

Dohatec CA

Online Enrollment Guide on Windows Vista & Windows 7 Operating Systems



1 ABOUT THE DOCUMENT

This document describes the procedure for procuring Digital Certificate (DC) from Dohatec New Media – Certifying Authority (Dohatec CA) on Windows Vista & Windows 7 Operating system.

1. REGISTRATION

To enroll and manage your Digital Certificate, you must register for a user account. To register for a new user account:

1. Visit the Dohatec CA website (<https://www.dohatec-ca.com.bd>) and click on the link related to Digital Certificate.
2. Click the **New User? Register** link on the Login screen (as shown in the figure below).
3. Enter the details in the new subscriber **Registration Form**.

Registration Form	
Name *	Md. Zahidul Islam Sumon
E-mail Id *	zahid@dohatec-ca.com.bd
User Id *	zahid.sumon
Password *	●●●●●●
Confirm Password *	●●●●●●
Type of user *	Individual
Registration Authority *	Dohatec RA
<input type="button" value="Submit"/>	

Note:

- Ensure that you remember the User ID and Password, as you will need this information to access your account.
- In the Type of User field, select Individual /Organization / Government as per your requirement.
- Registration Authority is the office through which you are applying for a Digital Certificate

4. Click **Submit**. A filled-in Registration form is then generated on the screen.

2.1 SUBMIT ONLINE REQUEST

On successful registration, you will be redirected to your personalized **Certificate Management Center** screen, which displays the simple 4 Step enrollment procedure.

The Enrollment procedure requires you to go through the 4 steps outlined below.

Important: You are connected to Dohatec Certifying Authority secured website. To make sure you connect smoothly, your browser should have the root certificates of the Controller of Certifying Authority (CCA), Government of Bangladesh and Dohatec Certifying Authority installed in your browser.

[Click here for installation instructions >>](#)

<p>Step-1: Enroll for a Digital Certificate</p> <ul style="list-style-type: none">Choose the Enroll option or click here to enroll and generate your Digital Certificate key pairs. <p>More >></p>	<p>Step-2: Validation documents</p> <ul style="list-style-type: none">Submit physical copies of the completed Certificate Request Form and supporting validation documents. <p>More >></p>
<p>Step-3: View your request status</p> <ul style="list-style-type: none">Choose the View Status option or click here to check the status of your Digital Certificate request. <p>More >></p>	<p>Step-4: Download your Digital Certificate</p> <ul style="list-style-type: none">After you receive the email notification, choose the View Status option or click here to download your Digital Certificate. <p>More >></p>

Enrolling for your Digital Certificate:

- Go to Step 1 in the 'Welcome to the Certificate Management Center' screen.
- An enrollment checklist pops up listing the system requirements. Read the enrollment checklist carefully and make sure that all system requirements are met. Click **Close** to close the checklist and start the online enrollment.
- Choose the following options in the enrollment form to be filled:
 - Certificate Class » Class-1/2/3 Certificate (By Default)
 - Certificate Type » Signing/Identification Certificate
 - Do you have a certificate request already generated? » No.

Content of your Digital Certificate:

- Enter all your personal details exactly as you would like them to appear on your certificate.

Note: Once your request is generated, these details cannot be changed.

- Ensure that all information provided is factually correct as there is a legal significance attached to Digital Certificates.
- Ensure that you enter your correct Email ID, as you will not be able to download/use your certificate if an incorrect/invalid Email ID is provided.

Type of Certificate Help ?	
Certificate Type	Identification Certificate ▼
Do you have a certificate request already generated? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Contents of your Digital Certificate Help ?	
Surname *	Sumon (eg: Srivastava)
Given Name *	Md. Zahidul Islam (eg: Anish)
Initials	(eg: K)
Serial Number Type *	Passport Number ▼
Serial Number *	AA0115412 (eg: 1234)
Address/Locality *	Dhaka (eg: Dhaka)
State	
Postal Code *	1000 (eg: 1000)
Organisation	Personal
Country *	Bangladesh ▼
Email *	zahid@dohatec-ca.com.bd (eg: Anish@abc.com)

Towards the bottom of the screen, you will see an option to select the Cryptographic Service Provider. The Cryptographic Service Provider (CSP) is the software that generates the cryptographic keys for your Digital Certificate. These keys form the basis of your digital identity and will be used for digital signing and encryption operations.

