

How to order and install Odette certificates

Contents

1. Before you start	2
2. Log on to the Odette CA and start the order process	5
3. Creating the CSR on-line	7
4. Importing a previously created CSR	9
5. Purchase Details	11
6. Technical Contact	12
7. Authentication Contact	12
8. Payment details.....	14
9. Review and complete your certificate order.	15
10. Order confirmation.....	16
11. Validation and approval process	16
12. Download and install the certificate.....	16
13. Renew a certificate	17
Annexes.....	24
<i>How to download and install the certificate on your local computer (CSR has been generated on-line)</i>	<i>25</i>
<i>How to find your certificate in the Windows keystore after downloading and installation</i>	<i>41</i>
<i>How to export a certificate including the private key from one Windows machine to another (Windows keystore).....</i>	<i>45</i>
<i>How to import the certificate on the target computer</i>	<i>49</i>
<i>How to export your public key from the Windows keystore.....</i>	<i>51</i>
<i>How to create a certificate signing request (CSR) on a Linux or Windows machine with an external tool</i>	<i>54</i>
<i>How to generate a CSR on IIS 6 Microsoft Windows Server 2003</i>	<i>60</i>
<i>How to download and to install the certificate on a Linux or Windows machine, if you have created the CSR with an external application</i>	<i>62</i>

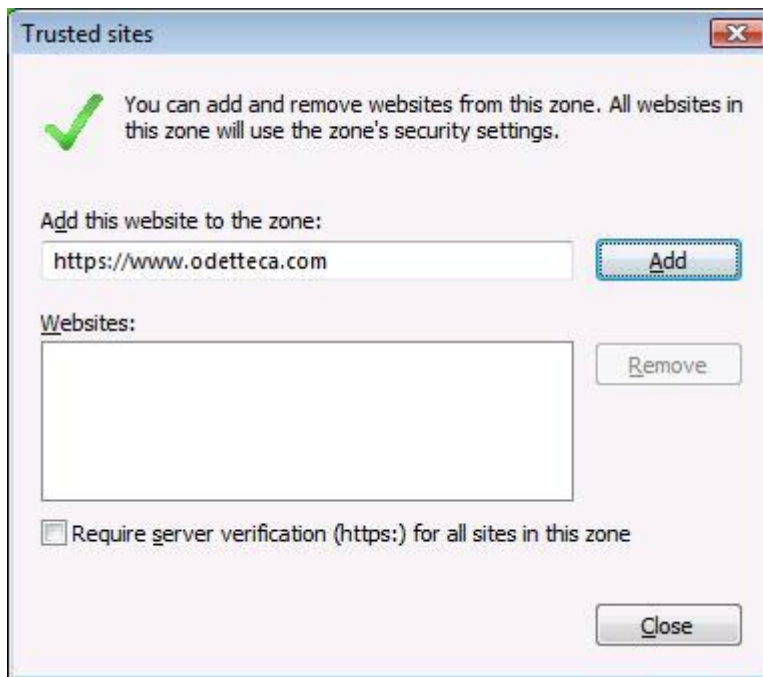
1. Before you start

Users wishing to buy certificates using Windows Vista or Windows7 should add the Odette CA site to their list of trusted web sites in Internet Explorer.

Go to *Internet Options* > *Security* > *Trusted Sites* and then click *Sites*.



Type 'https://www.odetteca.com/ ' into the text box and click *Add*.

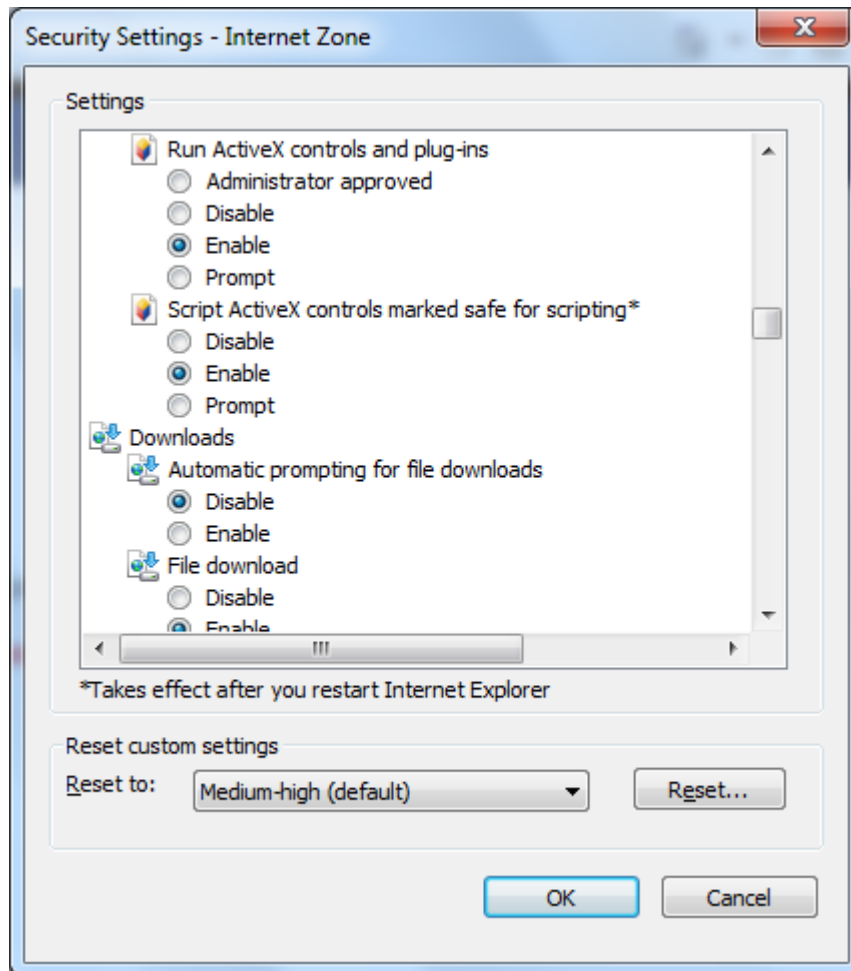


Click *Close* and then click *OK* on the 'Internet Options' dialogue.

ActiveX

Please verify that your browser allows ActiveX execution.

Go to *Internet Options > Security > Internet Zone* and click *Custom Level*



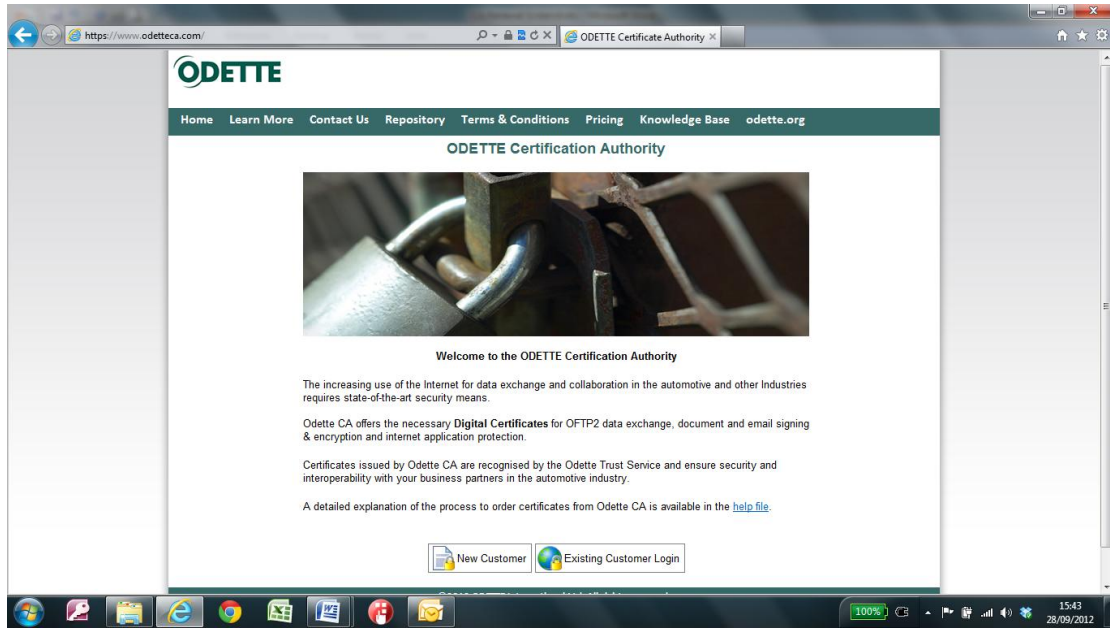
Enable ActiveX controls.

During the certificate order process the browser will run an ActiveX control that creates the private key and the public key on the computer being used.

If the security policy of your company does not allow the running of ActiveX then you will have to create the private key and the certificate signing request (CSR) separately before you start the order process. Please refer to the annexe How to create a certificate signing request (CSR) on a Linux or Windows machine **with an external tool** for further instructions.

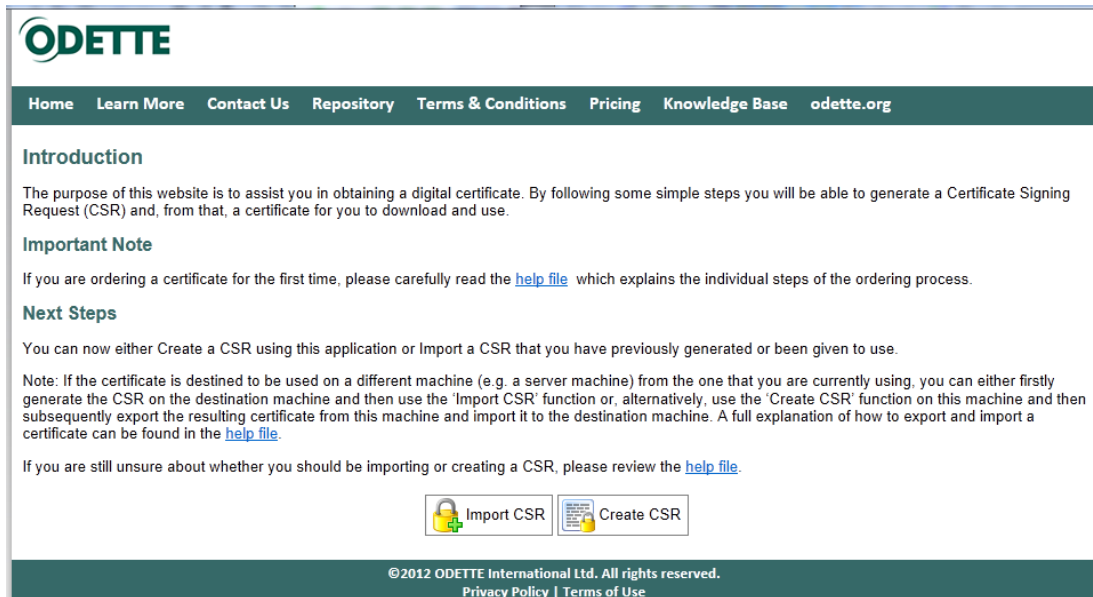
2. Log on to the Odette CA and start the order process

It is recommended to order the certificate using the computer on which you wish to install it (target computer). If you cannot use the target computer to order the certificate, please also read the Annexes 'How to export a certificate including the private key from one Windows machine to another (Windows keystore)' and 'How to import the certificate on the target computer'.



If you are ordering a certificate for the first time, click on *New Customer* (your user account will be created during the order process).

If you have bought an Odette certificate previously and want to renew it or order a different one or if you want to download or revoke an existing Odette certificate, click on *Existing Customer Login*.



The screenshot shows the ODETTE website's introduction page. At the top is the ODETTE logo. Below it is a navigation menu with links: Home, Learn More, Contact Us, Repository, Terms & Conditions, Pricing, Knowledge Base, and odette.org. The main content area is titled "Introduction" and contains the following text: "The purpose of this website is to assist you in obtaining a digital certificate. By following some simple steps you will be able to generate a Certificate Signing Request (CSR) and, from that, a certificate for you to download and use." This is followed by an "Important Note" section: "If you are ordering a certificate for the first time, please carefully read the [help file](#) which explains the individual steps of the ordering process." Then, a "Next Steps" section: "You can now either Create a CSR using this application or Import a CSR that you have previously generated or been given to use." A note follows: "Note: If the certificate is destined to be used on a different machine (e.g. a server machine) from the one that you are currently using, you can either firstly generate the CSR on the destination machine and then use the 'Import CSR' function or, alternatively, use the 'Create CSR' function on this machine and then subsequently export the resulting certificate from this machine and import it to the destination machine. A full explanation of how to export and import a certificate can be found in the [help file](#)." Another note: "If you are still unsure about whether you should be importing or creating a CSR, please review the [help file](#)." At the bottom of the content area are two buttons: "Import CSR" with a padlock icon and "Create CSR" with a document icon. The footer contains the copyright notice: "©2012 ODETTE International Ltd. All rights reserved. Privacy Policy | Terms of Use".

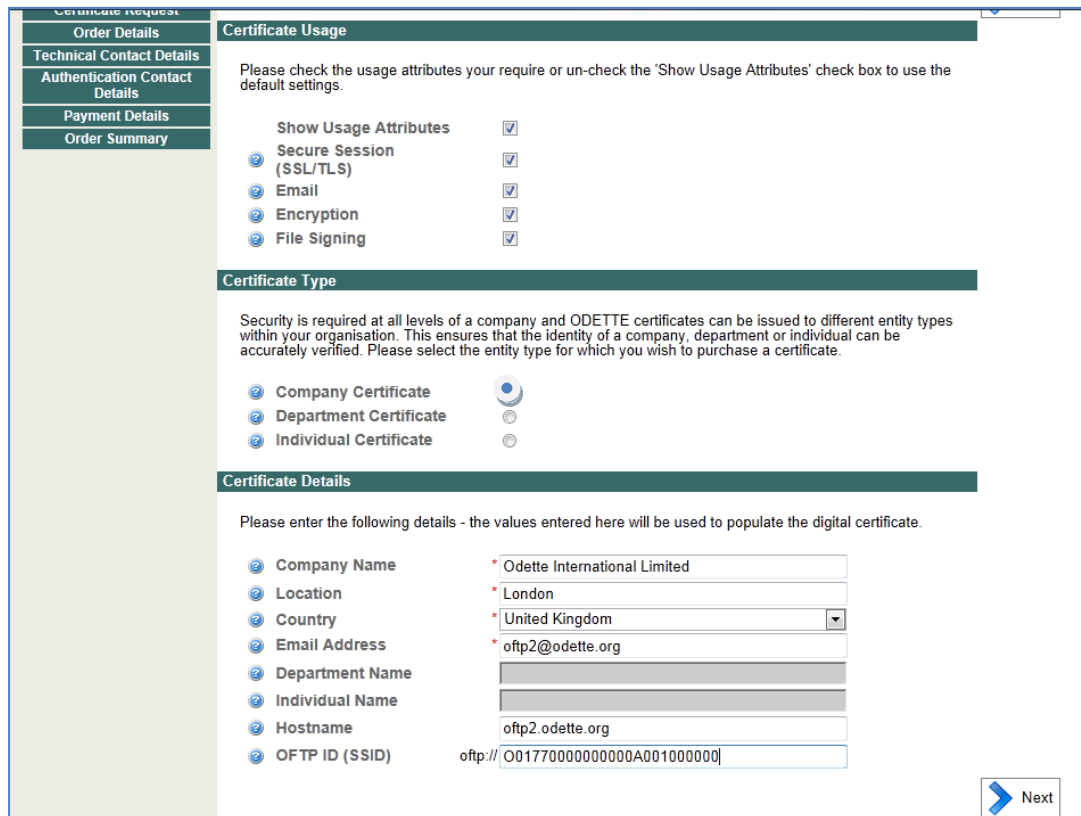
On the Introduction page you need to decide whether to import a previously prepared Certificate Signing Request (CSR) or to create the CSR on-line during the order process.

On-line creation of the CSR can only be done with the **Internet Explorer** browser. In addition, the execution of **ActiveX** code must be enabled.

If your system does not support these requirements, you will need to create the CSR with an external tool (see [annexe 5](#)) and then select "Import CSR". Continue with [chapter 3](#) in this help file.

Otherwise select "Create CSR".

3. Creating the CSR on-line



Certificate Request

Order Details

Technical Contact Details

Authentication Contact Details

Payment Details

Order Summary

Certificate Usage

Please check the usage attributes you require or un-check the 'Show Usage Attributes' check box to use the default settings.

Show Usage Attributes

Secure Session (SSL/TLS)

Email

Encryption

File Signing

Certificate Type

Security is required at all levels of a company and ODETTE certificates can be issued to different entity types within your organisation. This ensures that the identity of a company, department or individual can be accurately verified. Please select the entity type for which you wish to purchase a certificate.

Company Certificate

Department Certificate

Individual Certificate

Certificate Details

Please enter the following details - the values entered here will be used to populate the digital certificate.

Company Name * Odette International Limited

Location * London

Country * United Kingdom

Email Address * oftp2@odette.org

Department Name

Individual Name

Hostname oftp2.odette.org

OFTP ID (SSID) oftp://001770000000000A001000000

Certificate Usage

In the above example, the certificate can be used for various purposes. By default, all the listed certificate usage attributes are enabled.

If you want to connect your OFTP2 system to other OFTP2 systems, at least "Secure Session (SSL/TLS)" must be enabled, Encryption (i.e. file encryption) and File Signing are advanced functions of OFTP2 and can be used in addition to TLS session security. Email (encryption and signing) is an application outside the scope of OFTP2 but is also supported by Odette certificates.

Certificate Type

For use with OFTP2, normally a Company Certificate is selected but it is also possible to order a certificate for use by a specific Department or by an Individual.

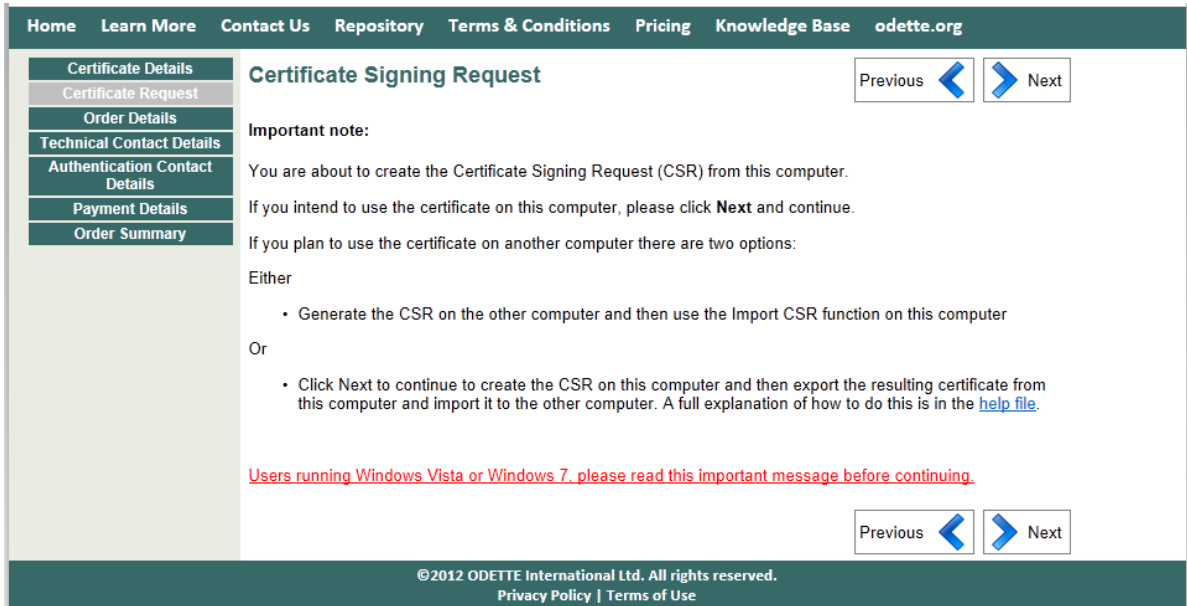
Certificate Details

Fields marked with an asterisk (*) are mandatory.

Please note that current implementations of OFTP2 at some companies require the OFTP2 servers of their business partners to use qualified domain names which are registered and resolvable by the domain name system (DNS). If you are certain that none of your OFTP business partners have this requirement, you can use a static IP address or a virtual host name instead.

For OFTP2, you should also enter your SSID (aka OFTP ID or Odette ID).

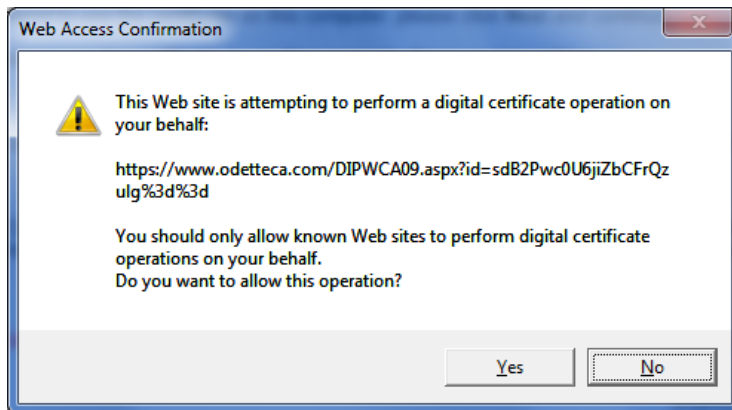
Click 'Next' to continue.



An important message for Windows Vista / Windows 7 users is also given at the start of this document.

Click "Next" to continue or "Previous" if you want to review/change the certificate details which you entered on the previous page.

Depending on the settings of your browser you may see a message like this:



Click "Yes" to continue. Subsequently, a private key is generated in your local keystore and a matching CSR is submitted to the Odette CA application.

You can check whether the operation was successful by inspecting the Windows keystore.

