



Importing Digital Certificates Guide

T-TSUP-AMJ-001

Copyright © Trustis Limited 2012. All rights reserved.

Trustis Limited

Building 273 Greenham Business Park Greenham Common Thatcham RG19 6HN

E: info@trustis.com W: www.trustis.com

Registered in England No: 03613613



Introduction

This document describes how to import the SimplySign certificates (your personal certificate and the CA certificate chain) from a prepared backup file into your web browser.

When importing the certificates, you will be prompted to provide the password which was set during the export process.

The file extension of the backup file may be either a pfx or a p12 file depending on whether you originally exported the certificates using Internet Explorer or Firefox. These files are interchangeable, so when it comes to importing the file back into a browser, you may use either Firefox or Internet Explorer.

After importing the certificates from the backup file into your browser, you should securely store the backup file. This backup file can be used again to import certificates into a browser should you require it.

This document is divided into four parts:

- I. Certificate import process using MSIE6
- II. Certificate import process using MSIE7
- III. Certificate import process using MSIE8
- IV. Certificate import process using Firefox

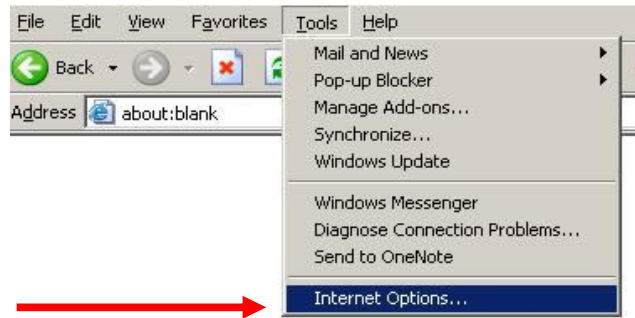
NOTE

If you are using an MSIE browser on either Windows Vista or Windows 7 platforms, you may need to reduce or turn off your User Access Control (UAC) settings before proceeding with the import process. Your settings should be restored immediately after testing your re-imported SimplySign certificate. Details for turning off UAC can be found in the corresponding Pre-requisites guide, located at:

<http://www.simplysign.co.uk/online-help.asp>

I. Certificate Import Process Using MSIE6

1. Open MSIE6. From within the MSIE6 **Tools** menu, click **Internet Options**.



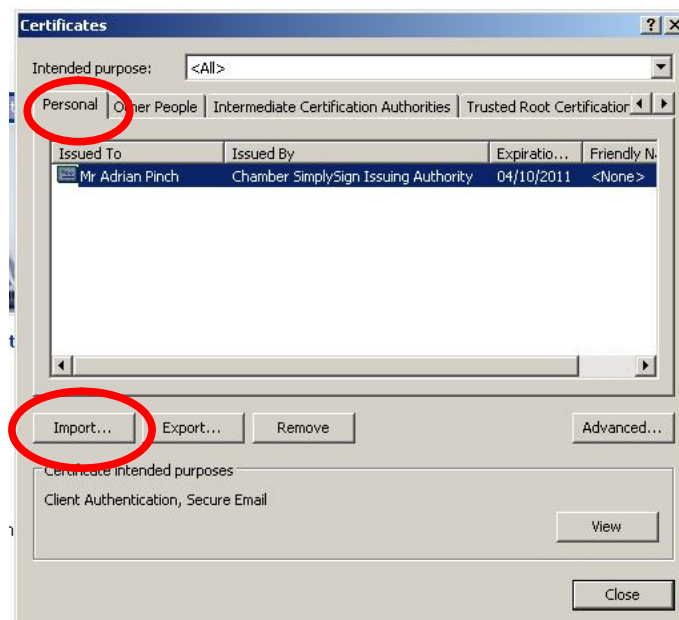
2. Click the **Content** tab in the window that opens.



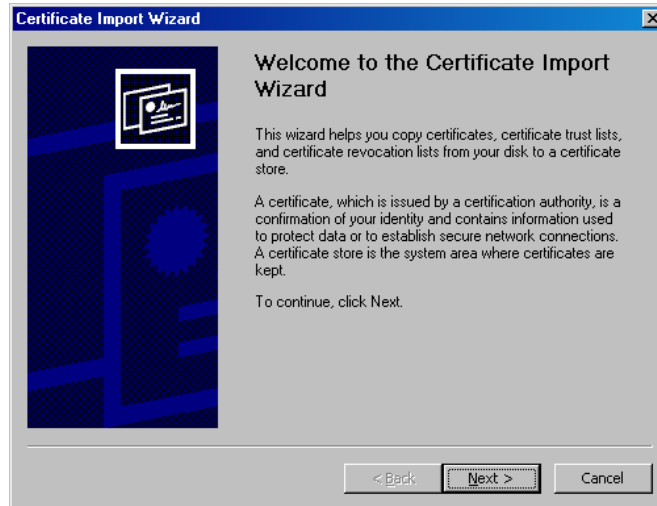
3. Click on the **Certificates** button



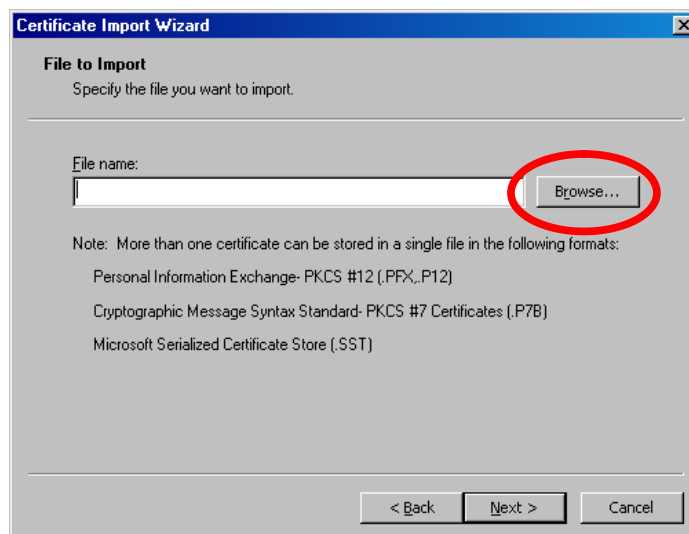
4. Go to the **Personal** tab and click the **Import** button.



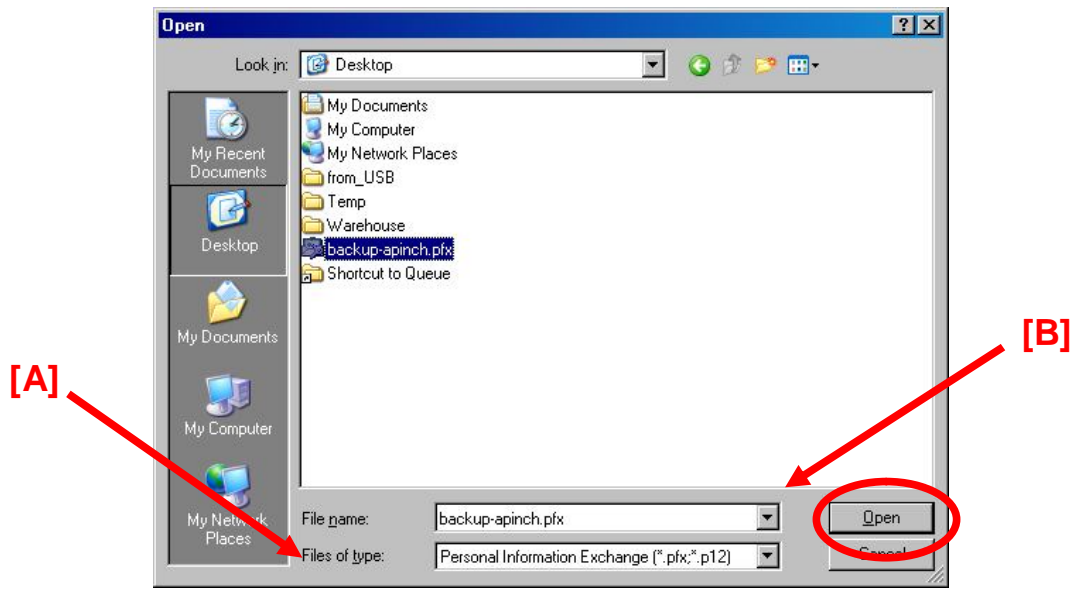
5. The Certificate Import Wizard appears. Click **Next**.



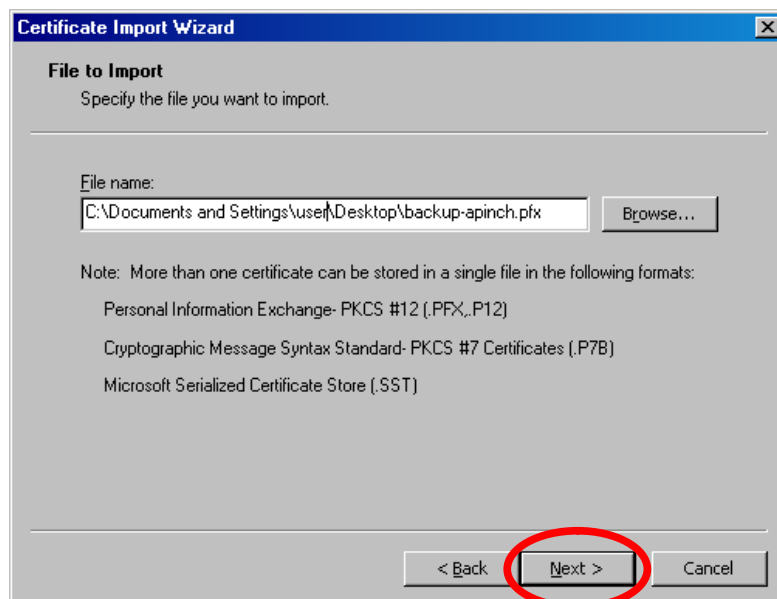
6. Either type the full path to the location of the backup file or click the **Browse** button to locate the file.



