

User Guide

Export Digital Certificate

Prepared by:
State Construction Office (SCO)
Construction System Section



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Document Control

Version	Change	Made By	Date
1.000	Document created	Mike Johnson	11/13/2017
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Topics Covered

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General

This document is intended to provide step by instructions on how to export a personnel digital certificate for use with the FDOT Sign application.

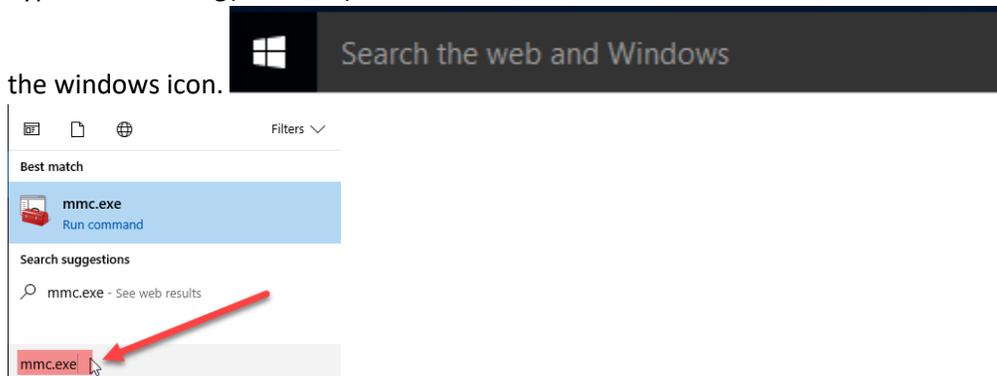
Definitions

External Users: Public, Vendors, etc....

Export Certificate – Admin rights required

To export your personnel certificate please follow the steps below.

1. Type the following(mmc.exe) into the Search the web and windows box. Located to the right of

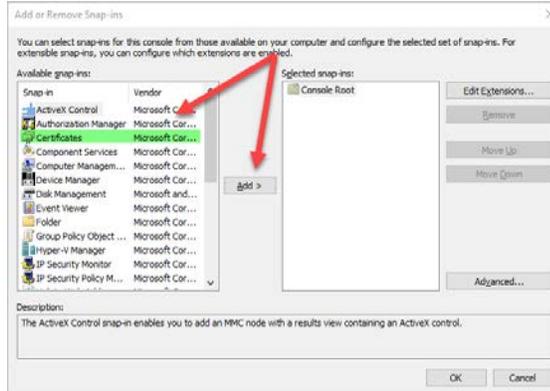


2. Click on the mmc.exe item.

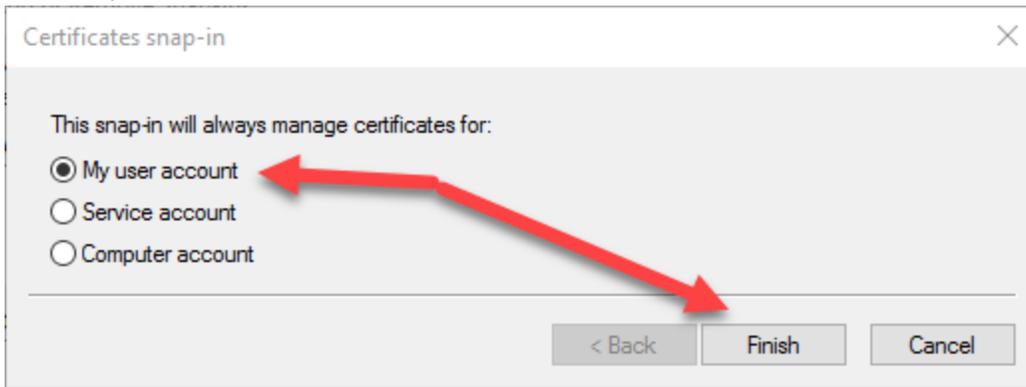
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- a. You may have to click Yes if prompted.
- 3. Press the following key combination. Ctrl + m.
- a.



- b. Select Certificates and click on the Add button.
- 4. Select My User Account then click finish.



- 5. Select Ok.
- 6. Expand the Certificate item.

