

Certificate Retrieval Procedures

Version 3.4

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Federal Reserve Banks Certificate Retrieval Overview and Preparation Procedures

This guide provides step-by-step information to help you download a Federal Reserve Banks digital certificate for your browser. The certificate is issued to authenticate the Subscriber and to grant access to authorized FedLine® and Federal Reserve Bank services.

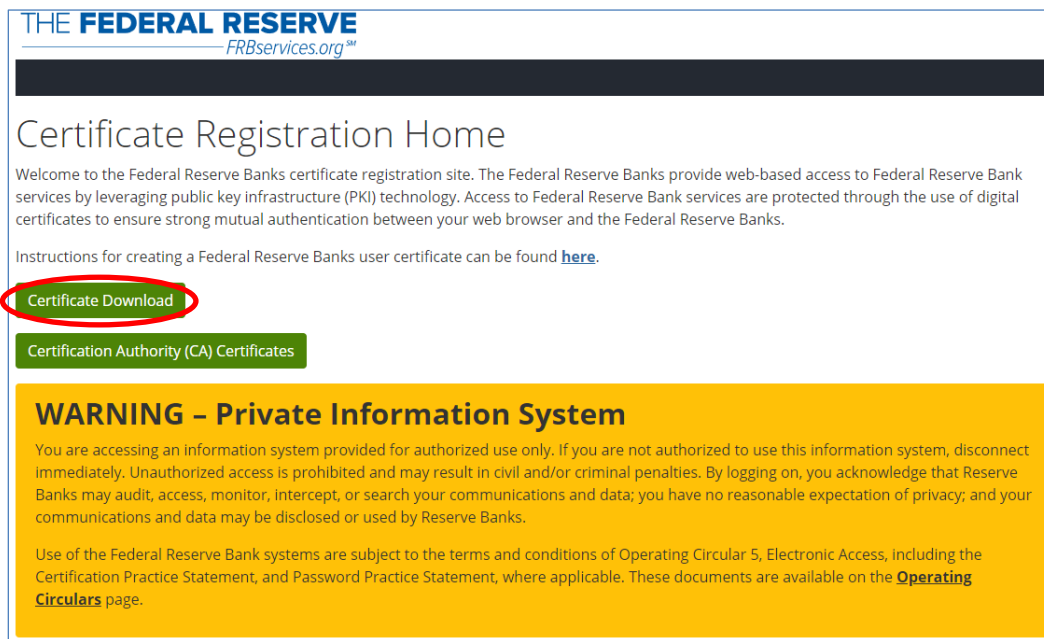
Browser-based access requires the user's personal computer (PC) to be in compliance with basic hardware and software requirements. In order to download a Federal Reserve Banks certificate, your PC must meet the [FedLine Web® Hardware and Software Requirements](#).

If you are unsure if your PC meets the hardware and software requirements, FedLine customers should contact the Customer Contact Center at (888) 333-7010. Non-FedLine customers should contact support as directed during the enrollment process.

Before proceeding with the instructions provided in this guide, please have both your Reference Number and Authorization Code available.

Certificate Creation Procedures

1. Using a supported browser, go to the URL provided in the documents you received containing your Authorization Code and Reference Number. For security purposes, you should validate that the address begins with <https://registration.federalreserve.org>.
2. You will be presented with the page shown below. Click the **Certificate Download** button.



3. Enter your **Reference Number** and **Authorization Code** in the appropriate fields. Click the **Generate Security Store** button.

THE FEDERAL RESERVE
FRBservices.orgSM Certificate Download

Generate Digital ID
Generate PKCS12 Security Store.

To generate your PKCS12 security store, please enter the required information in the form below.

* Reference Number (for example: 27600839)
12345678

* Authorization Code (for example: 6JIG-4LOV-OXLQ)
12AB-34CD-56EF

Generate Security Store Cancel Clear Form

4. In the next screen, enter a password to protect your P12 certificate that you will download (NOTE: Follow the Password Rules on the right side of the screen). Make note of this password as you will need it to install your certificate. Click the **Generate Security Store** button.

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Generate Digital ID
Generate PKCS12 Security Store.

To generate your PKCS12 security store, please enter the required information in the form below.

