This guide will help walk you through installing a basic, premium or Vanity SSL on your website.
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1 Introduction

An SSL Certificate is used to help protect your website and your customers. With an SSL certificate, you can provide for the security of sensitive data. SSL provides that information is sent to the right servers and helps prevent impostors from stealing important website data.

All AT&T plans come with a Basic SSL Certificate.

The SSL Manager is an application that allows you to manage the SSL certificates associated with your website. You can manage multiple domains and associated SSL certificates using the application.

1.1 Getting Started

You will see SSL manager under the “Utilities” tab sub-menu in the Advanced Tools section of your Portal. To open the sub-menu, click the Utilities link on the Top Navigation Menu.

Once the Utilities sub-menu opens, select SSL Manager to open the main dashboard of the application.
1.2 SSL Manager Dashboard

Domains Secured – Here you will see the number of domains in your account for which SSL is provisioned.

Domain – list of hosted domains in your account. Note: the list is not dependent on SSL products.

SSL Certificate – there are different types of SSL certificates, the type associated with your domain will appear here (i.e. Basic, Vanity).

Expiry Date – the expiry date helps you keep track of when you will need to renew your SSL certificate. By default, this value will be blank.

Auto-Renew – Managing an auto-renewal is done by switching the “on/off” toggle associated with the domain.

SSL Status – The status of the certificate will be reflected here. SSL Status(es) includes: Blank, “Unconfigured”; ‘Awaiting detailed configuration’; 'Awaiting certificate upload'; 'Installation is in progress'; 'Installed, DNS update required', 'Installed, DNS update completed'.
Settings – The settings icon will provide domain details specifying whether or not domain(s) are provisioned with SSL.

Note: use the arrows next to the headings of the columns to sort by Domain, SSL Certificate, y Date, Auto-renew options and status.

1.2.1 Domain Details

To check this:

1. Select the blue Settings icon 🧨 in the right column
2. Next, select View Domain Details
3. You will be notified of whether or not your domain is provisioned with SSL. You will also be provided details such as which SSL is installed (if at all), the SSL Summary, and the secure URL

Note: It is important to enter the information correctly during your initial setup. In the event you provide the wrong domain information, you will have to purchase a new SSL certificate. The information you provide cannot be changed once it is confirmed.

1.2.2 Search Function

At the top-left of the main dashboard, you will see a search bar. If you have installed or are installing multiple certificates under different domains, you can easily search for the domain here.

Simply type the domain in the search to check on SSL status.
2 Installing SSL Certificates

** Please note that only one SSL Certificate can be installed per domain.

2.1 Basic SSL Certificate

If your hosting plan includes a basic SSL Certificate, follow these steps to complete installation.

TO INSTALL:

1. Select the Install button under SSL status.

2. Choose Basic SSL and select Next.

3. After making a selection, you will then be prompted to provide specific information associated with the domain, such as:
   - **Domain:** Select an option depending on whether you want the certificate to be installed on www (e.g. www.yourdomain1.com) or on @ (e.g. yourdomain1.com)
   - **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
4. You will be asked to check off a box ensuring that the information you have provided is true and correct. You cannot proceed with the installation if you do not select this box.

5. Next, you will be notified that the certificate has been ordered.

6. After successful installation, you will be required to update DNS settings.

To check on the status of your SSL Certificate, go to the main dashboard and find the information under “SSL Status” after 24-48 hours have lapsed.
2.2 SSL Premium Certificate

SSL Premium Certificate is a highly secure and reliable solution for eCommerce websites that house sensitive customer information. This Certificate is good for small to medium sized businesses to help create a highly secure online business environment.

**TO INSTALL:**

1. Purchase the SSL Premium certificate.
2. Select **Install** next to the domain you have chosen to add the SSL Premium Certificate.
3. Choose **SSL Premium** and select **Next**.

4. After making a selection, customer will then be prompted to provide specific information associated with the domain such as company name, city, business division, city, state/province and country.

5. You will be asked to check off a box to confirm that the information you have provided is true and correct. You cannot proceed with the installation if you do not select this box.

6. After selecting **Next** at the bottom of the screen, your certificate will be ordered.
7. Once the Certificate Order is complete, you will need to update the DNS settings.

To check on the status of your SSL Certificate, go to the main dashboard and find the information under “SSL Status” after 24-48 hours have lapsed.

2.3 Vanity SSL Certificate

Vanity SSL Certificates are purchased from a 3rd party company but can be installed using the SSL Manager in the Portal. These are the steps to install a Vanity SSL certificate from another provider.

TO INSTALL:

1. Select **Install** next to the domain you have chosen to add the Vanity SSL Certificate to.

2. Choose **Vanity SSL** and select **Next.**
3. After making a selection, you will then be prompted to provide specific information associated with the domain, such as:

- **Domain**: Select an option depending on whether you want the certificate to be installed on www (e.g. www.yourdomain1.com), on @ (e.g. yourdomain1.com) or on any subdomain of the main domain (e.g. *.yourdomain1.com)

- **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

4. You will be asked to check off a box ensuring that the information you have provided is true and correct. You cannot proceed with the installation if you do not select this box.

5. The Generated CSR will appear, you will need to Download or Copy it.
6. Once you have downloaded/copied it, you will need to go to your external SSL provider to request the SSL Certificate.

7. Once the Vanity SSL Certificate is generated, highlight and copy the information from your external SSL provider.

8. On this screen you will need to paste the information you just copied, select **Next** to continue.

9. Next, you will be notified that the certificate has been ordered.
10. After successful installation, you will be required to update DNS settings.

To check on the status of your SSL Certificate, go to the main dashboard and find the information under “SSL Status” after 24-48 hours have lapsed.