

Importing and Exporting Digital Certificates with popular Web Browsers

If you do not already have a digital certificate, please visit PGP TrustCenter's website at <http://www.pgptrustcenter.com/digital-certificate-solutions> to see the certificate options that are available.

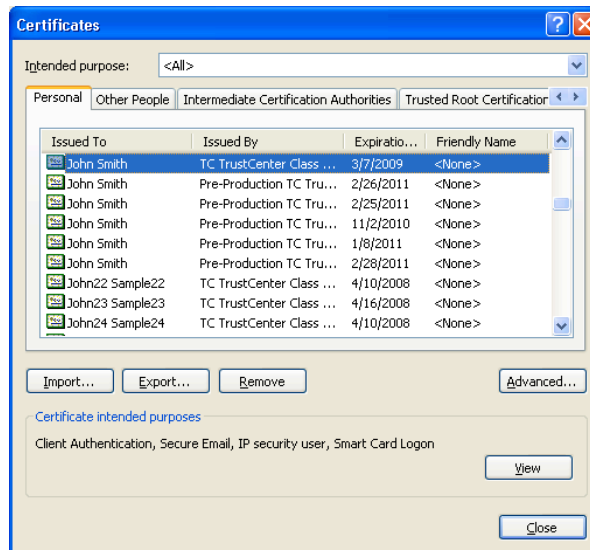
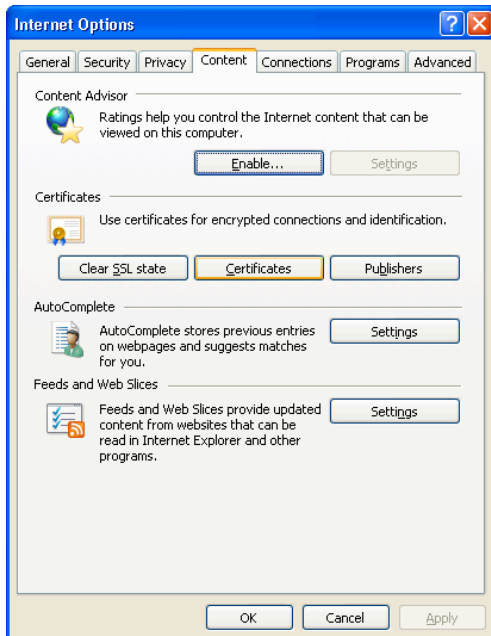
Depending on which web browser you use to initially enroll for your certificate, this browser will become the primary storage for your digital certificate credentials, including your private key. It may sometimes be beneficial to have this certificate available in other web browsers, on a different computer, or you may want to export your certificate for backup in the case that your primary computer crashes. The following instructions are for viewing, importing and exporting certificates from several popular web browsers.



Microsoft Internet Explorer

Viewing your certificates in Internet Explorer:

From the main menu, choose **Tools, Internet Options, Content** tab, and then select **Certificates**. When the certificate store is opened, click on the **Personal** tab to view certificates that belong to you. You can highlight your certificate and select the **View** option to see the details of it. You can also click on the **Trusted Root Certificates** tab to see the TC TrustCenter roots that are pre-installed in your browser.



Exporting your certificate from Internet Explorer:

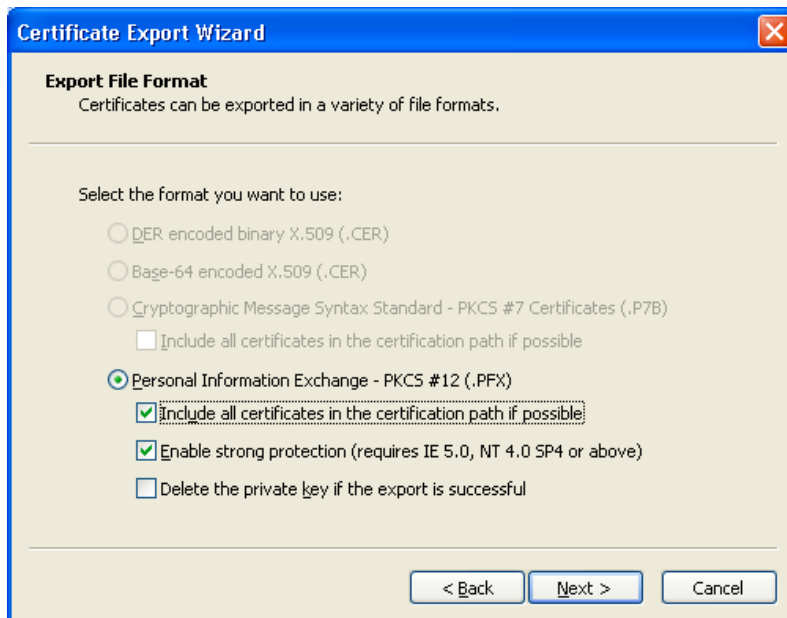
From the main menu, choose **Tools, Internet Options, Content** tab, and then select **Certificates**. When the certificate store is opened, click on the **Personal** tab.

