

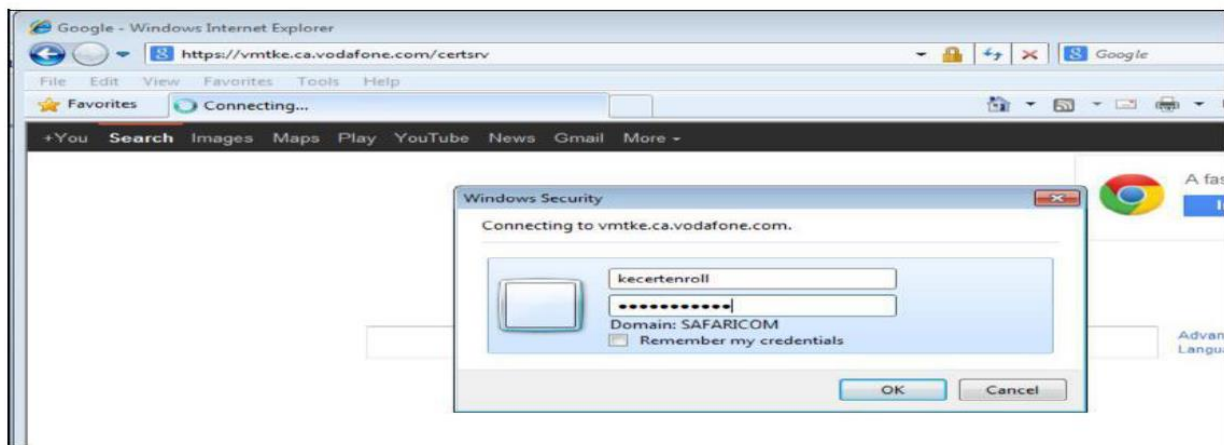
## CHAPTER 1: APPLYING FOR A CERTIFICATE

**1.0** Using **Internet Explorer**, open <https://vmtke.ca.vodafone.com/certsrv>

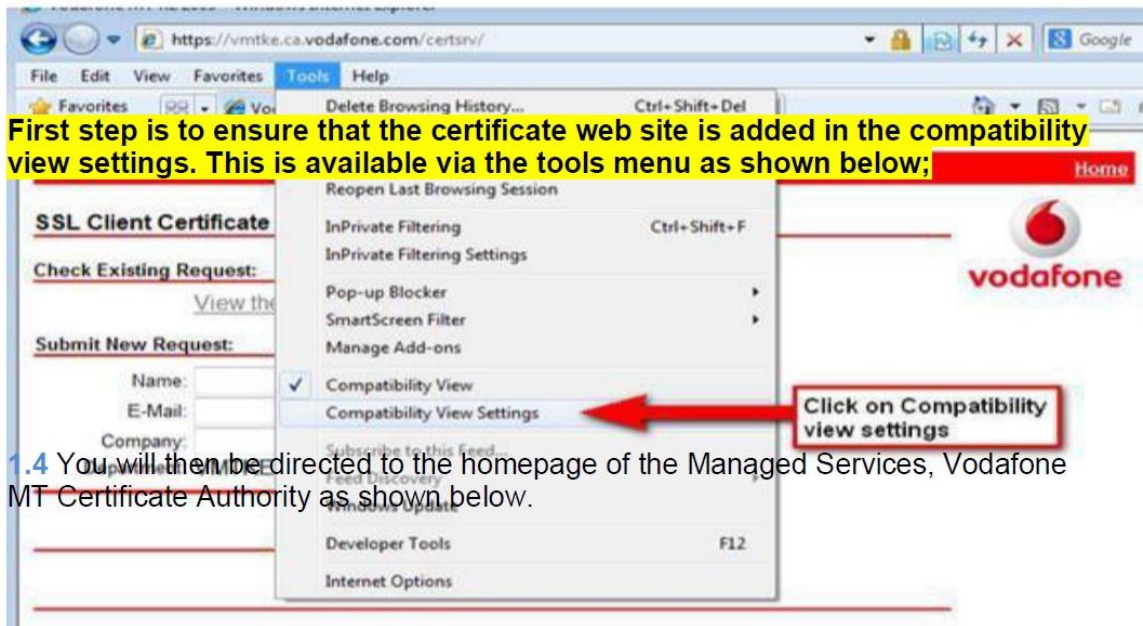
**1.1** A pop-up requesting for a username and password input will appear as shown below to access the Certificate Authority Website.