* Password
●●●●●●●●

* Confirm Password
●●●●●●●●

Generate Security Store Cancel Clear Form

Password Rules

- ✓ must be at least 8 characters long
- ✓ must contain an uppercase character
- ✓ must contain a lowercase character
- ✓ must contain a numeric character
- ✓ must contain a non alpha or numeric character
- ✓ password and confirm password must match

5. The following screen will appear.

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FRBservices.orgSM Certificate Download

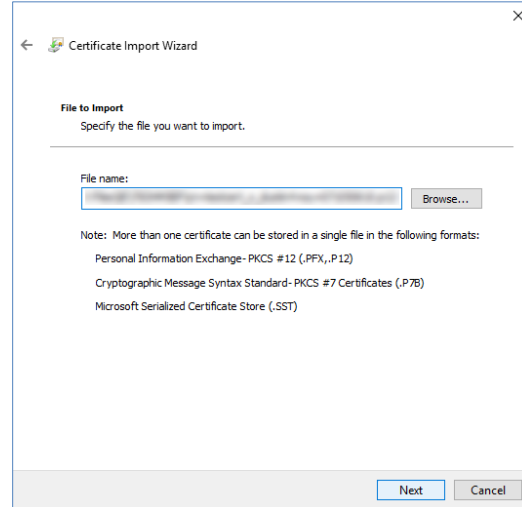
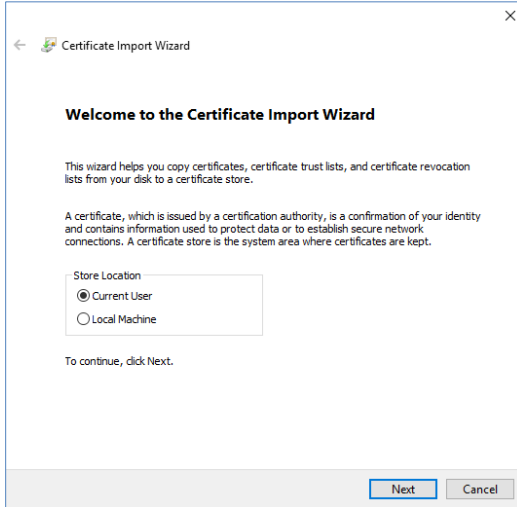
Generate Digital ID
Generate PKCS12 Security Store.

Your PKCS12 file will be downloaded shortly.

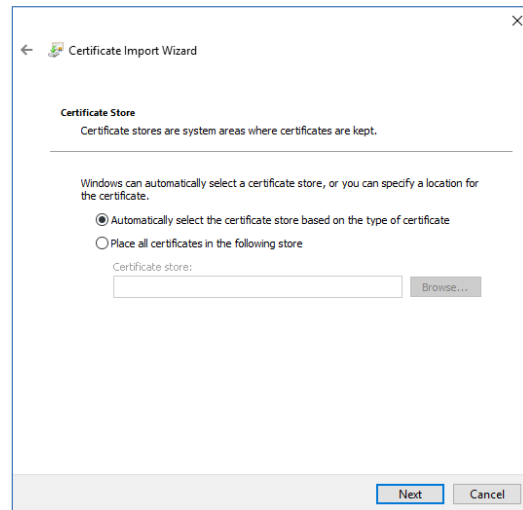
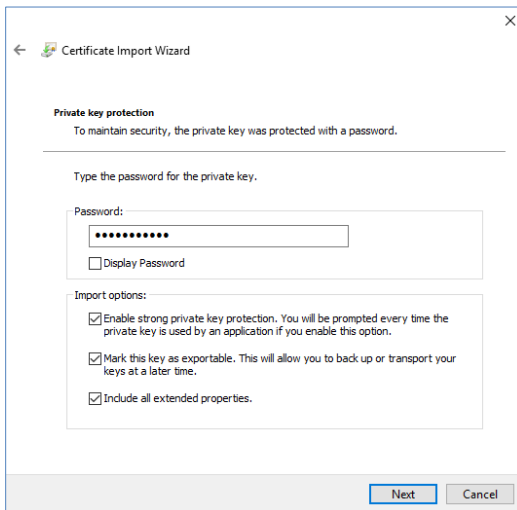
NOTE: if you click **Cancel** at any point during the download process you will be unable to download your certificate and will need to contact your End User Authorization Contact (EUAC).

6. The certificate file will save to your Downloads directory unless a different directory is specified. Open the directory the file was saved to and double-click on the certificate file. This will launch the Certificate Import Wizard.

