



Add Renewed certificate.

Generally all digital certificate renewals need to be completed by the companies CTA signatory/Administrator.

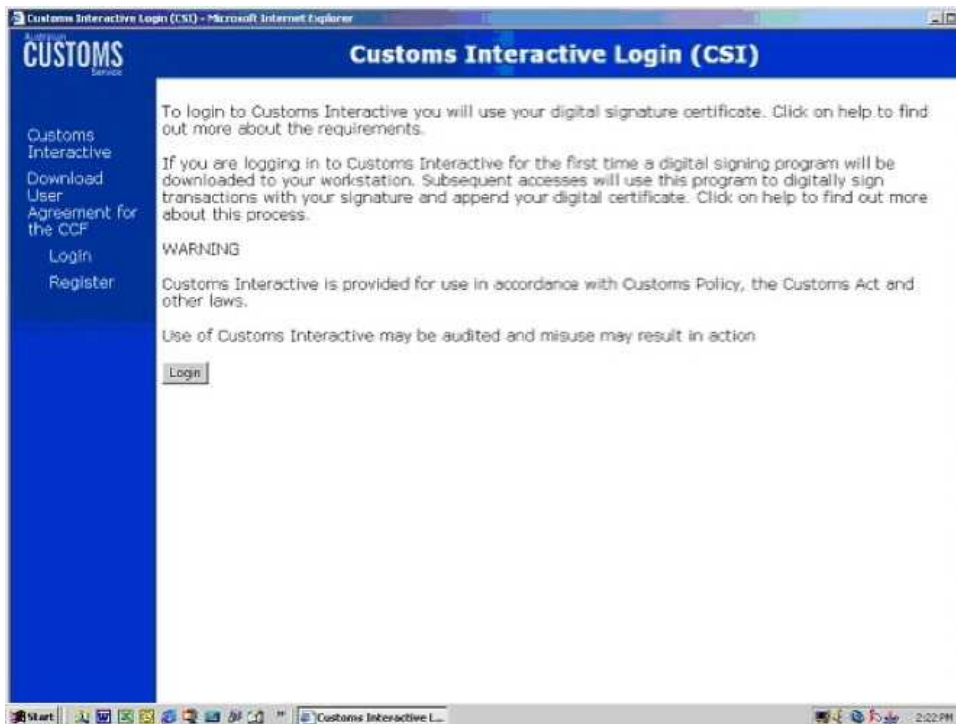
The only exception to this is an ABN DSC certificate renewal where the old certificate has not yet expired. In this case the CTA signatory/Administrator can still complete the process, or alternatively the user can complete this process themselves.

To view a quick guide for the Digital Certificate renewal process go to the digital certificate page of the Cargo support website.

Before commencing this process you must first export your public key then add it to the CSI store.

Once you have completed the above two processes continue with this guide.

1. Access the following URL <https://www.ccf.customs.gov.au>
The Customs Interactive screen will display.
2. From the side menu, click on the **Login** option.
The Customs Interactive Login page will display.
3. Click on the **Login** button in the white section of the page.



The CSI signing terms and conditions confirmation window displays.

4. Click **Sign** to accept the terms & conditions (i.e. Sign this transaction).
At this stage, you are using your current, unexpired certificate.



