Note: we will provide the password after receiving the Enrollment form.

Please Follow this process For Windows 7: 1st Step

- 1. Go to https://www.imeltd-remit.net/certsrv
- 2. Login and Click on Request a Certificate
- 3. Click yes and Fill up Blank option and click Submit
- 4. System will display a request id after submitting a form.
- 5. Inform display requested id by fax (4439340 or 4435341) or send email (support@imeremit.com.np) to the Support Department on IME Head Office about your request id number for approval. (Form is attached)

2nd step

- 6. Again you have to click home after Head office approve your request ID or go to https://www.imeltd-remit.net/certsrv or click home after Head office approve your request ID
- 7. Click on **View the Status of pending certificate.**
- 8. Then the system will display client (Date & time and requested id)
- 9. click CA certificate. Click open and click allow
- 10. click install certificate
- 11. click next
- 12. click place all certificate and click browse (select trusted rootcertification) click ok
- 13. click next, finish
- 14. click yes and ok
- 15. close that certificate

- 16. Again go to previous page and Click on <u>Install the Certificate</u>. If any message box appears asking about confirmation on installation then always click on "Yes" option.
- 17. Finally system will display "Your new certificate has been installed successfully"
- 18. Close the browser (Internet Explorer) and restart it again
- 19. Please note your Receiving site https://www.imeltd-remit.net/agentlogin

Thanks & Regards,

Menuka Bhandari
Marketing Department -BFIs/Cooperative & Media
IME Limited.(IME)

IME Complex | 4th Floor | Panipokhari | Kathmandu | Nepal |

Telephone: +977-4430600 | Ext.247 | Fax:+977-4425800 | Mobile:9802032979 |

Mailing: menuka.bhandari@imeremit.com.np