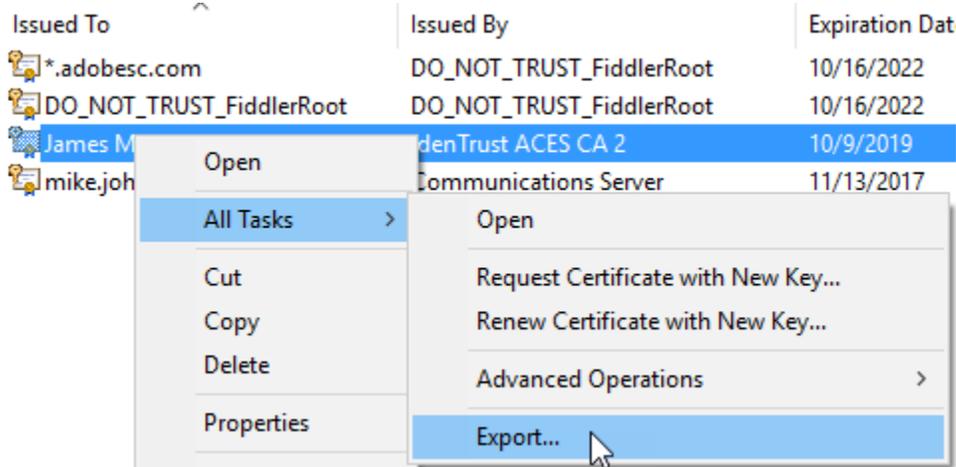
- Console Root
- ✓ Certificates - Current User
 - Personal
 - Certificates
 - > Trusted Root Certification Authorities
 - > Enterprise Trust

Issued To	Issued By	Expiration Date	Intended Purposes	Friendly Name
*.adobesc.com	DO_NOT_TRUST_FiddlerRoot	10/16/2022	Server Authenticati...	<None>
DO_NOT_TRUST_FiddlerRoot	DO_NOT_TRUST_FiddlerRoot	10/16/2022	Server Authenticati...	DO_NOT_TRUST_Fi...
James M Johnson	IdenTrust ACES CA 2	10/9/2019	Client Authenticati...	<None>
mike.johnson@dot.state.fl.us	Communications Server	11/13/2017	Client Authentication	<None>

- a. Then expand Personal
- b. Then select Certificates



7. Right Click on your Certificate.



8. Select All Tasks, then click on Export



Welcome to the Certificate Export Wizard

This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.

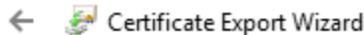
A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.



9. Click Next.

10. Make sure to select the Yes, export the private Key.



Export Private Key

You can choose to export the private key with the certificate.

Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

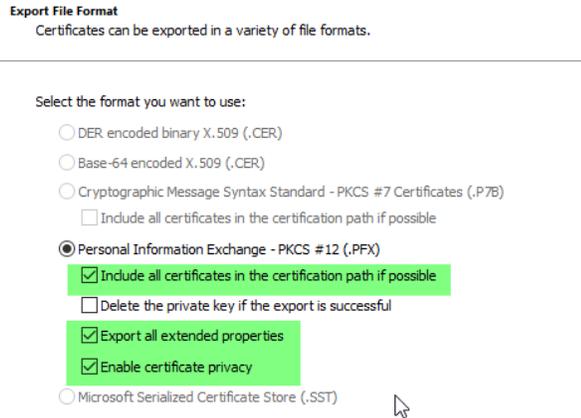
Do you want to export the private key with the certificate?

Yes, export the private key

No, do not export the private key

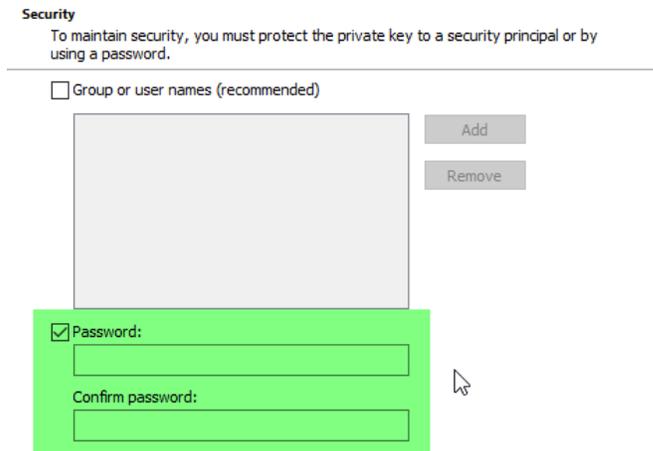


- a. Click next.



