

Identrust ECA

Application User Guide

Identrust ECA - Application Step 1

- **Step 1:** If the voucher code is not pre-populated, type in your code here.
- **Step 2:** Select DOD – Department of Defense
- **Step 3:** Click on Next

Application Step 1 of 5 [Overview](#) [Organization](#) [Your Info](#) [Payment](#) [Forms](#)

Apply for your ECA Medium Token Assurance | Hardware Storage Certificate

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**
Provide your personal and organizational information, which we will use to help establish your identity. ?
- 2. Get Verified**
Complete and send your Authorization & Identification Forms. You will get these at the end of this Online Application. ?
- 3. Retrieve Your Certificate**
Upon receipt of your Activation Letter, retrieve and install your certificate. ?

Voucher, if you have one 1 ?

Certificate Validity Selected
One Year— \$210

Hardware Type Selected
HID USB token \$100.00

Please select the name of the program where your certificate will be primarily used. If the program is not listed, please select None of the Listed Programs.

*Program Affiliation * 2

IMPORTANT: DoD policy requires that you retrieve your certificate *within 30 days* from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to complete all steps within 30 days before starting your application.

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Identrust ECA - Application Step 2

- **Step 1:** Type in Defense Security
- **Step 2:** Type in your Email Address **must be the same email address you received the voucher on*
- **Step 3:** Click on Search
- **Step 4:** Select Defense Security Cooperation Agency – 5450 Carlisle Pike
- **Step 5:** Click on Select Organization

Application Step 2 of 5 [Overview](#) [Organization](#) [Your Info](#) [Payment](#) [Forms](#)

Headquarters Information

Enter your Organization information, then we will help you find your organization. ?

Organization Name * **1**
Defense Security

Your Email Address * **2**
blair.theodore@nzdf.mil.nz

3 **SEARCH**

Search Results

- ☐ DEFENSE SECURITY SERVICE – 27130 Telegraph Rd, Quantico, Virginia, 22134, US
- ☐ DEFENSE SECURITY SERVICE – 27130 Telegraph Road, Quantico, Virginia, 22134, US
- ☒ **DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US **4****
- ☐ DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US
- ☐ DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US
- ☐ DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US
- ☐ DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US
- ☐ DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US
- ☐ DEFENSE SECURITY COOPERATION AGENCY – 5450 Carlisle Pike, Building 107N, Mechanicsburg, Pennsylvania, 17050, US
- ☐ DEFENSE SECURITY ARMS INC – 27990 West Industrial Avenue, Lake Barrington, Illinois, 60010, US

5 **SELECT ORGANIZATION** **ENTER NEW**

Identrust ECA - Application Step 2

- **Step 1:** Click on Yes to confirm organization information as shown

Confirm Your Organization Information

Organization Name	DEFENSE SECURITY COOPERATION AGENCY
Address Line 1	5450 Carlisle Pike
Apt #, Suite, Floor (optional)	Building 107N
City	Mechanicsburg
State	PA
Postal Code (Zip Code)	17050
Country	United States
Dun & Bradstreet Number	

Is this information correct?

Yes

No

Identrust ECA - Application Step 3

- **Personal Information**

- Fill out all fields that have an *
- For Mailing Address, use your official mail address. **Do not select “Use Headquarters address” as that will use DSCA’s address**
- All the information here will be used to pre-populate the physical forms

- **Join Our Mailing List**

- Recommend “No”

- **Account Password**

- Use a Strong password

- **Security Questions**

- You may want to write that down somewhere. This is used in addition to the account passport to recover certificates

- **Click Next** when done

Application Step 3 of 5 Overview Organization Your Info Payment Forms

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.

First Name *

Middle Initial

Last Name *

Job Title *

Office Phone *

Office Phone Extension

Your Email Address *

☐ Use Headquarters address as mailing address

Or Find Your Mailing Address

Or enter your address here

Address Line 1 *

Apt #, Suite, Floor (optional)

City *

State *

Postal Code (Zip Code) *

Citizenship Country *

ADDITIONAL CITIZENSHIP

Join Our Mailing List

Would you like to receive IdenTrust marketing information, news, and promotional offers via email?

