

The following guidelines shall be observed by concerned tie-ups in generating certificate via **Portecle**. Please note that workstation should have the latest version of JAVA webstart (JAVA 1.6 or later) to be able to generate certificate.



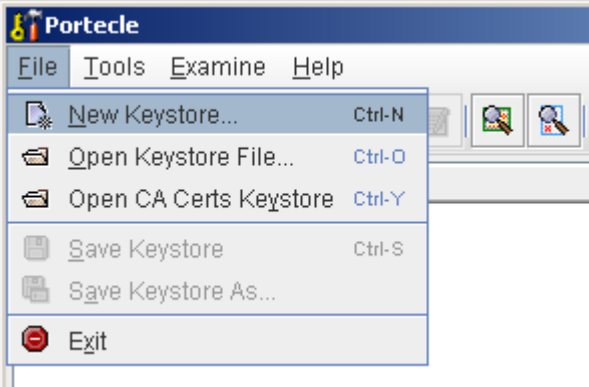
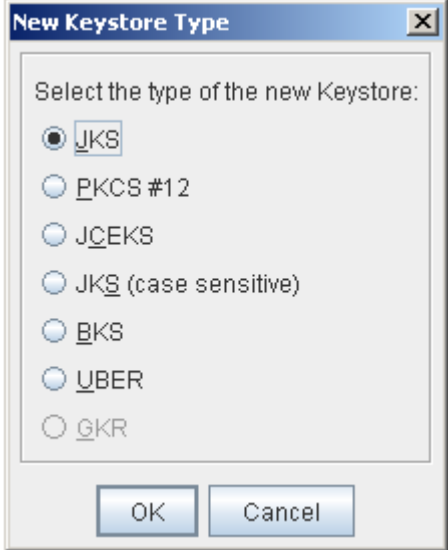
Illustration	Work Flow
	<p>1. Access the “Portecle” folder saved in your workstation.</p>
 portecle.jnlp	<p>2. In the “Portecle” folder, double click the “portecle.jnlp” file.</p>
	<p>Once the “Portecle” window appears, go to “File” Menu and choose “New Keystore” or use hot keys: “Ctrl+N”.</p>
	<p>4. When the “New Keystore Type” window prompts, choose “JKS”. Then, click “OK”.</p>

