

Why should I back up my certificate?

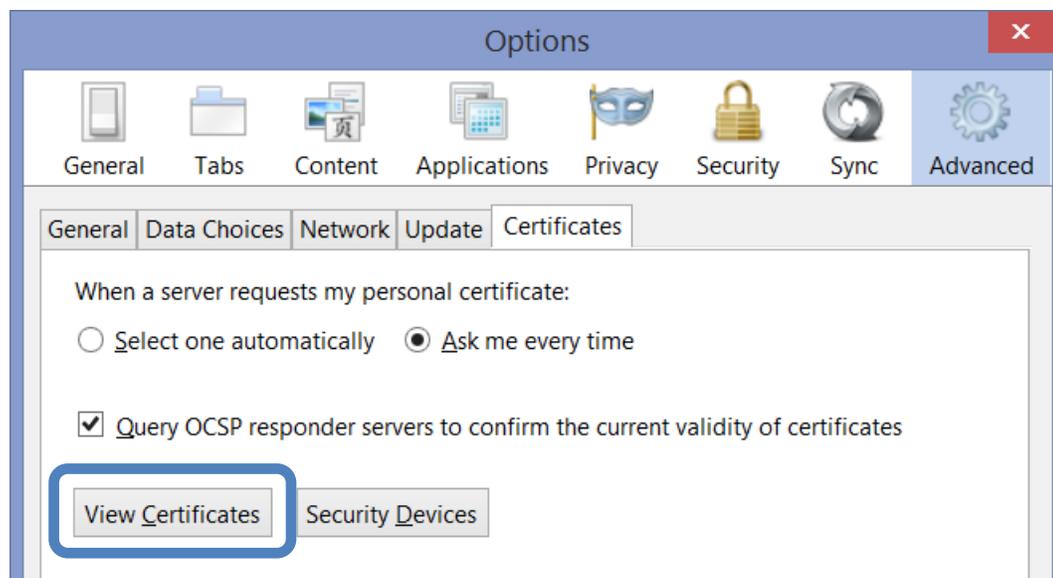
You should *always* keep a backup copy of your ACES Business Certificate on a location external to your computer. Since it's stored locally on your computer, in the Firefox certificate store, the certificate is vulnerable to deletion or corruption by viruses, hardware failures, or even updates to your browser or operating system. If this happens, the *only* way to restore your certificate is through a backup copy. We at ORC never have access to your complete certificate, so if it's lost and you don't have a backup copy, your only option is to buy a new one to replace it.

Besides using it to restore your certificate in case of loss, you can also use your backup file to copy the certificate to other computers. As long as you protect it with a secure password on every computer and don't share the certificate with anyone else, you're free to use it on as many computers as you'd like. You can export the certificate from your work PC to your laptop or even your home computer.

How do I create a backup copy of my certificate?

