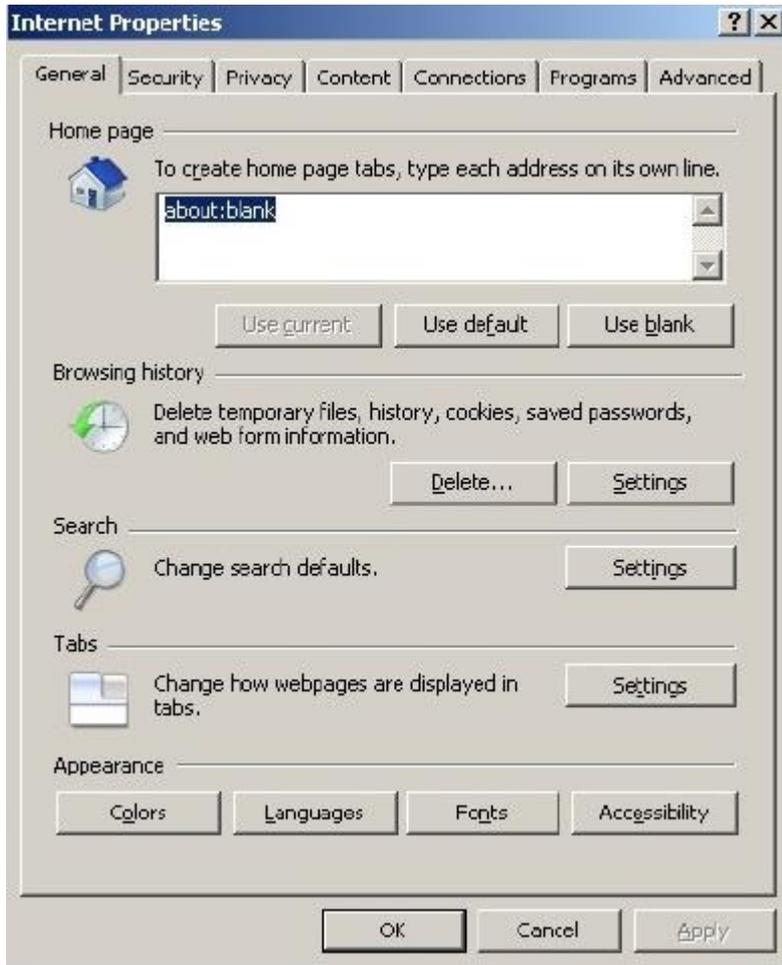


Instruction to secure, delete and import the user certificate

After installing the user certificate, you need to secure it to prevent fraudulent use by unauthorized persons. You have to follow next steps to secure your certificate:

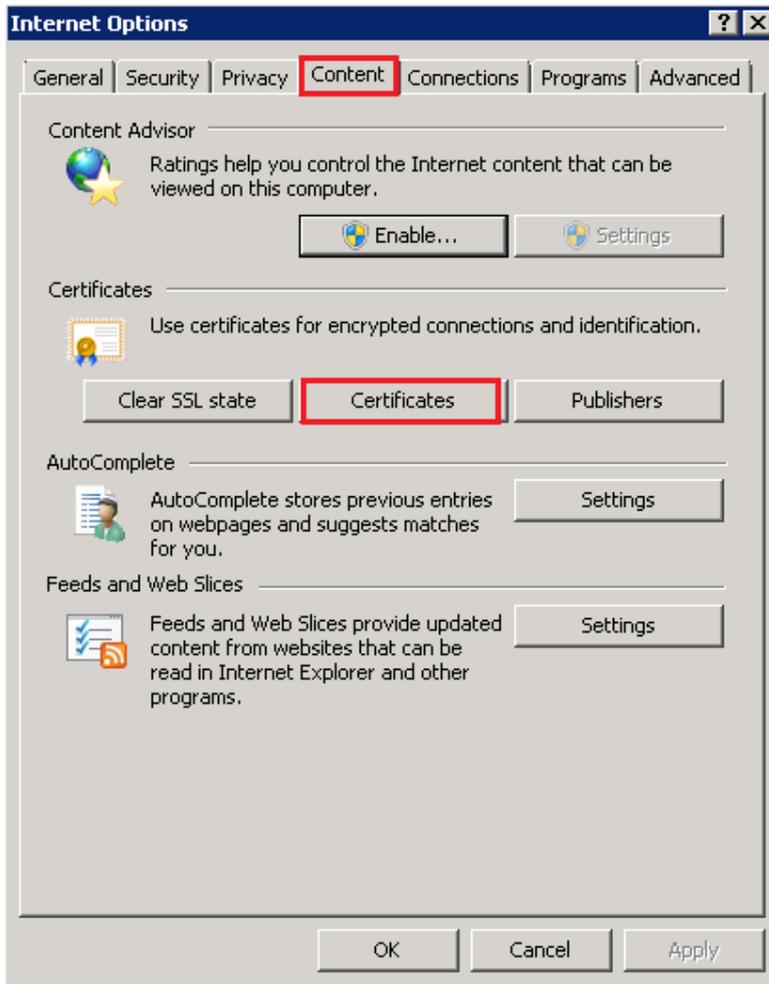
Step 1:

Go to the “Start” button, choose - Settings, then click Control Panel (or in the Internet Explorer browser menu, click the “Tools” button). Select the “Internet Options” option and you will get a window as in the image below to access the “Content” tab.



