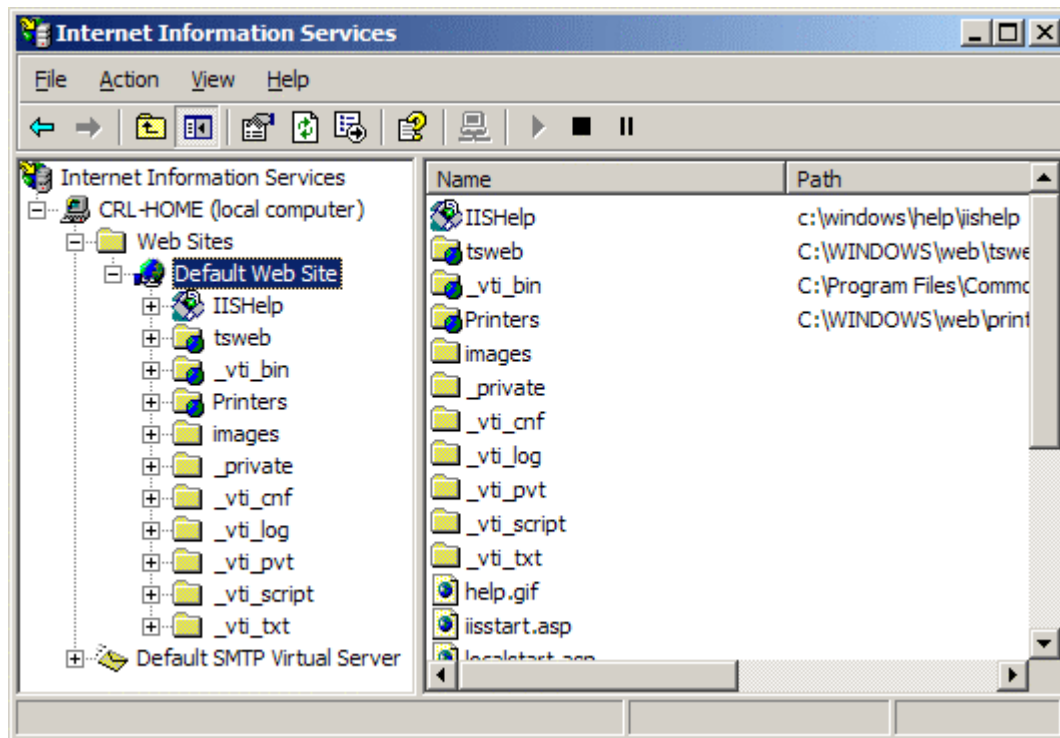


Generating an IIS SSL Certificate Signing Request (CSR) using Microsoft IIS 5.x / 6.x

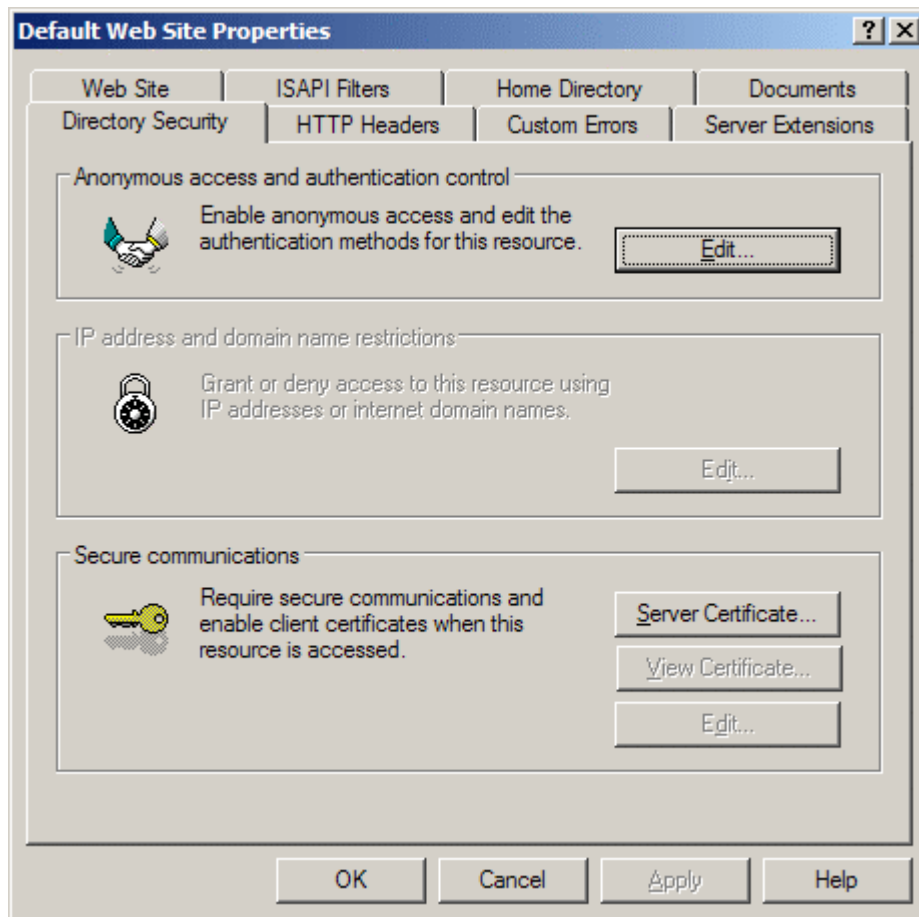
A CSR is a file containing your IIS SSL certificate application information, including your Public Key. Generate your CSR and then copy and paste the CSR file into an E-mail that you will send to Ezitrust:

Generate keys and Certificate Signing Request:

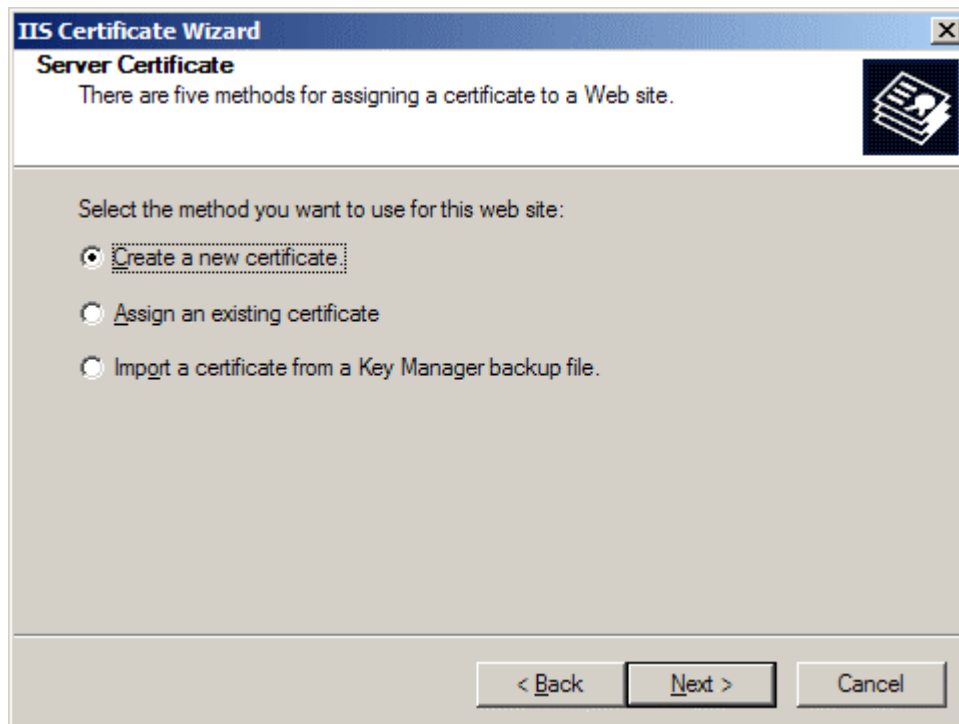
- Select **Administrative Tools**
- Start **Internet Services Manager**



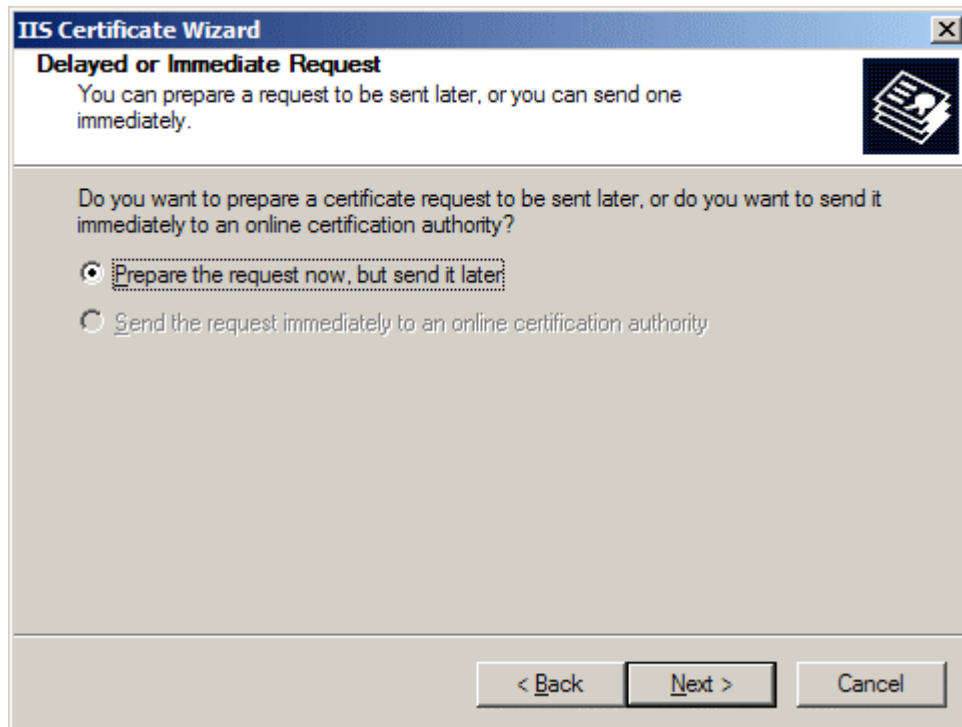
- Open the properties window for the website the CSR is for. You can do this by right clicking on the Default Website and selecting Properties from the menu
- Open **Directory Security** by right clicking on the Directory Security tab



