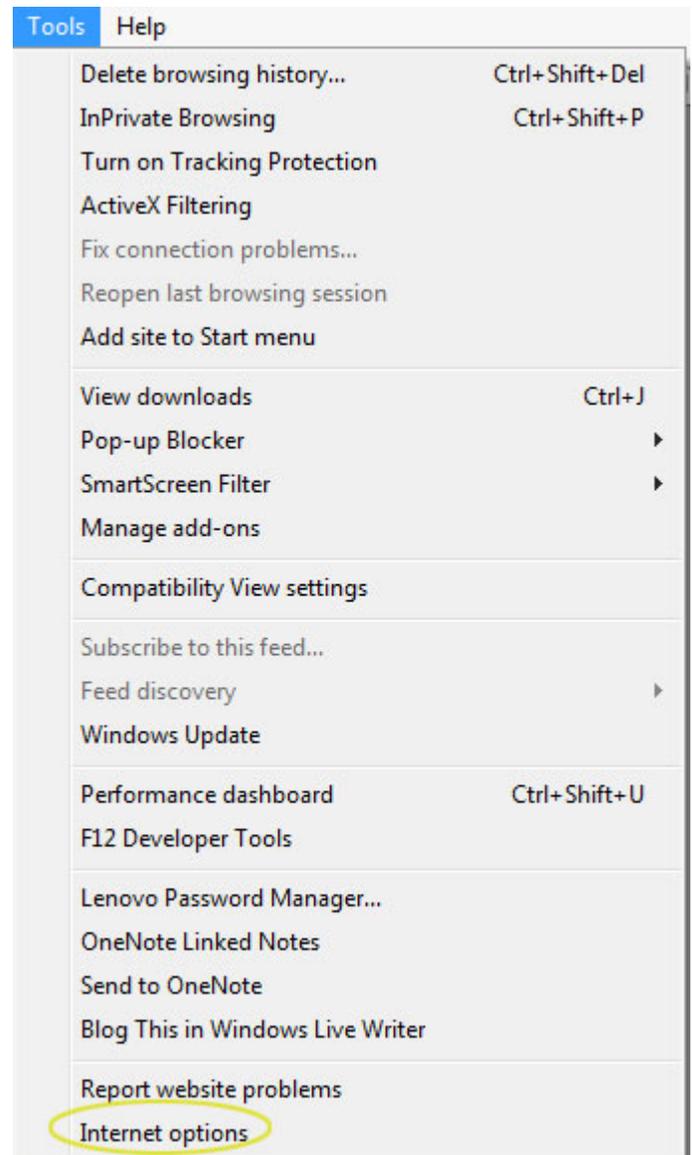


Export Digital Certificate from Internet Explorer

*****Note: Users may require Local Administrative Privileges in order to successfully export the certificate.*****

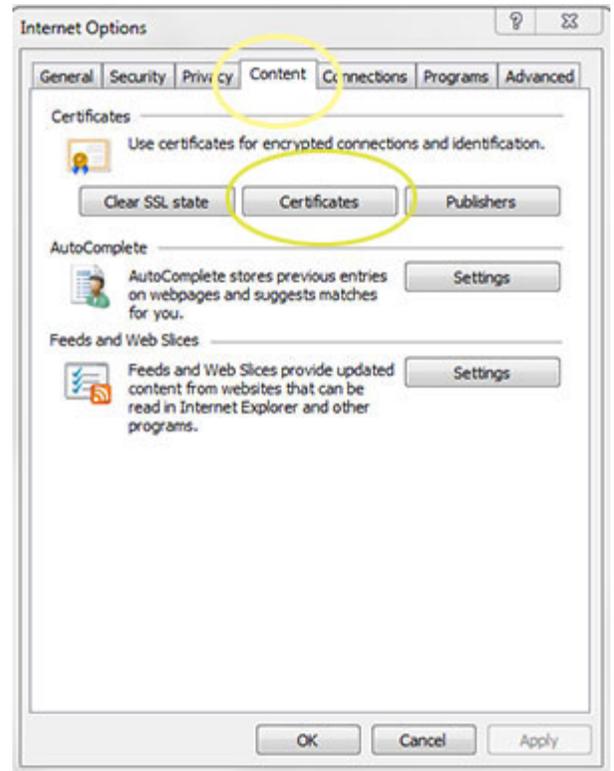
STEP 1

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



STEP 2

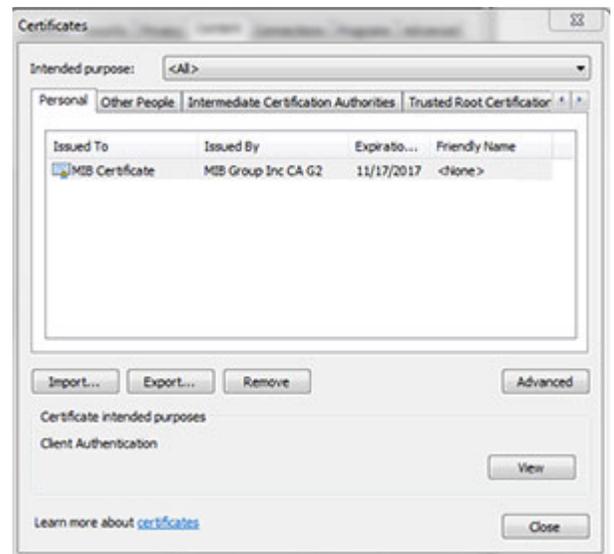
Click on the **Content** tab and then on the **Certificates** button.



STEP 3

Click on your certificate to highlight it.

Click the **Export** button.



STEP 4

