



HOW TO REQUEST AND DOWNLOAD YOUR PNPKI CERTIFICATE

ASSUMPTION

This manual assumes that you've already completed the PNPKI registration process and received your PNPKI Self-Service Portal Credentials.

REQUESTING AND DOWNLOADING YOUR CERTIFICATES

Note: The illustrations are done using a test signing certificate. The process is the same for requesting either authentication or signing certificates.

1. Login to the PNPKI Self-Service Portal

- a. To login, using any browser in your computer, access <https://govca.npki.gov.ph/SecureTMSSelfSrv/> with your username and temporary password sent by pnпки@dict.gov.ph

The screenshot shows a web browser window with the title 'SecureTMS Self Service Center'. The address bar contains 'govca.npki.gov.ph/SecureTMSSelfSrv/login.jsp'. The page features a dark header with the 'SECURETMS RA' logo and 'Token Management System' text. Below the header is a 'User Login' form with two input fields: 'User Name' containing 'Test_User_Sign' and 'Password' containing masked characters. A 'Login' button is positioned to the right of the password field. At the bottom of the form, there is a link: '*Forgot your password? Retrieve your password [here](#)'.

You will be shown the PNPKI Self-Service Portal **Terms of Use**. You may close the window after reading the content.

- b. If it's your first time to login, please change your password. Otherwise, you may skip this step and proceed to 2.



- Enter the temporary password given to you in the Current Password field
- Enter your preferred password in the New Password and Confirm Password fields. The entered password must be composed of alphabet and numbers with a minimum of 8 characters.
- If the change password is successful, you will see the message "Password changed." as shown below:

My Setting > Change Password
Password changed.

Change Password
User Name: Test_User_Sign

2. Go to **Enrollment > Certificate Enrollment** to request for your certificate.

- a. Review your certificate information under **PKI Details** if correct.
NOTE: If you have corrections in your certificate information, please tell us immediately via support.pnpki@dict.gov.ph
- b. Under **Request Certificate**, select Token: P12, Key Algorithm: RSA and Key Size: 2048 if not sure which to select.
- c. Click **Enroll**.

Enrollment > Certificate Enrollment

PKI Details
User Name: Test_User_Sign
Subject DN: CN=Test Signing Certificate,OU=Test Organization Unit,O=Test Organization,C=PH,SN=00000000000005
End Entity Profile Name: Gov Signature End Entity Profile
Current Certificate Profile Name: Gov Signature Certificate Profile Name

Request Certificate
Token Name: No Token
Certificate Profile Name: Gov Signature Certificate Profile
CA Name: Gov Signing CA
Token: P12
Key Algorithm: RSA
Key Size: 2048

Enroll



Please wait for your certificate to be issued, if already issued, you will receive an email notification with subject line starting with "**PNPKI Certificate (p12) Password for**".

3. **Download** your certificate once issued. To download,

- a. If logged out, login to the PNPKI Self-Service Portal
- b. Under **Token/Token Certificate List**, click **View** beside the recently issued certificate.

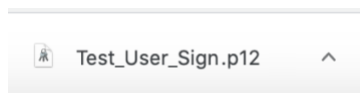
Certificate List						
Serial No.	Name	Subject DN	Certificate Profile	Status	Effective Date	Action
6d06c3d33a47b5ae	-	CN=Test Signing Certificate, SN=000000000000S, OU=Test Organization Unit, O=Test Organization, C=PH	Gov Signature Certificate Profile	Available	Aug 3, 2021 to Aug 3, 2023	View

c. Click **Download P12**.

IMPORTANT: You can only download your P12 file once. Make sure you save and keep the downloaded file. (If you are prompted to open or save the file, choose to Save the file.)



The downloaded file should have a filename same with your username and extension '.p12'.



The P12 password will be sent to your registered email address with a subject line starting with "PNPKI Certificate (p12) Password for"



Use this password to install and use your certificate in other applications.



REMINDER: Please request for certificate only ONCE. Otherwise, your previously issued certificate shall be revoked without prior notice.

4. Once your certificate is downloaded, you can already install it to your computer's keystore. Manuals on installing digital certificates are accessible through the ff. links:

- [How to install your certificate on your Windows Key Store](#)
- [How to install certificates in Mac OS](#)

Signing Certificate Usage Manuals | Manuals on digital signing can be accessed through the ff. links:

- [Digitally Signing PDF with Adobe Reader](#)
- [How to Add a Timestamp with Adobe Reader](#)
- [Digitally Signing PDF with Foxit Reader](#)
- [How to Add a Timestamp with Foxit](#)

Authentication Certificate Usage Manuals | Manuals on email signing and encryption can be accessed through the ff. links:

- [How to digitally sign and encrypt emails using Thunderbird](#)
- [How to encrypt email using Microsoft Outlook 2016](#)



Version History

Version	Date Created / Revised	Remarks
1.0	15 July 2021	Initial release
1.1	4 August 2021	Minor changes: <ul style="list-style-type: none">• specific instruction to use computer when requesting and downloading certificate (step 1a);• guide to know when the certificate is issued (step 2 last part); and• instructions on downloading certificates (step 3b).