

Import a Digital Certificate to Internet Explorer

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

STEP 1



Place the exported certificate onto the desktop of the machine it is to be installed on.

STEP 2

Double click the exported file.

The Certificate Import Wizard window will start.

Click the **Next** button.

*****You can also right click the exported file and select Install PFX from the pop-up menu that appears.*****



STEP 3

The file name field should show the certificate that was exported. If not, click the **Browse** button and locate the exported file.

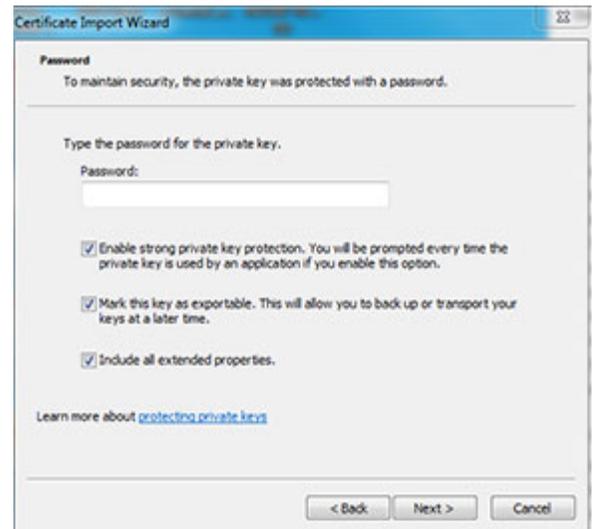
Click the **Next** button to continue.



STEP 4

Enter the password you typed in Step 7 of the Export Instructions. Make sure you select "**Enable strong private key protection**", "**Mark this key as exportable**", and "**Include all extended properties**".

Click the **Next** button.



STEP 5

Select "**Automatically select the certificate store based on the type of certificate.**"

Click the **Next** button.



STEP 6

Click the **Finish** button.



STEP 7

Set security level screen will appear.
Click on the **Set Security Level** button.

*****SECURITY LEVEL MUST BE CHANGED
FROM MEDIUM TO HIGH.*****



STEP 8

Change the Security Level to High.

Click the Next button.

*****SECURITY LEVEL MUST BE CHANGED
FROM MEDIUM TO HIGH.*****



STEP 9

You will be prompted to create a password for your certificate.

*****A password must be at least 8 characters long and contain a combination of at least 3 of the following characters: uppercase letters, lowercase letters, numbers, symbols*****

Re-key your password for confirmation.

Click **Finish**.



STEP 10

The next window should show the Security Level is now set to **High**.

Click the **OK** button.



STEP 11

A message should appear saying that the import was successful.



STEP 12

Delete the exported cert from the desktop or move it to **a known secure location**.

STEP 13

Log onto KnowledgeNow by launching an Internet Explorer browser window and going to <https://www.knowledgenow.com>.

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

1/27/16