Yes

Account Password

Choose a password you will remember and keep it in a safe place. This password will be required to retrieve your certificate, and to access the Certificate Management Center to view your certificate information.

Account Password *

Confirm Account Password *

Security Questions

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

Security Question 3 *

Answer 3 *

CANCEL < BACK NEXT >

Identrust ECA - Application Step 4

- **Step 1: Subscriber Agreement**
 - You **MUST** click on the Subscriber Agreement link
 - Close Subscriber Agreement window once you have reviewed it
- **Step 2:** Click on the check box
- **Step 3:** Click on Submit Application

Application Step 4 of 5 Overview Organization Your Info Payment Forms

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](#).

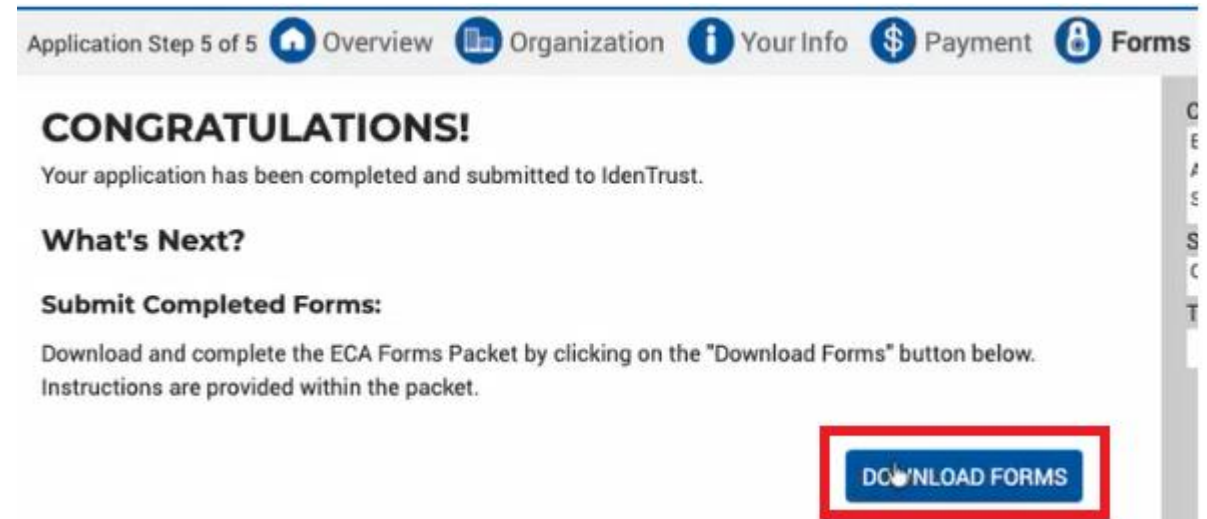
☐ By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

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

CANCEL « BACK **SUBMIT APPLICATION » 3**

Identrust ECA - Application Step 5

- Click on **Download Forms** to retrieve your physical forms



The screenshot shows the 'Forms' step of the application process. The top navigation bar includes 'Application Step 5 of 5' and links for 'Overview', 'Organization', 'Your Info', 'Payment', and 'Forms'. The main content area displays a 'CONGRATULATIONS!' message, stating that the application has been completed and submitted to IdenTrust. Under the heading 'What's Next?', there is a section titled 'Submit Completed Forms:' which instructs the user to download and complete the ECA Forms Packet by clicking the 'Download Forms' button. This button is highlighted with a red rectangular border. The button itself is blue with white text and a cursor icon pointing at it.

