MANUAL

Downloading a certificate using Mozilla Firefox ESR

Version: 5.0

Date: 14.01.2020

103.11

KIBS AD Skopje

http://www.kibstrust.mk

Table of Contents

1. How to download the certificate?

From the personal certificates that KIBS CA offers, the certificates Verba K1, Verba Pro1 and Verba Seal S1 are generated on the disk of your PC.

To download one of the previous mentioned certificates, we recommend to use Mozilla Firefox ESR, which you can download from the following link: https://www.mozilla.org/en-US/firefox/all/#product-desktop-esr.

Then, follow the next steps:

1. Open the link https://e-shop.kibstrust.mk/raweb/verbaen.aspx in web browser Mozilla Firefox ESR.
2. On the webpage (Figure 1) enter:
   - Order: enter the number of the order which was sent in the same e-mail message
   - E-mail: enter the e-mail address which was entered in the request for certificate form

   Click **Submit**.

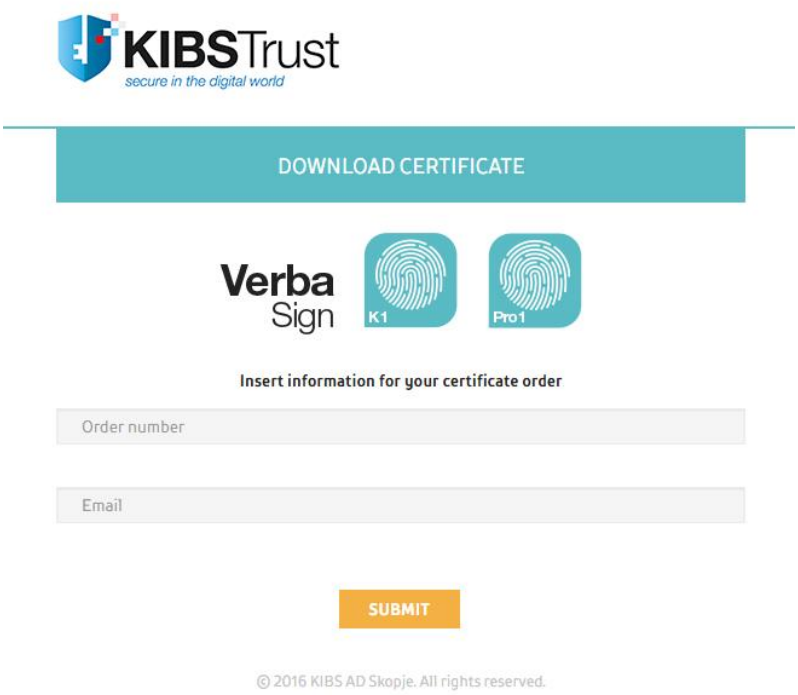

Figure 1

3. A new webpage will open to confirm the registration data (Figure 2). Check the data, enter an **Authentication phrase** and click **Submit.**
4. After clicking on **Submit**, a message will appear, as shown on Figure 3. Once again, check the e-mail address and click **OK** if everything is in order.

