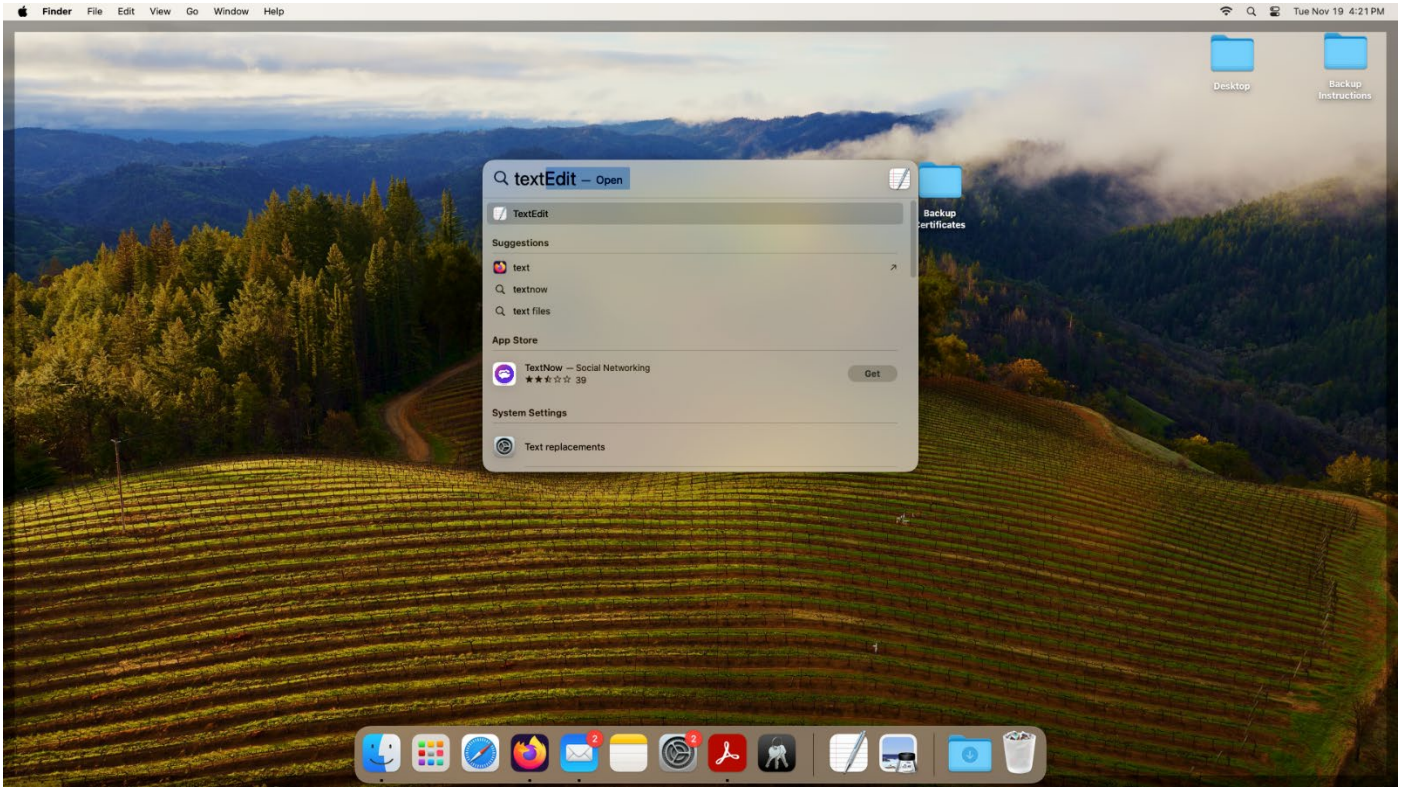
Making a Backup copy of Certificate in MacOS

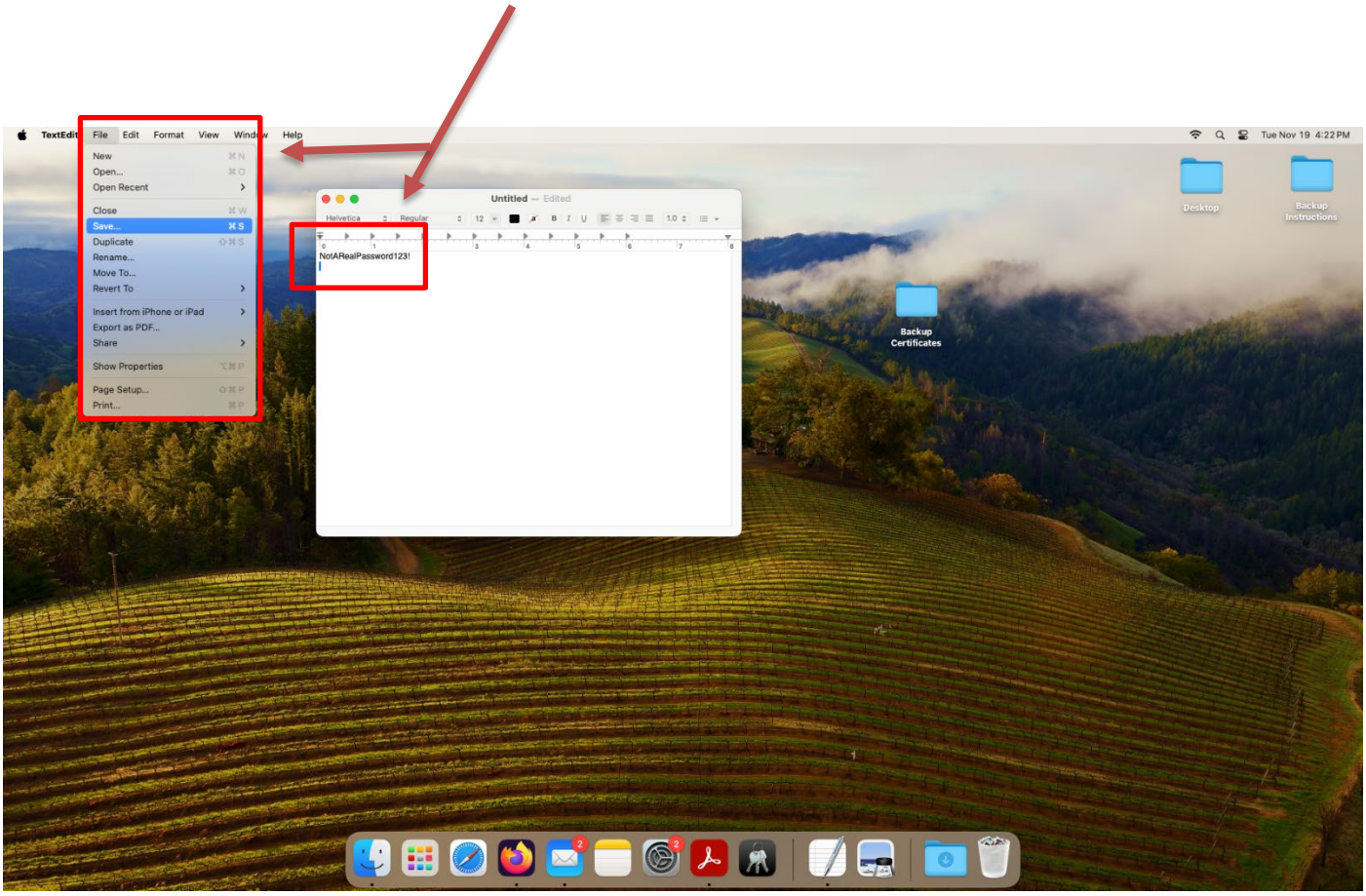
Step 1: Create a folder on your desktop labeled “ECA Certificate Backup 2024” (Insert the year the certificates were issued.

Step 2: Select the search button in the top right corner of your screen and type in "TextEdit".

