Hongkong Post e-Cert
香港郵政電子核證

e-Cert (Server) User Guide

For Microsoft IIS 10.0

Revision Date: January 2026

Contents

A. Guidelines for e-Cert (Server) Applicant

After receipt and approval of an e-Cert (Server) application, Hongkong Post Certification Authority will send an e-mail with subject "Submission of Certificate Signing Request (CSR)" to request the Authorized Representative to submit the CSR at the Hongkong Post CA web site.

This user guide is for reference by applicants of e-Cert (Server) in generating their key pair and Certificate Signing Request (CSR) using Microsoft Internet Information Server (IIS) 10.0. The CSR containing the public key will then be submitted to Hongkong Post Certification Authority for certificate signing.

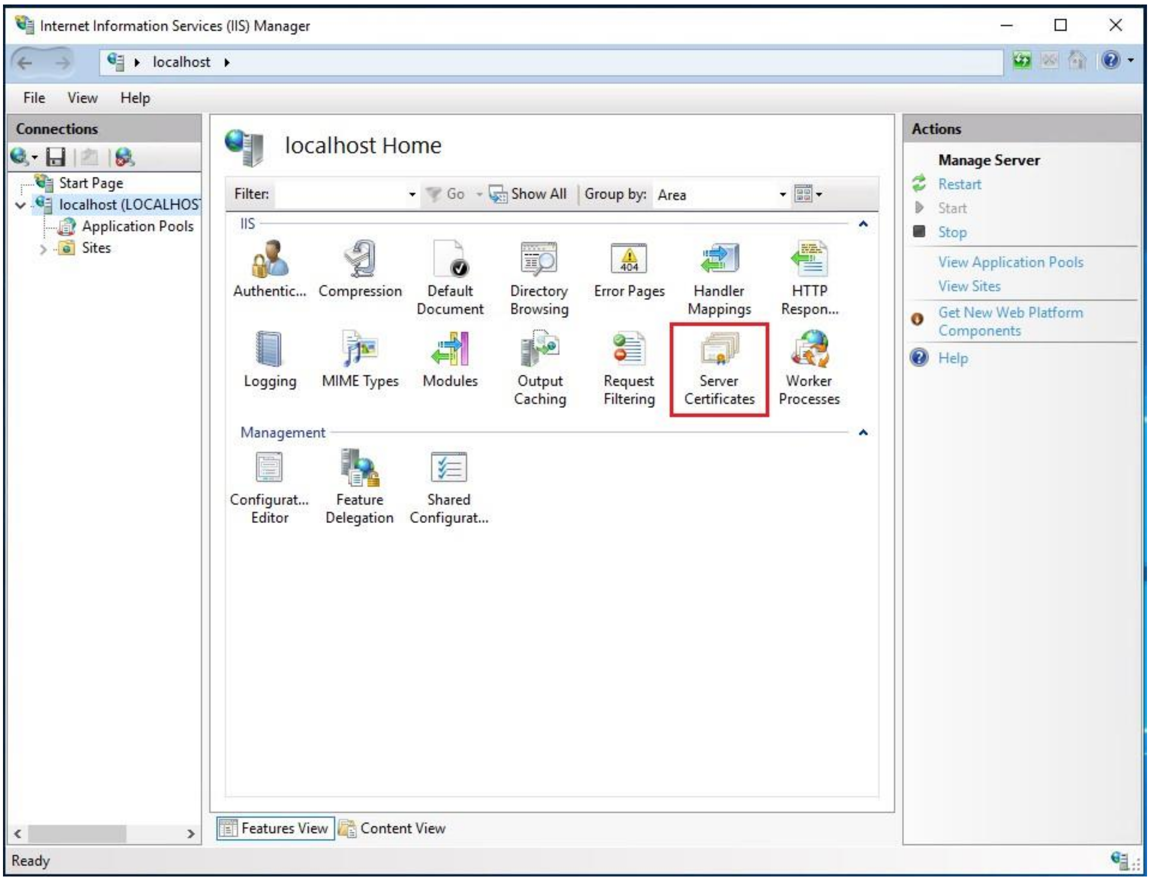
If you lose the private key after the certificate is issued, you will be unable to install or use the certificate. Therefore, it is strongly recommended that you should backup the private key **before the submission of the Certificate Signing Request (CSR)** and **after the installation of the server certificate**. To learn the backup and restore procedures of the private key, please follow the instructions as described in the following sections:

New and Renew Application

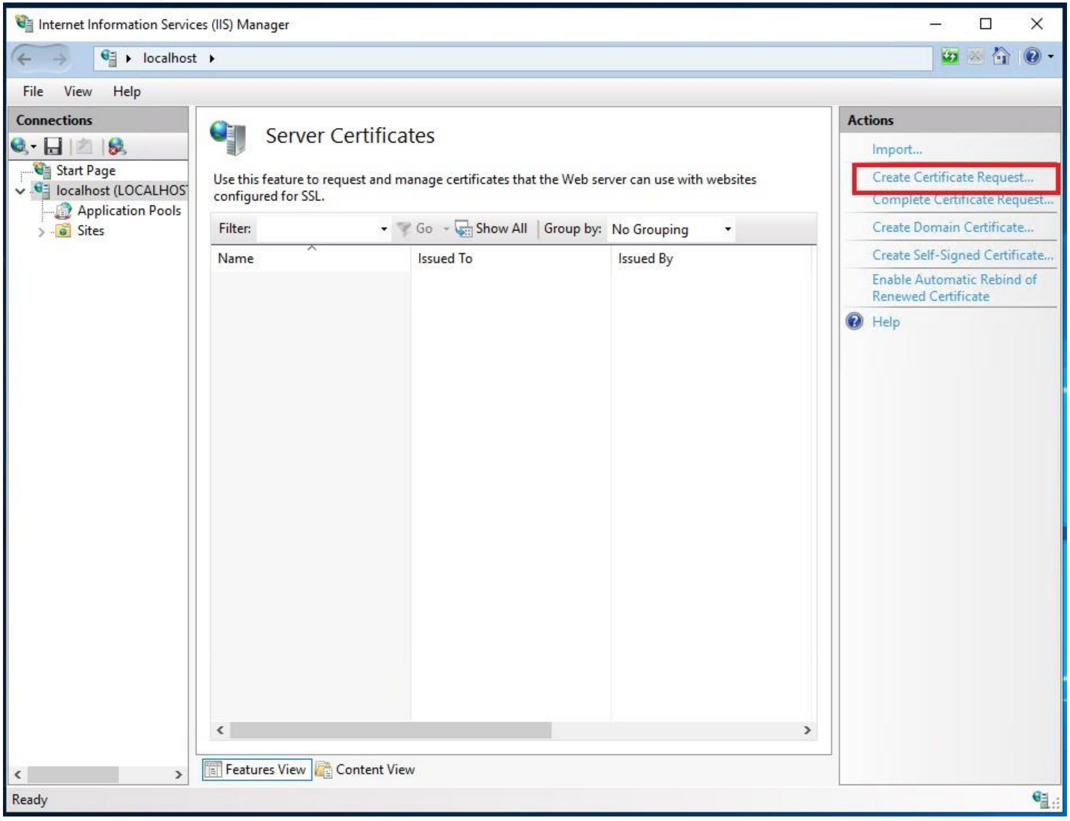
Please follow the instructions as described in the following sections for a new or renew application for e-Cert (Server):

B. Generating Certificate Signing Request (CSR)

1. Start menu, "Administrative Tools", and click on "Internet Information Services (IIS) Manager".
2. In "Internet Information Services (IIS) Manager", select your web site, and then double-click "Server Certificates".

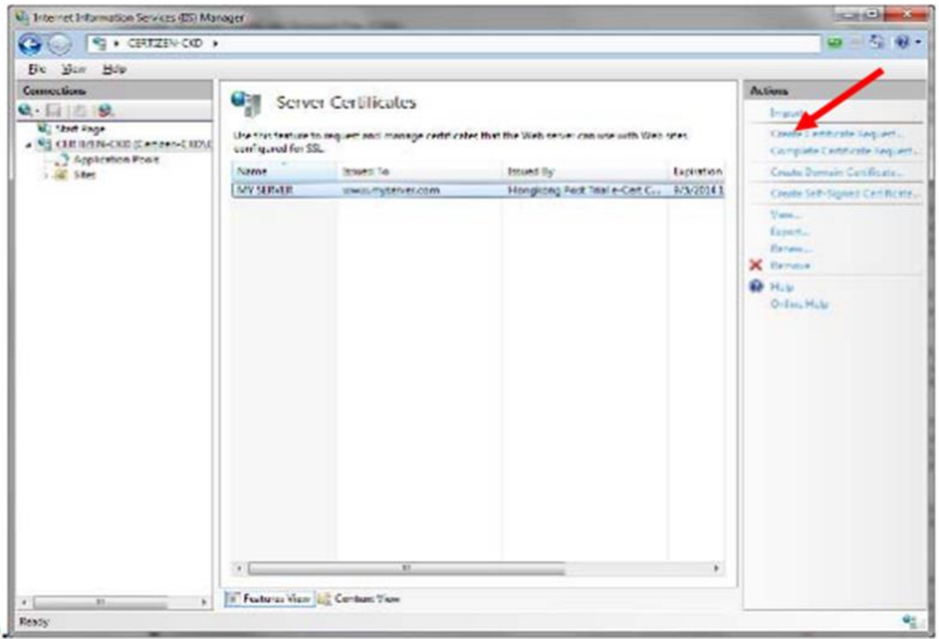


3 At the right column "**Actions**", select “**Create Certificate Request**”.



Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.

Note : For renew of e-Cert (Server) application, please do not click “Renew” option to renew the certificate. Please click “Create Certificate Request” as the same procedures as new application for e-Cert (Server).



Use this feature to request and manage certificates that the Web server can use with Web sites configured for SSL.

Name	Issued To	Issued By	Expiration
MY SERVER	www.myserver.com	Hongkong Post Trial e-Cert C...	9/5/2014 1

4 Type the common name (i.e. server name) for your site, organization's name and your organizational unit, select "**HK**" for the "**Country/Region**". Type "**Hong Kong**" for both "**State/province**" and "**City/locality**", and then click "**Next**".

Note: Please make sure that the correct domain name (i.e. server name) is shown in the "Issued To" field and "HK" in the "Country/Region" field.

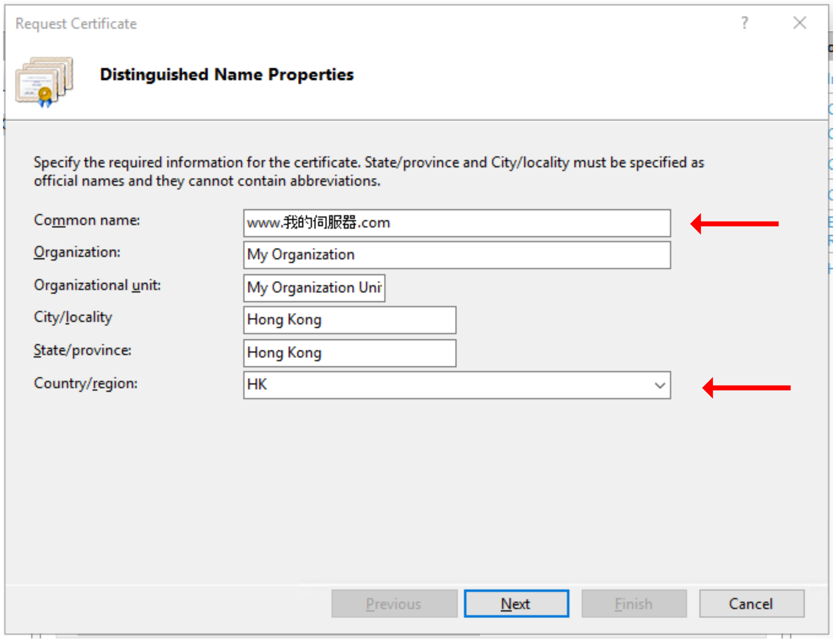
*Note: **For application of e-Cert (Server) with "Multi-domain" feature or EV e-Cert (Server) with "Multi-domain" feature,** please input the "Common Name" field with "Server name used as Subject Name in the Certificate" being filled in the application form. It is not necessary to specify any "Additional Server Name(s)" in the Subject Alternative Name of the CSR to be generated. It will be assigned by the Hongkong Post CA system automatically based on the information applied in the application form when the certificate is issued.*

***For application of e-Cert (Server) with "Wildcard" feature**, please input the "Common Name" field with "Server Name with Wildcard" (including the wildcard component, i.e. the asterisk '*', in the left-most component of the server name), e.g. *.myserver.com, being filled in the application form.*

Note: For application of e-Cert (Server) with Chinese Domain Name

Option 1: please input the "Common Name" field with "Server name used as Subject Name in the Certificate" being filled in the application form.

Option 2: Use of IDN conversion tool to convert Chinese Domain Name into ASCII characters and input of the converted name in the "Common Name" field is also supported.



Request Certificate

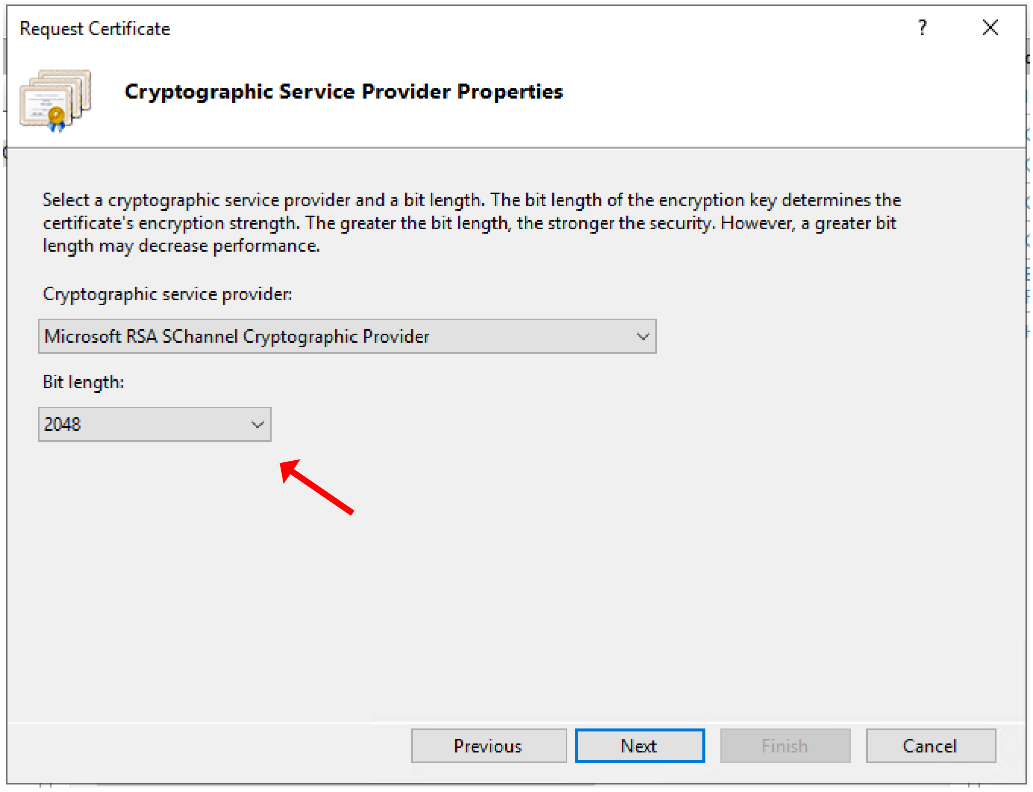
Distinguished Name Properties

Specify the required information for the certificate. State/province and City/locality must be specified as official names and they cannot contain abbreviations.

Common name:	www.我的伺服器.com
Organization:	My Organization
Organizational unit:	My Organization Uni
City/locality	Hong Kong
State/province:	Hong Kong
Country/region:	HK

5. Choose "**Microsoft RSA SChannel Cryptographic Provider**" for the "Cryptographic service provider", and "**2048**" for the "Bit length", and then click "**Next**".

Note: Bit length smaller than 2048 may not be strong enough, while greater than 2048 may be incompatible with certain web browsers. It is recommended the bit length of the encryption key to be 2048 in order to support better security strength.



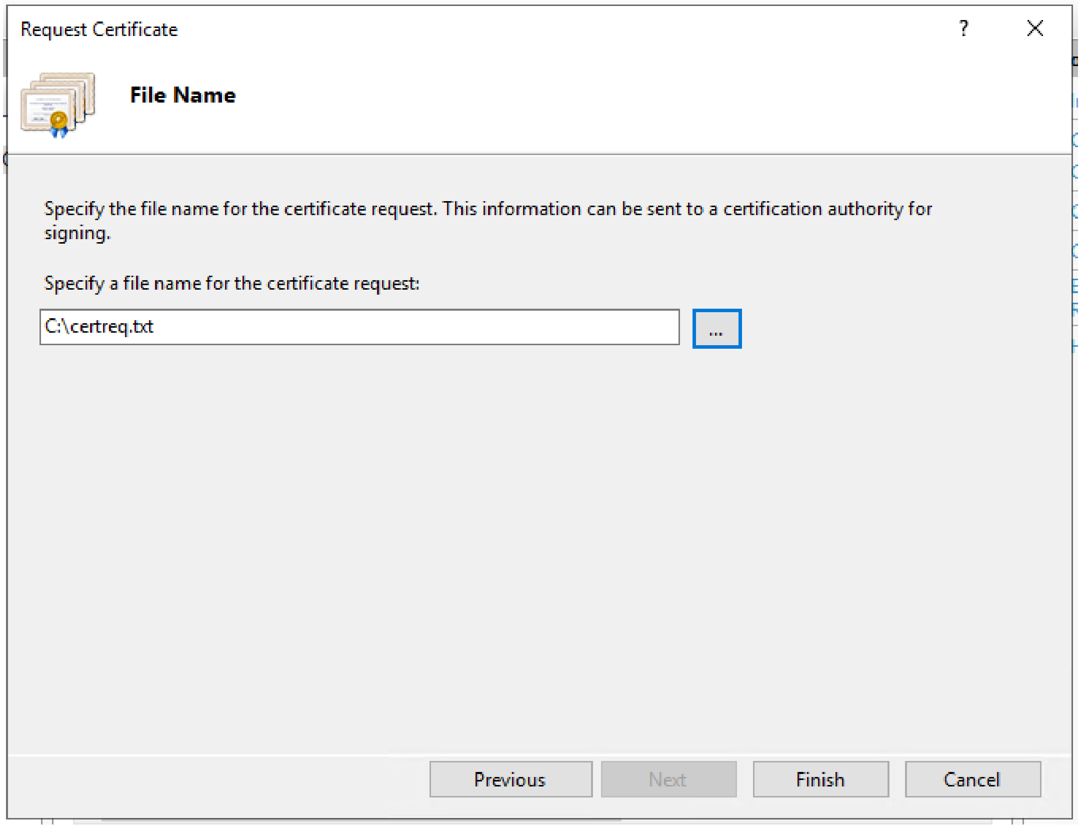
Cryptographic Service Provider Properties

Select a cryptographic service provider and a bit length. The bit length of the encryption key determines the certificate's encryption strength. The greater the bit length, the stronger the security. However, a greater bit length may decrease performance.

