

LEGISYM

Express222™ Controlled Substance Ordering System

User Quick Reference Series

Exporting Digital Certificates

This Quick Reference shows you the steps involved in exporting your digital certificate from your internet browser.

INTRODUCTION

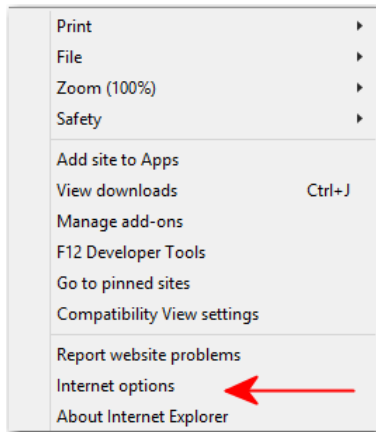
In order to use Express222™'s Remote Certificate Store (RCS) you will need to export a copy of your Digital Signing Certificate (DSC) from your internet browser. It is important to note, that whichever internet browser you originally used to download your certificate from the DEA website, will need to be the same browser on the same computer you used to export it.

PROCESS FLOW DETAILS

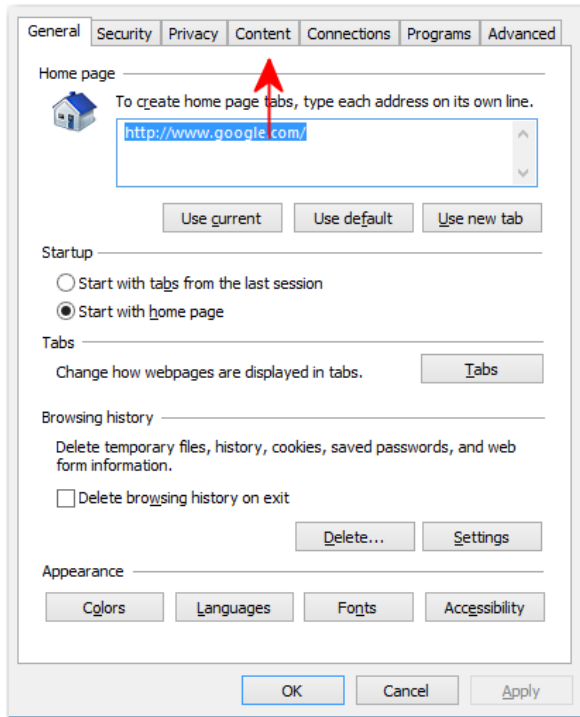
The following outlines the steps to export your certificate from either **Internet Explorer** (page 2) or **Mozilla Firefox** (page 7).

Steps for Exporting from Internet Explorer

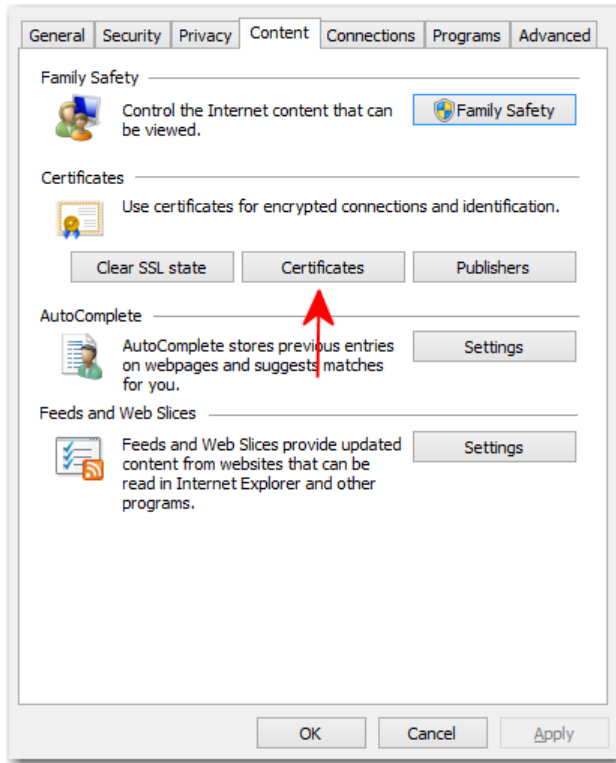
1. With **Internet Explorer** open, click **Settings** (the gear icon in the upper right of the browser) then click **Internet options**.