In order to generate the cryptographic keys on your machine, select the **Microsoft Enhanced Cryptographic Provider V 1.0** from the dropdown menu on the enrollment page shown as follows:

Note: Incase if the cryptographic keys need to be generated on to the USB token then kindly select the corresponding CSP.

Select the Cryptographic Service Provider	
The Cryptographic Service Provider or CSP is a program that generates your public/private key pair.	
Choose the appropriate CSP below depending on where you plan to store your private key. If you use a special device such as a smart card, please select the appropriate provider as directed by the manufacturer.	
Cryptographic Service Provider *	Microsoft Enhanced Cryptographic Provider v1.0 ▼

Generate Request:

After filling the online enrollment form, review the information provided (paying special attention to the Email ID) and click **Generate Request** to generate your certificate request.

Subscriber Agreement

By applying for, submitting, or using a Digital Certificate you are agreeing to the terms of the [Subscriber Agreement](#)

Generate Request

Note: Once your certificate request is generated, you cannot change any information. Ensure that all information is correct before you proceed.

- The following dialogue box appears. Confirm your details E-mail ID selected and click **OK**.



- The below alert appears. Click **OK** to proceed.



- On successful completion of enrollment, you will see the below screen. Note the request number (highlighted below). Print this form for your records by clicking **Print**.

Certificate Enrollment Form for Request Number - 393	
Certificate Class	CLASS3
Certificate Profile	Individual
Certificate Type	Identification Certificate
Contents of your Digital Certificate Request	
Name	Sumon Md. Zahidul Islam
Organization	Personal
E-mail Address	zahid@dohatec-ca.com.bd
City	Dhaka
Postal Code	1000
Subject Serial Number	PPNeb6279cd87173b2a9c99f928797b088822d42030
Country	BD
Subject Alternative Name	rfc822Name=zahid@dohatec-ca.com.bd
Important:	
1. Print this Enrollment Form by clicking [Print] button	
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="View"/>	

2.2 DOWNLOAD YOUR CERTIFICATE

Once your Digital Certificate is generated, you will receive an email notification. The notification includes detailed instructions and an Authentication PIN that has to be entered at the time of certificate download.

Note: Download the certificate on the same machine & browser where the Key Pair was generated.

To download your Digital Signature Certificate:

- Go to the Dohatec CA Website. Click on Member login to login with your User Id and password.

User Login	
User Id *	<input type="text" value="zahid.sumon"/>
Password *	<input type="password" value="●●●●●●●●"/> <input type="button" value="Submit"/>

Note: If you do not remember your User ID and/or Password, please contact your RA Administrator.

- Go to Step 4 in the Certificate Management Center for downloading the certificate.

The Enrollment procedure requires you to go through the 4 steps outlined below.

Important: You are connected to Dohatec Certifying Authority secured website. To make sure you connect smoothly, your browser should have the root certificates of the Controller of Certifying Authority (CCA), Government of Bangladesh and Dohatec Certifying Authority installed in your browser.

[Click here for installation instructions >>](#)

Step-1: Enroll for a Digital Certificate

- Choose the **Enroll** option or [click here](#) to enroll and generate your Digital Certificate key pairs.

[More >>](#)

Step-2: Validation documents

- Submit physical copies of the completed [Certificate Request Form](#) and supporting validation documents.

[More >>](#)

Step-3: View your request status

- Choose the **View Status** option or [click here](#) to check the status of your Digital Certificate request.

