

User Guide

Export Digital Certificate

Prepared by:
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Document Control

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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.

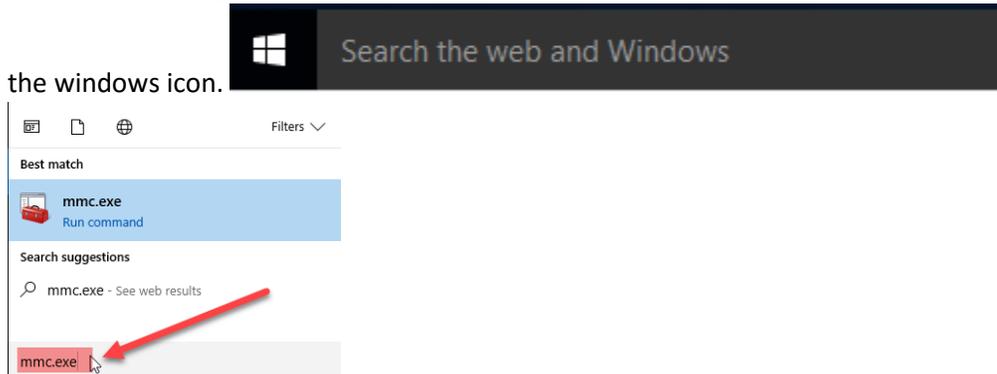
Definitions

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

Export Certificate

To export your personnel certificate please follow the steps below.

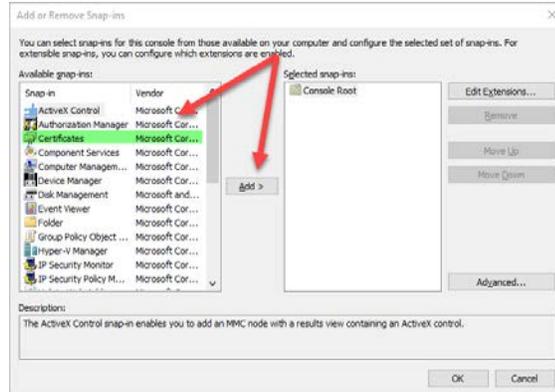
1. Type the following(mmc.exe) into the Search the web and windows box. Located to the right of



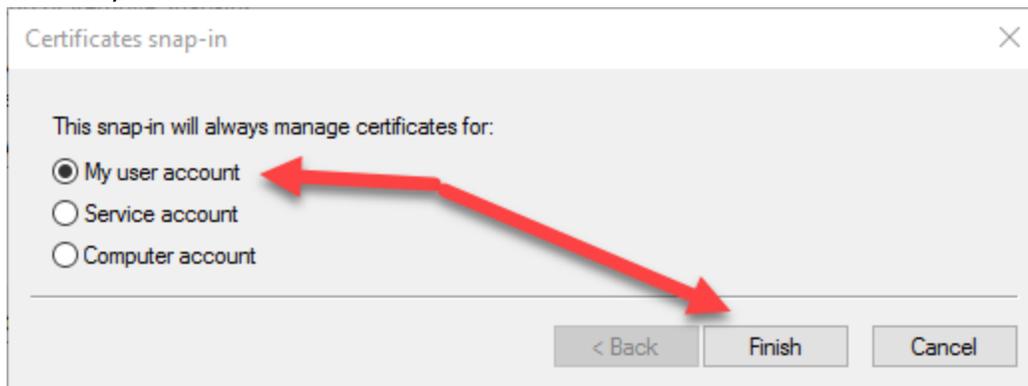
2. Click on the mmc.exe item.
 - a. You may have to click Yes if prompted.
3. Press the following key combination. Ctrl + m.
 - a.

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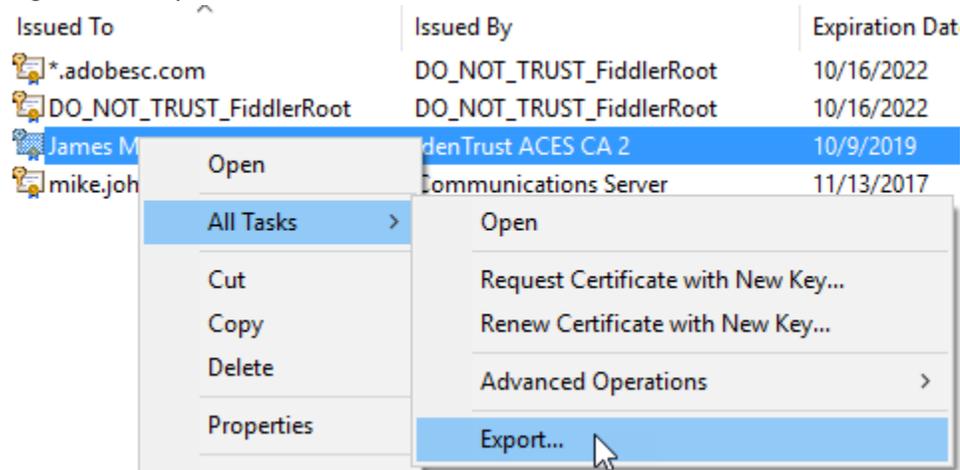
- b. Select Certificates and click on the Add button.
- 4. Select My User Account then click finish.



