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# MSEIT ECA Certificate Instructions— Part 1

This document instructs you on how to obtain, install, and use your IdenTrust ECA digital certificate properly. Carefully read and follow this guide sequentially to prevent any issues during this process.

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## 1. Prepare to Apply

### 1. What do I need to get an External Certification Authority (ECA) certificate?

To obtain an ECA cert, you will need the following items:

- Company headquarters zip code (for LinQuest, use 90056).
- Personal credit card information. For individuals that work for other companies, please follow your internal company process.
- A secure place to store your IdenTrust password, and answers for at least three security questions to recover your ECA.
- Identity credentials—one item from List B below, plus one item from either List A or List C:

List A	List B	List C
<b>Photo ID establishing Identity and Citizenship</b>	<b>Photo ID establishing Identity</b>	<b>Document establishing U.S. citizenship</b>
<ul style="list-style-type: none"> <li>• Passport</li> <li>• Certificate of U.S. Citizenship issued by USCIS (formerly INS)</li> <li>• Certificate of Naturalization issued by one of the following:               <ul style="list-style-type: none"> <li>○ Court of competent jurisdiction prior to October 1, 1991</li> <li>○ USCIS (INS) since after October 1, 1991</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Military ID with photo</li> <li>• Driver's license or government-issued ID card with photo</li> <li>• Permanent or Unexpired Temporary Resident Card issued by USCIS (INS) with photo</li> </ul>	<ul style="list-style-type: none"> <li>• Consular Report of Birth from a U.S. Consulate (Form FS-240)</li> <li>• Certificate of Birth Abroad issued by U.S. Department of State (Form DS-1350)</li> <li>• Original or certificated copy of birth certificate issued by County/State bearing an official seal</li> </ul>

For sample IdenTrust documents and requirements, see

<https://www.identrust.com/sites/default/files/resources/ECA-Digital-Certificate-Forms-Packet-2017.pdf>.

### 2. How can I store my passwords?

You will be asked in this process to store a password and a passcode/PIN, and you may want to also save your account number, activation code, and retrieval code. As always, these should be saved in a secure location that others do not have access to. Do not keep this as a note on your desk or have it visible for others to see. We highly recommend you use one of the free password managers, such as Dashlane (<https://www.dashlane.com/>),

LastPass (<https://www.lastpass.com/>), or Keeper (<https://keepersecurity.com/>), in order to have secure access to your information across all of your computers and devices.

### 3. How long does this process take?

This process usually takes about 8–15 days, from online application until your ECA will be installed, assuming the paperwork is submitted in the mail on the second day.

Prior to starting this process, however, you should be prepared to complete steps 2–5 within 30 days. If you cannot complete them within 30 days (e.g., extended vacation or work travel), then you will have to restart this process.

### 4. Which ECA cert do I get?

In all cases, you should apply for the ECA Medium **TOKEN** Assurance using a SmartCard. This provides the required Two-Factor Authentication (2FA) required of our systems.

There is no requirement for anyone to get the ECA Medium **HARDWARE** Assurance. These are **very** difficult to obtain, so do not select this option.

Do not select ECA Medium Assurance certificate as these software certificates (“SoftCerts”) do not meet the 2FA requirements.

In almost all cases, you should select the SmartCard option instead of the USB device, as they are more reliable, and they do not reduce your available USB connections. Most of our laptops already have smart card readers included. Look at the left or right side bezel of the laptop. If it is blocked out by a plate or not present at all, you do not have an integrated card reader.

If you do not have an integrated card reader in your laptop, then you will need an external card reader. If you do already have an external SmartCard reader, but it is not by HID (the parent company of IdenTrust, pictured below), even if it works for CACs, it will likely **NOT** work with the IdenTrust ECA SmartCards. You will need to order the SmartCard reader at the same time as your ECA.



## 5. How do I pay for it?

For LinQuest personnel, you will:

1. Submit an Expense Request in Unanet.

### Important

You must submit an Expense Request and receive management approval **prior** to paying for the ECA cert. This ensures only valid requests are honored.

2. Pay using your personal credit card.
3. Submit an Expense Report with a copy of your receipt for reimbursement.

For personnel from other companies, please follow your internal company process.