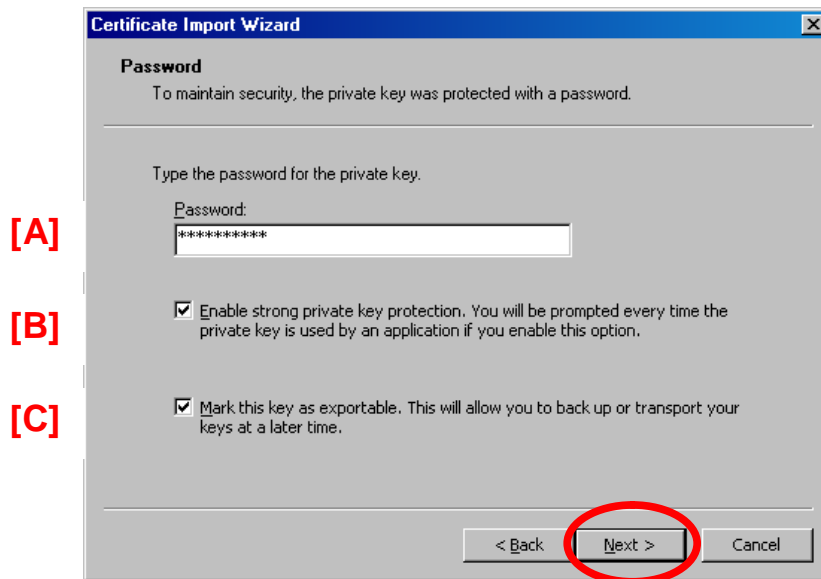
7. If the **Browse** button is clicked, you will be presented with the window shown below. From here, [A] choose to search for **Files of Type: Personal Information Exchange (*.pfx,*.p12)** and [B] ensure the name of the backup file is entered into the **Filename** text box. Click **Open**.



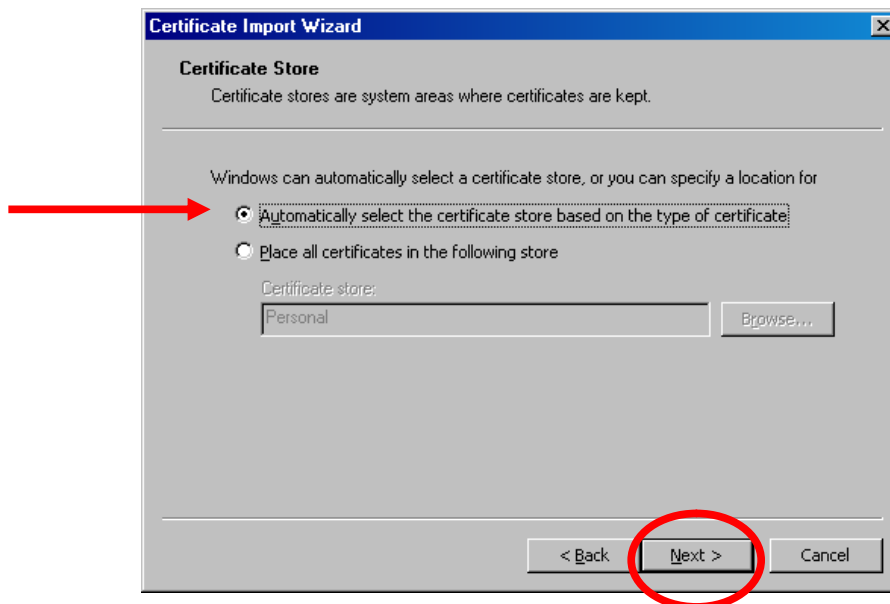
8. The screen below will now reflect the location of the backup file you wish to import. Click **Next**.



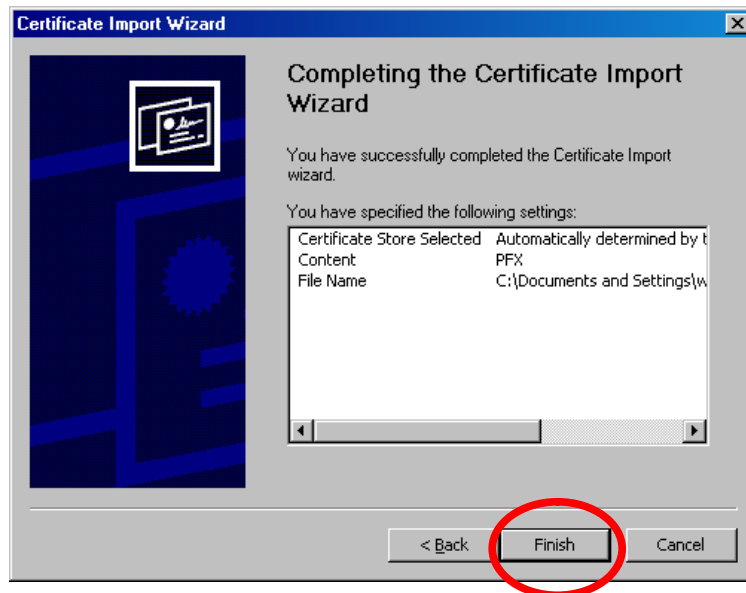
9. Enter the password [A] used to protect the backup file (this is the password that was set during certificate export). Place a tick in both boxes ([B] Enable strong protection & [C] mark key as exportable) and click **Next**.



10. Choose the option to '**Automatically select the certificate store based on the type of certificate**' and click **Next**.



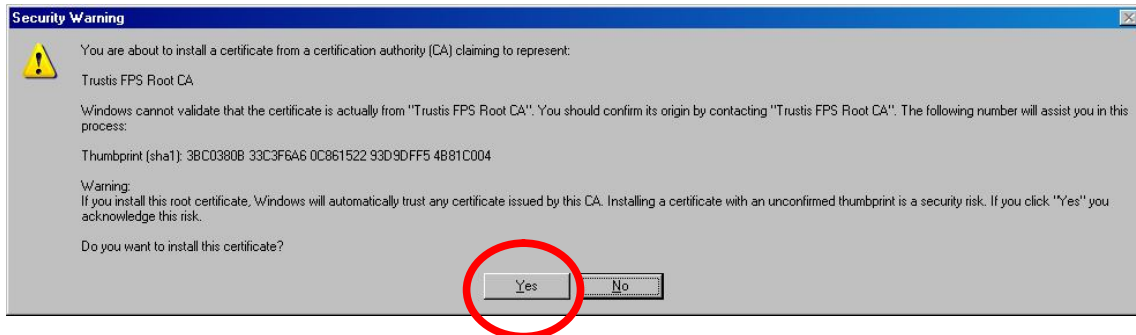
11. A summary screen will appear. Please click **Finish**.



12. A new window will appear stating the import of a new private exchange key is being requested. The Security Level can remain at 'Medium'. Click **OK**.



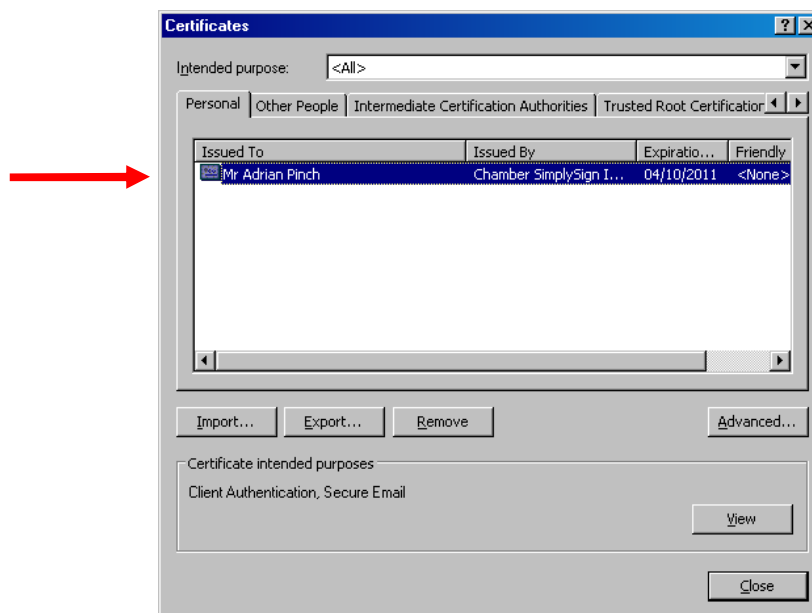
13. A 'warning' message box will appear providing details of the **Trustis FPS Root CA** certificate which is about to be imported (along with your personal certificate). Click **Yes** to complete the import process.



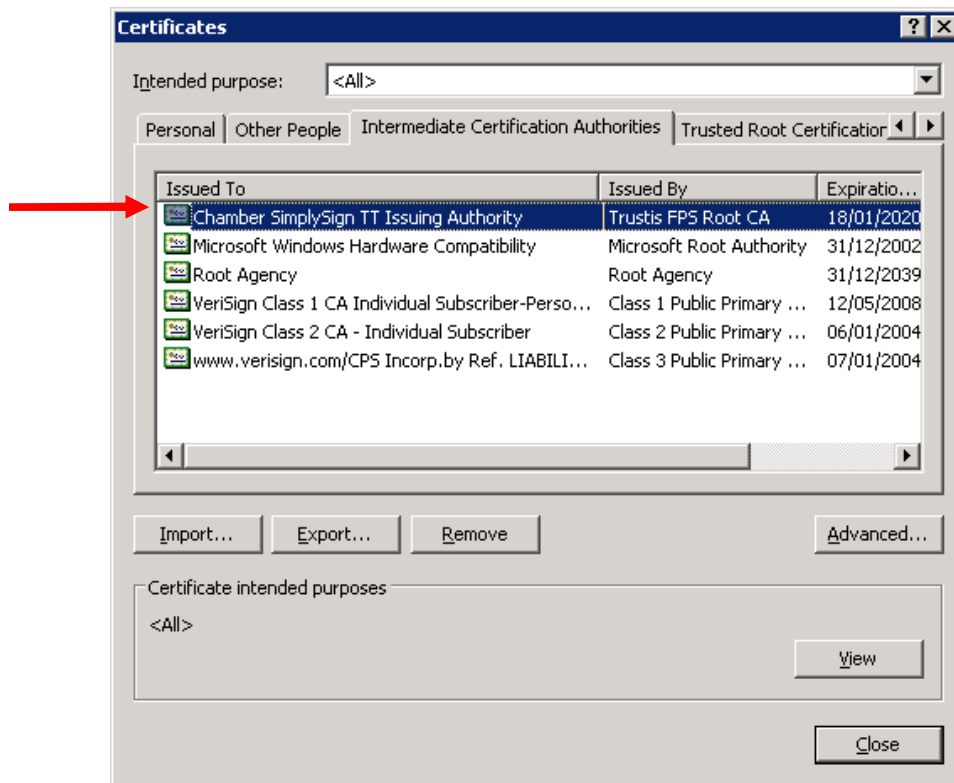
14. A confirmation message appears upon successful completion of certificate import. Click **OK**.



