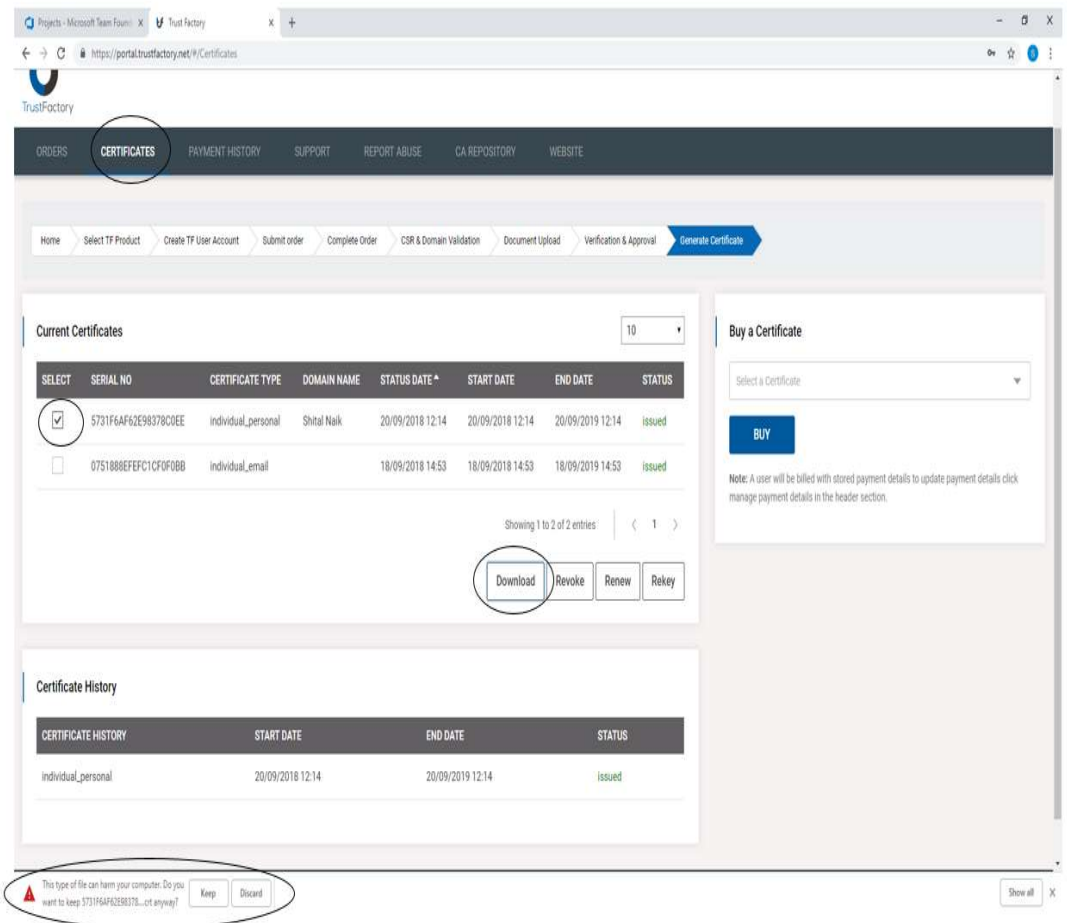
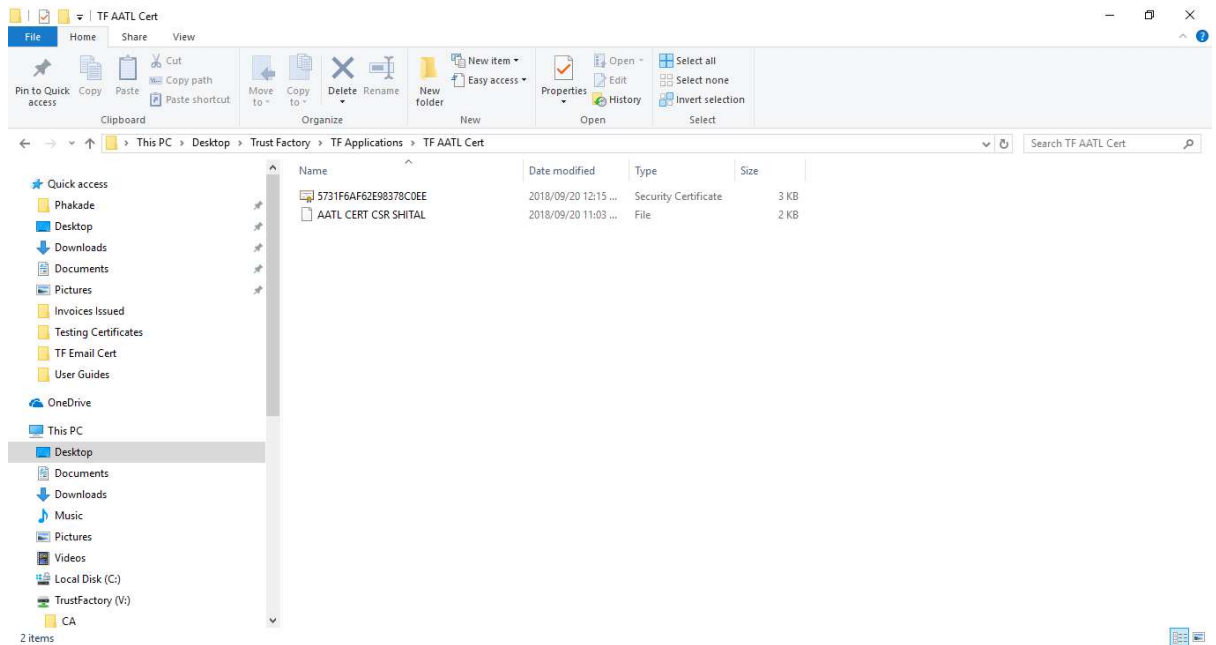


