

## Instructions on securing the User Certificate

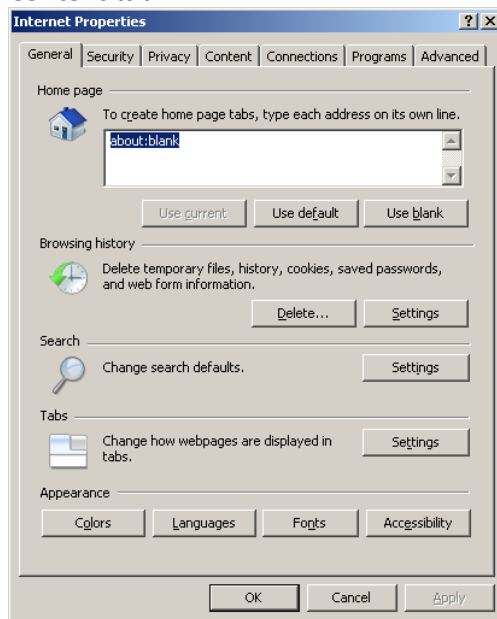
After the **User Certificate** installing, you must secure the respective Certificate to prevent unauthorized persons from using it for fraudulent purposes.

Therefore, immediately after having installed the Certificate issued by the administrator, you must proceed as follows:

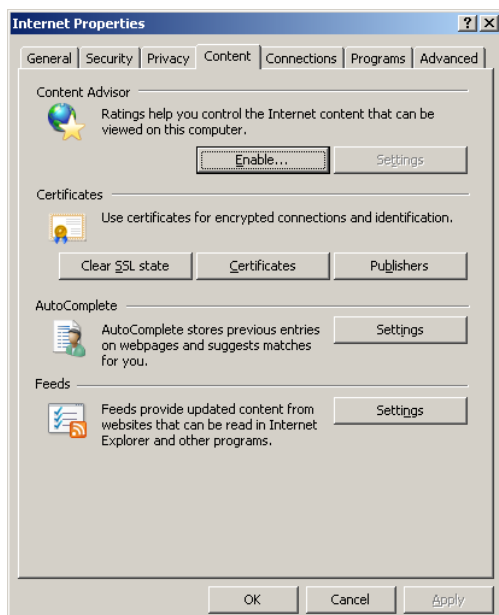
### a) Export the Certificate from Internet Explorer.

To export the Certificate from Internet Explorer:

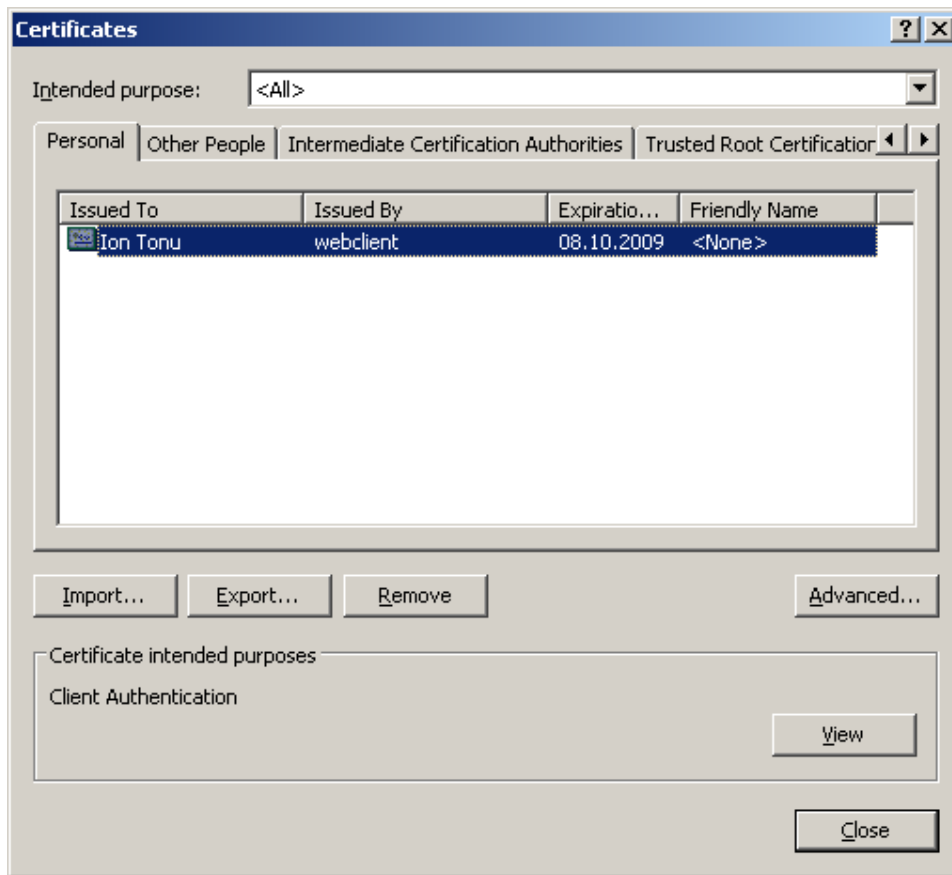
1. Click on **Start** button, then choose – **Settings**, then go to **Control Panel**. From the **Control Panel** choose **Internet Options** and in the window displayed as in the image below click on the **Content** tab.