The Certificate should be listed under Certificate Enrolment Requests of the current user and the symbol should show a key in the upper left corner, indicating that you possess a private key.

See [annexe 2](#) for detailed instructions on how to access the Windows keystore.


Continue at Chapter 5 of this document.

4. Importing a previously created CSR

After you have created a key pair and a corresponding CSR with an external programme (refer to [annexe 5](#) for more information) you should open the CSR text file and copy the content into the corresponding space in the Odette CA application.

Click *Next* to continue.

The details of your CSR will be shown. You will also have the opportunity to add the OFTP ID (SSID) since this auxiliary information often cannot be included in a separately created CSR.



Home
Learn More
Contact Us
Repository
Terms & Conditions
Pricing
Knowledge Base
odette.org

- Import CSR
- CSR Validation
- Order Details
- Technical Contact Details
- Authentication Contact Details
- Payment Details
- Order Summary

CSR Validation Previous < > Next

Certificate Usage

Please check the usage attributes you require or un-check the 'Show Usage Attributes' check box to use the default settings.

Show Usage Attributes	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Secure Session (SSL/TLS)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Encryption	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> File Signing	<input checked="" type="checkbox"/>

Certificate Details

Please review before continuing.

The following details were extracted from the imported CSR and cannot be modified. If they are incorrect, please generate and import the CSR again on the previous screen or, alternatively, re-start the order process and use the 'Create CSR' function.

<input checked="" type="checkbox"/> Company Name	Odette International Ltd.
<input checked="" type="checkbox"/> Location	London
<input checked="" type="checkbox"/> Country	GB
<input checked="" type="checkbox"/> Email Address	info@odette.org
<input checked="" type="checkbox"/> Organisation Unit	CO
<input checked="" type="checkbox"/> Common Name	oftp2.odette.org

We could not detect an OFTP ID (SSID) in the imported CSR. If you wish to have one included in your certificate, please enter it in the field below. Alternatively, paste in a CSR containing an OFTP ID (SSID) prefixed by 'oftp://' as a URI in the subject alternative name.

OFTP ID (SSID)

oftp://

Previous < > Next

Click *Next* to continue

5. Purchase Details

On this page you select the desired validity period of the certificate (1 to 4 years).

Before continuing, you need to accept the terms and conditions of the Odette CA.

The screenshot shows a web interface for purchasing a certificate. The top navigation bar includes links for Home, Learn More, Contact Us, Repository, Terms & Conditions, Pricing, Knowledge Base, and odette.org. A left sidebar contains a menu with options: Certificate Details, Certificate Request, Order Details, Technical Contact Details, Authentication Contact Details, Payment Details, and Order Summary. The main content area is titled "Order Details" and features a "Certificate Validity Period" section. It prompts the user to "Please select the validity period for this certificate." and displays a dropdown menu with options: 1 Year, 1 Year (highlighted), 2 Years, 3 Years, and 4 Years. Below the dropdown, the text "Cost" and "Price Exclusive of VAT" is visible. A "Terms and Conditions" section follows, asking the user to read the terms and check a box to confirm acceptance. The form includes "Previous" and "Next" navigation buttons at the top and bottom right.

Click *Next* to continue.

6. Technical Contact

If ordering for the first time, you will need to enter the Technical Contact details and you will also be asked to assign a password to your account.

Home Learn More Contact Us Repository Terms & Conditions Pricing Knowledge Base odette.org

Certificate Details
Certificate Request
Order Details
Technical Contact Details
Authentication Contact Details
Payment Details
Order Summary

Technical Contact Details

Previous Next

Please enter your contact details. These details can be used to administer your certificate and act as the main point of contact for the certificate.

Name * Jörg Walther
Company * Odette International Ltd.
Position * Programme MAnager
Email * oftp2@odette.org
Address Line 1 * 71 Great Peter Street
Address Line 2
City * London
Postal Code * SW1P 2BN
Country * United Kingdom
Telephone Number * +44 207 344 3290

Login Details

Please enter and confirm a password of at least 6 characters in length and a maximum of 14 characters in length. The password must contain at least one upper case character, one lower case character and one numeric character. This password will be used by you to log in and administer your certificates.

Password * ●●●●●●
Password Confirmation * ●●●●●●

Previous Next

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Click *Next* to continue.

This data will be used to update your User account in the Odette CA application.

In subsequent certificate orders the Technical Contact details will be pre-populated from your user details. These can be changed, if necessary.

7. Authentication Contact

The Authentication Contact is used to verify your certificate request. He/she will be asked to confirm the data provided by you and that you are authorised to request a certificate on behalf of your company or department. Depending on the structure of your company the Authentication Contact could be the head of your department, the CIO or the managing director.

Please note that the Authentication Contact must:

- i. Belong to the organisation for which the certificate is intended
- ii. Be in a position to authorise the certificate order
- iii. Not be the same as the Technical Contact.

Home Learn More Contact Us Repository Terms & Conditions Pricing odette.org Control Panel

Authentication Details Previous Next

Authentication Contact Details

Please enter the contact details of a person within your organisation who is available to verify your identity. After you have completed your order we will contact this person as part of our certificate approval process. Once the certificate has been approved it will be made available for download from our website.

Name	* John Carvin
Company	* Odette International
Position	* MD
Email	* jcarvin@odette.org
Address Line 1	* Forbes House
Address Line 2	Halkin Street
City	* London
Postal Code	* SW1X 7DS
Country	* United Kingdom
Telephone Number	* +49 33397 62704

Previous Next

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Complete the required fields and click *Next* to continue.

8. Payment details

Payment Method: If you are making a normal purchase of a certificate you should select 'Invoice'. If you have a special promotion code from Odette you should select 'Promotional Code'. You will then be presented with a version of the screen which will allow you to enter your promotion code.

Purchase Order: You can enter any purchase order number you wish to have included as a reference on your invoice.

By default, the invoicing address is the one entered for the Technical Contact. If you wish the invoice to be sent to a different address or a different company, tick the box "Bill to new address" and enter the different address data.

Companies situated in the EU must provide their VAT registration number (including the appropriate country prefix).

[Home](#)
[Learn More](#)
[Contact Us](#)
[Repository](#)
[Terms & Conditions](#)
[Pricing](#)
[Knowledge Base](#)
[odette.org](#)

- Certificate Details
- Certificate Request
- Order Details
- Technical Contact Details
- Authentication Contact Details
- Payment Details
- Order Summary

Payment Details

Previous Next

Payment Method

Please select a method of payment from the drop down list below.

Payment Method	<input type="text" value="Invoice"/>
Purchase Order Number	<input type="text" value="Invoice"/> <input style="background-color: #2e7d32; color: white;" type="text" value="Promotional Code"/>

Invoicee Address

Please enter an invoicee address if different from Technical Contact address.

Bill to new address	<input checked="" type="checkbox"/>
Contact Name	<input type="text" value="Jörg Walther"/>
Company	<input type="text" value="Odette International Ltd."/>
Address Line 1	<input type="text" value="71 Great Peter Street"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="London"/>
Postal Code	<input type="text" value="SW1P 2BN"/>
Country	<input type="text" value="United Kingdom"/>

Tax Details

Are you VAT registered in a European Member State? If yes, please enter your VAT number including the national prefix e.g. GB123456789

Yes	<input checked="" type="radio"/>
No	<input type="radio"/>
VAT number:	<input type="text" value="GB774159013"/>

Price Details

Net Amount	€ 380.00
Vat Amount	€ 72.00
Total	€ 432.00

Previous Next

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Click *Next* to continue.

9. Review and complete your certificate order.

ODETTE

Home Learn More Contact Us Repository Terms & Conditions odette.org

[Certificate Details](#)
[Purchasing Details](#)
[Contact Details](#)
[Authentication Details](#)
[Payment Details](#)
[Certificate Request](#)
[Order Summary](#)

Order Summary Previous Complete Order

Please review your selections and if required make any changes to your order. To purchase a certificate and process your payment details press the 'Complete Order' button.

Certificate Details

Certificate Type	Department
Email	jwalther@odette.org
Location	London
Country	United Kingdom
Organisation	Odette International
Department	EDI
Domain Name/IP Address	odette.org
OFTP2 ID (SSID)	oftp://O0177000000000A001010000

Purchasing Details

Validity Period	1 Year
Vat Number	GB 774159013
Net Amount	€ 180.00
Vat Amount	€ 27.00
Total	€ 207.00

Contact Details

Name	Jörg Walther
Company	Odette International
Position	PM
Email	jwalther@odette.org
Address	Forbes House, Halkin Street, London, SW1X 7DS, United Kingdom
Telephone	+49 33397 62704

Authentication Details

Name	John Carvin
Company	Odette International

A summary of your order will be displayed. Check carefully and, if OK, click *Complete Order*.

ODETTE

Home Learn More Contact Us Repository Terms & Conditions odette.org

Order Completed Control Panel Print Summary Exit

Thank you for your purchase. An order confirmation email has been sent to: jwalther@odette.org Your unique certificate order number is: 27. Please keep a record of this order number should you encounter any problems with your order.

Downloading Your Certificate

ODETTE will now perform identity checks using the details you have provided. Once your identity has been verified you will receive an email with instructions for downloading and installing your certificate.

Order Summary

Certificate Details

Order Number	27
Certificate Type	Department
Email	jwalther@odette.org
Location	London
Country	United Kingdom
Organisation	Odette International
Department	EDI
Hostname or IP Address	odette.org
OFTP2 ID (SSID)	oftp://O0177000000000A001010000

Purchasing Details

Validity Period	1 Year
Vat Number	GB 774159013
Net Amount	€ 180.00
Vat Amount	€ 27.00
Total	€ 207.00

Contact Details

Name	Jörg Walther
Company	Odette International
Position	PM
Email	jwalther@odette.org



10. Order confirmation

You will receive an order confirmation by email.

Dear [user name],

Thank you for purchasing a digital certificate from ODETTE.

Your unique certificate order number is: xx. Please keep a record of this number in case of any problems with your order. To view the status of your certificate order or purchase further certificates please log into your account control panel using your email address and password provided during purchase. The account control panel is available at the following address: <http://www.odetteca.com>

An invoice has been attached to this email which must be paid within 30 days of the certificate being issued.

Should you have any queries or problems please email us at odetteca@odette.org

Certificate Details:

. . .

The invoice (pdf) for the certificate will be attached to this mail.

11. Validation and approval process

As soon as the order has been made, the Odette CA will start the validation process.

The validation is based on Odette CA Certificate Policy. Upon approval of the request you will receive information via email:

Dear [user name],

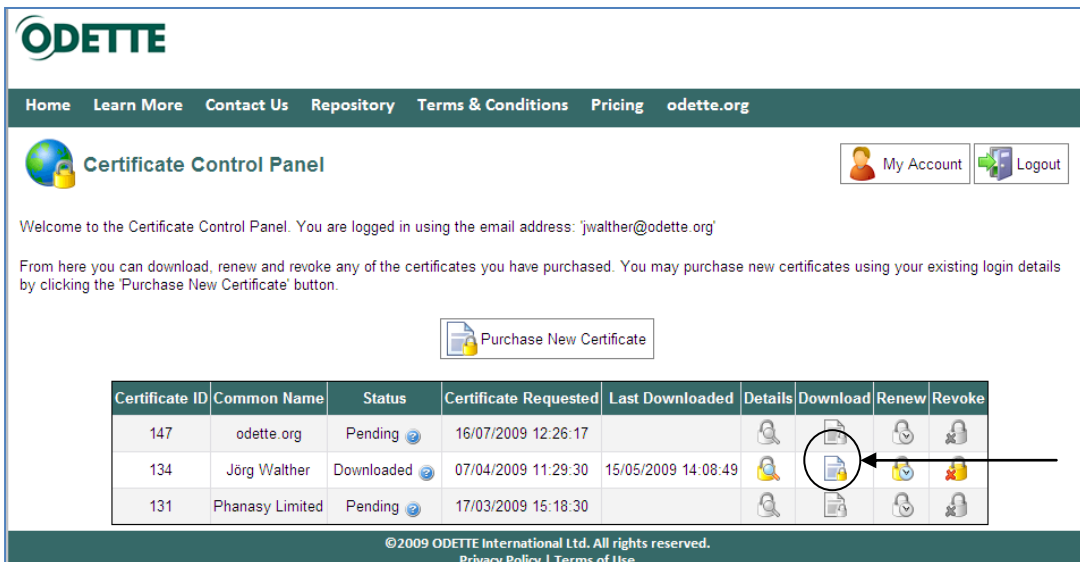
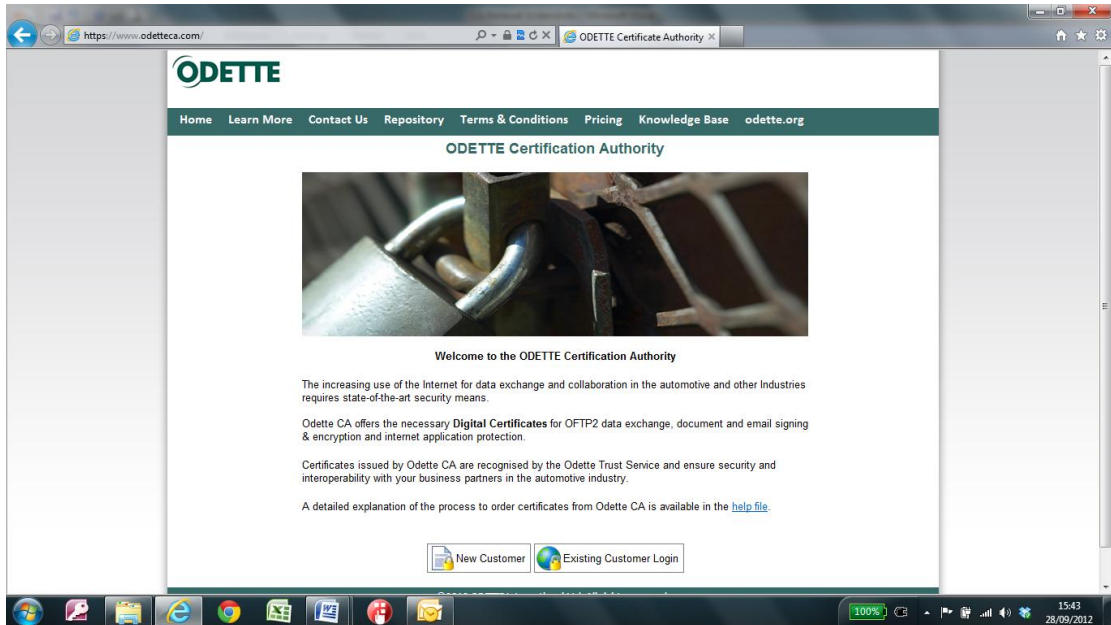
We are pleased to inform you that your certificate with order reference of: xx has now been issued. This means that your identity has been confirmed and you may download and start using the certificate.

If payment has not been received after 30 days from the date of this email your certificate will be revoked and will cease to be valid.

To download and start using your certificate please login to your account control panel and follow the on screen instructions. To log in please navigate your browser to the following address: <https://www.odetteca.com>

12. Download and install the certificate

Click *Existing Customer Login* to log into the CA application with your user credentials.

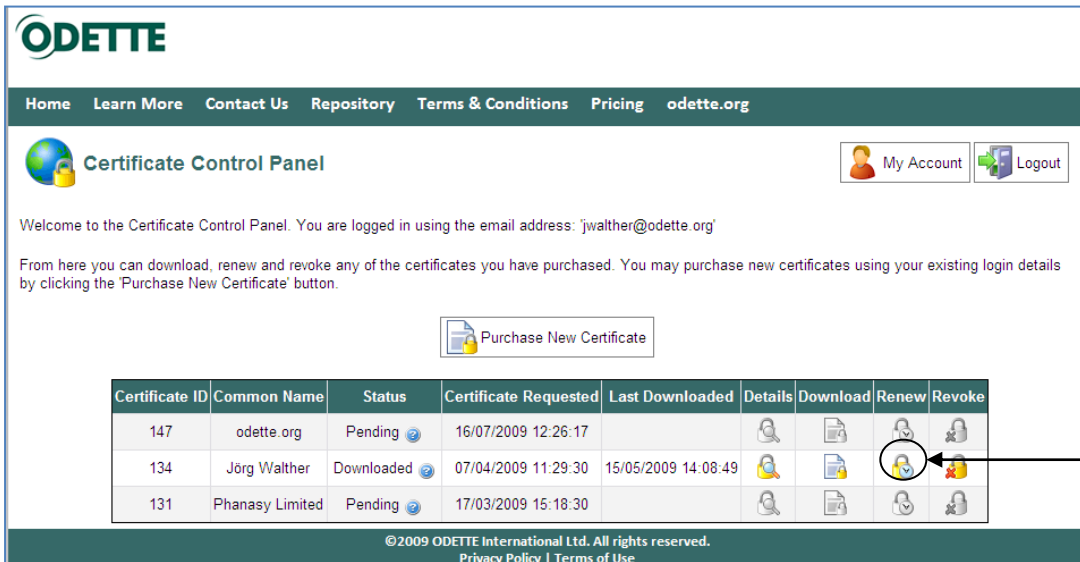
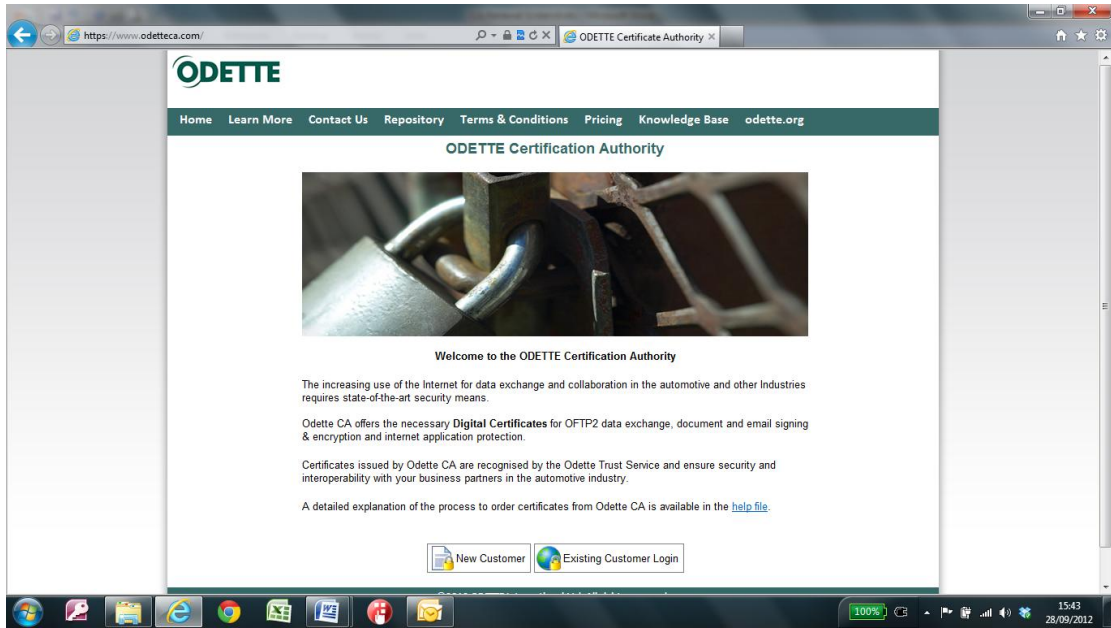


Click the Download icon alongside the appropriate certificate to start the download process.

To install the certificate, follow the instructions in [annexe 1](#) (for CSR created online) or [annexe 7](#) (for CSR created with an external tool).

13. Renew a certificate

Click *Existing Customer Login* to log into the CA application with your user credentials.



Click the Renew icon of the certificate you want to renew. Please note that Renewal can only be carried out during the period **starting 60 days before** the expiry date of the current certificate and **ending 30 days after** the expiry date. Outside of this period, the Renew icon will be greyed out and the function will be unavailable.

Renew Certificate

Next Steps

You can now either Create a CSR using this application or Import a CSR that you have previously generated or been given to use.

Note: If the certificate is destined to be used on a different machine (e.g. a server machine) from the one that you are currently using, you can either firstly generate the CSR on the destination machine and then use the 'Import CSR' function or, alternatively, use the 'Create CSR' function on this machine and then subsequently export the resulting certificate from this machine and import it to the destination machine. A full explanation of how to export and import a certificate can be found in the [help file](#).

Note: An imported CSR must match the details of the current certificate otherwise it will be rejected.

If you are still unsure about whether you should be importing or creating a CSR, please review the [help file](#).

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You again have the choice of importing a separately created CSR or creating the CSR on-line during the Renewal process. If you chose on-line creation then the stored certificate details will be used to create the CSR (for separate off-line generation of the CSR see chapter 4).

ODETTE

Home Learn More Contact Us Repository Terms & Conditions Pricing Knowledge Base odette.org

Certificate Signing Request

Important note:

You are about to create the Certificate Signing Request (CSR) from this computer.

If you intend to use the certificate on this computer, please click **Next** and continue.

