

**COMODO**  
Creating Trust Online®



# Comodo Certificate Manager

Software Version 5.7

## Overview of Custom Fields

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## 1 Introduction

An SSL or a Client certificate has standard fields that contain information about the owner, domain, organization, department, address and so on. Some businesses may wish track additional information such as 'Employee Code' or 'Telephone Number'. **Comodo Certificate Manager** offers businesses the flexibility to track any information associated with the certificate by specifying custom fields that certificate requesters can fill in.

The Master Registration Authority Officer (MRAO) administrator can add additional fields to enrollment forms for both **SSL** and Client certificates. They can also specify whether the new fields should be mandatory or optional.

In brief:

- Custom fields are not enabled by default. If you require the custom fields feature, please contact your account manager.
- Once enabled, custom fields can be configured by clicking Settings > Certificates > Custom Fields
- MRAO administrators can configure the name of the field, the certificate type to which it should apply (SSL or client certificates), whether or not the field should be mandatory and whether or not the custom field should be active.
- Custom fields can be edited at any time. Deactivating a custom field will remove it from the enrollment forms but all associated data will be retained. However, deleting a field will delete all data associated with the field.
- Once added, the custom fields will appear on the enrollment forms for your certificates.

The remainder of this document explains in more detail how an MRAO can manage custom fields for their organization. It is divided into the following sections:

- **Managing Custom Certificate Fields**
  - **Adding a New Custom Field**
  - **Editing a Custom Field**
  - **Removing an Existing Custom Field**

## 2 Managing Custom Certificate Fields

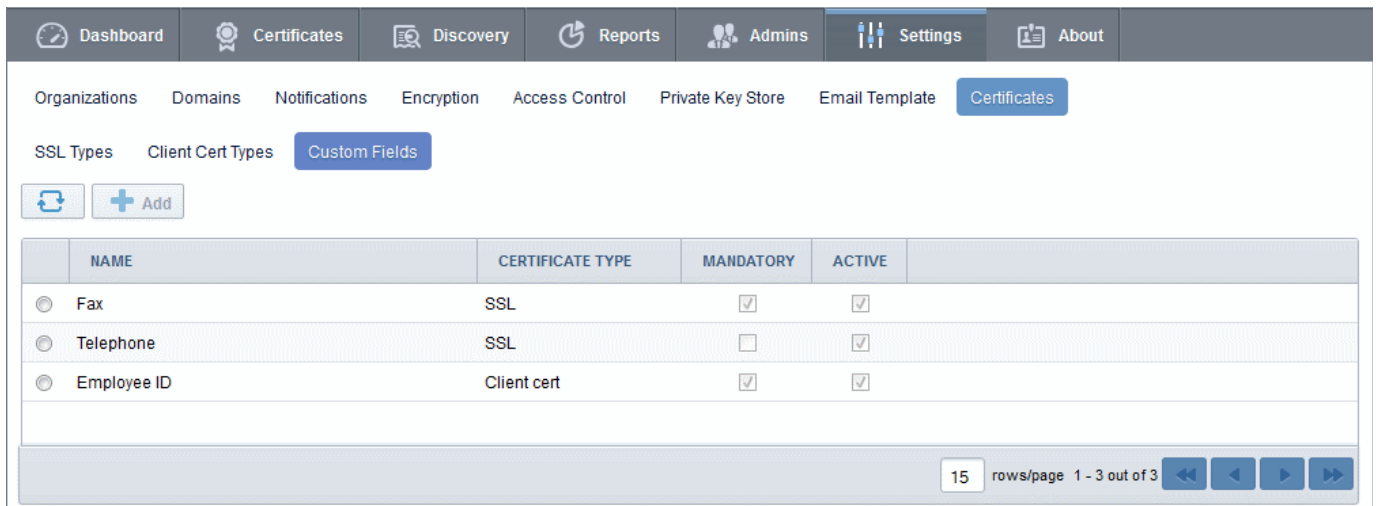
Custom fields for certificates can be configured by an MRAO administrator after logging into the CCM interface.

### Prerequisites

- You have requested your Comodo account manager to add the custom fields feature to your account. Custom fields are not enabled by default and must be requested.

