Importing your personal certificate(s) to Microsoft from a Back-up (or export) file

You may use your Medium Assurance Certificate(s) on any computer that you wish to by importing them onto that computer from a certificate back-up (or export) file. You can identify certificate back-up files from their associated file extensions. Certificate back-up files will have a file extension of ".pfx" or ".p12" (".pfx" is the file extension created when making back-up files from Microsoft Internet Explorer. ".p12" is the file extension created when making back-up files from Microsoft from other applications, like Mozilla Firefox. Most applications that read one of those file types will read both of them.) *Please note that Chrome, Edge, Internet Explorer, and Outlook all use the Windows cert store. Once you have installed your certificates into the Windows cert store, they will be available to all of those applications.*

You will need to know where your certificate back-up files are located, so it is a good idea to search for them before you start the process. The Microsoft icon for a certificate back-up file(s) looks like this:



NOTE: These instructions are intended for importing personal Medium Assurance Certificates. Medium Assurance Certificates include Identity and Encryption certificates (personal certificates – used by a person). Medium Assurance Certificates are often referred to as "browser-based certificates" or "software (soft) certificates."

These instructions are not meant for "hardware-based certificates." Hardware based certificates are created on a smart card, or cryptographic token, or other cryptographic device. You cannot import "hardware-based certificates" from an import file, because you cannot create a back-up file of a "hardware-based certificates." (But there should be no need to do so, since the certificate private key resides on the device and not on your computer's hard drive.) Medium-Token Assurance and Medium-Hardware Assurance certificates are "hardwarebased certificates."

Since you have obtained both an Identity and an Encryption certificate, you will need to import both of these certificates. (2 certificates means 2 back-up files)

The only way to tell the back-up files apart is by the name that you assign to the file.

These instructions and associated screen captures were created with Internet Explorer 11 running on a Windows 10 operating system. Variations in versions of Internet Explorer and the Windows Operating system will result in some variation of alert boxes and screen images. For the most part, the process and individual steps are the same across Windows platforms. (You might see a dialog box prompting you to 'allow' access on a Windows 7 computer; just click the buttons that seem to move the process forward.)

1. Start Internet Explorer



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2. Click on the "Tools" menu option and then click "Internet Options...".



3. Select the **Content** tab, then click the **Certificates...** button.



4. On the Certificates dialog box, click on the **Import** button.

Personal Othe	er People I	ntermediate Certification A	uthorities Truste	ed Root Certification
Issued To			Issued By	Expiratio.
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< Import Certificate inte	Export	<u>R</u> emove		Advance
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nport	Export	<u>R</u> emove		Advan
< Import ertificate inte	Export	<u>R</u> emove		<u>A</u> dvanc <u>V</u> iew

5. When the Certificate Import Wizard pops up, click on the Next > button.

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🔶 🏼 🍠 Certificate Import Wizard

Welcome to the Certificate Import Wizard

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.



6. On the "File to Import", click on the **Browse...** button.

File to Import
 Specify the file you want to import.

File name:

 Import

Note: More than one certificate can be stored in a single file in the following formats:

 Personal Information Exchange- PKCS #12 (.PFX,.P12)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
Microsoft Serialized Certificate Store (.SST)



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7. On the Open dialog box, change the "Files of type:" pull down to read "**Personal Information Exchange (*.pfx, *.p12)**".

🧟 Open			×
$\leftrightarrow \rightarrow \cdot \uparrow$	s PC > Desktop > Certificates 🔷 🗸	Search Certificates	Q
Organize 🔻 New folde	r		• 🔳 🕐
This PC	Name	Date modified	Туре
3D Objects	😼 Mayhugh_ECA7_EN_BackUpCopy_02.05	02/05/2019 6:16 PM	Personal Inform
E Desktop	😼 Mayhugh_ECA7_ID_BackUpCopy_02.05.2	02/05/2019 6:15 PM	Personal Inform
Documents	Mayhugh_EnrollmentKeyPair_ECA7_EN_0	04/28/2020 3:50 PM	Personal Inform
Downloads	Mayhugh_EnrollmentKeyPair_ECA7_ID_0	04/28/2020 3:23 PM	Personal Inform
Music			
Pictures			
📑 Videos			
🏪 Windows (C:)			
👝 Recovery Image			
🚔 Data (F:)			
🗙 ORC Internals (\' 🗸	<		>
File <u>n</u> a	me:	 Personal Informatio X.309 Certificate (*.c) 	n Exchange 🗸
		Personal Informatio Certificate Trust List	n Exchange (*.pfx;' (*.stl)