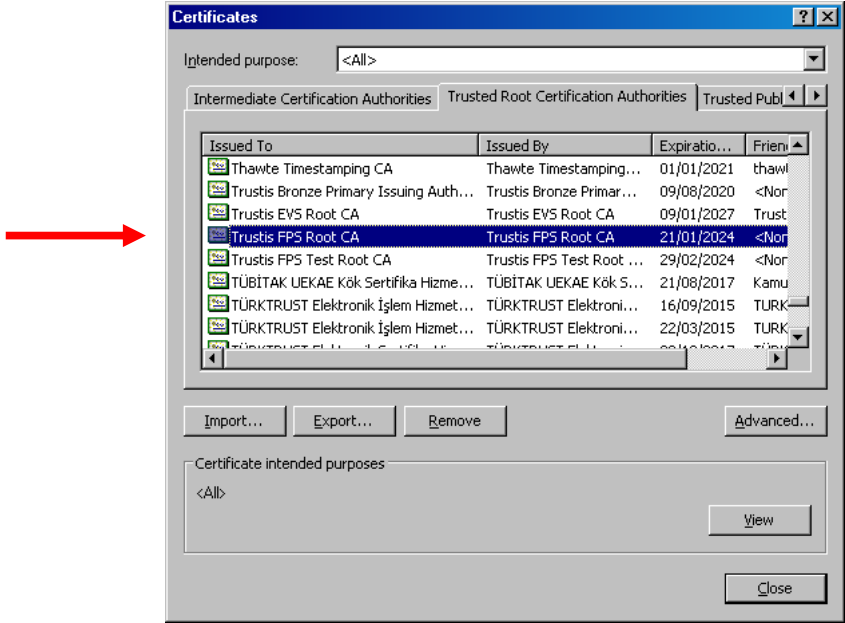
15. Now that the backup file has been imported, your personal certificate should appear within the **Personal** tab:



16. Additionally, the **Chamber SimplySign TT Issuing Authority** will appear in your **Intermediate Certification Authorities** tab:

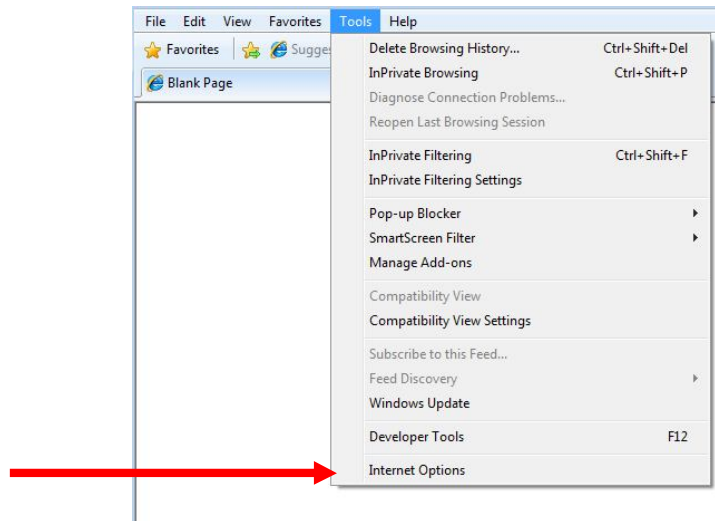


17. Lastly, the **Trustis FPS Root CA** will appear in your **Trusted Root Certification Authorities** tab:

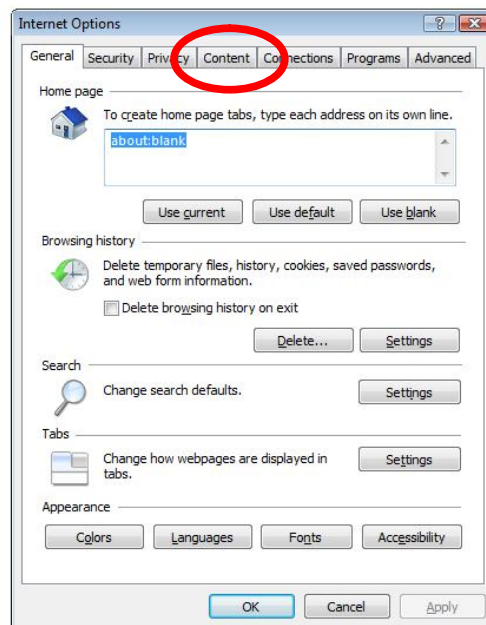


II. Certificate Import Process Using MSIE7

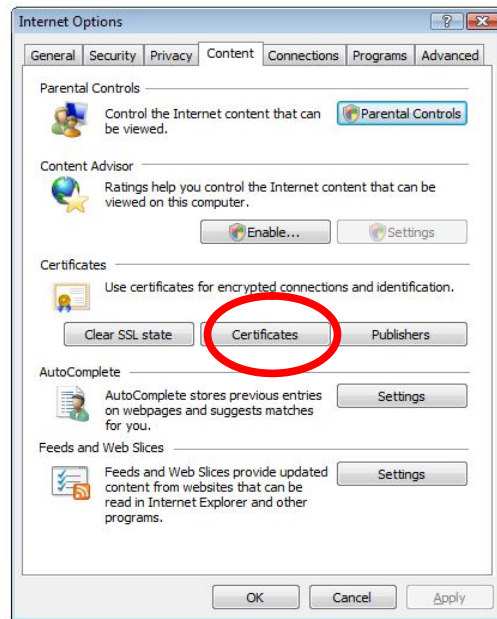
1. Open MSIE. From within the MSIE7 **Tools** menu, click **Internet Options**.



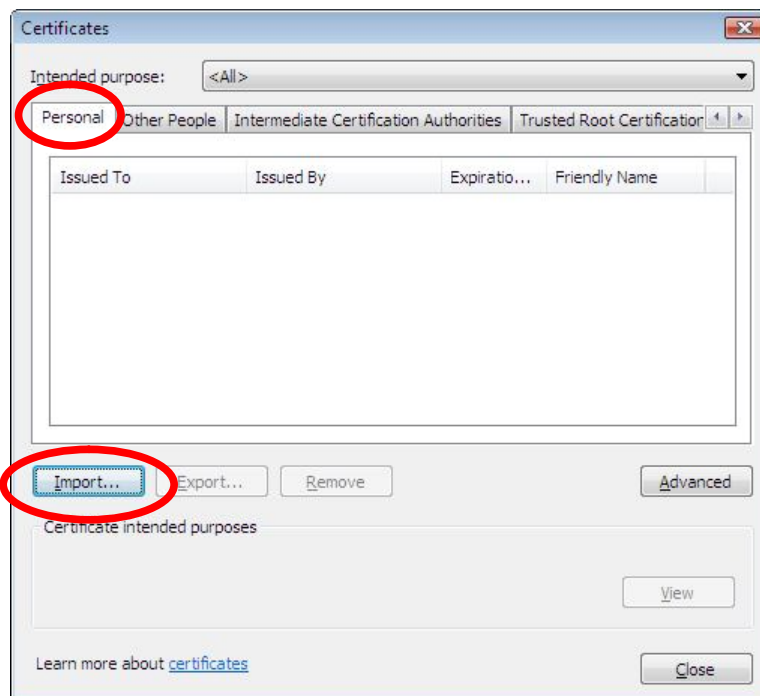
2. Click the **Content** tab in the window that opens.



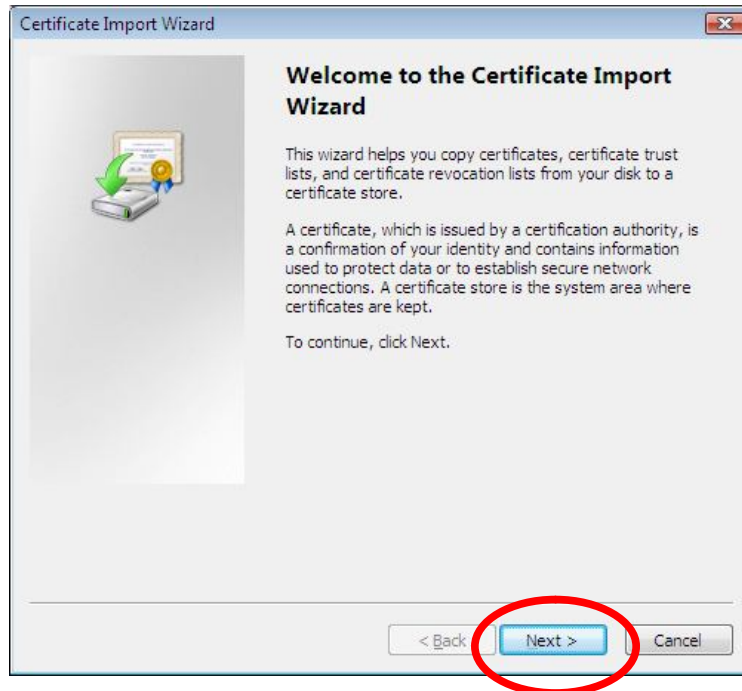
3. Click on the **Certificates** button.



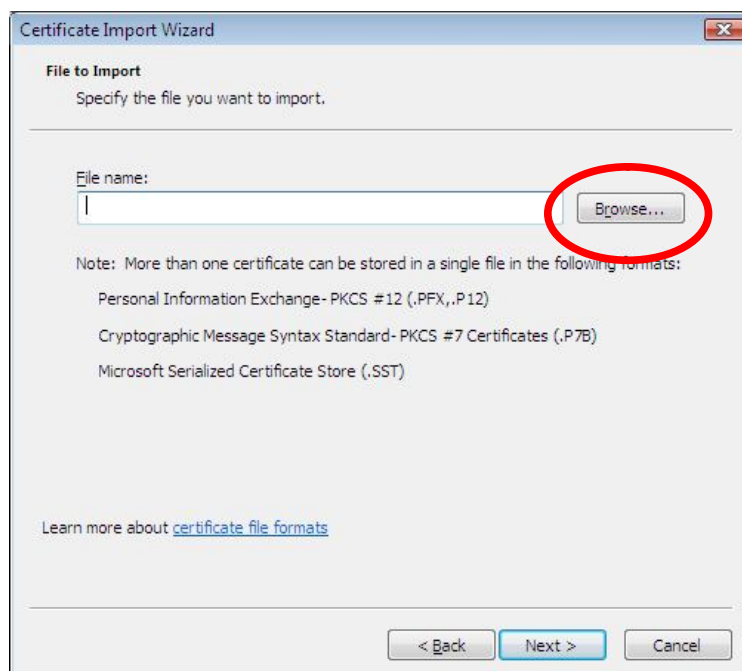
4. Go to the **Personal** tab and click the **Import** button.



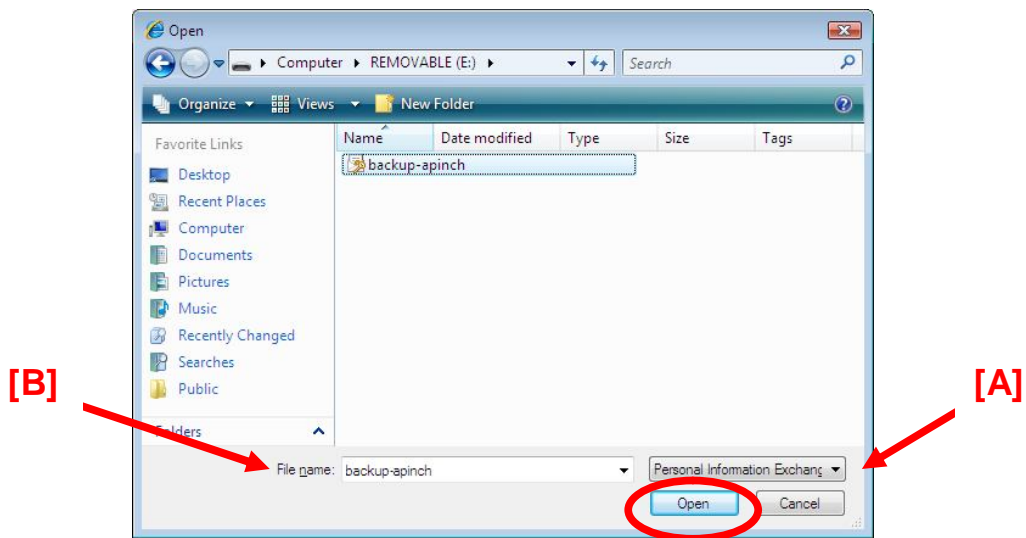
5. The Certificate Import Wizard appears. Click **Next**.



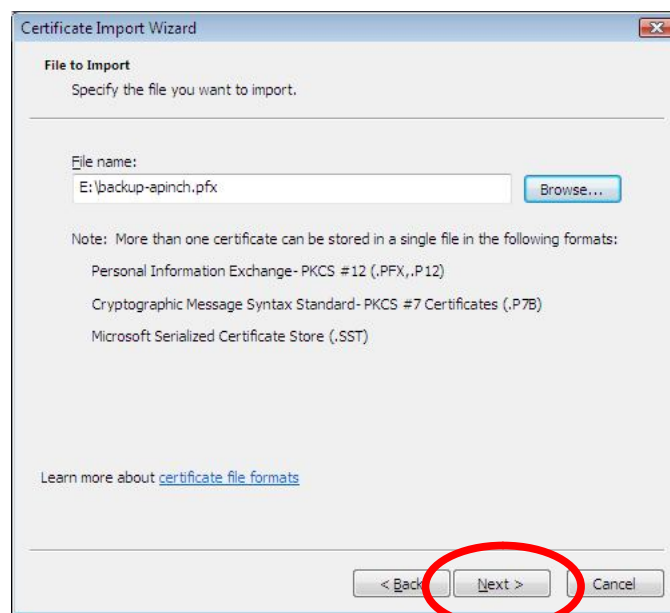
6. Either type the full path to the location of the backup file or click the **Browse** button to locate the file.



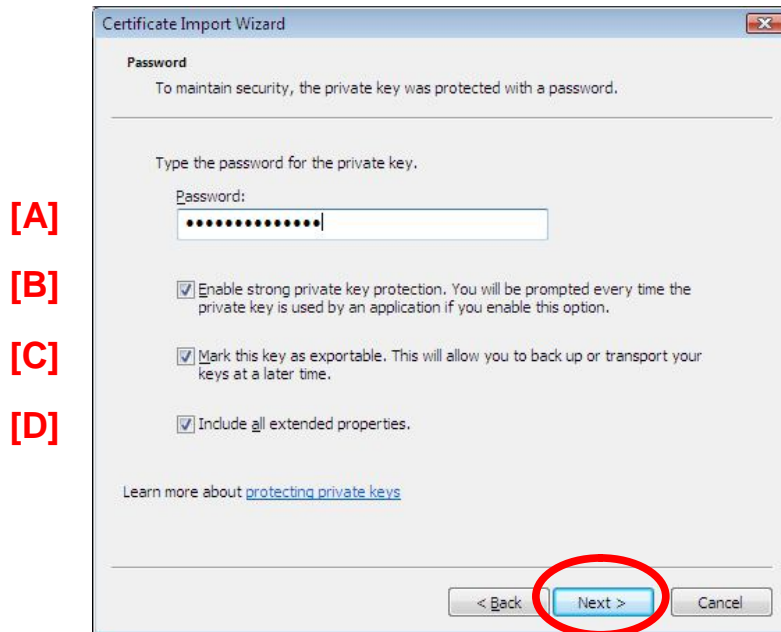
7. If the **Browse** button is clicked, you will be presented with the window shown below. From here, [A] choose to search for **Files of Type: Personal Information Exchange (*.pfx,*.p12)** and [B] ensure the name of the backup file is entered into the **Filename** text box. Click **Open**.



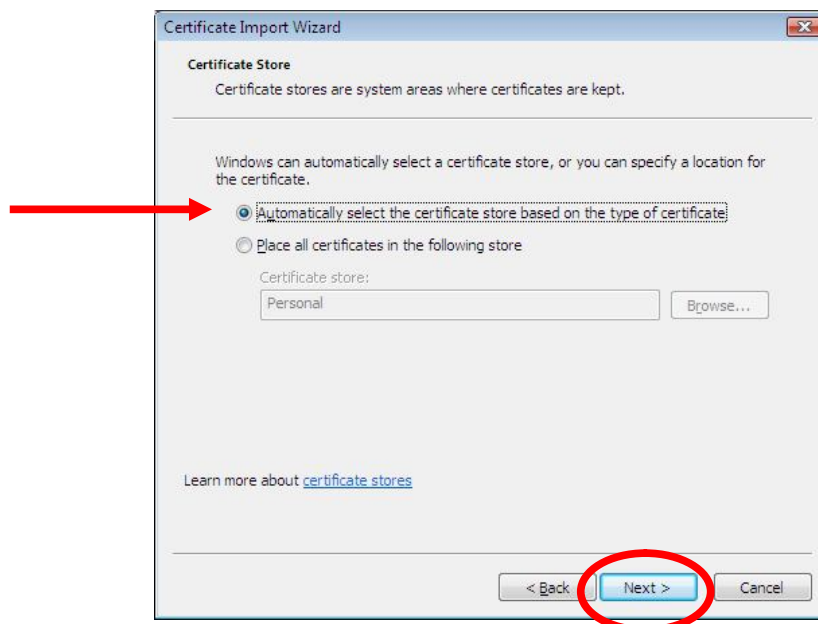
8. The screen below will now reflect the location of the backup file you wish to import. Click **Next**.



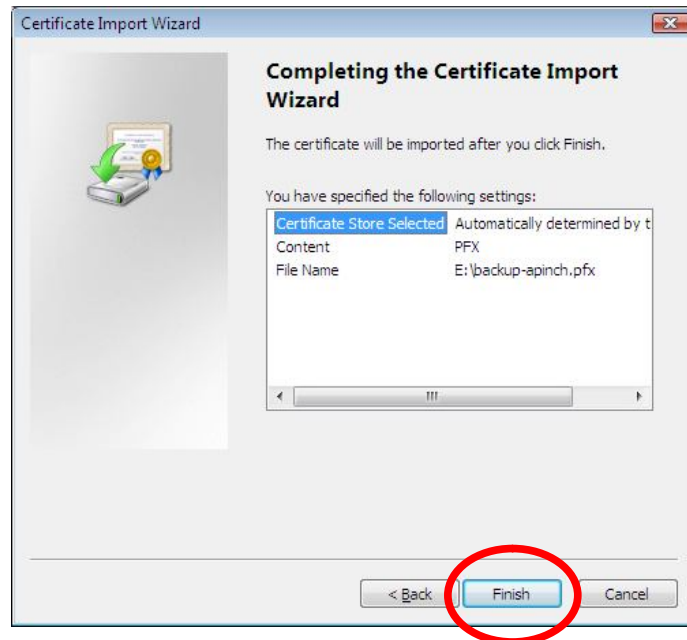
9. Enter the password [A] used to protect the backup file (this is the password that was set during certificate export). Place a tick in both boxes ([B] Enable strong protection, [C] mark key as exportable & [D] extended properties) and click **Next**.



10. Choose the option to '**Automatically select the certificate store based on the type of certificate**' and click **Next**.



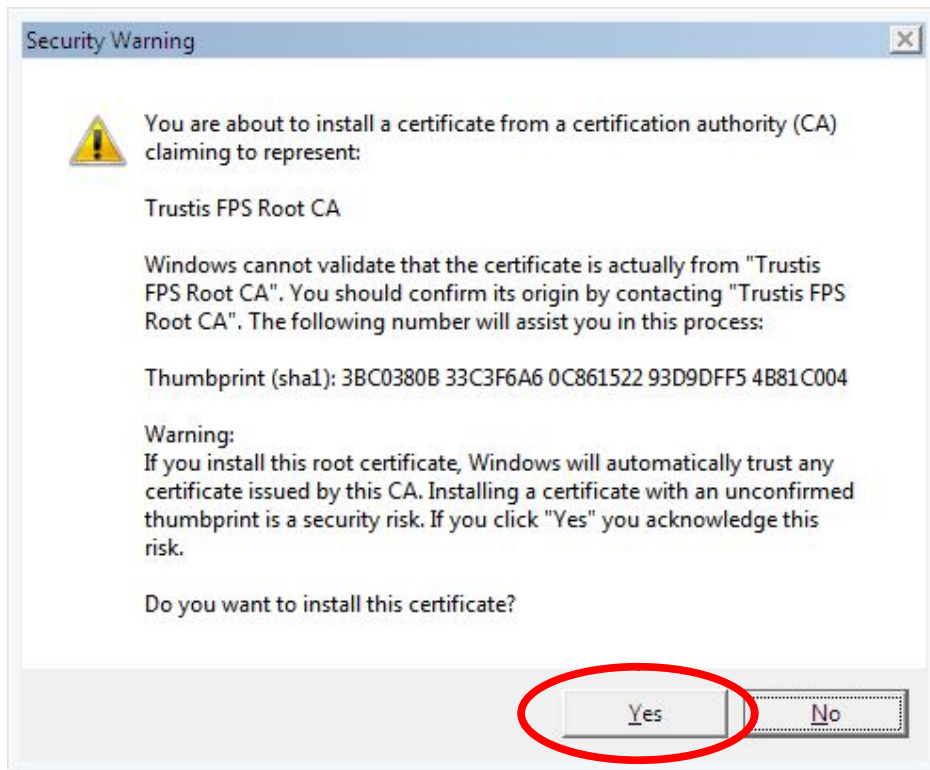
11. A summary screen will appear. Please click **Finish**.



