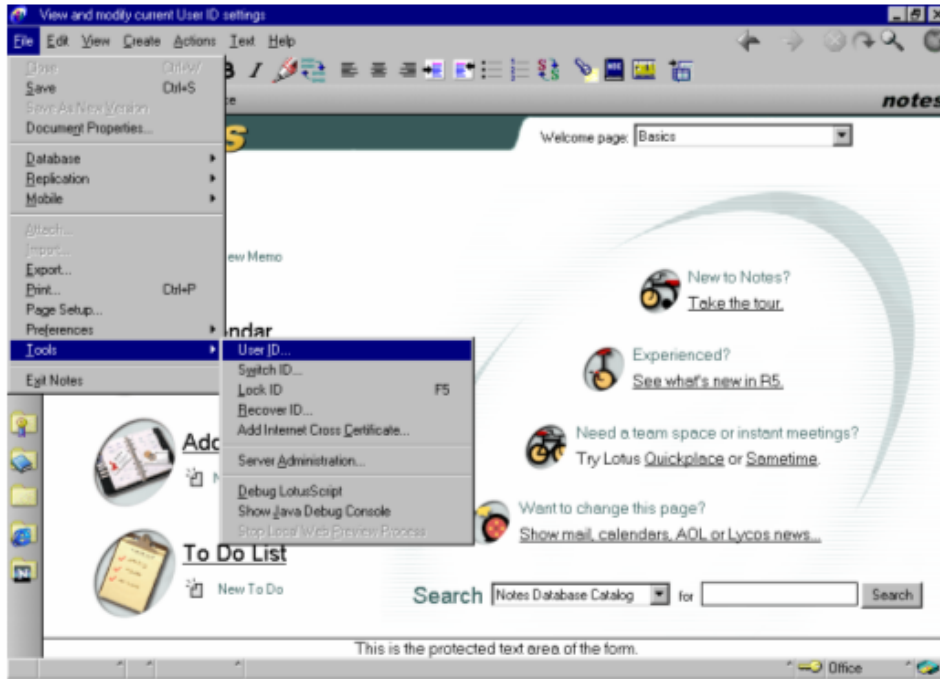


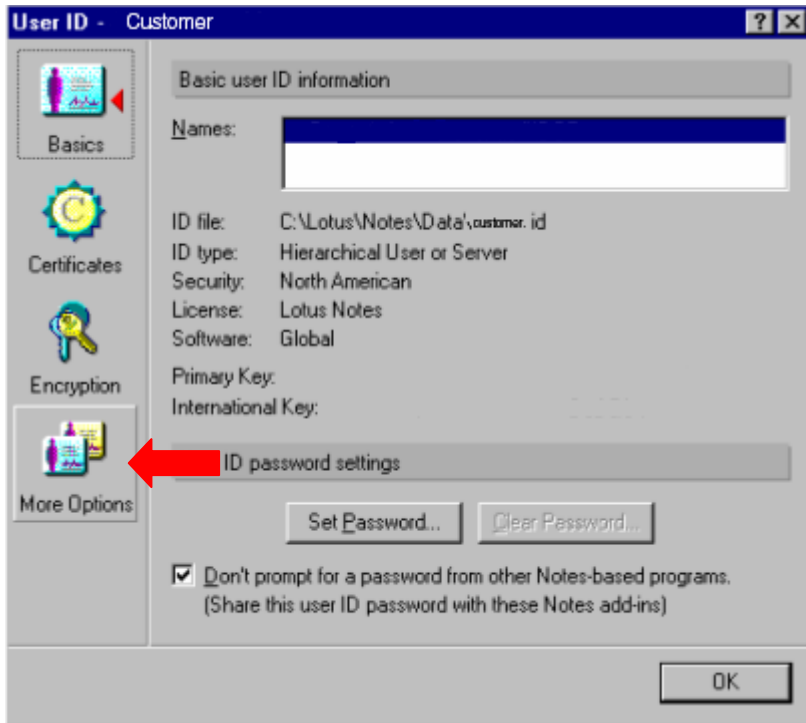
Importing a Digital Certificate into Lotus Notes

(Note: Prior to Completing these instructions you will need to export your digital certificate from your current browser, Netscape or Internet Explorer.)

