

Basic SSL Certificate

Quick Installation Guide





Basic SSL Certificate – Quick Installation Guide

1. On the Portal home page, click on “Advanced Tools”.
Alternatively, you can click on your name on the right side of the top bar and select “Advanced Tools” from there.



2. Click the “Utilities” link on the top navigation menu.

Utilities

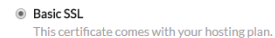
3. Click on the “SSL Manager” tile to launch the application.



4. Click on the “Install” button (under *SSL Status*) for the domain on which you want to install the SSL Certificate.



5. Choose “Basic SSL” when prompted to select the type of certificate to install.



6. Provide specific information associated with the domain:
 - **Domain:** Select an option depending on whether you want the certificate to be installed on *www* (e.g. *www.domain.tld*) or on *@* (e.g. *domain.tld*).
 - **Company:** Type the name of your organization; e.g. 'My Company LLC'.
 - **Business Division:** Type the name of your organization’s business division (department) that administers the SSL Certificate; e.g. IT Admins, System Admins, etc. – this can be the same as 'Company' if your company does not require this field.
 - **City:** Type the name of the city in which your organization is located.
 - **State/Province:** Type the name of the State/Province in which your organization is located.
 - **Country:** Select the name of the country in which your organization is located.

Step 1 of 3
ENTER INFORMATION FOR YOUR
DOMAIN

7. Once the form is complete, check the box in the blue ribbon to confirm the information provided is correct and click “Next”.





8. At this point, the SSL Certificate is being configured on the server (2 to 24 hours). Click on “Go to main menu” to go back to the SSL Manager dashboard to see “Installation is in progress” under SSL Status – you can close the application while you wait for the configuration of the SSL Certificate.

9. Between 2-24 hours of completing “Step 2 of 3”, go back to the SSL Manager dashboard and check whether the SSL Status has changed to “Installed, DNS update required”. If so, click on Continue to proceed with the next step

Step 2 of 3 CERTIFICATE ORDERED



10. The secured IP address is available in the “Step 3 of 3” – you will need to update your domain’s DNS records to point to the given IP address:

- Is your domain registered with AT&T? Please continue with [11] below
- Is your domain registered with another provider? Please connect with your provider and follow their instructions to update the DNS records of your domain

Step 3 of 3 DNS UPDATE REQUIRED

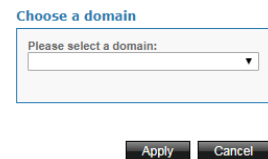
11. Copy the secured IP address to your clipboard



12. Go back to the Portal and click on the “Domain Manager” tile (Advanced Tools > Utilities) to launch the application.



13. Click on the “Edit Zone File” tab on the upper-right corner and select the domain in which the SSL Certificate was configured.



14. To configure the SSL Certificate replace the IP address in the blank and www row with the new IP from SSL Manager.

DNS Records

Select a record below to edit its details or click "Add record" to add a new record.

[Add record](#)

| Name | Type | Value |
|------|------|---------------|
| | IN A | 216.55.155.33 |
| www | IN A | 216.55.155.33 |



15. Paste the secured IP address copied to your clipboard on the “Value” field and click “Apply” – please allow up to 48 hours for this IP address to be activated.

Edit Record Details

Enter record name, type and value.

Name:

Type: IN A

Value:

-
16. Once the secured IP address is active, the SSL Status will change to “Installed, DNS update completed” on the SSL Manager dashboard and your website is now secured (HTTPS).

