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

This document explains the process of importing your digital certificate for use in Microsoft Internet Explorer (IE) and/or Mozilla® Firefox.

### Microsoft Internet Explorer

To import your digital certificate for use in another browser or on a different device when using Microsoft Internet Explorer, please use these instructions.

1. Locate the backup file of your certificate that was previously saved or exported.

2. Double-click the certificate file.

3. The **"Certificate Import Wizard"** will open.

   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 instruction below.
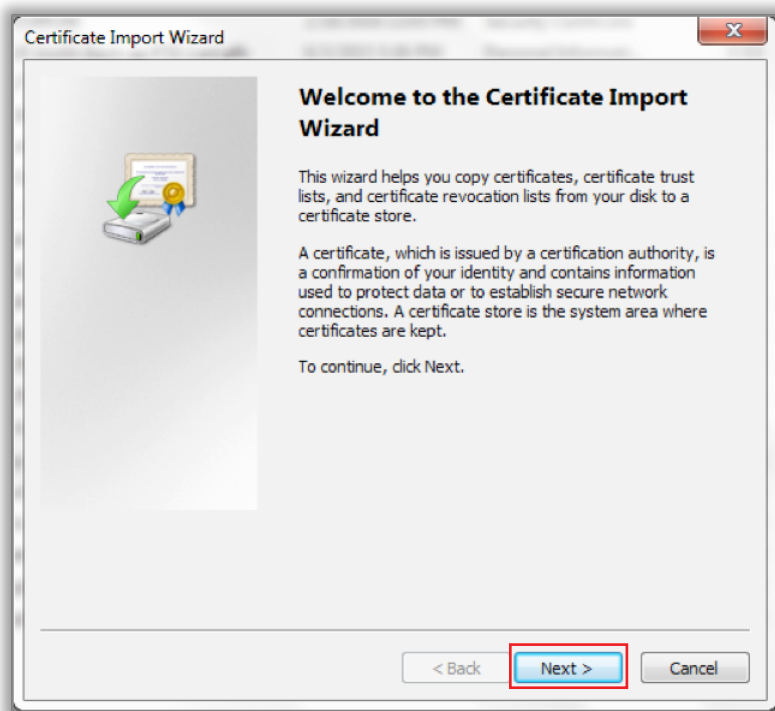
4. Click **"Next"** and the **"File to Import"** window will open.
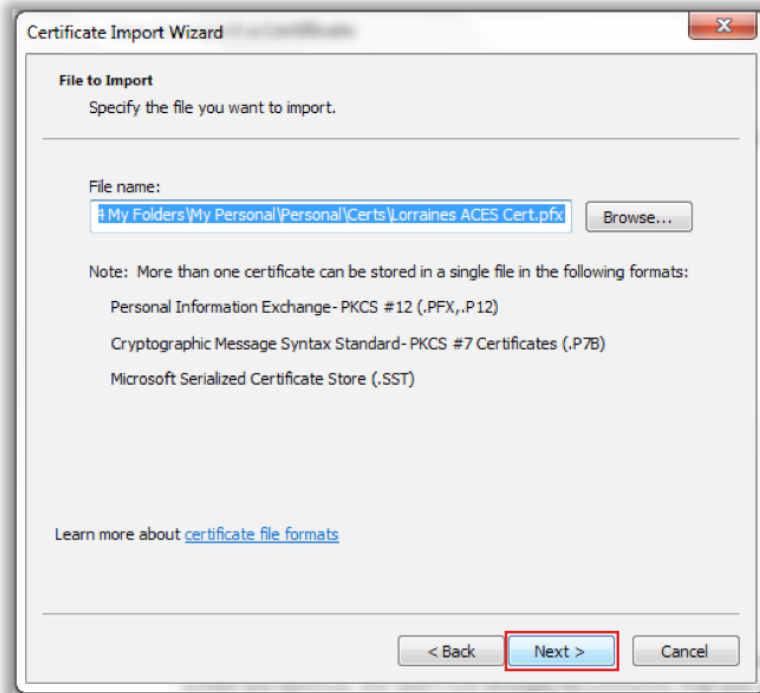
5. Click **"Next"**. The **"Password"** window will open.
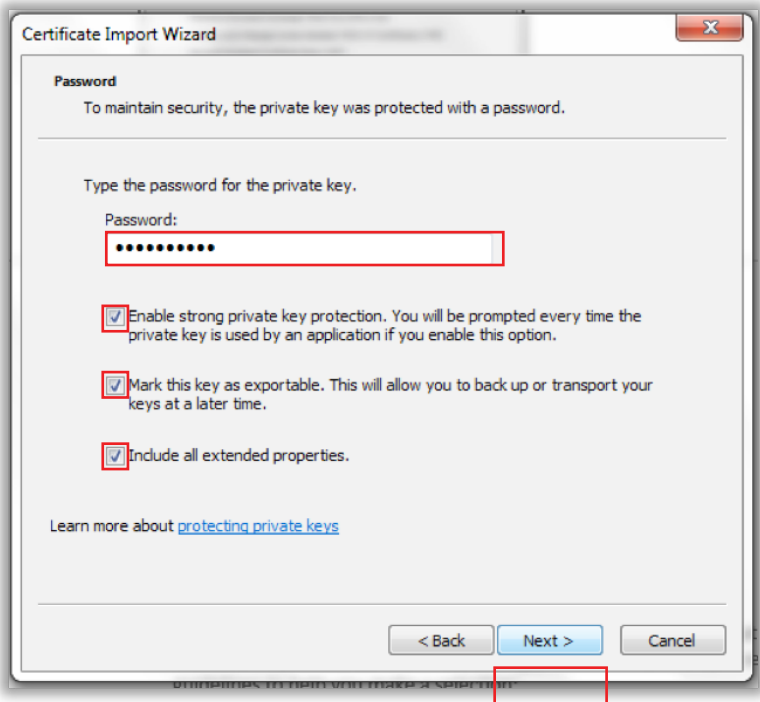
6. Type in the password that was created when the certificate was previously exported. The check-boxes on this screen are optional; IdenTrust strongly recommends that you select all options. Use these guidelines to help you make a selection:

   a. **Enable Strong Private Key Protection:** If this option is not chosen, then Internet Explorer will store your certificate (and private key) with low security. If this option is enabled, it will allow you to choose **Medium** or **High** security later in the process.
      - High security causes Internet Explorer to ask you for a password each time the certificate is used.
      - Medium security causes Internet Explorer to ask you to confirm usage of the certificate when it is presented.
   b. **Mark the Private Key as Exportable:** If this is not chosen, then you will never have the option to export this certificate from this computer in the future.

   After providing your password and making your security selections, click **"Next"**.

7. The **"Certificate Store"** window will open (if you had put the check mark in **"Include all certificates..."** when exporting previously).
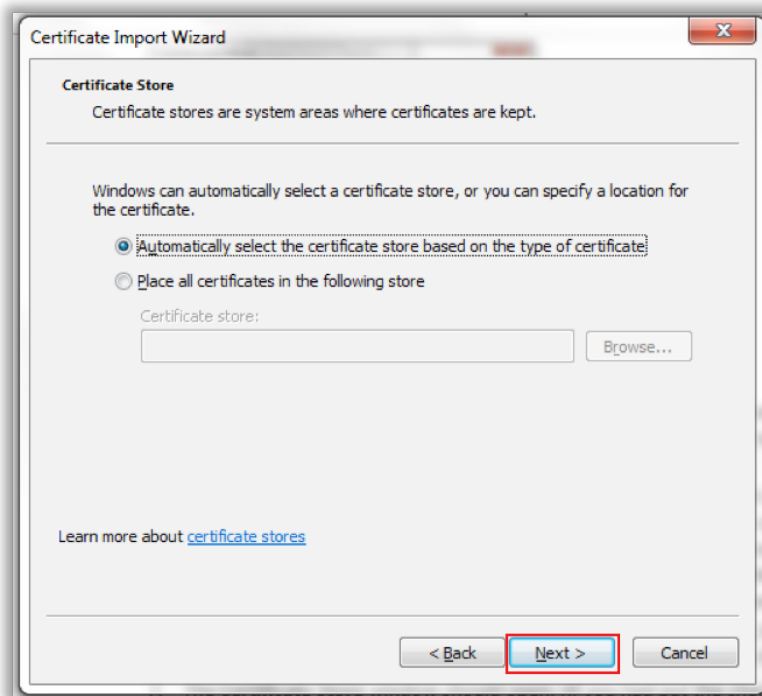
8. Click **"Next"**. You will receive the **"Completing the Certificate Import Wizard"** screen.
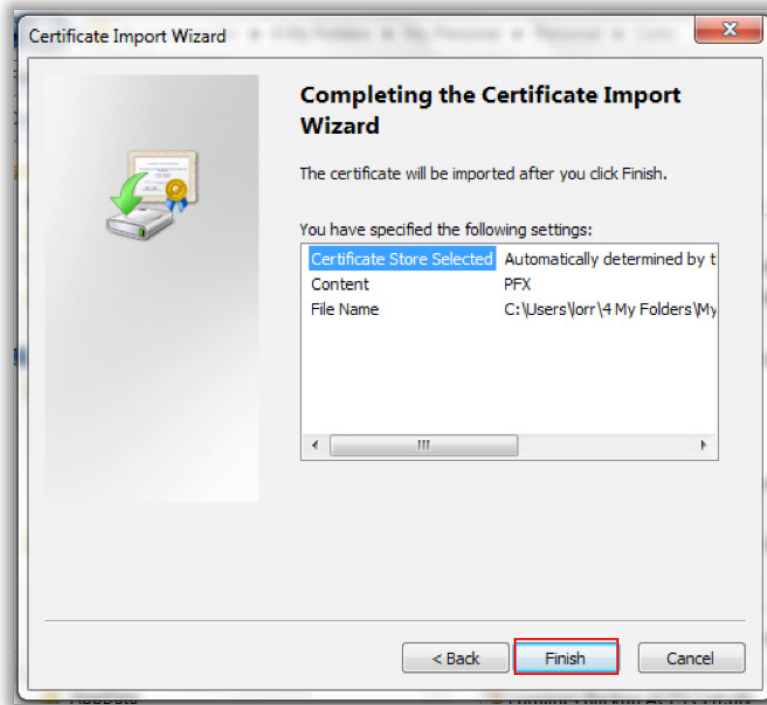
9. Click **"Finish"**.

10. If **"Enable Strong Private Key Protection"** (in Step 6) was chosen, then the **"Importing a new private exchange key"** window will open.
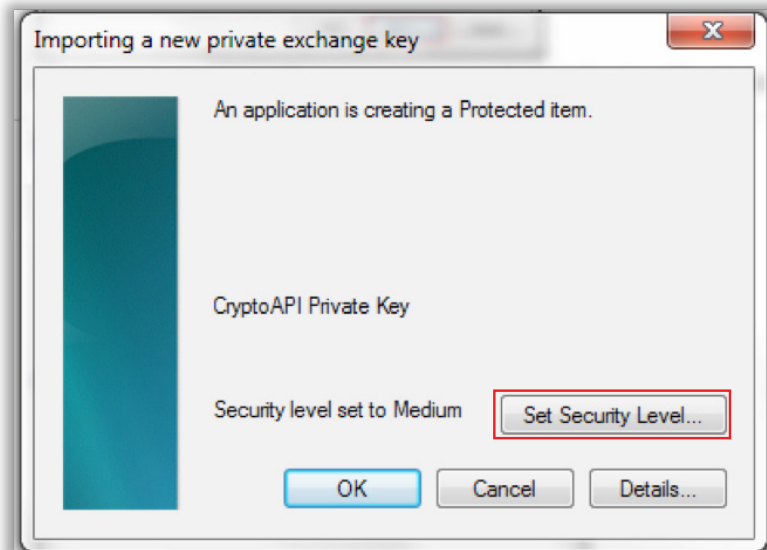
11. By default, it is set to **Medium** security (as described in Step 6 above).

