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

This document explains the process of exporting your digital certificate for use in another browser or on a different device when using either Microsoft Internet Explorer (IE) or Mozilla® Firefox.

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 instructions below.

Microsoft Internet Explorer

To export your digital certificate for use in another browser or on a different device when using Microsoft Internet Explorer, please use these instructions.
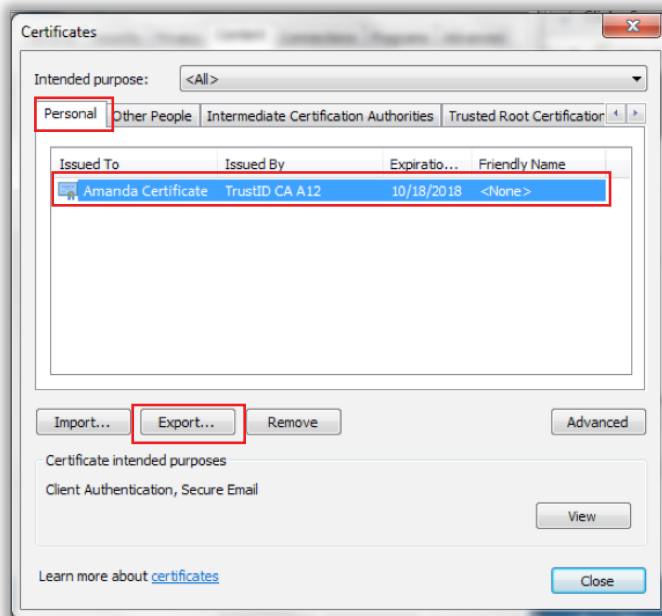
1. Open **"Internet Explorer"** and click on the **"Settings"** icon ⚙ on the top right corner of the Internet Explorer browser window.
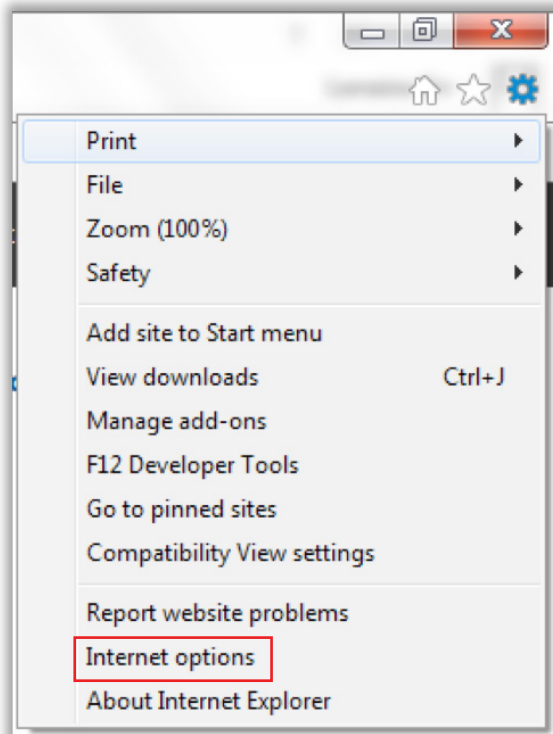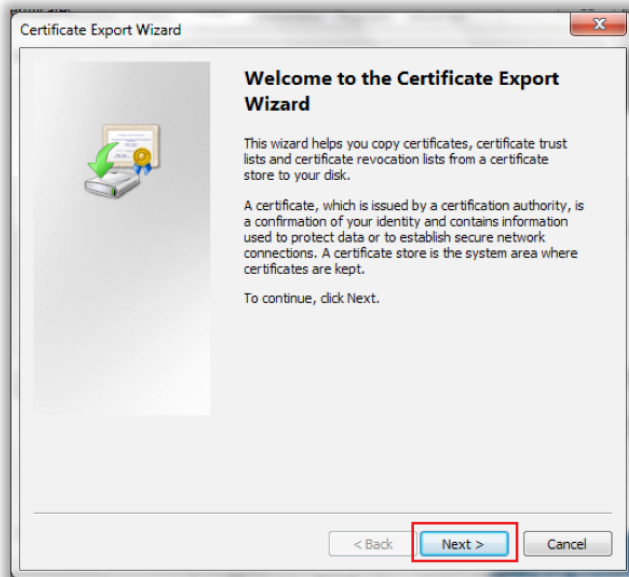
2. Select **"Internet Options"**. Click on the **"Content"** tab and then select **"Certificates"**.
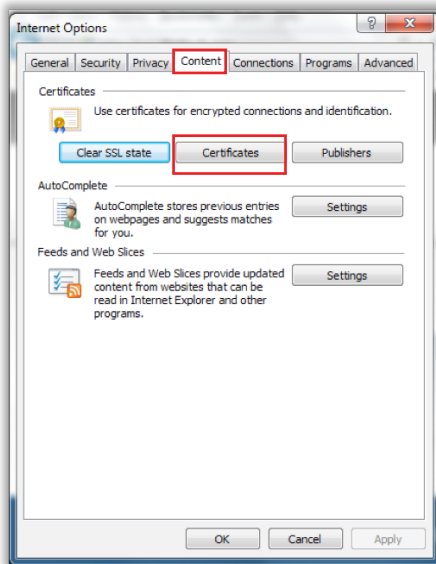
3. The **"Certificates"** window will appear. Select the **"Personal"** tab. Select the certificate you would like to export; then select **"Export"**.