If you plan to use the certificate on another computer there are two options:

Either

- Generate the CSR on the other computer and then use the Import CSR function on this computer

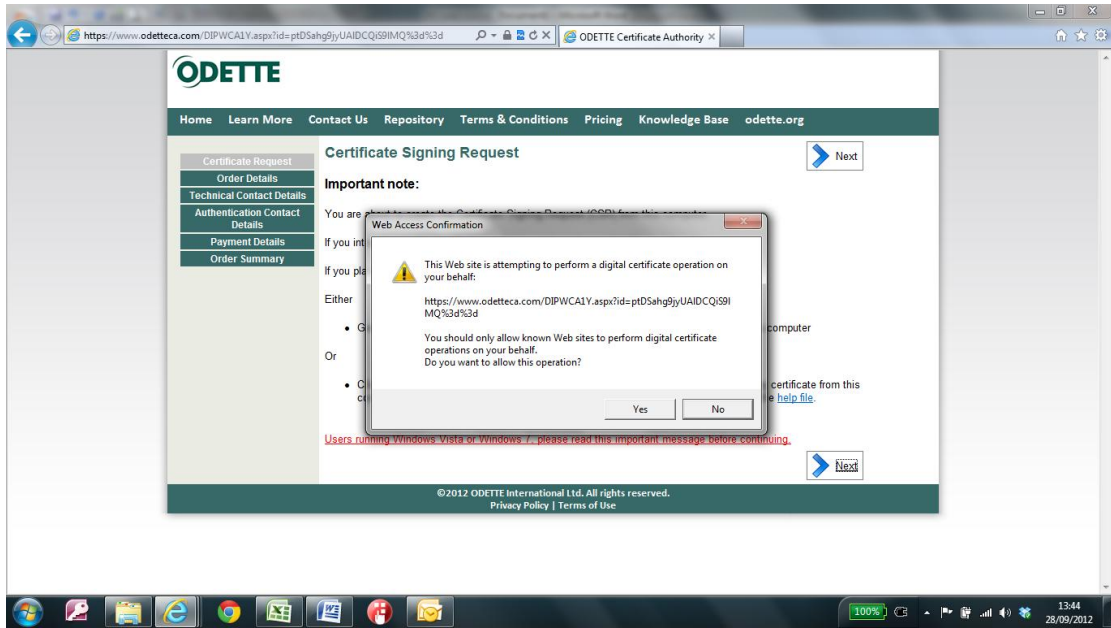
Or

- Click Next to continue to create the CSR on this computer and then export the resulting certificate from this computer and import it to the other computer. A full explanation of how to do this is in the [help file](#).

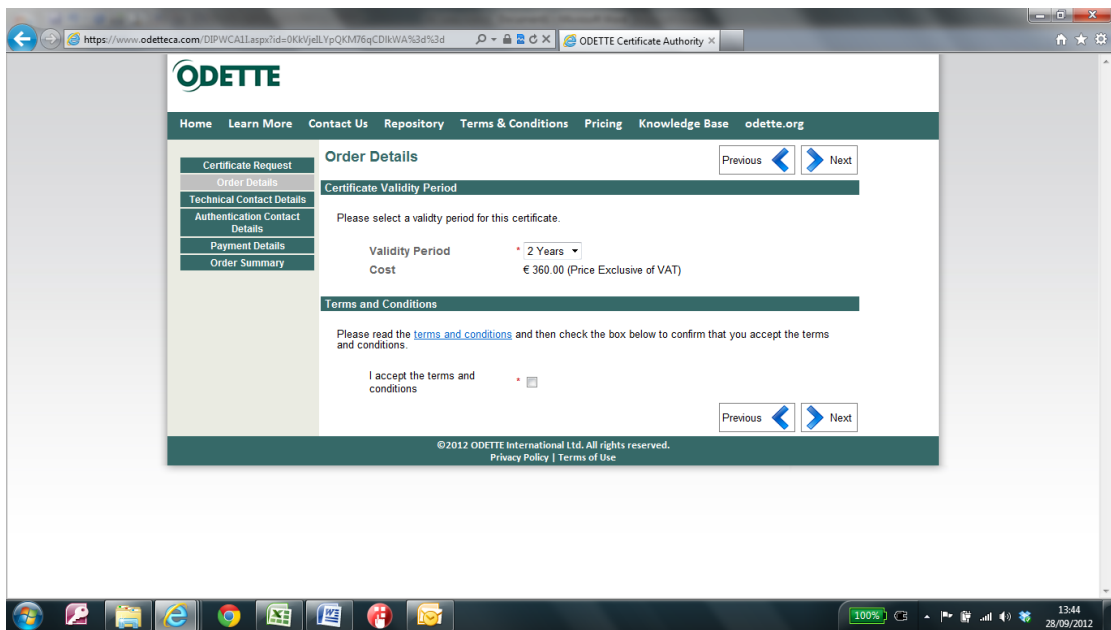
[Users running Windows Vista or Windows 7, please read this important message before continuing.](#)

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Click *Next* to continue



Click Yes to continue.



On this page you select the desired validity period of the renewed certificate (1 to 4 years).

Accept the terms and conditions and click *Next* to continue.

ODETTE

Home Learn More Contact Us Repository Terms & Conditions Pricing Knowledge Base odette.org

Certificate Request
Order Details
Technical Contact Details
Authentication Contact Details
Payment Details
Order Summary

Technical Contact Details

Previous Next

Please enter your contact details. These details can be used to administer your certificate and act as the main point of contact for the certificate.

Name * Jörg Walthner
Company * Odette
Position * PM
Email * jwalthner@odette.org
Address Line 1 * Forbes House
Address Line 2 * Halkin Street
City * London
Postal Code * SW1X 7DS
Country * United Kingdom
Telephone Number * +49 123456 7890

Previous Next

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The Technical Contact details are pre-populated from the order of the certificate that is being renewed. Please check these carefully and update them if required.

Click *Next* to continue.

ODETTE

Home Learn More Contact Us Repository Terms & Conditions Pricing Knowledge Base odette.org

Certificate Request
Order Details
Technical Contact Details
Authentication Contact Details
Payment Details
Order Summary

Authentication Contact Details

Previous Next

Please enter the contact details of a person within the organisation for which the certificate is intended who is able to verify the identity of the requester (Technical Contact) and who is entitled to authorise the request. After you have completed your order we will contact this person as part of our certificate approval process. Once the certificate has been approved it will be made available for download from our website.

Please note that we will not accept any orders where the Technical Contact and the Authentication Contact appear to be the same person.

Name * John Carvin
Company * Odette
Position * MD
Email * jcarvin@odette.org
Address Line 1 * Forbes House
Address Line 2 * Halkin Street
City * London
Postal Code * SW1X 7DS
Country * United Kingdom
Telephone Number * +44 987654 3210

Previous Next

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The Authentication Contact details are pre-populated from the order of the certificate that is being renewed. Please check these carefully and update them if required.

Click *Next* to continue.

The screenshot shows a web browser window with the URL <https://www.odetteca.com/DIPWCA11.aspx?id=9KMjyLpYqQM76gCDikWA%3d%3d>. The page title is "ODETTE Certificate Authority". On the left, there is a navigation menu with three items: "Authentication Contact Details", "Payment Details", and "Order Summary". The main content area is titled "Please select a method of payment from the drop down list below." and contains the following fields:

- Payment Method: Invoice (selected in a dropdown menu)
- Purchase Order Number: PO123456

Below this is a section titled "Invoicee Address" with the instruction "Please enter an invoicee address if different from Technical Contact address." The fields are:

- Contact Name: Rob Exell
- Company: SMMT Ltd
- Address Line 1: Forbes House
- Address Line 2: Halkin Street
- City: London
- Postal Code: SW1X 7DS
- Country: United Kingdom

Next is a "Tax Details" section with the instruction "Customers with an invoice address in a European Union Member State must provide a VAT number including the national prefix e.g. GB123456789". The field is:

- VAT number: GB774159013

Finally, there is a "Price Details" section with a table:

Net Amount	€ 360.00
Vat Amount	€ 72.00
Total	€ 432.00

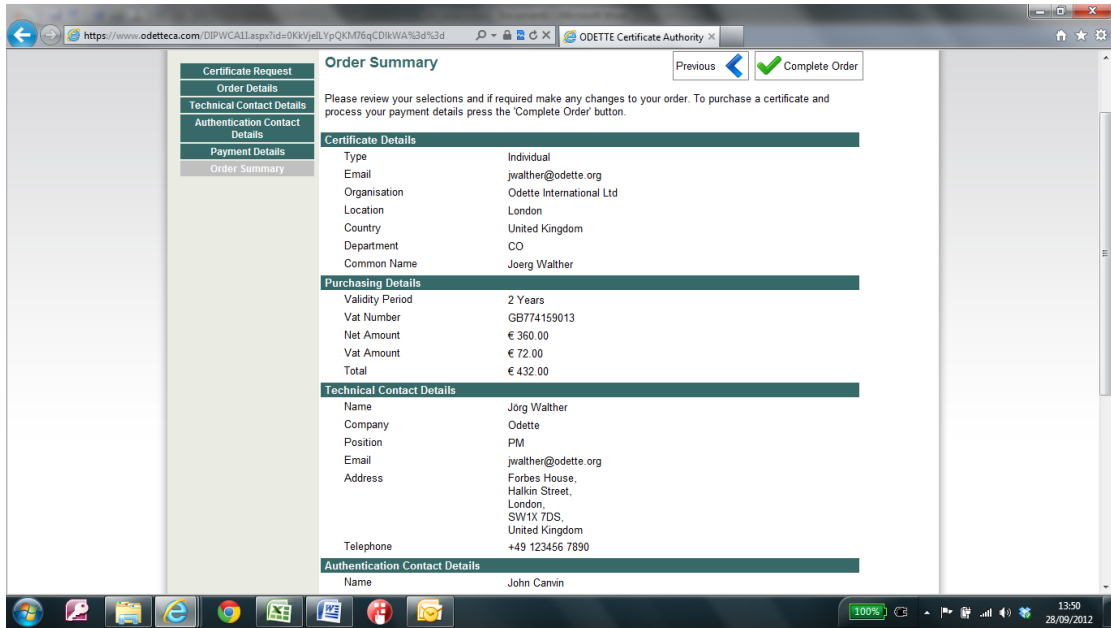
Payment Method: For a Renewal the only choice is 'Invoice'.

Purchase Order: You can enter any purchase order number you wish to have included as a reference on your invoice.

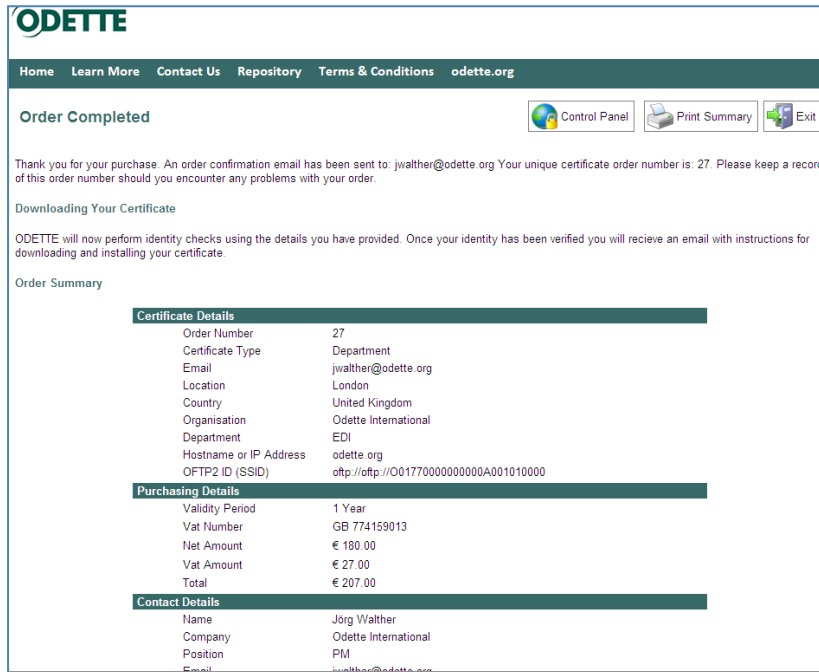
By default, the invoicing address is the one entered for the Technical Contact. If you wish the invoice to be sent to a different address or a different company, tick the box "Bill to new address" and enter the different address data.

Companies situated in the EU must provide their VAT registration number (including the appropriate country prefix).

Click *Next* to continue.



You will see the summary of your order. Check it carefully and, if OK, click *Complete Order*.



You will receive a confirmation email with the invoice (pdf) attached.

Annexes

[Part 1 How to download and install the certificate on your local computer \(CSR has been generated on-line\)](#)

[Part 2 How to find your certificate in the Windows keystore after installation.](#)

[Part 3 How to export a certificate from one Windows machine to another \(Windows keystore\)](#)

[Part 4 How to export your public key from a Windows keystore](#)

[Part 5 How to generate a private key and a CSR on a Linux or Windows machine with an external application](#)

[Part 6 How to generate the CSR on a MS Windows Server 2003](#)

[Part 7 How to download and to install the certificate on a Linux or Windows machine \(CSR has been generated with an external application\)](#)

[Part 8 How to export public and private key from an external application \(e.g. to be transferred to another computer or imported into your OFTP2 software key store\)](#)

How to download and install the certificate on your local computer (CSR has been generated on-line)

This section provides instructions for users who are downloading and installing a certificate for the first time. The example is for Microsoft Windows. Please follow the instructions relevant to your operating system.

Log into the CA application.

Click the 'Download' icon to start the certificate download dialogue.

The screenshot shows the ODETTE Certificate Control Panel. At the top, there is a navigation menu with links: Home, Learn More, Contact Us, Repository, Terms & Conditions, Pricing, and odette.org. Below the menu is the ODETTE logo and a 'Certificate Control Panel' header. On the right, there are 'My Account' and 'Logout' buttons. A welcome message states: 'Welcome to the Certificate Control Panel. You are logged in using the email address: jwalther@odette.org'. Below this, a message says: 'From here you can download, renew and revoke any of the certificates you have purchased. You may purchase new certificates using your existing login details by clicking the 'Purchase New Certificate' button.' A 'Purchase New Certificate' button is visible. Below the button is a table of certificates:

Certificate ID	Common Name	Status	Certificate Requested	Last Downloaded	Details	Download	Renew	Revoke
147	odette.org	Pending	16/07/2009 12:26:17					
134	Jörg Walther	Downloaded	07/04/2009 11:29:30	15/05/2009 14:08:49				
131	Phanasy Limited	Pending	17/03/2009 15:18:30					

At the bottom of the dashboard, there is a footer: '©2009 ODETTE International Ltd. All rights reserved. Privacy Policy | Terms of Use'.

The screenshot shows the 'Download Certificates' page in a web browser. The page title is 'Download Certificates'. It contains instructions on how to install a certificate and a 'Download Certificate' button. Below the instructions, there are two sections for selecting certificate formats and extensions:

Download Certificate

PEM (Privacy Enhanced Mail)
Please select an extension for your certificate:
 CER
 PEM

DER (Distinguished Encoding Rules)
Please select an extension for your certificate:
 CER
 DER

File Name: ODETTE141.cer, File Size: 2.05 Kb (for PEM) / 1.45 Kb (for DER). A 'Download Certificate' button is visible for each format.

Certificate Authority Certificates

If you require the ODETTE Certificate Authority certificates they can be downloaded from here.

Download Root Certificate

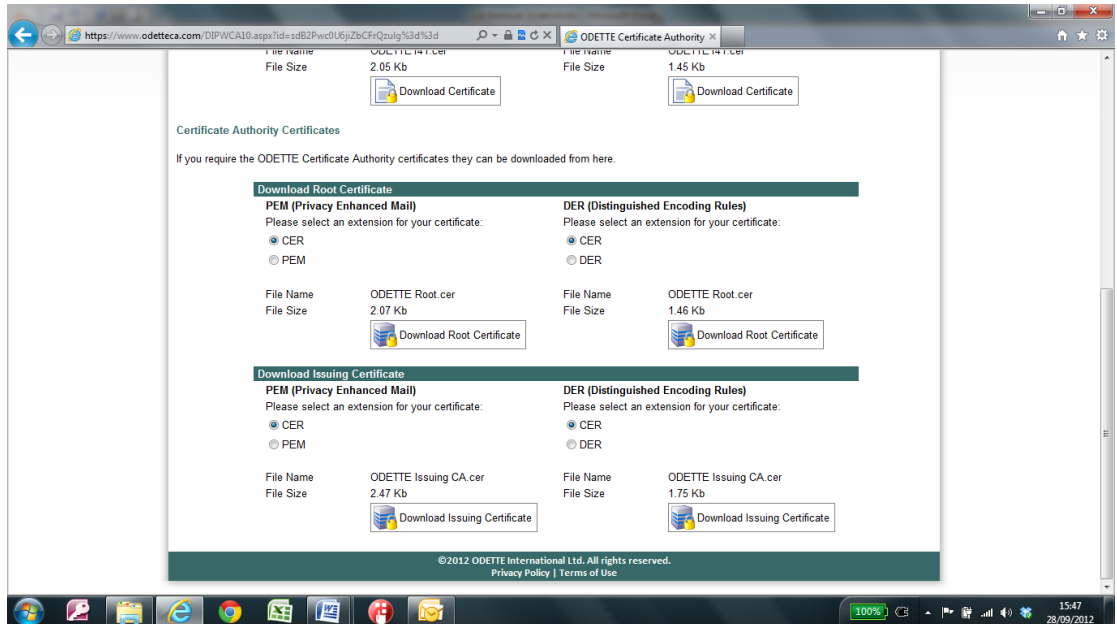
PEM (Privacy Enhanced Mail)
Please select an extension for your certificate:
 CER
 PEM

DER (Distinguished Encoding Rules)
Please select an extension for your certificate:
 CER
 DER

You can select between 2 different formats and 2 different extensions. Select the one that meets the requirements of your keystore software or of your business partner, if you have to submit / upload it in a specific format.

See below for instructions on how to install your Odette Certificate plus the prior installation of the Odette Root and Issuing Certificates, if not already done.

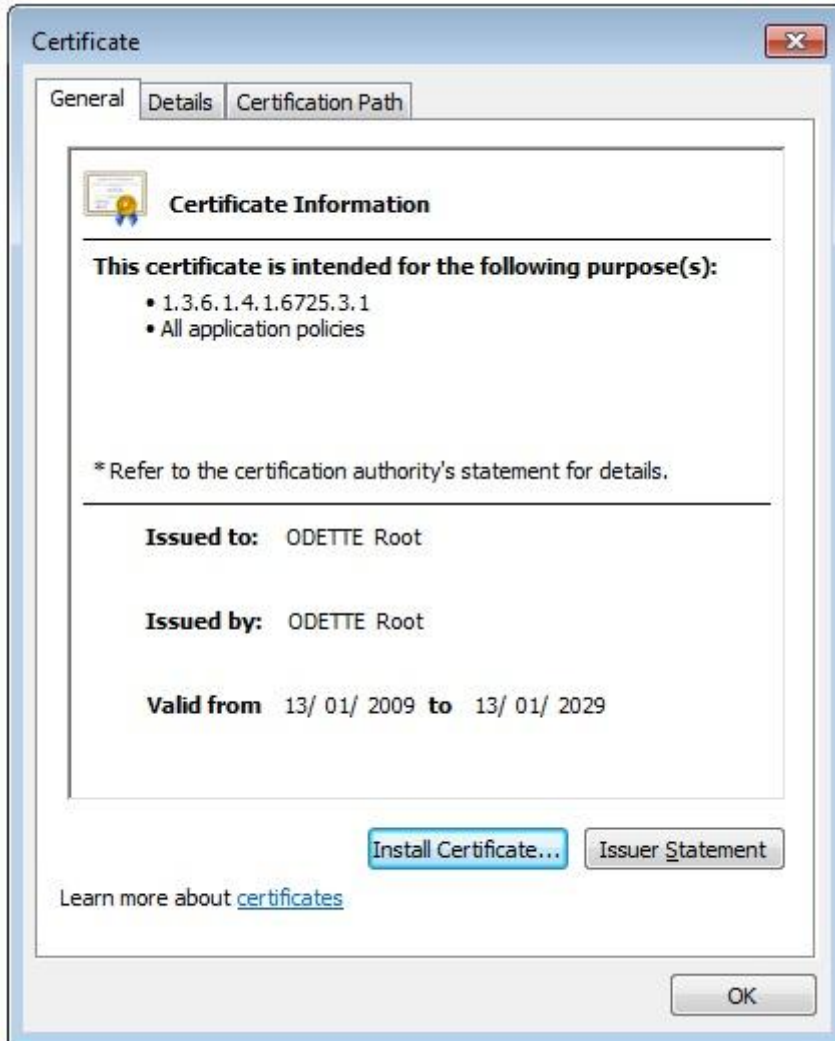
Installing the Root Certificate



1. Click *Download Root Certificate*.
2. At the following dialogue, click *Open*.



3. At the following dialogue, click *Install Certificate*.



4. This will then show the 'Certificate Import Wizard', click *Next*.



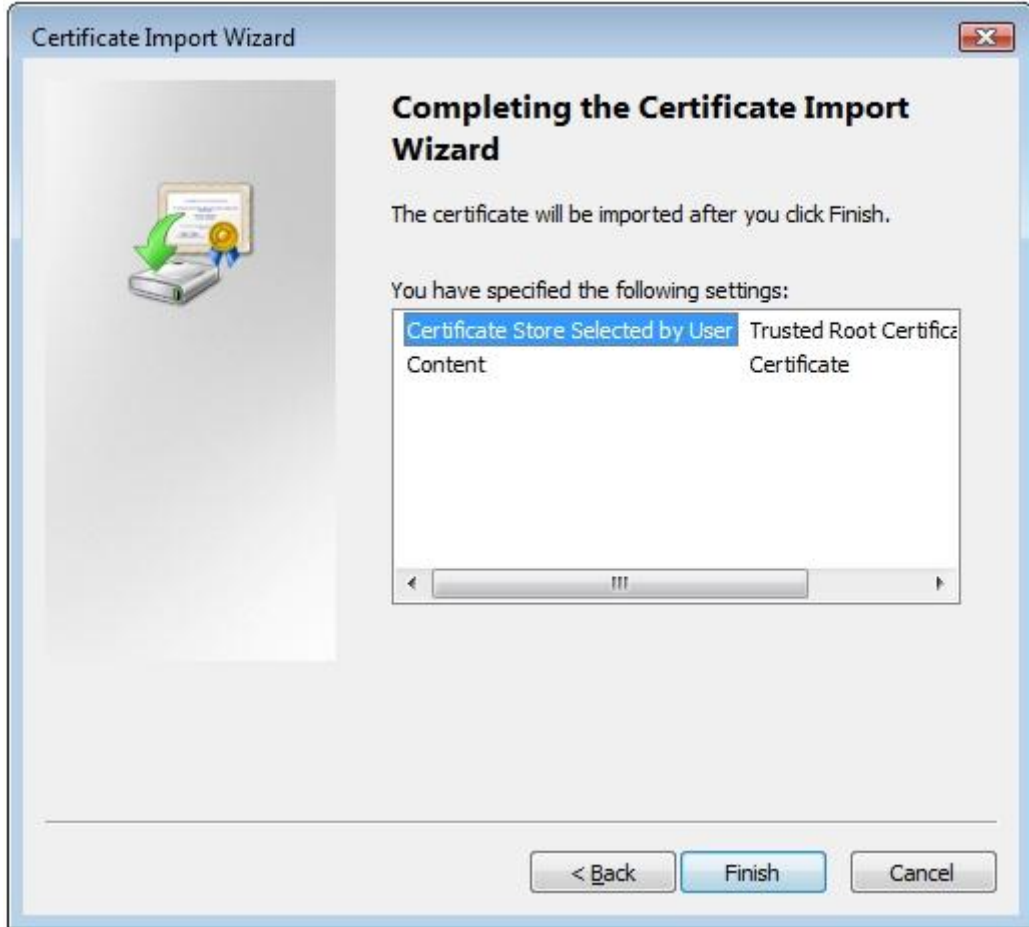
5. Select 'Place all certificates in the following store' and click *Browse*.



