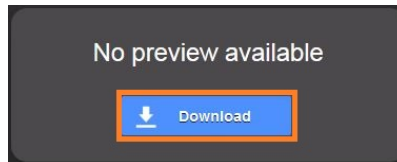


## Installing the ServicePoint PKI on Chrome on Windows

**Before downloading the PKI file**, make sure that your computer is PKI compliant. If your computer is not compliant, do not install PKI until the requirements are met. *It must have password protection, up to date virus protection, and a firewall.* **You will need to repeat these instructions to install the PKI certificate on all the computers in your agency.**

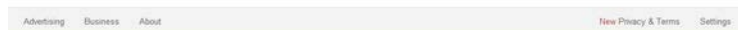
1. Download the PKI Certificate by copying and pasting this link into your browser and press Enter:  
<https://drive.google.com/file/d/0B951nfff5cUCX19HdHQ0bHA2R2c/view?usp=sharing>

- a. Click “Download”



- b. **IF THE IMPORT WIZARD AUTOMATICALLY OPENS AFTER CLICKING DOWNLOAD, LEAVE THE IMPORT WIZARD OPEN, GO BACK TO CHROME, AND FOLLOW THESE NEXT STEPS. IF THE IMPORT WIZARD DOES NOT AUTOMATICALLY OPEN, GO TO STEP 3.**

- i. Check to make sure Chrome is “set as your default browser”  
Click on the three bars on the top right of the browser



- Click on “Settings”
- Make sure “Default Browser” says “The default browser is currently Google Chrome.”

Default browser

The default browser is currently Google Chrome.

- If Chrome is the default browser, stop here, go back to the import wizard, and skip to **STEP 3**. If Chrome is not the default browser (see picture below) then continue.

Default browser

Make Google Chrome the default browser

Google Chrome is not currently your default browser.

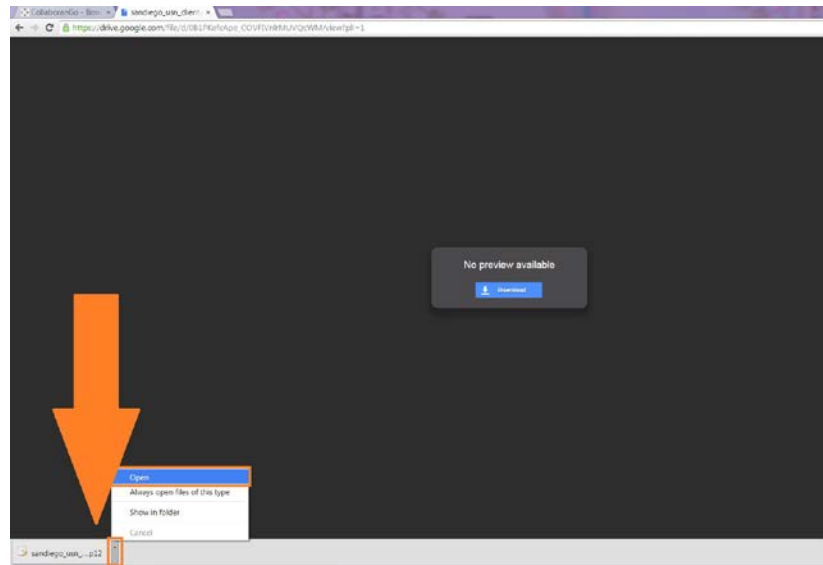
- If the default browser is not currently Chrome, click “**Make Google Chrome the default browser**” (see picture below). Then, go back to the import wizard and skip to **STEP 3**.

Default browser

Make Google Chrome the default browser

Google Chrome is not currently your default browser.

