the certificate.

Running Sales Reports using the Report Facilities:

To run a report of completed orders, click the 'Report on Your Customers' link on the 'Reseller Options' page:
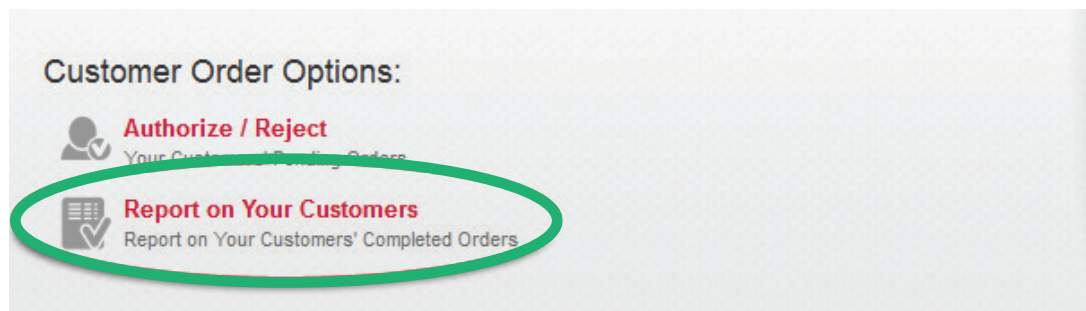
Either select your date parameter range from the drop down list or specify 'From' and 'To' dates manually:

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

2.3.Changing Your Email Address

Click the 'Run Report' button to display all orders within your selected time period.

Click on the 'Details' button to the left of the company name to view the company details provided by the applicant. Click on the 'Details' button to the left of the Certificate product type to view the Certificate specific details.

The status of the certificate will be displayed below the 'Details' button next to the product type. This status tells you whether the certificate is awaiting validation, has been issued or has been rejected by Sectigo.

Also Becoming a Web Host:
As a validated Sectigo reseller, you may also join the Web Host program without depositing additional funds. To add Web Host abilities to your account visit **www.Sectigo.com** and click the 'Partners' button near the top right. Click on the 'Web Hosts' link and then choose 'Sign Up Now'. Enter your Sectigo username and password under the 'Existing Sectigo CA Customers' heading. After completing the application form, your account will be updated with Web Host abilities.

Alternatively, you may use the following link to sign up directly: **https://secure.trust-provider. com/products/frontpage?area=webhost** (login under 'Existing Sectigo CA Customers')

Promotional Material:

Please visit **http://www.sectigo.com/products/banners.php and http://www.instantssl.com/ ssl-certificatesupport/reseller/promo/ssl-certificate-index.html** for a collection of promotional material and creative content that you may use under the license of your reseller agreement.

Getting Help:

Should you have any questions regarding your Reseller account please do not hesitate to contact our support department, we will be happy to assist you in any matter.

Remember: This is your Reseller Program, so if you have any suggestions for features or would like to see something new that makes your life easier, please contact us.

About Sectigo

Sectigo provides web security products that help customers protect, monitor, recover, and manage their web presence and connected devices. As the largest commercial Certificate Authority trusted by enterprises globally for more than 20 years, with more than 100 million SSL certificates issued in over 200 countries, Sectigo has the proven performance and experience to meet the growing needs for securing today's digital landscape.
For more information, visit **www.sectigo.com.**

Email:
Partners@Sectigo.com