2. Select the **Content Tab**.

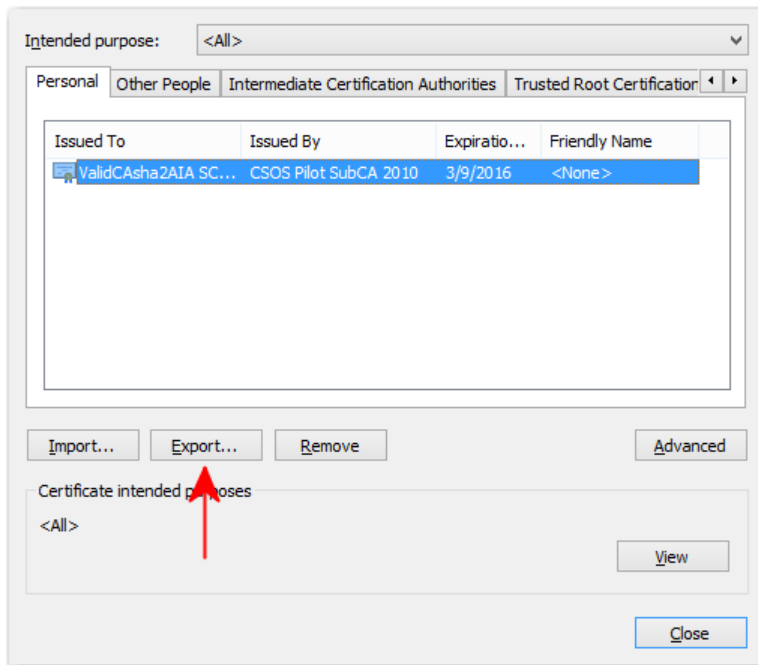


3. Click on **Certificates**.

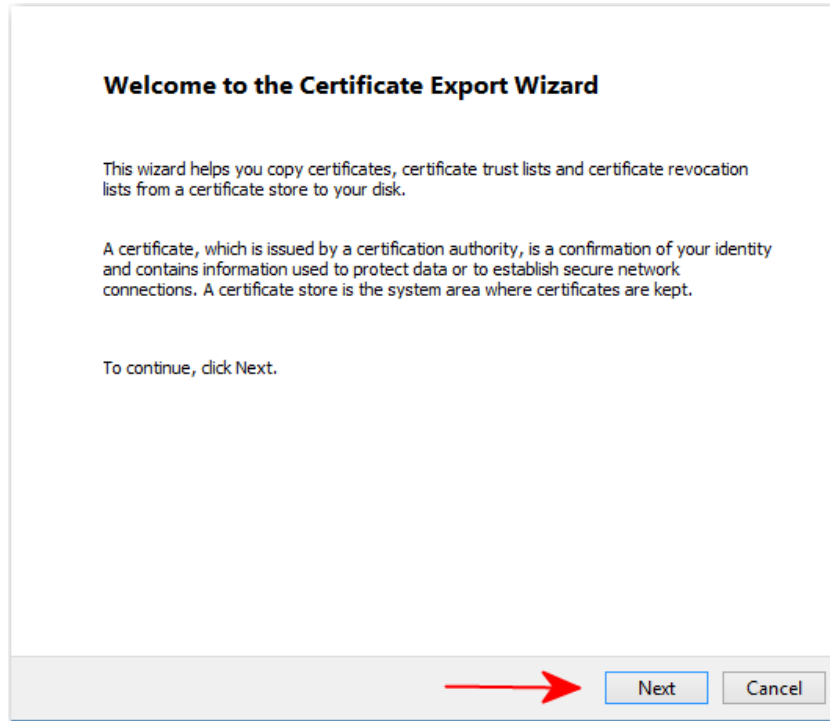


4. Select your **DEA digital certificate** and click **Export**.

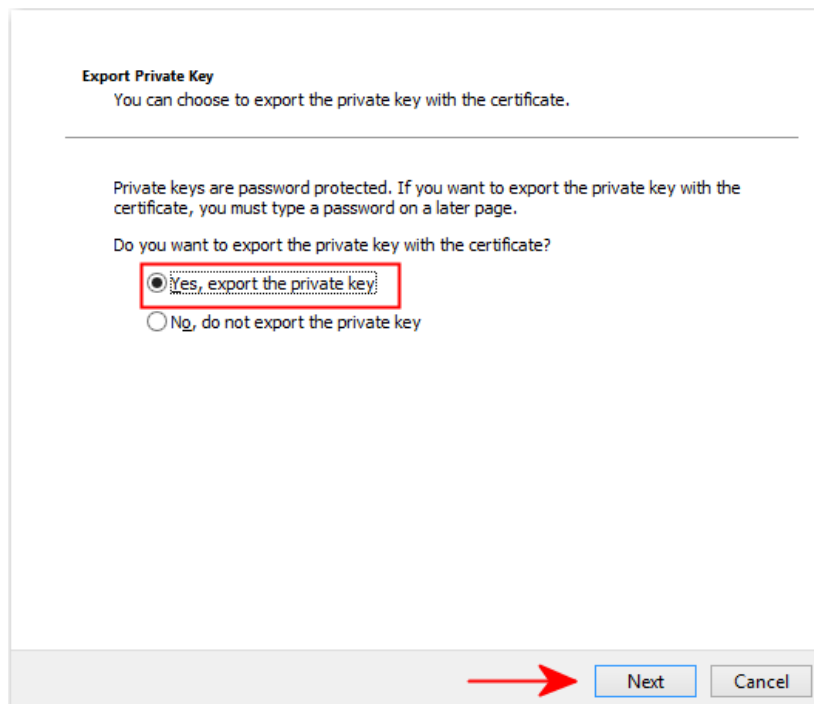
NOTE: Your certificate should not be expired and will usually be issued by CSOS CA.



- When the Certificate Export Wizard opens, click the **Next** button.

