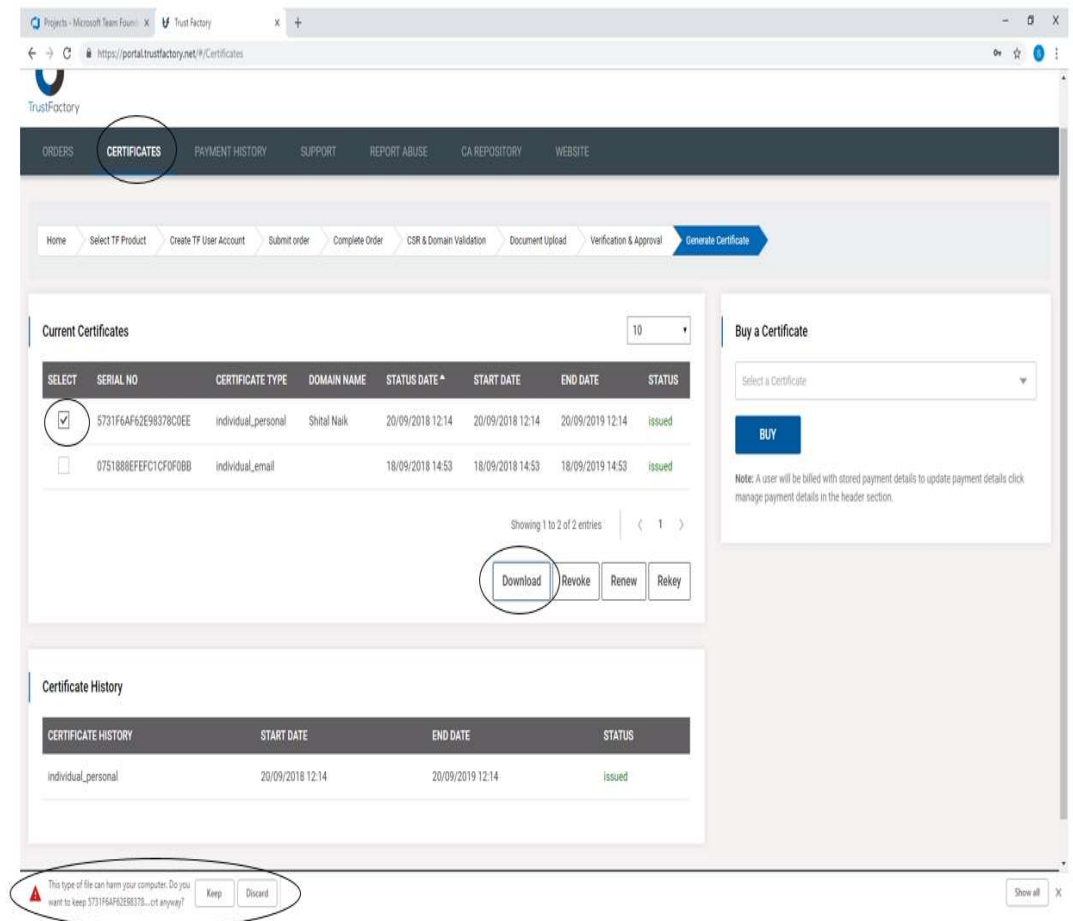
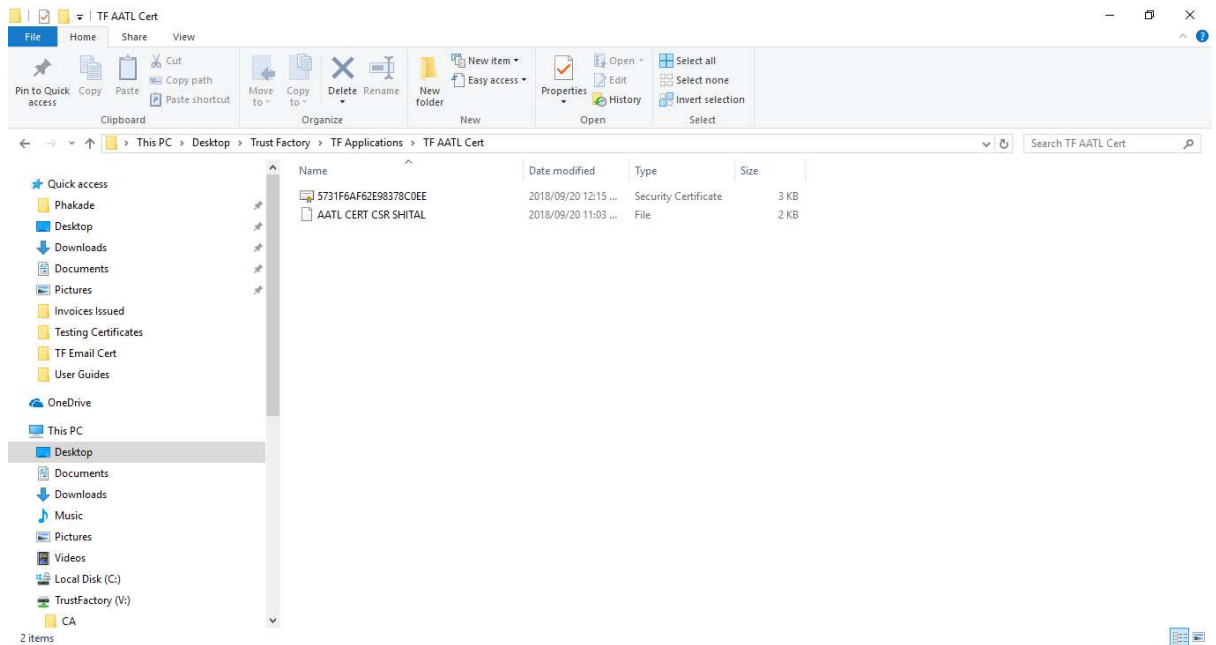