## 6. If I have a CAC, do I need an ECA?

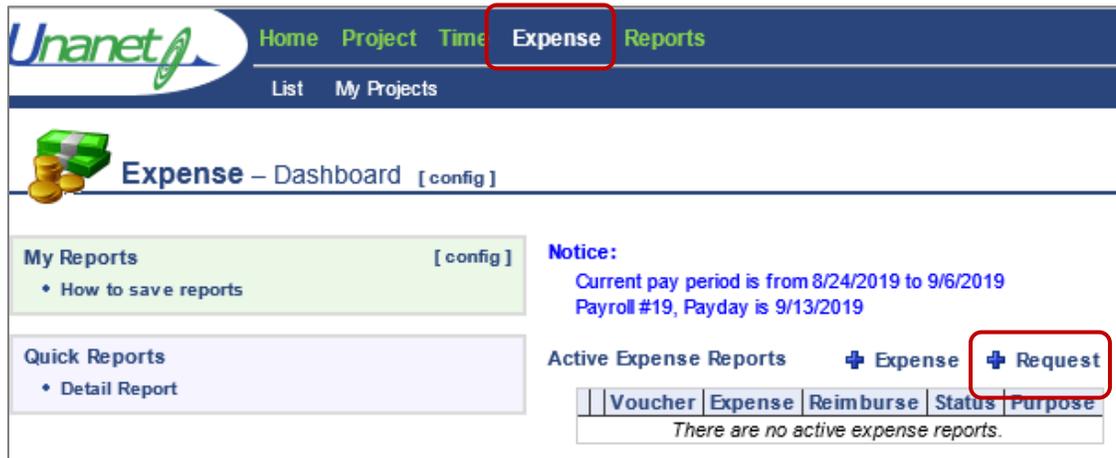
The CAC is tied to a government e-mail account. If that will work for you, then an ECA is not required. We can use your CAC to provide access to eMC2. If you need access via your LinQuest e-mail account, however, then an ECA is required.

## 2. Submit an Expense Request

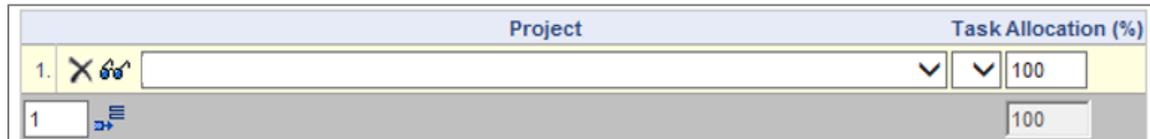
This step is for LinQuest personnel only. For personnel from other companies, please follow your internal company process.

1. Navigate to [Unanet](#).

2. Click **Expense > Request**.



3. For the Expense Type, select ECA CERTIFICATES – DIRECT from the droplist.



4. For the OY2 charge code in MSEIT, select: **1A008810.0000.2.0201.01.4.Z.LQ MSEIT OY2 CLIN 0201Prgm Mgmt Certs ODC.**

For the cost, use the total of:

- The certificate purchase/renewal for the number of years selected
  - \$305 + tax for 3 years
- The cost of the Smart Card and reader, if needed:
  - If you are renewing your certificate AND you already have an HID Smart Card (it has “HID” printed in blue and white on the card), then assume zero additional cost
  - If you are needing an HID Smart Card (either your initial purchase, or a renewal where your previous card was not an “HID” Smart Card), but do not need a reader (either your computer has a Smart Card slot or you already have an external Smart Card reader), then assume \$52.00 extra cost
  - If you are needing an HID Smart Card (either your initial purchase, or a renewal where your previous card was not an “HID” Smart Card), but you do need a

reader (your computer doesn't have a Smart Card slot and you don't have an external Smart Card reader), then assume \$68.00 extra cost

- The cost of an outside notary service if required (typically around \$10-\$15). This is only required for those outside of Los Angeles and Colorado Springs, where there is access to a Trusted Correspondent. The UPS Store usually has a number of notaries in their office.

The expense **request** is approximate—don't worry if the sales tax is not included. You will capture that cost on the expense **report** later.

Submit the request and wait for management approval PRIOR to moving on to section 3.

### 3. Online Ordering of the ECA Certificates

1. Navigate to: <https://www.identrust.com/certificates/eca/index.html>
2. Click **Buy Now** to buy your IdenTrust certificate.