a) **Username:** kecertenroll

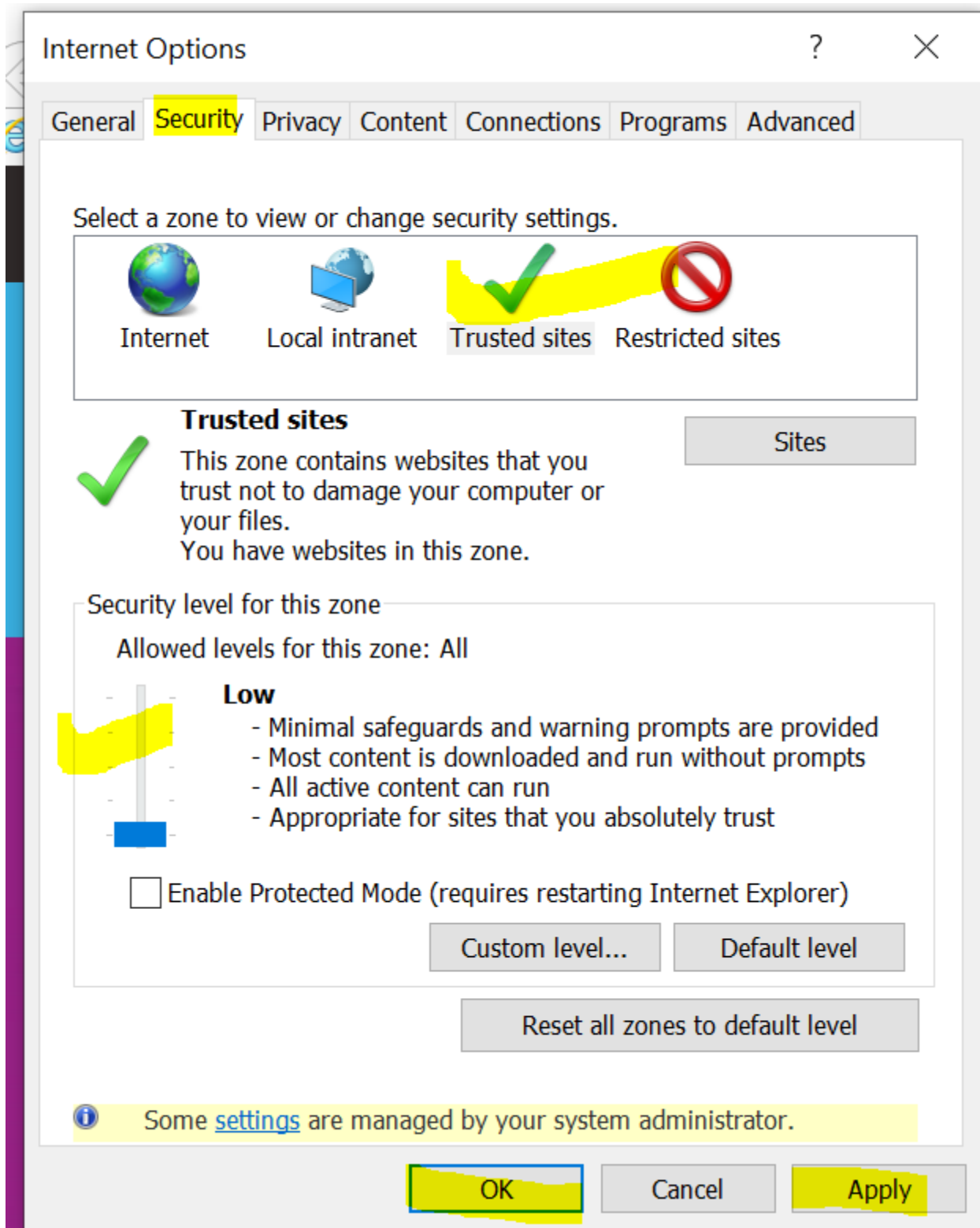
b) **Password:** xxxxx (This Password is Reset every week, to get the latest one, send an email to [M-PESABusiness@safaricom.co.ke](mailto:M-PESABusiness@safaricom.co.ke))



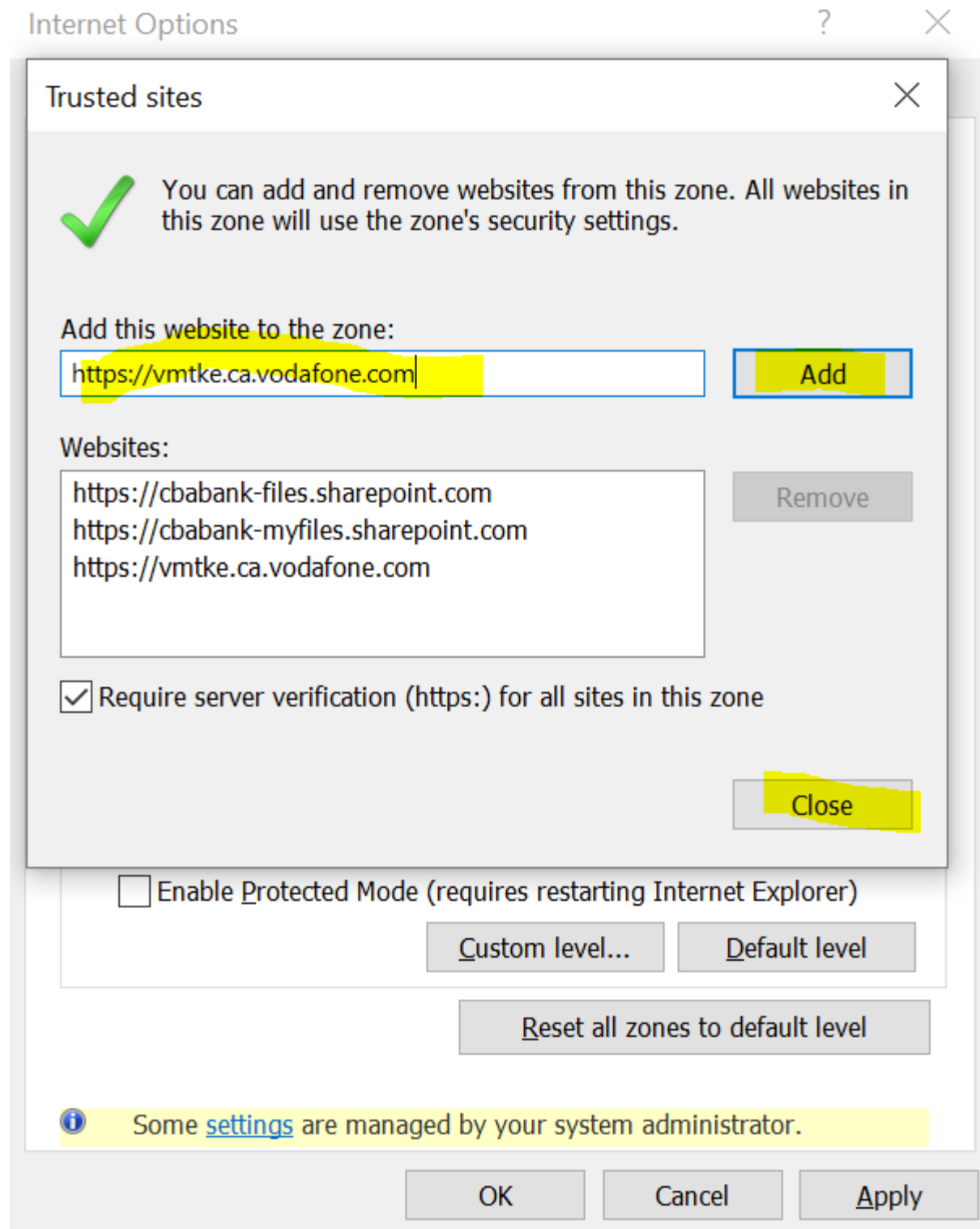
Once successfully logged in, the First step is to ensure that the certificate web site is added in the compatibility view settings. This is available via the tools menu as shown below;



Next step is to go to settings>internet options>security>trusted sites>drag the security scale to the lowest level>click apply then OK.



