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## Certificate Introduction

The personal digital certificate identifies the identity of the individual in the network communication. Because the Internet e-commerce system technology enables the customers who shop online to obtain the information of the merchant and the enterprise extremely conveniently and easily, but also increases the sensitivity or value of some. The risk of data being abused. In order to ensure the security, confidentiality, etc. of electronic transactions and payments on the Internet, to prevent fraud in the transaction and payment process, a trust mechanism must be established on the Internet. This requires that both the buyer and the seller participating in the e-commerce must have a legal identity and be verified on the Internet without errors. A digital certificate is an authoritative electronic document. It provides a way to verify your identity on the Internet, acting like a driver's license or an ID card in your daily life. It is issued by a central authority, the Certificate Authority, which can be used by people to identify each other in Internet interactions. Of course, in the process of digital certificate authentication, the certificate certification center (CA) is an authoritative, fair and trustworthy third party, and its role is crucial.

Digital certificates are widely used in various fields. At present, they mainly include: sending secure e-mails, accessing secure websites, online bidding, online signing, online ordering, secure online document delivery, online payment, online tax payment, online stock trading, online Shopping and online customs, etc.

In order to improve the overall information security of the group, the company's systems will enable digital certificate authentication. Users who do not have certificates can access the company system in the internal network and VPN environment, outside the company (for example: business trips, at home, etc.) When you do not use a VPN, you will not be able to access the company's systems.

# Personal Certificate Installation Instructions

## Step 1 Receive E-mail

After the BPM process approval is completed, you will receive an email from TINNO CA, as shown in figure 1 below.

- ◆ 1 Your login
- ◆ 2 Your password
- ◆ 3 Your customized URL to download your certificates

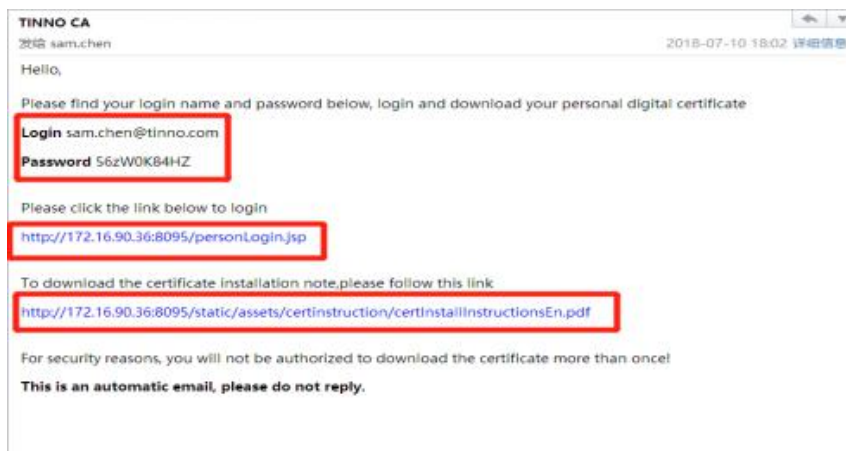


Fig. 1

## Step 2 Login Download System

Open login link, enter your email address(1), password(2), click Login button(3) to login to download, as shown in figure 2 below.

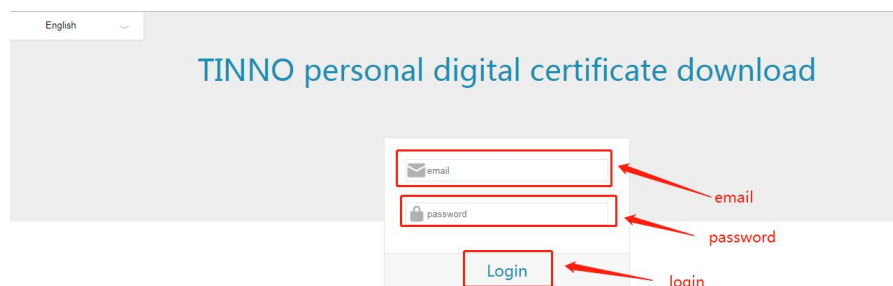


Fig.. 2

**Step 3 Download Certificate**

Login successful, you will see a login success prompt and a button to download a personal digital certificate, Click the personal digital certificate download button to download the certificate, as shown in figure 3 below.