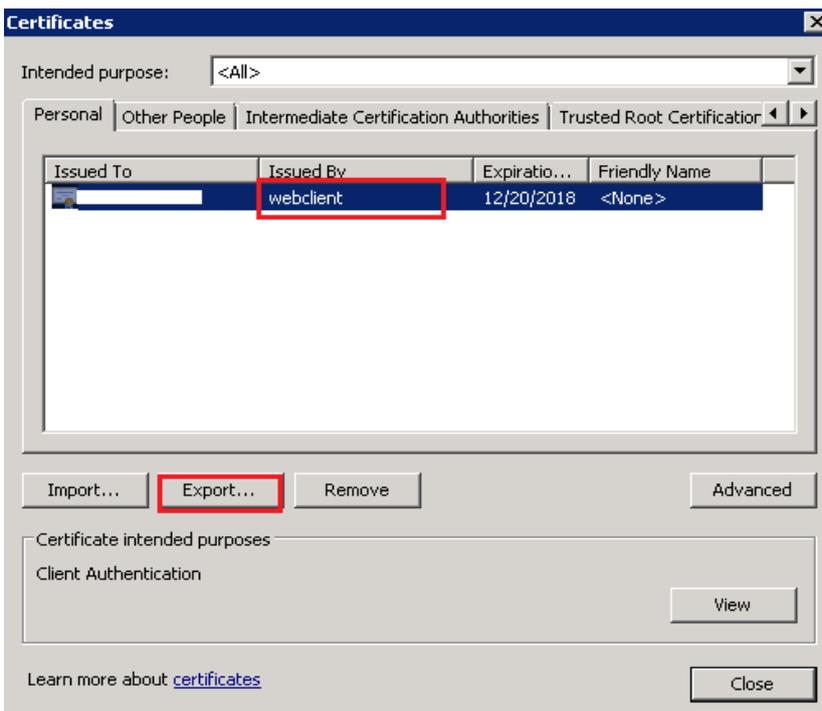
Step 2:

In “Content” tab find and click on “certificates” button (as shown in image below).



Step 3:

After clicking the “Certificates” button, a window will appear (as in the picture below) from which you must choose the certificate issued by the webclient. After you choose the certificate you need, click the “Export” button.



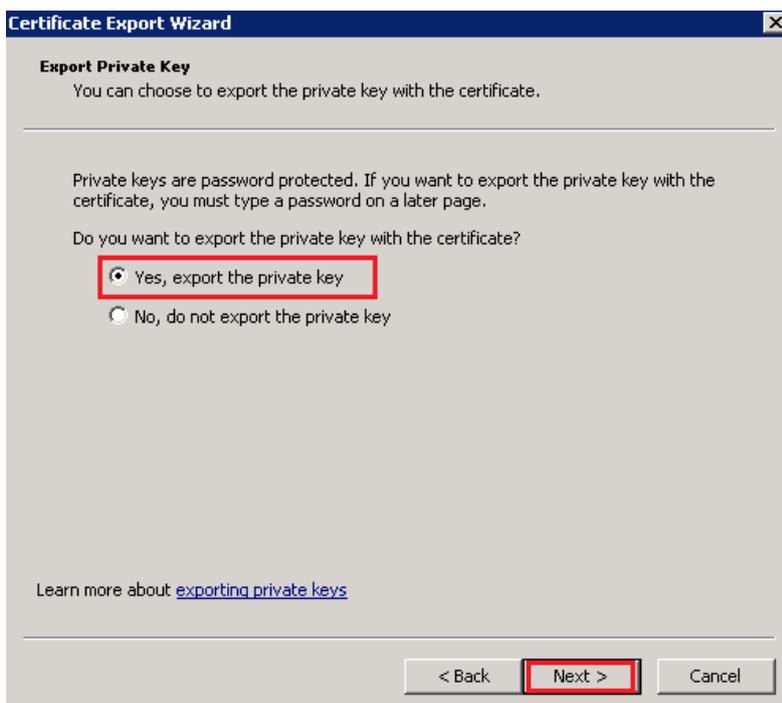
Step 4:

A window appears (as in the picture below) in which you need to click the "Next" button.



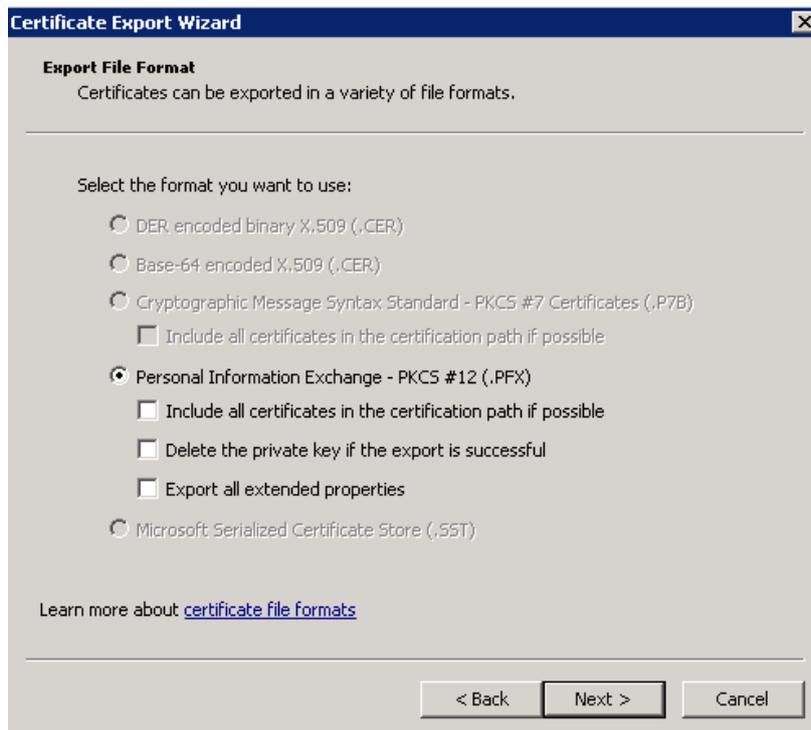
Step 5:

A new window appears (as in the picture below) where you must select "Yes, export the private key" and then click the "Next" button again.



