

How to Import a Certificate When Using Microsoft® Windows® OS

This document explains the process of importing your digital certificate for use in Microsoft Internet Explorer (IE) and/or Mozilla® Firefox.

Microsoft Internet Explorer

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

- 1. Locate the backup file of your certificate that was previously saved or exported.
- 2. Double-click the certificate file.
- 3. The "Certificate Import Wizard" will open.

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 instruction below.

Certificate Import Wizard	
	Welcome to the Certificate Import Wizard
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.
	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, dick Next.
i	
	< Back Next > Cancel



4. Click "Next" and the "File to Import" window will open.



5. Click "Next". The "Password" window will open.





- 6. Type in the password that was created when the certificate was previously exported. The check-boxes on this screen are optional; IdenTrust strongly recommends that you select all options. Use these guidelines to help you make a selection:
 - a. **Enable Strong Private Key Protection:** If this option is not chosen, then Internet Explorer will store your certificate (and private key) with low security. If this option is enabled, it will allow you to choose **Medium** or **High** security later in the process.
 - High security causes Internet Explorer to ask you for a password each time the certificate is used.
 - Medium security causes Internet Explorer to ask you to confirm usage of the certificate when it is presented.
 - b. **Mark the Private Key as Exportable:** If this is not chosen, then you will never have the option to export this certificate from this computer in the future.

After providing your password and making your security selections, click "Next".

7. The **"Certificate Store"** window will open (if you had put the check mark in **"Include all certificates..."** when exporting previously).

Certificat	te Store
Cert	ificate stores are system areas where certificates are kept.
Wine the	dows can automatically select a certificate store, or you can specify a location for certificate.
	Automatically select the certificate store based on the type of certificate
0	Delace all certificates in the following store
	Certificate store:
	Browse
Learn mo	re about certificate stores
	< <u>B</u> ack <u>N</u> ext > Cancel



8. Click "Next". You will receive the "Completing the Certificate Import Wizard" screen.

Certificate Import Wizard	one house a by here	×
	Completing the C Wizard The certificate will be import	Certificate Import
	You have specified the follo	owing settings:
	Certificate Store Selected	d Automatically determined by t
	Content	PFX
	File Name	C:\Users\Vorr\4 My Folders\My
	< <u> </u>	4
	< Back	Finish Cancel

- 9. Click "Finish".
- 10. If **"Enable Strong Private Key Protection"** (in Step 6) was chosen, then the **"Importing a new private exchange key"** window will open.

Importing a ne	w private exchange key
	An application is creating a Protected item.
	CryptoAPI Private Key
	Security level set to Medium Set Security Level
	OK Cancel Details



11. By default, it is set to **Medium** security (as described in Step 6 above).

If you choose to use **High** security, then click the **"Set Security Level"** button, and follow the instructions provided.

12. Click "OK". You will receive "The import was successful" window.



13. Click **"OK"** to close the window.

Now that you have imported your certificate into your browser, you can test the certificate on our website at **www.ldenTrust.com/test**



Mozilla Firefox

To import 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.

Please note that in some cases the Firefox Tools menu is hidden. If you do not see the Tools menu tab, you can use the shortcut on your keyboard by clicking F10.



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.





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



5. Select **"Your Certificates"** and then click the **"Import"** button and browse to the location of the certificate you wish to import. Then click "**Okay**"

Your Certificates	People Servers	Authorities	Others		
'ou have certificates from	these organizations th	at identify you:			
Certificate Name	Security D	evice	Serial Number	Expires On	
aldenTrust					
Amandas Certificate	Software Secu	urity Device	40:01:58:2F:AD:F0:C8:44:A9:F9:EC:C8:9.	. Sunday, November 04, 2018	

- 6. Select the certificate file and click "Open".
 - If you have more than one security device available, then a "Choose Token Dialog" window will open. Select the correct device to import the certificate to. In most cases, this will be the "Software Security Device".
 - If a "master password" had already been created in Firefox, then it will prompt for that password. Otherwise, it will prompt you to create a new one. Enter in the "master password" for Firefox.

Certificate File to Import					×
$\leftarrow \ ightarrow \ ightarrow \ igstarrow \ ightarrow \$			ٽ ×	IdenTrust Certificate.pfx	×
Organize 🔻					0
💻 This PC	^		IdenTrust Certificate.pfx		
E Desktop					
😫 Documents					
🖶 Downloads					
👌 Music	~	<			>
File name: IdenTrust Certificate.pfx			~	PKCS12 Files (*.p12;*.pfx)	~
				Open Cance	el



7. The **"Password Required"** window will prompt for the password that was used when the export or backup file was originally created. Enter the certificate password and click **"OK"**.

Password	I Required
?	Please enter the password that was used to encrypt this certificate backup:
	••••••
	OK Cancel

8. Your certificate will then be displayed in the "Certificate Manager" window.

			Certifica	ate Manager		
Your Certificates	People	Servers	Authorities	Others		
You have certificates fr	rom these org	anizations tha	it identify you:			
Certificate Name		Security De	vice	Serial Number	Expires On	CQ.
Identrust						
Import Certificate		Software Secur	ity Device	40:01:5F:CA:E2:B0:FE:79:88:A	B:9C:84:D Sunday, November 17, 2019	
View Backup	Backur	a All	Delete			

9. Click "OK" to close the window.

Now that you have imported your certificate into your browser you can test the certificate on our website at **www.ldenTrust.com/test**

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2017-11-28-identrust-how-to-import-cert-windows-en