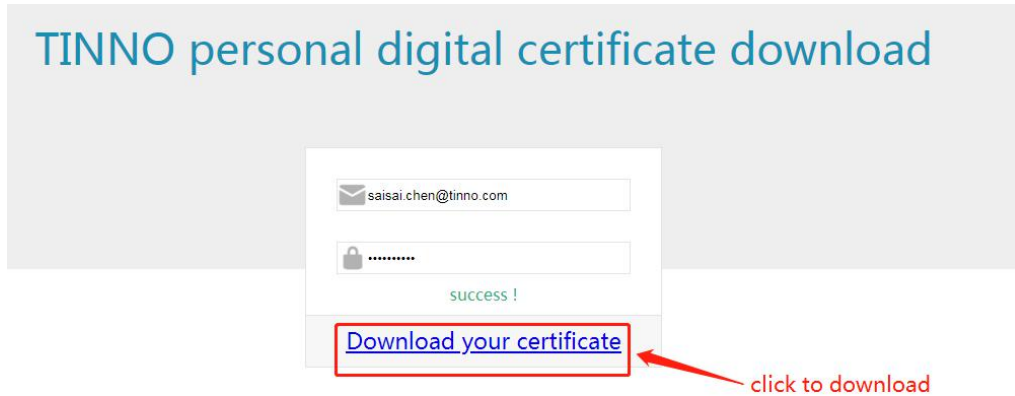


Fig. 3

**Step 4 Installation Password**

After clicking the download link, a .P12 certificate file will be downloaded in the lower left corner. (Google Chrome, different browser download locations are different, please check according to the download in the browser). Your personal certificate installation password will appear below the login information. This password is used during installation, as shown in figure 4 below.

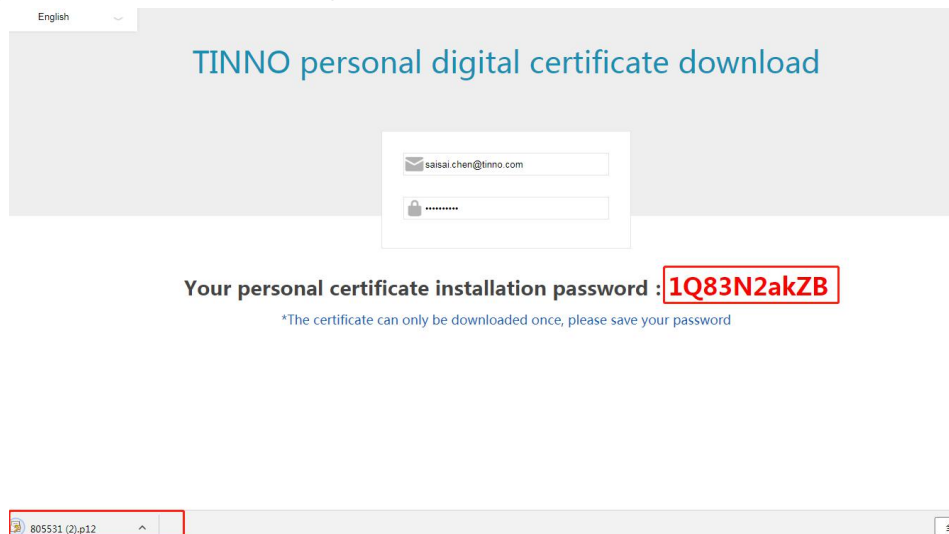


Fig. 4

**Step 5 Install Certificate**

Open firefox,Click on right top menu(1),go to [options] button(2).