Instructions: Installation of TrustFactory Certificate for Smart Card

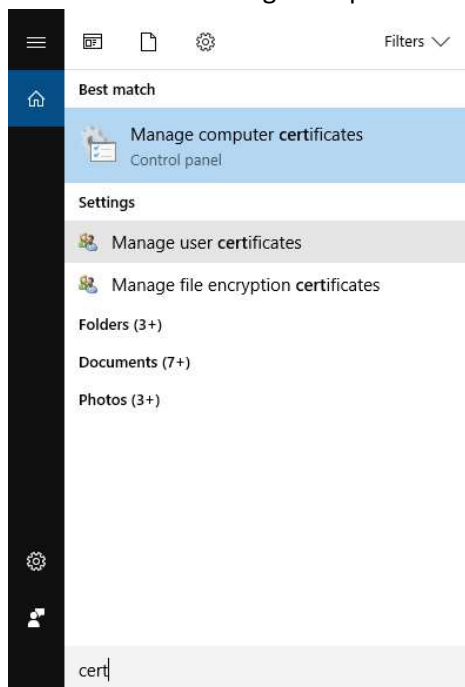
1. From within the TrustFactory portal:
 - a. **Select** the certificates tab, where you will find a list of all your certificates.
 - b. **Select** the specific certificate that you would like to install and click on the download button
 - c. The certificate download will appear on the bottom left hand corner where you will be asked to **keep** or discard the download
 - d. Click on keep