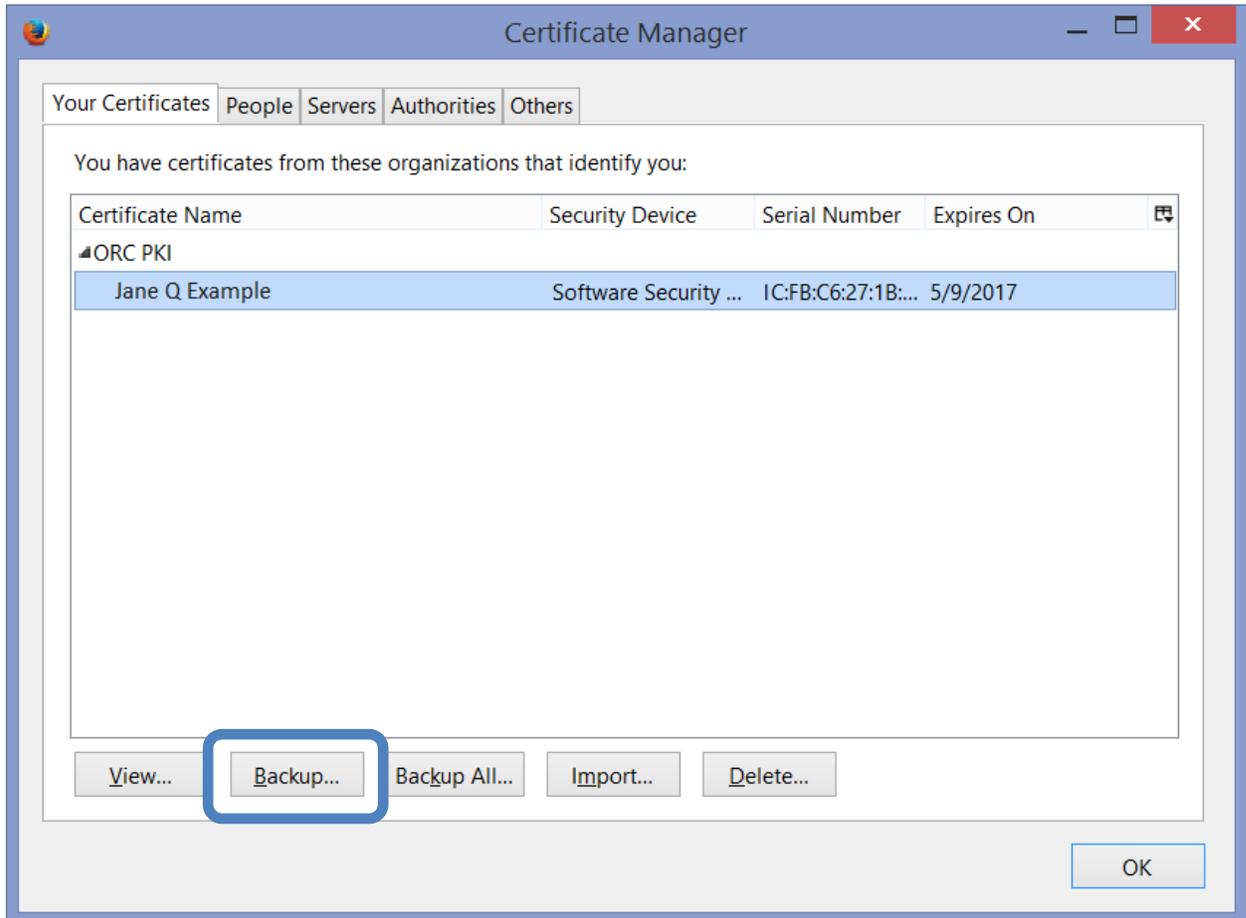
Here's how to back up your certificate in Firefox:

1. Click the menu button  and then click Options .
2. Select the Advanced panel, click the Certificates tab, and then click the "View Certificates" button.



Creating a backup (export) copy of your certificate – Mozilla Firefox

3. The Certificate Manager box will open. If you've never been here before, it will default to the Authorities tab. Click on the Your Certificates tab. Select your certificate, and then click the Backup button.



4. The File Name to Backup box will open. Take these three steps to set up your save file:
 - a. In the left-hand pane, choose a location to save your certificate backup file.

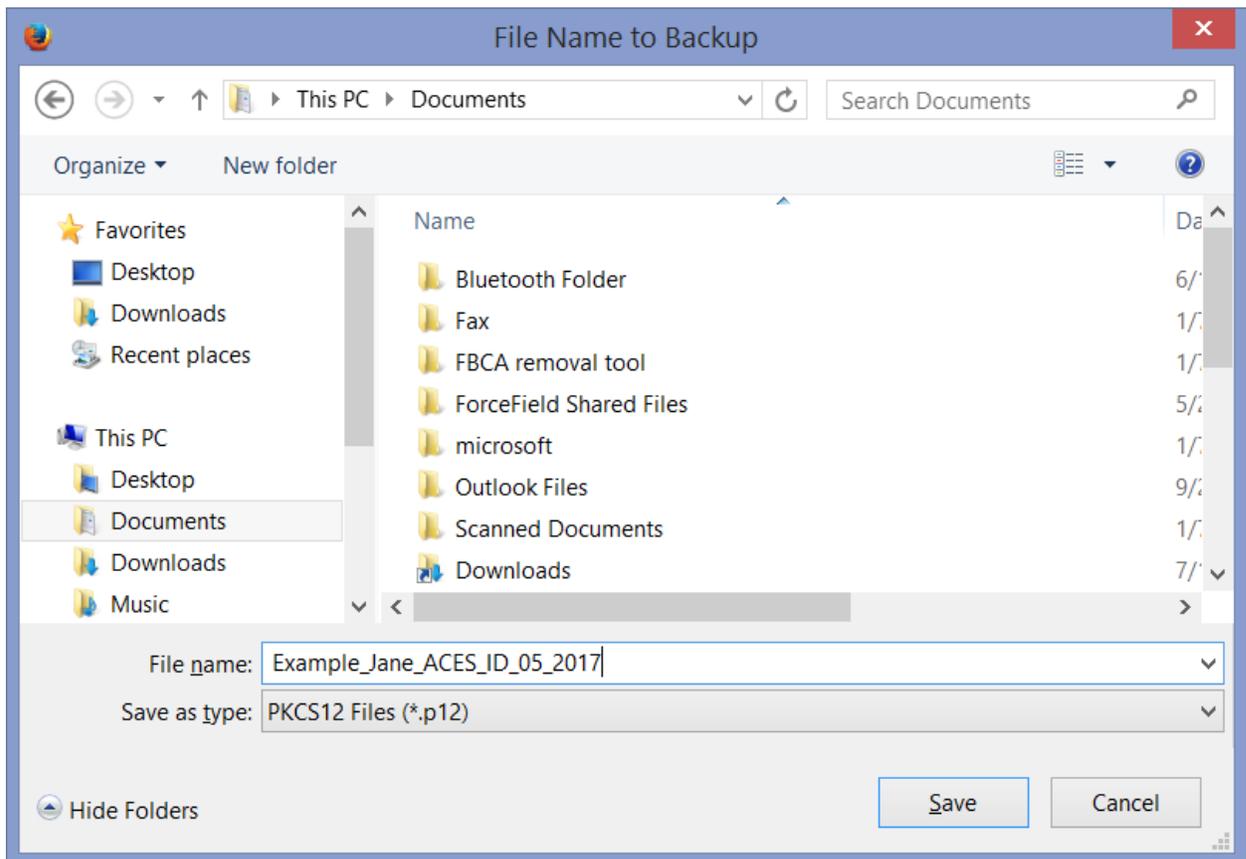
Reminder: To protect yourself from losing the certificate in the event of a hardware failure, upgrade, or other event, make sure you save your certificate somewhere other than your computer's hard drive. A thumb drive or shared network location works well for this!

