



PKI DIVISION

NATIONAL CERTIFICATION CENTER

**Generate your digital certificate user Guide**

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<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

User guide Document (For Users)

## Contents

<b>1. ABOUT THIS USER GUIDE .....</b>	<b>3</b>
<b>2. REQUIREMENTS .....</b>	<b>3</b>
<b>3. HOW TO GENERATE YOUR DIGITAL CERTIFICATE. ....</b>	<b>3</b>
<b>3.1 STEP 1.....</b>	<b>3</b>
<b>3.2 STEP 2: .....</b>	<b>4</b>
<b>3.3 STEP 3: .....</b>	<b>4</b>
<b>3.4 STEP 4: .....</b>	<b>5</b>
<b>3.5 STEP 5: .....</b>	<b>5</b>
<b>4. OUR CONTACTS .....</b>	<b>6</b>
<b>4.1 E-MAIL:.....</b>	<b>6</b>
<b>4.2 PHONE:.....</b>	<b>6</b>
<b>4.3 WEBSITE: .....</b>	<b>6</b>

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### 1. About this user guide

This is a guide to generate your digital certificate and store it on PKI cloud system.

### 2. Requirements

- ❖ Make sure that you have a good and stable internet connection
- ❖ Have reference number and authorization code sent to you via email

### 3. How to generate your digital certificate.

#### 3.1 Step 1

Upon approval of your application, you will receive an email with authorization code and reference number to be used while generating your digital certificate. The click on “**Click here to issue certificate**” to open digital certificate issuance page as shown below:

## Approved Certificate Application

[Denys BAVUGABWOSE] The certificate application you applied has been successfully approved. You have to visit the online web site to provide the certificate services and issue the certificate directly.

**Notice**

Application Number	Authorization code / Reference code	Applicant Name	Applicant Email	Certificate Type	Duration	Status
210329-7387-5137	4V34989336229993237 -225	<input type="text"/>	<input type="text"/>	Certificate	28, April, 2021	Approved

[Click here to issue certificate](#)

OR

Go to [www.govca.rw](http://www.govca.rw) then click on “**Generate Digital Certificate**”

HOME
GovCA Center
Application
Digital Certificate Services
Laws and Re

### PKI Services

Apply for a New Digital Certificate
📄✍️

Forgot password
📄🔑

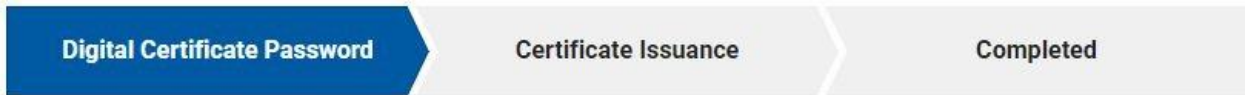
Generate Digital Certificate
📄⬇️

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### 3.2 Step 2:

Enter the authorization code and reference code in appropriate fields. Also, create and confirm the digital certificate password, then click “OK” to generate your digital certificate.

The password should be 10 or more characters long and it should be a mixture of letters, numbers, and special characters.



Please enter the reference code and authorization code sent in your email. Then, Create your digital certificate password  
 After filling the below information, your certificate will be issued in the Cloud PKI storage.

<b>Authorization Code - Reference Code</b>	<input type="text" value="U8712U1405779101p62"/>	-	<input type="text" value="789"/>	<input type="button" value="OK"/>
<b>Create Certificate password</b>	<input type="password" value="....."/>			
<b>Confirm Certificate password</b>	<input type="password" value="....."/>			

### 3.3 Step 3:

Click on “**Digital Certificate Issuance**” to issue your certificate. The certificate will be stored directly in the cloud PKI.

Your digital certificate will be stored [into the cloud system after issuance](#).  
 Please follow up the above step to issue the certificate.

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### 3.4 Step 4:

Verify if your Email and phone number are correct then login in the cloud PKI to create your storage space. Choose the authentication method you would like to use to get the verification code, then click on “Send Code”.

### 3.5 Step 5:

Enter the verification code you received from your email or SMS in the specified field. Then click “OK” to access your Cloud PKI space.

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Then you will see the following window showing that your digital certificate is successful issued.

Progress: Digital Certificate Password | Certificate Issuance | **Completed**

"Your certificate is issued successfully."

Application Number	210329-7387-5137
Issued Certificate	[redacted]
Validity Period	Mar, 29, 2021 11:16:00 ~ Mar, 29, 2022 23:59:59

[Download Certificate](#)

#### 4. Our Contacts

##### 4.1 E-mail:

[pki@risa.gov.rw](mailto:pki@risa.gov.rw)

##### 4.2 Phone:

- Toll Free: 4046
- International: +250788390212

##### 4.3 Website:

[www.govca.rw](http://www.govca.rw)