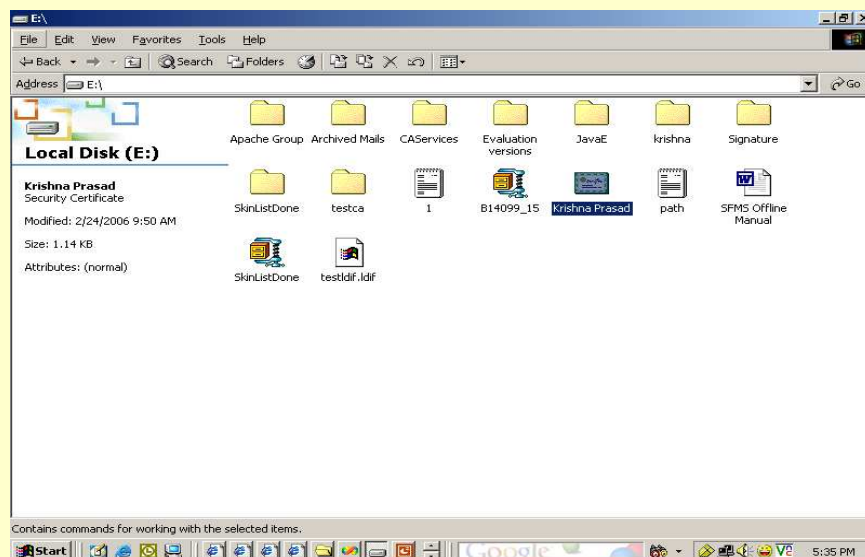


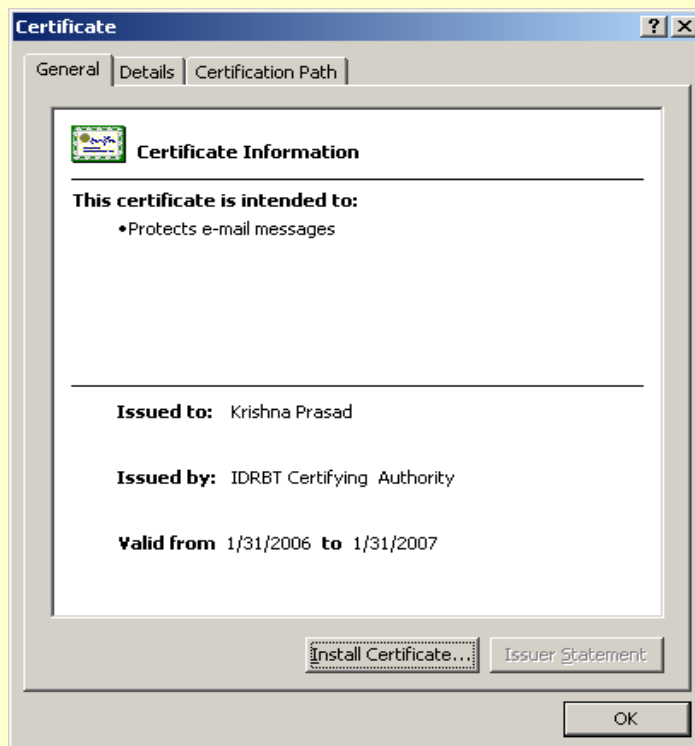
# USER GUIDE

## 1. INSTALL CERTIFICATE

Get the certificate from us and copy it into the hard drive.

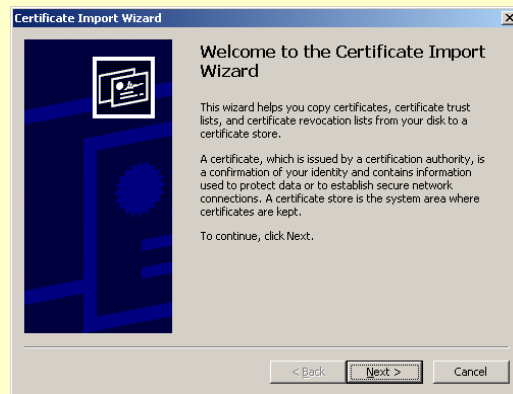


Double click on the certificate then you will get the following screen.  
Click on “Install Certificate” button.

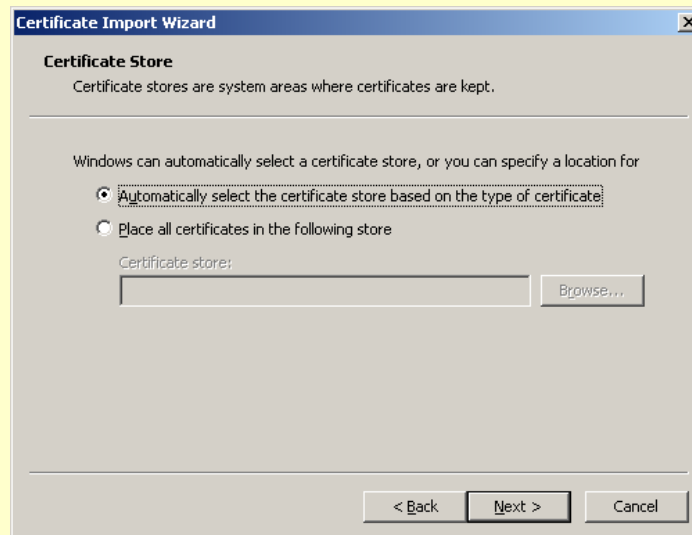


After clicking on the Install Certificate button the following “Certificate Import Wizard”

appears.



