

**C·O·M·O·D·O**

**Creating Trust Online<sup>®</sup>**

# Comodo Certificate Manager

## End User Documentation

**Comodo CA Limited**

3rd Floor, 26 Office Village, Exchange Quay,

Trafford Road, Salford,

Greater Manchester M5 3EQ,

United Kingdom.

**Self - Enrollment and Collection of your Client Certificate**

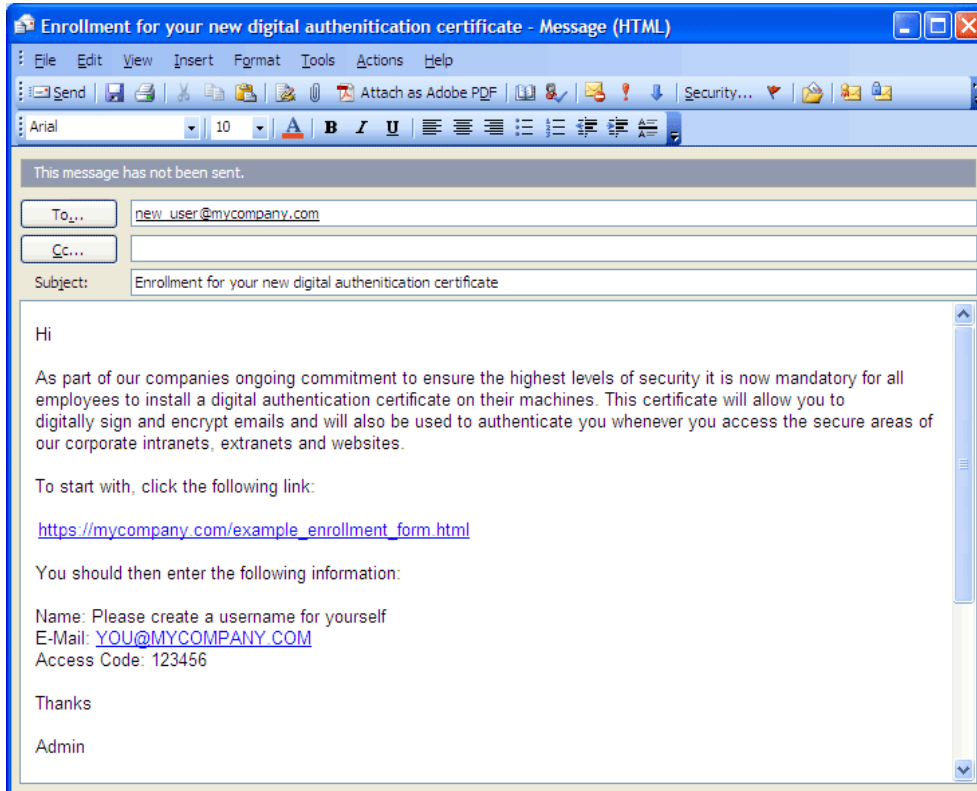
**Importing Your Client Certificate into Your Web-browser and/or Email Client**

## Enrollment and Collection of Your Client Certificate – Step 1

This step by step guide will explain how to enroll for and download your client certificate.

Firstly, your administrator should have sent you a provisioning email containing the following information:

1. The **URL** of certificate enrollment page.
2. An **Access Code** that you need to enroll the certificate.



***Email 1 – certificate enrollment email.***

***The precise content may differ to the example shown.***

Click the URL in the email to visit the certificate enrollment page.

- Copy and paste the **Access code** from your enrollment email.
- Type your full name in the **Name** Field.
- Type your internal corporate **E-mail** address in the 'E-Mail' field.
- Enter your password phrase. This phrase is needed to revoke the certificate should the situation arise.
- Read the *License Agreement* and check the box alongside the 'I accept terms and conditions'. **Note:** If you decline the agreement you will not be able to continue the enrollment process.
- Click the **'Submit'** button.

**Important!** The application for the certificate must be made from the machine that certificate will be installed on (i.e. your office machine.)

**S/MIME Certificate Enroll**

Access Code:

Name:

E-Mail:

PassPhrase:

repeat PassPhrase:

**COMODO CERTIFICATE SUBSCRIBER AGREEMENT**

**1 Application of Terms**

1.1 The terms and conditions set out below, including all applicable schedules attached hereto (collectively, the "Agreement"), govern the relationship between you (the "Applicant" or "Subscriber") and Comodo CA Ltd. ("Comodo") with respect to any of the services described herein. In this Agreement, "you" and "your" refer to each Subscriber and its agents, including each person listed in your account information as being associated with your account, and "we", "us" and "our" refer collectively to Comodo and its parent and affiliates. This Agreement explains our obligations to you, and your obligations to us in relation to the Comodo Subscription Service(s) (as defined herein) you purchase.

1.2 By purchasing or otherwise applying for Comodo's Subscription Service(s), you agree to establish an account with us for such services. When you use your account or permit someone else to use your account to purchase or otherwise acquire access to additional Comodo service(s) or to modify or cancel your Comodo service(s) (even if we were not notified of such authorization), this Agreement as amended covers any such service or actions. Additionally, you agree that each person listed in your account information as being associated with your account for any services provided to you is your agent with full authority to act on your behalf with respect to such services. Any acceptance of your application(s) or requests for our services and the performance of our services will occur at 3rd Floor, Office Village, Exchange Quay, Trafford Road, Salford, Manchester M5 3EQ, United Kingdom.

Sections 1 through 22 apply to any and all Comodo Subscription Services (as defined below). The terms and conditions set forth in Schedules A of this Agreement apply only to customers who have purchased the Comodo services referenced in such Schedule.

**2 Definitions and Interpretations**

2.1 In this Agreement, unless the context requires otherwise, the following terms and expressions shall have the following meanings:

"Business Day" means any calendar day that is Monday to Friday inclusive, excluding any days on which the banks in the United States are closed for business;

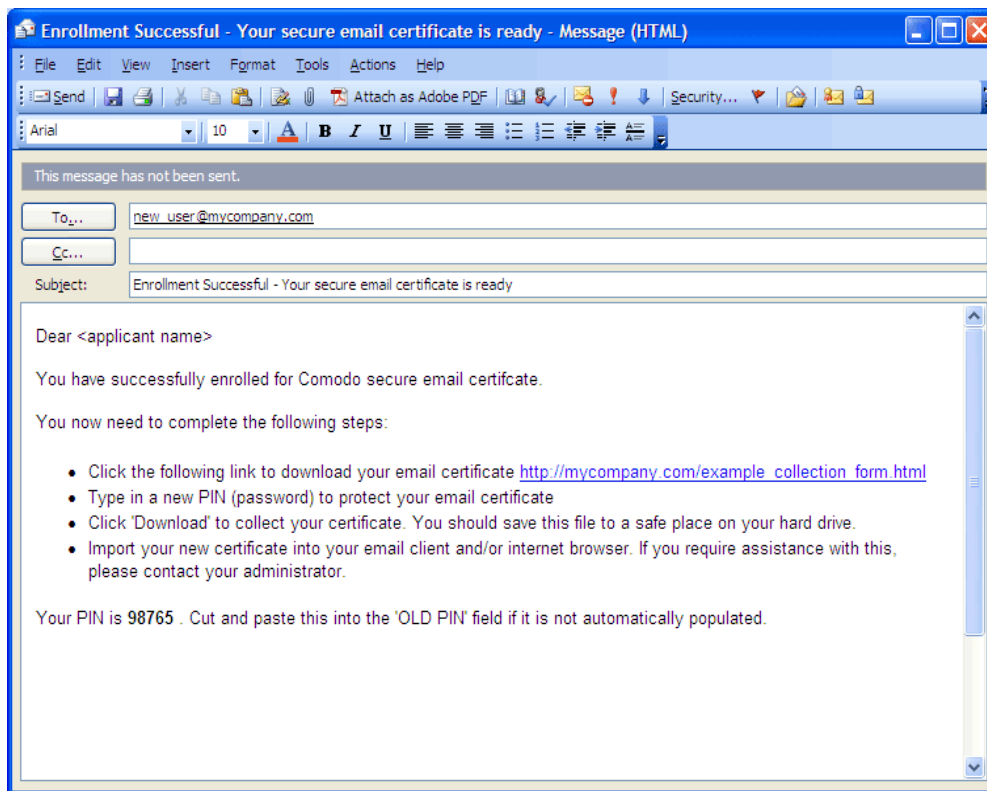
"Comodo CPS" means the Comodo Certificate Practice Statement, as amended from time to time, available at [www.comodo.com/repository](http://www.comodo.com/repository), a document setting out the working practices that Comodo employs for the Subscription Service and which defines the underlying certificate processes and Repository operations, as may be amended from time to time;

"Confidential Information" means all material, data, systems and other information concerning the operation, business, projections, market goals, strategies,

I accept terms and conditions

**Client Certificate Self Enrollment Form**

The system will shortly issue you a second email containing a link to the certificate collection form:



**Email 2 – certificate collection email.**  
*The precise content may differ to the example shown.*

To collect your certificate click the certificate download URL stated in the certificate collection email.

This will take you to a certificate collection webpage.

The screenshot shows the 'Email Validation' form with the following fields and buttons:

Code: RZpA3aKxtcqLFN

E-Mail: new\_user@mycompany.com

PIN: [Empty field]

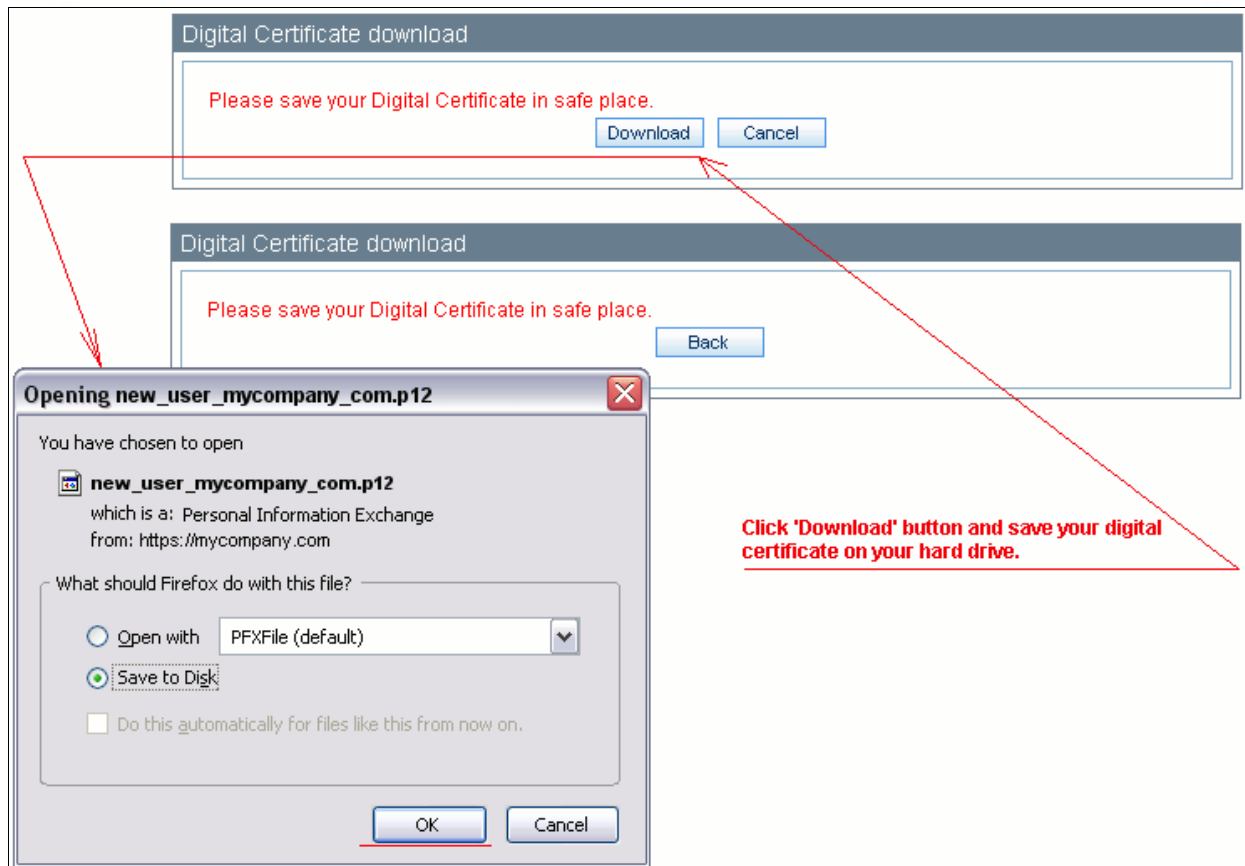
PIN repeat: [Empty field]

Submit Reset

**Client Certificate Collection Form**

If the 'PIN' field is empty, you should set and confirm a pass-code in the PIN fields to protect the certificate. Comodo Certificate Manager will deliver the certificate in PKCS#12 file format (.p12 file). The pass-code specified in the PIN fields is used to protect access to this .p12 file. You will be asked for this PIN when you import the certificate into the certificate store of your Internet browser and/or mail client.

Clicking 'Submit' will automatically send this request to Comodo CA back-end servers. Comodo CA servers will first verify the Request Code and email address then issue the client certificate. This process usually takes a few minutes. Then you will be prompted to download the certificate as soon as it is ready:



***The final stage of the process is for you to download then install your certificate***

The second (and final) stage of the procedure is to import a digital certificate into the certificate storage of your Internet browser and/or mail client. The exact process for completing this task is dependent on which browser and/or mail client you use. See the following section '[Importing Your Certificate into Your Browser or/and Email Client – Step 2](#)' for more details.

## **Importing Your Certificate into Your Browser or/and Email Client – Step 2**

Once the Step 1 has been successfully completed, you need to import your certificate into your webbrowser or/and email client. Select you type of application from the list below to view a step-by-step guide of this process:

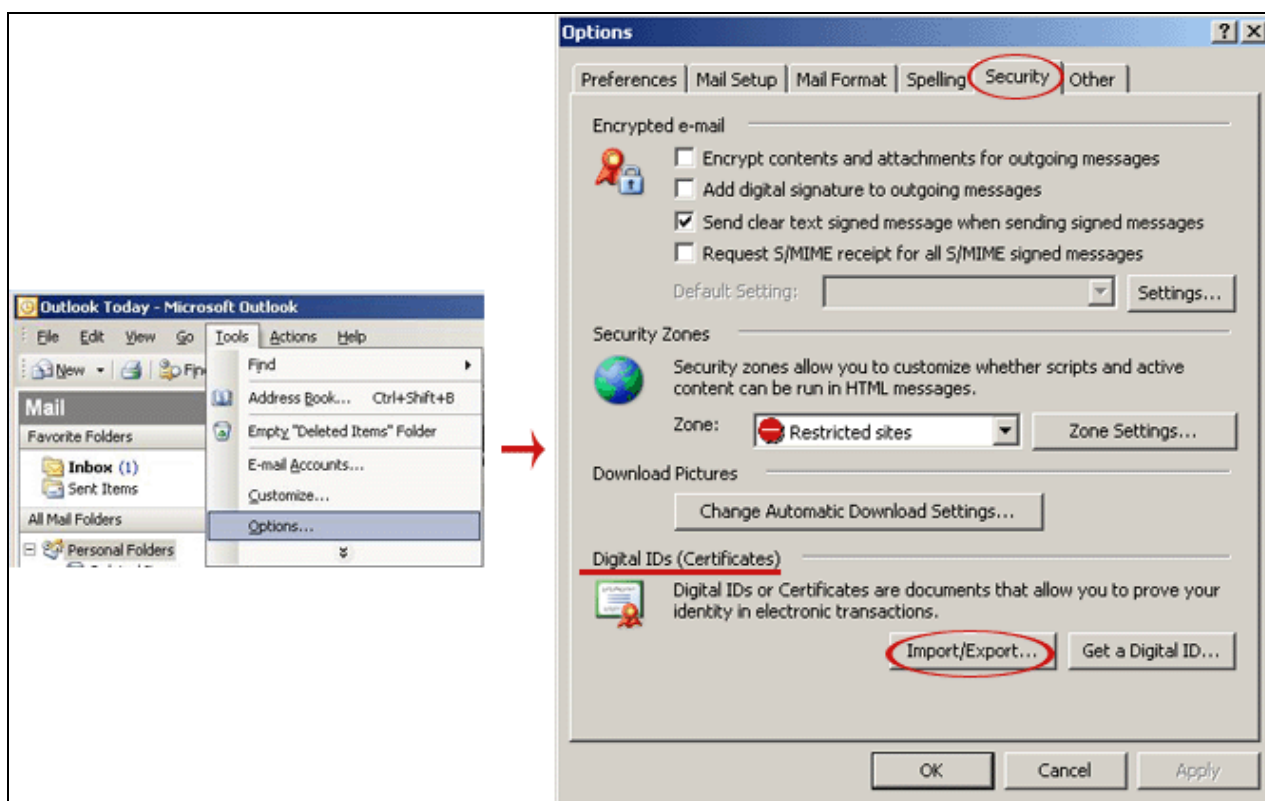
- [Importing Your Certificate into Outlook 98/2003](#)
- [Importing Your Certificate into Outlook Express](#)
- [Importing Your Certificate into The Bat!](#)
- [Importing Your Certificate into Thunderbird](#)
- [Importing Your Certificate into Eudora](#)
- [Importing Your Certificate into Internet Explorer](#)
- [Importing Your Certificate into Mozilla Firefox](#)
- [Importing Your Certificate into Opera](#)
- [Importing Your Certificate into Safari](#)
- [Importing Your Certificate into Konqueror](#)

## Importing Your Certificate into Outlook 98/2003

This step by step guide will explain how to import your Comodo digital certificate into the Outlook certificate store.

