

## How to Export a Certificate When Using Microsoft® Windows® OS

This document explains the process of exporting your digital certificate for use in another browser or on a different device when using either Microsoft Internet Explorer (IE) or Mozilla® Firefox.

Please note that the example images below may look slightly different depending on the version of Microsoft Windows OS you are using. Unless otherwise instructed, please keep the default settings and continue with the instructions below.

## **Microsoft Internet Explorer**

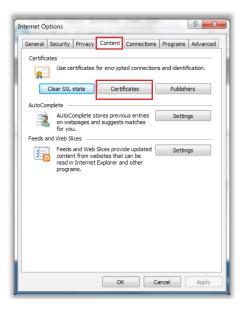
To export your digital certificate for use in another browser or on a different device when using Microsoft Internet Explorer, please use these instructions.

1. Open **"Internet Explorer"** and click on the **"Settings"** icon icon the top right corner of the Internet Explorer browser window.

	0 <b>X</b>
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Print	•
File	<b>۲</b>
Zoom (100%)	•
Safety	+
Add site to Start menu	
View downloads	Ctrl+J
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View settings	
Report website problems	
Internet options	
About Internet Explorer	



2. Select "Internet Options". Click on the "Content" tab and then select "Certificates".



3. The **"Certificates"** window will appear. Select the **"Personal"** tab. Select the certificate you would like to export; then select **"Export"**.

Certificates		and the second distance	Sec. 1		x
Intended pu	rpose:	<all></all>			•
Personal	Other Peop	le Intermediate Certificatio	n Authorities Tru	sted Root Certification	• •
Issued 1		Issued By	Expiratio	Friendly Name	
🔄 Ama	anda Certifi	cate TrustID CA A12	10/18/2018	<none></none>	
Import	. Exp	ort Remove		Advanc	ed
	intended pu				
Client Aut	nentication,	Secure Email		View	
Learn more	about <u>certif</u>	icates		Close	



4. This will launch the "Certificate Export Wizard". Click "Next".

Certificate Export Wizard	×
	Welcome to the Certificate Export Wizard
<u>a</u>	This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.
J.	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.
	To continue, click Next.
	< Back Next > Cancel

5. Be sure to select **"Yes, export the private key"**; otherwise, you will not be able to import the certificate and keys if/when needed. Click **"Next"**.

ertificate Export Wizard	×
Export Private Key	row with the contificate
You can choose to export the private l	cey with the certificate.
Private keys are password protected. certificate, you must type a password	If you want to export the private key with the 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 l	(ey
Learn more about <u>exporting private keys</u>	
	< Back Next > Cancel



6. Check the boxes "Include all certificates in the certification path if possible" and "Export all Extended Properties". Click "Next".

**CAUTION:** DO NOT select **"Delete the private key if the export is successful"**. If you choose this option, you will no longer have the ability to use your certificate on this machine.

rtificate Export Wizard	x
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)	
$\boxed{V}$ 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)	
Learn more about <u>certificate file formats</u>	
< Back Next > Cancel	

7. Create a **"Password"** of your choosing (this is case sensitive) and then re-enter to confirm your password. Click **"Next"**.

**Note:** Please remember this password! You will use it later if you need to reinstall this certificate.

ertific	ate Export Wizard
Pass	sword
	To maintain security, you must protect the private key by using a password.
	Type and confirm a password.
	Password:
	Type and confirm password (mandatory):
	••••••
	< Back Next > Cancel

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8. Click "Browse..." to select the location where you would like to save your certificate.

ertificate Export Wizard					×
File to Export Specify the name of the file y	ou want to exp	port			
<u>File name:</u>					
				Browse.	]
		( Park	Neut		Canad
		< <u>B</u> ack	<u>N</u> ext >		Cancel

9. Provide a **"File Name"** for the certificate. Then click **"Save"**.

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Organize 🔻 New folder					8≡ ▼	(
Videos Lorraine Orr 1 My Documents 3 My Projects 4 My Folders AppData	A H	Name	Date modified	Туре	Size	
File name: Amandas Certificate.pfx						
Save as type: Personal Information Ex	change (*.pfx)					