Click Next button



Click Next button

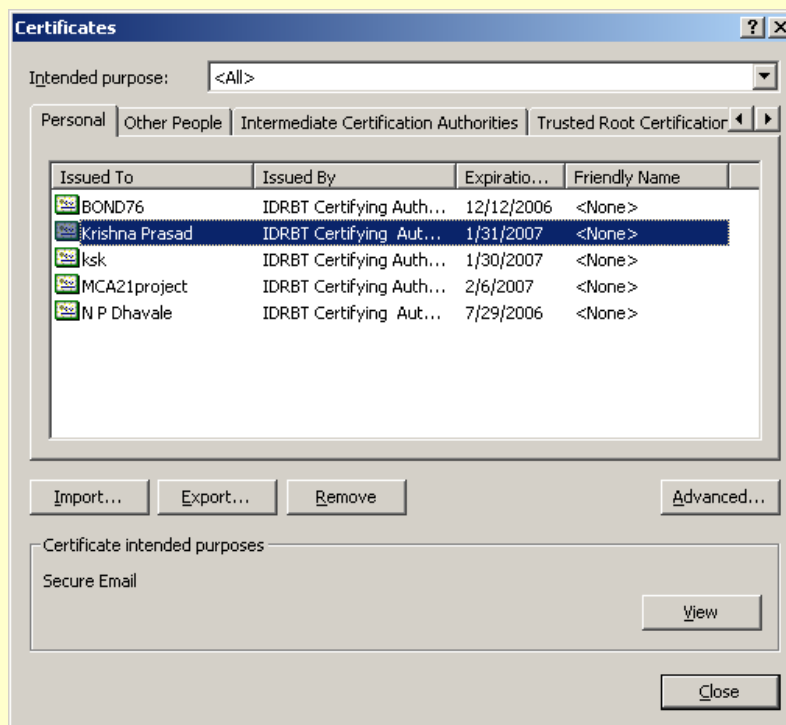


Click Finish button



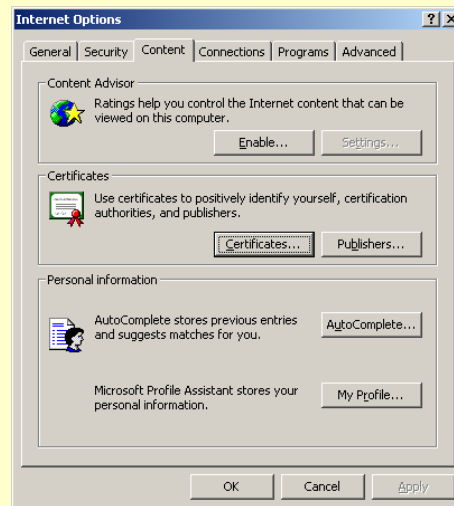
Click OK button to finish the operation. The Certificate will be added to the Certificate Store and can be viewed by the following procedure.

Open Internet Explorer → Tools → Internet Options → Content → Certificates

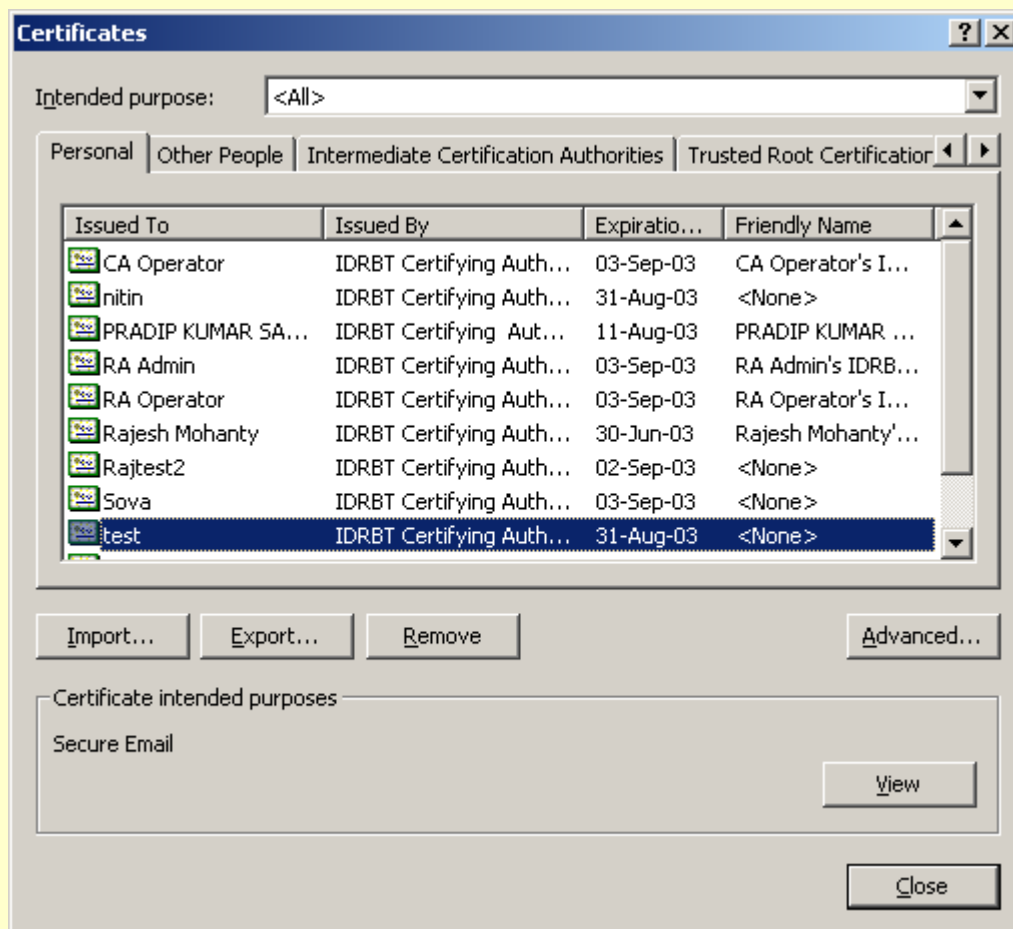


## 2. EXPORT CERTIFICATE

Go to Internet explorer > Tools > Internet Options > Content tab > Certificates button as given below



After clicking Certificates button, the following window will appear where the user has to select the Certificate. Click Export button to proceed.



