

LEGISYM

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.

INTRODUCTION

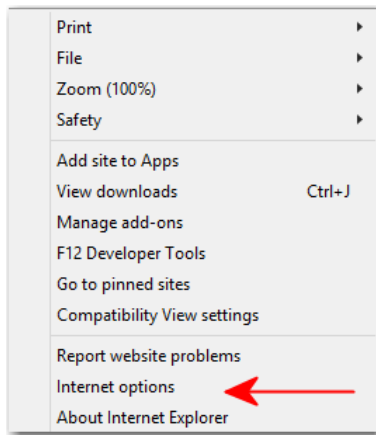
In order to use Express222™'s Remote Certificate Store (RCS), you will need a backup copy of your CSOS digital signing certificate. CSOS certificate files would be saved as either a .p12 or .pfx file type. If the certificate was downloaded from the DEA in Firefox, it would have initially been saved directly 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

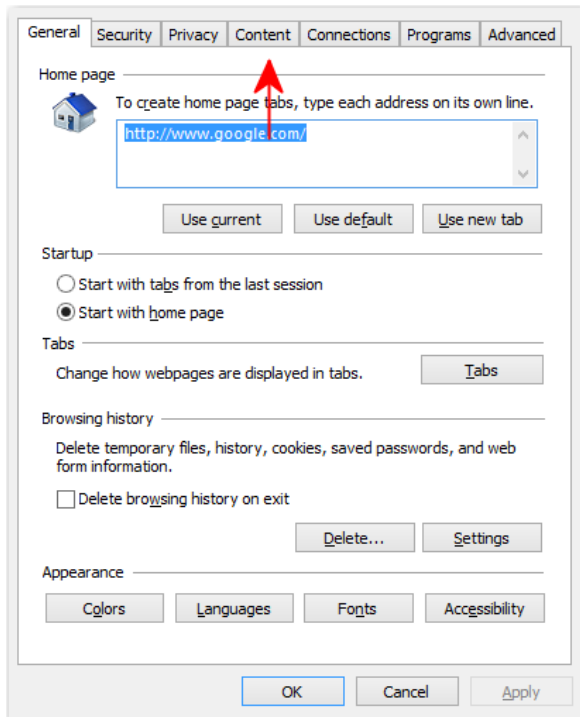
The following outlines the steps to export your certificate from **Internet Explorer**.

Steps for Exporting from Internet Explorer

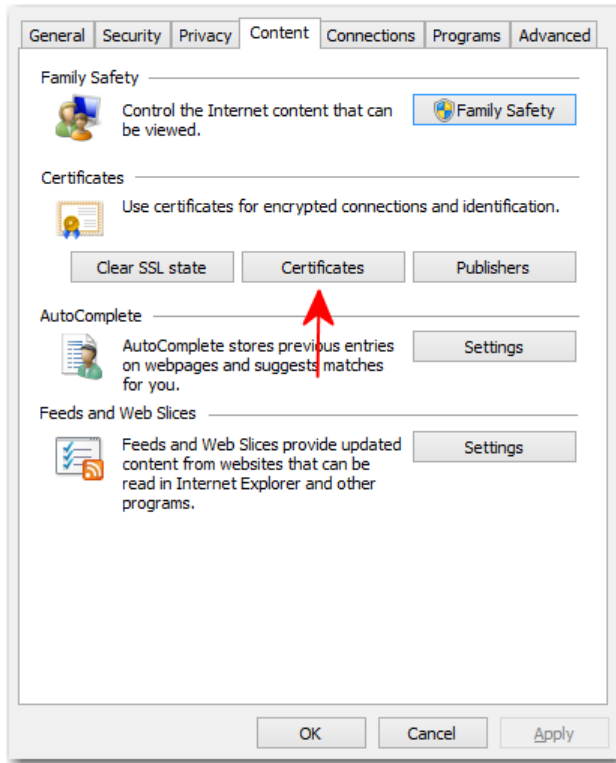
1. With **Internet Explorer** open, click **Settings** (the gear icon in the upper right of the browser) then click **Internet options**.



