

# How to Replace a Digital Certificate

There are some circumstances in which your digital certificate may become unusable. In some cases, access to your certificate can be restored but in other cases it will be necessary to replace the certificate. When a certificate is replaced, the old certificate is revoked.

In this document, IdenTrust will provide answers to frequently asked questions about replacing a digital certificate.

#### **Determine if a Certificate Replacement is Needed**

Using Microsoft<sup>®</sup> Internet Explorer you can determine whether your certificate needs to be replaced by trying to export the certificate. (If you need more detailed instructions for exporting the certificate, please see the IdenTrust document "How to Export a Certificate When Using Microsoft<sup>®</sup> Windows<sup>®</sup> OS".) Try to export the certificate following these instructions:

- 1. Close all open Internet Explorer windows and open a new one.
  - Click on "Tools". Then click on "Internet Options".
  - Click on the "Content" tab. Then click on the "Certificates" button.
  - Your certificate should be listed under the **"Personal"** tab. If it is not there, either the certificate was retrieved on a different computer (or browser) or it has been deleted. If you cannot find your certificate on another computer, you will have to replace the certificate.

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rsonal Other Peopl	e Thiemediate certificati	on Automaca   11	
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 If your certificate is there, select it by clicking once. Then click "Export". The "Certificate Export Wizard" will pop up. Click "Next".



• If the **"Yes, export the private key"** option is grayed out, your computer has deleted the private key and you will have to replace the certificate.

ificate Export Wizard		
Export Private		
You can ch	oose to export the private	2 key with the certificate.
		d. If you want to export the private key with the
certificate	you must type a password	d on a later page.
Do you wa	nt to export the private ke	ey with the certificate?
	, export the private key	
U Te	, export the private key	l i i i i i i i i i i i i i i i i i i i
No	do not export the private	e key
earn more abo	ut exporting private keys	
		< Back Next > Cancel

- **3.** If the **"Yes, export the private key"** option is available, make sure it is checked. Then click **"Next"**.
  - If available, make sure the **"Enable strong protection"** box is checked. Put a check in the **"Include all certificates in the certification path"** if possible box. Click **"Next"**.

	: File Format ertificates can be exported in a variety of file formats.
Se	elect the format you want to use:
	DER encoded binary X.509 (.CER)
	Base-64 encoded X.509 (.CER)
	Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
	Include all certificates in the certification path if possible
	Personal Information Exchange - PKCS #12 (.PFX)
	Include all certificates in the certification path if possible
	Delete the private key if the export is successful
	Export all extended properties
	<ul> <li>Microsoft Serialized Certificate Store (.SST)</li> </ul>
Learn r	nore about <u>certificate file formats</u>
	< Back Next > Cancel

# identrust.com



• Type in a password that will be used for exporting and importing this certificate. Re-type it in the second box to confirm it. Click **"Next"**.

Passw	e Export Wizard
Т	o maintain security, you must protect the private key by using a password.
Т	ype and confirm a password.
	Password:
	•••••
	Type and confirm password (mandatory):
	••••••
	< Back Next > Cancel

• Click the **"Browse"** button. Choose the drive and folder where you would like to store the exported file. Type in a file name. Click **"Save"**.

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E Desktop C Libraries Documents Music Fictures Videos		Network System Folder				
	John Smith Certificate Personal Information Exchange (*.p	fx)				•
) Hide Folders					Save Can	cel

Click "Next".

ertif	iicate Export Wizard
Fi	ile to Export Specify the name of the file you want to export
	File name: C: \Users\Vor \Desktop \John Smith Certificate.pfx Browse
	< Back Next > Cancel



• Click "Finish".



• A window will pop up asking you to confirm that you are accessing a protected item. Click "OK".



If your password is still not accepted, you will need to replace your certificate.

If your password is accepted, a window will pop up saying that **"your export was successful"**. Click **"OK"**. You do not need to replace your certificate.

Certificate Export Wizard
The export was successful.
ОК

## **Replacing Your Digital Certificate**

Once you have determined that your certificate needs to be replaced (using the instructions above), replacement is a 3-step process:

- Remove the corrupted certificate from your computer;
- Replace the certificate; and
- Verify replacement.



## Step 1: Remove the Corrupted Certificate From Your Computer

- a. Close all open Internet Explorer browser windows.
- b. Open a new Internet Explorer browser window.
- c. Click on "Tools". This will be located on the upper right-hand corner of the screen.
- d. Click "Internet Options" at the bottom of the pull-down menu.
- e. Click the "Content" tab at the center top of the window.
- f. Click the "Certificates" button in the middle of the "Certificates" section.
- g. Find the certificate with your name and certificate type on it under the **"Personal"** tab and select it by clicking on it once.
- h. Click the "Remove" button.
- i. When you get the message **"You cannot decrypt data encrypted using this certificate. Do you want to delete the certificate?"**. Click **"Yes"**.
- j. Click the "Close" button at the bottom of the screen.
- k. Click the "OK" button on "Internet Options".
- I. Close Internet Explorer completely.

#### Step 2: Replace Your Certificate

- a. Log into the "Certificate Management Center" by clicking on the orange "Login" on the left side of your screen. When you are asked for a certificate to log in with, click "Cancel". Enter your account number (which can be found on the letter you received when you first retrieved your certificate) and your IdenTrust account passphrase.
- b. In the drop-down box under the listing for your **"Valid Certificates"**, select **"I would like to replace my certificate"** and click **"Continue"**.
- c. Follow the on-screen instructions to retrieve the new certificate.
  - You will be given a new activation code to use during this retrieval process. Be sure to write down this activation code.
  - At the end of the retrieval, you will need to verify the installation. This will fail the first time (because you had to click **"Cancel"** in Step 2a) but you will receive instructions to retry and successfully verify the retrieval.

## Step 3: Verify Certificate Replacement

- a. You can verify the certificate was installed by testing it. Go to: <u>https://www.identrust.com/test/</u> using the computer and browser in which you have your certificate.
- b. Then follow the prompts to complete the test by clicking "Next".
- c. If you do not receive a **"Congratulations"** message at the end; call the IdenTrust support line. You should have access to your computer when you call so that our representative can guide you through alternative certificate replacement steps. Let the representative know that you have followed all of the steps in this "How To" document and whether you experienced any difficulty with any of the steps.

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