Highlight your personal certificate that you would like to export and click on the **Export** button which will start the "Certificate Export Wizard". Click **Next**.

Select the option "**Yes, export the private key**" and then choose **Next**.



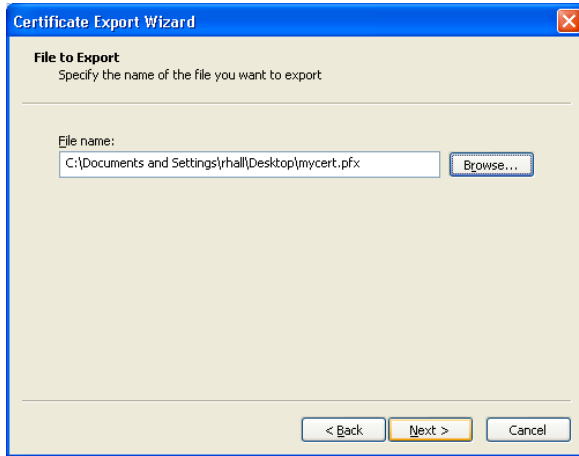
This should default to the format "**Personal Information Exchange – p12/pfx**". Select the option to "**Include all certificates in the certification path if possible**". You may also keep the default setting selected to "**Enable strong protection**" if so desired. Click **Next**.



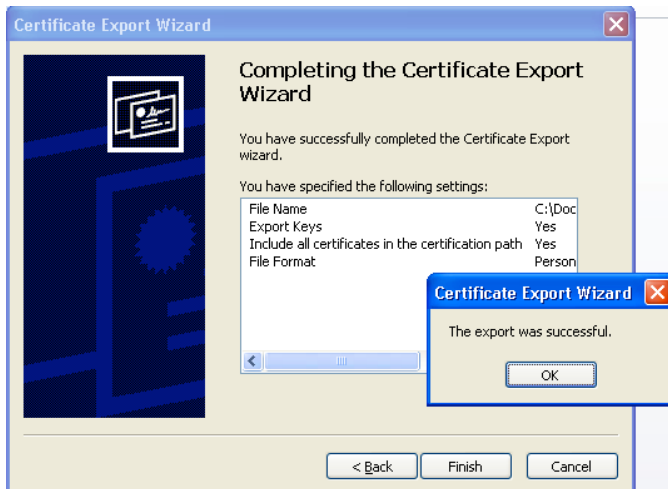
Enter a security password and click **Next**. This password will be used when importing your certificate at a later time.



Choose a location to save your certificate and a name for your certificate. Click **Next**.



