

# e-Cert (Server) User Guide

For Microsoft IIS 10.0

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# 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 website.

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:

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## New and Renew Application

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

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# **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 doubleclick "Server Certificates".



#### 3 At the right column "Actions", select "Create Certificate Request".

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- Bab					in the second
e View Help mections Sart Page Sart Page Sart Page Sart Page	Server ( Use this feature to res configured for SSL	Certificates quest and manag	e certificates that the W	b server can use with websites	Actions Import Croate Centricate Request. Competer Lendrode Request
> (@) Sites	Filter	• 7 60	- Show All Group	By: No Grouping •	Create Domain Certificate
	Name	ha	ued To	haued By	Create Self-Signed Certifical Creatily Automatic Related of Reserved Certificate
Note : For renev enew the certif rocedures as n	<ul> <li>Features View Jag</li> <li>w of e-Cert</li> <li>iccate. Plea</li> <li>ew applicat</li> </ul>	Content View (Server) ase click ion for e	application "Create Cer -Cert	please do not clic tificate Request" a	k "Renew" option to as the same
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121					Topological States of Control of

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(Server),

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.* 

official names and they ca	unot contain abbreviations.	
Common name:	www.我的问题解te.com	
Organization	My Organization	
Organizational <u>u</u> nit:	My Organization Uni	
City/Jocality	Hang Kong	
State/province:	Hang Kong	
Country/region:	нк	× +

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.

Request Certificate	?	×
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 ~		
K		
Previous Next Finish	Cancel	

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

Request Certificate	?	×
File Name		
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.bt		
Previous Next Finish 0	Cancel	

## 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.



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".

<i>HongkongPoste-Cert</i> 非常新教電子板譜	The solution for e	security
	Submis	ssion of Certificate Signing Request (CSR) - e-Cert (Server)
CERTIZEN	The personal data you services to you. Inform unless it is permitted affact the processing o Data (Privacy) Ordinan wish to do so, please fax to 2775 9130.	provided in this form will be used by Hongkong Post and its operator of e-Cert services for provision of e-Cert vation we collected about you will not be declased by us to any other party in a form that would identify you or authorised by law. It is voluntary for you to supply to us your personal data. Failure to provide related data may dryour application. You have a right of access and correction with respect to personal data under the Parsonal ice. Your right of access includes the right to obtain a copy of your personal data provided in this form. If you send your request by mail to Kowfoon East Post Office Box No. 68777, by e-mail to enquiry@eCert.gov.ht or by
Changing Ford a STAR integrate Management a contraction	Server Particulars : Server Name	www.我町河服器 com
	e-Cert PIN Envelope i	nformation :
WSC HCAG 2.0	Reference Number :	018530272 (Shown on the cover of the PtN Envelope, 9-digit)
	e-Cert PIN :	(No need to input the space within the 16-digit FtH)
		Submit Clear

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.)

com
fulti-domain" Feature
" to proceed
e by clicking "Confirm Opt with Chinese" button to proceed
1

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. Open the previously generated Certificate Signing Request (CSR) with a text editor (e.g. Notepad) and copy the entire content including the "-----BEGIN NEW CERTIFICATE REQUEST-----" and "-----END NEW CERTIFICATE REQUEST-----". (You may refer to Part B Step 6 for the location of certificate request file.)

📕 certreg - Notepad		×
File Edit Format View Help		
BEGIN NEW CERTIFICATE REQUEST MIIDZ2CCATACAQAwgYsxCzAJBgNVBAYTAKhLMRIWEAYDVQQIEw]Ib25nIEtvbmcx EjAQBgNVBACTCUhvbmcgS29uZZEYMBYGA1UEChMPTxkgT3JnYW5pemF0aW9uMR8w HQYDVQQLExZNeSBPcmdhbm]6YxRpb25hbCBvbm]OMRkwFwrDVQQDExB3d3cubXlz ZXJ2ZXIuY29tMIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQCheR3SKJmgZxvB Qxse2]ItQ37jNxQAEkPa2kxVJvBRM3VJ0AZIpDVwfIk]md87n+ashNIKtxETm7j6 Vm6bu/JeQ/9X6Mgj4v9NU0I+P3Ixwf+R2D6nX3612Bii6kSDNYTV+beU/aQUrciu 2IPktD5M7vhvZ5j]wvIfb6NEiZRfnQIDAQABOIIBmTAaBgorBgEEAYI3DQIDMQwW CjuUMi4ZNzkwLjIwewYKKWYBBAGCNWIBDjFtMGSwDgYDVR0PAQH/BAQDAgIwMEQG CSqGSIb3DQEJDwQ3MDUwDgYIKoZIhvCNAWICAgCAMA4GCCqGSIb3DQMEAgIAgDAH BgUrDgMCBZAKBggqhkiG9w0DBZATBgNVHSUEDDAKBggrBgEFBQCDATCB/QYKKWYB BAGCNW0CAjGB7jCB6wIBAR5aAE0AaQBjAHIAbwBZAG8AZgB0ACAAUgBTAEEAIABT AEMAAABAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA		
8	×	1