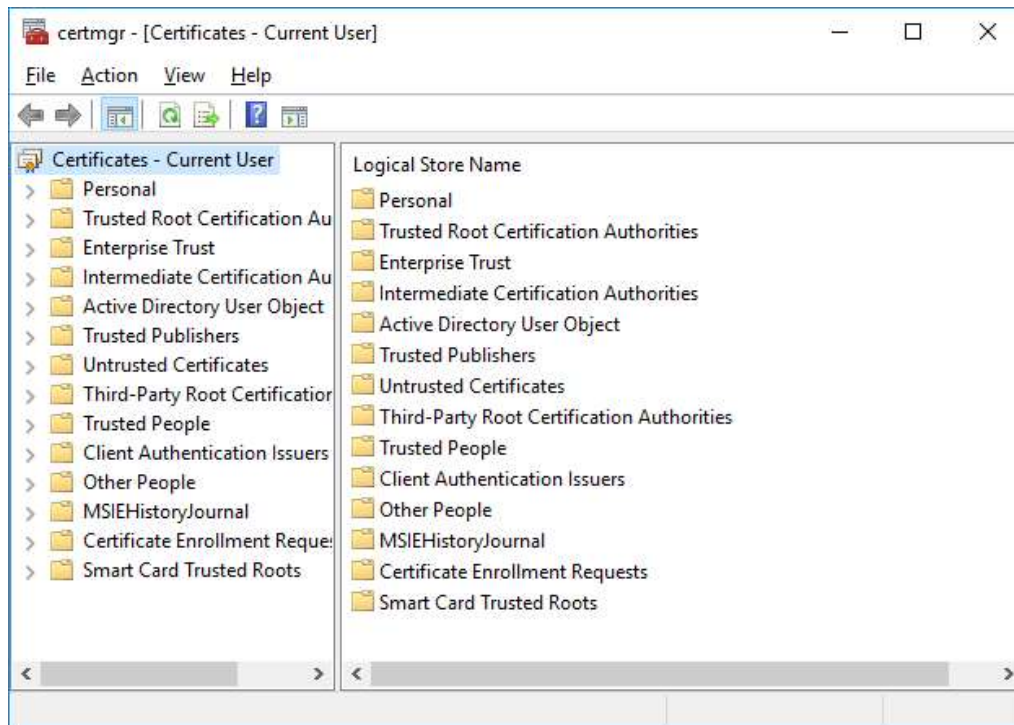
2. You will be
 - a. prompted to save the certificate to a preferred location,
 - b. or the certificate will appear in your downloads section of your computer, from where you may save it to your preferred location



3. **Select** the Search icon from the task bar
 - a. **type** “cert” into the search box
 - b. **select** “Manage computer certificates” from the search results



