

## Instructions downloading SHA-2 certificate

### Procedure for applying for the certificate

Requesting, retrieving and installing the SHA-2 certificate are activities that constitute an important step in using the CPS. The 'TenneT Certificate Store', a self-service portal, will guide you through this process perfectly. You will receive an e-mail that contains a unique link. Clicking this link the application procedure will be started. The e-mail will be send from 'no-reply@digidentity.eu' with subject 'Invitation SHA-2 certificate'.

### TenneT Certificate Store

The Certificate Store will show you the way through the entire certificate application process. Process steps that have been completed are marked with a green tick ✓. Process steps that have not yet been completed are marked with a red cross ✗.

EN | NL

TenneT Certificates

Log out digidentity™

This page shows all the certificate products we can offer you. The green ticks indicate whether the general information is sufficient. A red cross indicates that required information is missing.

**Account Information**

Contract data

➤ E-mail address		✓
♥ Member organization	You must have 1 member organization	✗
<a href="#">+ Add a Dutch member organization</a> <a href="#">+ Add a foreign member organization</a>		
The member organization means the organization for which the certificate is being requested. The technical request must be made by the certificate administrator.		
➤ Contact person	You must have 1 contact person	✗
➤ Contact person ID	You must have 1 contact person ID	✗
➤ Certificate administrator	You must have at least 1 certificate administrator	✗
➤ Certificate administrator ID	You must have 1 certificate administrator ID	✗

**Products**

Order new certificate product

➤ TenneT CPS

### New CPS users

The certificate administrator will receive from Digidentity an e-mail that contains a unique link. Clicking the link will take the certificate administrator to a verification screen where he will be asked to enter and to confirm a password. This unique link only works once. After you have chosen a password, you will gain access to the



TenneT Certificate Store. After logging out you can always gain access to the Certificate Store by visiting <https://cpscertificaterequest.tennet.eu>.

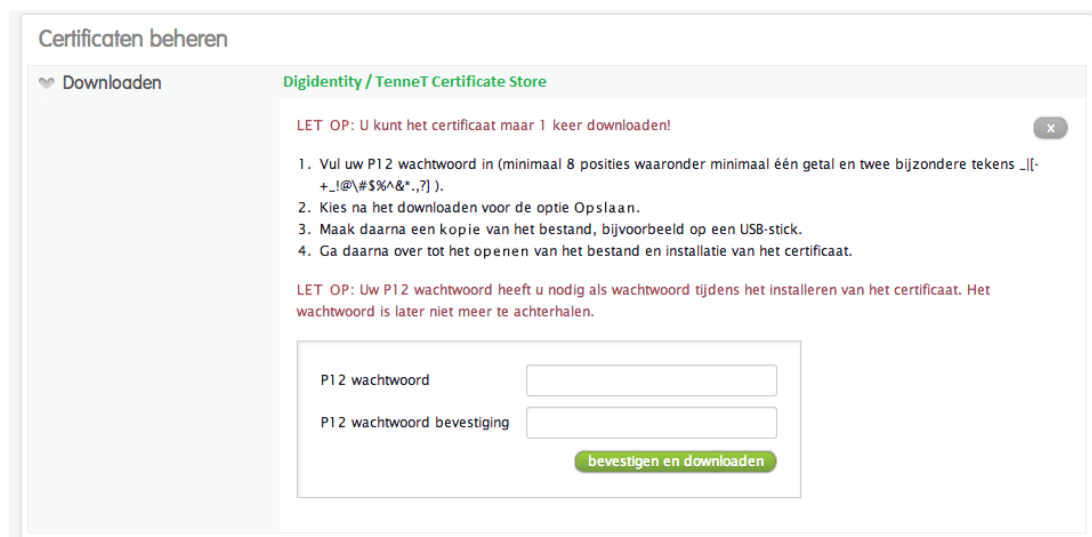
The next steps are:

1. **upload a trade register extract of your company**
2. **enter the details of the contact person**
3. **upload a copy of the means of identification of the contact person**
4. **enter the details of the certificate manager**
5. **upload a copy of the means of identification of the certificate manager**

When all process steps have been completed and are marked with a green tick, the application procedure will start automatically and your application will appear under 'Current certificate requests' within 30 seconds. After that Digidentity will verify all contact details. If the application is approved, an e-mail will be send confirming the certificate is ready for download. You can now continue with the final step.

## 6. assign a password + download the certificate

**Important!** As the final download step you will be required to enter a 'P12' password. The password is the security of the certificate. The certificate can be downloaded **only once**. We advise you to save the certificate in a safe place. If you forget the P12 password you will not be able to retrieve it. The installed certificate will still be usable but will not be exportable or re-installable. Before downloading the certificate please make sure you have administrator rights on your computer. You should be able to download items from the internet and access your download folder. Internet Explorer 8 and earlier will cause problem with the download. To avoid problem please use Google Chrome or Firefox to complete download.



The screenshot shows a web interface titled 'Certificaten beheren' with a 'Downloaden' section. The page content includes:

- Header: Digidentity / TenneT Certificate Store
- Message: LET OP: U kunt het certificaat maar 1 keer downloaden!
- Instructions:
  1. Vul uw P12 wachtwoord in (minimaal 8 posities waaronder minimaal één getal en twee bijzondere tekens \_[-+!@#\#5%^&\*,?]).
  2. Kies na het downloaden voor de optie Opslaan.
  3. Maak daarna een kopie van het bestand, bijvoorbeeld op een USB-stick.
  4. Ga daarna over tot het openen van het bestand en installatie van het certificaat.
- Message: LET OP: Uw P12 wachtwoord heeft u nodig als wachtwoord tijdens het installeren van het certificaat. Het wachtwoord is later niet meer te achterhalen.
- Form fields:
  - P12 wachtwoord
  - P12 wachtwoord bevestiging
- Button: bevestigen en downloaden

The certificate that you retrieve will be in P12 format and will contain your private key, your public key and the root certificates. If necessary the root certificates may be downloaded separately from the TenneT/Digidentity information page at <https://cpscertificaterequest.tennet.eu>.