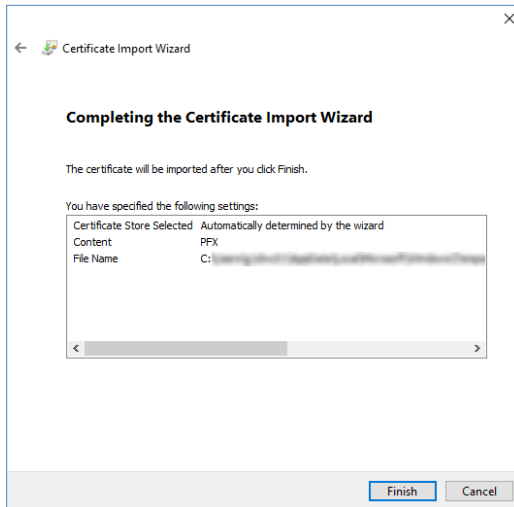
7. Select **Current User** and click **Next**, then click **Next** on the following screen.



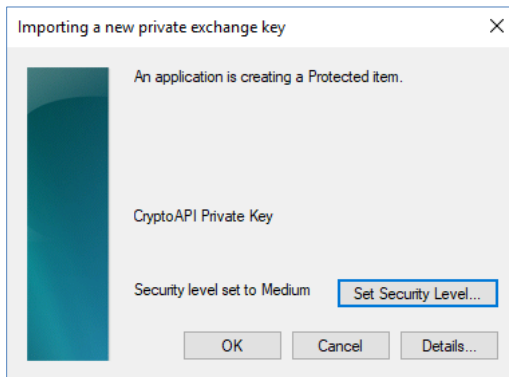
8. Enter the P12 password created in Step 4 above, ensuring that the import options indicated below are selected, click **Next**, and then click **Next** on the following screen.



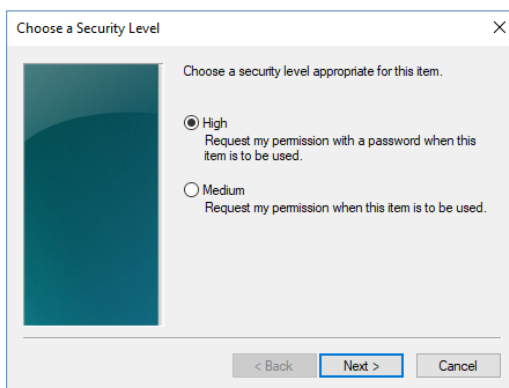
9. Click **Finish**.



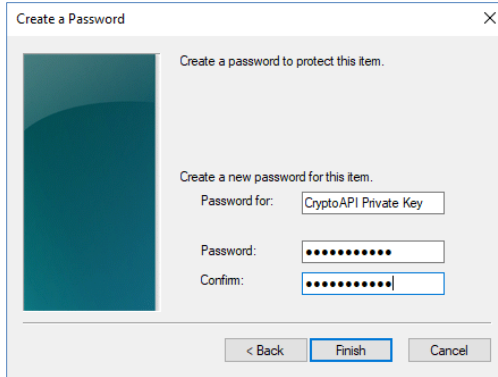
10. On the **Importing a new private exchange key** screen click on the **Set Security Level** button.



11. Select the **High** option and click **Next**.



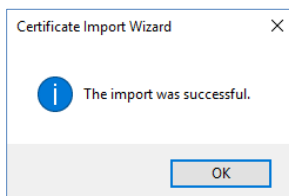
12. Create a password to protect your Private Key. The password should follow your organization's password requirements. NOTE: This is a separate password than the one created in Step 4 above. This will be the password used by Windows to protect your certificate. It is important that you remember this password. Any time you use your certificate in the future to connect to Federal Reserve Bank Services your browser will prompt you for this password. Click **Finish**.