### To access the Custom Fields interface

- Click 'Settings' > 'Certificates'
- Click 'Custom Fields' as shown:



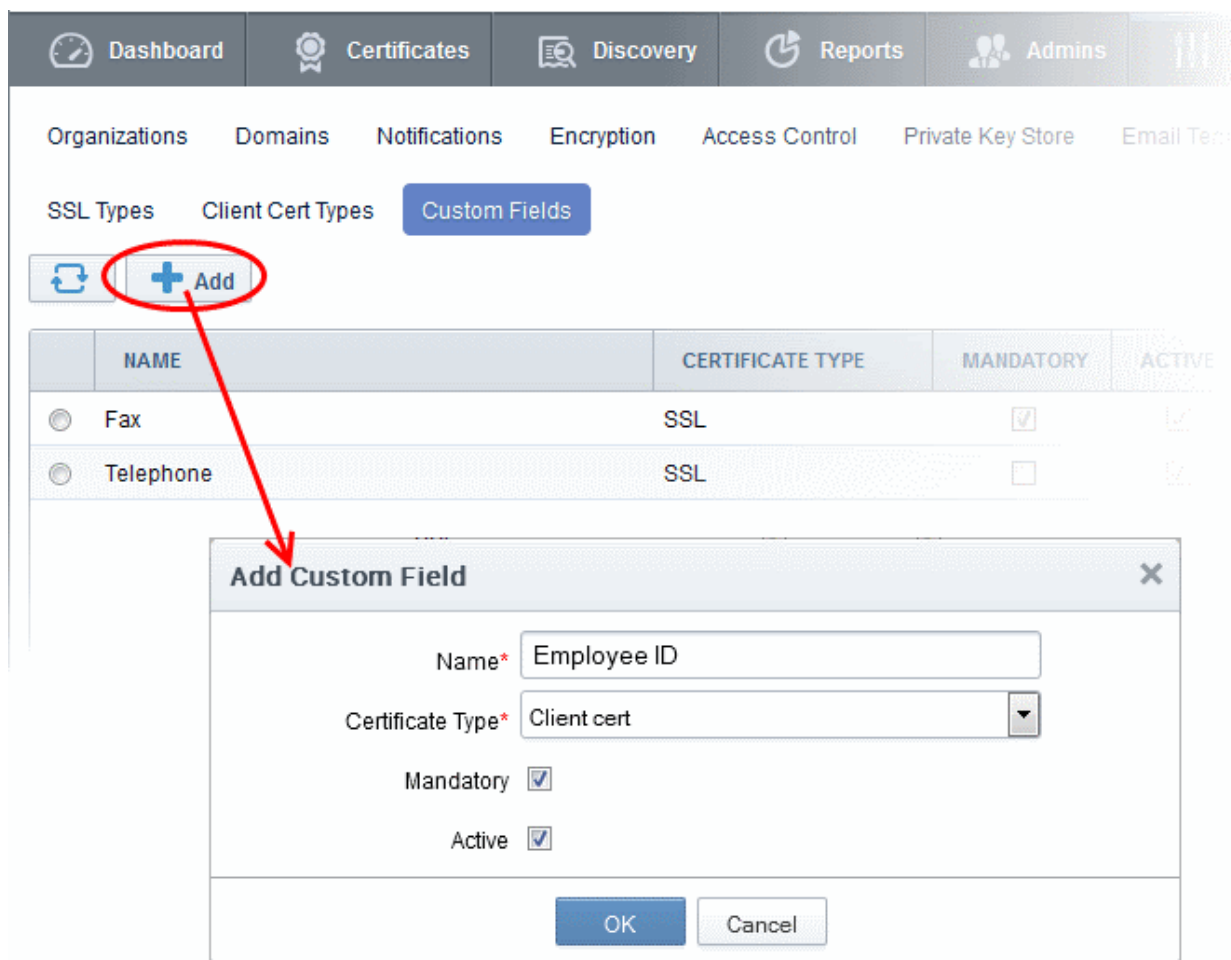
'Custom Fields' – Descriptions of Columns		
Column Name		Description
Name		Name of the custom field.
Certificate Type		The type of the certificate to which the custom field is applicable. Can be either 'SSL' or 'Client Cert'.
Mandatory		Allows administrators to toggle between mandatory and optional states. If a field is made mandatory then the form cannot be submitted without completing the field. Mandatory fields will be marked with an asterisk* on the form.
Active		Toggle the custom field between active and inactive states. If a field is made inactive, it will be hidden in the future application forms. However, existing data for this field will be retained in the database.
Control Buttons	Add	Allows the administrator to add a new custom field.
	Refresh	Updates the currently displayed list of custom fields.
Custom Field Control Buttons	Edit	Allows the administrator to edit the parameters of a particular custom field.
	Delete	Deletes the custom field. Unlike deactivation, deleting a field will also delete all data associated with this field.
		<b>Note:</b> Control buttons will appear only after selecting a particular custom field

