Digital Certificate **Renewal**(Windows Vista and Windows 7)

STEP 1 (must be done before *renewing* the certificate)

Run IE as Administrator

Right-click on the Internet Explorer (IE) icon *Run as administrator*. The way to do so differs slightly between Vista and Windows 7.

VISTA	**WINDOWS 7**

Choose *Allow* when prompted.

You may get this popup window if you aren't a local administrator.

Contact your Administrator if you get this prompt. They will need to provide you with temporary administrative privileges in order to proceed.

Once Internet Explorer opens up, in the toolbar at the top of the browser, select *Tools* and then *Internet Options* from the drop down list.
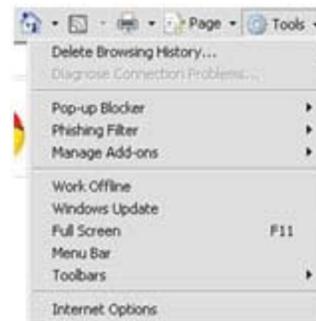
Click on the *Security* tab and then on the *Sites* button.

The **Trusted Sites** window is now displayed with the Verisign website entered into the first field. If it is not pre-filled, type in https://onsite.verisign.com.

When finished, click the *Add* button.

Click *Close* after you've added https://onsite.verisign.com as a trusted link.

Now it is time to install the Root. Go to the following website:

> https://onsite.verisign.com/services/
> MIBITSecurityPKI/digitalidCenter.htm

Click *INSTALL CA*.

Click *Open* when prompted.

A new window will open.

Click *Install Certificate*.

The Import Wizard will pop up.

Click *Next*.

Make sure *Place all certificates in the following store* is highlighted.

Click *Next*.

Then, click the *Browse* button and choose *Trusted Root Certification Authorities*. Then, click *OK*.

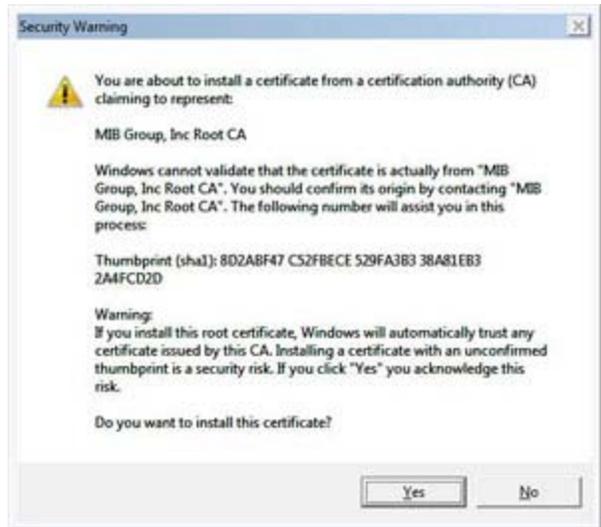The *Completing the Certificate Import Wizard* screen will appear.

Click the *Finish* button.

You have completed the Installation of the Root Certificate Authority (CA).

Click *Yes* to accept the Security Warning.

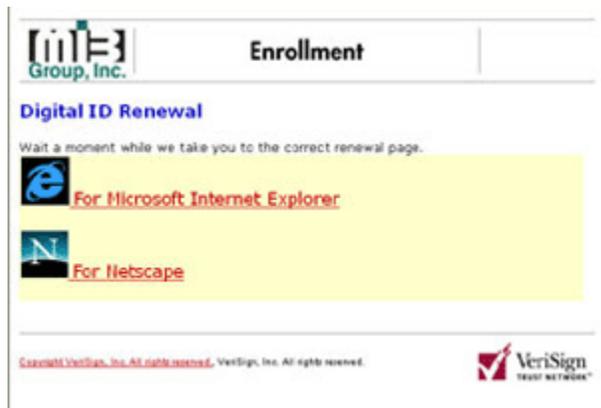You have completed the Installation of the Root Certificate Authority (CA).

STEP 2

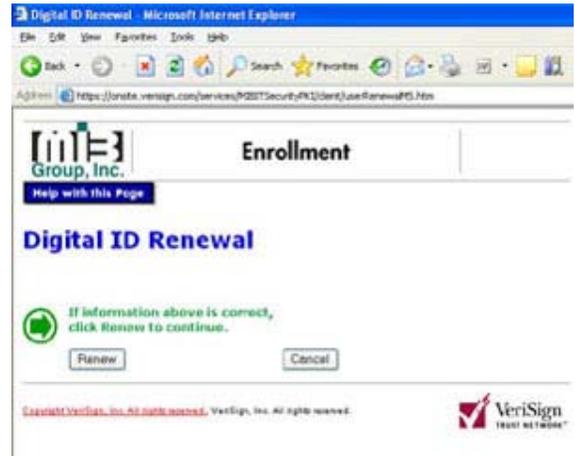Access the Verisign Enrollment site to renew your Digital ID:

https://onsite.verisign.com/services/ MIBITSecurityPKI/client/userRenewal.htm

Note: The URL is case sensitive; you must key it in exactly as it is shown.