3. Select **My Federal Program is not Listed** and click **Next**.



4. Confirm that you live in the US and click **Next**.

### Select A Certificate

I Live In The US

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**Yes**

**No**

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5. For certificate type, select **ECA Medium Token Assurance \$145-\$305** and click **Next**.

### Please Select The Certificate Type You Would Like To Purchase

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**ECA Medium Assurance \$109.00 - \$245.00**

**ECA Medium Token Assurance \$145.00 - \$305.00**

**ECA Medium Hardware Assurance \$185.00 - \$405.00**

**ECA Medium Assurance TLS/SSL \$425.00 - \$893.00**

6. Select the **3-year Certificate**.

### Please Select The Certificate Validity Period

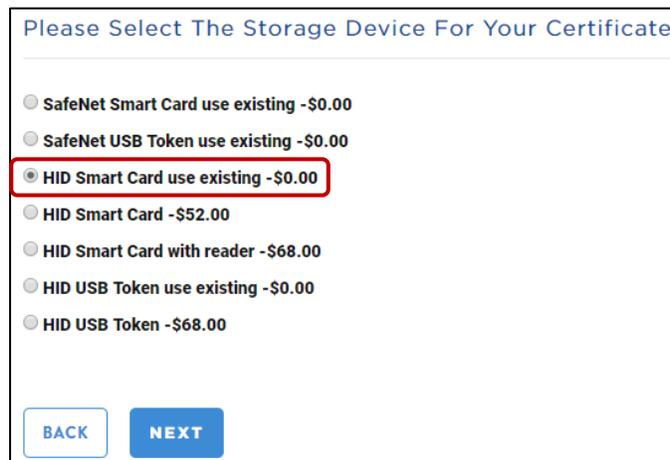
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**1 Year - \$145.00**

**2 Year - \$261.00**

**3 Year - \$305.00**

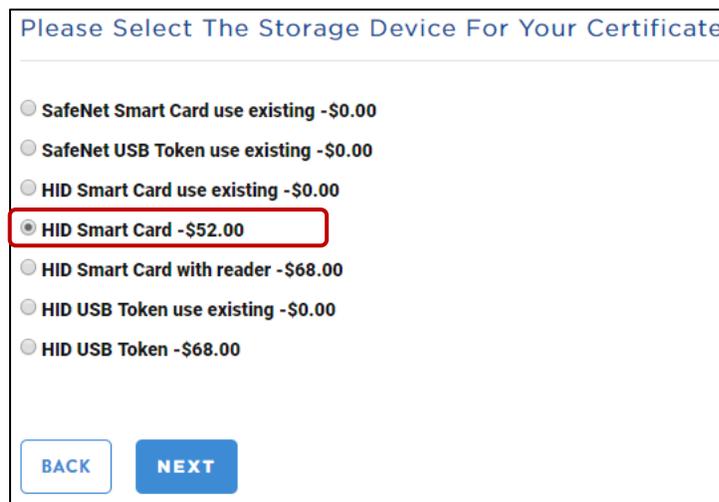
7. In the lower portion of that same form, select the appropriate response for the Smart Card and reader options:
- a. If you are renewing your certificate AND you already have an HID Smart Card (it has "HID" printed in blue and white on the card), then select **HID Smart Card use existing - \$0.00**.



Please Select The Storage Device For Your Certificate

- SafeNet Smart Card use existing -\$0.00
- SafeNet USB Token use existing -\$0.00
- HID Smart Card use existing -\$0.00
- HID Smart Card -\$52.00
- HID Smart Card with reader -\$68.00
- HID USB Token use existing -\$0.00
- HID USB Token -\$68.00

- b. If you need an HID Smart Card (either your initial purchase, or a renewal where your previous card was not an “HID” Smart Card), but **do not need a reader** (either your computer has a Smart Card slot or you already have an external Smart Card reader), then select **HID Smart Card - \$52.00**.



Please Select The Storage Device For Your Certificate

- SafeNet Smart Card use existing -\$0.00
- SafeNet USB Token use existing -\$0.00
- HID Smart Card use existing -\$0.00
- HID Smart Card -\$52.00
- HID Smart Card with reader -\$68.00
- HID USB Token use existing -\$0.00
- HID USB Token -\$68.00

- c. If you need an HID Smart Card (either your initial purchase, or a renewal where your previous card was not an “HID” Smart Card), but you **do need a reader** (your computer doesn’t have a Smart Card slot and you don’t have an external Smart Card reader), then select **HID Smart Card with reader - \$68.00**.

