

# Identrust – Back Up Certificate

Once you install your certificate you will have the option to back up the certificates.

If you choose to back the certificates up then you will need to send the back up copies to [Teresa.Cantrell@vdot.virginia.gov](mailto:Teresa.Cantrell@vdot.virginia.gov).

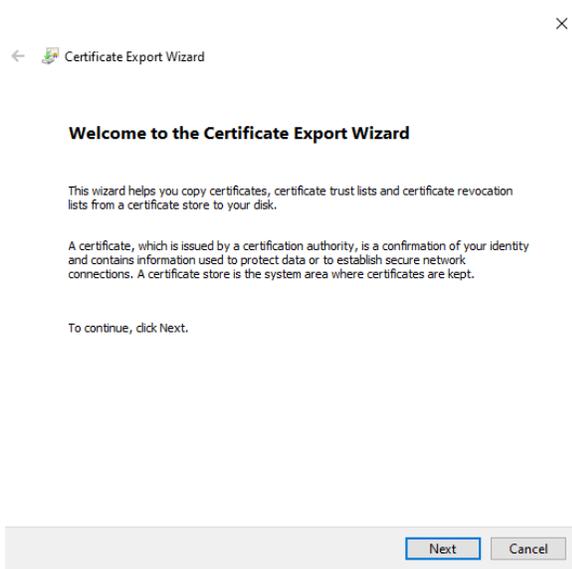
## Certificate Informaiton

You will need to back up the Signing and the Encryption certificates separately.

