# FOIAXpress

## Encryption Certificate Installation

v11.8.0

September 2024



## FOIA Xpress v11.8.0 Encryption Certificate Installation

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## Contents

1 Do	ocument/Correspondence Encryption Certificate Installation4
1.1	Generate Certificate4
1.2	Install Certificate7
1.3	Manage Certificates

## 1 Document/Correspondence Encryption Certificate Installation

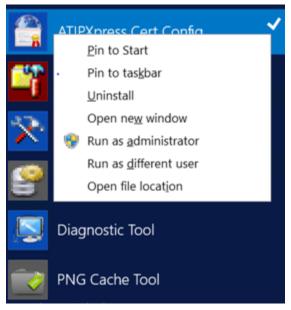
This manual provides instructions to install an encryption certificate for Documents/Correspondence on your FOIAXpress server.

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

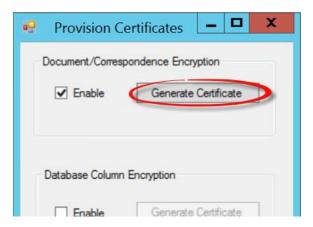
### 1.1 Generate Certificate

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.

	🖳 Provisi	on Certificate	es 🗕 🗖	X	
		Correspondence E			~
•		Generate Cer	tificate 🕒	. 🗆	x
	Certificate Path: Password: onfirm Password:			Browse	9
		[	Generate	Close	
			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 🗕 🗖 🗙
		Correspondence Encryption Generate Certificate – 🗖 🗙
(	Certificate Path: Password: nfirm Password:	C:\Users\Administrator\Deskti 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 action will provision a new certificate and add it to local Windows Certificates 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.

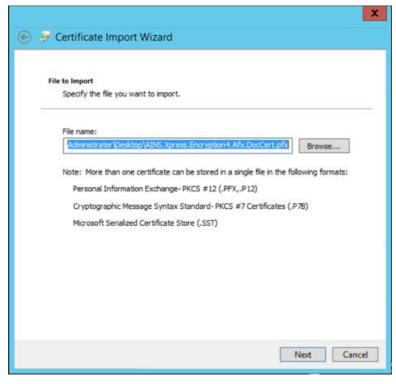
1. Navigate to a generated certificate (see step 8 in the previous section), then right click the certificate and select **Install** from the drop down list.

<	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**.

	x
💿 🥩 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 identiti and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	sy.
Store Location	
Current User	
Local Machine	
To continue, click Next.	
Rest Ci	incel
Grivert C	incel

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:	
Import options: Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option. Mark this key as exportable. This will allow you to back up or transport your keys at a later time.	
✓ Include all extended properties.	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
	cate Store ertificate stores are system areas where certificates are kept.
	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.

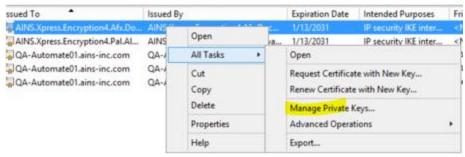
		X
📀 🌛 Certificate Import W	ïzard	
Completing the C	ertificate Import Wizard	
The certificate will be import You have specified the follo		
	Automatically determined by the wizard	
Content	PFX	
File Name	C: \Users \Administrator \Desktop \AINS.Xpress.	Encryption4.At
<	ш	>
	Finis	sh Cancel

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	rs, Service Accounts	s, or Groups 🛛 🗙
Select this object type:		
Users, Groups, or Built-in security princip	als	Object Types
From this location:		
ains-inc.com		Locations
Enter the object names to select (examp	les):	
Network service		Check Names
Advanced	0	K Cancel

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