

Certificate Retrieval

Instructions

for external customers using

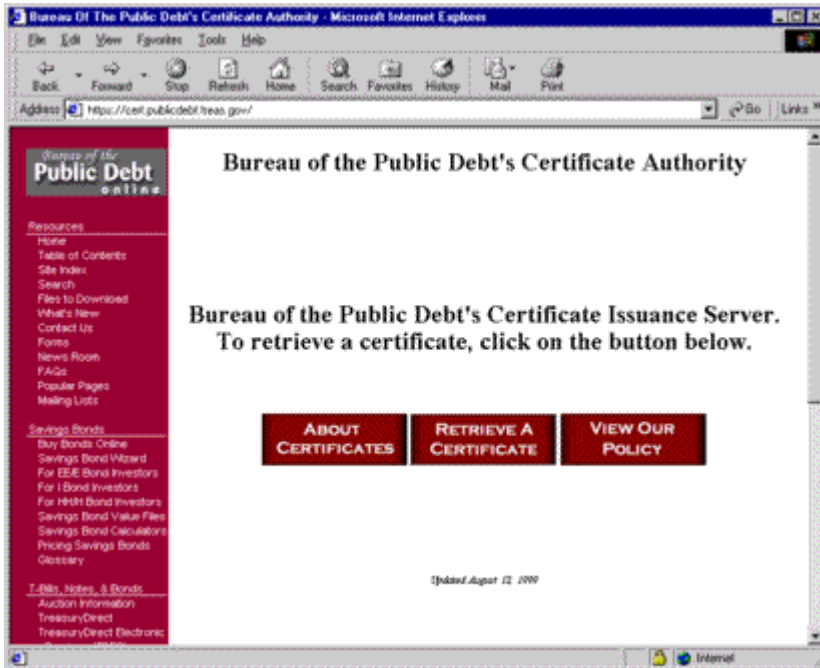
Internet Explorer 5

Updated 12/6/1999

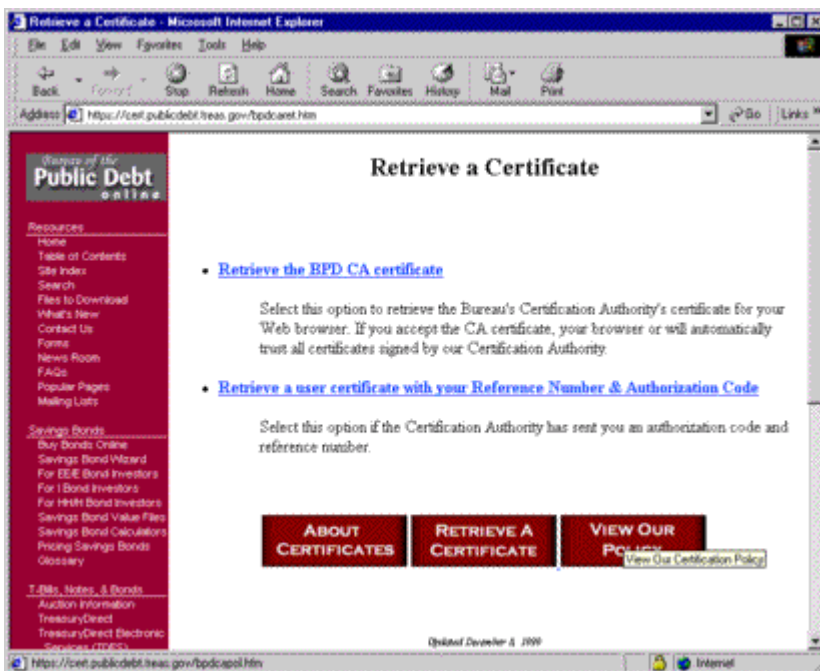
Prepared By: The Internet Services Group

Office of Information Technology
Division of Technical Services
Distributed Systems Branch

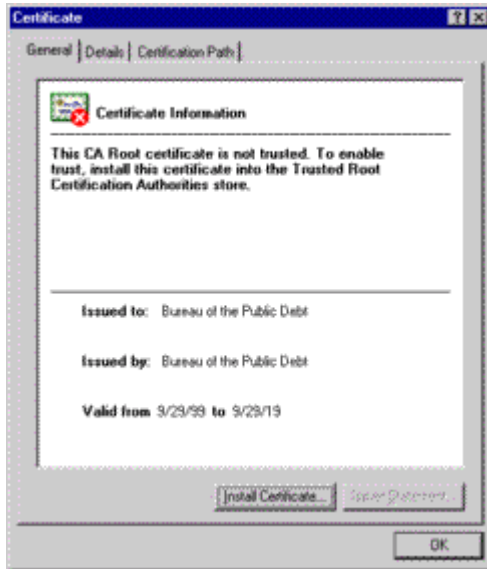
1. Ensure that your current configuration of Internet Explorer matches one of the supported browsers in the list of “BPD CA Supported Browsers”.
2. Point your web browser to : <https://cert.publicdebt.treas.gov/>
3. The following page should appear:



4. Select “**Retrieve a Certificate**”. Pending the version of the browser that you are using is supported, you will either receive an error page notifying you that your browser is not supported, or you will see the following page:



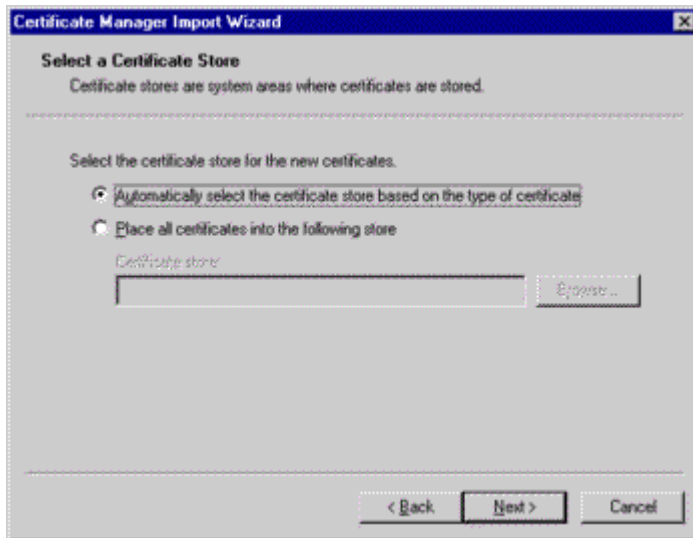
5. Select **“Retrieve the BPD CA certificate”**.
6. Depending if you have ever downloaded a certificate before, a **“File Download”** dialog may appear asking you to either: a. **“Open this file from its current location”** or b. **“Save this file to disk”**. Select **“Open this file from its current location”**, then select **“OK”**. The following dialog will appear:



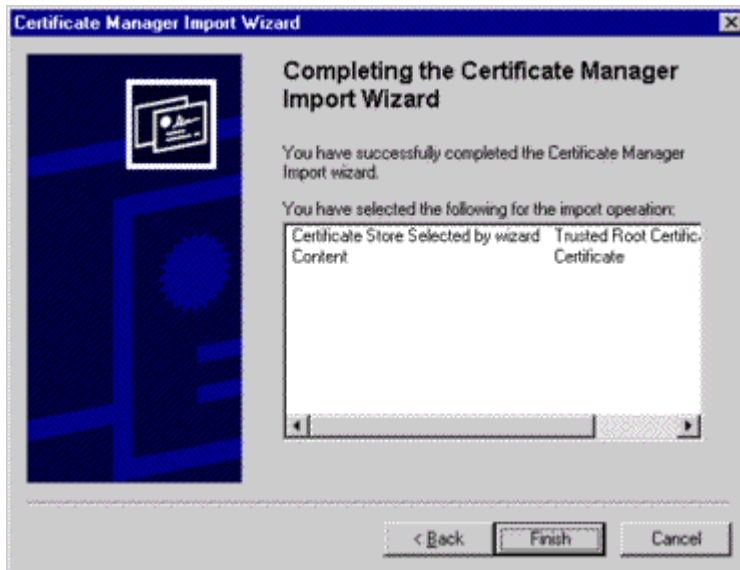
7. Select **“Details”** and verify the following information:
 - a. That the Subject (CA) is: **“Bureau of the Public Debt, Department of the Treasury, U.S. Government, US”**.
 - b. That the Issuer (CA) is: **“Bureau of the Public Debt, Department of the Treasury, U.S. Government, US”**.
 - c. That the Thumbprint is: **“96C4 9D60 4EBF C598 87C1 44DC 11CD 976E 1CD3 A9C7”**
8. Select **“Install Certificate...”**. The following dialog will appear:



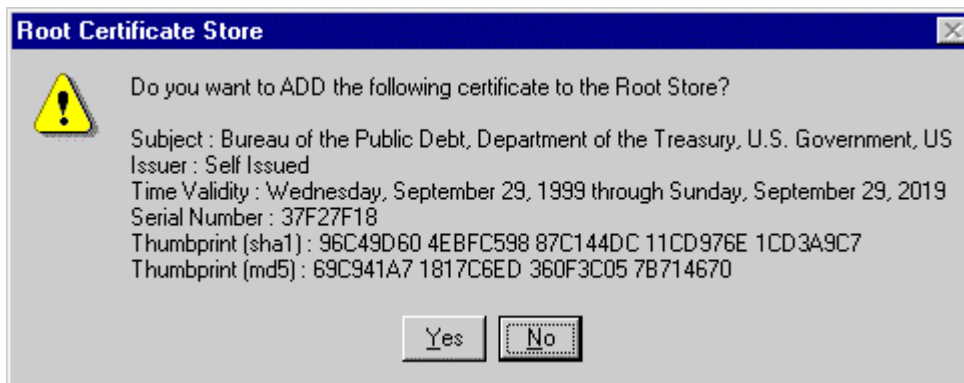
9. Select “Next”. The following dialog will appear:



10. Make sure the option “Automatically select the certificate store based on the type of certificate” is selected. Select “Next” and the following dialog will appear:



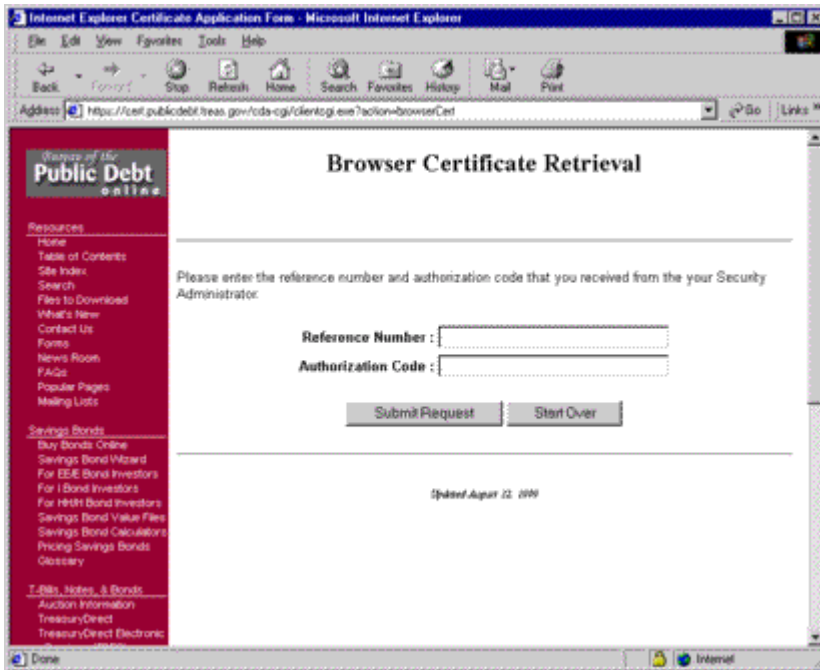
11. Select “**Finish**”. The following dialog will appear:



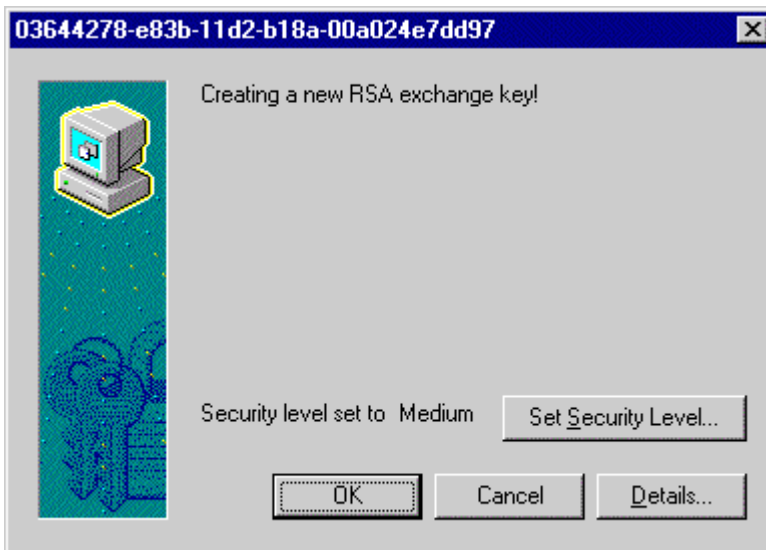
12. Select “**Yes**”. This will allow your browser to add the BPD CA’s Public Key Certificate into your database of trusted certificate authorities. In order for your personal verification certificate to work you must complete this first. The following dialog will appear:



13. Select “OK”. You should now be back to the “**Retrieve a Certificate**” page in your web browser. Select “**Retrieve a user certificate with your Reference Number & Authorization Code**”. The following web page will appear:

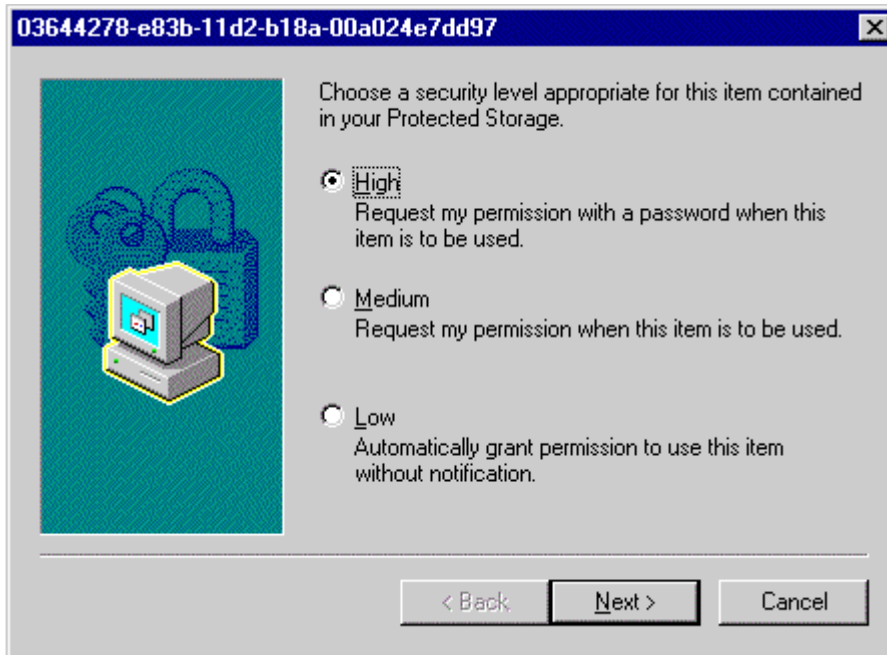


14. Insert the Reference Number & Authorization code that is printed within your burst pack and select “**Submit Request**”. The following dialog will appear:

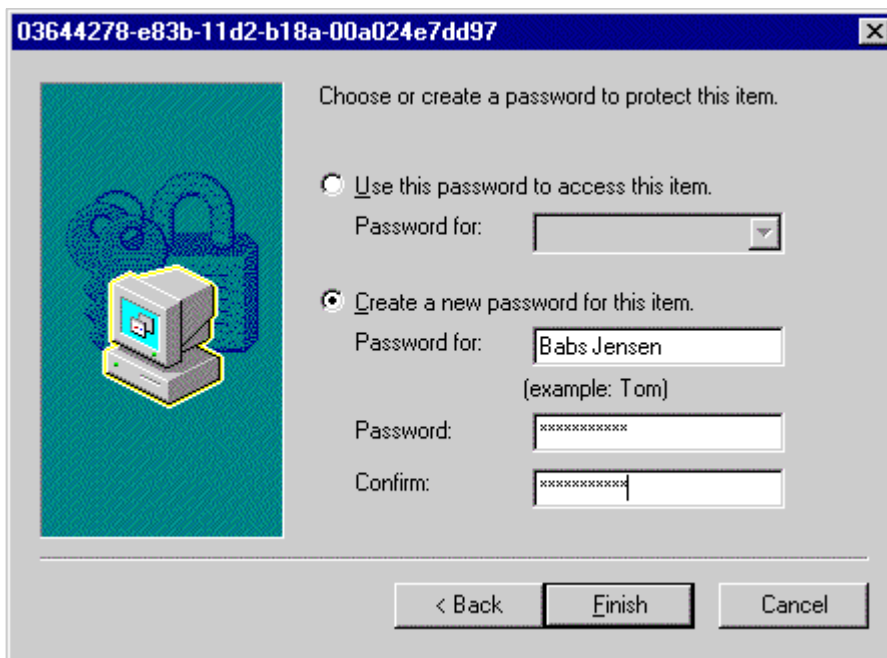


15. Select “**Set Security Level**”.

Note: If there is no “**Set Security Level**” button on this dialog, and you are using IE 5 on Windows NT 4.0, then your certificate will be protected with your normal windows NT account. If this is the case, skip to step 20 in this document. If you see the “**Set Security Level**” button, continue to step 16.



16. Select “**H**igh”, then Select “**N**ext”.



17. Insert an identity (Make up a username, do not use the example above), and enter a password. This is the password that protects your certificate’s private key. This password will have to be remembered so you can use your certificate, or create new certificates. It is recommended that you create a password at least 8 (Eight) characters long, contains no words from a dictionary. We also recommend that it includes a combination of upper and lowercase characters, numbers, and special characters.

18. When you are finished, select “**F**inish”.



19. Enter your password.

20. Select **“OK”**. In about 30 to 60 seconds you should receive a confirmation that you have successfully retrieved your certificate.