4. The certificates manager opens up

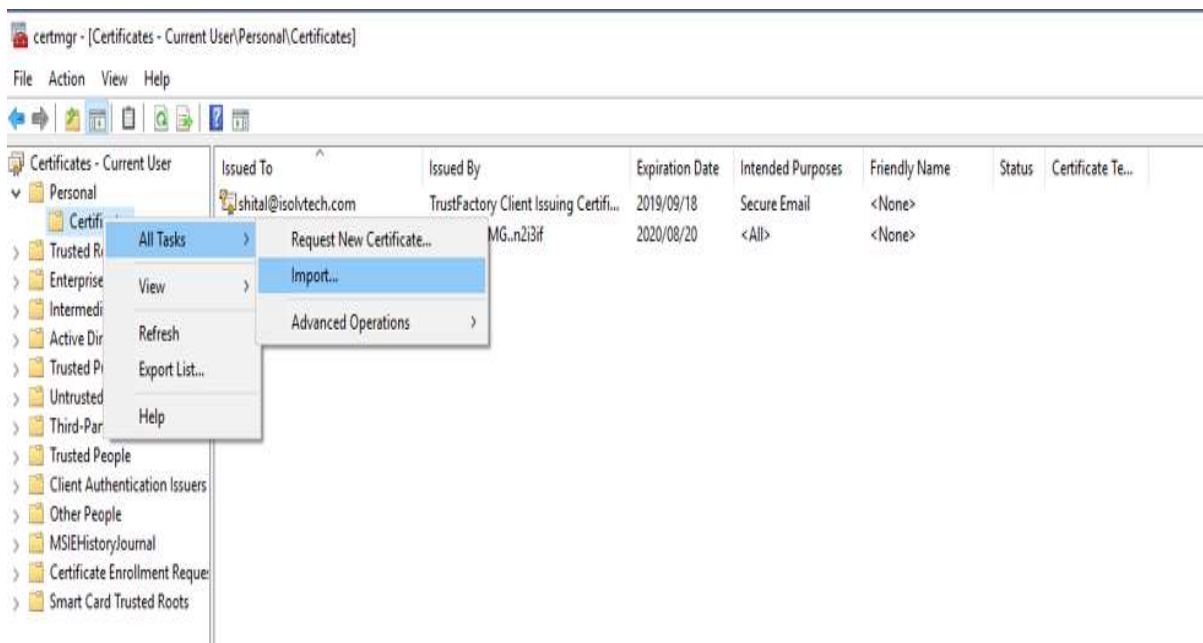


5. **Click on Personal:**

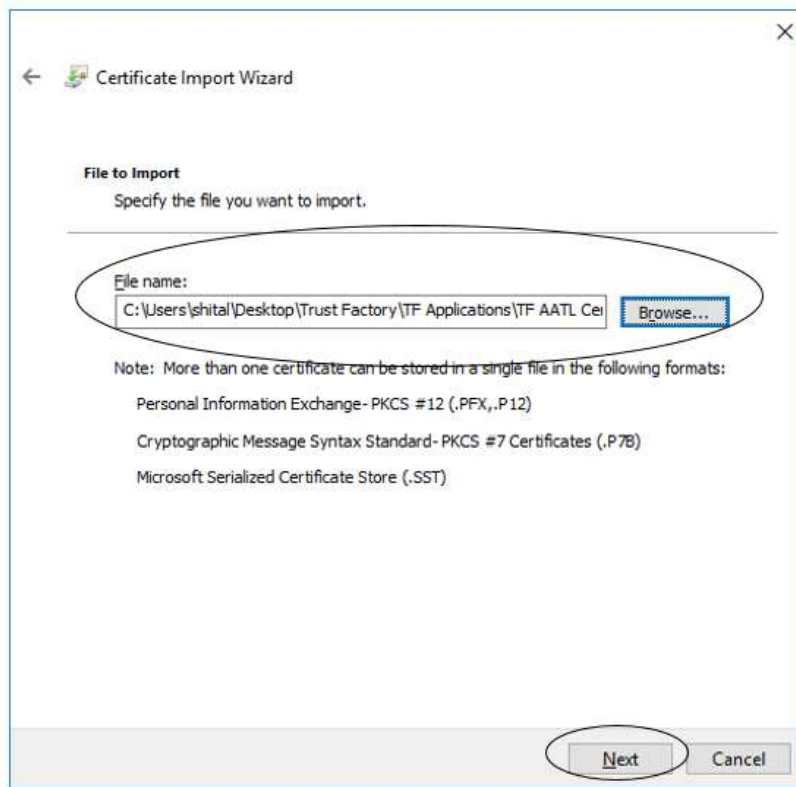
Right click on "Certificates":

Select "All Tasks"

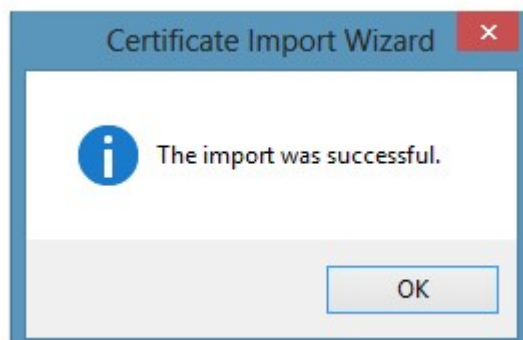
Select "Import"