- 11. Make sure to select the following items.

- a. Select Next.

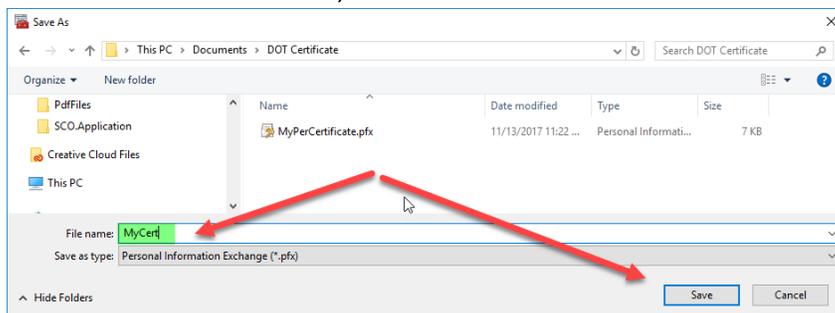


- 12. Make sure to select Password:

- a. Provide the password that will used when you use the Certificate.
- b. Select Next.

- 13. Select Browse, navigate to the location where you wish to save the file.

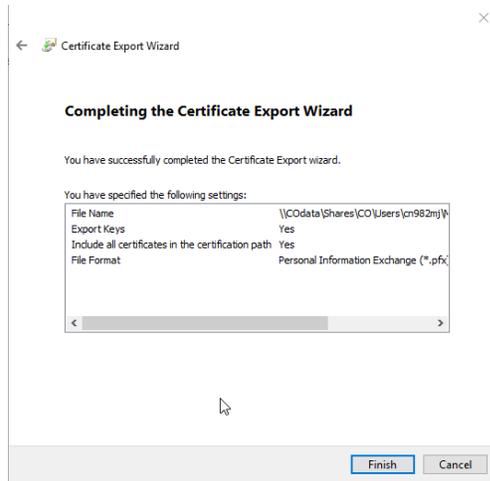
- 14. Provide the name of the file,



- a. Select Save.

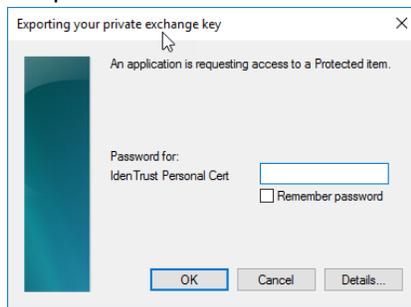
- 15. Click Next.



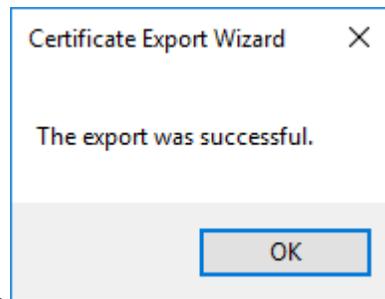


16. Click Finish.

17. You need to provide the current Password that was assigned to the Certificate at the time it was



created.



18. Click Ok.

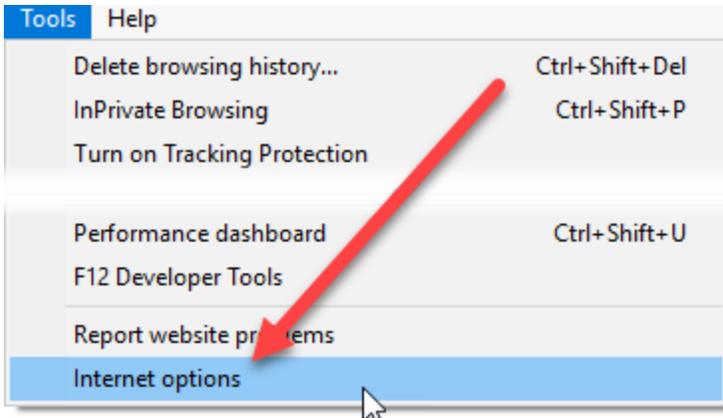
19. Close the Console app.

