www.jnrmr.com

Digital Client Certificate Guide

Order your client certificate:

Each email address listed in the certificate request is sent an email containing a link so the recipient can validate that they own that email address. If the certificate recipient loses a validation email, we can resend it.

After all email addresses are validated, a link will be sent to the first email address on the list so the recipient can create their client certificate.

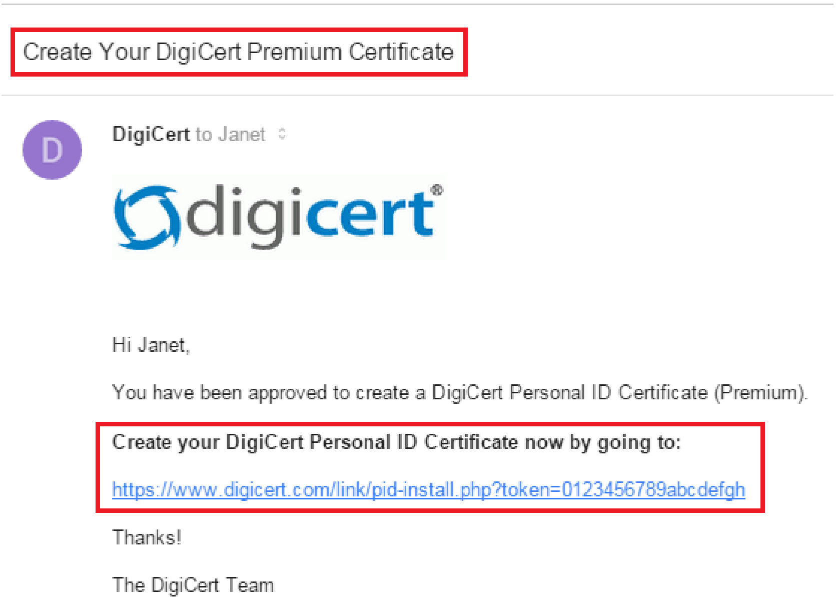
Generate Your Client Certificate:

To generate your client certificate, you need to use Microsoft Internet Explorer.

Note: - Chrome, Safari, Microsoft Edge, and Firefox do not support client certificate generation.

How to Generate Your Certificate Personal ID Certificate

1. Open the Create Your DigiCert Certificate email



Create Your DigiCert Premium Certificate

DigiCert to Janet

Hi Janet,

You have been approved to create a DigiCert Personal ID Certificate (Premium).

Create your DigiCert Personal ID Certificate now by going to:

https://www.digicert.com/link/pid-install.php?token=0123456789abcdefgh

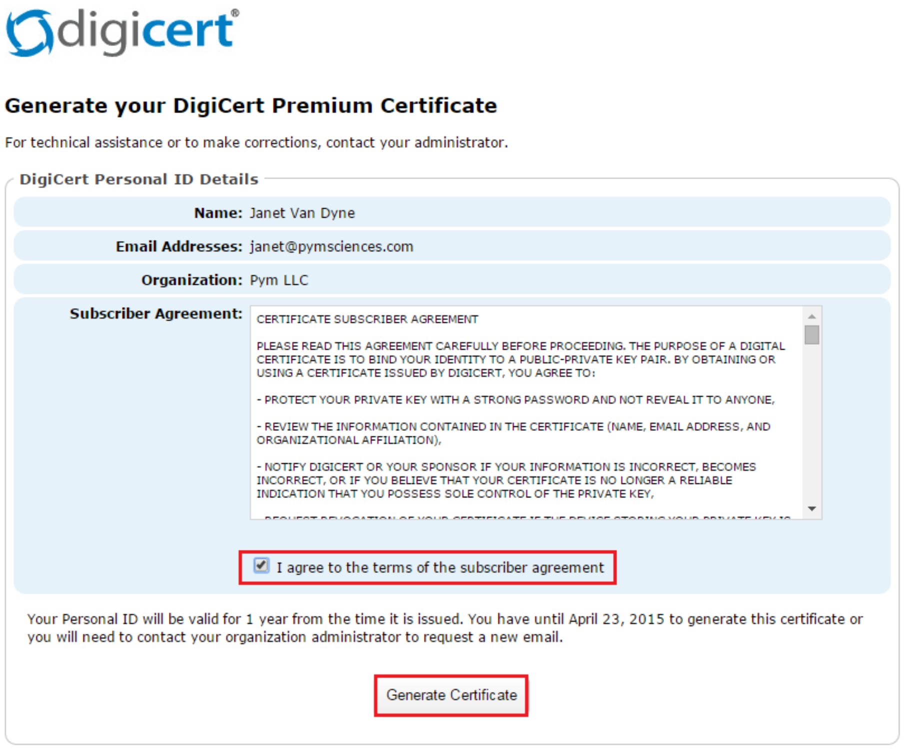
Thanks!

The DigiCert Team

2. To open the Generate your DigiCert…Certificate page, create your DigiCert Personal ID Certificate now by going to link:

   - To open the link in the browser of choice, copy and paste the link in the address. field the browser.

3. On the Generate your DigiCert…Certificate page, do the following:
   i. Verify that the name, email address, and organization are correct.
   ii. Read through the Subscriber Agreement and then check I agree to the terms of the subscriber agreement.
   iii. Finally, click Generate Certificate.



digicert®

Generate your DigiCert Premium Certificate

For technical assistance or to make corrections, contact your administrator.

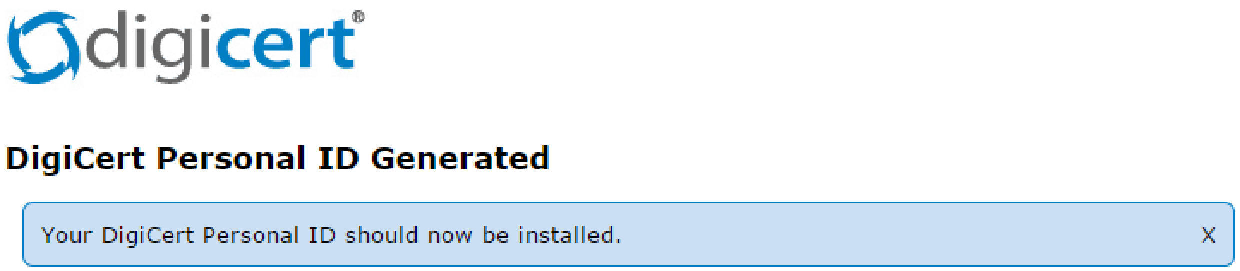
DigiCert Personal ID Details

Name:	Janet Van Dyne
Email Addresses:	janet@pymsciences.com
Organization:	Pym LLC
Subscriber Agreement:	CERTIFICATE SUBSCRIBER AGREEMENT PLEASE READ THIS AGREEMENT CAREFULLY BEFORE PROCEEDING. THE PURPOSE OF A DIGITAL CERTIFICATE IS TO BIND YOUR IDENTITY TO A PUBLIC-PRIVATE KEY PAIR. BY OBTAINING OR USING A CERTIFICATE ISSUED BY DIGICERT, YOU AGREE TO: - PROTECT YOUR PRIVATE KEY WITH A STRONG PASSWORD AND NOT REVEAL IT TO ANYONE, - REVIEW THE INFORMATION CONTAINED IN THE CERTIFICATE (NAME, EMAIL ADDRESS, AND ORGANIZATIONAL AFFILIATION), - NOTIFY DIGICERT OR YOUR SPONSOR IF YOUR INFORMATION IS INCORRECT, BECOMES INCORRECT, OR IF YOU BELIEVE THAT YOUR CERTIFICATE IS NO LONGER A RELIABLE INDICATION THAT YOU POSSESS SOLE CONTROL OF THE PRIVATE KEY, - REQUEST REVOCATION OF YOUR CERTIFICATE IF THE DEVICE STORING YOUR PRIVATE KEY IS

☑ I agree to the terms of the subscriber agreement

Your Personal ID will be valid for 1 year from the time it is issued. You have until April 23, 2015 to generate this certificate or you will need to contact your organization administrator to request a new email.

4. You should receive the *"Your DigiCert Personal ID should now be installed messages"*. Congratulations, you have successfully generated your Personal ID Certificate.



digicert®

DigiCert Personal ID Generated

Your DigiCert Personal ID should now be installed.

What's next

Managing Your Client Certificates: -

After generating a Client Certificate, we recommend that you back it up. Once you've backed up (exported) your Client Certificate, you can do the following things with it, if needed:

- Import it into other Certificate Stores so that you can use multiple browsers.
- Transfer it to another computer should you get a new one. Then, you can install it in the necessary Certificate Stores on your new computer.

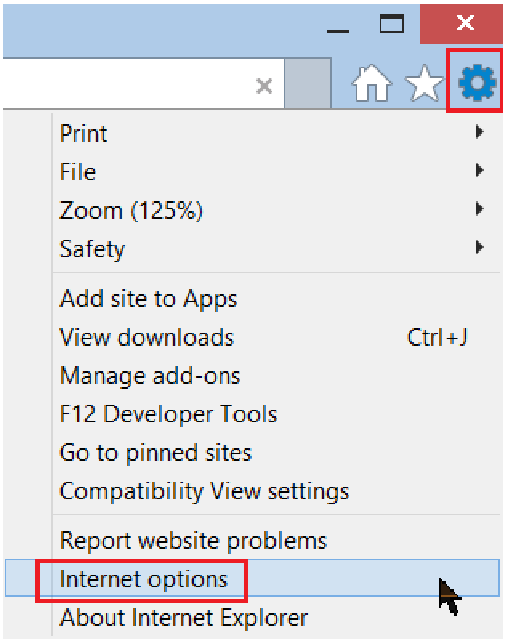
The instructions on this page explain how to verify Client Certificate installation, back up/export your Client Certificate.

Windows Certificate Management Instructions

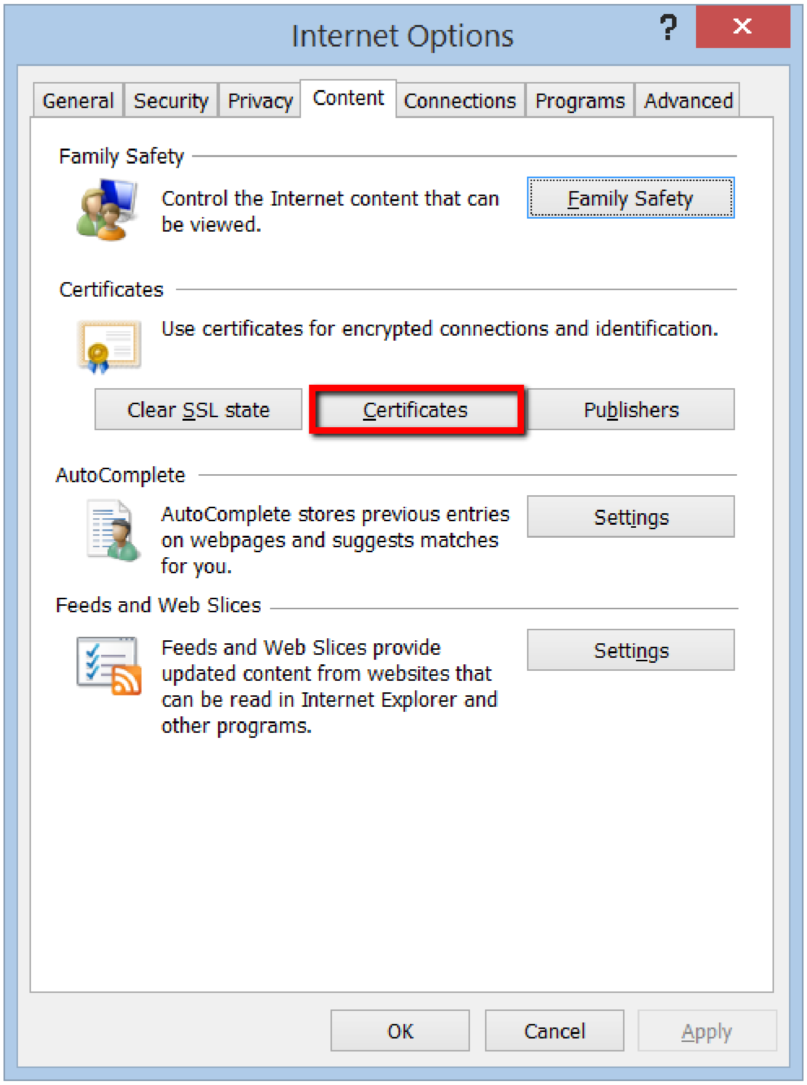
How to Verify that Your Client Certificate Is Installed:

Internet Explorer: - Internet Explorer: Verifying that Your Client Certificate Is Installed

1. In Internet Explorer, go to **Internet Options**.



2. In the **Internet Options** window, on the **Content** tab, click **Certificates**.



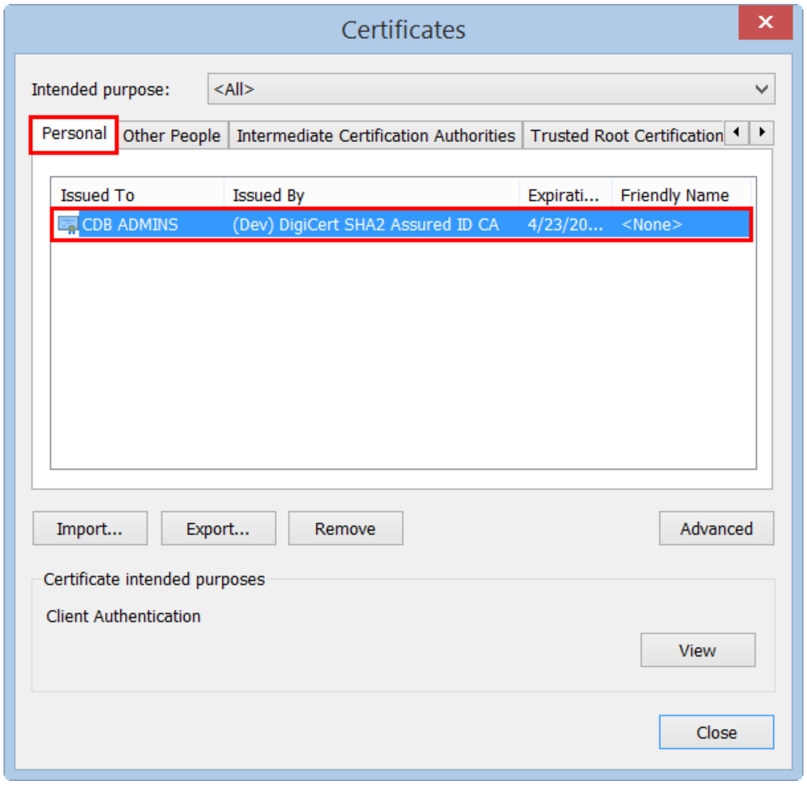
Control the Internet content that can be viewed.

