



Pre-requisites for Installing Digital Certificates Using Microsoft Windows 7

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Before completing the steps in this document, confirm that the changes within will be allowed by your local IT policy.

You may also need the assistance of your IT department to implement the changes described below.

You may restore your original settings once you have successfully downloaded your SimplySign digital certificate.

Introduction

The Windows 7 Operating System offers security and controls to restrict unauthorised installation and usage of Digital Certificates. Therefore, some configuration is necessary before enrolling for a digital certificate via Microsoft Internet Explorer 8 or 9 (MSIE8 or MSIE9).

Users should follow the steps in this document to prepare the system for generating cryptographic keys and submitting certificate requests.

The following sections provide steps for performing configuration changes to the user's system. Also included is a description of the messages that a Windows 7 user may see during certificate enrolment.

If you are using Firefox, please refer to the 'Pre-requisites for using Firefox guide', which can be found at

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

- I. Root & Intermediate CA installation
- II. Configuration of Internet Explorer
- III. Enrolment/Renewal process

I. Root & Intermediate CA Installation

Prior to enrolment or renewal, a Windows 7 user should download and install the Root and Intermediate CA certificates.

1. Download the Chamber SimplySign CA Chain file from this location: <http://www.simplysign.co.uk/downloads/cachain.p7b> and save the file somewhere convenient, such as on your PC desktop.
2. Download the CA Chain Installation Guide, which can be found here:

http://www.simplysign.co.uk/support/CA_chain_install_guide.pdf

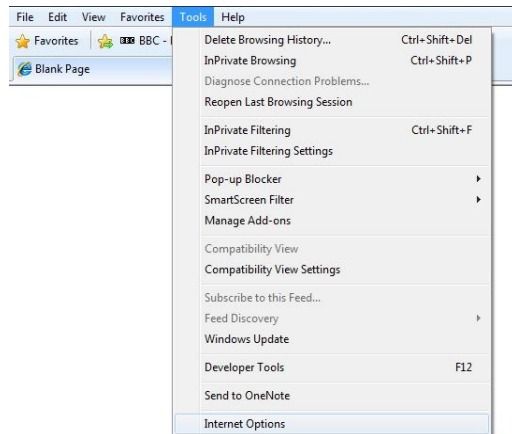
and follow the instructions in Section III, which describes the process in detail.

3. Finally, confirm installation of the certificates by opening MSIE8/9 and selecting **Tools -> Internet Options -> Content** tab -> **Certificates**. The CA certificates should be installed in the **Trusted Root Certification Authorities** and **Intermediate Certification Authorities** tabs as appropriate.

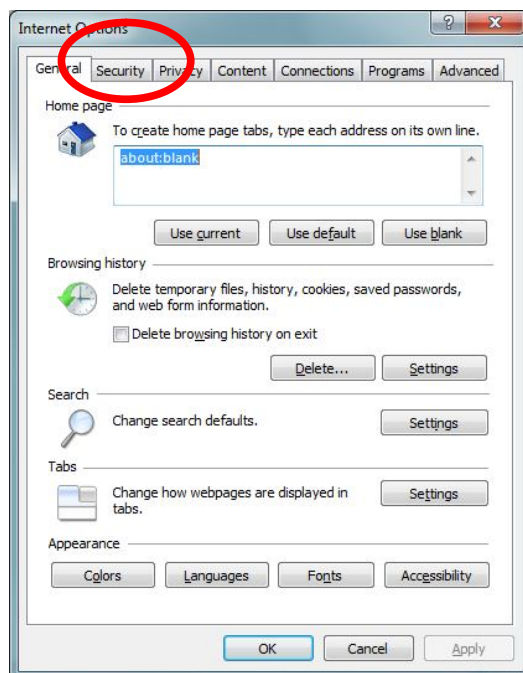
II. Configuration of Internet Explorer

Before requesting/renewing and installing a certificate, the user must make the following changes to the MSIE8 Browser Settings:

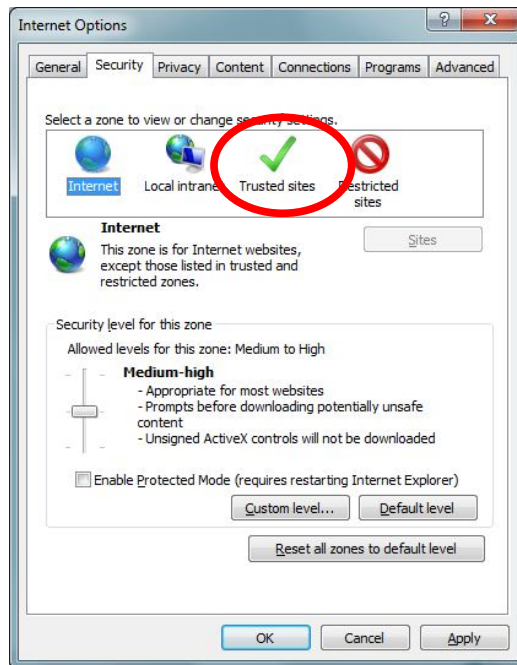
1. From within the MSIE 8 **Tools** menu, click **Internet Options**.



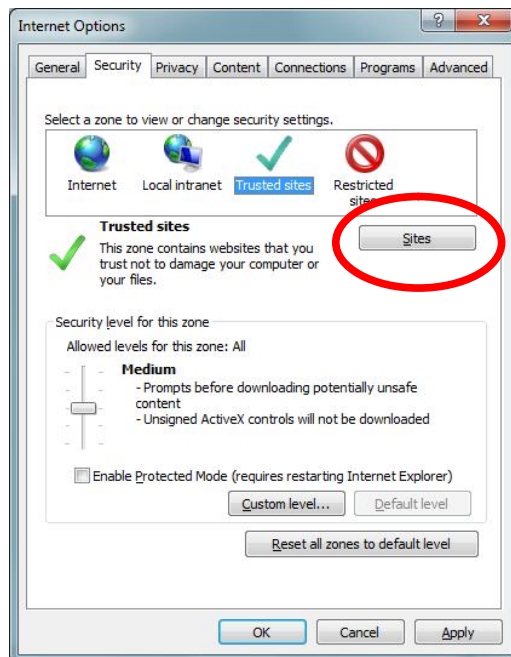
2. Click the **Security** tab in the window that opens.



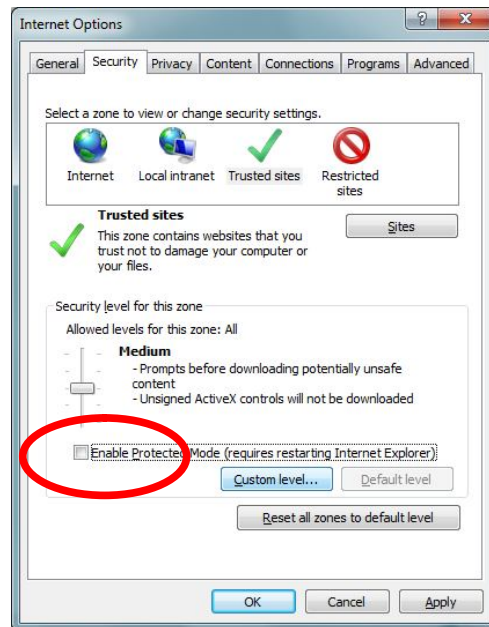
3. Click **Trusted Sites**.