Select the link for Microsoft Internet Explorer.

STEP 3

Click *Renew*.

STEP 4

This screen appears. Be sure that any other open applications are minimized as the pop up window may be hidden behind them.

Click *Renew*.

STEP 5

This screen appears to allow you to set the security level.

Click *Set Security Level*.

STEP 6

This screen appears to choose the security level.

Select *High*.

Click *Next*.

STEP 7

Now you will create a password for this certificate.

A password can consist of any alphanumeric values, however, it is case sensitive.

A password for Vista or Windows 7 must be at least 8 characters

Note: Depending on your permission level, the area beside Password for: may be grayed out. If it is blank, key in your first initial and your last name.

Re-key your password for confirmation.

The password you create is confidential; do not share it with anyone, and please remember it as you will need it to renew your Digital ID.

Click *Finish*.

STEP 8

This screen appears. Confirm that the security level is set to High.

Click *OK*.

STEP 9

This *Congratulations* web page appears indicting that your Digital ID has been successfully renewed.

The next step is to remove the old certificate.

STEP 10

In the toolbar at the top of the browser, select *Tools* and then *Internet Options* from the drop down list.

This screen will appear.

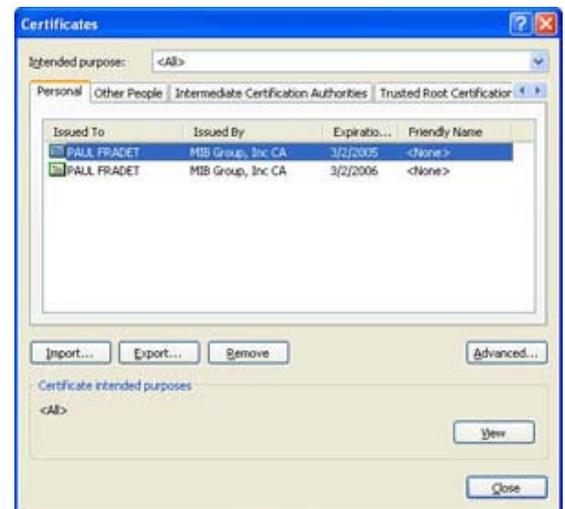Click on the *Content* tab.

STEP 11

This screen appears.

Click on *Certificates* in the middle of the screen.

STEP 12

The certificates installed on your computer show in this next screen.

Click on the older of the two certificates, and then click *Remove*.

STEP 13

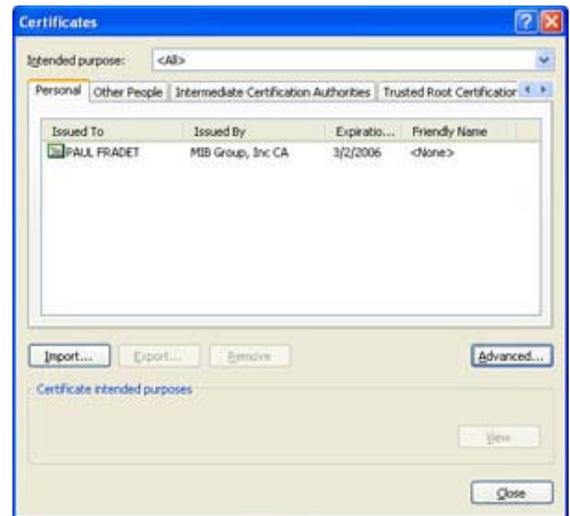This alert message asks if you want to delete the certificate you have selected.

Click *Yes*.

STEP 14

Now, only the most recently installed certificate appears on the screen.

Click *Close*.

STEP 15

WEB-TERM users:
In order to fully activate your renewed digital ID, please access ://www.knowledgenow.com and click on "WEB-TERM".

WEB-DIRECT users:
If you are a WEB-DIRECT client, then you must export your certificate to the appropriate directory in your application.

Please follow this link to get to the export instructions:
 ://www.mib.com/registrations/html/exportinstructions.html

After completion, the submission of your first transaction to MIB will activate your renewed digital ID. If you require assistance, please contact MIB Help Desk/Customer.
Congratulations, you are done!

For more information, contact us at
the Member 800 Number, option 1
or
email helpdesk@mib.com

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