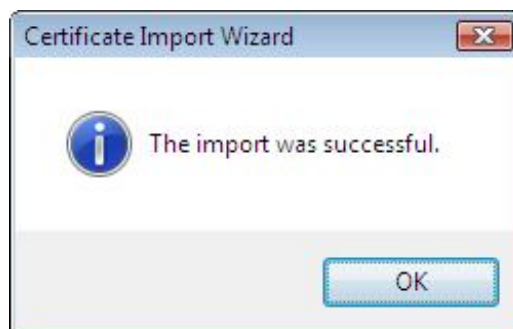
12. A new window will appear stating the import of a new private exchange key is being requested. The Security Level can remain at 'Medium'. Click **OK**.



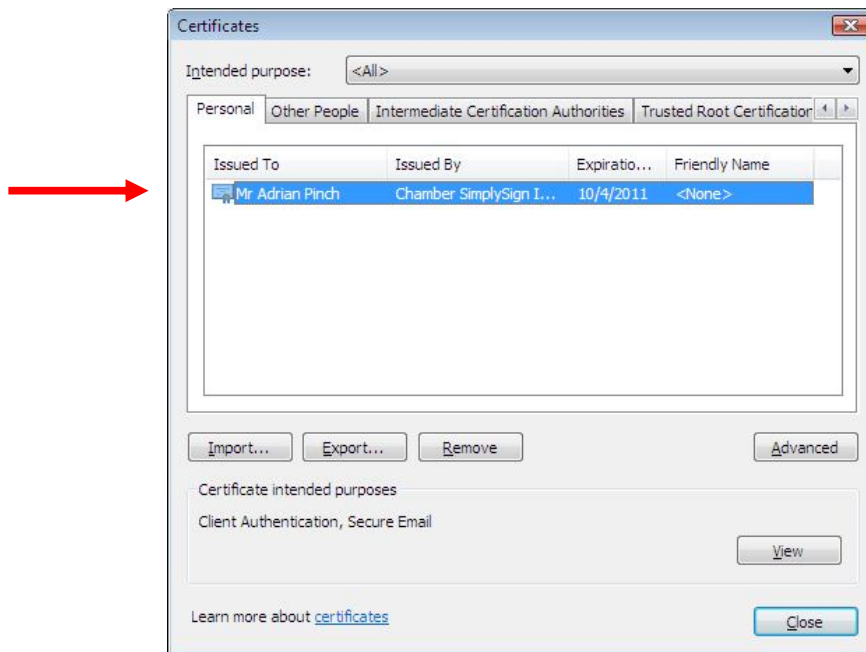
13. A 'warning' message box will appear providing details of the **Trustis FPS Root CA** certificate which is about to be imported (along with your personal certificate). Click **Yes** to complete the import process.



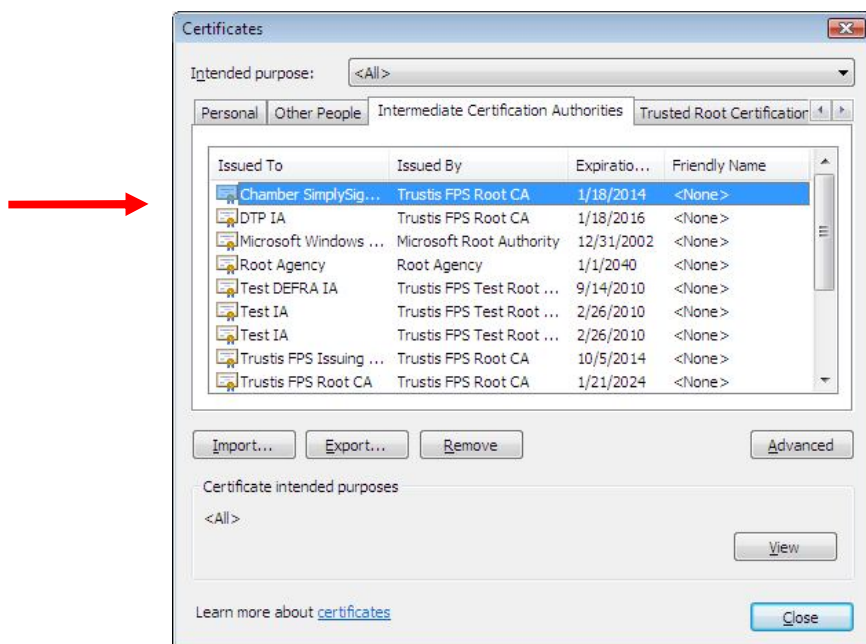
14. A confirmation message appears upon successful completion of certificate import. Click **OK**.



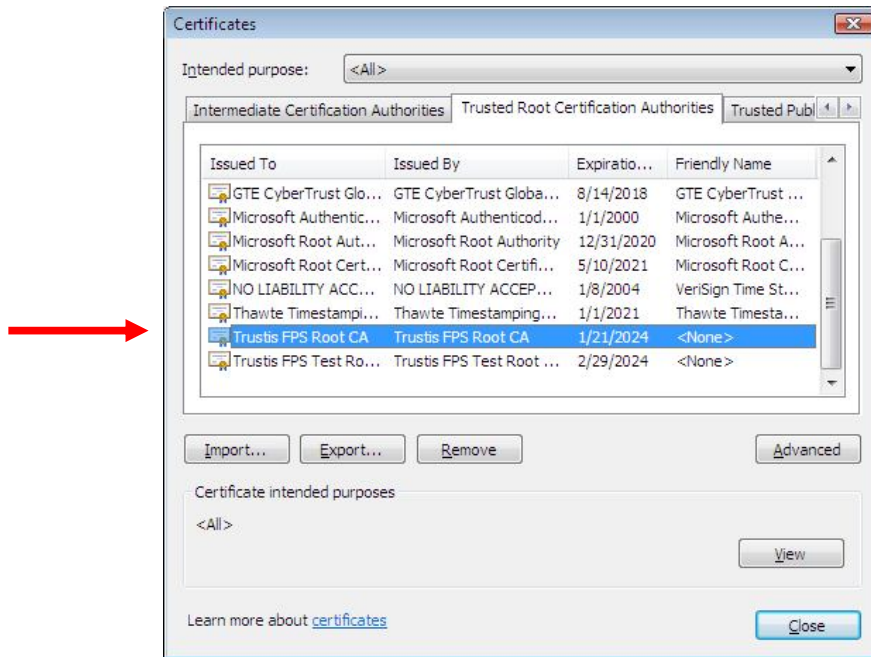
15. Now that the backup file has been imported, your personal certificate should appear within the **Personal** tab:



16. Additionally, the **Chamber SimplySign TT Issuing Authority** will appear in your **Intermediate Certification Authorities** tab:

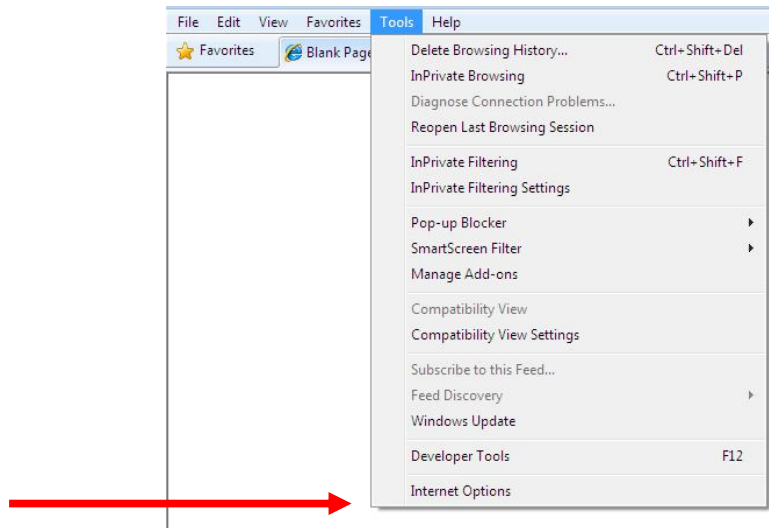


17. Lastly, the **Trustis FPS Root CA** will appear in your **Trusted Root Certification Authorities** tab:

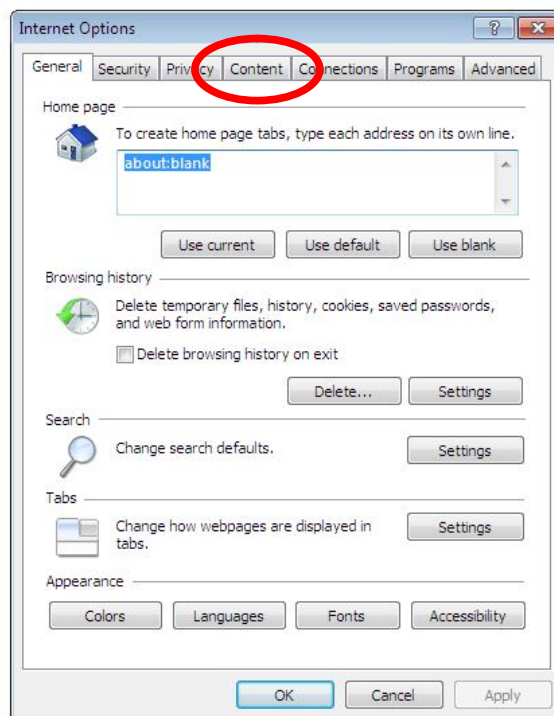


III. Certificate Import Process Using MSIE8

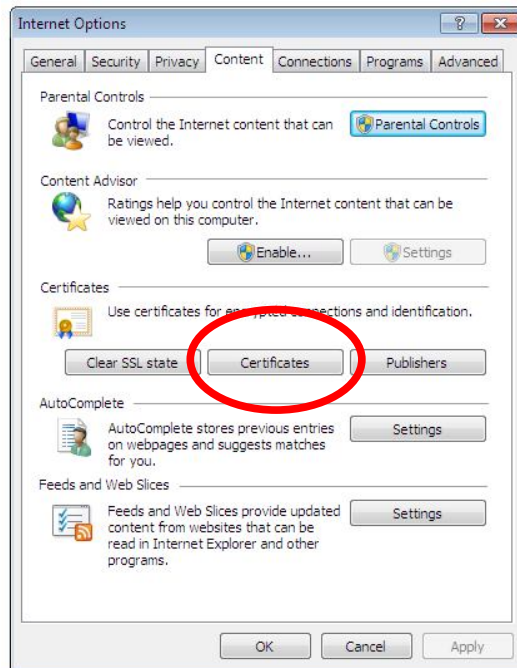
1. Open MSIE8. From within the MSIE8 **Tools** menu, click **Internet Options**.