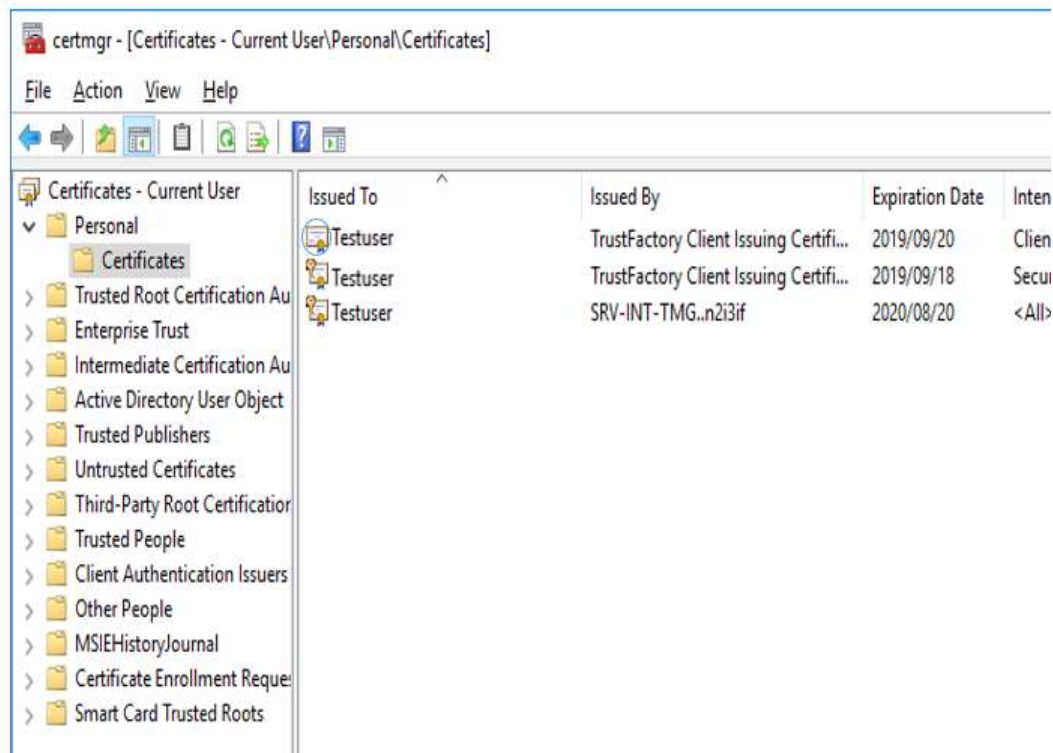
6. The import wizard will open up where you will be asked to specify the file you want to import.
 - a. **Click** on the “Browse” button
 - b. **Select** the certificate from the location that you previously saved it to. It will appear within the File name box
 - c. **Click** Next



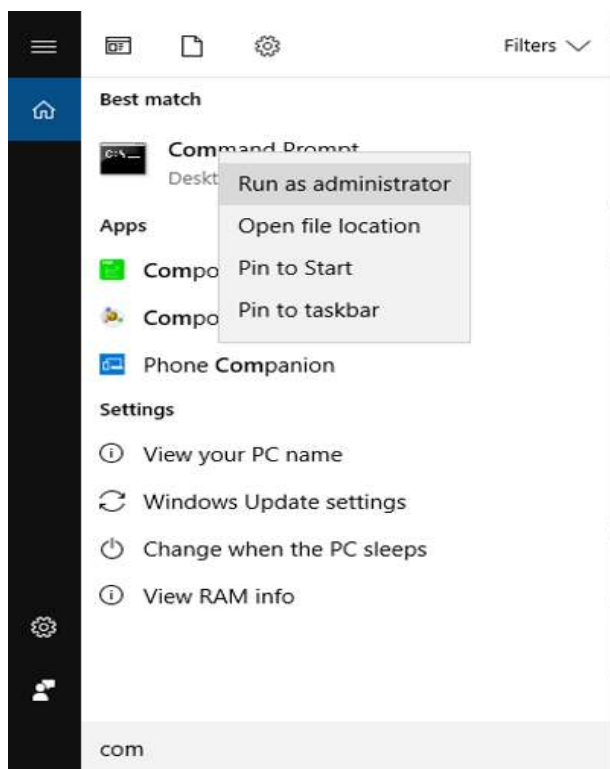
7. A message box will appear stating that the import was successful



8. The certificate will appear under the certificates manager . Notice that the icon will be missing the key symbol



9. **Select** the Search icon from the task bar
 - a. **Type** "com" into the search box
 - b. **Select** "Command Prompt" from the search results
 - c. **Select** "Run as administrator"



10. Within the command prompt **copy** the following text as displayed:

11. `certutil -repairstore -user my "insert_certificate_serial_number"`

To obtain the certificate serial number:

- a. **Open** the certificate
- b. **Click** on the details tab
- c. **Click** on serial number

