

## **Exporting and Importing the Certificate to Smart card**

### **1. Export Certificate in to a file.**

- Open Internet explorer → Tools → Internet Option → Contents → Certificate (This will display your certificate under Personal Tab.
- Click on the Certificate then click Export. Certificate Export Wizard window will open.
- Click Next → Select → Yes, export private keys
- Click Next → Select Include all certificates in Certificate path if possible and Enable strong protection.
- Click Next and enter password and Confirm Password. (Here password will be your certificate request number)
- Click Next and enter File Name with complete path OR Click Browse → Click Desktop and enter File Name and click Save.
- Click Next and then click Finish

(This will save your certificate as a file with extension .pfx)

### **2. Importing Certificate to Smart Card or USB Crypto Token**

**PRE-Requisite:** Appropriate Reader Drivers should be installed on System

Insert Your Smart card in to reader.

### **2) Importing Certificate through Token Administration (For New Smart Cards and SCR 3310 Reader)**

- Start → Programs → SafeSign Standard → Token Administration (Token Administration Utility window will open)
- Click Digital Ids → Import Digital ID. A new window will appear.
- Digital ID File: Enter the same file name as saved during Export Certificate
- Digital ID Password: Enter the Certificate request number (As done for Export Certificate) and press OK
- Enter PIN: Enter PIN of your Smart Card e.g. 1234 and press OK