FOIAXpress

Encryption Certificate Installation

v11.8.0

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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:
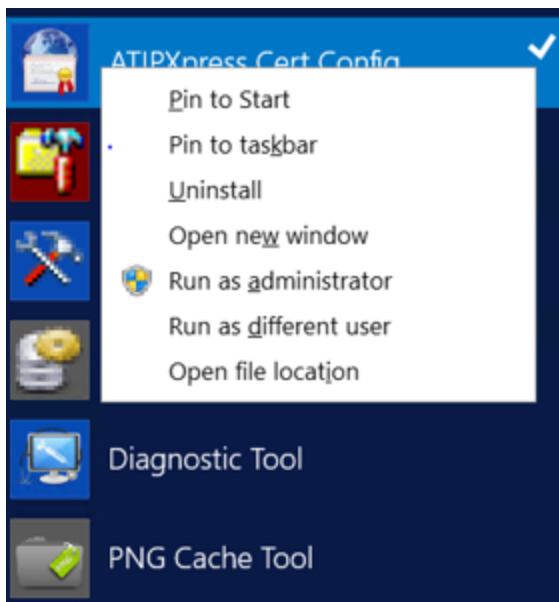
2. The *Provision Certificates* pop up window appears. Click the **Enable** checkbox and click **Generate Certificate**
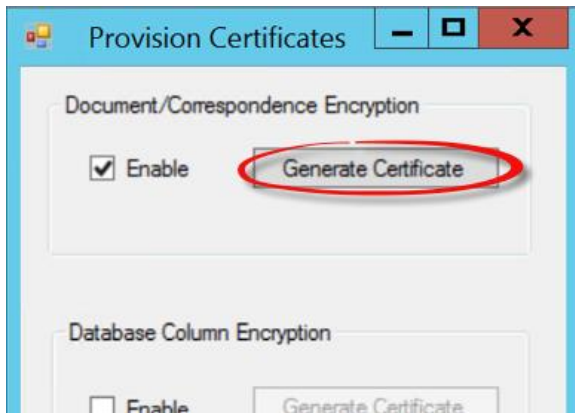
3. The *Generate Certificate* popup window appears. Enter a password for the certificate in the *Password* and *Confirm Password* fields.
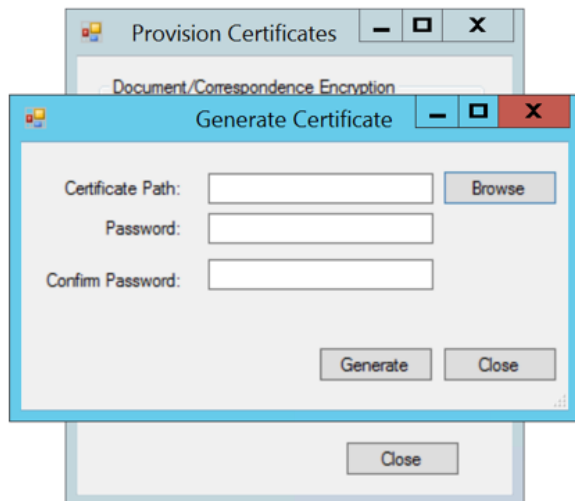
4. Click **Browse**. The *Browse for Folder* window appears.
5. Select a destination folder for the certificate and click **OK**.
6. The selected folder path appears in the *Certificate Path* field. Click **Generate**.
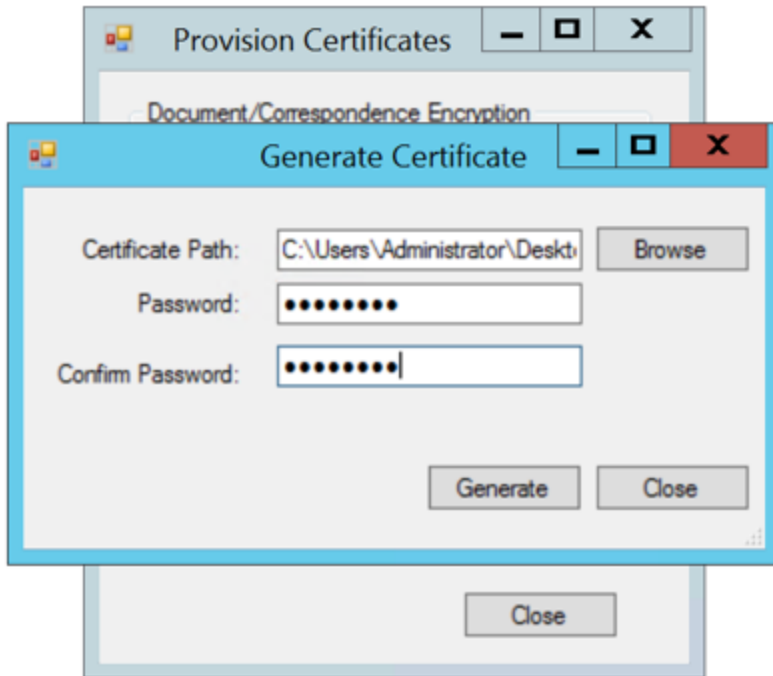
7. The *Confirm Certificate Provisioning* pop up window appears. Click **Yes** to confirm certificate provisioning:
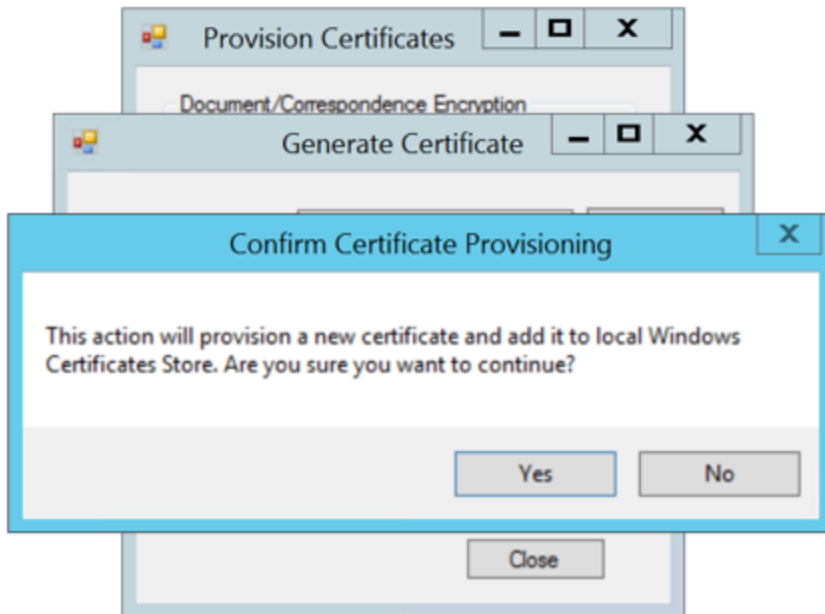
8. A confirmation window appears, highlighting the file path that the certificate has been saved to. Click **OK**.

