

# **HOW TO ISSUE YOUR DIGITAL CERTIFICATE**

**THE FOLLOWING STEPS WILL HELP YOU TO  
SUCCESSFULLY ISSUE YOUR DIGITAL CERTIFICATE**

**STEP 1: Browse the website [www.govca.rw](http://www.govca.rw)**

**STEP 2:** Click on **Issue**. Your computer will give you a message that says :“ **Need to install software( SecuKit NXS)**“. If your computer already has this toolkit installed in it, move on to **Step 4**

**STEP 3:** Click **OK** to download the toolkit. Then remember to install it after you have successfully downloaded it.

**STEP 4:** Type the **Reference number** and **authorization code** that you have been given by the RA manager in the appropriate place. Then click on "**Issue Certificate**".

**STEP 5:** Select your storage media( **hard disk, removable disk or security token**). Choose the one that is more appropriate for you( we recommend the **hard disk or security token**). Then click on **Confirm**.

**STEP 6:** Create your password that will help you protect your digital certificate. Your password will be made by more than 10 characters that include letters, numbers and special characters (!@#\$%^&\*)

**NOTE:** When creating your password consecutive letters (**abc,zyx**) or numbers (**123,987**) and the same letters(**aaa, zzz**) or numbers (**111, 000**) are not available for your certificate password. Special characters like **:::””,\|** are also not available for your password

Examples of possible passwords: **Rwanda@2017 or @Kigali!157%**

**After creating your password then click on Confirm and your digital certificate will be created**

**BELOW, ARE SCREENSHOTS**

STEP 1

https://govca.rw/eng/ Rwanda Information Certifi...

Browse  
www.govca.rw



- Home
- CA Center
- Laws & Regulations
- Certificate Information
- Certificate Service Center
- Library
- Customer Center

Certificate Service Center

- Issue  
issue process
- Renewal  
renewal process
- Reissue  
reissue process
- Management  
validation check,  
backup,storage P/W
- Certificate missing  
lost/missed certificate
- Digital certificate  
issuance guide
- Contact Us

### Library

PKI document and S/W

- Document
- PKI Software



## Secure your Online Transactions

National Public Key Infrastructure(PKI)

Agencies Information  
The Rwanda Development Board is evidence that Rwanda is open for business.

Press Release

FAQ

Public Notice

Download Application Form

Tweets by @PKI\_Rwanda

**PKI\_Rwanda**  
@PKI\_Rwanda

Passwords do Nots  
Do not use the same password on multiple accounts. If one account is breached, the others will be at risk as well

STEP 2

Title [ ] [ ]



Certificate Service Center

Click here

- Issue**  
issue process
- Renewal**  
renewal process
- Reissue**  
reissue process
- Management**  
validation check, backup, storage P/W
- Certificate missing**  
lost/missed certificate
- Digital certificate issuance guide**
- Contact Us**

**Library** PKI document and S/W

- Document
- PKI Software



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Passwords do Nots  
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Application

Issue

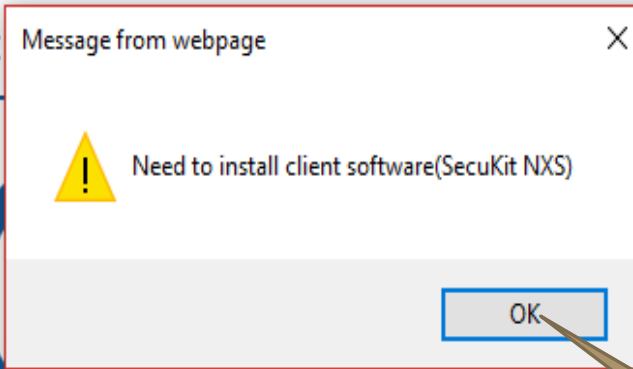
Renewal

Reissue

Management

Lost Certificate

## Issue Certificate



Click here

Certificate received from the time of application filing  
**Registration number (Is Code - Reference Number) P**

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**

STEP 4

Issue Certificate

Application

Issue

Renewal

Reissue

Management

Lost Certificate



Type the Reference number here

1

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).

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

Reference Number : 2017072800004939  
Authorization Code : 86XM2D8D1

Type the Authorization code here

2

Issue Certificate

3

Click here to proceed



STEP 5

Issue

### Select Storage Media

Please select the certificate store location

 Removable-disk	 Hard-disk	 Security Token	 Extension Media
---	--	---	--

Selected Storage Media :

Confirm

Complete issue

Application

Issue

Renewal

Reissue

Management

Lost Certificate

Click her to store on removable disk

Then click here to proceed

Click her to store on computer hard disk (recommended)

Click here to store on a security token (recommended)

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

Fill in the reference number and

"Certificate" button

Reference Number : 2017072800004939

Authorization Code : 86XM2D8D1

Issue Certificate

Issue

### Enter certificate password

- ✓ 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

Enter certificate password  
Confirm Certificate Password

#### Precaution to enter certificate password

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)

Confirm Cancel

1 Type your password here

2 Re-type your password here

3 Click here

3

Complete issue

Agency  
Please enter.

Using an electronic signature  
received from a registration

Click "Issue Certificate" button

Issue Certificate

### Issue Certificate

Patiently wait

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.

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 :

Authorization Code :

### Issue Certificate

Application

Issue


Renewal

Reissue

Management

Lost Certificate

Message from webpage

 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

OK

Message that will show you that your digital certificate has been successfully issued

Click here

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

Reference Number :

Authorization Code :

Application

Issue

Renewal

Reissue

Management

Lost Certificate

Issue

### Succeed in Certificate Issuance



✔ Succeed in Certificate Issuance

Confirm

Complete  
issue

Click here to close this message that shows the success of certificate issuance

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).

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

Reference Number : 2017072800004939

Authorization Code : 86XM2D8D1

Issue Certificate