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

Identrust ECA – Form Package

Save the Form Package to your computer

Print ONLY the Correct ‘Part 2’ Form

- **For most users:** You will print the page titled ‘Part 2: In-Person Identification Form – Non-U.S. Subscribers’
- **If you are a citizen of the UK or New Zealand:** You will print the page titled ‘Part 2: In-Person Identification Form – FVEY Citizen in FVEY Country’

You do not need to print any other pages. Please bring this single, unsigned page to your meeting with your ADE. UK or New Zealand can take this to the U.S. Consulate, JAG, or ADE.

Most Users:

Part 2: In-Person Identification Form – Non-U.S. Subscribers

The undersigned applicant attests that all facts and information provided are accurate, current, complete, and not misleading and that he or she: a) is authorized to receive, and has applied for, a digital certificate to be issued by IdenTrust; b) has read and verified the personal identifying information to be contained in the certificate; c) is who he or she represents himself or herself to be; and d) has read, understood, and agrees to the responsibilities associated with being a certificate subscriber, including the terms and conditions found in the IdenTrust Services ECA Certificate Subscriber Agreement, the public version of IdenTrust's ECA Certification Practices Statement ("CPS"), and the ECA Certificate Policy ("the ECA CP"). The applicant agrees to: 1) accurately represent him or herself in all communications; 2) protect his or her private key(s) at all times; 3) immediately notify IdenTrust if he or she suspects his or her private keys to have been compromised, stolen or lost; and 4) use his or her private keys in accordance with the above-mentioned documents.

UK or New Zealand:

Part 2: In-Person Identification Form – FVEY Citizen in FVEY Country

The undersigned applicant attests that all facts and information provided are accurate, current, complete, and not misleading and that he or she: a) is authorized to receive, and has applied for, a digital certificate to be issued by IdenTrust; b) has read and verified the personal identifying information to be contained in the certificate; c) is who he or she represents himself or herself to be; and d) has read, understood, and agrees to the responsibilities associated with being a certificate subscriber, including the terms and conditions found in the IdenTrust Services ECA Certificate Subscriber Agreement, the public version of IdenTrust's ECA Certification Practices Statement ("CPS"), and the ECA Certificate Policy ("the ECA CP"). The applicant agrees to: 1) accurately represent him or herself in all communications; 2) protect his or her private key(s) at all times; 3) immediately notify IdenTrust if he or she suspects his or her private keys to have been compromised, stolen or lost; and 4) use his or her private keys in accordance with the above-mentioned documents.

Identrust ECA – Verify

- After you have completed the Application Steps and printed your appropriate Form Package page, you will receive an email from IdenTrust that will ask for you to verify your email address and to confirm you just submitted an online registration.
- Follow the email instructions to complete this action.
- This must be completed ASAP as it will delay the processing of your certificate.
- Check your Junk Email if you do not see this email.

Next step to receive your certificate!Account Number
[REDACTED]

Dear [REDACTED],

Thank you for applying for an IdenTrust digital certificate! You are receiving this e-mail as part of the verification process for your application. By following the steps below to verify your email address, you also confirm that you are the human subscriber who completed the online registration and provided the required information for the digital certificate.

VERIFICATION CODE: Long Code here

1. Go to: <http://www.identrust.com/verify>
2. Enter the verification code listed above. Make sure there are no spaces before or after the code.
3. Enter the Account Password you created during the application process.
Note: If you did not record or have forgotten the password you created, you will be given the opportunity to decline the application at the link above. You will need to reapply for a new certificate as IdenTrust does not have access to view, confirm, or reset any of your personal login information.
4. Click 'Next' to complete the verification process. This e-mail verification must be completed before we can start processing your application.

Did you know? You can check your application status anytime by logging into the [Certificate Management Center](#) with your account number and application password. You may also find those instructions [here](#).

You may contact IdenTrust Customer Support with any questions by submitting a ticket via our [Customer Support Ticket Portal](#). Be sure to list your Application ID or Account number in the email:

APPLICATION ID:
[REDACTED]

ACCOUNT NUMBER:
[REDACTED]

Note: You will not receive a payment receipt until the application has been approved.

Thank you again for choosing IdenTrust for your digital certificate needs!

Sincerely,

Registration Department
www.identrust.com