

LEGISYM

Credential Solutions™ Securely Proving Trading Partner Identities and Licensing

User Guide Series

Exporting Digital Certificates

This User Guide shows you the steps involved in exporting your digital certificate from your internet browser.

INTRODUCTION

Before an Identity Credential can be issued to your digital wallet, Legisym as an OCI Credential Issuer, must first verify your identity through a process called identity proofing. One approved methods for proving your identity, is by use of your DEA CSOS Signing Certificate. In order to use this method, you will need a copy of your CSOS Digital Signing Certificate. CSOS certificate files would be saved as either a **.p12** or **.pfx**. If the certificate was downloaded from the DEA in Firefox, it would have initially been saved directly to your Downloads folder as a .p12 file. If it was downloaded via Internet Explorer, you will first need to create a backup copy. The following outlines steps for locating your CSOS Digital Signing Certificate based upon the method you originally used when downloading it from the DEA.

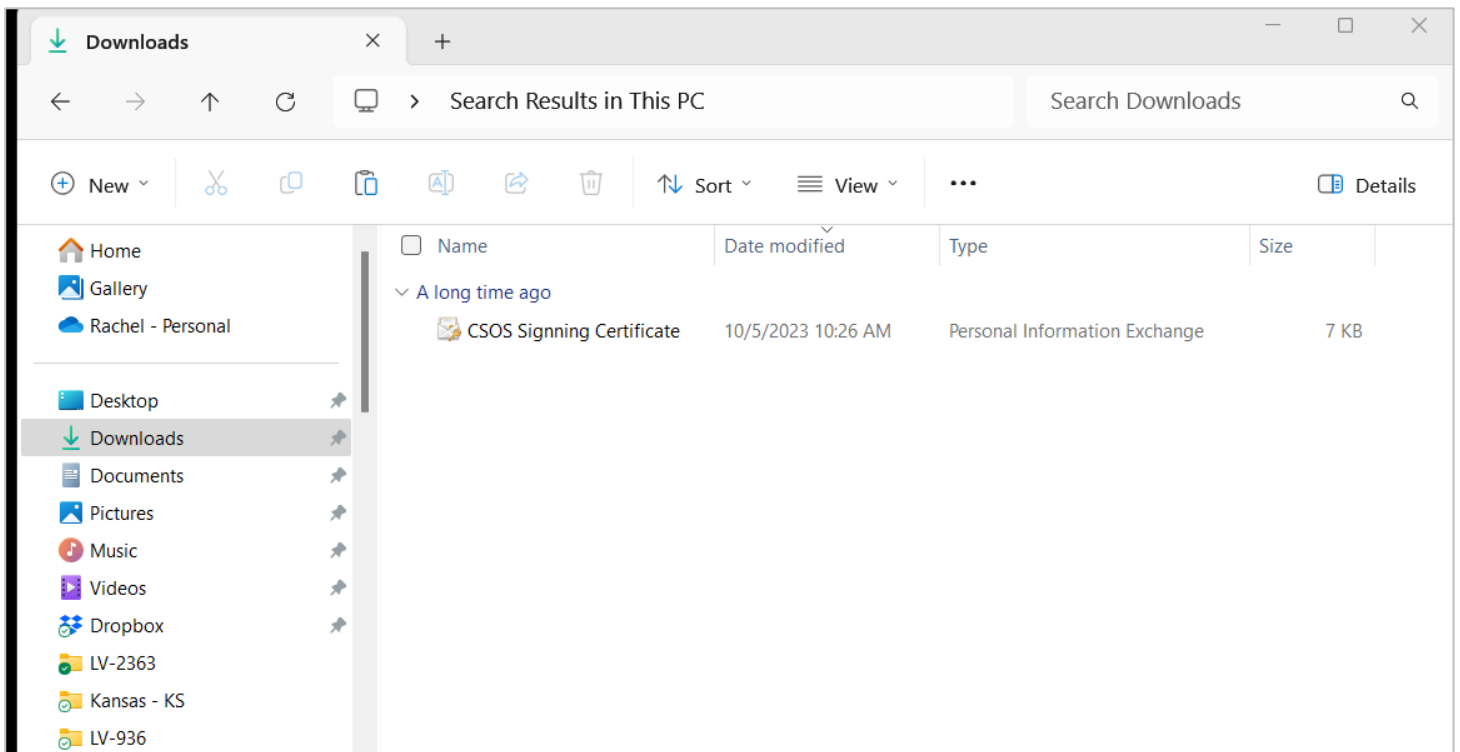
PROCESS FLOW DETAILS

If your Certificate File was originally downloaded via...

