

User Guide 34 Testing your digital certificate

Purpose of this Guide

The purpose of this guide is to assist you in testing your digital certificate for use in SPEAR.

34.1 How do I test my digital certificate?

Please ensure you have installed and backed up your digital certificates. For more information see User Guide 33 – Installing and backing up your digital certificates.

Contact the SPEAR Service Desk on 9194 0612 if you do not have a SPEAR login ID and password.

1. Login to SPEAR via the SPEAR homepage www.spear.land.vic.gov.au/spear/

NOTE: If you have not yet tested a digital certificate in SPEAR, you will automatically be prompted to do so when you first login to SPEAR (see step 4).

2. If you have already tested your certificate in SPEAR, and want to test it again, then you will need to click the [Settings](#) link at the top of your SPEAR screen.



Public Search | Broadcast Messages (0) | View Document Rules | Reports | **Settings** | Remove Guests | Contact Us | Help | Logout

Planning & Subdivision Applications Online Adam Ronaldo
(Applicant Contact, Lodging Party, Administrator)
(Signing User)
Current User Role Applicant Contact / Oberon Surveys Pty Ltd ▼

SPEAR

3. From the Settings screen, scroll down to the bottom of the page and click the [Test Digital Certificate](#) link.



Current Password

New Password [Secure Password Tips](#)

Confirm Password

[Test Digital Certificate](#) [update user](#) [cancel](#)

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4. Click the 'test' button to begin.

NOTE: If this is the first time you are signing on this device, you will be required to use the download signing application link for an up to date version of the signing software. This only needs to be downloaded and installed once per device and can be installed for all users on that machine. Users will be prompted when a new version of the signing application needs to be installed.

The screenshot shows the 'Digital Signing Test' page in the SPEAR application. At the top, there are navigation links: 'Return to Application List', 'Settings', 'Contact Us', 'Help', and 'Logout'. Below this, the user's name 'Adam Ronaldo' is displayed, along with their role '(Applicant Contact, Lodging Party, Administrator) (Signing User)' and 'Current User Role: Applicant Contact / Oberon Surveys Pty Ltd'. The main heading is 'SPEAR' in large blue letters. The page title is 'Digital Signing Test'. The main content area contains instructions: 'In order to ensure that your digital certificate is working correctly please select the Test button.' followed by a 'download signing application' link. A 'Note' states: 'You must have the SPEAR signing application installed. If you are unable to sign, please verify that you have installed the SPEAR signing application and try again. If you are unable to install the application using the download link above, contact the SPEAR Service Desk.' Below this, it says 'Once you have completed this test you will not have to perform it again until you change your digital certificate.' and 'If you have not yet received your digital certificate please select the Cancel button to resume working in SPEAR.' Another 'Note' says: 'In this case, you will not be able to sign key documents digitally.' At the bottom right of the main content area, there are two buttons: 'test' and 'cancel'. At the very bottom of the page, there are links for 'Disclaimer' and 'Privacy Statement', and text indicating 'Copyright © 2010 State Government of Victoria' and 'SPEAR Release: 5.0.0.70'.

5. A download link will now appear. Click on the downloaded '.signing' file to launch the signing application.

NOTE: If you are using legacy signing, this will be a '.jnlp' file and you must click Keep before clicking on the relevant downloaded file.

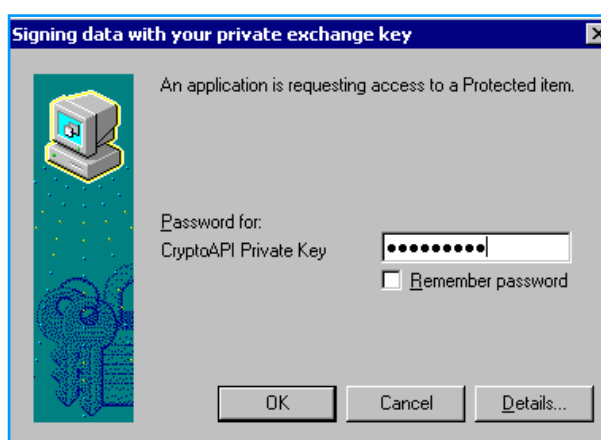
This screenshot shows the same 'Digital Signing Test' page as above, but with a download notification overlay. The notification is a white box with a blue asterisk icon and the text 'Please wait...'. Below the notification, there is a 'cancel' link. The main content area of the page is dimmed. At the bottom of the page, a browser notification bar is visible, showing a blue 'S' icon, the text 'spearSigning2....signing', and a 'Show all' button. A red arrow points from the 'test' button in the main content area to the notification bar.

NOTE: Depending on the browser you are using, you may be prompted to choose a location to save the file, or it will save to the default download folder. This is a single use signing file, which you will be required to save each time you sign. These files are automatically deleted once signing has been performed.

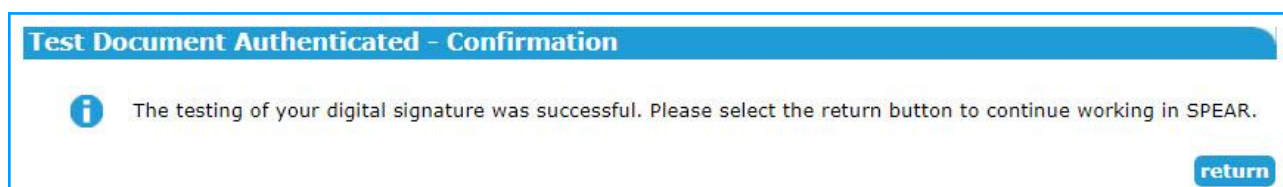
6. The certificate details are displayed and click 'sign'.



7. The password window will pop up. Enter your certificate password and click 'OK'.



8. A confirmation screen will be displayed if signing was successful. Click 'return' to continue using SPEAR.



If you received an error or you were not prompted for a password, please contact the SPEAR Service Desk.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR.
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au