



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

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## 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 [pnпки-noreply@dict.gov.ph](mailto:pnпки-noreply@dict.gov.ph)

The screenshot shows a web browser window with the URL <https://govca.npki.gov.ph/SecureTMSSelfSrv/login.jsp>. The page header displays 'SECURETMS RA' and 'Token Management System'. The main content area features a 'User Login' form. The 'User Name' field is populated with 'DelaCruz\_Juan\_Sign' and the 'Password' field is masked with dots. A red rectangular box highlights the 'User Name' field, and a blue rectangular box highlights the 'Password' field. Below the form is a 'Login' button. 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:

SECURETMS RA  
Token Management System

My Setting > Change Password

Password changed.

Change Password

User Name: DelaCruz\_Juan\_Sign

Current Password:

New Password:

Confirm New Password:

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

- 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](mailto:support.pnpki@dict.gov.ph)
- Under **Request Certificate**, click **RSA** and select **2048** if not sure which to select.

Enrollment > Certificate Enrollment

PKI Details

User Name: DelaCruz\_Juan\_Sign

Subject DN: CN=Dela Cruz Juan Tomas,O=Department of Information and Communications Technology,C=PH,SN=ABCD1234123

End Entity Profile Name: Gov End Entity Profile Sign

Current Certificate Profile: Gov Signature Certificate Profile Name

Request Certificate

Token Name: No Token

Certificate Profile Name: Gov Signature Certificate Profile

CA Name: Government Signing CA - G2

Token: P12

Key Algorithm: ☒ RSA

Key Size: 2048

New Password:

Confirm New Password:

Enroll



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

**Enrollment > Certificate Enrollment**

**PKI Details**

User Name: DelaCruz\_Juan\_Sign

Subject DN: CN=Dela Cruz Juan Tomas,O=Department of Information and Communications Technology,C=PH,SN=ABCD1234123

End Entity Profile Name: Gov End Entity Profile Sign

Current Certificate Profile: Gov Signature Certificate Profile Name

**Request Certificate**

Token Name: No Token

Certificate Profile Name: Gov Signature Certificate Profile

CA Name: Government Signing CA - G2

Token: P12

Key Algorithm: ☒ RSA

Key Size: 2048

New Password:

Confirm New Password:

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

- d. Click **Enroll**.

Token: P12

Key Algorithm: ☒ RSA

Key Size: 2048

New Password:

Confirm New Password:

**Enroll**

You will receive an email notification from [pnпки-noreply@dict.gov.ph](mailto:pnпки-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.

Token / Certificate > Token / Certificate List

My Setting  
Token / Certificate  
Token / Certificate List  
Bind Token  
Enrollment

Token List

Name	Status	Created Date
Record not found.		
0 Records		

Certificate List

Serial No.	Name	Subject DN	Certificate Profile	Status	Effective Date	Action
620b0e7c9a67cb891e82a6514304de3265fc0909	-	CN=Dela Cruz Juan Tomas, SN=ABCD1234123, O=Department of Information and Communications Technology, C=PH	Gov Signature Certificate Profile	Available	Oct 2, 2024 to Oct 2, 2026	View

- 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.)

Download Certificate: Download CRT  
Download to PEM file  
Download P12

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: <ul style="list-style-type: none"><li>• specific instruction to use computer when requesting and downloading certificate (step 1a)</li><li>• guide to know when the certificate is issued (step 2 last part); and</li><li>• instructions on downloading certificates (step 3b).</li></ul>
1.2	02 October 2024	Minor changes: <ul style="list-style-type: none"><li>• updated screenshots</li><li>• updated email sender</li><li>• setting up the p12 digital certificate password (step 2c).</li><li>• file name of the downloaded p12 file (step 3b).</li></ul>