

# BD-Live & KDA Process Procedure

Type B

	Aspirant	BDA License Office (LO)	Key Issue Company
<b>Step 1</b> – BD-Live Application	1. Send <b>BD-Live application</b> -> LO		
<b>Step 2</b> – BD-Live Agreement		1. Receive <b>BD-Live application</b> 2. Send <b>BD-Live agreement</b> -> aspirant	
<b>Step 3</b> – BD-Live Agreement	2. Send two <b>BD-Live agreements</b> w/ signature -> LO		
<b>Step 4</b> – BD-Live Agreement		3. Receive <b>BD-Live agreements</b> 4. Send back one of <b>BD-Live agreement</b> w/ counter-signature 5. <b>Record to Master_BD-Live_TypeB.xls</b>	
<b>Step 5</b> – KDA		6. Send <b>KDA</b> -> aspirant 7. <b>Record to Master_BD-Live_TypeB.xls</b>	
<b>Step 6</b> – KDA	3. Sign <b>KDA</b> 4. Send data ( <b>PGP finger print, public key</b> . If necessary <b>FTP server info</b> ) -> LO		
<b>Step 7</b> – KDA		8. Receive <b>KDA</b> and data 9. Send an <b>invoice of KDA</b> -> aspirant 10. Send <b>BD-Live Logo</b> -> aspirant 11. Forward all data ( <b>KDA, PGP finger print, public key &amp; Master_BD-Live_TypeB.xls</b> ) -> Key Issue Company 12. <b>Record to Master_BD-Live_TypeB.xls</b>	
<b>Step 7</b> – KDA	5. Receive <b>KDA invoice</b> 6. Receive <b>BD-Live Logo</b> 7. Make the <b>remittance</b> -> LO		1. Receive <b>KDA, PGP finger print, public key &amp; Master_BD-Live_TypeB.xls</b> 2. Start preparing for the key and online certificate
<b>Step 8</b> – KDA		13. Confirm the remittance 14. <b>Record to Master_BD-Live_TypeB.xls</b> 15. Inform to issue the key via DVD-R -> Key Issue Company	
<b>Step 9</b> – KDA			3. Burn <b>the data onto DVD-R</b> 4. Ship out -> aspirant 5. If necessary, transfer data to <b>FTP server</b> at the same time 6. <b>Record to Master_BD-Live_TypeB.xls</b>
<b>Step 10</b> – KDA			7. Inform completion of <b>data shipping</b> -> LO 8. Send <b>Master_BD-Live_TypeB.xls</b> -> LO
<b>Step 11</b> – KDA	8. Receive Data	16. Receive the notice of completion 17. Receive <b>Master_BD-Live_TypeB.xls</b> 18. Add new BD-Live Type B license holder on BDA web site.	