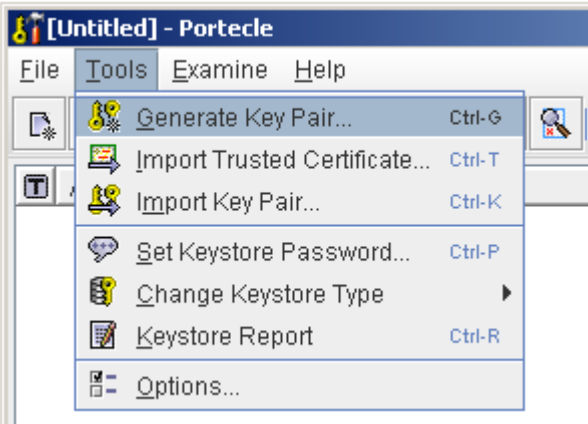
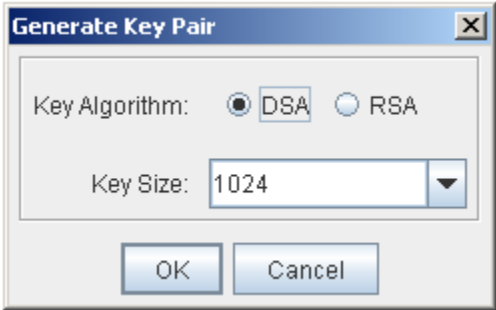
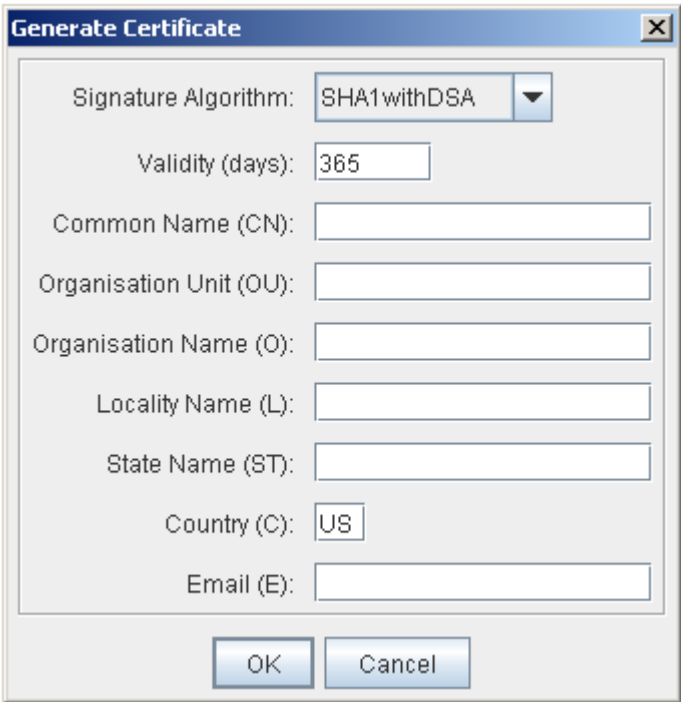
Illustration	Work Flow
 <p>The screenshot shows the Portecle application window titled "[Untitled] - Portecle". The menu bar includes File, Tools, Examine, and Help. The Tools menu is open, displaying several options: Generate Key Pair... (Ctrl-G), Import Trusted Certificate... (Ctrl-T), Import Key Pair... (Ctrl-K), Set Keystore Password... (Ctrl-P), Change Keystore Type, Keystore Report (Ctrl-R), and Options... The "Generate Key Pair..." option is highlighted.</p>	<p>5. When the “Portecle” window appears, go to “Tools” Menu and choose “Generate Key Pair” or use hot keys: “Ctrl+G”.</p>
 <p>The screenshot shows the "Generate Key Pair" dialog box. It has a title bar with a close button. Inside, there is a section for "Key Algorithm:" with two radio buttons: DSA (selected) and RSA. Below this is a "Key Size:" field with a dropdown menu showing "1024". At the bottom are "OK" and "Cancel" buttons.</p>	<p>6. In the “Generate Key Pair” window, choose the following options:</p> <ul style="list-style-type: none"> • Key Algorithm : DSA • Key Size : 1024 <p>Then, click “OK” to continue.</p>
 <p>The screenshot shows the "Generate Certificate" dialog box. It has a title bar with a close button. The fields are as follows: "Signature Algorithm:" is set to "SHA1withDSA" (dropdown); "Validity (days):" is "365" (text field); "Common Name (CN):" is an empty text field; "Organisation Unit (OU):" is an empty text field; "Organisation Name (O):" is an empty text field; "Locality Name (L):" is an empty text field; "State Name (ST):" is an empty text field; "Country (C):" is "US" (text field); "Email (E):" is an empty text field. At the bottom are "OK" and "Cancel" buttons.</p>	<p>7. Fill out the following fields in the “Generate Certificate” window. Then, click “OK”.</p> <p>NOTE : User may assign any value in the fields provided.</p>

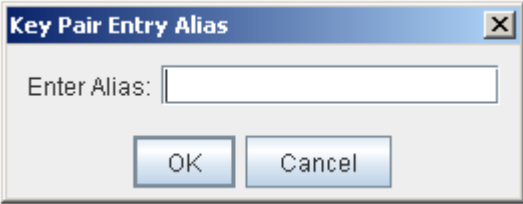

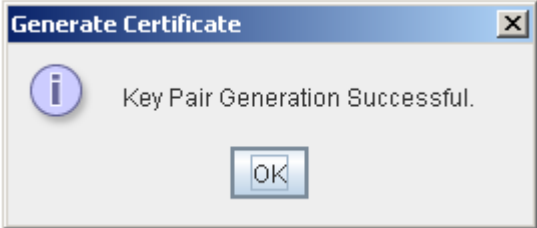
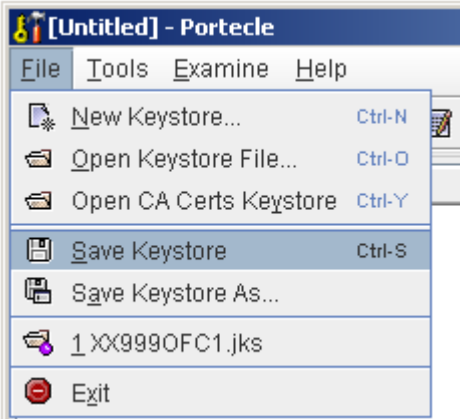

