

## Instructions for receiving a digital certificate.

1. After receiving an email from DPH, go to the digital certificate enrollment site: <https://ca.cdc.gov>.
2. Enter the password: !cdc\_sdn\_apply!
3. When completing the digital certificate enrollment, you will be asked to select a program (select: Program Evaluation and Monitoring System PEMS) and an activity, select only these three activities : "PEMS Training", "PEMS Software" and "Upload PEMS" by holding down the control key and clicking on them.
4. Once the enrollment is submitted you will receive an email link to download the new certificate and install it on your computer.
5. The instructions for installing the digital certificate on your computer will be included.
6. For assistance with SEAL encryption software or PEMS related activities, please contact the PEMS Help Desk by phone at (877) 659-7725 or by e-mail at [CCIDInformatics@cdc.gov](mailto:CCIDInformatics@cdc.gov) .

## Save a Copy of Your Digital Certificate

With a backup copy of your digital certificate, you will be able to install your certificate on another computer and access your secure CDC applications from other locations, such as your home or laptop computers. You will also need a backup copy of your digital certificate when your computer is changed or replaced.

To save your digital certificate to a diskette, complete the steps below.

1. Insert a diskette into your computer's diskette drive.
2. Open a browser window, click on **Tools**, and then click **Internet Options**.
3. Click the **Content** tab.
4. Click the **Certificates** button located in the middle of the page.
5. Select the digital certificate you want to save.
6. Click the **Export** button to launch the Certificate Export Wizard.
7. Click **Next** on the "Welcome to the Certificate Export Wizard" window.
8. Confirm that the default **Yes, export the private key** option is selected and click **Next**.
9. Confirm that the default file type **Personal Information Exchange** is selected AND:
  - a. UNCHECK the **Enable Strong Protection** box
  - b. CHECK the **Include all certificates in the certification path** box
10. Click **Next**.
11. Enter your CHALLENGE PHRASE in the pop-up password window box.
12. Type the path and filename of the file to save (example: A:\MyCertificate).

- The system will automatically add a .pfx extension. If you do not specify a path, it will export to a default directory on the hard drive.
13. Click **Next**.
  14. Review the information and click **Finish**. The next message should indicate your success at saving your certificate to a diskette.

## Install your digital certificate on another computer

1. Insert a diskette containing a saved copy of your digital certificate into the diskette drive.
2. Open a browser window, click on **Tools**, then click the **Internet Options** button.
3. Click the **Content** tab.
4. Click the **Certificates** button located in the middle of the page.
5. Click the **Import** button to launch the Certificate Import Wizard.
6. Click **Next** on the "Welcome to the Certificate Import Wizard" window.
7. Browse to the certificate file on the diskette. (The file type will be .pfx.)
8. Click **Next**.
9. Enter the password you created when you saved the digital certificate.
  - a. UNCHECK the **Enable Strong Protection** box if it is checked (for IE 5.0 or NT 5.0 or higher)
  - b. CHECK the **Mark private key as exportable** box.
10. Click **Next**.
11. Select **Automatically select the certificate store based on the type of certificate**.
12. Click **Next**.
13. Review the information and click **Finish**. The next message should indicate the success of the import.
14. Close the browser window and restart your computer.
15. Log on to <https://sdn.cdc.gov> and click the name of your application in the upper left corner of the page.

If you can log on to your application, you can be sure that your digital certificate has been installed successfully.