**Renew User Certifiicates Step-by-Step Procedures**

This section provides instructions and screen shots documenting how a user can renew their eToken certificate. Certificates have a lifetime but they can be self-renewed using the following instructions. Self renewal can only be done on a Windows desktop computer.
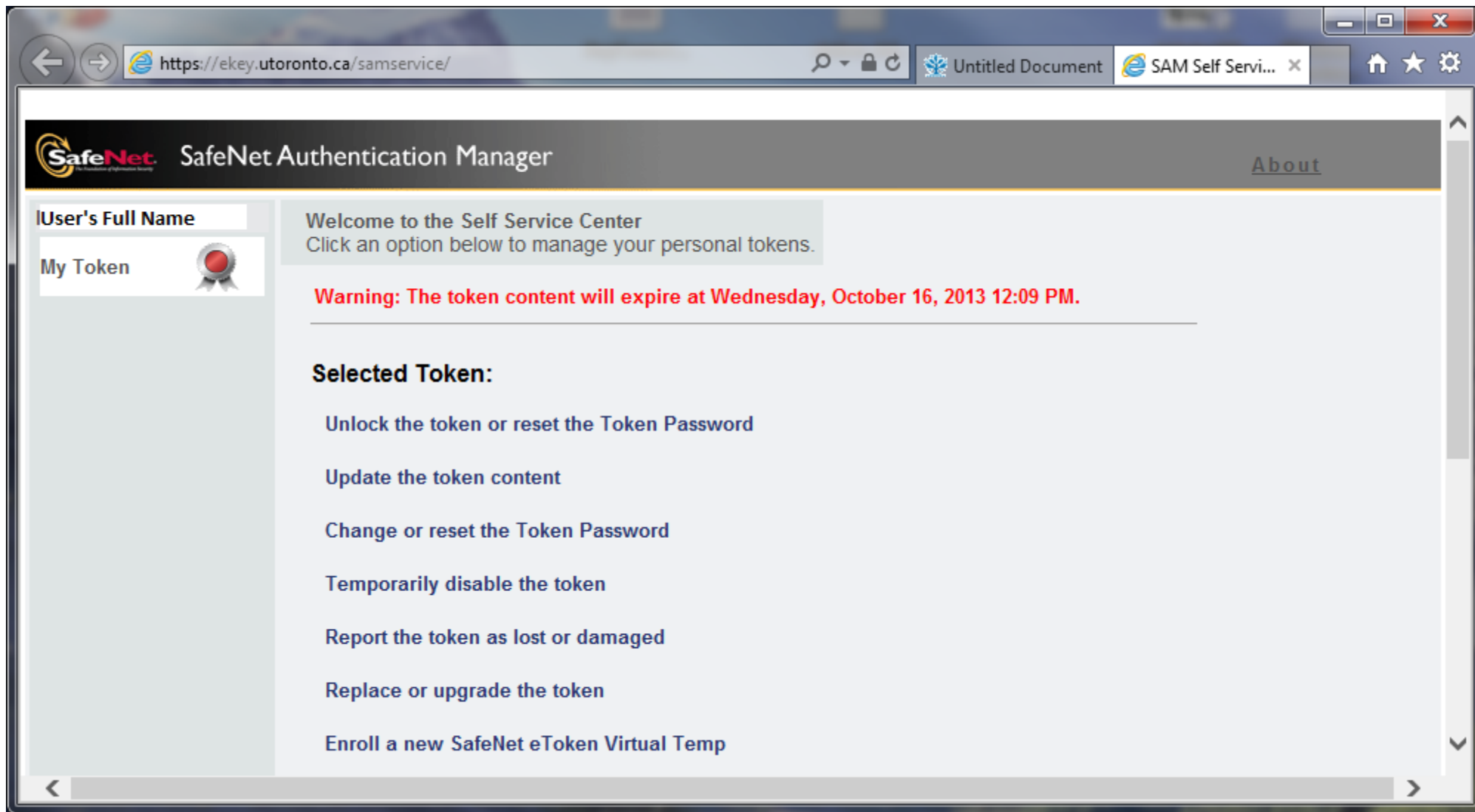
Notification of Certificate Renewal Warning

The user will see a popup as shown below.
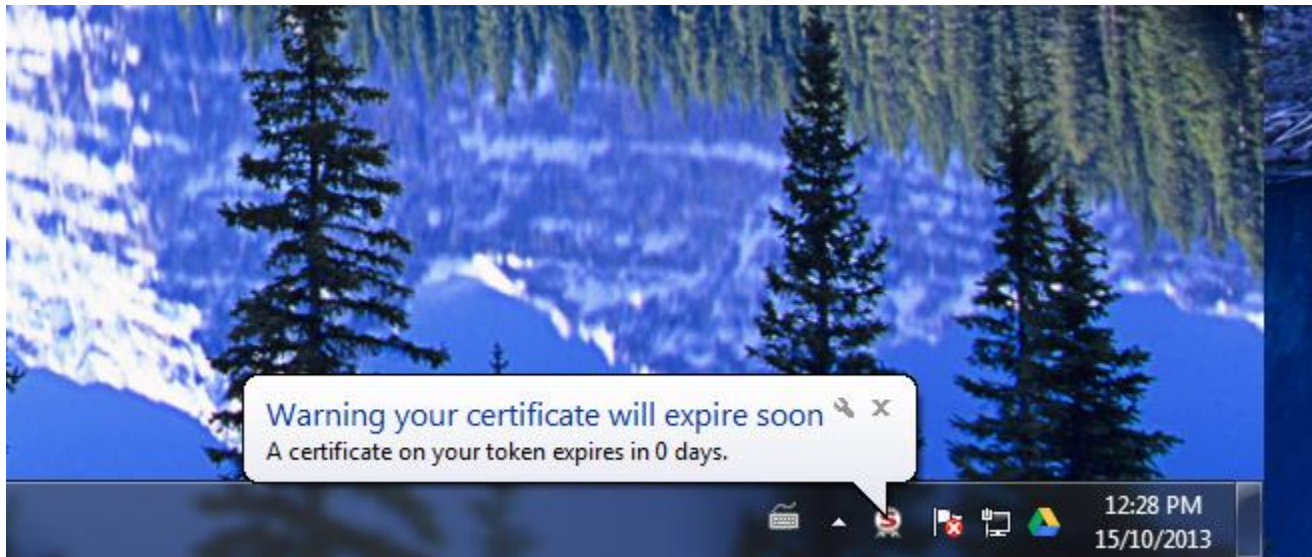
Renewal Procedure:

The user should click on the popup which will cause a browser window to open up to a site to self-renew the certificate. The user will need to login using their eToken.

The user should select 'Update the token content' and follow further instructions. On completion, the certificate on the eToken is renewed and ready to be used.

Note that this procedure is applicable for a person who has an eToken with a non-expired certificate. If the certificate has expired, the user will need to go to the department administrator to have the eToken re-issued.