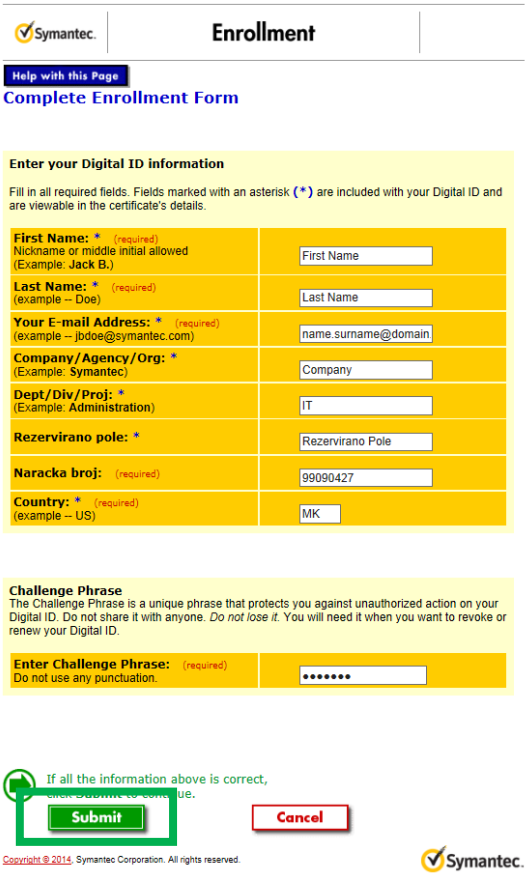

Figure 2

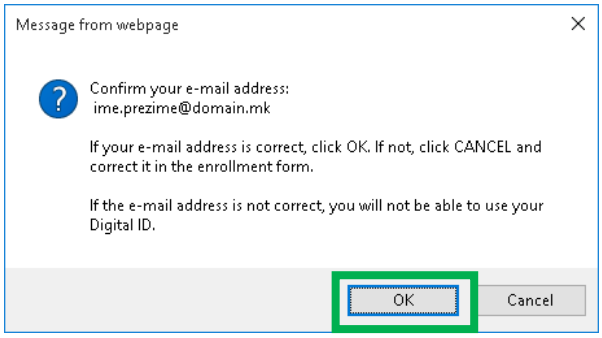

Figure 3

5. After choosing **OK**, a window will appear, as shown on Figure 4, which will inform you that the key pair generation for your certificate is in progress. **Please wait**.

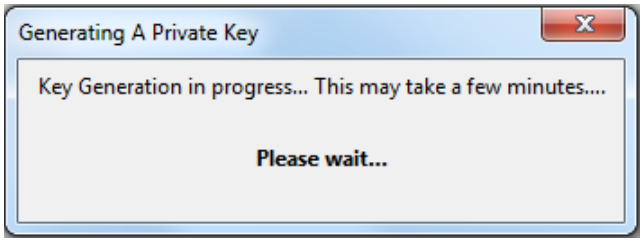

Figure 4

6. After this, the process for generating your certificate starts. Please wait while this process is in progress (Figure 5).