Please Select The Storage Device For Your Certificate

- SafeNet Smart Card use existing -\$0.00
- SafeNet USB Token use existing -\$0.00
- HID Smart Card use existing -\$0.00
- HID Smart Card -\$52.00
- HID Smart Card with reader -\$68.00
- HID USB Token use existing -\$0.00
- HID USB Token -\$68.00

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8. Once you have the appropriate certificate selected, click **Next**.
9. Verify your certificate selections and click **Buy Now**.

Verify Your Selections

ECA Medium Token Assurance  
3 Year  
HID Smart Card

Certificate \$305.00  
Storage \$52.00

Total \$357.00  
Free USPS shipping within  
the U.S. Additional fees may apply  
for shipping outside of the U.S.  
Expedited delivery is available.

State sales tax may apply in  
CA, CO, FL, TX, UT and VA

[BUY NOW](#)

10. You will see a page to enter your voucher number. We do not use vouchers. Click **Next**.
11. For LinQuest employees and team members with a LinQuest email address, enter the following information for the Headquarters Information screen:

- Organization Name: **LinQuest Corporation**
- Your E-mail Address: **LinQuest e-mail address**
- Postal Code (Zip Code): **90056**

**Note**

This is our Headquarters Postal Code, not the one for your office.

For those who work for other companies without a LinQuest-provided email address, enter your company information.

**Headquarters Information**  
Enter your Organization information, then we will help you find your organization.

Organization Name \*  
LinQuest Corporation

Your Email Address \*  
larry.darbonne@linquest.com

Postal Code (Zip Code)  
90056

SEARCH

CANCEL    < BACK

12. Click **Search** to continue.

13. For LinQuest employees and team members with a LinQuest email address, select the top LinQuest organization that appears. There may be other LinQuest names listed, but those are not applicable. For those who work for other companies, select your company from the list.

**Search Results**

- LINQUEST CORPORATION – 5140 W. Goldleaf Circle, Suite 400, Los Angeles, California, 90056, US
- LINQUEST CORPORATION – 5140 W. Goldleaf Circle, Suite 400, Los Angeles, California, 90056, US
- LINQUEST CORPORATION – 5140 West Goldleaf Circle, Suite 400, Los Angeles, California, 90056, US
- LINQUEST CORPORATION – 5140 West Goldleaf Cir, Suite 400, Los Angeles, California, 90056, US
- LINQUEST CORPORATION – 5140 W. Goldleaf Circle Suite 400, Los Angeles, California, 90056, US
- LINQUEST CORPORATION – 5140 W. GoldLeaf Circle, 4th Floor, Los Angeles, California, 90056, US

SELECT ORGANIZATION    ENTER NEW

CANCEL    < BACK

14. Click **Select Organization**.

15. To confirm your organization information, click **Yes**.

Confirm Your Organization Information	
Organization Name	LINQUEST CORPORATION
Address Line 1	5140 W. Goldleaf Circle
Address Line 2	Suite 400
City	Los Angeles
State	CA
Postal Code (Zip Code)	90056
Country	United States
Dun & Bradstreet Number	14-038-9763
<b>Is this information correct?</b>	
<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	

16. Complete the Personal Information, Account Password, and Security Questions sections. You should save this information in a secure place (e.g., password manager). Change the address to your nearest MSEIT facility or the location to receive your smart card.

Change mailing address to one of the following MSEIT addresses:

**Corporate**

5140 West Goldleaf Circle  
Suite 400  
Los Angeles, CA 90056

**El Segundo**

300 Pacific Coast Highway  
Suite 2000  
El Segundo, CA 90245

**Colorado Springs**

2060 Briargate Parkway  
Suite 200  
Colorado Springs, CO 80920

### Personal Information

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

<p>First Name * Lawrence</p> <p>Middle Initial E</p> <p>Last Name * Darbonne</p> <p>Job Title * Senior Manager</p> <p>Office Phone * 3139241412</p> <p>Office Phone Extension </p> <p>Your Email Address * larry.darbonne@linquest.com</p> <p>Citizenship Country * United States</p>	<p><input type="checkbox"/> Use Headquarters address as mailing address</p> <p>Address Line 1 * 2120 East Grand Ave</p> <p>Address Line 2 Ste 300</p> <p>City * El Segundo</p> <p>State * California</p> <p>Postal Code (Zip Code) * 90245</p>
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**ADDITIONAL CITIZENSHIP**

### Account Password

Account Password \*  
.....