13. Verify that your security level is set to **High**, then click the **OK**.



14. You have successfully downloaded and installed your certificate. Click **OK**. You may now close your browser.



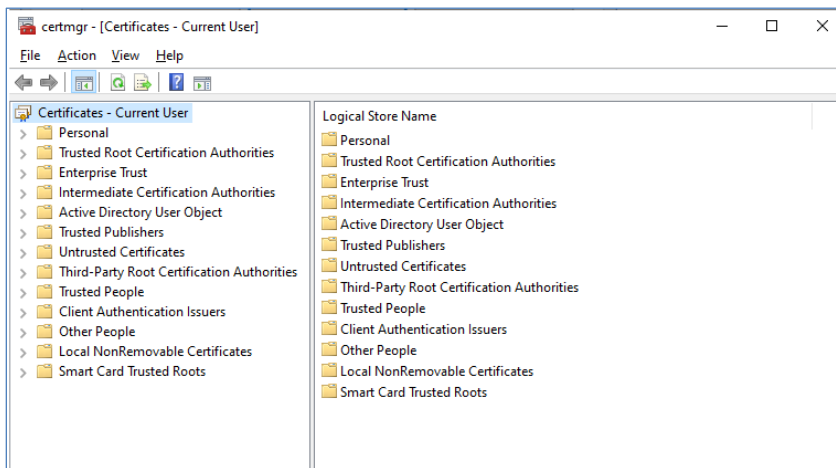
15. Locate the file that was downloaded in Steps 5 and 6 and save it to a secure location (such as a network drive) for contingency purposes, in accordance with your organization's policies. Once saved to a secure contingency location, the file can be deleted from your PC. You should also save the password for the P12 file and the password for the private key to a secure location for contingency purposes, in accordance with your organization's policies.

IMPORTANT: You must safeguard the digital certificate and its associated private key.

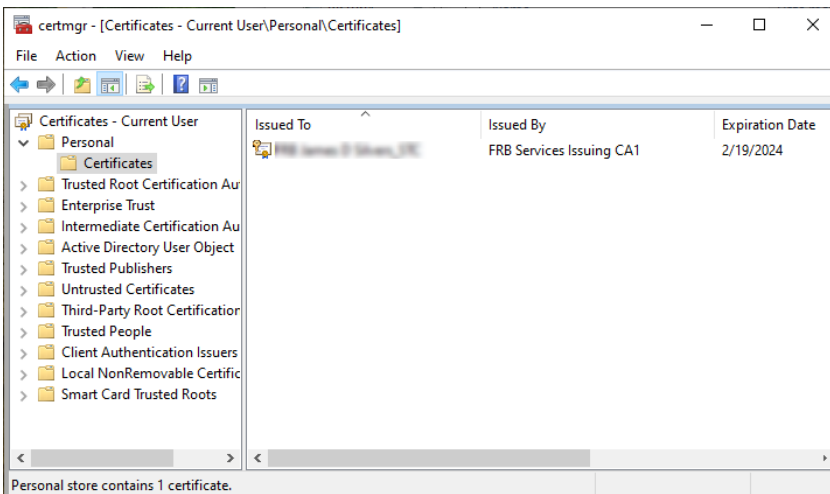
Key considerations include:

- Create a backup copy of the digital certificate file for business recovery purposes and store this copy in a safe location.
- Limit on a need-to-know or need-to-have basis all logical and physical access to the digital certificate. This includes access to the certificate repository that stores the certificate within your workstation or operating system.
- Limit on a need-to-know or need-to-have basis all logical and physical access to any backup copies of the digital certificate created through backup solutions.
- It is important to remember the password for your certificate, as the Federal Reserve Banks cannot reset it. If you forget your password, a new certificate must be issued.
- Do not share your password with anyone.

16. Verify that you have correctly installed the certificate. In the Windows search box in the lower left corner of your screen, search for “Manage user certificates” then press **Enter** or select **Open**. The Windows Certificate Manager window will be displayed.



17. In the left-hand pane, expand the **Personal** folder and click the **Certificates** folder. You should see your newly downloaded certificate in the **Certificates** folder. If multiple Federal Reserve Bank credentials appear in the list, the newly downloaded certificate will typically have the latest expiration date. After verifying your certificate is imported, close the Certificate Manger window.



Installing the Federal Reserve Banks Certificate Authority (CA) Certificates

Some users may need to manually install the Federal Reserve Banks CA Certificates. Follow the procedures below to complete this activity on any computer that will be used to access Federal Reserve Bank Services.

FRB Services Root CA Certificate

1. Browse to the Certificate Registration Home page at <https://registration.federalreserve.org> and click the **Certification Authority (CA) Certificates** button.

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Certificate Registration Home

Welcome to the Federal Reserve Banks certificate registration site. The Federal Reserve Banks provide web-based access to Federal Reserve Bank services by leveraging public key infrastructure (PKI) technology. Access to Federal Reserve Bank services are protected through the use of digital certificates to ensure strong mutual authentication between your web browser and the Federal Reserve Banks.