Step 6:

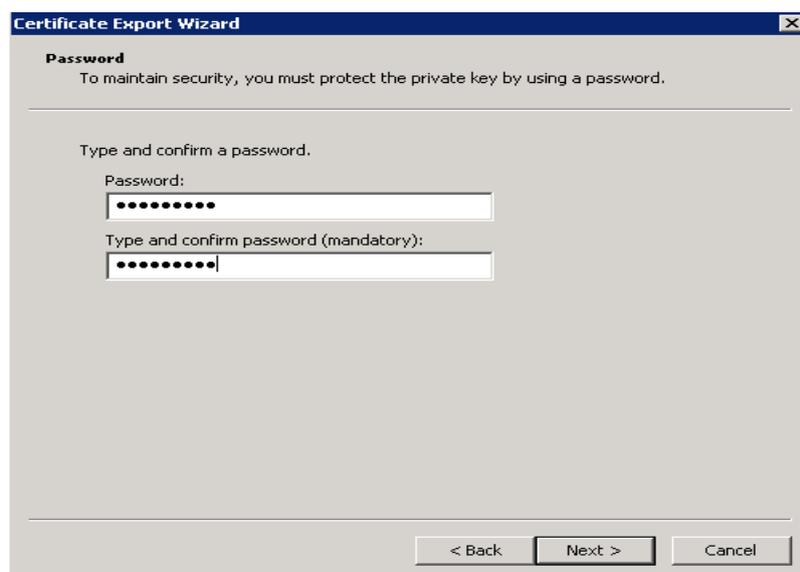
As a result, a new window will open (as in the picture below) in which you must click the “Next” button again, don’t change anything.



In next window you will be asked to type a password to protect your certificate, the password can be any combination of letters and numbers, every time you will want to import this certificate you will have to input this password.

It is very important that your password:

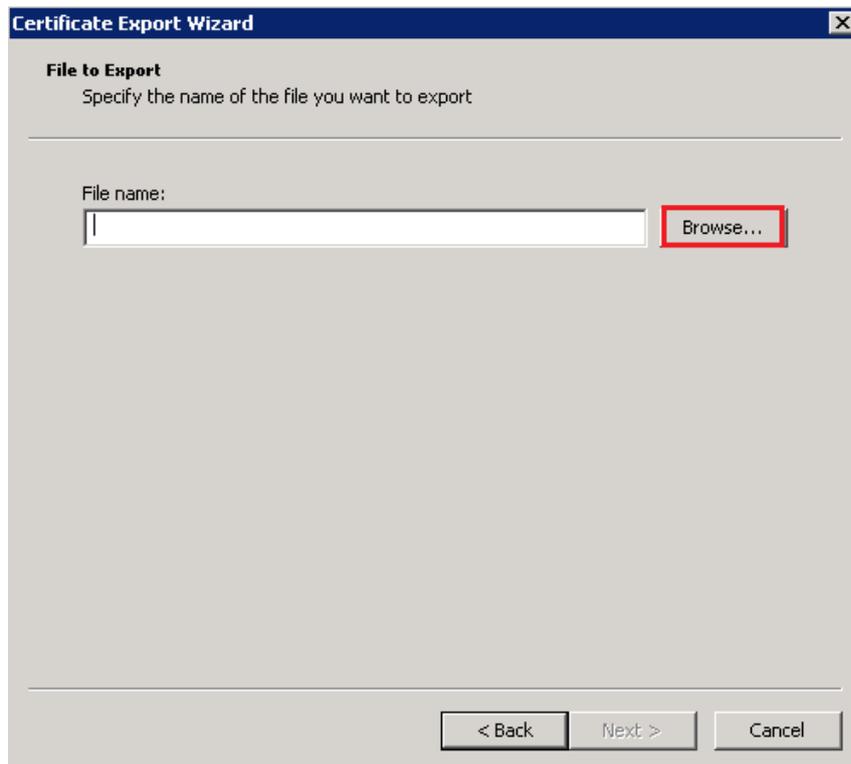
- a) Should be known only by you.
- b) Not be passed to others under any pretext, to avoid using the certificate for fraudulent purposes by unauthorized persons.



After entering the required password, click the “Next” button.