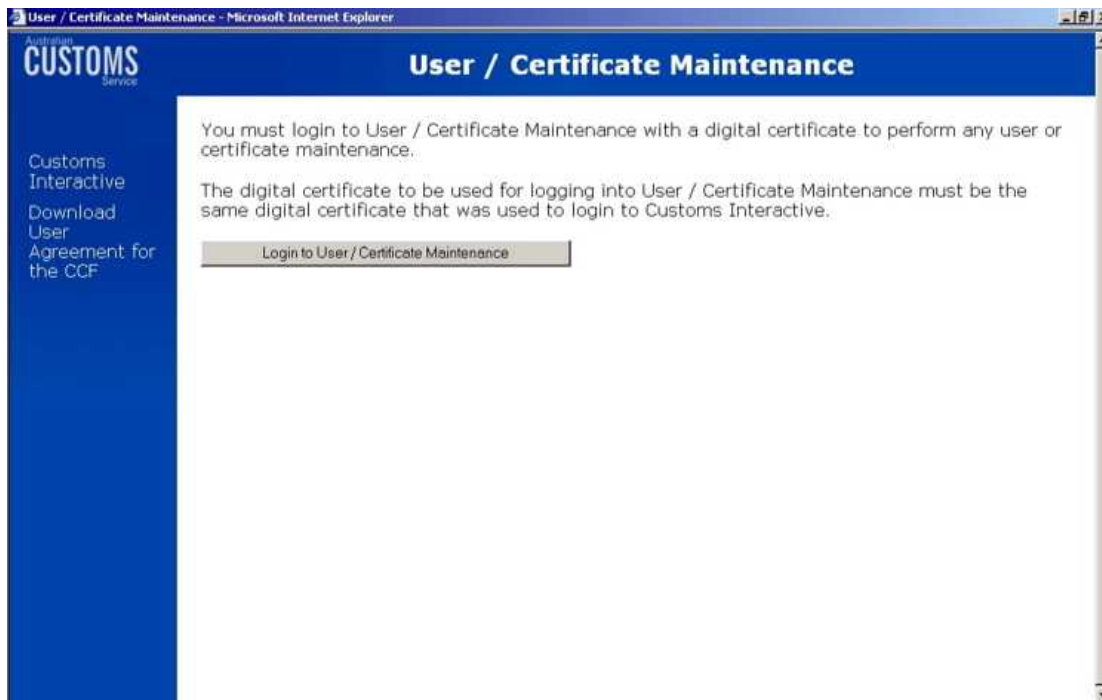
You should have stored your digital certificate in the CSI store. You will be able to see the Password required to sign for authentication window as shown below.

5. Enter your password and click **OK**.



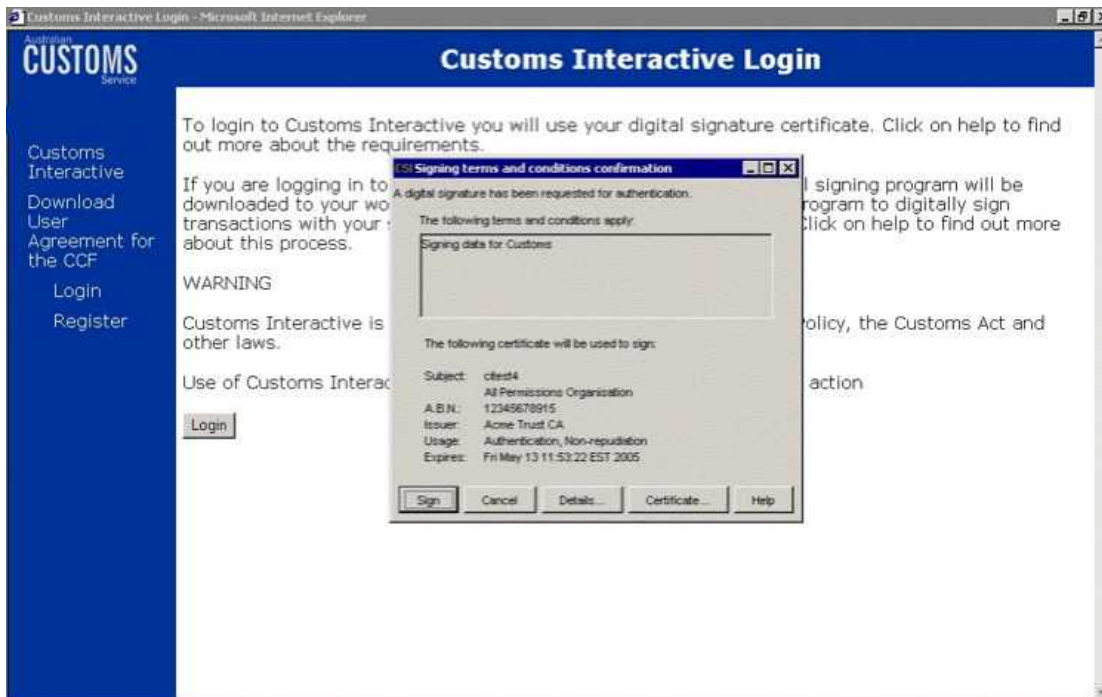
You are now at the Customs Interactive menu.