Use certificates for encrypted connections and identification.

AutoComplete stores previous entries on webpages and suggests matches for you.

Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.

3. In the **Certificates** window, on the **Personal** tab, you should see your Client Certificate.



Intended purpose: <All>

Issued To	Issued By	Expirati...	Friendly Name
CDB ADMINS	(Dev) DigiCert SHA2 Assured ID CA	4/23/20...	<None>

Certificate intended purposes

Client Authentication

If the certificate is the Windows Certificate Store, you should be able to use Internet Explorer.

(Windows) Backing Up/Exporting Your Client Certificate: -

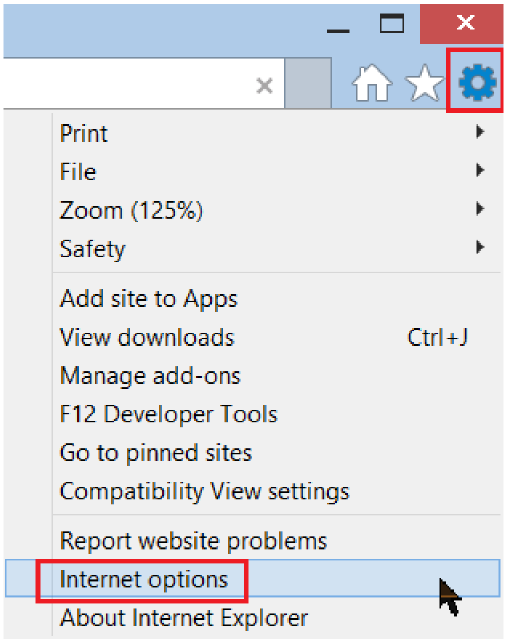
After you generate and install your Client Certificate, we recommend that you back it up. The backup copy saves you from needing to generate a new certificate should you transfer to a new computer.