4. This will launch the **"Certificate Export Wizard"**. Click **"Next"**.

5. Be sure to select **"Yes, export the private key"**; otherwise, you will not be able to import the certificate and keys if/when needed. Click **"Next"**.
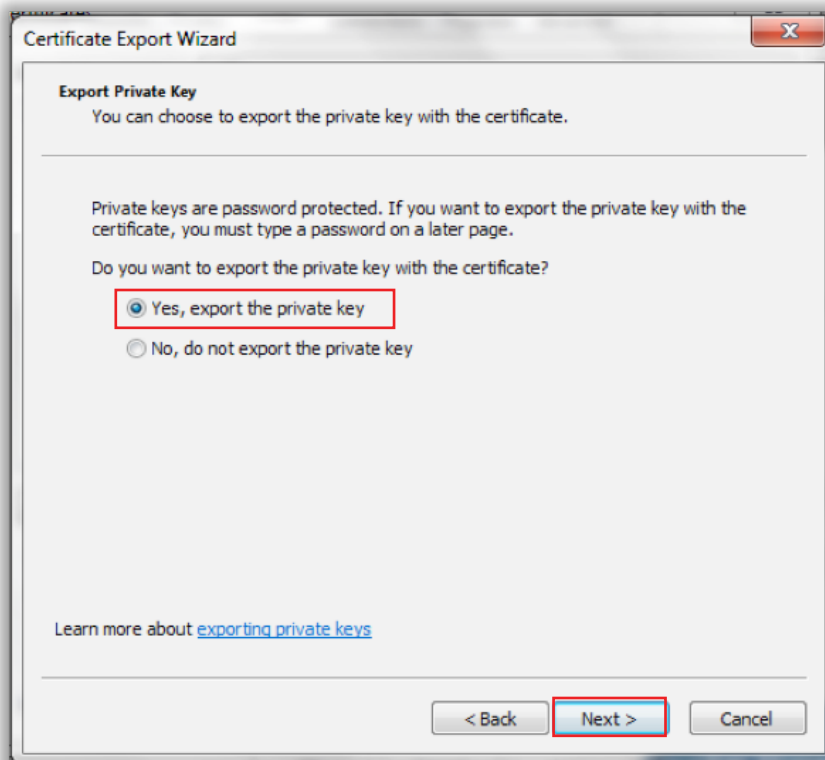
6. Check the boxes **"Include all certificates in the certification path if possible"** and **"Export all Extended Properties"**. Click **"Next"**.

