



MANUAL:

Download & Installation SW _ Windows

1. Download Digital Certificate

Once your registration authority (RA) has validated your application, you will receive an email notifying you that you can now download your certificate. Click on the relevant link.

De: AC Camerfirma <certificados@camerfirma.com>
Enviado el: viernes, 9 de octubre de 2020 13:11
Para: Olga Martin <olga.martin@camerfirma.com>
Asunto: Confirmación de Validación de Solicitud de Certificado Digital

Solicitud de Certificado Certificado Cualificado de Ciudadano [510]

Estimado/a OLGA MARTIN:

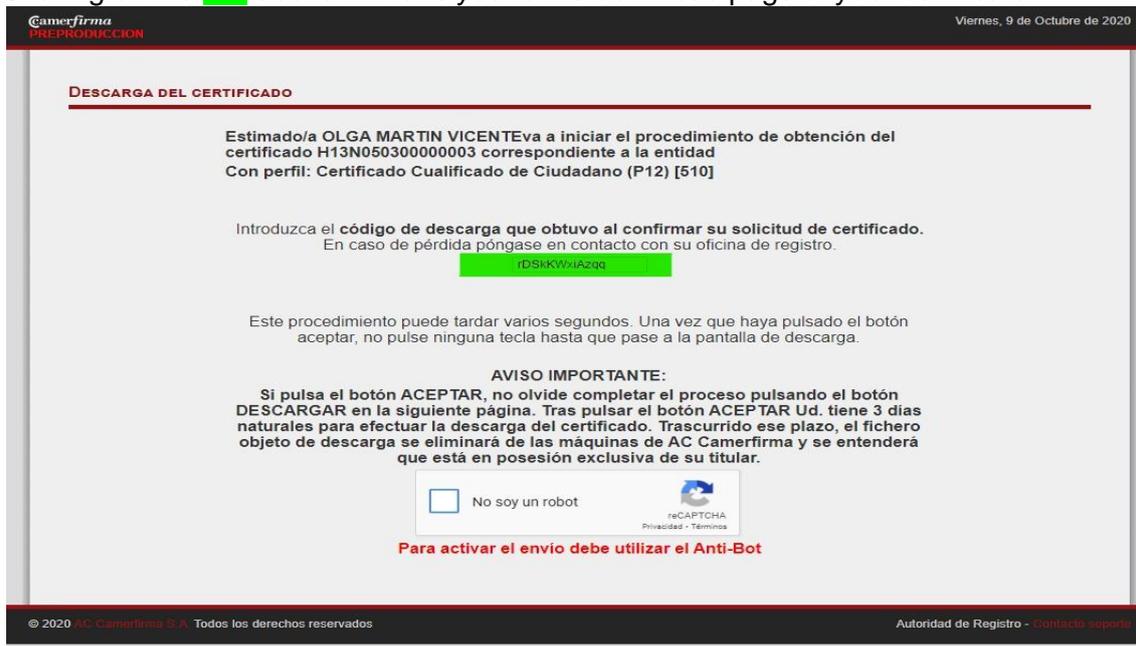
SU AUTORIDAD DE REGISTRO HA VALIDADO SU SOLICITUD DE PETICIÓN DE CERTIFICADO.

Para obtener su certificado acceda a la siguiente [página de descarga](#) y proceda a la descarga e instalación del mismo.

Para cualquier aclaración, ponemos a su disposición nuestro número de atención al cliente 902.36.12.07

Atentamente,
AC CAMERFIRMA S.A.