[More >>](#)

Step-4: Download your Digital Certificate

- After you receive the email notification, choose the **View Status** option or [click here](#) to download your Digital Certificate.

[More >>](#)

1. Click on **Click here** link in 'Step 4' section.
2. Click on your Request Number to initiate the download process.
3. Verify the details of your certificate. Contact your RA Administrator if there is a problem.
4. Enter the Authentication PIN, emailed to you during the enrollment process and click on **Download**.

Please enter the Authentication PIN sent to zahid@dohatec-ca.com.bd, the E-mail ID provided in the certificate request.

Authentication PIN

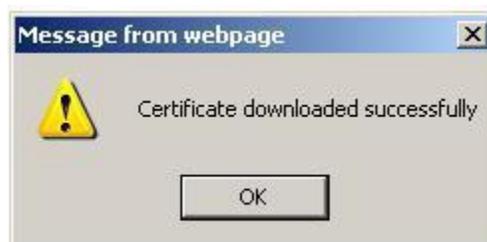
PHBRATNFAM

Back

Download

Reject

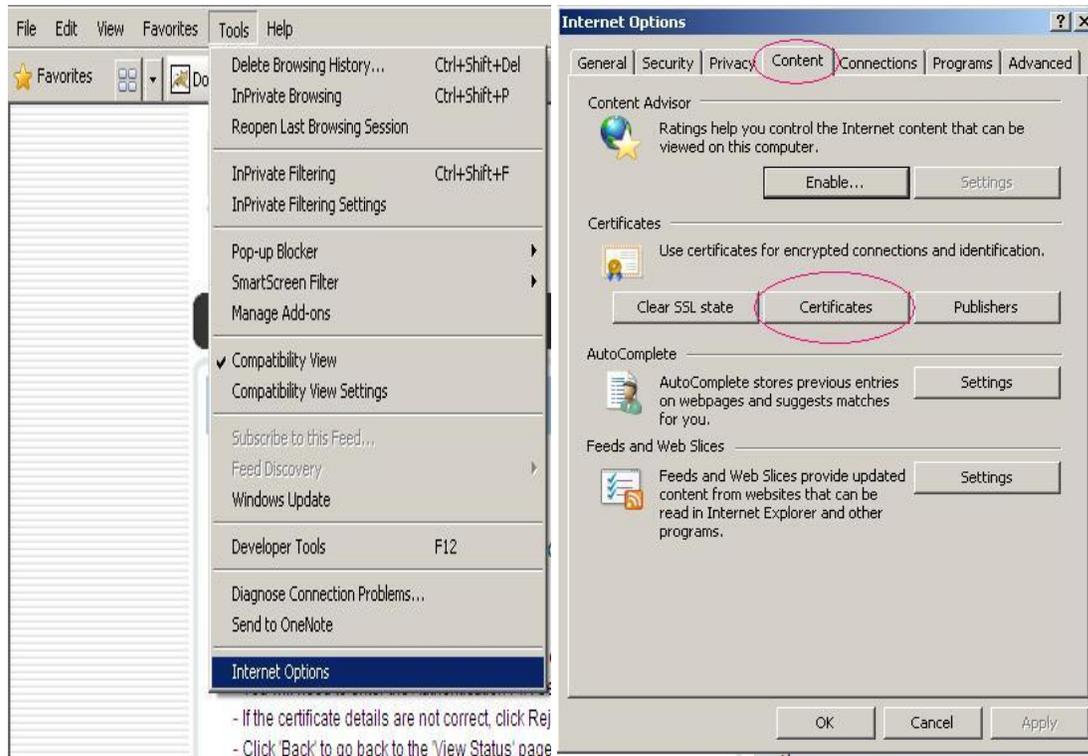
2. Click **OK** so that the certificate gets downloaded successfully.
6. The following dialog boxes appear. Click **OK**.



