



Step 0: Once your certificates have been processed and issued from Widepoint - ORC you should receive the below email to the email address you utilized when creating your account. Please read the full email and instructions below on how to install your newly issued certificates.

Congratulations! Your WidePoint ECA 8 Medium Assurance Certificates are ready to be downloaded. Contact ecahelp@orc.com if you have any issues with these instructions.

NEVER DELETE/REMOVE YOUR CERTIFICATES FROM THE MICROSOFT MANAGEMENT CONSOLE (MMC) OR WINDOWS CERTIFICATE STORE WITHOUT FIRST CONSULTING THE WIDEPOINT/ORC HELP DESK (ecahelp@orc.com)!!!

NOTE: Import your certificates as soon as possible. If you fail to install both of your certificates within 30 days of making the certificate request, you will be required to reapply and pay for new certificates.

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE IMPORTING CERTIFICATES

You MUST ensure that the trust chain for your certificates is properly installed in the computer prior to attempting to import the certificates; otherwise, you will lose your certificates. Please follow these instructions to check the trust chain (Checking ECA 8 Trust Chain.docx). If it is NOT installed properly, go to our ECA Web Site, click on the Instructions Tab in the black menu bar across the top of the web page, then click on Microsoft Instructions in the list displayed, then open and follow the PDF Instructions entitled 'Trusting the DOD PKI and ECA PKI in IE.' Then, close the MMC Screen if it is still open and access the Current User - MMC again to check if the trust chain installed properly according to the PDF in the second line in this paragraph. If it still is not installed properly, STOP. Contact ecahelp@orc.com.

In addition to the Username and Password for your Account with us, you will need to assign a password to your certificates (it should be a different password than your Account Password). We have ways for you to reset your Account Password; however, you CANNOT reset your certificate password unless you know the one assigned to your certificates. So, CAREFULLY follow the instructions on the site for your certificate password to ensure that you do NOT lose it or make a typo error after or when assigning it!!!

Log into your ECA Account at our web site https://certificateenroll.orc.com/enroll/sub/login.html Select the 'Get Cert' Button for your Identity Certificate to download it. Then, select the 'Get Cert' Button for your Encryption Certificate to download it.

To check that both certificates downloaded properly and to install them into the Windows Certificate Store, follow these instructions https://eca.orc.com/wp-content/uploads/ECA_Docs/IE_Instructions/Import_Medium_Assurance_Certs_into_WindowsCertStore.pdf

To test your identity certificate, copy and paste the following URL https://eca.orc.com/certificate-test/ into one of your browsers, strike the Enter Key, and provide your certificate password (if prompted). You should get the message, "Your client certificate is valid and expires in about --- days, and You presented an ECA Medium Assurance Certificate."

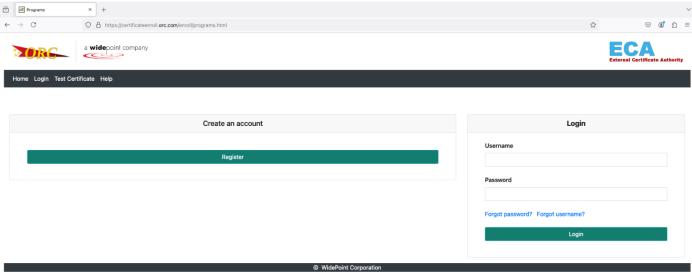
If you should encounter any problems, please contact the ORC ECA PKI Helpdesk at ecahelp@orc.com.

Thank you for choosing WidePoint/ORC!

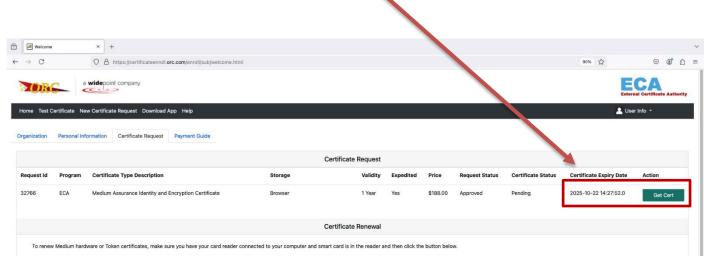




Step 1: Go to https://certificateenroll.orc.com/ and please login with your email as your username and the password you created when you made your account.



