

IE/FTP (PKI) Certificate Generation Process for Expedite Base for Windows

To generate your PKI certificate via the internet, a "User Number" and "Challenge Token" is required.

If a valid PKI certificate was utilized for the applicable Information Exchange Account and UserID in a prior version of **Expedite Base for Windows**, the associated KDB and STH files should already be in the appropriate directory.

For a **new** PKI certificate, contact GXS Information Exchange Support at 877-326-6426 or send an email to ECOMMREQ@GXS.COM

Detailed instructions are below for continuing the registration process at <https://pki.tradinggrid.com/ieftp/>

Additional documentation is available in the links below.

Creating/Importing the certificate:

https://pki.tradinggrid.com/ieftp/create_ie6.shtml

Exporting the certificate:

<https://pki.tradinggrid.com/ieftp/ie6.shtml>

Internet Explorer 5.5 or higher is recommended to obtain PKCS #12 certificates issued by the PKI gateway.

Registration and Download Instructions

Once in possession of a new User Number and Challenge Token, continue the registration process from the <http://pki.tradinggrid.com/> site

At the prompt –

If you already have a user number and challenge token, and wish to request and download your certificate then please enter your user number into the box below and click "Continue".

Enter "**unum**" and select **Continue**

From the Status page, there should be one **Pre-registered**
Under Link, click **Create Certificate**

At the prompt –

Please enter your challenge number in the box below and click Continue.

Enter "**CTOK**" and select **Continue**

NOTE CHALLENGE TOKEN (ctok) is case sensitive

Next is the process to install the certificate within your browser.

Only the following versions are recommended: Internet Explorer 6 or Mozilla Firefox 1.5
Having the PKI certificate installed in your browser will authenticate you as a genuine user. Next the browser will create a unique private/public key pair. The private key will be stored on your

computer and not transmitted. The public key will be used along with registration information to submit a request for certification.

Once the Certificate Authority (CA) approves your request, the status page will show the certificate as "Active" and will contain a link for you to download it. It is important to note that certificate will only install correctly into the browser that made the request.

Click **Submit Request**

Do you want to request a certificate now? **YES**

NOTE Security level medium is acceptable

From the Status page, the certificate should now display as **Registered**
Under Link, click **Download Certificate**

Download the certificate to your Browser

Click **Install Certificate**

NOTE: Click yes if prompted to trust the web site

Congratulations, your certificate is now installed in your browser

Exporting to the Internet Browser

Next Export the certificate from your Browser

Within the Internet browser, select **Tools**,

Select **Internet Options**

Click on **Content** tab

Click on **Certificates** button

Select this **PKI certificate**

NOTE: If more than one, look at expiration dates – today's certificate will expire in **2** years)

Click **Export**

The Certificate Wizard will display

To continue, click **Next**

Select **Yes, export the private key**

Click **Next**

Select **Personal Information Exchange**

Select **Include all certificates in the certification path if possible**

Unselect all other settings

Click **Next**

IMPORTANT: DOCUMENT THIS PASSWORD as it will be required to convert the certificate and to import the certificate within application(s)

You may elect to use same password on utilized on IE

Next specify the **File name** for Export

Select Browse to select directory and/or file name

Suggestion: Save the certificate to your desktop: Select Desktop and PKICert

NOTE: The file extension will default to **PFX**

(Suggested naming criteria = PKICert.PFX or ieacct_ieuser01.PFX using your IE Account and UserID)

Upon **Completing the Certificate Export Wizard**, make note of the file name location
Export Keys should be set to Yes
Include all certificates in the certification path set to Yes
File Format set to Personal Information Exchange (PFX)
Click **Finish**

NOTE: Click **OK**, if prompted for access to a protected item
The export was successful

As needed, close open windows
Close the Certificates window
Close Internet Options (OK)
Close Browser

The remaining step is to complete the install & setup of Expedite Base for Windows

Reference materials are located on the IEFEOCLC Downloads website
or contact GXS Information Exchange Support at 877-326-6426 or send an email to
ECOMMREQ@GXS.COM for the **Expedite Base for Windows 4.7 Download and Setup**

Instructions