6. Click on the **User/Certificate Maintenance** hyperlink to enable user to add a new certificate.



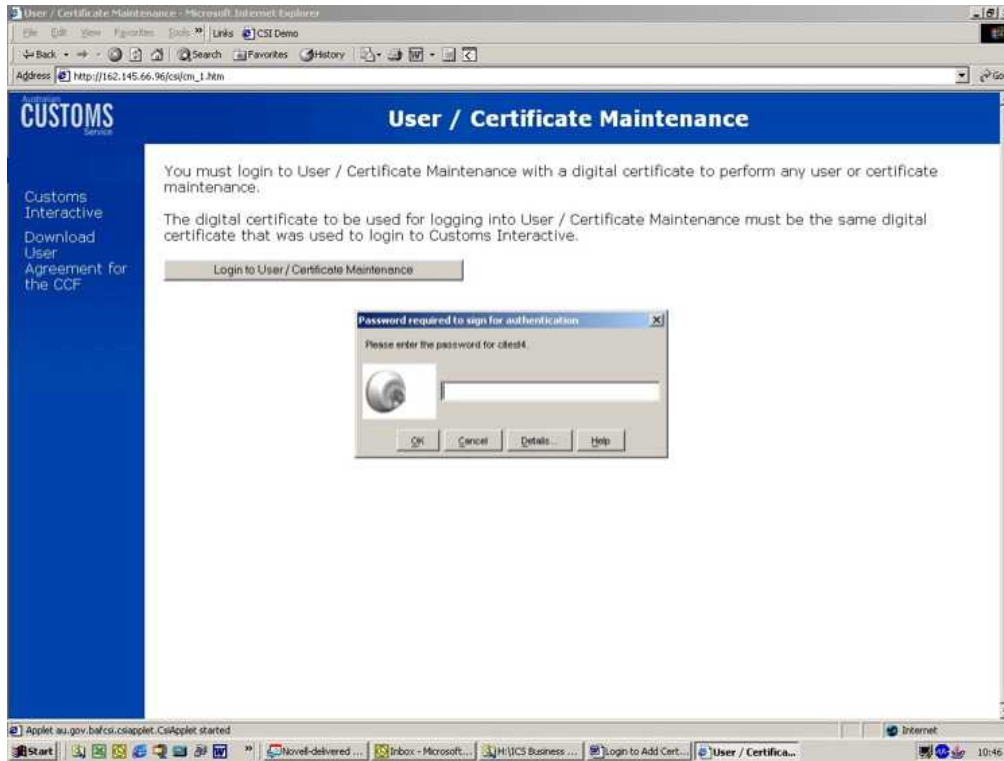
The Signing terms and conditions screen displays.

7. Click the **Sign** button.



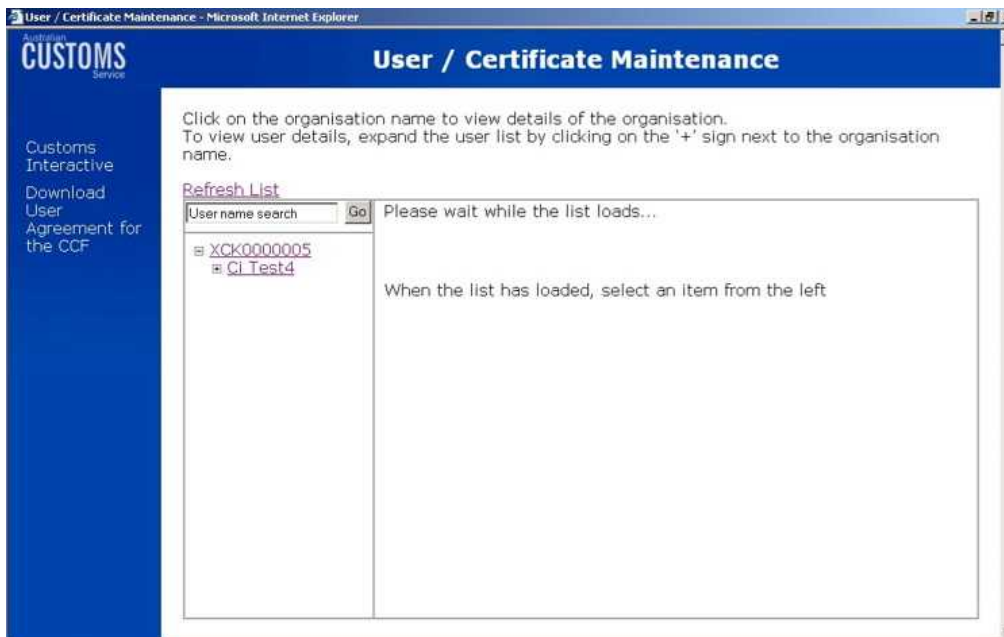
You should have stored your digital certificate in the CSI store. You will be able to see the Password required to sign for authentication window as shown below.