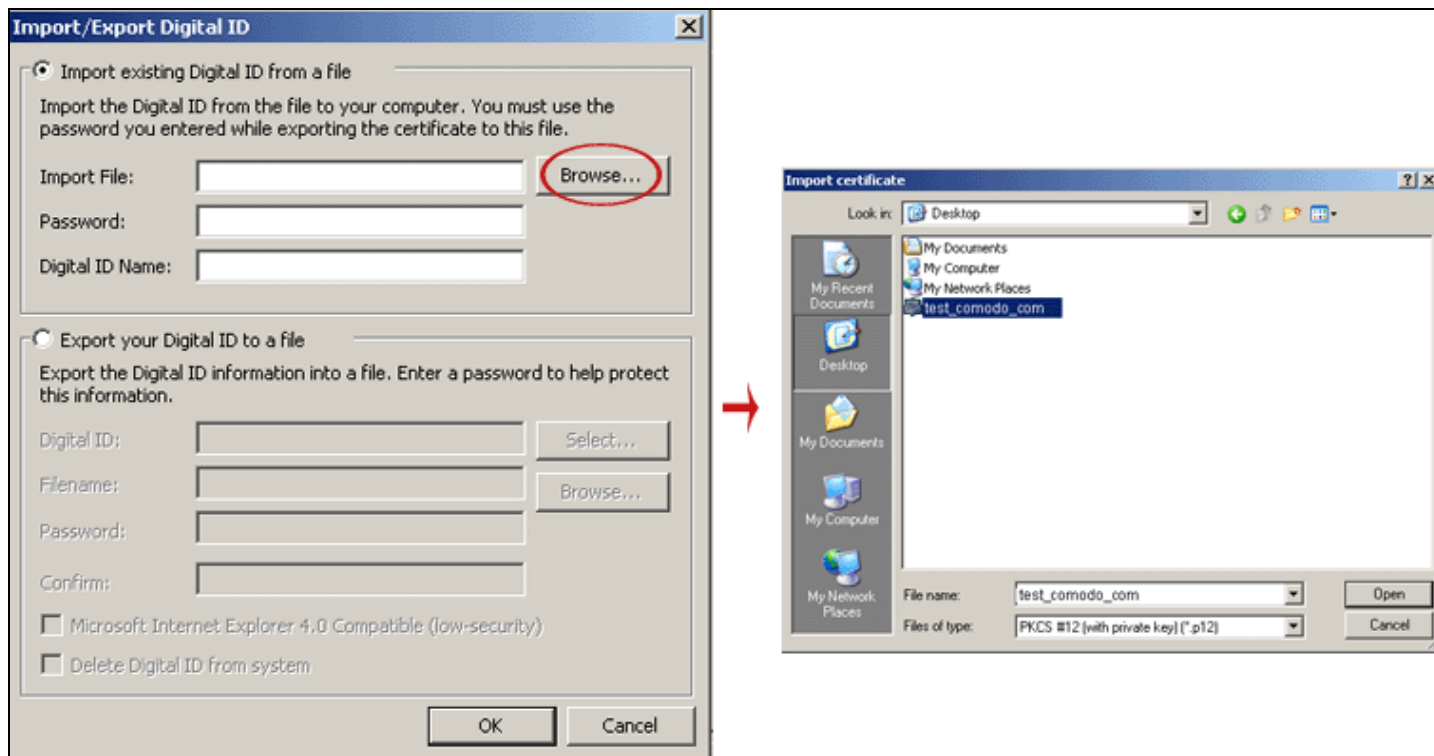
**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section *'Enrollment and Collection of your Certificate'* first.

1. Open Outlook and click 'Tools' then 'Options' in the main tool bar. This will open the Outlook 'Options' window. Next, click the **'Security'** tab.



**Click 'Tools' then 'Options'...**      **... click the 'Security' tab then the 'Import/Export' button**

2. You should then click on the 'Import/Export' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section *'Enrollment and Collection of your Certificate'* for more details on this).



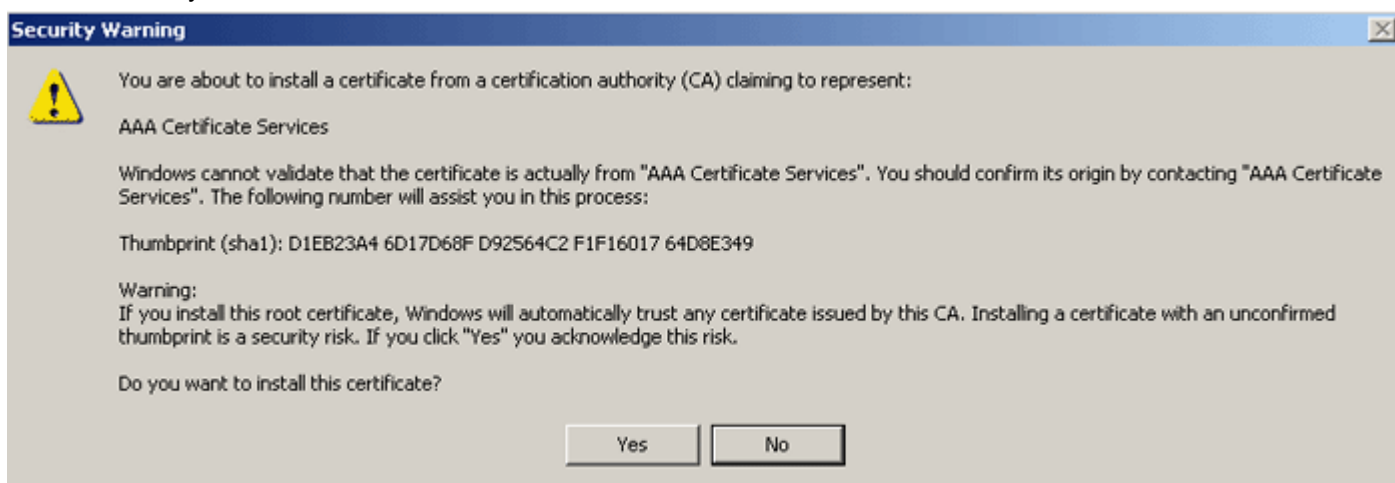
Select 'Browse..' to Import an existing Digital ID from file ...

...and locate the .p12 file you downloaded and saved earlier on

- To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

... enter the PIN (password) you set up for the certificate file

Confirm you wish to install the certificate:



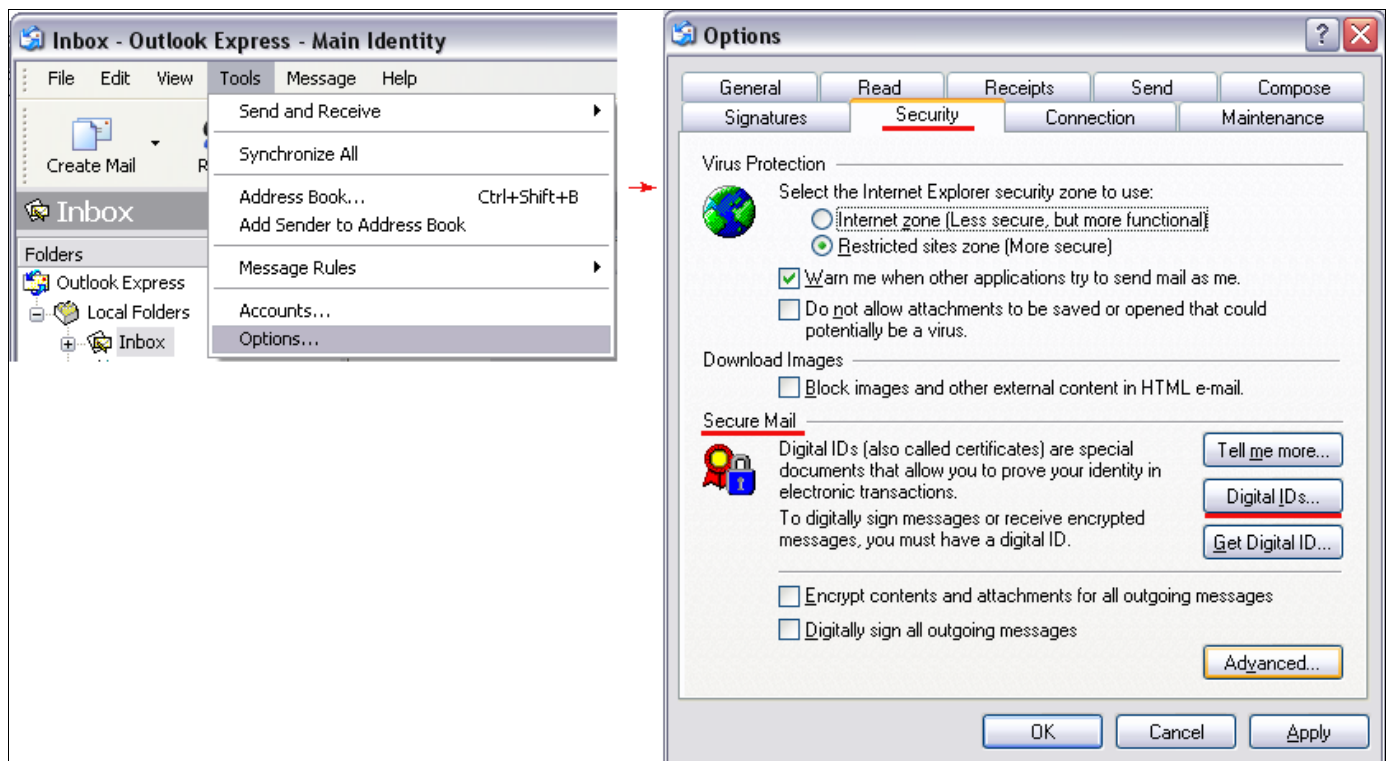
That's it. You have successfully imported your digital certificate into Outlook.

## Importing Your Certificate into Outlook Express

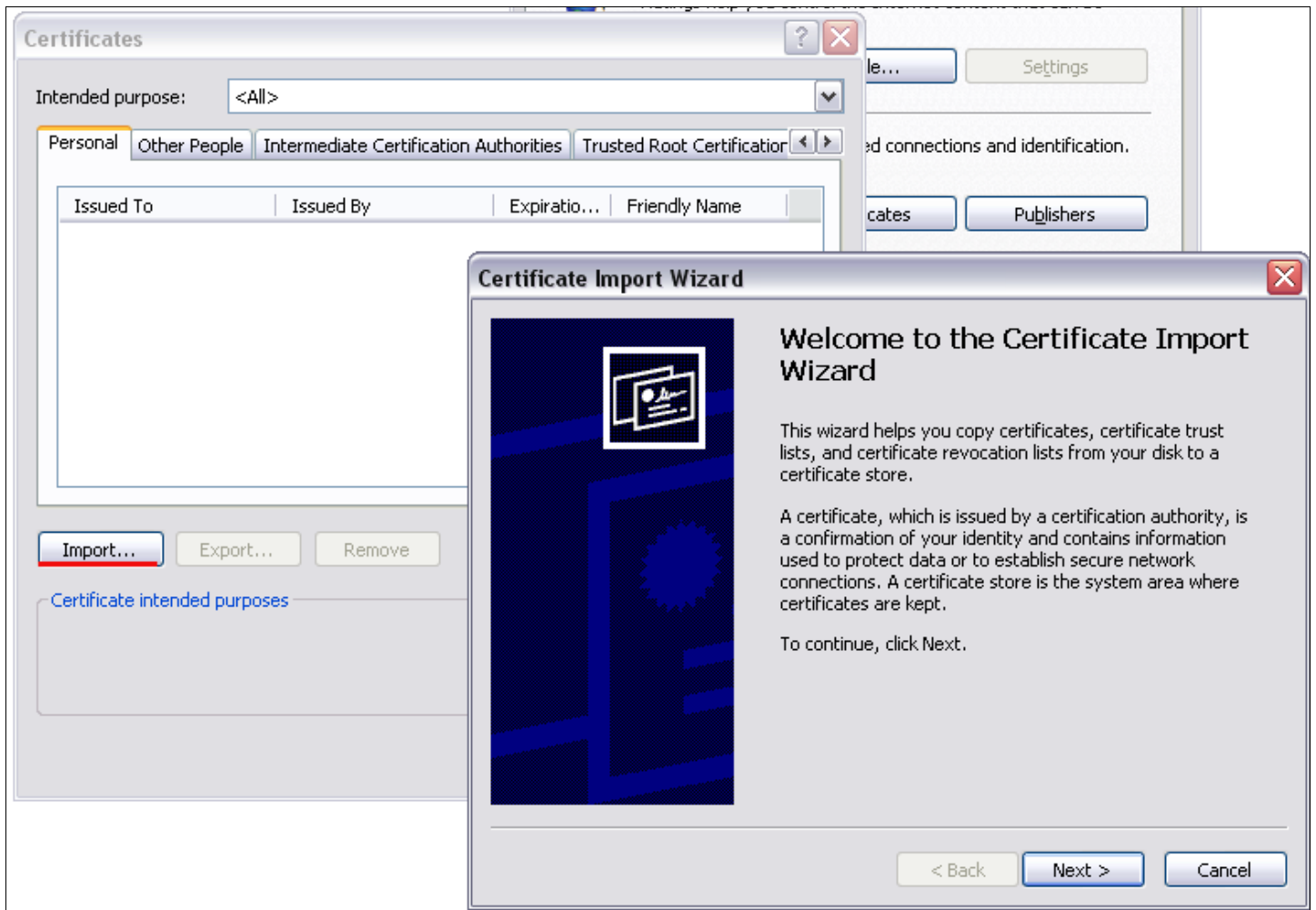
This step by step guide will explain how to import your Comodo digital certificate into the Outlook Express certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section 'Enrollment and Collection of your Certificate' first.

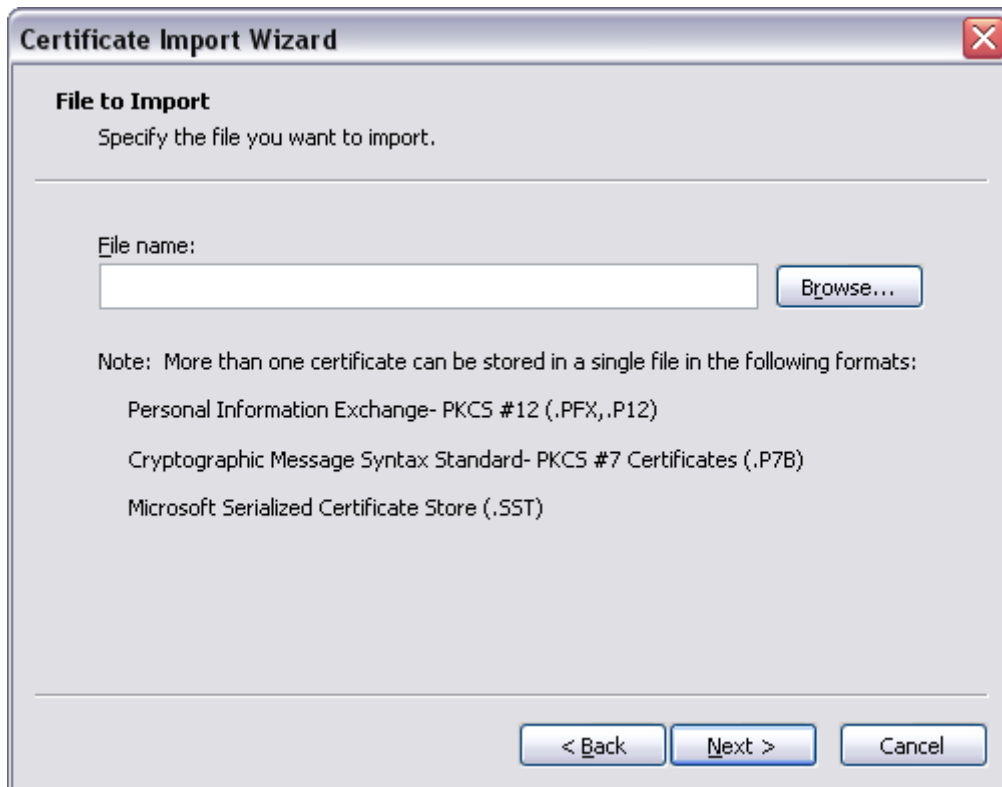
1. Open Outlook Express and click 'Tools' then 'Internet Options' in the main tool bar. This will open the Outlook Express 'Options' window. Next, click the '**Security**' button then click the '**Digital IDs ...**' button.