#### 5. Paste the content to the text box, and then click "**Submit**".



Contraction of the local division of the loc

#### 6. Click "Accept" to confirm acceptance of the certificate.

Cikinglong/bas-Cert 書源新政策干戒法	The solution for e-Security	
	Submission of Certificate	Signing Request (CSR) - e-Cert (Server)
	The following is the information of this	certificate:-
	Subscriber Details	
CERTIZEN	Server Name :	www.我的存制思想.com
	Organization Name :	My Organization
	Branch Name :	
Vitation	Business Registraction No. :	1234567890123456
second being been	CRICI :	12345678
	Others :	
WSC MAT-AA	The following is the system generated i	information
and the second second second	Subscriber Reference Number :	0000919783
	Type of Certificate :	Honokong Post e-Cert (Server)
	Issued by :	Hongkong Post e-Cert SSL CA 3 - 17
	Certificate Serial Number :	5a 85 67 23 1e f3 1a 42 b9 44 79 2d 67 32 ce 47 7d 82 03 32
	Certificate Signature Hash Algorithm :	SHA-256
	Validity Period :	01/07/2021 - 01/07/2022
	Please click "Accept" to confirm acceptance reasons for rejecting the certificate.	of this certificate. Otherwise, please click "Reject" and state the
	(Note:- Your personal data collected by Hong have the right of access and correction with r (Privacy) Ordinance.)	kong Post will be used for processing your e-Cert application. You espect to personal data as provided for in the Personal Data
		Acturgs   Hejost
	2007 ©   Important Maticas   Privacy Protecy	

そ Hangkung Hare-Cert 香港築設電子校園	The solution for e-Security	
	Submission of Certificate Signing Request ( You may now:-	CSR) - e-Cert (Server)
VIST WAT-AA	1. Download the "Hongkong Post e-Cert (Server)" certificat 2. Download the Hongkong Post CA Root Certificates 3. Download the e-Cert (Server) User Guide	e
	2007 © Important Notices   Privacy Pulicy	

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

#### 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. 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). Subscribers with e-Cert (Server) certificates issued on or after 1 July 2019 is required to conduct the following so that their websites installed with e-Cert (Server) under Root CA3 will continue to be trusted by common web browsers: Install the Sub CA "Hongkong Post e-Cert SSL CA 3 - 17" issued by Root CA3. Click the following link to download: <u>http://www1.ecert.gov.hk/root/ecert\_ssl\_ca\_3-17\_pem.crt</u> Install the cross-certificate "Hongkong Post Root CA 3" issued by "GlobalSign Root CA - R3". Click the following link to download: <u>http://www1.ecert.gov.hk/root/root\_ca\_3\_x\_gsca\_r3\_pem.crt</u>
- 3. Starting from 21 January 2022, Sub CA "Hongkong Post e-Cert EV SSL CA 3 -17" of Root CA3 will be used for the issuance of all types of EV e-Cert (Server). Subscribers with EV e-Cert (Server) certificates issued on or after 21 January 2022 is required to conduct the following so that their websites installed with EV e-Cert (Server) under Root CA3 will continue to be trusted by common web browsers:

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

File	Action View Favorie	es Window H	lelp			
4	New	Ctrl+N			1 and an and a second	
	Open	Ctrl+O	Name		Actions	
	Save As	CIN+3	These are no items to	show in this view.	Console Root	
	debil/Remove Spamin	Chief			More Actions	1
	Options	- Chirten				
	Recent File					
	for the second s					
	ENL					
2.	Select "Cer	tificate"	then Click " <b>Add</b> ".		- D X [*(#)#	
Ceme	le Root	Neme		Action		
			There are no items to show in this view.	Consele Sport		
	Add an Persona San Too can asked anap- extensible stap-ins,	en for the console free you can configure who	n those available on your computer and configu It extensions are anabled.	ne the selected set of step 4%. P	tar i	
	Analistie grapiers: Snapier	Versilar	Selected shap-the	SALCylene	-	
	La Active Control Active Control Comparent Comparent Consultar Home Consultar Home Consu	Horeast Car Nordealt Car	435 ×	inner) (here) Adapter	ed	
	TP Security Hold	1				
	Description: The Centrificative and	ep-in altrie you to broi	ne The contents of the certificate states for yo	urself, a service, or a computer.		
	5 P Scorte frei Description The Cartification and	et-in altere you to bron	ne Pe cameria of Pe certificate states for y	urreif, a servica, or a computer.	Gend	

