

Digital Signature Certificate installation/download/configuration procedure

[Use Operating System Windows-7(SP1) and browser Internet Explorer ver 8.0 or 9.0]

S-1. Download & Install the DSC Media Driver:

Download & install appropriate driver software according to your DSC Media from <https://nicca.nic.in> choose option **Support->Download Driver**.

Download Gemalto USB Token Driver from Sr. No. 8 of Download/Link at <http://gismp.nic.in/rabhopal>

(Do this setting for Gemalto USB Token : Right-click on SC-SED icon (on desktop) → Properties → Compatibility → Privilege Level & CHECK (✓) “Run This program as an administrator” → Apply → OK)

S-2. Download & install Java Runtime Environment (JRE) 6 from Sr. No. 8 of Download/Link at <http://gismp.nic.in/rabhopal> . It requires Java 6 update 29 only, other relevant versions if any may be removed.

S-3. Download and Install Certificate Chain:

To download and import **both 2011 & 2014 CA chain certificates** in your browser (IE) :

◆ Download **all (6) CA Chain certificates** from Sr. No. 8 of Download/Link at <http://gismp.nic.in/rabhopal> .

◆ You have to import CA chain certificates at appropriate locations as follows :

1. Double click on CCA certificate->Open->Install Certificate->Next->Place all certificates in following store->Browse->Trusted root Certification Authority->OK->Next->Finish->OK.
2. Double click on NICCA certificate->Open->Install Certificate->Next->Place all certificates in following store ->Browse->Intermediate Certification Authorities->OK->Next->Finish->OK.
3. Double click on NIC-SubCA certificate->Open->Install Certificate->Next->Place all certificates in following store ->Browse->Intermediate Certification Authorities->OK->Next->Finish-OK.

S-4. Browser Settings:

Active-X controls need to be enabled in your Internet browser. In order to ensure this, please do the following:

- ◆ Open a browser window
- ◆ Go to Tools >> Internet Options >> Security
- ◆ Click 'Custom Level' and set security level as 'Medium' and enable all Active-X Controls

S-5. Initialise DSC Media :

If DSC Media StarKey400 USB Token/Moserbaer USB Token/SmartCard then

- Insert your USB Token in the system.
- Run Token Management Utility
- Click on Token and then click Initialise Token
A new window will appear. In the new window enter the following information
- Enter Your Name
- Enter PUK: 0000 (four times zero) and confirm the same. Keep PUK as "0000" only
- Enter PIN: 1234 or as desired by you and confirm the same
This will initialise your token in 90 seconds approximately

If DSC Media Gemalto USB Token then

- Insert your USB Token in the system.
- Run SC SED Driver utility
- Select Card -> Gemplus USB Key Smart Card Reader 0
- Go to Setting -> Change PIN (1234 or as desired by you and confirm the same: Default PIN is 0000)
- Go to Setting -> Reset factory settings (Name, Department & Organization) then reset.

If DSC Media ALADDIN USB Token then

- Insert e-Token in USB Port.
- Click Start Programs e-Token Properties.
- e-Token Properties Window will open. Click on Advance tab.
- Click on +Sign to expand. This will display a list of Tokens & Readers.
- Right Click on **e-Token PRO Java** and click Initialize. A new window will open. Here enter eToken Name as your name, User password as "Pass#123" or as you desire and confirm the same, and Admin password as "Nic\$123" and confirm the same and click Start. This will initialize your token and your e-Token is ready for certificate generation.

S-6. Enrollment Instructions for Signing Certificate :-

When you enrol for a digital certificate, cryptographic keys are generated and stored on your USB Token. Follow the steps :-

- ◆ Open the Browser and go to <https://nicca.nic.in>
- ◆ Click Member Login and login with User-id / Password issued by NIC Certifying Authority
- ◆ Insert your USB Token in USB port of your system.
- ◆ Click **Enroll OR Step-1** for generating your Digital Certificate key pairs. (An Electronic Form will appear, which is self-explanatory. You are required to fill in Your details as mentioned in Digital Signature Certificate Request Form and submitted to NICCA)
- ◆ **Certificate Class:** It is fixed at the time of User-id creation.
- ◆ **Certificate Profile : Organisation**
- ◆ **Certificate Type** : Select **Signing Certificate**
- ◆ Do you have a certificate request already generated? Click No
- ◆ Fill in the fields under "**Contents of your Digital Certificate**" (Only * fields to be filled)

Fields Name	Contents to be filled (as applicant mentioned in filled-in DSC request form)	For example (Do not use comma(,) dot(.) and special char i.e. : &, \$ etc.)
Given Name	< Applicant's Full Name>	Rajesh Kumar Sharma
State	<State Name>	Madhya Pradesh
PIN Code	<Applicant's Office area PINCODE>	462004
Organisation Unit	<Applicant's Office name with Place/City>	NIC MP State Centre Bhopal
Organisation	<Applicant's organisation name>	National Informatics Centre
Email	<Applicant's email address>	abcd.efg@nic.in
Country	<Country Name>	India

◆ **Cryptographic Service Provider:**

DSC Media	Cryptographic Service Provider
1.StarKey 400 USB Token 2.Moserbaer USB Token 3.SmartCard	SafeSign Standard-I Cryptographic Service Provider
4.Gemalto USB Token	Microsoft Base Smart Card Crypto Provider
5.Aladdin USB Token	eToken Base Cryptographic Provider

Do not Scroll down the page with mouse wheel; it changes the selected option. To avoid this move arrow away from selected option and click left mouse-button once.