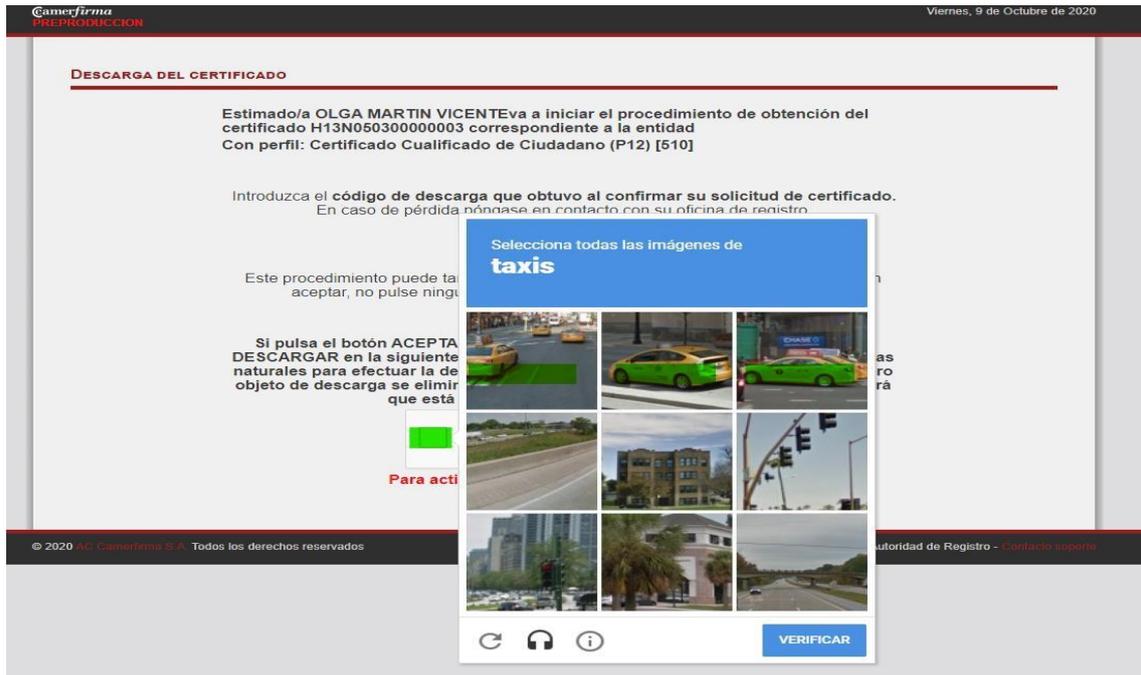
Clicking on the [link](#) above will take you to the download page of your certificate.



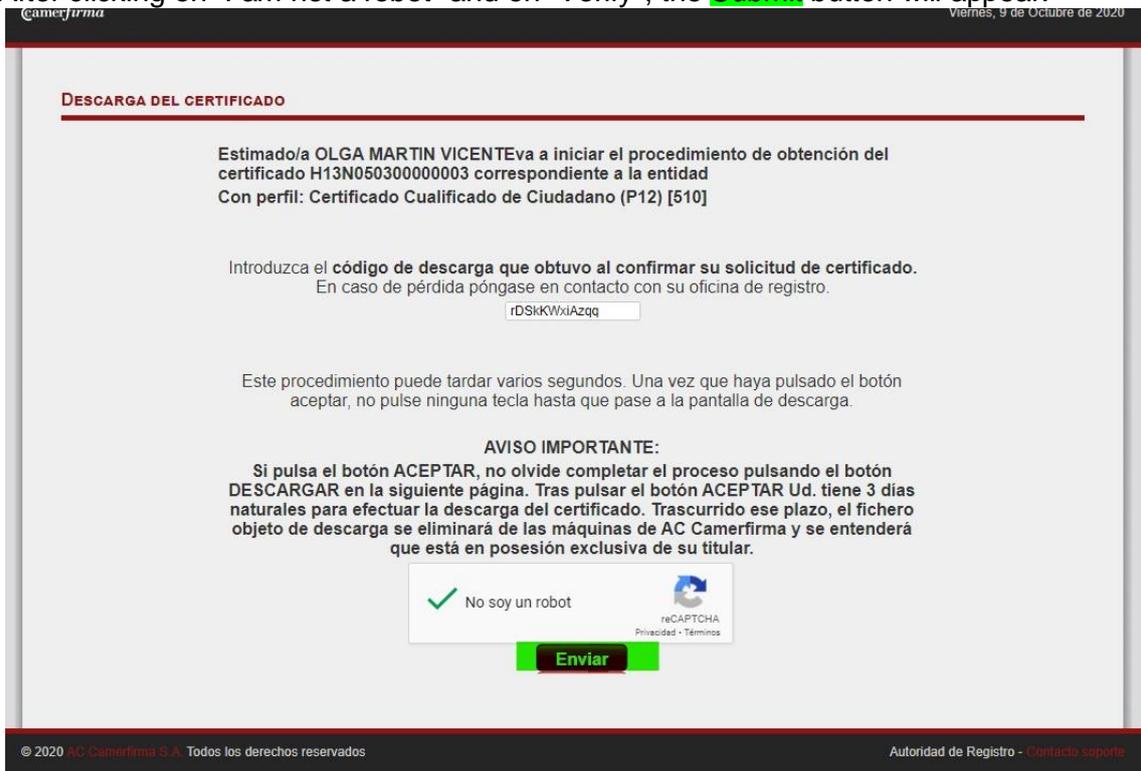
The screenshot shows a web page titled "DESCARGA DEL CERTIFICADO" from AC Camerfirma. The page content includes:

- Header: Camerfirma PREPROCESION, Viernes, 9 de Octubre de 2020
- Section: **DESCARGA DEL CERTIFICADO**
- Text: Estimado/a OLGA MARTIN VICENTEva a iniciar el procedimiento de obtención del certificado H13N050300000003 correspondiente a la entidad Con perfil: Certificado Cualificado de Ciudadano (P12) [510]
- Text: Introduzca el código de descarga que obtuvo al confirmar su solicitud de certificado. En caso de pérdida póngase en contacto con su oficina de registro.
- Text: [rDSkKWwIAZqg](#)
- Text: Este procedimiento puede tardar varios segundos. Una vez que haya pulsado el botón aceptar, no pulse ninguna tecla hasta que pase a la pantalla de descarga.
- Section: **AVISO IMPORTANTE:**
- Text: Si pulsa el botón ACEPTAR, no olvide completar el proceso pulsando el botón DESCARGAR en la siguiente página. Tras pulsar el botón ACEPTAR Ud. tiene 3 días naturales para efectuar la descarga del certificado. Trascurrido ese plazo, el fichero objeto de descarga se eliminará de las máquinas de AC Camerfirma y se entenderá que está en posesión exclusiva de su titular.
- Form: A checkbox labeled "No soy un robot" next to a reCAPTCHA logo.
- Text: **Para activar el envío debe utilizar el Anti-Bot**
- Footer: © 2020 AC Camerfirma S.A. Todos los derechos reservados. Autoridad de Registro - Contacto soporte

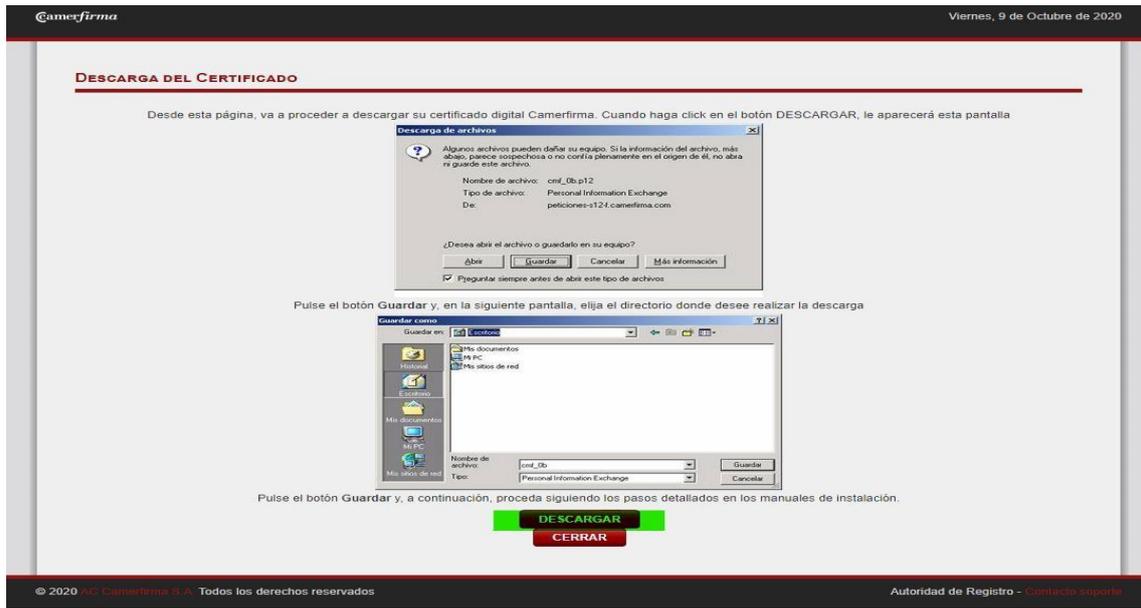
On this initial page, you will need to enter the [Download Code](#) that was sent to you when you confirmed your request.