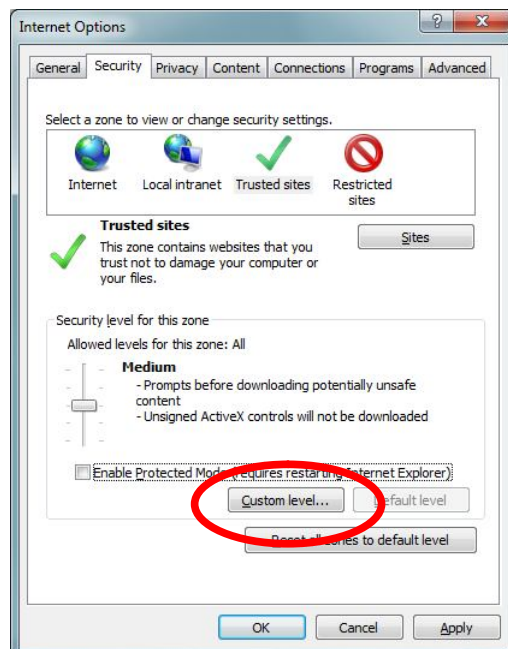
4. Click **Sites** and add the URL <https://www.simplysign.co.uk> to the list of trusted sites.



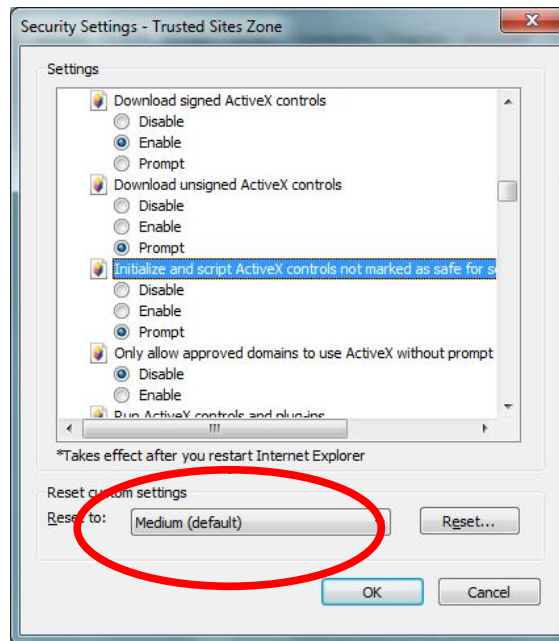
5. If **Protected Mode** is on (i.e. the box is ticked), turn it **OFF** by removing the tick from the box.



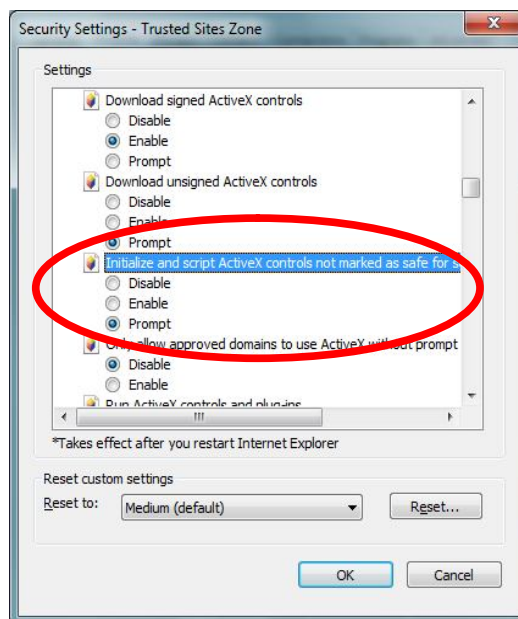
6. Click **Custom Level** – a new window opens