2. Clicking 'Digital IDs ...' will open the Outlook Express 'Certificates' dialog box. Click 'Import' button to initiate the process. This will start Certificate Import Wizard. Click 'Next' on the wizard's welcome dialog.



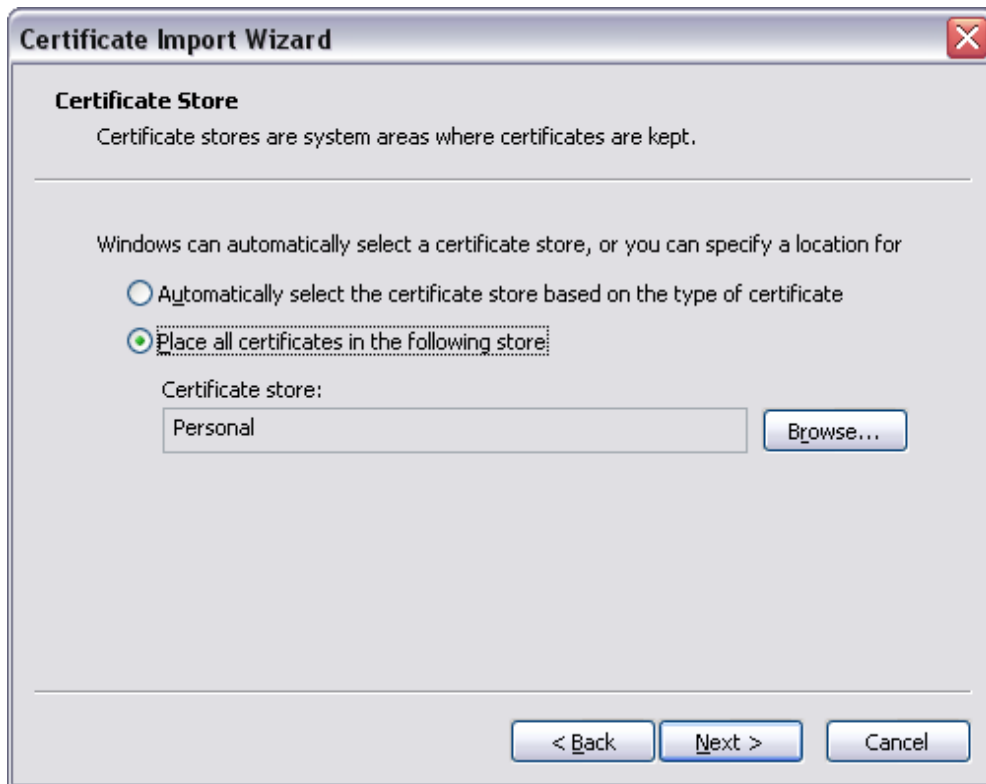
3. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section entitled ['Enrollment and Collection of your Certificate'](#) for more details on this).



4. Now you need to change type of the file, select 'Personal Information Exchange (.p12)' from the drop down box, locate your certificate file (.p12) and click 'Open' (see below).
5. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

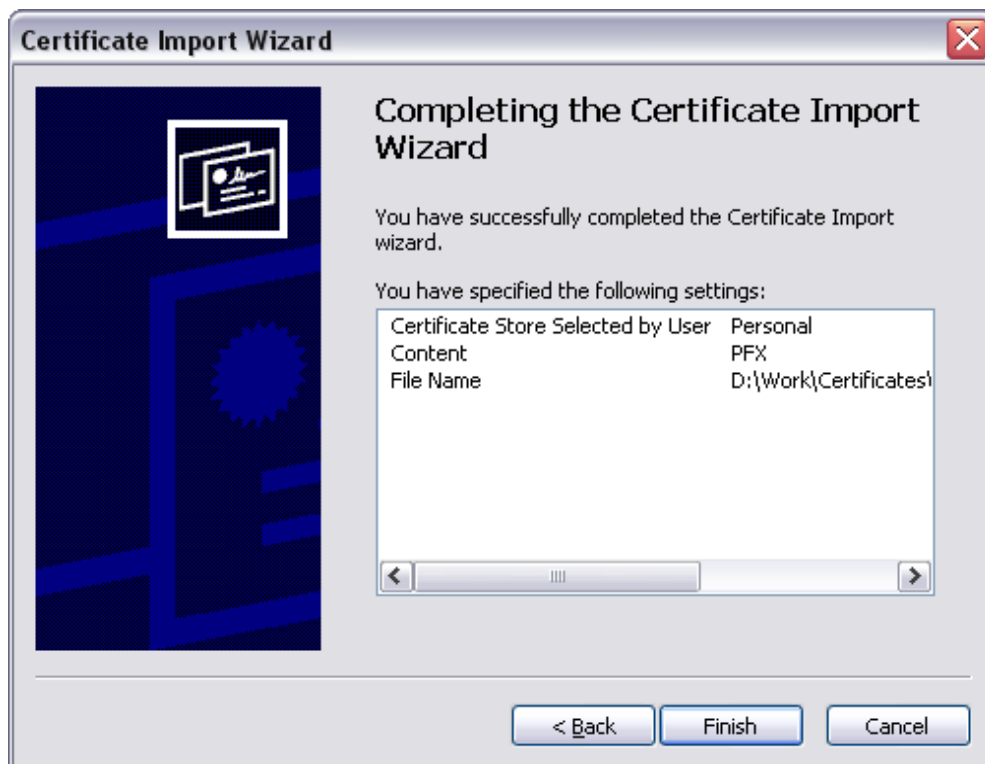


- Next you will be prompted to choose which certificate store for your certificate. Unless your administrator has specified otherwise, you should leave this at the default 'Place all certificates ...' option.



Click 'Next' to continue the process.

- The last step: completing the 'Certificate Import Wizard'.



Click 'Finish' to complete the process.

That's it. You have successfully imported your digital certificate into Outlook Express.

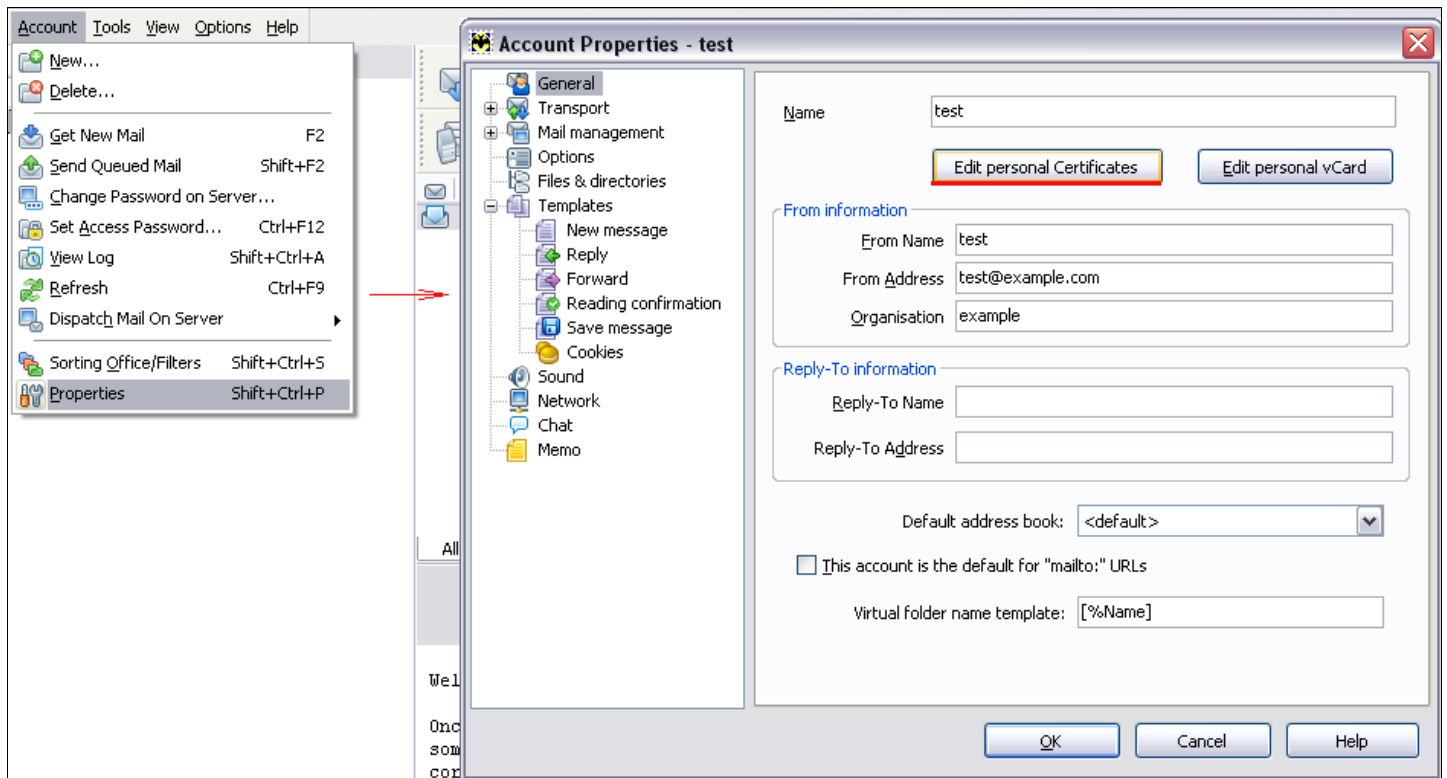
## Importing Your Certificate into The Bat!!

This step by step guide will explain how to import your Comodo digital certificate into The Bat! certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section *'Enrollment and Collection of your Certificate'* first.

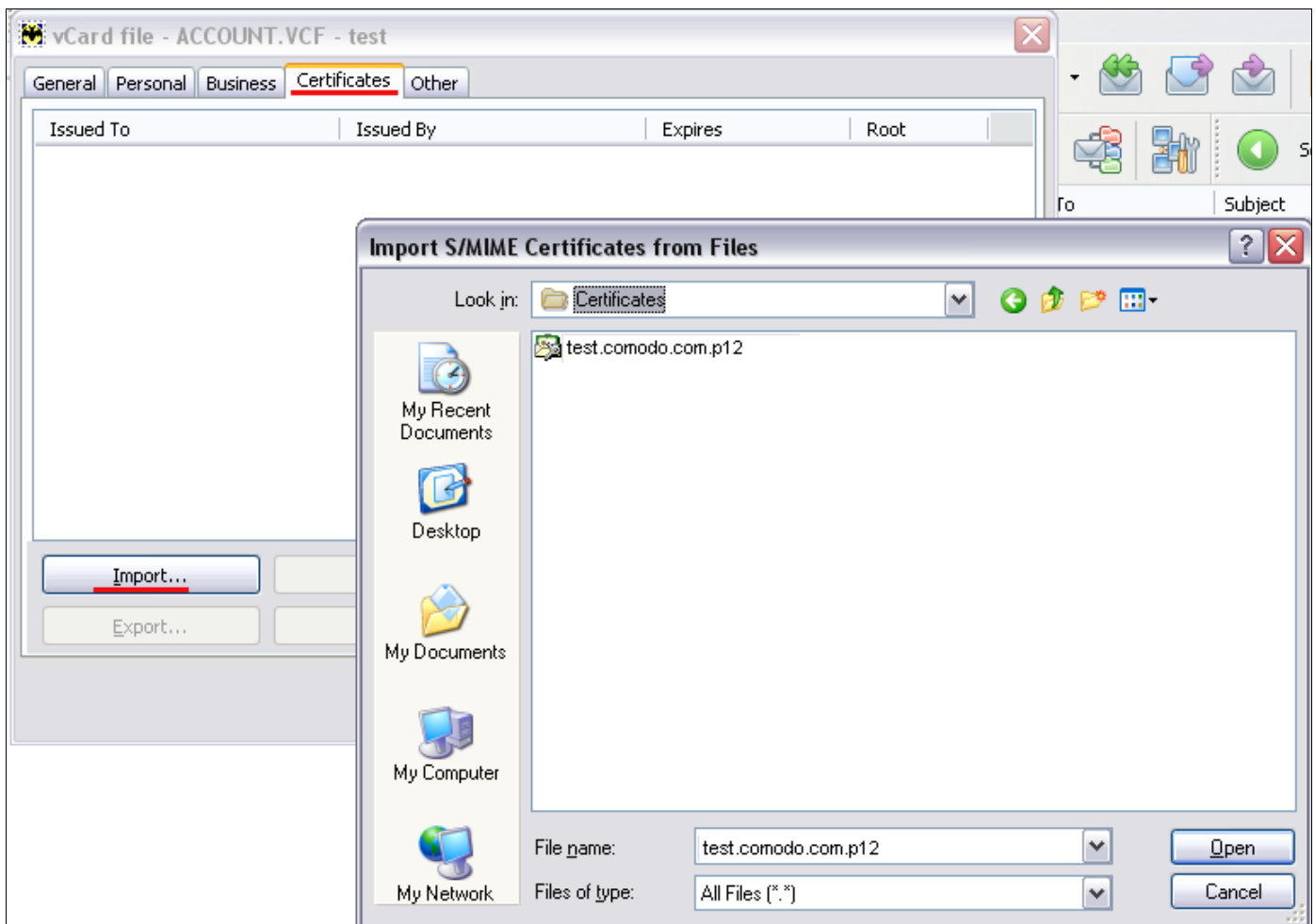
1. Open The Bat! and click 'Account' then 'Properties' in the main tool bar. This will open The Bat! 'Account Properties' window.

Next, click the **'General'** category then click the **'Edit personal Certificates'** button.



**Click 'Account' then 'Properties'... ...click the 'General' category then click the 'Edit personal Certificates'...**

2. Clicking **'Edit personal Certificates'** will open The Bat! 'Certificate Manager' dialog box. You should then click on the 'Import' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section *'Enrollment and Collection of your Certificate'* for more details on this).



**... click on the 'Import' button ...**

**Your certificate file is the .p12 file ...**

- If this is the first time you have tried to import a certificate, then The Bat! will ask you to set a password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



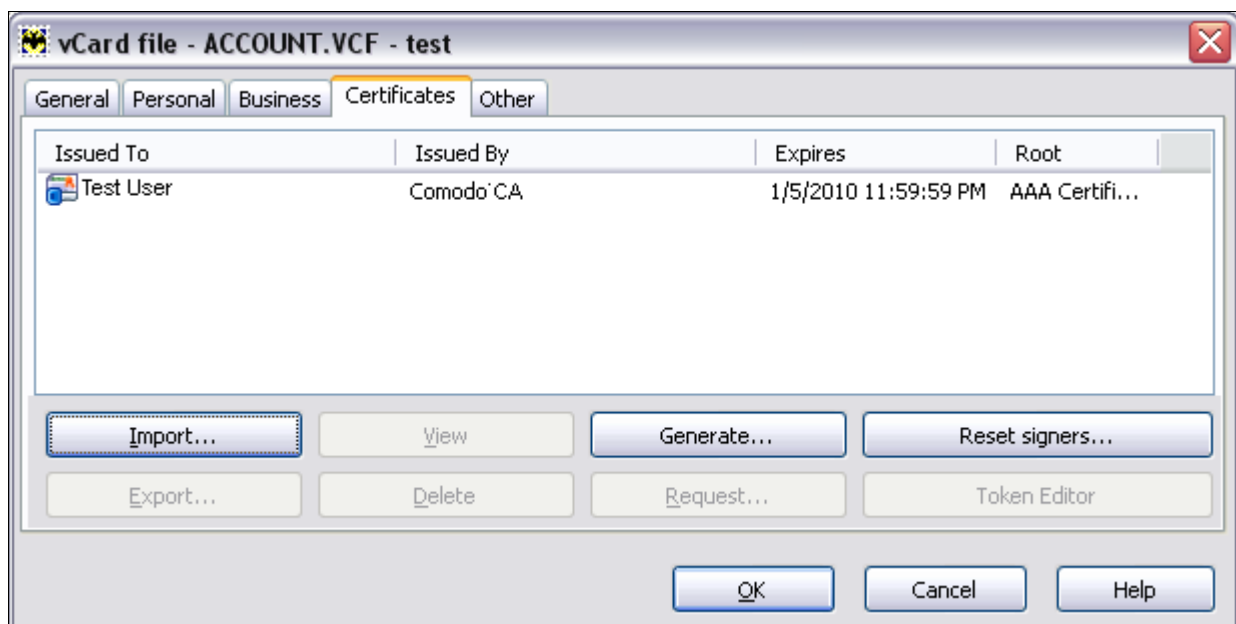
**... set a password for the certificate store**

To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



**... enter the PIN (password) you set up for the certificate file**

That's it. You have successfully imported your digital certificate into The Bat!.



