

Guide to issue the digital certificate

Requirements:

1. Have a connected Windows Machine

(MacOS or Linux are not supported!)

2. Have the Reference and Authorization codes

If you have all the requirements, please follow this guide to successfully issue your digital certificate on your PC

E-mail: pki@risa.gov.rw

Website: www.govca.rw

STEP 1

Go to www.govca.rw then click on “Issue”

The screenshot shows the GovCA website interface. The browser address bar displays <https://govca.rw/eng/>. The page title is "Certificate Service Center". On the left, a vertical menu lists several options: "Issue" (issue process), "Renewal" (renewal process), "Reissue" (reissue process), "Management" (validation check, backup, storage P/W), "Certificate missing" (lost/missed certificate), and "Digital certificate issuance guide". The "Issue" option is highlighted in dark blue, and a blue callout bubble with the text "Click here" points to it. In the center, a large graphic features a triangle with "Confidentiality" (green), "Integrity" (red), and "Availability" (orange) on its sides, and "Data Security" in the center. On the right, a "Quick link:" section contains six links: "Requirements", "Application forms", "User Guide", "Softwares", and "RootCa and GovCA certificates", each with a right-pointing arrow. At the bottom, a grey bar contains the text "Digital certificate - Data Security" and four small square icons.

STEP 2

Click **OK** to **download** Secukit NXS and **install it on your PC** to remove the loading sign on the page and then put the codes (Step3).

The screenshot shows the 'Certificate Service' interface. The top navigation bar includes 'Certificate Service' and 'Issue', with a breadcrumb trail 'Home > Certificate Service > Issue'. On the left, a sidebar menu lists 'Application', 'Issue', 'Renewal', 'Reissue', 'Management', and 'Lost Certificate'. The main content area is titled 'Issue Certificate' and features a warning dialog box with a yellow triangle icon and the text 'Need to install client software(SecuKit NXS)'. An 'OK' button is highlighted in the dialog, with a blue callout bubble pointing to it that says 'Click here'. Below the dialog, the text reads: 'Certificate received from the time of application filing agency Registration number (Is Code - Reference Number) Please enter.' This is followed by a paragraph: 'This is a function to request and issue certificates by using an electronic signature key pair. The key pair is generated with the registration number received from a registration authority (RA). Fill in the Reference Number and Authorization Code and press "Issue Certificate" button'. At the bottom, there is a form area with a vertical line on the left and a vertical line on the right, indicating a text input field.


STEP 3

After installing the Secukit, Enter the given **Reference number** and **Authorization Codes**, then click on **Issue Certificate**. (These codes are used only one time, after successfully issuing your certificate, they cannot be used anymore!)

Certificate Service Issue Home > Certificate Service > Issue

Issue Certificate

- Application
- Issue
- Renewal
- Reissue
- Management
- Lost Certificate



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graph LR; A((Enter the registration number)) --> B((Terms of use agreement and enter a password)); B --> C((Complete issue));
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Certificate received from the time of application filing agency
Registration number (Is Code - Reference Number) Please enter.

This is a function to request and issue certificates by using an electronic signature key pair. The key pair is generated with the registration number received from a registration authority (RA).

1 Type the Reference number here

2 Type the Authorization code here

3 Click here to proceed

Enter the Reference Number and Authorization Code and press "Issue Certificate" button

Reference Number:

Authorization Code:

STEP 4

Please choose the **Hard-disk** as the media to store your Digital certificate

Certificate Service Issue

Home > Certificate Service > Issue

Issue

Select Storage Media

Please select the certificate store location

Removable-disk Hard-disk Security Token Extension Media

Selected Storage Media :

Confirm Cancel

Complete issue

Agency
Please enter.

This is a function to request and issue certificates using an electronic signature key pair. The key pair is generated with the request on authority (RA).

Fill in the Reference Number and Authorization Code

Reference Number : 2017072800004939
Authorization Code : 86XM2D8D1

Issue Certificate

Click her to store on computer hard disk (recommended)

STEP 5

Put the Password of **minimum 10 characters** containing **letters, number** and a **special character** like @, !, etc. Please read carefully the provided password recommendations.

Important Notice:

If you get some error at this step, like password error or any other error, please **click cancel and refresh the page** to start again from step 3, then continue with Step 4, 5, ...

The screenshot shows the 'Certificate Service' interface with the 'Issue' page selected. A modal dialog titled 'Enter certificate password' is displayed. The dialog contains the following text and elements:

- Two checkmarks with instructions:
 - ✓ The certificate password must contain one or more letters, numbers and special characters of more than 10 characters long
 - ✓ The certificate password must not contain consecutive three letters or numbers. And also same three letters or numbers are not available for certificate password
- Two input fields: 'Enter certificate password' and 'Confirm Certificate Password'.
- A 'Precaution to enter certificate password' section with three numbered points:
 1. Certificate password should be changed at least every six months
 2. Some special characters are not available to the certificate password (e.g. : ; , # ,] are not available)
 3. Consecutive three letters or numbers and same three letters or numbers are not available for certificate password (e.g. : 123, abc, 321, cba are not available) (e.g. : 111, aaa are not available)
- Buttons for 'Confirm' and 'Cancel'.

Three callouts are present:

- Callout 1: 'Type your password here' pointing to the first input field.
- Callout 2: 'Re-type your password here' pointing to the second input field.
- Callout 3: 'Click here' pointing to the 'Confirm' button.

STEP 6

Patiently wait for CA to issue your certificate.
Just wait for few seconds.

Certificate Service Issue Home > Certificate Service > Issue

**Wait.....!!!
Few Seconds**

Issue Certificate

- Application
- Issue
- Renewal
- Reissue
- Management
- Lost Certificate

Certificate Issuance

CA is issuing certificate
It may take several minute on user's PC environment.
Do not close your browser until certificate is issued.

Using an electronic signature key pair.
The key pair is generated with the registration number received from a registration authority (RA).

Fill in the Reference Number and Authorization Code and press "Issue Certificate" button

Reference Number : 2017072800004939
Authorization Code : 86XM2D8D1 Issue Certificate

STEP 7

Successful issuance message. The message like this means that you have successfully issued your digital certificate. If you get a different message, it means that there is an error.

Important Notice:

If you don't see the similar message, it means that there is an error, please **refresh the page** and start again from step 3, then continue with Step 4, 5, ...

If the error persists, please write to pki@risa.gov.rw

The screenshot shows the 'Certificate Service' interface with the 'Issue' tab selected. A navigation menu on the left includes 'Application', 'Issue', 'Renewal', 'Reissue', 'Management', and 'Lost Certificate'. The main content area is titled 'Issue Certificate' and contains a message box with a yellow warning icon. The message text is: 'issueCert : cn=IZANA RYIKIGO (ICYO UKORA MUKIGO),ou=National Digital Certification Center,o=RDB,c=RW 2017-08-16 22:44:00~ 2018-08-16'. Below the message box, there are input fields for 'Reference Number' (2017072800004939) and 'Authorization Code' (86XM2D8D1), followed by an 'Issue Certificate' button. A blue callout bubble points to the message box with the text 'Message that will show you that your digital certificate has been successfully issued'. Another blue callout bubble points to the 'OK' button with the text 'Click here'.

STEP 8

**This is the last step. Please click on confirm. Congratulations!
You have successfully issued you digital certificate**

Important Notice:

Please ignore all messages asking you to save the password in the browser!!

After successfully issuing your digital certificate now you can start using to access some systems like Umucyo, Smart Admin, ... or to setup the digital signature.

The screenshot shows the 'Certificate Service' interface. The top navigation bar includes 'Certificate Service' and 'Issue', with a breadcrumb trail 'Home > Certificate Service > Issue'. On the left, a sidebar menu lists 'Application', 'Issue', 'Renewal', 'Reissue', 'Management', and 'Lost Certificate'. The main content area features a 'Succeed in Certificate Issuance' notification box with a green checkmark icon and a 'Confirm' button. A blue callout bubble points to the 'Confirm' button with the text 'Click here to close this message that shows the success of certificate issuance'. Below the notification, there is a section for 'Registration number (IS CODE + Reference Number) Please enter.' with a text input field. A descriptive paragraph states: 'This is a function to request and issue certificates by using an electronic signature key pair. The key pair is generated with the registration number received from a registration authority (RA)'. Below this, a bold instruction reads: 'Fill in the Reference Number and Authorization Code and press "Issue Certificate" button'. The form contains two input fields: 'Reference Number: 2017072800004939' and 'Authorization Code: 86XM2D8D1', followed by an 'Issue Certificate' button.