After installing the user certificate, you need to secure it to prevent fraudulent use by unauthorized persons. You have to follow next steps to secure your certificate:

Step 1:

Go to the "Start" button, choose - Settings, then click Control Panel (or in the Internet Explorer browser menu, click the "Tools" button). Select the "Internet Options" option and you will get a window as in the image below to access the "Content" tab.

oout:blank,		×
Use gurrent	Use de <u>f</u> ault	Use <u>b</u> lank
ry		
ete temporary files, hi I web form information	story, cockies, save 1.	ed passwords,
	Delete	Settings
ange search defaults.		Settings
ange how webpages a s.	re displayed in	Se <u>t</u> tings
	Use <u>current</u> rry ete temporary files, hi d web form information ange search defaults.	Use <u>current</u> Use <u>default</u> ury ete temporary files, history, cockies, save d web form information. <u>D</u> elete ange search defaults. ange how webpages are displayed in s.

Step 2:

In "Content" tab find and click on "certificates" button (as shown in image below).

Internet Opl	tions	? X
General S	ecurity Privacy Content Connections Programs Advance	ed
Content A	Advisor Ratings help you control the Internet content that can be viewed on this computer.	
	🛞 Enable 🛞 Settings	
Certificate	es	
9	Use certificates for encrypted connections and identification.	
Cle	ear SSL state Certificates Publishers	
AutoComp	olete	
-	AutoComplete stores previous entries Settings on webpages and suggests matches for you.	
Feeds and	I Web Slices	
1	Feeds and Web Slices provide updated Settings content from websites that can be read in Internet Explorer and other programs.	
	OK Cancel Apply	

Step 3:

After clicking the "Certificates" button, a window will appear (as in the picture below) from which you must choose the certificate issued by the webclient. After you choose the certificate you need, click the "Export" button.

Certificates				×
Intended purpose: <a>All> Personal Other People I Ir	, ntermediate Certification	Authorities Tru:	sted Root Certificat	ior 🔸 🕨
Issued To	Issued By webclient	Expiratio 12/20/2018	Friendly Name <none></none>	
Import Export	Remove		Adv	vanced
Certificate intended purpose Client Authentication	5		Vier	~
Learn more about <u>certificates</u>	1		0	lose

A window appears (as in the picture below) in which you need to click the "Next" button.



Step 5:

A new window appears (as in the picture below) where you must select "Yes, export the private key" and then click the "Next" button again.

ertificate 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
O No. do not export the private key
Learn more about <u>exporting private keys</u>
c Back Marth Concel

Step 6:

As a result, a new window will open (as in the picture below) in which you must click the "Next" button again, don't change anything.

Certificate Export Wizard X
Export File Format Certificates can be exported in a variety of file formats.
Select the format you want to use:
C DER encoded binary X,509 (.CER)
C 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
C Microsoft Serialized Certificate Store (.SST)
Learn more about <u>certificate file formats</u>
< Back Next > Cancel

In next window you will be asked to type a password to protect your certificate, the password can be any combination of letters and numbers, every time you will want to import this certificate you will have to input this password.

It is very important that your password:

- a) Should be known only by you.
- b) Not be passed to others under any pretext, to avoid using the certificate for fraudulent purposes by unauthorized persons.

tifica Passu	ite Export Wizard word
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

After entering the required password, click the "Next" button.

Step 7:

In next window (as in the picture below) you must click the "Browse" button to choose where you want to save the exported certificate.

ertificate Export Wizard					×
File to Export	a file vou want t	o evport			
Specify the name of th	ie nie you want (to export			
- 1.					
File name:				Browse	
Li				Drowsern	
		< Back	Next >	Cancel	

Step 8:

In the next window please choose the folder where you want to save the certificate and also specify the file name (ex. Director_2018 or Accountant_2018).