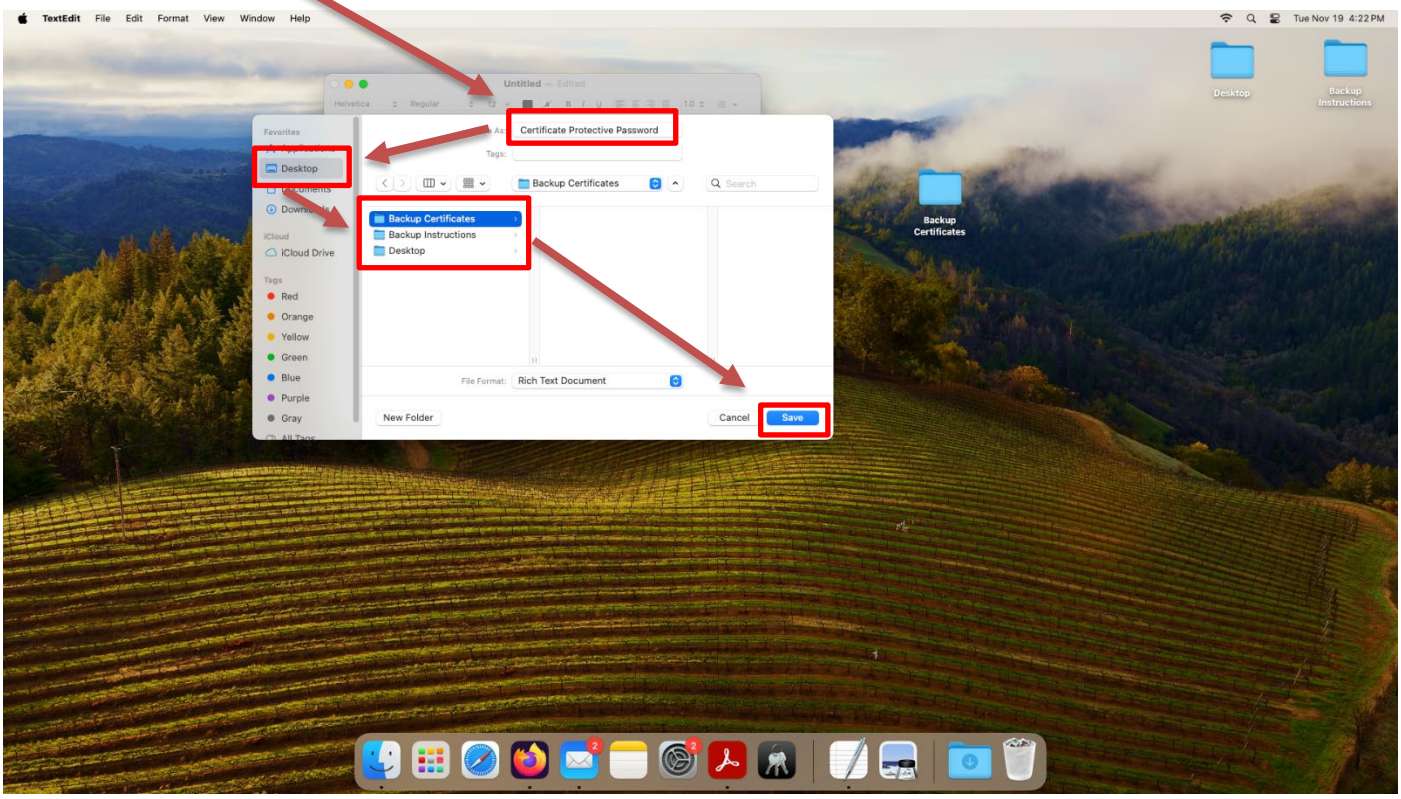
Step 3: Select TextEdit from the menu.



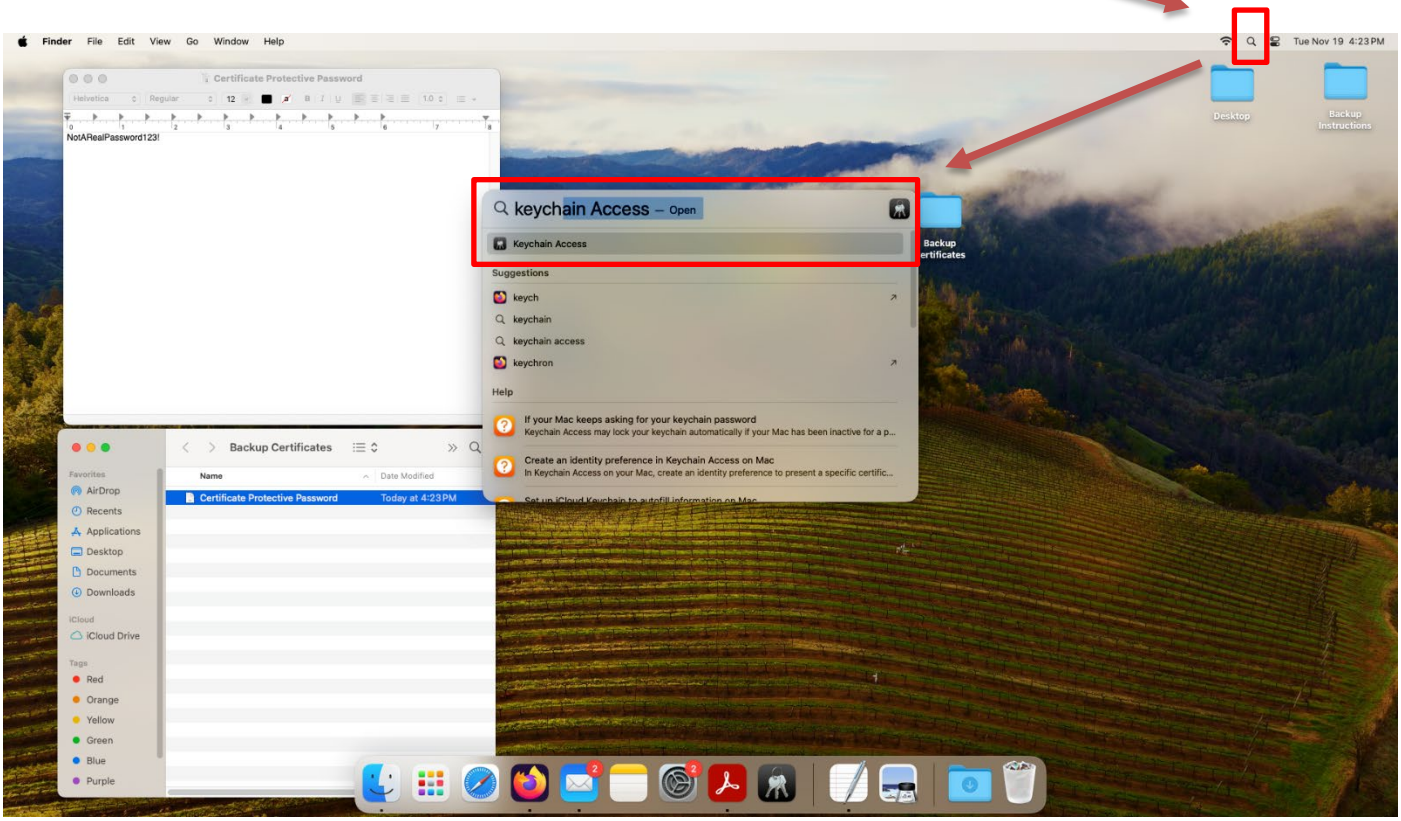
Step 4: Create a password for the certificate backup, this password must meet your computer's system requirements. Only type the password into this text file, no other spaces and do not click enter after typing it. After creating the password, select 'File' in the top left of your screen and then select 'Save'.



