

Express222[™] Controlled Substance Ordering System

User Quick Reference Series

Exporting Digital Certificates

This Quick Reference shows you the steps involved in exporting your digital certificate from your internet browser.

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INTRODUCTION

In order to use Express222[™]'s Remote Certificate Store (RCS), you will need a backup copy of your CSOS digital signing certificate. CSOS certificate files would be saved as either a .**p12** or .**pfx** file type. If the certificate was downloaded from the DEA in Firefox, it would have initially been saved directly to your Downloads folder as a .p12 file. If it was downloaded via Internet Explorer, you will first need to create a backup copy by following the export steps below.

PROCESS FLOW DETAILS

The following outlines the steps to export your certificate from Internet Explorer.

Steps for Exporting from Internet Explorer

1. With Internet Explorer open, click Settings (the gear icon in the upper right of the bowser) then click Internet options.

Print	+
File	•
Zoom (100%)	•
Safety	+
Add site to Apps	
View downloads	Ctrl+J
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View settings	
Report website problems	
Internet options	
About Internet Explorer	

2. Select the Content Tab.

General	Security	Privacy	Content	Connections	Programs	Advanced
Home p	age —					
	To cre	ate home p	oage tabs,	type each add	ress on its o	own line.
	http:	//www.go	oglecom	/		~
						~
		Use <u>c</u> ur	rrent	Use de <u>f</u> ault	<u>U</u> se n	ew tab
Startup) ———					
Os	tart with ta	a <u>b</u> s from th	ne last ses	sion		
⊙ S	tart with <u>h</u>	ome page				
Tabs -						
Chan	ige how we	ebpages ar	re displaye	d in tabs.	Ξċ	abs
Browsir	na history					
Delet form	te tempora informatio	ry files, hi: n.	story, coo	kies, saved pas	swords, an	d web
D	elete bro <u>w</u>	sing histor	y on exit			
				Delete	Set	tinas
Appage				Deletern	000	ungo
Арреа	ance					
0	Colors	Lang	uages	Fo <u>n</u> ts	Acc <u>e</u>	ssibility
			Oł	Ca	ancel	Apply

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3. Click on Certificates.



4. Select your **DEA digital certificate** and click **Export**.

NOTE: Your certificate should <u>not</u> be expired and will usually be issued by CSOS CA.

itended p							
Personal	Other Peop	le In	termediate Certification A	uthorities	Tru	sted Root Ce	ertification 4
Issued	То		Issued By	Expiratio		Friendly Na	ame
Valio	dCAsha2AIA	SC	CSOS Pilot SubCA 2010	3/9/2016	5	<none></none>	
Import.	Exc	oort	Remove				Advanced
Import	. <u>E</u> xp	port	Remove				Advanced
Import Certificati	. <u>E</u> xr e intended g	oort	<u>R</u> emove				Advanced
Import Certificati <all></all>	. Exp e intended g	oort	<u>R</u> emove				Advanced
Import Certificati <all></all>	. Exp	oort	<u>R</u> emove				<u>A</u> dvanced <u>V</u> iew
Import Certificati <all></all>	. <u>Ex</u> r e intended g	oort	<u>R</u> emove				<u>A</u> dvanced <u>V</u> iew

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ł.

5. When the Certificate Export Wizard opens, click the **Next** button.



6. Select Yes, export the private key and click the Next button.

You car	choose to expo	rt the private	key with the cer	tificate.		
Private	keys are passwo te, vou must tvo	ord protected.	If you want to e	export the pr	ivate key wit	h the
Do you	want to export t	the private key	with the certific	cate?		
۲	res, export the	private key	1			
0	N <u>o</u> , do not expo	rt the private	key			

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- 7. Choose Personal Information Exchange PKCS #12 (.PFX) and select both of the below options:
 - Include all certificates in the certification path if possible
 - Export all extended properties

Click the **Next** button.

Expo	rt 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
	Microsoft Serialized Certificate Store (.SST)

8. **Create a password** to protect the backup copy of your certificate and click the **Next** button. *Note: This password will be required when uploading the certificate to RCS.*

Group or user names	(recommended)
	Add
	Remove
✓ Password:	
•••••	—
Confirm password:	
•••••	~

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9. **Create a name** for the certificate (*something easily recognizable like 'CSOS Signing Certificate'*), then click the **Browse** button and choose the **Desktop** to save the file in an easily accessible location.

 Specify the name of the file you want to export
<u>F</u> ile name:
C:\Users\Lambert\Desktop\CSOSsigningCertificate.pfx Browse

10. If you receive a pop up for private key, enter your private key password (*the CSOS signing password you created when the certificate was originally downloaded*) and click the **OK** button.



The backup copy of your certificate is now saved to your desktop.

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