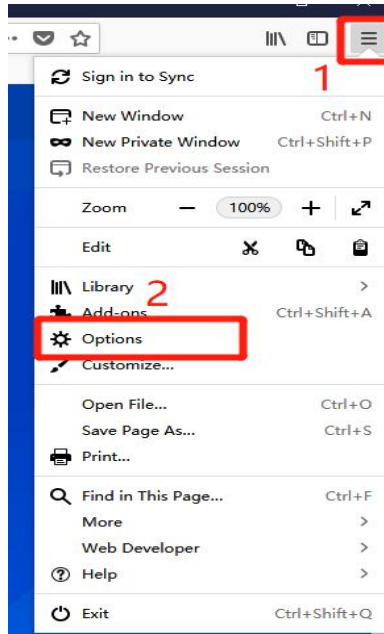


Fig. 5

**Step 6 View Certificates**

Click on [Privacy & Security] on left hand-side menu then click on [View certificates].

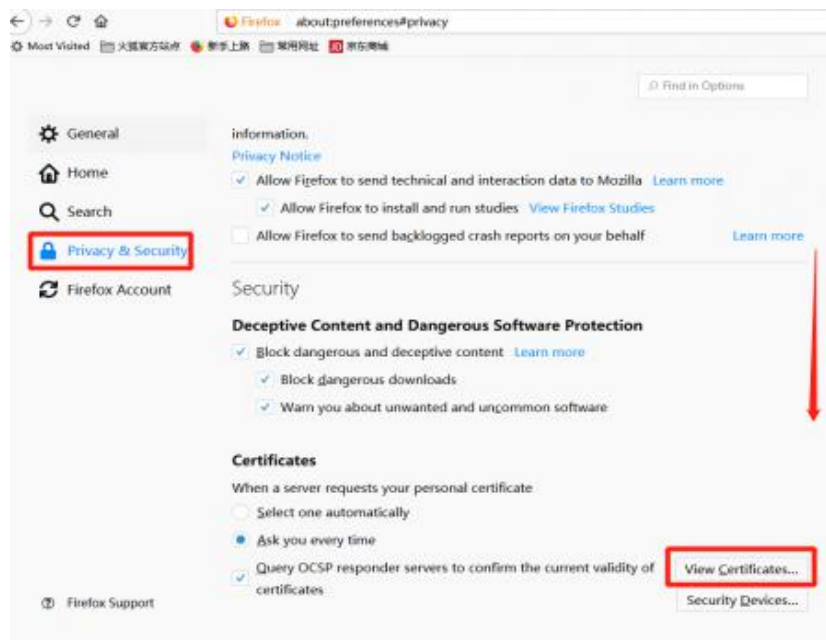


Fig. 6

**Step 7 Import Certificate**

Select the [Your certificates] (1) tab, and click on [import...] (2) button.

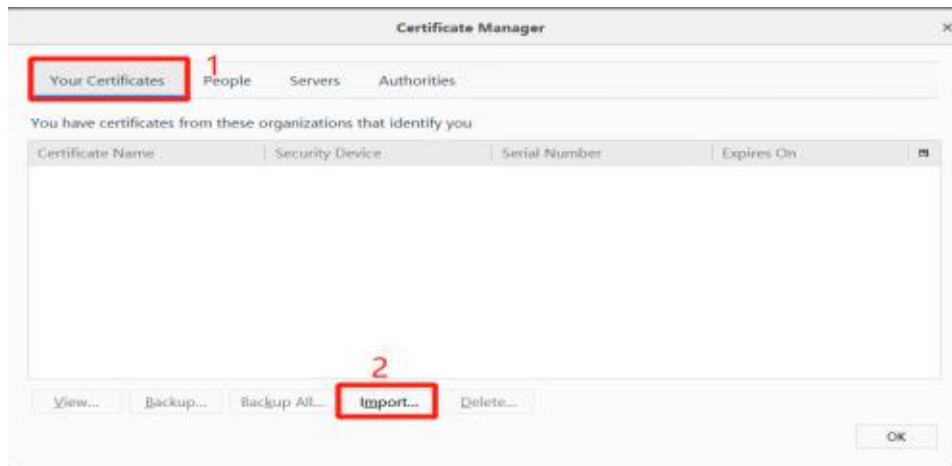


Fig. 7

**Step 8 Select Certificate**

Click on your default directory, select file with file type of .p12(1) then select your certificate (2), then click on the [ok] button.

