



SFE Austraclear System

Client Side Digital Certificates (CSDC)

Renewal Guide

May 2007

Renew a Digital Certificate

Digital Certificates remain active for one year. A reminder email will be sent by Verisign to the email address of every valid Certificate user one month before the Certificate is due to expire. The email contains the information required to obtain a new Certificate. The existing Certificate is required for the renewal process to be completed, and the renewal must be carried out on the computer where the Digital Certificate is stored.

Process Steps

1. The User receives an email advising that their Digital Certificate is due to expire in one month and that it needs to be renewed.
2. In the email sent to you by Verisign, enter the web address shown to display a Digital ID Renewal screen. Select either MS Internet Explorer or Netscape to display the Verisign website page as shown below:

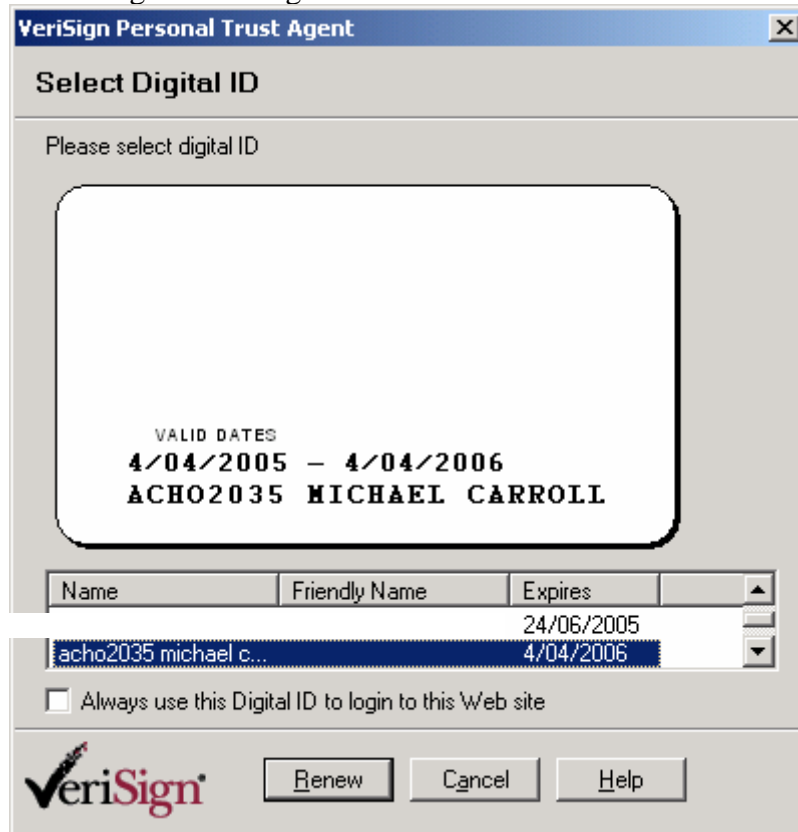
<https://pki.verisign.com.au/services/SFECorporationLtdAustraclear/client/userRenewalMS.htm>



3. Leave default setting as is (Microsoft Base Cryptographic Provider v1.0 and unselect "check this box to protect your private key").
4. Click Renew at bottom of page. (If nothing happens when Renew is clicked, the Digital Certificate has not been enrolled on the computer or

the Certificate has been enrolled by the IT Department or Password Administrator who has Administrative Rights – they will have to logon and renew the Certificate).

5. A window will pop up showing you what Certificates you are able to renew. Select the appropriate Certificate for yourself. Unselect “Always use this digital id to login to this website”. Click Renew.