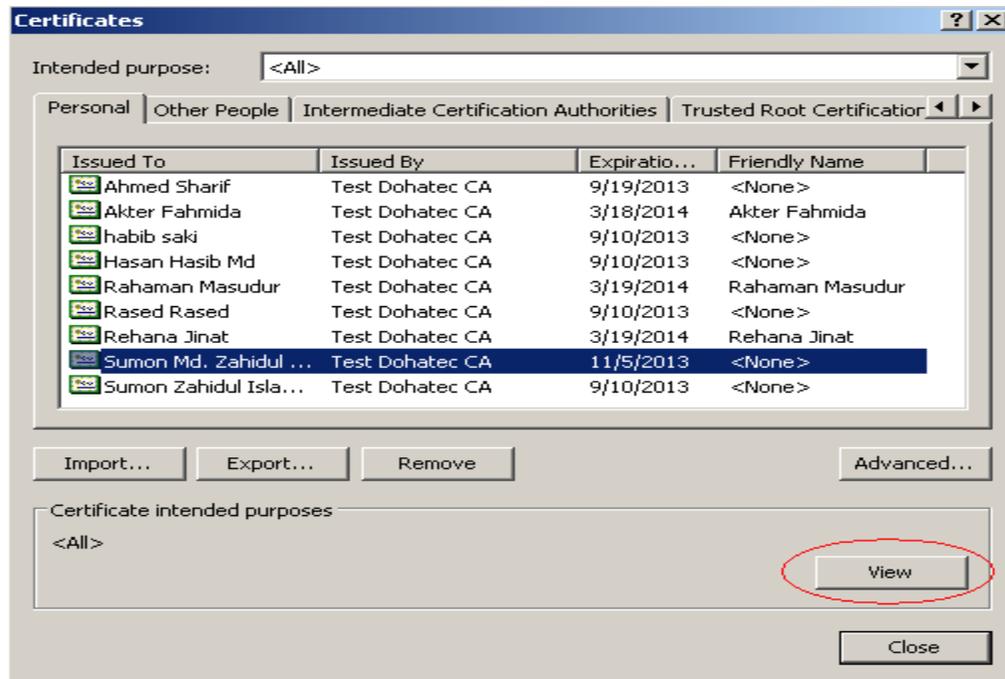
2.3 CONFIRM THE DOWNLOAD OF THE CERTIFICATE

The following steps will confirm successful download of your certificate.

1. Open the IE browser. Go to 'Tools > Internet Options > Content > Certificates > Personal'.



2. The downloaded certificate can be viewed under 'Personal' tab. To check for the details of the certificate select the certificate and click on 'View'.