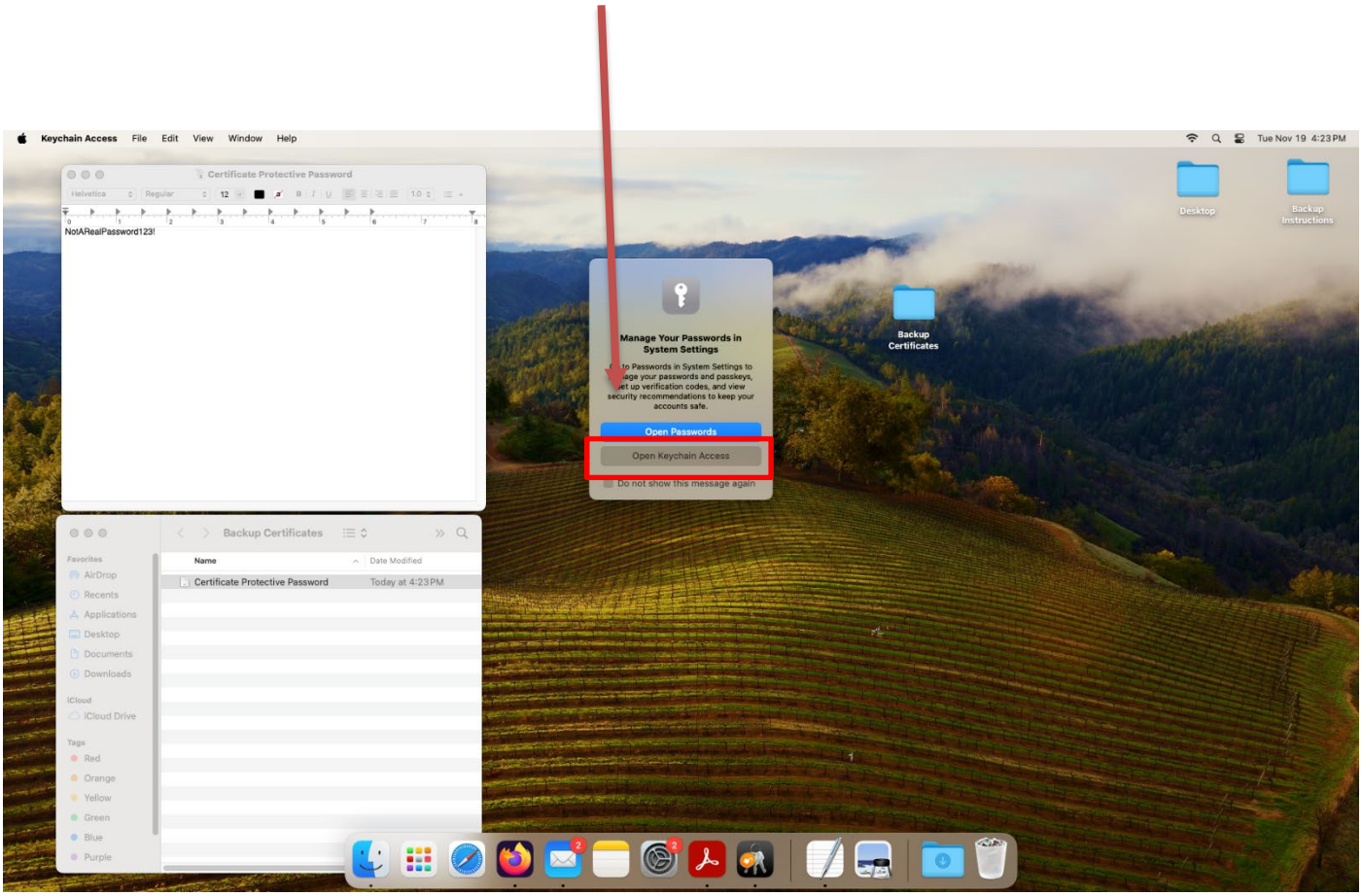
Step 5: Label the file “Certificate Protected Password” and then click the drop-down arrow next to ‘Documents’. Set the files save location to the folder you previously created on the desktop labeled “ECA Certificate Backup 2024”. Click ‘Desktop’ on the left-hand side, and then select the folder we created earlier. Once the correct folder is selected, press ‘Save’ in the bottom right.



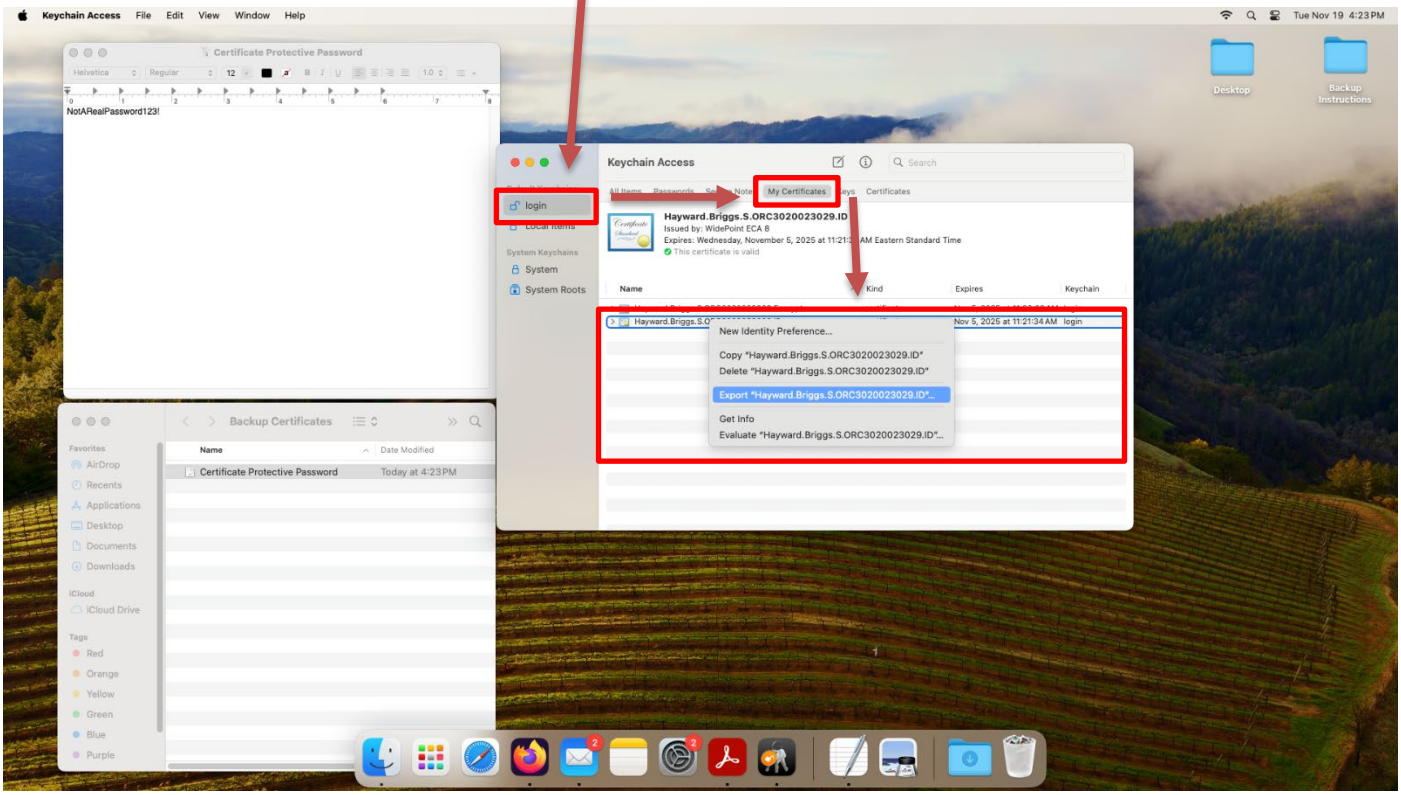
Step 6: Select the search Icon in the top right of your screen again, and this time type in and select “Keychain Access”