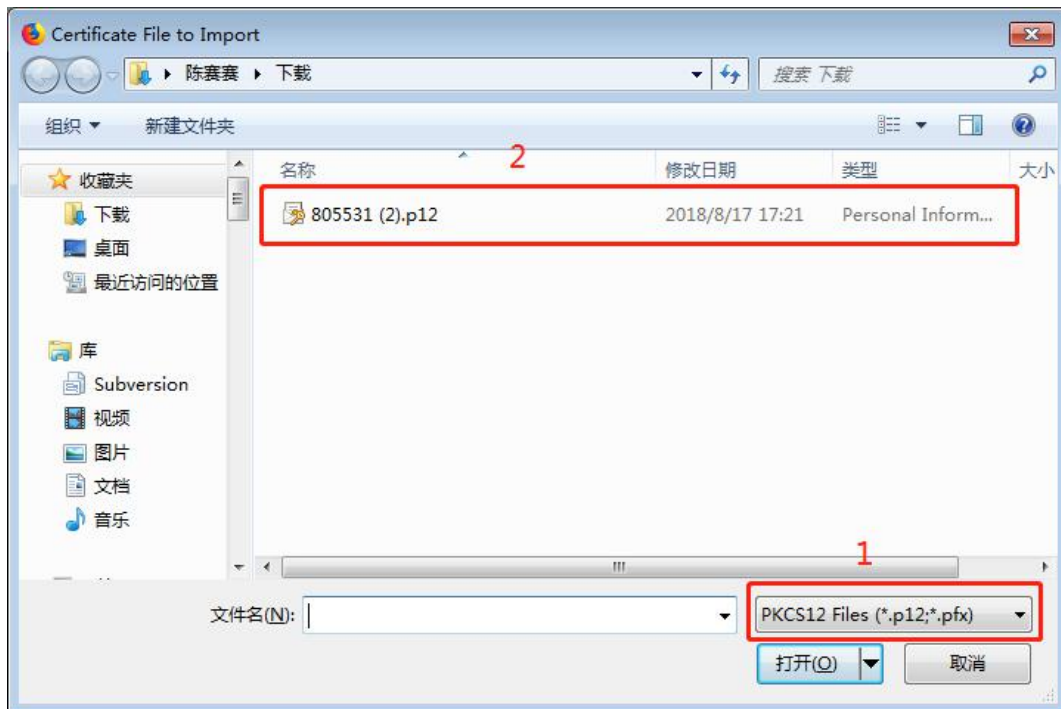


Fig. 8

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**Step 9 Enter Your Install Password**

Enter your install password, then click on the [ok] button.

