Instruction to install the user's security certificate

Step 1:

After submitting the application for issuance of the user's security certificate to the administrator, you must verify if the required certificate was issued.

Step 2:

To verify if your security certificate has been issued, you need to access the following link:

https://client.dotbank.md:4443/certsrv/certckpn.asp

a) When you access the link above, a window will appear (as in the picture below) where you will be able to view all the certificates you required.

Microsoft Active Directory Certificate Services -- webclient

View the Status of a Pending Certificate Request

Select the certificate request you want to view: <u>Client Authentication Certificate (Tuesday 2 January 2018 16:10:39)</u> <u>Client Authentication Certificate (Tuesday 2 January 2018 17:02:48)</u>

b) To see what stage your application is, click on the certificate request link. If the application is in processing mode and is waiting to be issued by the administrator, a window will appear as in the image below:

Microsoft Active Directory Certificate Services -- webclient

Certificate Pending

Your certificate request is still pending. You must wait for an administrator to issue the certificate you requested.

Please return to this web site in a day or two to retrieve your certificate.

Note: You must return with this web browser within 10 days to retrieve your certificate

Remove - Remove this request from your list of pending requests.

At this stage you can still delete the request if you have entered any wrong data and create a new one. If you delete the request, a window will appear (as in the picture below) where the system displays a message that the request has been removed from the queue list.

Removed Pending Request	
The request was removed from your list of pending requests.	
Note: You have only removed the request from the list of pending requests stored in your web browser. This does not affect the certification authority in any way	

Step 3:

If the request was received by the administrator and the certificate was issued, when you will access the link with the certificate you are interested, a window will appear with a message informing you that your certificate has been issued (as in the picture below).

Microsoft Active Directory Certificate Services - webclient	
Certificate Issued	
The certificate you requested was issued to you.	
install this certificate	
□ Save response	

If certificate is issued, you need to install it. To install, in the same window as the notification message, click the "install this certificate" link. You will get a "Potential Scripting Violation" window (as shown below) with two options, please click on "Yes" button to install the certificate.

6 Poter	ntial Scripting Violation
<u>.</u>	This Web site is adding one or more certificates to this computer. Allowing an untrusted Web site to update your certificates is a security risk. The Web site could install certificates you do not trust, which could allow programs that you do not trust to run on this computer and gain access to your data. Do you want this program to add the certificates now? Click Yes if you trust this Web site. Otherwise, click No.
	Yes No

If the certificate has been successfully installed, a window will appear (as in the picture below), which will notify you that your certificate has been successfully installed.