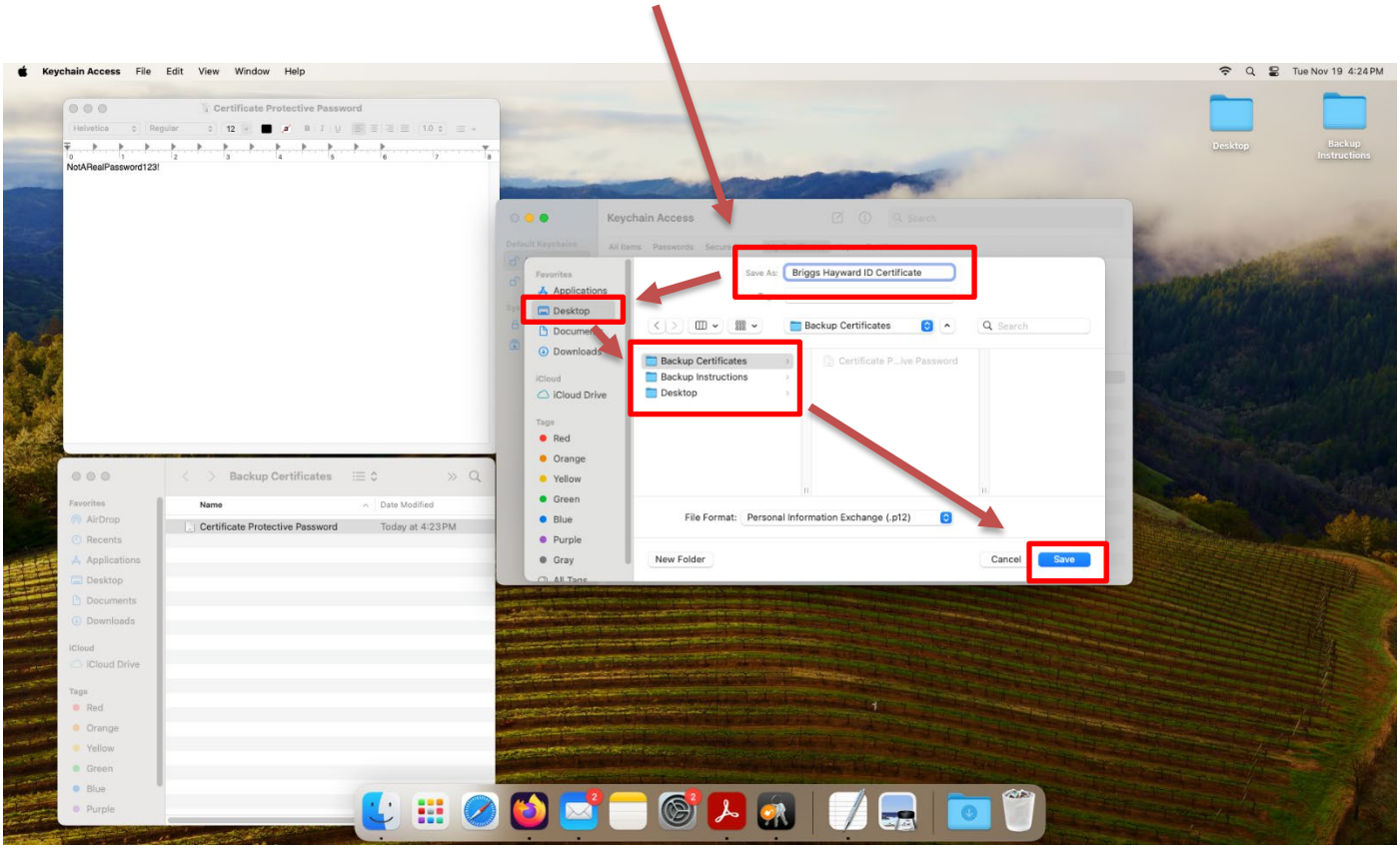
Step 7: Select “Open Keychain Access” on the popup window that appears.



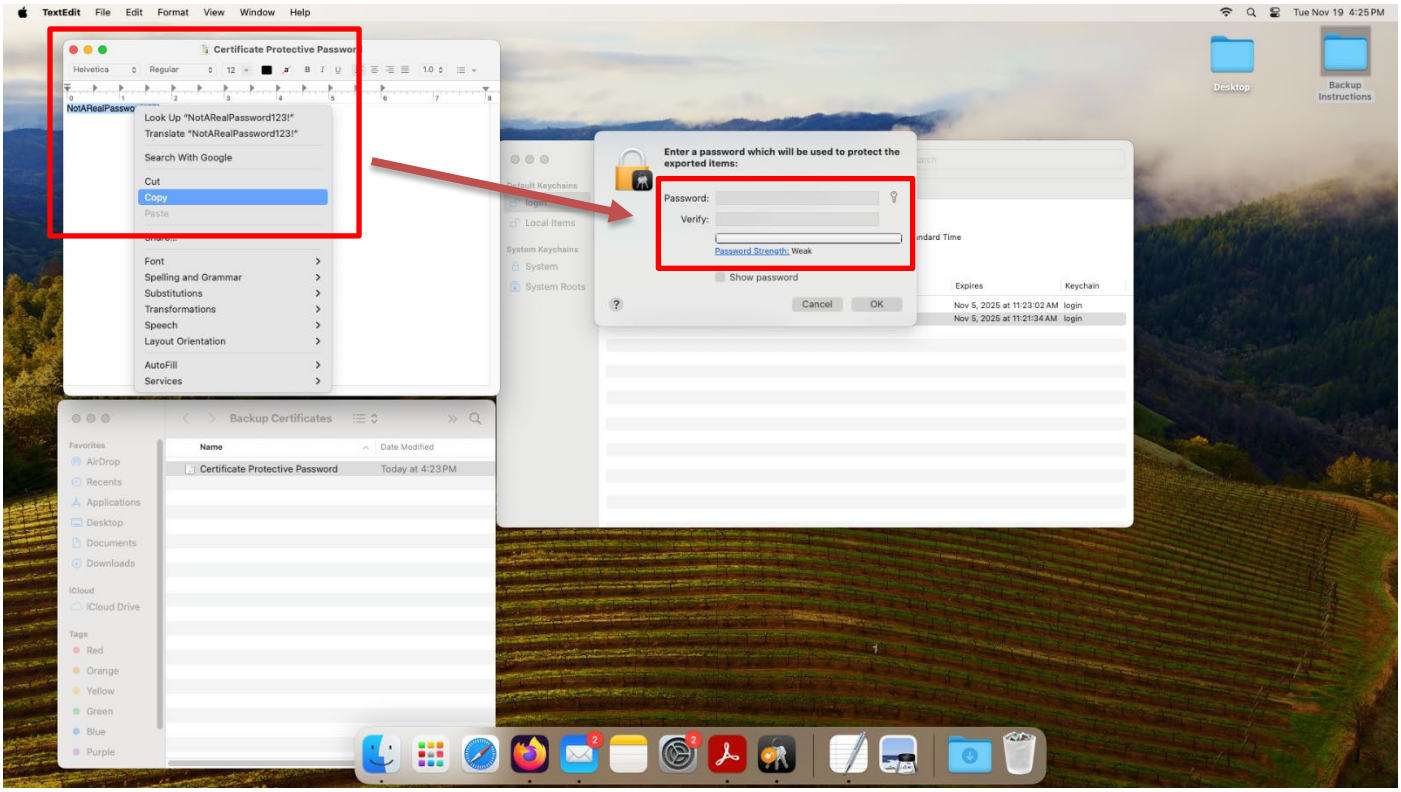
Step 8: Select ‘Login’ and then ‘My Certificates’ from the tabs at the side and top to get to your certificates. Then right click on the certificate that ends in “.ID” and select “Export”. You will be able to tell which certificate by finding the one that says Lastname.Firstname.MiddleInitial.ORC[String of numbers].ID
EX: Hayward.Briggs.S.ORC320023819281.ID