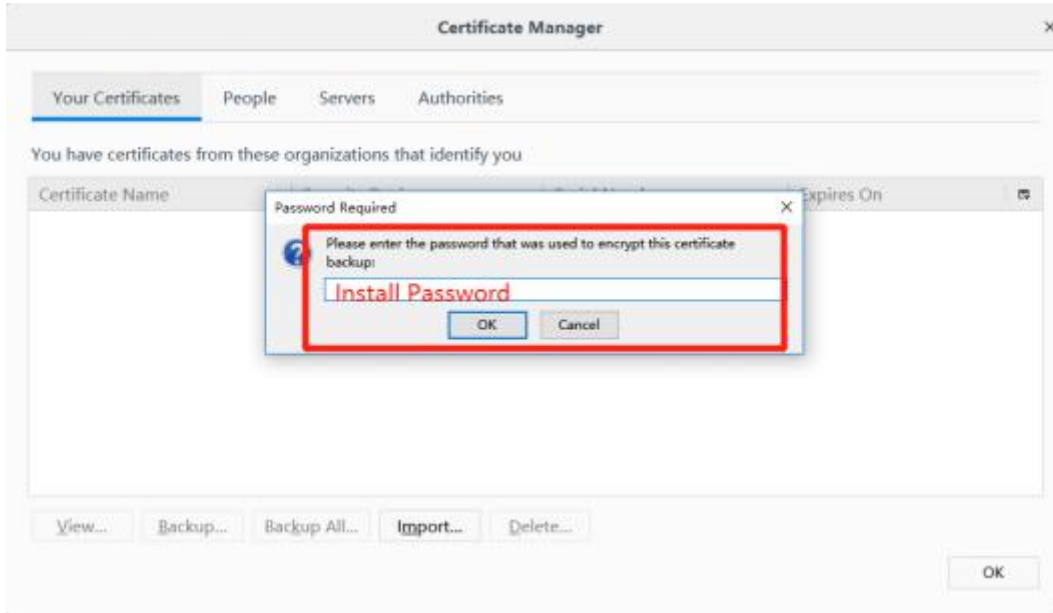


Fig. 9

**Step 10 Finished Install**

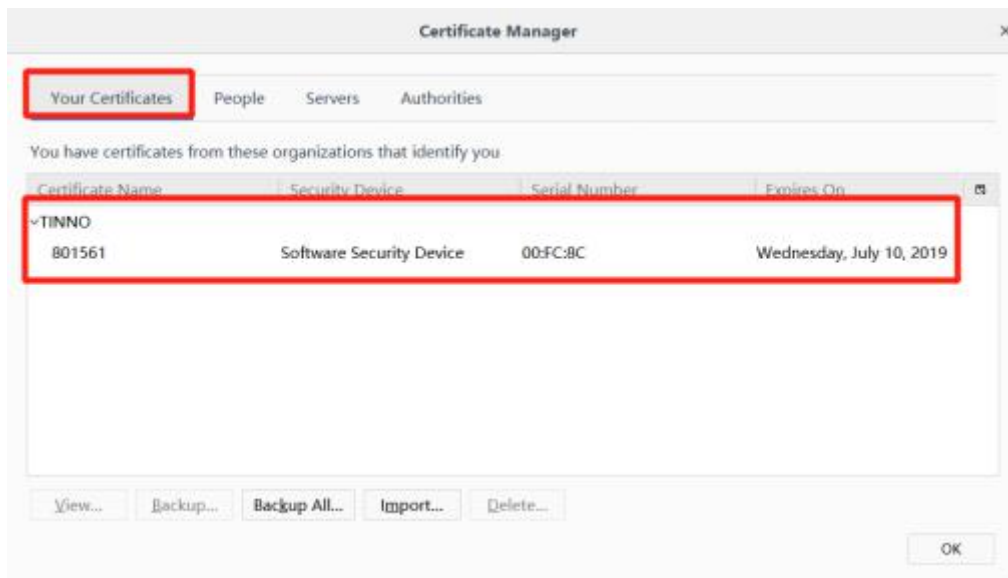


Fig. 10

# Certificate Instructions

- ◆ Open browser, use the certificate to test the address

<https://bpm1.tinno.com/tinnobpm/>.

It's correct installation if show user identification request window, as shown in figure 11 below. then access to the system, as shown in figure 12 below.