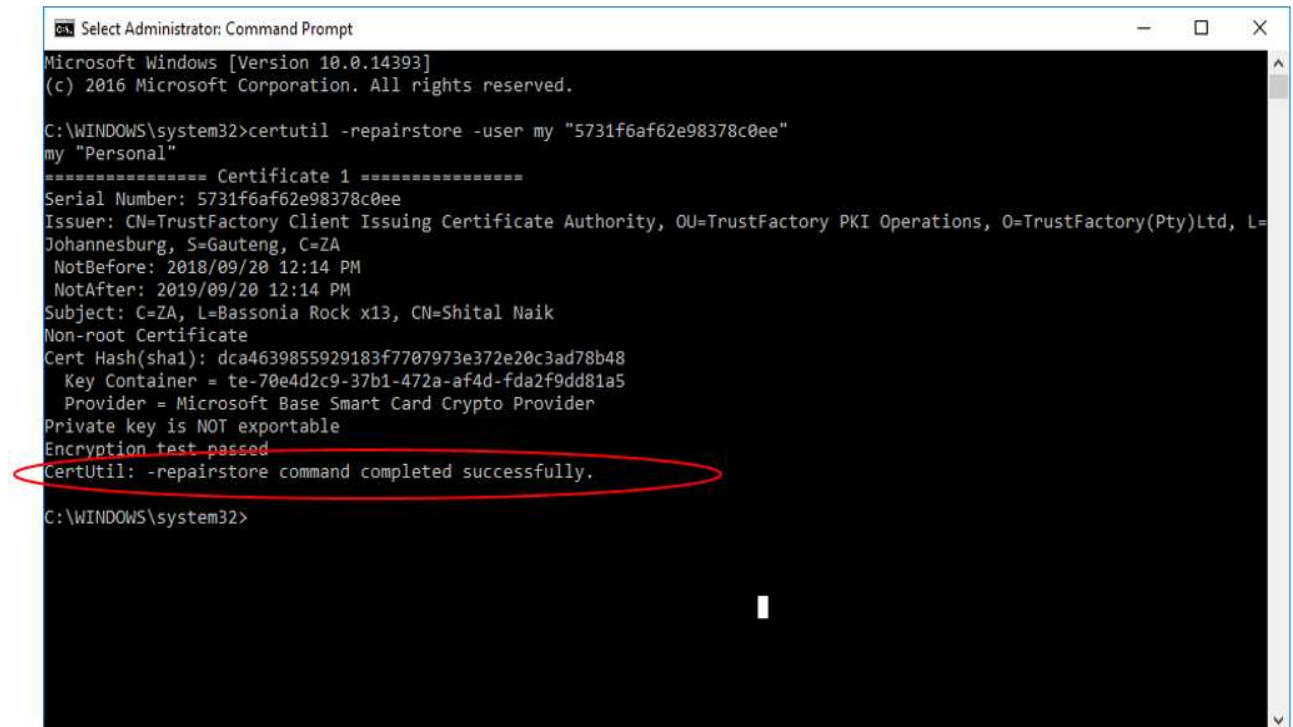
12. In the command prompt, **paste** the text :

- a. `certutil -repairstore -user my "insert_certificate_serial_number"`
- b. **Remove text** within inverted commas
- c. **Insert** certificate serial number between the inverted commas.
- d. Ensure that the **certificate number does not contain any spaces**.
- e. Your text should appear as per screenshot below
- f. **Click** on enter from your keyboard

```
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>certutil -repairstore -user my "5731f6af62e98378c0ee"
```

