



HOW TO INSTALL CERTIFICATES IN MAC OS

ASSUMPTION..... 1

INSTALLING YOUR DIGITAL CERTIFICATE 1

METHOD 1: 1

METHOD 2: 2

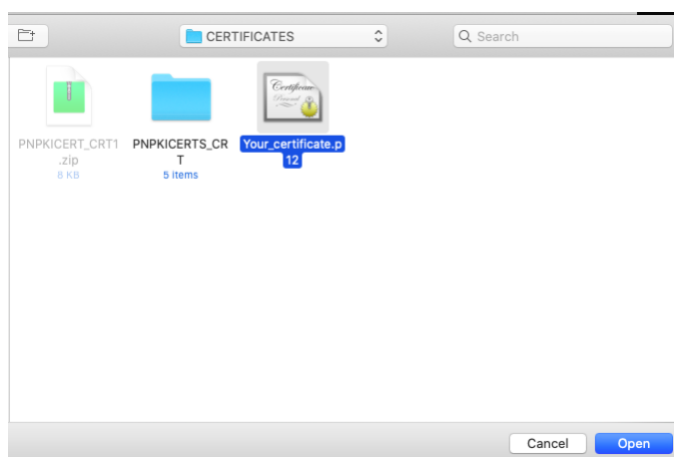
ASSUMPTION

This manual assumes that you've already requested and downloaded your certificate from the PNPKI Self-Service Portal. If you have not yet done this step, please login to the Self-Service Portal and request for your certificate via Enrollment > Certificate Enrollment. You may refer to the provided guide on requesting and downloading your digital certificate.

INSTALLING YOUR DIGITAL CERTIFICATE

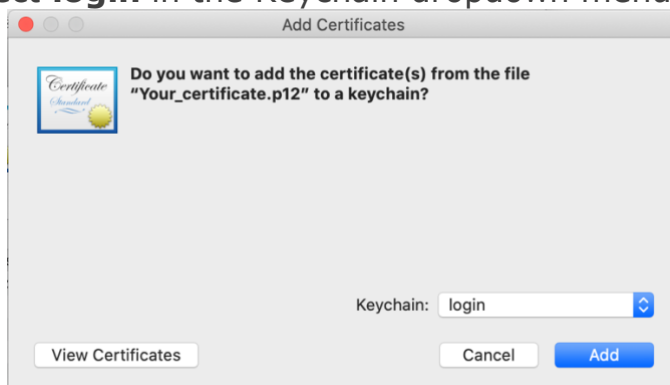
METHOD 1:

1. Go to the directory where you saved your certificate. The file icon should look like a certificate and the file extension should be PKCS#12 (.p12).

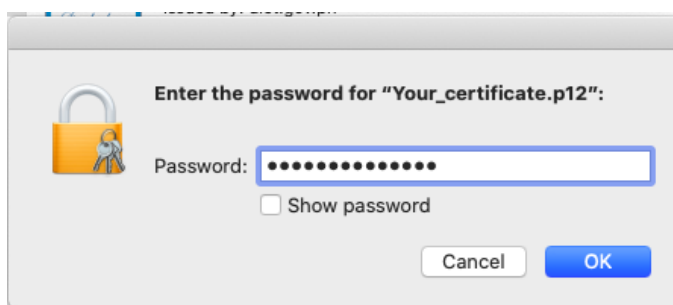




2. Double-click the file to install. If prompted where to install the certificate, select **login** in the Keychain dropdown menu.



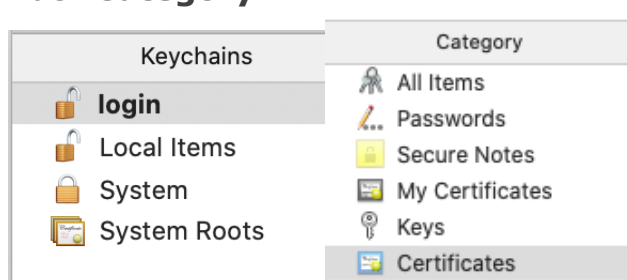
3. Enter your certificate backup password.



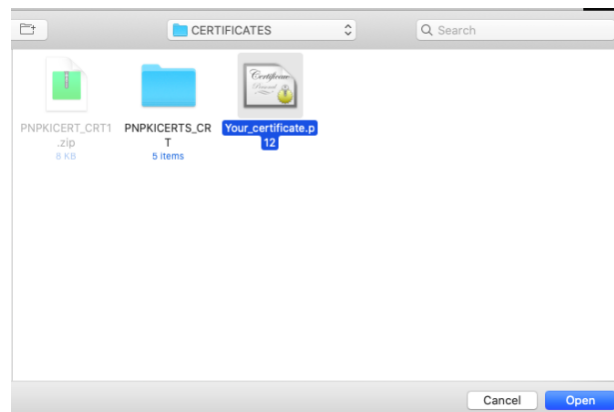
If you encounter an error, follow [Method 2](#) instead.

METHOD 2:

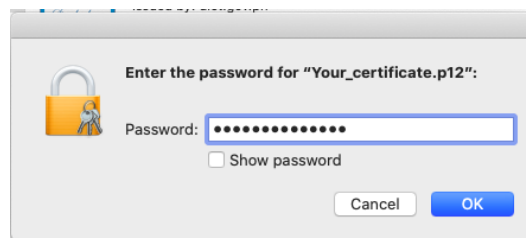
1. In the **Keychain Access**, select **login** under **Keychains**, and **Certificates** under **Category**.



2. Locate your digital certificate file. The file icon should look like a certificate and the file extension should be PKCS#12 (.p12). Drag this file into Keychain Access window.



3. Enter your certificate backup password.



You may now use your certificate in the appropriate Mac applications.

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](#)

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](#)



Revision History

Version	Date Created / Revised	Remarks
1.0	24 Sep 2018	Initial release
2.0	03 Apr 2020	Revised installation steps to address errors encountered in Mac OS
2.1	04 May 2020	<ul style="list-style-type: none">• Included both both methods in version 1.0 and 2.0 for installing certificates• Added missing step (add .p12 extension to filename)
3.0	14 July 2021	<ul style="list-style-type: none">• Removed installation of certificate chain of trust (since the chain of trust is already included in p12 file)• Revised Method 2