The Certificate Export Wizard will begin.

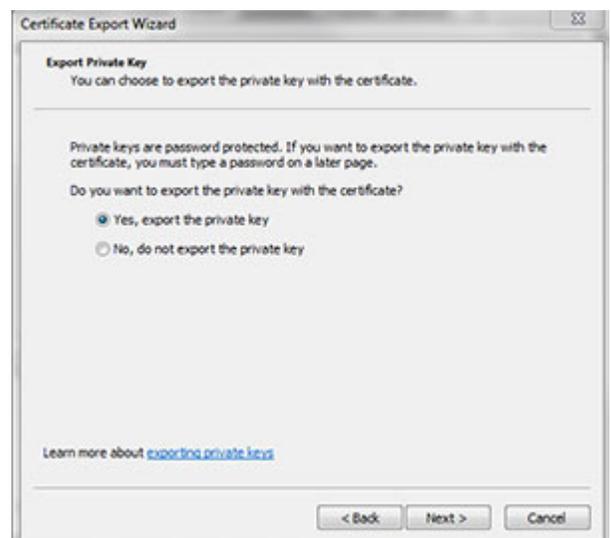
Click the **Next** button.



STEP 5

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

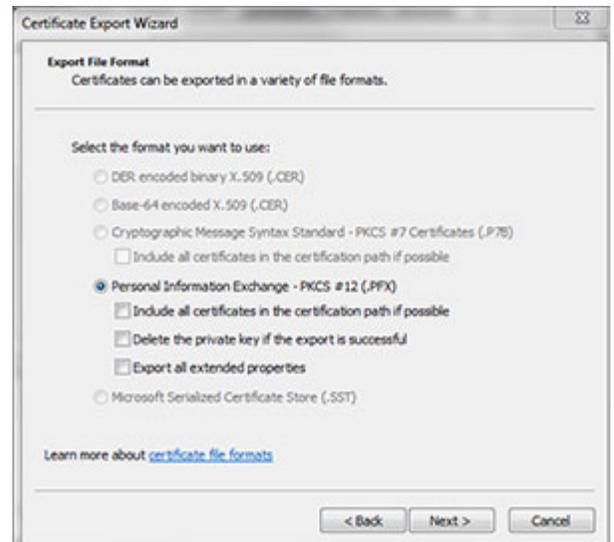
*****Note: If this option is grayed out, the user does not have the necessary permissions to export the certificate. Local Administrative Privileges may need to be granted to the user.*****



STEP 6

Select "Include all certificates in the certification path if possible" and "Export all extended properties" and click **Next**.

