



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

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*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:

The screenshot shows a web-based application interface. At the top, there is a header with the text 'SECURETMS RA' and 'Token Management System'. Below the header, on the left, is a sidebar with a tree-like navigation menu. The 'My Setting' node is expanded, showing 'Change Password', 'Preference', and 'View Profile'. Under 'Token / Certificate', there are 'Token' and 'Enrollment' options. The main content area is titled 'My Setting > Change Password'. It displays a message 'Password changed.' in a red box. Below this, there are fields for 'User Name' (set to 'DelaCruz_Juan_Sign'), 'Current Password', 'New Password', and 'Confirm New Password'. The 'New Password' and 'Confirm New Password' fields are currently empty.

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.

The screenshot shows the 'Enrollment > Certificate Enrollment' page. The 'PKI Details' section displays the following information:

- 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

The 'Request Certificate' section contains the following fields:

- Token Name: No Token
- Certificate Profile Name: Gov Signature Certificate Profile
- CA Name: Government Signing CA - G2
- Token: P12
- Key Algorithm: RSA (highlighted with a red box and an arrow)
- Key Size: 2048 (highlighted with a red box)
- New Password: (empty field)
- Confirm New Password: (empty field)

At the bottom right of the page is a 'Enroll' button.



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:

The 'New Password' and 'Confirm New Password' fields are highlighted with a red box.

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

The 'Enroll' button is highlighted with a red box.

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.

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

Serial No.	Name	Subject DN	Certificate Profile	Status	Effective Date	Action
620b0e7c9a67cb891e82a6514304de3265fc0909	-	CN=Dela Cruz Juan Tomás SN=46CD1234123, O=Department of Information and Communications Technology, C=PH	Gov Signature Certificate Profile	Available	Oct 2, 2024 to Oct 2, 2026	View

- 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

 DELA+CRUZ+JUAN+TOMAS.p12
Completed — 8.0 KB



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	<p>Minor changes:</p> <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).
1.2	02 October 2024	<p>Minor changes:</p> <ul style="list-style-type: none">• updated screenshots• updated email sender• setting up the p12 digital certificate password (step 2c).• file name of the downloaded p12 file (step 3b).