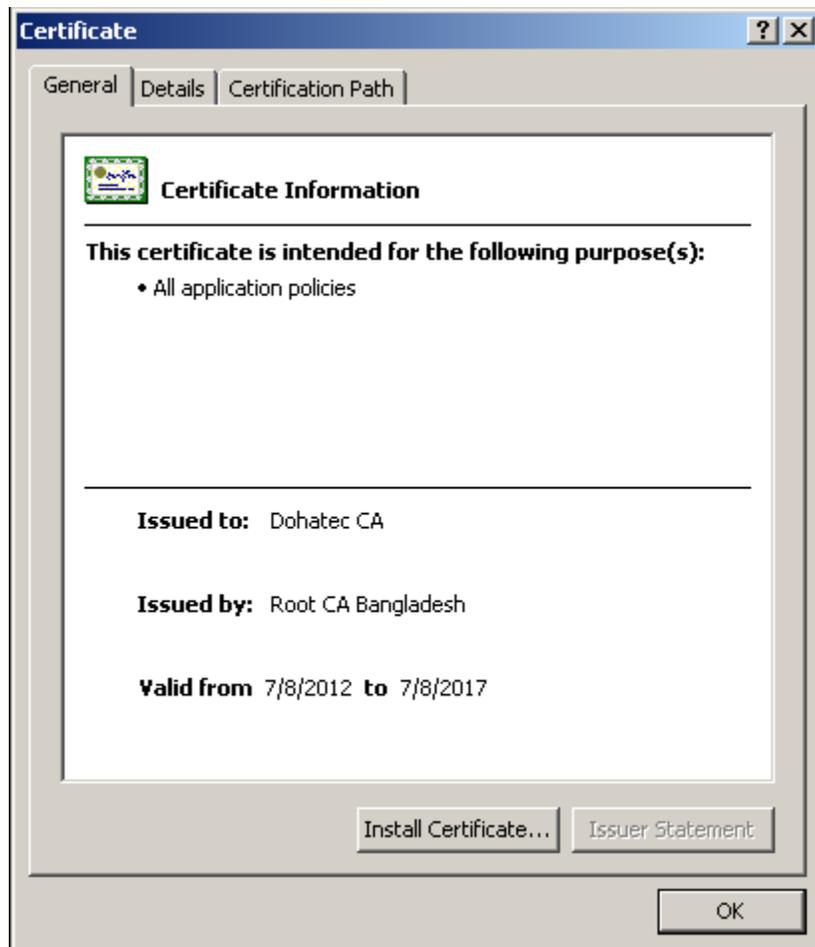
2.4 IMPORTING THE CA CHAIN

A certificate that is stored on the computer may be part of a hierarchical structure with more than one Certificate in the chain up to the Root CA. Importing a CA Chain takes the CA certificate and the complete CA Chain up to the root certificate that is stored on the computer and places it along with the certificate.

- For importing the CA chain along with your certificate firstly save the trust chain (Dohatec CA & CCA) certificates onto your machine.

The certificates can be downloaded as per the path:

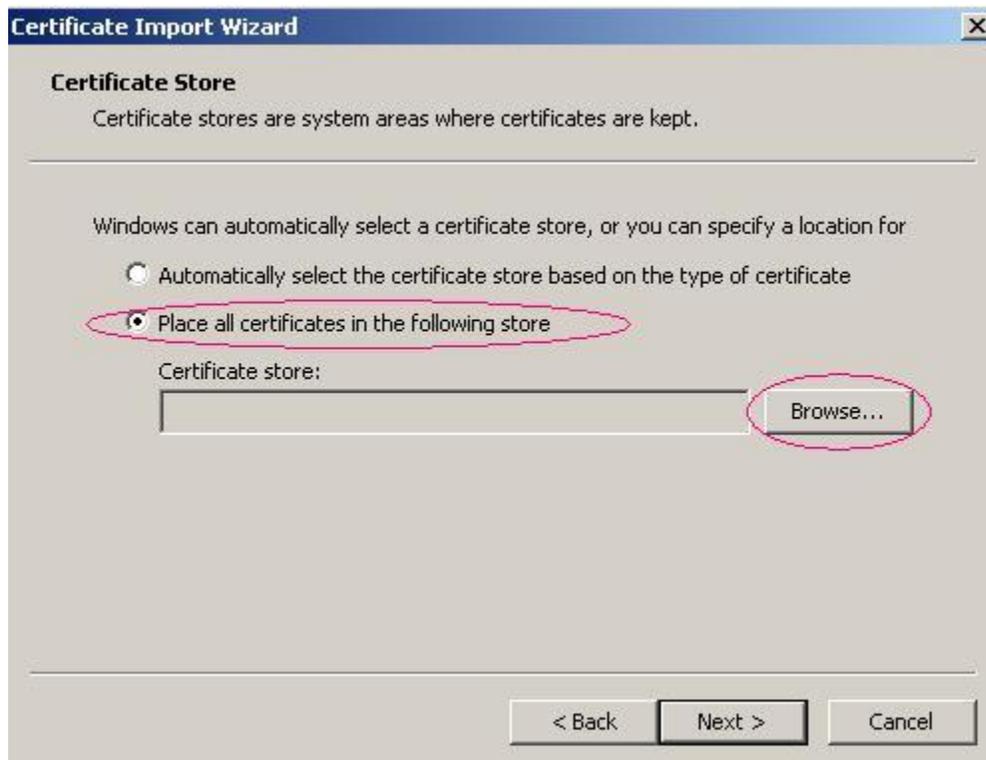
- 1) Logon to the Dohatec CA web site URL: <https://www.dohatec-ca.com.bd>
 - 2) Under 'CA Certificates' select 'Current Certificates'.
 - 3) Save the Dohatec CA & CCA certificate onto your machine.
- Open the Dohatec CA certificate & click on 'Install Certificate'.



