

CSOS Certificate Import Instruction For Internet Explorer Version 6 and up

These instructions may vary slightly from computer to computer.

1. Browse to the location of the Certificate and double click on it.
2. Click **Next** at the Certificate Import Wizard.
3. (If necessary) If the correct certificate file name is not present, click Browse and locate the certificate. Click **Next**.
4. Enter the password for the certificate. This is the password entered by the Certificate owner during Certificate creation. If no password was set, leave the password field blank.
 - Select "Enable strong private key protection..."
 - Select "Mark the private key as exportable"
 - Select "Include all extended properties"
5. Verify that "Automatically select the certificate store based on the type of certificate" is selected and click **Next**.
6. At the Completing the Certificate Import Wizard screen, click **Finish**.
7. At the Importing a new private exchange key screen, select **Set Security Level**.
8. Select "High" and click **Next**.
9. Enter the name of the certificate owner in the Password for field. This field may be grayed out, which is OK.
10. Enter a password and confirm it.
 - **Only the owner of this certificate may enter this password.**
 - The password should be at least 8 characters long, should include at least one number, and should be known only by the Certificate owner.
 - Please remember this password and do not share it with anyone.
 - If this password is forgotten, lost, or compromised, the Certificate must be revoked and a new one must be issued.
11. Back at the An application is creating a Protected item screen, click **OK**.
12. At The import was successful prompt click **OK**.

Repeat these steps if you have another certificate to import.