Cryptographic service provider: Microsoft RSA SChannel Cryptographic Provider

Bit length: 2048

6. Enter a file name for the certificate request, and then click “**Finish**”.



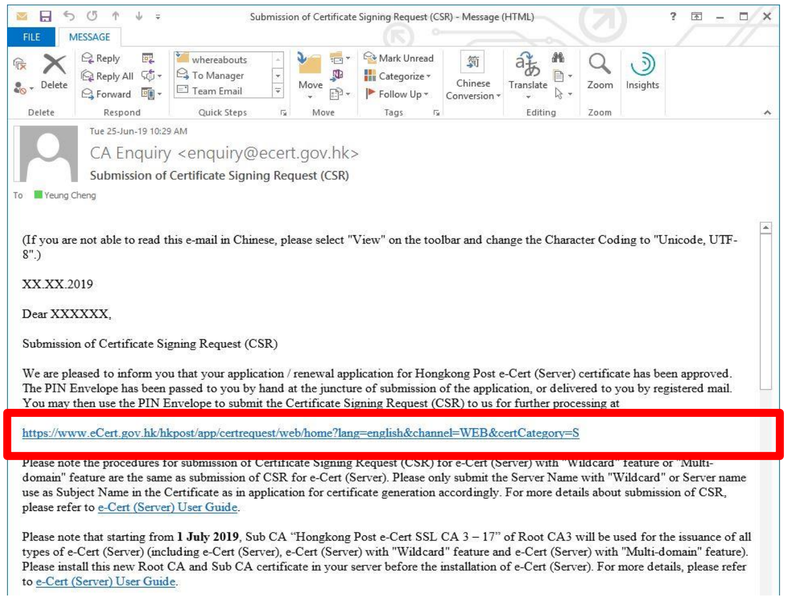
Specify the file name for the certificate request. This information can be sent to a certification authority for signing.

Specify a file name for the certificate request:

C:\certreq.txt

C. Submitting Certificate Signing Request (CSR)

1. Click on the hyperlink in the e-mail with subject "Submission of Certificate Signing Request (CSR)" sent from Hongkong Post Certification Authority to access the Hongkong Post CA web site.



Tue 25-Jun-19 10:29 AM

CA Enquiry <enquiry@ecert.gov.hk>

Submission of Certificate Signing Request (CSR)

To Yeung Cheng

(If you are not able to read this e-mail in Chinese, please select "View" on the toolbar and change the Character Coding to "Unicode, UTF-8".)

XX.XX.2019

Dear XXXXXX,

Submission of Certificate Signing Request (CSR)

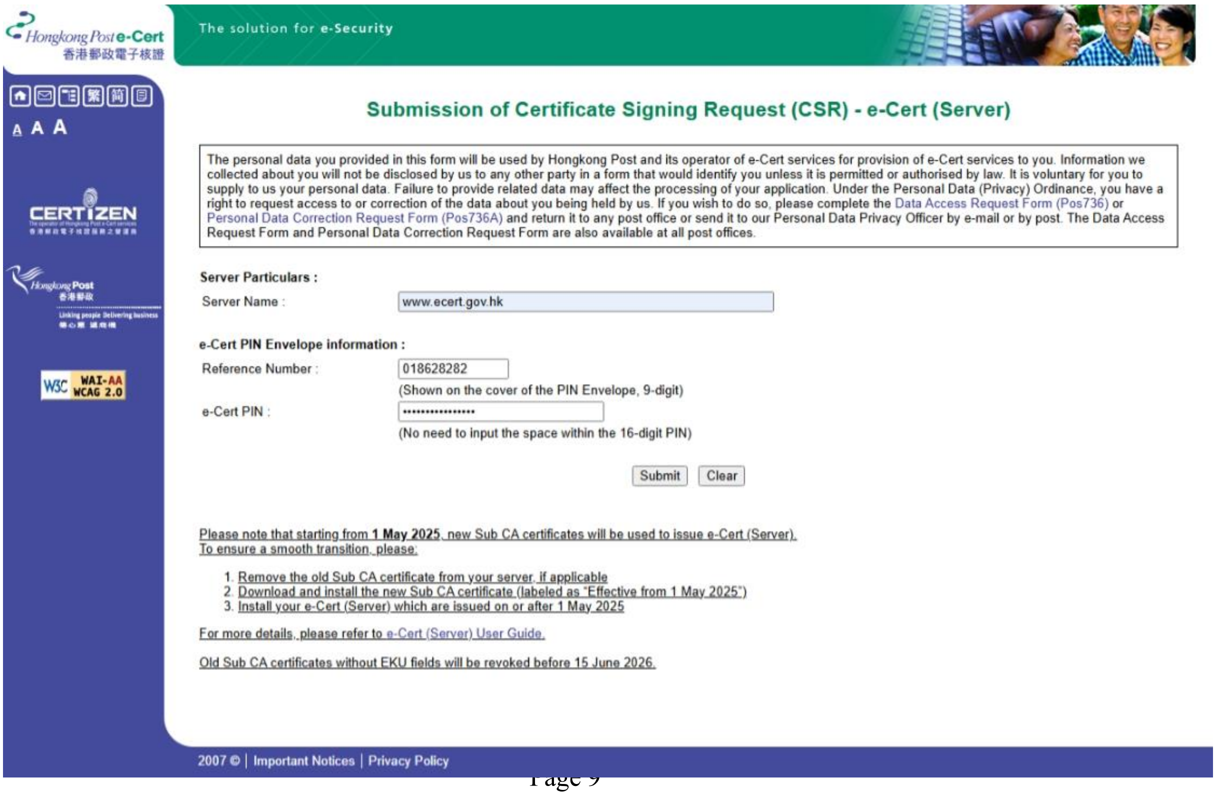
We are pleased to inform you that your application / renewal application for Hongkong Post e-Cert (Server) certificate has been approved. The PIN Envelope has been passed to you by hand at the juncture of submission of the application, or delivered to you by registered mail. You may then use the PIN Envelope to submit the Certificate Signing Request (CSR) to us for further processing at

https://www.eCert.gov.hk/hkpost/app/certrequest/web/home?lang=english&channel=WEB&certCategory=S

Please note the procedures for submission of Certificate Signing Request (CSR) for e-Cert (Server) with "Wildcard" feature or "Multi-domain" feature are the same as submission of CSR for e-Cert (Server). Please only submit the Server Name with "Wildcard" or Server name use as Subject Name in the Certificate as in application for certificate generation accordingly. For more details about submission of CSR, please refer to e-Cert (Server) User Guide.

Please note that starting from **1 July 2019**, Sub CA "Hongkong Post e-Cert SSL CA 3 – 17" of Root CA3 will be used for the issuance of all types of e-Cert (Server) (including e-Cert (Server), e-Cert (Server) with "Wildcard" feature and e-Cert (Server) with "Multi-domain" feature). Please install this new Root CA and Sub CA certificate in your server before the installation of e-Cert (Server). For more details, please refer to e-Cert (Server) User Guide.

2. Type the "Server Name", the "Reference Number" (9-digit) as shown on the cover of the PIN Envelope and the "e-Cert PIN" (16-digit) as shown inside the PIN Envelope, and then click "Submit".



Submission of Certificate Signing Request (CSR) - e-Cert (Server)

The personal data you provided in this form will be used by Hongkong Post and its operator of e-Cert services for provision of e-Cert services to you. Information we collected about you will not be disclosed by us to any other party in a form that would identify you unless it is permitted or authorised by law. It is voluntary for you to supply to us your personal data. Failure to provide related data may affect the processing of your application. Under the Personal Data (Privacy) Ordinance, you have a right to request access to or correction of the data about you being held by us. If you wish to do so, please complete the Data Access Request Form (Pos736) or Personal Data Correction Request Form (Pos736A) and return it to any post office or send it to our Personal Data Privacy Officer by e-mail or by post. The Data Access Request Form and Personal Data Correction Request Form are also available at all post offices.

Server Particulars :

Server Name : www.ecert.gov.hk

e-Cert PIN Envelope information :

Reference Number : 018628282
(Shown on the cover of the PIN Envelope, 9-digit)

e-Cert PIN : ••••••••••••••••
(No need to input the space within the 16-digit PIN)

Submit Clear

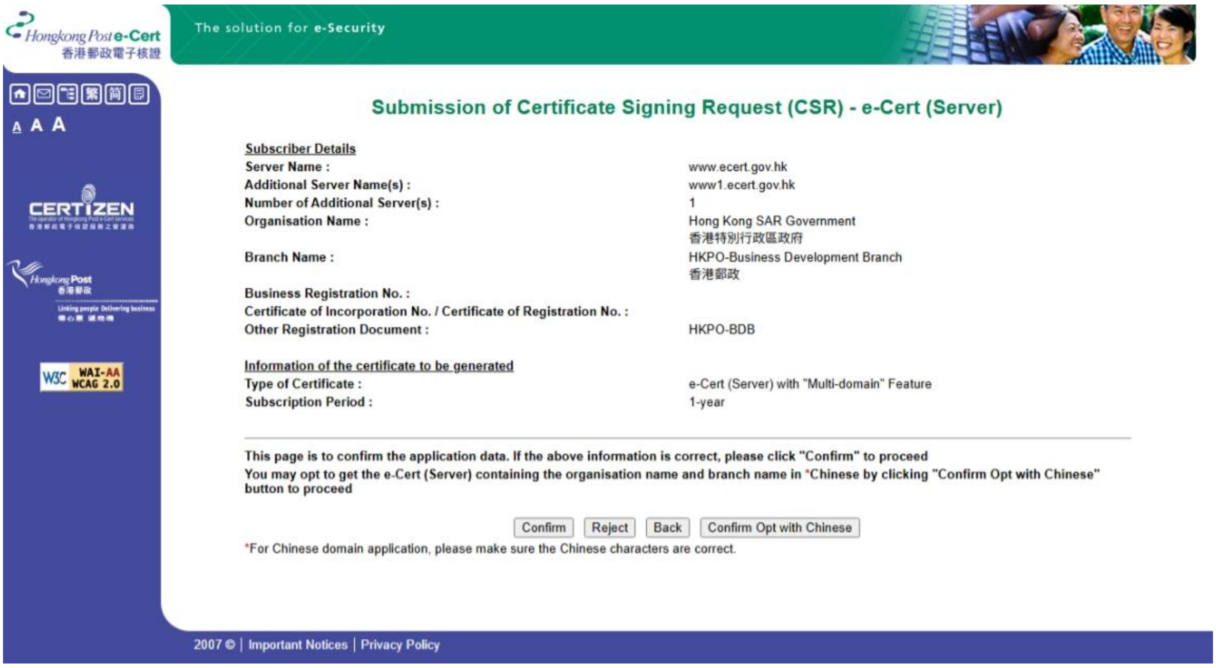
Please note that starting from **1 May 2025**, new Sub CA certificates will be used to issue e-Cert (Server).
To ensure a smooth transition, please:

1. Remove the old Sub CA certificate from your server, if applicable
2. Download and install the new Sub CA certificate (labeled as "Effective from 1 May 2025")
3. Install your e-Cert (Server) which are issued on or after 1 May 2025

For more details, please refer to e-Cert (Server) User Guide.

Old Sub CA certificates without EKU fields will be revoked before 15 June 2026.

3. Click “Confirm” to confirm the application information. (If the information is incorrect, please contact Hongkong Post Certification Authority by email to enquiry@eCert.gov.hk.)



Submission of Certificate Signing Request (CSR) - e-Cert (Server)

Subscriber Details	
Server Name :	www.ecert.gov.hk
Additional Server Name(s) :	www1.ecert.gov.hk
Number of Additional Server(s) :	1
Organisation Name :	Hong Kong SAR Government 香港特別行政區政府
Branch Name :	HKPO-Business Development Branch 香港郵政
Business Registration No. :	
Certificate of Incorporation No. / Certificate of Registration No. :	
Other Registration Document :	HKPO-BDB
Information of the certificate to be generated	
Type of Certificate :	e-Cert (Server) with "Multi-domain" Feature
Subscription Period :	1-year

This page is to confirm the application data. If the above information is correct, please click "Confirm" to proceed
You may opt to get the e-Cert (Server) containing the organisation name and branch name in *Chinese by clicking "Confirm Opt with Chinese" button to proceed

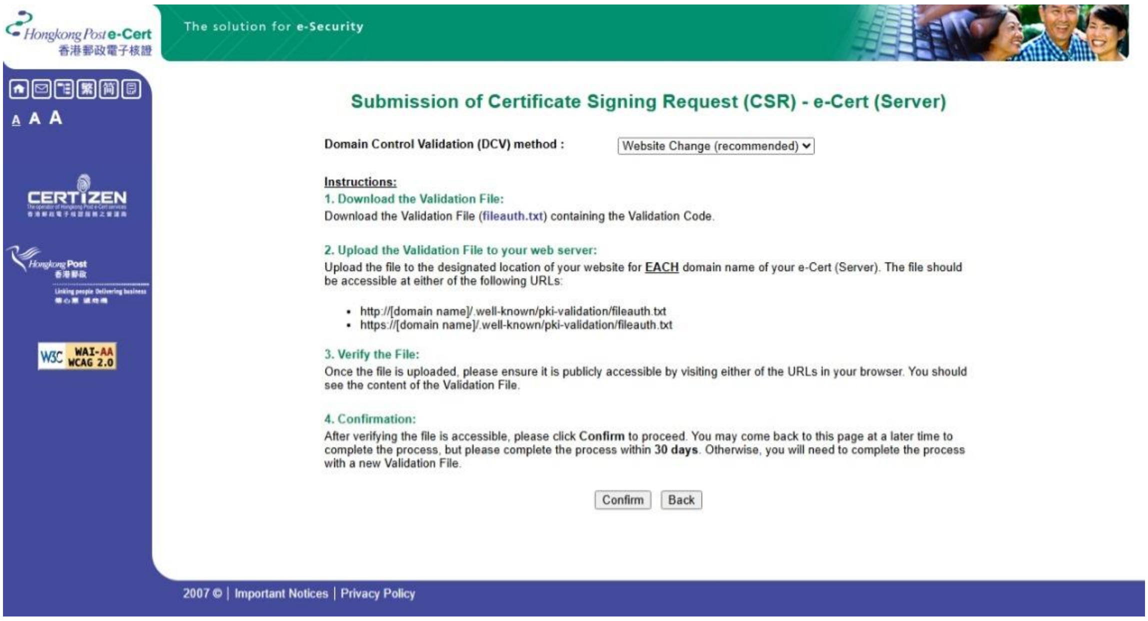
*For Chinese domain application, please make sure the Chinese characters are correct.

Note: If English and Chinese organisation name and/or branch name have been provided at the application form, in order to generate e-Cert (Server) with Chinese organisation name at Subject O field, click the button "Confirm Opt with Chinese" to proceed.

4. (**With effect <u>from 15 March 2026</u> and for <u>non-Government B/D subscribers</u> only**) Choose your desired Domain Control Validation (DCV) method from the list of applicable methods to your e-Cert (Server) and follow on-screen instructions to proceed. Once you confirm, the system will automatically verify and confirm your control over the domain name(s) of your e-Cert (Server). You will be allowed to submit your CSR if the DCV process is successful.

   (Please note that only applicable methods to your e-Cert (Server) type will be shown for selection.)

   A. For "Website Change" DCV method, download the Validation File "fileauth.txt" and upload the file to the designated location on your website for **<u>EACH</u>** domain name of your e-Cert (Server). Once the file is uploaded and publicly accessible, click "Confirm" to proceed. Please note that this method is NOT applicable to e-Cert (Server) with "Wildcard" feature.



Submission of Certificate Signing Request (CSR) - e-Cert (Server)

Domain Control Validation (DCV) method : Website Change (recommended)

Instructions:

1. Download the Validation File:
Download the Validation File (fileauth.txt) containing the Validation Code.

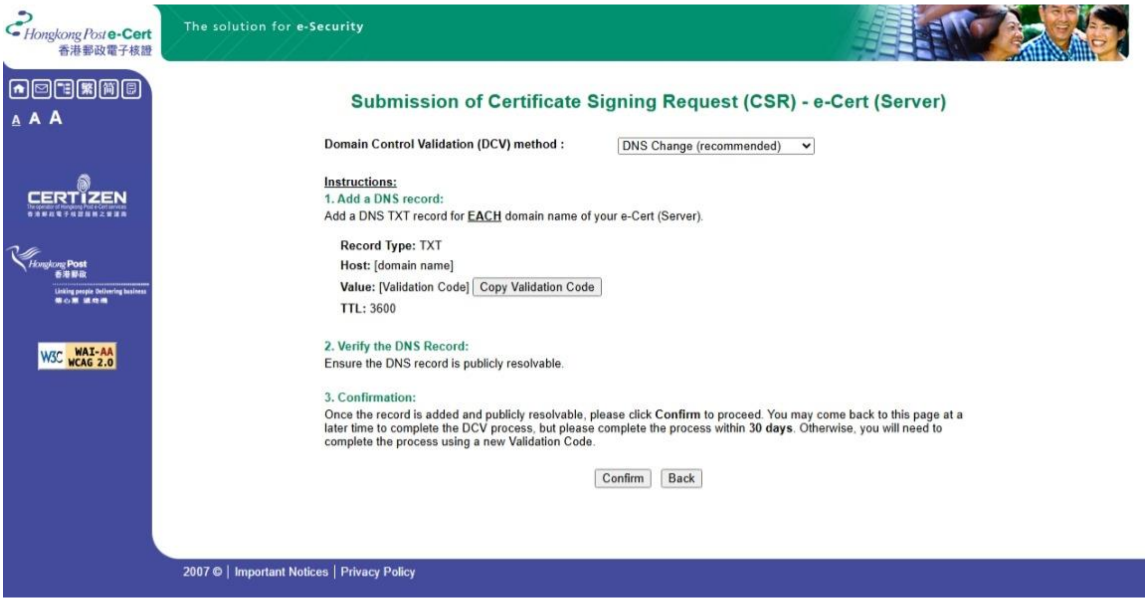
2. Upload the Validation File to your web server:
Upload the file to the designated location of your website for EACH domain name of your e-Cert (Server). The file should be accessible at either of the following URLs:

- http://[domain name]/.well-known/pki-validation/fileauth.txt
- https://[domain name]/.well-known/pki-validation/fileauth.txt

3. Verify the File:
Once the file is uploaded, please ensure it is publicly accessible by visiting either of the URLs in your browser. You should see the content of the Validation File.

