

## 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 need 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