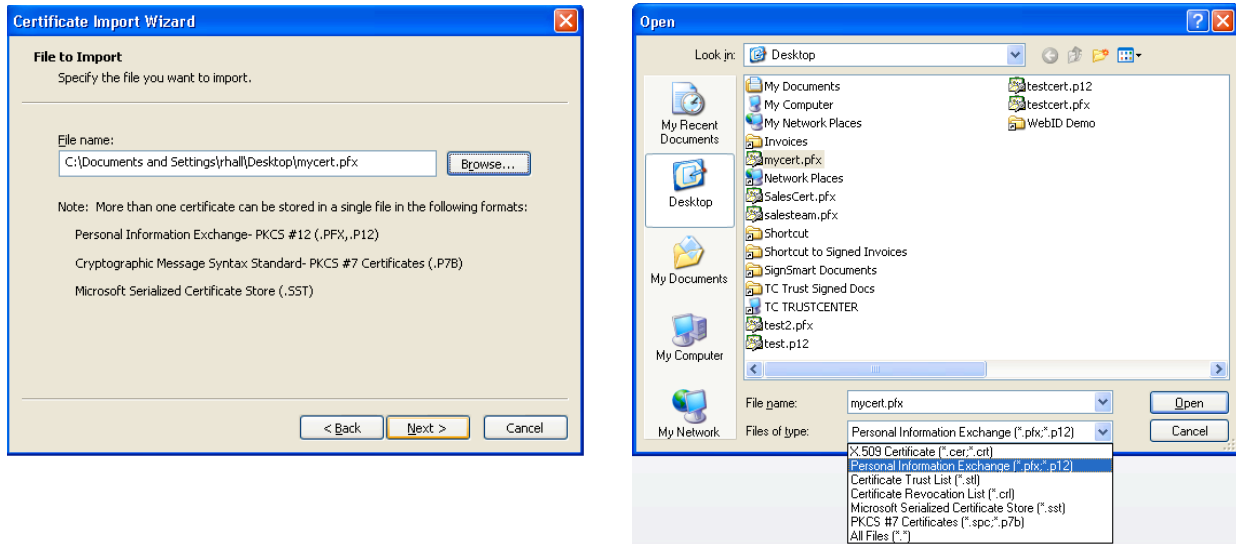
Select **Finish** to confirm the backup of your certificate, and then **OK** when "The export was successful" message is displayed.



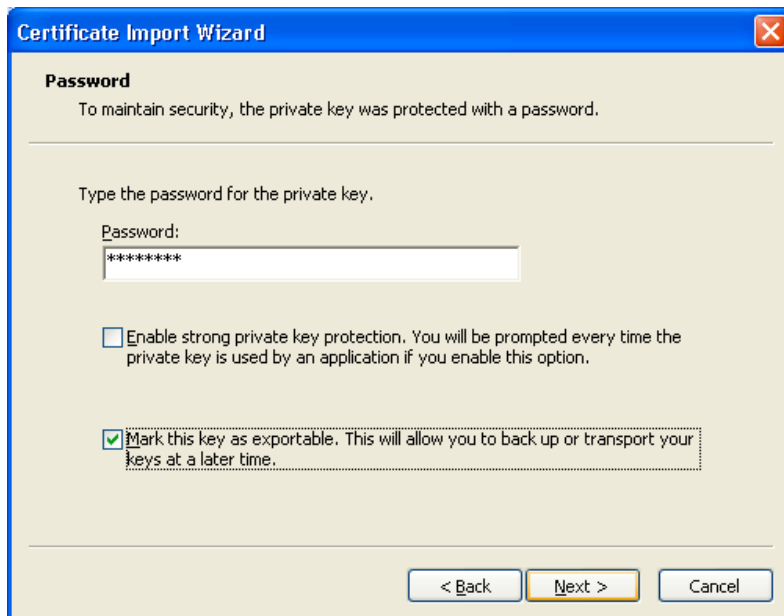
Importing your certificate into Internet Explorer:

Often you can double-click on your certificate file and this will start the Certificate Import Wizard. Or from the main menu in IE, choose **Tools, Internet Options, Content** tab, and then select **Certificates**. When the certificate store is opened, click on the **Personal** tab. Click on the **Import** button which will start the "Certificate Import Wizard". Click **Next**.