8. Enter your password and click **OK**.



The User/Certificate Maintenance screen displays.

9. Click on the user's certificate. This will be the certificate with the user's name listed. (CiTest4 in the below screenshot).



The white part of the screen populates with the certificate holders details, and the Add Certificate button displays.

10. Click on the **Add Certificate** button.



The CSI Signing terms and conditions screen displays.

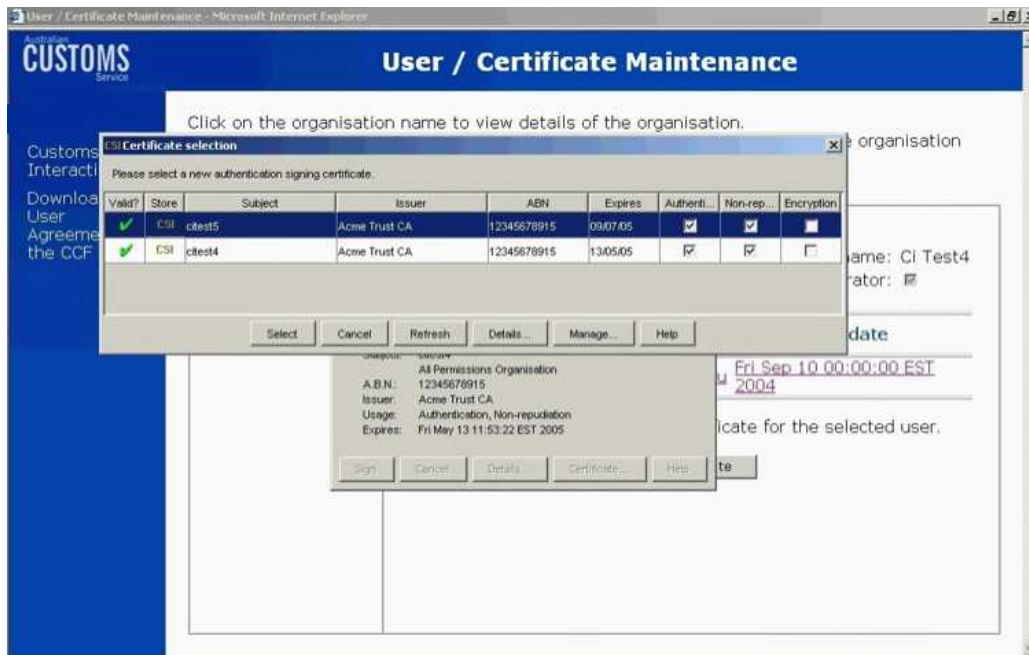
11. Click on the **Certificate** Button.



The Certificate Selection window displays.

12. Highlight the new certificate to be added to the user. This is your renewed certificate that you have already added to the CSI store.