- **Firefox**, refer to [Finding Your Digital Certificate On PC](#) steps below.
- **Internet Explorer or Microsoft Edge**, refer to [Exporting Your Digital Certificate](#) steps found on page 4.

Firefox: Finding Your Digital Certificate On PC

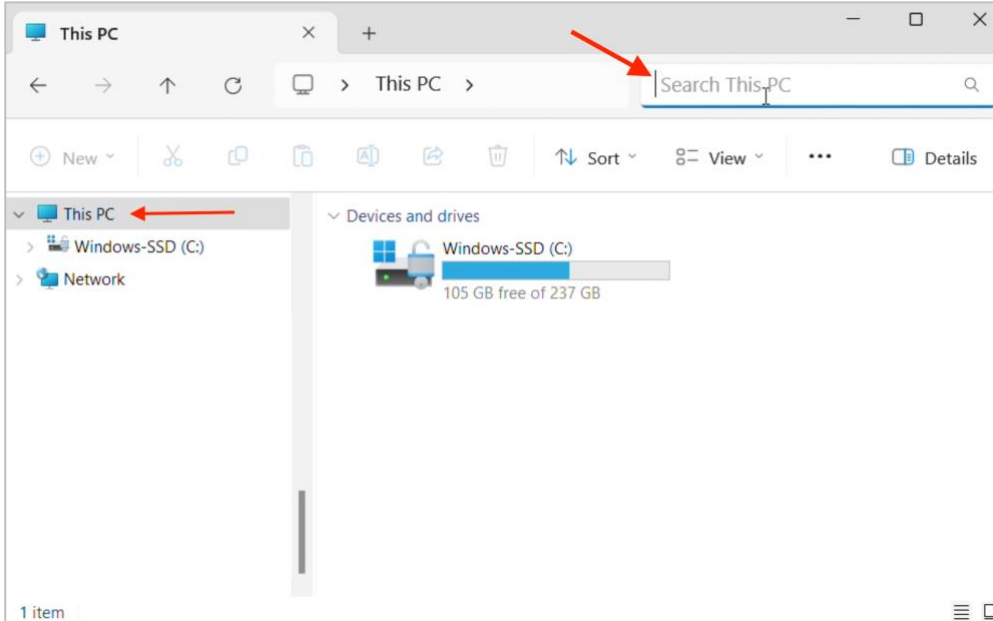
Open Windows Explorer on your computer. The certificate file would have been saved directly to your **Downloads** folder as a **.p12 file**. The file name and backup file password would have been entered by the person who downloaded the certificate from the DEA.



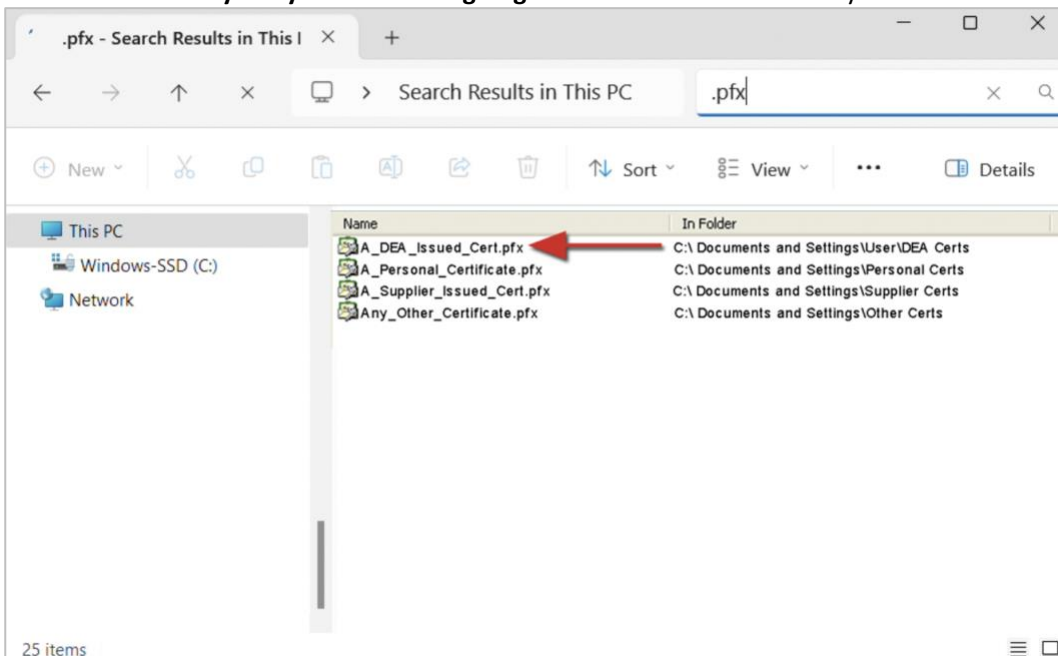
If you don't see the file there, you may also search the computer for either **.p12** or **.pfx** file types:

1. Open Windows Explorer on your computer.
2. Select **This PC** and type **.p12** or **.pfx** in the **Search** box.

NOTE: If you have an idea where the file might be, you can narrow the search by selecting something other than "This PC".



3. A search will be conducted for all certificate files on your computer. When the search is finished, the results are displayed. You may have several certificate files on your computer, scan the results carefully to make sure you **locate the certificate that was issued to you by the DEA for signing CSOS orders**. This is the only certificate that will work for this purpose.

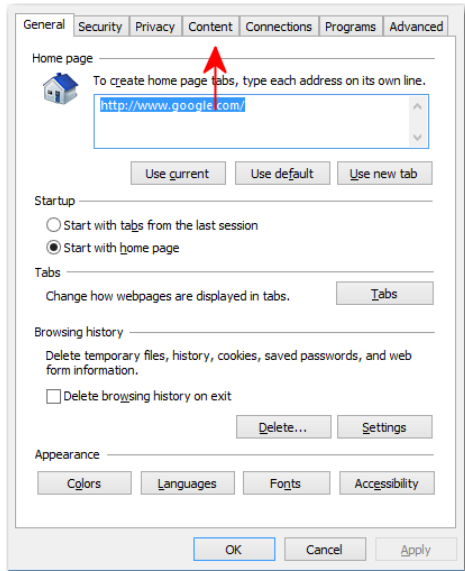


4. When you have located the file, you can proceed using your certificate in the [Identity Credential](#) onboarding process.

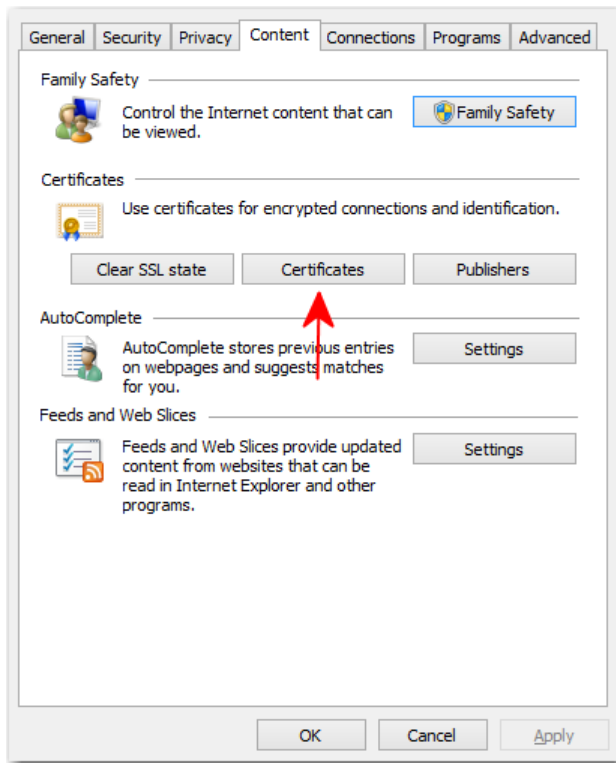
Internet Explore: Exporting Your Digital Certificate

The following outlines the steps to export your certificate from **Internet Options**.

1. Click the **Start** button on your toolbar > in the search box type **Internet Options** > select Open (OR) Open Control Panel > Network and Internet > Internet Options.
2. Select the **Content Tab**.