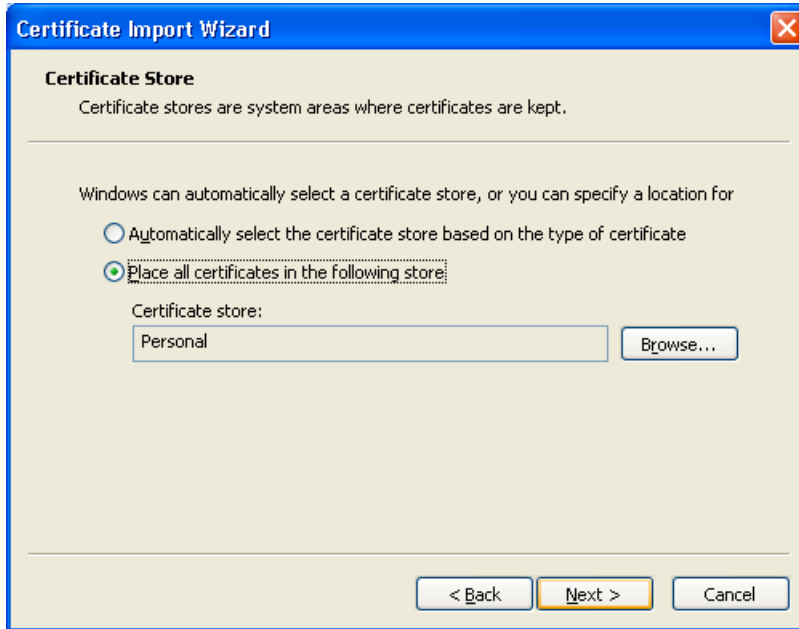
Browse to the location of your certificate to be imported. If you have also backed up your private keys, make sure to select the "**Files of Type**" pull-down menu option for "**Personal Information Exchange (.pfx, .p12)**" so that the file is displayed and can be selected for import. Click **Next** when finished.



Type in your password that you defined when you initially exported your certificate. Also select the option to "**Mark this key as exportable**" if you would like to have the ability to export your certificate at another time. Click **Next**.



Select the certificate store where your certificate should be stored. Internet Explorer will generally select the correct option for you based on the type of certificate that you are importing. If you are importing your personal certificate, the store should be "**Personal**". Click **Next**.



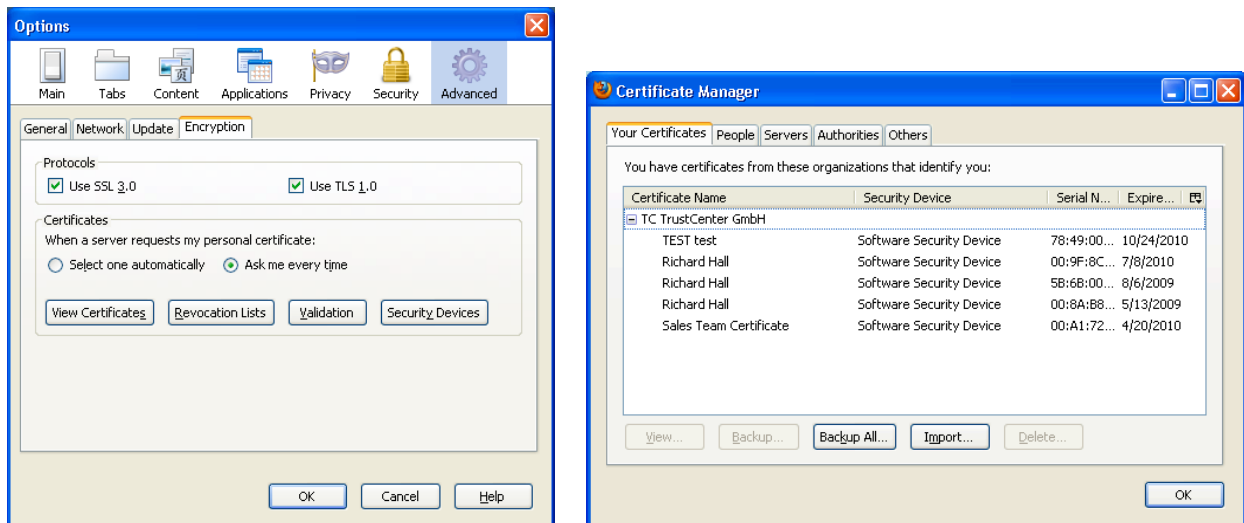
At the confirmation, click **Finish**. If the certificate is successfully imported, a success message will be displayed. Click **OK**.