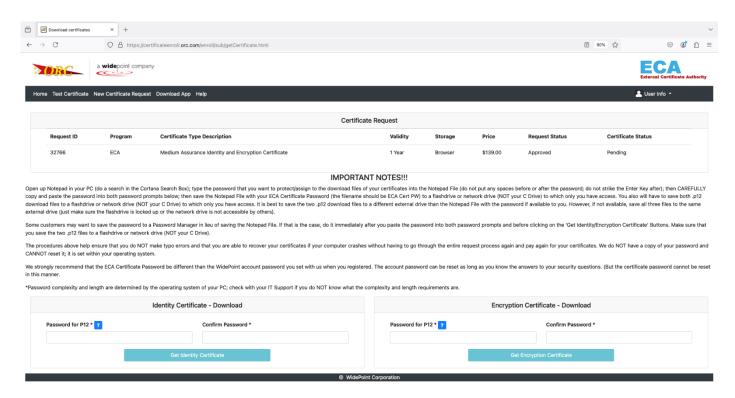
Step 2: Select the "Get Cert" button on the newly issued certificate, if you have multiple requests, it will be the one with the new expiration date that will be either 1 or 3 years from the date you received the issuance email.







Step 3: This will take you to the below page, please read the notes and instructions, this is where you will be creating the password for your certificates. We recommend this password to be different from the password you set on your account itself. Please Note: The complexity requirements of this password depend on your internal company security policy. Widepoint - ORC CANNOT reset or restore this certificate password once set. If you forget the password you will need to order and pay for new certificates. Please continue to the next steps before typing in the passwords you have chosen.







Step 4: Go to your desktop and right-click (Control-Click) on your desktop to create a folder. Label the folder "ECA Certificate Backup 2024" (Replace 2024 with the year you are receiving your certificate)







Step 5: Select the Search button in the top right of your screen and type in "TextEdit".



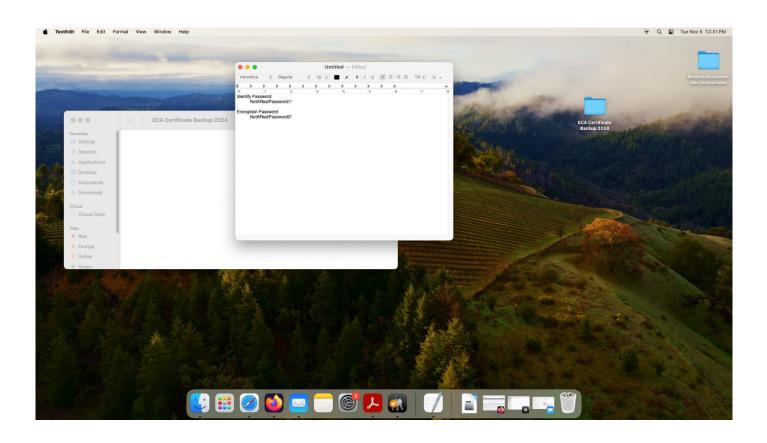
Step 6: Run TextEdit







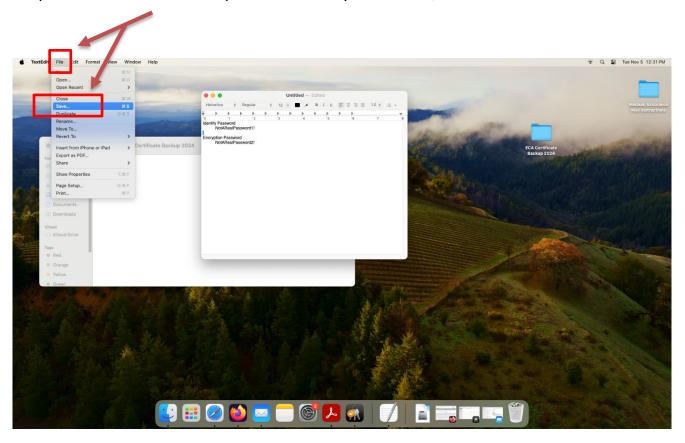
Step 7: Create a password for each certificate, Identity and Encryption. Label them properly in your text file, as seen below. The complexity requirements of this password depend on your internal company security policy. A common complexity requirement is: 8 Characters Long, Uppercase and Lowercase letters, at least one number, and at least one special character $[!,@,#,\$,\%,^,\&,*,(,)]$. Please touch base with your IT regarding your password complexity requirements before creating this password.