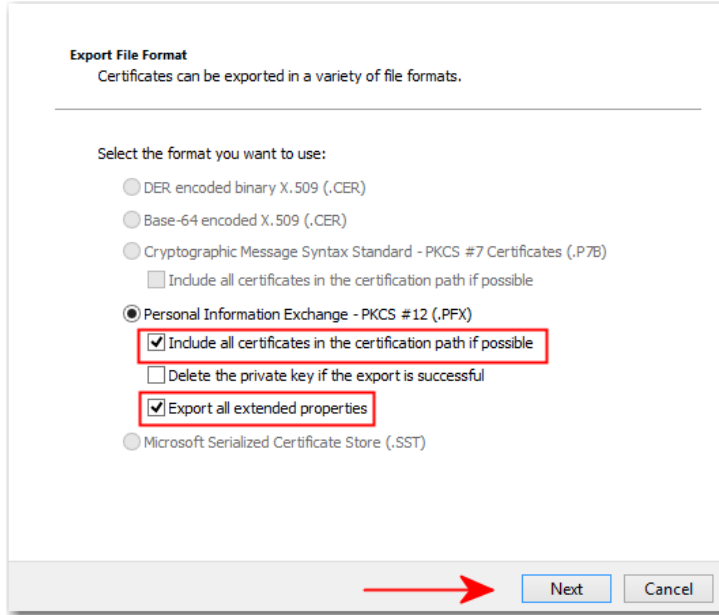


- Select **Yes, export the private key** and click the **Next** button.

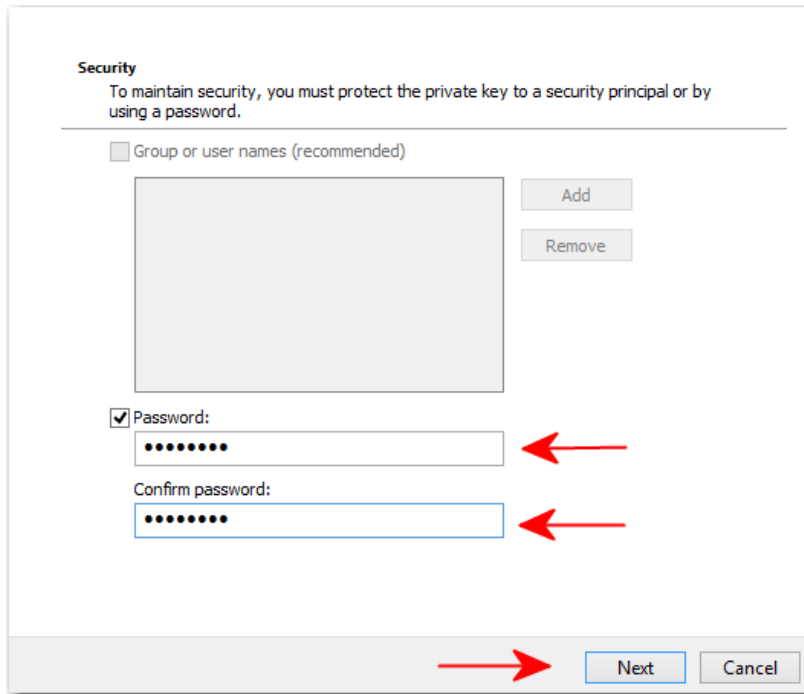


7. Choose **Personal Information Exchange - PKCS #12 (.PFX)** and **select both** of the below options:
 - Include all certificates in the certification path if possible
 - Export all extended properties

Click the **Next** button.