2. Select the **Content** Tab.

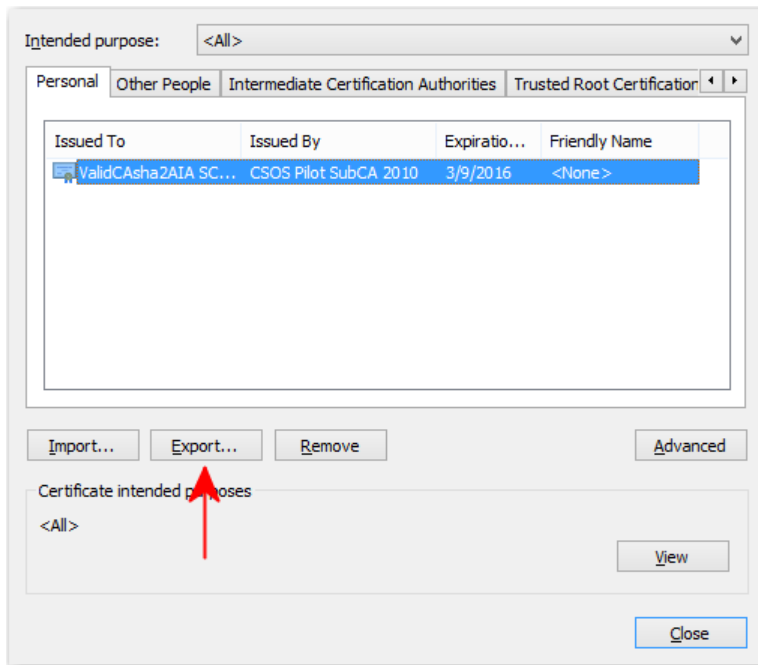


3. Click on **Certificates**.

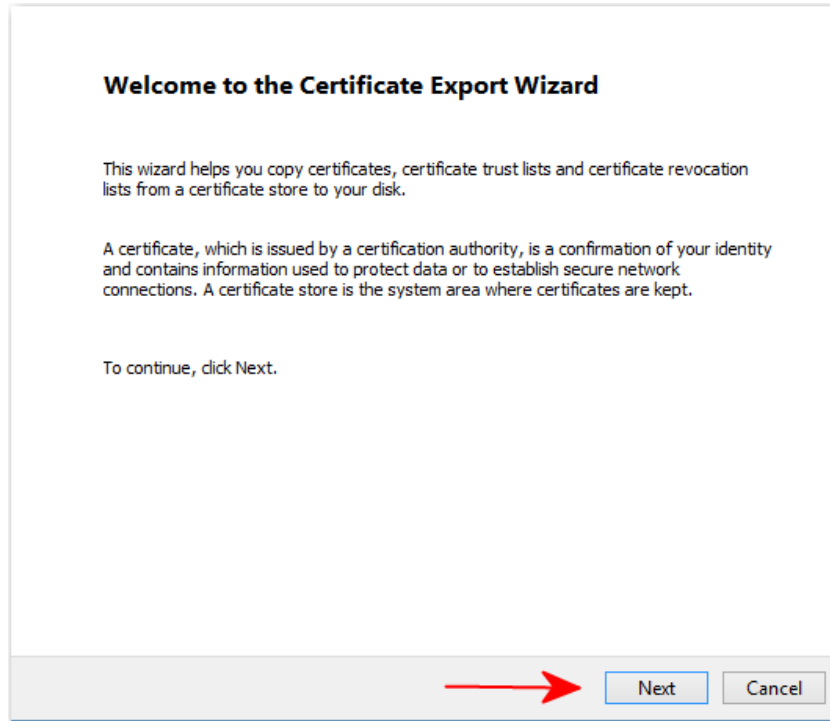


4. Select your **DEA digital certificate** and click **Export**.

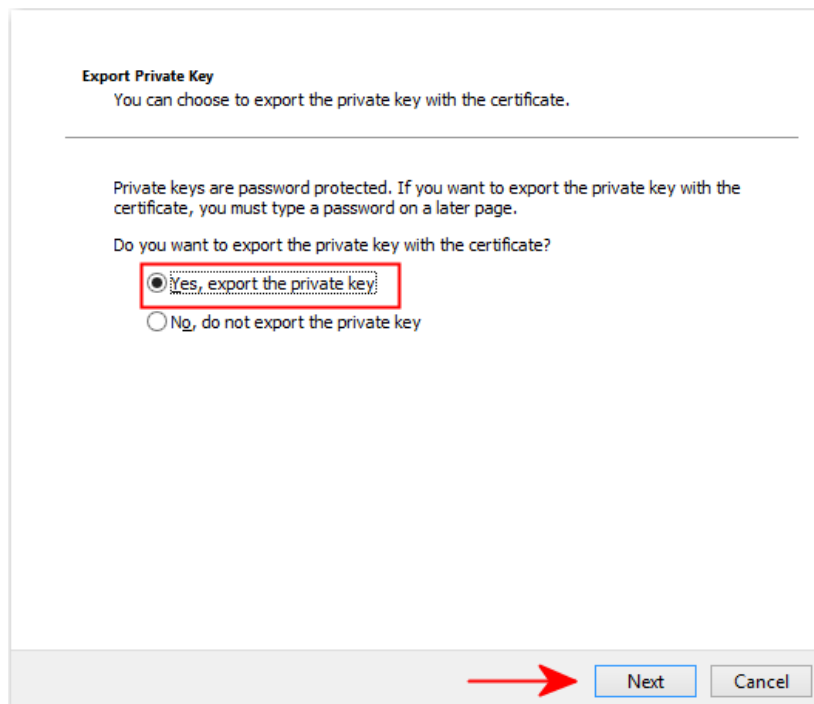
NOTE: Your certificate should not be expired and will usually be issued by CSOS CA.



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

