How To Generate a Certificate Signing Request (CSR) and Key in Microsoft® Internet Information Server (IIS) 4

To generate a certificate signing request (CSR) and key in Microsoft Internet Information Server (IIS) 4, you must have Service Pack 4 or higher or Microsoft Internet Explorer 5 and higher. Please follow these step-by-step instructions:

1. Open the **"Key Manager"**. Go to the **"Key"** menu and select **"Create New Key"**.

2. Select **"Put the request in a file that you will send to an authority"**. Enter a file and path in the text box that you will remember. For example: C:\NewKeyRq.txt. Click **"Next"**.

3. Enter your key name as specified in the previous step. Enter and confirm a **"Password"**. *Warning: If you lose the password, you must purchase another certificate.*

4. When creating a CSR, you must follow these conventions:

   • Enter the **"Distinguished Name Field"** information.
   • **Note:** The following characters cannot be accepted: < > ~ ! @ # % ^ * / \ ( ) ?

Distinguished Name Field	Explanation	Example
Common Name	The fully qualified domain name for your web server. This must be an exact match.	If you intend to secure the URL https://www.identrust.com/, then your CSR's common name must be www.identrust.com
Organization Name	The exact legal name of your organization. Do not abbreviate your organization name.	IdenTrust Inc.
Organization Unit	Section of the organization	Marketing
City or Locality	The city where your organization is legally located.	Salt Lake City
State or Province Name	The state or province where your organization is legally located. Do not abbreviate the state or province name.	Utah
Country Name	The two-letter ISO abbreviation for your country	US = United States
Administrator Name	Contact name	John Smith
Email Address	Contact email address	abc@trustdst.com
Telephone Number	Contact telephone phone number	###-###-####

5. After you close out of the **"Key Manager"**, click on **"Yes"** to commit to all changes. *Warning: If you do not click "yes", your private key will not be saved and your certificate from IdenTrust will not install.*

6. Send the **entire certificate request** to IdenTrust, including ----BEGIN CERTIFICATE REQUEST---- and ----END CERTIFICATE REQUEST----
Note: Remember to back-up your key pair file.

Backing Up Your Key Pair File

The process of backing up a key pair file and using it requires both an export and an import. Unlike other files, a key pair file cannot just be copied. To do the backup, you must do an "export". To restore your system, you must do an "import".

This process assumes identical web server configurations are used for exporting the key as well as for importing the key. So both servers must be IIS. You cannot go from one type of server to another.

Exporting Your Key

1. Open your **"Microsoft Management Console"** via the IIS Internet Service Manager.

2. Click to open the **"Key Manager"**.

3. Select the **"key"** to be exported.

4. Select the **"Key"** menu and choose **"Export Key Backup File"**. Click **"OK"** in the **"Key Manager Warning"** box.

5. Specify the destination for saving your key and click **"OK"**.

6. Close your **"Key Manager"** and **"Management Console"** windows.

Importing Your Key

1. Open the **"Microsoft Management Console"** via the IIS Internet Service Manager.

2. Click to open the **"Key Manager"**.

3. Select the destination **"WWW server"**.

4. Select the **"Key"** menu and choose **"Import Key Backup File"**.

5. Point to the location where you stored your key.

6. Confirm your **"password"**.

7. When the **"Server Connection"** dialog box appears, select **"IP Address"** and type your **"IP address"** and **"Port"** (i.e., 443) associated with this key.

8. Select **"Commit Changes Now"** under the **"Computer"** menu and click on **"Commit all changes now"**.

9. Close your **"Key Manager"** and **"Management Console"** windows.