How to add a digital certificate for a Registered User

Introduction

When a Registered User is logged in, they are able select a new and valid VeriSign digital signing certificate to be added for them. There is no limit to the numbers of unique certificate they can hold.

Signing Authorities and Administrators can upload new certificates to themselves, existing Registered Users and Devices.

Identity Manager Login

- To add a digital certificate for a registered user you must first log into the Identity Manager

- To log into Identity Manager see the "**How to log into the Identity Manager"** user guide**.**

After logging in, Identity Manager will display all registered users that the organisation has registered within the Customs Interactive.

1. For a Signing Authority or Administrator, on the Organisation detail view screen click on the Registered Users name that you wish to add a new digital certificate to.

If the user is not displayed because the list is to big use the Search Option to find them. To do this you can enter any of the following details:

- Registered Users first name
- Registered Users Surname
- Device name
- Status
- Identity Type
- Email address

2. Once the user comes up on the list click on the Users name.

The users details view screen will be displayed.

3. Under the 'Add Certificate' section on the screen click the 'Browse' button.

4. Select the certificate file you wish to add to the user.

5. Click on the Open button.

Window closes and the file path of the certificate is displayed.

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6. Click on the Upload Certificate button.

The User Details screen refreshes, and the new Signing Certificate is displayed in the Certificates pane

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If you wish to go back to the organisations user list, click on the organisation hyperlink. In the example below user would need to click on Hickson Family Trust.

Organisation Detail		
⊘ ORGANISATION:	HICKSON FAMILY TRUST	
ABN:	11160505101	
TYPE:	ABN Organisation	
SIGNING AUTHORITY:	Steve Walsh	
ADMINISTRATOR:	None	