- ◆ Check all entries once again and Click Generate Request. (A confirmatory message will be displayed on your computer screen. Read it and Click OK). At this time you will be prompted to enter PIN of USB Token.)

- ◆ Enter PIN of the USB Token.

Your Digital Certificate key pair will be generated on smart card. A request Number will also be generated and displayed on your computer screen. Please note it down for further follow up.

No need to go to Step-2.

Go to **Step-4** to view the status of your DSC Request or simply click **View Status** on the top of the page.

Once RA administrator and CA Administrators process the certificate request, your Digital certificate will be generated and authentication PIN will be sent to you on your email address.

S-7. Downloading Signing Certificate on Smart Card/USB Token

- ◆ Open the Browser and go to <https://nicca.nic.in>

- ◆ Click Member Login and login with User-id / Password issued by NIC Certifying Authority

- ◆ Click on **View Status** - This will show the status of your DSC request. If the certificate has been generated a link will be provided on the **DSC request number with Certificate Generated.** (Check your email for Authentication PIN)

- ◆ Click on **DSC Request Number**

- ◆ Enter Authentication PIN (**Ten Digit Alphabetic code - all CAPITAL LETTERS**) and click on Download. Your certificate will be downloaded in the USB Token.

S-8. Enrollment Instructions for Encryption Certificate :-

- ◆ Open the Browser and go to <https://nicca.nic.in>

- ◆ Click Member Login and login with User-id / Password issued by NIC Certifying Authority

- ◆ Insert your USB Token in USB port of your system.

- ◆ Click **Enroll OR Step-1** for generating Encryption certificate request.

- ◆ **Certificate Class:** It is fixed.

- ◆ **Certificate Profile :** Organisation.

- ◆ **Certificate Type:** Select Encryption Certificate

- ◆ Fill in the fields under "**Contents of your Digital Certificate**" (As signing enrollment)

- ◆ Check all entries once again and Click Generate Request. (A confirmatory message will be displayed on your computer screen. Read it and Click OK).

Go to **Step-4** to view the status of your DSC Request or simply click **View Status** on the top of the page.

Once RA administrator and CA Administrators process the certificate request, your Digital certificate will be generated and authentication PIN will be sent to you in your email address.

S-9. Downloading Encryption Certificate :

(Please ensure that your signing certificate is downloaded in your USB token)

- ◆ Open the Browser and go to <https://nicca.nic.in>
- ◆ Click Member Login and login with User-id/Password issued by NIC Certifying Authority
- ◆ Click on **View Status** - This will show the status of your DSC request. If the certificate has been generated a link will be provided on the DSC request number. **DSC request number with Certificate Generated.**(Check your email for Authentication PIN)
- ◆ Click on **DSC Request Number**
- ◆ Enter Authentication PIN (**Ten Digit Alphabetic code - all CAPITAL LETTERS**) and click on Download. Your Encryption certificate file(.p12) will be downloaded at your created folder or on desktop in your m/c .

S-10. Importing Encryption Certificate in USB Token:

- Run Token Management Utility
- Click on Settings and choose option “Import Certificate”
- Select the Encryption Certificate file (.p12) (where you have saved/stored).
- Enter Certificate Password (This password is your Encryption certificate request No.).
- Enter PIN of USB Token and click OK
- This will take few seconds to import Encryption Certificate in your USB token.

S-11. Reset as default your browser (IE) setting.

(Open-IE->Tools->Internet Option->Security->Custom Level-Reset->OK)

NOTE: Until your certificate is generated and downloaded successfully, you will not be able to access these keys for use or for backup purposes. It is therefore extremely important to ensure the following until your certificate is downloaded successfully:

For Smart Card / USB Token Users:

- Do not format your machine
- Do not re-install or upgrade your internet browser
- Do not re-initialize the card/token

If the above conditions are not met, your keys will be lost permanently and you will not be able to download your certificate. In such cases, the only option is to apply for a fresh certificate. Your digital certificate is related to the cryptographic keys stored on your machine (or Smart Card / USB Token, as applicable). Hence, it's necessary for you to download the certificate onto the same machine (or Smart Card / USB Token, as applicable) from where you enrolled for the certificate.

Backup : Keep backup your signing & encryption certificates for security purpose.

*** If you have enrolled or downloaded your certificates, do not initialise your USB token(DSC Media) otherwise keys or certificates will be erased.**

How to use my DSC on another machine:

1. Install DSC Media Driver
2. Install Java Runtime Environment (JRE) from <https://nicca.nic.in>.
3. Install/import Chain certificate (CCA India 2011 under Trusted Root Certificates, NICCA 2011 and NIC Sub-CA under Intermediate Certification Authorities)

Troubleshooting (In case of USB token not detecting) :

1. Make 'Automatic' the smart card service through Control Panel>Administrative Tools->Services & restart.
2. Repaire the usb token driver, do not initialize it (Reboot).
3. Reinstall JRE from <https://nicca.nic.in> , remove other version of Java (Reboot).

For more information you may visit our website <http://gismp.nic.in/rabhopal> .