Save Your Digital Certificate – Windows

Your digital certificate will be installed in your browser temporary storage. You must ensure that you create a backup file copy of your certificate and keep this file, to ensure access to ROS in the future.

The following instructions outline how to do this.

If you have just downloaded or renewed your digital certificate you will see this screen:



Click "Save"

Depending on what browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:

Microsoft Edge



The backup certificate file will save automatically to your Downloads folder

Google Chrome





The backup certificate file will save automatically to your Downloads folder:

Internet Explorer

You will be asked whether your want to Open or Save the file – always choose **"Save"** to create the backup certificate file in your Downloads folder

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The backup certificate file will save to your Downloads folder.

You may be given the option of which folder to save the file to – choose a safe location where the file will not be accidentally deleted.

You must keep a copy of the certificate backup file in a safe location to ensure that you can access it in the future.

The certificate backup file has the certificate name followed by .p12.bac.

We recommend moving it to a ROS\RosCerts folder on your computer. Instructions to create this folder and move the file are included in the following section.

Creating a ROS\RosCerts Folder to Keep your Certificates

Information on how to store your Digital Certificates:

1. Create the ROS\RosCerts folder if it does not exist

Windows 8:

- Open the File Explorer
- Right click on the C: drive (local disk C) and choose New -> Folder
- Name the folder ROS
- Right click into the ROS folder and choose New -> Folder
- Name the folder RosCerts

Windows 7, Vista or XP:

- Go to Start->Computer
- Locate the C: drive and double click to open this
- Right click in the folder on empty space and choose New -> Folder
- Name the folder ROS
- Double click into the ROS folder
- Right click in the folder on empty space and choose New -> Folder
- Name the folder RosCerts

2. Move the backup certificate file

- Locate your Downloads folder
- Right click on most recent copy of the backup certificate file and select "Cut".

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- Locate C:\ROS\
- Right click on the RosCerts folder and select Paste. If you are prompted to replace an existing file, do so.



You can now log in to ROS – click the **"Login"** button at the bottom of the screen – you may have to scroll down to see this.

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