## Signing Certificate

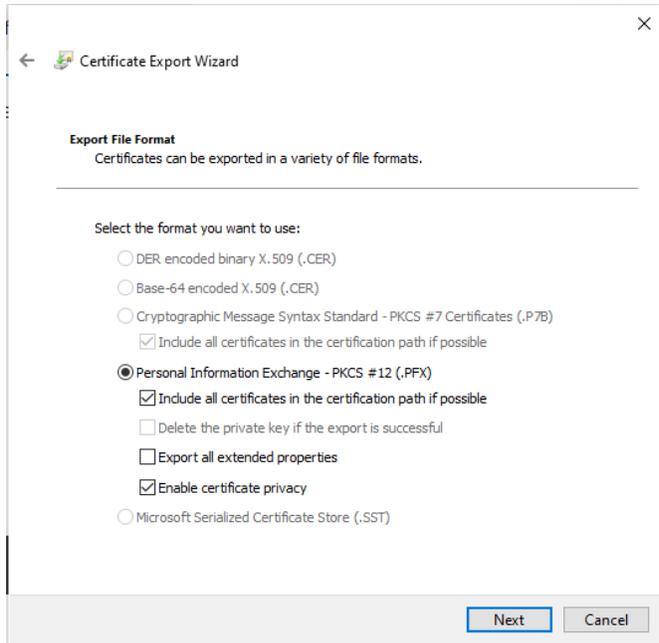


## Certificate Export Wizard – Click Next



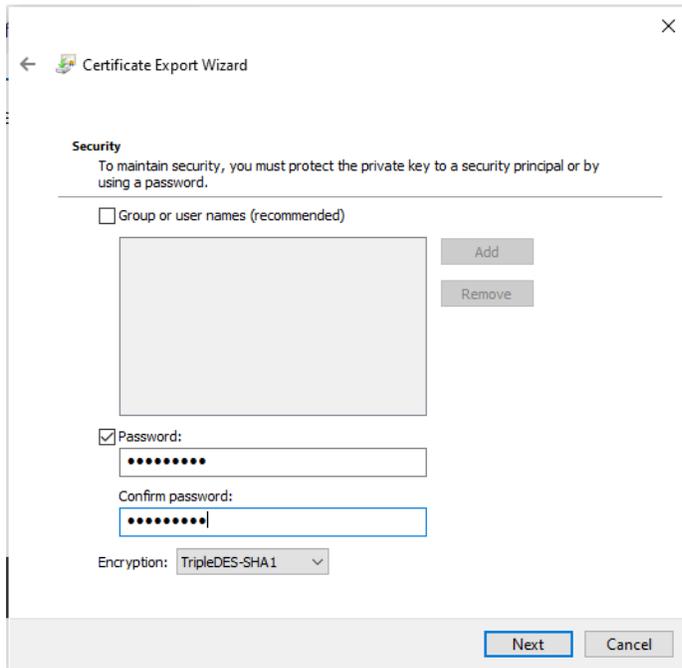
# Identrust – Back Up Certificate

**Export format** – Choose Personal Information Exchange – PKCS #12 (.PFX). Click Next.



The screenshot shows the 'Certificate Export Wizard' window, specifically the 'Export File Format' step. The title bar reads 'Certificate Export Wizard'. Below the title bar, there is a back arrow and a small icon. The main content area is titled 'Export File Format' and contains the text 'Certificates can be exported in a variety of file formats.' Below this, there is a section 'Select the format you want to use:' with several radio button options: 'DER encoded binary X.509 (.CER)', 'Base-64 encoded X.509 (.CER)', 'Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)', 'Personal Information Exchange - PKCS #12 (.PFX)' (which is selected), and 'Microsoft Serialized Certificate Store (.SST)'. There are also several checkboxes: 'Include all certificates in the certification path if possible' (checked), 'Delete the private key if the export is successful' (unchecked), 'Export all extended properties' (unchecked), and 'Enable certificate privacy' (checked). At the bottom right, there are 'Next' and 'Cancel' buttons.

**Password** – Choose a password that you will remember. This password will be used to install the backup certificate if you happen to need it. Click Next.

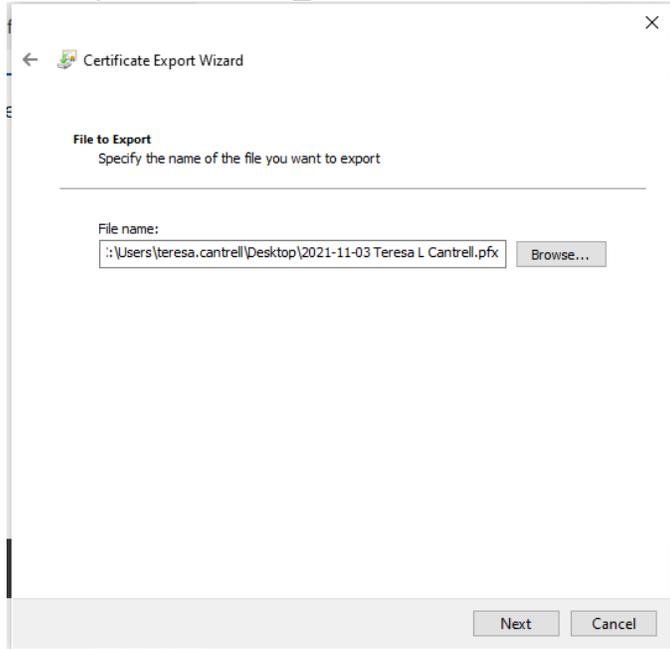


The screenshot shows the 'Certificate Export Wizard' window, specifically the 'Security' step. The title bar reads 'Certificate Export Wizard'. Below the title bar, there is a back arrow and a small icon. The main content area is titled 'Security' and contains the text 'To maintain security, you must protect the private key to a security principal or by using a password.' Below this, there is a checkbox for 'Group or user names (recommended)' which is unchecked. To the right of this checkbox are 'Add' and 'Remove' buttons. Below the checkbox is a large empty rectangular box. Below the box, there is a checked checkbox for 'Password:' followed by a password input field with masked characters. Below the password field is a 'Confirm password:' label followed by another password input field with masked characters. At the bottom, there is an 'Encryption:' dropdown menu set to 'TripleDES-SHA1'. At the bottom right, there are 'Next' and 'Cancel' buttons.