## 2.1 Adding a New Custom Field

An MRAO administrator can add custom fields for both SSL and Client certificate types. The new fields will be displayed in the self-enrollment and built-in application forms of the chosen certificate type.

### To add a new custom field

- Click 'Settings' > 'Certificates' > 'Custom Fields' to open the Custom Fields interface.
- Click the 'Add' button at the top of the interface. The 'Add Custom' Field dialog will appear.



**Add Custom Field - Table of Parameters**

Field Name	Values	Description
Name	String (required)	The name of the field to be added. (Max 256 characters). This will be the label of the field that is seen on the enrollment form.
Certificate Type	Drop-down (required)	Enables the administrator select the certificate type to which the new field is to be applied
Mandatory	Check-box	Enables the administrator to specify whether the field is mandatory or optional.
Active	Check-box	Enables the administrator to specify whether the field is to be active or inactive.

- After completing the 'Add Custom Field' dialog, click 'OK'. If you selected 'Active', the new field will be added to the application forms for the certificate type selected.

The total number of custom fields that you can add is specified by your Comodo account manager. If you reach the maximum permitted, the 'Add' button will not be displayed in the interface. Please contact your Comodo Account Manager, if you wish to have more fields added to your account.

Once a custom field is added, the field appears in both the self-enrollment form and the built-in application form for the selected certificate type. As an example, the 'Built-in' and 'Self-enrollment' application forms for an SSL certificate are shown below. Both examples show two custom fields - 'Fax Number' and 'Telephone'.

**Built-in Enrollment Form**

Request New SSL Certificate

\*required fields

Organization\* Okakayanibud

Department\* ANY

[Click here to edit address details](#)

Certificate Type\* Instant SSL

Certificate Term\* 1 year

Server Software\* AOL

**CSR**

Provide CSR  Autogenerate CSR and Manage Private Key

CSR\*

Max CSR size is 32K

**Certificate Parameters**

Common Name\*

Requester John Smith

External Requester

Comments

Telephone

Fax\*

Subscriber Agreement

1 Comodo ePKI Certificate Manager Agreement – EV Enabled THIS AGREEMENT CONTAINS A BINDING ARBITRATION CLAUSE. PLEASE READ THE AGREEMENT CAREFULLY BEFORE ACCEPTING THE TERMS AND CONDITIONS. IMPORTANT—PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE APPLYING FOR, ACCEPTING, OR USING YOUR COMODO EPKI CERTIFICATE MANAGER ACCOUNT OR THE CERTIFICATE MANAGER SOFTWARE. BY USING, APPLYING FOR, ACCEPTING, OR PURCHASING A CERTIFICATE MANAGER ACCOUNT OR USING OR ACCESSING CERTIFICATE MANAGER OR BY ACCEPTING THIS AGREEMENT BY CLICKING ON 'I ACCEPT' BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE AGREEMENT AND

I Agree.\* Scroll to bottom of the agreement to activate check box.

**Self-Enrollment Form**

COMODO  
Certificate Manager

SSL Enrollment

Access Code\* ●●●●●●

Email\* admin@coradithers.com

[Click here to edit address details](#)

Certificate Type\* Instant SSL

Certificate Term\* 1 year

Server Software\* AOL

CSR\*

Max CSR size is 32K

Common Name\*

Please provide a Self Enrollment Passphrase. A passphrase is necessary for certificate revocation and renewal.

Self Enrollment Passphrase:

Re-type Self Enrollment Passphrase:

Comments:

Fax\*

Telephone:

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I Agree.\* Scroll to bottom of the agreement to activate check box.