Next, go to settings again>internet options>security>trusted sites>sites>add <https://vmtke.ca.vodafone.com> to your trusted sites> click close



You will be directed to the homepage of the Managed Services, Vodafone MT Certificate Authority as shown below

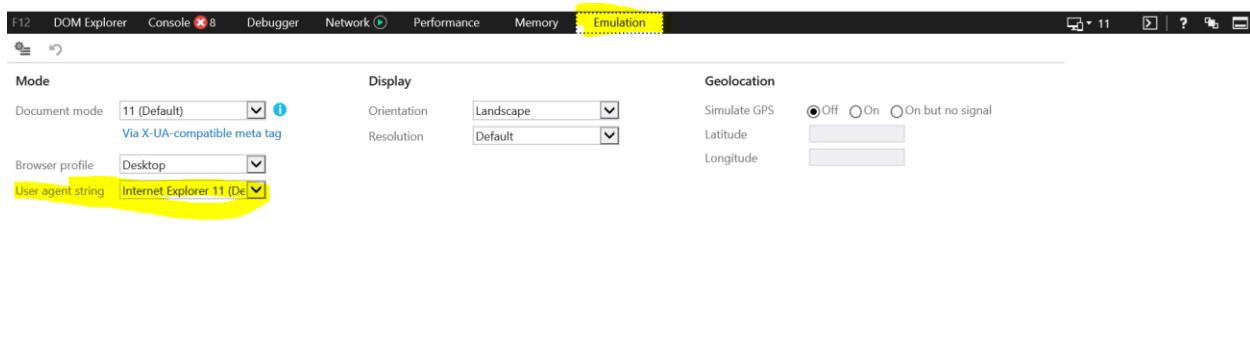
The screenshot shows a web browser window with the title "Vodafone MT KE 2009 - Certification Authority". The page has a red header bar with the Vodafone logo and a "Home" link. The main content area is titled "SSL Client Certificate Request". It contains two sections: "Check Existing Request:" with a link "View the status of a pending certificate request", and "Submit New Request:" with a form. The form has fields for "Name:", "E-Mail:", "Company:", and "Department: VMTKE". A "Submit >" button is at the bottom of the form. Overlaid on the right side of the page is a "Web Access Confirmation" dialog box. The dialog box contains a warning icon and the text: "This Web site is attempting to perform a digital certificate operation on your behalf: https://vmtke.ca.vodafone.com/certsrv/". It also says: "You should only allow known Web sites to perform digital certificate operations on your behalf. Do you want to allow this operation?". At the bottom of the dialog box are "Yes" and "No" buttons. A red arrow points to the "Yes" button.

Click yes as shown.

If you don't receive the pop up, proceed as follows

Settings >F12 developer tools>

You will receive the below pop up



Under emulation, click on the drop down on User agent string and select either Internet Explorer 7 or 8 then close the F12 developer tools

The page should reload and the below pop up appear



To request for a new certificate, fill in the following details in the form as shown below; **your certificate application shall be denied if you fill incorrect or invalid details e.g. a single name, invalid email or incorrect organization name.**

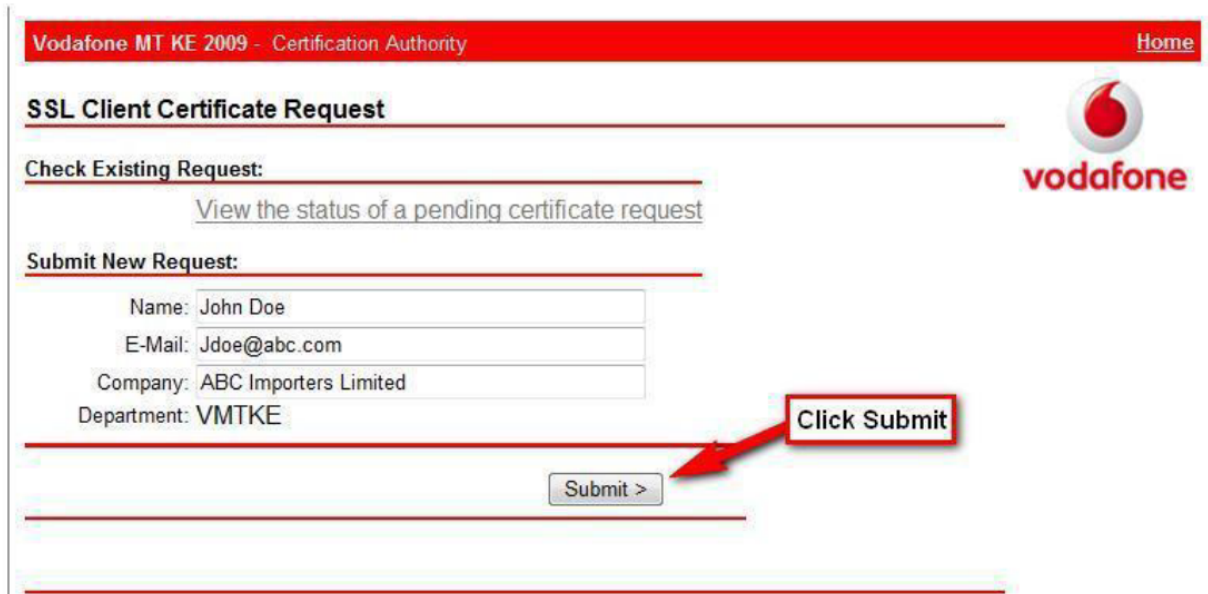
The screenshot shows the Vodafone MT KE 2009 - Certification Authority page with example details for the SSL Client Certificate Request form. The page has a red header bar with the text "Vodafone MT KE 2009 - Certification Authority" and a "Home" link. Below the header, there is a section titled "SSL Client Certificate Request" with the Vodafone logo. Under this section, there are two main areas: "Check Existing Request:" with a link "View the status of a pending certificate request", and "Submit New Request:" with input fields for Name, E-Mail, Company, and Department (pre-filled with VMTKE), and a "Submit >" button. To the right of the form fields, there are three example details in a table:

Full Names:	[example: John Smith]
Email:	[example: mith@m-pesa.com]
Company:	[example: Safaricom]

Blue arrows point from these example details to the corresponding input fields in the form.

