

## How to Export/Back-Up a Digital Certificate Using Microsoft<sup>®</sup> Internet Explorer 7+

To export/back-up a digital certificate using Microsoft Internet Explorer 7+, follow the below instructions:

- 1. Open the "Start Menu".
- 2. Type in "Internet Options" in the search box.
- 3. Click on the tab "Content".
- 4. Click on the button "Certificates" and be in the tab marked "Personal".
- 5. Select your certificate and click on "Export". Then click "Next".
- 6. Be sure to select "Yes, export the private key" and click "Next".
- Check the boxes "Include all certificates in the certification path if possible" and "Export all Extended Properties". Then click "Next".
  Warning: Do NOT select "Delete the private key if the export is successful".
- 8. Create a new **"Password"** of your choosing; this is case sensitive. Then, re-enter the **"Password"** to confirm and click **"Next"**.
- 9. Click on the **"Browse"** button. Here you can select where you want to save the export and give the certificate a name. Then click **"Save"**. Then click **"Next"**.
- 10. Click "Finish" and if you are asked to click on "OK", please do so.
- 11. If prompted for a password, then enter your password that you normally use for the certificate.

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