4. Confirmation:
After verifying the file is accessible, please click **Confirm** to proceed. You may come back to this page at a later time to complete the process, but please complete the process within **30 days**. Otherwise, you will need to complete the process with a new Validation File.

B. For "DNS Change" DCV method, add a DNS TXT record that includes the Validation Code for **EACH** domain name of your e-Cert (Server). Once the record(s) is/are added and publicly resolvable, click "Confirm" to proceed.



Submission of Certificate Signing Request (CSR) - e-Cert (Server)

Domain Control Validation (DCV) method : DNS Change (recommended)

Instructions:

1. Add a DNS record:

Add a DNS TXT record for EACH domain name of your e-Cert (Server).

Record Type: TXT
Host: [domain name]
Value: [Validation Code] Copy Validation Code
TTL: 3600

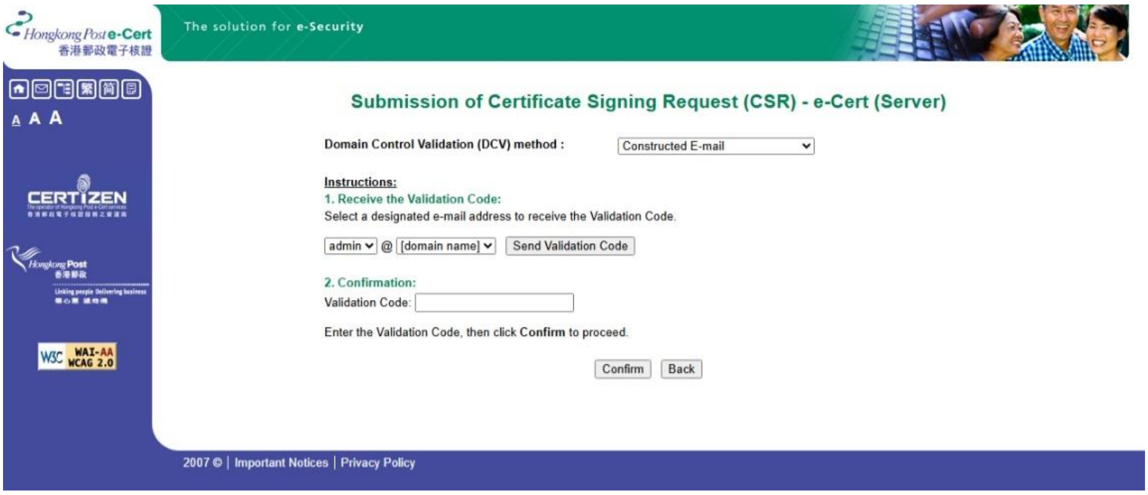
2. Verify the DNS Record:

Ensure the DNS record is publicly resolvable.

3. Confirmation:

Once the record is added and publicly resolvable, please click **Confirm** to proceed. You may come back to this page at a later time to complete the DCV process, but please complete the process within **30 days**. Otherwise, you will need to complete the process using a new Validation Code.

C. For "Constructed E-mail" DCV method, choose one of the designated e-mail addresses and click "Send Validation Code". Once you have received the e-mail, enter the Validation Code in the web page and click "Confirm" to proceed. Please note that this method is NOT applicable to e-Cert (Server) with "Multi-domain" feature.



Submission of Certificate Signing Request (CSR) - e-Cert (Server)

Domain Control Validation (DCV) method : Constructed E-mail

Instructions:

1. Receive the Validation Code:

Select a designated e-mail address to receive the Validation Code.

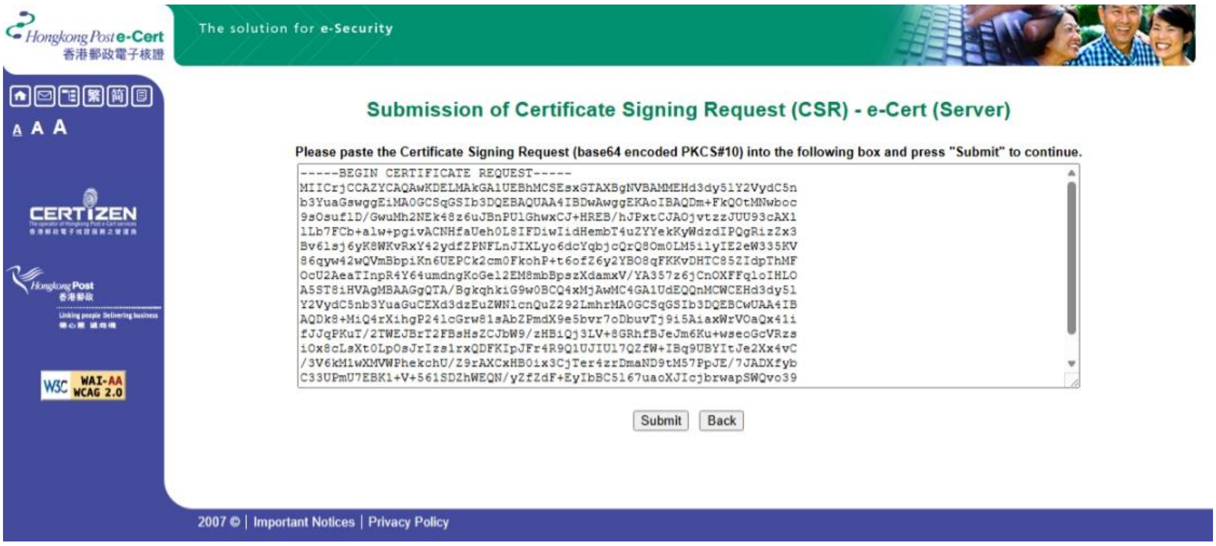
admin @ [domain name] Send Validation Code

2. Confirmation:

Validation Code:

Enter the Validation Code, then click **Confirm** to proceed.

5. Open the Certificate Signing Request (CSR) that you previously generated in Part B Step 2 with a text editor (e.g. Notepad) and copy the entire content including the lines "-----BEGIN NEW CERTIFICATE REQUEST-----" and "-----END NEW CERTIFICATE REQUEST-----". Paste the content to the text box, and then click “Submit”.

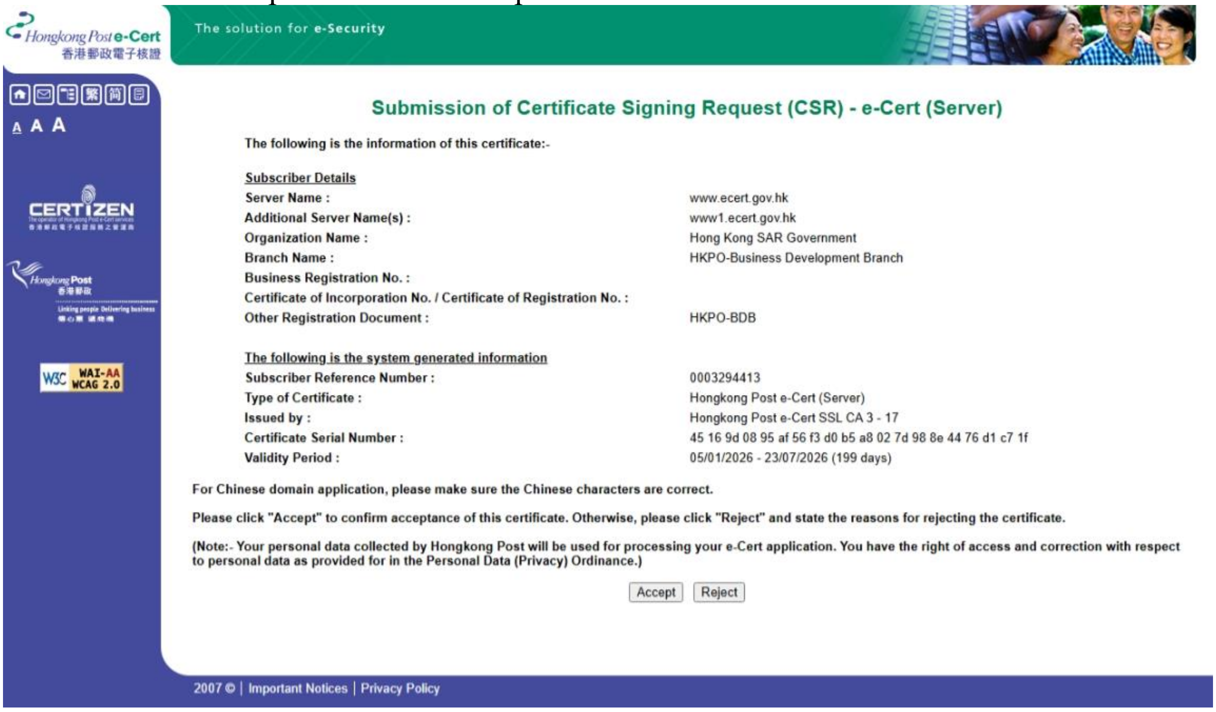


Submission of Certificate Signing Request (CSR) - e-Cert (Server)

Please paste the Certificate Signing Request (base64 encoded PKCS#10) into the following box and press "Submit" to continue.

```
-----BEGIN CERTIFICATE REQUEST-----
MIICrjCCAZYCAQAwKDELMAkGA1UEBhMCSEsxGTAXBgNVBAMMEHd3dy51Y2VydC5n
b3YuaGswggEiMA0GCSqGSIb3DQEBAQUAA4IBDwAwggEKAoIBAQDm+FkQ0tMNwboc
9sOsuf1D/GwuMh2NEk48z6uJBnPUlGhwxCJ+HREB/hJPxtCJAOjvtzzJUU93cAX1
lLb7FCb+alw+pgivACNHfaUeh0L8IFDiwIidHembT4uZYYekKyWdzdIPQgRizZx3
Bv6lsj6yK8WKvRxY42ydfZPNFLnJIXLyo6dcYqbjcQrQ8Om0LM5ilyIE2eW335KV
86qyw42wQVmBbpiKn6UEPCk2cm0FkohP+t6ofZ6y2YBO8qFKKvDHTC85ZIdpThMF
OcU2AeaTInpR4Y64umdngKoGel2EM8mbBpszXdamxV/YA357z6jCnOXFFqloIHLO
A5ST8iHVAgMBAAGgQTA/BgkqhkiG9w0BCQ4xMjAwMC4GA1UdEQQnMCWCEHd3dy51
Y2VydC5nb3YuaGuCEXd3dzEuZWNlcnQuZ292LmhrMA0GCSqGSIb3DQEBCwUAA4IB
AQDk8+MiQ4rXihgP24lcGrw81sAbZPmdX9e5bvr7oDbuvTj9i5AiaxWrVOaQx41i
fJJqPKuT/2TWEJBrT2FBsHsZCJbW9/zHBiQj3LV+8GRhfBJeJm6Ku+wseoGcVRzs
iOx8cLsXt0LpOsJrIzs1rxQDFKIpJFr4R9Q1UJIUl7QZfW+IBq9UBYItJe2Xx4vC
/3V6kM1wXMVWPhekchU/Z9rAXCxHB0ix3CjTer4zrDmaND9tM57PpJE/7JADXfyb
C33UPmU7EBK1+V+561SDZhWEQN/yZfZdF+EyIbBC5l67uaoXJIcjbrwapSWQvo39
```

6. Click “Accept” to confirm acceptance of the certificate.



Submission of Certificate Signing Request (CSR) - e-Cert (Server)

The following is the information of this certificate:-

Subscriber Details

Server Name :	www.ecert.gov.hk
Additional Server Name(s) :	www1.ecert.gov.hk
Organization Name :	Hong Kong SAR Government
Branch Name :	HKPO-Business Development Branch
Business Registration No. :	
Certificate of Incorporation No. / Certificate of Registration No. :	
Other Registration Document :	HKPO-BDB

The following is the system generated information

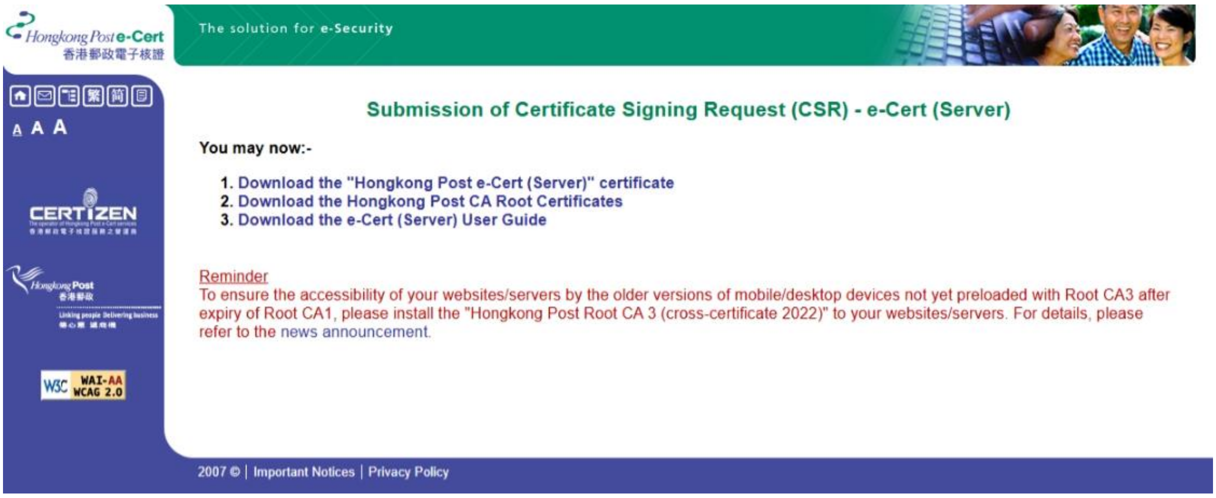
Subscriber Reference Number :	0003294413
Type of Certificate :	Hongkong Post e-Cert (Server)
Issued by :	Hongkong Post e-Cert SSL CA 3 - 17
Certificate Serial Number :	45 16 9d 08 95 af 56 f3 d0 b5 a8 02 7d 98 8e 44 76 d1 c7 1f
Validity Period :	05/01/2026 - 23/07/2026 (199 days)

For Chinese domain application, please make sure the Chinese characters are correct.

Please click "Accept" to confirm acceptance of this certificate. Otherwise, please click "Reject" and state the reasons for rejecting the certificate.

(Note:- Your personal data collected by Hongkong Post will be used for processing your e-Cert application. You have the right of access and correction with respect to personal data as provided for in the Personal Data (Privacy) Ordinance.)

7. Click to download the Hongkong Post e-Cert (Server)



Hongkong Post e-Cert 香港郵政電子核證
The solution for e-Security
A A A
CERTIZEN
Hongkong Post 香港郵政
WAI-AA WCAG 2.0

Submission of Certificate Signing Request (CSR) - e-Cert (Server)

You may now:-

1. Download the "Hongkong Post e-Cert (Server)" certificate
2. Download the Hongkong Post CA Root Certificates
3. Download the e-Cert (Server) User Guide

Reminder
To ensure the accessibility of your websites/servers by the older versions of mobile/desktop devices not yet preloaded with Root CA3 after expiry of Root CA1, please install the "Hongkong Post Root CA 3 (cross-certificate 2022)" to your websites/servers. For details, please refer to the news announcement.