Instructions: Installation of TrustFactory Certificate for Windows Store

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



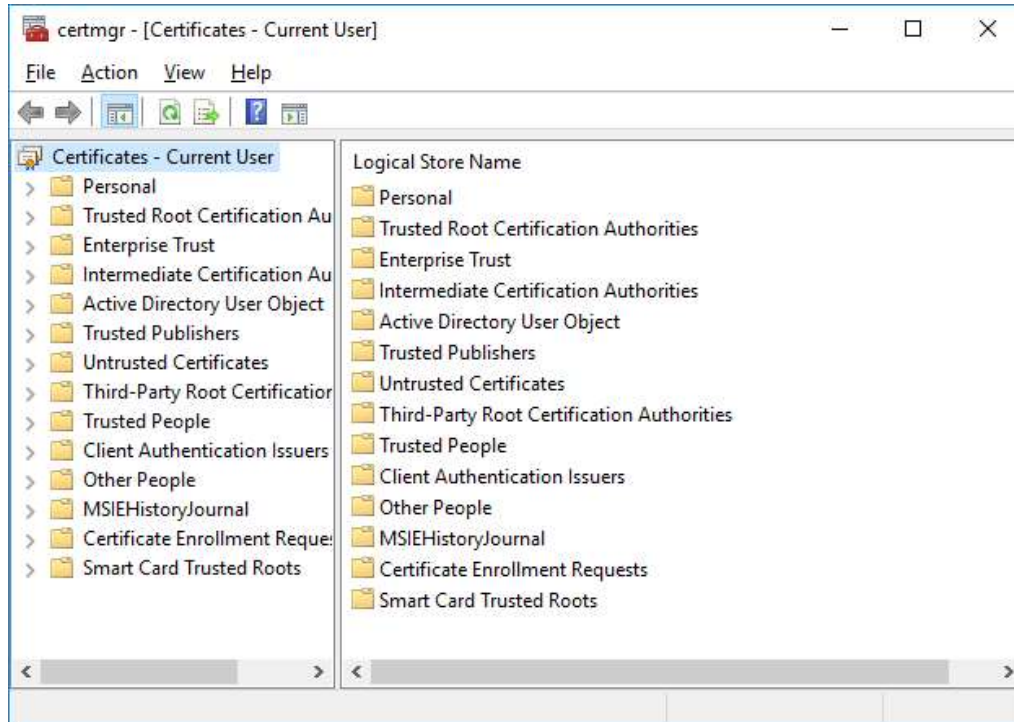
2. You will be
 - a. prompted to save the certificate to a preferred location,
 - b. or the certificate will appear in your downloads section of your computer, from where you may save it to your preferred location



3. **Select** the Search icon from the task bar
 - a. **type** “cert” into the search box
 - b. **select** “**Manage User Certificates**” from the search results. Do not choose manage computer certificates.