Mozilla Firefox

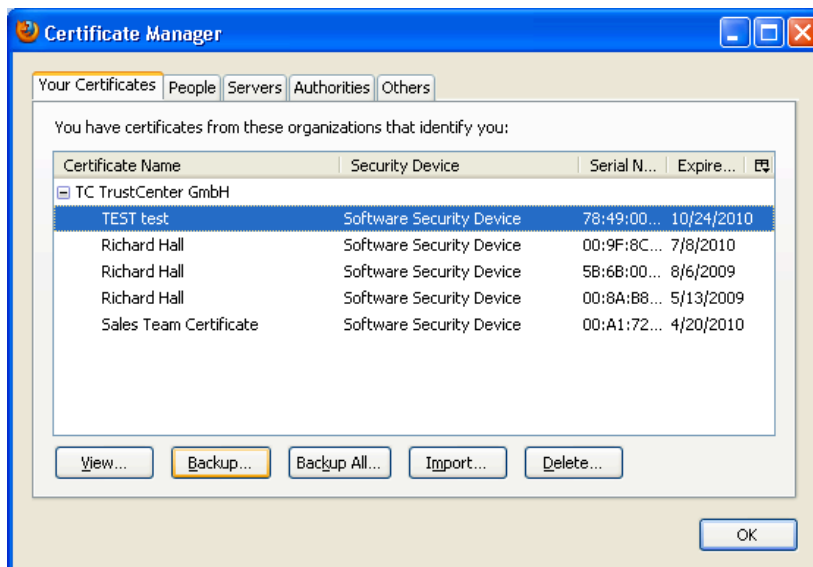
Viewing your certificates in Firefox:

From the main menu, choose **Tools, Options, Advanced** (gear icon), select the **Encryption** tab and then click on **View Certificates**. When the certificate store is opened, click on the **"Your Certificates"** tab to view certificates that belong to you. You can highlight your certificate and select the **View** option to see the details of it. You can also click on the **"Authorities"** tab to see the TC TrustCenter roots that are pre-installed in your browser.

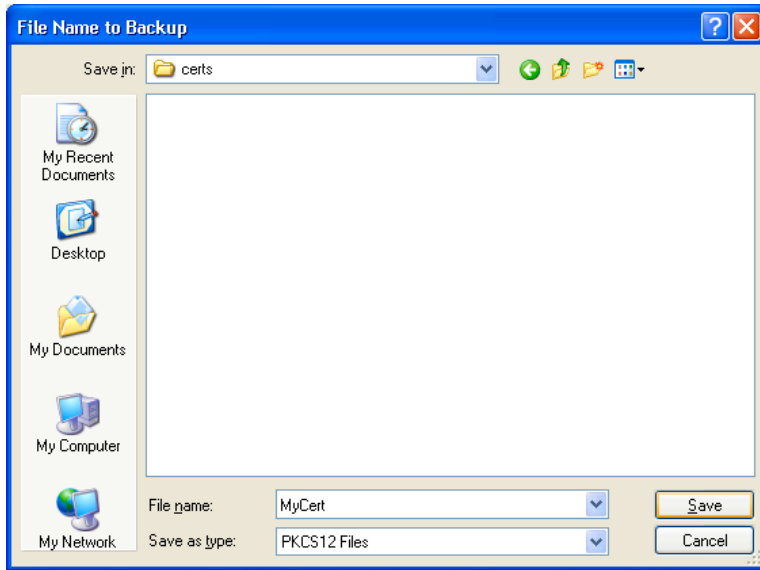


Exporting your certificate from Firefox:

From the main menu, choose **Tools, Options, Advanced** (gear icon), select the **Encryption** tab and then click on **View Certificates**. When the certificate store is opened, click on the **"Your Certificates"** tab to view certificates that belong to you. Your PGP TrustCenter certificates will be listed under the TC TrustCenter name. Highlight your certificate that is to be exported, and click on the **"Backup"** button.



