

part of eex group



PKI self-service

Manual
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Leipzig

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1. Request an account with existing dispatcher

1.1 Request a PKI self-service log-in

Any dispatcher receives the log-in details to the specified email. If a dispatcher have not received an email, you will have to call the EEX Transparency Support or send an email. The authorized staff member will create a new log-in with your help.

1.2 Login information by email and telephone

The new log-in will be send to you by email. On the phone, the EEX will transmit the authentication code which you will need for a successful sign-up. Afterwards, you can complete the sign-up process by changing your password.

2. Request a new dispatcher

2.1 Creating a new dispatcher

To request a new dispatcher, you will have to fill and submit the master data form (EEX TP Master Data vxx.xlsm) to the EEX Transparency Support. The authorized staff member will create a new dispatcher account.

2.2 Sign-up

After a new dispatcher has been created you will receive an invitational email with your initial password. On the phone, the EEX will transmit the authentication code which you will need for a successful sign-up. Afterwards, you can complete the sign-up process by changing your password.

2.3 Sign-in

In order to sign in to your self-service account you will have to use one of the following links:

Acceptance environment (ACC)

<https://selfserviceacc-transparency.seven2one.de>

Production environment (PROD) (expected to be available after 16.03.2019)

<https://selfservice-transparency.seven2one.de/>

You will need your user name and password for the sign-in. The 2nd factor will be sent to you via email.

3. Password change

3.1 Password change within platform

Open the sub window by clicking on “Change password”.
 Confirm your current password and specify your new password. Save the password change by “Change password”.

3.2 Password change outside platform

You can change the account’s password without being logged in and independent from Reporting Services. In order to do so, please click on “Forgot password?” below the log-in mask.
 Confirm your username in the following window.
 A reset mail will be send to you. Please follow the link and set your new password.

4. Using the PKI self-service

4.1 Request a certificate

Previously Requested Certificates

Key	Created	Valid from	Valid to	State	Action
No Data					

Create Certificate

If you like to request a certificate you will have to click on „Create Certificate“ which will open an overlay and create a new key pair.

Create Certificate

Protect Private Key With Password (2/6)

Please protect your private keys with a password.

Password

Repeat password

Next

Next, you will be asked to set a password for your private key. Confirm your input by clicking on “Next”.

ATTENTION: The support team has no access to your password. Please make sure not to forget it.

Create Certificate

×

Save Private Key (3/6)

Please save the private key. You will need it later to download the certificate again.

Save

Next

Afterwards, you will be able to save your private key by clicking on “Save” and move on with the “Next” button.

Create Certificate

✕

Protect PKCS file with password (5/6)

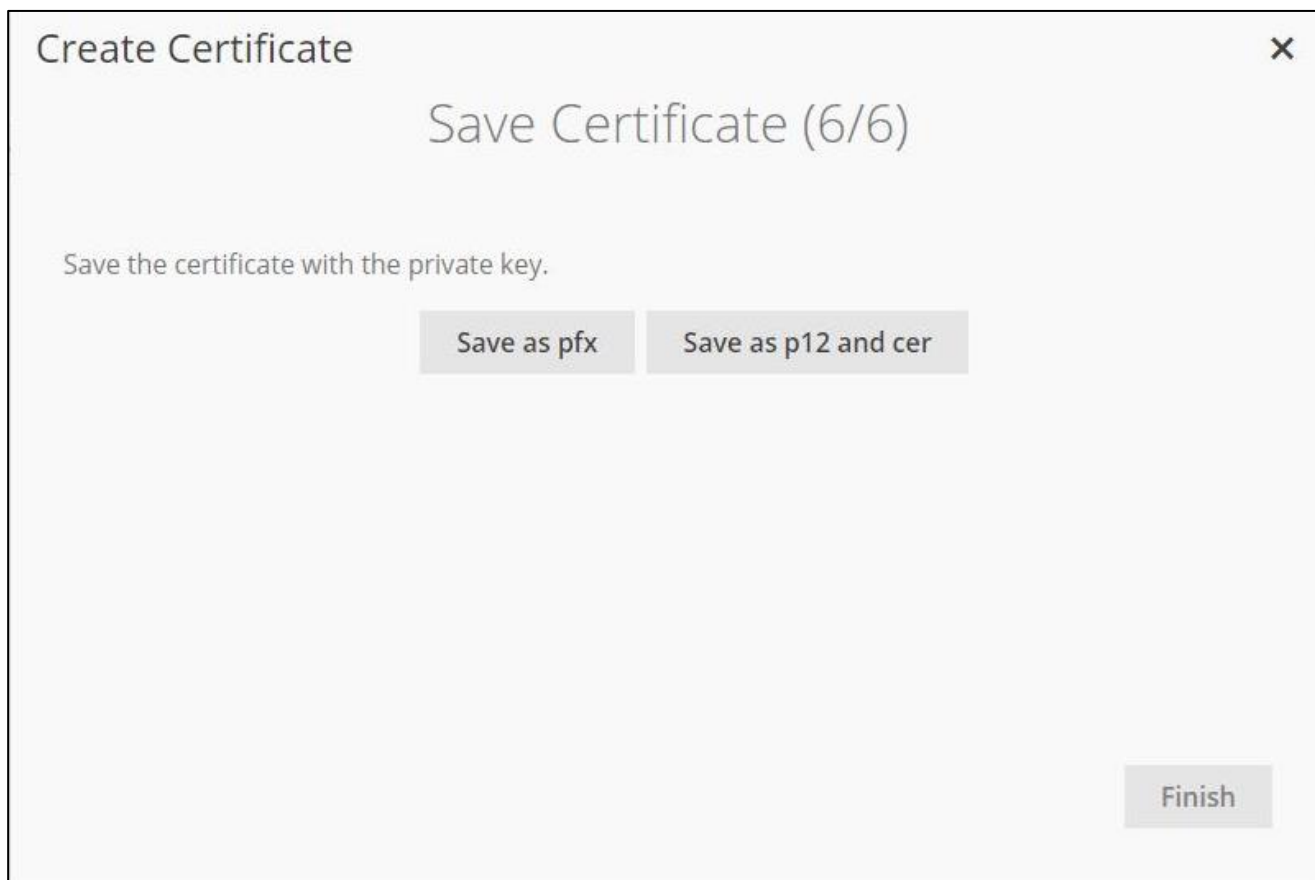
Please secure your PKCS file with a password.

Password

Repeat Password

Next

Next, you will be asked to set a password for your certificate. Confirm your input by clicking on "Next".



Lastly, you will be able to save the certificate combined as a .pfx file or separately as a .p12 and a .cer file.

4.2 Revoke a certificate

Previously Requested Certificates

Key	Created	Valid from	Valid to	State	Action
841	10/25/2018 11:44:55 AM	10/25/2018 9:34:58 AM	12/11/2019 3:18:55 PM	Issued	<input type="button" value="Download"/> <input type="button" value="Revoke"/>

Revoke a certificate by clicking on “Revoke”.