After clicking the Export button, the following Wizard will popup and proceed by clicking Next button.

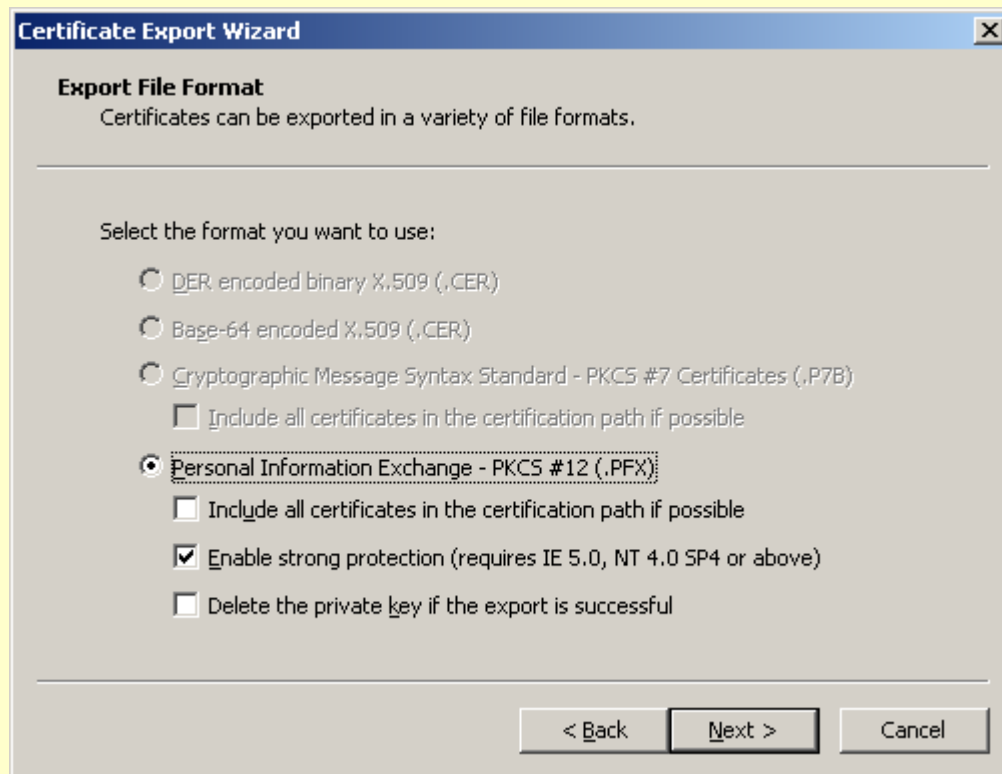


Subscriber is requested to read the instructions given in the below wizard. Subscriber has to choose the "Yes, export the private key" option for its safe storage in the local disk or other media and proceed further by clicking Next button.



In the below wizard it asks for different options. "Enable strong protection" will be checked by

default. We suggest you to keep it as default and after getting the same certificate with a new password the same can be deleted from the browser after confirmation of the successful download.



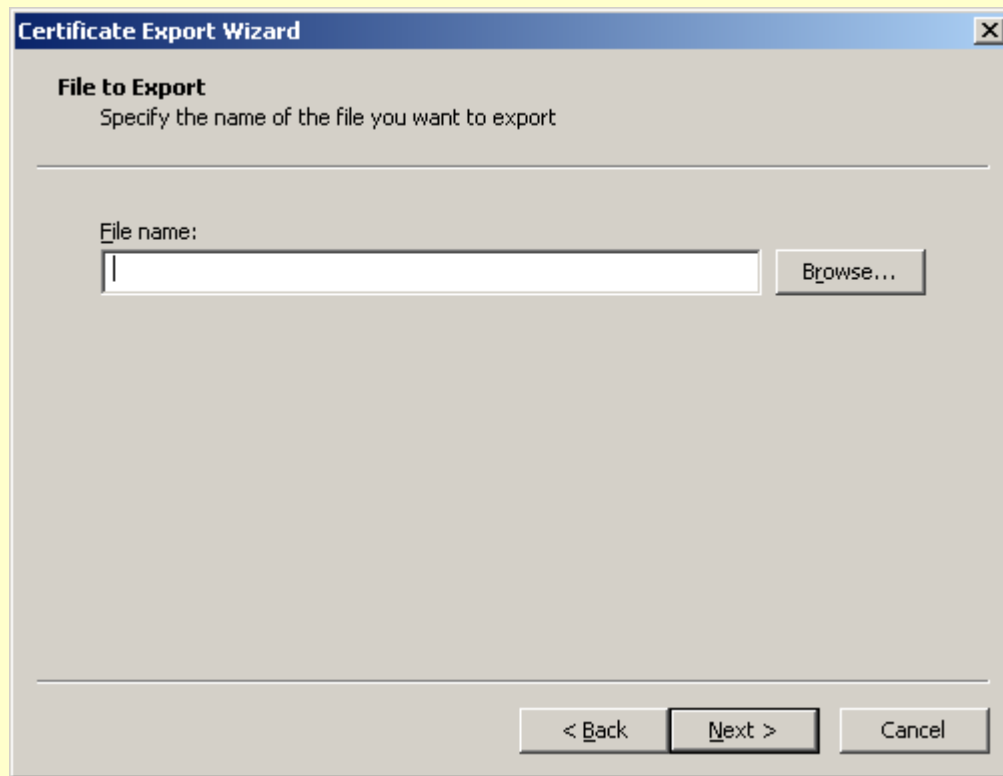
By clicking next the following window will be displayed.



Provide the new password and confirm it to enable strong protection to your key pair.

**Note:** Blank passwords are also accepted. It is suggested to give password of reasonable length.

After giving the new password press the Next button. The following Wizard will popup asking for the path to store the Certificate. User can select the path where the Certificate has to be stored.