2007 © | Important Notices | Privacy Policy

Note:

1. *You can also download your e-Cert (Server) from the Search and Download Certificate web page.*

   https://www.ecert.gov.hk/en/sc/index.html
2. *Install the Sub CA "Hongkong Post e-Cert SSL CA 3 - 17" issued by Root CA3. Click the following link to download:*

   http://www1.ecert.gov.hk/root/ecert_ssl_ca_3-17_pem.crt
   Install the cross-certificate "Hongkong Post Root CA 3" issued by "GlobalSign Root CA - R3". Click the following link to download:
   http://www1.ecert.gov.hk/root/root_ca_3_x_gsca_r3_pem.crt

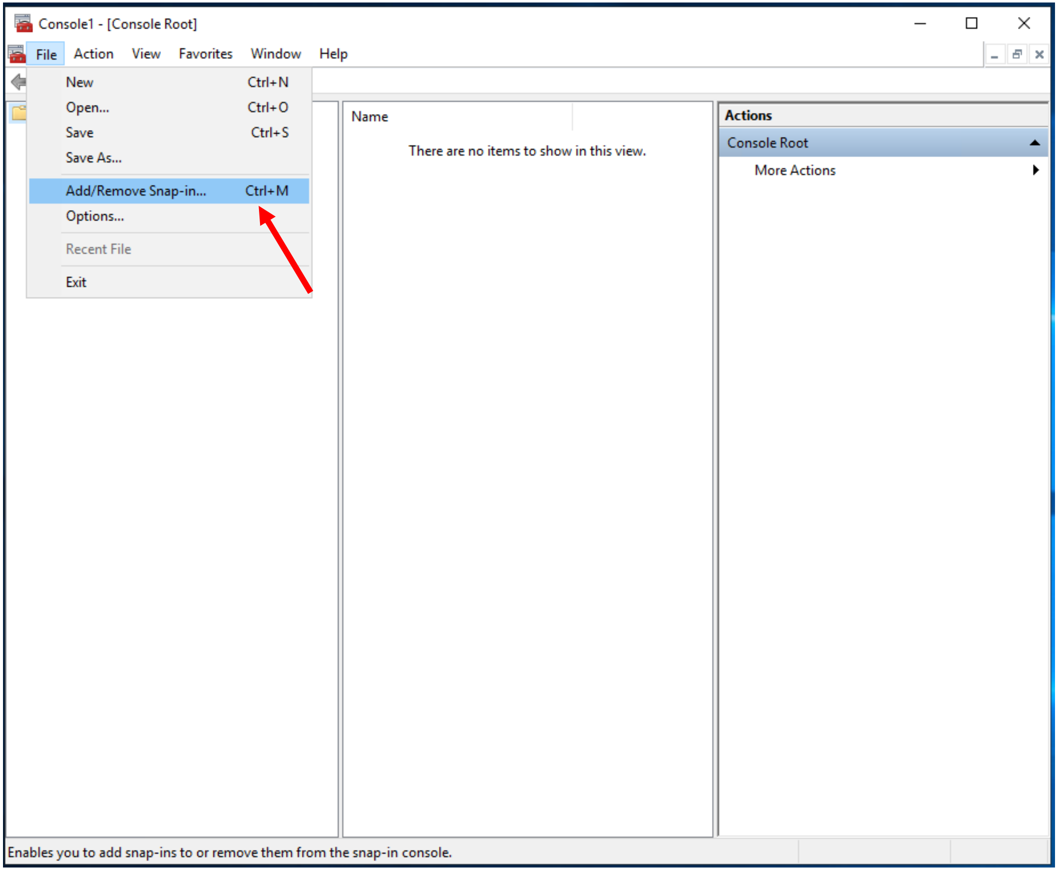
3. *Install the Sub CA "Hongkong Post e-Cert EV SSL CA 3 - 17" issued by Root CA3. Click the following link to download:*

   http://www1.ecert.gov.hk/root/ecert_ev_ssl_ca_3-17_pem.crt

   Install the cross-certificate "Hongkong Post Root CA 3" issued by "GlobalSign Root CA - R3". Click the following link to download:
   http://www1.ecert.gov.hk/root/root_ca_3_x_gsca_r3_pem.crt

D. Installing Sub CA / Cross Certificate

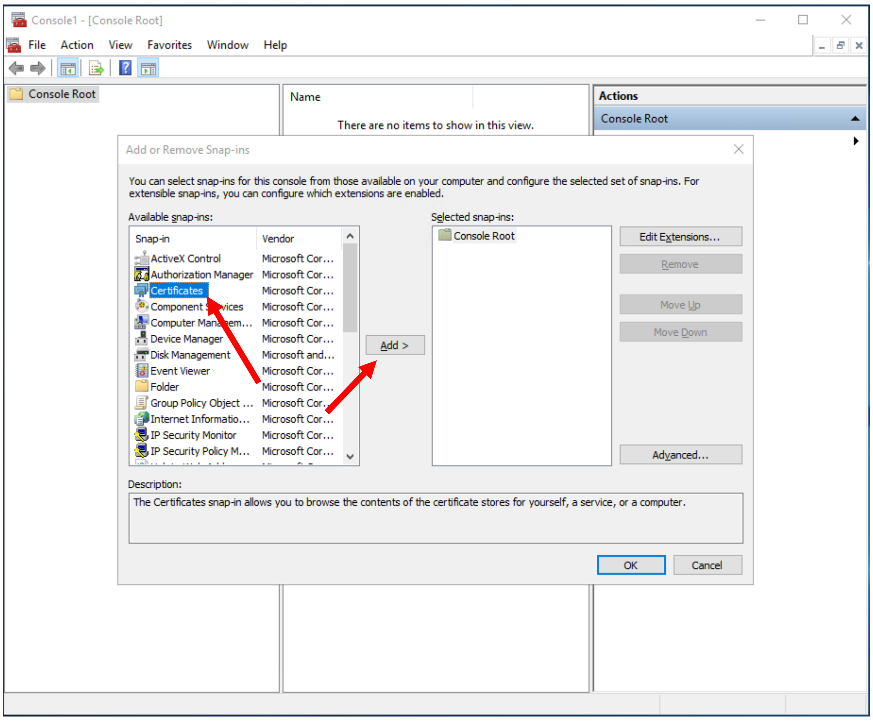
1. Start **Microsoft Management Console (MMC)** by clicking “**Start**” > “**Run**”, type “**mmc**” and click **OK**, and then select “**Add/Remove Snap-in**” from the “**File**” menu.



There are no items to show in this view.

Enables you to add snap-ins to or remove them from the snap-in console.

2. Select “**Certificate**” then Click “**Add**”.



There are no items to show in this view.

You can select snap-ins for this console from those available on your computer and configure the selected set of snap-ins. For extensible snap-ins, you can configure which extensions are enabled.

Available snap-ins:

Snap-in	Vendor
ActiveX Control	Microsoft Cor…
Authorization Manager	Microsoft Cor…
Certificates	Microsoft Cor…
Component Services	Microsoft Cor…
Computer Managem…	Microsoft Cor…
Device Manager	Microsoft Cor…
Disk Management	Microsoft and…
Event Viewer	Microsoft Cor…
Folder	Microsoft Cor…
Group Policy Object …	Microsoft Cor…
Internet Informatio…	Microsoft Cor…
IP Security Monitor	Microsoft Cor…
IP Security Policy M…	Microsoft Cor…

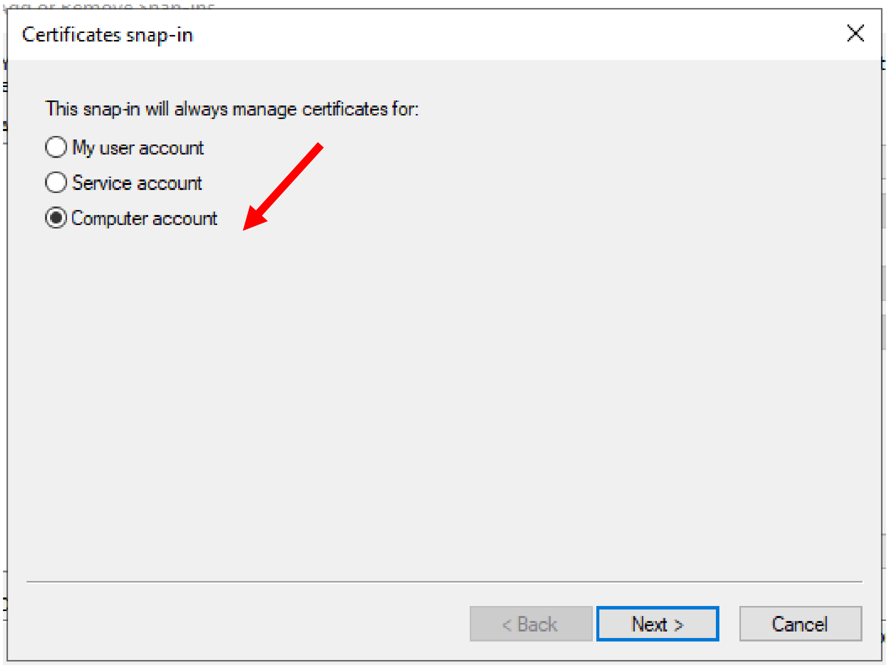
Selected snap-ins:

Console Root

Description:

The Certificates snap-in allows you to browse the contents of the certificate stores for yourself, a service, or a computer.

3. Select “**Computer account**”, and then click “**Next**”.



Certificates snap-in

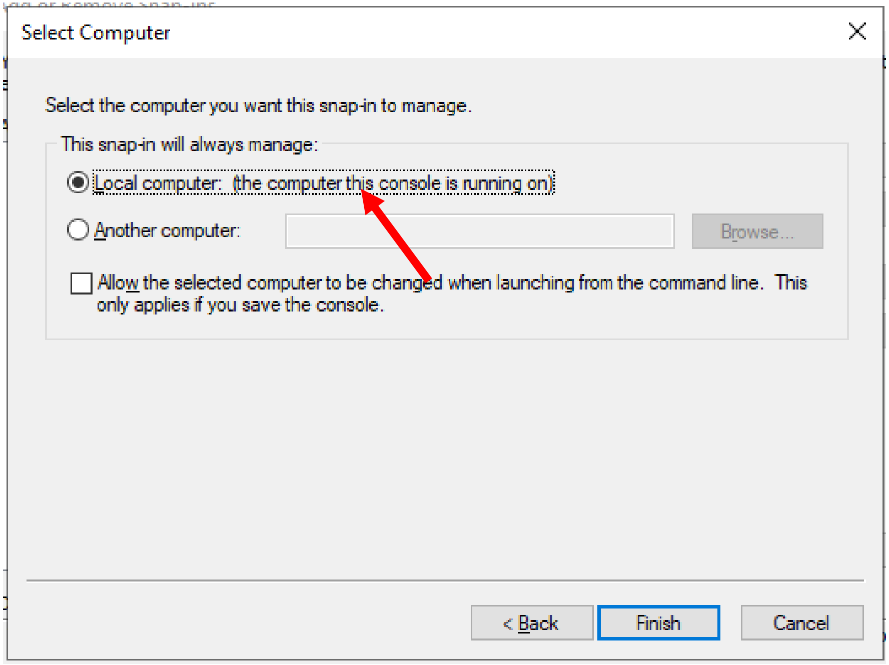
This snap-in will always manage certificates for:

○ My user account

○ Service account

● Computer account

4. Select "**Local computer**", and then click "**Finish**".



Select Computer

Select the computer you want this snap-in to manage.

This snap-in will always manage:

● Local computer: (the computer this console is running on)

○ Another computer:

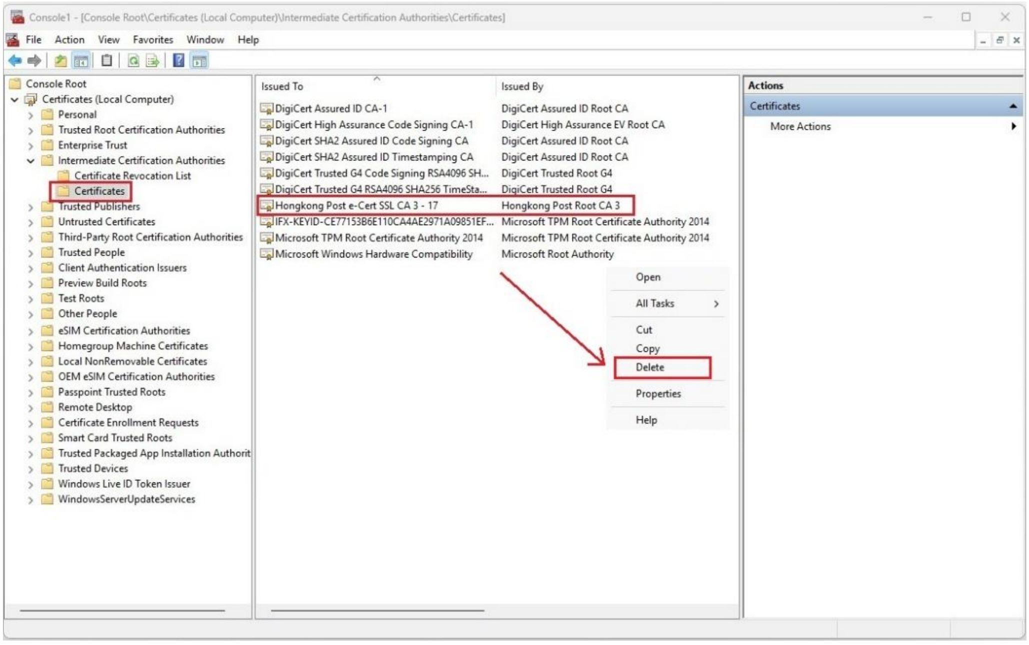
□ Allow the selected computer to be changed when launching from the command line. This only applies if you save the console.

The following uses the “**Hongkong Post e-Cert SSL CA 3 - 17**” Sub CA certificate as example.

> *Note:*
>
> *Starting from **1 May 2025**, new Sub CA certificates will be used to issue e-Cert (Server). When installing an e-Cert (Server) issued on or after 1 May 2025, **please first remove the old Sub CA certificate, if applicable**, and **then install the new Sub CA certificate on your server.***

Remove Old Sub CA Certificate (if applicable)

Expand the “Intermediate Certification Authorities” and select “Certificates” Highlighted the Old “Hongkong Post e-Cert SSL CA3-17” then right click & select “Delete”.

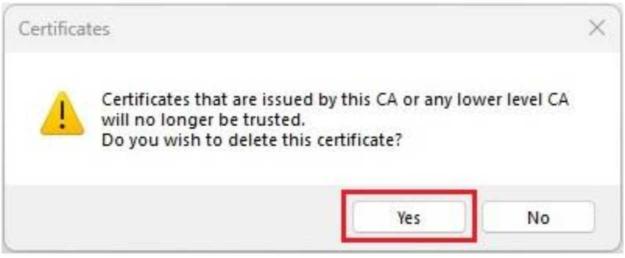


Console1 - [Console Root\Certificates (Local Computer)\Intermediate Certification Authorities\Certificates]

Issued To	Issued By
DigiCert Assured ID CA-1	DigiCert Assured ID Root CA
DigiCert High Assurance Code Signing CA-1	DigiCert High Assurance EV Root CA
DigiCert SHA2 Assured ID Code Signing CA	DigiCert Assured ID Root CA
DigiCert SHA2 Assured ID Timestamping CA	DigiCert Assured ID Root CA
DigiCert Trusted G4 Code Signing RSA4096 SH...	DigiCert Trusted Root G4
DigiCert Trusted G4 RSA4096 SHA256 TimeSta...	DigiCert Trusted Root G4
Hongkong Post e-Cert SSL CA 3 - 17	Hongkong Post Root CA 3
IFX-KEYID-CE77153B6E110CA4AE2971A09851EF...	Microsoft TPM Root Certificate Authority 2014
Microsoft TPM Root Certificate Authority 2014	Microsoft TPM Root Certificate Authority 2014
Microsoft Windows Hardware Compatibility	Microsoft Root Authority

File
Action
View
Favorites
Window
Help
Console Root
Certificates (Local Computer)
Personal
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Certificate Revocation List
Certificates
Trusted Publishers
Untrusted Certificates
Third-Party Root Certification Authorities
Trusted People
Client Authentication Issuers
Preview Build Roots
Test Roots
Other People
eSIM Certification Authorities
Homegroup Machine Certificates
Local NonRemovable Certificates
OEM eSIM Certification Authorities
Passpoint Trusted Roots
Remote Desktop
Certificate Enrollment Requests
Smart Card Trusted Roots
Trusted Packaged App Installation Authorit
Trusted Devices
Windows Live ID Token Issuer
WindowsServerUpdateServices
Open
All Tasks
Cut
Copy
Delete
Properties
Help
Actions
Certificates
More Actions

Click “Yes” to delete.



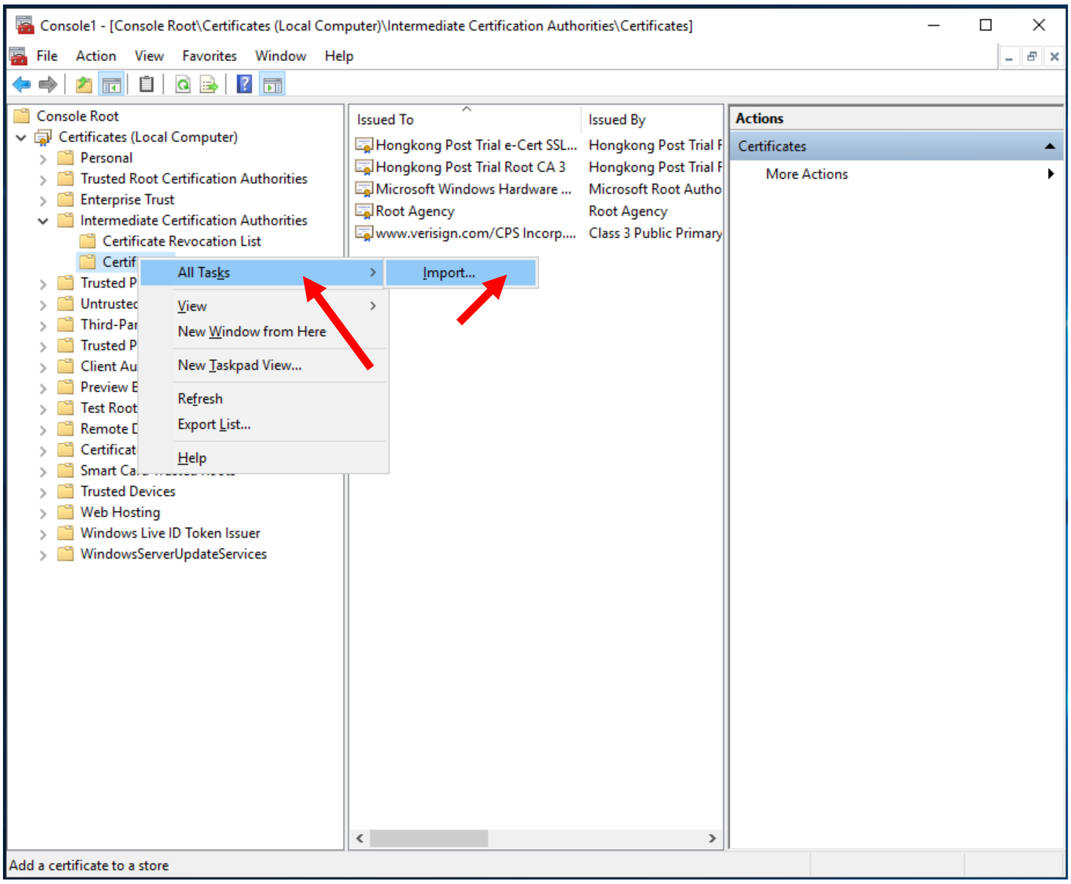
Certificates

Certificates that are issued by this CA or any lower level CA will no longer be trusted.
Do you wish to delete this certificate?

The following uses the “**Hongkong Post e-Cert SSL CA 3 - 17**” Sub CA certificate as example.