**Note:** The custom fields will be available in the Built-in and Self Enrollment forms but will not be available for enrollment of certificates through the Web API.

## 2.2 Editing an Existing Custom Field

- Click 'Settings' > 'Certificates' > 'Custom Fields' to open the Custom Fields interface.
- Select the field and click the 'Edit' button located at the top of the interface

The 'Edit Custom' Field dialog will appear.

The screenshot shows the Comodo Certificate Manager interface. The 'Custom Fields' tab is selected. A table lists custom fields: Fax, Telephone, and Employee ID. The 'Employee ID' row is selected. The 'Edit' button is circled in red, and a red arrow points to the 'Edit Custom Field' dialog box. The dialog box contains the following fields:

NAME	CERTIFICATE TYPE	MANDATORY	ACTIVE
Fax	SSL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telephone	SSL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee ID	Client cert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Edit Custom Field**

Name\* Employee ID

Certificate Type\* Client cert

Mandatory

Active

OK Cancel

The Edit Custom Field dialog will appear. The dialog is similar to **Add Custom Field** dialog.

## 2.3 Removing an Existing Custom Field

If an existing custom field is no longer required on an enrollment form, it can be removed in two ways:

- **Disabling the field**
- **Deleting the field**

In general, we recommend disabling rather than deleting a custom field. That way, all associated data will be retained and you can always re-insert the field at a later date if required. If you find that you can no longer add new custom fields, it is because you have reached the maximum number of fields permitted for your account. However, this is easily overcome by contacting your Comodo account manager and requesting more fields are added to your account.

### Disabling the field

MRAO Administrators can deselect the 'Active' box to disable a field. If a field is made inactive, it will not be displayed in future application forms but the existing data relevant to the field will be retained in the database. The administrator cannot add a new custom field to replace the inactive field if the maximum number of fields has been reached. Disabling a field allows administrators to re-insert the field at a later date.

#### To disable a field

- Open the **Edit Custom Field** dialog
- Deselect the 'Active' check box and click 'OK'.

## Deleting the field

MRAO Administrators can delete a field if it is not going to be used in future. All previously stored data associated to the deleted field will be removed from the database. If a field is deleted, administrators can replace it with a new custom field.

### To delete a field

- Click 'Settings' > 'Certificates' > 'Custom Fields' to open the Custom Fields interface.
- Select the field and click the 'Delete' button located at the top of the interface

The screenshot displays the 'Custom Fields' interface. At the top, there are navigation tabs: Dashboard, Certificates, Discovery, Reports, Admins, and Settings. Below these are sub-tabs: Organizations, Domains, Notifications, Encryption, Access Control, Private Key Store, and Email Template. The 'Custom Fields' sub-tab is active. A toolbar contains buttons for Refresh, Add, Edit, and Delete. The 'Delete' button is circled in red. Below the toolbar is a table with columns: NAME, CERTIFICATE TYPE, MANDATORY, and ACTIVE. The table lists three fields: Fax (SSL, Mandatory, Active), Telephone (SSL, Not Mandatory, Active), and Employee ID (Client cert, Mandatory, Active). The 'Employee ID' row is selected, and its radio button is circled in red. A red arrow points from the 'Delete' button to a 'Clear data' dialog box. The dialog box contains a question mark icon and the text: 'All data of this field will be permanently deleted from certificates. Do you want to continue?'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

NAME	CERTIFICATE TYPE	MANDATORY	ACTIVE
Fax	SSL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telephone	SSL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee ID	Client cert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click 'OK' to confirm.

The field will be removed.

## About Comodo

The Comodo organization is a global innovator of cybersecurity solutions, protecting critical information across the digital landscape. Building on its unique position as the world's largest certificate authority, Comodo authenticates, validates and secures networks and infrastructures from individuals to mid-sized companies to the world's largest enterprises. Comodo provides complete end-to-end security solutions across the boundary, internal network and endpoint with innovative technologies solving the most advanced malware threats, both known and unknown. With global headquarters in Clifton, New Jersey, and branch offices in Silicon Valley, Comodo has international offices in China, India, the Philippines, Romania, Turkey, Ukraine and the United Kingdom. For more information, visit [comodo.com](http://comodo.com).

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