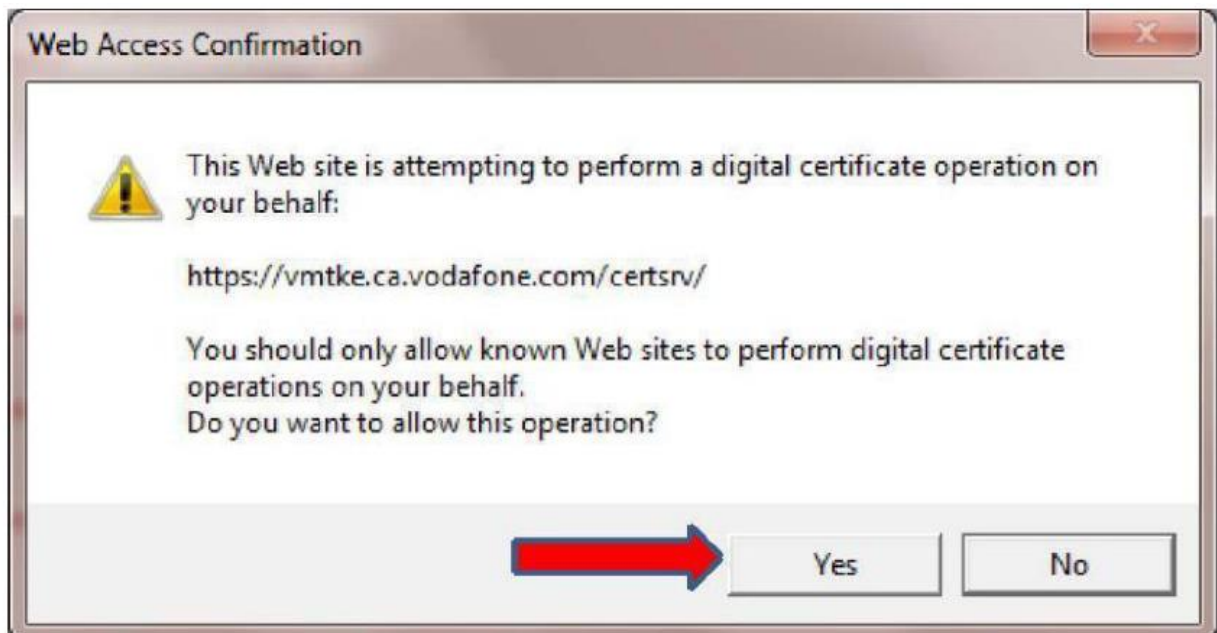
**Ignore department, don't change it, leave it as VMTKE**

Personal and Company details will be entered as detailed above. These will be used to verify that you should be given access to the system. Then Click on the **Submit >** button at the bottom of the form.



The screenshot shows a web form titled "Vodafone MT KE 2009 - Certification Authority" with a "Home" link in the top right. The main heading is "SSL Client Certificate Request". Below this, there are two sections: "Check Existing Request:" with a link "View the status of a pending certificate request", and "Submit New Request:". The "Submit New Request:" section contains four input fields: "Name: John Doe", "E-Mail: Jdoe@abc.com", "Company: ABC Importers Limited", and "Department: VMTKE". At the bottom of the form is a "Submit >" button. A red arrow points from a box labeled "Click Submit" to the "Submit >" button.

A warning prompt will appear asking you to confirm that you want to proceed with the request for a certificate as shown below: Click on **Yes**



You will be presented with the following message confirming that your certificate application has been received



It usually takes 24-48 hours for your certificate to be issued to you by M-PESA I.T. Kindly be patient as the request is processed, check back anytime within this period in order to complete the installation.

**NOTE:**

- ❖ Do not delete browsing history, cookies, cache nor Reset your internet explorer settings after this application as this will delete the certificate application and you will be forced to repeat the process. It's alright to close the browser or even shut down the computer once done with the application.
- ❖ Ensure you check back on the status of this certificate application and finish installing it within 10days otherwise; the certificate will expire and automatically disappear, forcing you to repeat the application process.
- ❖ Remember to request for latest password for the week in case your application and installation fall on two different weeks.

## CHAPTER 2: INSTALLING M-PESA CERTIFICATE

### 2.1. How to Download and Install a Certificate.



After 4 hours, you will be required to return to the certificate request website

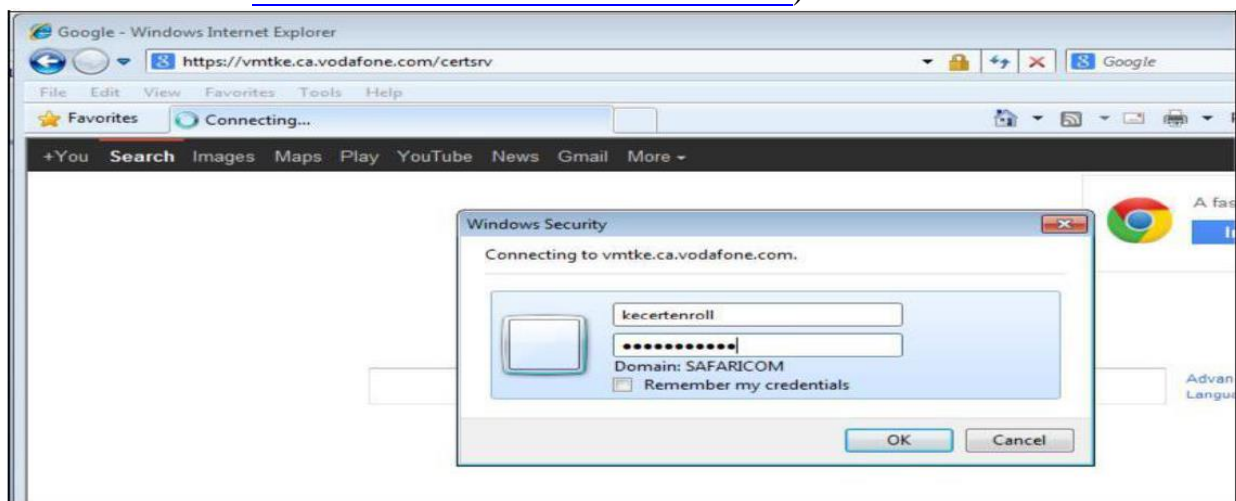
below, to check if the certificate has been issued:

<https://vmtke.ca.vodafone.com/certsrv>

Fill in the following login details to access the Certificate Authority Website.

a) **Username:** kecertenroll

b) **Password:** xxxxx (This Password is Changed every week, for the latest one, send an email to [M-PESABusiness@safaricom.co.ke](mailto:M-PESABusiness@safaricom.co.ke))



2.2 You will then be directed to the home page of the Managed Services, Vodafone MT Certificate Authority as shown below;

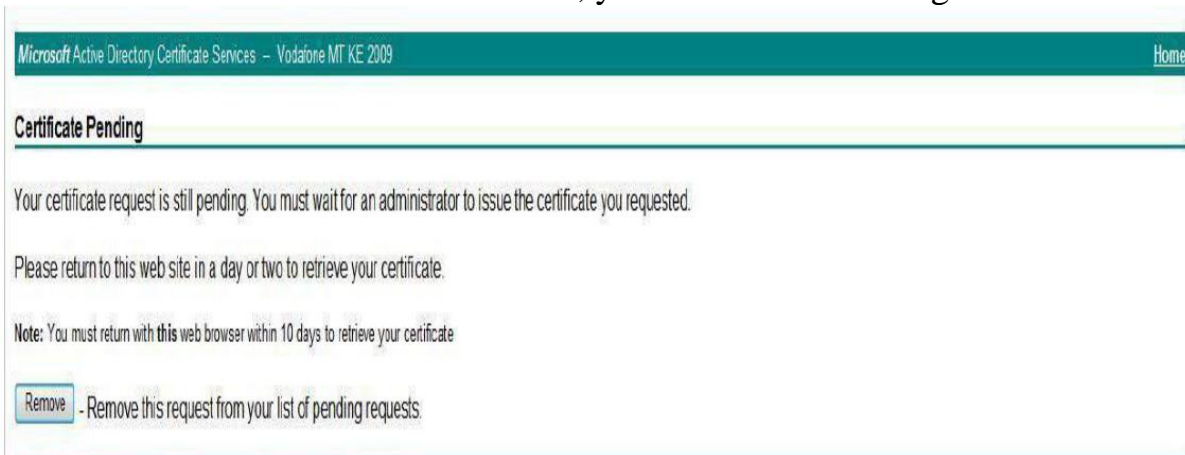


**2.2** Under the heading “Check Existing Request”, click on the link titled: View the status of a pending certificate request.

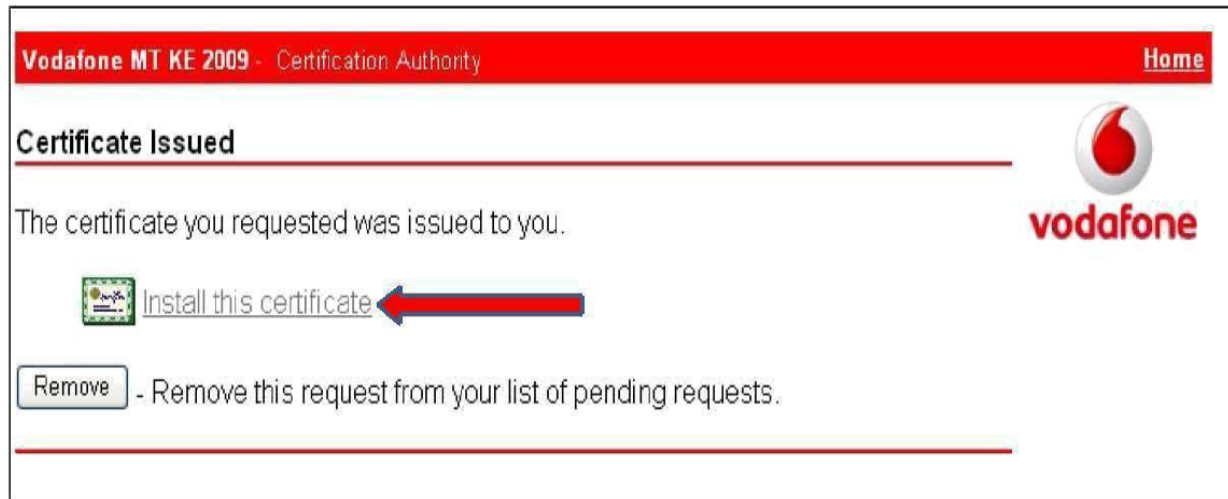
**2.3** A new web page will open. Click on the link as shown below.