After clicking on "I am not a robot" and on "Verify", the **Submit** button will appear.



Afterwards, the following screen will appear and you will have to click on **Download**.



Once you have clicked on **Download**, the certificate is transferred to your computer in the download folder.



at the same time you should receive a mail **confirming your download** and containing your **installation pin (password)** and **the revocation pin**.



Please safely keep both PIN codes

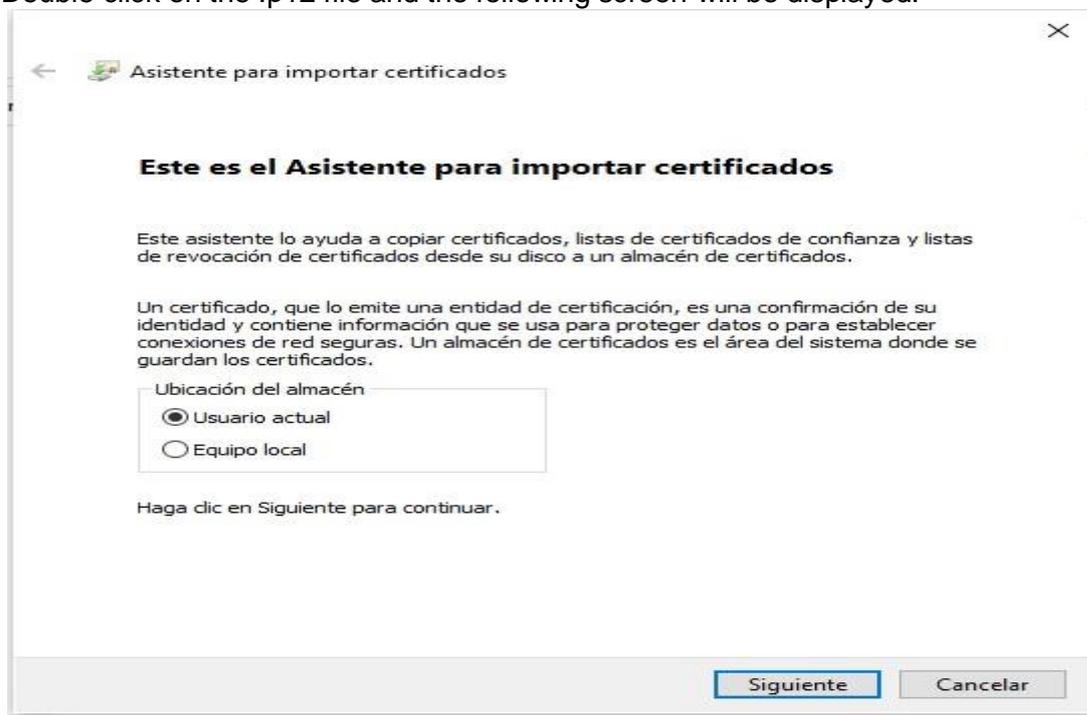
2. Installing the Certificate in Software

Locate the file with extension p12 that you downloaded. The file is usually in your downloads folder as mentioned before.

In case you cannot find the file, you can use the Windows search tools.