Instructions for creating a Federal Reserve Banks user certificate can be found [here](#).

[Certificate Download](#)

Certification Authority (CA) Certificates

WARNING – Private Information System

You are accessing an information system provided for authorized use only. If you are not authorized to use this information system, disconnect immediately. Unauthorized access is prohibited and may result in civil and/or criminal penalties. By logging on, you acknowledge that Reserve Banks may audit, access, monitor, intercept, or search your communications and data; you have no reasonable expectation of privacy; and your communications and data may be disclosed or used by Reserve Banks.

Use of the Federal Reserve Bank systems are subject to the terms and conditions of Operating Circular 5, Electronic Access, including the Certification Practice Statement, and Password Practice Statement, where applicable. These documents are available on the [Operating Circulars](#) page.

2. Click on **FRB Services Root CA Certificate**.

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Certification Authority (CA) Certificate

If you are retrieving a Federal Reserve Banks (FRB) user certificate, you do not need to retrieve the FRB Services Root CA Certificate or the FRB Services Issuing CA Certificate. These certificates will be included in the certificate package file.

The FRB Services Root CA and FRB Services Issuing CA Certificates allow users to verify the web site they are visiting is considered trustworthy and secure. With these credentials, your web browser will trust certificates issued by the FRB Services Root and Issuing CAs.

If you have a need to select the following options, you will be asked if you want to accept the Certification Authority's Certificate on your Web browser. Accepting the FRB Services Root CA and FRB Services Issuing CA Certificates will import them directly into your Web browser.

FRB Services Root CA Certificate

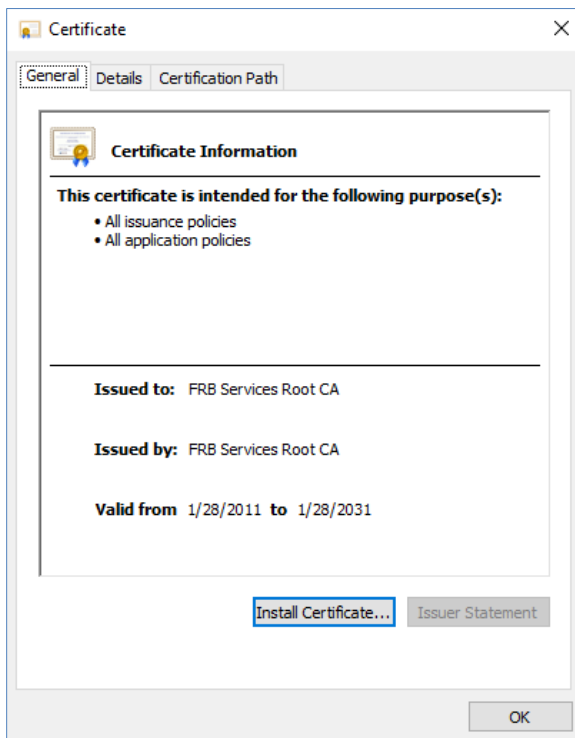
FRB Services Issuing CA Certificate (2017-2030)

FRB Services Certificate Chain

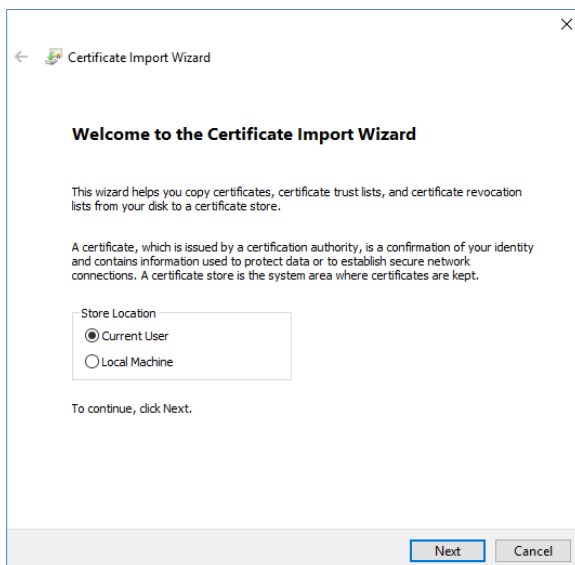
FRB Services Root CA Certificate (PEM encoding)

```
-----BEGIN CERTIFICATE-----
MIIDhjCCAm6gAwIBAgIETUMXODANBgkqhkiG9w0BAQoFADBjMQoWCQYDVOQGEwJ1
czEeMBwGA1UEChMVbWVrZXh0bCBzZXN1cn21IEUhbmtzMRUwEwYDVOQLEwxsQ0kg
U2Vydm1lj2XMmHTAbBgNVBAMTFE2SQ1BT2XJ2aWN1cyBSb290IENBMj40XDEkMDEy
```