Export Certificate – Admin rights not required

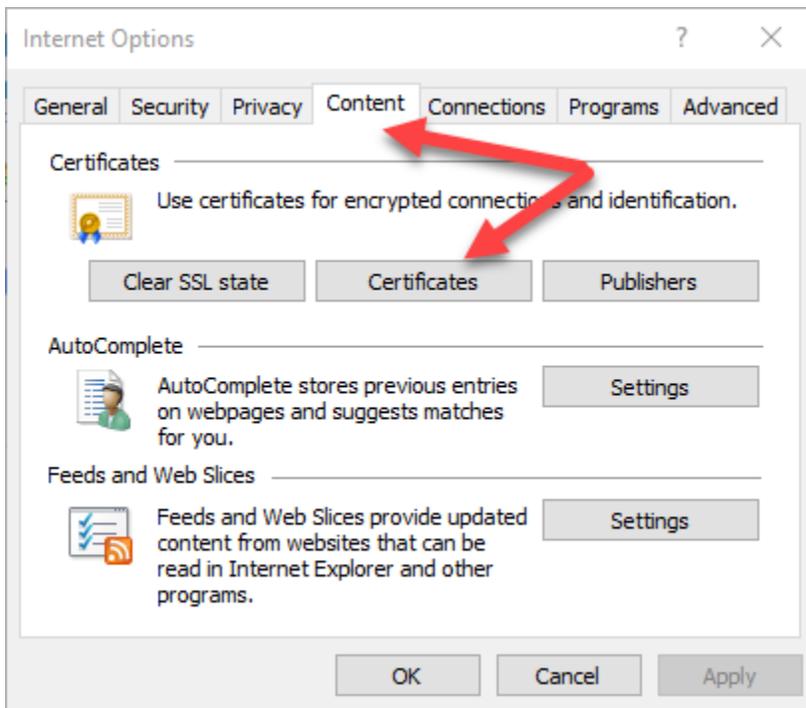
Internet Explorer

1. From the menu bar, select Tools, then select Internet options



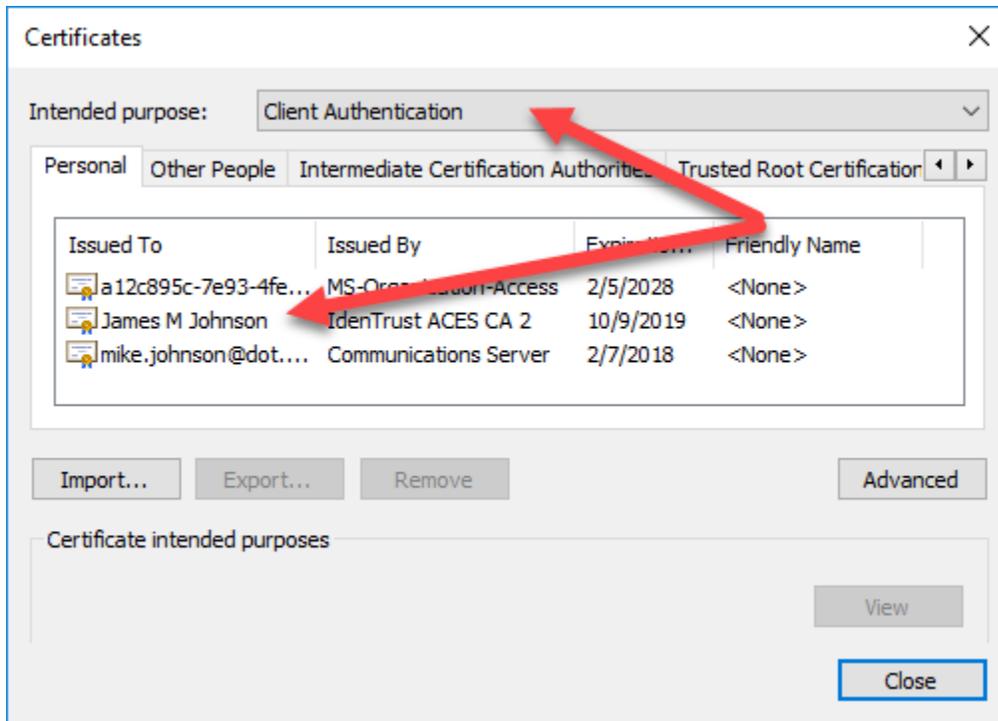


2. Select Content tab, then select Certificates

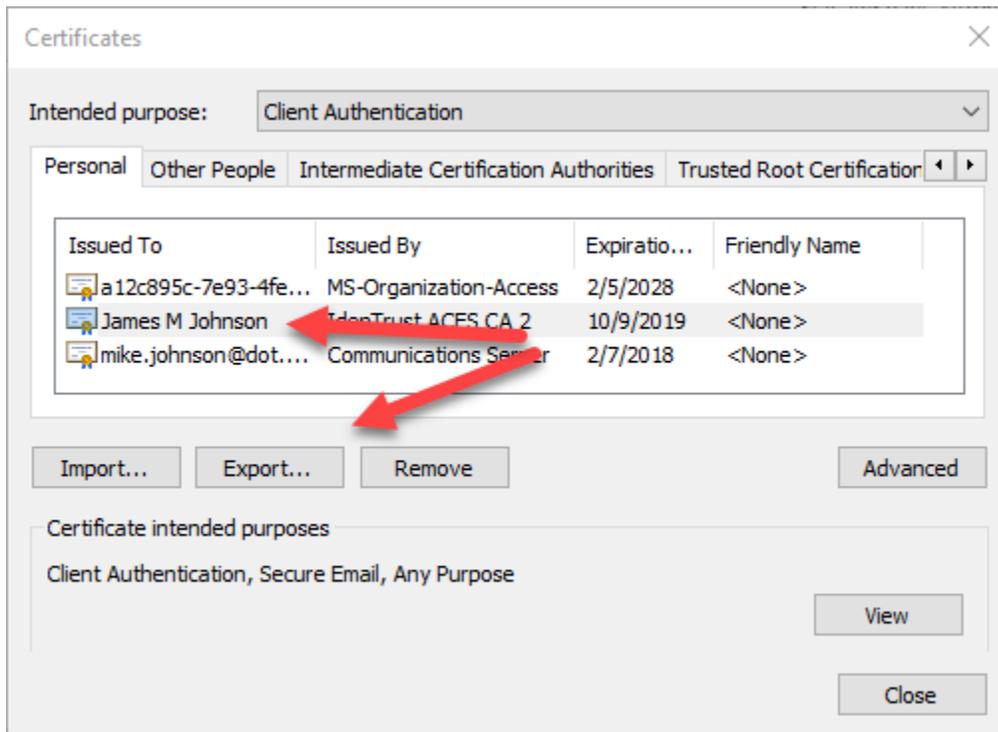


3. Select Client Authentication from the Drop down.





4. Select your Certificate, then select Export.



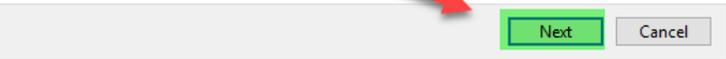
← Certificate Export Wizard

Welcome to the Certificate Export Wizard

This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.



Next Cancel

- 5. Click Next.
- 6. Make sure to select the Yes, export the private Key.

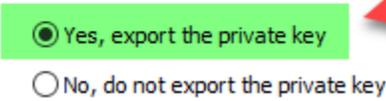
← Certificate Export Wizard

Export Private Key

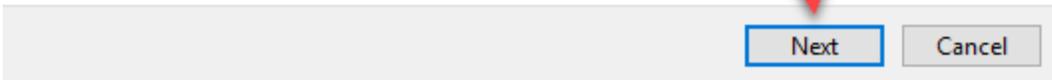
You can choose to export the private key with the certificate.

Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

Do you want to export the private key with the certificate?