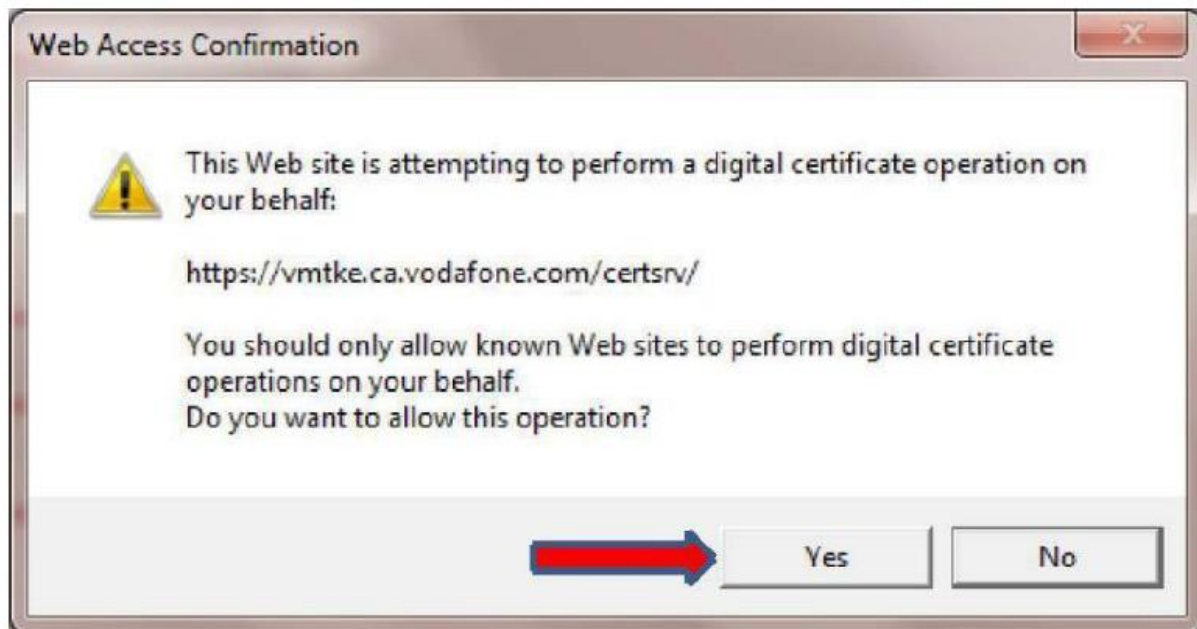
**2.4** If the certificate has not been issued, you will see the message below.



2.5 If the certificate has been issued, you will be given the option to install the certificate. Click on the link titled: **Install this certificate**



A Web Access confirmation warning will appear asking you to confirm the operation. Click on „yes’



Click on “install this CA certificate”

Vodafone MT KE 2009 - Certification Authority

Home

Certificate Issued



The certificate you requested was issued to you.

 [Install this certificate](#)

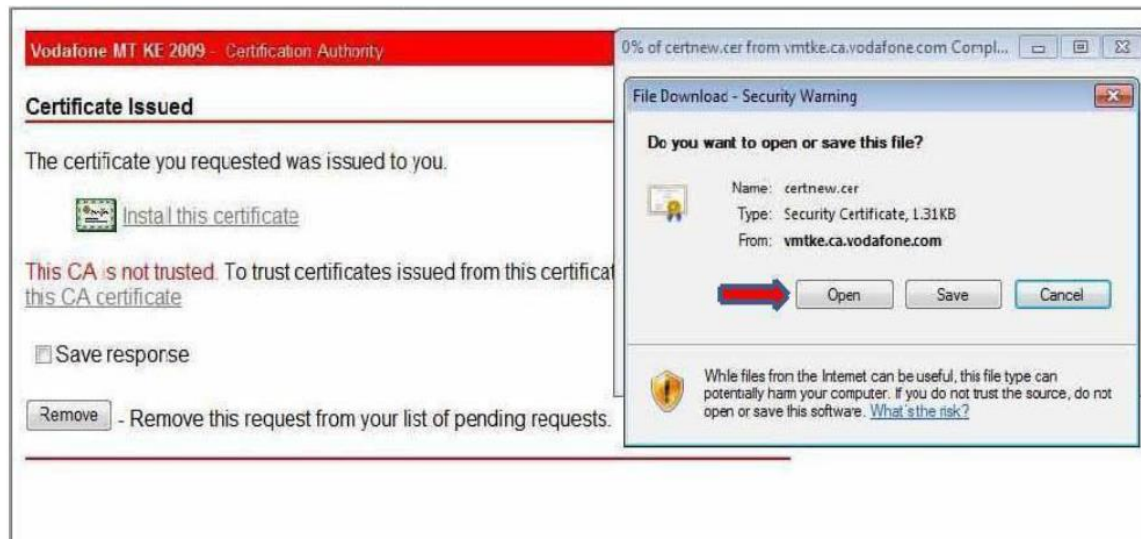
This CA is not trusted. To trust certificates issued from this certification authority, [install this CA certificate](#) 

☐ Save response

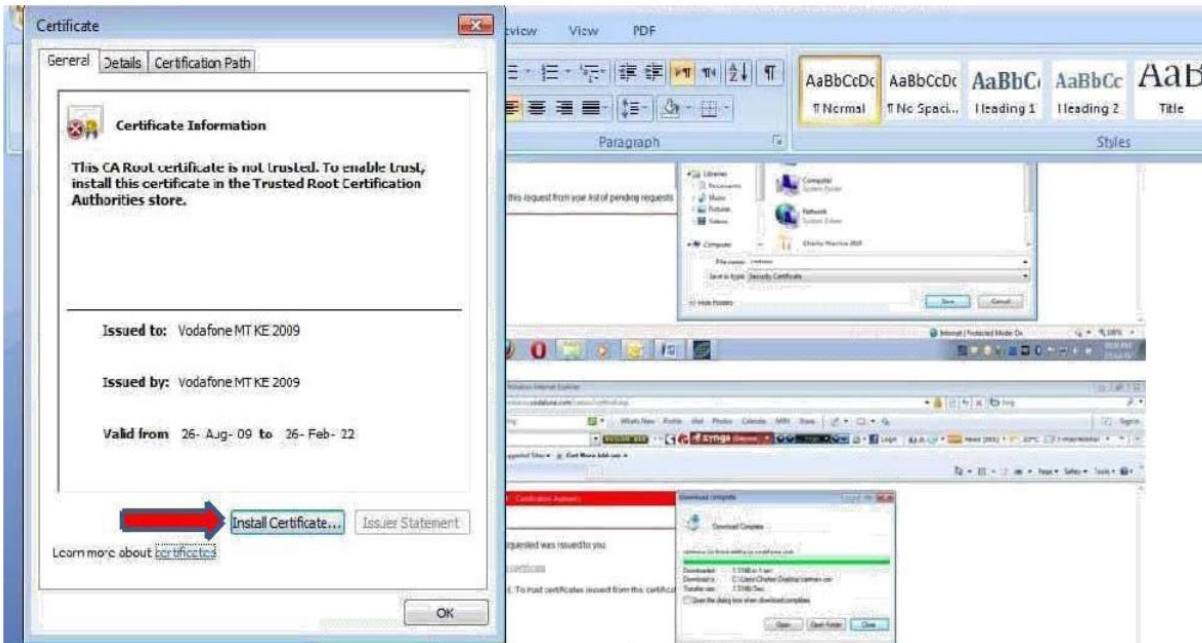
Remove

- Remove this request from your list of pending requests.