7. Ensure the security level drop-down menu for the trusted zone is set to **Medium** or less.

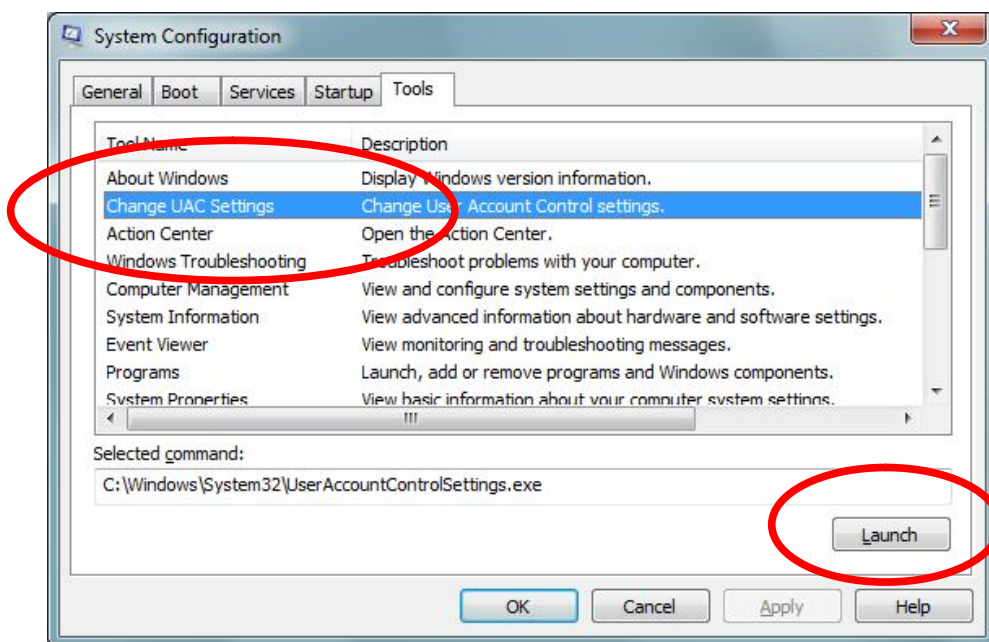


8. Locate the setting for **Initialize and script ActiveX controls not marked as safe for scripting** and change to **Prompt**.

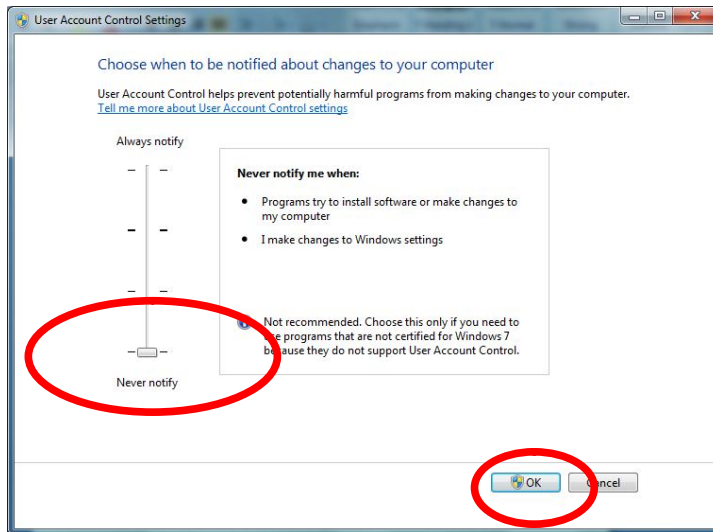


Now that the browser is configured, the last step involves disabling User Account Control (UAC):

1. Click the **Start** icon.
2. In the search field, type **msconfig.exe** and click **Enter**.
3. Click the **Tools** tab.
4. Choose **Change UAC Settings**.
5. Click **Launch**.



6. Move slider to the **Never Notify** option.
7. Click **OK**
8. Click **OK** to exit the System configuration screen



9. Restart the system.

III. Enrolment/Renewal Process

After downloading the CA certificates, configuring the browser, and disabling UAC, the user may see the following prompts or informational messages during enrolment/renewal.

It is important to click **Yes**, as **Enter** will not provide the correct result.

Windows 7 Behaviour	Required User Action	Result
When Requesting a certificate, a warning is displayed that an ActiveX control might be unsafe and asking if the user wants the control to run.	Click Yes	The certificate request is sent to the CA.
When installing the certificate, a warning is displayed that an ActiveX control might be unsafe and asking if the user wants the control to run.	Click Yes	The certificate is installed.

After certificate enrolment/renewal and installation is complete, it is recommended the user restore browser and UAC settings to the original values.