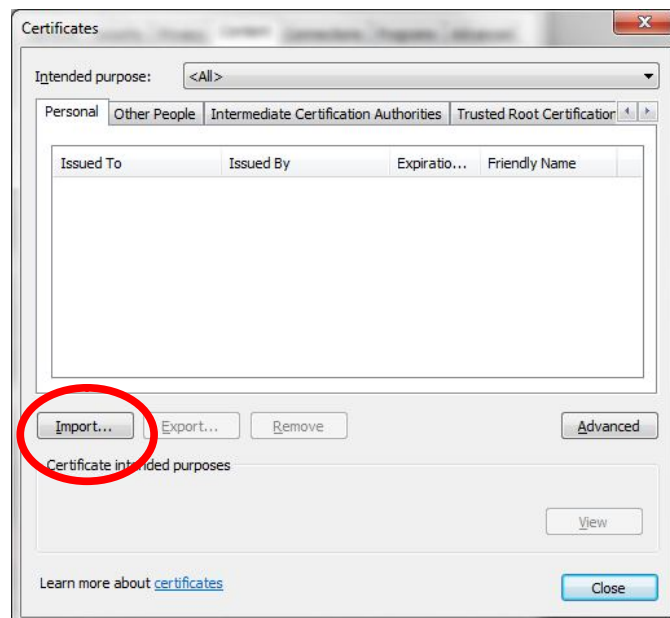
2. Click the **Content** tab in the window that opens.



3. Click on the **Certificates** button



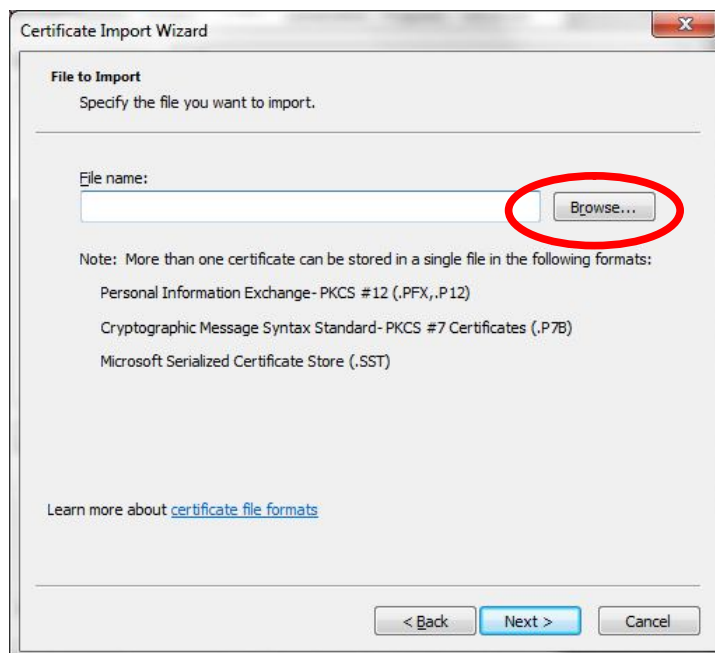
4. Go to the **Personal** tab and click the **Import** button.



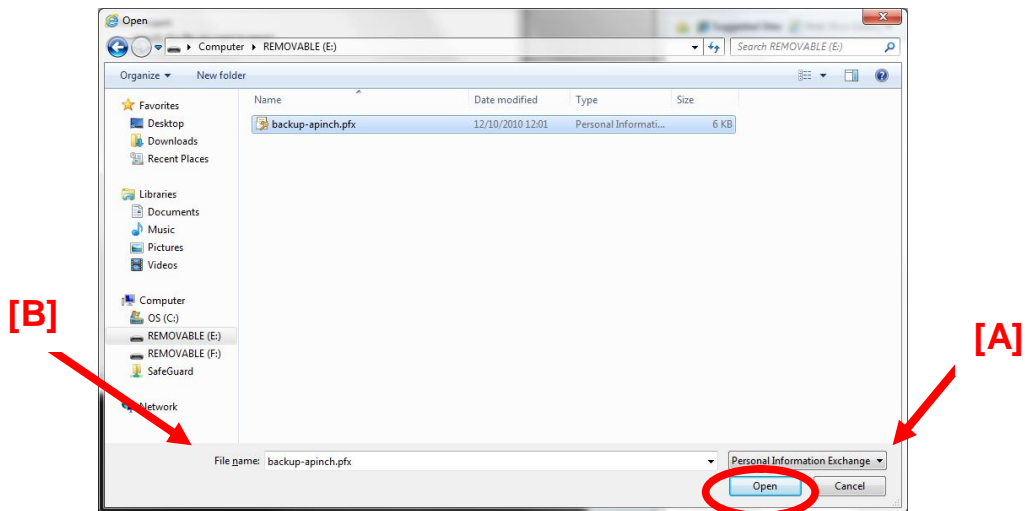
5. The Certificate Import Wizard appears. Click **Next**.



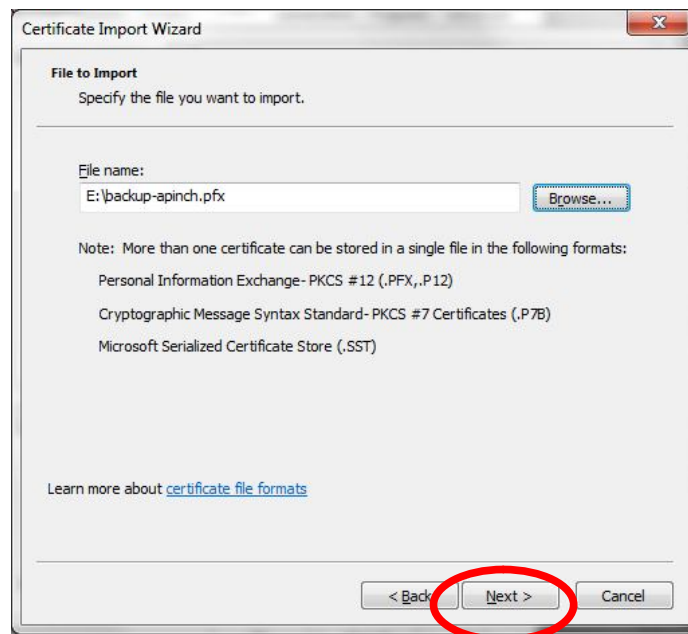
6. Either type the full path to the location of the backup file or click the **Browse** button to locate the file.



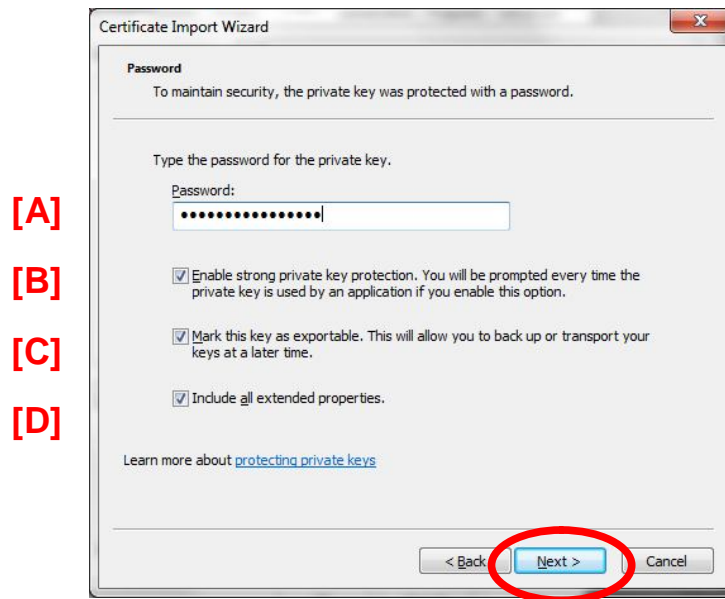
7. If the **Browse** button is clicked, you will be presented with the window shown below. From here, [A] choose to search for **Files of Type: Personal Information Exchange (*.pfx,*.p12)** and [B] ensure the name of the backup file is entered into the **Filename** text box. Click **Open**.



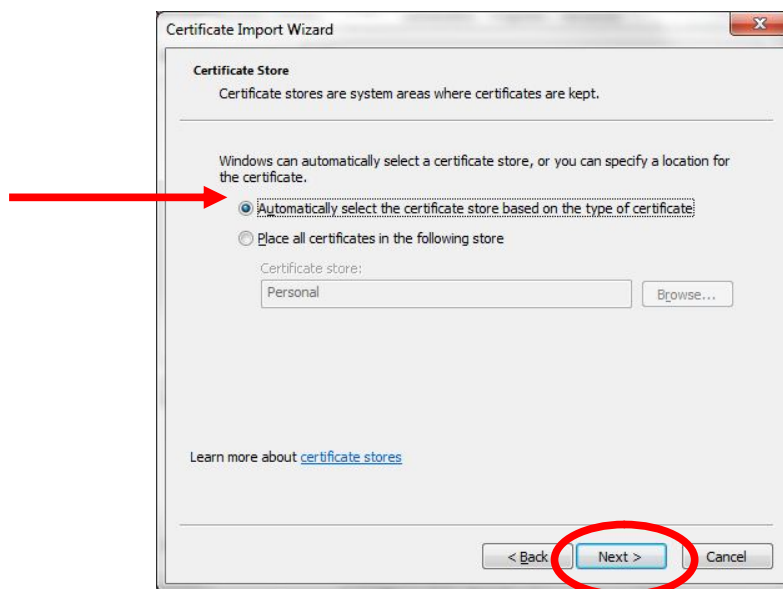
8. The screen below will now reflect the location of the backup file you wish to import. Click **Next**.



