

Quick Guide

How to install and use your Gasunie Transport Services B.V. Digital ID



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1. *INSTALLING YOUR DIGITAL ID*

The installation of your certificate can be accomplished through a Web enrolment form which enables you to install and manage your digital ID by supplying the information you received from Gasunie Transport Services and can be reached at:

<https://certificaten.gasunietransportservices.nl/>

When you browse to the enrolment form of the Digital ID Center you will see the screen as shown below. The option **Enroll** enables you to create, install and renew your digital ID, as described in chapter 2.

The screenshot shows the Gasunie Digital ID Center website. At the top left is the Gasunie logo. To its right is the text "Digital ID Center". Below the logo and title are two buttons: "Home" and "Help". The main heading is "N.V. Nederlandse Gasunie GTS Digital ID Center". Below this heading is a yellow box containing four options, each with an icon and a description:

- ENROLL** (checkmark icon): Choose this option to enroll for a client Digital ID.
- SEARCH** (magnifying glass icon): Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.
- REVOKE** (crossed-out checkmark icon): Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.
- INSTALL CA** (arrow icon):

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Using your digital ID

Once you have successfully created and installed your digital ID you are able to connect to the secure Gasunie Transport Services Applications Website, as described in chapter 3.

Backup up and restore of your digital ID

Only the certificate holder is in the possession of the corresponding private key. Neither Gasunie Transport Services nor VeriSign have access to your private key. When you lose your private key, you have also lost access to the Gasunie Transport Services Applications Website and to any information that has been previously encrypted with your digital ID. **It is therefore important to make a backup once you have created and installed your certificate.** Internet Explorer offers the possibility to backup and restore your digital ID and corresponding private key through the Certificate Import and Export wizards.

See the on-line Help of Internet Explorer or contact the Customerdesk at Gasunie Transport Services for more information.

Revoking your digital ID

Revocation of a digital ID can be done with the option [Revoke](#) on the enrolment form. You should revoke your digital ID immediately or notify the Customerdesk at Gasunie Transport Services at once for any suspected compromise, including lost or stolen private keys, corrupted key pairs, or suspected fraud. To gain access to the Gasunie Transport Services Applications Website after your digital ID has been revoked you will have to obtain and install a new digital ID as described in this guide.

See the on-line Help at the Digital ID Center or contact the Customerdesk at Gasunie Transport Services for more information.

Renewing your digital ID

All digital IDs issued by the Digital ID Center are valid for the period of 1 year. After this year your digital ID is no longer valid and you are denied access to the Gasunie Transport Services Applications Website. Two weeks before this period expires you will receive an email, automatically generated by the Digital ID Center, which will contain the necessary information to renew your digital ID. Renewing your digital ID can be done with the option [Enroll](#) on the enrolment form. During the renewal, you will need the passcode given in the Certificate Letter along with the Challenge Phrase you have entered at the initial request of the Digital ID. The cycle of renewing your digital ID repeats itself every year.

See the on-line Help at the Digital ID Center or contact the Customerdesk at Gasunie Transport Services for more information.

2. *HOW TO INSTALL YOUR CERTIFICATE*

To gain access to Gasunie Transport Services Applications you first should install a personal certificate or Digital ID on your computer. The Digital ID Center of Gasunie Transport Services works with your Web browser to create and install your new Digital ID.

To install your Digital ID, you should perform the following steps:

- Start [Internet Explorer](#).
- Check the version of Internet Explorer. The version should be 8 or higher. Version information is shown after selecting info under the help item in the menu bar.
Other browsers are not supported.
- Verify that the use of TLS is available. This information is accessible via the Extra item in the Internet Explorer menu bar. After selecting Options and Advanced you will see TLS under the entry security. TLS should be checked.
- Browse to the Enrolment form of the [Digital ID Center](#).
- Click on [Enroll](#).

gasunie	Enrollment
Help with this Page Complete Enrollment Form	
Enter your Digital ID information Fill in all required fields. Fields marked with an asterisk (*) are included with your Digital ID and are viewable in the certificate's details.	
First Name: * (required) Nickname or middle initial allowed (Example: Jack B.)	<input type="text"/>
Last Name: * (required) (example -- Doe)	<input type="text"/>
Your E-mail Address: * (required) (example -- jbdoe@verisign.com)	<input type="text"/>
Passcode: (required)	<input type="text"/>
Organization: (required)	<input type="text"/>
Address:	<input type="text"/>
Challenge Phrase The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. <i>Do not lose it.</i> You will need it when you want to revoke or renew your Digital ID.	
Enter Challenge Phrase: (required) Do not use any punctuation.	<input type="text"/>

- Supply the [required information](#) for the Digital ID.

First Name

This is your first name as given in the registered letter you received from Gasunie Transport Services. Your first name will not be included in your Digital ID.

Last Name

This is your last name as given in the registered letter you received from Gasunie Transport Services. Your last name will not be included in your Digital ID, but is required for the enrolment procedure, therefore *make sure your last name is correct and corresponds with the name given in the registered letter!* Without the correct name, you will not be able to install your Digital ID.