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



- 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.

Export File Format

Certificates can be exported in a variety of file formats.

Select the format you want to use:

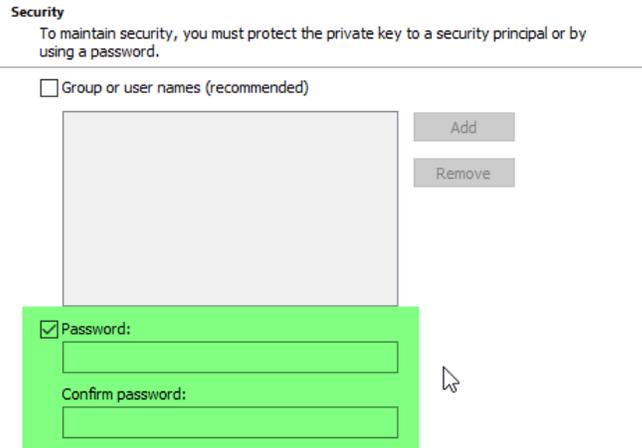
- DER encoded binary X.509 (.CER)
- Base-64 encoded X.509 (.CER)
- Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
 - Include all certificates in the certification path if possible
- Personal Information Exchange - PKCS #12 (.PFX)
 - Include all certificates in the certification path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

11. Make sure to select the following items.

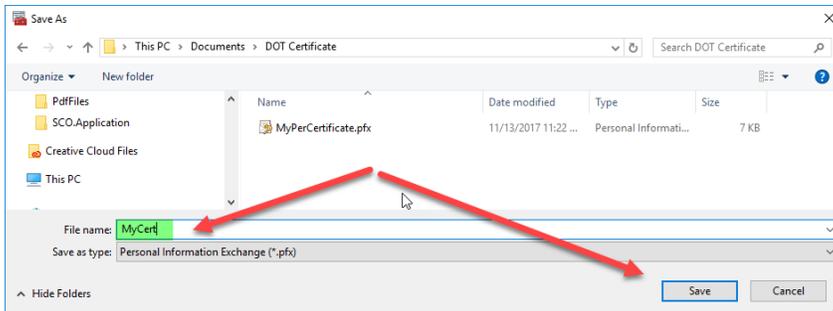
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- a. Select Next.

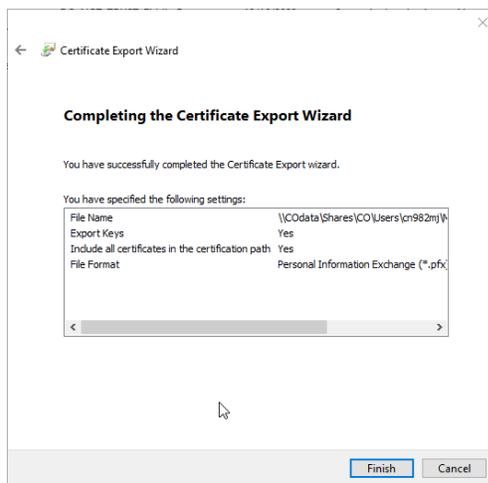


- 12. Make sure to select Password:
 - a. Provide the password that will used when you use the Certificate.
 - b. Select Next.
- 13. Select Browse, navigate to the location where you wish to save the file.
- 14. Provide the name of the file,



- a. Select Save.

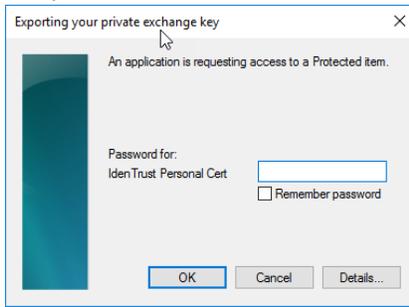
- 15. Click Next.



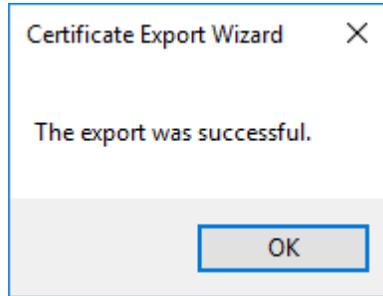
- 16. Click Finish.



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.