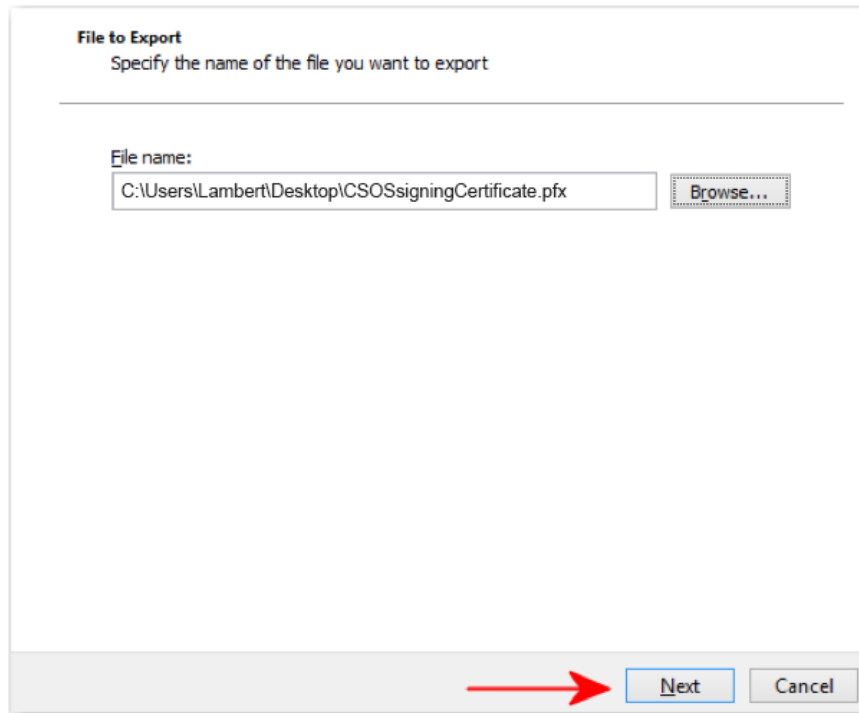


8. **Create a password** to protect the backup copy of your certificate and click the **Next** button.
Note: This password will be required when uploading the certificate to RCS.

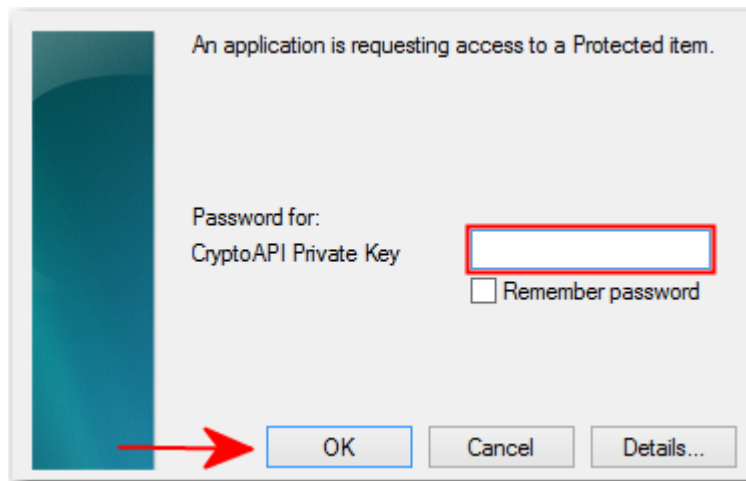


9. **Create a name** for the certificate (*something easily recognizable like 'CSOS Signing Certificate'*), then click the **Browse** button and choose the **Desktop** to save the file in an easily accessible location.

Click the **Next** button.



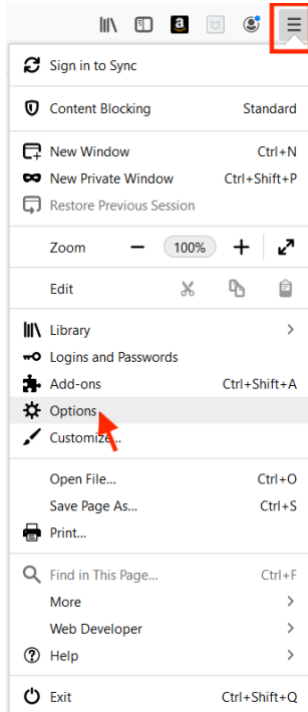
10. If you receive a pop up for private key, enter your private key password (*the CSOS signing password you created when the certificate was originally downloaded*) and click the **OK** button.