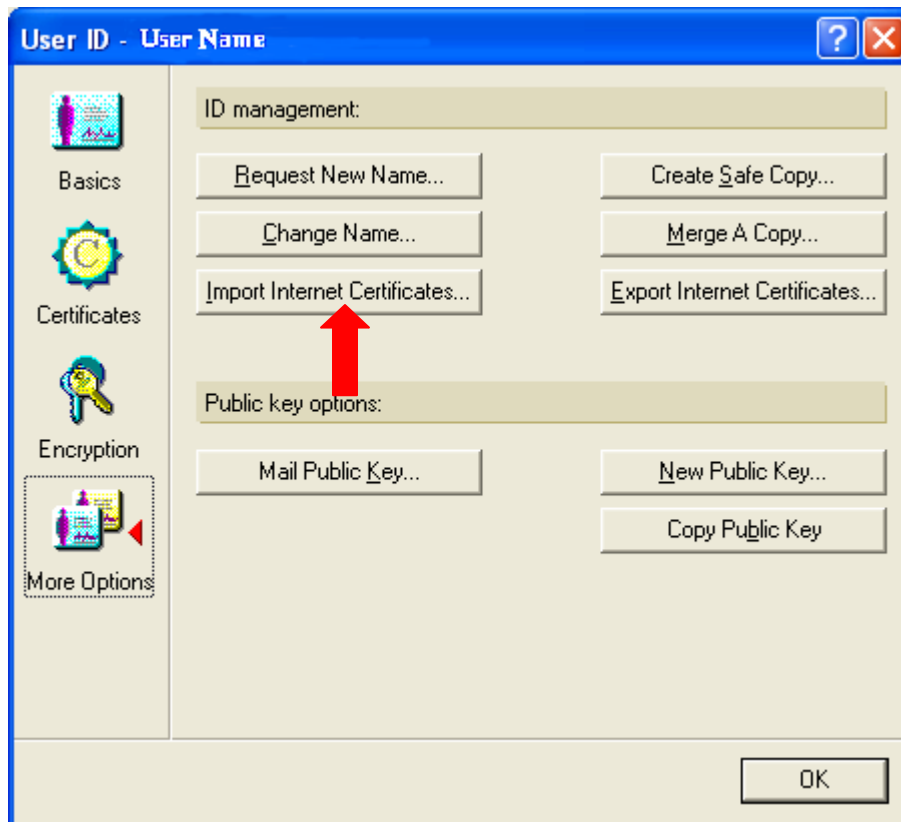
1. Open Lotus Notes and select **File/Tools/UserID**. Then enter your password.



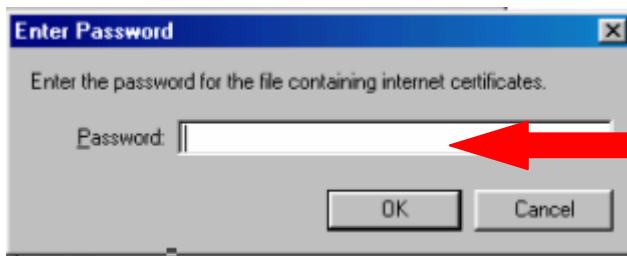
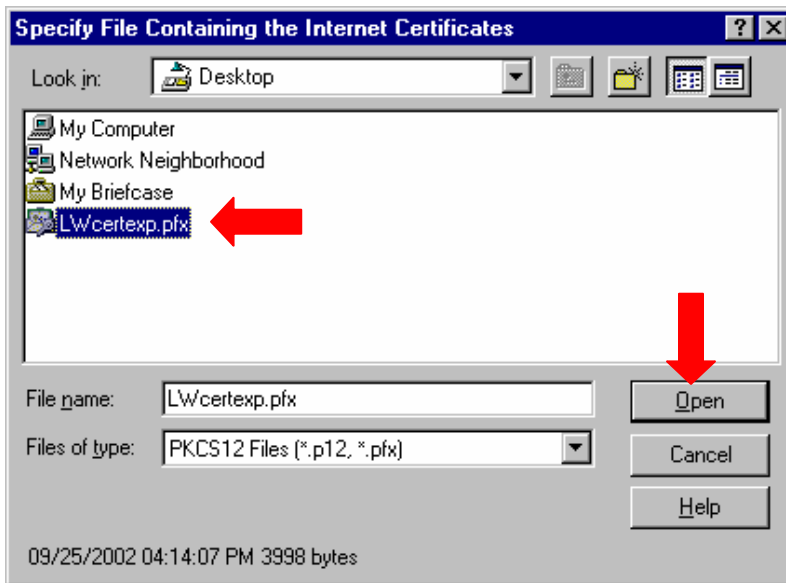
2. Click **More Options** button to the left.