Figure 5

7. A message will appear that your certificate has been installed (Figure 6). Click **OK**.

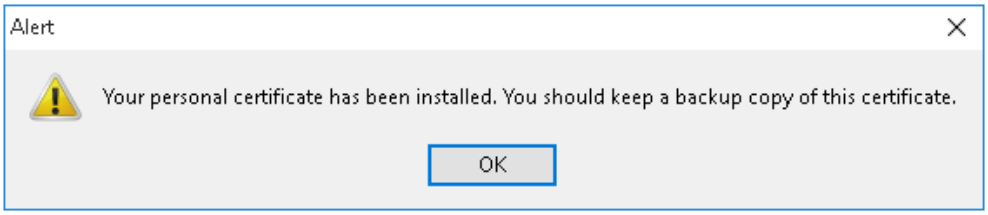

Figure 6

8. Congratulations, your certificate has been successfully generated and installed (Figure 7)!

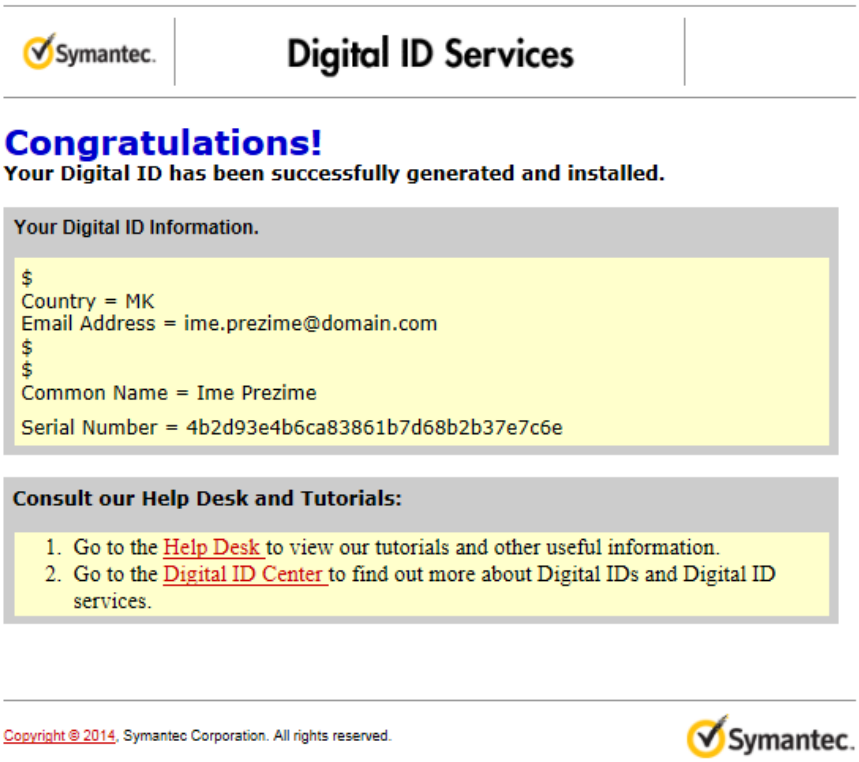

Figure 7

2. How to check whether the certificate is successfully installed?

After receiving a message that your certificate is successfully installed, it is necessary to check whether it is added in the list of personal certificates in the web browser. To make this check, please follow the next steps:

1. From the browser menu click on the right upper button and select **Options** (Figure 8):

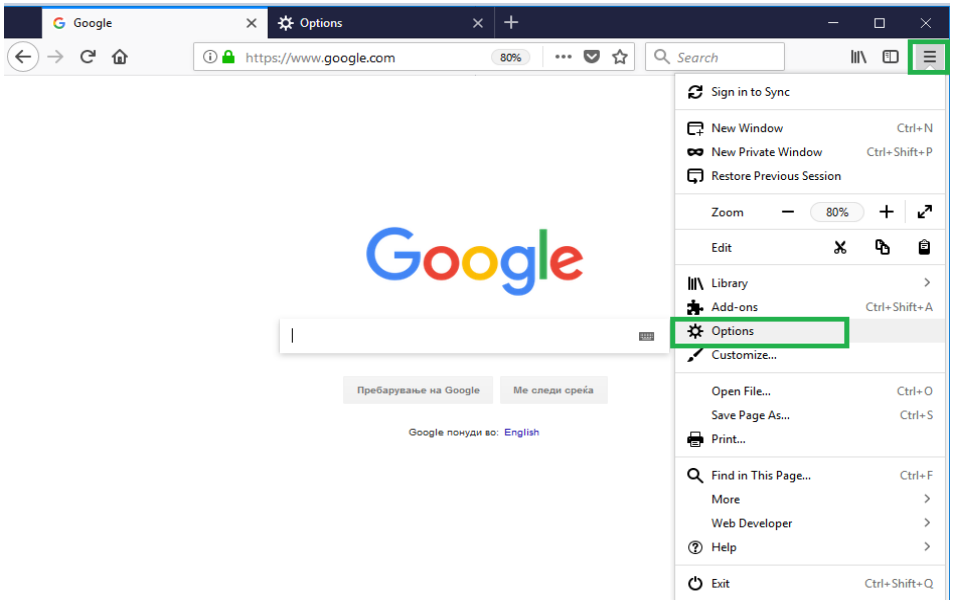

Figure 8

2. In the new tab (Figure 9) select the **Privacy & Security** option from the menu on the left side, go down and click on the **View Certificates** button:

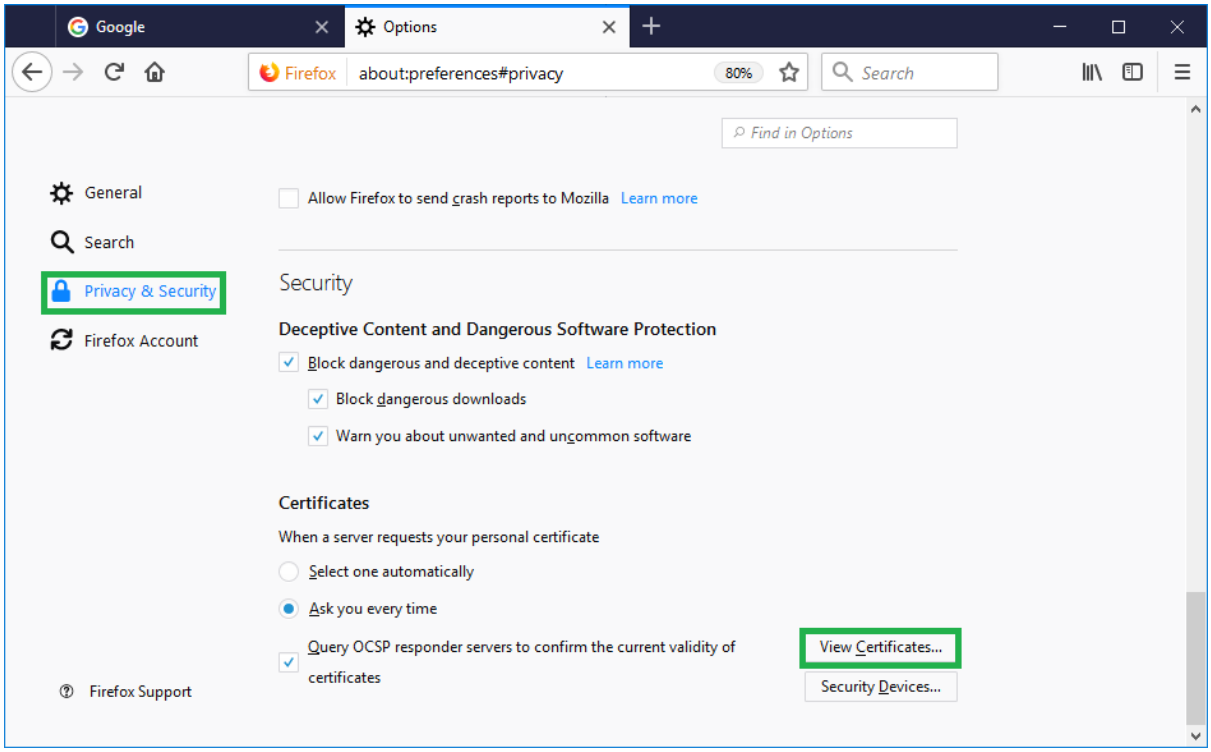

Figure 9

3. If your certificate is successfully installed, it will appear in the certificate list in the **Your Certificates** tab (Figure 10):