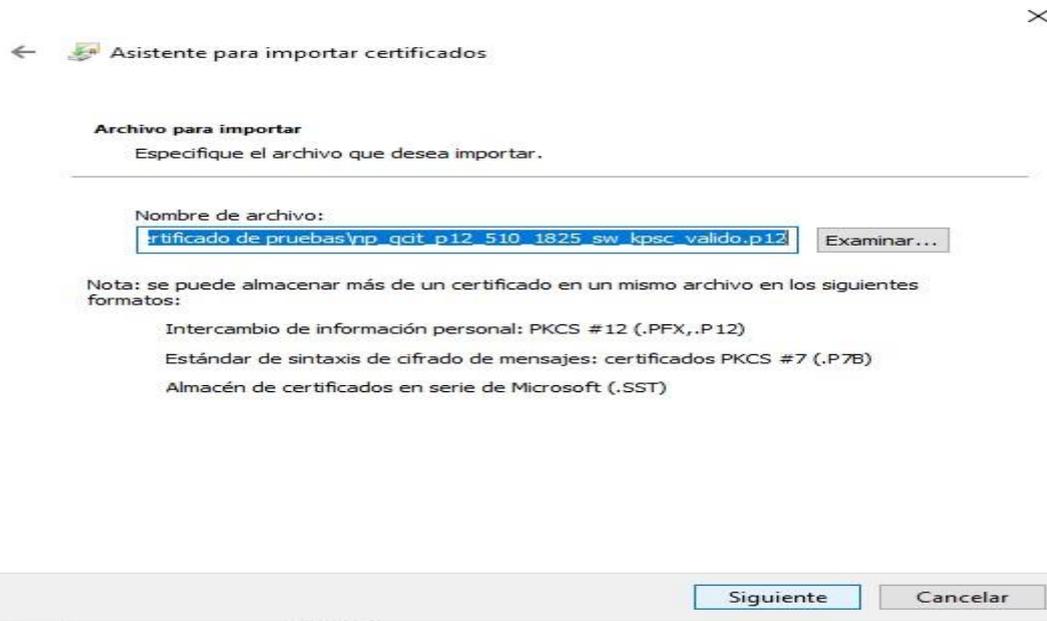


Double click on the .p12 file and the following screen will be displayed:

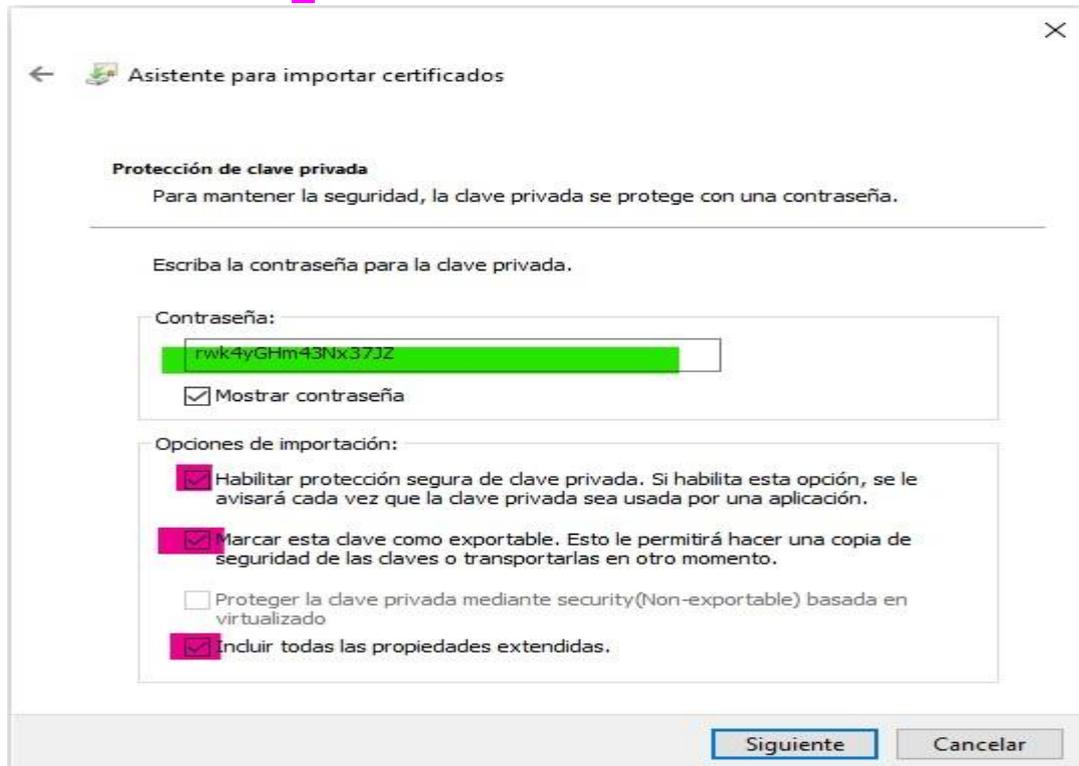


Select current user if you only want to install the certificate on your user profile or select local device if you want to install the certificate for all users of the device.