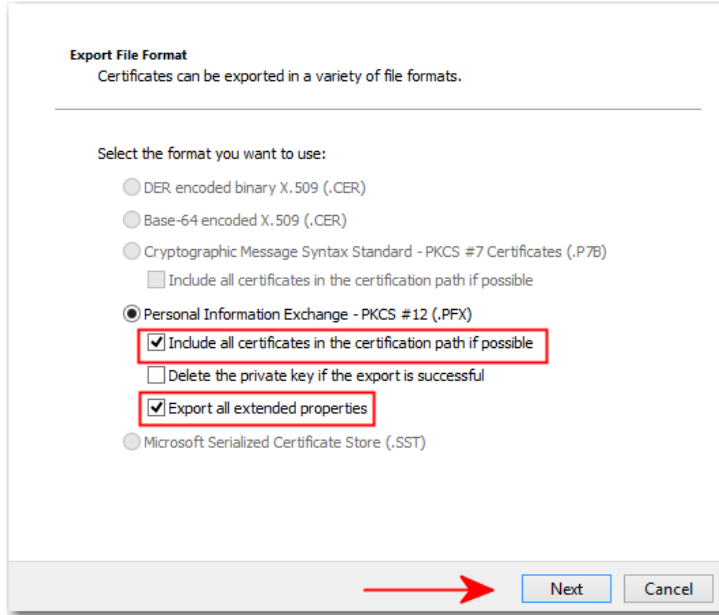


6. Select **Yes, export the private key** and click the **Next** button.

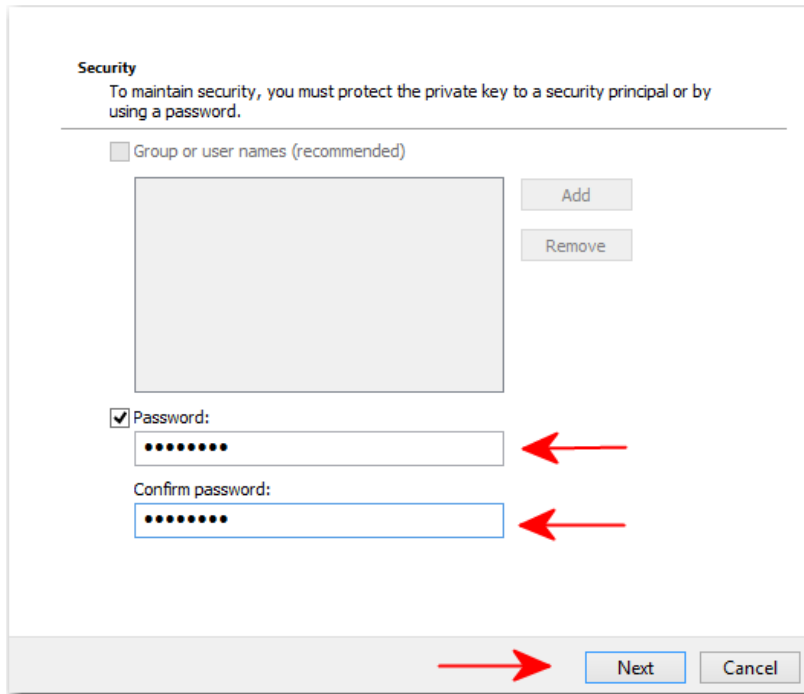


7. Choose **Personal Information Exchange - PKCS #12 (.PFX)** and **select both** of the below options:
 - Include all certificates in the certification path if possible
 - Export all extended properties

