

WidePoint Cybersecurity Solutions Corporation
ORC ECA Medium-Token Assurance Certificate - Checklist

This checklist is intended to aid you in obtaining ECA Medium Token Assurance Identity and Encryption Certificates to enable you to access DoD controlled web sites (including JPAS).

You obtained this checklist from the ORC ECA website (<https://eca.orc.com/>) because you are trying to obtain ECA Medium-Token Assurance certificates to access secure DoD websites (such as JPAS, Deckplate, etc.).

A) ECA Medium-Token Assurance certificates have to be created on a smart card (or other cryptographic device). That means that you will need to obtain a smart card and card reader or a cryptographic token (crypto-token) before you can make your certificate request. In order to use the smartcard or crypto-token you will need a card reader software application. You can obtain this from ORC or from other sources. (But if you obtain them elsewhere, ORC does not owe you any support in making them work.) To order cryptographic devices and software, please contact pkiororders@orc.com

B) After you have placed your order for smartcards, etc., you should go through the process of trusting the DoD and ECA PKIs. This will need to be done so that your computer can properly use the certificates you will be getting. Until you do it, your computer may display error messages in relation to the DoD/ECA PKI certificates. And since this procedure doesn't require extra software or hardware, you can complete this procedure while you wait for the rest.

C) After you get the smartcards, etc., you will need to install the card reader software and change the PIN on your cryptographic device (i.e. set a PIN that only you know to prepare it for certificates) before you make the certificate requests. After you have changed the device's PIN you are ready to go back to the ORC ECA web site and make your request.

Each step listed on the next page is a separate and distinct procedure from all the other procedures. For each procedure, there is a specific set of instructions available for download as a .pdf file. We recommend that you print each instruction file, before you begin to execute that set of instructions. Each procedure can be done completely separately. It is not necessary for you to perform all of the procedures in one sitting or even on the same day. You may sit down work them all at once, start to finish; or you may do one step today and the next step tomorrow.

It is intended that you follow the steps in this checklist in the order they are given. To deviate from this order might cause unnecessary confusion; so please perform the procedures in the order listed.

Check each item off after it has been accomplished.

___ 1. Order your cryptographic devices (smartcards, card readers, and/or crypto-tokens) and software. Contact pkioders@orc.com

___ 2. Trust the DoD and ECA PKIs

http://eca.orc.com/wp-content/uploads/ECA_Docs/Trusting_DoD_PKIs.pdf

___ 3. Procure and Install ActivClient from one of the vendors below [CRITICAL: re start (reboot) your computer after you have installed the software]

- SCB Solutions (for Windows and Mac)
https://www.scbolutions.com/express/product_info.php?products_id=125
- TX Systems (for Windows, Mac, and Linux)
<http://txsystems.com/catalogsearch/result/?cat=&q=ActivIdentity>

___ 4. Set a unique PIN on the smart card or device after you receive it. Write down the Unlock Code _____

http://eca.orc.com/wp-content/uploads/ECA_Docs/Change_SmartCard_PIN.pdf

After you complete the above, you are ready to make your online requests. You may return to the website at the place where you obtained this checklist by going here:

<https://eca.orc.com/order/token-certificate-requirements/>

Or you can follow the instructions below.

___ 5. To request your certificates through Internet Explorer (recommended):

http://eca.orc.com/wp-content/uploads/ECA_Docs/Medium_Token_Checklist_IE.pdf

NOTE: More recent versions of Firefox do not communicate with ActivClient and so cannot be used to provision certificates onto crypto-devices. Chrome and Edge users be advised that Chrome and Edge do not have their own cert stores, they use the Windows cert store. So once the entire process is completed via Internet Explorer, you will be able to use the certificates through those browsers.