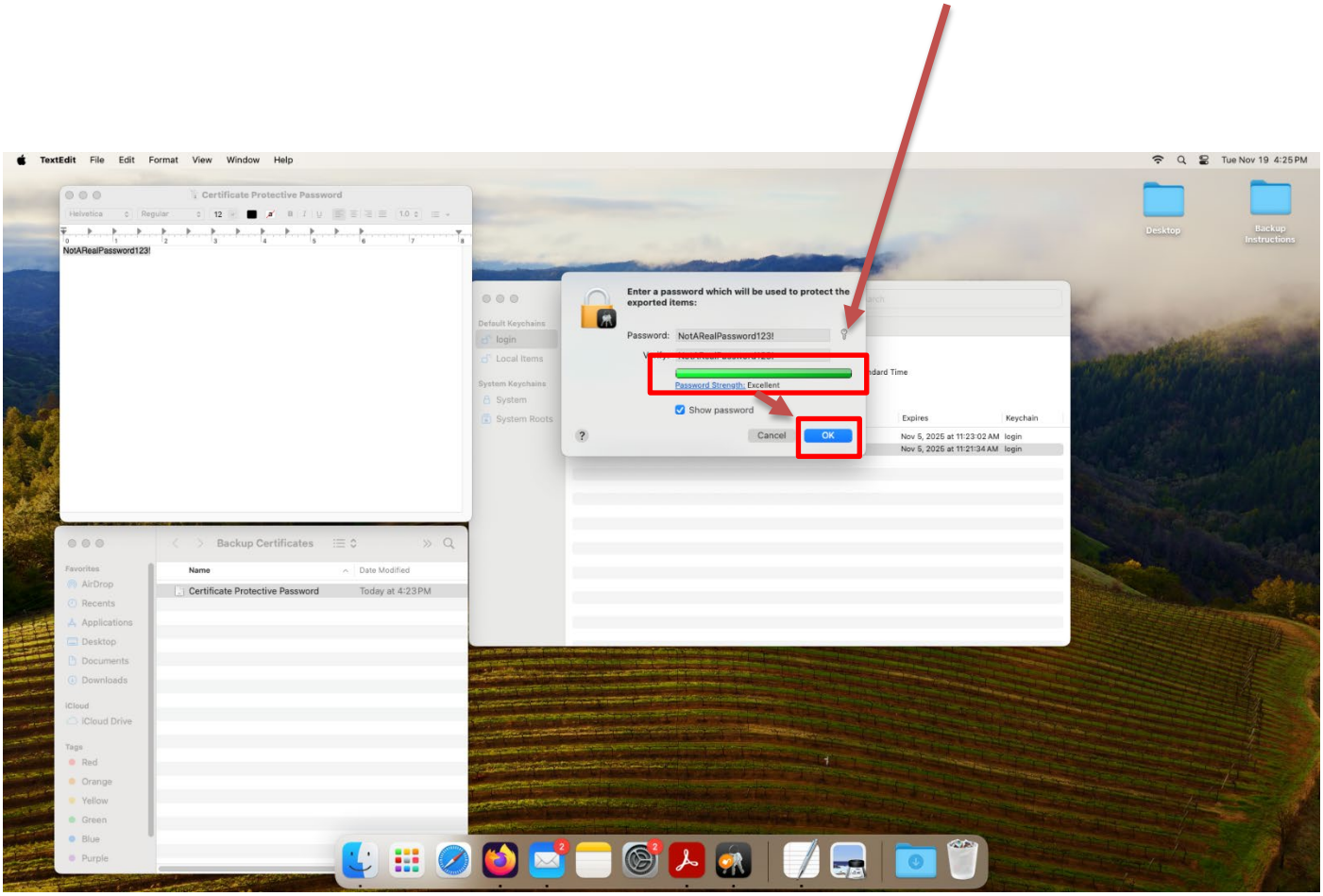
Step 9: Label the file “[Firstname] [Lastname] ID Certificate” as shown below and then click the drop-down arrow next to ‘Documents’. Set the files save location to the folder you previously created on the desktop labeled “ECA Certificate Backup 2024”. Click ‘Desktop’ on the left-hand side, and then select the folder we created earlier. Once the correct folder is selected, press ‘Save’ in the bottom right.



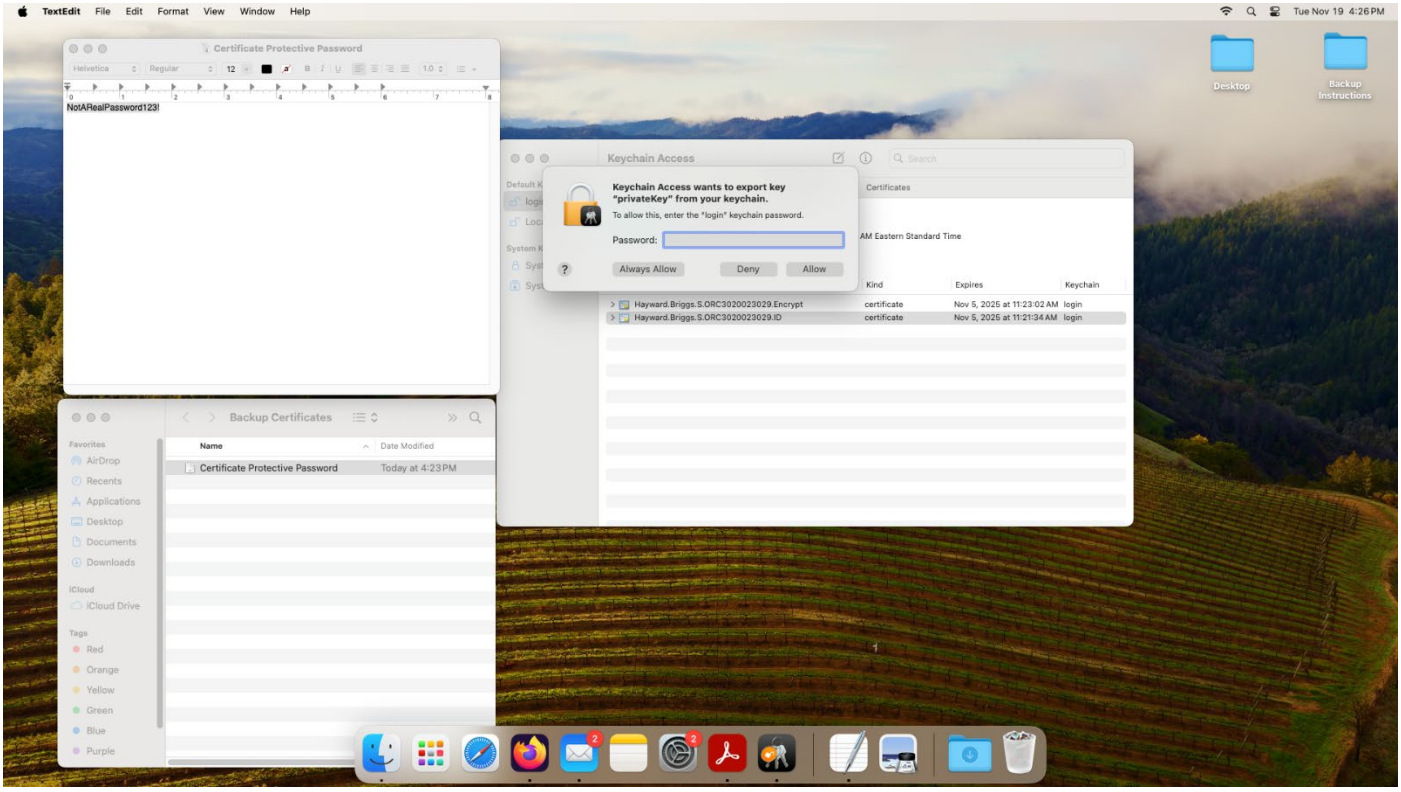
Step 10: Select and highlight the password from the text file you created, right click the password and select ‘Copy’. Paste the password into the password creation popup window.



