

HOW TO ACTIVATE AND DOWNLOAD PNPKI DIGITAL CERTIFICATE (p12 file)

ASSUMPTION

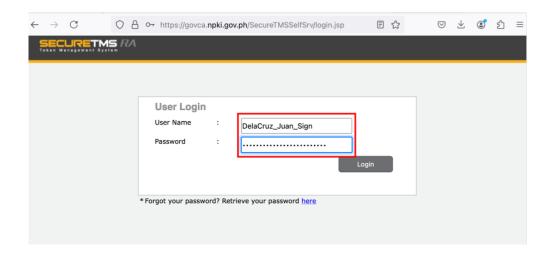
This manual assumes that you've already completed the PNPKI registration process and received your PNPKI Self-Service Portal Credentials.

ACTIVATING AND DOWNLOADING THE CERTIFICATE

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

Step 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 pnpki-noreply@dict.gov.ph

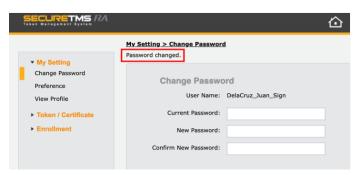


You will be shown the PNPKI Self-Service Portal **Terms of Use**. You may close the window after reading the content.

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

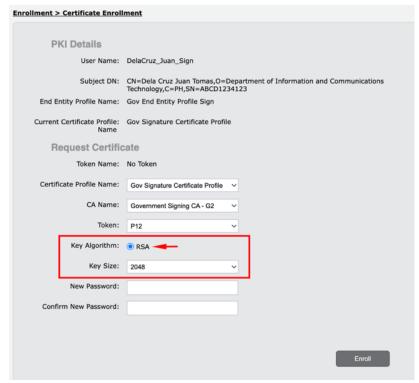


- Enter the temporary password given to you in the Current Password field
- Enter your preferred password in the New Password and Confirm Password fields. The entered password must be composed of alphabet and numbers with a minimum of 8 characters.
- If the change password is successful, you will see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



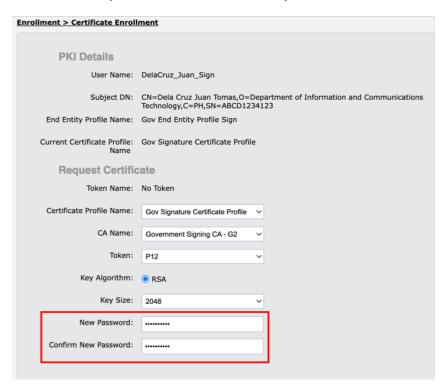
Step 2. Go to **Enrollment > Certificate Enrollment** to request for your certificate.

- 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, click RSA and select 2048 if not sure which to select.





c. Set your p12 digital certificate password (8 to 25 characters with at least 1 alphabet and 1 number).



NOTE: This p12 password will be used for the installation of your digital certificate.

d. Click Enroll.



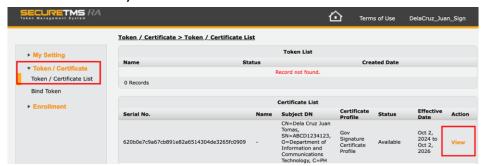
You will receive an email notification from pnpki-noreply@dict.gov.ph with subject line starting with "PNPKI Certificate Enrollment Notification for". The steps on how to download the digital certificate is also provided in the email.





Step 3. Download your certificate once issued.

a. Under **Token/Token Certificate List**, click **View** beside the recently issued certificate.



b. 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:

LASTNAME+FIRSTNAME+MIDDLENAME.p12





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: 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).
1.2	02 October 2024	 Minor changes: updated screenshots updated email sender setting up the p12 digital certificate password (step 2c). file name of the downloaded p12 file (step 3b).