- b. In the File Name field toward the bottom of the window, enter a name for your certificate backup file. You're free to name it whatever you like, but we recommend that you use the format: Lastname_Firstname_ACES_ID_MM_YYYY, where "MM" and "YYYY" are the month and year of your certificate's expiration date. This naming scheme will

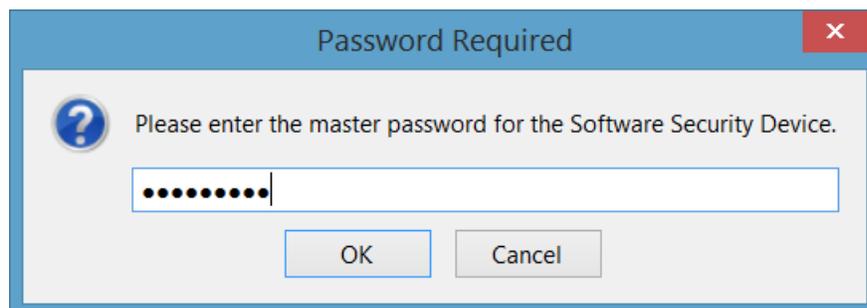
Creating a backup (export) copy of your certificate – Mozilla Firefox

tell you at a glance whose certificate it is, what kind of certificate it is, and when it expires.

- c. Click the Save button.



- 5. If you already have Firefox protected with a master password, you'll be prompted to enter it. If you haven't already protected Firefox with a master password, you should create one when you're done making your backup file.



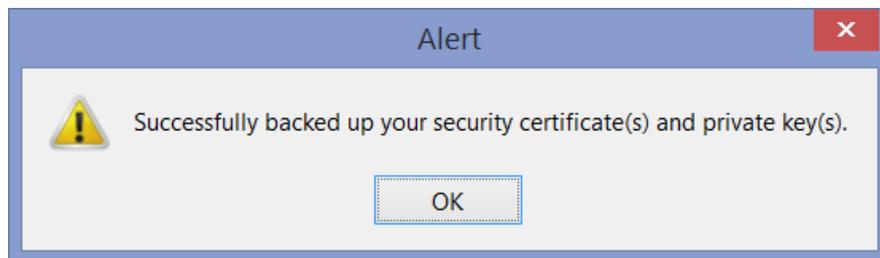
Creating a backup (export) copy of your certificate – Mozilla Firefox

6. A dialog box named “Choose a Certificate Backup Password” will appear. Type your password twice.

Note: The password quality meter is a guideline to help you choose a password. Filling the entire bar is helpful, but not a requirement. We suggest the password contain a combination of letters, numbers, and symbols. Make it complex enough that it will be difficult for others to guess, but simple enough that you’ll be able to remember it. ORC *cannot* reset this for you if you forget it!



7. When you click “OK”, an alert box will notify you that the backup was successful. Congratulations! You’ve made a secure backup copy of your ACES Business Certificate!



Remember that you should always protect your certificate with a password, whether it’s stored in your browser or saved as a backup copy. If you haven’t already set a master password in Firefox to safeguard your certificate, take a moment to do it now. Here’s a link to our instructions on how to do that:

https://aces.orc.com/docs/instructions_Set_Password_Firefox.pdf