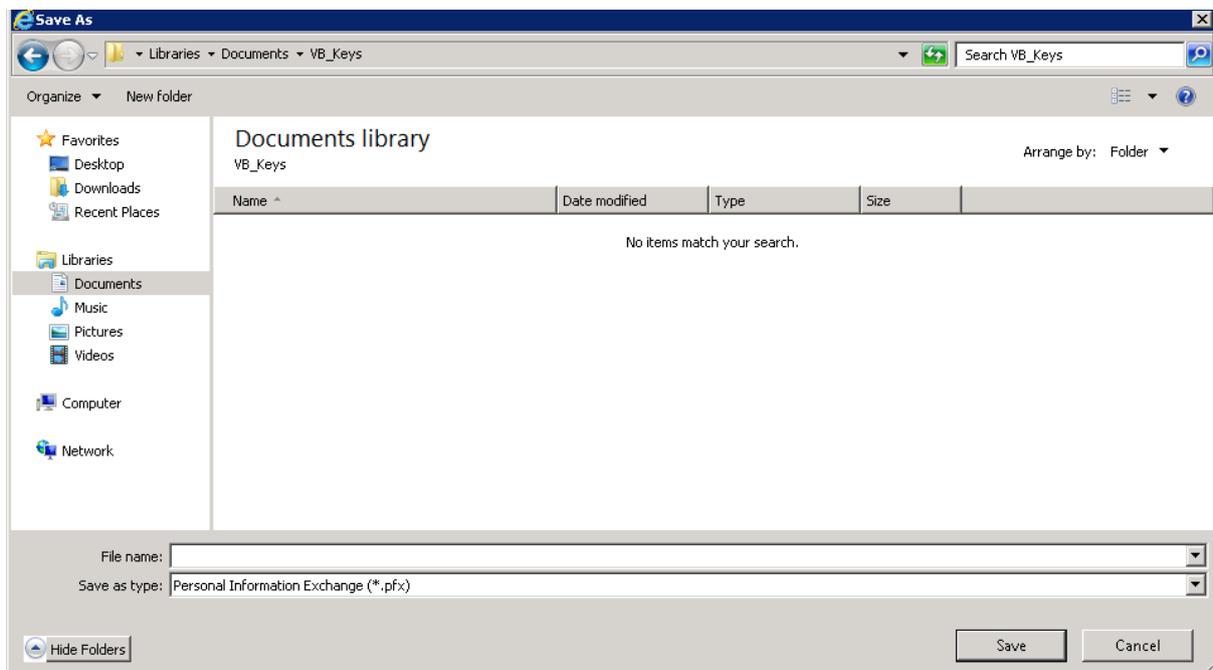
Step 7:

In next window (as in the picture below) you must click the “Browse” button to choose where you want to save the exported certificate.



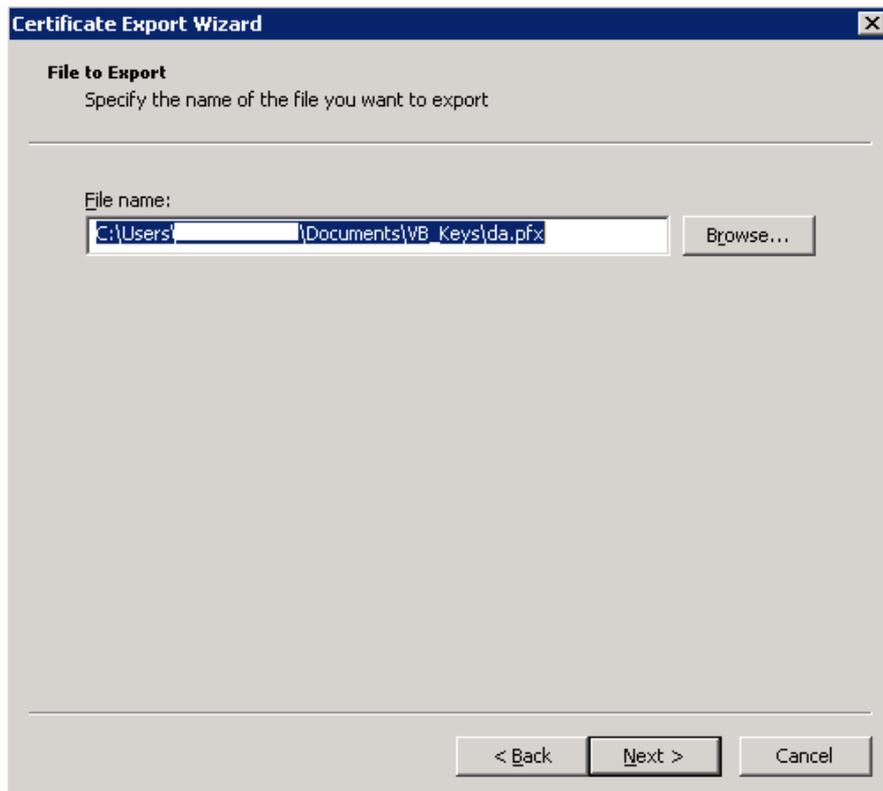
Step 8:

In the next window please choose the folder where you want to save the certificate and also specify the file name (ex. Director_2018 or Accountant_2018).