2. After clicking on the **Content** tab, the options of the **Content** menu will be displayed (as in the image below). Now you must choose and click the **Certificates** button.



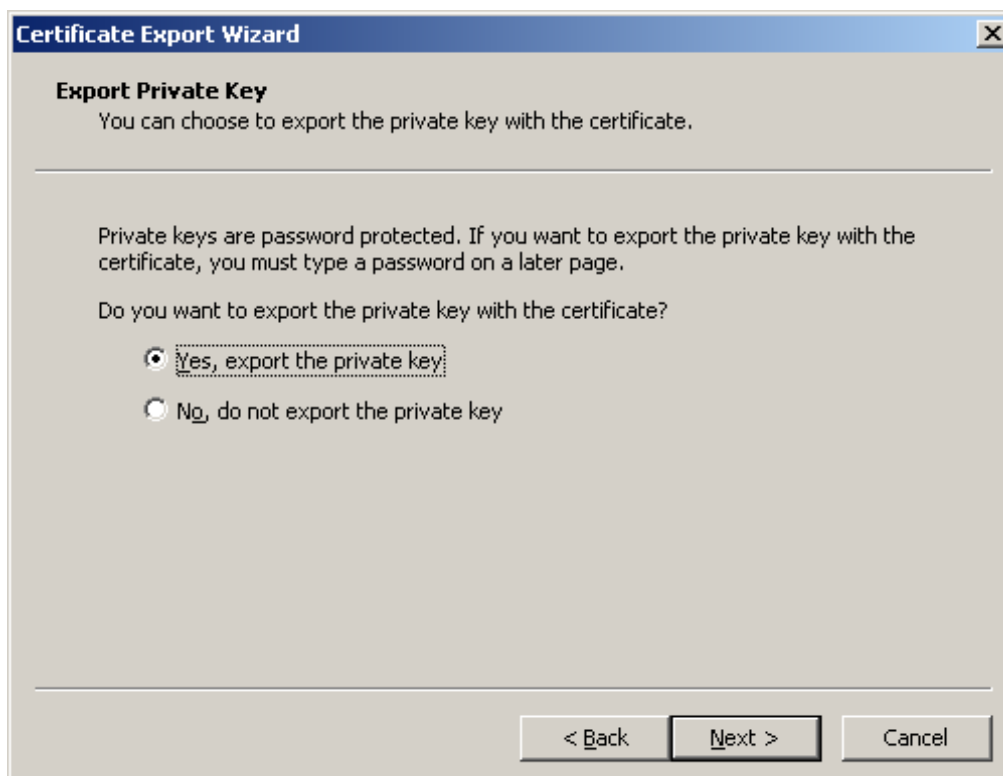
3. After you click the **Certificates** button, a window will appear (as in the image below) in which you must choose the Certificate issued by the administrator.  
After you have chosen the certificate you need, click on the **Export** button.