10. The application will return to the "File to Export" window. Click "Next".

File to Export			
Specify the name of the file you	want to export		
File name:			
C:/Certificates/Amandas Certif	ficate.pfx	3	Browse

11. The "Completing the Certificate Export Wizard" will appear. Click "Finish".

Certificate Export Wizard		×
	Completing the Certificate Exp Wizard	port
	You have successfully completed the Certificate wizard.	Export
	You have specified the following settings:	
	File Name	C:\Use
	Export Keys	Yes
	Include all certificates in the certification path	Yes
	File Format	Personi
	4	_
	•	4
	< Back Finish	Cancel
	S JOCK THINH	Curicer



12. If prompted for a password, enter your password that you normally use for your certificate.

Exporting your	private exchange key
	An application is requesting access to a Protected item.
	Password for: CryptoAPI Private Key
	OK Cancel Details

13. Click "OK" to allow access to the "Protected Item".



14. Click **"OK"** to complete the process.

You have now completed the export process for your digital certificate.

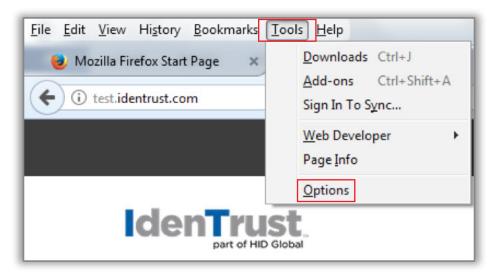


## **Mozilla Firefox**

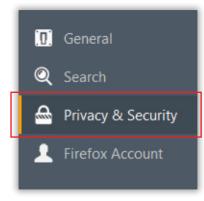
Mozilla Firefox is no longer supported for certificate retrieval; however, you may use the browser to import and export a certificate.

To export your digital certificate for use in another browser or on a different device when using Mozilla Firefox, please use these instructions.

1. Click the "Tools" menu at the top of Firefox.



2. Click "Options". You will see icons on the left side or on the top of the Options window.



3. Select "Privacy & Security". Scroll down until you locate the "Certificates" section.

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4. Select the "View Certificates" option to initiate the "Certificate Manager".

e Servers Authorities e organizations that identify you: Security Device Software Security Device	Others Serial Number 40:01:58:2F;AD:F0:C8:44:A9:F1	Expires On 9:EC:C8:9 Sunday, November 04, 20	118
Security Device	1		
	1		
Software Security Device	40:01:58:2F;AD:F0:C8:44:A9:F9	9:EC:C8:9 Sunday, November 04, 20	018
Software Security Device	40:01:58:2F:AD:F0:C8:44:A9:F9	9:EC:C8:9 Sunday, November 04, 20	018
c <u>k</u> up All I <u>m</u> port <u>D</u> elete.			ОК
	c <u>k</u> up All I <u>m</u> port <u>D</u> elete	ckup All Import Delete	c <u>k</u> up All <u>D</u> elete

5. Browse to the location that you wish to store your certificate and select "Save".

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OOUL + Lorraine Orr + 4 My Folders + My Personal + Personal + Certs			- + <sub>7</sub>	<ul> <li>✓ 49 Search Certs</li> </ul>		
Organize 🔻 Ne	w folder				III • 🔞	
<ul> <li>★ Favorites</li> <li>■ Desktop</li> <li>Downloads</li> <li>32 Recent Places</li> <li>34 Government</li> </ul>		E Name	Date modified	Туре	Size	
Desktop Libraries Documents Music Pictures		• •	m		,	
	Amandas Certificate PKCS12 Files (*.p12)				•	
Hide Folders				Save	Cancel	



6. Provide a **"Certificate backup password"** and repeat. You will need this password if/when you wish to restore and import this certificate at a later time. Click **"OK"**.

Choose a Certificate Backup Password					
The certificate backup password you set here protects the backup file that you are about to create. You must set this password to proceed with the backup.					
Certificate backup password: Certificate backup password (again):					
Important: If you forget your certificate backup password, you will not be able to restore this backup later. Please record it in a safe location.					
Password quality meter					
OK Cancel					

7. Click "OK" to close the window.

You have now completed the export process for your digital certificate.

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