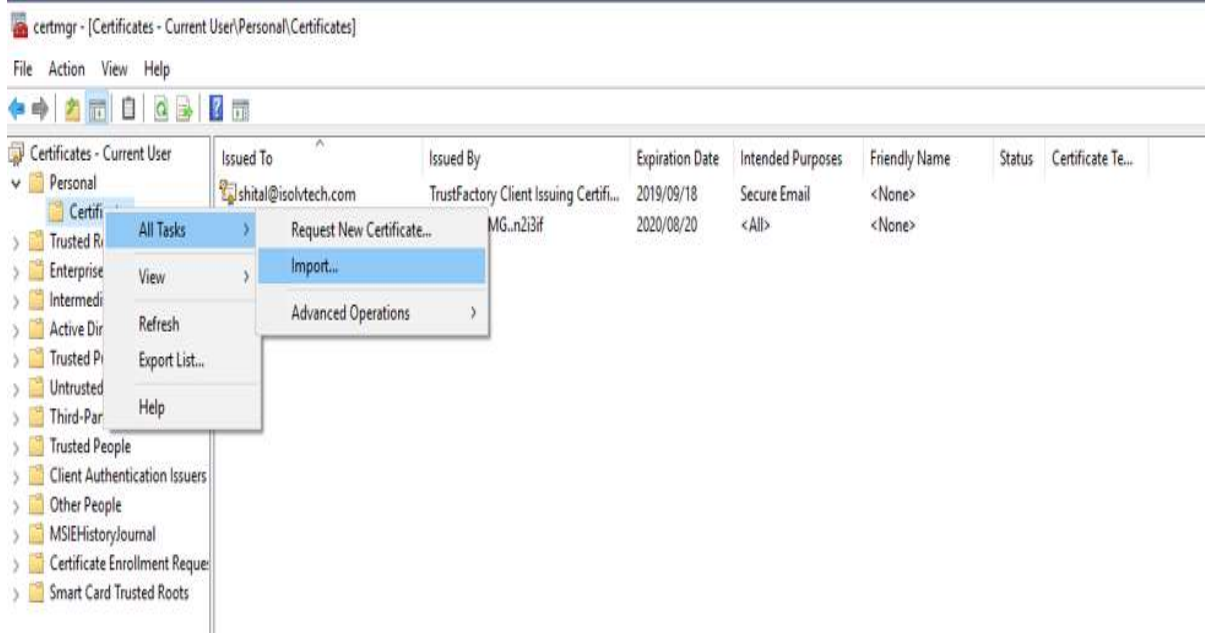


4. The certificates manager opens up

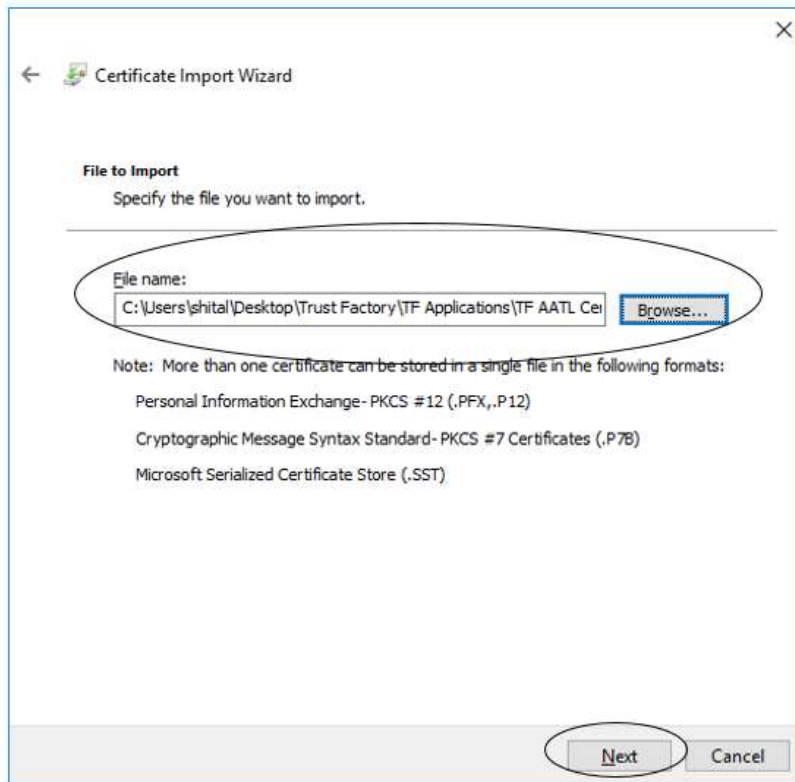


5. Click on Personal:

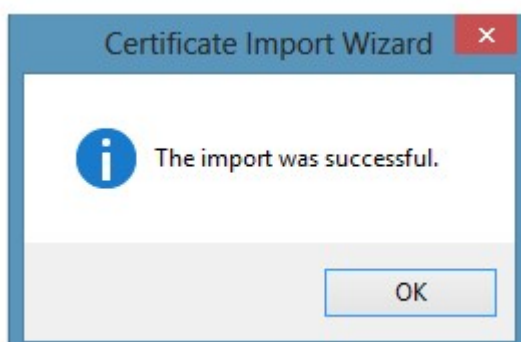
- Right click on "Certificates":**
- Select "All Tasks"**
- Select "Import"**