Illustration	Work Flow
 <p>The dialog box titled "Key Pair Entry Alias" has a single text input field labeled "Enter Alias:" and two buttons at the bottom: "OK" and "Cancel".</p>	<p>8. When the “Key Pair Entry Alias” prompts, encode the user preferred alias in the “Enter Alias” field. Then, click “OK”.</p>
 <p>The dialog box titled "Key Pair Entry Password" has two text input fields: "Enter New Password:" and "Confirm New Password:". It also has "OK" and "Cancel" buttons at the bottom.</p>	<p>9. Type the preferred password and confirm the same in the “Key Pair Entry Password” window. Then, click “OK” to save password.</p> <p>Reminder: Please always take note of the password provided.</p>
 <p>The dialog box titled "Generate Certificate" displays an information icon and the text "Key Pair Generation Successful." with an "OK" button.</p>	<p>10. Click “OK” when the “Generate Certificate” window prompts.</p>
 <p>The screenshot shows the "File" menu of the "[Untitled] - Portecle" application. The menu items are: "New Keystore..." (Ctrl-N), "Open Keystore File..." (Ctrl-O), "Open CA Certs Keystore" (Ctrl-Y), "Save Keystore" (Ctrl-S), "Save Keystore As...", a file named "1XX999OFC1.jks", and "Exit". The "Save Keystore" option is highlighted.</p>	<p>11. In the “Portecle” window, go to “File” Menu and choose “Save Keystore” or use hot keys: “Ctrl+S”.</p>
 <p>The dialog box titled "Set Keystore Password" has two text input fields: "Enter New Password:" and "Confirm New Password:". It also has "OK" and "Cancel" buttons at the bottom.</p>	<p>12. Type the preferred password and confirm the same in the “Set Keystore Password” window. Then, click “OK”.</p> <p>Reminder: Please always take note of the password</p>

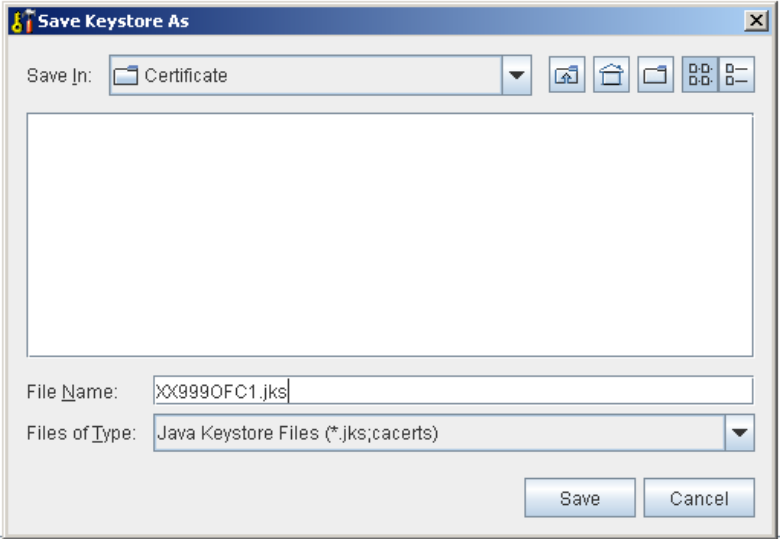
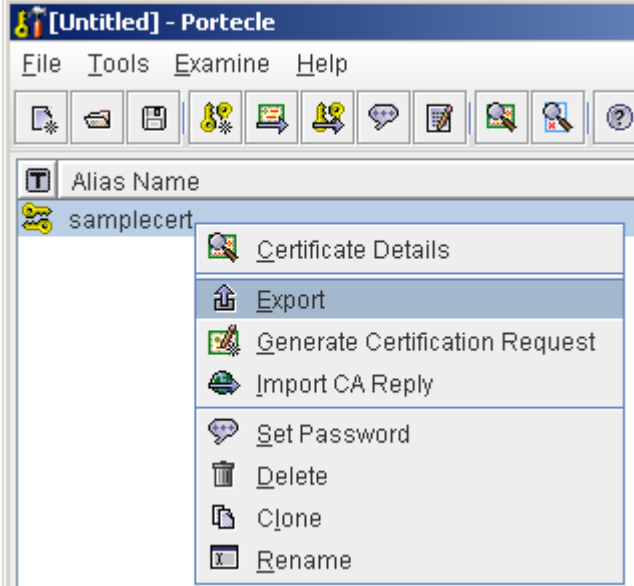
Illustration	Work Flow
	<p>provided.</p> <p>13. In the “Save Keystore As” window, encode the following:</p> <ul style="list-style-type: none"> • File Name - any user preferred file name • File Type - choose “Java Keystore Files” in the list. <p>And then, click “Save” button to generate keystore file.</p>
	<p>12. The created Key Pair Alias will appear in “Portecle” window list. Right-click the Alias Name created and choose “Export” among the options.</p>