How to Back Up (Export) Your Client Certificate

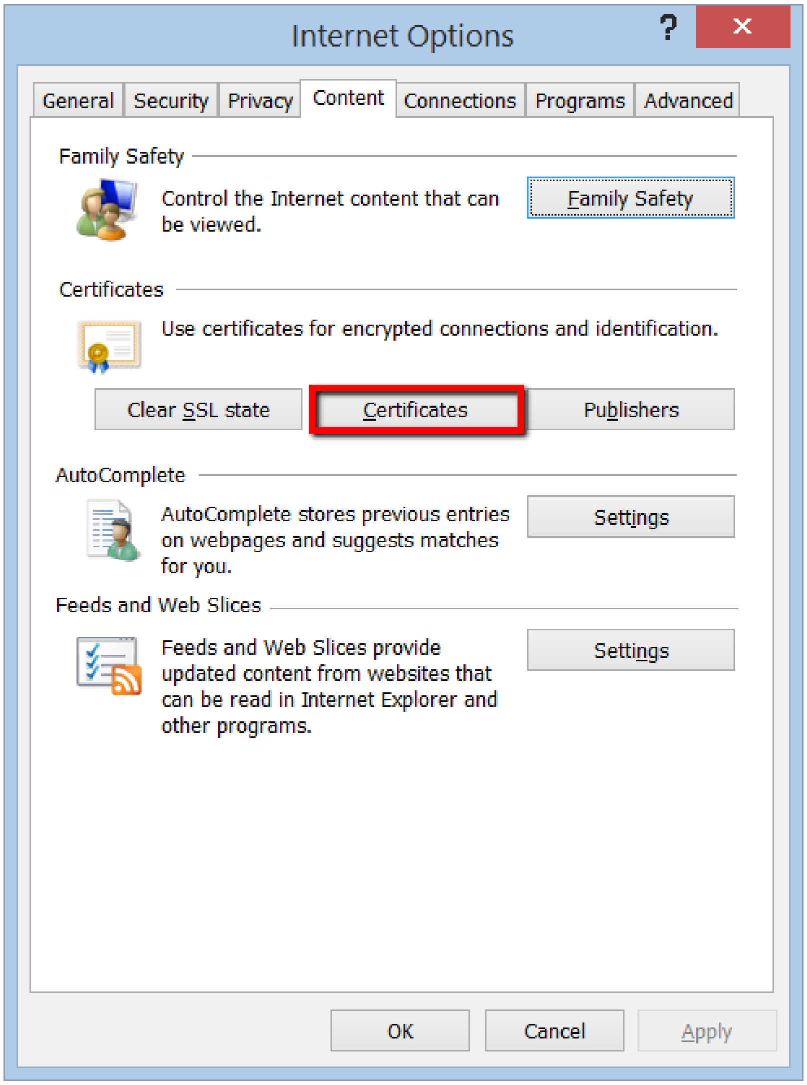
Internet Explorer

Internet Explorer: Backing Up (Exporting) Your Client Certificate

1. In Internet Explorer, go to **Internet Options**.



2. In the **Internet Options** window, on the **Content** tab, click **Certificates**.



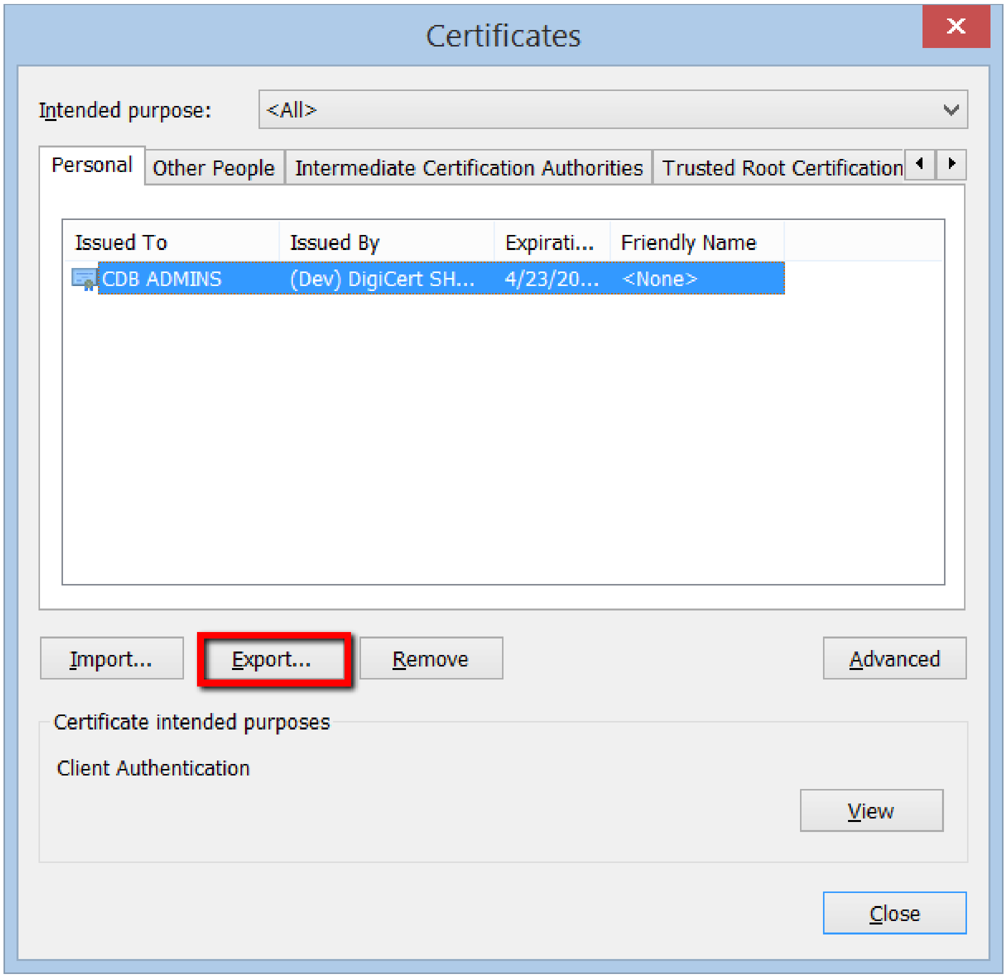
Control the Internet content that can be viewed.

Use certificates for encrypted connections and identification.

AutoComplete stores previous entries on webpages and suggests matches for you.

Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.

