



IdenTrust® ECA Trusted Correspondent Program



- **Expedite Processing** – Internally manage the identification and authentication process, reducing ECA registration time by more than 50%
- **Improve Controls** – Control the issuance, distribution and revocation of ECA certificates
- **Reduce Costs** – Purchase ECA certificates in bulk at discounted pricing and reduce notary and postage costs by performing in-house identity vetting
- **Eliminate Paperwork** – Use signed/encrypted email initiated by Trusted Correspondents to submit paperwork, eliminating the need to mail physical documents

The DoD accepts the following ECA certificates issued to individuals:

- ECA Medium Assurance¹
 - Software certificate stored within an internet browser
- ECA Medium Token Assurance¹
 - Certificate stored in a FIPS 140-2 Level 2 or higher USB token or smart card
- ECA Medium Hardware Assurance²
 - Certificate stored in a FIPS 140-2 Level 2 or higher USB token or smart card

Choose the ECA certificate that is compatible with the Relying Party or Relying Parties that you work with. If you are not sure which ECA certificate you need, contact IdenTrust for expert advice!

¹ Identity is verified by a notary, an IdenTrust Registrar or a Trusted Correspondent
² Identity is verified by an IdenTrust Registrar or a Trusted Correspondent

ECA Certificates

As a DoD Certified External Certification Authority (ECA), IdenTrust provides digital certificates required for organizations to do business with the U.S. Department of Defense (DoD). IdenTrust has delivered identification and authentication services for government certificate programs since 1999, establishing a reputation for providing exceptional customer service and offering expertise in government certificate requirements and implementation of those certificates. All services are provided with the highest levels of security.

IdenTrust ECA Trusted Correspondent Program

The ECA Trusted Correspondent Program allows organizations to appoint one or more internal Trusted Correspondents who can perform identity vetting for individuals in their organization. By following a secure, yet easy-to-administer process, the Trusted Correspondent performs the identity vetting process (otherwise done by IdenTrust or a Notary Public) and may submit requests for multiple digital certificates through a bulk load process. Trusted Correspondents must obtain an ECA digital certificate in order to perform their appointed duties. This program is available for organizations located in the United States, Canada, United Kingdom, Australia and New Zealand.

In-House Trusted Correspondents

Setting up an in-house ECA Trusted Correspondent is a good option for organizations with large numbers of users that need ECA certificates. Trusted Correspondents have control over ECA certificate lifecycle events such as the issuance, distribution and revocation of ECA certificates. For example, if an employee is terminated, the Trusted Correspondent may request that the certificate be revoked immediately. Likewise, once a complete and valid request is submitted, employees may receive their certificates in as little as 24 hours. Ultimately, use of an in-house Trusted Correspondent saves the organization time, reduces costs and improves processes when issuing and managing ECA digital certificates.

Under the IdenTrust ECA Certificate Practice Statement, ECA Trusted Correspondents must be issued a Medium Token Assurance certificate or Medium Hardware Assurance certificate. When deciding which certificate type a Trusted Correspondent should obtain, keep in mind that his or her certificate must be of an assurance level that is equal to or higher than the assurance level of the certificates that he or she will be approving.

In addition to ECA certificates issued to individuals, IdenTrust also offers an ECA Medium Assurance TLS/SSL certificate to secure websites. For more information on this certificate type, please contact ECASales@IdenTrust.com.

HOW THE ECA TRUSTED CORRESPONDENT PROGRAM WORKS

Becoming an ECA Trusted Correspondent requires a one-time registration process in which IdenTrust validates that you are authorized by your organization to manage DoD PKI ECA digital certificates on its behalf. You will be provided ECA Trusted Correspondent training documents and undergo a training session with a member of the IdenTrust Registration team prior to your appointment being approved.



SIMPLE 4-STEP PROCESS TO BECOME AN ECA TRUSTED CORRESPONDENT

Step 1

Apply for your ECA digital certificate at: www.identrust.com/certificates/eca. You must apply for either the Medium Token Assurance certificate or the Medium Hardware Assurance certificate. If selecting Medium Hardware Assurance, you must have your in-person identification performed by an IdenTrust Registrar or another authorized Trusted Correspondent. (Medium Token Assurance is our most popular option.)

Step 2

Complete the **“Subscribing Organization Authorization Agreement”** form and the **“Trusted Correspondent Addendum to Subscribing Organization Authorization Agreement”** form. Take the completed forms to an officer in your organization and request that both forms be signed for submission to IdenTrust. By signing the forms, the officer is representing to IdenTrust that you are a duly-authorized representative of the organization, you are authorized to perform identity verification for your organization and you may electronically submit bulk loads and In-Person Identification forms to IdenTrust.

Step 3

Complete the **“In-Person Identification”** form. If you have requested a Medium Hardware certificate, your in-person identification must be completed by an IdenTrust Registrar or another authorized Trusted Correspondent.

Send the signed originals of three forms to IdenTrust:

- Subscribing Organization Authorization Agreement
- Trusted Correspondent Addendum to Subscribing Organization Authorization Agreement
- In-Person Identification

Mailing Address / Overnight Courier Address:

DoD / ECA Registration
IdenTrust, Inc.
5225 Wiley Post Way, Suite 450
Salt Lake City, UT 84116-4915

Step 4

Await your “Activation Kit” which will be sent to the mailing address indicated on the application. Once the Trusted Correspondent Addendum is received, you will be sent training materials via e-mail. When you are ready and have downloaded your ECA digital certificate, a training call will be scheduled after which, you will be granted the role of Trusted Correspondent and can begin performing those duties.



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