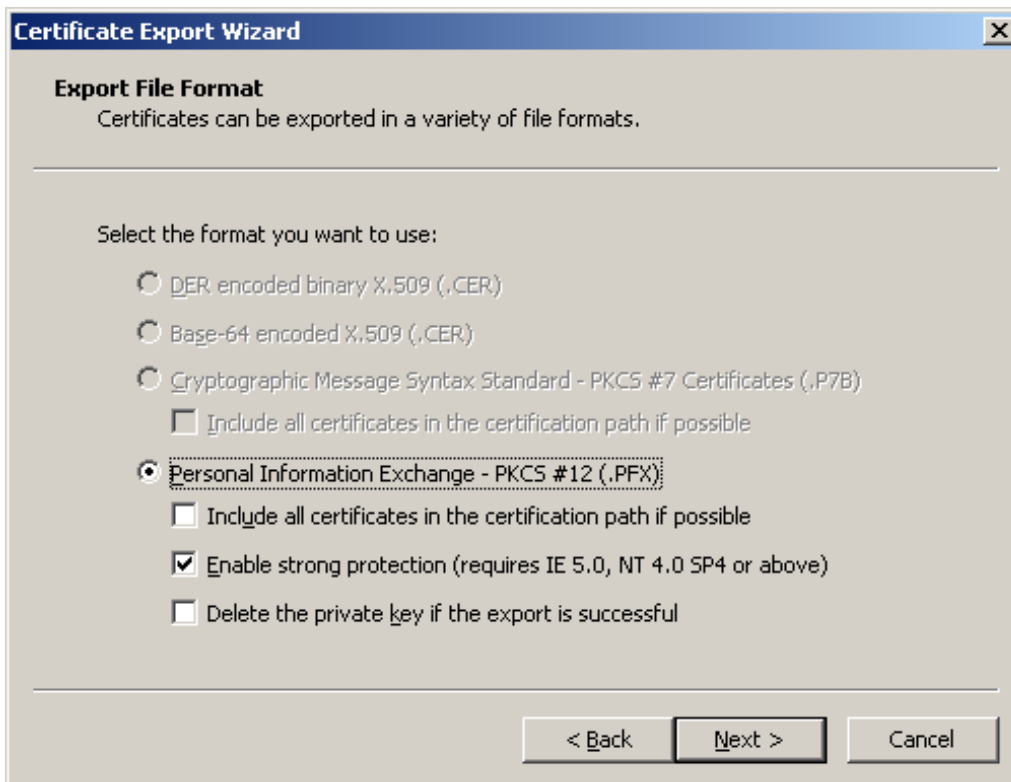
4. After export, a new window will appear (as in the image below) where you should click on the **Next** button.




5. When you click the **Next** button (as in the image below), a new window appears, where you should check the option **“Yes, export the private key”** and click again the button **Next**.



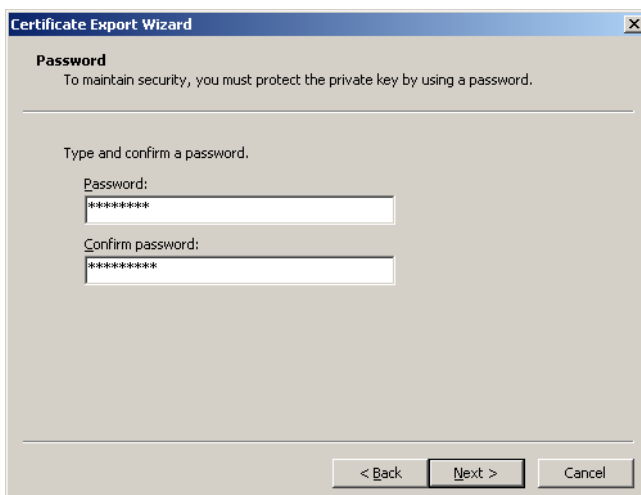
6. As a result, a new window will be opened (as in the image below) where you should click again the **Next** button.



 **Attention!!!** As a result of the operations described above, a new window will appear (as in the image below) requesting for a password, which you will have to use every time you import this Certificate.