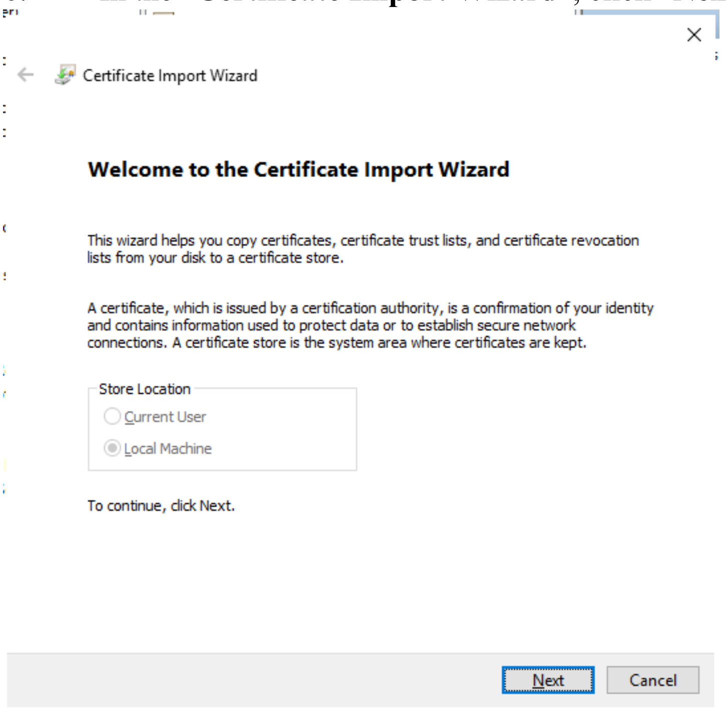
Installing Sub CA / Cross Certificate

5. Expand “**Intermediate Certification Authorities**” and right-click “**Certificates**”, and then select “**All Tasks**” > “**Import**”.


Console1 - [Console Root\Certificates (Local Computer)\Intermediate Certification Authorities\Certificates]
File
Action
View
Favorites
Window
Help
Console Root
Certificates (Local Computer)
Personal
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Certificate Revocation List
Certif
Trusted P
Untrustec
Third-Par
Trusted P
Client Au
Preview E
Test Root
Remote D
Certificat
Smart Ca
Trusted Devices
Web Hosting
Windows Live ID Token Issuer
WindowsServerUpdateServices
All Tasks
View
New Window from Here
New Taskpad View...
Refresh
Export List...
Help
Import...
Actions
Certificates
More Actions
Add a certificate to a store

Issued To	Issued By
Hongkong Post Trial e-Cert SSL...	Hongkong Post Trial F
Hongkong Post Trial Root CA 3	Hongkong Post Trial F
Microsoft Windows Hardware ...	Microsoft Root Autho
Root Agency	Root Agency
www.verisign.com/CPS Incorp....	Class 3 Public Primary

6. In the “**Certificate Import Wizard**”, click “**Next**” to continue.



Certificate Import Wizard

Welcome to the Certificate Import Wizard

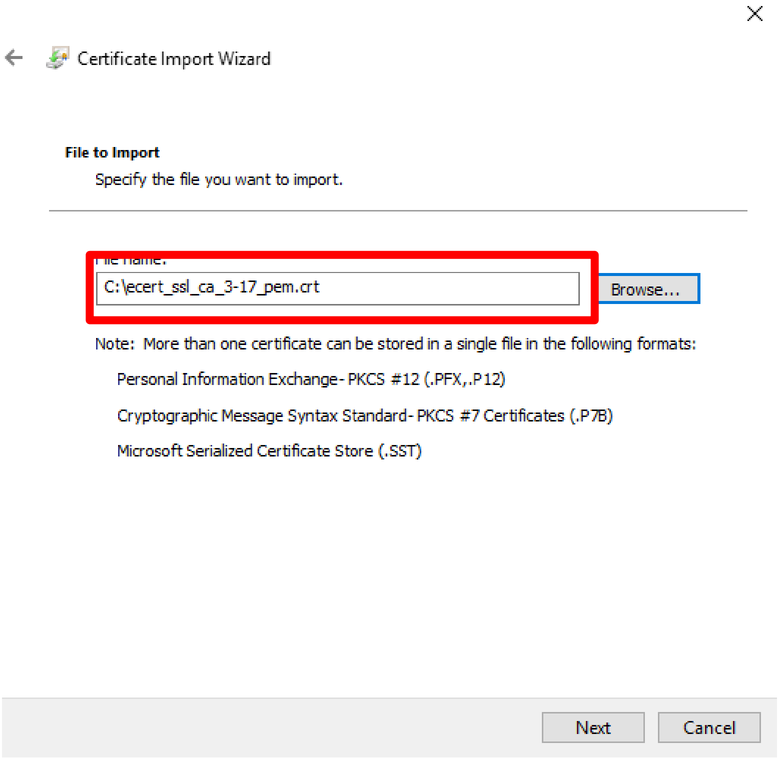
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

Store Location
○ Current User
● Local Machine

To continue, click Next.

7. Click “**Browse**” to locate the “**Hongkong Post e-Cert SSL CA 3 - 17**” certificate that you downloaded in Part C Step 7 (ecert_ssl_ca_3-17_pem.crt), and then click “**Next**”.



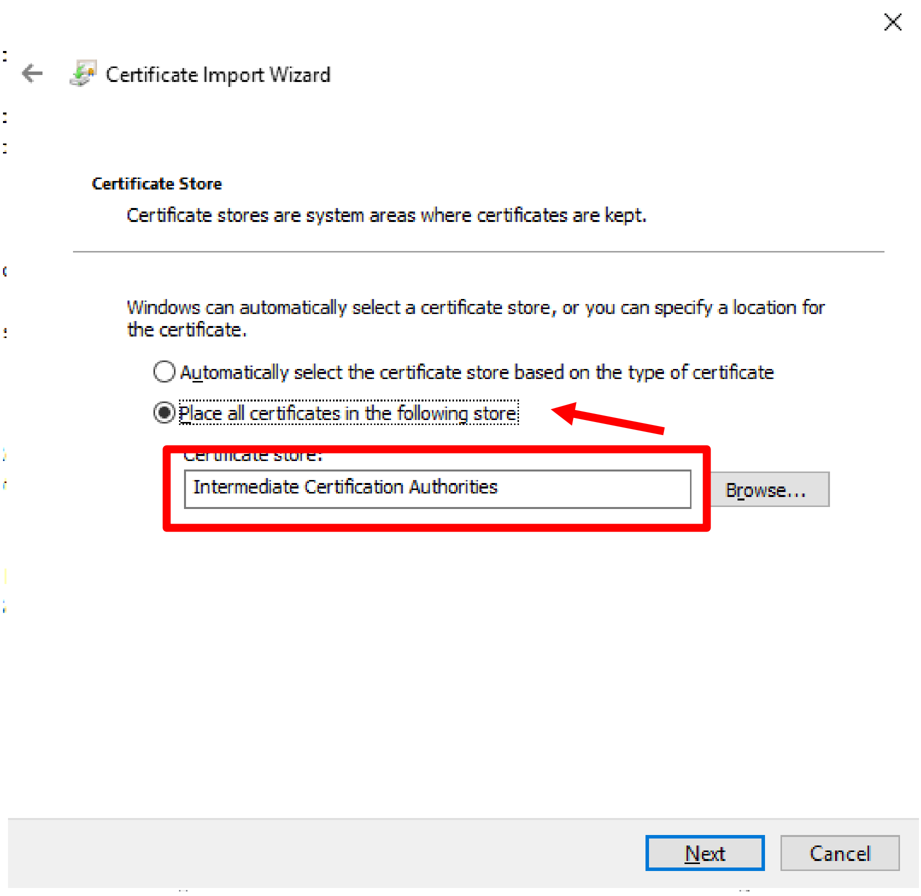
Certificate Import Wizard

File to Import
Specify the file you want to import.

File name:
C:\ecert_ssl_ca_3-17_pem.crt

Note: More than one certificate can be stored in a single file in the following formats:
Personal Information Exchange- PKCS #12 (.PFX,.P12)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
Microsoft Serialized Certificate Store (.SST)

8. Select “**Place all certificates in the following store**”, make sure “**Intermediate Certification Authorities**” has been selected as “Certificate store”, and then click “**Next**”.



Certificate Import Wizard

Certificate Store

Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.

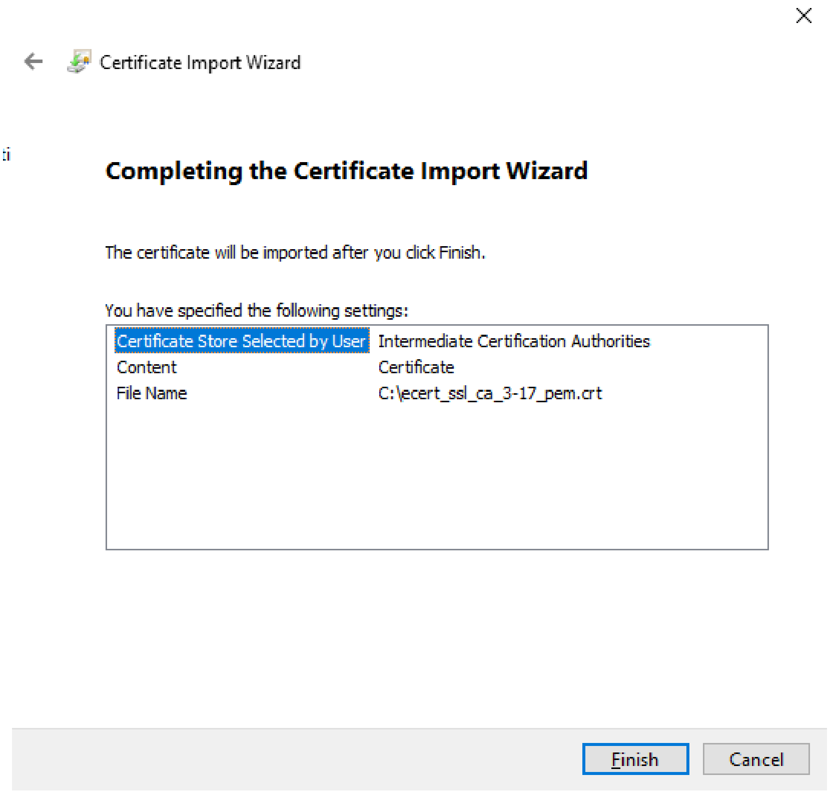
○ Automatically select the certificate store based on the type of certificate

● Place all certificates in the following store

Certificate store:

Intermediate Certification Authorities

9. Click “**Finish**” to close the wizard.



Certificate Import Wizard

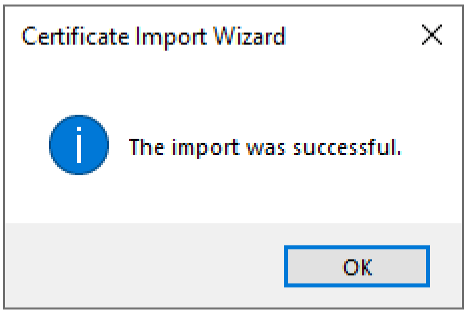
Completing the Certificate Import Wizard

The certificate will be imported after you click Finish.

You have specified the following settings:

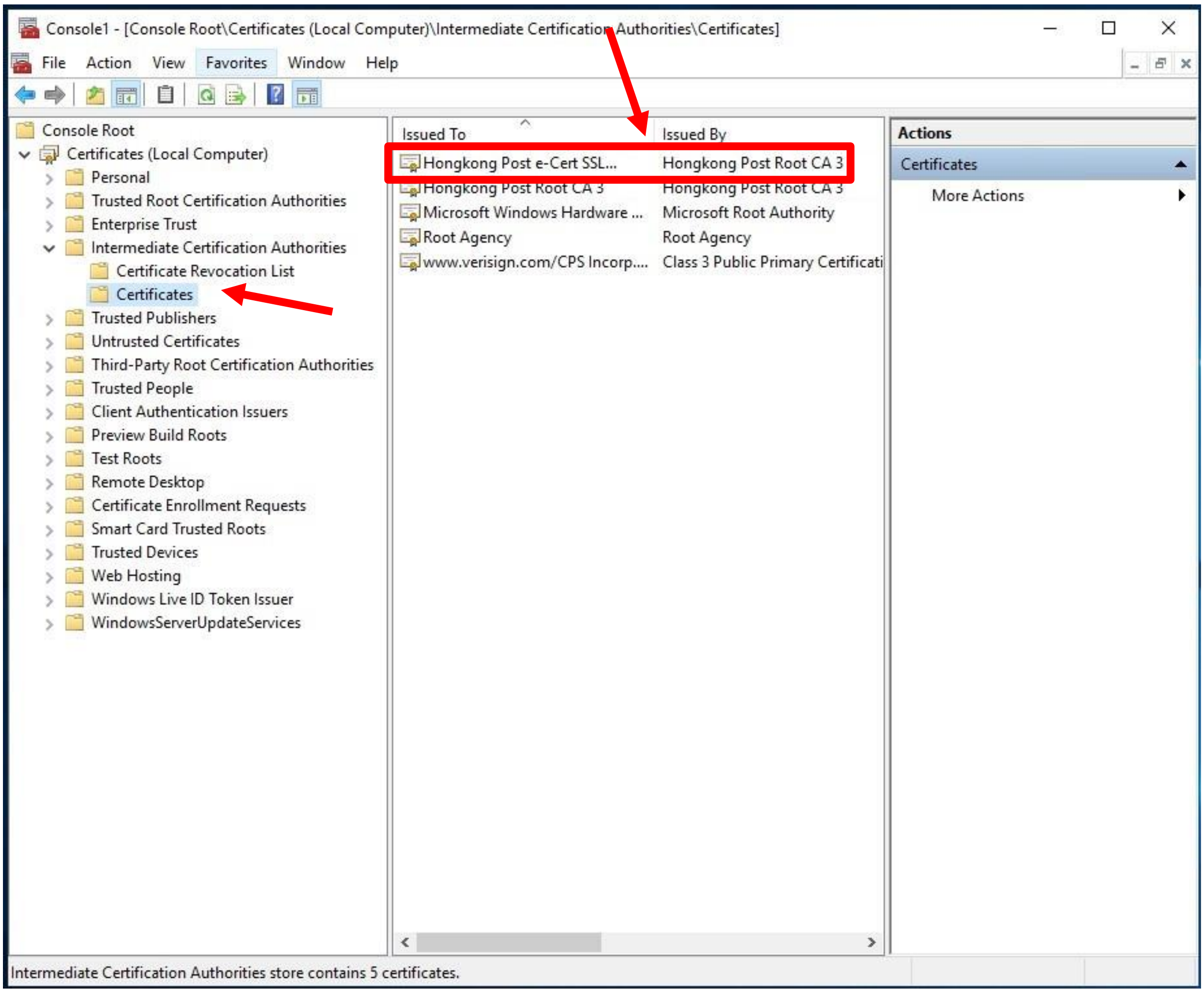
Certificate Store Selected by User	Intermediate Certification Authorities
Content	Certificate
File Name	C:\ecert_ssl_ca_3-17_pem.crt

10. Click “**OK**” to complete.



Certificate Import Wizard

The import was successful.



Console1 - [Console Root\Certificates (Local Computer)\Intermediate Certification Authorities\Certificates]

File
Action
View
Favorites
Window
Help
Console Root
Certificates (Local Computer)
Personal
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Certificate Revocation List
Certificates
Trusted Publishers
Untrusted Certificates
Third-Party Root Certification Authorities
Trusted People
Client Authentication Issuers
Preview Build Roots
Test Roots
Remote Desktop
Certificate Enrollment Requests
Smart Card Trusted Roots
Trusted Devices
Web Hosting
Windows Live ID Token Issuer
WindowsServerUpdateServices
Actions
Certificates
More Actions

Issued To	Issued By
Hongkong Post e-Cert SSL...	Hongkong Post Root CA 3
Hongkong Post Root CA 3	Hongkong Post Root CA 3
Microsoft Windows Hardware ...	Microsoft Root Authority
Root Agency	Root Agency
www.verisign.com/CPS Incorp....	Class 3 Public Primary Certificati

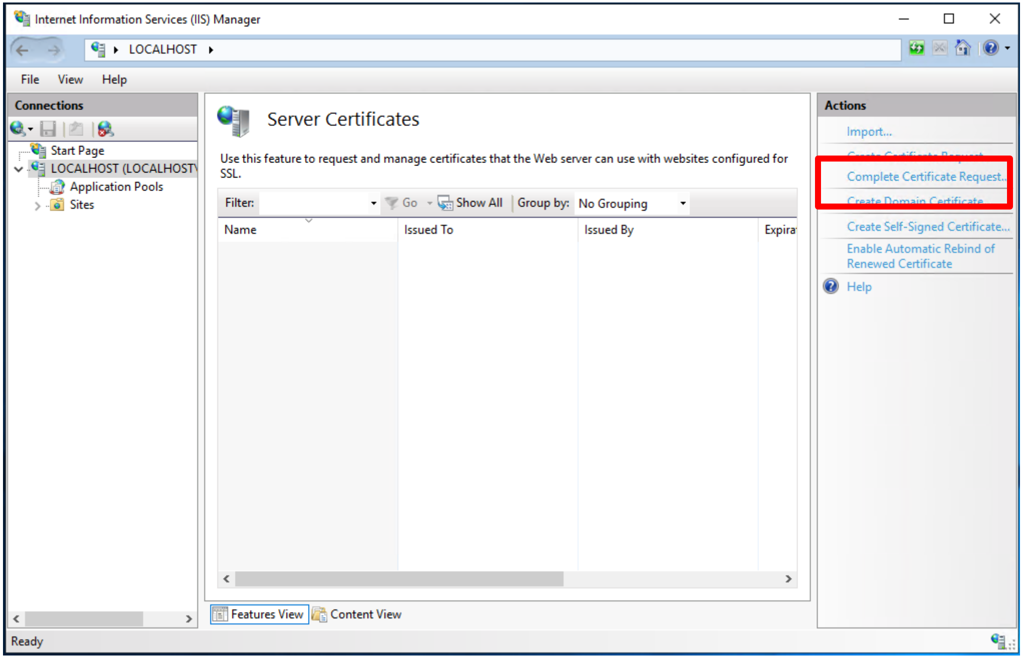
Intermediate Certification Authorities store contains 5 certificates.

Figure 1: “Hongkong Post e-Cert SSL CA 3 - 17” certificate has been successfully installed

Repeat step 5 to step 10 for installation of cross-cert (root_ca_3_x_gsca_r3_pem.crt) which was downloaded in Section C step 7.