It will prompt you to open or save the file. Click on **open**.



Once open, select 'install certificate'

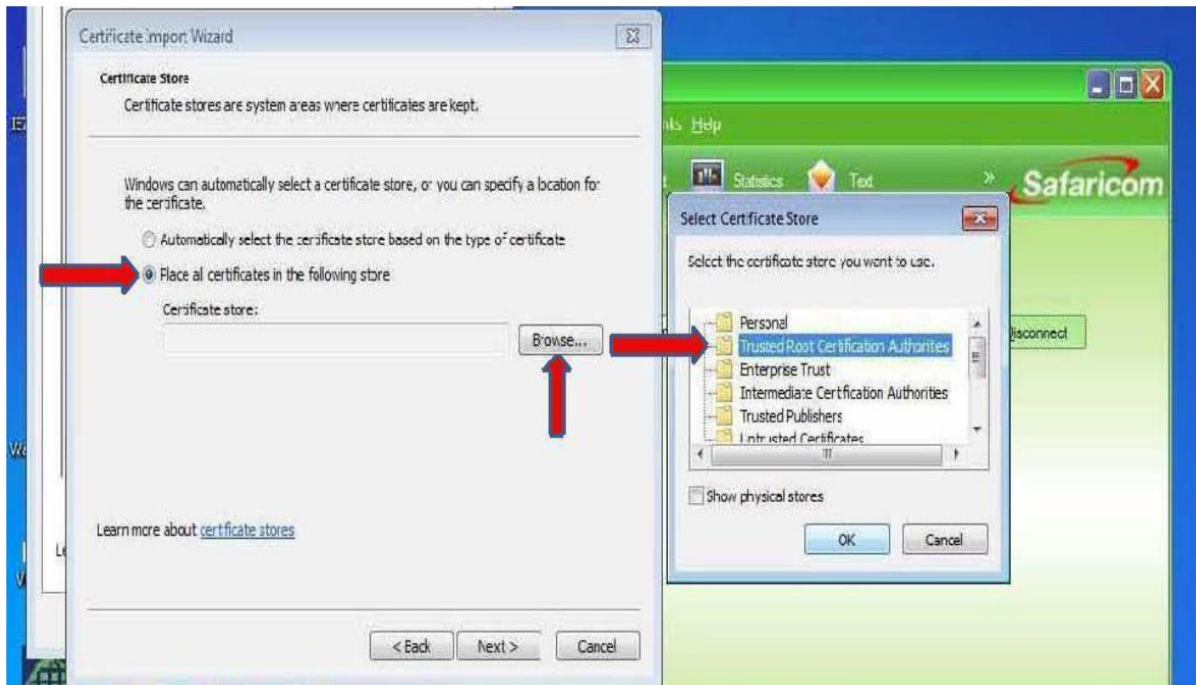


A window will open as below. Click „next“.



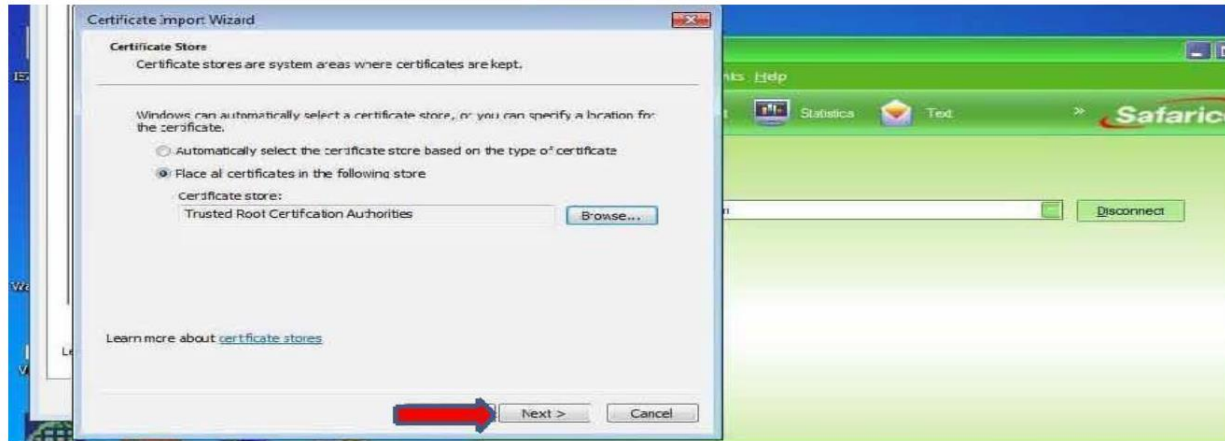


Click on ‘**place all certificates in the following store**’ then select ‘**Trusted Root Certification Authorities**’

