
MSEIT ECA Certificate Instructions— Backing Up your Certificate

These instructions are optional. These steps can only be completed after you have done [sections 1-7 of Part 1](#) and [section 8 of Part 2](#) as required.

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1. Export and Import ECA Certificates to Other Applications

There are many reasons for creating a backup of your ECA Certificates, including:

- Allowing you to import your certificates to an alternate computer for use. This will allow you to use your certificates on multiple computers.
- Allowing you to store your certificates on a third-party device such as a USB flash drive or external hard drive in case of a hard drive or system failure. This will allow you to import your certificates into the browser of your new computer while avoiding the need to reapply for new Certificates.
- Allowing you to import your certificates for use in alternate browsers.

1.1 Back Up or Export your ECA Browser-based Certificates

For **Internet Explorer**, complete the following steps:

1. Open Internet Explorer and go to **Tools > Internet Options > Content > Certificates**. In the Certificates window, select your certificate.
2. Click the **Export** button, and then **Next**.
3. Select "Yes, export the private key". Click **Next**.
4. When prompted to choose the file format to export, leave this at the default type. Check "Include all certificates in the certification path if possible" and "Export all extended properties". Click **Next**.
5. Create a password for your certificate backup. You will use this password when importing the certificate to another browser or another computer. Once you have entered and confirmed your backup certificate password, click **Next**.
6. Click the **Browse** button. Choose a drive and folder you would like to use to store the file. Next, name the file. Click **Save** and then **Next**.
7. Click **Finish**. Click **OK** if prompted. If it requests a password, enter the same password requested to use of the certificate online.

Note

The saved file will look like an open envelope with a key in front.

Complete the process for **both certificates**.

For use with **Mozilla Firefox**, complete the following steps:

1. Select the **Tools** menu at the top of Firefox.
2. Select **Options**. Depending on your version of Firefox, you will have icons either on the left side or on the top of the options window.
3. Click the **Advanced** icon.
4. Open the **Certificate Manager** window.
5. If your icons are on the top of the Options window, select the **Security** tab, then click **View Certificates**.
6. If your icons are on the left side, look for **Certificates** in the main part of the **Options** window. Under the **Certificates** heading, click **Manage Certificates**.
7. Click the **Import** button.
8. Locate the backup file you wish to import. Then, select it and click **Open**.
9. If you have more than one security device available, a "Choose Token Dialog" window will open. Select the correct device to import the certificate. In most cases, this will be the Software Security Device.
10. If a master password had already been created in Firefox, it will request that particular password. Otherwise, it will prompt you to create a new one.
11. The "Password Entry Dialog" window will prompt for the password that was used when the file was created (during the export/ backup process).
12. The window should say, **Successfully restored your security certificate(s) and private key(s)**.
13. Click **OK**.

1.2 Using your Cert to Access Livelink

To access Livelink using your cert, do the following:

1. Complete the Livelink User Agreement and have the Government Sponsor sign it.



Livelink_User_Agreement.pdf

1. Complete the System Authorized Access Request (SAAR) and have the Government Sponsor sign it. You do not need to complete this step if you already have a NIPR account.



Livelink_SAAR.pdf

2. Complete the Cyber Awareness training at <https://public.cyber.mil/training/cyber-awareness-challenge-2019/> and save a copy of your completion certificate. You do not need to complete this step if you already have a NIPR account.
3. Send all documents to Suzan Strong at suzan.strong.ctr@us.af.mil.