3. Select "Computer account", and then click "Next".

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Certificates snap-in	×
This snap-in will always manage certificates for: My user account Service account Computer account	
< Back	Next > Cancel

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

Select Computer	$\times$
Select the computer you want this snap in to manage.         This snap in will always manage: <ul> <li>Local computer:</li> <li>Another computer:</li> <li>Another computer:</li> <li>Allow the selected computer to be changed when launching from the command line. This only applies if you save the console.</li> </ul> <ul> <li>Allow the selected computer to be changed when launching from the command line. This only applies if you save the console.</li> </ul>	

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".

Conucle Root	Taxand To	Instant By	Actions	
Certification (Core) Computeri Personal Certification Coefficiention Authentities Certification Coefficiention Authentities Certification Resolution List Certification Resolution List Certification Resolution List Certification Resolution Certification Resolution Certification Resolution Databat Program Databat Progr	DigiCert Hanseel B CA-1     DigiCert Hay Assessed Code Signing CA-1     DigiCert HayA Assessed Code Signing CA-1     DigiCert MedA Assessed Code Signing CA-1     DigiCert MedA Assessed Code Signing CA-1     DigiCert MedA Assessed Code Signing CA-4     DigiCert MedA Assessed Code Signin	DigCent Assemble Direct CA DigCent High Assemble Direct CA DigCent Assemble Direct CA DigCent Assemble Direct CA DigCent Variated Runt CA Microphil TMR TRact CARIS Microphil TMR Tract Cariflocan Authority 2014 Microphil TMR Tract Cariflocan Authority 2	Contribution Mier Actions	

#### Click "Yes" to delete.

	Certificates will no lon	s that are issued by ger be trusted.	this CA or any lo	ower level CA
<u> </u>	Do you wis	h to delete this cer	tificate?	

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".



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6.	In the "Certificate Import Wizard", click "Next" to continue.
	×
÷ (-	Fortificate 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.
1	Store   oration
1	
	Local Machine
1	To continue, dick 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**".

<u>N</u>ext Cancel

ile to Im	port
Spec	fy the file you want to import.
C:\	erert ssl ca. 3-17 pem.crt
	Didwsen.
Note	More than one certificate can be stored in a single file in the following formats:
Pe	rsonal Information Exchange- PKCS #12 (.PFX,.P12)
C	yptographic Message Syntax Standard-PKCS #7 Certificates (.P7B)
М	crosoft Serialized Certificate Store (.SST)

Next	Cancel	

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

Certificat	Store			
Certi	icate stores are system	areas where cer	tificates are kept.	
Wind the c	ows can automatically se ertificate.	elect a certificate	store, or you can s	pecify a location f
C	) Automatically select th	e certificate store	based on the type	of certificate
0	Place all certificates in	the following stor	e	
1	Ceruncate store:			
	Intermediate Certific	ation Authorities		Browse

- 9. Click "**Finish**" to close the wizard.
  - 🗧 🌽 Certificate Import Wizard

ti

#### Completing the Certificate Import Wizard

The certificate will be imported after you click Finish.

'ou 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					

Cancel	<u>F</u> inish

 $\times$ 

#### 10. Click "**OK**" to complete.



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".

internet Information Services (85	) Manager			_	- 🗆 X
- LOCALHOST	•				iii = ≤ i ⊕ ·
File Wew Help					
Connections	Q				Actions
Q. 14 11 18.	Serve	r Certificates			http://
Start Page     Sort Page     Social HOST (LOCALHOST)     Application Pools     Social Start	Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.			Complete Certificate Report.	
	Filter	• 🐨 So - 🖓 Show All   G	eupity: No Grouping *		Events Dorsson Certificate
	Name	issued To	issued By	Eges	Create Self-Signett Certificate
	Tours and the	1000000	1.00000000 0.0000000 0.0000000	Enable Automatic Releval of Research Cottificate	
	<	Content View		•	
Ready					e1.