    CAUTION: DO NOT select **"Delete the private key if the export is successful"**. If you choose this option, you will no longer have the ability to use your certificate on this machine.
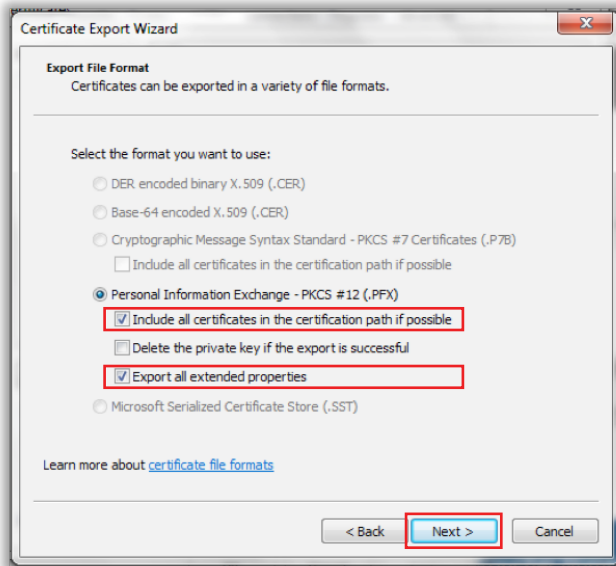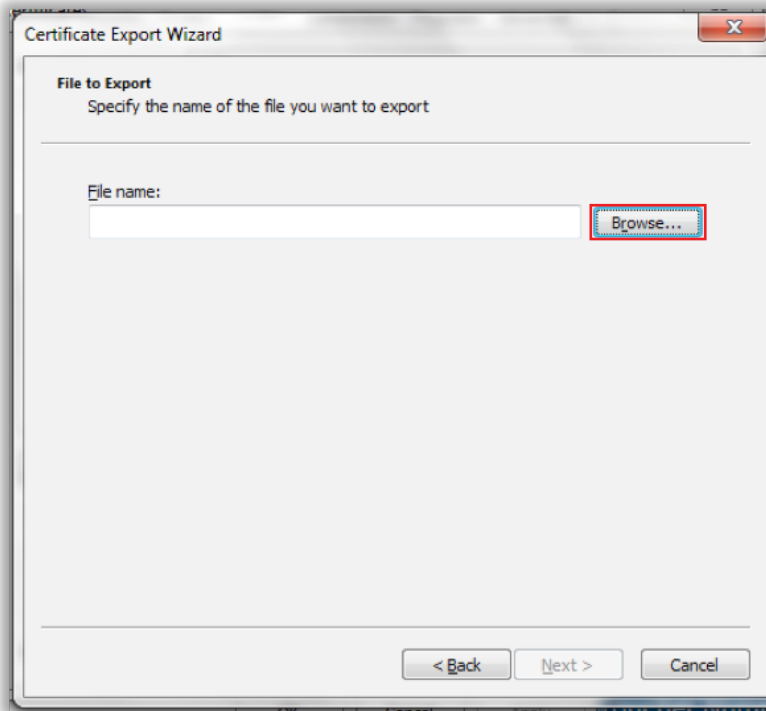

