



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.

The screenshot shows the Identity Manager web interface. At the top, it displays the Australian Government logo and the text 'Australian Government Australian Customs and Border Protection Service'. The main heading is 'Identity manager'. Below this, it shows 'Logged In: Steve Walsh' and the date 'Wed, 30 May 2012 11:35'. There is an 'App guide' button. The interface is divided into two main sections: 'Organisation Detail' and 'REGISTERED WITH CUSTOMS'. The 'Organisation Detail' section shows: ORGANISATION: HICKSON FAMILY TRUST, ABN: 11160505101, TYPE: ABN Organisation, SIGNING AUTHORITY: Steve Walsh, and ADMINISTRATOR: None. The 'REGISTERED WITH CUSTOMS' section shows a message: 'The following users and devices have been registered to deal with Customs electronically on behalf of your organisation.' Below this is a table with columns for Name, Status, Role, and Email. The table contains four entries: ADAM BLACK (Enabled, Registered User, E2CCFUAT553@customs.gov.au), SAM PERERA (Enabled, Device, E2CCFUAT555@customs.gov.au), Steve Walsh (Enabled, Signing Authority, E2CCFUAT554@customs.gov.au), and Tony Travers (Pending, Registered User, E2CCFUAT552@customs.gov.au). A 'Filter Results:' search box is located to the right of the table. At the bottom left, it says 'Showing 1 to 4 of 4 entries'.

Name	Status	Role	Email
ADAM BLACK	Enabled	Registered User	E2CCFUAT553@customs.gov.au
SAM PERERA	Enabled	Device	E2CCFUAT555@customs.gov.au
Steve Walsh	Enabled	Signing Authority	E2CCFUAT554@customs.gov.au
Tony Travers	Pending	Registered User	E2CCFUAT552@customs.gov.au

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 too 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.

REGISTERED WITH CUSTOMS

The following users and devices have been registered to deal with Customs electronically on behalf of your organisation.

Filter Results:

Name	Status	Role	Email
ADAM BLACK	Enabled	Registered User	E2CCFUAT553@customs.gov.au

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

The users details view screen will be displayed.

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

NAME: ADAM BLACK

ROLE: Registered User Administrator Signing Authority

STATUS: ENABLED DISABLED

Reason for disabling user:

Up to 30 characters can be entered.

CERTIFICATES:

The following certificates have been registered for this user .

Filter Results:

Name	Email	Status	Valid From	Valid To	Key Usage	Serial Number
ADAM BLACK	E2CCFUAT553@customs.gov.au	Valid	7 May 2012	7 May 2014	DigitalSignature, NonRepudiation	123481911
ADAM BLACK	E2CCFUAT553@customs.gov.au	Valid	7 May 2012	7 May 2014	KeyEncipherment, DataEncipherment	123481912

Showing 1 to 2 of 2 entries

ADD A CERTIFICATE:

To add a new certificate click the **Browse** button and select the .cer file. The .cer file must be the authentication certificate for ADAM BLACK. Once the .cer file has been selected, click the **Add Certificate** button. The page will refresh and the new certificate will appear in the list of certificates shown above.

RIGHTS TO APPLICATIONS:

There are currently no applications for this Organisation.

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

The screenshot shows the Identity Manager web interface for the Australian Government. The user is logged in as Steve Walsh. The page displays organization details for 'HICKSON FAMILY' and a list of registered users, including 'ADAM BLACK'. A 'Choose file' dialog box is open, showing the 'Desktop' location. The dialog box lists several folders and files, including 'WRIGHT Nathan', 'Public', 'Computer', 'Network', 'Microsoft Office Excel 2003', and 'Microsoft Office Outlook 2003'. The 'Open' button is highlighted.

5. Click on the Open button.

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

The screenshot shows the Identity Manager web interface after the file selection process. The 'REGISTERED WITH CUSTOMS' section displays a table of registered users. The 'ADAM BLACK' user is highlighted, and the file path of the certificate is displayed in the 'Browse...' button.

Name	Status	Role	Email
ADAM BLACK	Enabled	Registered User	E2CCFUAT553@customs.gov.au

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

ADD A USER OR DEVICE

To register a new User or Device click the **Browse** button and locate the .cer file for the new User or Device. Once the .cer file has been selected click the **Upload Certificate** button.

6. Click on the Upload Certificate button.

REGISTERED WITH CUSTOMS

The following users and devices have been registered to deal with Customs electronically on behalf of your organisation.

Filter Results:

Name	Status	Role	Email
ADAM BLACK	Enabled	Registered User	E2CCFUAT553@customs.gov.au

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

ADD A USER OR DEVICE

To register a new User or Device click the **Browse** button and locate the .cer file for the new User or Device. Once the .cer file has been selected click the **Upload Certificate** button.

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

NAME: ADAM BLACK

ROLE:

Registered User
 Administrator
 Signing Authority

STATUS: ✔ ENABLED

Reason for disabling user:

Up to 30 characters can be entered.

CERTIFICATES:

The following certificates have been registered for this user .

Filter Results:

Name	Email	Status	Valid From	Valid To	Key Usage	Serial Number
ADAM BLACK	E2CCFUAT553@customs.gov.au	Valid	7 May 2012	7 May 2014	DigitalSignature, NonRepudiation	123481911
ADAM BLACK	E2CCFUAT553@customs.gov.au	Valid	7 May 2012	7 May 2014	KeyEncipherment, DataEncipherment	123481912
ADAM BLACK	E2CCFUAT553@customs.gov.au	Valid	29 May 2012	29 May 2014	DigitalSignature, NonRepudiation	123482050
ADAM BLACK	E2CCFUAT553@customs.gov.au	Valid	29 May 2012	29 May 2014	KeyEncipherment, DataEncipherment	123482051

Showing 1 to 4 of 4 entries

ADD A CERTIFICATE:

To add a new certificate click the **Browse** button and select the .cer file. The .cer file must be the authentication certificate for ADAM BLACK. Once the .cer file has been selected, click the **Add Certificate** button. The page will refresh and the new certificate will appear in the list of certificates shown above.

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