



**DC Installation Document
for Windows Vista/07/08
Agent Panel**



**CITY EXPRESS COMPLEX, KAMALADI
KATHMANDU**

15142 K.P.C 171

Nepal

Phone:01-4431900,16600111213

support@ctxpress.com

www.ctxpress.com

www.facebook.com/ctxpress

**PREPARED BY:
IT DEPARTMENT**



Greeting!!!

From City Express Money Transfer!!!

DC short form for Digital Certificate is one of the most important certificates to run City Express Software into your computer system. Without this certificate you will not be able to operate the Remitting Operation of City Express Money Transfer from your Computer. Below defined Step by Step Instruction helps you to install this certificate into your System.

Thank You,

- Please open this site and follow the Instructions Below:
<https://www.ct-xpress.net/certsrv/>
- After you enter this site into the address bar of your Internet Explorer, you'll receive a **Login Panel**.

Digital Certificate



Login Name:

Password:

Access Code:

Login

City Express Money Transfer Pvt. Ltd. Wednesday, 12 February, 2014

- Type the **Login Detail** that was provided by City Express Support Team and **Click on Login**.

Digital Certificate



Login Name:

Password:

Access Code:

Login

City Express Money Transfer Pvt. Ltd. Wednesday, 12 February, 2014

- After Login there you are see two terms **Request A Certificate** and **View Status Of Pending Certificate**

City Express Certificate Authority Certificate Services City Express Money Transfer Pvt. Ltd. Main Page

Welcome, City-Express

Select a task:

[Request a certificate](#)

[View the status of a pending certificate request](#)



- First click on **Request A Certificate** and a form will appear on the Screen.

City Express Certificate Authority Certificate Services City Express Money Transfer Pvt. Ltd. Home

Advanced Certificate Request

To complete your certificate, please check your information and Press **Submit** button to request certificate.

If information is not correct please contact **Tel:4231900** or email: **info@ctxpress.com** to update.

Identifying Information:

Name: City-Express (CTXpress)
E-Mail: support@ctxpress.com
License Code: CTXPRESS122008
Agent: CITY EXPRESS SAVING AND CREDIT CO-OP
Branch Name: GHANTAGHAR
Access Code: CES01
Country/Region: NP

Type of Certificate Needed:
Client Authentication Certificate

- Correct the **E-mail** if any other email is displayed or Type a new one if it is blank and Type **NP** (*For Nepal*) in **Country Region**.

Key Options:

☒ Create new key set
CSP: Microsoft Base Cryptographic Provider v1.0
Key Usage: ☐ Exchange ☐ Signature ☒ Both
Key Size: 1024 Min: 384 Max: 1024 (common key sizes:)
☒ Automatic key container name

Additional Options:

Request Format: ☒ CMC
Hash Algorithm: sha1
Friendly Name: www.ct-xpress.net

SUBMIT

NOTE: If you Find **CSP : Loading...** Please go to **Tools**, Click on **Compatibility View Settings**. Now a box will appear With **ct-xpress.net** displayed on **Add this Website box**. Then Click on **Add** and Close the box. Wait until the pages reloads.

- Now Click on **SUBMIT** button and wait.
- On the next step, you'll receive a **Request ID** generated by the system on the display.

City Express Certificate Authority Certificate Services City Express Money Transfer Pvt. Ltd. Home

Certificate Pending

Your certificate request has been received. However, you must wait for an administrator to issue the certificate you requested.

Please contact **Tel:4231900** or email: **info@ctxpress.com** to approved your certificate

Your Request Id is 3033.

Please return to this web site in a day or two to retrieve your certificate.

Note: You must return with this web browser within 10 days to retrieve your certificate



- Please send the **Request ID** to City Express Support mailing address: **support@ctxpress.com** and wait for a response from the support team or inform the **Request ID** to **City Express Support (IT Team) Extension No. 21, 22 and 31 (01-4231900 / Toll Free 16600 11 12 13)**

After receiving the confirmation from City Express Support Team,

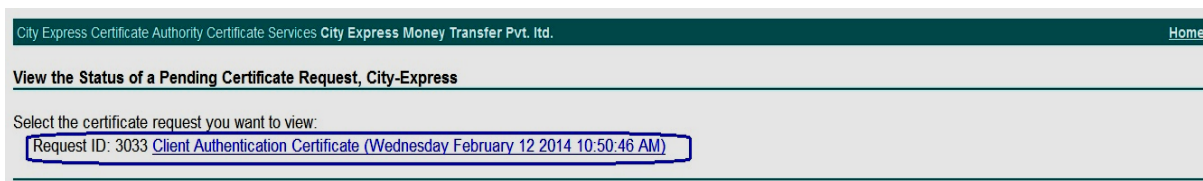
- Click on Home button (if you are continuing the Installation)



- **OR** open our site once again <https://www.ct-xpress.net/certsrv> and login to the site with the same login detail.
- Now you'll get a display with an option **View a Status of Pending Certificate** on it.



- Now click on the **View A Status Of Pending Certificate.**
- Then you'll get a diplay with the **Request ID** and an option **Client Authentication Certificate.**



- Click on **Client Authentication Certificate** and you'll move to the next step where you can easily install the Certificate into your computer.



