

Requesting additional certificates

You can request additional Developer certificates or additional POS access certificates (smart cards or PFX files):

- **Developer certificates** - main, admin-type certificates issued in file format (PFX), that enable full access to all Developer Portal features and can be used for development and testing purposes for POS solutions.
- **Additional smart card certificates** - issued for a particular developer location and enable access to limited Developer Portal features (only information connected to that location). Smart cards are used for development and testing purposes for both E-SDC and POS solutions.
- **Additional file certificates** - issued in file format (PFX) for a particular developer location and enable access to limited Developer Portal features (only information connected to that location). They are used for development and testing purposes for POS solutions.

How to request an additional developer certificate

1. Find the location for which you wish to request the additional Developer certificate.
2. Click on the arrow next to the location's name and the drop-down list will show certificates already approved for that location.

Status	Location Name	Address	City	Province	Country	Location type	View	
Active	Boar's Head	1500 W Plum St	Fort Collins	NOT APPLICABLE	US	Headquarters	View	
There are no POS Access Requests submitted for this location							Request Developer Certificates	Request Additional Certificates
Active	Mo Jeaux's Bar	820 City Park Ave	Fort Collins	NOT APPLICABLE	US	Branch Office	View	

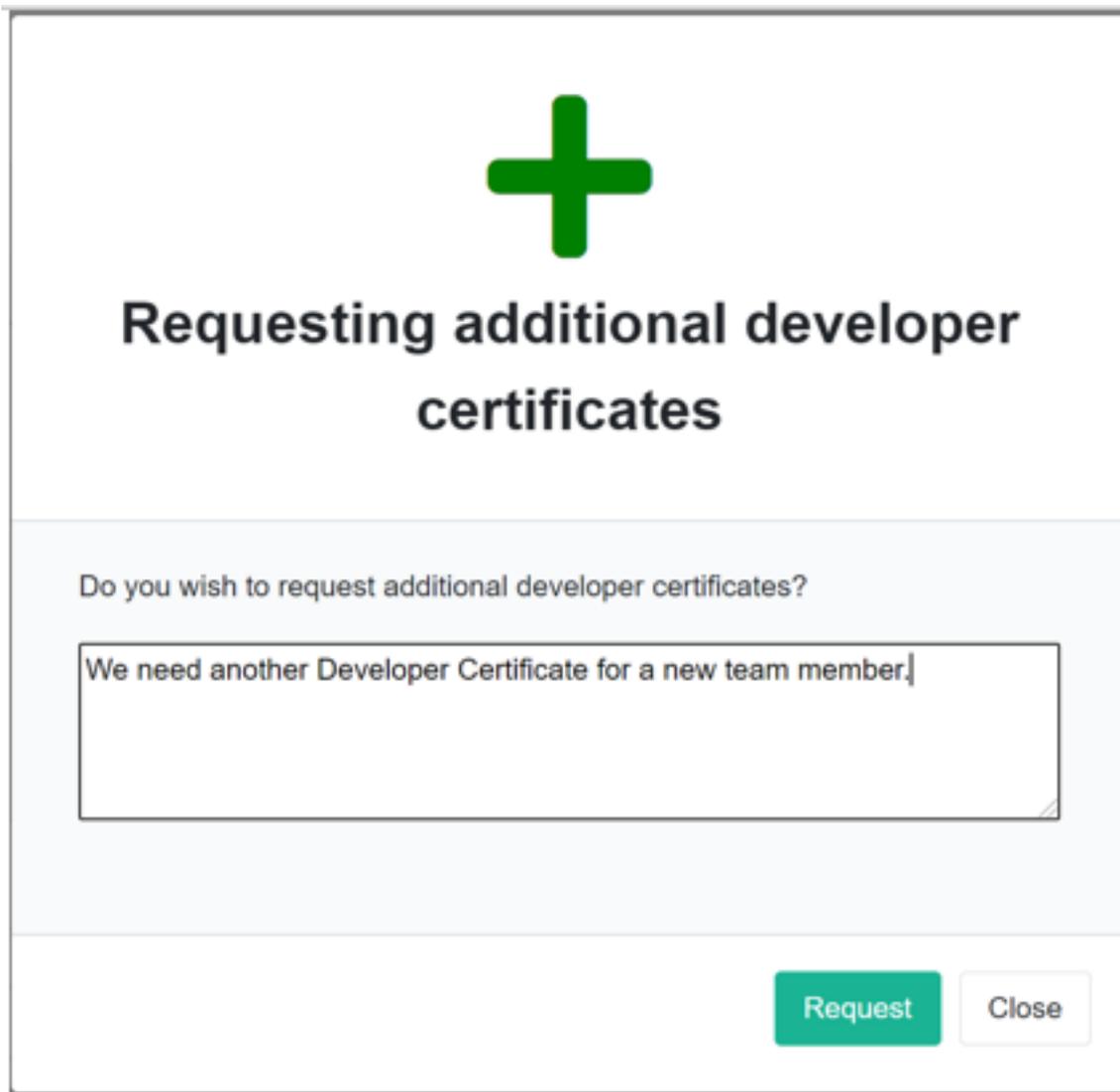
Requesting additional certificates – Image of the list of location section

3. Click on the button **Request Developer Certificates**.

Status	Location Name	Address	City	Province	Country	Location type	View	
Active	Boar's Head	1500 W Plum St	Fort Collins	NOT APPLICABLE	US	Headquarters	View	
There are no POS Access Requests submitted for this location							Request Developer Certificates	Request Additional Certificates
Active	Mo Jeaux's Bar	820 City Park Ave	Fort Collins	NOT APPLICABLE	US	Branch Office	View	

Requesting additional certificates – Image of the list of location section

4. A pop-up box will appear asking you to confirm your request and write the reason for needing additional certificates. When you finish, just click **Request**.



