# FOIAXpress

## Encryption Certificate Installation

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## FOIAXpress v11.11.0 Encryption Certificate Installation

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## 1 Document/Correspondence Encryption Certificate Installation

This manual provides instructions to install an encryption certificate for Documents/Correspondence on your FOIAXpress server.

Note: The images in this manual demonstrate the ATIPXpress process, however the steps are identical for both FOIAXpress and ATIPXpress.

### 1.1 Generate Certificate

Follow the steps below to generate an encryption certificate:

1. Select Server > FOIAXpress Cert Config:



2. The *Provision Certificates* pop up window appears. Click the **Enable** checkbox and click **Generate Certificate** 



3. The *Generate Certificate* popup window appears. Enter a password for the certificate in the *Password* and *Confirm Password* fields.

	🖳 Provisio	on Certificate	s 🗕 🗖	I X	
	Document/C	orrespondence E	ncryption		Y
	(	Senerate Cer	tificate 🗋		^
	Certificate Path:			Brow	lse
Ca	Password:			]	
		[	Generate	Clos	<b>se</b>
			Close		

- 4. Click Browse. The Browse for Folder window appears.
- 5. Select a destination folder for the certificate and click **OK**.
- 6. The selected folder path appears in the *Certificate Path* field. Click **Generate**.

	🖳 Provisi	on Certificates 🗕 🗖 🗙
-	Document/	Correspondence Encryption
Co	Certificate Path: Password: rnfirm Password:	C:\Users\Administrator\Desktı Browse
		Generate Close
		Close

7. The *Confirm Certificate Provisioning* pop up window appears. Click **Yes** to confirm certificate provisioning:

	Provision Certificates - 🗖 🗙
	Document/Correspondence Encryption
-	Generate Certificate 🗖 🗖 🗙
	Confirm Certificate Provisioning
This act Certific	tion will provision a new certificate and add it to local Windows ates Store. Are you sure you want to continue?
	Yes No
	Close

8. A confirmation window appears, highlighting the file path that the certificate has been saved to. Click **OK**.

## 1.2 Install Certificate

Follow the steps below to install a certificate on the FX/AX server.

1. Navigate to a generated certificate (see step 8 in the previous section), then right click the certificate and select **Install** from the drop down list.

Install PFX	
Open with	
Share with	•
Restore previous versions	
Send to	•
Cut	
Сору	
Create shortcut	
Delete	
Rename	
Properties	

2. The *Certificate Import Wizard* window appears. Select the appropriate **Store Location** radio button and click **Next**.

	×
🕜 🍠 Certificate Import Wizard	_
Welcome to the Certificate Import Wizard	
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	8
Store Location	
Local Machine  To continue, dick Next.	
Sext Car	icel

3. Click **Browse** and select the desired certificate file.



#### 4. Click Next.

	X
🛞 🝠 Certificate Import Wizard	
Private key protection To maintain security, the private key was protected with a password.	_
Type the password for the private key.	
Password: Display Password	
<ul> <li>Import options:</li> <li>Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.</li> <li>Mark this key as exportable. This will allow you to back up or transport your keys at a later time.</li> <li>Include all extended properties.</li> </ul>	
Next Canc	el

5. Enter the **Password** for the private key in the *Password* field (step 3 in section 1.1) and click **Next**.



6. Select a *Certificate Store* option. If selecting **Place all certificates in the following store**, also select a storage location. Click **Next**.

🖻 🍠 Cei	tificate Import Wizard
Certifi Co	cate Store ertificate stores are system areas where certificates are kept.
W	indows can automatically select a certificate store, or you can specify a location for e certificate.
	Automatically select the certificate store based on the type of certificate
	O Place all certificates in the following store
	Certificate store:
	Browse
	Next Cancel

7. Click **Finish** to complete the certificate import.

	X
📀 🍠 Certificate Import Wizard	
Completing the Certificat	e Import Wizard
The certificate will be imported after you	dick Finish.
You have specified the following settings	
Certificate Store Selected Automatical	y determined by the wizard
Content PFX	
File Name C:\Users\Ad	ministrator \Desktop \AINS.Xpress.Encryption4.Af
< 111	>
	Finish Cancel

8. A pop-up window appears, indicating that the certificate import was successful. Click **OK**.

## 1.3 Manage Certificates

Follow the steps below to finish applying the certificate to the server.

- 1. Click Manage Certificates > Personal > Certificates.
- 2. Double click on the desired certificate and select **Details**. The thumbprint should be same as in tblconfig > col
- 3. Right click the certificate, then select **All Tasks > Manage Private Keys** from the drop down list.



4. In the Enter the object names to select field, add **Network service** as shown below:

Select Users, Compute	ers, Service Acco	ounts, or	Groups X
Select this object type:			
Users, Groups, or Built-in security princ	ipals		Object Types
From this location:			
ains-inc.com			Locations
Enter the object names to select (exam	<mark>ples)</mark> :		
Network service			Check Names
	_		
Advanced		OK	Cancel

5. Click **Apply**, then click **OK** at the confirmation to complete the certificate configuration.