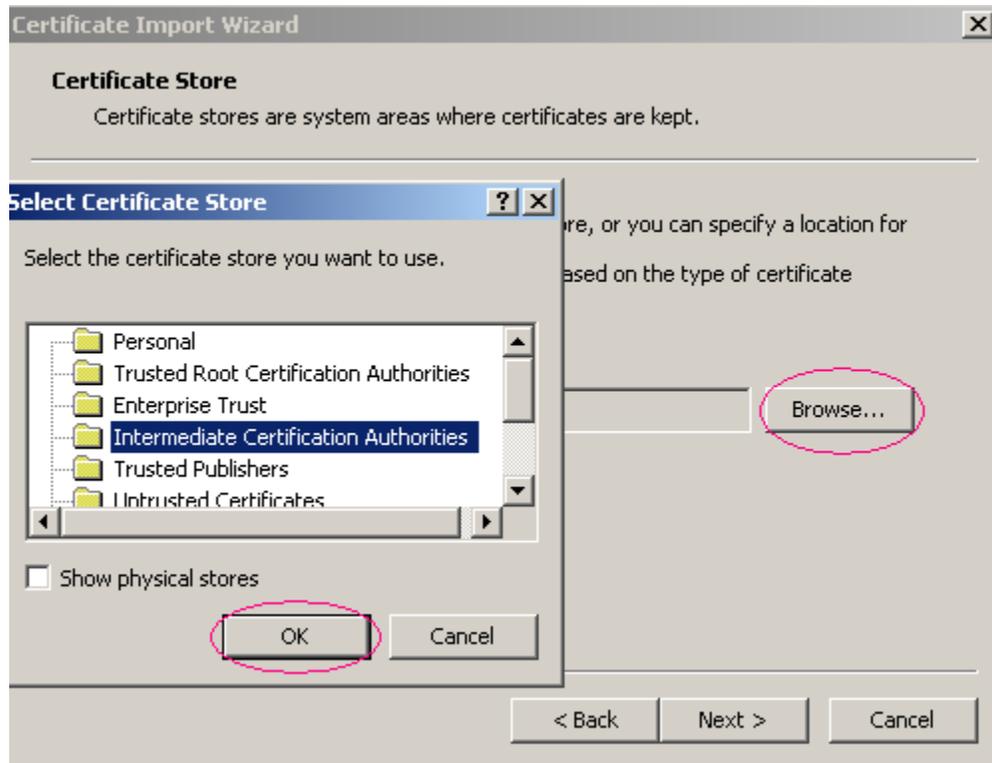
- An import wizard appears click on 'Next' to continue with the installation of the certificate.



- Enable the option 'Place all certificates in the following Store' and Click on 'Browse'.



- Select the store ‘Intermediate Certification Authorities’ to import the certificate of Dohatec New Media – Certifying Authority and click on OK.