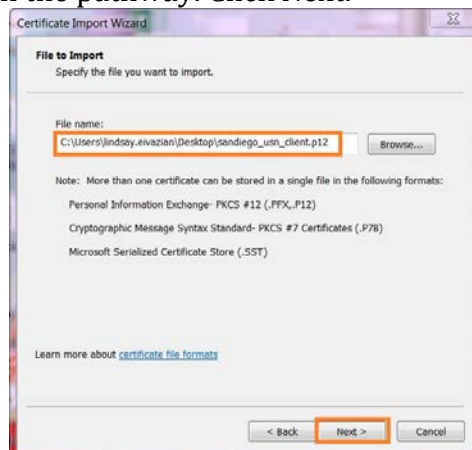
- ii. If Google Chrome is your default browser, go back to the import wizard, and skip to **STEP 3 in these instructions.**
2. Click on the arrow next to the PKI file at the bottom left of your browser window. Then, select “Open”



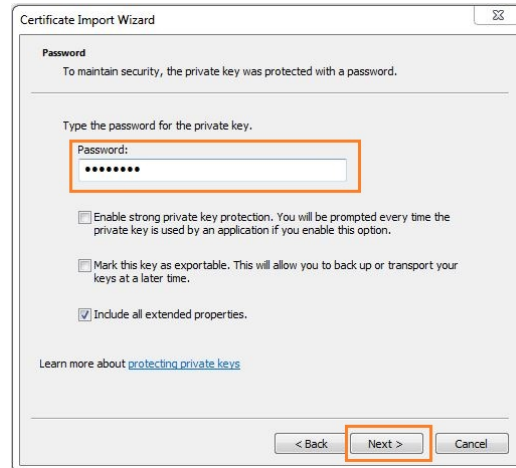
3. The import wizard will open. Click next.



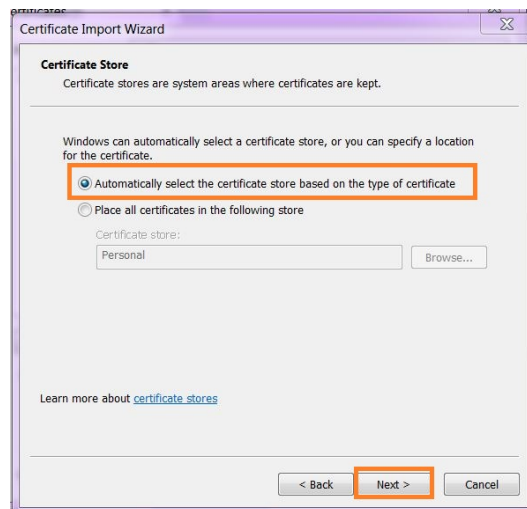
4. You will see the PKI file name in the pathway. Click Next.



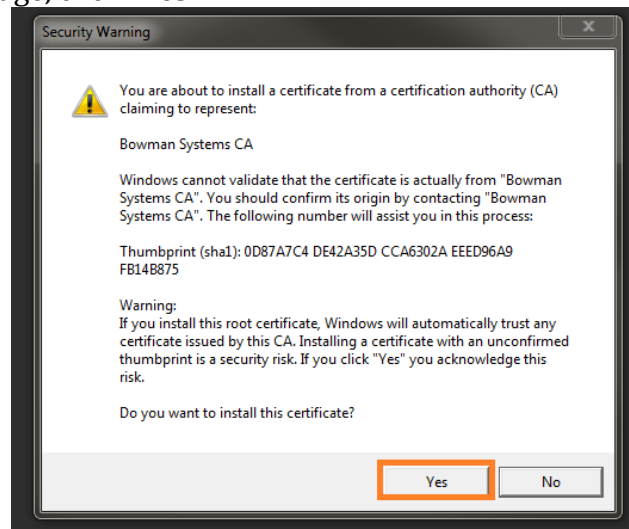
5. **Contact RTFH for the installation password.** Enter the password when prompted. This password is case sensitive. Click Next.



6. **IMPORTANT: Make sure “Automatically select the certificate store based on the type of certificate” is checked.**



7. If you receive this message, click “Yes”



8. Click Next. Then click Finish. Then click OK.
9. The certificate installation is now complete. You can close out of the certificate manager and you are now ready to use ServicePoint.