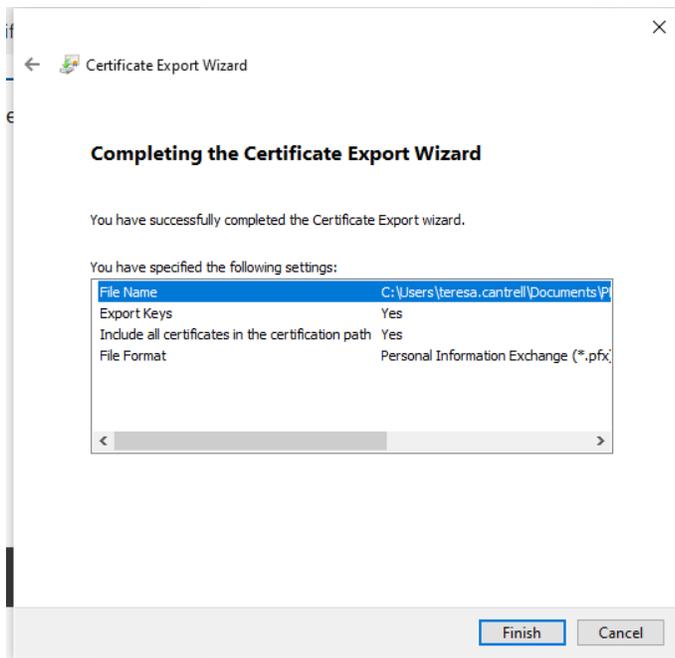
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**File to Export** – Save the back up in your PE Cert folder. You can name this back up whatever you choose. Click Next.

- **Example** - C:\Users\YOUR\_NAME\Documents\PE Cert\IdenTrust Signing Backup LASTNAME\_FIRSTNAME CURRENT DATE.pfx

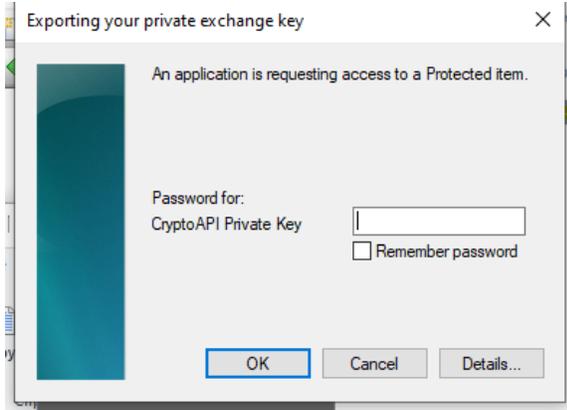


**Completing the Certificate Export Wizard** – Click Finish

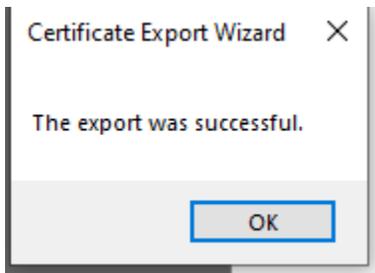


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**Exporting your private exchange key** – Enter in the password that you set up. Click OK.