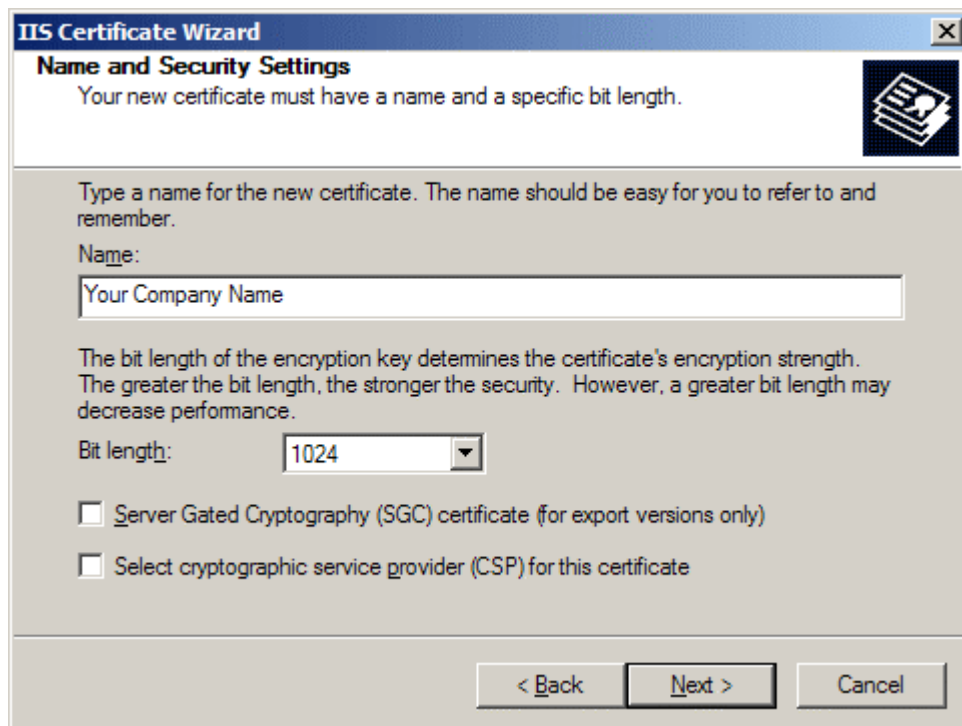
- Click **Server Certificate**. The following Wizard will appear:



- Click **Create a new certificate** and click **Next**.



- Select **Prepare the request** and click **Next**.



- Provide a name for the certificate, this needs to be easily identifiable if you are working with multiple domains. This is for your records only.
- If your server is 40 bit enabled, you will generate a 512 bit key. If your server is 128 bit you can generate up to 1024 bit keys. We recommend you stay with the default of 1024 bit key if the option is available. Click **Next**

IIS Certificate Wizard

Organization Information
Your certificate must include information about your organization that distinguishes it from other organizations.

Select or type your organization's name and your organizational unit. This is typically the legal name of your organization and the name of your division or department.

For further information, consult certification authority's Web site.

Organization:
Your Company Name

Organizational unit:
Web

< Back Next > Cancel

- Enter **Organisation** and **Organisation Unit**, these are your company name and department respectively. Click **Next**.

IIS Certificate Wizard

Your Site's Common Name
Your Web site's common name is its fully qualified domain name.

Type the common name for your site. If the server is on the Internet, use a valid DNS name. If the server is on the intranet, you may prefer to use the computer's NetBIOS name.

If the common name changes, you will need to obtain a new certificate.