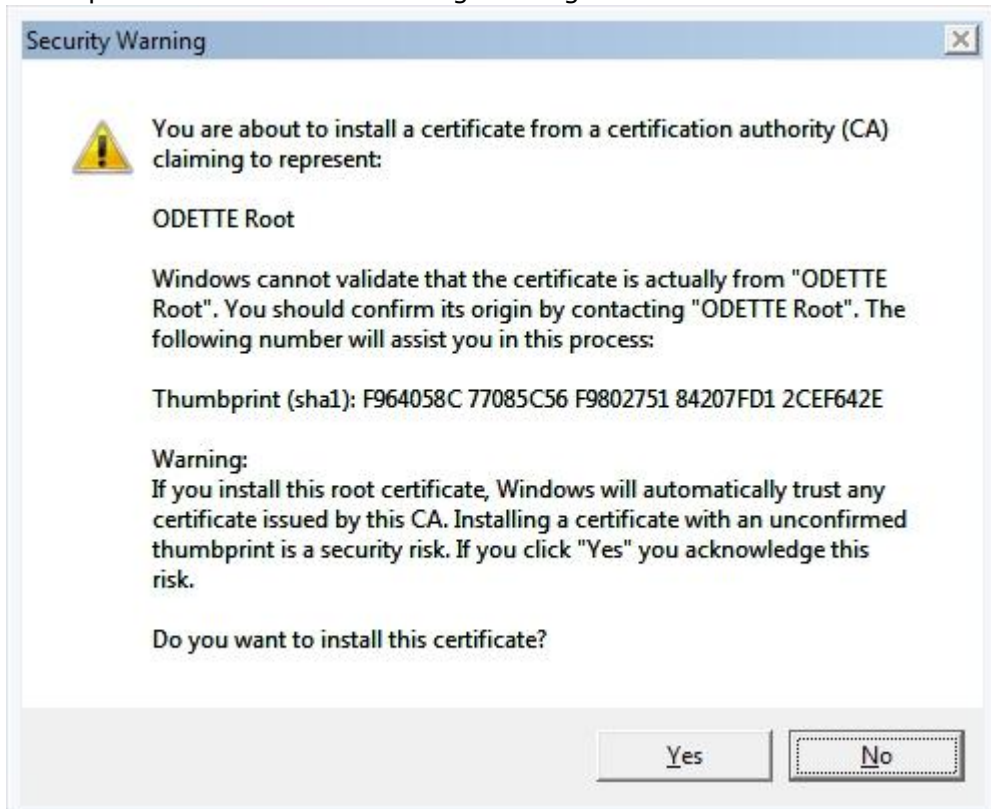
6. Select 'Trusted Root Certification Authorities' store and click *OK*.



7. At the following screen click *Finish*.



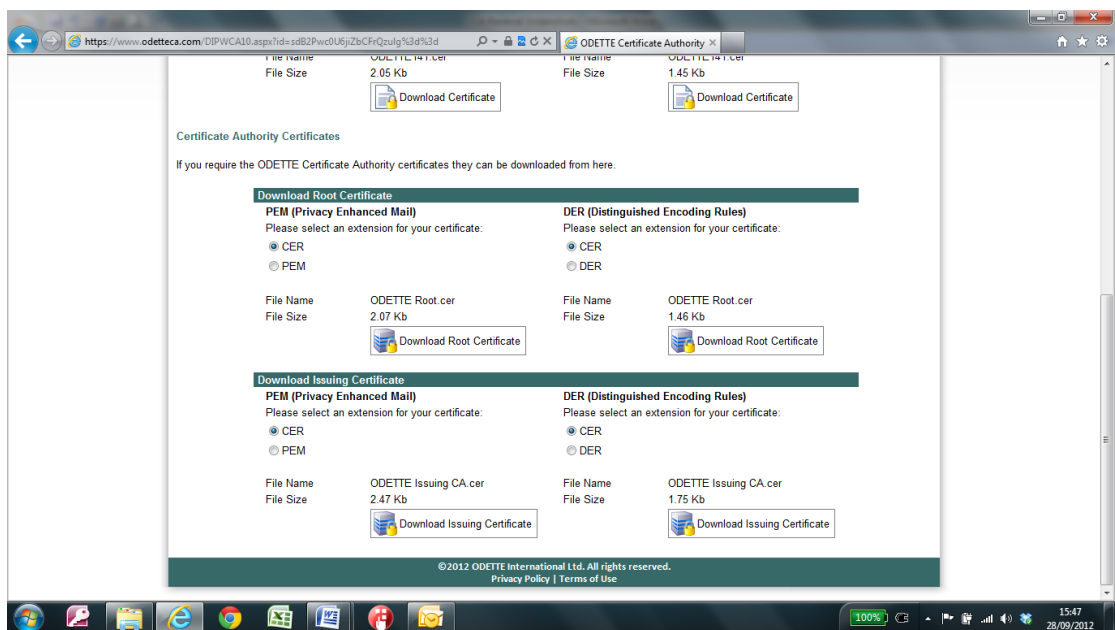
8. When presented with the following message click *Yes*.



- When the following screen is displayed the root certificate has been installed. Click *OK* and continue with installing the Issuing Certificate by following the next set of instructions.



Installing the Issuing Certificate

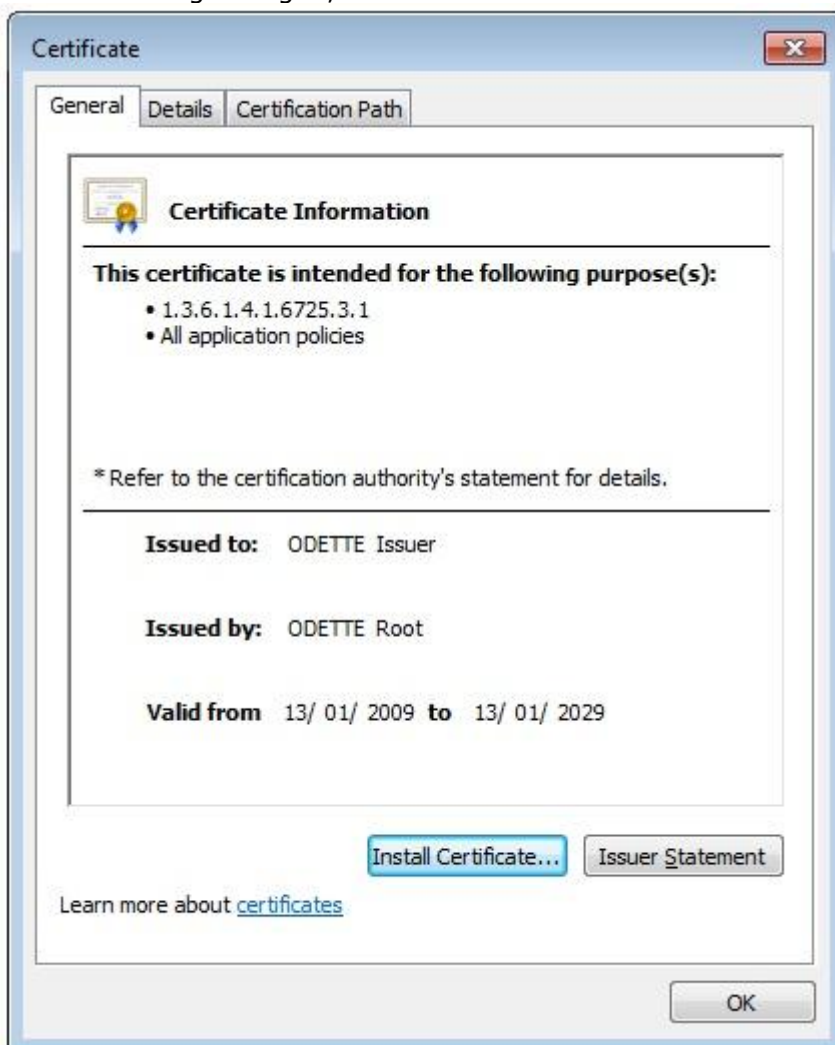


- Click *Download Issuing Certificate*.

2. At the following dialogue, click Open.



3. At the following dialogue, click *Install Certificate*.



4. This will then show the 'Certificate Import Wizard', click *Next*.



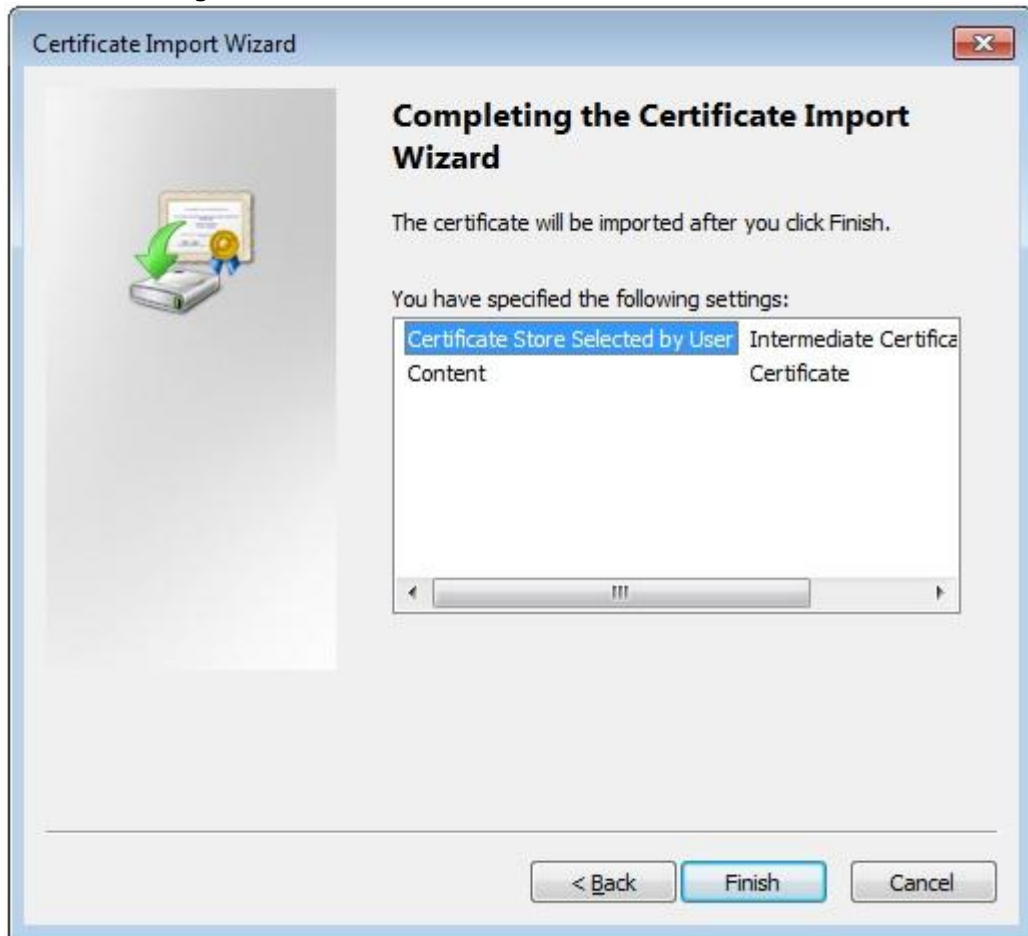
5. Select 'Place all certificates in the following store' and click *Browse*.



6. Select the 'Intermediate Certification Authorities' store and click *OK*.



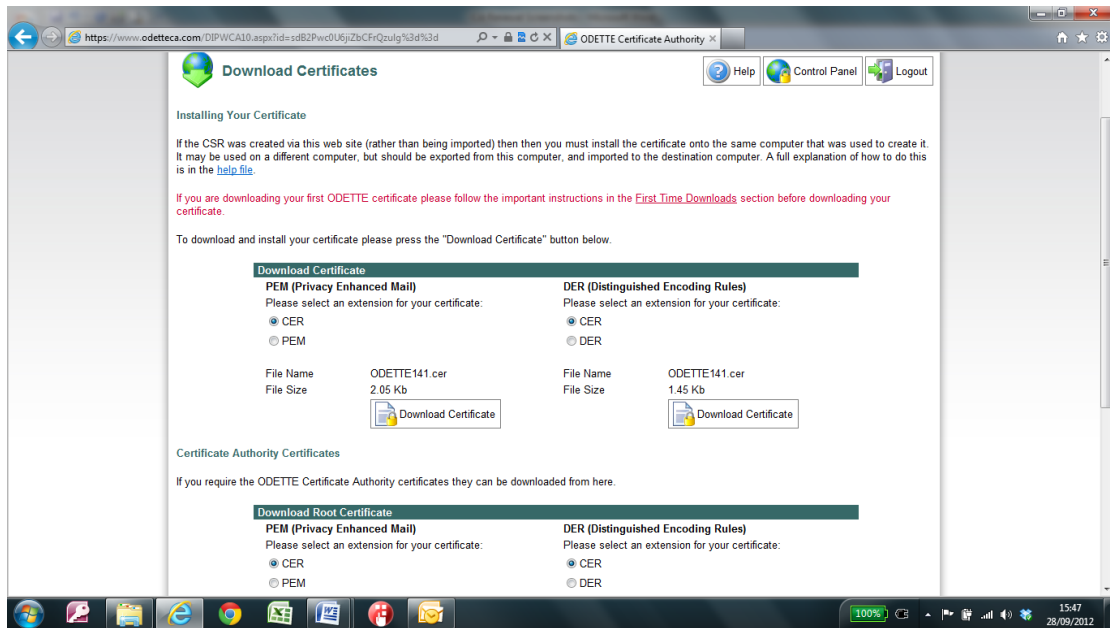
7. At the following screen click *Finish*.



8. When the following screen is displayed the root certificate has been installed. Click *OK* and continue with installing your own Odette certificate by following the next set of instructions.



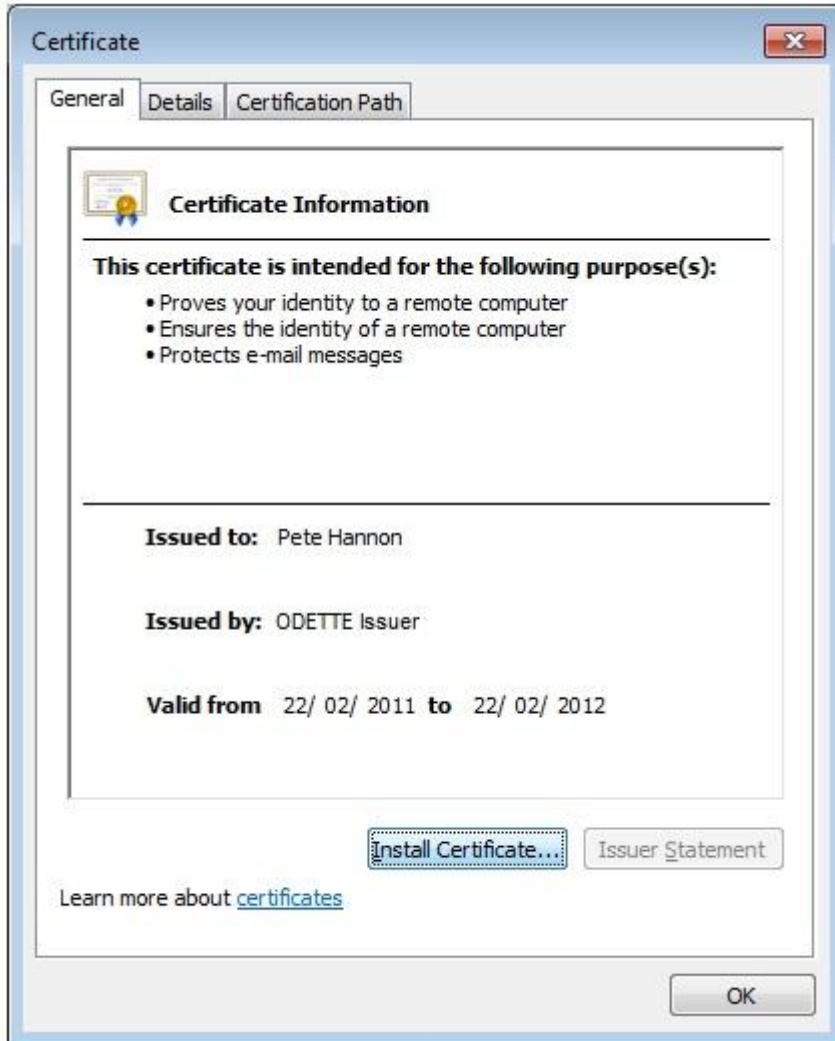
Installing Your Odette Certificate



1. Click *Download Certificate*.
2. At the following dialogue, click *Open*.



3. At the following dialogue, click *Install Certificate*.



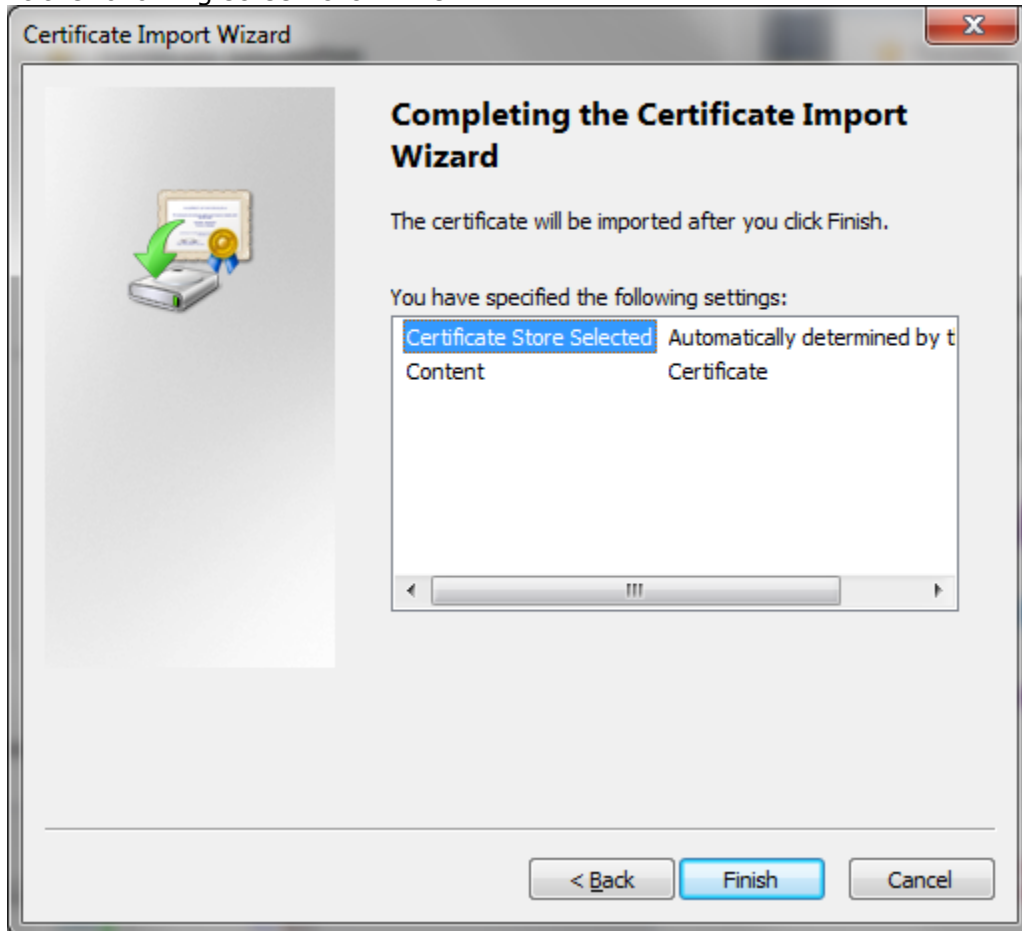
4. This will then show the 'Certificate Import Wizard', click *Next*.



5. Ensure that the option 'Automatically select a certificate store...' is selected and then click *Next*.



- At the following screen click *Finish*.