    If you choose to use **High** security, then click the **"Set Security Level"** button, and follow the instructions provided.

12. Click **"OK"**. You will receive **"The import was successful"** window.
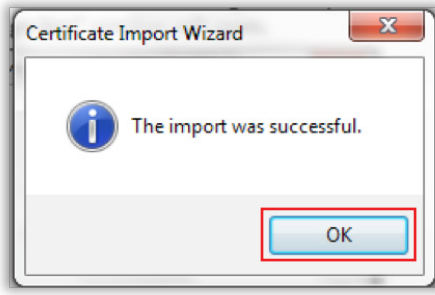

13. Click **"OK"** to close the window.

    Now that you have imported your certificate into your browser, you can test the certificate on our website at **www.IdenTrust.com/test**

Mozilla Firefox

To import your digital certificate for use in another browser or on a different device when using Mozilla Firefox, please use these instructions.

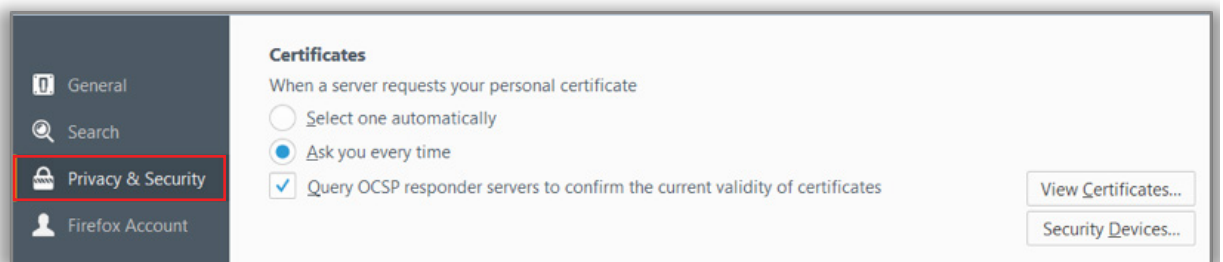1. Click the **"Tools"** menu at the top of Firefox.

