

Create a Back-Up Copy of My DoD ECA Digital Certificates

The creation of a back-up copy of your DoD ECA digital certificates will allow you to import your digital certificates; this is important for several reasons:

1. You can import your certificates to an alternate computer(s) so that you can use your DoD ECA digital certificates on multiple computers.
2. In the case of a hard drive or system failure, your certificates can be stored on a third-party device such as a USB flash drive or an external hard drive. This will allow you to import your certificates into the browser of your new computer for use, avoiding the need to reapply for new certificates.
3. By importing your certificates, you can use them in alternate browsers.

The process to back-up or export your DoD ECA browser-based certificates is as follows:

- Open **“Internet Explorer”** and go to **“Tools > Internet Options > Content > Certificates”**. In the **“Certificates”** window, select your **“Certificate”**.
- Click the **“Export”** button. Then, click **“Next”** on the first screen.
- Be sure to select **“Yes, export the private key”**. Then click **“Next”**.
- Here we select the file format to export; leave this at the **“default type”**. Check **“Include all certificates in the certification path if possible”** and **“Export all extended properties”**. Click **“Next”**.
- **“Create a password”** for your certificate back-up. You will use this password for importing the certificate to another browser or another computer. Once you have entered and confirmed your back-up certificate password, click **“Next”**.
- Click the **“Browse”** button. Choose a drive and a folder where you would like to store the file. Then type in a name you would like the file to have. Click **“Save”**. Click **“Next”**.
- Click **“Finish”**. If it asks you to click **“OK”**, do so. If it is asking for a password, then this would be the same password it asks for when you normally use the certificate online.

Please Note: The saved file will look like an open envelope with a key in front.

Please complete the process for BOTH certificates.