After storing the Certificate in path specified, click Next button. Click Finish button.

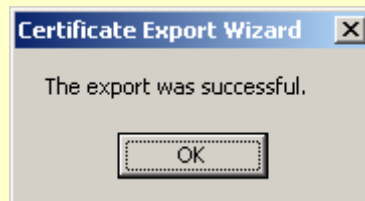


After clicking the Finish button in the above window, the following window will popup. Click

OK.

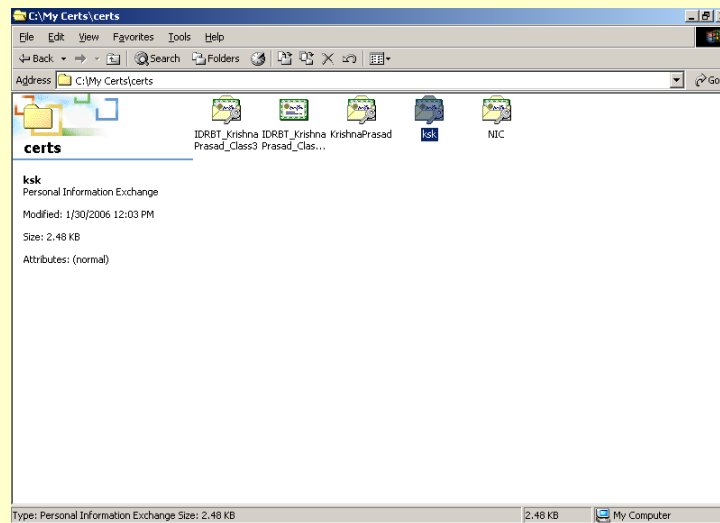


The export successful message will be displayed.

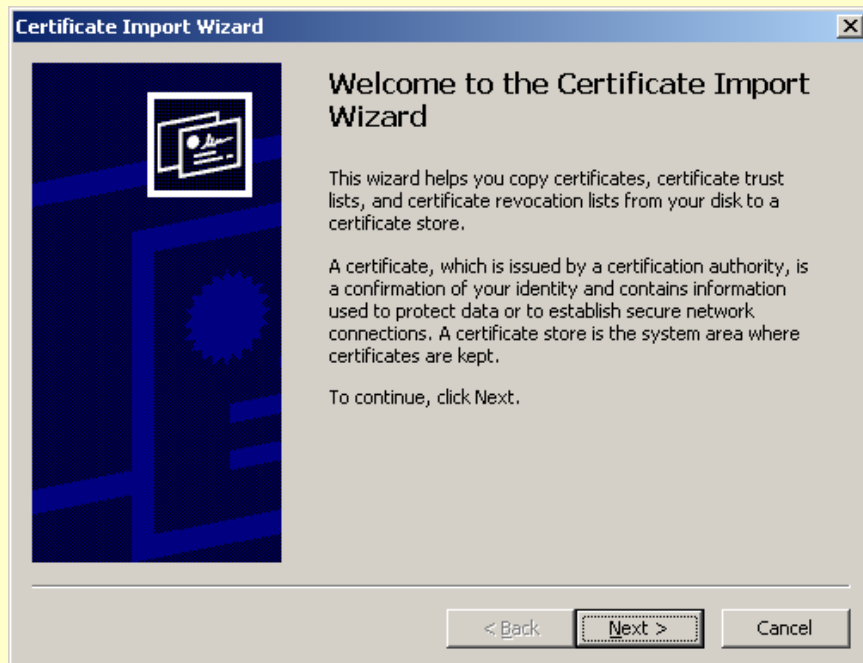




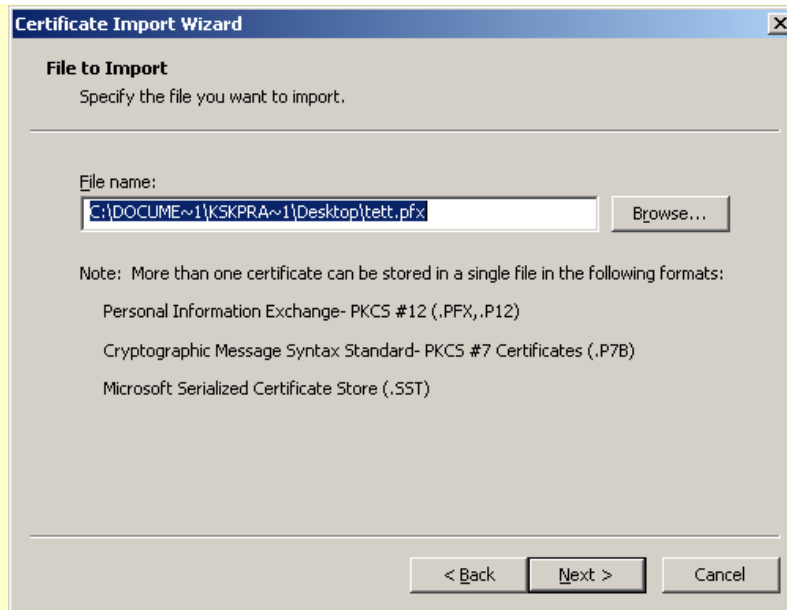
### 3. IMPORT CERTIFICATE TO BROWSER FOR ENABLING STRONG PROTECTION



Double click on the pfx file received from Client.