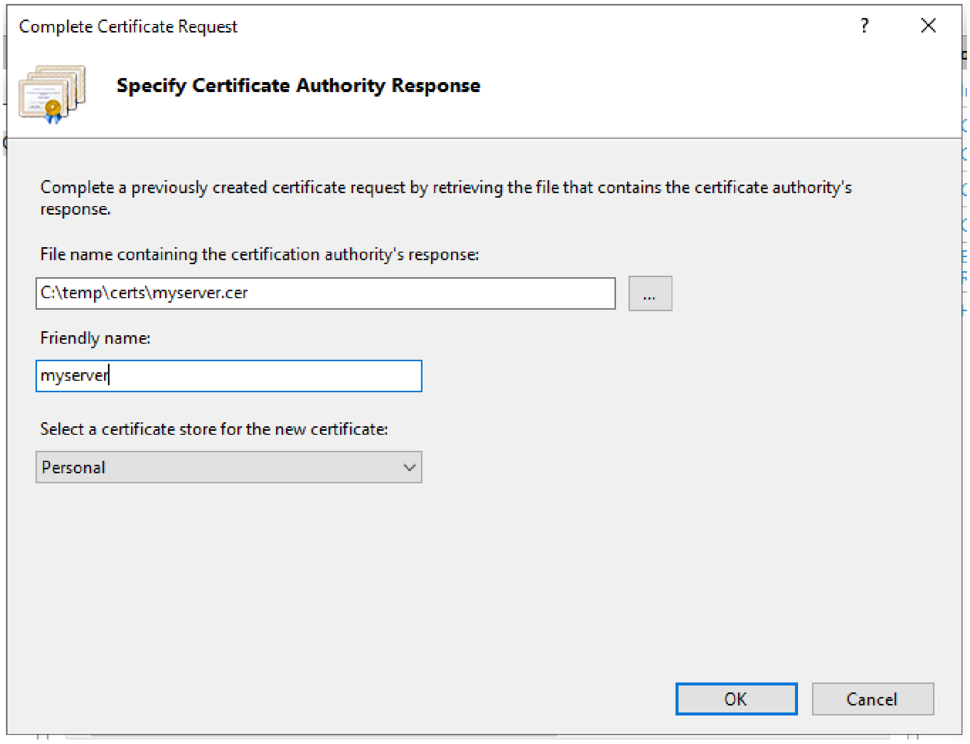
E. Installing Server Certificate

1. In “**Internet Information Services (IIS) Manager**”, select your web site, and then double-click “**Server Certificates**”. At the right column "**Actions**", select “**Complete Certificate Request**”.



Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.

2. Click “**Browse**” to locate the “**Hongkong Post e-Cert (Server)**” certificate that you downloaded in Part C Step 7, and then input “**Friendly name**”, click “**OK**”.


Complete Certificate Request
?
Specify Certificate Authority Response
...
OK
Cancel

Complete a previously created certificate request by retrieving the file that contains the certificate authority's response.

File name containing the certification authority's response:

C:\temp\certs\myserver.cer

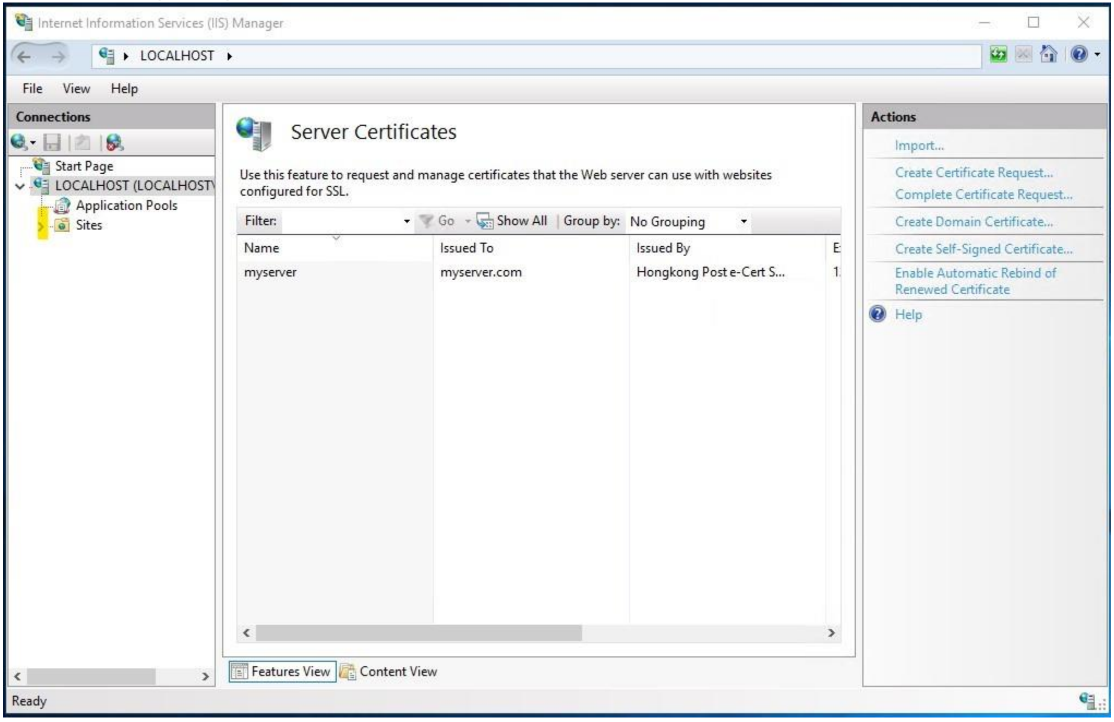
Friendly name:

myserver

Select a certificate store for the new certificate:

Personal

3. "**Hongkong Post e-Cert (Server)**" certificate has been successfully installed.



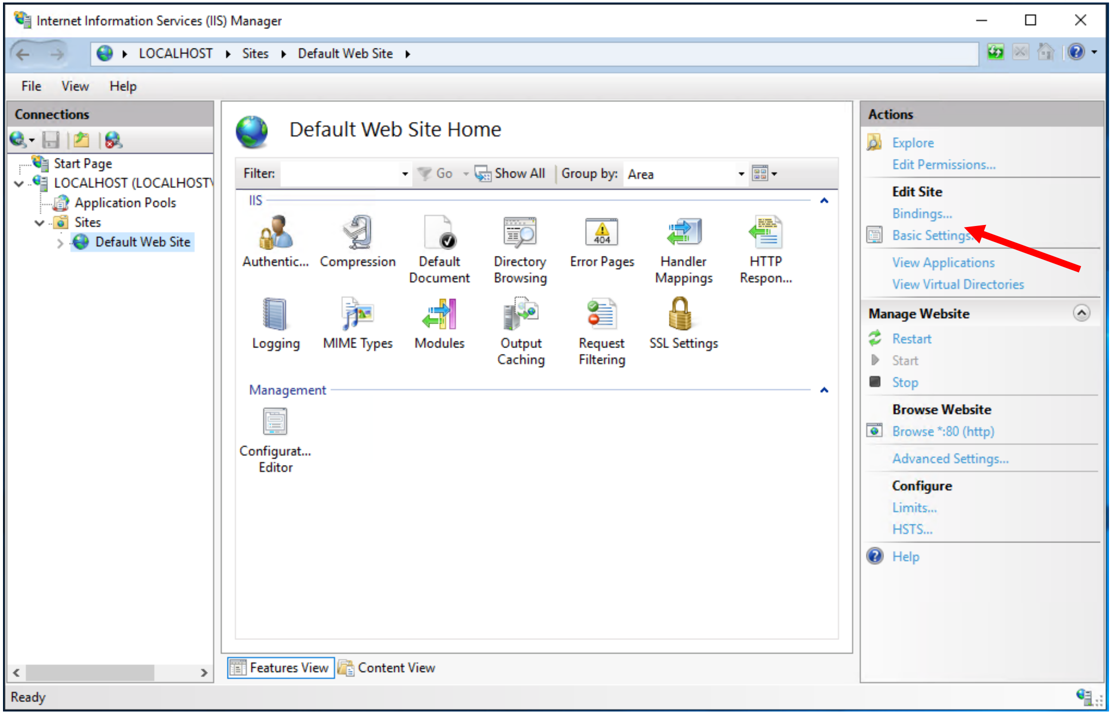
Server Certificates

Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.

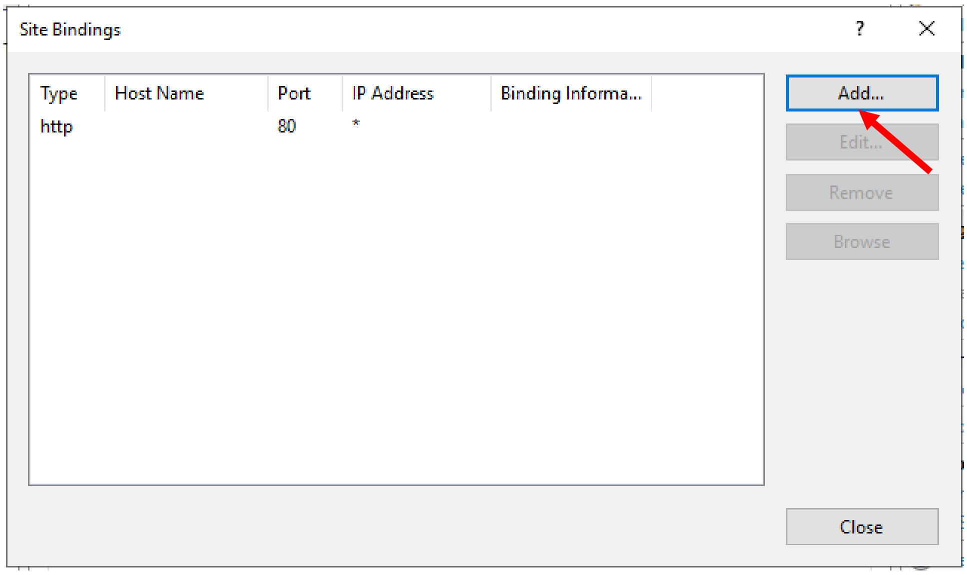
Name	Issued To	Issued By
myserver	myserver.com	Hongkong Post e-Cert S...

Internet Information Services (IIS) Manager
LOCALHOST
File
View
Help
Connections
Start Page
LOCALHOST (LOCALHOST\
Application Pools
Sites
Filter:
Go
Show All
Group by:
No Grouping
Features View
Content View
Actions
Import...
Create Certificate Request...
Complete Certificate Request...
Create Domain Certificate...
Create Self-Signed Certificate...
Enable Automatic Rebind of Renewed Certificate
Help
Ready

4. Click on the website that you want to bind the certificate to. Click "**Bindings**".



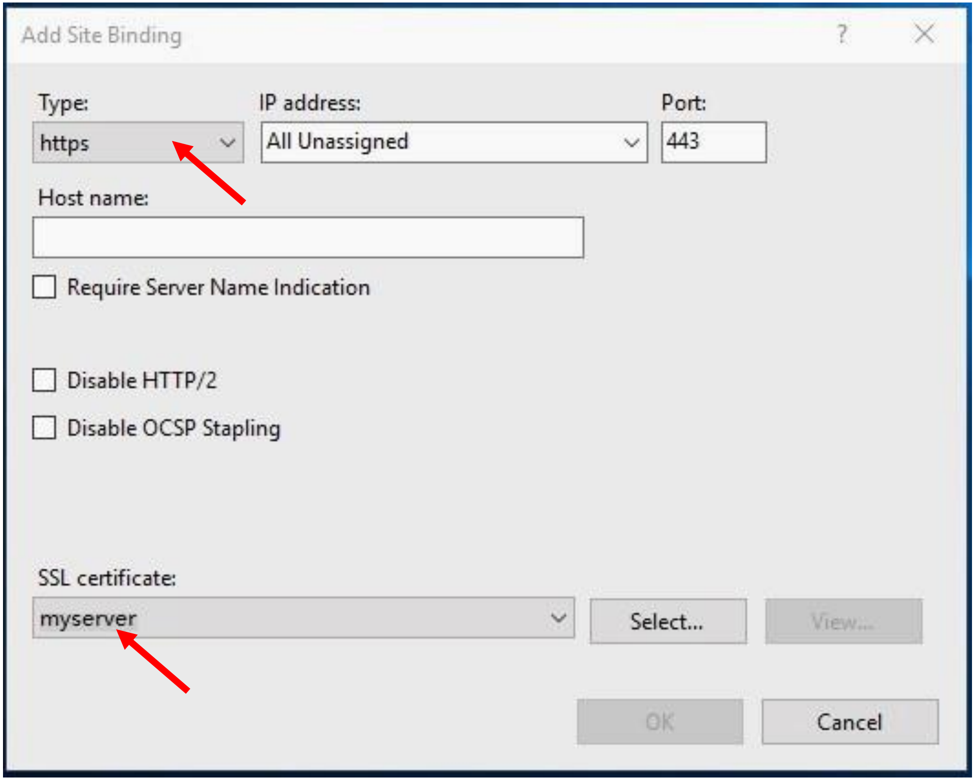
5. click “**Add…**”.



Site Bindings

Type	Host Name	Port	IP Address	Binding Informa...
http		80	*	

6. Select “**https**” and related SSL certificate, then click “**OK**” to confirm.



Add Site Binding

Type: https

IP address: All Unassigned

Port: 443

Host name:

□ Require Server Name Indication

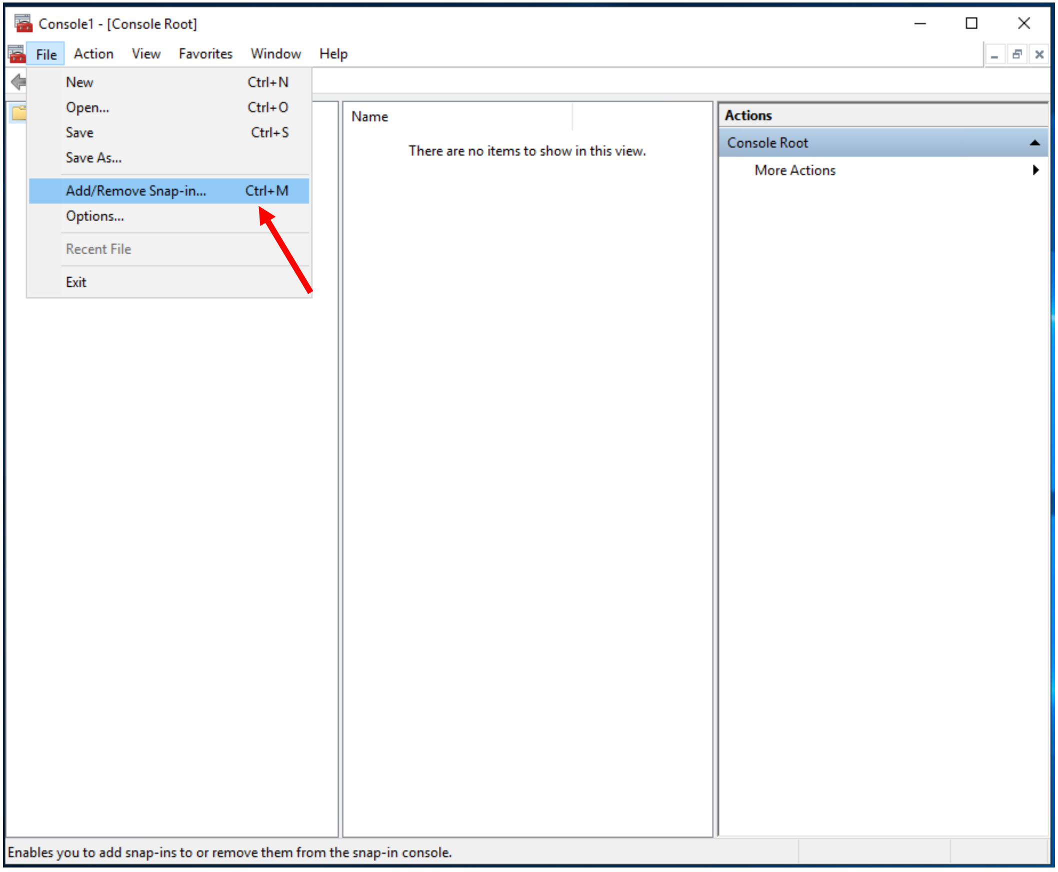
□ Disable HTTP/2

□ Disable OCSP Stapling

SSL certificate: myserver

F. Backing up the Private Key

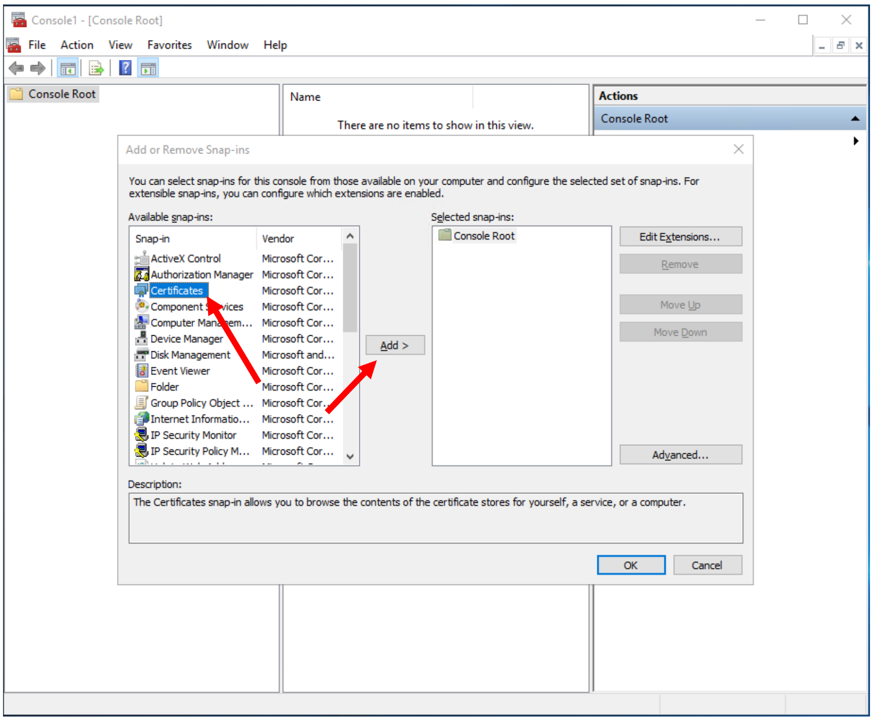
1. Start Microsoft Management Console (MMC) by clicking “**Start**” > “**Run**”, type “**mmc**” and click OK, and then select “**Add/Remove Snap-in**” from the “**File**” menu.