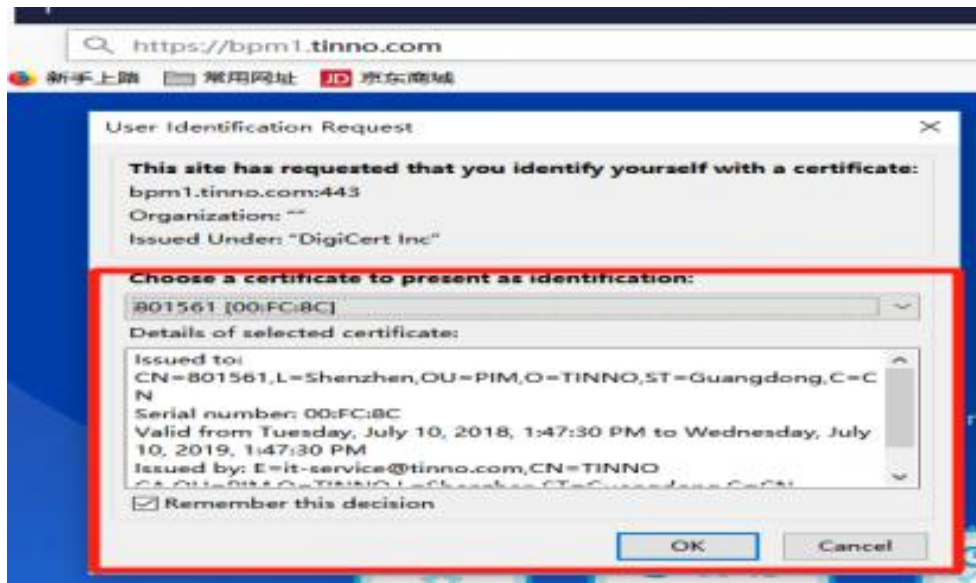


Fig. 11

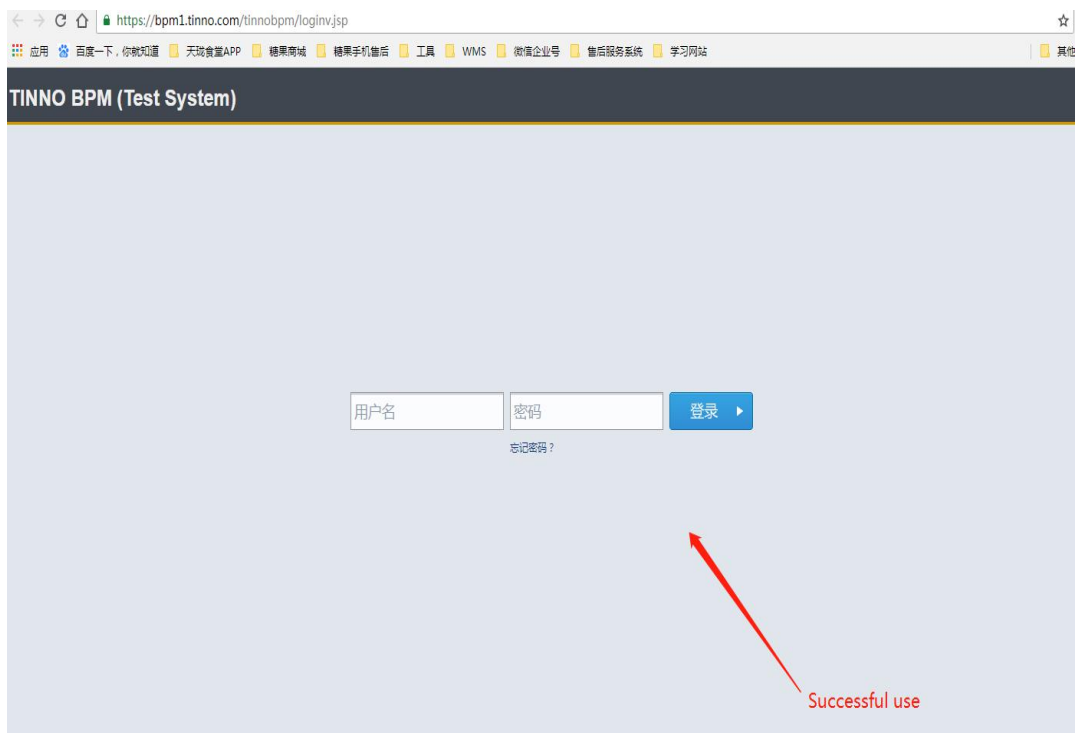


Fig. 12



- ◆ If the certificate is installed incorrectly or the certificate is invalid, you will be taken to the certificate error prompt page, as shown in Figure 13 below.