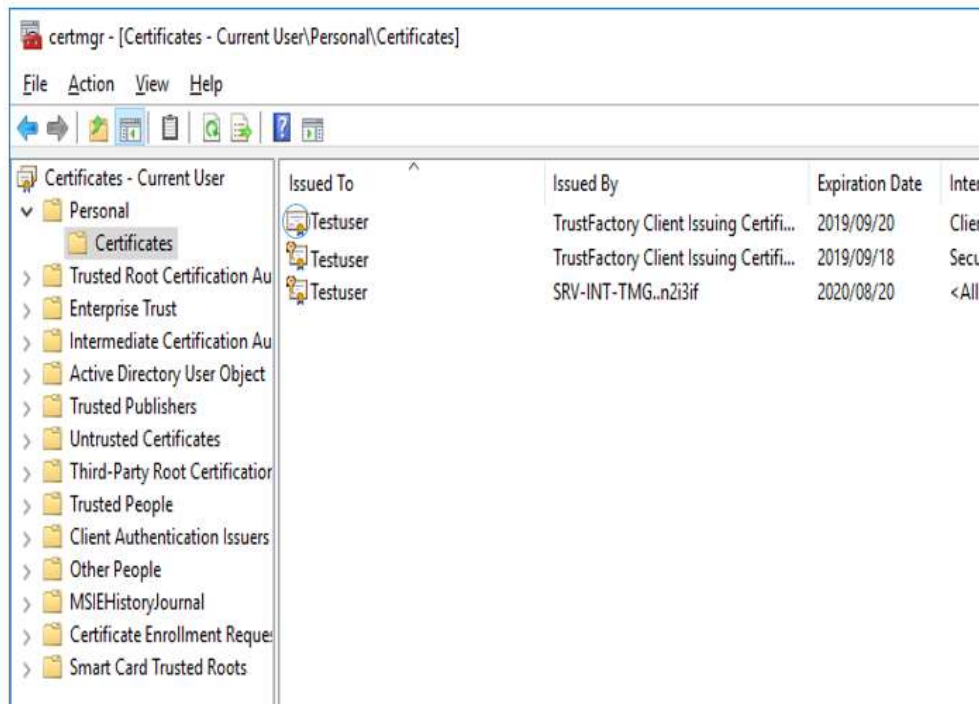
6. The import wizard will open up where you will be asked to specify the file you want to import.
 - a. **Click** on the “Browse” button
 - b. **Select** the certificate from the location that you previously saved it to. It will appear within the File name box
 - c. **Click** Next



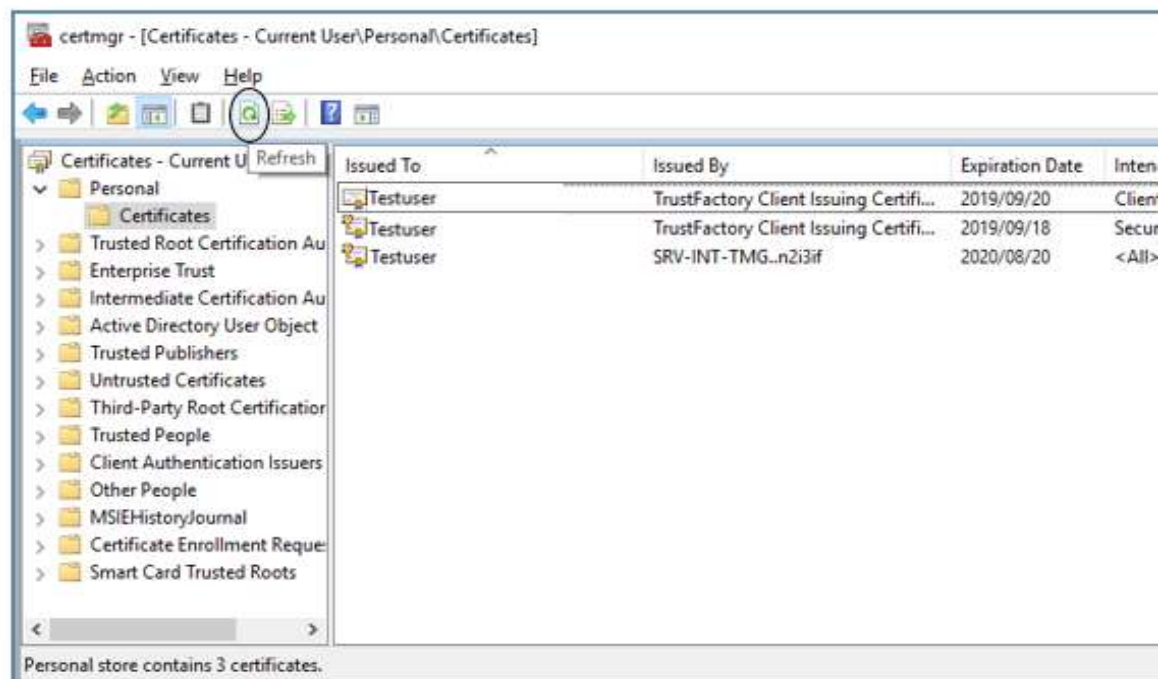
7. A message box will appear stating that the import was successful