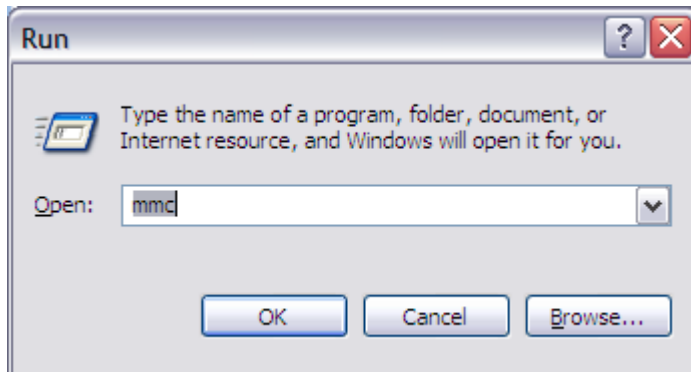


- When the following screen is displayed your own Odette Certificate has been successfully installed. Click *OK*.

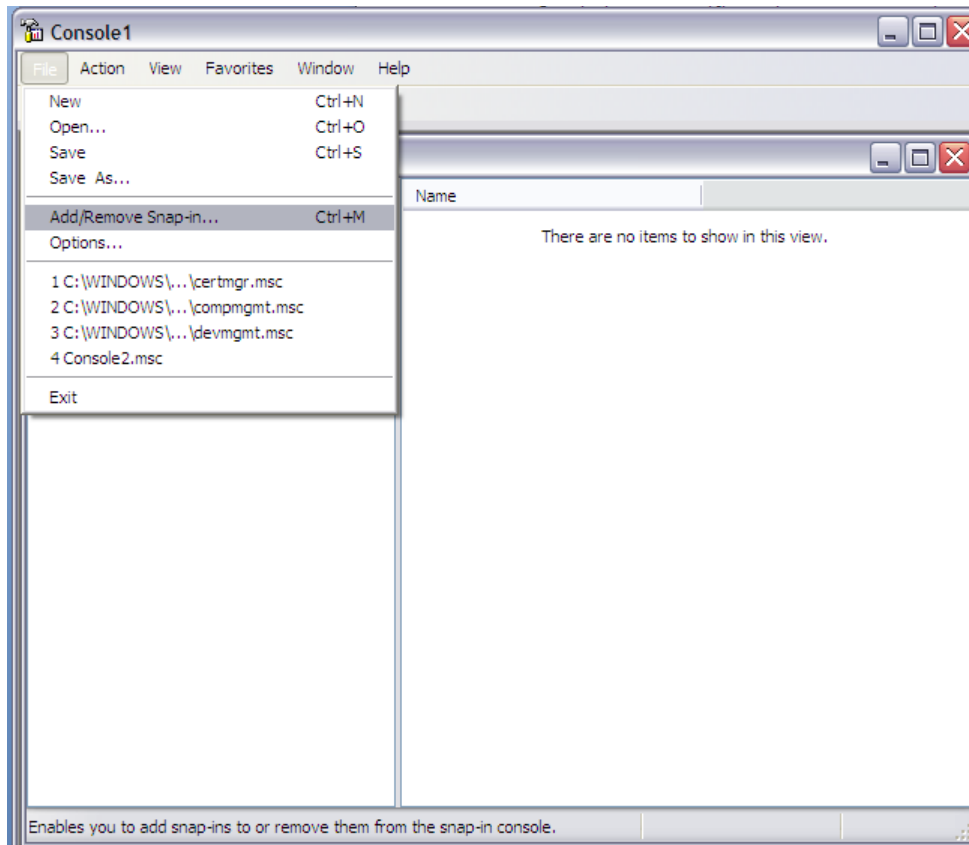


How to find your certificate in the Windows keystore after downloading and installation

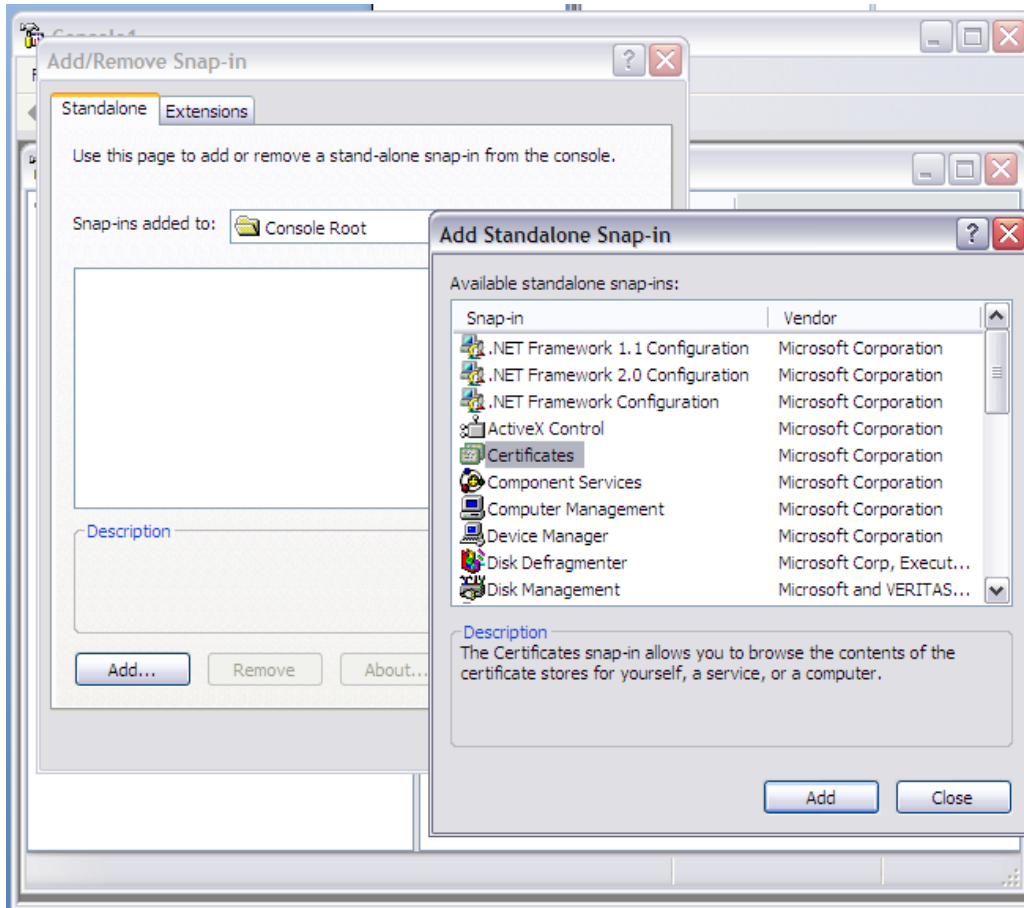
1. Click *Start* and select run. Type "mmc" in the entry field. Click *OK*



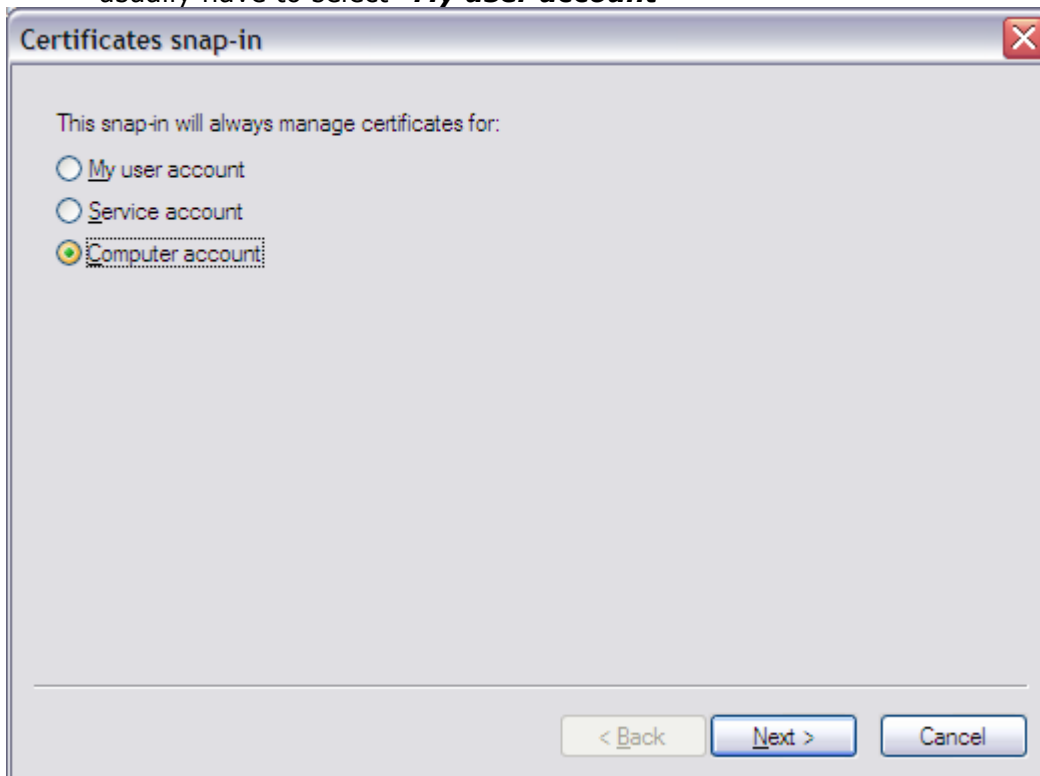
2. The Console will open. Select *File/Add Remove Snap-in*



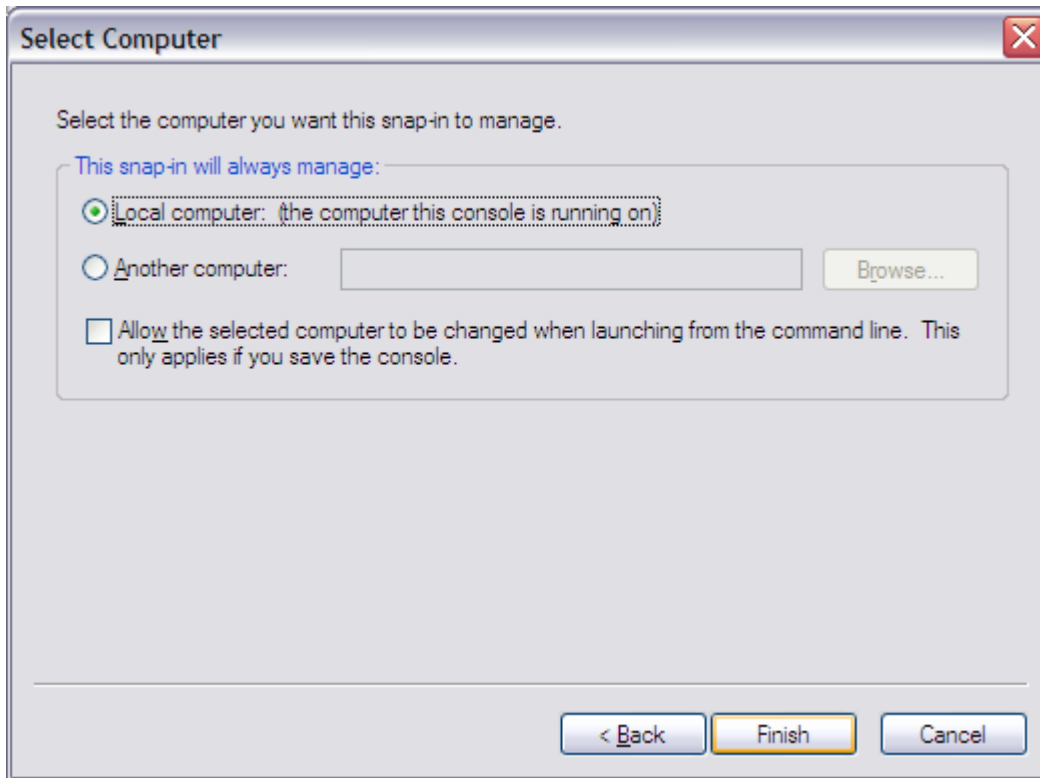
3. Click *Add* and select **Certificates** from the list. Click *Add* again.



4. For Windows XP, select "**Computer account**", for Windows7 you will usually have to select "**My user account**"



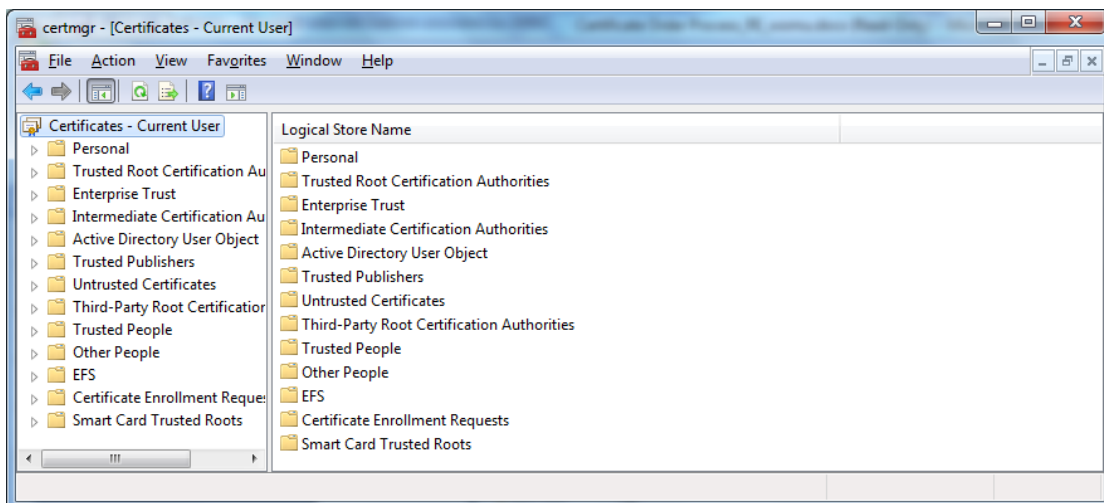
5. Select **Local Computer** and click *Finish*.



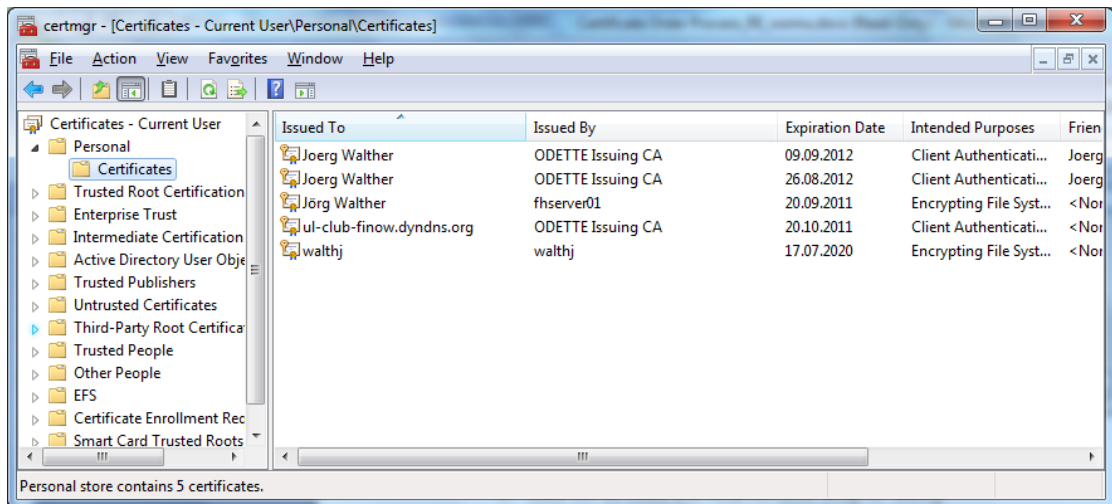
Close the snap-in selection window.

6. Click *OK* to close the Add/Remove Snap-in dialog.

You will now see the Windows certificate store:

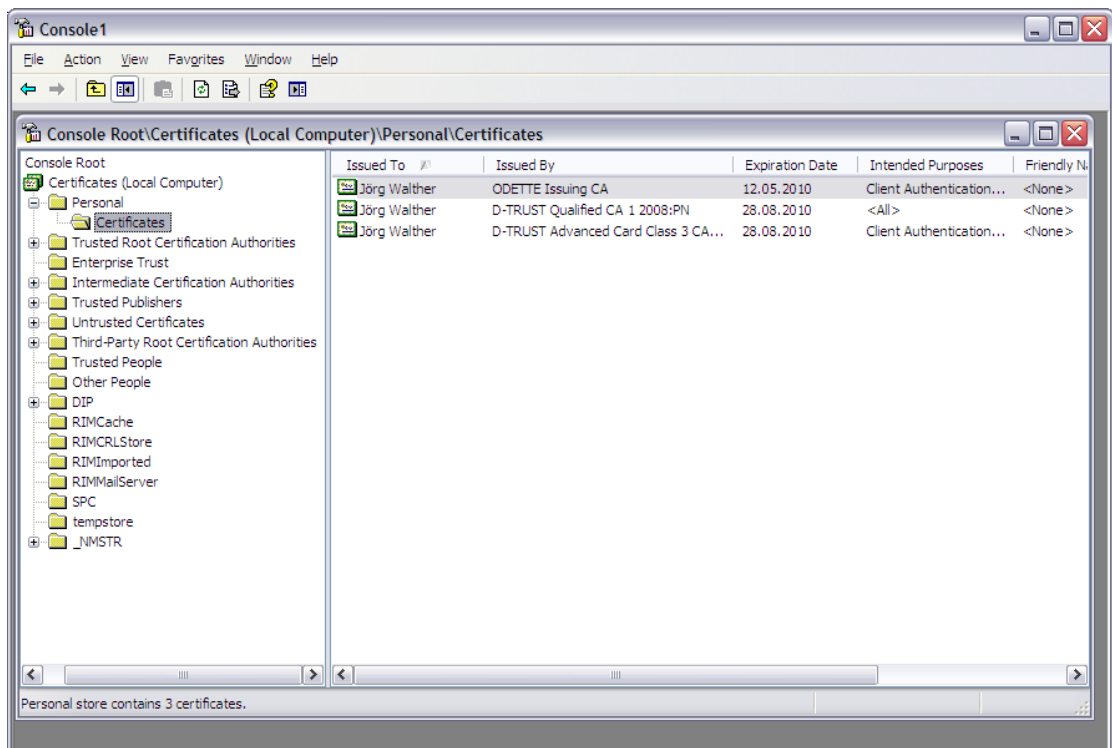


7. Expand **Certificates**, then expand **Personal** and select **Certificates**. You will be able to see the certificate in right panel of the Windows Management Console. This is where your downloaded certificate has been stored.



The little key on the upper left corner of the certificate symbol indicates that you have the certificate and the matching private key in your certificate store (only valid for Windows7)

In Windows XP the certificate snap in looks like this:

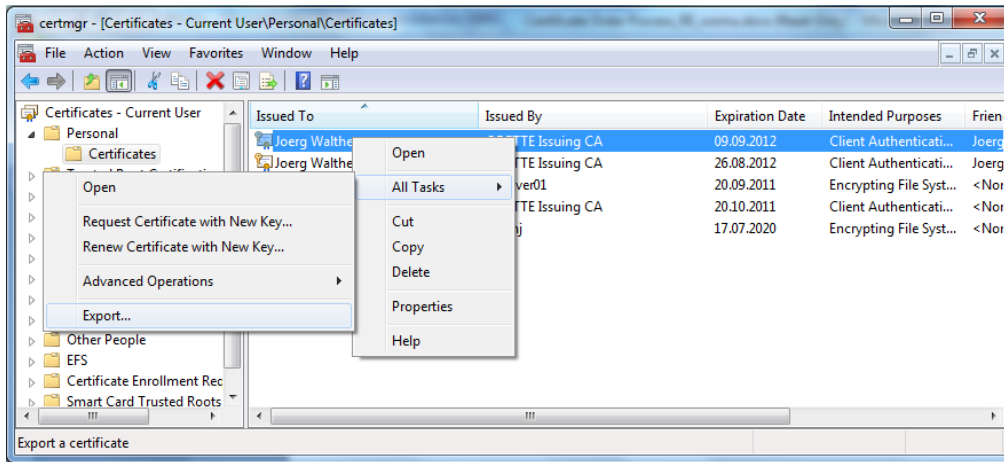


Double click on the certificate to see the details.

At this point, if you wish, you can save the Console as a shortcut so that it can be accessed quickly in future.

How to export a certificate including the private key from one Windows machine to another (Windows keystore)

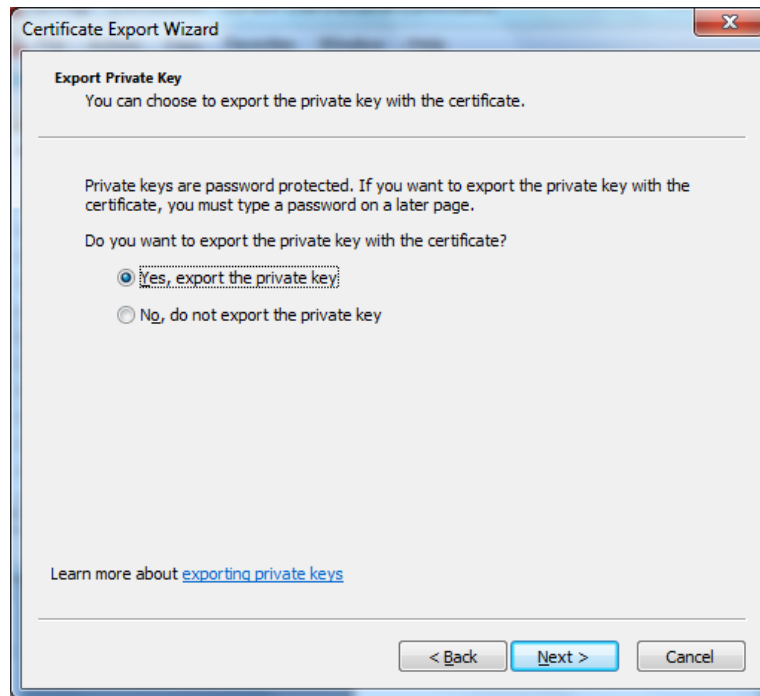
1. The following example explains the export on Windows7.
Open the Management console.