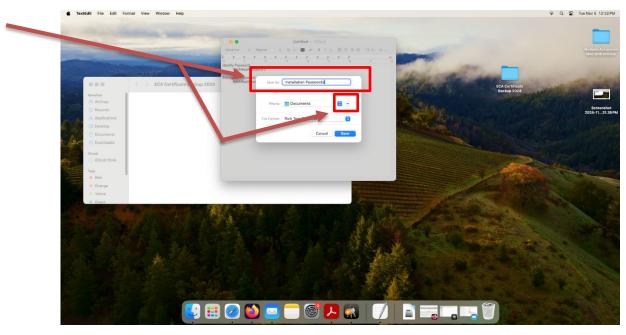




Step 8: Select 'File' in the top left corner of your screen, and then 'Save'.



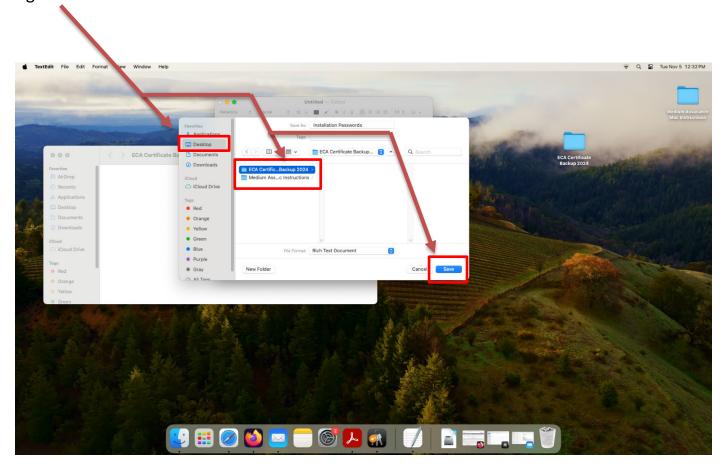
Step 9: Label the file "Installation Passwords" and then click the drop-down arrow next to 'Documents'.







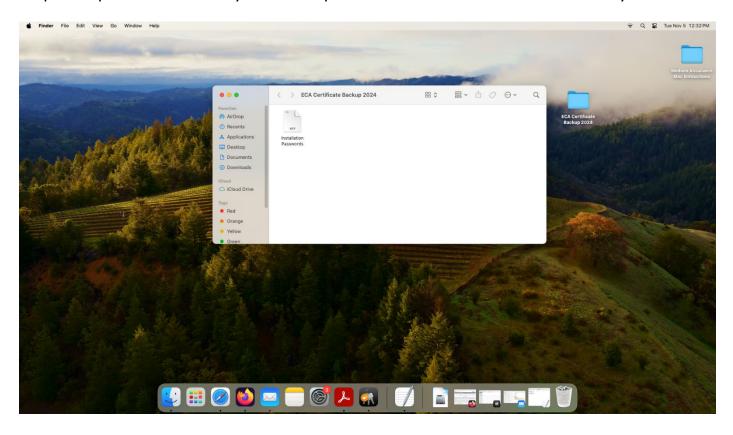
Step 10: Set the files save location to the folder you previously created on the desktop labeled "ECA Certificate Backup 2024". Click 'Desktop' on the left-hand side, and then select the folder we created earlier. Once the correct folder is selected, press 'Save' in the bottom right.







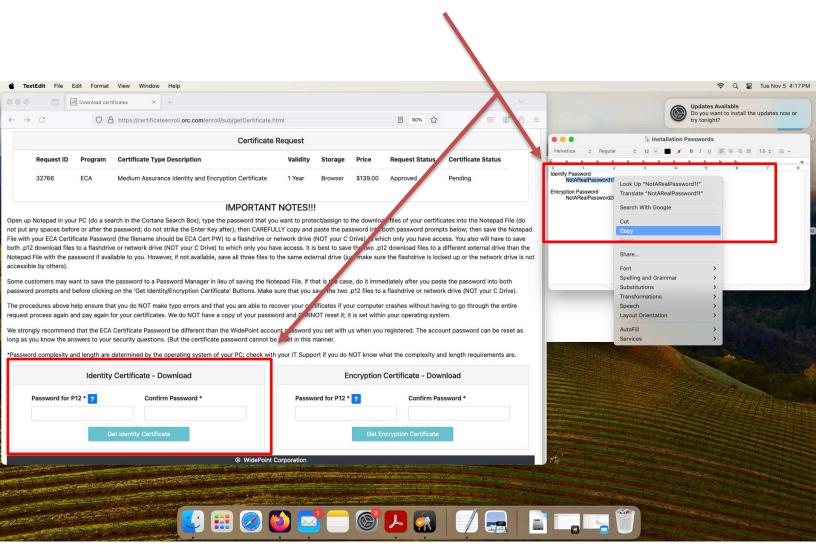
Step 11: Open the folder on your desktop to confirm the file was saved correctly.