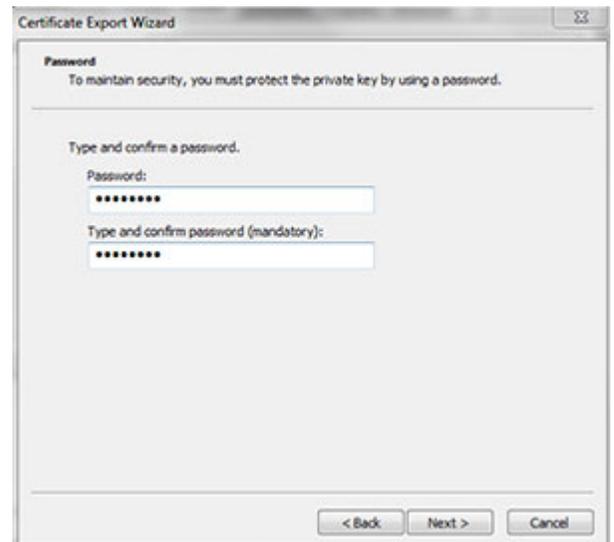
If the Export File Format selected **is not** Personal Information Exchange – PKCS #12 (.PFX), then the option "**Yes, export the private key**" was not selected in Step #5.



STEP 7

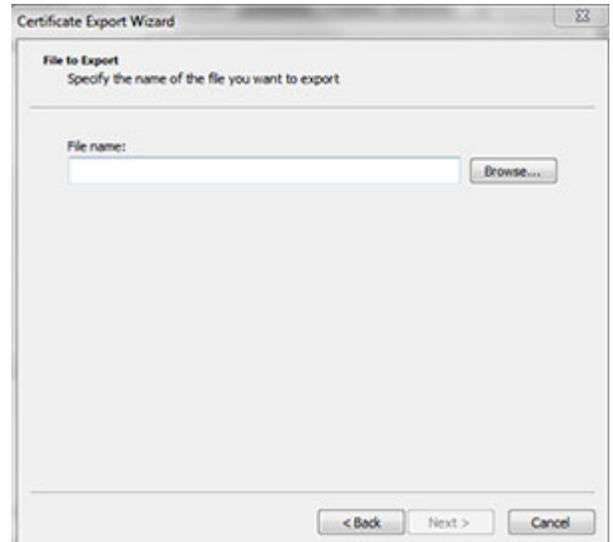
Create a password and then type it again to confirm (this can be the existing password or can be a new password).

Click the **Next** button.



STEP 8

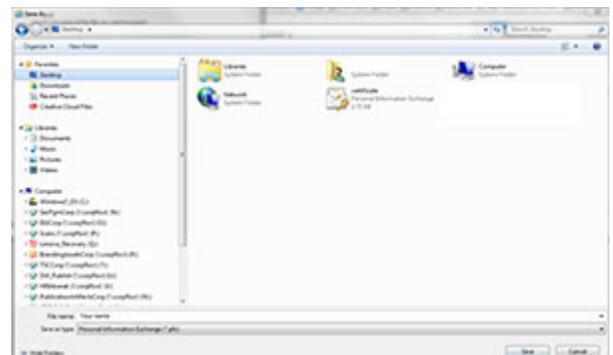
Click the **Browse** button and navigate to the location you want to export the certificate to.



STEP 9

Type a name in the "File name" field to identify the certificate (i.e., first and last name of user, last name and company symbol, etc.)