E-mail Address

This is your complete e-mail address, as given in the registered letter you received from Gasunie Transport Services, including company/domain name. Your e-mail address is included in your Digital ID, therefore *make sure your e-mail address is correct!* Without the correct address, you will not be able to install your Digital ID. An example of a correct e-mail address is j.methaan@gasunie.nl.

Passcode

This is the password you require to install your personal Digital ID. It is made up of 6 alphanumeric characters and given to you in the registered letter you received from Gasunie Transport Services. **Please keep this letter in a safe place. The information is needed for the annual certificate renewal.**

Organization

This is the name of the organization you are working for. Your organization's name will not be included in your Digital ID.

Address

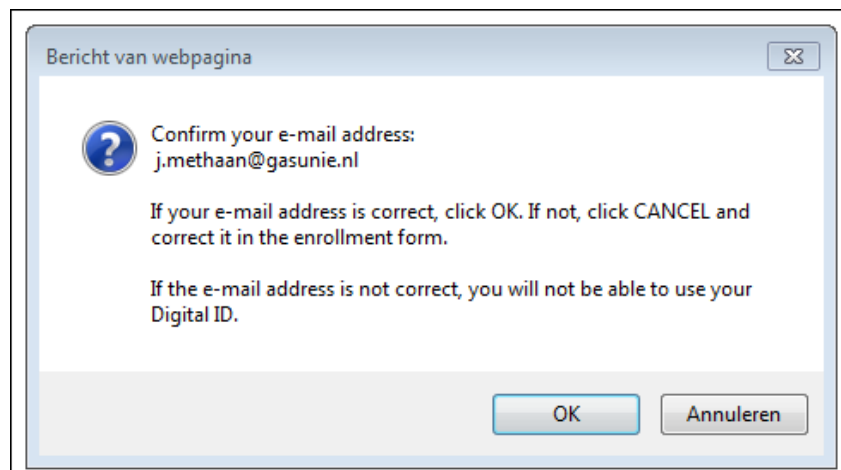
This is the address of the organization you are working for. The address will not be included in your Digital ID.

Challenge Phrase

This is the password you use when you want to manage your Digital ID throughout the Digital ID Center. It is not stored with the Digital ID. Before you can manage your Digital ID, you need to enter a Challenge Phrase. The Challenge is needed when you want to renew or revoke your Digital ID. The Challenge Phrase can be one or more words, but it cannot include any punctuation. The Challenge Phrase is necessary.

Do not forget the Challenge Phrase, if you need to write it down, make sure you store it in a safe place!

- Click on [Submit](#). A dialogue box will ask you to confirm the e-mail address you entered, as shown in the figure below.



- Click on [OK](#).

When you submit your information, the Digital ID Center creates your Digital ID. This process can take a few seconds. After your Digital ID has been created and installed successfully you will see the screen as shown on the next page.



Digital ID Services

Congratulations!

Your Digital ID has been successfully generated and installed.

Your Digital ID Information.

Organization = N.V. Nederlandse Gasunie
Organizational Unit = GTS
Common Name = GP00004
Email Address = j.methaan@gasunie.nl
Serial Number = 25e4ed7af4987e8dd066c25ece95a162

Consult our Help Desk and Tutorials:

1. Go to the [Help Desk](#) to view our tutorials and other useful information.
2. Go to the [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

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The information that is given in this screen is the information that is used in the Digital ID. Note that the first name and last name are not used. Instead in the field Common Name an account name is displayed, in this case "Common Name = GP00004". This is the account name you are represented by at Gasunie Transport Services.

3. *HOW TO USE YOUR CERTIFICATE*

Once you have successfully created and installed your digital ID as described in the previous chapter, you are now able to connect to the secure Gasunie Transport Services Applications Website. For more information go to <https://www.gasunietransportservices.nl/en/shippers/balancing-regime/documents/shippers-and-suppliers>.

4. *TROUBLESHOOTING*

The most common errors that may occur are described on The Website of Gasunie Transport Services. <https://www.gasunietransportservices.nl/en/gasport-b2b-certification/gasport-and-b2b/certificates>.

Please contact the Customerdesk at Gasunie Transport Services if you receive any other error message than shown below or need further assistance or information on installing, managing or using your digital ID.

5. *ON LINE HELP*

Digital ID Center Gasunie Transport Services

The Digital ID Center of Gasunie Transport Services provides on line help to assist you in installing and managing your personal certificate.

- [Home](https://certificaten.gasunietransportservices.nl/)
at <https://certificaten.gasunietransportservices.nl/>
- [Concepts](https://certificaten.gasunietransportservices.nl/client/help/index.html)
at <https://certificaten.gasunietransportservices.nl/client/help/index.html>

VeriSign

VeriSign offers on line tutorials and frequently asked questions (FAQ) to provide information about various subjects such as cryptography and Digital Ids.

- [Home](http://www.verisign.com/)
at <http://www.verisign.com/>