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

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

🗧 🦂 🍕 🔹 LOCALHOST	•				<u>ଅ</u> ର ଡ
File View Help					-
File View Help Connections Start Page Start Page Start Page Start Page Start Page Start Start Page Start Page Start Start Start Page Start Start S	Server C Use this feature to re- configured for SSL. Filter Name myserver	Certificates past and manage certificates that the • * to * * * Show All Ger issued To myserver.com	Web server can use with websites sup by: No Grouping • Issued Ry Hongkong Poste-Cert S	E	Actions ImputtConstruction Respected Construction Certification Respected Construction Certification Construction Certification Construction Certification Construction Certification Construction Certification Construction Certification Construction Certification Respected_Respected_R
< >	c Features View	Content View	T.	2	

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



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- Diritar	ngs				? ×
Type http	Host Name	Port 80	IP Address *	Binding Informa	Add Edit Remove Browse

## 6. Select "https" and related SSL certificate, then click "OK" to confirm.

Add Site Binding				? ×
Type:	IP address:		Port:	
Host name:				
Require Serve	r Name Indication			
Disable HTTP	7/2			
Disable OCSP	' Stapling			
SSL certificate:				
myserver		~	Select	Viewa
			ŐK.	Cancel

# 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.

	2	Ctrl+N					
Oper	n	Ctrl+0	Name		Actions		
Sava		Ctrl+S	There are no	items to show in this view.	Console Root		
Save	ASul	1010101010			More Actio	ns	
Onti	/Remove Snep-in_	Chi+M					
Opo	ons						
Fielde	mt.File						
Exit		<b>\</b>					
you to	e add snap-ins to or re	move them from t	he snap-in console.				
you to	a add snap-ins to or re Select " <b>Cer</b> County form!	move them from t rtificate'	he snap-in console. ' then Click	"Add".		×	
you to S	add snap-ins to or re Select "Cer Seven farrit Waw Favories War	move them from t rtificate'	he snap-in console. ' then Click	"Add".		× 	
you to S Action	add snap-ins to or re Select "Cer Seven fard Www Favorias War	move them from t rtificate? ndoe Help Reme	the snap-in console. ' then Click	"Add".		× 	
Action	add snap-ins to or re Select "Cer Swam ford) Way Favories Way	move them from t rtificate' ndoe Help Reme	the snap-in console. ' then Click There are no them: to show in	"Add". His uses.	- 0	× 	
Artison	Add snap-ins to or re Select "Cer Select Select and Select Sele	move them from t rtificate' too Help Ferrer Plane Pla	the snap-in console. ' then Click These are no items to show in These are no items to show in These available on your constants constants Spectra and Spectra an	"Add". This sizes. Actions Converse Such and configure the selected set of user res so free resort resort filler the selected set of user res so free resort filler fille		× •	
s you to S Action	Add snap-ins to or re Select "Cer Select "Cer Select "Cer Select "Cer Select "Cer Select "Cer Select "Cer Select "Cer Select "Cer Select Select Se	move them from t rtificate' neos Help Reme Reme Remo Venir Noost Cer- Noost Cer-	the snap-in console. ' then Click There are no items to show in These are no items to show in Second and the second are associated as a solution associated are solution assoc	"Add". The sime. Actions configures the selected set of uses the selector figures the se	- D		
s you to S Action	a add snap-ins to or re Select "Cer Select Select We Factor and Select We Course for the Select Select Select Select Select Select Select Select Select Select Select Sele	move them from t rtificate' ndos Help Reme Reme Venir Venir Venir Nocot Ce- Nocot Ce- Noc	he snap-in console. ' then Click Then are no items to show in These are no items to show in Second and the statements Second and the second are second at the second at th	"Add". Maria a sine. Actions this a sine. this a sine.	- D		

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			
	< Back	Next >	Cancel

## 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: <ul> <li>Local computer: (the computer this console is running on)</li> <li>Another computer:</li> </ul>	
Allow the selected computer to be changed when launching from the command line. This only applies if you save the console.	
< <u>B</u> ack Finish Cancel	

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".

