

DIGITAL CERTIFICATE - Import & Export Instructions

Directions for Internet Explorer 5.5 (and later)

IMPORT THE DIGITAL CERTIFICATE

1. **INTERNET EXPLORER** – launch application
2. **TOOLS > INTERNET OPTIONS > CONTENT**
3. **CERTIFICATES** button - the available certificates are displayed
4. **IMPORT** - the certificate manager import wizard will start. Click **NEXT** to proceed
5. **BROWSE** and locate the digital certificate and click **NEXT** to proceed
6. **PASSWORD** – enter your challenge phrase (optional)
7. **UNCHECK** the box “enable strong private key protection
8. **CHECK** the box “mark the key as exportable” and click **NEXT** to proceed
9. **AUTOMATICALLY SELECT THE CERTIFICATE STORE** (which may be the default) and click **NEXT** to proceed
10. Review the information and click **FINISH**
11. The next message should indicate the success of the import

EXPORT THE DIGITAL CERTIFICATE

1. **INTERNET EXPLORER** – launch application
2. **TOOLS > INTERNET OPTIONS > CONTENT**
3. **CERTIFICATES** button - the available certificate are displayed
4. **EXPORT** or **REMOVE** (select one)
5. **EXPORT** - the certificate manager export wizard will start. Click **NEXT** to proceed
6. **EXPORT THE PRIVATE KEY** – select radio button and click **NEXT** to proceed (If the option to export the private key is grayed out, you cannot export the private key and will not be able to make a usable backup of your certificate)
7. **PERSONAL INFORMATION EXCHANGE** – select radio button
8. **CHECK** the box “include all certificates in the certification”
9. **UNCHECK** the two remaining boxes, and click **NEXT** to proceed
10. **ENTER PASSWORD** (optional)
11. **ENTER** the path and filename and click **NEXT** to proceed
12. Review the information and click **NEXT** to proceed
13. The next message should indicate a successful export