User Guide 36 Importing your digital certificates into the Windows Certificate Store

Purpose of this Guide

The purpose of this guide is to provide information on how to import your digital certificates into the Windows Certificate Store via the Control Panel. The digital certificates must be installed in the Certificate Store to be able to sign in SPEAR.

NOTE: If your certificates are stored on an eToken, the steps in this user guide are not required.

36.1 How to import your digital certificate

 Locate your back up files containing your digital certificates. Double-click on the first digital certificate file to open the Certificate Import Wizard and click 'Next' to continue.
 NOTE: If you receive a Store Location prompt, select Current User.

Certificate Import Wizard			
	Welcome to the Certificate Import Wizard	1 🤔 Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	Welcome to the Certificate Import Wizard	
×	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 senure network	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	connections. A certificate store is the system area where certificates are kept. To continue, dick Next	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.	
		Store Location	
		To continue, dick Next.	
	< Bad: Next > Cancel	Next Cancel	

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2. The File to Import screen is displayed. Click 'Next' to continue.



3. You will now be prompted to enter your password. Ensure the 'Enable strong private key protection...', 'Mark this key as exportable...' and 'Include all extended properties' are checked and click 'Next'.

NOTE: This is the password that you allocated to the certificate when you first downloaded it from Symantec.

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

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4. Select the option 'Automatically select the certificate store based on the type of certificate'. Click 'Next'.

Certificate Import Wizard	x
Certificate Store	
Certificate stores are system areas where certificates are kept.	
Windows can automatically select a certificate store, or you can specify a location for the certificate.	
Automatically select the certificate store based on the type of certificate	
Place all certificates in the following store	
Certificate store;	
Browse	
Learn more about <u>certificate stores</u>	
↓ ↓	
┃▼	
< Back Next > Cancel	

5. Click 'Finish' to complete the Certificate Import Wizard.

Certificate Import Wizard		x
	Completing the C Wizard The certificate will be impor	Certificate Import ted after you dick Finish.
S.	You have specified the folk Certificate Store Selected Content File Name	owing settings: Automatically determined by t PFX J:\r\SPEAR\5 Team Member V
	< <u> </u>	•
		¥
	< Back	Finish Cancel

6. The 'Importing a new private exchange key' window will appear. Click 'Set Security Level, then select 'High'. Click 'Next' to continue.

Importing a new private exchange key	Choose a Security Level	
An application is creating a Protected item. CryptoAPI Private Key Security level set to Medium OK Cancel Details		Choose a security level appropriate for this item. High Request my permission with a password when this item is to be used. Medium Request my permission when this item is to be used.
		< Back Next > Cancel

7. Enter and confirm a password to be used when signing in SPEAR. It is recommended you use the same password that you previously supplied when importing your certificate.

Click 'Finish' and 'OK' to complete the import.

Create a Password	Importing a new private exchange key
Create a password to protect this item.	An application is creating a Protected item.
Create a new password for this item. Password for: CryptoAPI Private Key Password: Confirm:	CryptoAPI Private Key Security level set tot for Set Security Level OK Cancel Details
< Back Finish Cancel	

8. You will receive a message advising the import was successful. Click 'OK' to close this message.



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Repeat steps 1 to 9 of this guide to import your second certificate.

36.2 How to check if your certificates are in the Certificate Store

- 1. Open the Windows Control Panel. Depending on your Operating System, this is usually found by clicking 'Start' > 'Settings' > 'Control Panel'.
- 2. Locate 'Internet Options' from the Control Panel and double-click to open it.
- 3. On the Internet Options screen now displayed, click the Content tab. On the Content screen, click 'Certificates'.



4. If there are no digital certificates listed under the Personal tab (there should be two certificates in your name) you will need to click 'Import...' and follow the steps at the start of this guide to import your digital certificates into the Store.

ersonal Other People	Intermediate Certification Au	uthorities Tru	sted Root Certification
Issued To	Issued By	Expiratio	Friendly Name
🔄 Adam Ronaldo	Gatekeeper ABN DSC	12/05/2017	Adam Ronaldo
Import Export.	Remove		Advanc
Import Export.	Remove		Advanc

5. Once imported, your two certificates should be visible in the Certificates screen.

36.3 What next?

Now that you have imported your digital certificate into the Windows Certificate Store, it needs to be tested. Please see User Guide 34 – Testing your digital certificate for more information.

If you are a Certificate Manager and require assistance with authorising standard digital certificates ordered by other members of your organisation, please refer to User Guide 37 - Certificate Manager guide to approving standard digital certificates.

Need more information?

Further information on this topic can be found by:

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