Console Root	tissued To	Issued	By E	Actions	
Personal     Trusted Root Certification Authorities     Enterprise Trust	www.myserver.co	Open	Onen 1	Certificates More Actions	
Intermediate Certification Authorities     Trusted Publishers     Untrusted Certification     Third-Party Root Certification Authorities     Trusted People     Clent Authoritication Issuers     Preview Build Roots     Test Roots     Remote Desktop     Certificate Constituent Requests     Certificate Constituent Requests     Certificate Constituent Requests     Certificate Constituent Requests     Certificate Number of Certificate Solution     Smart Carl Trusted Roots     Trusted Devices     Web Housing     Windows Live ID Token Issuer     Windows ServerUpdateServices		Cut Copy Delete Properties Help	Export	www.mpsener.com More Actions	

- 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**".

Console Root	Itsued To		Timord By	Actions	-
Certificates (Local Computer)     Personal     Certificates     Trusted Root Catofication Authonities     Interprise Trust     Intermediate Certification Authonities     Trusted Publishers     Trusted Publishers     Trusted People     Certification Insuers     Personal Build Roots     Trusted People     Certificate Incomment Requests     Certificate Rootment Requests     Certificate Rootment Requests     Sonart Card Trusted Roots     Trusted Devices     Web Hosting     Windows Live (D Tokan Insuer     Windows Live (D Tokan Insuer     Windows Live (D Tokan Insuer     Windows Live (D Tokan Insuer		Open All Tasks Cut Copy Delete Properties Help	Hongohng Pirth friel e-Cwel SSL C Open Request Certificate with New Key Export	Certificates Mare Actions Here Actions	

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 6. In Certificate Export Wizard, choose "Next".

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#### 7. Select "Yes, export the private key", and then click "Next".

Х

🗧 纋 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

Next Cancel	Next

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

– 🖉 Certificate Export Wizard	× 1
Export File Format Certificates can be exported in a variety of file formats.	
Select the format you want to use:	
O DER encoded binary X.509 (.CER)	
Base-64 encoded X.509 (.CER)	
O Cryptographic Message Syntax Standard - PKCS #7 Certificate	es (.P7B)
Include all certificates in the certification path if possible	
Personal Information Exchange - PKCS #12 (.PFX)	
$\checkmark$ 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	
O 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.

Next Cancel

			×	
🐉 Certificate Export Wiz	ard		1	
Security To maintain security, using a password.	you must protect the pr	rivate key to a security principal or	by	
Group or user nar	nes (recommended)			
		Add		
		Remove		
Password:				
••••				
Confirm password	:			
Encryption: TripleD	es-sha1 v			
		Next	Cancel	

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.)

÷	🚰 Certificate Export Wizard	×
1	File to Export Specify the name of the file you want to export	
:	Eile name: C:\backup.pfx	
t.		
5		
i I		

			<u>N</u> ext	Cancel	
11.	Click "Finish" to close the w	izard.			
<b>~</b>	Certificate Export Wizard				×
	Completing the Certificate Exp	oort Wizard			
•	You have successfully completed the Certificate	Export wizard.			
4	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 Informat	ion Exchange	* (*.pfx]	
	٤			>	
;					
1					
		C	<u>F</u> inish	Cance	2

## 12. Click "**OK**" to complete



# 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"

internet Information Services (IIS)	Manager				- 🗆 ×
EDCALHOST	,				<u>₩</u> = G 0 •
File View Help					
Connections	Server Certificates Use this feature to request and manage certificates that the Web server can use with websites configured for SSL Filter				Actions Import Create Certificate Request Complete Certificate Request Create Dorsen Certificate
	Name	Issued To	Insued By	Expira	Create Self-Signed Cettificate. Enable Automatic Robint of Received Cettificate
< >	Features View	Content View			
Ready					43

# 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".

Import Certificate	? ×
Certificate file (.pfx):	
C:\backup.pfx	
Password:	
••••	
Select Certificate Store:	
Personal	~
Allow this certificate to be exported	
ОК	Cancel

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

internet Information Services (IIS	() Manager					- 🗆 X
S + LOCALHOST	,					<u> </u>
File View Help						
Connections	Que o	and the	all sales			Actions
東・山田二郎	1 2	Server Certificates				(mption
Start Page	Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.				Complete Confronte Request.	
Stei	Filter • 🐨 Ein - 😨 Show All   Group by: No Grouping •			Create Domain Certificate.		
	Name	1.1	Issued To	Issued By	Expirat	Granie Self-Signed Cettificate.
	<	View 🙀 Car	www.mysetver.com	www.mysever.com	3	Ven. Doport. Removes Envolve Automatic Metered of Reviewed Cattification
Ready	Contraction of the second	the part of				41.
in the part of the						1