Getting started with E-Archive

Planning

Documentation
There are four documents available for E-Archive:

- *"Nets E-Archive Admninistrator Guide"* describes the E-Archive administration tools and information about archive indexes used in E-Signing integration
- *"Nets E-Archive User Guide"* describes the E-Archive including portal use
- *"Nets E-Archive REST Implementation Guide"* describes the web service interface to E-Archive
- *"Nets E-Archive: XML batch interface specification"* describes the batch interface

Relevant documentation will be distributed to you as a new customer, and it is later available upon request to support.

Support
E-Archive is supported through Nets eSecurity support. Support is reached at support.esecurity@nets.eu and is available in business hours from 08 to 16.

Time schedule
Nets configures new customers in test and production once a week. All required data from customers must be available for Nets a week prior to configuration. Make sure to have some days between Nets production setup and your own "go live" date. It is recommended to run some tests in production prior to "go live".

Implementation

Test environment
To set up your own test environment it is required to fulfil the *"Nets Signing and Identification Services Technical Configuration form"*. The form must be sent to support.

E-Archive set-up
Nets will provide a standard archive set-up. See the E-archive user guide (archive administration) to customize the archive to your use. If you need more fields in the archive, please contact support.esecurity@nets.eu and we will help you define these fields.

Archival through E-Signing
When a document signed through the E-Signing service is going to be archived it is important to:
- Enable the <Archive> element in the InsertOrder message to E-Signing
- Define the different archive indexes that shall be applied to the signed document

For more information see

- *"Nets TrustSignMessage Interface specification"*, chapter "PostProcessing".
- *"Nets E-Archive Administrator Guide"*, chapter "Automatic archiving of electronic signed documents from Nets E-Signing service".

E-Archive portal
The E-Archive portal is available both in test and production.

- Test: https://portal-test.nets.no/
- Production: https://portal.nets.no/

The company can choose between either BankID (NO), NemID (DK) or User ID/password as logon method. The logon

method will apply to all users in the company.

Administrator access to E-Archive will be given to the administrator(s) stated in the *"Technical configuration form"*. The administrator(s) gives access to other users.

Using E-Archive web services messages
The communication between you and the E-Archive web service interface are secured using certificates. The E-Signing SSL client authentication certificate can be reused for access to E-Archive.

The <host> of the E-Archive web service is:
- In test: arkiv-test.nets.no
- In production: arkiv.nets.no

The following functions are available through the E-Archive web service:
- Put
- Fetch
- Delete
- Update

Using E-Archive XML batch interface
The XML import interface is used for storing documents and its index and metadata information in the archive. It can also be used for updating metadata, or delete documents.

Files must be transferred to and from Nets using sFTP over the Internet. The setup of account and users are done by Nets in cooperation with the customer.

Verification test
The last part before production is to complete a short verification test of archival through E-Signing, see the "Storage in E-Archive" test in *"Nets E-Signing Merchant technical verification test"*. The completed test document shall be sent to support.

Production setup

Nets needs an updated version of the *"Nets Signing and Identification Services Technical Configuration form"* with a production date (if not stated in the previous version of the form) prior to configuration in production The form must be sent to support.

Daily life

Contact information
Support is you main contact for technical questions and daily operation.

Business related questions can be directed to sales.esecurity@nets.eu.

Operational disturbance
Both scheduled maintenance and incidents are notified in the E-Archive portal.

Ordering new functionality
Contact sales.esecurity@nets.eu to extend your use of Nets Signing and Identification Services portfolio like usage of E-Ident and ID-Rights.

Have you remembered to

☐ complete the technical configuration f orm and send it to support prior to test setup?

☐ define and contact support to set up the customer specific archive indexes that shall be applied to the signed document?

☐ add the <ArchiveDefinitions> element and archive indexes to the E-Signing *InsertOrder* message?

☐ complete the verification test and send the result to support prior to production setup?

☐ update the technical configuration form with a production date (if not done earlier) for configuration and send it to support prior to production setup?