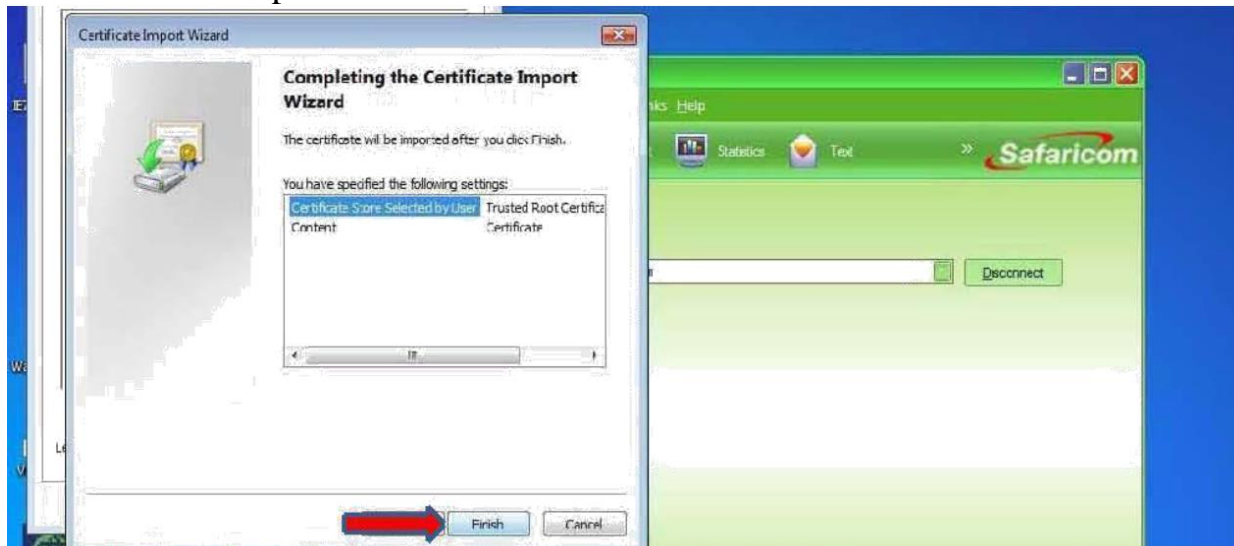




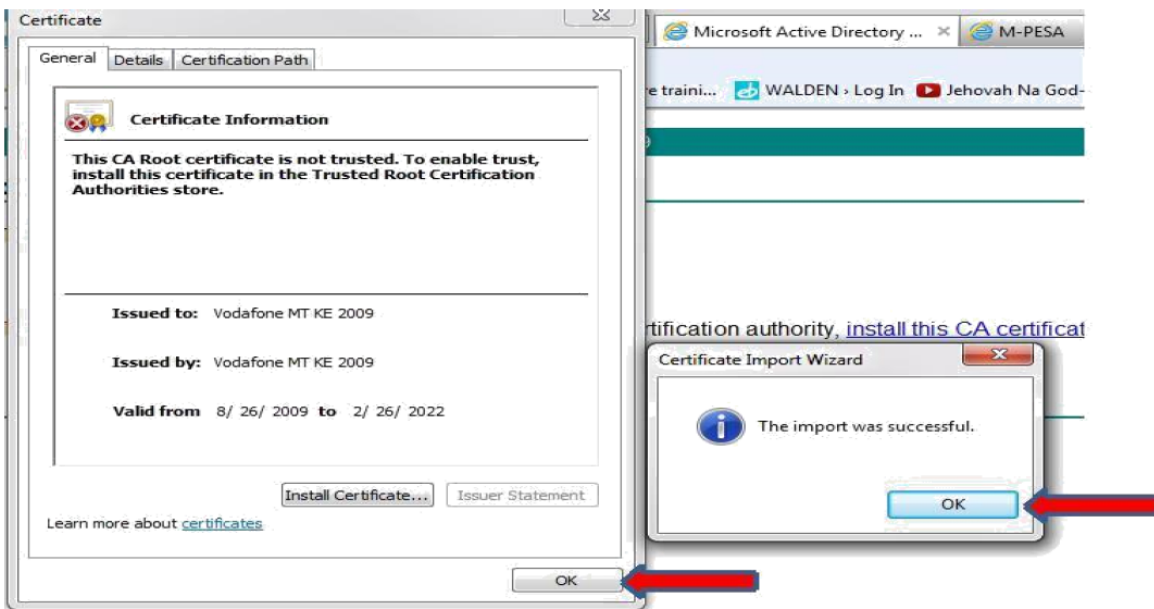
Click on 'next'



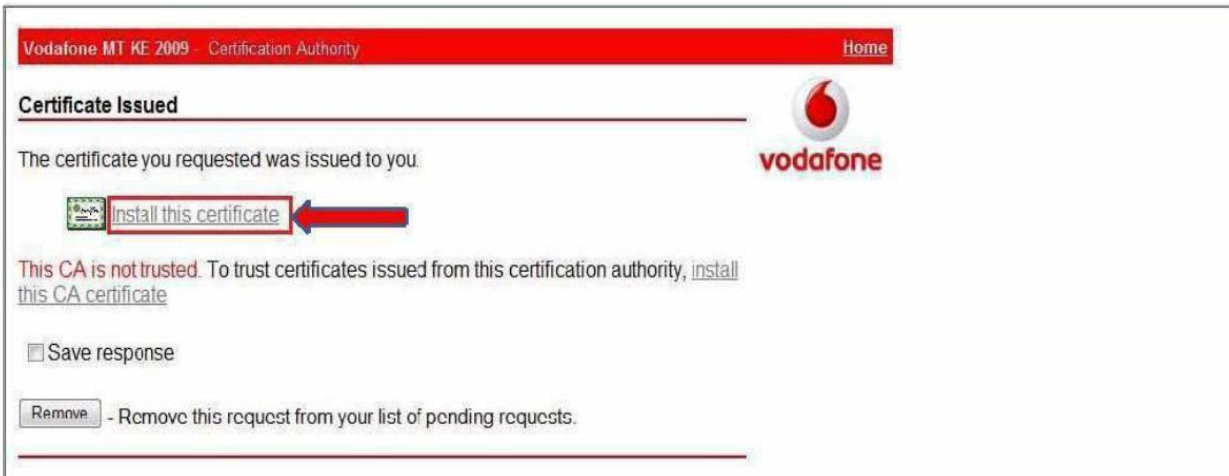
Then 'finish' the process.



You will then get a prompt asking you if you are sure you want to install the certificate. Click in „yes“



**The certificate is now imported. Next Final Step is to install it...**  
**Go back to the certificate request website and click on install the certificate as below;**



You will be directed to the page below.

Vodafone MT KE 2009 - Certification Authority

Home

Certificate Installed

Your new certificate has been successfully installed.



You will be able to login to the M-PESA site via the below URL; <https://org.ke.m-pesa.com>

