



**U.S. Nuclear Regulatory Commission
External Credentialing Service**

**NRC Digital Certificate
Activation Guide**

Version 2.2

November 12, 2013



Revision History

| Version | Date | Description | Author |
|---------|-------------------|---------------------------------------|--------|
| 1.0 | March 28, 2011 | Initial draft | |
| 2.0 | August 13, 2013 | Updated to reflect new process | |
| 2.1 | October 18, 2013 | Added Install CA, updated screenshots | |
| 2.2 | November 12, 2013 | General Edits | |



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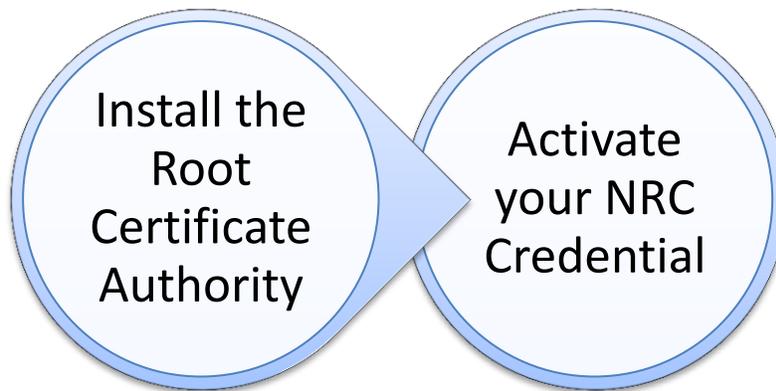


1. Introduction

This document serves as a User Guide for the Nuclear Regulatory Commission (NRC) external partners that have a need to use NRC's secure web based applications. More specifically, it describes the process through which an applicant activates a digital certificate.

Once the applicant has obtained a digital credential, it can be used to access NRC's secure web based applications directly over the Internet.

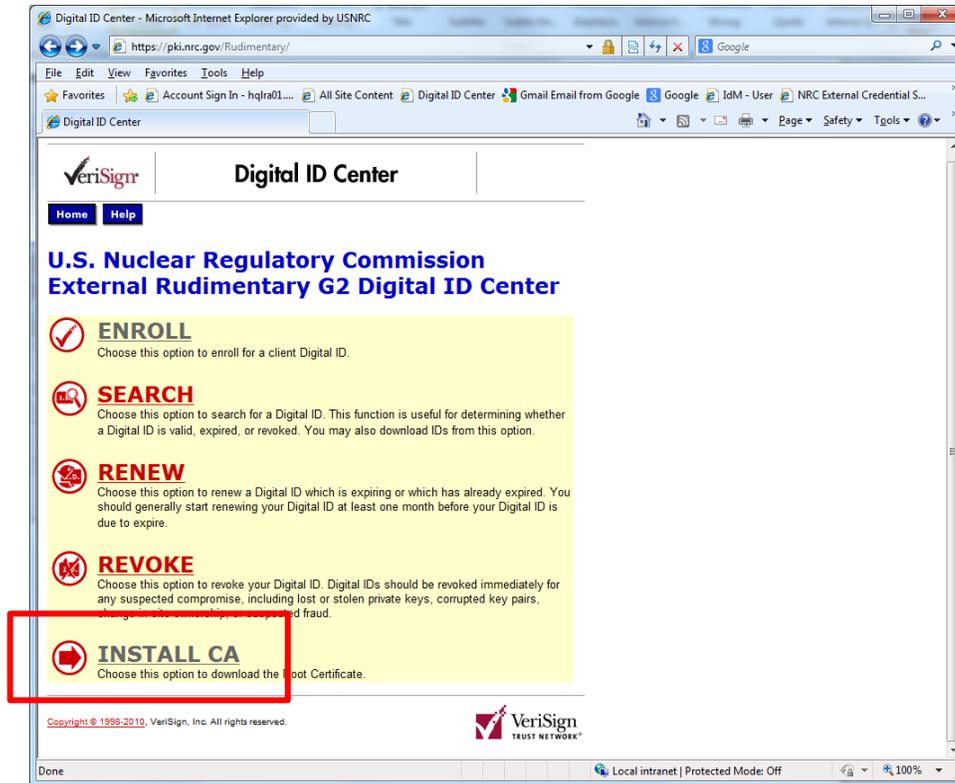
The process of obtaining an NRC digital certificate consists of the following 2 high-level steps:



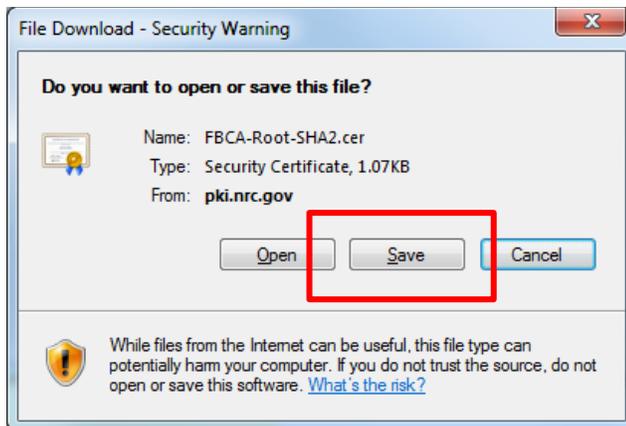


2. Install the Root Certificate Authority

1. Launch the Microsoft Internet Explorer web browser and navigate to the NRC External Credential Service (Level 1 Digital Certificates → <https://pki.nrc.gov/Rudimentary/>). Click on Install CA.



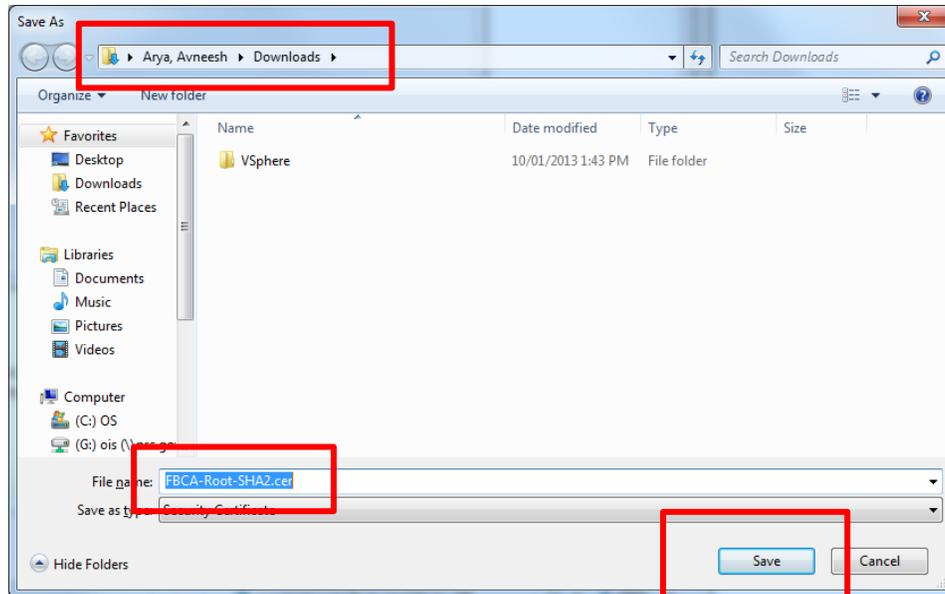
2. Click on Save.



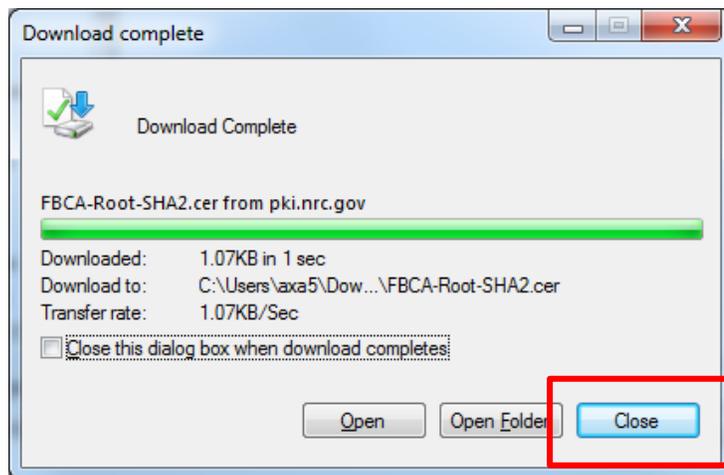


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3. Save the file to a folder on your computer. Please make a note of this location. Click on Save.



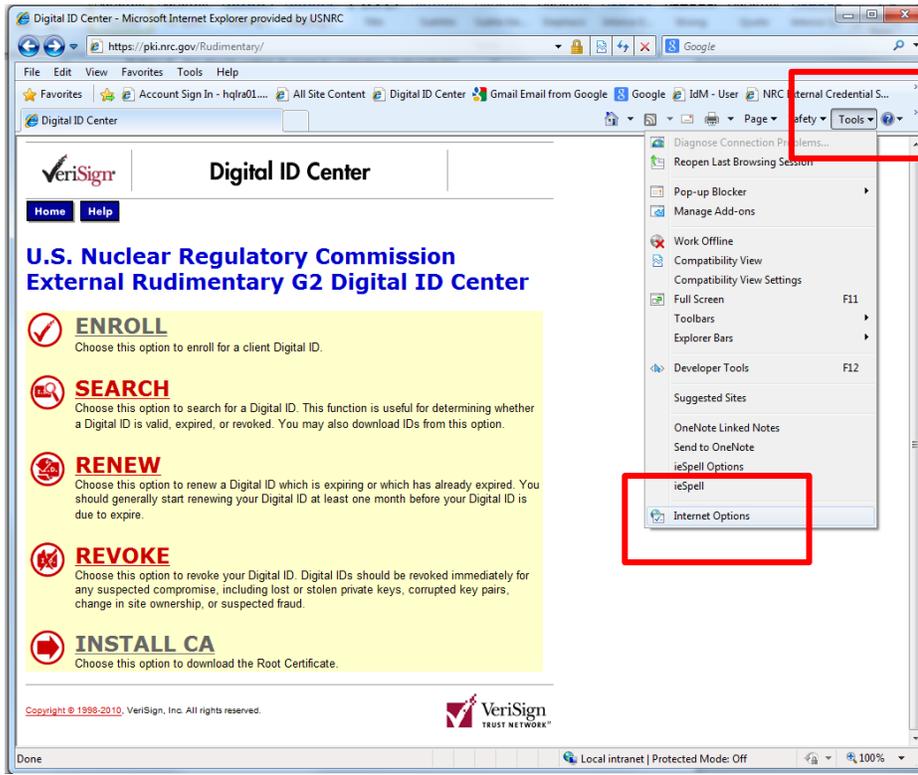
4. Click on Close once the download is complete.



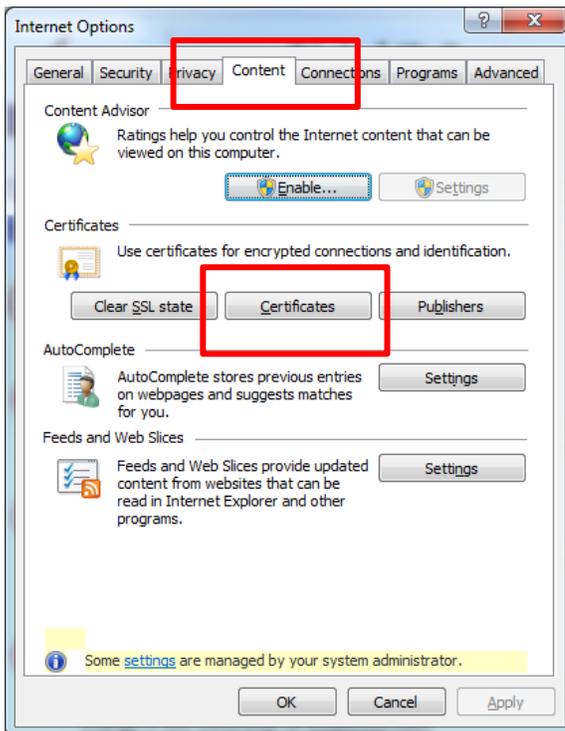
5. At the Microsoft Internet Explorer web browser, select Tools, then Internet Options.



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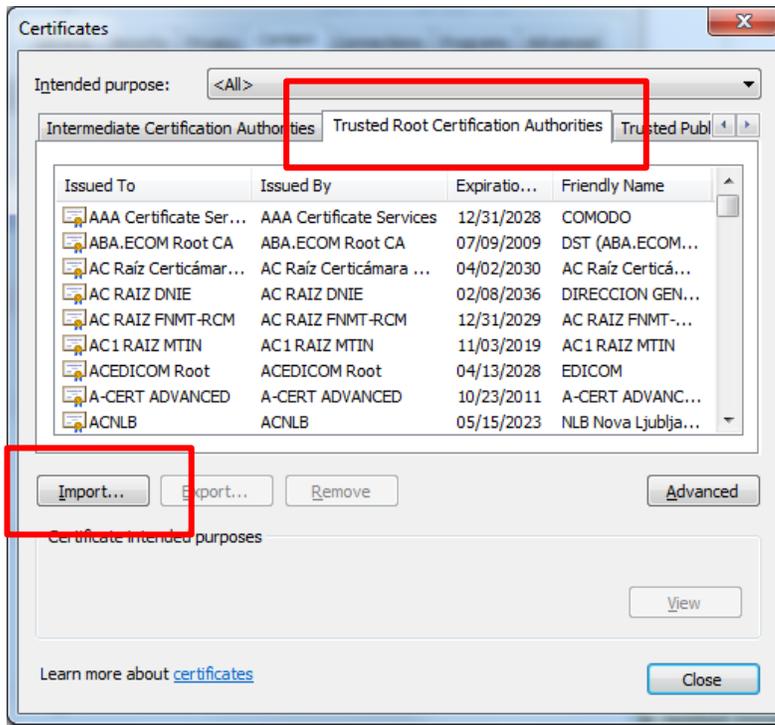


6. Click on Contents, then on Certificates.

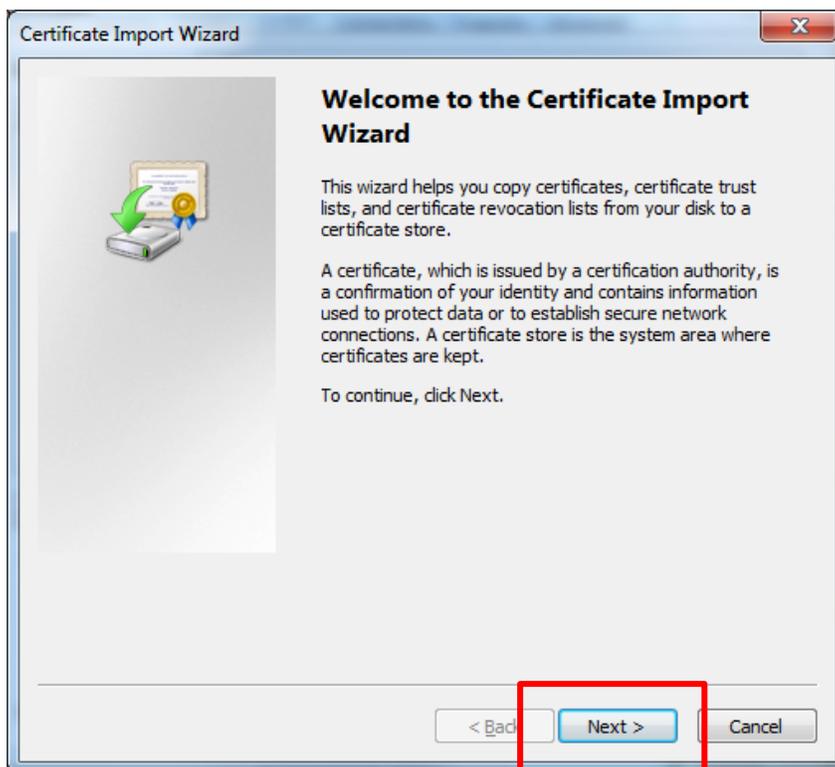




7. Click on Trusted Root Certification Authorities, then on Import.

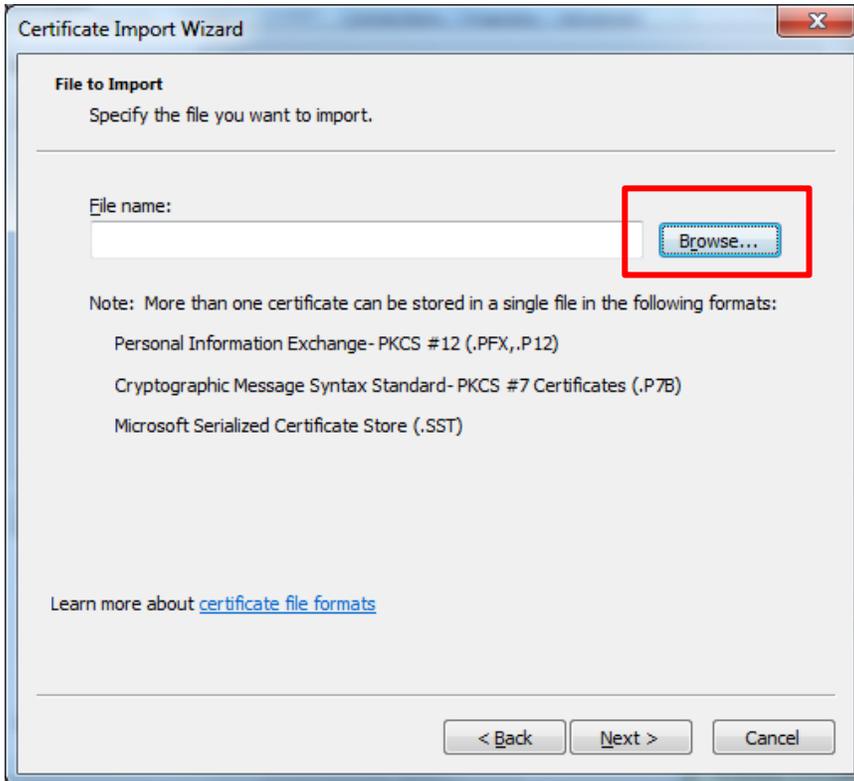


8. Click on Next.

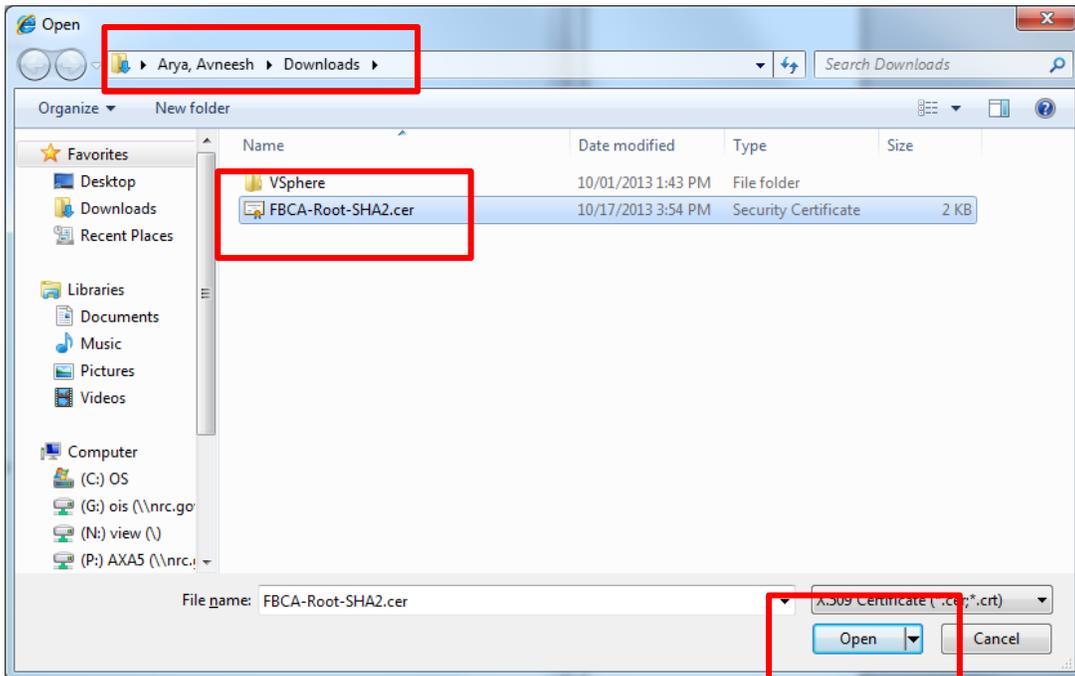




9. Click on Browse.

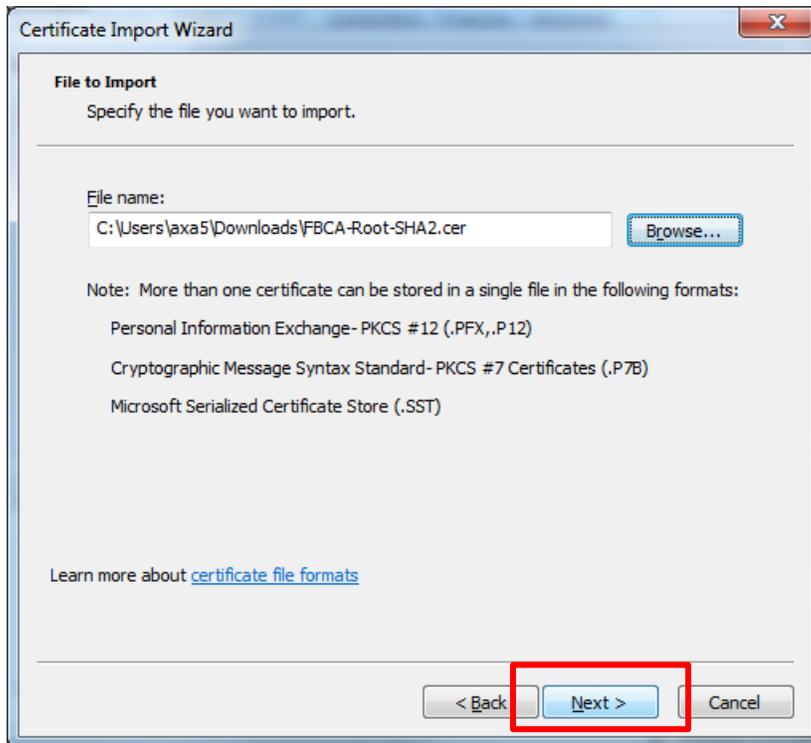


10. Browse to the location where the certificate file was saved. Select the file, and click on Open.

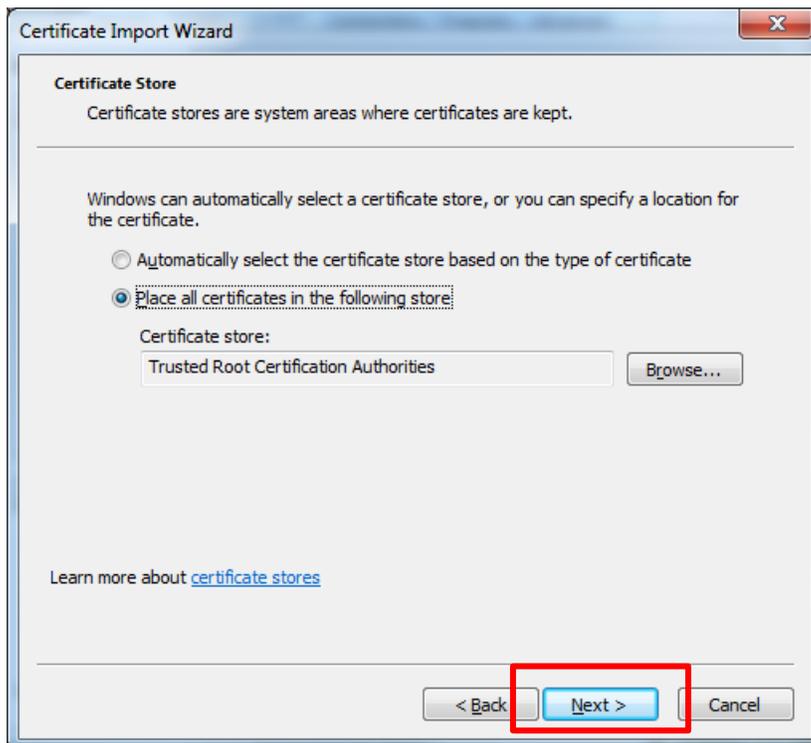




11. Click on Next.

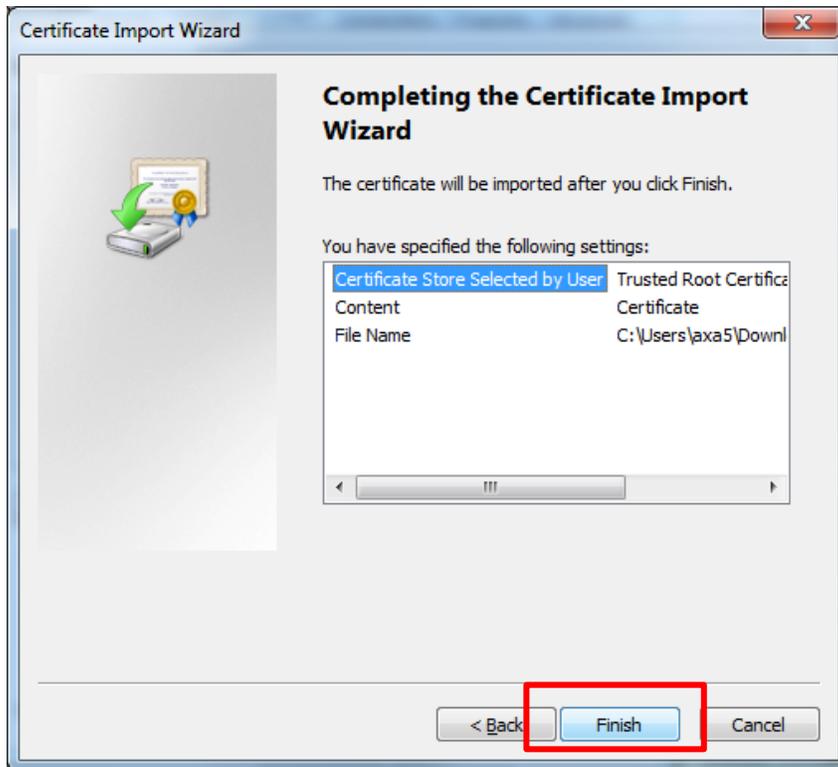


12. Click on Next.

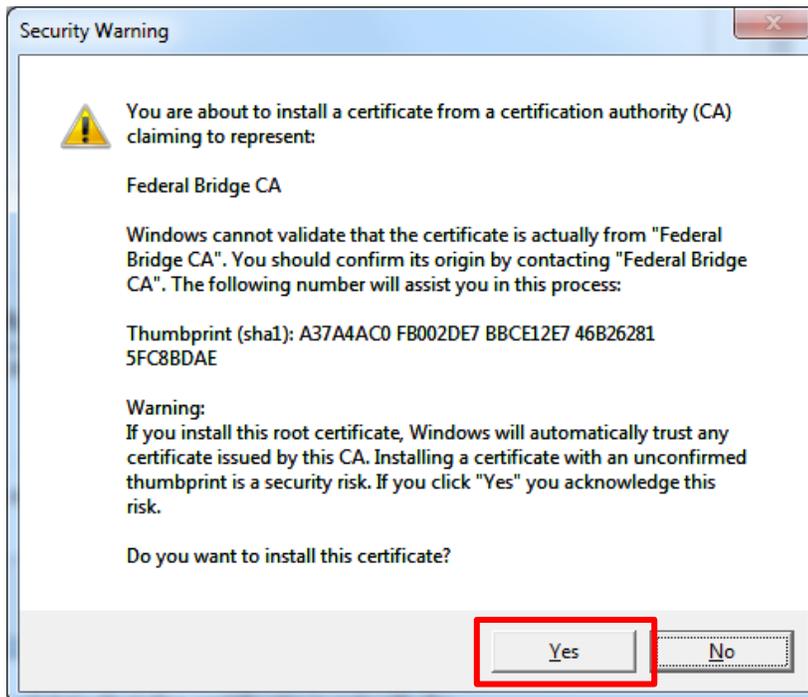




13. Click on Finish.



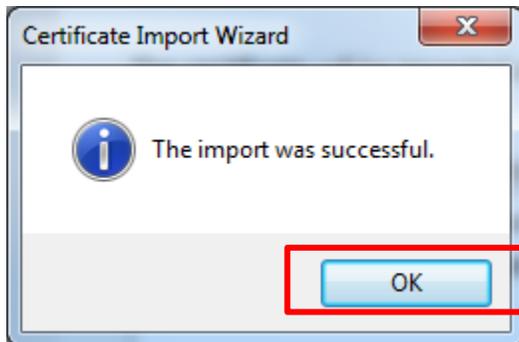
14. If the Security Warning dialog box is displayed, Click on Yes





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15. Click on OK.

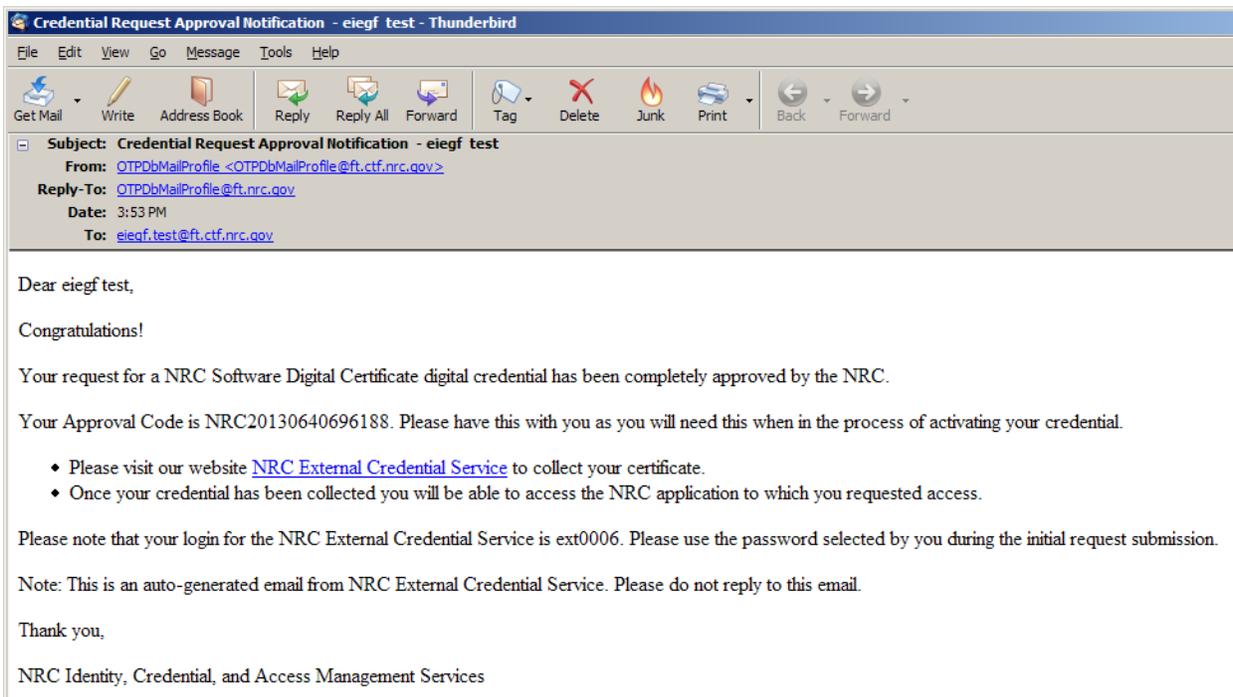




3. Credential Activation Process

This section takes the applicant through the activation process of a digital certificate. It assumes that the applicant has completed the credential enrollment process and has received the both the necessary approval and credential activation code. Each necessary screen is captured with an explanation of what the applicant is to comply with on each screen.

1. Prior to activating a digital certificate the user must have received the below notice indicating that they have been approved for a digital certificate. This email notification also includes the credential activation code that is required later in this process.



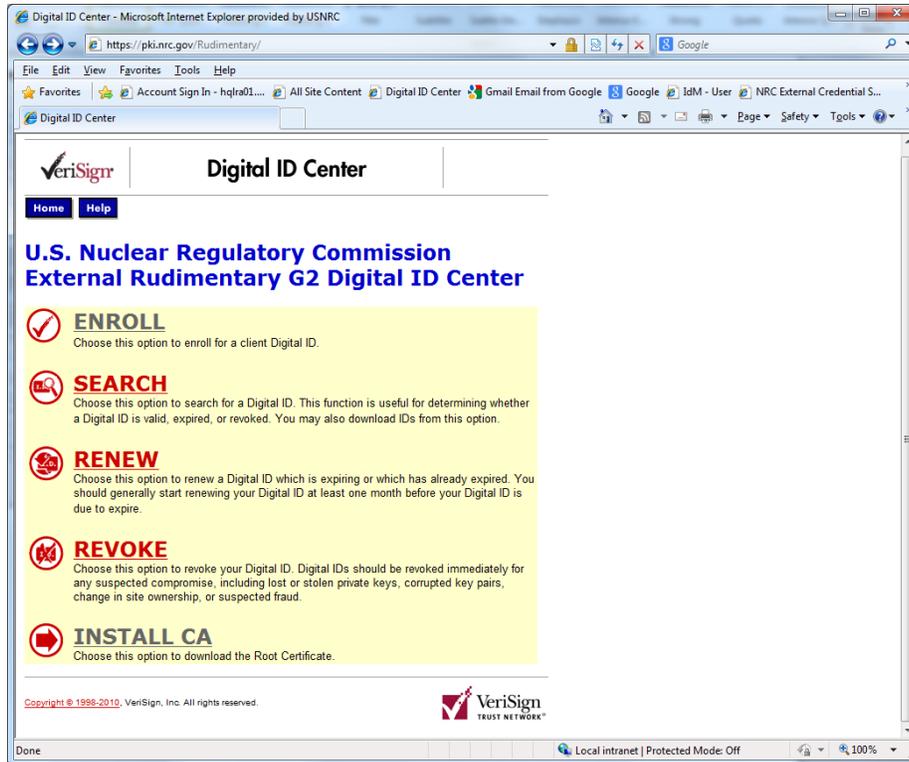
NOTE: Please ensure that you've already followed the instructions in Section 2 (Install the Root Certificate Authority).

2. Launch the Microsoft Internet Explorer web browser and navigate to the NRC External Credential Service using the appropriate link provided in the above email to collect and activate your new digital certificate.



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A. Level 1 Digital Certificates → <https://pki.nrc.gov/Rudimentary>



B. Level 3 Digital Certificates → <https://pki.nrc.gov/Basic>



 **Digital ID Center**

[Home](#) [Help](#)

U.S. Nuclear Regulatory Commission Level 3 Credentials for External Partners

-  **ENROLL**
Choose this option to enroll for a client Digital ID.
-  **SEARCH**
Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.
-  **RENEW**
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.
-  **REVOKE**
Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

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3. To begin the activation process click on “Enroll”, then complete and submit the form as follows:
 - A. eMail Address – Enter your email address
 - B. NRC Approval Code – enter the approval code contained in the email notification you received as part of step 1 of this process.
 - C. Challenge Phrase – enter a challenge phrase that will be used by you to revoke your digital certificate in the future should you lose it.
 - D. Key Protection – check this box to protect your key
 - E. Submit – click the submit button



Enrollment

Help with this Page

Complete Enrollment Form

Enter your Digital ID information

Fill in all required fields. Fields marked with an asterisk (*) are included with your Digital ID and are viewable in the certificate's details.

| | |
|---|--|
| Your E-mail Address: * (required) (example -- jbdoe@verisign.com) | <input type="text" value="ecsl1.test@ft.ctf.nrc.gov"/> |
| NRC Approval Code: (required) | <input type="text" value="NRC20131316325912"/> |

Challenge Phrase

The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. Do not lose it. You will need it when you want to revoke or renew your Digital ID.

| | |
|--|--|
| Enter Challenge Phrase: (required) Do not use any punctuation. | <input type="password" value="•••••"/> |
|--|--|

Additional Security for Your Private Key

We recommend that you protect the private key associated with your digital ID. Checking the box below will provide you with security options for your private key. [Click Here](#) for additional information.

| | |
|---|-------------------------------------|
| Check this Box to Protect Your Private Key | <input checked="" type="checkbox"/> |
|---|-------------------------------------|

Optional: Enter Comments

In some cases, your administrator will instruct you to enter *Shared Secret* information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is you submitting the application. This comment will not be included in your Digital ID.

Done



Digital ID Subscriber Agreement

By applying for, submitting, or using a Digital ID, you are agreeing to the terms of the VeriSign Subscriber Agreement.

SUBSCRIBER AGREEMENT

YOU MUST READ THIS SUBSCRIBER AGREEMENT ("SUBSCRIBER AGREEMENT") BEFORE APPLYING FOR, ACCEPTING, OR USING A VERISIGN CERTIFICATE OR DIGITAL ID ("CERTIFICATE" OR "DIGITAL ID"). IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE THE CERTIFICATE.

1. Certificate Application and Description of Certificates. This section details the terms and conditions regarding your application ("Certificate Application") for a Certificate and, if VeriSign accepts your Certificate Application, the terms and conditions regarding the your use of the Certificate to be issued by VeriSign to you as "Subscriber" of that Certificate. A Certificate is a digitally signed message that contains a Subscriber's public key and associates it with information authenticated by VeriSign or a VeriSign-authorized entity. The Certificates provided under this Agreement are issued within the VeriSign Trust Network ("VTN"). The VTN is a global public key infrastructure that provides Certificates for both wired and wireless applications. VeriSign is one of the service providers within the VTN, together with a global network of affiliates and partners throughout the world. The VTN and VeriSign under this Agreement offer three distinct classes ("Classes") of certification services, Classes 1-3, for both the wired and wireless Internet and other networks. Each level, or class, of Certificate provides specific functionality and security features and corresponds to a specific level of trust. You are responsible for choosing which Class of Certificate you need. The following subsections state the appropriate uses and authentication



If all the information above is correct, click **Submit** to continue.

Submit

Cancel

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Done

4. Confirm your email address and click "OK"



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5. On the "Creating a new RSA exchange key" prompt click "Set Security Level" then set the security level to "High" as indicated below. Click next to continue.





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6. Create a Password to be used each time your certificate is required for authentication, then click "Finish".



7. Confirm that the security level of your new digital certificate is now set to "High" and click "OK" to continue.



8. At this point the digital certificate is being created and installed into your certificate store. Do not stop or refresh your browser.

Please wait while the Digital ID is being issued ...

NOTE: Do not close your browser during this time or you will not receive your Digital ID. Also, do not press **Stop** or **Refresh**.





VeriSign | **Digital ID Services**

Congratulations!

Your Digital ID has been successfully generated and installed.

Your Digital ID Information.

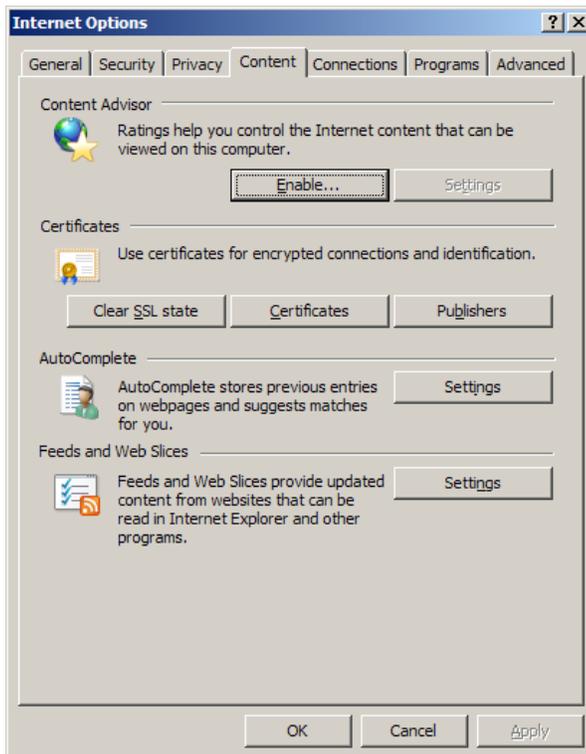
Country = US
Organization = U.S. Nuclear Regulatory Commission
Organizational Unit = External
Common Name = Ecs0803A middle test
□_□0808132307076554
Serial Number = 2bd5b40042bae8111418804aa93becac

Consult our Help Desk and Tutorials:

1. Go to the [Help Desk](#) to view our tutorials and other useful information.
2. Go to the [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

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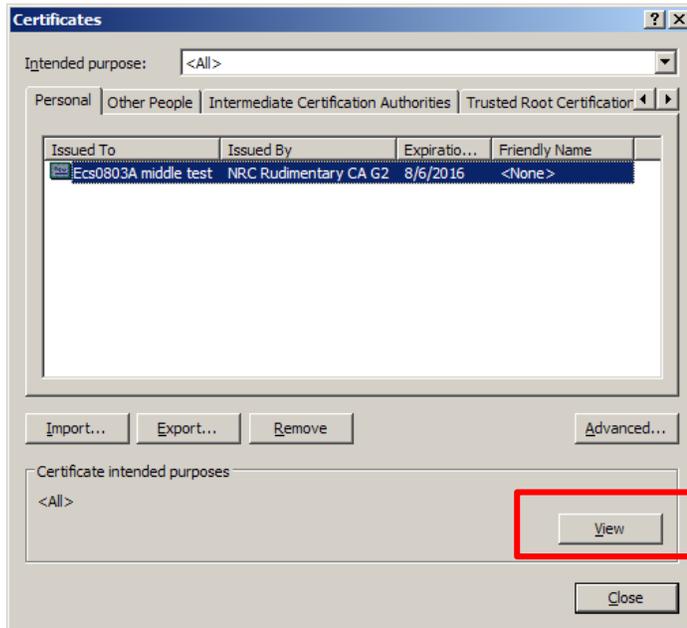
9. Follow these steps to confirm that your new digital certificate was installed correctly. From the Internet Explorer menu navigate to Tools → Internet Options → Content to display the below screen.



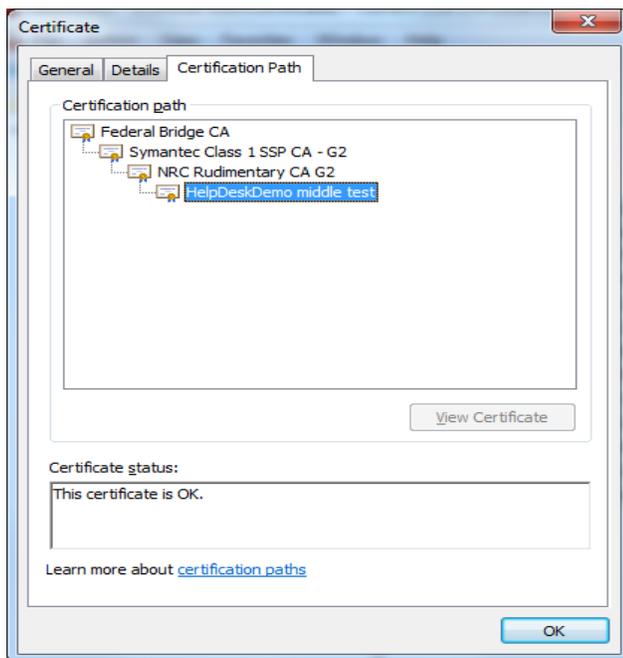


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- Click on Certificates button on the Internet Options → Content tab to display your certificate store. On the “Personal” tab, you should see a certificate “Issued by” the NRC. Select the certificate, and click on View.



- Click on Certification Path. The path should be similar to the one shown below.





4. Support

Please visit the appropriate support resources for help and troubleshooting:

1. User Guides – located at <https://pki.nrc.gov/ecs/guides.html>
2. Application Support Desks
 - a. Integrated Source Management Portfolio (ISMP)
Phone: 877-671-6787
eMail: ISMPHelp.Resource@nrc.gov
 - b. Electronic Filing (EIE)
Phone: 866-672-7640
eMail: Meta_System_Help_Desk.Resource@nrc.gov