

Obtaining Your Digital Certificate

STEP 1 -

Once you have received your passcode, go to the following url:

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

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

It will bring you to the MIB Digital ID Center at VeriSign.

Click on ENROLL.



STEP 2

Complete the Enrollment form by filling in all **required** fields.

*****Note: Disregard the VeriSign example and enter the info in UPPER CASE.*****

- o FIRST NAME
- o LAST NAME
- o Your EMAIL ADDRESS
- o The PASSCODE found in the Certified Letter sent by MIB
- o Your UID
- o A Challenge Phrase

Important Notes:

- Your email address must match what you provided MIB on your original application.
- Your Challenge Phrase is confidential; do not share it with anyone, and please remember it as you will need it to renew your Digital ID.

Enter your Digital ID information

Fields marked with an asterisk (*) are included with your Digital ID and are visible in the certificate's output.

First Name: * (required) <small>No spaces or middle initial allowed (Example: Jack B.)</small>	<input type="text"/>
Last Name: * (required) <small>(Example: Doe)</small>	<input type="text"/>
Your E-mail Address: (required) <small>(@mip@...@verisign.com)</small>	<input type="text"/>
Passcode: (required)	<input type="text"/>
UID: * (required)	<input type="text"/>

Challenge Phrase
The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. Do not lose it. You will need it when you want to revoke or renew your Digital ID.

Enter Challenge Phrase: (required)
Do not use any punctuation.

Options: Enter Comments
In some cases, your administrator will instruct you to enter Sensitive Information known only to you and the administrator in this field. This administrator uses this shared secret to verify that only you are submitting the application. This statement will not be included in your Digital ID.

If all the information above is correct, click **Submit** to continue.

- The **Optional: Enter Comments** field is not required.

Press Submit once all required fields are entered.

STEP 3

This screen appears asking you to confirm your email address, plus gives you the opportunity to change it if it had been entered incorrectly.

Click OK to confirm your email address.



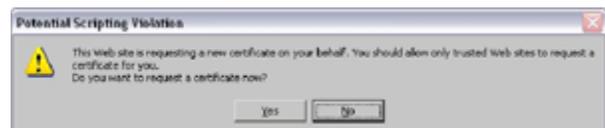
STEP 4

This screen appears asking if you want your certificate.

*****Note: The Potential Scripting Violation is a Microsoft® warning; please disregard. For details on this warning, refer to MS Security Bulletin 0247. This is actually asking if you want your certificate.*****

Clicking "Yes" will generate your Digital Certificate.

Click Yes.



STEP 5

This screen appears asking to install and run the VeriSign Configuration Checker.

*****Note: Depending on your browser configuration, this window may not appear.*****

The configuration checker is verifying that your system will function with a VeriSign Digital Certificate.

Click Yes.



STEP 6

If your browser security is set to less than High, this screen will appear.

Click on Set Security Level.



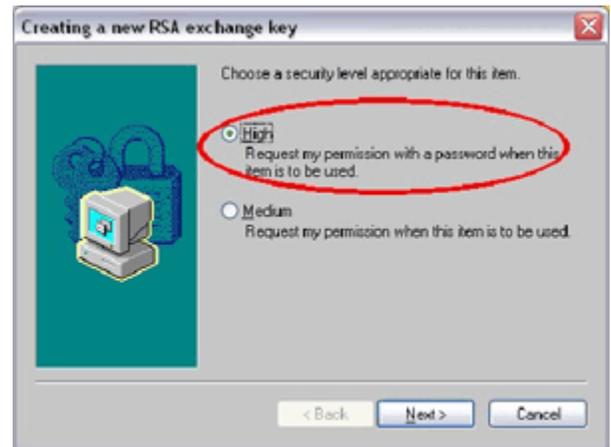
STEP 7

This screen appears.

*****Note: The Creating a new RSA exchange key message indicates that a public key (your Digital ID) is being created.*****

Click on High.

Click on Next.



STEP 8

This screen appears for you to create a Password.

*****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.*****

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

Rekey your Password for confirmation.

Click Finish.



STEP 9

This screen appears.

Click OK.



STEP 10

This screen appears.

*****Note: Again, the Potential Scripting Violation heading is a Microsoft® warning. Ignore and see the previous note for further information. This message is actually asking if you want to add your certificate to your browser.*****

Click Yes.



This 'Congratulations' web page appears indicating that your Digital ID has been successfully generated and installed.

Print this page for your records and close the window.

*****Note: If you get a Password Mismatch error during enrollment, go back to Step 23 and make sure you entered everything in UPPER CASE.*****



Questions?

If you have any questions or require assistance in the installation of your VeriSign Digital ID, contact MIB's Help Desk at 1-800-343-7404, option 1, or email them at helpdesk@mib.com.

For more information, contact us at
helpdesk@mib.com

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