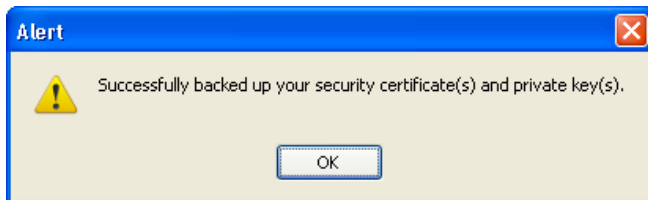
Select a location to save your certificate and give it a name, then click on **Save**.



Choose a backup password and click **OK**. You will need this password when you import your certificate at a later time.

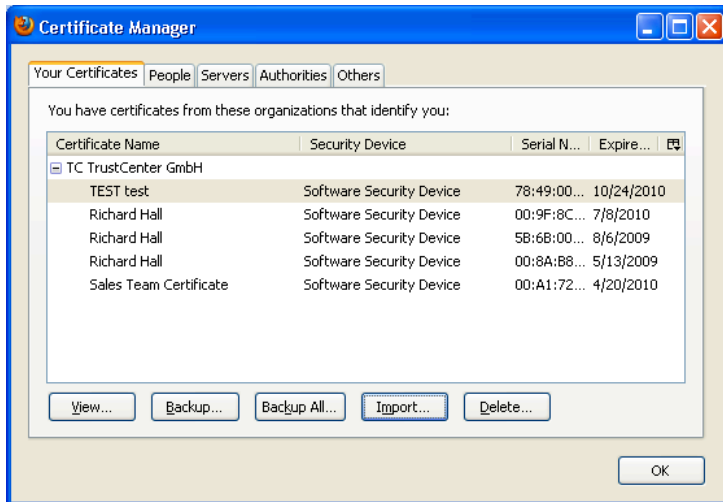


A message will inform you that your certificate has now been backed up. Click **OK**.

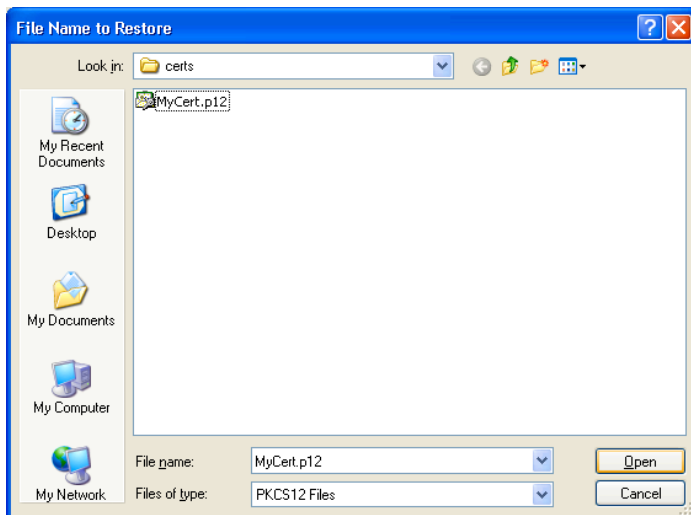


Importing your certificate into Firefox:

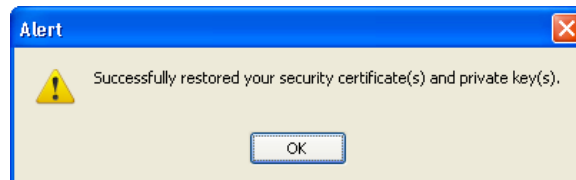
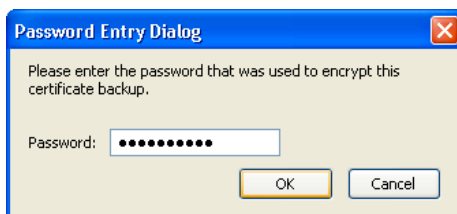
From the main menu, choose **Tools, Options, Advanced** (gear icon), select the **Encryption** tab and then click on **View Certificates**. Click on the **Import** button.



Browse to your certificate file and click **Open**. The file extension will most likely be a p12 or pfx file so choose "**PKCS12 Files**" from the "**Files of type**" pull-down menu.