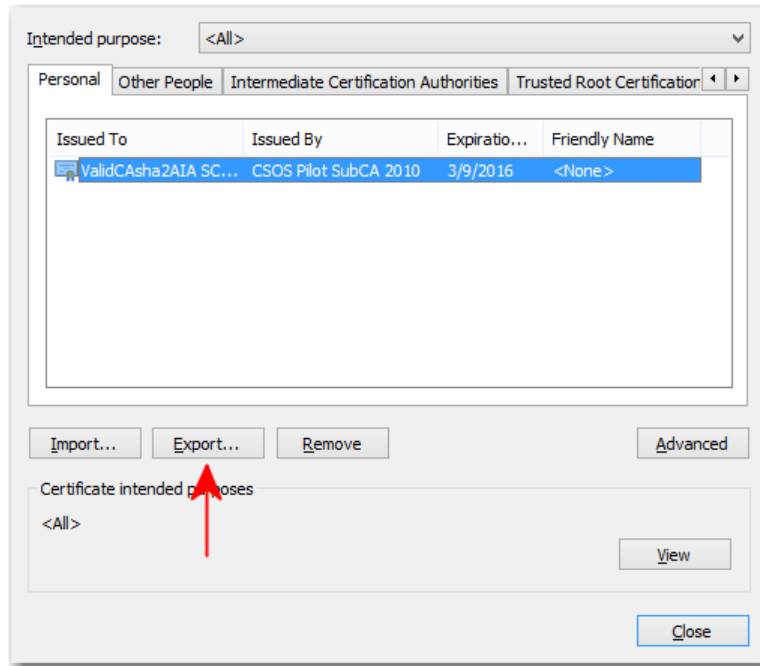


3. Click on **Certificates**.

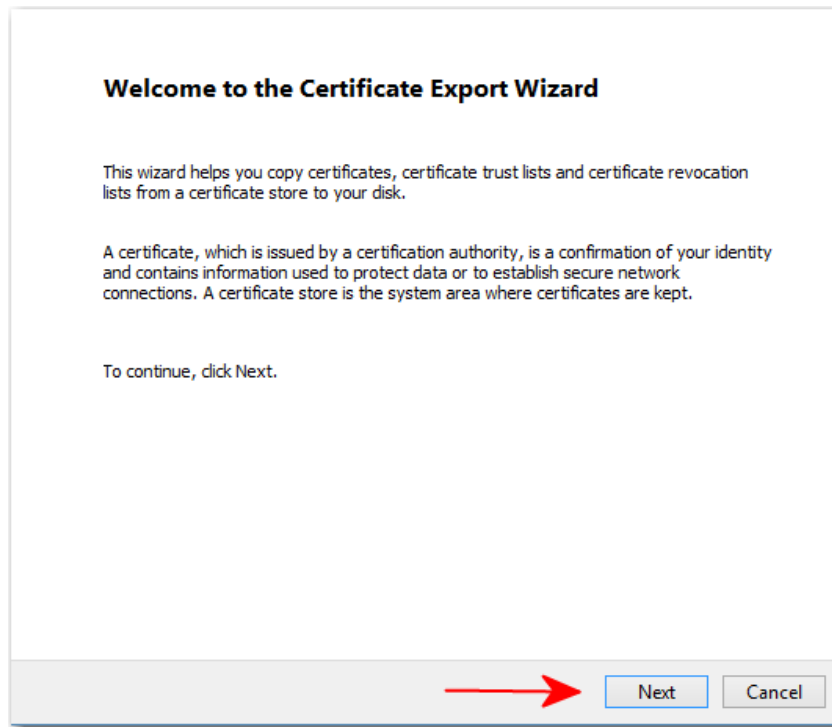


4. Select your **DEA digital certificate** and click **Export**.

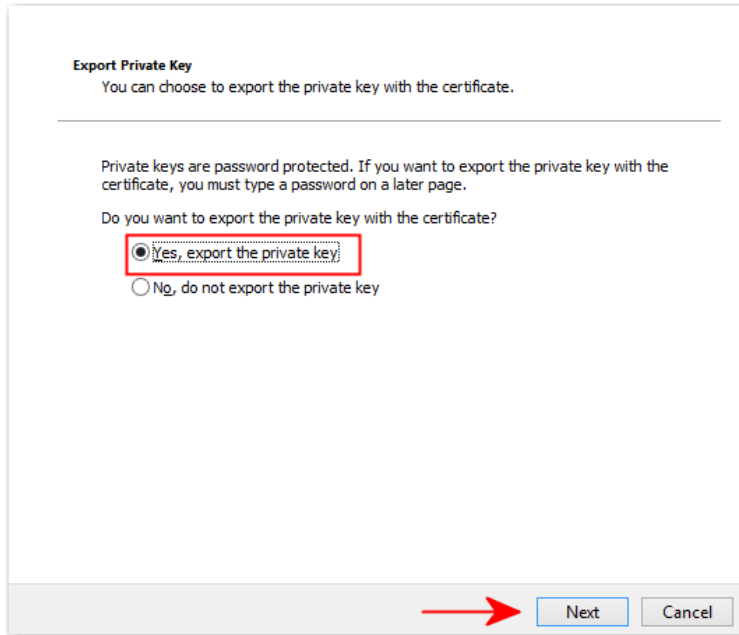
NOTE: Your signing certificate will show as Issued By CSOS CA and match the expiration date of your DEA license



5. When the Certificate Export Wizard opens, click the **Next** button.



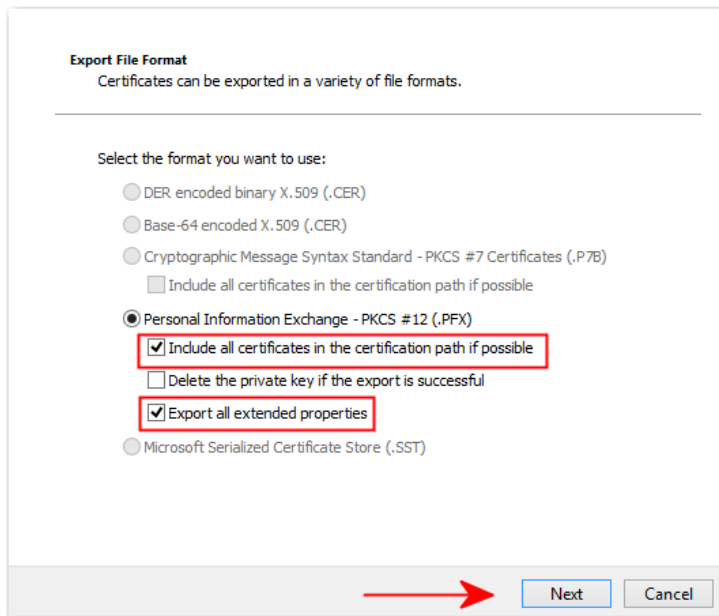
6. Select **Yes, export the private key** and click the **Next** button.



7. Choose **Personal Information Exchange - PKCS #12 (.PFX)** and **select both** of the below options:

- Include all certificates in the certification path if possible
- Export all extended properties

Click the **Next** button.



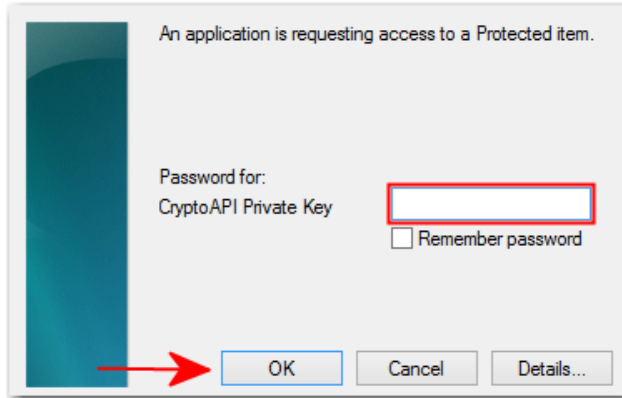
8. **Create a password** to protect the backup copy of your certificate and click the **Next** button.

Note: This password will be required when uploading the certificate to your Identity Credential application.

9. **Create a name** for the certificate (*something easily recognizable like 'CSOS Signing Certificate'*), then click the **Browse** button and choose the **Desktop** to save the file in an easily accessible location.

Click the **Next** button.

10. If you receive a pop up for private key, enter your private key password (*the CSOS signing password you created when the certificate was originally downloaded from the DEA*) and click the **OK** button.



The backup copy of your certificate is now saved to your desktop and is available for using in the [Identity Credential](#) onboarding process.