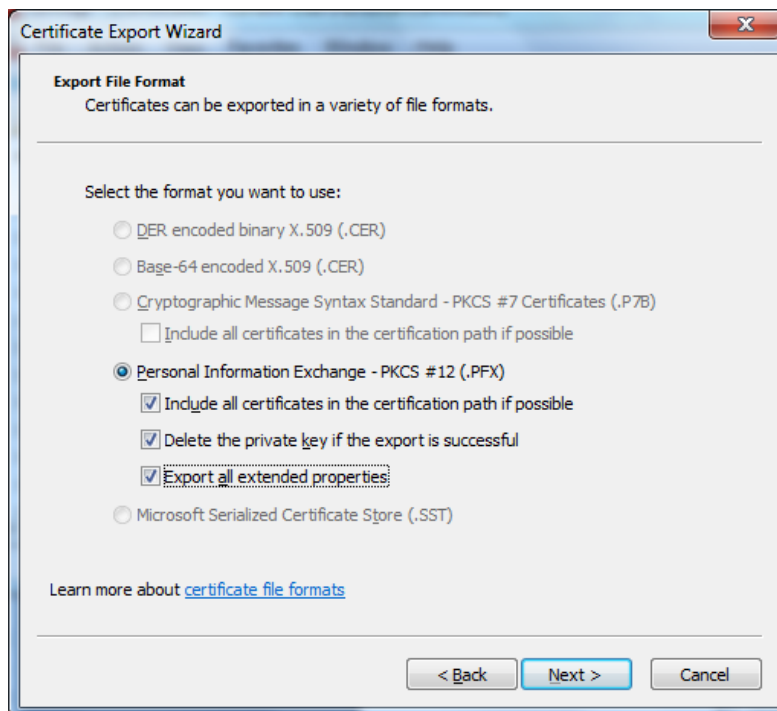
Select the certificate, right mouse button, All Tasks, Export.

2. On the Certificate dialogue that appears, select the Details tab and click *Copy to File*. The export wizard starts; click **Next**

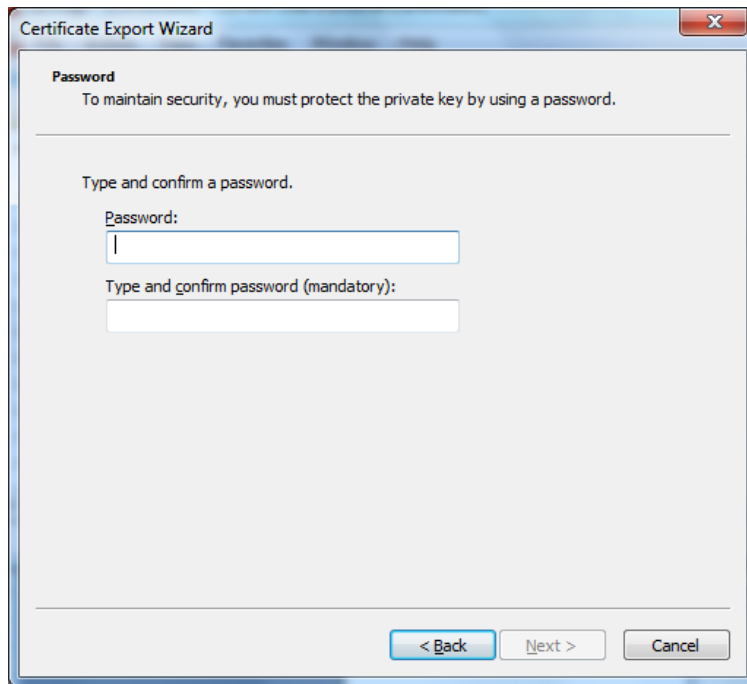




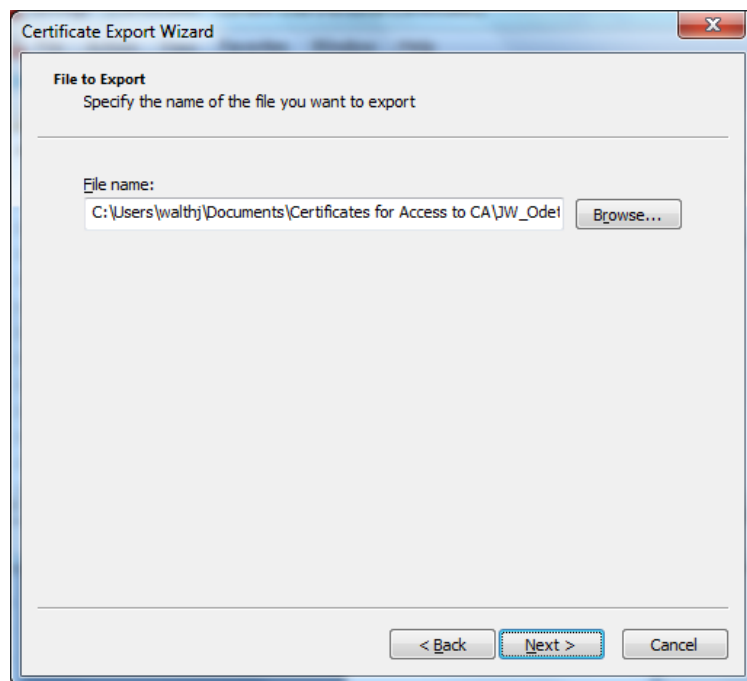
You will need the public key and the private key on the other computer. The public key is used by your business partners to encrypt messages sent to you and the private key will be used by your system to decrypt the messages. Select **Yes, export the private key** and click *Next*



Continue as shown above and click *Next*. For security reasons you should delete the private key from the current machine.

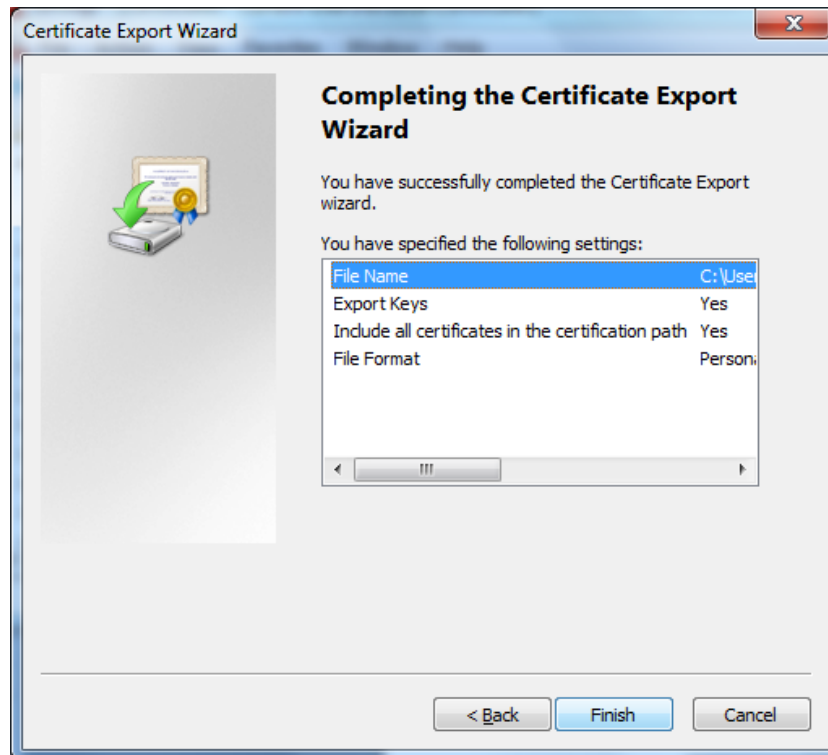


Provide a password to protect the private key and click *Next*.



On the next dialogue, provide the full filepath and filename of the file you want to export i.e. where the certificate will be stored. Once the filepath and name has been provided, click *Next*.

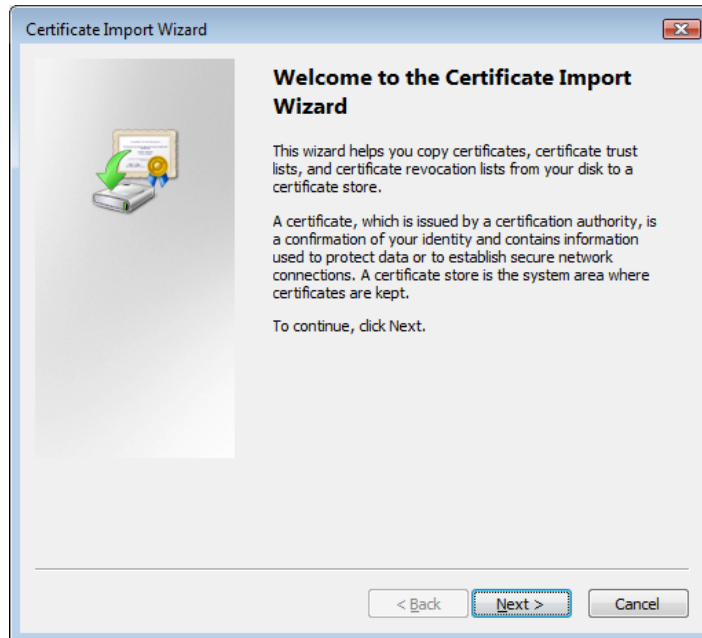
You should then see confirmation that the certificate has been successfully exported. Click *Finish*.



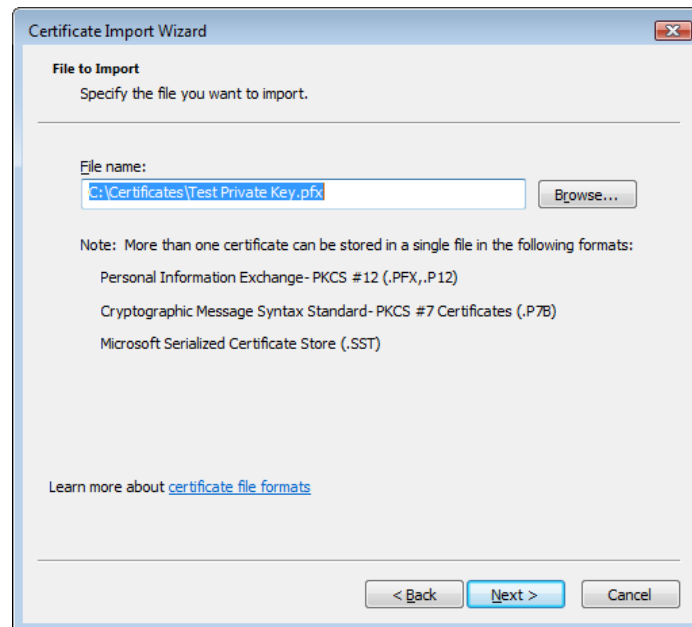
If you could not transfer the certificate securely to the target computer over a network (e.g. via a local area network) then use a secure means such as a USB stick to transport the certificate to the target computer.

How to import the certificate on the target computer

On the new machine, double click on the .pfx file. This starts the certificate Import Wizard. Click *Next*.

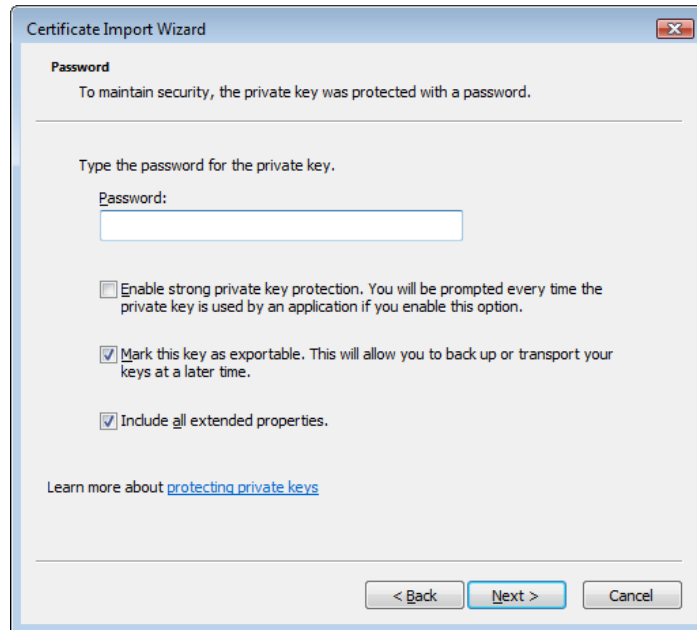


3. The next dialogue will show you the current location of the .pfx file. Click *Next*.

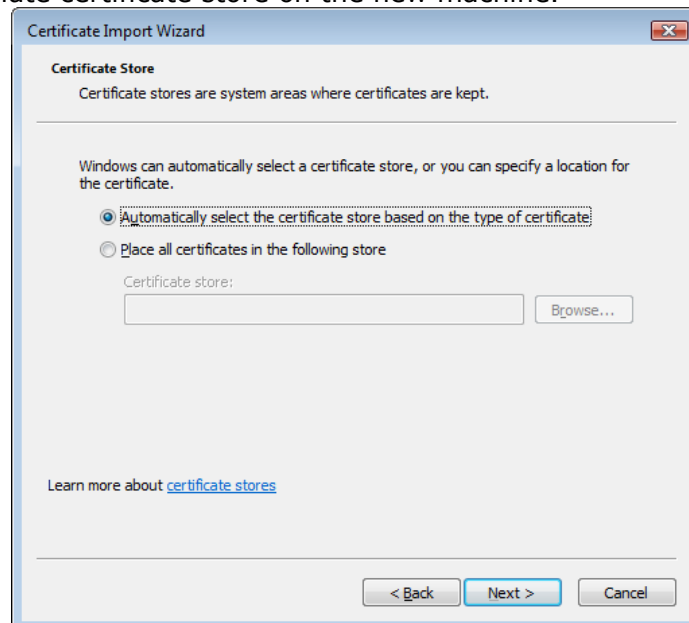


4. On the next dialogue, provide the password with which you protected the certificate earlier.
Select "Include all extended properties".
Select "Mark this key as exportable" to enable you to export the certificate again in future. This may be useful if the machine on which you intend to

use the certificate becomes unusable, or if you move the application which uses the certificate to a different machine.
There is no need to select "Enable strong private key protection."
Click *Next*.



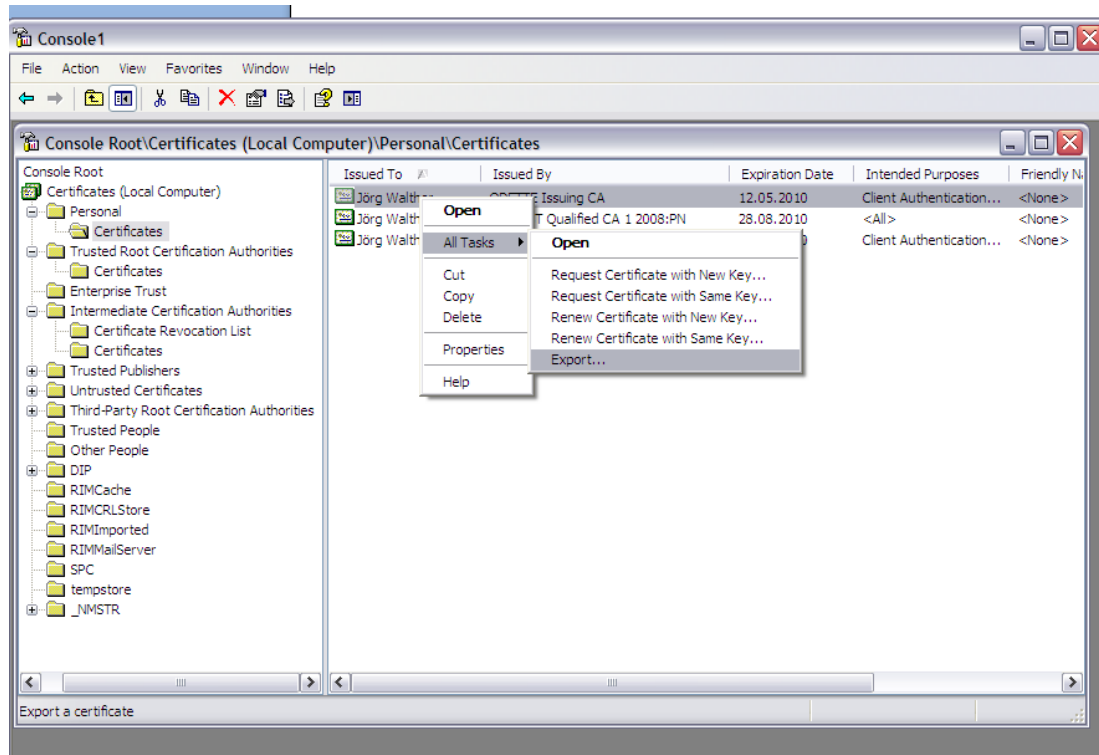
5. Select "Automatically select the certificate store based on the type of certificate".
Click *Next*, then *Finish*. The certificate will then be imported to the appropriate certificate store on the new machine.



How to export your public key from the Windows keystore

Once you have downloaded your certificate, you need to provide the public key part of the certificate to all partners with whom you will communicate using this certificate. Having your public key will enable your partners to decrypt files you send to them and to encrypt files they send to you.

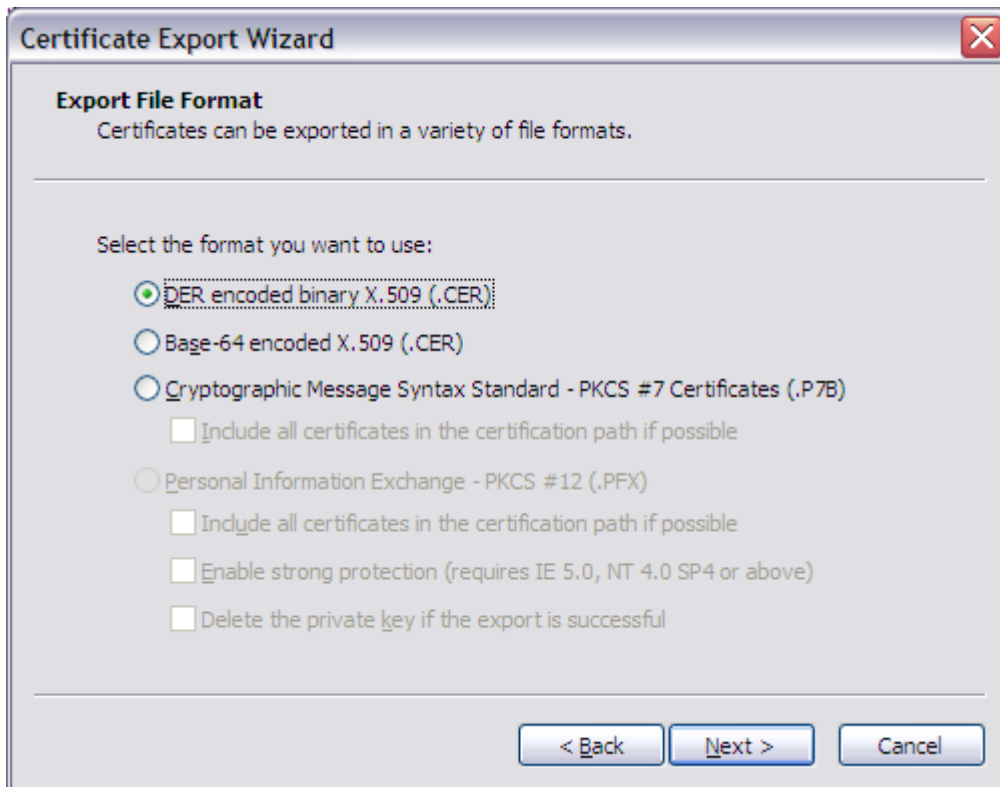
1. Select the certificate in the management console and select Export from the context menu (right mouse button) to invoke the export wizard.



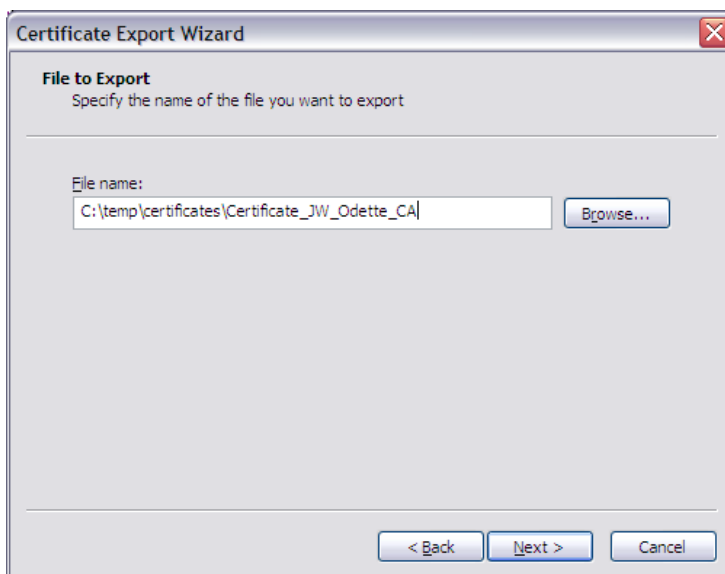
2. This starts the Certificate Export Wizard. Click *Next*.