Common name:
www.mydomainname.com

< Back Next > Cancel

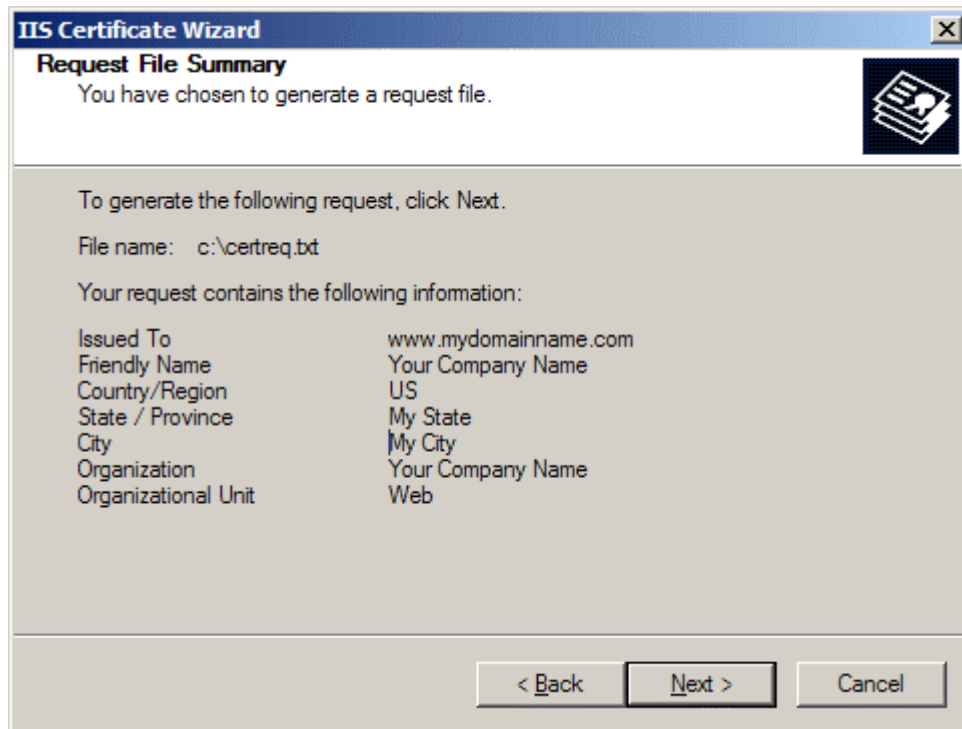
- The Common Name field should be the **Fully Qualified Domain Name** (FQDN) or the web address for which you plan to use your IIS SSL Certificate, e.g. the area of your site you wish customers to connect to using SSL. For example, an Instant SSL Certificate issued for **ezitrust.com** will not be valid for **secure.ezitrust.com**. If the web address to be used for SSL is **secure.ezitrust.com**, ensure that the common name submitted in the CSR is **secure.ezitrust.com**. Click **Next**.

The screenshot shows the 'IIS Certificate Wizard' window at the 'Geographical Information' step. The title bar reads 'IIS Certificate Wizard' and the window contains a close button (X) in the top right corner. Below the title bar, the text 'Geographical Information' is displayed in bold, followed by the instruction 'The certification authority requires the following geographical information.' To the right of this text is a small icon of a document with a keyhole. The main area of the window contains three dropdown menus: 'Country/Region:' with 'US (United States)' selected, 'State/province:' with 'My State' selected, and 'City/locality:' with 'My City' selected. Below these fields is a note: 'State/province and City/locality must be complete, official names and may not contain abbreviations.' At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

- Enter Ireland, your county (in the state field) and town (in the city/locality field). Click **Next**.

The screenshot shows the 'IIS Certificate Wizard' window at the 'Certificate Request File Name' step. The title bar reads 'IIS Certificate Wizard' and the window contains a close button (X) in the top right corner. Below the title bar, the text 'Certificate Request File Name' is displayed in bold, followed by the instruction 'Your certificate request is saved as a text file with the file name you specify.' To the right of this text is a small icon of a document with a keyhole. The main area of the window contains the instruction 'Enter a file name for the certificate request.' Below this is a text input field labeled 'File name:' containing the text 'c:\certreq.txt'. To the right of the input field is a 'Browse...' button. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

- Enter a filename and location to save your CSR. You will need this CSR to enroll for your IIS SSL Certificate. Click **Next**.



- Check the details you have entered. If you have made a mistake click **Back** and amend the details. Be especially sure to check the domain name the Certificate is to be "Issued To". Your IIS SSL Certificate will only work on this domain. Click **Next** when you are happy the details are absolutely correct.
- When you make your application, make sure you include the CSR in its entirety into the appropriate section of the enrollment form - including
-----BEGIN CERTIFICATE REQUEST-----to-----END CERTIFICATE REQUEST-----
- Click **Next**
- Confirm your details in the enrollment form
- Finish

To save your private key:

- Go to: **Certificates** snap in in the MMC
- Select **Requests**
- Select **All tasks**
- Select **Export**

We recommend that you make a note of your password and backup your key as these are known only to you, so if you lose them we can't help! A floppy diskette or other removable media is recommended for your backup files.