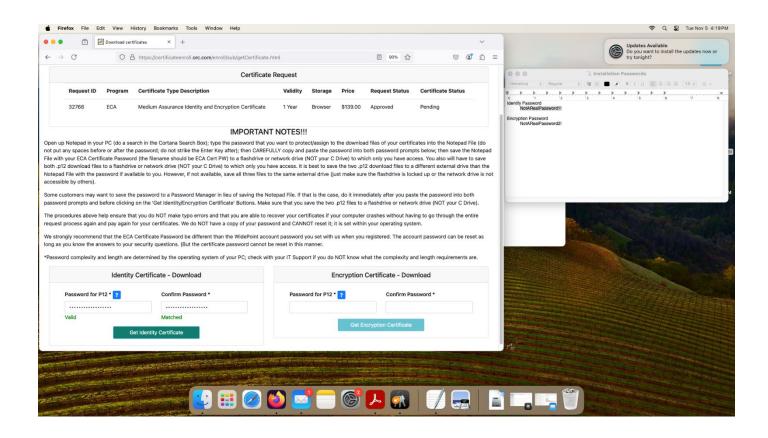
Step 12: Open the web page that we had opened earlier and the text file for your installation passwords we made and put them side by side. Carefully copy the Identity Password from the text file and then paste it into the two password sections in the bottom left of the web page for the 'Identity Certificate – Download'.







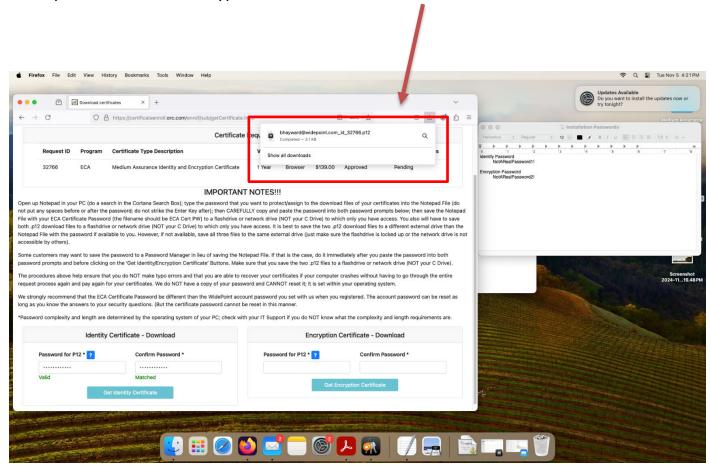
Step 13: After pasting the password into both sections click off from the text fields and you should see 'Valid' and 'Matched' under the fields in green. If you do not see 'Valid' then your password does not meet the requirements, if you do not see 'Matched' then delete the password from the second field and paste it in again. Once both areas are showing 'Valid' and 'Matched' select the green button 'Get Identity Certificate'.







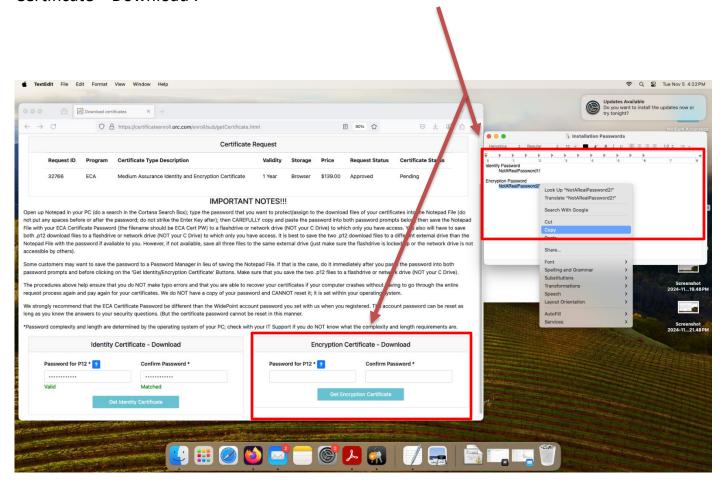
14: You will see the download for the certificate file appear in the top right. We will do the same process with the Encryption Certificate.