3. Select the file format (DER encoded) and click *Next*



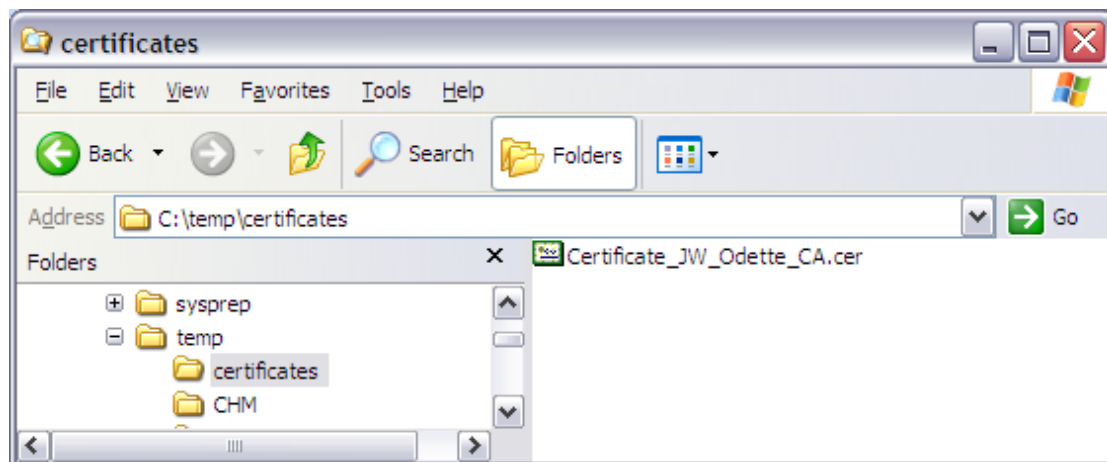
4. On the next dialogue, provide the full path and filename of the public key you want to export i.e. where the public key will be stored in readiness for sending to your communication partners. Pls. note: the target directory must already exist, it will not be created by the wizard "on the fly". Type it in or use the Browse button. The file must be exported as a .cer file if you selected the DER file format above. Once the file path and name has been provided, click *Next*.



5. You should then see confirmation that the certificate has been successfully exported. Click *Finish*.



You will find the certificate in the target directory and you can then send it to your business partners.

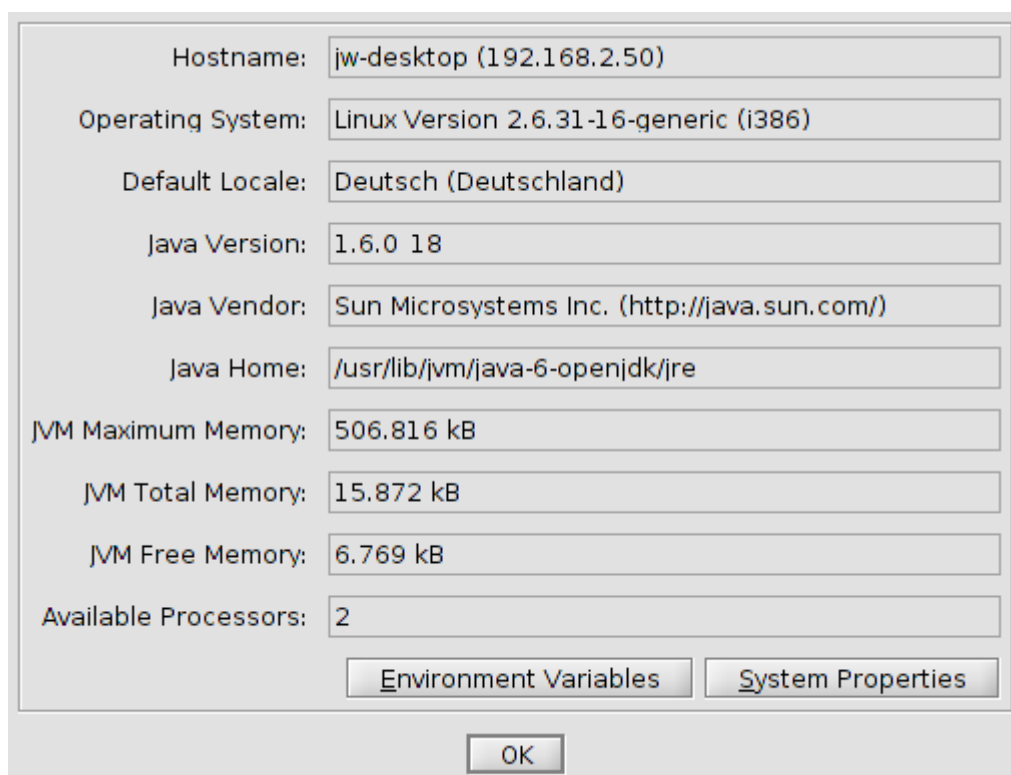


How to create a certificate signing request (CSR) on a Linux or Windows machine with an external tool

The example explains how to create a CSR and obtain an Odette CA certificate using a Linux machine. However, the same steps can be performed on a Windows system.

The machine used as OFTP2 server for the process has the following parameters: Debian Linux Ubuntu V10.04 with Gnome GUI.

The machine runs behind a firewall in a private network. The OFTP2 server can be contacted from the internet under oftp2.dydns.info (dynamic DNS assignment to an ADSL IP address):



Hostname:	jw-desktop (192.168.2.50)
Operating System:	Linux Version 2.6.31-16-generic (i386)
Default Locale:	Deutsch (Deutschland)
Java Version:	1.6.0 18
Java Vendor:	Sun Microsystems Inc. (http://java.sun.com/)
Java Home:	/usr/lib/jvm/java-6-openjdk/jre
JVM Maximum Memory:	506.816 kB
JVM Total Memory:	15.872 kB
JVM Free Memory:	6.769 kB
Available Processors:	2

Preparation:

You can either use a command line tool or a tool with a GUI. Both processes are described in the document. The command line tool is openssl, which is part of the UBUNTU standard package and should be available on your computer.

If you prefer a graphical tool, you may use

- Portecle <http://sourceforge.net/projects/portecle> or
- KeyStore Explorer:
<http://www.lazgosoftware.com/kse/downloads.html>

Both programs are freeware and are available for Linux and Windows. They use the JAVA Runtime Engine and Java Cryptography Extension (JCE) Unlimited Strength Jurisdiction Policy Files. Both are available at <http://www.oracle.com/technetwork/java/javase/downloads/index.html>

Install the Linux or Windows package (depending on your OS) and start the program.

Example 1:

Generation of private key and CSR with the program Portecle

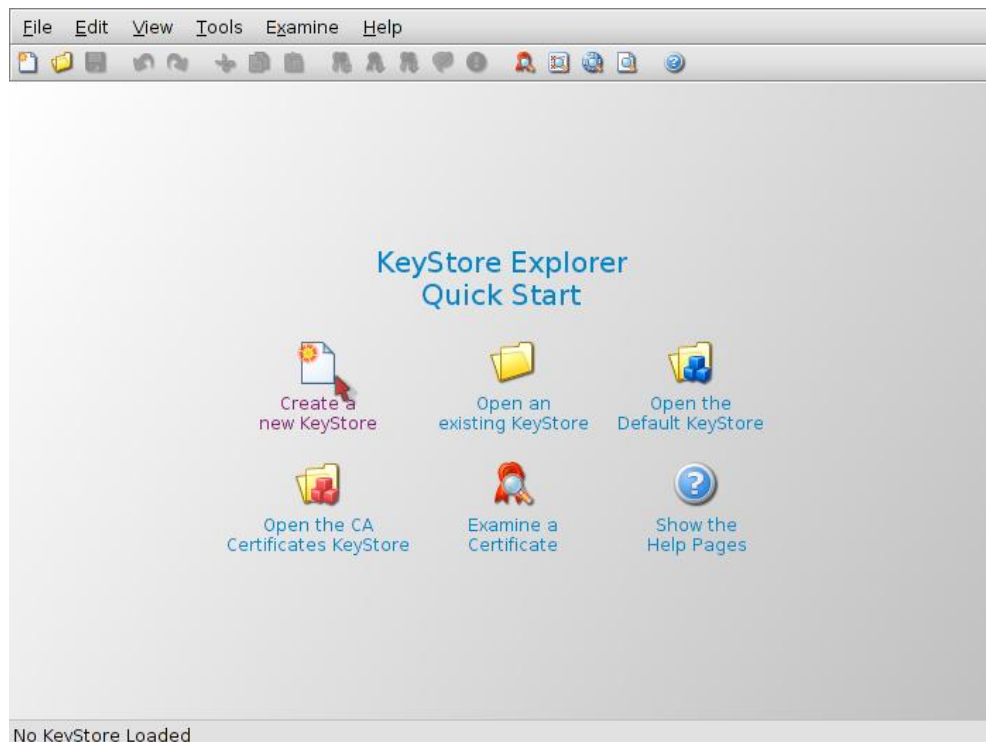
This process is described in a short video at

http://forum.odette.org/repository/CSR_with_Portecle-de.mp4 (German version)

Example 2:

Generation of private key and CSR with the program KeyStore Explorer:

Step1: Generation of a private key:



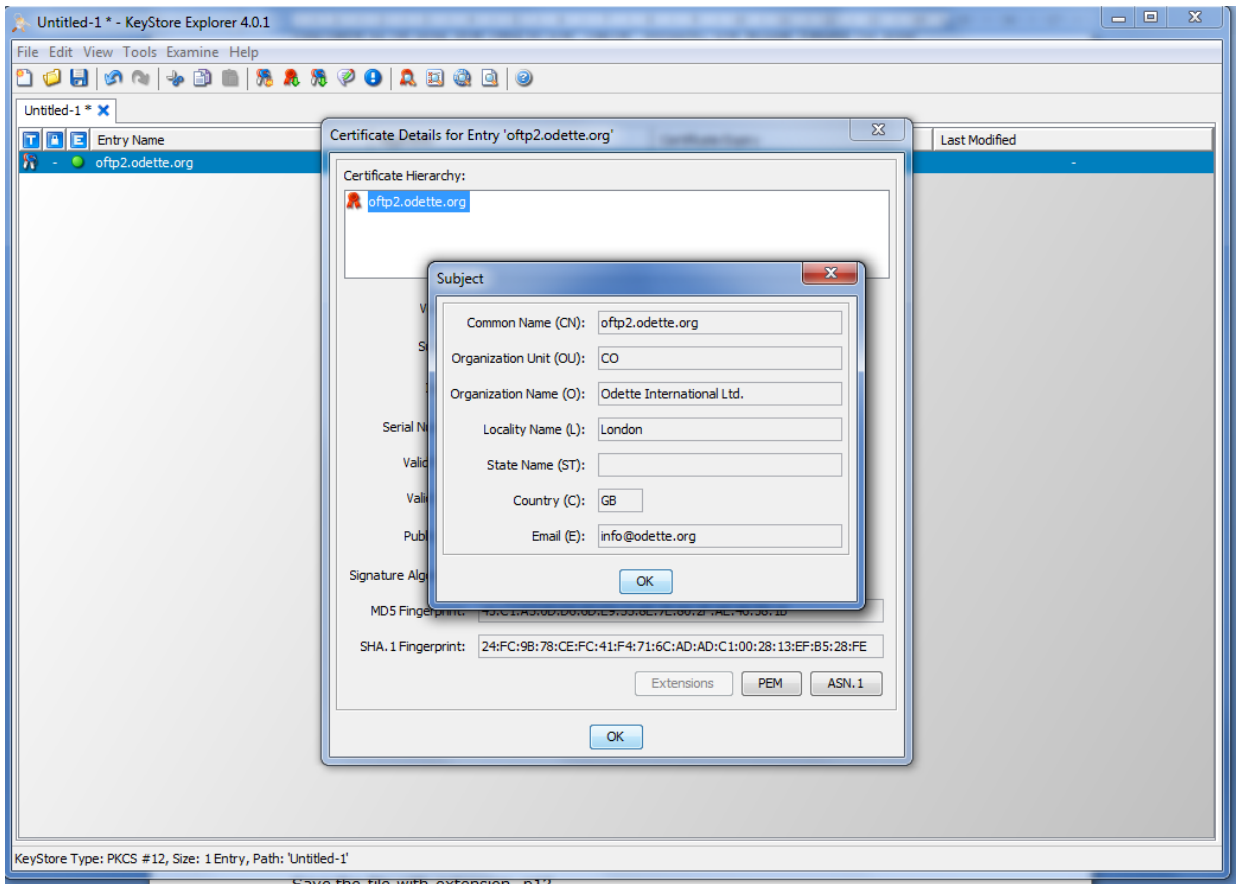
Select "Create a new KeyStore" - chose PKCS12

Then use Tools / Generate Key pair to create a new private and public key pair.

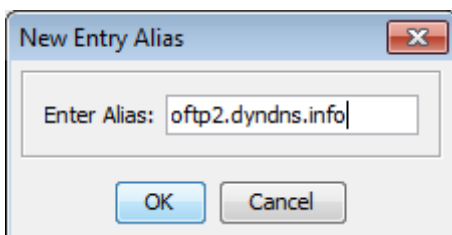
Select algorithm RSA, key size 2048 and continue.

Assign values to the subject attributes.

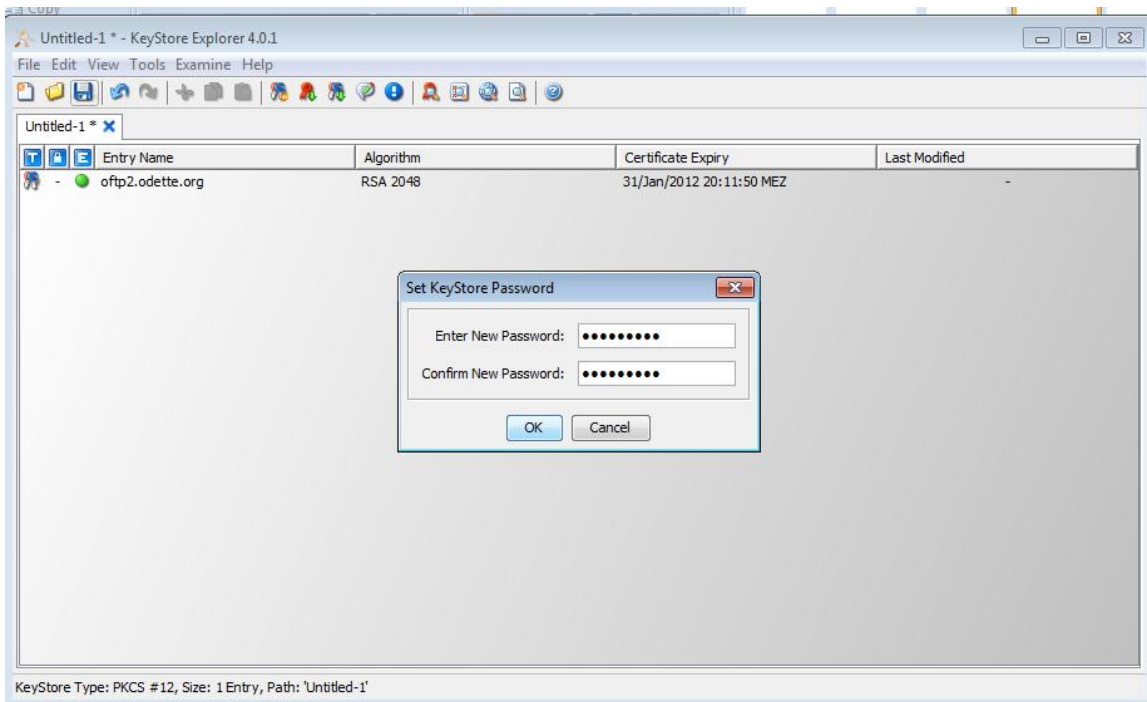
We strongly recommend to use only Latin (ASCII) characters or digits for any values entered here in the Name window.



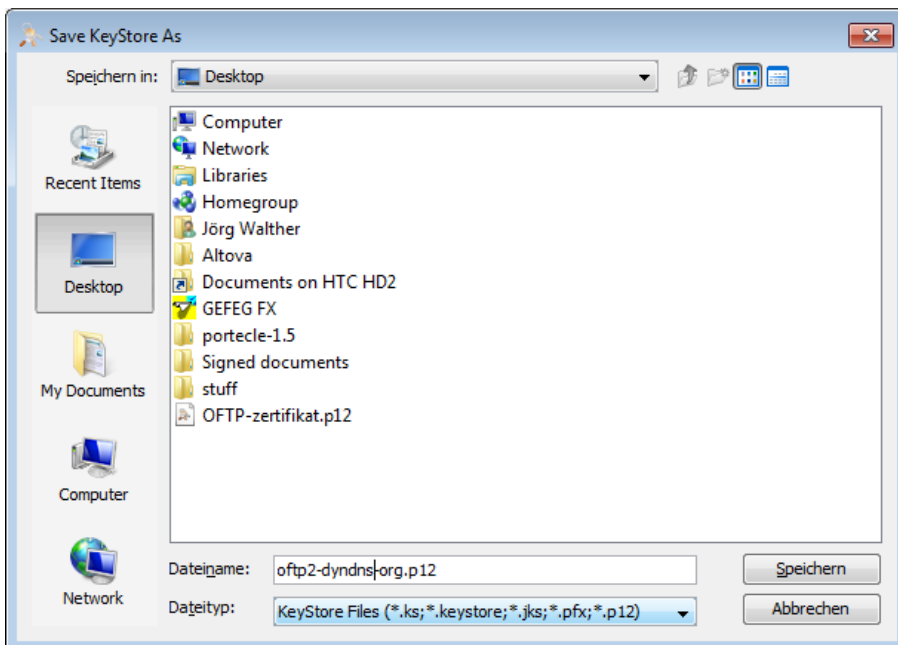
Assign an alias name to your key pair, e.g. the DNS of your OFTP2 server:



Save the key store. You will be asked for a password to protect your keystore against non-authorized access.

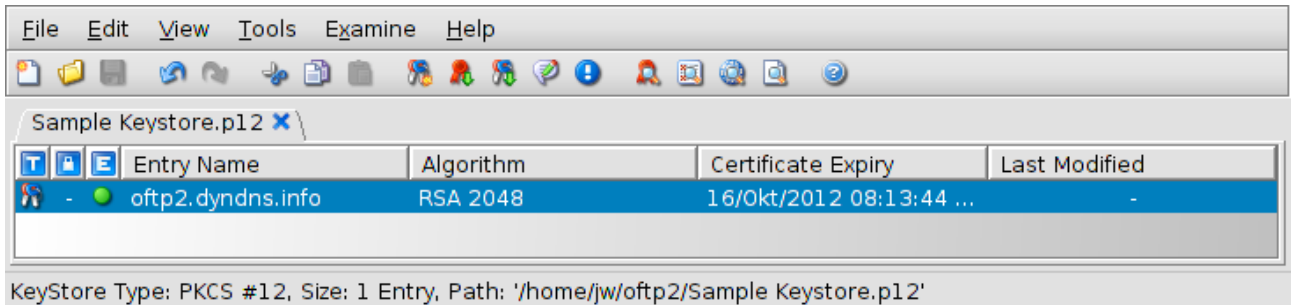


Save the file with extension .p12

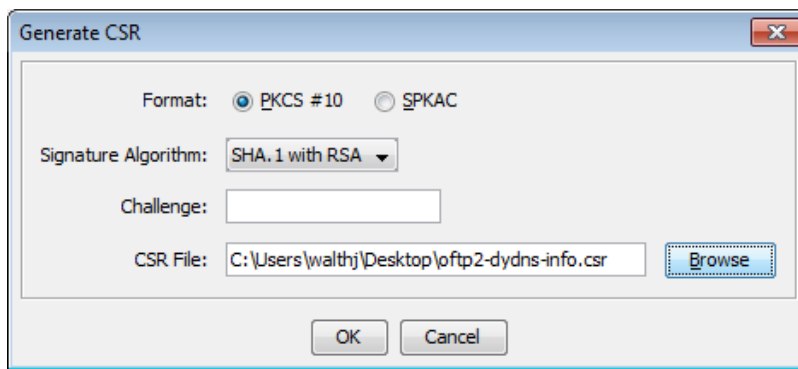


Step 2 : Generation of the CSR

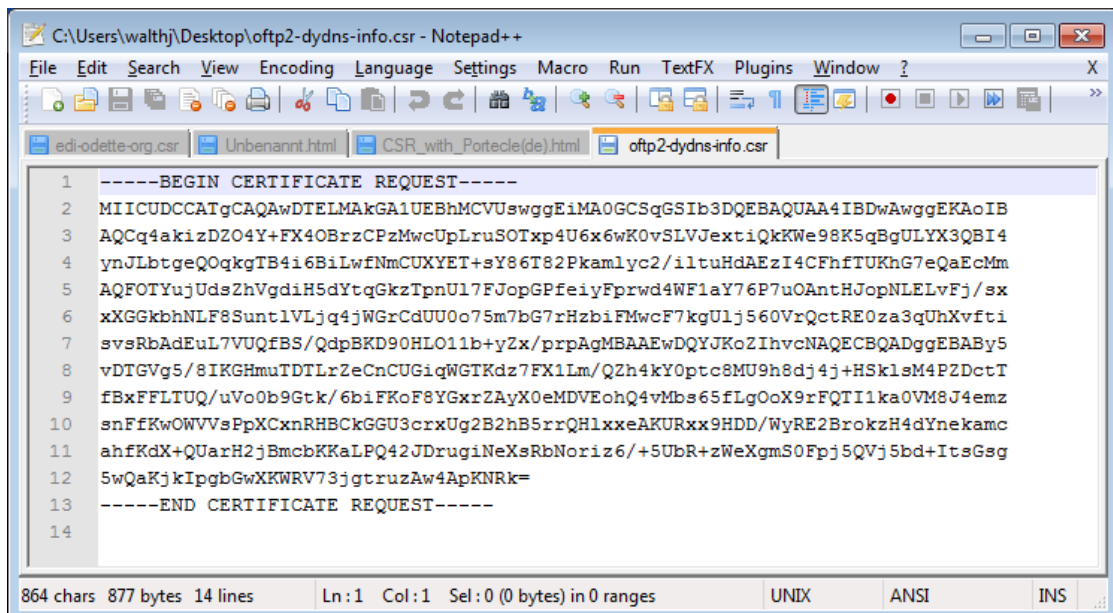
Select the entry in the keystore, right mouse button, "Generate CSR"



Select Format (PKCS#10), signature algorithm (SHA.1 with RSA) and the output file:



As a result you will get a text file with the CSR:





Example 3:

Generation of the private key and CSR With the program openssl:

Step 1: Generation of a private key:

1. Open a terminal session
2. Change to super-user mode (su)
3. Change to directory /etc/ssl (Ubuntu, in other Linux systems it can also be /usr/local/ssl .
4. Run **openssl genrsa -des3 -out private-key.pem 2048**
This command generates a 2048 bit private key and stores it in the /etc/ssl directory. During the generation you will be asked to enter a password to protect the access to your private key.

