Data Integration Platform (DIP) Certification Process Map

31 July 2023

We've provided this guidance process to help participants prepare for obtaining their certificates, once they are ready to access the Data Integration Platform (DIP) to start the relevant testing phase.

What does this include?

It details 17 steps, detailing:
- Who is responsible
- What is involved
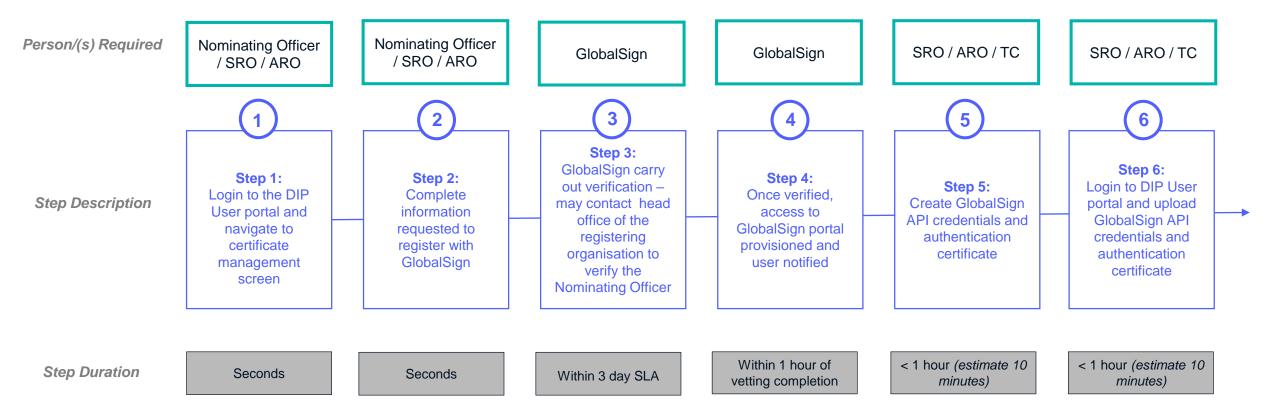- Anticipated length of time

Timescales & Technical Steps

Given the timescales involved between access and start of testing for participants entering into their respective test phases, we hope that you have accounted for the necessary steps and are ready to complete them. The total elapsed time to complete is four days.

There are some technical steps that you can prepare for to help mitigate delays to the process, so we encourage you to use this guidance to help you.

Glossary of Term Used			
MPO	Market Participant Organisation	GlobalSign	the DIP chosen Certificate Authority partner
Nominating Officer (MPO)	Senior officer required for verification from GlobalSign	mTLS	mutual Transport Layer Security
PKI	Public Key Infrastructure	API	Application Programming Interface
ARO*	Appointed Responsible Officer	CSR	Certificate Signing Request
SRO*	Senior Responsible Officer	DNS	Domain Name Server
TC*	Technical Contact		
Note that the technical representatives for certificate management			

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DIP Certification Process Map: Stage One – Verification & Initial Setup

Person/(s) Required	Nominating Officer / SRO / ARO	Nominating Officer / SRO / ARO	GlobalSign	GlobalSign	SRO / ARO / TC	SRO / ARO / TC
	1	**2**	**3**	**4**	**5**	**6**
Step Description	**Step 1:** Login to the DIP User portal and navigate to certificate management screen	**Step 2:** Complete information requested to register with GlobalSign	**Step 3:** GlobalSign carry out verification – may contact head office of the registering organisation to verify the Nominating Officer	**Step 4:** Once verified, access to GlobalSign portal provisioned and user notified	**Step 5:** Create GlobalSign API credentials and authentication certificate	**Step 6:** Login to DIP User portal and upload GlobalSign API credentials and authentication certificate
Step Duration	Seconds	Seconds	Within 3 day SLA	Within 1 hour of vetting completion	< 1 hour *(estimate 10 minutes)*	< 1 hour *(estimate 10 minutes)*

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DIP Certification Process Map: Stage Two – Technical Setup

Person/(s) Required

SRO / ARO / TC	SRO / ARO / TC	SRO / ARO / TC	DIP Service User Administrator	SRO / ARO / TC

Step Description

(7)	(8)	(9)	(10)	(11)
Step 7: Register the DNS domain within DIP User portal	**Step 8:** Create TXT record as specified in step 7, within DNS system for domain	**Step 9:** Verify the domain within the DIP User portal (checks for TXT record). This is domain vetting	**Step 10:** DIP Service User Administrator can now add the PKI roles to their nominated users. *(The names of the SRO, ARO and any TCs provided when registering with the DIP)*	**Step 11:** Create certificate within DIP Portal certificate management section. Select mTLS, signing or mTLS & signing certificate (dependent on MPO type) & verified domain (if >1). Expected certificate name displayed and copied

Step Duration

< 1 hour (estimate 10 minutes)	Dependent on change control *(please plan ahead)* Est. < 1 hour	< 1 hour (estimate 10 minutes)	< 1 hour (estimate 10 minutes)	< 1 hour (estimate 10 minutes)

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DIP Certification Process Map: Stage Three – Certificate Signing Request (CSR) & Final Steps

Person/(s) Required	SRO/ ARO / TC	SRO/ ARO / TC	GlobalSign	SRO/ ARO / TC	SRO / ARO / TC	SRO / ARO / TC
	12	**13**	**14**	**15**	**16**	**17**
Step Description	**Step 12:** Generate CSR with specified certificate name on the same domain. This generates the private key and unsigned public key	**Step 13:** Paste CSR text into portal. Portal verifies CSR and sends to GlobalSign on behalf of the MPO *(using credentials and certificate specified in step 6)*	**Step 14:** GlobalSign signs the CSR, this is the signed public key.	**Step 15:** SRO / ARO / TC have ability to view the signed public key from the DIP User portal (string of text)	**Step 16:** Create a .cer file and paste the public signed key into the file	**Step 17:** Fulfil the certificate using the .cer file on the server/service used to generate the CSR *(step 11)*. This completes the key pair
Step Duration	< 1 hour *(estimate 10 minutes)*	< 1 hour *(estimate 10 minutes)*	Within 7 seconds	< 1 hour *(estimate 10 minutes)*	< 1 hour *(estimate 10 minutes)*	< 1 hour *(estimate 10 minutes)*

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