Import a Digital Certificate to Internet Explorer

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

STEP 1

Place the exported certificate onto the desktop of the machine it is to be installed on.

STEP 2

Double click the exported file.

The Certificate Import Wizard window will start.

Click the *Next* button.

You can also right click the exported file and select Install PFX from the pop-up menu that appears.

STEP 3

The file name field should show the certificate that was exported. If not, click the *Browse* button and locate the exported file.

Click the *Next* button to continue.





File to Import Specify the file you want to import.	_
Specify the file you want to import.	
Reason .	
Die indele:	
C. Mccusents and Settings'Assa'desktop'synams.pcs R(0498)	
Note: More than one certificate can be stored in a single file in the following formata:	
Personal Information Exchange-PICS #12 (JPRC, P12)	
Cryptographic Message Syntax Standard- PKCS #7 Certificates (, P70)	
Mcrosoft Serialized Certificate Store (.5ST)	
< gack year > Cance	pi -

STEP 4

Enter the password you typed in Step 7 of the Export Instructions. Make sure you select "Enable strong private key protection", "Mark this key as exportable", and "Include all extended properties".

Click the *Next* button.

To maintain security, the private key was protected with a passe	vord.
Type the password for the private key.	
Password:	
Inable strong private key protection. You will be prompted private key is used by an application if you enable this opti-	levery time the ion.
Mark this key as exportable. This will allow you to back up keys at a later time.	or transport your
Include all extended properties.	
Learn more about protecting private keys	
State State	000002

STEP 5

Select "Automatically select the certificate store based on the type of certificate."

Click the *Next* button.

tificate Import Wizard	
Certificate Store	
Certificate stores are system areas wh	ere certificates are kept.
Windows can automatically select a cer	tificate store, or you can specify a location for
Automatically select the certifical	te store based on the type of certificate
Oglace all certificates in the follow	ng store
Certificate store	
	Byowser
	The second se
	< gack Next > Car

STEP 6

Click the *Finish* button.

Completing the (Wizard Youheve successfully cond vizard. You have specified the follow	Certificate Import
Certificate Store Selected Content File Name	Automatically determined by t PTK C:[DOCUME~1]\maxim[Desktc
(¢)	

STEP 7

Set security level screen will appear. Click on the *Set Security Level* button.

SECURITY LEVEL MUST BE CHANGED FROM MEDIUM TO HIGH.



STEP 8

Change the Security Level to High.

Click the Next button.

SECURITY LEVEL MUST BE CHANGED FROM MEDIUM TO HIGH.

Importing a new priv	rate exchange key 🛛 🔯
	Choose a security level appropriate for this item.
	< Back Next > Cancel

STEP 9

You will be prompted to create a password for your certificate.

A password must be at least 8 characters long and contain a combination of at least 3 of the following characters: uppercase letters, lowercase letters, numbers, symbols

Re-key your password for confirmation.

Click Finish.

68	Create a password t	o protect this item.
	Create a new passw Password for	rord for this item. CopploAPI Private Key
	Password	
	Confirm	•••••

STEP 10

The next window should show the Security Level is now set to *High*.

Click the OK button.

Importing a	new private exchange key	X
	An application is creating a Protected item.	
	CryptoAPI Private Key	
	Security level set to High Set Security Level.	
S. T	OK Cancel Details.	

STEP 11

A message should appear saying that the import was successful.

	An application is creating a Protected item.
	CryptoAPI Private Key
Co)	Security level set to High Set Security Level

STEP 12

Delete the exported cert from the desktop or move it to a known secure location.

STEP 13

Log onto KnowledgeNow by launching an Internet Explorer browser window and going to <u>https://www.knowledgenow.com.</u>

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

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