VIRTUAL OFFICE
The freedom of global collaboration

SSL Revocation Form

SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. The Virtual Office platform provides you with an SSL certificate to ensure that all data passed between the web server and browsers remain private and secure. For quality control reasons, VO provides all clients with a 3rd-party verified SSL Certificate.

Please complete this form if your company has a preexisting SSL certificate on your Web Access URL. Revoking an existing SSL is a critical step in the onboarding process and requires you to either share specific information with VO or to complete the revocation yourself. While we know that it is not always and option, Virtual Office would prefer to act on your behalf to make this change in order to facilitate the overall onboarding process.

Please return completed form to your Onboarding Specialist or support@vofficeglobal.com.

General Information

Company Name: _____

Date Submitted: _____

Primary contact Information. Who may we contact if we have questions about your request?

Name: _____
Email: _____
Phone: _____

SSL Information

SSL Target URL: _____
(i.e. – mail.abcdco.com)

Will Virtual Office be permitted to perform these modifications?

YES	NO
Please provide:	Please Provide:
SSL Account Location? (i.e. - GoDaddy, Register.com) _____	Who will perform the modification block?
	Name _____
Account Login Information	Company _____
User Name _____	Email _____
Password _____	Phone _____

NEW SSL Creation will occur immediately after revocation request is placed

Please check one and sign below.

I request Virtual Office make the necessary changes to my SSL

I understand that the modifications I have requested above will eliminate my SSL certificate from its current server location and I have provided Virtual Office with the necessary access to complete the setup of my new account and SLL Certificate. I further understand that VO will provide an SSL for my account and that there is a possibility that during the change-over I could receive a warning when accessing the VO interface.

I will make the necessary changes to my SSL

I, or my assigned agent (other than Virtual Office), will make the necessary changes to cancel/revoke the SSL certificate from its existing server location. I understand that it is my responsibility to keep Virtual Office abreast of the status of the change in order to onboard with the least disruption to normal operation of my account and users. I further understand that VO will provide an SSL for my account and that there is a possibility that during the change-over I could receive a warning when accessing the VO interface.

_____   _____
Authorized Signature   Date

_____
Title

For Virtual Office Use Only: New Customer Setup   Configuration Change

Received by: _____   Date:_____   Extended Service (ESP) Member?   YES   NO

WHOIS Contact Email Address: _____
(SSL Verifications will be sent here for revocation and creation)

Virtual Office desired SSL revocation: Date: _____   Time:_____

New SSL Creation Date and Time: _____

File path to User Information Worksheet: _____

Date Complete: _____   Date Changes Provided to VO Billing: _____

SSL Revocation Completed by:_____   Date: _____

Notes: