Export Digital Certificate from Internet Explorer

***Note: Users may require Local Administrative Privileges in order to successfully export the certificate. ***

STEP 1

In the toolbar at the top of the browser, select *Tools* and then *Internet Options* from the drop down list.

Tools Help

Delete browsing history	Ctrl+Shift+Del
InPrivate Browsing	Ctrl+Shift+P
Turn on Tracking Protection	
ActiveX Filtering	
Fix connection problems	
Reopen last browsing session	
Add site to Start menu	
View downloads	Ctrl+J
Pop-up Blocker	+
SmartScreen Filter	•
Manage add-ons	
Compatibility View settings	
Subscribe to this feed	
Feed discovery	÷
Windows Update	
Performance dashboard	Ctrl+Shift+U
F12 Developer Tools	
Lenovo Password Manager	
OneNote Linked Notes	
Send to OneNote	
Blog This in Windows Live Writer	
Report website problems	
Internet options	

Click on the *Content* tab and then on the *Certificates button.*



STEP 3

Click on your certificate to highlight it.

Click the *Export* button.

ended purpose:	NI>		
ersonal Other People	Intermediate Certification	Authorities Tru	sted Root Certification
Issued To	Issued By	Expiratio	Friendly Name
MIB Certificate	MIB Group Inc CA G2	11/17/2017	dione>
Tenout Funout	- Personal		Litera
Import Export	Remove		Advano
Import Export entificate intended purp lient Authentication	L Remove		Advano
Import Export entificate intended purp lient Authentication	Remove		Advance

The Certificate Export Wizard will begin.

Click the *Next* button.



STEP 5

Select "*Yes, export the private key*" and click the *Next* button.

***Note: If this option is grayed out, the
user does not have the necessary
permissions
to export the certificate. Local
Administrative
Privileges may need to be granted to the
user. ***

tificate Export Wizard		
Export Private Key		
You can choose to export the private key	y with the certificate.	
Private keys are password protected. If certificate, you must type a password on	you want to export the private key with t a later page.	be
Do you want to export the private key w	ith the certificate?	
Yes, export the private key		
No, do not export the private key		
Learn more about exporting private keys		
	C Rade Mark >	Canada
	- POCK INCKES	Larkel

Select "Include all certificates in the certification path if possible" and "Export all extended properties" and click *Next*.

If the Export File Format selected *is not* Personal Information Exchange – PKCS #12 (.PFX), then the option "*Yes*, *export the private key*" was not selected in Step #5.

rtificate Export Wizard		23
Export File Format Certificates can be exported in a varie	ety of fie formats.	
Select the format you want to use:		
DER encoded binary X.509 (.0)	ER)	
Base-64 encoded X.509 (.CER))	
Cryptographic Message Synta:	x Standard - PKCS #7 Certificates (.P78)	
Include all certificates in th	e certification path if possible	
Personal Information Exchange	e - PKCS #12 (,PFX)	
Include all certificates in th	e certification path if possible	
Delete the private key if th	he export is successful	
Export all extended proper	rbes	
Microsoft Serialized Certificate	Store (.SST)	
Learn more about <u>certificate file formata</u>		
	<back next=""></back>	Cancel

STEP 7

Create a password and then type it again to confirm (this can be the existing password or can be a new password).

Click the *Next* button.

rtificate Export Wizard	
Password	
To maintain security, you must protect the private key by using a	password.
Type and confirm a password.	
Password:	
•••••	
Type and confirm password (mandatory):	
•••••	
C Back N	aut > Canval
< P.N.K 19	Cancel

Click the *Browse* button and navigate to the location you want to export the certificate to.

ertificate Export Wizard				
File to Export Specify the name of the f	fie you want to expor	t		
File name:				
			Browse	in a

00....

STEP 9

Type a name in the "File name" field to identify the certificate (i.e., first and last name of user, last name and company symbol, etc.)

Click the **Save** button.

STEP 10

The path indicating the location where the file will be saved appears.

Click the Next button.

Certificate Export Wizard	_٤
File to Export Specify the name of the file you want to export	
File name:	
c:desktop/yourname.pcx	Browse
	Park News Count
<	cack Next > Cancel

The Certificate has been exported.

Click the *Finish* button.



STEP 12

You may be prompted to enter your old password.

(Do not select "Remember password" as this option has been disabled.)



STEP 13

A message should appear saying that the export was successful.

To return to Internet Explorer:

- Click the *Close* button on Certificates window.
- Then, click *OK* on the Internet
 Options window

ertificate Expo	rt Wizard
The export wa	as successful.
	ОК

After successfully exporting the file, save a copy of this file to **a known secure location**. This could possibly eliminate the need for a passcode reset in the event of future login issues.

> HelpDesk/Customer Service call the Member 800 Number, option 1 or e-mail <u>helpdesk@mib.com</u>