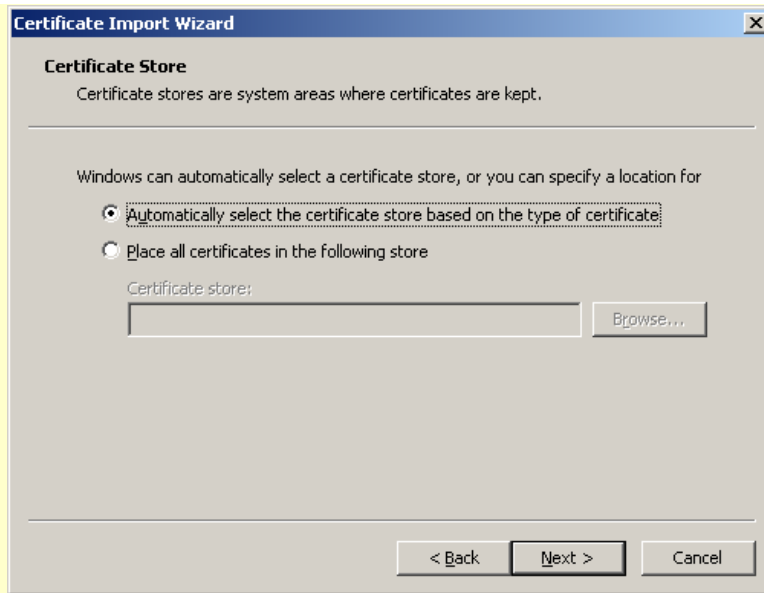
Click Next button.



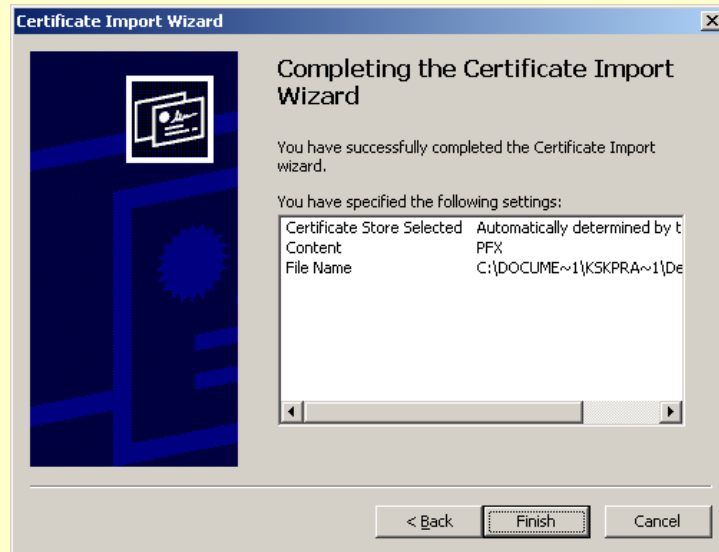
Click Next Button after giving the password of pfx file and checking “Enable strong private key protection”.



Click Next Button



Click Next button



Click Finish button



Click Set Security Level button and select "High" security level.



Click Next button



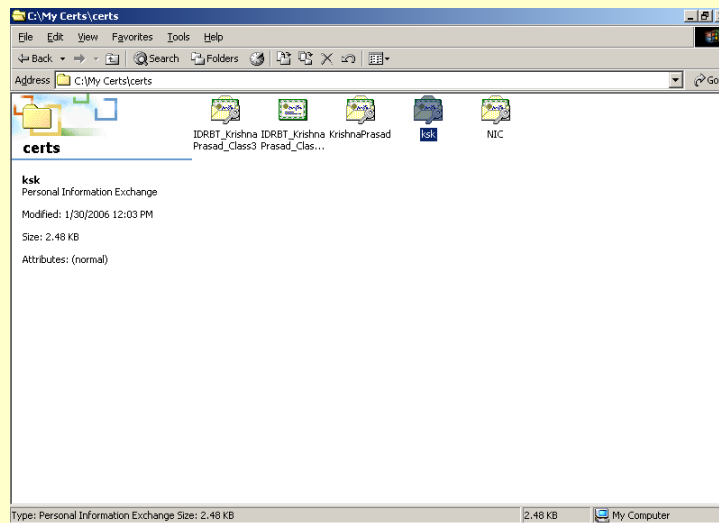
Click Finish button



Click OK button



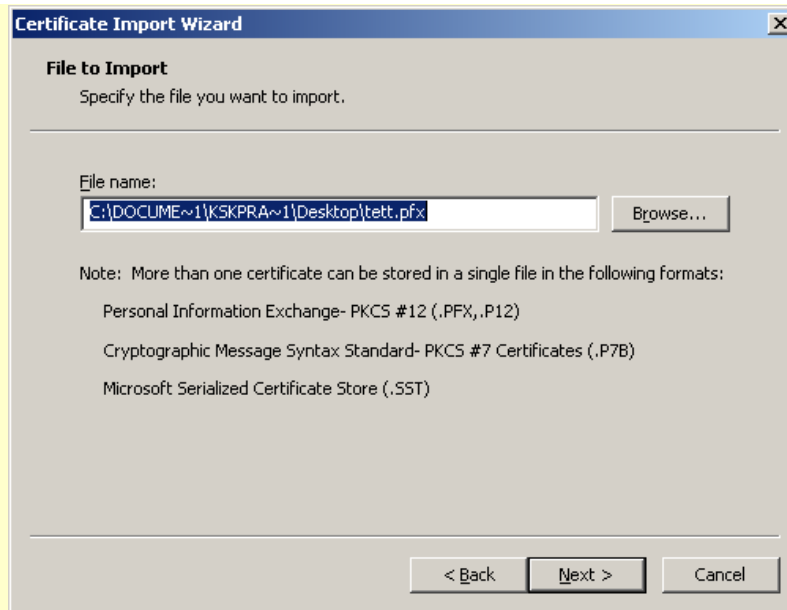
#### 4. CHANGE PASSWORD OR MAKE A COPY OF DIGITAL CERTIFICATE



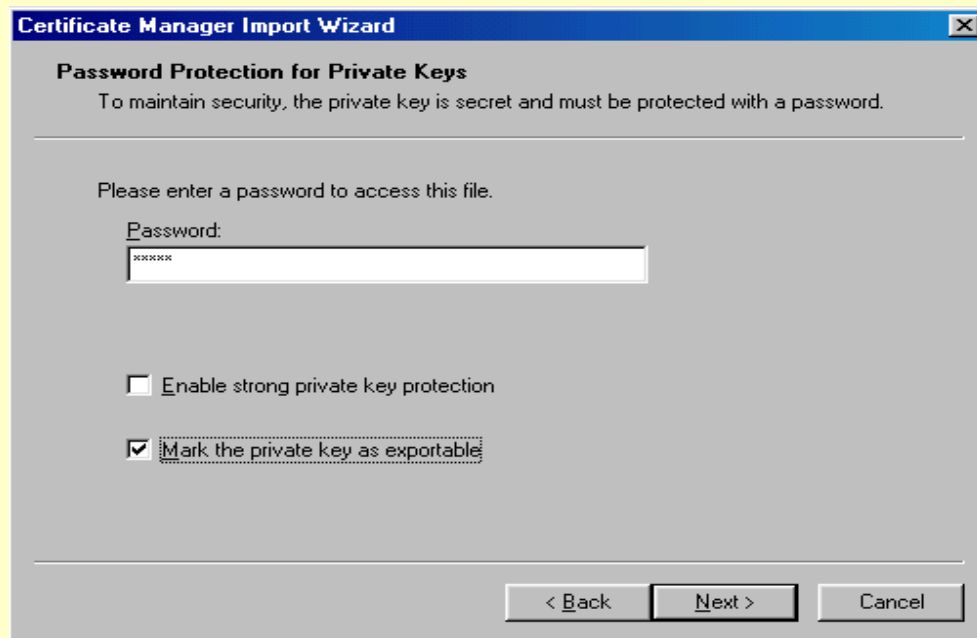
Double click on the pfx file received from Client.



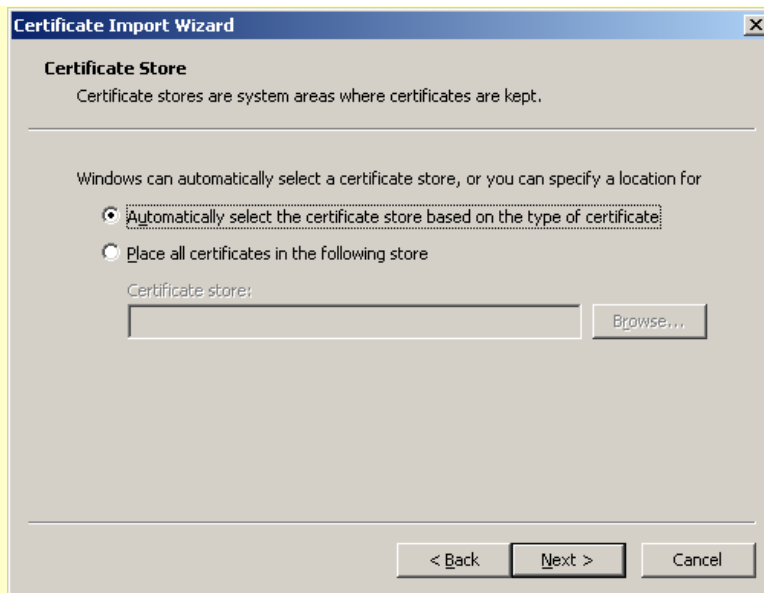
Click Next button.



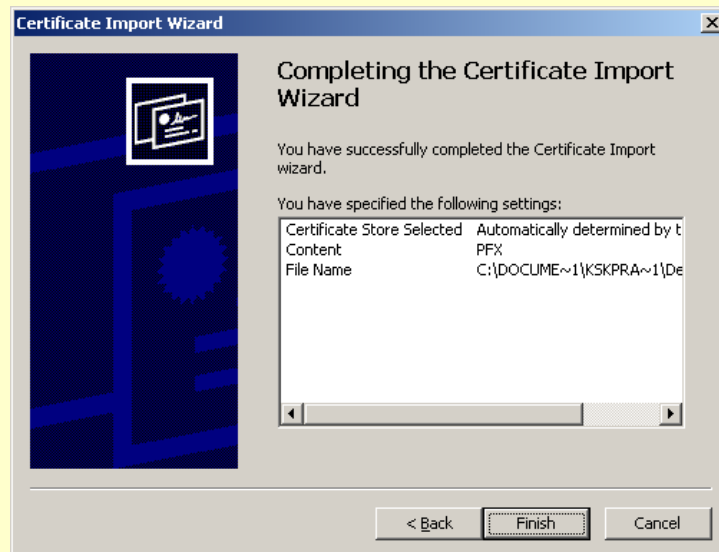
Click Next Button after giving the password of pfx file and checking "Mark the private key as exportable".