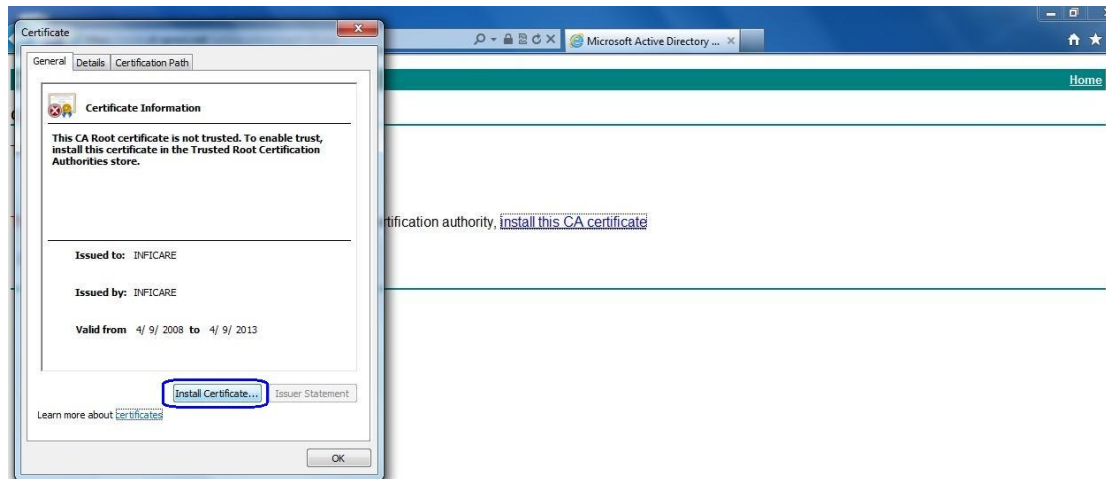
- Now click on **Install This Certificate** and also mark in **Save Responses.** *(If Your System Has Windows Xp Installed On It Then You'll Directly Receive A Installation Successful Message Displayed On The Screen.)*
- For Windows Vista/ 7 / 8 Follow The Steps Below
- Now you'll get a line display on the screen.



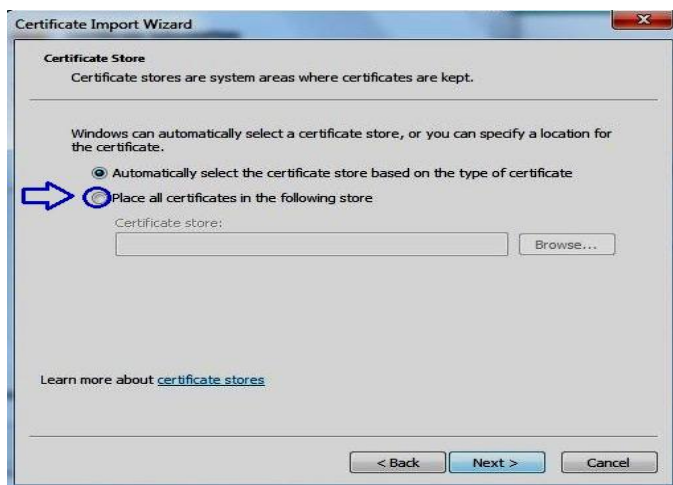
- Click on **Install this CA Certificate**.
- Now you'll be displayed a form with **OPEN**, **SAVE** or **CANCEL** option.



- Click on **Open**.
- Now you can see this windows:



- Then click on **Install Certificate**.
- Now you'll get a box displayed on your screen



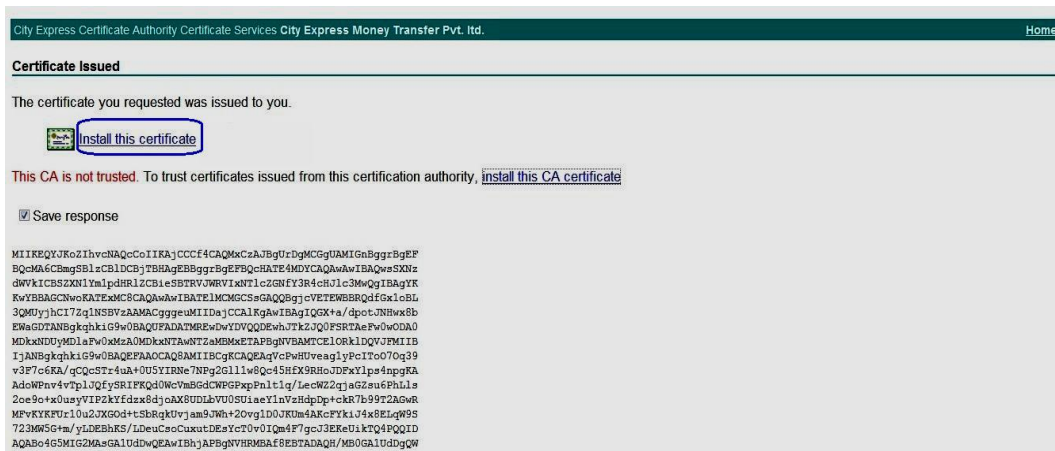
- Click on **Place all Certificate in the Following Store**



- Click on **Browse**.



- Select **Trusted Root Certification Authorities**.
- Click **OK**.
- Click on **Next**.
- Click on **Finish**.
- When you get Import Successful Message Box displayed on your Screen
- Click on **OK**.
- Click on **OK**.
- Now You'll get the previous screen displayed.



- Now click on **Install This Certificate**.
- Now a message will be displayed informing **Your Certificate has Successfully Installed**.
- After completing the installation you need to restart the Internet Explorer.
- Open new Window of Internet Explorer.
- Now type the payment site as <https://www.ct-xpress.net/agent>

For any complains, feedback or other information. Please contact our Head Office.

Thank You For Your Business Support And Co-Operation.

**Thanks & Regards
IT Department**

**Contact Us. 4431900 Ext. 201/202/203/204/205/207
4425088 / 4445183**