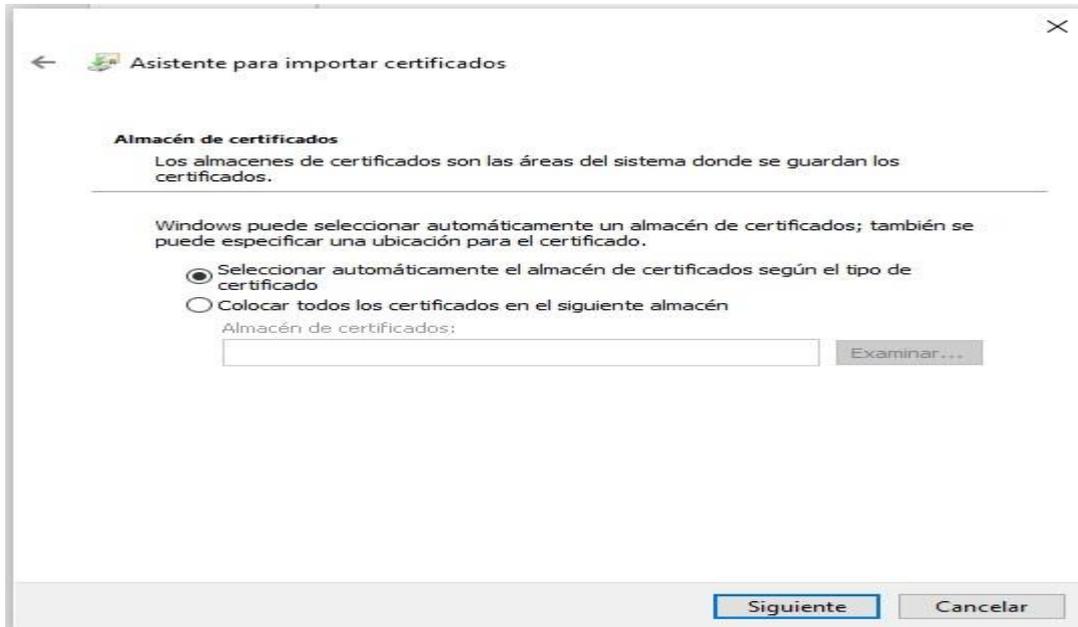
When you click on next, the following screen will be displayed:



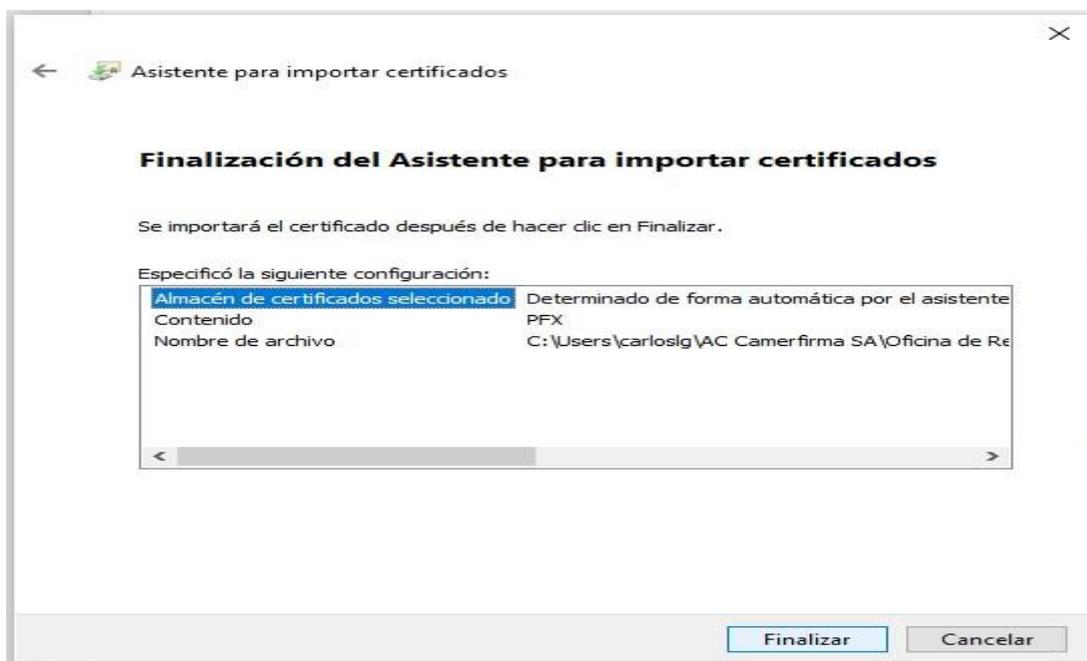
When clicking on Next, you will see the screen where you must enter the **installation PIN (password)** that you received in the download confirmation e-mail. You will also have to tick the boxes