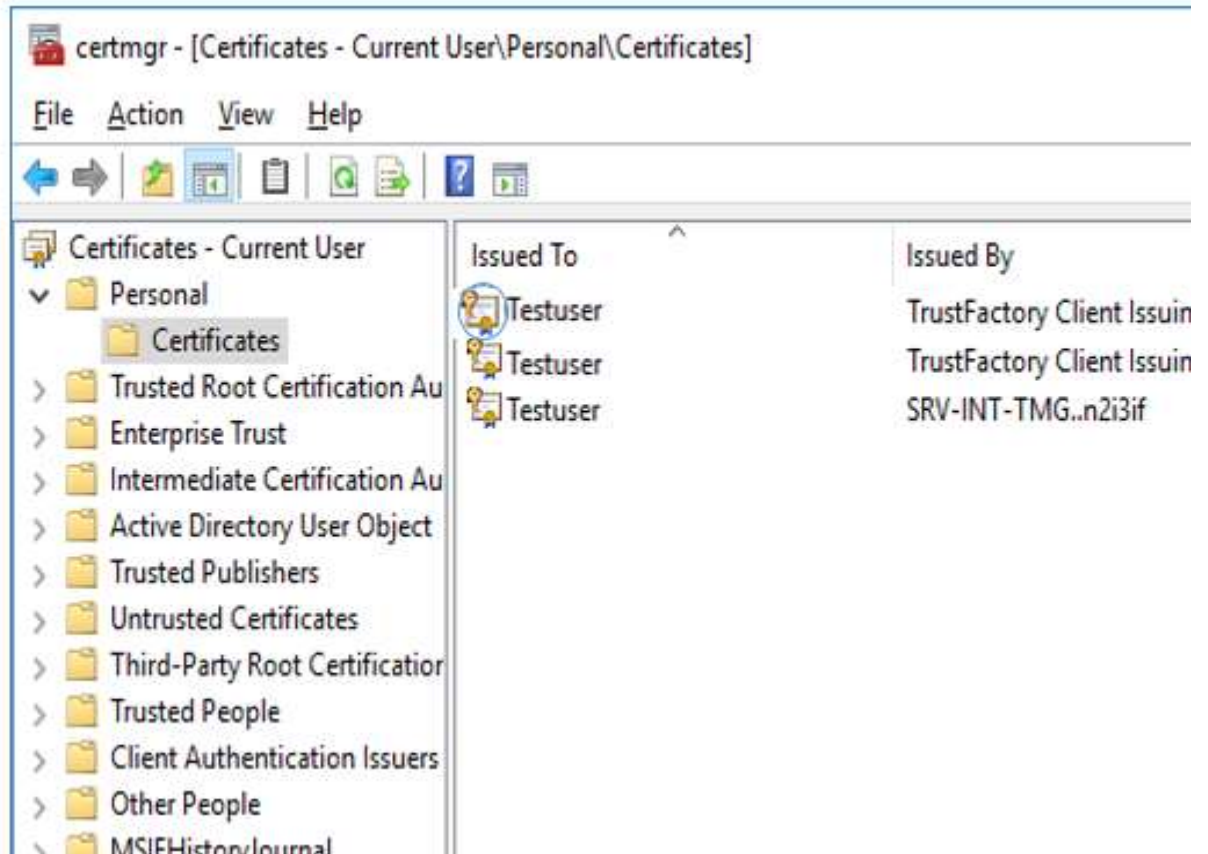
- The certificate will appear under the certificates manager . Notice that the icon will be missing the key symbol



- Click on the refresh icon in the menu bar on the top left of the screen



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



11. Your TrustFactory certificate is now successfully installed.