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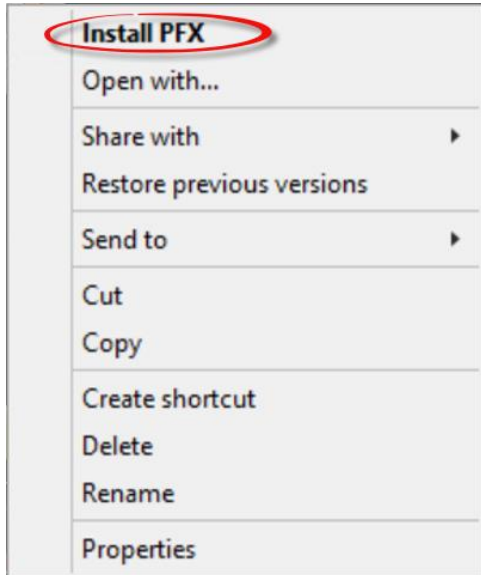
2. The *Certificate Import Wizard* window appears. Select the appropriate **Store Location** radio button and click **Next**.

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

4. Click **Next**.

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**.

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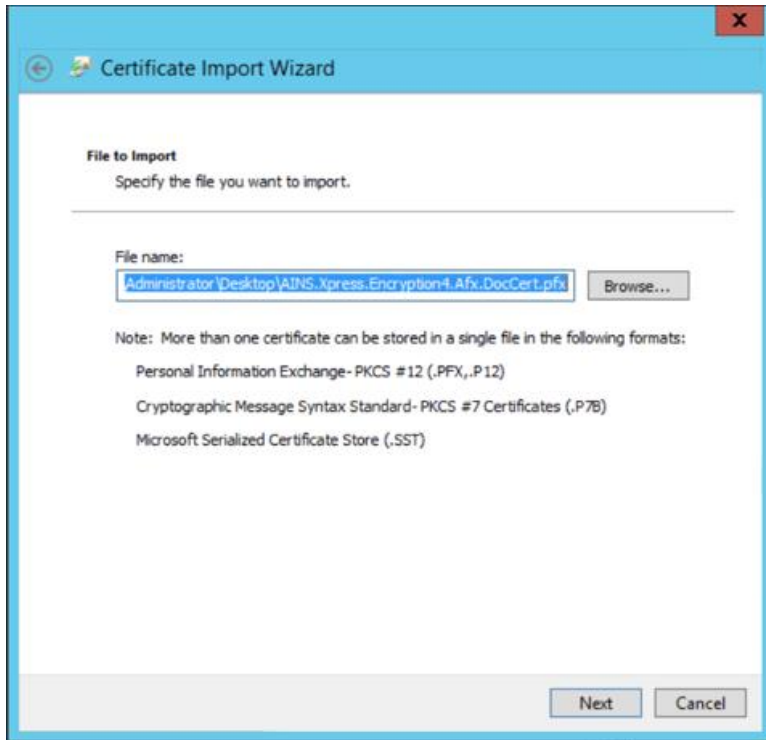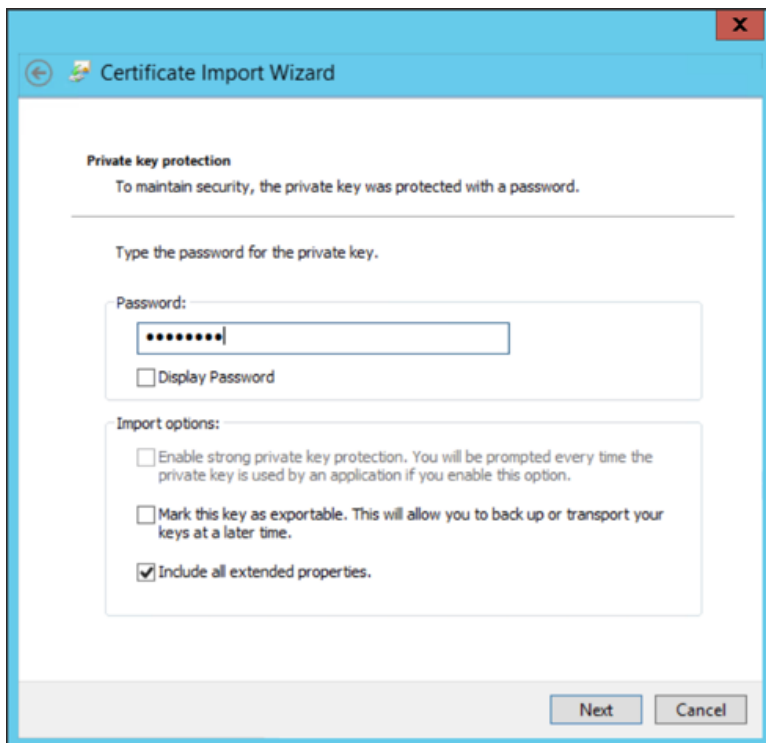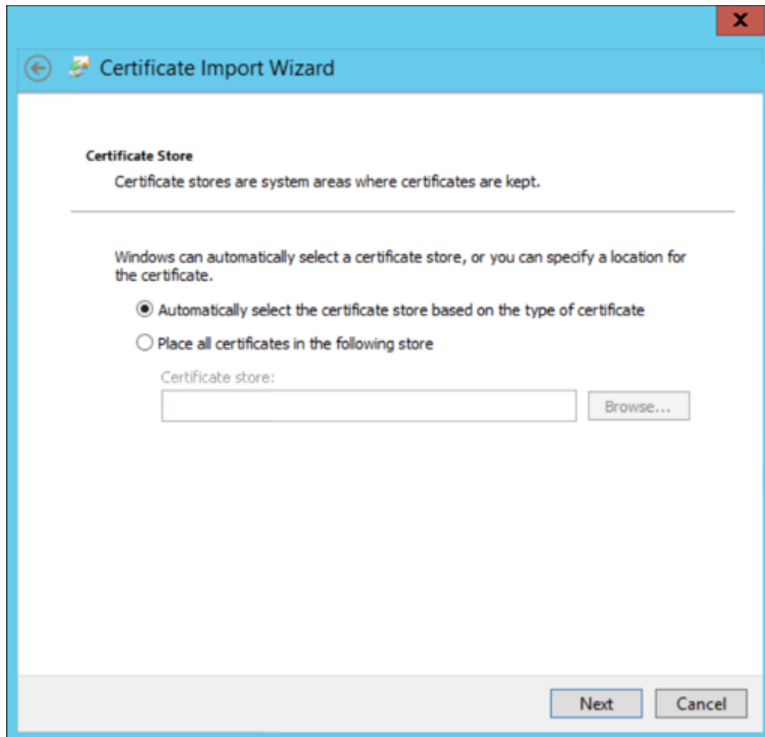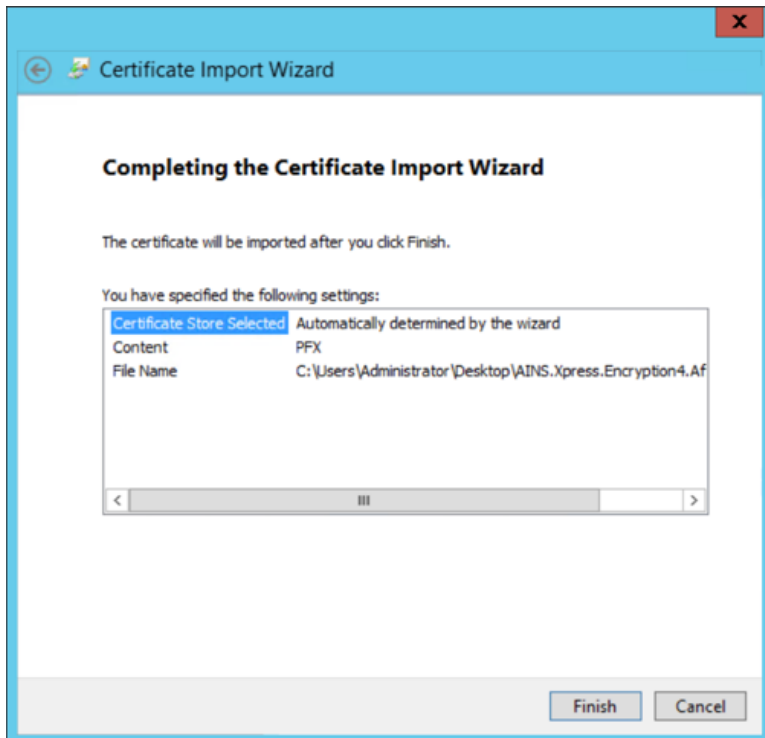