3. In the **Certificates** window, on the **Personal** tab, select your Client Certificate and click **Export**.



Intended purpose: <All>

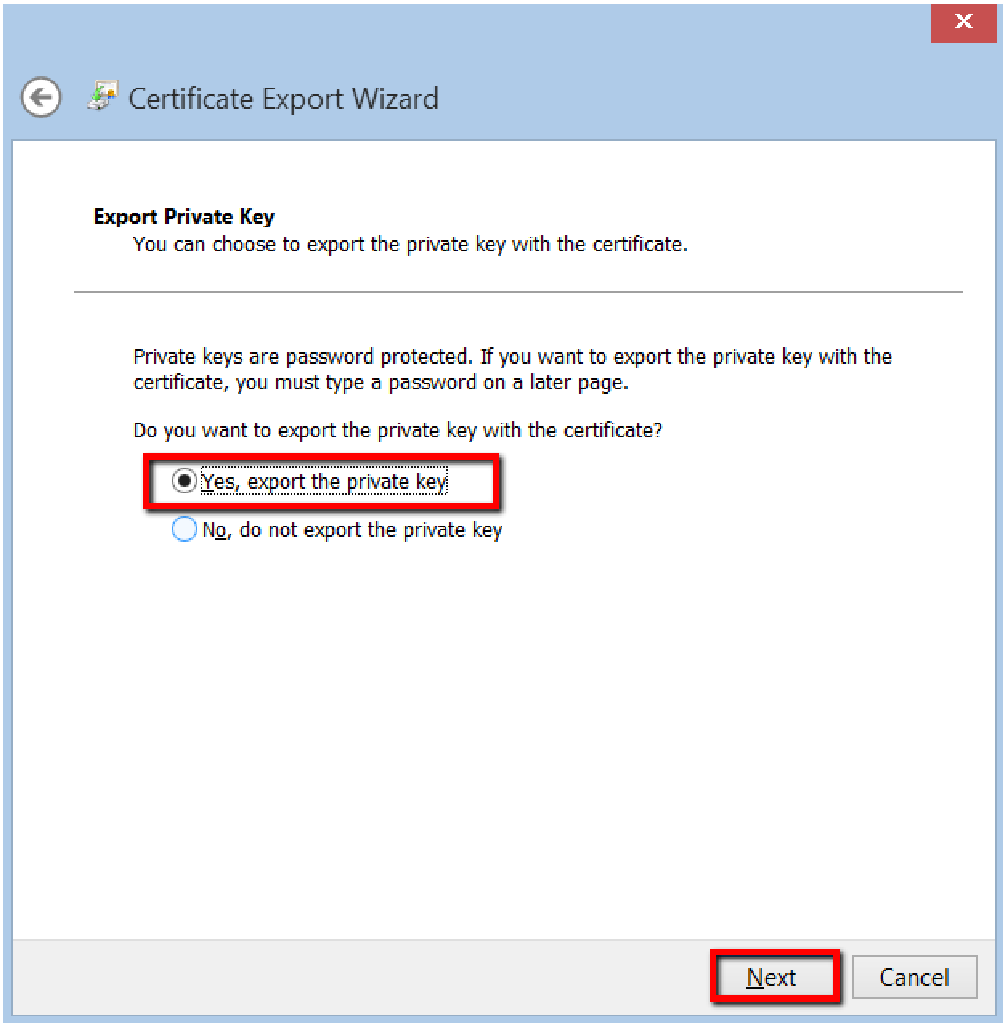
Issued To	Issued By	Expirati...	Friendly Name
CDB ADMINS	(Dev) DigiCert SH...	4/23/20...	<None>

Certificate intended purposes

Client Authentication

4. In the **Certificate Export Wizard**, on the **Welcome** page, click **Next**.

5. On the **Export Private Key** page, select **Yes, export private key** and then, click **Next**.



Certificate Export Wizard

Export Private Key

You can choose to export the private key with the certificate.

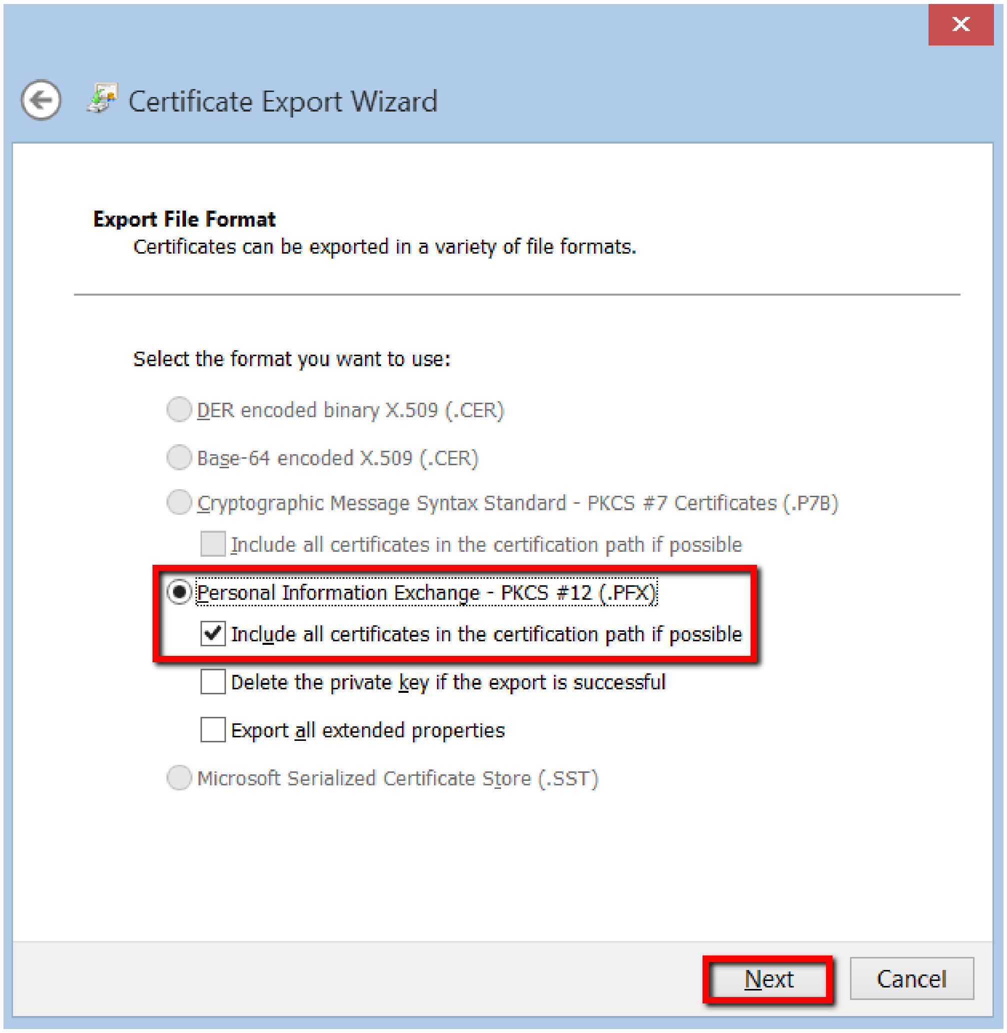
Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