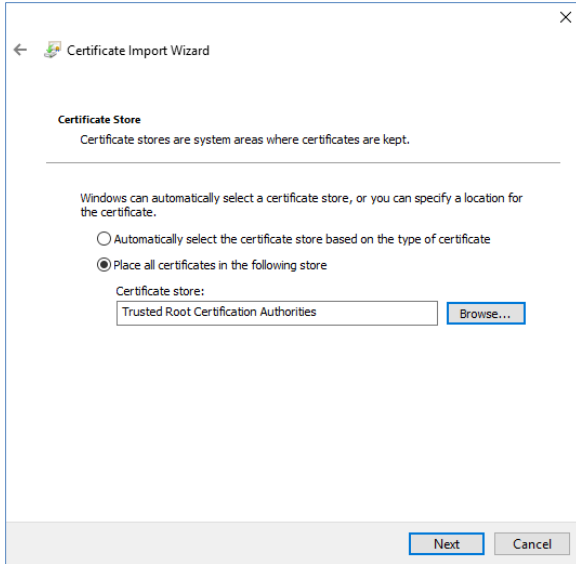
- The certificate file will be saved to your Downloads directory unless a different directory is specified. Open the directory the file was saved to and double-click on the certificate file.
- In the **Certificate Information** window, click **Install Certificate**.



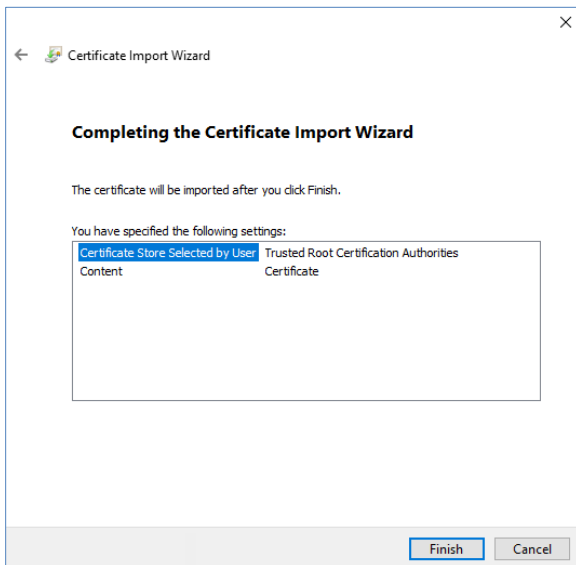
- The **Certificate Import Wizard** will be initiated. Click **Next**.



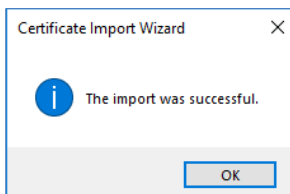
6. Select **Place all certificates in the following store** and click **Browse**. Select the **Trusted Root Certification Authorities** option and click **OK**. Verify the selection and click **Next**.



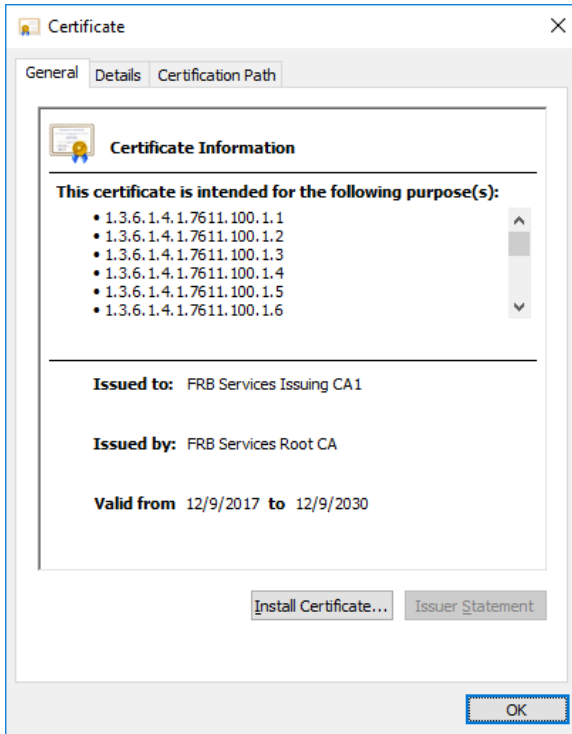
7. Click **Finish**.



