EASY STEPS TO VALIDATION

Follow this to easily navigate the organization validation process and activate your green padlock and HTTPS security indicators.

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.

COMMON ISSUES These result in delays

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- outdated/expired.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

ALTERNATIVE METHODS

- 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 1-4.



ALTERNATIVE METHODS

- 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 he 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 1-4.

The easy & fastest way

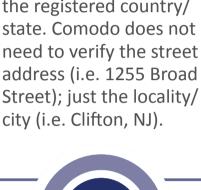
Online Government Database

PREFERRED METHOD

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

Locality Presence

Comodo needs to verify the legal entity has a physical presence within





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

You must have an active

telephone phone number listing 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.

These result in delays Majority of online gov't databases don't

COMMON ISSUES

- display telephone numbers. • Telephone listings in third-party directories or Dun & Bradstreet display outdated entity
- details or telephone numbers. Applicants refuse to publically display
- Refusal to pay more for legal/accountant signature on letter.

company phone number temporarily.

ALTERNATIVE METHODS

- Third-Party Directory - Comodo can use an existing or new telephone listing in acceptable directories (i.e. Yellow Pages, Scoot, 192.com) as long as the verified business details are the same.
- 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 1-4.

• Legal Opinion Letter



• Update WHOIS record - If details are

ALTERNATIVE METHODS

update the record and request Comodo to check details again. • Domain Confirmation Email - This email can be sent to the WHOIS registrar email

outdated or privacy is enabled, you can

- address or one of the 5 pre-approved email addresses (i.e. admin@, administrator@, webmaster@, hostmaster@, postmaster@) • File-Based Authentication – Comodo provides you with a text file to be uploaded
- to the root directory of your website and then verified by Comodo. • Legal Opinion Letter – If your details can't been seen or updated, you can have your
- legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-4.

WHOIS - This database displays domain registrar information and the record must be publically available and display

PREFERRED METHOD

The easy & fastest way

the verified business name with corporate identifier (if applicable) and physical address.



• Cannot update the WHOIS record or create an accepted alias email.

- Do not have access to the server to upload a text file.
- Refusal to pay more for legal/ accountant signature on letter.

Domain Verification

the domain(s) submitted with the order.

You must prove ownership of



Comodo must speak with you

Final Verification Call

admin) using the verified business telephone number to confirm the order details.

or the specified applicant (site



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

PREFERRED METHOD

The easy & fastest way

These result in delays

you directly. **COMMON ISSUES**

• Unable to answer the telephone during

normal operating hours. • No operator or colleague to transfer/

provide alternative telephone number to

be reached at.

• Extension or IVR - If the verified telephone number is not the

applicant's direct line, Comodo can

ALTERNATIVE METHODS

- 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.