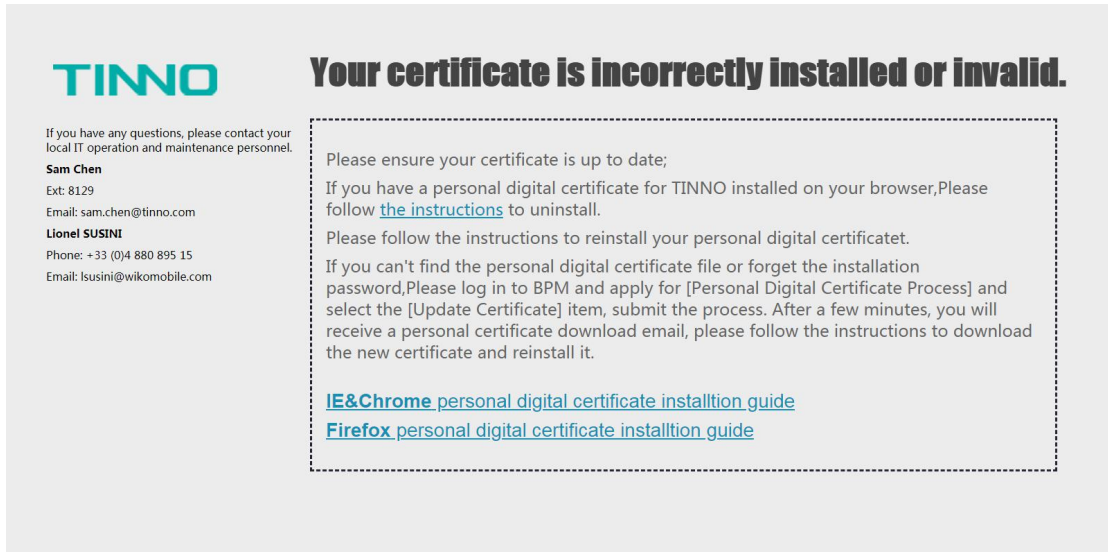


Fig. 13

- ◆ If you do not have a certificate installed, you will be taken to the No Certificate Installation page, as shown in Figure 14.

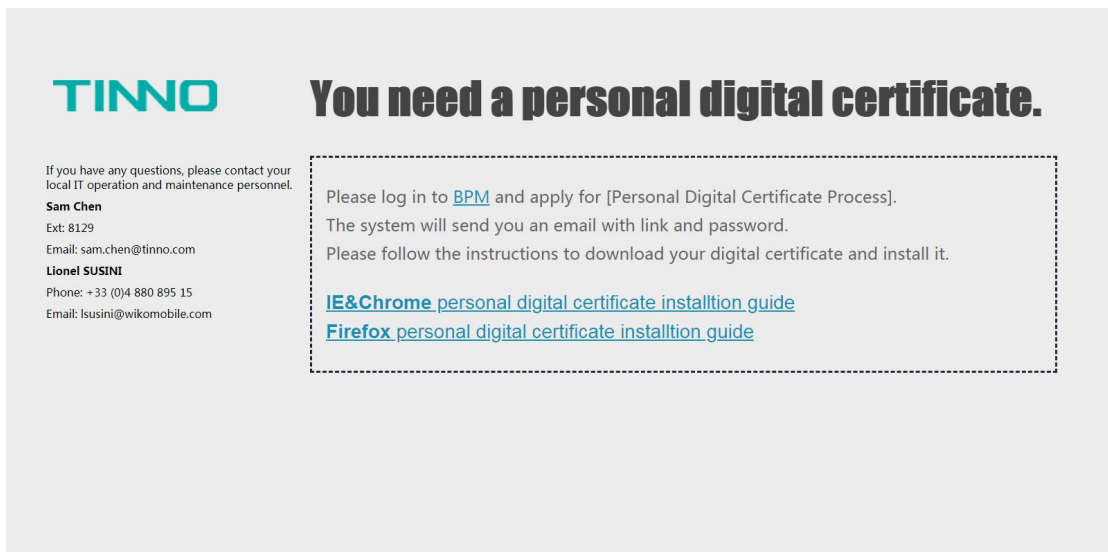


Fig. 14