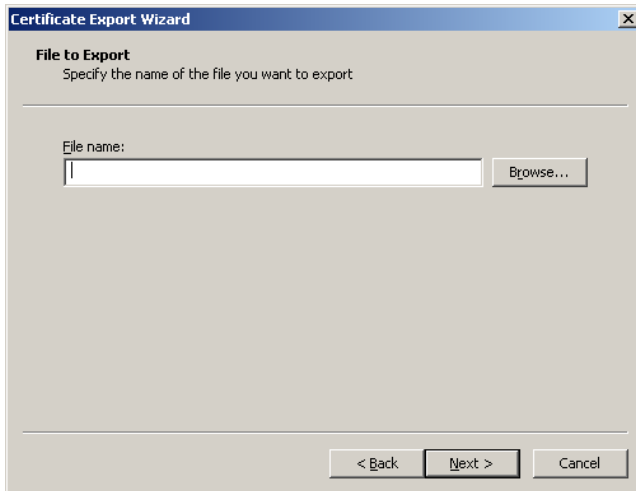
It is important that your password:

- a) it is known to you only;
- b) Under no circumstance be transmitted to other persons in order to prevent unauthorized use of this certificate for fraudulent purposes.

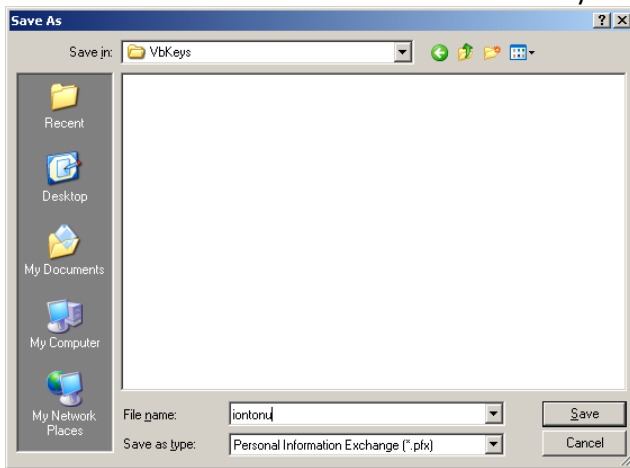


6. After you have entered the password requested by the system, click on the **Next** button.

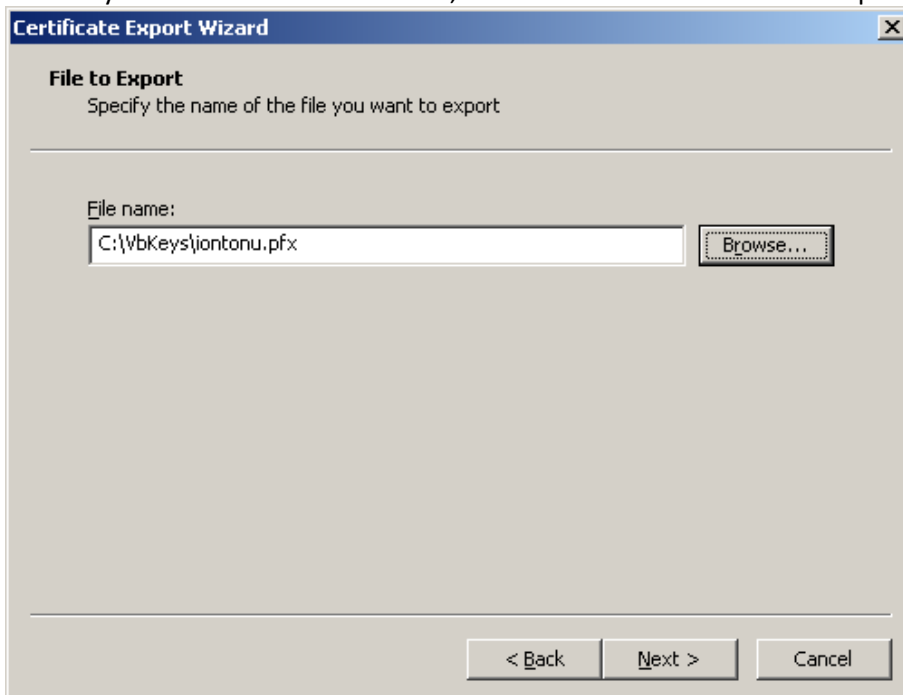
7. After you have clicked the **Next** button, a new window will appear (as in the image below), where you should click on the **Browse** button to choose the location, where the exported Certificate will be saved.



8. After you have clicked the **Browse** button, in the opened window (as in the image below) you must choose the needed file name and the folder for your certificate.



9. After you have chosen the location, click **Browse** and then **Next** to export the Certificate.



10. If the export has been successful, a window will appear (as in the image below) with a notifying message. Click the **Finish** button in this window.