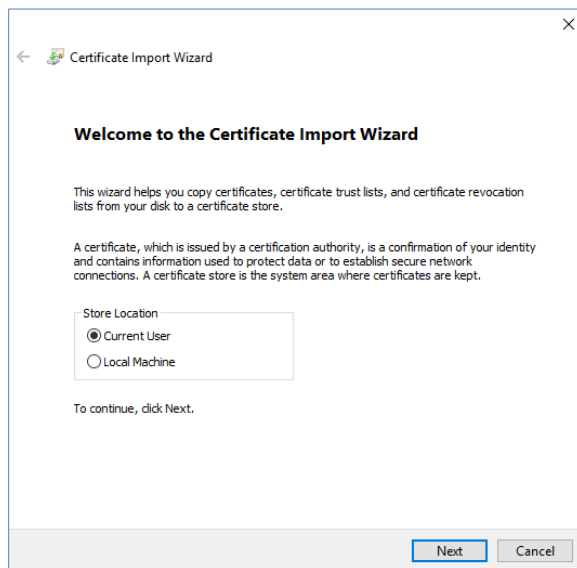
8. A confirmation prompt will be displayed when the certificate has been installed successfully. Click **OK**.



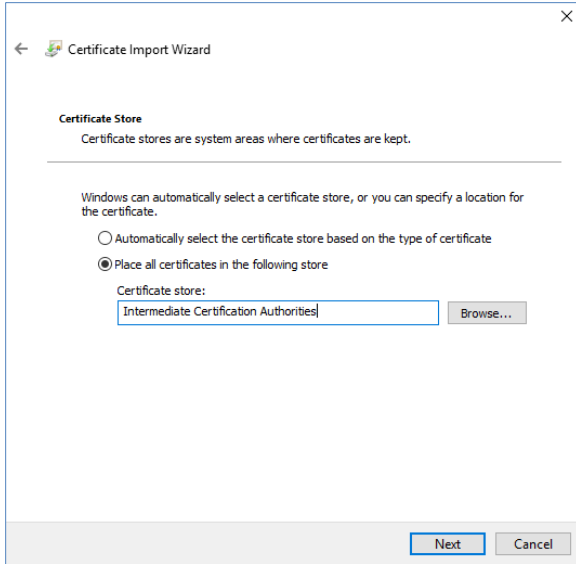
4. In the **Certificate Information** window, click **Install Certificate**.



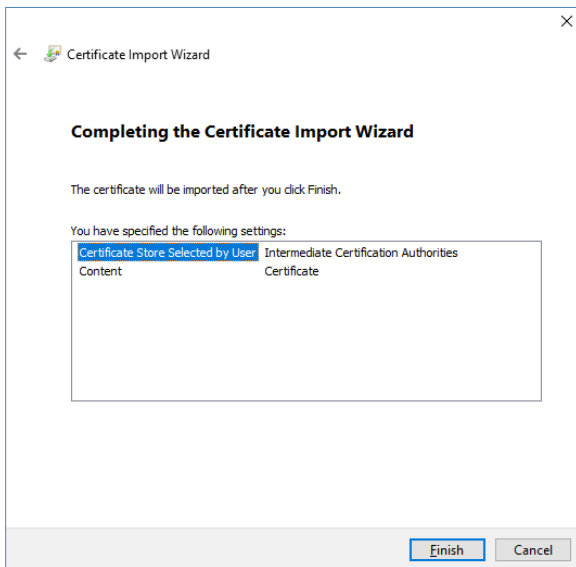
5. The **Certificate Import Wizard** will be initiated. Click **Next**.



6. Select **Place all certificates in the following store** and click **Browse**. Select the **Intermediate Certification Authorities** option and click **OK**. Verify the selection and click **Next**.



7. Click **Finish**.



8. A confirmation prompt will be displayed when the certificate has been installed successfully. Click **OK**.