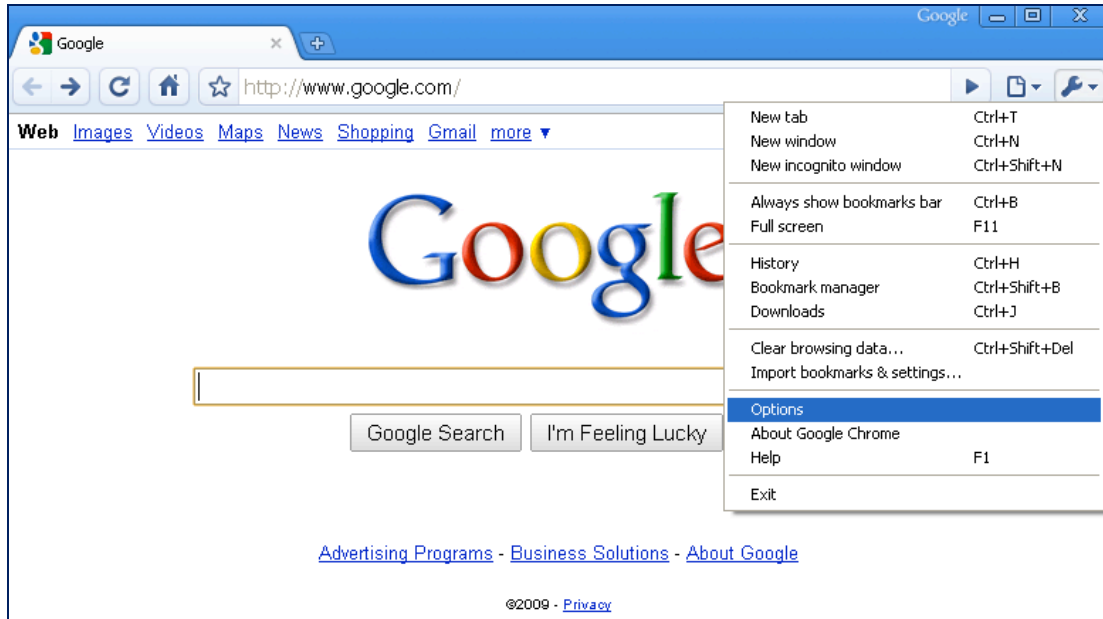


Enter your backup password that was defined when you exported your certificate and click **OK**. A successful import message is displayed. Click **OK**.