Step 2: Generation of the certificate signing request:

1. Run **openssl req -new -key private-key.pem -out oftp2-dyndns-info.csr**
During the process you may be asked for several inputs:

Example:

```
Enter pass phrase for private-key.pem: *****
You are about to be asked to enter information that will be incorporated
into your certificate request.
What you are about to enter is what is called a Distinguished Name or a DN.
There are quite a few fields but you can leave some blank
For some fields there will be a default value,
If you enter '.', the field will be left blank.
-----
Country Name (2 letter code) [AU]: GB
State or Province Name (full name) [Some-State]: London
Locality Name (eg, city) []: London
Organization Name (eg, company) [Internet Widgits Pty Ltd]: Odette
Organizational Unit Name (eg, section) []: Central Office
Common Name (eg, YOUR name) []: oftp2.dyndns.info
Email Address []: jwalther@odette.org
Please enter the following 'extra' attributes
to be sent with your certificate request
A challenge password []:
An optional company name []: Odette International
```

Again, all values will be overwritten by the values entered during the certificate order process (see **Error! Reference source not found.**)

Step: 3 Order the certificate

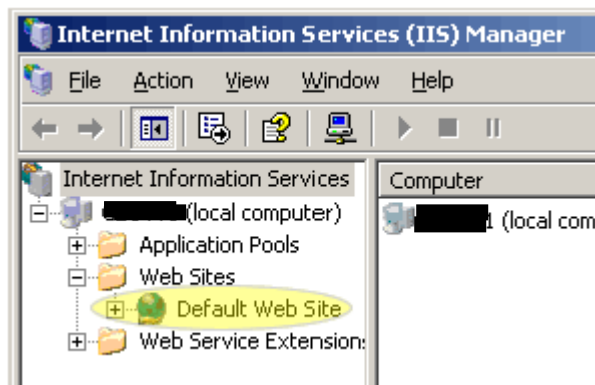
After these preparations, you can order the certificate at <https://www.odetteca.com>

Follow the steps as described in [Certificate Order Process](#)

How to generate a CSR on IIS 6 Microsoft Windows Server 2003

Follow these instructions to generate a Private Key and CSR. You must have at least Service Pack 1 installed.

1. Open the **Internet Information Services (IIS) Manager**. From the **Start** button select **Programs > Administrative Tools > Internet Information Services Manager**.
2. In **IIS Manager**, double-click the local computer, and then double-click the **Web Sites** folder.
3. **Right-click** the Web site for which you want to request a certificate, and then click **Properties**. By default it will be Default Web Site, yours may be different.



4. Select the **Directory Security** tab and click **Server Certificate** in the **Secure communications** section.
5. Click **Next** in the **Welcome to the Web Server Certificate Wizard** window.
6. Select **Create a new certificate**, Click **Next**.
7. Select **Prepare the request now, but send it later**.
8. At the **Name and Security Settings** screen, fill in the **friendly name** field for the new certificate

Tip: the friendly name can be any name that helps you remember what this certificate is for when you see it in a list later. We recommend using your domain as the friendly name, such as mysite.com.

9. Select **bit length 2048**. Click **Next**.
10. Leave the 'Select cryptographic service provider (CSP) for this certificate' **unchecked**. Click **Next**.
11. You will be asked for several pieces of info which will be used by Odette CA to create your new certificate. These fields must match the information given in screen 1, Certificate Details. The following characters should not be used when typing in your CSR input: < > ~ ! @ # \$ % ^ / \ () ? , & .



12. Specify the organizational unit. Do not include http:// nor https://. Refer to the CSR legend in the right-hand column of this page for examples. If this is wrong, your certificate will not work properly. Click **Next**.
13. Enter your Geographical Information for Country, State, and City. **Do not abbreviate** States and Cities. Click **Next**.
14. In the **Certificate Request File Name** box enter the path and file name where you want to save your CSR. You can use the default of c:\certreq.txt. Remember where you save it, you'll need to be able to find this CSR file later. Click **Next**.
15. Review the data on the Request File Summary screen and click **Next**.
16. Click **Finish** to complete the Wizard.

Now, from a simple text editor such as Notepad (do not use Word), open the CSR file you just created at c:\certreq.txt (your path/filename may be different). You will need to copy-and-paste the contents of this file, including the top and bottom lines, into the relevant box during the online order process.

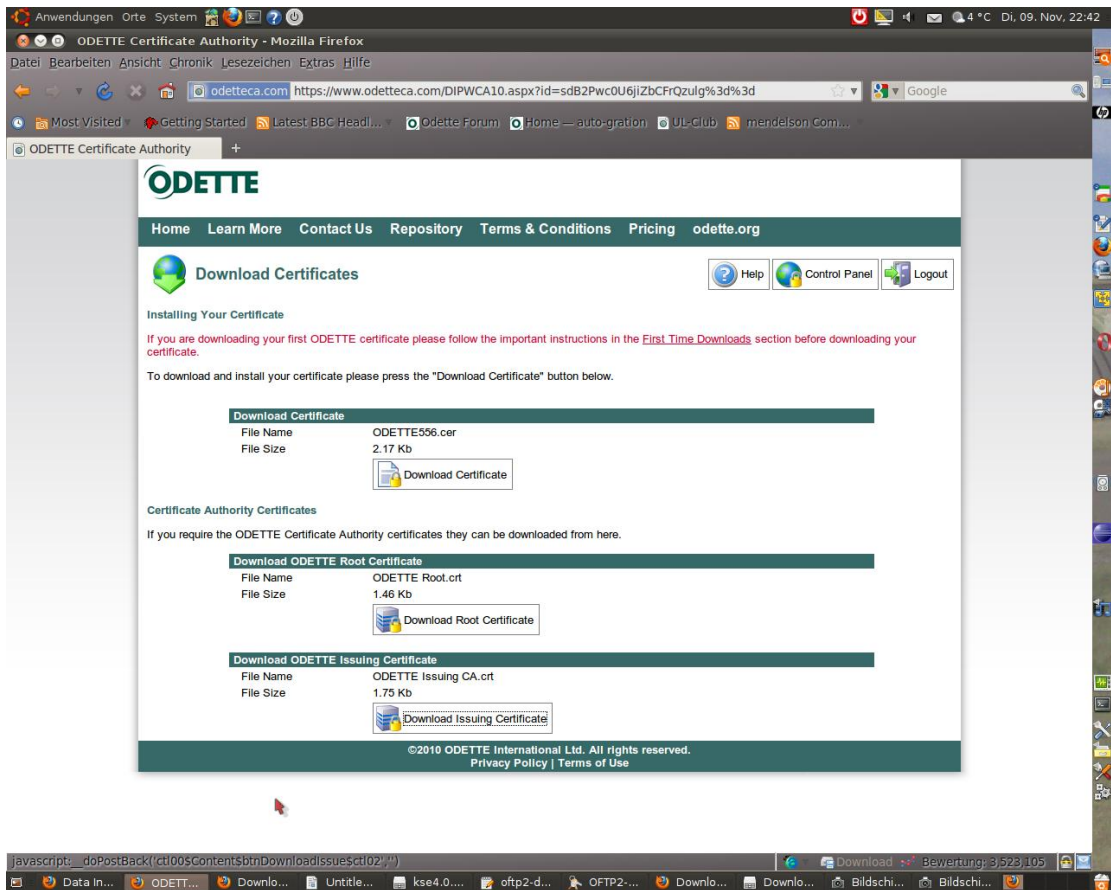
How to download and to install the certificate on a Linux or Windows machine, if you have created the CSR with an external application

After the validation process you will receive an email notification that your certificate has been issued and is ready for download.

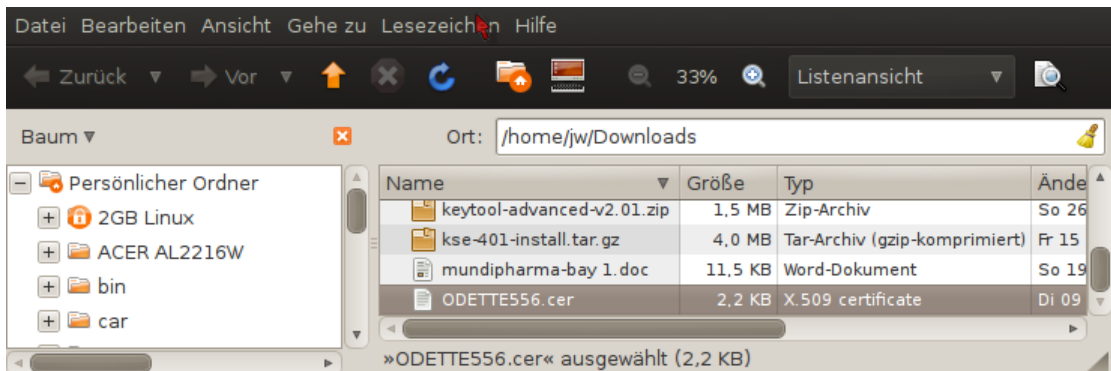
Log into the CA application and you will see the certificate control panel. Click the Download button for your certificate.

Certificate ID	Common Name	Status	Certificate Requested	Last Downloaded	Details	Download	Renew	Revoke
556	oftp2.dyndns.info	Issued	09/11/2010 21:28:31					
501	ul-club-finow.dyndns	Issued	25/10/2010 20:31:52					

You will be forwarded to another page from where you can download your certificate and Odette CA's Root and Issuing certificate.



Store your certificate on your hard disk.

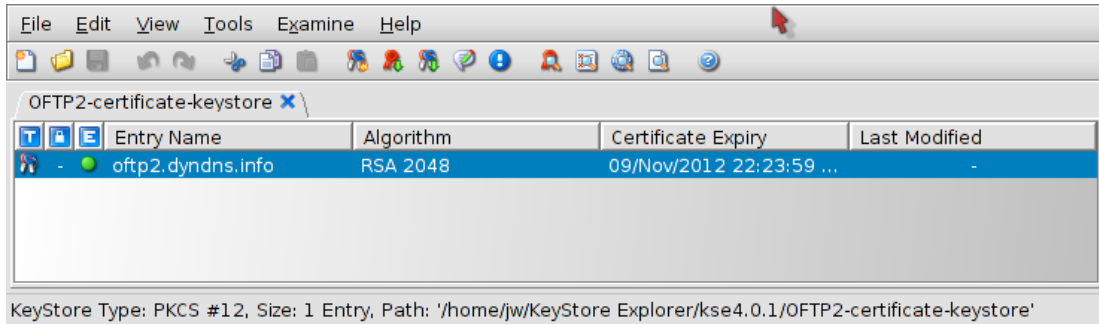


If you have [used openssl](#) to generate your private key, you have now both files, the private key and the certificate on your hard disk.

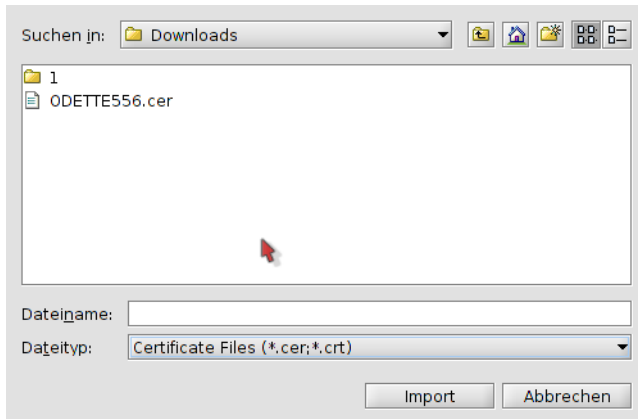
If you use the certificate for OFTP2 data communication, refer to your software vendors instruction to import the private key and the certificate into your application.

In case your software expects the private key and the certificate in a different format, such as pfx, you may want to carry out the following steps:

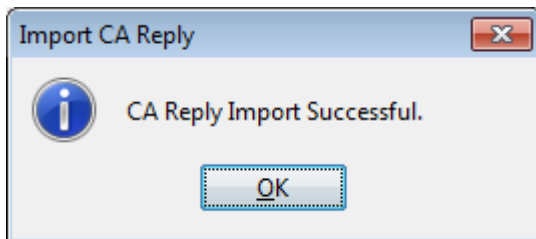
Open the Keystore Explorer application and load the key store that you have [created earlier](#) .



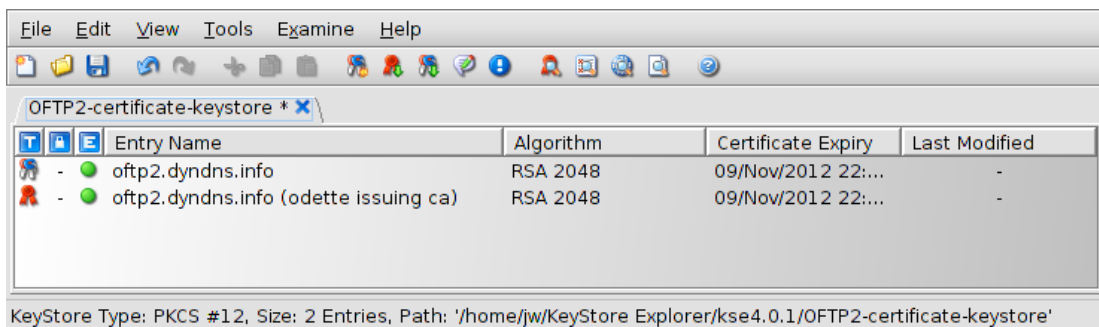
Import your certificate through right mouse button / Import CA-Reply.



Select the certificate file and click *Import*.



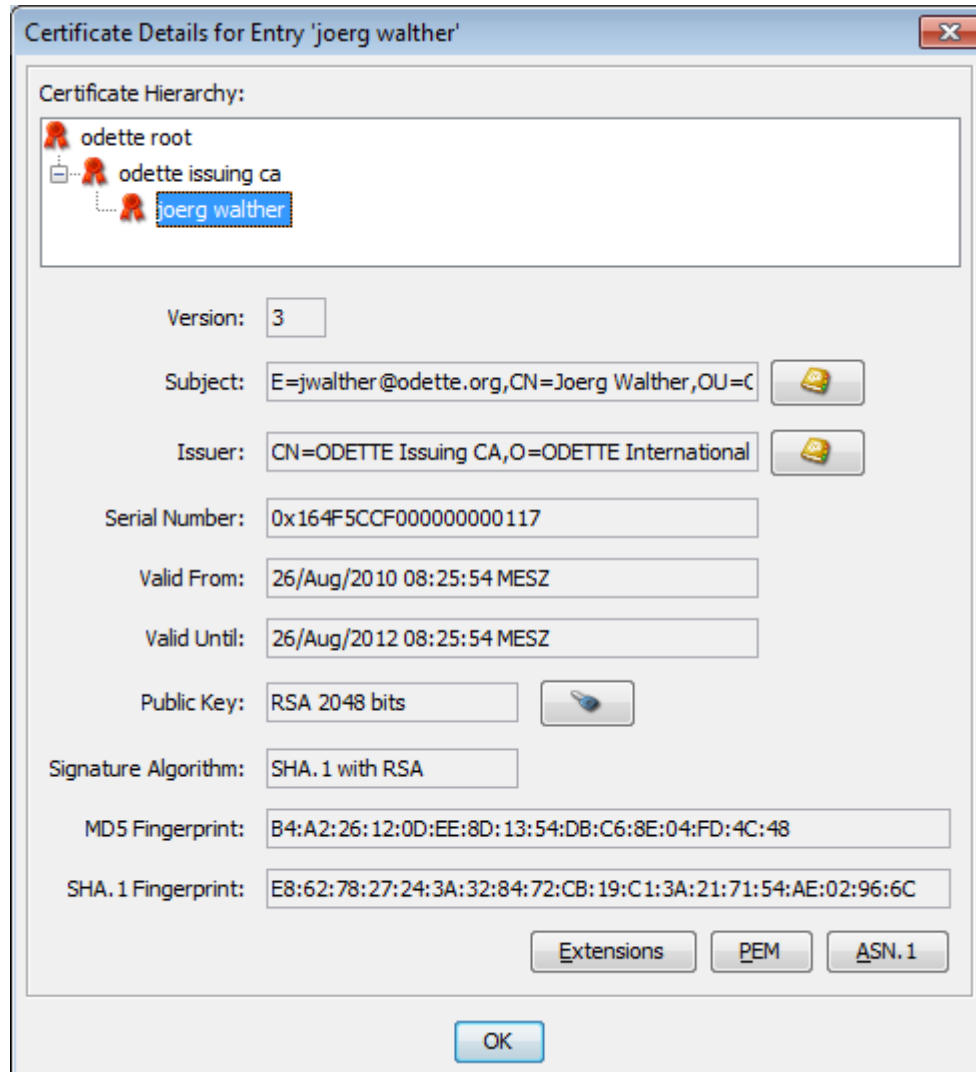
Your key store will then contain the private key and the matching certificate.



Repeat the process for the Odette Root and the Odette Issuing CA certificates.

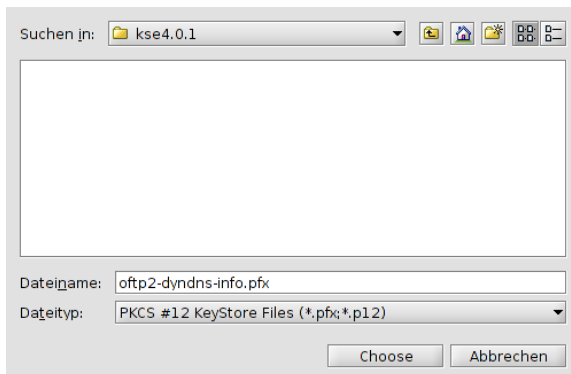
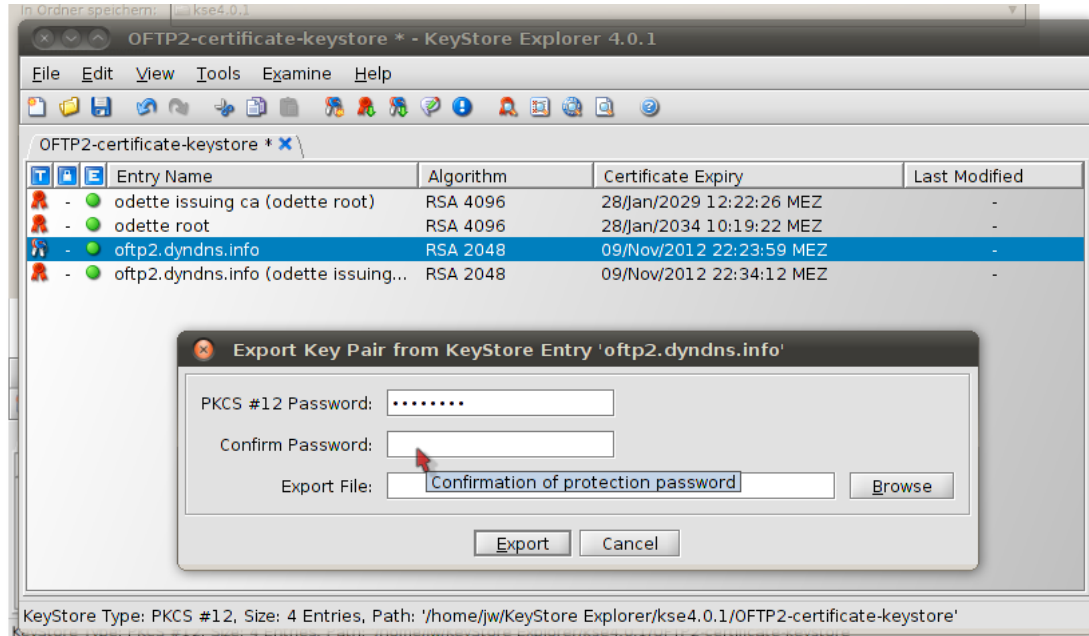
Verify the completeness of your key store by selecting your key pair, right mouse button, View Details / Certificate Chain

The result should show the complete chain from Odette Root to your individual key



How to export public and private key from an external application (e.g. to be transferred to another computer or imported into your OFTP2 software key store)

You can use the export function under the Tools menu item to create a pfx file that contains your public key (certificate) and your private key.



Assign a suitable file name and save your key-pair.

Attention:

You should **never give the private key to a business partner!** It must always stay in a safe location on your computer.

If you use the certificate for OFTP2 data exchange, your certificate will be exchanged with your business partners through the protocol and there is no need to exchange anything manually.

If you need to provide your certificate to a business partner for other applications, send them only the certificate file downloaded from the Odette CA website!