LEGISYM

Express222™

Controlled Substance Ordering System

User Quick Reference Series

Installing a Digital Certificate in Internet Explorer

This Quick Reference will help you to verify that your Internet Explorer browser is ready to accept a DEA-issued digital certificate, and show you how to install the certificate into the Internet Explorer browser.

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Prior to proceeding with these instructions, you will need to know the location of your DEA-issued Digital Certificate file on your computer. If you do not know where it is, please read the help document entitled "Finding a Digital Certificate File on Your Computer."

You will also need to know the password you specified when you downloaded that file. You can refresh your memory about the process of downloading the DEA issued Digital Certificate by browsing the DEA's document entitled "CSOS Subscriber Manual, Internet Explorer Version," which can be found on the DEA Web site at http://www.deaecom.gov/submanual.html.

## Verifying IE Recognition of CSOS Certification Authority

Prior to installing your digital certificate, please verify that Internet Explorer recognizes the DEA CSOS Certification Authority as the issuer of your digital certificate. This is required in order for your certificate to work properly. To accomplish this, open your Internet Explorer browser:
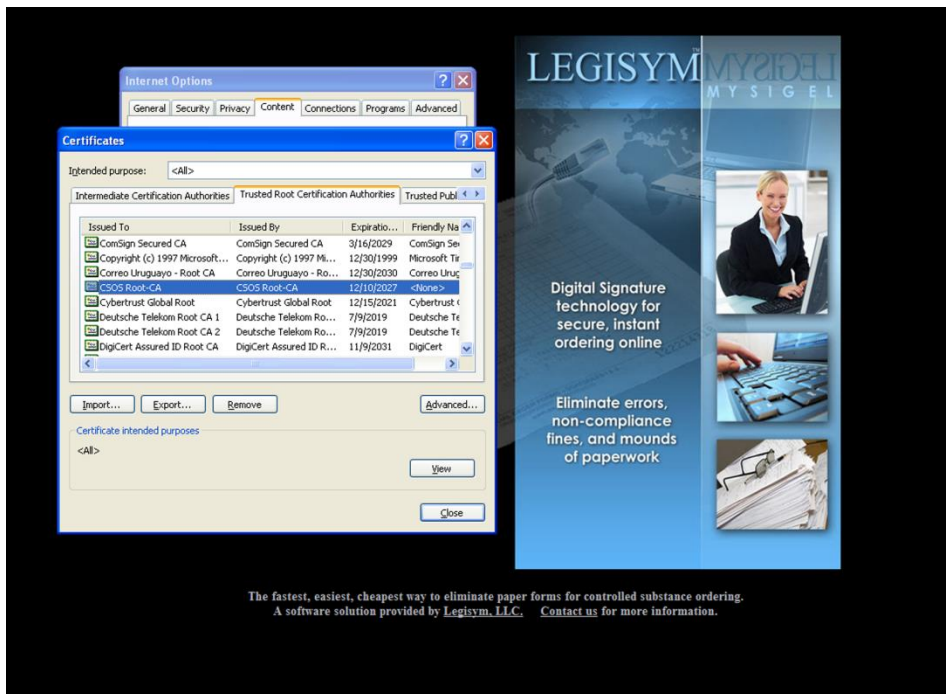

Click on the "Tools" button, and then select "Internet Options" from the dropdown list.

The Internet Options dialog is displayed:
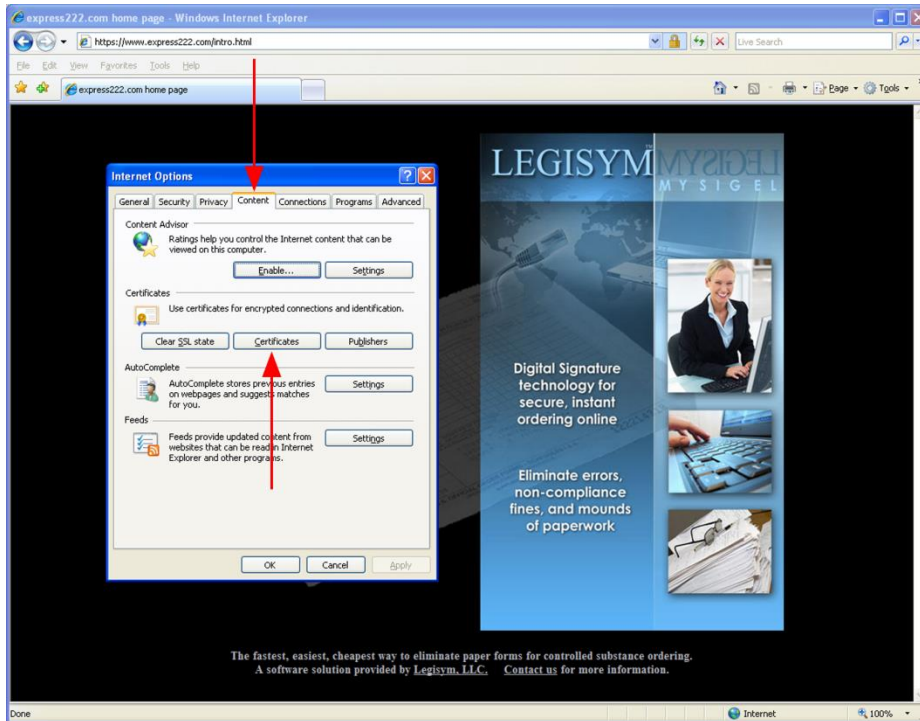
Click on the "Content" tab, and then click on the "Certificates" button. The Certificates List is displayed:


Scroll down through the list looking for "CSOS Root-CA" in the "Issued To" column. If you find it, you may jump down to the "Installing Your Digital Certificate" section of this document.

If you did not find it in the list, then you can quite easily add it. Go to the DEA's CSOS Certificate Management page at http://www.deaecom.gov/certmanage.html, and skip down to the "Install CA Certificates" section. There you will find links that will walk you through the four required steps.

Installing Your Digital Certificate

Now, picking up where the "Finding a Digital Certificate File on Your Computer" instructions left off, when you have conducted a search for all certificate files on your computer, the search results are displayed:
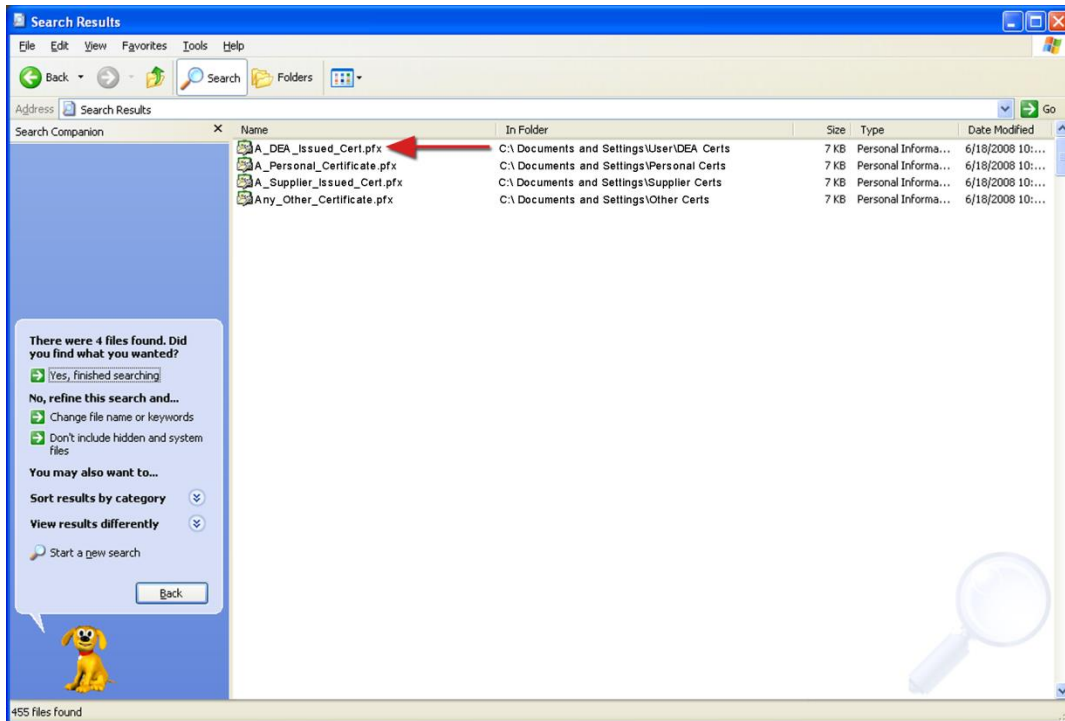
Please be sure to install the certificate with a HIGH level of security. Simply double-click the file name, and Windows will step you through the process of installing the certificate in Internet Explorer.

IMPORTANT

Please be sure to install the certificate with a HIGH level of security. You must pay close attention to the Internet Explorer instructions when you are installing your certificate, or you might miss this step. If you think that you might need help, please refer to the DEA's CSOS Certificate Import Instructions for Internet Explorer on their Web site at http://www.deaecom.gov/import_IE.html.

If you want additional information about transferring your certificate to another computer, exporting it, importing it, or setting the security level, the DEA has provided several quick tutorials on the Certificate Management page of their Web site at http://www.deaecom.gov/certmanage.html

The DEA has also provided a complete set of certificate management instructions with pictures in an 80-page document entitled "CSOS Subscriber Manual – Internet Explorer". This document can be downloaded from the DEA's Web site at http://www.deaecom.gov/submanual.html.