

ACES DIGITAL CERTIFICATE PROGRAM Instructions for Bulk Loading

The IdenTrust Bulk Load Program provides a simple process to upload 5+ certificate applications in a single request. Before you begin this process, you must have already completed the steps described in the “ACES Trusted Agent Instructions” form, which requires that you retrieve your digital certificate that you applied for as a Trusted Agent. If this has not been completed, then you cannot use this bulk load process and will need to use the standard online registration process.

The following steps provide instructions on how to complete a bulk load request.

Step 1: Complete “Part III - ACES Trusted Agent Notary Form”. You will need to complete a form for each applicant that is included in the Bulk Load Template.

Step 2: Send Forms to IdenTrust. Send all completed forms to the following address:

IdenTrust, Inc.
Attn: ACES Registration
255 North Admiral Byrd Road
Salt Lake City, UT 84116

An e-mail notification will be sent to you immediately upon receipt of your application and upon approval.

TO EXPEDITE CERTIFICATES

To help expedite the processing of the bulk loaded digital certificates, please send the Forms via overnight shipping to the above address.

Step 3: Complete Bulk Load Template. Completely fill out each tab on the ACES Business Bulk Load template.

Step 4: Save Bulk Load Template. Once all tabs and required information are completed, save and name the bulk load template.

Step 5: Submit Bulk Load Template.

- Go to the following URL: <http://www.trustdst.com/simplysignit.html>
- Follow the instructions to submit your bulk load request.

Step 6: Receipt of Approval Letters. Within a 48-hour business period, you will receive an overnight package with all Approval Letters to distribute to each employee that is listed on your bulk load request.

*****Please Note: Our Registration Department hours are
Monday through Friday 8:00 am to 5:00 pm MST*****

If you should have any questions during this process and would like to speak with a customer service representative, please call (888)339-8904 or email us at helpdesk@identrust.com.

ACES DIGITAL CERTIFICATE PROGRAM Part III - ACES Trusted Agent Notary Form

**In-Person Identification by a Trusted Agent
INSTRUCTIONS FOR TRUSTED AGENT:**

- For the purposes of this document, personal acquaintance with the individual is insufficient. You must:
- 1) review the identification credentials and ensure they are acceptable as described below,
 - 2) verify that such ID information is protected against forgery, modification, or substitution, and
 - 3) record below the serial number and type of the ID credentials presented by the applicant.

The undersigned applicant warrants, represents, and attests that all facts and information provided are accurate, current, complete, and not misleading and that he or she:

- a) Is authorized to receive, and has applied for, a digital certificate to be issued by IdenTrust
- b) Has read and accepts the personal identifying information to be contained in the certificate;
- c) Is who he or she represents himself or herself to be; and
- d) Has read, understood, and agrees to the responsibilities associated with being a certificate subscriber, including the terms and conditions found in the ACES Certificate Subscriber Agreement, IdenTrust's ACES Certification Practices Statement ("CPS").

The applicant agrees to: 1) accurately represent him or herself in all communications with the ACES PKI; 2) protect his or her private key at all times; 3) immediately notify IdenTrust if he or she suspects his or her private key to have been compromised, stolen or lost; and 4) use his or her ACES-certified key only for official ACES business as specified in the previously mentioned documents.

Signed By: _____ Date: _____
(Subscriber to Sign Only in the Presence of Notary)

Printed Name: _____
(First Name, Middle Initial, Last Name)

E-mail Address: _____

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me this ____day of _____, _____ by the signer and subject of the above form, who personally appeared before me and signed or attested the same in my presence, and presented the following government-issued photo ID card as proof of his/her identity:

ACCEPTABLE IDS

Take this form to a licensed Notary. You have two options for presenting your ID:

Option 1 - one Federal Government-issued photo ID

Option 2 - two forms of ID issued by a state or local government. Of which, one must be a photo ID.

| Acceptable Federal Government-issued Photo IDs | Acceptable State or Local Government-issued Photo IDs | Other official forms of ID that can be accepted |
|--|---|---|
| <ul style="list-style-type: none"> <input type="radio"/> Passport <input type="radio"/> Federal Employee ID card <input type="radio"/> US Military Photo ID <input type="radio"/> DoD CAC Card <input type="radio"/> Certificate of U.S. Citizenship (must contain a photo) <input type="radio"/> Certificate of Naturalization (must contain a photo) | <ul style="list-style-type: none"> <input type="radio"/> State-issued Driver's License <input type="radio"/> State-issued ID card <input type="radio"/> Student ID card from a State College or University | <ul style="list-style-type: none"> <input type="radio"/> Original or Certified copy of a Birth Certificate <input type="radio"/> Social Security Card <input type="radio"/> Concealed Weapons Permit <input type="radio"/> State-issued Pilot's License |

One verifiable Federal Government-issued Photo ID such as a Passport, Federal Employee ID card, US Military Photo ID, DoD CAC.

Doc. Type/
Title: _____

Issuer: _____
Serial
No: _____
Exact Name
Listed: _____

Issue Date: _____

Expir. Date: _____

OR

Two verifiable forms of ID issued by a state or local government. At least one of the two must be a photo ID.

| | |
|-----------------------------|-----------------------------|
| Photo ID | Second ID |
| Doc. Type/ Title: _____ | Doc. Type/ Title: _____ |
| Issuer: _____ | Issuer: _____ |
| Serial No: _____ | Serial No: _____ |
| Exact Name Listed: _____ | Exact Name Listed: _____ |
| Issue Date: _____ | Issue Date: _____ |
| Expir. Date: _____ | Expir. Date: _____ |