

How to Export/Back-Up a Digital Certificate Using Microsoft® 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”**.
7. 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.