Click the **Next** button.

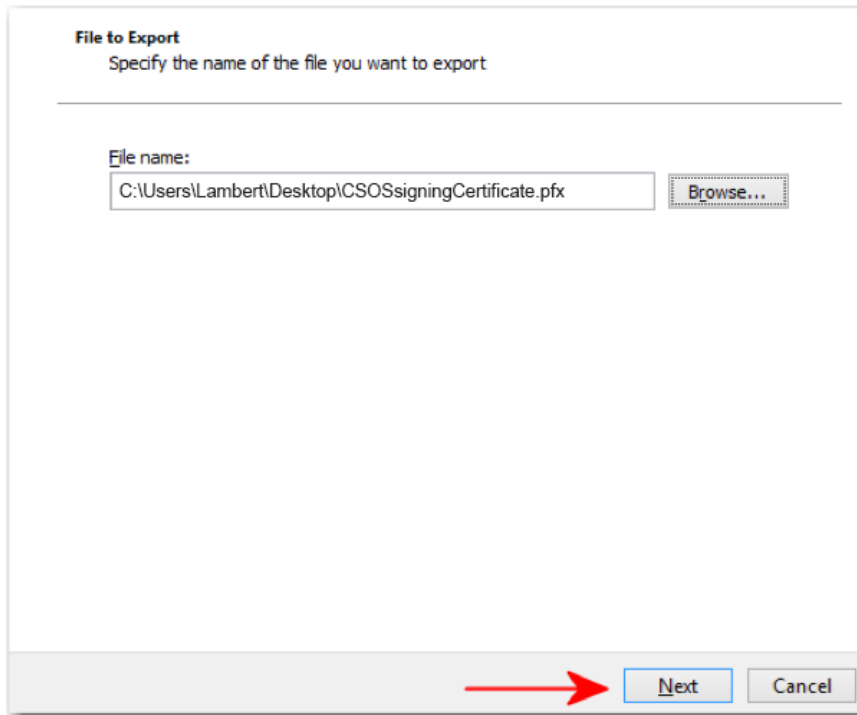


8. **Create a password** to protect the backup copy of your certificate and click the **Next** button.
Note: This password will be required when uploading the certificate to RCS.

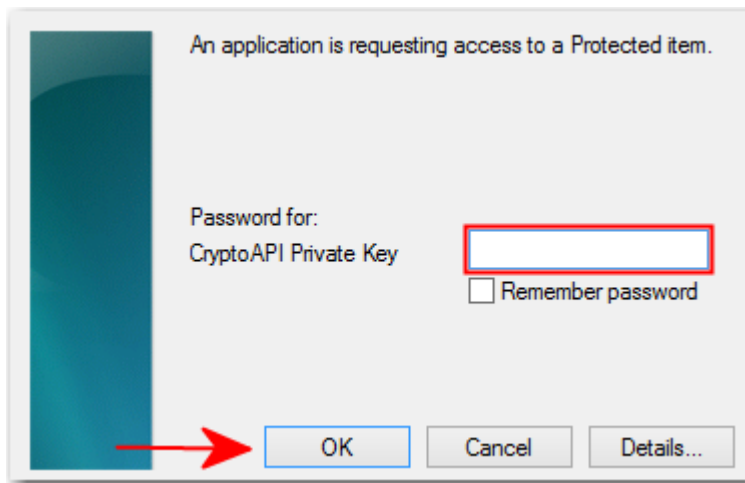


9. **Create a name** for the certificate (*something easily recognizable like 'CSOS Signing Certificate'*), then click the **Browse** button and choose the **Desktop** to save the file in an easily accessible location.

Click the **Next** button.



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.