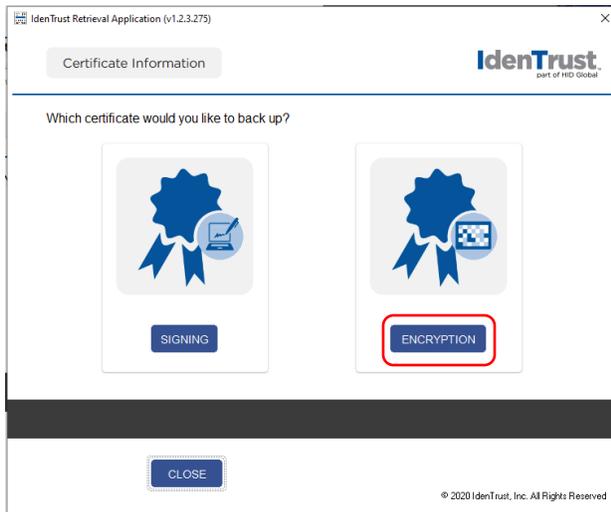


Click OK on the export was successful

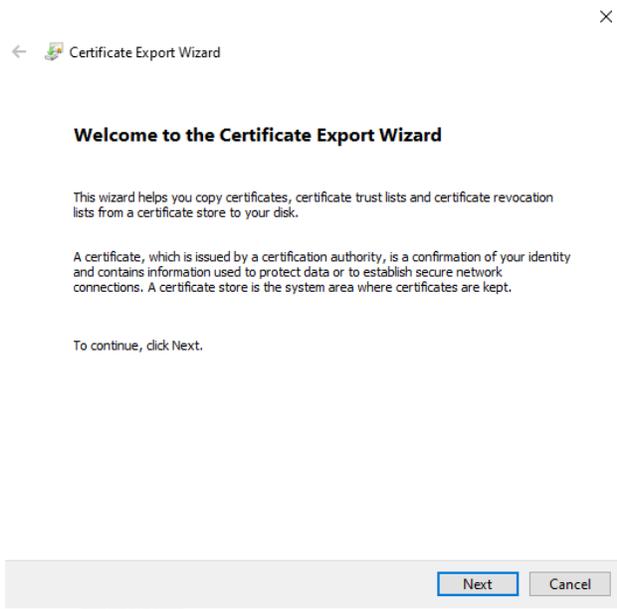


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## Encryption Certificate

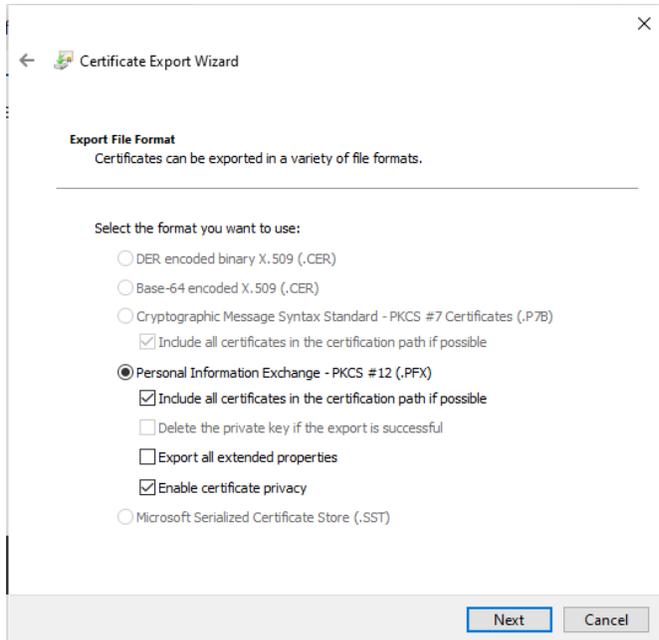


## Certificate Export Wizard – Click Next



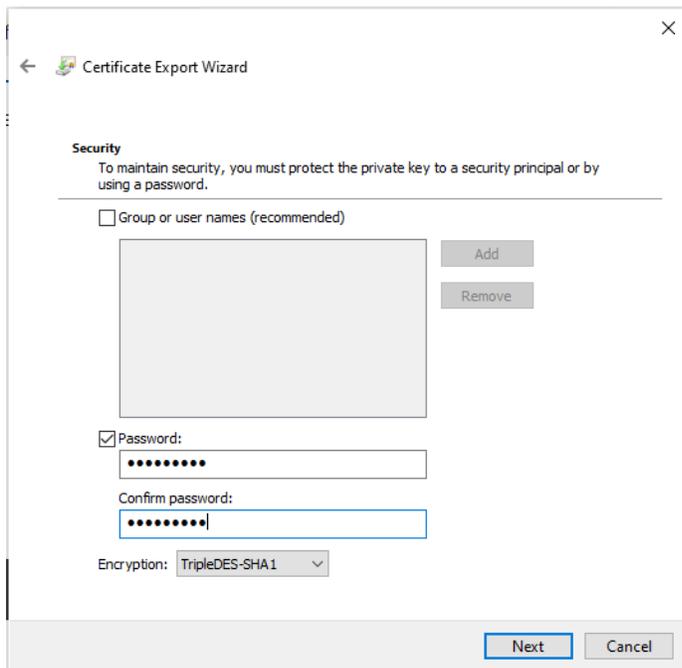
# Identrust – Back Up Certificate

**Export format** – Choose Personal Information Exchange – PKCS #12 (.PFX). Click Next.



The screenshot shows the 'Certificate Export Wizard' window at the 'Export File Format' step. The title bar reads 'Certificate Export Wizard'. Below the title bar, there is a back arrow and a small icon. The main content area is titled 'Export File Format' and contains the text 'Certificates can be exported in a variety of file formats.' Below this, there is a section 'Select the format you want to use:' with several radio button options: 'DER encoded binary X.509 (.CER)', 'Base-64 encoded X.509 (.CER)', 'Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)', 'Personal Information Exchange - PKCS #12 (.PFX)' (which is selected), and 'Microsoft Serialized Certificate Store (.SST)'. There are also several checkboxes: 'Include all certificates in the certification path if possible' (checked), 'Delete the private key if the export is successful' (unchecked), 'Export all extended properties' (unchecked), and 'Enable certificate privacy' (checked). At the bottom right, there are 'Next' and 'Cancel' buttons.

