Export of certificate from local repository to the file

1. Open "Internet Explorer" browser. Open menu "Tools" -> "Internet Options":



2. In "Internet Options" window go to "Content" – "Certificates" tab:

Internet Options
General Security Privacy Content Connections Programs Advanced
Parental Controls
be viewed.
Content Advisor
viewed on this computer.
😵 Enable 👰 Settings
Certificates
Use certificates for encrypted connections and identification.
Clear SSL state Certificates Publishers
AutoComplete
AutoComplete stores previous entries on webpages and suggests matches for you.
Feeds and Web Slices
Feeds and Web Slices provide updated Settings content from websites that can be read in Internet Explorer and other programs.
OK Cancel Apply

3. In "Certificates" window mark your certificate and click "Export…":

Certificates				·	×
Intended purp	oose:	<all></all>			•
Personal C	ther People	Intermediate Certific	ation Authorities	Trusted Root Certifica	tion 4 🕨
Issued Te		Issued By	Expiratio	Friendly Name	
M.		CCK MF Zewnetrz	me 2021-06	i-25 Marek Michalak .	
Import.		rt Remove		Ad	vanced
Secure Emai	1			Vie	2W
Learn more a	bout <u>certifi</u>	cates			Close

4. In next window push "Next", In next mark option "Yes, export the private key" and push "Next":

Certificate Export Wizard		Certificate Export Wizard
	Welcome to the Certificate Export Wizard	Export Private Key You can choose to export the private key with the certificate.
	This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk. A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept. To continue, dick Next.	Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page. Do you want to export the private key with the certificate? Yes, export the private key No, do not export the private key
		Learn more about exporting private keys
	< 8 dt Next > Carcel	< Block Next > Cancel

5. In next window check/uncheck options exactly as shown on the screenshot below and push "Next":

Certificate Export Wizard
Export File Format Certificates can be exported in a variety of file formats.
Select the format you want to use:
DER encoded binary X.509 (.CER)
Base-64 encoded X.509 (.CER)
Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B) Indude all certificates in the certification path fpossible
 Personal Information Exchange - PKCS #12 (.PFX) Include all certificates in the certification path if possible
Delete the private key if the export is successful
Export all extended properties
Microsoft Serialized Certificate Store (.SST)
Learn more about <u>certificate file formats</u>
< Back Next > Cancel

6. Create a password for securing the file, avoiding for using the certificate by other person, type it to fields shown below and push "Next":

Certificate Export Wizard	×
Password To maintain security, you must protect the private key by using a password.	
Type and confirm a password. Password: ••••••	
Type and confirm password (mandatory):	
< Back Next Cance	el

7. In next window show the path and name of the file with certificate (button "Browse...") and push "Next":

Certificate Export Wizard File cance: Ple cance: <th>Certificates</th> <th>×</th> <th></th>	Certificates	×	
File targent Second the file you want to export File name: @ Sove As @ Name Determodified Type No items match your search. @ Documents @ Maxie @ Notices @ Valees	Certificate Export Wizard	8	
File name: Browse Certificate Export Wizard Specify the name of the file you want to export Specify the name of the file you want to export Certificate Export Wizard Specify the name of the file you want to export File name: C:\Users\Wark\Desktop\Certyfikaty\my_cert.pfx Browse File name: C:\Users\Wark\Desktop\Certyfikaty\my_cert.pfx Browse File name: C:\Users\Wark\Desktop\Certyfikaty\my_cert.pfx Browse File name: C:\Users\Wark\Desktop\Certyfikaty\my_cert.pfx Browse File name: C:\Users\Wark\Desktop\Certyfikaty\my_cert.pfx Browse Browse	File to Export Specify the name of the file you want to export		
Sive As It your br Image: Sive As It your br Image: Sive As It your br Organize - New folder It of the match your search. Desktop No items match your search. Desktop No items match your search. Ass No items match your search. Image: Size as type Image: Size as type File name: Type Save as type Type Image: Size as type Image: Size as type Image: Size as type Type Image: Size as type Image: Size as type	Fie name: Browse	do nex	Certificate Export Wizard
Image: Control of the second information Exchange ("pft)	Save As		specify the name of the me you want to export
Fle name: Cryanize Name Date modified Fle name: C: Users Mark/Desktop/Certyfikaty/my_cert.pfx Browse File name: File name: C: Users Mark/Desktop/Certyfikaty/my_cert.pfx Browse	Carthefikaty - to See	ut your br	
Fevorites Name Date modified Type Desktop No items match your search. copied fro AS Downloads Exect Places Ubraries Videos File name my_cert Save as type Personal information Exchange (*,pfx)	Organize • New folder		File name:
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Music Pictures Videos Videos File name my_cerd Save as type Personal information Exchange (".pfs)	Documents		
File name: my_cert Save as type: Personal Information Exchange (*,pfx)	J Music		
Wideos • • File name: my_cert • Save as type: Personal Information Exchange (*,pfx) •	Pictures		
File name my_cert Save as type Personal Information Exchange (*,pfx)	Videos 🗸 🗧 🏢	•	
Save as type: Personal Information Exchange (*,pfx)	File name: my_cert	•	
Generation of the second secon	Save as type: Personal Information Exchange (*.pfx)	•	
		Interr	
Hide Folders Save Cancel	Hide Folders	Save Cancel	
< Back Next> Cancel		-11	< Back Next > Cancel