- 8. Use the navigation tools to navigate to the location of your certificate back-up files.
- 9. On the Open dialog box, select the certificate that you wish to import. (We suggest you start with your Identity Certificate.) Then click the **Open** button. *NOTE: The certificate back-up file names were assigned by you when you created the certificate back-up files. If you cannot tell which is which by the file names, import all of them.*

C Open			×
$\leftrightarrow \rightarrow \land \land \land \bullet$ This	PC > Desktop > Certificates 🔷 🗸 🖔	Search Certificates	م
Organize 🔻 New folder		== -	- 🔳 🕐
This PC	Name	Date modified	Туре
3D Objects	Mayhugh_ECA7_EN_BackUpCopy_02.05	02/05/2019 6:16 PM	Personal Inform
Desktop	Mayhugh_ECA7_ID_BackUpCopy_02.05.2	02/05/2019 6:15 PM	Personal Inform
Documents	Mayhugh_EnrollmentKeyPair_ECA7_EN_0	04/28/2020 3:50 PM	Personal Inform
Downloads	🐼 Mayhugh_EnrollmentKeyPair_ECA7_ID_0	04/28/2020 3:23 PM	Personal Inform
h Music			
Pictures			
Videos			
Windows (C:)			
Recovery Image			
🚔 Data (F:)			
ORC Internals (\)			
			>
File <u>n</u> an	Mayhugh_ECA7_ID_BackUpCopy_02.05.2019.	 Personal Information 	n Exchange 🗸
		<u>O</u> pen	Cancel

10. On the "File to Import", click the **Next >** button.

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🗧 😼 Certificate Import Wizard	
File to Import	
Specify the file you want to import.	
<u>F</u> ile name:	
C:\Users\vincentv\Desktop\Certificates\Mayhugh_ECA7_ID_BackU	
Note: More than one certificate can be stored in a single file in the following formats:	
Personal Information Exchange- PKCS #12 (.PFX,.P12)	
Cryptographic Message Syntax Standard-PKCS #7 Certificates (.P7B)	
Microsoft Serialized Certificate Store (.SST)	
<u>N</u> ext Cance	4

11. In the Password dialog box, enter the password that protects the certificate backup file. Check all of the check boxes and click the **Next >** button.

NOTE: The certificate back-up file password was assigned by you when you created the certificate back-up files. If you cannot enter the correct password, then you will not be able to import the certificate.

WidePoint does not know the password and WidePoint cannot re-set the password.

🔶 🍃 Certificate Import Wizard	×
Private key protection	
To maintain security, the private key was protected with a password.	
Type the password for the private key.	
Password:	
Display Password	
Import options: Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.	
Mark this key as exportable. This will allow you to back up or transport your keys at a later time.	
Protect private key using virtualized-based security(Non-exportable)	
☑ Include <u>a</u> ll extended properties.	
<u>N</u> ext Can	cel

12. On the Certificate Store dialog, confirm that "Place all certificates in the following store" is selected and that the selected store is "Personal". Click the **Next >** button.

left Certificate Import Wizard	×
Certificate Store Certificate stores are system areas where certificates are kept.	
Windows can automatically select a certificate store, or you can specify a location for the certificate.	
Automatically select the certificate store based on the type of certificate Place all certificates in the following store	
Certificate store: Personal Browse	
<u>N</u> ext Cance	21

13. On the Completing the Certificate Import Wizard, click on the **Finish** button.

Completing the	Certificate Import Wizard
The certificate will be imp	ported after you dick Finish.
You have specified the fi	ollowing settings:
Certificate Store Select	ted by User Personal
Content	PFX
File Name	C:\Users\vincentv\Desktop\Certificates\Mayhugh
•	

14. On the Importing a new private exchange key dialog box, click on the **Set Security Level...**

Importing a r	new private exchange key	\times
	An application is creating a Protected item.	
	CryptoAPI Private Key	
	Security level set to Medium Set Security Level	\supset
	OK Cancel Details	

15. Change the "security level" from Medium to High and click the **Next >** button Choose a Security Level ×



16. Assign and Confirm a password to protect this new installation of your certificate, then click the **Finish** button. We recommend you use the same password that was protecting the back-up file as in Step 11 above.

Create a Password		×
	Create a password to	protect this item.
	Create a new passw Password for:	ord for this item. CryptoAPI Private Key
	Password: Confirm:	•••••
	< Back	<u>Finish</u> Cancel

17. Back on the Importing a new private exchange key dialog box, ensure that the Security level is set to High. Click on the click the **OK** button.

An application is creating a Protected item.
CryptoAPI Private Key
Security level set to High Set Security Level
OK Cancel Details

18. At "The import was successful, click the **OK** button.



19. Back on the Certificates dialog box; if you need to import another certificate, like your Encryption certificate, click on the **Import** button. (If you only have one certificate, Skip to Step #)

Personal Other People Intermediate Certific	cation Authorities	Trusted Root C	Certification
Issued To	Issued B	Ву	Expiratio.
Mayhugh.Vanessa.M.ORC3010014675.E	ncrypt ORC EC	A 6	08/28/202
Mayhugh Vanessa M.ORC3010014675.II	D ORCEC	A 6	08/28/202
<			
٢			
<pre> <u>Import Export Remove </u> </pre>	_	-	Advance
Import Export <u>R</u> emove Certificate intended purposes			Advance
Import Export Certificate intended purposes			Advance

When the Certificate Import Wizard pops up, click on the **Next >** button.

	×	
÷ 🦻	¹ Certificate Import Wizard	
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	To continue, click Next.	
	Next Cancel	
On t	he "File to Import", click on the Browse. .	. button.
← 🐉	Certificate Import Wizard	
F		
	ile to Import Specify the file you want to import.	
	File to Import Specify the file you want to import. File name:	
	File to Import Specify the file you want to import. File name: I Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange-PKCS #12 (.PFX,.P12) Cryptographic Message Syntax Standard-PKCS #7 Certificates (.P7B) Microsoft Serialized Certificate Store (.SST)	
	File to Import Specify the file you want to import. File name: I Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange- PKCS #12 (.PFX,.P12) Cryptographic Message Syntax Standard-PKCS #7 Certificates (.P7B) Microsoft Serialized Certificate Store (.SST)	
	On t ← ₽	<section-header> Watcome to the Certificate Import Wizard Are view of the system of the start is the start is the start of the start is the start of the start is the start of the start is secure network constructions. A certificate store is the system area where certificates are kept. To continue, dick Next. On the "File to Import", click on the Browses * *</section-header>

21. On the Open dialog box, change the "Files of type:" pull down to read "**Personal Information Exchange (*.pfx, *.p12)**".

🧷 Open			×
$\leftarrow \rightarrow \land \uparrow$ This	PC > Desktop > Certificates 🗸 🗸	Search Certificates	م
Organize 👻 New folder		:== , :== ,	- 🔳 🕐
💻 This PC 🔷	Name	Date modified	Туре
🗊 3D Objects	😼 Mayhugh_ECA7_EN_BackUpCopy_02.05	02/05/2019 6:16 PM	Personal Inform
Desktop	Mayhugh_ECA7_ID_BackUpCopy_02.05.2	02/05/2019 6:15 PM	Personal Inform
Documents	Mayhugh_EnrollmentKeyPair_ECA7_EN_0	04/28/2020 3:50 PM	Personal Inform
- Downloads	Mayhugh_EnrollmentKeyPair_ECA7_ID_0	04/28/2020 3:23 PM	Personal Inform
Music			
Pictures			
🐺 Videos			
🏪 Windows (C:)			
🕳 Recovery Image			
🚔 Data (F:)			
🚖 ORC Internals (\' 🗸 🧹			>
File <u>n</u> an	ne: Mayhugh_ECA7_EN_BackUpCopy_02.05.2019	Personal Information Open	n Exchange 🗸
			.ii

- 22. On the Open dialog box, use the navigation tools to navigate to the location of your certificate back-up files.
- 23. On the Open dialog box, select the certificate that you wish to import. (This should be your Encryption certificate.) Then click the **Open** button. *NOTE: The certificate back-up file names were assigned by you when you created the certificate back-up files. If you cannot tell which is which by the file names, import all of them.*
- 24. On the "File to Import", click the **Next >** button.

	\times
🗧 😓 Certificate Import Wizard	
File to Import	
Specify the file you want to import.	
	-
Eile name:	
C:\Users\vincentv\Desktop\Certificates\Mayhugh_ECA7_EN_BackL Browse	
Note: More than one certificate can be stored in a single file in the following formats:	
Note: More than one certificate can be stored in a single me in the following formats.	
Personal Information Exchange- PRCS #12 (.PFX,.P12)	
Cryptographic Message Syntax Standard-PKCS #7 Certificates (.P7B)	
Microsoft Serialized Certificate Store (.SST)	
<u>N</u> ext Cance	

25. In the Password dialog box, enter the password that protects the certificate backup file. Check all of the check boxes and click the **Next >** button. *NOTE: The certificate back-up file password was assigned by you when you created the certificate back-up files. If you cannot enter the correct password, then you will not be able to import the certificate. WidePoint does not know the password and WidePoint cannot re-set the password.*

🔶 🍃 Certificate Import Wizard	×
Private key protection To maintain security, the private key was protected with a password.	
Type the password for the private key.	
Password:	
Import options:	
Mark this key as exportable. This will allow you to back up or transport your keys at a later time.	
☑ Include <u>a</u> ll extended properties.	
Next Cance	el

26. On the Certificate Store dialog, confirm that "Place all certificates in the following store" is selected and that the selected store is "Personal". Click the **Next >** button.

Certificate St	ore			
Certificat	te stores are system	areas where certif	cates are kept.	
Windows the certi	can automatically s ficate.	elect a certificate st	ore, or you can spec	ify a location for
	tomatically select th	e certificate store b	ased on the type of	certificate
0	ace all certificates in	the following store		
0	ertificate store:			
F	Personal			Browse

27. On the Completing the Certificate Import Wizard, click on the **Finish** button.

🗧 🍃 Certificate Import Wizard	>	<
Completing the Certifi	cate Import Wizard	
The certificate will be imported afte	r you click Finish.	
You have specified the following set	ttings:	
Certificate Store Selected by User	Personal	
Content	PFX	
File Name	C: \Users \vincentv \Desktop \Certificates \Mayhugh_EC	
<	>	
	<u><u> </u></u>	

28. On the Importing a new private exchange key dialog box, click on the **Set Security Level...**

Importing a new private exchange key

An application is creating a Protected item.
CryptoAPI Private Key
Security level set to High Set Security Level
OK Cancel Details

29. Change the "security level" from Medium to High and click the **Next >** button Choose a Security Level ×

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30. Assign and Confirm a password to protect this new installation of your certificate, then click the **Finish** button. *We recommend you use the same password as in Step 16 above.*

Create a Password		×
	Create a password to	o protect this item.
	Create a new passw Password for:	ord for this item. CryptoAPI Private Key
	Password: Confirm:	••••••
	< Back	<u>Finish</u> Cancel

31. Back on the Importing a new private exchange key dialog box, ensure that the Security level is set to High. Click on the click the **OK** button.

An application is creating a Protected item.
CryptoAPI Private Key
Security level set to High Set Security Level
OK Cancel Details

32. At "The import was successful, click the **OK** button.



33. Back on the Certificates dialog box, if correctly imported you will see the following

Other Peopl	e Intermediate	Certification A	uthorities	Trusted Root (Certification 1
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vhugh.Vaness	a.M.ORC3010014	4675.Encrvpt	ORC EC	, A 6	08/28/2020
yhugh.Vaness	a M OBC201001	1675.10	ORC EC	A 6	08/28/2020
yhugh.Vaness	a.M.ORC3011002	2855.Encrypt	WidePoi	nt ORC ECA 7	02/05/2022
yhugh.Vaness	a.M.ORC3011002	2855.ID	WidePoi	nt ORC ECA 7	02/05/2022
Expo	ort <u>R</u> en	nove			Advanced
	Other Peopl d To yyhugh. Vaness yyhugh. Vaness yyhugh. Vaness yyhugh. Vaness	Other People Intermediate	Other People Intermediate Certification A To yhugh.Vanessa.M.ORC3010014675.Encrypt yhugh.Vanessa.M.ORC3011002855.Encrypt yhugh.Vanessa.M.ORC3011002855.ID	Other People Intermediate Certification Authorities d To Issued E hybugh.Vanessa.M.ORC3010014675.Encrypt ORC EC hybugh.Vanessa.M.ORC3011002855.Encrypt WidePoi hybugh.Vanessa.M.ORC3011002855.ID WidePoi widePoi WidePoi	Other People Intermediate Certification Authorities Trusted Root O I To Issued By uyhugh.Vanessa.M.ORC3010014675.Encrypt ORC ECA 6 uyhugh.Vanessa.M.ORC3011002855.Encrypt WidePoint ORC ECA 7 uyhugh.Vanessa.M.ORC3011002855.ID WidePoint ORC ECA 7