7. Create a **"Password"** of your choosing (this is case sensitive) and then re-enter to confirm your password. Click **"Next"**.
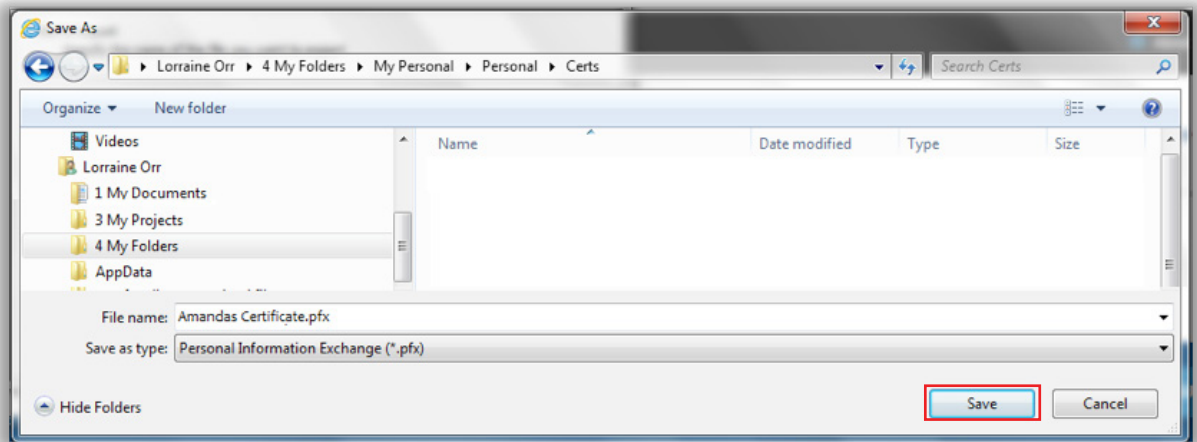
    Note: Please remember this password! You will use it later if you need to reinstall this certificate.
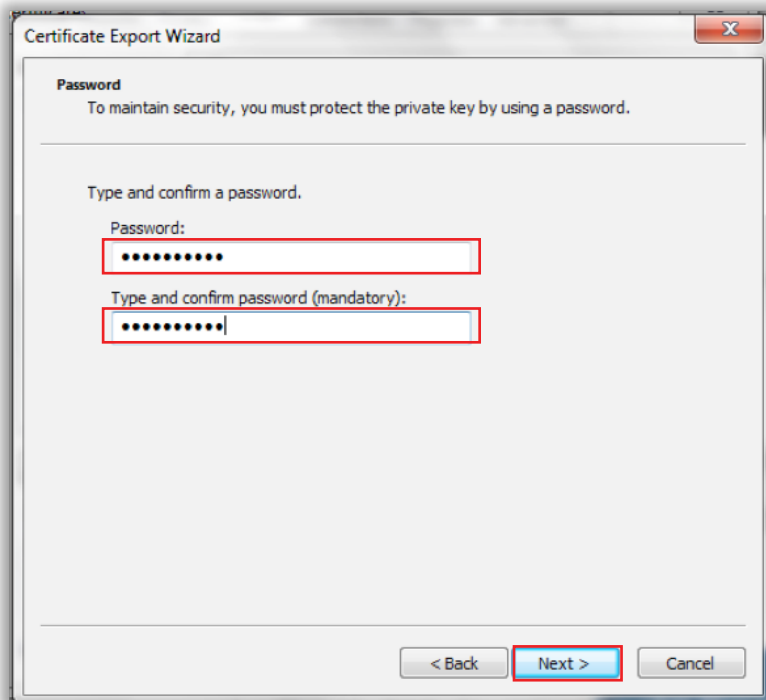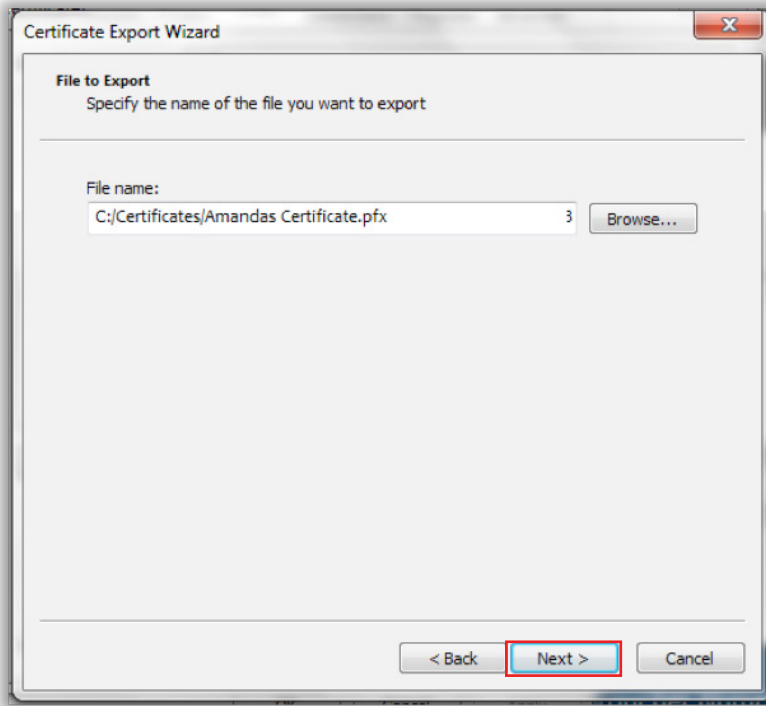
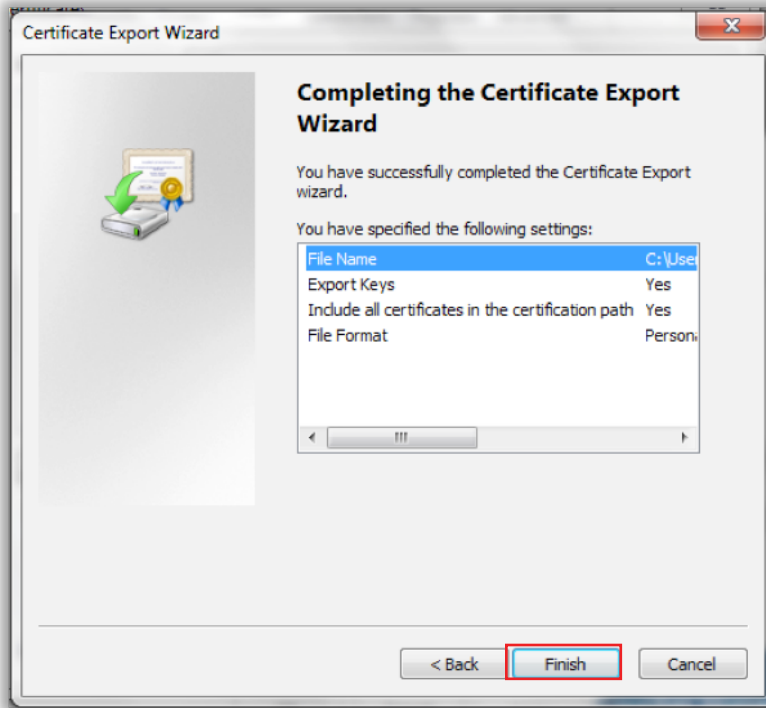8. Click **"Browse…"** to select the location where you would like to save your certificate.