Click Next Button



Click Next button



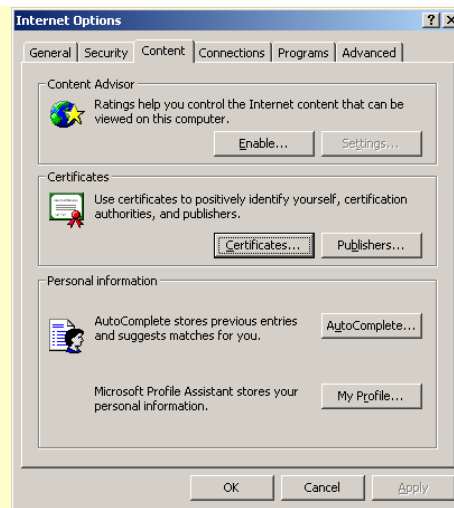
Click Finish button



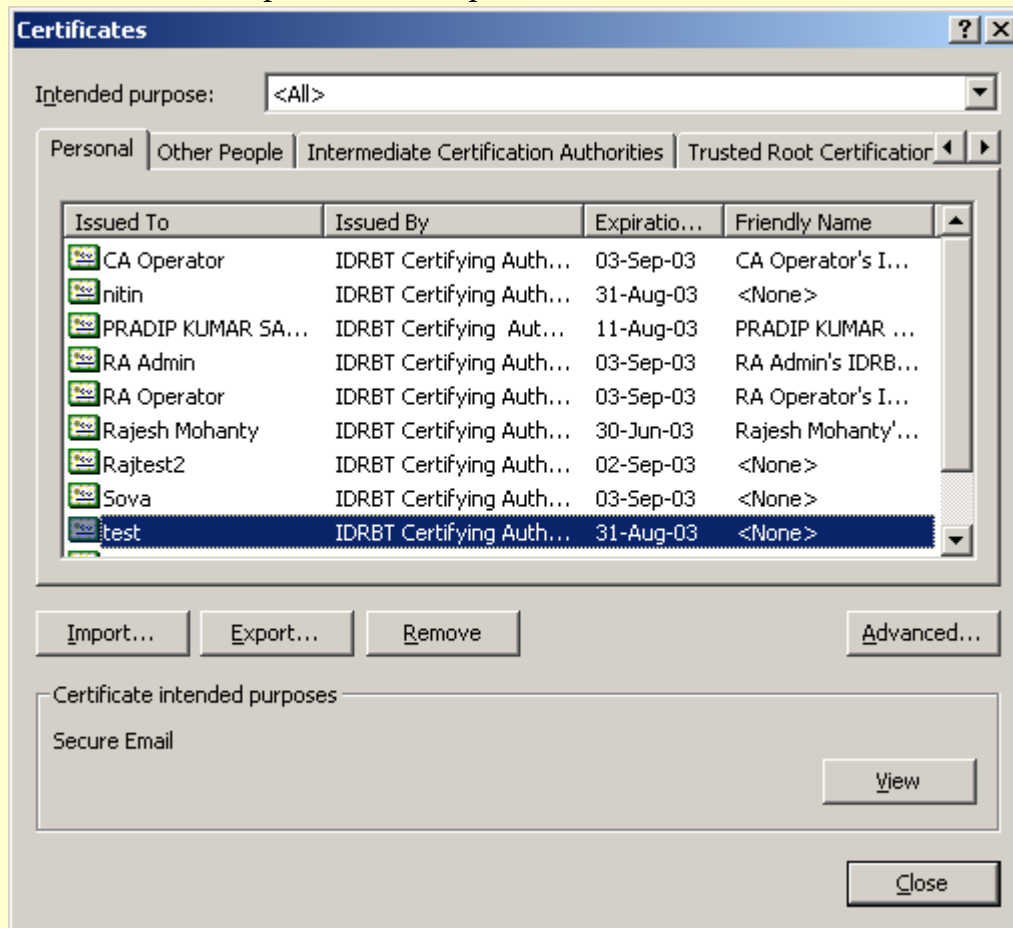
Click OK button

Go to Internet explorer > Tools > Internet Options > Content tab > Certificates button as given below





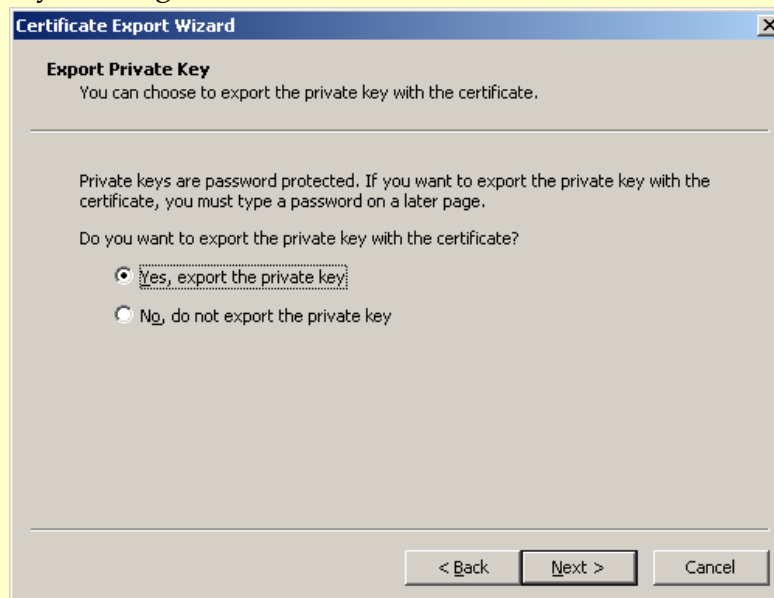
After clicking Certificates button, the following window will appear where the user has to select the Certificate. Click Export button to proceed.



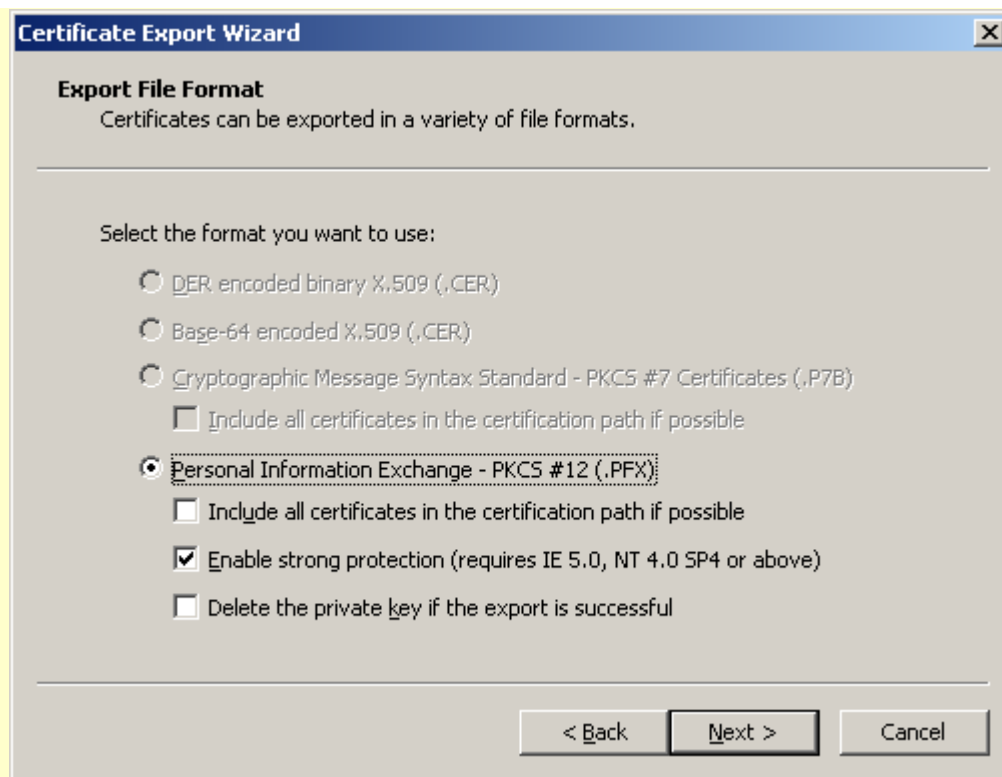
After clicking the Export button, the following Wizard will popup and proceed by clicking Next button.