13. Once you click on enter you should receive a **success message** as per screenshot below

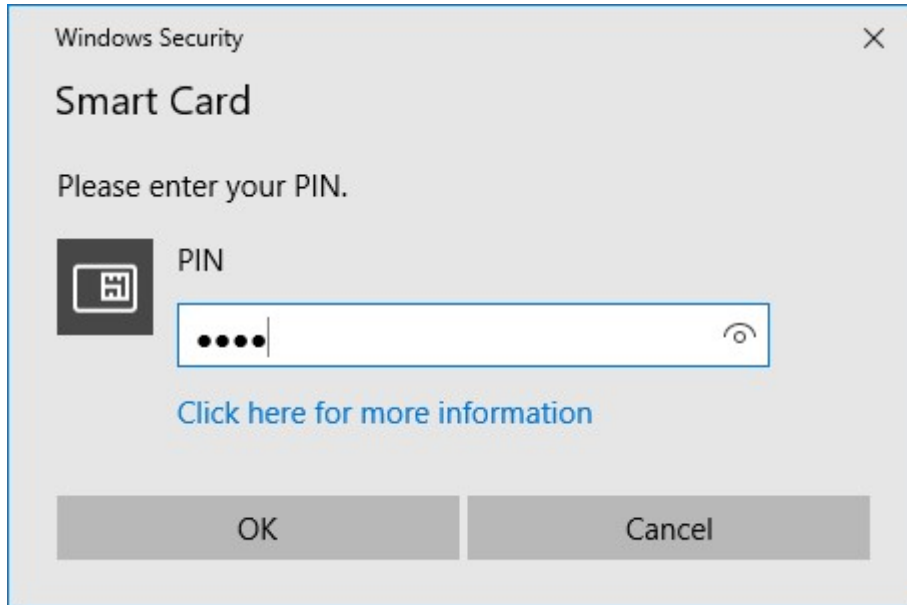


```
Select Administrator: Command Prompt
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.

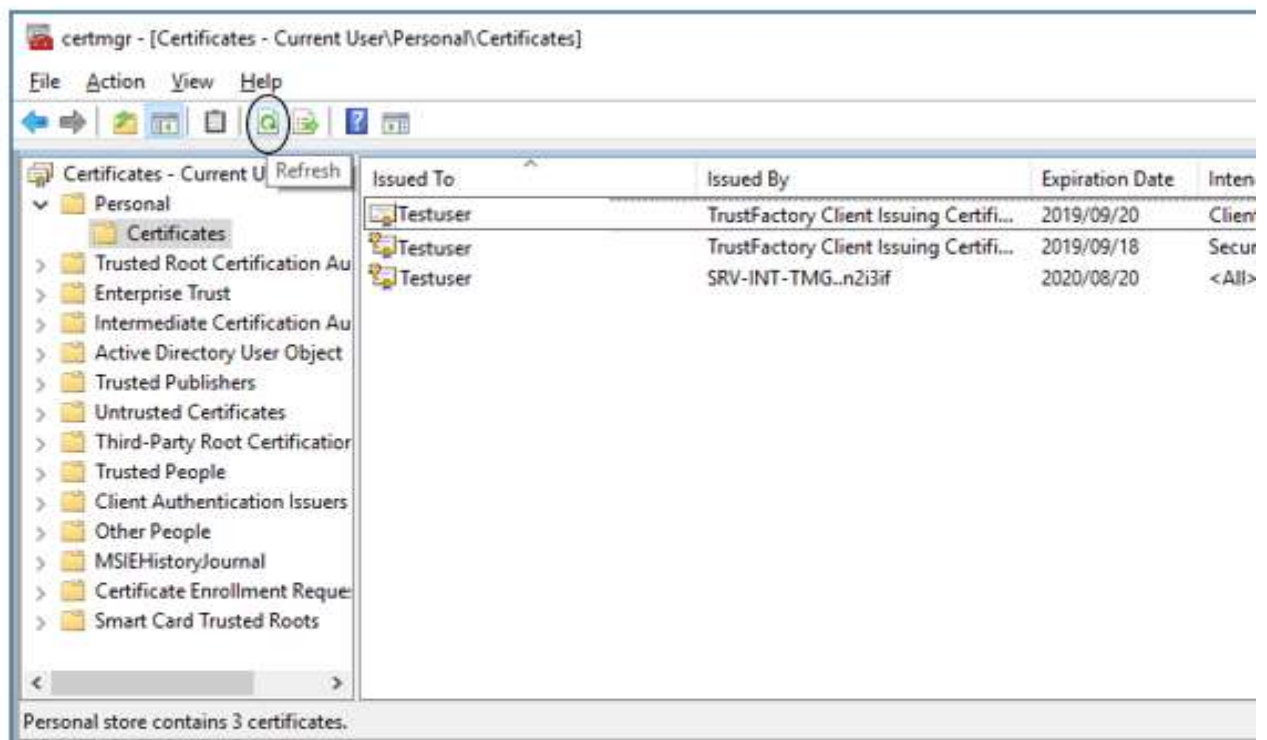
C:\WINDOWS\system32>certutil -repairstore -user my "5731f6af62e98378c0ee"
my "Personal"
===== Certificate 1 =====
Serial Number: 5731f6af62e98378c0ee
Issuer: CN=TrustFactory Client Issuing Certificate Authority, OU=TrustFactory PKI Operations, O=TrustFactory(Pty)Ltd, L=
Johannesburg, S=Gauteng, C=ZA
NotBefore: 2018/09/20 12:14 PM
NotAfter: 2019/09/20 12:14 PM
Subject: C=ZA, L=Bassonia Rock x13, CN=Shital Naik
Non-root Certificate
Cert Hash(sha1): dca4639855929183f7707973e372e20c3ad78b48
Key Container = te-70e4d2c9-37b1-472a-af4d-fda2f9dd81a5
Provider = Microsoft Base Smart Card Crypto Provider
Private key is NOT exportable
Encryption test passed
CertUtil: -repairstore command completed successfully.

C:\WINDOWS\system32>
```