**Password** – Choose a password that you will remember. This password will be used to install the backup certificate if you happen to need it. Click Next.

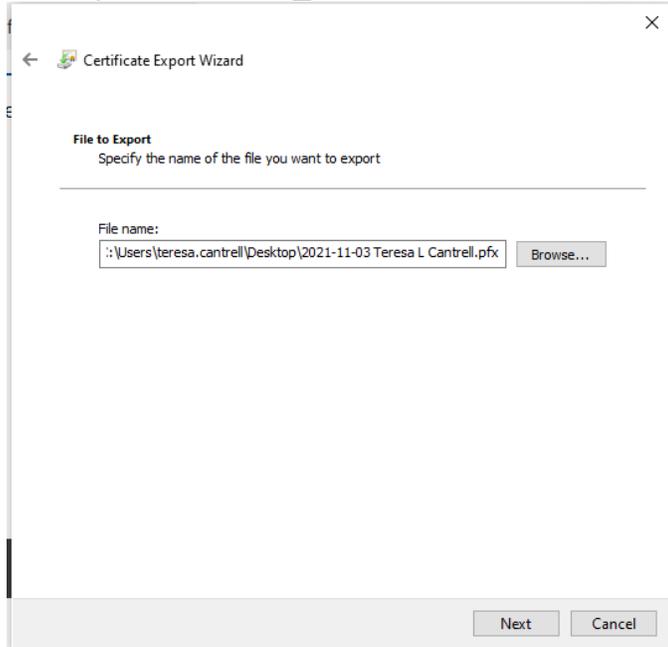


The screenshot shows the 'Certificate Export Wizard' window at the 'Security' step. The title bar reads 'Certificate Export Wizard'. Below the title bar, there is a back arrow and a small icon. The main content area is titled 'Security' and contains the text 'To maintain security, you must protect the private key to a security principal or by using a password.' Below this, there is a checkbox for 'Group or user names (recommended)' which is unchecked. To the right of this checkbox are 'Add' and 'Remove' buttons. Below the checkbox is a large empty rectangular box. Below the box, there is a checked checkbox for 'Password:' followed by a password input field with masked characters. Below that is a 'Confirm password:' label followed by another password input field with masked characters. At the bottom, there is an 'Encryption:' dropdown menu set to 'TripleDES-SHA1'. At the bottom right, there are 'Next' and 'Cancel' buttons.