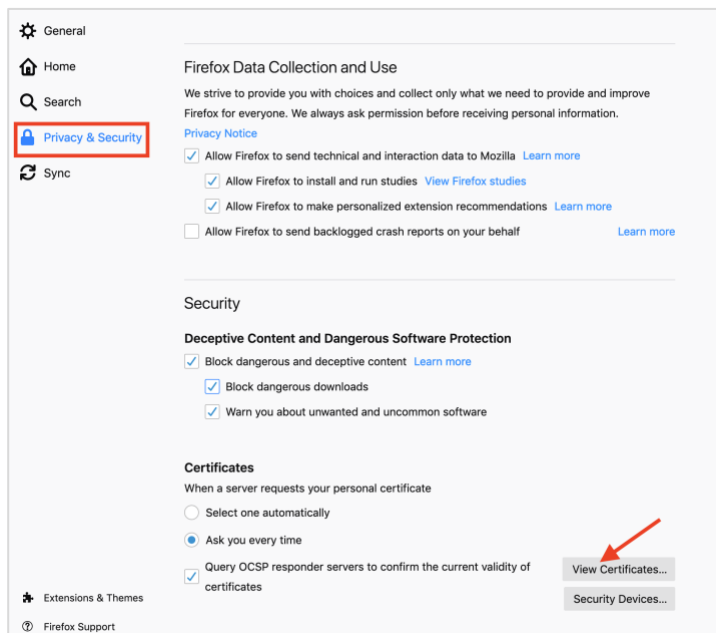
The backup copy of your certificate is now saved to your desktop.

Steps for Exporting from Mozilla Firefox

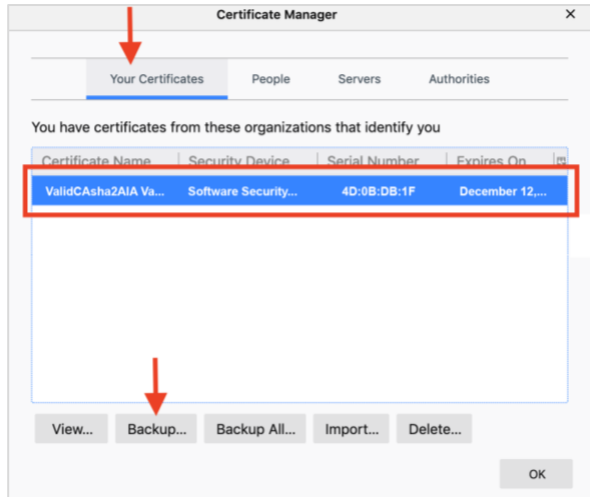
1. With **Mozilla Firefox** open, select **Menu** in the upper right, and click on **Options**.



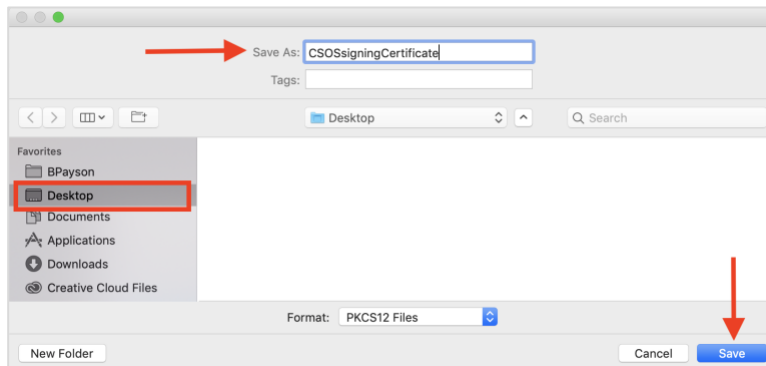
2. Select **Privacy & Security** from the menu on the left. Scroll down to the Certificates section and click the **View Certificates...** button.



- Click on the **Your Certificates** tab and select your **DEA digital certificate**.
With the certificate selected, click the **Backup...** button to start the export process.



- Select the **Desktop** option to save the file in an easily accessible location.
Create a name for the certificate (something easily recognizable like 'CSOS Signing Certificate')



- Create a password** to protect the backup copy of your certificate and click the **OK** button.
Note: This password will be required when uploading the certificate to RCS.



The backup copy of your certificate is now saved to your desktop.