Do you want to export the private key with the certificate?

● Yes, export the private key

○ No, do not export the private key

6. On the **Export File Format** page, select **Personal Information Exchange – PKCS #12 (.PFX)**, check **Include all certificates in the certification path if possible**, and then, click **Next**.



Certificate Export Wizard

Export File Format

Certificates can be exported in a variety of file formats.

Select the format you want to use:

○ DER encoded binary X.509 (.CER)

○ Base-64 encoded X.509 (.CER)

○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)

□ Include all certificates in the certification path if possible

● Personal Information Exchange - PKCS #12 (.PFX)

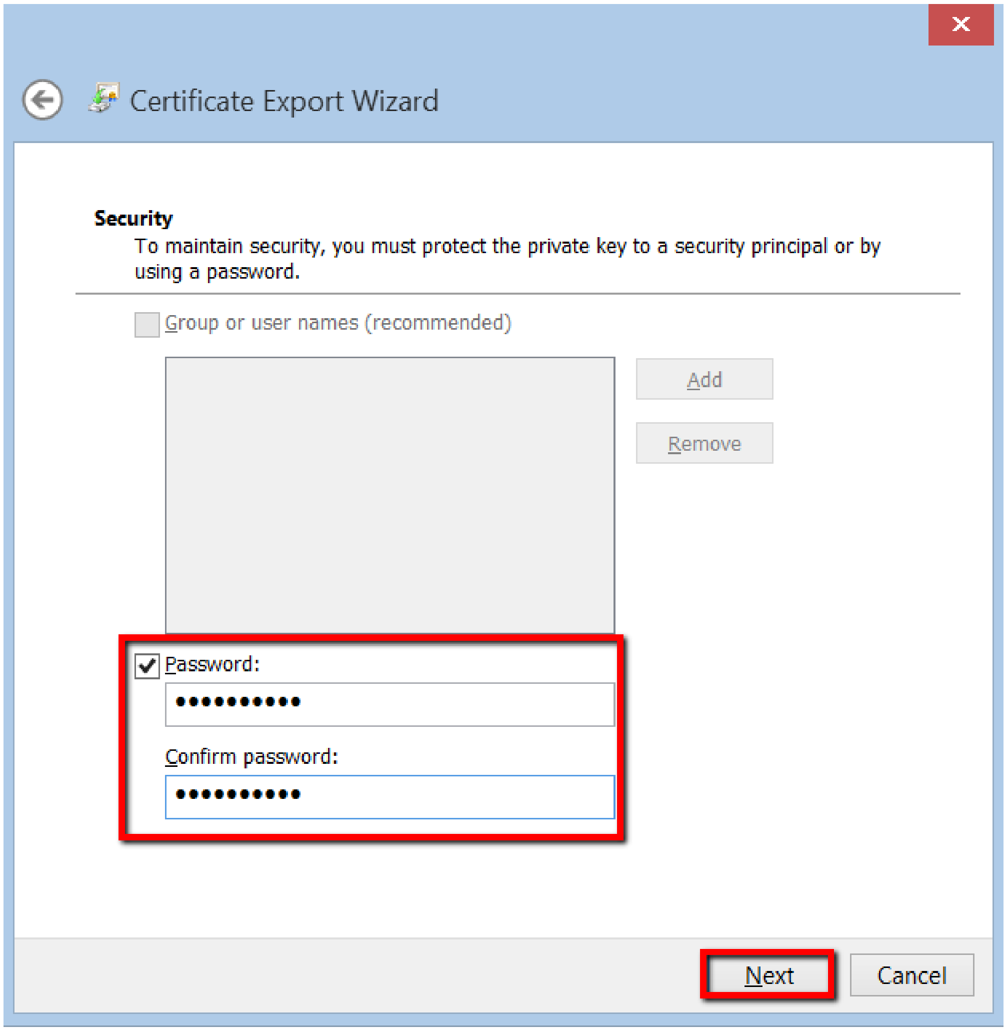
☑ Include all certificates in the certification path if possible