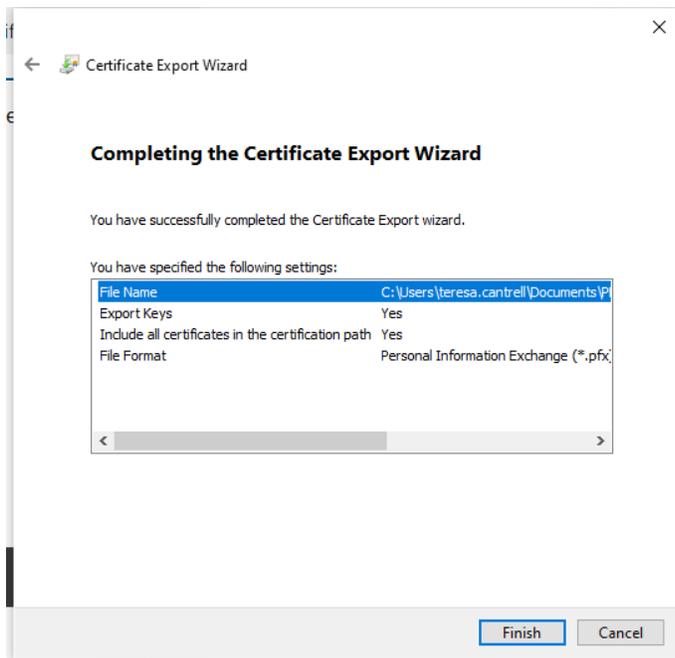
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**File to Export** – Save the back up in your PE Cert folder. You can name this back up whatever you choose. Click Next.

- **Example** - C:\Users\YOUR\_NAME\Documents\PE Cert\IdenTrust Encryption Backup LASTNAME\_FIRSTNAME CURRENT DATE.pfx

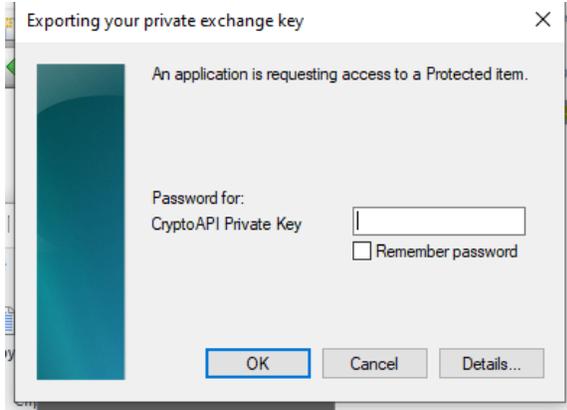


**Completing the Certificate Export Wizard** – Click Finish

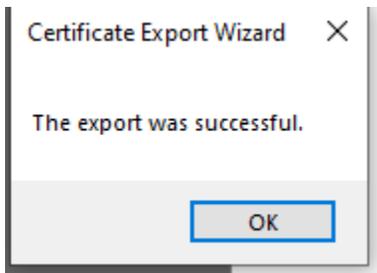


# Identrust – Back Up Certificate

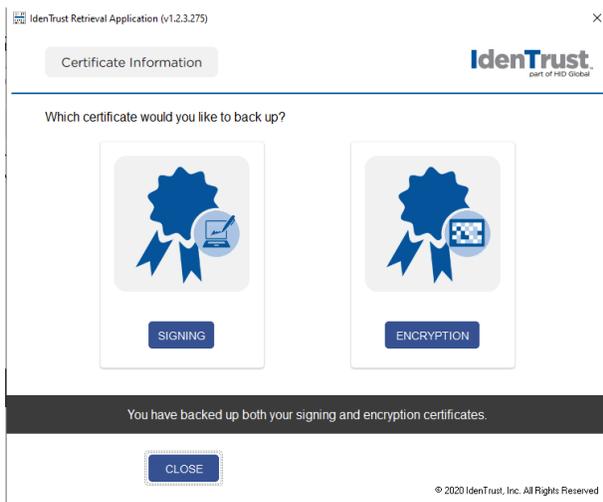
**Exporting your private exchange key** – Enter in the password that you set up. Click OK.



Click OK on the export was successful



After you have backed up both certificates you will click 'Close' on the Certificate Information.



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You will then click 'Done'