🥂 Save As						>
😋 🕞 🗸 🕨 🗸 Libraries 🕶	r Documents ▼ VB_Keys			- 🛃	Search VB_Keys	
Organize 🔻 New folder						:= • 🕐
★ Favorites ■ Desktop	Documents library VB_Keys				Arrange by:	Folder 🔻
Downloads Secent Places	Name ^	Date modified	Туре	Size		
Cibraries		No items mate	ch your search.			
Music						
Videos						
🖳 Computer						
辑 Network						
File pamer						•
Save as type: Person	al Information Exchange (*,pfx)					<u> </u>
				_		
					Save	Cancel

Step 9:

After selecting the folder and name, click the "Save" button and then the 'Next" button to export the certificate.

Certificate Export Wizar	ď		×
File to Export Specify the name o	f the file you want to export		
File name:			
Ci\Users'	\Documents\VB_Keys\da.pfx		Browse
	< <u>B</u> ack	<u>N</u> ext :	> Cancel

Step 10:

If the export was successful, a window (as in the picture below) will appear with a notification message. In that window, click the" Finish" button.

Certificate Export Wizard		×
	Completing the Certificate E Wizard You have successfully completed the Certificate wizard.	Export
	You have specified the following settings: File Name Export Keys Include all certificates in the certification path File Format	C:\User Yes No Person
	< <u>B</u> ack Finish	Cancel

Step 11:

To finish export, click the "OK" button (as in the picture below):



Delete the certificate from Internet Explorer

Step 1:

Go to the Start button, then Settings, then Control Panel (or in the browser menu bar, go to the "Tools" button). Select the Internet Options option. From the Internet Options select the "Content" menu. From the Content menu, select the "Certificates" option.

Step 2:

Select certificate you want to delete and click on "Remove" button (as shown in image below).

Certificates				×
Intended purpose: <	>			
Issued To	Intermediate Certification	Expiratio	Friendly Name	
	Webellone	12/20/2010		
Import Export	Remove		Adv	vanced
Certificate intended purpo	oses			
Client Authentication			Vie	w
Learn more about <u>certifical</u>	<u>ies</u>			lose

Step 3:

After click the "Remove" button, a window will appear (as in the picture below) in which you need to click the "YES" button.



Import the certificate in Internet Explorer without the possibility of export the certificate (private key) later.

Step 1:

Open the folder where you exported the certificate from Internet Explorer and double click on the required file.

VB_Keys							
Go ↓ Libraries + Documents + VB_Keys							
Organize 👻 Share with 💌	New folder						
★ Favorites ■ Desktop	Documents library VB_Keys						
Secent Places	Name *	Date modified	Туре	Size			
Libraries Documents Music Pictures Videos Computer Network	Director_2018	1/3/2018 10:56 AM	Personal Informatio	3 КВ			

Step 2:

Click the "Next" button in the new window (as in the image below).



Step 3:

Click the "Next" button in the new window (as in the image below).



Step 4:

Enter the password you previously used to export the certificate, don't change anything and click the" Next" button (as in the picture below).

Certificate Import Wizard
Password To maintain security, the private key was protected with a password.
Type the password for the private key. Password:
 Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option. Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
Include all extended properties.
Learn more about <u>protecting private keys</u>
< Back Next > Cancel

Step 5:

In next window select "Automatically select the certificate store based on the type of certificate" and

C	Certificate Import Wizard 🛛 🔀
	Certificate Store Certificate stores are system areas where certificates are kept.
	the certificate.
	 Place all certificates in the following store
	Certificate store: Browse
	Learn more about <u>certificate stores</u>
	< <u>B</u> ack <u>N</u> ext > Cancel
click "Next" button.	

Step 6:

Press "Finish" then "OK" button to finish the installation.

Certificate Import Wizard			X
	Completing the Wizard	Certificate Import	
	The certificate will be imported after you click Finish.		
You have specified the following settings:			
	Certificate Store Selected	Automatically determined by t	
	Content	PFX	
	File Name	C:\Users \Docu	
	•		
			_
	< Back	Finish Cancel	



Warning!

The file you export from Internet Explorer must be kept secure (for example, on a flash memory in the safe) and should only be used by authorized persons.