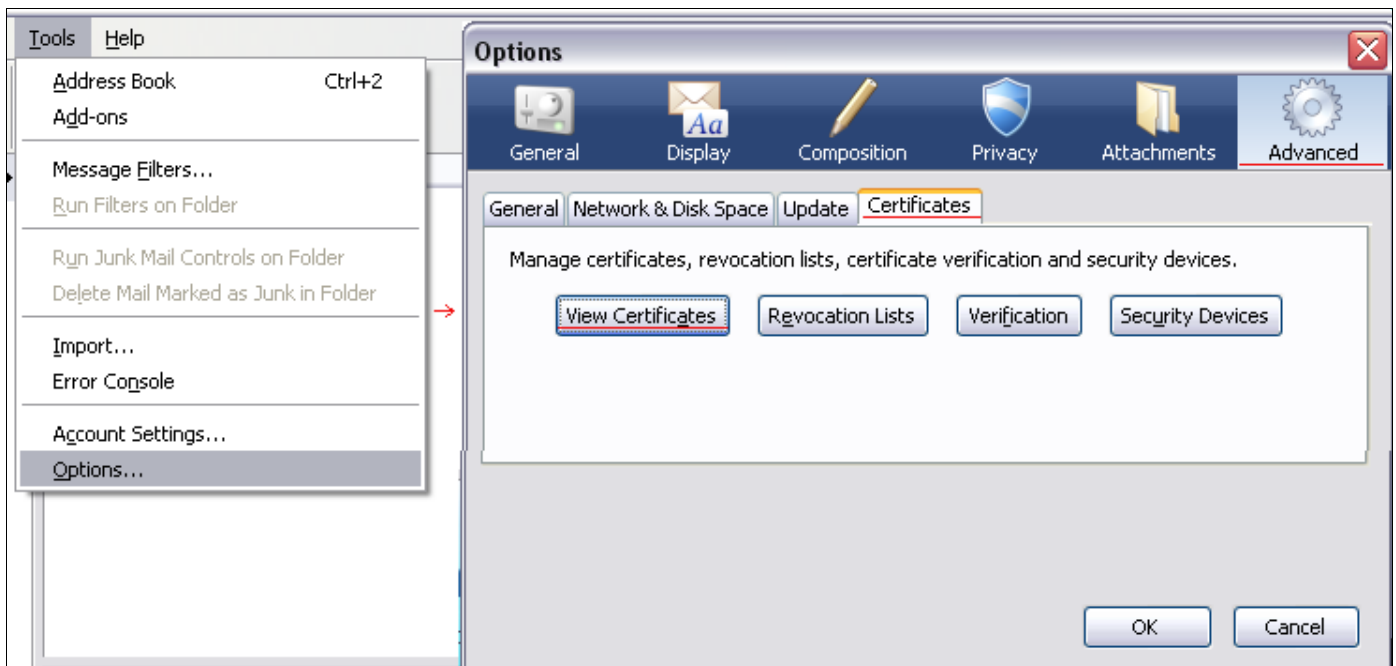
## Importing Your Certificate into Mozilla Thunderbird

This step by step guide will explain how to import your Comodo digital certificate into the Thunderbird certificate store.

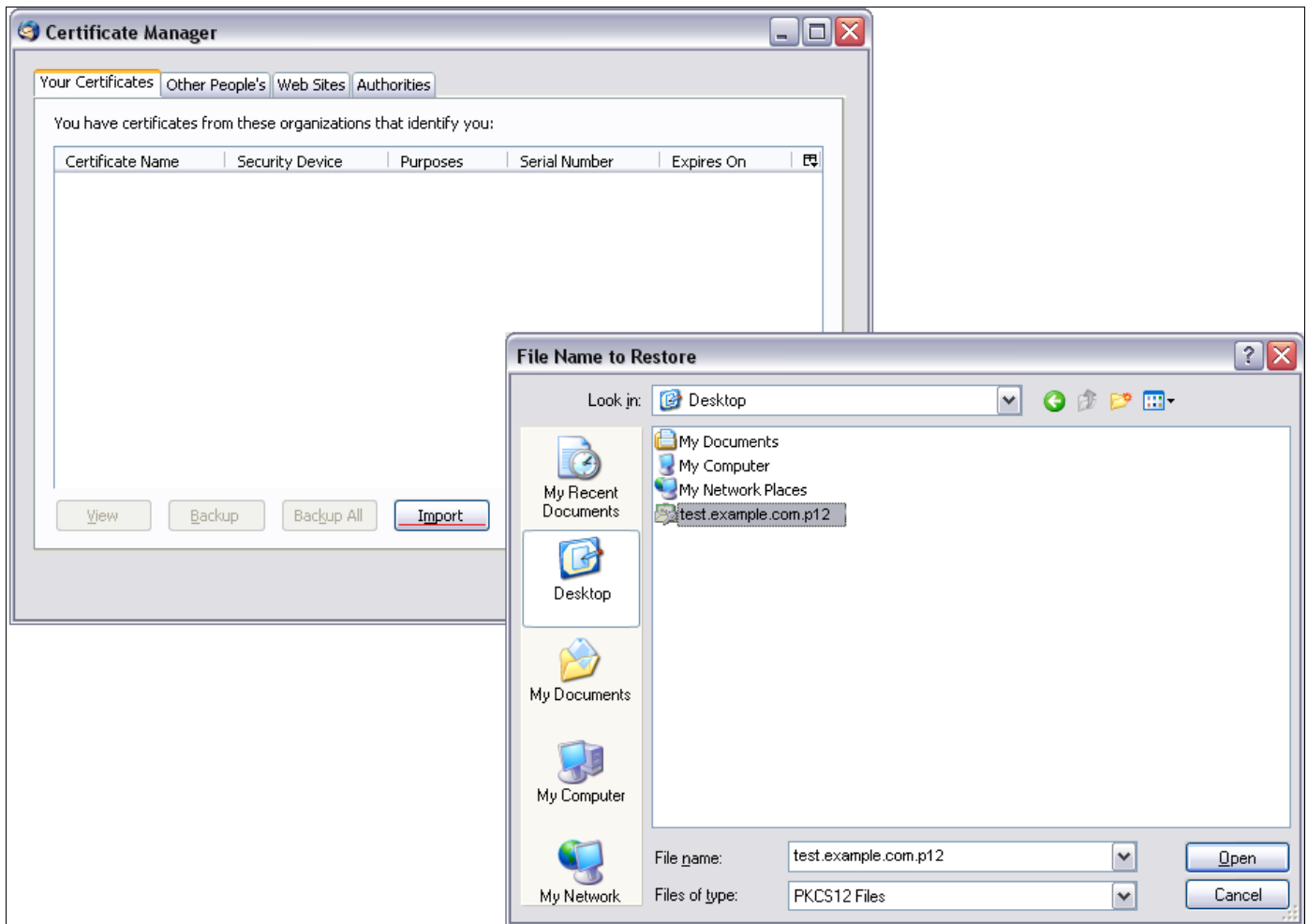
**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

1. Open Thunderbird and click 'Tools' then 'Options' in the main tool bar. This will open Thunderbird 'Options' window.

Next, click the '**Advanced**' tab then click the '**View Certificates**' button.



2. Clicking '**View Certificates**' will open 'Certificate Manager' dialog box. You should then click on the 'Import' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



3. If this is the first time you have tried to import a certificate, then application will ask you to set a password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.

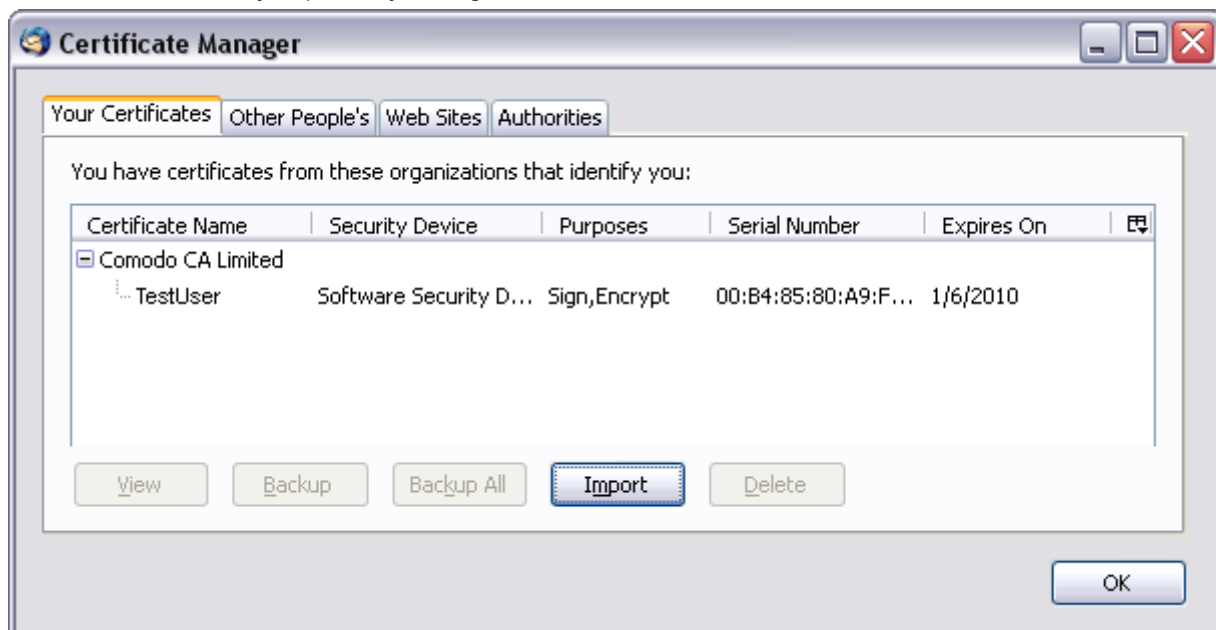


**... set a password for the certificate store**

To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



That's it. You have successfully imported your digital certificate into

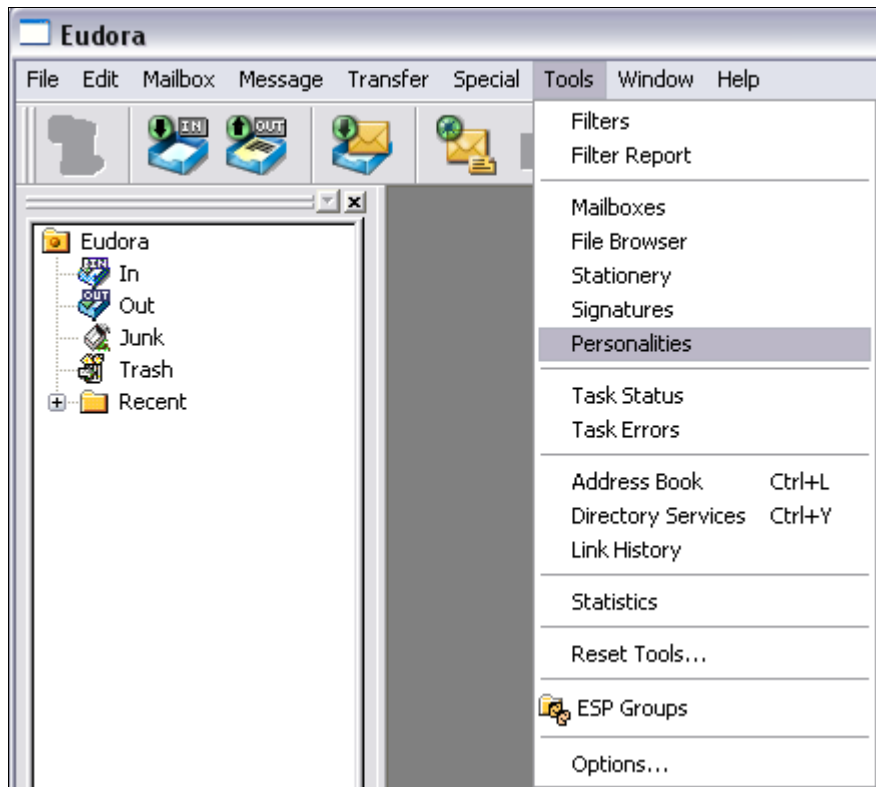


### Importing Your Certificate into Eudora

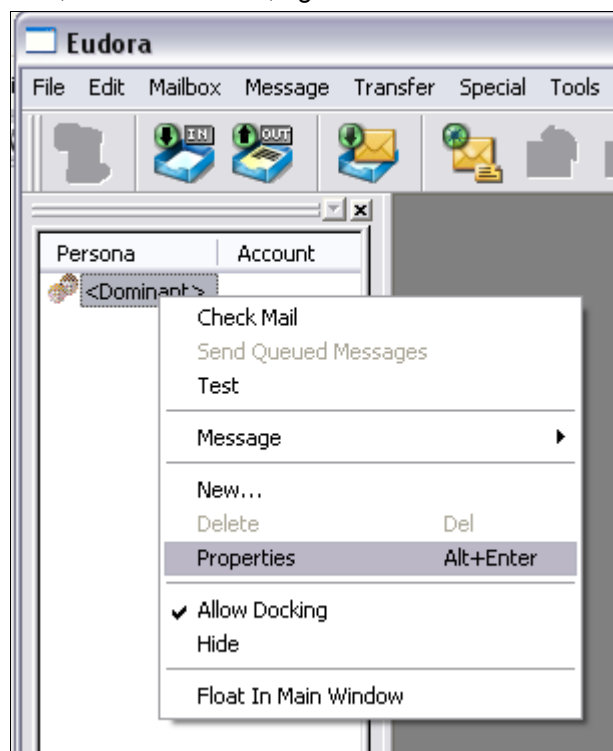
This step by step guide will explain how to import your Comodo digital certificate into the Eudora certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section 'Enrollment and Collection of your Certificate' first.

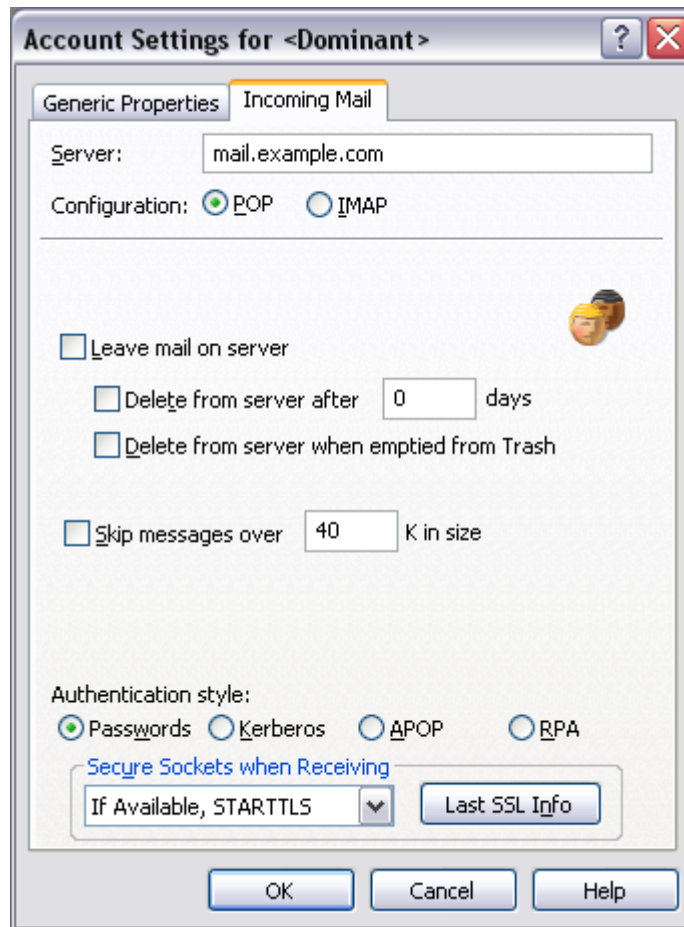
1. Open Eudora and click 'Tools' then 'Personalities' in the main tool bar.



