

Digital Certificate Renewal Process – A Quick Guide

ABN DSC or Non-individual (Type 2) digital certificate

Below is an outline of the process to renew an ABN DSC or Type 2 digital certificate

I NEED TO RENEW MY ABN DSC OR NON-INDIVIDUAL DIGITAL CERTIFICATE

There are 3 options, they will depend on whether your old certificate is still current or whether it has already expired, select one of the options below.

OPTION 1

CERTIFICATE ROLLOVER

(Current or expired cert)

The certificate holder exports and saves their new certificates.
(Step 5,6 & 7 of CSI installer)

The certificate holder adds their new certificate to the CSI store
(Step 8 of CSI installer)

The certificate holder then logs into Customs Interactive and selects the new certificate from the CSI certificate window.
(click here for guide)

OPTION 2

ADMINISTRATOR RENEWAL

(Current or expired cert)

The certificate holder exports and saves their new certificates.
(Step 5, 6 & 7 of CSI installer)

The certificate holder then provides a copy of the certificate (.cer file) to the CTA signatory/Administrator.

The CTA signatory/Administrator logs into User/Certificate maintenance and adds the certificate to the user's certificate list.
(click here for guide)

OPTION 3

SELF RENEWAL

(Current cert only)

The certificate holder exports and saves their new certificates.
(Step 5, 6 & 7 of CSI installer)

The certificate holder adds their new certificate to the CSI store
(Step 8 of CSI installer)

The certificate holder then logs into User/ Certificate maintenance from the CI menu and adds their new certificate to their User certificate list.
(click here for guide)

Please note: If the Signing authority/Administrator is attempting to renew their personal digital certificate and it has expired, if there is no other administrator in the organisation, they will need to request Customs complete their certificate renewal process manually by completing the [B306](#) form and faxing it to 02) 8339 6713.

** For information on how to create further Administrators in your organisation go to the Digital certificate page on this website.

AUSTRALIAN CUSTOMS SERVICE

For further assistance: www.cargosupport.gov.au cargosupport@customs.gov.au or call 1300 558 099