□ Delete the private key if the export is successful

□ Export all extended properties

○ Microsoft Serialized Certificate Store (.SST)

7. On the **Security** page, check **Password**.



Certificate Export Wizard

Security

To maintain security, you must protect the private key to a security principal or by using a password.

□ Group or user names (recommended)

☑ Password:

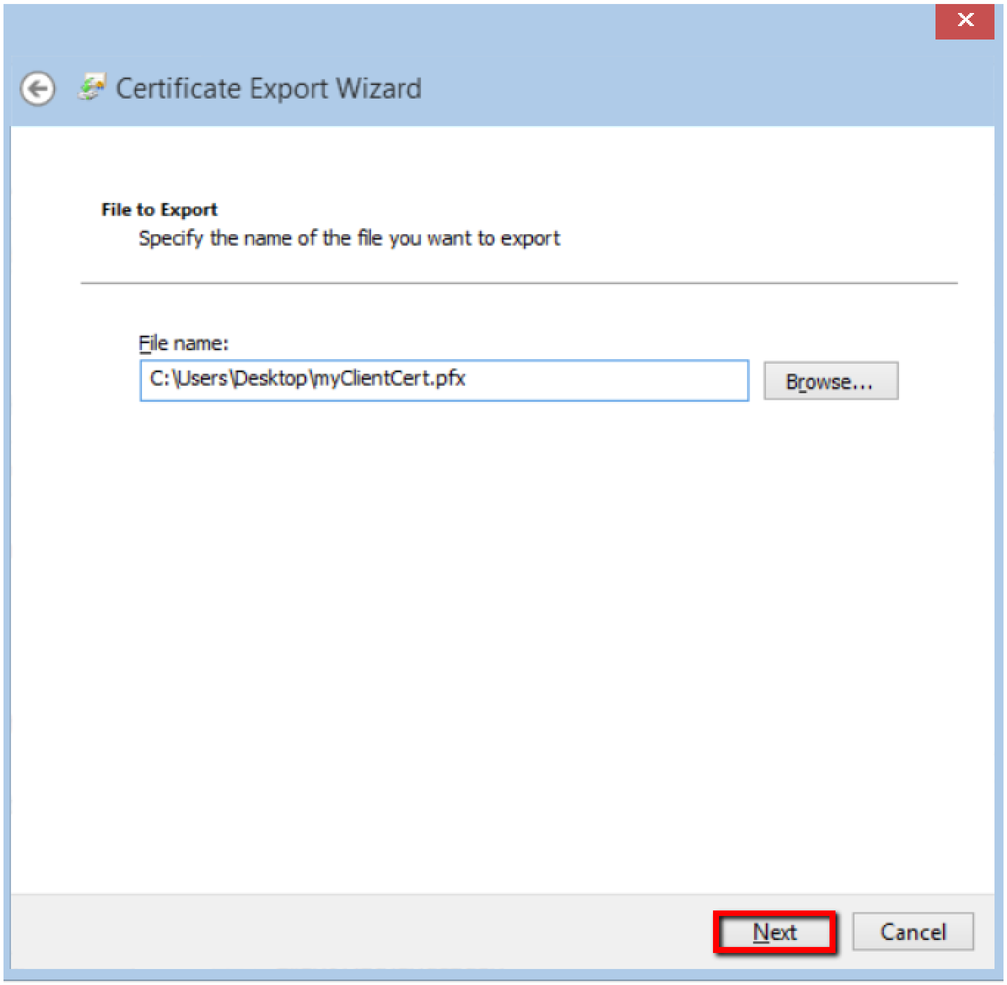
•••••••••••

Confirm password:

•••••••••••

8. In the **Password** and **Confirm password** boxes, type your password, and then click **Next**.
9. On the **File to Export** page, click **Browse**, locate where you want to save the Client Certificate (w/private key) .pfx file, provide a file name (i.e. *myClientCert*), click **Save**, and then, click **Next**.

   Make sure to save the .pfx file in a location that you will remember.



Certificate Export Wizard

File to Export

Specify the name of the file you want to export

File name:

C:\Users\Desktop\myClientCert.pfx

10. On the **Completing the Certificate Export Wizard** page, review the settings and then, click **Finish**.
11. When you receive *"The export was successful"* message, click **OK**.

Your Client Certificate w/private key has now been backed up (exported) as a .pfx file.