There are no items to show in this view.

Enables you to add snap-ins to or remove them from the snap-in console.

2. Select “**Certificate**” then Click “**Add**”.



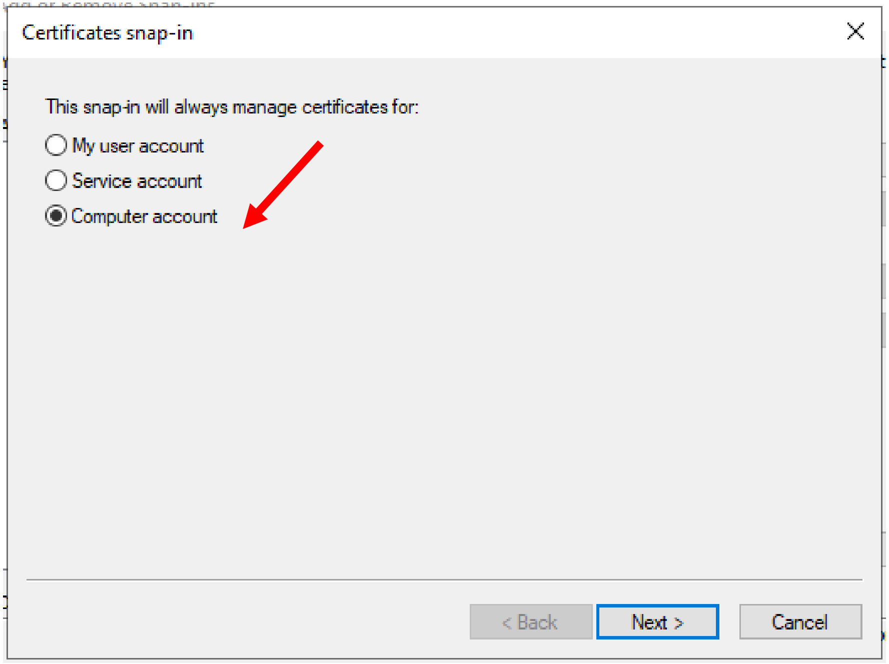
There are no items to show in this view.

You can select snap-ins for this console from those available on your computer and configure the selected set of snap-ins. For extensible snap-ins, you can configure which extensions are enabled.

Snap-in	Vendor
ActiveX Control	Microsoft Cor...
Authorization Manager	Microsoft Cor...
Certificates	Microsoft Cor...
Component Services	Microsoft Cor...
Computer Managem...	Microsoft Cor...
Device Manager	Microsoft Cor...
Disk Management	Microsoft and...
Event Viewer	Microsoft Cor...
Folder	Microsoft Cor...
Group Policy Object ...	Microsoft Cor...
Internet Informatio...	Microsoft Cor...
IP Security Monitor	Microsoft Cor...
IP Security Policy M...	Microsoft Cor...

The Certificates snap-in allows you to browse the contents of the certificate stores for yourself, a service, or a computer.

3. Select “**Computer account**”, and then click “**Next**”.

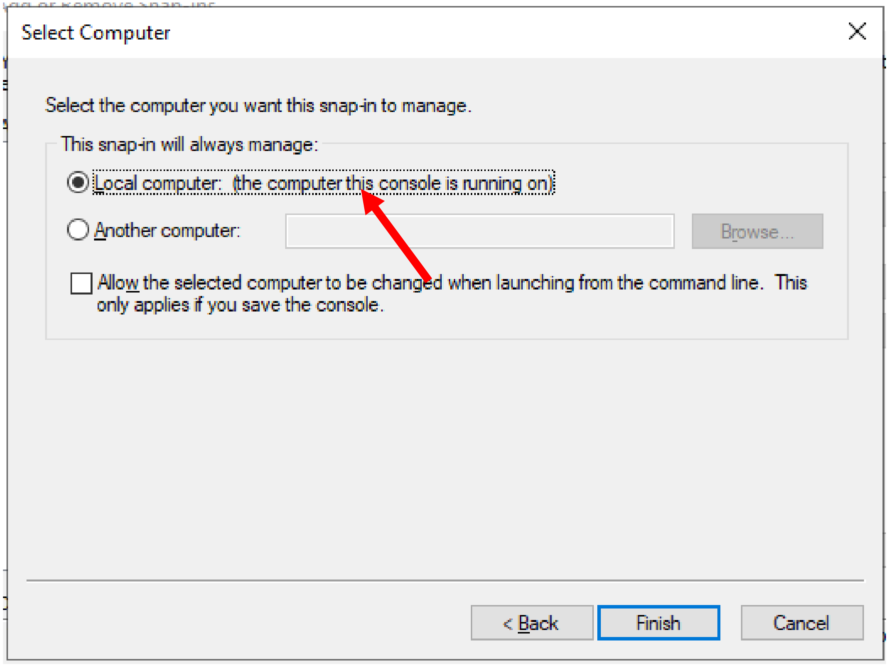


Certificates snap-in

This snap-in will always manage certificates for:

○ My user account
○ Service account
● Computer account

4. Select “**Local computer**”, and then click “**Finish**”.



Select Computer

Select the computer you want this snap-in to manage.

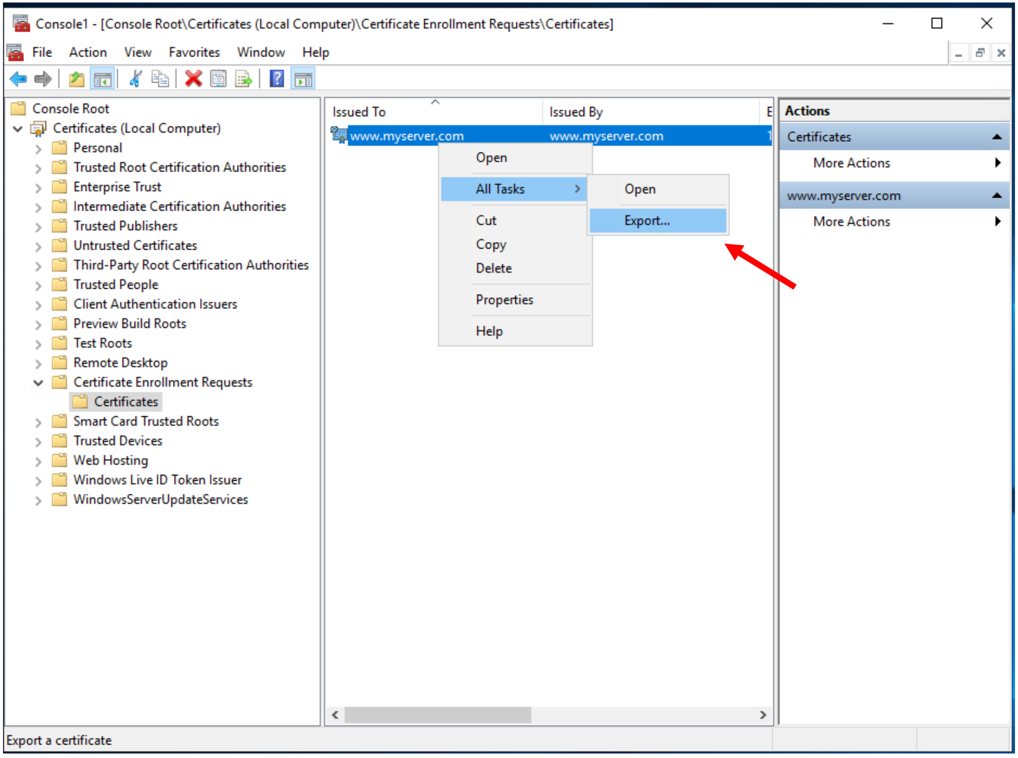
This snap-in will always manage:

● Local computer: (the computer this console is running on)
○ Another computer:

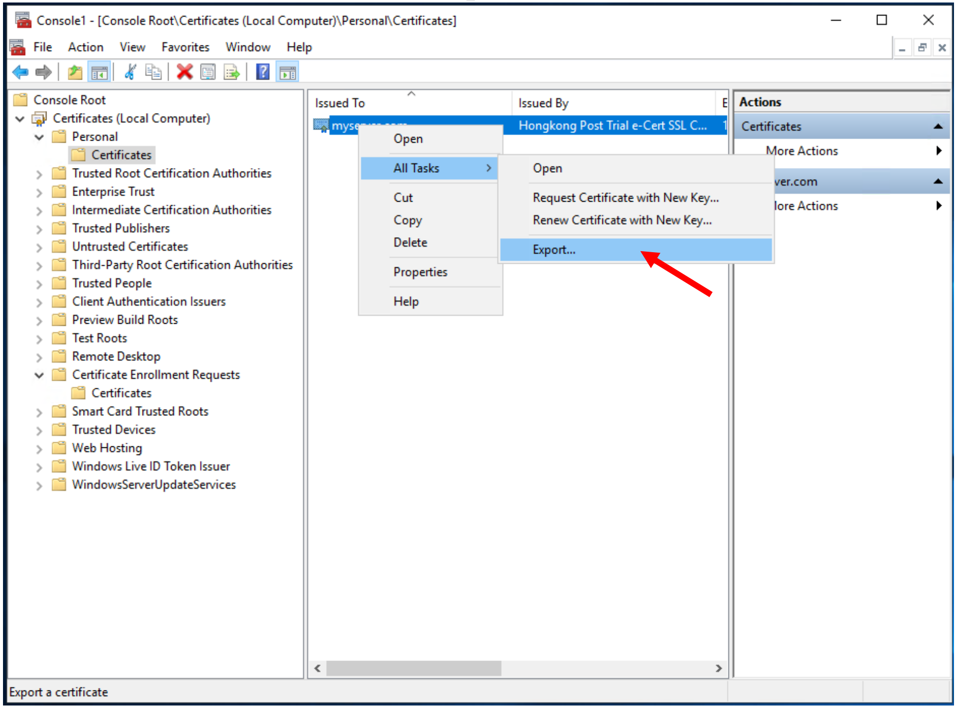
□ Allow the selected computer to be changed when launching from the command line. This only applies if you save the console.

5. Backup the private key:

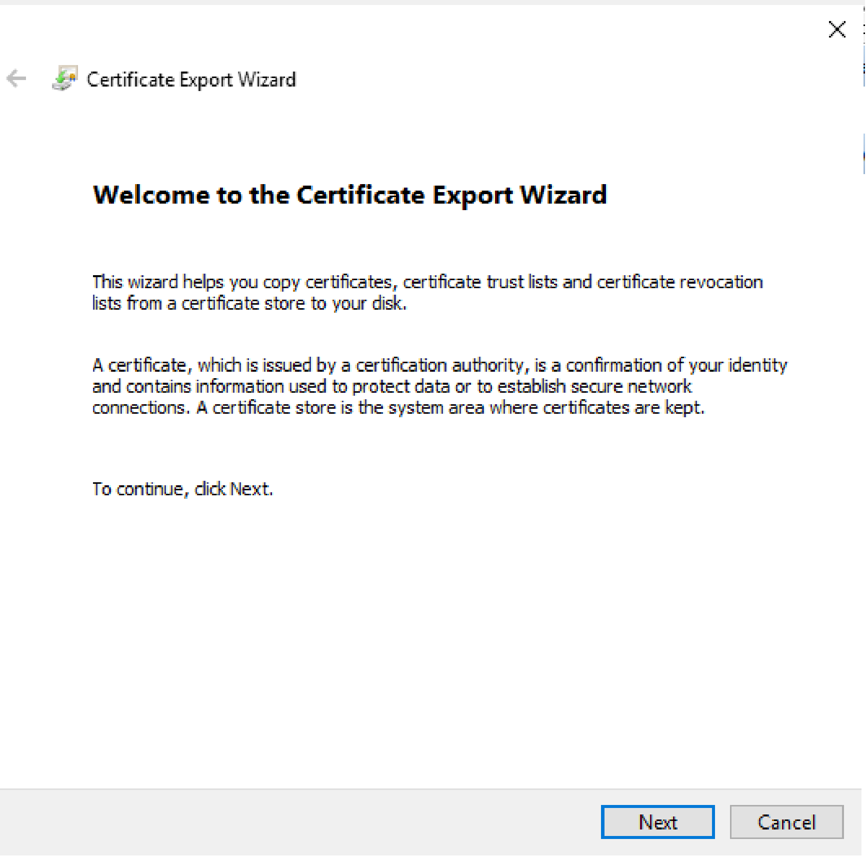
- To backup the private key of a pending request, expand “**Certificate Enrollment Requests**” (or named “**REQUESTS**” in some systems) and select “**Certificates**”, select the pending request that you just created, right-click and then select “**All Tasks**” > “**Export**”.


Console1 - [Console Root\Certificates (Local Computer)\Certificate Enrollment Requests\Certificates]
File Action View Favorites Window Help
Console Root
Certificates (Local Computer)
Personal
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Trusted Publishers
Untrusted Certificates
Third-Party Root Certification Authorities
Trusted People
Client Authentication Issuers
Preview Build Roots
Test Roots
Remote Desktop
Certificate Enrollment Requests
Certificates
Smart Card Trusted Roots
Trusted Devices
Web Hosting
Windows Live ID Token Issuer
WindowsServerUpdateServices
Issued To
Issued By
www.myserver.com
www.myserver.com
Open
All Tasks
Cut
Copy
Delete
Properties
Help
Open
Export...
Actions
Certificates
More Actions
www.myserver.com
More Actions
Export a certificate

- To backup the private key of an existing certificate, expand “**Personal**” and select “**Certificates**”, select the certificate that you would like to make a backup, right-click and then select “**All Tasks**” > “**Export**”.


Console1 - [Console Root\Certificates (Local Computer)\Personal\Certificates]
File Action View Favorites Window Help
Console Root
Certificates (Local Computer)
Personal
Certificates
Trusted Root Certification Authorities
Enterprise Trust
Intermediate Certification Authorities
Trusted Publishers
Untrusted Certificates
Third-Party Root Certification Authorities
Trusted People
Client Authentication Issuers
Preview Build Roots
Test Roots
Remote Desktop
Certificate Enrollment Requests
Certificates
Smart Card Trusted Roots
Trusted Devices
Web Hosting
Windows Live ID Token Issuer
WindowsServerUpdateServices
Issued To
Issued By
Hongkong Post Trial e-Cert SSL C...
Open
All Tasks
Cut
Copy
Delete
Properties
Help
Open
Request Certificate with New Key...
Renew Certificate with New Key...
Export...
Actions
Certificates
More Actions
ver.com
lore Actions
Export a certificate

6. In Certificate Export Wizard, choose “**Next**”.



Certificate Export Wizard

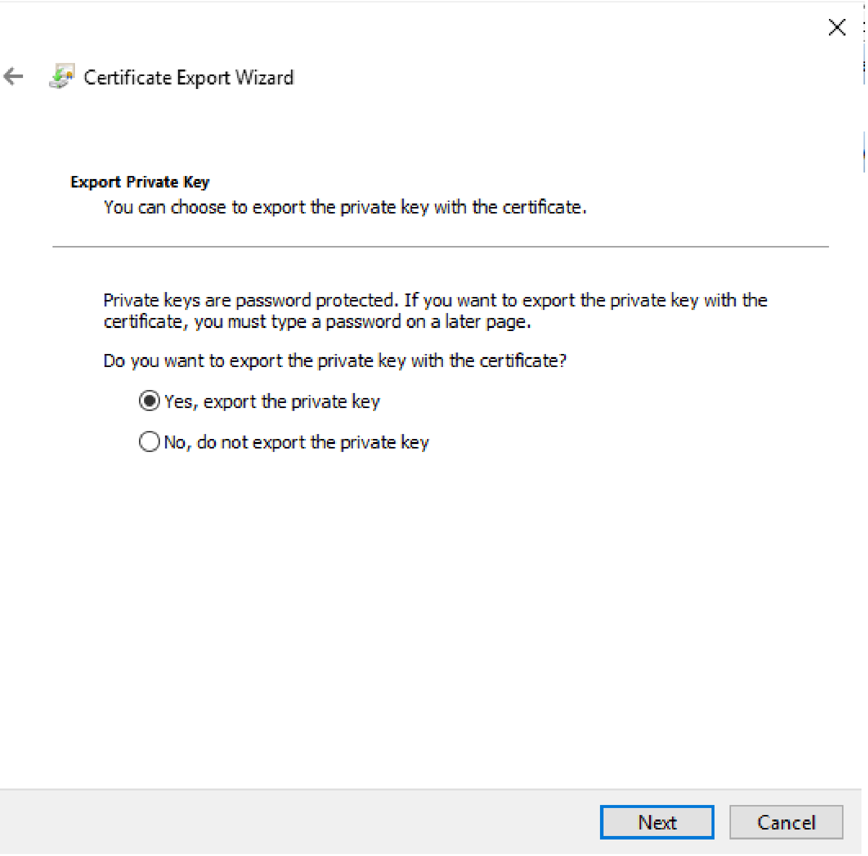
Welcome to the Certificate Export Wizard

This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.

7. Select “**Yes, export the private key**”, and then click “**Next**”.



Certificate Export Wizard

Export Private Key

You can choose to export the private key with the certificate.