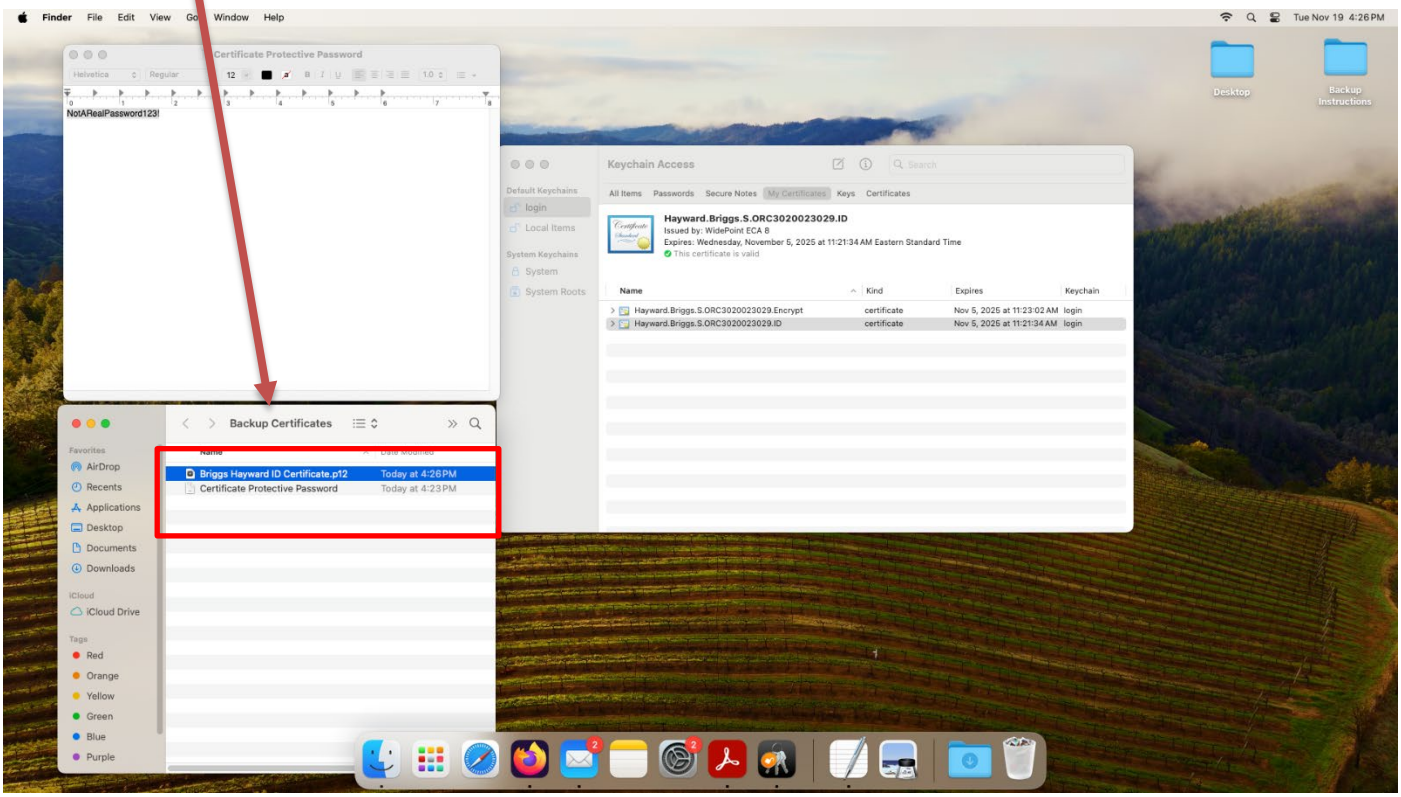
Step 11: Confirm that your password meets the requirements and then click ‘OK’.



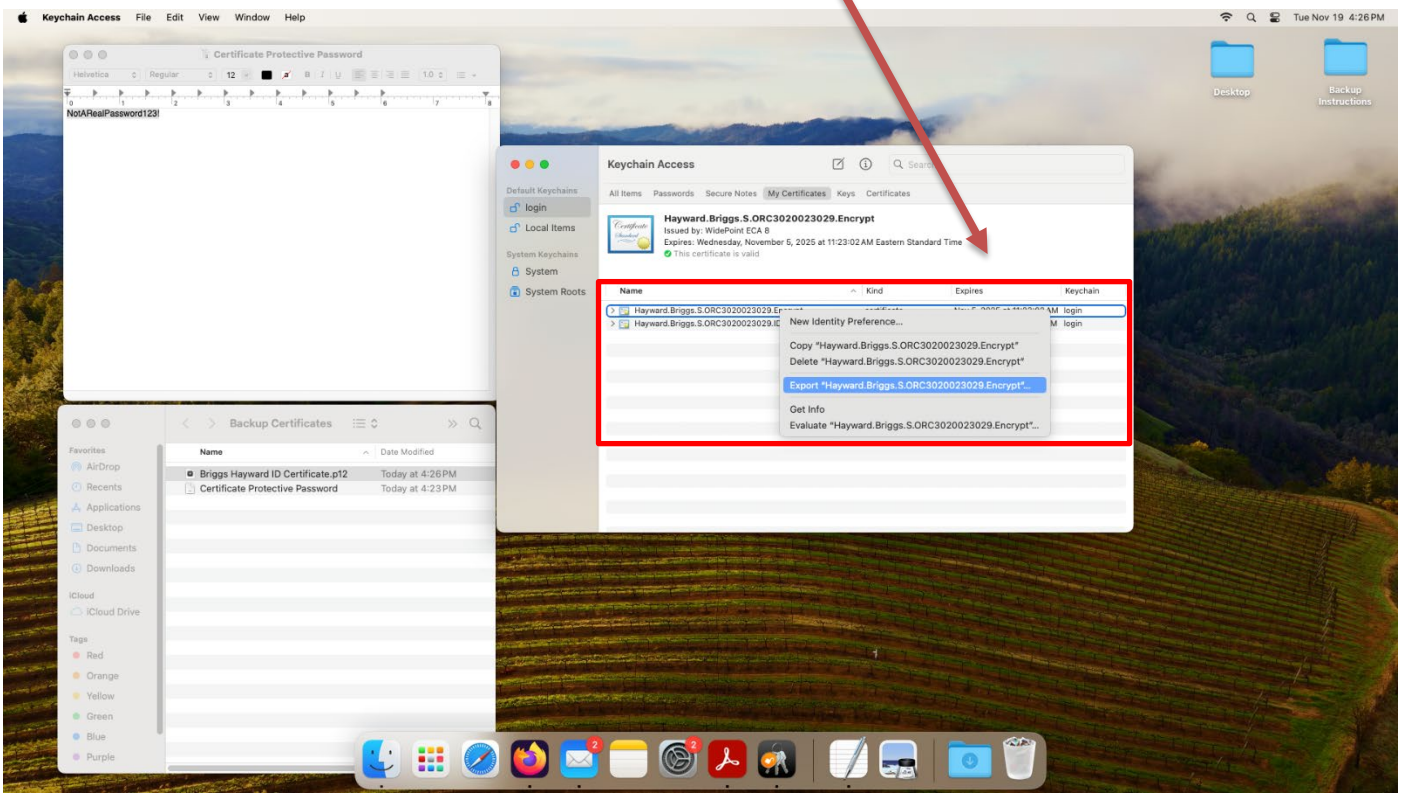
Step 12: Once the password is set you will be asked to type in the Keychain password for your computer. This is NOT the password you set for the certificate. This is a password that is set in the settings of your computer, if you did not change this password previously then this will be the same password you use to login to your computer.