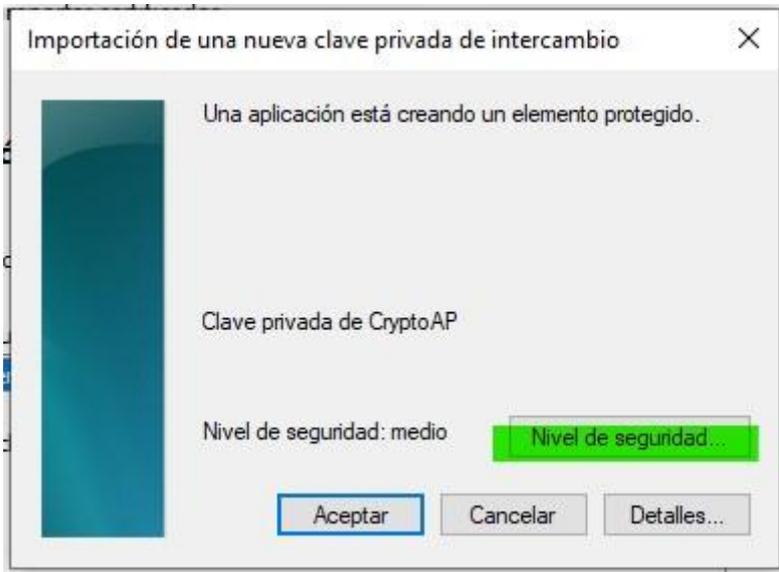
When you click on Next, the following screen will appear. It is recommended to leave the path of storage marked by default according to the type of certificate.



