

CSOS Certificate Export Instruction For Internet Explorer Version 8 and up

These instructions may vary slightly from computer to computer.

1. In the Internet Explorer menu bar, select Tools -> **Internet Options**.
2. Switch to the **Content** tab.
3. Click the **Certificates** button.
4. Select the Certificate to export and click the **Export** button.
5. At the Certificate Export Wizard screen, click **Next**.
6. At the Export Private Key screen, select "Yes, export the private key" and click **Next**.
7. Verify that the "Personal Information Exchange - PKCS #12 (.PFX)" option is selected.
8. Check "Include all certificates in the certification path if possible" and "Export all extended properties."
9. Click **Next**.
10. At the Password screen, type and confirm the password associated with the Certificate.

This password was created by the Certificate owner while retrieving his/her Certificate (this is not the Access Code Password).
11. Click **Next**.
12. At the File to Export screen, click **Browse**.
13. Select a location to export the file to.

To save the file to your desktop, select **Desktop** in the left pane.

To save the file to a flash drive, switch the 'Save in' drop down list to **Removable Disk**.

14. Enter a name for the Certificate file in the 'File name:' field.

Signing Certificates could be named "CSOS Ordering", "CSOS Signing", or use your DEA Registration number.
Administrative Certificates could be named "CSOS Admin".

15. Verify that the 'Save as type' option is set to "Personal Information Exchange (*.pfx)".

16. Click **Save**.

17. Back at the File to Export screen, click **Next**.

18. At the Completing the Certificate Export Wizard screen, click **Finish**.

19. (If prompted) At the Exporting your private exchange key! screen, re-enter the Certificate password and click **OK**.

20. At the The certificate was successfully exported screen, click **OK**.

If you receive an error stating that the private key was not exportable, an incorrect Certificate password was entered. You may attempt the export again.

Repeat these steps if you have another certificate to export.