



## Digital Certificate Rollover

This process can only be completed where your previous certificate and new certificate have identical details i.e Company Name, Certificate holders name, State, Certificate type etc are identical to previous certificate.

1. Access the following URL : <https://www.ccf.customs.gov.au>

Click on the Login menu item on the left of the screen.

Customs Interactive

Welcome to the Australian Customs Service Interactive facility.

This facility provides the ability for authorised users to access a range of Customs Business Applications.

In order to access Customs Interactive, users must first register for use with a Customs endorsed digital certificate.

If you already have a digital certificate and are ready to register with Customs Interactive, click [here to go to the Registration facility](#) or use the "Registration" option from the menu on the left.

If you are already registered and wish to login, click [here to use your digital certificate to login to Customs Interactive](#) or use the "Login" option from the menu on the left.

Customs Interactive requires the use of Internet Explorer 5.5 (Service Pack 2) or above and is best viewed with a screen resolution of 1024 x 768

2. Click on the **Login** button

Customs Interactive Login (CSI)

To login to Customs Interactive you will use your digital signature certificate.

If you are logging in to Customs Interactive for the first time a digital signing program will be downloaded to your workstation. Subsequent accesses will use this program to digitally sign transactions with your signature and append your digital certificate.

WARNING

Customs Interactive is provided for use in accordance with Customs Policy, the Customs Act and other laws.

Use of Customs Interactive may be audited and misuse may result in action.

Login

3. The signing terms and conditions window displays, showing current certificate. Click on the **certificate** button

Signing terms and conditions confirmation

A digital signature has been requested for authentication.

The following terms and conditions apply:

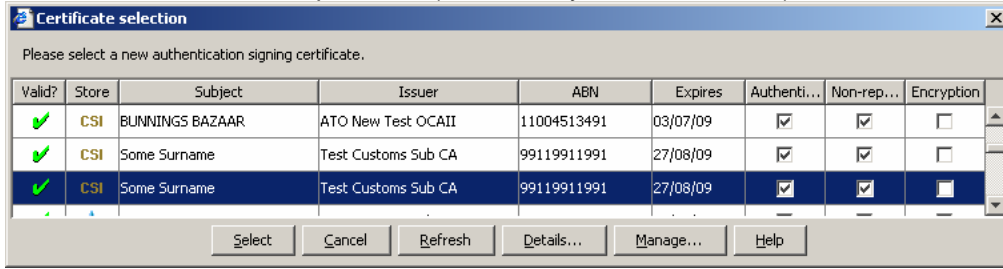
Signing data for Customs

The following certificate will be used to sign:

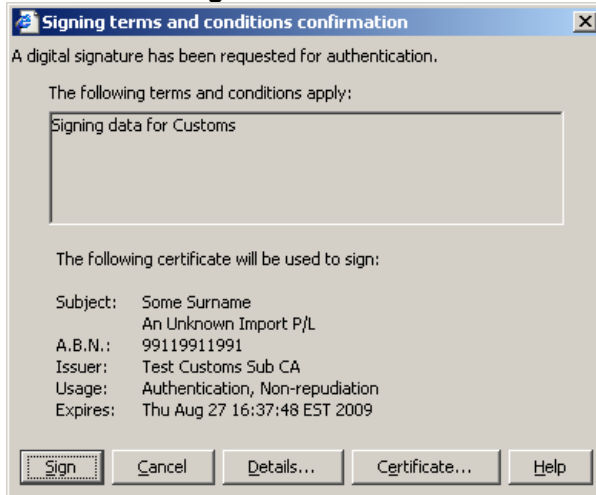
Subject: Some Surname  
An Unknown Import P/L  
A.B.N.: 99119911991  
Issuer: Test Customs Sub CA  
Usage: Authentication, Non-repudiation  
Expires: Thu Aug 27 16:37:48 EST 2009

Sign Cancel Details... Certificate... Help

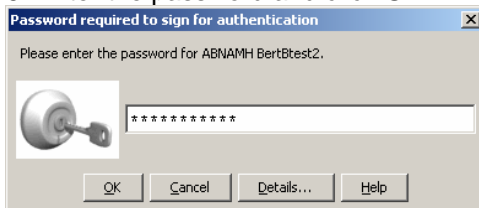
4. Highlight the new certificate by clicking on it once. The certificate must be valid for Authentication and Non-repudiation (indicated by the check boxes). Click on the **Select** button.



5. Click on the **Sign** button



6. Enter the password and click **OK**.



7. The Rollover registration screen displays informing the user that an email has been sent to the displayed email address. Once the email is received the certificate rollover is complete.



\*\*If you get to this point and receive an error message stating “the certificate you have presented indicates that your organisation has already registered”. This indicates that your certificate details are not identical, therefore you will need to get your Administrator to renew your certificate.