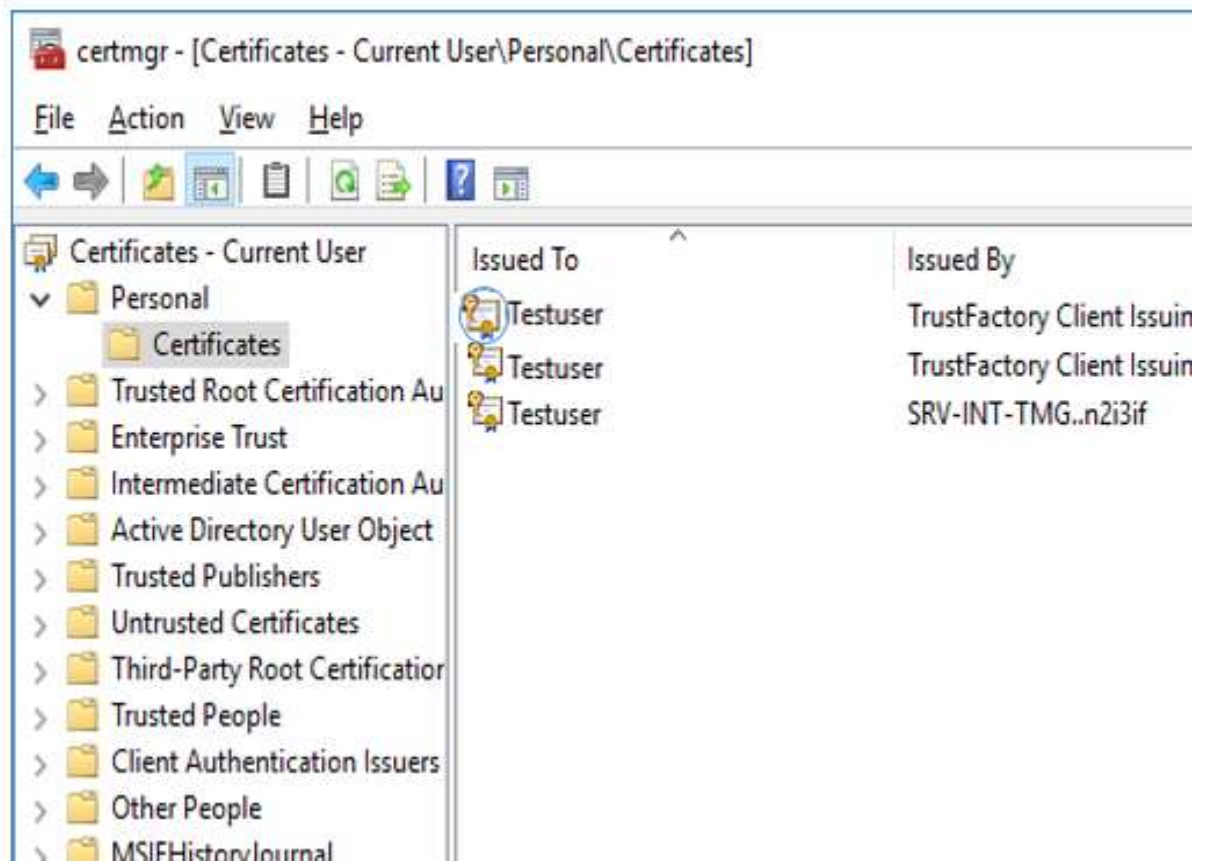
14. You will be prompted to **Enter** your Smart Card pin



15. Thereafter navigate to the certificate manager and click on the refresh icon in the menu bar on the top left of the screen



16. After refreshing, you will notice that the key symbol appears in the certificate icon.



17. Your TrustFactory certificate is now successfully installed.