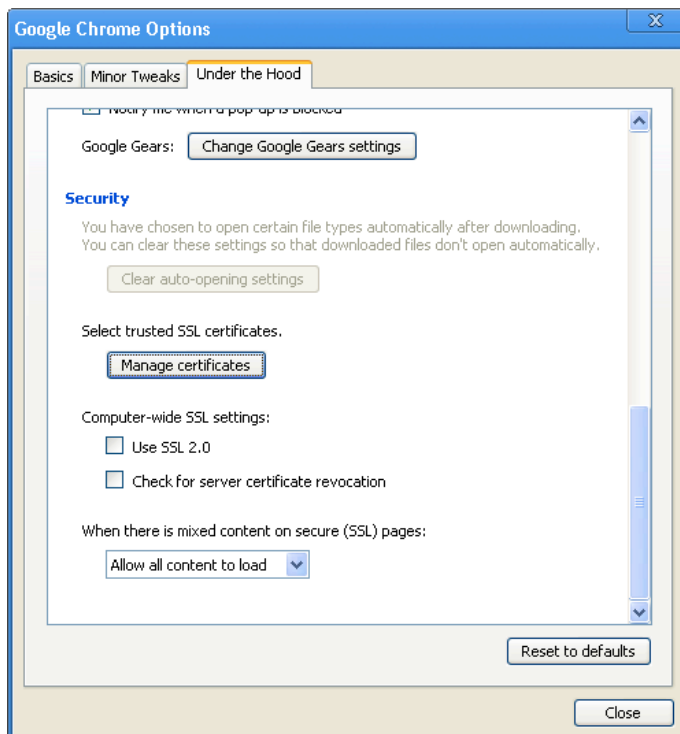


Google Chrome

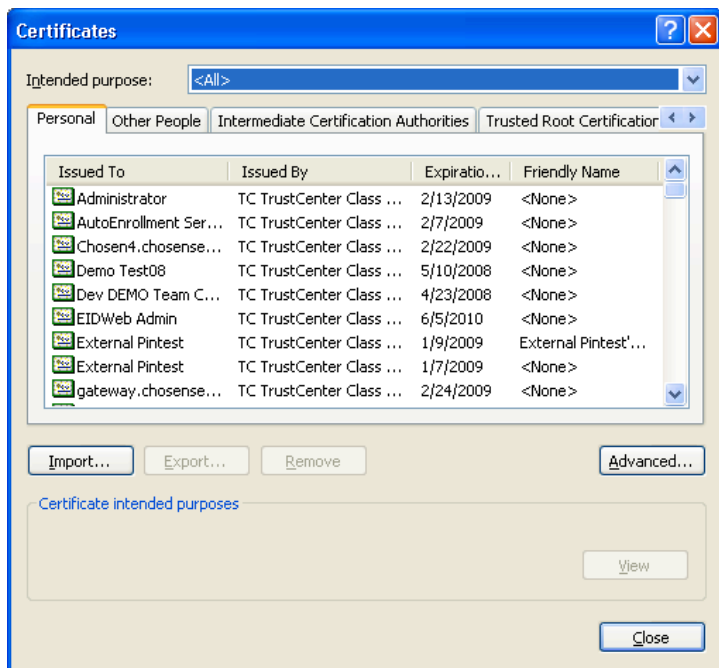
Using Google Chrome with Windows relies on your local Microsoft certificate store. You can view these certificates in Internet Explorer or through Chrome. In the upper right-hand corner of your Chrome browser, click on the “**wrench**” icon to see a drop-down menu and select **Options**.



Select the **Under the Hood** tab and scroll down to the **Security** options.



Click on **Manage Certificates** and your Windows certificate store will display. You can highlight your certificate under the **Personal** tab and then click **View** to see the details of it.



Importing and exporting your certificates with Chrome:

Using Google Chrome on Windows relies on your Microsoft certificate store. The Microsoft certificates can be accessed through Internet Explorer or Google Chrome. For instruction on importing or exporting your certificates, please use the Microsoft Internet Explorer instructions contained in this document.



Apple Safari

Safari for Windows relies on your local Microsoft certificate store. To view these certificates, please use the Microsoft Internet Explorer instructions contained in this document. If using Safari on a Mac, your certificates are stored with your Keychain Access application which is shipped with Mac OS X.

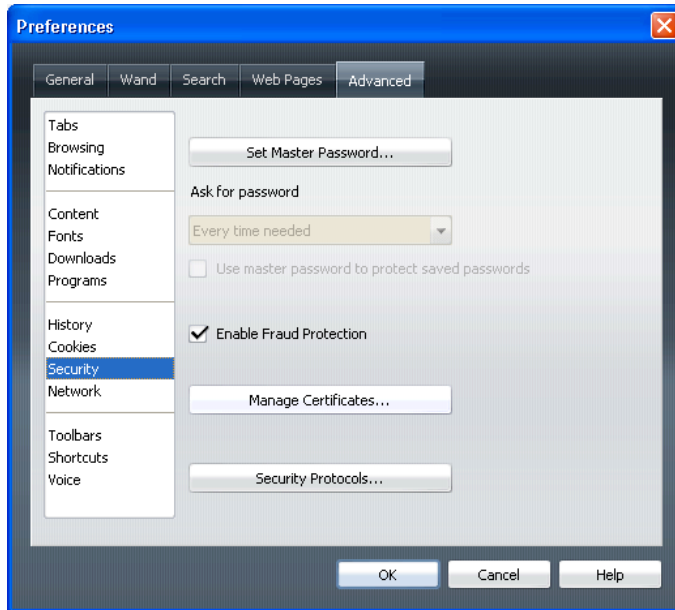


Opera

Viewing your certificates in Opera:

Note that at the time of this writing that we have seen issues with installing and importing certificates with Opera on Windows.

From the main menu, choose **Tools** and then **Preferences**. Click on the **Advanced** tab at the top, and then click on **Security** on the left. Click on the **Manage Certificates** button.



Click on the **Personal** tab, highlight your certificate and click **View**.