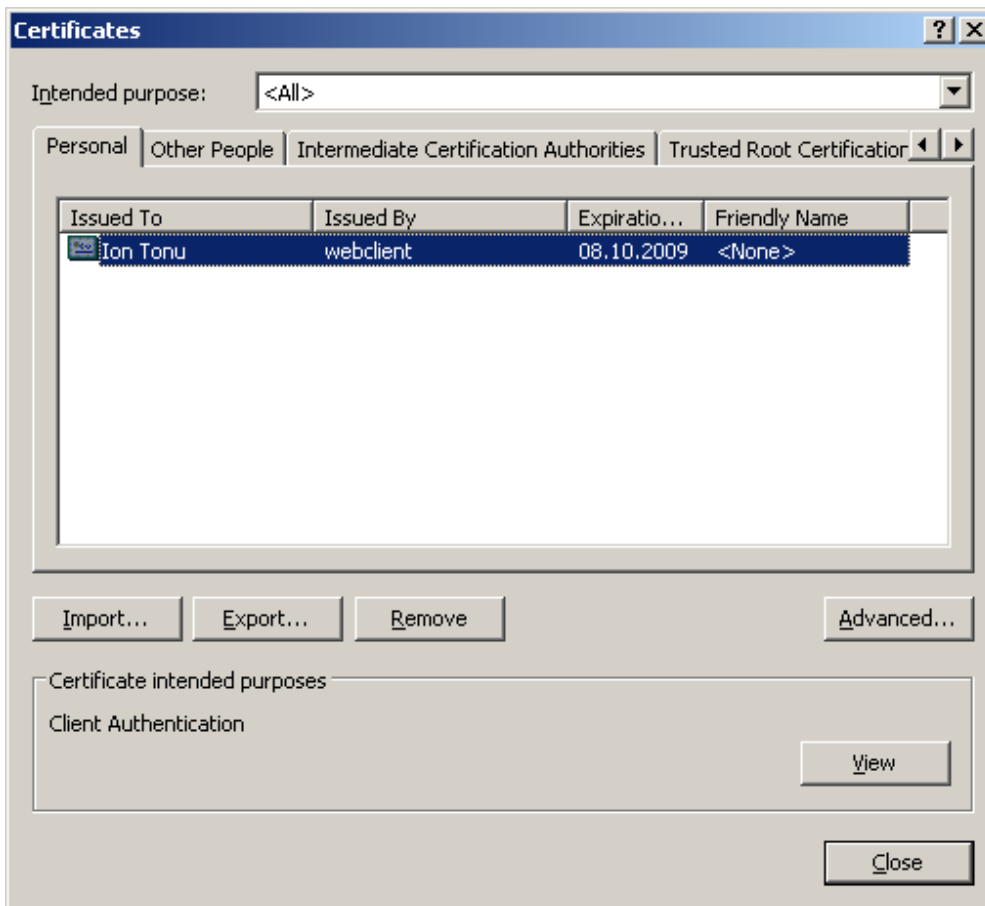


11. To complete export, it is necessary to click the **OK** button (as in the image below).

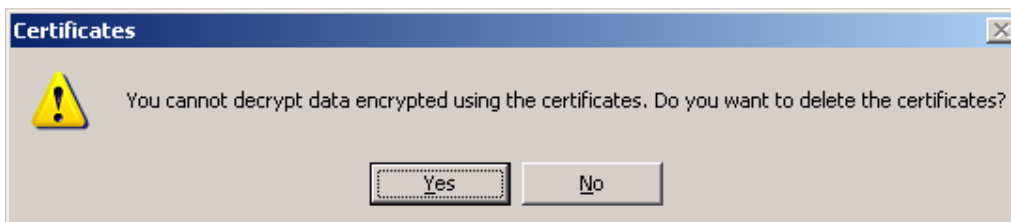


#### b) Delete Certificate from the Internet Explorer

1. To delete a Certificate from the **Internet Explorer**, you should proceed as follows:
  - a) Click the **Start** button, then **Settings**, and then - **Control Panel**. From **Control Panel** choose Internet **Options**. From **Internet Option** click the **Content** menu. From the menu **Content** choose the **Certificate** option.
  - b) As a result, a window will appear, as in the image below, where you should click the **Remove** button.

