

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 (<u>https://www.dohatec-ca.com.bd</u>) 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
	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 th	rough the 4 steps outlined below.
Important: You are connected to Dohatec Certifying Authority secured well certificates of the Controller of Certifying Authority (CCA), Government of Bangl	osite. To make sure you connect smoothly, your browser should have the root adesh 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 <u>click here</u> to enroll and generate your Digital Certificate key pairs 	Step-2: Validation documents • Submit physical copies of the completed <u>Certificate Request</u> Form and supporting validation documents
your bigital octaneate key pairs. More >>	<u>, orm</u> and supporting failuation accurrence. More >>
Step-3: View your request status	Step-4: Download your Digital Certificate
 Choose the View Status option or <u>click here</u> to check the status of your Digital Certificate request. 	 After you receive the email notification, choose the View Status option or <u>click here</u> to download your Digital Certificate.
More >>	More >>

Enrolling for your Digital Certificate:

1. Go to Step 1 in the 'Welcome to the Certificate Management Center' screen.

2. 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.

3. Choose the following options in the enrollment form to be filled:

- a. Certificate Class » Class-1/2/3 Certificate (By Default)
- b. Certificate Type » Signing/Identification Certificate
- c. 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 generate	d? 🔿 Yes 🖲 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: <mark>Dhaka</mark>)
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.



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.

Message	from webpage
?	Please confirm your E-Mail ID: zahid@dohatec-ca.com.bd All information related to your online request and certificate, including the authentication PIN required for downloading your certificate will be sent to this E-Mail ID. If your E-Mail ID is correct, click OK. If not, click CANCEL and correct it in the Enrollment Form. OK Cancel

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

Creating a new	R5A exchange key	x
	An application is creating a Protected item.	
	CryptoAPI Private Key	
al		
	Security level set to Medium Set Security Level	
	OK Cancel Details	

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.**

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Certifying Authority

Certificate	Enrollment Form for Request Number - 393		
Certificate Class	CLASS3		
Certificate Profile	Individual		
Certificate Type	Identification Certificate		
Contents of your Digital Cert	tificate 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 Fo	rm by clicking [Print] button		
	Print Save View		

2.2 DOWNLOAD YOUR CERTI FICATE

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 *	zahid.sumon	
Password *	•••••	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.

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Certifying Authority 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 Step-2: Validation documents Choose the Enroll option or <u>click here</u> to enroll and generate Submit physical copies of the completed <u>Certificate Request</u> your Digital Certificate key pairs. Form and supporting validation documents. More >> More >> Step-3: View your request status Step-4: Download your Digital Certificate · Choose the View Status option or click here to check the status After you receive the email notification, choose the View Status of your Digital Certificate request. option or click here to download your Digital Certificate. More >> 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	on PIN sent to zahid@donatec-ca.com.bd, the E-mail ID provided in the	certificate rec	quest.
Authentication PIN			
		Back	Download Reject
2 Click OK so th	hat the certificate gets downloaded successfully		
	at the certificate gets downloaded successfully.		
6. The following dia	alog boxes appear. Click OK.		
	Message from webpage		
	1.000		
	Certificate downloaded successfully		
	<u></u>		

OK

2.3 CONFIRM THE DOWNLOAD OF TH E CERTIFIATE

The following steps will confirm successful download of your certificate.

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



File Edit View Favorites	Tools Help	Internet Options
🙀 Favorites 🛛 😨 🔻 📈 Do	Delete Browsing History Ctrl+Shift InPrivate Browsing Ctrl+Shift Reopen Last Browsing Session	Del General Security Privacy Content Connections Programs Advanced
	InPrivate Filtering Ctrl+Shift InPrivate Filtering Settings	F Enable Settings
	Pop-up Blocker SmartScreen Filter Manage Add-ons	Use certificates for encrypted connections and identification. Clear SSL state Certificates Publishers
	✓ Compatibility View Compatibility View Settings	AutoComplete AutoComplete stores previous entries on webpages and suggests matches
	Subscribe to this Feed Feed Discovery Windows Update	Feeds and Web Slices Feeds and Web Slices provide updated Feeds and Web Slices provide updated Feeds and Web Slices provide updated Feeds and web Slices and other
	Developer Tools F12	programs.
	Diagnose Connection Problems Send to OneNote	
	Internet Options	
	 If the certificate details are not correct, Click Back to go back to the View State 	Sick Rej OK Cancel Apply