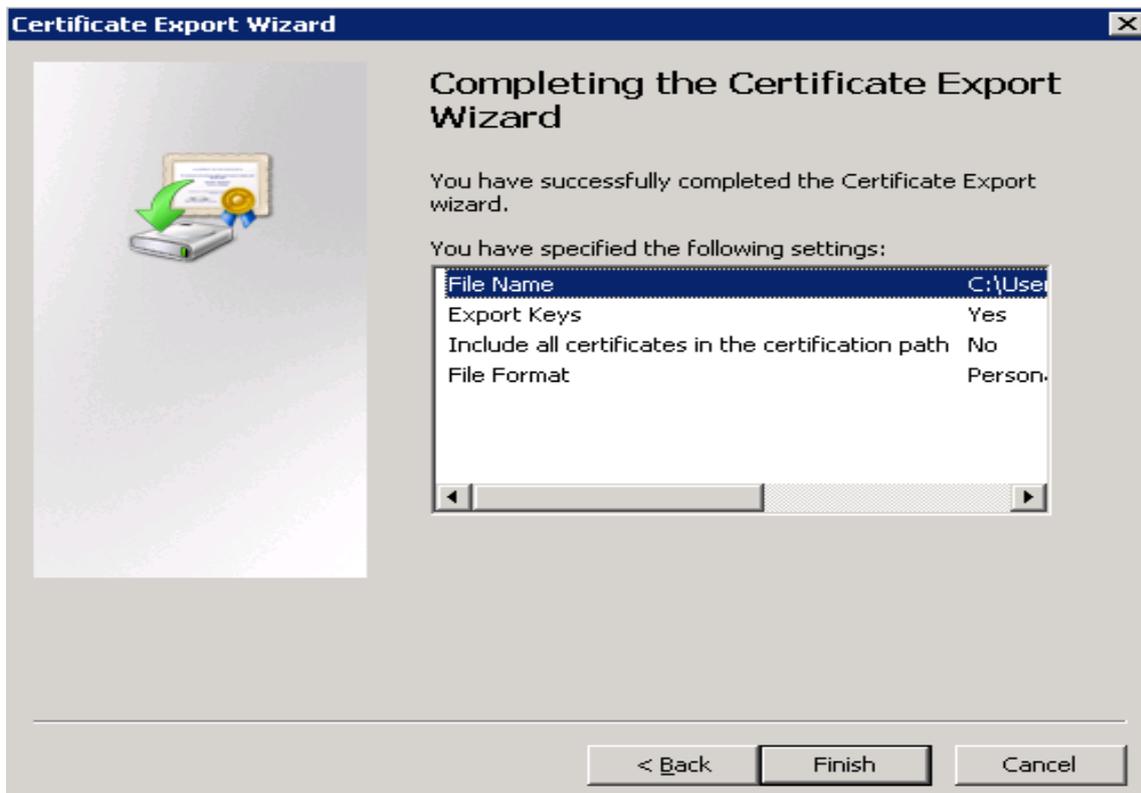
Step 9:

After selecting the folder and name, click the “Save” button and then the ‘Next” button to export the certificate.



Step 10:

If the export was successful, a window (as in the picture below) will appear with a notification message. In that window, click the” Finish” button.



Step 11:

To finish export, click the “OK” button (as in the picture below):



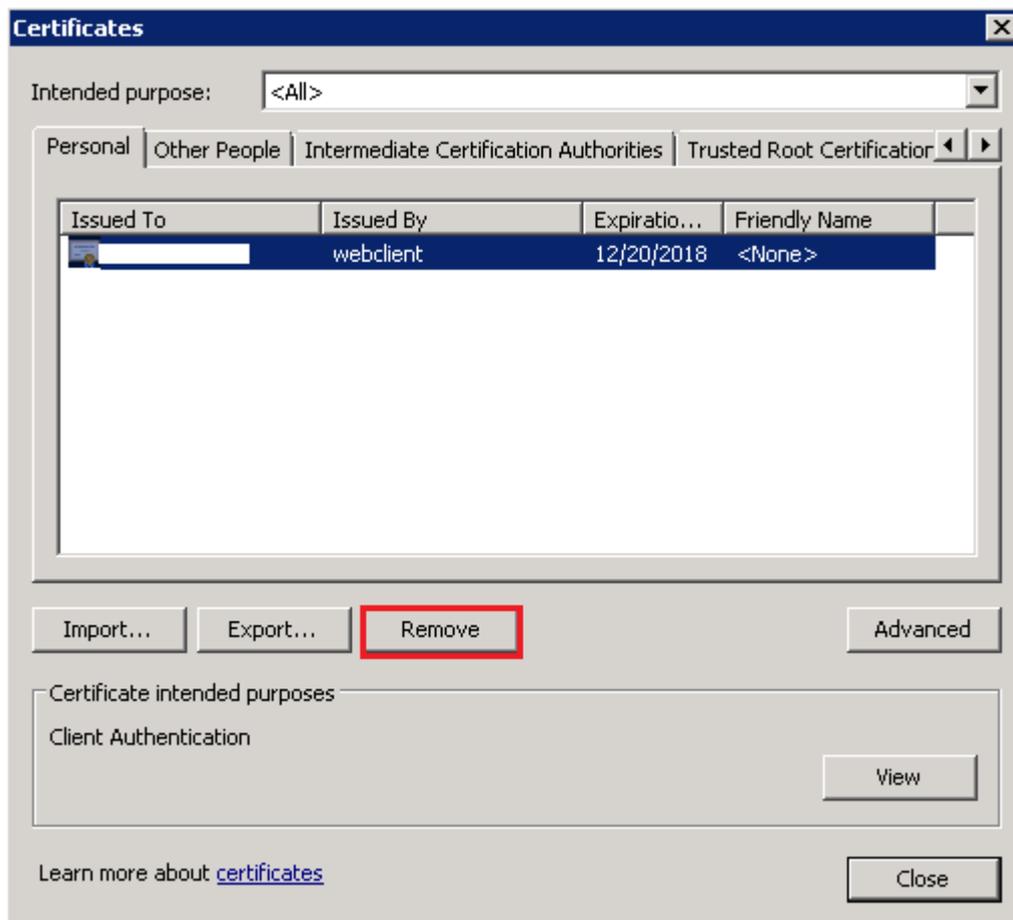
Delete the certificate from Internet Explorer

Step 1:

Go to the Start button, then Settings, then Control Panel (or in the browser menu bar, go to the “Tools” button). Select the Internet Options option. From the Internet Options select the “Content” menu. From the Content menu, select the “Certificates” option.

Step 2:

Select certificate you want to delete and click on “Remove” button (as shown in image below).