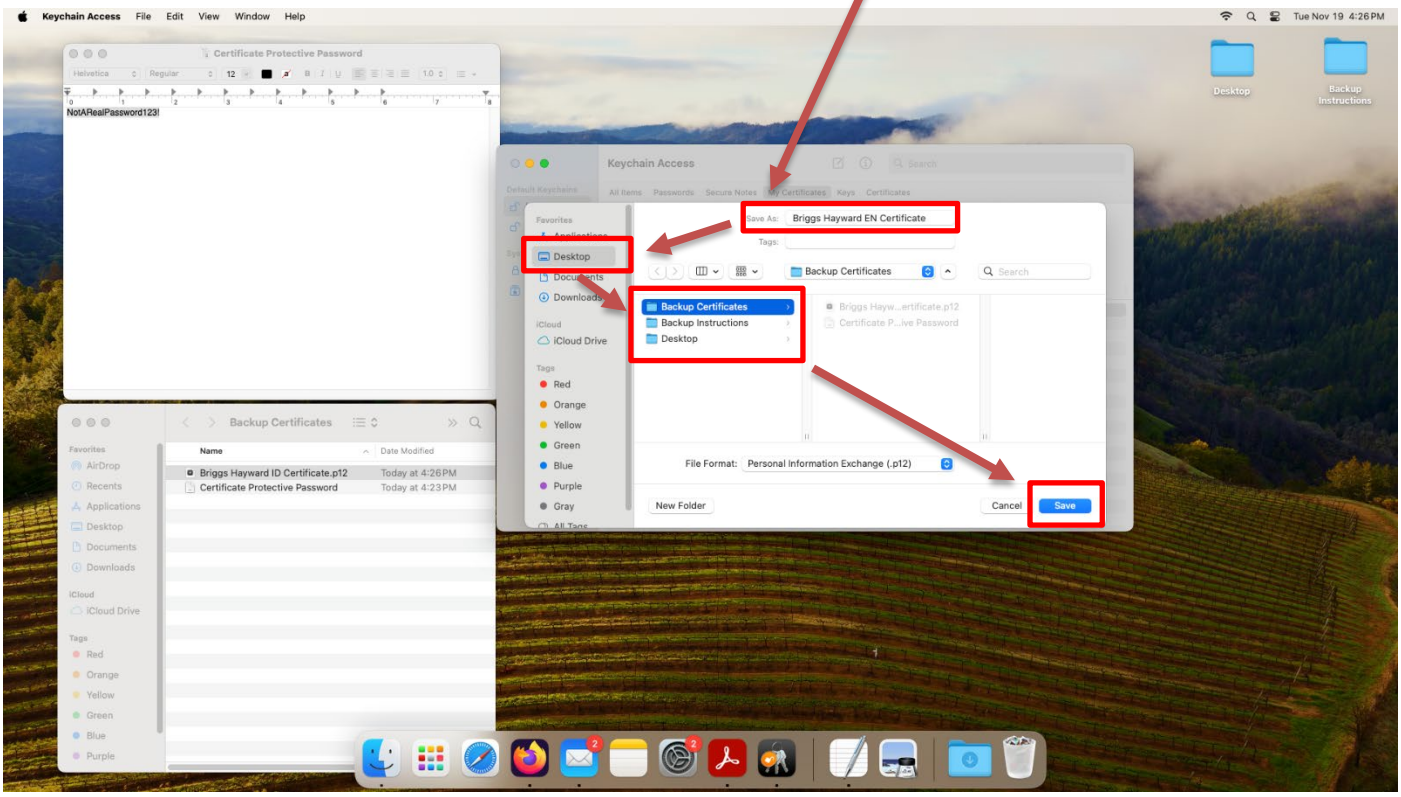
Step 13: Confirm that the newly made backup file is now in the folder we created on the desktop.



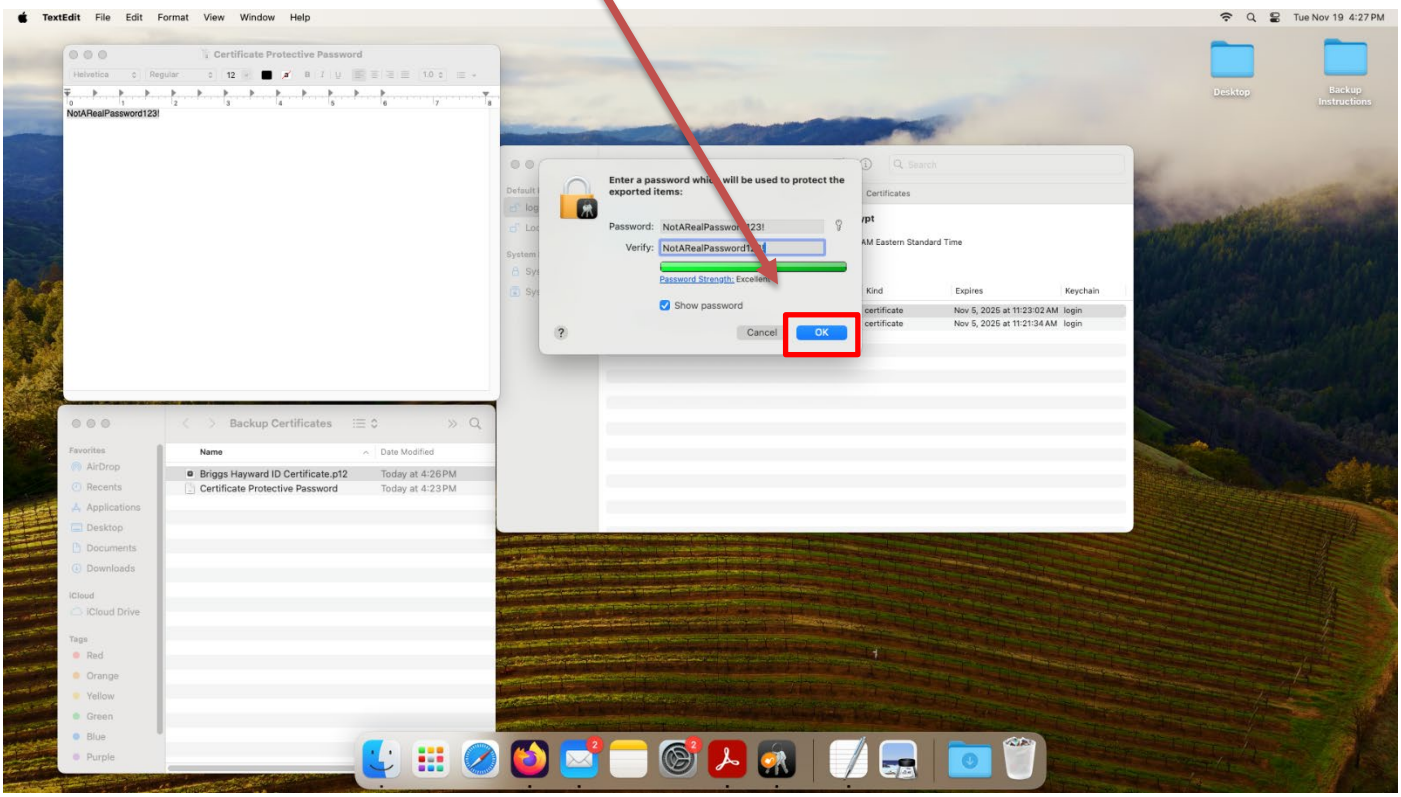
Step 14: We will now do the exact same process again, this time with the .Encrypt certificate. Right click on the certificate that ends in ".Encrypt" and select "Export". You will be able to tell which certificate by finding the one that says Lastname.Firstname.MiddleInitial.ORC[String of numbers].Encrypt
EX: Hayward.Briggs.S.ORC320023819281.Encrypt