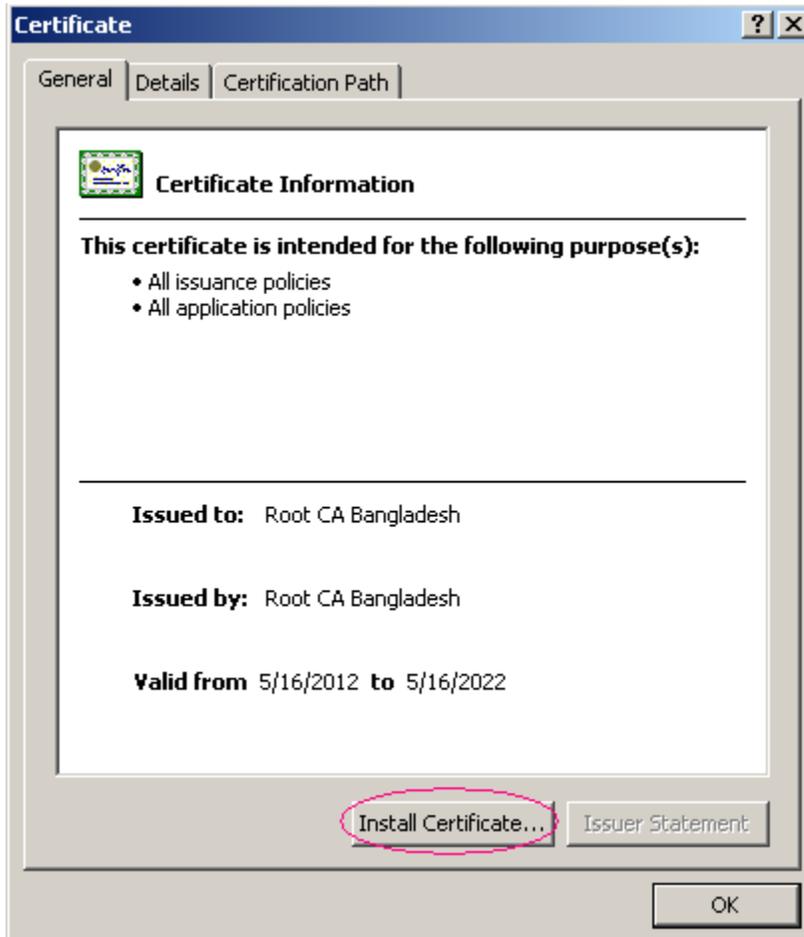


- Click on ‘Finish’ to complete the importing process of the Dohatec CA certificate.





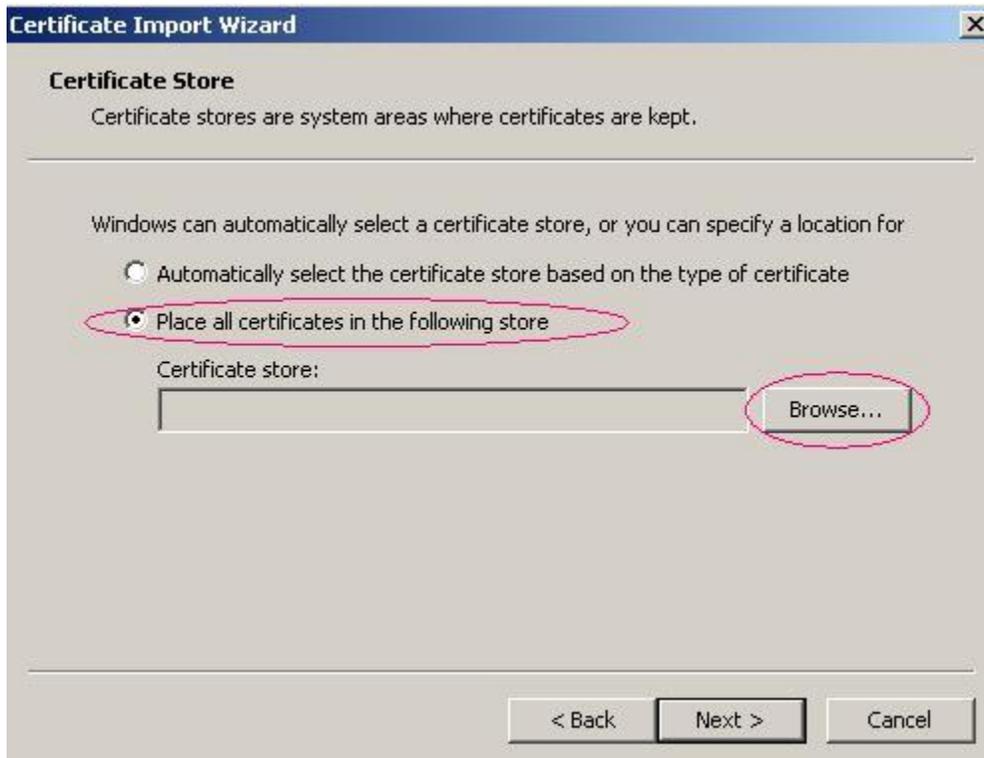
- In the same manner, open & install the 'CCA Bangladesh' certificate.