Requesting additional certificates – Image of the requesting additional developer certificates message

How to request an additional smart card certificate

1. Follow the same first 2 steps as with requesting an additional developer certificate.

NOTE:

If there aren't any previously approved additional certificates, you will see the message: *There are no POS Access Requests submitted for this location.*

Status	Location Name	Address	City	Province	Country	Location type	View	
Active	Boar's Head	1500 W Plum St	Fort Collins	NOT APPLICABLE	US	Headquarters	View	
There are no POS Access Requests submitted for this location							Request Developer Certificates	Request Additional Certificates
Active	Mo Jeux's Bar	820 City Park Ave	Fort Collins	NOT APPLICABLE	US	Branch Office	View	

Requesting additional certificates – Image of the list of location section

2. Click on **Request Additional Certificates**.

List of Locations Create New

Search Search

Status	Location Name	Address	City	Province	Country	Location type	View
Active	Boar's Head	1500 W Plum St	Fort Collins	NOT APPLICABLE	US	Headquarters	View
There are no POS Access Requests submitted for this location						Request Developer Certificates	Request Additional Certificates
Active	Mo Jeaux's Bar	820 City Park Ave	Fort Collins	NOT APPLICABLE	US	Branch Office	View

Requesting additional certificates – Image of the list of location section

3. Complete the information for Additional Authorized Person if you wish to authorize someone to pick up the certificate instead of you.

4. In the Smart Cards section, click the "+" button. The system will automatically generate a random PIN for the smart card certificate, but it is advisable to set your own PIN which will be easier to remember. You can also use the blue  button for generating a new random PIN.

Smart Cards

PIN  

Smart Card



Requesting additional certificates – Image of the smart cards section

5. To request another smart card, just click on the "+" button again. If you change your mind, you can use the red  button to remove the request.

Smart Cards

PIN  

Smart Card

PIN  

Smart Card



Requesting additional certificates – Image of the smart cards section

6. After you click **Submit**, a pop-up box will appear asking you to confirm your request.

Submit your POS access request

You are submitting POS Access request with following details:

Location Name: Boar's Head

Delivery Tax Office:

Additional Authorized Person:

Smart Cards: 1

Files: 0



Requesting additional certificates – Image of the request confirmation

How to request additional POS PFX certificates

1. Follow the same first 2 steps as with requesting additional Developer certificates.

NOTE:

If there aren't any previously approved additional certificates, you will see the message: *There are no POS Access Requests submitted for this location.*

Status	Location Name	Address	City	Province	Country	Location type	View
Active	▼ Boar's Head	1500 W Plum St	Fort Collins	NOT APPLICABLE	US	Headquarters	View
There are no POS Access Requests submitted for this location						Request Developer Certificates	Request Additional Certificates
Active	> Mo Jeaux's Bar	820 City Park Ave	Fort Collins	NOT APPLICABLE	US	Branch Office	View

Requesting additional certificates – Image of the list of location section

2. Click on **Request Additional Certificates**.

List of Locations Create New

Search Search

Status	Location Name	Address	City	Province	Country	Location type	View
Active	Boar's Head	1500 W Plum St	Fort Collins	NOT APPLICABLE	US	Headquarters	View
There are no POS Access Requests submitted for this location						Request Developer Certificates	Request Additional Certificates
Active	Mo Jeaux's Bar	820 City Park Ave	Fort Collins	NOT APPLICABLE	US	Branch Office	View

Requesting additional certificates – Image of the list of location section

- In the Files section, click the "+" button. The system will automatically generate a random Password and PAC for the file certificate, but it is advisable to choose your own Password and PAC which will be easier to remember. You can also use the blue ✕ button for generating a new random Password and PAC.

Files

Password: ✕ ✖
 PAC:
+

Requesting additional certificates – Image of the files section

- To request another file certificate, just click on the "+" button again. If you change your mind, you can use the red ✖ button to remove the request.

Files

Password: ✕ ✖
 PAC:
 Password: ✕ ✖
 PAC:
+

Requesting additional certificates – Image of the files section

- After you click **Submit**, a pop-up box will appear asking you to confirm your request.

Submit your POS access request

You are submitting POS Access request with following details:

Location Name: Boar's Head

Delivery Tax Office:

Additional Authorized Person:

Smart Cards: 0

Files: 1

Yes

No

Requesting additional certificates – Image of the request confirmation