Yes, export the private key
 No, do not export the private key



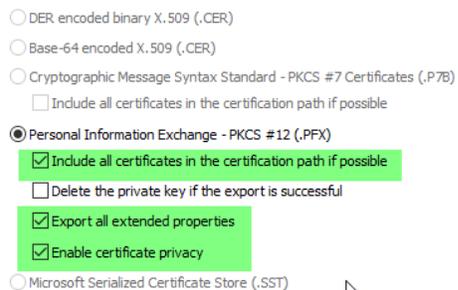
Next Cancel

- a. Click next.

Export File Format

Certificates can be exported in a variety of file formats.

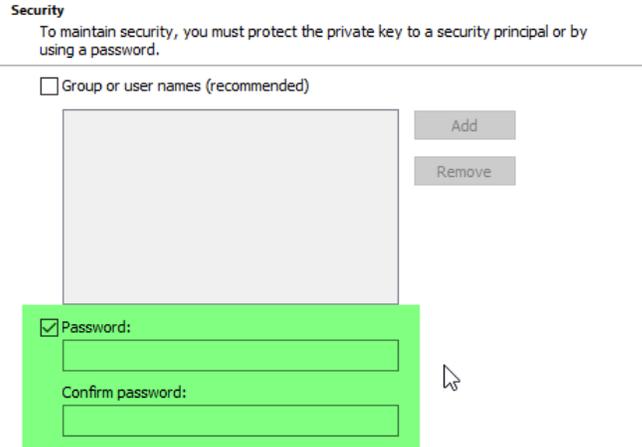
Select the format you want to use:



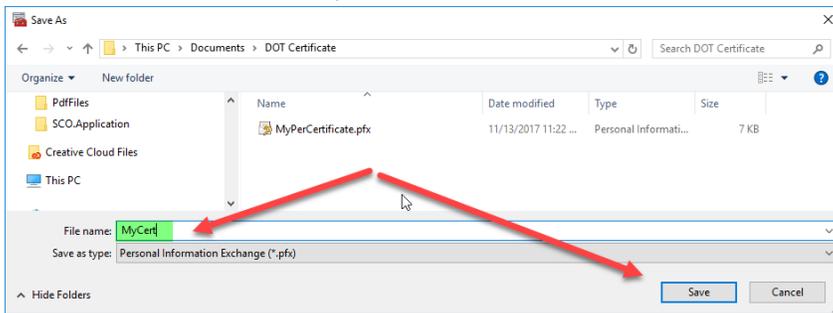
DER encoded binary X.509 (.CER)
 Base-64 encoded X.509 (.CER)
 Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
 Include all certificates in the certification path if possible
 Personal Information Exchange - PKCS #12 (.PFX)
 Include all certificates in the certification path if possible
 Delete the private key if the export is successful
 Export all extended properties
 Enable certificate privacy
 Microsoft Serialized Certificate Store (.SST)

- 7. Make sure to select the following items.
 - a. Select Next.

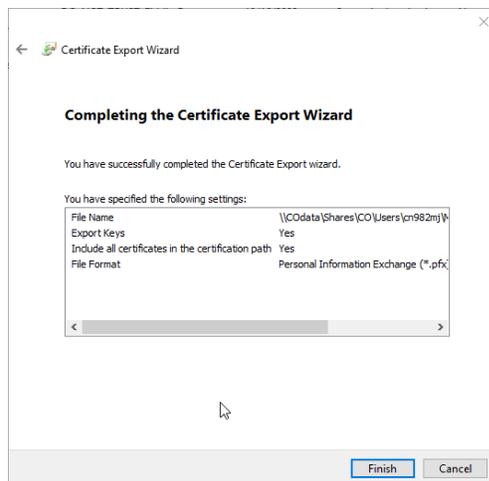




- 8. Make sure to select Password:
 - a. Provide the password that will used when you use the Certificate.
 - b. Select Next.
- 9. Select Browse, navigate to the location where you wish to save the file.
- 10. Provide the name of the file,



- a. Select Save.
- 11. Click Next.



- 12. Click Finish.



13. You need to provide the current Password that was assigned to the Certificate at the time it was



Click Ok.