8. A pop-up window appears, indicating that the certificate import was successful. Click **OK**.

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.
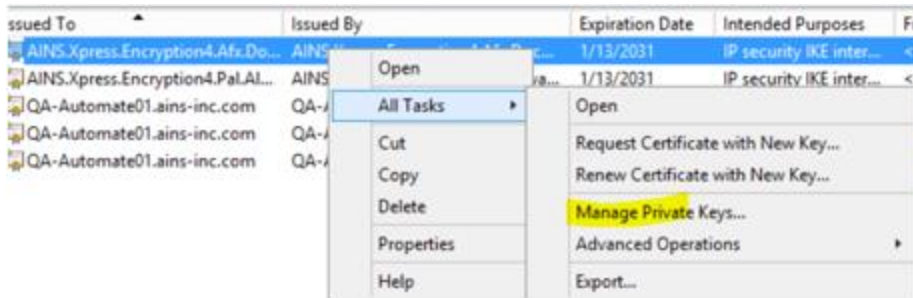
4. In the *Enter the object names to select* field, add **Network service** as shown below:
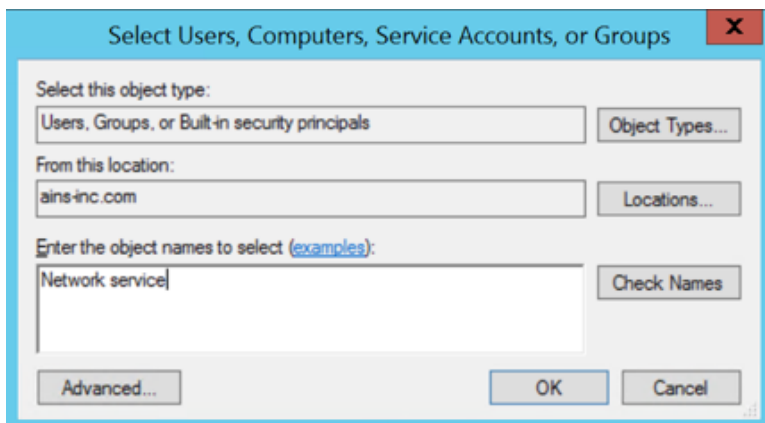
5. Click **Apply,** then click **OK** at the confirmation to complete the certificate configuration.