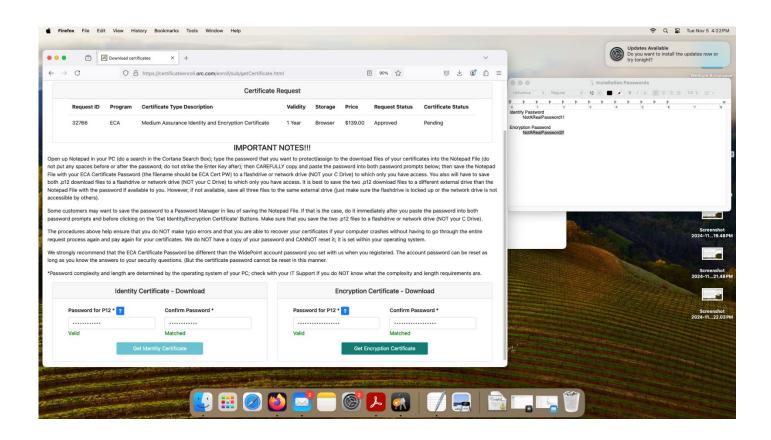
Step 15: Keep the same web page and the text file for your installation passwords open and side by side. Carefully copy the Encryption Password from the text file and then paste it into the two password sections in the bottom left of the web page for the 'Encryption Certificate – Download'.







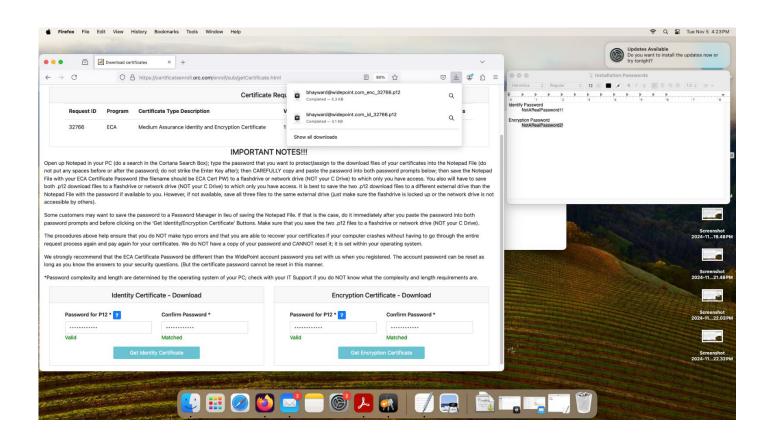
Step 16: After pasting the password into both sections click off from the text fields and you should see 'Valid' and 'Matched' under the fields in green. If you do not see 'Valid' then your password does not meet the requirements, if you do not see 'Matched' then delete the password from the second field and paste it in again. Once both areas are showing 'Valid' and 'Matched' select the green button 'Get Encryption Certificate'.







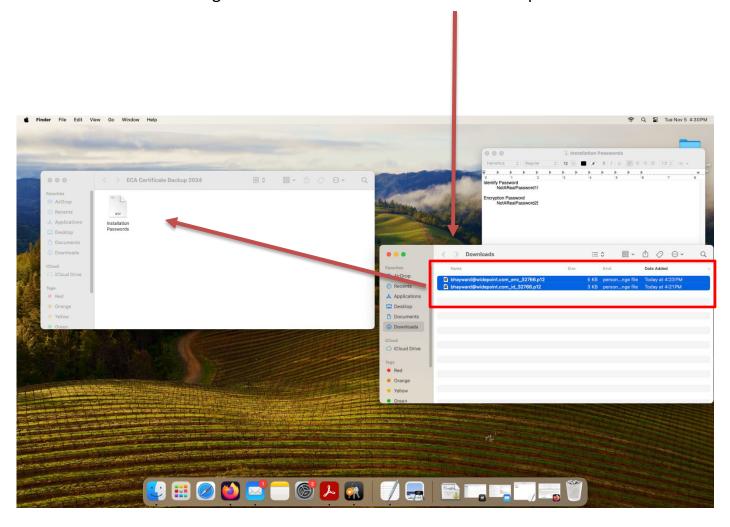
Step 17: You will see the download for the certificate file appear in the top right. Both Certificates should now be downloaded.







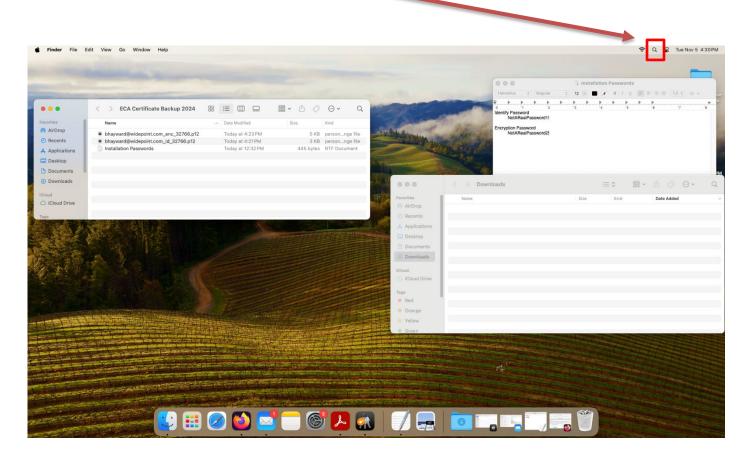
Step 18: Open your downloads folder and the folder we made on your desktop "ECA Certificate Backup 2024". Select the two certificates that we just downloaded within your downloads folder and drag them over to the "ECA Certificate Backup 2024" folder.







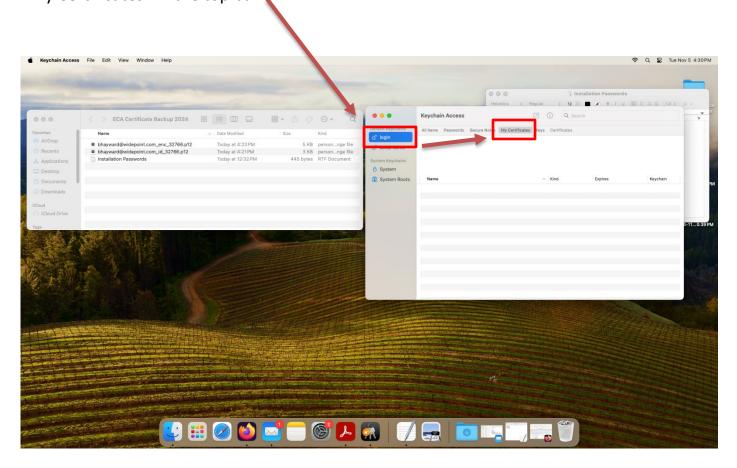
Step 19: Close your downloads folder, select the search button in the top right corner of your screen and type in "Keychain Access" and once selected click the button "Keychain Access" and NOT "Password Manager".







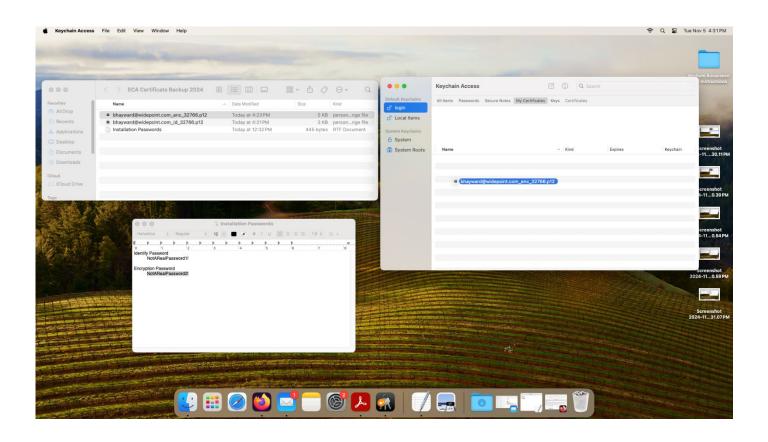
Step 20: Open Keychain Access and the "ECA Certificate Backup 2024" folder and keep them side by side. Within Keychain Access select "Login" in the top left, and then select "My Certificates" in the top bar.







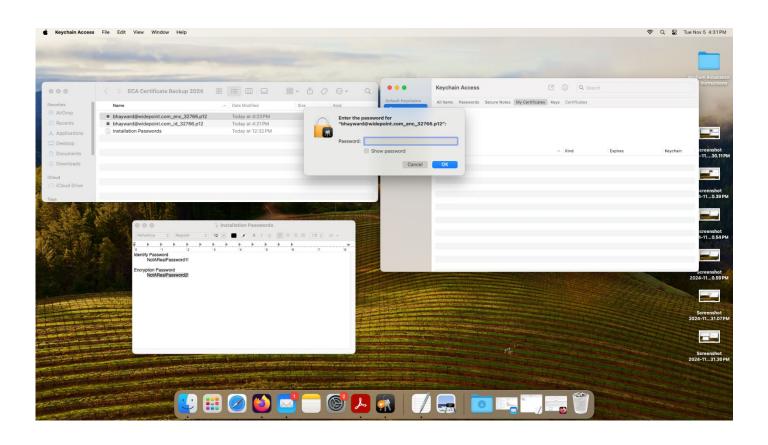
Step 21: Select your Encryption certificate from your "ECA Certificate Backup 2024" folder (it is the file with '_ENC' in the name) and drag it over to the Keychain Access window.







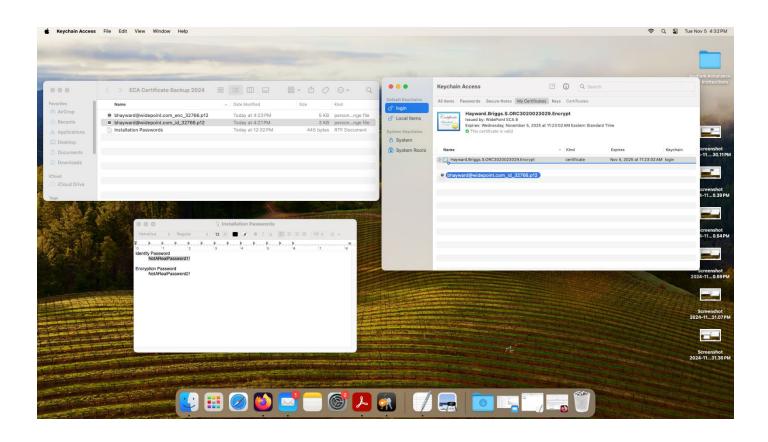
Step 22: When you drag the certificate file over it will show a popup asking for the password that you set for the file. Make sure you are using the correct password, as each certificate was set with a different password.







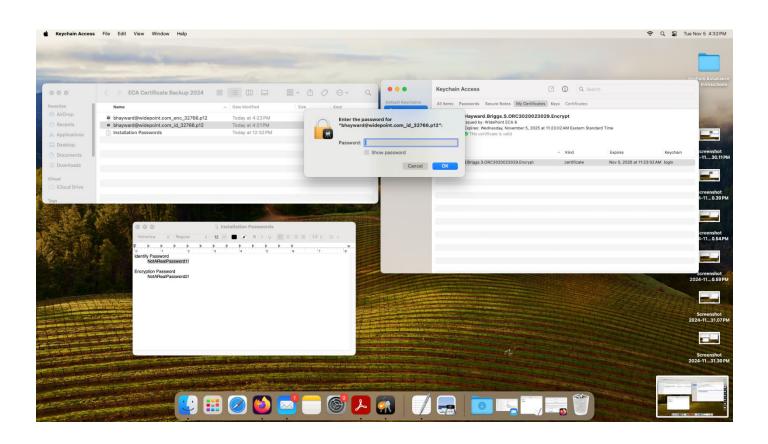
Step 23: Select your Identity certificate from your "ECA Certificate Backup 2024" folder (it is the file with '_ID' in the name) and drag it over to the Keychain Access window.







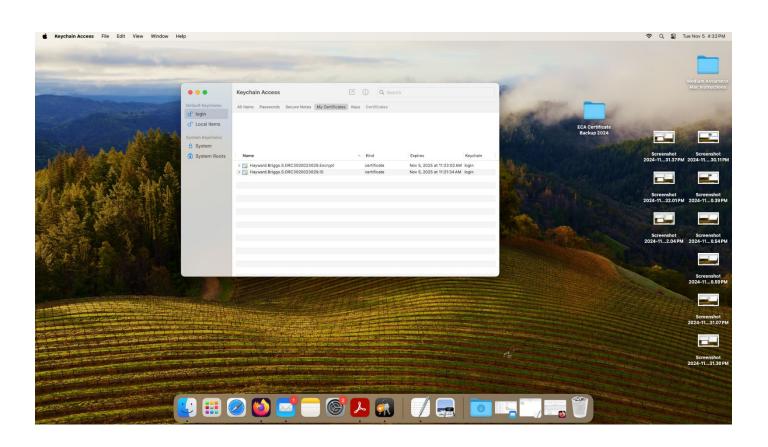
Step 24: When you drag the certificate file over it will show a popup asking for the password that you set for the file. Make sure you are using the correct password, as each certificate was set with a different password.







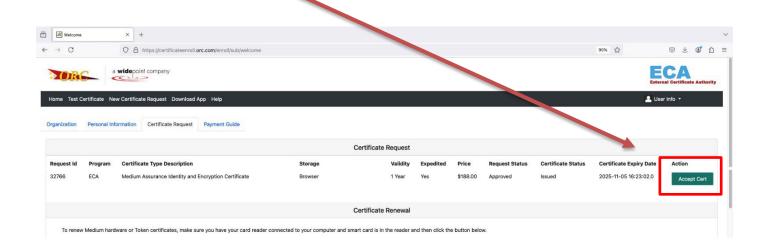
Step 25: Verify that both certificates are now listed in the "My Certificates" section of Keychain Access.







Step 26: Go back to the website we had open previously, https://certificateenroll.orc.com/, if the site was still open then click the "Home Button" in the top left of the black banner to refresh the site. Once the site is refreshed click on the "Accept Cert" button next to your new certificate request.



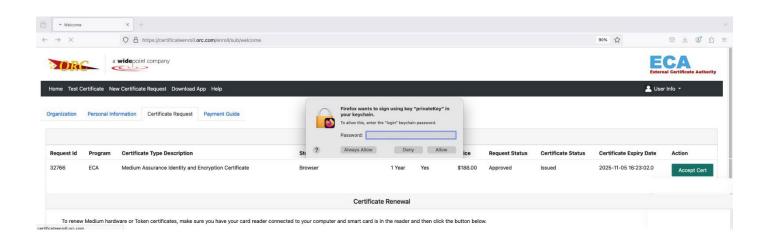




Step 27: Your browser will pop up with a certificate selection window, if you have multiple certificates installed on the computer it will give you a drop-down window to select which certificate to use. Select the correct certificate and then select "Ok" in the bottom right of the popup window.



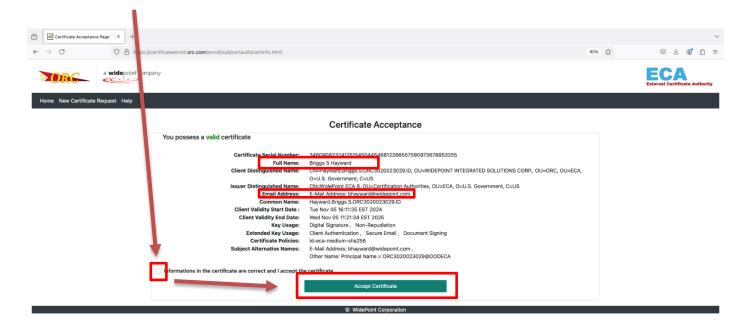
Step 28: Once the certificate is selected you will be asked to type in the Keychain password for your computer. This is NOT the password you set for the certificate. This is a password that is set in the settings of your computer, if you did not change this password previously then this will be the same password you use to login to your computer. This is the password that is used when accessing your certificates.







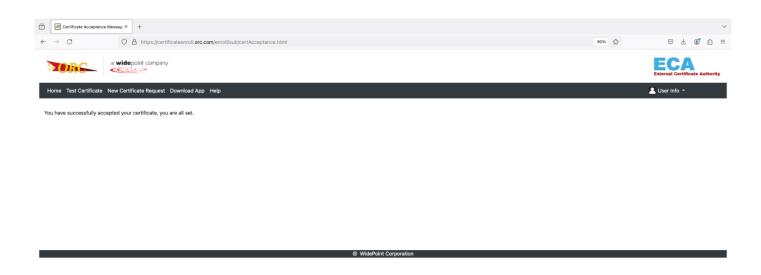
Step 29: Confirm that your full name is spelled correctly on the 2nd line, and that your email address is correct on the 6th line. Once everything is confirmed, select the white checkbox in the bottom left and then click the big green "Accept Certificate" button.







Step 30: Your certificate is installed successfully and tested! You can now process to go to the DoD sites you need access to. Know that most DoD sites have specific ways to register your certificates to your account, so they will most likely not work right away. It is usually a good idea to give the DoD helpdesk for the specific website a call to get assistance with registering your certificate.





The folder you created on the desktop, ECA Certificate Backup 2024, needs to be moved to a secure location. This now has a backup copy of your certificates, and the installation passwords needed for them. We recommend that you put this folder on an external hard drive, if your computer ever crashes this folder will be the only way for you to reinstall these certificates.





That ends the process of Importing Medium Assurance Certificates into MacOS. If you need further guidance, please contact wcsc.helpdesk@widepoint.com