

SSL Certificate Service

Profile Management

Product Documentation



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Profile Management

Adding Organization Profile

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Overview

You can save the organization information in advance so that you can directly submit it during certificate application. In this way, you don't need to repeatedly enter the organization information when applying for multiple certificates and can skip the information review, accelerating the process.

Note:

For Chinese SM certificates or international standard certificates for which automatic review is not supported, the information review cannot be skipped, but you can quickly enter the existing organization information on the **My Profile** page.

For the certificate brands and types for which automatic review is supported, see [International Standard Certificates for Which Automatic Review Is Supported](#).

Prerequisites

1. Log in to the [SSL Certificate Service console](#).
2. Click **My Profile** on the left sidebar to enter the management page.

Directions

Note:

Up to 10 organization profiles can be added.

Creating an organization profile (for the first time)

1. On the **My Profile** page, click **Create Now** to enter the **Submit Organization Profile** page.
2. On the **Submit Organization Profile** page, enter the relevant information.

Organization Information: Enter the organization name (full name), department, city, address, and landline number.

Administrator Information: Enter the administrator's name, position, phone number, and email.

3. Click **Submit**. Then, the organization profile will be under review.

Note:

The review is generally completed within **one business day**. Be sure not to miss the call from the CA.

4. After the organization profile is approved, you can directly submit it during certificate application.

Creating an organization profile (not for the first time)

1. On the **My Profile** page, click **Add Organization**.
2. On the **New Organization** tab, click **Create Now** to enter the **Submit Organization Profile** page.
3. On the **Submit Organization Profile** page, enter the relevant information.

Organization Information: Enter the organization name (full name), department, city, address, and landline number.

4. Click **Submit**. Then, the organization profile will be under review.

Note:

The review is generally completed within **one business day**. Be sure not to miss the call from the CA.

5. After the organization profile is approved, you can directly submit it during certificate application.

Adding Administrator

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Overview

There can be multiple administrators in the organization profile. You can configure the administrator information and have it reviewed in advance so that you can directly submit it during certificate application. In this way, you don't need to repeatedly enter the administrator information when applying for multiple certificates and can skip the information review, accelerating the process.

Prerequisites

Log in to the [SSL Certificate Service console](#) and click **My Profile** on the left sidebar to enter the management page. Add the corresponding organization profile.

Directions

1. On the **My Profile** page, select the target organization and click **Add Administrator**.
2. On the **Add Administrator** page, enter the relevant information.
3. Click **Submit**. Then, the administrator information will be under review.
4. After the administrator information is approved, you can directly submit it during certificate application.

Note:

The review is generally completed within **one business day**. Be sure not to miss the call from the CA.

Adding Domain

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Overview

You can add a domain and validate it for approved certificate administrator information, so that you can skip domain validation during certificate application to accelerate the process.

Note:

No domain can be added for certificate administrator information that has not been approved.

Prerequisites

Log in to the [SSL Certificate Service console](#) and click **My Profile** on the left sidebar to enter the management page. The administrator information has been approved.

Directions

1. On the **My Profile** page, click the target organization name to view the information of administrators that have been applied for.
2. Click the target administrator name to enter the **Review Information** page.
3. Click **Domain Information > Add Domain** to enter the management page.
4. In the **Domain Information** module, enter the target domain and click **Next**.
5. In the **Domain validation** module, enable automatic validation and select the validation method as needed.

Automatic validation: It is enabled by default. After validation parameters are configured, this option avoids repeated validation operations during certificate renewal.

Validation method: It is subject to the status of **Automatic validation**.

Enable automatic validation: You can select either of the following validation methods as needed:

Automatic DNS validation: Configuring CNAME records can ensure continuous domain validation. For detailed directions, see [Automatic DNS Validation](#).

Automatic file validation: Configuring reverse proxies can ensure continuous domain validation. For detailed directions, see [Automatic File Validation](#).

Disable automatic validation: You can select one of the three validation methods as needed:

Automatic DNS addition: Tencent Cloud will automatically add DNS records for you.

Note:

This option is available only for [DNSPod](#) domains.

DNS validation: You need to manually add a DNS record for the domain as instructed in [DNS Validation](#).

File validation: You need to create the specified file in the root directory of the domain to verify your ownership as instructed in [File Validation](#).

6. Click **Next** and complete domain validation as prompted. Here, **Automatic DNS validation** is selected as an example.

7. After adding the corresponding DNS record, click **Validate** to check whether the configuration is correct and has taken effect.

Note:

The domain identity verification will be completed after the CA scans and approves the record.