    Please note that in some cases the Firefox Tools menu is hidden. If you do not see the Tools menu tab, you can use the shortcut on your keyboard by clicking F10.
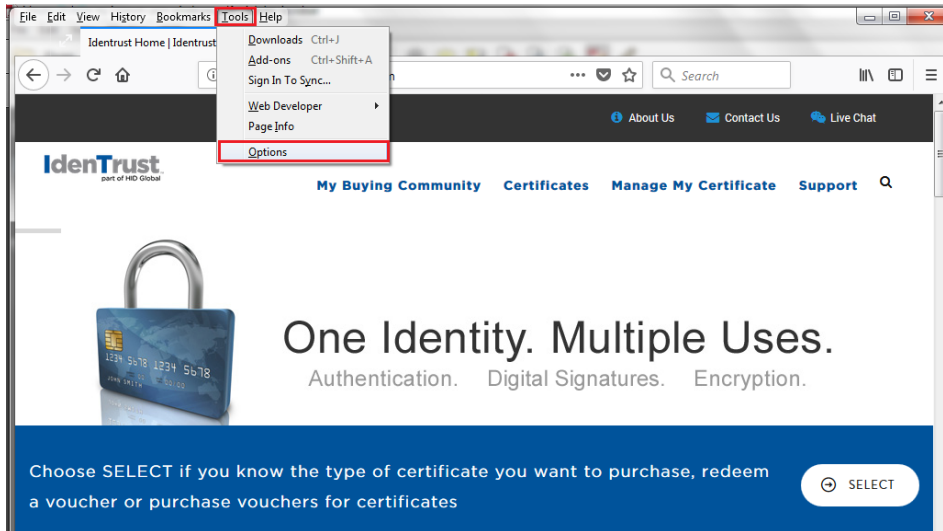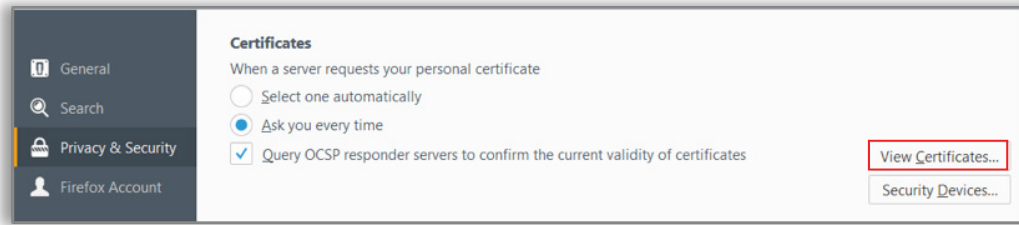
2. Click **"Options"**. You will see icons on the left side or on the top of the Options window.
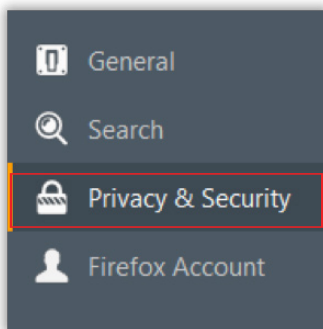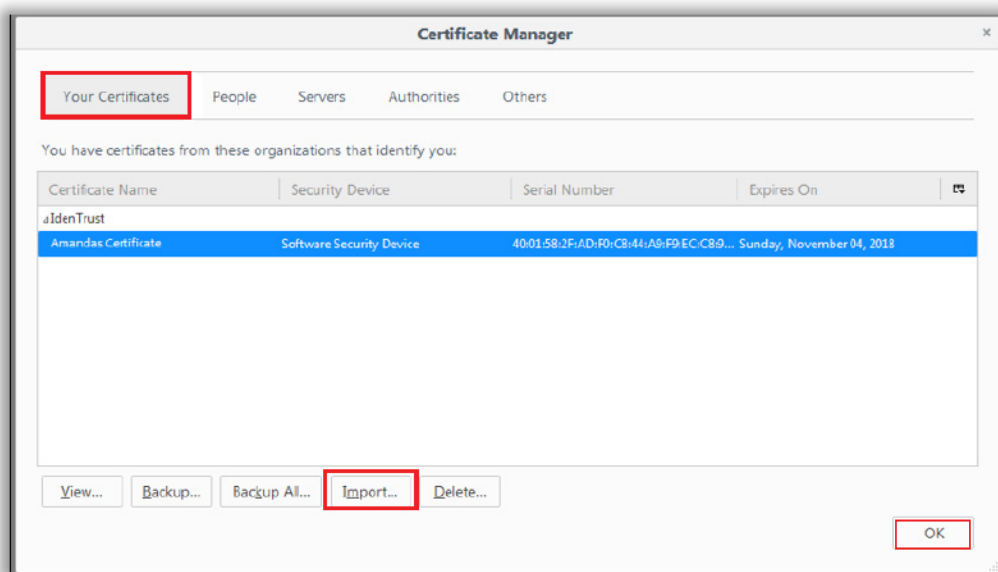
3. Select **"Privacy & Security"**. Scroll down until you locate the **"Certificates"** section.

4. Select the **"View Certificates"** option to initiate the **"Certificate Manager"**.


5. Select **"Your Certificates"** and then click the **"Import"** button and browse to the location of the certificate you wish to import. Then click "Okay"
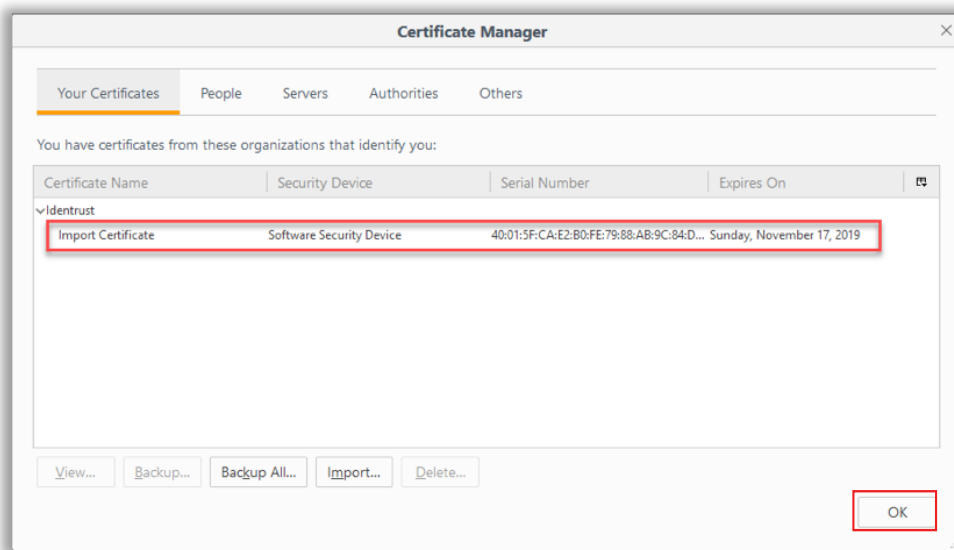

6. Select the certificate file and click "Open".
   • If you have more than one security device available, then a "Choose Token Dialog" window will open. Select the correct device to import the certificate to. In most cases, this will be the "Software Security Device".
   • If a "master password" had already been created in Firefox, then it will prompt for that password. Otherwise, it will prompt you to create a new one. Enter in the "master password" for Firefox.
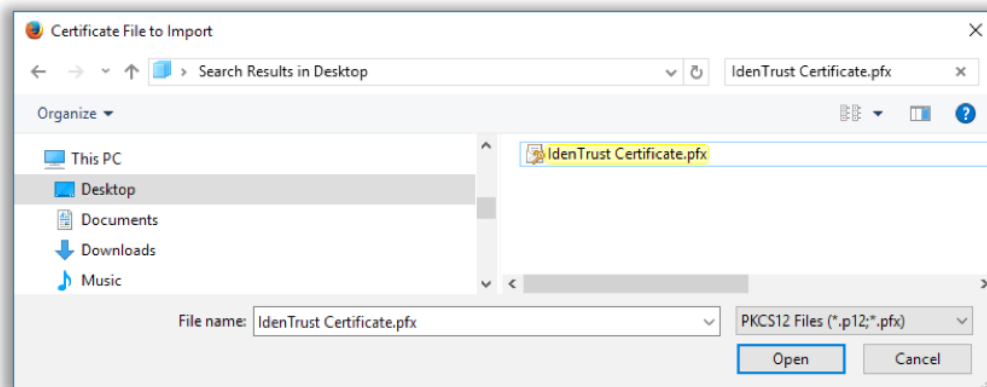
7. The **"Password Required"** window will prompt for the password that was used when the export or backup file was originally created. Enter the certificate password and click **"OK"**.
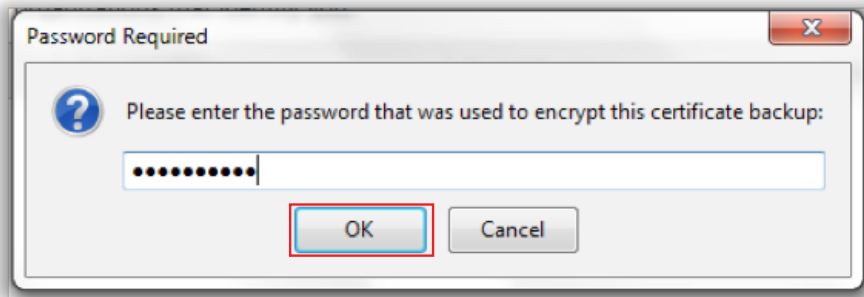
8. Your certificate will then be displayed in the **"Certificate Manager"** window.

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

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