13. Click on the **Select** button.

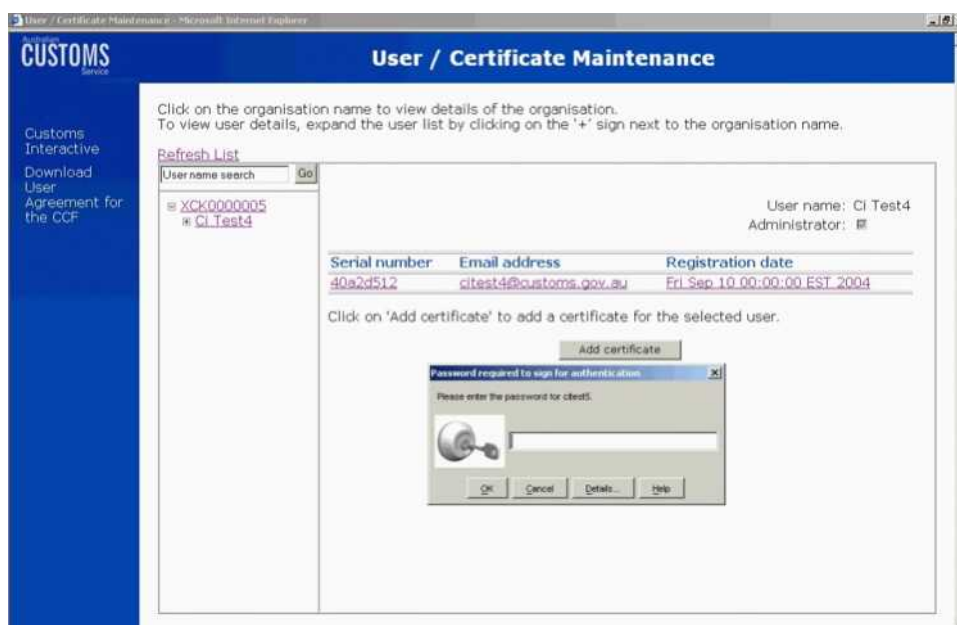


14. Now click on **Sign**.

You should have stored your digital certificate in the CSI store. You will be able to see the Password required to sign for authentication window.

15. Enter your password and click **OK**.

Note: This is the password for your renewed certificate.



The new certificate details display in the resulting screen.

16. Click the **Proceed** button.

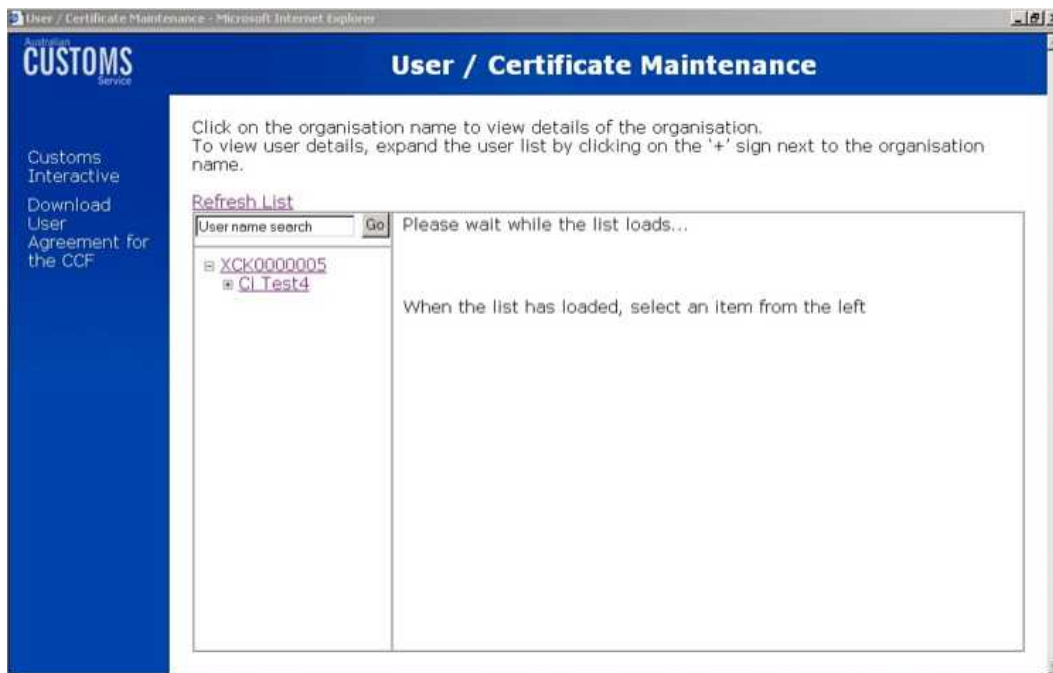


A new certificate has been added to the client.