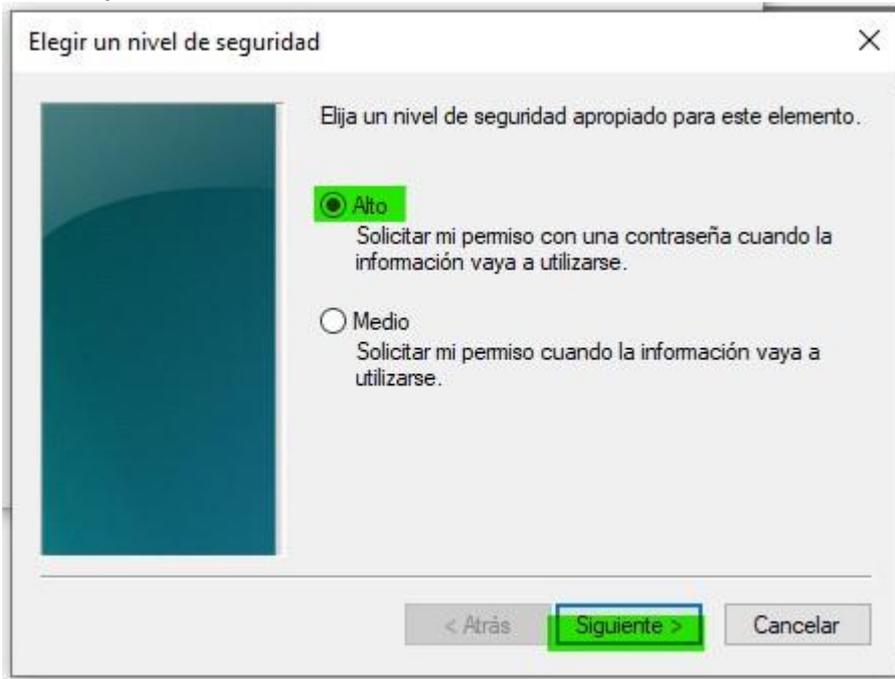
Click on Next



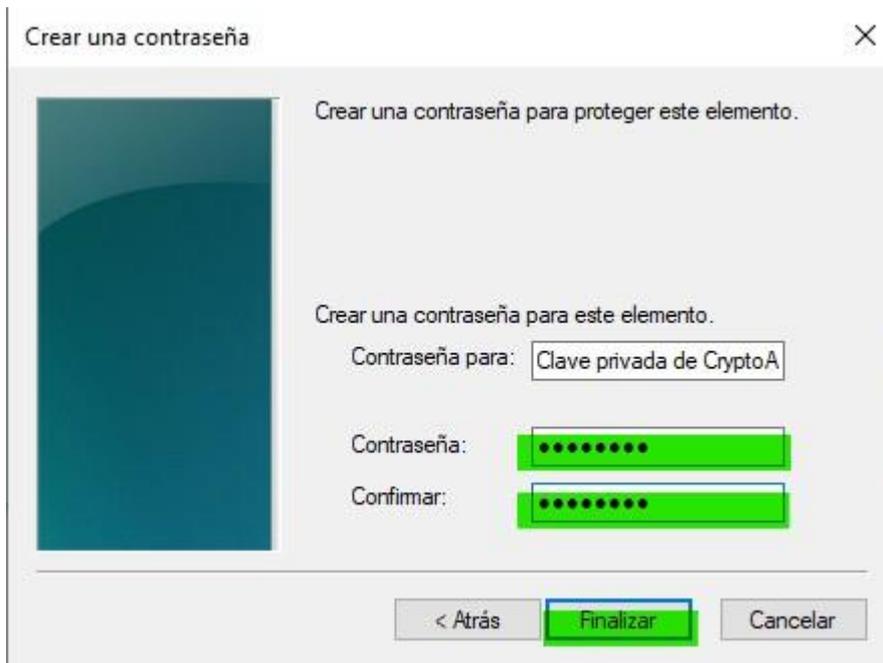
When you click on Complete, the following screen will be displayed:



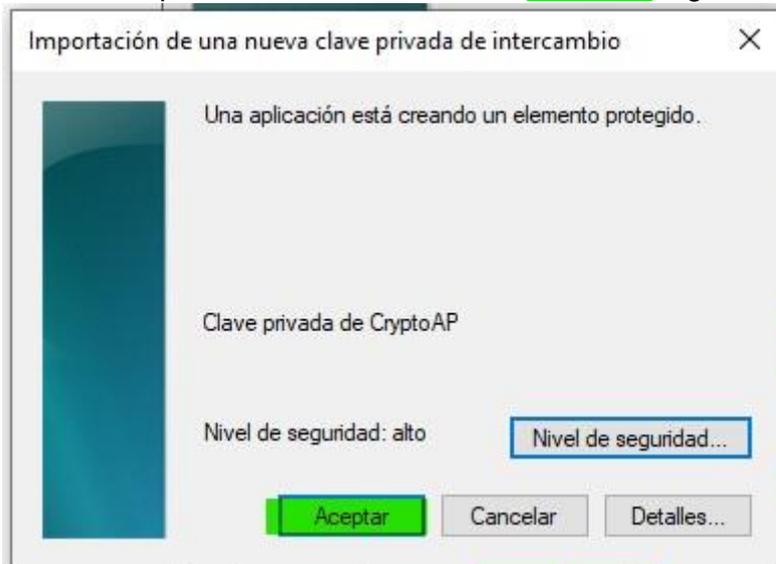
Click on **Security level** to add a personal password that you will have to enter each time you use your certificate.



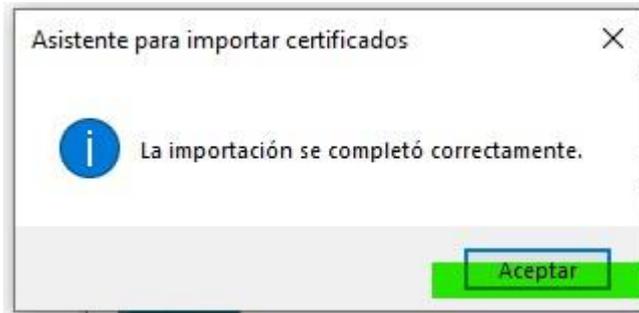
Select **High level** and click on **Next**



Enter the **personal password** of your choice with at least 8 characters and containing at least one capital letter and one number. **Confirm it** again before clicking on **Complete**.



Click on **OK**



Upon completion and **acceptance** of your certificate installation operation, the import assistant notifies you of the successful completion of the process.

Click OK to close the assistant

Your certificate is now properly installed on your computer and ready to use.

3. Security Copy of the Certificate

Once the certificate has been installed, it is recommended to make a copy of the downloaded file on an external support (USB port, external disk, Cloud...) and delete the copy that has been saved on the computer in the download process.

It is also recommended that you keep the installation PIN (password) sent by e-mail in a safe way.

This way, in case of accidental delete or failure of the computer's hard disk, we can recover our digital certificate from the backup copy.

It is also recommended to keep the copy of the certificate and the installation PIN in different locations..