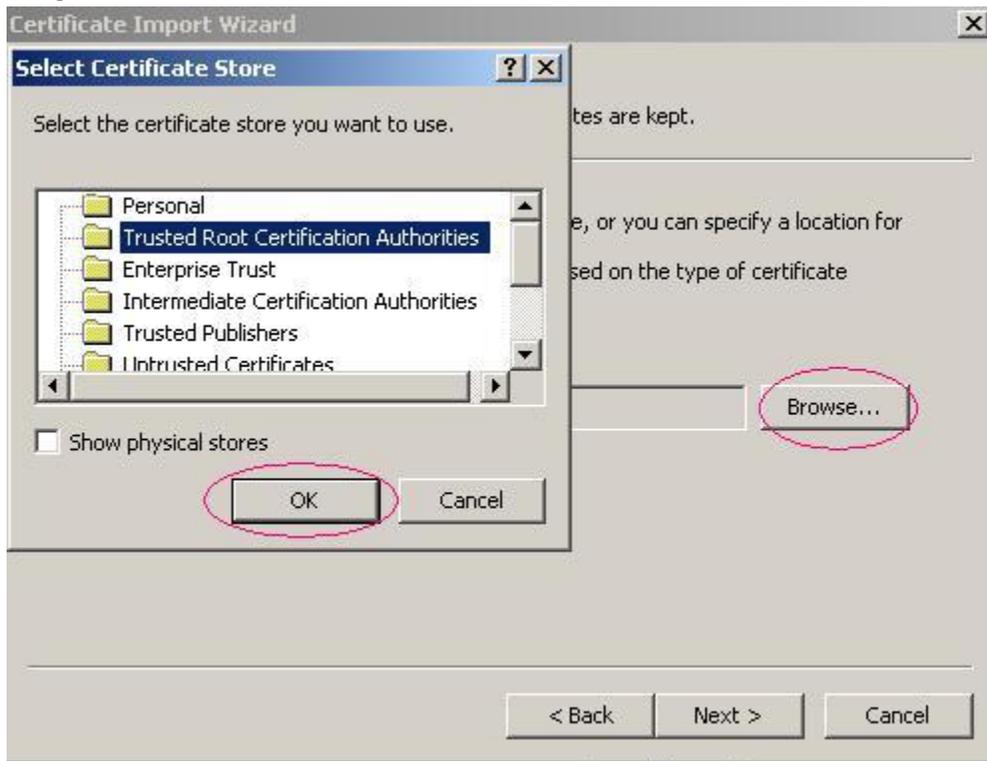
- An import wizard appears click on 'Next' to continue with the installation of the certificate.



- Enable the option 'Place all certificates in the following Store' and Click on 'Browse'.



- Select the store ‘Trusted Root Certification Authorities’ to import the certificate of CCA Bangladesh and click on OK.



- Click on ‘Finish’ to complete the importing process of the CCA Bangladesh certificate.



- The Security Warning appears click on ‘Yes’ to install the CCA certificate.

- A message confirming that the import was successful is displayed



- The certificate along with the trust chain will be displayed as below.