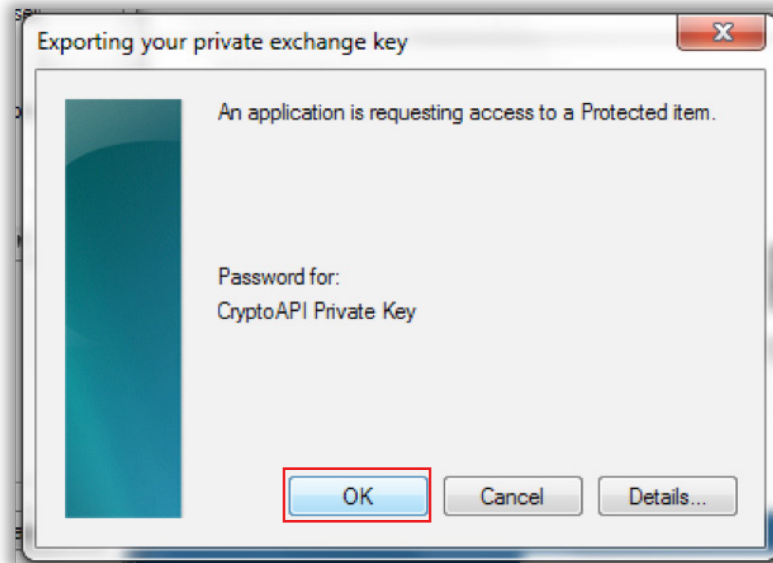9. Provide a **"File Name"** for the certificate. Then click **"Save"**.

10. The application will return to the **"File to Export"** window. Click **"Next"**.
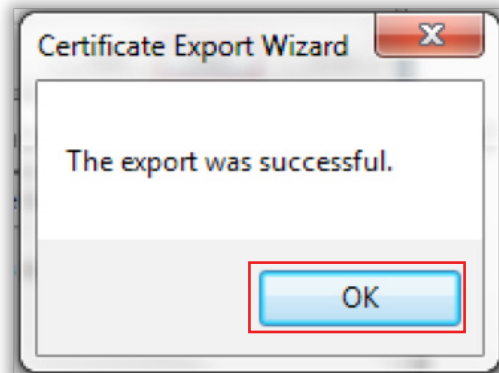

11. The **"Completing the Certificate Export Wizard"** will appear. Click **"Finish"**.

12. If prompted for a password, enter your password that you normally use for your certificate.

13. Click **"OK"** to allow access to the **"Protected Item"**.

14. Click **"OK"** to complete the process.

You have now completed the export process for your digital certificate.

Mozilla Firefox

Mozilla Firefox is no longer supported for certificate retrieval; however, you may use the browser to import and export a certificate.