Step 3:

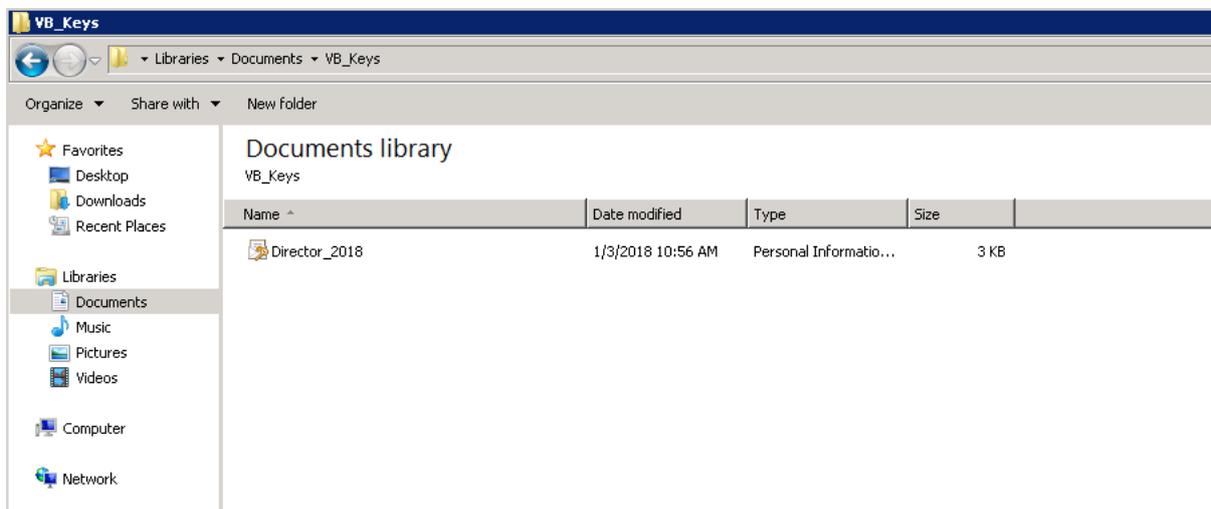
After click the “Remove” button, a window will appear (as in the picture below) in which you need to click the “YES” button.



Import the certificate in Internet Explorer without the possibility of export the certificate (private key) later.

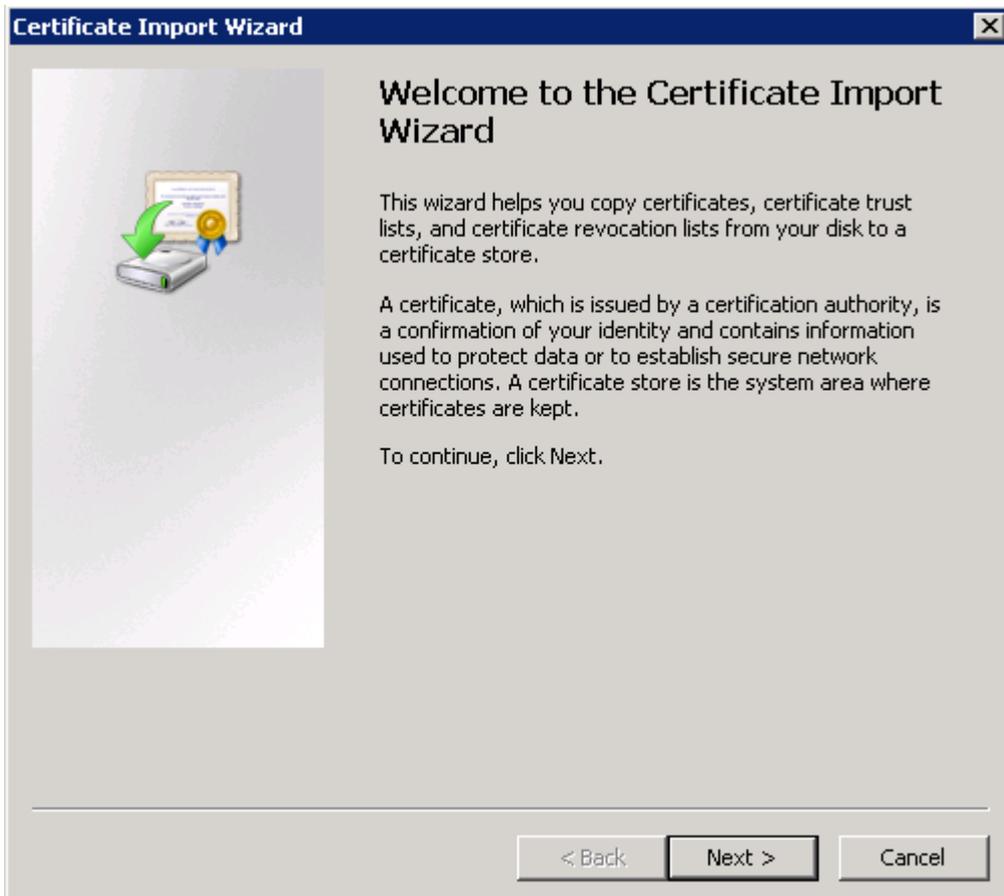
Step 1:

Open the folder where you exported the certificate from Internet Explorer and double click on the required file.