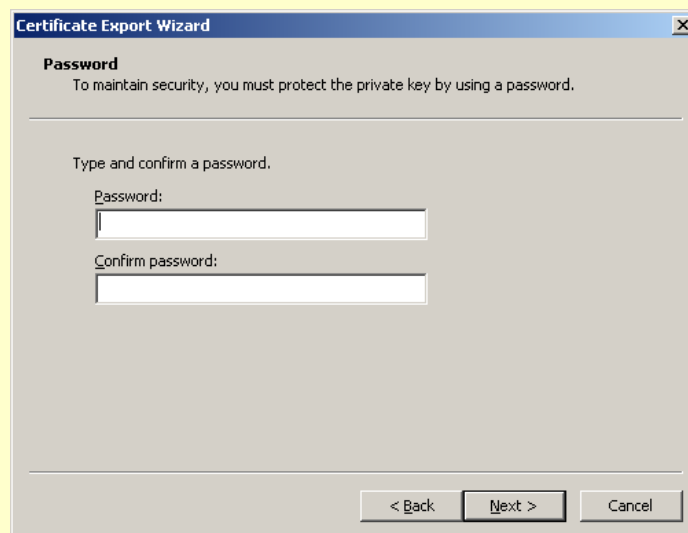
Subscriber is requested to read the instructions given in the below wizard. Subscriber has to choose the “Yes, export the private key” option for its safe storage in the local disk or other media and proceed further by clicking Next button.



In the below wizard it asks for different options. “Enable strong protection” will be checked by default. We suggest you to keep it as default and after getting the same certificate with a new password the same can be deleted from the browser after confirmation of the successful download.



By clicking next the following window will be displayed.

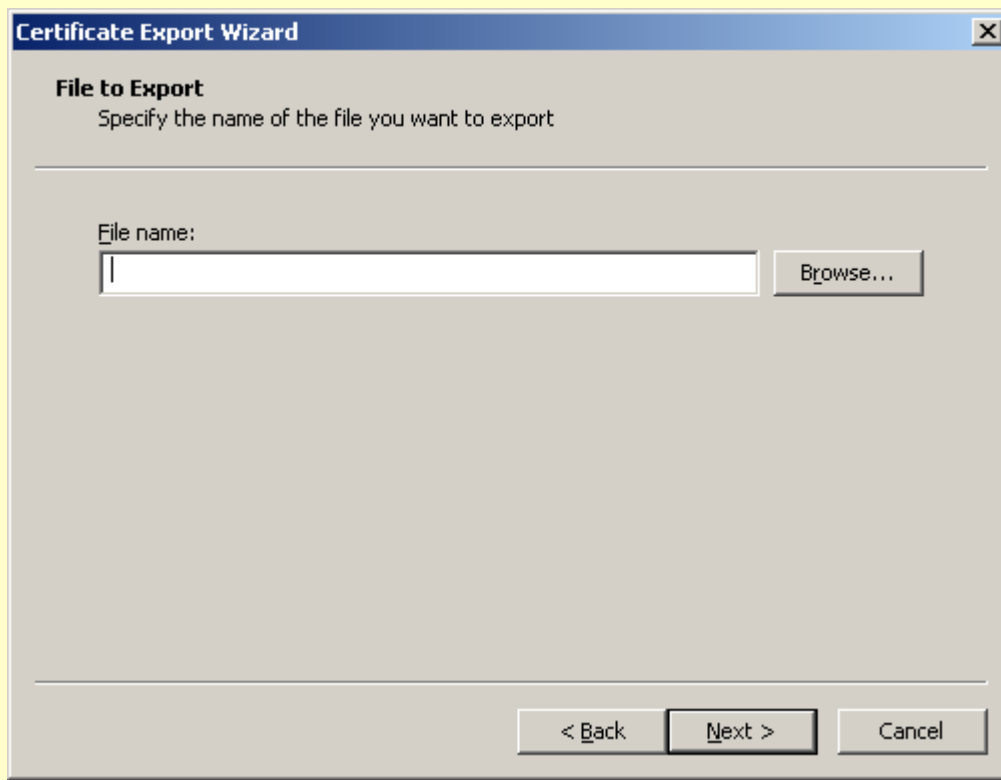


Provide the new password and confirm it to enable strong protection to your key pair.

**Note: Blank passwords are also accepted. It is suggested to give password of reasonable length.**

After giving the new password press the Next button. The following Wizard will popup asking for the path to store the Certificate. User can select the path where the Certificate has to

be stored. (To change only password, select the original file. To make a copy of Certificate select other file name.)



After storing the Certificate in path specified, click Next button. Click Finish button.



After clicking the Finish button in the above window, the following window will popup. Click OK.



The export successful message will be displayed.