To export your digital certificate for use in another browser or on a different device when using Mozilla Firefox, please use these instructions.
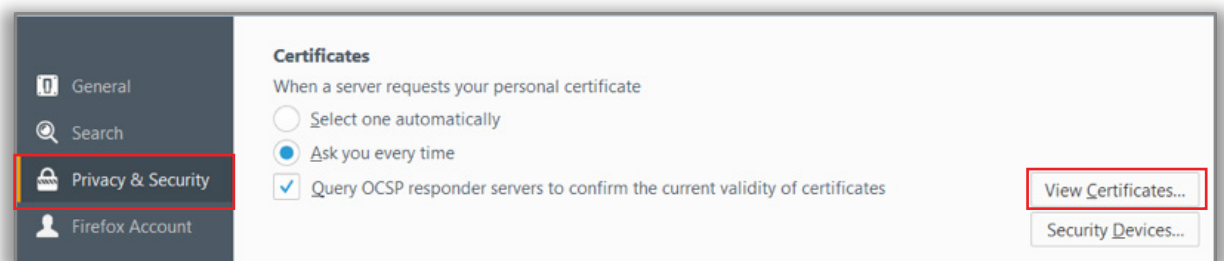
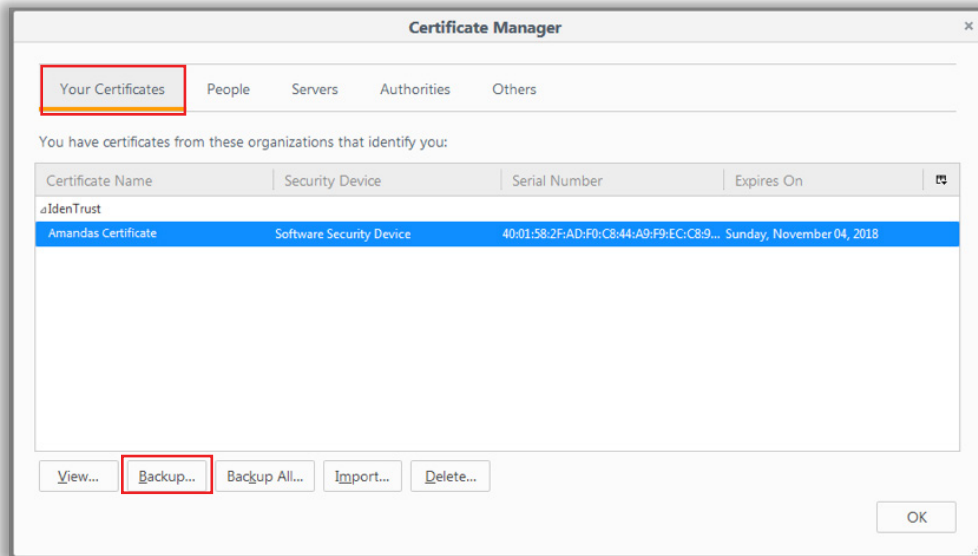1. Click the **"Tools"** menu at the top of Firefox.
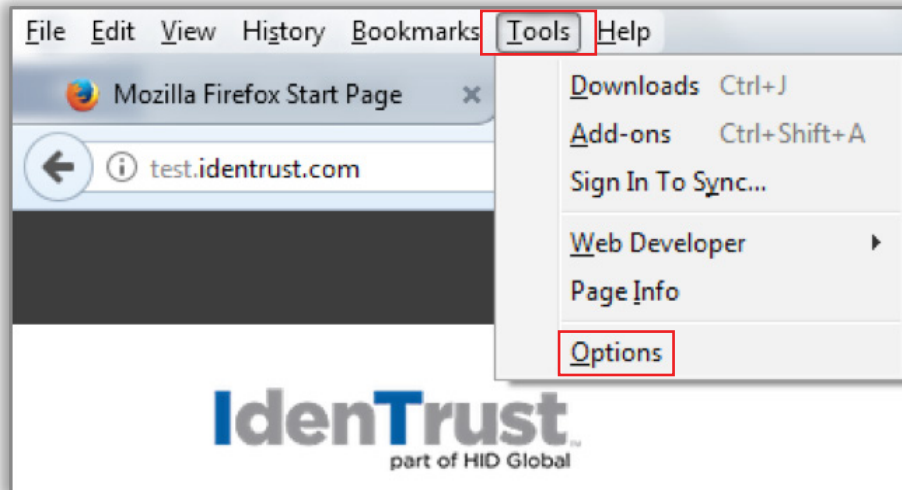
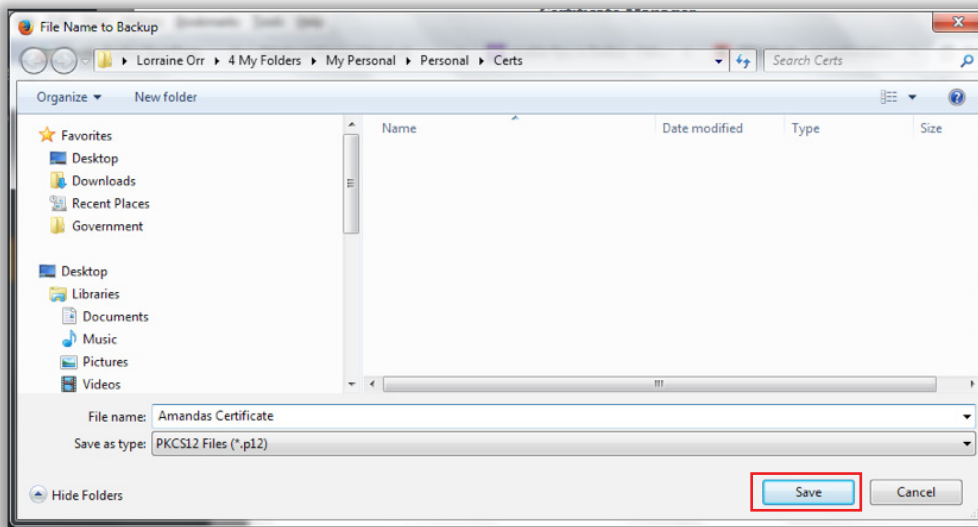2. Click **"Options"**. You will see icons on the left side or on the top of the Options window.
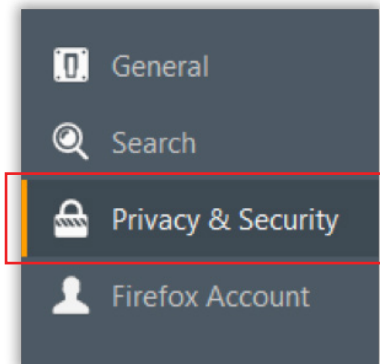
3. Select **"Privacy & Security"**. Scroll down until you locate the **"Certificates"** section.