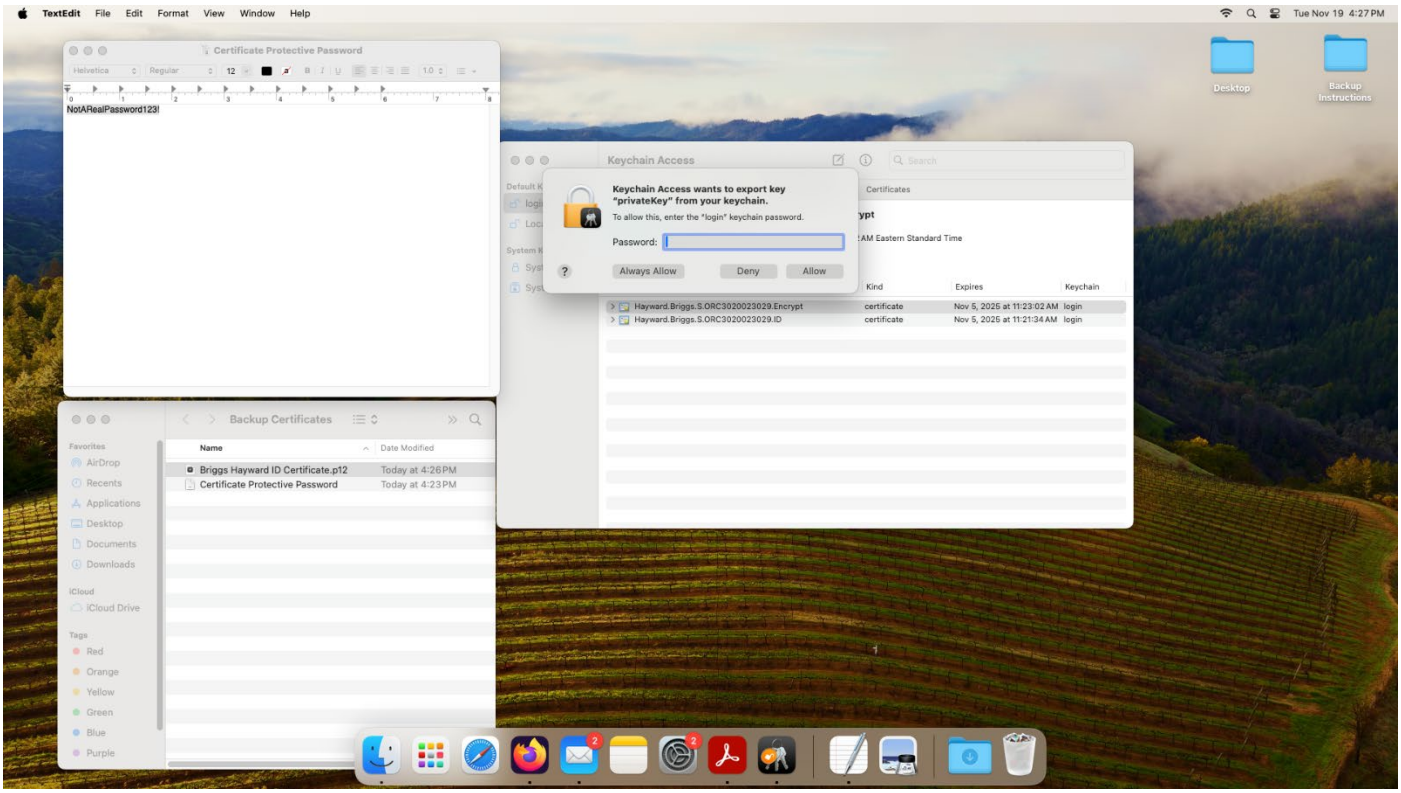
Step 15: Label the file “[Firstname] [Lastname] Encrypt Certificate” as shown below and then click the drop-down arrow next to ‘Documents’. Set the files save location to the folder you previously created on the desktop labeled “ECA Certificate Backup 2024”. Click ‘Desktop’ on the left-hand side, and then select the folder we created earlier. Once the correct folder is selected, press ‘Save’ in the bottom right.



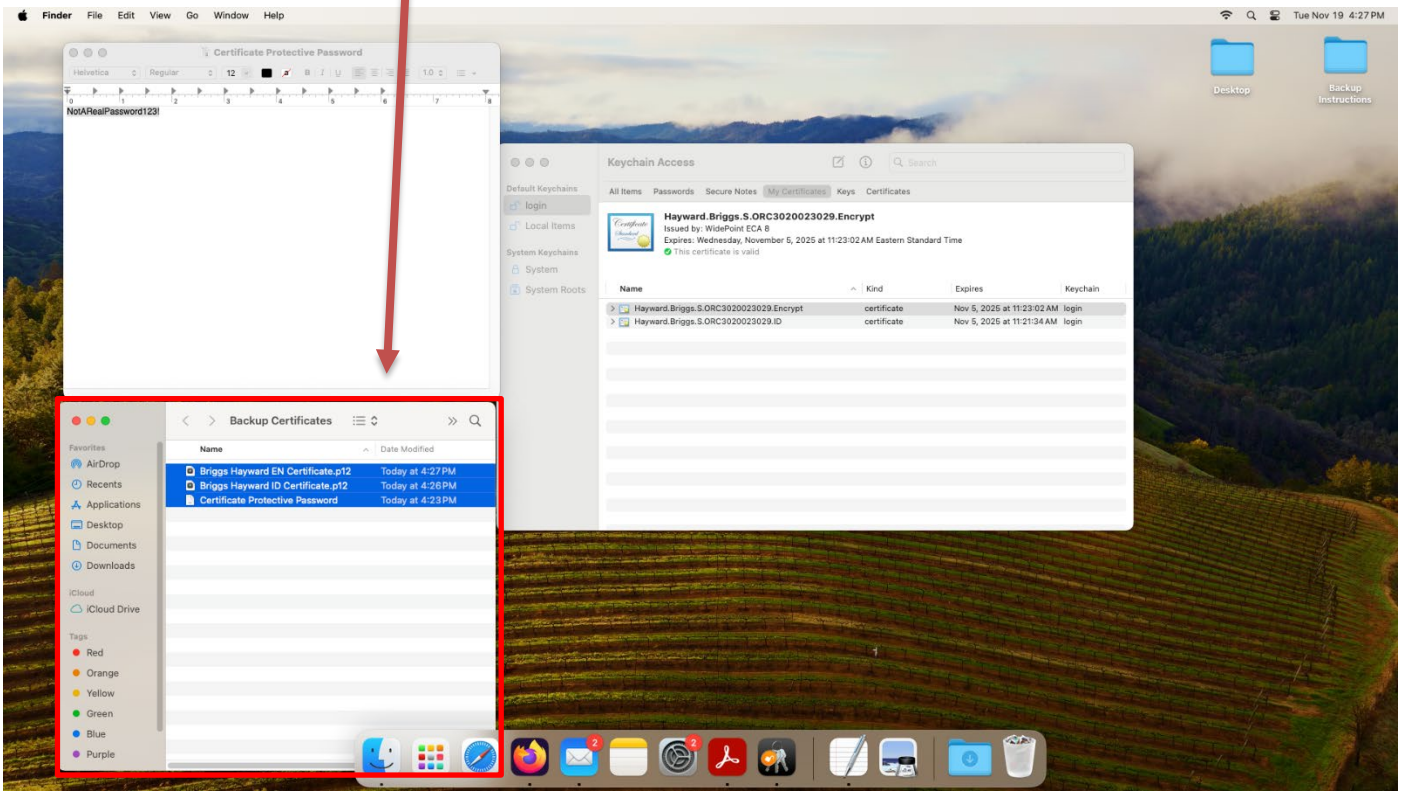
Step 16: Paste the same password into the popup window, the same as we did with the '.ID' Certificate. The password should still be on your clipboard, either copy it from the text file again or select the "Show Password" button to verify that it is still the same password. Once the Password is set, select "OK".



Step 17: Once the password is set 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.



Step 18: Confirm that both certificates have been backed up to the correct folder, and that the text file with the protected password is also with them.



That ends the process of Making a Backup Copy of Certificates on MacOS.

If you need further guidance, please contact wcsc.helpdesk@widepoint.com