# Creating, Installing and Exporting User Certificates

## Creating/Installing a User Certificate:

1. On a city computer open Internet Explorer and go to the url <https://msnet.ci.bremerton.wa.us/certsrv>



1. Under “Select a task” choose “Request a certificate”.



1. Under “Request a Certificate” select “User Certificate”.



1. A confirmation window should pop up, choose “Yes”.



1. Under “User Certificate – Identifying Information” choose “Submit”.



1. Choose “Yes” in the next “Confirmation” window.



1. Under “Certificate Issued” choose “Install this certificate”



1. You should get a “Certificate Installed” confirmation.



## Exporting a User Certificate

1. In Internet Explorer click “Tools” in the “Menu Bar”. If you do not see the “Menu Bar” there is a “Tools” drop-down menu  on the right side of the web browser’s toolbar.



1. In the “Internet Options” window click the “Content” tab then the “Certificates” button.



1. High-light the certificate you would like to export and click the “Export” button.



1. In the “Export Wizard” window, click next.



1. In the “Export Wizard” click the “Yes, export the private key” option button and then click “Next”.



1. Under “Personal Information Exchange…” choose “Include all certificates in the certification path…” and “Export all extended properties” options and click “Next”



1. In the “Export Wizard” window enter and confirm a password (you will need this password to import into other systems) and click “Next”.



1. Choose the drive and folder to export to, if you will be exporting this to another machine put it on a thumb drive. Click “Save”.



1. In the “Export Wizard” window, verify the “File Name” and click “Next”.



1. Click Finish, an “Export Successful” window should pop up, click “OK”.





1. Click close then OK in the Certificates and “Internet Options” windows. Exporting of certificate is complete.