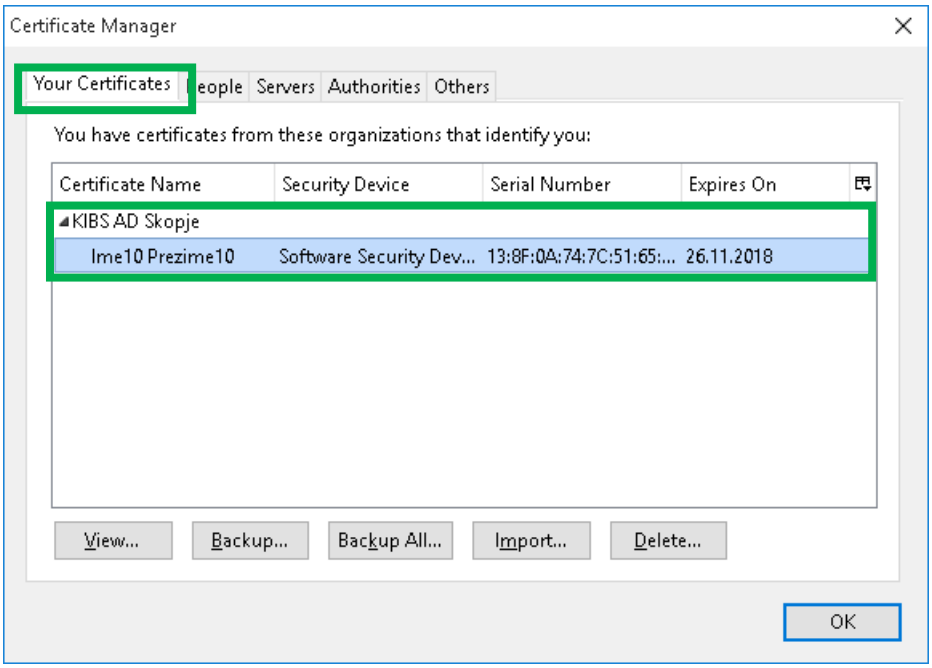

Figure 10

Click **View** and a new window will open which shows a detailed review of information regarding the certificate. In the **General** tab (Figure 11), the common information regarding the certificate are given:

Issued to: The name of the person to which the certificate is issued and its serial number

Issued by: The name of the Certificate Authority (KibsTrust Qualified Certificate Services)

Validity: Date of issue and expiry date

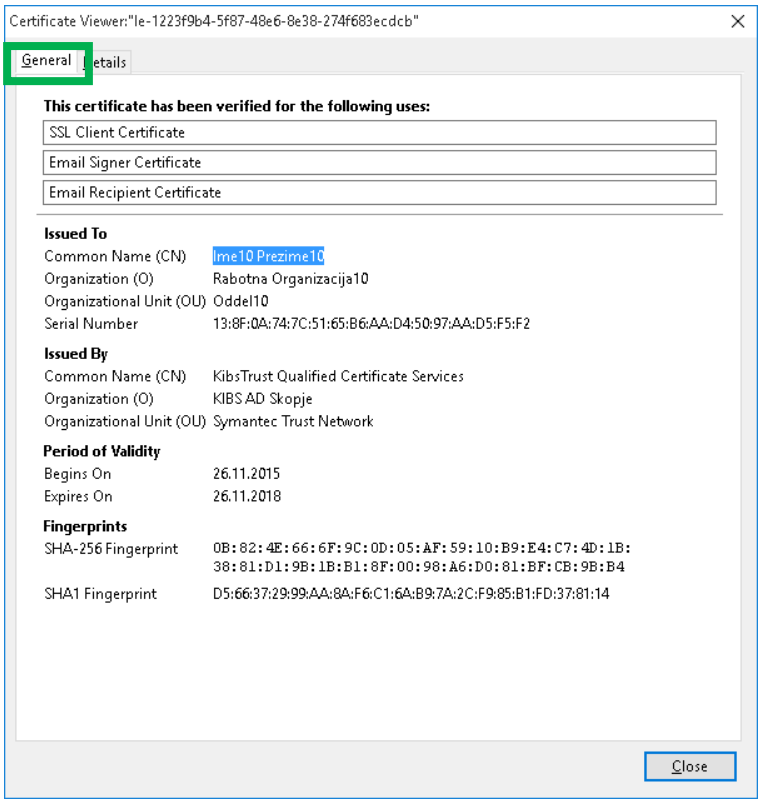

Figure 11

The root certificates, with which your certificate is signed, are shown in the **Details** tab (Figure 12). Check whether the three root certificates are shown: **VeriSign Class 2 Public Primary Certification Authority – G3, KibsTrust Certification Authority and KibsTrust Qualified Certificate Services**.