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'.

ssued To	Issued By	Expiratio	Friendly Name
Ahmed Sharif	Test Dohatec CA	9/19/2013	<none></none>
🗟 Akter Fahmida	Test Dohatec CA	3/18/2014	Akter Fahmida
🗐 habib saki	Test Dohatec CA	9/10/2013	<none></none>
🗿 Hasan Hasib Md	Test Dohatec CA	9/10/2013	<none></none>
🗿 Rahaman Masudur	Test Dohatec CA	3/19/2014	Rahaman Masudur
Rased Rased	Test Dohatec CA	9/10/2013	<none></none>
🖳 Rehana Jinat	Test Dohatec CA	3/19/2014	Rehana Jinat
Sumon Md. Zahidul	. Test Dohatec CA	11/5/2013	<none></none>
Sumon Zahidul Isla	Test Dohatec CA	9/10/2013	<none></none>
port Export	. Remove		Advanc
tificate intended purpos	ses		
· · ·			
1.00			



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'.

Certificate	? ×
General Details Certification Path	
Certificate Information	
This certificate is intended for the following purpose(s): • All application policies	
Issued to: Dohatec CA	
Issued by: Root CA Bangladesh	
Valid from 7/8/2012 to 7/8/2017	
Install Certificate Issuer Statement	
ОК	

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

Certificate Import Wizard		×
	Welcome to the Certificate Import WizardThis 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.To continue, click Next.	
	< Back Next > Cancel	

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

icates are kept.
ore, or you can specify a location for
based on the type of certificate
>
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.

 Certificate Import Wizard

Completing the Certificate Import Wizard
You have successfully completed the Certificate Import wizard.
You have specified the following settings:
Certificate Store Selected by User Intermediate Certifica Content Certificate



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Certificat	e Import Wizard	×
(į)	The import was succe	ssful.
	ОК	

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

Certificate ?X		
General Details Certification Path		
Certificate Information		
This certificate is intended for the following purpose(s): • All issuance policies • All application policies		
Issued to: Root CA Bangladesh		
Issued by: Root CA Bangladesh		
Valid from 5/16/2012 to 5/16/2022		
Install Certificate) Issuer Statement		
ОК		

> 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'.

Certificate I	import Wizard	×
Certifica	ite Store	
Certif	icate stores are system areas where certificates are kept.	đ
Wind	ows can automatically select a certificate store, or you can specify a location for	
C	Automatically select the certificate store based on the type of certificate	
<u>_</u>	Place all certificates in the following store	
	Certificate store:	
	Browse	5
-		
	< Park Maut > Cana	- I
		21

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

Certificate Import Wizard			×
Select Certificate Store Select the certificate store you want to use. Personal Personal Personal Trusted Root Certification Authorities Enterprise Trust Intermediate Certification Authorities Trusted Publishers Show physical stores OK Cance	?×	tes are kept. e, or you can specify a location for sed on the type of certificate Browse	×
	<	Back Next > Cancel	

> Click on 'Finish' to complete the importing process of the CCA Bangladesh certificate.

Certificate Import Wizard		×
	Completing the Certificate Import Wizard You have successfully completed the Certificate Import wizard.	
	You have specified the following settings: Certificate Store Selected by User Trusted Root Certific Content Certificate	
	< Back Finish Cancel	

> The Security Warning appears click on 'Yes' to install the CCA certificate.



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> A message confirming that the import was successful is displayed

Certificat	e Import Wizard 🛛 🗙
(j)	The import was successful.
	ОК

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

Certificate	<u>?</u> ×
General Details Certification Path	
Certification path Test Root CA Bangladesh Test Dohatec CA Sumon Md. Zahidul Islam	
	View Certificate
Certificate status:	
This certificate is OK.	
	ок