

5 EASY STEPS TO ENROLLMENT

Follow this to easily navigate the organization validation process and learn how to receive the code signing certificate after issuance.

1 Organization Authentication

Comodo must make sure your business is real. Your legal entity name must be registered and active within your country/ state and match your enrollment. If using a trade name, assumed name or DBA; make sure all fictitious registration filings are also up-to-date.



PREFERRED METHOD
The easy & fastest way

Online Government Database – Comodo looks at the official website of your country/state that publically displays your business entity registration status. Everything must match enrollment details exactly.



ALTERNATIVE METHODS
If you can't do the preferred way

- Official Registration Documents - Comodo will accept business registration documents (i.e. Articles of Inc., Chartered License, DBA Statement) that were issued from your local government.
- Dun & Bradstreet – Comodo can use a comprehensive DUNS Credit Report to verify specific details associated with the business entity.
- Legal Opinion Letter – If your business entity registration details are not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-3.



COMMON ISSUES
These result in delays

- Submitted wrong business name.
- Official registration details are outdated/expired.
- Fails to complete any alternative methods.
- Refusal to pay more for legal/accountant signature on letter.



Locality Presence

2

Comodo needs to verify the legal entity has a physical presence within the registered country/ state. Comodo does not need to verify the street address (i.e. 1255 Broad St); just the locality/city (i.e. Clifton, NJ).



PREFERRED METHOD
The easy & fastest way

Online Government Database – Comodo looks at the official website of your country/state that publically displays your business entity physical address. Everything must match enrollment details exactly.



ALTERNATIVE METHODS
If you can't do the preferred way

- Official Registration Documents - Comodo will accept business registration documents (i.e. Articles of Inc., Chartered License, DBA Statement) that were issued from your local government.
- Dun & Bradstreet - Comodo can use a comprehensive DUNS Credit Report to verify the physical address associated with your business entity.
- Legal Opinion Letter – If your physical address is not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-3



COMMON ISSUES
These result in delays

- Some gov't databases or registration docs (i.e. Delaware) do not list business's address.
- Dun & Bradstreet displays outdated entity details.
- Refusal to pay more for legal/accountant signature on letter.
- Entity is registered through a third-party agency (i.e. offshore) and applicant can't verify physical presence.



Telephone Verification

3

You must have an active telephone number listed that's verifiable by an acceptable telephone directory online. Listings must display the EXACT same verified business name and physical address.



PREFERRED METHOD
The easy & fastest way

Online Government Database – Comodo looks at the official website of your country/state that publically displays your telephone number.



ALTERNATIVE METHODS
If you can't do the preferred way

- Third-Party Directory – Comodo can use an existing or new telephone listed in Dun and Bradstreet and the Better Business Bureau as long as the verified business details are the same.
- Legal Opinion Letter – If your telephone number is not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-3.



COMMON ISSUES
These result in delays

- Majority of online gov't databases don't display telephone numbers.
- Telephone listings in third-party directories or Dun & Bradstreet display outdated entity details or telephone numbers.
- Applicants refuse to publically display company phone number temporarily.
- Refusal to pay more for legal/accountant signature on letter.



Final Verification Call

4

Comodo must speak with you or the specified applicant (site admin) using the verified business telephone number to confirm the order details.



PREFERRED METHOD
The easy & fastest way

Verified Business Telephone Number – This is the telephone number pulled from an acceptable resource used to call you directly.



ALTERNATIVE METHODS
If you can't do the preferred way

- Extension or IVR – If the verified telephone number is not the applicant's direct line, Comodo can enter an extension (if provided) or follow an IVR to connect directly to you.
- Transfer or Alternative Telephone Number – If the verified telephone number is not the applicants direct line, Comodo can either be transferred or obtain another telephone number from a colleague after initiating the call using the verified telephone number.



COMMON ISSUES
These result in delays

- Unable to answer the telephone during normal operating hours.
- No operator or colleague to transfer/ provide alternative telephone number to be reached at.



5 Issuance

After validation is finished, Comodo will send a “collection” link via email and require you to download the certificate via web browser. For detailed instructions on how to download or “collect” your certificate, please refer to your Code Signing Collection Guide.