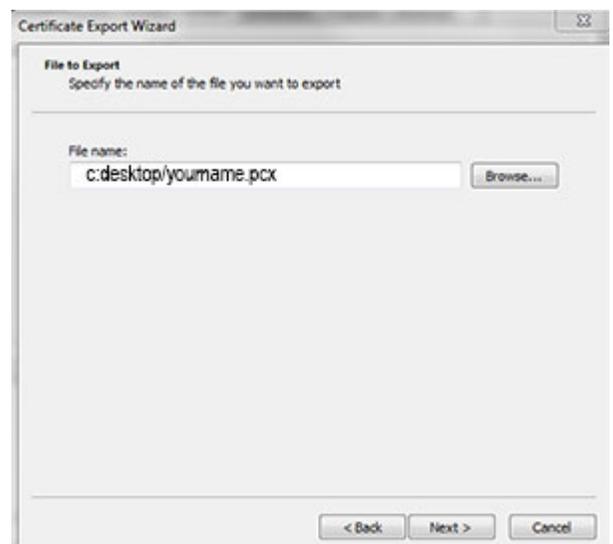
Click the **Save** button.



STEP 10

The path indicating the location where the file will be saved appears.

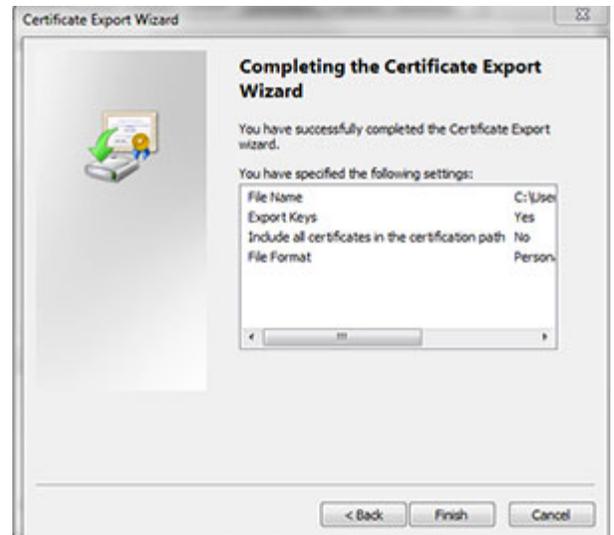
Click the **Next** button.



STEP 11

The Certificate has been exported.

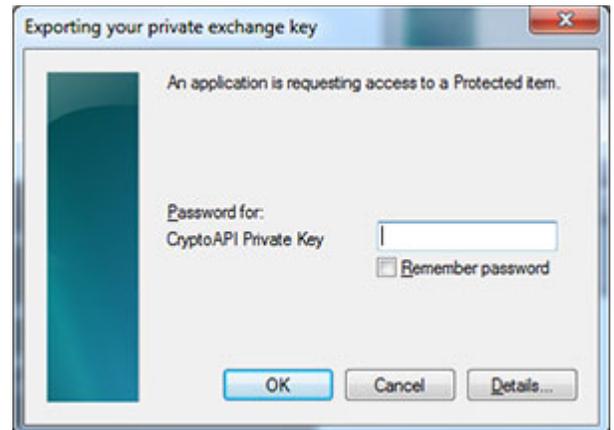
Click the **Finish** button.



STEP 12

You may be prompted to enter your old password.

(Do not select "Remember password" as this option has been disabled.)

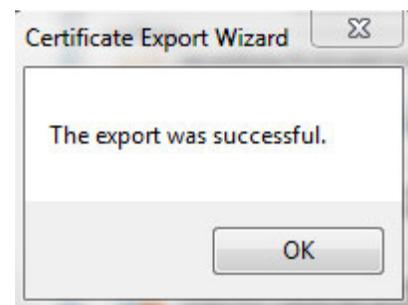


STEP 13

A message should appear saying that the export was successful.

To return to Internet Explorer:

- Click the **Close** button on Certificates window.
- Then, click **OK** on the Internet Options window



STEP 14

After successfully exporting the file, save a copy of this file to **a known secure location**. This could possibly eliminate the need for a passcode reset in the event of future login issues.

HelpDesk/Customer Service
call the Member 800 Number,
option 1
or
e-mail helpdesk@mib.com