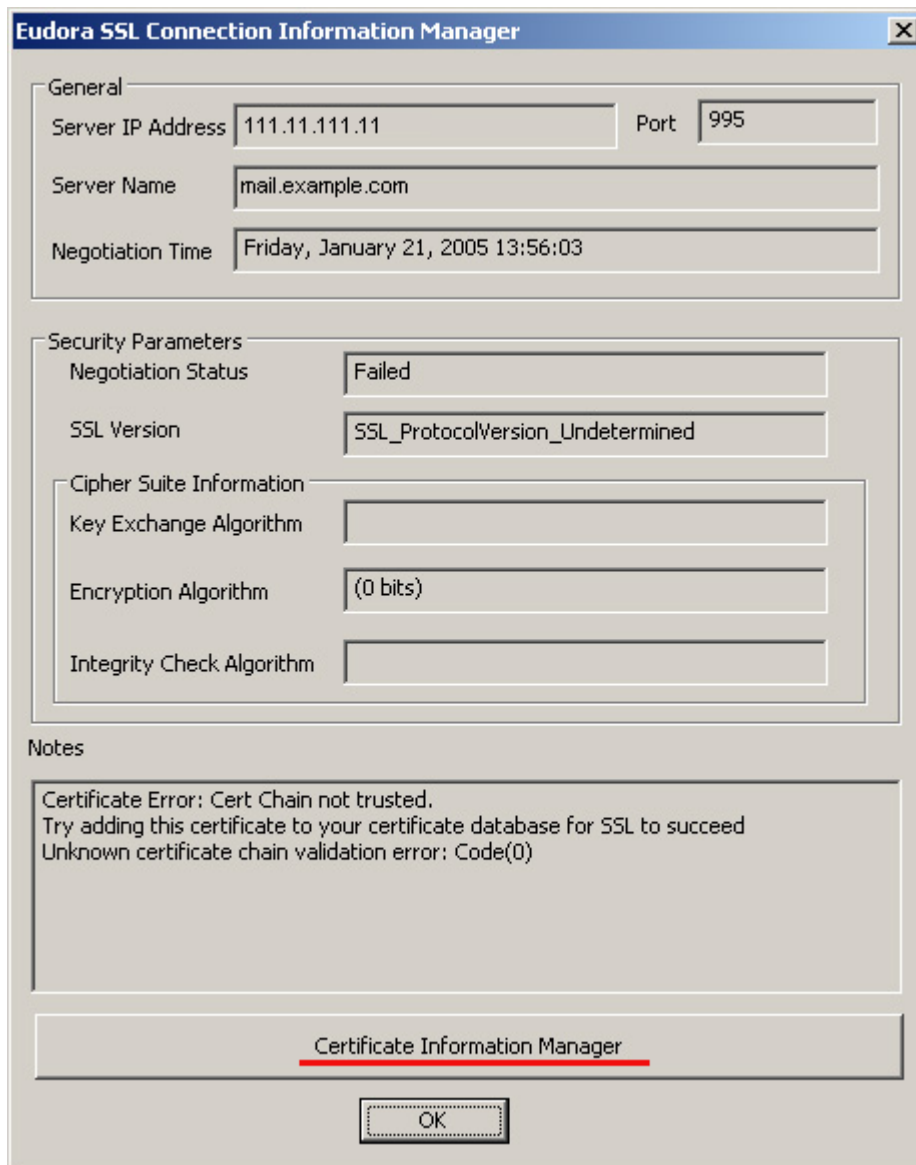
2. On the left side of your Eudora, under "Persona", right click on '<Dominant>' and select 'Properties'.



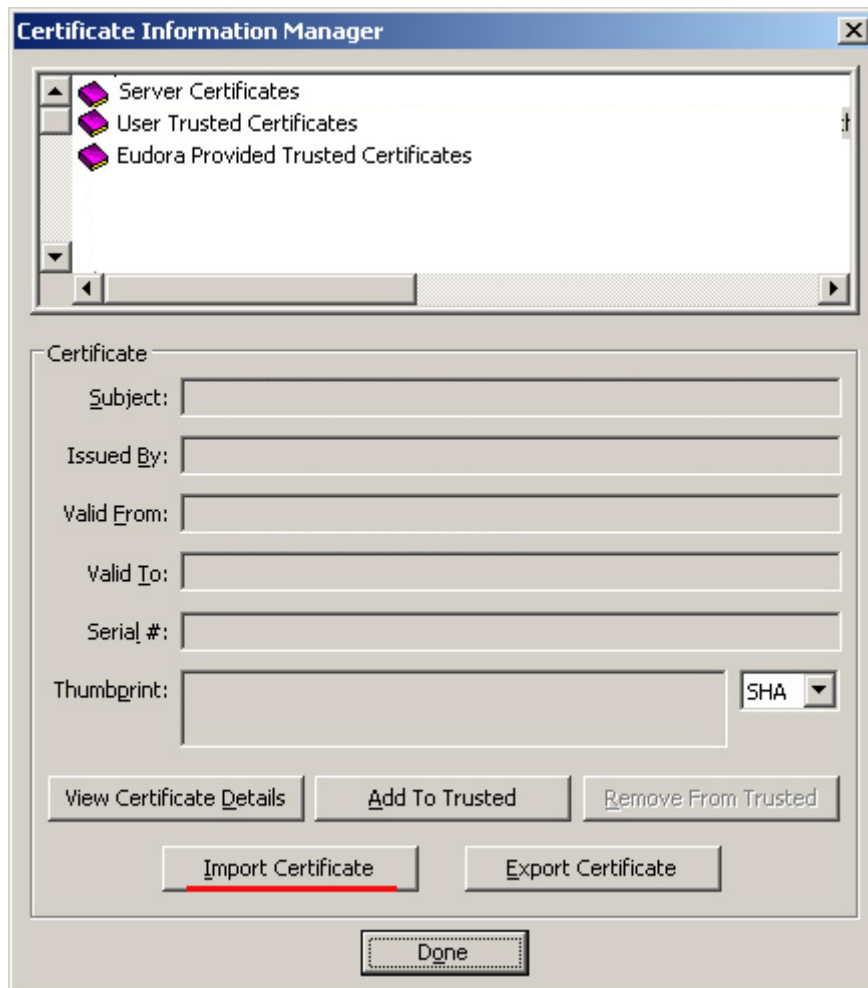
3. Select the "Incoming Mail" tab and click on the "Last SSL Info" button.



4. You will see an error message under the "Notes" section. Click on the "Certificate Information Manager".



5. Click the 'Import Certificate' button.



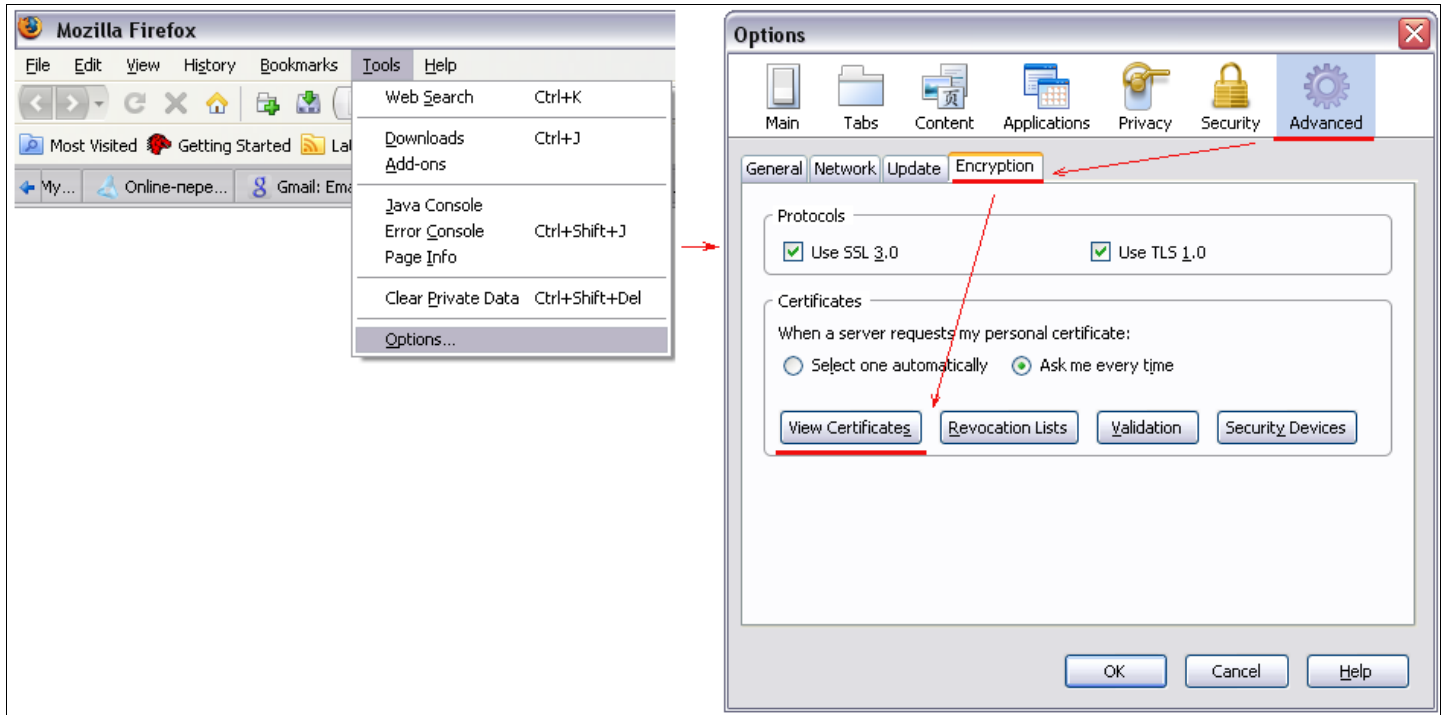
6. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).
7. Click the "OK" button to finalize the process.

## Importing Your Certificate into Mozilla Firefox

This step by step guide will explain how to import your Comodo digital certificate into the Firefox certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

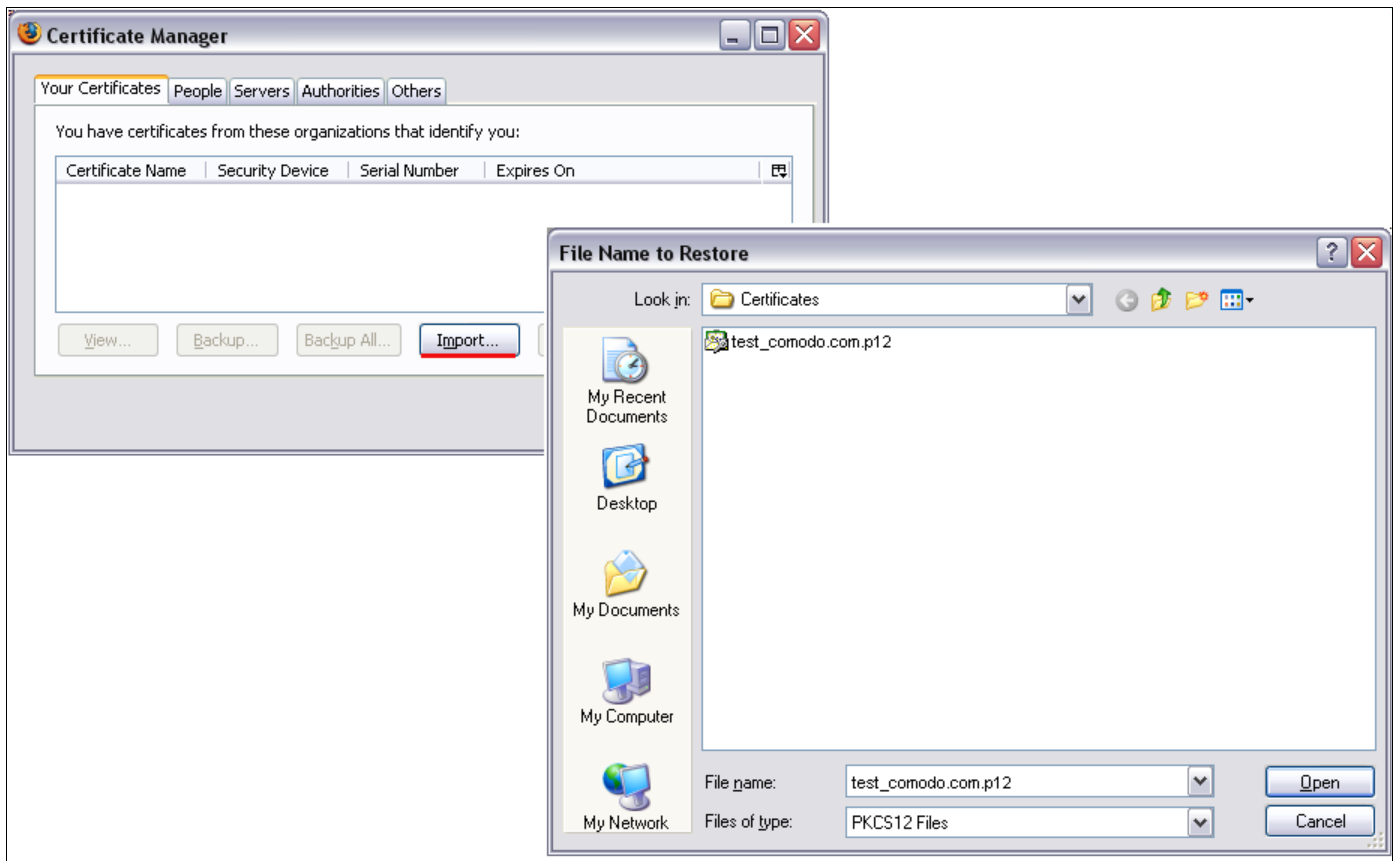
1. Open Firefox and click 'Tools' then 'Options' in the main tool bar. This will open the Firefox 'Options' window. Next, click the '**Advanced**' button then the '**Encryption**' tab – then click the '**View Certificates**' button.



**Open Firefox, select Tools > Options...**

**...then select Advanced > Encryption > View Certificates**

2. Clicking 'View Certificates' will open the Firefox 'Certificate Manager' dialog box. You should then click on the 'Import' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



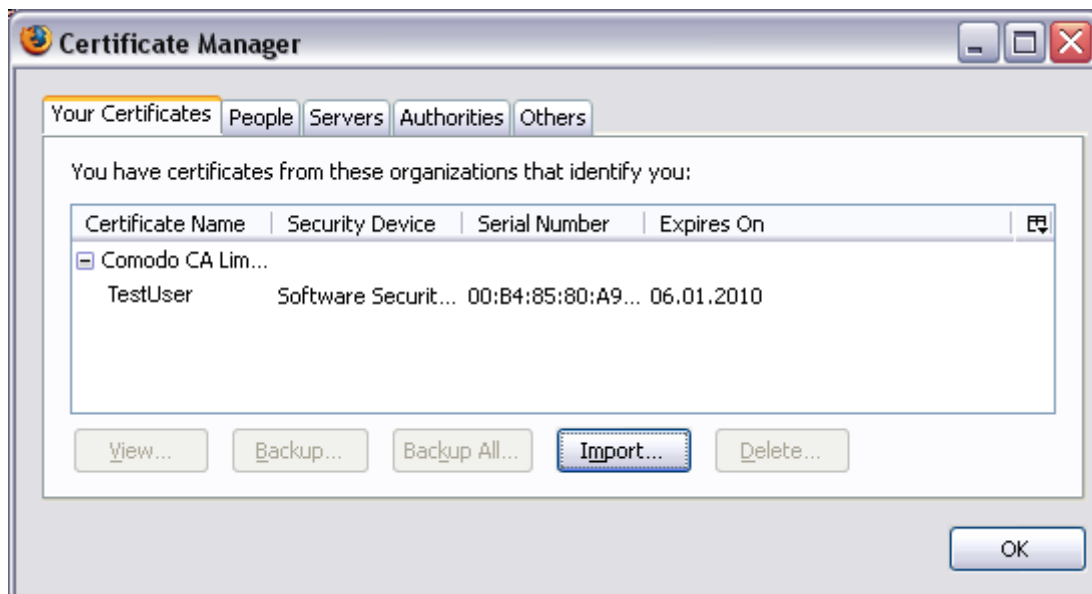
3. If this is the first time you have tried to import a certificate, then Firefox will ask you to set a 'master password' for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



4. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



That's it. You have successfully imported your digital certificate into Firefox.