3. Click the **Import Internet Certificates** button.

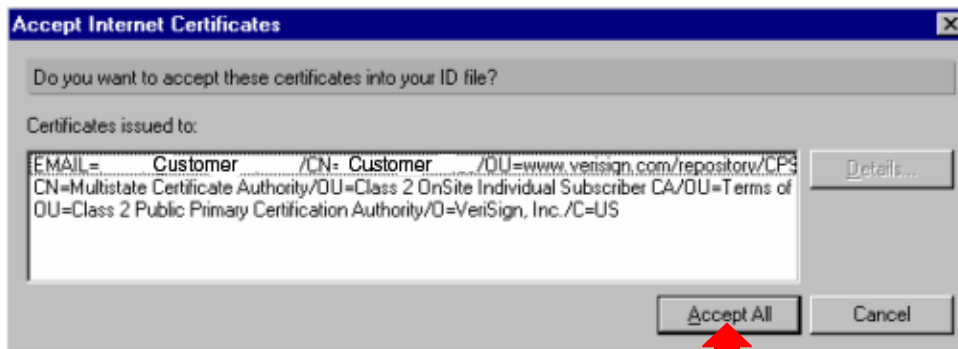


4. Locate the certificate from where you saved it on your computer and click **Open**.

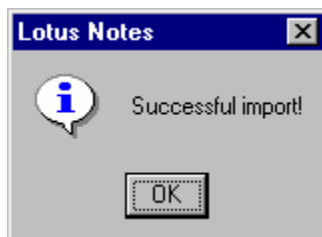


Enter the certificate challenge phrase

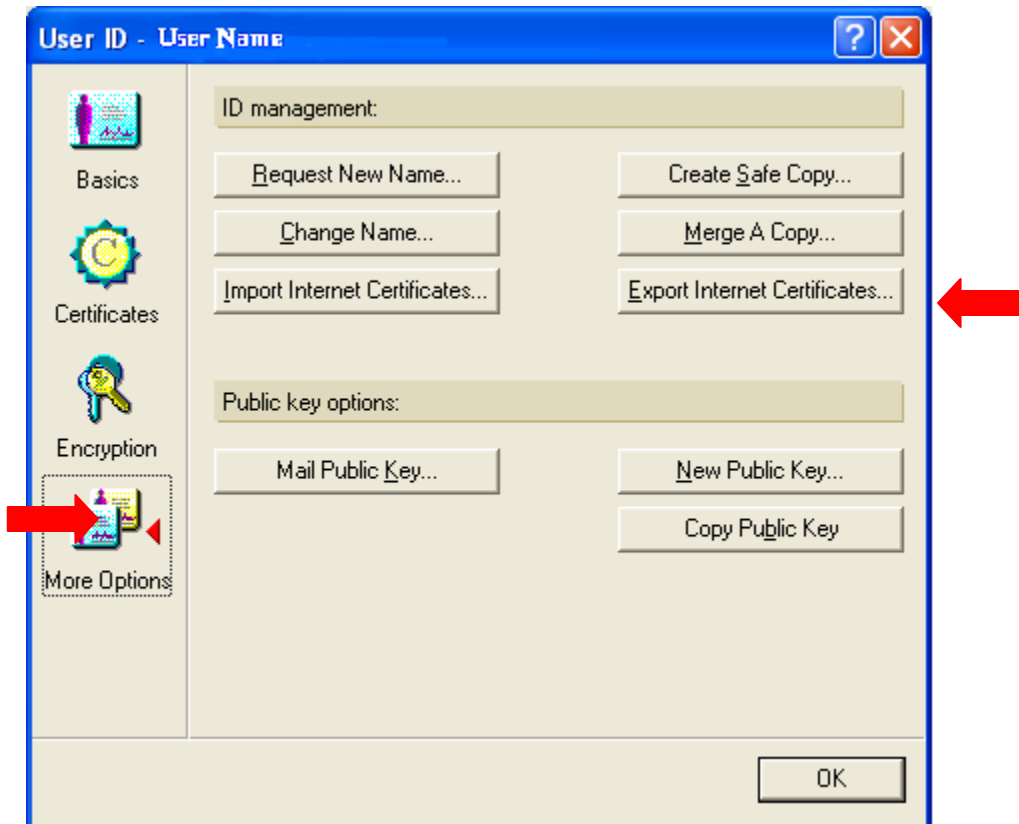
5. Click the **Accept All** button.



6. Click **OK**.



7. Your certificate should now be installed. To make sure your certificate is installed in **Lotus Notes** go to **Tools/User ID/**
8. Click **More Options** on the left side. Then, click **Export Internet Certificate**. A window will open. If your cert is installed your name will appear somewhere on this page.



9. You are done. You may now close any unneeded windows.