Getting Started with GPO PKI

Step 1  Execute a Standard Form 1 (SF-1) and send to GPO
- Submit SF-1 requisition to GPO via fax at 1.888.579.5907.
  For any questions concerning SF-1 submission, contact GPO at 202.512.2100.
- Identify the Number of End Users that will have Certificates
- Decide if Agency will use Local Registration Authority (LRA) function and the Number of LRA personnel
- LRA can enroll end users at the agency
- Agency users can avoid coming to GPO for in-person enrollment

Step 2  Execute Memorandum of Agreement (MOA) and send to GPO
- Spells out Roles and Responsibilities
- MOA available on GPO PKI web site:
  https://beta.gpo.gov/how-to-work-with-us/agency/services-for-agencies/public-key-infrastructure
- Send to John Hannan at GPO – 202.512.1021
- GPO will sign and return a copy

Step 3  Ensure Agency IT Support staff know about:
- A: Entrust Software installation on end user computers
  - Agencies normally review and certify software for use (GPO cannot install any software on agency computers)
- B: Firewall Settings Required
  - Firewall changes may be needed at some Agencies (depends on Agency controls)
  - No changes required by GPO – but may be needed based on agency policy
  - GPO PKI never initiates connection into the Agency
  - End user computers at Agency connect to GPO PKI (outbound only to GPO PKI)
  - Contact John Hannan at 202.512.1021 for details
- C: Help Desk Notification for End User Problems
  - Decide how Agency End Users will request Help Desk support for PKI problems
  - Most common model: End Users notify Agency Help Desk (using standard agency procedures)
  - Agency Help Desk notifies GPO PKI, if needed

Step 4  Install Entrust software on end user computers at Agency
- Entrust software provided by GPO as part of fee per user
- Available for download at URL:
  https://beta.gpo.gov/how-to-work-with-us/agency/services-for-agencies/public-key-infrastructure

Step 5  Arrange a date and time for End Users to come to GPO for in-person Identity Proofing (federal PKI requirement)
- Contact John Hannan at GPO to schedule a meeting – 202.512.1021
- All users must have Section 1 of the PKI Certificate Registration Form filled out and signed by an authorized agency manager – bring to GPO
- Download form from GPO PKI web site:
  https://beta.gpo.gov/how-to-work-with-us/agency/services-for-agencies/public-key-infrastructure
- If LRA will be used, only agency LRA personnel need to come to GPO for enrollment