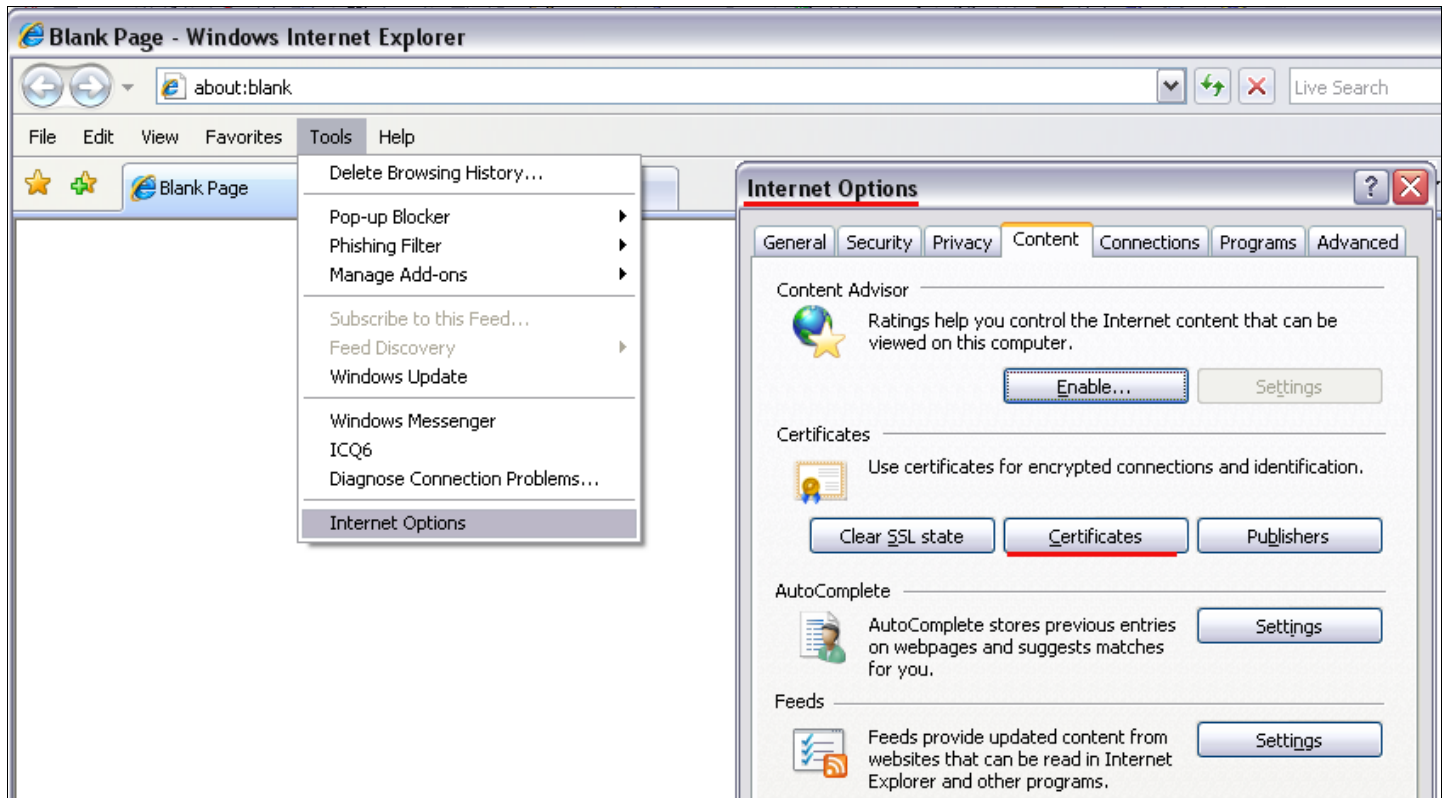


## Importing Your Certificate into Internet Explorer

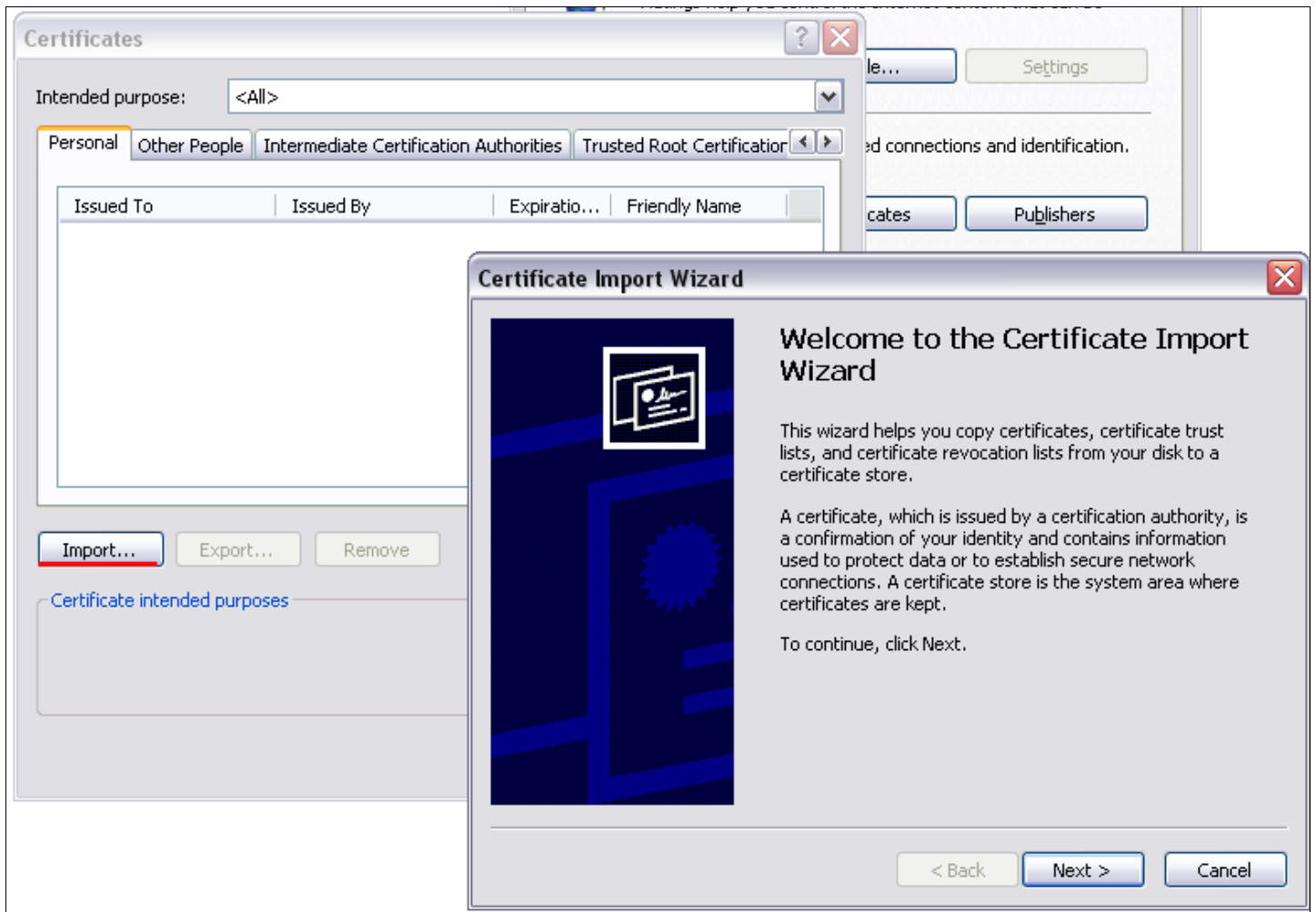
This step by step guide will explain how to import your Comodo digital certificate into the Internet Explore certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section *'Enrollment and Collection of your Certificate'* first.

1. Open Internet Explorer and click 'Tools' then 'Internet Options' in the main tool bar. This will open the IE 'Internet Options' window. Next, click the '**Content**' button then click the '**Certificates**' button.

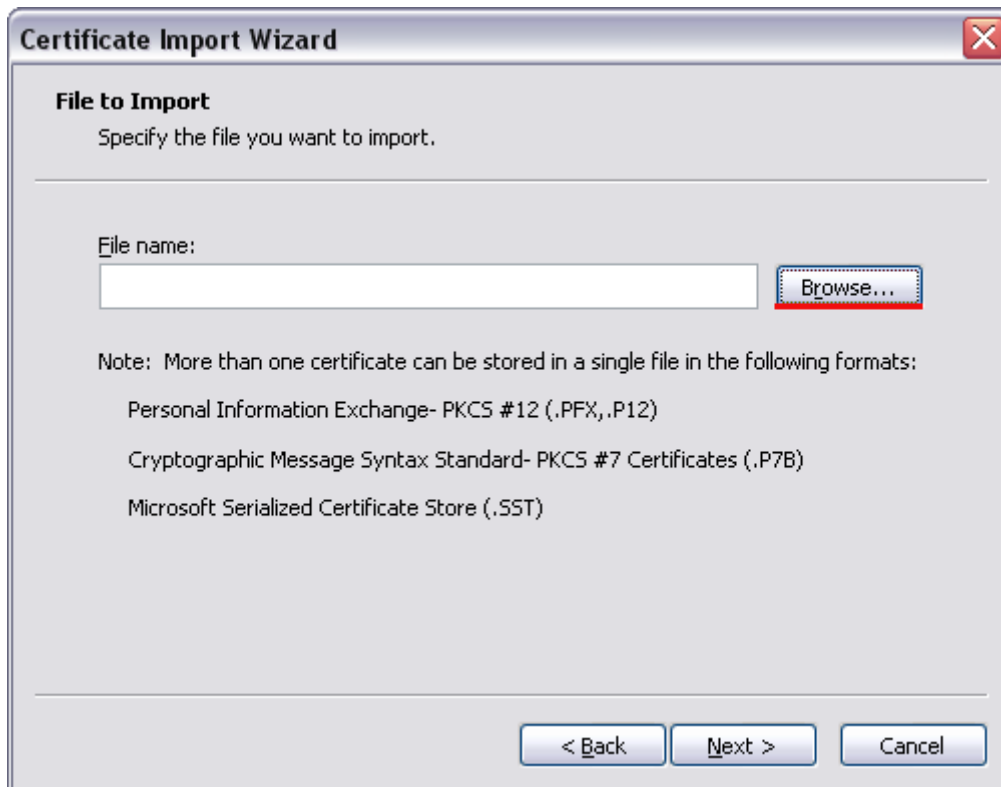


2. Clicking 'Certificates' will open the Internet Explorer 'Certificates' dialog box.

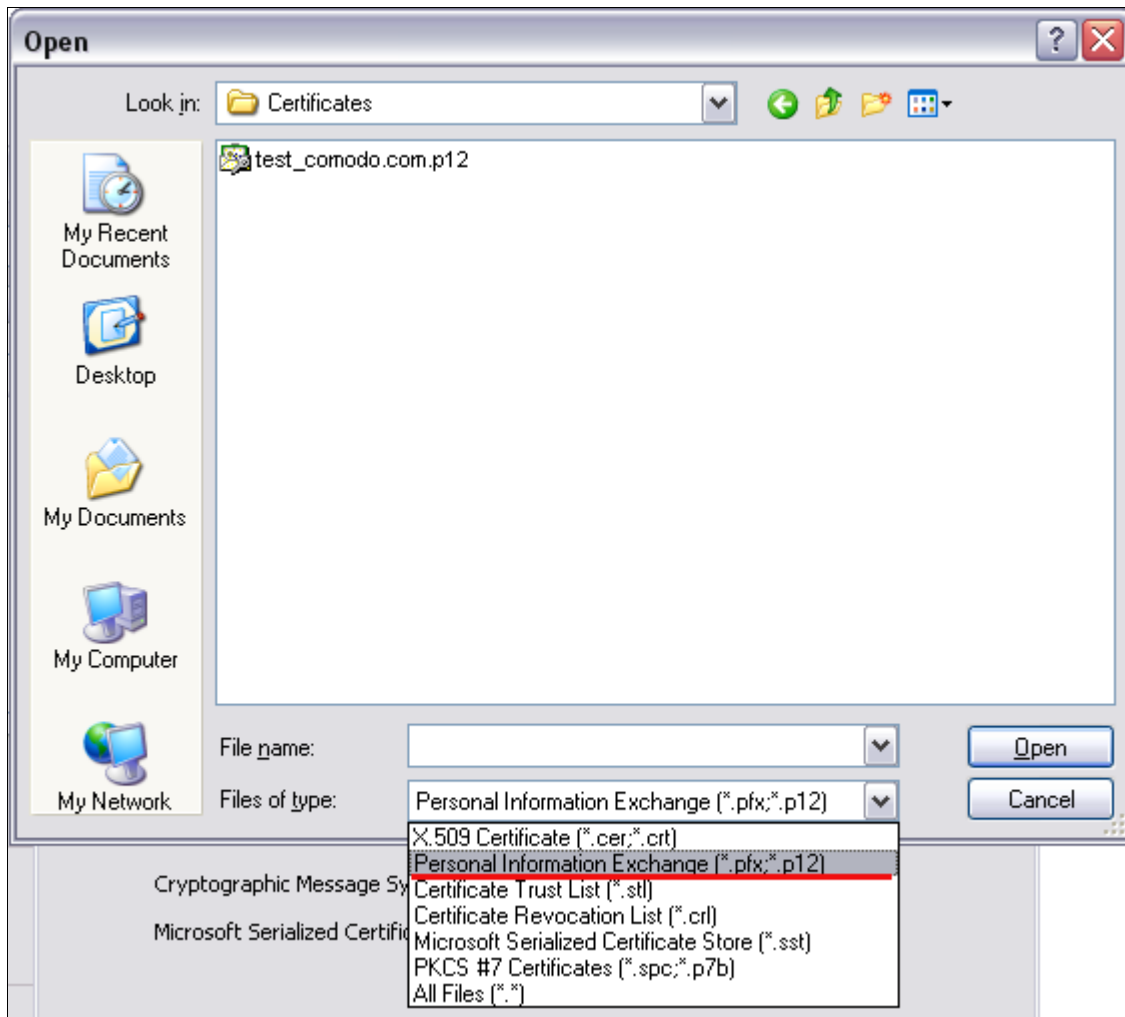


**Click on the 'Import' button to start the certificate installation wizard and then click 'Next'.**

3. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



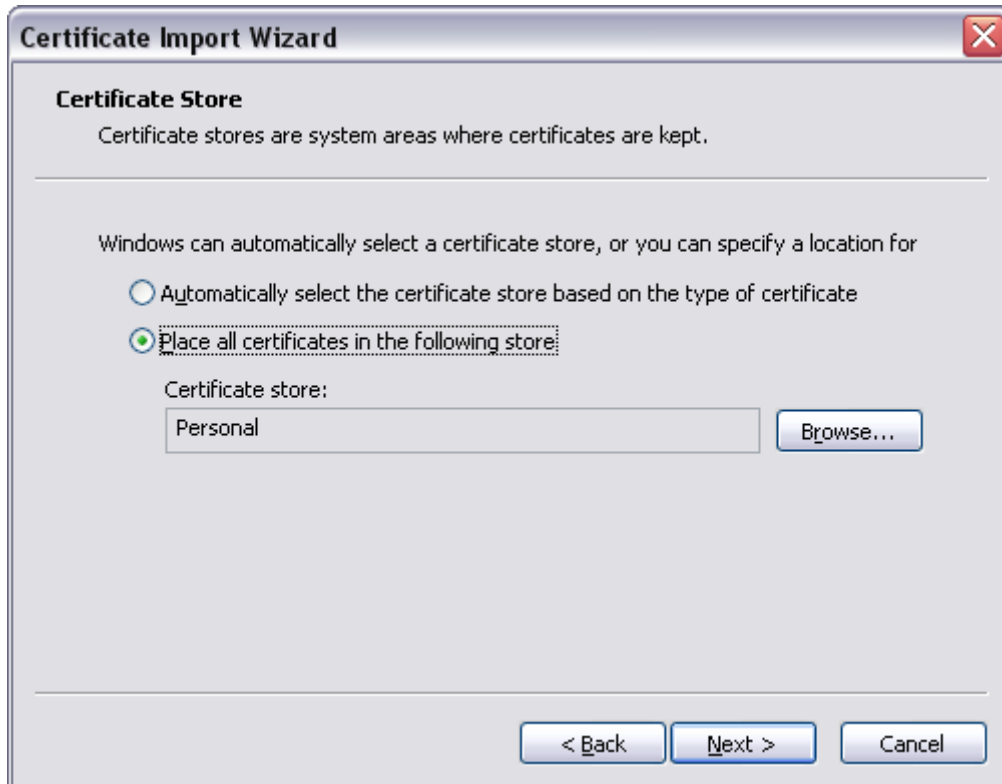
4. Now you need to change type of the file, select 'Personal Information Exchange (.p12)' from the drop down box, locate your certificate file (.p12) and click 'Open' (see below).



5. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

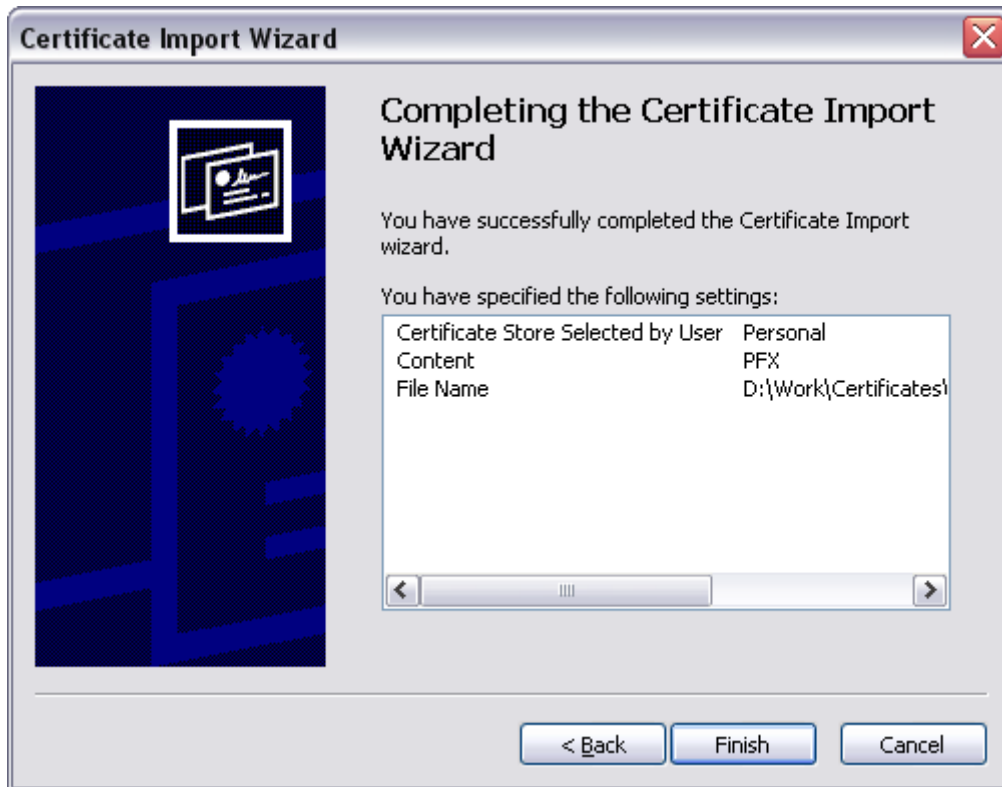


6. Next you will be prompted to choose which certificate store for your certificate. Unless your administrator has specified otherwise, you should leave this at the default 'Place all certificates ...' option.



Click 'Next' to continue the process.

7. The last step: completing the 'Certificate Import Wizard'.



Click 'Finish' to complete the process.

That's it. You have successfully imported your digital certificate into Internet Explorer.

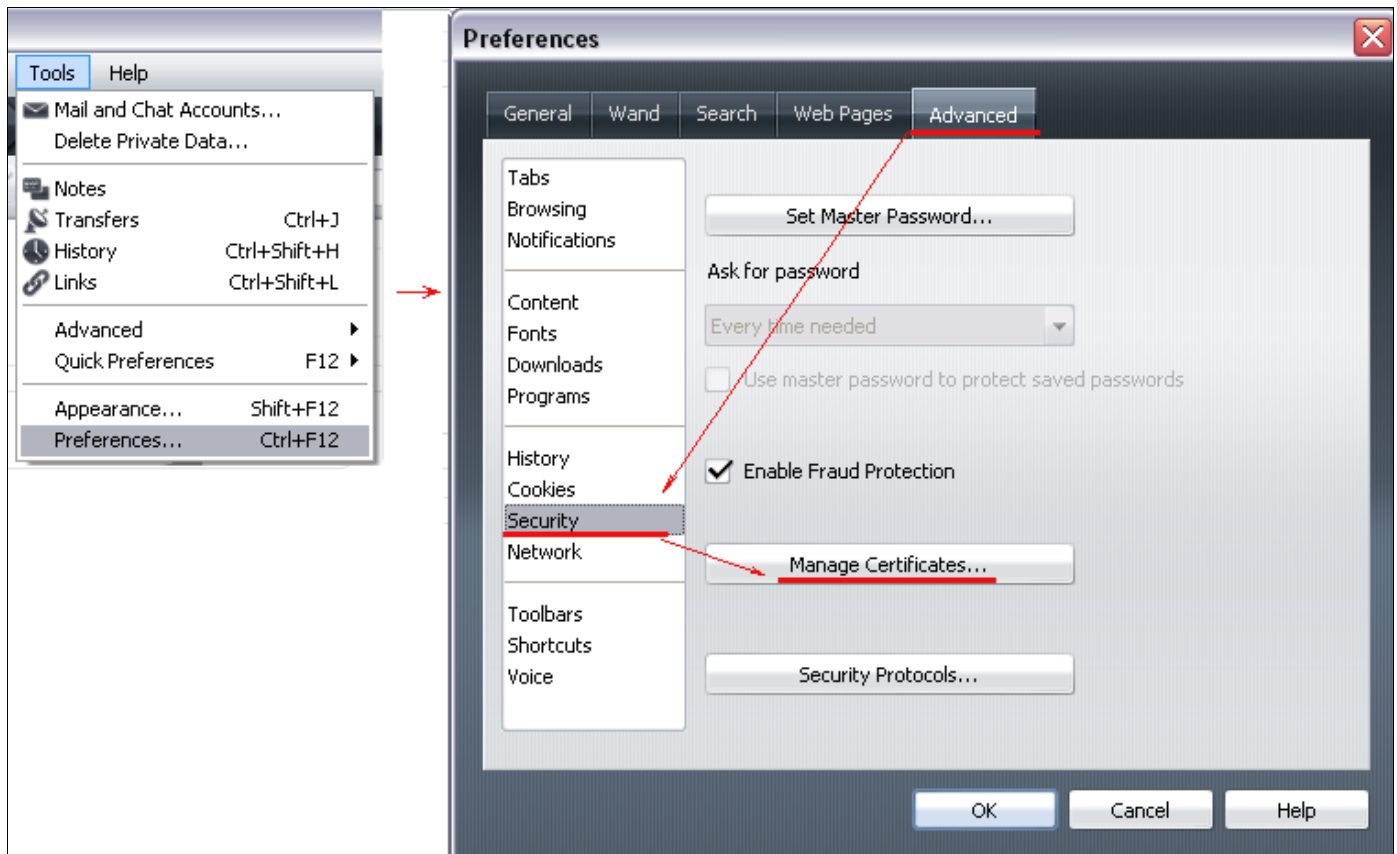
## Importing Your Certificate into Opera

This step by step guide will explain how to import your Comodo digital certificate into the Opera certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

1. Open Opera and click 'Tools' then '**Preferences**' in the main tool bar. This will open the Opera '**Preferences**' window.

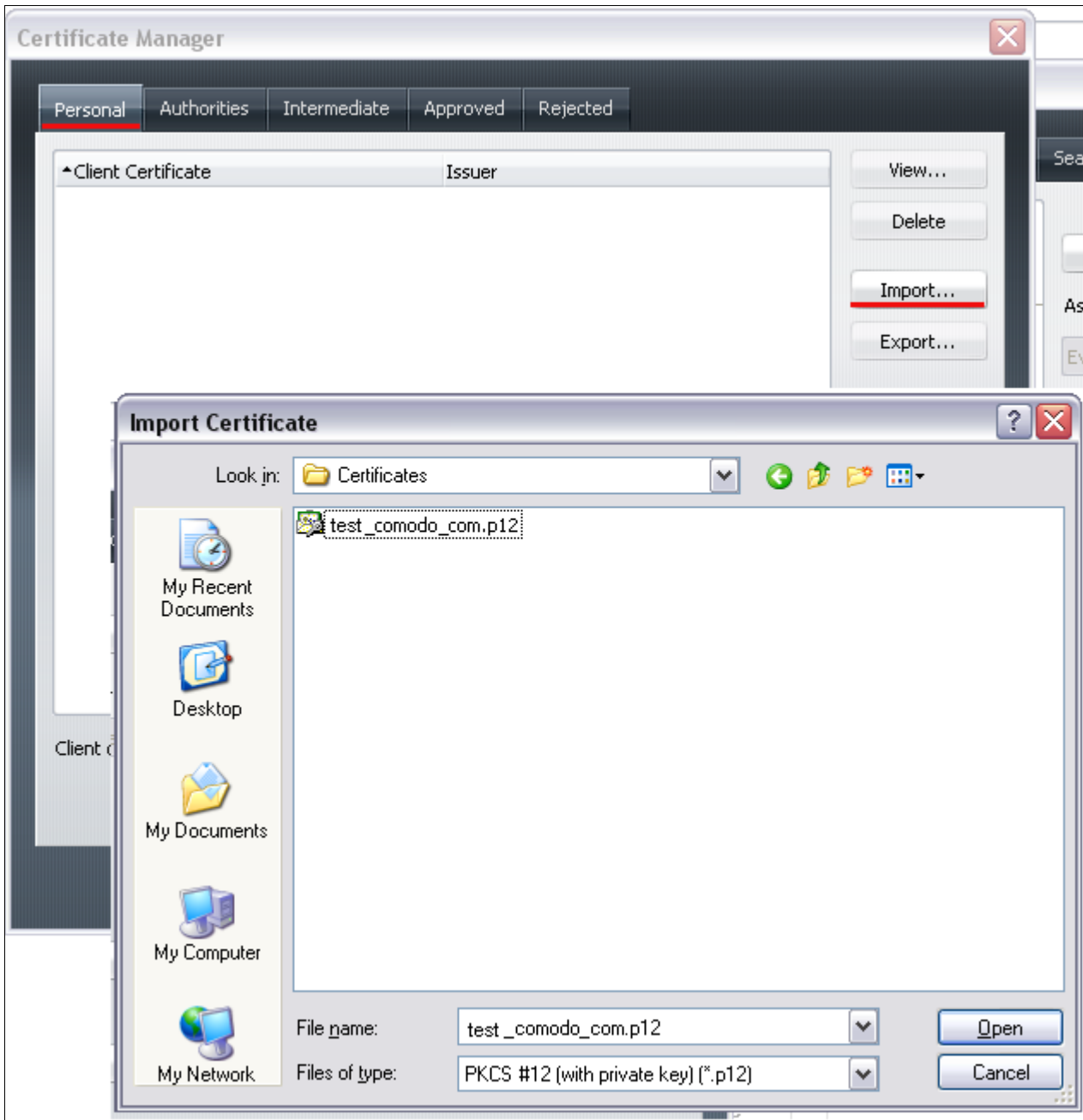
Next, click the '**Advanced**' button then the '**Security**' tab – then click the '**Manage Certificates**' button.



... click 'Tools' then 'Preferences' ...

... click the 'Advanced' button then the 'Security' tab ...

2. In the pop-up window select '**Personal**', click on '**Import**' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



***In the pop-up window select 'Personal' , then select your certificate file .***

3. Next, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



*... you are required to enter the PIN (password) ...*

4. If this is the first time you have tried to import a certificate, then Opera will ask you to set a 'master password' for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



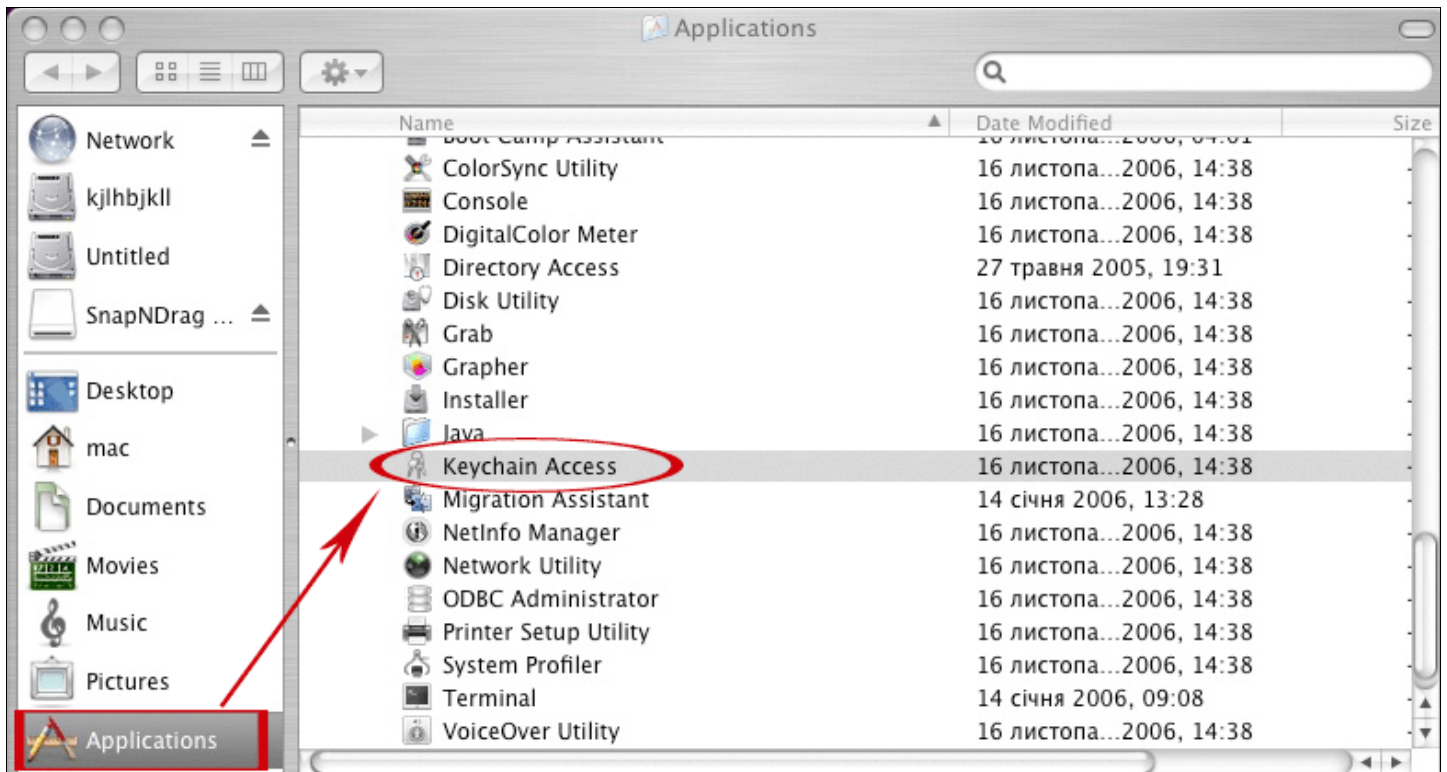
That's it. You have successfully imported your digital certificate into Opera.