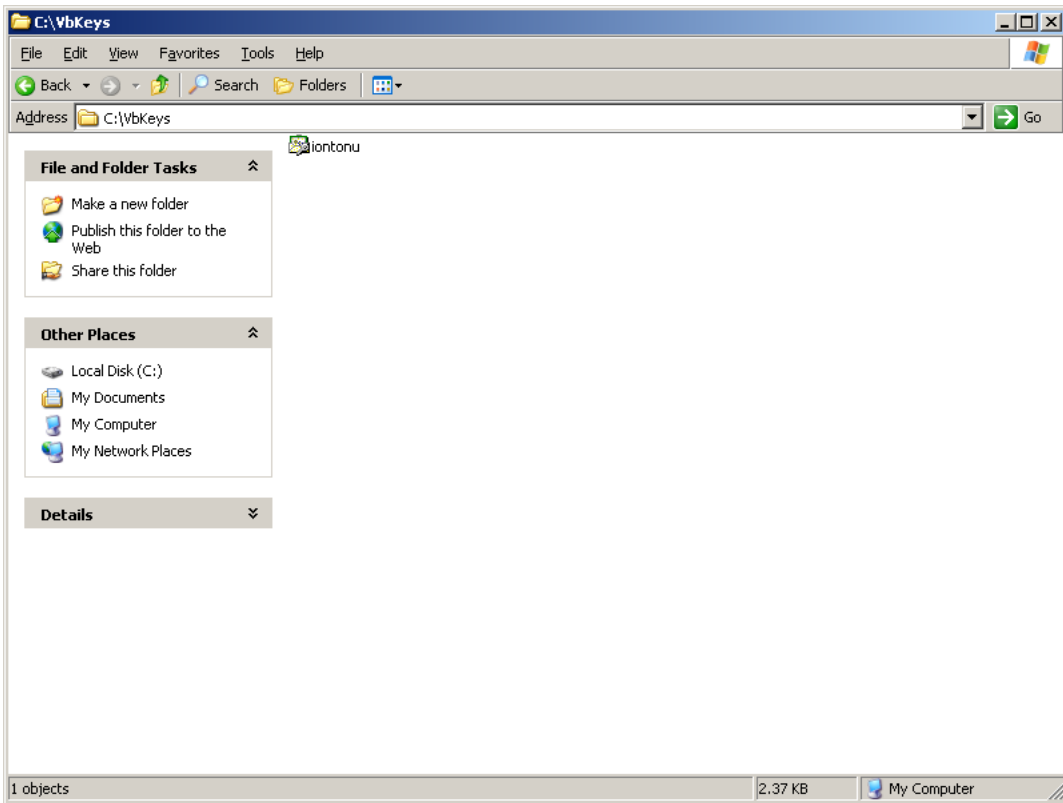


- c) After you have clicked the **Remove** button, a window will appear (as in the image below), where you should click the **YES** button.



c) **Adding the Certificate to Internet Explorer without any possibility of further export of the private key**

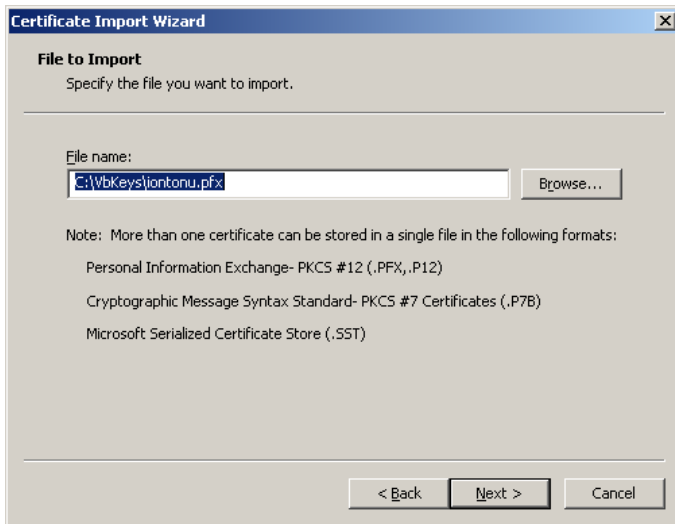
1. To add a Certificate without any possibility of further export of the private key, you should proceed as follows:
  - a) Open the folder in which the Certificate, which you exported from Internet Explorer, has been saved.
  - b) As a result, a window will appear as in the image below, where you should choose the file you need.