8. In the window with the summary information, click "Finish". During the export, you may be prompted to enter a password for the private key (password, that is assumed when you generate a certificate on PUESC). The process should finish saving the certificate to a file in the specified location.

Certificate Export Wizard		×
	Completing the Certificate Exp Wizard	port
	You have successfully completed the Certificate wizard.	Export
	You have specified the following settings:	
	File Name	C:\Use
	Export Keys	Yes
	Include all certificates in the certification path	Yes
	File Format	Personi
	<	4
	< Back Finish	Cancel

Registration of personal certificate in Wrota Celne

1. After logging-in in order to register a certificate, use the menu option "Configuration" – "User certificates" and click the "Add item":

Documents Registries Messages Reference data Reports Configuration Help User certificates Actyvny w okresie (dd): Search Save Save Activny w Search Save Save Save Save Save Save Save Save	CUST GATE	oms Way								2.0.21 (7183 Firma DEMO / <u>Lo</u>	5) — aaaa ogout
User certificates User certific	Documents		is 4	Messages	Reference data			Configuration	+ He	elp	ψ
Login: demo_aaa Name: aaaa User certificates Attywry w okresie (do): User certificates - no entries DomySiny Certificates - no entries DomySiny Certificates - no entries DomySiny Certificates - no entries DomySiny Type E Alias E SHA1 E Wystawca E Nazwa E Valid from E Valid for E Valid from E	User certificate	s						Change password PUESC Portal data			
Aktywny w Aktywny aktywny aktywny w Aktywny w Aktywny w Aktywny w Aktywny w	Login:	demo_aaa				Name:	aaaa	User certificates			
Search Save	Aktywny w okresie (od):					Aktywny w okresie (do):					
User certificates - no entries Domyślny Domyślny Type B Alias B SHA1 B Wystawca B Nazwa B Valid from B Valid for B R R										Search	Save
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no entries	Domyślny certyfikat	Туре	Alias	SHA1	t Wystawca t	Nazwa 🗈	Valid from	Valid to	İ A	Ħ	Diste

 In the add certificate window, you indicate the location of the certificate file (click the "Wybierz plik" button), and then in the "Hasło do magazynu certyfikatów" you must provide the password that was used when writing the certificate to a file ('Export certificate... " step 6), and then click "read keystore file".

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GATEWAY				2	Logout
Documents + Registries	↓ Messages	Reference data v Reports	Configuration	↓ Help	$\mathbf{\psi}$
Import certyfikatów					
Keystorer file [*.pfx]*.ks]: Wybierz plik moj_ce	ertyfinat.pfx	Has mara	zynu		
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				read keysto	re file
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Otwieranie					
$\leftarrow \rightarrow \land \checkmark \Box \rightarrow$	Ten komputer → Pulpit → Certyf	ikaty → certdemo	ע פֿע א Przes	szukaj: certdemo	
Organizuj 🔻 Nowy	folder			III ▼ 🔲 🌘	Prop of page (+)
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Obiekty 3D					
Debrazy					
Poblane					
	~				
Naz	zwa pliku: my_cert.pfx		~ Wszystkie	pliki (*.*)	/
			Otwó	z Anuluj	

3. After the correct upload of the file the window appears, as shown below. You must then select the check-box in the "importuj" column , enter the password to a file with certificate again in the last column and click the "Importuj certyfikaty" button:

CUS GAT	STOMS TEWAY					2 Firm	2.0.21 (71835) — na DEMO / aaaa <u>Logout</u>
Documents	↓ Reg	jistries 🗸 🗸	Messages	Reference data + Reports	Configuration	↓ Help	$\mathbf{\mathbf{\psi}}$
Import certy	iikatów						
						Importuj ce	ertyfikaty Cincel
Lista certyf	ikatów • 1 iten	n					
Importuj	Alias 🛟	SHA1	Wystawca	zwa 🧯	Valid from Valid to	Destination	Private key password
	3175662132	D8 84 A6 D3 CD A4 37 5C 14 B0 EA 6D 59 96 DC 90 8E 95 9E 52	CN=CCK MF Zewnetrzne, OII OU=Krajowa O= Administracja OII Skarbowa, OII O=Ministerstwo Finansow, C=PL	0.0.9.2342.19200300.100.1.1=PL580203093170000 PUESC, C=PL, CAI=Marek Michalak, 92.5.4.42=Marek, OID.2.5.4.4=Michalak, 9.1.2.840.113549.1.9.1=mmichalak@skg.pl), 2019-06-26 2021-06-25	Szyfrowanie	

4. After reopening the certificate store (the "Configuration"-> "User certificates" option), a window with a list of currently registered certificates is displayed, on which the user may deactivate his certificate (uncheck the box in the column "Active"), delete it ("x" mark in the "Delete" column) or add a new certificate.

Documents 🔸 Registr	nos y Mossagos				Logout
	riessages	Reference data	✤ Reports	Configuration	↓ Help ↓
User certificates					
Login: demo_aaa			Name: aaaa		
Aktywny w okresie (od):			Aktywny w okresie (do):		
					Search Save
User certificates · 1 item					🕀 Add item
Domyślny certyfikat Type 🚺	Alias 🕃 SHA1 🕃 ^{Wy}	vstawca Nazwa		Valid from Va	lid to 🚺 Active 🛨 Delet
О ікз	CN Ze OL 31756621326(Ad Sk O= Fin	I=CCK MF wnetrzne, I=Krajowa ministracja arbowa, Ministerstvo ansow, C=PL		2019-06-26 20	121-06-25 🗹 💥

Sending a document using a certificate stored in the system

1. In the document window, select the "Send" command, in the next window press "Approve":

CUSTOMS GATEWAY					2.0.21 (71835) — Firma DEMO / aaaa <u>Logout</u>
Documents 🔸 Registries		Reference data 4	Reports	Configuration 🗸 🗸	Help 🗸
🏢 AES - Deklaracja eksportowa [F	PL] - View			- <u>()</u> ()	
Department: Firma DEMO		Import from fi	Send	Edit Delete	Start fallback procedure
State: Registered	LRN : 22	2IE515-000003			
Document Messages	Export declaration				
Export declaration Traders - Customs offices and location - Transport Goods items - Details Socio		Send	Approve	Cancel	
- Jeans	CRN:		G	ross mass:	
	Number of items: 1	1	Number of	f packages: 1	
	Country of destination: C	сн 🔎	Country	y of export: PL 🔎	

2. In the message preview window, indicate the method of signature as "Certificate stored in the system (recommended)", and then press "Sign and send":

CUSTOMS GATEWAY Documents + Registries AES - Deklaracja eksportowa [PL	2.0.21 (71835) Firma DEMO / aaaa Logout Messages Reference data Reports Configuration Help J - View
State: Registered	LRN : 22IE515-000003
Export declaration - Customs offices and location - Transport - Octations - Details - Seals	Send <t< th=""></t<>
Customs Gateway	Top of page 🕈

Select the certificate with which the message should be signed and click "Sign and send":

				2.0.21 (71835) 🖬 Firma DEMO / aaaa <u>Logout</u>		
Documents 4 Registries		Reference data	Configuration	↓ Help ↓		
- AES - Deklaracia eksportowa [P]] - View						
Department: Firma DEMO		Import from file Ser	nd Restore Edit (Delete Start fallback procedure		
State: Registered	LRN : 22IE515-000003					
Document Messages	Export declaration					
Export declaration		Send				
Customs offices and location Transport	Select a certificate			D		
Goods items Details	Wystawca	azwa Valid to	Wybrany certyfikat			
Seals	CCK MF Zewnetrzne N	la 2021-06-25				
			Sign and send Cancel			
				ρ		
	Specific circumstance: A	Q	Total taxes amount:			
	Storing indicator:		Transport charges:			
	Print EAD:		External identifier:			

After the process is completed correctly, the document goes to the "Sent" status.