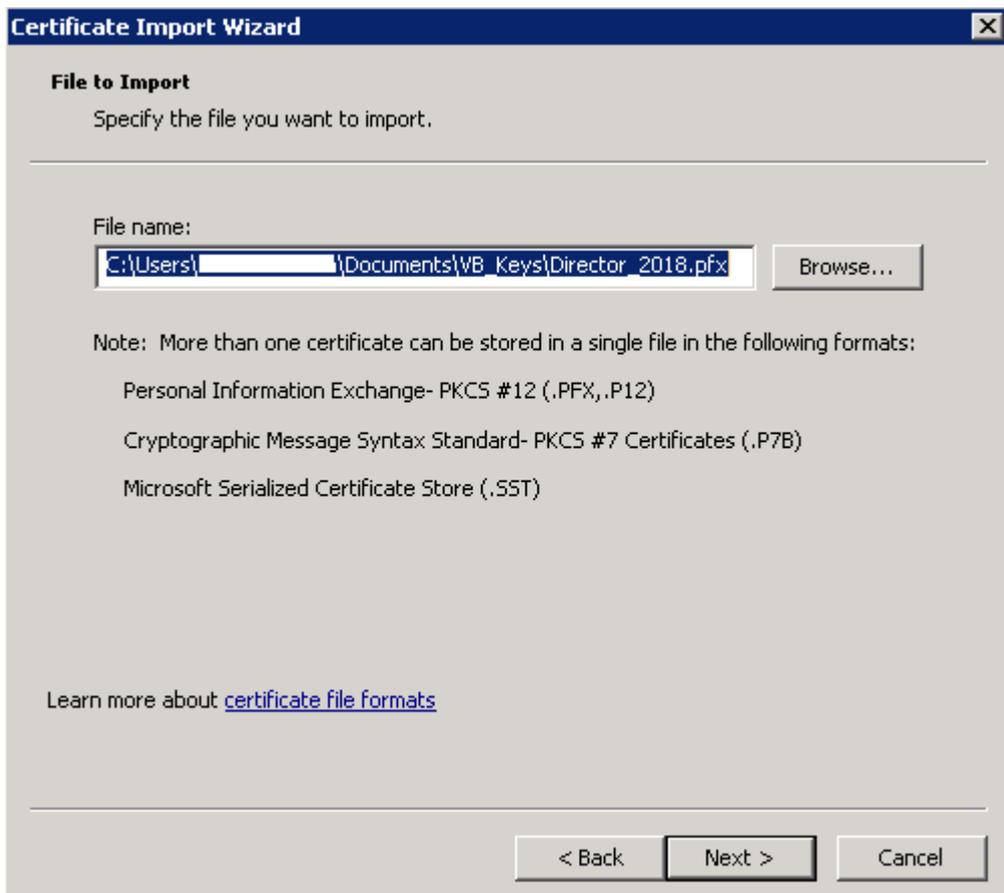
Step 2:

Click the “Next” button in the new window (as in the image below).



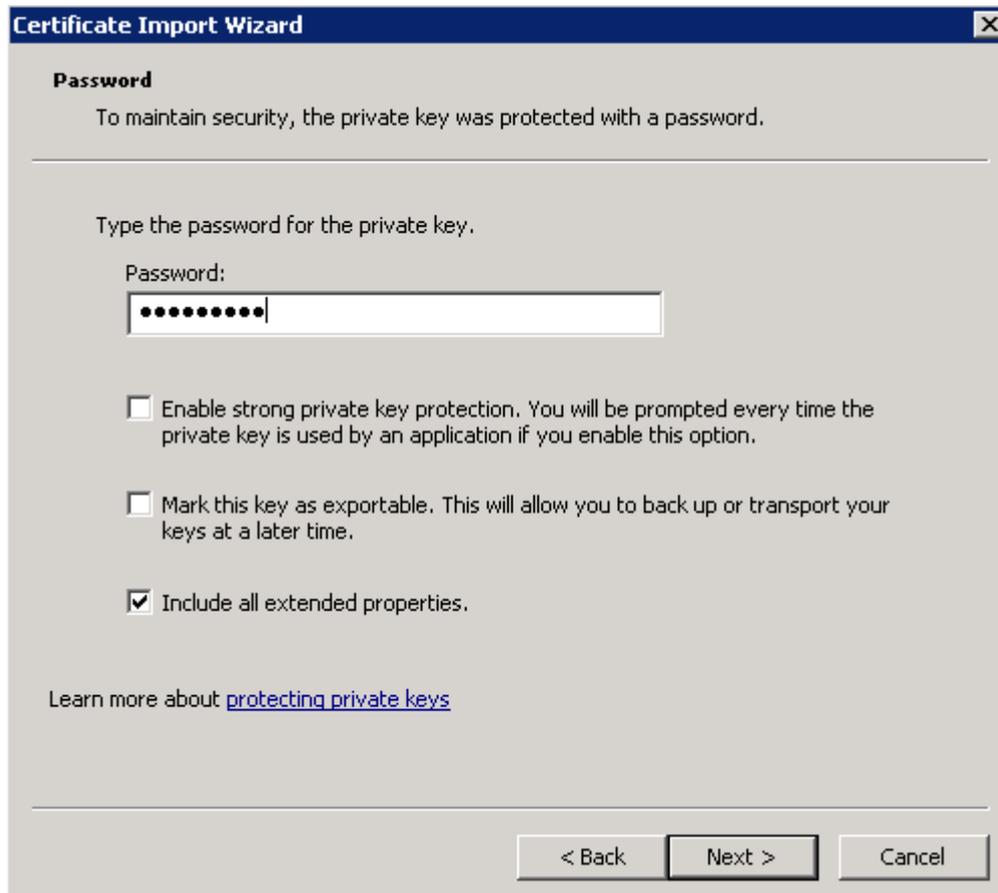
Step 3:

Click the "Next" button in the new window (as in the image below).