Confirm Account Password \*  
.....

Account Password Strength  
  
 Strong

### Security Questions

Security Question 1 * What is the middle name of your youngest child?	Answer 1 * <input type="text"/>
Security Question 2 * What street did you live on when you were 9 years old?	Answer 2 * <input type="text"/>
Security Question 3 * What is the name of the high school you first attended?	Answer 3 * <input type="text"/>

17. Click **Next**.

18. Select **Credit Card**, and change the billing address to the address associated with your credit card.

### Payment

**Please select your payment type:**

Credit Card
  Voucher
  Order Number

**Credit Card Information**  
\* Indicates required fields

19. Chose **FedEx Ground \$0.00 USD** from the shipping options. Additional shipping costs are not reimbursable.

20. Read the subscriber agreement and click the acknowledge agreement checkbox.

**Shipping**

Shipping of Activation Letter \*

FedEx Ground – \$0.00 USD ▼

Your FedEx Account (optional)

**Subscriber Agreement**

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

If you do not accept, do not click the box and instead click "Cancel" below.

CANCEL

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SUBMIT APPLICATION ▶

21. Click **Submit Application**.

22. Download the forms and follow the instructions (see [Appendix A](#)).

**IdenTrust**  
WE PUT THE TRUST IN IDENTITY

Application Step 5 of 5

Overview
Organization
Your Info
Payment
**Forms**

CONGRATULATIONS!

Your application has been completed and submitted to IdenTrust.

**What's Next?**

**Submit Completed Forms:**

Download and complete the ECA Forms Packet by clicking on the "Download Forms" button below. Instructions are provided within the packet.

Download Forms

## 4. E-mail Verification

IdenTrust will send you an e-mail during the online application process. Follow the instructions to verify your e-mail address.

**IdenTrust** | *We Put the Trust in Identity*

Please Verify Your Email Address Account Number [REDACTED]

Dear **Lawrence Darbonne**,

You are receiving this email because you have applied for a digital certificate with IdenTrust. As part of the verification process we will need to verify your email address. Please follow these simple instructions to verify your email:

1. Go to: [www.IdenTrust.com/verify](http://www.IdenTrust.com/verify)
2. Enter the email verification code: [REDACTED]
3. Enter the Account Password you created during the application process.
4. Click 'Next'

**This email verification must be completed before we can begin processing your application.**

Please contact IdenTrust Customer Support with any questions by sending e-mail to [HelpDesk@IdenTrust.com](mailto:HelpDesk@IdenTrust.com), or chat live: <http://IdenTrust.com/chat>. Customer Support Representatives are available to assist you Monday through Friday, 6 a.m. to 6 p.m. Mountain Time.

For future reference, your Application ID is: [REDACTED]

Thank you again for choosing IdenTrust as your passport to trusted electronic transactions. Please let us know if we can be of further assistance with your digital

[Have a Question? ask live online:](#)  
[REDACTED]

1. Click the link provided in the e-mail.
2. Enter the verification code provided in the e-mail and the password you created during the online application process. Then, click **Next**.

**Email Verification**

For your security, we need to verify your email address. Please enter the Email Verification Code that was emailed to you together with your Account Password.

Verification Code [REDACTED] [How do I get my Verification Code?](#)

Account Password [REDACTED] [I forgot my Account Password](#)

X Close Window Next >

You will be presented with your application status.

**Application Status**

Your Account Information – Lawrence E Darbonne

Application ID: [REDACTED] (email verified)

	COMPLETED	DESCRIPTION	PROCESSING DETAILS
Step 1	08/31/2016	Application Received	
Step 2		Verification of Identity	We are currently processing your application. This process may take up to 3 business days.
Step 3		Billing	
Step 4		Certificate(s) Ready to Retrieve	

What's Next? Please check at a later time for application status updates.