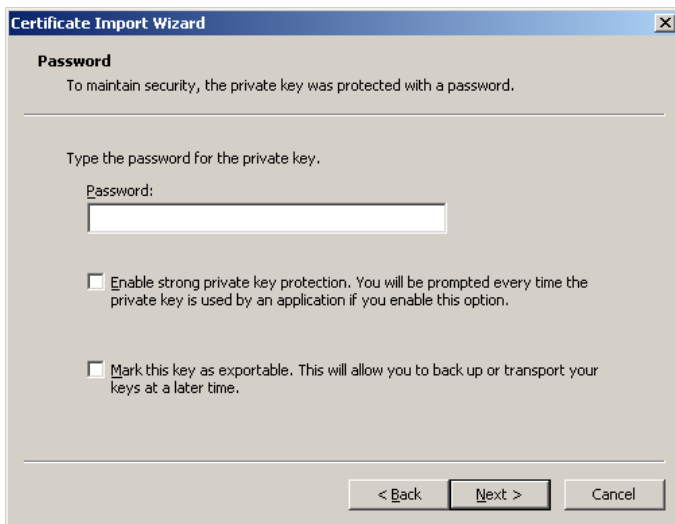
- c) Then, you must click the **Next** button, which appeared in the new window, as in the image below.



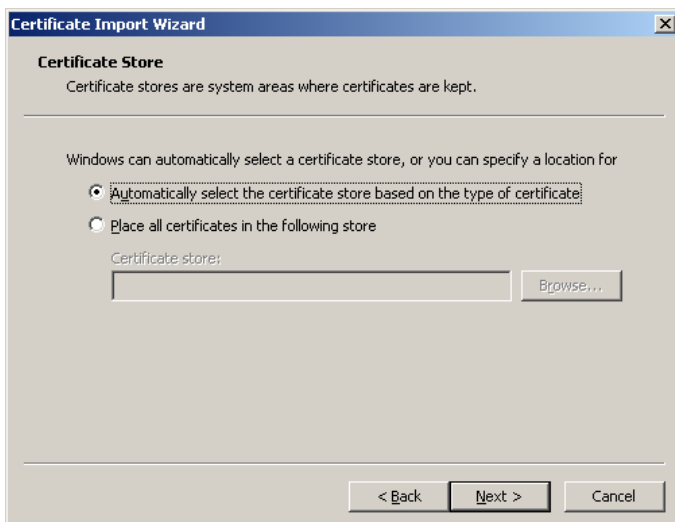
- d) Click the **Next** button, which appears in the new window (as in the image below).



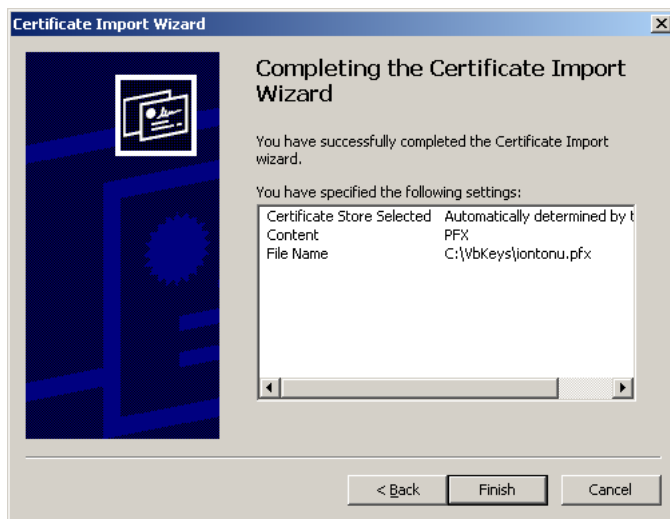
- e) Type the password, which you used when you exported the Certificate, and click the **Next** button that appears in the new window (as in the image below).



- f) As a result, a new window appears (as in the image below) where you should again click the **Next** button.



- g) Then, you should click the **Finish** button that appears in the new window as in the image below.



- h) To complete the import, click the **YES** button (as in the image below).