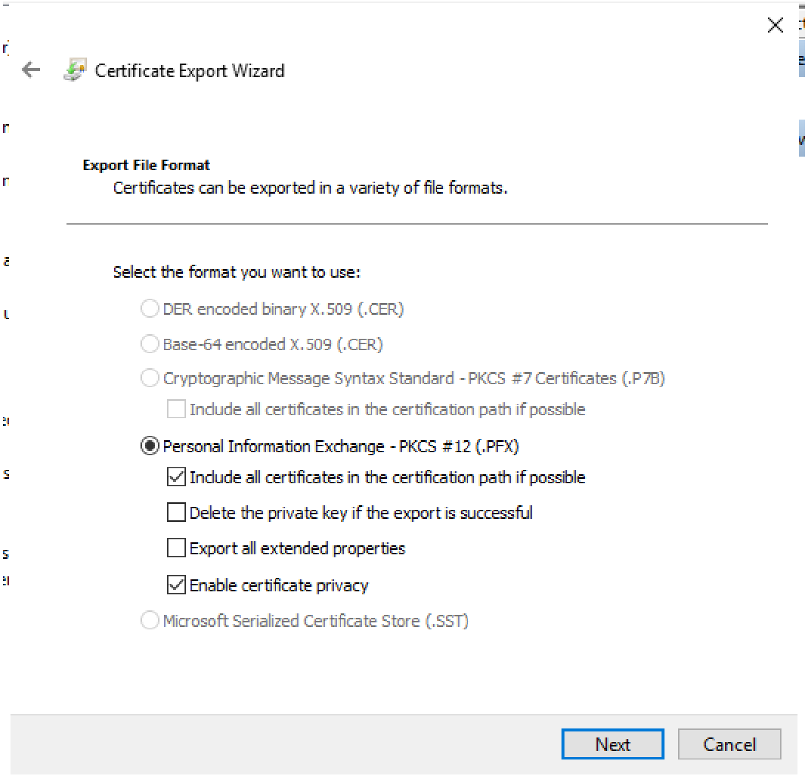
Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

Do you want to export the private key with the certificate?

● Yes, export the private key

○ No, do not export the private key

8. Select "**Personal Information Exchange - PKCS #12 (.PFX)**" and check the boxes "**Include all certificates in the certification path if possible**" and "**Enable certificate privacy**" while leave the other boxes unchecked, and then click "**Next**"



Certificate Export Wizard

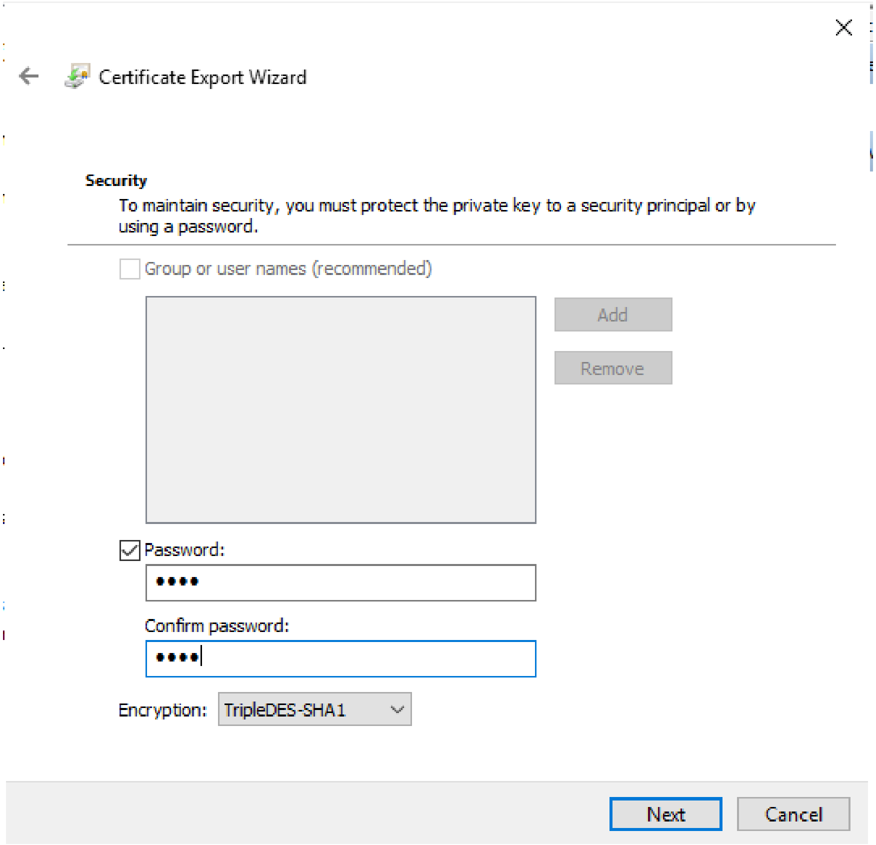
Export File Format
Certificates can be exported in a variety of file formats.

Select the format you want to use:

○ DER encoded binary X.509 (.CER)
○ Base-64 encoded X.509 (.CER)
○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
□ Include all certificates in the certification path if possible
● Personal Information Exchange - PKCS #12 (.PFX)
☑ Include all certificates in the certification path if possible
□ Delete the private key if the export is successful
□ Export all extended properties
☑ Enable certificate privacy
○ Microsoft Serialized Certificate Store (.SST)

9. Type and confirm a password for the private key, and then click "**Next**".

Note: It is very important that you remember this password. If you forget it, you will be unable to restore your private key.



Certificate Export Wizard

Security
To maintain security, you must protect the private key to a security principal or by using a password.

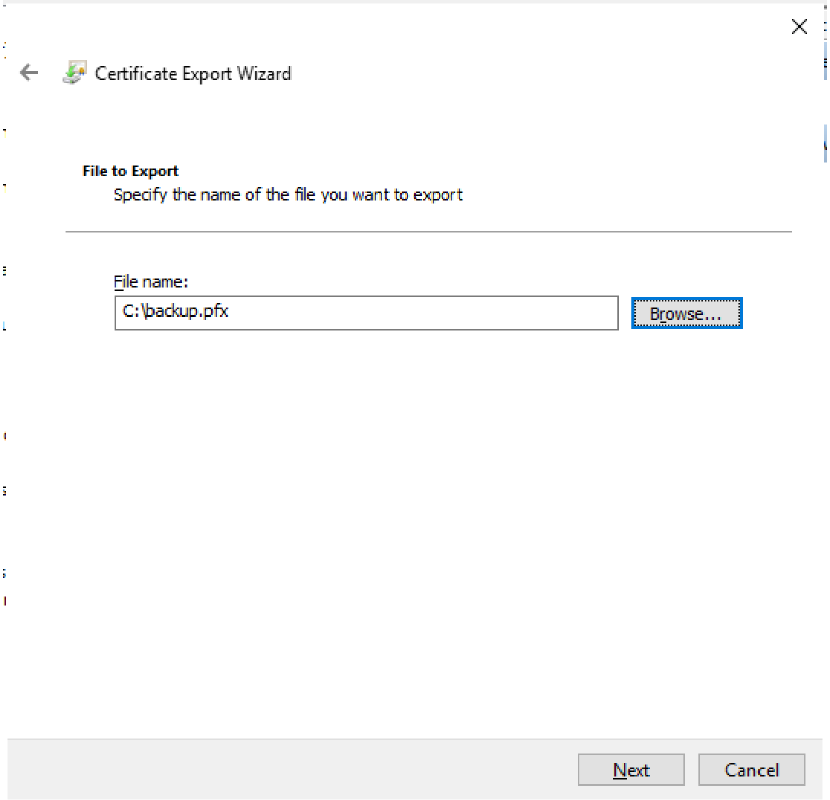
□ Group or user names (recommended)

☑ Password:
••••

Confirm password:
••••

Encryption: TripleDES-SHA1

10. Specify the name of the file you want to export, and then click “**Next**”. (By default, the file will be saved with a .PFX extension.)



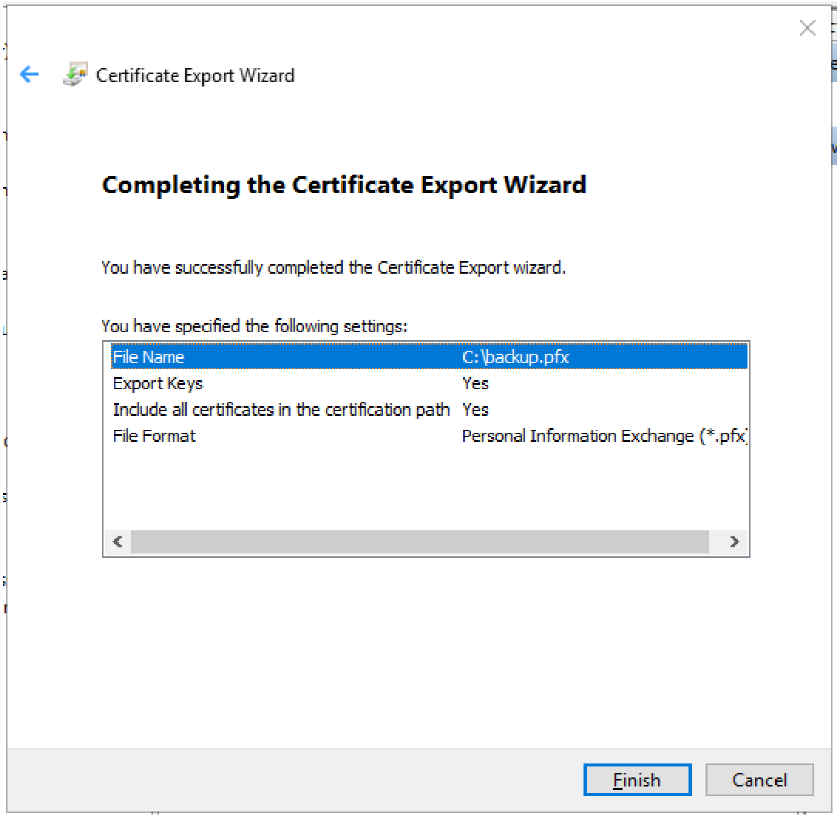
File to Export

Specify the name of the file you want to export

File name:

C:\backup.pfx

11. Click “**Finish**” to close the wizard.



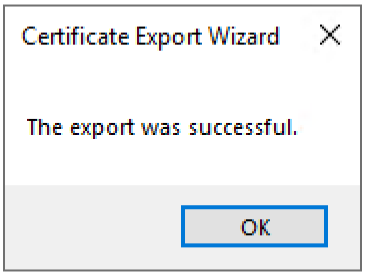
Completing the Certificate Export Wizard

You have successfully completed the Certificate Export wizard.

You have specified the following settings:

File Name	C:\backup.pfx
Export Keys	Yes
Include all certificates in the certification path	Yes
File Format	Personal Information Exchange (*.pfx)

12. Click “**OK**” to complete

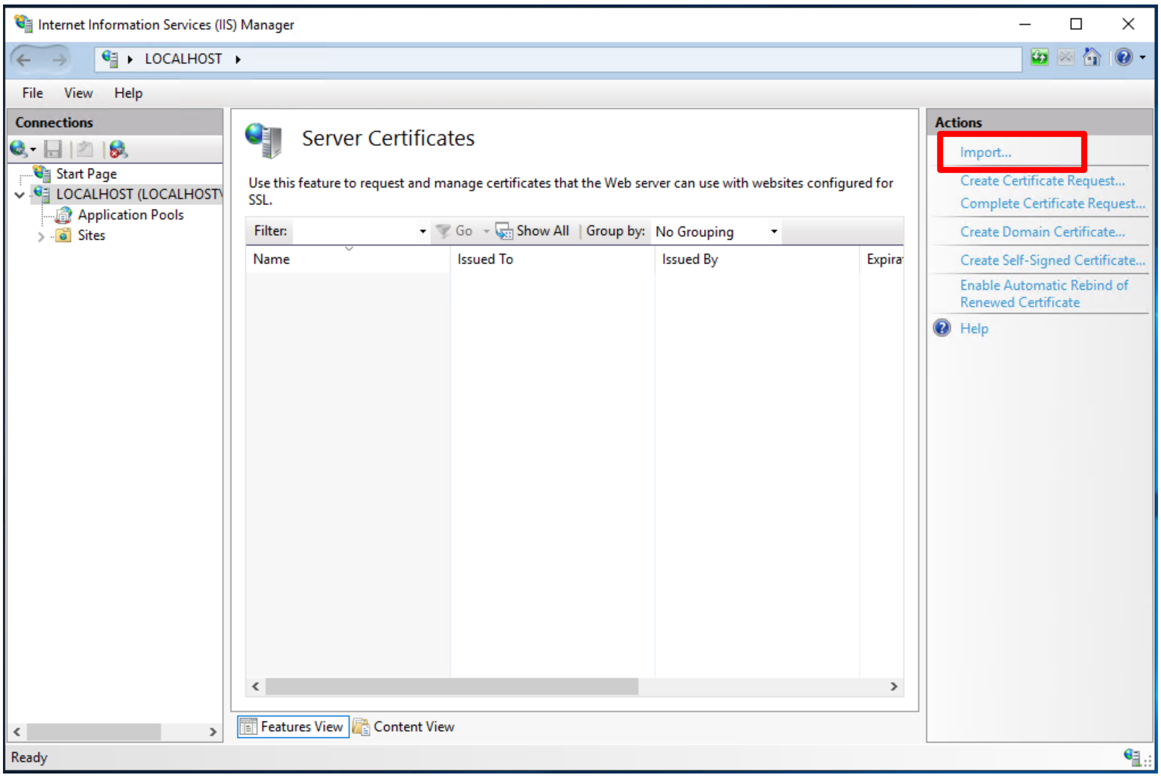


Certificate Export Wizard

The export was successful.

G. Restoring the Private key

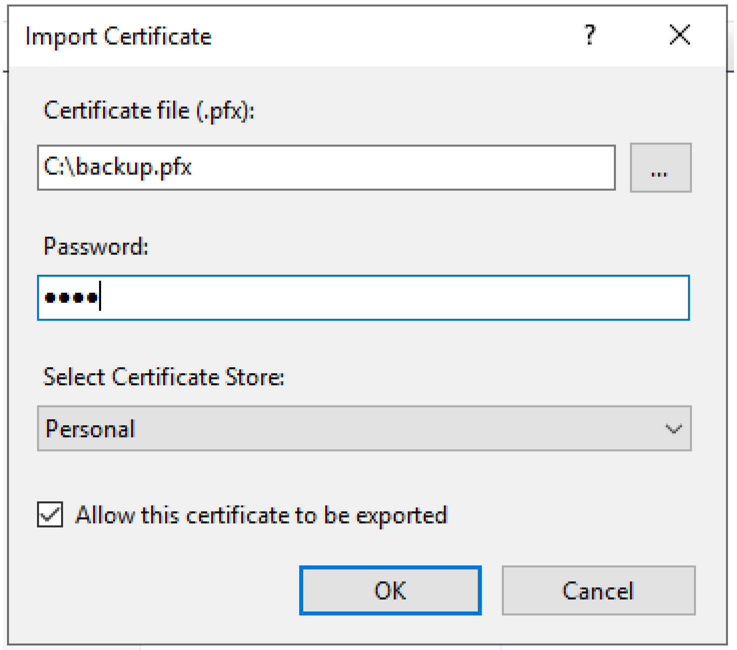
1. Start menu, “**Administrative Tools**”, and click on “**Internet Information Services (IIS) Manager**”.
2. Select your web site, and then double-click “**Server Certificates**”.
3. At right column “**Actions**”, select “**Import**”



Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.

4. Enter the path and file name of the file containing the certificate, and password, then click "**OK**".

Note: You may uncheck the box "Allow this certificate to be exported" to not allow the certificate to be exported. Or to allow you to back up or transport your certificate at a later time, you may check the box "Allow this certificate to be exported".



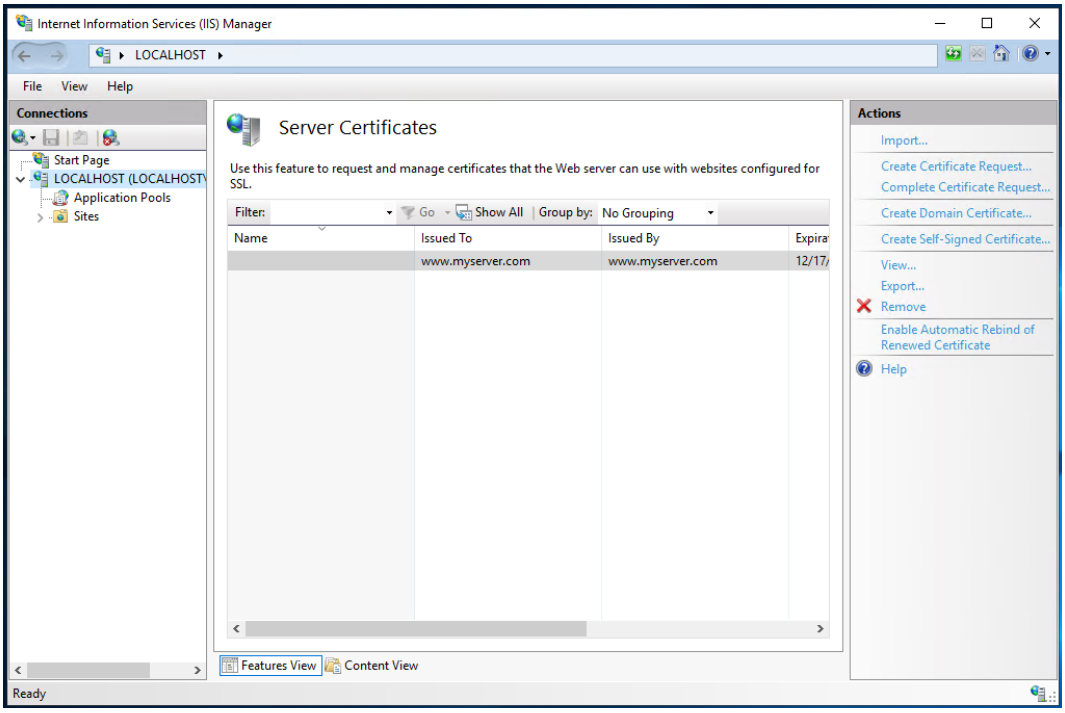
Certificate file (.pfx): C:\backup.pfx

Password: ●●●●

Select Certificate Store: Personal

☑ Allow this certificate to be exported

5. "**Hongkong Post e-Cert (Server)**" certificate has been successfully restored.


Internet Information Services (IIS) Manager
LOCALHOST
File
View
Help
Connections
Start Page
LOCALHOST (LOCALHOST)
Application Pools
Sites
Actions
Import...
Create Certificate Request...
Complete Certificate Request...
Create Domain Certificate...
Create Self-Signed Certificate...
View...
Export...
Remove
Enable Automatic Rebind of Renewed Certificate
Help
Filter:
Go
Show All
Group by:
No Grouping
Features View
Content View
Ready

Server Certificates

Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.

Name	Issued To	Issued By	Expira
	www.myserver.com	www.myserver.com	12/17/