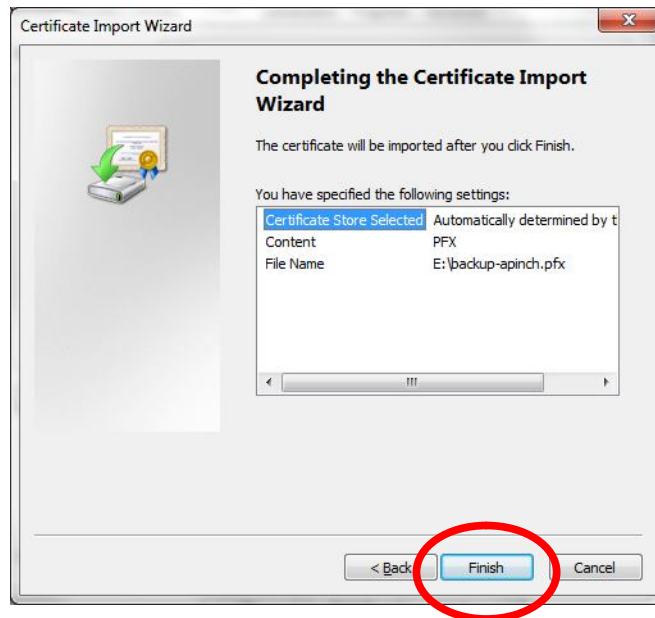
9. Enter the password [A] used to protect the backup file (this is the password that was set during certificate export). Place a tick in both boxes ([B] Enable strong protection, [C] mark key as exportable & [D] extended properties) and click **Next**.



10. Choose the option to '**Automatically select the certificate store based on the type of certificate**' and click **Next**.



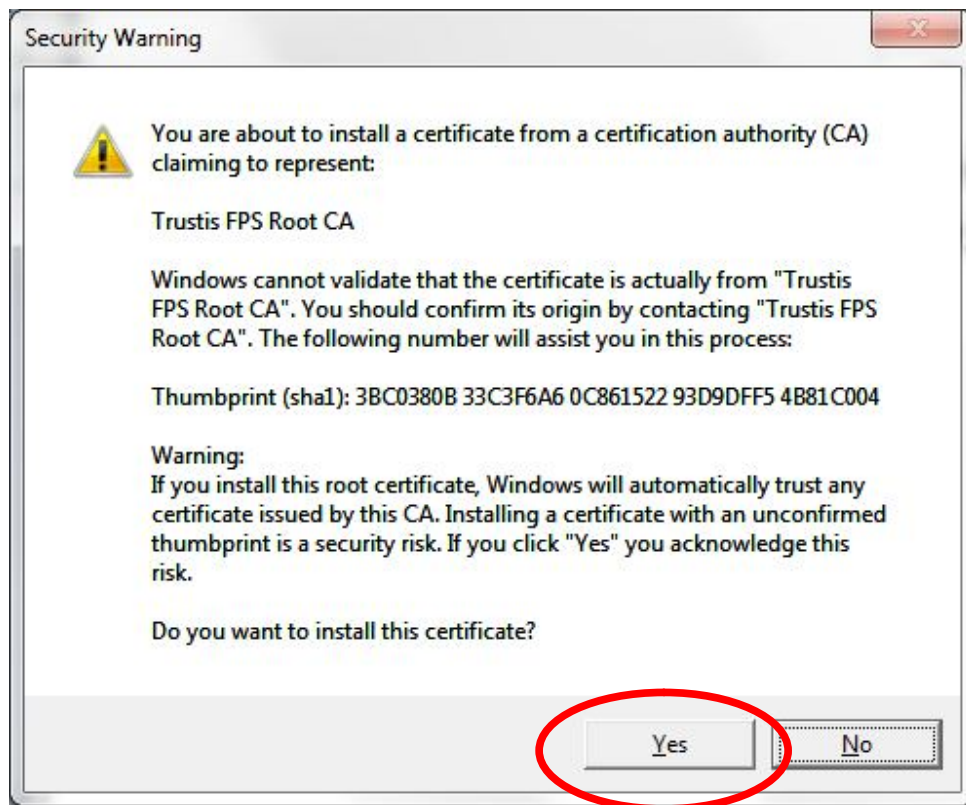
11. A summary screen will appear. Please click **Finish**.



12. A new window will appear stating the import of a new private exchange key is being requested. The Security Level can remain at 'Medium'. Click **OK**.



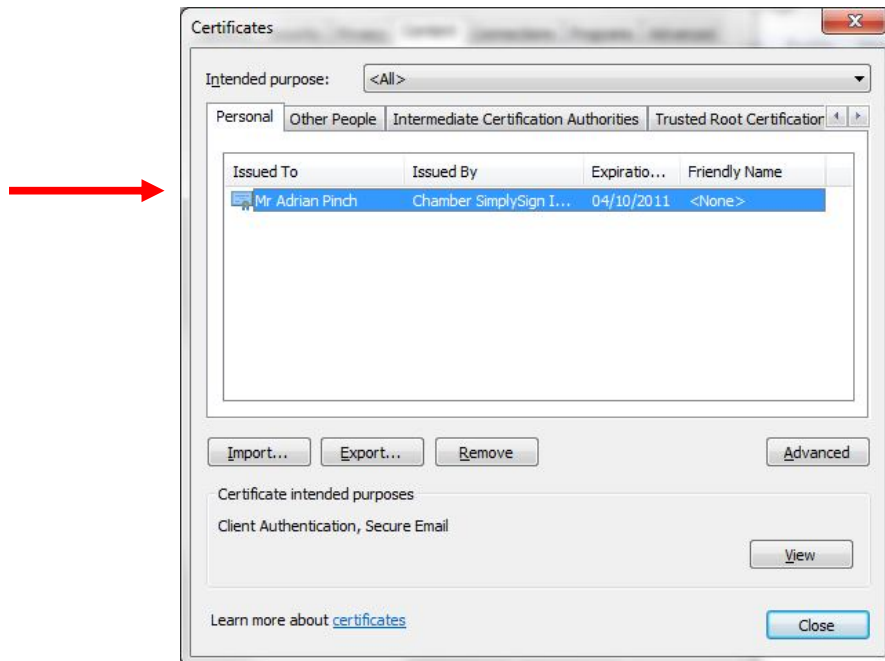
13. A 'warning' message box will appear providing details of the **Trustis FPS Root CA** certificate which is about to be imported (along with your personal certificate). Click **Yes** to complete the import process.



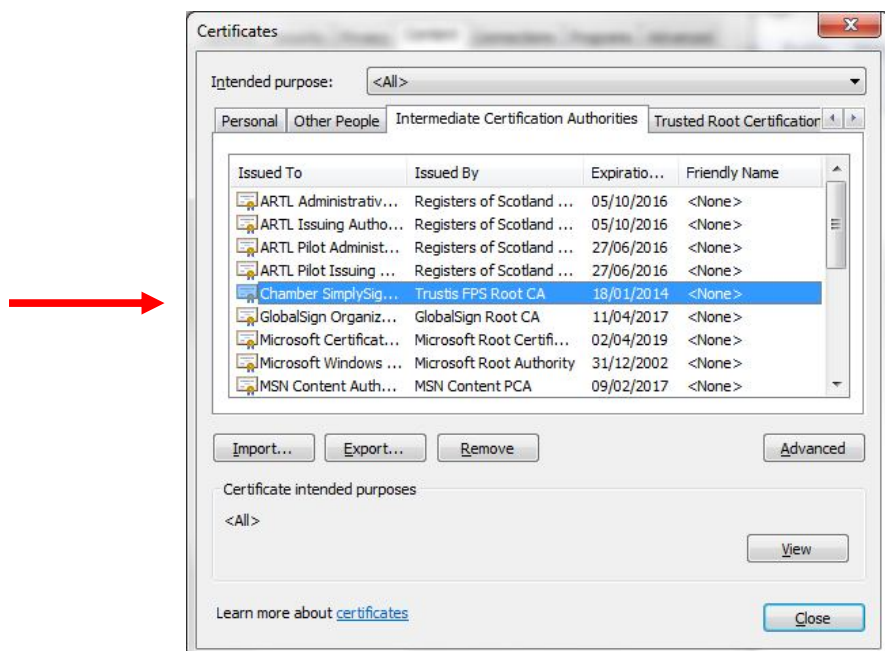
14. A confirmation message appears upon successful completion of certificate import. Click **OK**.



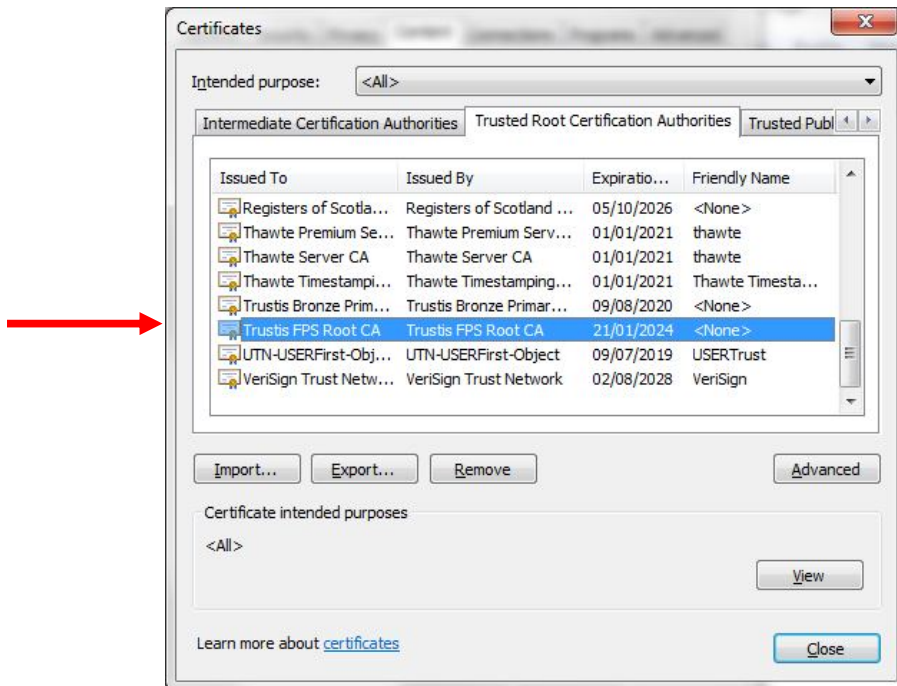
15. Now that the backup file has been imported, your personal certificate should appear within the **Personal** tab:



16. Additionally, the **Chamber SimplySign TT Issuing Authority** will appear in your **Intermediate Certification Authorities** tab:

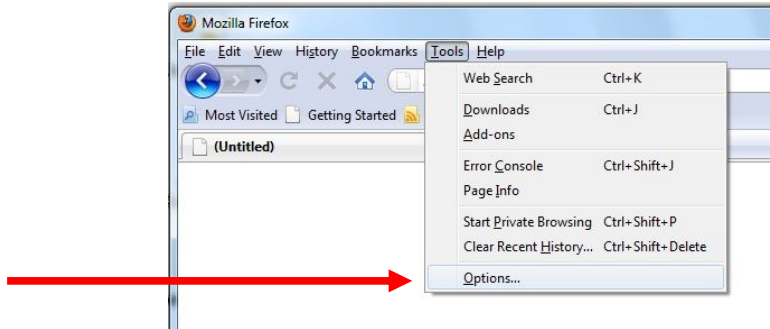


17. Lastly, the **Trustis FPS Root CA** will appear in your **Trusted Root Certification Authorities** tab:

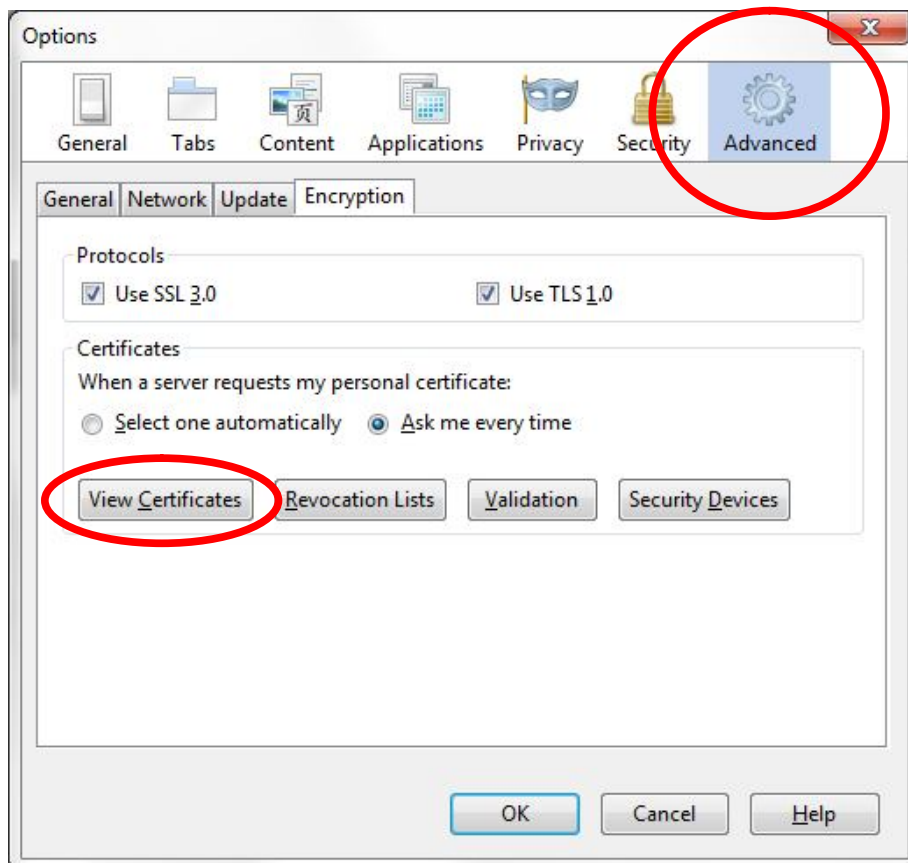


IV. Certificate Import Process Using Firefox

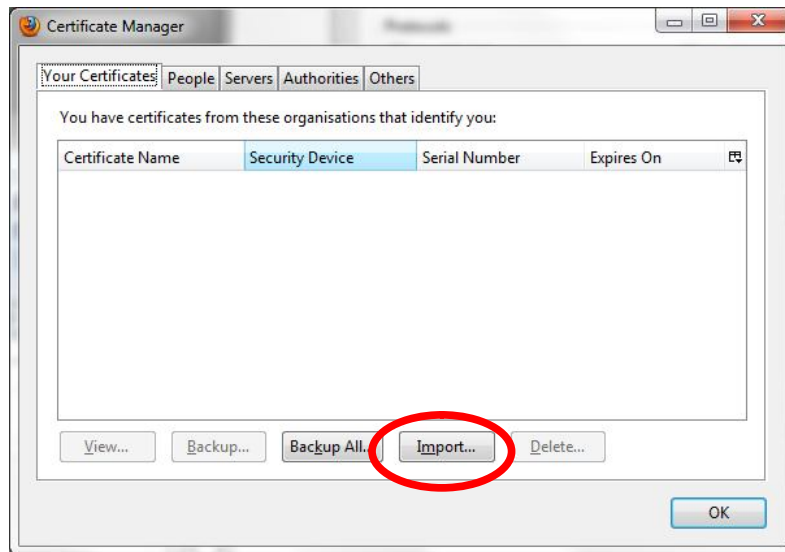
1. Open Firefox. Click on **Tools** and choose **Options**.



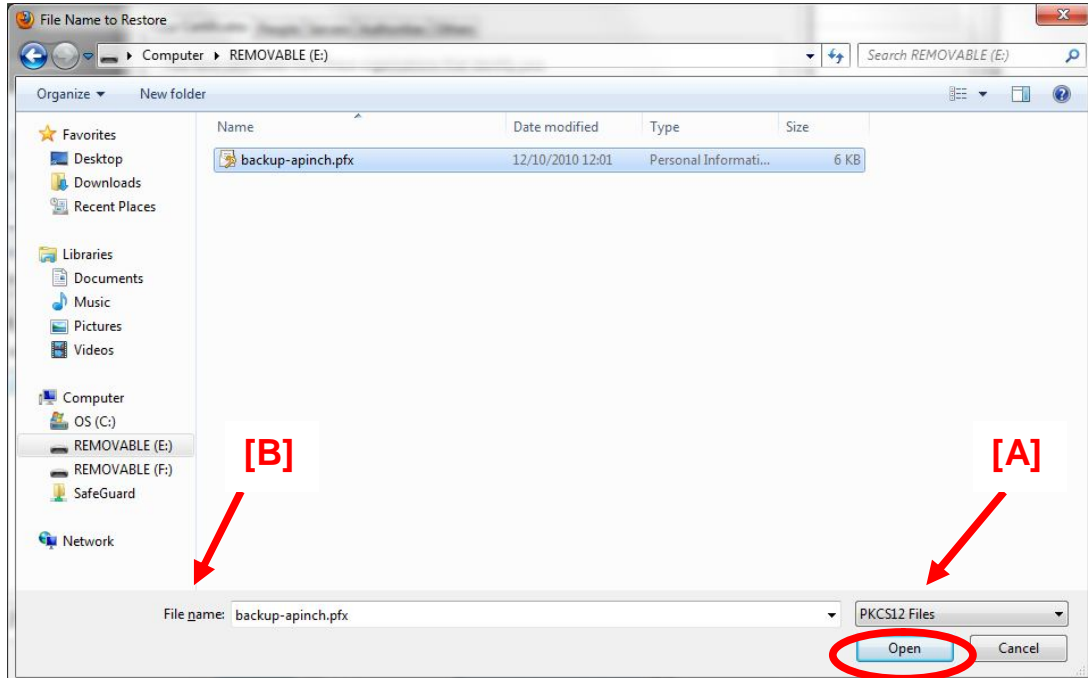
2. Click on the **Advanced** icon, and then click **View Certificates**.



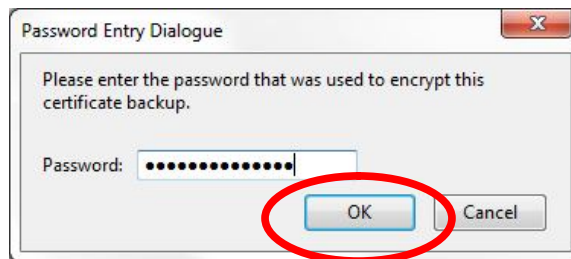
3. Within the **Your Certificates** tab, click **Import....**



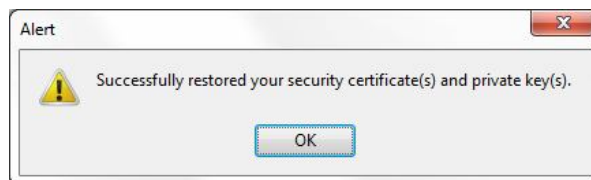
4. On the next screen, [A] set the file type to **PKCS12 Files** and [B] ensure the name of the backup file is entered into the **Filename** text box. Click **Open**.



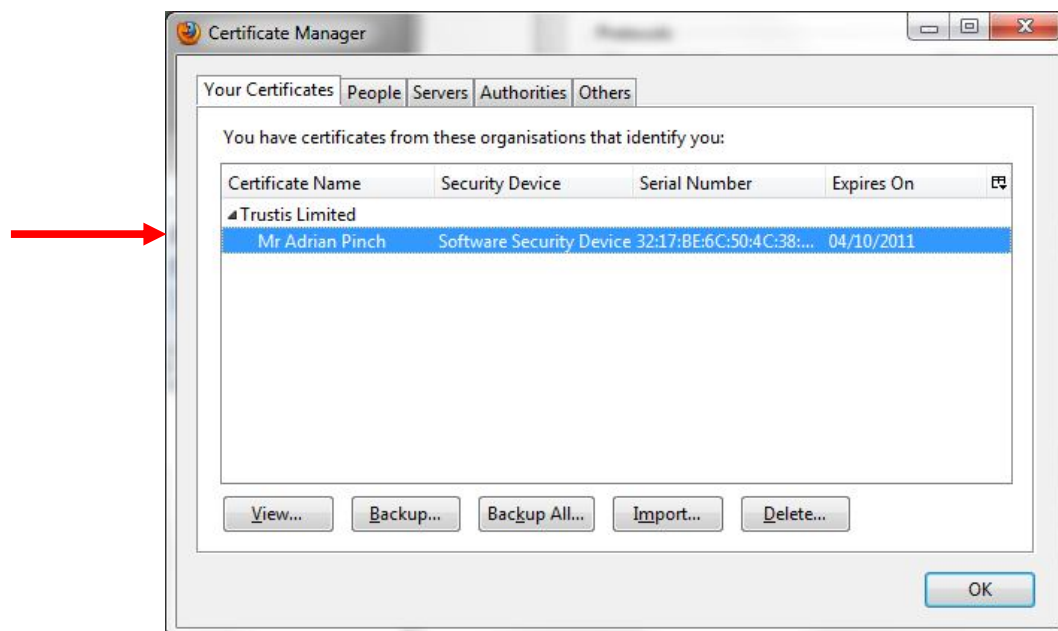
5. Type in the password for the backup file. This is the password that was set during certificate export. Click **OK**.



6. A message pops up to inform you that the certificate has been successfully restored to the browser. Click **OK**.



7. Now that the backup file has been imported, your personal certificate should appear within the **Your Certificates** tab: .



8. Additionally, the **Chamber SimplySign TT Issuing Authority** will appear in your **Authorities** tab:

