Creating a Back-up (or export) copy of your personal certificate(s) from Microsoft Internet Explorer

Your Medium Assurance Certificate exists only as an installed certificate on your computer unless (and until) you create a certificate back-up (or certificate export) file. You should keep this certificate back-up (export) file on external media (a CD or thumb drive, for example). You should keep the number of copies of your certificate back-up (export) files to a minimum to preclude the theft of your certificate (also called Private Key Compromise).

NOTE: These instructions are for exporting personal Medium Assurance Certificates (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 create a back-up copy of such a certificate because the private key cannot be copied off of the device. (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 "hardware-based certificates."

Since you have obtained both an Identity and an Encryption certificate, you will need to make a back-up (export) file for each certificate. (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. The naming convention in the instructions below will assist you in keeping your files organized.

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 Windows 7 computer; just click the buttons that seem to move the process forward.)

1. Start Internet Explorer



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

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V External Certificate Authonty ×	File Zoom (100%) Safety	
Home Renew a Certificate Schedule Appointment Order Certificates Pricing Instructions Policies Cont	Open with Microsoft Edge Hrl+S Add site to Apps View downloads Manage add-ons	ihift+E Ctrl+J
HATE MANY	F12 Developer Tools Go to pinned sites Compatibility Viewsettings Internet options About internet Explorer	
Welcome to the Secure Ordering Portal for orc.widepoint.com		

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

Internet Options	?	\times
General Security Privace Content Connections Prog	rams Ad	dvanced
Certificates Use certificates for encypted connections and i	dentificat	ion.
Clear <u>S</u> L state <u>C</u> ertificates P	u <u>b</u> lishers	
AutoComplete		
AutoComplete stores previous entries on webpages and suggests matches for you.	Settings	
Feeds and Web Slices		
Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.	Setti <u>n</u> gs	
OK Cancel		Apply

4. On the Certificates dialog box, widen the **Issued To** column to read the entire certificate name.

Certificates	×
Intended purpose: <all></all>	~
Personal Other People Intermediate Certification Authorities Trusted Root Certific	ation 1 +
Issued To Issued By Expiratio Friendly Name Mayhugh.Vanessa ORC ECA 6 08/28/2020 Mayhugh.Vaness Mayhugh.Vanessa ORC ECA 6 08/28/2020 Mayhugh.Vaness Mayhugh.Vanessa ORC ECA 6 08/28/2020 Mayhugh.Vaness Mayhugh.Vanessa WidePoint ORC ECA 7 02/05/2022 Mayhugh.Vaness Mayhugh.Vanessa WidePoint ORC ECA 7 02/05/2022 Mayhugh.Vaness Mayhugh.Vanessa WidePoint ORC ECA 7 07/30/2022 Authentication Mayhugh.Vanessa WidePoint ORC ECA 7 07/30/2022 Encryption - Ma Mayhugh.Vanessa WidePoint ORC ECA 7 07/30/2022 Signature - May	5 5 5 19
Import Export Remove Certificate intended purposes Click her and Drag to the right	dvanced /jew

5. Select the certificate you want to back-up and click on the Export button.

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ersonar	Other People	Intermediate Certification	Authorities	Trusted Root C	eruncation
Issued	То		Issued E	Ву	Expiratio.
🔄 May	hugh.Vanessa	.M.ORC3010014675.Encryp	t ORC EC	A 6	08/28/202
🔄 May	hugh.Vanessa	.M.ORC3010014675.ID	ORC EC	A 6	08/28/202
🔄 May	/hugh.Vanessa	.M.ORC3011002855.Encryp	t WidePoi	int ORC ECA 7	02/05/202
🔄 May	hugh.Vanessa	.M.ORC3011002855.ID	WidePoi	int ORC ECA 7	02/05/202
May	hugh.Vanessa	.Marie.ORC2990000225.Au	th WidePoi	int ORC ECA 7	07/30/202
May	hugh.Vanessa	.Marie.ORC2990000225.End	: WidePoi	int ORC ECA 7	07/30/202
L May	/hugh.Vanessa	.Marie.ORC2990000225.ID	WidePoi	int ORC ECA 7	07/30/202
<					2
Import	<u>E</u> xpor	rt <u>R</u> emove			<u>A</u> dvance
ertificat	e intended pur	poses			
lient Au	thentication, S	ecure Email			
				[View

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



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

CAUTION: it is possible to make 'copy' of your certificate that does not include the certificate Private Key, but it will NOT be a BACKUP copy. If you cannot select **Yes, export the private key**, contact the ECA Help Desk.

	× .
🗧 😼 Certificate Export Wizard	
Export Private Key	
You can choose to export the private key with the certificate.	
	—
Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.	
Do you want to export the private key with the certificate?	
Yes, export the private key	
○ No, do not export the private key	
Next Canc	el

8. Make sure the **Personal Information Exchange** selector is selected and click the **Next >** button.

Certificate Export Wizard	
Certificates can be exported in a variety of file formats.	
Select the format you want to use:	
\bigcirc <u>D</u> ER encoded binary X.509 (.CER)	
Base-64 encoded X.509 (.CER)	
◯ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)	
Include all certificates in the certification path if possible	
Personal Information Exchange - PKCS #12 (.PFX)	
\checkmark Ind <u>u</u> de all certificates in the certification path if possible	
Delete the private key if the export is successful	
Export <u>all</u> extended properties	
Enable certificate privacy	
○ Microsoft Serialized Certificate Store (.SST)	
Next	Cancel

Select the Password option on the Security page and assign (and confirm) a
password to protect the certificate backup file that you are about to create. Click
the Next > button. IMPORTANT: You will need to know this password in order to
use the back-up file in the future.

	Security					
	To maintain using a pas	security, you must p word.	protect the priv	ate key to a s	ecurity principal	or by
_	Group of	user names (recom	mended)			
					<u>A</u> dd	
				R	emove	
	•••••	d: ••••••				
	<u>C</u> onfirm	password:				
	••••	•••••				
	Encryption:	TripleDES-SHA1	\sim			

NOTE: The DoD requires that you protect your certificate with a password, so that no one, but you, may ever use it. Protecting the file by giving only Users or Groups permissions to the file may prevent you from employing the back-up from outside of your domain. WidePoint does <u>not</u> recommend selecting this option.

10. Click the **Browse...** button.

🔶 🍃 Certificate Export Wizard	×
File to Export Specify the name of the file you want to export	
Eile name:	>
<u>N</u> ext Ca	ncel

11. In the Save As dialog box navigate to the location where you want to save the certificate back-up file. <u>Note:</u> You may save it to a temporary location on your computer, as long you move the file later. Otherwise, if your hard drive crashes you will lose your installed certificates and your certificate back-up files.

🧟 Save As								\times
← → ~ ↑ 🤇	→ Ti	his PC → Deskto	op → Certificates	>	~ Ū	Search Certifica	tes	Q
Organize 👻 Ne	w fold	ler						?
💻 This PC	^	Name	^		Da	te modified	Туре	
3D Objects				No items ma	itch your	search.		
📃 Desktop								
🔮 Documents								
👆 Downloads								
👌 Music								
Pictures								
📑 Videos								
🏪 Windows (C:)								
👝 Recovery Ima	ge						_	
6 D + (E)		<						*
File <u>n</u> ame:								~
Save as <u>t</u> ype:	Perso	onal Information	Exchange (*.pfx)					~
∧ Hide Folders						<u>S</u> ave	Cance	I .:

12. Enter a file name. We recommend that you make the filename "Yourlastname_ECA7_ID_MonthDayYear" use ID for your <u>IDentity</u> certificate and EN for you <u>ENcryption</u> certificate. YYYY should be the year that the certificate was requested; "2020" for 2020. And then click the **Save** button.

🦲 Save As					\times
\leftarrow \rightarrow \checkmark \bigstar \checkmark \checkmark This PC	> Desktop > Certificates	✓ č	Search Certificates		P
Organize 👻 New folder					?
This PC ^ Nar	me		Date modified	Туре	
3D Objects		No items match y	our search.		
E Desktop		-			
Documents					
🕂 Downloads					
👌 Music					
Pictures					
🗃 Videos					
🏪 Windows (C:)					
Recovery Image					
File <u>n</u> ame. Mayhugh_E	CA7_ID_04282020				~
Save as type: Personal Inte	prmation Exchange (*.pfx)				~
∧ Hide Folders			Save	Cancel	

13. Back on the File to Export dialog, confirm that the path and file name are correct and then click the **Next** button.



14. Click the **Finish** button.

🔶 🌛 Certificate Export Wizard	×
Completing the Certificate Ex	port Wizard
You have successfully completed the Certificate	e Export wizard.
You have specified the following settings:	
File Name	C: \Users\vincenty\Desktop\Certificate
Export Keys	Yes
Include all certificates in the certification path	Yes
File Format	Personal Information Exchange (*.pfx
<	>
	<u>Finish</u> Cancel

15. In the Exporting your private exchange key dialog, enter the password that you previously assigned to protect your certificate private key and Click the **OK** button. <u>NOTE:</u> If there is no text box for you to enter a password, it means that no password was assigned to protect the certificate private key when you requested (or last installed) your certificate. Just click the **OK** button. Then see the instruction "Assigning a password to your certificate in Internet Explorer."

Exporting you	ur private exchange key 🛛 🗙
	An application is requesting access to a Protected item.
	Password for: CryptoAPI Private Key
	OK Cancel <u>D</u> etails

16. When you see "The export was successful"; click the **OK** button.



If you do not have an Encryption Certificate, you are done. If you do have an Encryption Certificate, select it and click the **Export** button

[Note: Most people should have an Encryption certificate. If you do **not** see it, then it is not currently istalled. If your certificates were issued recently, please install your Encryption certificate (and back it up) even if you do not think you will use it.]

Certificates		×
Intended purpose: <all></all>		~
Personal Other People Intermediate Certification Au	uthorities Trusted Root (Certification • •
Issued To	Issued By	Expiratio
Average Mayhugh. Vanessa. M. ORC 30 100 14675. Encrypt	ORC ECA 6	08/28/2020
Advisor Mayhugh. Vanessa. M. ORC 30 100 14675. ID	ORC ECA 6	08/28/2020
Mayhugh.Vanessa.M.ORC3011002855.Encrypt	WidePoint ORC ECA 7	02/05/2022
Mayhugh. Vanessa. M. ORC 3011002855. ID	WidePoint ORC ECA 7	02/05/2022
Average Mayhugh.Vanessa.Marie.ORC2990000225.Auth	WidePoint ORC ECA 7	07/30/2022
Average Mayhugh.Vanessa.Marie.ORC2990000225.En	WidePoint ORC ECA 7	07/30/2022
Average Averag	WidePoint ORC ECA 7	07/30/2022
<		>
Import Export Remove		<u>A</u> dvanced
Certificate intended purposes		
<all></all>		
		View
		<u>C</u> lose

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

🔶 🌛 Certificate Export Wizard	×
Welcome to the Certificate Export Wizard	
This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.	
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, dick Next.	
<u>N</u> ext Cancel	

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

CAUTION: it is possible to make 'copy' of your certificate that does not include the certificate Private Key, but it will NOT be a BACKUP copy. If you cannot select **Yes, export the private key**, contact the ECA Help Desk.

19. Make sure the **Personal Information Exchange** selector is selected and click the **Next >** button.

		×
←	😓 Certificate Export Wizard	
	Export Private Key	
	You can choose to export the private key with the certificate.	
	Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.	
	Do you want to export the private key with the certificate?	
	es, export the private key	
	○ No., do not export the private key	
	<u>N</u> ext Canc	el

20. Assign (and confirm) a password to protect the certificate backup file that you are about to create. [We recommend that you use the same password that you used in Step 9, above.] Click the **Next >** button. **IMPORTANT:** You will need to know this password in order to use the back-up file in the future

	×
🗧 🥩 Certificate Export Wizard	
Security To maintain security, you must protect the private key to a security principal or by using a password.	
<u>G</u> roup or user names (recommended)	-
Add	
<u>R</u> emove	
eassword:	
Confirm password:	
Encryption: TripleDES-SHA1 ~	
	_
<u>N</u> ext Cancel	

21. Click the **Browse...** button.

← .	🔄 Certificate Export Wizard	×
	File to Export Specify the name of the file you want to export	
	Eile name:	-
	Next Cancel	

22. Enter a file name. We recommend that you make the filename "Yourlastname_ECA7_ID_MonthDayYear" use ID for your <u>IDentity</u> certificate and EN for you <u>ENcryption</u> certificate. YYYY should be the year that the certificate was requested; "2020" for 2020. And then click the **Save** button.

🧟 Save As			×
	s PC > Desktop > Certificates	✓ ♂ Search Certificates	م
Organize 🔻 New folde	r	: = = : = =	- ()
This PC	Name	Date modified Ty	/pe
🗊 3D Objects	😼 Mayhugh_ECA7_ID_04282020.pfx	04/28/2020 12:14 PM P	ersonal Inform
📃 Desktop			
🔮 Documents			
🕹 Downloads			
b Music			
Pictures			
Videos			
🏪 Windows (C:)			
🕳 Recovery Image			
4 b + 75 Y	<		>
File <u>n</u> ame: Mayh	ugh_ECA7_EN_04282020		~
Save as <u>t</u> ype: Persor	al Information Exchange (*.pfx)		~
∧ Hide Folders		Save	Cancel

23. Back on the File to Export dialog, confirm that the path and file name are correct and then click the **Next** button.



24. Click the **Finish** button.

<i>← 3</i>	Certificate Export Wizard		>
	Completing the Certificate Ex	port Wizard	
	You have successfully completed the Certificate	Export wizard.	
	You have specified the following settings:		
	File Name	C:\Users\vincentv\Desktop\Certificate	
	Export Keys	Yes	
	Include all certificates in the certification path	Yes	
	File Format	Personal Information Exchange (*.prx,	
	<	>	
		<u><u>F</u>inish Cano</u>	cel

25. In the Exporting your private exchange key dialog, enter the password that you previously assigned to protect your certificate private key and Click the **OK** button. <u>NOTE:</u> If there is no text box for you to enter a password, it means that no password was assigned to protect the certificate private key when you requested (or last installed) your certificate. Just click the **OK** button. Then see the instruction "Assigning a password to your certificate in Internet Explorer."

Exporting yo	ur private exchange key	×
	An application is requesting access to a Protected item.	
	Password for: CryptoAPI Private Key	
	OK Cancel <u>D</u> etails	

26. When you see "The export was successful"; click the **OK** button.



27. Congratulations, you have successfully created certificate back-up files.