17. Click **Return to User/Certificate Maintenance** to view the certificate added to the user.

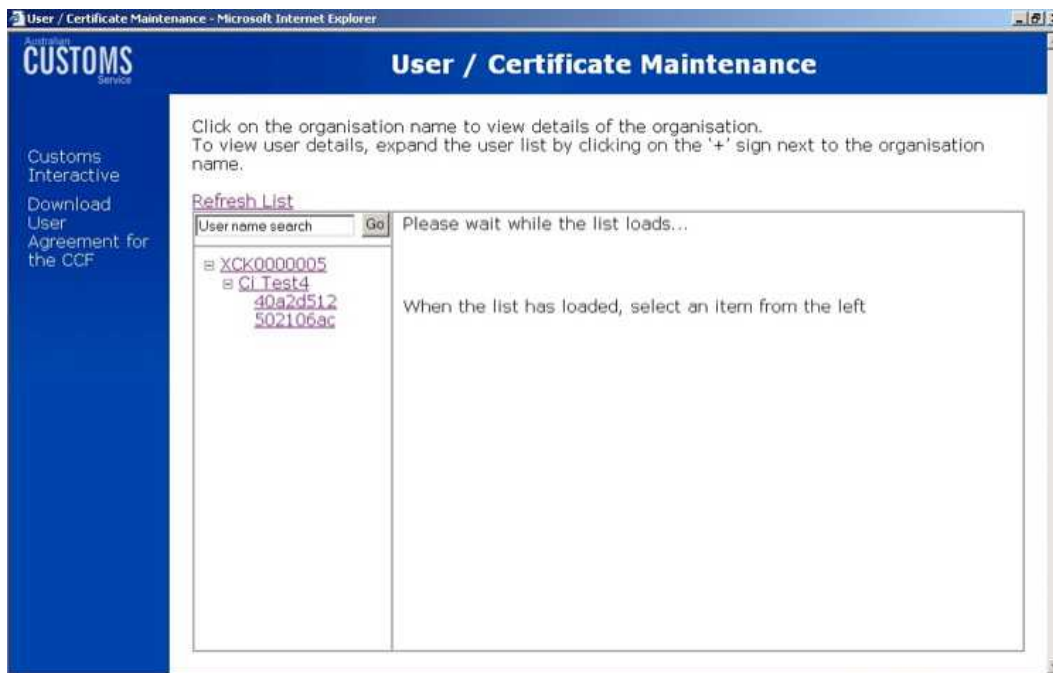


18. To view the certificates attached to the client click the (+) sign.



The user's certificates are displayed as hyperlinks.

19. To view the certificate details, click on the applicable certificate hyperlink.



The certificate details will display.

The screenshot shows a web browser window titled "User / Certificate Maintenance - Microsoft Internet Explorer". The page has a blue header with the "CUSTOMS Service" logo and the title "User / Certificate Maintenance". A left-hand navigation menu includes "Customs Interactive" and "Download User Agreement for the CCF". The main content area contains instructions: "Click on the organisation name to view details of the organisation. To view user details, expand the user list by clicking on the '+' sign next to the organisation name." Below this is a "Refresh List" link and a search box labeled "User name search" with a "Go" button. A tree view shows a hierarchy: "XCK0000005" expanded to "CI Test4", which is further expanded to show "40a2d512" and "502106ac". The "502106ac" entry is selected, and its "Certificate details" are displayed in a table format.

Certificate details	
Issuer	CN=Acme Trust CA, OU=Trust Services, O=Acme Corporation Limited, C=AU
SubjectDN	CN=citest5, OU=CMR testing, O=All Permissions Organisation, C=AU
Serial number	502106ac
ABN	12345678915
Certificate type	ABN-DSC
Registration date	Thu Feb 17 15:00:00 EST 2005
Email address	citest5@customs.gov.au
Valid from	Thu May 13 00:00:00 EST 2004
Valid to	Fri May 13 00:00:00 EST 2005