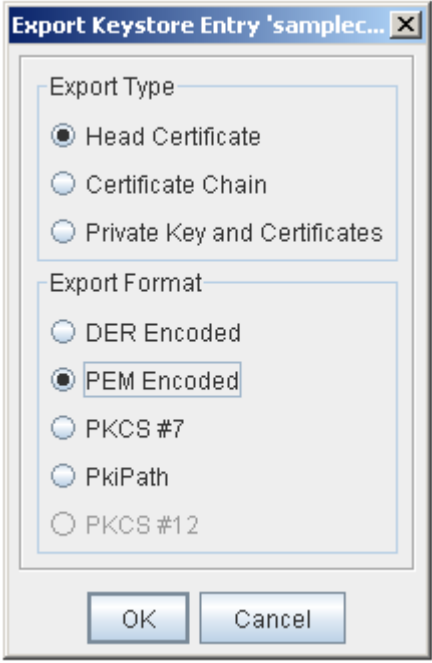
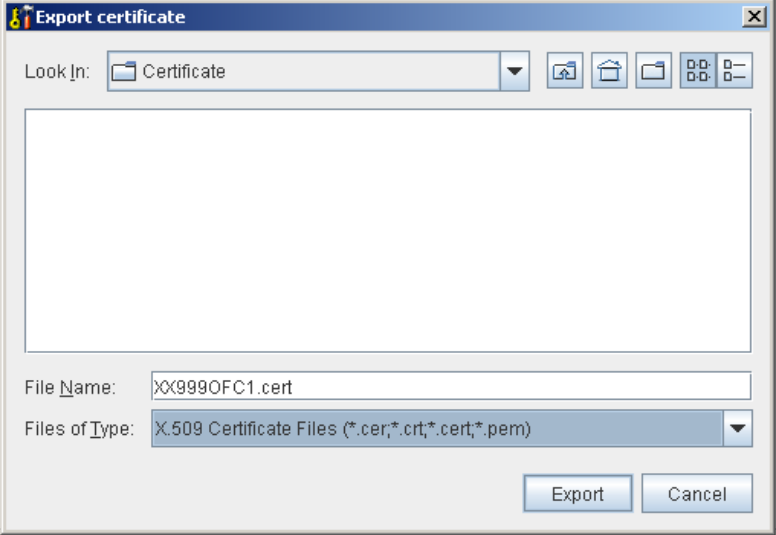
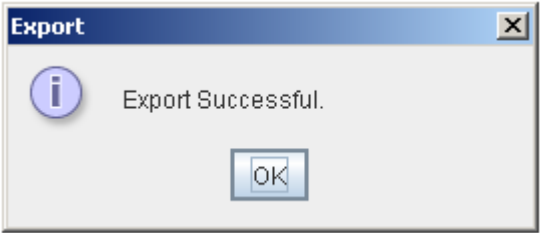


Illustration	Work Flow
	<p>13. When the “Export Keystore Entry” window prompts, choose the following:</p> <ul style="list-style-type: none"> Export Type: Head Certificate Export Format: PEM Encoded <p>Then, click “OK” to continue.</p>
	<p>14. When the “Export Certificate” window appears, observe the following:</p> <ul style="list-style-type: none"> Specify in the “Look in” field the destination folder where the certificate will be saved. File Name : Format should be: XX999OFC1.cert <p>where: XX999OFC1 - user ID provided by BDO</p> <ul style="list-style-type: none"> File Type: choose “X.509 Certificate Files” among the options. <p>Then, click “Export”.</p>

Illustration	Work Flow
	<p>15. When the “Export” confirmation window appears, click “OK”.</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  XX999OFC1.cer </div> <div style="text-align: center;">  XX999OFC1.jks </div> </div>	<p>16. Access the destination folder where files were saved.</p>

- End of Process -