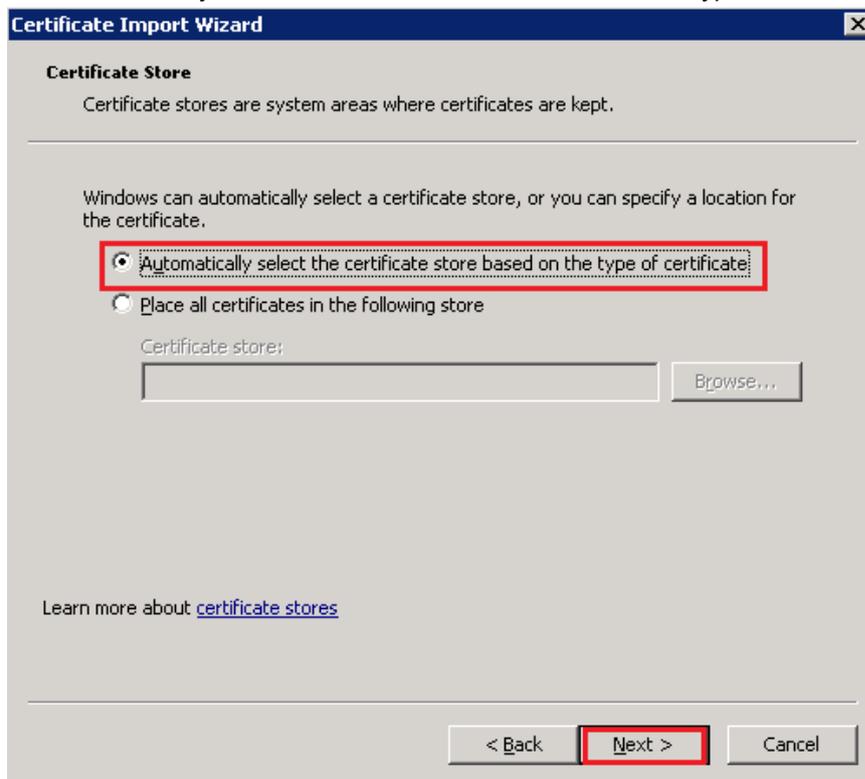
Step 4:

Enter the password you previously used to export the certificate, don't change anything and click the "Next" button (as in the picture below).



Step 5:

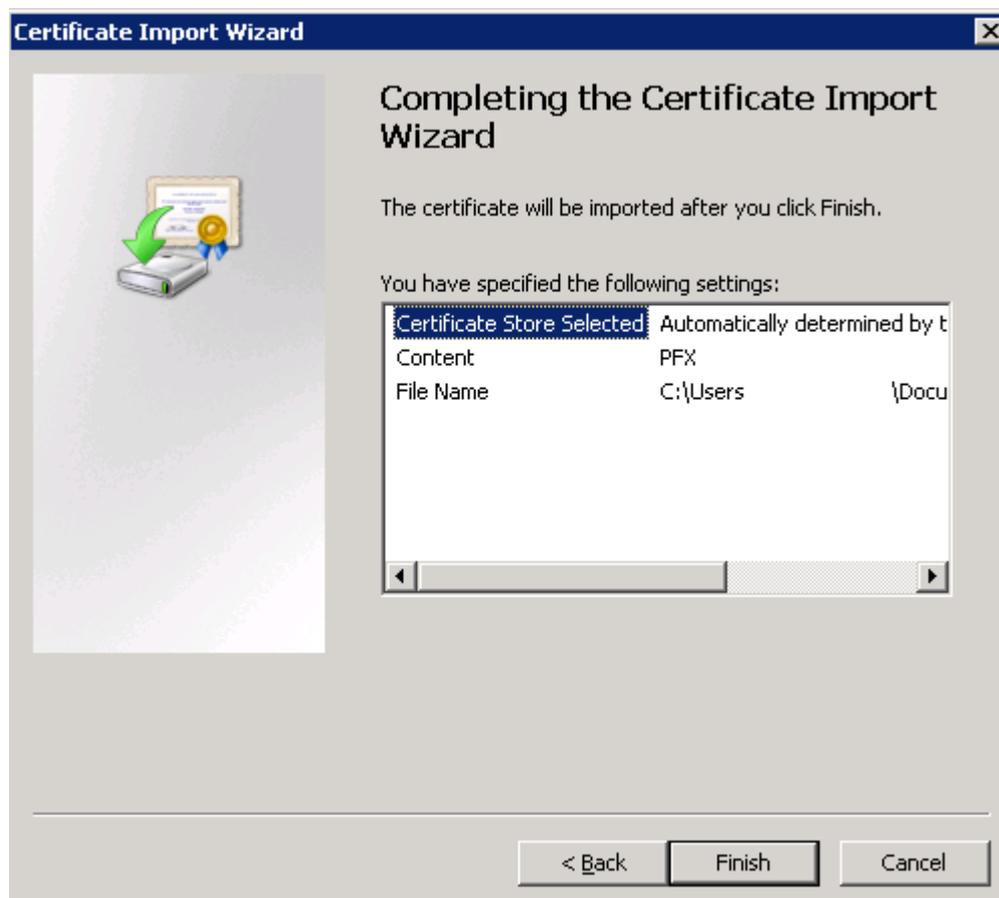
In next window select “Automatically select the certificate store based on the type of certificate” and



click “Next” button.

Step 6:

Press “Finish” then “OK” button to finish the installation.





Warning!

The file you export from Internet Explorer must be kept secure (for example, on a flash memory in the safe) and should only be used by authorized persons.