

Guide for merger under the same TSP

Description	Merger under the same TSP
Date and time for the merger	

Other information:

- It is possible to change the issuing CA for an originator, but not possible to merge originators.
- Merchant certificates can be renewed until the issuer revokes it. It is necessary to issue a new activation URL and distribute this before the old certificate is set to revoked.

Before the merger:

Step	Description	Responsible	Task	Deadline	Status	Documents and notes
1) Set up internal routines	The respective TSP or Bank will require to have in place internal routines for move or merger of RA's.	TSP or Bank	Decide the following: <ul style="list-style-type: none">• How to deal with the OTP tokens• End user impact• Information to end users• How to deal with logs and how /who to archive (admin logs for certificates)• Which originator will be used after the merger• If the originator will change name or not <p>Note that the TSP/Bank is responsible for handling the end user certificates through the whole process, including revoke of old certificates.</p>		PLANNING	
2) Inform BITS	The respective TSP or Bank will require to inform BITS about the following move or merger.	TSP or Bank	<ul style="list-style-type: none">• The TSP/Bank describes the change• Send email to Lise. Arneberg@bits.no and Torgeir. Sorvik@bits.no		PLANNING	
3a) If originator name change	The respective TSP or Bank have to fill out required order forms with the new name and send it to BankID signed.	TSP or Bank	<ul style="list-style-type: none">• TSP/Bank fills out the required order form.• Send a copy by email to marita.gustavsen@bidbax.no with cc lise.aas@bidbax.no and lam.van. ngo@bidbax.no		PLANNING	Order form templates can be found here: Misc forms for BankID Support
3b) Change the name	BankID will change the name	BankID	BankID will create a change to update the originator with the new name.		PLANNING	
4) If no originator name change			No order is necessary.			

After the merger:

Step	Description	Responsible	Task	Deadline	Status	Documents and notes
5) Renewals	Renewals of end users, merchants etc. As decided in step 1.	TSP and Bank	<ol style="list-style-type: none">1. Bank renew end user BankID certificates2. Bank asks merchants to renew merchant BankID's using HAT3. Possible change of OTP Service by adding a new and then removing the old <p>This is best done outside of peak hours to reduce the risk of latencies.</p>		PLANNING	