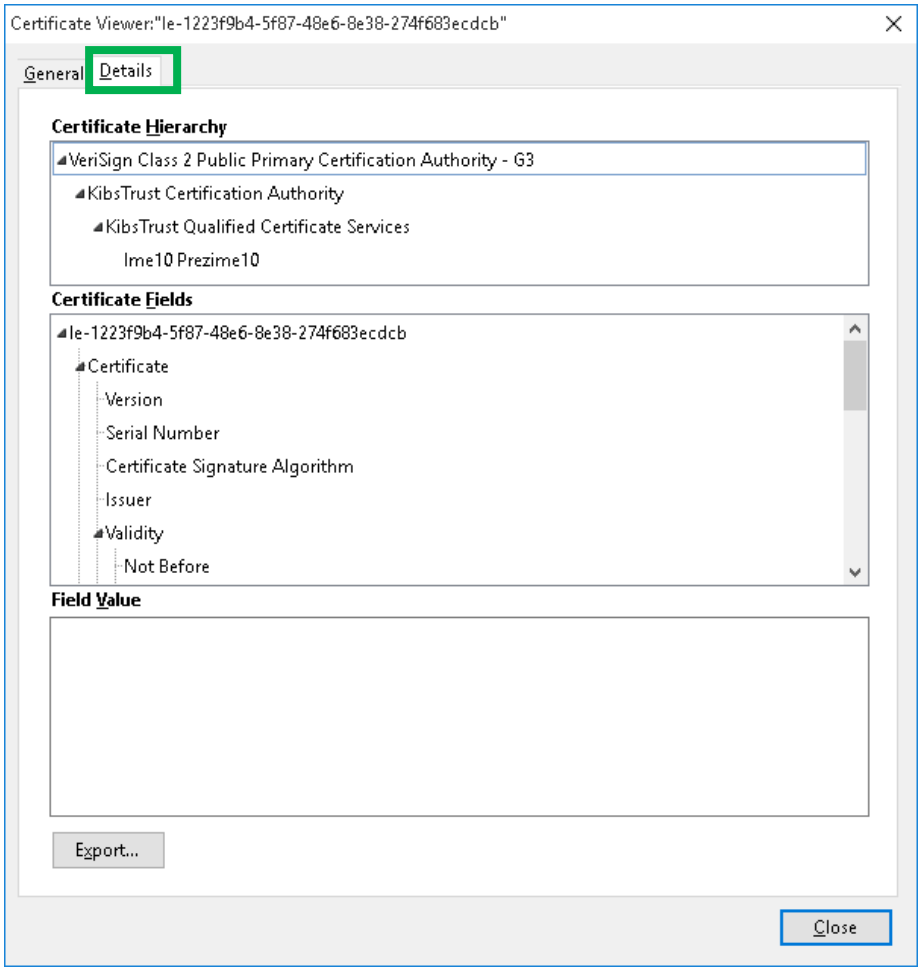

Figure 12

3. How to back up the certificate?

Your certificate is installed on the disk of your PC and can be erased by a bug in operating system or hardware failure. To protect your certificate in these kind of situations, **it is necessary to make a backup of the certificate i.e. export it in a .P12 file.**

To make a backup of your certificate you need to follow these steps:

1. From the browser menu, click right upper button and select **Options** (Figure 13):

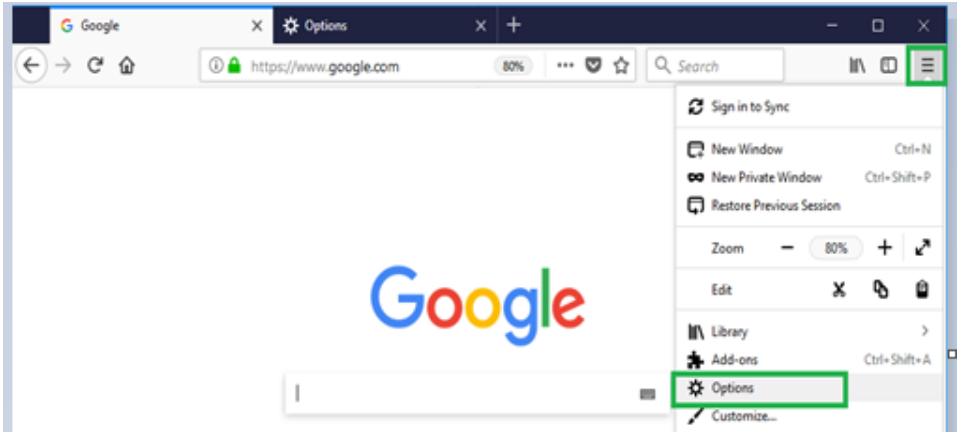

Figure 13

2. In the new tab (Figure 14) select the **Privacy & Security** option from the menu on the left side, then click on the **View Certificates** button:

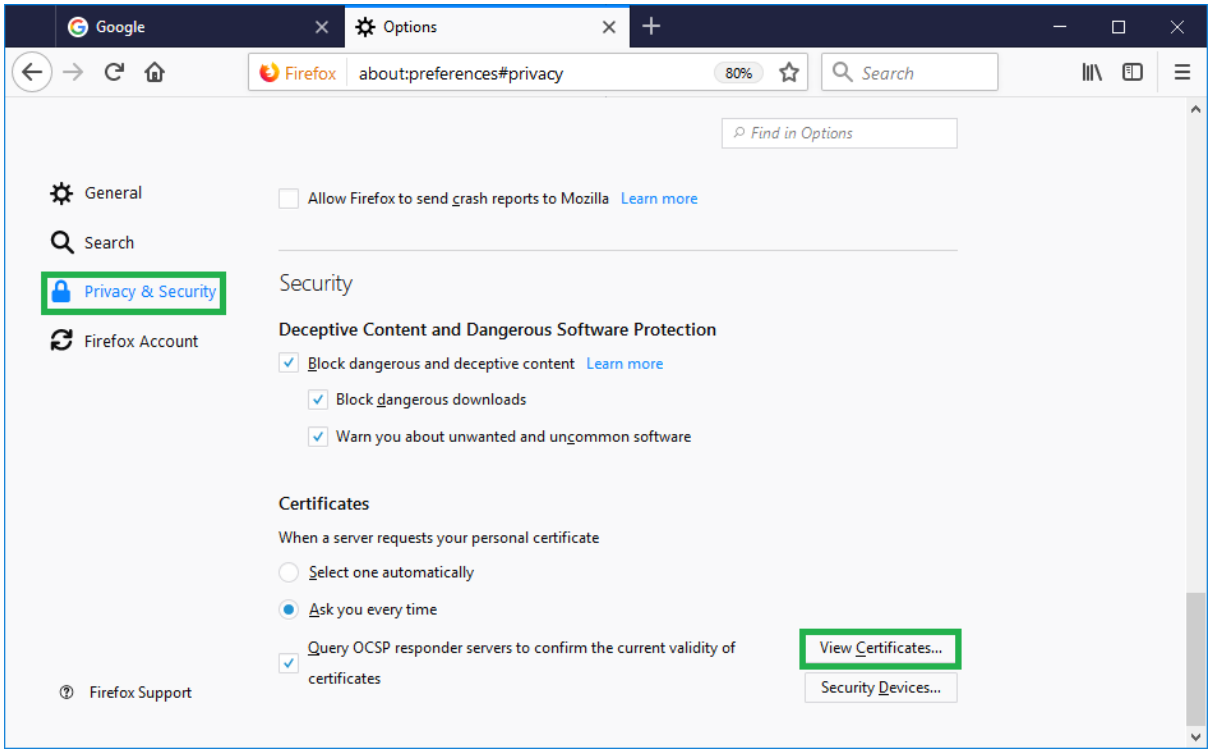

Figure 14

3. From the **Your Certificates** tab (Figure 15), select the certificate which you would like to export and click on the **Backup**… button:

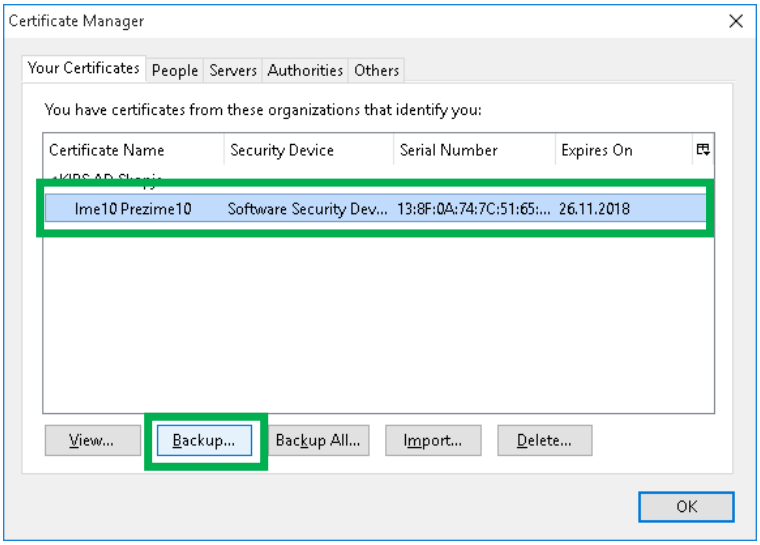

Figure 15

4. Enter a file name and location (Figure 16). Choose the format of the file in which you will export the certificate. Click on **Save** to continue:

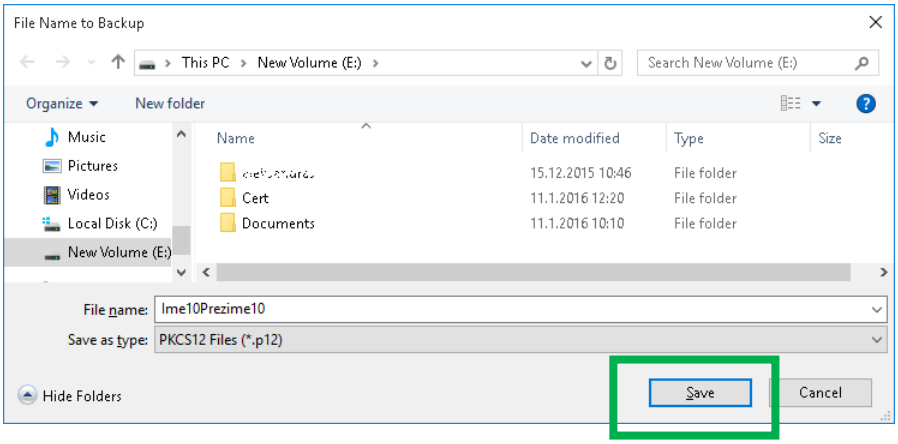

Figure 16

5. Enter a password to protect the private key (Figure 17). **You are the only one that knows the password, please remember it or keep it written down in a safe place!** Click **OK** to continue:

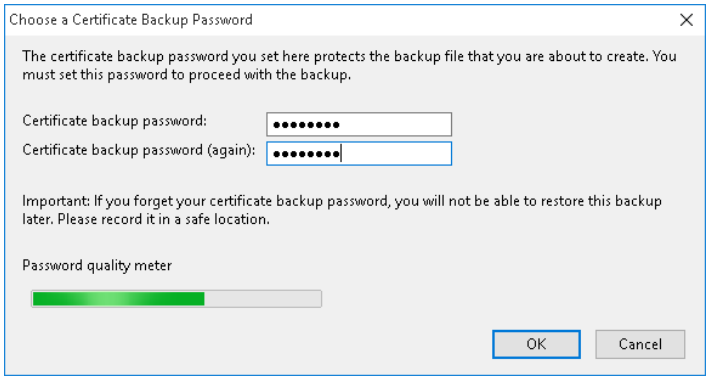

Figure 17

6. You will receive a message that you successfully exported your certificate (Figure 18):

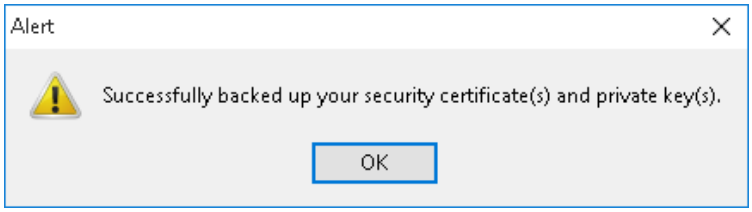

Figure 18

IMPORTANT: Store the .P12 file to which your certificate is exported and the password for it on a safe external media (external hard drive, usb flash, CD/DVD…)!

* * *