[Logout >](#)

## 5. Employment and Identity Paperwork Submission—Downloaded Forms

### 5.1 Part 1: Subscribing Organization Authorization Agreement

This confirms you are a legitimate ‘subscriber’ for LinQuest (i.e., LinQuest employees and teammates with LinQuest email address). Part 1 either needs to be signed by a LinQuest “Officer” or an IdenTrust Trusted Correspondent. LinQuest has a LinQuest Trusted Correspondent in El Segundo (Larry Darbonne) and Colorado Springs (Justin Haisley). The Trusted Correspondent is the preferred choice. However, if a Trusted Correspondent is unavailable, then MSEIT personnel should schedule a time with one the following to have your agreement signed:

- El Segundo—MSEIT Program Manager (Pareen Dhalla) or Deputy Program Manager (Winston Lee) via the Executive Assistant (Erica Madrigal)
- Colorado Springs—Bob Lashlee

### 5.2 Part 2: In-Person Identification Form

This is the proof of identity using the identification requirements outlined in the form. Part 2 needs to be signed by either a notary or an IdenTrust Trusted Correspondent. LinQuest has a Trusted Correspondent in El Segundo (Larry Darbonne) and Colorado Springs (Justin

Haisley). The Trusted Correspondent is the preferred choice, but if a Trusted Correspondent is unavailable, take Part 2 and your required identification documents to a notary. The UPS Store usually has a number of notaries in their office.

A copy of the forms is shown at <https://www.identrust.com/sites/default/files/resources/ECA-Digital-Certificate-Forms-Packet-2017.pdf>.

It is recommended that you make copies of your forms. If you use a Trusted Correspondent, then they can email the form(s) to IdenTrust directly. Otherwise, **mail the original pen-to-paper (“wet”) signature forms** to:

Registration Department  
IdenTrust Services  
5225 Wiley Post Way, Ste 450  
Salt Lake City, UT 84116-2898

The most efficient method is to provide your forms to your local administrative assistant, and have them mail the form(s) via **certified mail with a tracking number**.

Only send in the 2–3 pages that have your information included—not the entire form package—as there is no reason to pay for the other pages to be mailed.

Within 24-48 hours, you will receive three (3) e-mails from IdenTrust:

- **Forms Received:** “We have received your identification and authorization forms...”
- **Receipt for Your Digital Certificate** (which is used for reimbursement)
- **Your IdenTrust Certificate has been approved!**

Once you have completed all the steps in sections 2-5 and have received your certificate retrieval packet from IdenTrust, proceed to section 6.

## 6. Download and Install the ECA Certificates

You will receive multiple e-mails from mail service to notify you of the shipment tracking number, when the mail service has possession of the package, and when it is delivered to your specified location.

The package will include the following:

- **Instructions for Certificate Retrieval** letter with your account number, initial current token passcode (which you will change), activation code, and instructions on certificate retrieval, installation, and testing. Follow these steps carefully.
- **Smart card** (in a separate envelope)
- Quick reference card (possibly)
- Smart card reader, if ordered

If you do not have an internal optical disc drive in your laptop, you will either need to use/borrow an external optical disc drive, or find someone who has the files loaded on a USB thumb drive (check with your Trusted Correspondent, if you have one).

Follow the **Instructions for Certificate Retrieval** letter.

**Important**

**DO NOT FORGET YOUR NEW PASSCODE!** It is advised that you add the passcode to the passcode management software you are using.

If at any point you become stuck or have any questions, the **IdenTrust helpdesk** at **1-888-882-1104**.

## 7. Reimbursement

This step is for LinQuest personnel. Personnel from other companies should follow their company’s procedures.

1. Submit your Expense Report (not request) in Unanet based on your previous Expense Request.

Expense – Dashboard

**Notice:**  
 Current pay period is from 3/20/2021 to 4/2/2021  
 Payroll #7, Payday is 4/9/2021

Active Expense Reports

EXPENSE #	EXPENSE	REIMBURSE STATUS	PURPOSE	VOIDING / VOIDED BY
<i>There are no active expense reports.</i>				

2. Attach your ECA certificate receipt, showing the last four digits of the credit card used.

Employees will receive reimbursement within 15 business days of the PM's final approval.

Once you have submitted your Expense Report in Unanet, you will need to export your certificate for eMC2 access.

To export a certificate for MSEIT site access, navigate to **Exporting a Certificate instructions** located here: <http://emc2.linqest.com/certexport2.htm>.

Once you have completed the export, you will be able to access the [eMC2 site](#).