6. A warning message advising that the website is requesting a new Certificate will be shown, click Yes.

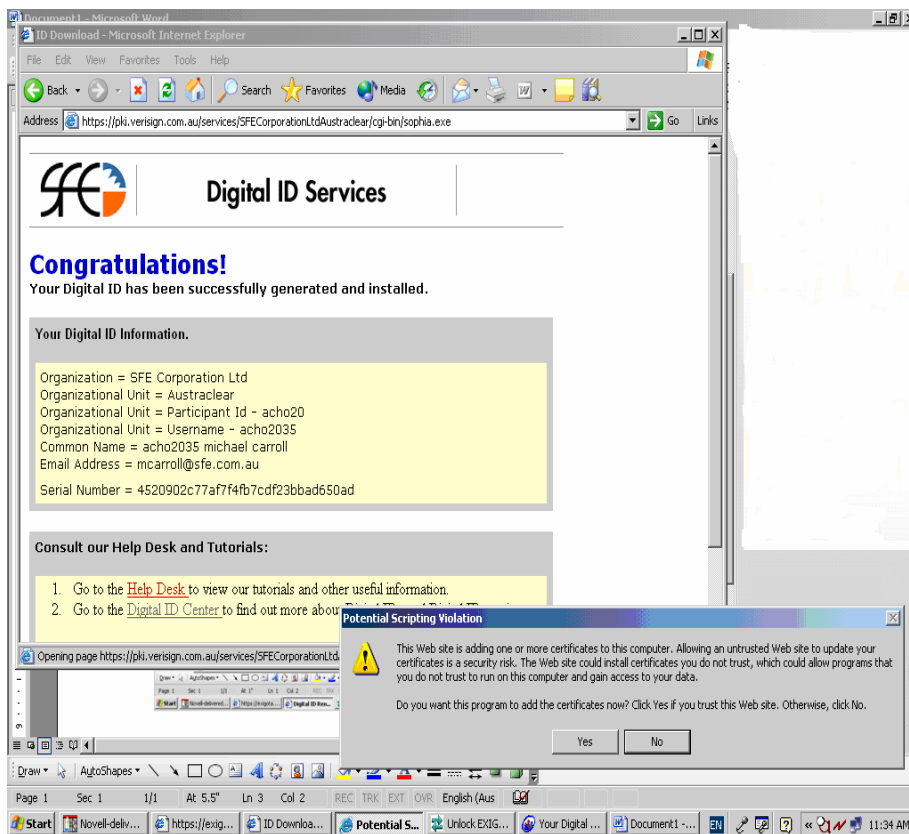


7. If the user had selected “protect private key” before in the previous window, the “Creating a new RSA exchange key” window will pop up, as shown below.

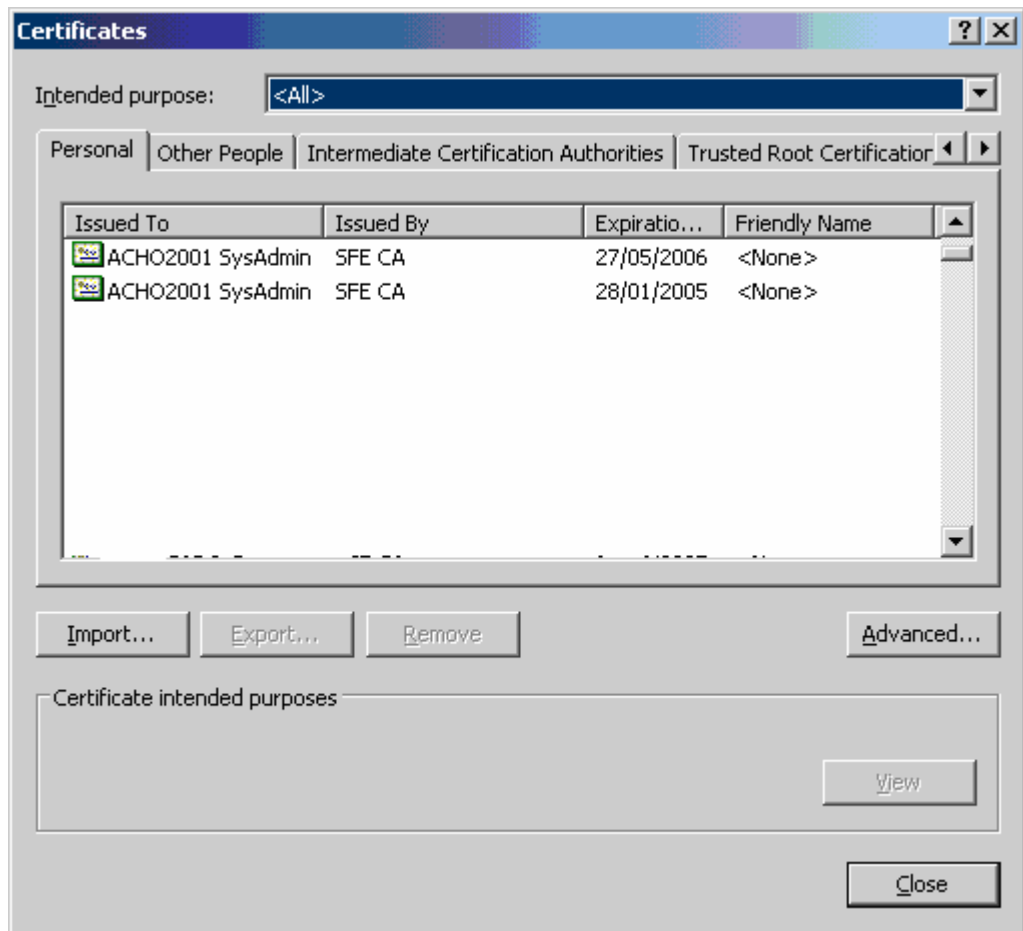


8. This allows the user to select the security level for the Certificate. Any setting other than low can potentially cause numerous pop ups with the application.
9. A warning message advising that the Verisign website will now add the new Certificate to your local machine will be shown. Click Yes.

If successful a Congratulations screen will be shown.



To check that the new Certificate is successfully installed in IE: Click on Tools – Internet Options – Content – Certificates. The new Certificate should appear in the Personal Tab and the expiration date should be one year out.



10. After renewing the certificate, delete the expired Certificate still appearing in the list (example above is dated 28/01/05), in your web browser go to: Tools – Internet Options – Content – Certificates. Highlight Certificate and click on remove.