## Importing Your Certificate into Safari

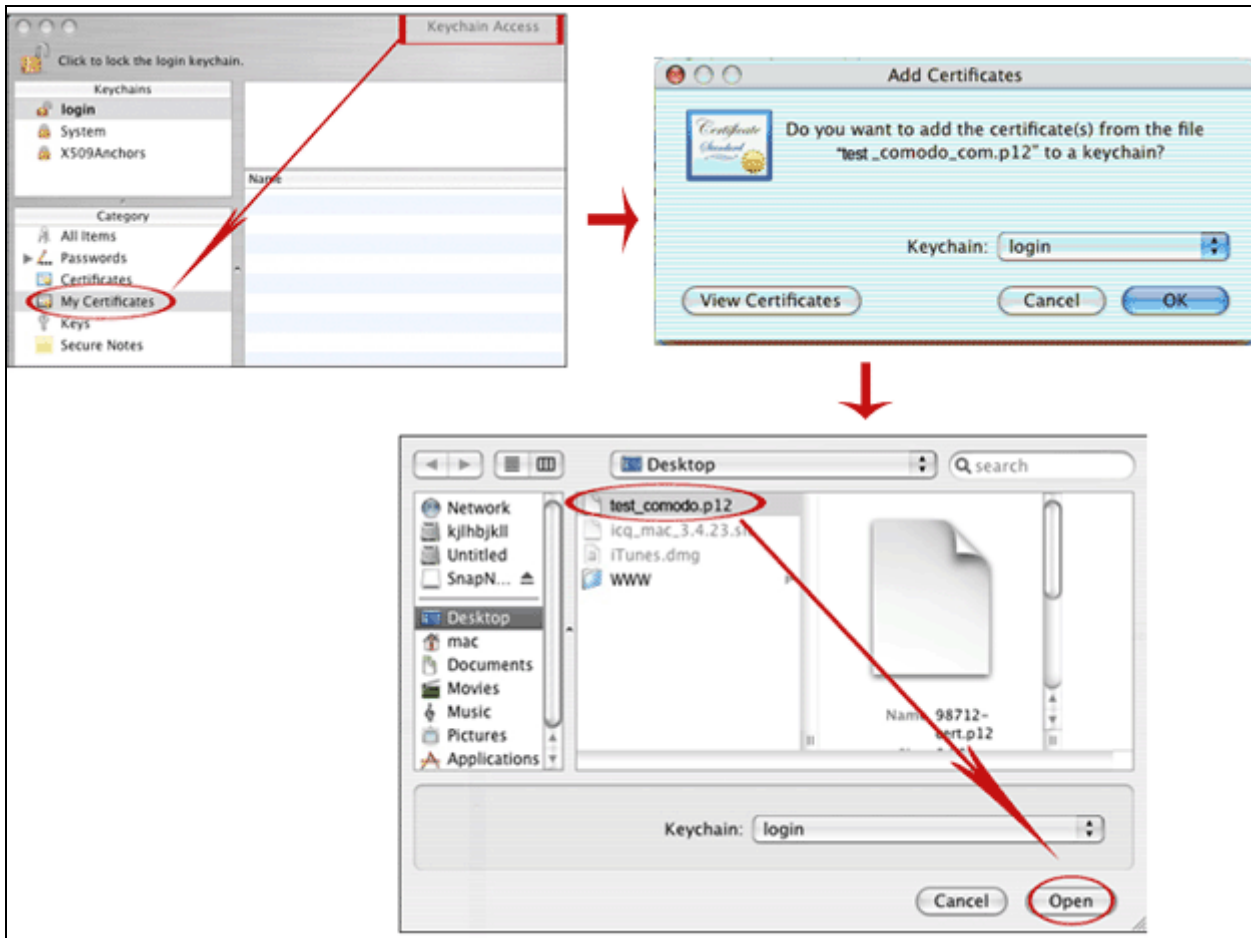
This step by step guide will explain how to import your Comodo digital certificate into the Safari certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section ['Enrollment and Collection of your Certificate'](#) first.

1. Open Safari and click **'Applications'** then **'Keychain Access'** in the list.



2. This will open the Safari **'Keychain Access'** window. Next, select the **'My Certificates'** category. Browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



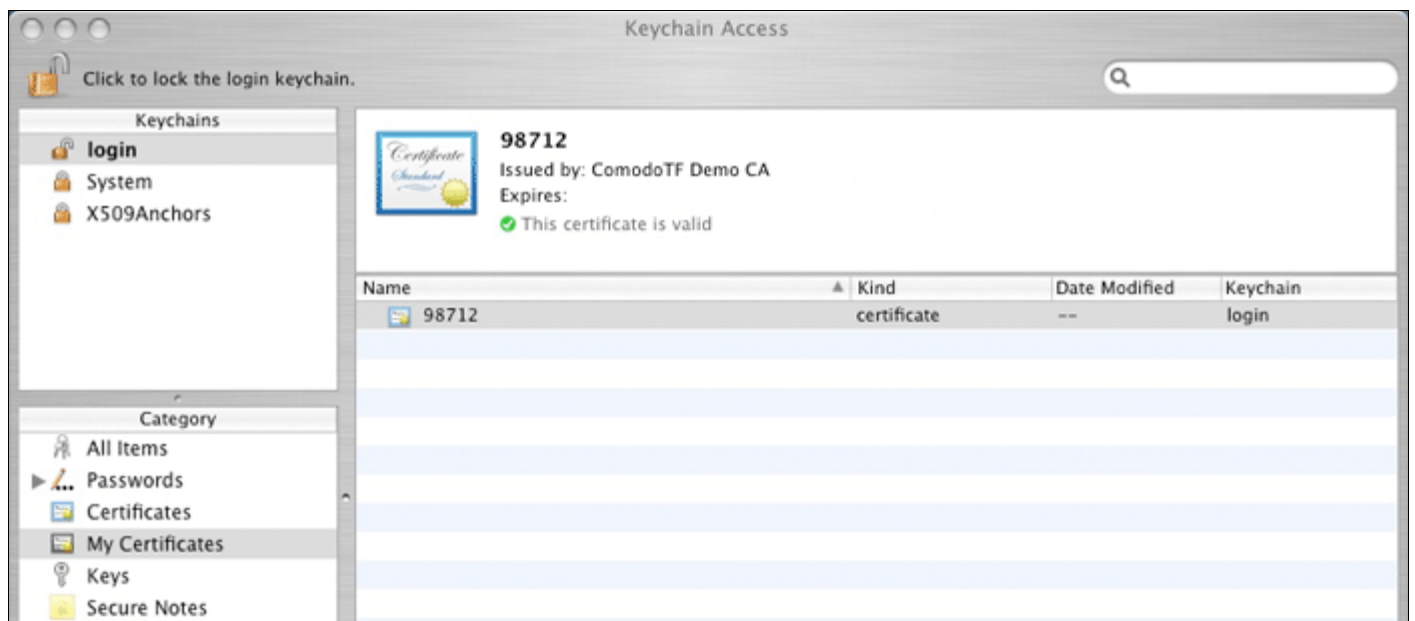
3. To continue the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to continue the process.



4. If this is the first time you have tried to import a certificate, then Safari will ask you to set a keychain password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



That's it. You have successfully imported your digital certificate into Safari.

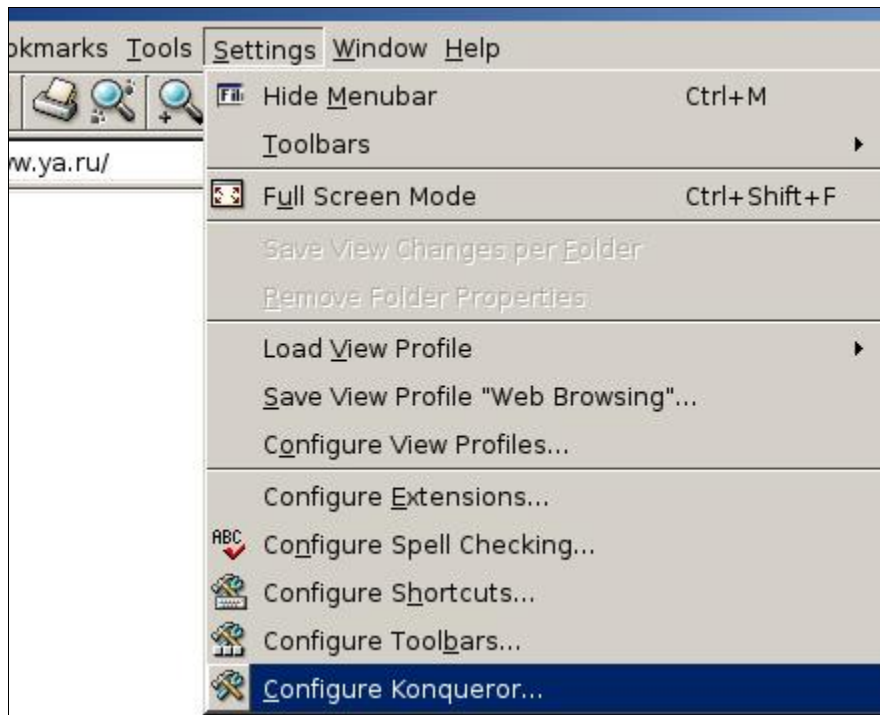


## Importing Your Certificate into Konqueror

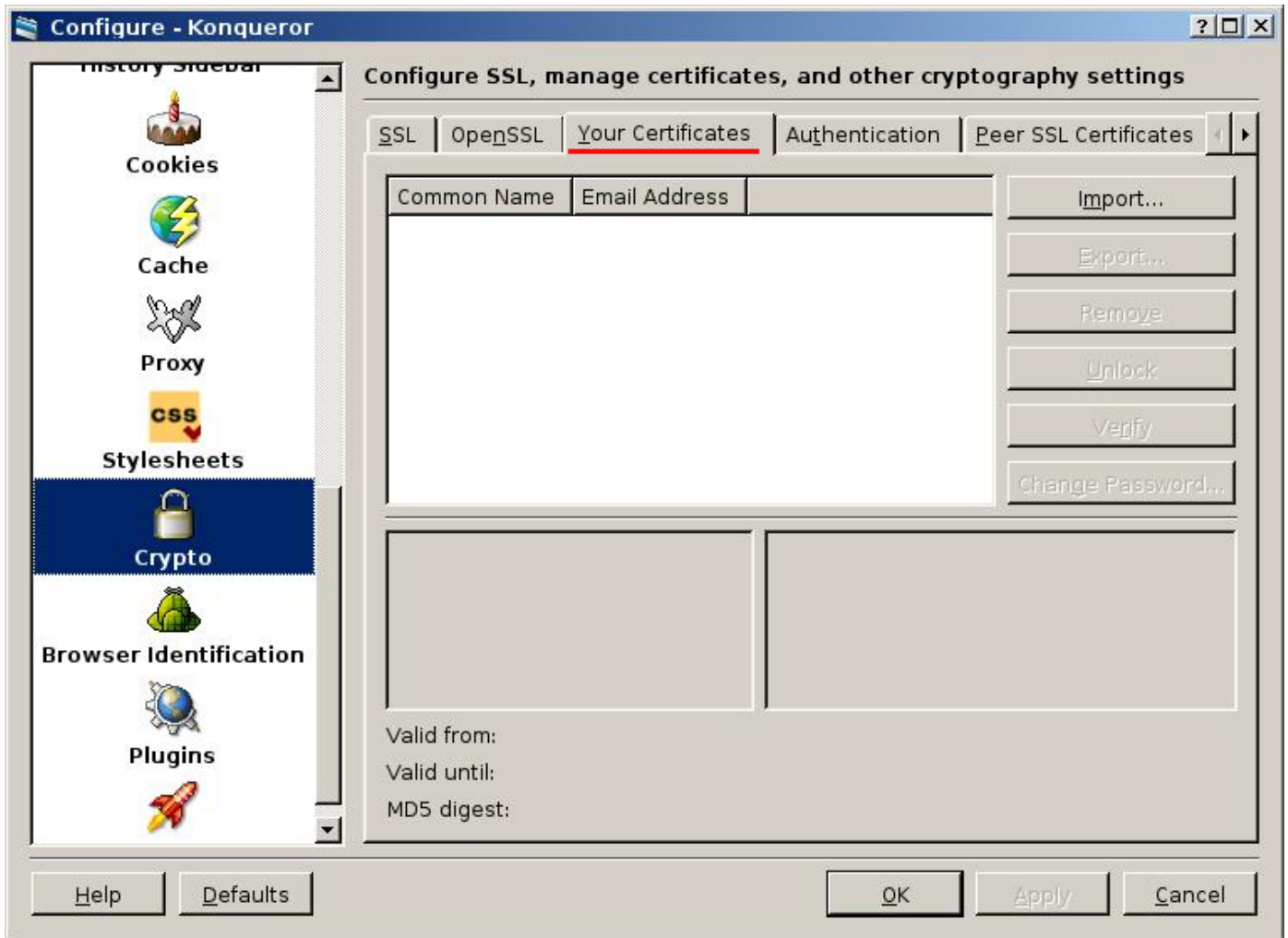
This step by step guide will explain how to import your Comodo digital certificate into the Konqueror certificate store.

**Note:** This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section *'Enrollment and Collection of your Certificate'* first.

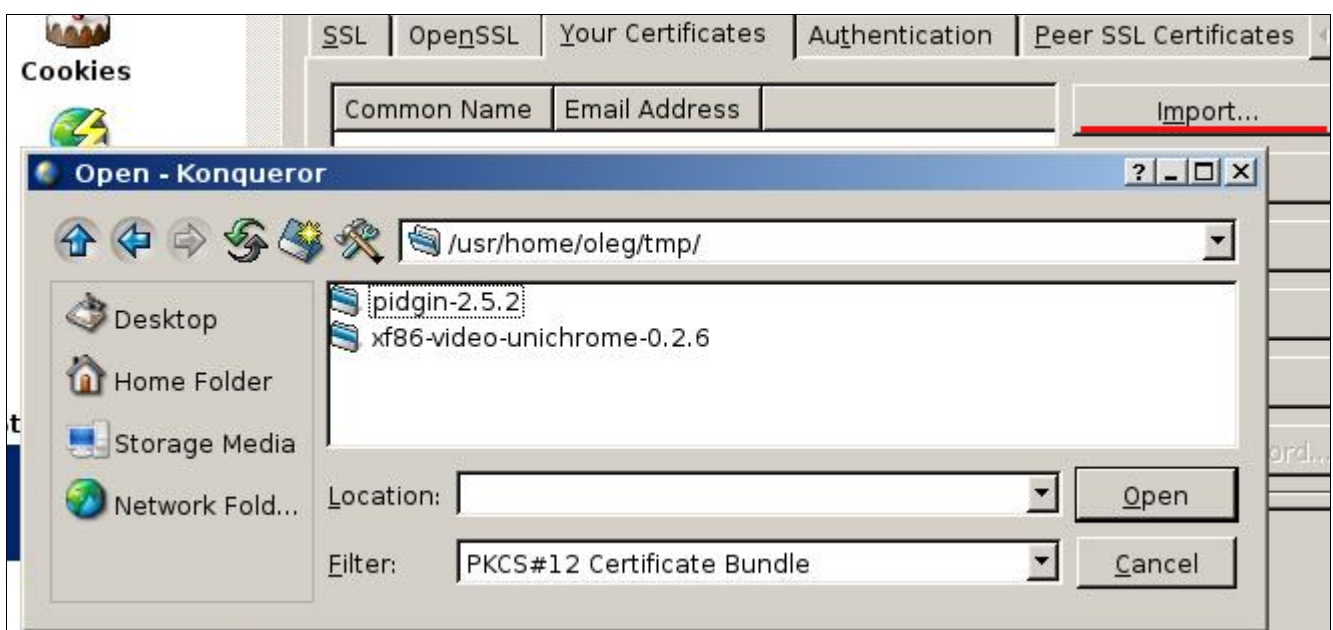
1. Open Konqueror and click 'Settings' then **'Configure Konqueror'** in the main tool bar.



This will open the Konqueror configuration window. Next, click the **'Crypto'** button then the **'Your Certificates'** tab.



2. Click on 'Import' button and browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



3. Next, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

That's it. You have successfully imported your digital certificate into Konqueror.

## **About Comodo**

Comodo is a leading global provider of Identity and Trust Assurance services on the Internet. Comodo CA offers a comprehensive array of PKI Digital Certificates, eCommerce Acceleration and Infrastructure Security solutions including User Access Authentication (Two-Factor / Multi-Factor), Network Vulnerability Scanning and PCI compliance services. With over 10,000,000 installations of its threat prevention products, Comodo Security Solutions offers an extensive suite of endpoint security software and services for businesses and consumers.

Continual innovation, a core competence in PKI and a commitment to reversing the growth of Internet-crime distinguish the Comodo companies as vital players in the Internet's ongoing development. The Comodo companies secure and authenticate online transactions and communications for over 200,000 business customers, and have offices in the US, UK, China, India, Romania and the Ukraine.

Comodo provides businesses and consumers with the intelligent security, authentication and assurance services necessary to establish and ensure trust in online transactions.

### **Comodo CA Limited**

3rd Floor, 26 Office Village, Exchange Quay,  
Trafford Road, Salford, Manchester M5 3EQ,  
United Kingdom.

Tel : +44 (0) 161 874 7070

Fax : +44 (0) 161 877 7025

### **Comodo Security Solutions, Inc**

525 Washington Blvd.,  
Jersey City, NJ 07310  
United States.

Tel: +1 888 256 2608

Tel: +1 703 637 9361

Email: [EnterpriseSolutions@comodo.com](mailto:EnterpriseSolutions@comodo.com)

For additional information on Comodo - visit <http://www.enterprise.comodo.com/>.