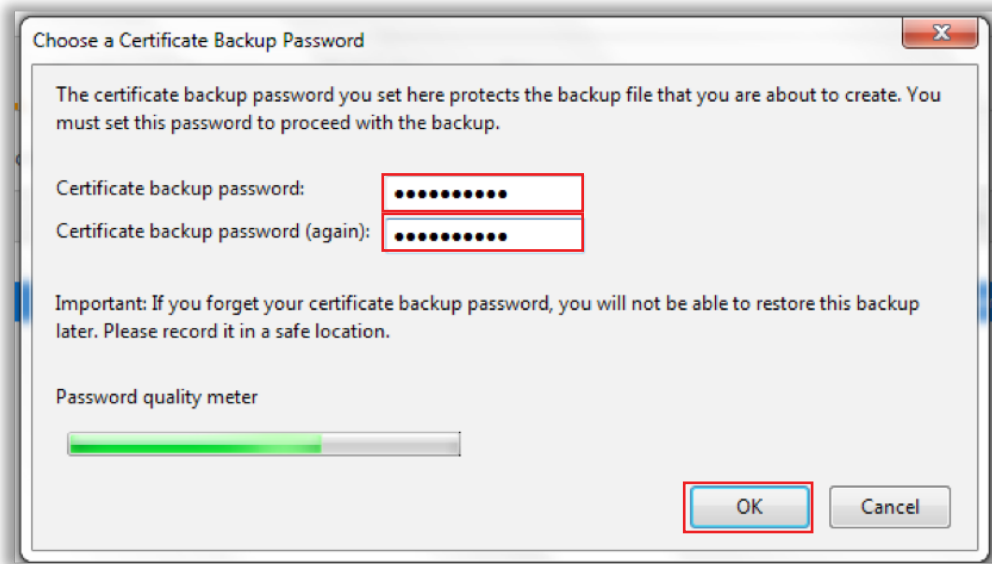
4. Select the **"View Certificates"** option to initiate the **"Certificate Manager"**.

5. Browse to the location that you wish to store your certificate and select **"Save"**.

6. Provide a **"Certificate backup password"** and repeat. You will need this password if/when you wish to restore and import this certificate at a later time. Click **"OK"**.

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

You have now completed the export process for your digital certificate.

2017-12-01-identrust-how-to-export-cert-windows-en